

Refer to the following materials, if required:

- How do I navigate the Dashboard Report?

## STEP 1

Click on the “**DASHBOARD**” (1) tab.



## STEP 2

Generate a **Dashboard Report (2A)**.

Type “**Tier 2**” in the search field at the bottom of the “**Application Status**” (2B) column. This will reveal all pending applications that require action from Tier 2.

2A

Dashboard

Registry: 1  
Application Status: ALL  
Date: 2018-02-20 to 2018-02-22  
Applicants/Members: 20

Search:

SAVE EXPORT REPORT HELP

| Account ID | Comments | Name           | Admin Assigned | Internal Complaint Status | Date of Account Creation | Registry Viewing Status | Application Status       | Form                                | Completed | Date Completed | Email Date |
|------------|----------|----------------|----------------|---------------------------|--------------------------|-------------------------|--------------------------|-------------------------------------|-----------|----------------|------------|
| 000001     | 2        | 99984899, Heen | edit           |                           | 2018-02-21               |                         | Tier 2 Approval Required | Application                         | ✓         | 2018-02-25     |            |
| 000001     | 4        | 99984899, Heen | edit           |                           | 2018-02-21               |                         | Tier 2 Approval Required | Tier 1 Approval                     | ✓         | 2018-02-25     |            |
| 000001     | 8        | 99984899, Heen | edit           |                           | 2018-02-21               |                         | Tier 2 Approval Required | Tier 2 Approval                     | x         |                |            |
| 000001     | 4        | 99984899, Heen | edit           |                           | 2018-02-21               |                         | Tier 2 Approval Required | Tier 2 Approval Registry Admin Form | x         |                |            |

2B



Tier 1 Approval Form has to be completed prior to Tier 2 approvals.

Completion has two indicators: the row is highlighted in green and the “Completed” column contains a check mark.