

The logo for EMC², featuring the letters 'EMC' in a white serif font with a superscript '2' to the right, set against a dark blue rectangular background.

**EMC<sup>2</sup>**

The product name and version number, 'ApplicationXtender Web Access Version 5.3', displayed in a black sans-serif font. The text is positioned on the right side of the page, above the main title.

**ApplicationXtender  
Web Access  
Version 5.3**

The main title of the document, 'User's Quick Reference', centered on the page in a large, bold, black sans-serif font.

**User's Quick Reference**

The contact information for EMC Corporation, including the corporate headquarters address, phone number, and website URL, located in the bottom right corner of the page.

**EMC Corporation**  
*Corporate Headquarters:*  
Hopkinton, MA 01748-9103  
1-508-435-1000  
[www.emc.com](http://www.emc.com)

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# ApplicationXtender Web Access User's Quick Reference







The procedures in this Quick Reference will lead you through the steps to use ApplicationXtender Web Access to search for and retrieve documents, view documents, and manage documents and batches.

This card is designed to provide quick reference information for ApplicationXtender Web Access to end users and is not intended to take the place of the *ApplicationXtender Web Access User's Guide*.











## ApplicationXtender Web Access Tools

The following table lists the tools you can use in ApplicationXtender Web Access.









**Table 1 ApplicationXtender Web Access Tools**

Button	Location	Function
	All views	Log out of AppXtender Web Access
	Application View, Query Criteria View, Query Results View	Configure AppXtender Web Access settings
	All views	Return to Application List view
	Document Display View	Display document index data in Index View
	Application View, Index View	Use Batch List functionality to index documents for a selected application
	Application View	Use Batch Import functionality to add documents for a selected application

**Table 1 ApplicationXtender Web Access Tools**

Button	Location	Function
	Batch Import View, Document Display View	Create a New ApplicationXtender document
	Query Results View	Display Application Query Criteria view to create a new query
	Query Results View	Open selected documents and display them in Document Display view  Note: When you select to view more than one document from the result set, each document appears in Document Display view in a separate viewing window.
	Query Results View	Print the selected documents
	Query Results View	Export the selected documents
	Query Results View	Perform a text search on the selected documents
	Query Results View	Delete the selected documents
	Query Results View	E-mail the selected documents
	Document Display View	Display the result set for the most recent query in Query Result view
	Application View	Display the most current document in Document Display view Note that this button appears in the toolbar only after you return to Application view after working with the current document in Document Display view

**Table 1 ApplicationXtender Web Access Tools**

Button	Location	Function
	Index View	Display the Select Indexes view
	Index View	Populate index fields using data from the Auto Index database table  Note: The selected application must be configured for automatic indexing for this button to appear.
	Index View	Populate index fields using data from the Key Reference database table  Note: The selected application must be configured for automatic indexing for this button to appear.
	Index View	Attach the currently displayed page to the current document
	Index View	Attach all pages remaining in the batch to the current document
	Index View	Modify the index for the current document
	Query Results View Document Display View	Add a Web link to eRoom to access selected document
	Query Results View Document Display View	Add a Database Row link to eRoom to access selected document

**To log into AppXtender Web Access:**

To log into AppXtender Web Access:

1. Click Login at the AppXtender Web Access Welcome page.
2. To use an authorized data source other than the default, select from the Data Source drop-down list.
3. Enter your user name and password.

4. AppXtender Web.NET only: To request full text search support, click the check box (if it is not already selected).
5. Click OK.

---

## To log into multiple data sources:

To log into multiple data sources:

1. Right-click the additional data source you want to log into.
2. Click Login on the shortcut menu.
3. At the Login to Data source dialog box, to log in with your current user name and password, verify the information in the Data Source, User Name, and Password text boxes.
4. To log in as a different user, click the Auto login using same credentials check box to remove the check mark. Then enter a new user name and password in the text boxes.
5. AppXtender Web.NET only: If desired, select the Request Full Text Search Support check box.
6. Click Login to log into the data source.

---

## To search using index values:

To search using index values:

1. To create a new query, right-click the application name, and then click New Query on the shortcut menu.
2. In Application Query Criteria view, enter the search criteria in the fields for the corresponding index values.
3. To hide data for a particular index in the result set in Query Results view, click the Show check box to remove the check mark.
4. Click Submit to start the search process. When the search is complete, the results appear on the Query Results view.

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## To view documents from the Query Results View

To view documents from the Query Results view:

- For Internet Explorer 6.0 or higher or Netscape 7.1, click the icon for the page you want to view.
- For Netscape 4.7, click the status icon for the document you want to view; if thumbnails appear, click the corresponding document thumbnail.

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## To search using List of Values criteria:

To search using List of Values criteria:

1. Access the Application Query Criteria view.
2. Click the List of Values tool corresponding to the index name you want to search on.
3. Type a value in the Field Value text box, and click Add. The value appears in the text box.
4. Continue adding values to build your search expression.
5. When you finish, click OK. The list of values appears in the text box in Application Query Criteria view.
6. Enter any other criteria you want to include.
7. When you finish, click Submit to start searching.
8. Click Submit to start the search.

---

## To search using full-text query: (AppXtender Web.NET only)

To search using full-text query (AppXtender Web.NET only):

1. Access Application Query Criteria view.
2. Select the appropriate option from the Search Type options. Available options are All Words, Any Words, Exact Phrase, and Expression.
3. Type the criteria text in the Criteria text box.
4. Click Submit to start the search.

---

## To search using a combination query:

To search using a combination query:

1. Access Application Query Criteria view.
2. Type search criteria in the Index Name section.
3. Type search criteria in the Full-Text section.
4. To get results that match criteria in the Index Name and Full-Text sections, select the And option. To get results that match criteria in either the Index Name or Full-Text sections, select the Or option.
5. Click Submit to start the search.

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## To search multiple applications:

To search multiple applications:

1. If you have not already done so, install the Java Runtime Environment on your computer.
2. Right-click an application you want to include in the query, and select Cross Application Query Configuration.
3. From the application list, click another application you want to include in the query. Then click > to move the select to the Selected Applications list. To select all of the applications, click >>.
4. Repeat step 3 to select the other applications you want to include.
5. To make a field searchable, click the icon to the left of the index name until a question mark appears. (Each index field that you select must exist in at least two of the applications to be searched.)
6. To include a field in the result set in Query Results view, click the icon until a check mark appears. (Fields that do not have either a question mark or a check mark are excluded from both the Query view and the Query Results view.)
7. Click Apply to save the query. At the Cross Application Query save as dialog box, enter a name for the query, and click Save.
8. Click Apply at the Cross Application Query Configuration dialog box.
9. Click OK to clear the confirmation message.
10. Click Close to close the Cross Application Query Configuration dialog box.
11. To run the query, right click the query name listed under any of the included applications, and click Run.

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## To search using ODMA Attributes:

To search using ODMA attributes:

1. Select Settings from the View menu, or click the Settings icon.
2. In Application Query Criteria view and Query Results view, if the