



## Using the Dashboard

All your active tasks will be displayed on the dashboard including the stage (Quote Request, quote, work approval) along with the date the next action is required, insured details and insurer details.

Task	Date Required	Insured Details	Insurer Details
 GS200085-QR10	2017-04-01	Pig, Porky	Awesome Insurer
 GS200126-WA1	2017-04-11	Duck, Daffy	XYZ Insurance Co

Showing 1 to 2 of 2 entries

## Searching

There are two search options; one is the Search feature in the top right hand corner which will search the tasks on the page and the other is the advanced search in the top left hand corner, which allows for more of a detailed search, including on historic files.

Advanced Search

Insured

Insurer

Supplier

Status

ACTIVE

HISTORY

Search for

QUOTE REQUEST

QUOTE

WORK APPROVAL

SEARCH

CLEAR SEARCH

CLOSE