

# Using AFW Management Console – Policy Transmittal Search

## Overview

Use this document to access the Policy Transmittal Search in AFW Management Console.

## AFW Management Console – Policy Transmittal Search

The **AFW Management Console** has been updated to give you the ability to view, print and export a list of all policy transmittals and the details for a specific policy transmittal.

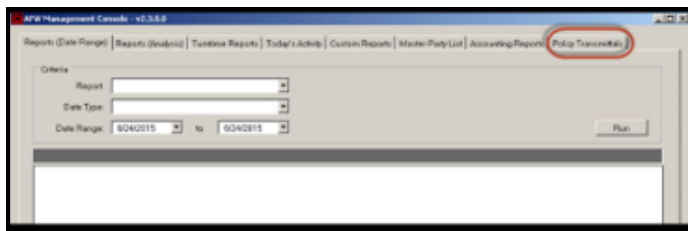
**Note: This feature is limited to AFW 6.x databases.**

### Steps

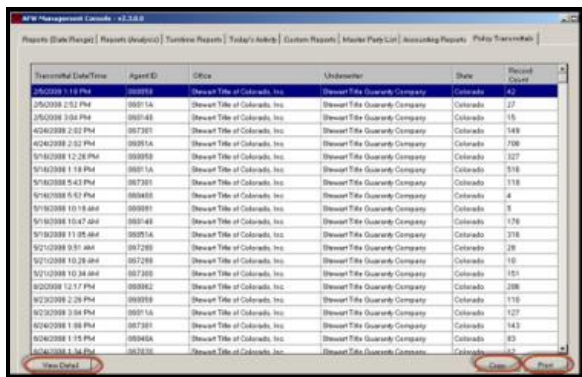
1. Click the **AFW Mgmt Console** Icon.



2. Click the **Policy Transmittals** Tab.



3. Select the desired **Transmittal Date/Time** and then click the respective button to view, copy (export), or print the policy information.



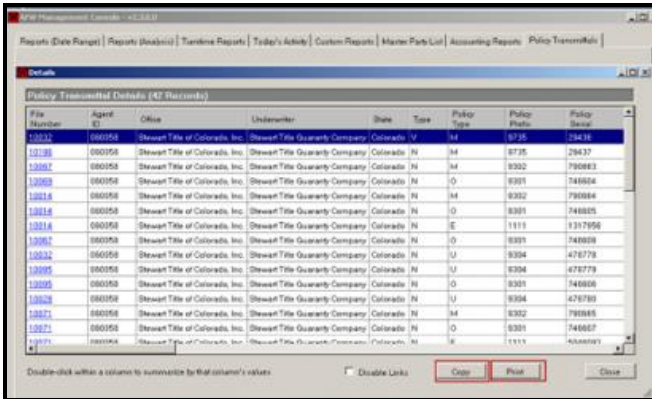
Transmittal Date/Time	Agent ID	Office	Underwriter	State	Record Count
1/25/2009 1:18 PM	988958	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	42
1/25/2009 2:52 PM	98811A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	27
1/25/2009 3:04 PM	988748	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	15
4/24/2009 2:02 PM	987261	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	149
4/24/2009 2:52 PM	99251A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	750
5/16/2009 12:28 PM	990989	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	327
5/16/2009 1:18 PM	98811A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	518
5/16/2009 5:43 PM	987261	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	119
5/16/2009 5:52 PM	988488	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	4
5/16/2009 10:19 AM	988881	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	8
5/16/2009 10:47 AM	988748	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	139
5/16/2009 11:05 AM	98851A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	278
5/17/2009 9:51 AM	987269	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	28
5/17/2009 10:28 AM	987269	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	18
5/17/2009 10:34 AM	987269	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	151
5/20/2009 12:17 PM	990989	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	288
5/20/2009 2:28 PM	990989	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	175
5/20/2009 3:04 PM	98811A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	527
5/20/2009 1:08 PM	987261	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	143
5/24/2009 1:35 PM	98848A	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	83
5/24/2009 1:36 PM	988230	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	11

- Click **View Detail** to view the policy transmittal details.
- Click **Copy** to export/copy the policy transmittal details to MS Excel or MS Word.
- Click **Print** to print the policy transmittal details.

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### AFW Policy Transmittals - View Detail

When you click View Detail, the Policy Transmittal Details screen will display allowing you to see the policies transmitted for that transmittal date. If no information displays on the Policy Transmittal Details screen, no policies were transmitted for that date.

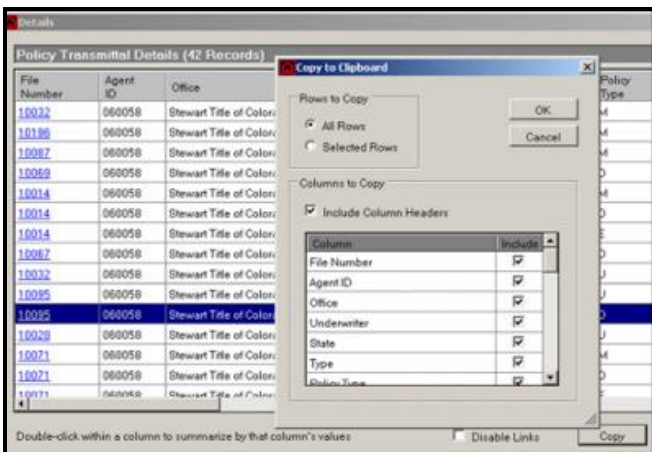


File Number	Agent ID	Office	Underwriter	State	Type	Policy Type	Policy Prefix	Policy Suffix
10022	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	M	6725	26436
10026	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	M	6725	29637
10067	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	M	6302	790863
10069	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	O	6301	748024
10014	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	M	6302	790866
10014	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	O	6301	748025
10014	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	E	1111	630093
10067	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	O	6301	748026
10024	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	U	6304	478779
10095	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	U	6304	478779
10029	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	O	6301	748028
10029	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	U	6304	478780
10027	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	M	6302	790865
10027	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	O	6301	748027
10071	060058	Stewart Title of Colorado, Inc.	Stewart Title Guaranty Company	Colorado	N	E	1111	630091

From the Policy Transmittals Details screen, select the desired **File Number** and then click the respective button to **Copy** (export), or **Print** the policy information for that specific file.

### AFW Policy Transmittals - Copy

When you click **Copy**, the Copy to Clipboard screen will display allowing you to select which rows and columns to copy.



File Number	Agent ID	Office
10022	060058	Stewart Title of Colorado, Inc.
10026	060058	Stewart Title of Colorado, Inc.
10067	060058	Stewart Title of Colorado, Inc.
10069	060058	Stewart Title of Colorado, Inc.
10014	060058	Stewart Title of Colorado, Inc.
10014	060058	Stewart Title of Colorado, Inc.
10014	060058	Stewart Title of Colorado, Inc.
10067	060058	Stewart Title of Colorado, Inc.
10032	060058	Stewart Title of Colorado, Inc.
10065	060058	Stewart Title of Colorado, Inc.
10095	060058	Stewart Title of Colorado, Inc.
10029	060058	Stewart Title of Colorado, Inc.
10071	060058	Stewart Title of Colorado, Inc.
10071	060058	Stewart Title of Colorado, Inc.
10071	060058	Stewart Title of Colorado, Inc.

#### Steps

1. Use the radio button to designate the rows to copy and check boxes to select the desired columns to copy.
2. Click **OK**.
3. A message displays confirming that the data has been copied to the clipboard. Click **OK**.
4. Paste the data into a MS Excel workbook or MS Word document.