DNP Quick Reference Card

RELEASE 6.2

Overview of Release

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Release Enhancements

Continuous Monitoring Portal User Interface Redesign

Description: Between August 2019 and March 2021, the Do Not Pay Portal will be undergoing a major redesign based on user feedback. The purpose of this redesign is to improve the ease of navigation and increase the usefulness of the various functions. Currently, Online Search, Batch Matching, and Continuous Monitoring are the redesigned functionalities. All other functionalities will remain in the Legacy Portal until their scheduled upgrade (see Future Updates).

Redesigned Continuous Monitoring Landing Page

Announcements
New messages will posted here.

Legacy Portal
Click to go to the legacy modules.

Help
Click here for guidance relevant to the current page.

Export Format
Click on the drop-down arrow to choose the file format for exporting results.

Export All
Click here to Open or Save results.

Continuous Monitoring
Click here to launch.

Match Level
Clicking on a number will take you to the Payment Results filtered by the corresponding match level of Conclusive, Probable, or Possible.

View Results
Click here to see Payment Results onscreen for the corresponding file.

Navigation Bar
Attempting to click on any icons other than Online Search, Batch Matching, or Continuous Monitoring will result in a pop-up box directing users to click on the link at the top of the screen to re-direct to the legacy Portal.

Release Enhancements (cont.)

Payment Results Screen

- You can filter your list by selecting from the drop-down menus for Match Level, Data Source, and Agency Location Code. Multiple selections can be made in each drop-down.
- Click **[View Results]**.

Match Detail Screen

- The *Match Detail* screen displays matches based on available data sources. Click anywhere within the data source box to show details. ***Note:** *Match Detail* information is now split between the general information displayed at the top of the page and the data source information at the bottom.
- To save or print the details, click **[Save/Print Detail]**.
- To see greater detail, click **[Show]**.
- If a record you know represents a proper payment and is continually showing up in match results, you can choose to apply a Whitelist Reason. Select the hyperlinked text in the Whitelist Reason column to do so.

Release Enhancements (cont.)

## New Matched File Indicator

Description: If either Batch Matching or Continuous Monitoring includes new match results that have not been viewed by the user, a green circle will be displayed next to the corresponding icon in the navigation bar.
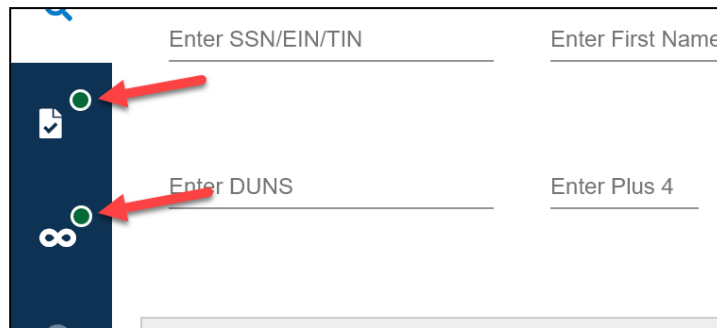

Viewable Matches Limit

Description: The Portal has a maximum limit of 50,000 viewable matches on the *File Selection* page. If a submitted file exceeds this limit, the **[View Results]** button is replaced with an **[Export Only]** button along with a blue exclamation mark. Hovering the cursor over this exclamation mark will result in a pop-up window informing the user of this limit, and instructing them to export the file in order to view. Users are able to filter the export file by match level.
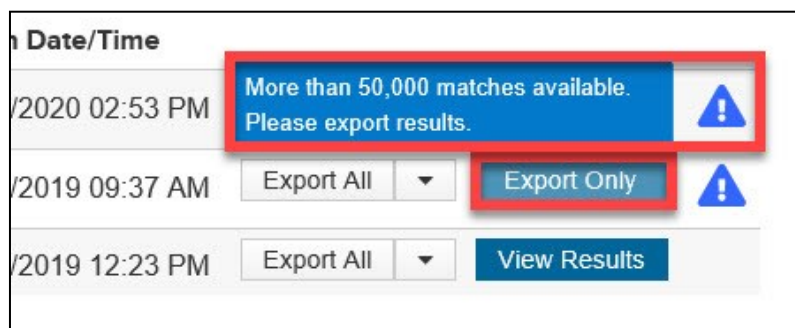
Export Limit

Description: The Portal has a maximum limit of 200,000 records for export. If a user attempts to export a file that exceeds this limit, an *Export Limit Exceeded* window will open. This window will display the records grouped by match level, and any group within the limit that can be exported will be selectable.
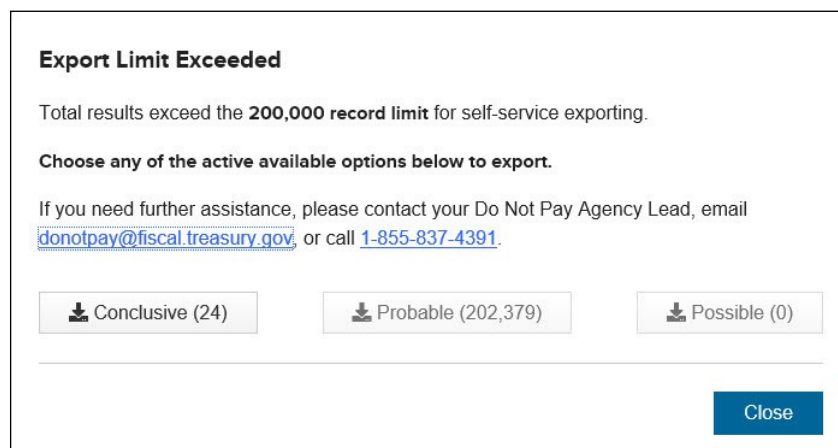
Release Enhancements (cont.)

Outcome

Description: At the bottom of the *Match Detail* page is the Outcome section that provides valuable information regarding the resolution of matches. This information helps to measure the effectiveness of the DNP Portal in identifying and preventing improper payments. (Accepted symbols for Dollars field $ and .)

Future Updates

Timeline for Functionality Upgrades to Redesigned Portal

This diagram shows the timeline in which each of the functionalities will be upgraded to the redesigned site, with a completion date by March 2021.