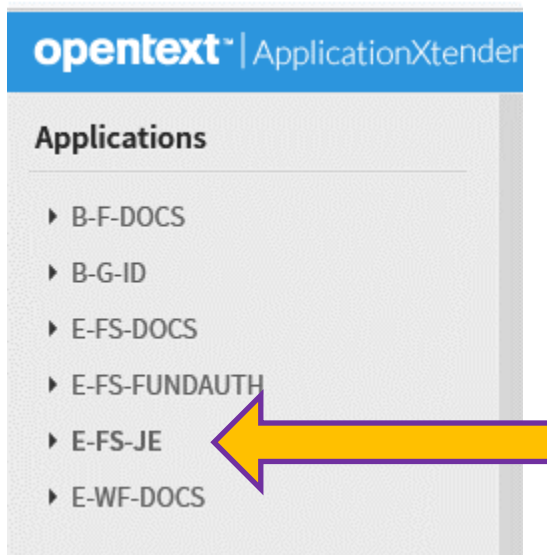


Adding Additional Documentation to a Journal Entry in Xtender

In some cases, it may be necessary to add additional documentation to existing documentation in Xtender for a journal entry. This can be accomplished by adding pages to the existing Xtender journal entry document. First, save the new document as a PDF (this is the best file format to use with Xtender).

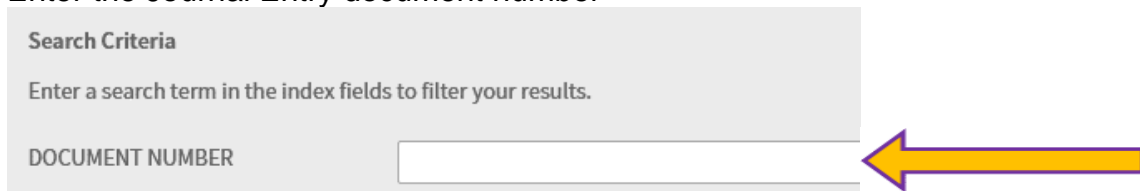
1. Log into Xtender and open the document ID associated with the journal entry xtendweb.ecu.edu
2. Click E-FS-JE (if E-FS-JE is not listed, submit a [Banner Security Request](#))



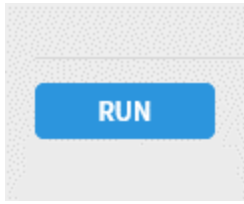
3. Click the New Query Icon



4. Enter the Journal Entry document number

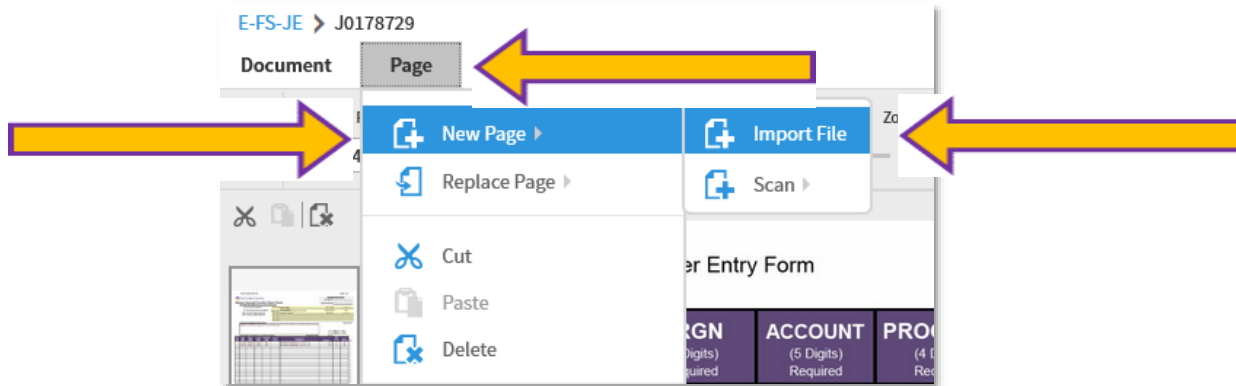
A screenshot of a search criteria form. The title is "Search Criteria" and the instruction is "Enter a search term in the index fields to filter your results." Below this is a label "DOCUMENT NUMBER" followed by a text input field. A large yellow arrow with a purple outline points to the input field.

5. Click RUN



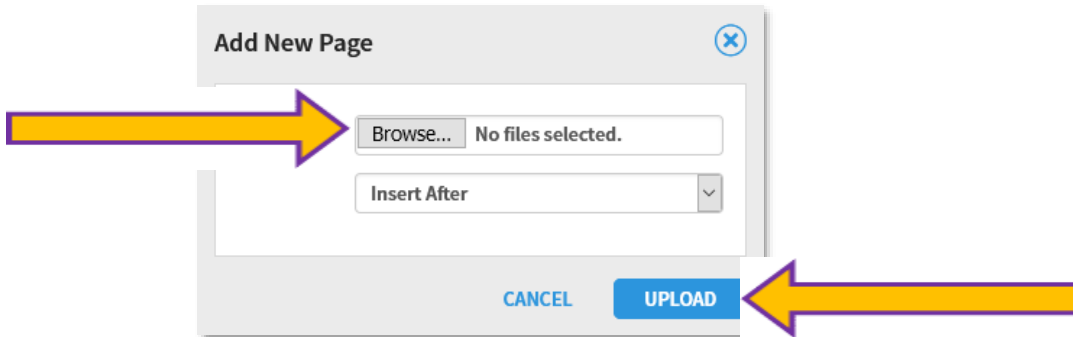
6. The new page(s) (documentation you have saved as a PDF) need to be inserted in the existing document.

Click “Page” from the Xtender menu and select “New Page → “Import File”:



Note: If you have a scanner and are familiar with scanning into Xtender, you can select “Scan” and scan the paper document directly in Xtender

7. Click Browse your computer, locate the file, select it, and click “UPLOAD”:



8. The new page(s) will be inserted in the document. To re-order the pages, simply click and drag them to the desired location in the left preview pane. The additional pages and any re-ordering of pages is automatically saved.
9. Additional pages can also be inserted by clicking the file to select it and dragging it in the left preview pane to where you want it inserted.