

Instructions for Using the Upgraded Banner Document Management System (BDMS) – aka Xtender

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Following the BDMS/Xtender upgrade on 12/29/2010, you will need to take the following steps to use the new version...

Get a New Icon – From now on you'll be able open Internet Explorer and use **xtender.denison.edu** to start Xtender.

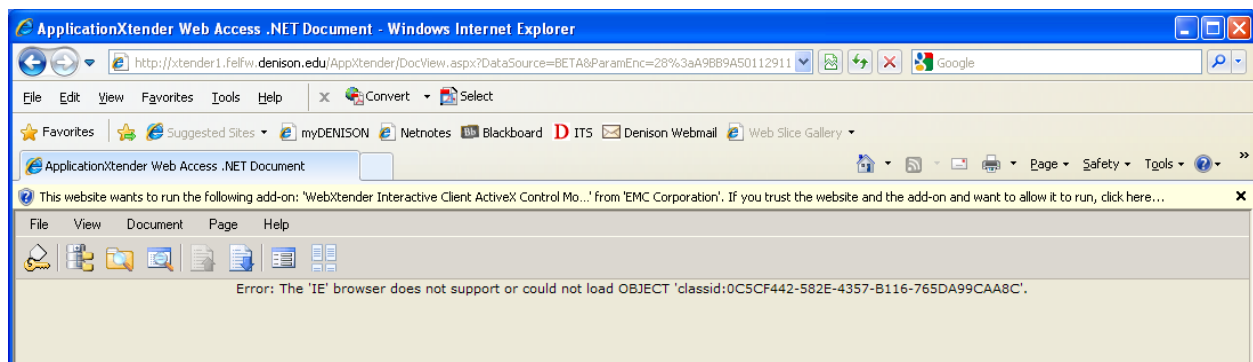
- Please delete your old icon for WebXtender from your desktop
- Copy in a new one with the new address by opening My Computer, navigating to S:\Systems\BANNER SYSTEM\Resources\Documentation, copying the Xtender shortcut, and pasting it on your desktop.

Update the WebXtender components – In the same folder as the Xtender shortcut, double-click **wxclientinstaller.exe**. You will receive a security warning asking if you want to run it. Please click **Run**. Then you will be asked if you want to install, please click **Yes**. You'll see a screen that it is extracting and then installing. It will close automatically when it's complete. This process may take several minutes.

Additional Important Notes...

Xtender Will Be Slow at First – Each operation you do will be slow as the new Xtender system caches information in the browser. Response should improve as you use it. If it doesn't please report the problem to the ITS Help Desk at 740-587-6395 or helpdesk@denison.edu.

Watch for Yellow Bars at the Top – As you use different parts of Xtender, browser security may ask your permission to run certain add-ons. This will occur just once for each of up to eight add-ons, depending on how you use Xtender. Click **Run** when you see them.



Questions or problems? Contact the ITS Help Desk: 740-587-6395 • helpdesk@denison.edu