

Re-indexing Files in OnBase

Locate the document that needs re-indexing by either searching through Document Retrieval or Custom Queries:

DOCUMENT

- Document Retrieval
- Custom Queries
- Import Document
- Batch Indexing
- Documents Checked Out

Then, enter the parameters for the document you need to find, i.e. PI name, Award ID, etc. Once you've identified the document, please right-click on it and select re-index:

The screenshot shows a table of documents with a context menu open over one of the rows. The table has columns for Name, File Date, Award ID, Ref#, Cash Type, and Sponsor Name. The context menu includes options like Keywords, History, Re-Index (highlighted with a red box), Print, Send To, Delete, Open in New Window, Workflow, Display Disposition Status, and Properties. The text 'Items: 2' is visible at the bottom left of the table area.

Name	File Date	Award ID	Ref#	Cash Type	Sponsor Name
ARBISER, JACK L	10/18/2018			DRAWDOWNS	
LONIAL, SAGAR	10/18/2018			AR CORRESPONDEN	

Items: 2

You will be presented with options to change any keyword or file type related to that specific document:

Re-Index Document

https://imaging.emory.edu/AppNet/EmbeddedPage/Reindex.aspx

Name: ARBISER, JACK L - File Date: 10/18/2018 - Award ID: - Ref#: - Cash Type: DRAWDOWNS - Sponsor Name: UNIV OF TEXAS HEALTH SCIENCES CTR

Document Type: RA - OSP FGC Cash

File Type: Image File Format

Document Date: 10/18/2018

KEYWORDS

RA Award Date

RA Proposal ID
000049279

RA Cash Type
DRAWDOWNS

RA AwardID

EU EmplID
0159600

RA P.I. Full Name
ARBISER, JACK L

RA P.I. Last Name
ARBISER

RA P.I. First Name
JACK

EU Dept
730500

RA Project Number
00080444

RA Project Title
CARBAZOLE BLUE AS A NOVEL THER

RA Award Ref Number

RA Agency Name
UNIV OF TEXAS HEALTH SCIENCES CTR

RA OSP FGC SysDate
10/17/2018

RA SYS Source

SYS File Format

Clear Keywords

Re-Index Close

Once all of the necessary changes have been made, click on “Re-index” and your file attributes will be changed.

Please note: changing any attributes of the file will be noted in file History.