

1. If you made a mistake while indexing a document, you can fix the mistake by reindexing the document.
2. Go to <https://apps.thomasmore.edu/DocumentIndexing/>.
3. At the top, click on "Reindex" to go to the reindexing screen.
4. The last few documents that were indexed that you have access to will show on the left, but you can search for the document instead by entering in the information of the document and clicking "Search." Click on the document to select it.


Document Master

ID & Full Name

Document Type

Date Range
From To

SR-UNDG High School Transcripts - 2023 10 30
389600 - Albrinck, Benjamin Joseph
SR-UNDG High School Transcripts | PDF | 10/30/2023 1:01:20 PM



- Verify that it is the correct document by checking the file preview in the bottom right and the information on the document at the top right.

The screenshot shows the 'Document Master' interface. On the left, the search criteria are: ID & Full Name (empty), Document Type (SR-UNDG High School Transcripts), and Date Range (From 10/29/2023 13:15). A search button is visible. The search results list one document: 'SR-UNDG High School Transcripts - 2023 10 30' with ID 389600 and record date 10/30/2023 1:01:20 PM. On the right, the 'Reindex SR-UNDG High School Transcripts - 2023 10 30' panel shows the same document details and a 'Reindex' button. Below this, a preview window shows a document with a large diagonal watermark reading 'TEST DOCUMENT'.

- Correct the information at the top right and click "Reindex." After loading, there will be a box on the bottom right that will confirm that you reindexed the document.

This screenshot shows the 'Document Master' interface with the same search criteria as the previous image. A green confirmation message box is visible in the bottom right corner, titled 'Reindexed Document'. The message contains the text: 'Academic Calendars - 2023 10 30' and '389600 - Albrinck, Benjamin Joseph'. The rest of the interface is identical to the previous screenshot.

- 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.