Copying or Moving Pages to Applications
Provided by ITCS Xtender Team

1. After logging into Xtender, run a query on the document you would like to copy or move and open it.

2. At the top right, click **Document > Copy or Move Pages**

3. Fill in the information:
   a. Document Pages – Page range or separate pages
      i. Examples: “1-3” or “1, 3, 5” or “1-3, 5”
   b. Target Application – The application you want to copy or move the page(s) to.
i. Can only copy/move to applications you have access to, including the application you’re moving from.

ii. Copying to the same application will create a new document with the same pages you specified in Document Pages.

c. Batch Name – Automatically generated; can be modified as need.

d. Index New Document – If checked, it will automatically bring up the index fields for you to fill in the information corresponding to the document. Otherwise, the document will be a part of the batch list under the specified Batch Name waiting to be indexed.

4. Click **Copy** or **Move**.
   a. Copy will create a clone of the original document in the Target Application, unaffected the original.
   b. Move will transfer the original copy to the Target Application, which will delete the original document in the current application.