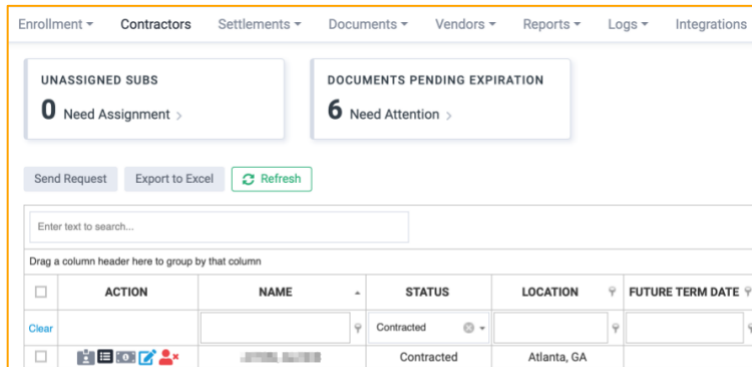


Documents Pending Expiration Dashboard

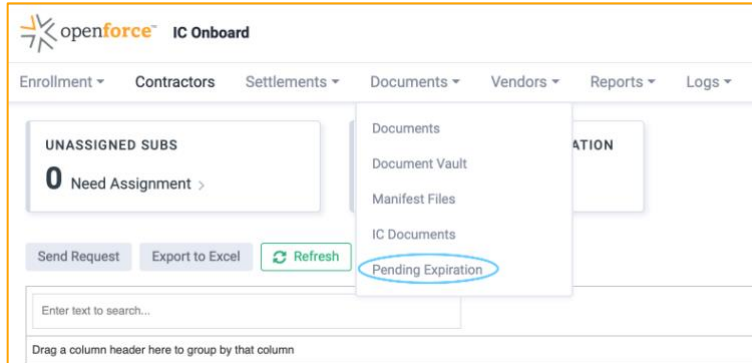
The expired document dashboard provides a quick view of supplemental items that will expire within the next 90 days. If documents have already expired or the expiration date field is blank the dashboard will not include the data. Filters, Sorting and Search features have been added for manipulating the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



The dashboard shows two summary cards: 'UNASSIGNED SUBS' with 0 items and 'DOCUMENTS PENDING EXPIRATION' with 6 items. Below are buttons for 'Send Request', 'Export to Excel', and 'Refresh'. A search bar is present above a table with columns: ACTION, NAME, STATUS, LOCATION, and FUTURE TERM DATE. The table shows one row with 'Contracted' status and 'Atlanta, GA' location.

Accessing the Pending Expiration Dashboard

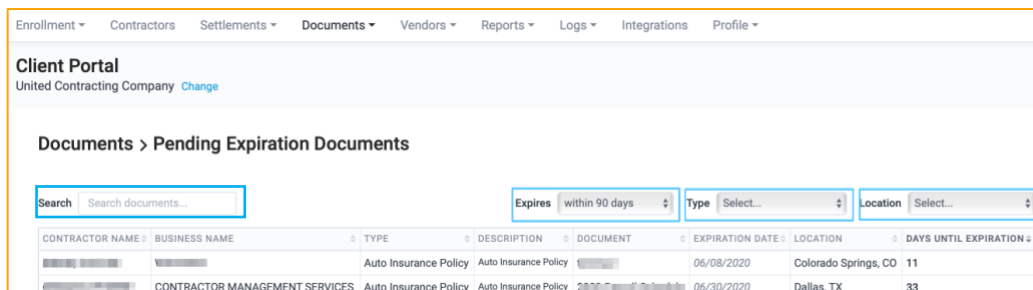
You can either click the the Need Attention box while in the Contractors Tab, or access it through the Documents>Pending Expiration Tab



The screenshot shows the 'openforce IC Onboard' navigation menu. The 'Documents' dropdown is open, showing options like 'Documents', 'Document Vault', 'Manifest Files', 'IC Documents', and 'Pending Expiration', which is circled in blue.

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.



The screenshot shows the 'Client Portal' for 'United Contracting Company'. It displays 'Documents > Pending Expiration Documents'. There is a search bar and filters for 'Expires' (within 90 days), 'Type' (Auto Insurance Policy), and 'Location' (Colorado Springs, CO). A table lists documents with columns for CONTRACTOR NAME, BUSINESS NAME, TYPE, DESCRIPTION, DOCUMENT, EXPIRATION DATE, LOCATION, and DAYS UNTIL EXPIRATION.

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

