



How to display applications with no allocated assessor

Side-menu and homepage tabs

Basic Steps

1. Select **Assessment in Progress** tab in the homepage.
2. By default, the dashboard displays applications assigned to **Me Only**, which hides the **Allocated** filter and column.
3. Change the view to **My Referral Body** to display the **Allocated** filter and column.
4. The **Allocated** filter contains all users within your organisation, including deactivated users whose applications have not yet been reassigned. You can also filter by 'not allocated' applications.

The screenshot shows the PlanSA interface with the 'Assessment in Progress' tab selected. A blue dashed box highlights the 'Assigned to my Referral Body' radio button, which is selected. Another blue dashed box highlights the 'ALLOCATED' dropdown menu, which is open and shows two options: 'Not Allocated' (checked) and 'Samuel User'. The 'REQUEST FOR INFORMATION' button is also visible in the top left corner.

DAP Classic

More information

Ability to filter by an allocated assessor or not allocated is available in the following.

Homepage tabs

- For Your Action
- Assessment in progress
- Completed

Homepage side-menu

- Request for Information

Allocated user