How to Run a Query to See a list of Indexed Documents

Provided by ITCS Xtender Team

Purpose: Demonstrate querying for Indexed Documents

1. Click on your Application to start a New Query.

2. In the **ID** search field type the 9-digit Banner ID number.
   NOTE: You may search on any other index field.

3. Click the ‘RUN’ button to process the query.
4. Double click the anywhere on the row to open saved document.