

SU Imaging: Add pages to a document in ApplicationXtender

1. Locate the document to which you want to add pages, by querying the corresponding ApplicationXtender application.

EMC® Applicationsender

Applicationsender (X-MQ) »

Applications

» _FORMS

» _ESTAMP

» ABFTST

» AP

» AR

» BUSINESS-OFFICE

- New Query
- LADSOEL, MICHAEL
- DONES, JAMIE M

» CHECKS

» COLDAPP

» CONADMIN

» COUNTY

» HIR

» IMAGEAPP

» LGAN_DOCUMENTS

» MEDICAL_RECORDS

» REPORT_MGMT_STMT

» SCRIPTS

» STUDENT_RECORDS

» TOCU

New Search - BUSINESS-OFFICE

Search Criteria

Enter a search term in the index fields to filter your results.

PATIENT NUMBER



PATIENT NAME



ADMIT DATE



PRVER



DISCHARGE DATE



☐ Include previous document revisions

RUN

SAVE

CANCEL

2. From the Query Results page, select the document, and then double click to OPEN.

Query Results

BUSINESS-OFFICE > New Search > Query Results

☐	DELETE EXPORT PRINT EMAIL SUBMIT		ADMIT DATE	PRYER	DISCHARGE DATE	Pages
☐	777777	LADSON, MICHAEL	06-14-1999	UNITED RESOURCE NTW/POS	06-13-99	1
☐	999999	DONES, JAMIE M	06-08-1999	AV-MED HMO-OP	06-15-99	1
☐	945844	WONTONS, DOOLEAN T	06-15-1999	BLUE CROSS PPC-PP-OP	06-15-99	1
☒	769677	STOVEE, FRANCISCO	05-02-1999	BEECH STREET-PP-OP	06-15-99	2
☐	555543	WHARTON, DONALD E	06-14-1999	MEDICARE-OP	06-15-99	1
☐	987654	QUANDO, HARI Q	06-14-1999	MANATEE HEALTH NETWORK	06-15-99	1
☐	324435	MATSJUS, GALES W	06-10-1999	MEDICARE-OP	06-13-99	1
☐	345343	SMITH, JONELLE Z	06-08-1999	MEDICARE-OP	06-10-99	1
☐	972624	ALLEN, TIMOTHY W	06-10-1999	MEDICARE	06-15-99	1

Documents 1 - 9 of 9

[Previous](#)
[Next](#)
Items per page:

3. To insert the new pages before or after a particular page in the document:
 - a. Select the page thumbnail. The page appears in the Document Viewer.

BUSINESS-OFFICE > T65677

Document Page

Page Rotate Zoom Annotation Format Actions

X **C**

Text

Page 1

Text

Page 2

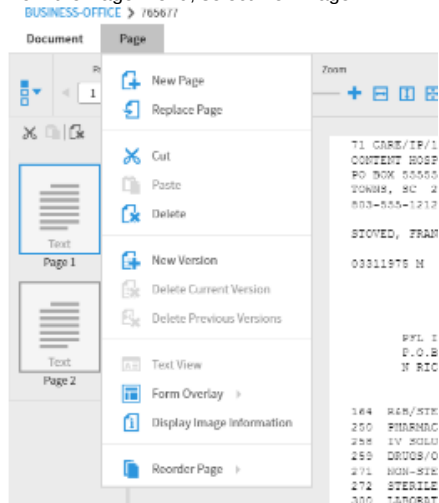
```

71 CARE/IV/L D
OUTPAT HOSP & CANCER CEN
PO BOX 55555
TOWNS, BC 29212-0667
803-855-1212
STOVEO, FRANCISCO
6475 WAY TOLERAS DR. #30 HAPLES
FL 33555
0311975 M B 050299 14 3 1 06 745477 05

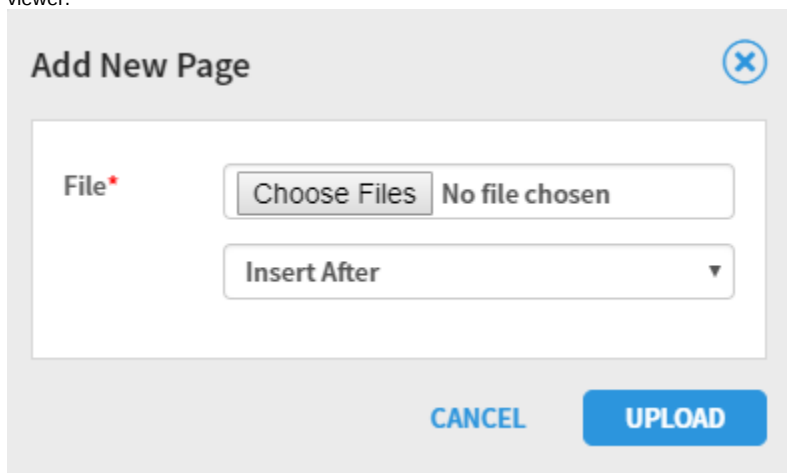
PPL INS OO
P.O.BOX 982009
3 RICHLAND HILL TX 76182-0009

144 SUB/SERILE 945.00 44 41340.00
250 PHARMACY 867 125840.00
288 IV SOLUTIONS 149 10798.00
299 SHOS/OTHER 13 9041.00
271 NON-SERILE SUPPLIES 239 8946.00
272 STERILE SUPPLIES 494 10321.00
300 LABORATORY 4 175.00
301 CHEMISTRY 147 16047.00
302 RADIOLOGY 91 8041.00
303 HEATOLOGY 49 4997.00
304 BACTERIOLOGY/MICRO 8 12937.00
309 OTHER LABORATORY 5 204.00
310 PATHOLOGY 10 1096.00
311 CYTOLOGY 4 180.00
315 X-RAY DIAGNOSTIC 1 174.00
324 CHEST XRAY 24 2049.00
333 RADIATION THERAPY 39 9477.00
382 CT SCAN 3 5283.00
390 BLOOD ADMIN 138 23103.00
402 ULTRASOUND 1 223.00
403 PHYSICAL THERAPY 45 1295.00
    
```

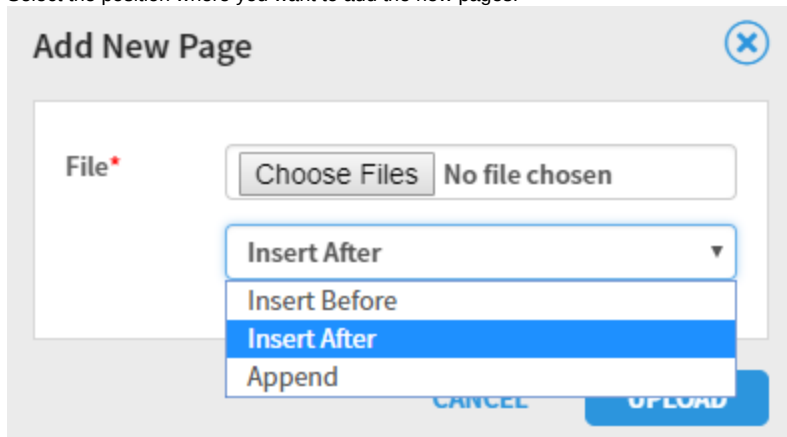
- b. From the Page menu, select New Page.



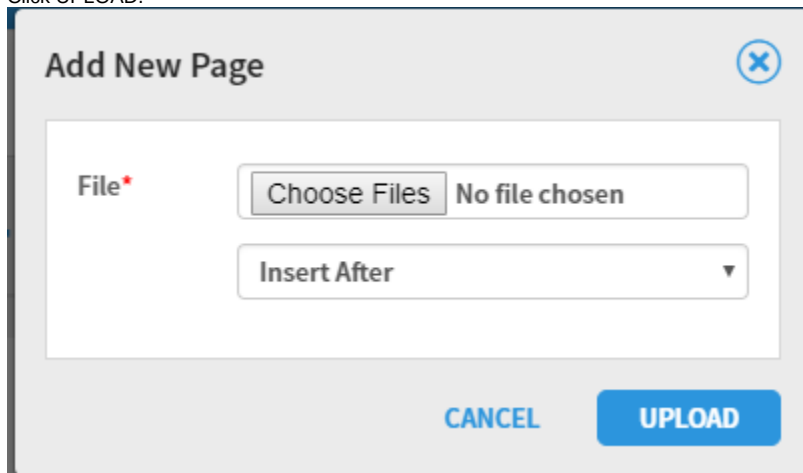
- c. In the Add New Page dialog box, browse and select the electronic file that you want to insert before/after the page in the document viewer.



- d. Select the position where you want to add the new pages.



e. Click UPLOAD.



The image shows a dialog box titled "Add New Page" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "File*" with a "Choose Files" button and the text "No file chosen". Below this is a dropdown menu labeled "Insert After" with a downward arrow. At the bottom of the dialog, there are two buttons: "CANCEL" and "UPLOAD".

Related articles

- [SU Imaging - ApplicationXtender and WebXtender](#)
- [SU Imaging: ApplicationXtender Version 16.6 Web Batch Scanning Tutorial](#)
- [SU Imaging: ApplicationXtender Web Access 16.6 User Guide](#)
- [SU Imaging: WebXtender doesn't print](#)
- [SU Imaging: Printing in WebXtender using Internet Explorer](#)