



Directions for Viewing Documents on WebXtender

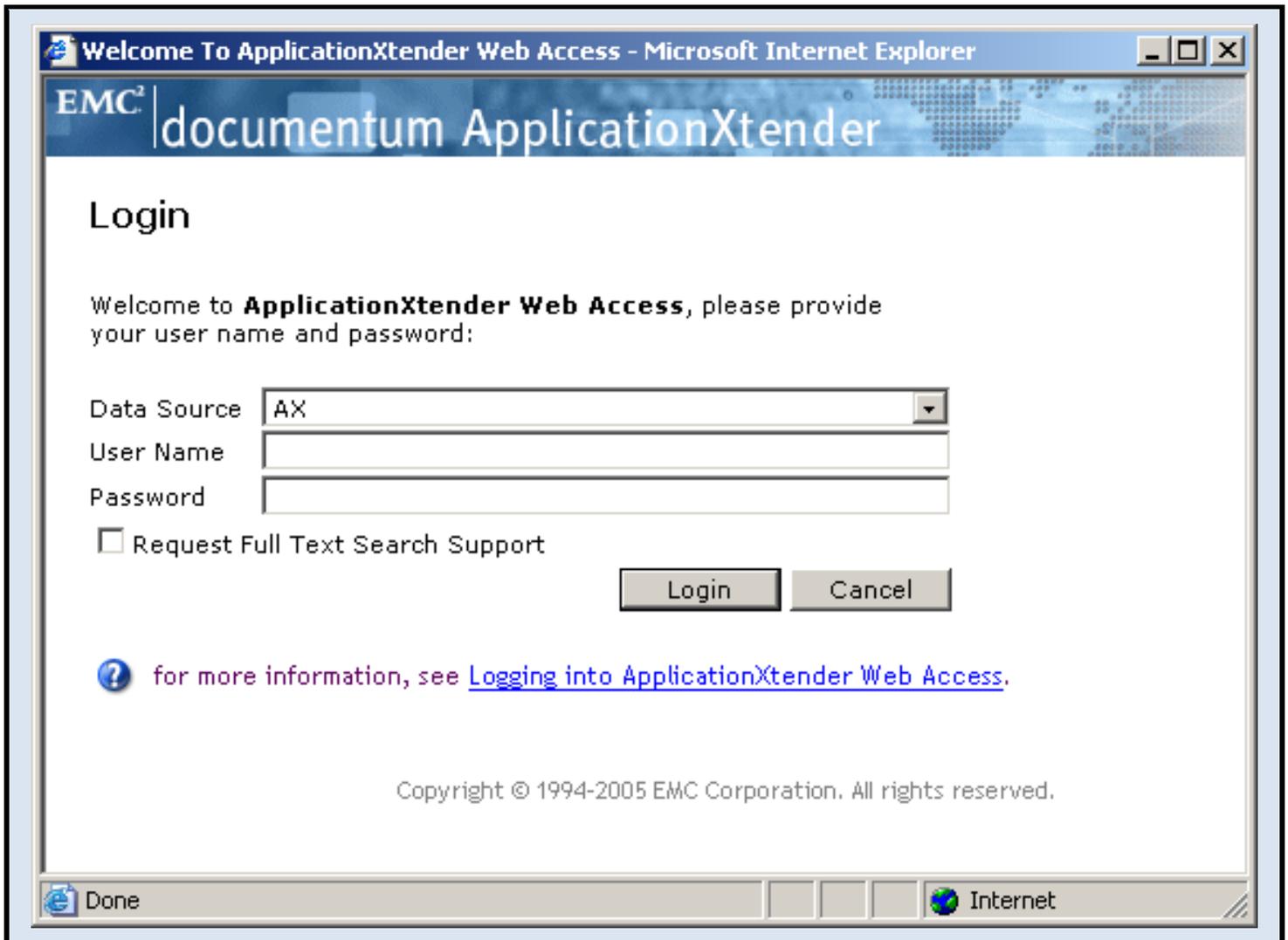
(Revised 7/1/2015)

WebXtender is the application that the Division of Oil and Public Safety uses to allow customers to view online documentation.

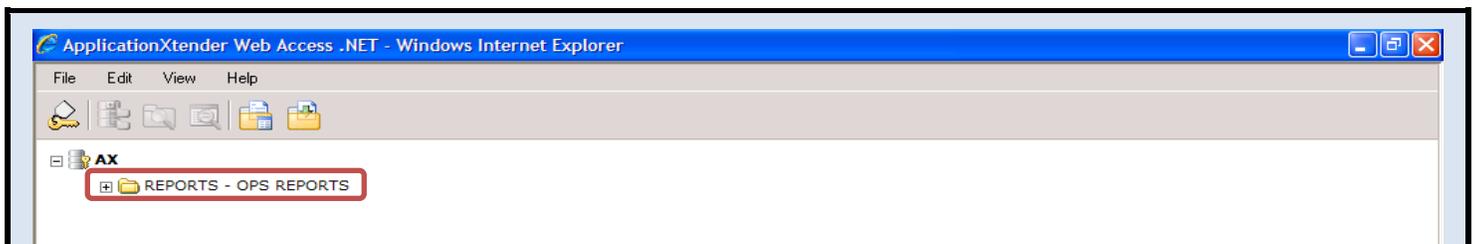
Please read and follow these requirements for gaining access to WebXtender. Instructions for using WebXtender once you have access are on the pages that follow.

1. The PRC (Public Records Center) will send customers a notification email after the File Review Request has been received. You will be provided with a username and password that will allow you to have access to the requested documents for 24 hours. Extensions to the time limit will be provided on a case-by-case basis.
2. Microsoft Internet Explorer (version 11 works best) is suggested to view the documents.
3. The WebXtender program is now compatible with other browsers including Google Chrome, Safari and Mozilla Firefox; **however**, loading times to view documents will be slower on these browsers and will continue to slow down if there is more than one user attempting to access documents while on said browsers as well. **ActiveX controls** may need permission to be downloaded to access the information, so please allow these permissions when prompted or follow the link provided in the email. **Internet Explorer** is the recommended method to accessing **WebXtender**.
4. The website address for WebXtender is <http://spwebxtender.cdle.state.co.us/appxtender>. Please make these changes in your browser settings in order to effectively use the program. The PRC can only provide limited assistance with setting up your computer, so contact your company's IT Department if you are having difficulties setting up your computer.
 - Add this site as a trusted site and/or set your browser security settings to **medium**.
 - In order to view documents:
 - Allow pop-ups
 - Enable or download JavaScript and download or start ActiveX Control, if requested by the browser
5. Please be patient when opening documents to view them; documents that are 30 pages long or more may take a bit longer to open or download.
6. When you are finished viewing documents, be sure to properly log out of WebXtender as follows.
 - Click on the key icon () located in the upper left corner of the screen to log out.
 - Closing the browser without using the key icon will cause the system to lock the account.
 - You will receive the *"Multiple Users not allowed"* error message if you try to log back in without properly logging out of the session.
 - If you receive this error message, please wait about 15-20 minutes and then log back onto the system. The PRC cannot close a locked session.

If experience any problems using WebXtender, please contact the PRC for assistance.



1 Enter the username and password provided to you by the PRC and click Login.



2 The WebXtender Applications List will display. Double-click on Reports – OPS Reports.

ApplicationXtender Web Access .NET - Windows Internet Explorer

File Edit View Help

Handwriting Writing Pad

Query Criteria for Application 'REPORTS' Current Query: New Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	FACILITYID	
<input checked="" type="checkbox"/>	EVENTID	
<input checked="" type="checkbox"/>	RAPID	
<input checked="" type="checkbox"/>	FILEID	
<input checked="" type="checkbox"/>	SARDID	
<input checked="" type="checkbox"/>	DOCTYPE	
<input checked="" type="checkbox"/>	DOCDATE	
<input checked="" type="checkbox"/>	IMAGEVOL	
<input checked="" type="checkbox"/>	CREATEDATE	

Query Options

Show all documents

Include previous document revisions

Save Options

Query Name

Available To All Users

Submit Save Reset

3 The Query display page will open. The check boxes in the Show column should be checked by default. If they are not, manually check each box to search or display the files.

ApplicationXtender Web Access .NET - Windows Internet Explorer

File Edit View Help

Query Criteria for Application 'REPORTS' Current Query: New Query

Show	Field Name	Search Value
<input checked="" type="checkbox"/>	FACILITYID	18512
<input checked="" type="checkbox"/>	EVENTID	
<input checked="" type="checkbox"/>	RAPID	
<input checked="" type="checkbox"/>	FILEID	
<input checked="" type="checkbox"/>	ACTIVITY_SARD_ID	
<input checked="" type="checkbox"/>	DOCTYPE	
<input checked="" type="checkbox"/>	DOCDATE	
<input checked="" type="checkbox"/>	IMAGEVOL	
<input checked="" type="checkbox"/>	CREATEDATE	

Query Options

Show: all documents

Include previous document revisions

Save Options

Query Name: _____

Available To All Users

Submit Save Reset

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Enter the Facility ID (number only) whose documents you would like to view. Click on the Submit button or push Enter on your keyboard. (In the example above, Facility ID 18512 has been entered in the FACILITYID field.)

ApplicationXtender Web Access .NET - Windows Internet Explorer

File Edit View Options Help

Query Results for Application 'REPOR' [Print Selected Document\(s\)](#) [Modify Query](#)

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<input type="checkbox"/>	FACILITYID	EVENTID	RAPID	FILEID	ACTIVITY_SARD_ID	DOCTYPE	DOCDATE+	IMAGEVOL	CREATEDATE	Pages
<input type="checkbox"/>	18512	10609		2	USSAMPEA 001	OTHER NOTABLE REPORT	04-13-2008	E	04-29-2008	1
<input type="checkbox"/>	18512	10609		1		SSF	04-16-2008		01-17-2013	5
<input type="checkbox"/>	18512	10609		2	USSAMPEA 001	OTHER NOTABLE REPORT	04-20-2008	E	04-29-2008	1
<input type="checkbox"/>	18512	10609	0	2		ONR	04-24-2008		01-17-2013	32
<input type="checkbox"/>	18512	10609		2		ONR ENVIR RESPONSE	04-24-2008		01-17-2013	66
<input type="checkbox"/>	18512	10609		2	USSAMPEA 001	MISC REPORT	05-25-2008	E	06-04-2008	1
<input type="checkbox"/>	18512	10609		2		SSF	06-02-2008		01-17-2013	16
<input type="checkbox"/>	18512	10609		2		SSF	06-02-2008		01-17-2013	16
<input type="checkbox"/>	18512	10609		2		ONR INTERIM SURFACE WATER	06-23-2008		01-17-2013	108
<input type="checkbox"/>	18512	10609		2		SCR	07-15-2008		01-17-2013	517

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The Query results page will open and display a list of available documents for the selected facility. The column headings indicate information about the documents listed. Hover over the icons to see the purpose of each icon. The notation in the upper left-hand corner of the page will indicate how many documents are available for the selected facility.

Use the arrows in the upper right-hand corner to navigate and view all of the available documents for the selected facility if more than 10 documents are listed.

ApplicationXtender Web Access .NET - Windows Internet Explorer

File Edit View Options Help

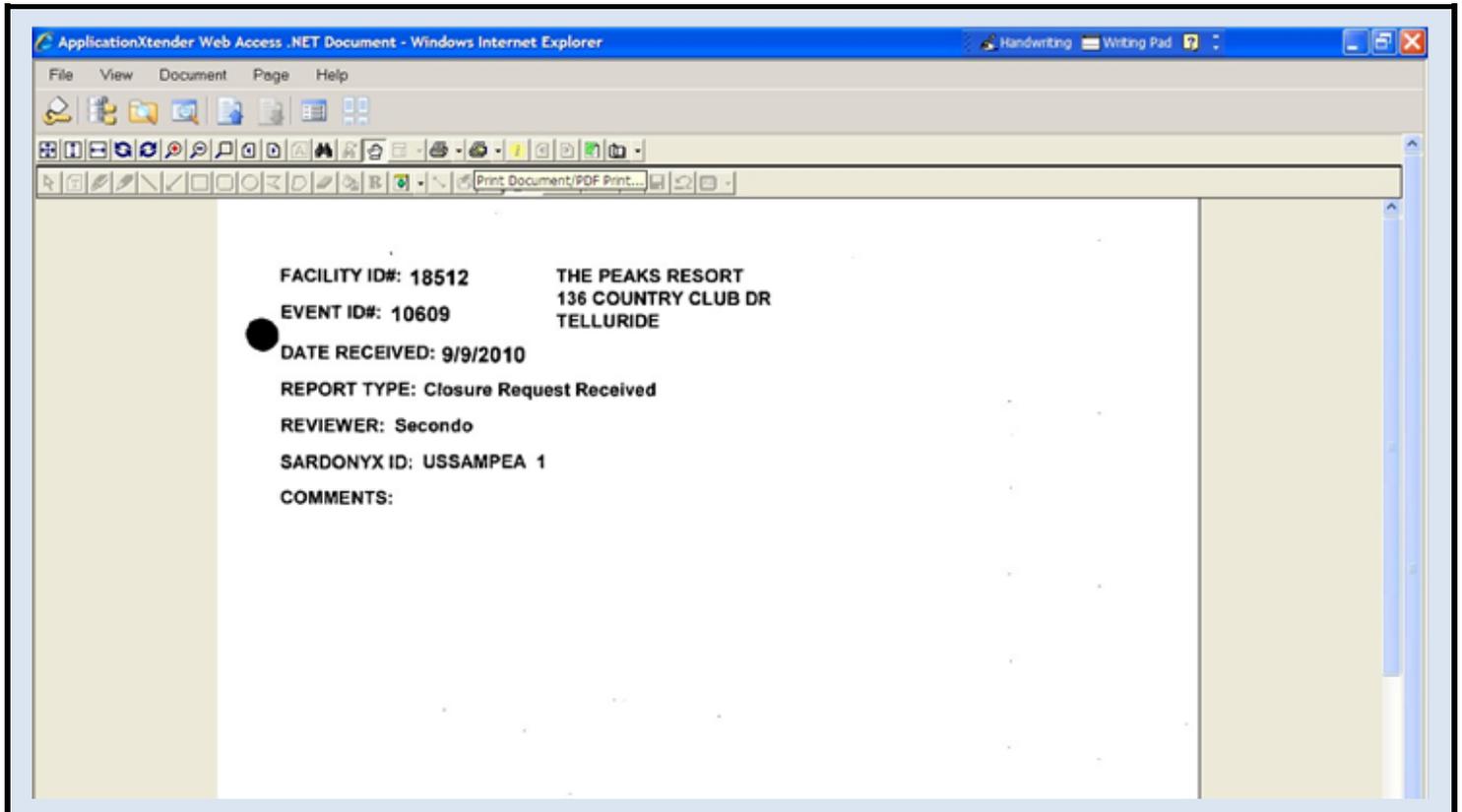
Query Results for Application 'REPORTS' [Modify Query](#)

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<input type="checkbox"/>	FACILITYID	EVENTID	RAPID	FILEID	ACTIVITY_SARD_ID	DOCTYPE	DOCDATE+	IMAGEVOL	CREATEDATE	Pages
<input type="checkbox"/>	18512	10609		2		ONR WORK PLAN	07-15-2008		01-17-2013	13
<input type="checkbox"/>	18512	10609		5B	USSAMPEE 001	SURFACE WATER QUALITY REPORT	07-15-2008		04-07-2009	918
<input type="checkbox"/>	18512	10609		1	USSAMPEA 001	MEETING MINUTES	09-23-2008		04-07-2009	1
<input type="checkbox"/>	18512	10609		2		3Q 2009 MRR	03-09-2009		01-17-2013	37
<input type="checkbox"/>	18512	10609		2		4Q 2009 MRR	05-18-2009		01-17-2013	28
<input type="checkbox"/>	18512	10609		2		4Q 2009 MRR	02-18-2010		01-17-2013	32
<input type="checkbox"/>	18512	10609		2		1Q 2010 MRR	04-26-2010		01-17-2013	37
<input checked="" type="checkbox"/>	18512	10609		2		CLOSURE RQST RECEIVED	09-09-2010		01-17-2013	4

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To view a document, select and double-click on it.



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The Document Viewer will open and display individual pages from the selected document. The Display option icons can be used to display each page in various ways. Hover over the icons at the top of the page to see the purpose of each icon. Individual pages and complete documents may be printed using the printer icons. The printer icon on the left is used to print the current page and the printer icon on the right is used to print the entire document as a PDF. Please note that larger documents may take longer to print. To return to the main search list, click on the Query Results icon.

ApplicationXtender Web Access .NET - Windows Internet Explorer

File Edit View Help

Logout Criteria for Application 'REPORTS' Current Query: New Query

Show	Index Name	Search Value	
<input checked="" type="checkbox"/>	FACILITYID		
<input checked="" type="checkbox"/>	EVENTID		
<input checked="" type="checkbox"/>	RAPID		
<input checked="" type="checkbox"/>	FILEID		
<input checked="" type="checkbox"/>	SARDID		
<input checked="" type="checkbox"/>	DOCTYPE		
<input checked="" type="checkbox"/>	DOCDATE		
<input checked="" type="checkbox"/>	IMAGEVOL		
<input checked="" type="checkbox"/>	CREATEDATE		

Query Options

Show all documents

Include previous document revisions

Save Options

Query Name

Available To All Users

Submit Save Reset

8 Once you have finished viewing the selected documents, click on the key icon (🔑) in the upper left-hand corner of the page to log out. Failure to do so will lock you out of the system for 15-20 minutes.