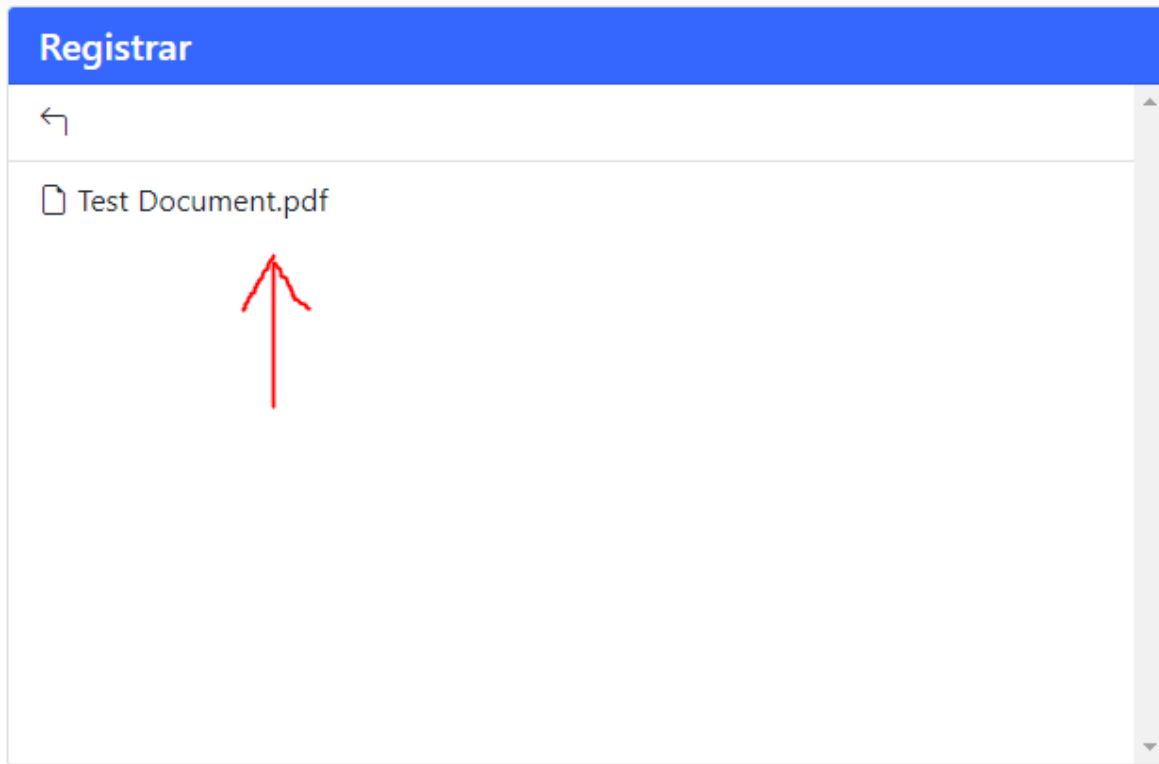


1. Go to <https://apps.thomasmore.edu/DocumentIndexing/>.
2. Under "Queue," navigate to the file you want to index and click on it.

Document Indexing Index Reindex Management



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

Document Indexing Index Reindex Management Hello bjalbr75@thomasmore.edu! Sign out

Registrar

Test Document.pdf

Index Test Document.pdf

ID & Full Name
Start typing ID or full name...

Document Type
Select a document type

Record Date & Time
10/30/2023 13:01:20

Document Name

Description

Preview of Test Document

TEST DOCUMENT

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.

The screenshot displays a web application interface. At the top left, there is a navigation menu with the items 'Document Indexing', 'Index', 'Reindex', and 'Management'. At the top right, the user is identified as 'Hello bjalbr75@thomasmore.edu!' with a 'Sign out' link. A blue window titled 'Registrar' is open on the left side of the screen. In the bottom right corner, a green notification box titled 'Indexed Document' is visible. The notification contains the text: 'SR-LINDG High School Transcripts - 2023 10 30', '389600 - Albrinck, Benjamin Joseph', and a blue link that says 'Click here to reindex document'. At the bottom left of the page, there is a copyright notice: '© 2023 Thomas More University'.

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.