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# **Forms Group**

### **Table of Contents Form**

Opens the Table of Contents Form.

### **Users Form**

Opens the Users Form.

## Trash Bin

Opens the Trash Bin Form.

# **Editions Group**

#### **Editions Form**

Opens the Editions Form.

#### **Editions Dropdown**

Switches the current Edition of the Table of Contents.

This changes the records displayed on the following forms and reports:

- Table of Contents Form
- Table of Contents Report
- Review by Policy Report
- Review by User Report

# **Reports Group**

#### **Table of Contents Report**

Opens the Table of Contents Report.

#### **Review by Policy Report**

Opens a form that allows you to select options and run the Review by Policy Report.

#### **Review by User Report**

Opens a form that allows you to select options and run the Review by User Report.

#### **User Security Report**

Opens the User Security Report.

# **Utilities Group**

### Update Page Counts Utility

Runs the Update Page Counts process.

# **Help Group**

### **Online Help**

Opens the context-sensitive online help.

### **Change Data Source Form**

Allows you to change to a different data source or refresh the connection to the existing data source. You should not need to use this. It is here mainly for technical support to use when troubleshooting.

#### About Form

Opens the About form with current version information, copyright details, and other miscellaneous information about this program.

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Last update: 2016/03/22 18:17 UTC





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