


# Search for a Document

You may search from a Banner page -- click the RETRIEVE  icon or you may search directly in BDMS. The Search Criteria window allows you to find documents using a variety of filters based on the indexes associated with the BDMS application and document.




























New Search - B-F-DOCS

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

1


2

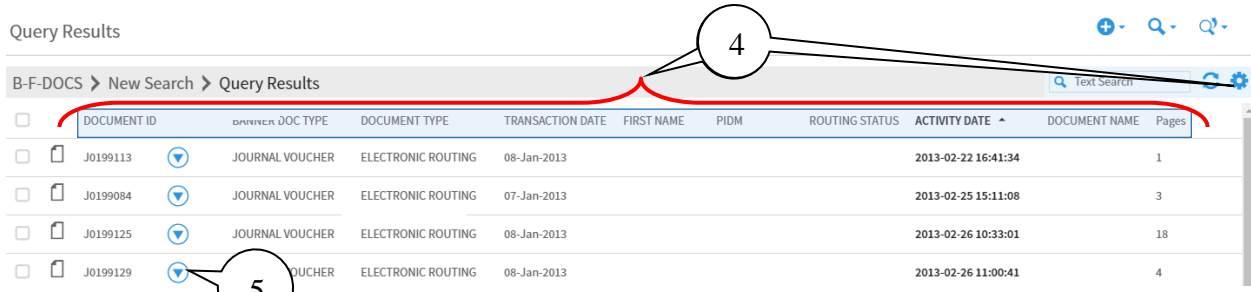
3


DOCUMENT ID	J*	 
BANNER DOC TYPE	Multiple select / Input and enter	
DOCUMENT TYPE	Multiple select / Input and enter	
TRANSACTION DATE		  
VENDOR ID		 
VENDOR NAME		 
FIRST NAME		 
PIDM		 
ROUTING STATUS	Multiple select / Input and enter	
ACTIVITY DATE		 
VPDI_CODE		 
DISPOSITION DATE		  
DOCUMENT NAME		 
CREATE NAME		 


Include previous document revisions

**RUN** **SAVE** **CANCEL**

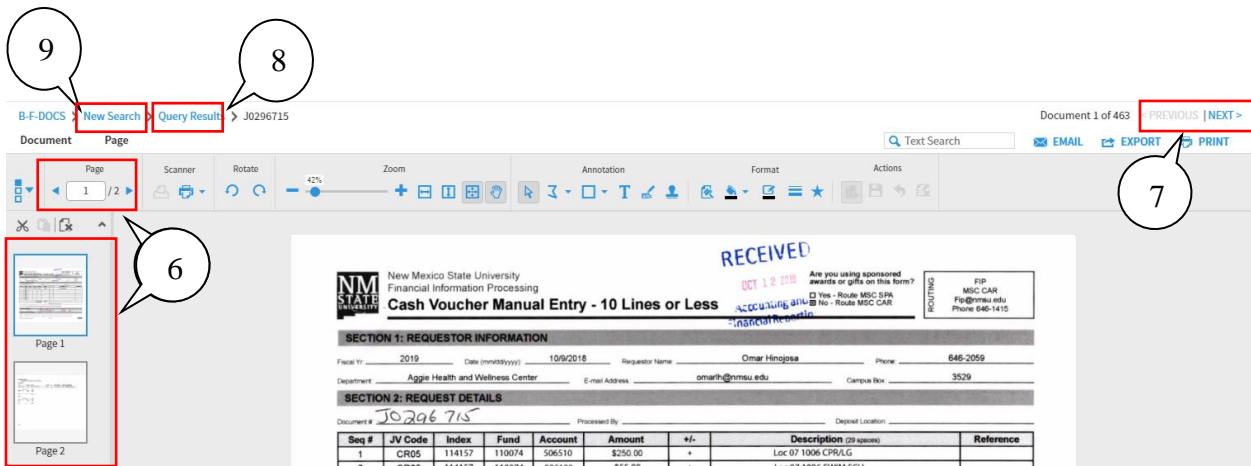
1. Search for a document using any of the **Index** fields.
2. A wildcard \* may be used alone or with any portion of the word.
3. Click  after choosing the desired **Search Value(s)**.



4. Click any highlighted blue field title to sort the results by that field. To change what fields you see and their order, click the Settings  icon to the far right of the Query Results bar.

5. Click the **Drop Down**  icon beside any document to open a list that document related executable actions.

The BDMS window will open and the first page of the selected document will be displayed.



6. If a document has multiple pages, use the **Next page** or the **Previous page** buttons (or the Thumbnails) to review pages.
7. Click **Next Document** and **Previous Document** to view other documents in your results.
8. Click **Query Results** to return to the **Query Results** window.
9. Click **New Search** to return to perform a new search.

**Note:** You can use Banner to query BDMS and view documents in BDMS. When you enter the **Number** or **ID** (this will vary depending on the application), the window that displays when you click **RETRIEVE** depends on whether:

- a. there are documents indexed (attached) to the Banner record.
- b. there are multiple Document Types attached to the Banner record.