



How to Use the FDM User Interface

Common Tabs, Tab Menu Items, and Buttons

Most pages provide tabs, tab menu items, buttons and instructions.

Tabs
Click to display the first page for the tab, and the tab menu items.

Tab Menu Items
Click to display the page for the menu item.

Logout
Click to exit the application.

Instructions
Provide directions on how to enter data on the page.

Footer
Provides links to:
- Security and Privacy notice
- FDM Help page
- Accessibility statement.

The screenshot shows the "Financial Disclosure Management" interface. At the top, there are navigation tabs: "My Reports", "My Info", "Review Filers", "Admin", and "Resources". Below these are sub-tabs: "Reports List", "Report Data", "Attachments", "Comments", "Flags", "Audit Trail", "View/Print", and "Review Status". A "Logout" button is located in the top right corner. The main content area is titled "Draft - Faye A. Baxter, 2005 Annual OGE 450 Report" and includes a "Common Questions" sidebar. The "Add Outside Position" form contains fields for "Organization" (Name, City, State, Country) and "Position" (Title, Type). A "No Longer Held" section asks "Did you hold this position at the end of the reporting period?" with "Yes" and "No" radio buttons. At the bottom, there are "Save" and "Cancel" buttons, and a footer with links to "Security and Privacy Notice", "Help", "Accessibility", and "Developed by: C-E LCMC".



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Report Data Page Components

Most pages provide tabs, tab menu items, buttons and instructions.

Page Title
The Report Data page (e.g., Add Liability) for the highlighted Report Data button (e.g., Liabilities).

Click a question to open the Common Questions dialog.

Report Data Page buttons
Click to display a page on the Report.

Command buttons
Click to navigate as described in the table below.

Common Questions

- What liabilities can exclude?
- What are some examples of reportable non-investment income?
- Do I have to report revolving charge accounts?
- Do I have to report loans from relatives?
- Do I have to report home mortgage?
- Glossary

Common Questions

- **What non-investment income can I exclude?**
Do not report: Federal Government salary or retirement benefits such as the Thrift Savings Plan; Social Security benefits; Dependent child's earned income.
- **What are some examples of reportable non-investment income?**
Examples of reportable non-investment income are fees, salaries, commissions, retirement benefits, honoraria, scholarships, prizes, and gambling income.
- **Do I have to report an honorarium donated to a charity?**
Yes, you must report honoraria received and subsequently donated to charity.
- **What do I report if I made a donation to a charitable organization in lieu of an honorarium?**
The name of the charity, the source and date must be reported. Only honoraria that meet specific criteria can be donated to charity in lieu of receipt. For example, they cannot exceed \$2,000, and the donation cannot give any special financial benefit to the employee or certain relatives.

Click:	To...
Save	Save the entries you made on this page and go back to the list page.
Cancel	Go back to the previous page without saving the entries you made on the current page.
Add...	Add another row of data to the page you are working on. Example: You have just added and saved data on the Assets page. To add another asset, you would click Add Asset. FDM opens a new Asset page so that you can add data.
Back	Go back to the previous page or step in the process. Do not click the Back toolbar button on your browser. Clicking the Back toolbar button on your browser may cause unexpected results.

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Understanding Validation Errors



Error Message

When you click Save, FDM validates the Report page and displays any validation errors in red.

Information Message

Depending on the error, FDM may display an information dialog which explains what you can do next. Choosing **OK** on the dialog may result in red or yellow flags during wrap up.

The screenshot shows the 'Financial Disclosure Management' interface for a 'Draft - Faye A. Baxter, 2005 Annual OGE 450 Report'. The 'Add Non-Investment Income' section is active. A red error message is displayed: 'It is required to specify if the income was still being received.' An information dialog box from Microsoft Internet Explorer is open, containing the same error message and 'OK' and 'Cancel' buttons. The form fields include Name (Joe Baxter), City (South Plainfield), State (NJ), and Country (USA). The 'Type of Non-Investment Income' section has 'Salary (other)' selected. The reporting period is 10/01/2004 through 09/30/2005.