

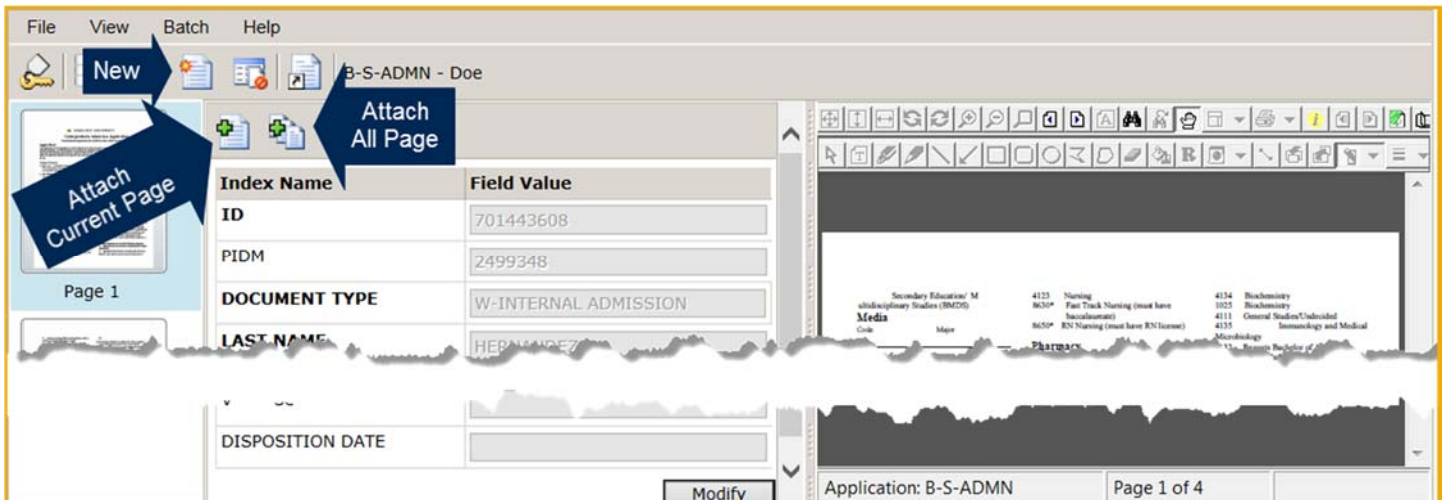
BDM Indexing Batches

Once a file is in BDM it has to be indexed to the correct person in STAR.

Index Batches

1. Start from the Admissions Application screen from within BDM.
2. Select **Batch List**.
3. Find the batch to index, then Select **Open Batch** icon.
4. Input the **WVUID** in the ID field, then Hit **Enter**.
5. Select the **Document Type drop-down arrow**, then choose the correct **Document Type**.
If necessary, Select the Routing Status drop-down arrow, then Choose
6. Select **Save**.
7. If the page belongs to the **same person** either,
 - A. Select **Attach Current Page** a new page will display, proceed with the remaining pages in the batch.
 - B. Select **Attach All Pages** if the rest of the pages in the batch belong to the same person.

If the page belongs to a **new person, different document type or Routing Status**, Select **New** icon then proceed with the remaining pages in the batch.
8. Confirmation message appears, Select **OK**.



Index Name	Field Value
ID	701443608
PIDM	2499348
DOCUMENT TYPE	W-INTERNAL ADMISSION
LAST NAME	HEPNER, DOE
DISPOSITION DATE	

Application: B-S-ADMN Page 1 of 4