

ADDING MULTIPLE OGE 450 FILERS

FDM allows you to add Filers in groups of up to 100 at the same time. However, you will need the correct E-mail address for each Filer that you are adding.

1. From any point in FDM, click the **Admin Center** tab and then click **Org Management**.
2. Select the Org Unit where the new Filer should be added and then click **Org Unit Filers** tab.
3. Select **OGE 450** panel. A list of Filers already associated with the selected org unit is displayed.
4. Click the **Add Multi** button. The Add Multiple 450 Filers page is displayed.

The screenshot shows the FDM interface with the 'Org Management' section active. The breadcrumb trail is 'My Orgs » FDM » DLA » TOP LEVEL ORG » Confidential Filers » Central North ». The 'Org Unit Filers' tab is selected. A callout box points to the 'Add Multi' button with the text 'Click Add Multi to add multiple 450 Filers.' The 'OGE 450 Filers - Central North' panel shows a table of filers with columns for E-mail, Last Name, First Name, M I, Org Unit Name, Org Unit Description, and Supervisor. Two filers are listed: G.Fryday@FDMSandbox.com and S.Sea@us.army.mil. The interface also shows a search bar, an 'Add New Org' button, and a sidebar with an 'Org Tree'.

E-mail	Last Name	First Name	M I	Org Unit Name	Org Unit Description	Supervisor	
G.Fryday@FDMSandbox.com	Fryday	Gladys	X	Central North	Central North	Tuesday, Ruby	   
S.Sea@us.army.mil	Sea	Stormy	X	Central North	Central North	Tuesday, Ruby	   

Options for Importing Multiple 450 Filers

You have two options for uploading multiple 450 Filers: you can type or paste e-mail addresses OR you can upload an FDM Excel template file.

Option 1: Importing/Adding Filers via Type/Paste of E-mail Addresses

1. Type or paste Filer E-mail addresses in the Copy/Paste E-mail Addresses box. You can enter up to 100 E-mail addresses at a time and only one E-mail address per line. .
2. When complete, click **Search**.
3. Review the Filer Listing.
4. To add a Filer, leave the check box selected beside the individual and click **Confirm**. Uncheck the check box beside any individual whom you do not wish to add. Only selected individuals will be added.

Note: Only selected individuals will be added.

Note: If you were unable to add a Filer with Add Multi, verify that the e-mail address you entered is correct.

My Orgs » FDM » DLA » TOP LEVEL ORG » Confidential Filers » Central North »

Profile Org Unit Members Org Unit Filers History

Central North
Supervisor: Tuesday, Ruby X 450 Certifier: Day, Sonny X

Add Multiple 450 Filers

Agency Directory: Army

Copy/Paste Email Addresses

Instructions: Type or copy and paste e-mail addresses in the box below. Each address requires a separate line. Enter a maximum of 100 e-mail addresses.

Supervisor.Demo@FDMSandbox.com
p_jays_26@us.army.mil
stanley.a.kupp@us.army.mil
J.Polk@FDMSandbox.com
training_super_9@us.army.mil

Search Clear

Upload OGE 450 Filer List

Instructions: Import a list of Filers using the FDM Filer Import Template.

Click to download and use the FDM Filer Import Template.

Import

Type or paste Filer e-mail addresses here and click Search.

Central North
Supervisor: Tuesday, Ruby X 450 Certifier: Day, Sonny X

Add Multiple 450 Filers

Agency Directory: DoD

Review and Confirm

Instructions: Uncheck any individual you do not wish to add. Only selected individuals will be added to FDM.

Show 100 entries

Add	In FDM?	E-mail	Last Name	First Name	Middle Name	Phone	FDM Roles	Reason
<input checked="" type="checkbox"/>	Yes	Supervisor.Demo@FDMSandbox.com	Supervisor		X	000-000-0000	FDM User	
<input type="checkbox"/>	Yes	p_jays_26@us.army.mil	Fresco	Al	X	000-000-0000	Supervisor, FDM User	
<input checked="" type="checkbox"/>	Yes	stanley.a.kupp@us.army.mil	Kupp					
<input checked="" type="checkbox"/>	Yes	J.Polk@FDMSandbox.com	Polk					
<input checked="" type="checkbox"/>	Yes	training_super_9@us.army.mil	Training	super_9	X	000-000-0000	FDM User	
<input type="checkbox"/>	Yes	S.Sea@us.army.mil	Sea	Stormy	X	000-000-0000	450 Filer, 450 Certifier, Agear Ethics officers, FDM User	Already a filer in FDM

Confirm Cancel

Uncheck any individual whom you do not wish to add.

After reviewing the listing, click Confirm to add the Filers to the Org Unit.

The Reason field explains why certain Filers cannot be added via the Add Multiple 450 Filers feature.

Option 2: Import a List of Filers (Excel file)

1. Click on the link that says **Click to Download and use the FDM Filer Import Template** in the Upload OGE 450 Filer List.

Note: Use only the FDM Filer Import Template during the upload process. The FDM template already maps the template fields to the appropriate FDM fields.

2. Open the Excel template and fill out the required Filer information.

Note: DO NOT change the template. Otherwise, it will not upload properly.

3. After entering the Filer information into the template, **Save** the document to your local drive.

4. In FDM, click **Import** and then navigate to the file in your local drive.

5. **Open** the appropriate file and then click **OK** in the Upload OGE 450 Filer List box. The Review and Confirm screen is displayed.

6. Review the Filer listing and uncheck any individual you do not wish to add. Click **Confirm**.

Note: Only selected individuals will be added.

Note: If you were unable to add a Filer with Add Multi, verify that the E-mail address you entered into the template is accurate.

Click this link to download the FDM Filer Import Template.

Click to download and use the FDM Filer Import Template.

Internet Explorer
What do you want to do with FDM Bulk Add Template.xlsx?
Size 32.0 KB
From: fdm-previous.army.mil

- Open
The file won't be saved automatically.
- Save
- Save as

After clicking the template link, Open or Save the FDM Filer Import Template to your local drive.

Uncheck any individual you do not wish to add.

The Reason field explains why certain Filers cannot be added via the Add Multiple 450 Filers feature.

After reviewing the listing, click Confirm to add the Filers to the Org Unit.

Add	In FDM?	E-mail	Last Name	First Name	Middle Name	Phone	FDM Roles	Reason
<input checked="" type="checkbox"/>	Yes	training_450_18@us.army.mil	450_18	Training	X	000-000-0000	FDM User	
<input checked="" type="checkbox"/>	Yes	training_450_19@us.army.mil	450_19	Tr				
<input checked="" type="checkbox"/>	Yes	training_450_20@us.army.mil	450_20	Tr				
<input checked="" type="checkbox"/>	Yes	training_450_21@us.army.mil	450_21	Tr				
<input type="checkbox"/>	Yes	training_450_22@us.army.mil	450_22	Tr				
<input checked="" type="checkbox"/>	Yes	training_450_23@us.army.mil	Shaw	Rick	X	000-000-0000	FDM User	
<input checked="" type="checkbox"/>	Yes	training_450_24@us.army.mil	Nacco	Mary Jane	X	000-000-0000	FDM User	
<input checked="" type="checkbox"/>	Yes	training_450_28@us.army.mil	Whittle	Jack	X	000-000-0000	FDM User	
<input type="checkbox"/>	Yes					000-000-0000	450 Filer, FDM User	Already a filer in FDM
<input type="checkbox"/>	No	training_450_20@us.army.mil						Not found in directory
<input type="checkbox"/>	No	training_450_27@us.army.mil						Not found in directory
<input type="checkbox"/>	No	training_450_29@us.army.mil						Not found in directory

Confirm Cancel