Data Fields

This page contains all the data fields that appear on forms and/or reports throughout the program.

Policy Fields

These fields are related to individual policies.

Title

The policy's title.

%fineprint{Appears in: Table of Contents Form, Policy Detail Form, Review by User Report, Review by Policy Report}%

Summary

A brief description of the policy's contents.

Latest Change

The date of the most recent change to the policy. This field appears in reports and the Table of Contents Form. It is read-only. This date represents the most recent Change Date from the policy's history.

Latest Required Change

The date of the most recent change that users must review for a given policy. This field appears in reports only. It is read-only. This date represents the most recent Change Date from the policy's history for changes marked as "Requires review."

Notes

The Notes highlight policy changes and policies that must be reviewed. They are based on a user's most recent review of a policy compared to the latest change and the latest required change.

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