ApplicationXtender (WebXtender) is accessed through Banner and allows users with Banner Finance access to view or print scanned images.

Scanned images are most commonly associated with these Banner Finance forms:

- FOIDOCH – Document History form
- FAIVNDH – Vendor History form
- FTMACCI – Index form
- FRAGRNT – Grant Maintenance form

To view scanned images:
- Query Banner for your document
- Select “RETRIEVE” from the menu bar
- All scanned images will be displayed.

Example:
Access FTMACCI - Account Index Code Maintenance form in Banner.

Filter for your index, once your index is populated select “RETRIEVE”:

ApplicationXtender (WebXtender) will open with all scanned images associated with the index:

NO DOCUMENTS FOUND means that there are no scanned images for that item.

***END****