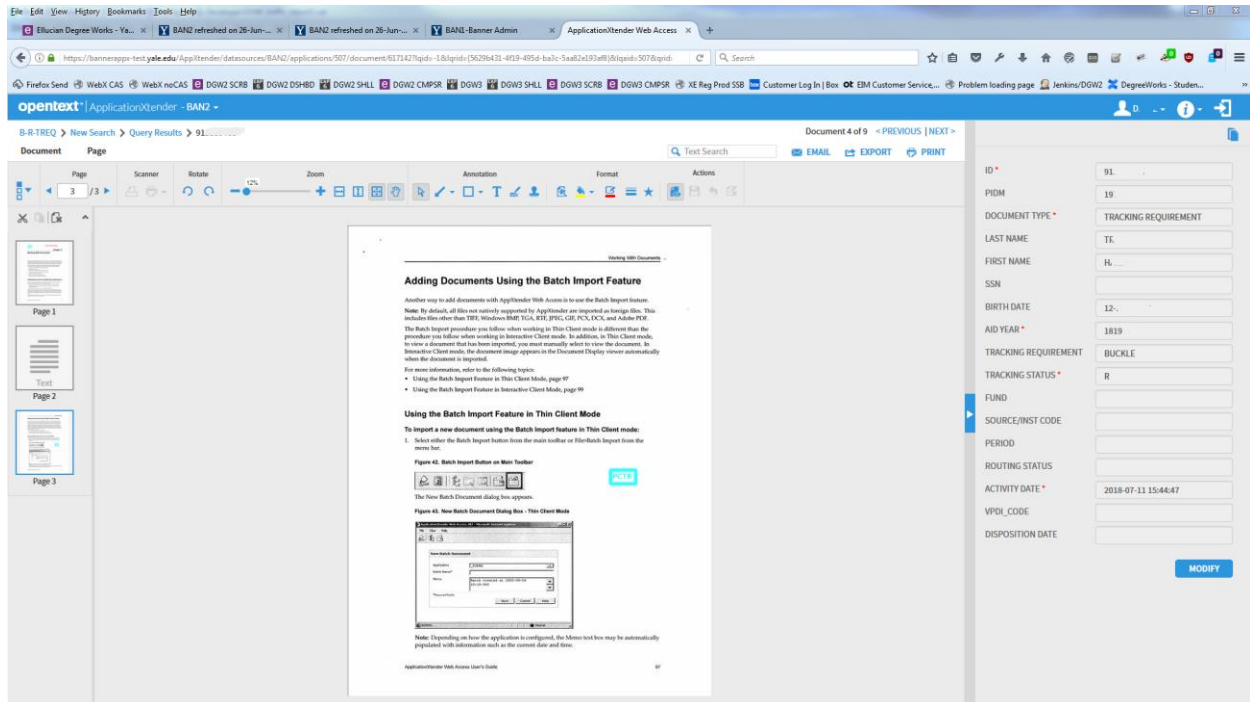# Moving indexed pages to a new index

If, while indexing a batch, you accidentally index a document to the wrong student or document type, you can move it with a few mouse clicks.
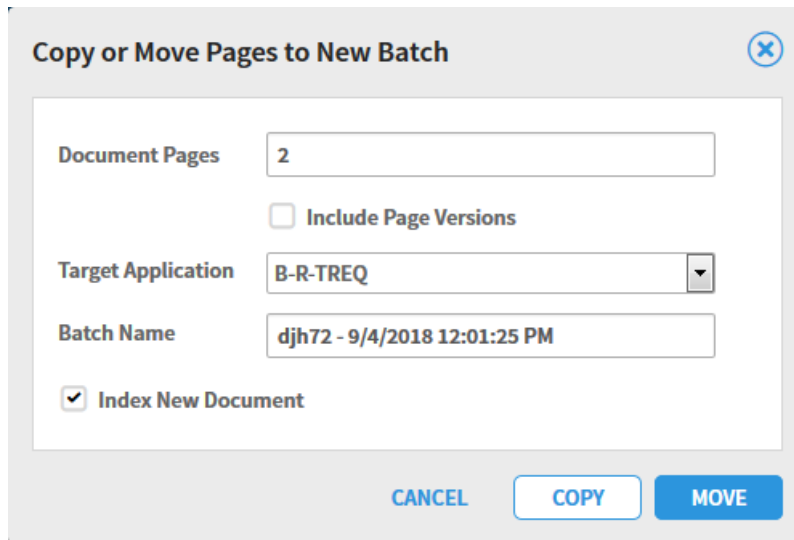

In this example, we will move the second page of this indexed document to a different student.

The first step is to open the indexed document in the AppX web application and go to the document page that you want to move.

Click on the 'Document' menu, on the left side of the window, then select 'Copy or Move Pages' from the drop-down menu:
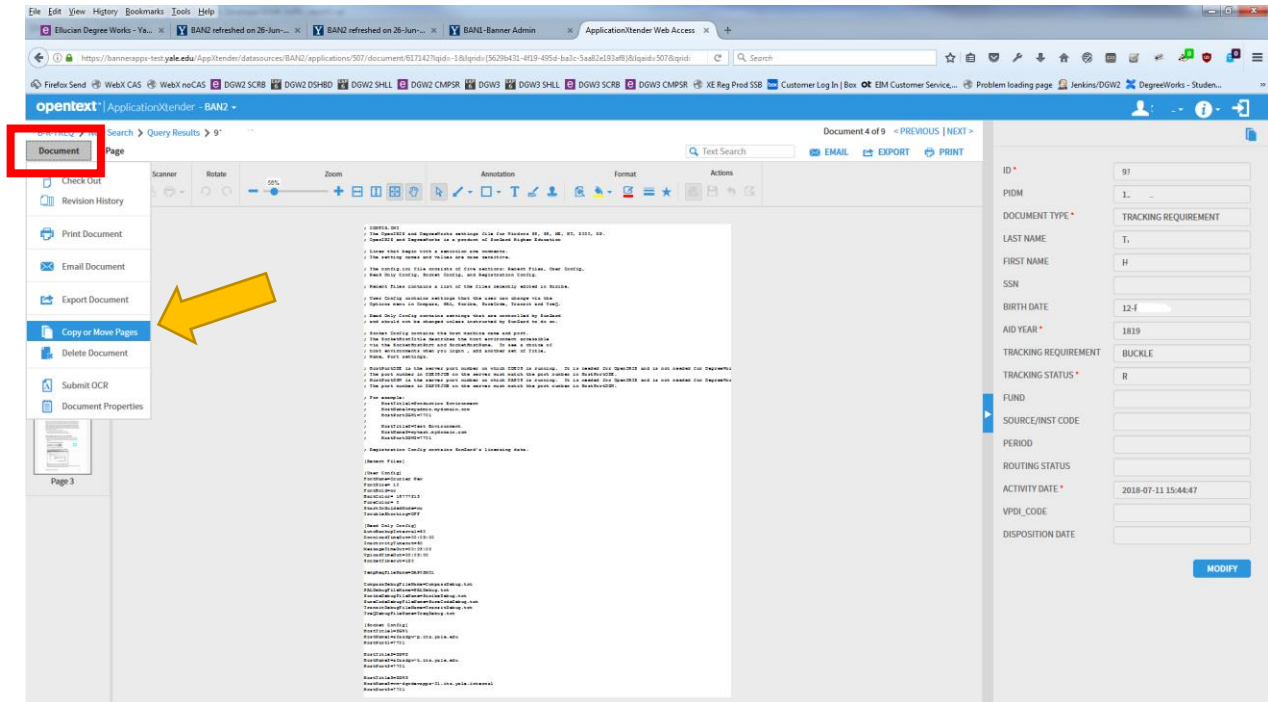
The application will open a pop-up window that appears to create a new batch. This is expected.

Copy or Move Pages to New Batch

Document Pages	2
	☐ Include Page Versions
Target Application	B-R-TREQ
Batch Name	djh72 - 9/4/2018 12:01:25 PM
☑ **Index New Document**	

CANCEL   COPY   MOVE

Document Pages - Specify the page(s) that you want to move to a new index. This can be a range, like 1-5, or a single page number like 2.

Do not check the box for "**Include Page Versions**".

Do not change the **Target Application** unless you are sure that you want to move the document/page to another application. This could happen if you indexed a document in B-R-TREQ but it was supposed to go to B-R-TREQ_MG, for example.

Don't bother changing the **Batch Name**, since you will be indexing the document immediately.

Make sure to check the box for "**Index New Document**". This will open the document for indexing as soon as you click move. This is important, if you don't check this box, the application will move this to a batch instead of moving it to the indexing window.

When you have verified all these settings, click MOVE

Application will then move the page(s) to the indexing window.
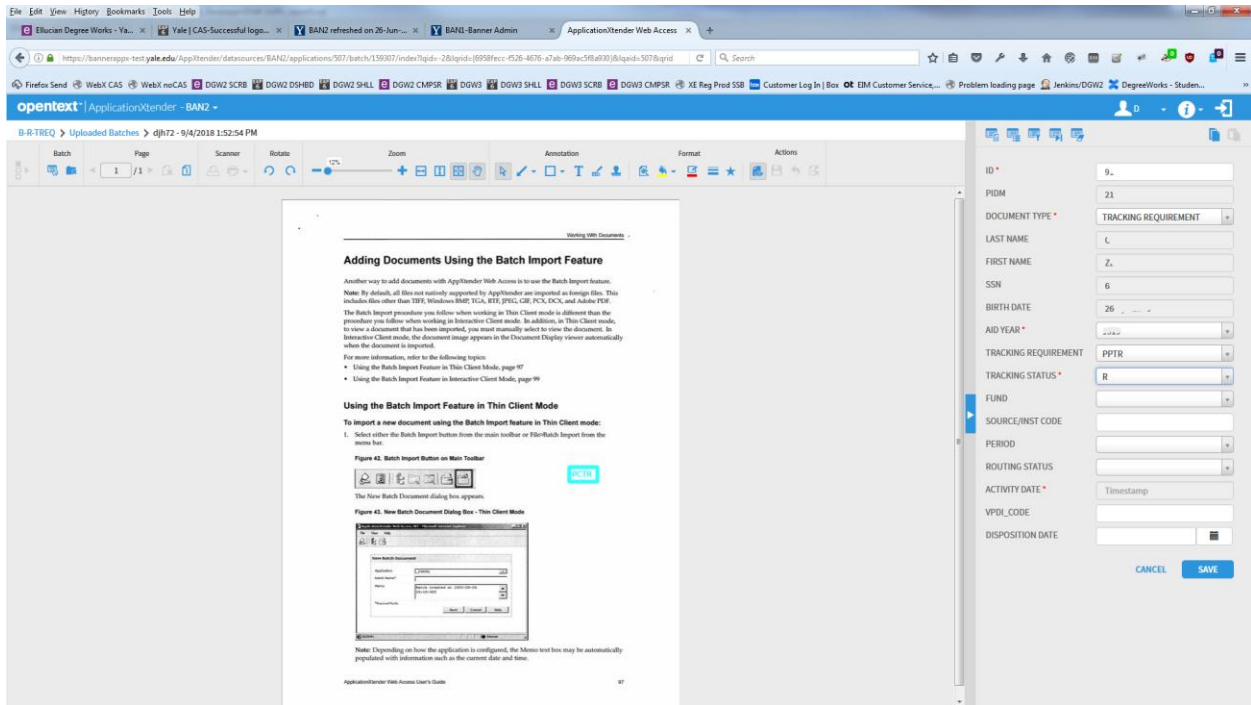
Fill in the new index information and click _SAVE_

System will tell you that the batch is empty and ask you what you want to do next. When in doubt, choose "View Indexed Document"