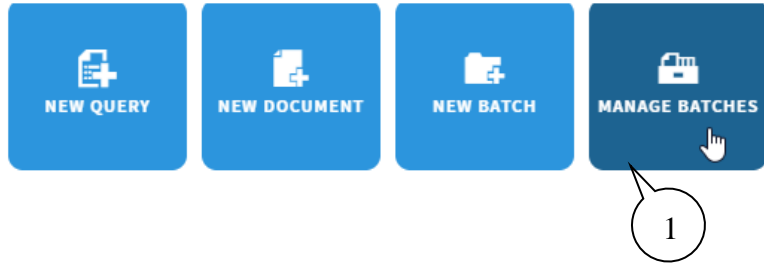


Appendix III: Index from a Batch

If a document is scanned or imported but is closed before being indexed, a batch is created with the naming convention of “username – activity date” (i.e. L - 2013-08-12 22:26:37). The batch can be accessed and the document can be indexed without having to rescan or re-import it.

B-F-DOCS - BANNER FINANCE PURCHASING / AP



1. Click the **Manage Batches** from the application homepage.

Manage Batches + - 🔍 🔍 -

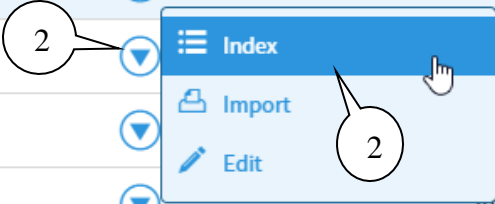
B-F-DOCS > Uploaded Batches 🔄

<input type="checkbox"/>	Name	Description	Create Time ▾	Created By ▾	Pages	State
<input type="checkbox"/>	Marissa Manual	⌵	2019-11-12 16:17:25	MARIS93	1	Idle
<input type="checkbox"/>	VIONTIVE - 7/25/2019 4:29:33 PM	⌵	2019-07-25 16:30:21	VIONTIVE	2	Idle
<input type="checkbox"/>	DAMIAN52 - 5/15/2019 3:32:57 PM	⌵	2019-05-15 15:33:01	DAMIAN52	1	Idle
<input type="checkbox"/>	DAMIAN52 - 5/15/2019 3:29:54 PM	⌵	2019-05-15 15:29:58	DAMIAN52	1	Idle
<input type="checkbox"/>	RJUSTUS - 5/14/2019 3:28:25 PM	⌵	2019-05-14 15:29:07	RJUSTUS	1	Idle
<input type="checkbox"/>	studor - 4/17/2019 3:15:56 PM	⌵	2019-04-17 15:16:00	STUDOR	2	Idle
<input type="checkbox"/>	SCROCKER - 9/24/2018 12:59:56 PM	⌵	2018-09-24 13:00:13	SCROCKER	1	Idle

Batches 1 - 7 of 7 ◀ Previous | 1 | Next ▶ Items per page: 25 ▾

2. Using the **Previous Page** and **Next Page** navigation icons, locate the appropriate batch to be indexed.

B-F-DOCS > Uploaded Batches		
<input type="checkbox"/> Name	Description	Create Time ▾
<input type="checkbox"/> Marissa Manual	▼	2019-11-12 16:17:25
<input type="checkbox"/> VIONTIVE - 7/25/2019 4:29:33 PM	▼	19-07-25 16:30:21
<input type="checkbox"/> DAMIAN52 - 5/15/2019 3:32:57 PM	▼	19-05-15 15:33:01
<input type="checkbox"/> DAMIAN52 - 5/15/2019 3:29:54 PM	▼	2019-05-15 15:29:58
<input type="checkbox"/> RJUSTUS - 5/14/2019 3:28:25 PM	▼	2019-05-14 15:29:07
<input type="checkbox"/> studor - 4/17/2019 3:15:56 PM	▼	2019-04-17 15:16:00
<input type="checkbox"/> SCROCKER - 9/24/2018 12:59:56 PM	▼	2018-09-24 13:00:13



3. Click the **Item Dropdown icon** to open the batch for indexing.
4. Select **Index**.
5. Follow the instructions for [Verification](#) and [Indexing](#).