BDM Searching for a Document

Documents can be viewed once indexed into BDM; users will need to search for the document they need to view, using various criteria to find the document. ApplicationXtender Web Access Adobe Component must be installed on a computer prior to staff being able to use print and annotation features.

Search for a Document
1. Start from the Admissions Application screen from within BDM.
2. Input Search Criteria.
3. Press Enter or select.
4. If one document meets the search criteria, the document will open. If more than one document meets the search criteria, select the document you want by selecting the Open Document Icon.

New Query
If another document needs to be reviewed, initiate a new query one of two ways.
1. Select the New Query Icon.
2. Scroll over Edit, then select New Query.

Non-Usable Search Criteria
BDM does not utilize all indexing criteria. The following search criteria are not applicable:
- Term Code
- Application Number
- Admissions Requirement
- Institution Number
**Search Range**

Users can search by a range of values. This can be done by selecting the *Search Range Icon*. Not all index columns allow the use of Search Range. The comparison types available are *Between*, *Greater Than*, *Greater Than or Equal*, *Less Than*, *Less Than or Equal*, or *Not Equal To*. All values must be provided when

**Search List**

Users can search for multiple values for an Index Name. This can be done by selecting the *Search List Icon*. Users can Add, Replace and Delete values. To add multiple criteria, Input *Field Value*, then Select *Add*. To delete or replace a Field Value, Select the *Value* then Select *Delete* or *Replace*.