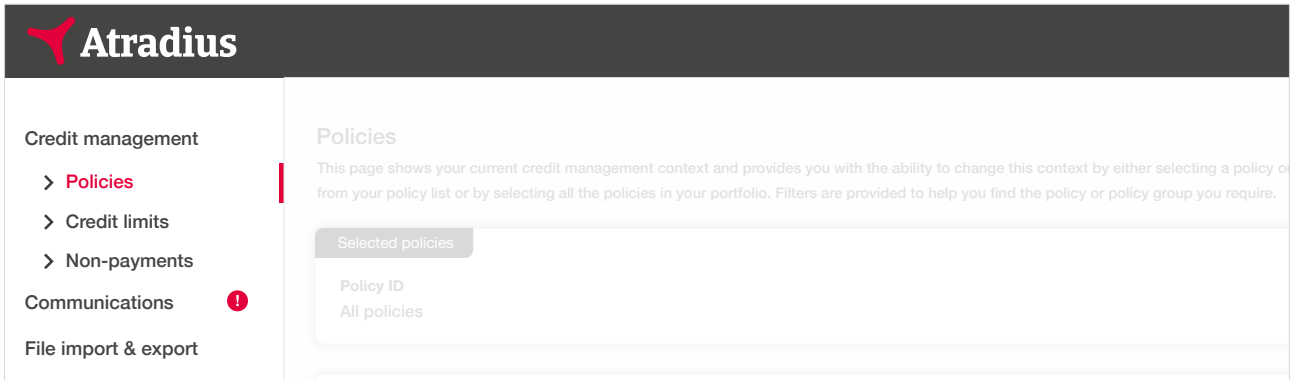


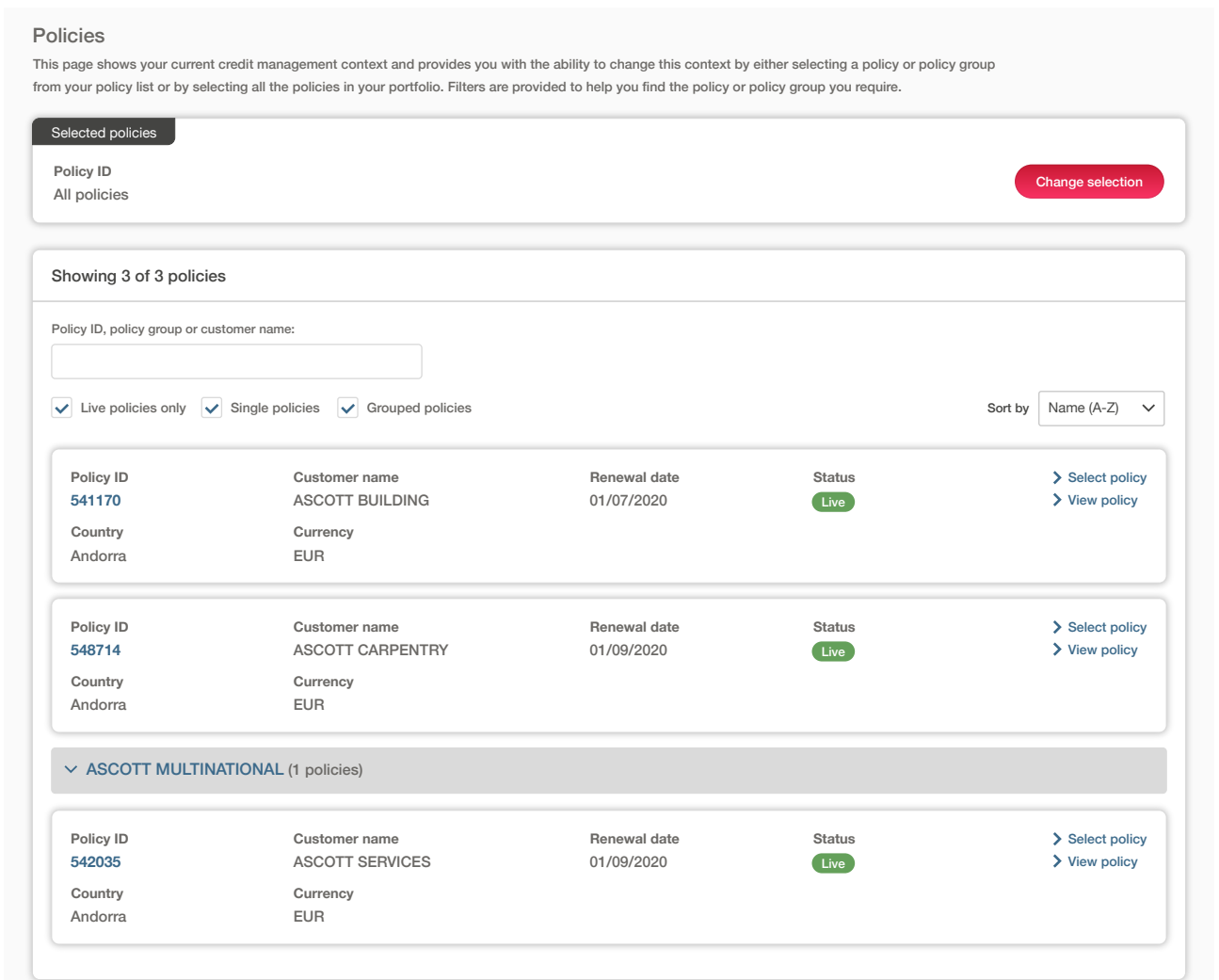
# Guide 6 - Policies

## Accessing your policies

To view any policies that you have with Atradius, you can select the Policies option from the left hand navigation menu.



When accessing the Policies page from the navigation menu, you will see that 'All policies' will be set in the selection panel. Here you will see all of your policies or policy groups that you have access to.



You can select a specific policy or policy group on the Policies page via different activities in Atradius Atrium. In the list below, you read more about each activity and how to view credit limit or non-payments information for your selection:



Read Guide 2 - Credit management to learn more about viewing your active credit limits or open non-payment cases overview for your selection



Read Guide 5 - View buyer details to learn more about viewing any active credit limits or non-payments for a selected buyer for your selection



Read Guide 7 - View list of credit limits to learn more about viewing a list of all current and historic credit limits for your selection



Read Guide 8 - View list of non-payments to learn more about viewing a list of all open and closed non-payments and claims cases for your selection

In these scenarios, you will see the 'Change selection' button appear within the selection panel.

### Viewing your policies

You can sort the order that your policies appear to help you find a specific policy. Additionally, as you type the policy number, policy group name or customer name into the keyword filter, your results will be narrowed down and displayed on the screen. You can also fine-tune the list of policies shown using the checkbox filters. By default, you will only see live policies that you currently have with Atradius, but you can also expand this view to include cancelled policies. When you first enter this screen, both single policies and policies that belong to a group will be displayed; however, you can use the filters to amend your view.



#### Pagination

When viewing a list of results, Atrium will present a set of pagination options at the bottom of the page. This allows you to easily navigate between multiple pages of results, as well as influence how many items are shown on each page.



- Where there are multiple pages of results, the pagination section will show you the current page that you are on, how many pages there are in total, and the range of results shown for the current page (e.g. 1-5 out of 11 items).
- Within the centre of the pagination section, you can navigate between each page of the results, with the ability to go forward or backward a single page, or to quickly jump between the very first or very last page of the results.
- Finally, you will be able to set how many results are shown for each page. This will allow you to set this to 5, 10 or 20 items per page. You can also set how many results are shown for every listings page in Atradius Atrium under your account defaults.



Read Guide 12 - Account settings to learn more about changing your account defaults

For each policy shown in the results, an overview panel is presented. Here you will be able to quickly identify the policy and view its most important information, such as the Policy ID, the Country and Currency of the policy, as well as the renewal date for the next insurance period.

Policy ID	Customer name	Renewal date	Status	<a href="#">&gt; Select policy</a>
541170	ASCOTT BUILDING	01/07/2020	Live	<a href="#">&gt; View policy</a>
Country	Currency			
Andorra	EUR			

At the right of this panel, there are two additional options that you can select:

#### Select policy

This option will only be seen when you have selected the 'Change selection' button from a previous screen. Selecting this will amend the view of information so that it is limited to the context of the chosen policy.

- The Credit management page will be filtered to only show an overview of the credit limits and non-payments for the selected policy or policy group
- The Buyer details page will be expanded to show all credit limits and / or non-payments activities against the selected policy or policy group
- The Credit limits and Non-payments pages will be filtered to only show this information for the selected policy or policy group

#### View policy

Selecting this option will show you more information for your policy, such as declarations and outstanding invoices.



Read Guide 13 - Policy details to learn more about viewing and managing your policy details