



# Business Activity Monitor Guide

Manage File Transfer (MFT)

Revised September 2021

# Business Activity Monitor

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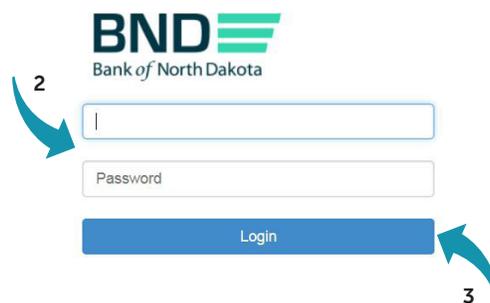
# Log in

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.



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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**.



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Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

All Others: 800.472.2166

Best regards

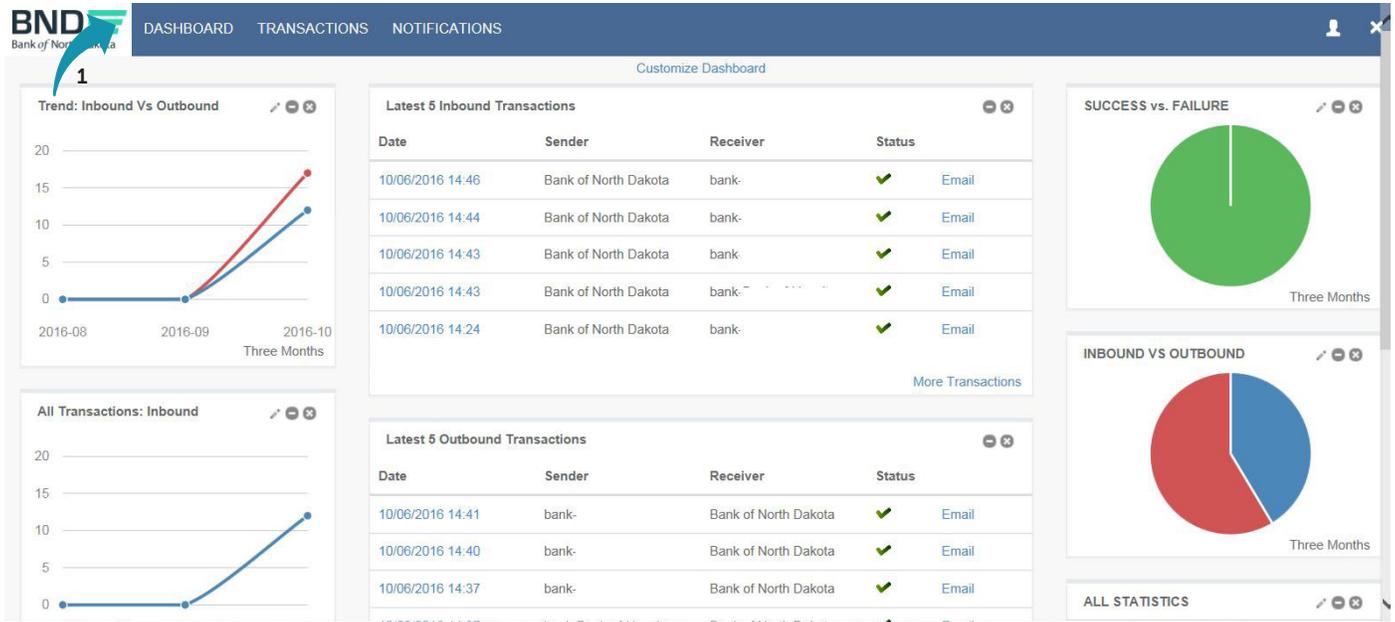
Bank of North Dakota

Multi-factor Authentication (MFA)



# 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**.

The screenshot shows the BND Bank of North Dakota interface. The top navigation bar includes 'DASHBOARD', 'TRANSACTIONS', and 'NOTIFICATIONS'. The 'TRANSACTIONS' tab is active. Below the navigation bar, there are filters for 'Start Date' (10/06/2016) and 'End Date' (10/06/2016 23:59). A dropdown menu is open, showing three options: 'List All Transactions', 'List Inbound Transactions', and 'List Outbound Transactions'. A blue arrow labeled '1' points to the 'List All Transactions' option. Below the filters are 'Reset Filter' and 'Apply' buttons. The main content area shows a table of transactions with columns: Date, File Name, Sender, Receiver, Status, and an 'Email' link. The table contains 22 results, with the first five rows visible. The first row is: 10/06/2016 14:46, TestBank20161005213109.937, Bank of North Dakota, bank-, Status: ✓, Email link.

| Date             | File Name                    | Sender               | Receiver             | Status |       |
|------------------|------------------------------|----------------------|----------------------|--------|-------|
| 10/06/2016 14:46 | TestBank20161005213109.937   | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:44 | TestBankXV20161005213115.937 | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank                 | ✓      | Email |
| 10/06/2016 14:41 | TestBank1.937                | bank-                | Bank of North Dakota | ✓      | Email |

2. When you select a list it will appear.

The screenshot shows the BND Bank of North Dakota interface. The top navigation bar includes 'DASHBOARD', 'TRANSACTIONS', and 'NOTIFICATIONS'. The 'TRANSACTIONS' tab is active. Below the navigation bar, there are filters for 'Start Date' (10/12/2016) and 'End Date' (10/12/2016 23:59). A dropdown menu is open, showing three options: 'List All Transactions', 'List Inbound Transactions', and 'List Outbound Transactions'. A blue arrow labeled '2' points to the 'List Inbound Transactions' option. Below the filters are 'Reset Filter' and 'Apply' buttons. The main content area shows a table of transactions with columns: Date, File Name, Sender, Receiver, Status, and an 'Email' link. The table shows 0 results. Below the table, there are two 'Results: 0' indicators, one with a link 'Not seeing any transactions?'.

| Date | File Name | Sender | Receiver | Status |  |
|------|-----------|--------|----------|--------|--|
|------|-----------|--------|----------|--------|--|

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

Bank of North Dakota | DASHBOARD | TRANSACTIONS | NOTIFICATIONS | Customize Page

Transactions

Start Date: 10/05/2016 x | 13:38 | Choose Filter: [v]

End Date:

Reset Filter

Results: 70

Date: 10/12/2016 13:33

| Date             | Sender               | Receiver | Status |
|------------------|----------------------|----------|--------|
| 10/12/2016 13:33 | Bank of North Dakota | bank-    | ✓      |

Page 1 of 3 | Show: 25

- Click **Apply**.

Bank of North Dakota | DASHBOARD | TRANSACTIONS | NOTIFICATIONS | Customize Page

Inbound Transactions

Start Date: 10/04/2016 | 13:46 | Choose Filter: [v]

End Date: 10/12/2016 | 23:59

Reset Filter | **Apply**

Results: 12

| Date             | File Name                    | Sender               | Receiver         | Status |
|------------------|------------------------------|----------------------|------------------|--------|
| 10/06/2016 14:46 | TestBank20161005213109.937   | Bank of North Dakota | bank- [REDACTED] | ✓      |
| 10/06/2016 14:44 | TestBankXV20161005213115.937 | Bank of North Dakota | bank- [REDACTED] | ✓      |

Page 1 of 1 | Show: 25

- The list of transactions will be displayed.

Bank of North Dakota | DASHBOARD | TRANSACTIONS | NOTIFICATIONS | Customize Page

Inbound Transactions

Start Date: 10/04/2016 | 13:46 | Choose Filter: [v]

End Date: 10/12/2016 | 23:59

Reset Filter | Apply

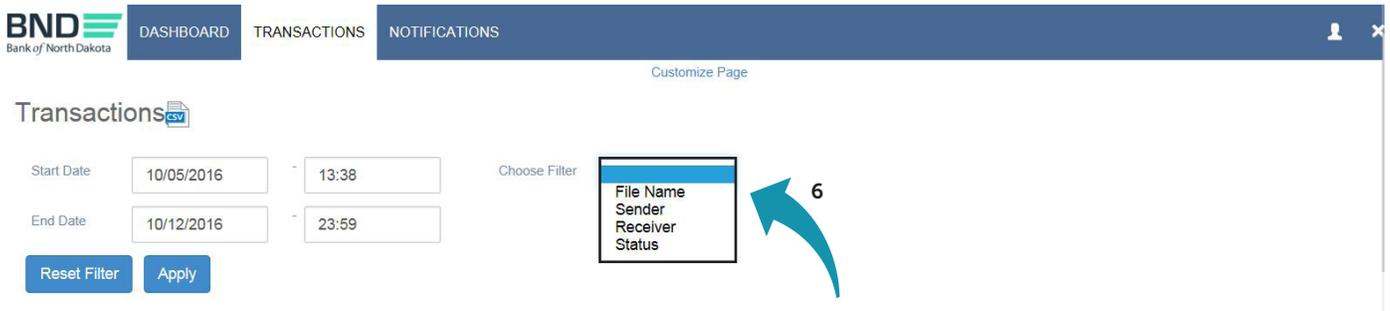
Results: 12

| Date             | File Name                    | Sender               | Receiver | Status |
|------------------|------------------------------|----------------------|----------|--------|
| 10/06/2016 14:46 | TestBank20161005213109.937   | Bank of North Dakota | bank-    | ✓      |
| 10/06/2016 14:44 | TestBankXV20161005213115.937 | Bank of North Dakota | bank-    | ✓      |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank-    | ✓      |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank-    | ✓      |

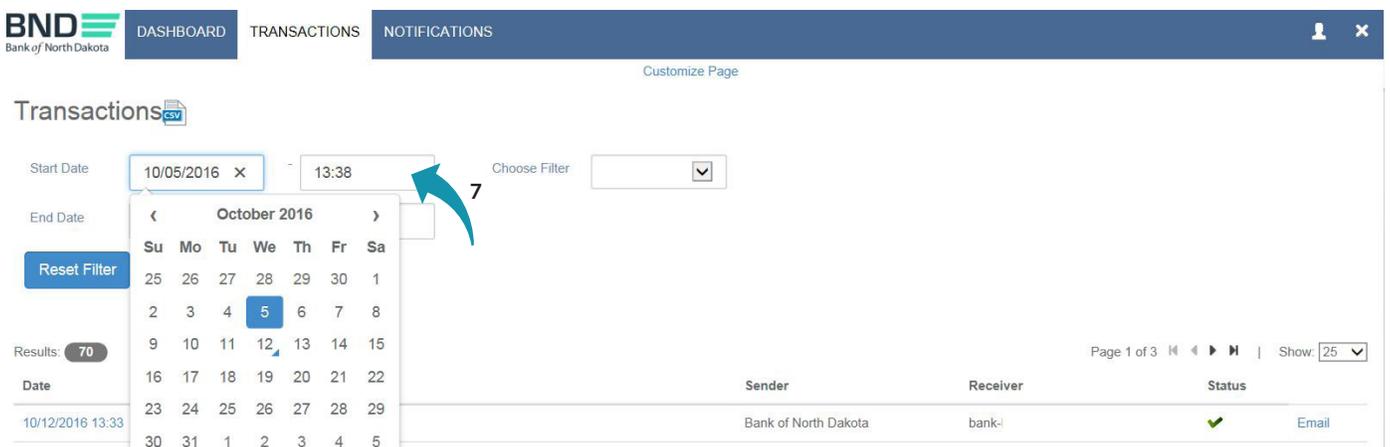
Page 1 of 1 | Show: 25

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

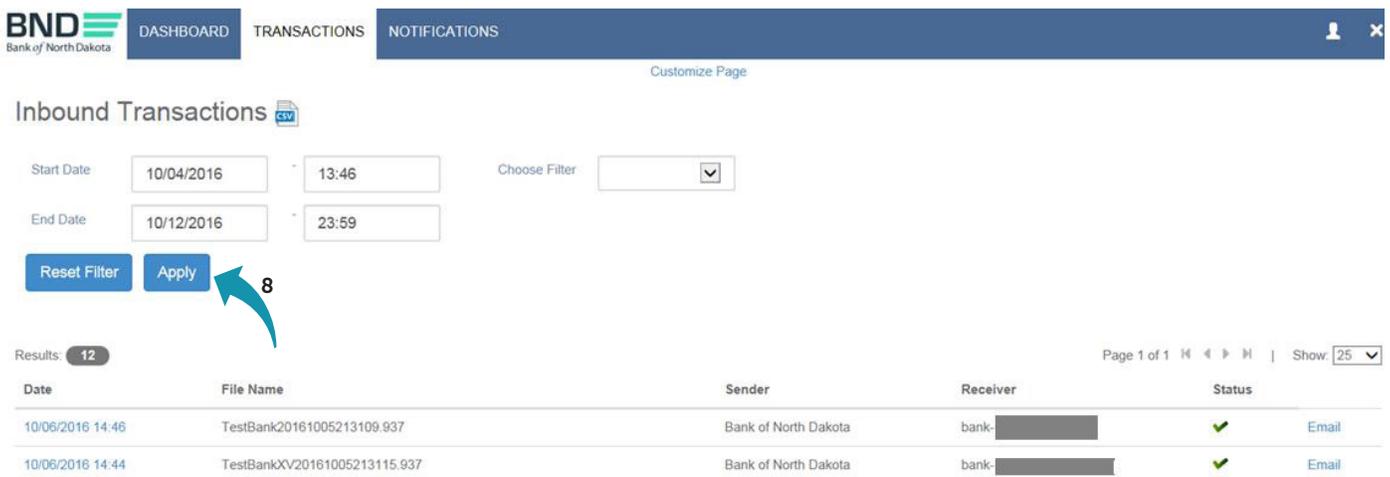
- File Name
- Sender
- Receiver
- Status



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.

Results: 29 Page 1 of 2 | Show: 25

| Date             | File Name                    | Sender               | Receiver             | Status |       |
|------------------|------------------------------|----------------------|----------------------|--------|-------|
| 10/06/2016 14:46 | TestBank20161005213109.937   | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:44 | TestBankXV20161005213115.937 | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:43 | TestBankXV20161005213104.937 | Bank of North Dakota | bank-                | ✓      | Email |
| 10/06/2016 14:41 | TestBank1.937                | bank-                | Bank of North Dakota | ✓      | Email |

10. This box is will appear. If you would like more information, click on [More Details](#).

Transaction Information

**Sender:** Bank of North Dakota  
**Receiver:** bank-

**Status:** Success  
**Transaction ID:** 9527846

- Transaction started
- Downloading File 'TestBank20161005213109.937'  
10/06/2016 14:46 [More Details](#)
- All steps in this transaction completed successfully

Close

11. This box will appear.

## Transaction Information

**Sender:** Bank of North Dakota  
**Receiver:** bank-

**Status:** Success  
**Transaction ID:** 9527846



Transaction started



Downloading File 'TestBank20161005213109.937'

🕒 10/06/2016 14:46 [Less Details](#)

|                |   |
|----------------|---|
| Timestamp:     | 10/06/2016 14:46                        |
| File:          | TestBank20161005213109.937              |
| File Size:     | 24.75 KB                                |
| Transfer Time: | 69 milliseconds                         |
| User Name:     | asample                                 |
| Protocol:      | HTTPS                                   |
| Result:        | Requested action completed successfully |
| Status:        | <span style="color: green;">✔</span>    |



All steps in this transaction completed successfully

# Notifications tab

1. The [Notifications](#) tab will show any messages that BND has sent.

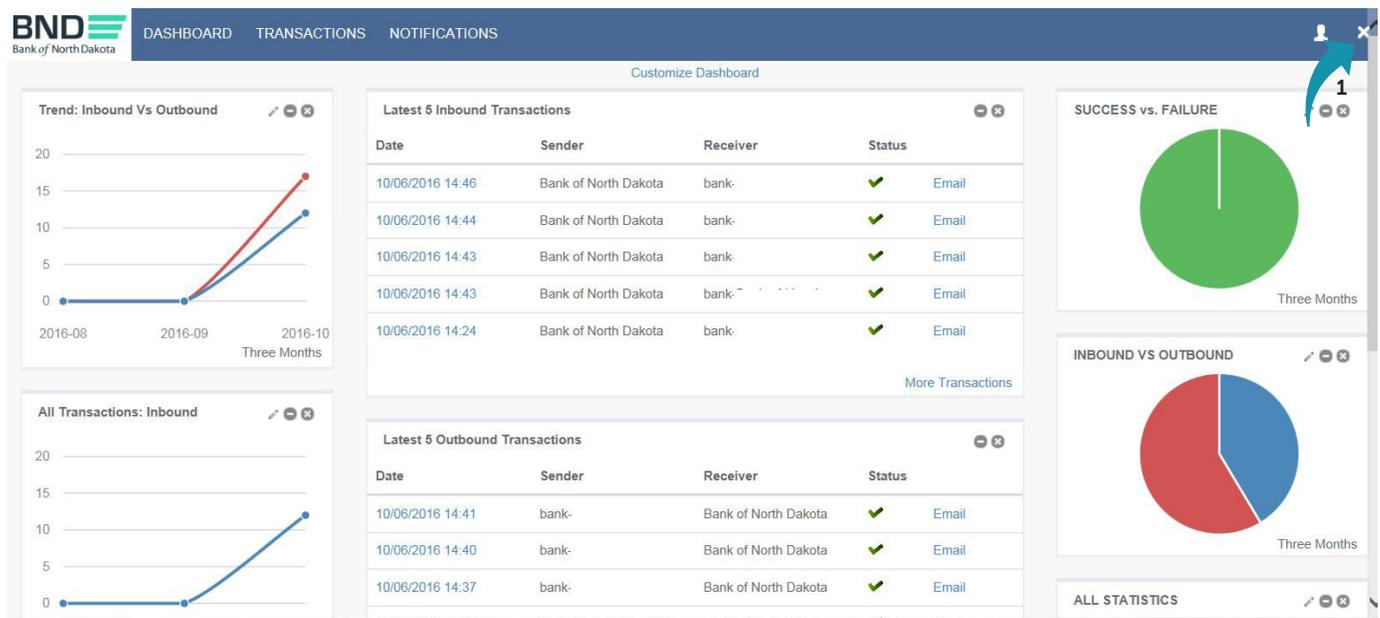


| Title  | Published Date | Expiration Date |
|--|----------------|-----------------|
| <a href="#">BND Test Secure Transfer - BAM Test Notification</a> | 09/08/2016     | 10/08/2016      |
| <a href="#">BND Test Secure Transfer - BAM Test Notification</a> | 09/08/2016     | 10/08/2016      |

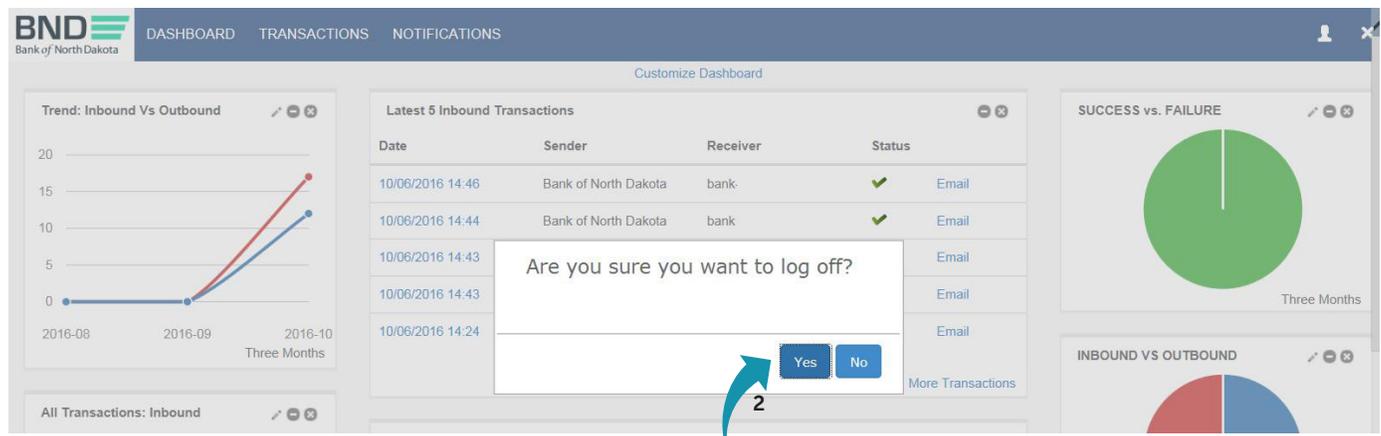
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Licensed to Bank of North Dakota - License Type: Test

# Log off

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

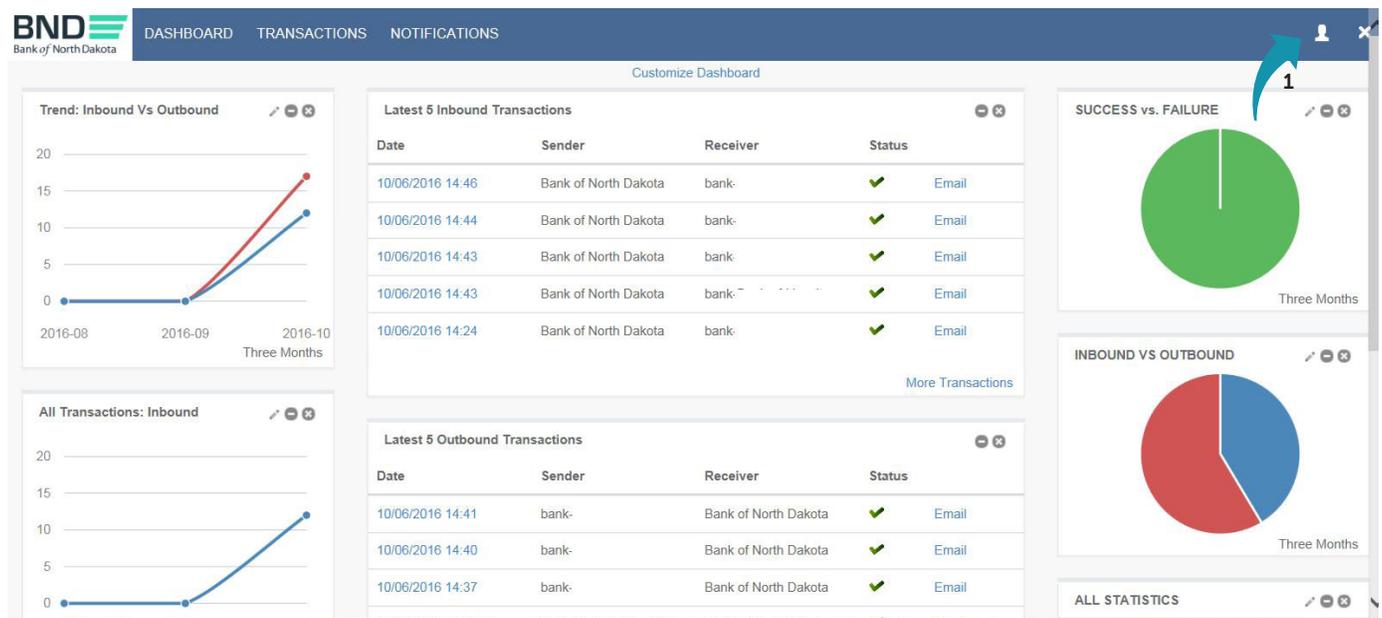


2. Click **Yes** in the box that appears.



# Change password

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



2. Click on the word "here."



Please click [here](#) to change your password.



3. Enter Username.

The screenshot shows the 'Password Reset 8.0' page for the Bank of North Dakota. The page includes the BND logo and the text 'Bank of North Dakota'. Below the logo, it says 'Password Reset 8.0' and 'Welcome to the Password Reset Website. This website will guide you through the process of resetting your password.' There is a 'Username' label above a text input field. A blue arrow points to the input field with the number '3' next to it. To the right of the input field is a blue 'Next' button. At the bottom, there is a progress bar and a copyright notice: 'Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.'

4. Enter Existing Password.

5. Click Next.

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

The screenshot shows the 'Password Reset 8.0' page for the Bank of North Dakota. The page includes the BND logo and the text 'Bank of North Dakota'. Below the logo, it says 'Password Reset 8.0' and 'Please authenticate using your existing password.' There is a 'Username' label above a text input field containing 'mickey123'. Below that is an 'Existing password' label above a password input field with a lock icon and a visibility toggle. A blue arrow points to the password field with the number '4' next to it. Below the password field is a link that says 'I have forgotten my password.' At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Next' button. A blue arrow points to the 'Next' button with the number '5' next to it. At the bottom, there is a progress bar and a copyright notice: 'Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.'

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**.

**BND**  
Bank of North Dakota

### Password Reset 8.0

Please authenticate using the one-time passcode sent to you.

**Username**  
mickey123

**Passcode**  
.....

Status: Sent  
Remaining: 00:03:06

Cancel Next

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**Subject: BND Secure Transfer MFA Passcode**

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

All Others: 800.472.2166

Best regards

Bank of North Dakota

Multi-factor Authentication (MFA)

**BND**  
Bank of North Dakota

8. Create and confirm new [Password](#).
  - Minimum length of 15 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](#).

**BND**  
Bank of North Dakota

### Password Reset 8.0

You have been granted access. Please choose a new password now.

**Username**

**New password**

**Confirm password**

10. You have successfully changed the password.

11. Close the screen.

