Agency Notice Manager (ANM)

Job Aid

IN THE BUSINESS OF YOUR SUCCESS℠

Get Started

Welcome!

The *Agency Notice Manager Job Aid* provides you with a high-level overview of how to access agency notices, agency notice statuses, and agency notice response packages. For an in-depth look at all of the features and functions of this application, refer to the *Agency Notice Manager User's Guide*.

The Client Master and/or Client Administrator (client-appointed) are responsible for the administrative management of application users through Netsecure and the Security Services Administration application. Please contact your company's Client Master or Administrator to assist you if you have questions regarding access authorizations. For users who are Client Masters or Administrators, more detailed instructions are available in the *Security Services Administration Guide*.

System Requirements

To access the ANM application, you are required to have the following:

- Microsoft Windows[1] XP Professional, Windows Vista, or Windows 7
- Microsoft Internet Explorer[1] Versions 7, 8, or 9 (set to accept third-party cookies), Firefox 3.5 or higher, or Safari
- Adobe Acrobat Reader[2] 8.3 or higher
- Browser Security set to Medium with JavaScript, ActiveX controls, and plug-ins enabled (JRE 1.6.0 or higher for Java[3] Applet functionality)
  *If your workstation does not meet the minimum Java Runtime Environment (JRE) 1.6.0 requirement, please contact your internal workstation support department.
- 640 x 480, 256-color screen resolution or higher
- 56K modem or higher (DSL/Cable, T1 line, or ISDN recommended)

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[2] Adobe® Acrobat® Reader® are trademarks of Adobe Systems Incorporated

[3] Oracle and Java are registered trademarks of Oracle and/or its affiliates

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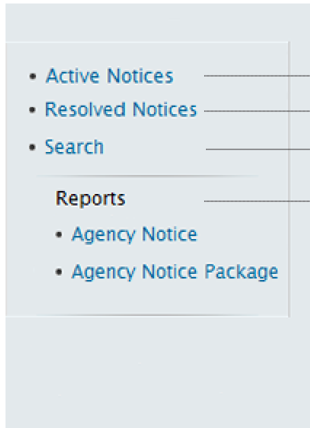
Make A Selection

Menu Options

The Main Menu offers several options to help you manage your active or resolved agency notices.



Active Notices
Click to display agency notices that have been received but not yet resolved.

Resolved Notices
Click to display agency notices that have been resolved and responded to within the past 30 days.

Search
Click to search for an individual notice using the assigned agency notice number.

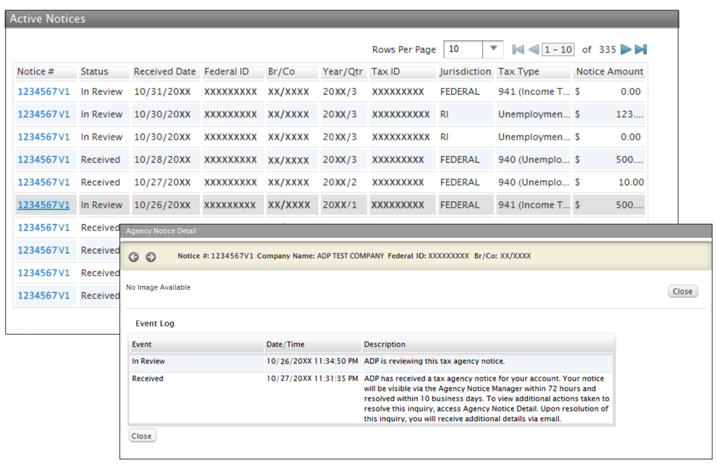
Reports
Click to access the agency notice reports currently available on this application.

Manage Notices

Active Notices

When this option is selected, all notices that have been received, but not yet resolved, will display.

Click on a notice number to display the Agency Notice Detail window and view the actions taken on the notice.

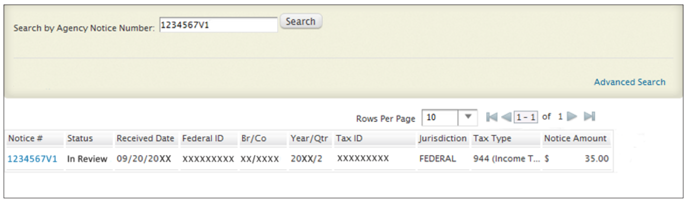


Manage Notices

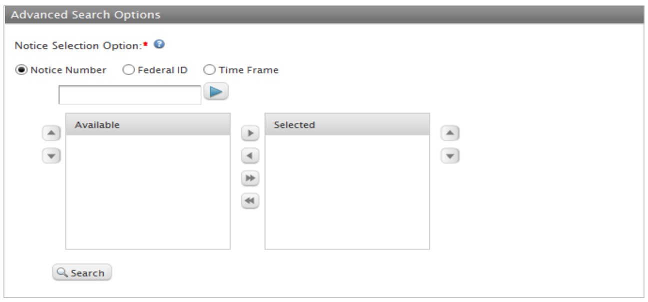
Search

To search for a specific notice, enter the entire notice number (nine-digit including the version number) or the first seven digits in the **Search by Agency Notice Number** field.
Click **Search**.

The notice(s) that matches your selection will display. If there is no match for the notice number entered, the screen will display the message: *No Rows Available*.



An advanced search can also be performed by clicking on **Advanced Search**, a function that allows you to search for more than one notice using the following search criteria: *Notice Number, Federal ID,* or *Time Frame.*

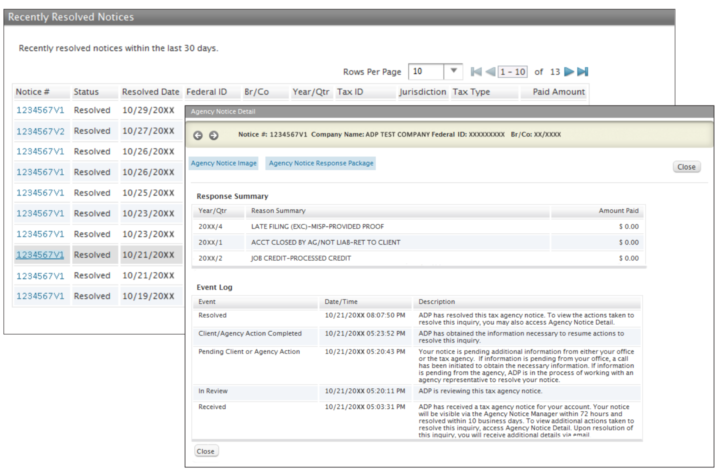


For step-by-step procedures on how to use Advanced Search, refer to the *Agency Notice Manager User's Guide*.

Resolved Notices

When this option is selected, notices that have been resolved or responded to in the past 30 days appear.

Click on a notice number to display the Agency Notice Detail window and view the actions taken to resolve the notice.



To access a copy of the agency notice (if available) or response package, click **Agency Notice Image** or **Agency Notice Response Package**.

Reports

When this option is selected, two reports (*Agency Notice* and *Agency Notice Package*) can be viewed, exported, or printed.

After selecting a report, you can either generate a *full report* or generate a *report using optional filters*. In the example provided, a full report is being generated for the *Agency Notice* report using one of the three required fields.

Notice Number

1) Click **Notice Number**.

2) Enter the entire notice number (nine-digit including the version number) or the first seven digits, then click **Select** to move the selection(s) to the Available list box.

3) Click to highlight the notice number(s) from the Available list box, and click **Move Selected Right** to move the selection(s) to the Selected list box. Note that only criteria in the selected list box will be included in the report.

Federal ID

1) Click **Federal ID**, then click either **Federal ID**, **Branch/Company Code**, or **Company Name**.

2) Enter the appropriate information based on your selection, then click **Select** to move the selection(s) to the Available list box.

3) Click to highlight the selection(s) from the Available list box, and click **Move Selected Right** to move the selection(s) to the Selected list box. Note that only criteria in the Selected list box will be included in the report.

4) In the **Status** field, click either **Active**, **Resolved**, or **Both.**

Time Frame

1) Click **Time Frame**, then click either **Year/Quarter** or **Received Date**.

2) For Year/Quarter, click to highlight the year/quarter(s) from the Availalbe list box, then click **Move Selected Right** to move the selection(s) to the Selected list box. Note that only criteria in the Selected list box will be included in the report.

3) For Received Date, enter desired values (MM/DD/YY format) in the **From** and **To** fields, or click the **Calendar** icon.

4) In the **Status** field, click either **Active**, **Resolved**, or **Both.**

NOTE: The maximum calendar date range is 100 days.

After completing the steps above, do the following:

1) Click **Next** to continue to Step 2 of 2: Review Options for Agency Notice Report.

2) Review the information for accuracy. If all options are correct, click **Run Report**. To modify, click **Previous** to go back. The report displays in Crystal Reports Viewer.

To find out how to generate a report using optional filters, refer to the *Agency Notice Manager User's Guide.*