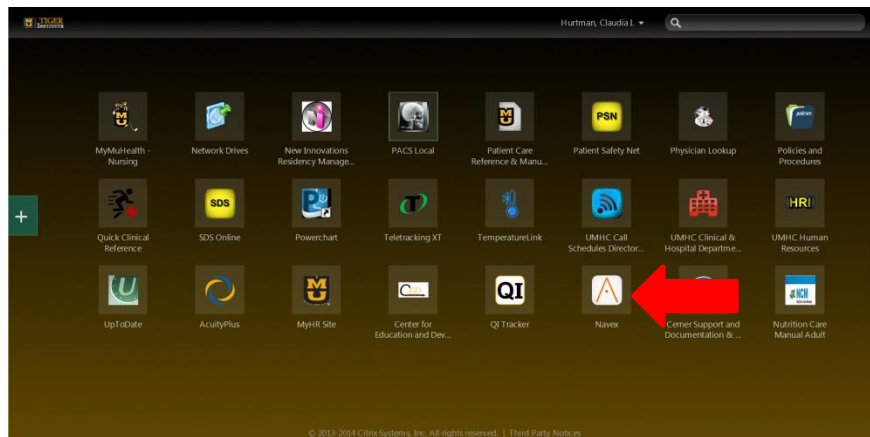
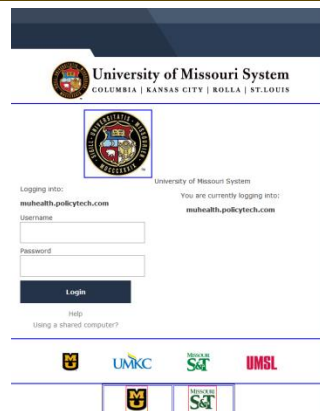


# Navex- How to access policies

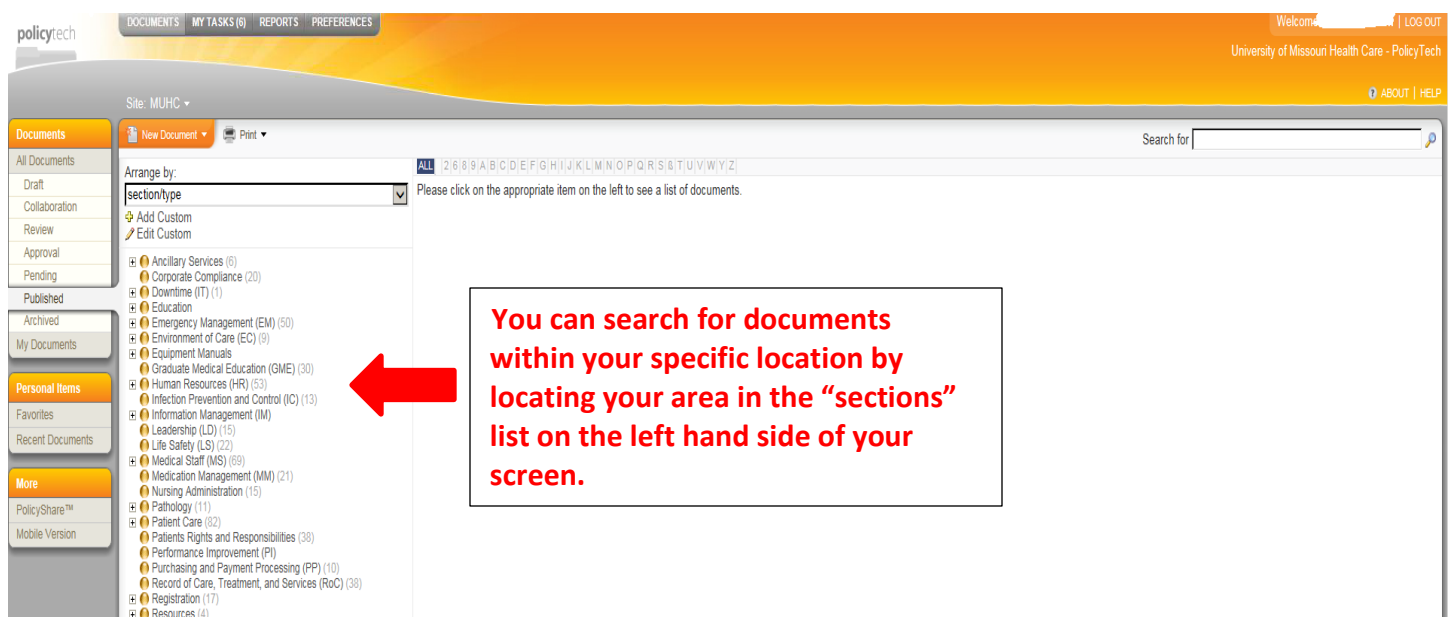
- Go to Citrix receiver and click on the Navex icon



- Sign in with your Paw Print and password



- Your opening screen will look like this.



## Navex- How to access policies

For a broader search of all published documents in Navex, follow the directions below.

➤ At the top right hand corner on this page there is a search box

1. **First Box (Search For)**

Type in a keyword or partial title. You can add multiple keywords by adding a space between words.

2. **Second drop down box**

To broaden your search, select “All of the above”. When choosing this option, Navex will search not only keywords but also through titles, content and reference numbers. The results can produce lengthy results so be specific with your keywords.

3. **Third drop down box**

Select “All documents: Published”. This will allow you to find all published documents within Navex that match your search criteria.

