



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

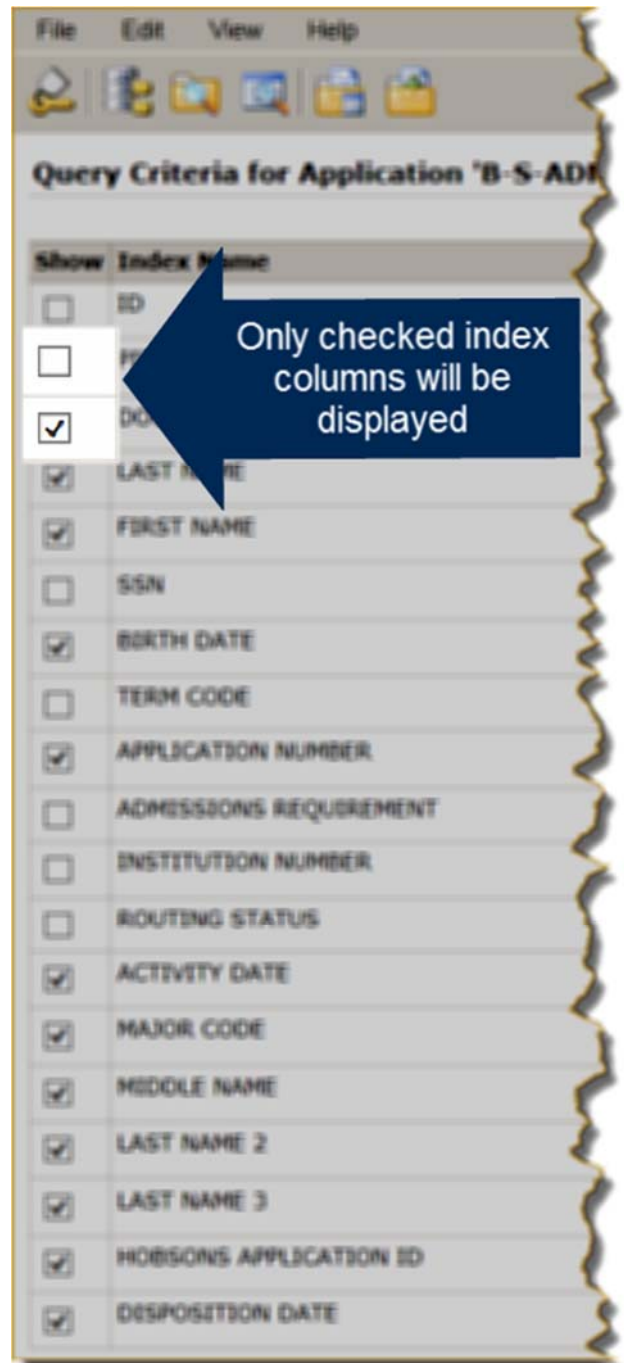
If another document needs to be reviewed, initiate a new query one of two ways.

1. Select the **New Query Icon**.
2. Scroll over **Edit**, then select  **New Query**.

Non-Usable Search Criteria

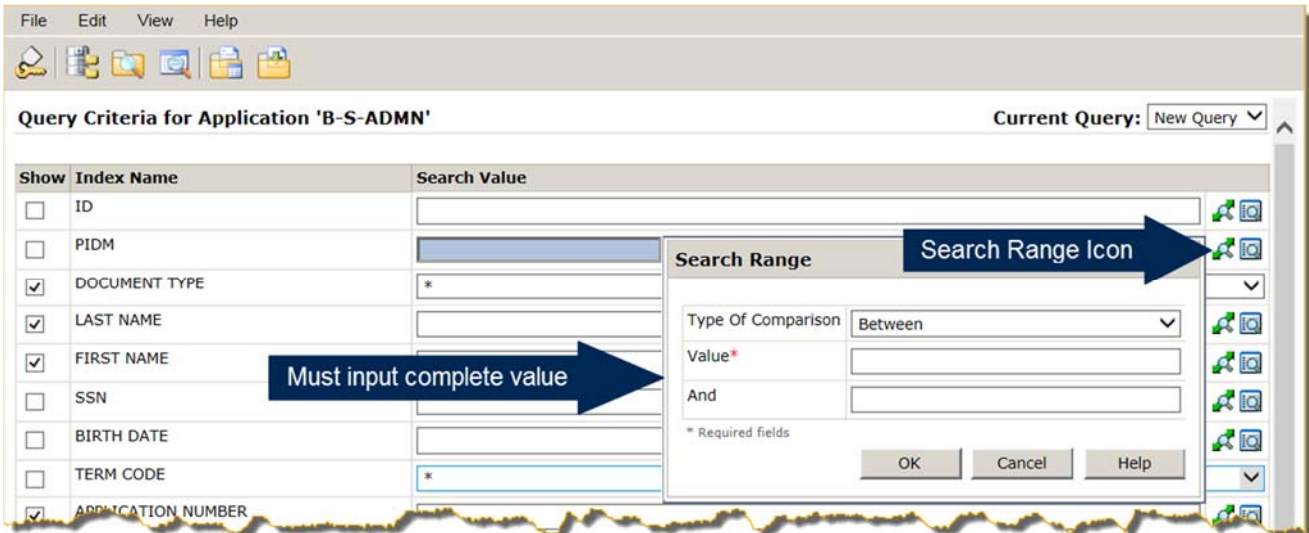
BDM does not utilize all indexing criteria. The following search criteria are not applicable:

- 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



Query Criteria for Application 'B-S-ADMN' Current Query: New Query

Show	Index Name	Search Value	
<input type="checkbox"/>	ID		
<input type="checkbox"/>	PIDM		
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*	
<input checked="" type="checkbox"/>	LAST NAME		
<input checked="" type="checkbox"/>	FIRST NAME		
<input type="checkbox"/>	SSN		
<input type="checkbox"/>	BIRTH DATE		
<input type="checkbox"/>	TERM CODE	*	
<input checked="" type="checkbox"/>	APPLICATION NUMBER		

Search Range Dialog Box:

Type Of Comparison: Between

Value* []

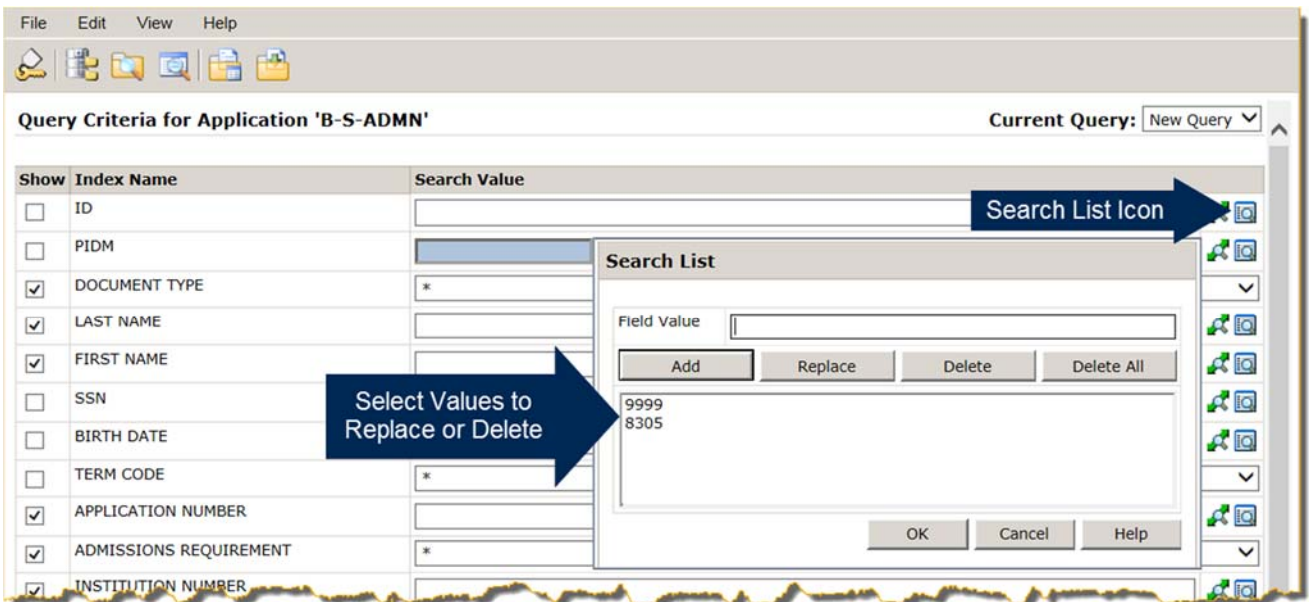
And []

* Required fields

OK Cancel Help

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**.



Query Criteria for Application 'B-S-ADMN' Current Query: New Query

Show	Index Name	Search Value	
<input type="checkbox"/>	ID		
<input type="checkbox"/>	PIDM		
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*	
<input checked="" type="checkbox"/>	LAST NAME		
<input checked="" type="checkbox"/>	FIRST NAME		
<input type="checkbox"/>	SSN		
<input type="checkbox"/>	BIRTH DATE		
<input type="checkbox"/>	TERM CODE	*	
<input checked="" type="checkbox"/>	APPLICATION NUMBER		
<input checked="" type="checkbox"/>	ADMISSIONS REQUIREMENT	*	
<input checked="" type="checkbox"/>	INSTITUTION NUMBER		

Search List Dialog Box:

Field Value []

Add Replace Delete Delete All

9999
8305

OK Cancel Help