

Quick Reference Guide

A/BO and A/OPC Quick Start – Logging in to View / Work Assigned Cases

1. From your bank's EAS, click the Data Mining Link, then log on by entering your User Name and Password and clicking the Log In button.



Please enter your User Name and Password in the space provided below and select Login to access Oversight.

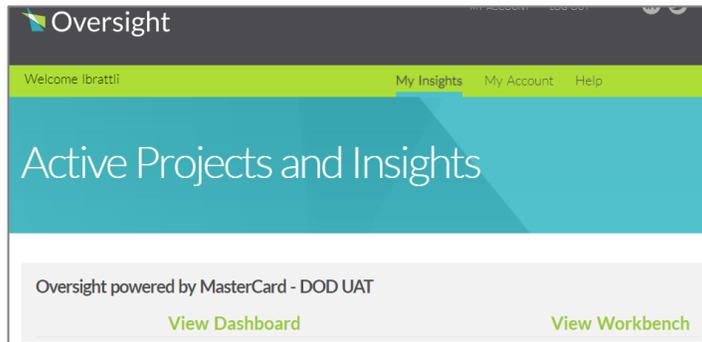
User Name

Password

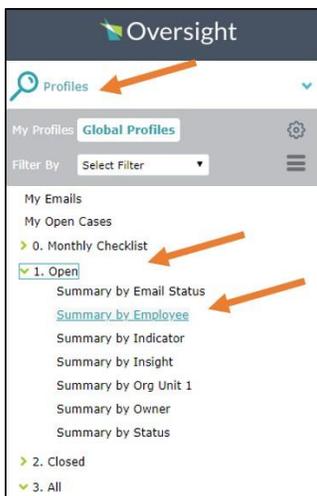
[Log In](#)

You are accessing a secure site and confidential information. Access is restricted to authorized personnel only.

2. Once logged in, navigate to The Workbench



3. Navigate to the Profile list
4. Select a profile to start your review, you can start by either selecting My Open Cases or Select 1. Open. In this example, select an attribute under 1. Open. Select Summary by Employee.



Insights on Demand (IOD) SmartPay 3 Data Mining Tool for Department of Defense (DoD)
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- Once you are looking at one of the Open profiles, select any of the cases in the detailed list and double click on the case you want to review.

Filtered By: [Summary by Employee](#) /

Search: [Advanced Search](#)

Summarized By: First << < 1-1 of 1 >> Last

	Employee Name	# of Exceptions	Potential Impact (USD)
<input checked="" type="checkbox"/>	NANCY Litza	1	23.99

Exceptions First << < 1-1 of 1 >> Last

	Type	Priority	Confidence	Potential In	Owner	Status	Date Detecte	ID			
<input checked="" type="checkbox"/>	Insight 6			23.99		Detected	2018-11-13 21:42	20000-00-0002160			

- View the case in a new window, navigate to the **Summary**, **Entity**, and **Messages** tabs to learn more about the case. Select the **Review** tab to complete the review questionnaire.

Filtered By: [Summary by Employee](#) / [Employee Name : NANCY Litza](#) /

Search: [Advanced Search](#)

Summarized By: First << < 1-1 of 1 >> Last

	Type	Priority	Confidence	Potential Impact	Owner	Status	Date Detected	ID	
<input checked="" type="checkbox"/>	Insight 6			23.99		Detected	2018-11-13 21:42:53	20000-00-0002160	

Summary | Entities | Messages | **Review**

Name: Priority: Type:

Owner: Confidence: Exception ID:

Status: Potential Impact (USD): Date Detected:

Reason Code: Last Modified:

Description of Exception:
Violation

Employee	Card Type	Tran Date	Tran Amount	USD Amount	Charge Description	Other Info
NANCY Litza	PCARD	Dec 10, 2014	CAD 27.45	23.99		Xmas Nick Sharp

Indicators:
Rule 01
Rule 02

Review Tab: The review questionnaire must be filled in for each case to complete the review. There are up to six questions yet the questionnaire will change based on the unique case and selections made. Shown below is the first question, click next to proceed through the questionnaire.

QUESTION 1: List items/services purchased in this transaction, if not already displayed in the top box. Additional clarification or nomenclature should be provided in the second box.

Item/Service Description:

Clarification of Item/Service Description, if needed:

[Next](#) [Submit](#)

Transaction Determination Category. After completing the last question, select a category based on the most significant finding that has been identified. Following the selection, in another screen you will be asked to make a transaction determination.

TRANSACTION DETERMINATION CATEGORY The most significant Finding has been identified as:

- Not for Government Use (Personal Use)
- Unauthorized Use
- Prohibited Item
- Split Purchase to Circumvent the Current MPT
- Exceeds the Authorized Limit
- Exceeds Minimum Mission Need
- Failure to Use/Screen Required Sources when Applicable
- Separation of Duties NOT Performed
- Sustainable (Green) Procurement Procedures NOT Followed
- Incomplete Purchase Records
- No Findings

Corrective Actions Taken/Planned. Complete the final element of the questionnaire

Corrective Actions Taken/Planned Based on responses to questions, the following actions table must be completed.		
Action	Planned/Taken	Action Date (mm/dd/yy)
Request merchant credit/Dispute the transaction	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
Informal counseling	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
Refresher training	<input checked="" type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
Reimbursement to program	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>

- The "Submit" button at the end of the questionnaire to close out the window. Once the submit button is pressed, the information will be stored in the system automatically.

