DNP Quick Reference Card

RELEASE 6.1

Overview of Release

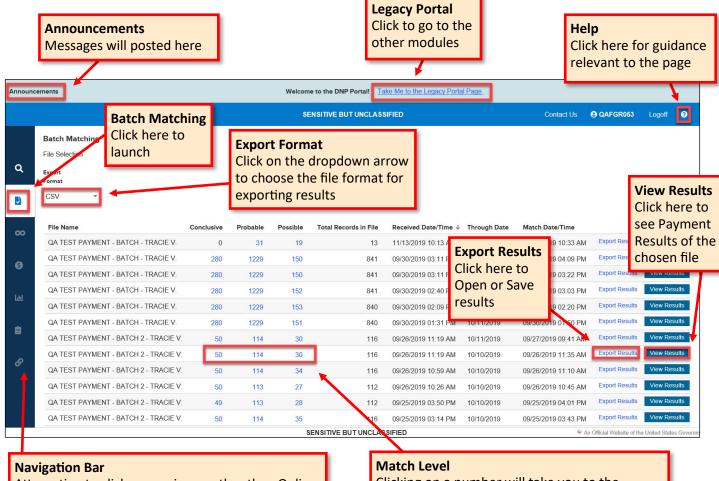
- Batch Matching Portal User Interface Redesign
- Outcome
- Future Updates

Release Enhancements

Batch Matching 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 and Batch Matching are the redesigned functionalities. All other functionalities will remain in the legacy Portal until their scheduled upgrade (see Future Updates).

Redesigned Batch Matching Landing Page



Attempting to click on any icons other than Online Search or Batch Matching 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.

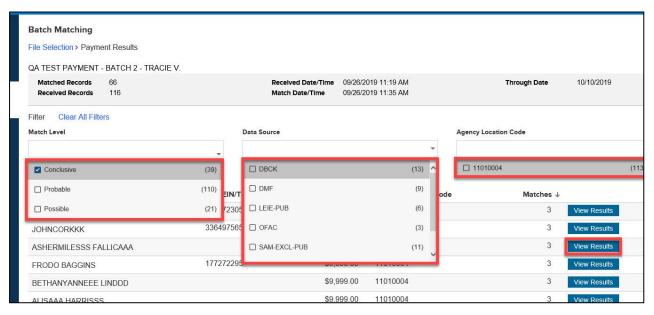
Clicking on a number will take you to the Payment Results filtered by the corresponding match level of Conclusive, Probable, or Possible.



Release Enhancements (cont.)

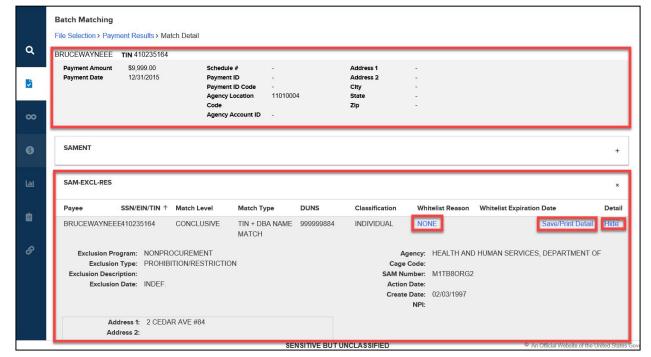
Payment Results Screen

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



Match Details 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 print or save the details, click [Print/Save Detail].
- To close the details, click [Hide].
- 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.)

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. If you enter this information, it is currently not available in the Portal as a report, but if you would like to receive an ad-hoc report, please contact your Agency Lead or Agency Specialist.



Future Updates

Timeline for Functionalities Upgrade 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.



