

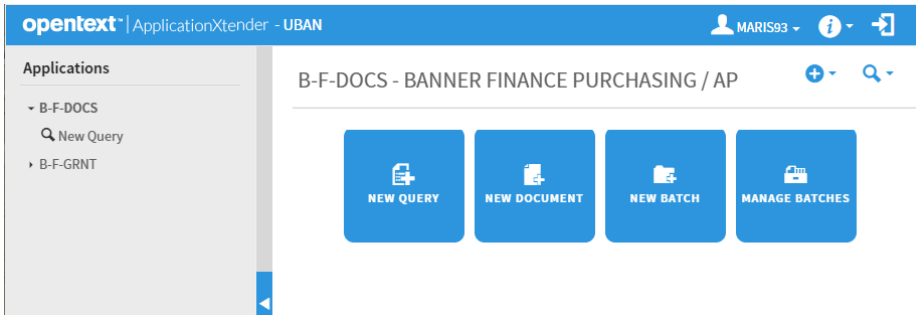
# BDMS 16.3 Quick Reference

BDMS has gotten a facelift! All the old functionality, plus more, is still there but BDMS looks different.

**BDMS is now located at: <https://xtender-web-p.nmsu.edu/Users>**

## Landing Page

In the left panel, click on the application you want.



Choose  
**New Query** to search  
**New Document** to scan/import  
**New Batch**  
**Manage Batches**  
 Just as you did in the past.

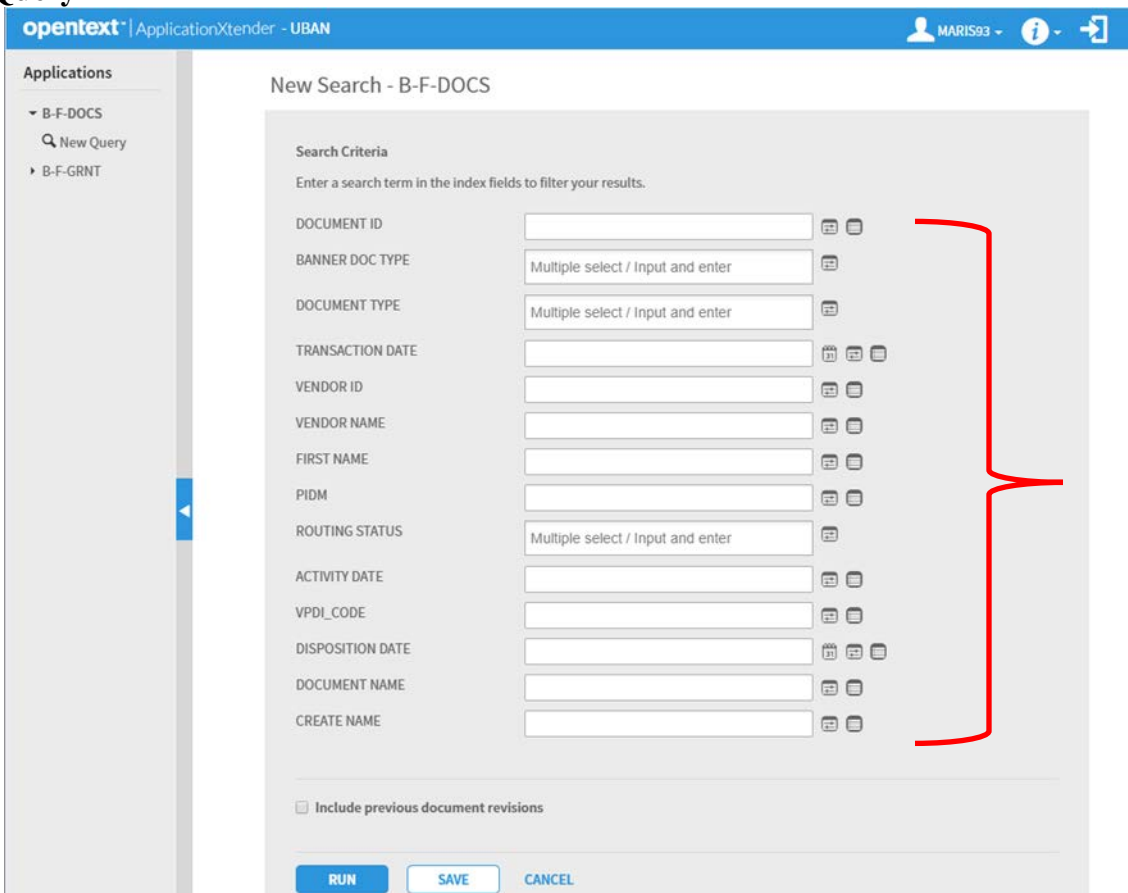
To the right of the application name are 2 icons to add a **new document** and **query**.

Click on the arrow to the right of your name to

**Change Password**  
**Modify Settings**

Click the top right icon to log off.

## Query



Enter index information

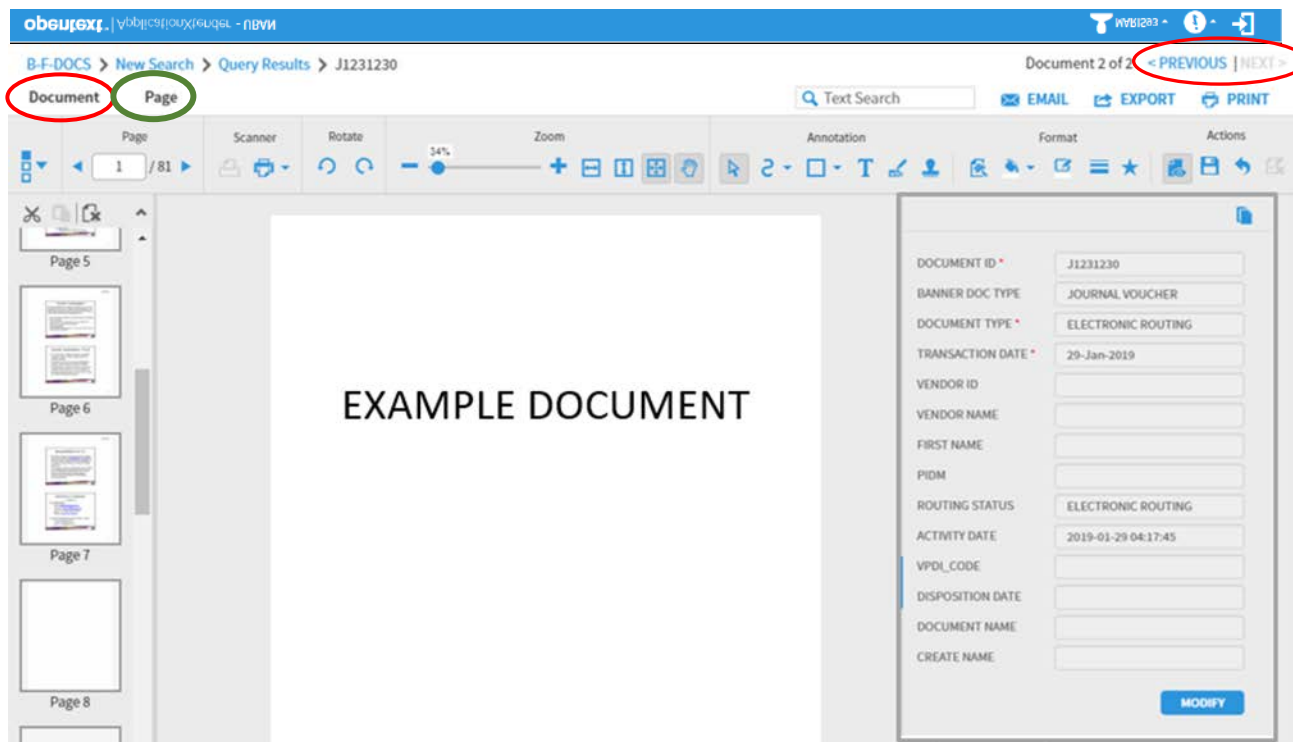
Run query

## New Document

The top line shows your path. You can click any part of path to go back.

**Document** and **Page** have dropdown menus

Click on a thumbnail to display the page or move it, or to cut, delete, copy or paste pages.



Click Previous or Next on the top right to see other query results.

Hide/show the index information panel from the **User Settings** dropdown next your name or the arrow between the document image and the index information.

## Understanding your Toolbar

View/hide page thumb nails Navigate through document	Scan and scanner setup	Rotate (Save your rotation using the Page drop down menu) Zoom and fit page to window	Select or create annotations	Format annotations	View/hide/undo annotations and save changes
---	------------------------	--	------------------------------	--------------------	---

