1. Go to https://apps.thomasmore.edu/DocumentIndexing/.
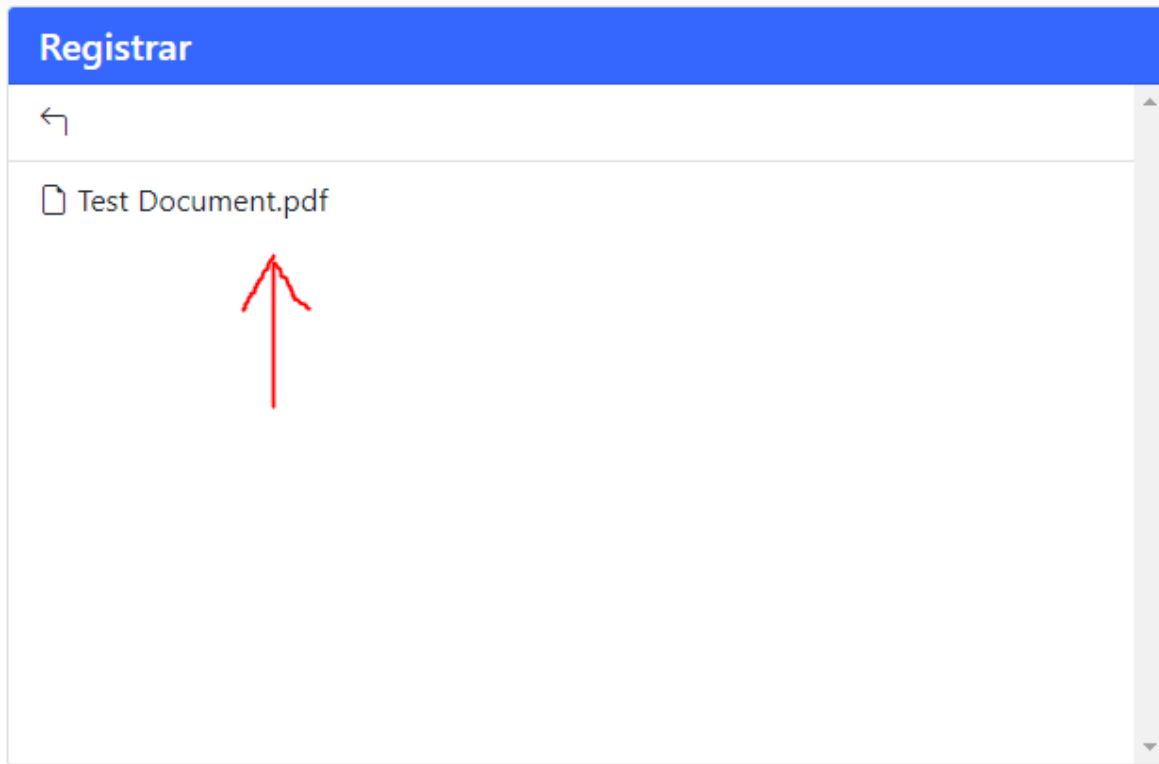2. Under "Queue," navigate to the file you want to index and click on it.

Document Indexing   Index   Reindex   Management

Registrar

↰

🗋 Test Document.pdf

3. On the right, verify that the file you selected is the correct one.

4. On the bottom left, fill in either the name or ID of the person you want to index the file to. The box will search for the person, and then you can select it.

Index Test Document.pdf

ID & Full Name

389600   ✕

389600 - Albrinck, Benjamin Joseph

Select a document type ▾

Record Date & Time

10/30/2023 13:01:20   📅

Document Name

Description

Index

5. Select the dropdown for the document type and select the correct one for the file.

Index Test Document.pdf

ID & Full Name

389600 - Albrinck, Benjamin Joseph   ✕

Document Type

SR-UNDG High School Transcripts ▾

Record Date & Time

10/30/2023 13:01:20

Document Name

SR-UNDG High School Transcripts - 2023 10 30

Description

Index

6. Type in a description for the document.

Index Test Document.pdf

ID & Full Name

389600 - Albrinck, Benjamin Joseph   ✕

Document Type

SR-UNDG High School Transcripts ▾

Record Date & Time

10/30/2023 13:01:20 📅

Document Name

SR-UNDG High School Transcripts - 2023 10 30

Description

Test Description

Index

7. Click index. After loading, there will be a box at the bottom right confirming that you indexed the document with a link to reindex the document if you made a mistake.

Registrar

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✓ **Indexed Document**   ✕

SR-UNDG High School Transcripts - 2023 10 30
389600 - Albrinck, Benjamin Joseph
Click here to reindex document

8. If instead there is a red box that says that there is an error, verify that you have the correct information and try to index the document again. If the problem persists, contact the helpdesk by creating a ticket at https://hd22.thomasmore.edu/OSTicket/ and say what the error is.