

# Xtender and ActiveX

Rev. 9/22/2009

## Overview:

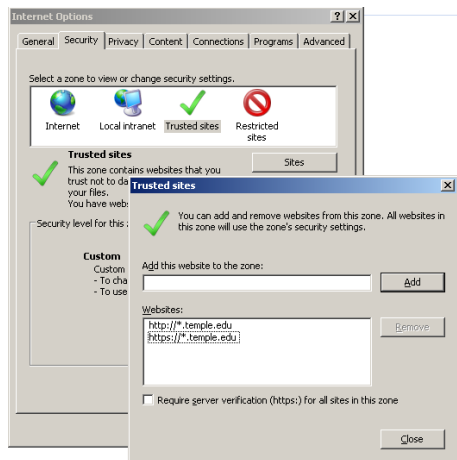
Banner Document Management System (BDMS) contains an application that is used for imaging. It is called Application Xtender. We call it Xtender for short.

Xtender is accessible through the web. Anyone with an Xtender account will be able to log in. However, to view documents, a couple ActiveX components must be installed on an individual's machine.

## Steps To Install ActiveX Components:

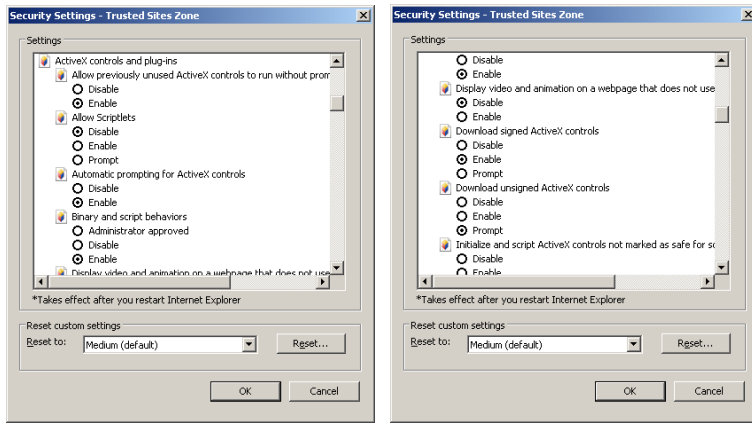
- 1) Make \*.template.edu a trusted site.

In Internet Explorer, Tools, Internet Options, Security tab, Trusted Sites must include \*.template.edu.



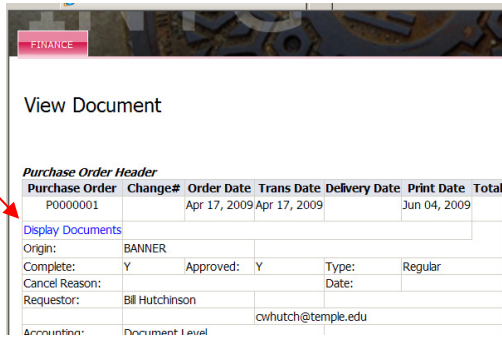
- 2) Make sure you are allowing ActiveX controls to be installed.

In Internet Explorer, Tools, Internet Options, Security tab, Trusted Sites, Custom Level. Set "Allow previously unused ActiveX controls to run without prompting" to Enable. Set "Automatic prompting for ActiveX controls" to Enable. Set "Download signed ActiveX controls" to Enable.

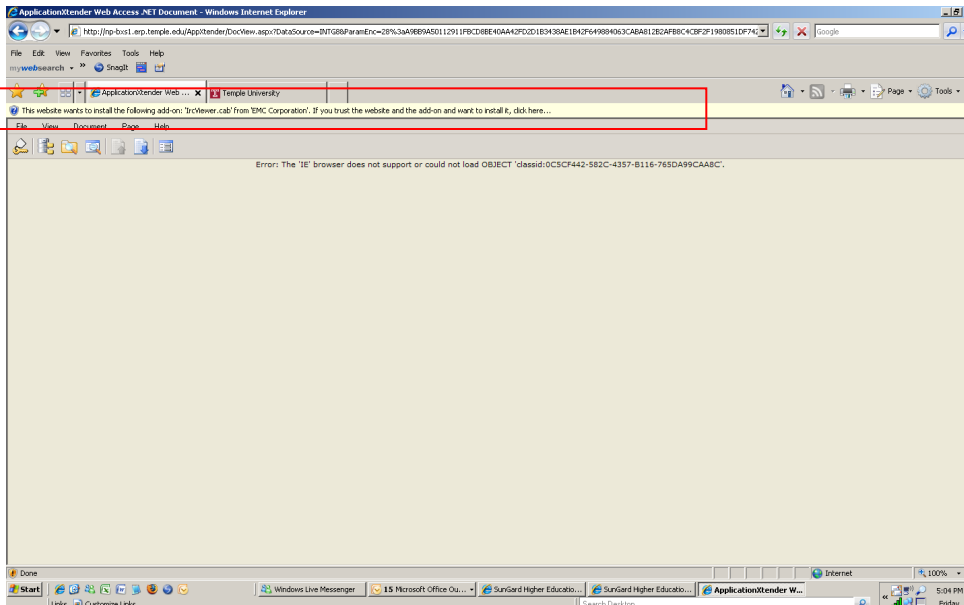


3) Log in to the portal. Click on Self-Service Banner (SSB).

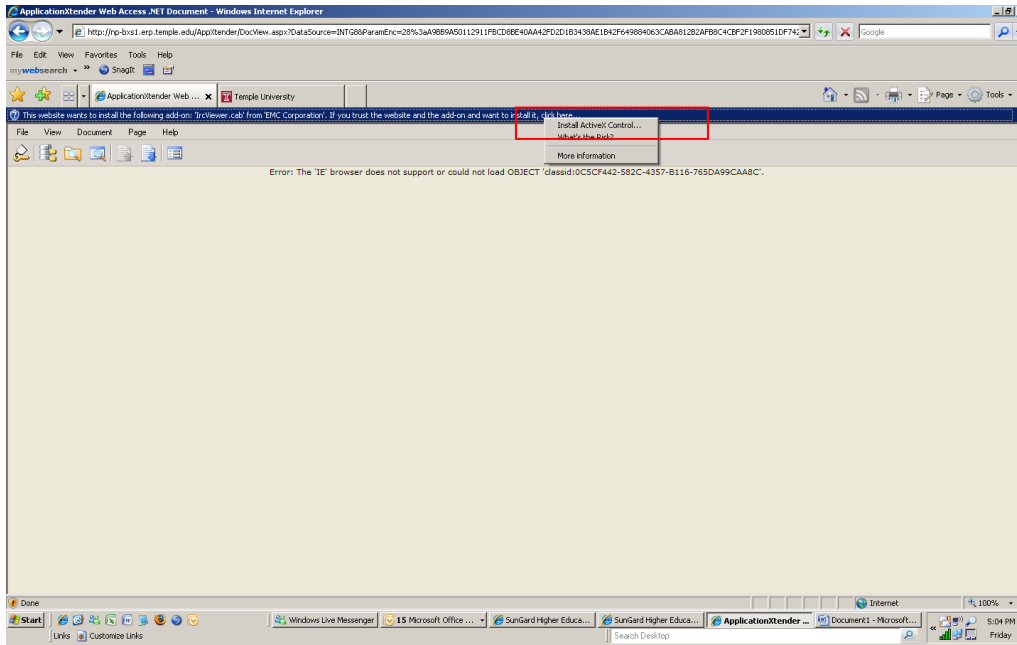
Within SSB, a user can run queries which display data. It is possible to drill down to individual documents. Some of these documents may have a link on the page that says "DISPLAY DOCUMENTS". (sample SSB screenshot below)



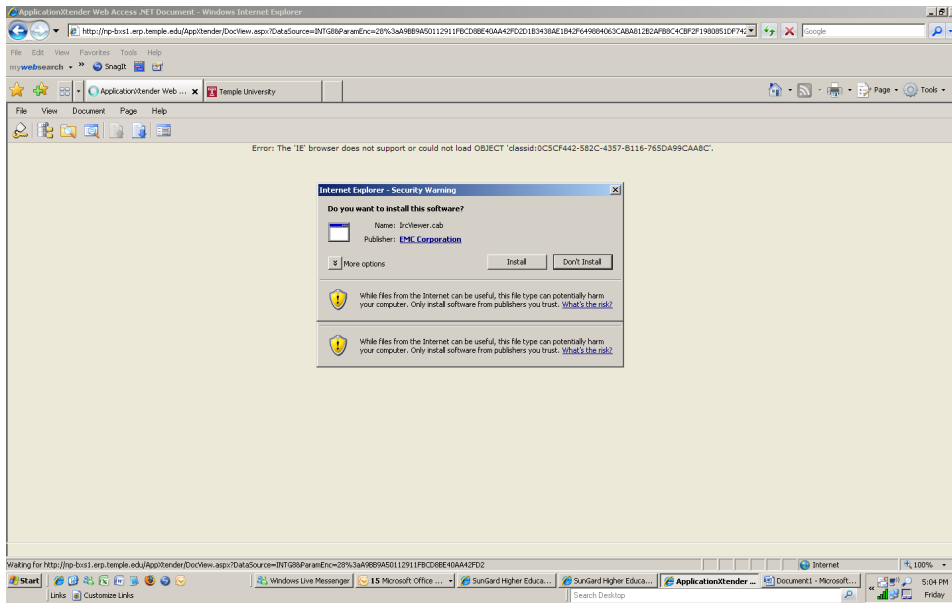
4) When clicking on the Display Documents link, a new browser window will open and the image will be displayed. HOWEVER, the first time you click this link, you will be prompted to download ActiveX controls. You must be an administrator on the machine you are working on. Click on the yellow bar where the message says to CLICK HERE.



5) Choose to Install ActiveX Control.



6) Click on Install.



7) Ideally, the ActiveX components will install and you will be able to view an image. If you receive a slow response message or some other sort of error message, try closing that window and click on the "Display Document" link in SSB a second time. If all else fails, reboot and step through the whole process again.