**Banner Document Management
(BDM)**

How to Re-Index Documents

There will be times when a document is indexed incorrectly in BDM, or due to a business change, needs to be indexed differently. Fortunately, Web Access provides a mechanism to allow privileged users to re-index documents. Users that have the privilege to index documents also have the privilege to re-index documents.

The following outlines the steps to follow when having to re-index documents in BDM using Web Access:

Step 1 – Navigate to the Application List view and select the application that contains the document(s) that need to be re-indexed. On the Application View click the New Query button to run a query to locate the document(s)
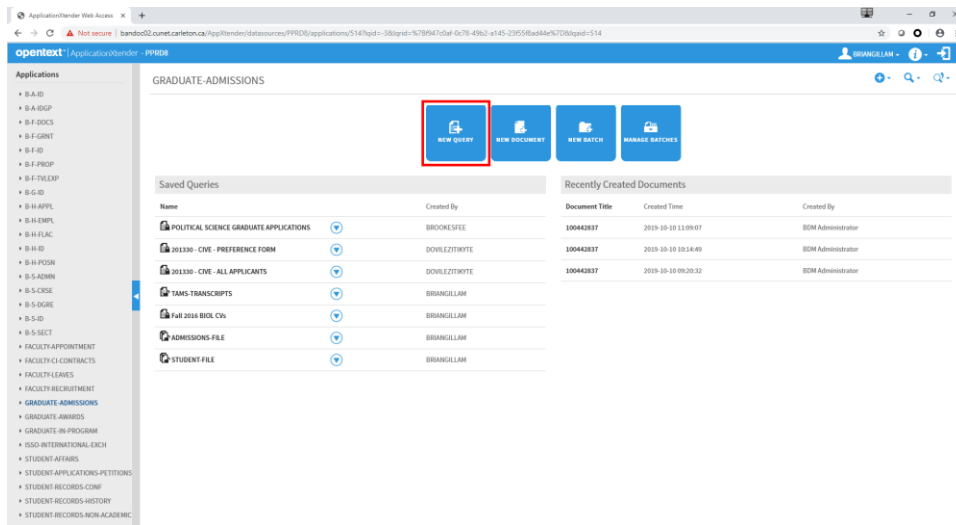

Step 2 – on the New Query view enter the criteria that will filter the documents in the best manner to locate the exact document(s) that need to be re-indexed. RUN the query.
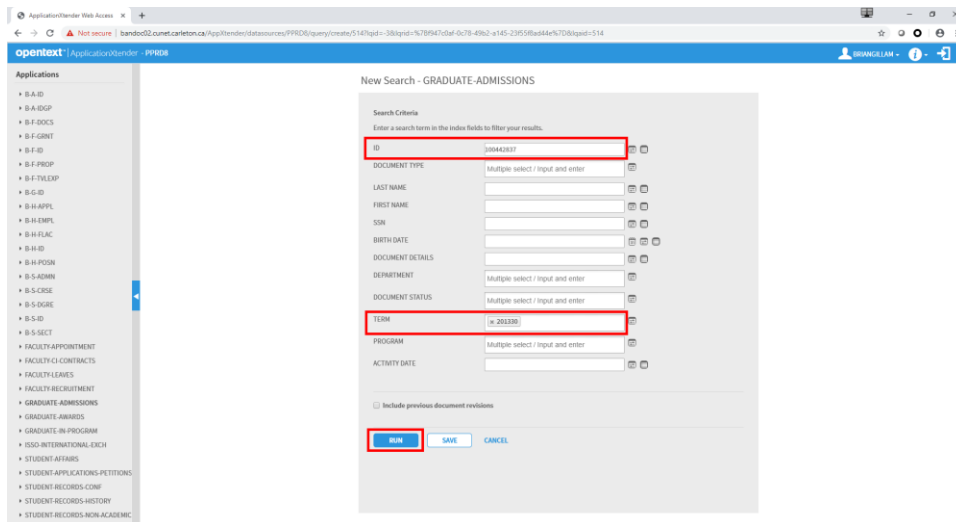
Step 3 – on the Query Results view select the document that needs to be re-indexed and open the document
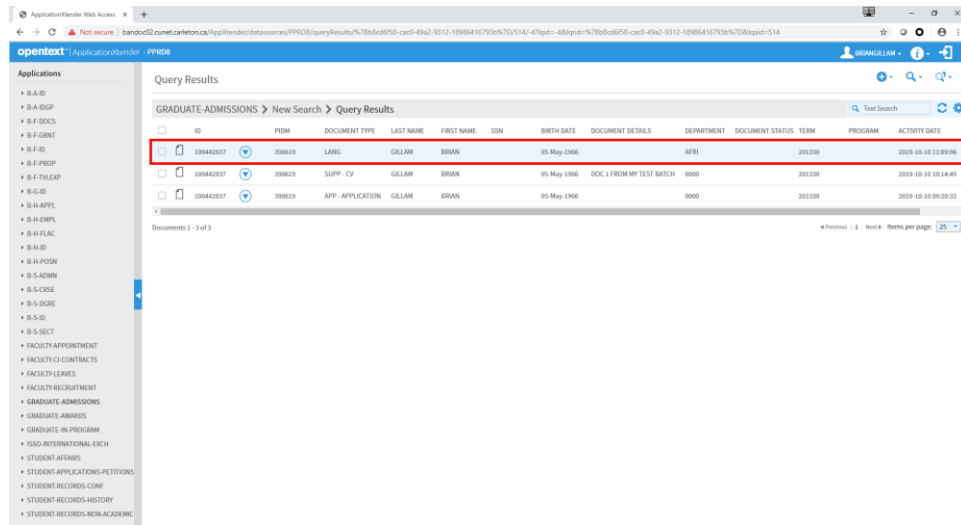

Step 4 – in the Document View ensure the indexing pane is visible. On the indexing pane click the MODIFY button.
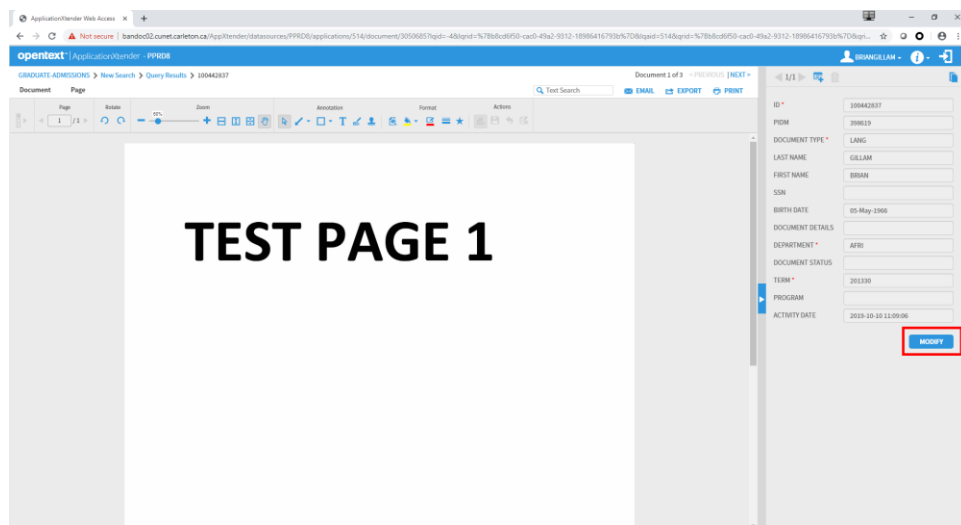
Step 5 – the indexing pane will enable allowing new index data elements to be added or existing index elements to be changed. Place the cursor in the appropriate fields and enter changes. Click SAVE.
The changes will be saved and the index pane will disable again. The user will be left in the Document View.
In the Document View menu area click on Query Results in the navigation menu. This will return the user back to the Query Results page.
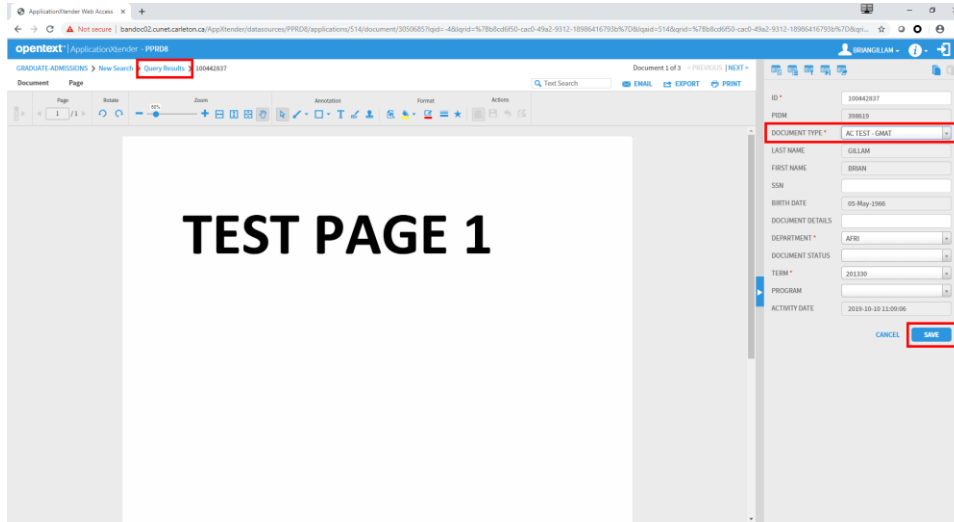
Step 6 – on the Query Results page the previous index values will still display (i.e. your changes will not reflect). In the menu area click the REFERSH button to refresh the results to view your changes and confirm that the re-indexing was saved.