

## **ApplicationXtender - Overview and Retrieving Documents**

All documents processed by the Graduate College are available in ApplicationXtender, also referred to as AppXtender. Graduate Advisors should have access to both ApplicationXtender and Banner. ***(The password for ApplicationXtender does not update with your NSU password. Meaning, the first password you use for ApplicationXtender will remain the same unless you manually change it.)***

- If you do not have access to ApplicationXtender please contact:
  - Janice Ratliff ([ratlifjm@nsuok.edu](mailto:ratlifjm@nsuok.edu) or ext. 2175)  
or
  - Christopher Gay ([gayc@nsuok.edu](mailto:gayc@nsuok.edu) or ext. 2188)
- If you do not have access to Banner, please contact Joshua McCollum ([mccolluj@nsuok.edu](mailto:mccolluj@nsuok.edu) or ext. 2093) with the Graduate College, he will need to submit a ticket for you.

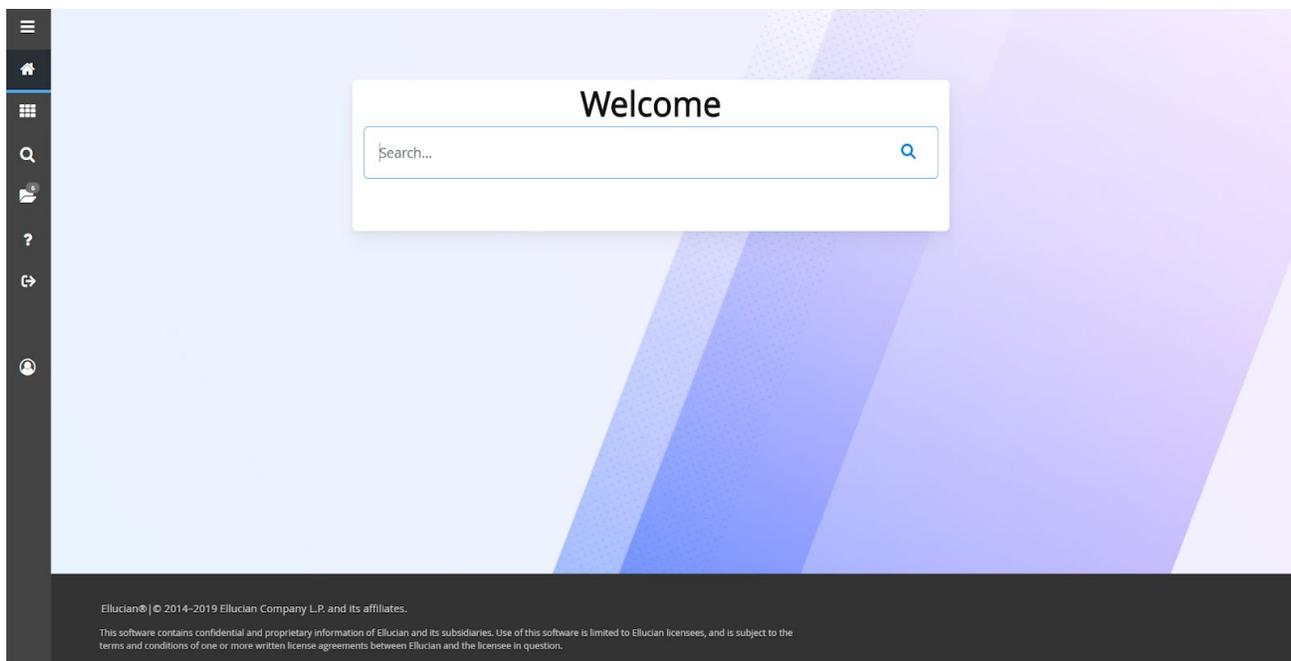
### **How to navigate to ApplicationXtender:**

There are two ways to navigate to the Applicationxtender web page either through banner or through the link. Before using AppXtender, please use change your web browser's settings to allow pop-ups. If you need help doing this please call IT services at 5678

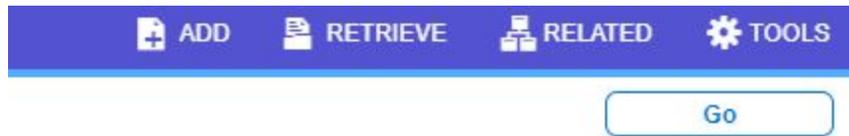
- *Please use Google Chrome or Firefox whenever using ApplicationXtender. Internet Explorer and Microsoft edge normally face issues whenever running ApplicationXtender.*

### **ApplicationXtender through Banner:**

If you have never used Banner before please contact the Graduate College for a brief training. The Graduate College can be contacted at [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu) or ext. 2093. The picture below depicts the Banner homescreen.



On any page in Banner in the upper right corner is a toolbar. For access to ApplicationXtender click on **RETRIEVE** this will cause new tab to popup, which should look like the following picture. (If you see this screen, please skip to **How to View Documents** for more instructions).



opentext™ | ApplicationXtender - PROD GRAFFN ⓘ ↗

Applications

- ▶ B-G-ID
- ▶ B-S-ADMIN
- ▶ NSU-LEGACY-ADMISSIONS
- ▶ NSU-VAULT-TRANSCRIPTS

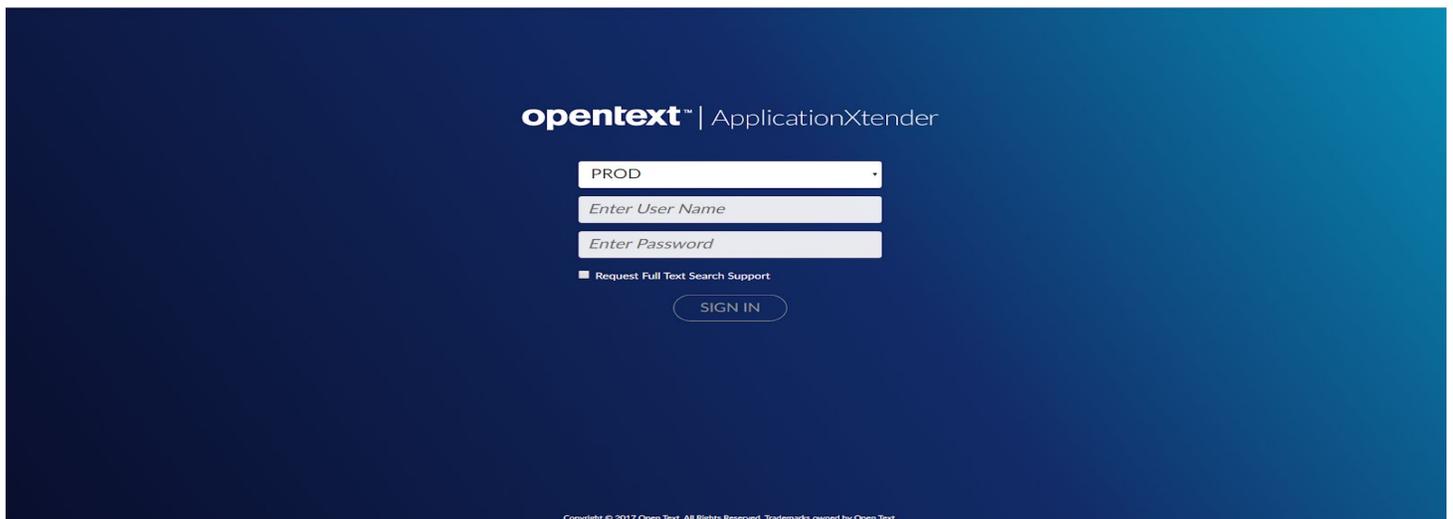
### Recently Viewed Documents

Application Name	Document Title	Viewed Time
B-S-ADMIN	N00231500	2019-09-06 08:22:23
B-S-ADMIN	N00231500	2019-09-06 08:21:49
B-S-ADMIN	N00233591	2019-09-05 10:42:41
B-S-ADMIN	N00202270	2019-09-03 12:13:09
B-S-ADMIN	N00202270	2019-09-03 12:13:04
B-S-ADMIN	N00202270	2019-09-03 12:12:57
B-S-ADMIN	N00202270	2019-09-03 12:12:53
B-S-ADMIN	N00202270	2019-09-03 12:12:41
B-S-ADMIN	N00202270	2019-09-03 12:12:36
B-S-ADMIN	N00202270	2019-09-03 12:12:24

### ApplicationXtender through the Link:

Go to the following webpage:

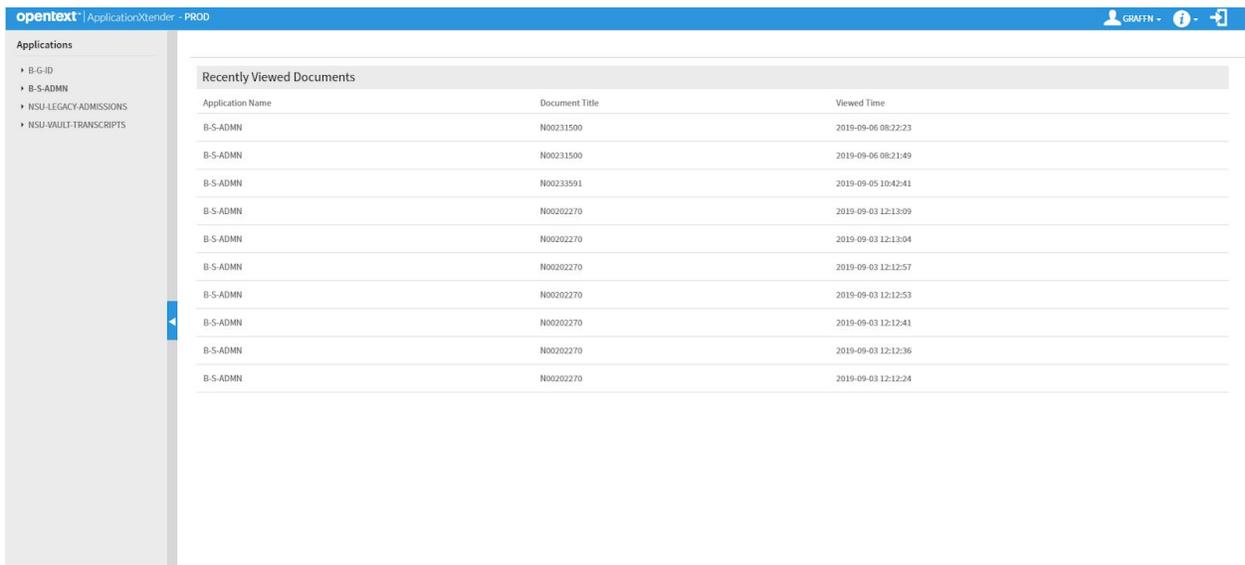
<https://nsut-bdm-web.nsuok.edu/AppXtender/DataSources/PROD/Account/Logout>



Use your NSU ID and password to log-in to ApplicationXtender. Make sure to check the box next to **Request Full Text Search Support** before logging in.

- *If you face issues logging in please try to log in through Banner first. The password for ApplicationXtender does not update with your NSU password. Meaning, the first password you use for ApplicationXtender will remain the same unless you manually change it. If you are unable to access ApplicationXtender, contact Janice Ratliff ([ratlifjm@nsuok.edu](mailto:ratlifjm@nsuok.edu) or ext. 2175) or Christopher Gay ([gayc@nsuok.edu](mailto:gayc@nsuok.edu) or ext. 2188) for help.*

Once done, you should see the ApplicationXtender homepage. *(If you see this screen, please go to **How to View Documents** for more instructions).*



The screenshot shows the ApplicationXtender homepage. The top navigation bar includes the 'opentext' logo, 'ApplicationXtender - PROD', and user information for 'GRAFTN'. A sidebar on the left lists applications: 'B-G-ID', 'B-S-ADMN', 'NSU-LEGACY-ADMISSIONS', and 'NSU-VAULT-TRANSCRIPTS'. The main content area features a table titled 'Recently Viewed Documents' with three columns: 'Application Name', 'Document Title', and 'Viewed Time'. The table contains ten rows of data, all with 'B-S-ADMN' as the application name and various document IDs and timestamps.

Application Name	Document Title	Viewed Time
B-S-ADMN	N00231500	2019-09-06 08:22:23
B-S-ADMN	N00231500	2019-09-06 08:21:49
B-S-ADMN	N00233591	2019-09-05 10:42:41
B-S-ADMN	N00202270	2019-09-03 12:18:09
B-S-ADMN	N00202270	2019-09-03 12:18:04
B-S-ADMN	N00202270	2019-09-03 12:12:57
B-S-ADMN	N00202270	2019-09-03 12:12:53
B-S-ADMN	N00202270	2019-09-03 12:12:41
B-S-ADMN	N00202270	2019-09-03 12:12:36
B-S-ADMN	N00202270	2019-09-03 12:12:24

## How to view Documents:

After you have gained access to the ApplicationXtender homepage, you will be able to view uploaded documents.

The screenshot shows the ApplicationXtender interface. On the left, there is a sidebar with the 'Applications' menu, where 'B-S-ADMIN' is highlighted. The main content area displays a table titled 'Recently Viewed Documents' with the following data:

Application Name	Document Title	Viewed Time
B-S-ADMIN	N00231500	2019-09-06 08:22:23
B-S-ADMIN	N00231500	2019-09-06 08:21:49
B-S-ADMIN	N00233591	2019-09-05 10:42:41
B-S-ADMIN	N00202270	2019-09-03 12:13:09
B-S-ADMIN	N00202270	2019-09-03 12:13:04
B-S-ADMIN	N00202270	2019-09-03 12:12:57
B-S-ADMIN	N00202270	2019-09-03 12:12:53
B-S-ADMIN	N00202270	2019-09-03 12:12:41
B-S-ADMIN	N00202270	2019-09-03 12:12:36
B-S-ADMIN	N00202270	2019-09-03 12:12:34

On the left side of the page you will see a list of different “**Applications**”. The one you will use is the **B-S-ADMIN**. Click on this link. *(please note this may take a few seconds or require you to double click.)* All documents received by the Graduate College are uploaded into the **B-S-ADMIN** Location. You should now see a page that looks like the picture below. In order to view/find a document click on the **NEW QUERY** button. This is located in the middle of the page.

- ▶ B-G-ID
- ▶ B-S-ADMIN
- ▶ NSU-LEGACY-ADMISSIONS
- ▶ NSU-VAULT-TRANSCRIPTS

The screenshot shows the ApplicationXtender interface for the 'B-S-ADMIN - BANNER STUDENT ADMISSIONS' application. The top navigation bar includes the 'opentext' logo and the user name 'GRAFFN'. The left sidebar shows the 'Applications' menu with 'B-S-ADMIN' selected. The main content area features four buttons: 'NEW QUERY', 'NEW DOCUMENT', 'NEW BATCH', and 'MANAGE BATCHES'. Below these buttons is a table titled 'Recently Created Documents' with the following data:

Document Title	Created Time	Created By
N00171823	2019-09-06 11:09:37	GRAFFN
N00175961	2019-09-05 14:57:12	GRAFFN
N00229129	2019-09-05 14:56:55	GRAFFN
N00055978	2019-09-05 14:56:44	GRAFFN
N00229129	2019-09-05 14:56:32	GRAFFN
N00236376	2019-09-05 14:56:08	GRAFFN
N00236599	2019-09-05 10:07:57	GRAFFN
N00069919	2019-09-05 10:06:55	GRAFFN
N00069919	2019-09-05 10:06:47	GRAFFN
N00051910	2019-09-05 10:06:34	GRAFFN

You will now see a page similar to the following. Here you will enter any information you have on a student in order to search for their documents. If you have an N#, simply enter that number in the **ID** fill-in-the-blank area and press **Run**. If you do not have a student's N#, but know their first and last name please enter this information in the corresponding fill-in-the-blank areas. Here you can enter just about any information to find a corresponding document.

- *If you are unable to find the documentation you need, please email [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu) the document you are searching for may not have reached our office or been entered into the system. Documents are entered daily into ApplicationXtender by the Graduate College's Administrative Assistant Nettie Blunt.*

The screenshot shows the 'New Search - B-S-ADMN' interface. On the left is a sidebar with 'Applications' and a tree view containing 'B-G-ID', 'B-S-ADMN', 'NSU-LEGACY-ADMISSIONS', and 'NSU-VAULT-TRANSCRIPTS'. The main area is a search form titled 'New Search - B-S-ADMN' with the following fields:

- Search Criteria: Enter a search term in the index fields to filter your results.
- ID: [Text Input]
- PIDM: [Text Input]
- DOCUMENT TYPE: [Multiple select / Input and enter]
- LAST NAME: [Text Input]
- FIRST NAME: [Text Input]
- SSN: [Text Input]
- BIRTH DATE: [Text Input]
- TERM CODE: [Multiple select / Input and enter]
- APPLICATION NUMBER: [Text Input]
- ADMISSIONS REQUIREMENT: [Multiple select / Input and enter]
- INSTITUTION NUMBER: [Text Input]
- ROUTING STATUS: [Multiple select / Input and enter]
- ACTIVITY DATE: [Text Input]
- RECRUITER ID: [Text Input]
- INTENDED MAJOR: [Text Input]
- VPDL CODE: [Text Input]
- DISPOSITION DATE: [Text Input]

Buttons at the bottom: RUN, SAVE, CANCEL.

If the student has documents on file you will see a screen similar to the following with a list of all documents types available for viewing.

The screenshot shows the 'Query Results' page. The breadcrumb trail is 'B-S-ADMN > New Search > Query Results'. The table below lists the search results:

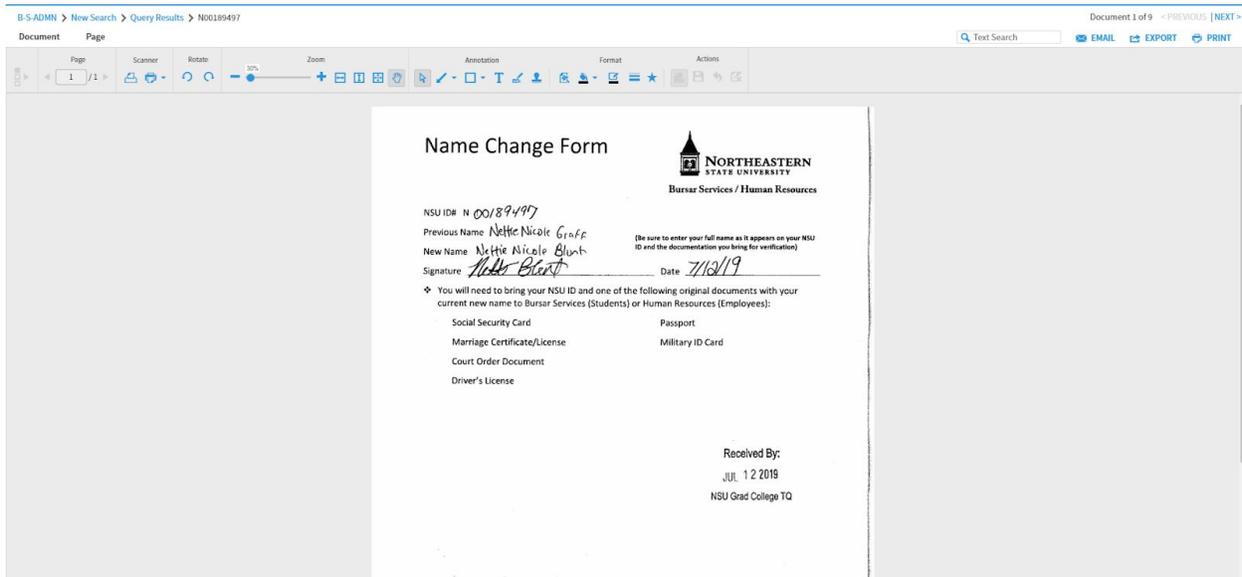
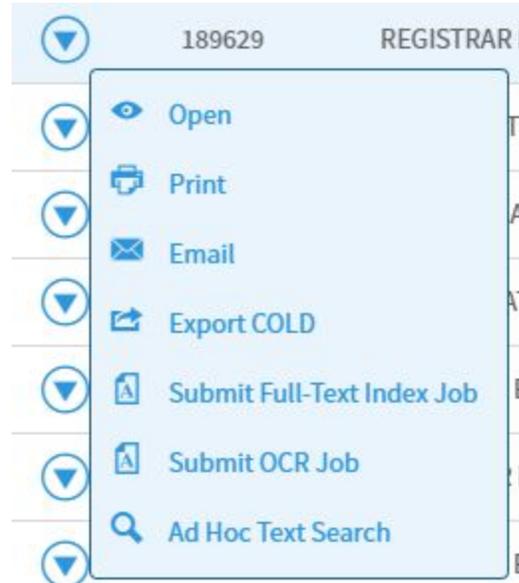
<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME
<input type="checkbox"/>	N00189497	189629	REGISTRAR MISC	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	STATEMENT OF UNDERSTANDING	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	DEGREE PLAN	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	GA APPLICATIONS	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	PERMIT TO ENROLL	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	REGISTRAR MISC	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	ENTRANCE EXAM	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	GRAD ADMISSIONS LETTER	BLUNT	NETTIE
<input type="checkbox"/>	N00189497	189629	ADMISSIONS APP	BLUNT	NETTIE

Documents 1 - 9 of 9

Choose the document type you are needing and



click the  located near the left of the page. This will cause a drop-down box to open consisting of different options. If you would like to view the document, click **OPEN**. This will take you to the document. You have a few options of what to do from here. If you would like to download or print the document please use the **EXPORT** or **PRINT** options located in the right-hand corner.



If you would like to navigate back to the Student's list of available documents or to look up documents for a different student, please use the "tabs" in the upper left-corner.

[B-S-ADMN](#) > [New Search](#) > [Query Results](#) > [N00189497](#)

If you have any more questions or concerns please contact the graduate college at [graduatecollege@nsuok.edu](mailto:graduatecollege@nsuok.edu)