



Banner Document Manager End-user Cheat sheet

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Exporting Documents

Log in to Web Access and search the document that you want to export.
Click on Document on the Left top side of screen or Export on the Right top of the screen,

Export Document

☒ All Pages

☐ Current Page

☐ Page Range

☐ Use PDF Format

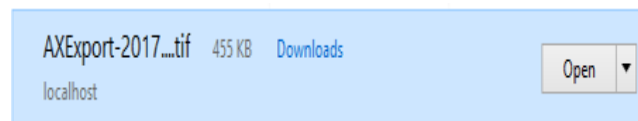
☒ Hide Annotations

CANCEL

EXPORT

Select one of the setting in the Export Document window and click EXPORT

1



The document will download to you download folder on your PC.

DELETE A PAGE

The screenshot shows the EMC ApplicationXtender - SMPL interface. At the top, there's a blue header bar with 'EMC ApplicationXtender - SMPL' on the left and user information 'SYSOP' on the right. Below the header, a breadcrumb trail reads 'B-S-ADMIN > New Search > Query Results > 040500042'. The main area is divided into a left sidebar and a right content area. The sidebar has a 'Document' tab and a 'Page' tab. The 'Page' tab is active, and a dropdown menu is open, showing options: 'New Page', 'Replace Page', 'Cut', 'Paste', 'Delete' (highlighted with a red arrow), 'New Version', 'Delete Current Version', 'Delete Previous Versions', 'Text View', 'Display Image Information', and 'Reorder Page'. The right content area displays a form titled '2014-15 Asset Information' with fields for JCC ID, Student's Legal Name, Street Address, Date of Birth, City, State, ZIP, and Phone. It also includes sections for 'Student/Spouse Asset Information' and 'Parent Asset Information' with checkboxes for 'Balance of cash, savings, and checking accounts', 'Net worth of investments', and 'Net worth of Business and/or investment Farm'. A 'CERTIFICATION' section at the bottom requires signatures and dates for both the student and parent.

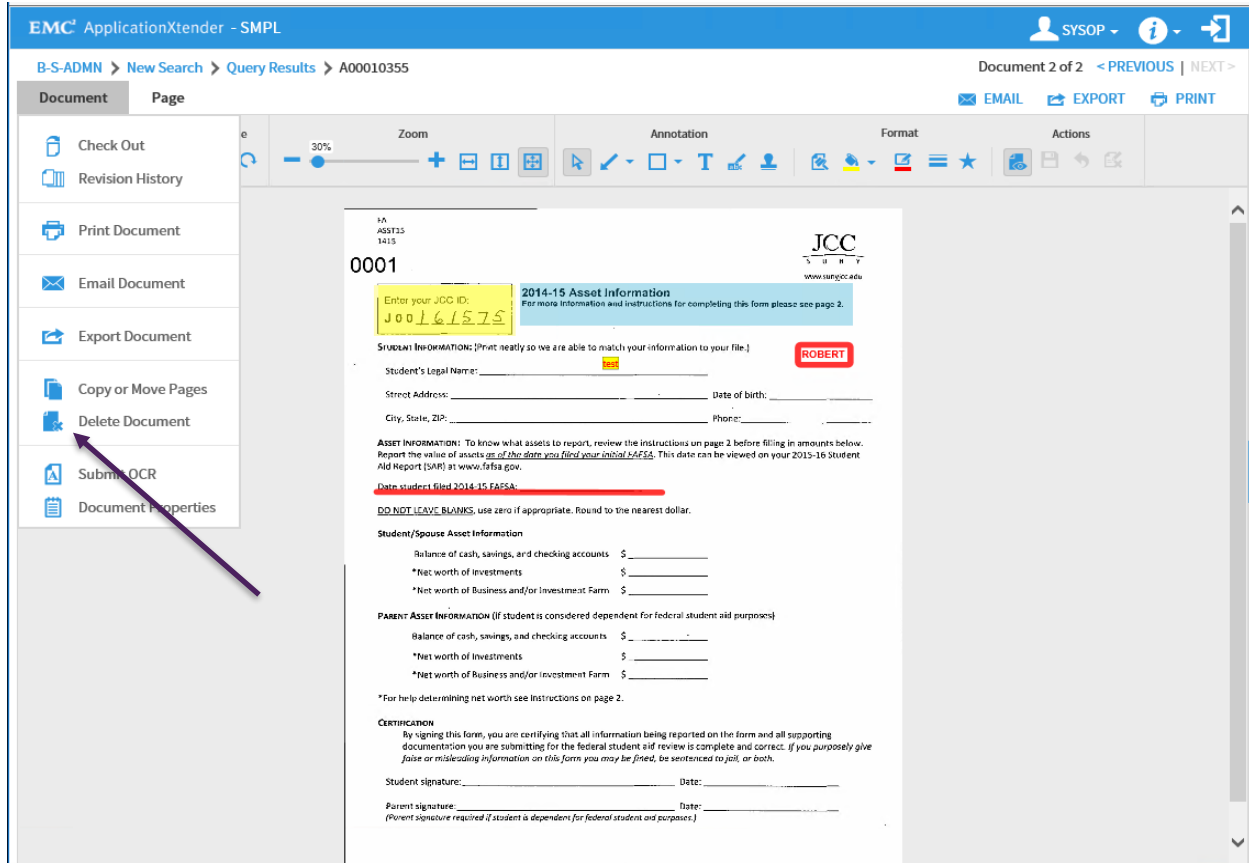
To delete a page there must be more than one page. Display the page you want to delete. Select PAGE at top left of screen and on the dropdown list select Delete. IF there is only one page then Go to delete Document.

The dialog box is titled 'Delete Page' and features a yellow warning triangle icon. The main text asks, 'Are you sure you want to delete the current page?'. At the bottom, there are two buttons: 'CANCEL' and 'DELETE'.

The page will delete.

NOTE: There is no Garbage can to recover a deleted page

DELETE DOCUMENT



EMC® ApplicationXtender - SMPL

B-S-ADMN > New Search > Query Results > A00010355

Document 2 of 2 < PREVIOUS | NEXT >

EMAIL EXPORT PRINT

Document Actions

Check Out

Revision History

Print Document

Email Document

Export Document

Copy or Move Pages

Delete Document

Submit OCR

Document Properties

0001

Enter your JCC ID: J00161575

2014-15 Asset Information

For more information and instructions for completing this form please see page 2.

STUDENT INFORMATION: (Print neatly so we are able to match your information to your file.)

Student's Legal Name: _____

Street Address: _____ Date of birth: _____

City, State, ZIP: _____ Phone: _____

ASSET INFORMATION: To know what assets to report, review the instructions on page 2 before filling in amounts below. Report the value of assets as of the date you filed your initial FAFSA. This date can be viewed on your 2013-16 Student Aid Report (SAR) at www.fafsa.gov.

Date student filed 2014-15 FAFSA: _____

DO NOT LEAVE BLANKS, use zero if appropriate. Round to the nearest dollar.

Student/Spouse Asset Information

Balance of cash, savings, and checking accounts \$ _____

*Net worth of investments \$ _____

*Net worth of Business and/or Investment Farm \$ _____

PARENT ASSET INFORMATION (If student is considered dependent for federal student aid purposes)

Balance of cash, savings, and checking accounts \$ _____

*Net worth of investments \$ _____

*Net worth of Business and/or Investment Farm \$ _____

*For help determining net worth see instructions on page 2.

CERTIFICATION

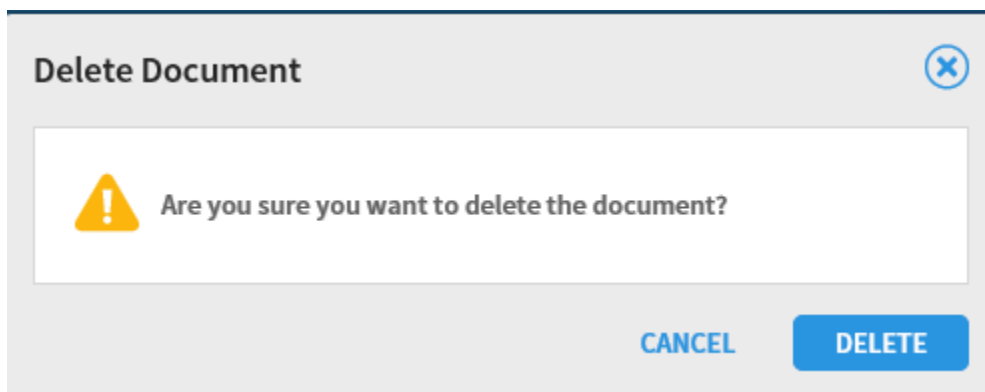
By signing this form, you are certifying that all information being reported on the form and all supporting documentation you are submitting for the federal student aid review is complete and correct. If you purposely give false or misleading information on this form you may be fined, be sentenced to jail, or both.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

(Parent signature required if student is dependent for federal student aid purposes.)

To delete a document. Display the document that you want to delete. Select DOCUMENT at top left of screen and on the dropdown list select Delete.



Delete Document

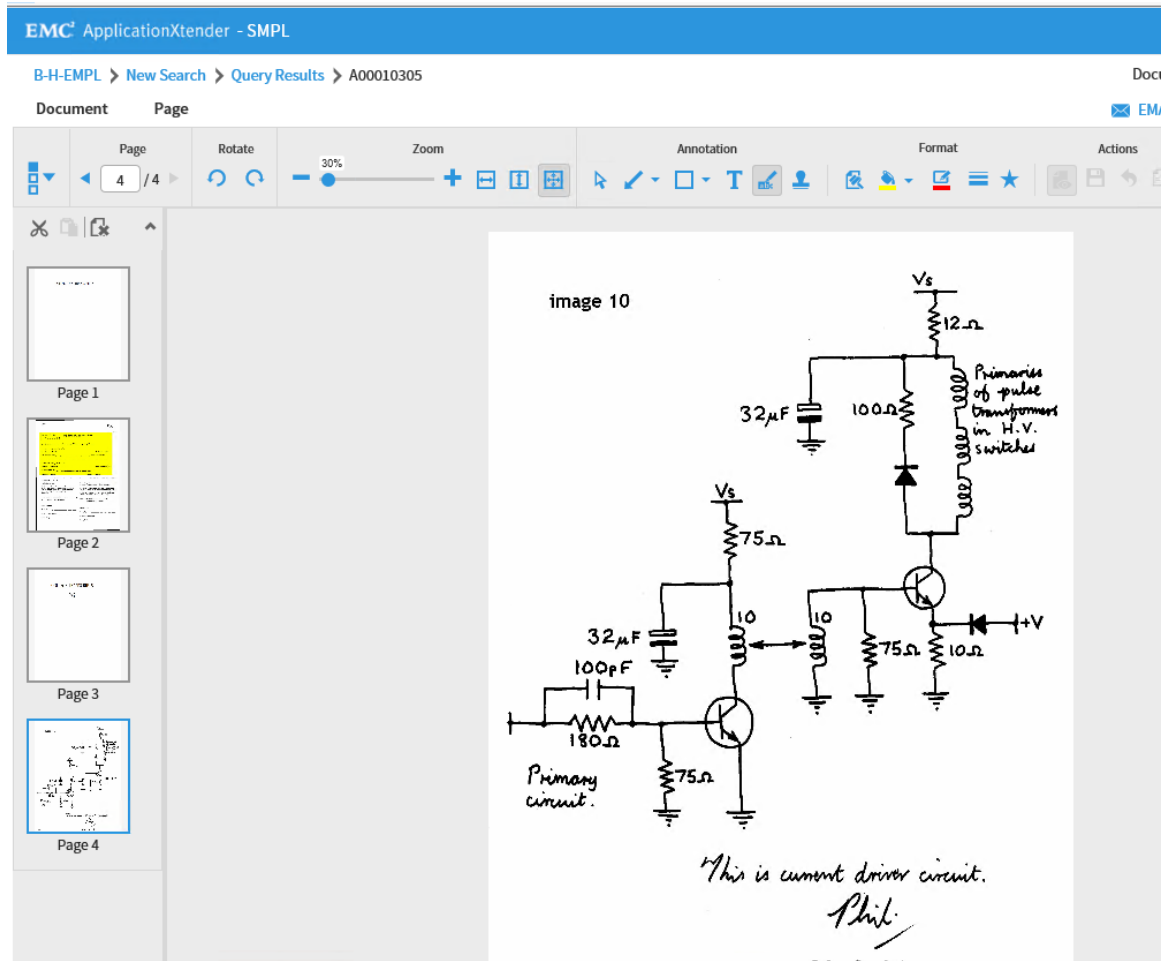
Are you sure you want to delete the document?

CANCEL DELETE

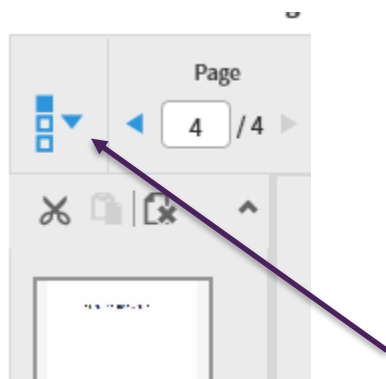
The Document will delete.

NOTE: There is no Garbage can to recover a deleted document.

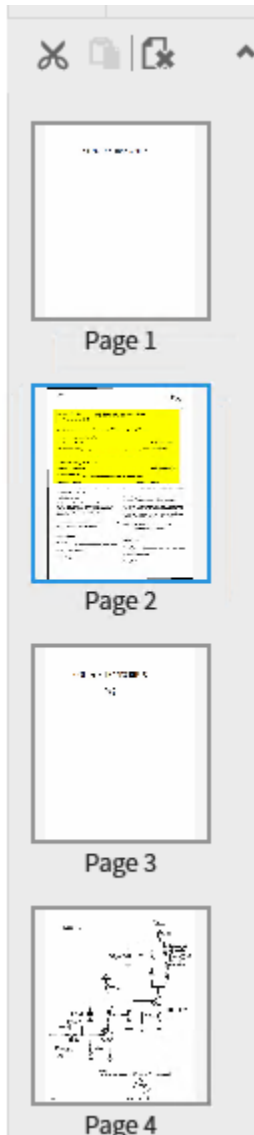
REORDERING PAGES



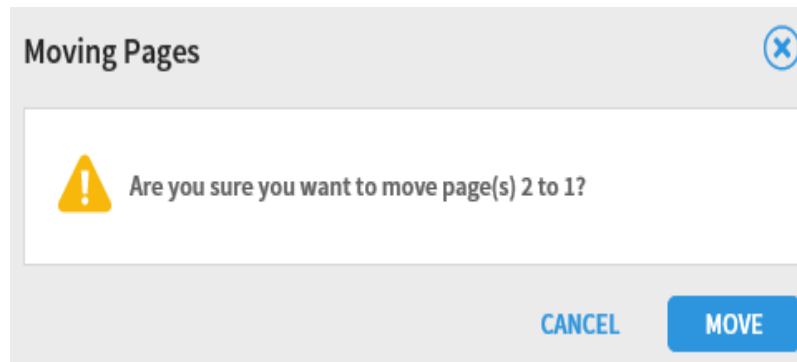
Open the document that you want to reorder.



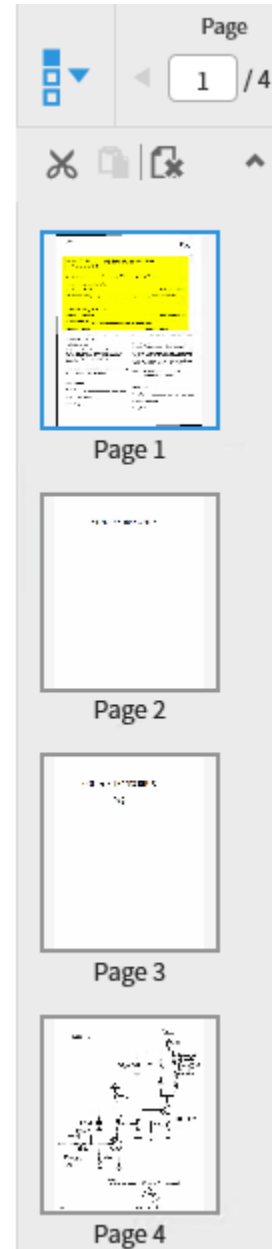
Display thumbnails on right side by clicking on down arrow.



Click on the image and hold down left mouse button
A blue box will display around the image you want to move. Drag the image to the new location then let go of mouse button.



You will then see this message select MOVE



The image will move to the new location.

VIEW WHO INDEXED A DOCUMENT

The screenshot shows the EMC ApplicationXtender - SMPL interface. The top navigation bar includes 'B-S-ADMIN > New Search > Query Results > A00010355'. The right side shows 'Document 2 of 2' with 'PREVIOUS' and 'NEXT' links, and buttons for 'EMAIL', 'EXPORT', and 'PRINT'. The left sidebar has a 'Document' tab selected, and a menu is open with 'Document Properties' highlighted by a purple arrow. The main area displays a '2014-15 Asset Information' form for JCC, with fields for student information and asset details.

Display the document that you want to see the properties on. Click on DOCUMENT on the upper left side of the screen and select Document Properties.

Document Properties

Title:
Add the document title here

Subject:
Add the document description here

Author:
Add a user friendly name here

Add Keywords
Add Comment

Application:
B-H-EMPL

Revision:

Created:
11/7/2017 9:54:51 AM By SYSOP

Modified:

Check-out Comment:

Reset Data
CANCEL
SAVE

The Document Properties box will display.

- ❖ You can see the application name
- ❖ Who created / indexed the document.

INDEX BY DOCUMENT PROPERTIES

User Settings

Data Source
Application

Search/Result Set

Display Document in Separate Popup Window
☐

Auto Open Document if Query Yields One Result
☒

Show Document ID
☐

Show Previous Document Version
☐

Document ID Sort Order
Descending

Query Results Page Size Limit
25

Enable Document Properties Search
☒

Document Index Export Format
Tab-Separated Values

Document View

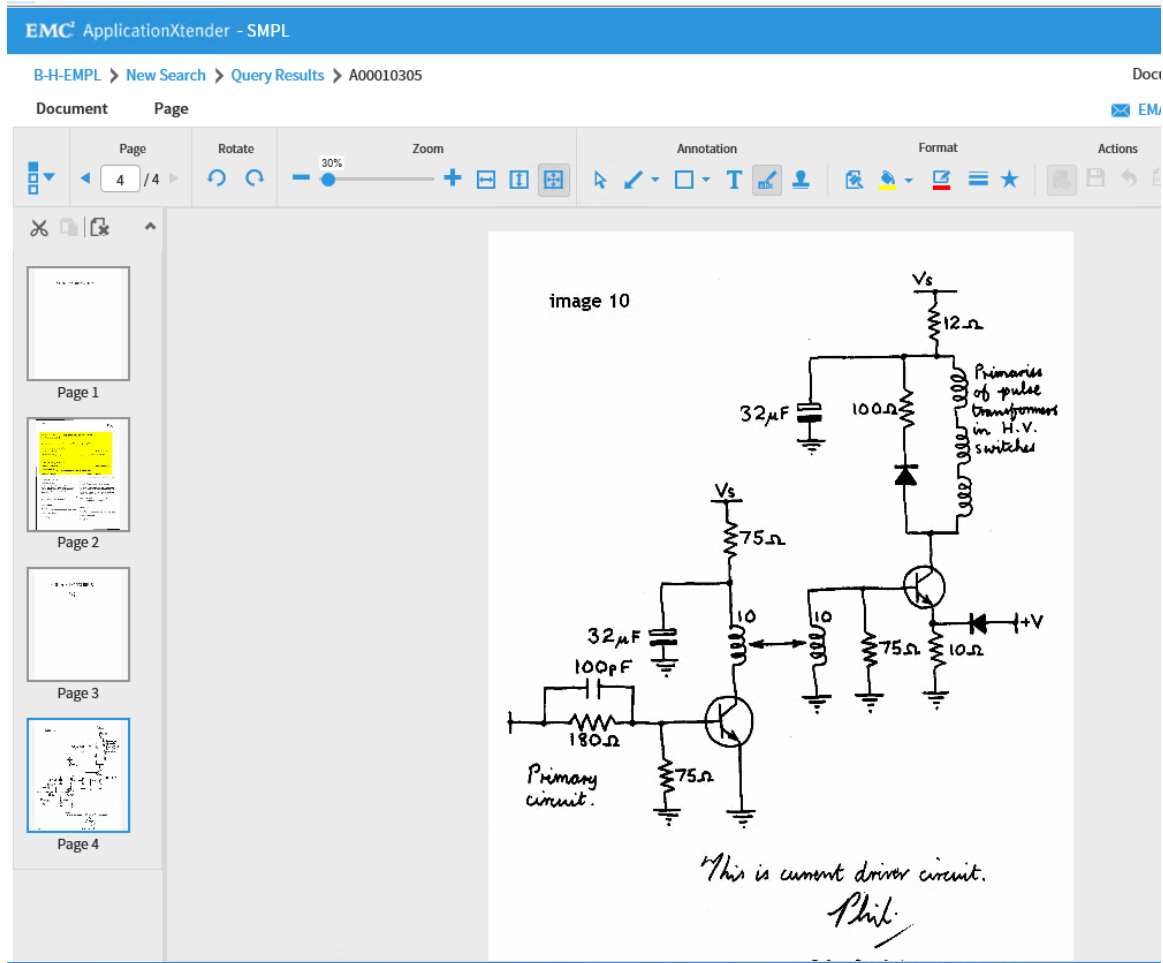
If you go to users setting [by clicking on your name in upper right corner of the page] and select:

- User Setting
- Search result set
- Enable Document Properties Search

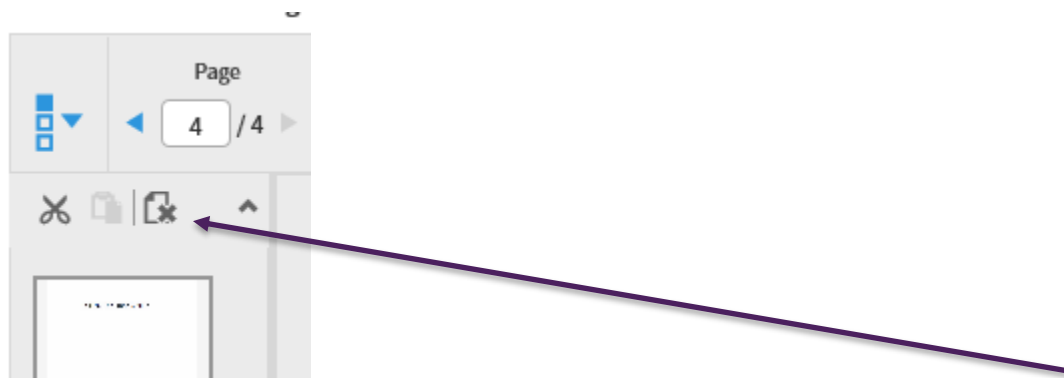
[Title]	<input type="text"/>		
[Subject]	<input type="text"/>		
[Author]	<input type="text"/>		
[Keywords]	<input type="text"/>		
[Comment]	<input type="text"/>		
[Owner]	<input type="text"/>		

You can then then search by:
Title, Subject, Author, Keyword, Comment or owner.

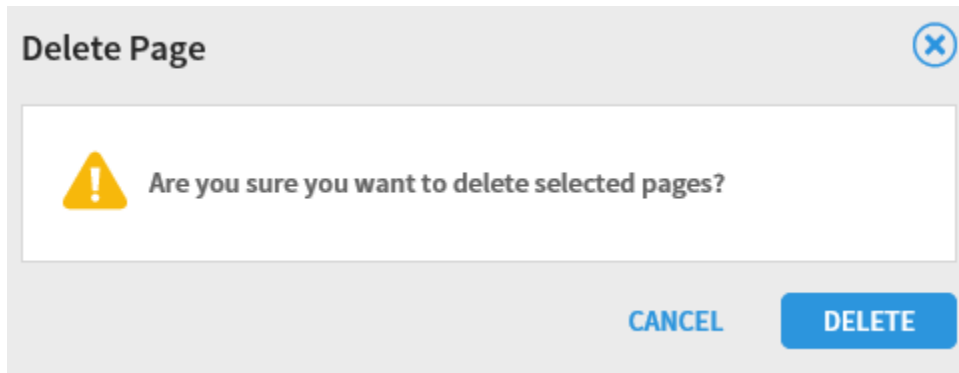
DELETE PAGES FROM THUMBNAIL IMAGES



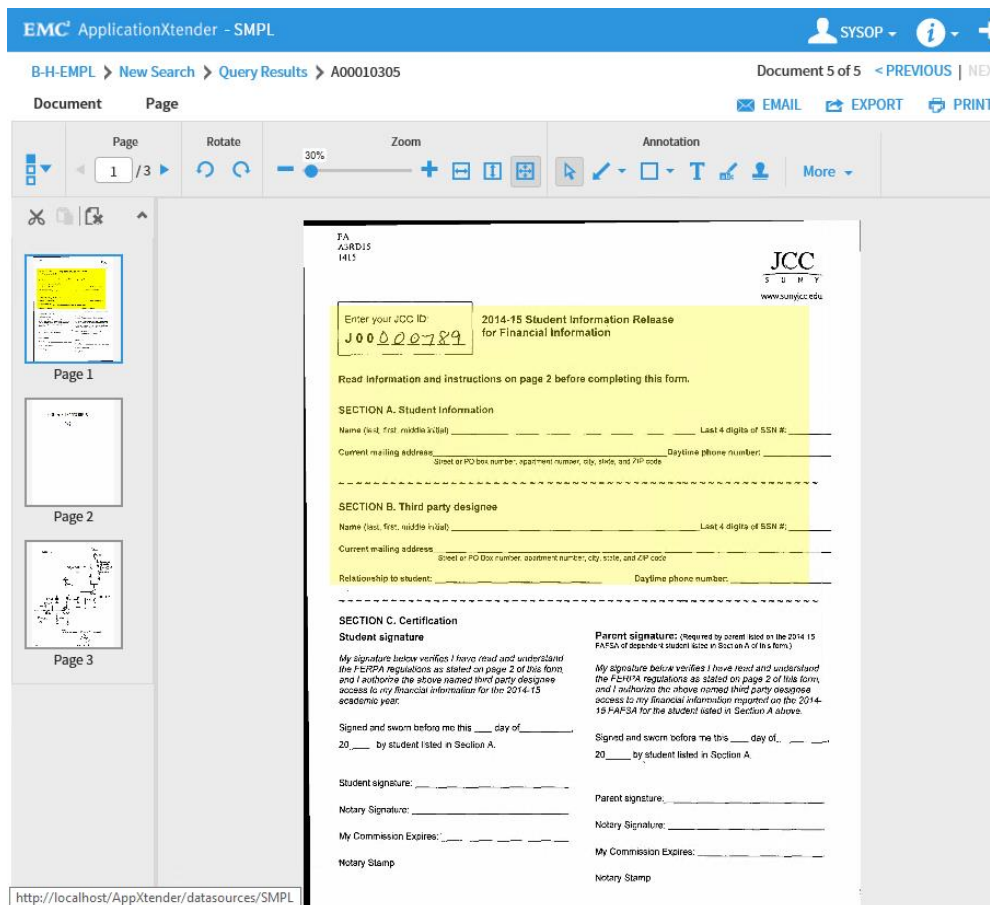
Open a document with multiple pages. Splay thumbnails on right side



Click on image that you want to delete than click on the page icon with the black X



The Delete Page screen will appear click on DELETE.



The page will delete.

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