

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.

Search Policies

Primary Insured Information

First name	<input type="text"/>
Last name	<input type="text"/>
First name is an exact match	<input checked="" type="checkbox"/>
Last name is an exact match	<input checked="" type="checkbox"/>
Country	<input type="text"/> United States
City	<input type="text"/>
State	<input type="text"/> <none>
ZIP Code	<input type="text"/> # #- #- #- #
Phone	<input type="text"/>
Company Name	<input type="text"/> wright construction
Company name is an exact match	<input checked="" type="checkbox"/>
Official ID	<input type="text"/>
Account Number	<input type="text"/>
Policy Number	<input type="text"/>
Assigned Risk	<input type="radio"/> Yes <input checked="" type="radio"/> No
Underwriting Company	<input type="text"/> <none>

Search **Reset**

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".