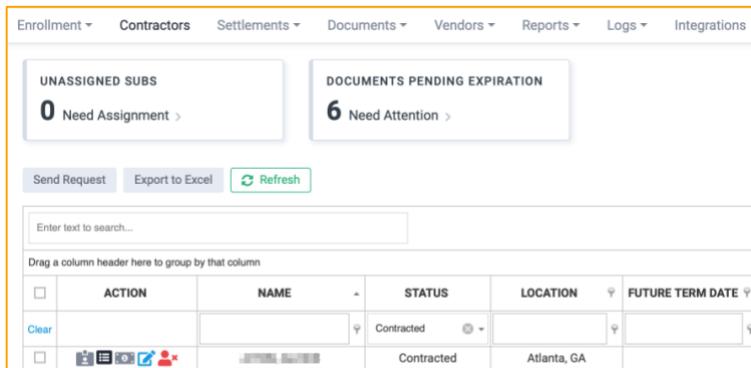


Documents Pending Expiration Dashboard

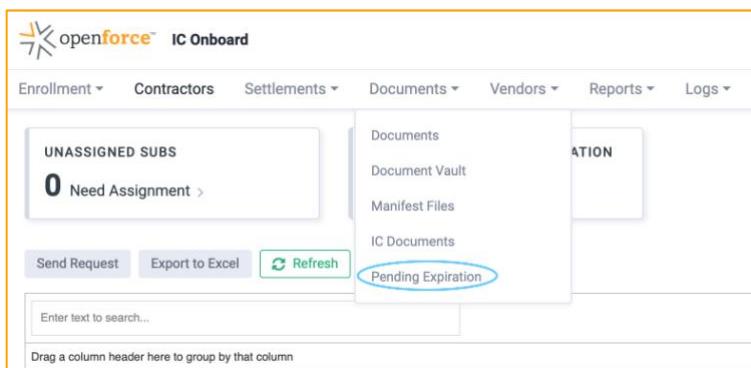
The expired document dashboard provides a quick view of supplemental items that will expire within the next 90 days. If documents have already expired or the expiration date field is blank the dashboard will not include the data. Filters, Sorting and Search features have been added for manipulating the data.



	ACTION	NAME	STATUS	LOCATION	FUTURE TERM DATE
<input type="checkbox"/>			Contracted		
<input type="checkbox"/>		[REDACTED]	Contracted	Atlanta, GA	

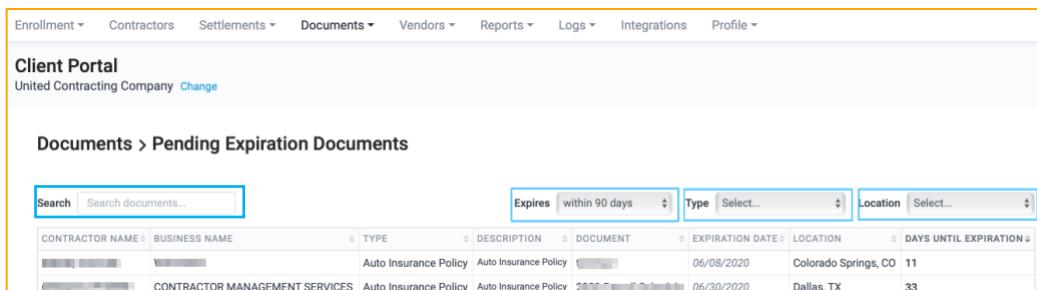
Accessing the Pending Expiration Dashboard

You can either click the the Need Attention box while in the Contractors Tab, or access it through the Documents>Pending Expiration Tab



Using Filters & Search

You can modify the viewed data by using any combination of the dropdown filters provided, or search by Name, Business Name, and Document fields.



CONTRACTOR NAME	BUSINESS NAME	TYPE	DESCRIPTION	DOCUMENT	EXPIRATION DATE	LOCATION	DAYS UNTIL EXPIRATION
[REDACTED]	[REDACTED]	Auto Insurance Policy	Auto Insurance Policy	[REDACTED]	06/08/2020	Colorado Springs, CO	11
[REDACTED]	CONTRACTOR MANAGEMENT SERVICES	Auto Insurance Policy	Auto Insurance Policy	2020-07-01	06/30/2020	Dallas, TX	33