



Valuation Services Client Portal

General Navigation

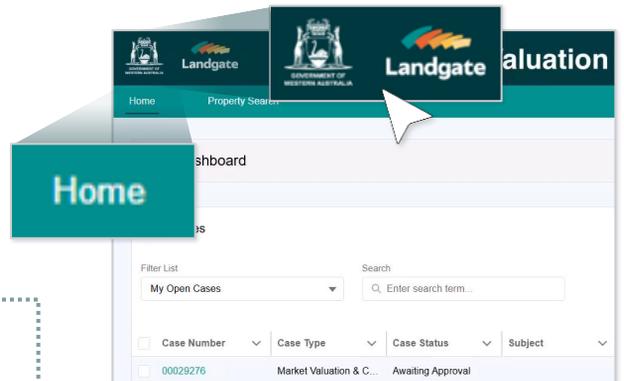
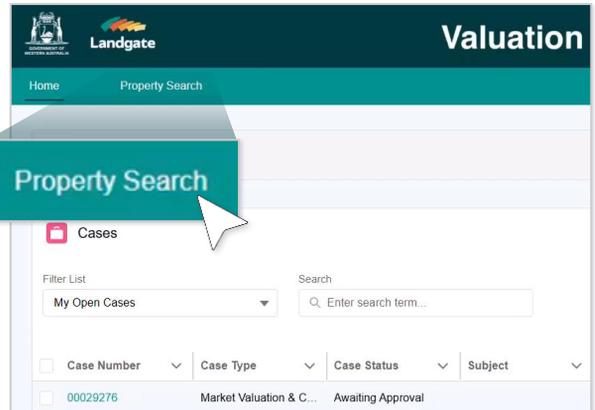
What is covered in this quick reference guide?

- **Navigating Around the Portal** Page 2

Navigating Around the Portal

1 The portal is structured into several **pages**. You can access these pages by clicking on the different **tabs** in the navigation menu.

2 Click on the **Landgate logo** or the **Home tab** to return back to the **Home dashboard**.



Cases

Filter List: My Open Cases

Search: Enter search term...

Case Number	Case Type	Case Status	Subject	Address	Contact Name	Case Created On	Case Closed Date	Restricted View
00029276	Market Valuation & C...	Awaiting Approval				20/03/2025, 14:40:21		No
00029276	Market Valuation	New				20/03/2025, 14:40:17		No
00019801	EQC Valuation Enquiry	New				08/01/2025, 15:47:22		No
00019805	Market Valuation & C...	New				08/01/2025, 15:46:16		No
00019818	General Enquiry	New				08/01/2025, 06:15:26		No
00019815	General Enquiry	New				08/01/2025, 06:10:35		No
00019808	Market Valuation & C...	New				08/01/2025, 06:12:23		No
00019808	Market Valuation & C...	New				18/12/2024, 17:43:05		No
00019805	Patented Enquiry	New				18/12/2024, 17:38:05		No
00019824	Market Valuation	New				17/12/2024, 17:31:25		No

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Case Communication

Filter List: My Open Communications

Search: Enter search term...

Case N...	Case St...	Commu...	Subject	Commu...	Initiate...	Commu...	Created...
00019821	Processing	COMM-000...	Message	Landgate	Unread	20/03/2025, ...	

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3 The **Cases table** on the **Home dashboard** is where you manage your ongoing cases and create new requests.

Note: Refer to the **Managing Cases** and **Creating a New Request QRGs** for more information.

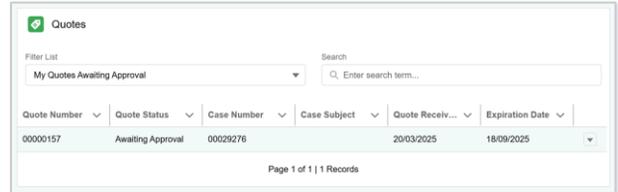
4 The **Case Communication table** is where you can view messages and information requests from Landgate, as well as messages you have sent to Landgate.

Continued on the next page...

5 The **Quotes table** is where you can view and download quotes from Landgate.

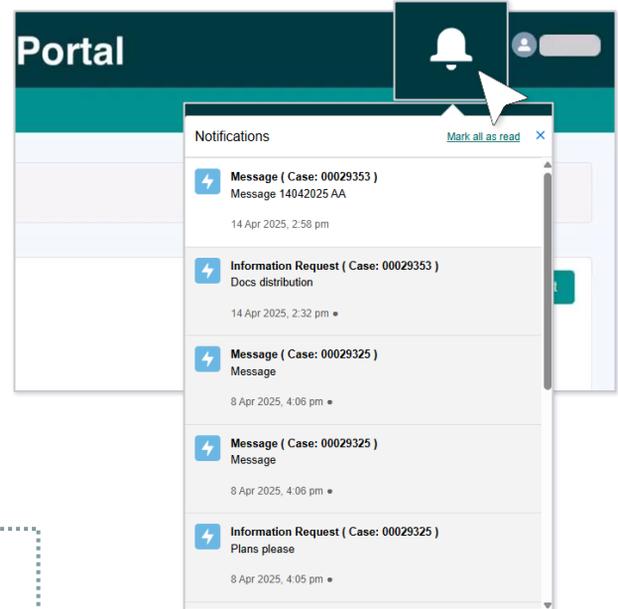
👉 **Note:** Refer to the **Approving Quotes in the Portal QRG** for more information.

6 Click on the **Notification bell** to view any recent messages or information requests from Landgate.



Quote Number	Quote Status	Case Number	Case Subject	Quote Receiv...	Expiration Date
00000157	Awaiting Approval	00029276		20/03/2025	18/09/2025

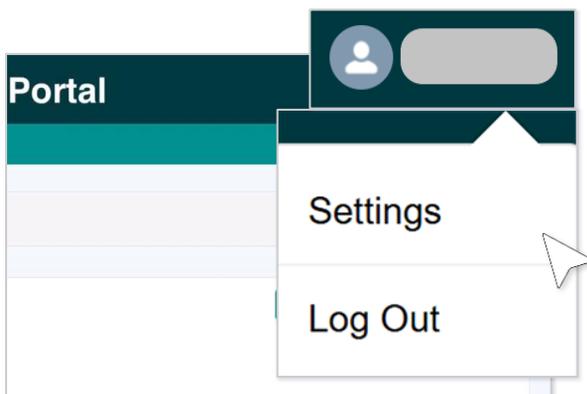
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Portal

Notifications [Mark all as read](#) X

- Message (Case: 00029353)
Message 14042025 AA
14 Apr 2025, 2:58 pm
- Information Request (Case: 00029353)
Docs distribution
14 Apr 2025, 2:32 pm
- Message (Case: 00029325)
Message
8 Apr 2025, 4:06 pm
- Message (Case: 00029325)
Message
8 Apr 2025, 4:06 pm
- Information Request (Case: 00029325)
Plans please
8 Apr 2025, 4:05 pm



Portal

Settings

Log Out

7 Click on your **profile icon** to change your settings and log out.