

FDM has several tools to help you see and track a Filer's progress on their report. An FDM review chain participant or POC can easily check the status of reports in FDM by using the Worklist, Org Unit View Mode, Manage Exceptions or Review Review Reports. In addition, the Audit Trail function time stamps all activities on a given report.

USING THE WORKLIST

Use the Worklist as a reminder of the reviewing activities you need to complete.

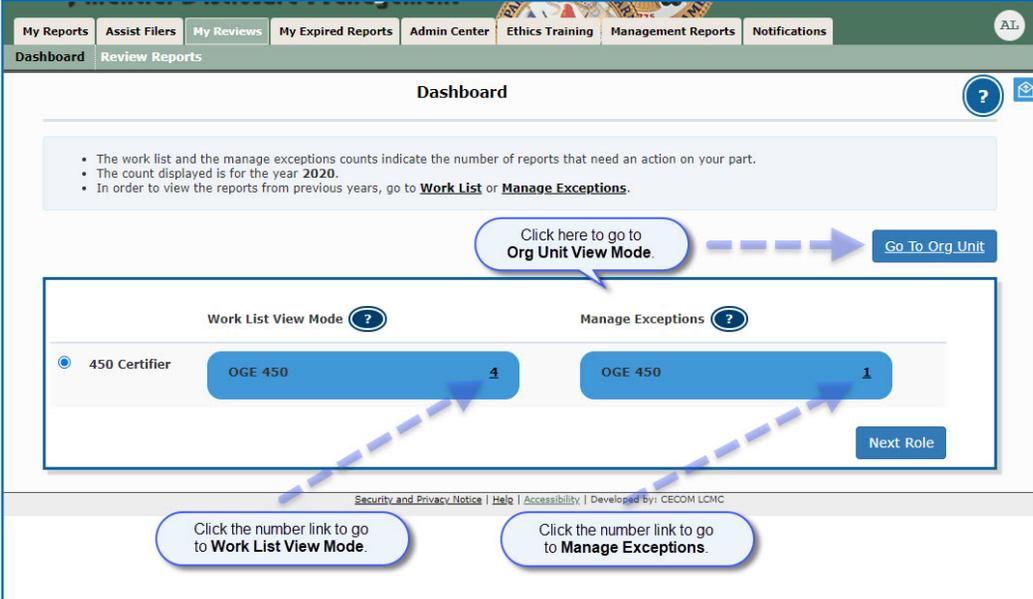
1. Go to **My Reviews | Dashboard**.

2. Under **Work List View Mode**, click the number link next to your reviewer role.

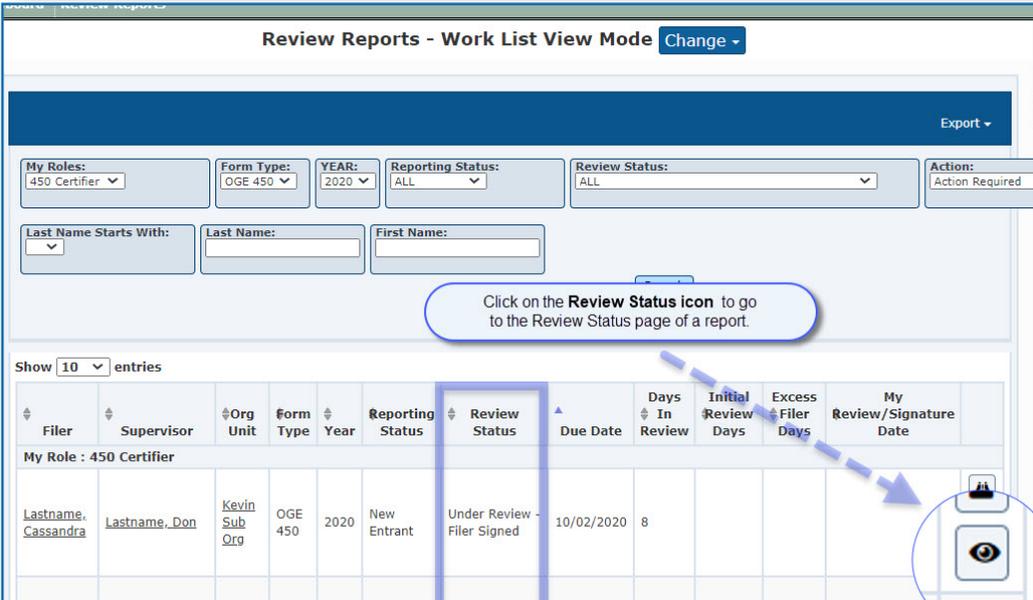
Note: Click the **Next Role** button to view results in another FDM role that you may have.

3. The report list displays. You can use the provided filter columns to narrow your search:

- ◆ My Roles - Supervisor or 450 Certifier
- ◆ Form Type - OGE 450
- ◆ Year - the report year
- ◆ Reporting Status - All
- ◆ Review Status - Under Review
- ◆ Action - eSign
- ◆ Blank Reports(s) -click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.



The screenshot shows the 'Dashboard' page with a navigation bar at the top containing 'My Reports', 'Assist Filers', 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below the navigation bar, there are two main sections: 'Work List View Mode' and 'Manage Exceptions'. In the 'Work List View Mode' section, there is a radio button for '450 Certifier' and a blue button labeled 'OGE 450' with the number '4' next to it. A callout bubble points to this button with the text 'Click the number link to go to Work List View Mode'. In the 'Manage Exceptions' section, there is a blue button labeled 'OGE 450' with the number '1' next to it. A callout bubble points to this button with the text 'Click the number link to go to Manage Exceptions'. A 'Next Role' button is located at the bottom right of the 'Work List View Mode' section. At the top right of the dashboard, there is a 'Go To Org Unit' button with a callout bubble pointing to it that says 'Click here to go to Org Unit View Mode'.



The screenshot shows the 'Review Reports - Work List View Mode' page. At the top, there is a 'Change' dropdown menu. Below that is a filter section with several dropdown menus: 'My Roles' (set to '450 Certifier'), 'Form Type' (set to 'OGE 450'), 'YEAR' (set to '2020'), 'Reporting Status' (set to 'ALL'), 'Review Status' (set to 'ALL'), and 'Action' (set to 'Action Required'). There are also input fields for 'Last Name Starts With', 'Last Name', and 'First Name'. Below the filters, there is a 'Show 10 entries' dropdown. The main part of the page is a table with the following columns: 'Filer', 'Supervisor', 'Org Unit', 'Form Type', 'Year', 'Reporting Status', 'Review Status', 'Due Date', 'Days In Review', 'Initial Review Days', 'Excess Filer Days', and 'My Review/Signature Date'. The first row of data shows: 'Lastname, Cassandra' (Filer), 'Lastname, Don' (Supervisor), 'Kevin Sub Org' (Org Unit), 'OGE 450' (Form Type), '2020' (Year), 'New Entrant' (Reporting Status), 'Under Review - Filer Signed' (Review Status), '10/02/2020' (Due Date), '8' (Days In Review), and empty cells for the remaining columns. A callout bubble points to the 'Review Status' column header with the text 'Click on the Review Status icon to go to the Review Status page of a report'.

USING ORG UNIT VIEW

The Org Unit view provides a quick summary at a glance of all reports for Filers in a particular Org Unit.

1. Go to **My Reviews | Dashboard**.
2. Click on the **Go to Org Unit** link.
3. Select a reviewer role in the **Role** box.
4. Select the Org Unit from the Next Level Down drop-down list.
5. Select **Show My Filer's Reports** to see a listing of all of the reports you are responsible for reviewing.
6. Under the Search area, select the following and click **Search**.
 - ♦ Form Type - OGE 450
 - ♦ Year - The report year
 - ♦ Reporting Status - All
 - ♦ Review Status - All

Filer	Supervisor	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
Lastname, Robin	Lastname, Don	OGE 450	2020	Annual	Under Review - Amendment in Progress	02/18/2020	133	0	92	
Lastname, Robin	Lastname, Don	OGE 450	2020	New	Complete	05/13/2020	9	9	1	04/22/2020

MANAGE EXCEPTIONS

The Manage Exceptions List is a tool in FDM used by Certifying Officials (450 Certifiers, 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.

To view the Manage Exceptions list:

1. Go to **My Reviews | Dashboard**.
2. Under **Manage Exceptions**, click the number link next to your reviewer role.
3. Under Search, select your **Role** (if you hold more than one role in FDM), the **Year**, and then click on the **Search** button. Your search results display.

Note: You also have the option of selecting **ALL** under both Search options to see all roles and all years.

Filer	Org Unit	Supervisor	POC(s)	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2015	Annual	Under Review - Amendment Requested	02/17/2015	100	43	56	
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2017	Annual	Under Review - Supervisor Signed	02/15/2017	13	0	0	
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2018	Annual	Not Started	02/15/2018				
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2020	Annual	Under Review - Amendment in Progress	02/18/2020	141	0	100	

EXPORTING A REVIEW LIST

Use the Export feature from the Worklist, Org Unit View Mode or Manage Exception to create a list of reports in Excel or a .csv document.

1. After generating a report from the Worklist, Org Unit View Mode or Manage Exceptions, click **Export** then select **Excel** or **Data Only (CSV)**.
2. Click **Save** to save the file to your computer.

REVIEW STATUS PAGE

The Review Status page allows reviewers and POCs to take a closer look at the reporting progress, see if any extensions were granted and complete your review.

1. Click the **Review Status icon (eye graphic) button** next to the report.

Financial Disclosure Management

My Roles: 450 Certifier

Form Type: OGE 450

YEAR: 2020

Reporting Status: ALL

Review Status: ALL

Export

Excel

Data Only (CSV)

Search

Supervisor	Org Unit	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date

Review Reports - Work List View Mode

Export

My Roles: 450 Certifier

Form Type: OGE 450

YEAR: 2020

Reporting Status: ALL

Review Status: ALL

Action: Action Required

Last Name Starts With: [v]

Last Name: []

First Name: []

Click on the Review Status icon to go to the Review Status page of a report.

Show 10 entries

Filer	Supervisor	Org Unit	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
Lastname, Cassandra	Lastname, Don	Kevin Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8			