



Texas Department of Banking

DEX 2.0 Regulated Entity Manual

September 2018

DEX 2.0 - Regulated Entity Manual

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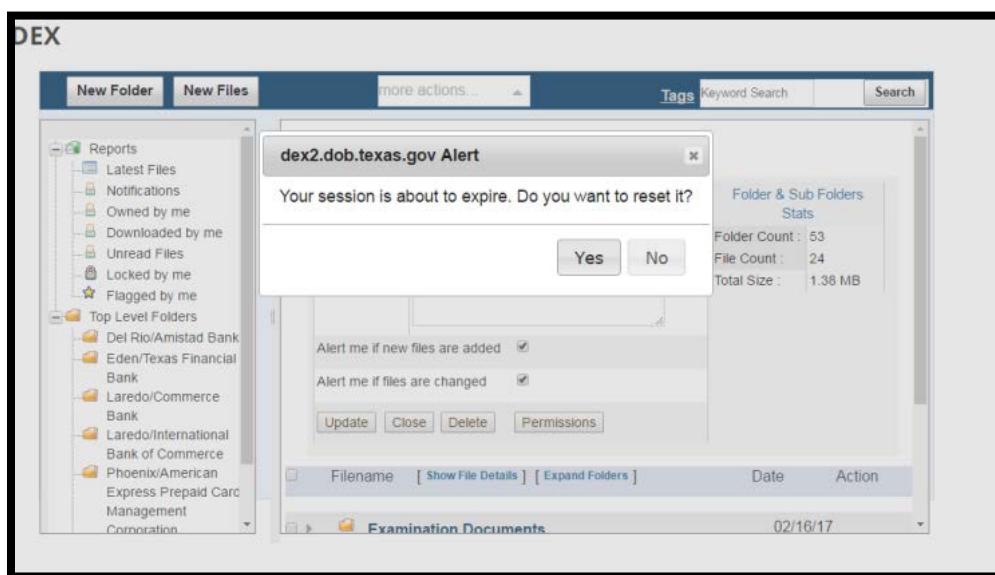
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Welcome to the Texas Department of Banking's Data Exchange or DEX, a secure data sharing platform that is powered by FileDepot, a software program. Department examiners have the ability to exchange examination documents and other correspondence with regulated entities using this portal. Bankers gain access to DEX by contacting their Authorized Contact and Email System (ACES) administrator at the bank. Money services businesses (MSB), perpetual care cemeteries (PCC) and prepaid funeral contract sellers (PFC) must contact Special Audits for access.

Initial Setup:

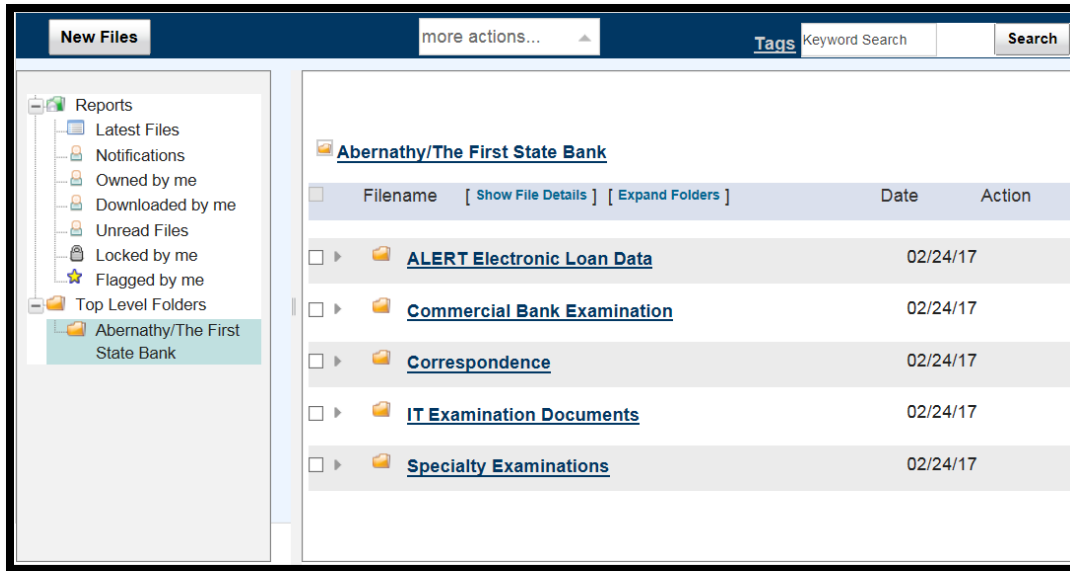
To get started with DEX, log in using your email address and password. If you do not know your password, use the "reset password" link. As a security measure, DEX will automatically log out after 10 minutes of inactivity, as pictured below. If you log in with an incorrect password over 5 times, your account will be locked, and you will need to contact your examiner to reset your account.

Once logged in, you will now be able to use DEX. Entity folders are created after you have logged in.




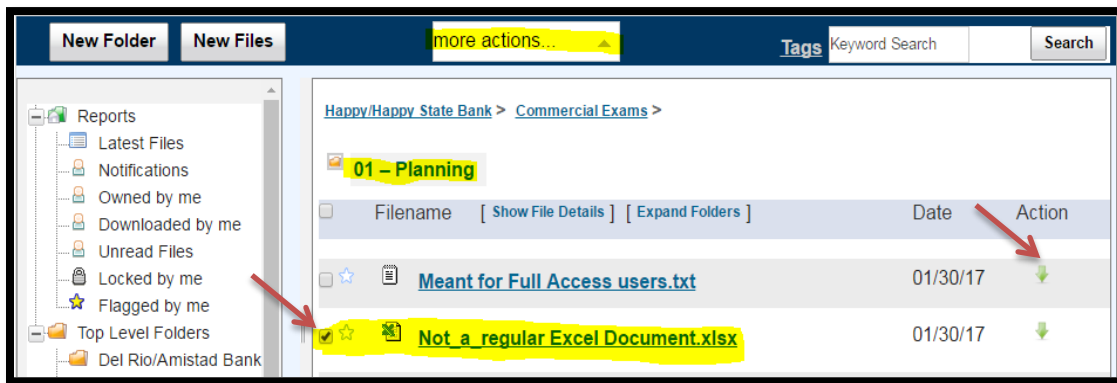
Viewing folders and documents:

Click on the left side menu and your entity's name to view documents and folders. Entity names are listed under the "Top Level Folders" option, with individual entity folders listed in the subfolders.



Downloading a Single Document:

To download a single document, go to the file you want to download, select the check box next to the file name, and click the  arrow in the Action column. The file you selected will be downloaded to your computer.



Downloading Multiple Files or Folders:

1. DEX allows multiple options to download files.

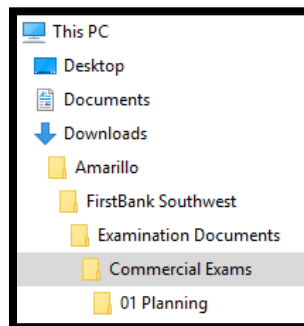
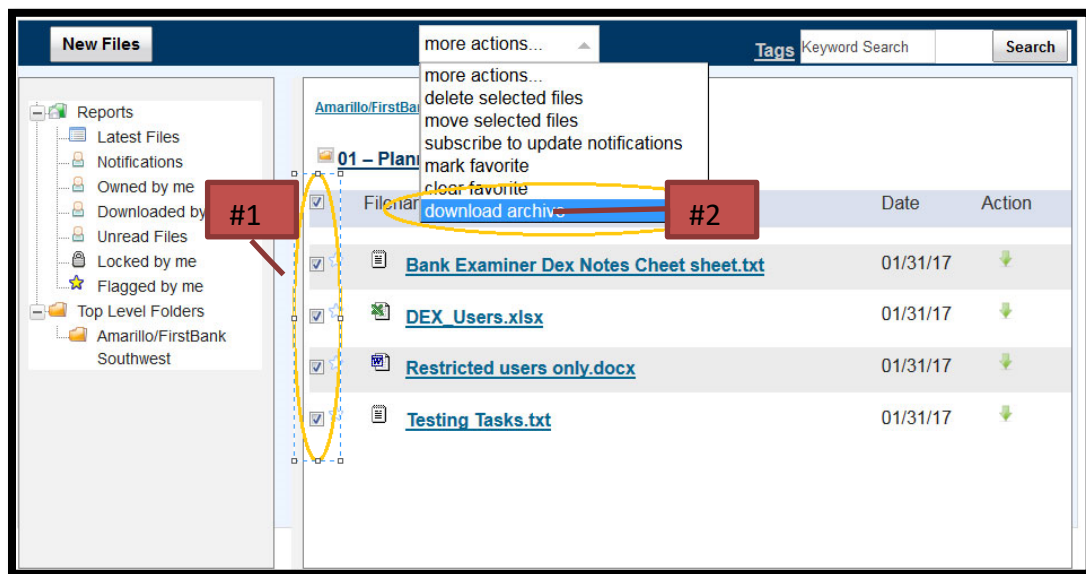
Option 1: Downloading

To select all of the files or folders, check the box next to Filename in the heading column. You can uncheck any files you do not want to download.

Option 2: Downloading

You can check the box next to individual files you want downloaded.

2. After completing one of the above steps, select “download archive” in the dropdown menu at the top of the navigation screen.
3. The file(s) you selected will be downloaded. If you are downloading multiple files, the files will be downloaded as a single zip file with the folder structure maintained.
4. Note: DEX has a limit of 500MB per file.



Uploading Documents

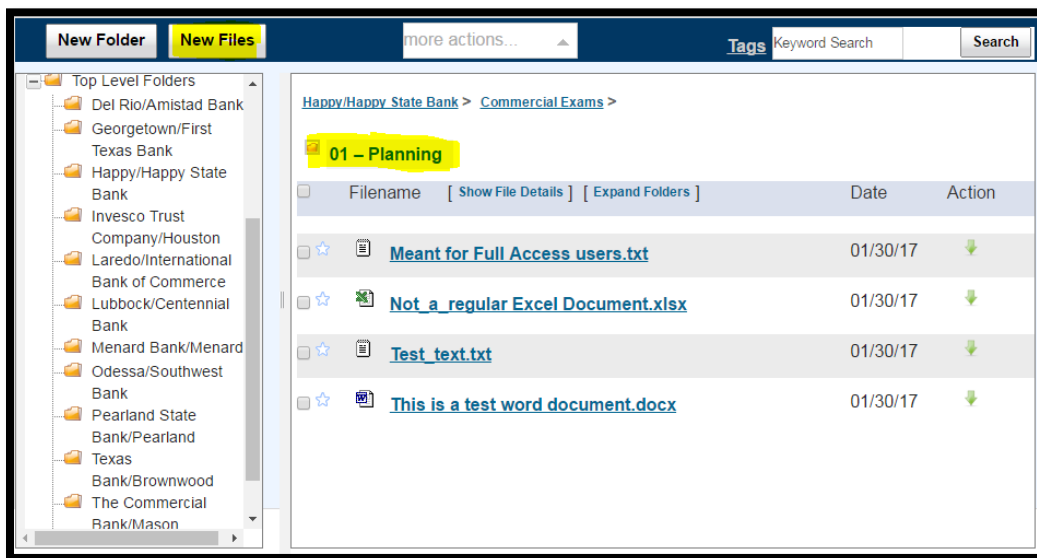
New Feature – Drag and drop files into the upload window.

Uploading documents is a lot easier now. DEX provides you two options to upload documents.

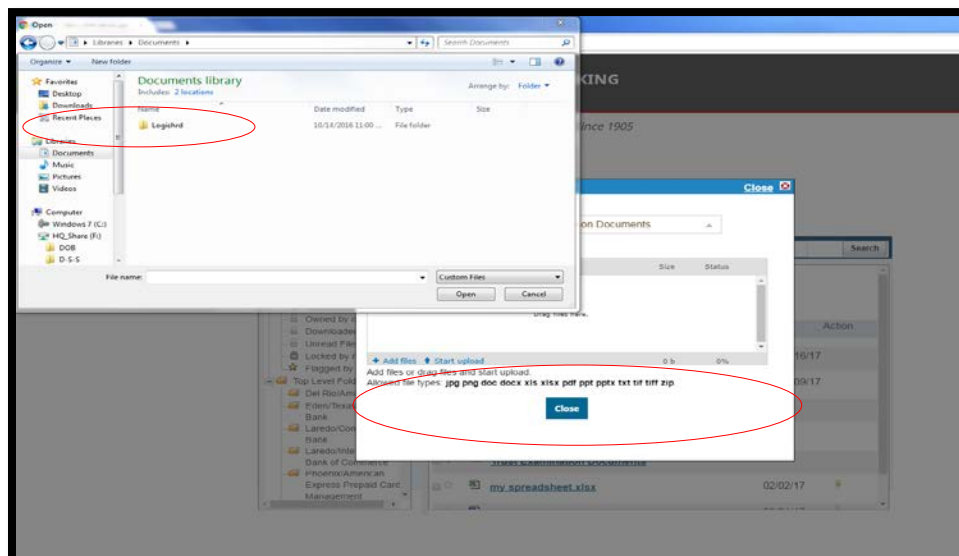
Note: Once a document has been uploaded, it cannot be deleted. If you wish to remove a document, you must contact the examiner-in-charge (EIC) and request that they delete the item.

Option 1: Upload Using File Browser

1. To upload a file, select the appropriate folder, and click the new files button in the upper left hand corner of the navigation screen.



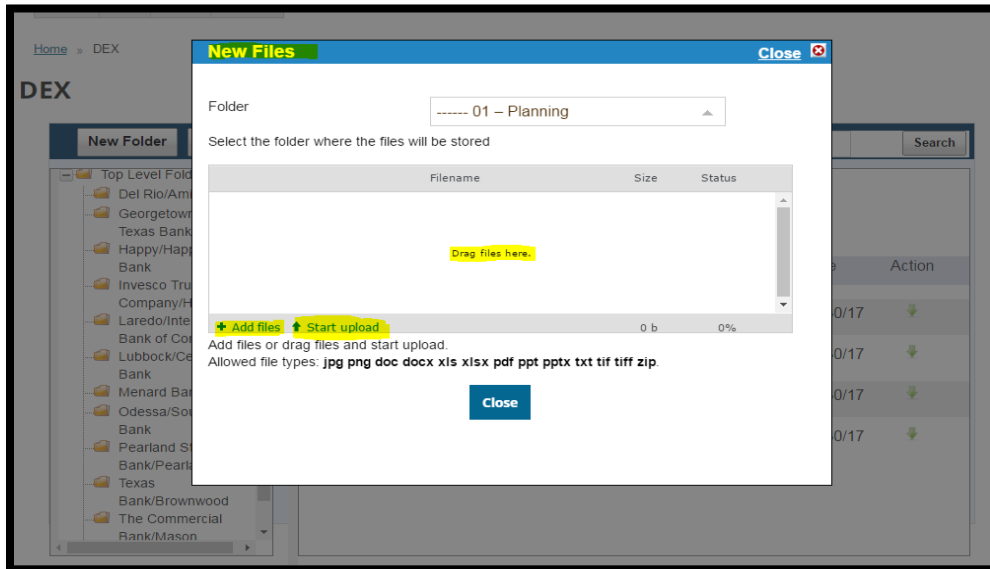
2. Select the “add files” link at the bottom of the new files window, then using your computer’s file explore function; select the files you would like to upload and click open.



3. Once you have selected your files, click the “start upload” link to upload your documents into DEX. The new files window will close when the upload has completed. Do not click the “close” button unless you do not want to upload a document.

Option 2: Upload using the Drag and Drop Feature

1. The new drag and drop feature allows you to upload files by dragging the file into the new files window. To start, click the new files button, this will open the new files window.
2. Next, open Windows Explorer and navigate to the folder where your files are located. Highlight the file(s) you wish to upload and holding your left mouse button down, drag the files to the new files window, to the “drag files here” section and let go of the left mouse button.



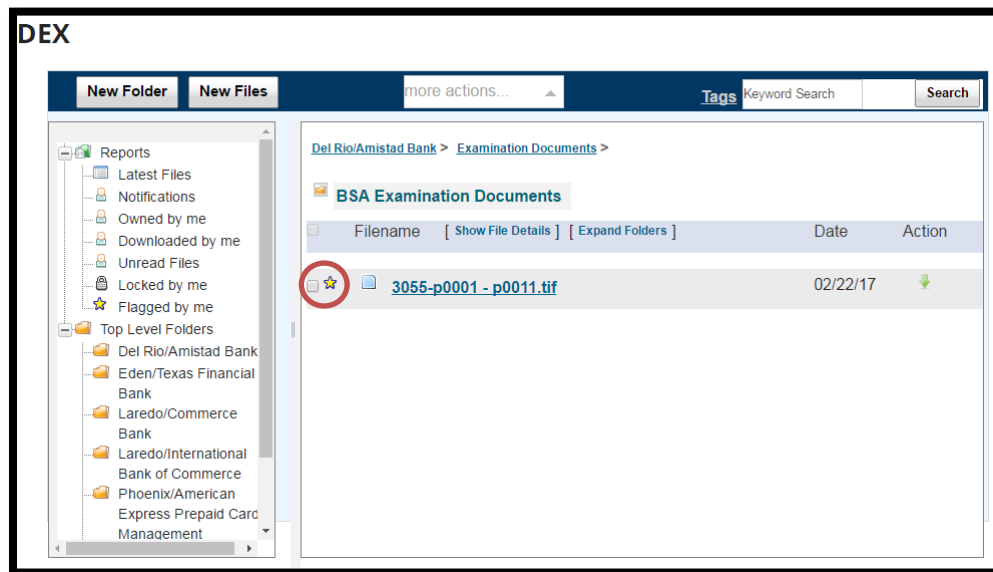
3. After all the files have been dragged into the window, click the start upload link. When the upload has completed the window will close. Do not click the “close” button, unless you do not want to upload any files.

Flagging Favorite Files and Subscribing to Notifications

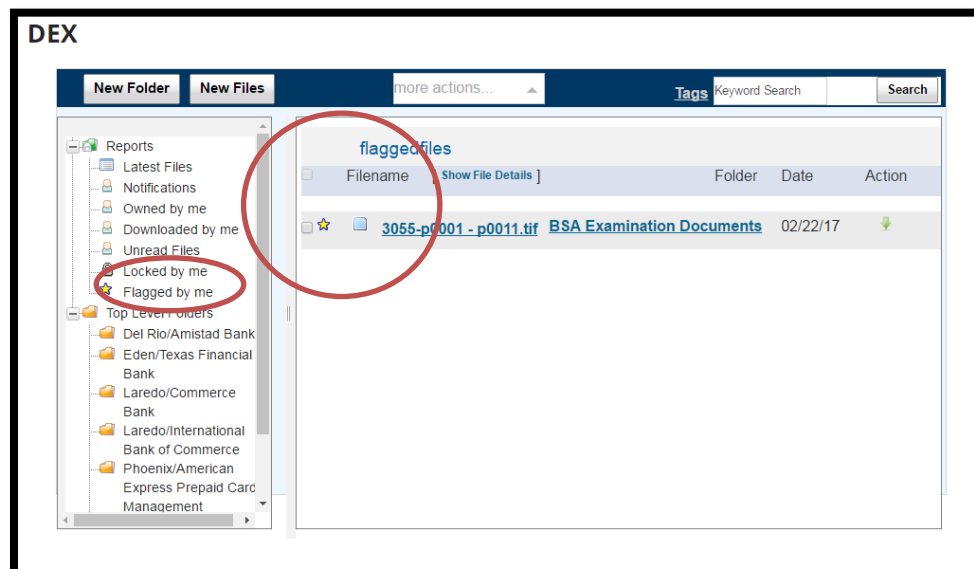
Flagging favorite files:

If you would like to track changes to a particular document then you can “flag” it by clicking the star next to the file. This will create a shortcut to that document in the “flagged by me” section under “reports”.

1. Select the star icon next to a file or folder you would like to flag.



2. This document will appear in the “flagged by me” folder on the right side of your navigation screen.

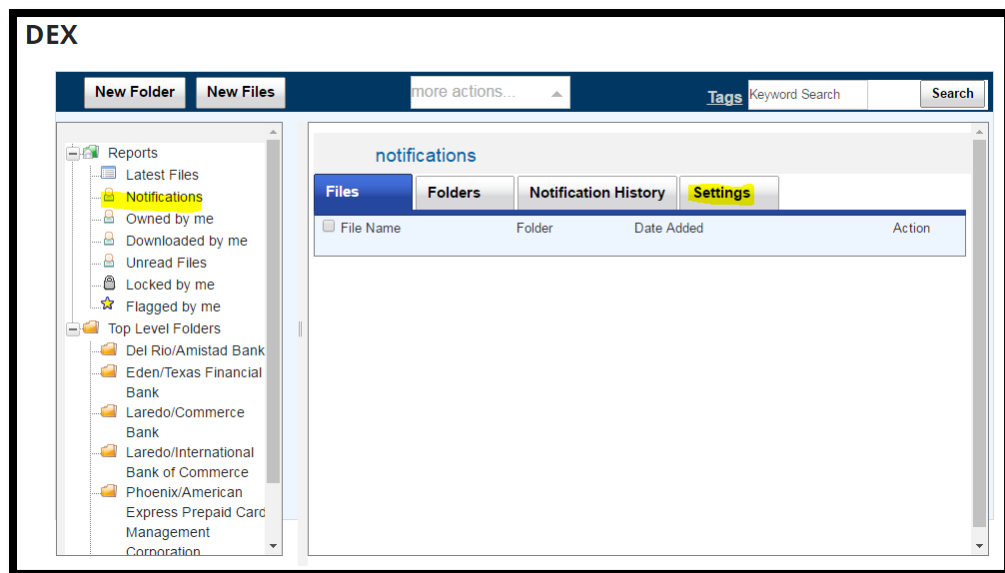


Subscribing to notifications:

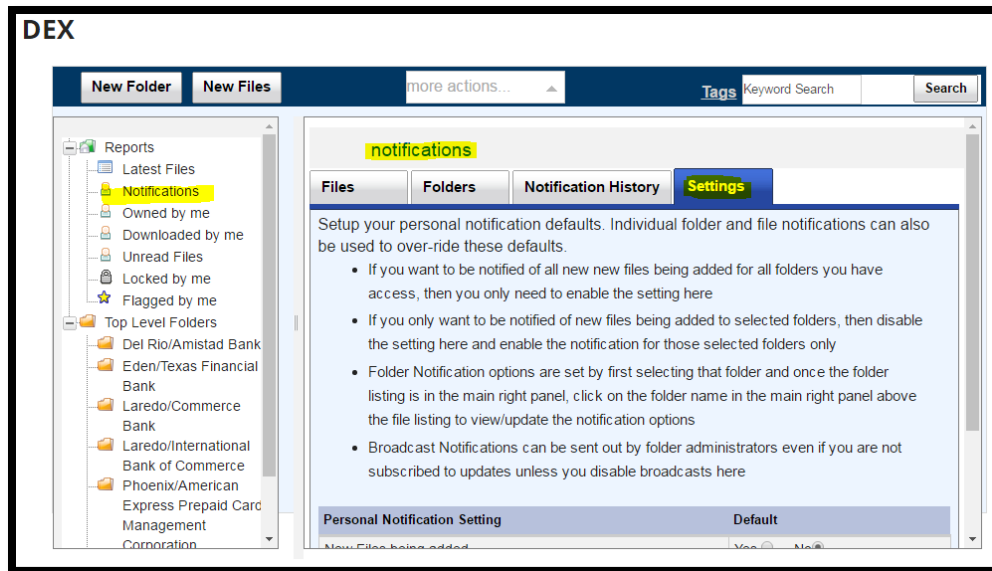
DEX gives you multiple options to subscribe to a folder to receive notifications if it has been updated or if a new file is added to the portal. If you are waiting on one of our examiners to upload a file you requested, you can subscribe to receive notification from that folder and be notified when it is received in to the DEX portal. To use this function, your personal settings must first be set up to receive these notifications, and then you must request to receive notifications from a specific folder. If you enable notifications, you will receive an email notifying you if a change has been made to a file that you subscribed to.

Step 1: Changing your personal account settings

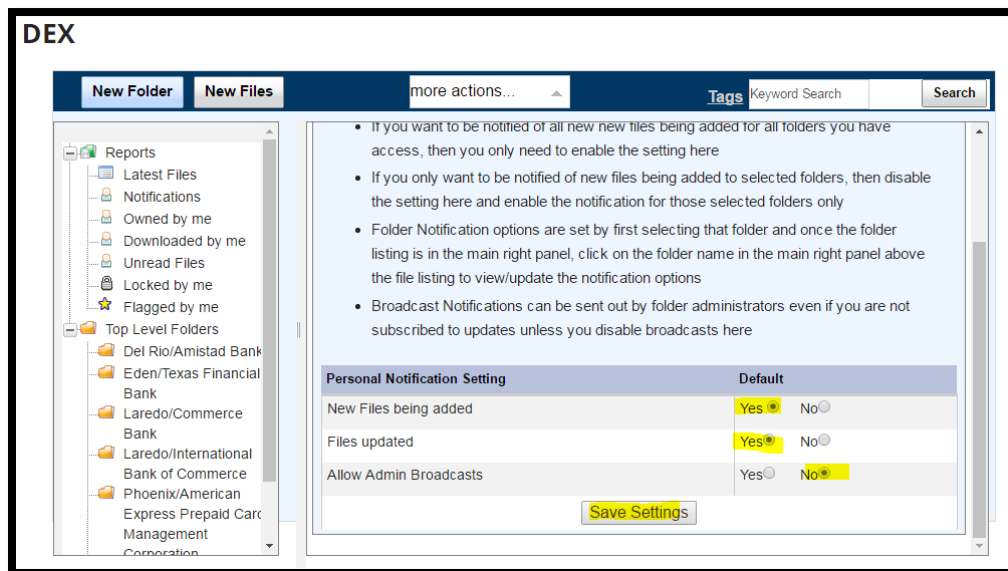
1. To navigate to the settings, click on “notifications” on the left side of the screen.



2. Select the “settings” tab on the far right of the screen. Illustration on next page.



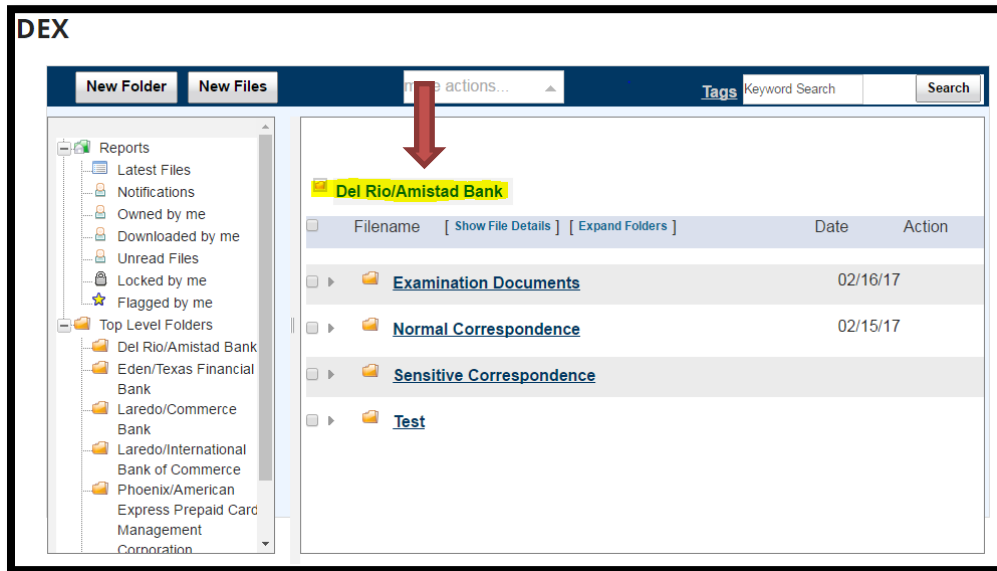
- Next, scroll down the settings page until you are at the bottom. Here, you can customize your settings.



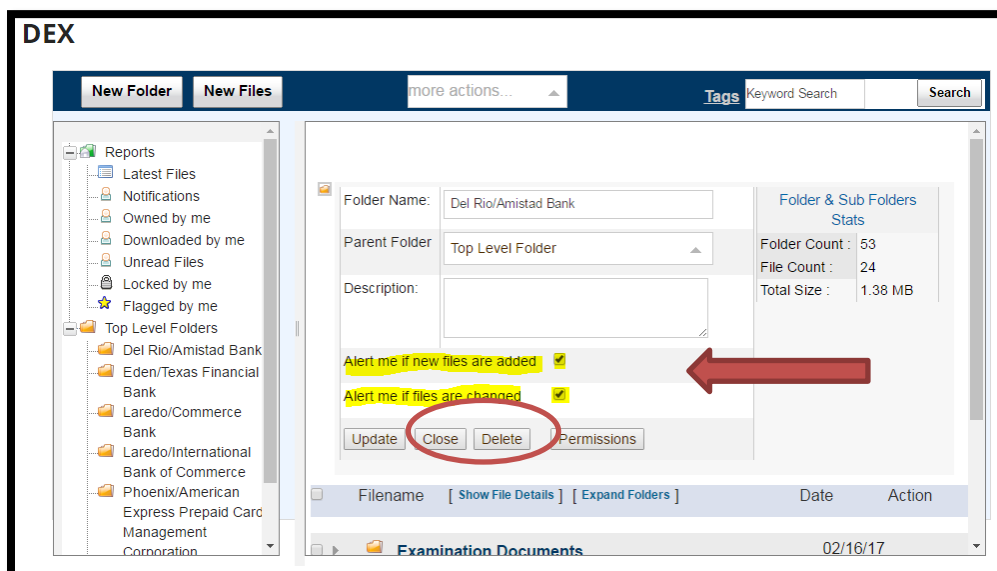
- To receive a notification if a new file has been updated or added to the portal, select “yes” for “new files being added” and “files updated”, under the first two default settings. To stop receiving all notifications, select “no” under the default settings.
- Select “save settings” when you are done customizing your profile.

Step 2: Subscribing to a folder

1. Now that your profile is customized, you can subscribe to notifications by changing the settings on individual folders. Select the individual folder name, at the top of the window, this is an editable box.



2. Check the appropriate check boxes to receive notifications. If you would like and email if any changes are made and/or if any files are changed. Ensure you select “update” then “close”.

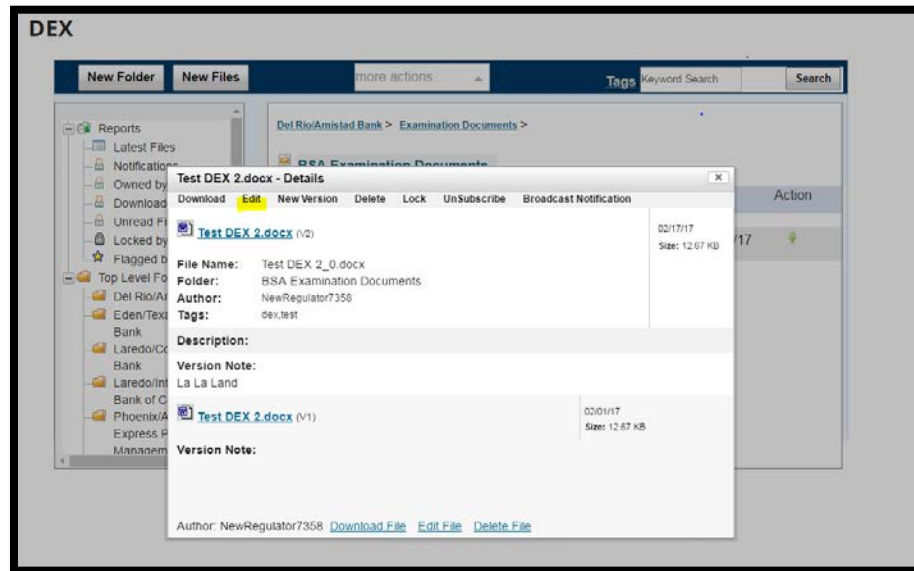


Adding Tags and Search Functions

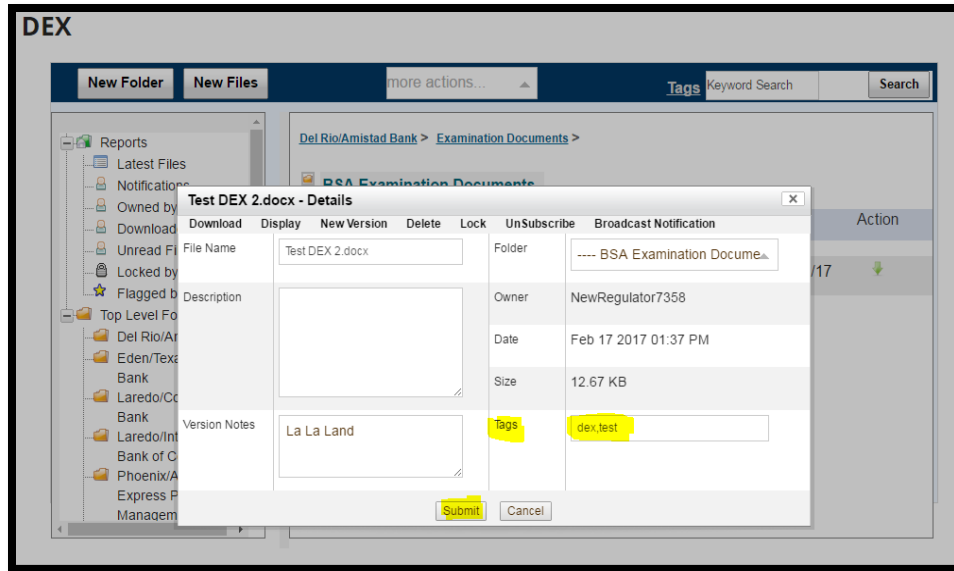
DEX has a tag function that allows for easier and faster searching. This function allows you to assign a tag word to the file, document, or folder, and then use the search box to find all documents associated with this tag word. For example, if you tag a file as “2016”, then type this into the search box, then all documents with this tag word associated with it will be displayed from your search.

Adding Tags to your Document

1. To assign a tag word, select the document you are working on to open the navigation dialogue box.

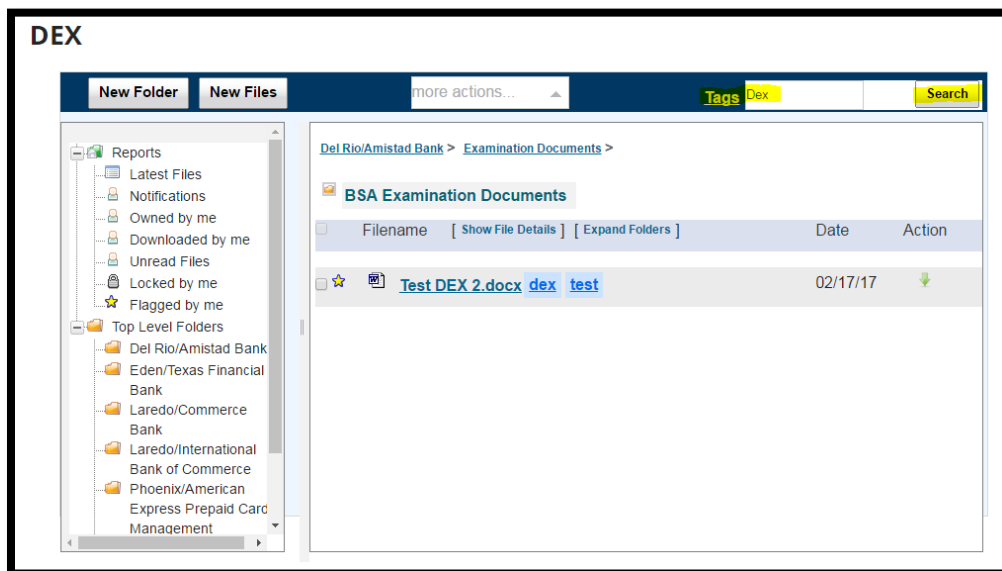


2. Select “edit” at the top of the dialogue box.
3. At the bottom right corner, type the tag words you would like to associate with this document, and click submit. Illustration on next page.



Search using the Tags function:

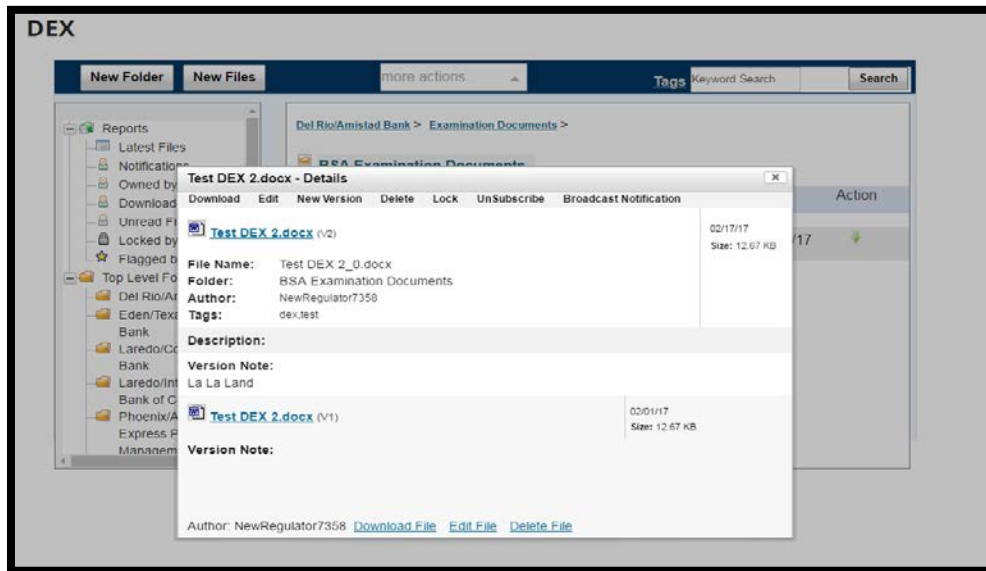
1. After assigning tags to documents, you can type the tag word into the search box to bring up any documents that have that specific word associated with them



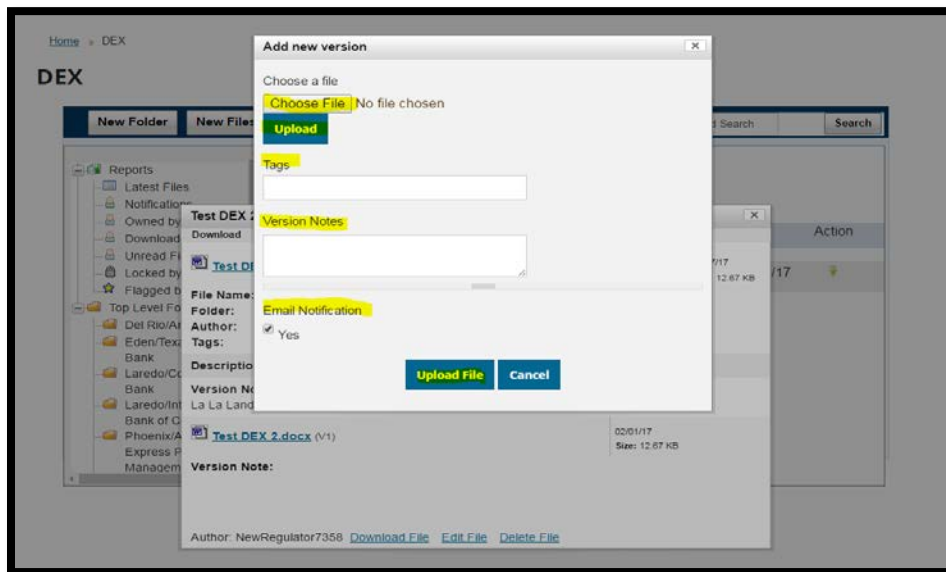
Adding Versions and File Names

DEX allows you to upload different versions of the same document, and include notes on the new version(s). Unfortunately, entities do not have the ability to delete a document or a folder; only upload new versions of a document. If you would like something deleted, please contact your examiner.

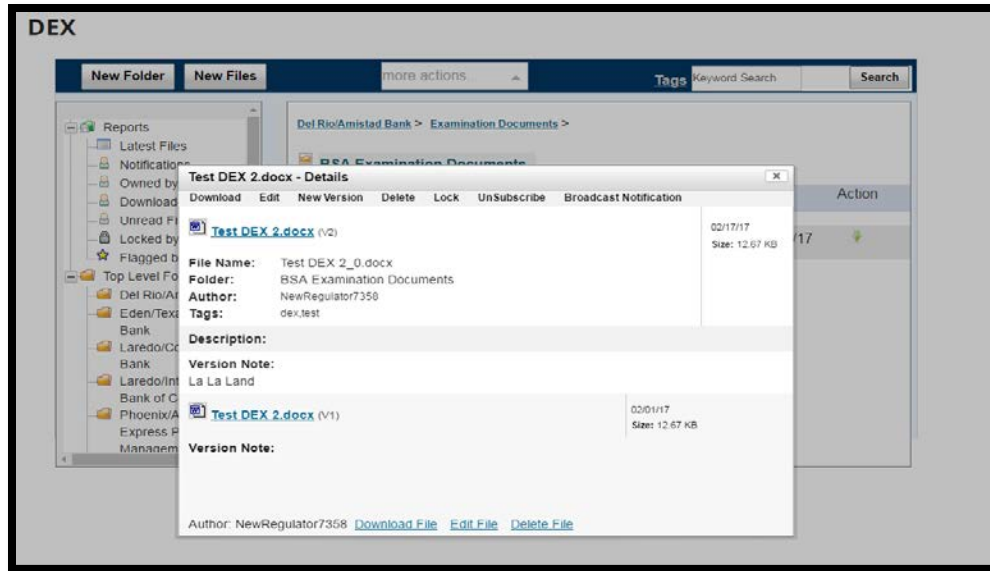
1. Select the document you would like to upload another version of, and select “new version” at the top of the navigation bar.



2. From this screen below, browse your computer to add the new version of the file, and add any applicable tags, notes, or select if you would like email notifications if changes are made to this file, then select upload.



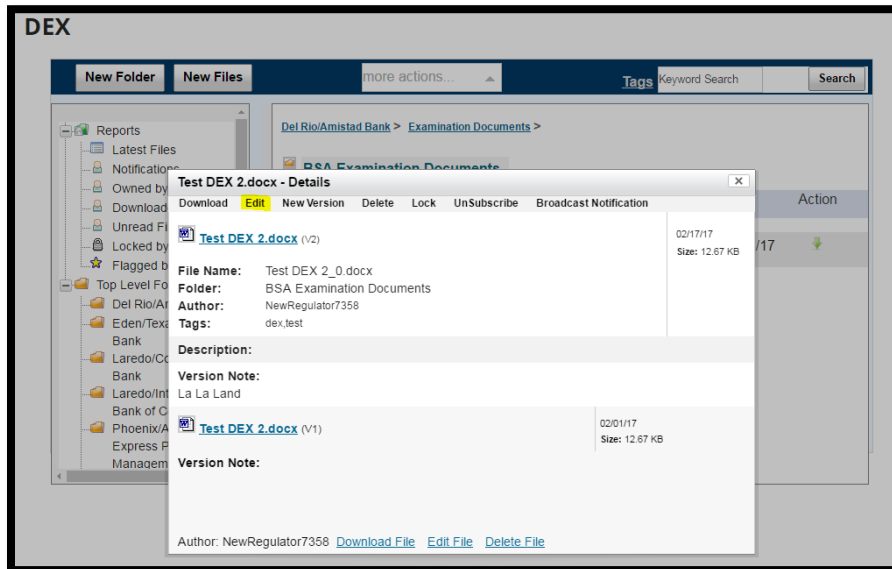
3. The screen below shows an example of the two different versions of the same document. Illustration on next page.



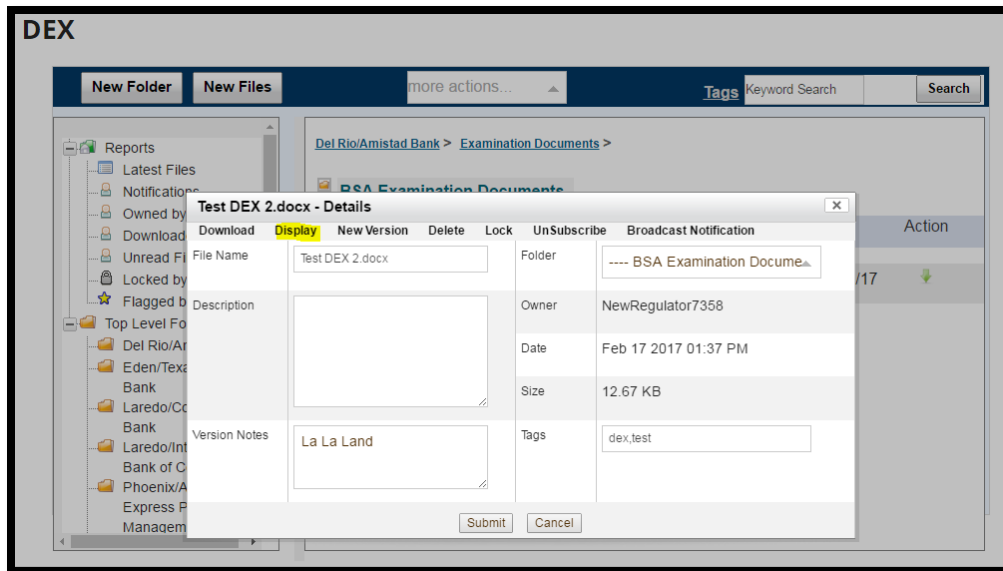
Editing & Displaying Documents

DEX does not allow you to edit documents, but it does allow you to edit the details of the file, which includes the file name, description, version notes, where the folder is saves, and any tags. To view your edits, select the “display” button on the navigation bar.

1. Select the file you would like to edit the document details on.



2. Select edit at the top of the navigation bar. Illustration on next page.



3. Make your edits, then submit, then click display to show your edits.

Deleting Documents from DEX Portal

DEX offers users a variety of easy ways to delete documents.

Option 1 – Deleting specific files in a folder

1. Navigate to the folder that has the files you would like to delete. Select the documents that you would like to delete. Tip: You can select all of the files in a folder by checking the square next to Filename.
2. Select "more actions.."
3. Choose "delete selected files"
4. Click "OK"

Option 2 – Deleting all of the files in a folder

1. Click "Folders" in the main navigation menu
2. On the "Folders" page select the bank or entity that has the files you would like to delete.
3. Scroll to find the folder under the entity.
4. Click "Flush Content"
5. Click "Ok"

Files in Folders

DEX 2.0 has been upgraded so that examiners can see how many files are in each folder. In the Top Level Folders below, notice that there are a total of 111 files in Buckholts State Bank. In the window to the right there is a file count (circled in red) for each particular folder. This now allows users with access permission to keep track of the number of files in each folder.

DEX

The screenshot displays the DEX portal interface. On the left, a sidebar lists 'Top Level Folders' including 'Anytown/MSB of Anytown (0)', 'Ben Wheeler/First State Bank of Ben Wheeler, Texas (227)', 'Buckholts/The Buckholts State Bank (111)', 'Burton/Burton State Bank (1)', 'Castroville/Castroville State Bank (284)', 'Coleman/Coleman County State Bank (2)', 'Dallas/Ping Express US LLC (137)', and others. The 'Buckholts/The Buckholts State Bank (111)' folder is highlighted with a red circle. The main panel shows the contents of this folder, listing several sub-folders with their respective file counts circled in red: 'ALERT Electronic Loan Data (1)', 'Commercial Bank Examination (108)', 'Correspondence (0)', 'IT Examination Documents (2)', 'Sensitive Correspondence (0)', and 'Specialty Examinations (0)'. The interface includes a top navigation bar with 'New Folder', 'New Files', and a filter dropdown set to 'Filter folders by Bank/City'.

Folder Name	File Count	Date
ALERT Electronic Loan Data	1	07/27/18
Commercial Bank Examination	108	08/14/18
Correspondence	0	
IT Examination Documents	2	08/16/18
Sensitive Correspondence	0	
Specialty Examinations	0	

Please refer to this new functionality to make sure that folders are empty after an exam has been completed.

Frequently Asked Questions (FAQ)

Please visit our FAQ's page for tips on navigating the DEX portal.



TEXAS DEPARTMENT OF BANKING

Commissioner Charles G. Cooper

Dedicated to Excellence in Texas Banking Since 1905

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FAQs

These are tips on getting started with the Dex file system.

- [How to Manage the Documents Section](#)
- [How to Manage Folders and Documents](#)