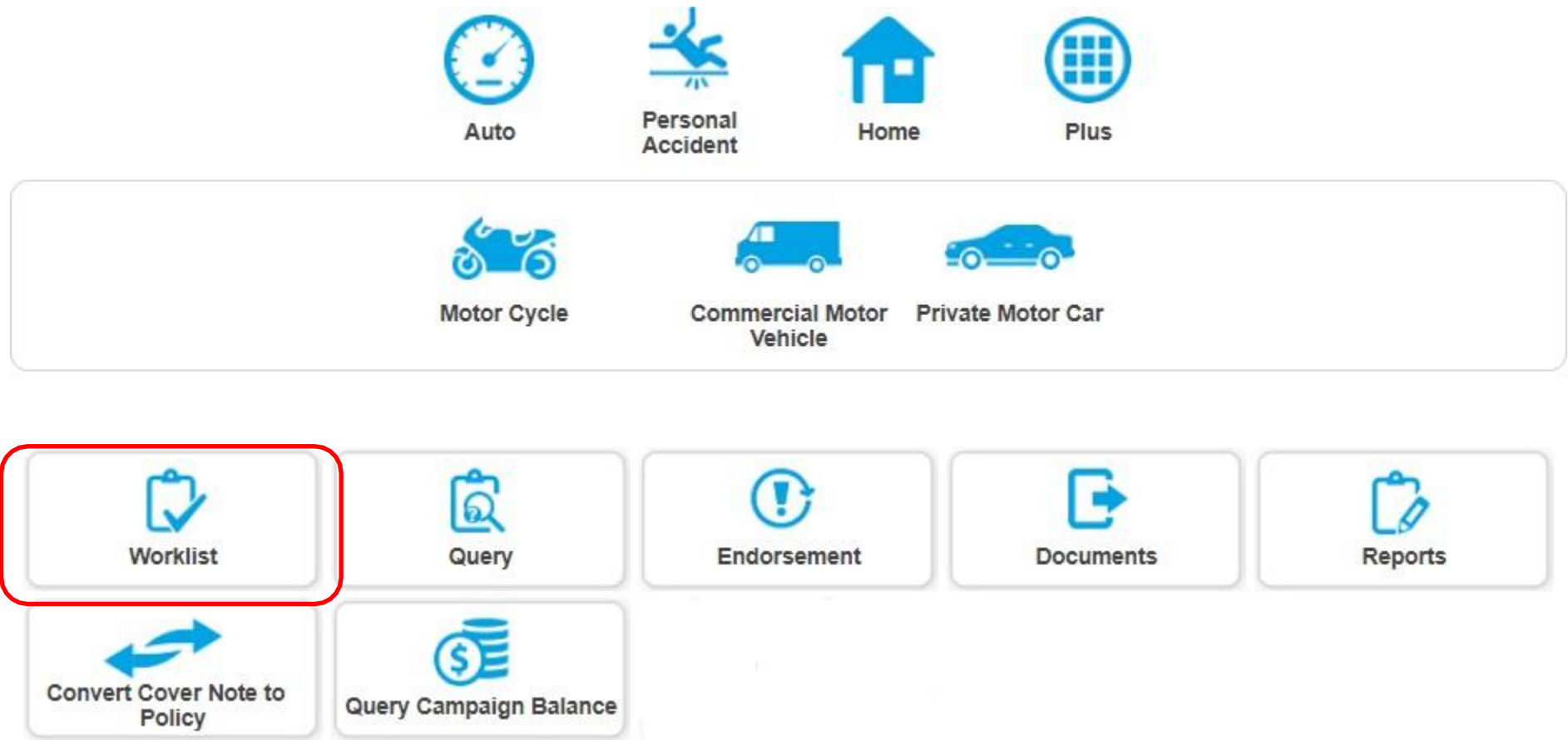# Overview of WorkList

Overview of Worklist

The Worklist function allows Producer to see his/her pending quotations done in the system .

Overview of Work List

The **Work List** is for all In-Progress transactions including Renewal / Endorsement / New Business.

Policy which are expiring 60 days prior to the expiry date will have their Renewal Quotation in Worklist.

Overview of Work List

Product – All Products will be listed in this dropdown

Quotation Number – Search using 10 digit quotation number

Customer Name – Last Name ONLY or LAST NAME follow by FIRST NAME

License Plate No. – Search for Auto policy using vehicle number

Overview of Work List

Continue - To bind the policy

Amend - To amend the information of the policy before binding. Example, you can change the mode of payment, update contact details, addition of spouse, change of plan etc.

Reject - To reject / cancel the quotation