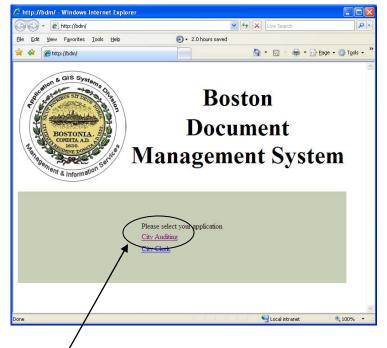
CITY OF BOSTON 'SMARTi' Voucher Retrieval

Training Guide

October 2008

 Open Windows Internet Explorer and in the address bar type in BDM. If BDM site does not open up, type in the following site: http://webapp82:8080/smarti/login.htm



2. Click on the hyperlink called **City Auditing.**

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- 3. Enter your User name (Your Empl ID) and Password (As Issued) and click on Submit.
- 4. Click on City of Boston Auditing Department then click on City of Boston Auditors Office

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5. Beside the Query button select **VOUCHER No** and select **Contains,** type in the voucher Id (or part of the voucher id) you are looking for and click on **Query**

(You can also use more options like, LIKE, StartsWith, EndsWith, NOT LIKE, =, >, <, >=, <>, <=)

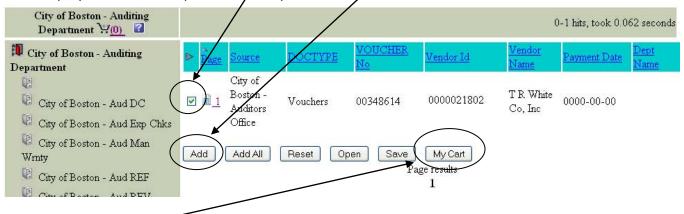
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6. Click on the **Page** Document to view your backup for the Voucher No

- 7. To use more than one criteria for your search click on SMART Query on the top right of the page
- 8. For Ex: to search for Voucher No (00348614) where the Vendor name contains 'White'

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- Note: You can only use two search criteria.
- 9. To create a single document (PDF) of multiple vouchers, follow steps 1-5 or steps 7-8 for multiple criteria. Once you get to the document, click on the **square box** and click on **Add**, this saves the voucher to your cart. Using the same steps, you can add multiple vouchers to your cart.



10. Once done, click on **My Cart**.

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11. Click on **PDF**, to get a single document (PDF) of all your vouchers.

This document available at http://www.cityofboston.gov/auditing/bdm.asp