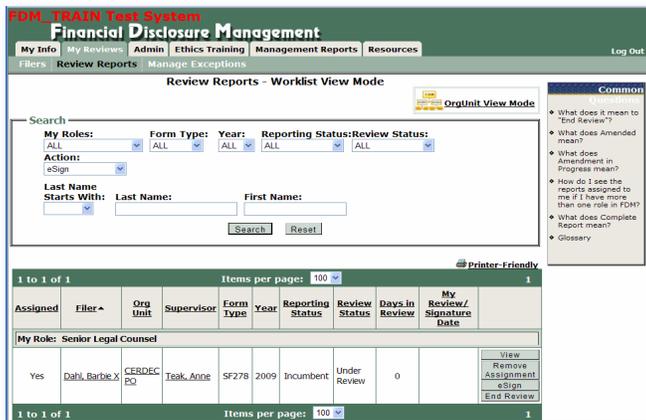


In FDM, Reviewers have several tools to assist them in reviewing reports. The Notes tool acts as a reminder that action needs to be taken on a particular report. The Manage Exceptions List displays reports that need special attention. A supplemental attachment can be added to a report after the report has been completed.

NOTES

FDM now offers DAEOs, Senior Legal Counsels and their ECs and Assistants Notes, an online, electronic “post-it” note to indicate that there are items within the Filer’s report that require special attention before the report can be certified. A DAEO or SLC can add a report Note at any time within the report review process. Once a Note is added, FDM shifts the report from the My Reviews | Worklist view to the Manage Exceptions (Watch list). Reports with Notes will remain on the Manage Exceptions list until the report Note is Closed or Deleted. Supervisors will still see the report within their My Reviews | Review Reports - Worklist and can still review and eSign reports that have report Notes.

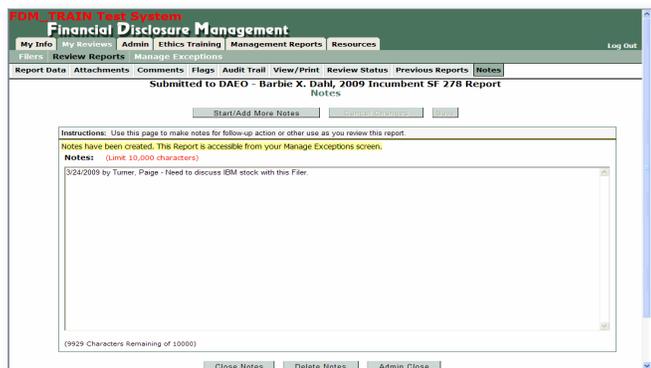


Add a Note

To add a Note:

1. Click on the **My Reviews / Review Reports** tabs.
2. Click on **View** to open the appropriate report.
3. Select the **Notes** tab. The Notes page is displayed.
4. Click on the **Start/Add More Notes** button. The note is time stamped and you can begin typing the note.
5. Once you have entered the note, click on **Save**. The note is saved and a message is displayed indicating that this report has moved to the Manage Exceptions list.
6. Click on the **Back** button to return to the previous page.

Note: Filers do not see this report note. Notes are also not part of the “report of record” and therefore do not print with the report. You may print them separately. Once the disclosure is certified by the DAEO, any outstanding notes are automatically closed.



Other Options on Notes Page

Other options appear on the Notes page:

- ♦ **Cancel Changes** - This option is used to clear a note that was entered before the note has been saved.
- ♦ **Delete Notes** - This option deletes all text within the Notes text entry box. Once the notes are deleted, the disclosure report moves from the Manage Exceptions list back to the Worklist.
- ♦ **Close Notes** - This option closes all “open” notes for the disclosure report. Again, once selected, the disclosure reports moves from the Manage Exceptions List back to the Worklist.
- ♦ **Admin Close** - This feature allows certifying officials to remove an OGE 278 or OGE 450 report from their Worklist or Manage Exceptions list when further processing of the report is inappropriate (e.g., unnecessary or erroneous reports). This feature is also located on the Review Status page.

MANAGE EXCEPTIONS LIST

The Manage Exceptions List is a tool in FDM used by Certifying Officials (DAEOs and SLCs) to manage disclosures for compliance or disclosures that require special attention. In this way, the Certifying Official's Worklist displays only those disclosures that require their review and signature. Disclosures remain on the Manage Exceptions List until the issue is resolved and the note is either closed or deleted, or the Certifying Official e-signs the report.

NOTE: When a disclosure moves from the **Review Reports | Work List View Mode** to the **Manage Exceptions List**, the disclosure still displays on the **Review Reports | Org Unit View mode** page.

Legal officials (DAEOs, SLCs, 450 Certifiers) will see disclosure reports under the **My Reviews | Manage Exceptions** tab instead of under **My Reviews | Review Reports** tab (Worklist view) when any of the following actions occurs:

- ♦ **Open Notes** - The disclosure has existing or "open" note that has not been closed.
- ♦ **CZ/NECZ Extension** - A National Emergency/Combat Zone extension has been recorded for the disclosure.
- ♦ **Filer Has Not e-Signed** -- The Filer has started the disclosure but has not e-signed it by the disclosure's due date.
- ♦ **Supervisor or SLC not e-Signed-** More than 30 days have passed since the Filer has submitted the disclosure (or the Filer has resubmitted the report) and the Supervisor or SLC has not e-signed.
- ♦ **Filer has not Started the Report** - The Filer has not started entering data into their disclosure report by the assigned due date.-

To open Manage Exceptions:

1. Click on **My Reviews | Manage Exceptions**. The Manage Exceptions screen is displayed.
2. Under Search, select your **Role** (if you hold more than one role in FDM), the **Year**, and then click on the **Search** button. You also have the option of selecting **ALL** under both Search options to see all roles and all years. Your search results display.

On the Manage Exceptions page, you can see the reason for exception under the **Exception Reason** column. You can also view partial notes under the **Notes Description** column or you can click on the **Notes** button next to the report to view the entire note. This opens the Notes page where you can add additional notes, close or delete the note.

Assigned	Filer	Org Unit	Supervisor	POC(s)	Year	Reporting Status	Exception Reason	Days in Review	Notes Description (partial)
Yes	Hamilton 22, L.X	AMC	Bago, Winnie X	Beache, Sandy X	2009	Incumbent	Open Notes		3/20/2009 by Baum, Adam X. - Follow up with filer
Yes	Hamilton 23, L.X	AMC	Bago, Winnie X	Beache, Sandy X	2009	Incumbent	CZ/NECZ Extension		
Yes	Hamilton 25, L.X	AMC	Bago, Winnie X	Beache, Sandy X	2009	Incumbent	Supv not eSigned	33	
No	Hamilton 29, L.X	AMC HQ	Bago, Winnie X	Graham, Anna X	2008	New Entrant	Filer not eSigned		
No	Hamilton 28, L.X	AMC HQ	Bago, Winnie X	Graham, Anna X	2008	New Entrant	SLC not eSigned	45	
Yes	Hamilton 23, L.X	AMC	Bago, Winnie X	Beache, Sandy X	2009	Incumbent	Filer not Started		