

# 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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