

	Banner Document Imaging BDM
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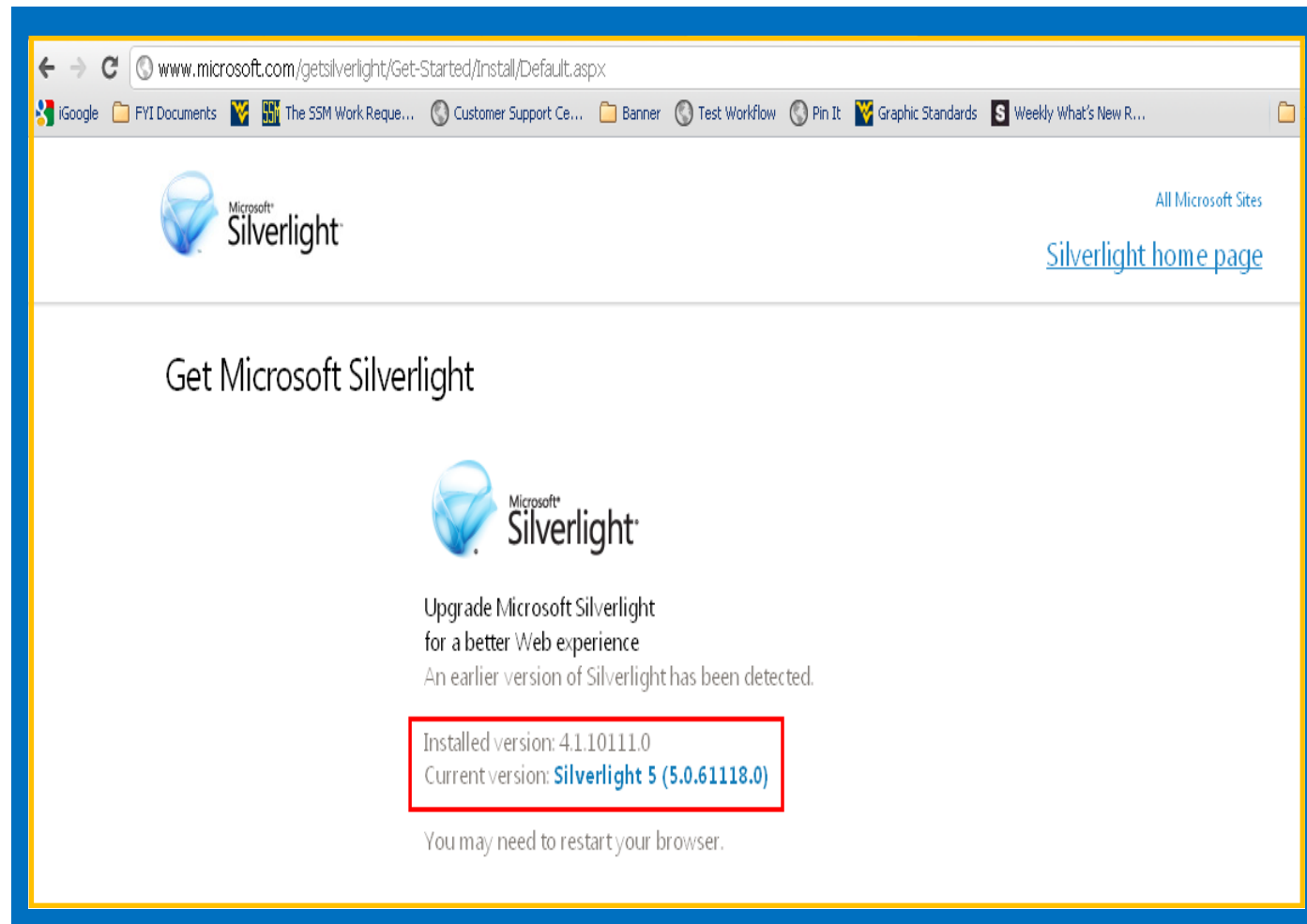
Computer Requirements

Microsoft Silverlight

To see if you already have Silverlight installed or to install Silverlight, go to the [SilverLight Web page](#).

It will tell you at the top of the page if you have a version of Silverlight installed.

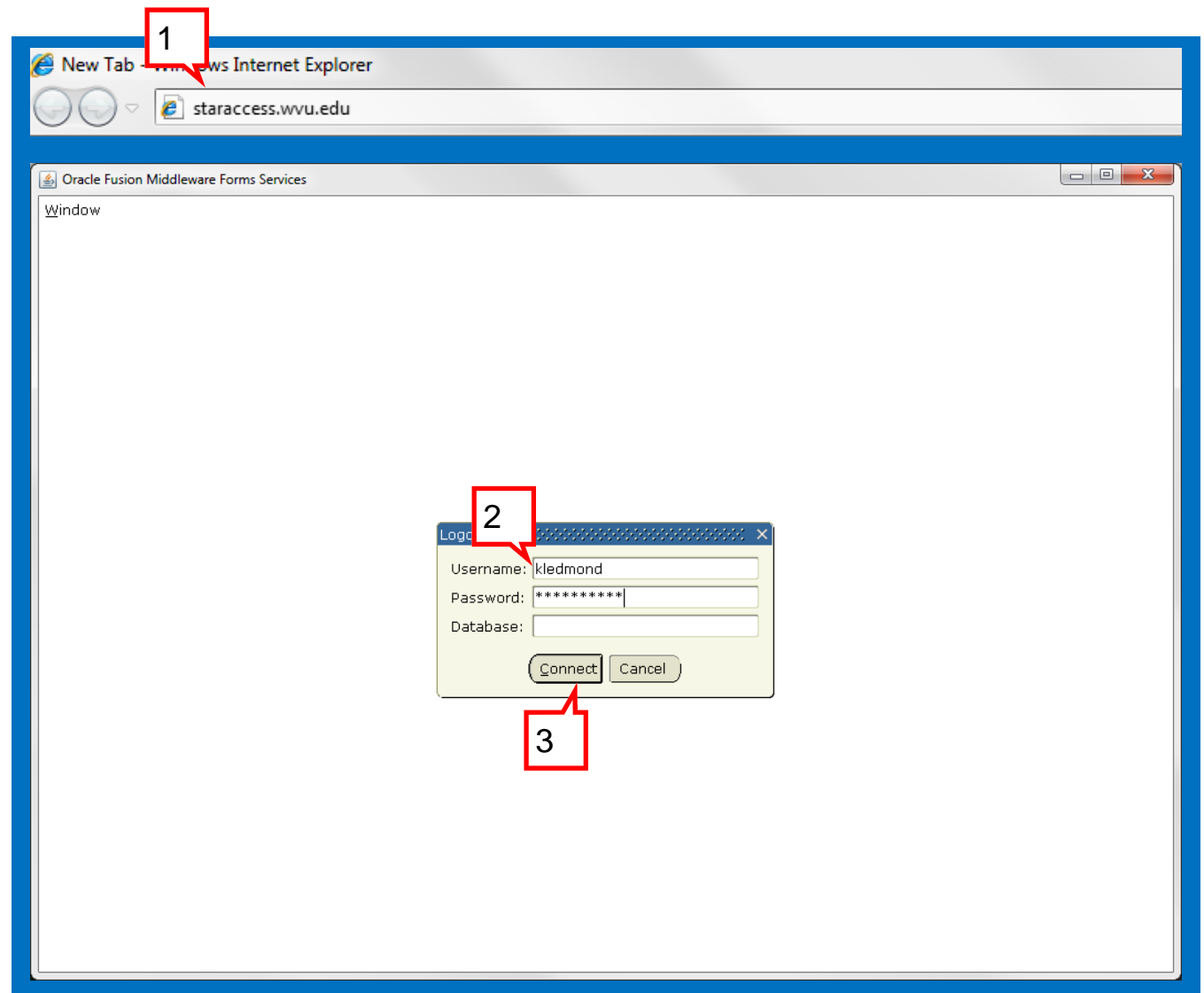
If you do not have Silverlight installed, follow the instructions on the web page to install it.



The screenshot shows a web browser window with the URL www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx. The page features the Microsoft Silverlight logo and a link to the "Silverlight home page". The main heading is "Get Microsoft Silverlight". Below this, there is a smaller Microsoft Silverlight logo and the text: "Upgrade Microsoft Silverlight for a better Web experience. An earlier version of Silverlight has been detected." A red-bordered box highlights the version information: "Installed version: 4.1.10111.0" and "Current version: **Silverlight 5 (5.0.61118.0)**". At the bottom, it says "You may need to restart your browser."

Logging in to Banner

1. Start by Logging into Banner. Go to staraccess.wvu.edu
2. Use your Banner user name and Banner password
3. Click Connect



Accessing Documents

1. Use Person Search Query or Last Name, First Name in the name field to find the student you're looking up.
2. Click the Magnifying glass to view any documents that have been scanned for that particular student.

Oracle Fusion Middleware Forms Services: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

Student SGASTDN 8.5.3 (starptch)

ID: 655555555 Mountaineer, Mike Student Summary Term: View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: Student Status: Student Type: Residence: Fee Assessment Rate: Class: Student Centric Cycle: Full or Part Time: Full Time Part Time None

From Term: To Term:

Additional Information

Site: Session: Block: Citizenship: 01 US Citizen

Curricula Summary

PriorityTerm	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
End:	Outcome Key:	Admission Type:	Admission:	Matriculation:		


Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major

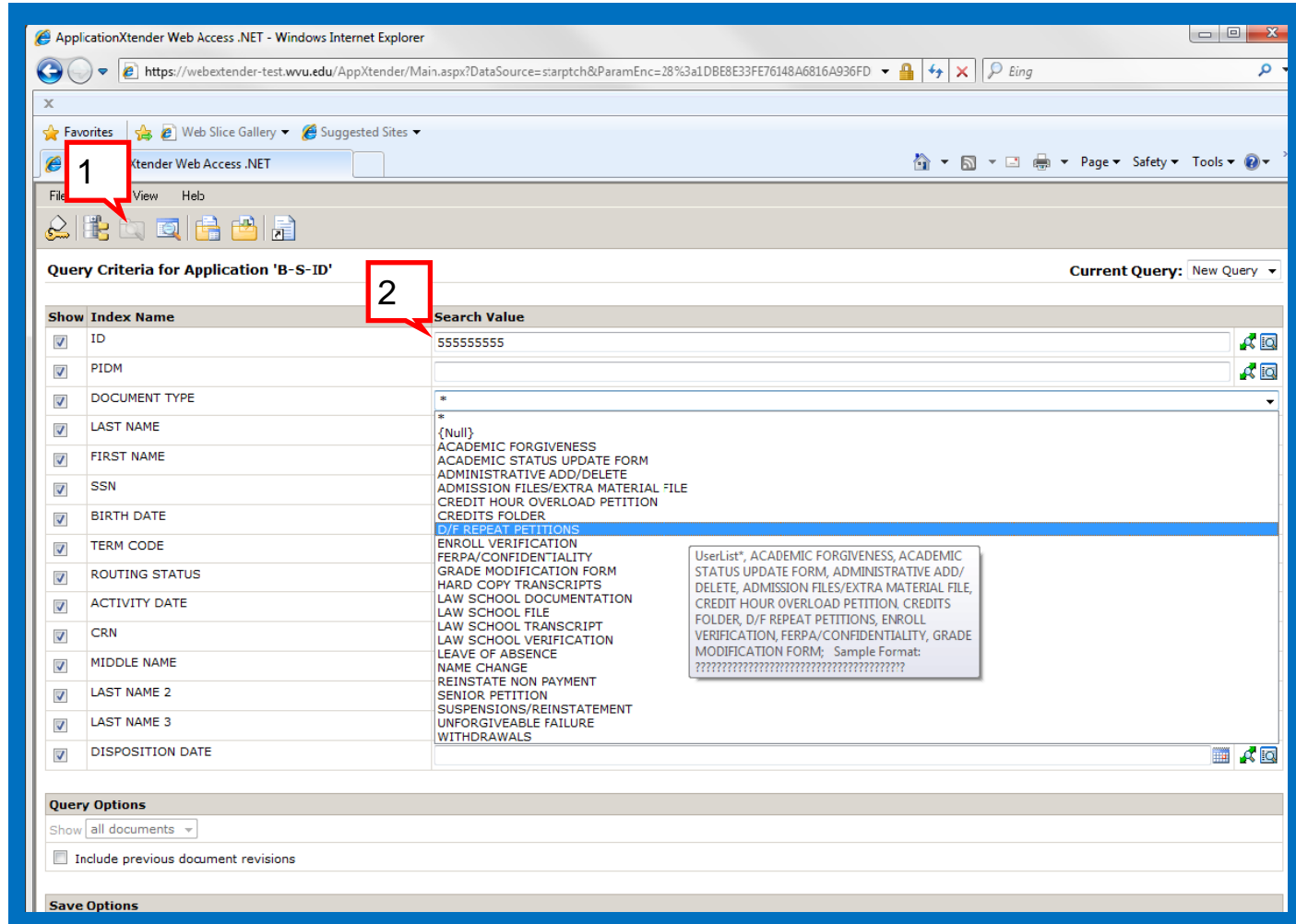
Identification number; press LIST for name/ID search form; DUPLICATE ITEM for Alternate ID look-up; HELP for summary.

Record: 1/1 <OSC>

Accessing Documents

1. Use the New Query button to search for documents attached to a student's record through BDMS. 

2. Enter the search criteria.




The screenshot shows the ApplicationXtender Web Access interface in Internet Explorer. The browser address bar shows the URL: <https://webxtender-test.wvu.edu/AppXtender/Main.aspx?DataSource=starpch&ParamEnc=28%3a1DBE8E33FE76148A6816A936FD>. The page title is "ApplicationXtender Web Access .NET".

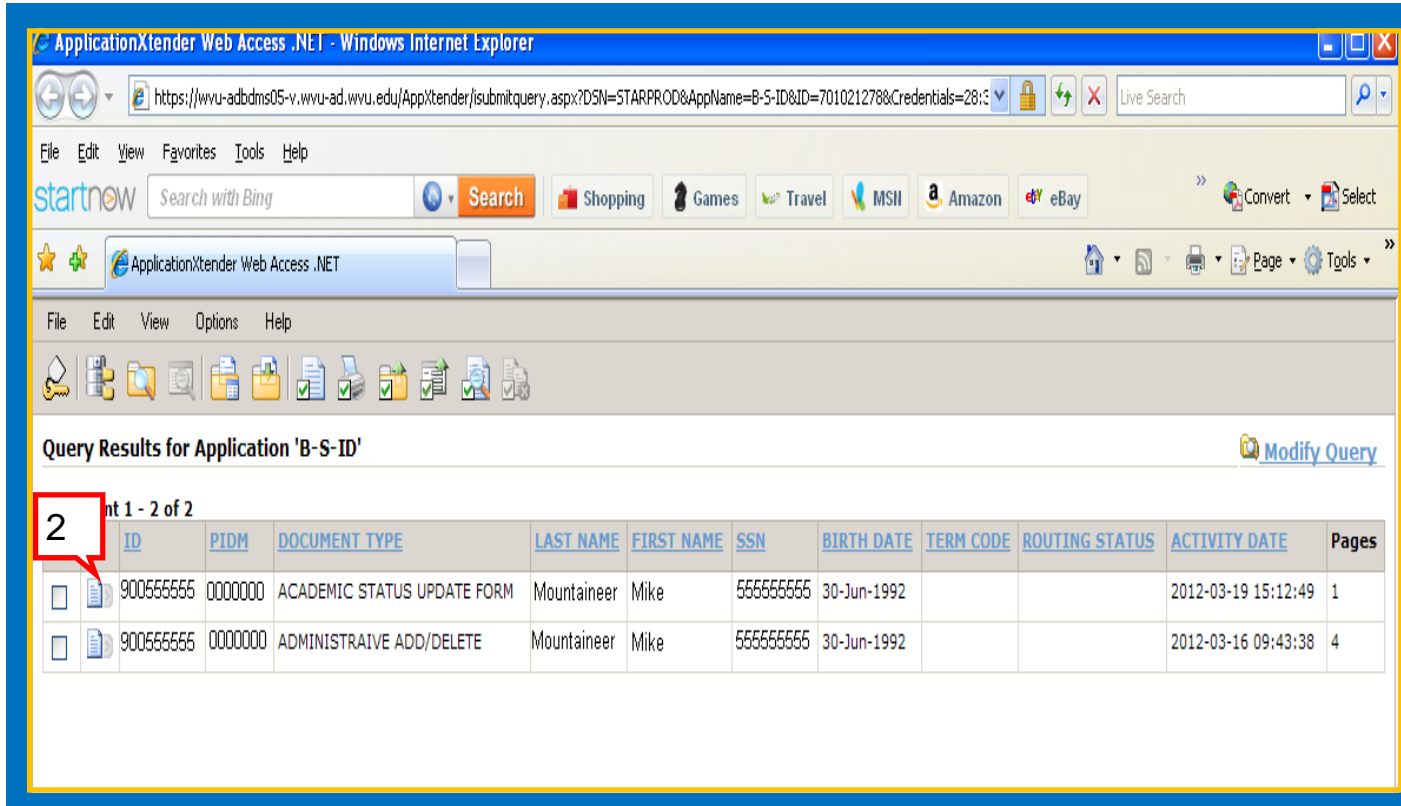
The main content area is titled "Query Criteria for Application 'B-S-ID'". It features a table with columns for "Index Name" and "Search Value". A red box labeled "1" highlights the "New Query" button in the top right corner. Another red box labeled "2" highlights the "Search Value" input field for the "ID" index.

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	555555555
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	LAST NAME	{Null}
<input checked="" type="checkbox"/>	FIRST NAME	ACADEMIC FORGIVENESS ACADEMIC STATUS UPDATE FORM ADMINISTRATIVE ADD/DELETE ADMISSION FILES/EXTRA MATERIAL FILE CREDIT HOUR OVERLOAD PETITION CREDITS FOLDER
<input checked="" type="checkbox"/>	BIRTH DATE	D/F REPEAT PETITIONS
<input checked="" type="checkbox"/>	TERM CODE	ENROLL VERIFICATION FERPA/CONFIDENTIALITY GRADE MODIFICATION FORM HARD COPY TRANSCRIPTS LAW SCHOOL DOCUMENTATION LAW SCHOOL FILE LAW SCHOOL TRANSCRIPT LAW SCHOOL VERIFICATION LEAVE OF ABSENCE NAME CHANGE REINSTATE NON PAYMENT REINSTATE PETITION SUSPENSIONS/REINSTATEMENT UNFORGIVABLE FAILURE WITHDRAWALS
<input checked="" type="checkbox"/>	ROUTING STATUS	UserList*, ACADEMIC FORGIVENESS, ACADEMIC STATUS UPDATE FORM, ADMINISTRATIVE ADD/DELETE, ADMISSION FILES/EXTRA MATERIAL FILE, CREDIT HOUR OVERLOAD PETITION, CREDITS FOLDER, D/F REPEAT PETITIONS, ENROLL VERIFICATION, FERPA/CONFIDENTIALITY, GRADE MODIFICATION FORM; Sample Format: ???
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	CRN	
<input checked="" type="checkbox"/>	MIDDLE NAME	
<input checked="" type="checkbox"/>	LAST NAME 2	
<input checked="" type="checkbox"/>	LAST NAME 3	
<input checked="" type="checkbox"/>	DISPOSITION DATE	

Below the table, there are "Query Options" and "Save Options" sections. The "Query Options" section includes a "Show" dropdown menu set to "all documents" and a checkbox for "Include previous document revisions".

Selecting Documents

1. A pop up window will open with the list of available documents for the student.
2. Select the document you would like to view, by clicking the document button to the left of the ID number. 



The screenshot shows a Windows Internet Explorer browser window displaying the 'ApplicationXtender Web Access .NET' application. The address bar shows the URL: <https://www-adbdms05-v.wvu-ad.wvu.edu/AppXtender/submitquery.aspx?DSN=STARPROD&AppName=B-S-ID&ID=701021278&Credentials=28:3>. The browser interface includes a search bar with 'Search with Bing' and various navigation buttons. Below the browser window, a table titled 'Query Results for Application 'B-S-ID'' is displayed. The table has columns for ID, PIDM, DOCUMENT TYPE, LAST NAME, FIRST NAME, SSN, BIRTH DATE, TERM CODE, ROUTING STATUS, ACTIVITY DATE, and Pages. The first row is highlighted, and a red box with the number '2' is placed over the document icon to the left of the ID number '900555555'.

Query Results for Application 'B-S-ID' [Modify Query](#)

Page 1 - 2 of 2

	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	ROUTING STATUS	ACTIVITY DATE	Pages
<input type="checkbox"/>	900555555	0000000	ACADEMIC STATUS UPDATE FORM	Mountaineer	Mike	555555555	30-Jun-1992			2012-03-19 15:12:49	1
<input type="checkbox"/>	900555555	0000000	ADMINISTRATIVE ADD/DELETE	Mountaineer	Mike	555555555	30-Jun-1992			2012-03-16 09:43:38	4

Viewing Documents

1. Clicking the document button will pull up the scanned copy of the document in the same window.

****NOTE: These documents may not be printed or emailed.****

The screenshot shows a web browser window with the URL <https://www-adbdms05-v.wvu-ad.wvu.edu/AppXtender/DocView.aspx?DataSource=STARPROD&ParamEnc=28%3a57002E74486B248523290518F>. The document is titled "Secondary Curriculum" and is divided into two columns: "Current Status" and "New Status".

Current Status		New Status	
Level <input checked="" type="checkbox"/> UG Level <input type="checkbox"/> GR Level	Admit Type <input type="checkbox"/> Provisional/Conditional <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> Non-Degree <input type="checkbox"/> Entry Level Masters program (Education Majors Only)	Level <input checked="" type="checkbox"/> UG Level <input type="checkbox"/> GR Level	Admit Type <input type="checkbox"/> Provisional/Conditional <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> Non-Degree <input type="checkbox"/> Entry Level Masters program (Education Majors Only)
Enter appropriate Codes College Code: 45 Major Code: 45163		Enter appropriate Codes College Code: 45 Major Code: 45181	
Concentration Code: [][][][]		Concentration Code: [][][][]	
Concentration Code: [][][][]		Concentration Code: [][][][]	
Minor Code: [][][][]		Minor Code: [][][][]	
Minor Code: [][][][]		Minor Code: [][][][]	
Comments: Change from 5-year to ABA Education program		Degree Code: [][][][] Expected date of graduation: DD-MON-YEAR	
		BS-AGR (BS in Agriculture) MSEE (MS in Electrical Engineering)	

Application: B-S-ID Page 1 of 1 Version 1 of 1 Zoom At 100% 300 dpi
Data Source: STARPROD; Doc Id: 2630 Local intranet 100%

Return to Results

1. To return to the query results list, click the Query Results button.



ApplicationXtender Web Access .NET Document - Windows Internet Explorer

https://wvu-adbdms05-v.wvu-ad.wvu.edu/AppXtender/DocView.aspx?DataSource=STARPROD&ParamEnc=28%3a57002E74486B248523290518F

File Edit View Favorites Tools Help

Search Shopping Games Travel MSN Amazon eBay

1 ApplicationXtender Web Access .NET Document

File View Document Page Help

Secondary Curriculum

Current Status		New Status	
Level	Admit Type	Level	Admit Type
<input checked="" type="checkbox"/> UG Level	<input type="checkbox"/> Provisional/Conditional	<input checked="" type="checkbox"/> UG Level	<input type="checkbox"/> Provisional/Conditional
<input type="checkbox"/> GR Level	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> GR Level	<input checked="" type="checkbox"/> Regular
<input type="checkbox"/> Masters		<input type="checkbox"/> Masters	
<input type="checkbox"/> Doctoral		<input type="checkbox"/> Doctoral	
<input type="checkbox"/> Non-Degree		<input type="checkbox"/> Non-Degree	
<input type="checkbox"/> Entry Level Masters program (Education Majors Only)		<input type="checkbox"/> Entry Level Masters program (Education Majors Only)	
Enter appropriate Codes		Enter appropriate Codes	
45 College Code	45163 Major Code	45 College Code	45188 Major Code
Concentration Code	Concentration Code	Concentration Code	Concentration Code
Concentration Code	Concentration Code	Concentration Code	Concentration Code
Minor Code	Minor Code	Minor Code	Minor Code
Minor Code	Minor Code	Minor Code	Minor Code
Comments: Change from 5-year to ABA Education program		Degree Code	Expected date of graduation DD-MON-YEAR
		BS-AGR (BS in Agriculture)	
		MSEE (MS in Electrical Engineering)	

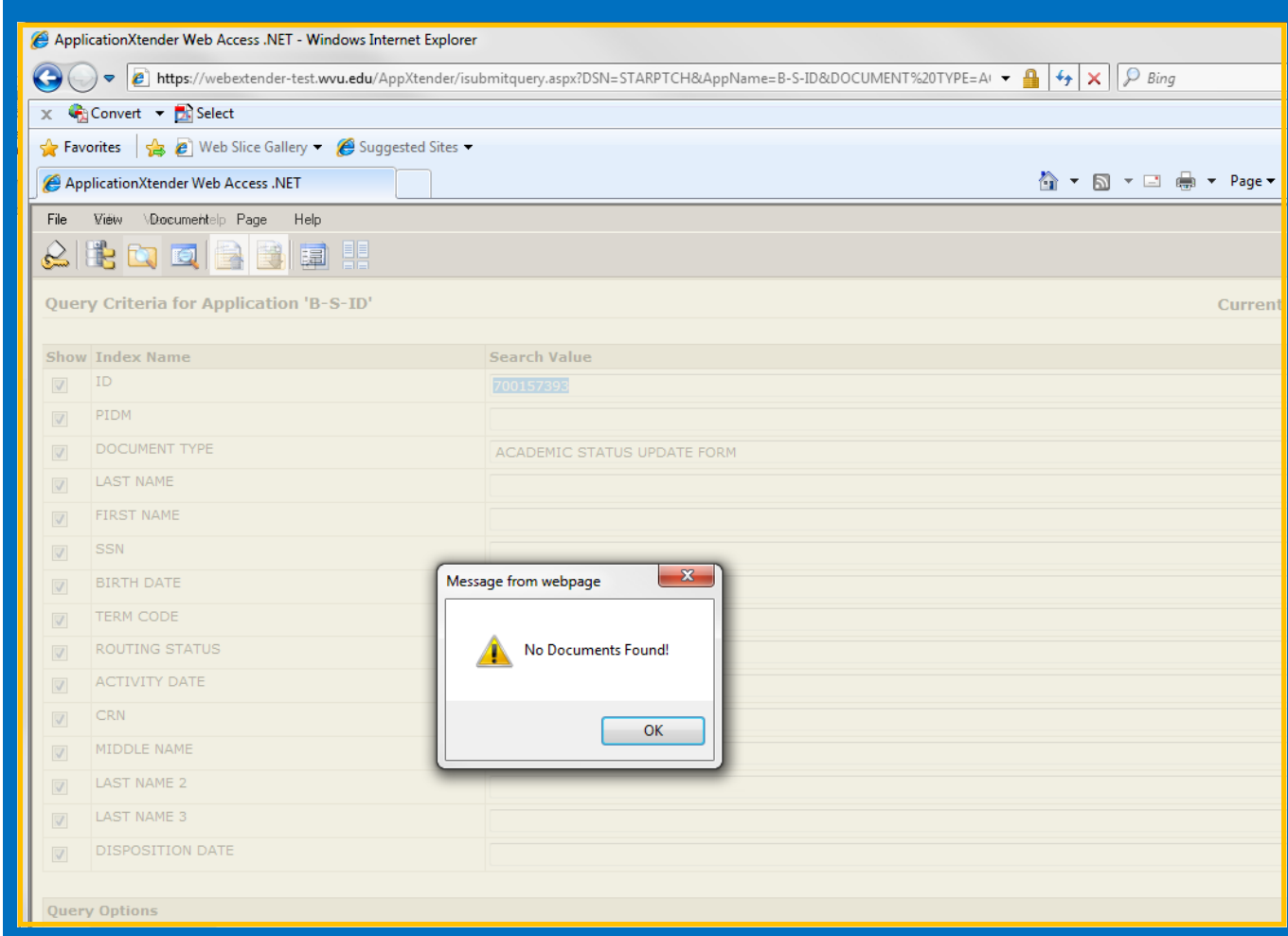
Application: B-5-ID Page 1 of 1 Version 1 of 1 Zoom At 100% 300 dpi

Data Source: STARPROD; Doc Id: 2630

Local intranet 100%

No Documents Found

1. If a student does not have any documents imaged to their record, a pop up window saying “No Documents Found!” will be displayed.



The screenshot shows a Windows Internet Explorer browser window displaying a search results page for 'Application 'B-S-ID''. The search criteria include 'ID' (700157393) and 'DOCUMENT TYPE' (ACADEMIC STATUS UPDATE FORM). A pop-up message box titled 'Message from webpage' is overlaid on the page, displaying a warning icon and the text 'No Documents Found!' with an 'OK' button.

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	700157393
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	DOCUMENT TYPE	ACADEMIC STATUS UPDATE FORM
<input checked="" type="checkbox"/>	LAST NAME	
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	SSN	
<input checked="" type="checkbox"/>	BIRTH DATE	
<input checked="" type="checkbox"/>	TERM CODE	
<input checked="" type="checkbox"/>	ROUTING STATUS	
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	CRN	
<input checked="" type="checkbox"/>	MIDDLE NAME	
<input checked="" type="checkbox"/>	LAST NAME 2	
<input checked="" type="checkbox"/>	LAST NAME 3	
<input checked="" type="checkbox"/>	DISPOSITION DATE	