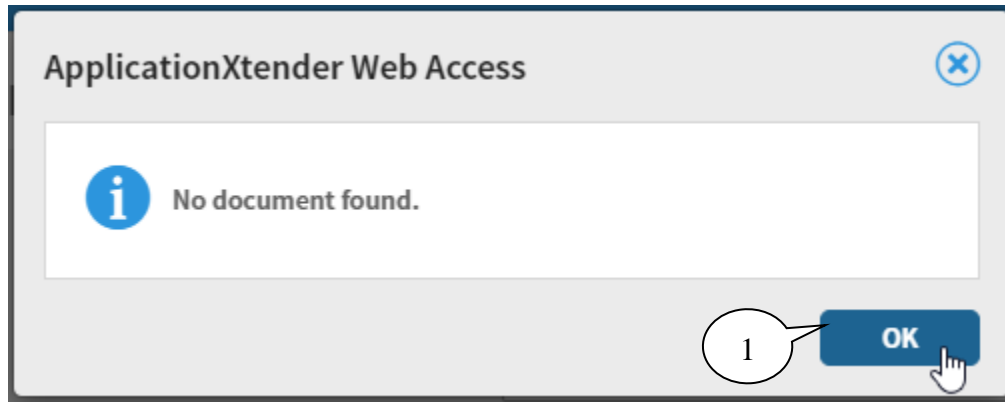
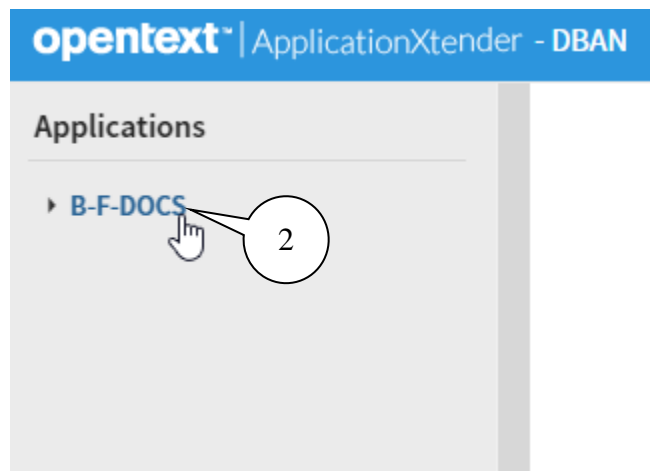


## Scan/Import the First Time

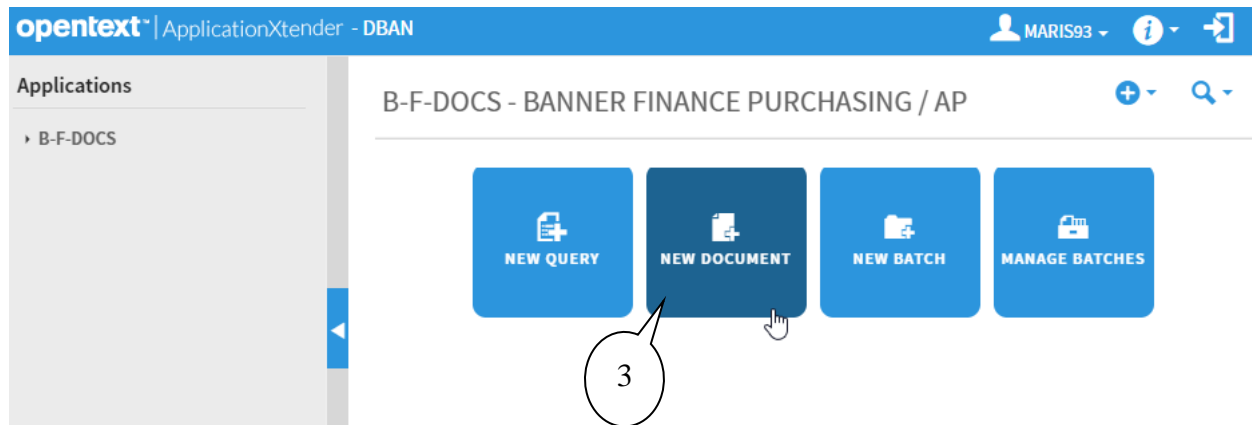
If you search and there are no documents indexed to an ID yet, a pop-up window will appear with the “No documents found” message.



1. Click **OK**.



2. Click the **Application** to go back to the application homepage.



3. Select **New Document**.
4. Prepare the documents for scanning. See [Appendix I: Preparation of Documents for Scanning](#).

To [Import a File into BDMS](#), see **page 11** of this manual.

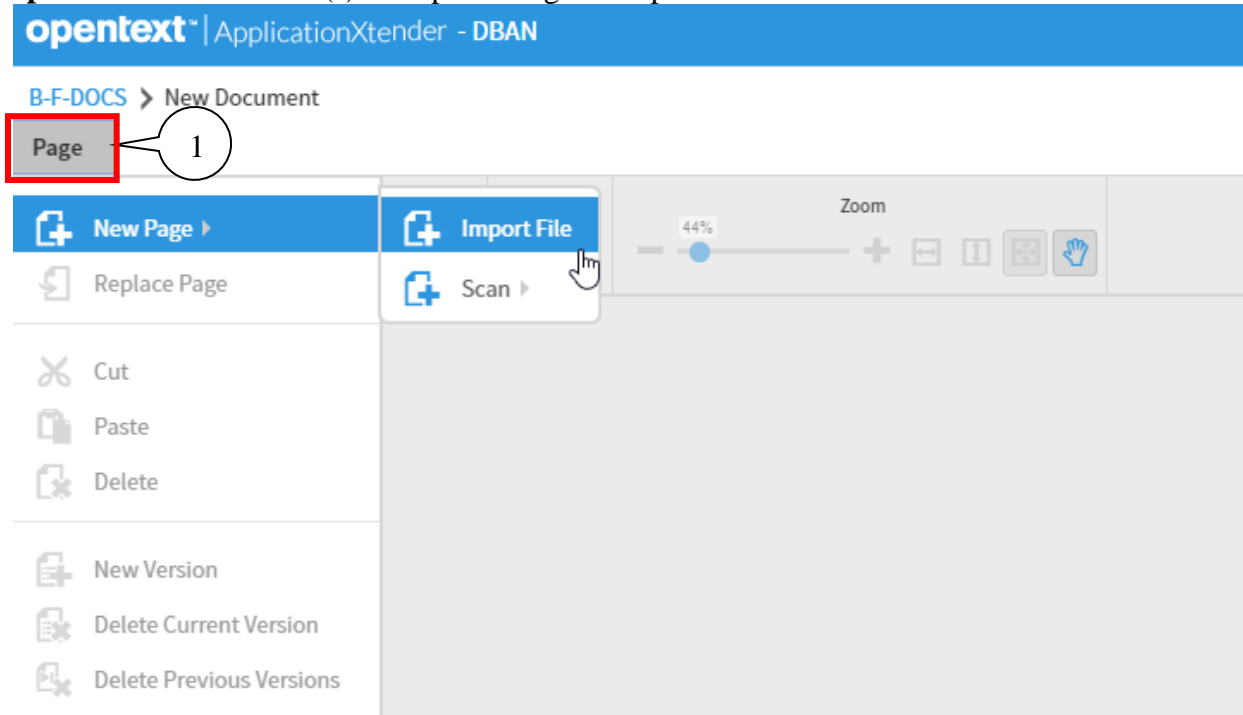
To [Scan Directly into BDMS](#), see **page 13** of this manual.

## Import a File into BDMS

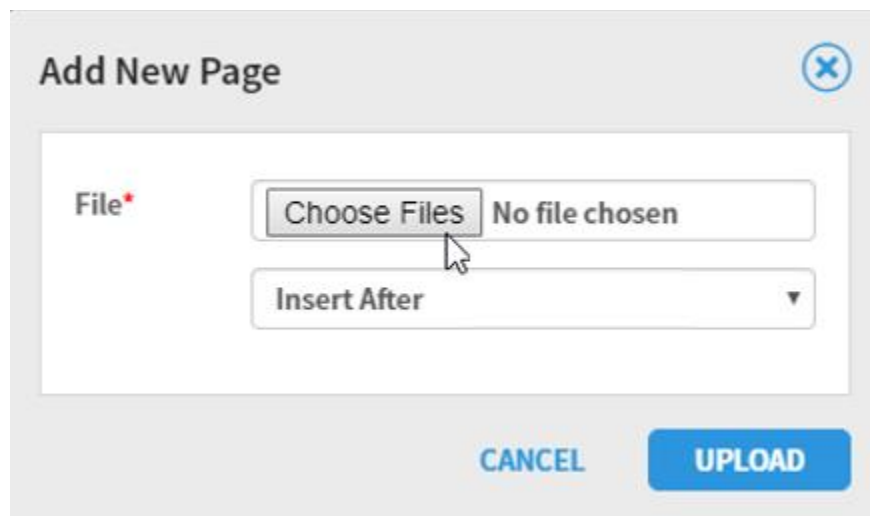
PDFs, TIFs, JPGs, spreadsheets, and word documents may be indexed into BDMS.

**Option1:** Drag the file(s) into the BDMS window and drop it. Continue to [Chapter 7: Verification Step](#).

**Option 2:** Select the file(s) to import using the steps below.

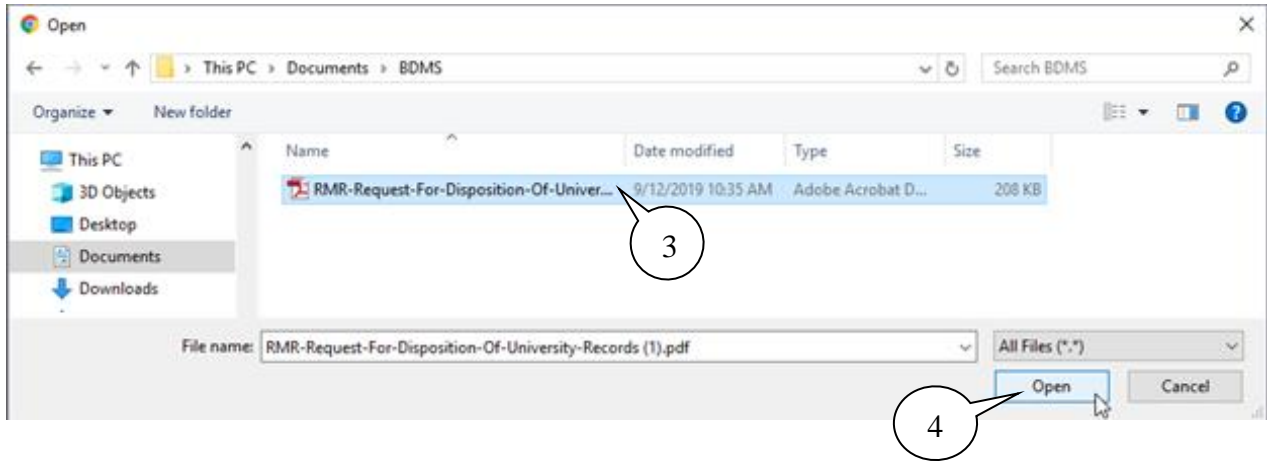


1. Click the **Page Menu** drop down menu.
  - Select **New Page**
  - Select **Import File**

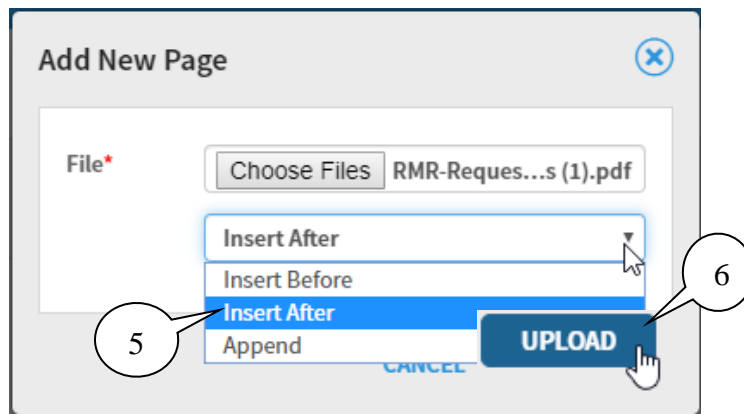


2. Select **Choose Files**.

The Import File window will open.



3. Select the file to Import.
4. Click **Open**.



5. Select one of the three options: (i.e., **Insert After**, **Insert Before** or **Append**).
6. Click **UPLOAD**


**Note for existing documents:**

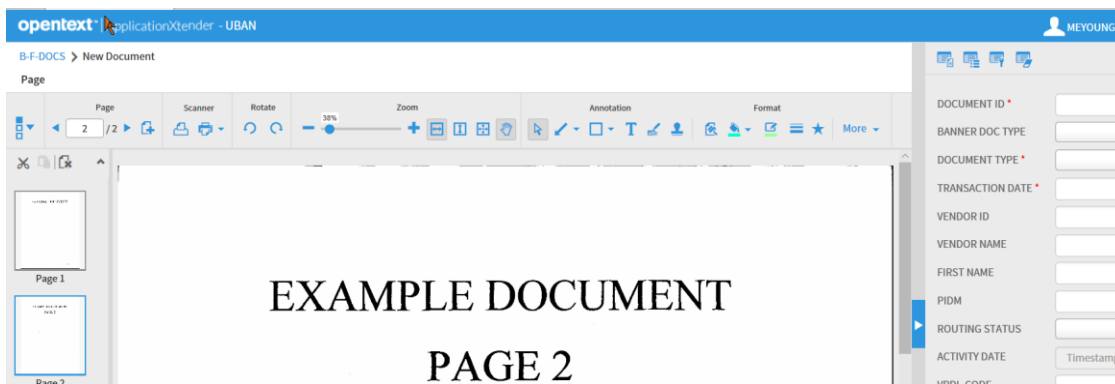
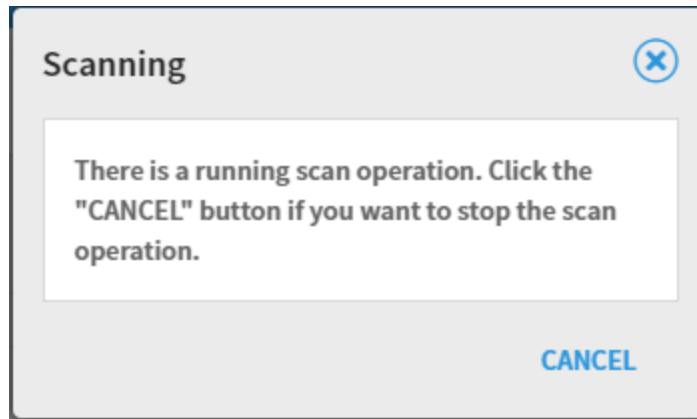
- **Insert After** option will add new document after current page.
- **Insert Before** option will add new document before current page.
- **Append** option will add new document after last page.

7. Continue to [Chapter 7: Verification Step](#).

## Scan Directly into BDMS

If you have a scanner at your computer, you can scan your documents directly into BDMS.

1. Verify that the scanner has been set up and configured prior to attempting to scan and index. This includes having the Captiva Cloud Runtime utility installed by an administrator. The utility is available on the RMR webpage (<https://rmr.nmsu.edu>) under BDMS. See also [Appendix II: Scanner Set up and Configuration](#) to make sure your scanner settings match.
2. Place documents on the scanner's feed tray.
3. Click the Scan  Button.



4. You will get a **Scanning** popup.
5. When the scanning is complete, the last page will be displayed.
6. Continue to [Chapter 7: Verification Step](#).