# How To Use The Dashboard

https://jamaicabusinessgateway.com/home

### Login to the JBG Portal and input your username and password

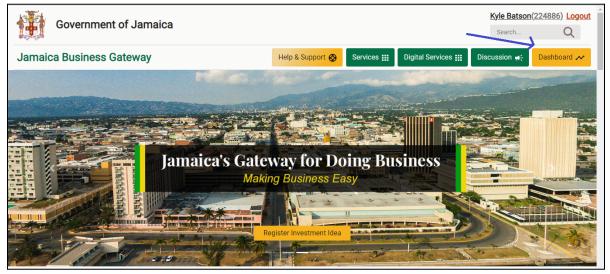


Figure 1 - Navigating to the dashboard

# Navigating to the Dashboard

Select the "Dashboard" button on the Navigation bar. This will take you to the dashboard page (<u>https://jamaicabusinessgateway.com/group/guest/dashboard</u>)

a) After selecting the "Dashboard" button you will be taken to the general dashboard. Here you will see an overview of all of your licenses/permits. They can be presented as an application to be processed in stages, a draft to be completed.

# General Dashboard

Government of Jamaic	ca				Kyle(224 Search	886) <u>Logout</u> Q
Jamaica Business Gateway		Help & Support 🚫	Services III	Digital Services 🗰	Discussion 📢	Dashboard 📈
Your Dashboard				2		
Overview B Expired Licences		Pharmaceutio	cal			X -
In progress Cases	3					
Pharmaceutical Application Transaction Number     63247/23	Category / Sub Category / Child Category / Type Pharmaceutical Product/ New Pharma Preparations			l / Iron	Z Status • SUBMITT	1 •••
Application Submission 0 DAYS 08/05/2023 08/05/2023 SUBMITED Review and V CLOSED	- 08/05/2023 08/05/2023 - 08 Verification Due Diligence-S CLOSED	8/05/2023 Scientific Evaluation	1 WEEK 08/05/2023 Committee Decision		ssuance of License Certific .etter	exate or Refusal
Overview Discussion and Support						

Figure 2 - The General Dashboard

#### The image above is a general overview of the Dashboard:

 a) Overview - The Overview tab displays all information about your current License/Permit, a dropdown, and buttons to access further details and functionality.

**b) Expired Licenses** - The Expired Licenses tab displays all your current Licenses/Permits that have expired, a dropdown, and buttons to access further details and functionality.

2. Digital Service Licenses Selection - This dropdown allows for the selection and sorting of your submitted applications. When first landing on the dashboard page, all of your submitted application(s) will be displayed ordered by date. Therefore, this dropdown can be used to view application(s) submitted per module.

Please Select Application Type	<b>X</b> *
Please Select Application Type	<b>^</b>
Agriculture	
e Aquire Land	- 1
Cannabis	
Entertainment	-
Payment	

Figure 3 - Drop down showing license/permit categories

3. In Progress Cases - When you have successfully submitted an Application on the Jamaica Business Gateway website, it will be displayed in your dashboard under In Progress Cases. Here a quick view of the application will be shown which includes key data such as the transaction id, the category, status, date progress tracker and so on.

Manufacturer Application Transaction Number 66262/23	Category Consumerables	Issue Date 08/09/2022	Expiration Date 02/09/2023	Status • SUBMITTED
plication Submission Data Verification 05/2023	Referral to JCA	Inspection Date	JCA Recommendations	Issuance of Permit(Exemtion Certificate) or Refusal Letter

Figure 4 - Closer look at an Inprogress Application

4. Download Transcript / Detailed View - Shown here are two buttons. Clicking on the first button (downward facing arrow) will generate and download a transcript of your application that was submitted. This will be the same transcript if you used the "print and download" right before submitting your application.

The second button (the eye) will take you to the detailed page of that specific application. This is discussed in more detail in the **detailed application dashboard** section below on page 5.

Also included on the general dashboard are draft applications. Applications are saved as drafts if the user uses the save and continue feature, or if the user lost connectivity while completing an application. They can continue the application by clicking on the "Continue your Application" button or the yellow "eye" button.Below shown is an image of some draft applications.

Kannabis Licence 80812/23	Created Date 03/04/2023	Last Modified Date	Status • DRAFT
		Continue you	r Application $\rightarrow$
Agriculture Licence 39170/23	Created Date 09/05/2023	Last Modified Date	Status
		Continue you	r Application $\rightarrow$
Farmer Licence 04396/23	Created Date 18/04/2023	Last Modified Date	Status • DRAFT
		Continue you	r Application 🔶
06333/23	Created Date	Last Modified Date	Status • DRAFT
		Continue you	r Application $\rightarrow$

Figure 5 - Draft Applications

# **Detailed Application Dashboard**

After clicking on the yellow "eye" button on an in-progress application on the general dashboard, the user will be taken to a more detailed view of the application. The detailed dashboard is broken down in different tabs outlined in this section. Shown below is an image of a detailed view of an application for a pharmaceutical license.

	PHARMACEUTICAL LICENCE		← Back to Dashboard	1
Notifications/Collaboration	문 Details	답응 Documents	Due Diligence- Scientific Evaluation	답 Licence Certificate
	Pharmaceutical Application Transaction Number 63247/23	Category / Sub Category / Child Category / Type of Ap Application Pharmaceutical Product/ New Pharmaceu Health / Blood / Iron Preparations	Status	
		e bws 23 - 08/05/2023 08/05/2023 - 08/05/2023 04 Verification Due Diligence-Scientific Evaluation CLOSER	NWEX     Susance of License     Committee Decision     N Process	2
	Notifications and	Collaboration		
		sion		3
		tion		
	• FI STATUS UPDATE Due Diligence			
	STATUS UPDATE	1		

Figure 6 - Notifications and Collaboration Tab

### Notifications and Collaboration

- Detailed Dashboard Tabs Located at the top of the detailed dashboard are different tabs which show different data pertaining to the application and its process. Please note that for each application these tabs will differ, except for the Notifications/Collaboration, Details and Documents tabs.
- Application Details Displayed here is similar to what is shown on the general dashboard. Information such as the transaction number, Categories and progress tracker are all shown.
- 3. Notifications/Collaboration Tool Here the applicant will be able to communicate with government officials at each step of the status update, and upload any additional information necessary to complete the processing of the application, or answer any questions posted by government officials about any step of the application process.

### Details

	PHARMACEUTICAL LICENCE			← Back to Dashboard	
Notifications/Collaboration	Details	문 Documents	BB D		Licence Certificate
	Pharmaceutical Application Transaction Number 63247/23	Category / Sub Category / Child Category / Type of App Application Pharmaceutical Product/ New Pharmaceur Health / Blood / Iron Preparations		Status • SUBMITTED	
		2023 - 08/05/2023 - 08/05/2023 and Vertification Due Diligence-Scientific Evaluation	1 WEEK 08/05/2023 - Committee Decision	Suance of License Certificate or Refusal Letter	
	Application Transci Pharmaceutical Drug Informat	-		Download and Print 🛓	
	Brand/Trade Name of Drug Kyle Brand	Name and Address of License Holder Test Name Test Address			
	Generic Name or Non-Proprietary Designation of Drug Test Generic Name				
	Dosage Form Oral				
	Route of Administration Mouth Dispensing Condition in Country of				
	Origin Non prescription based				

Figure 7 - Details Tab

 On the details page, users will be able to see a transcript of the application submitted. This will entail some of the key data entered on the application form. In addition, there will be a print and download button, which will generate and download a pdf version or transcript of the application submitted.

### Documents

	PHARMACEUTICAL LICENCE		← Back to Dashboard	
Notifications/Collaboration	Details	Documents	Due Diligence- Scientific Evaluation	
	Documents			
	Two copies of a summarized Product	Characteristics (SmPC)		
	Three copies of something.docx 12 KB		Issued.on. Expired.on. 💆 Download	
	Details of the tests conducted			
	Details of tests conducted .docx 12 KB		Issued on Expired on 💆 Download	
	Control of active ingredient(s) and fina	l product		
	Control of Active Ingredients.docx		Issued on. Expired on. 🛓 Download  菌	
	Description of the Manufacturing Proc	ess of Final Product		
	Description of Manufacturing Process.docx 12 KB		Issued on. Expired on. 👲 Download	
	Summary of Clinical/Non- Clinical Stud	lies		

Figure 8 - Documents Tab

1. On the documents tab, you will have a list of all supporting documents that were uploaded during the application. You'll be given the option to download or delete any of these documents as necessary.

	PHARMACEUTICAL LICENCE		← Back to Dashboard	
<b>Notifications/Collaboration</b>	Details		B Due Diligence-Scientific Evaluation	Licence Certificate
		egory / Child Category / Type of Application / Choice of Application Il Product/ New Pharmaceutical Drug / Human Health / I	Raise an Appeal → Slood / Iron Preparations	
	Jamaica Business Gateway ✔ ⑦ 🖬 🗖	Start a Business Acquire Land Access Incentives Obtain Construction Permits Close a Business Secure Approvals Help & Support Contact Us Privacy-Policy Term	Registers Discussion Boards News & Articles a cfUse Disclaimer	

On the License Certificate tab, you will see a summary for the type of digital license/permit. Here, you can also preview or download a copy of the license/permit.