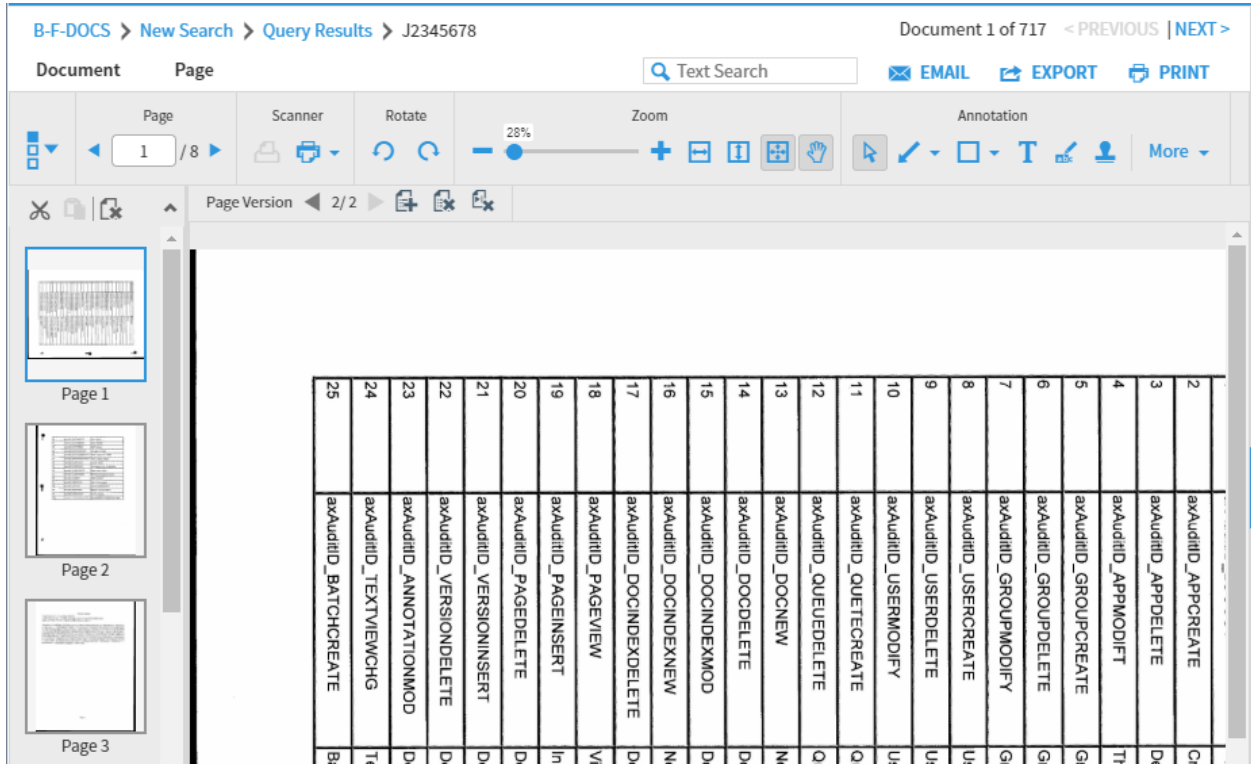


Add Page(s) to an Existing Document

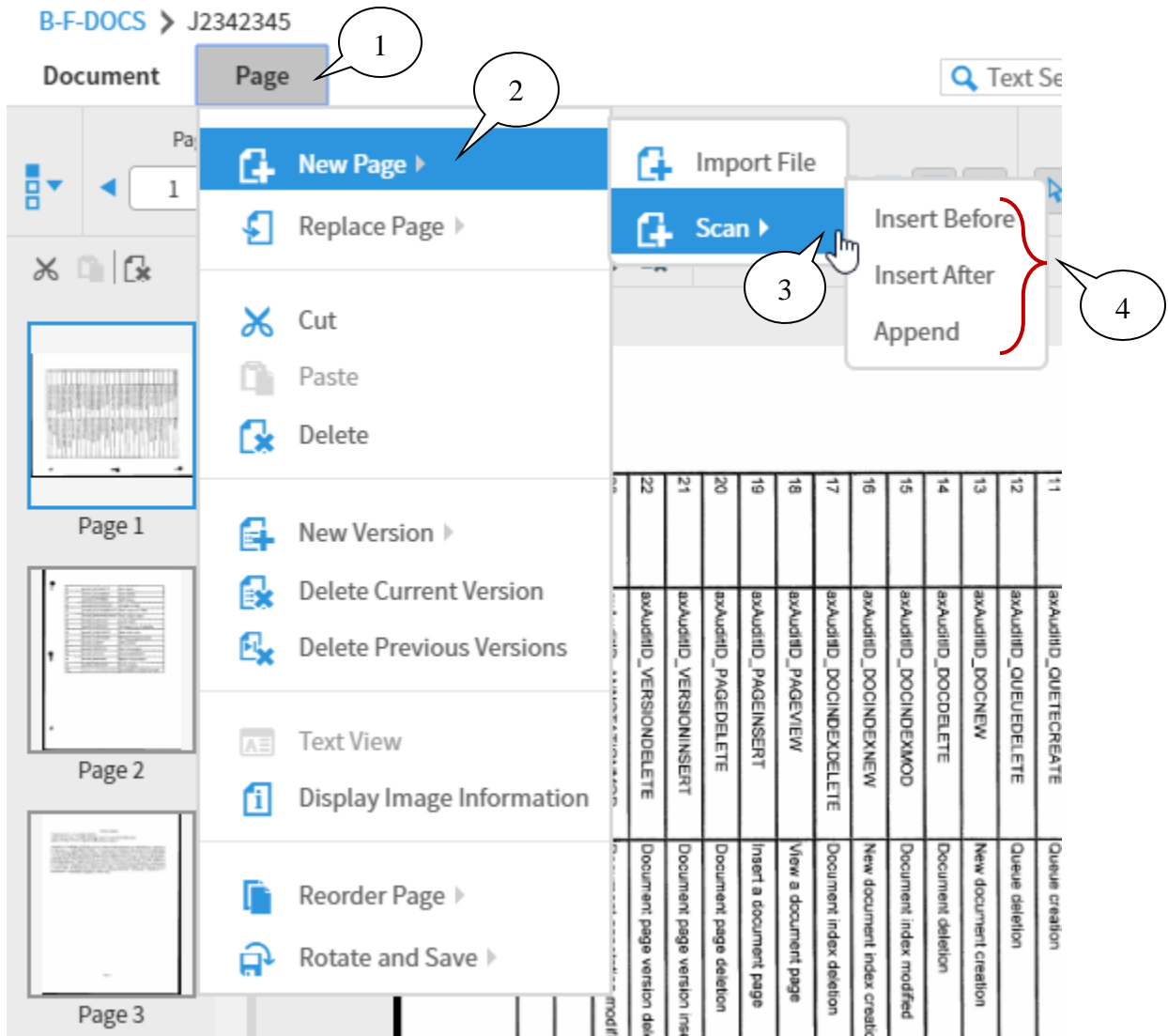
Access BDMS at <https://xtender-web-p.nmsu.edu/users> and [Search for a document](#) following the steps in [Chapter 3: Search for a Document](#).

The document in BDMS will open automatically, as displayed in the screenshot below.



Note: When adding or deleting the page(s) to an existing document, if the document is already indexed, it will remain indexed after adding or deleting pages.

Scan



1. Click the **Page Menu** drop down menu.
2. Select **New Page**
3. Select **Scan**
4. Select one of the three options: (i.e., **Insert After**, **Insert Before** or **Append**).
(**Insert After** and **Insert Before** will not be available if this is the first scan).

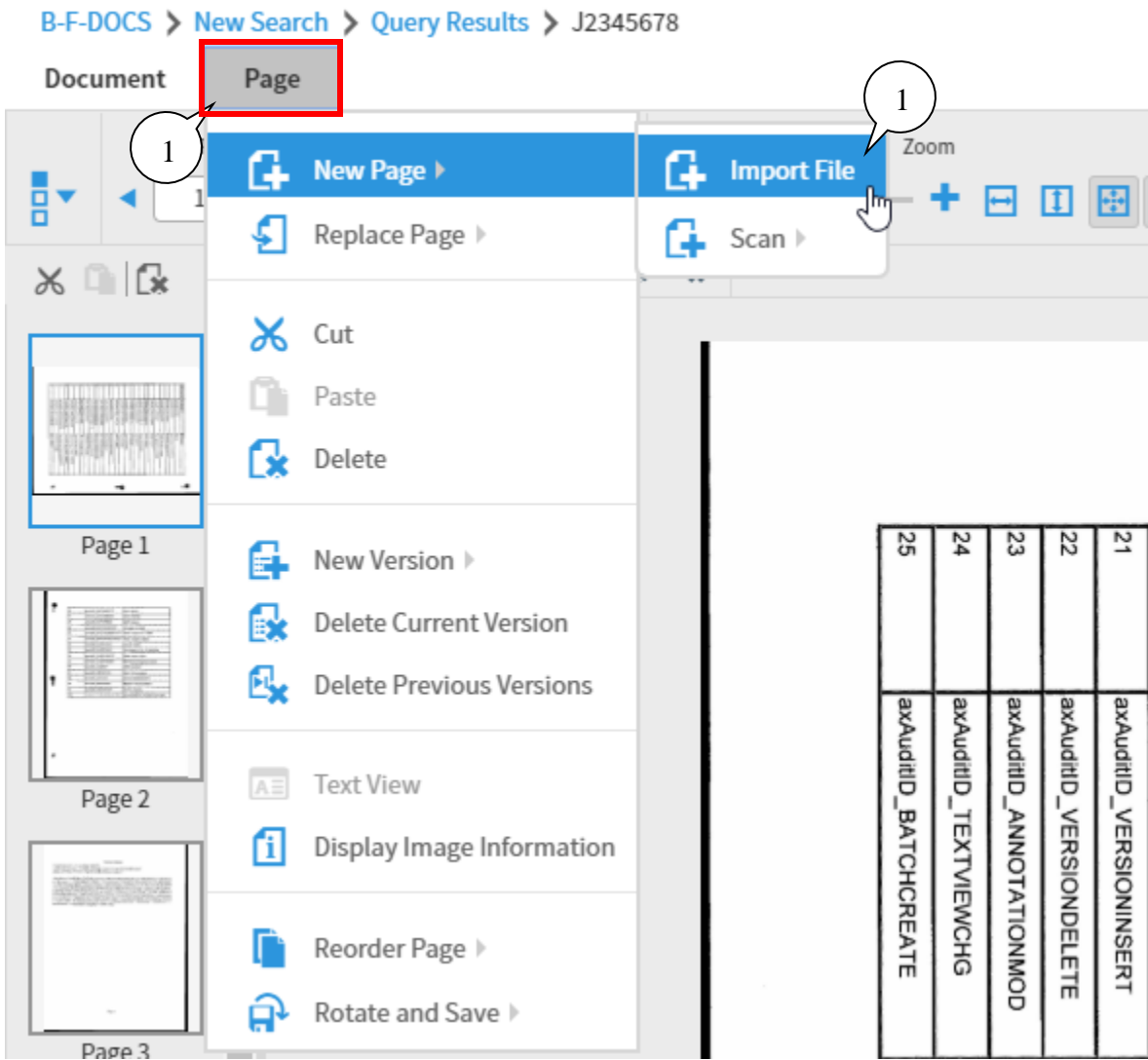
Note:

- *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.

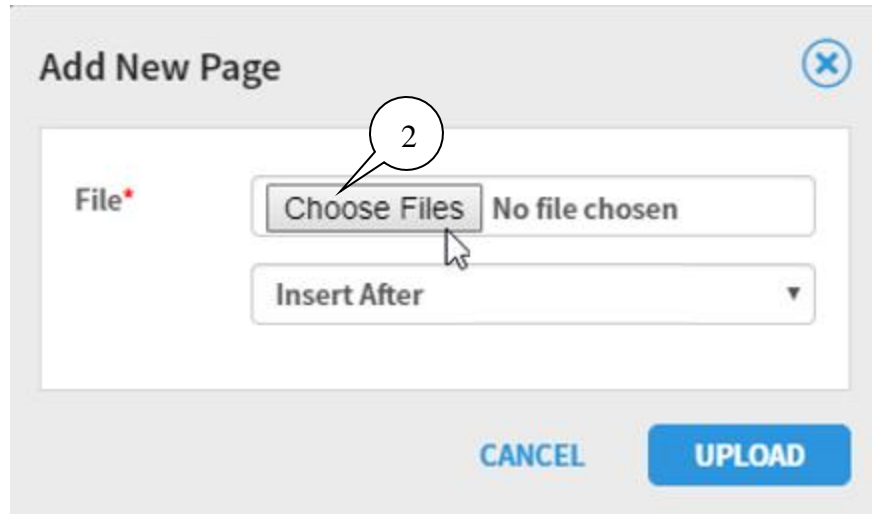
5. Follow [Chapter 7: Verification Step.](#)

Import a File

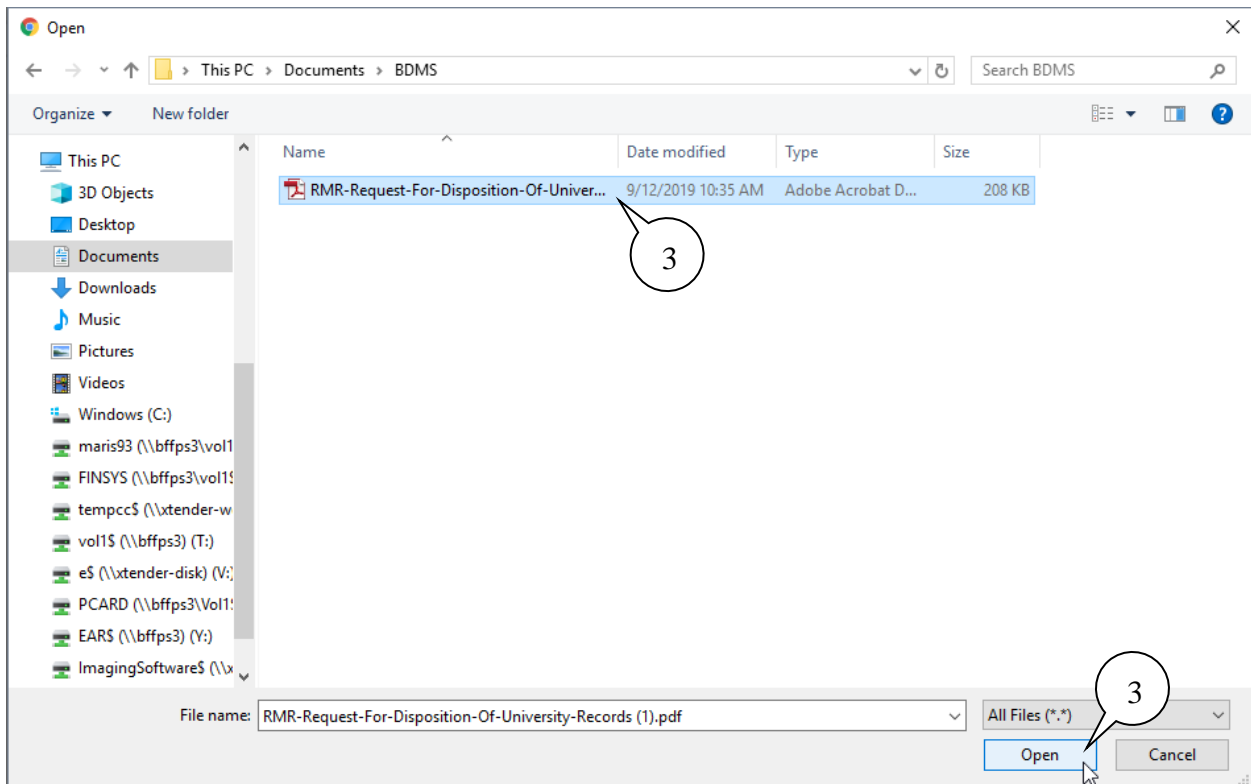
PDFs, TIFs, JPGs, spreadsheets, and word documents may be indexed into BDMS.



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

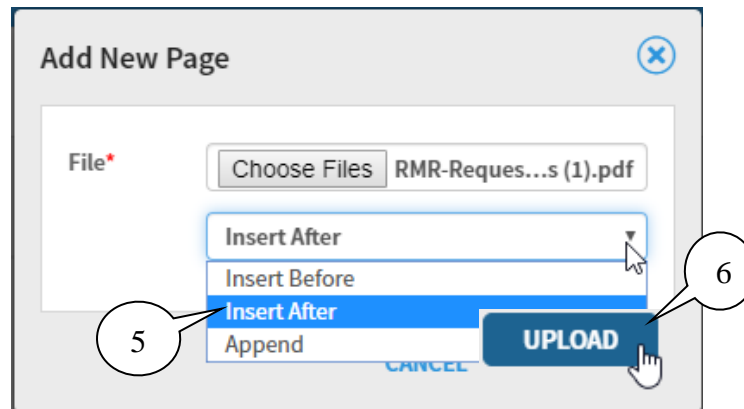



2. Select **Choose Files**.



3. The Import File window will open. 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 

Note for existing documents:

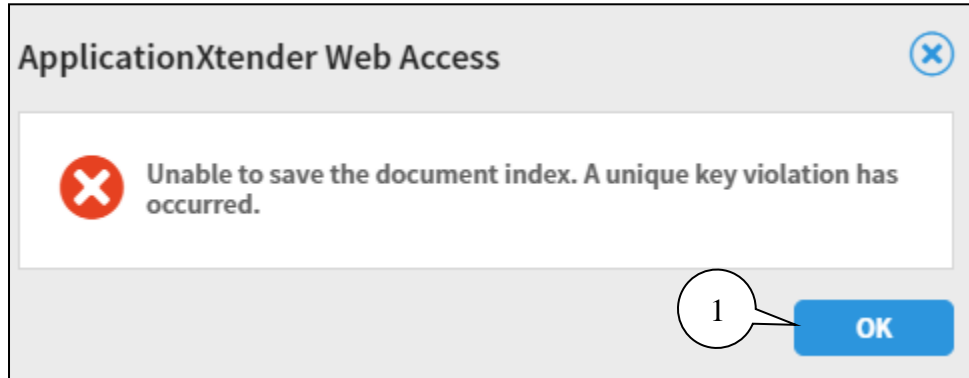
- **Insert After** option will add new document after current page.
- **Insert Before** option will add new document before current page.
- **Append** option will add new document after last page.

7. Follow [Chapter 7: Verification Step](#).

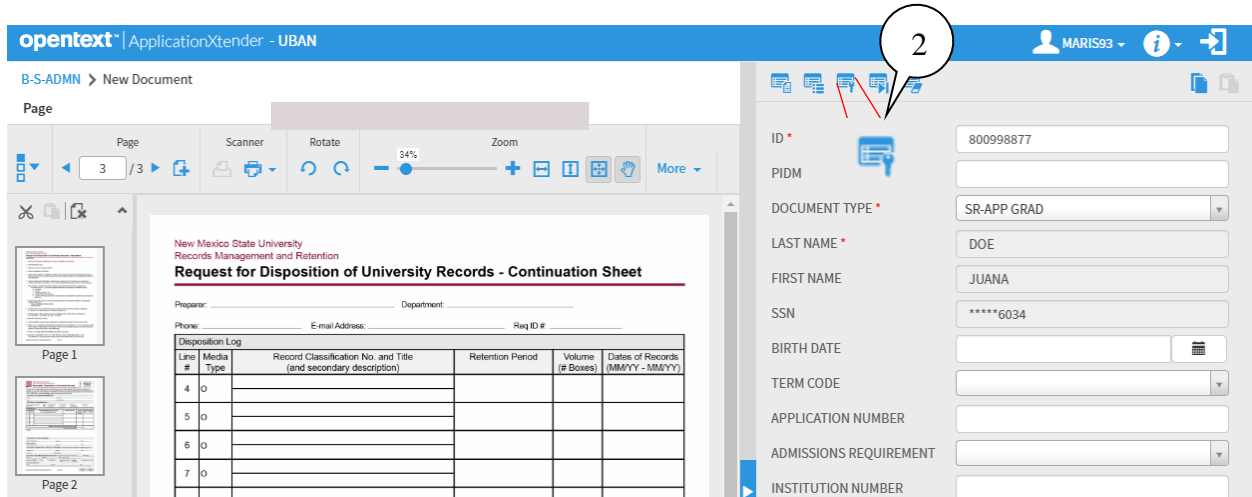
Fix a Unique Key Violation

Note: If you are working in B-F-Docs, please refer to [Adding Pages to an Existing Document in B-F-Docs Application](#).

When indexing a scanned or imported document without doing an initial search for any existing document, a “**Unique key violation has occurred!**” warning may display if a document with the same index values exists. BDMS does allow the new documents to be added to the existing document.




1. Click **OK**.



2. Click the **Key Reference and Indexes**  icon.



Indexing from a batch, the **Select Indexes**  icon may be displayed as well. Either icon can be selected to add to the existing document.

Select Index

ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION
800998877			DOE	JUANA	*****6034			
800998877		SR-APP GRAD	DOE	JUANA	*****6034			

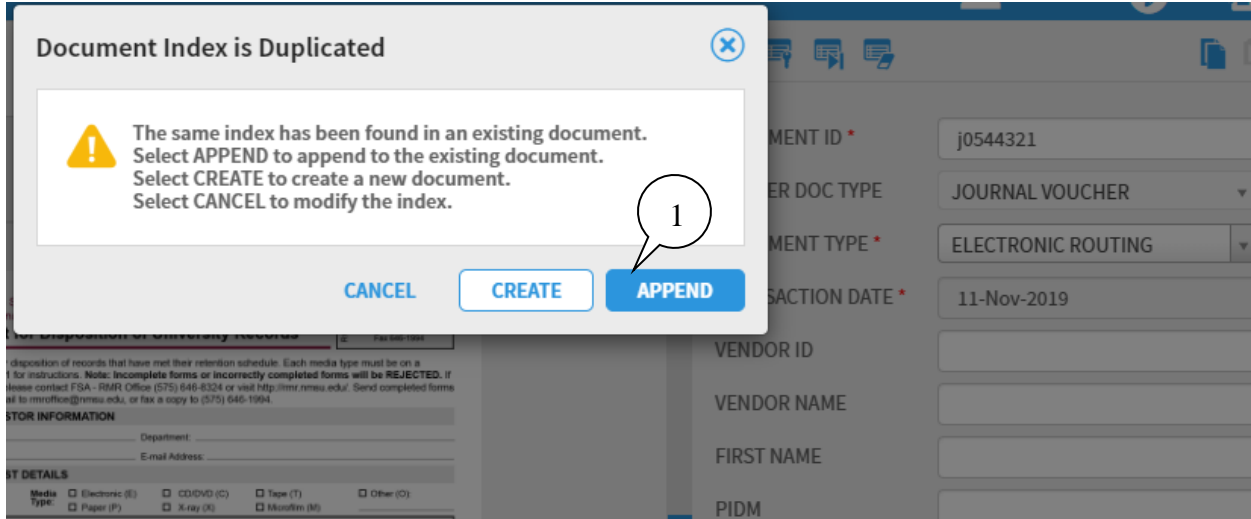
Index 1 - 2 of 2 ◀ Previous | 1 | Next ▶ Items per page: 10

CANCEL ATTACH SELECT

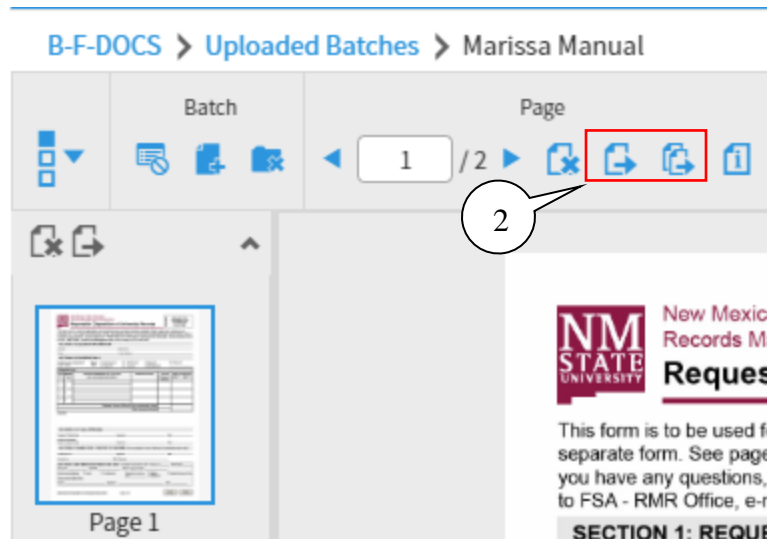
3. Chose the existing document to which you want to add.
4. Click the **Attach** to attach the new document to the existing document.

Add Pages to an Existing Document in B-F-Docs Application



When indexing a scanned or imported document without doing an initial search for the document, a warning will display if a document with the same index values exists. BDMS allows 2 options in B-F-Docs: add the new document to the existing document or create a new document.



1. To add to the existing document, click **Append**.



2. When there are multiple pages, BDMS gives you an option to attach only the first page or all pages.

On the second row of icons, click the icon with a single page  to “attach the first page” or click the icon with multiple pages  to “attach all pages.”