

## Reminding Filers and Supervisors

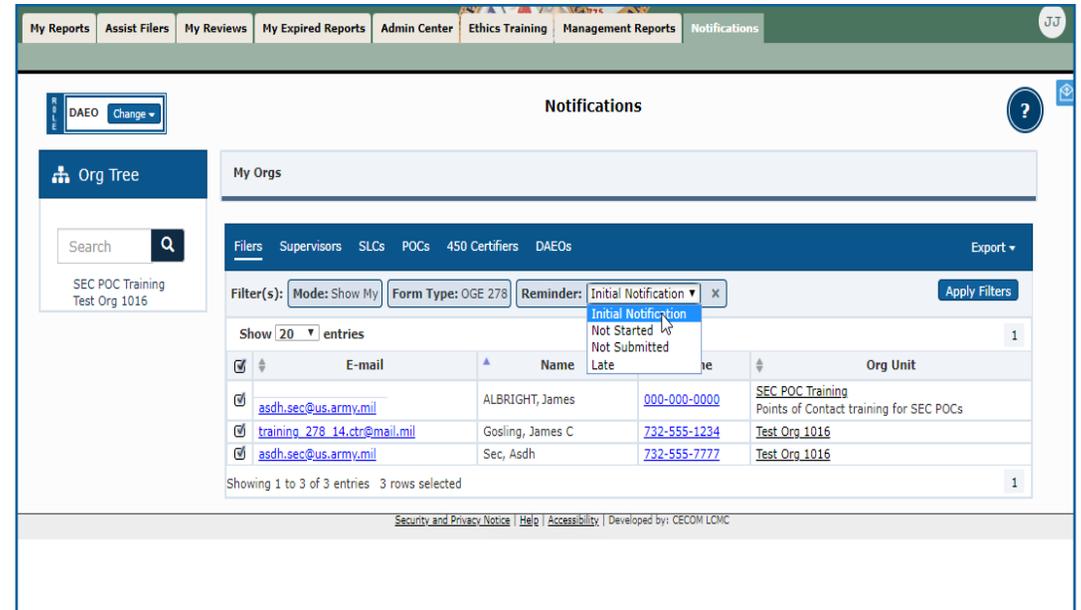
After your Filers are assigned reports to file in FDM, you can send Reminder messages from the Notifications tab to monitor and notify Filers/Supervisors of their filing/reviewing duties.

1. Go to the **Notifications** tab and click on **Filers** or **Supervisors**.
2. Select **Show My** or **Show All**. (If notifying Filers, select the Form Type as well).
3. Click the **plus (+) sign** then select **Reminders**.
4. Select the appropriate Reminder notification from the list.
5. Click **Apply Filters**. A list of users who match the selected filter criteria displays.

**Note:** You can deselect any of the users listed whom you do not wish to send a notification to.

**Note:** You can click on an Org Unit in the Org Tree to filter the list of users.

6. Review your list to ensure that you have the appropriate users selected then click **Notify Selected**.
7. From the Remind pop-out, click on a notification's drop down bar to display or add additional text to the message.
8. Click **Send** to notify the users via e-mail.



**Notifications**

My Orgs

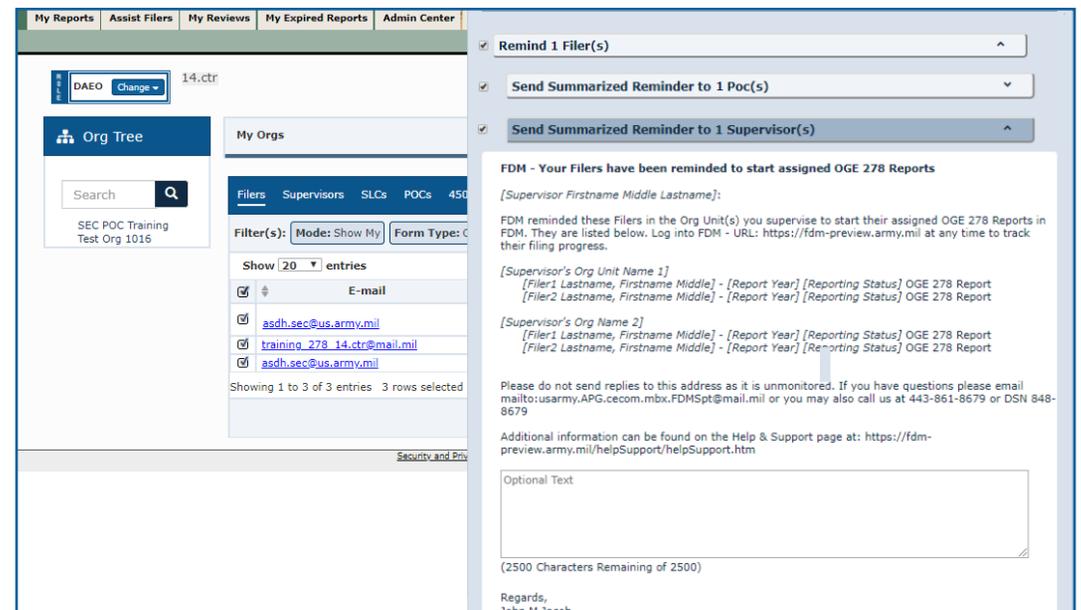
Search: SEC POC Training Test Org 1016

Filter(s): Mode: Show My Form Type: OGE 278 Reminder: Initial Notification

Show 20 entries

<input type="checkbox"/>	E-mail	Name	Phone	Org Unit
<input type="checkbox"/>	<a href="mailto:asdh.sec@us.army.mil">asdh.sec@us.army.mil</a>	ALBRIGHT, James	000-000-0000	SEC POC Training Points of Contact training for SEC POCs
<input type="checkbox"/>	<a href="mailto:training_278_14_ctr@mail.mil">training_278_14_ctr@mail.mil</a>	Gosling, James C	732-555-1234	Test Org 1016
<input type="checkbox"/>	<a href="mailto:asdh.sec@us.army.mil">asdh.sec@us.army.mil</a>	Sec, Asdh	732-555-7777	Test Org 1016

Showing 1 to 3 of 3 entries 3 rows selected



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

## Sending Bulk Notifications

You can send your own notification message to a group of users who occupy the same role.

Filers, Supervisors, SLCs, POCs, 450 Certifiers and DAEOs can receive bulk notifications.

1. Go to the **Notifications** tab and select the role of the users whom you wish to notify.
2. Select **Show My** or **Show All**. (If notifying Filers, select the Form Type as well).

**Note:** If the Reminder filter is selected from a previous session, click the **X** in the Reminder field to ensure it is disabled before bulk notifying.

3. Click **Apply Filters**. A list of users who match the selected filter criteria displays.

**Note:** You can deselect any of the users listed whom you do not wish to send a notification to.

**Note:** You can click on an Org Unit in the Org Tree to filter the list of users.

4. Review your list to ensure that you have the appropriate users selected then click **Notify Selected**.
5. Enter a subject and message then click **Send** to notify the users via e-mail.

The screenshot shows the 'Notifications' interface. At the top, there's a navigation bar with tabs: My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. Below this, there's a 'DAEO' dropdown menu. The main area is titled 'Notifications' and contains a search bar, an 'Org Tree' sidebar, and a list of users. The list has columns for 'E-mail', 'Name', 'Phone', and 'Org Unit'. Three users are listed: ALBRIGHT, James; Gosling, James C; and Sec, Asdh. A 'Notify Selected' button is visible at the bottom right of the list.

The screenshot shows the 'Bulk Notification' dialog box. It has fields for 'To:', 'CC:', 'Subject:', and 'Message:'. The 'To:' field contains the email addresses: asdh.sec@us.army.mil;training\_278\_14.ctr@mail.mil; asdh.sec@us.army.mil. The 'Message:' field contains the text: 'Enter bulk notification message here.' Below the message field, there is a signature block: 'Regards, John M Jacob, johnjacob.ct@mail.mil, 443-861-8200'. At the bottom, there are 'Send' and 'Cancel' buttons.