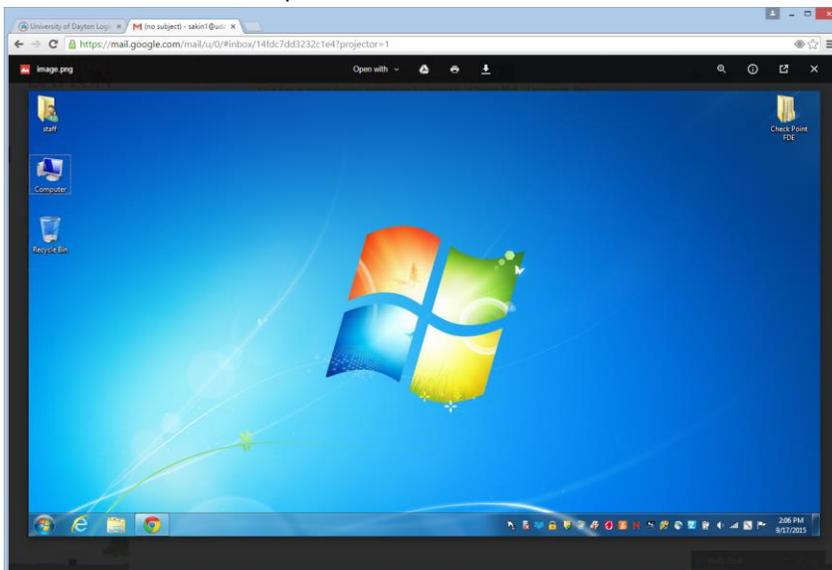


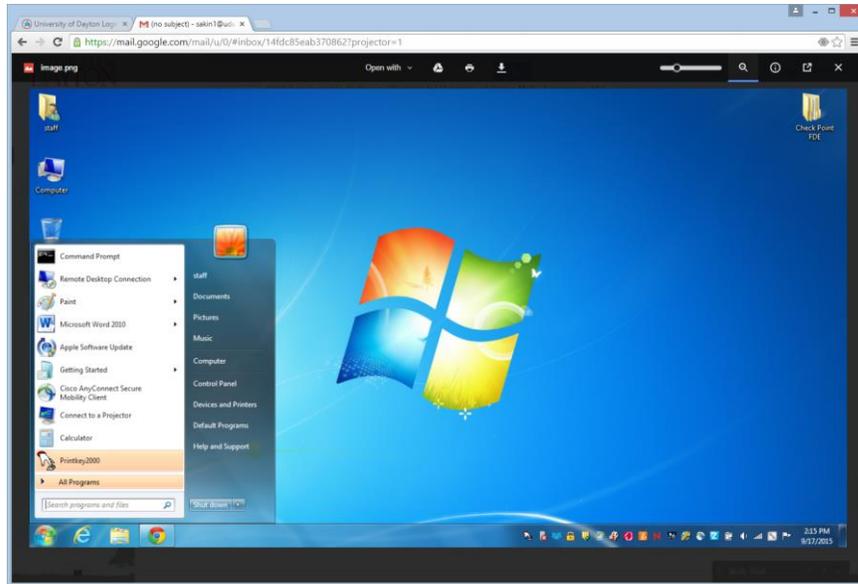
## ApplicationXtender 7.0 Upgrade on 23 September 2015

After the Banner Document Management (BDM) 8.5 upgrade is performed, if you have previously installed ApplicationXtender 6.5 or its components on your machine, then it is necessary for ApplicationXtender to be upgraded as described below starting at Section 1.0. This may be done by the user or their system administrator, if required. Please remember to use Internet Explorer when working with ApplicationXtender. If you have used ApplicationXtender in the past, but have not elected to use the IRC viewer, please start at Section 3.0 to ensure that the new ApplicationXtender production url has been set up in your trusted sites, etc. and that you can log into this environment.

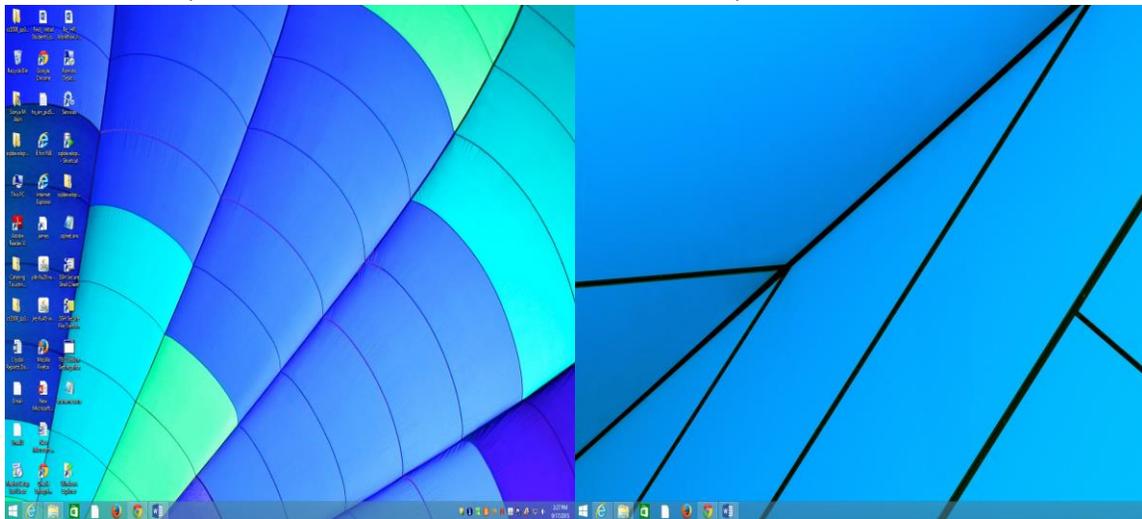
### 1.0 Uninstall ApplicationXtender 6.5 on your machine, if required.

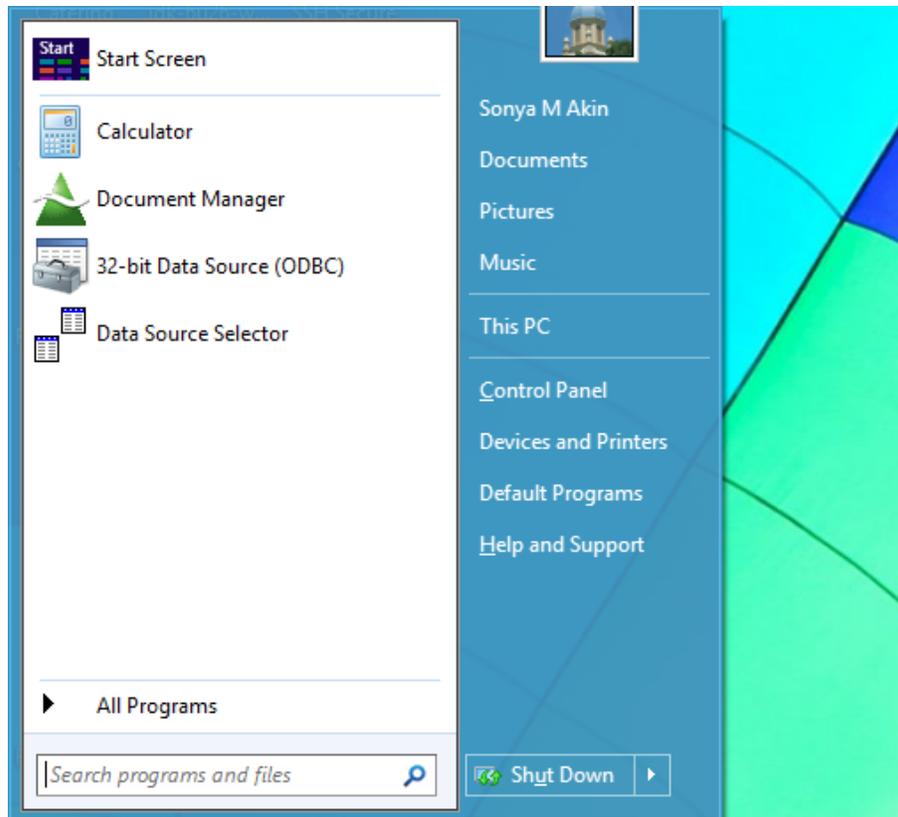
- If you have previously installed any of the ApplicationXtender 6.5 or its components, please follow these instructions in this section to uninstall the former version. If you have not installed any of these processes, please go to Section 2.0.
- Depending on if you are using Windows 7 versus Windows 8 your desktop look/feel will vary slightly.
- On Windows 7 desktop, hover your mouse over the lower left hand side button shaped like the world. This will display "Start" above it. Click on it. Then select the "Control Panel" option.



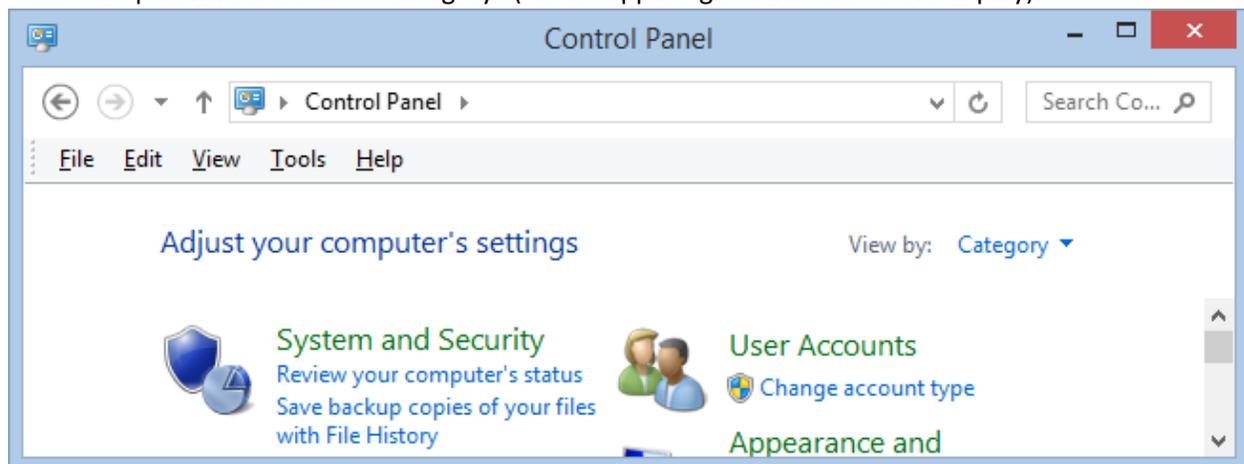


-On Windows 8 desktop, hover your mouse over the lower left hand side button shaped like a white window pane. Click on it. Select the “Control Panel” option.

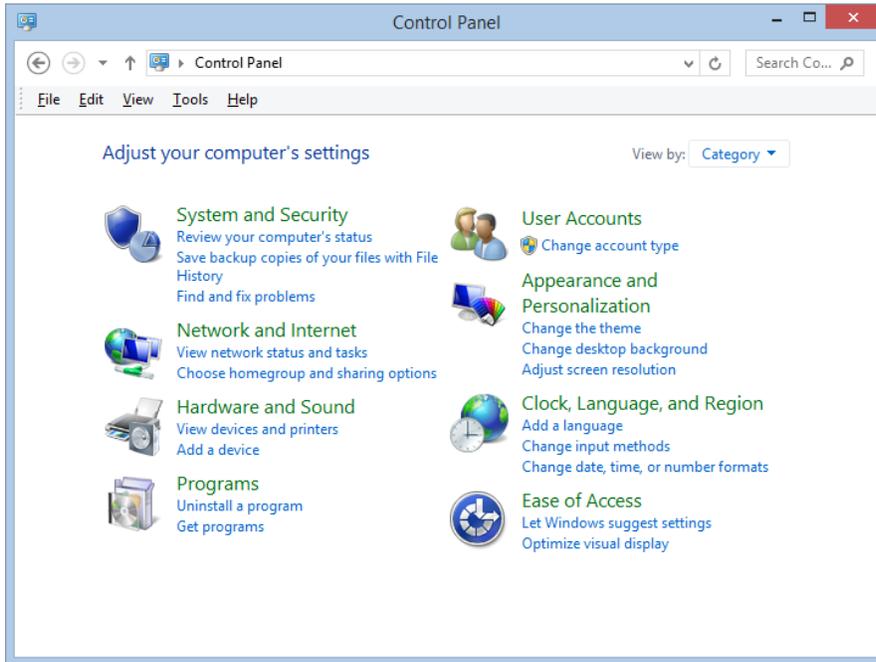




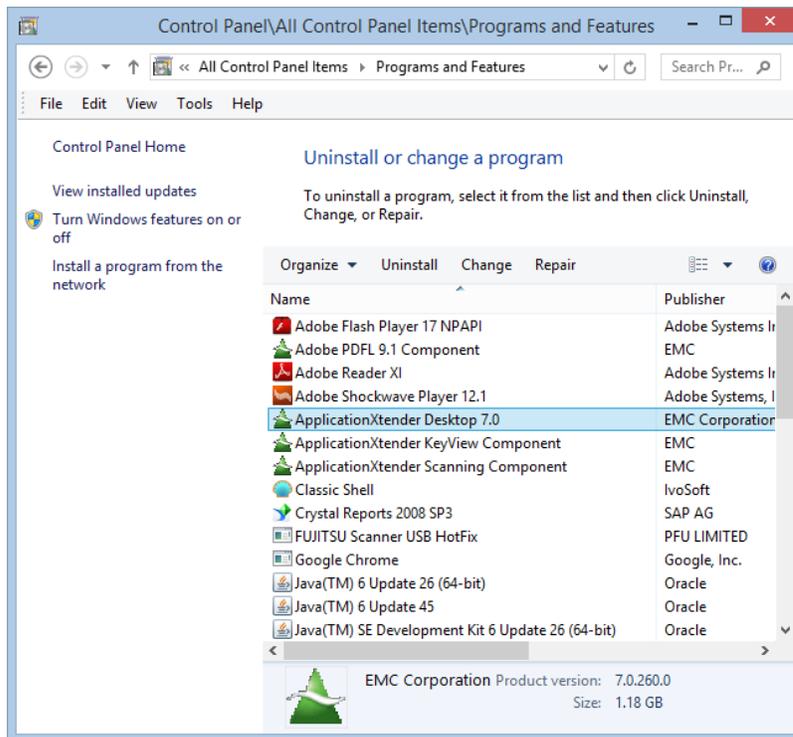
- From the displayed "Control Panel" view, please temporarily set your "View by:" drop down selection to "Category" (on the upper right hand side of the display).



- Under the “Programs” list of options, please select the “Uninstall a program” option (applies to both Windows 7 and 8).

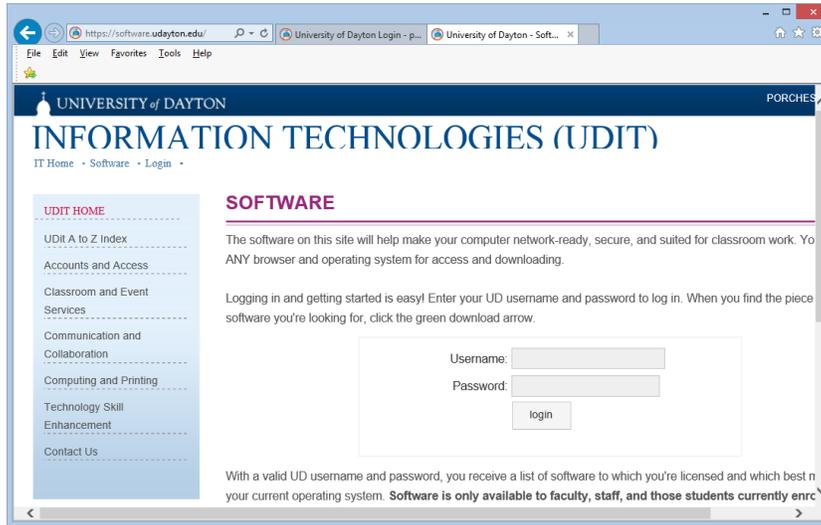


- If you have previously installed any ApplicationXtender programs, just hover over each ApplicationXtender item with your mouse, then right click the mouse, and select “uninstall”. This will only take a few minutes. Please ensure you uninstall them all.



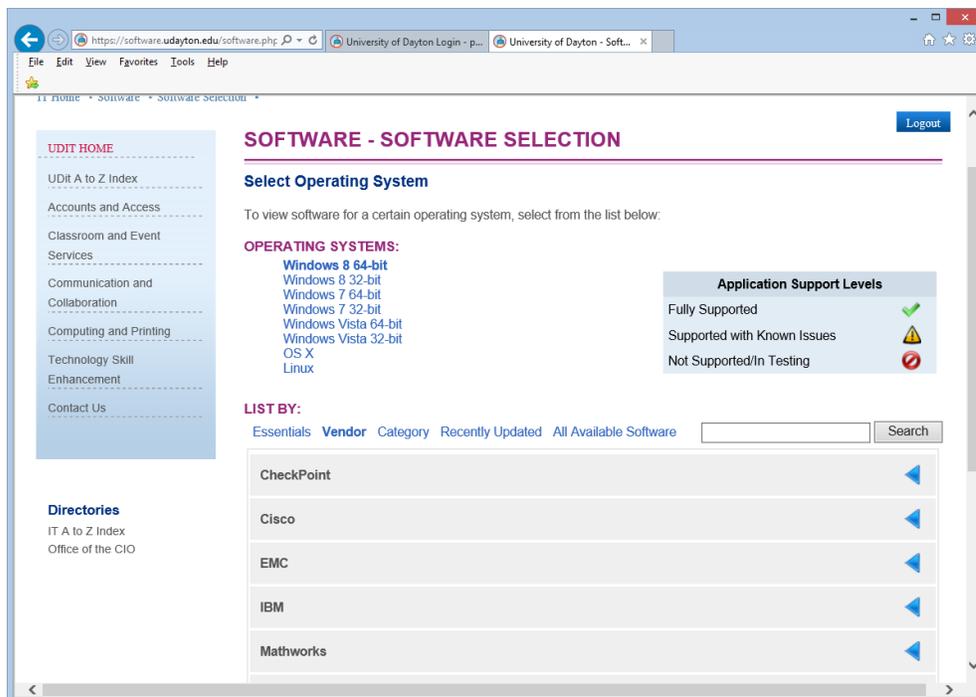
## 2.0 Installing ApplicationXtender Client files (ActiveX components) for this upgrade.

- Type in <https://software.udayton.edu> in your web browser address bar and log in with UD LDAP user name and password



- Under 'OPERATING SYSTEMS:', click on the appropriate choice

NOTE: Must be either Windows 8 64-bit, Windows 8 32-bit, Windows 7 64-bit, or Windows 7 32-bit

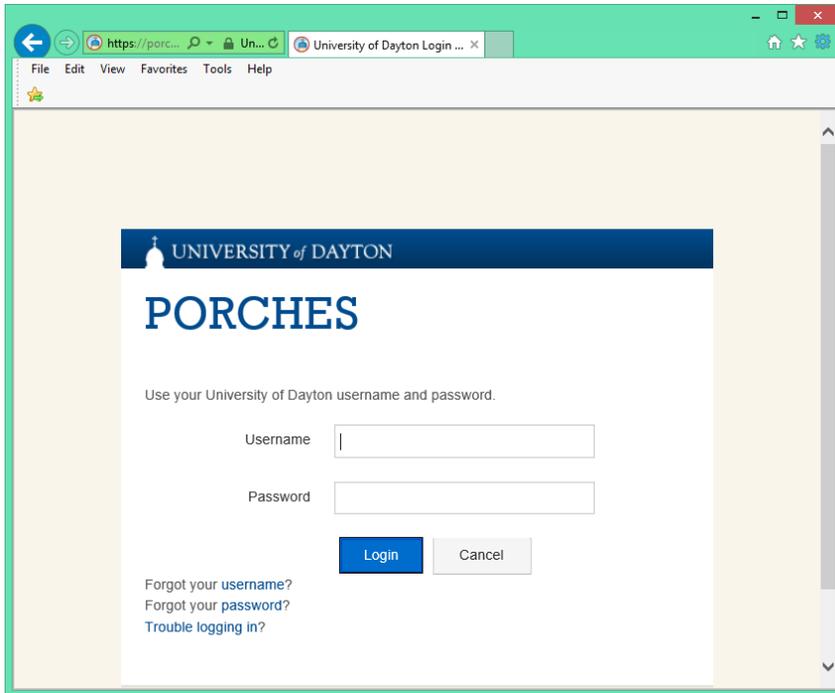


- Under 'LIST BY', click on 'Vendor'
- Click on 'EMC' and then click on 'EMC ApplicationXtender Client Installer 7.0'

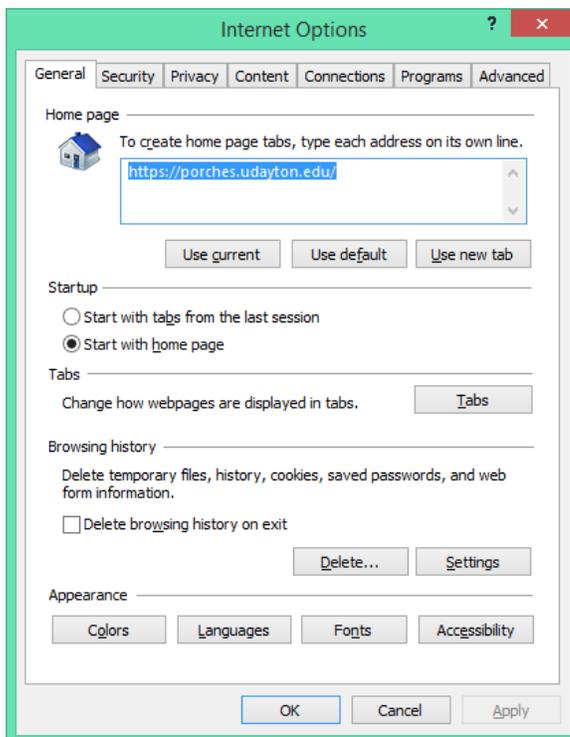
- Check the box next to 'the terms and conditions...'
- Click on the 'Download' button
- Double click on the downloaded file to start the installation process. (Remember to copy this "ApplicationXtender Web Access Client Components 7.0 msi file to your Temp directory in order to retain a copy.)
- Follow the on-screen instructions to "run" the install.
- Agree to the License and maintenance agreement.
- It should default to the correct User Name and Organization for Customer Information. If not, ask your system administrator what to use.
- The destination folder should be defaulted to your C drive.
- It should default to the Correct setup type (complete at this stage).
- When you select to "install", the installation should complete in a few minutes in most cases. Then "Finish".
  - NOTE: You must have administrator privileges to install.
  - NOTE: ActiveX components only work with Internet Explorer

### 3.0 Launch Internet Explorer 11

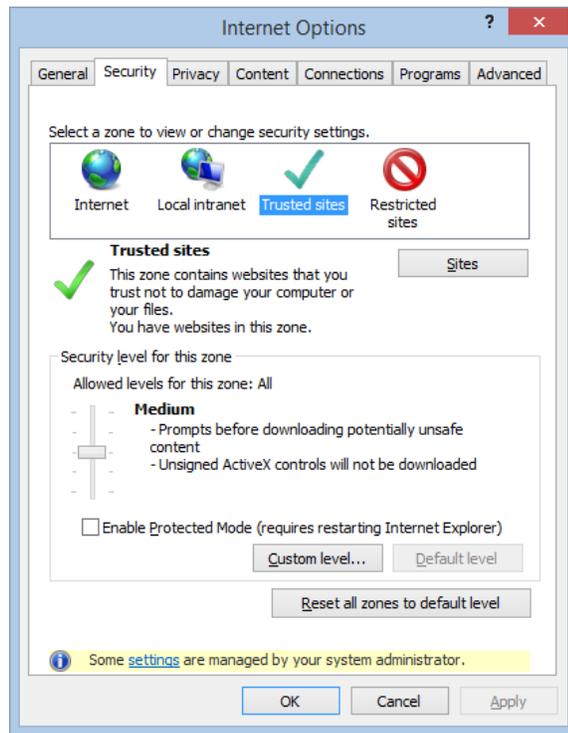
- Set as Trusted Site:
- Type in [http:// appxtender.servers.udayton.edu/](http://appxtender.servers.udayton.edu/) in the address bar
- If you display the Tools tab on the tool bar in Internet Explorer then select >> Tools >> select "Internet Options" If you just have the cog shaped icon (for Tools) then select the cog (Tools) >> select "Internet Options" from the list.



- Click on the 'Security' tab

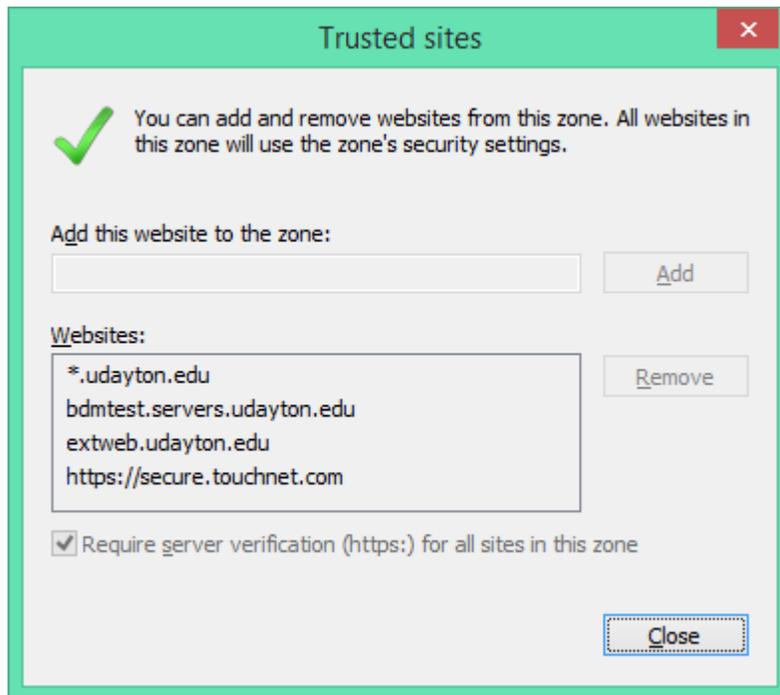


- Click on the 'Trusted sites' icon



- Click on the 'Sites' button

- Uncheck the box by 'Require server verification (https:) for all sites in this zone'



- In the 'Add this website to the zone:' box, if <http://appxtender.servers.udayton.edu> does not already appear there, type it in.
- Click the 'Add' button (this will move <http://appxtender.servers.udayton.edu> into the 'Websites:' box. Then, click the 'Close' button. On the Internet Options display, don't forget to click "OK" again.
- Set compatibility mode
- In Internet Explorer, select the Tools tab >> select Compatibility View Settings.
- In the 'Add this website:' box, enter 'udayton.edu'
- Click the 'Add' , then click the 'Close' button

#### 4.0 Check ApplicationXtender settings/login

- In Internet Explorer, type in <http://appxtender.servers.udayton.edu> in the address bar.
- Log in with your Banner user name and password. You should have this in Banner already.

NOTE: If you are not able to log in, you may have to log into the Banner/INB Production Environment to "sync" your banner password to the ApplicationXtender password.

- After opening/logging into Banner INB in the production instance, from the main menu form (GUAGMNU) click the 'BDM – Display Document' icon on the toolbar.

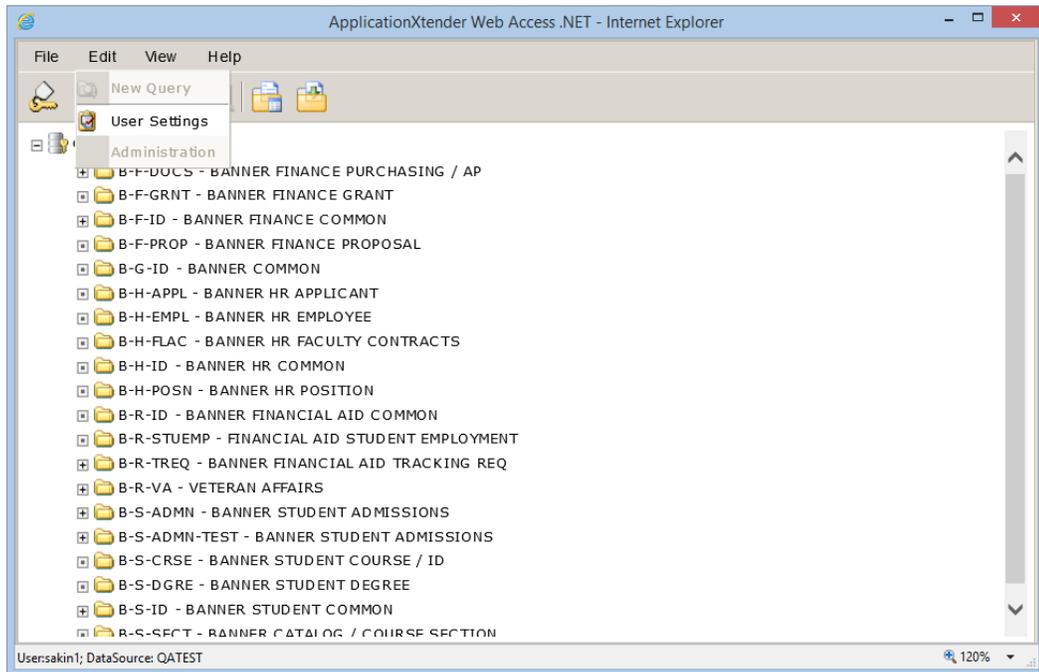
NOTE: You can sync from any form you have access to in Banner. Whatever you are currently using and familiar with in Banner INB.

NOTE: Hover over the 'magnifying glass' icon and the name of the icon will be displayed)



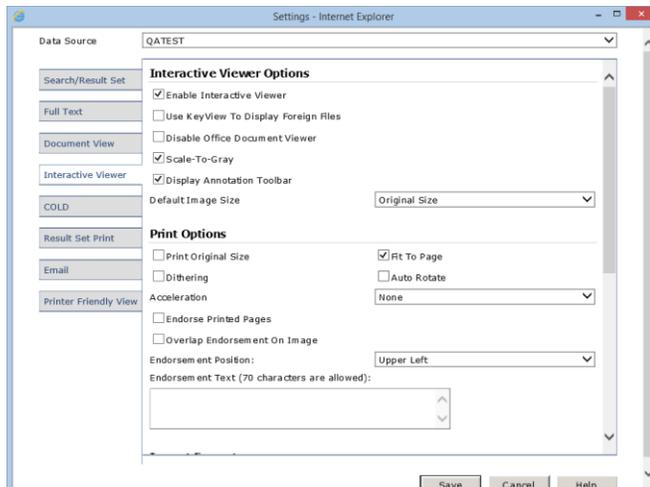
- You will get a message that your password is being synced. Click OK even if the hour glass appears as if it's still thinking.
- You can close the INB session and hopefully log back into ApplicationXtender.
- If successful, continue. If not, please contact your department system administrator or the UD Help Desk/93888 for assistance.

- If you are successfully logged into ApplicationXtender, click on the 'Edit' menu and select 'User Settings'.



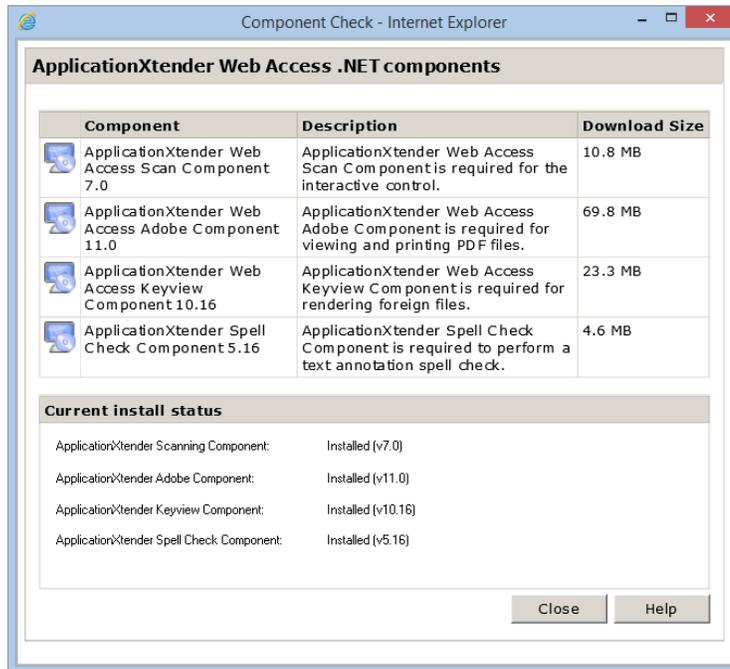
-Click on the Interactive Viewer and check the "Enable Interactive Viewer" checkbox only if you want to select to use the IRC Viewer. Save.

NOTE: Some users have left this unchecked in the past.



-Additionally, go to the Help >> “Check Installed Components” and verify that everything has been successfully installed by clicking on the “Click to activate” area.

NOTE: This is only necessary if you want to use the components and the IRC viewer.



NOTE: You may be prompted to allow “WebXtender ComponentCheck – ActiveX Control M...” to run. Please allow. Then the above page will be displayed with everything installed.

-You should be ready to use Banner Document Manager and ApplicationXtender as you have done previously.

5.0 Please report any issues to your system administrator or the UD Help Desk/93888.