To view and print documents (PO’s, backup documentation or Invoices) use Banner Finance Form FOIDOCH. For information on how to search for documents, see the WebXtender Job Aid section at: http://fssc.unm.edu/jobaidaids.html

1. Query FOIDOCH for your document.

2. Highlight the document number.

3. Select the BDMS Display Document icon.

4. If the document has been scanned, it will launch. If not scanned, you'll get an error ‘No document found’.

5. To print:
   A. One page - Select the print icon.
   B. Several pages - Select the document icon.

Check the box to the left of the document and select the print icon then select OK.

**If your document does not print:**

**For Windows XP:**

From the Internet Explorer browser main menu select Tools, Internet Options.

From the Security tab, select Internet, then Custom Level.

Under the Active X controls and plug-ins section, enable Automatic prompting for ActiveX controls and enable Run ActiveX controls and plug-ins.

Close the Internet Explorer windows for changes to take effect.

**For Windows 2000:**

From the Internet Explorer browser main menu select Tools, Internet Options.

From the Security tab, select Internet, then Custom Level.

Under the ActiveX controls and plug-ins section, enable Run ActiveX controls and plug-ins.

Close all Internet Explorer windows for changes to take effect.

***END****