



Valuation Services Client Portal

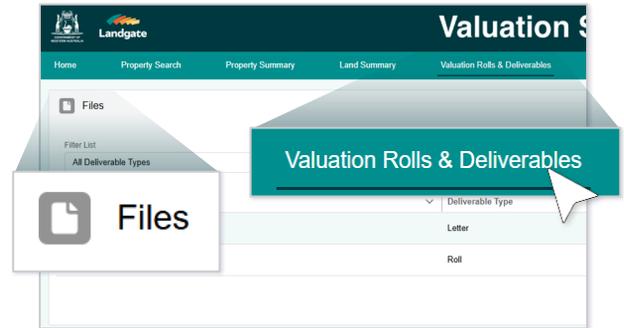
Valuation Rolls & Deliverables

What is covered in this quick reference guide?

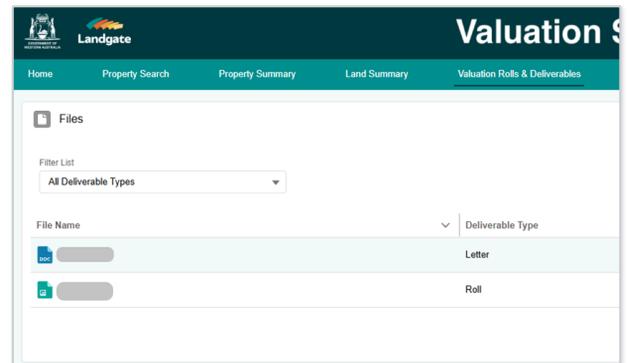
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Using the Files Table

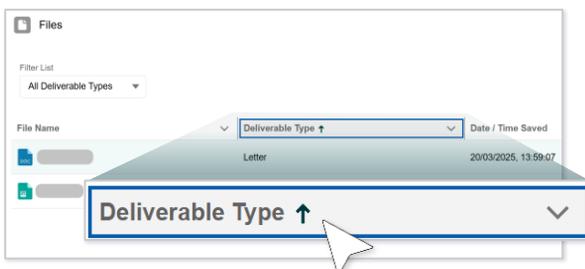
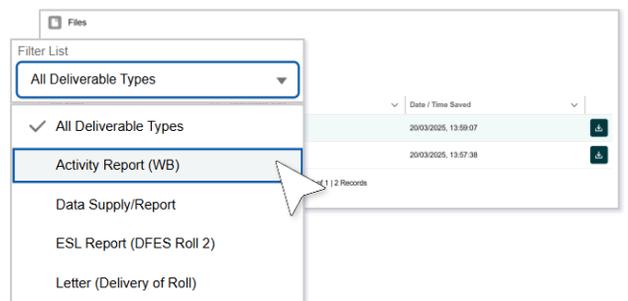
1 Navigate to the **Valuation Rolls & Deliverables** page by clicking on the **Valuation Rolls & Deliverables** tab. The **Files** table is at the top of the Valuation Rolls & Deliverables page.



2 The **Files** table lists the files uploaded by Landgate for your organisation relating to **valuation rolls** and other **Valuation Services' deliverables**.

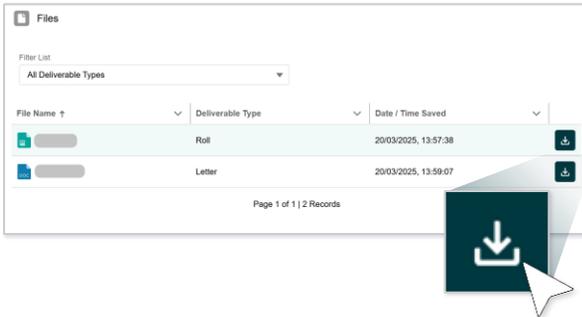


3 Use the **Filter List** field to filter the Files table by **different deliverable types**.



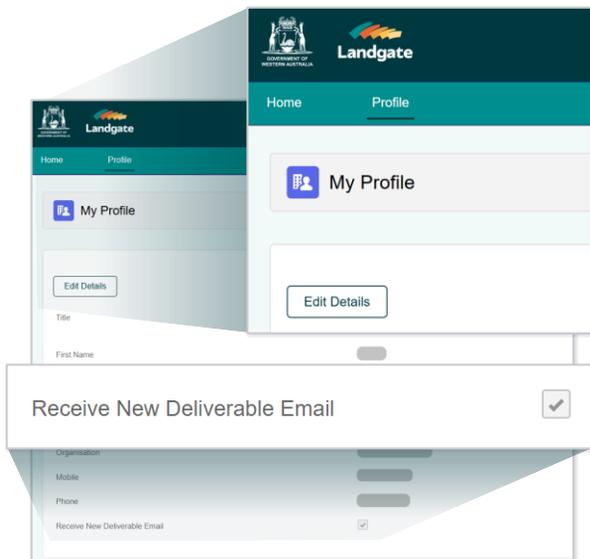
4 **Sort by a column** in the **Files** table by hovering over a column's **header** and clicking on the **black arrow** that appears.

 Continued on the next page...



5 Each file can be **downloaded for viewing** by clicking on the **Download icon**.

Deliverable Notifications



1 You will receive a **notification via email** when a **new deliverable** has been uploaded by Landgate if you have enabled **Receive New Deliverable Email** in your **profile settings**.

Note: Refer to the **Logging in and Managing Your Profile QRG** for more information on updating your profile.