

Admin Center | Filers

Use the **Admin Center | Filers** page to review and update your filer list prior to filing season.

All FDM Users, with the exception of Filers and Filer Assistants, can manage their listings of Filers on the **Admin Center | Filers** page.

To view a list of your Filers:

1. Go to **Admin Center | Filers**.
2. Select either the **OGE 450** or **OGE 278 Filers Panel**.

Filtering and Sorting

Filtering and sorting allows you to quickly view and group your filers by specific criteria.

3. Select **Show My** or **Show All**.

Filtering Options

4. Click **Add Filter(+)** and select the filter options you want your list to contain. Repeat this step to include additional filters.
5. Click **Apply Filters**. Only the records containing the selected filter information are displayed.

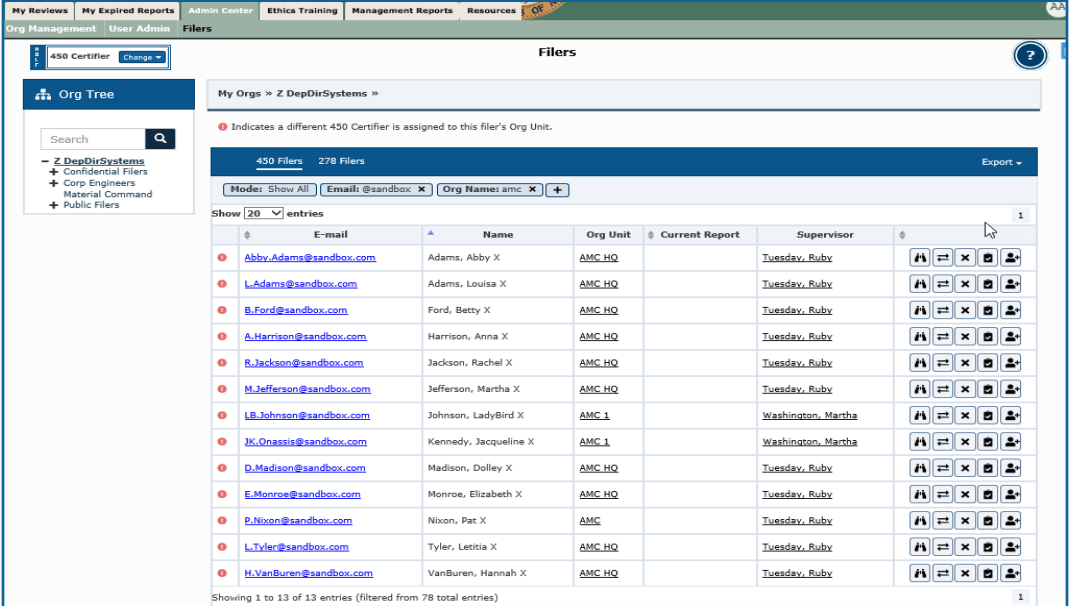
Remove a Filter

6. To remove one or more of the filters, click the x beside the filter you wish to remove.

Sorting

Sorting arranges your list alphabetically.

7. Choose a column by which to sort the list
8. Click on the sort arrows. The list is rearranged.



The screenshot shows the 'Admin Center | Filers' page. The top navigation bar includes 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Resources'. The 'Admin Center' tab is active, and the 'Filers' sub-tab is selected. The page title is 'Filers'. On the left, there is an 'Org Tree' with a search bar and a list of organizational units: 'Z DepDirSystems', 'Confidential Filers', 'Corp Engineers', 'Material Command', and 'Public Filers'. The main content area shows 'My Orgs >> Z DepDirSystems >>'. Below this, there are filter options: '450 Filers' (selected) and '278 Filers'. There are also filter buttons for 'Email: @sandbox X', 'Org Name: amc X', and '+'. The table below shows a list of filers with columns: 'E-mail', 'Name', 'Org Unit', 'Current Report', and 'Supervisor'. The table contains 13 entries, with the first few rows showing filers like Abby Adams, Louisa Adams, Betty Ford, Anna Harrison, Rachel Jackson, Martha Jefferson, LadyBird Johnson, Jacqueline Kennedy, Dolley Madison, Elizabeth Monroe, Pat Nixon, Leticia Tyler, and Hannah VanBuren. Each row has a set of icons for actions like edit, delete, and add.

E-mail	Name	Org Unit	Current Report	Supervisor
Abby.Adams@sandbox.com	Adams, Abby X	AMC HQ		Tuesdav, Rubv
L.Adams@sandbox.com	Adams, Louisa X	AMC HQ		Tuesdav, Rubv
B.Ford@sandbox.com	Ford, Betty X	AMC HQ		Tuesdav, Rubv
A.Harrison@sandbox.com	Harrison, Anna X	AMC HQ		Tuesdav, Rubv
R.Jackson@sandbox.com	Jackson, Rachel X	AMC HQ		Tuesdav, Rubv
M.Jefferson@sandbox.com	Jefferson, Martha X	AMC HQ		Tuesdav, Rubv
LB.Johnson@sandbox.com	Johnson, LadyBird X	AMC I		Washington, Martha
JK.Onassis@sandbox.com	Kennedy, Jacqueline X	AMC I		Washington, Martha
D.Madison@sandbox.com	Madison, Dolley X	AMC HQ		Tuesdav, Rubv
E.Monroe@sandbox.com	Monroe, Elizabeth X	AMC HQ		Tuesdav, Rubv
P.Nixon@sandbox.com	Nixon, Pat X	AMC		Tuesdav, Rubv
L.Tyler@sandbox.com	Tyler, Leticia X	AMC HQ		Tuesdav, Rubv
H.VanBuren@sandbox.com	VanBuren, Hannah X	AMC HQ		Tuesdav, Rubv

Exporting Your Filer List

To export a list of your Filers:

- Click **Export** then select **Excel** or **CSV**.

Removing a Filer's Role

Deleting a Filer only removes his/her Filer role in FDM. Deleting does not permanently remove the Filer from FDM.

Checking for Assigned reports

Before removing a Filer, you should check that the Filer does not have any assigned or incomplete reports. If the Filer has an incomplete report, the Filer's 450 Certifier should be notified to either complete the report or delete the report if it was filed erroneously.

To remove a Filer's role:

- Navigate to **Admin Filers**, select the **450 Filers** or **278 Filers** panel.
- Click **Remove Filer (X)** in the actions column beside the appropriate Filer. The Remove Reports Option page displays.
- To remove a report with the Filer role, leave the check box selected beside a report and then click **OK**. If you want a report to stay with the review chain of the original Org Unit, deselect the check box and then click **OK**.

The screenshot shows the 'Filers' page in the FDM system. The left sidebar contains an 'Org Tree' with a search bar and a list of organizational units: Z DepDirSystems, Confidential Filers, Corp Engineers, Material Command, and Public Filers. The main content area is titled 'Filers' and shows a list of filers under the '450 Filers' tab. The list includes columns for E-mail, Name, Org Unit, Current Report, Supervisor, and a 'Remove 450 Filer' action column. The first filer listed is Abby Adams, with email Abby.Adams@sandbox.com, name Adams, Abby X, and org unit AMC HQ. The 'Remove 450 Filer' column for this filer contains several icons, including a red 'X' icon.

φ	E-mail	▲	Name	Org Unit	φ	Current Report	Supervisor	Remove 450 Filer
●	Abby.Adams@sandbox.com		Adams, Abby X	AMC HQ			Tuesday, Ruby	
●	L.Adams@sandbox.com		Adams, Louisa X	AMC HQ			Tuesday, Ruby	
●	B.Ford@sandbox.com		Ford, Betty X	AMC HQ			Tuesday, Ruby	
●	A.Harrison@sandbox.com		Harrison, Anna X	AMC HQ			Tuesday, Ruby	
●	R.Jackson@sandbox.com		Jackson, Rachel X	AMC HQ			Tuesday, Ruby	
●	M.Jefferson@sandbox.com		Jefferson, Martha X	AMC HQ			Tuesday, Ruby	
●	L.B.Johnson@sandbox.com		Johnson, LadyBird X	AMC 1			Washington, Martha	
●	JK.Onassis@sandbox.com		Kennedy, Jacqueline X	AMC 1			Washington, Martha	
●	D.Madison@sandbox.com		Madison, Dolley X	AMC HQ			Tuesday, Ruby	
●	E.Monroe@sandbox.com		Monroe, Elizabeth X	AMC HQ			Tuesday, Ruby	
●	P.Nixon@sandbox.com		Nixon, Pat X	AMC			Tuesday, Ruby	
●	L.Tyler@sandbox.com		Tyler, Letitia X	AMC HQ			Tuesday, Ruby	
●	H.VanBuren@sandbox.com		VanBuren, Hannah X	AMC HQ			Tuesday, Ruby	

The screenshot shows the 'Remove Reports option' dialog box. The dialog asks: 'Are you sure you want to remove Abby X Adams as a 450 Filer from AMC HQ?'. Below the question, it lists 'Incomplete Reports for Abby X Adams' with a table showing the status of reports. The table has columns for 'Remove Report?', 'Year', 'Reporting Status', 'Review Status', 'Assigning Org', and 'Assigned'. The 'Remove Report?' column has checkboxes. The 'Assigned' column has 'Yes' or 'No' values.

Remove Report?	Year	Reporting Status	Review Status	Assigning Org	Assigned
<input type="checkbox"/>	2018	OGE 450 Annual	Under Review - Amendment in Progress	AMC HQ	Yes
<input type="checkbox"/>	2014	OGE 450 Annual	Draft	AMC HQ	Yes
<input type="checkbox"/>	2013	OGE 450 Annual	Draft	AMC HQ	Yes