

Workspace:

1. The workspace provides a snap shot of submissions that are in quote, request to bind, post bind, endorsement, renewal, or pending cancel status. Submissions will only show based upon the user ID that is logged in.

The screenshot shows the MAXIMUS workspace interface. At the top, there is a navigation menu with options like Home, Agencies, Accounts, Forms Library, Markets, Lines of Business, Employees, Quote Now, Reports, Admin, and Customizations. Below the navigation, there are tabs for Workspace, Pre Bind, Request to Bind, Post Bind, Endorsement Requests, Renewals, Pending Cancel, and All Submissions. The main content area displays a table of pre-bind submissions with columns for Applicant Name, N/R, Product, Agency, Status, State, Date Created, Effective Date, Premium Only, Rate Sheet, Re-Quote, and Next Step. The table contains several rows of data, including entries for 'TEST 02 BHSI', 'Copy Submission Testing', 'test test', 'Agency Testing 12', 'Copy Submission Test', and 'Test 2 Test'.

Applicant Name	N/R	Product	Agency	Status	State	Date Created	Effective Date	Premium Only	Rate Sheet	Re-Quote	Next Step
TEST 02 BHSI	N	National Fire and Marine	N/A	Quoted	FL	2016-03-14 15:00:13	Mar 18, 2016	\$0.00	Rate Sheet	Re-Quote	Complete Application
Copy Submission Testing	N	National Fire and Marine	1 Source Insurance Agency Inc	Target Submission Update	FL	2016-03-11 11:04:08	Mar 17, 2016	\$8733.00	Rate Sheet		Re-Quote ReWrite
test test	N	National Fire and Marine	1 Source Insurance Agency Inc	Target Submission Update	FL	2016-03-11 11:04:08	Mar 17, 2016	\$8733.00	Rate Sheet		Re-Quote ReWrite
Agency Testing 12	N	Ironshore HVHO	1 Source Insurance Agency Inc	Review Underwriter Rate	FL	2016-03-11 11:04:08	Mar 17, 2016	\$8733.00	Rate Sheet		Review Underwriter Rating
Copy Submission Test	N	Ironshore HVHO	A Patch Insurance Agency Inc	Target Submission Update	FL	2016-03-11 14:10:53	Mar 18, 2016	\$0.00	Rate Sheet		Re-Quote ReWrite
Copy Submission Test	N	National Fire and Marine	A Patch Insurance Agency Inc	Rated	FL	2016-03-11 14:10:53	Mar 18, 2016	\$0.00	Rate Sheet	Re-Quote	Complete Application
Test 2 Test	N	National Fire and Marine	N/A	Rated	FL	2016-03-16 11:53:35	Mar 16, 2016	\$0.00	Rate Sheet	Re-Quote	Complete Application

2. On the workspace page, you can view pending submissions, requests to bind, endorsements and pending cancellations.
3. To search for an applicant by name, enter the name in the Search by Applicant field.
4. The Advanced Search function will allow you to search by policy number, product type, effective/expiration date.

Start New Submission: Ironshore HVHO

The screenshot shows the workspace search interface. At the top, there are tabs for Workspace, Pre Bind, Post Bind, Endorsement Requests, and Ren. Below the tabs, there is a search bar with a yellow highlight on the 'Advanced Search' button. Below the search bar, there is a 'Search by Applicant:' label followed by a text input field and a 'Search' button.