Retrieving Documents with ApplicationXtender
Open and login

Start by launching ApplicationXtender by choosing Programs ➔ ApplicationXtender ➔ ApplicationXtender from the Start Menu or by double clicking the icon and login.
Choose an application

After logging in, you will see an application list. From the applications available double-click on the application you want to search in.

NOTE: If you don’t see the Application List pane when you log in, click the Application View toolbar button.
Search for documents

Once the application is open, you’re ready to look for documents. Click the New Query button on the Main toolbar.

When the Query window appears, type in your search values or, if the field has a drop down box, choose a value from the list.

If the index values match an exact document the document will be displayed. If there are multiple documents associated with the search a “hit” list will be displayed. Simply double click on the document to display it.
You can also do different types of searches by right clicking in the search field.

The list values options allows you to search on multiple things at one time.
The Search Expression allows you to search on a field using Boolean logic.