

This guide will give you a brief overview of some of the main features and components of FDM. Separate Quick Reference Cards (QRCs) will give you a more in depth, step-by-step look at the various processes contained within FDM.

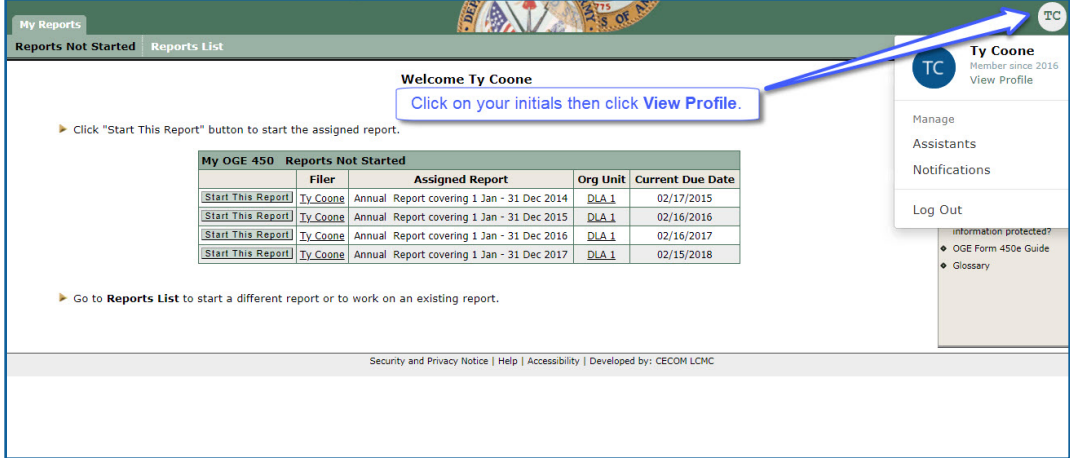
ACCOUNT PROFILE

The account profile section provides you access to personal details such as name and email address, report contact information, roles that you hold in FDM, a listing of assistants/ECs, and a history of actions that have been applied to your account.

PROFILE

The Profile contains your personal contact information, such as email address, phone and mailing address. Information on this page can be updated and saved at any time. This page displays the first time a FDM user logs into the system for editing and/or verification.

For Filers, the Report Related section will automatically update into your report.



My Reports

Reports Not Started Reports List

Welcome Ty Coone

Click on your initials then click View Profile.

Click "Start This Report" button to start the assigned report.

My OGE 450 Reports Not Started					
	Filer	Assigned Report	Org Unit	Current Due Date	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2014	DLA_1	02/17/2015	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2015	DLA_1	02/16/2016	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2016	DLA_1	02/16/2017	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2017	DLA_1	02/15/2018	

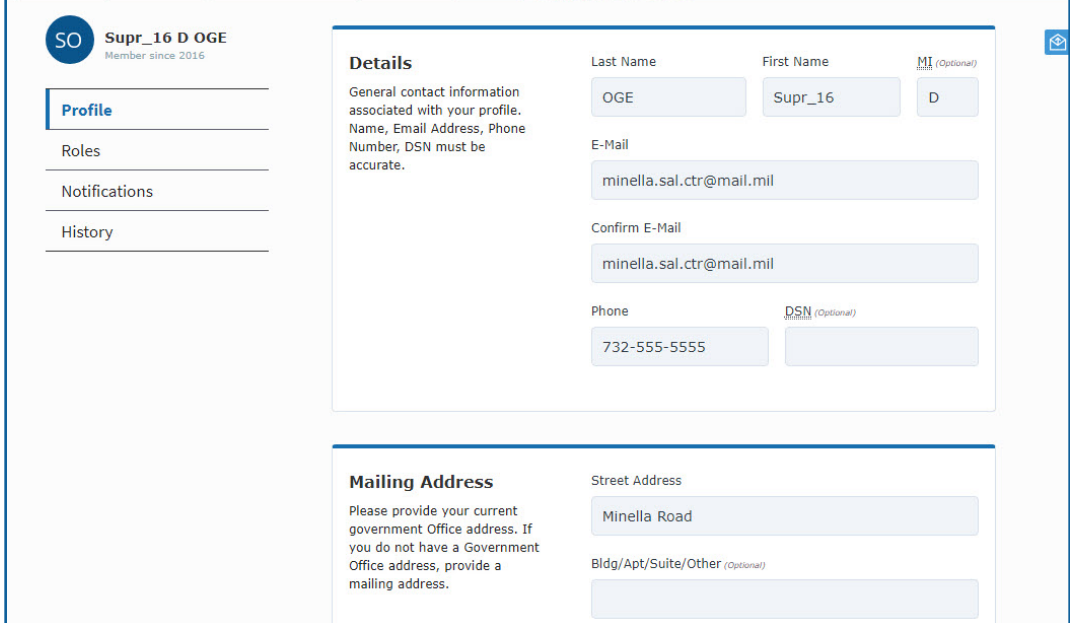
Go to **Reports List** to start a different report or to work on an existing report.

TC Ty Coone
Member since 2016
View Profile

Manage
Assistants
Notifications
Log Out

Information protected?
• OGE Form 450e Guide
• Glossary

Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC



SO Supr_16 D OGE
Member since 2016

Profile
Roles
Notifications
History

Details

General contact information associated with your profile. Name, Email Address, Phone Number, DSN must be accurate.

Last Name: OGE
First Name: Supr_16
MI (Optional): D

E-Mail: minella.sal.ctr@mail.mil

Confirm E-Mail: minella.sal.ctr@mail.mil

Phone: 732-555-5555
DSN (Optional):

Mailing Address

Please provide your current government Office address. If you do not have a Government Office address, provide a mailing address.

Street Address: Minella Road
Bldg/Apt/Suite/Other (Optional):

Assistants

FDM users with a 450 Certifier or SLC role can designate someone to assist them with their FDM tasks. Use the Assistants section to add or remove an assistant to yourself. You can also see a list of users who have added you as an assistant to them.

The screenshot shows the 'My Assistants' section for user 4D. The user profile on the left includes: 4D, 450Casst_72, DLA2, Member since 2016. The 'My Assistants' table is empty, showing 'No Assistants Found'. The 'I am an Assistant to' table lists one entry:

Who I Assist	E-mail	Org Name	Asst Role
DLA2, 450C_66	john.smith123456.ctr@mail.mil	DLA 1-1-2	450 Certifier Assistant

ECS

FDM users with a 450 Certifier, SLC or DAEO role can designate someone as an EC to them to assist with their FDM reviewer tasks. Use the ECs section to add or remove an EC to yourself. You can also see a list of users who have added you as an EC to them.

The screenshot shows the 'My ECs' section for user SO. The user profile on the left includes: SO, Supr_16 D OGE, Member since 2016. The 'My ECs' table is empty, showing 'No ECs Found'. The 'I am an EC to' table lists one entry:

Who I EC to	E-mail	Org Name	EC Role
OGE, 450C_15	john.smith123456.ctr@mail.mil	OGE	450 Certifier EC

Roles

The Roles section of your Profile contains a listing of all your roles in FDM along with the Org Units to which they are associated. FDM Reviewers can also view a list of their Custom Reviewer roles along with the associated report and Filer.

The screenshot shows the 'Roles' section of a user profile. The user is 'Supr_16 D OGE', a member since 2016. The profile navigation menu includes: Profile, ECs, Roles (selected), Notifications, and History. The 'Roles' section contains a table with the following data:

Role	Org Name
POC	OGE 1-1
Supervisor	OGE

Below the main roles table is a section for 'Custom Reviewer Roles' with columns for Role, Filer's Report, and Filer Name. It displays 'No Custom Roles Found'.

History

The History section of your Profile allows you to view a history of your FDM account activity.

The screenshot shows the 'User History' section of a user profile. The user is 'Supr_16 D OGE', a member since 2016. The profile navigation menu includes: Profile, ECs, Roles, Notifications, and History (selected). The 'User History' section shows a list of activities with a 'Show 100 entries' dropdown and a '1' indicator. The activities are:

- Added as a POC to an Agency OGE 1-1
FDM_USARMY, DAEO_5 - DAEO - Oct 21, 2019 02:58 PM EDT
- Deleted as a 450 Certifier Assistant to 450 Certifier OGE, 450C_15
OGE, 450C_15 - 450 Certifier - Oct 21, 2019 01:48 PM EDT
- Added as a 450 Certifier EC to 450 Certifier OGE, 450C_15
OGE, 450C_15 - 450 Certifier - Oct 21, 2019 01:36 PM EDT
- Added as a 450 Certifier Assistant to 450 Certifier OGE, 450C_15
OGE, 450C_15 - 450 Certifier - Oct 21, 2019 01:36 PM EDT

MY REVIEWS

My Reviews is the main FDM Reviewer work area for reviewing FDM 278 and 450 reports. My Reviews | Review Reports has two views - Worklist View and Org Unit View. The Worklist view shows those reports that are ready for Ethics Counselor action. The Org Unit view lists reports by Filer Org Unit. The Manage Exceptions list is a watch list of reports older than 30 days or with Notes indicating an Ethics Official has reviewed the report, but is not ready to complete and certify the report. The reviewing Options available on the My Reviews sub-tabs are:

- ◆ **End Initial Review** to complete your initial technical review.
- ◆ **eSign** to complete your review and “certify” the report.
- ◆ **View** to see the financial disclosure report information online.
- ◆ **Assign** to assign a report that the Filer has already started.
- ◆ **Remove Assignment** to remove the report assignment if it was assigned erroneously. If the report Review Status is Not Started, the report is removed from FDM when the assignment is removed.
- ◆ **Submit to DAEO** - The Submit to DAEO button does not display until a FDM Supervisor and Senior Legal Counsel eSigns a 278. A DAEO or DAEO EC will not be able to eSign and complete a disclosure report until it has been submitted to DAEO. However, a DAEO or DAEO EC can “pull” a report forward to the Submit to DAEO status for their review by clicking Submit to DAEO button.

1 to 91 of 91 Items per page: 100

Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days In Review	Initial Review Days	My Review/Signature Date	
My Role: DAEO										
278 CompletePurge, DLA 1453 X	DLA SOC	DLA, Supervisor 1425	OGE 278	2013	Incumbent	Complete	0	0	07/27/2017	View
My Role: SLC EC to GAITLEY, CYNTHIA										
Amendment in Progress, 278 1055 R	Level B	GAITLEY, CYNTHIA	OGE 278	2017	Incumbent/Termination	Submitted to DAEO	593	0	03/07/2018	View Assign
My Role: Supervisor SLC										
Sec, ASD134		BEACH, Sandy X	OGE 450	2016	Annual	Under Review - Filer Signed	1155			View Remo Assignn End In Review
			OGE			Under Review - Filer				View Remo

REVIEW REPORTS

Report's Worklist

Use the Worklist to see the recent (less than 30 days since Filer eSigned) reports that are ready for your action. Click Search to see the reports that require your attention.

Review Reports - Worklist View Mode

Search filters: My Roles: All, Form Type: ALL, Year: ALL, Reporting Status: ALL, Review Status: ALL, Action: ALL

Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days In Review	Initial Review Days	My Review/Signature Date
My Role: DAEO									
278_CompletePurge_DLA_1453.X	DLA SOC	DLA Supervisor_1425	OGE 278	2013	Incumbent	Complete	0	0	07/27/2017
My Role: SLC EC to GAITLEY, CYNTHIA									
Amendment_in_Progress_278_1055.R	Level R	GAITLEY, CYNTHIA	OGE 278	2017	Incumbent/Termination	Submitted to DAEO	593	0	03/07/2018

Report's Org Unit View

Use the Org Unit view to list all reports by Filer Org Unit. This displays all reports in any selected status (e.g., Draft, Under Review, Complete) and even if the Filer eSigned the report over 30 days ago.

Review Reports - Org Unit View Mode

Search filters: Form Type: OGE 450, Year: 2018, Reporting Status: ALL, Review Status: ALL

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

MANAGE EXCEPTIONS

The Manage Exceptions tool displays reports over 30 days old since the Filer eSigned or otherwise require special action(s) or more information without cluttering the Worklist view of reports. Reports remain in the Manage Exceptions list until the report issue is resolved.

Reports display on the Manage Exceptions list if:

- ♦ **Oen Notes** - The Report has existing Notes that are not "Closed."
- ♦ **CZ/NECZ Extension** - A National Emergency/ Combat Zone extension has been recorded for the report.
- ♦ **Filer not eSigned** - The Filer has not submitted the report in FDM by the report's due date.
- ♦ **Supv not eSigned** - More than 30 days have passed since the Filer has submitted (or re-submitted their Amended report in FDM) and the Supervisor has not eSigned.
- ♦ **SLC not eSigned** - More than 30 days have passed since the Filer has submitted (or re-submitted their Amended report in FDM) and the SLC has not eSigned.
- ♦ **Filer not Started** – The Filer has not started entering data into their report by the report's due date.

Note: A report that has an Amendment Request will remain on the Manage Exceptions list until the report is certified complete in FDM.

The screenshot shows the 'Manage Exceptions' interface. At the top, there are navigation tabs: My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. Below these is a sub-header 'Reports that Need Special Action' with a search bar. The search bar contains 'My Roles: Senior Legal Counsel' and 'Year: ALL' with 'Search' and 'Reset' buttons. Below the search bar is a table with columns: Filer, Org Unit, Supervisor, POC(s), Year, Reporting Status, Review Status, Exception Reason, Days In Review, Initial Review Days, and Notes Description (partial). The table is filtered by 'My Role: Senior Legal Counsel' and shows 6 rows of data.

Filer	Org Unit	Supervisor	POC(s)	Year	Reporting Status	Review Status	Exception Reason	Days In Review	Initial Review Days	Notes Description (partial)
Brakinridge, John	CIO	Tuesday, Ruby X	ADAMS, Ansel X	2017	Incumbent	Under Review - Amendment in Progress	Filer not eSigned			
Brakinridge, John	CIO	Tuesday, Ruby X	ADAMS, Ansel X	2017	Incumbent	Under Review - Amendment in Progress	Filer not eSigned			
Brakinridge, John	CIO	Tuesday, Ruby X	ADAMS, Ansel X	2017	New Entrant	Draft	Filer not eSigned			
Gosling, James C	DLA	GATLEY, CYNTHIA		2018	Incumbent	Not Started	Filer not Started			
Gosling, James C	DLA	GATLEY, CYNTHIA		2018	New Entrant	Not Started	Filer not Started			
Gosling, James C	DLA	GATLEY, CYNTHIA		2018	Termination	Not Started	Filer not Started			

REPORT DATA

Clicking View beside a financial disclosure report on the Review Reports - Worklist, Org List or Management Exceptions list opens the report and displays the Report Progress Bar Report Wizard (below) that lets you Continue to advance through the report sections. Most Ethics Officials prefer to click the Compare tab on the Report Data menu bar to see a comparison of this report with the Filer's prior report.

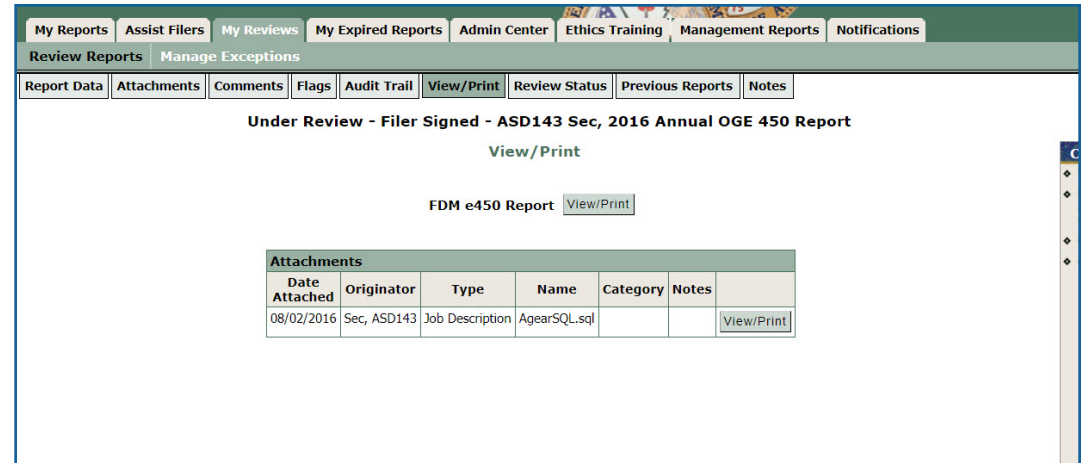
Other useful Report pages are:

- ◆ **Report Data** - Report Data is the main area used for preparing and reviewing a financial disclosure report with FDM's report wizard. Reviewers may click Continue and advance through the report section by section if desired.
- ◆ **Flags** - Identifies missing or invalid information within a report that must be provided before a report is certified.
- ◆ **Compare** - The Compare feature is only available if the Filer has two or more reports in FDM and opted to pre-populate their current report from a previous report. Compare highlights for the reviewer all changes the Filer made in the last submitted report.
- ◆ **Attachments** - Reviewer can view, add, replace or delete attachments associated with a report. Reviewers can also add supplemental report attachments once the report is complete.
- ◆ **Comments** - Reviewers can record their comments on a financial disclosure report. Reviewers can also add supplemental report comments once the report is complete.
- ◆ **Audit Trail** - The Audit Trail tracks and time stamps all changes made to the report.

The screenshot shows the 'Red Flags' section of the report review interface. The title is 'Under Review - Amendment in Progress - John Brekinridge, 2017 Incumbent OGE 278 Report'. Below the title is a 'Red Flags' heading. There are two tables: 'Assets' and 'Transactions'. The 'Assets' table has columns for Asset Name, Type of Asset, Owner, Value, Type of Income, and Amount of Income. The 'Transactions' table has columns for Asset Name, Type of Asset, Owner, Type of Transaction, Date, Amount, and Divest. Both tables have a red diamond icon indicating a flag, with a note: 'An Amount is required when reporting Investment Income.' and 'The Date of the transaction is required when reporting a single transaction.' respectively. A 'Common Questions' sidebar is visible on the right.

The screenshot shows the 'Comments' section of the report review interface. The title is 'Under Review - Amendment in Progress - John Brekinridge, 2017 Incumbent OGE 278 Report'. Below the title is a 'Comments' heading. There are two 'Add Report Comment' buttons. Below the buttons is a table with columns: Author, Author Role, Date, Comment On, Line Item, Category, and Comment Text. The table contains one row with the following data: Author: Brekinridge, John; Author Role: Filer; Date: 06/12/2017; Comment On: Transaction; Line Item: Rental Property (Residential Real Estate, SC); Category: Of Record; Comment Text: Name Overflow:Rental Property (Residential Real Estate, SC), Myrtle Beach, SC, USA. A 'View Transaction' link is present in the Comment Text cell. A 'Common Questions' sidebar is visible on the right.

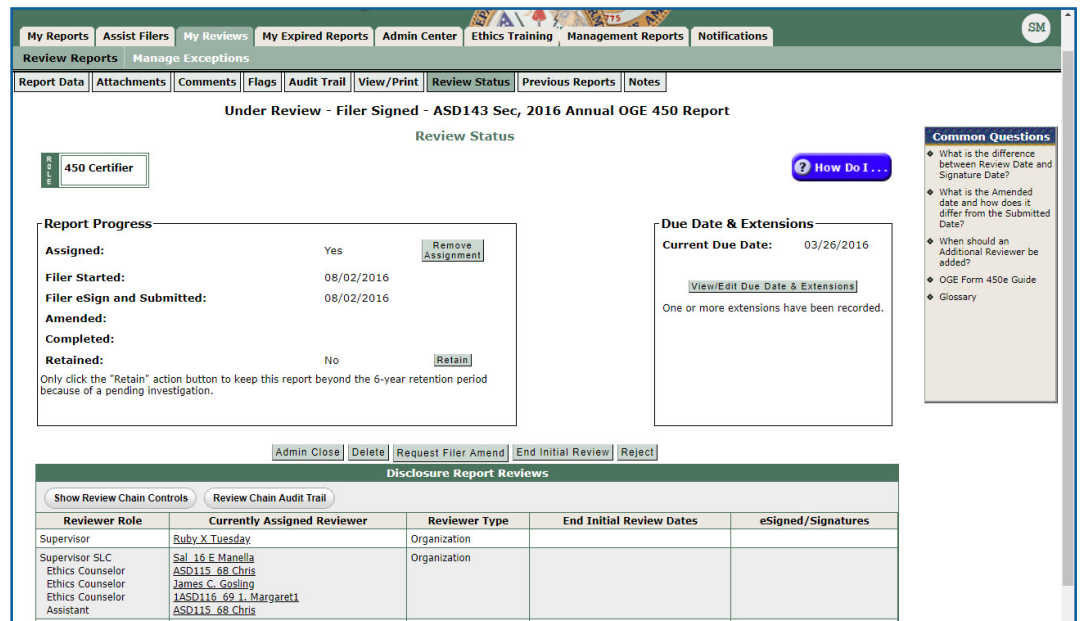
- ♦ **View/Print** - Within View/Print, a Reviewer can view and print a financial disclosure report, flags, comments, job description. A PDF displays for SF278 reports and a single scrollable web page displays for OGE 450 reports.
- ♦ **Review Status** - Review Status page shows the progress of a financial disclosure report, which includes signing status, a list of assigned reviewers and their role as well as their review and signature date.
- ♦ **Previous Reports** - FDM reviewers can view a copy of a Filer's previous report for comparison.
- ♦ **Notes** - The Notes tool allows reviewers to record an electronic "post-it" note to indicate that there are items within the filer's report that require a follow up before the report can be certified. Adding a report note moves the report from the Reports Worklist to the Manage Exceptions List.



Review Status

The Review Status page gives reviewers a snapshot of the Filer's report progress and review status. From this page, reviewers can record/view extension information and manage the reviewers for a specific report.

- ♦ **Admin Close** - Click Admin Close when further processing of the SF 278 or OGE 450 is not appropriate.
- ♦ **Delete** - Click Delete to delete reports that are past the 6 year retention period, unneeded, erroneous, and/or "Admin Closed." Only available to DAEs, 450 Certifiers and their ECs.



- ◆ **Request Filer Amend** - Click Request Filer Amend to notify a Filer to amend their report directly from FDM. Once the reviewer clicks Request Filer Amend, the report is only accessible on the Manage Exceptions page. Only available to DAEOs, Senior Legal Counsels (SLCs), 450 Certifiers and their ECs.
- ◆ **End Initial Review** - Click End Initial Review to signify that you have conducted an initial review of the disclosure report. The End Initial Review button helps Ethics Officials demonstrate compliance with OGE's 60-day report review rule.
- ◆ **Complete w/o Signature** - Click Complete w/o Signature to mark a disclosure as complete that does not have a Filer's signature. Only available to DAEOs, 450 Certifiers, and their ECs.
- ◆ **Show Review Chain Controls** - Click Show Review Chain Controls if you need to change or add an additional reviewer on a particular FDM 278 or FDM 450.

Request Filer Amend - Add Report Comment and Notes

Instructions: Request Filer Amend is a 3-step process.
 1. Add a short comment about the amendment request. You may edit the initial text in the "Comment on Report" text box.
 2. Add an eNote (may accept the default or expand it as needed). Reports with eNotes display on the My Reviews | Manage Exceptions tab (instead of the My Reviews | Review Reports Worklist view).
 3. Email the Filer by clicking "Continue" below after composing your report comment and notes on this page. This action will open your email and include the text you entered in the Comment for further editing in the email.

Tips: To copy and paste all or part of your Comment text into the Notes box: 1. Place your cursor at the beginning of the text you want to copy. 2. Hold down the LEFT mouse button while you drag/highlight across the text. 3. Click the RIGHT mouse button and select COPY from the menu. 4. Place your cursor in the Notes box. 5. Click the RIGHT mouse button and select PASTE from the menu.

Comment on Report: (Limit 500 characters)
 Date: 10/22/2019 Author: Sa_16 E. Manella
 Report returned to filer for amendment
 (461 Characters Remaining of 500)

Notes: (Limit 10,000 characters)
 10/22/2019 by Manella, Sa_16 E. - Report returned to filer for amendment.

NOTIFICATIONS

Use the Notification tool to identify, monitor and send notifications to users who have not completed a filing or reviewing action. You can also now send bulk notifications to a group of FDM users at the same time.

Reminder Notifications

Use the Remind Filter to identify filers, supervisors and SLCs who have not completed a filing or reviewing process and send them reminder to complete the action.

Bulk Notifications

You can also send a group of users with the same role a notification.

The screenshot shows the 'Notifications' tool interface. At the top, there are navigation tabs: My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. The main area is titled 'Notifications' and includes a 'My Orgs' section, a search bar, and filter options for Filers, Supervisors, SLCs, POCs, 450 Certifiers, and DAEOs. A dropdown menu for 'Initial Notification' is open, showing options: 'Initial Notification', 'Not Started', and 'Not Submitted'. Below the filters, a table lists users with columns for E-mail, Name, and Org Unit.

✓	E-mail	Name	Phone	Org Unit
✓	asdh.sec@us.army.mil	ALBRIGHT, James	000-000-0000	SEC POC Training Points of Contact training for SEC POCs
✓	training_278_14_ctr@mail.mil	Gosling, James C	732-555-1234	Test Org 1016
✓	asdh.sec@us.army.mil	Sec, Asdh	732-555-7777	Test Org 1016

The screenshot shows the 'Bulk Notifications' tool interface. It includes a 'Remind 1 Filer(s)' dropdown, checkboxes for 'Send Summarized Reminder to 1 Poc(s)' and 'Send Summarized Reminder to 1 Supervisor(s)', and a text area for optional text. The main content is a reminder message template for OGE 278 Reports.

Remind 1 Filer(s)

Send Summarized Reminder to 1 Poc(s)

Send Summarized Reminder to 1 Supervisor(s)

FDM - Your Filers have been reminded to start assigned OGE 278 Reports

[Supervisor Firstname Middle Lastname]:

FDM reminded these Filers in the Org Unit(s) you supervise to start their assigned OGE 278 Reports in FDM. They are listed below. Log into FDM - URL: <https://fdm-preview.army.mil> at any time to track their filing progress.

[Supervisor's Org Unit Name 1]
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 278 Report
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 278 Report

[Supervisor's Org Name 2]
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 278 Report
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 278 Report

Please do not send replies to this address as it is unmonitored. If you have questions please email <mailto:usarmy.APG.cecom.mbx.FDMSpt@mail.mil> or you may also call us at 443-861-8679 or DSN 848-8679

Additional information can be found on the Help & Support page at: <https://fdm-preview.army.mil/helpSupport/helpSupport.htm>

Optional Text

(2500 Characters Remaining of 2500)

Regards,
John M Jacob

ADMIN CENTER

Org Management

Filers are added to specific org units in FDM through Org Management. You can add individual or groups of Filers to any Org Unit you are associated to in FDM. An Org Unit must already exist before Filers are added. Filers can only be added, individually or bulk, through Org Unit Filers so they can be associated with a specific Org Unit. In Admin Center | Org Management, you can:

- ◆ Add a Filer to an Org Unit
- ◆ Assign a report to a Filer
- ◆ Remove an assignment from a Filer
- ◆ Move a Filer from one Org Unit to another Org Unit
- ◆ Remove a Filer's Filer role

User Admin

User Admin allows you to search for any FDM user and view their profile information. You can also use the Browse tool to update or view a list of POCs, Supervisors, Senior Legal Counsels, 450 Certifiers or DAEOs in FDM.

Filers

Use Admin Center | Filers to review and update your Filer list prior to filing season.

The screenshot displays the Admin Center interface for Org Management. The top navigation bar includes tabs for My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. The main content area is titled 'Org Management' and shows a breadcrumb path: My Orgs » DISA 1-1 ». The left sidebar contains an 'Org Tree' with a search bar and an 'Add New Org' button. The tree structure shows ALT A, DISA 1-1 (expanded), DISA 1-1-1, DISA 1-1-2, FDM, and New Org Unit. The main content area has tabs for Profile, Org Unit Members, Org Unit Filers, and History. The 'Profile' tab is active, showing 'Basic Details' for 'DISA 1-1'. The details include Name (DISA 1-1), Description (Defense Information Systems Agency 1-1), and Agency (DISA). To the right, there are 'Actions' (Move, Remove) and 'Org Unit Role Assignments' table.

Roles	Current Assignments
POC(s)	Not Assigned (Public_SupPoc_X acting); (Manella_Sal_16_E acting); (Sec_AsdB acting)
Supervisor	Not Assigned (Tuesday_Ruby_X acting)
450 Certifier	Manella_Sal_16_E
Senior Legal Counsel	ODHA_BHA
DAEO	Not Assigned (Jackson_D acting)

ETHICS TRAINING

FDM provides an "Ethics Training" tab for Ethics Counselors to notify Filers about required ethics training and to record who attended training. Ethics Counselors who record all Filer training in FDM may generate statistical reports to prepare that portion of the annual agency report to OGE.

The screenshot shows the 'Ethics Training' interface. At the top, there are navigation tabs: My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training (selected), Management Reports, and Notifications. Below the tabs, there are status indicators: Not Trained, Trained, and Exceptions. The main heading is 'Filers Trained'. There is a 'DAEO' dropdown menu set to 'Change'. A search section includes 'Org Unit' (My Orgs > EDM > DLA), radio buttons for 'Show Filers for DLA' and 'Show My Filers', and a checkbox for 'Include Filers for Org Units assigned to other DAEOs'. There are also fields for 'Calendar Year' (2018), 'Last Name Starts With', 'Last Name', and 'First Name', with 'Search' and 'Reset' buttons. A warning icon indicates a different DAEO is assigned to the filer's Org Unit. Below is a table of trained filers with columns for Name, Training Type, Org Unit, and Filer Role(s). Two filers are listed: 'Non Career SES, 278_39 C' and 'Barr, Clarke'.

Name	Training Type	Org Unit	Filer Role(s)
Non Career SES, 278_39 C	Annual	DLA-2-491	278 Filer
Barr, Clarke	Annual	South East Region	450 Filer

MANAGEMENT REPORTS

FDM Management Reports provide Administrative and Legal FDM Users tools for monitoring the filing and reviewing progress of disclosure reports. All FDM roles, except Filers and Filer Assistants can generate Management Reports.

The screenshot shows the 'Review Progress Summary' interface. It includes filters for 'Filter(s): Mode: Show All', 'Form Type: OGE 450', and 'Year: 2017'. A bar chart titled 'Assigned OGE 450 Review Progress' shows the status of 52 total assigned reports for 2017. The chart categories and their counts are: Not Started (24), Draft (13), Under Review - Amendment in Progress (0), Under Review - Filer Signed (2), Under Review - Amended (2), Under Review - Supervisor Signed (2), Complete (5), and Completed Without Signatures (4). Below the chart is a table titled 'Total Assigned Reports - 52' with columns for each status and a 'Total' column.

Status	Count
Not Started	24
Draft	13
Under Review - Amendment in Progress	0
Under Review - Filer Signed	2
Under Review - Amended	2
Under Review - Supervisor Signed	2
Complete	5
Completed Without Signatures	4
Total	52