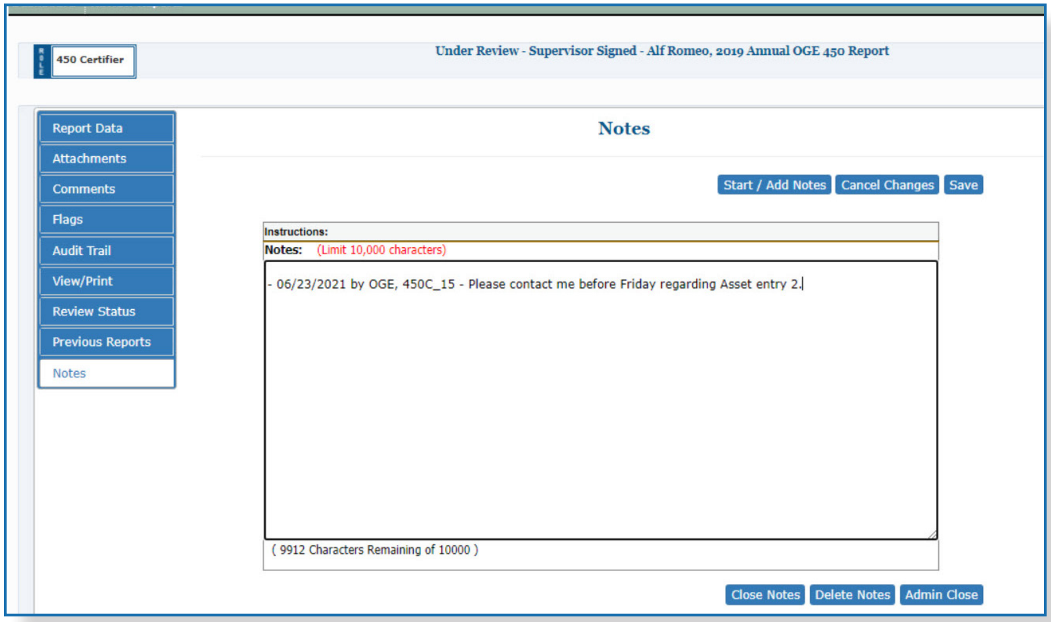
Notes & the Manage Exceptions List

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

450 Certifiers, DAEOs, SLCs, along with their ECs and Assistants can create notes for a report in FDM.

Once a Note is added to a report, FDM shifts the report from the Worklist to Manage Exceptions. Reports with Notes will remain on the Manage Exceptions list until the report Note is Closed or Deleted. Supervisors will still see the report on their Worklist and can still review and eSign reports that have open Notes.



Adding a Note

1. From any review list (Worklist, Org Unit View Mode or Manage Exceptions) click on **View** next to the appropriate report.
2. Select the **Notes** tab. The Notes page is displayed.
3. Click on the S**tart/Add More Notes** button. The note is time stamped and you can begin typing the note.
4. 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.

Note: Filers do not see this report note.

Manage Exceptions List

The Manage Exceptions List is a tool in FDM used by Certifying Officials 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 Worklist to the Manage Exceptions List, the disclosure still displays on the Review Reports | Org Unit View mode page.

Legal officials (450 Certifiers, SLCs and DAEOs) under the Manage Exceptions tab when any of the following actions occur:

- **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.

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.