

SESAP Quick Start Guide

Overview of Dashboards and Notifications

This document shows you how to use the dashboard and notification entities in SESAP.

Guide last reviewed: 04/08/2026

Created by SESAP Support Team

Dashboards & Notifications

1. When you log into SESAP you will land on the dashboards page which displays the below:

Single Action Plan Overview

AFIs and Task Progress

Provider	Title	Status	Rea...	Owner...	Responsible...	Expect...
Provider...	Provider Entry	In Progress		Com...		
Provider...	Provider entry	In Progress		Com...		
Provider...	Access Test 3	In Progress		Com...		
Provider...	Access Test4 - Provider en...	Completed		Com...		25/06/2...

My Notifications

Notification	Owner	Item Type	Linked AFI	Notification
A change was made to an AFI by TEST GA...	TEST GA...	AFI	Test 230726	Assignment
A change was made to an AFI by Katie Mc...	TEST GA...	AFI	test for ow...	Update
SDS has created an AFI - Test 230726	TEST GA...	AFI	Test 230726	Assignment
SDS has created an AFI - 1.5	TEST GA...	AFI	1.5	Assignment

2. AFIs and Task Progress Dashboard shows you a quick view of your current AFIs or Actions and associated tasks (click on the title to view or edit the AFI, Action or Task):

Single Action Plan Overview

AFIs and Task Progress

Provider	Title	Status	Rea...	Owner...	Responsible...	Expect...
Provider...	Provider Entry	In Progress		Com...		
Provider...	Provider entry	In Progress		Com...		
Provider...	Access Test 3	In Progress		Com...		
Provider...	Access Test4 - Provider en...	Completed		Com...		25/06/2...

My Notifications

Notification	Owner	Item Type	Linked AFI	Notification
A change was made to an AFI by TEST GA...	TEST GA...	AFI	Test 230726	Assignment
A change was made to an AFI by Katie Mc...	TEST GA...	AFI	test for ow...	Update
SDS has created an AFI - Test 230726	TEST GA...	AFI	Test 230726	Assignment
SDS has created an AFI - 1.5	TEST GA...	AFI	1.5	Assignment

3. My Notifications dashboard shows you the latest updates to your Actions or AFIs:

Single Action Plan Overview

AFIs and Task Progress

Provider	Title	Status	Rea...	Owner...	Responsible...	Expect...
Provider 123	Provider Entry	In Progress		Com...		
Provider 123	Provider entry	In Progress		Com...		
Provider 123	Access Test 3	In Progress		Com...		
Provider 123	Access Test4 - Pro...	Completed		Com...		25/06/2...
Provider 123	Test 230726	Not Started		Com...	TEST GA-DDE	
Provider 123	Dummy data	Not Started		Provi...		26/06/2...

My Notifications

Notification	Owner	Item Type	Linked AFI	Notification
A change was made to an AFI by TEST GA...	TEST GA...	AFI	Test 230726	Assignment
SDS has created an AFI - Test 230726	TEST GA...	AFI	Test 230726	Assignment
SDS has created an AFI - 1.5	TEST GA...	AFI	1.5	Assignment
SDS has created an AFI - 1.5	TEST GA...	AFI	1.5	Assignment
SDS has created an AFI - KPL Leavers	TEST GA...	AFI	KPL Leavers	Assignment
SDS has created an AFI - Data	TEST GA...	AFI	Data	Assignment

4. The changes you will be notified of include assignment (creation of), updates to and completion of an Action or AFI:

My Notifications ▾

Refresh

☐	Notification ▾	Owner ▾	Item Type ▾	Linked AFI ▾	Notification
☐	A change was made to an AFI by TEST GA...	TG TEST GA-...	AFI	Test	
☐	A change was made to an AFI by Katie Mc...	TG TEST GA-...	AFI	test	
☐	SDS has created an AFI - Test 230726	TG TEST GA-...	AFI	Test	
☐	SDS has created an AFI - 1.5	TG TEST GA-...	AFI	1.5	
☐	SDS has created an AFI - 1.5	TG TEST GA-...	AFI	1.5	
☐	A change was made to an AFI by TEST GA...	TG TEST GA-...	AFI	Test A	

Filter by

×

Equals

▾

▾

☐ Completion

☐ Update

☐ Assignment