Using
Banner Document Management (BDM) To View Document Images

In Banner 8.6, the Banner Document Management Suite (BDMS) is now known as Banner Document Management (BDM). You will use 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):

1. Highlight the appropriate document number.
2. Click the BDM – Display Document button.
3. Double-click the document number to open the image.
4. To view the document index information, click the Document Index button in the upper left corner located at the opposite end of the red X.
5. Click the exit buttons of the index window, document image window, and the query results window to close them and return to the form.
6. Click the Exit button to return to the main menu.