



19 March 2018

To: Users of The Broker's Workstation and/or The Underwriter's Workstation

Dear Valued Client:

## Re: The Broker's Workstation and The Underwriter's Workstation – Important Releases and Changes

Custom Software Solutions Inc. (CSSI) is pleased to announce the release of the following enhancements and newest features to **The Broker's Workstation (TBW)** and **The Underwriter's Workstation (TUW)**:

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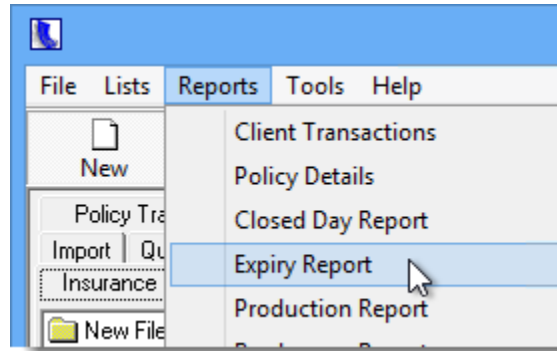
1. [Shading applied to Alternate Rows in Printed Internal Expiry Report](#) – Alternate rows will now be shaded in the printed Internal Expiry Report, making the report results easier to review.

## 1. Shading applied to Alternate Rows in Printed Internal Expiry Report

The printed Internal Expiry Report has been improved with shading applied to alternate rows, making report results easier to review.

To generate an Expiry Report, click **Reports, Expiry Report** in the TBW/TUW window (see Figure 1.1).

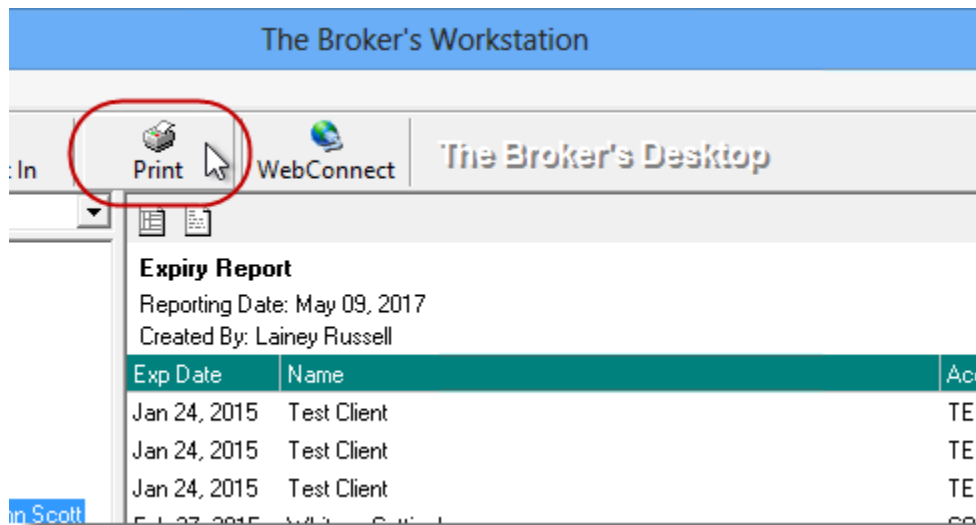
(Figure 1.1)



In the **Expiry Report** dialog that displays, enter report criteria as required, and then click **View** to generate the report.

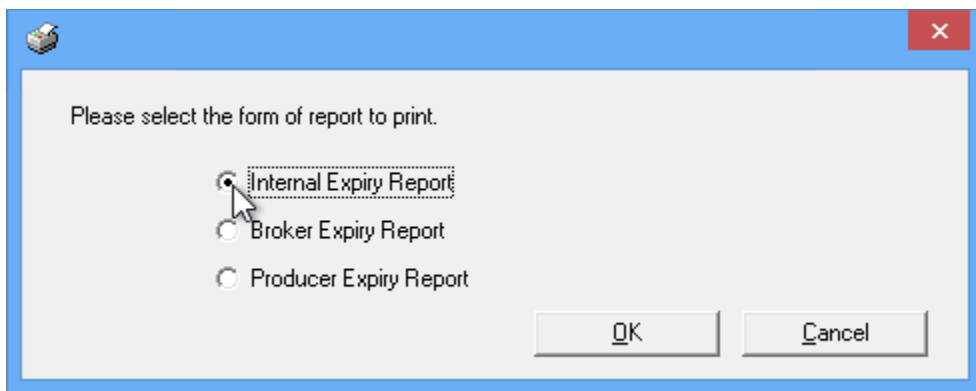
Report results will display in the Document Window. To print the report, click the **Print** button on the TBW toolbar (see Figure 1.2).

(Figure 1.2)



In the **Print** dialog, select **Internal Expiry Report**, and click **OK** (see Figure 1.3).

(Figure 1.3)



If **Print Preview** is enabled (through *Tools, Options, Printing*), first preview and then print the report. Note that alternate rows are shaded in the printed Internal Expiry Report, making the information easier to read and comprehend (see Figure 1.4).

(Figure 1.4)

**Policy Expiry Report**  
**W. S. Goodall Insurance Ltd.**  
Period Reported: May 01, 2013 to July 31, 2017  
Printed - Tuesday, May 9, 2017 at 10:25 AM  
Agency - All Branch - All Dept. - All  
Producer - All Company - All Sub-Agent - All

Exp Date	Name	Acct No	Company	Pol
Dec 10, 2013	WillowCotter	WIE BD01	AMVA Insurance Company Of Canada	2nd 3
Dec 10, 2013	WillowCotter	WIE BD01	AMVA Insurance Company Of Canada	TUV
Dec 05, 2013	Test Client	TESTC08	AMVA Insurance	MG
Jan 24, 2015	Test Client	TEST		Whi
Jan 24, 2015	Test Client	TESTC08	Lloyds Of London	Jan

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Please share this information with the appropriate TBW and TUW users in your office(s). Once you have reviewed this document, if you have any questions regarding these features or need further assistance in their usage, please contact our Client Services Team at [clientservices@cssionline.com](mailto:clientservices@cssionline.com) (email) or 1-888-291-3588 (toll-free telephone).

Thank you for using The Broker's Workstation and The Underwriter's Workstation.

Yours sincerely,

Custom Software Solutions Inc.



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Gold Independent Software Vendor (ISV)

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