icare™ | Insurance for NSW

Your Declaration Dashboard – Managing Your Tasks & Accessing Your Forms

![icare Insurance for NSW logo]

Managing Your Tasks in the Declarations Dashboard

- Your Dashboard will list all the Declaration Forms or Sections of a particular Declaration Form that have been assigned to you. These are referred to as your tasks.
 Note: An Approver's Dashboard will be empty until a Coordinator submits a completed Declaration Form for approval.

- Each time you are assigned a task, you will receive an email to notify you.

- The title of each task corresponds to the Declaration Form it relates to. If you have been assigned an incorrect form, please contact your Agency's icare Client Engagement Manager, or email us at declarations@icare.nsw.gov.au.

- There are three different types of task lists:

  - **Assigned** – Tasks that have been allocated to you.

  - **In Progress** – Tasks that you have started working on but haven't yet completed.

  - **Pending Approval** – Tasks that are complete and await approval. (Only Approvers can view these tasks).

- You can expand each task list into full screen view by clicking on the blue square on the top right of the list. To exit the full screen mode, click on the blue square again.
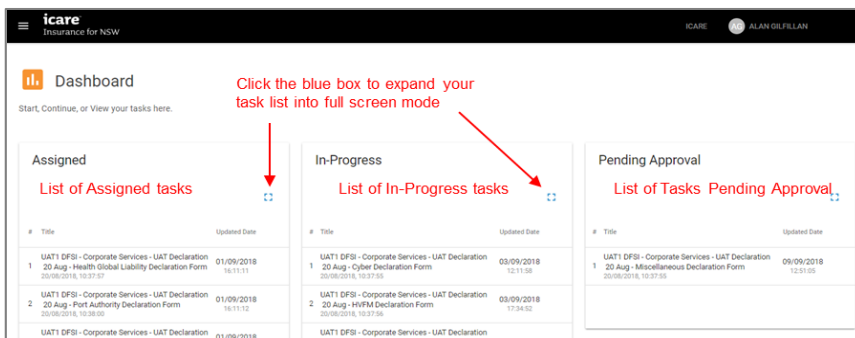

- **Search Functionality**

  The following are two options to use the search function.

  1. Use the search bar located at the top of each form status to find specific forms (e.g. Type "Workers Compensation" in the search field to find all the Workers Compensation Declaration Forms).
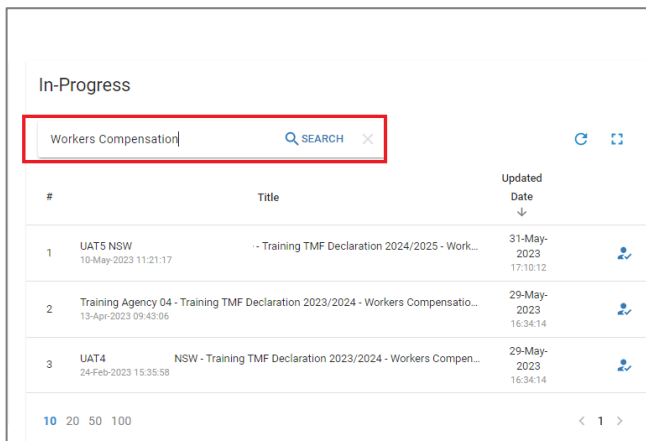

  2. Hold **Ctrl+F** on your keyboard and type in your keyword. Note that this will only search what is available and displayed on the page.

- The **View Completed Tasks** button can be seen on the top left of your dashboard. This will take you to the list of tasks that you have already completed.
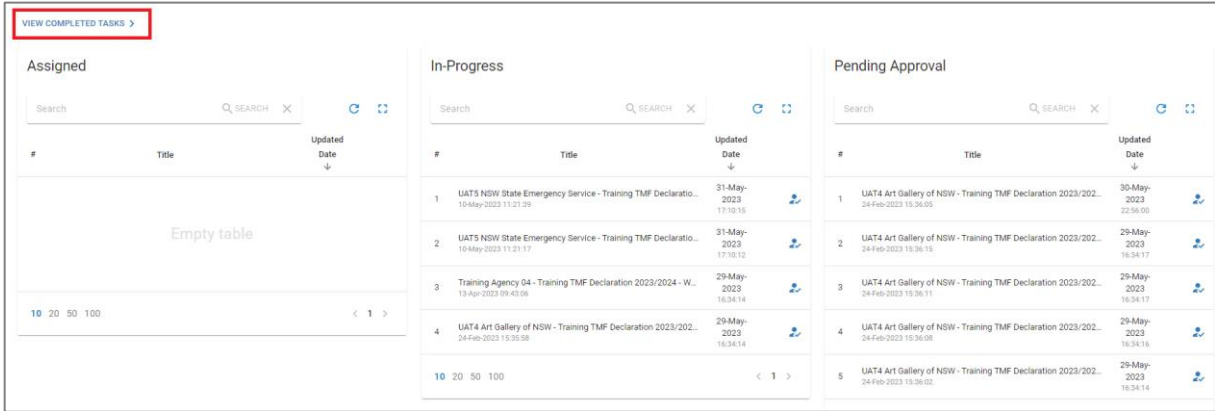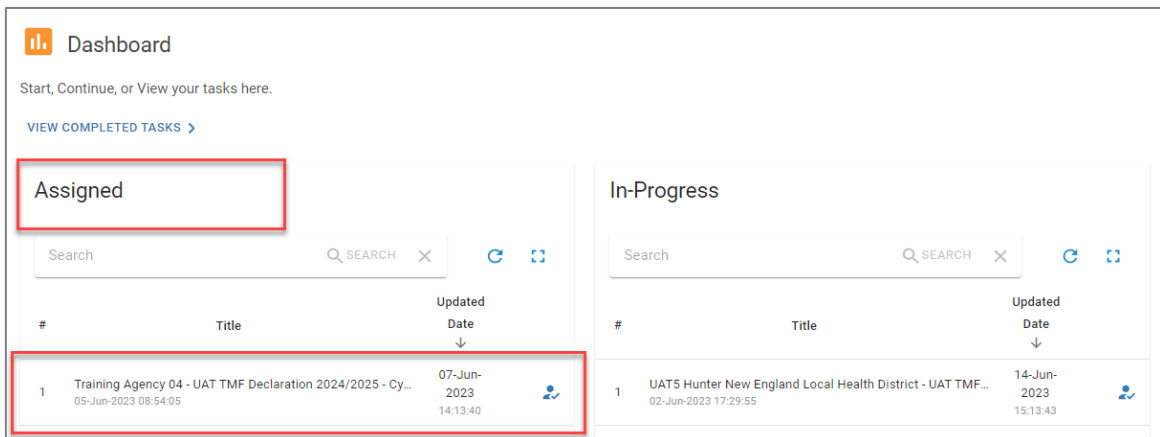

- **Task List Navigation**

  If you have multiple tasks, you can use the controls to expand the number of tasks listed and/or navigate the pages of tasks to display all the forms.
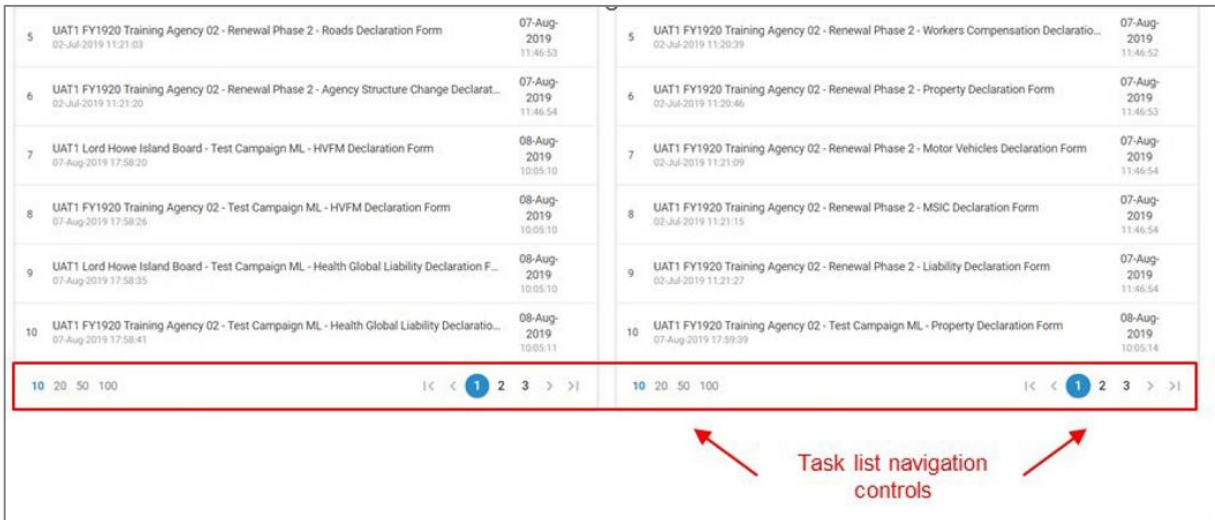
To Access Your Declaration Form

1. Click on a form in your Assigned task list to open a Form.

2. Your Section Menu for that Declaration Form will be displayed on your screen.

3. At the top of the screen, you will see:

- The type of Declaration Form you are in e.g. Property, Liability, etc.
- Agency name
- Details for this year's declaration campaign.

   If any of these details are incorrect, please contact your Agency's TMF Declarations Coordinator (if the form has been delegated), **your icare Client Engagement Manager, or email us at declarations@icare.nsw.gov.au**.

4. On each declaration form, you will see:

- List of sections within that declaration form
- Status of each section (displayed underneath the title of that section).

   Note: Coordinators and Approvers will see all Sections of each Declaration form. Delegates will only see the sections assigned to them by their Coordinator. e.g. If the Coordinator only delegated the Watercraft Section to the Delegate, they will only see this Section.

- **Instructions** – Click the **Download Instructions** to download TMF Declarations Instructions, a detailed guide on how to complete each declaration form.

   NOTE: If Delegates require access to training material, it is available at:

   www.icare.nsw.gov.au/declaration-training

5. On the bottom left of the Section Menu, you will see:

- **Cancel** – This will return you to the Dashboard **without saving**
- **Save & Exit (recommended)** – This will return you to the Dashboard and **save your form progress**.

If you require further assistance with this, please contact your icare Client Engagement Manager or email declarations@icare.nsw.gov.au.