How to query and print documents

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From paper documents to electronic images

Imaging is the conversion of paper documents into electronic images stored on a computer. Documents are imaged using a scanner and then catalogued for quick retrieval as follows.

1 —Scan documents

Use a scanner with Application Xtender Image Capture software to scan paper documents and convert them into electronic images stored on a computer.

2 — Index documents

For each scanned document use Application Xtender Document Manager or Application Xtender Web Access to add index information for easy document retrieval.

3 — Retrieve documents

Faculty and staff can retrieve and view specific documents with Application Xtender Document Manager or Application Xtender Web Access by performing queries using the appropriate index information or by querying directly from Banner.

This document will provide procedures on how to query documents directly from Banner as well as how to view and print the documents with Application Xtender Web Access.

What you can do with AX Web Access

AX Web Access allows you to access scanned or imported documents via the Internet.

With AX Web Access, you can add, delete, view and print documents using a Web browser. Document annotations can be viewed, added, and edited. You can also create, edit, and save queries.

This document will provide procedures on how to query documents directly from Banner as well as how to view and print the documents with AX Web Access.

Minimum System Requirements

The minimum system requirements for the AX Web Access are:

- Win32 platform (Windows XP Professional [SP2], Windows 2000 [SP4] Server, Windows 2000 [SP4] Advanced Server, or Windows 2003 Server [SP1] Standard, Enterprise, and Web Edition)

- MS Internet Explorer 6.0, which includes ActiveX support (6.01 is highly recommended) or Netscape Navigator 7.1 with Interactive Client Viewer Plug-In installed

- Connection to the Internet

How to query imaged documents from Banner

One of the quickest ways to query one or more imaged documents is to enter a student's McGill ID in Banner and launch AX Web Access.

Performing the query

1   Login to Banner.

1   Open **SGASTDN - General Student Form** or **SAAADMS - Student Admissions Form**

2   Enter the **McGill ID** of the student whose documents you wish to view.

Student's McGill ID

General Student SGASTDN 7.3.0.1 (TBILD7)

ID: 260000486 ▼ Wulf, Edward   Student Summary ▼   Term:

Note   You **do not** need to enter the **Term** or click on **Next Block**.

3   Click on the **SCT Banner Xtender Solutions** icon on the Banner toolbar.

SCT Xtender Solutions icon

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Displaying the results

A AX Web Access internet session opens and displays the **Search Results** of documents for the specified student:

4 To view a document, click on the associated document icon.

Document Icon

A new window will open and the document is displayed:

Image Toolbar

5. To view subsequent pages of the document, click on the **Next Page/ Previous Page** icons on the Image Toolbar. For detailed instructions on navigating using the Toolbar see "How to use the AX Web Access image toolbar" on page 7.

6. To return to the Search Results, close the document view window.

Tip

In AX Web Access, you can open and view multiple documents simultaneously. On the query result set page, click the document icon for the first document you want to open. The document appears in a Document Display window. Return to the results page and select the second document you want to open. This document appears in another Document Display window. Continue for each of the remaining documents you want to open. When you finish, each document you opened appears in its own Document Display window.

If you want to …	Then …
View another document from the same Search Results	Click on the associated document icon ▯ from the Search Results
Print any of the documents from the Query Results	Follow the instructions in the section "How to Print Documents with AX Web Access" on page 9
View the application documents for a different student	Return to Banner and repeat steps 2 to 5
Exit AX Web Access	**Do not** click on the ✖ in the upper right hand corner. Instead click on the Logout 🔑 icon

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How to use the AX Web Access image toolbar

When you open a document, the **AX Web Access image toolbar** will appear. The Image Toolbar allows you to navigate, zoom, print, configure display properties, refresh, view image information, size the displayed document, and navigate through subpages of a document.

Toolbar Functions

To fit the displayed page in the document view according to height, width, or maximum height and width, use the **Page Fit** icons.

Page Fit icons

To rotate the displayed page 90 degrees to the left or right, use the **Page Rotate** icons.

Page Rotate icons

To zoom in or out on the displayed page, use the **Page Zoom** icons.

Page Zoom icons

The Magnifier feature allows you to pinpoint an area of an image to zoom. When the **Magnifier** icon is selected, the mouse pointer becomes a magnifier, and a click of the mouse displays the selected document region.

Magnifier icon
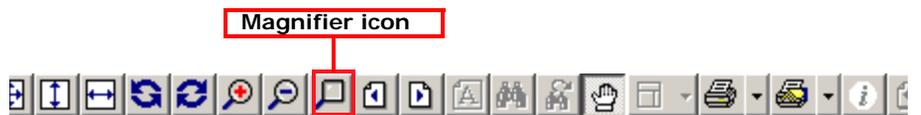
To page through the document, use the **Page Selection** icons. The Page Select ⊞ icon allows you to specify a page to view. The **Previous Page/ Next Page** icons ◁ ▷ display either the previous or the next page within a document. Note: these icons are only visible if a document has more than one page.

Page Selection icons

To switch between pan mode and selection mode, click on the **Hand** icon:

Hand icon

To print the displayed page or document, click on the **Print Page** or **Print Document** icon. For more detailed instructions on printing documents see .

Print Page/Document icons

To refresh the document page frame, use the **Refresh** icon.

Refresh icon

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How to print documents with AX Web Access

The easiest way to print documents with WebXtender is directly from the Search Results list.

1   From your Search Results, check the boxes of the documents you would like to print, then click on the Print icon.

Check the boxes

Click on the Print Icon

| File | Edit | View | Options | Help |

Query Results for Application 'B-S-ADMN'

Document 1 - 4 of 4

		ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM C
☐		260000486	60000967	TRANSCRIPT-OFFICIAL	WULF	EDWARD			200509
☐		260000486	60000967	TRANSCRIPT-OFFICIAL	WULF	EDWARD			200509

The **Print** dialog box will appear:

Print   ?

┌─ Printer ────────────────────────────────┐
Name: \\print\526-HP3800DN Colour ▼   Properties...

Status: Ready
Type: HP Color LaserJet 3800 PCL 6
Where: 688 Sherbrooke/Floor 16/Room 1665
Comment:
└───┘

┌─ Print range ──────────┐   ┌─ Copies ──────────────┐
● All   Number of copies: 1 ⬍

○ Pages   range: 1-3   3   ☑ Collate
○ Selection
└────────────────────────┘   └───────────────────────┘
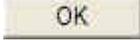
☐ Hide annotations   ☐ Print text note

2   Select the printer from the drop-down menu, then enter the number of copies you would like to print.

3   Click   OK

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Tip

You may alternatively print an individual page or document from the document view by clicking on the **Print Page** 🖨 or **Print Document/PDF** icons 🖨 on the Image Toolbar.

4   Click on   Cancel   to return to the document.