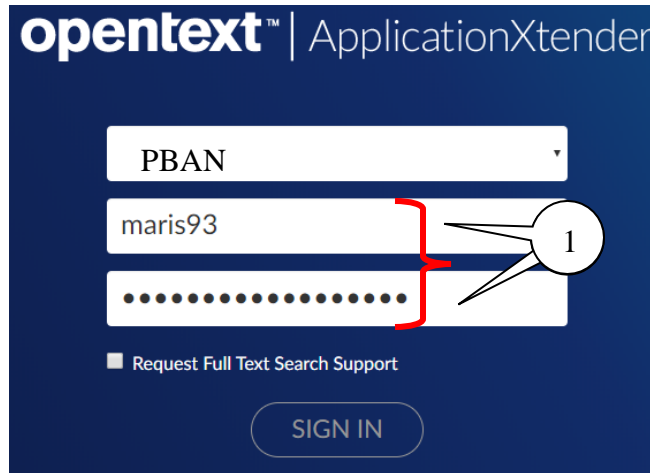


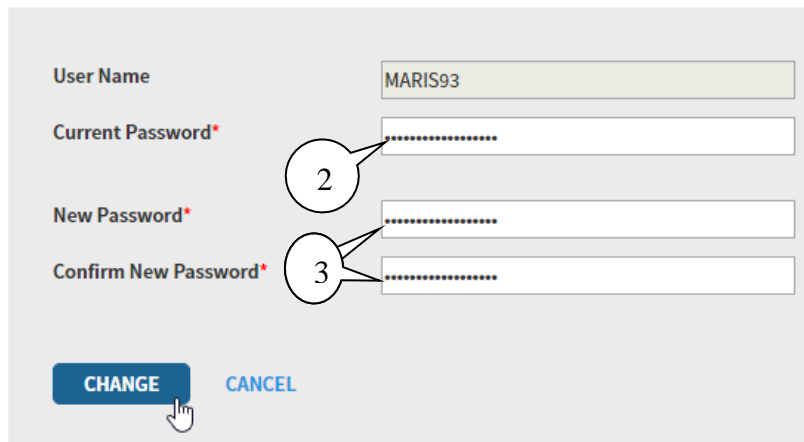
Synchronizing Banner Security with Banner Document Management Suite

In order to use Banner Document Management Suite (BDMS), you must first login to BDMS and change the password to match your Banner password/passphrase.




1. Go to <https://xtender-web-p.nmsu.edu/users> and login with your My NMSU username. Enter the initial BDMS passphrase given to you by the RMR office. Click Sign In.

Change Password



2. In the Current Password box, type in the initial BDMS passphrase provided to you by the RMR office.
3. In the New Password and Confirm New Password, type in your Banner passphrase.
4. Click Change. Your passwords are now synchronized.

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

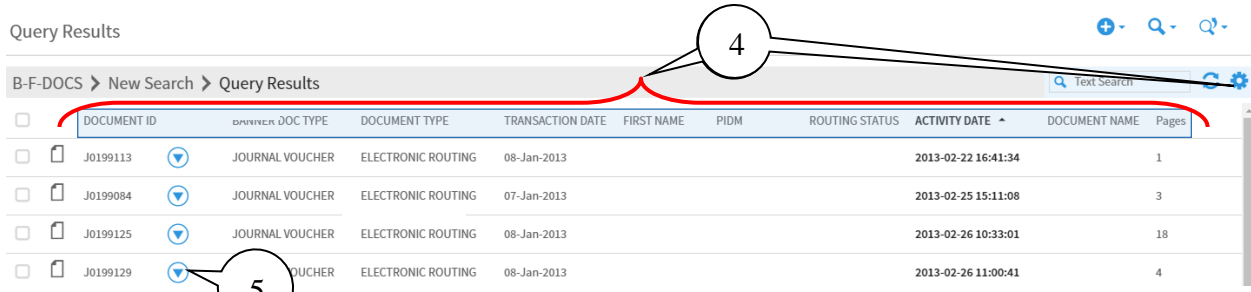
Search Criteria
Enter a search term in the index fields to filter your results.


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

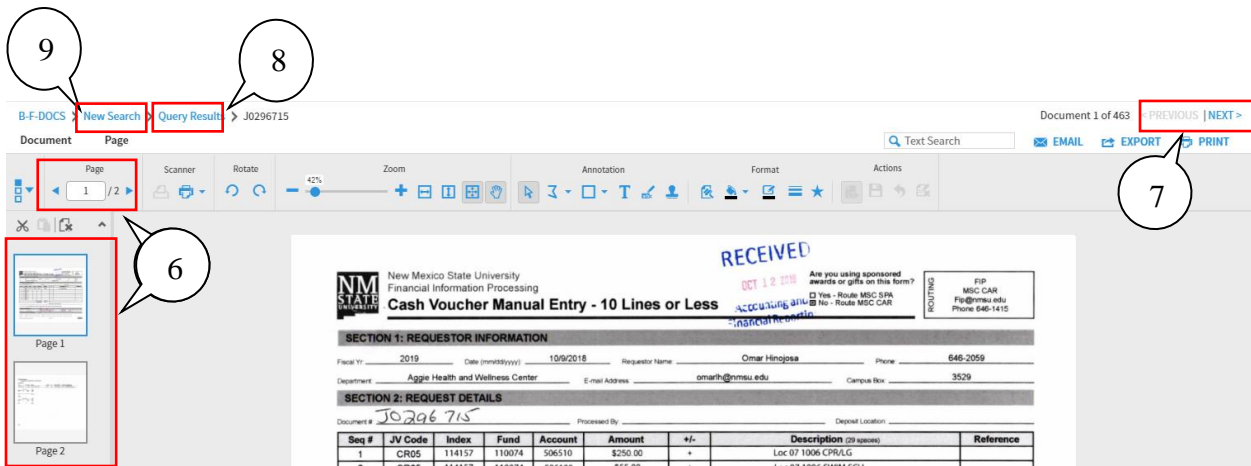
1. Search for a document using any of the **Index** fields.
2. A wildcard * may be used alone or with any portion of the word.
3. Click RUN after choosing the desired **Search Value(s)**.



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.