

# Business Activity Monitor Guide

Manage File Transfer (MFT)

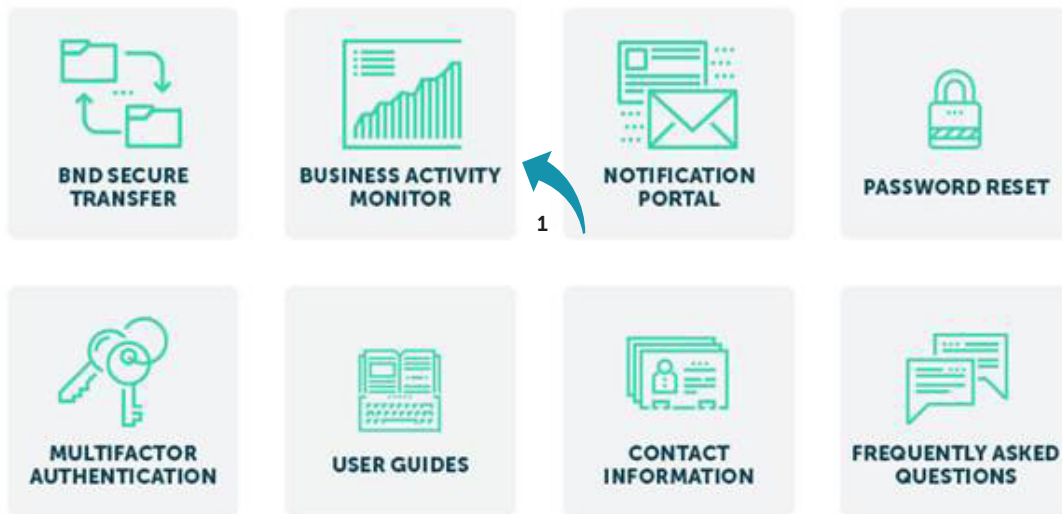
Revised April 2023

# Business Activity Monitor

Topic	Page
Log in .....	3
Dashboard .....	5
Transactions tab .....	6
Notifications tab .....	11
Log off .....	12
Change password .....	13

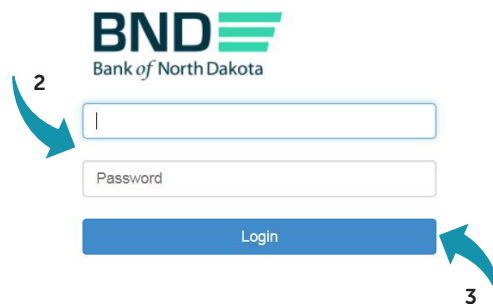
# Log in

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.



Globalscape SSP - Version 4.2.20160829 © Accolm AB  
Licensed to Bank of North Dakota - License Type: Test

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**.

A screenshot of a web form for authentication. At the top is the Bank of North Dakota logo. Below it is a white text input field with a blue border and a vertical cursor. Underneath the input field is a blue button with the word "Submit" in white. A teal arrow labeled "4" points from a red-bordered input field below to the text input field. Another teal arrow labeled "5" points from the "Submit" button to the right. Below the form, there is a line of small text: "Globalscape SSP - Version 4.1 20160412 © Accolm AB" and "Licensed to Bank of North Dakota - License Type: Test".

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

Loan Operations: 701.328.5666

All Others: 800.472.2166

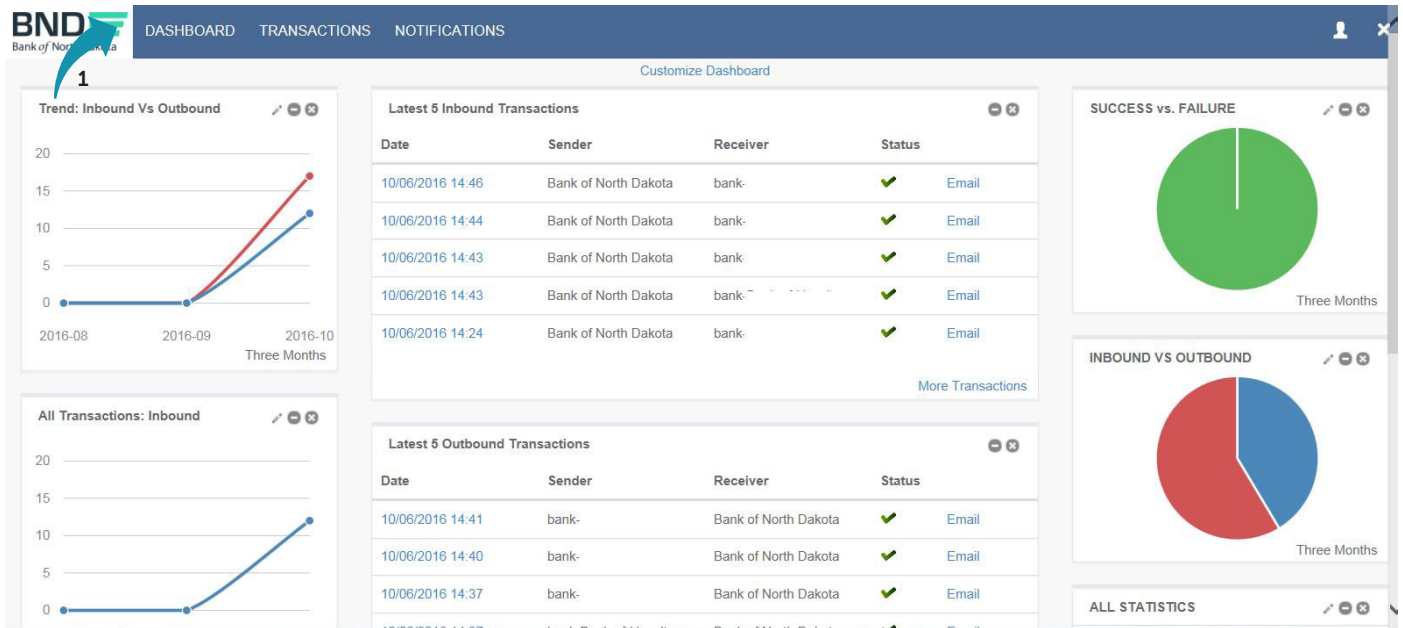
Best regards  
Bank of North Dakota  
Multi-factor Authentication (MFA)

I



# 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, and 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 navigation bar, there are filters for 'Start Date' (10/06/2016) and 'End Date' (10/06/2016 - 23:59), along with a 'Choose Filter' dropdown and 'Reset Filter' and 'Apply' buttons. The main content area displays a table of transactions with columns for Date, File Name, Sender, Receiver, Status, and an Email link. The table shows several transactions from Bank of North Dakota to bank- and vice versa, all with a status of '✓' and an 'Email' link. The results are summarized as 'Results: 22' and 'Page 1 of 2'.

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
<a href="https://reporting.bndtestsecuretransfer.nd.gov/transactions/">https://reporting.bndtestsecuretransfer.nd.gov/transactions/</a>		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, and 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 navigation bar, there are filters for 'Start Date' (10/12/2016) and 'End Date' (10/12/2016 - 23:59), along with a 'Choose Filter' dropdown and 'Reset Filter' and 'Apply' buttons. The main content area displays a table of transactions. The results are summarized as 'Results: 0' and 'Not seeing any transactions?'.

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

3. 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: [Calendar: October 2016, 5 selected]

Reset Filter

Results: 70

Date: 10/12/2016 13:33

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

Page 1 of 3 | Show: 25

4. 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: 10/12/2016 13:33

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

Page 1 of 1 | Show: 25

5. 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-	✓ 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

Page 1 of 1 | Show: 25

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

- File Name
- Sender
- Receiver
- Status

The screenshot shows the BND Bank of North Dakota interface. The top navigation bar includes 'DASHBOARD', 'TRANSACTIONS', and 'NOTIFICATIONS'. Below the navigation bar, there are search filters for 'Start Date' (10/05/2016) and 'End Date' (10/12/2016). A 'Choose Filter' dropdown menu is open, showing options: 'File Name', 'Sender', 'Receiver', and 'Status'. A blue arrow labeled '6' points to this dropdown menu.

7. Click in the [Start Date](#) and/or [End Date](#) box and a calendar will open.

The screenshot shows the BND Bank of North Dakota interface. The 'Start Date' field (10/05/2016) is highlighted with a blue border, and a calendar for October 2016 is open. A blue arrow labeled '7' points to the calendar. Below the calendar, there is a table with columns: 'Date', 'Sender', 'Receiver', 'Status', and 'Email'. The table shows one row with the date '10/12/2016 13:33', 'Sender: Bank of North Dakota', 'Receiver: bank-', 'Status: ✓', and 'Email: Email'.

8. When all the search information is selected, click [Apply](#).

The screenshot shows the BND Bank of North Dakota interface. The top navigation bar includes 'DASHBOARD', 'TRANSACTIONS', and 'NOTIFICATIONS'. Below the navigation bar, there are search filters for 'Start Date' (10/04/2016) and 'End Date' (10/12/2016). A 'Choose Filter' dropdown menu is open. Below the filters, there are 'Reset Filter' and 'Apply' buttons. A blue arrow labeled '8' points to the 'Apply' button. Below the buttons, there is a table with columns: 'Date', 'File Name', 'Sender', 'Receiver', 'Status', and 'Email'. The table shows two rows of inbound transactions.

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



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 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

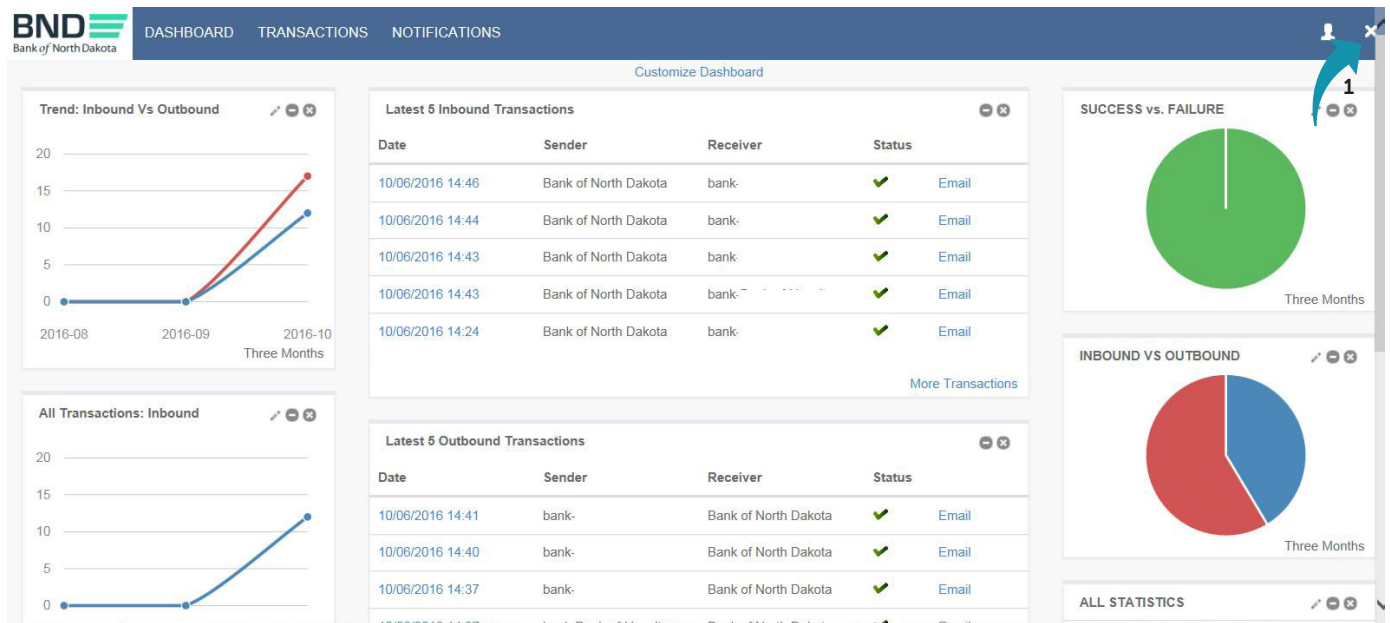
1. The [Notifications](#) tab will show any messages that BND has sent.

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

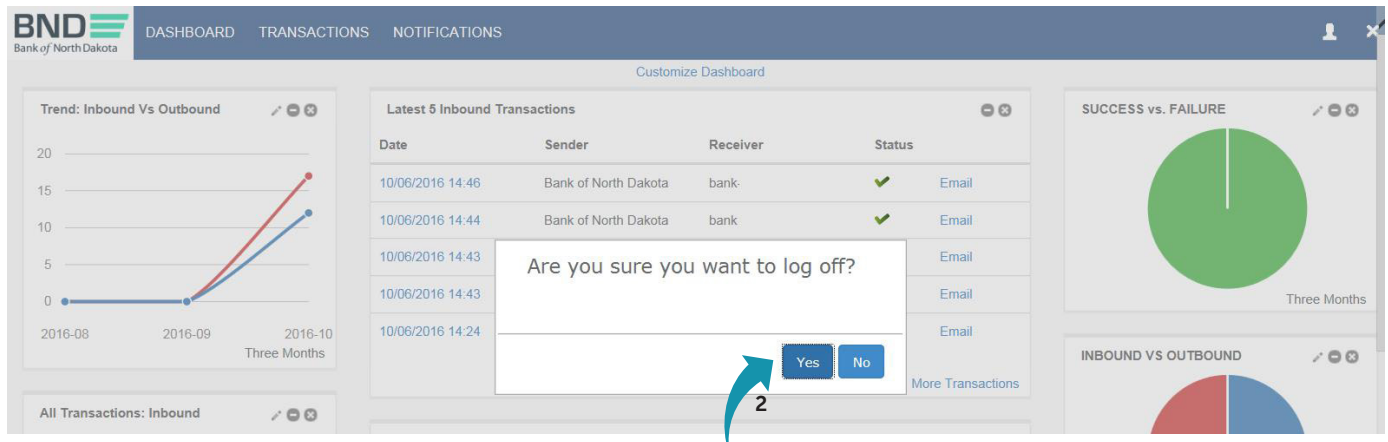
Globalscape SSP - Version 4.2.20160829 © Accolm AB  
Licensed to Bank of North Dakota - License Type: Test

# Log off

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

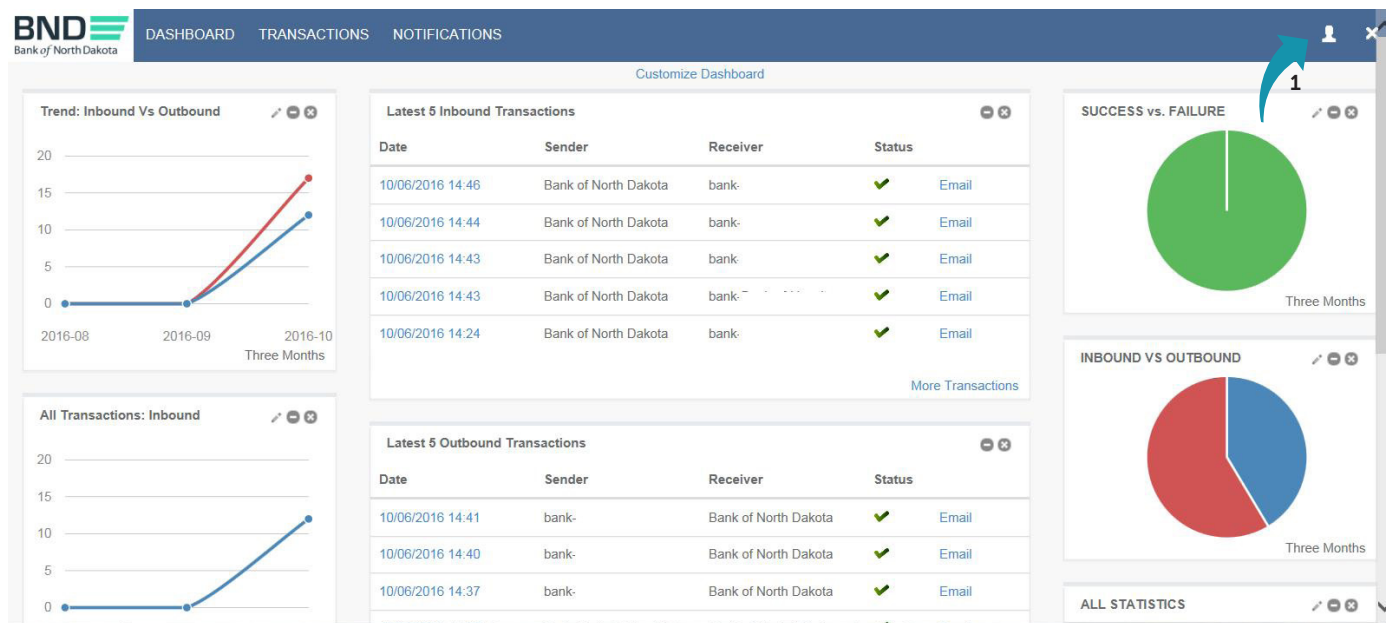


2. Click **Yes** in the box that appears.



# Change password

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



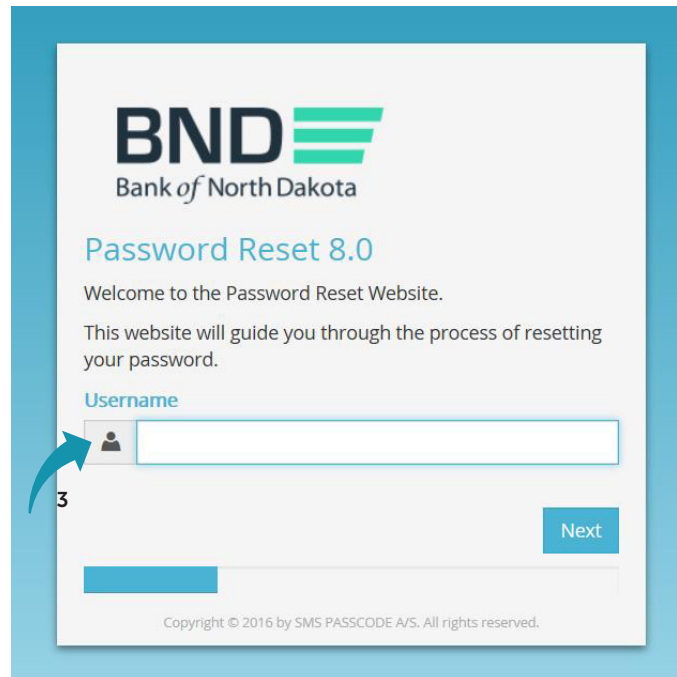
2. Click on the word "here."



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



3. Enter Username.

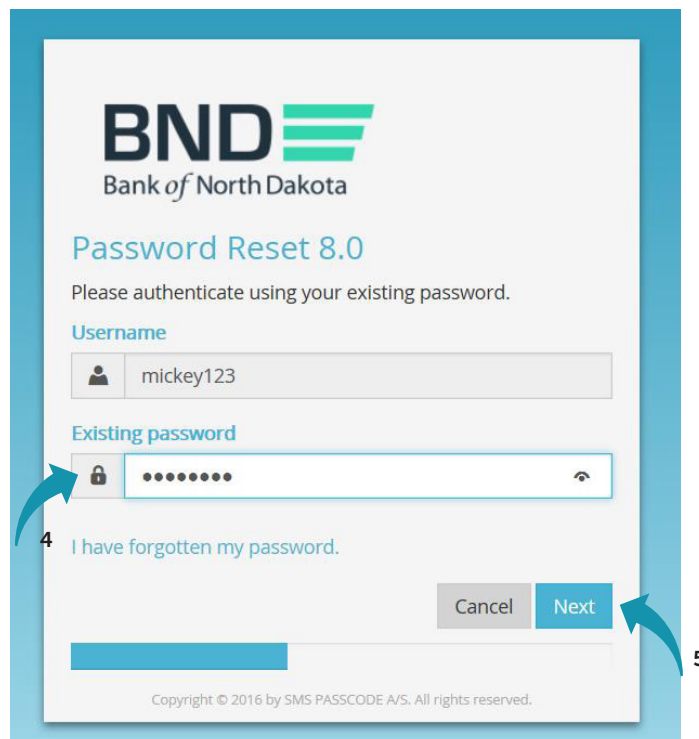


The screenshot shows the BND Bank of North Dakota Password Reset 8.0 website. The page title is "Password Reset 8.0" and the subtitle is "Welcome to the Password Reset Website. This website will guide you through the process of resetting your password." Below the text, there is a "Username" label and an input field with a person icon. A blue arrow points to the input field with the number "3" next to it. To the right of the input field is a "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 BND Bank of North Dakota Password Reset 8.0 website. The page title is "Password Reset 8.0" and the subtitle is "Please authenticate using your existing password." Below the text, there is a "Username" label and an input field containing "mickey123". Below that is an "Existing password" label and an input field with a lock icon and a visibility toggle. A blue arrow points to the input field with the number "4" next to it. Below the input field is a link: "I have forgotten my password." To the right of the link are "Cancel" and "Next" buttons. 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

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

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

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Bank of North Dakota

Multi-factor Authentication (MFA)

I

**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.

