

BDM Copy & Move Pages

There are a few instances when it may be necessary to copy or move pages out of an indexed document, to separate pages from other pages within the document. Examples are

1. If pages have been incorrectly indexed to a person.
2. Re-indexing a document to a person and document type and there already exist a document for the person with the same document type.
3. If you want to delete specific pages in an indexed document.

Move or Copy Pages

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to view.
4. Scroll over **Document**, then Select **Copy or Move Pages**
5. Enter the page(s) to be moved or copied.
6. Re-name the Target Batch Name.
7. Decide if you want to create a new batch or not. Select **Index New Batch Document**.
8. Select **Move** or **Copy**.

