How to Access Xtender from Internet Native Banner (INB)

**Please Note:** Application Navigator (AppNav) will replace Internet Native Banner (INB) effective November 2018.

Accessing Xtender from Banner enables you to view documents based on the content of the Banner form you are positioned on.

Click on the **BDM-Display Document** icon within Banner to launch WebXtender.

Once you have connected to WebXtender from Banner you will be taken to the **Query Results** page for the student ID that was entered in Banner.
Please Note: You will receive different results depending on which Banner screen you use to access WebXtender.

New Xtender Query

Clicking on the “New Query” option will produce an option to query Xtender for the selected application and show query fields that are unique to that application.

If you click on the magnifying glass icon this will allow you to do a new query search, a new multi-application search, or a new report search.

If you select New Query you will be taken to the New Search page that shows query fields that are unique to each application.

On the New Search page specify the search criteria by using the index fields shown in the screenshot below. Queries can be created by entering one or more values in any of the search fields.
You can make a query search as simple as entering a single value in one of the search fields. For example, you could enter a specific student’s panther number in the ID field. If you would like to search using multiple values you would just select each value before selecting **Run** or **Save**.

**Please Note:** It is possible that you will not see all the options shown in the screenshot above as it is based on individual access.

**Selecting Multiple Values**

There are many search fields that are associated with a predefined list of values (Document Type, Admissions Requirement, Routing Status, etc.). You can select multiple values from these predefined lists.

When you select a value from the list it will display in the window.
In order to select an additional value you will click on the white space in the search criteria window. This will make the predefined list appear.

Search Range Search Criteria
To search using a value range you would click on the search range icon.
When you click on the Search Range icon it will display the Range Search box shown below.

![Range Search dialog box](image1)

You will be able to click on the drop-down arrow to select the “Type of Comparison” that you prefer.

![Expanded drop-down menu](image2)

After you enter your values and select **OK** the values will display in the appropriate window.

![Completed dialog box](image3)
Click **RUN** to run the query without saving it for future use.
Click **SAVE** to be able to run the query at any time. If you decide to save the query be sure to create a name and check the "Available to all users" checkbox if you want to share the query with other users. If you do not check the checkbox the query will be a private query that will only be viewable by you and users that have Administrator rights.

![Save Search](image)

**Search List Search Criteria**

The List Search option allows you to search using multiple search values. To use this option you would click on the **Search List** icon.

![Search List](image)

When you click on the Search List icon it will display the List Search box shown below.
In order to create a list of multiple values you would enter each value in the Field Value box and click on Add as shown below.

When you click OK, your search list will display in the Search Criteria box.
Viewing Documents

When you submit a query the **Query Results** window will display as shown in the screenshot below. There are many actions that can be performed in this window.
A document can be previewed without opening it by hovering over the page icon .

Please Note: Some users will not have the preview option as it is based on access.

The down arrow icon allows you to select from a variety of actions.
When you select the Open document option the selected document will display with the options of adding and deleting pages, rearranging pages, adding annotations, modifying the indexes, printing the page(s), etc.

If you do not have access to add annotations or format documents your toolbar will look like the one shown below. You will notice that the annotation, format, and action toolbars are grayed out.
Clicking on the magnifying glass icon with the undo symbol attached to it will allow you to view your last query or your last query results.

Click on the icon to logout.