

## 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.