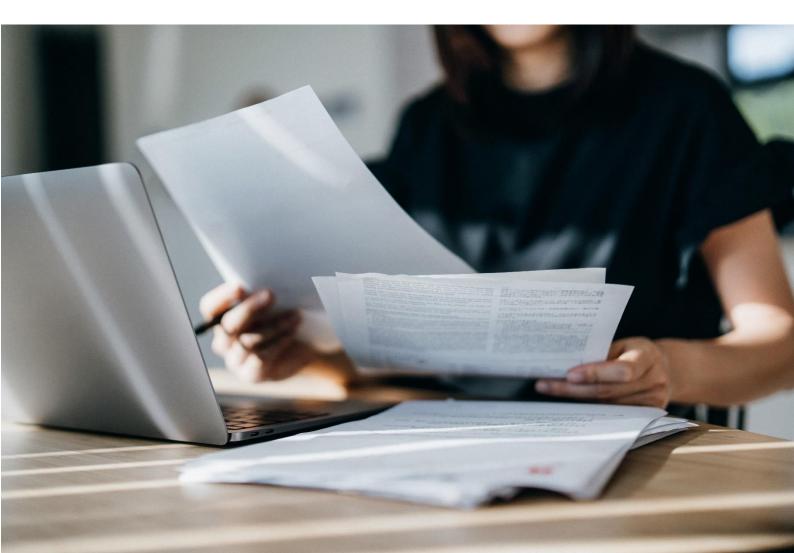
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Your Declaration Dashboard – Managing Your Tasks & Accessing Your Forms



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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.
 <u>Note</u>: 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 <u>declarations@icare.nsw.gov.au.</u>
- There are three different types of task lists:
 - **Assigned** Tasks that have been allocated to you.
 - o **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.

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	e blue box to expand your into full screen mode	
Assigned List of Assigned tasks	In-Progress List of In-Progress tasks	Pending Approval List of Tasks Pending Approval
# Title Updated Date	# Title Updated Date	# Title Updated Date
UAT1 DFSI - Corporate Services - UAT Declaration 20 Aug - Health Global Liability Declaration Form 20/08/2018, 10.37.57	UAT1 DFSI - Corporate Services - UAT Declaration 03/09/2018 20/08/2018, 10.37.55 03/09/2018 12:11:58 03/09/2018	UAT1 DFSI - Corporate Services - UAT Declaration 09/09/2018 20 Aug - Miscellaneous Declaration Form 12:51:05 20/08/2018, 10:37:55
UAT1 DFSI - Corporate Services - UAT Declaration 01/09/2018 2 20 Aug - Port Authority Declaration Form 16:11:12 20/08/2018, 10:38:00	UAT1 DFSI - Corporate Services - UAT Declaration 03/09/2018 2 20 Aug - HVFM Declaration Form 17:34:52 20/08/2018, 10:37:56	
UAT1 DFSI - Corporate Services - UAT Declaration 01/09/2018	UAT1 DFSI - Corporate Services - UAT Declaration	

• Search Functionality

The following are two options to use the search function.

 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).

	Progress			
Wo	orkers Compensation Q SEARCH X		C	0
#	Title	Updated Date ↓		
1	UAT5 NSW - Training TMF Declaration 2024/2025 - Work 10-May-2023 11:21:17	31-May- 2023 17:10:12		
2	Training Agency 04 - Training TMF Declaration 2023/2024 - Workers Compensatio 13-Apr-2023 09:43:06	29-May- 2023 16:34:14		
3	UAT4 NSW - Training TMF Declaration 2023/2024 - Workers Compen 24Feb-2023 15:35:58	29-May- 2023 16:34:14		

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.

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• 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.

Assigned			In-Progre	SS			Per	ding Approval		
Search	Q SEARCH 🗙	C D	Search	Q SEARCH 🗙	C	3 13	Sei	nch Q SEARCH X	G	0
*	Title	Updated Date ↓	*	Title	Updated Date 4			Title	Updated Date 4	
			1 UATS NS 10-May-21	W State Emergency Service - Training TMF Declaratio 23 11:21:39	31-May- 2023 17/10/15	2	1	UAT4 Art Gallery of NSW - Training TMF Declaration 2023/202 24-Feb-2023 15:36:05	30-May- 2023 22:56:00	2
			2 UAT5 NS 10-May-21	W State Emergency Service - Training TMF Declaratio 23 11:21:17	31-May- 2023 17:10:12	2	2	UAT4 Art Gallery of NSW - Training TMF Declaration 2023/202 24-Feb 2023 15:36:15	29-May- 2023 16:34:17	2
				Agency 04 - Training TMF Declaration 2023/2024 - W 23 09:43 06	29-May- 2023 16:34:14	2	3	UAT4 Art Gallery of NSW - Training TMF Declaration 2023/202 24 Feb-2023 15 36:11	29-May- 2023 16:34:17	1
10 20 50 100		< 1 >		Gallery of NSW - Training TMF Declaration 2023/202 23 15:35:58	29-May- 2023 16:34:14	2	4	UAT4 Art Gallery of NSW - Training TMF Declaration 2023/202 24Feb-2023 15:36:08	29-May- 2023 16:34:16	2
			10 20 50	00		<1→	5	UAT4 Art Gallery of NSW - Training TMF Declaration 2023/202 24 Feb-2023 15:35:02	29-May- 2023 16:34:14	2

• 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.

			Task list navigation	
10	20 50 100 1< (1 2	3 > >	10 20 50 100 IC < 1 2	3 > >
10	UAT1 FY1920 Training Agency 02 - Test Campaign ML - Health Global Liability Declaratio 07.4ug/2019/1758/41	08-Aug- 2019 10:05:11	UAT1 FY1920 Training Agency 02 - Test Campaign ML - Property Declaration Form 07.4ug/2019 17.5939	08-Aug- 2019 10:05:14
9	UAT1 Lord Howe Island Board - Test Campaign ML - Health Global Liability Declaration F., 074ug/2019 17:58:35	08-Aug- 2019 10:05:10	9 UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Liability Declaration Form 02-34/2019 11:21:27	07-Aug- 2019 11:46:54
8	UAT1 FY1920 Training Agency 02 - Test Campaign ML - HVFM Declaration Form 07-4ug/2019 17:58/26	08-Aug- 2019 10:05:10	8 UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - MSIC Declaration Form 02-Jul 2019 11:21:15	07-Aug- 2019 11:46:54
,	UAT1 Lord Howe Island Board - Test Campaign ML - HVFM Declaration Form 07-4ep;2019 17:58:20	08-Aug- 2019 10:05:10	7 UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Motor Vehicles Declaration Form 02-34/2019 11:21:99	07-Aug- 2019 11:46:54
	UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Agency Structure Change Declarat 02JJJ-201911-2120	07-Aug- 2019 11:46:54	6 UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Property Declaration Form 02-bit-2019 11:20:46	07-Aug- 2019 11:46:53
5	UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Roads Declaration Form 02-Jul 2019 11:21:03	07-Aug- 2019 11:46:53	UAT1 FY1920 Training Agency 02 - Renewal Phase 2 - Workers Compensation Declaratio 02-34-2019 11:20:39	07-Aug- 2019 11:46:52

To Access Your Declaration Form

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

Start, C	Dashboard Continue, or View your tasks here.							
Ass	signed				In-Progress			
Se	earch	Q SEARCH X	C	0	Search	Q SEARCH	× C	0
#	Title		pdated Date ↓		#	Title	Updated Date ↓	
1	Training Agency 04 - UAT TMF Declar 05-Jun-2023 08:54:05	ation 2024/2025 - Cy	7-Jun- 2023 4:13:40	2/	1 UAT5 Hunter Ne 02-Jun-2023 17:29	ew England Local Health District - UAT TMF 255	14-Jun- 2023 15:13:43	2/
-		0	7 1		•		07.1	

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icare Insurance for NSW	MOTOR VEHICLES DECLARATION FORM TRAINING AGENCY 03 - TRAINING TMF DECLARATION 2024/2025 - MOTOR VEHI	ICLES DECLARATIO
Training TMF Declaration 2024/2025 - Due 22-Sep-2023 V		Task Title
identify relevant training material that suits your needs and contains	a clickable link to our training site.	iting https://www.icare.nsw.gov.au/declaration-training/ A Training Guideline is attached to help you
DOWNLOAD INSTRUCTIONS Click to dow	vnload Help Guide List of your as	Form Status
Motor Vehicles by Category Section	us	n Progress 🔹
Motor Vehicles Indemnity Section		DELEGATE >
Agency Structure Section (Incl. Mergers & Splits) Incomplete		DELEGATE >
	lways remember to Save a Copy of he completed Declaration 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 <u>declarations@icare.nsw.gov.au</u>.

- 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 <u>declarations@icare.nsw.gov.au</u>.