

Table of Contents Report

Lists the policies in a standard Table of Contents format.

The page numbers on the right side of the report correspond with where each policy would begin if they were hard-printed and bound in a physical book. Before running this report, the page numbers should be updated via the [Update Page Counts](#) utility in the ribbon at the top of the interface.

In the sample report below, please note the following:

- The first policy with a source document is the "Policy Overview." Therefore, it begins on page 1.
- The "Policy Overview" source document only has a single page, so the second policy begins on page 2.
- The "Drug Policy" has two pages. It begins on page 3 and ends on page 4, so the "Probation Officer Conduct" begins on page 5.
- The heading "Probation Officer Conduct" does not have a source document. However, the program will print a single-page placeholder so we need to reserve a page number for it; it is page 5.

Sample Report

December 21, 2015 12:47 PM

Table of Contents

Page 1 of 1

A. Policy Overview	1
<i>A brief discussion of the policy manual itself.</i>	
1. Parolees.....	2
a. Drug Policy.....	3
2. Probation Officer Conduct.....	5
<i>Section placeholder only</i>	
a. Dress Code.....	6

Fields

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.

From:

<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

Permanent link:

https://grandjean.net/wiki/pm/table_of_contents_report

Last update: **2015/12/21 17:53 UTC**

