

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. However, the program will print a single-page placeholder so we need to reserve a page number for it; it is page 3.
- The "Drug Policy" has three pages. It begins on page 4 and ends on page 6, so the "Dress Code" begins on page 7.

Sample Report

December 21, 2015 12:47 PM

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| <i>A brief discussion of the policy manual itself.</i> | |
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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.

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