BND
Bank of North Dakota

Business Activity Monitor Guide

Manage File Transfer (MFT)

Revised November 2016

Business Activity Monitor

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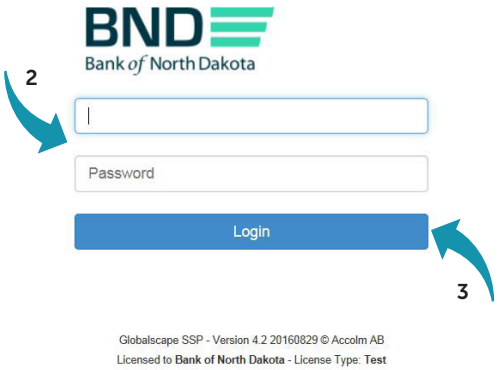
Log in

1. Click on Business Activity Monitor.

2. Enter Username and Password.

3. Click Login.

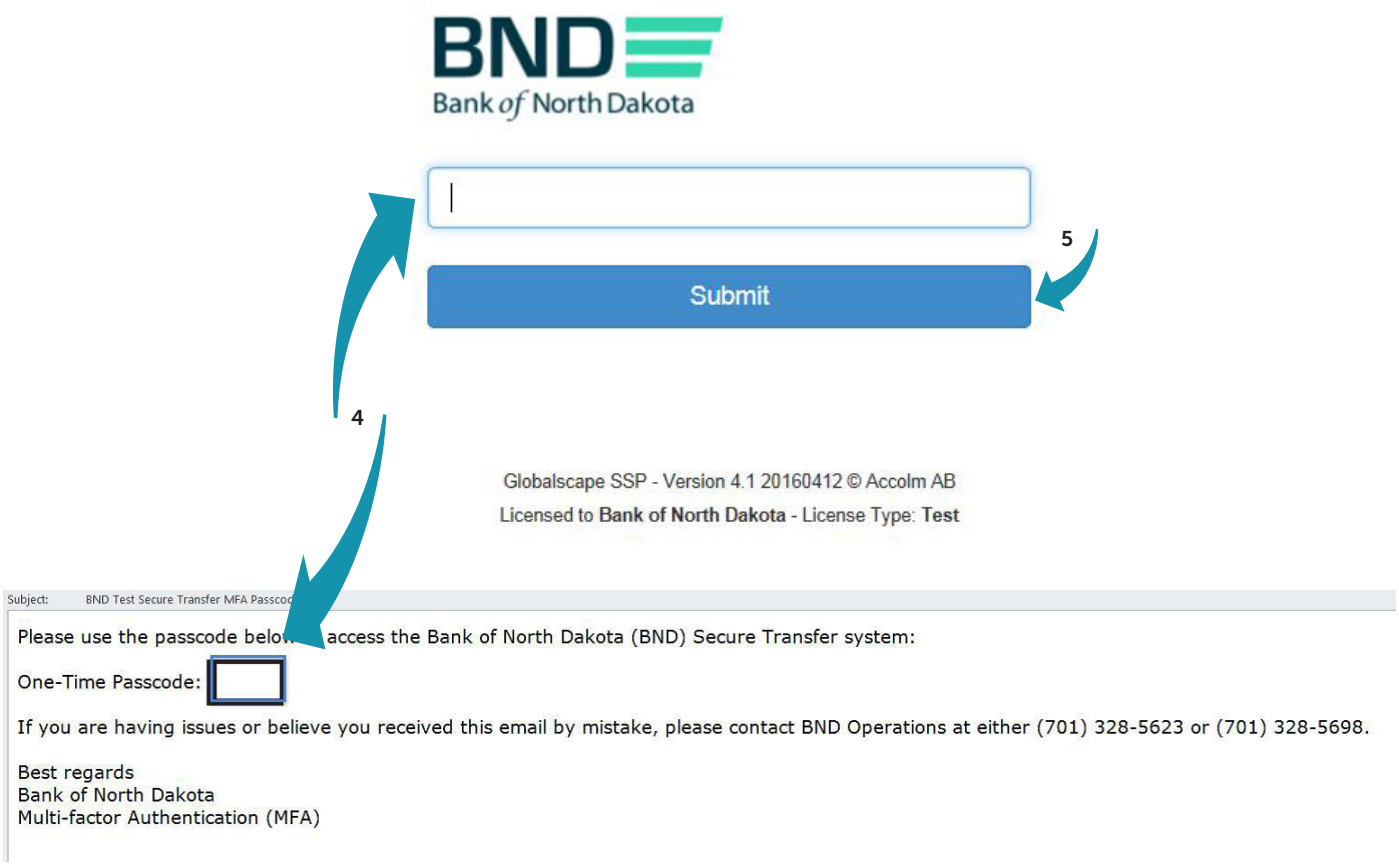
   An email, phone or text notification will be sent to you with a temporary passcode.



4. Enter the Passcode sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

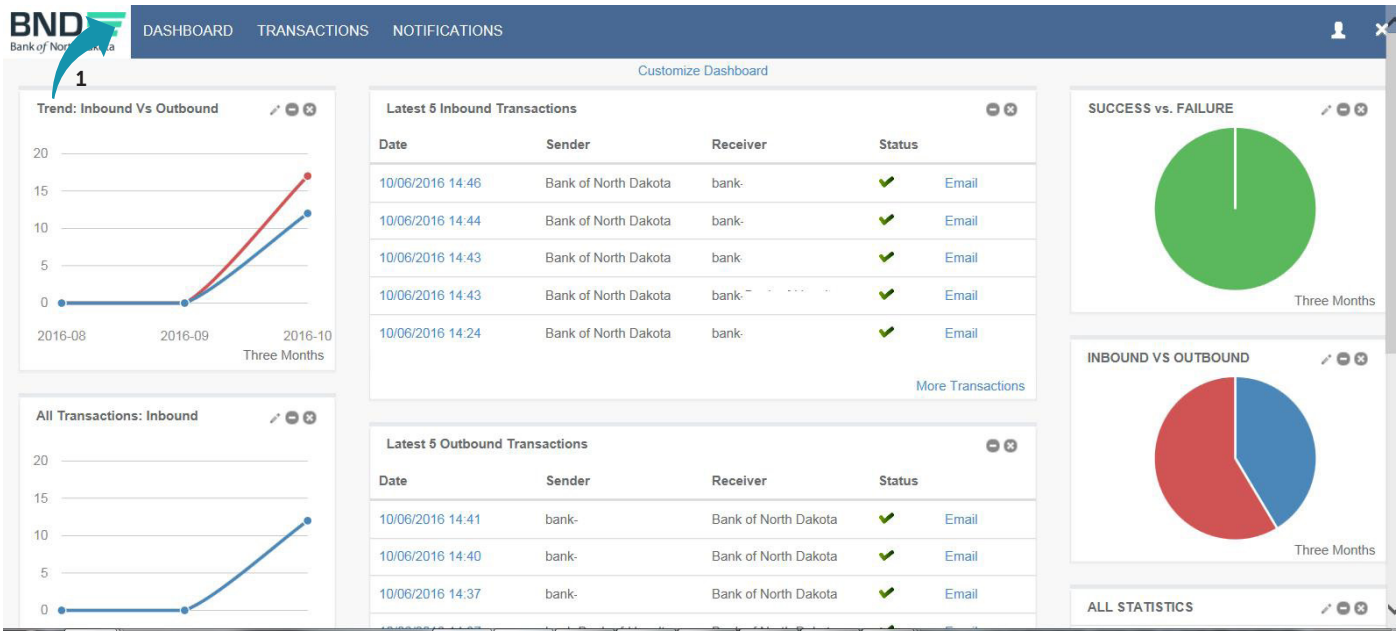
   You have three minutes to enter the one-time passcode before it expires.

5. Click Submit.



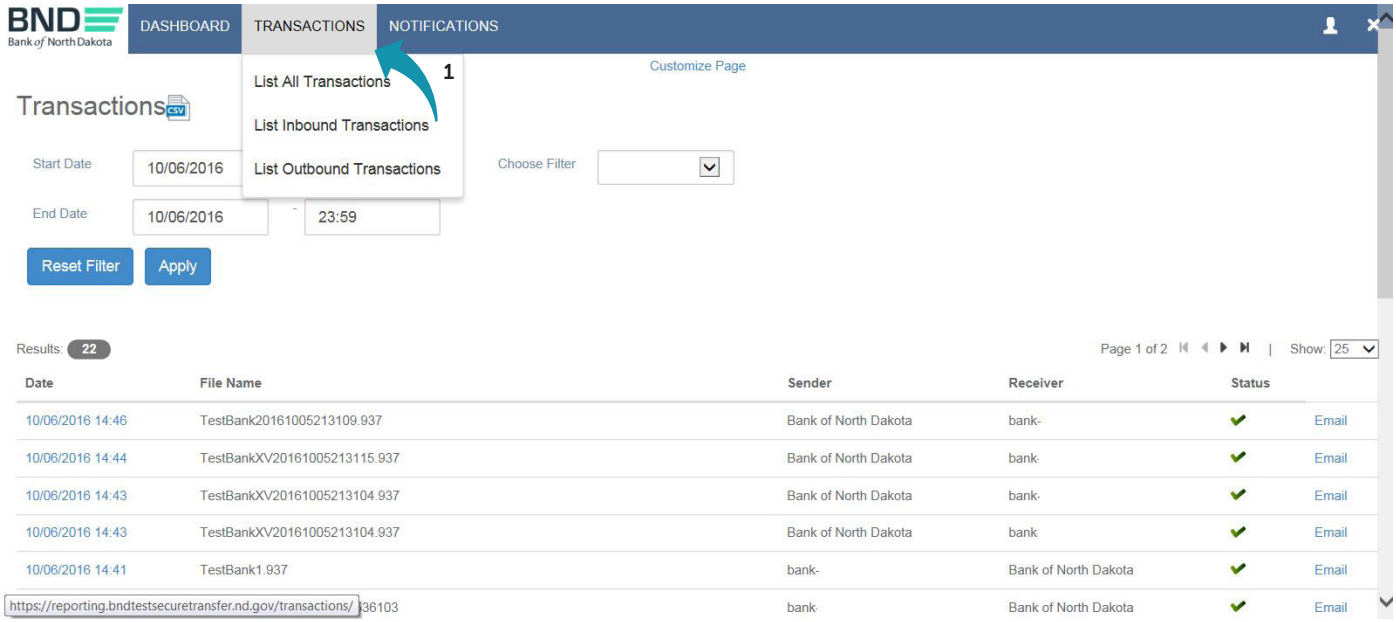
Dashboard

1. The dashboard is an overview of the file transfer activity for all users.

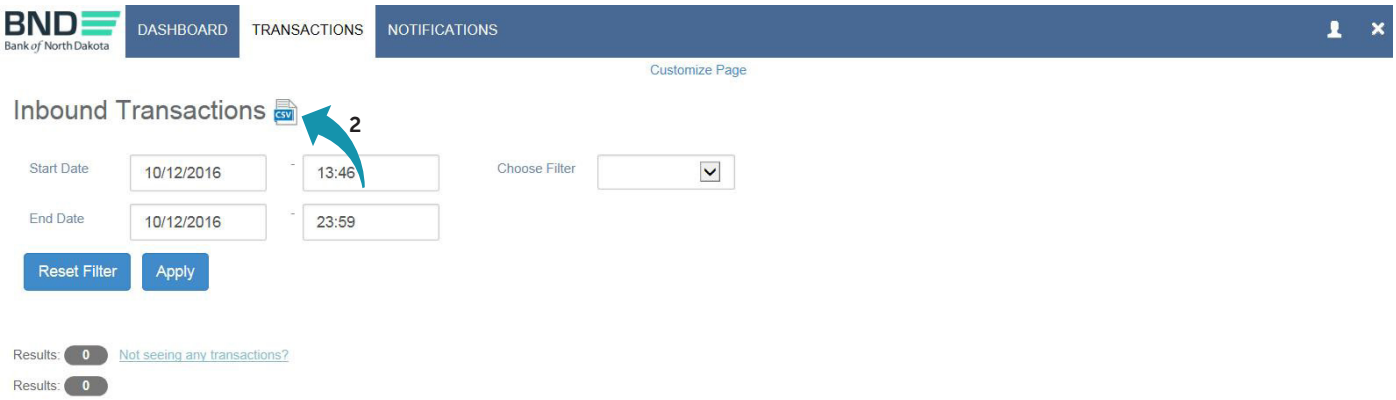


Transactions tab

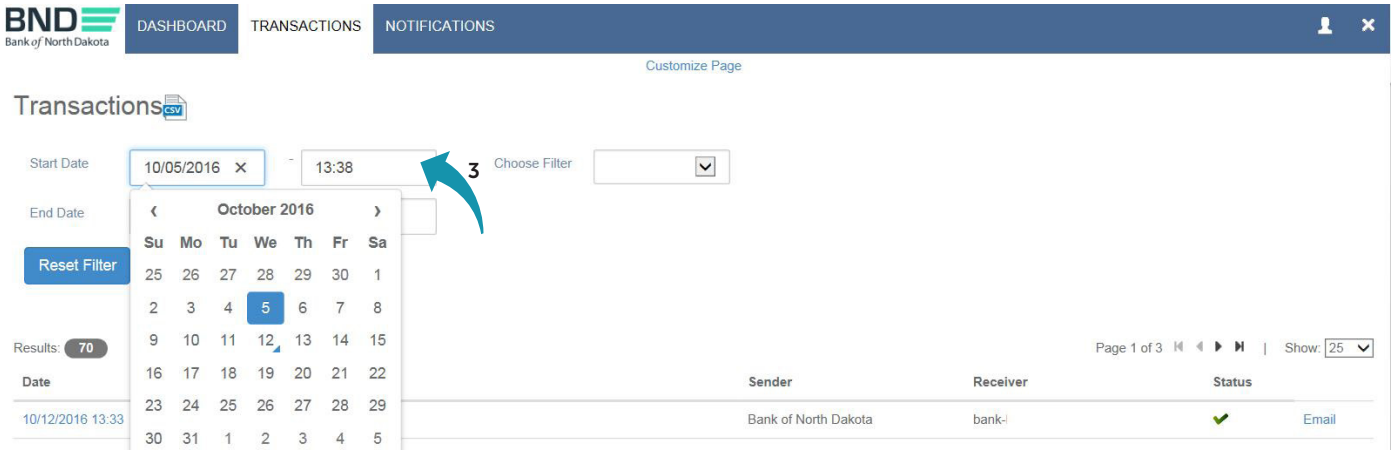
1. The Transactions tab gives you the ability to see the List of All Transactions, List of Inbound Transactions or List of Outbound Transactions.



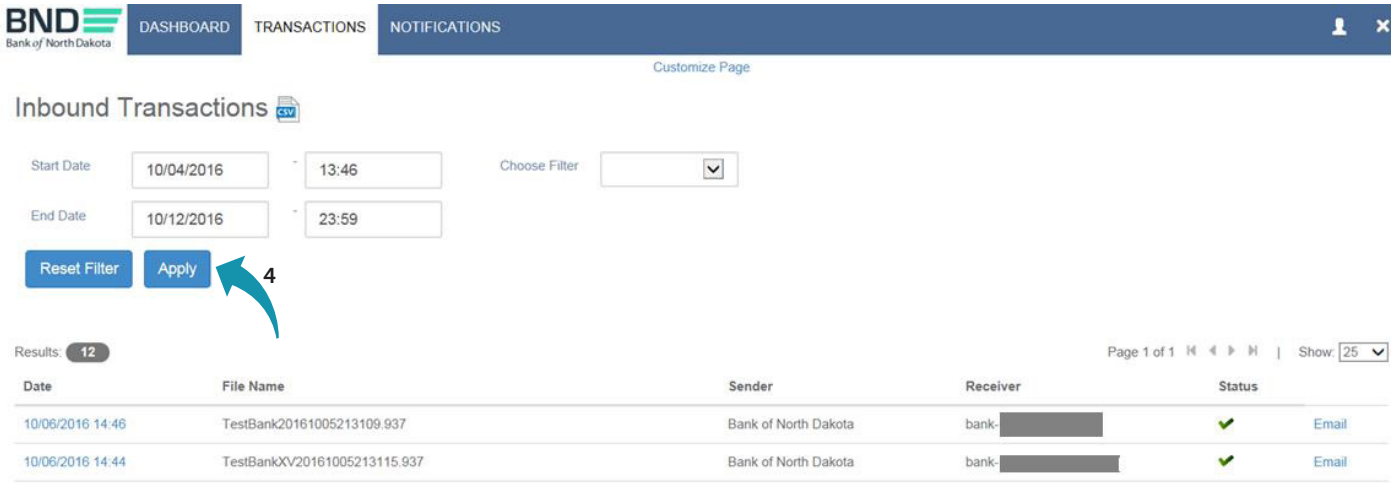
2. When you select a list it will appear.



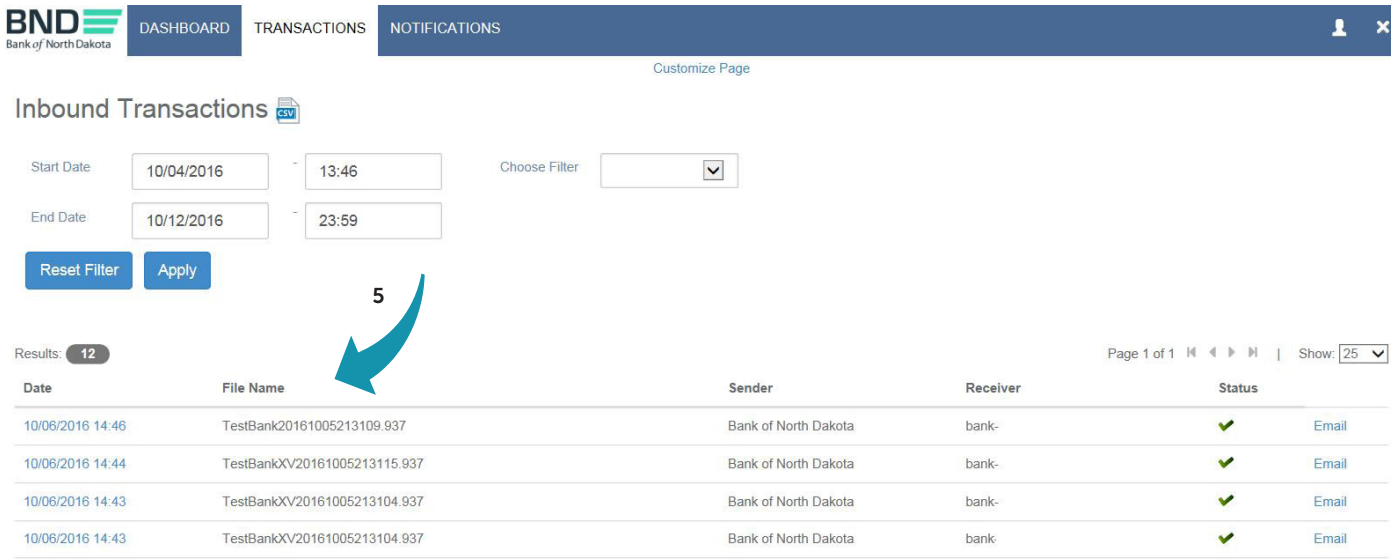
3. Click in the Start Date and/or End Date box and a calendar will open; Select dates.



4. Click Apply.

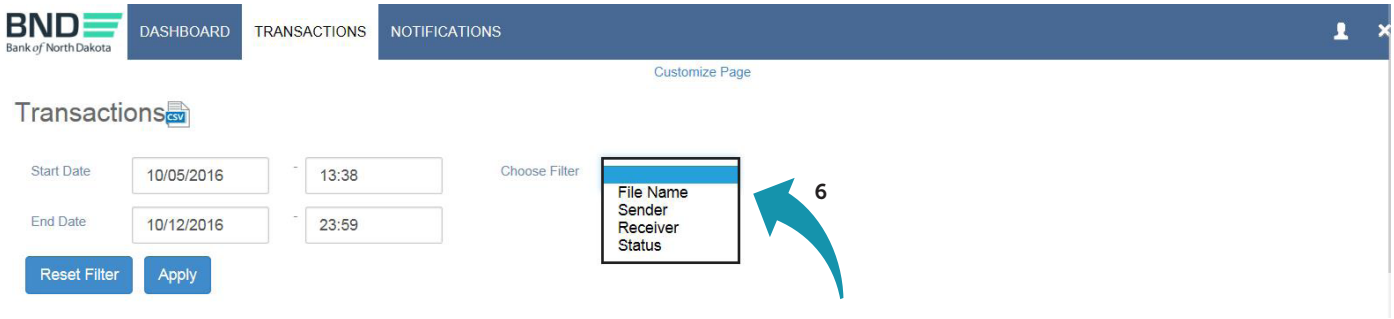


5. The list of transactions will be displayed.

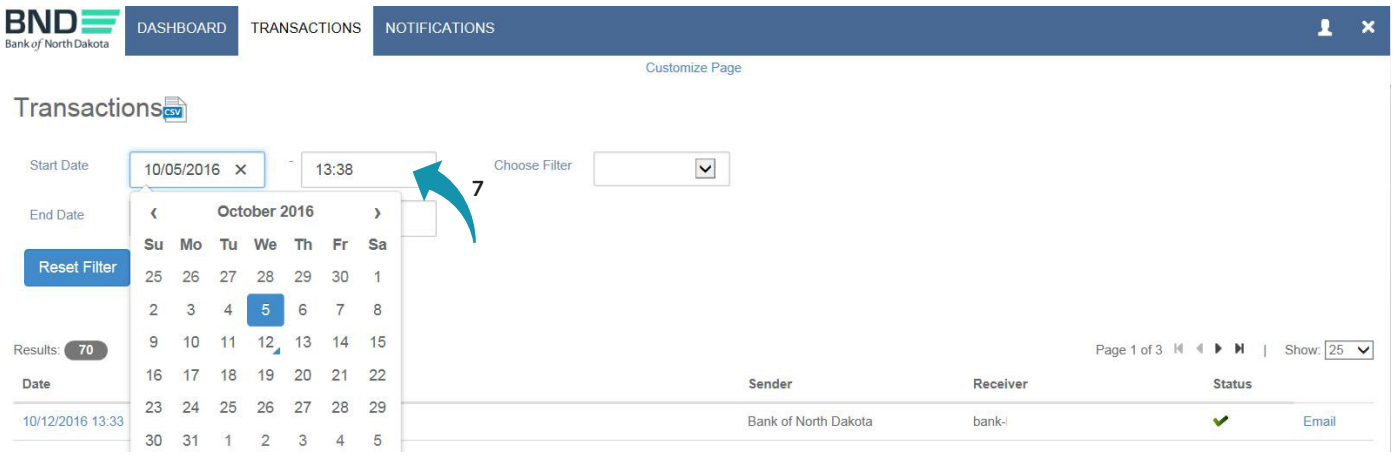


6. You can define your search by selecting one of the following filters:

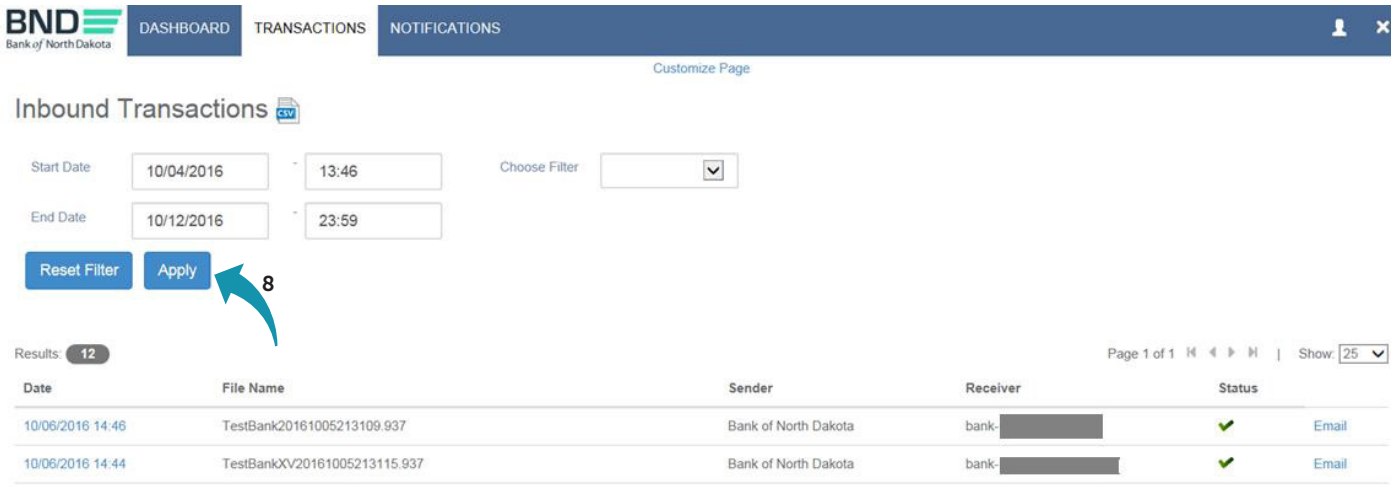
- File Name
- Sender
- Receiver
- Status



7. Click in the Start Date and/or End Date box and a calendar will open.

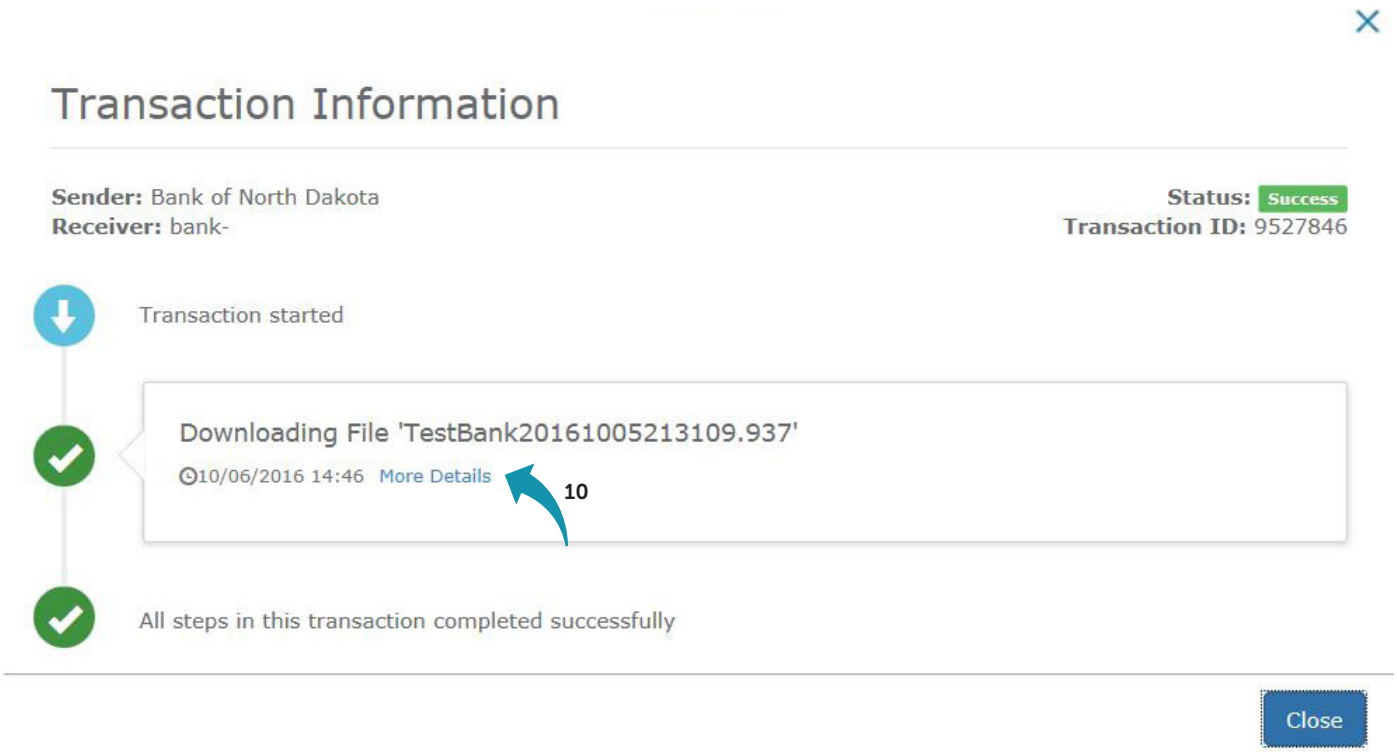


8. When all the search information is selected, click Apply.

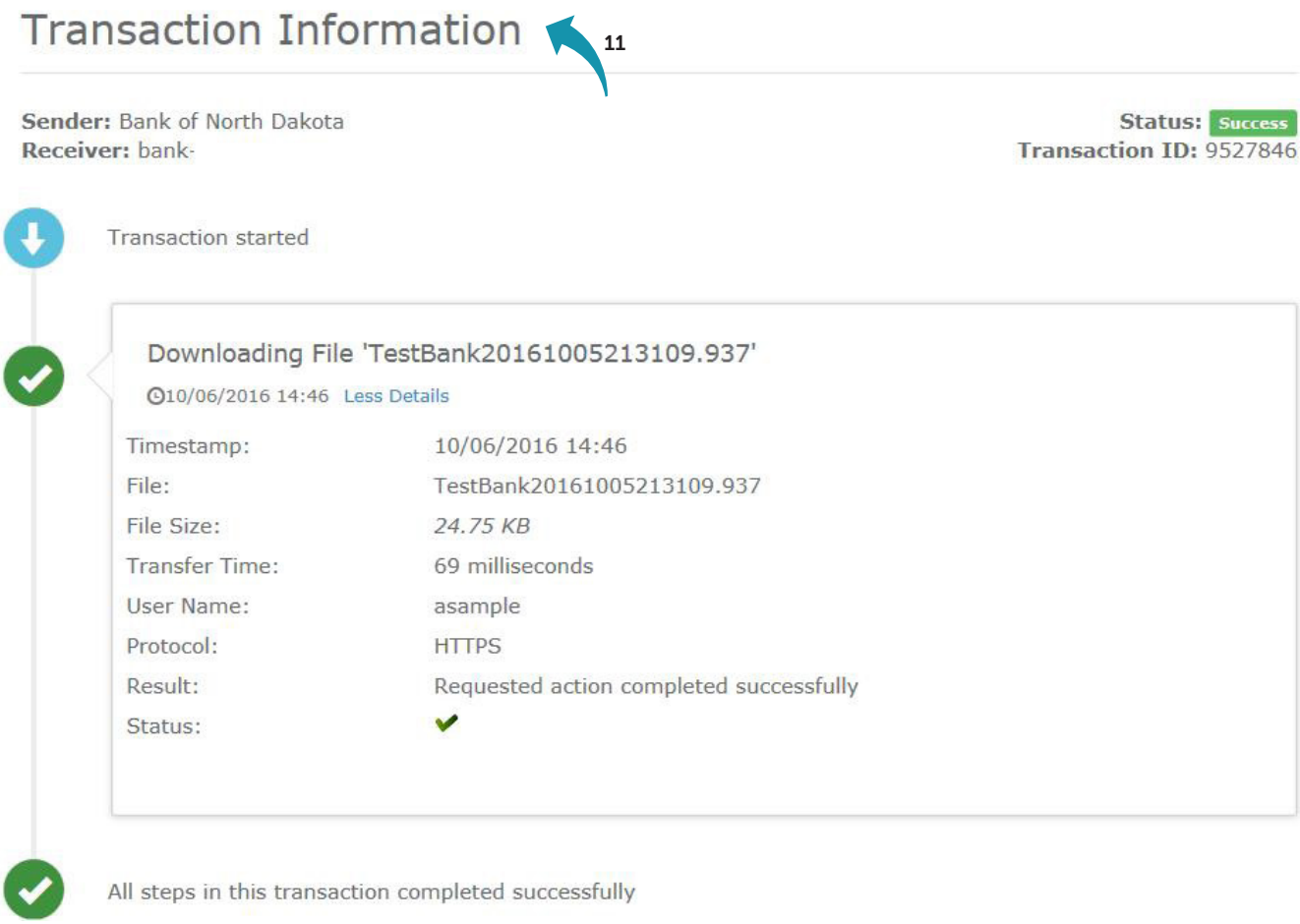


9. Click on the date to view more information about the file.

10. This box is will appear. If you would like more information, click on More Details.

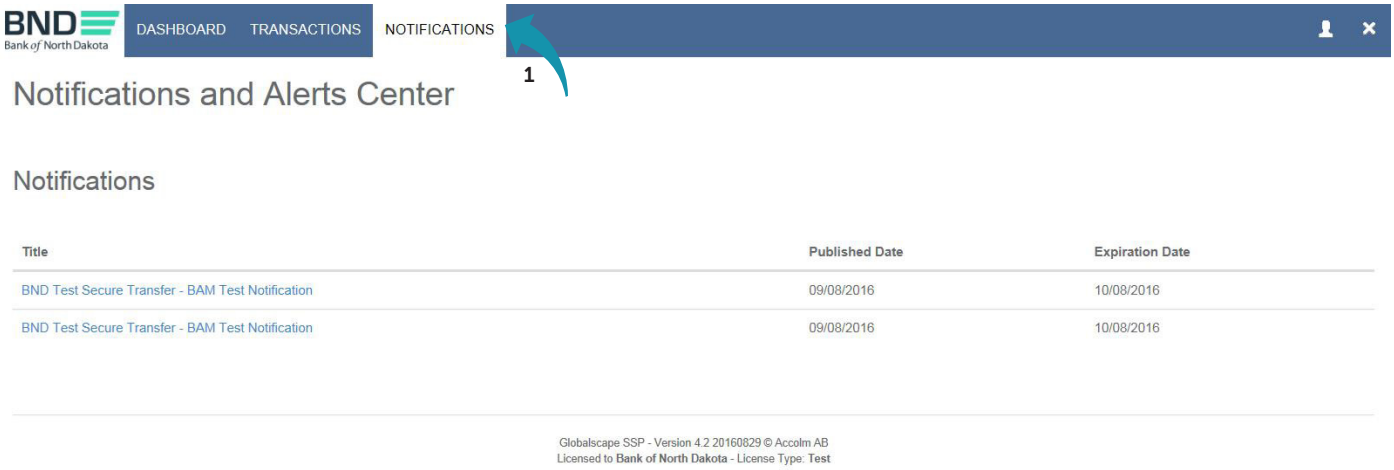


11. This box will appear.



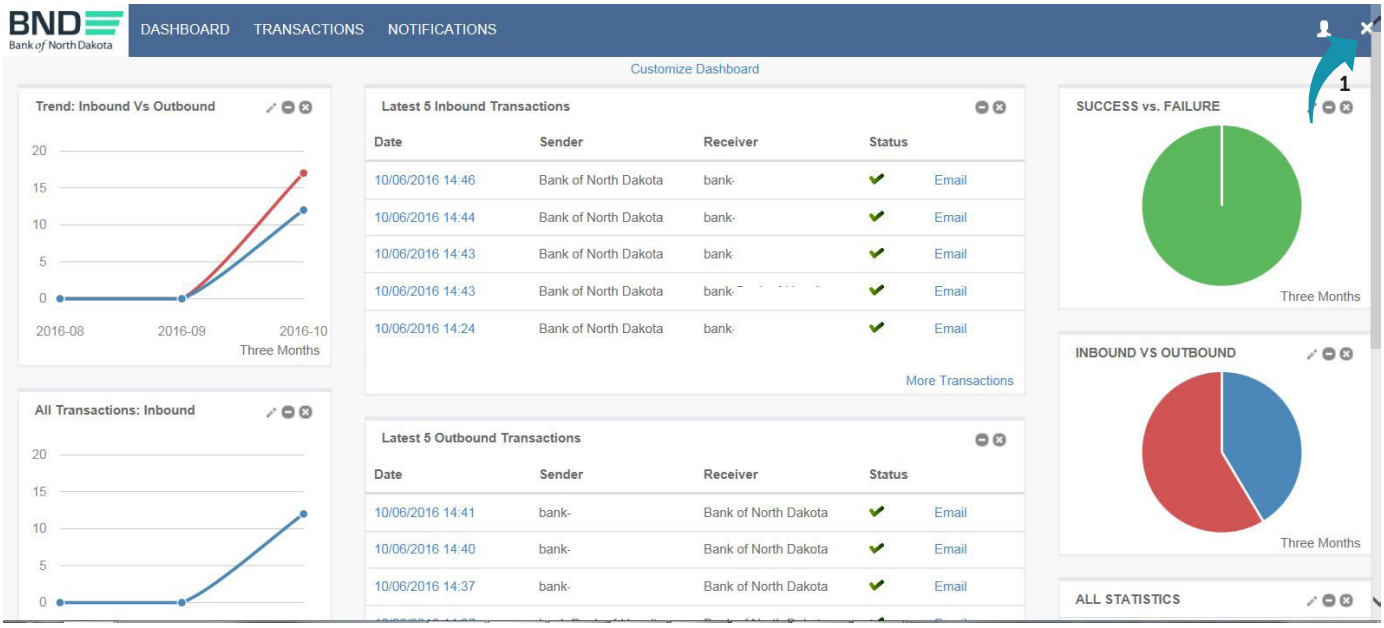
Notifications tab

1. The Notifications tab will show any messages that BND has sent.

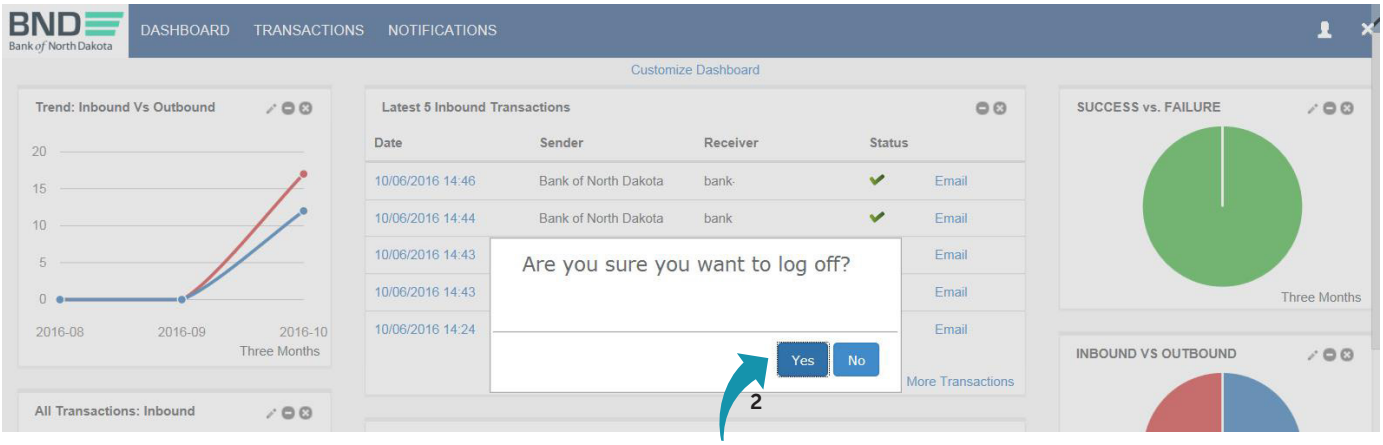


Log off

1. To log off, click the X in the upper right-hand corner.

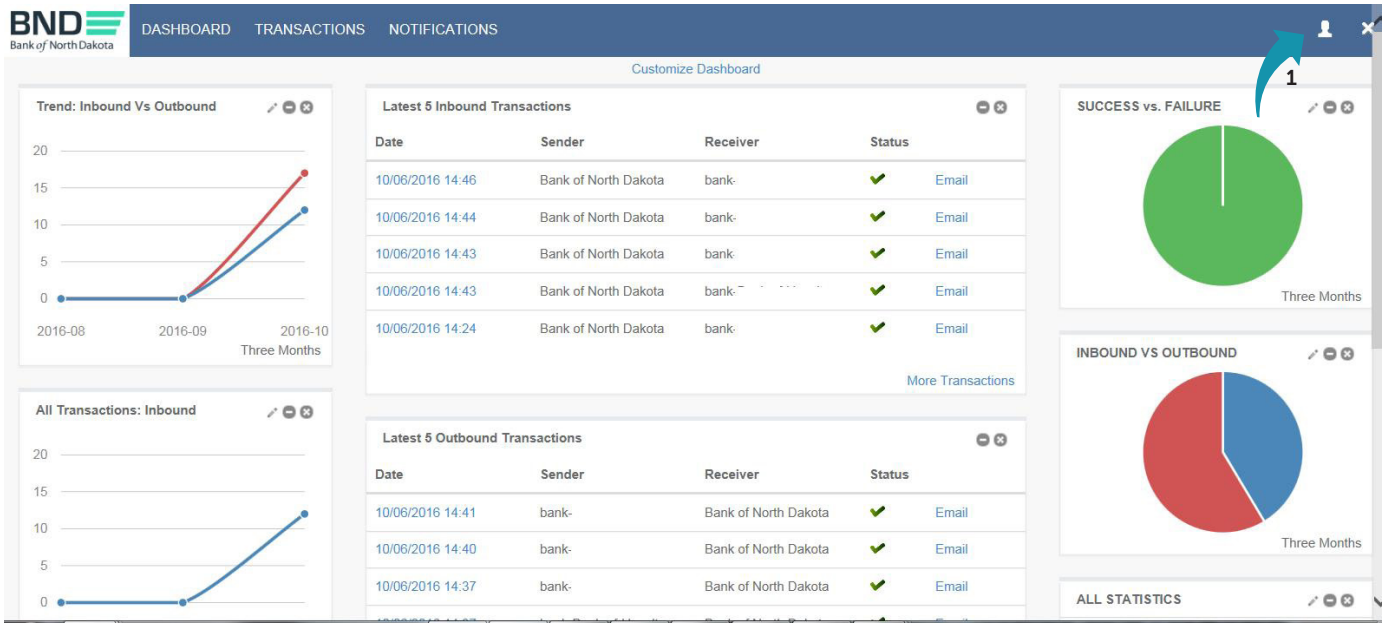


2. Click Yes in the box that appears.

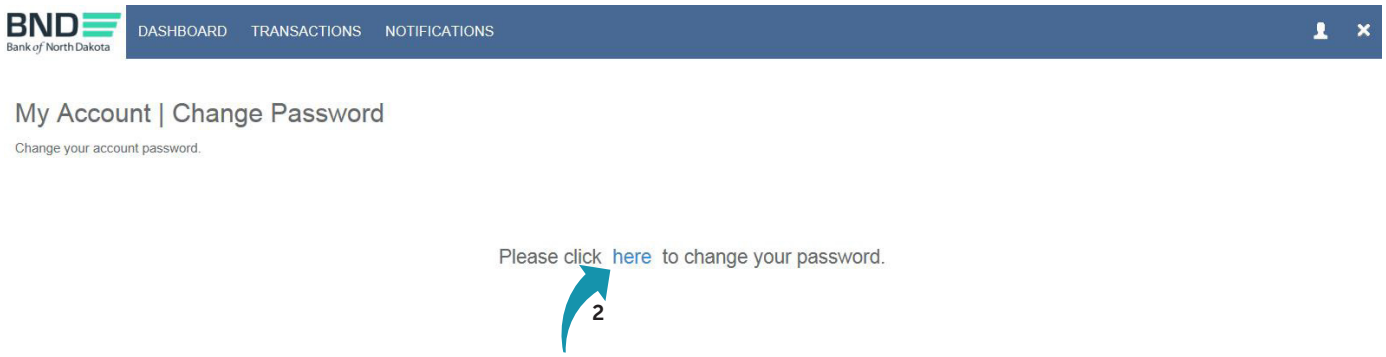


Change password

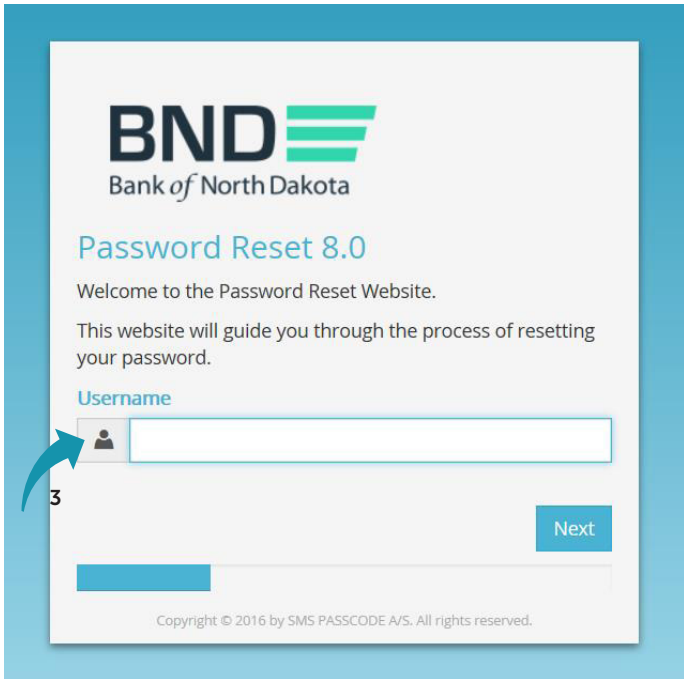
1. To change your password, you can click on this icon.



2. Click on the word "here."



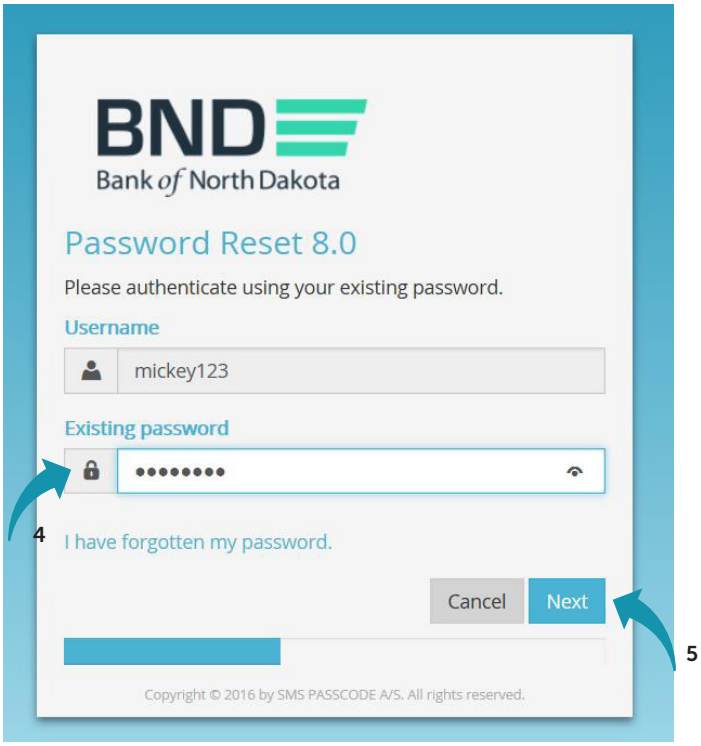
3. Enter Username.



4. Enter Existing Password.

5. Click Next.

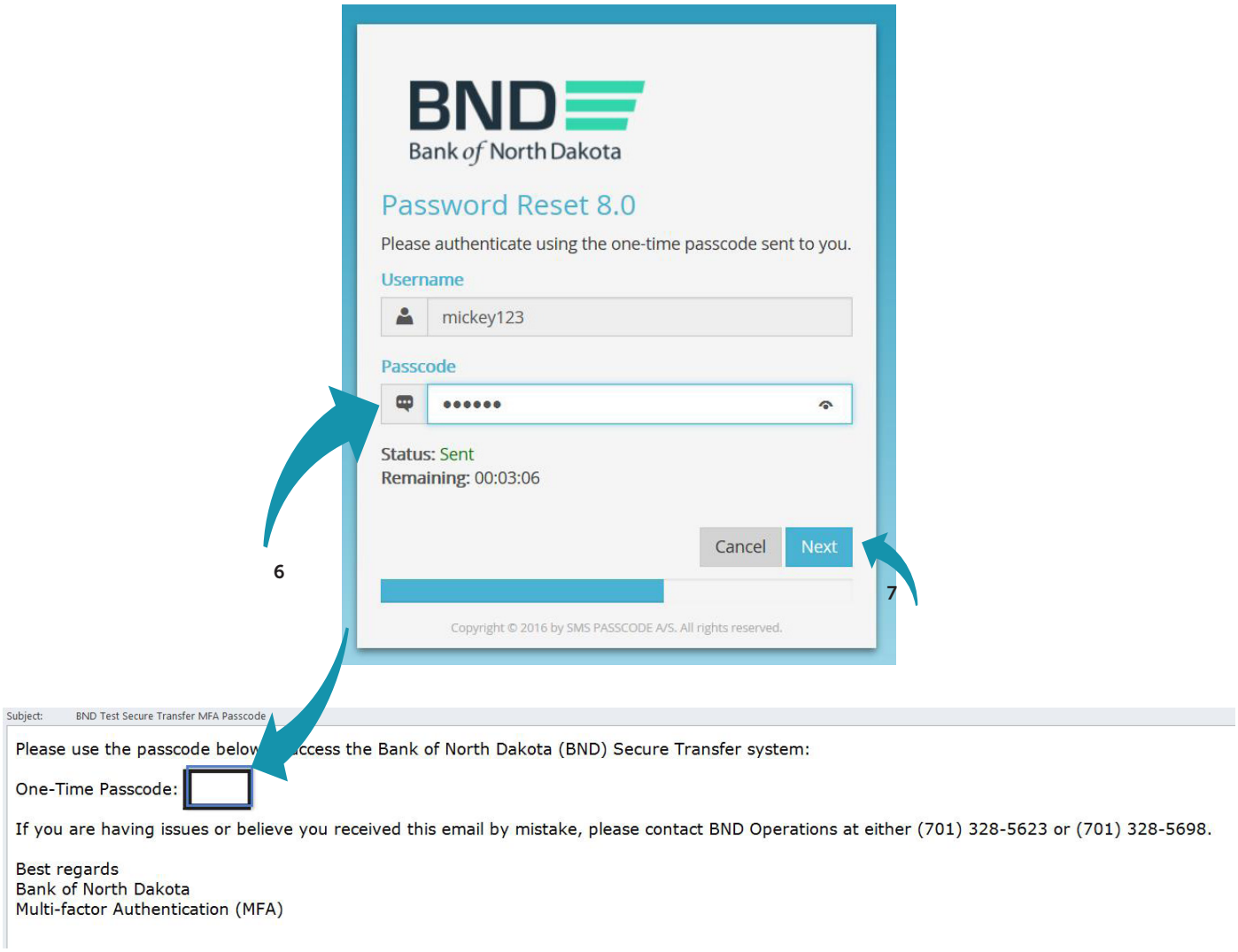
An email, phone or text notification will be sent to you with a temporary passcode.



6. Enter the Passcode sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

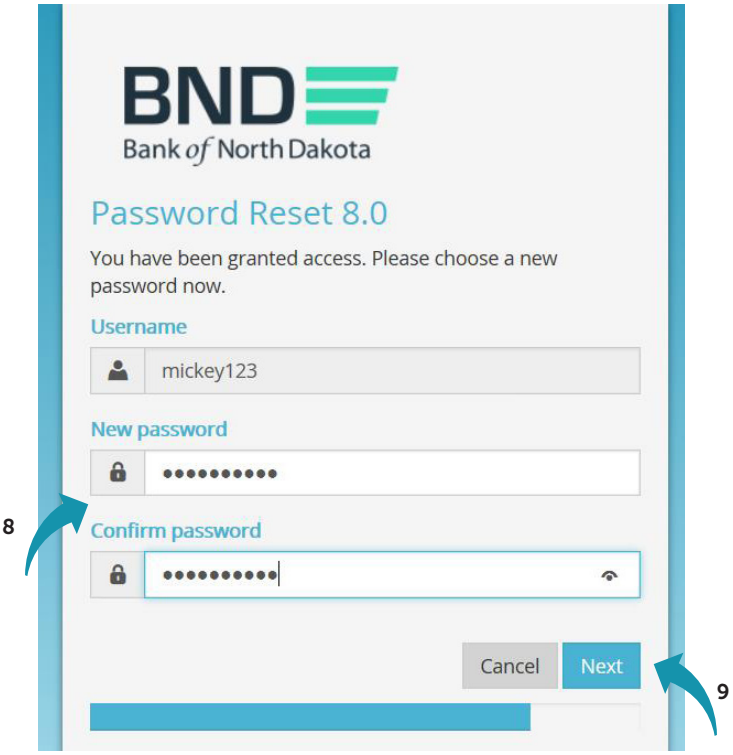
   You have three minutes to enter the passcode before it expires.

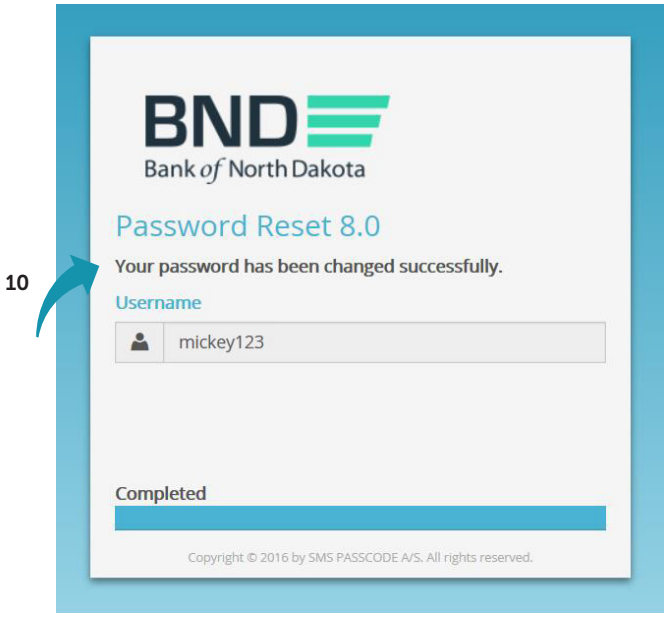
7. Click Next.



8. Create and confirm new Password.
    - Minimum length of 10 characters
    - May not contain the user first name, last name or User Login ID
    - Must incorporate three of the four following complexity requirements:
        - At least one numeric character
        - At least one character in lowercase
        - At least one character in uppercase
        - At least one special character

9. Click Next.



10. You have successfully changed the password.

11. Close the screen.