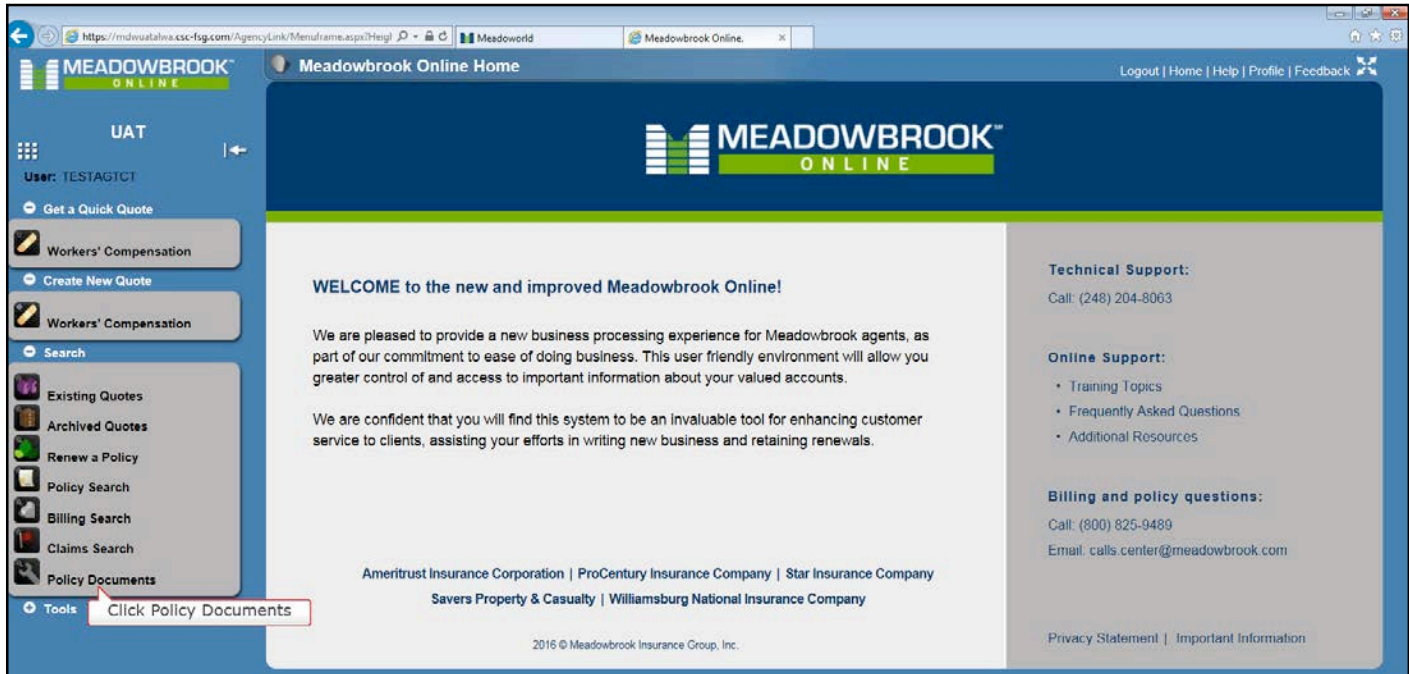
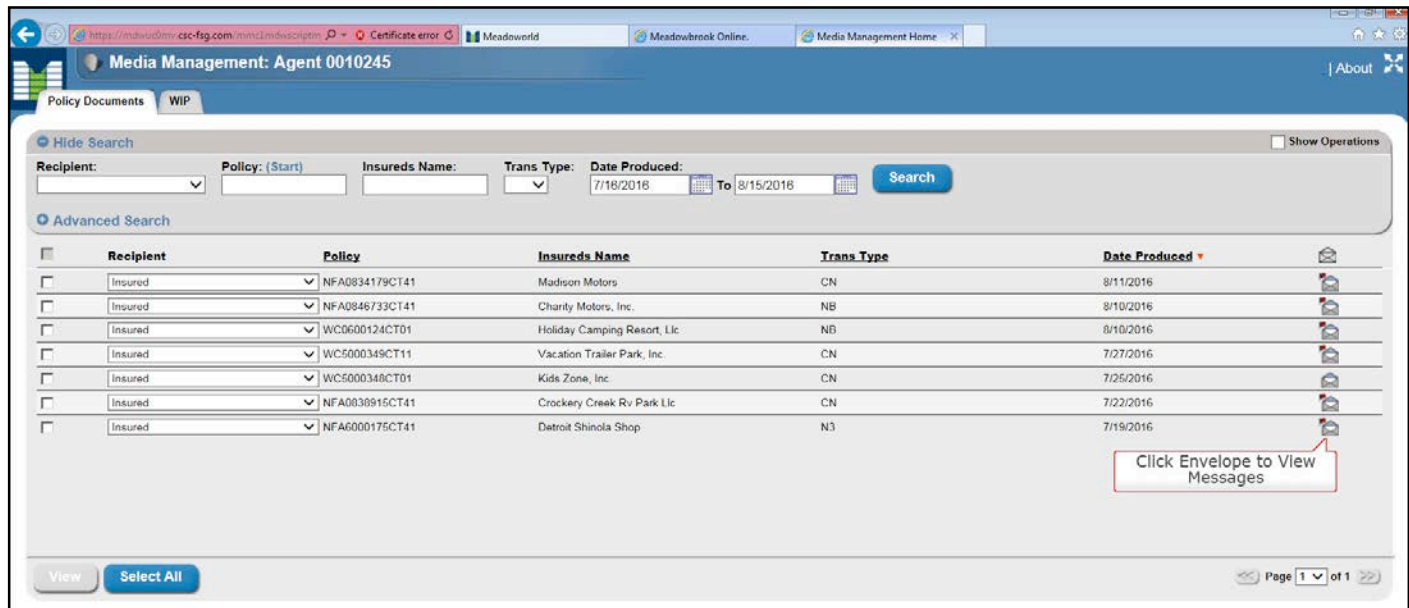




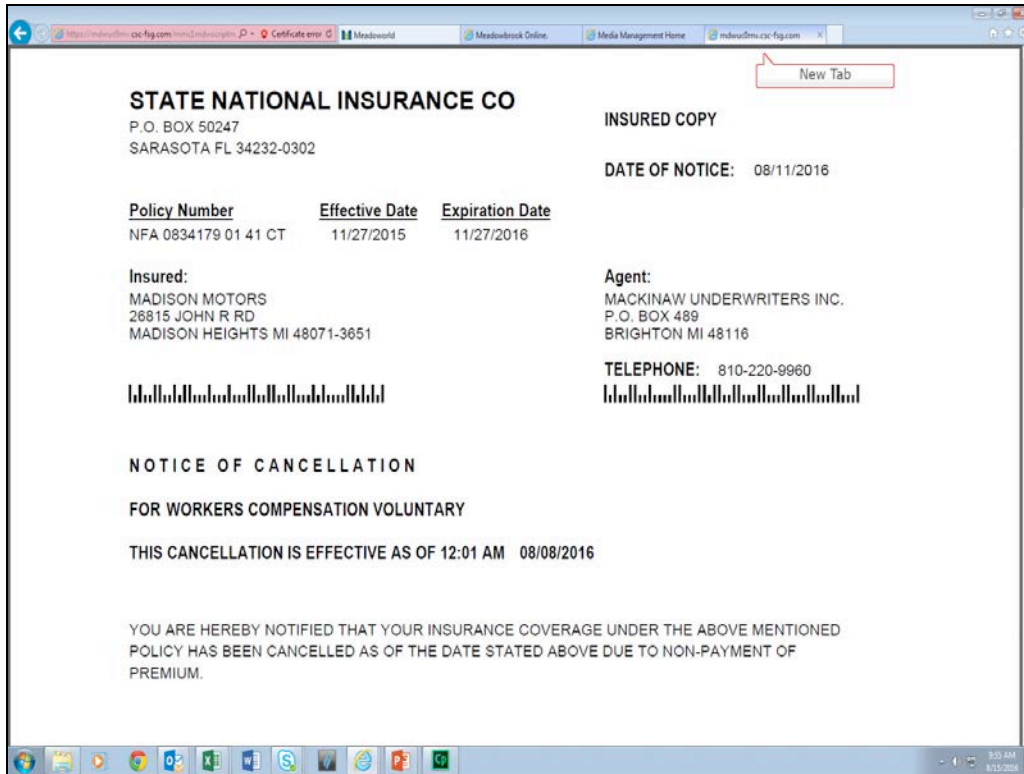
- This training segment will review the MediaView functionality within the Meadowbrook Online System.



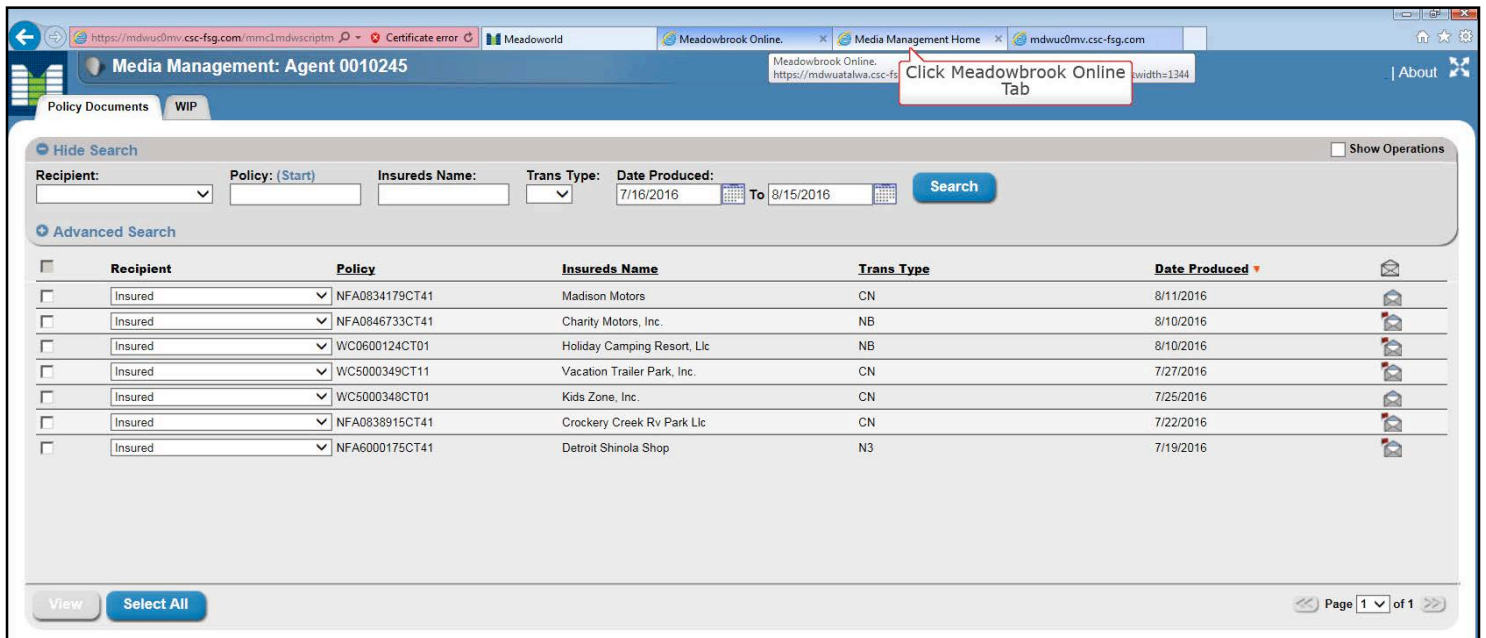
- Media View is the system that hosts all the documents associated with a policy.
- To get to media view click on Policy Document in the navigation list.



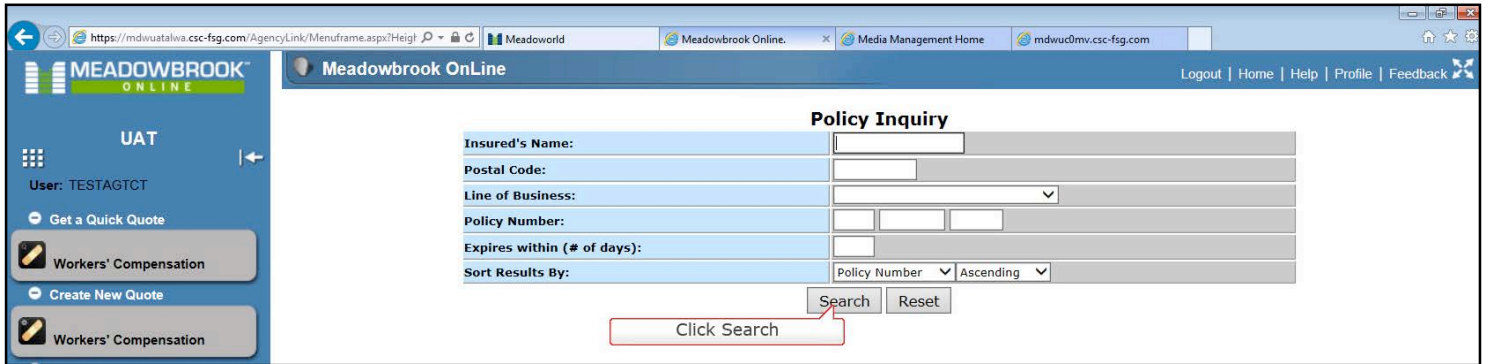
- All of the policies that you have access to will be displayed.
- You can use the search filters to find a specific policy.
- In media view messages are located to the right of the screen.
- A red flag next to an envelope indicates there is a new message.
- Click on the Envelope to View Messages



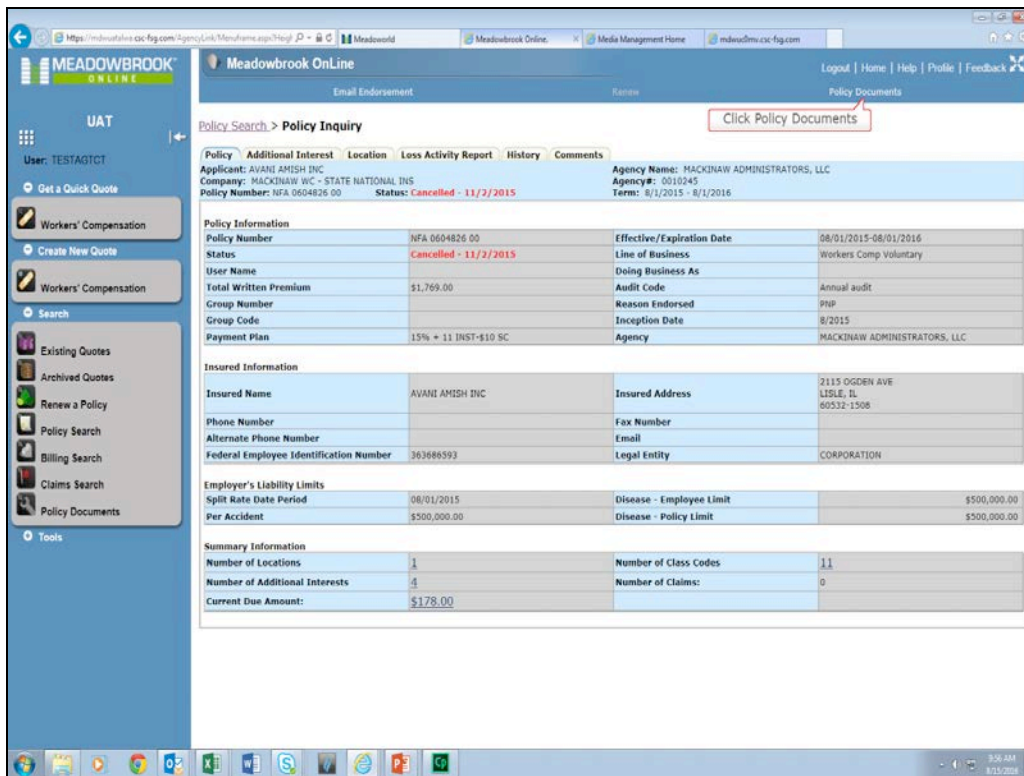
- Clicking on messages will navigate you to a new tab to view policy documents.



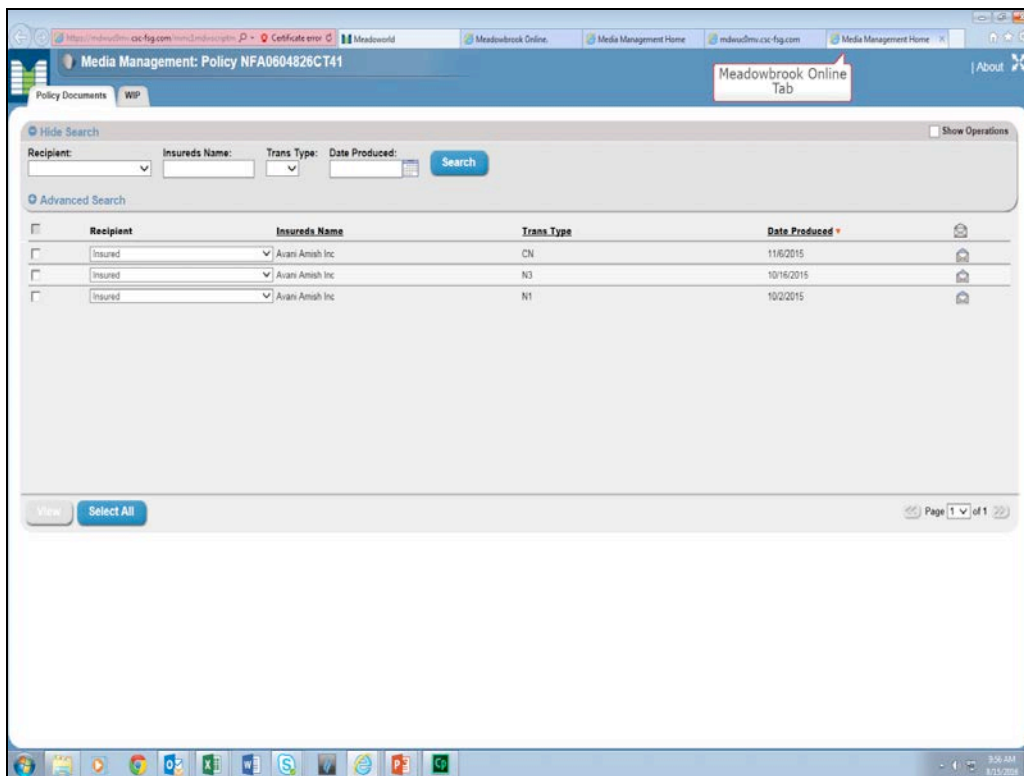
- Click on the Meadowbrook Online tab to return to the Policy Document list.



- Another way to view Policy Documents is through the policy search.
- Enter desired policy information and click search.
- Click on Policy Search in the navigation list.



- To navigate to the Policy Documents for the policy, click the Policy Documents link at the top of the screen.



- The media view system will open up in a new tab and all the documents for the policy will be shown.
- To navigate back to the Meadowbrook Online tab, click on the Meadowbrook Online tab.



- This completes the training for the Media View segment.