

# AppXtender 8.1 –Scanning

1. Log into AppXtender

<https://webxt.odu.edu>

Enter your Midas ID and Password



Select your application for your department.

First time scanning, Enable scanner



Click down arrow next to your name, select User Settings

Select Import, Click box next to Enable Scanning

Click Save

2. Start a New Batch

Click New Batch

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Enter Name of Batch, Click Continue

If scanner symbol is not highlighted, refresh the page



Click on Scannercbn

Click Allow

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Uncheck next to show only connect scanners

Select Scanner, Click OK

Click down arrow next to scanner icon, and select settings

Click Start starting scanning