



Using your personalised dashboard

Your dashboard is the customisable workspace that allows you to keep track of any unfinished business and watch companies you have an interest in.

When you logon to the FSPR website you are automatically taken to your dashboard. The dashboard will work as a central place for all your business.

For example if you register on the [Companies Office](#) it will also include any reminders from the Companies register, as well as the FSPR. Eventually the Companies Office intends to move all of its registers onto this new platform, and the dashboard will help you manage more cross-register activity.

My Unfinished Business

The 'My Unfinished Business' tool is a great way of managing outstanding tasks and incomplete applications.

The **My Unfinished Business** tool breaks down anything you have outstanding into two categories - tasks and applications.

Tasks

Displays any tasks that a user or an organisation has outstanding. For example an FSP registration that needs to be completed, or an annual confirmation that needs to be filed.

Selecting one of the tasks from your unfinished business will take you directly to the appropriate function.

Applications

The unfinished business function also provides you with updates on the progress of different applications. For example, for FSP registrations it will tell you that the application is currently awaiting the results of criminal history checks.

Filters and a search option are available allowing you to sort your tasks which can be especially important for organisations who act on behalf of many companies or FSPs. The filters allow you to search based on the type of task (for example, annual confirmation) and by entity (for example, the name of the FSP).