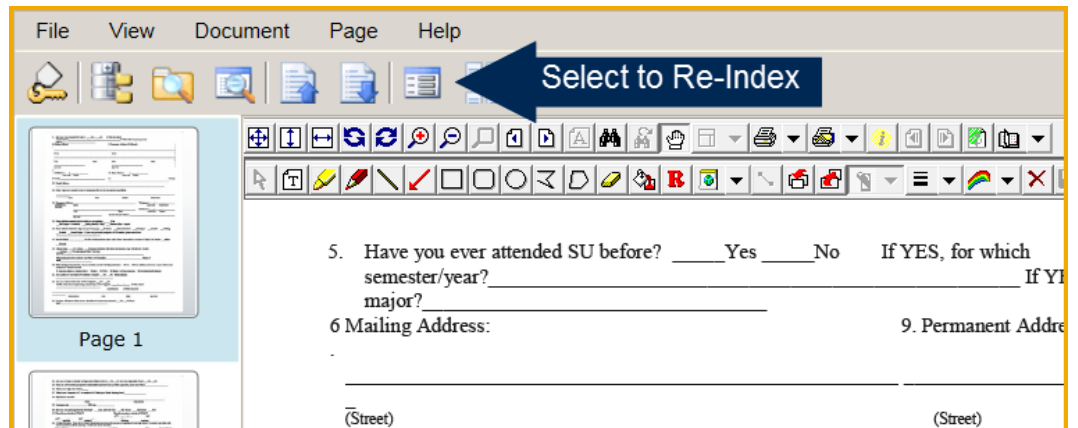


BDM Re-Index a Document

Mistakes can happen and sometimes a user may need to re-index a document to another person's electronic file or change the document type. Only an entire document can be re-indexed. If a user wish to re-index a page(s) of a document refer to BDM Copy or Move a Document.

Re-Index a Document

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to view.
4. Select **Document Index**.
5. Select **Modify** located at the bottom of the screen.
6. Change the **ID** or **Document Type**.
7. Select **Save**.



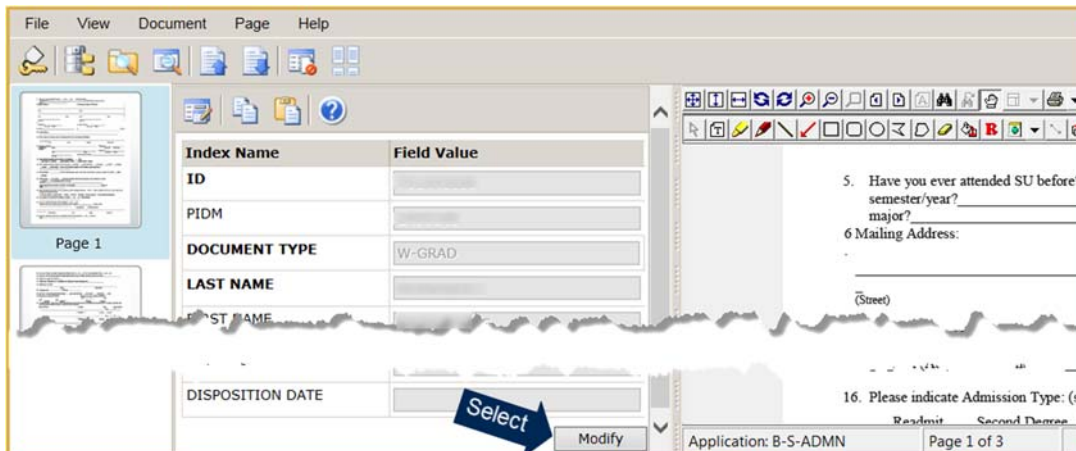
File View Document Page Help

Select to Re-Index

5. Have you ever attended SU before? ___ Yes ___ No If YES, for which semester/year? _____ If YI major? _____

6 Mailing Address: _____ 9. Permanent Address _____

(Street) (Street)



File View Document Page Help

Index Name	Field Value
ID	
PIDM	
DOCUMENT TYPE	W-GRAD
LAST NAME	
FIRST NAME	
DISPOSITION DATE	

Select

Modify

5. Have you ever attended SU before? _____ semester/year? _____ major? _____

6 Mailing Address: _____ (Street)

16. Please indicate Admission Type: (se
Readmit Second Degree

Application: B-S-ADMN Page 1 of 3