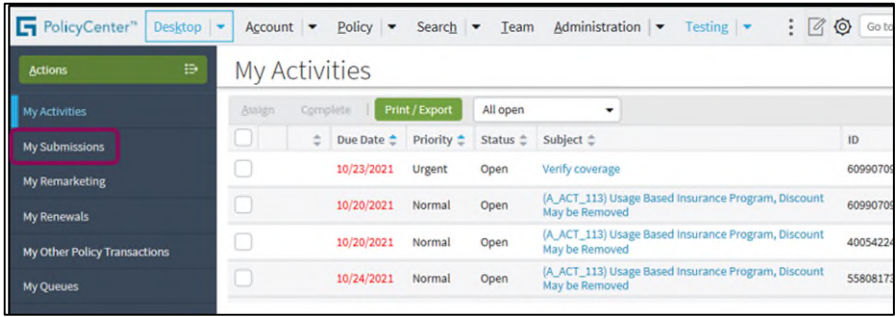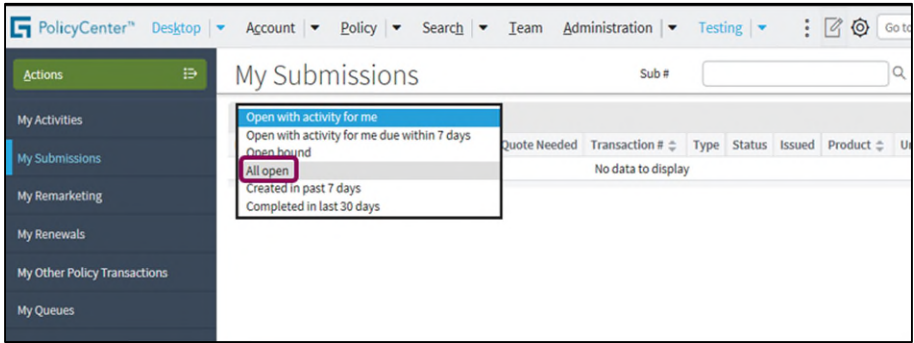# How to View All Activities from PolicyCenter Desktop

Description

This job aid reviews how to manage the settings on the Desktop screen, so you can view all open activities, submissions, renewals, etc. You only need to change these settings one time, as PolicyCenter retains the most-recent setting selections.
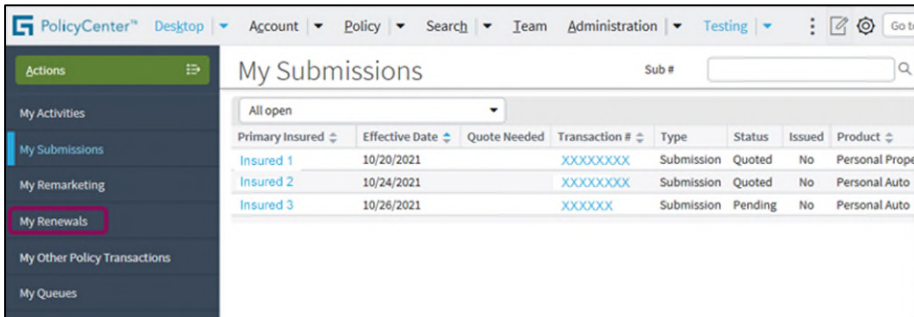
Step 1

Action	Screen
All open activities display on the "My Activities" screen by default. • Select "My Submissions".	

Step 2

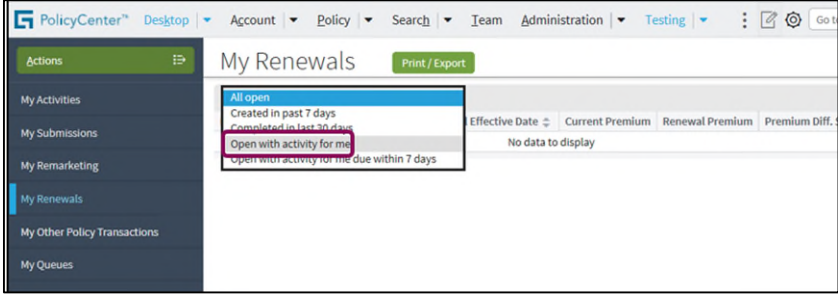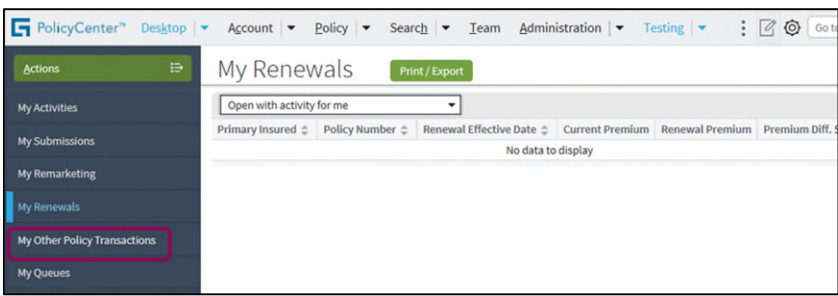| Action	Screen
All open submissions with an activity for the user display on the "My Submissions" screen. • Select "All Open" from the drop-down list.	

Step 3

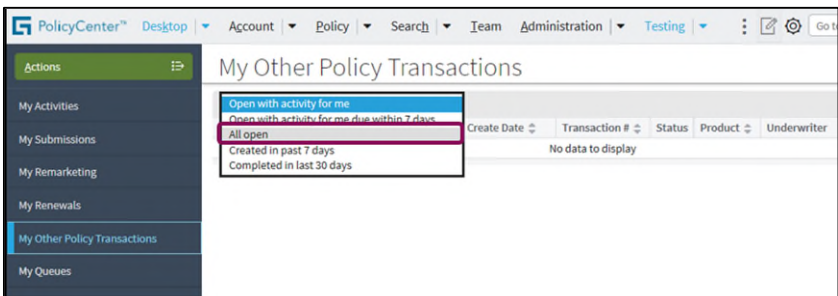| Action	Screen
"All open" submissions, if any, display on the "My Submissions" screen. • Select "My Renewals".	

Step 4

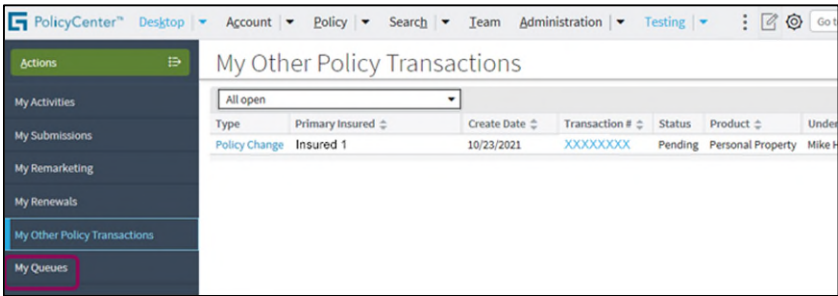| Action	Screen
All open renewals, if any, display on the "My Renewals" screen. • Select "Open with activity for me" from the drop-down list.	

Step 5

Action	Screen
All renewals with an activity for the user display on the "My Renewals" screen. • Select "My Other Policy Transactions".	

Step 6

Action	Screen
All "Open with activity for me" activities, if any, display on the "My Other Policy Transactions" screen. • Select "All open" from the drop-down list.	

Step 7

Action	Screen
"All Open" other policy transactions, if any, display on the "My Other Policy Transactions" screen. • Select the "My Queues" link.	

Step 8

Action	Screen
"All Queues" activities, if any, display on the "My Queues" screen.	