

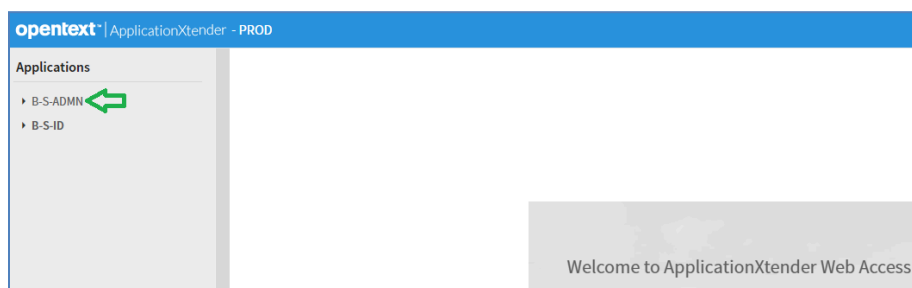
Banner Document Management or BDM is where documents attached to students' records are managed and accessed. Admissions loads related student documents into BDM and the Registrar's Office uploads transfer credit transcripts. If you do not have access to BDM, you will need to submit a help ticket to UT.

1. Go to Banner.drew.edu in your browser.
 - a. Select "Start BDM (PROD)" from under the *Production (PROD)* column in the chart.
 - i. If you see any other screen than the one in step 2, go back to banner.drew.edu and try the link again. It can sometimes take a few tries to open the correct screen.

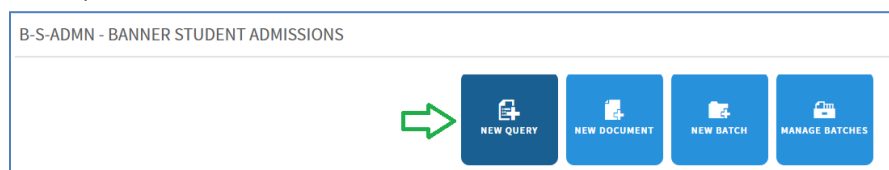
The screenshot shows the Banner.drew.edu website. On the left is a navigation menu with links like 'Pages', 'Blog', 'Meeting Notes', etc. The main content area is titled 'Start Banner Document Management (Production) - for access to electronically indexed documents.' Below this is a table with columns for different environments: Development (DEVL), Pre-Production (PPRD), Testing (TEST), Conversion (CONV), and Production (PROD). The table lists various Banner applications and their corresponding start links. A green arrow points to the 'Start BDM (PROD)' link in the Production column.

	Development (DEVL)	Pre-Production (PPRD)	Testing (TEST)	Conversion (CONV)	Production (PROD)
Banner 9 Application Navigator (AppNav)	Start Banner 9 AppNav (TEST)	Start Banner 9 AppNav (PPRD)	Start Banner 9 AppNav (TEST)	Start Banner 9 AppNav (CONV) (currently being used for testing)	Start Banner 9 AppNav (PROD)
Internet Native Banner (INB)	Start INB (DEVL)	Start INB (PPRD)	Start INB (TEST)	Start INB (CONV)	Start INB (PROD) or no single-sign-on
Self Service Banner (SSB)	Start SSB (DEVL)	Start SSB (PPRD)	Start SSB (TEST)	Start SSB (CONV)	Start SSB (PROD) or no single-sign-on
Workflow			Start Workflow (TEST)		Start Workflow (PROD) or no single-sign-on
Banner Document Management (BDM)			Start BDM (TEST)		Start BDM (PROD)
			Start BDM Admin (TEST)		Start BDM Admin (PROD)
Operational Data Store (ODS)					View ODS metadata
Enterprise Data Warehouse (EDW)					View EDW metadata

2. Select "B-S-ADMN" from the left-hand side.



3. Click "NEW QUERY" from the center.



4. Search for the student by ID number or LAST NAME/FIRST NAME and click "RUN."

The screenshot shows the 'New Search - B-S-ADMN' form. It has a 'Search Criteria' section with various input fields. The 'LAST NAME' and 'FIRST NAME' fields are highlighted with a green box. At the bottom of the form, there is a 'RUN' button highlighted with a green arrow, along with 'SAVE' and 'CANCEL' buttons.

Accessing BDM (Banner Document Management)

- Review the list of documents and double click anywhere on the line to open.

Query Results			
B-S-ADMN > New Search > Query Results			
<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE
<input type="checkbox"/>			1C APP - COMMON ONLINE- ACAO
<input type="checkbox"/>			1C RECOMMENDATION LETTER 02- REC2
<input type="checkbox"/>			1C RECOMMENDATION LETTER 02- REC2
<input type="checkbox"/>			1C RECOMMENDATION LETTER 01- REC1
<input type="checkbox"/>			1C APP FEE WAIVER

- Click “Query Results” from the upper left-hand corner to navigate back to the document list.

