



DASH User Manual Quick Reference

IBC has put together a comprehensive user manual for the DASH Portal. Here are some quick reference links to key sections in their manual that are of particular importance to brokerage users

Topic	Manual Link	Overview
The Basics		
Logging into the Portal	Page 6	Contains information on logging in for the first time and subsequent logins, as well as troubleshooting information. Additional information on logging in can also be referenced on the IBC DASH info site .
Forgot User ID or Password	Page 11	11 Process steps to reset your id or password
Language Setting	Page 13	The DASH Portal is available in both English and French. This section provides the steps to set your language as required.

Topic	Manual Link	Overview
Driver Report Info		
Searching for a Driver	Page 21	Steps for searching for a driver.
Viewing a Driver Report	Page 26	Detailed information on the driver report.
Key sections and definitions in the Driver Report	Page 29	Specific sections and term definitions for concepts noted on the report, split by: <ul style="list-style-type: none"> • Summary section • Policies section • Claims section • Previous Inquiries section
Saving a Driver Report	Page 36	How to save the report as a PDF.
Printing a Driver Report	Page 37	How to print the report.
90 Day Report	Page 49	Section contains the following concepts: <ul style="list-style-type: none"> • Searching for Changed Reports • Viewing Changed Reports • Exporting Changed Reports
Vehicle Report Info		
Searching for a Vehicle	Page 54	How to search for a vehicle.

Key Sections and Definitions in the Vehicle Report	Page 56	Specific sections and term definitions for concepts noted on the report, split by: <ul style="list-style-type: none"> • Summary Section • Claims Section • Policies Section
Admin Processes		
Adding a User	Page 91	Steps to add a new user.
Editing a User	Page 84	How to edit a user. Note: these steps will be used to add new carriers to your users.