
































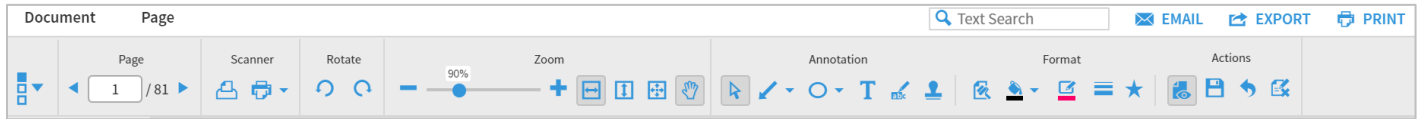




## Journal Voucher Approver's Quick Reference Guide

Review Backup Documents	
<b>Access Backup Documents in BDMS</b>	Login to Banner INB → Go to <b>FOAUAPP</b> form → Enter <b>Document #</b> → Click <b>Go</b> button  → Navigate to <b>Document Number</b> → Click <b>RETRIEVE</b>  on top right menu bar.
<b>View the Document in BDMS</b>	<p>Click <b>Next page</b> button  or <b>Previous page</b> button  to review pages in the document.</p> <p>Click <b>Fit to window</b> button  to view whole page.</p> <p>Click <b>Fit height</b> button  to view full height of the page.</p> <p>Click <b>Fit width</b> button  to view full width of the page.</p> <p>Click <b>Rotate left</b>  or <b>Rotate right</b>  buttons to rotate the page for viewing.</p> <p>Slide dot on <b>Zoom Bar</b>  to make page larger or smaller.</p> <p>Click <b>Hide Index Panel</b> button  to hide index information and to view document in full screen.</p> <p>Click <b>Hide Index Panel</b> button  to open index information.</p>
<b>Log out of BDMS</b>	Click <b>Log Out</b> button  to <b>exit BDMS</b> .
Create Annotations	
<b>See Annotations</b>	Click <b>Show/Hide</b> button  .
<b>Add Text</b>	Click <b>Text</b> button  → Select Font and Color features → Type text in box → Click <b>OK</b> button  → Click <b>Save Changes</b> button  to save.
<b>Add Highlighting</b>	Click <b>Highlighter</b> button  . Click and hold left mouse button to begin → Drag cursor over area to highlight → Release mouse button to complete highlight → Click <b>Save Changes</b> button  to save.
<b>Use Drawing Tools</b>	Click on drop down menus  → Select <b>Line</b>  or <b>Symbol</b>  → Click <b>Line Color</b> button  → Select color → Click <b>Line Width</b> button  → Select line width → Draw shape → Click <b>Save Changes</b> button  .
<b>Reshape Annotation</b>	Click <b>Select</b> button  → Click on annotation to be reshaped → Click on adjustment points to resize → Click <b>Save Changes</b> button  .
<b>Move Annotation</b>	Click <b>Select</b> button  → Click on annotation to be moved → Hold left mouse button to <b>Move</b>  cursor → Drag to new position → Release button → Click <b>Save Changes</b> button  .
<b>Delete Annotation</b>	Click <b>Select</b> button  → Click on annotation to be deleted → Select <b>Delete</b> button  → Click <b>Save Changes</b> button  .

## BDMS Toolbars and Button Descriptions



Button	Description
	Click on <b>RETRIEVE</b> in the <b>FOAUAPP</b> form in Banner to access BDMS.
	Click on the <b>left arrow</b> to access previous page in a document.
	Click on the <b>right arrow</b> to access next page in a document.
	Click on the <b>Log Out</b> button to exit BDMS.
	Click on <b>Print</b> button to print current page or all the pages in the document.
	Click on the <b>Text</b> button to draw a text box in a saved document.
	Click on the <b>Save Changes</b> button to save changes to a document.
	Click on the <b>Line Color</b> button to select a line color of your choice.
	Click on the <b>Highlighter</b> button to highlight in a document.
	Click on line drop-down menu to select a line type.
	Click on the <b>Line</b> button to draw straight lines.
	Click on the <b>Line</b> button to draw straight lines.
	Click on the <b>Arrow</b> button to easily create arrows to draw attention to portions of a document.
	Click on the <b>Freehand</b> button to draw freehand shapes around portions of the doc.
	Click on the <b>Polyline</b> button to draw line segments connected end-to-end.
	Click on symbol drop-down menu to select a symbol.
	Click on the <b>Rectangle</b> button to draw rectangles around a portion of the document.
	Click on the <b>Rounded Rectangle</b> button to draw a rectangle with rounded edges around a portion of the document.
	Click on the <b>Oval</b> button to draw circles or ovals around parts of the document.
	Click on the <b>Polygon</b> button to draw irregular-shaped polygons around portions of the document.
	Click on the <b>Line Width</b> button to select a thicker or thinner line for drawing.
	Click on the <b>Fill</b> button to select fill color for text box, symbol, or redaction in a document.
	Click on the <b>Redaction</b> button to make shapes appear opaque.
	Click on the <b>Rubber Stamp</b> button to select from a list of stamps available.
	Click on the <b>Show/Hide</b> button to show or hide annotations in a document.
	Click on the <b>Select</b> button to select annotation to be changed or deleted.
	Click on the <b>Delete</b> button to delete annotations.