

POLICY TECH QUICK REFERENCE

To Access Policy Tech

- Go to HHC Connect home page and click the Policy Tech icon



Home Page dashboard

- My Tasks: view for assigned tasks
- Company Messages: view for company messages and list of sites in PT
- My Favorite Documents: view saved "Favorite" documents
- My Recently Accessed Documents
- Recently Published Documents: published with in your assigned home site
- Policy Tech Help Folder: help procedures and short videos

Browse / Search

- Click **Documents** (Left hand side navigation)
- Click **Browse or Search**
- Confirm appropriate **Site** is selected
- Type criteria in Browse/Search bar, click the magnifying glass (or hit enter)
 - *Search will use the following fields: Document Title, Full Text, Keywords, and Reference #*
- To "narrow" the results:
 - Click the three dots to the right of the magnifying glass
 - Select drop down arrow from Search field, and choose desired criteria
 - Select ok

Add to Favorites

- From within a document
- Click the star icon - (top left of screen)
- Once clicked, the document is added to your favorites

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