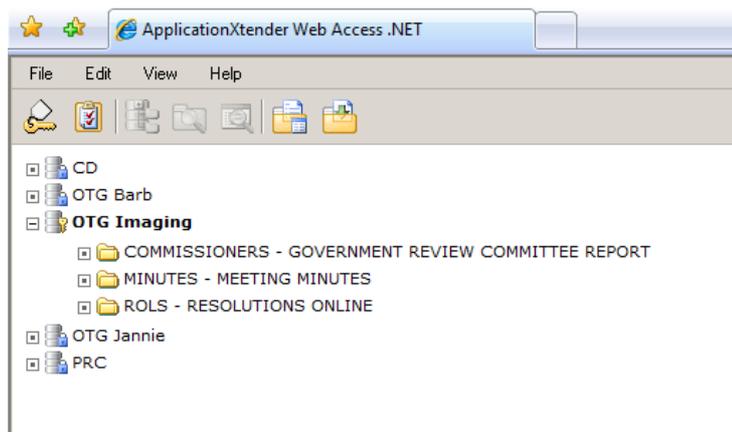


Accessing Resolutions and Minutes Online

- At the WebExtender login page, enter your Username and Password; be sure to check the “**Request Full Text Search Support**” box. For "Public" access, Username = **public** ... Password = **public**

The screenshot shows the login page for ApplicationXtender Web Access. The browser title is "Welcome To ApplicationXtender Web Access". The page header includes the EMC logo and "documentum ApplicationXtender". The main heading is "Login". Below this, a message reads: "Welcome to ApplicationXtender Web Access, please provide your user name and password:". There are three input fields: "Data Source" (a dropdown menu with "OTG Imaging" selected), "User Name", and "Password". A checkbox labeled "Request Full Text Search Support" is checked. "Login" and "Cancel" buttons are positioned below the fields. A help link is provided: "for more information, see Logging into ApplicationXtender Web Access." The footer contains the copyright notice: "Copyright © 1994-2008 EMC Corporation. All rights reserved."

- The folder will show what you have access to, double click on the appropriate folder:



- Enter the “**Resolution #**” or appropriate search criteria and click the “**Submit**” button.

The screenshot shows the search interface for "ROLS". The browser title is "ApplicationXtender Web Access .NET". The page title is "Query Criteria for Application 'ROLS'". The "Current Query:" field is empty. Below this is a table with search criteria and their corresponding search values.

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	RESOLUTION #	
<input checked="" type="checkbox"/>	ORIGINAL RESOLUTION #	
<input checked="" type="checkbox"/>	ORIGINATING DEPT	*
<input checked="" type="checkbox"/>	BENEFITTING DEPT 1	*
<input checked="" type="checkbox"/>	BENEFITTING DEPT 2	*
<input checked="" type="checkbox"/>	BENEFITTING DEPT 3	*
<input checked="" type="checkbox"/>	BENEFITTING DEPT 4	*
<input checked="" type="checkbox"/>	RESOLUTION DATE (MM-DD-YYYY)	
<input checked="" type="checkbox"/>	CFDA #	
<input checked="" type="checkbox"/>	VENDOR	
<input checked="" type="checkbox"/>	CATEGORY	*
<input checked="" type="checkbox"/>	PASS/FAILED/DELETED	*
<input checked="" type="checkbox"/>	SCAN DATE (MM-DD-YYYY)	

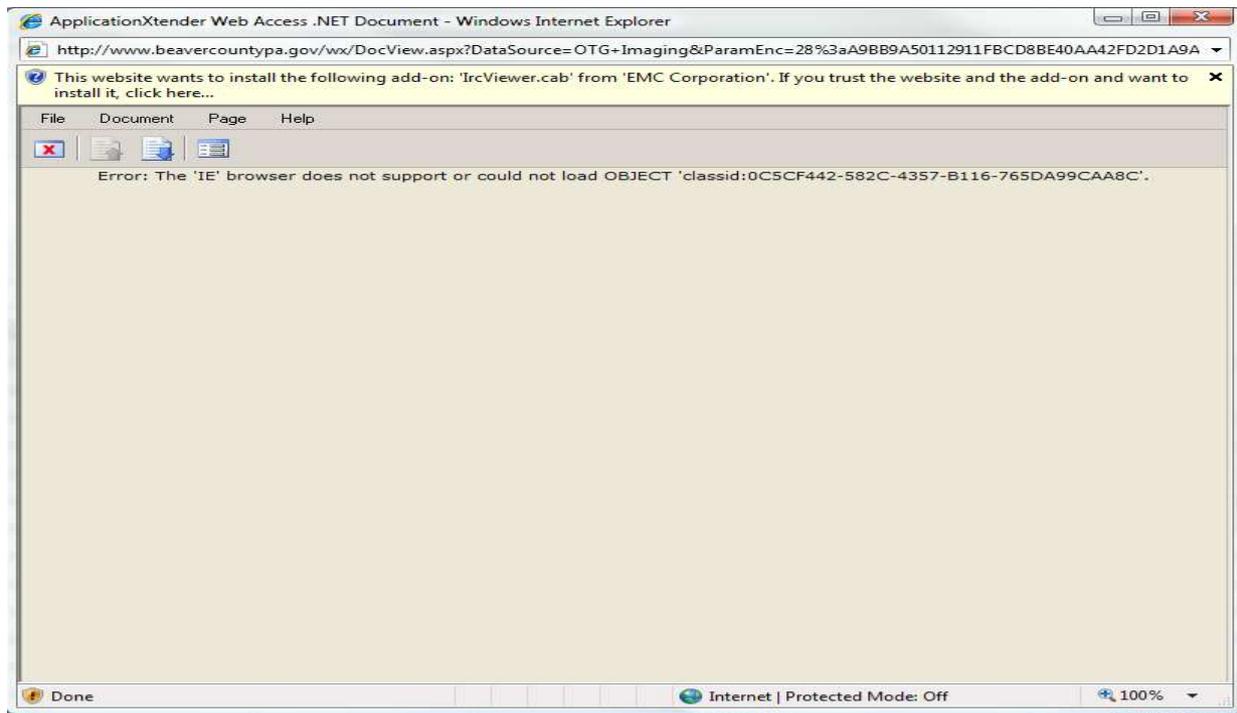
Below the table are sections for "Query Options" and "Save Options".

Query Options
Show: all documents
 Include previous document revisions

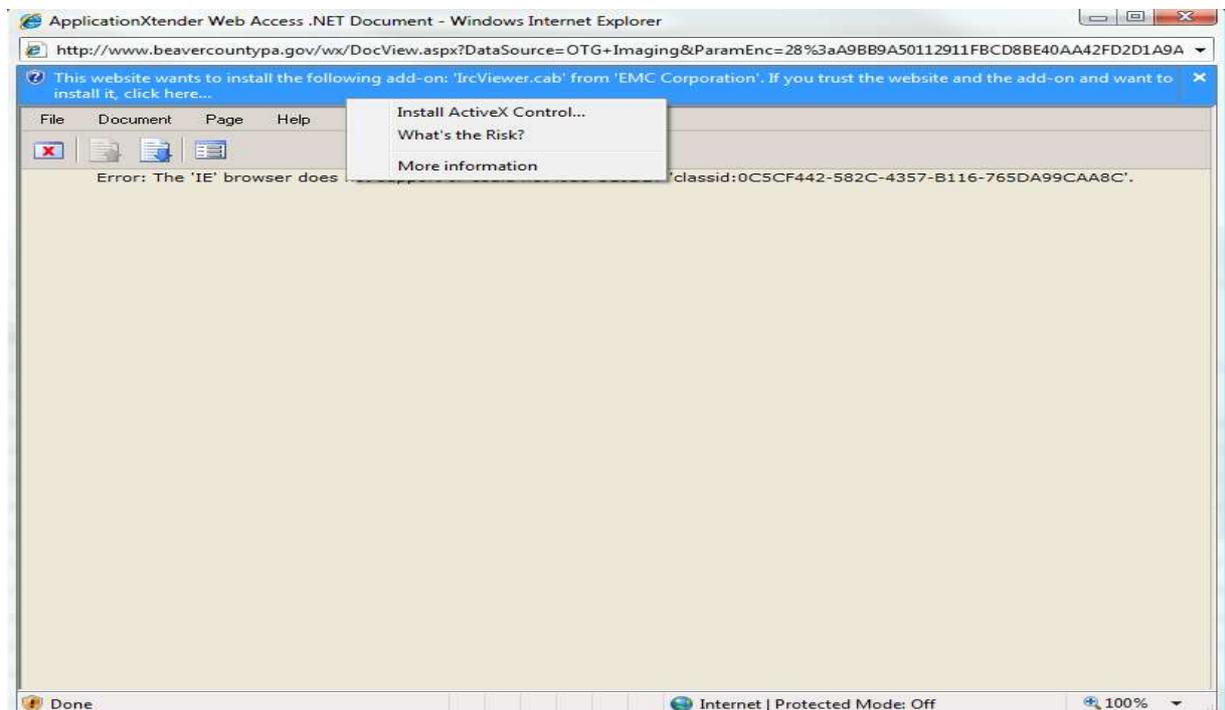
Save Options
Query Name: _____
 Available To All Users

Buttons: Submit, Save

- Once you click submit, you may be prompted to install a plug-in if this is the first time you have been to WebExtender. You will see the “yellow” bar pop across the top of the window.



- Place your cursor over the Yellow bar, it will turn blue and give an option to install the plug-in. Click “Install ActiveX Control”.



- You will see the following Security Warning, Click the **“Install”** button and the plug-in will automatically install.



- After the plug-in installs, you should see the document in the WebExtender window. From there you can review, search, or print the document.
- To logout of Webextender, click the logout button

