

# Data Fields

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

## Edition Fields

These fields are related to the various Editions of the policy manual.

### Edition Name

The name of the Edition. The "Complete" edition is a special edition that includes every policy (except those that have been moved to the trash).

## Policy Fields

These fields are related to individual policies.

### Title

The policy's title.

%fineprint{Appears in: [Table of Contents Form](#), [Add New Policy 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.

## Last Reviewed

The date the user last reviewed a policy. This information is saved when a user answers "YES" to the dialog box when [Reviewing a Policy](#).

## User Fields

These fields are related to the user records.

### User Name

The Windows login name of the user. This is the name the user uses to log on to their computer.

%fineprint{Appears in: [Users Form](#), [User Security Report](#)}%

### Display Name

The user's name as it should be displayed on reports. Generally, it is the user's first and last name. For example, "John Smith".

%fineprint{Appears in: [Users Form](#), [Review by User Report](#), [Review by Policy Report](#), [User Security Report](#)}%

### Administrator?

This box is checked if the user should have the role of an [Administrator](#).

%fineprint{Appears in: [Users Form](#), [User Security Report](#)}%

## Editor?

This box is checked if the user should have the role of an [Editor](#).

%fineprint{Appears in: [Users Form](#), [User Security Report](#)}%

## Reviewer?

This box is checked if the user should have the role of a [Reviewer](#).

%fineprint{Appears in: [Users Form](#), [User Security Report](#)}%

## Edition

Default edition for the user. New users are assigned the "Complete" edition by default.

%fineprint{Appears in: [Users Form](#), [User Security Report](#)}%

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