

**Banner Document Management
(BDM)**

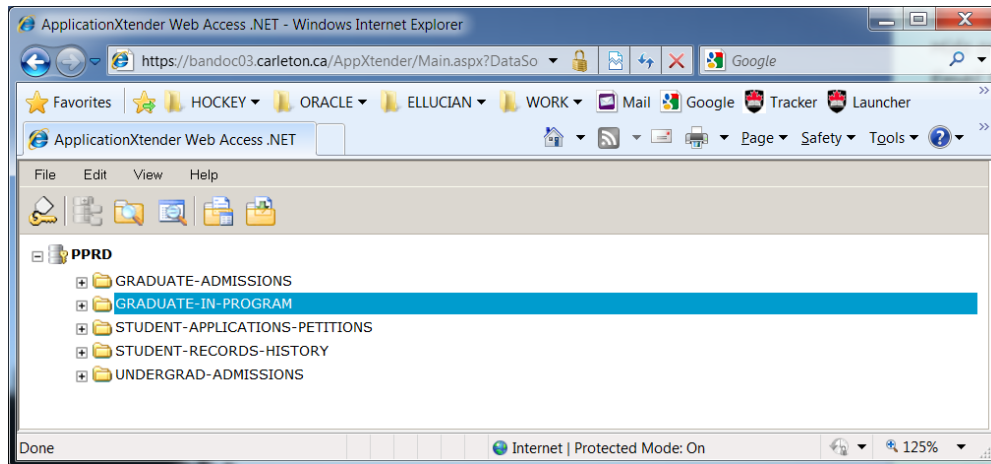
How to Re-Index Documents in BDM

There will be times when a document or documents get indexed incorrectly in BDM or due to a business change need to be indexed differently.

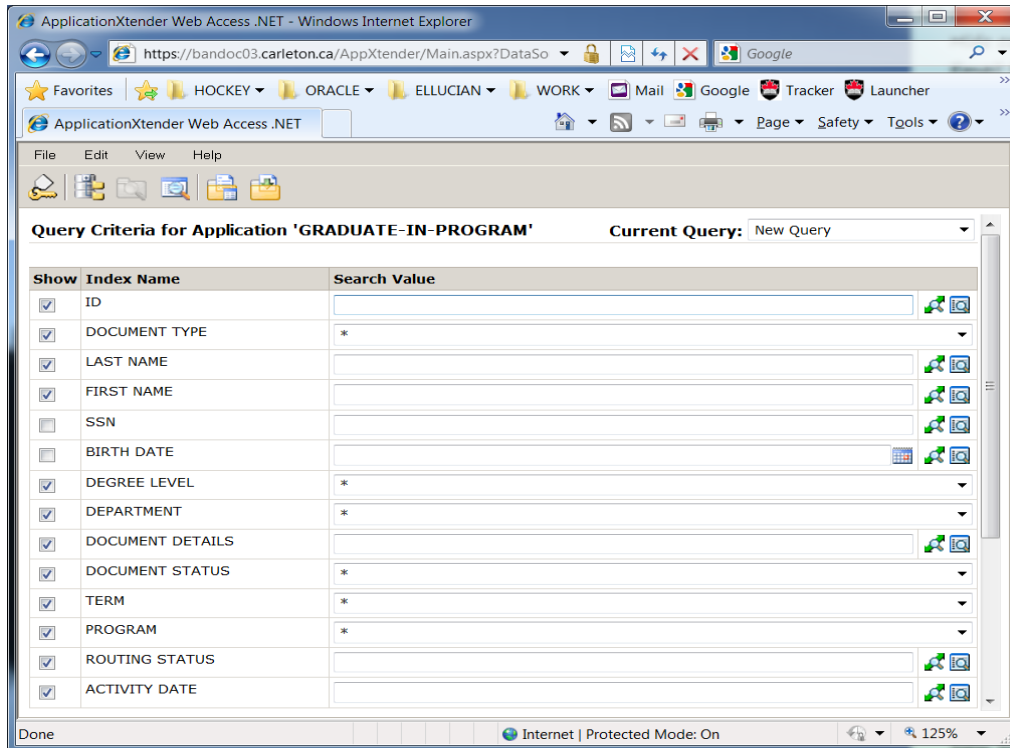
Fortunately, WebXtender provides a mechanism to allow privileged users to re-index documents. Users that have the privilege to index documents also have the privilege to re-index documents.

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

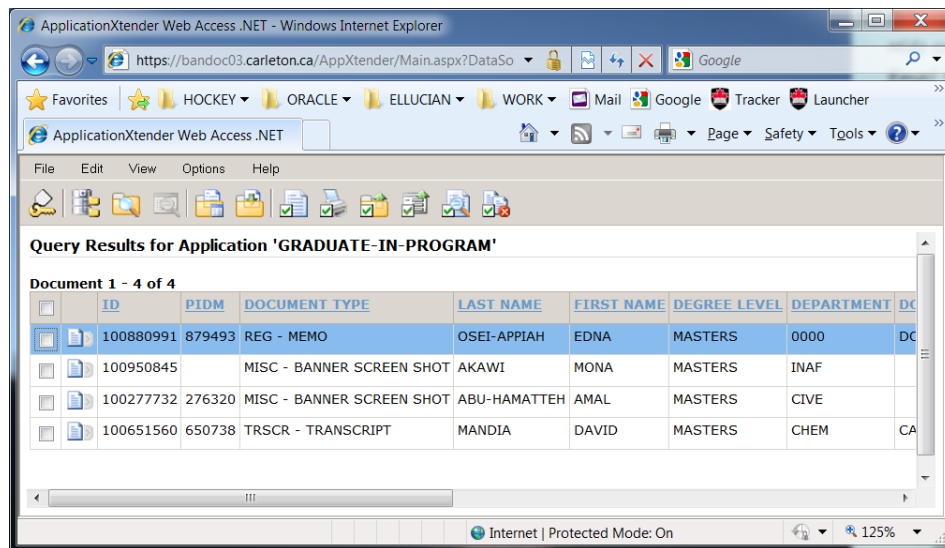
1. On the Application List page, locate the application that contains the documents you need to re-index and double click the application to open the Query page.
Refer to the document ***How to Query, View & Print Documents in BDM*** for instructions on how to query documents.



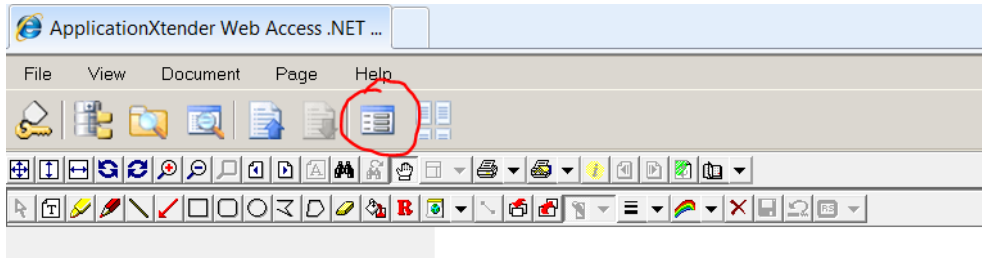
2. On the Query page enter the criteria required to ensure the documents you need to re-index are returned and displayed on the Query Results page.
Refer to the document ***How to Query, View & Print Documents in BDM*** for instructions on how to query documents.



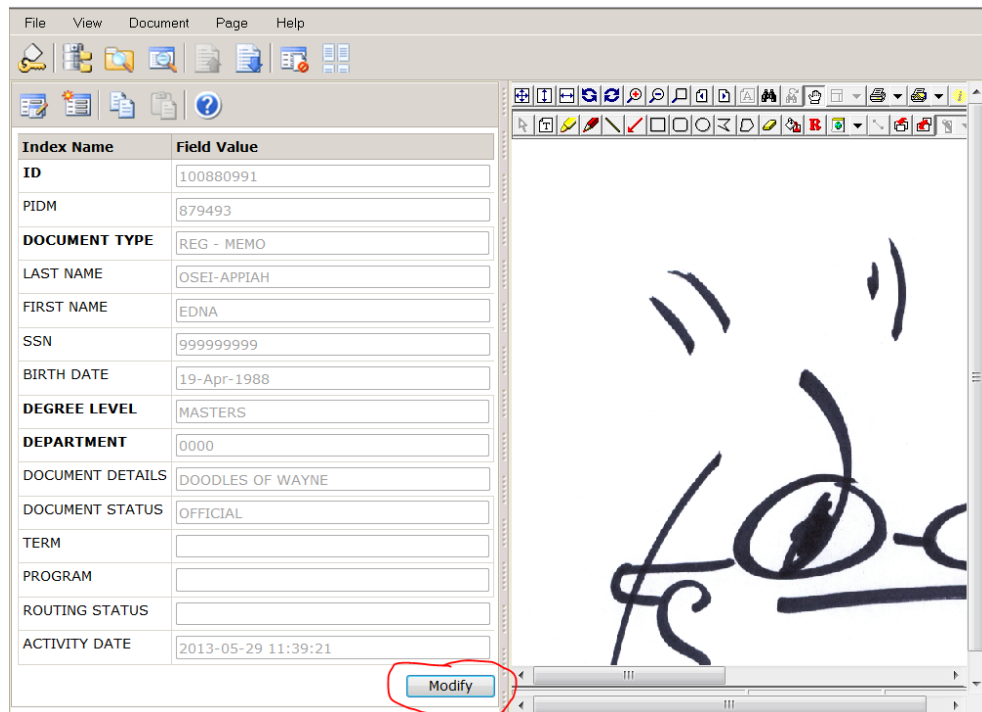
3. On the Query Results page locate the document you need to re-index and double click on the document row to open it in the document viewer.



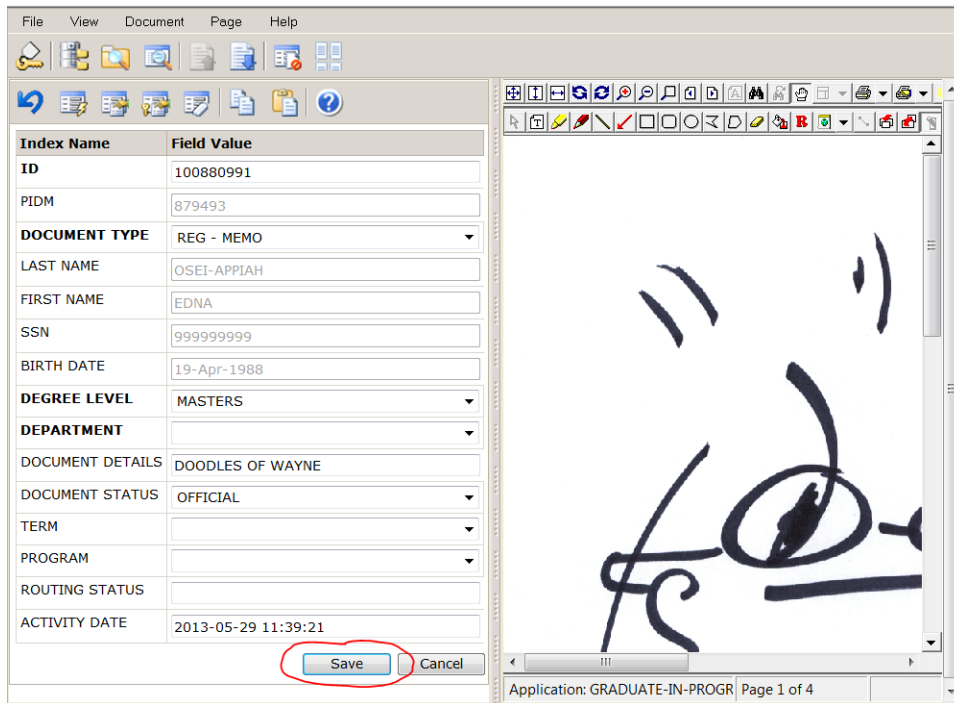
4. In the Document Viewer locate the Document Index button in the BDM toolbar. Press the button to open the indexing page for the document.



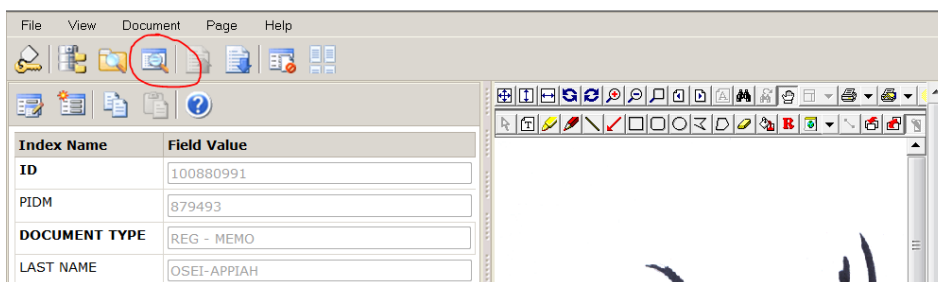
5. The Indexing page will open displaying the indexing pane on the left and the document on the right. Locate the Modify button in the lower right of the index pane and press it. This will enable the index pane.



- Once the indexing pane has enabled you can now make the required changes to the existing index values. When complete press the Save button in the lower right of the index pane.



- When the save completes the index pane will disable and the user will be left on the Indexing page. Use the Query Results button in the WebXtender toolbar to return back to the Query Results page and the list of documents you initially queried. You can then select the next document for re-indexing.



NOTE – when you return to the Query Results page the document you just re-indexed will still display in the list with the old index data. To have the list refresh, click on the “Modify Query” link in the upper right corner of the Query Results page. This will return you to the Query page with all the original query values. Once back on this page simply press the Submit button again.

8. Repeat this process until all the documents have been re-indexed.