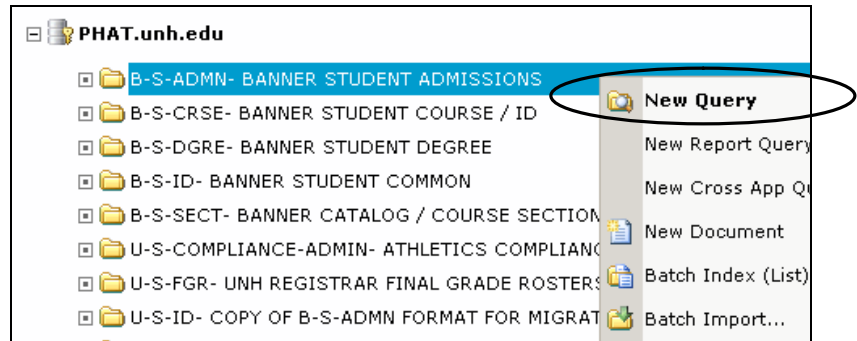


Search (query) for a document

ApplicationXtender Web Access (WX)

To search for a document which has been scanned or imported, and indexed:

1. Log into ApplicationXtender Web Access.
2. From the Application List, **right-click** the application you wish to search in, and select **New Query** from the menu.



3. The Query Criteria screen appears.
Note: The index fields you see depend on the application you are in.
4. Enter the information you wish to search on.
Note: Use the wild card (*) to search with partial information.
Examples:
Entering **michel*** in the Last Name field will return all last names that start with “michel”.
Entering ***val** will return all last names that end with “val”.
Entering ***e*** will return all last names that contain an “e”.
5. If necessary, click the **Range** button and enter the appropriate information to search on a range of values.



Example:

Entering **Greater than or equal to De** in the Last Name field will return only the names which begin with “De” or any letters later in the alphabet.

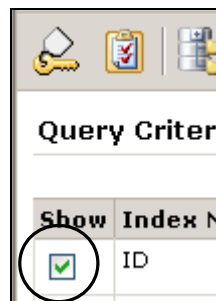
6. If necessary, click the **Search List** button and enter the appropriate information to search for multiple values at once.



Example:

Entering **Smith or Jones** in the Last Name field will return documents for anyone whose name is Smith or Jones.

7. If you do not want a particular column to show on the Query Search Results screen, deselect the checkbox in the **Show** column.



8. Click the **Submit** button to run the query.
9. To view a document from the query results, click the **Open Document** icon.

Query Results for Application 'B-S-ADMN'

Document 1 - 8 of 8

<input type="checkbox"/>	PIDM	DOCUMENT TYPE	LAST NAME	TERM CODE	APPLICA
<input type="checkbox"/>	768571	SUPPLEMENTAL INFO	DIETZ		
<input type="checkbox"/>		MISC CORRESPONDENCE	ELLA		
<input type="checkbox"/>	783127	MISC CORRESPONDENCE	DORVAL	200601	1
<input type="checkbox"/>	936655	MISC CORRESPONDENCE	GOSSELIN	200801	1

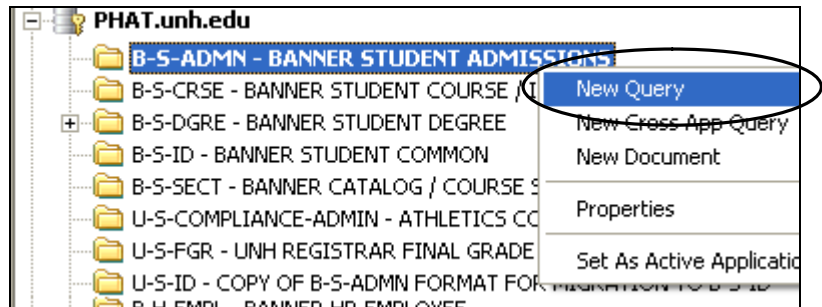
< [Progress Bar]

Search (query) for a document

ApplicationXtender Document Manager (AX)

To search for a document which has been scanned or imported, and indexed:

1. Open ApplicationXtender Document Manager and log in.
2. From the Application List, **right-click** the application you wish to search in, and select **New Query** from the menu.



3. The Search pane appears.
Note: The index fields you see depend on the application you are in.

4. Enter the information you wish to search on.
Note: Use the wild card (*) to search with partial information.

Examples:

Entering **michel*** in the Last Name field will return all last names that start with “michel”.

Entering ***val** will return all last names that end with “val”.

Entering ***e*** will return all last names that contain an “e”.

5. If you would like to search on a range of values for a particular index field, put your cursor in that field and press the **<F8>** button on your keyboard. Enter the appropriate information and click the **OK** button.

Example:

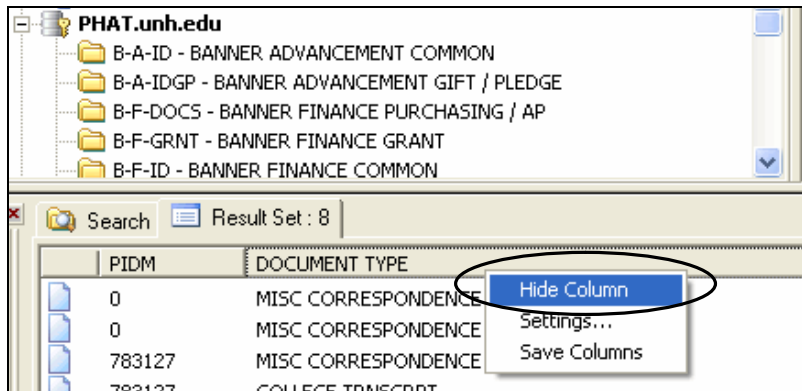
Entering **Greater than or equal to De** for the Last Name field will return only the names which begin with “De” or any letters later in the alphabet.

6. If you would like to search for multiple values in a particular index field, put your cursor in that field and press the **<F5>** button on your keyboard. Enter the appropriate information and click the **OK** button..

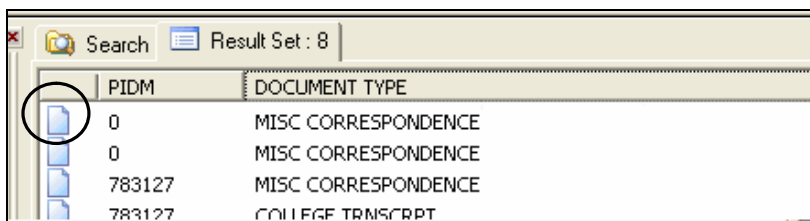
Example:

Entering **Smith or Jones** in the Last Name field will return documents for anyone whose name is Smith or Jones.

7. Click the **Search** button to run the query.
8. If you do not want a particular column to show on the Result Set tab, right-click that column and select **Hide Column** from the menu.



9. To view a document from the result set, double-click the page icon.

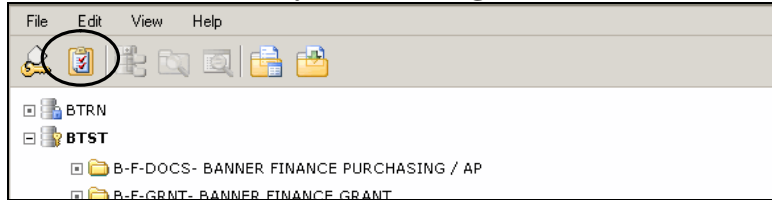


View more than one document at a time

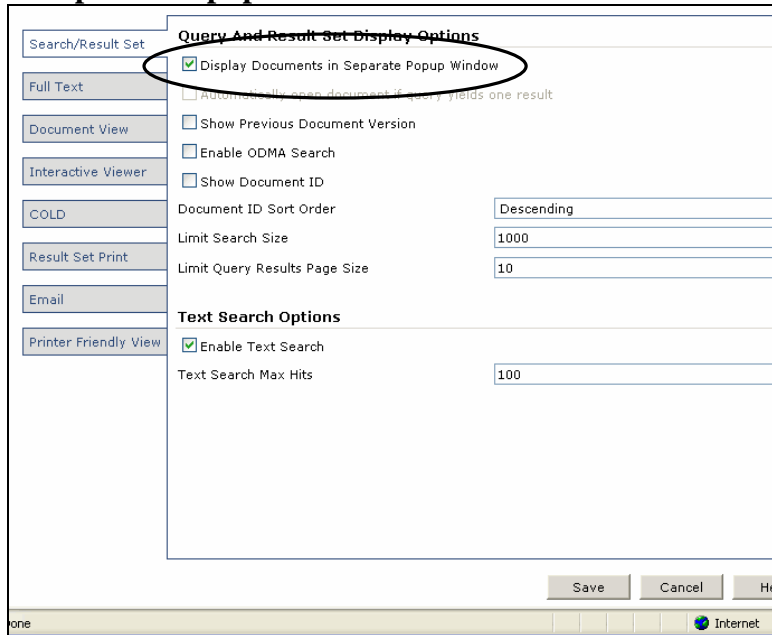
ApplicationXtender Web Access (WX)

1. Log into ApplicationXtender Web Access.
Note: Log into the database where you wish to make the change (for example: PHAT, BTST, BPRD, PROD).

2. Click the **View/Modify User Settings** button.



3. On the **Search/Result Set** tab, click the **Display Documents in Separate Popup Window** checkbox to select it.



This will allow you to open multiple documents within one session of Xtender. When this checkbox is not selected, Xtender displays one document at a time, in the same window.

4. Click the **Save** button.
5. Log out of Xtender.

