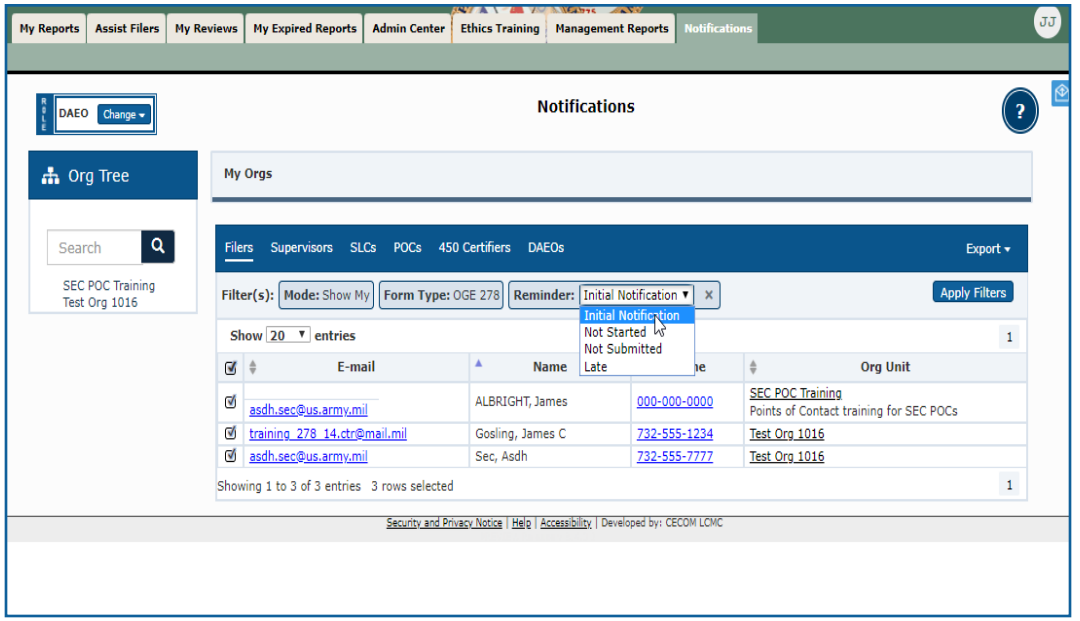
Reminding Filers and Supervisors

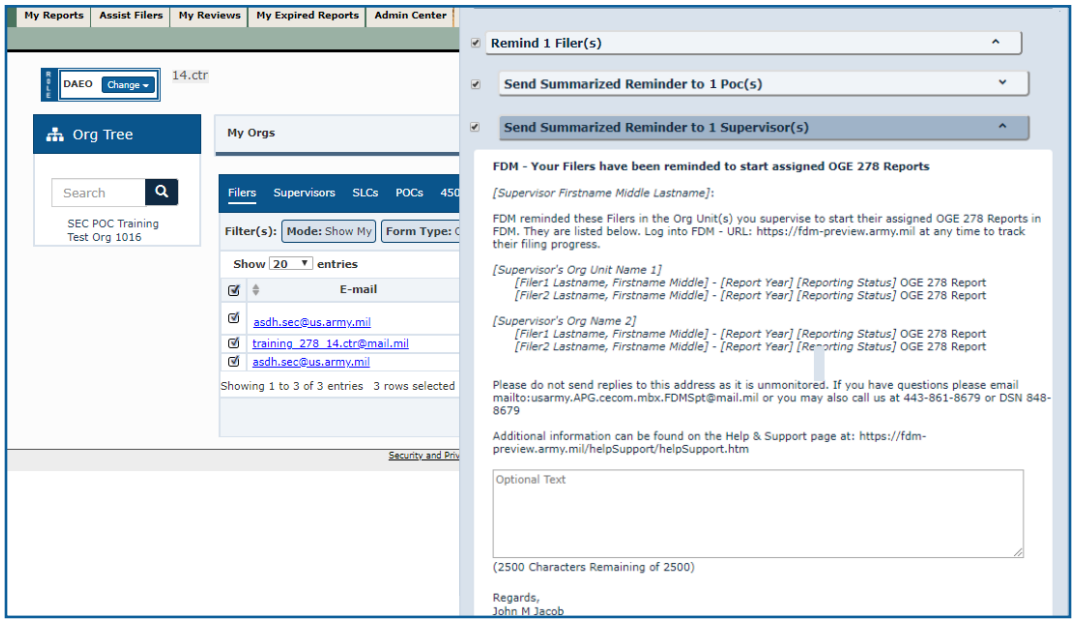
After your Filers are assigned reports to file in FDM, you can send Reminder messages from the Notifications tab to monitor and notify Filers/ Supervisors of their filing/reviewing duties.

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.





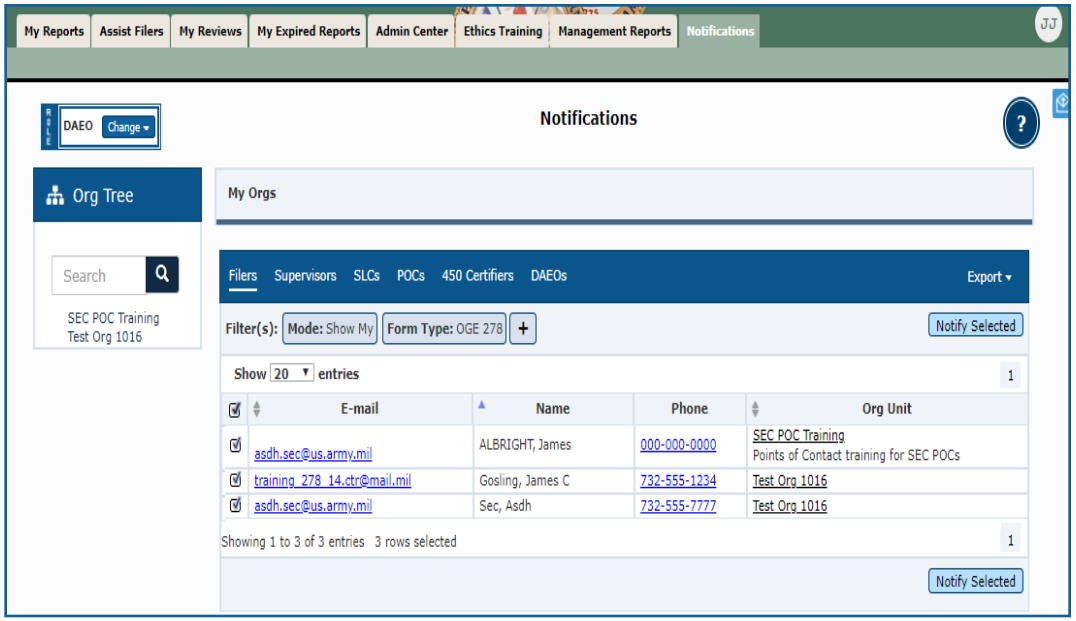
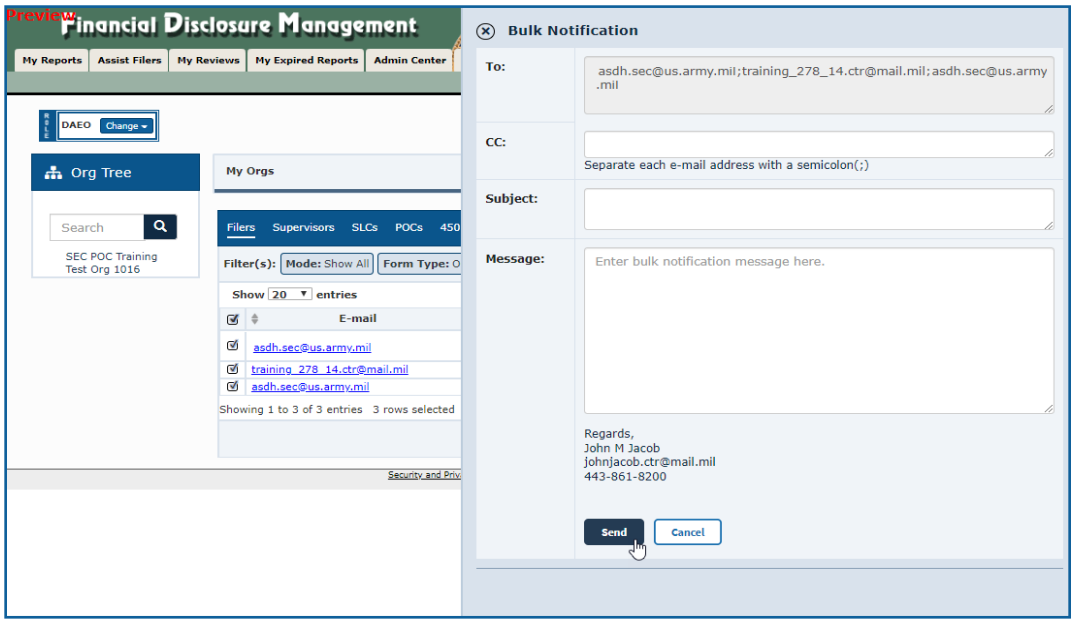
Sending Bulk Notifications

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.