


BDMS Guide to Queries

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Queries can be used to see a list of documents contained in ApplicationXtender, according to criteria you specify.

Queries are also the result of clicking the BDMS Display Document  button in Banner. See also the document *Viewing, Using, and Printing BDMS Documents*.

You may query by a student's ID to see all documents associated with that student; by an Admissions Requirement to see all documents of that type; or by date to see all documents indexed in a selected range of time or combination thereof.

Access the Query Screen


You may access ApplicationXtender Web Access.NET by clicking the

BDMS Display Document  button in Banner, or going directly to the web page and logging in.

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

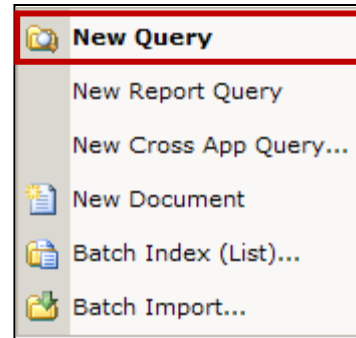
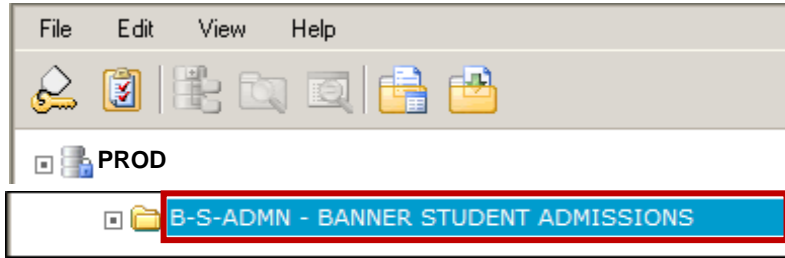
Data Source	<input type="text" value="PROD"/>
User Name	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/>	Request Full Text Search Support
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	


Click the Applications List  button. You will only see the filing cabinets to which you have access.

B-S-ADMN contains images related to Admissions (Graduate and Undergraduate are stored in the same location). The Data Source used will be **PROD**. You may also use TRNG or QUAL for training and/or testing.

Right click **B-S-ADMN** and choose New Query.
























BDMS Guide to Queries



Or, from any screen with the New Query  button, click it.
The **Query Criteria** screen will display.

Query Criteria for Application 'B-S-ADMN'

Current Query: New Query 

Show	Index Name	Search Value	
<input checked="" type="checkbox"/>	ID	<input type="text"/>	 
<input checked="" type="checkbox"/>	PIDM	<input type="text"/>	 
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*	
<input checked="" type="checkbox"/>	LAST NAME	<input type="text"/>	 
<input checked="" type="checkbox"/>	FIRST NAME	<input type="text"/>	 
<input checked="" type="checkbox"/>	SSN	<input type="text"/>	 
<input checked="" type="checkbox"/>	BIRTH DATE	<input type="text"/>	  
<input checked="" type="checkbox"/>	TERM CODE	*	
<input checked="" type="checkbox"/>	APPLICATION NUMBER	<input type="text"/>	 
<input checked="" type="checkbox"/>	ADMISSIONS REQUIREMENT	*	
<input checked="" type="checkbox"/>	INSTITUTION NUMBER	<input type="text"/>	 
<input checked="" type="checkbox"/>	ROUTING STATUS	*	
<input checked="" type="checkbox"/>	ACTIVITY DATE	<input type="text"/>	 

Query Options

Show

Include previous document revisions

Save Options

Query Name

Available To All Users

You may need to scroll down to see all fields and to find the Submit button.

Choose Columns to Display

Note the green check in the first column of the screen to the right. The check denotes which columns will display on the Query Results. Remove any green check by clicking on it to remove the item from the Query Results. Click again to display the column.

The example shown to the right will only show columns for the ID, PIDM, Document Type, Last Name, First Name, and Activity Date (indexed date).

Show	Index Name
<input checked="" type="checkbox"/>	ID
<input checked="" type="checkbox"/>	PIDM
<input checked="" type="checkbox"/>	DOCUMENT TYPE
<input checked="" type="checkbox"/>	LAST NAME
<input checked="" type="checkbox"/>	FIRST NAME
<input type="checkbox"/>	SSN
<input type="checkbox"/>	BIRTH DATE
<input type="checkbox"/>	TERM CODE
<input type="checkbox"/>	APPLICATION NUMBER
<input type="checkbox"/>	ADMISSIONS REQUIREMENT
<input type="checkbox"/>	INSTITUTION NUMBER
<input type="checkbox"/>	ROUTING STATUS
<input checked="" type="checkbox"/>	ACTIVITY DATE

Enter Query Criteria

Search by Student ID

To see all documents for a particular student ID, enter the ID only, and click Submit.

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	<input style="border: 2px solid red;" type="text"/>

Wildcard

Use an asterisk (*) for the wildcard, one or more characters in a name field or SSN.

Examples:

per* will return **Perez, Pereles, Pereda**

***per** will return **Camper, Casper, and Cooper**

per will return **Arpero, Geppert, and Halpern.**

S*h will return all names that begin with **S** and end with **h**.

Date Format

Birth date format is dd-MMM-yyyy as in 06-JUN-1991.

Activity Date format is yyyy-mm-dd hh:mm:ss as in **2011-09-01 00:00:00**

Search by Name

In the Last or First Name field, enter the student's name or use a wildcard with part of the name.

LAST NAME	<input type="text" value="per*"/>
FIRST NAME	<input type="text" value="grac*"/>

Search by Document Type or other Drop-down Field

To limit the search to just a certain *Document Type* for a particular student, type the student ID in the ID field, then click the *Document Type* drop-down and choose one from the list.

Index Name	Search Value
ID	A999999999
DOCUMENT TYPE	* * {Null} ADMISSIONS APP ADMISSIONS CONTRACT ADMISSIONS REQS APPLICATION INFO COLLEGE TRNSCRPT DEPARTMENT DOCUMENTS HIGH SCHOOL TRNSCRPT SUPPLEMENTAL INFO TEST SCORES INFO

Use the same process to search by student ID and a particular Term Code OR student ID and Admissions Requirement. [Note: Document types reflected here are subject to change.]

Search by Institution Number


At the Institution Number, enter the number of the institution(s). All documents that match that institution number will display. This may be a very large list, depending on which institution number is used. Term Code may also be used to limit the search.

INSTITUTION NUMBER	999999
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The Search by List option is available for this field.

Search by Date Indexed

To search by a range of dates, scroll to the Activity Date (date indexed) field and click the

Search Range button .

For activity dates, use the format **yyyy-mm-dd hh:mm:ss**. All items are required. Example: To search between September 1 and September 3 of 2011, use **2011-09-01 00:00:00** and **2011-09-03 23:59:59**


Search Range

Type Of Comparison	Between
Value*	<input type="text"/>
And	<input type="text"/>

* Required fields

Search by Range

For fields with a Search Range button


, you have several choices.

For **BETWEEN**, you must specify the two values. For all others, you need only specify one value. See also *Date Format* section above.

Type Of Comparison	Between
Value*	Between
And	Greater Than
	Greater Than Or Equal
	Less Than
	Less Than Or Equal
	Not Equal To


* Required fields

Search by List

To search for documents belonging to more than one student, click the search list box  icon at the end of the ID row.

(This process cannot be used for fields that are not on drop-down lists.)

Index Name	Search Value
ID	<input type="text"/>



The list box will display. Enter the first value (student ID or other). Click Add.

Search List

Field Value

Add

Search List

Field Value

Add

a1111111

Continue entering IDs and clicking Add until all needed are entered.

This process can also be used at the Last/First Name, SSN, and Institution Number fields.

Search by Other Criteria


You may use any of the fields shown to enter criteria. Ensure that you do not enter criteria that will return thousands of results, such as just "CT01" for Admissions Requirement. There will be many of those.

Query Results

If there are documents that meet the criteria specified, the results of the query will display.

No Results

If the query yields no results, you may have an error in the criteria. Often the fastest way to correct


the error is to exit the query screen and start over. Click the Application  button, then click the

New Query  button.

Note the fields on the query criteria screen with dropdown option. If you are not selecting data to search in this field, ensure that you have an asterisk (*) when you click submit.





Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	<input type="text"/>
<input checked="" type="checkbox"/>	PIDM	<input type="text"/>
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	LAST NAME	<input type="text"/>
<input checked="" type="checkbox"/>	FIRST NAME	<input type="text"/>
<input checked="" type="checkbox"/>	SSN	<input type="text"/>
<input checked="" type="checkbox"/>	BIRTH DATE	<input type="text"/>
<input checked="" type="checkbox"/>	TERM CODE	*
<input checked="" type="checkbox"/>	APPLICATION NUMBER	<input type="text"/>
<input checked="" type="checkbox"/>	ADMISSIONS REQUIREMENT	*
<input checked="" type="checkbox"/>	INSTITUTION NUMBER	<input type="text"/>
<input checked="" type="checkbox"/>	ROUTING STATUS	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	<input type="text"/>


Open Document

To see the document associated with the entry, click the Open Document  button. You may have multiple documents open.



Query Results for Application 'B-S-ADMN'

Document 1 - 5 of 5


<input type="checkbox"/>	ID	DOCUMENT TYPE	LAST NAME	FIRST NAME	TERM	APPLICATION	ADMISSIONS REQ	ACTIVITY DATE
<input type="checkbox"/>	 A99999999	ADMISSIONS REQS	BOBCAT	BOKO			AF01	2012-01-20 14:15:04
<input type="checkbox"/>	 A99999999	HIGH SCHOOL TRNSCRPT	BOBCAT	BOKO			HS01	2012-01-20 14:14:34
<input type="checkbox"/>	 A99999999	SUPPLEMENTAL INFO	BOBCAT	BOKO			CPMA	2012-01-20 14:12:41
<input type="checkbox"/>	 A99999999	ADMISSIONS REQS	BOBCAT	BOKO			AFWV	2012-01-20 14:10:16

To return to the list, click the Query Results button .

Page through a Query list

Use the Previous Document  and Next Document  buttons to page through a query results list. Only the image will appear.

See the Document Index for this Document

Use the Document Index  button to see the index associated with this document.

Sort Query Results

To sort the data, click the column header of the field by which you wish to sort.

<input type="checkbox"/>	ID	DOCUMENT TYPE	LAST NAME	FIRST NAME	ADMISSIONS REQUIREMENT
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A small triangle will display next to the column name.

Click again to change the order.

<input type="checkbox"/>	ID	DOCUMENT TYPE	LAST NAME	FIRST NAME	ADMISSIONS REQUIREMENT
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A triangle pointing up indicates ascending order. A triangle pointing down indicates descending order.

Viewing Documents

The standard indexing and annotation toolbars will display, as applicable, for those who have related privileges. See *BDMS Guide to Indexing Admissions Requirements Documents*, for more information.

Index toolbar



	Fit to window		Zoom out		Page menu
	Fit to screen height		Magnifier		If you do not see this toolbar, contact the BDMS Administrator.
	Fit to screen width		Previous page		
	Rotate left		Next page		
	Rotate right		Find (not used)		
	Zoom in		Pan mode		

Use items on the toolbar to change the size or orientation of the image. Note: You can rotate an image for viewing but it will not change the permanent orientation of the image. You should have this document re-scanned, then re-indexed.

Multiple Page Documents

The status bar at the bottom of the page will indicate if a document has multiple pages. The page number displayed will show.



Use the Next Page and Previous Page buttons to view all pages.

Query Icons

Your list may differ, depending on privileges assigned to you. Icons will appear in context; example, Next Document only appears when you have a document open.

	Application List		Document Index		Previous Document
	Batch Import		Logout		Open Selected Documents
	Batch List		New Query		Print Selected Documents
	Delete Document		Next Document		Query Results