

DNP Quick Reference Card

RELEASE 5.2

Overview of Release

- Adjudicate Multiple Payments at One Time
- Save and Print Results Summary from Online Search
- Save and Print Details from Online Search
- Production Fix

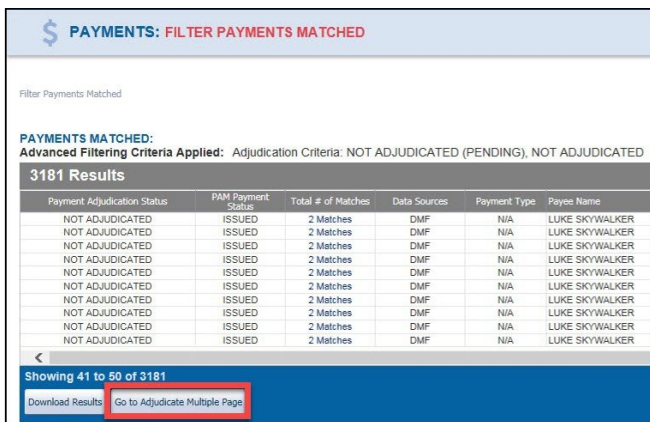
Release Enhancements

Adjudicate Multiple Payments at One Time

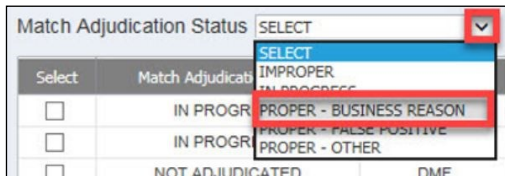
Description: Users can now adjudicate 25 payments in Payment Integration at once.

How To Utilize:

1. From the Filter Payments Matched screen, click [Go to Adjudicate Multiple Page].



2. Use the drop-down arrow to assign the Adjudication Status that will apply to all selected matches.



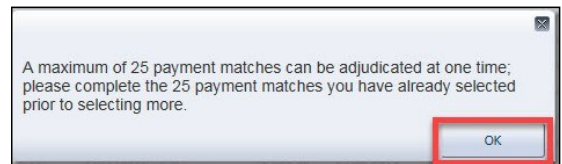
3. Click [Load More] to increase the list by 100 matches.



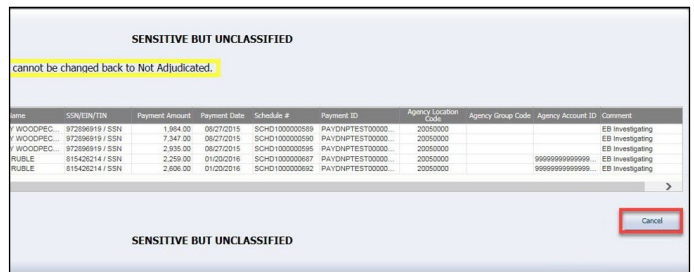
4. Select matches you wish to adjudicate. Insert any comments in the Comments column and click [Continue].



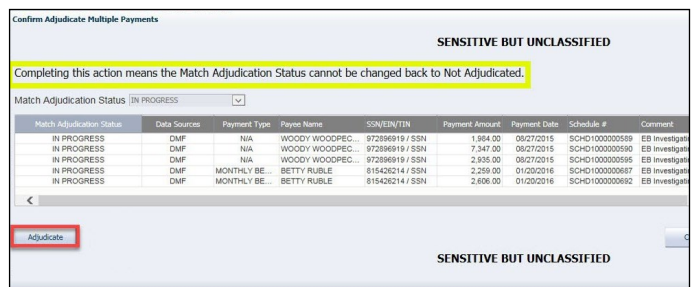
NOTE: A warning message appears if you attempt to select more than 25 matches. Click [OK] to exit the message.



5. The next screen functions as a confirmation page with a warning that any adjudicated matches can no longer be changed back to Not Adjudicated. Click [Cancel] to return to selection screen.



6. Otherwise, click [Adjudicate]. You will be returned to the Filter Payments Matched screen with the option to adjudicate more matches.




Release Enhancements (cont'd)

Save and Print from Online Search

Description: Users can now save and print both summary and detail results to provide documentation of searches and to investigate matches outside of the Portal.

How To Utilize Save and Print Results Summary:

1. Select the Online Search  icon from the navigation pane.
2. After conducting a search, click [Save/Print Results Summary] to create a PDF of the Summary, which can be saved and printed.

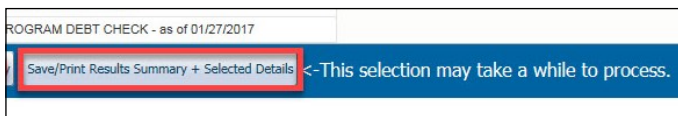


How To Utilize Save and Print Details:

1. From the summary page, select the desired data sources and click [View Results].



2. Click [Save/Print Results Summary + Selected Details]. The summary page will automatically be included in the PDF, with the detail results on the following pages. You can print or save the Details.



NOTE: If you select a data source that has more than 25 matches, you will receive a warning indicating that printing the Details may delay the output.

Production Fix

Online Search Discrepancy in Match Results

Issue: When an Online Search was conducted and [View Results] was clicked, the match results would display below for the selected data source. However, if new search criteria were entered and [View Results] was clicked, the data source results would continue to be displayed for the first search, but the match results would display for the second search.

Resolution: Now all results match. To begin a new search, enter the search criteria and click [Search]. Or, first click [Clear] and enter the search criteria and click [Search].