Lesson 3   Policy Files

3.1   Searching for policies

Activity

Searching for policies

1. **Log in as studentXX/gw**

2. **Select Search → Policies from the menu**

3. **Go to the Advanced tab**

    a) Enter the search criteria (for example, company name = Wright Construction)

    b) Click the Search button.

4. **At the bottom of the screen, several returned policy files can be seen. Answer the following questions about the returned policy files:**

    a) How many policies are returned from this search?

    b) Describe the column titled "**Status**".