

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
STEP 1: Go to Banner Production	myTC TEACHERS COLLEGE COLUMBIA UNIVERSITY
 a) Go to MyTC Portal and click on Banner tab b) Click on Banner PROD link 	Numer Report Report Report Report Butter Examer Image: A start of memory for and start fo
STEP 2: Got to Banner Document	Welcome
System (BDM)	Search Olirect Navigation FiliBDST[State
a) Open any form that you have	Organization Budget Status
access to, such as the Budget	(FGIBDST)
Form FGIBDST b) Click on Tools -> Retrieve	X Oguricular Budge States FG80011 93 (6 PR00)
 b) Click on Tools -> Retrieve Documents 	Cost: Image: True there: Q Death Index:
Documents	Initial Revenue Committipue End Epot guider Accession Initial Revenue Participue Participue Participue
	Proper Access
	Det Bander Complete the fells allows and dids De To asserts by name, press TAB time and Defit water your asserts otheria, and then press TATER. Etem Properties Dapley 10 mag
	Exit Gundow Along Banner
	IAMAIN DO CAMINA MAAACAMAN Refine Documents An-44 Confidence Documents
	Add Dopments
Step 3: Retrieve Letter in BDM	C A Not secure bdm.tc.columbia.edu/AppXtender/datasources/BDMPROD opentext* ApplicationXtender - BDMPROD
a) On the left hand side, you	Applications
should see the cabinet you	B-H-ACADEMIC-AFFAIRS D H-ALL
have access to. There is one	B-H-A-H B-H-BBS
cabinet for every Academic	• B-H-CCP • B-H-C-T
Department.	• B-H-EDP • B-H-EMPL Welcome to ApplicationXtender We
b) Click on your Department	B-H-EMPLOYEE-TRANSACTIONS B-H-EXEC ApplicationXtender Web Access allows you
cabinet. Click New Query	B-H-HBS B-H-HBS B-H-HUD ApplicationXtender Web Access an ApplicationXtender documents through the
c) Enter the TC ID of the	B-H-ITS B-H-MST
employee and	+ B-H-ORL
Reappointment Letter for	Search Criteria
the Document Type	Enter a search term in the index fields to filter your results.
d) Click Run	
If you have any issues, please	LAST NAME
contact	FIRST NAME
hristeam@tc.columbia.edu	POSITION NUMBER