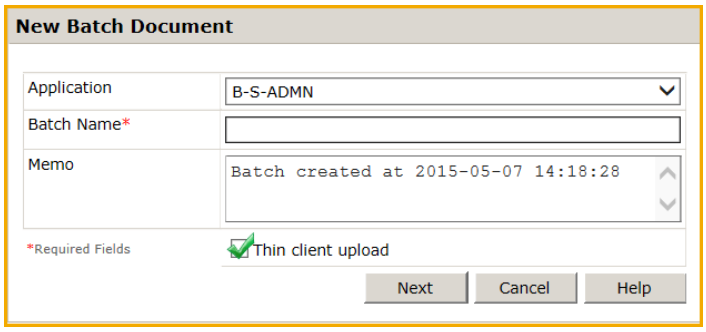
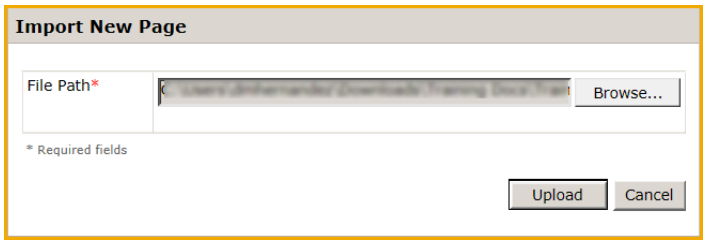
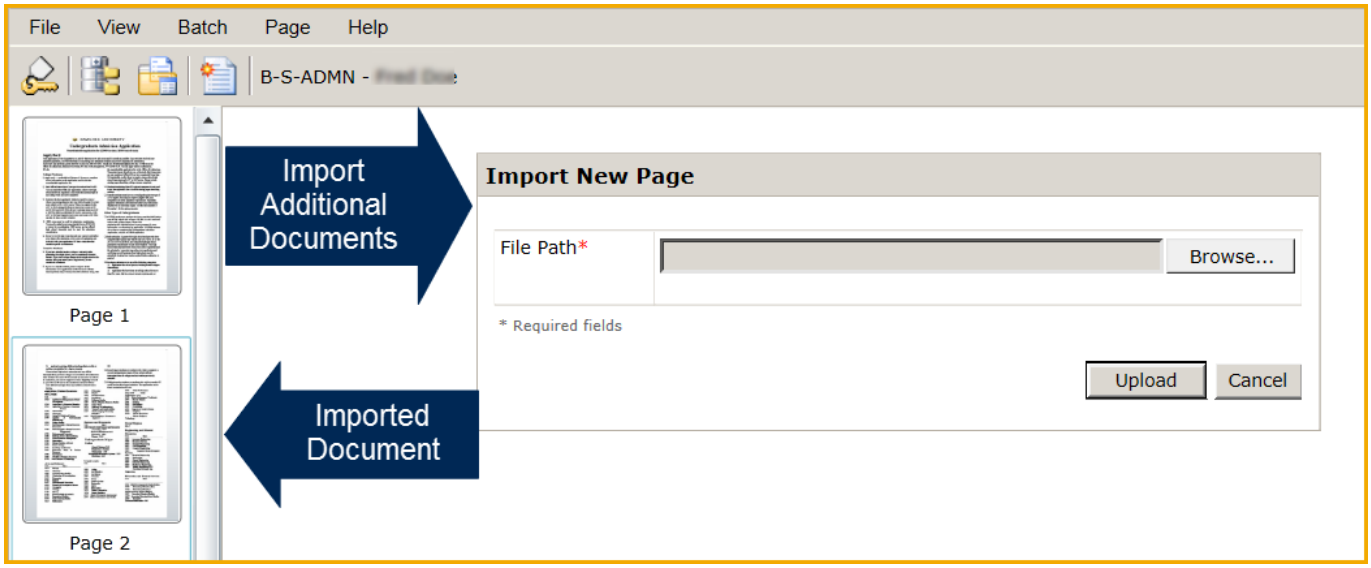
West Virginia University
INFORMATION TECHNOLOGY SERVICES TRAINING

BDM Importing Electronic Documents

The need may arise for a user to import an electronic file to a person's record. The electronic file will need to be imported and indexed in order to be attached to a person's electronic file. Importing keeps from having to print and then scan a document into BDM. An imported file **MUST** be indexed. Please refer to indexing batches document.

Import Electronic File

1. Start from the Admissions Application screen from within BDM.
2. Select ***Batch Import*** icon.
3. On the ***New Batch Document*** screen:
   - A. Provide a ***Batch Name***
   - B. Select ***Thin Client Upload***
   - C. Select ***Next***.
4. On the ***Import New Page*** screen:
   - A. Select ***Browse***
   - B. Find the location of the saved document
   - C. Select the File
   - D. Select ***Open***
5. Select ***Upload***.
6. Index the file.

Tip

Any file type can be imported including standard documents, images, voice, video, drawings, and other unstructured content.