

## Using Banner Document Management (BDM) to View Document Images

You can use **Banner Document Management (BDM)** to view images of documents such as purchase orders, invoices, and checks. This icon is shown as **BDM** on the *Banner* toolbar.

To view an image associated with a document in the **Document History Form (FOIDOCH)**, follow the steps below.

Step	Task
1.	Type <b>FOIDOCH</b> in the <b>GoTo...</b> field and press ENTER.
2.	Enter a type (such as <i>INV</i> or <i>PO</i> ) in the <b>Document Type</b> field.
3.	Type the document number in the <b>Document Code</b> field.
4.	Click the <b>Next Block</b> button.
5.	Select the appropriate document number.
6.	Click the <b>BDM – Display Document</b> button.
7.	Double-click the document number to open the image.
8.	To view the document index information, click the <b>Document Index</b> button in the upper left corner.
9.	Click the exit buttons of the index window, document image window, and the query results window to close them and to return to the form.
10.	Click the <b>Exit</b> button to return to the main menu.