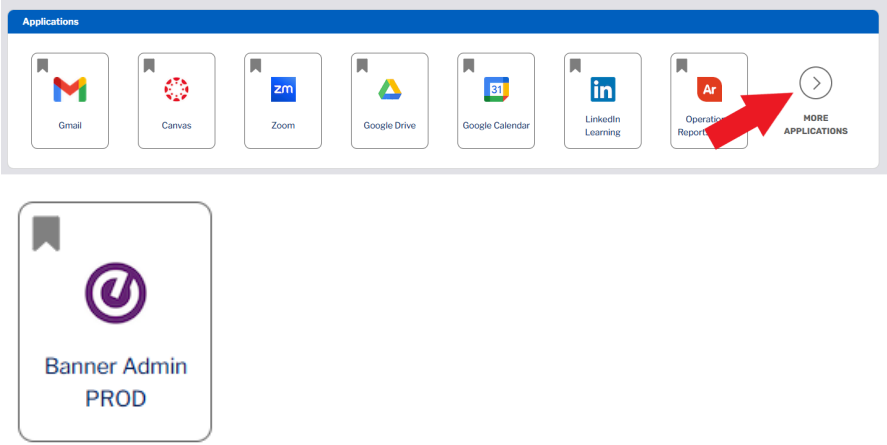
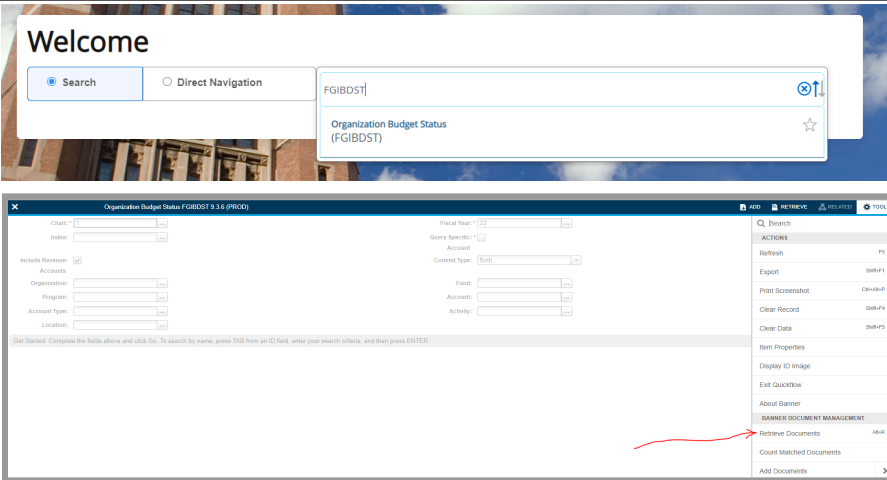
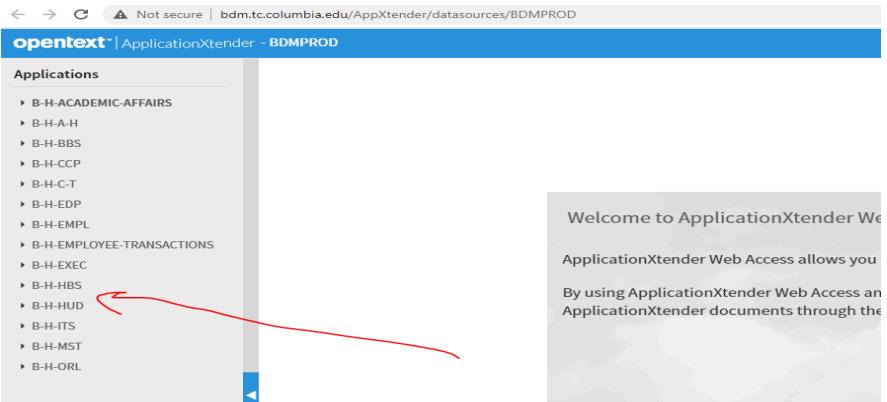


Viewing Reappointment Letters in Banner Document System

The instructions below detail the steps required to view auto-generated reappointment letters in Banner Document System (BDM). This guide assumes familiarity with the creation of letters from semester-based ePAFs.

What you need to do	What you will see
<p>STEP 1: Go to Banner Production</p> <ol style="list-style-type: none"> Go to the Employee Portal and click More Applications Click on Banner PROD link 	 <p>The screenshot shows the 'Applications' menu in Banner. A red arrow points to the 'MORE APPLICATIONS' link. Below the menu, the 'Banner Admin PROD' link is highlighted with a red circle.</p>
<p>STEP 2: Go to Banner Document System (BDM)</p> <ol style="list-style-type: none"> Open any form that you have access to, such as the Budget Form FGIBDST Click on Tools -> Retrieve Documents 	 <p>The screenshot shows the 'Welcome' page of the Banner Document System. A search bar contains 'FGIBDST'. Below, the 'Organization Budget Status (FGIBDST)' form is visible. A red arrow points to the 'Retrieve Documents' option in the 'BANNER DOCUMENT MANAGEMENT' section of the right-hand menu.</p>
<p>Step 3: Retrieve Letter in BDM</p> <ol style="list-style-type: none"> On the left hand side, you should see the cabinet you have access to. There is one cabinet for every Academic Department. Click on your Department cabinet. Click New Query Enter the TC ID of the employee and Reappointment Letter for the Document Type 	 <p>The screenshot shows the 'ApplicationXtender - BDMPROD' interface. On the left, a list of cabinets is shown, with a red arrow pointing to the 'B-H-ORL' cabinet. On the right, a 'Welcome to ApplicationXtender' message is displayed.</p>

d) Click Run

If you have any issues, please
contact
hristeam@tc.columbia.edu

Search Criteria
Enter a search term in the index fields to filter your results.

ID	<input type="text"/>	<input type="button" value="X"/>	<input type="button" value=""/>
DOCUMENT TYPE	<input type="text" value="REAPPOINTMENT LETTER"/>	<input type="button" value="X"/>	<input type="button" value=""/>
LAST NAME	<input type="text"/>	<input type="button" value="X"/>	<input type="button" value=""/>
FIRST NAME	<input type="text"/>	<input type="button" value="X"/>	<input type="button" value=""/>
POSITION	<input type="text"/>	<input type="button" value="X"/>	<input type="button" value=""/>
POSITION NUMBER	<input type="text"/>	<input type="button" value="X"/>	<input type="button" value=""/>

