2025/08/13 03:08 UTC 1/2 Table of Contents Report

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 heading "Probation Officer Conduct" does not have a source document, so it shows no page number.
- The "Drug Policy" has three pages. It begins on page 3 and ends on page 5, so the "Dress Code" begins on page 6.

Sample Report

December 21, 2015	Table of Contents	Page 1 of 1
A. Policy Ove	rview	1
A brief discuss	sion of the policy manual itself.	
1. Parolees		2
a. Drug	g Policy	3
	n Officer Conductlaceholder only	5
a. Dress	s 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}%

Last update: 2015/10/15 20:50 UTC

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?rev=1444942230

Last update: 2015/10/15 20:50 UTC

