

View Recent Policy Transactions & Submissions



This job aid describes how to quickly navigate to a recent Policy Transaction or Policy Submission. The **Policy** tab is available on every PolicyCenter screen. The **Policy** drop-down menu contains a list of the last-accessed submissions.

Step 1

Action	Screen
<ol style="list-style-type: none"> 1. Policy Tab – Click the Policy tab to access the most recently-worked Policy Transaction. 2. Policy drop-down menu – Click the arrow to the right of the Policy tab to view a list of the last policies and submission worked. 3. Click on the appropriate Policy or Submission # to go to the Policy Transaction. 	

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