

How To Use The Dashboard

<https://jamaicabusinessgateway.com/home>

Login to the JBG Portal and input your username and password

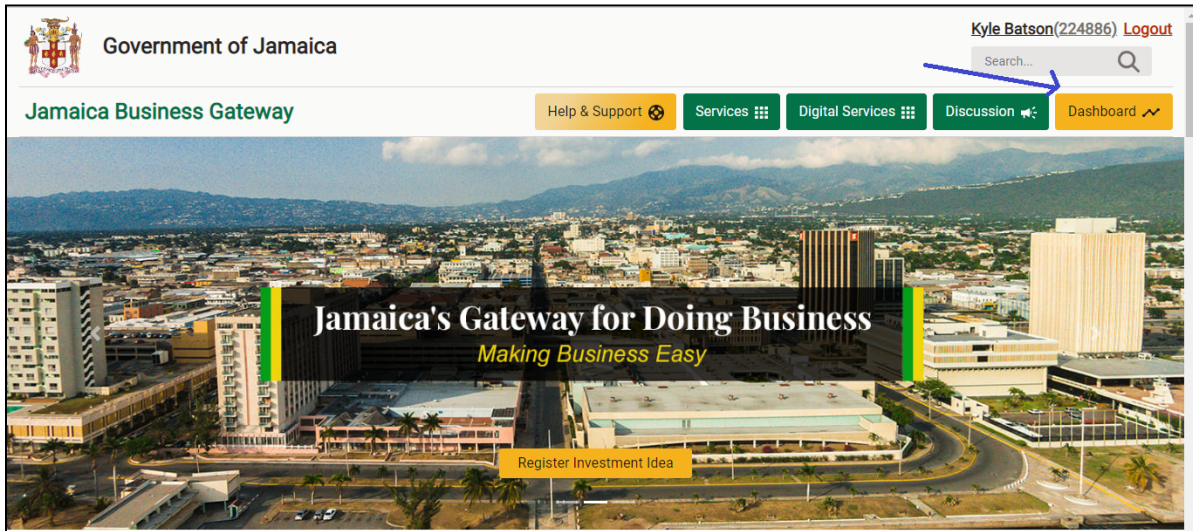


Figure 1 - Navigating to the dashboard

Navigating to the Dashboard

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

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

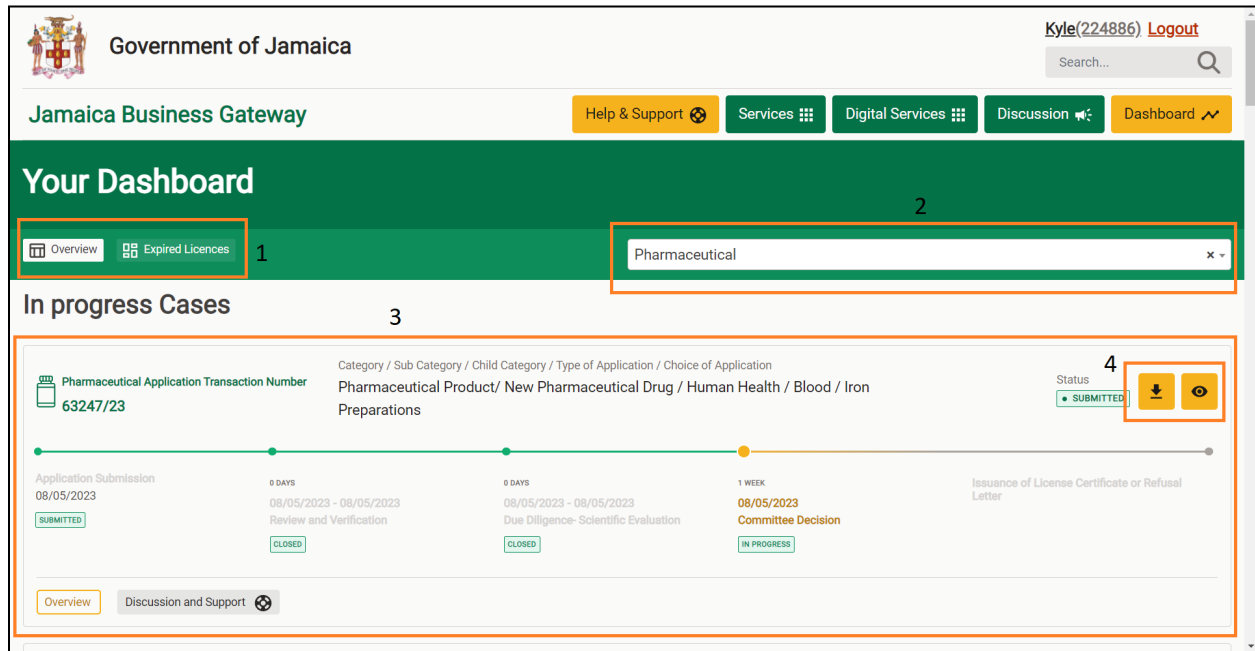


Figure 2 - The General Dashboard

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.
- 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.

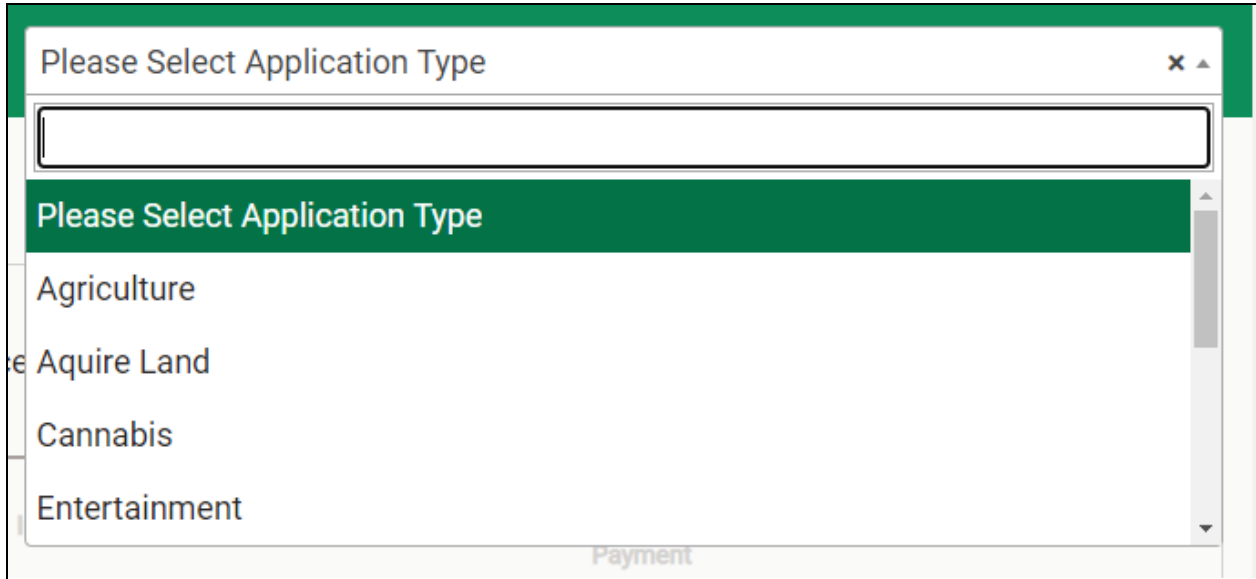


Figure 3 - Drop down showing license/permit categories

- 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.

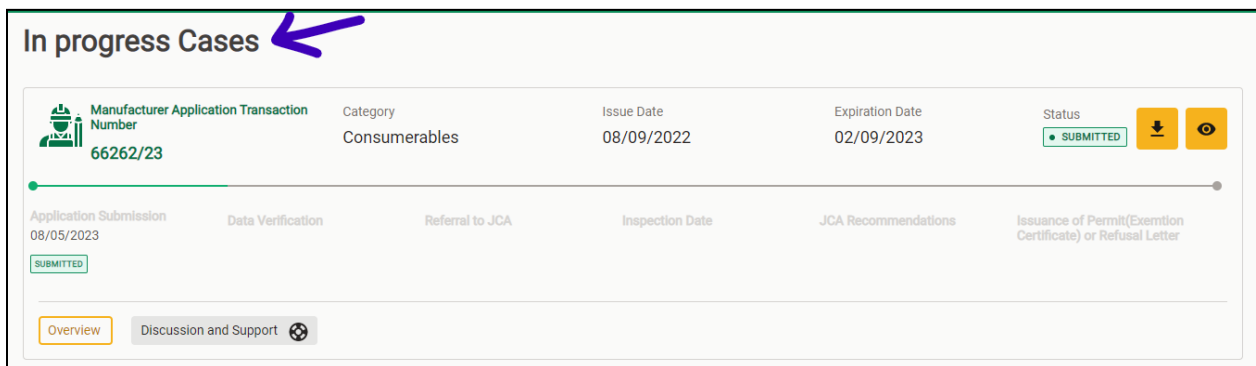


Figure 4 - Closer look at an Inprogress Application

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.

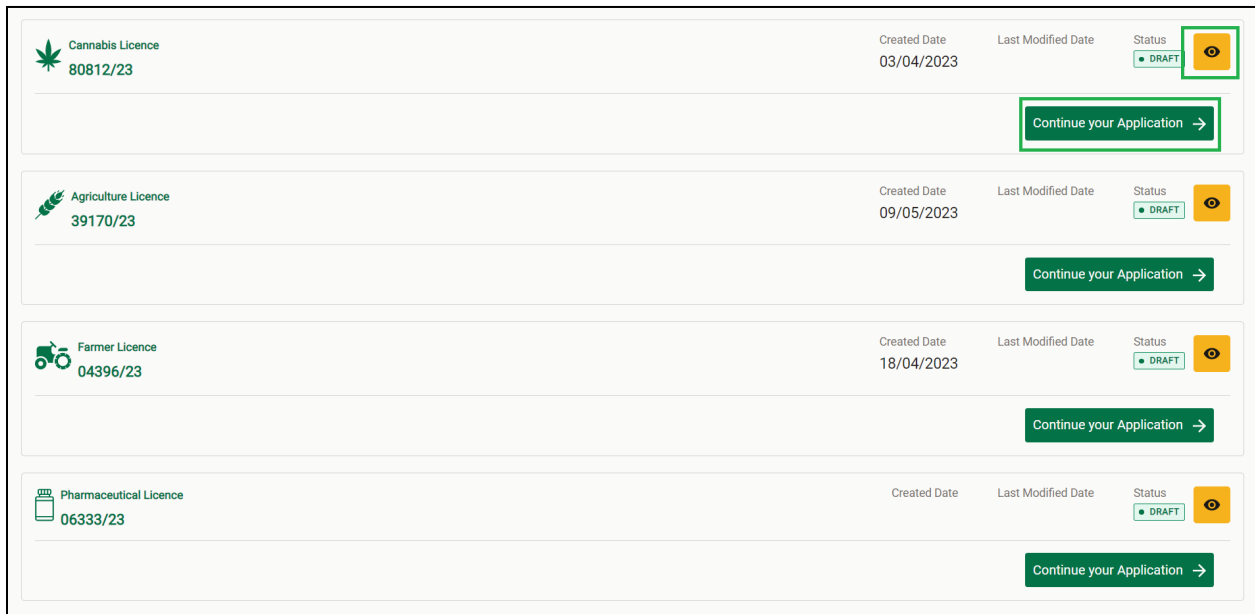


Figure 5 - Draft Applications

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.

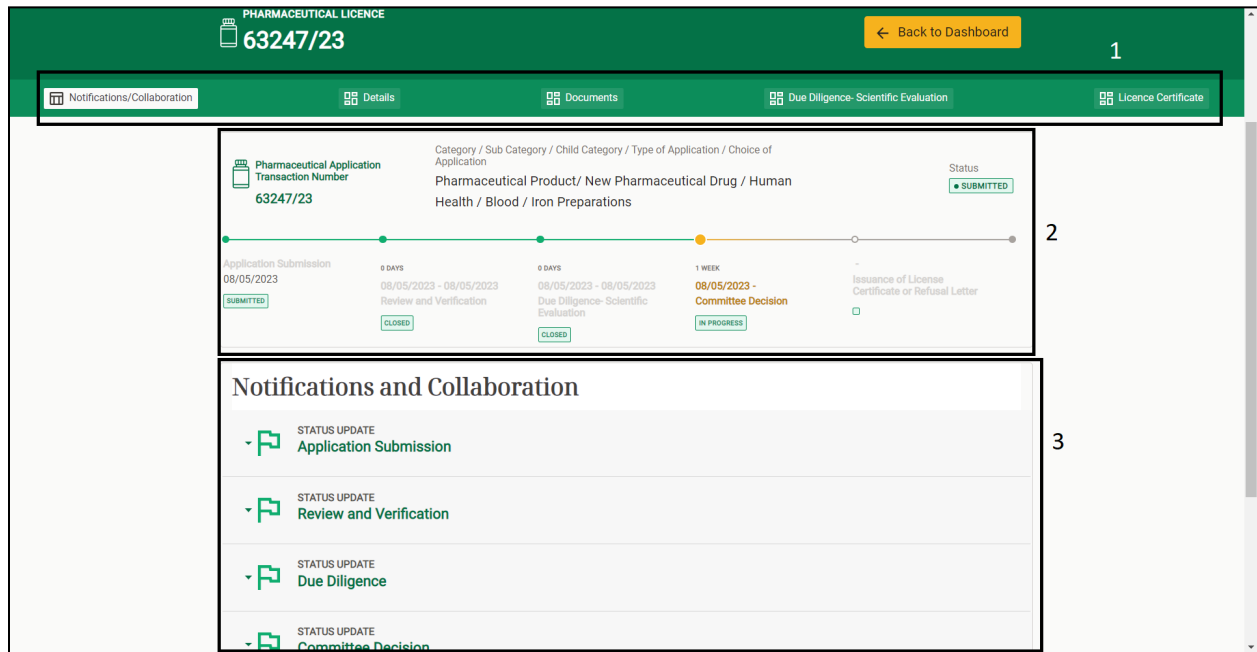


Figure 6 - Notifications and Collaboration Tab

Notifications and Collaboration

- 1. 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.**
- 2. 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

The screenshot displays the 'Details' tab for a Pharmaceutical Licence application. At the top, the header includes 'PHARMACEUTICAL LICENCE' and the application number '63247/23'. A 'Back to Dashboard' button is located in the top right. The navigation bar contains 'Notifications/Collaboration', 'Details' (highlighted), 'Documents', 'Due Diligence- Scientific Evaluation', and 'Licence Certificate'.

The main content area features a progress timeline for the application. The timeline includes the following steps:

- Application Submission:** 08/05/2023, Status: SUBMITTED
- Review and Verification:** 08/05/2023 - 08/05/2023, Status: CLOSED
- Due Diligence- Scientific Evaluation:** 08/05/2023 - 08/05/2023, Status: CLOSED
- Committee Decision:** 08/05/2023 - 08/05/2023, Status: IN PROGRESS
- Issuance of Licence Certificate or Refusal Letter:** Status: -

The 'Application Transcript' section is highlighted with a red box and includes a 'Download and Print' button. It contains the following information:

Pharmaceutical Drug Information

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

1. 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

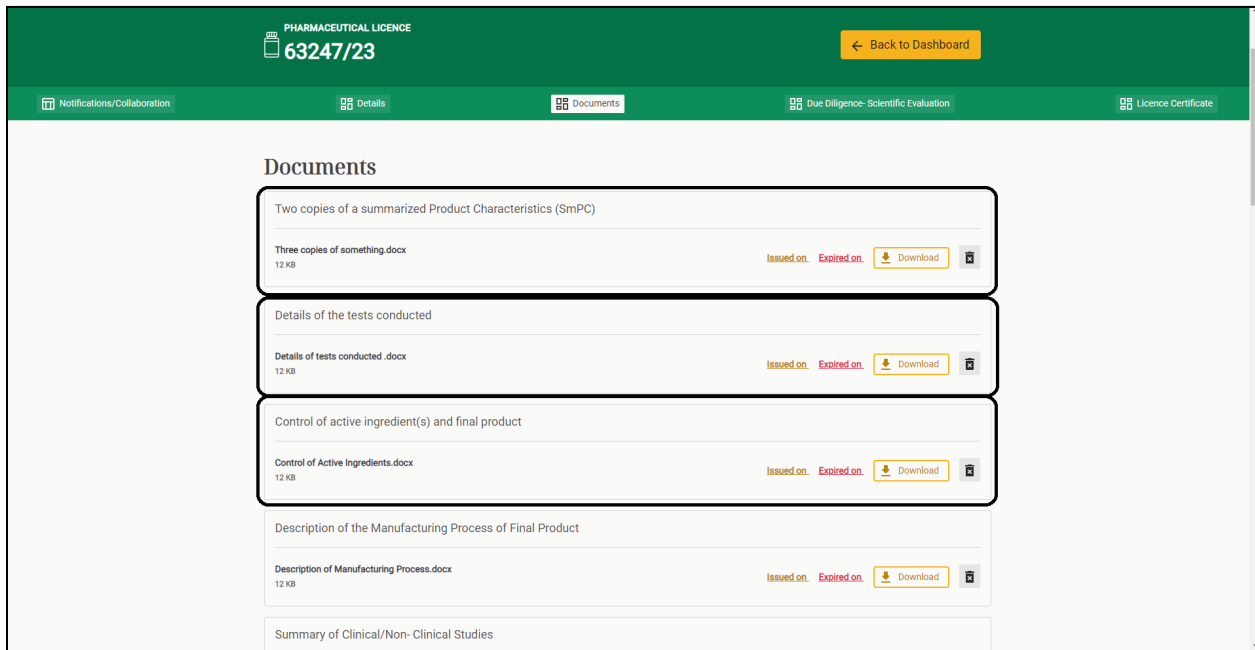
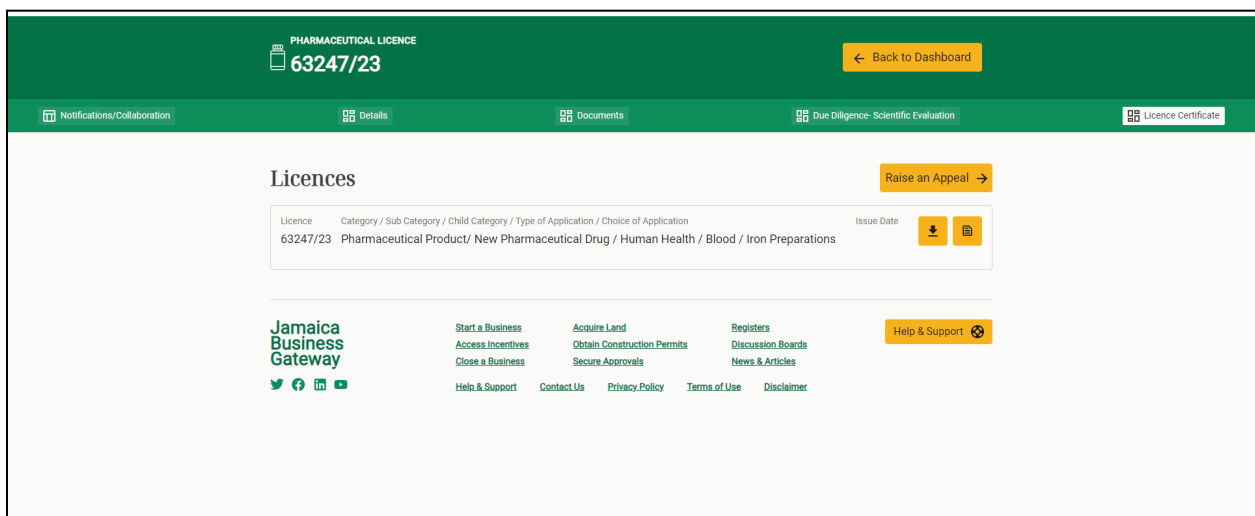


Figure 8 - Documents Tab

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.



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.