

REMIND SUPERVISORS



Financial Disclosure Management

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Remind Supervisors | Review Reports

Remind Supervisors who have not eSigned 450 Reports

Select the top level Org Unit to which you are a POC.

Find Supervisors who have not eSigned

Org Unit: My Orgs > CERDEC HQS | -SELECT-Next Level Down

Select Show My Supervisors.

Show Filer's Reports for CERDEC HQS

Show My Supervisors | Include Supervisors for Org Units assigned to other 450 Certifiers

Search

Click Search.

Deselect checkbox if you do not want an e-mail sent.

Notify

Confirm Supervisors to Receive an e-Mail

Supervisor	Supervisor's Org Unit	Supervisor's e-mail	Filer	Report Year	Reporting Status
<input checked="" type="checkbox"/>	CERDEC HQS POC(s): Oakey, Carrie				
<input checked="" type="checkbox"/>	Shaw, Rick	CERDEC HQS	donna.knips@us.army.mil	Leaking, Rufus	2008 Annual
<input checked="" type="checkbox"/>				Moss, Pete	2008 Annual

Remind Supervisors (on the My Reviews tab), helps Org unit POCs, Supervisors and 450 Certifiers (450 Certifier ECs & Assistants) monitor Supervisor's review progress. Org unit POCs, Supervisors and 450 Certifiers may use this tool to have FDM e-mail a reminder to file to the selected Supervisors that they have reports to review and eSign.

1. Click on the **My Reviews / Remind Supervisors** tab, and then select the top-level Org Unit for which you are a POC.
2. Select **Show My Supervisors**.
3. Click **Search**.
4. Results display. The checkbox next to the Supervisor's name is automatically selected. You can deselect a checkbox if you do not want an e-mail sent to that supervisor.
5. Click **Notify** to remind the selected Supervisors that reports need to be reviewed.

Sending an E-mail Reminder

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Confirm Reminder to Supervisors who have not eSigned OGE 450 Reports

Send a summarized e-mail to 1 POCs

Summarized e-mail is sent to POC.

From: donna.knips@us.army.mil

Subject: FDM - Supervisors you support have been reminded to eSign in FDM

Message: Dear [POC Firstname Middle Lastname] :

FDM notified these Supervisors in the Org Units you support to eSign OGE 450 Reports previously submitted by their Filers in FDM. The Supervisors and their lists of outstanding reports, grouped by your assigned Organizations, are listed below. Log into FDM - URL: https://www.fdm.army.mil at any time to track their eSigning progress.

[POC's Organization Name 1]

Supervisor: [Supervisor1 Lastname, Firstname Middle]

[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Supervisor2 Lastname, Firstname Middle]

[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[POC's Organization Name 2]

Supervisor: [Supervisor1 Lastname, Firstname Middle]

[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

For further assistance, contact the FDM Service Center at . Additional information can be found on the Help & Support page at: . E-mail: mailto:

Add your optional text here:

Closing: Regards, Carrie Oakey

Send an e-mail to 1 Supervisors

Reminder e-mail is sent to the Supervisor.

From: donna.knips@us.army.mil

Subject: FDM Alert - Please eSign OGE 450 Reports submitted by your Filers

Message: Dear [Supervisor Firstname Middle Lastname] :

Filers in the Org Units you supervise have eSigned and submitted their OGE 450 Reports in FDM. They are ready for your eSignature. To review:

1. Log in to FDM - URL: https://www.fdm.army.mil
2. Click the My Reviews tab.
3. Click the Review Reports tab.
4. Click the View button beside a report.
5. Review all of the information for accuracy.
6. When your review is complete, click the e-Sign button to sign the report.

[Supervisor's Org Unit Name 1]

[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Supervisor's Org Name 2]

[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report

The FDM Learning Center, (FDMURL)/learningCenter/learningCenter.htm, includes a short video tutorial on reviewing an OGE 450 and a Quick Reference on the same subject.

For further assistance, contact the FDM Service Center at . Additional information can be found on the Help & Support page at: . E-mail: mailto:

Add your optional text here:

Closing: Regards, Carrie Oakey

Click on Send.

Send

6. The first e-mail that displays is an e-mail to the POC summarizing which supervisors received a reminder e-mail. If the POC does not want to receive this e-mail, the checkbox in the upper left corner should be deselected. The second e-mail that displays is the actual e-mail, which will be sent to each of the Supervisors selected. Click on **Send**.
7. You return to the Remind Supervisors screen and a summary of the e-mails sent is displayed.