version 10.6

*PolicyTech Policy and Procedure Management*

# Reports Supplement

PolicyTech® 10.6 Reports Supplement



10/31/2018

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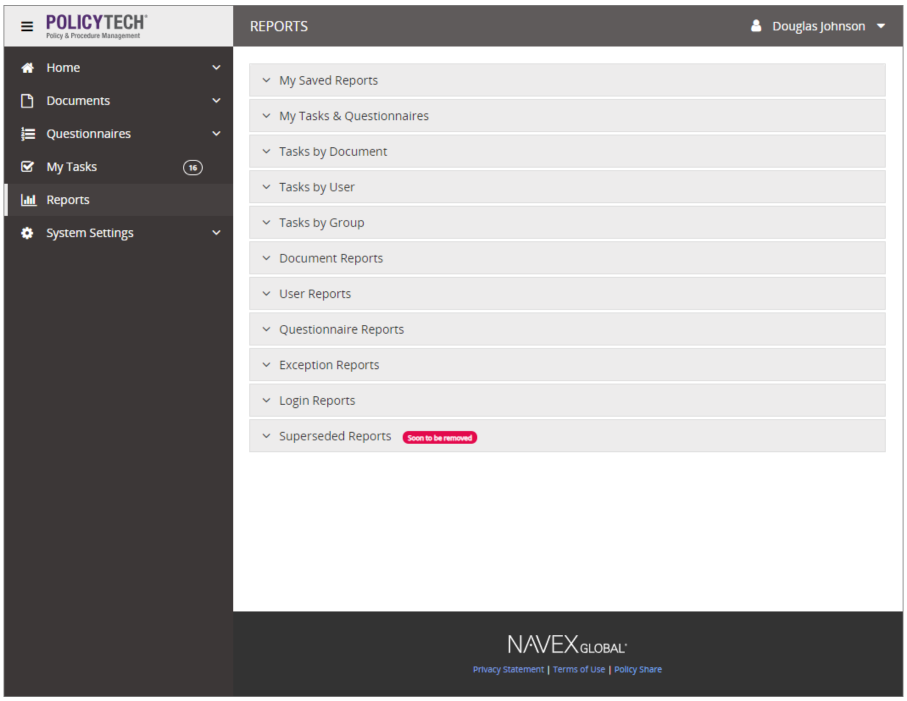
# Introduction to Reports

PolicyTech includes many reports that let you check the status of and view statistics about documents, questionnaires, and users. To access reports, in the main PolicyTech window, click **Reports**.




The reports you have access to are dependent on the roles and system permissions you've been assigned, so your **Reports** menu may look different than the one shown above (see Report Access by Role and Permission for details).

# Report Access by Role and Permission

The tables below show the reports a user has access to by virtue of role and system permission assignments.

## Access to My Tasks & Questionnaires Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Questionnaire Results | all | all |
| Questionnaire Certificates | all | all |
| Document Owner—Periodic Review Tasks | Document Owner | none |
| My Tasks | all | all |

## Access to Tasks by Document Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Tasks by Document - Current | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Tasks by Document - All Tasks | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Documents Due for Periodic Review | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Documents with Links to Update | Document Owner<br>Proxy Author | Administrator<br>Report Manager |

## Access to Tasks by User Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Tasks by User - Current | Manager | Administrator<br>Report Manager |
| Tasks by User - All | Manager | Administrator |

| | | |
|---|---|---|
| Tasks | | Report Manager |
| Document Owner - Periodic Review Tasks | Manager | Administrator<br>Report Manager |
| Document Owner - Links to Update | Manager | Administrator<br>Report Manager |

## Access to Tasks by Group Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Writer Groups | Manager | Administrator<br>Report Manager |
| Reviewer Groups | Manager | Administrator<br>Report Manager |
| Approver Groups | Manager | Administrator<br>Report Manager |
| Reader Groups | Manager | Administrator<br>Report Manager |

## Access to Document Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Document Assignments by Title | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Document Count by Owner | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Documents Accessed | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Document Duration in Workflow | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Linked Documents | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Documents within Date Range | Document Owner<br>Proxy Author | Administrator<br>Report Manager |

| | | |
|---|---|---|
| Documents Approved as of a Specific Date | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Change Summary with Version History and Documents Replaced | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Print Multiple Documents | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Email Bounce Backs by Document | Document Owner<br>Proxy Author | Administrator<br>Report Manager |

## Access to User Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Document Assignments by User | Manager | Administrator<br>Report Manager |
| Documents Accessed by User | Manager | Administrator<br>Report Manager |
| Users Canceled Mark as Read | Manager | Administrator<br>Report Manager |
| User Permissions | none | Administrator<br>Company/User<br>Report Manager |
| Users with Bounce Back Emails | none | Administrator<br>Report Manager |
| Dedicated Licenses | none | Administrator |

## Access to Questionnaire Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Questionnaire Results by Document | Document Owner | Administrator<br>Report Manager |
| Questionnaire Results by User | Manager | Administrator<br>Report Manager |

| | | |
|---|---|---|
| Questionnaire Statistics | Document Owner | Administrator<br>Report Manager |

## Access to Exception Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Exceptions by Document | none | Administrator<br>Report Manager |

## Access to Login Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Failed Logins Due to Insufficient Licenses | none | Administrator<br>System/IT |
| Users Currently Logged In | none | Administrator<br>System/IT |

## Access to Superseded Reports

| Report | Document Roles with Access | System Permissions with Access |
|---|---|---|
| Writer Tasks (My Tasks & Questionnaires) | Writer | none |
| Reviewer Tasks (My Tasks & Questionnaires) | Reviewer | none |
| Approver Tasks (My Tasks & Questionnaires) | Approver | none |
| Reader Tasks (My Tasks & Questionnaires) | Reader | none |
| All Workflow Tasks (My Tasks & Questionnaires) | all | all |

| | | |
|---|---|---|
| In Draft (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| In Collaboration (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| In Review (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| In Approval (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| In Published (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| All Workflow Statuses (Tasks by Document) | Document Owner<br>Proxy Author | Administrator<br>Report Manager |
| Writer Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| Reviewer Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| Approver Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| Reader Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| Document Owner - Resubmit for Review Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| All Workflow Tasks (Tasks by User) | Manager | Administrator<br>Report Manager |
| Questionnaire Results by Document (Questionnaire Reports) | Document Owner | Administrator<br>Report Manager |
| Questionnaire Results by User (Questionnaire Reports) | Manager | Administrator<br>Report Manager |

# My Tasks & Questionnaires Reports

The **My Tasks & Questionnaires** category includes the following reports:



## Report: Questionnaire Results (Personal)

### Description

Shows the overall and individual question results for all questionnaires you completed when you marked documents as read, as well as results (if any) of stand-alone questionnaires (those not attached to documents) that you completed. The results are organized by document/questionnaire.

**Available to users with the following roles or permissions:**

All users with any assigned role or system permission

**Sample Report:**

**Questionnaire Results by User**

NAVEX Global

powered by policytech

| Pages: 2 | Generated By: Tawna Gifford | Generated: 10/30/2014 08:00 |
|---|---|---|

## Questionnaire Results by User

1. **Gifford, Tawna (Accounts Receivable Clerk)** Site: Corporate Headquarters Department: Accounting

**Questionnaire Attempts (1)**

1. Family and Medical Leave (v.1)

| Ref. # | Date/Time Taken | Score | Attempt # |
|---|---|---|---|
| 331 | 10/30/2014 07:57 | 86 | 1 |

**Objective: Understand the different types of leave and the eligibility rules.**

1. **How long must an employee have been employed before being eligible for leave?**

   Answer Chosen: 12 months

2. **Which of the following is not a recognized leave type for our company?**

   Answer Chosen: Research leave

3. **What is the maximum amount of time allowed for pregnancy leave?**

   Answer Chosen: 12 weeks

**Objective: Understand how to apply for a leave.**

4. **True or false: A victim of a crime can qualify for a leave.**

   Answer Chosen: True

5. **If you know in advance that you will need a leave, you must contact:**

   Answer Chosen: Both Human Resources and your manager

6. **If your leave was unforeseeable, you must complete a leave request form within how many days from the start of your leave?**

   Answer Chosen: 21

7. **True or false: All paperwork pertaining to your leave is placed in your personnel file.**

   Answer Chosen: False

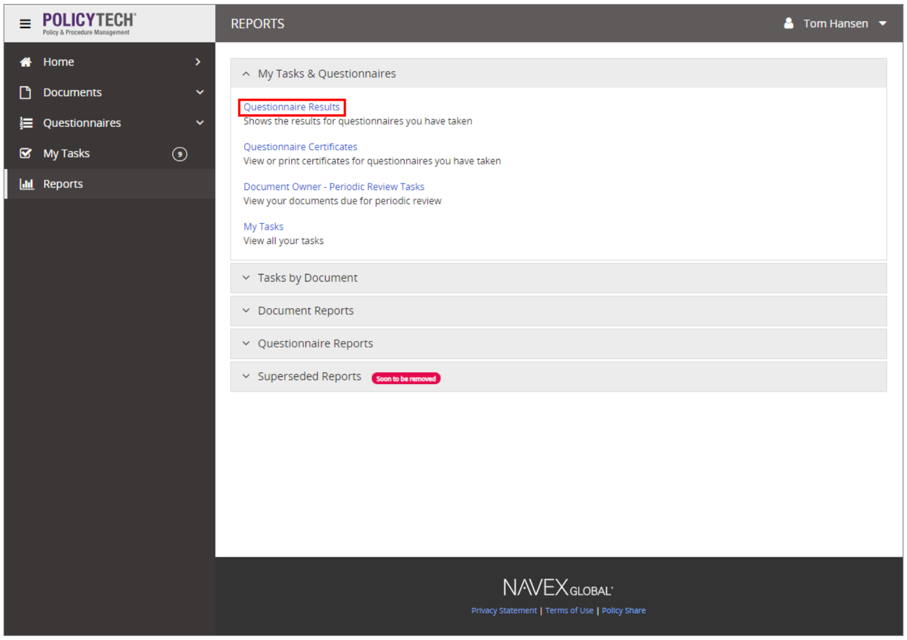
2. Family and Medical Leave (v.1)

| Ref. # | Date/Time Taken | Score | Attempt # |
|---|---|---|---|
| 331 | 10/30/2014 08:00 | 86 | 1 |

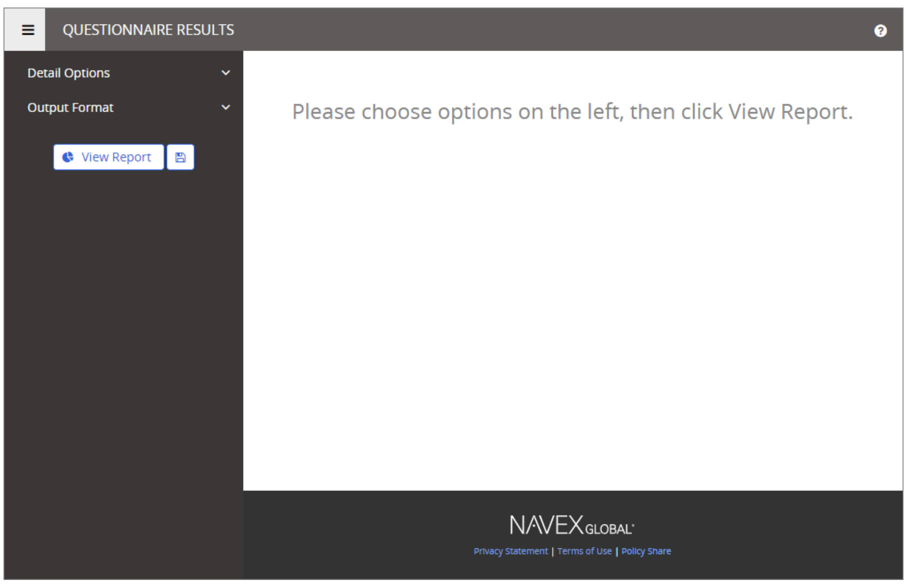
1/2

## How to Generate

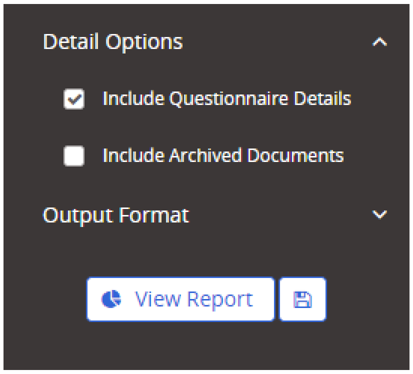
1. Click **Reports**.
2. Click **My Tasks & Questionnaires**, and then click **Questionnaire Results**.



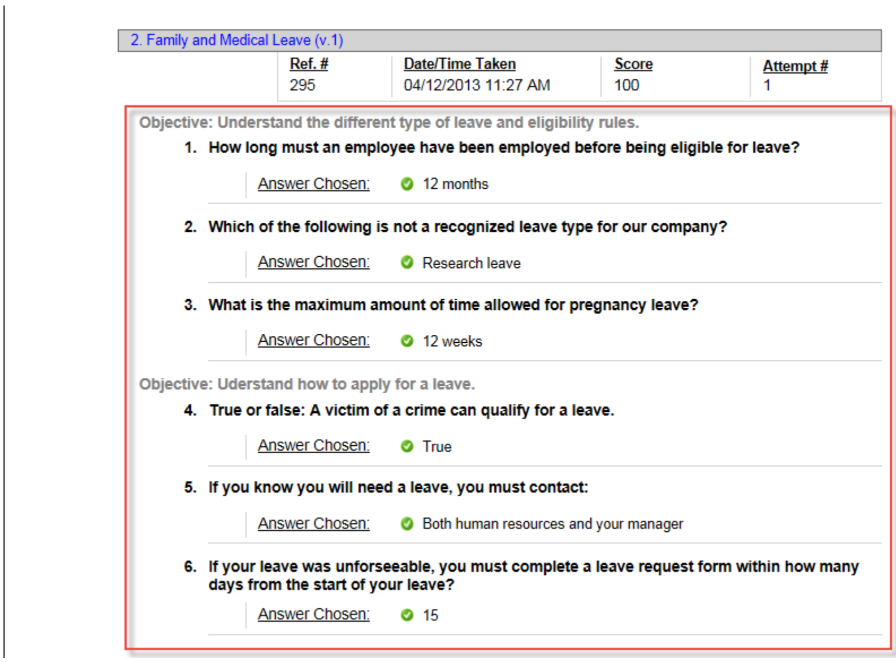

All options available for this report are displayed on the left.




3. (Optional) Click **Detail Options**, and then select any of the following:

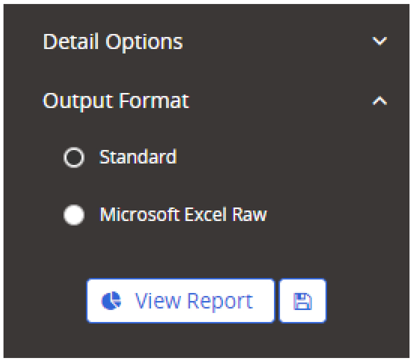



- **Include Questionnaire Details:** Include details about each questionnaire question.

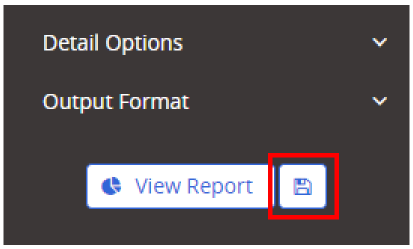



- **Include Archived Documents:** Includes all archived documents with questionnaires and all archived stand-alone questionnaires.

4. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



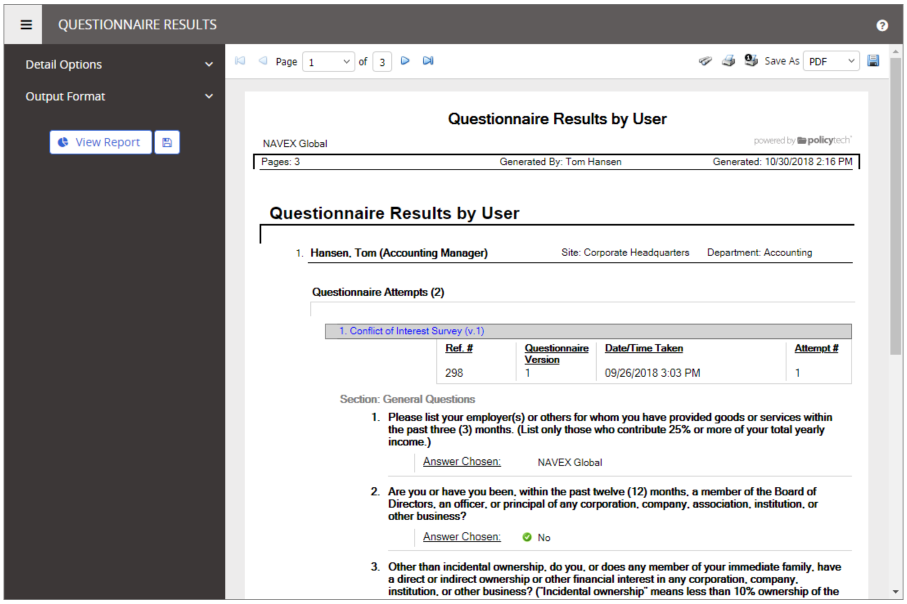

5. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



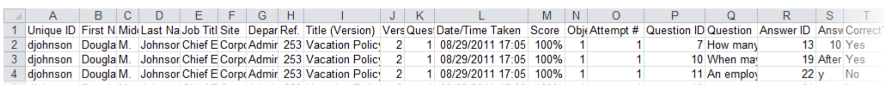

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

6. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see [Working with a Finished Legacy Report] for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Unique ID | First N | Midd | Last Na | Job Titl | Site | Depar | Ref. | Title (Version) | Vers | Ques | Date/Time Taken | Score | Obje | Attempt # | Question ID | Question | Answer ID | Answ | Correct? |
| 2 | djohnson | Dougla | M. | Johnsor | Chief E | Corpo | Admir | 253 | Vacation Policy | 2 | 1 | 08/29/2011 17:05 | 100% | 1 | 1 | 7 | How many | 13 | 10 | Yes |
| 3 | djohnson | Dougla | M. | Johnsor | Chief E | Corpo | Admir | 253 | Vacation Policy | 2 | 1 | 08/29/2011 17:05 | 100% | 1 | 1 | 10 | When may | 19 | After | Yes |
| 4 | djohnson | Dougla | M. | Johnsor | Chief E | Corpo | Admir | 253 | Vacation Policy | 2 | 1 | 08/29/2011 17:05 | 100% | 1 | 1 | 11 | An employ | 22 | y | No |

## Report: Questionnaire Certificates (Personal)

### Description

Lets you view and print certificates for all questionnaires—both document questionnaires and stand-alone questionnaires—you've passed.

**Note:** For a certificate to be available for a questionnaire, the document owner who created the questionnaire must have enabled the certificate option in the questionnaire settings.

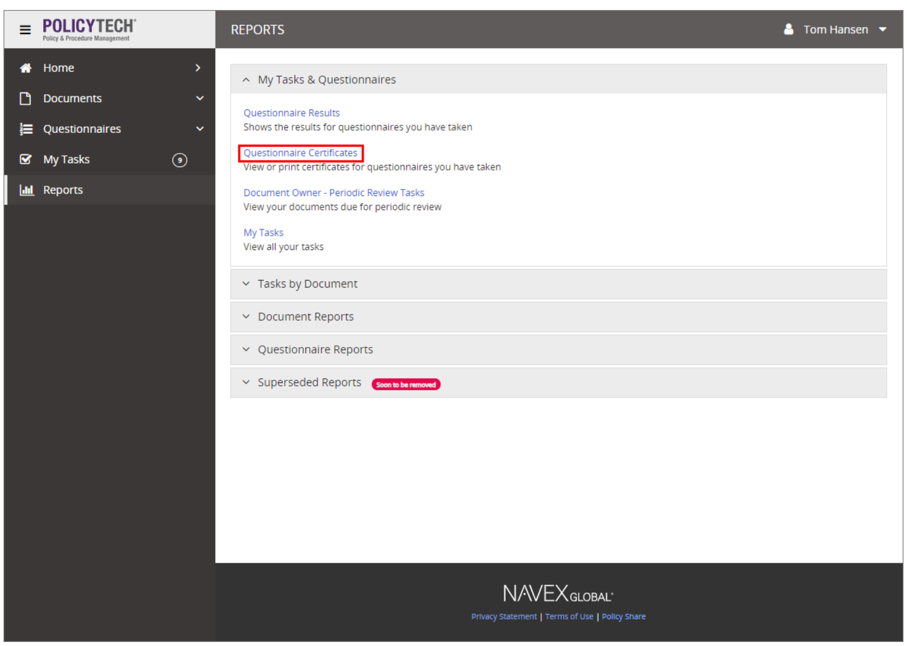
#### Available to users with the following roles or permissions:

All users with any assigned role or system permission

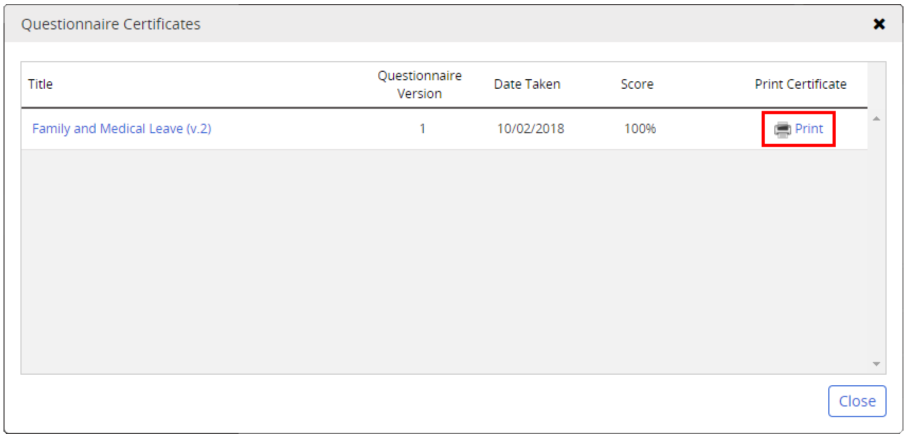
#### Sample Report:


## How to Generate

1. Click **Reports**.
2. Click **My Tasks & Questionnaires**, and then click **Questionnaire Certificates**.




3. (Optional) Click **Print** for one of the listed documents or questionnaires.




The certificate is displayed in a separate browser window where you can save or print it.


## Report: Document Owner - Periodic Review Tasks (Personal)

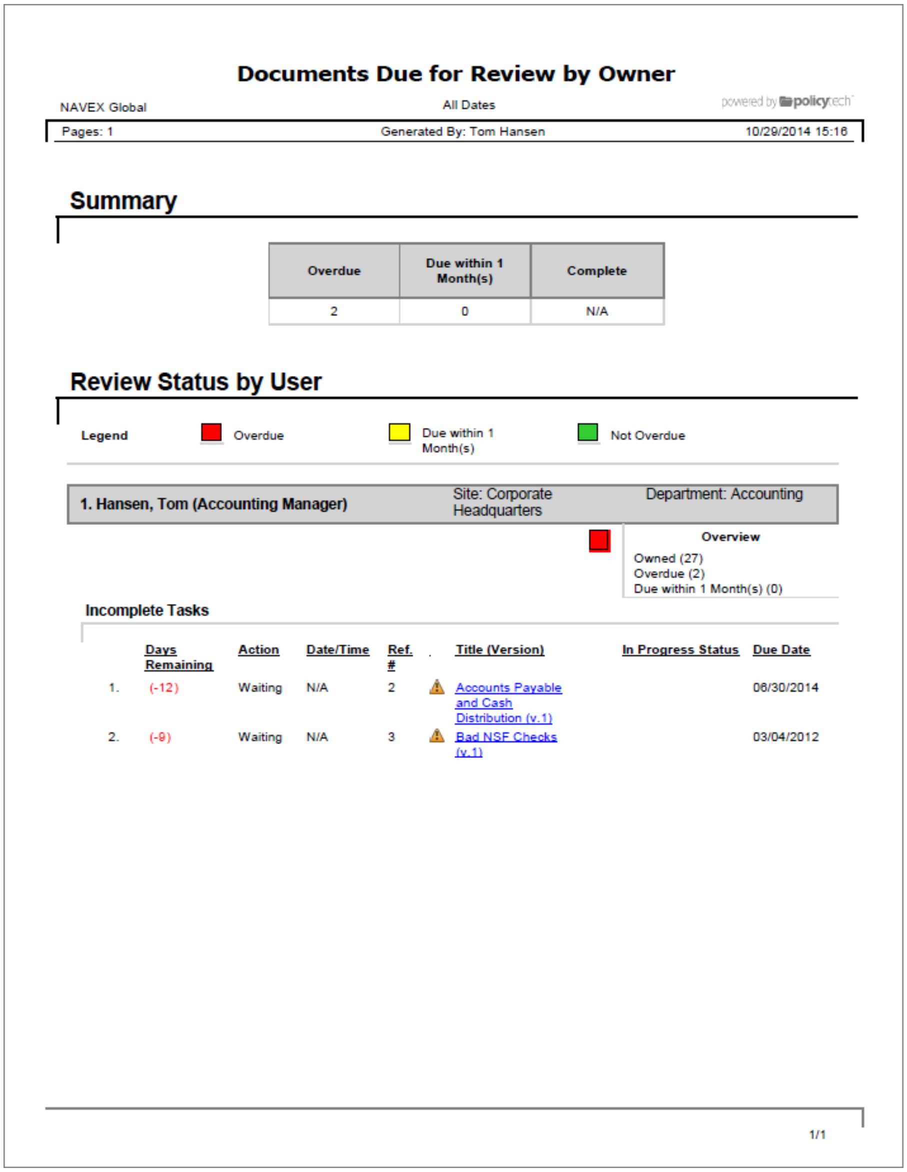
### Description

Shows the status of your periodic review tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Document owner

### Sample Report:



**Documents Due for Review by Owner**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Tom Hansen | 10/29/2014 15:16

**Summary**

| Overdue | Due within 1 Month(s) | Complete |
|---|---|---|
| 2 | 0 | N/A |

**Review Status by User**

Legend: Overdue | Due within 1 Month(s) | Not Overdue

1. Hansen, Tom (Accounting Manager) | Site: Corporate Headquarters | Department: Accounting

Overview
Owned (27)
Overdue (2)
Due within 1 Month(s) (0)

Incomplete Tasks

| | Days Remaining | Action | Date/Time | Ref. # | Title (Version) | In Progress Status | Due Date |
|---|---|---|---|---|---|---|---|
| 1. | (-12) | Waiting | N/A | 2 | Accounts Payable and Cash Distribution (v.1) | | 06/30/2014 |
| 2. | (-9) | Waiting | N/A | 3 | Bad NSF Checks (v.1) | | 03/04/2012 |

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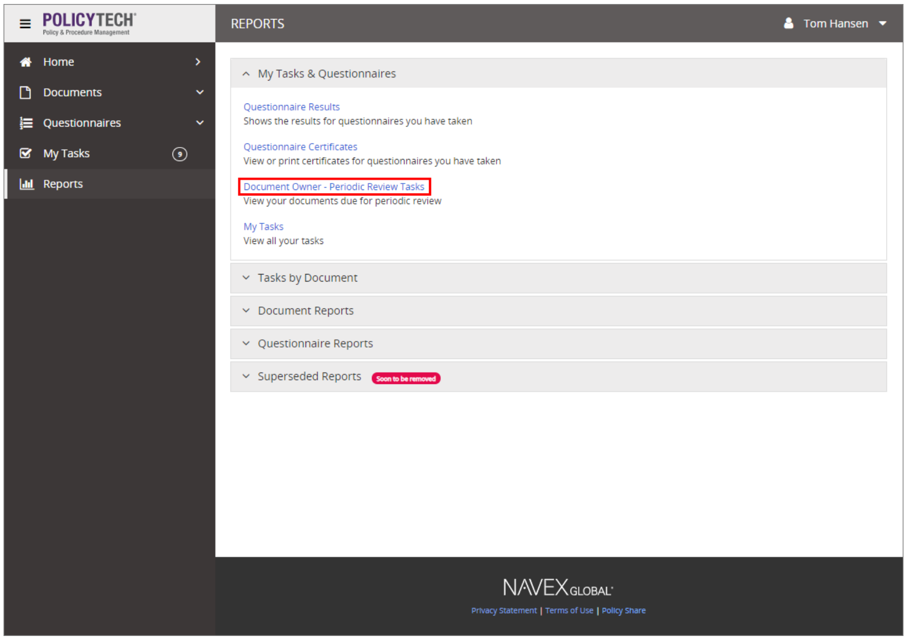
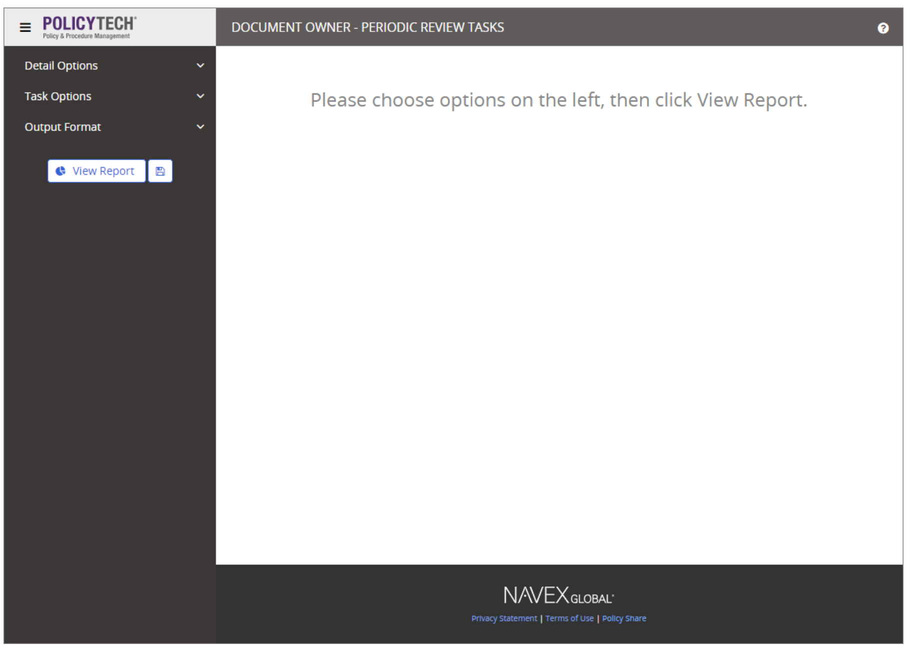
## How to Generate

1. Click **Reports**.
2. Click **My Tasks & Questionnaires**, and then click **Document Owner - Periodic Review Tasks**.

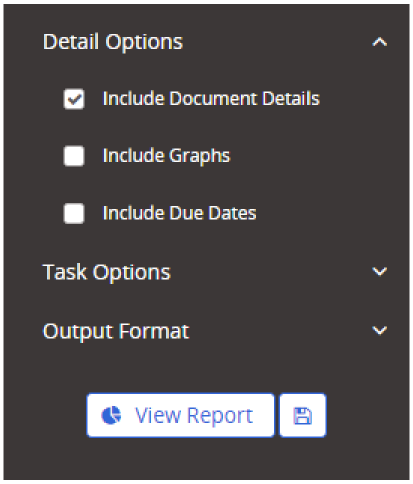
**Note:** You will only see the task reports for the roles you've been assigned.



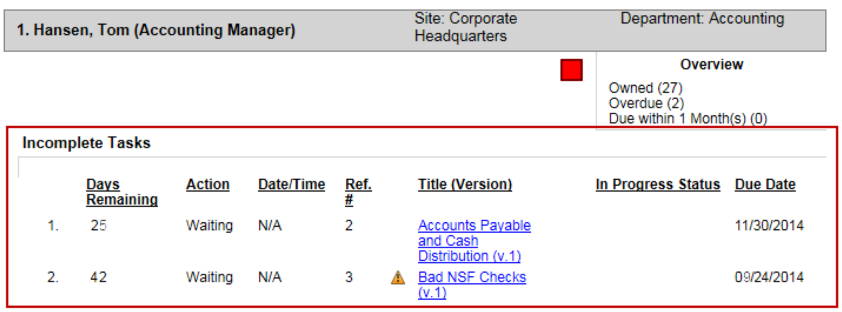

All options available for this report are displayed on the left.



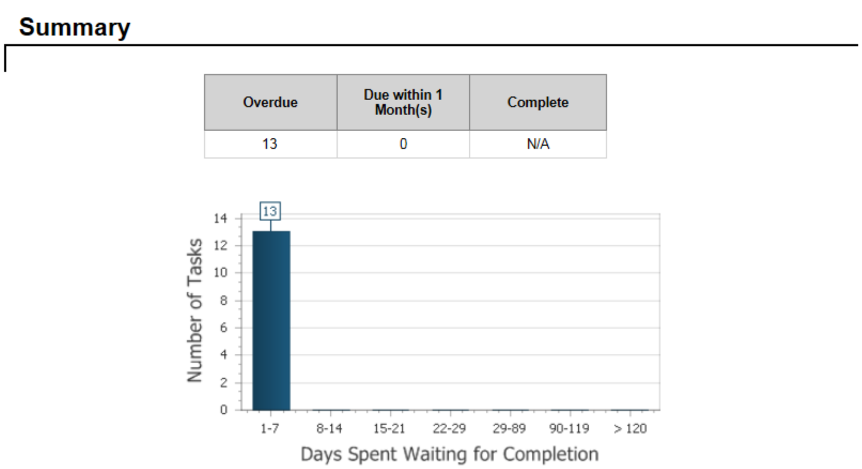

3. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



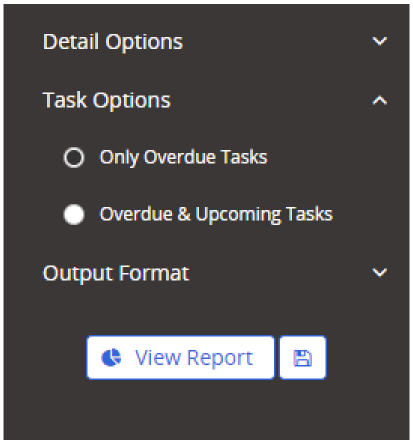

- **Include Graphs:** Adds a graph to the report's **Summary** area.



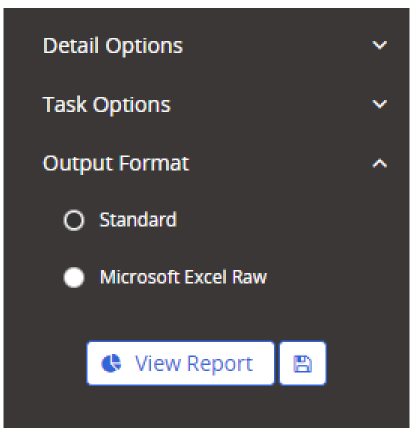

- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

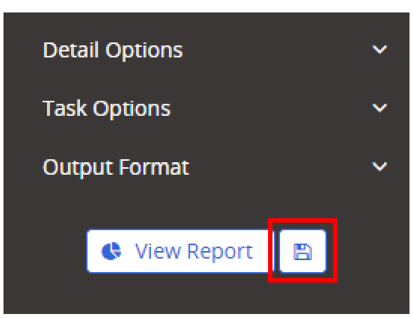
4. (Optional) Click **Task Options**, and then click **Only Overdue Tasks** or **Overdue & Upcoming Tasks**.




5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



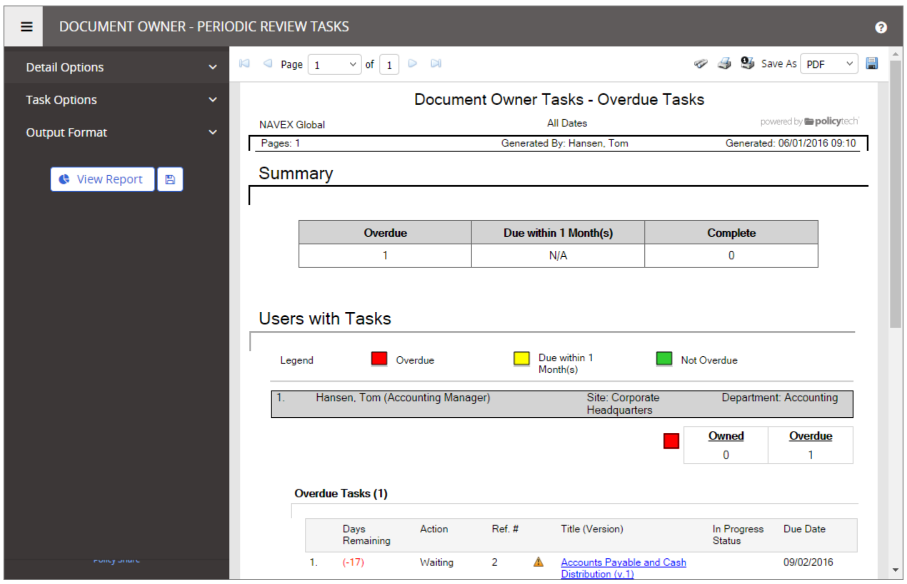

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



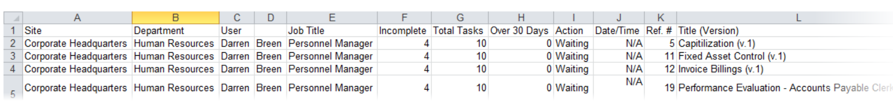

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Department | User | | Job Title | Incomplete | Total Tasks | Over 30 Days | Action | Date/Time | Ref. # | Title (Version) |
| 2 | Corporate Headquarters | Human Resources | Darren | Breen | Personnel Manager | 4 | 10 | 0 | Waiting | N/A | 5 | Capitilization (v.1) |
| 3 | Corporate Headquarters | Human Resources | Darren | Breen | Personnel Manager | 4 | 10 | 0 | Waiting | N/A | 11 | Fixed Asset Control (v.1) |
| 4 | Corporate Headquarters | Human Resources | Darren | Breen | Personnel Manager | 4 | 10 | 0 | Waiting | N/A | 12 | Invoice Billings (v.1) |
| 5 | Corporate Headquarters | Human Resources | Darren | Breen | Personnel Manager | 4 | 10 | 0 | Waiting | N/A | 19 | Performance Evaluation - Accounts Payable Clerk |

## Report: My Tasks

**Important:** This is one of several next-generation, dynamic grid reports that are fundamentally different than other PolicyTech reports you may have worked with (legacy reports). In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options—such as selecting the documents and users to include—to create report results in the form of an initial framework. The initial report results consist of a Summary section and a Data section, each of which is highly customizable to create precisely the data representation you need.

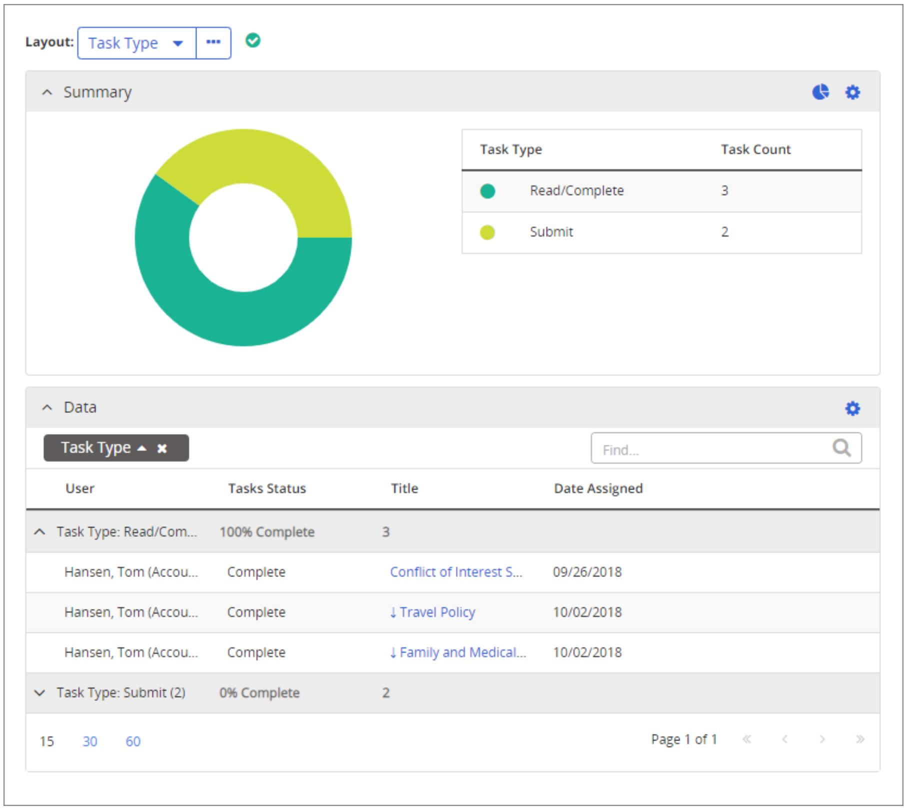
## Description

Shows information about your assigned tasks. You can choose to include incomplete and complete tasks as well tasks in upcoming levels.

### Available to users with the following roles or permissions:

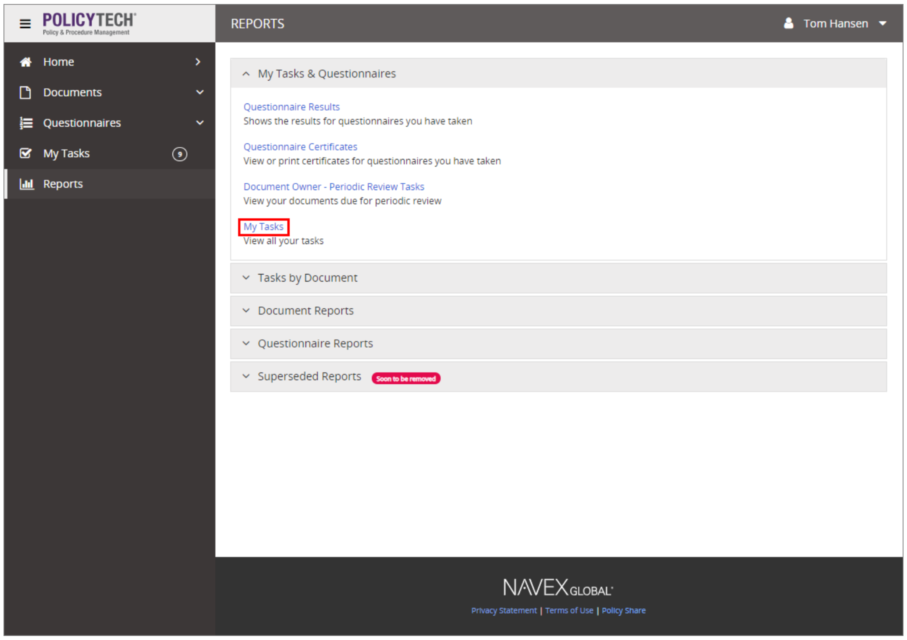
All users with any assigned role or system permission.

### Sample Report:

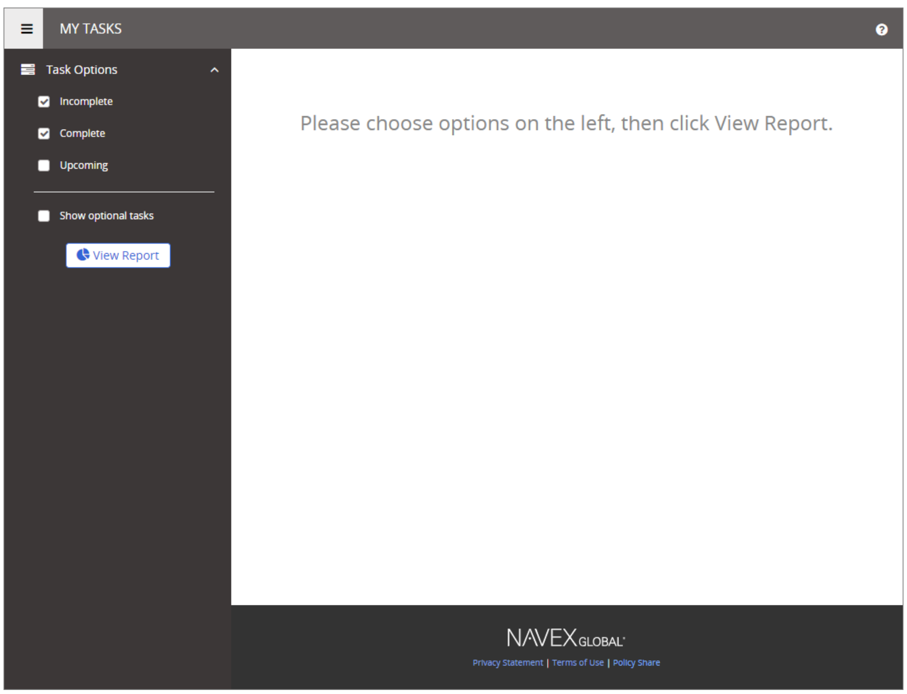



## How to Generate

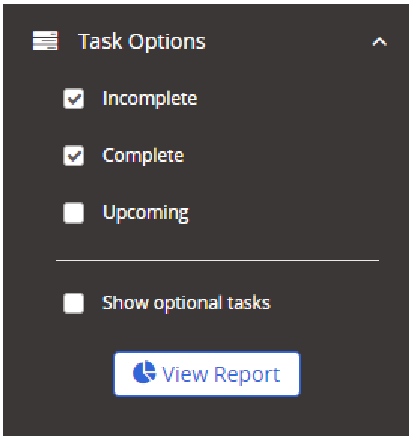
1. Click **Reports**.
2. Click **My Tasks & Questionnaires**, and then click **My Tasks**.




Task options available for this report are displayed on the left.




3. (Optional) Under **Task Options**, **Incomplete** and **Complete** are selected by default.




Select **Upcoming** to include information about your assigned tasks in a subsequent level in an active workflow status. For example, if a document to which you're assigned has three approval levels and is currently in level 1 of the Approval status, selecting **Upcoming** would also include information about your tasks assigned to approval level 2 or 3.

Select **Show optional tasks** to include information about complete, optional reading tasks, where you marked documents as read even though you were not assigned reading tasks for those documents.

4. Click **View Report**.

> **Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

5. Choose a report layout (see Working with Report Layouts).
6. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).
7. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).
8. (Optional) Print or save the current report results (see Printing or Saving Report Results).

# Tasks by Document Reports

The **Tasks by Document** category includes the following reports:

- Tasks by Document - Current
- Tasks by Document - All Tasks
- Documents Due for Periodic Review
- Documents with Links to Update

## Report: Tasks by Document - Current

**Important:** This is one of several next-generation, dynamic grid reports that are fundamentally different than other PolicyTech reports you may have worked with (legacy reports). In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options—such as selecting the documents and users to include—to create report results in the form of an initial framework. The initial report results consist of a Summary section and a Data section, each of which is highly customizable to create precisely the data representation you need.

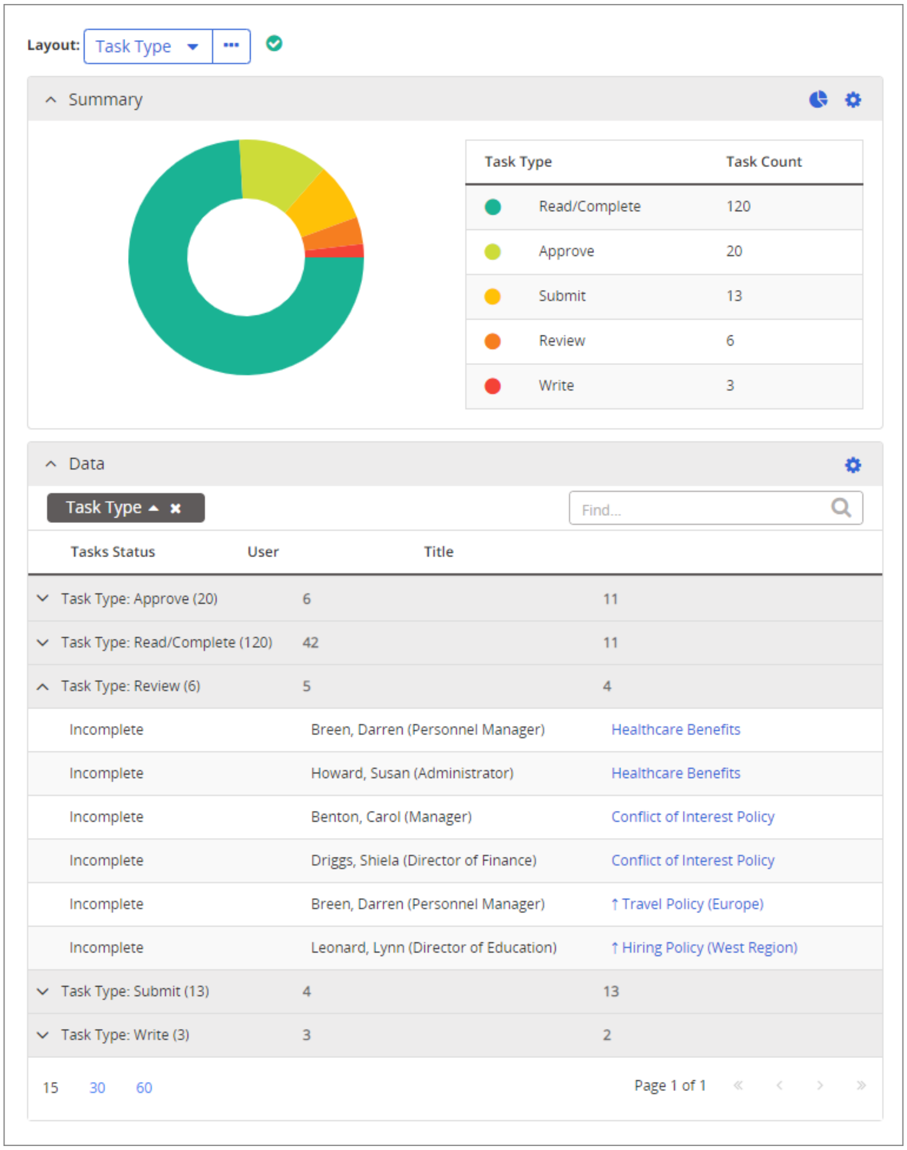
### Description

Shows information about tasks in the selected documents' or questionnaires' current workflow status. For example, if a selected document is currently in the Approval status, the report would include information about that document's approver tasks. You can choose to include incomplete and complete tasks as well tasks in upcoming levels.

**Available to users with the following roles or permissions:**

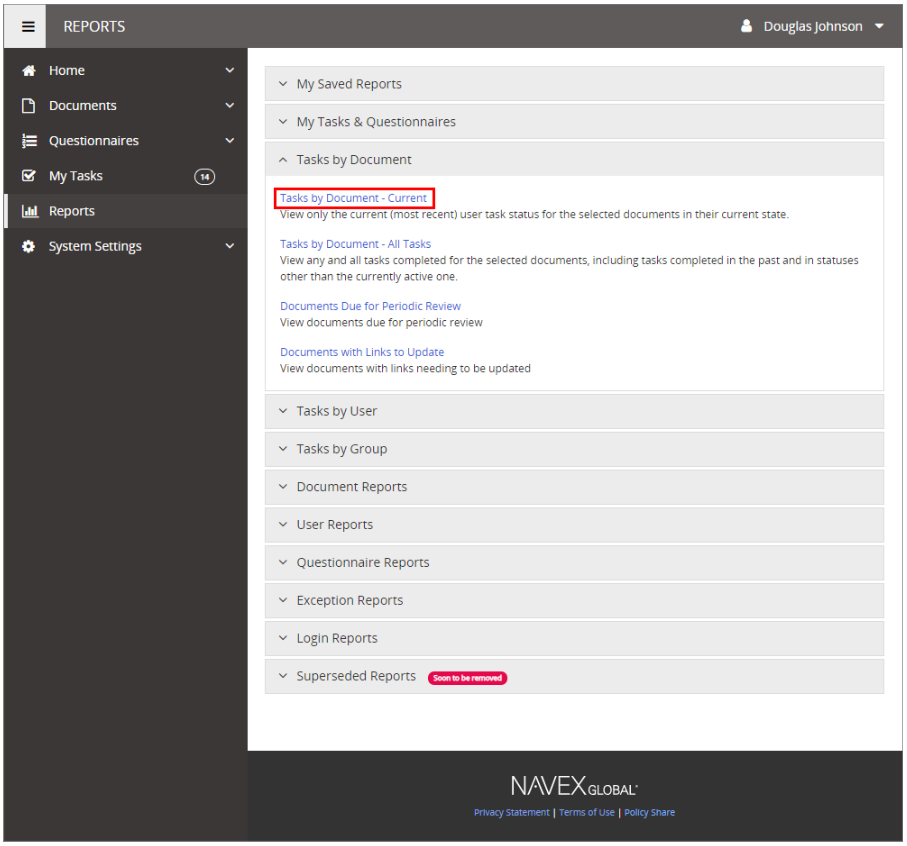
Manager, Report Manager, Administrator

**Sample Report:**

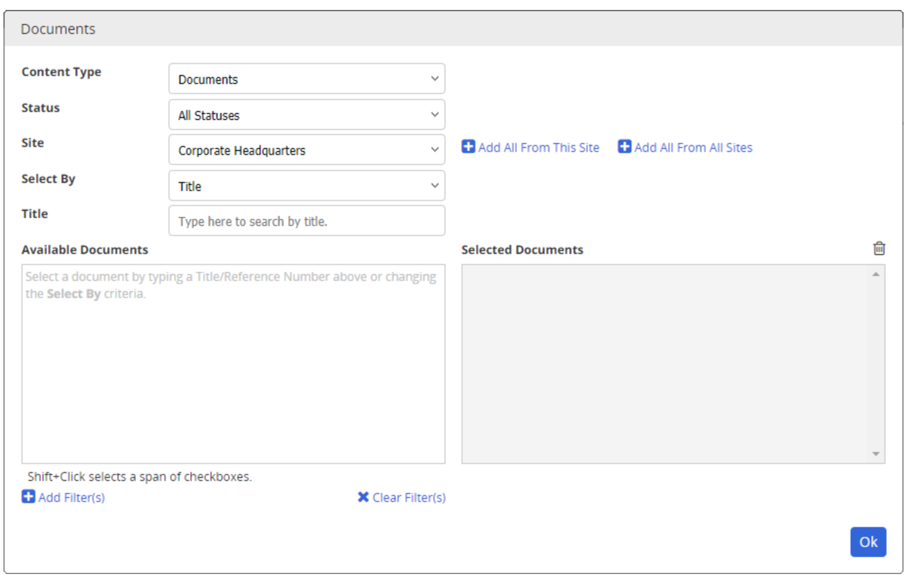



## How to Generate

1. Click **Reports**.
2. Click **Tasks by Document**, and then click **Tasks by Document - Current**.



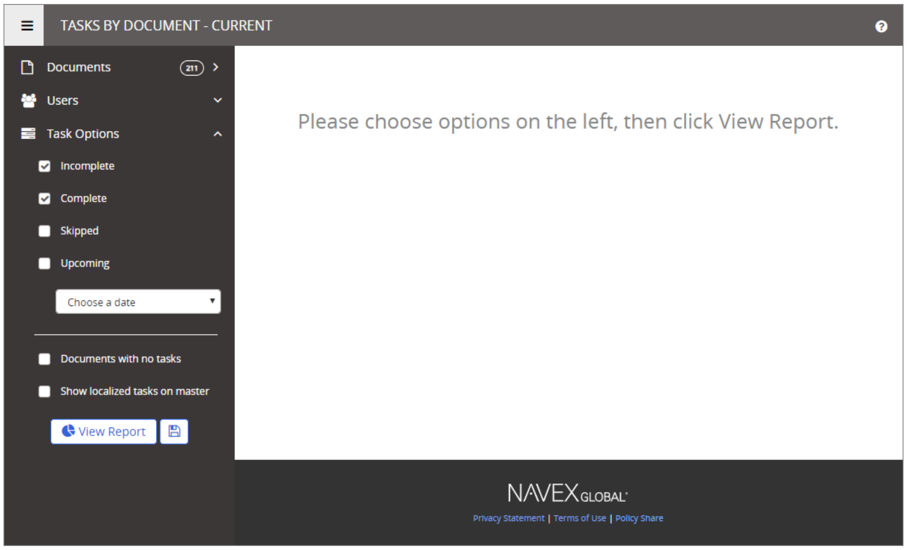

3. Select documents or questionnaires to include in the report (see [Selecting Documents]() for help), and then click **OK**.



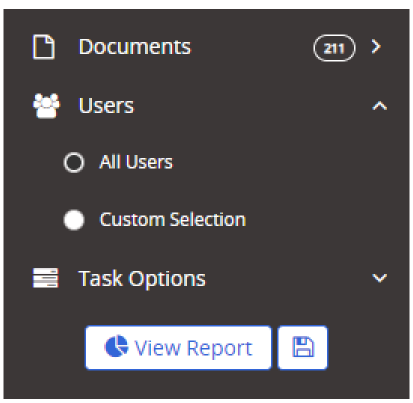

Initial options available for this report are displayed on the left. Notice that the number of currently selected documents or questionnaires is displayed

after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

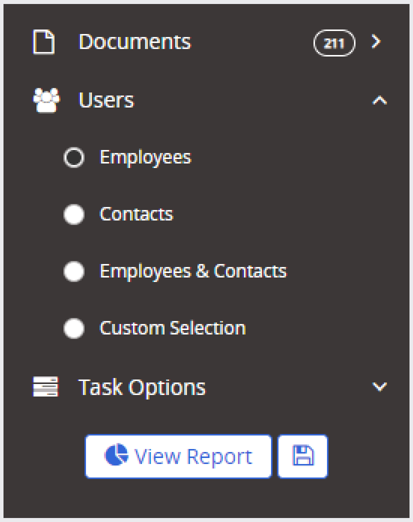
**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



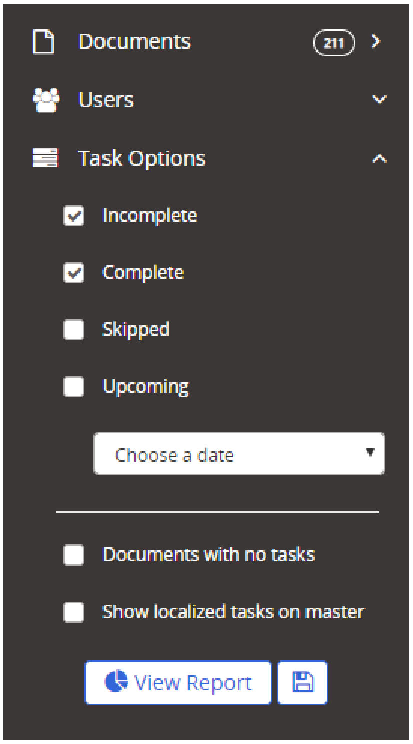

4. (Optional) You have the option to limit the documents/questionnaires included in the report to only those with tasks assigned to specific users. Click **Users**, click **Custom Selection**, and then select users in the same way as you would for a user-based report (see [Selecting Users] for help).




**Note:** If you see the options shown below, then your organization has enabled the Third-Party Accounts Module. The **Employees** option is selected by default, meaning that only those documents/questionnaires assigned to regular PolicyTech users and not third-party contacts are included in the report. In addition to the **Employees** and **Custom Selection** options, you can choose **Contacts** to limit included documents/questionnaires to only those assigned to third-party contacts, or choose the **Employees & Contacts** option to include all documents/questionnaires, regardless of the types of users assigned.

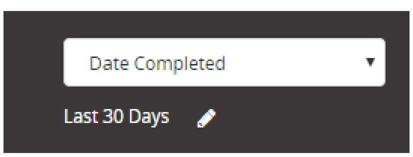



5. (Optional) Under **Task Options**, **Incomplete** and **Complete** are selected by default, meaning that only those of the currently selected documents/questionnaires that include incomplete or complete tasks for the documents'/questionnaires' current task statuses will be included in the report results. For example, if a selected document is currently published and has at least one assignee designated, that document's information will be included in the report whether the assignees have marked the document as read or not. If a selected published document has no assignees designated, that document's information will be excluded from the report.




Select **Skipped** to include information about assigned reading/completion tasks that were skipped because they were not completed before the specified task end date. (For details on the **Task End Date** option in the **Assignees** step of the **Properties Wizard**, see "Advanced Assignee Settings" in the User's Guide).

To filter documents/questionnaires to only those within a specific date range, click **Choose a date**, and then click **Date Completed** or **Date Assigned** (the date when an assigned task was completed or assigned).




The default date range is the last 30 days from today's date. To change this setting, click , select a different preset date range, and then click **Apply**. If you select **Custom Range**, also select a start and end date, and then click **Apply**.

Select **Documents with no tasks** to include information from all selected documents/questionnaires, regardless of whether they include assigned tasks for their currently active workflow status. For example, information about published documents with no assignees will be included in the report.

6. Click **View Report**.

> **Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

7. Choose a report layout (see Working with Report Layouts).
8. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).
9. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).
10. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click 💾, type a name and description, and then click **OK**.

> **Note:** If dashboards are enabled, a widget (compact view) is automatically created for the saved **Tasks by Document - Current** report. If personal dashboards are enabled, you can add the report widget to **My Dashboard** (see "Setting Up a Personal Dashboard" in the User's Guide). If the **Home** dashboard is enabled and you're a global or site administrator, you can add the report widget to the system-wide or site dashboard (see "Setting Up a Home Dashboard" in the Administrator's Guide).

11. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Report: Tasks by Document - All Tasks

> **Important:** This is one of several next-generation, dynamic grid reports that are fundamentally different than other PolicyTech reports you may have worked with (legacy reports). In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options—such as selecting the documents and users to include—to create report results in the form of an initial framework. The initial report results consist of a Summary section and a Data section, each of which is highly customizable to create precisely the data representation you need.

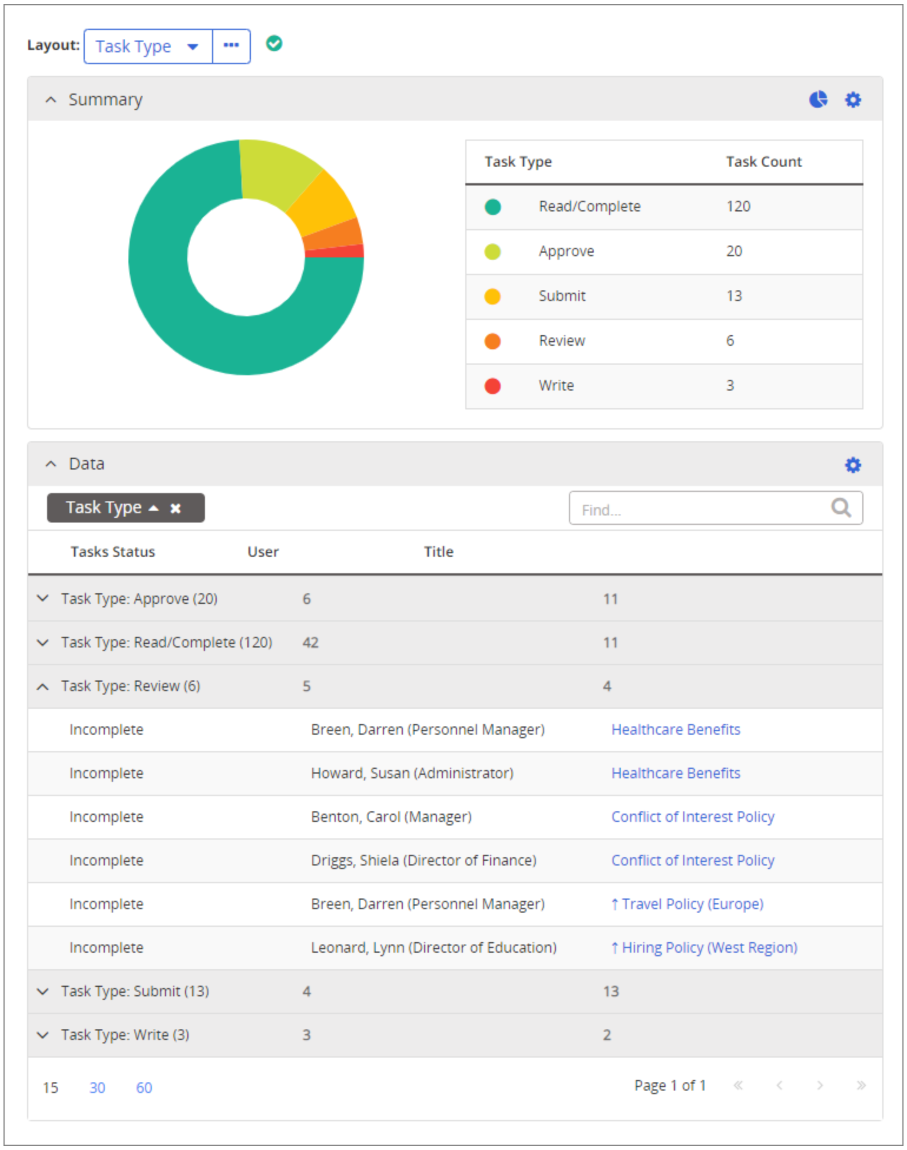
### Description

Shows information about all assigned tasks in the selected documents or questionnaires. You can choose to include incomplete and complete tasks as well tasks in upcoming levels.

#### Available to users with the following roles or permissions:

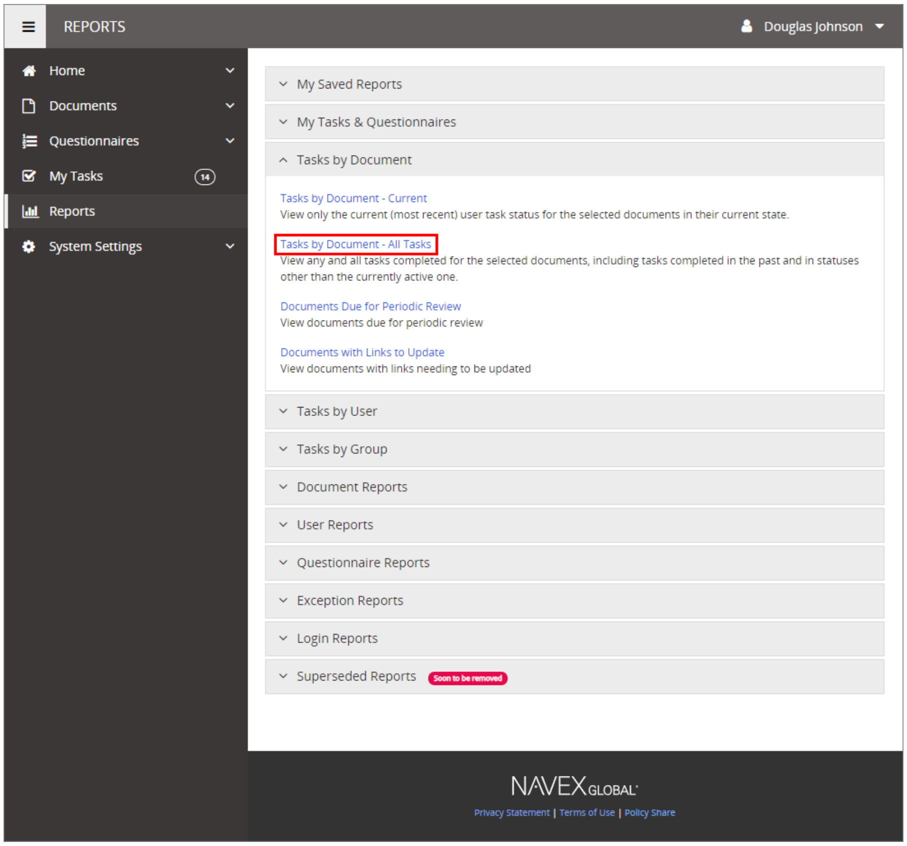
Manager, Report Manager, Administrator

### Sample Report:

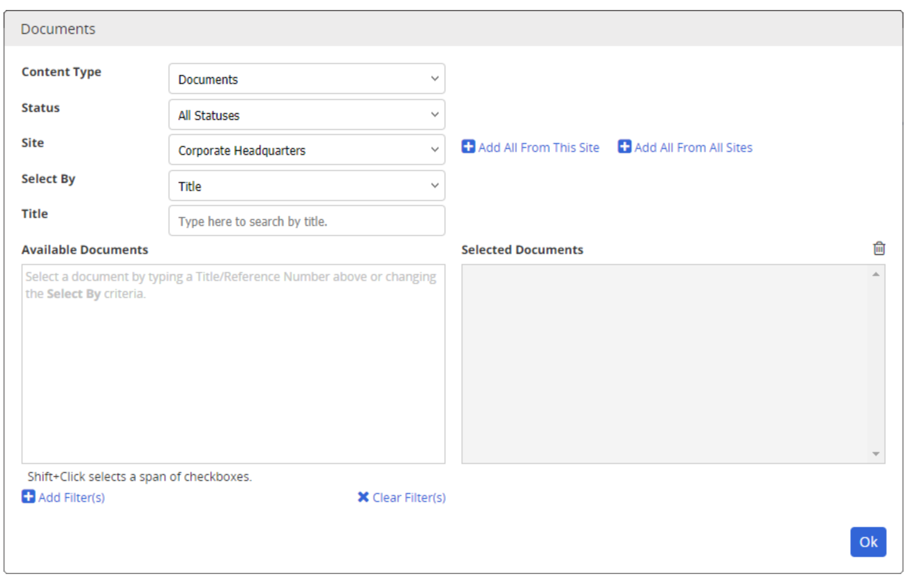



## How to Generate

1. Click **Reports**.
2. Click **Tasks by Document**, and then click **Tasks by Document - All Tasks**.



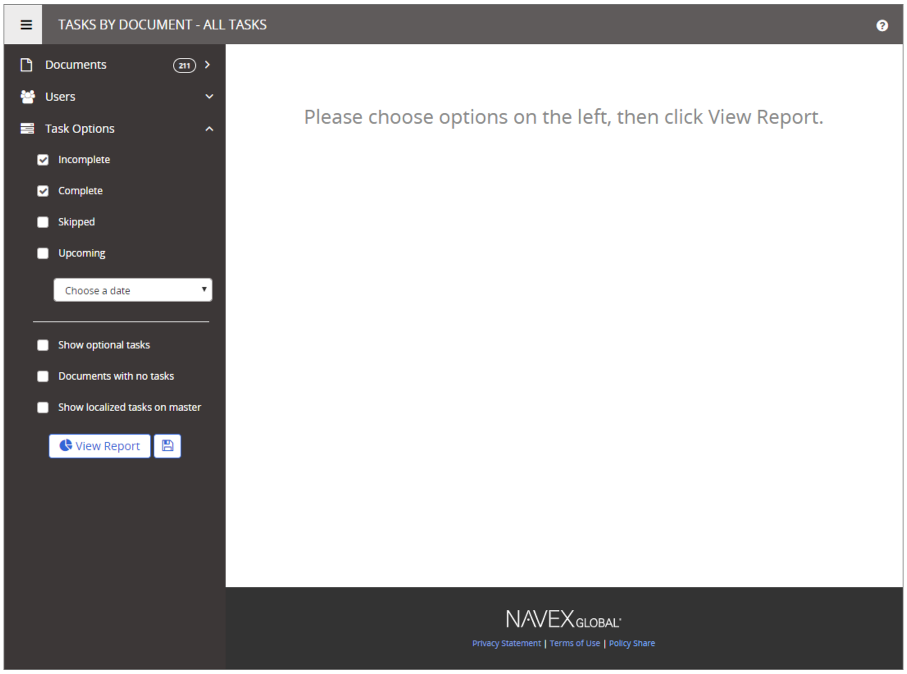

3. Select documents or questionnaires to include in the report (see [Selecting Documents]() for help), and then click **OK**.



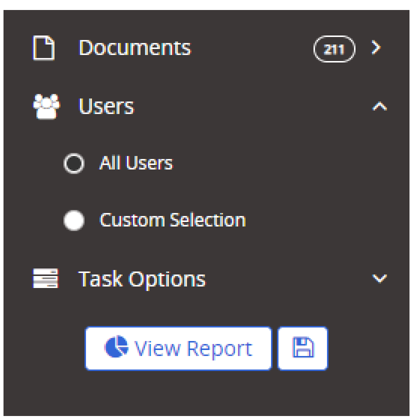

Initial options available for this report are displayed on the left. Notice that the number of currently selected documents or questionnaires is displayed

after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

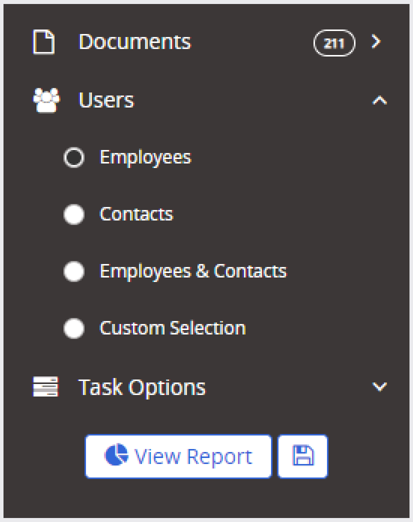
**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



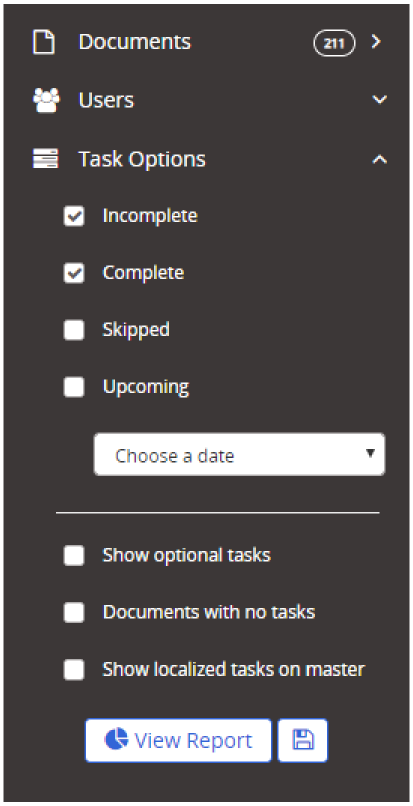

4. (Optional) You have the option to limit the documents/questionnaires included in the report to only those with tasks assigned to specific users. Click **Users**, click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).




**Note:** If you see the options shown below, then your organization has enabled the Third-Party Accounts Module. The **Employees** option is selected by default, meaning that only those documents/questionnaires assigned to regular PolicyTech users and not third-party contacts are included in the report. In addition to the **Employees** and **Custom Selection** options, you can choose **Contacts** to limit included documents/questionnaires to only those assigned to third-party contacts, or choose the **Employees & Contacts** option to include all documents/questionnairs, regardless of the types of users assigned.



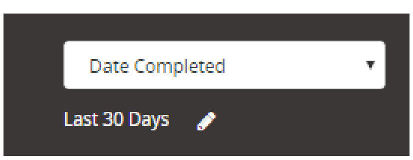

5. (Optional) Under **Task Options**, **Incomplete** and **Complete** are selected by default, meaning that only those of the currently selected documents/questionnaires that include incomplete or complete tasks for the documents'/questionnaires' current task statuses will be included in the report results. For example, if a selected document is currently published and has at least one assignee designated, that document's information will be included in the report whether the assignees have marked the document as read or not. If a selected published document has no assignees designated, that document's information will be excluded from the report.




Select **Skipped** to include information about assigned reading/completion tasks that were skipped because they were not completed before the specified task end date. (For details on the **Task End Date** option in the **Assignees** step of the **Properties Wizard**, see "Advanced Assignee Settings" in the [User's Guide](User's Guide)).

Select **Upcoming** to include information about tasks assigned in a subsequent level in any workflow status. For example, if a selected document has three review levels and is currently in level 1 of the Review status, selecting **Upcoming** would also include information about tasks assigned to Review levels 2 and 3. If that same document also had multiple approval levels, selecting **Upcoming** would also cause the report to include information about upcoming approval tasks, even though the document is still in Review.

To filter documents/questionnaires to only those within a specific date range, click **Choose a date**, and then click **Date Completed** or **Date Assigned** (the date when an assigned task was completed or assigned).




The default date range is the last 30 days from today's date. To change this setting, click , select a different preset date range, and then click **Apply**. If you select **Custom Range**, also select a start and end date, and then click **Apply**.

Select **Show optional tasks** to include information about complete, optional reading tasks, where users marked documents as read even though they were not assigned reading tasks for those documents.

Select **Documents with no tasks** to include information from all selected documents/questionnaires, regardless of whether they include assigned tasks. For example, information about published documents with no assignee designations will be included in the report.

6. Click **View Report**.

**Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

7. Choose a report layout (see Working with Report Layouts).
8. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).
9. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).
10. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.

**Note:** If dashboards are enabled, a widget (compact view) is automatically created for the saved **Tasks by Document - All Tasks** report. If personal dashboards are enabled, you can add the report widget to **My Dashboard** (see "Setting Up a Personal Dashboard" in the User's Guide). If the **Home** dashboard is enabled and you're a global or site administrator, you can add the report widget to the system-wide or site dashboard (see "Setting Up a Home Dashboard" in the Administrator's Guide).

11. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Report: Documents Due for Periodic Review

### Description

Shows the status of all tasks for documents or questionnaires that are due for periodic review. You can choose to include only those tasks that are incomplete, overdue, or completed.

**Available to users with the following roles or permissions:**

Document Owner, Proxy Author, Administrator, Report Manager

**Sample Report:**

Documents Due for Periodic Review

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 2015/06/09 14:40

Summary

| Number of Users | Overdue | In Progress |
|---|---|---|
| 2 | 3 | 0 |

Review Status by Document

Legend: Overdue | Due within 1 Month(s) | Not Overdue

1. Account Collections Form (v.1) — Ref. #1

| Document Owner | Site | Department |
|---|---|---|
| Accounting, DocOwner (Owner) | Corporate Headquarters | Fiscal Services |

Days Remaining (-13)

| Action | Date/Time | In Progress Title (Version) | In Progress Status | Due Date |
|---|---|---|---|---|
| Waiting | N/A | . | | 2011/11/04 |

2. Accounts Payable and Cash Distribution (v.1) — Ref. #2

| Document Owner | Site | Department |
|---|---|---|
| Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

Days Remaining (-3)

| Action | Date/Time | In Progress Title (Version) | In Progress Status | Due Date |
|---|---|---|---|---|
| Waiting | N/A | . | | 2014/06/30 |

3. Bad NSF Checks (v.1) — Ref. #3

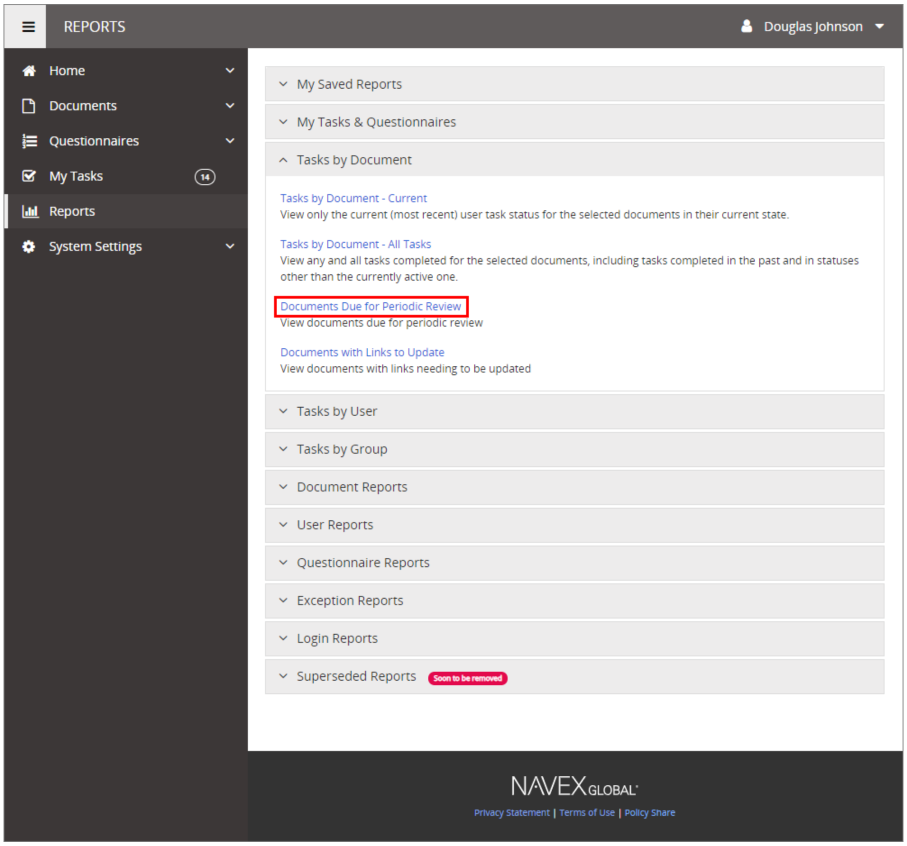
| Document Owner | Site | Department |
|---|---|---|
| Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

Days Remaining (-1)

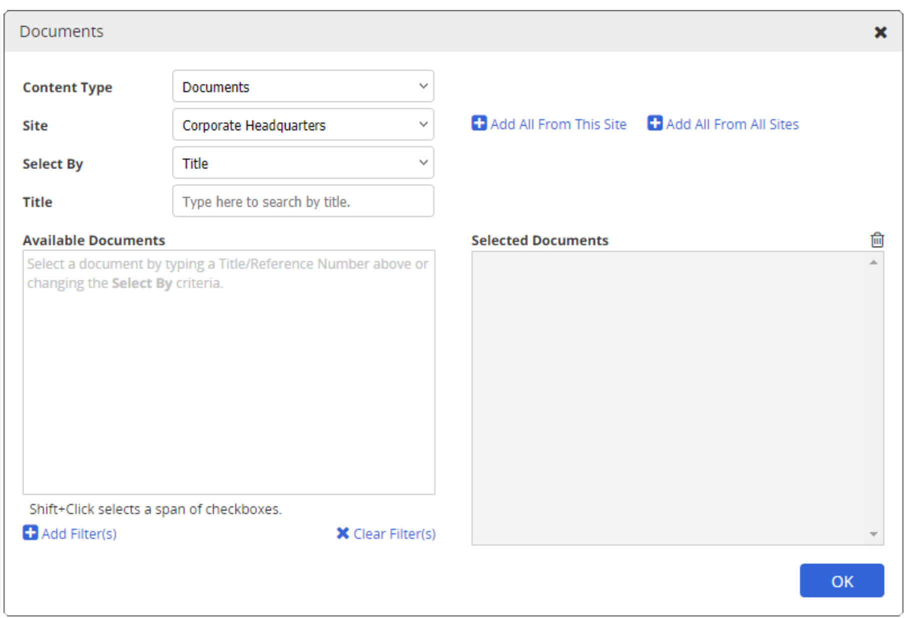
1/2

## How to Generate

1. Click **Reports**.
2. Click **Tasks by Document**, and then click **Documents Due for Periodic Review**.



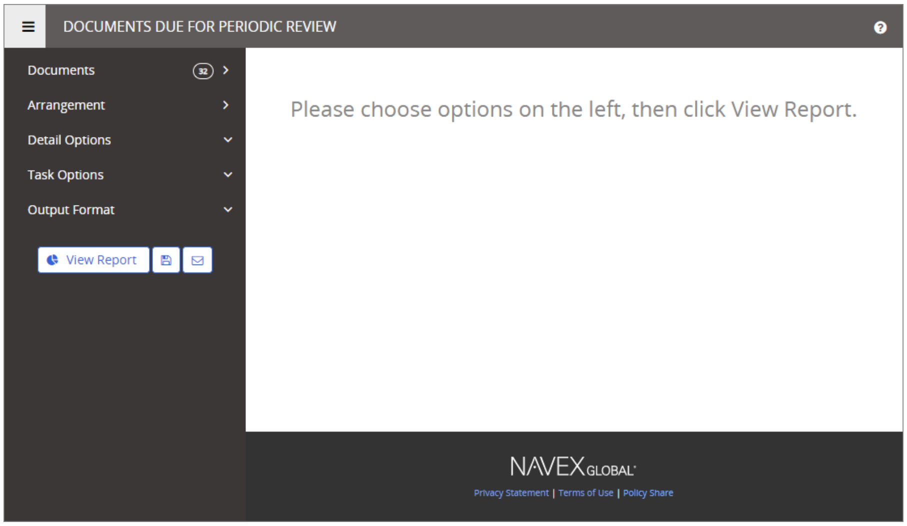

3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.




Initial options available for this report are displayed on the left. Notice that the number of currently selected documents or questionnaires is displayed

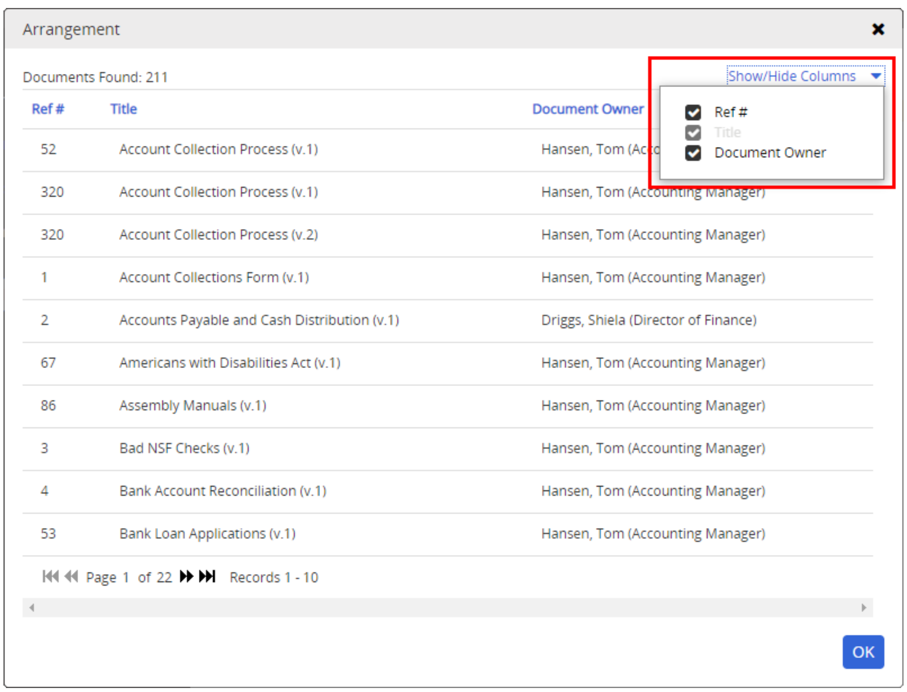
after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



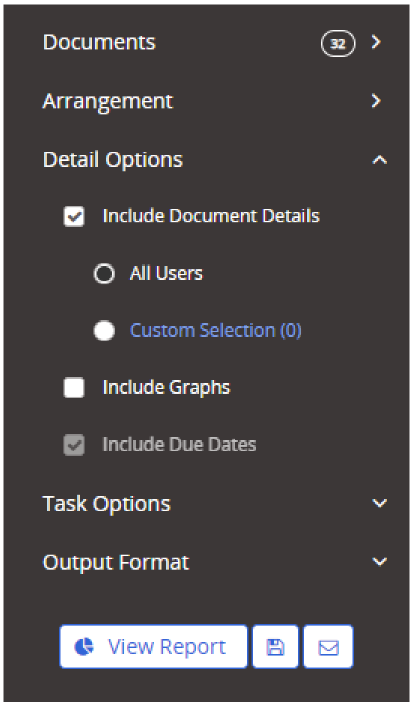

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

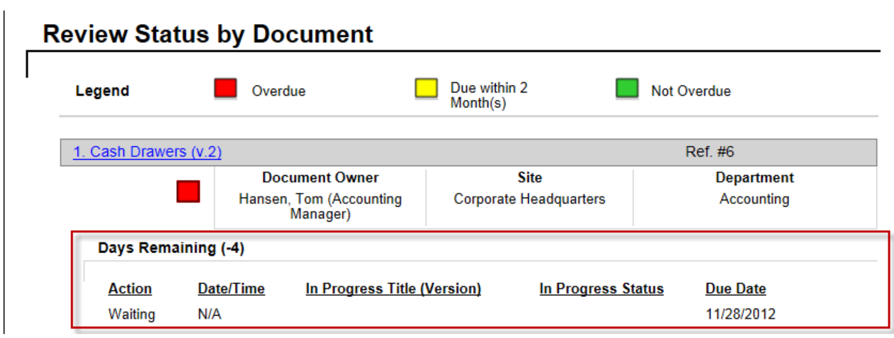


- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:

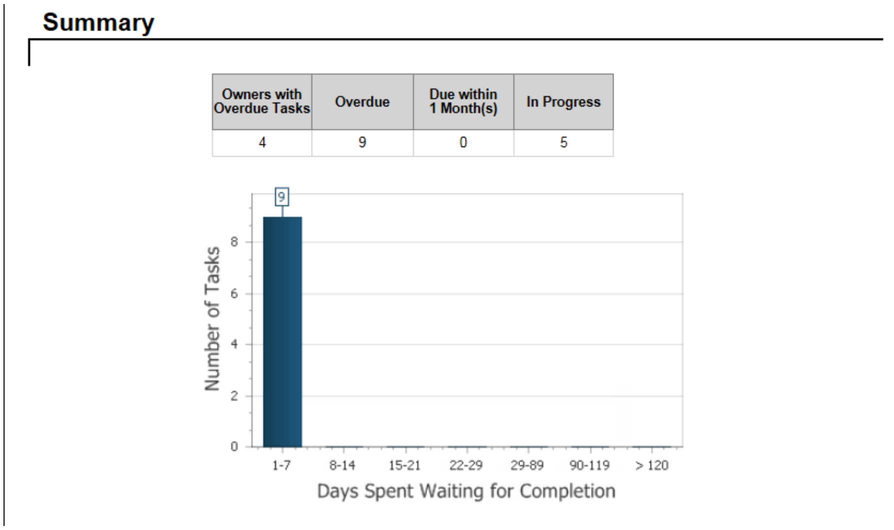



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

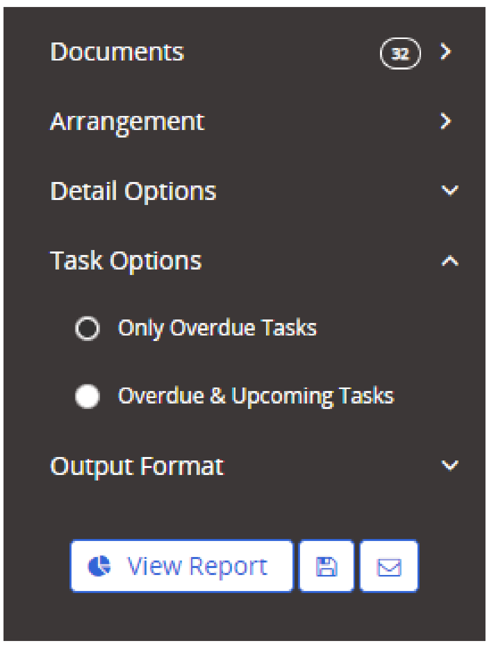



With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

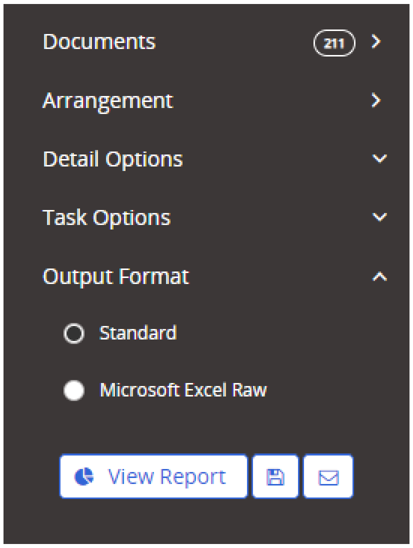
- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents have been waiting for completion.



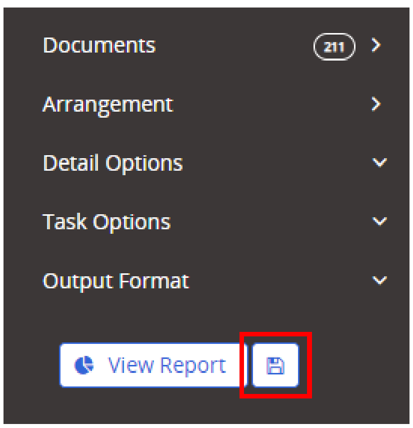

6. Click **Task Options**, and then click **Only Overdue Tasks** or **Overdue & Upcoming Tasks**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

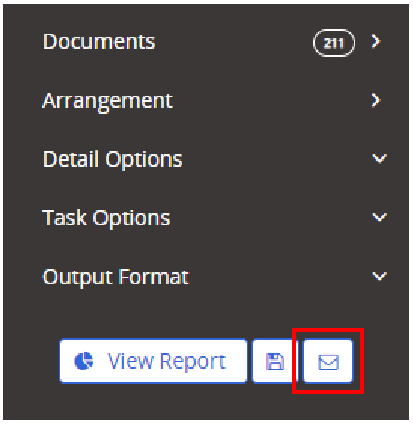



8. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



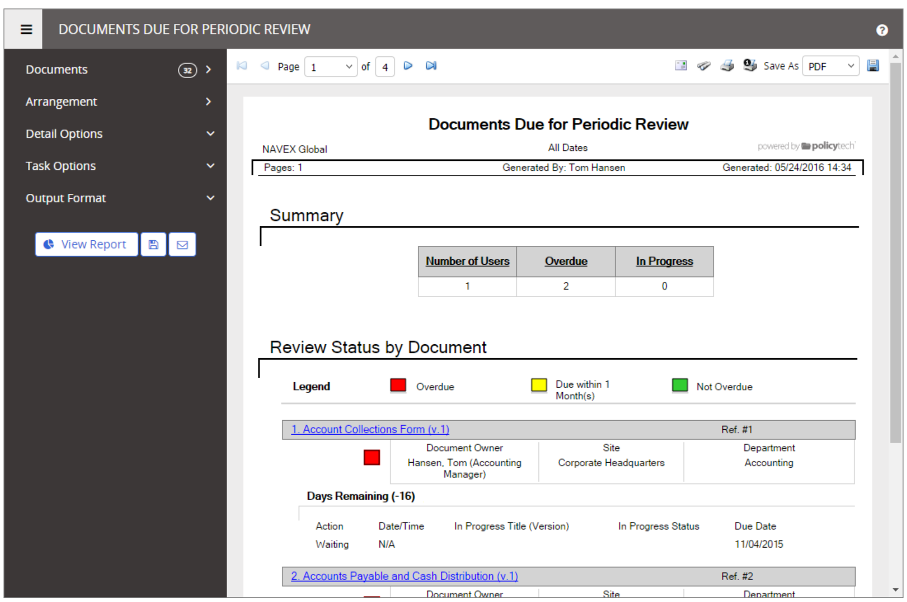

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

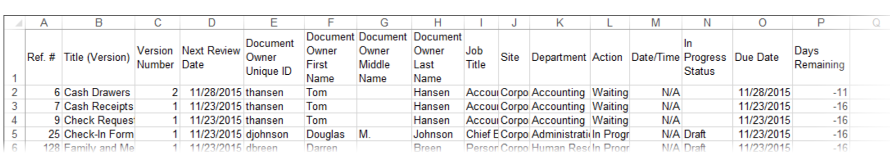



10. Click **View Report**..

If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title (Version) | Version Number | Next Review Date | Document Owner Unique ID | Document Owner First Name | Document Owner Middle Name | Document Owner Last Name | Job Title | Site | Department | Action | Date/Time | In Progress Status | Due Date | Days Remaining |
| 2 | 6 | Cash Drawers | 2 | 11/28/2015 | thansen | Tom | | Hansen | Accou | Corpo | Accounting | Waiting | N/A | | 11/28/2015 | -11 |
| 3 | 7 | Cash Receipts | 1 | 11/23/2015 | thansen | Tom | | Hansen | Accou | Corpo | Accounting | Waiting | N/A | | 11/23/2015 | -16 |
| 4 | 9 | Check Request | 1 | 11/23/2015 | thansen | Tom | | Hansen | Accou | Corpo | Accounting | Waiting | N/A | | 11/23/2015 | -16 |
| 5 | 25 | Check-In Form | 1 | 11/23/2015 | djohnson | Douglas | M. | Johnson | Chief E | Corpo | Administrati | In Progr | N/A | Draft | 11/23/2015 | -16 |
| 6 | 128 | Family and Me | 1 | 11/23/2015 | dbreen | Darren | | Breen | Persor | Corpo | Human Res | In Progr | N/A | Draft | 11/23/2015 | -16 |

# Report: Documents with Links to Update

## Description

Shows the status of all tasks for documents with outdated links. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

### Sample Report:

**Documents with Links to Update**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Douglas Johnson | Generated: 06/30/2014 14:44

**Summary**

| Incomplete | Over 30 Days |
|---|---|
| 3 | 0 |

**Documents with Links to Update**

| 1. Account Collections Form (v.1) | Ref. # 1 | Accounting, DocOwner (Owner) | Corporate Headquarters | Accounting |
|---|---|---|---|---|

| Incomplete | Over 30 Days |
|---|---|
| | 0 |

**Links having tasks (2)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Duration |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | Account Collection Policy (v.1) | Document Archived | 06/30/2014 | 0 |
| 2. | Waiting | N/A | Account Collection Procedure (v.1) | New Version | 06/30/2014 | 0 |

| 2. Fixed Asset Control (v.1) | Ref. # 270 | Howard, Susan (Document, Control Administrator) | Corporate Headquarters | Administration |
|---|---|---|---|---|

| Incomplete | Over 30 Days |
|---|---|
| | 0 |

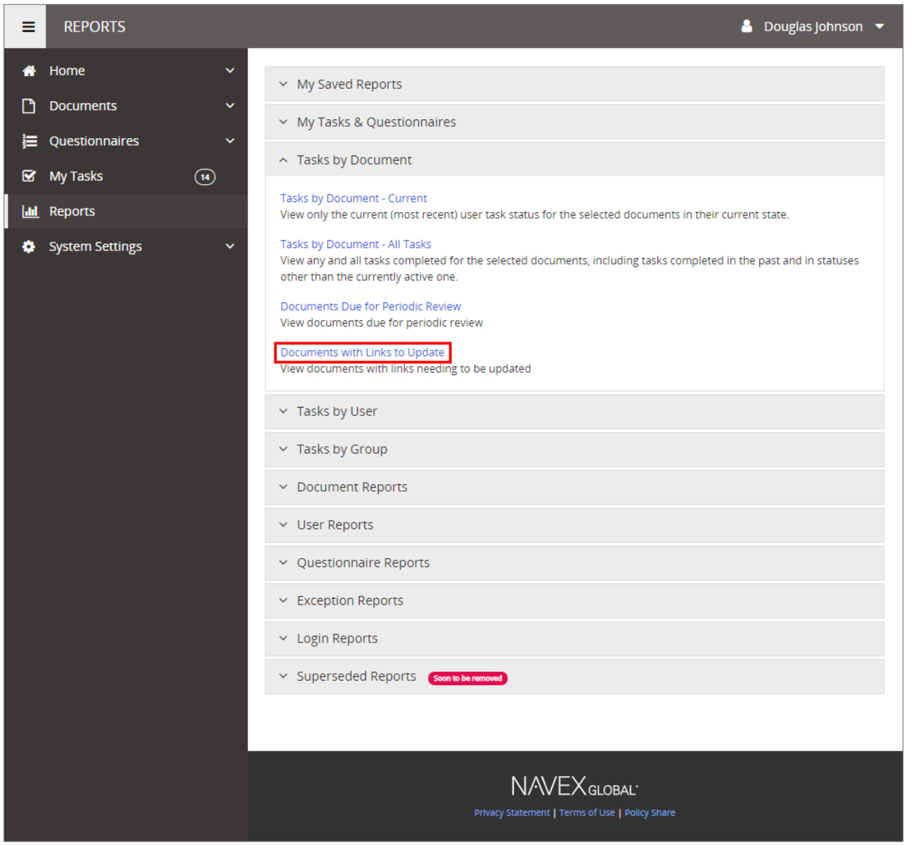
**Links having tasks (1)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Duration |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | Quiz Taken (v.1) | New Version | 08/29/2011 | 1035 |

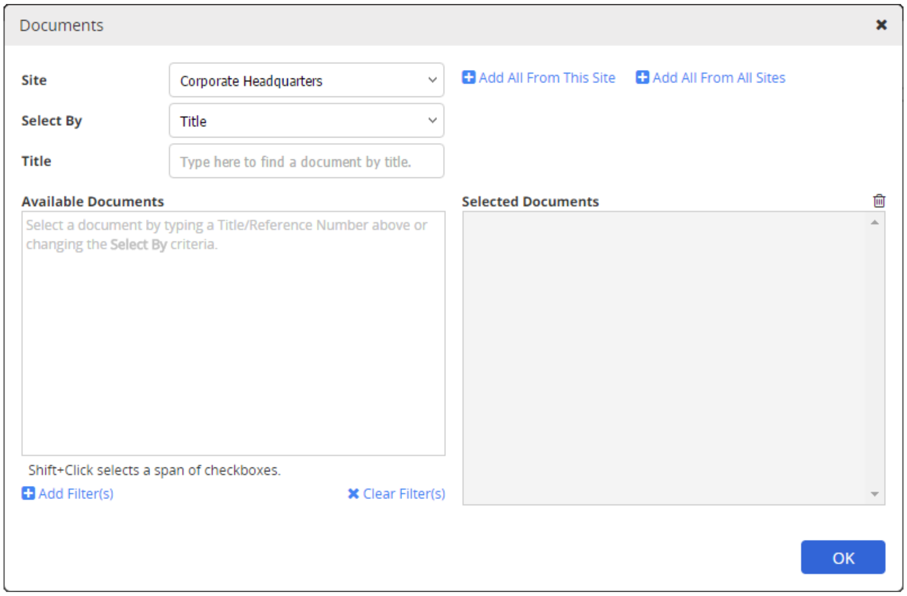
1/1

## How to Generate

1. Click **Reports**.
2. Click **Tasks by Document**, and then click **Documents with Links to Update**.

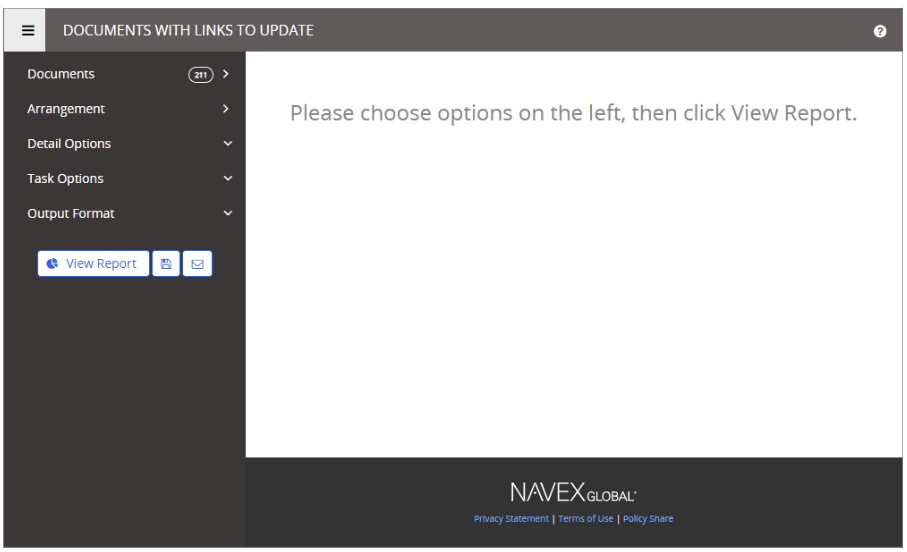



3. Select documents to include in the report (see Selecting Documents for help), and then click **OK**.



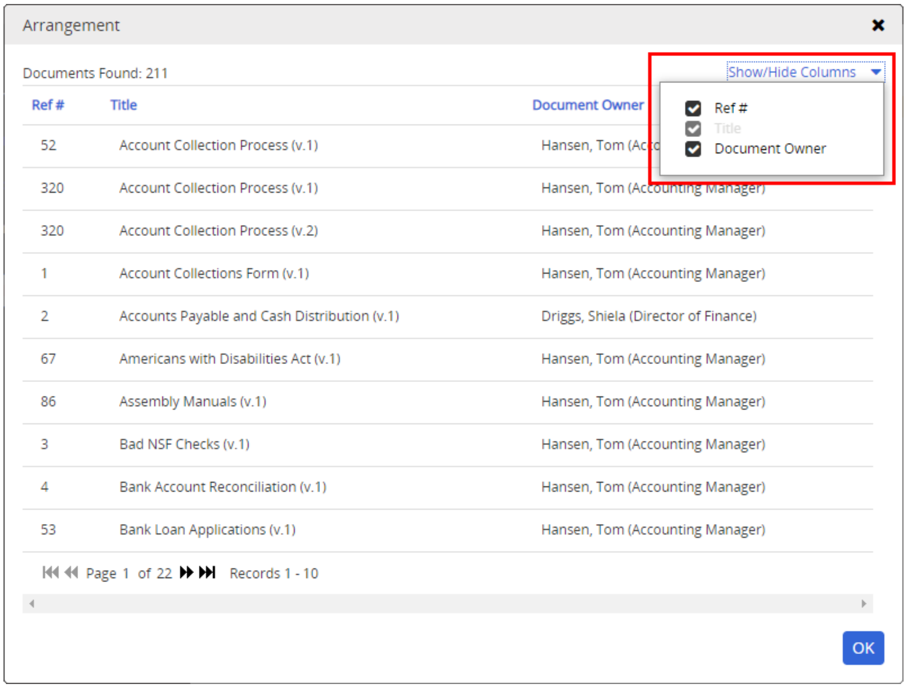

All options available for this report are displayed on the left. Notice that the number of currently selected documents is displayed after the **Documents** option, which you can click anytime to change your document selection.

**Note:** If you change your document selection after clicking **View Report**, click **View Report** again to refresh the report contents.



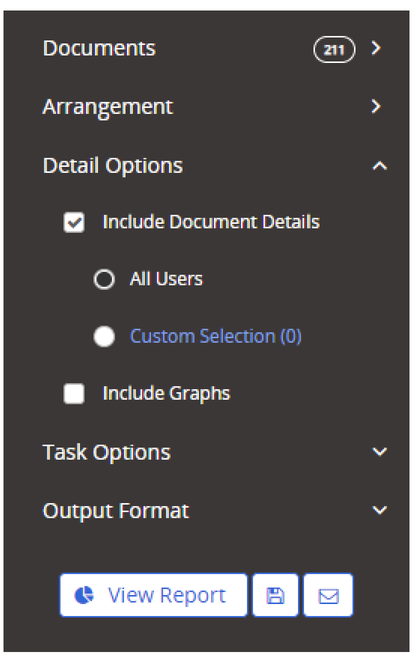

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

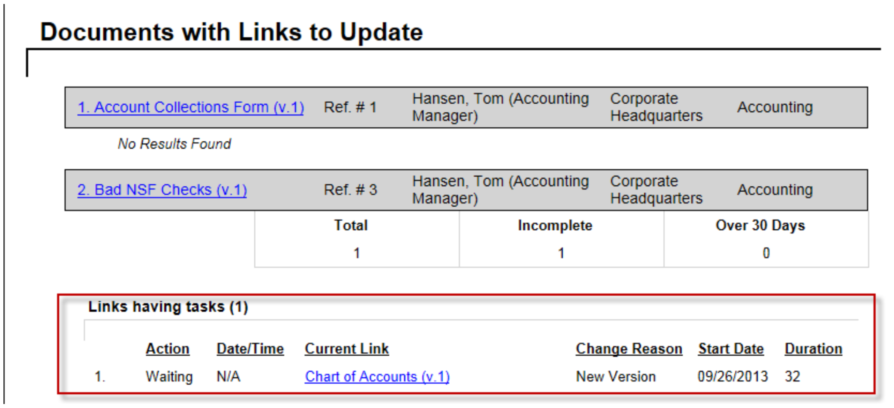



- By default, the document sort order in the report is ascending by title. To change what the documents are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document in the report.



**Documents with Links to Update**

| | | | | |
|---|---|---|---|---|
| 1. Account Collections Form (v.1) | Ref. # 1 | Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

*No Results Found*

| | | | | |
|---|---|---|---|---|
| 2. Bad NSF Checks (v.1) | Ref. # 3 | Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

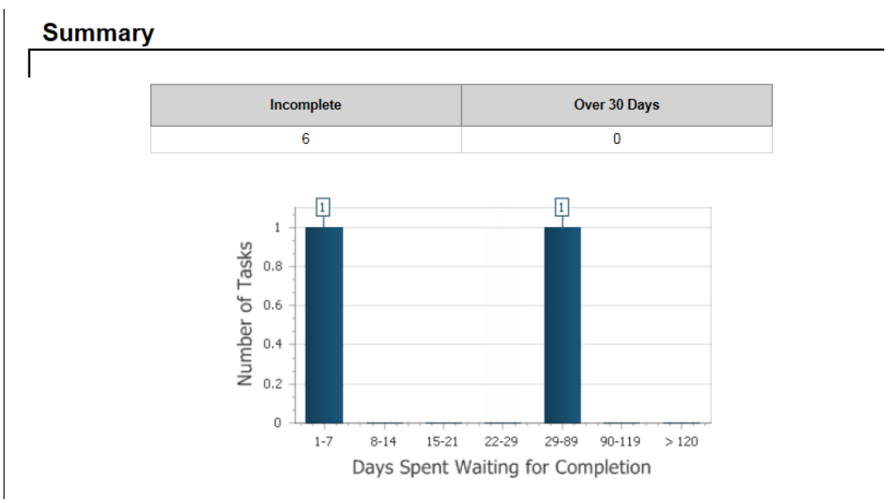
| Total | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 1 | 0 |

**Links having tasks (1)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Duration |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | Chart of Accounts (v.1) | New Version | 09/26/2013 | 32 |

With **Include Document Details** selected, you have the option to limit the documents included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents have been waiting for completion.

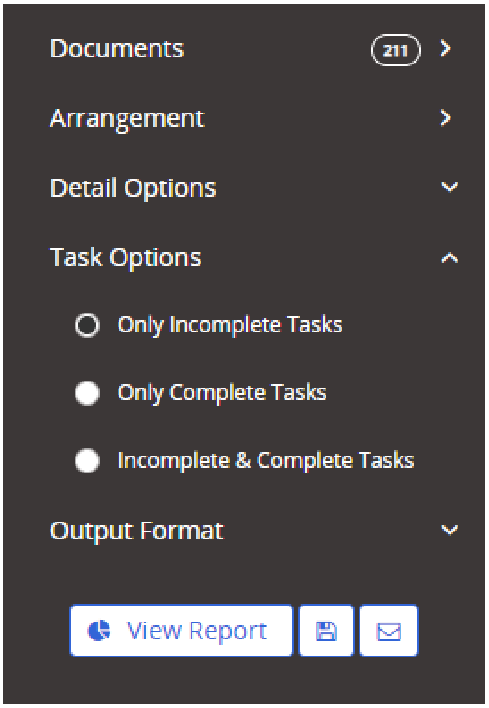


**Summary**

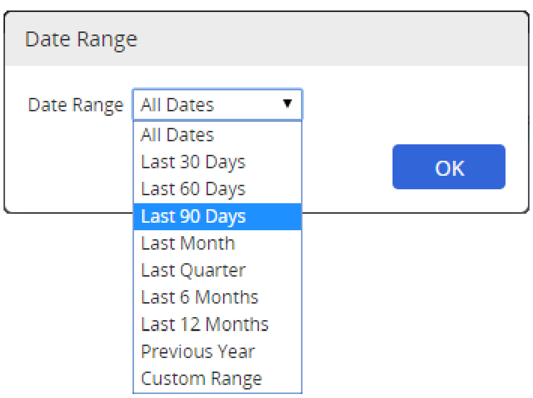
| Incomplete | Over 30 Days |
|---|---|
| 6 | 0 |



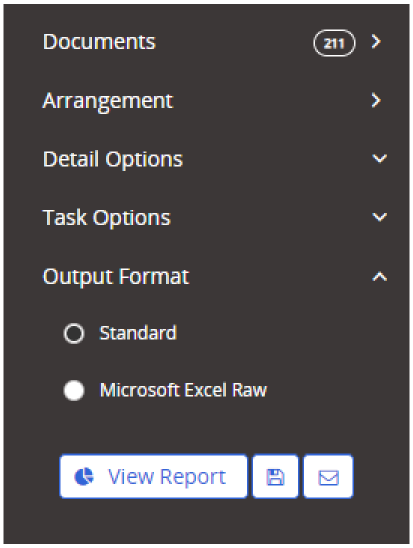
6. Click **Task Options**, and then click **Only Incomplete Tasks**, **Only Complete Tasks** or **Incomplete & Complete Tasks**.



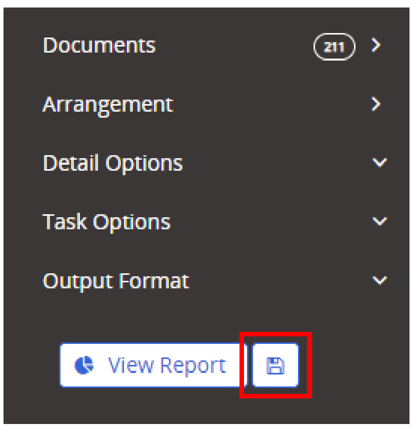

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

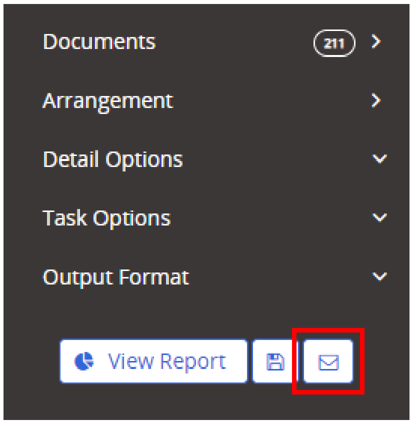



8. (Optional) To save the current document selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



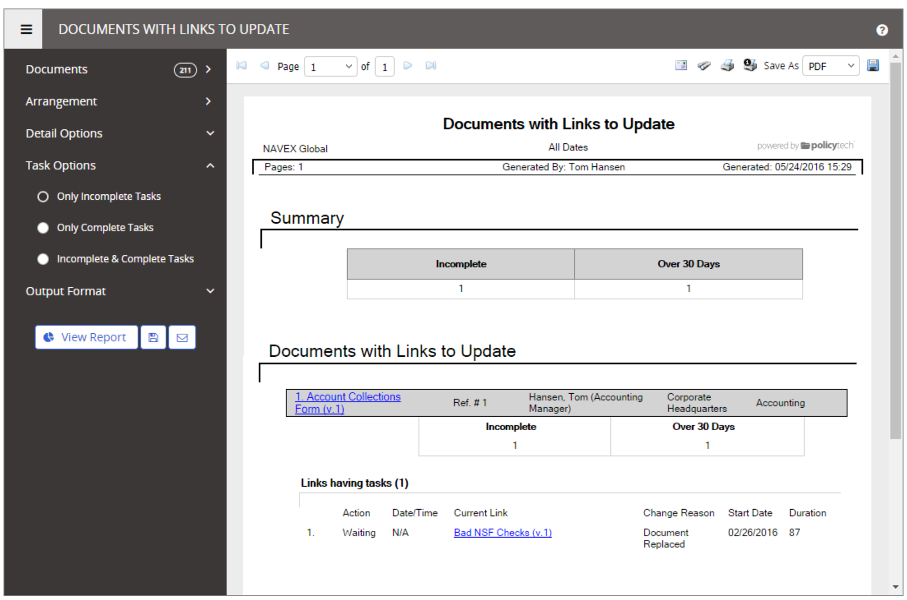

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

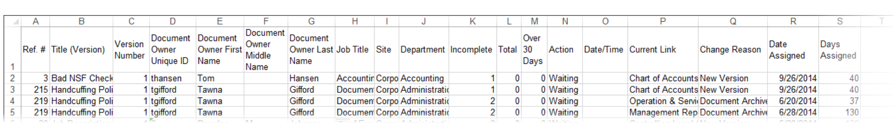



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



# Task by User Reports

The **Tasks by User** category includes the following reports:

- Tasks by User - Current
- Tasks by User - All Tasks
- Document Owner - Periodic Review Tasks
- Document Owner - Links to Update Tasks

## Report: Tasks by User - Current

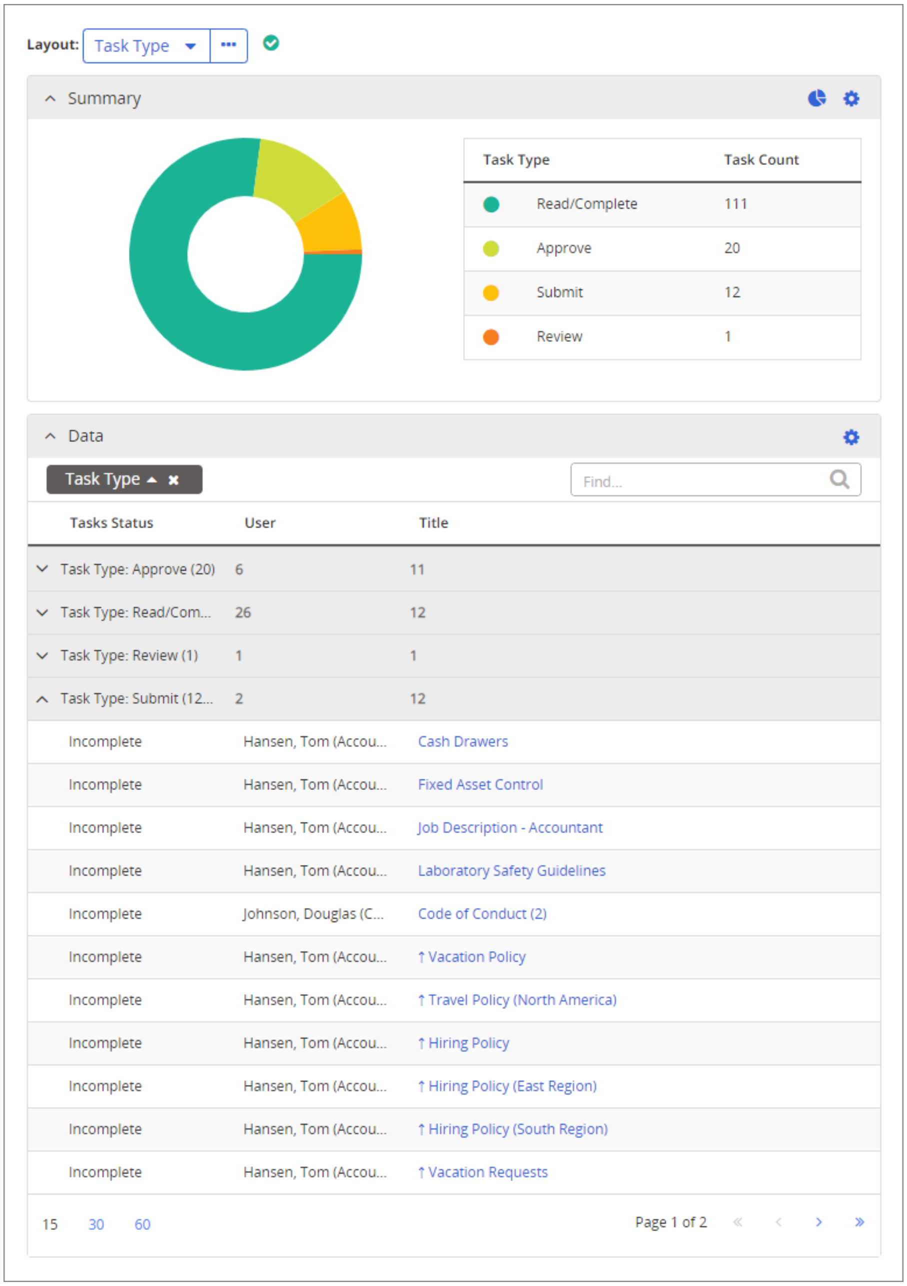
**Important:** This is one of several next-generation, dynamic grid reports that are fundamentally different than other PolicyTech reports you may have worked with (legacy reports). In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options—such as selecting the documents and users to include—to create report results in the form of an initial framework. The initial report results consist of a Summary section and a Data section, each of which is highly customizable to create precisely the data representation you need.

### Description

Shows information about selected users' assigned tasks in currently active workflow statuses. You can choose to include incomplete and complete tasks as well tasks in upcoming levels.

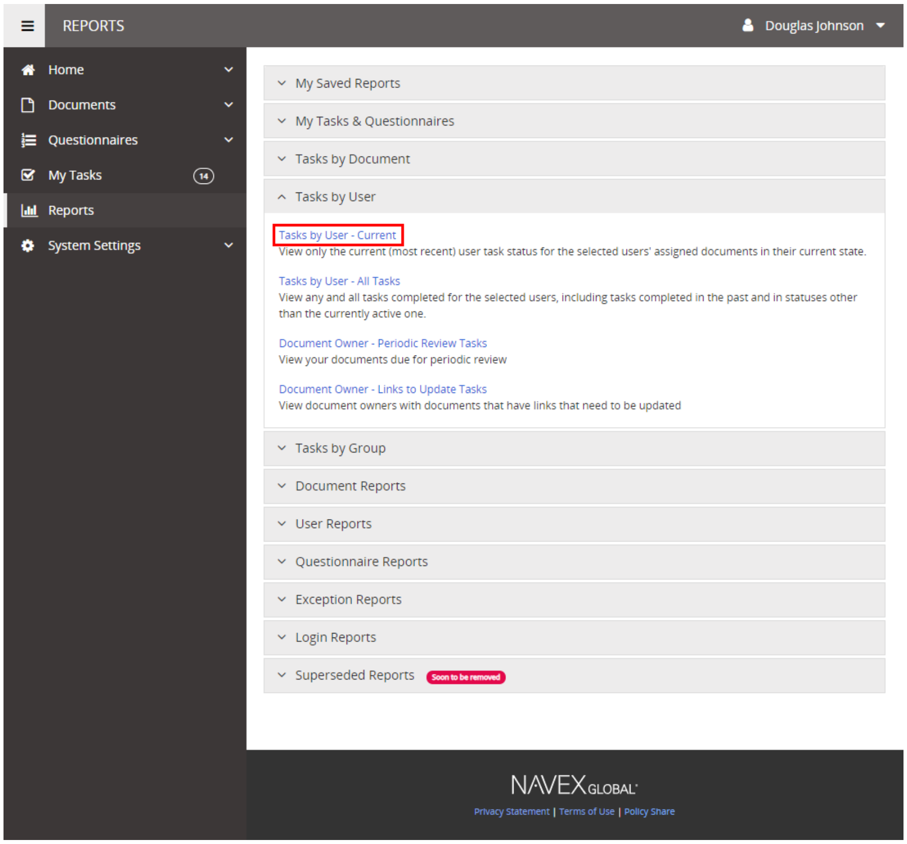
#### Available to users with the following roles or permissions:

Manager, Report Manager, AdministratorSample Report:

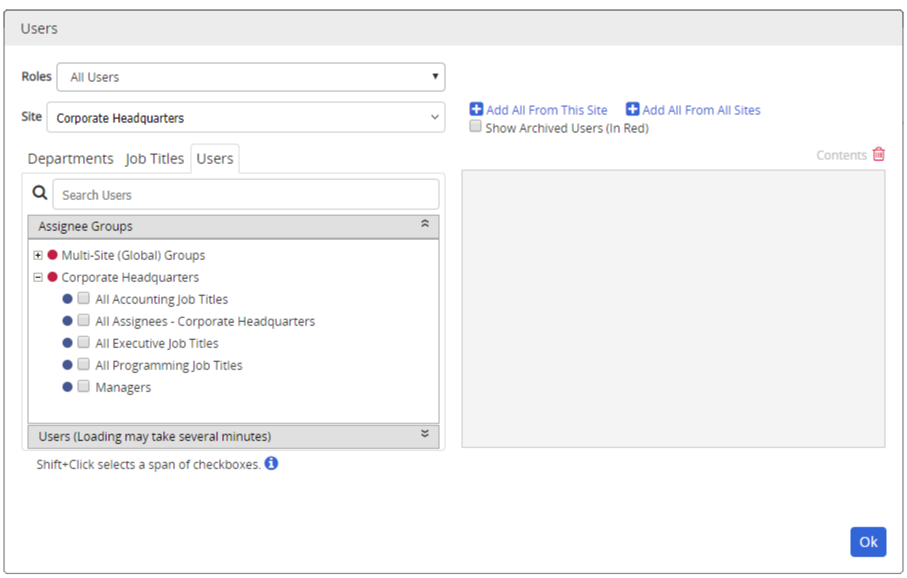



## How to Generate

1. Click **Reports**.
2. Click **Tasks by User**, and then click **Tasks by User - Current**.

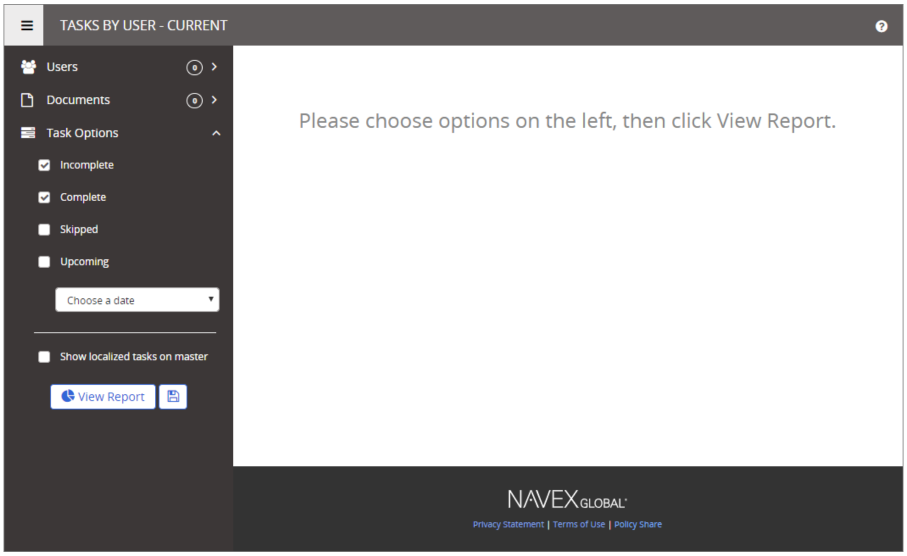



3. Select the users you want included in the report (see Selecting Users for help).

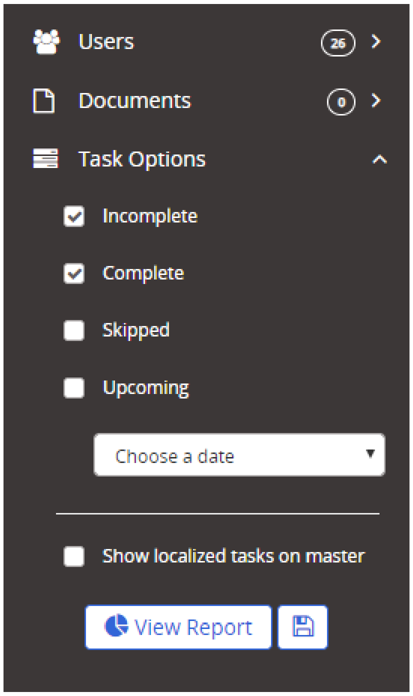



Initial options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.



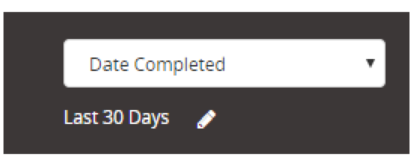

4. (Optional) You have the option to limit the users included in the report to only those with tasks assigned to specific documents. Click **Documents**, and then select documents in the same way as you would for a document-based report (see Selecting Documents for help).
5. (Optional) Under **Task Options**, **Incomplete** and **Complete** are selected by default, meaning that only those of the currently selected users with task assignments, whether incomplete or complete, will be included in the report results.




Select **Skipped** to include information about assigned reading/completion tasks that were skipped because they were not completed before the specified task end date. (For details on the **Task End Date** option in the **Assignees** step of the **Properties Wizard**, see "Advanced Assignee Settings" in the User's Guide).

Select **Upcoming** to include information about tasks assigned in a subsequent level in the currently active workflow status. For example, if a selected document has three approval levels and is currently in level 1 of the Approval status, selecting **Upcoming** would also include information about tasks assigned to approval levels 2 and 3.

To filter documents/questionnaires to only those within a specific date range, click **Choose a date**, and then click **Date Completed** or **Date Assigned** (the date when an assigned task was completed or assigned).




The default date range is the last 30 days from today's date. To change this setting, click , select a different preset date range, and then click **Apply**. If you select **Custom Range**, also select a start and end date, and then click **Apply**.

6. Click **View Report**.

**Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

7. Choose a report layout (see Working with Report Layouts).
8. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).
9. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).
10. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click 💾, type a name and description, and then click **OK**.

**Note:** If dashboards are enabled, a widget (compact view) is automatically created for the saved **Tasks by User - Current** report. If personal dashboards are enabled, you can add the report widget to **My Dashboard** (see "Setting Up a Personal Dashboard" in the User's Guide). If the **Home** dashboard is enabled and you're a global or site administrator, you can add the report widget to the system-wide or site dashboard (see "Setting Up a Home Dashboard" in the Administrator's Guide).

11. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Report: Tasks by User - All Tasks

**Important:** This is one of several next-generation, dynamic grid reports that are fundamentally different than other PolicyTech reports you may have worked with (legacy reports). In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options—such as selecting the documents and users to include—to create report results in the form of an initial framework. The initial report results consist of a Summary section and a Data section, each of which is highly customizable to create precisely the data representation you need.

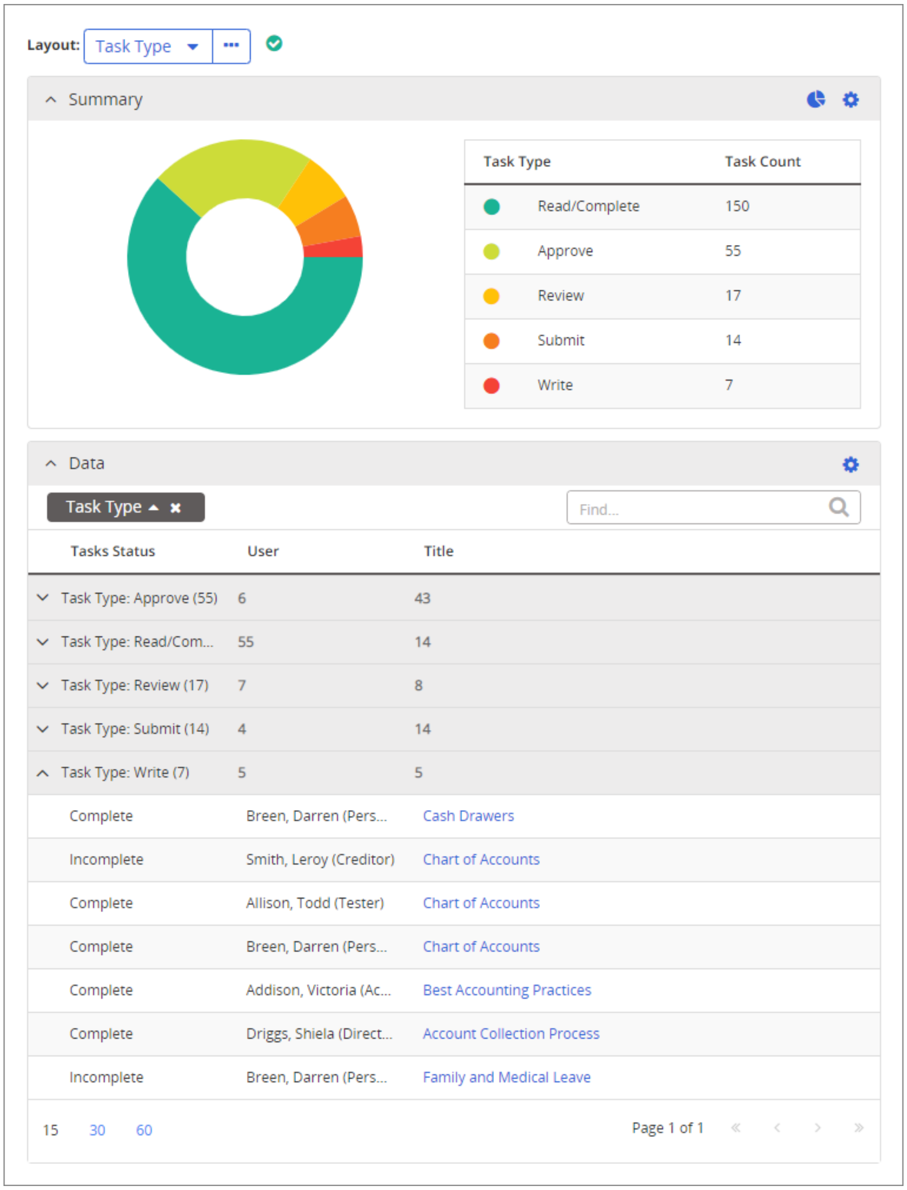
### Description

Shows information about all assigned tasks for the selected users. You can choose to include incomplete and complete tasks as well tasks in upcoming levels.

#### Available to users with the following roles or permissions:

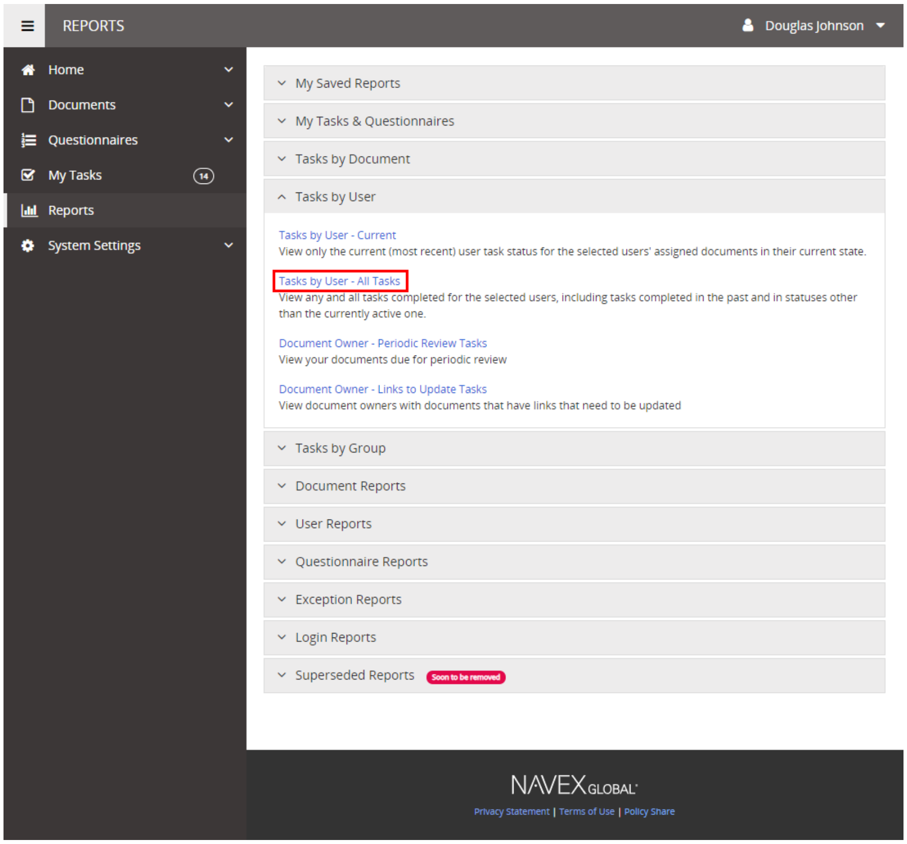
Manager, Report Manager, Administrator

## Sample Report:

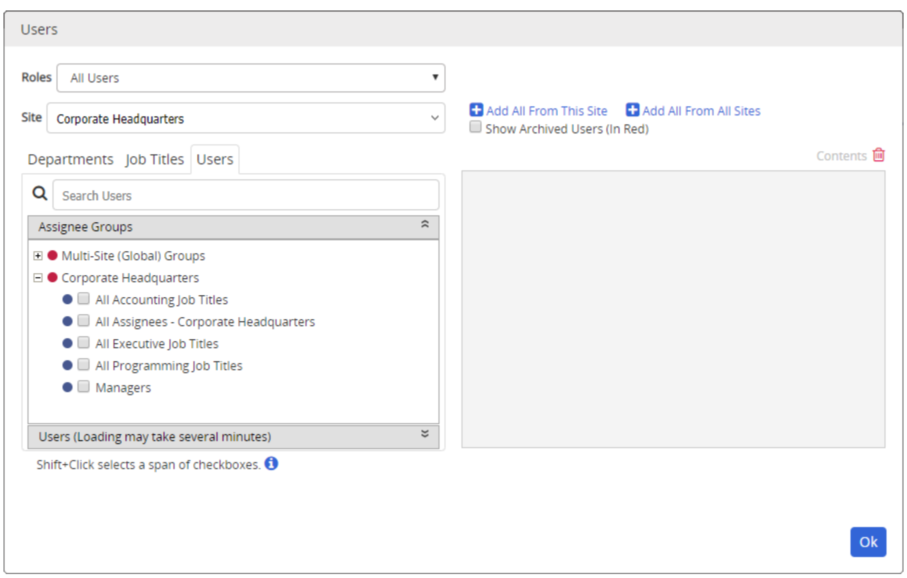



# How to Generate

1. Click **Reports**.
2. Click **Tasks by User**, and then click **Tasks by User - All Tasks**.

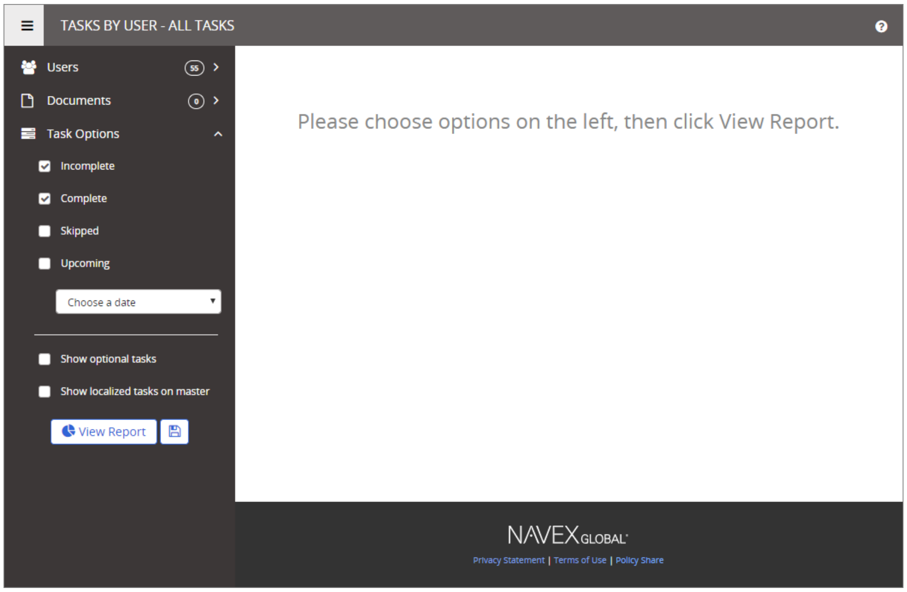



3. Select the users you want included in the report (see Selecting Users for help).

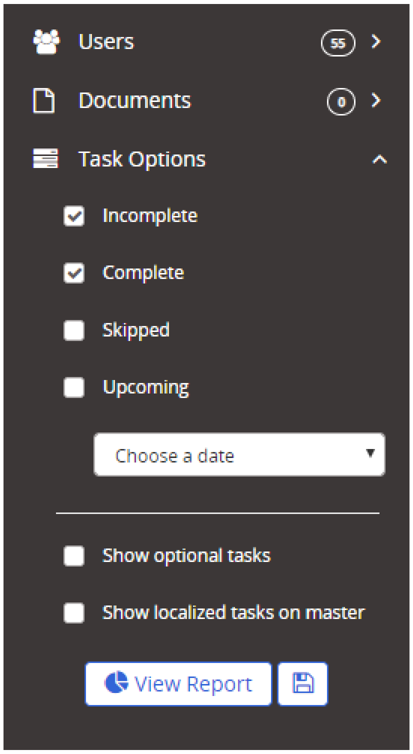



Initial options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.



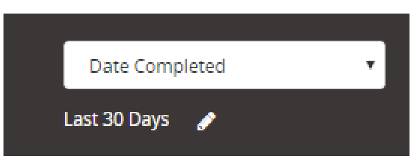

4. (Optional) You have the option to limit the users included in the report to only those with tasks assigned to specific documents or questionnaires. Click **Documents**, and then select documents in the same way as you would for a document-based report (see Selecting Documents for help).
5. (Optional) Under **Task Options**, **Incomplete** and **Complete** are selected by default, meaning that only those of the currently selected users with task assignments, whether incomplete or complete, will be included in the report results.




Select **Skipped** to include information about assigned reading/completion tasks that were skipped because they were not completed before the specified task end date. (For details on the **Task End Date** option in the **Assignees** step of the **Properties Wizard**, see "Advanced Assignee Settings" in the User's Guide).

Select **Upcoming** to include information about tasks assigned to selected users in a subsequent level in any workflow status. For example, if a document to which a selected user is assigned has three review levels and is currently in level 1 of the Review status, selecting **Upcoming** would also include information about tasks assigned to Review levels 2 and 3. If that same document also had multiple approval levels, selecting **Upcoming** would also cause the report to include information about upcoming approval tasks, even though the document is still in Review.

To filter documents/questoinnaires to only those within a specific date range, click **Choose a date**, and then click **Date Completed** or **Date Assigned** (the date when an assigned task was completed or assigned).




The default date range is the last 30 days from today's date. To change this setting, click , select a different preset date range, and then click **Apply**. If you select **Custom Range**, also select a start and end date, and then click **Apply**.

Select **Show optional tasks** to include information about complete, optional reading tasks, where selected users marked documents as read even though they were not assigned reading tasks for those documents.

6. Click **View Report**.

**Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

7. Choose a report layout (see Working with Report Layouts).
8. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).
9. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).
10. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.

**Note:** If dashboards are enabled, a widget (compact view) is automatically created for the saved **Tasks by User - All Tasks** report. If personal dashboards are enabled, you can add the report widget to **My Dashboard** (see "Setting Up a Personal Dashboard" in the User's Guide). If the **Home** dashboard is enabled and you're a global or site administrator, you can add the report widget to the system-wide or site dashboard (see "Setting Up a Home Dashboard" in the Administrator's Guide).

11. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Report: Document Owner - Periodic Review Tasks

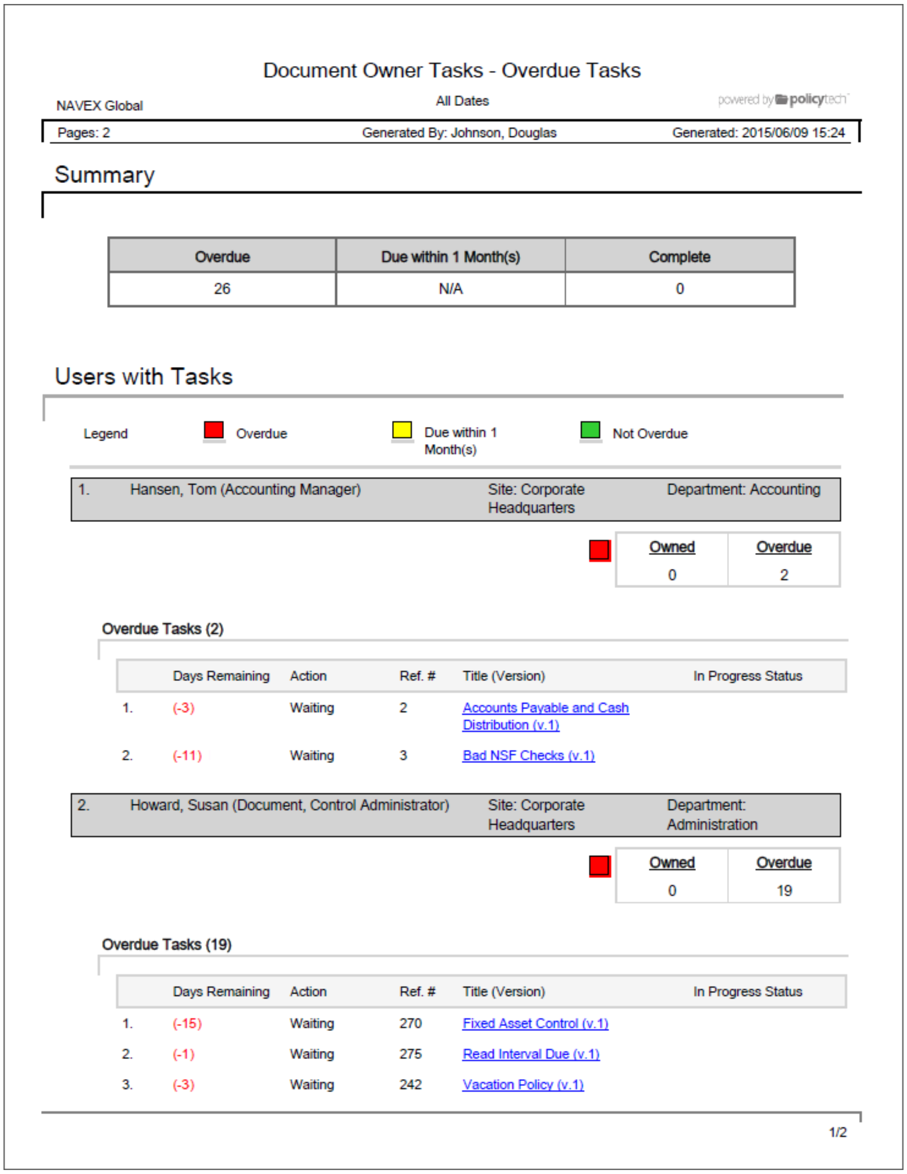
### Description

Provides details about the selected users' tasks for performing a periodic review on an approved document or questionnaire. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:



Document Owner Tasks - Overdue Tasks

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Johnson, Douglas | Generated: 2015/06/09 15:24

Summary

| Overdue | Due within 1 Month(s) | Complete |
|---|---|---|
| 26 | N/A | 0 |

Users with Tasks

Legend: Overdue | Due within 1 Month(s) | Not Overdue

1. Hansen, Tom (Accounting Manager) | Site: Corporate Headquarters | Department: Accounting

| Owned | Overdue |
|---|---|
| 0 | 2 |

Overdue Tasks (2)

| | Days Remaining | Action | Ref. # | Title (Version) | In Progress Status |
|---|---|---|---|---|---|
| 1. | (-3) | Waiting | 2 | Accounts Payable and Cash Distribution (v.1) | |
| 2. | (-11) | Waiting | 3 | Bad NSF Checks (v.1) | |

2. Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration

| Owned | Overdue |
|---|---|
| 0 | 19 |

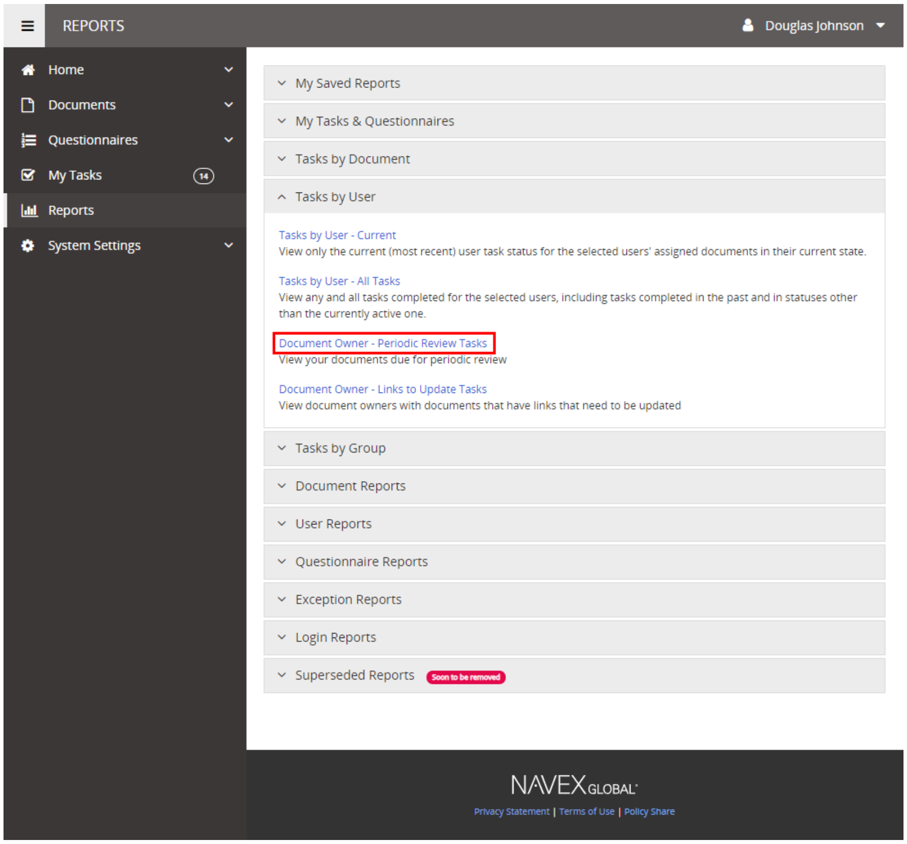
Overdue Tasks (19)

| | Days Remaining | Action | Ref. # | Title (Version) | In Progress Status |
|---|---|---|---|---|---|
| 1. | (-15) | Waiting | 270 | Fixed Asset Control (v.1) | |
| 2. | (-1) | Waiting | 275 | Read Interval Due (v.1) | |
| 3. | (-3) | Waiting | 242 | Vacation Policy (v.1) | |

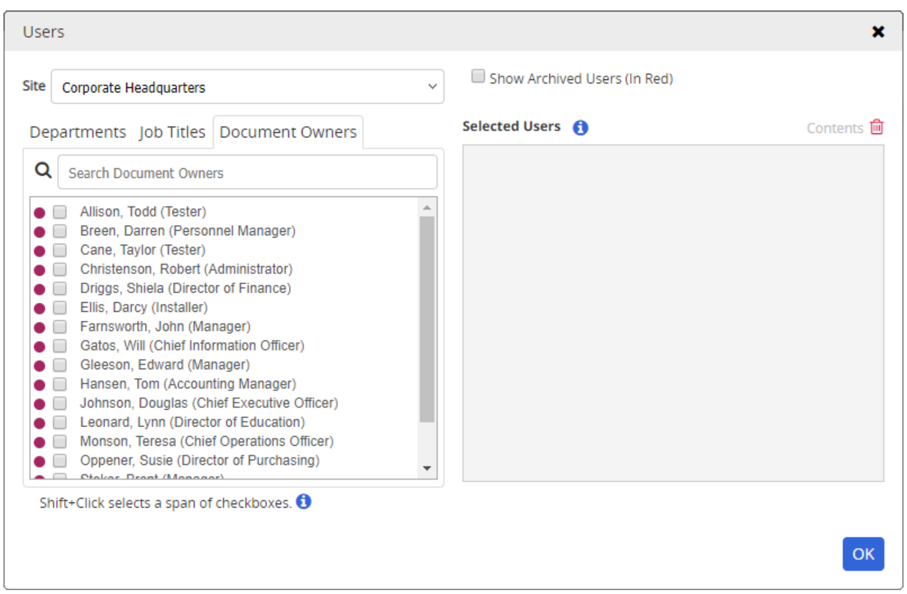
1/2

## How to Generate

1. Click **Reports**.
2. Click **Tasks by User**, and then click **Document Owner - Periodic Review Tasks**.

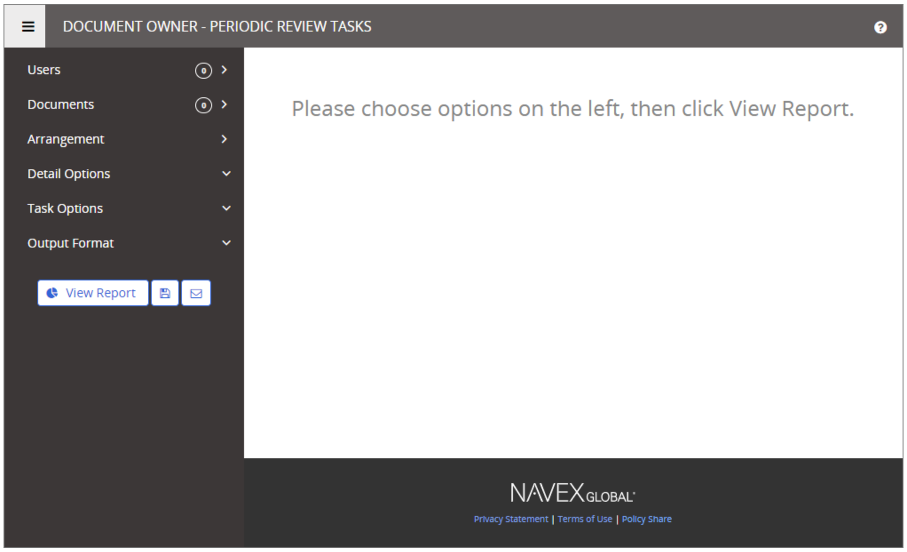



3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

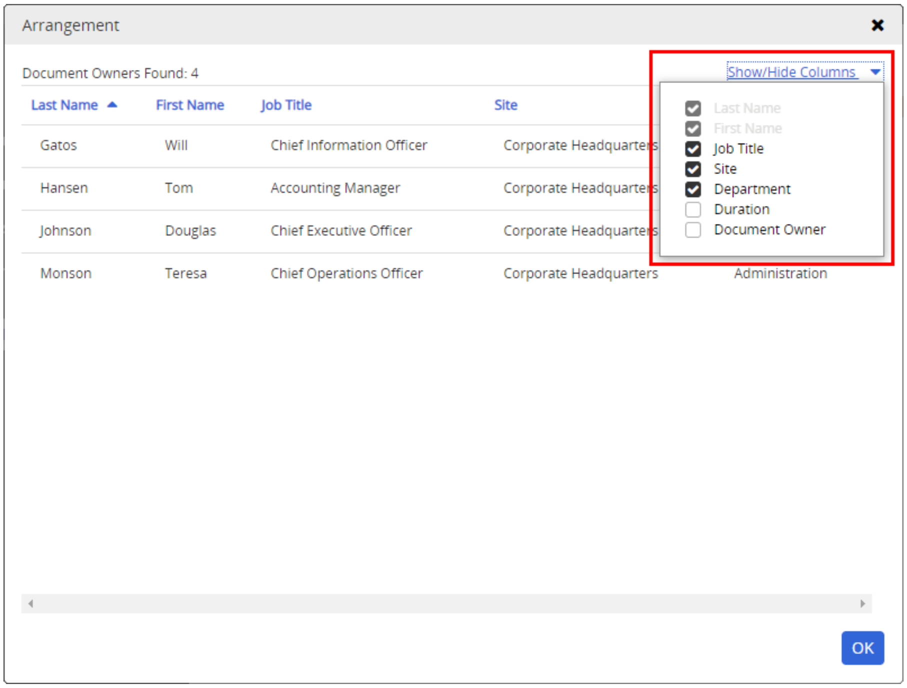



4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help).

5. (Optional) Click **Arrangement** and do any of the following:

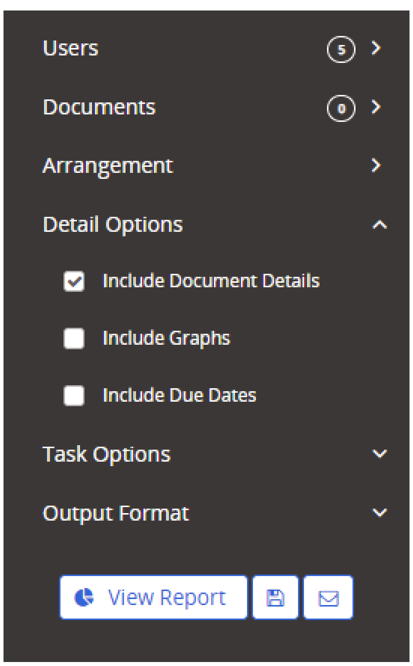
   - To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

**1. Benton, Carol (Environmental Control Manager)** Site: Corporate Headquarters Department: Environmental Services

**Overview**

Owned (18)
Overdue (1)
Due within 2 Month(s) (0)

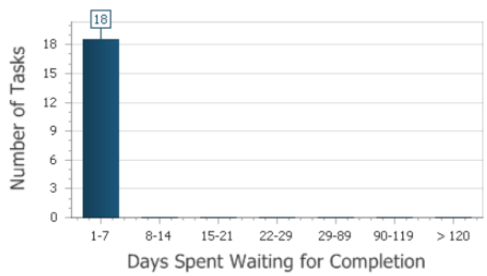
**Incomplete Tasks**

| | Days Remaining | Action | Date/Time | Ref. # | Title (Version) | In Progress Status | Due Date |
|---|---|---|---|---|---|---|---|
| 1. | (-24) | In Progress | N/A | 43 | Air, Water & Soil Resource Management (v.1) | Draft | 03/24/2013 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Overdue | Due within 1 Month(s) | Complete |
|---|---|---|
| 6 | 0 | N/A |



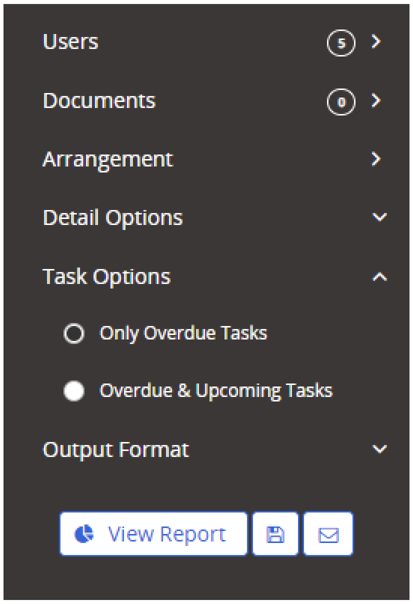

- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

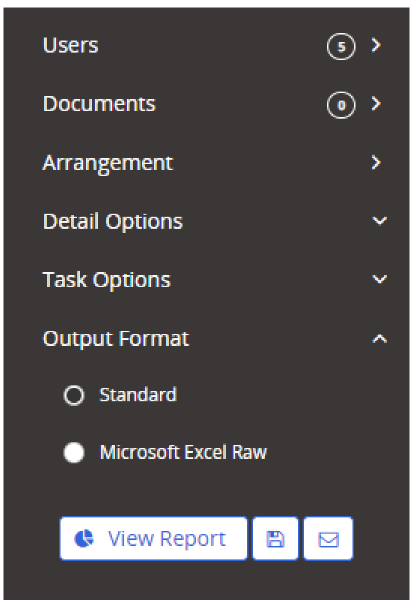
**Incomplete Tasks**

| | Days Remaining | Action | Date/Time | Ref. # | Title (Version) | In Progress Status | Due Date |
|---|---|---|---|---|---|---|---|
| 1. | 24 | Waiting | N/A | 2 | Accounts Payable and Cash Distribution (v.1) | | 11/30/2014 |
| 2. | (-9) | Waiting | N/A | 3 | Bad NSF Checks (v.1) | | 11/15/2014 |
| 3. | 0 | In Progress | N/A | 4 | Bank Account Reconciliation (v.1) | Draft | 11/06/2014 |
| 4. | 20 | Waiting | N/A | 5 | Capitilization (v.2) | | 11/26/2014 |

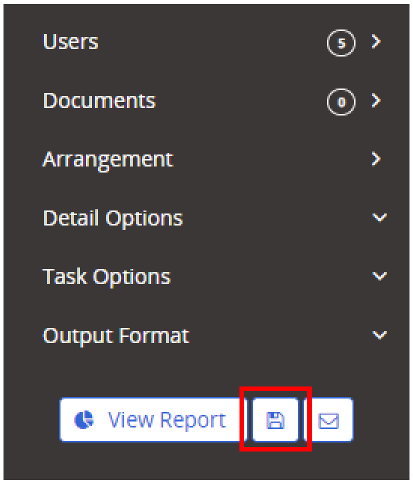
7. (Optional) Click **Task Options**, and then click **Only Overdue Tasks** or **Overdue & Upcoming Tasks**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

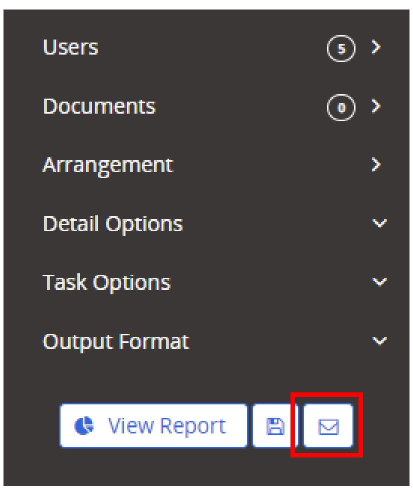



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



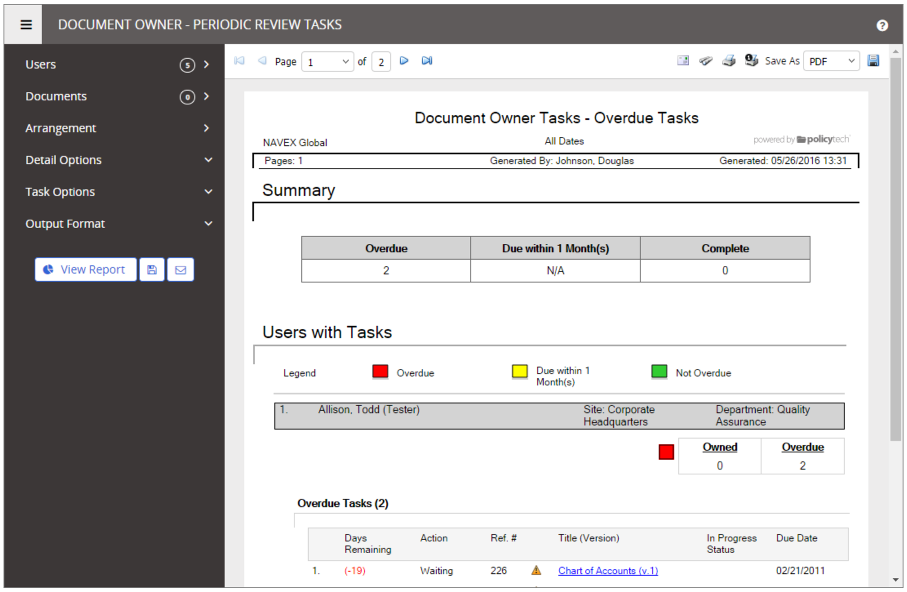

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).




11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | First Name | Last Name | Job Title | Unique Employee ID | Email | Site | Department | Owned | Due within 1 Month(s) | Overdue | Action | Date/Time | Ref. # | Title (Version) | Version Number | Due Date | Days Remaining | Task Type |
| 2 | Tom | Hanse | Acco | thansen | thanse | Corpo | Accounting | 27 | 0 | 4 | Waiting | N/A | 2 | Accounts Payal | 1 | 06/30/2014 | -12 | Periodic Review |
| 3 | Tom | Hanse | Acco | thansen | thanse | Corpo | Accounting | 27 | 0 | 4 | Waiting | N/A | 3 | Bad NSF Check | 1 | 03/04/2012 | -9 | Periodic Review |
| 4 | Tom | Hanse | Acco | thansen | thanse | Corpo | Accounting | 27 | 0 | 4 | In Progress | N/A | 4 | Bank Account | 1 | 11/06/2014 | 0 | Periodic Review |

# Report: Document Owner - Links to Update Tasks

## Description

Provides details about the selected users' tasks for updating links within documents they own. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

### Sample Report:

**Document Owner - Links to Update Tasks**

Delta Regional Medical Center

All Dates

powered by policytech

Pages: 1 Generated By: Susan Howard Generated: 04/17/2013 11:23 AM

### Summary

| Incomplete | Over 30 Days |
|---|---|
| 3 | 1 |

### Users with Links to Update

**1. Hansen, Tom (Accounting Manager)**

| Incomplete | Over 30 Days |
|---|---|
| 1 | 0 |

**Links having tasks (1)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Days Assigned |
|---|---|---|---|---|---|---|
| 1. | Waiting | | Check Signing Authority (v.1) | Document Archived | 04/03/2013 | 14 |

**2. Howard, Susan (Document Control Administrator)**

| Incomplete | Over 30 Days |
|---|---|
| 2 | 1 |

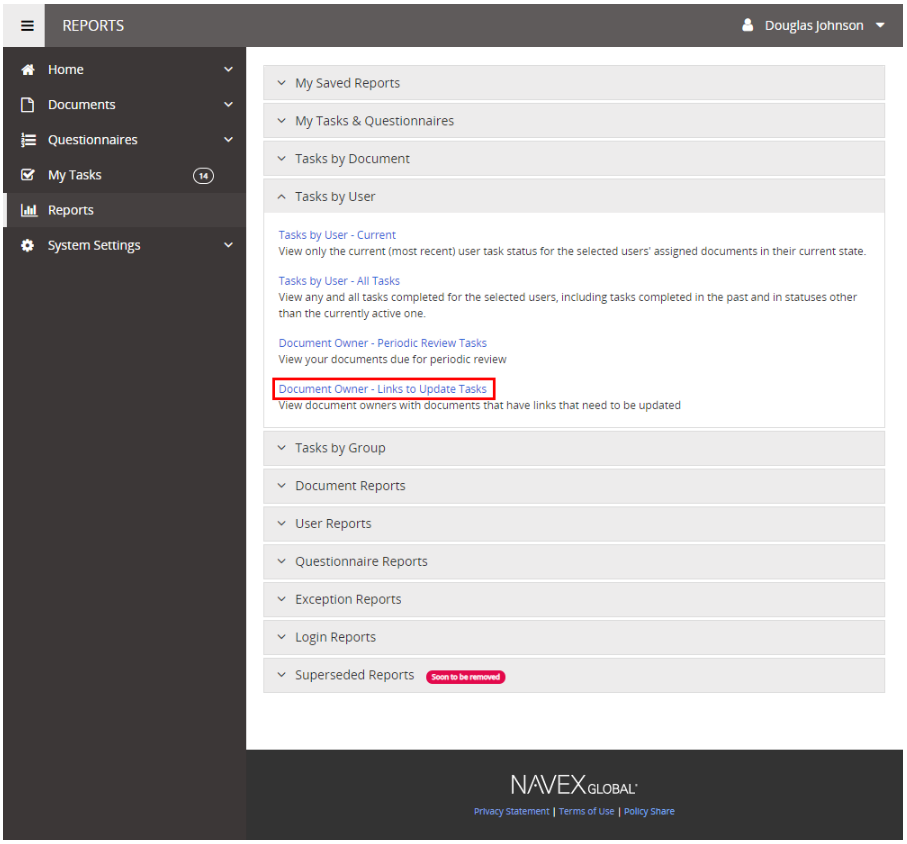
**Links having tasks (2)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Days Assigned |
|---|---|---|---|---|---|---|
| 1. | Waiting | | Chart of Accounts (v.1) | Document Replaced | 03/11/2013 | 37 |
| 2. | Waiting | | Check Signing Authority (v.1) | Document Archived | 04/03/2013 | 14 |

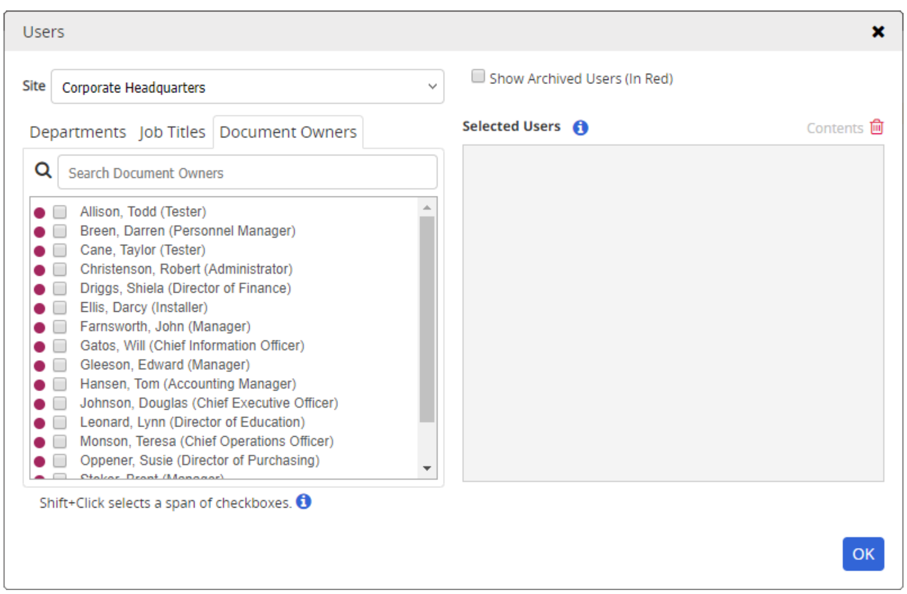
1/1

## How to Generate

1. Click **Reports**.
2. Click **Tasks by User**, and then click **Document Owner - Links to Update Tasks**.

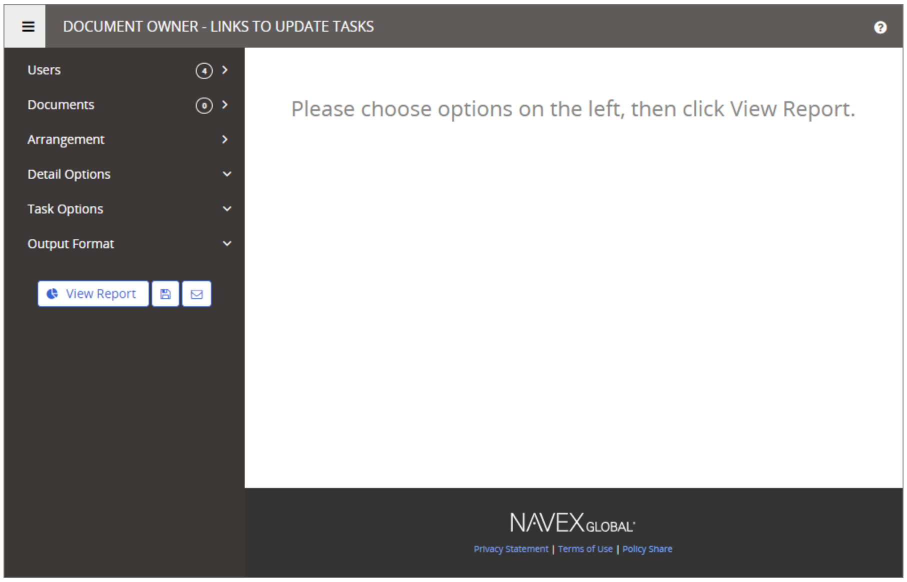



3. Select the users you want included in the report (see Selecting Users for help).



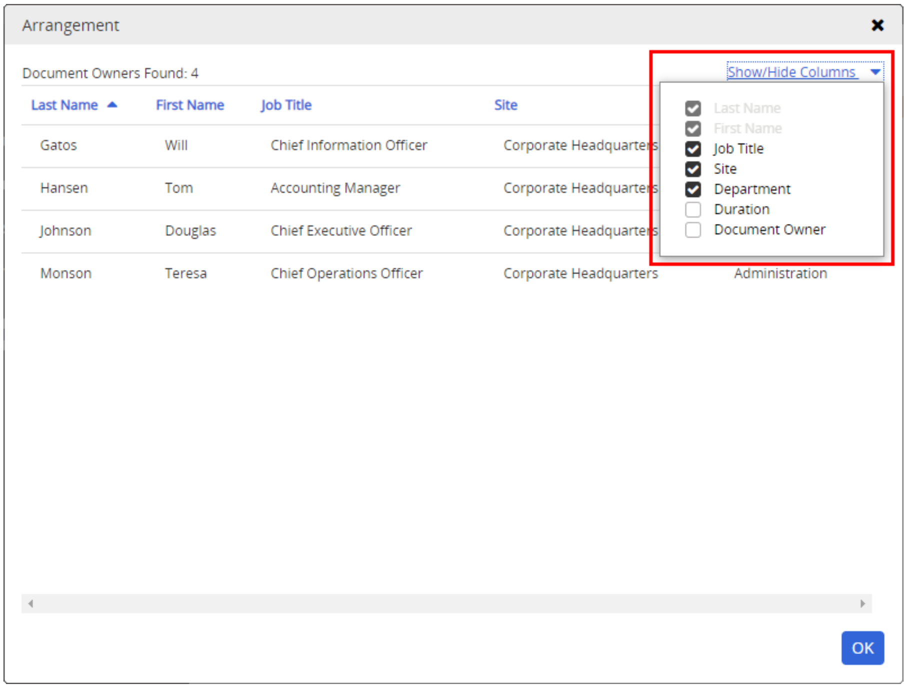

All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.



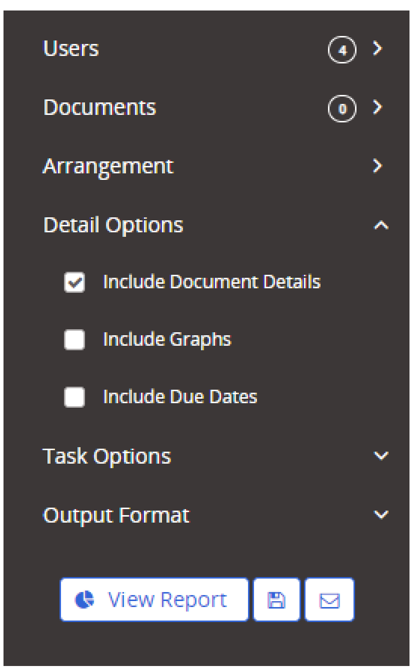

4. (Optional) To limit the selected users to only those assigned to specific documents, click **Documents**, and then select documents in the same way as you would for a document-based report (see Selecting Documents for help)..
5. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document in the report.

| 1. Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration |
|---|---|---|
| | Incomplete | Over 30 Days |
| | 2 | 2 |

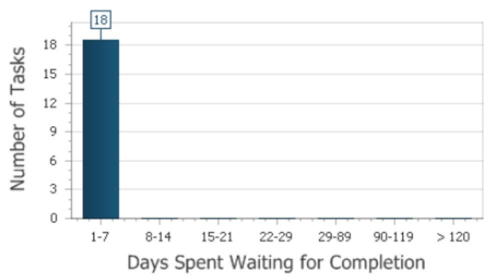
**Links to Update (2)**

| | Action | Date/Time | Current Link | Change Reason | Start Date | Days Assigned |
|---|---|---|---|---|---|---|
| 1. | Waiting | | Preferred Hotels (v.1) | New Version | 08/29/2011 | 1164 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Incomplete | Over 30 Days |
|---|---|
| 2 | 2 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

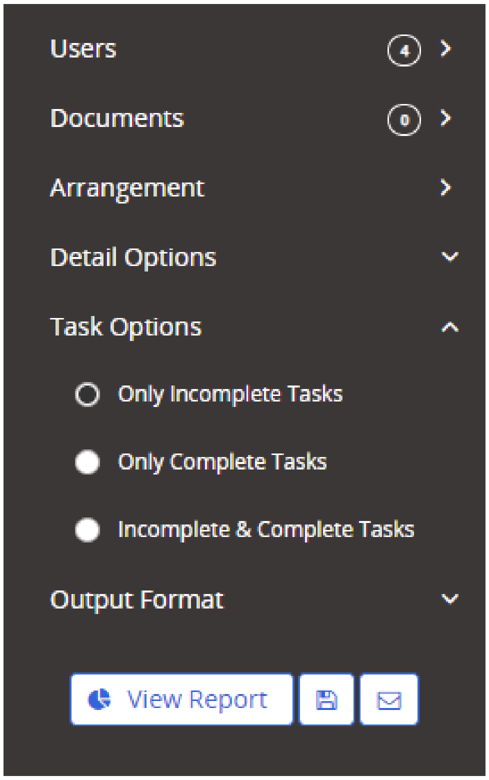
**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (2)**

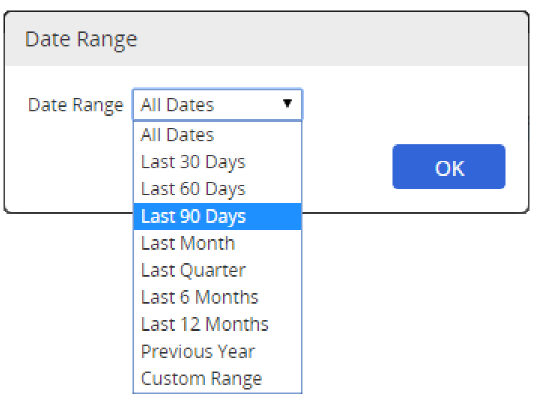
| | Action | Ref. # | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|
| 1. | Waiting | 7 | Cash Receipts (v.1) | 06/30/2014 | 29 | 08/05/2014 |
| 2. | Waiting | 12 | Invoice Billings (v.1) | 06/30/2014 | 29 | 08/05/2014 |

7. (Optional) Click **Task Options**, and then do any of the following:

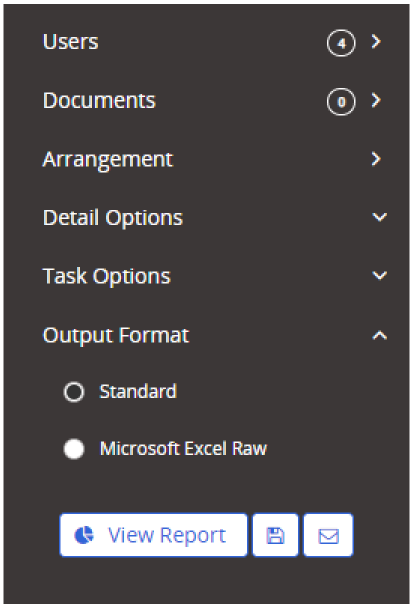
   - In the **Task Options** list, click a single task status (incomplete or complete) or click **Incomplete & Complete Tasks**.



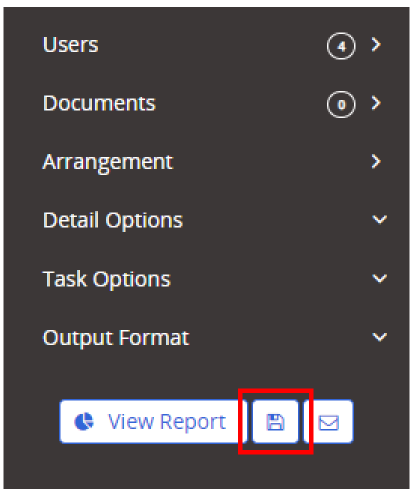

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

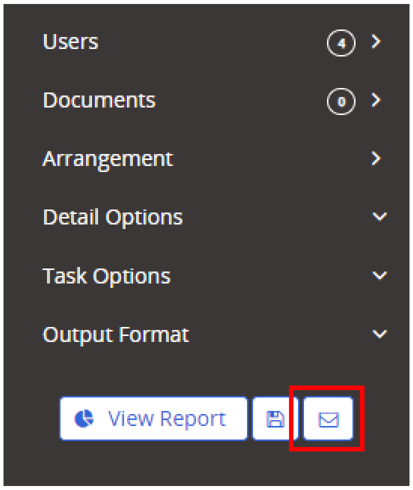



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



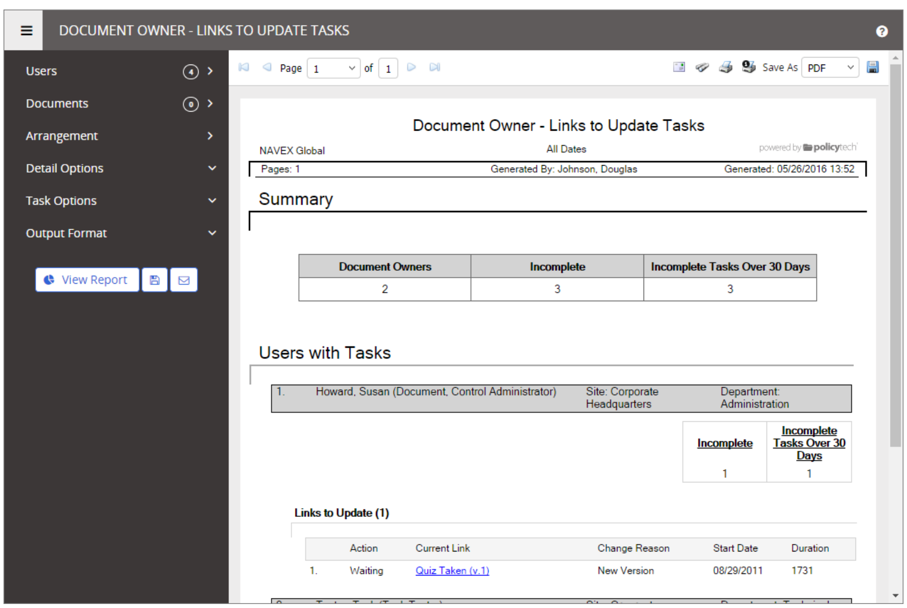

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

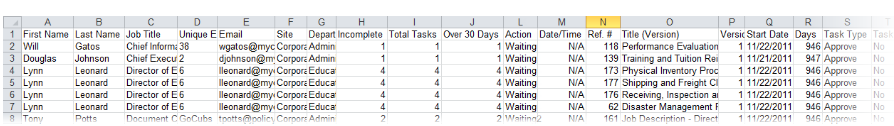



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Report for details). If the report contains links, click a link to open that document in PolicyTech or click a user name to open another report specific to that user.




    If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



# Task by Group Reports

The **Tasks by Group** category includes the following reports:

Writer Groups

Reviewer Groups

Approver Groups

Assignee Groups

## Report: Tasks by Group - Writer Groups

### Description

Provides details about the selected writer groups' assigned writing tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

Incomplete Tasks by Group - Writer Groups

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Johnson, Douglas | Generated: 2015/05/18 12:01

Summary

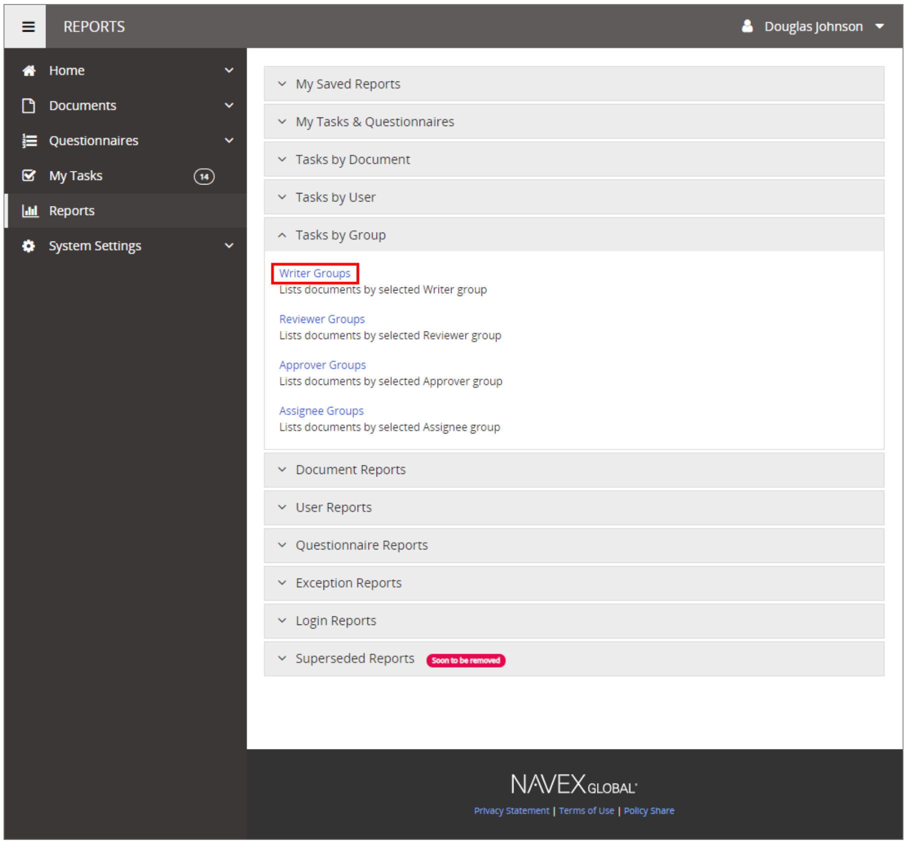
| Writer Groups | Incomplete | Incomplete Tasks Over 30 Days |
|---|---|---|
| 3 | 10 | 0 |

| | | | |
|---|---|---|---|
| 1. | Education Writers | Writer Group | Site: Corporate Headquarters |
| 1. | Training Schedule (v.1) | | Ref #331 |
| 2. | HR Writers | Writer Group | Site: Corporate Headquarters |
| 1. | Travel and Entertainment (v.1) | | Ref #332 |
| 3. | Policy Writers | Writer Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #333 |

1/1

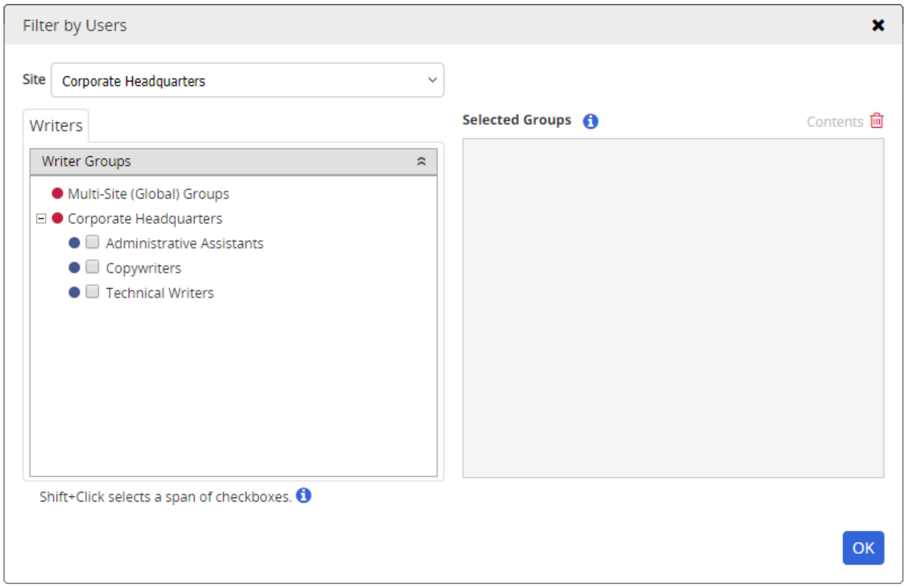
## How to Generate

1. Click **Reports**.
2. Click **Tasks by Group**, and then click **Writer Groups**.



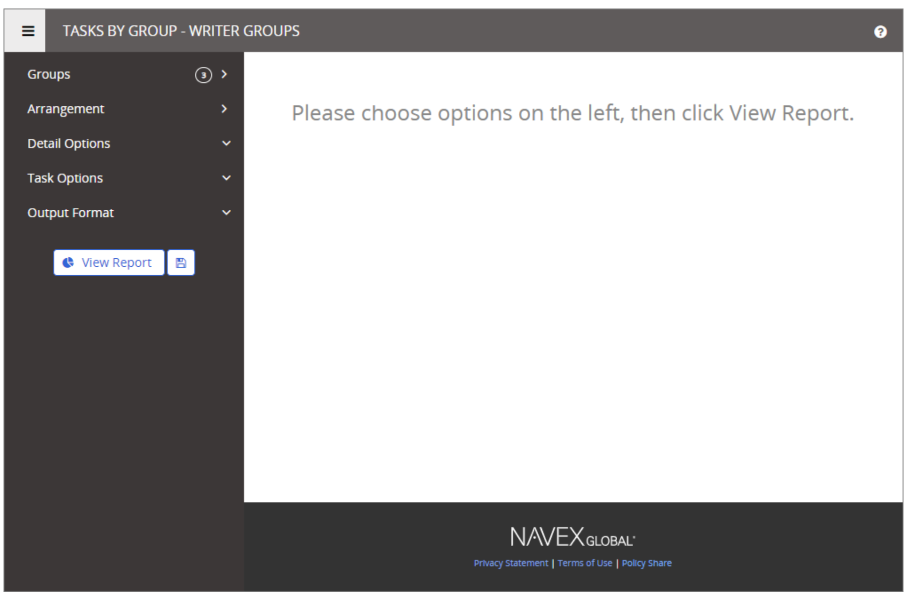

3. Select one or more writer groups.

**Important:** Be aware that selecting a group in a Tasks by Group report has a different effect than selecting a group in a Tasks by User report. This report lists documents and questionnaires to which specific writer groups have been assigned. Documents/questionnaires assigned only to individual writers will not be included, even if the individual writers happen to be members of the selected writer groups.

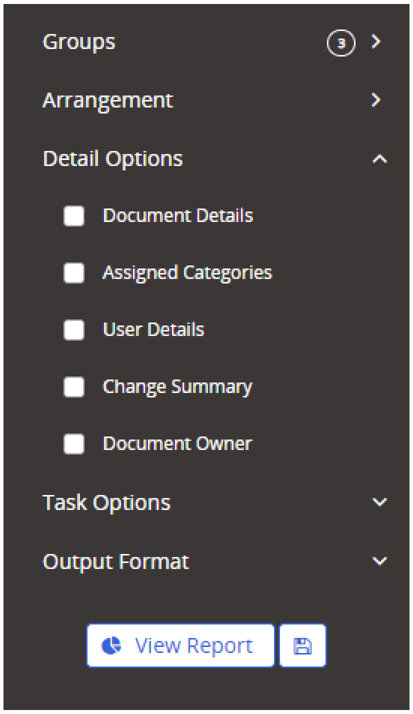



All options available for this report are displayed on the left. Notice that the number of currently selected groups is displayed after the **Groups** option, which you can click anytime to change your user selection.

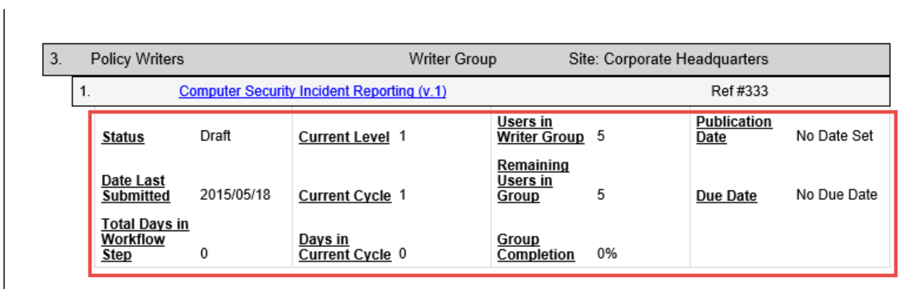
**Note:** If you change your group selection after clicking **View Report**, click **View Report** again to refresh the report contents.



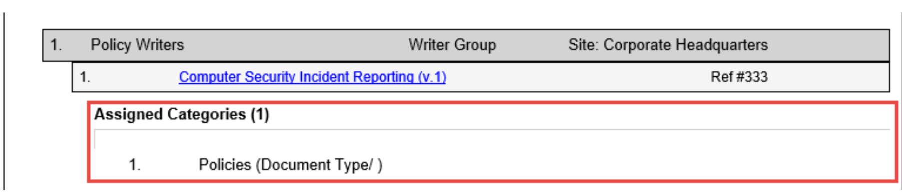

4. (Optional) Click **Arrangement**. By default, the group sort order in the report is ascending. To reverse the sort order, click the **Group Name** column header.
5. (Optional) Click **Detail Options**, and then select any of the following:



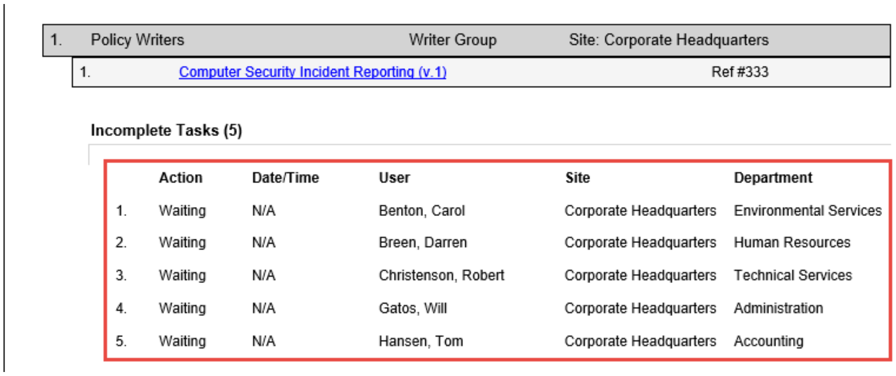

- **Document Details:** Adds statistics about each document and questionnaire listed in the report.




- **Assigned Categories:** For each document/questionnaire listed in the report, adds a list of assigned categories.




- **User Details:** Adds the list of users in each writer group.



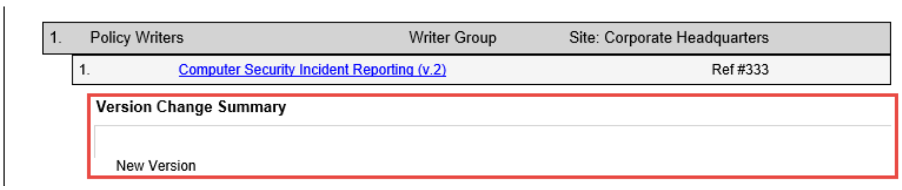
| | | | |
|---|---|---|---|
| 1. | Policy Writers | Writer Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #333 |

Incomplete Tasks (5)

| | Action | Date/Time | User | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | Breen, Darren | Corporate Headquarters | Human Resources |
| 3. | Waiting | N/A | Christenson, Robert | Corporate Headquarters | Technical Services |
| 4. | Waiting | N/A | Gatos, Will | Corporate Headquarters | Administration |
| 5. | Waiting | N/A | Hansen, Tom | Corporate Headquarters | Accounting |

- **Change Summary:** For each document/questionnaire listed in the report, shows the comments added by the document owner upon submitting the document/questionnaire for review or approval.

**Note:** For a document/questionnaire that has not yet been submitted for review or approval , **None** is shown in the **Version Change Summary** area.

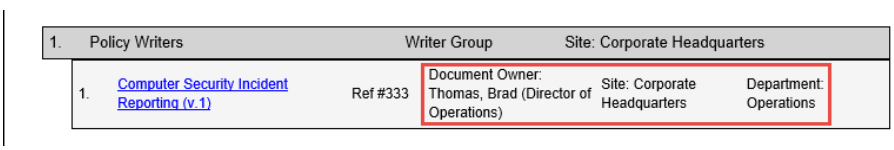


| | | | |
|---|---|---|---|
| 1. | Policy Writers | Writer Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.2) | | Ref #333 |

Version Change Summary

New Version

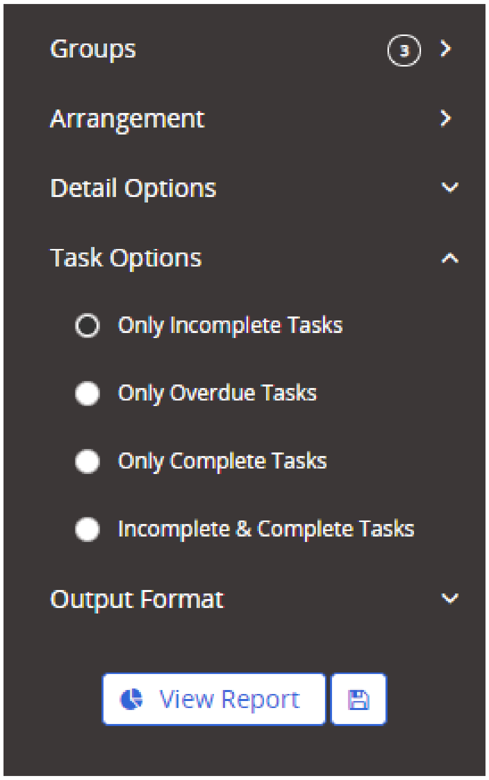
- **Document Owner:** For each document/questionnaire listed in the report, adds the document owner's name, site, and department.



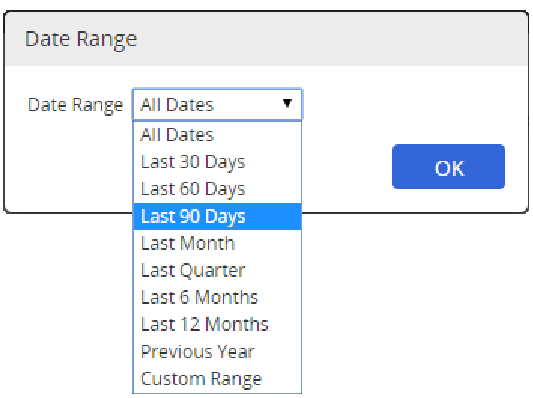
| | | | | | |
|---|---|---|---|---|---|
| 1. | Policy Writers | Writer Group | Site: Corporate Headquarters | | |
| 1. | Computer Security Incident Reporting (v.1) | Ref #333 | Document Owner: Thomas, Brad (Director of Operations) | Site: Corporate Headquarters | Department: Operations |

6. (Optional) Click **Task Options**, and then do any of the following:

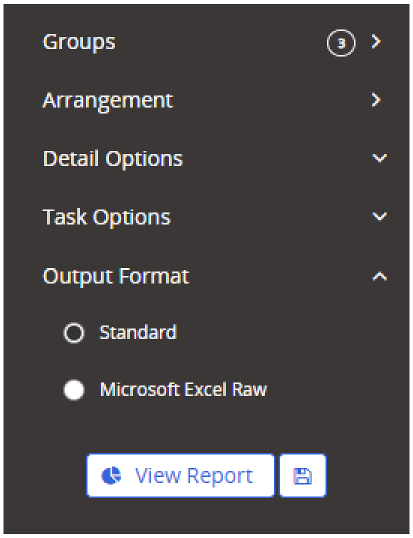
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



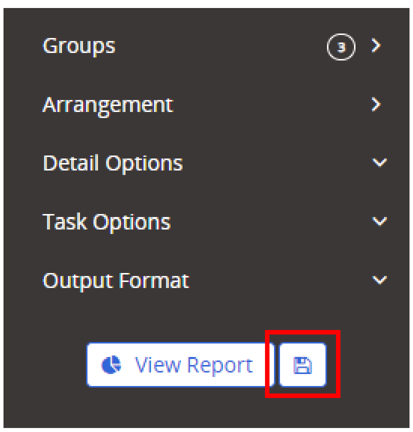

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



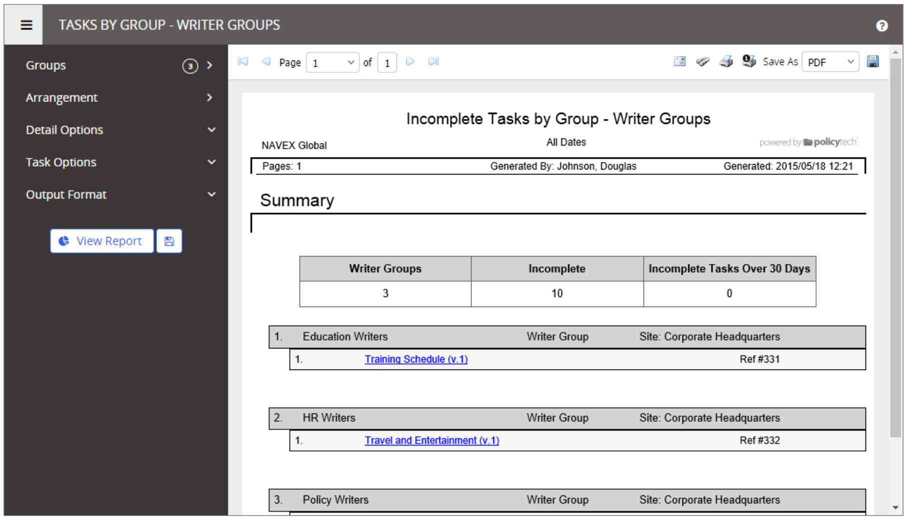

8. (Optional) To save the current group selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.




**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Document ID | Writer Group | Title (Version) | Next Review Date | |
| 2 | 126 | Education Writers | Electronic Mail Policy (v.1) | No Review Date | |
| 3 | 155 | HR Writers | Travel and Entertainment (v.1) | No Review Date | |
| 4 | 120 | Policy Writers | Check-In Form (v.1) | No Review Date | |
| 5 | 121 | Policy Writers | Computer Security Incident Reporting (v.1) | No Review Date | |
| 6 | 127 | Policy Writers | Files and Receipt Management (v.1) | No Review Date | |
| 7 | 157 | Policy Writers | Use of Personal Software (v.1) | No Review Date | |
| 8 | | | | | |

## Report: Tasks by Group - Reviewer Groups

### Description

Provides details about the selected reviewer groups' assigned reviewing tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

Incomplete Tasks by Group - Reviewer Groups

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Johnson, Douglas | Generated: 2015/05/18 12:30

Summary

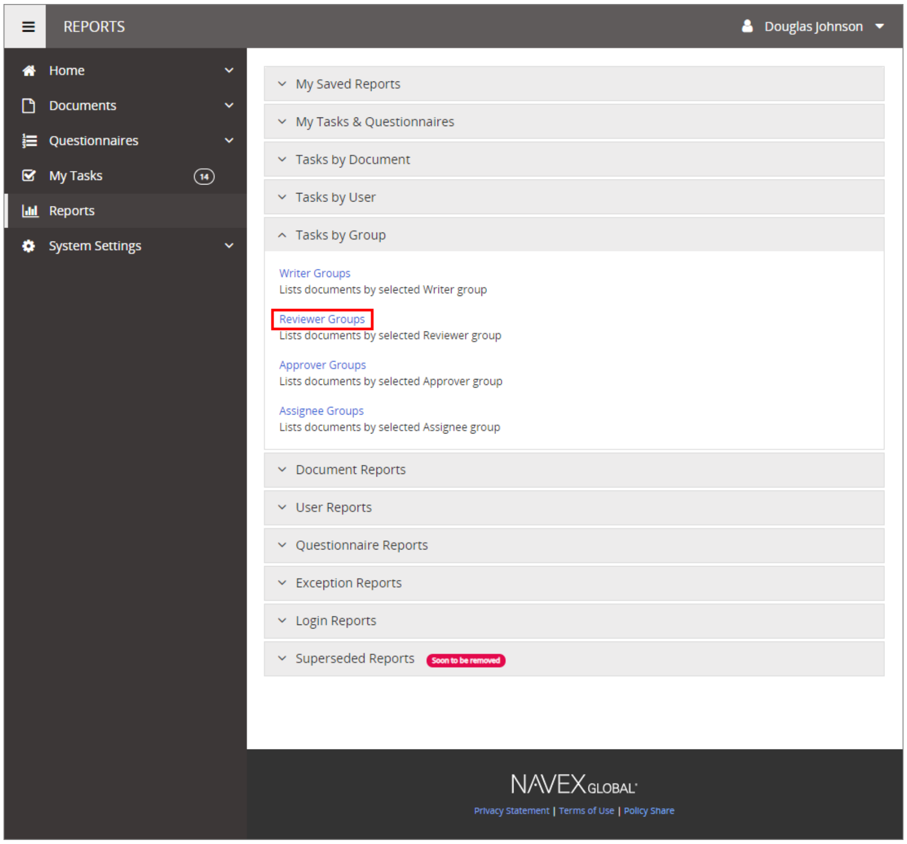
| Reviewer Groups | Incomplete | Incomplete Tasks Over 30 Days |
| --- | --- | --- |
| 2 | 19 | 0 |

| | | | |
| --- | --- | --- | --- |
| 1. | Corporate Managers | Reviewer Group | Site: Corporate Headquarters |
| 1. | Electronic Mail Policy (v.1) | | Ref #126 |
| 2. | Travel and Entertainment (v.1) | | Ref #332 |
| 3. | Computer Security Incident Reporting (v.2) | | Ref #333 |
| 2. | Technical Reviewers | Reviewer Group | Site: Corporate Headquarters |
| 1. | Use of Personal Software (v.1) | | Ref #334 |

1/1

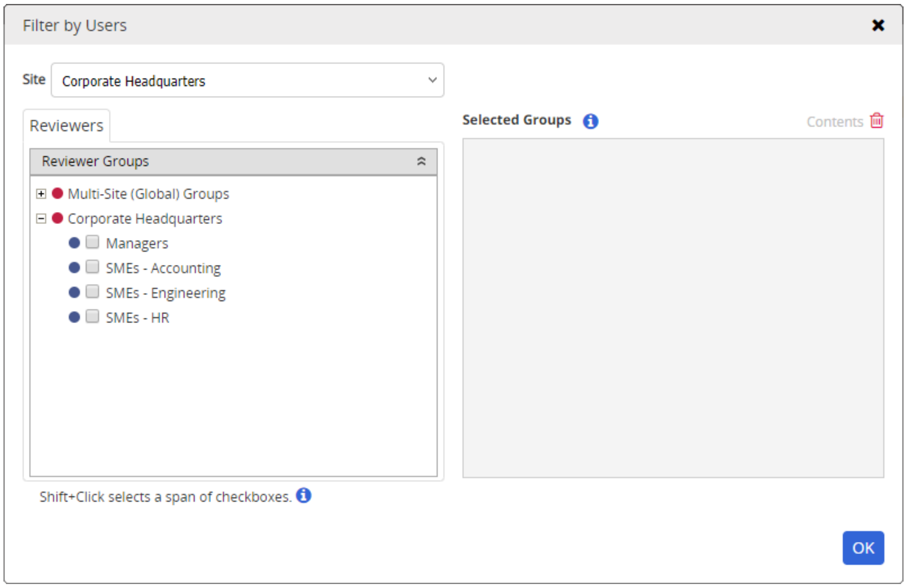
## How to Generate

1. Click **Reports**.
2. Click **Tasks by Group**, and then click **Reviewer Groups**.



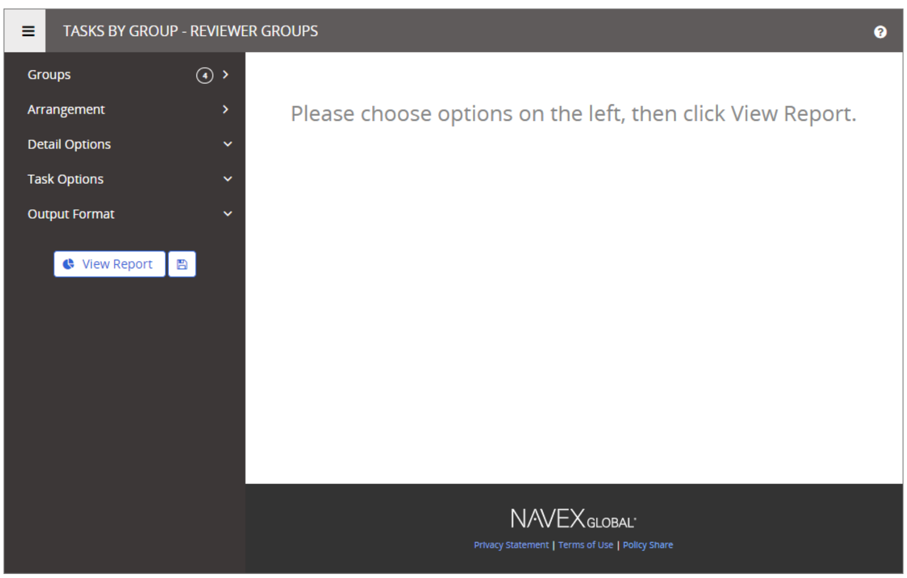

3. Select one or more reviewer groups.

**Important:** Be aware that selecting a group in a Tasks by Group report has a different effect than selecting a group in a Tasks by User report. This report lists documents and questionnaires to which specific reviewer groups have been assigned. Documents/questionnaires assigned only to individual reviewers will not be included, even if the individual reviewers happen to be members of the selected reviewer groups.



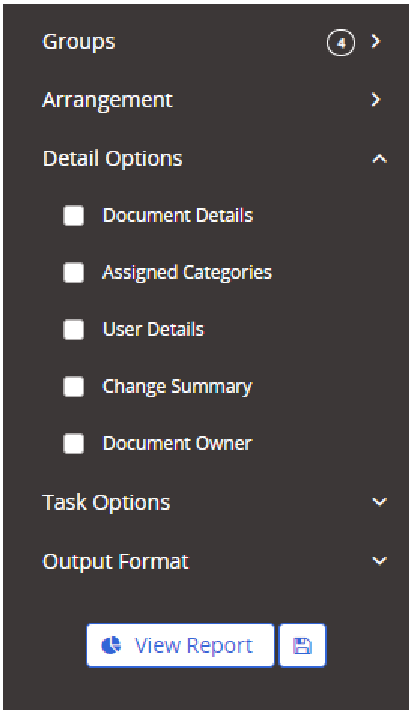

All options available for this report are displayed on the left. Notice that the number of currently selected groups is displayed after the **Groups** option, which you can click anytime to change your user selection.

**Note:** If you change your group selection after clicking **View Report**, click **View Report** again to refresh the report contents.

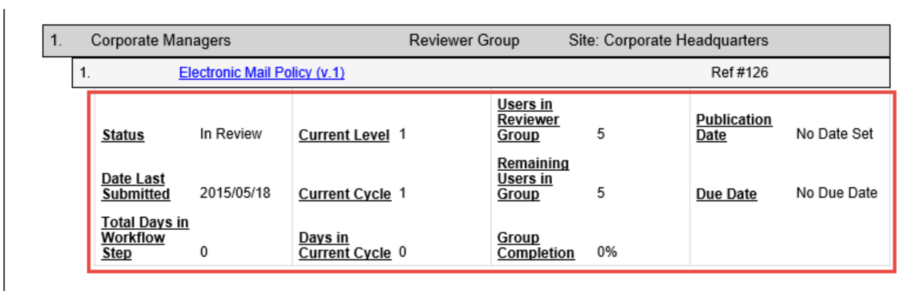



4. (Optional) Click **Arrangement**. By default, the group sort order in the report is ascending. To reverse the sort order, click the **Group Name** column header.

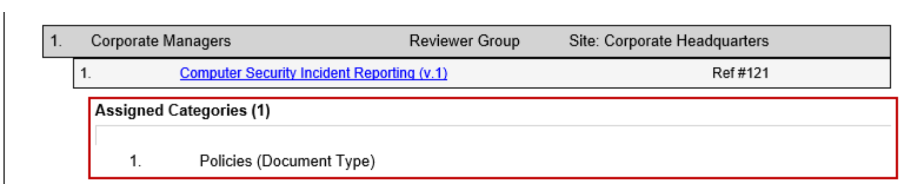
5. (Optional) Click **Detail Options**, and then select any of the following:




- **Document Details:** Adds statistics about each document and questionnaire listed in the report.




- **Assigned Categories:** For each document/questionnaire listed in the report, adds a list of assigned categories.




- **User Details:** Adds the list of users in each reviewer group.

| | | | |
|---|---|---|---|
| 1. | Corporate Managers | Reviewer Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

**Incomplete Tasks (3)**

| | Action | Date/Time | User | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Breen, Darren | Corporate Headquarters | Human Resources |
| 2. | Waiting | N/A | Hansen, Tom | Corporate Headquarters | Accounting |
| 3. | Waiting | N/A | Wright, Fred | Corporate Headquarters | Software Development |

- **Change Summary:** For each document/questionnaire listed in the report, shows the comments added by the document owner upon submitting the document for review or approval.

| | | | |
|---|---|---|---|
| 1. | Corporate Managers | Reviewer Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

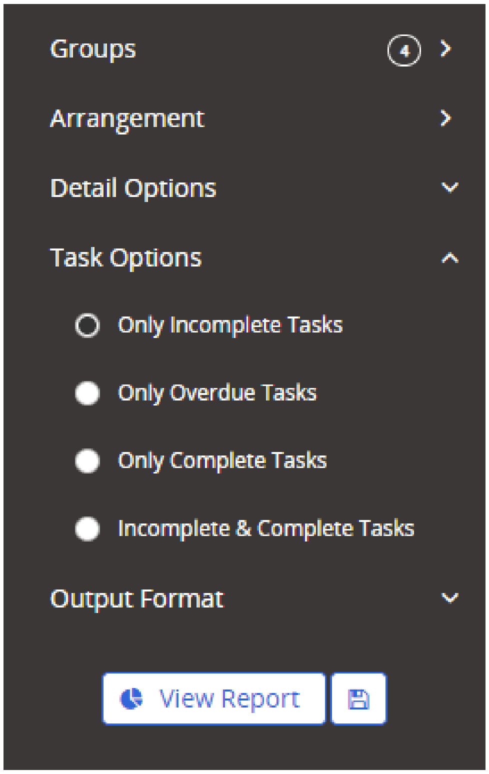
**Version Change Summary**

New Document

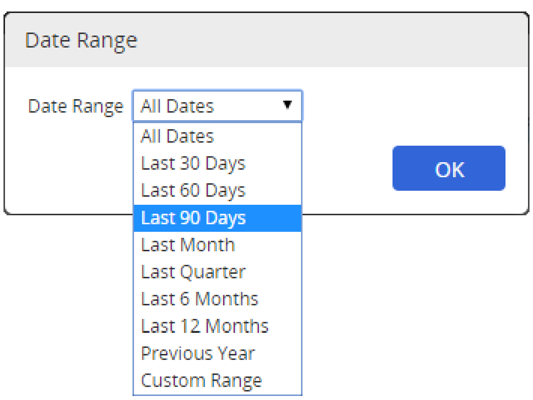
- **Document Owner:** For each document/questionnaire listed in the report, adds the document owner's name, site, and department.

| | | | | | |
|---|---|---|---|---|---|
| 1. | Corporate Managers | | Reviewer Group | Site: Corporate Headquarters | |
| 1. | Computer Security Incident Reporting (v.1) | Ref #121 | Document Owner: Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration |

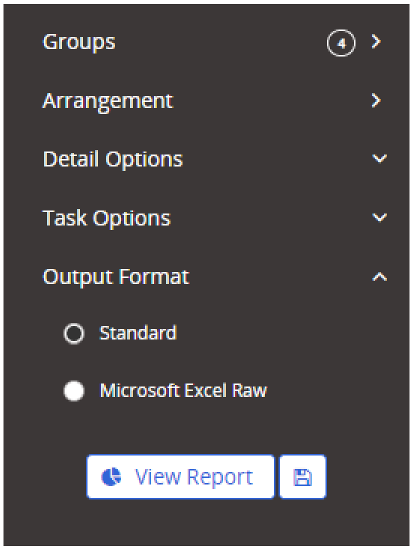
6. (Optional) Click **Task Options**, and then do any of the following:
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



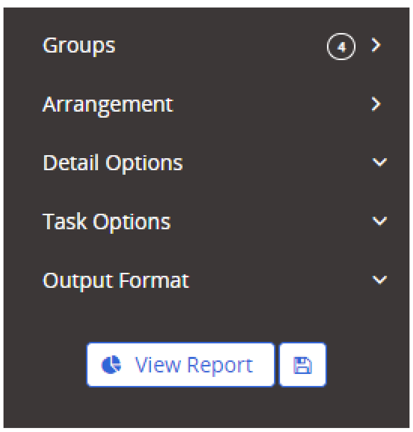

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



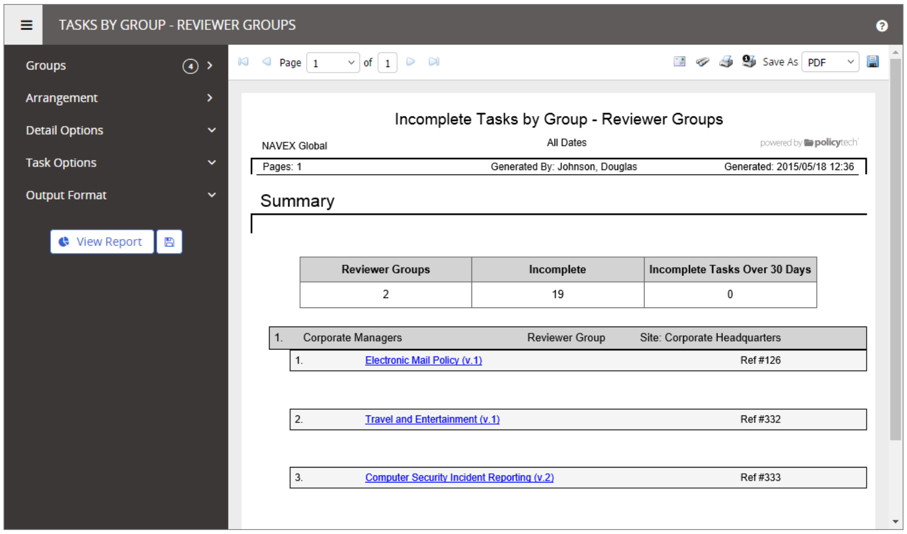

8. (Optional) To save the current group selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



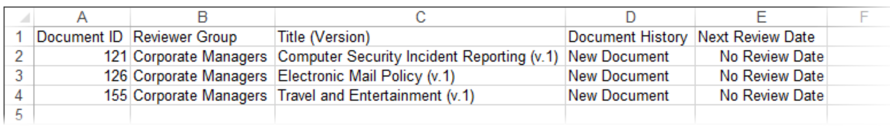

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Document ID | Reviewer Group | Title (Version) | Document History | Next Review Date | |
| 2 | 121 | Corporate Managers | Computer Security Incident Reporting (v.1) | New Document | No Review Date | |
| 3 | 126 | Corporate Managers | Electronic Mail Policy (v.1) | New Document | No Review Date | |
| 4 | 155 | Corporate Managers | Travel and Entertainment (v.1) | New Document | No Review Date | |
| 5 | | | | | | |

# Report: Tasks by Group - Approver Groups

## Description

Provides details about the selected approver groups' assigned approval tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

### Sample Report:

Incomplete Tasks by Group - Approver Groups

NAVEX Global

All Dates

powered by policytech

| Pages: 1 | Generated By: Johnson, Douglas | Generated: 2015/05/18 12:40 |
|---|---|---|

Summary

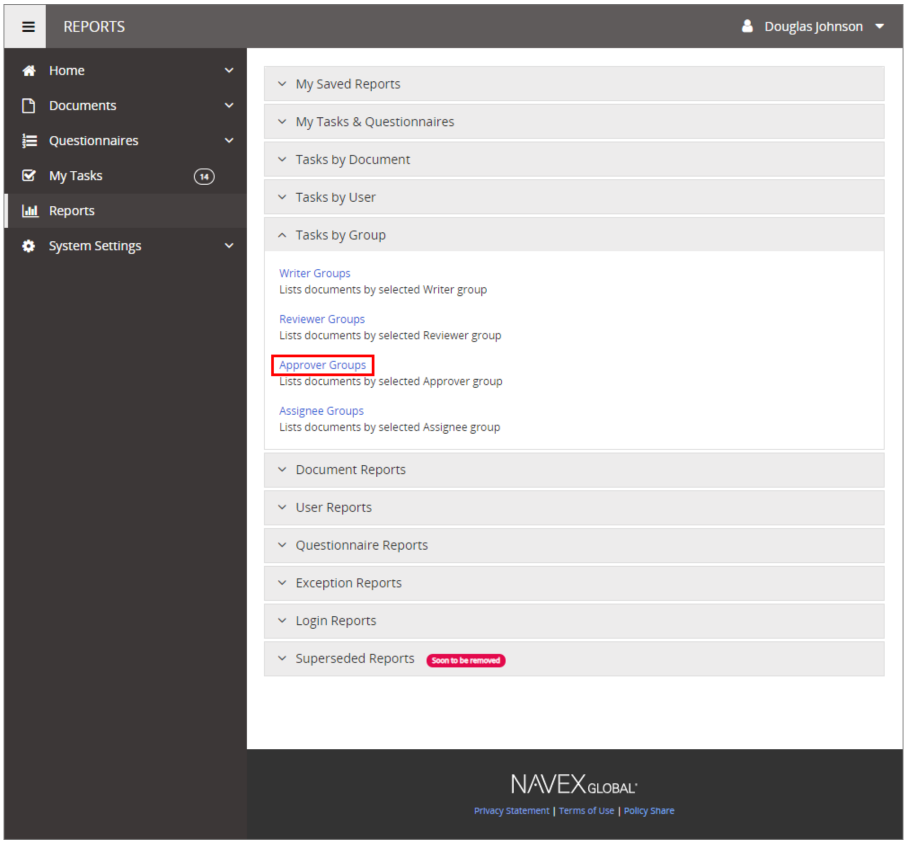
| Approver Groups | Incomplete | Incomplete Tasks Over 30 Days |
|---|---|---|
| 1 | 16 | 0 |

| | | | |
|---|---|---|---|
| 1. | Executives | Approver Group | Site: Corporate Headquarters |
| 1. | Electronic Mail Policy (v.1) | | Ref #126 |
| 2. | Travel and Entertainment (v.1) | | Ref #332 |
| 3. | Computer Security Incident Reporting (v.2) | | Ref #333 |
| 4. | Use of Personal Software (v.1) | | Ref #334 |

1/1

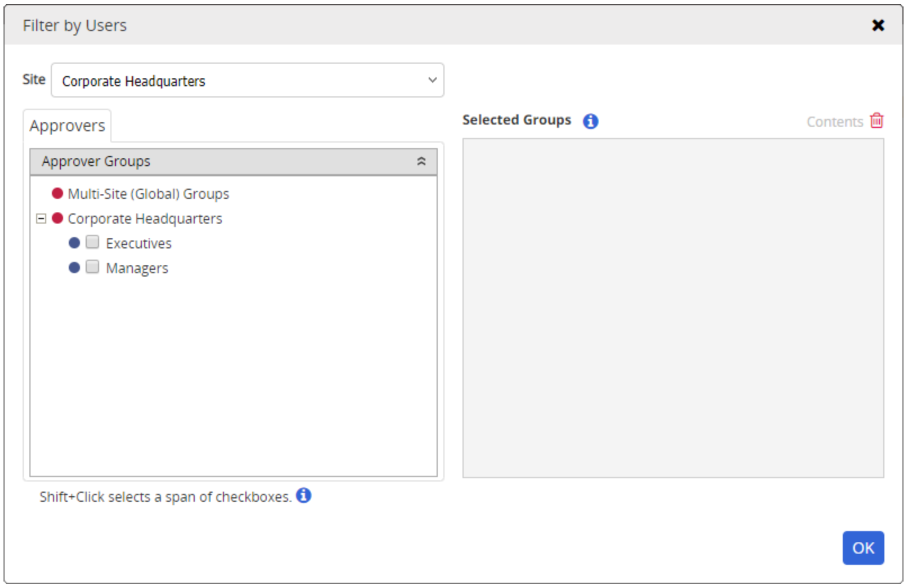
## How to Generate

1. Click **Reports**.
2. Click **Tasks by Group**, and then click **Approver Groups**.



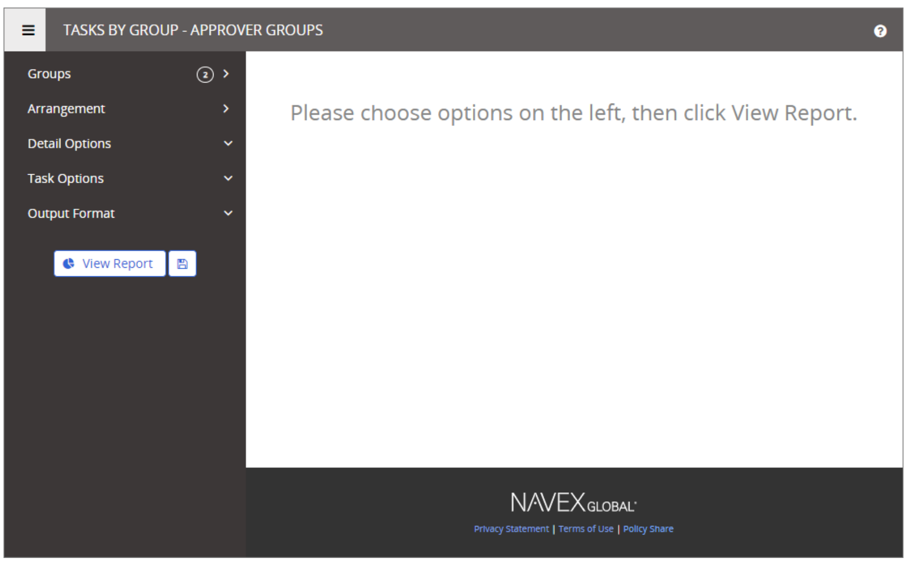

3. Select one or more approver groups.

**Important:** Be aware that selecting a group in a Tasks by Group report has a different effect than selecting a group in a Tasks by User report. This report lists documents and questionnaires to which specific approver groups have been assigned. Documents/questionnaires assigned only to individual approvers will not be included, even if the individual approvers happen to be members of the selected approver groups.



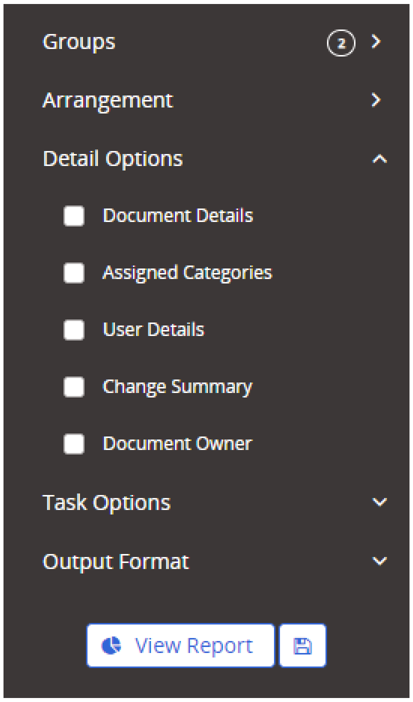

All options available for this report are displayed on the left. Notice that the number of currently selected groups is displayed after the **Groups** option, which you can click anytime to change your user selection.

**Note:** If you change your group selection after clicking **View Report**, click **View Report** again to refresh the report contents.

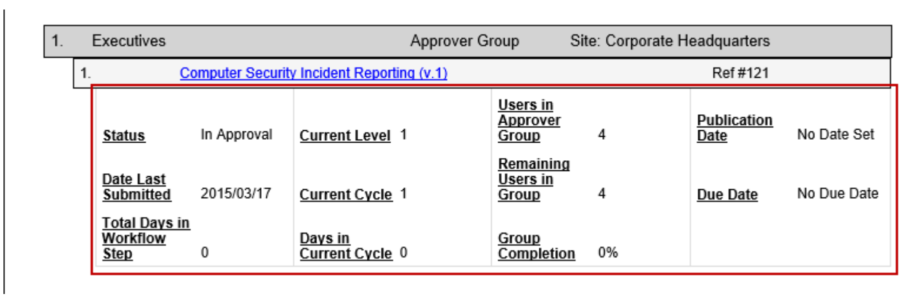



4. (Optional) Click **Arrangement**. By default, the group sort order in the report is ascending. To reverse the sort order, click the **Group Name** column header.

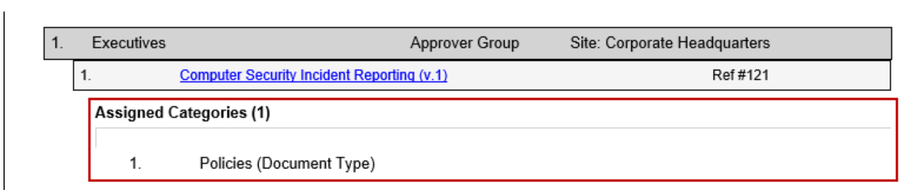
5. (Optional) Click **Detail Options**, and then select any of the following:



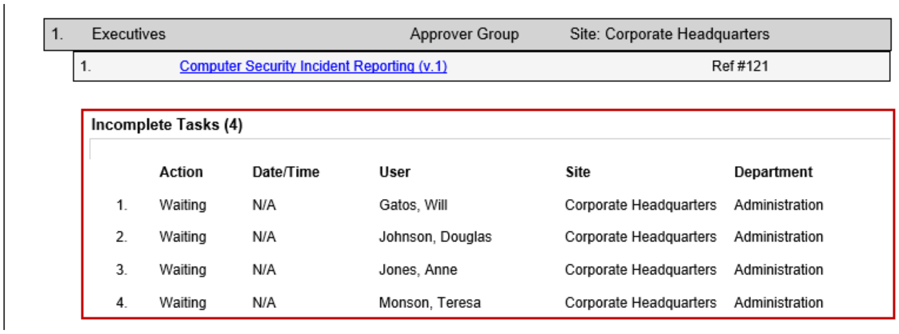

- **Document Details:** Adds statistics about each document and questionnaire listed in the report.




- **Assigned Categories:** For each document/questionnaire listed in the report, adds a list of assigned categories.




- **User Details:** Adds the list of users in each approver group.

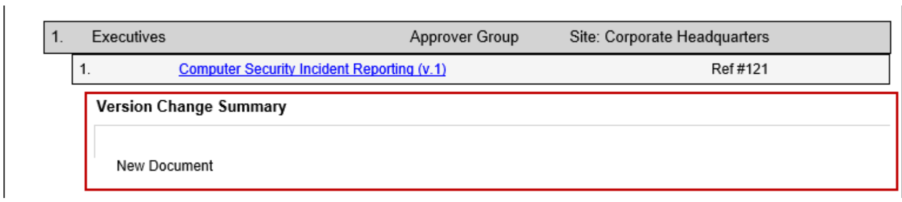


| | | | |
|---|---|---|---|
| 1. | Executives | Approver Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

**Incomplete Tasks (4)**

| | Action | Date/Time | User | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Gatos, Will | Corporate Headquarters | Administration |
| 2. | Waiting | N/A | Johnson, Douglas | Corporate Headquarters | Administration |
| 3. | Waiting | N/A | Jones, Anne | Corporate Headquarters | Administration |
| 4. | Waiting | N/A | Monson, Teresa | Corporate Headquarters | Administration |

- **Change Summary:** For each document/questionnaire listed in the report, shows the comments added by the document owner upon submitting the document for review or approval.

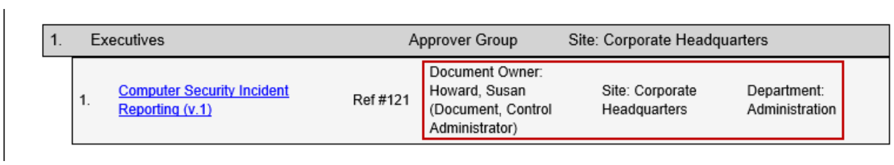


| | | | |
|---|---|---|---|
| 1. | Executives | Approver Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

**Version Change Summary**

New Document

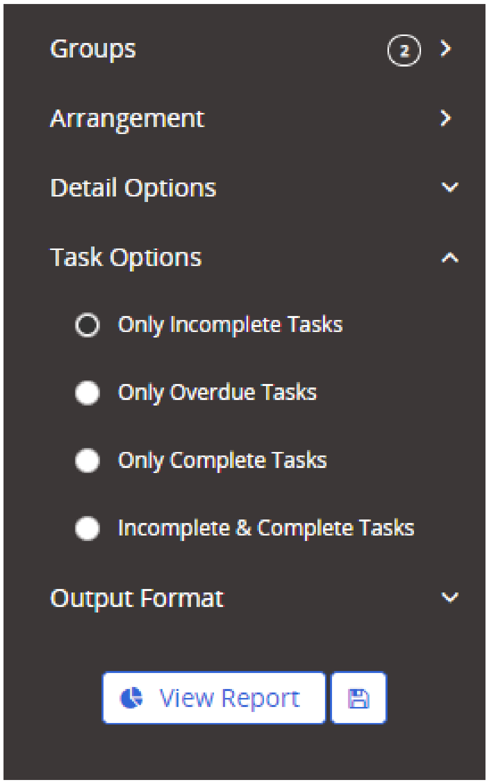
- **Document Owner:** For each document/questionnaire listed in the report, adds the document owner's name, site, and department.



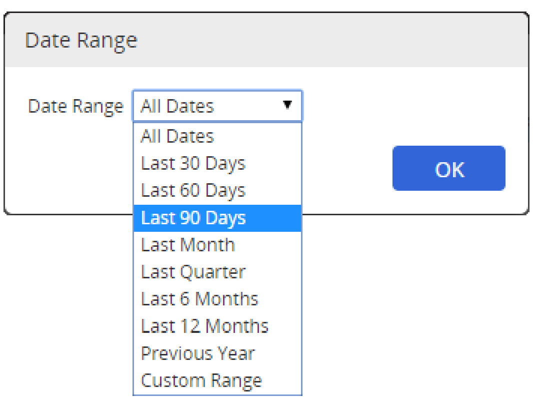
| | | | | | |
|---|---|---|---|---|---|
| 1. | Executives | | Approver Group | Site: Corporate Headquarters | |
| 1. | Computer Security Incident Reporting (v.1) | Ref #121 | Document Owner: Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration |

6. (Optional) Click **Task Options**, and then do any of the following:

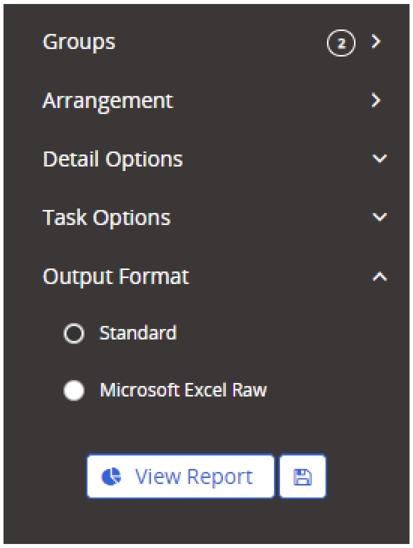
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



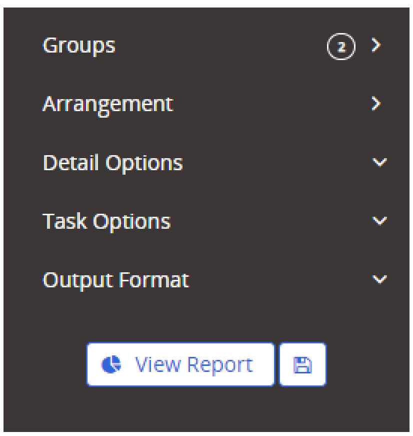

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



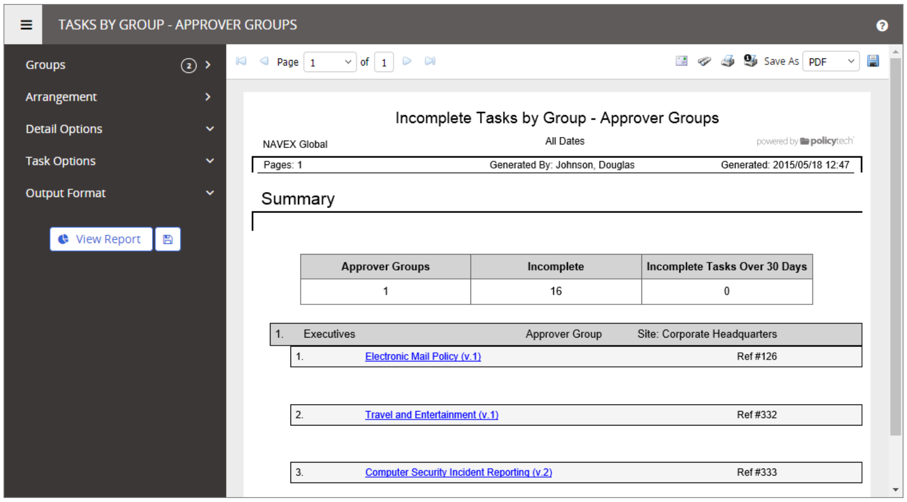

8. (Optional) To save the current group selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



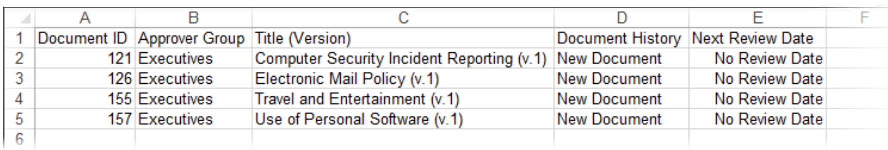

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Document ID | Approver Group | Title (Version) | Document History | Next Review Date | |
| 2 | 121 | Executives | Computer Security Incident Reporting (v.1) | New Document | No Review Date | |
| 3 | 126 | Executives | Electronic Mail Policy (v.1) | New Document | No Review Date | |
| 4 | 155 | Executives | Travel and Entertainment (v.1) | New Document | No Review Date | |
| 5 | 157 | Executives | Use of Personal Software (v.1) | New Document | No Review Date | |
| 6 | | | | | | |

# Report: Tasks by Group - Reader Groups

## Description

Provides details about the selected reader groups' assigned reading tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

### Sample Report:

Incompleted Tasks by Group - Reader Groups

NAVEX Global — All Dates — powered by policytech

Pages: 1 — Generated By: Johnson, Douglas — Generated: 2015/05/18 12:54

## Summary

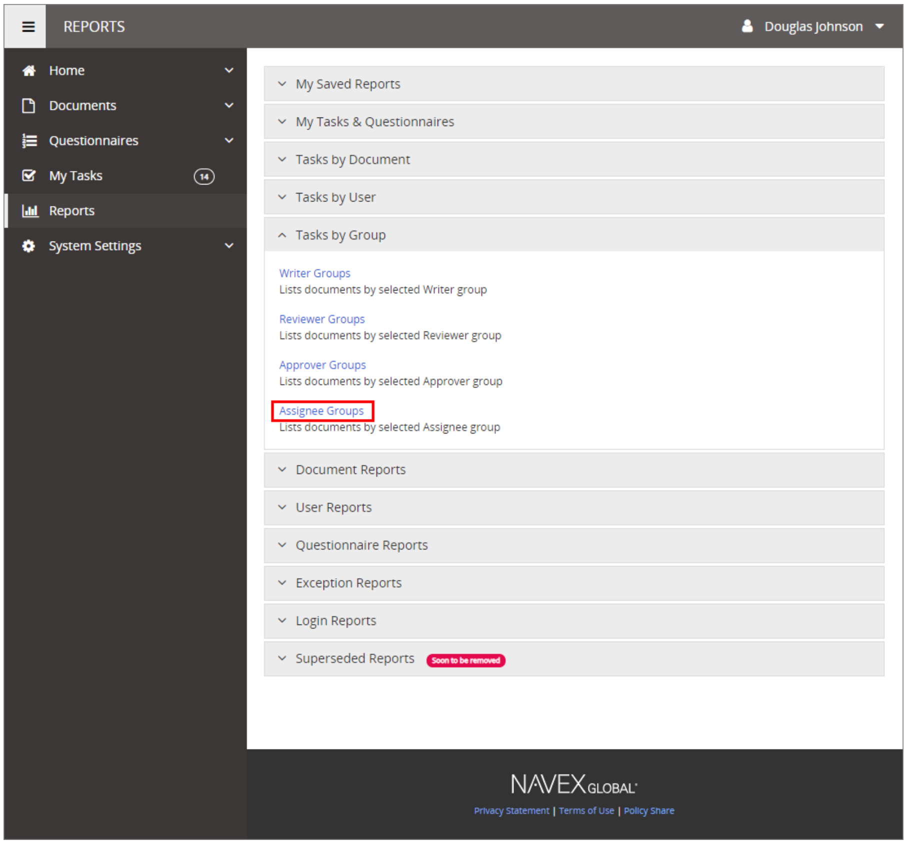
| Groups | Incomplete | Incomplete Tasks Over 30 Days |
|---|---|---|
| 3 | 33 | 0 |

| | | | |
|---|---|---|---|
| 1. | Accounting Readers | Reader Group | Site: Corporate Headquarters |
| 1. | Travel and Entertainment (v.1) | | Ref #332 |
| 2. | Computer Security Incident Reporting (v.2) | | Ref #333 |
| 3. | Use of Personal Software (v.1) | | Ref #334 |
| 2. | HR Readers | Reader Group | Site: Corporate Headquarters |
| 1. | Electronic Mail Policy (v.1) | | Ref #126 |
| 2. | Travel and Entertainment (v.1) | | Ref #332 |
| 3. | Computer Security Incident Reporting (v.2) | | Ref #333 |
| 4. | Use of Personal Software (v.1) | | Ref #334 |
| 3. | Software Development Readers | Reader Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.2) | | Ref #333 |

1/1

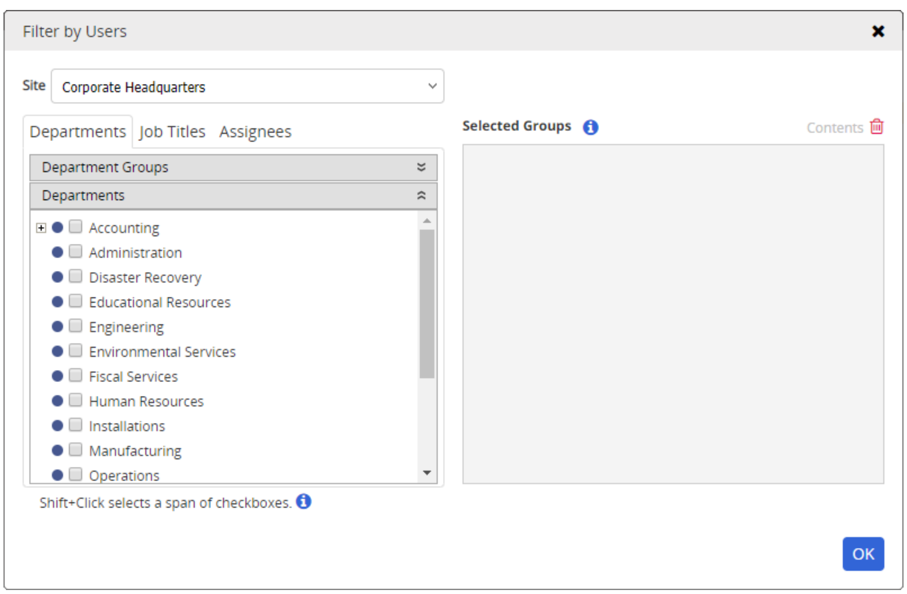
## How to Generate

1. Click **Reports**.
2. Click **Tasks by Group**, and then click **Reader Groups**.




3. Do any of the following:

   - In the **Departments** tab, click the **Departments** or **Department Groups** bar, and then select one or more items.



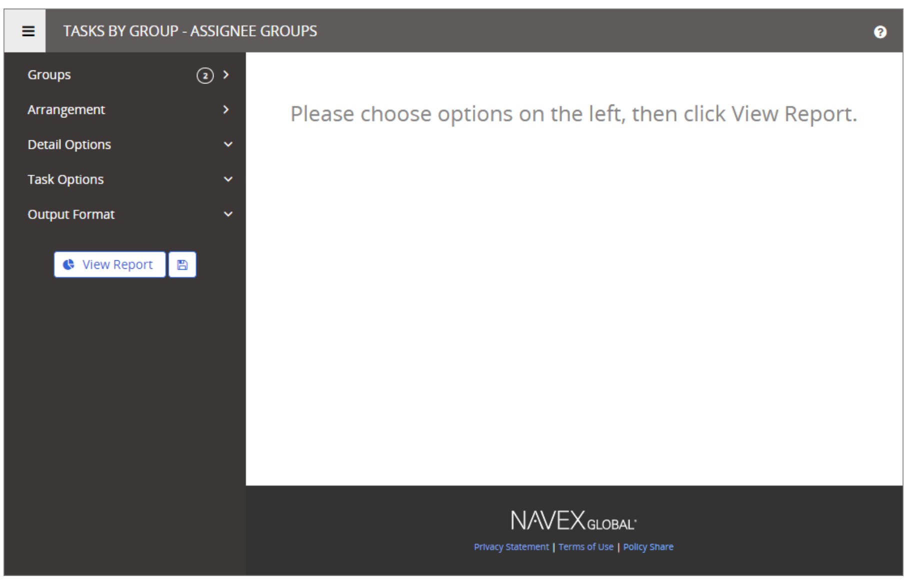
- Click the **Job Titles** tab, click the **Job Titles** or **Job Title Groups** bar, and then select one or more items.
- Click the **Readers** tab, and then select one or more reader groups.

**Important:**

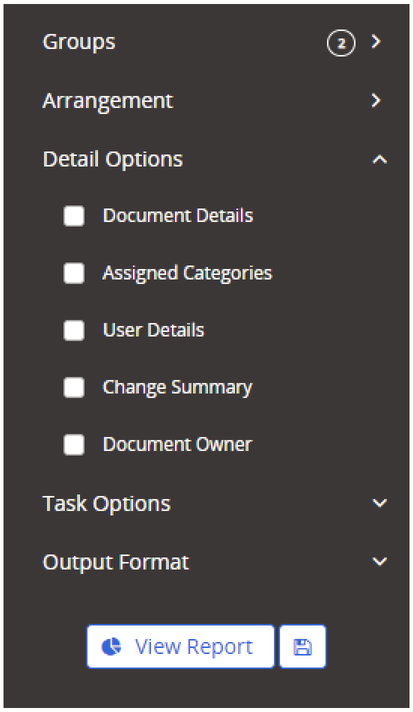
- Be aware that selecting a group in a Tasks by Group report has a different effect than selecting a group in a Tasks by User report. This report lists documents and questionnaires to which specific reader groups have been assigned. Documents/questionnaires assigned only to individual readers will not be included, even if the individual readers happen to be members of the selected reader groups.
- Unlike when selecting writers, reviewers, and approvers, when selecting readers, you can also select departments, department groups, job titles, and job title groups. That is because each of these entities is treated as a group when making reader assignments, whereas selecting any of these entities for writers, reviewers, or approvers simply facilitates adding multiple users at once.

All options available for this report are displayed on the left. Notice that the number of currently selected groups is displayed after the **Groups** option, which you can click anytime to change your user selection.

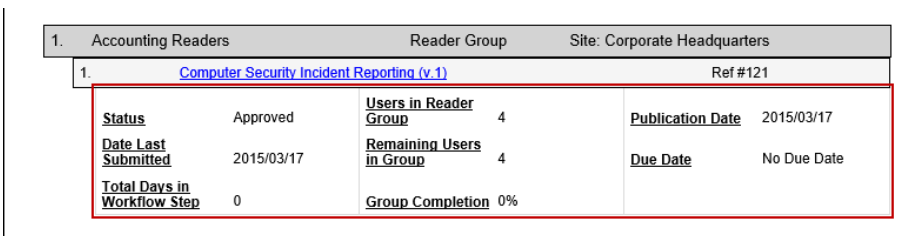
**Note:** If you change your group selection after clicking **View Report**, click **View Report** again to refresh the report contents.



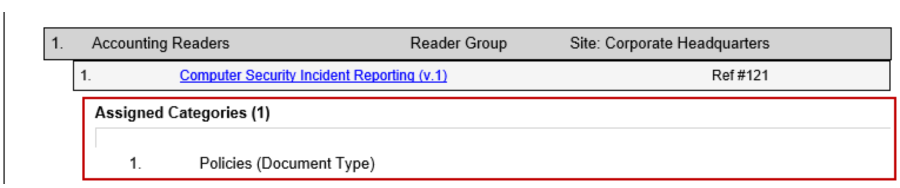

4. (Optional) Click **Arrangement**. By default, the group sort order in the report is ascending. To reverse the sort order, click the **Group Name** column header.
5. (Optional) Click **Detail Options**, and then select any of the following:




- **Document Details:** Adds statistics about each document and questionnaire listed in the report.




- **Assigned Categories:** For each document/questionnaire listed in the report, adds a list of assigned categories.




- **User Details:** Adds the list of users in each reader group.

| | | | |
|---|---|---|---|
| 1. | Accounting Readers | Reader Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

**Incomplete Tasks (4)**

| | Action | Date/Time | User | Site | Department |
|---|---|---|---|---|---|
| 1. | Incomplete | N/A | Cash, Jordon | Corporate Headquarters | Accounting |
| 2. | Incomplete | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |
| 3. | Incomplete | N/A | Hansen, Tom | Corporate Headquarters | Accounting |
| 4. | Incomplete | N/A | Woo, Josh | Corporate Headquarters | Accounting |

- **Change Summary:** For each document/questionnaire listed in the report, shows the comments added by the document owner upon submitting the document for review or approval.

| | | | |
|---|---|---|---|
| 1. | Accounting Readers | Reader Group | Site: Corporate Headquarters |
| 1. | Computer Security Incident Reporting (v.1) | | Ref #121 |

**Version Change Summary**

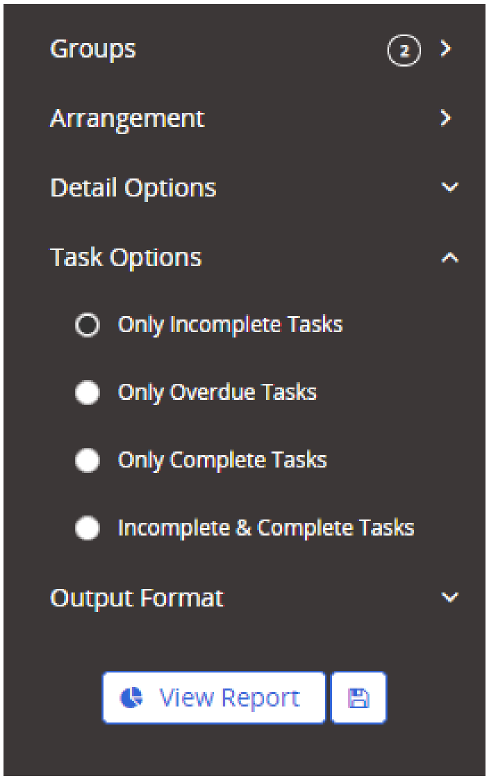
New Document

- **Document Owner:** For each document/questionnaire listed in the report, adds the document owner's name, site, and department.

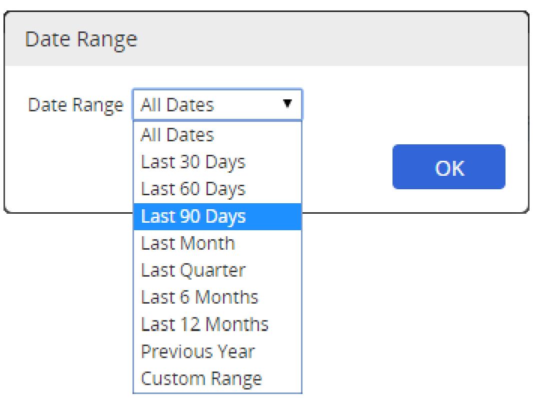
| | | | | | |
|---|---|---|---|---|---|
| 1. | Accounting Readers | | Reader Group | Site: Corporate Headquarters | |
| 1. | Computer Security Incident Reporting (v.1) | Ref #121 | Document Owner: Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration |

6. (Optional) Click **Task Options**, and then do any of the following:

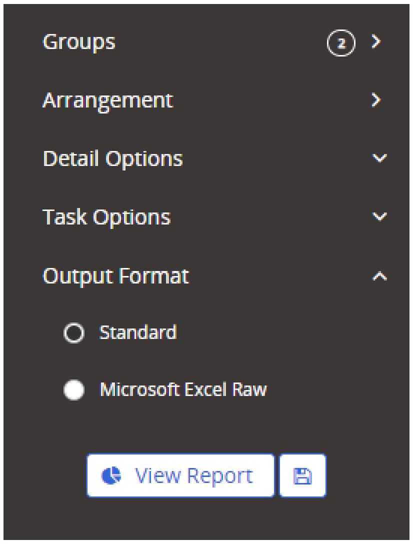
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



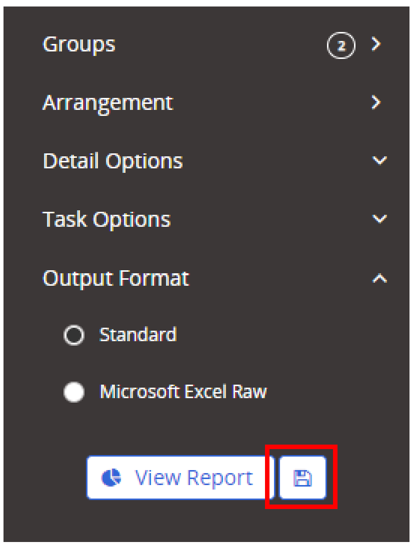

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



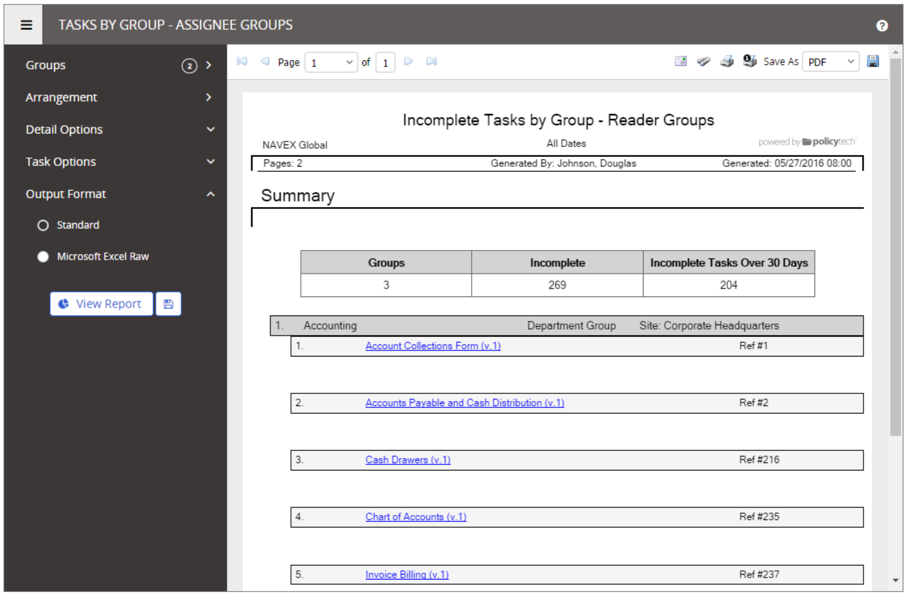

8. (Optional) To save the current group selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.




**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Document ID | Reader Group | Title (Version) | Document History | Next Review Date | |
| 2 | 121 | Accounting Readers | Computer Security Incident Reporting (v.1) | New Document | 2015/03/17 | |
| 3 | 155 | Accounting Readers | Travel and Entertainment (v.1) | New Document | 2015/03/17 | |
| 4 | 157 | Accounting Readers | Use of Personal Software (v.1) | New Document | 2015/03/17 | |
| 5 | 121 | HR Readers | Computer Security Incident Reporting (v.1) | New Document | 2015/03/17 | |
| 6 | 126 | HR Readers | Electronic Mail Policy (v.1) | New Document | 2015/03/17 | |
| 7 | 155 | HR Readers | Travel and Entertainment (v.1) | New Document | 2015/03/17 | |
| 8 | 157 | HR Readers | Use of Personal Software (v.1) | New Document | 2015/03/17 | |
| 9 | 0 | Operations | | | | |
| 10 | | | | | | |

# Document Reports

The **Document Reports** category includes the following:

- Document Assignments by Title
- Document Count by Owner
- Documents Accessed
- Document Duration in Workflow
- Linked Documents
- Documents within Date Range
- Documents Approved as of a Specific Date
- Change Summary with Version History and Documents Replaced
- Print Multiple Documents
- Email Bounce Backs by Document

## Report: Document Assignments by Title

### Description

For the selected documents or questionnaires, shows all user assignments along with what role each user performs.

**Available to users with the following roles or permissions:**

Document Owner, Proxy Author, Report Manager, Administrator

**Sample Report:**

**Document Assignments by Title - Draft**

Delta Regional Medical Center

powered by policytech

| Pages: 2 | Generated By: Susan Howard | Generated: 04/17/2013 1:02 PM |
|---|---|---|

**1. Bad NSF Checks (v.1)** Ref. # 316

**Assigned Users (3)**

| | User | Assignment Type |
|---|---|---|
| 1. | Johnson, Douglas (Chief Executive Officer) | Approver |
| 2. | Hansen, Tom (Accounting Manager) | Document Owner |
| 3. | Jones, Anne (Chief Finance Officer) | Reviewer |

**2. Invoice Billings (v.1)** Ref. # 52

**Assigned Users (5)**

| | User | Assignment Type |
|---|---|---|
| 1. | Jones, Anne (Chief Finance Officer) | Approver |
| 2. | Hansen, Tom (Accounting Manager) | Document Owner |
| 3. | Hansen, Tom (Accounting Manager) | Reviewer |
| 4. | Gifford, Tawna (Accounts Receivable Clerk) | Writer |
| 5. | Woo, Josh (Accountant) | Writer |

**3. Performance Evaluation (v.1)** Ref. # 296

**Assigned Users (2)**

| | User | Assignment Type |
|---|---|---|
| 1. | Johnson, Douglas (Chief Executive Officer) | Approver |
| 2. | Jones, Anne (Chief Finance Officer) | Document Owner |

**4. Capitilization (v.3)** Ref. # 67

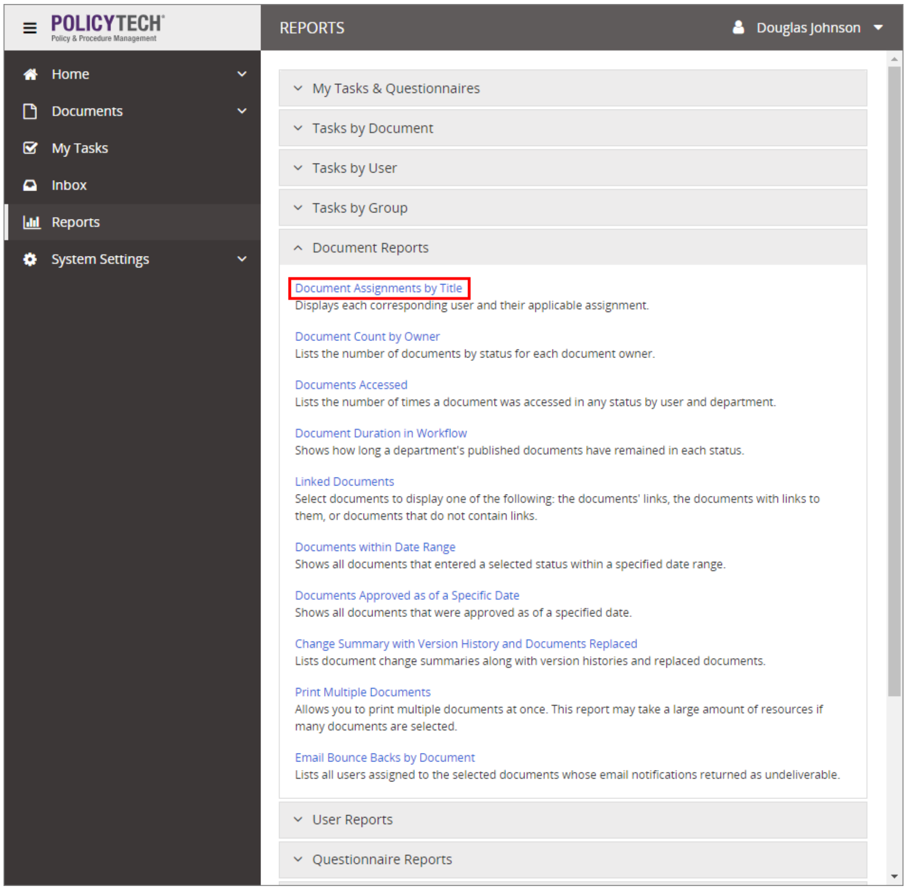
**Assigned Users (3)**

| | User | Assignment Type |
|---|---|---|
| 1. | Johnson, Douglas (Chief Executive Officer) | Approver |
| 2. | Hansen, Tom (Accounting Manager) | Document Owner |
| 3. | Howard, Susan (Document Control Administrator) | Writer |

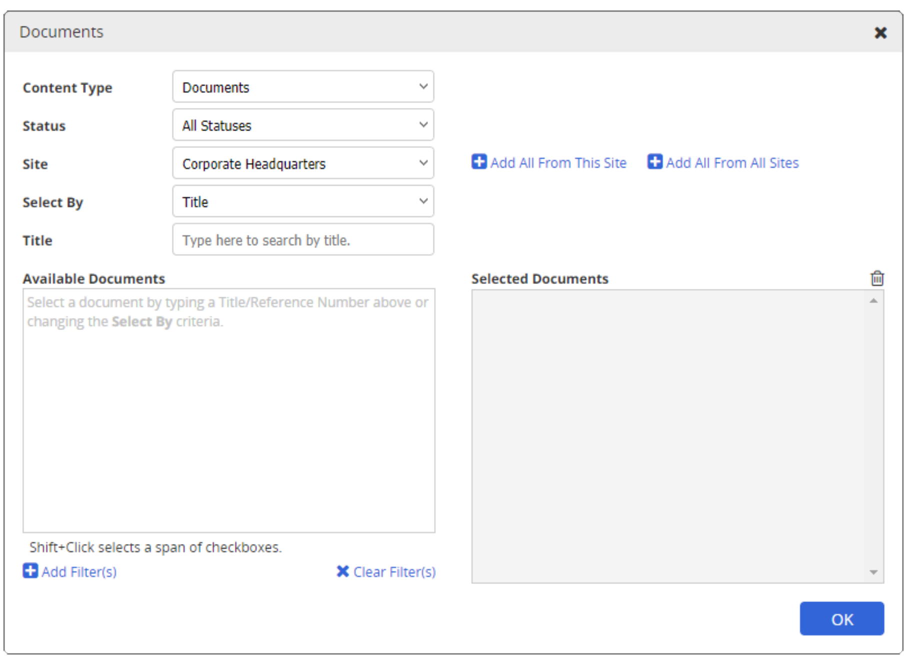
1/2

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Document Assignments by Title**.

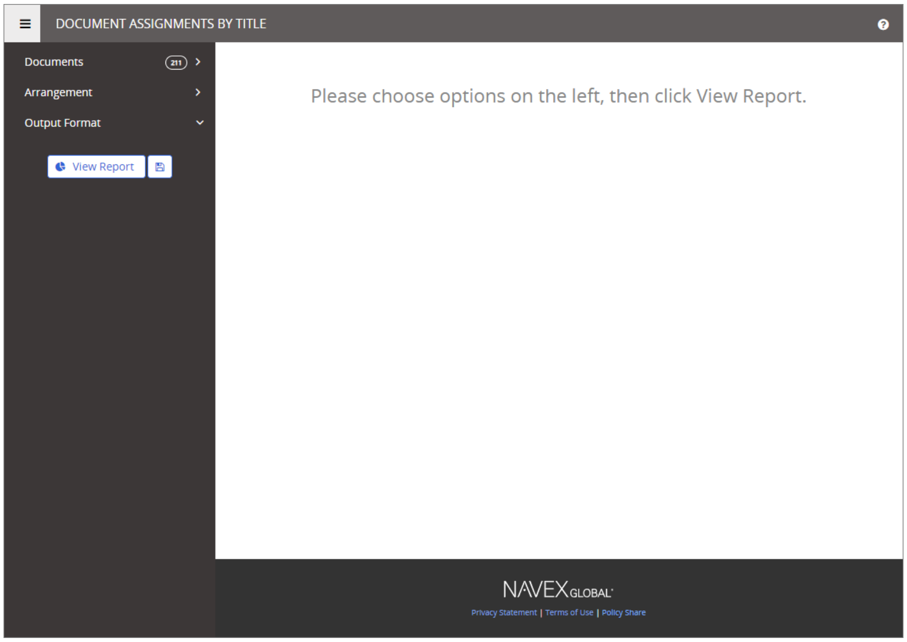



3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



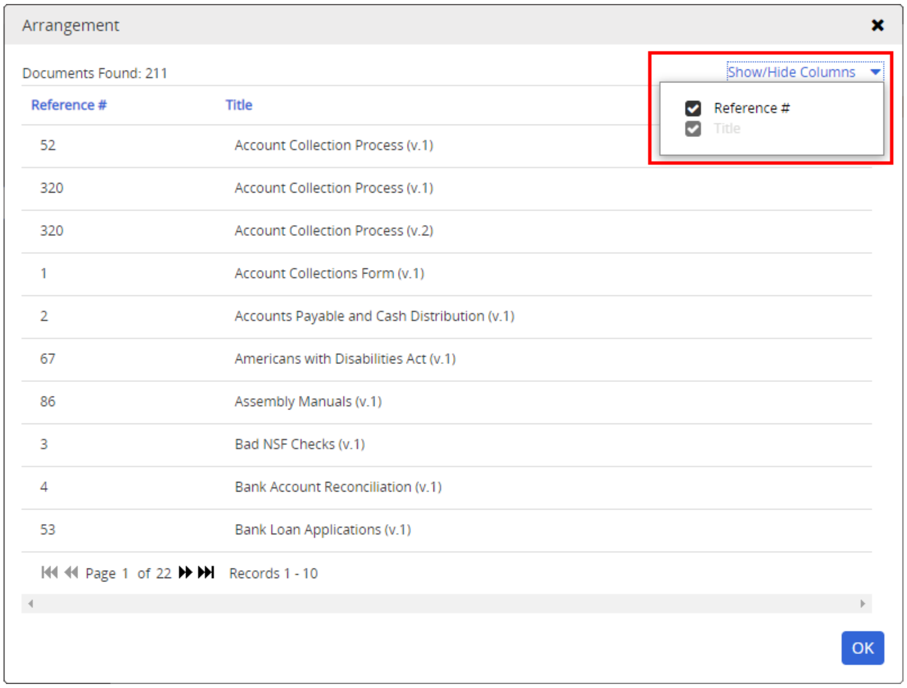
All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



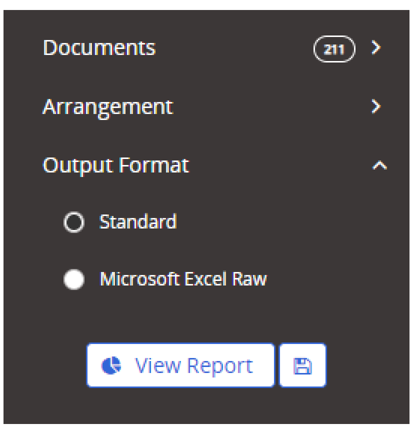

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

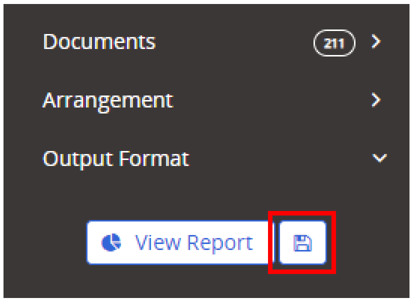



- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



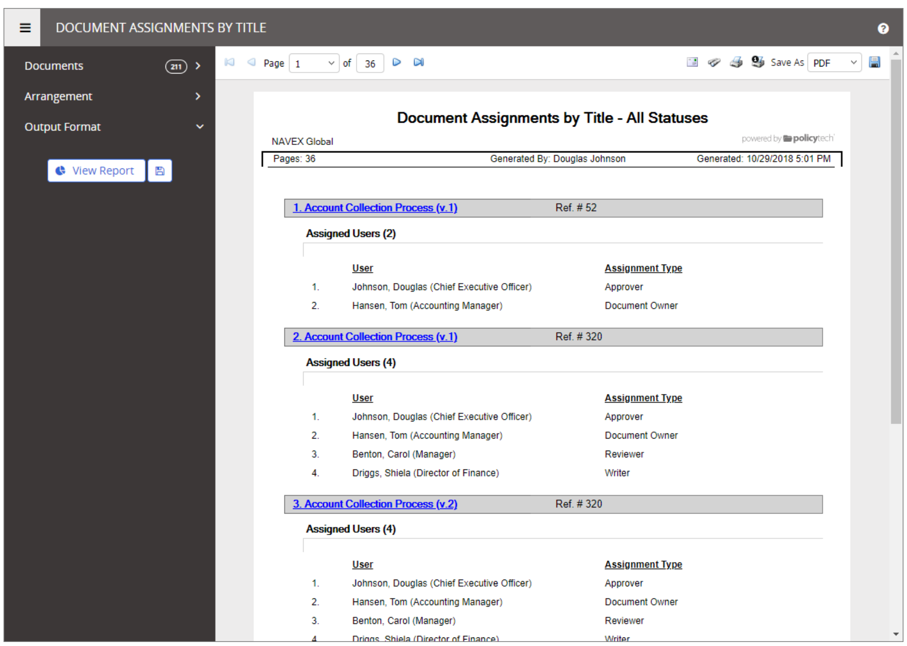

6. (Optional) To save the current document/questionnaire selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.



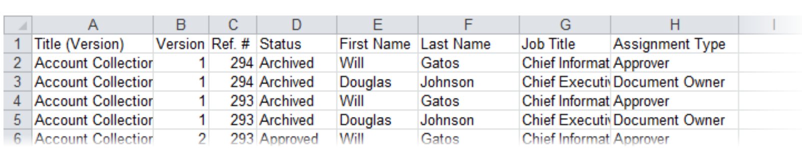

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Title (Version) | Version | Ref. # | Status | First Name | Last Name | Job Title | Assignment Type |
| 2 | Account Collectior | 1 | 294 | Archived | Will | Gatos | Chief Informat | Approver |
| 3 | Account Collectior | 1 | 294 | Archived | Douglas | Johnson | Chief Executi | Document Owner |
| 4 | Account Collectior | 1 | 293 | Archived | Will | Gatos | Chief Informat | Approver |
| 5 | Account Collectior | 1 | 293 | Archived | Douglas | Johnson | Chief Executi | Document Owner |
| 6 | Account Collectior | 2 | 293 | Approved | Will | Gatos | Chief Informat | Approver |

# Report: Document Count by Owner

## Description

For each document owner, shows how many assigned documents and questionnaires are in each status.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

### Sample Report:

**Document Count by Owner**

Delta Regional Medical Center

powered by policytech

Pages: 2 | Generated By: Susan Howard | Generated: 04/17/2013 1:18 PM

**1. Corporate Headquarters**

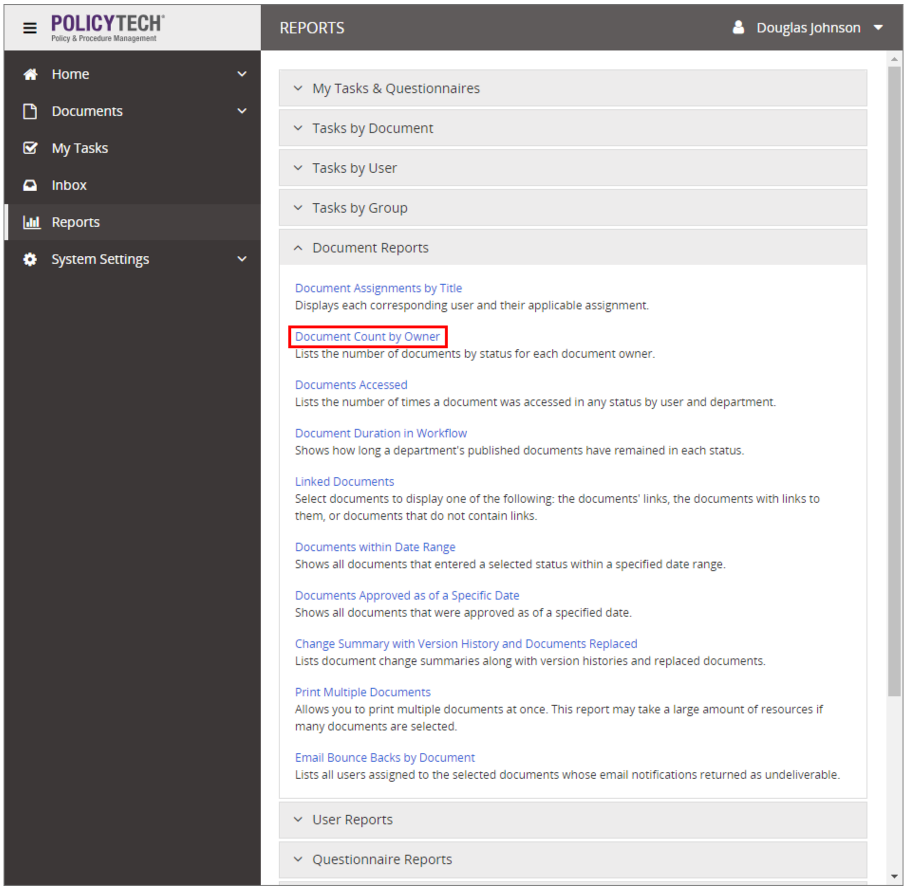
**Document Owners (15)**

| | Document Owners | Draft | Collaboration | Review | Approval | Published | Totals |
|---|---|---|---|---|---|---|---|
| 1. | Benton, Carol (Environmental Services - Environmental Control Manager) | 1 | 2 | 2 | 0 | 6 | 11 |
| 2. | Breen, Darren (Human Resources - Personnel Manager) | 7 | 0 | 0 | 1 | 13 | 21 |
| 3. | Driggs, Shiela (Fiscal Services - Director of Finance) | 7 | 4 | 11 | 0 | 3 | 25 |
| 4. | Farnsworth, John (Systems Administration - Information Systems Manager) | 12 | 0 | 0 | 0 | 0 | 12 |
| 5. | Gatos, Will (Administration Dept - Chief Information Officer) | 1 | 0 | 0 | 0 | 0 | 1 |
| 6. | Gleeson, Edward (Manufacturing - Manufacturing Manager) | 8 | 0 | 3 | 1 | 3 | 15 |
| 7. | Hansen, Tom (Accounting - Accounting Manager) | 3 | 2 | 4 | 3 | 12 | 24 |
| 8. | Howard, Susan (Administration - Document Control Administrator) | 42 | 2 | 14 | 0 | 9 | 67 |
| 9. | Johnson, Douglas (Administration - Chief Executive Officer) | 7 | 0 | 2 | 0 | 18 | 27 |
| 10. | Jones, Anne (Administration - Chief Finance Officer) | 1 | 0 | 0 | 0 | 1 | 2 |
| 11. | Lavin, Alice (Disaster Recovery - Manager) | 3 | 0 | 2 | 1 | 1 | 7 |
| 12. | Rydalch, Cindy (Shipping and Receiving - Receiving) | 3 | 0 | 1 | 3 | 4 | 11 |
| 13. | Stoker, Brent (Engineering - Director of Engineering) | 0 | 5 | 4 | 0 | 6 | 15 |
| 14. | Thomas, Brad (Operations - Director of Operations) | 0 | 5 | 3 | 2 | 0 | 10 |
| 15. | Wright, Fred (Software Development - Software Development Manager) | 4 | 0 | 0 | 0 | 14 | 18 |

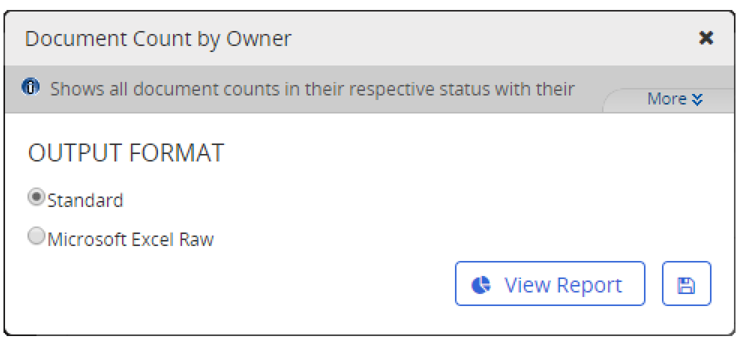
1/2

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Document Count by Owner**.




3. In the **Output Format** area, click **Standard** or **Microsoft Excel Raw**.

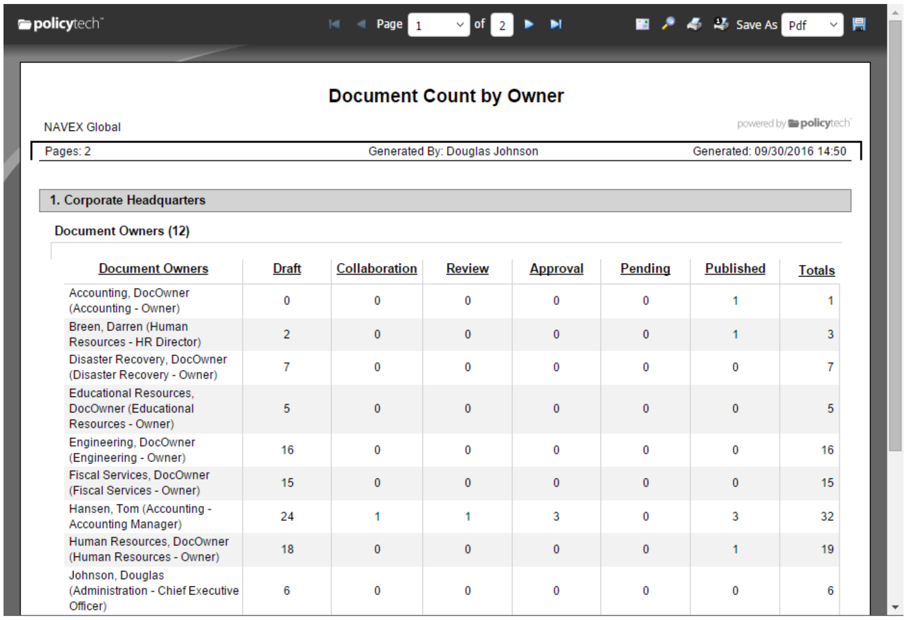



4. (Optional) To save the **Output Format** setting for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

5. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.



**Document Count by Owner**

NAVEX Global

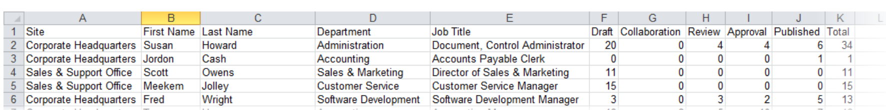
Pages: 2 | Generated By: Douglas Johnson | Generated: 09/30/2016 14:50

**1. Corporate Headquarters**

**Document Owners (12)**

| Document Owners | Draft | Collaboration | Review | Approval | Pending | Published | Totals |
|---|---|---|---|---|---|---|---|
| Accounting, DocOwner (Accounting - Owner) | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Breen, Darren (Human Resources - HR Director) | 2 | 0 | 0 | 0 | 0 | 1 | 3 |
| Disaster Recovery, DocOwner (Disaster Recovery - Owner) | 7 | 0 | 0 | 0 | 0 | 0 | 7 |
| Educational Resources, DocOwner (Educational Resources - Owner) | 5 | 0 | 0 | 0 | 0 | 0 | 5 |
| Engineering, DocOwner (Engineering - Owner) | 16 | 0 | 0 | 0 | 0 | 0 | 16 |
| Fiscal Services, DocOwner (Fiscal Services - Owner) | 15 | 0 | 0 | 0 | 0 | 0 | 15 |
| Hansen, Tom (Accounting - Accounting Manager) | 24 | 1 | 1 | 3 | 0 | 3 | 32 |
| Human Resources, DocOwner (Human Resources - Owner) | 18 | 0 | 0 | 0 | 0 | 1 | 19 |
| Johnson, Douglas (Administration - Chief Executive Officer) | 6 | 0 | 0 | 0 | 0 | 0 | 6 |

If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| Site | First Name | Last Name | Department | Job Title | Draft | Collaboration | Review | Approval | Published | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Corporate Headquarters | Susan | Howard | Administration | Document, Control Administrator | 20 | 0 | 4 | 4 | 6 | 34 |
| Corporate Headquarters | Jordon | Cash | Accounting | Accounts Payable Clerk | 0 | 0 | 0 | 0 | 1 | 1 |
| Sales & Support Office | Scott | Owens | Sales & Marketing | Director of Sales & Marketing | 11 | 0 | 0 | 0 | 0 | 11 |
| Sales & Support Office | Meekem | Jolley | Customer Service | Customer Service Manager | 15 | 0 | 0 | 0 | 0 | 15 |
| Corporate Headquarters | Fred | Wright | Software Development | Software Development Manager | 3 | 0 | 3 | 2 | 5 | 13 |

## Report: Documents Accessed

### Description

Shows which documents or questionnaires were accessed by which users within a specific date range.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

#### Sample Report:

**Documents Accessed**

NAVEX Global | Last 30 Days (03/18/2013 - 04/17/2013) | powered by policytech

Pages: 6 | Generated By: Susan Howard | 04/17/2013 1:24 PM

**Summary**

| | Number of Documents | System Users Access Count |
|---|---|---|
| Archived | 13 | 1 |
| Published | 62 | 36 |
| Pending | 4 | 0 |
| Approval | 10 | 9 |
| Review | 12 | 0 |
| Collaboration | 9 | 0 |
| Draft | 184 | 5 |
| Total | 294 | 51 |

**Documents Accessed Logs**

1. Account Collections Form (v.1) | Ref. # 1 | Approved

**Access Log by Workflow Step (3)**

Published (3)

1. 03/21/2013 3:42 PM Hansen, Tom (Accounting - Accounting Manager)
2. 03/21/2013 4:09 PM Hansen, Tom (Accounting - Accounting Manager)
3. 03/27/2013 4:45 PM Howard, Susan (Administration - Document, Control Administrator)

2. Accounts Payable and Cash Distribution (v.1) | Ref. # 2 | Draft

**Access Log by Workflow Step (1)**

Published (1)

4. 04/03/2013 1:09 PM Hansen, Tom (Accounting - Accounting Manager)

3. Bad NSF Checks (v.1) | Ref. # 3 | In Approval

**Access Log by Workflow Step (1)**

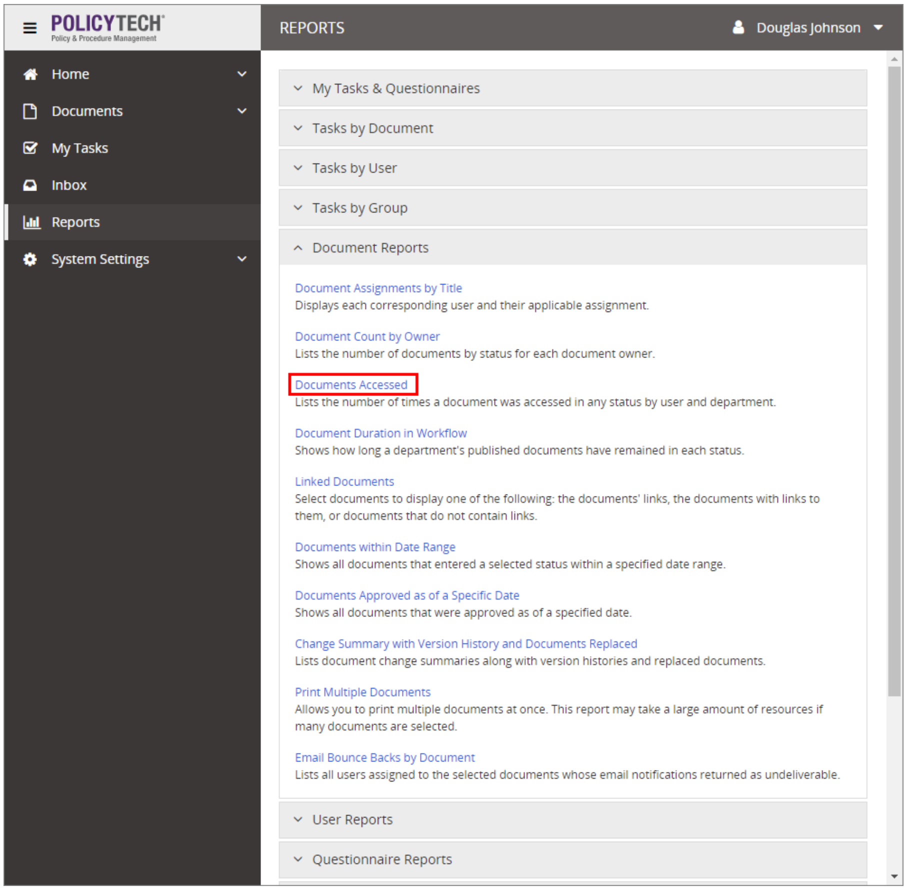
Published (1)

5. 04/03/2013 1:09 PM Hansen, Tom (Accounting - Accounting Manager)

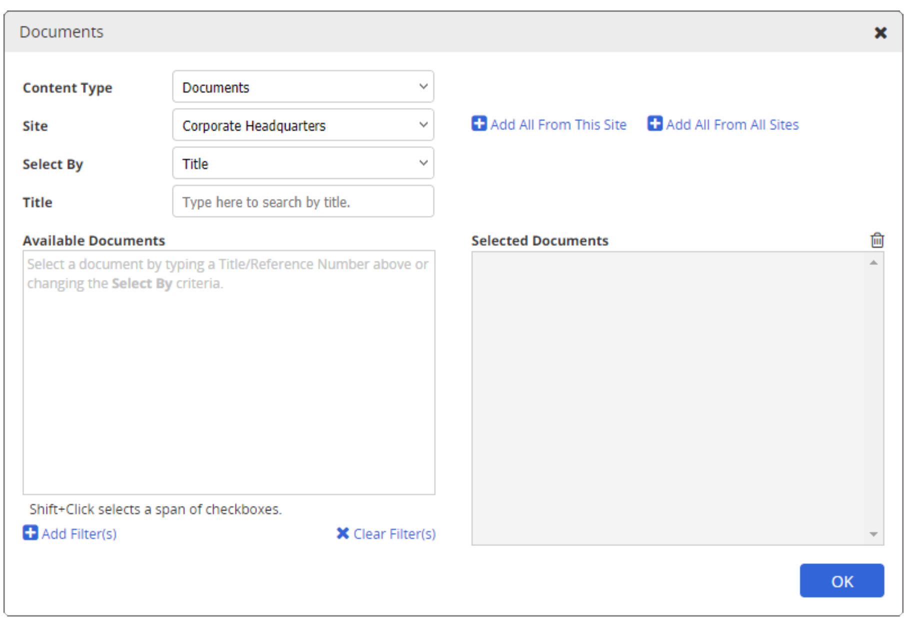
1/6

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Documents Accessed**.

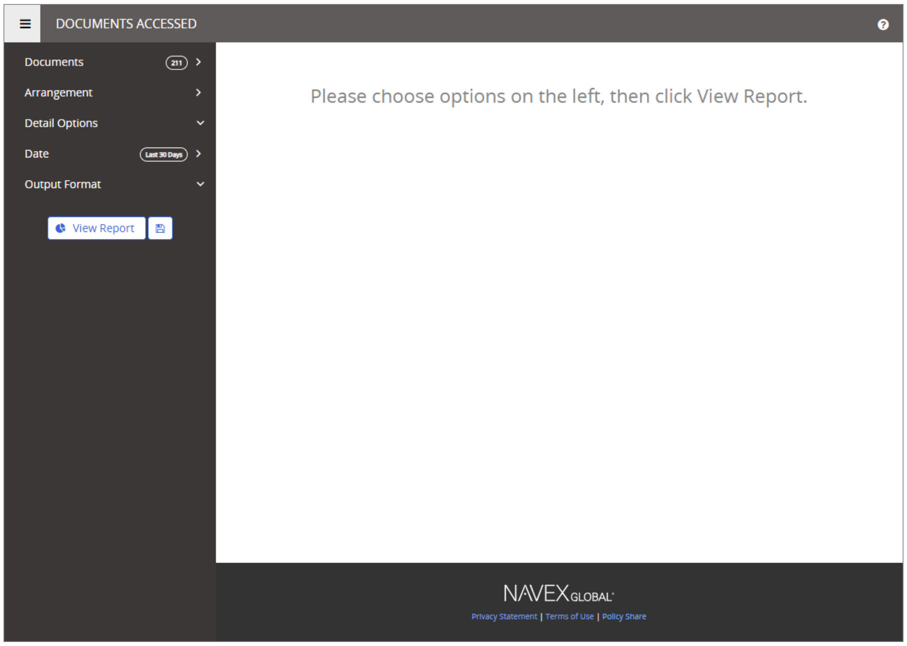



3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.

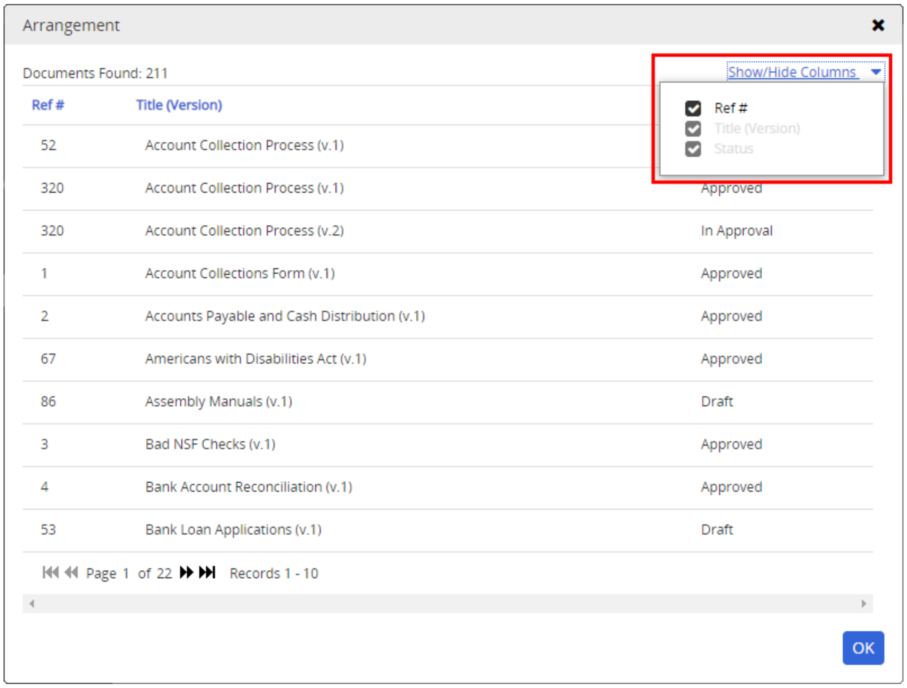


All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.

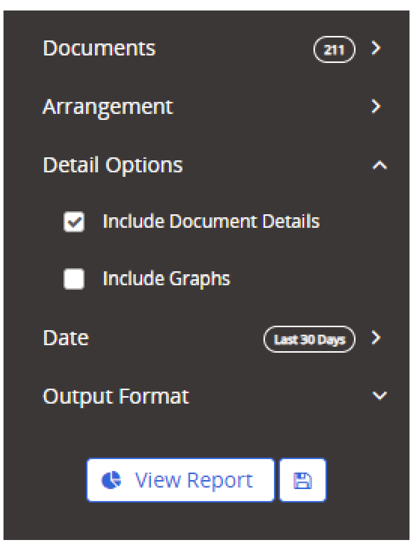



4. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then click to clear the **Ref #** check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Includes a list of users who accessed each selected document/questionnaire.

### Documents Accessed Logs

| | | |
|---|---|---|
| 1. Account Collections Form (v.1) | Ref. # 1 | Approved |

**Access Log by Workflow Step (3)**

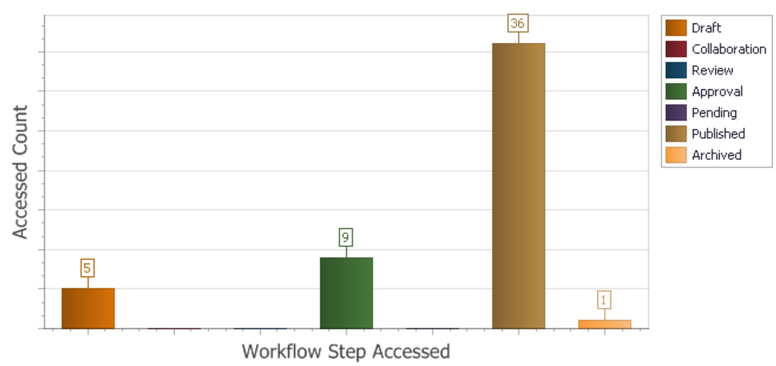
Published (3)

| | | |
|---|---|---|
| 1. | 03/21/2013 5:42 PM | Hansen, Tom (Accounting - Accounting Manager) |
| 2. | 03/21/2013 6:09 PM | Hansen, Tom (Accounting - Accounting Manager) |
| 3. | 03/27/2013 6:45 PM | Howard, Susan (Administration - Document, Control Administrator) |

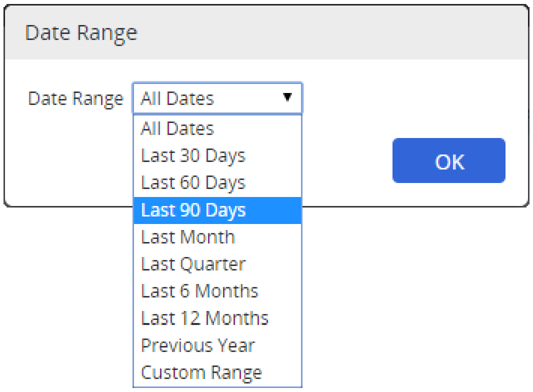
- **Include Graphs:** Adds a graph to the **Summary** area of the report. The graph shows the number of users who accessed the selected documents/questionnaires in each status.

### Summary

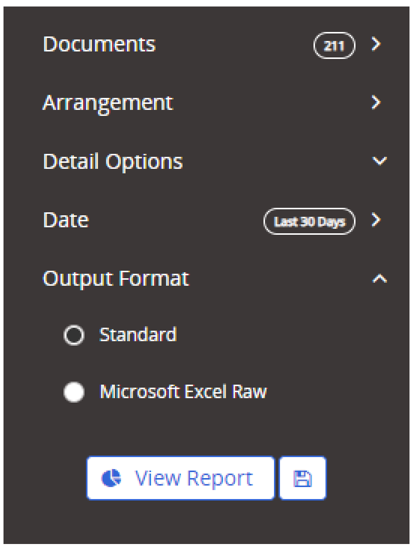
| | Number of Documents | System Users Access Count |
|---|---|---|
| Archived | 13 | 1 |
| Published | 62 | 36 |
| Pending | 4 | 0 |
| Approval | 10 | 9 |
| Review | 12 | 0 |
| Collaboration | 9 | 0 |
| Draft | 184 | 5 |
| Total | 294 | 51 |



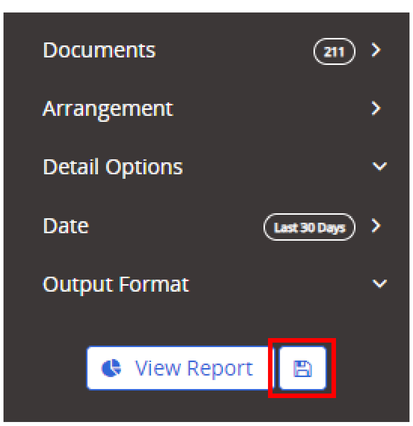

6. (Optional) By default, this report checks when the selected documents/questionnaires were accessed regardless of the access date. To limit results to a date range, click **Date**, and then select a range. If you click **Custom Range**, also type or select **From** and **To** dates. Click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



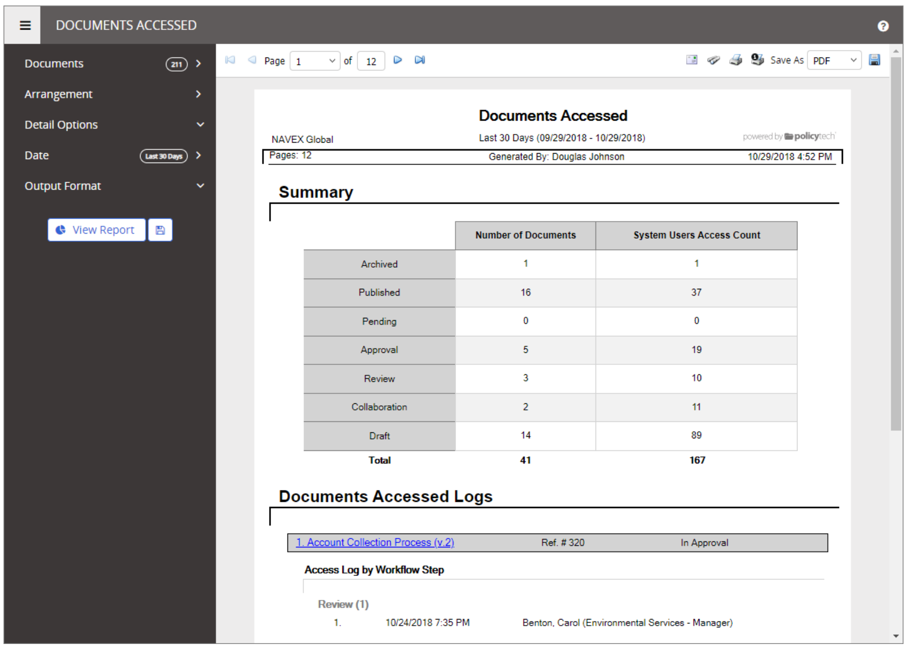

8. (Optional) To save the current document/questionnaire selections and option settings for future use, click, type a name and description, click **Save and Close**, and then click **OK**.



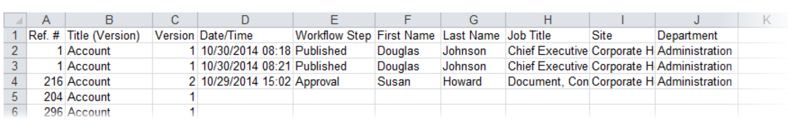
**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title (Version) | Version | Date/Time | Workflow Step | First Name | Last Name | Job Title | Site | Department |
| 2 | 1 | Account | 1 | 10/30/2014 08:18 | Published | Douglas | Johnson | Chief Executive | Corporate H | Administration |
| 3 | 1 | Account | 1 | 10/30/2014 08:21 | Published | Douglas | Johnson | Chief Executive | Corporate H | Administration |
| 4 | 216 | Account | 2 | 10/29/2014 15:02 | Approval | Susan | Howard | Document, Con | Corporate H | Administration |
| 5 | 204 | Account | 1 | | | | | | | |
| 6 | 296 | Account | 1 | | | | | | | |

## Report: Document Duration in Workflow

### Description

Shows how long each selected document was in each of the workflow statuses. The summary graph shows averages for all published documents.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

## Sample Report:

### Document Duration in Workflow

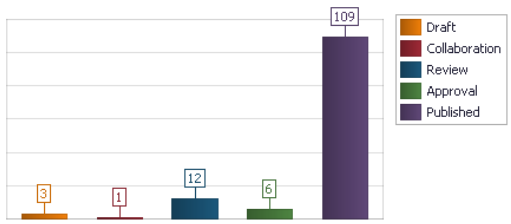
NAVEX Global — powered by policytech

Pages: 10 | Generated By: Jim Woolf | 11/03/2014 1:35 PM

#### Summary

| Report Filter | |
|---|---|
| Site | --Main Office-- |
| Department | Product Engineering |
| Date Approved | 11/03/2013 to 11/03/2014 |

Average Days in Workflow Step



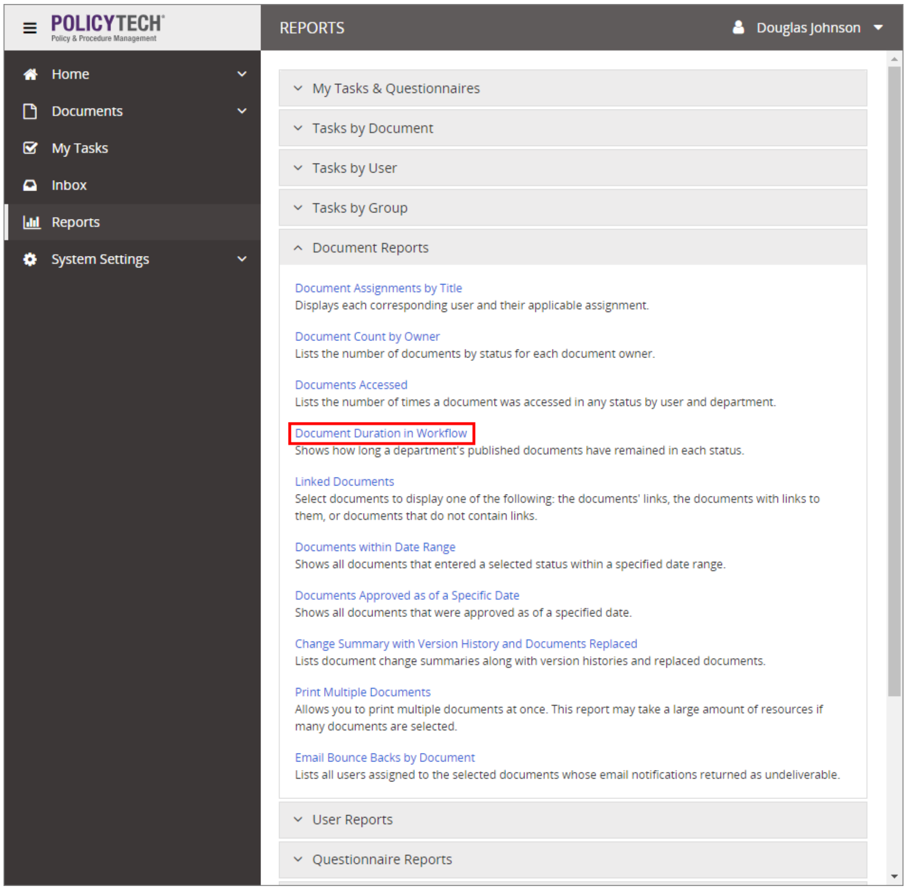

#### Duration in Status (142)

| Title (Version) | Reference # | Draft | Collaboration | Review | Approval | Published |
|---|---|---|---|---|---|---|
| 3P 3.2.0 Release (v.1) | 986 | 0 | 0 | 18 | 3 | 35 |
| 3P_ExternalReleaseNotes_Release3_03132104 (v.1) | 710 | 0 | 0 | 11 | 2 | 215 |
| 3P_InternalReleaseNotes_3.0.3_05022014.docx (v.1) | 812 | 0 | 0 | 11 | 29 | 125 |
| 3P_InternalReleaseNotes_Release3_03132014 (v.1) | 706 | 0 | 0 | 12 | 2 | 215 |
| Administrator's Guide: PolicyTech 8.1 (07/07/2014) (v.1) | 897 | 4 | 0 | 15 | 13 | 16 |
| Administrator's Guide: PolicyTech 8.5 (09/29/2014) (v.1) | 1021 | 0 | 0 | 9 | 1 | 8 |

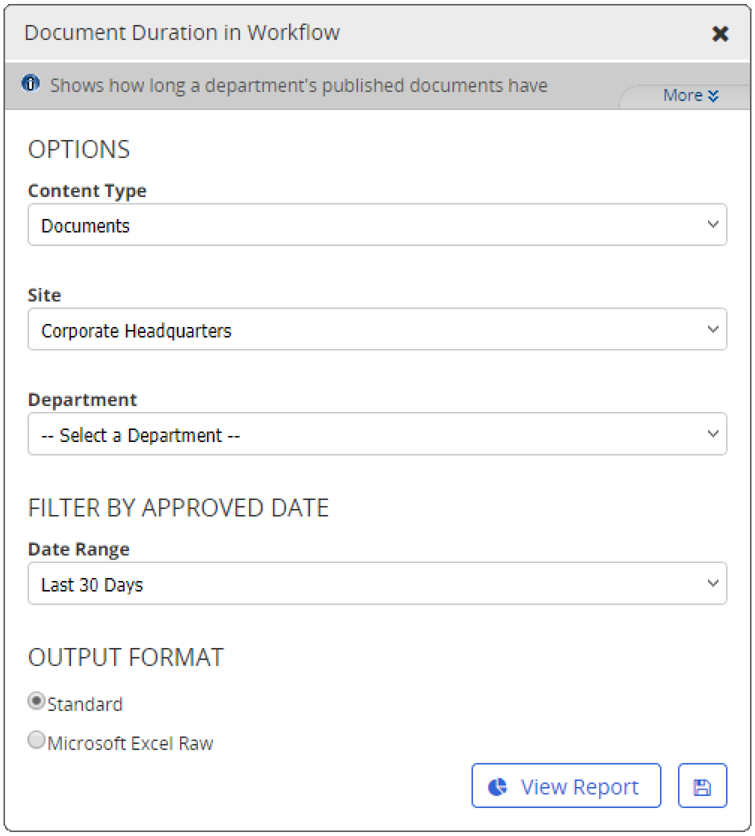
1/10

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Document Duration in Workflow**.




3. For **Content Type**, select whether to see information about documents or questionnaires.

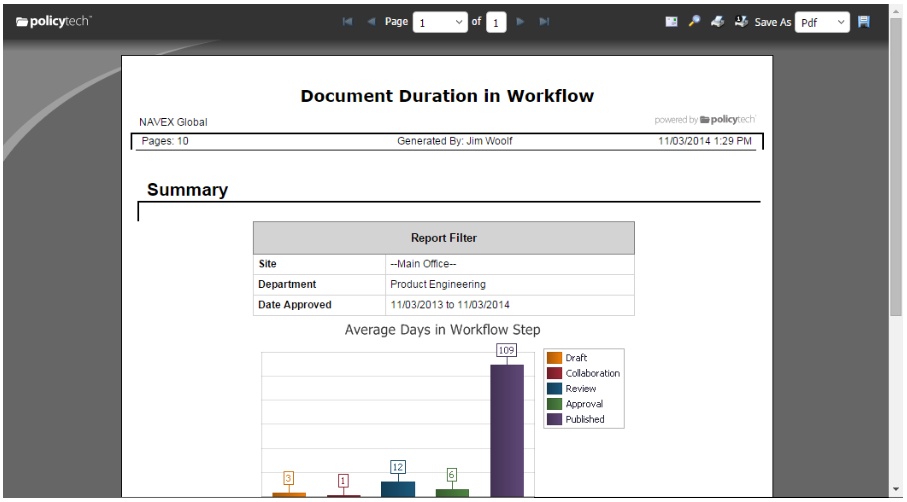



4. Select a site and department.
5. Select a date range. If you click **Custom Range**, also type or select **From** and **To** dates.
6. In the **Output Format** area, click **Standard** or **Microsoft Excel Raw**.
7. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.

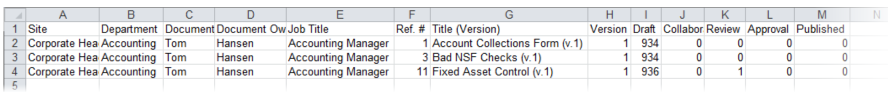
**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

8. Click **View Report**.

   If you chose the **Standard** output format, the report opens in a new window where you can view, print, and save the document to disk in several different formats. If the report contains links, click a link to open that document or questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Department | Document | Document Ow | Job Title | Ref. # | Title (Version) | Version | Draft | Collabor | Review | Approval | Published | |
| 2 | Corporate Hea | Accounting | Tom | Hansen | Accounting Manager | 1 | Account Collections Form (v.1) | 1 | 934 | 0 | 0 | 0 | 0 | |
| 3 | Corporate Hea | Accounting | Tom | Hansen | Accounting Manager | 3 | Bad NSF Checks (v.1) | 1 | 934 | 0 | 0 | 0 | 0 | |
| 4 | Corporate Hea | Accounting | Tom | Hansen | Accounting Manager | 11 | Fixed Asset Control (v.1) | 1 | 936 | 0 | 1 | 0 | 0 | |
| 5 | | | | | | | | | | | | | | |

## Report: Linked Documents

### Description

Shows the inserted links, if any, for each of the selected documents. You can also choose to show which documents are linking to the selected documents or only those selected documents that contain no links.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

#### Sample Report:

**Linked Documents**

NAVEX Global powered by policytech

Pages: 2 Generated By: Susan Howard Generated: 04/17/2013 3:28 PM

**Summary**

| Draft | In Review | In Approval | Pending | Approved |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 3 |

**Selected Documents**

| | | | | |
|---|---|---|---|---|
| 1 Bad NSF Checks (v.1) | 3 | Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

**Assigned Categories (1)**

1. Policies (Document Type/)

**Links in Document (1)**

| | Title | Reference # | Status | Document Owner | Inserted |
|---|---|---|---|---|---|
| 1. | Accounts Payable and Cash Distribution (v.1) | 2 | Approved | Hansen, Tom | Yes |

| | | | | |
|---|---|---|---|---|
| 2 Cash Receipts (v.1) | 322 | Allison, Todd (Tester) | Corporate Headquarters | Quality Assurance |

**Assigned Categories (0)**

*Document is not assigned to any categories*

**Links in Document (3)**

| | Title | Reference # | Status | Document Owner | Inserted |
|---|---|---|---|---|---|
| 1. | Bad NSF Checks (v.1) | 3 | Approved | Hansen, Tom | Yes |
| 2. | Bank Account Reconciliation (v.1) | 4 | Draft | Hansen, Tom | Yes |
| 3. | Cash Drawers (v.1) | 6 | Approved | Allison, Todd | Yes |

| | | | | |
|---|---|---|---|---|
| 3 Check Requests (v.1) | 9 | Hansen, Tom (Accounting Manager) | Corporate Headquarters | Accounting |

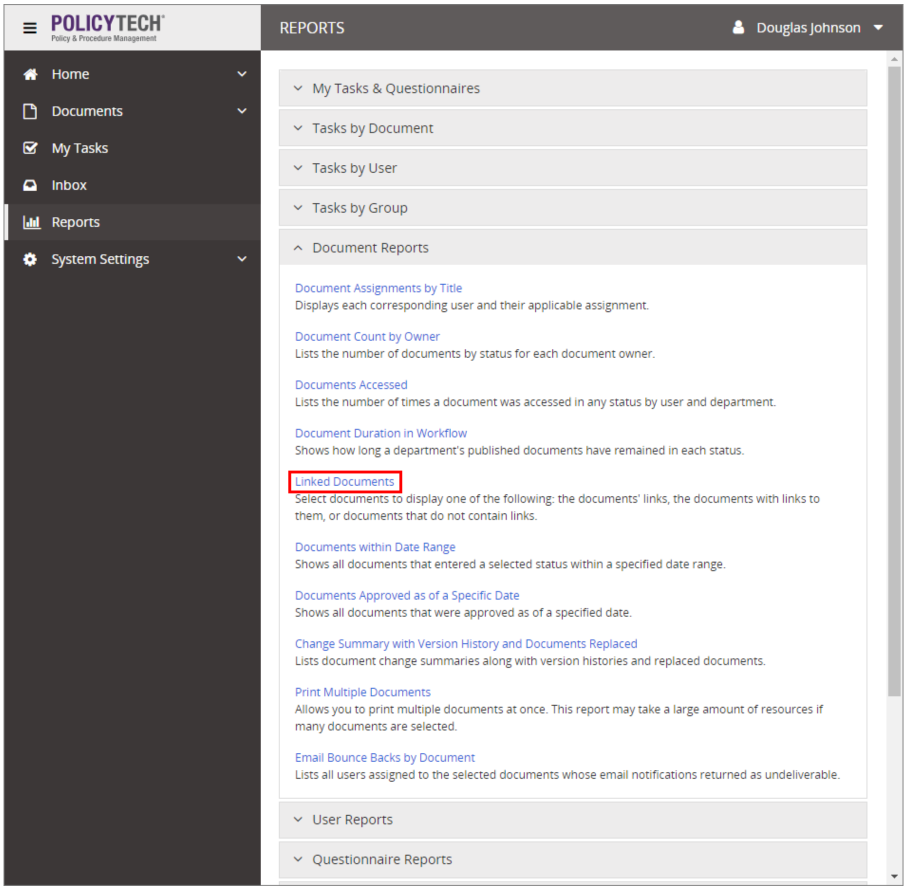
**Assigned Categories (1)**

1. Policies (Document Type/)

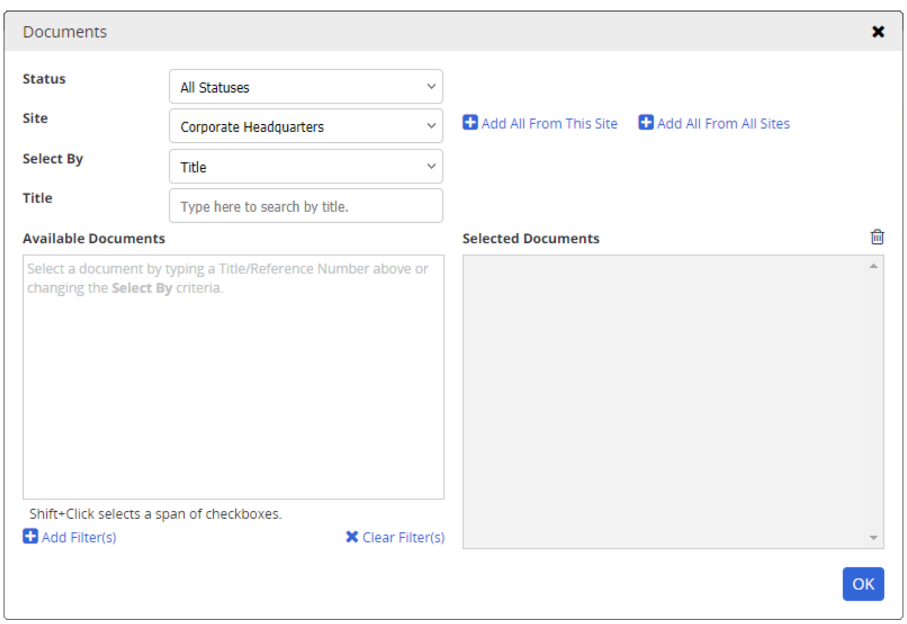
1/2

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Linked Documents**.

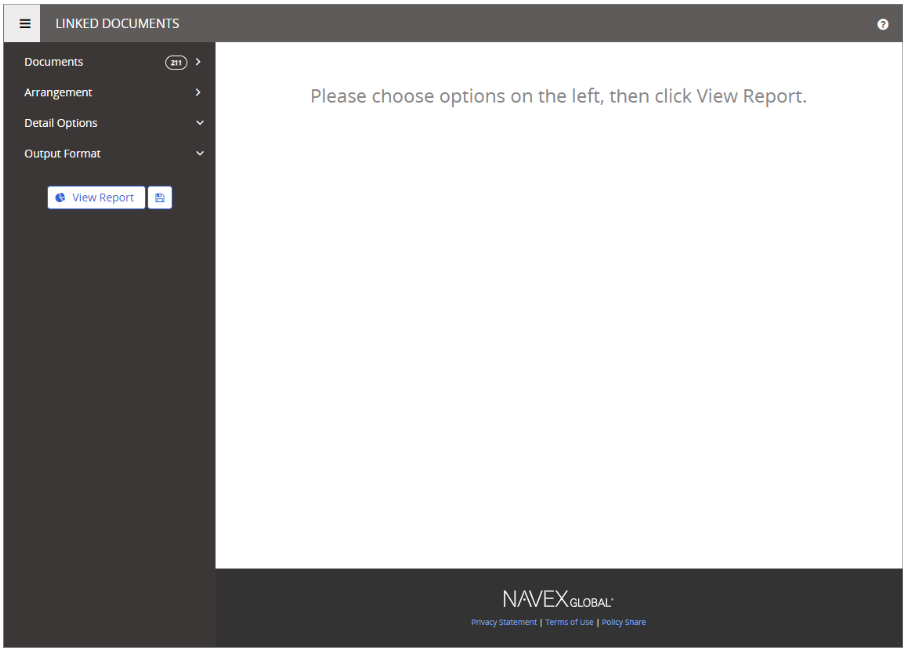


3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



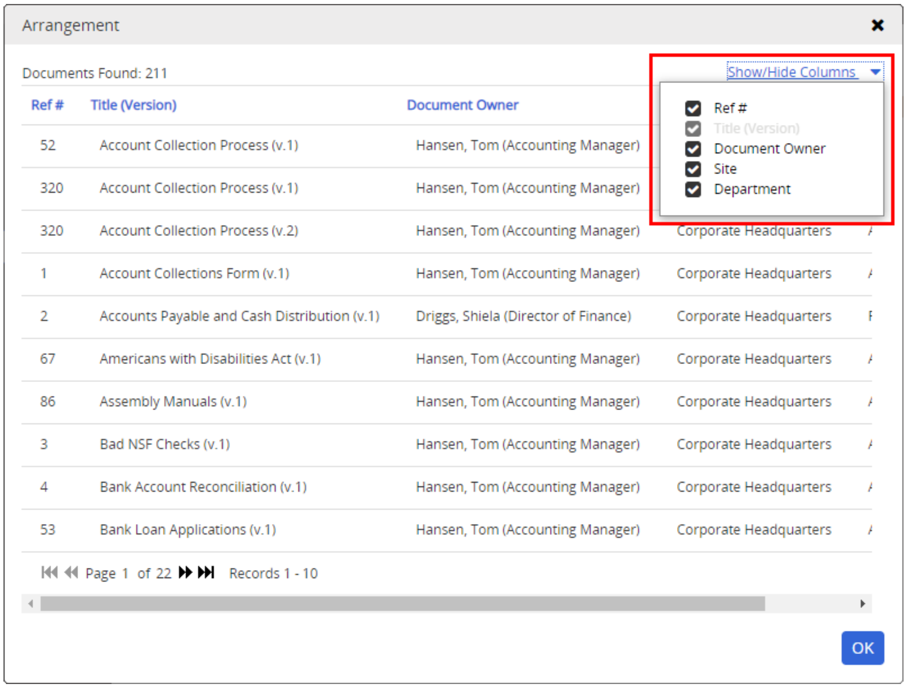
All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



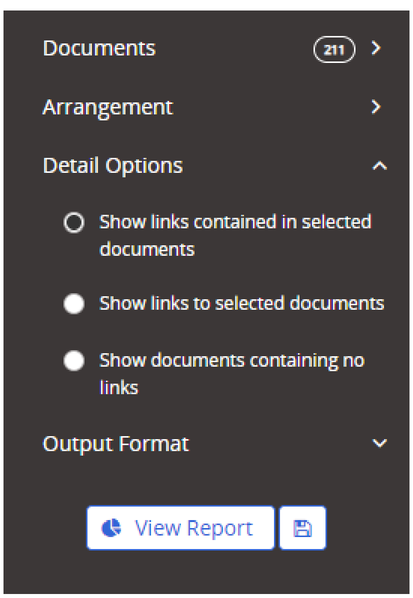

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

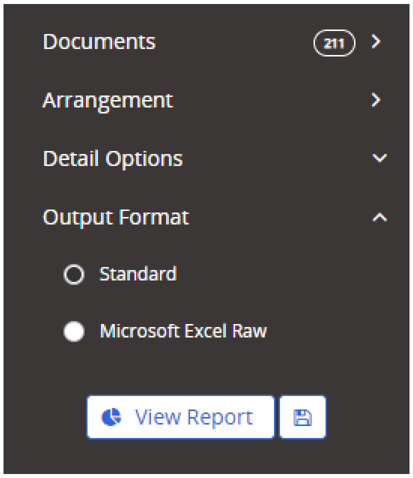
5. (Optional) Click **Detail Options**, and then select any of the following:



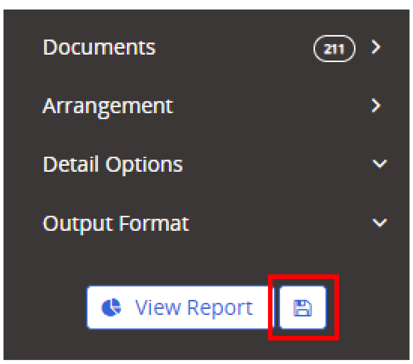

- **Show links contained in selected documents**
- **Show links to selected documents**

- **Show documents containing no links**
- **Show localization workflow documents** (Available only when the Localization Workflow module has been enabled. See "Running Localization Workflow Reports" in the Localization Workflow Supplement.)

6. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



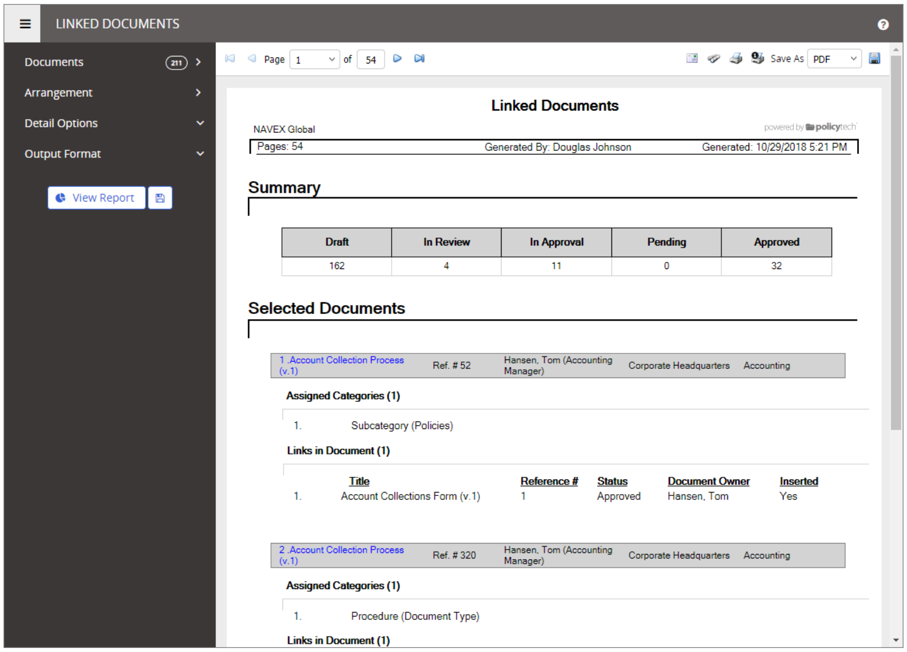

7. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



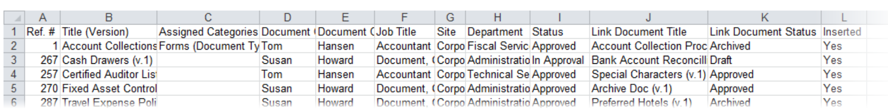

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

8. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title (Version) | Assigned Categories | Document ( | Document ( | Job Title | Site | Department | Status | Link Document Title | Link Document Status | Inserted |
| 2 | 1 | Account Collections | Forms (Document Ty | Tom | Hansen | Accountant | Corpo | Fiscal Servic | Approved | Account Collection Proc | Archived | Yes |
| 3 | 267 | Cash Drawers (v.1) | | Susan | Howard | Document, ( | Corpo | Administratio | In Approval | Bank Account Reconcill | Draft | Yes |
| 4 | 257 | Certified Auditor Lis | | Tom | Hansen | Accountant | Corpo | Technical Se | Approved | Special Characters (v.1) | Approved | Yes |
| 5 | 270 | Fixed Asset Control | | Susan | Howard | Document, ( | Corpo | Administratio | Approved | Archive Doc (v.1) | Approved | Yes |
| 6 | 287 | Travel Expense Poli | | Susan | Howard | Document, ( | Corpo | Administratio | Approved | Preferred Hotels (v.1) | Archived | Yes |

# Report: Documents within Date Range

## Description

Shows which documents were created (first saved in draft status) within the selected date range.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

### Sample Report:

**Documents within Date Range**

NAVEX Global — Date Created from 03/18/2013 to 04/17/2013 — powered by policytech

Pages: 1 — Generated By: Susan Howard — 04/17/2013 3:44 PM

**Summary**

| Number of Documents |
|---|
| 3 |

| Filter Criteria |
|---|
| Filter Criteria<br>**Status**: Draft<br>**Site**: Corporate Headquarters<br>**All Documents in Site**: Corporate Headquarters |

**Documents in Selected Date Range**

**1. Benton, Carol (Environmental Control Manager)**

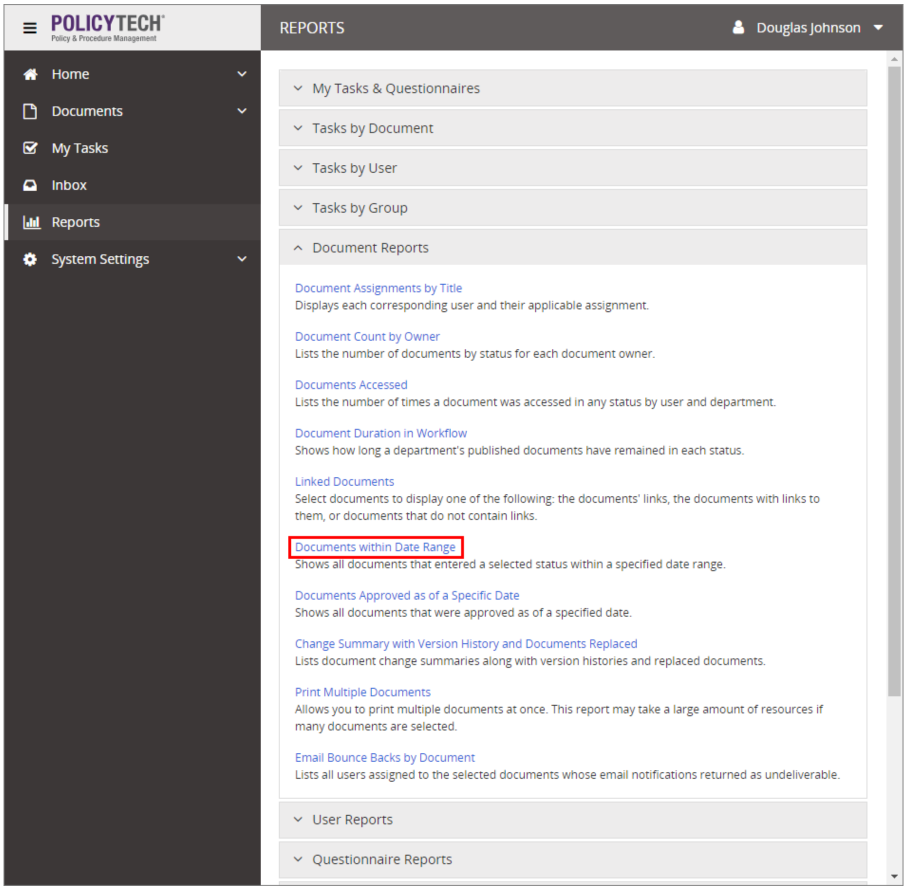
**Documents by Owners (3)**

| | Ref. # | Title (Version) | Status | Date Created | Date Submitted | Date Approved | Publication Date |
|---|---|---|---|---|---|---|---|
| 1. | 322 | Cash Receipts (v.2) | Draft | 03/21/2013 | 04/02/2013 | Not Approved Yet | Not Approved Yet |
| 2. | 329 | Family and Medical Leave Policy (v.1) | Draft | 04/10/2013 | Not Submitted Yet | Not Approved Yet | Not Approved Yet |
| 3. | 330 | Year End Closing (v.1) | Draft | 04/10/2013 | Not Submitted Yet | Not Approved Yet | Not Approved Yet |

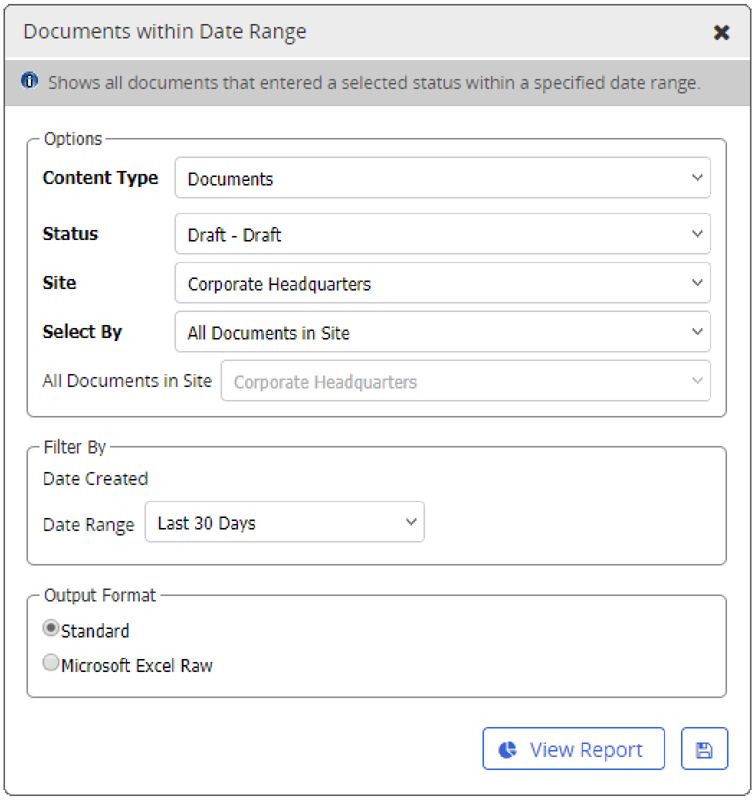
1/1

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Documents within Date Range**.



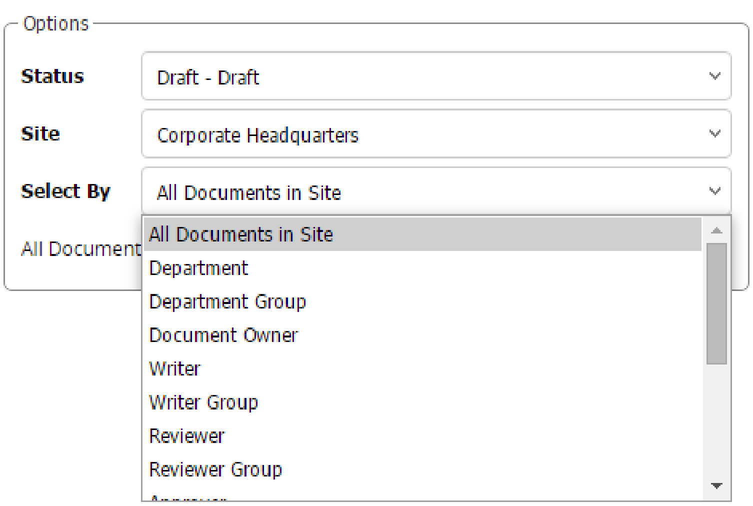

3. For **Content Type**, select whether to see information about documents or questionnaires.




4. Select the status of the documents/questionnaires you want included in the report.

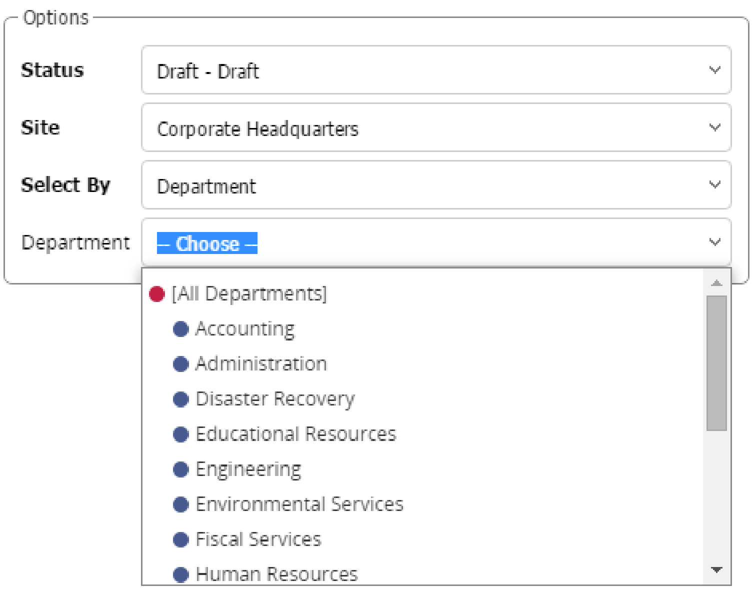
5. If your PolicyTech system has multiple sites, select a site.

6. For **Select By**, click an option for how you want to select documents/questionnaires within the selected status and site.




7. The list below **Select By** changes, depending on the **Select By** option you choose. Do one of the following:

- If the **Select By** setting is currently **All Documents in Site**, no further options are available and you can move on to the next step.
- If the **Select By** setting is any other option, in the list below **Select By**, click an item. For example, if you click **Department** for **Select By**, then , in the **Department** list, click a department.



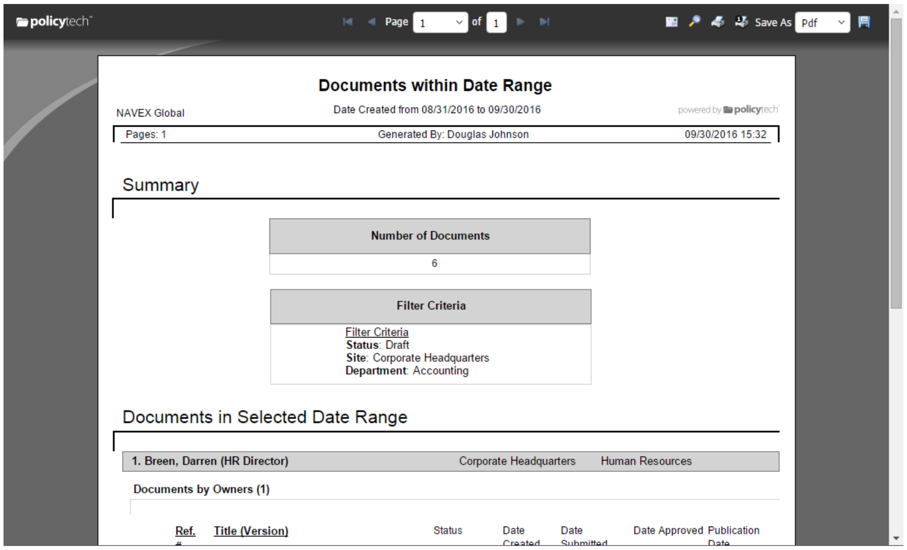

7. In the **Filter By** area, in the **Date Range** list, click a range. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **Apply**.
8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

9. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.

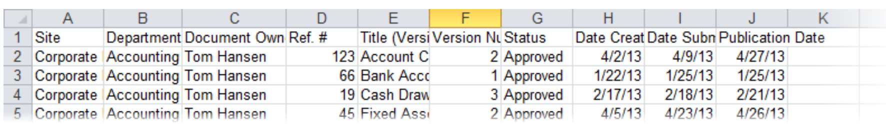
**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in a new window where you can view, print, and save the document to disk in several different formats. If the report contains links, click a document/questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Department | Document Own | Ref. # | Title (Versi | Version Nu | Status | Date Creat | Date Subn | Publication Date | |
| 2 | Corporate | Accounting | Tom Hansen | 123 | Account C | 2 | Approved | 4/2/13 | 4/9/13 | 4/27/13 | |
| 3 | Corporate | Accounting | Tom Hansen | 66 | Bank Accc | 1 | Approved | 1/22/13 | 1/25/13 | 1/25/13 | |
| 4 | Corporate | Accounting | Tom Hansen | 19 | Cash Draw | 3 | Approved | 2/17/13 | 2/18/13 | 2/21/13 | |
| 5 | Corporate | Accounting | Tom Hansen | 45 | Fixed Ass | 2 | Approved | 4/5/13 | 4/23/13 | 4/26/13 | |

# Report: Documents Approved as of a Specific Date

## Description

Shows all documents or questionnaires that were approved before or on the specified date.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

### Sample Report:

**Documents published as of 04/17/2013**

NAVEX Global

powered by policytech

Pages: 2 | Generated By: Susan Howard | 04/17/2013 4:09 PM

**Summary**

| Number of Documents |
|---|
| 40 |

| Filter Criteria |
|---|
| Filter Criteria<br>**Status**: Published<br>**Site**: Corporate Headquarters<br>**All Documents in Site**: Corporate Headquarters |

**Documents in Selected Date Range**

**1. Benton, Carol (Environmental Control Manager)**

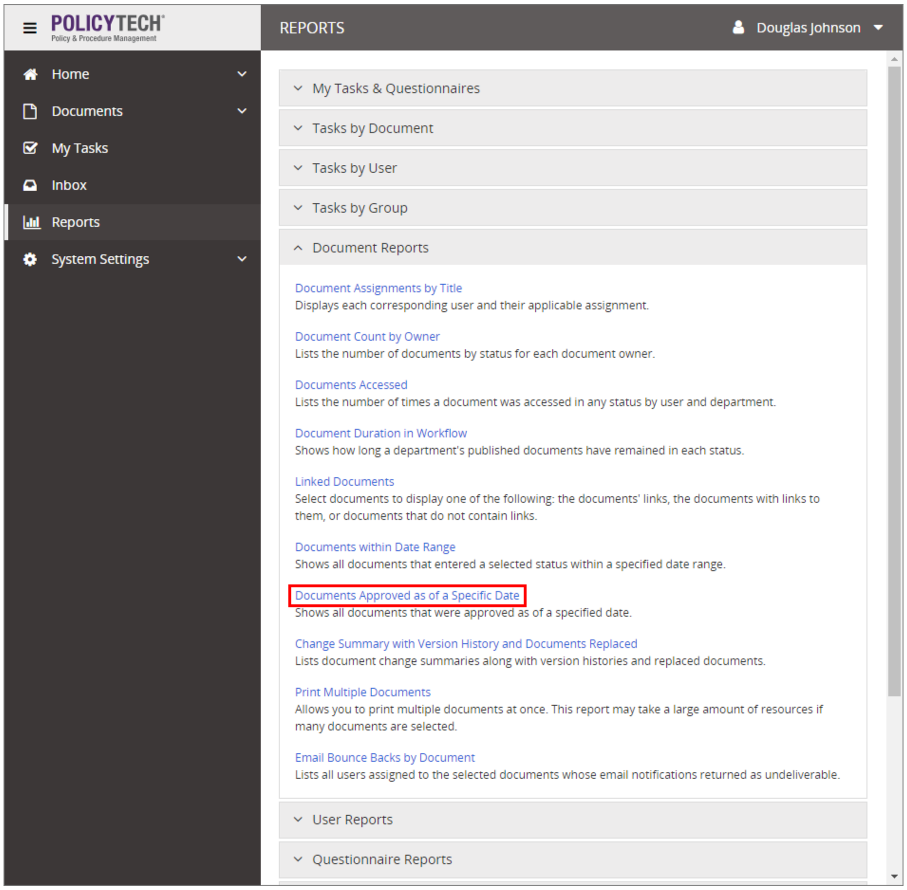
**Documents by Owners (40)**

| | Ref. # | Title (Version) | Date Approved | Publication Date |
|---|---|---|---|---|
| 1. | 6 | Cash Drawers (v.1) | 03/18/2013 | 03/18/2013 |
| 2. | 322 | Cash Receipts (v.1) | 03/19/2013 | 03/19/2013 |
| 3. | 1 | Account Collections Form (v.1) | 11/04/2010 | 11/04/2010 |
| 4. | 2 | Accounts Payable and Cash Distribution (v.1) | 03/02/2011 | 03/02/2011 |
| 5. | 3 | Bad NSF Checks (v.1) | 03/04/2011 | 03/04/2011 |
| 6. | 5 | Capitilization (v.1) | 03/18/2013 | 03/18/2013 |
| 7. | 8 | Chart of Accounts (v.1) | 03/18/2013 | 03/18/2013 |
| 8. | 9 | Check Requests (v.1) | 03/18/2013 | 03/18/2013 |
| 9. | 10 | Check Signing Authority (v.1) | 03/18/2013 | 03/18/2013 |
| 10. | 296 | Family and Medical Leave Policy (v.1) | 03/14/2013 | 03/14/2013 |
| 11. | 287 | Paid Time Off (PTO) Policy (v.1) | 03/11/2013 | 03/11/2013 |
| 12. | 17 | Performance Evaluation - AP Clerk (v.1) | 03/20/2013 | 04/29/2013 |
| 13. | 281 | Family and Medical Leave (v.1) | 03/08/2013 | 03/08/2013 |
| 14. | 319 | Board of Directors (v.1) | 03/18/2013 | 03/30/2013 |

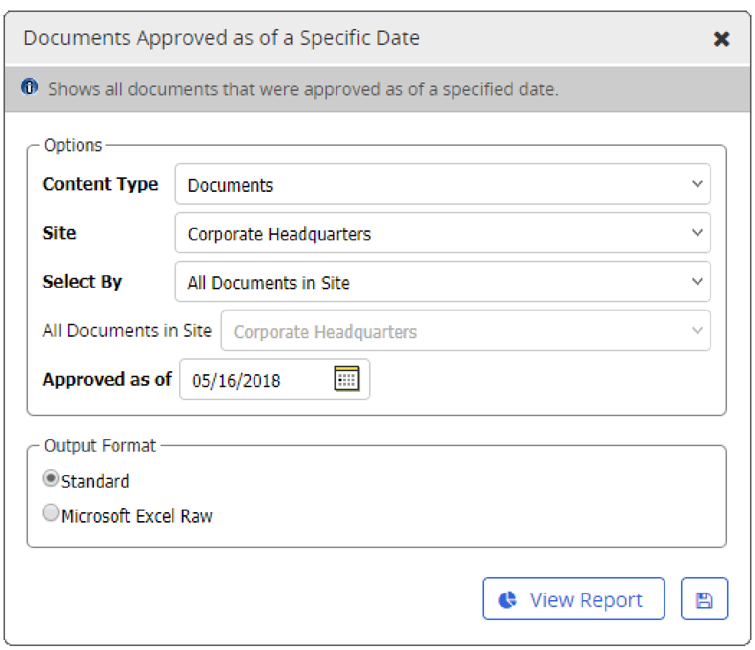
1/2

## How to Generate

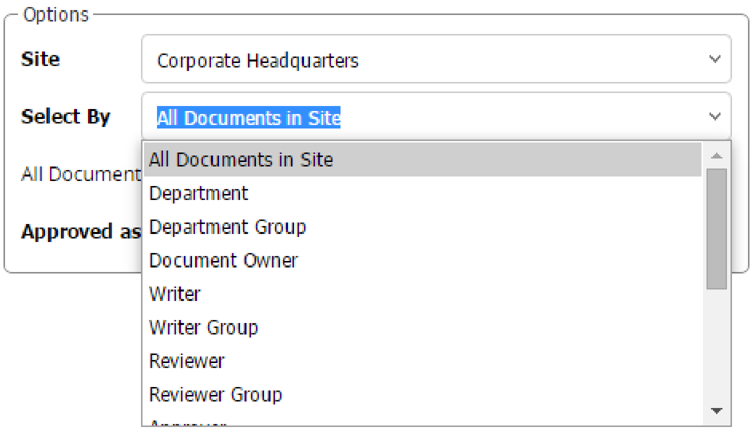
1. Click **Reports**.
2. Click **Document Reports**, and then click **Documents Approved as of a Specific Date**.



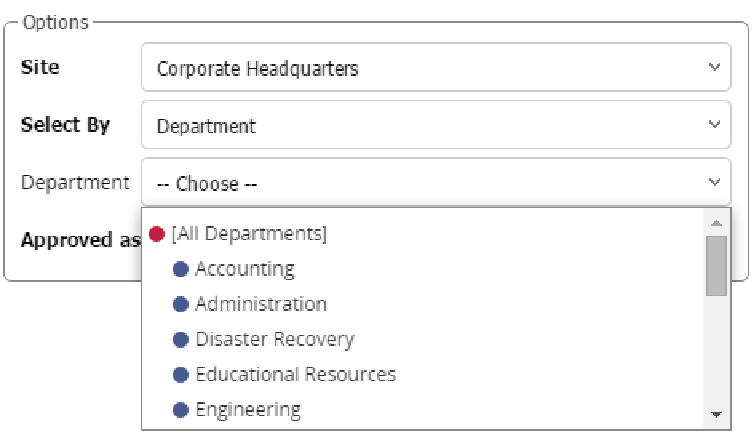

3. For **Content Type**, select whether to see information about documents or questionnaires.



4. If your PolicyTech system has multiple sites, select a site.
5. In the **Select By** list, click an option for how you want to select documents/questionnaires within the selected site.




6. The list below **Select By** changes, depending on the **Select By** option you choose. Do one of the following:
   - If the **Select By** setting is currently **All Documents in Site**, no further options are available and you can move on to the next step.
   - If the **Select By** setting is any other option, in the list below **Select By**, click an item. For example, if you click **Department** for **Select By**, then , in the **Department** list, click a department.

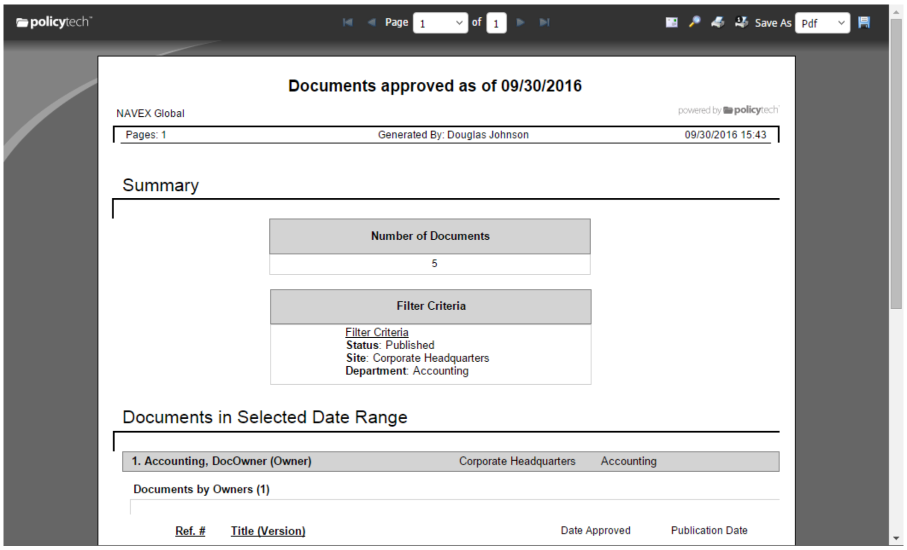



6. Next to the **Approved as of** box, click , and then click a date.
7. In the **Output Format** area, click **Standard** or **Microsoft Excel Raw**.
8. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

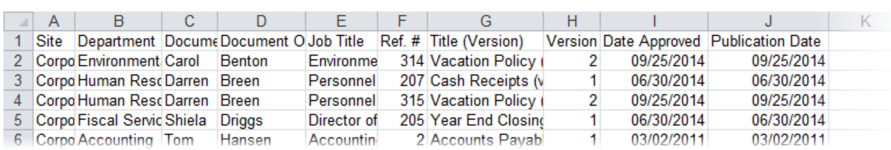
9. Click **View Report**.

    If you chose the **Standard** output format, the report opens in a new window where you can view, print, and save the document to disk in several different formats. If the report contains links, click a document/questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




    If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

Screenshot...



| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Department | Docume | Document O | Job Title | Ref. # | Title (Version) | Version | Date Approved | Publication Date | |
| 2 | Corpo | Environment | Carol | Benton | Environme | 314 | Vacation Policy ( | 2 | 09/25/2014 | 09/25/2014 | |
| 3 | Corpo | Human Resc | Darren | Breen | Personnel | 207 | Cash Receipts (v | 1 | 06/30/2014 | 06/30/2014 | |
| 4 | Corpo | Human Resc | Darren | Breen | Personnel | 315 | Vacation Policy ( | 2 | 09/25/2014 | 09/25/2014 | |
| 5 | Corpo | Fiscal Servic | Shiela | Driggs | Director of | 205 | Year End Closing | 1 | 06/30/2014 | 06/30/2014 | |
| 6 | Corpo | Accounting | Tom | Hansen | Accountin | 2 | Accounts Payab | 1 | 03/02/2011 | 03/02/2011 | |

## Report: Change Summary with Version History and Documents Replaced

### Description

When submitting a new document or questionnaire, or a new version of an existing document/questionnaire, to review or approval, a document owner must include the reason for creating the new document/questionnaire or a summary of changes to the existing document/questionnaire. This report shows the change summaries written by document owners upon submitting those documents/questionnaires (new or new version) for review or approval.

**Note:** By default, the text "New Document" or "New Version" is added to the text box when a document owner submits a document/questionnaire for review or approval. PolicyTech does not require the document owner to change the default text, though your organization may require a more detailed explanation.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

### Sample Report:

## Change Summary

Demo Site

powered by policytech

| Pages: 6 | Generated By: Tom Hansen | Generated: 08/08/2013 5:25 PM |
|---|---|---|

### Summary

| Selected Documents | Unique Replaced Documents |
|---|---|
| 15 | 0 |

### Documents Change Summary

| Ref # : 4 | Bank Account Reconciliation (v.4) | Approved | Owner: Johnson, Douglas |
|---|---|---|---|

**Change Summary**

4.0 New Version

**Owners/Approvers**

| Version | Owners/Approvers | | Date Approved | Publication Date |
|---|---|---|---|---|
| 4 | Hansen, Tom (Accounting Manager) | Owner | 08/08/2013 | 08/08/2013 |
| | Jones, Anne (Chief Finance Officer) | Approver | | |

**Version History with Documents Replaced**

| Version | Ref. # | Title (Version) | Publication Date | Replaced Documents |
|---|---|---|---|---|
| 4 | 4 | Bank Account Reconciliation | 08/08/2013 | None |

| Ref # : 5 | Capitilization (v.2) | Approved | Owner: Johnson, Douglas |
|---|---|---|---|

**Change Summary**

2.0 New Version

**Owners/Approvers**

| Version | Owners/Approvers | | Date Approved | Publication Date |
|---|---|---|---|---|
| 2 | Hansen, Tom (Accounting Manager) | Owner | 11/23/2011 | 11/23/2011 |
| | Johnson, Douglas (Chief Executive Officer) | Approver | | |

**Version History with Documents Replaced**

| Version | Ref. # | Title (Version) | Publication Date | Replaced Documents |
|---|---|---|---|---|
| 2 | 2 | Capitilization | 11/23/2011 | None |

| Ref # : 6 | Cash Drawers (v.2) | Approved | Owner: Johnson, Douglas |
|---|---|---|---|

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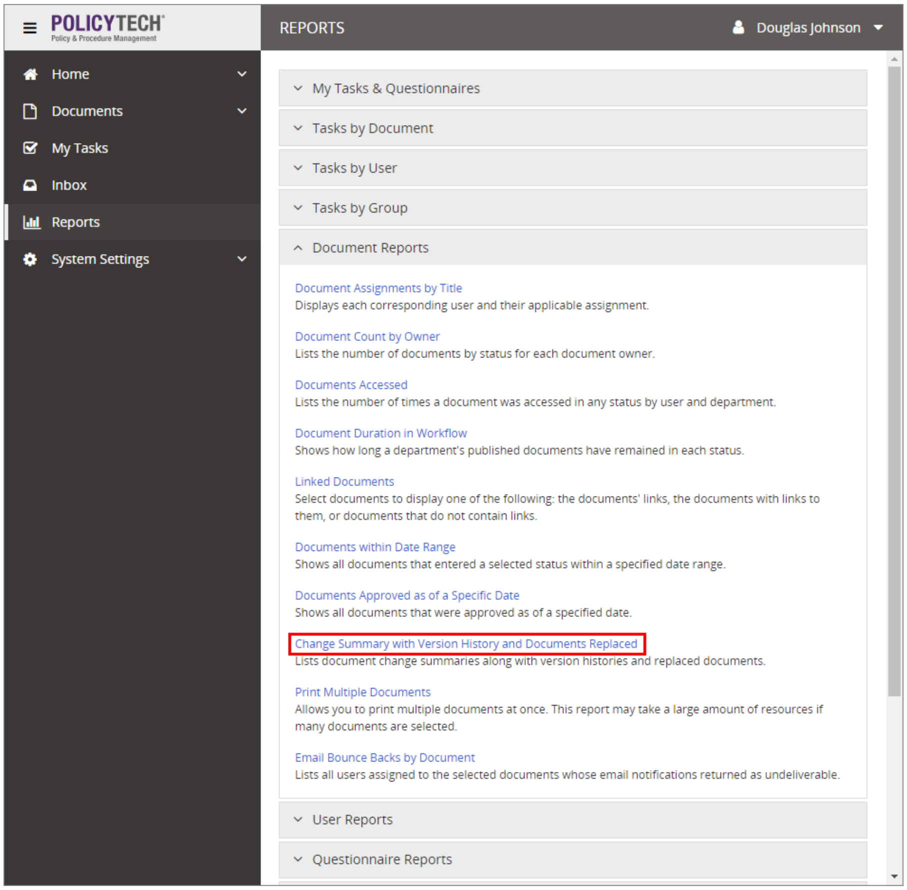
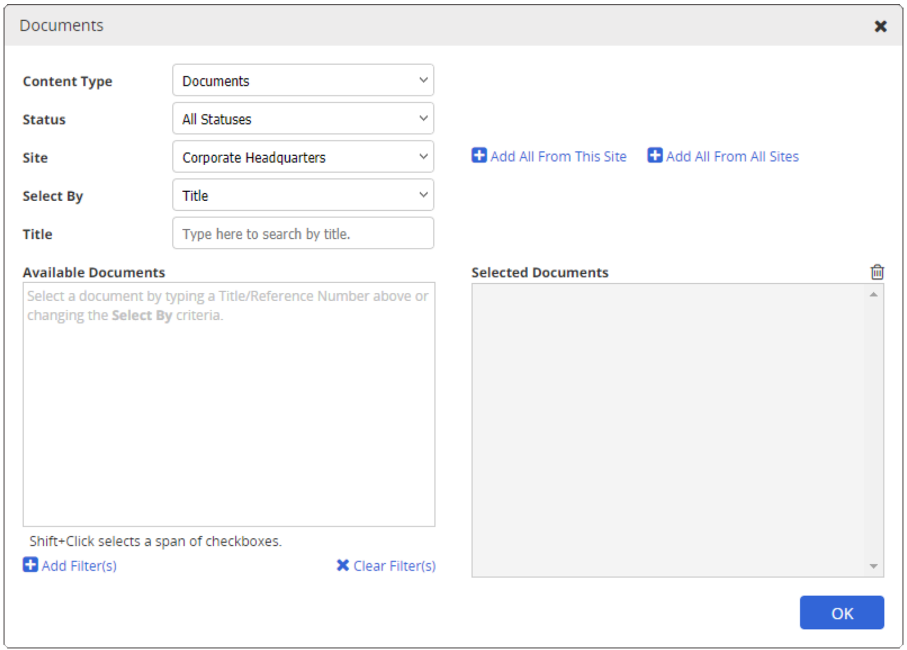
## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Change Summary with Version History and Documents Replaced**.

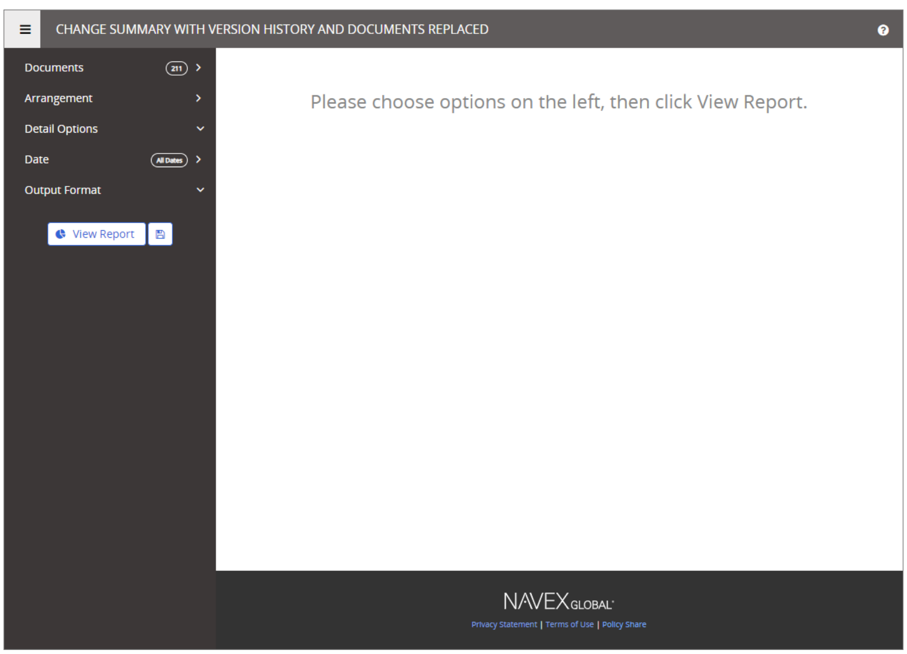



3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



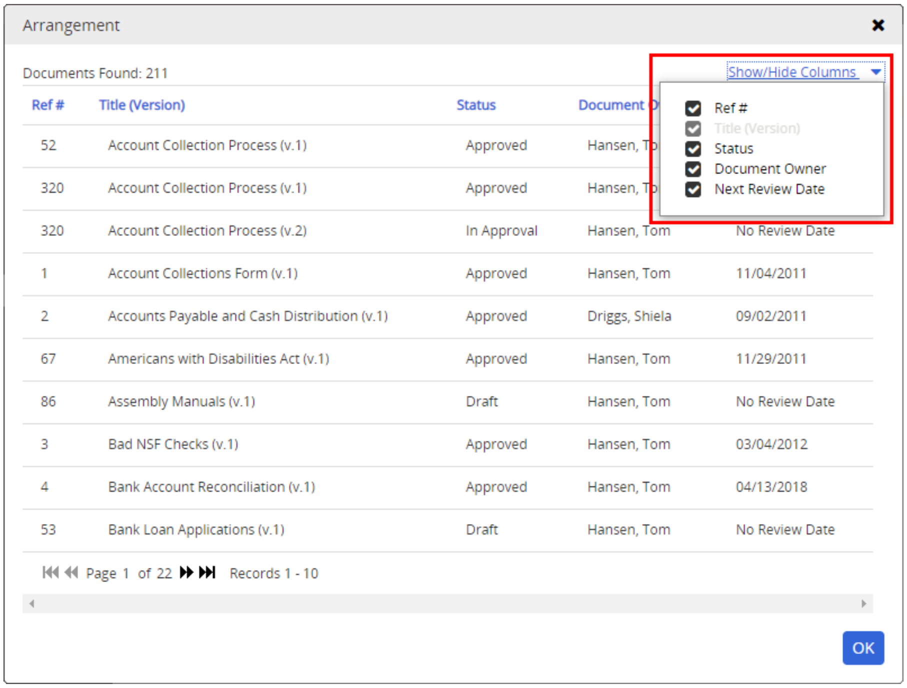

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



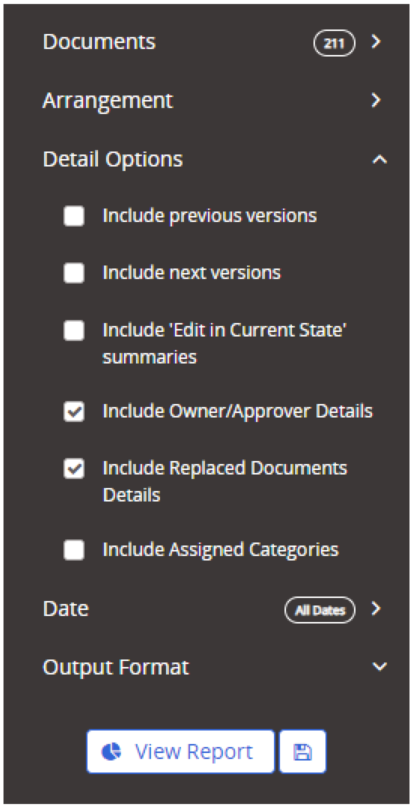

4. (Optional) Click **Arrangement** and do any of the following:

- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

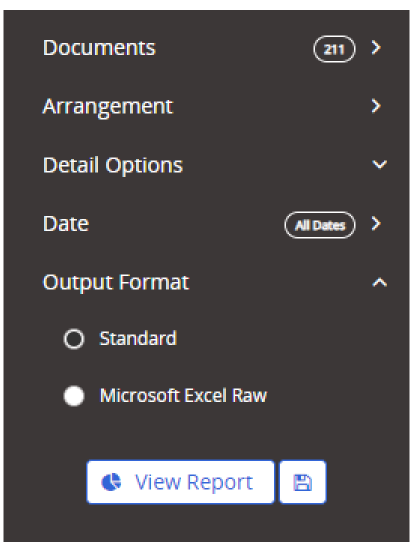



- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

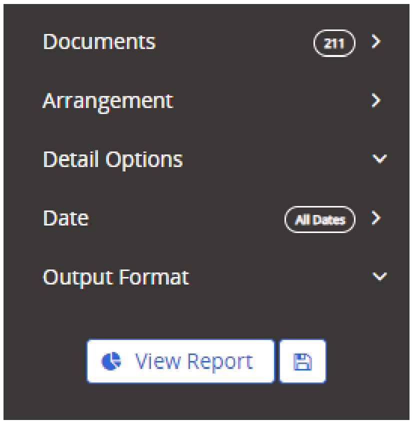
5. Click **Detail Options**, and then select the information you want included in the report. See Detail Options below for details.




6. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



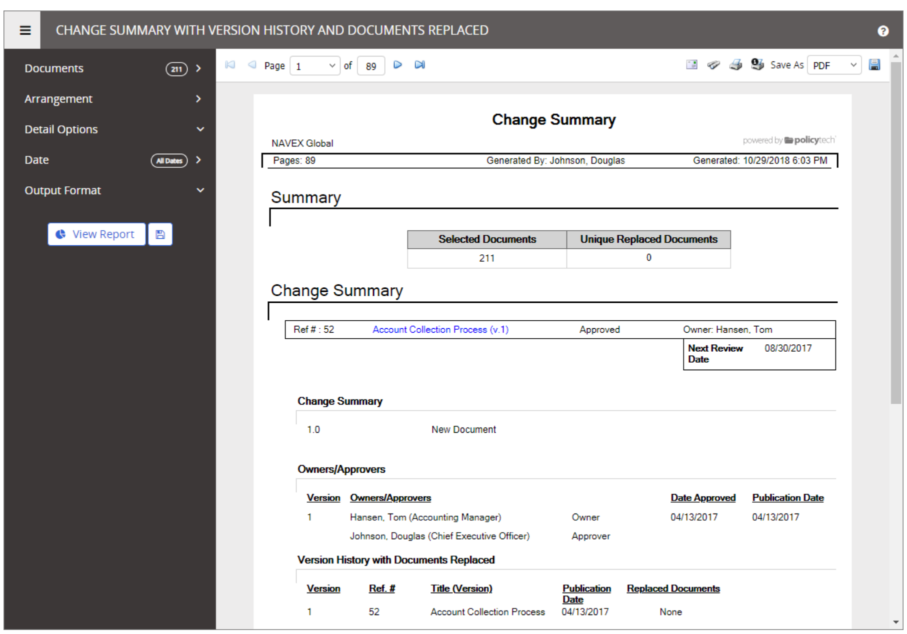

7. (Optional) To save the current document/questionnaire selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.



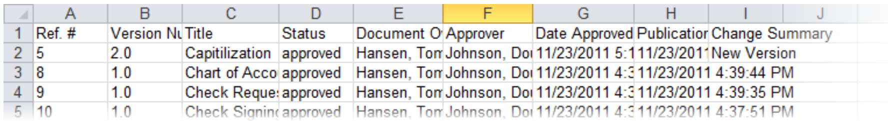

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

8. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Version Nu | Title | Status | Document O | Approver | Date Approved | Publicatior | Change Summary | |
| 2 | 5 | 2.0 | Capitilization | approved | Hansen, Tom | Johnson, Do | 11/23/2011 5:1 | 11/23/2011 | New Version | |
| 3 | 8 | 1.0 | Chart of Acco | approved | Hansen, Tom | Johnson, Do | 11/23/2011 4:3 | 11/23/2011 4:39:44 PM | | |
| 4 | 9 | 1.0 | Check Reque: | approved | Hansen, Tom | Johnson, Do | 11/23/2011 4:3 | 11/23/2011 4:39:35 PM | | |
| 5 | 10 | 1.0 | Check Signin | approved | Hansen, Tom | Johnson, Do | 11/23/2011 4:3 | 11/23/2011 4:37:51 PM | | |

### Detail Options

**Include previous versions.** Includes the change summaries for any previous versions of the selected document/questionnaire.

**Include next versions.** If a selected document/questionnaire is not the latest version, this option adds the change summaries for each later version.

**With non-approved versions.** Displayed only when **Include next versions** is selected. Select this option if you want to include the change summaries of versions currently in the review or approval status.

> **Note:** Selecting **Include next versions** without selecting **With non-approved versions** applies only if you select documents/questionnaires in the archived status that were replaced by a newer version.

**Include 'Edit in Current State' summaries.** A document owner or administrator can make minor changes to an approved document without creating a new version and sending it through the approval process. When a user does this, PolicyTech requires the user to summarize changes and creates a minor version, appending a period and a minor version number to the major version number, such as 1.1 or 1.2. Selecting **Include 'Edit in Current State' summaries** adds minor version change summaries to the report.

> **Note:** This option does not apply to questionnaires.

**With system changes.** Displayed only when **Include 'Edit in Current State' summaries** is selected. PolicyTech creates minor versions of a document each time it automatically updates something in the document, such as an inserted document property or a link to another PolicyTech document. Select this option if you want to include change summaries for system-generated minor versions.

> **Note:** This option does not apply to questionnaires.

**Include Owner/Approver Details.** Adds the names and job titles (if included in the users' profiles) of the document owner and approver of each document version.

**Include Replaced Document Details.** Adds a list of documents, if any, each version replaced when it was published.

> **Note:** This option does not apply to questionnaires.

**Include Assigned Categories.** For each included document/questionnaire, adds a list of its assigned categories.

## Report: Print Multiple Documents

### Description

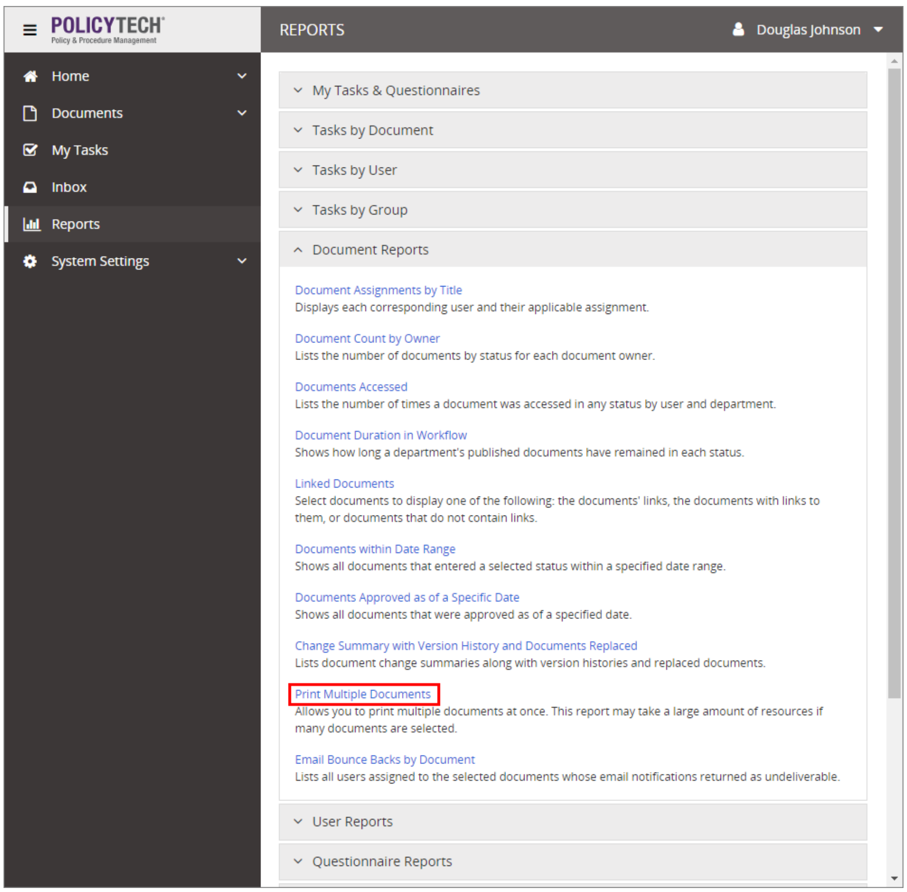
Lets you select and print multiple Microsoft Word and Excel documents at once.

**Available to users with the following roles or permissions:**

Document Owner, Proxy Author, Report Manager, Administrator

### How to Generate

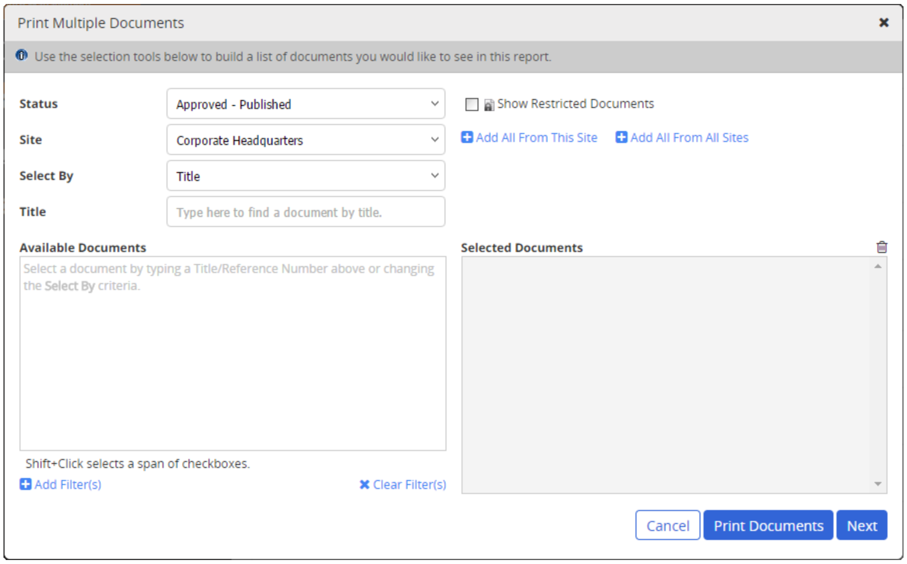
1. Click **Reports**.
2. Click **Document Reports**, and then click **Print Multiple Documents**.



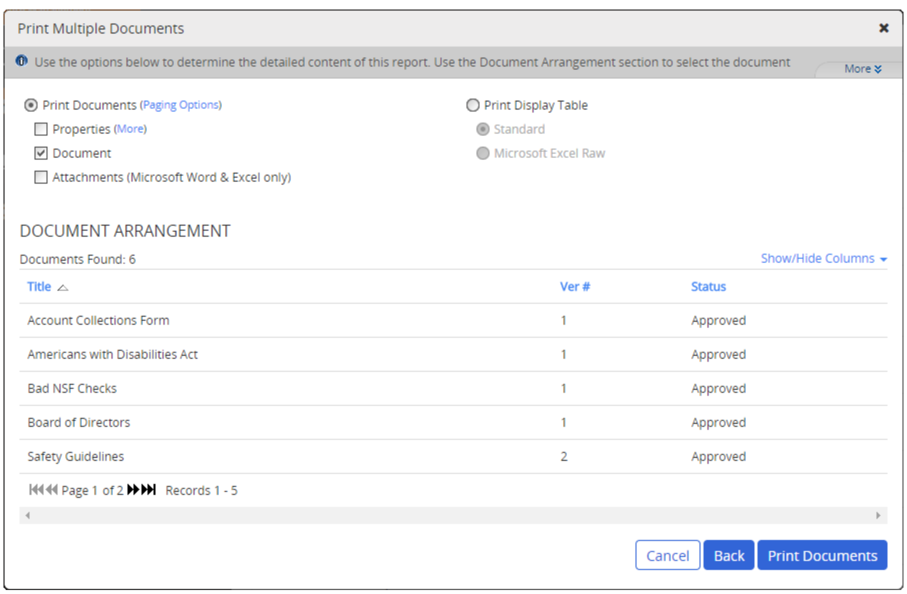

3. Select documents to include in the report (see Selecting Documents for help), and then click **OK**.

**Important:** By default, only documents assigned the **All Users** (default) security level are displayed in the **Available Documents** box. To display and have the option to select documents assigned the **Restricted - High** or **Restricted - Severe** security level, click **Show Restricted Documents**.

Restricted document titles are preceded by the icon and are displayed in red font.




4. Do one of the following:
   - To start the automated printing of the selected documents, click **Print Documents**.
   - To change one or more report settings, click **Next**, and then continue with the next step.




5. Select one of the following outputs for the selected documents:

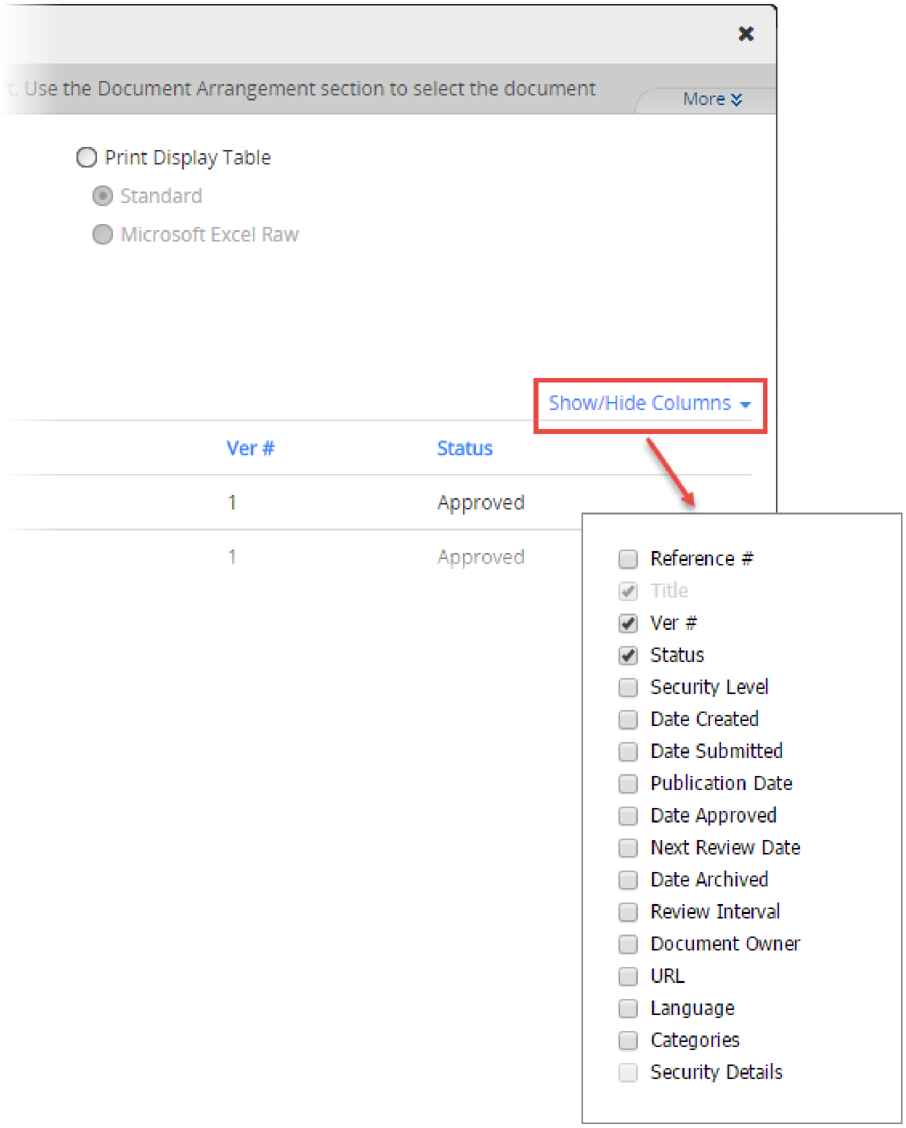
- **Print Documents:** Automatically opens and prints all selected documents. To change what is printed by default, see Print Documents Options below. If you select this option, skip step 6.
- **Print Display Table:** A display table is what is currently displayed in the **Document Arrangement** area, which you can modify (see the next step below). After selecting this option, select **Standard** to create a report containing the document list, or select **Microsoft Excel Raw** to export the list to an Excel (.xls) file.

6. The **Document Arrangement** area controls what document information is included in the report and the document sort order. Do any of the following:

- By default, a Print Multiple Documents report includes the following information about each document listed in the **Document Arrangement** area:
  - Reference number
  - Title
  - Version number
  - Status
  - Date Created
  - Date Submitted
  - Publication Date
  - Date Approved
  - Next Review Date

  To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Important:** Changing what is displayed in the **Document Arrangement** list does not affect output when **Print Documents** is selected, but it does affect the output for **Print Display Table**. With **Print Display Table** and **Standard** selected, clicking to clear the following columns hides them in the **Document Arrangement** list, but it does not remove them from the standard display table: **Reference #**, **Ver #**, **Review Interval**, **Document Owner**, **URL**. With **Print Display Table** and **Microsoft Excel Raw** selected, all column changes you make directly affect what is included in the exported display table file.




**Note:** The **Security Details** option functions differently than the other **Show/Hide Columns** options. First, it is only selectable if **Microsoft Excel Raw** is selected. Second, it causes two columns to be added to the display table: **Allowed Access Type** and **Allowed Access**. These two columns will contain information only for documents that have the **Restricted - High** or **Restricted - Severe** security level assigned, and only if one or more other allowed users are selected (for details on security levels, see "Step 7: Security" in the User's Guide). The **Allowed Access Type** column shows how other allowed users were selected (by department, by job title, or by readers), and the **Allowed Access** column shows the departments, job titles, and readers that were selected. Notice in the example below that a separate row is included for each of a document's **Allowed Access** entities that were selected.

Screenshot...

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Title | Ver # | Status | Allowed Access Type | Allowed Access | |
| 2 | Account Collections Form | 1 | Draft | Department | Corporate Headquarters: Accounting | |
| 3 | Account Collections Form | 1 | Draft | Multi-Site (Global) Department Group | Customer Satisfaction Group | |
| 4 | Account Collections Form | 1 | Draft | Reader Group | Corporate Headquarters: Managers | |
| 5 | Account Collections Form | 1 | Draft | Reader | Aguiar, Janice (Accounts Payable Clerk) | |
| 6 | Accounts Payable and Cash Distribution | 1 | Draft | | | |
| 7 | Bad NSF Checks | 1 | Draft | | | |
| 8 | Invoice Billings | 1 | Draft | | | |
| 9 | Job Description - Accountant | 1 | Draft | | | |
| 10 | Performance Evaluation - Accounting Manager | 1 | Draft | | | |
| 11 | Year End Closing | 1 | Draft | | | |
| 12 | | | | | | |

- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

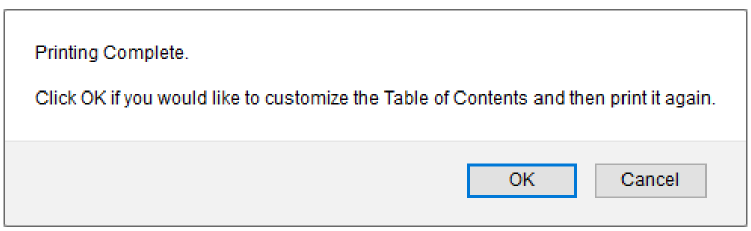
**Note:** Changes to the document sort column and sort order directly affect both **Print Display Table** outputs.

7. Do one of the following, depending on what output you've selected:

- **Print Documents:** To start the automated printing of the selected documents, click **Print Documents**.

**Important:** PolicyTech opens and prints each selected document one after the other. This may take several minutes if many documents are selected. Do not attempt to work with any open document until the printing process has completely finished.

The last thing to be printed is the table of contents page, at which time you'll see the message displayed below.

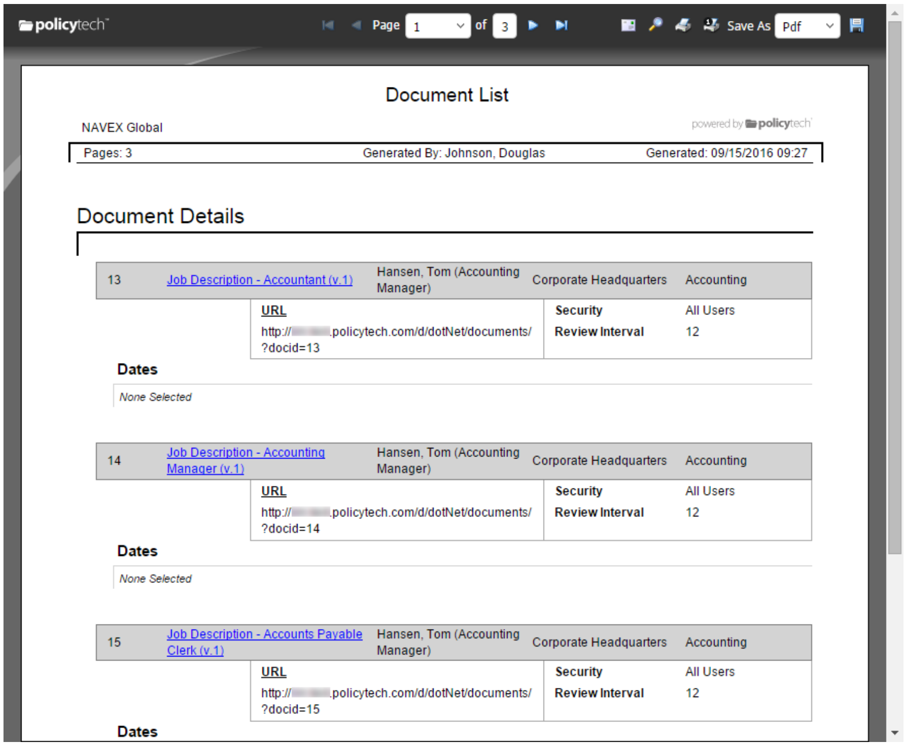



To use the default table of contents that has already been printed, click **Cancel**, which closes the table of contents.

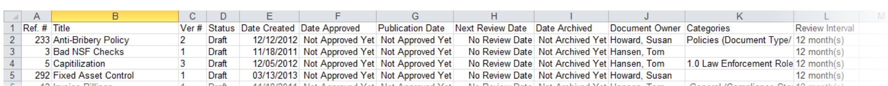
To edit the default table of contents page, click **OK**, and then make changes as you would with any other Word document within PolicyTech. When finished, print the modified table of contents from within Word.

- **Print Display Table:** Click **View Report**.

If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title | Ver # | Status | Date Created | Date Approved | Publication Date | Next Review Date | Date Archived | Document Owner | Categories | Review Interval |
| 2 | 233 | Anti-Bribery Policy | 2 | Draft | 12/12/2012 | Not Approved Yet | Not Approved Yet | No Review Date | Not Archived Yet | Howard, Susan | Policies (Document Type/ | 12 month(s) |
| 3 | 3 | Bad NSF Checks | 1 | Draft | 11/18/2011 | Not Approved Yet | Not Approved Yet | No Review Date | Not Archived Yet | Hansen, Tom | | 12 month(s) |
| 4 | 5 | Capitilization | 3 | Draft | 12/05/2012 | Not Approved Yet | Not Approved Yet | No Review Date | Not Archived Yet | Hansen, Tom | 1.0 Law Enforcement Role | 12 month(s) |
| 5 | 292 | Fixed Asset Control | 1 | Draft | 03/13/2013 | Not Approved Yet | Not Approved Yet | No Review Date | Not Archived Yet | Howard, Susan | | 12 month(s) |
| 6 | 12 | Invoice Billings | 1 | Draft | 11/18/2011 | Not Approved Yet | Not Approved Yet | No Review Date | Not Archived Yet | Hansen, Tom | General (Compliance Star | 12 month(s) |

## Print Documents Options

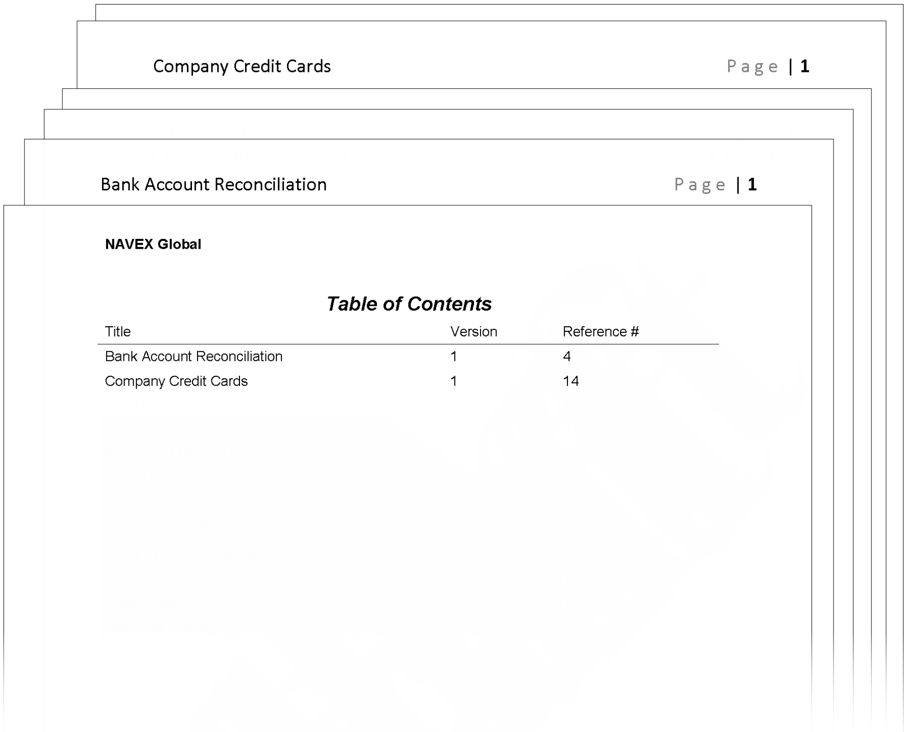
Use the following options to customize what is printed with the selected documents.

### Paging Options

When you print multiple documents, PolicyTech adds a table of contents page listing each document printed. The paging options control pagination of the printed material and whether page numbers are displayed in the table of contents.

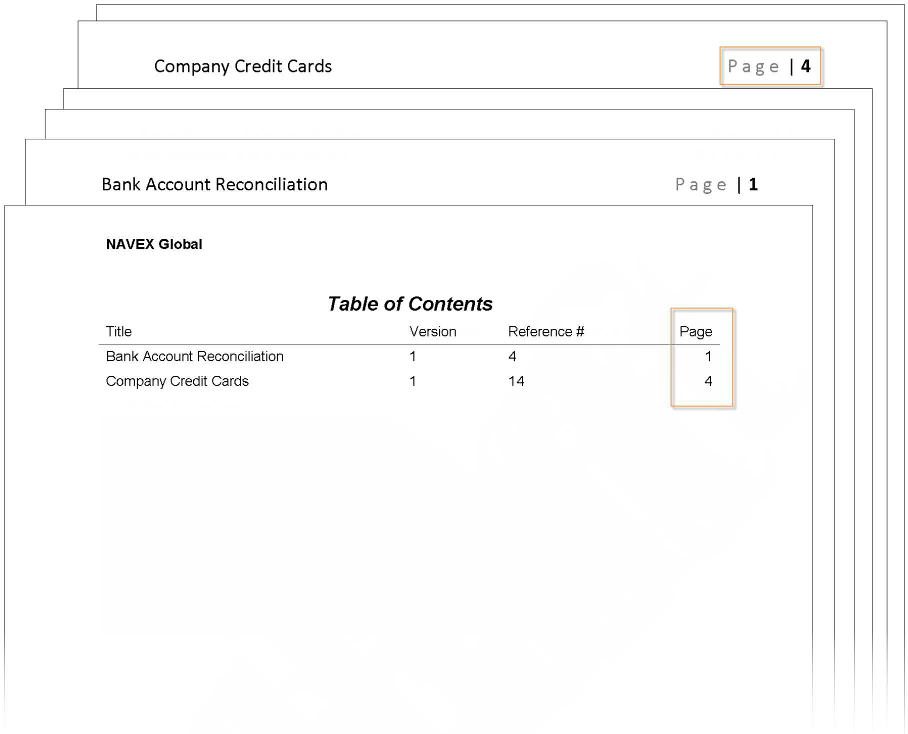
Click **Paging Options** and then click one of the following:

- **Keep Original Paging:** Uses whatever automatic page numbering has been inserted into the documents, restarting pagination for each successive document. Page numbers are not included on the table of contents page, or on properties cover pages, if that option is selected.




- **Continuous Paging:** Starts pagination with the first document in the list and continues with that pagination (does not start over) in each successive document and any attached Word or Excel documents. Page numbers are added to properties cover pages, if included, and for each document listed in the table of contents.

**Note:** If any of the selected documents contain automatic page numbering with a format similar to "Page 1 of 5," the current page number will be updated to be continuous throughout the print batch, but the "of" number will not. For example, you could see something like "Page 7 of 5."




## Properties

Select **Properties** if you want a cover page with properties added for each document.

**Business Title**

NAVEX Global

| Title | Version | Reference # |
|---|---|---|
| Bank Account Reconciliation | 1 | 4 |

| Date Created | Date Submitted | Date Approved | Publication Date | Next Review Date | Review Interval |
|---|---|---|---|---|---|
| 10/21/2010 | Not Submitted Yet | Not Approved Yet | Not Approved Yet | No Review Date | 12 month(s) |

**Update Requests**

None

**Document Owner**

Corporate Headquarters: Hansen, Tom (Accounting Manager)

**Document Creator**

Corporate Headquarters: Hansen, Tom (Accounting Manager)

**Assigned Proxy Author**

**Writers**

Corporate Headquarters: Cash, Jordon (Accounts Payable Clerk) Upcoming Task

**Reviewers**

Corporate Headquarters: Stoker, Brent (Director of Engineering) Upcoming Task

Corporate Headquarters: Breen, Darren (Personnel Manager) Upcoming Task

**Approvers**

Corporate Headquarters: Gatos, Will (Chief Information Officer) Upcoming Task

**Categories**

*Document Type*

Policies

**Affected Department(s)**

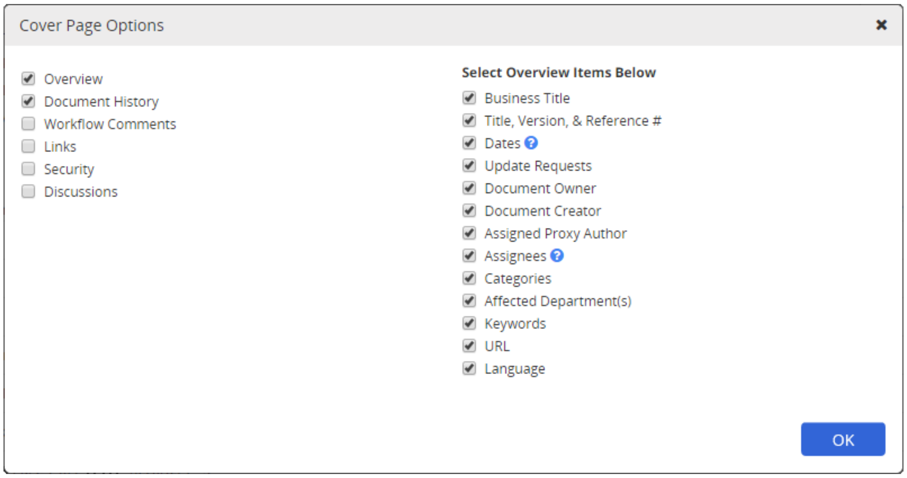
Corporate Headquarters: Accounting

**Keywords**

None

To change which properties are included on each cover page, click **More**, and then, in the **Select Overview Items Below** area, click to clear the check boxes of the properties you don't want included. Click **OK**.

To include more information than just properties on the cover page, click **More**, select additional items from the menu on the left, and then click **OK**.




### Attachments

If one or more of the selected documents has attached Word or Excel files, select **Attachments** to have those documents printed as well.

**Important:** Only Word and Excel attachments will be printed. Any other attachment file types will be skipped.

# Report: Email Bounce Backs by Document

## Description

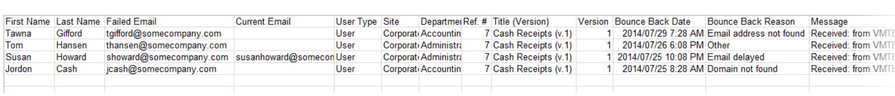
Shows which task emails were undeliverable for the selected documents or questionnaires.

**Note:** If, in the **Bulk Mail Settings** tab of **Email** preferences, the **Distribute Bulk mail by BCC** setting has been selected, undeliverable emails cannot be logged by PolicyTech or included in this report.

### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Report Manager, Administrator

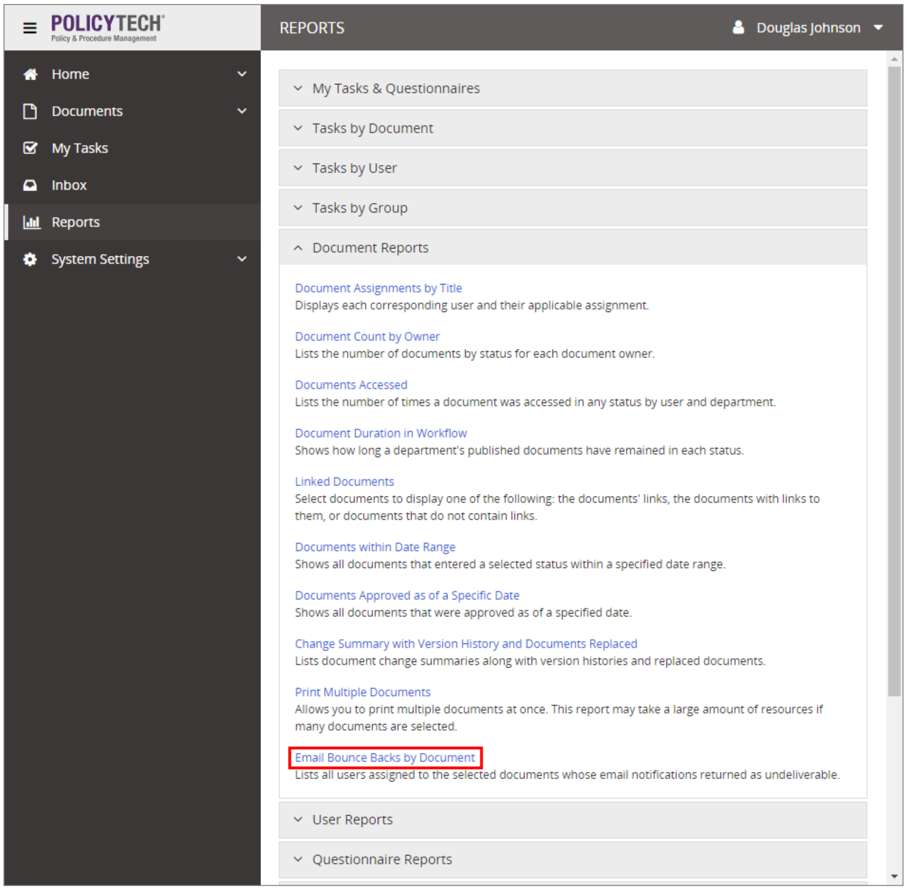
### Sample Report:



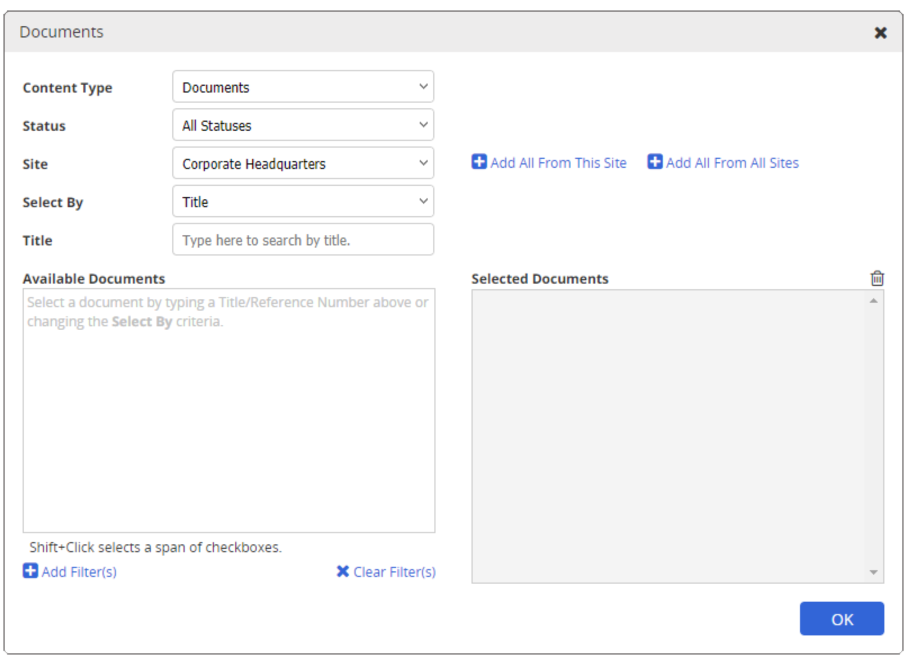
| First Name | Last Name | Failed Email | Current Email | User Type | Site | Departme | Ref. # | Title (Version) | Version | Bounce Back Date | Bounce Back Reason | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tawna | Gifford | tgifford@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/29 7:28 AM | Email address not found | Received: from VMTES |
| Tom | Hansen | thansen@somecompany.com | | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/26 6:08 PM | Other | Received: from VMTES |
| Susan | Howard | showard@somecompany.com | susanhoward@somecon | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 10:08 PM | Email delayed | Received: from VMTES |
| Jordon | Cash | jcash@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 8:28 AM | Domain not found | Received: from VMTES |

## How to Generate

1. Click **Reports**.
2. Click **Document Reports**, and then click **Email Bounce Backs by Document**.

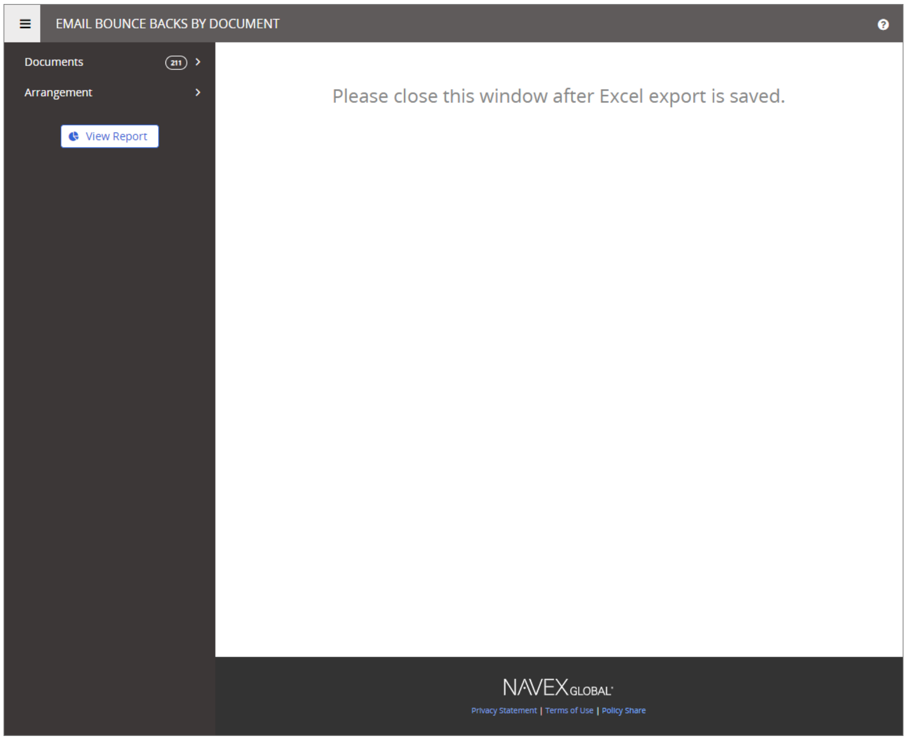



3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



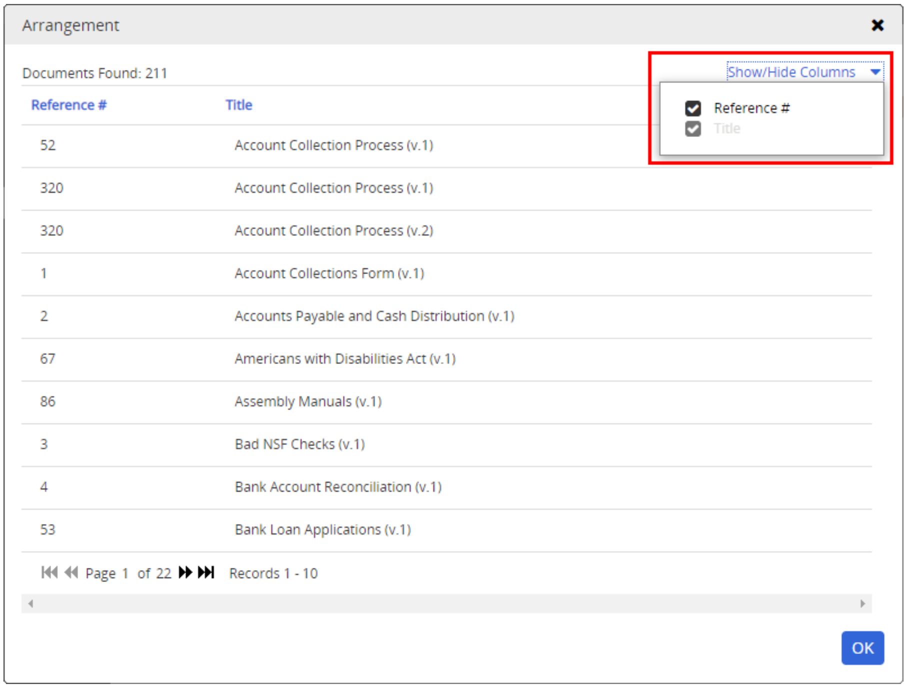
All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear the **Ref #** check box.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. Click **View Report**, and then follow the prompts to download and open the Excel file.

| First Name | Last Name | Failed Email | Current Email | User Type | Site | Departme | Ref. # | Title (Version) | Version | Bounce Back Date | Bounce Back Reason | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tawna | Gifford | tgifford@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/29 7:28 AM | Email address not found | Received: from VMTE |
| Tom | Hansen | thansen@somecompany.com | | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/26 6:08 PM | Other | Received: from VMTE |
| Susan | Howard | showard@somecompany.com | susanhoward@somecon | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 10:08 PM | Email delayed | Received: from VMTE |
| Jordon | Cash | jcash@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 8:28 AM | Domain not found | Received: from VMTE |

# User Reports

The **User Reports** category includes the following:



## Report: Document Assignments by User

### Description

Shows all document and questionnaire assignments for the selected users.

**Available to users with the following roles or permissions:**

Manager, Report Manager, Administrator

**Sample Report:**

**Document Assignments by User**

NAVEX Global | powered by policytech

| Pages: 3 | Generated By: Douglas Johnson | Generated: 11/07/2014 10:13 |
|---|---|---|

**Document Assignments by User**

| 1. Hansen, Tom (Accounting Manager) | Site: Corporate Headquarters | Department: Accounting |
|---|---|---|

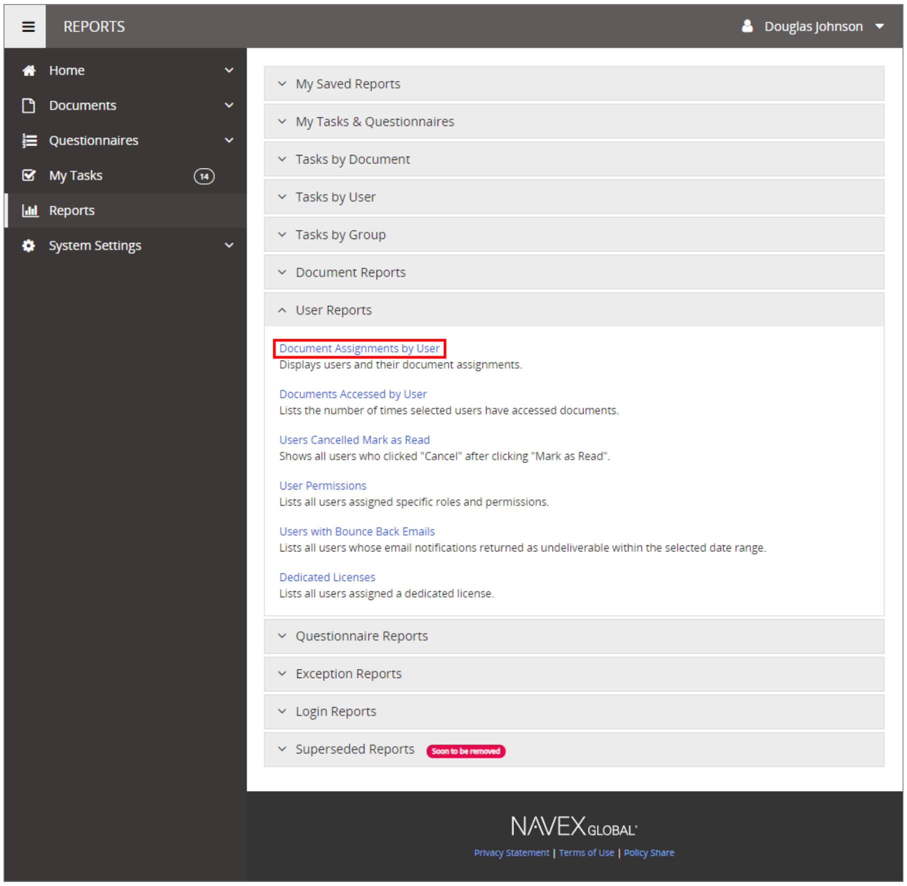
**Assignments by User (89)**

| | Ref. # | Title (Version) | Task Type |
|---|---|---|---|
| 1. | 2 | Accounts Payable and Cash Distribution (v.1) | Document Owner |
| 2. | 258 | Audit Schedule (v.1) | Document Owner |
| 3. | 3 | Bad NSF Checks (v.1) | Document Owner |
| 4. | 327 | Bank Account Reconciliation - South Branch (v.1) | Document Owner |
| 5. | 4 | Bank Account Reconciliation (v.1) | Document Owner |
| 6. | 4 | Bank Account Reconciliation (v.2) | Document Owner |
| 7. | 5 | Capitilization (v.1) | Document Owner |
| 8. | 5 | Capitilization (v.2) | Document Owner |
| 9. | 6 | Cash Drawers (v.1) | Document Owner |
| 10. | 7 | Cash Receipts (v.1) | Document Owner |
| 11. | 8 | Chart of Accounts (v.1) | Document Owner |
| 12. | 9 | Check Requests (v.1) | Document Owner |
| 13. | 10 | Check Signing Authority (v.1) | Document Owner |
| 14. | 12 | Invoice Billings (v.1) | Document Owner |
| 15. | 13 | Job Description - Accountant (v.1) | Document Owner |
| 16. | 14 | Job Description - Accounting Manager (v.1) | Document Owner |
| 17. | 15 | Job Description - Accounts Payable Clerk (v.1) | Document Owner |
| 18. | 16 | Job Description - Accounts Receivable Clerk (v.1) | Document Owner |
| 19. | 17 | Performance Evaluation - Accountant (v.1) | Document Owner |
| 20. | 18 | Performance Evaluation - Accounting Manager (v.1) | Document Owner |
| 21. | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | Document Owner |
| 22. | 20 | Performance Evaluation - Accounts Receivable Clerk (v.1) | Document Owner |
| 23. | 21 | Petty Cash (v.1) | Document Owner |
| 24. | 22 | Unsigned or Partial Pay (v.1) | Document Owner |
| 25. | 313 | Vacation Policy (v.1) | Document Owner |
| 26. | 23 | Year End Closing (v.1) | Document Owner |

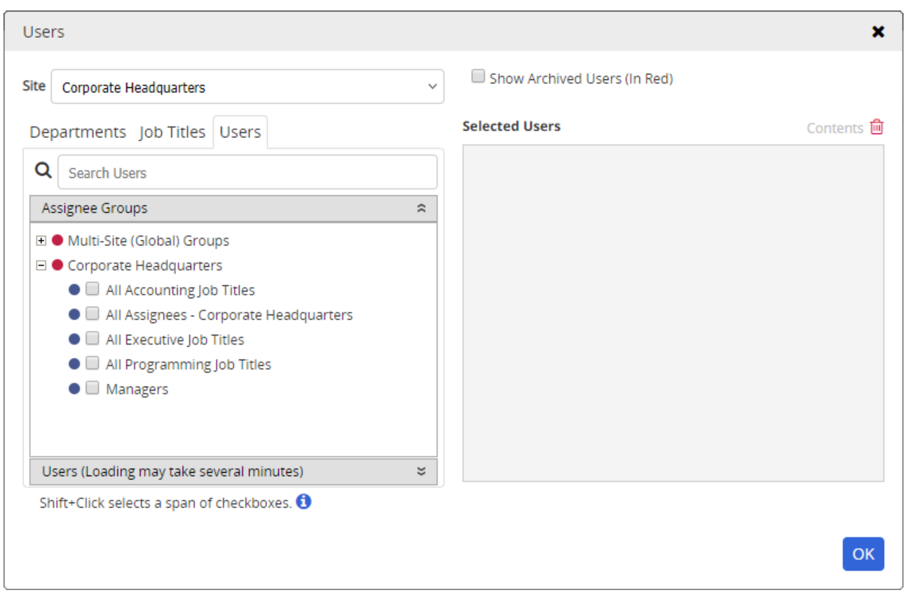
1/3

## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **Document Assignments by User**.

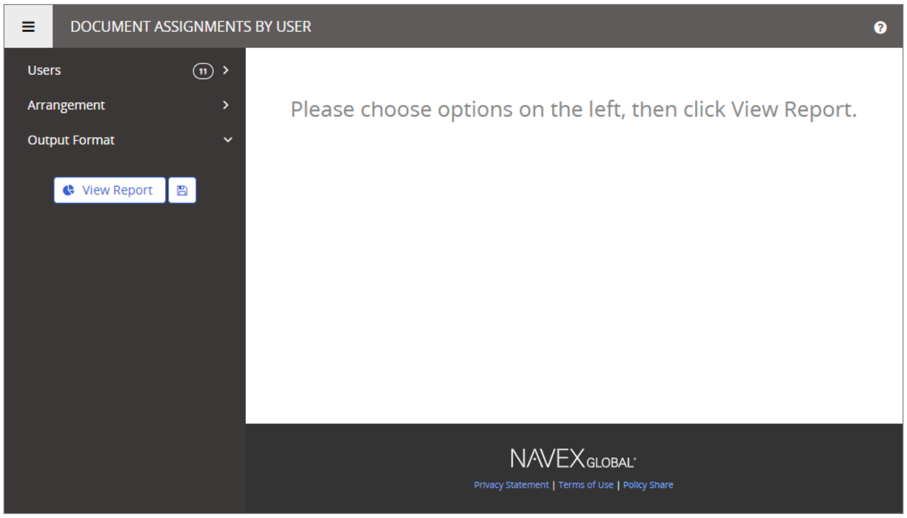



3. Select the users you want included in the report (see Selecting Users for help).



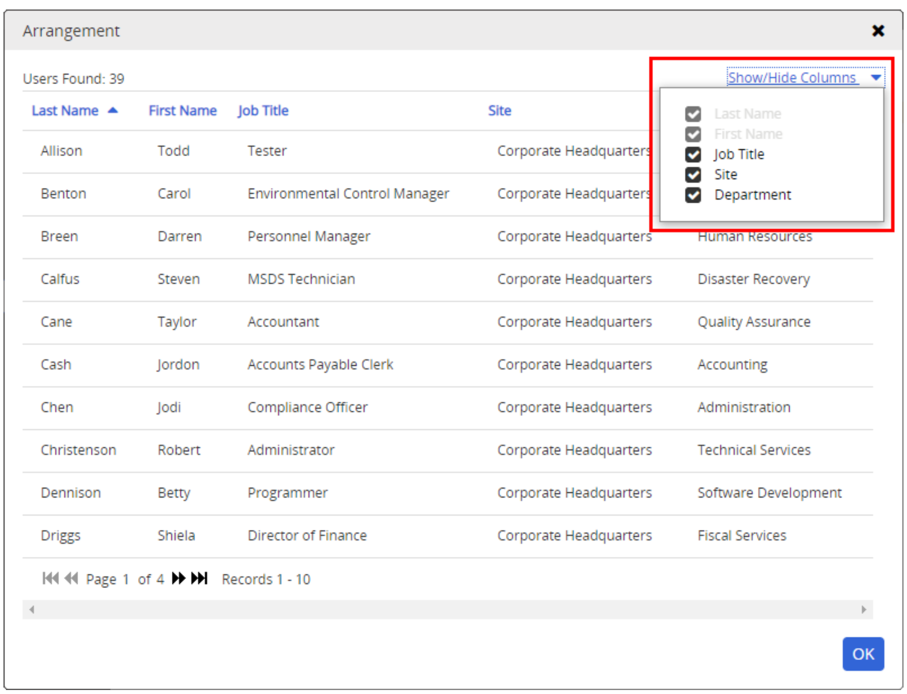
All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.



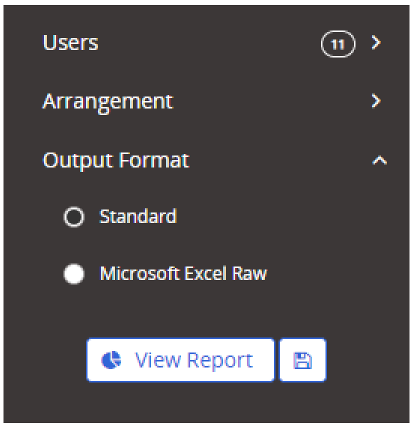

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

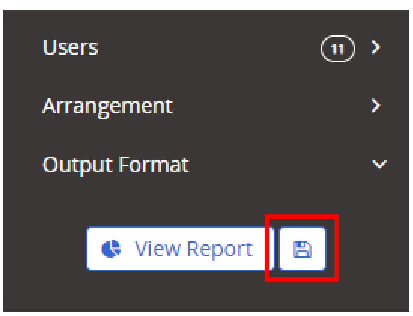


- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



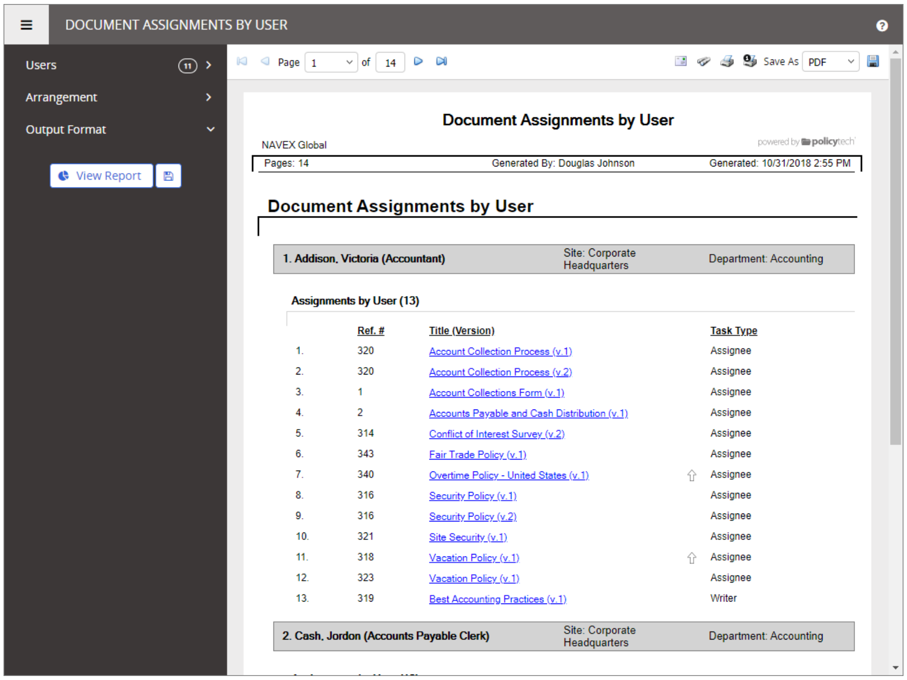

6. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



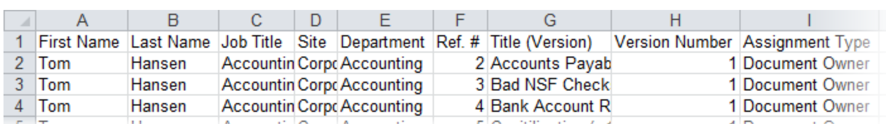

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | First Name | Last Name | Job Title | Site | Department | Ref. # | Title (Version) | Version Number | Assignment Type |
| 2 | Tom | Hansen | Accountin | Corpc | Accounting | 2 | Accounts Payab | 1 | Document Owner |
| 3 | Tom | Hansen | Accountin | Corpc | Accounting | 3 | Bad NSF Check | 1 | Document Owner |
| 4 | Tom | Hansen | Accountin | Corpc | Accounting | 4 | Bank Account R | 1 | Document Owner |

## Report: Documents Accessed by User

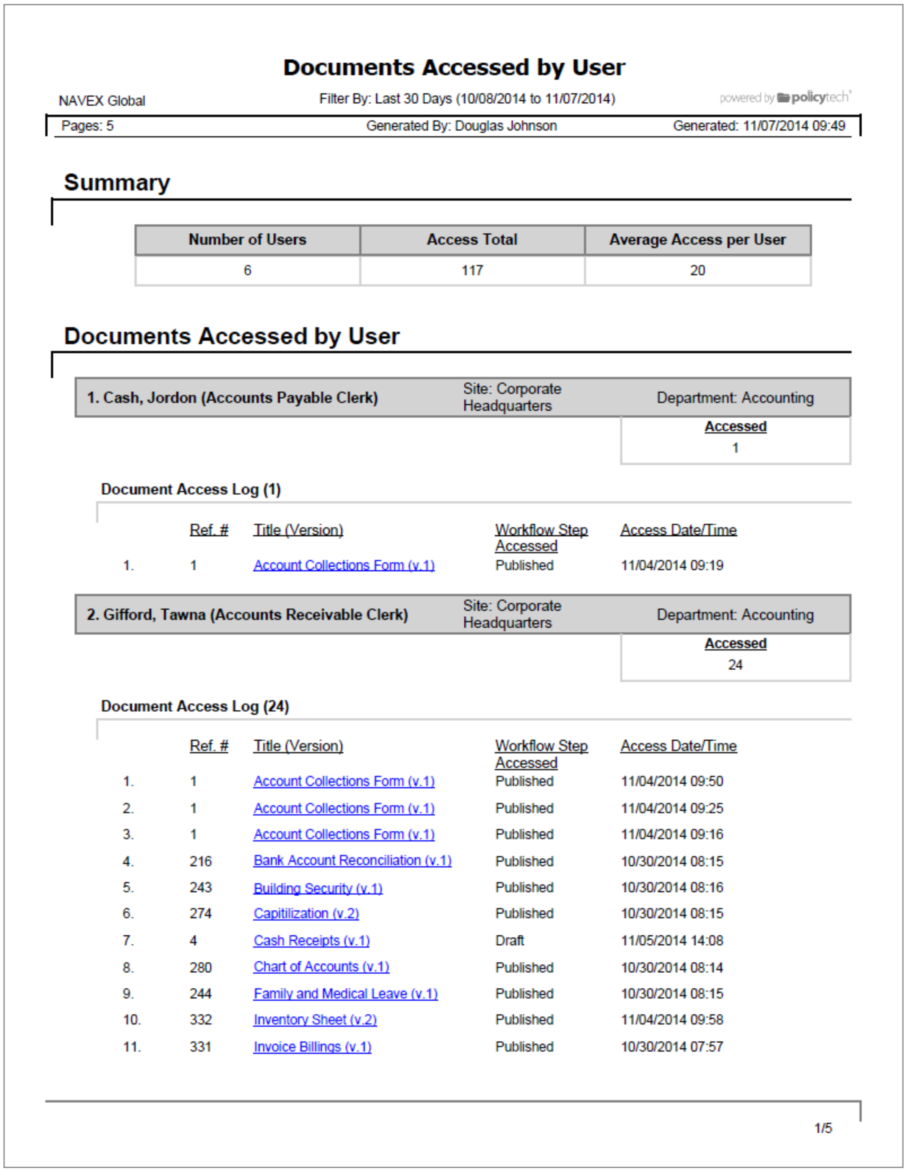
### Description

Shows which documents and questionnaires were accessed by the selected users within the selected date range.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:



**Documents Accessed by User**

NAVEX Global | Filter By: Last 30 Days (10/08/2014 to 11/07/2014) | powered by policytech

Pages: 5 | Generated By: Douglas Johnson | Generated: 11/07/2014 09:49

**Summary**

| Number of Users | Access Total | Average Access per User |
|---|---|---|
| 6 | 117 | 20 |

**Documents Accessed by User**

**1. Cash, Jordon (Accounts Payable Clerk)** | Site: Corporate Headquarters | Department: Accounting

Accessed: 1

**Document Access Log (1)**

| | Ref. # | Title (Version) | Workflow Step Accessed | Access Date/Time |
|---|---|---|---|---|
| 1. | 1 | Account Collections Form (v.1) | Published | 11/04/2014 09:19 |

**2. Gifford, Tawna (Accounts Receivable Clerk)** | Site: Corporate Headquarters | Department: Accounting

Accessed: 24

**Document Access Log (24)**

| | Ref. # | Title (Version) | Workflow Step Accessed | Access Date/Time |
|---|---|---|---|---|
| 1. | 1 | Account Collections Form (v.1) | Published | 11/04/2014 09:50 |
| 2. | 1 | Account Collections Form (v.1) | Published | 11/04/2014 09:25 |
| 3. | 1 | Account Collections Form (v.1) | Published | 11/04/2014 09:16 |
| 4. | 216 | Bank Account Reconciliation (v.1) | Published | 10/30/2014 08:15 |
| 5. | 243 | Building Security (v.1) | Published | 10/30/2014 08:16 |
| 6. | 274 | Capitilization (v.2) | Published | 10/30/2014 08:15 |
| 7. | 4 | Cash Receipts (v.1) | Draft | 11/05/2014 14:08 |
| 8. | 280 | Chart of Accounts (v.1) | Published | 10/30/2014 08:14 |
| 9. | 244 | Family and Medical Leave (v.1) | Published | 10/30/2014 08:15 |
| 10. | 332 | Inventory Sheet (v.2) | Published | 11/04/2014 09:58 |
| 11. | 331 | Invoice Billings (v.1) | Published | 10/30/2014 07:57 |

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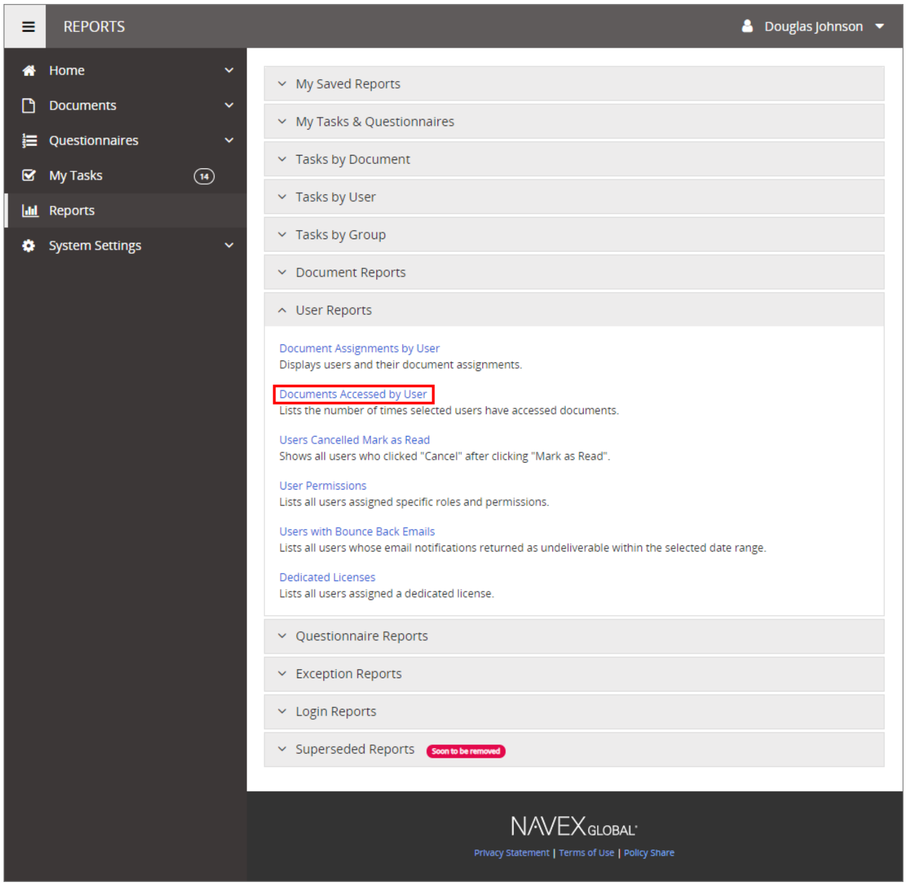
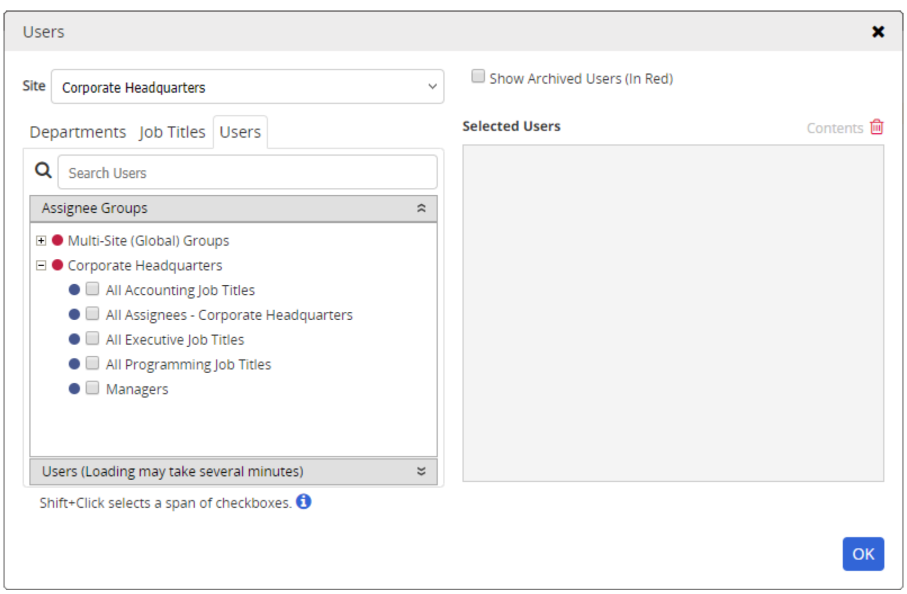
## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **Documents Accessed by User**.

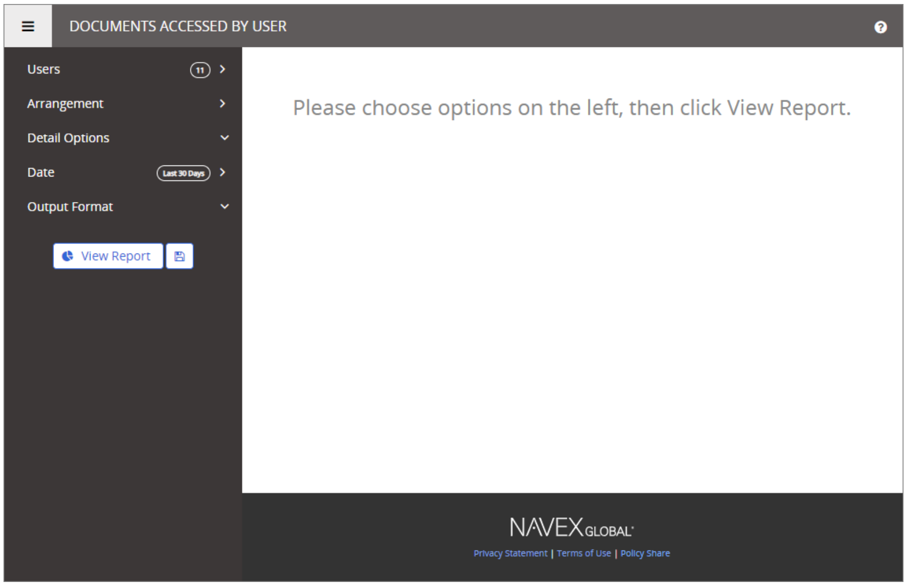



3. Select the users you want included in the report (see Selecting Users for help).

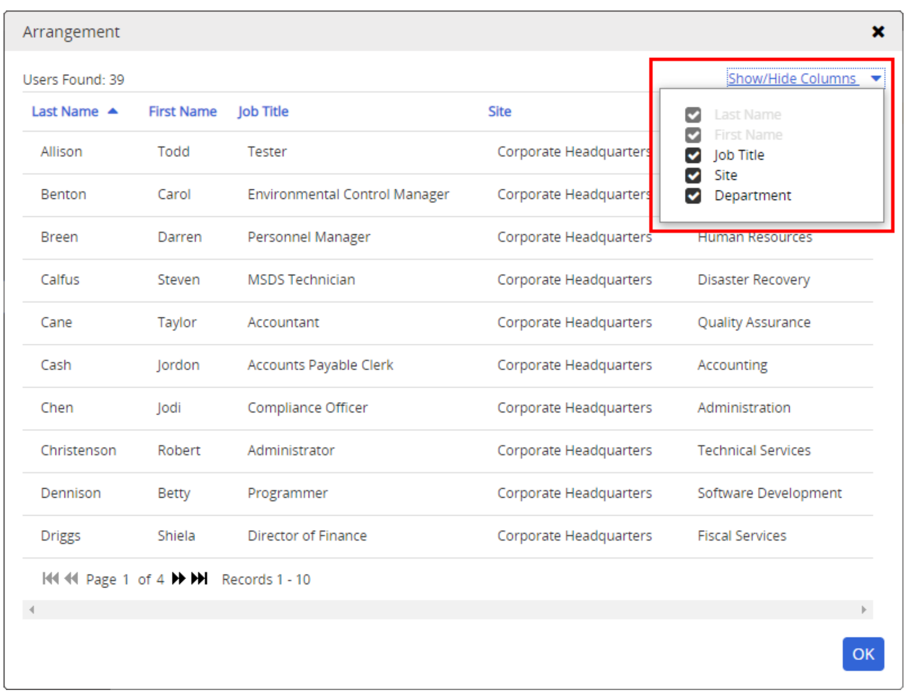


All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

> **Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

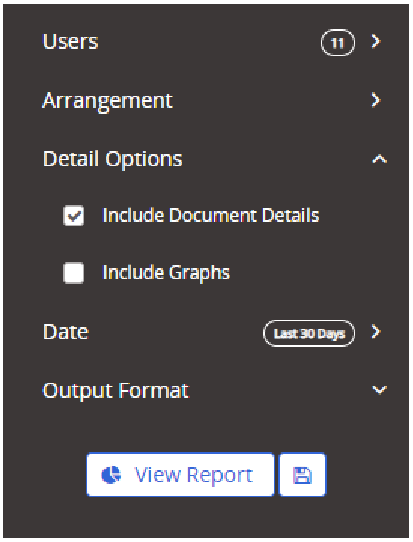



4. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

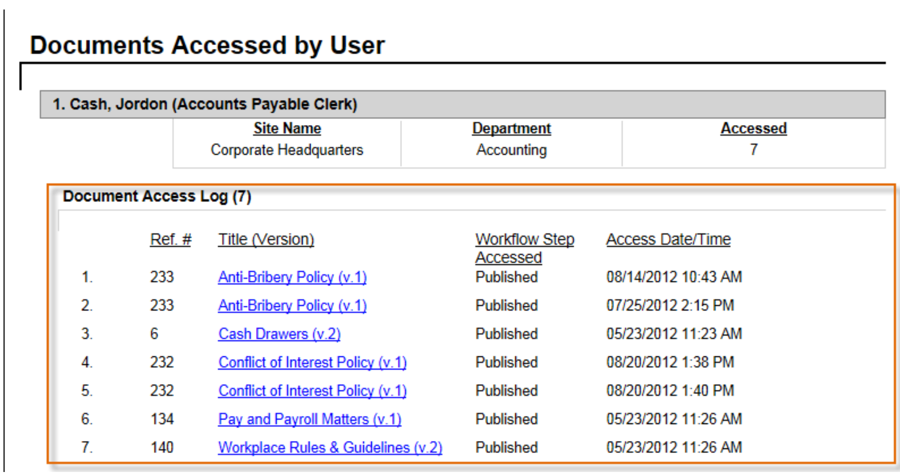


- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



Documents Accessed by User

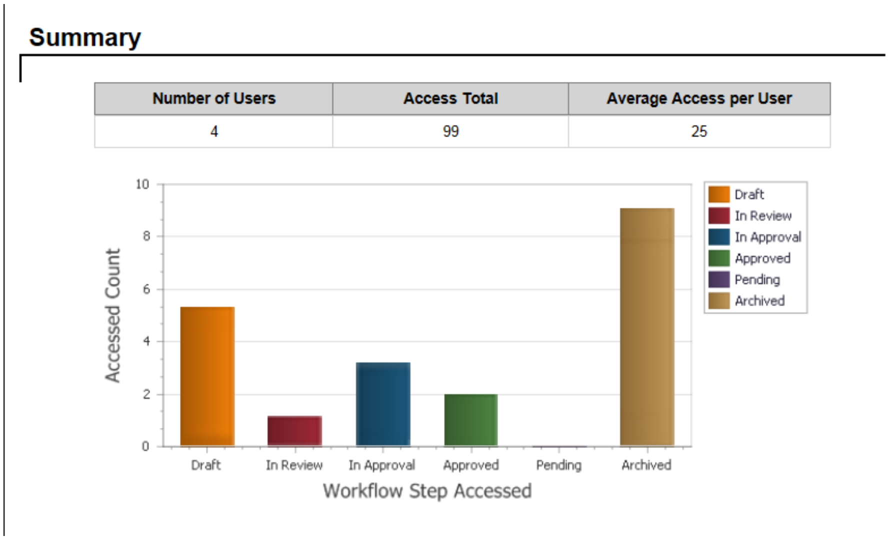
1. Cash, Jordon (Accounts Payable Clerk)

| Site Name | Department | Accessed |
|---|---|---|
| Corporate Headquarters | Accounting | 7 |

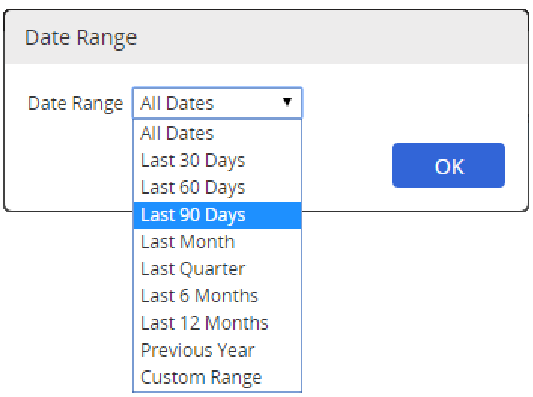
Document Access Log (7)

| | Ref. # | Title (Version) | Workflow Step Accessed | Access Date/Time |
|---|---|---|---|---|
| 1. | 233 | Anti-Bribery Policy (v.1) | Published | 08/14/2012 10:43 AM |
| 2. | 233 | Anti-Bribery Policy (v.1) | Published | 07/25/2012 2:15 PM |
| 3. | 6 | Cash Drawers (v.2) | Published | 05/23/2012 11:23 AM |
| 4. | 232 | Conflict of Interest Policy (v.1) | Published | 08/20/2012 1:38 PM |
| 5. | 232 | Conflict of Interest Policy (v.1) | Published | 08/20/2012 1:40 PM |
| 6. | 134 | Pay and Payroll Matters (v.1) | Published | 05/23/2012 11:26 AM |
| 7. | 140 | Workplace Rules & Guidelines (v.2) | Published | 05/23/2012 11:26 AM |

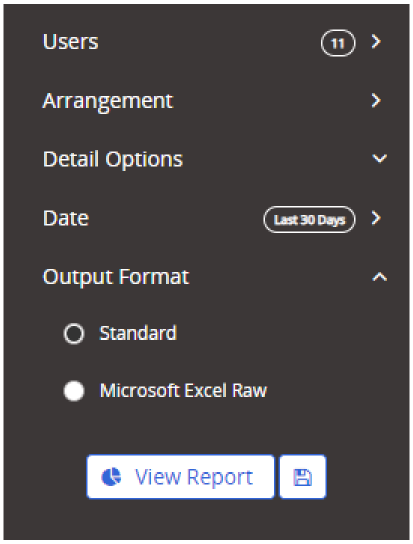
- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.



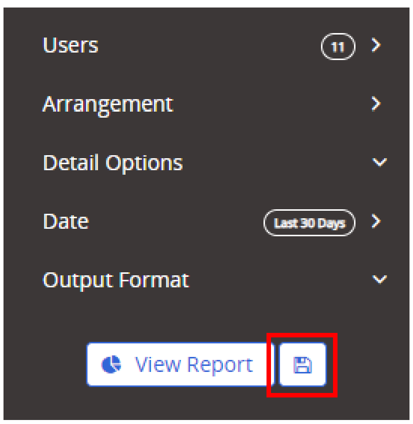

6. (Optional) To show only those instances of document/questionnaire access that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



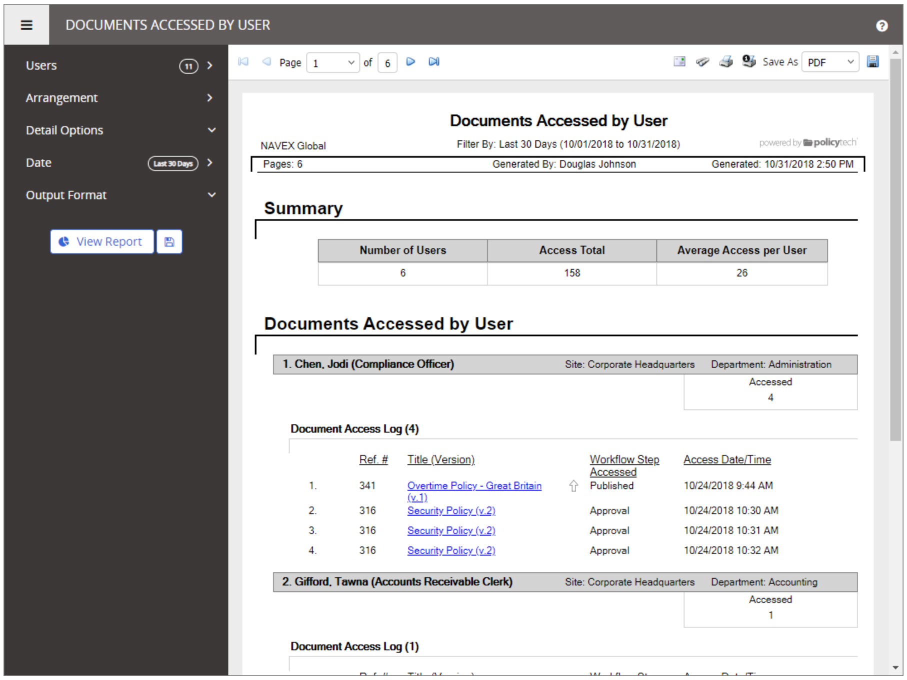

8. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



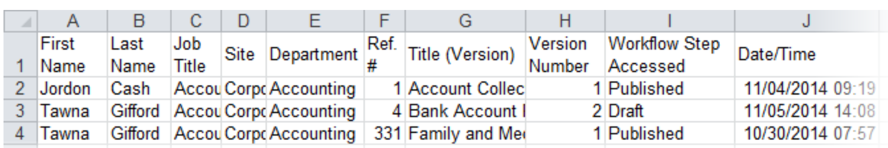

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | First Name | Last Name | Job Title | Site | Department | Ref. # | Title (Version) | Version Number | Workflow Step Accessed | Date/Time |
| 2 | Jordon | Cash | Accou | Corpc | Accounting | 1 | Account Collec | 1 | Published | 11/04/2014 09:19 |
| 3 | Tawna | Gifford | Accou | Corpc | Accounting | 4 | Bank Account I | 2 | Draft | 11/05/2014 14:08 |
| 4 | Tawna | Gifford | Accou | Corpc | Accounting | 331 | Family and Me | 1 | Published | 10/30/2014 07:57 |

## Report: Users Canceled Mark as Read

### Description

Shows all users who clicked **Mark as Read** in a document or **Submit Answers** in a questionnaire and then, instead of confirming the action, clicked **Cancel**.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

**Users Cancelled Mark as Read**

NAVEX Global  powered by policytech

| Pages: 1 | Generated By: Susan Howard | Generated: 04/17/2013 4:40 PM |
|---|---|---|

**User-cancelled "Mark as Read"**

**Site: Corporate Headquarters (1)**

Administration (1)

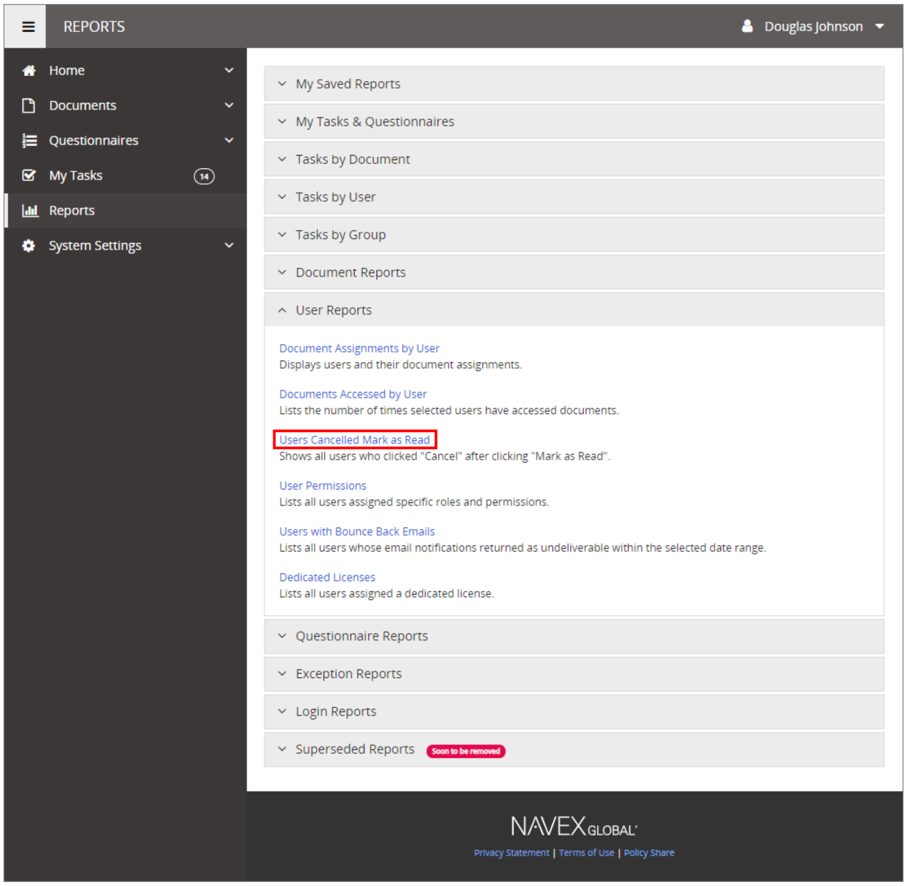
1. **Howard, Susan (Document, Control Administrator)**

| Cancelled | Title (Version) | Ref. # |
|---|---|---|
| 04/12/2013 10:35 AM | Family and Medical Leave (v.1) | 291 |

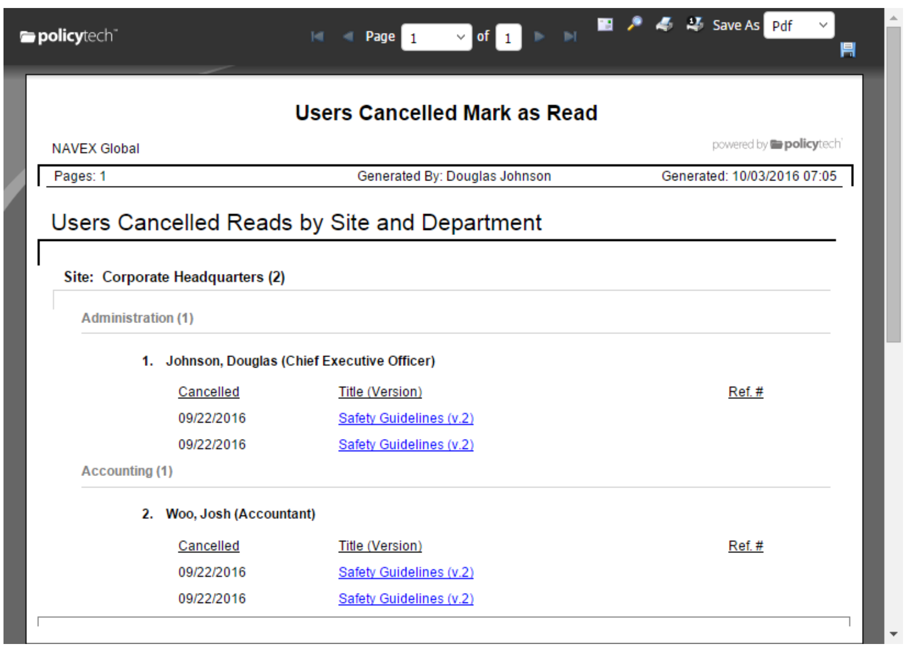
1/1

## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **Users Cancelled Mark As Read**.




The report opens immediately in a separate browser window.



# Report: User Permissions

## Description

Shows the number of users assigned each role and system permission.

### Available to users with the following roles or permissions:

Report Manager, Administrator, Company/User

### Sample Report:

**User Permissions**

NAVEX Global — powered by policytech

Pages: 7 | Generated By: Susan Howard | 04/17/2013 4:46 PM

**Summary**

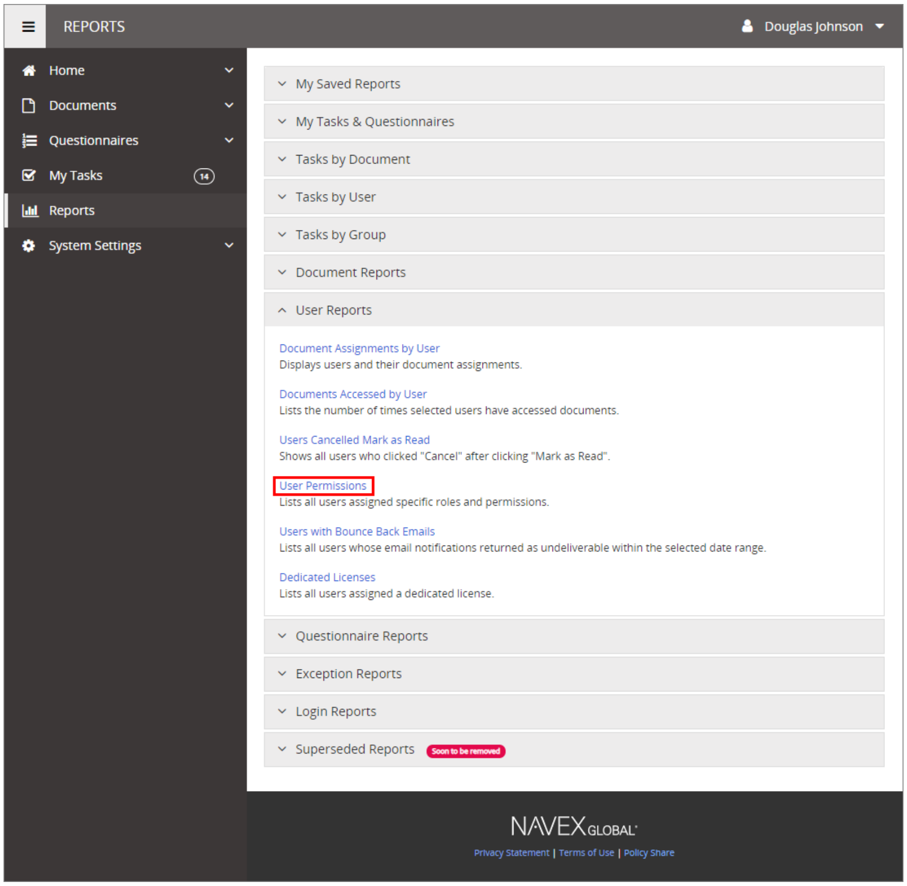
**Assigned Permissions**

| System Permissions | Number of Users | Document Roles | Number of Users |
|---|---|---|---|
| **All Sites** | | Document Owner | 22 |
| Category Owner | 0 | Approves Own Documents | 4 |
| Document Control Administrator | 2 | Writer | 22 |
| Company / User | 0 | Reviewer | 22 |
| System / IT | 0 | Approver | 8 |
| Report Manager | 0 | Pending Documents | 2 |
| Access Site | 0 | Reader | 49 |
| View Docs All Departments | 0 | Archived Documents | 1 |
| | | Template | 0 |
| **Archive** | | | |
| Category Owner | 0 | **Proxy Author** | |
| Document Control Administrator | 0 | Assigned Proxy Authors | 1 |
| Company / User | 0 | Document Owners with Proxy Authors | 1 |
| Report Manager | 0 | | |
| Access Site | 0 | | |
| Department Manager | 0 | | |
| **Corporate Headquarters** | | | |
| Category Owner | 0 | | |
| Document Control Administrator | 0 | | |
| Company / User | 0 | | |
| Report Manager | 0 | | |
| Access Site | 0 | | |
| Department Manager | 0 | | |
| **Manufacturing** | | | |
| Category Owner | 0 | | |
| Document Control Administrator | 0 | | |

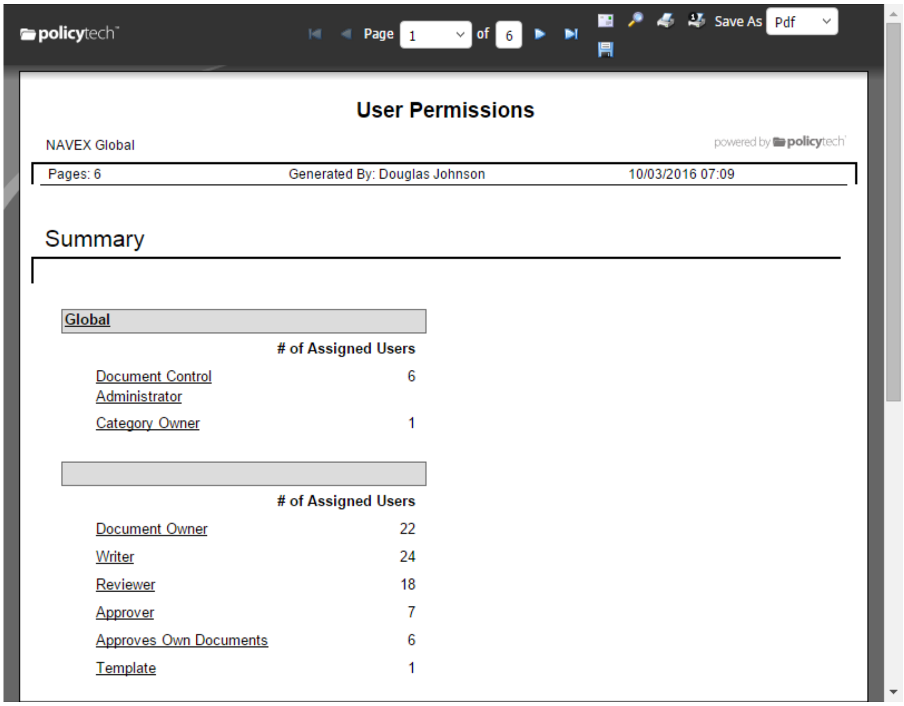
1/7

## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **User Permissions**.




The report opens immediately in a separate browser window.




# Report: Users with Bounce Back Emails

## Description

Shows which task emails were undeliverable for the selected readers during a specified time period.

> **Note:** If, in the **Bulk Mail Settings** tab of **Email** preferences, the **Distribute Bulk mail by BCC** setting has been selected, undeliverable emails cannot be logged by PolicyTech or included in this report.

### Available to users with the following roles or permissions:

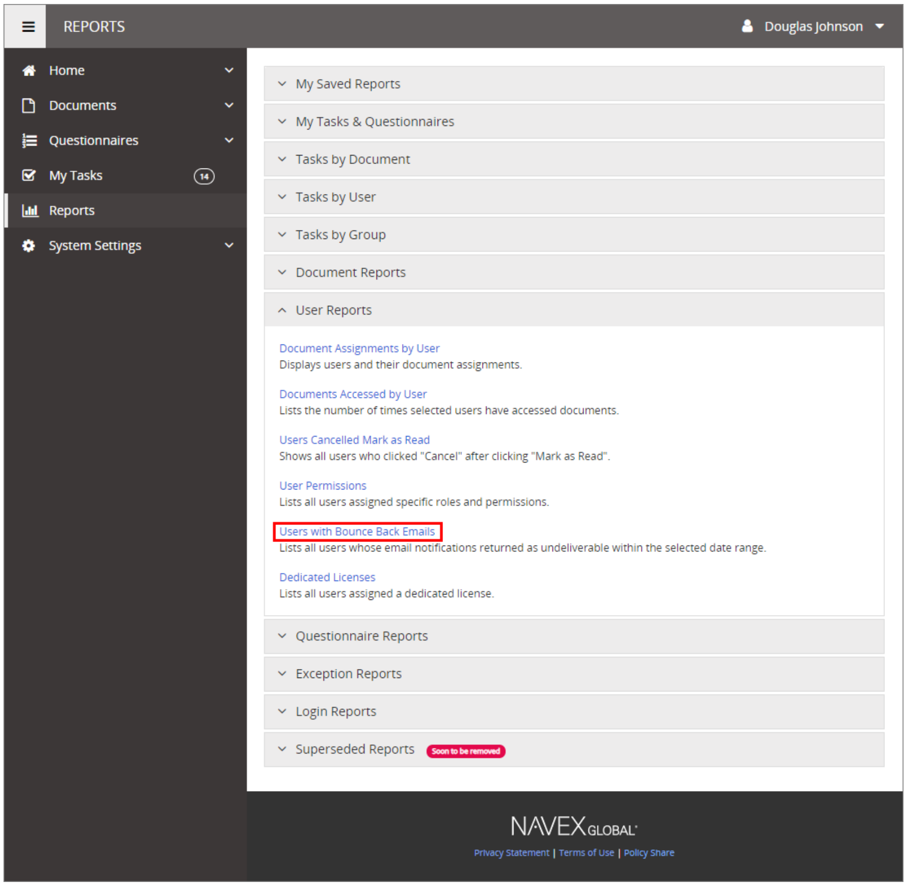
Report Manager, Administrator

### Sample Report:

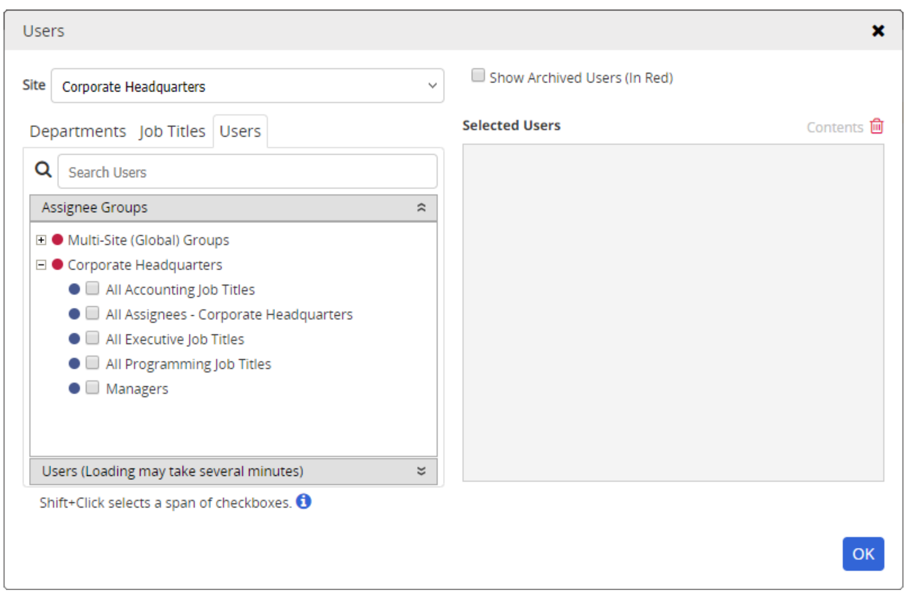
| First Name | Last Name | Failed Email | Current Email | User Type | Site | Departme | Ref. # | Title (Version) | Version | Bounce Back Date | Bounce Back Reason | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tawna | Gifford | tgifford@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/29 7:28 AM | Email address not found | Received: from VMTE |
| Tom | Hansen | thansen@somecompany.com | | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/26 6:08 PM | Other | Received: from VMTE |
| Susan | Howard | showard@somecompany.com | susanhoward@somecon | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 10:08 PM | Email delayed | Received: from VMTE |
| Jordon | Cash | jcash@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 8:28 AM | Domain not found | Received: from VMTE |

## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **Users with Bounce Back Emails**.

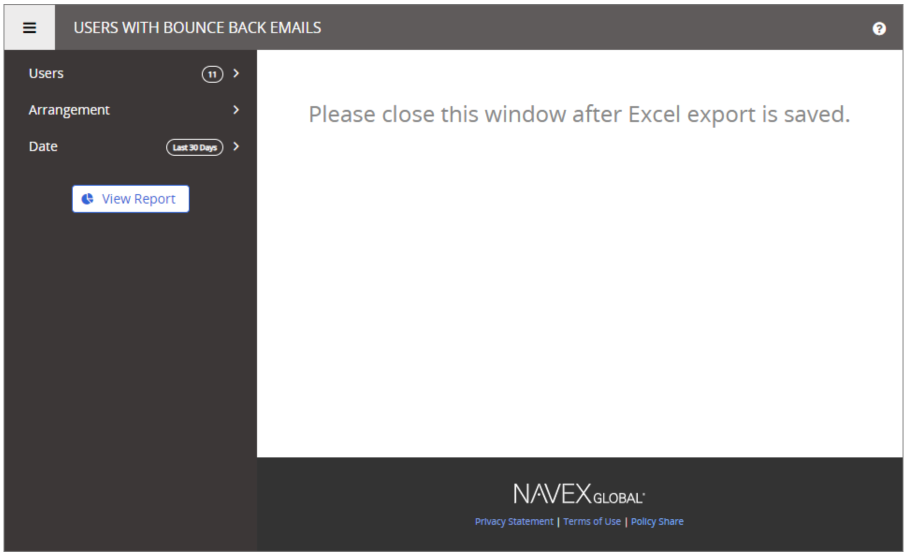



3. Select the users you want included in the report (see Selecting Users for help).



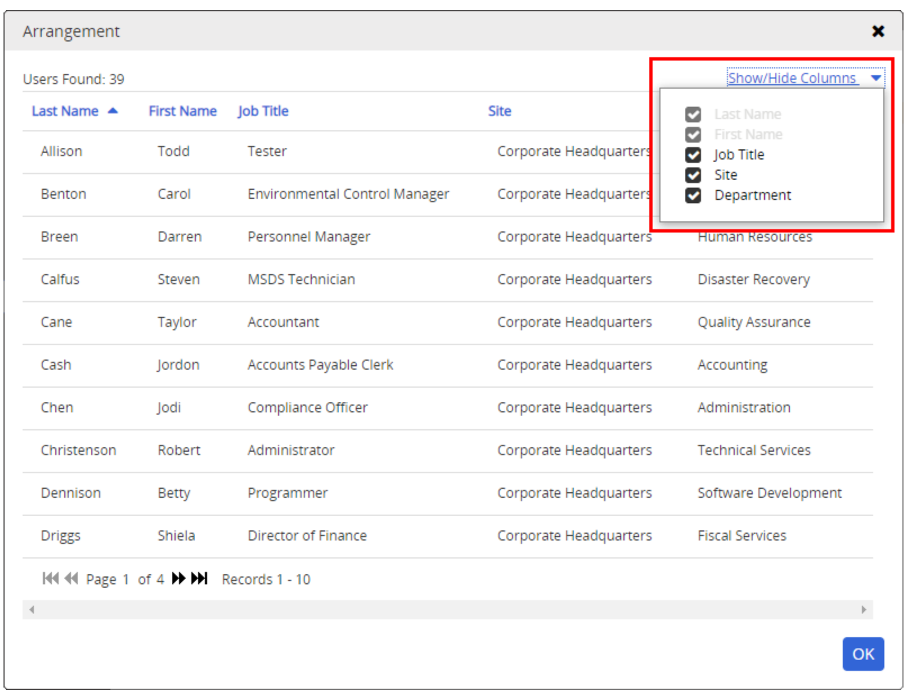
All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.



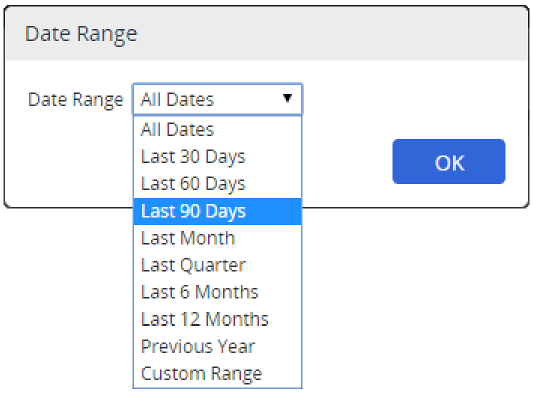

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.



- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) To show only those bounce back email instances that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




6. Click **View Report**, and then follow the prompts to download and open the Excel file.

| First Name | Last Name | Failed Email | Current Email | User Type | Site | Departme | Ref. # | Title (Version) | Version | Bounce Back Date | Bounce Back Reason | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tawna | Gifford | tgifford@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/29 7:28 AM | Email address not found | Received: from VMTE |
| Tom | Hansen | thansen@somecompany.com | | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/26 6:08 PM | Other | Received: from VMTE |
| Susan | Howard | showard@somecompany.com | susanhoward@somecon | User | Corporat | Administra | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 10:08 PM | Email delayed | Received: from VMTE |
| Jordon | Cash | jcash@somecompany.com | | User | Corporat | Accountin | 7 | Cash Receipts (v.1) | 1 | 2014/07/25 8:28 AM | Domain not found | Received: from VMTE |

## Report: Dedicated Licenses

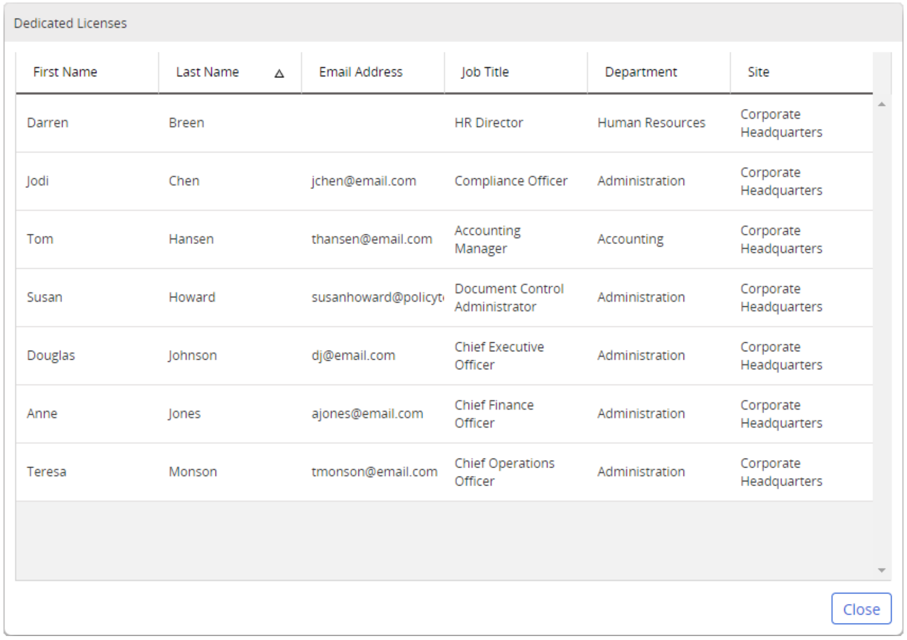
### Description

Shows a list of users assigned dedicated licenses.

#### Available to users with the following roles or permissions:

Administrator

#### Sample Report:

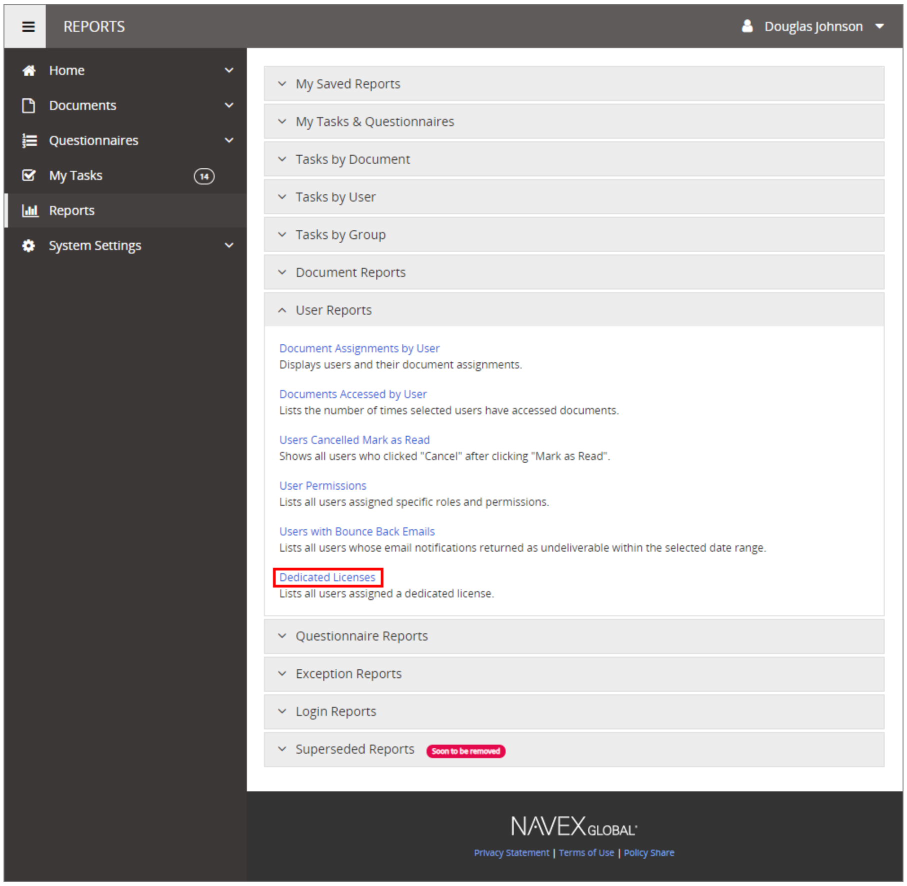

Dedicated Licenses

| First Name | Last Name | Email Address | Job Title | Department | Site |
|---|---|---|---|---|---|
| Darren | Breen | | HR Director | Human Resources | Corporate Headquarters |
| Jodi | Chen | jchen@email.com | Compliance Officer | Administration | Corporate Headquarters |
| Tom | Hansen | thansen@email.com | Accounting Manager | Accounting | Corporate Headquarters |
| Susan | Howard | susanhoward@policyt | Document Control Administrator | Administration | Corporate Headquarters |
| Douglas | Johnson | dj@email.com | Chief Executive Officer | Administration | Corporate Headquarters |
| Anne | Jones | ajones@email.com | Chief Finance Officer | Administration | Corporate Headquarters |
| Teresa | Monson | tmonson@email.com | Chief Operations Officer | Administration | Corporate Headquarters |

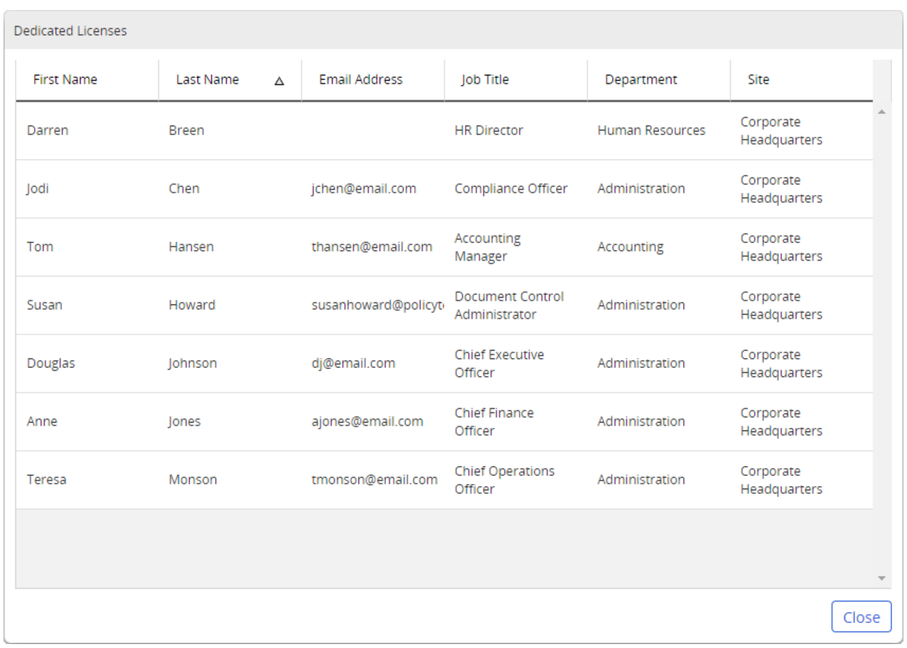


## How to Generate

1. Click **Reports**.
2. Click **User Reports**, and then click **Dedicated Licenses**.




The report opens immediately in a separate browser window.


Dedicated Licenses

| First Name | Last Name | Email Address | Job Title | Department | Site |
|---|---|---|---|---|---|
| Darren | Breen | | HR Director | Human Resources | Corporate Headquarters |
| Jodi | Chen | jchen@email.com | Compliance Officer | Administration | Corporate Headquarters |
| Tom | Hansen | thansen@email.com | Accounting Manager | Accounting | Corporate Headquarters |
| Susan | Howard | susanhoward@policyt | Document Control Administrator | Administration | Corporate Headquarters |
| Douglas | Johnson | dj@email.com | Chief Executive Officer | Administration | Corporate Headquarters |
| Anne | Jones | ajones@email.com | Chief Finance Officer | Administration | Corporate Headquarters |
| Teresa | Monson | tmonson@email.com | Chief Operations Officer | Administration | Corporate Headquarters |

Close

# Questionnaire Reports

The **Questionnaire Reports** category includes the following:

[Questionnaire Results By Document](#)

[Questionnaire Results By User](#)

[Questionnaire Statistics](#)

## Report: Questionnaire Results by Document

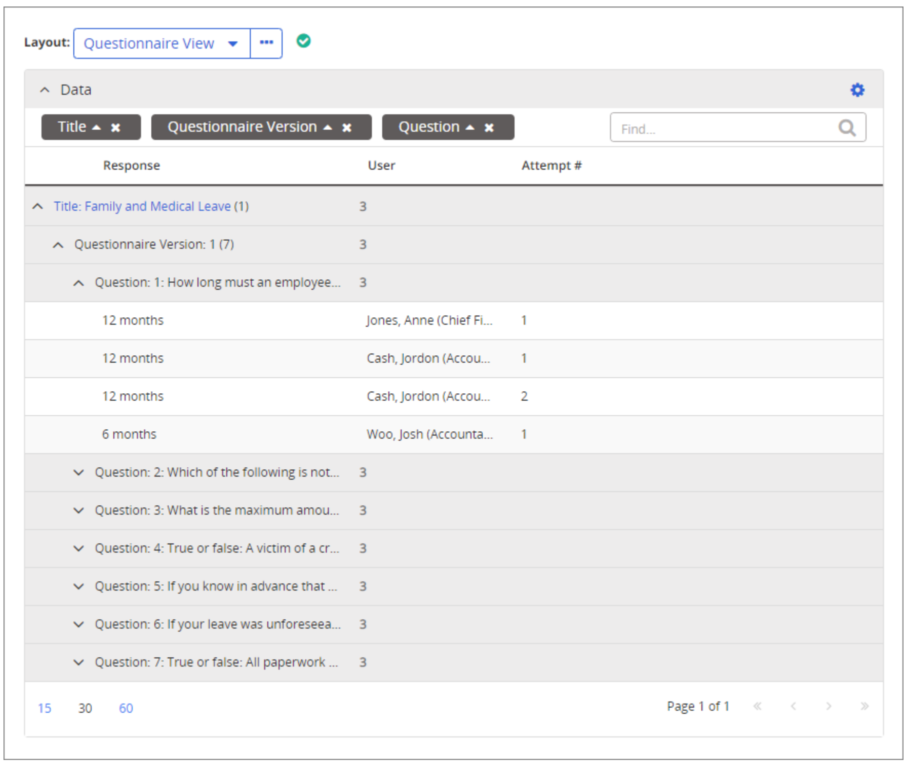
### Description

Shows all users' questionnaire results by question for the selected documents or questionnaires.

#### Available to users with the following roles or permissions:

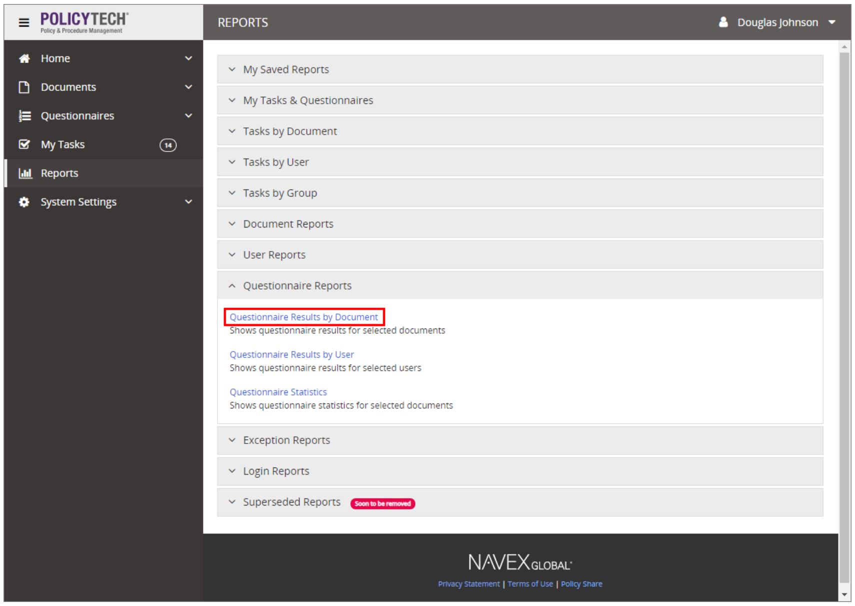
Document Owner, Report Manager, Administrator

#### Sample Report:

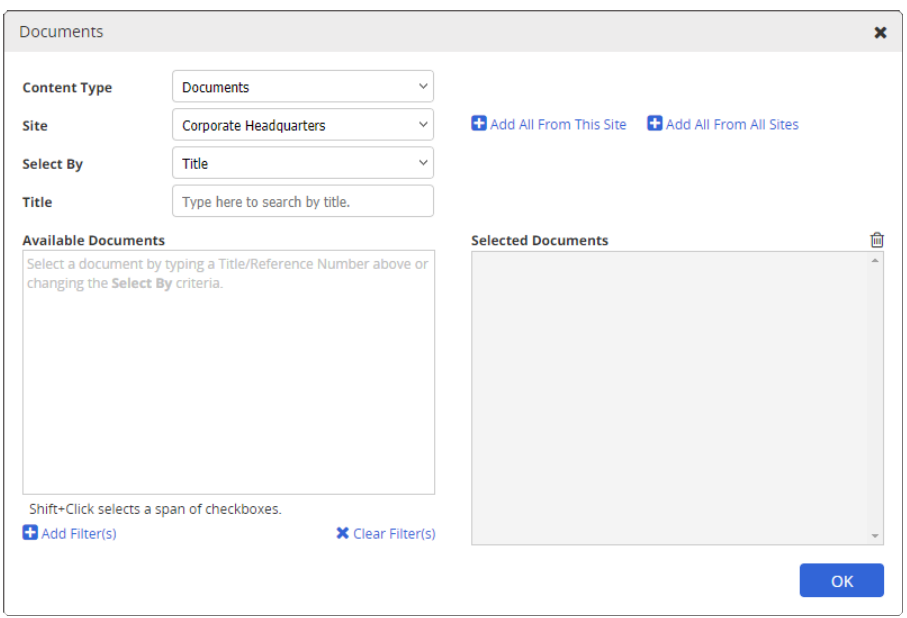


## How to Generate

1. Click **Reports**.
2. Click **Questionnaire Reports**, and then click **Questionnaire Results by Document**.



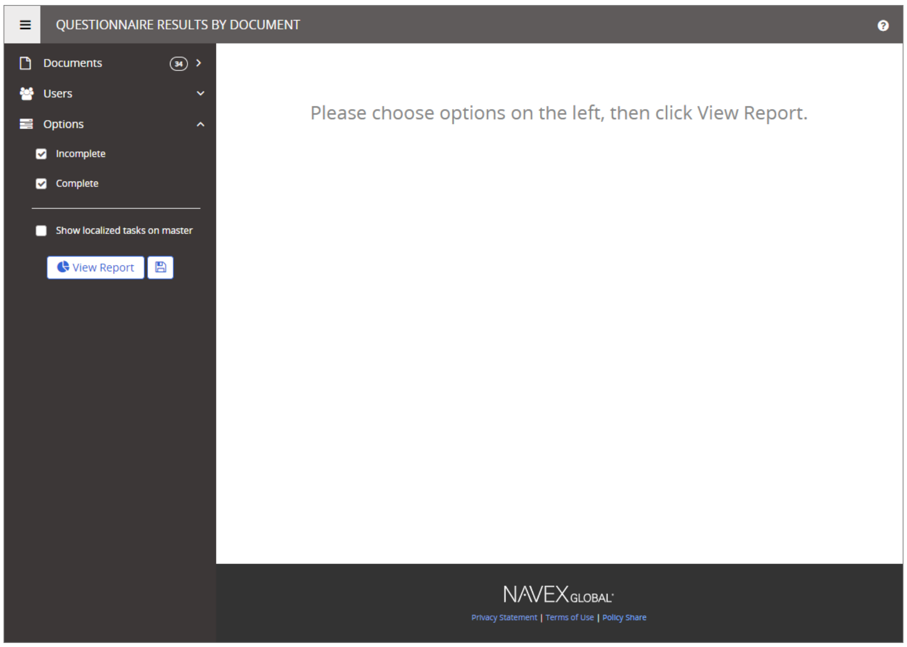

3. Select documents or questionnaires to include in the report (see [Selecting Documents]() for help), and then click **OK**.



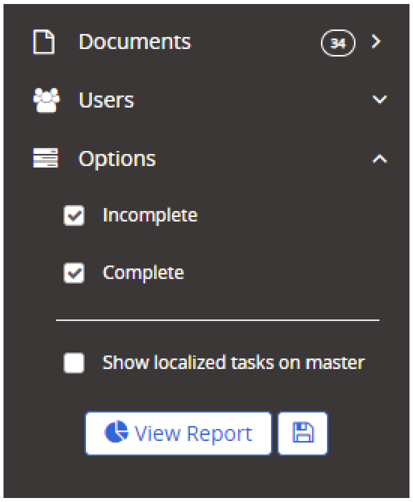

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.

4. (Optional) To limit the selected documents to only those assigned to specific users, click **Users** and make selections in the same way as you would for a user-based report (see Selecting Users for help).



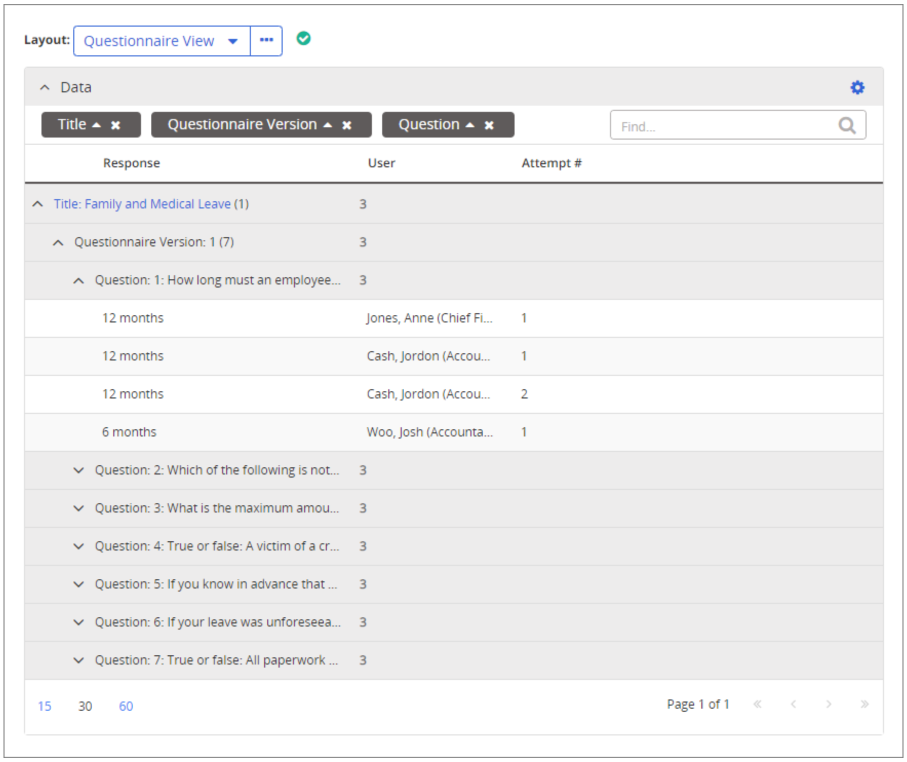

5. (Optional) Under **Options**, **Incomplete** and **Complete** are selected by default, meaning that information about all users assigned to complete the selected questionnaires will be included in the report results, whether or not those users have already submitted their questionnaire responses. Click to clear the **Incomplete** or **Complete** check box to exclude that information.



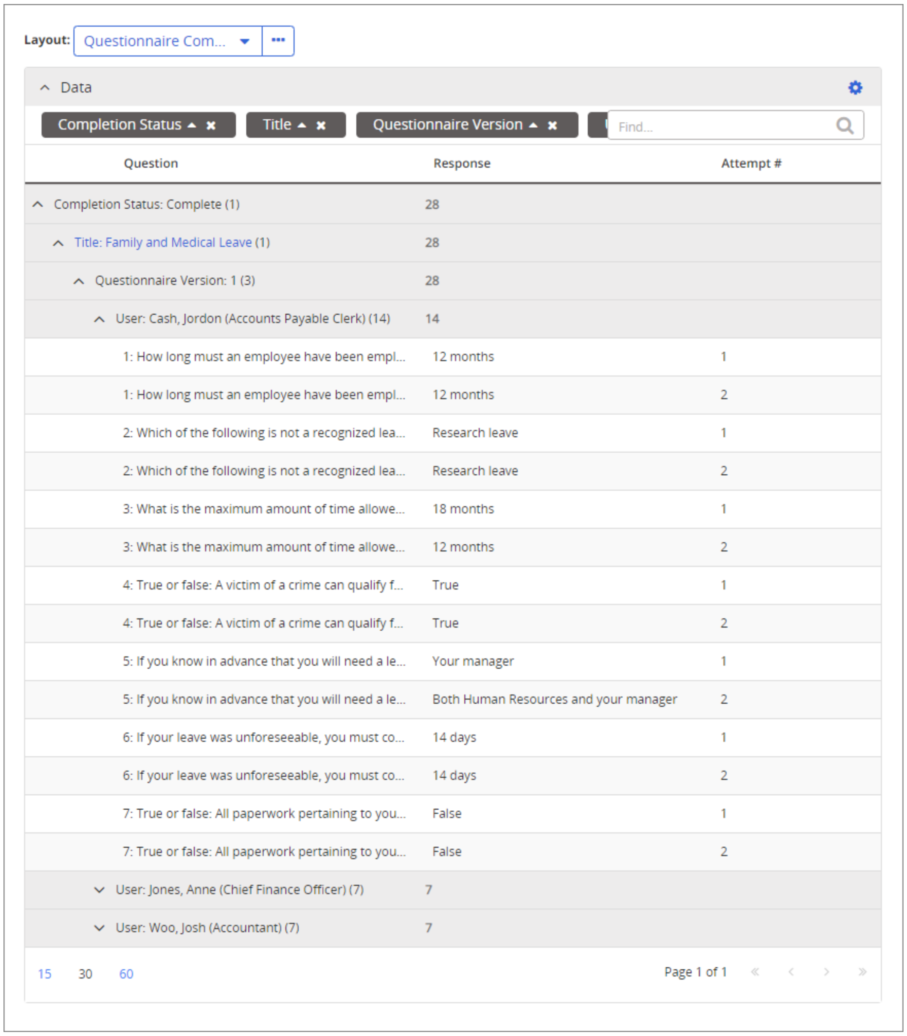

If Localization Workflow is enabled, you will also see the **Show localized tasks on master** option. Select this option if you want the questionnaire results from synced localized copies included with the master document's/questionnaire's results.

6. Click **View Report**.
7. For **Layout**, select **Questionnaire View** or **Questionnaire Completion View**.

   **Questionnaire View** organizes report data by document/questionnaire title, then by questionnaire version, and then by question, with individual user status and results for each question.




**Questionnaire Completion View** organizes report data by completion status—complete and incomplete—then by document/questionnaire title, then by questionnaire version, then by user, with each user's responses.

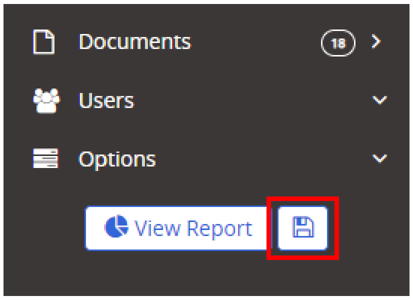



**Note:** For details on how to create and work with custom layouts, see the following sections of the Working with Report Layouts section:

- Creating a Custom Report Layout
- Selecting a Custom or Shared Report Layout
- Modifying or Deleting a Custom Report Layout
- Setting a Default Report Layout

8. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

9. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.




10. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Report: Questionnaire Results by User

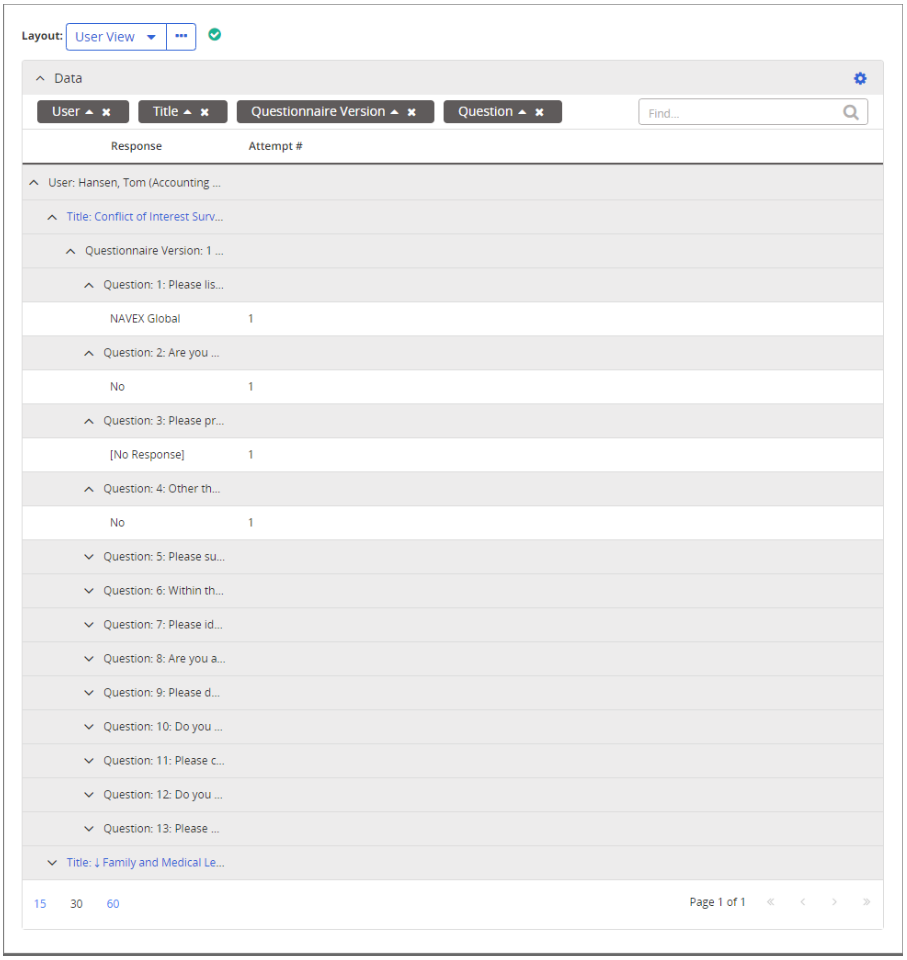
### Description

Shows all questionnaire results for the selected users.

**Available to users with the following roles or permissions:**

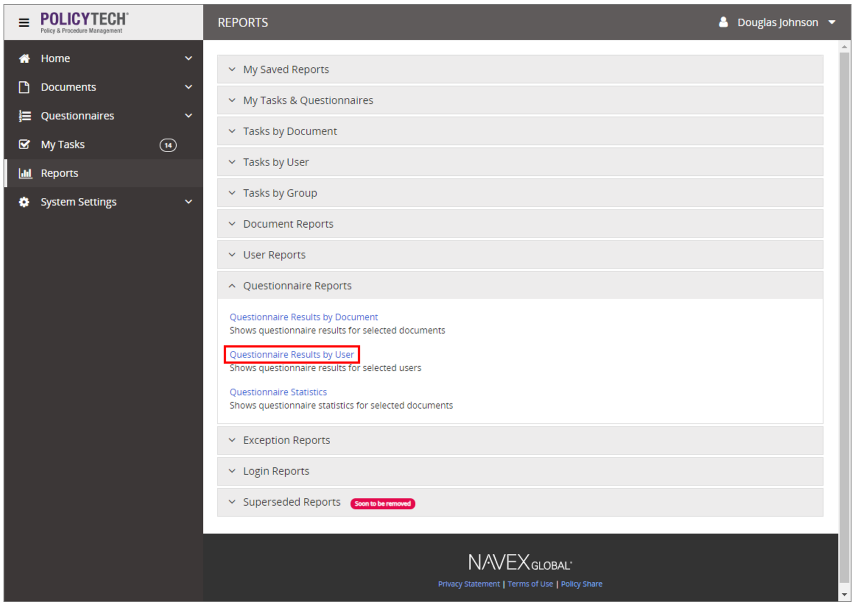
Manager, Report Manager, Administrator

**Sample Report:**

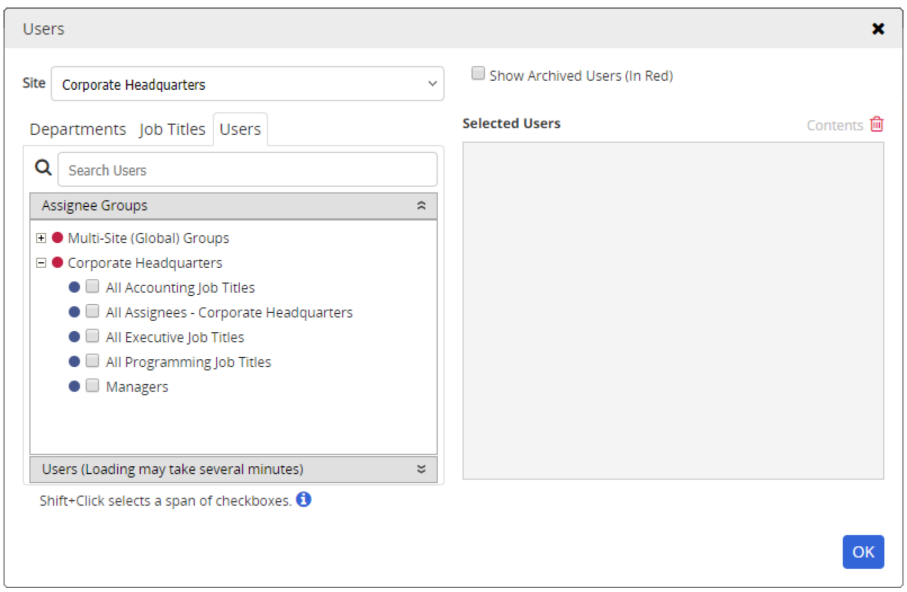



## How to Generate

1. Click **Reports**.
2. Click **Questionnaire Reports**, and then click **Questionnaire Results by User**.

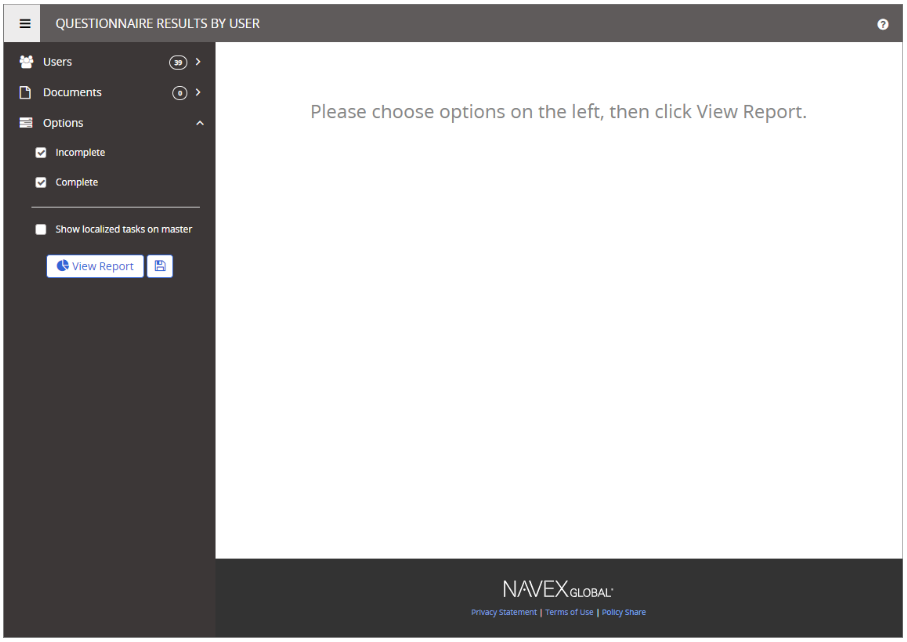



3. Select the users you want included in the report (see Selecting Users for help).



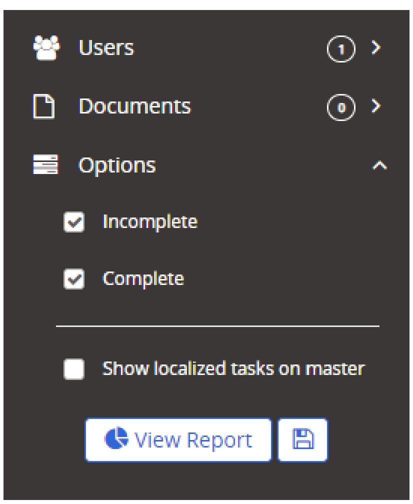

All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

5. (Optional) Under **Options**, **Incomplete** and **Complete** are selected by default, meaning that information about all users assigned to complete the selected questionnaires will be included in the report results, whether or not those users have already submitted their questionnaire responses. Click to clear the **Incomplete** or **Complete** check box to exclude that information.

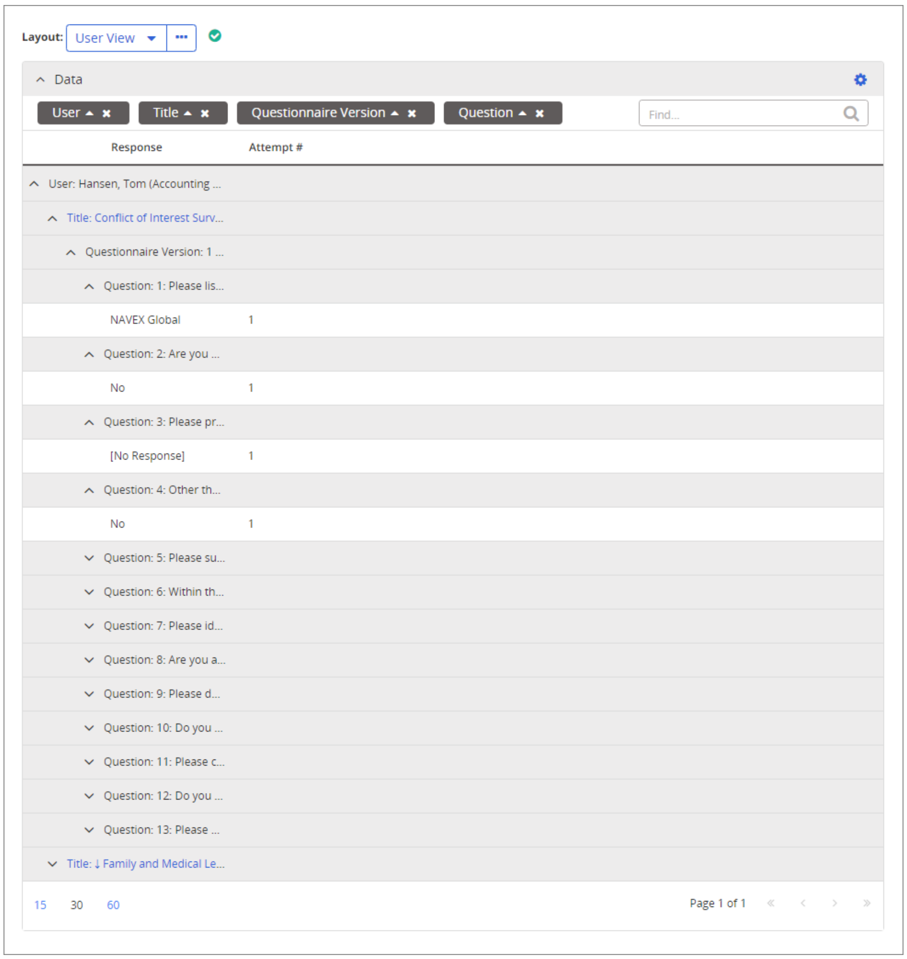



If Localization Workflow is enabled, you will also see the **Show localized tasks on master** option. Select this option if you want the questionnaire results from synced localized copies included with the master document's/questionnaire's results.

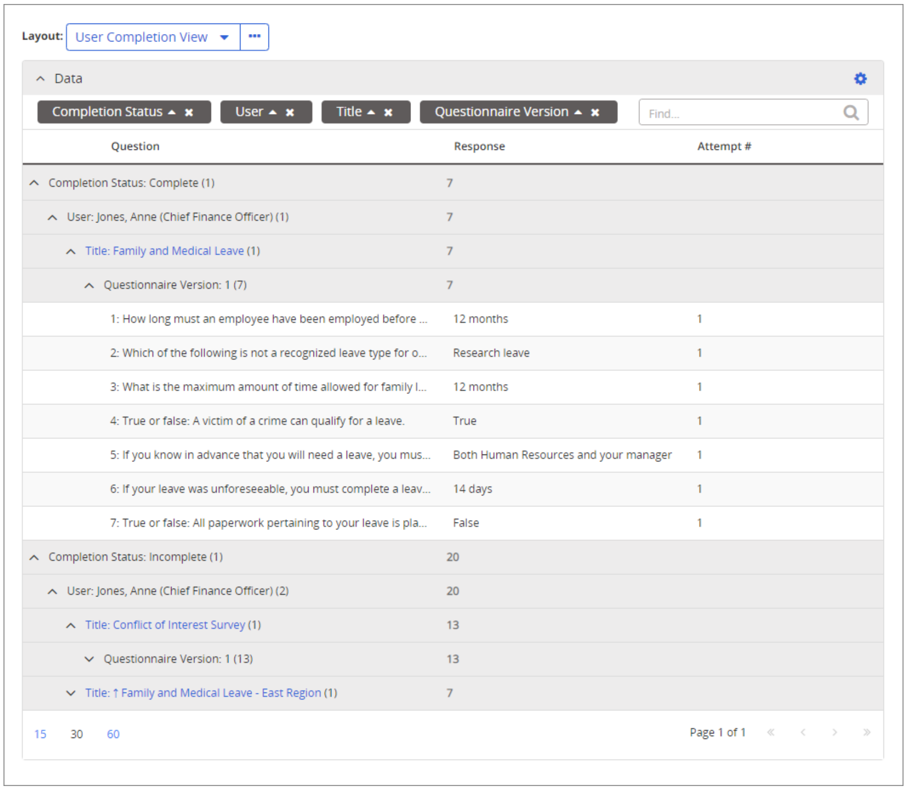
**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

6. Click **View Report**.
7. For **Layout**, select **User View** or **User Completion View**.

**User View** organizes report data by user, then by assigned document/questionnaire, then by questionnaire version, and finally by question, with individual user status and results for each question.




**User Completion View** organizes report data by completion status—complete and incomplete—then by user, then by document/questionnaire title, and finally by question, with each user's responses.

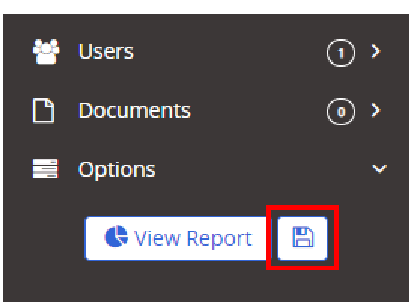



**Note:** For details on how to create and work with custom layouts, see the following sections of the Working with Report Layouts section:

- Creating a Custom Report Layout
- Selecting a Custom or Shared Report Layout
- Modifying or Deleting a Custom Report Layout
- Setting a Default Report Layout

8. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

9. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.



10. (Optional) Print or save the current report results (see Printing or Saving Report Results).

# Report: Questionnaire Statistics

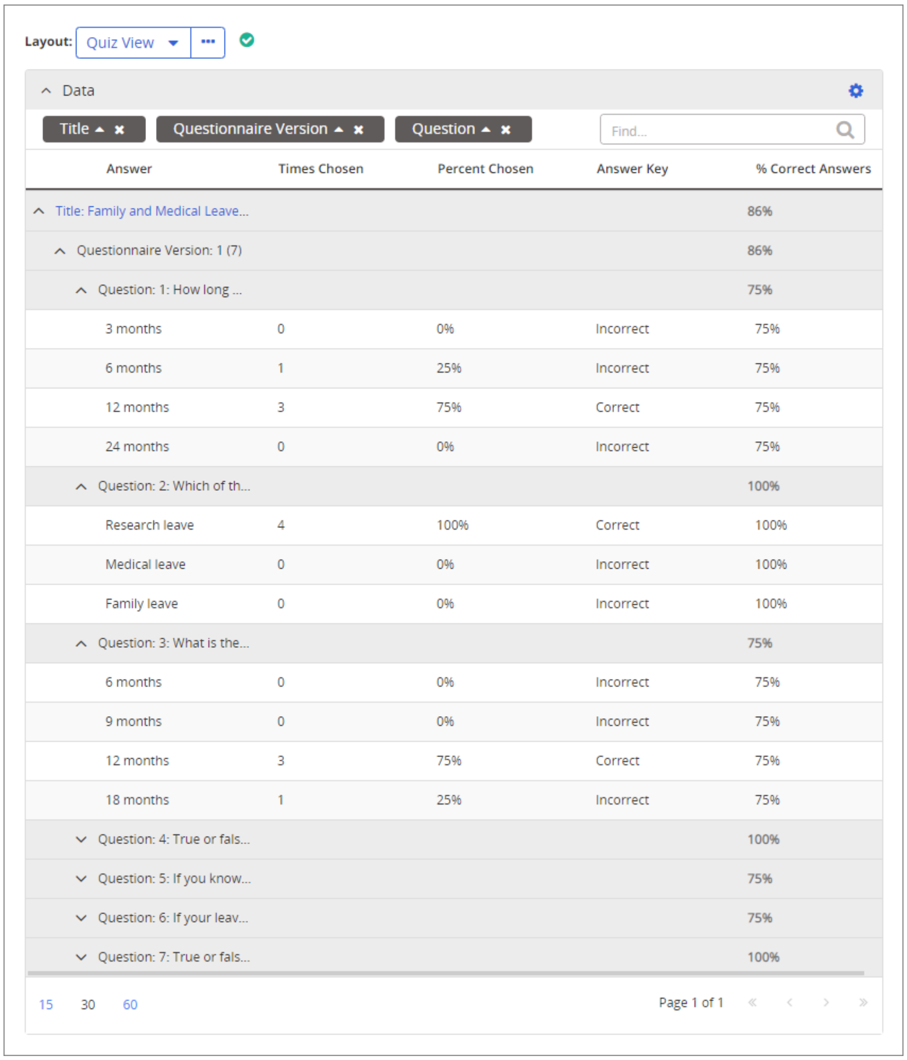
Description

For the selected questionnaires or documents with questionnaires, shows results statistics for each question and answer.

## Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

## Sample Report:



Layout: Quiz View

Data

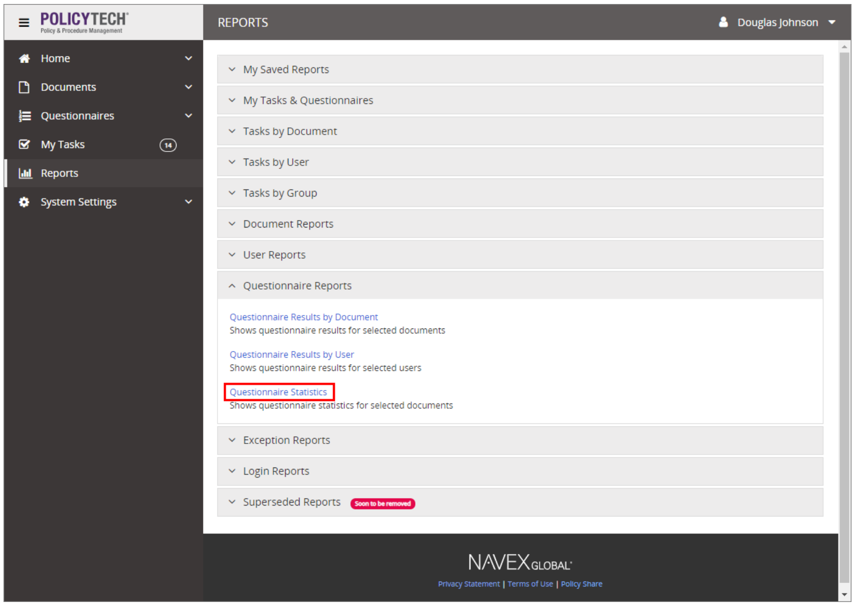
Title ▲ ✖ | Questionnaire Version ▲ ✖ | Question ▲ ✖ | Find...

| Answer | Times Chosen | Percent Chosen | Answer Key | % Correct Answers |
|---|---|---|---|---|
| Title: Family and Medical Leave... | | | | 86% |
| Questionnaire Version: 1 (7) | | | | 86% |
| Question: 1: How long ... | | | | 75% |
| 3 months | 0 | 0% | Incorrect | 75% |
| 6 months | 1 | 25% | Incorrect | 75% |
| 12 months | 3 | 75% | Correct | 75% |
| 24 months | 0 | 0% | Incorrect | 75% |
| Question: 2: Which of th... | | | | 100% |
| Research leave | 4 | 100% | Correct | 100% |
| Medical leave | 0 | 0% | Incorrect | 100% |
| Family leave | 0 | 0% | Incorrect | 100% |
| Question: 3: What is the... | | | | 75% |
| 6 months | 0 | 0% | Incorrect | 75% |
| 9 months | 0 | 0% | Incorrect | 75% |
| 12 months | 3 | 75% | Correct | 75% |
| 18 months | 1 | 25% | Incorrect | 75% |
| Question: 4: True or fals... | | | | 100% |
| Question: 5: If you know... | | | | 75% |
| Question: 6: If your leav... | | | | 75% |
| Question: 7: True or fals... | | | | 100% |

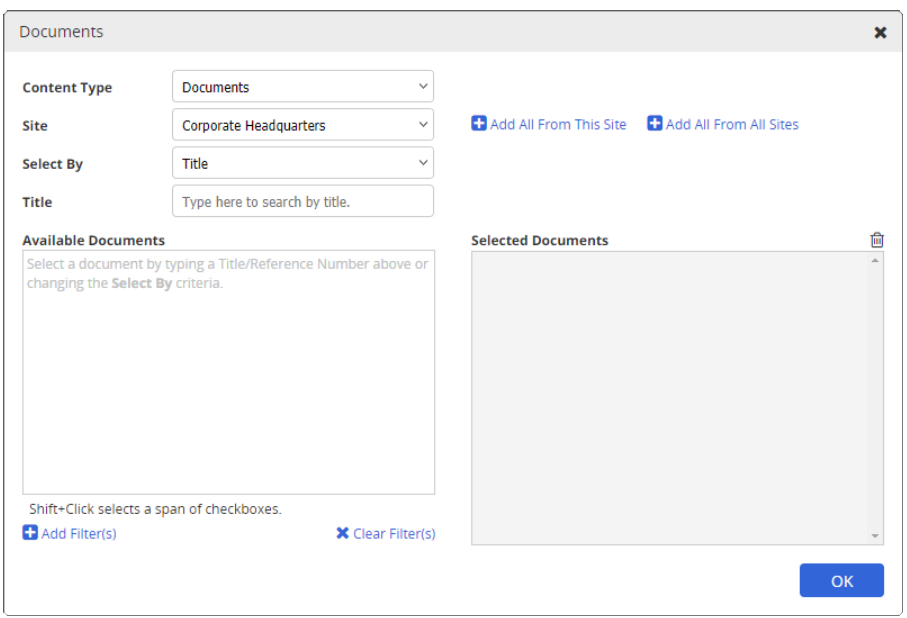
15 30 60 Page 1 of 1

## How to Generate

1. Click **Reports**.
2. Click **Questionnaire Reports**, and then click **Questionnaire Results by User**.

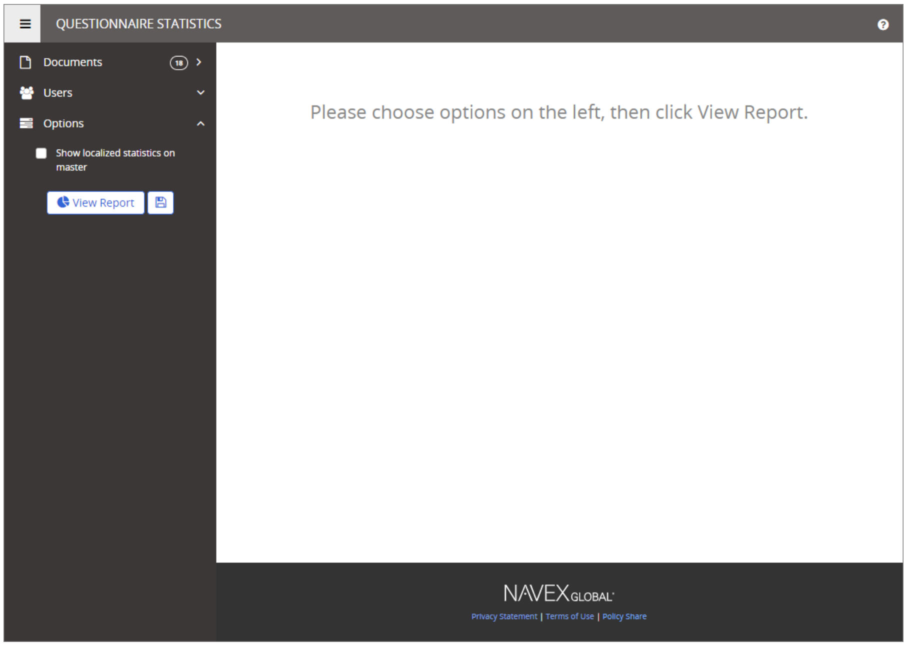



3. Select documents or questionnaires to include in the report (see [Selecting Documents]() for help), and then click **OK**.



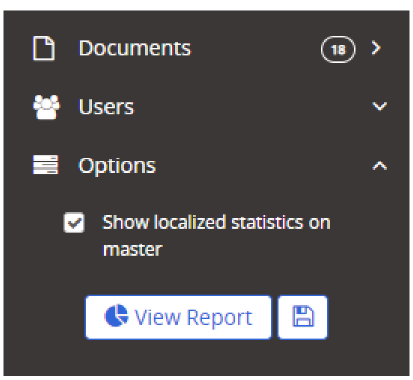

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) To limit the selected documents to only those assigned to specific users, click **Users** and make selections in the same way as you would for a user-based report (see Selecting Users for help).

5. (Conditional) If Localization Workflow is enabled, under **Options**, select **Show localized statistics on master** if you want the questionnaire statistics from synced localized copies included with the master document's/questionnaire's statistics.



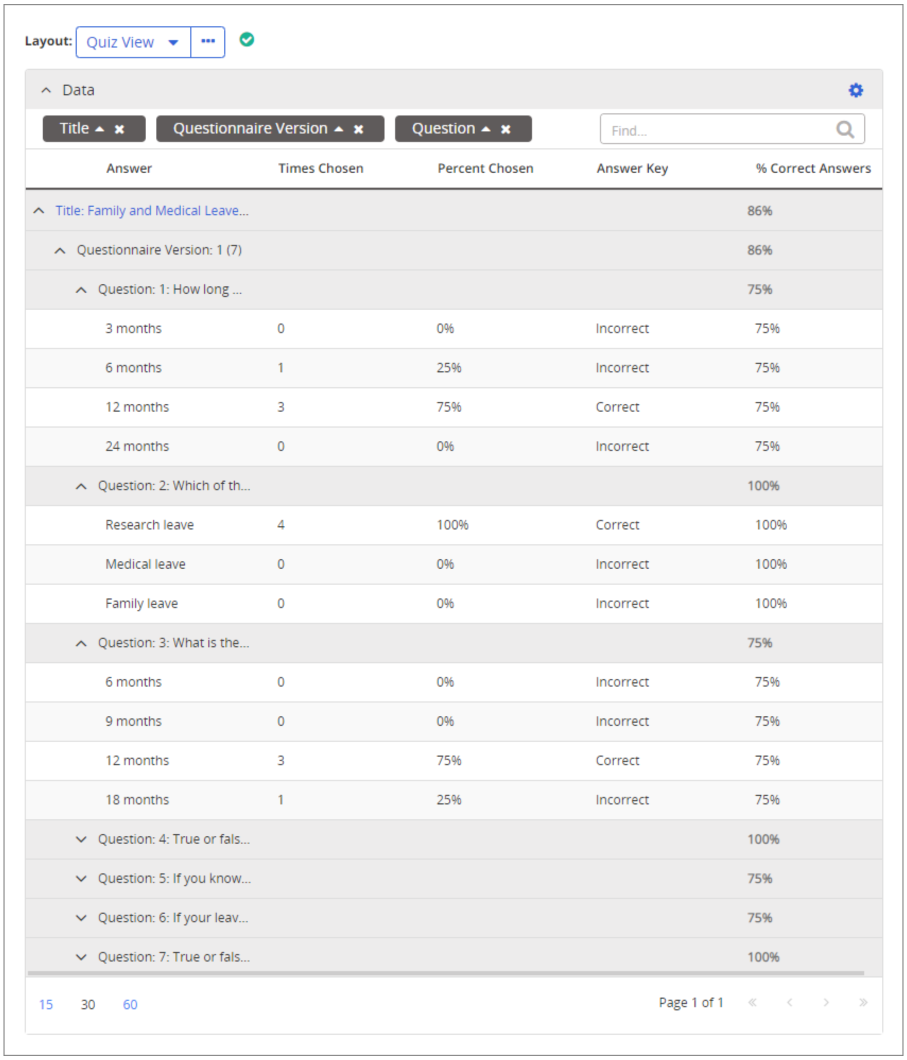

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

6. Click **View Report**.

> **Note:** You can also click **View Report** at any time while setting report options. After changing an option, remember to click **View Report** again to refresh the report contents.

7. For **Layout**, select **Quiz View** or **Survey View**.

   **Quiz View** includes the **Answer Key** column to show which are the correct answers, and the **% Correct Answers** column.


Layout: Quiz View

Data

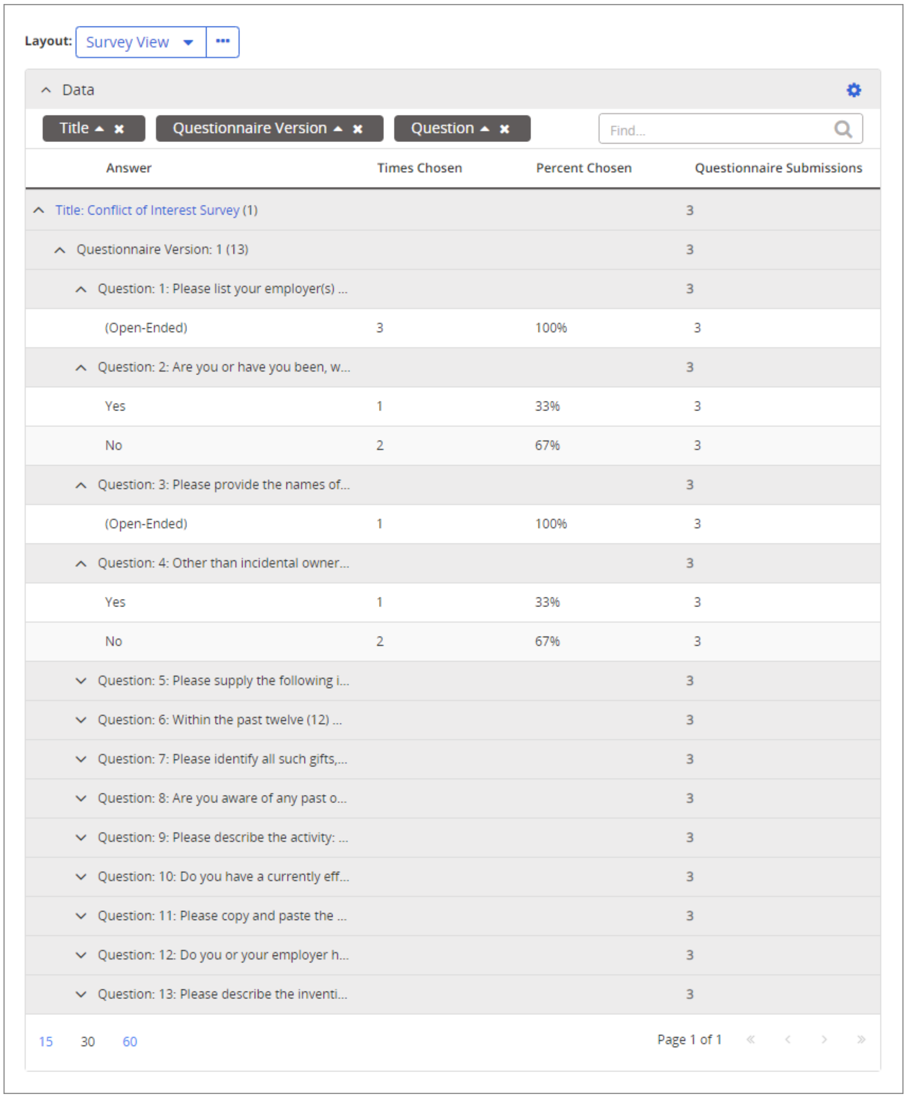
Title ▲ ✖ | Questionnaire Version ▲ ✖ | Question ▲ ✖

Find...

| Answer | Times Chosen | Percent Chosen | Answer Key | % Correct Answers |
|---|---|---|---|---|
| Title: Family and Medical Leave... | | | | 86% |
| Questionnaire Version: 1 (7) | | | | 86% |
| Question: 1: How long ... | | | | 75% |
| 3 months | 0 | 0% | Incorrect | 75% |
| 6 months | 1 | 25% | Incorrect | 75% |
| 12 months | 3 | 75% | Correct | 75% |
| 24 months | 0 | 0% | Incorrect | 75% |
| Question: 2: Which of th... | | | | 100% |
| Research leave | 4 | 100% | Correct | 100% |
| Medical leave | 0 | 0% | Incorrect | 100% |
| Family leave | 0 | 0% | Incorrect | 100% |
| Question: 3: What is the... | | | | 75% |
| 6 months | 0 | 0% | Incorrect | 75% |
| 9 months | 0 | 0% | Incorrect | 75% |
| 12 months | 3 | 75% | Correct | 75% |
| 18 months | 1 | 25% | Incorrect | 75% |
| Question: 4: True or fals... | | | | 100% |
| Question: 5: If you know... | | | | 75% |
| Question: 6: If your leav... | | | | 75% |
| Question: 7: True or fals... | | | | 100% |

15 30 60 Page 1 of 1

   **Survey View** includes the **Questionnaire Submissions** column to show how many times each questionnaire has been completed.




**Note:** For details on how to create and work with custom layouts, see the following sections of the Working with Report Layouts section:

Creating a Custom Report Layout

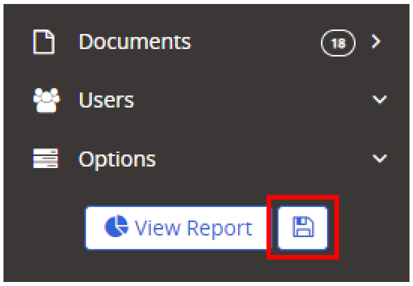
Selecting a Custom or Shared Report Layout

Modifying or Deleting a Custom Report Layout

Setting a Default Report Layout

8. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

9. (Optional) To save all of the report's current document/questionnaire and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.




10. (Optional) Print or save the current report results (see Printing or Saving Report Results).

# Exception Reports

The **Exception Reports** category includes the following report.

## Report: Exceptions by Document

### Description

Shows all users who chose questionnaire answers designated as exceptions.

#### Available to users with the following roles or permissions:

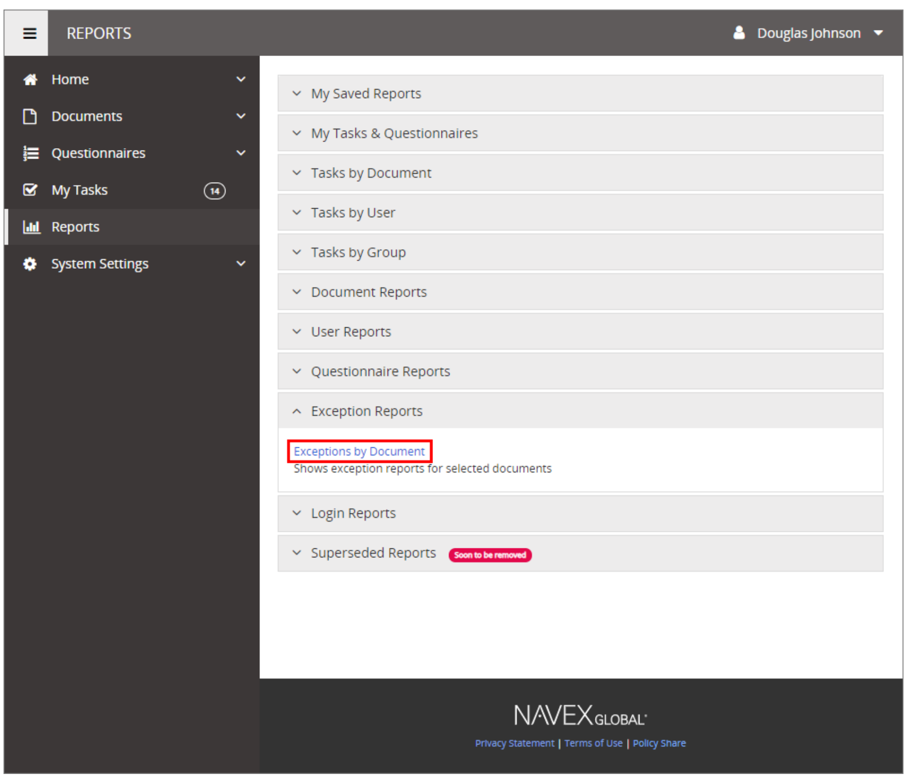
Report Manager, Administrator

#### Sample Report:

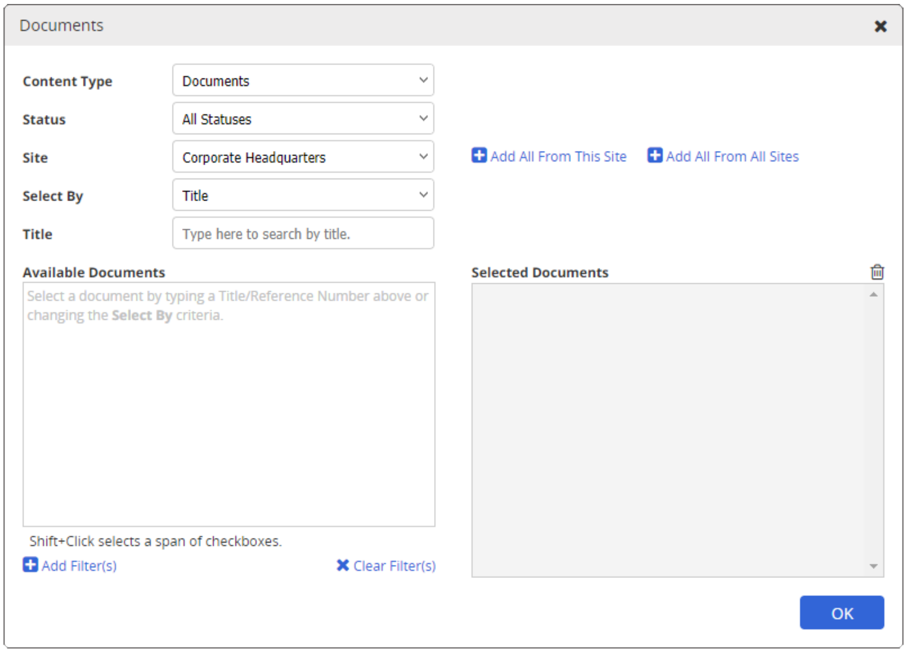
| Last Name | Ref. # | Title (Version) | Version Number | Quiz Version | Date/Time Taken | Attempt # | Question | Answer |
|---|---|---|---|---|---|---|---|---|
| Hansen | 281 | Gift Policy | 1 | 1 | 08/19/2013 10:23 AM | 1 | I have accepted a g | True |

### How to Generate

1. Click **Reports**.
2. Click **Exception Reports**, and then click **Exceptions by Document**.

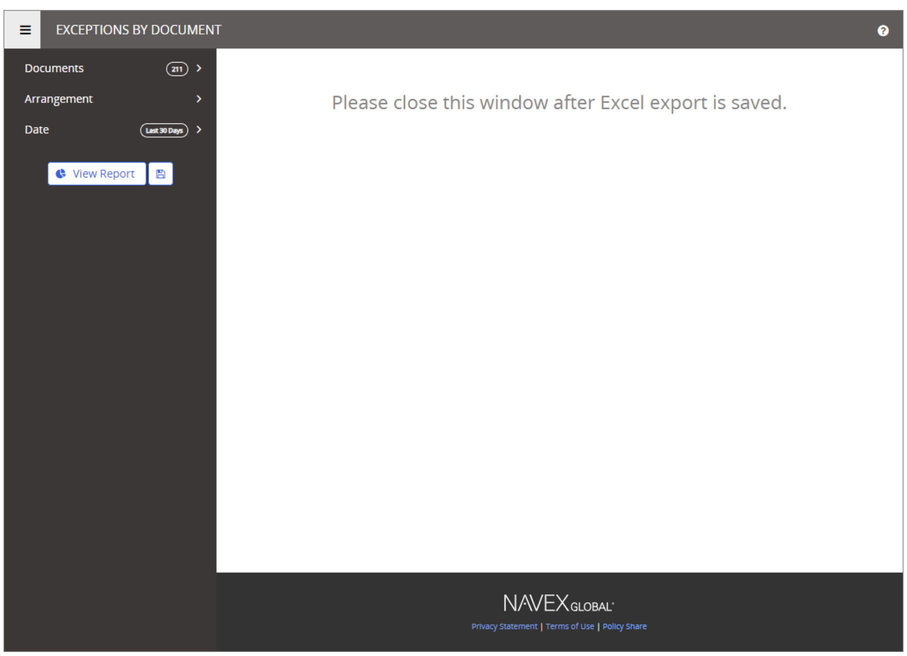


3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



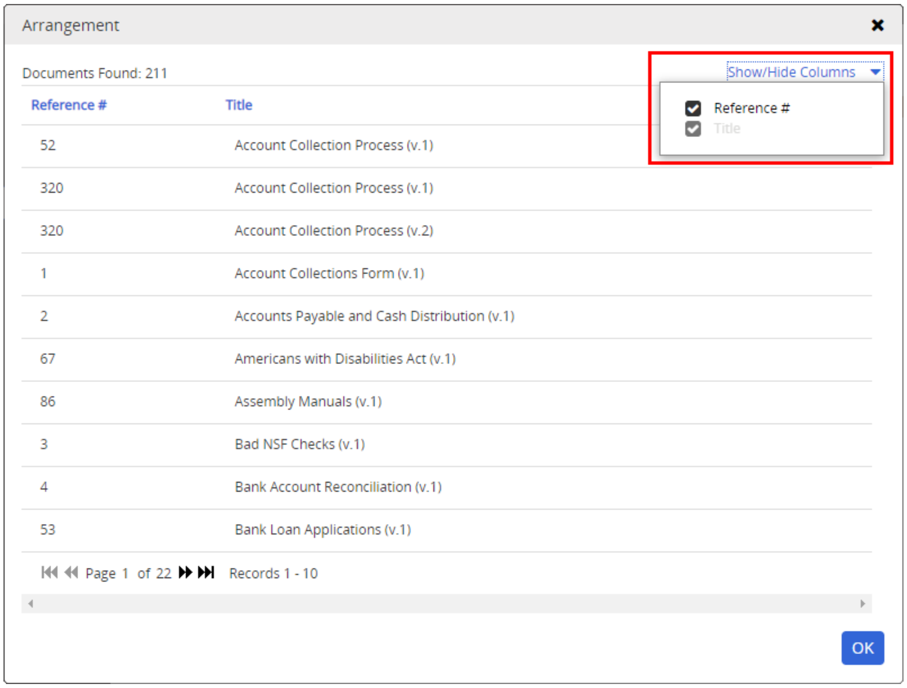

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



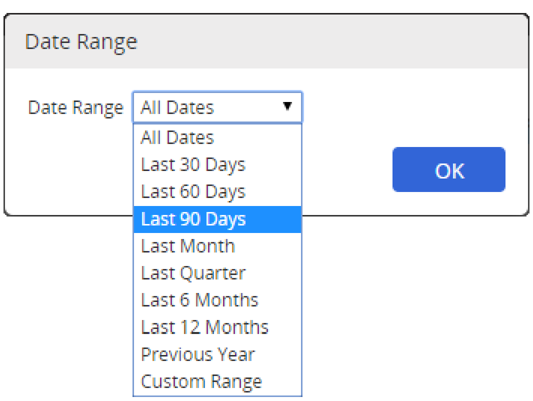
4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear the **Reference #** check box.

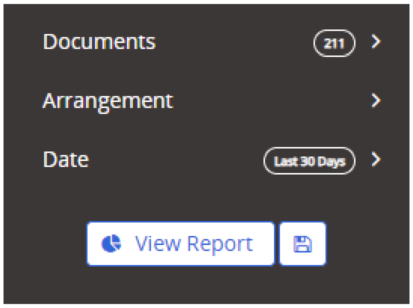



   - By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) By default, this report checks the selected documents/questionnaires regardless of their approval dates. To limit results to a date range, click **Date**, and then select a range. If you click **Custom Range**, also type or select **From** and **To** dates. Click **OK**.



6. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.




**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**. A separate browser window opens along with a Windows system prompt. After opening or saving the file, close the browser window.

| Last Name | Ref. # | Title (Version) | Version Number | Quiz Version | Date/Time Taken | Attempt # | Question | Answer |
|---|---|---|---|---|---|---|---|---|
| Hansen | 281 | Gift Policy | 1 | 1 | 08/19/2013 10:23 AM | 1 | I have accepted a g | True |

# Login Reports

Go to a section listed below for a description of and instructions on how to generate a login report.

Failed Logins Due to Insufficient Licenses

Users Currently Logged In

## Report: Failed Logins Due to Insufficient Licenses

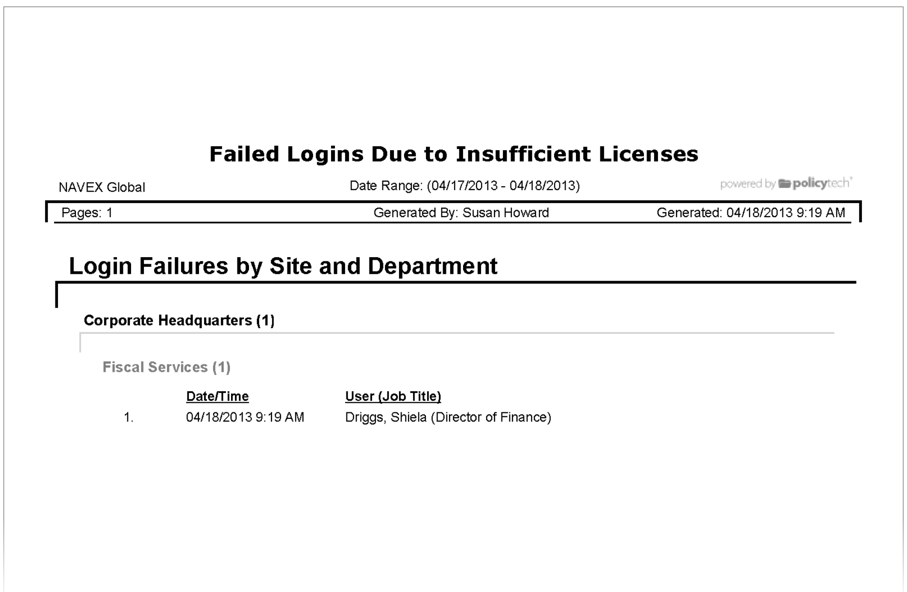
### Description

Shows each failed login attempt within the specified date range.

#### Available to users with the following roles or permissions:

Administrator, System/IT

#### Sample Report:



**Failed Logins Due to Insufficient Licenses**

NAVEX Global — Date Range: (04/17/2013 - 04/18/2013) — powered by policytech

Pages: 1 — Generated By: Susan Howard — Generated: 04/18/2013 9:19 AM

**Login Failures by Site and Department**

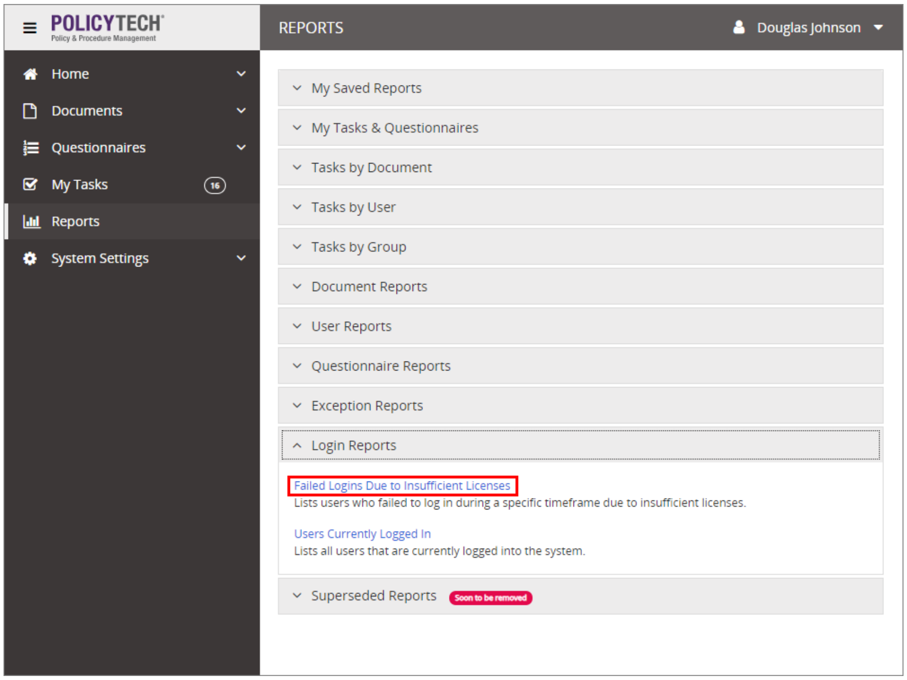
**Corporate Headquarters (1)**

Fiscal Services (1)

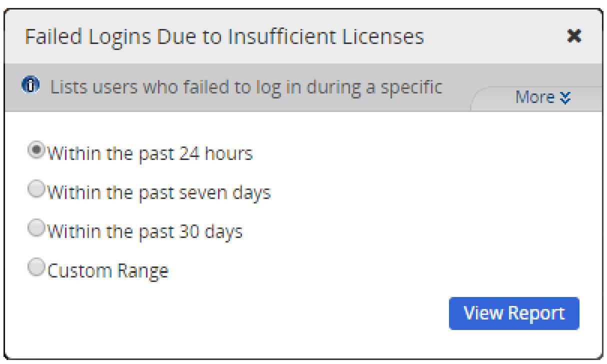
| | Date/Time | User (Job Title) |
|---|---|---|
| 1. | 04/18/2013 9:19 AM | Driggs, Shiela (Director of Finance) |

### How to Generate

1. Click **Reports**.
2. Click **Login Reports**, and then click **Failed Logins Due to Insufficient Licenses**.

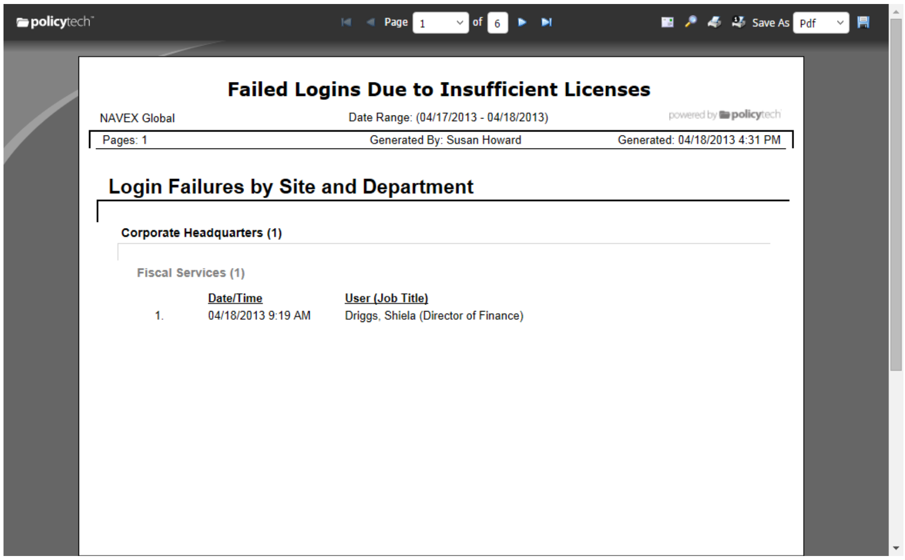



3. Select a preset date range or create a custom one.




4. Click **View Report**.

   The report opens in a separate browser window.




## Report: Users Currently Logged In

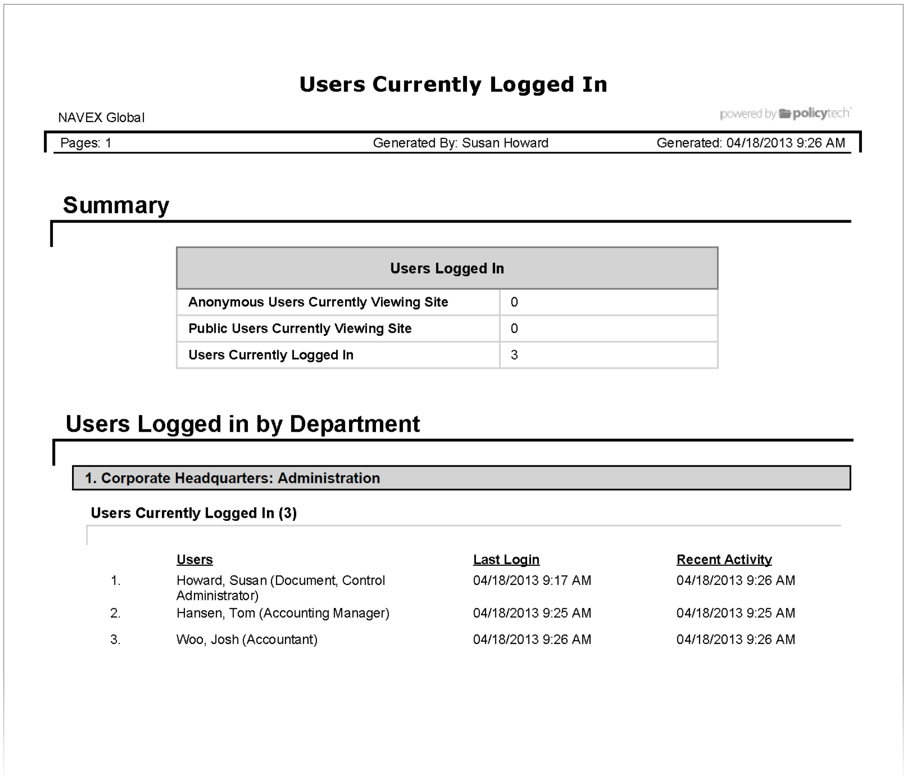
### Description

Shows which users are currently logged in to PolicyTech.

#### Available to users with the following roles or permissions:

Administrator, System/IT

#### Sample Report:



**Users Currently Logged In**

NAVEX Global

powered by policytech

Pages: 1 | Generated By: Susan Howard | Generated: 04/18/2013 9:26 AM

**Summary**

| Users Logged In | |
|---|---|
| Anonymous Users Currently Viewing Site | 0 |
| Public Users Currently Viewing Site | 0 |
| Users Currently Logged In | 3 |

**Users Logged in by Department**

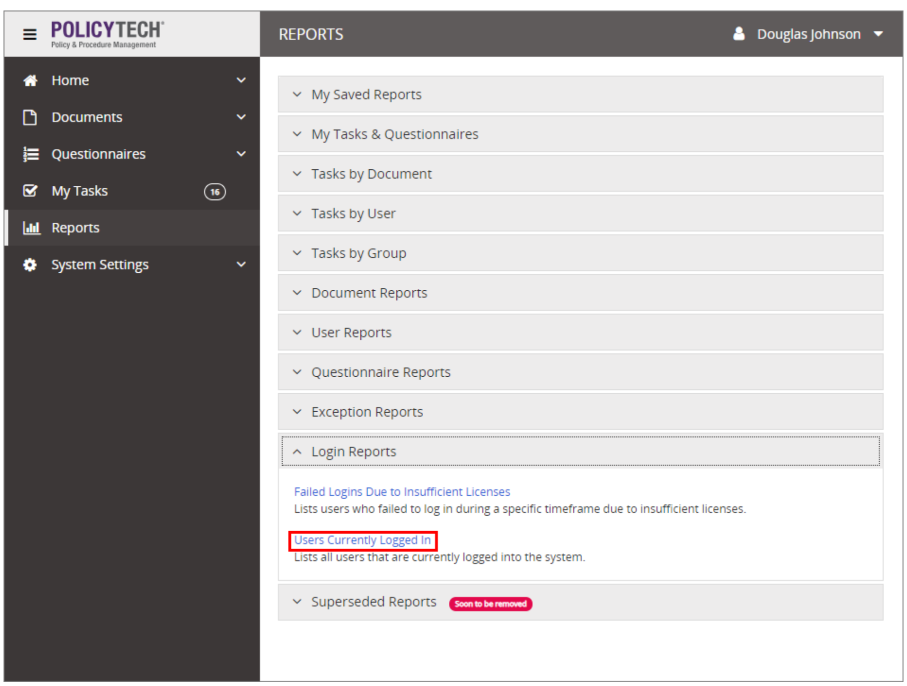
**1. Corporate Headquarters: Administration**

**Users Currently Logged In (3)**

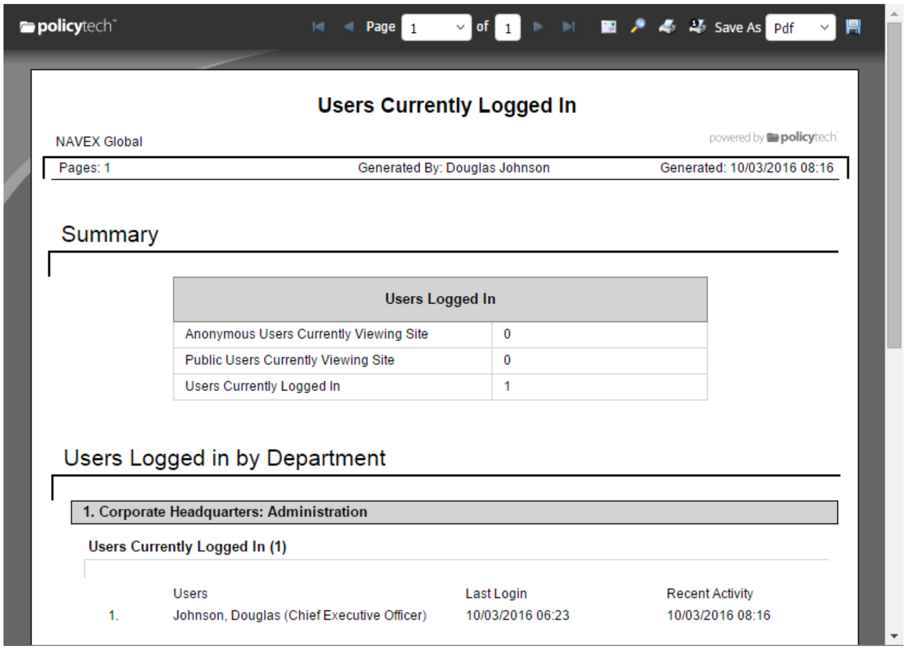
| | Users | Last Login | Recent Activity |
|---|---|---|---|
| 1. | Howard, Susan (Document, Control Administrator) | 04/18/2013 9:17 AM | 04/18/2013 9:26 AM |
| 2. | Hansen, Tom (Accounting Manager) | 04/18/2013 9:25 AM | 04/18/2013 9:25 AM |
| 3. | Woo, Josh (Accountant) | 04/18/2013 9:26 AM | 04/18/2013 9:26 AM |

## How to Generate

1. Click **Reports**.
2. Click **Login Reports**, and then click **Users Currently Logged In**.



The report opens immediately in a separate browser window.



# Superseded Reports

The following reports have been superseded by their next-generation counterparts.

Writer Tasks (Tasks by User)

Reviewer Tasks (Tasks by User)

Approver Tasks (Tasks by User)

Reader Tasks (Tasks by User)

Document Owner - Resubmit for Review Tasks (Tasks by User)

All Workflow Tasks (Tasks by User)

In Draft (Tasks by Document)

In Collaboration (Tasks by Document)

In Review (Tasks by Document)

In Approval (Tasks by Document)

In Published (Tasks by Document)

All Workflow Statuses (Tasks by Document)

Writer Tasks (My Tasks & Questionnaires)

Reviewer Tasks (My Tasks & Questionnaires)

Approver Tasks (My Tasks & Questionnaires)

Reader Tasks (My Tasks & Questionnaires)

All Workflow Tasks (My Tasks & Questionnaires)

Questionnaire Results by Document (Questionnaire Reports)

Questionnaire Results by User (Questionnaire Reports)

## Report: Tasks by User - Writer Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

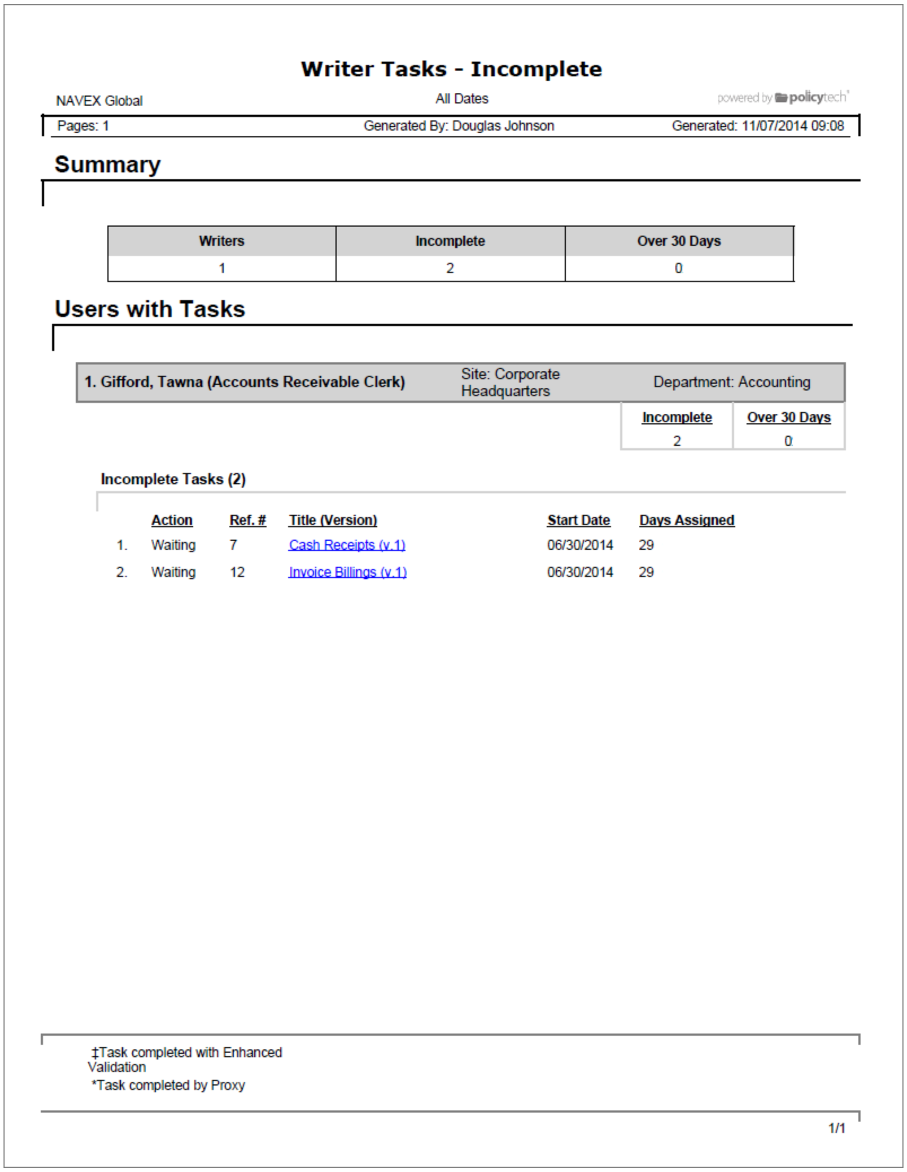
### Description

Provides details about the selected users' assigned writing tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

### Sample Report:



**Writer Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Douglas Johnson | Generated: 11/07/2014 09:08

**Summary**

| Writers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 2 | 0 |

**Users with Tasks**

**1. Gifford, Tawna (Accounts Receivable Clerk)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 2 | 0 |

**Incomplete Tasks (2)**

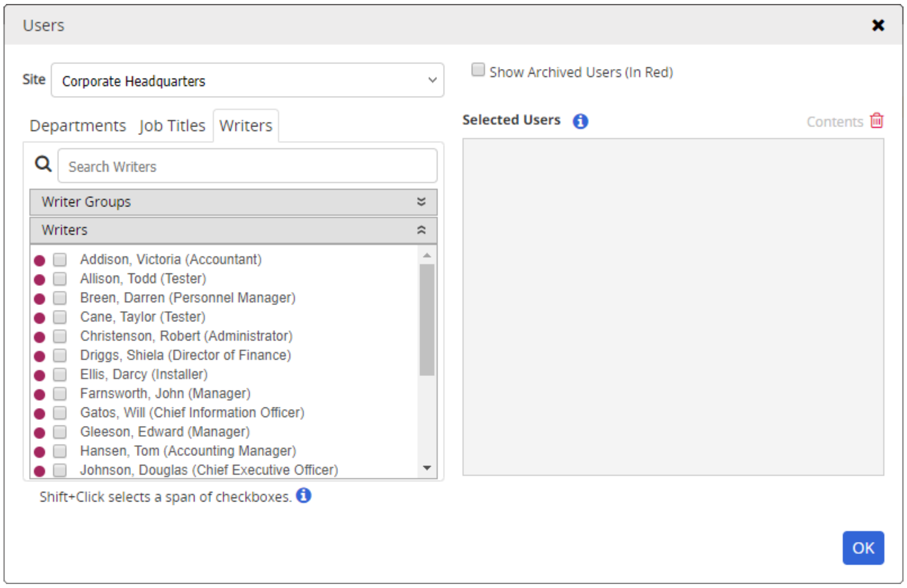
| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 7 | Cash Receipts (v.1) | 06/30/2014 | 29 |
| 2. | Waiting | 12 | Invoice Billings (v.1) | 06/30/2014 | 29 |

‡Task completed with Enhanced Validation
*Task completed by Proxy

1/1

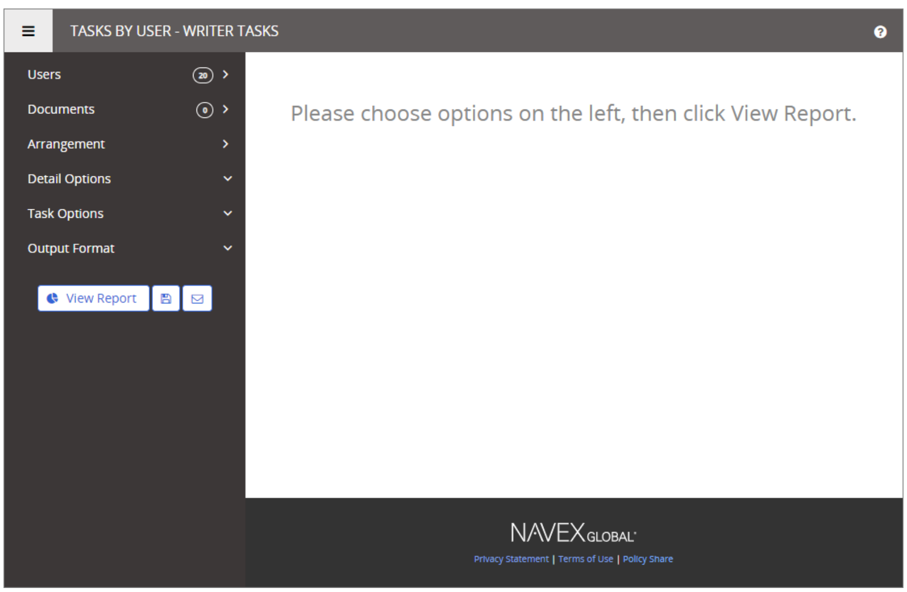
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Writer Tasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

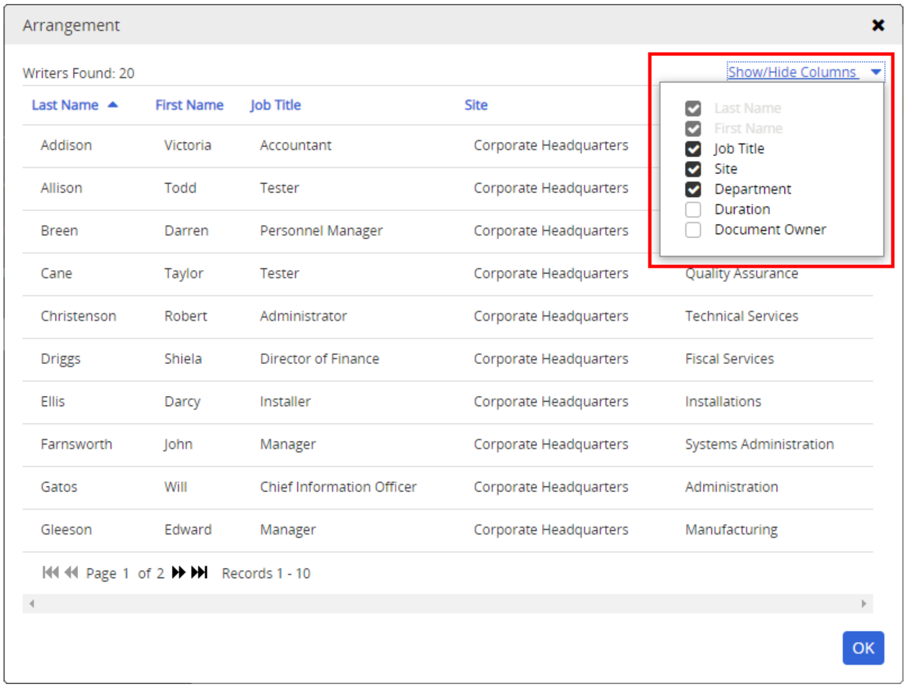
**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..
5. (Optional) Click **Arrangement** and do any of the following:

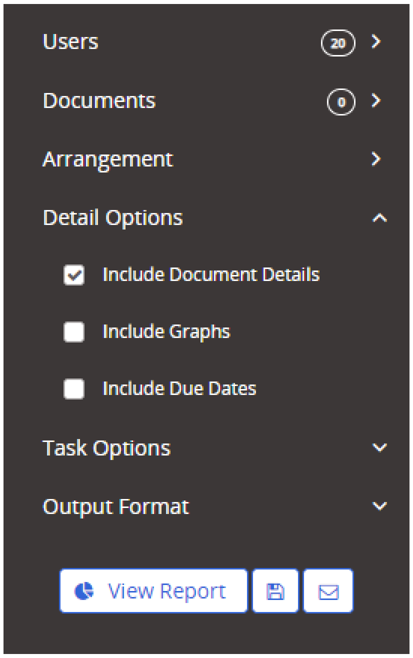
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.



- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each user in the report.

4. Breen, Darren (Personnel Manager) — Site: Corporate Headquarters — Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

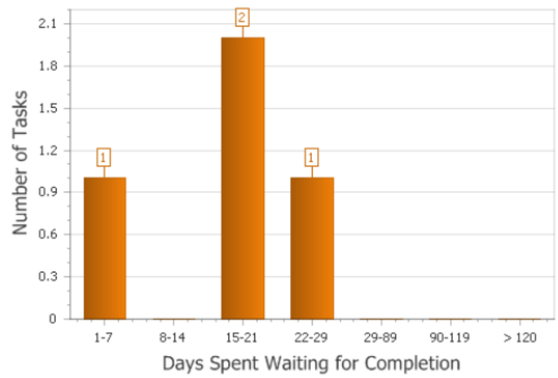
Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 |
| 4. | Waiting | 29 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Writers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 4 | 0 |



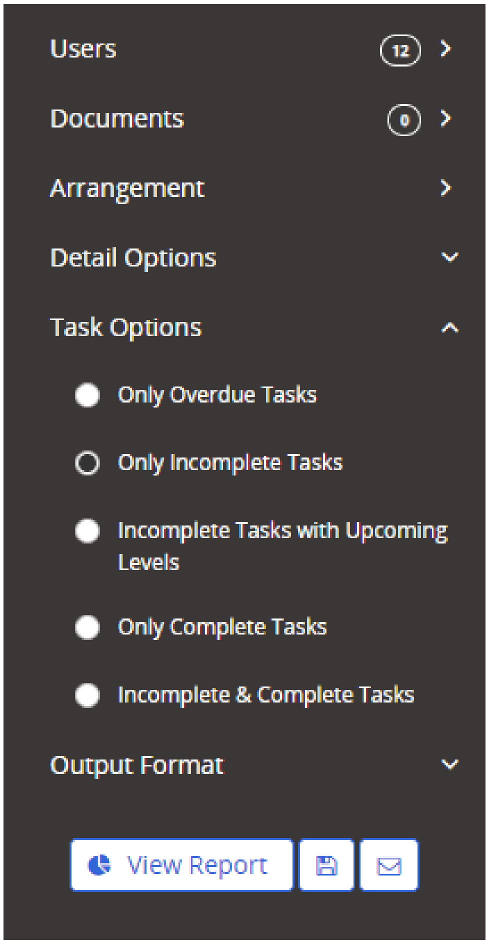

- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (2)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|
| 1. | Waiting | 7 | Cash Receipts (v.1) | 06/30/2014 | 29 | 08/05/2014 |
| 2. | Waiting | 12 | Invoice Billings (v.1) | 06/30/2014 | 29 | 08/05/2014 |

7. (Optional) Click **Task Options**, and then do any of the following:
   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.

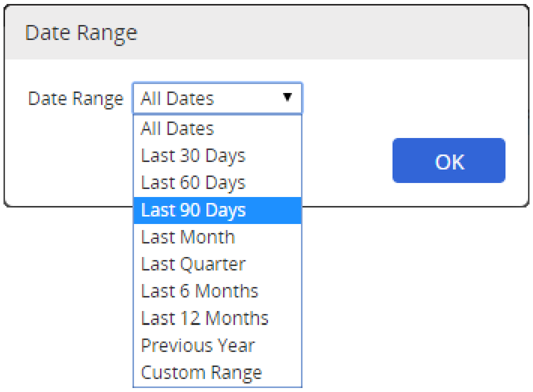



If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that assigned reviewers have not yet received notification for. These could be tasks for documents or questionnaires that have not yet reached the reviewer status or tasks for documents/questionnaires currently in review but that have not yet reached a reviewer's assigned level.

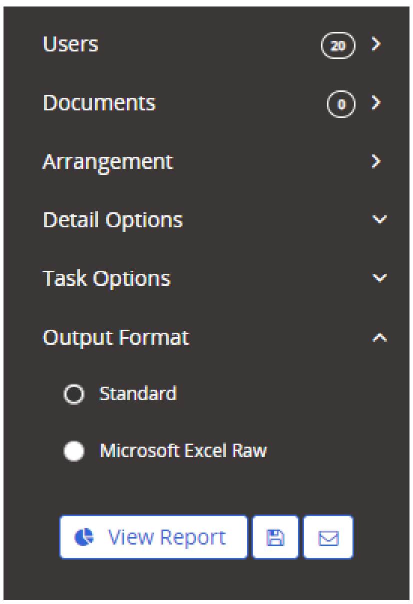
**Upcoming Tasks (20)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 5. | Upcoming Task | 32 | Cash Receipts (v.1) | N/A | N/A |
| 6. | Upcoming Task | 13 | Code Red Procedures (v.1) | N/A | N/A |
| 7. | Upcoming Task | 31 | Draft Document Moved to Approval (v.1) | N/A | N/A |

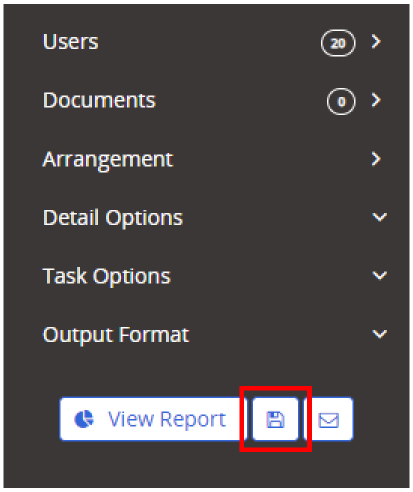
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

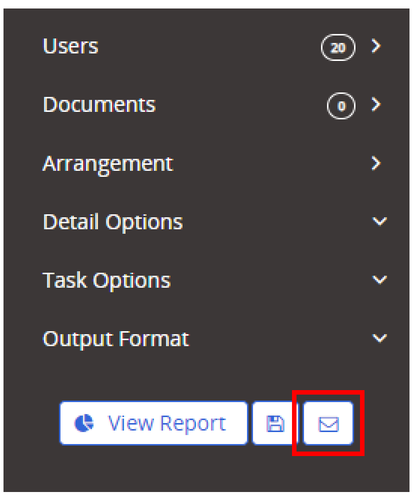



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



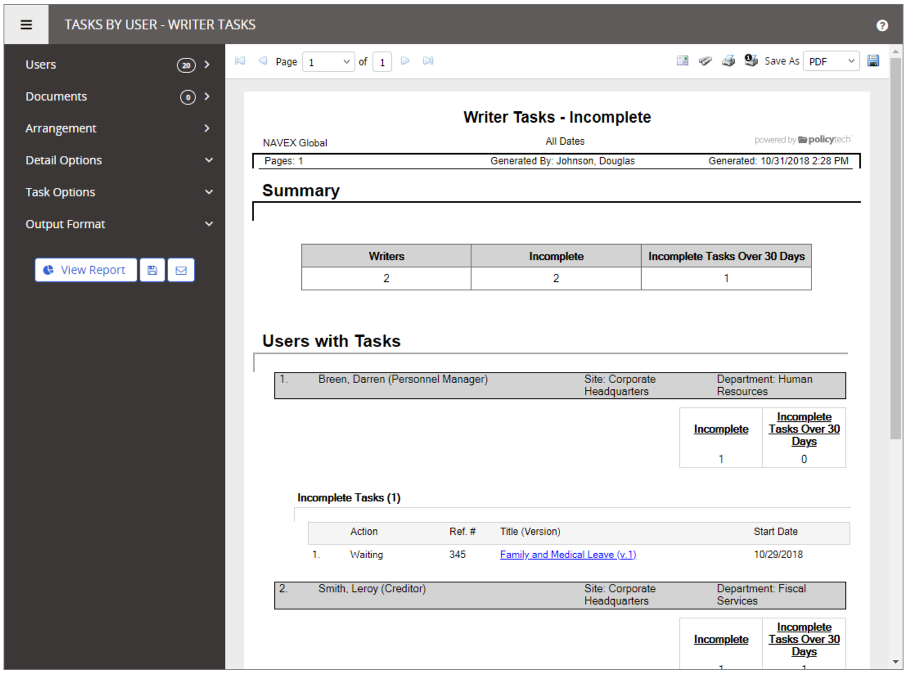

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

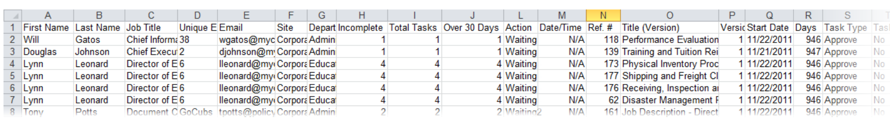



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: Tasks by User - Reviewer Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Provides details about the selected users' assigned reviewing tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

**Reviewer Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Douglas Johnson | Generated: 11/07/2014 08:41

**Summary**

| Reviewers | Incomplete | Over 30 Days |
|---|---|---|
| 2 | 5 | 1 |

**Users with Tasks**

**1. Hansen, Tom (Accounting Manager)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 23 | Year End Closing (v.1) | 10/30/2014 | 8 |
| 2. | Waiting | 22 | Unsigned or Partial Pay (v.1) | 10/30/2014 | 8 |
| 3. | Waiting | 21 | Petty Cash (v.1) | 10/30/2014 | 8 |
| 4. | Waiting | 8 | Chart of Accounts (v.1) | 10/30/2014 | 8 |

**2. Howard, Susan (Document, Control Administrator)** | Site: Corporate Headquarters | Department: Administration

| Incomplete | Over 30 Days |
|---|---|
| 1 | 1 |

**Incomplete Tasks (1)**

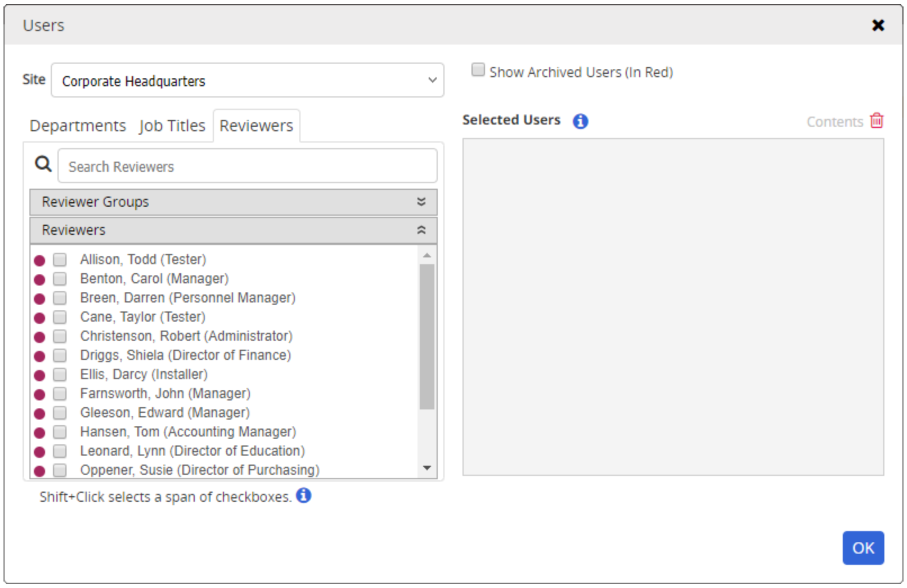
| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 222 | Evacuation Procedures (v.1) | 09/30/2011 | 38 |

‡Task completed with Enhanced Validation
*Task completed by Proxy

1/1

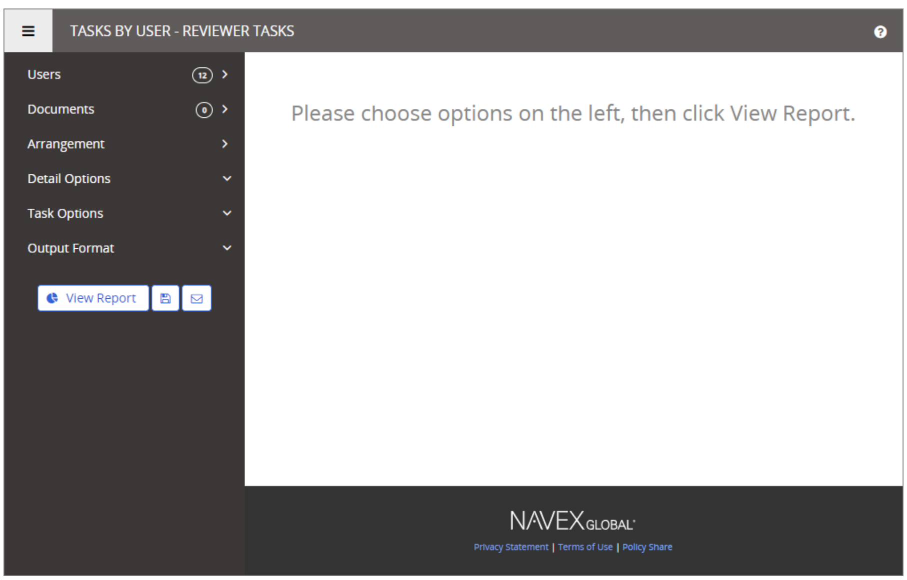
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **ReviewerTasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

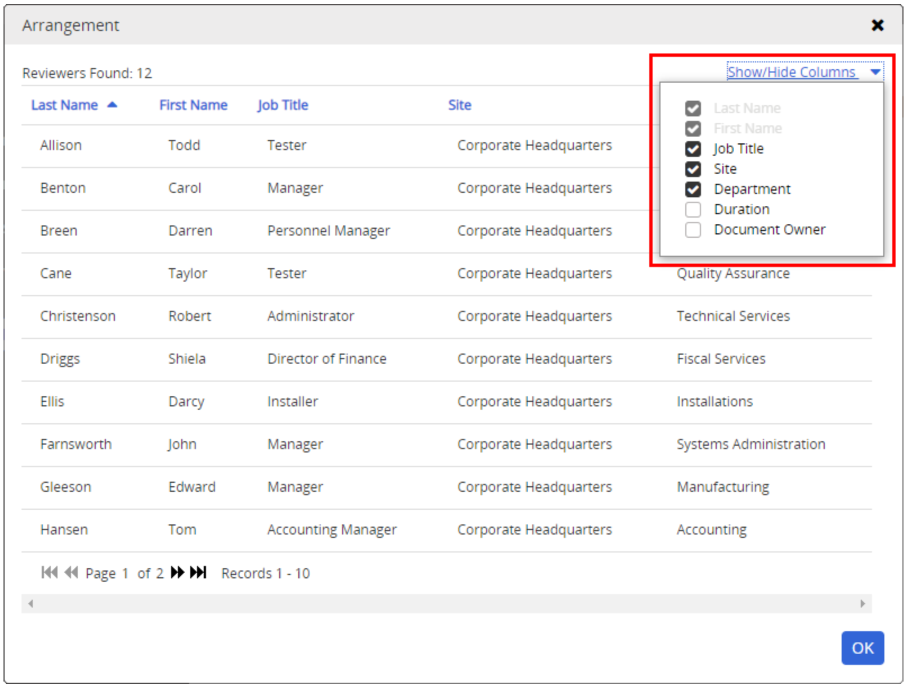



4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

5. (Optional) Click **Arrangement** and do any of the following:

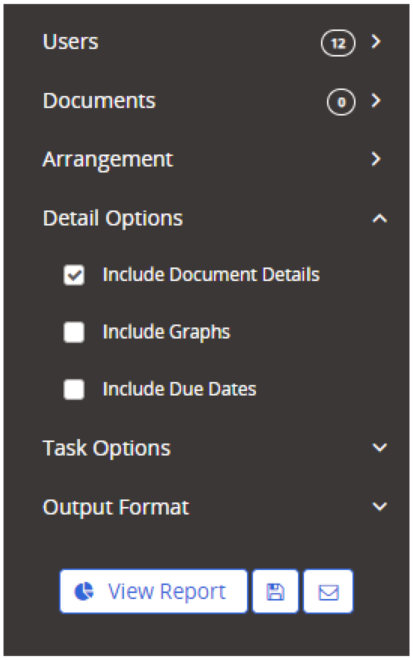
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

4. Breen, Darren (Personnel Manager) — Site: Corporate Headquarters — Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

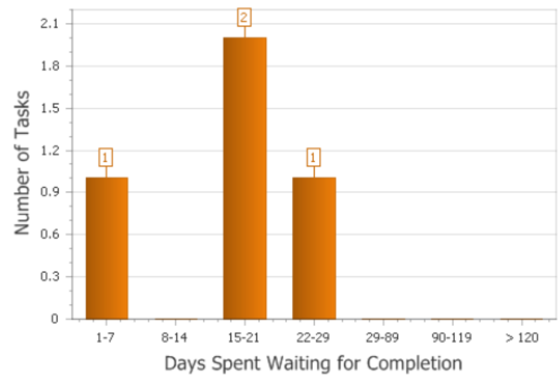
Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 |
| 4. | Waiting | 29 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Reviewers | Incomplete | Over 30 Days |
|---|---|---|
| 2 | 4 | 0 |



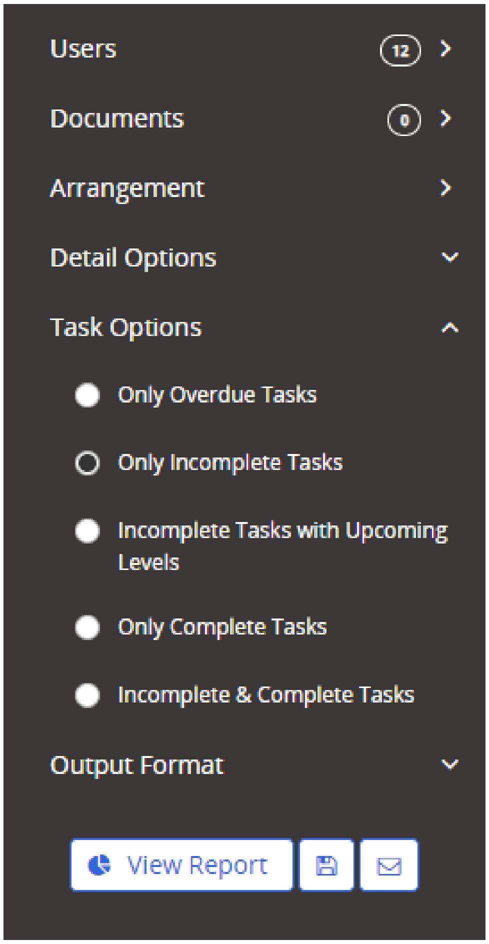

- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|
| 1. | Waiting | 23 | Year End Closing (v.1) | 10/30/2014 | 8 | 11/11/2014 |
| 2. | Waiting | 22 | Unsigned or Partial Pay (v.1) | 10/30/2014 | 8 | 12/01/2014 |
| 3. | Waiting | 21 | Petty Cash (v.1) | 10/30/2014 | 8 | N/A |
| 4. | Waiting | 8 | Chart of Accounts (v.1) | 10/30/2014 | 8 | 11/05/2014 |

7. (Optional) Click **Task Options**, and then do any of the following:
   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.

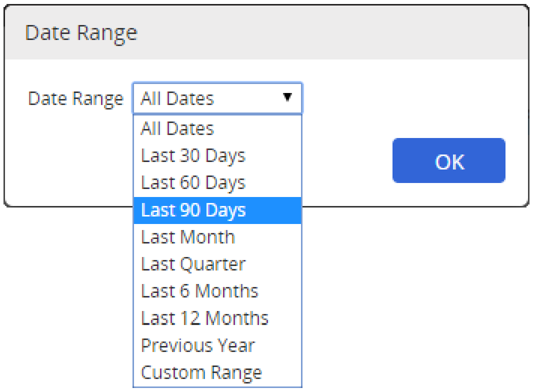



If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that assigned reviewers have not yet received notification for. These could be tasks for documents or questionnaires that have not yet reached the reviewer status or tasks for documents/questionnaires currently in review but that have not yet reached a reviewer's assigned level.

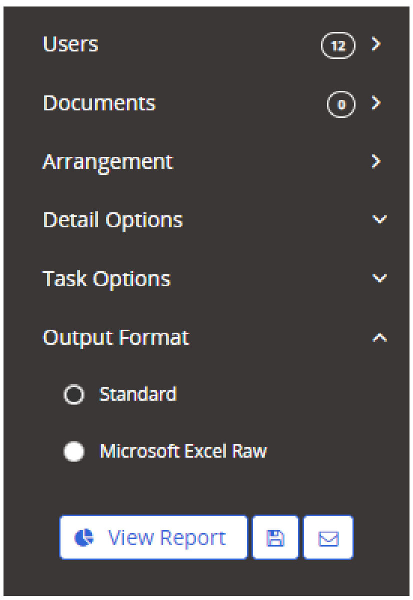
**Upcoming Tasks (20)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 5. | Upcoming Task | 32 | Cash Receipts (v.1) | N/A | N/A |
| 6. | Upcoming Task | 13 | Code Red Procedures (v.1) | N/A | N/A |
| 7. | Upcoming Task | 31 | Draft Document Moved to Approval (v.1) | N/A | N/A |

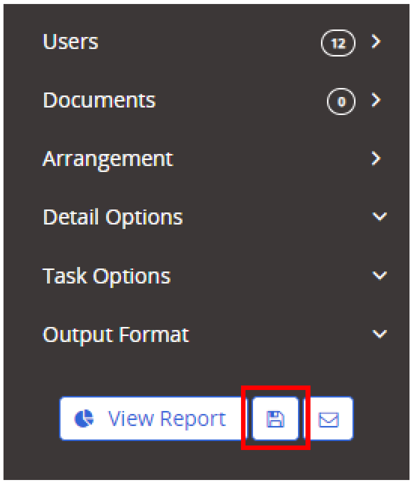
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

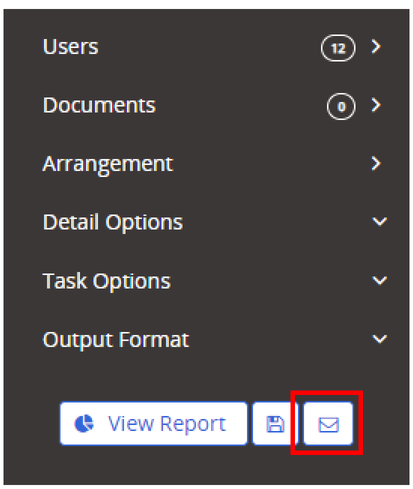



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



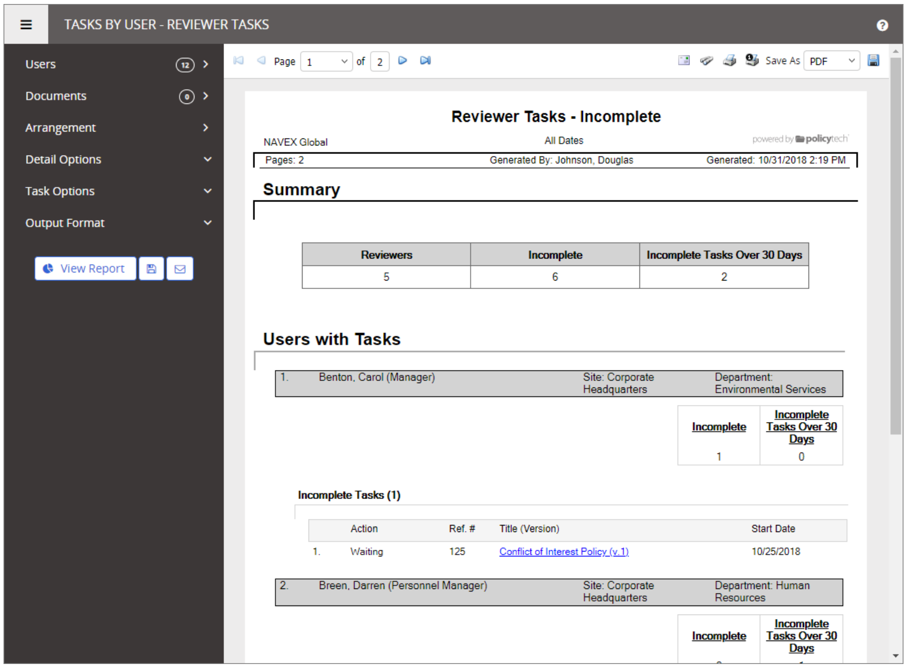

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

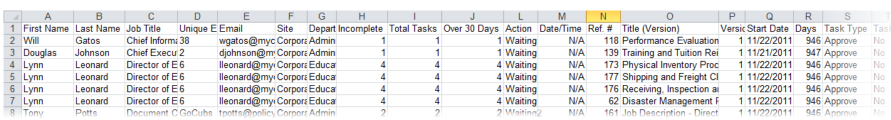



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: Tasks by User - Approver Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Provides details about the selected users' assigned approval tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

**Approver Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 10/30/2014 10:52

**Summary**

| Approvers | Incomplete | Over 30 Days |
|---|---|---|
| 5 | 19 | 1 |

**Users with Tasks**

**1. Barnett, John (Approver)** — Site: Corporate Headquarters — Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 5 | 5 |

**Incomplete Tasks (5)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 217 | Bank Account Reconcilliation (v.1) | 10/14/2014 | 17 |
| 2. | Waiting | 218 | Chart of Accounts (v.1) | 10/14/2014 | 17 |
| 3. | Waiting | 219 | Check Requests (v.1) | 10/14/2014 | 17 |
| 4. | Waiting | 220 | Petty Cash (v.1) | 10/14/2014 | 17 |
| 5. | Waiting | 216 | Account Collections Form (v.2) | 08/15/2014 | 76 |

**2. Howard, Susan (Document, Control Administrator)** — Site: Corporate Headquarters — Department: Administration

| Incomplete | Over 30 Days |
|---|---|
| 1 | 0 |

**Incomplete Tasks (1)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 233 | Vacation Policy (v.1) | 10/25/2014 | 5 |

**3. OnEverything, IncludeMe (Chief Operations Officer)** — Site: Corporate Headquarters — Department: Administration

| Incomplete | Over 30 Days |
|---|---|
| 5 | 0 |

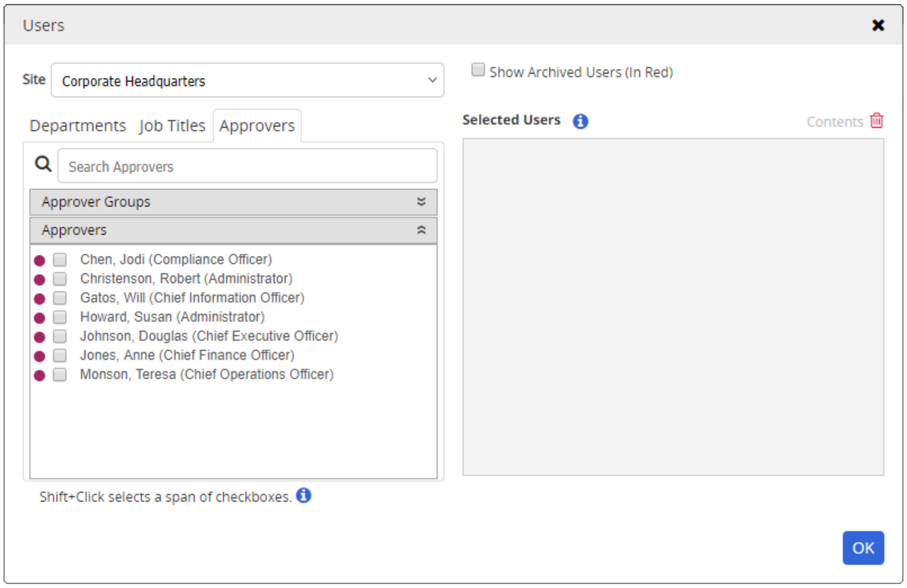
**Incomplete Tasks (5)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 228 | Building Security (v.1) | 10/21/2014 | 9 |

1/2

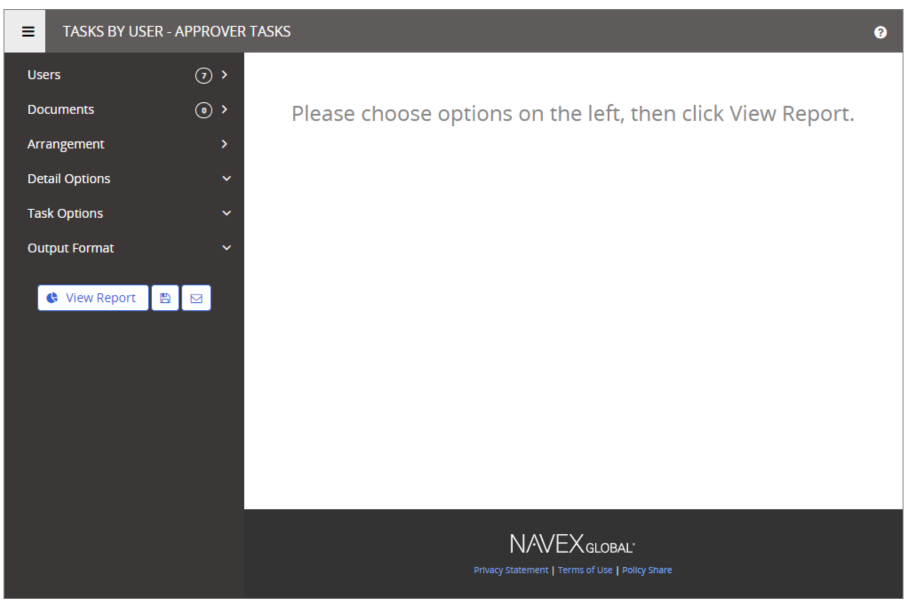
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **ApproverTasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

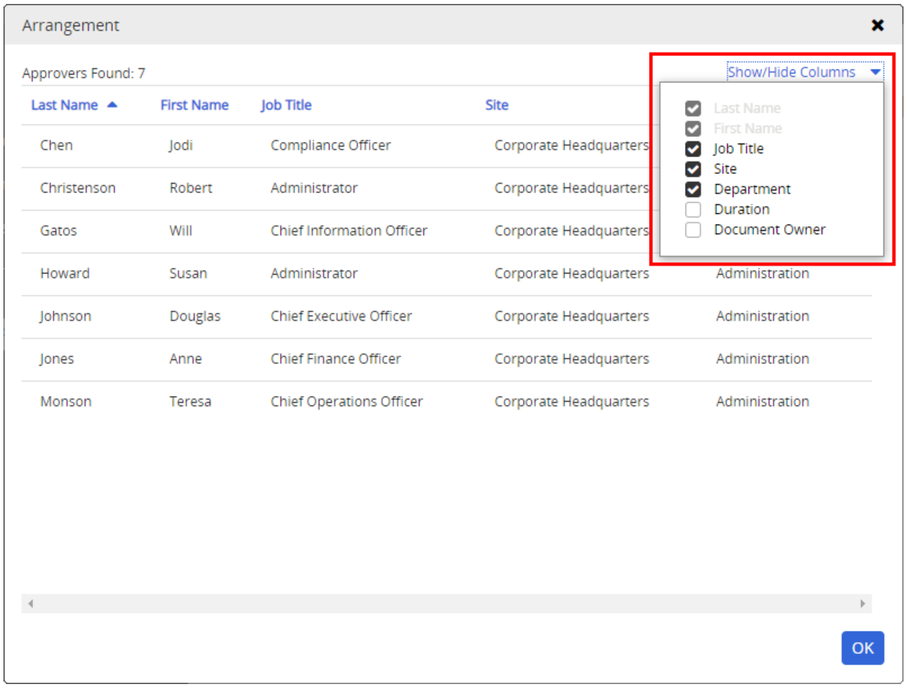



4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

5. (Optional) Click **Arrangement** and do any of the following:

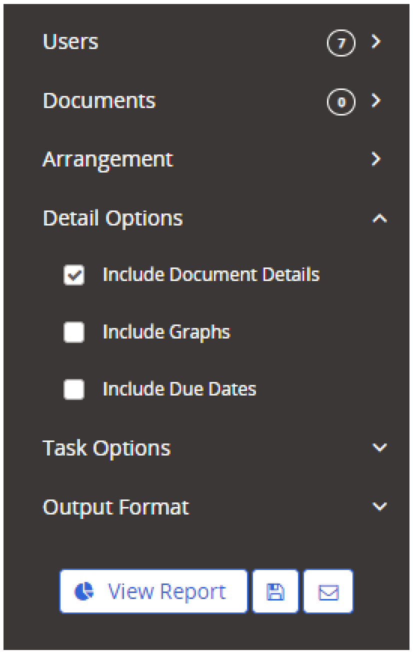
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

4. Breen, Darren (Personnel Manager) Site: Corporate Headquarters Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

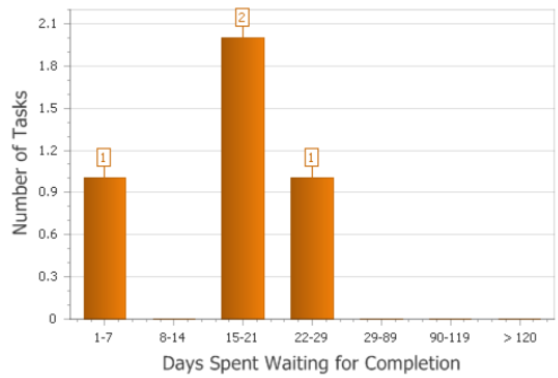
Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 |
| 4. | Waiting | 29 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Approvers | Incomplete | Over 30 Days |
|---|---|---|
| 5 | 19 | 1 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

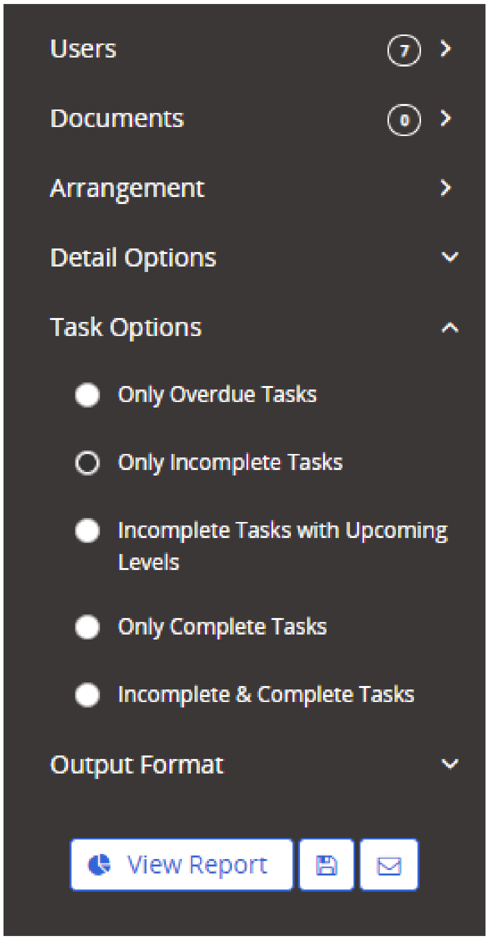
**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Duration | Days Assigned |
|---|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 | 03/29/2013 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 | 04/03/2013 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 | 04/03/2013 |
| 4. | Waiting | 297 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 | N/A |

7. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.

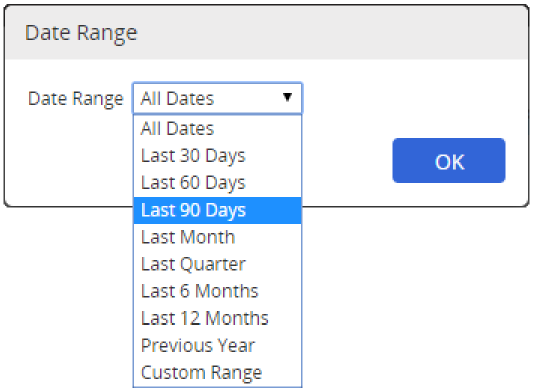



If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that assigned reviewers have not yet received notification for. These could be tasks for documents or questionnaires that have not yet reached the reviewer status or tasks for documents/questionnaires currently in review but that have not yet reached a reviewer's assigned level.

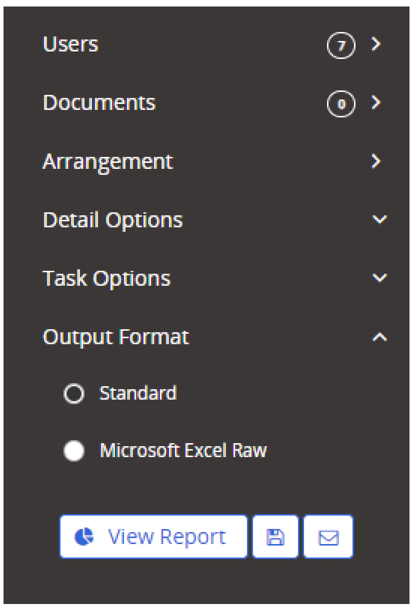
**Upcoming Tasks (20)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 5. | Upcoming Task | 32 | Cash Receipts (v.1) | N/A | N/A |
| 6. | Upcoming Task | 13 | Code Red Procedures (v.1) | N/A | N/A |
| 7. | Upcoming Task | 31 | Draft Document Moved to Approval (v.1) | N/A | N/A |

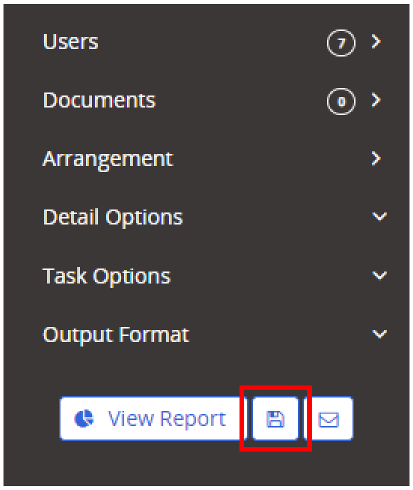
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

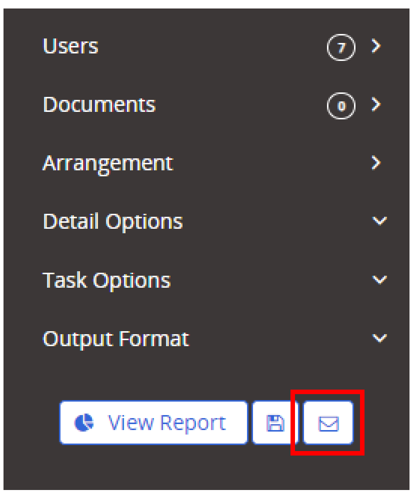



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



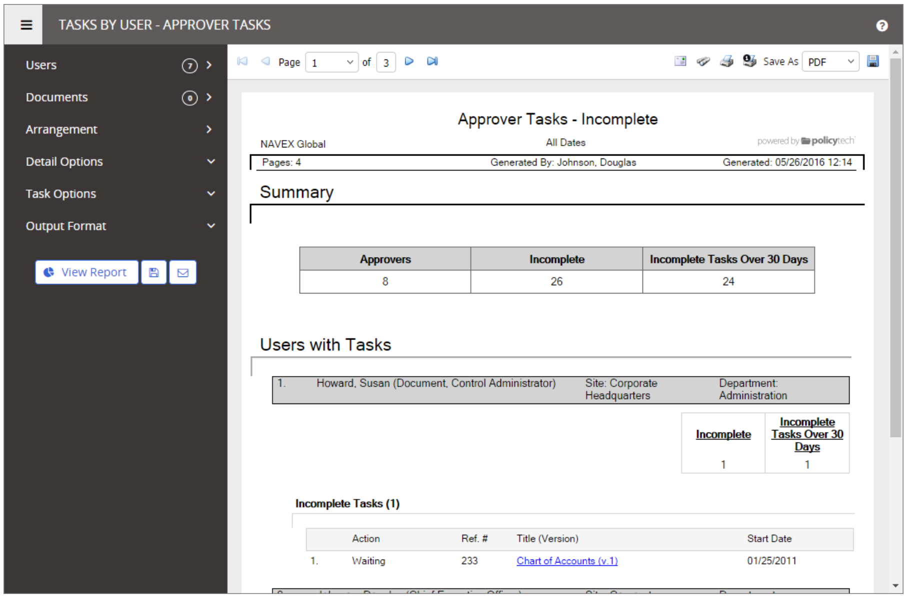

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

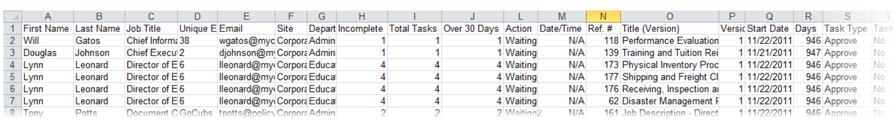



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: Tasks by User - Assignee Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Provides details about the selected users' assigned reading tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

#### Sample Report:

**Reader Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 3 | Generated By: Susan Howard | Generated: 04/16/2013 5:03 PM

## Summary

| Readers | Incomplete | Over 30 Days |
|---|---|---|
| 42 | 29 | 15 |

## Users with Tasks

**1. Howard, Susan (Document, Control Administrator)** | Site: Corporate Headquarters | Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 4 | 1 |

**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assignedigned |
|---|---|---|---|---|---|
| 1. | Incomplete | 27 | Account Collections Form (v.1) | 03/15/2013 | 32 |
| 2. | Incomplete | 33 | Accounts Payable and Cash Distribution (v.1) | 03/30/2013 | 17 |
| 3. | Incomplete | 94 | Bas NSF Checks (v.1) | 04/05/2013 | 11 |
| 4. | Incomplete | 56 | Cash Drawers (v.1) | 04/05/2013 | 11 |
| 5. | Incomplete | 77 | Year End Closing (v.1) | 04/04/2013 | 12 |

**2. Johnson, Douglas (Chief Executive Officer)** | Site: Corporate Headquarters | Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 4 | 1 |

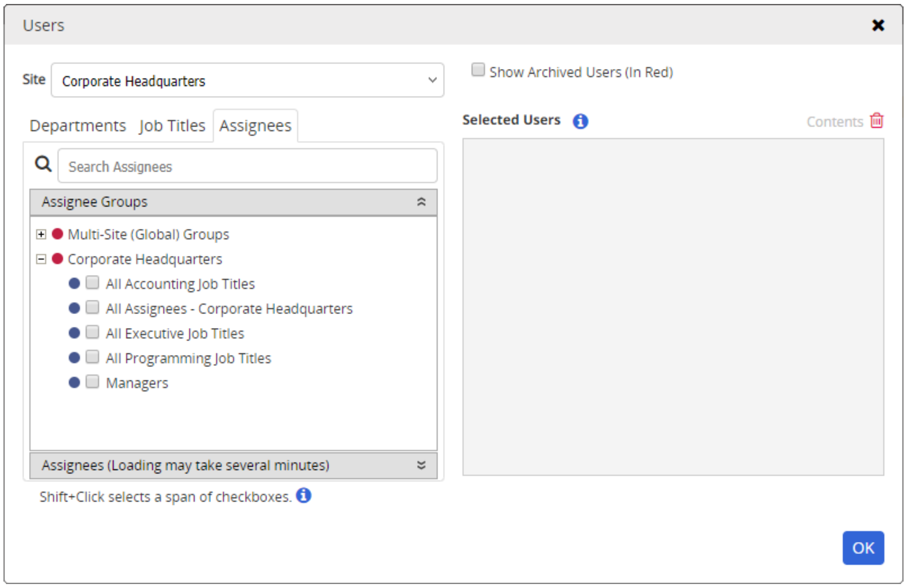
**Incomplete Tasks (3)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Incomplete | 42 | Recovery Process (v.3) | 04/11/2013 | 4 |
| 2. | Incomplete | 13 | Style Guide 2 (v.1) | 04/08/2013 | 7 |
| 3. | Incomplete | 26 | Unsigned or Partial Pay 2 (v.1) | 04/05/2013 | 10 |

1/11

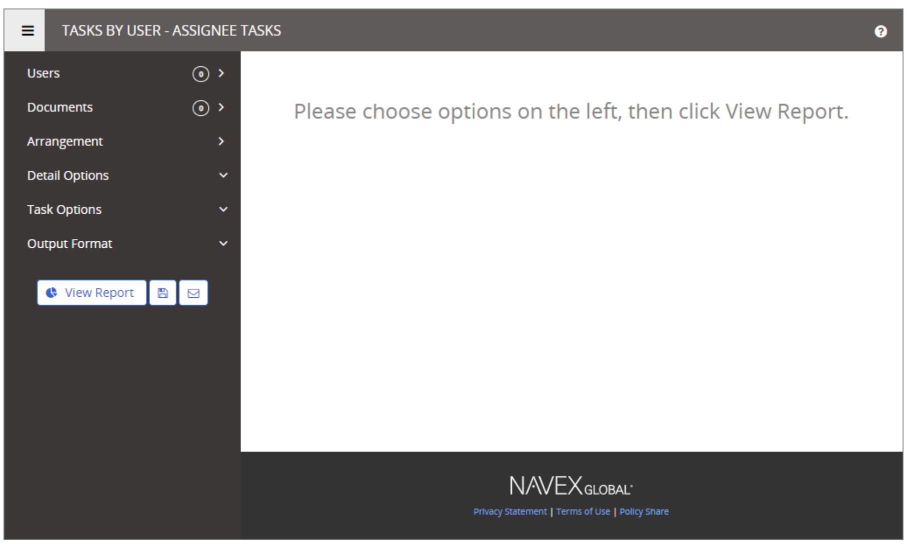
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports** and then click **Reader Tasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

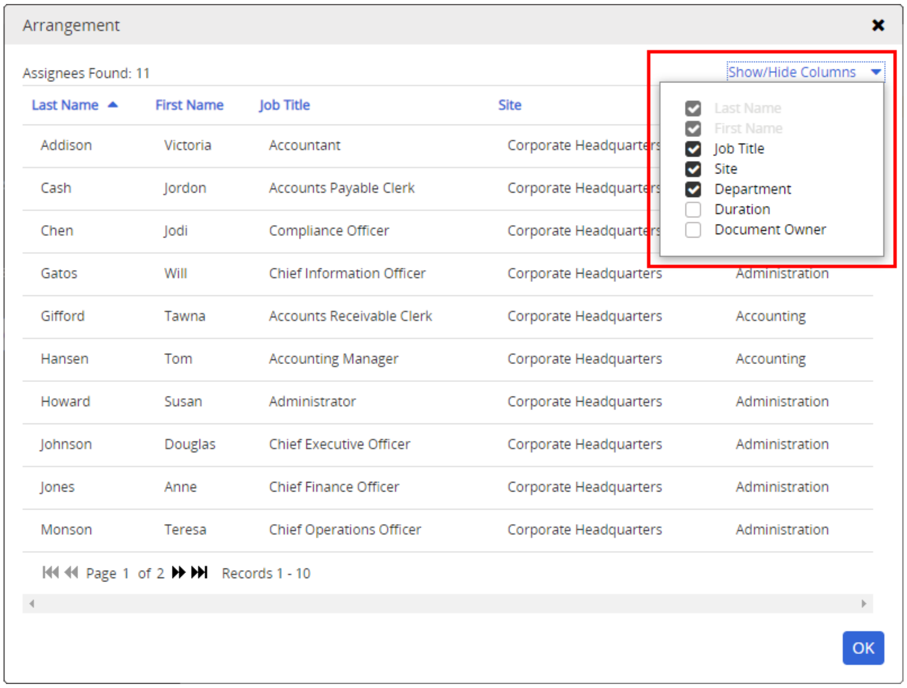



4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

5. (Optional) Click **Arrangement** and do any of the following:

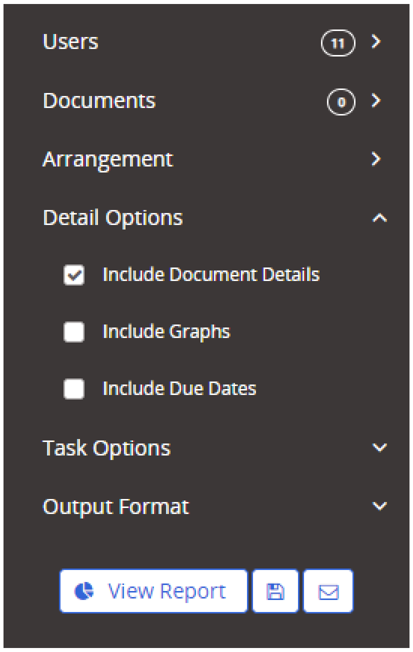
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

| 4. Breen, Darren (Personnel Manager) | Site: Corporate Headquarters | Department: Fiscal Services |
|---|---|---|

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

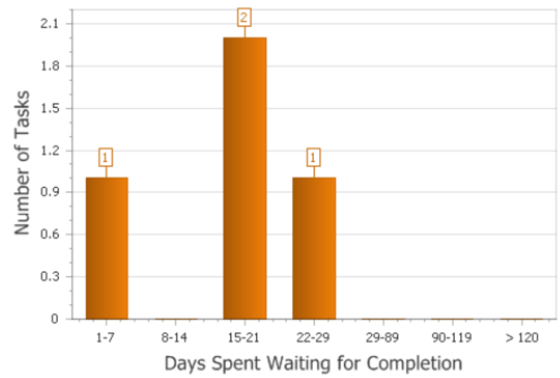
**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 |
| 4. | Waiting | 29 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Readers | Incomplete | Over 30 Days |
|---|---|---|
| 13 | 56 | 5 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

| 1. Cash, Jordon (Accounts Payable Clerk) | Site: Corporate Headquarters | Department: Accounting |
|---|---|---|

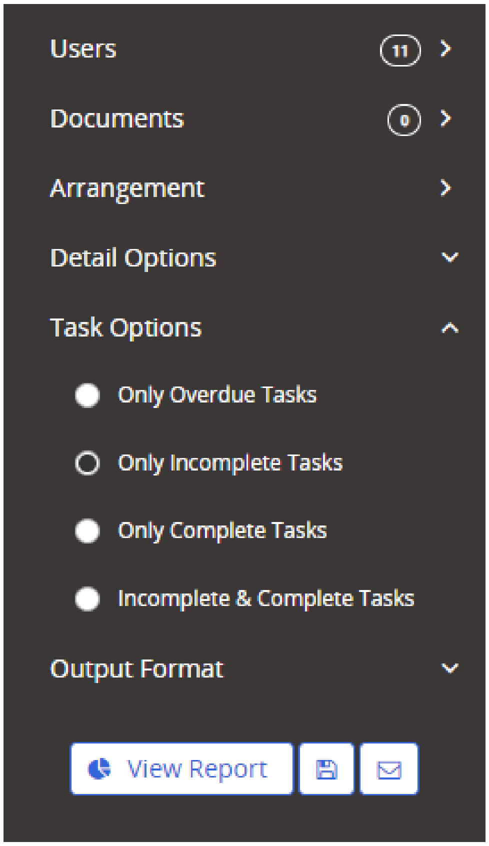
| Incomplete | Over 30 Days |
|---|---|
| 12 | 1 |

**Incomplete Tasks (12)**

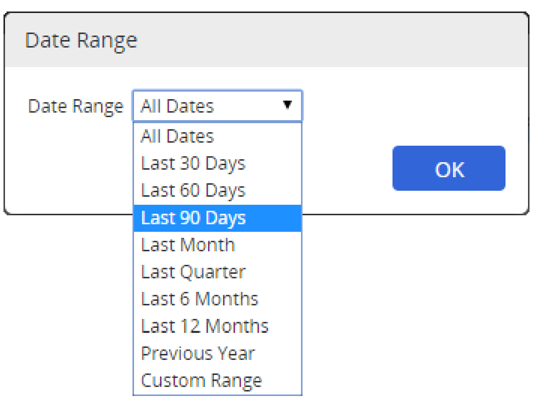
| | Action | Ref. # | | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|---|
| 1. | Incomplete | 242 | ⚠ | Vacation Policy (v.1) | 01/14/2011 | 39 | 10/31/2014 |
| 2. | Incomplete | 253 | | Inventory Sheet (v.2) | 08/29/2011 | 11 | 11/28/2014 |
| 3. | Incomplete | 2 | | Accounts Payable and Cash Distribution (v.1) | 11/15/2011 | 10 | 10/27/2014 |
| 4. | Incomplete | 207 | | Cash Receipts (v.1) | 06/30/2014 | 12 | N/A |

7. (Optional) Click **Task Options**, and then do any of the following:

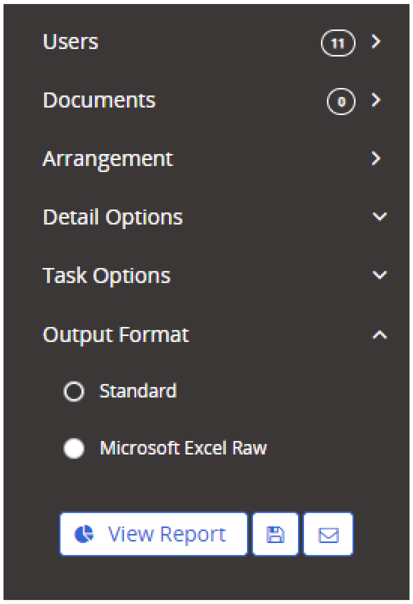
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



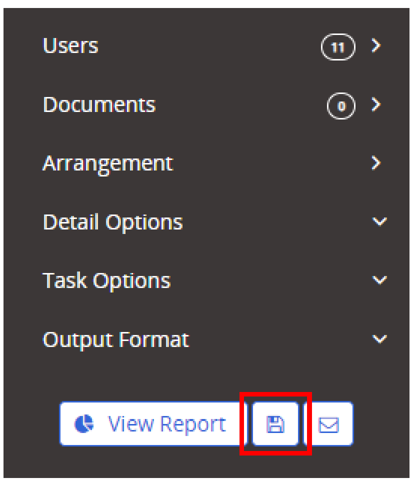

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

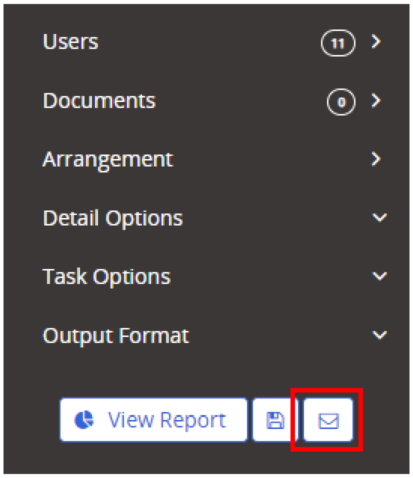



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



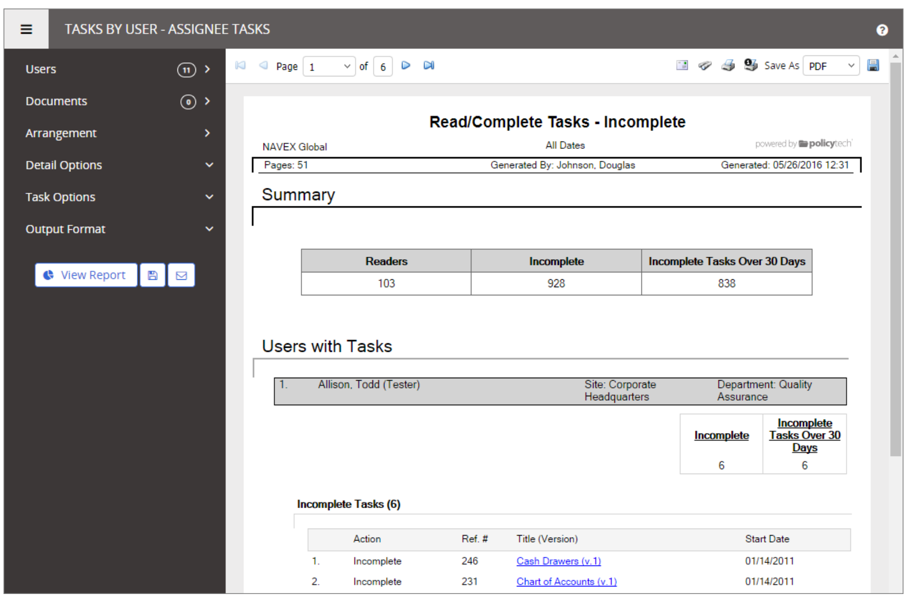

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

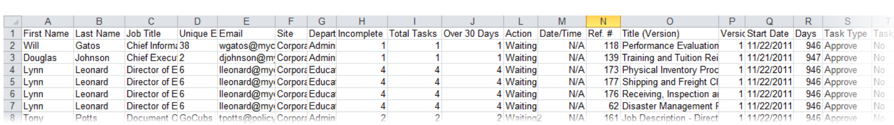



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: Document Owner - Resubmit for Review Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Provides details about the selected users' tasks for resubmitting a document or questionnaire for review after it has been returned to draft status from review or approval. You can choose to include only those tasks that are incomplete, overdue, or completed.

**Available to users with the following roles or permissions:**

Manager, Report Manager, Administrator

**Sample Report:**

**Document Owner Tasks - Incomplete Tasks**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 11/07/2014 08:26

**Summary**

| Document Owners | Incomplete | Over 30 Days |
|---|---|---|
| 3 | 5 | 5 |

**Users with Tasks**

**1. Hansen, Tom (Accounting Manager)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 1 | 1 |

**Incomplete Tasks (1)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 327 | Bank Account Reconciliation - South Branch (v.1) | 09/26/2014 | 42 |

**2. Howard, Susan (Document, Control Administrator)** | Site: Corporate Headquarters | Department: Administration

| Incomplete | Over 30 Days |
|---|---|
| 1 | 1 |

**Incomplete Tasks (1)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 206 | Bank Account Reconcilliation - Downtown Branch (v.1) | 06/30/2014 | 129 |

**3. Johnson, Douglas (Chief Executive Officer)** | Site: Corporate Headquarters | Department: Administration

| Incomplete | Over 30 Days |
|---|---|
| 3 | 3 |

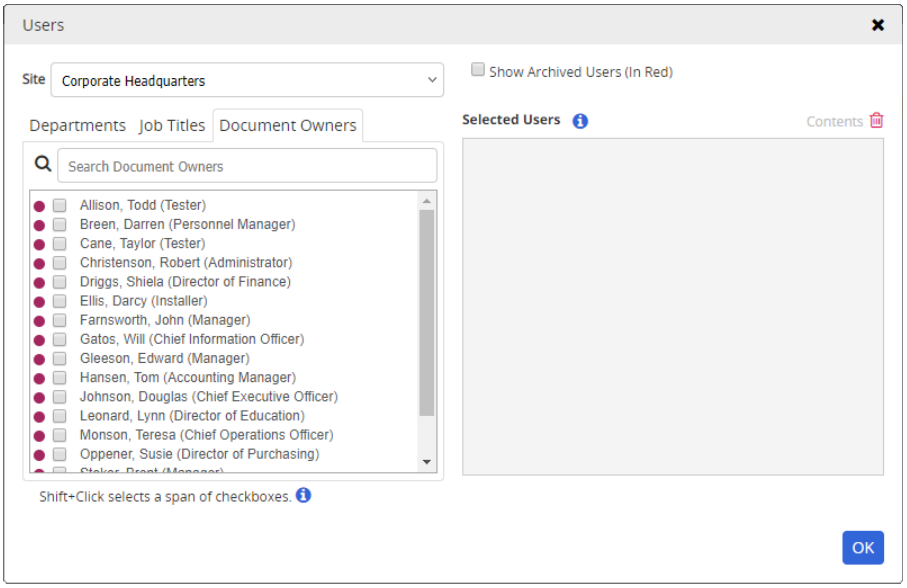
**Incomplete Tasks (3)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 11 | Bank Account Reconcilliation - East Branch (v.1) | 06/30/2014 | 129 |
| 2. | Waiting | 324 | La Politique des Heures Supplémentaires (v.1) | 09/25/2014 | 42 |
| 3. | Waiting | 325 | La Politique des Heures Supplémentaires (v.1) | 09/25/2014 | 42 |

1/2

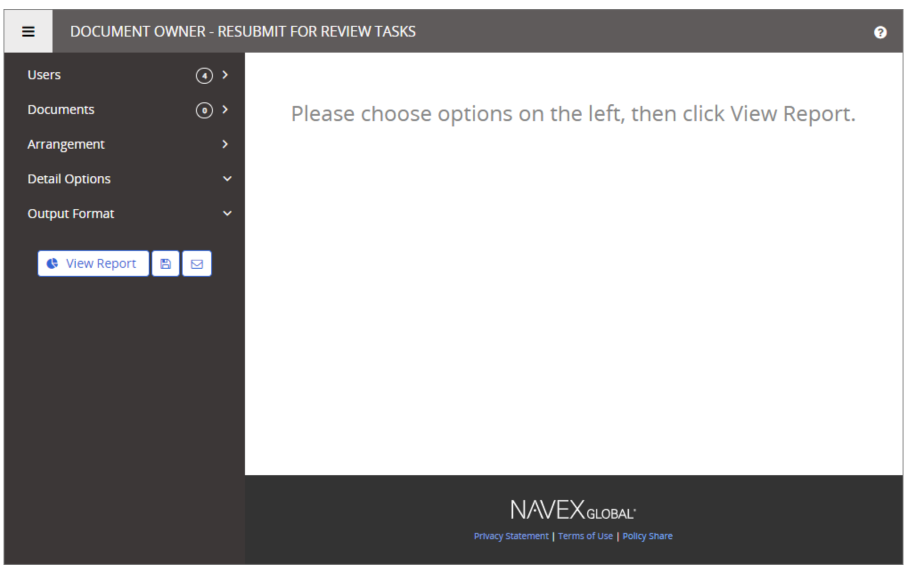
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Document Owner - Resubmit for Review Tasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.

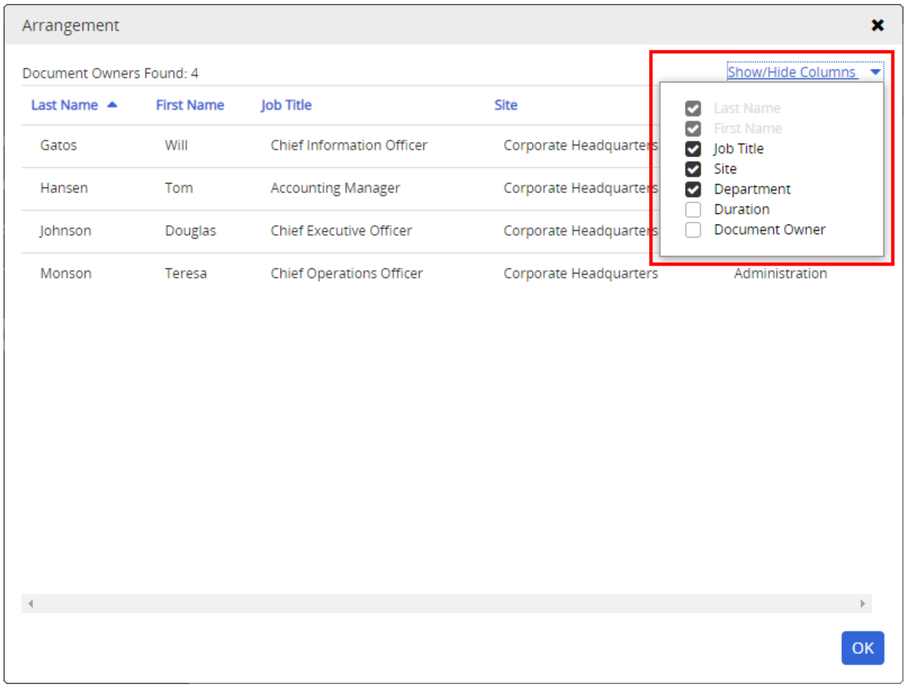



4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

5. (Optional) Click **Arrangement** and do any of the following:

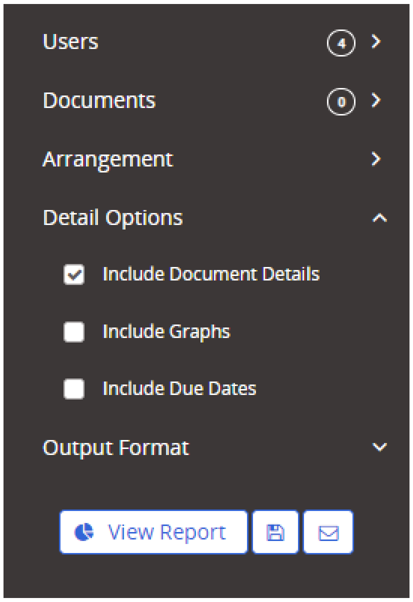
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.




- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

| 4. Breen, Darren (Personnel Manager) | Site: Corporate Headquarters | Department: Fiscal Services |
|---|---|---|

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

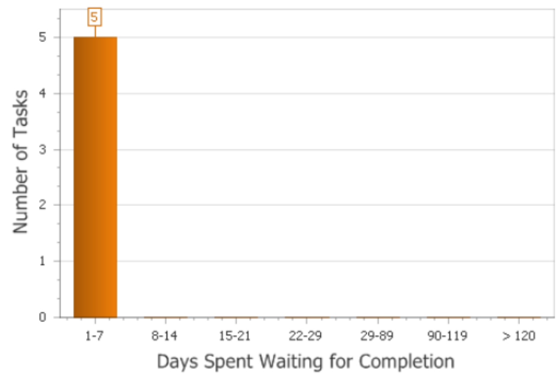
Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 12 | Invoice Billings (v.1) | 03/15/2013 | 23 |
| 2. | Waiting | 18 | Performance Evaluation - Accounting Manager (v.1) | 03/20/2013 | 18 |
| 3. | Waiting | 19 | Performance Evaluation - Accounts Payable Clerk (v.1) | 03/20/2013 | 18 |
| 4. | Waiting | 29 | Corrective-Preventive Action Form (v.1) | 04/03/2013 | 5 |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days the selected users' tasks have been waiting for completion.

**Summary**

| Document Owners | Incomplete | Over 30 Days |
|---|---|---|
| 3 | 5 | 5 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

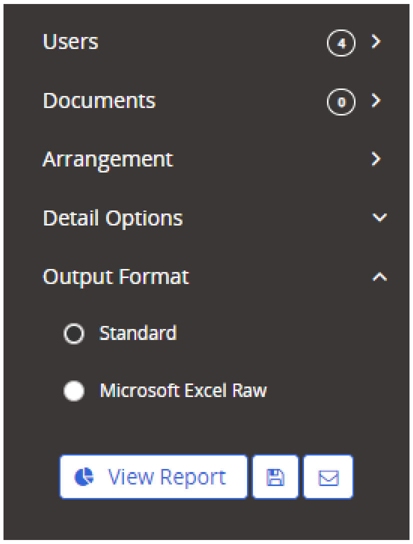
**1. Cash, Jordon (Accounts Payable Clerk)** Site: Corporate Headquarters Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 12 | 1 |

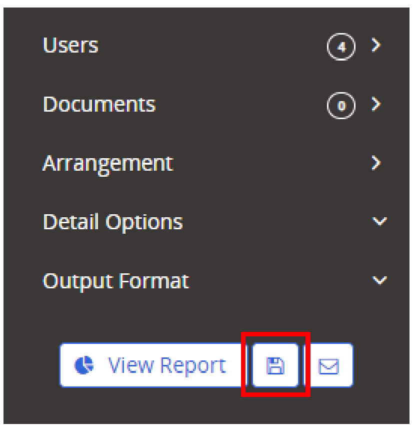
**Incomplete Tasks (12)**

| | Action | Ref. # | | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|---|
| 1. | Incomplete | 242 | ⚠ | Vacation Policy (v.1) | 01/14/2011 | 39 | 10/31/2014 |
| 2. | Incomplete | 253 | | Inventory Sheet (v.2) | 08/29/2011 | 11 | 11/28/2014 |
| 3. | Incomplete | 2 | | Accounts Payable and Cash Distribution (v.1) | 11/15/2011 | 10 | 10/27/2014 |
| 4. | Incomplete | 207 | | Cash Receipts (v.1) | 06/30/2014 | 12 | N/A |

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

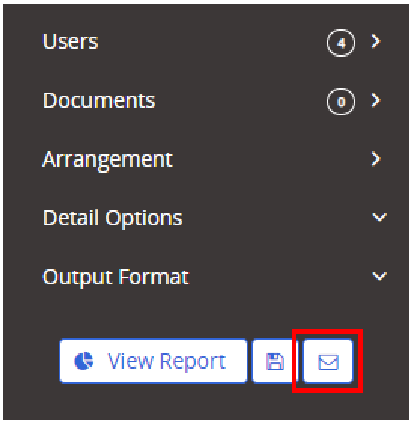



8. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



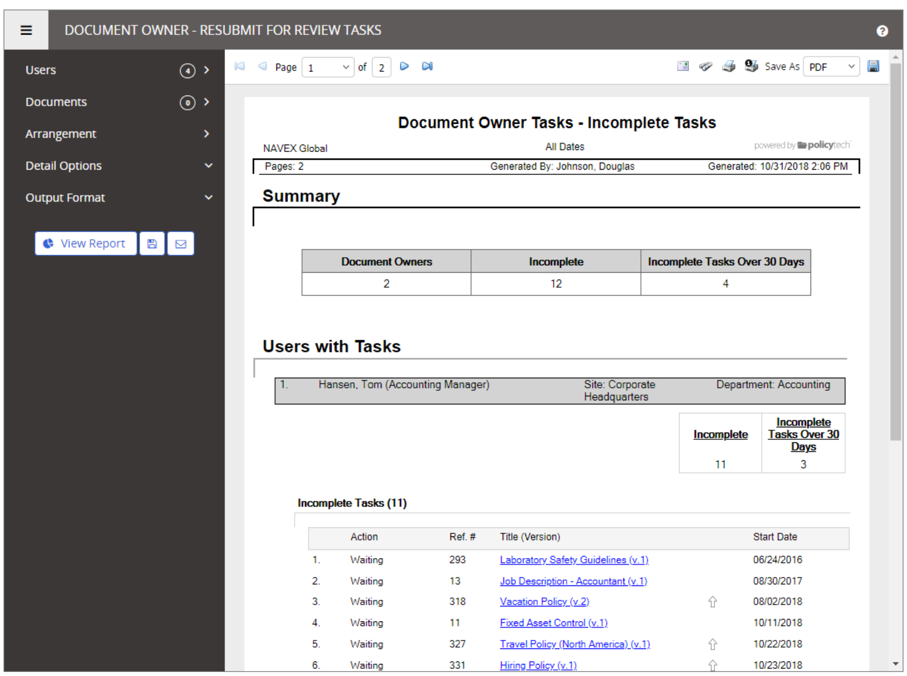

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

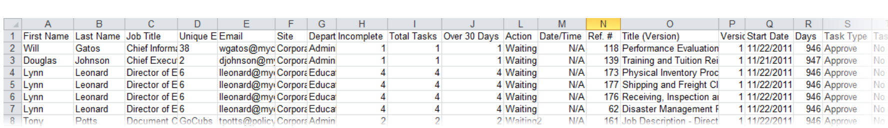



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




    If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: Tasks by User - All Workflow Tasks

**Important:** This report has been superseded by the Tasks by User - Current and Tasks by User - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

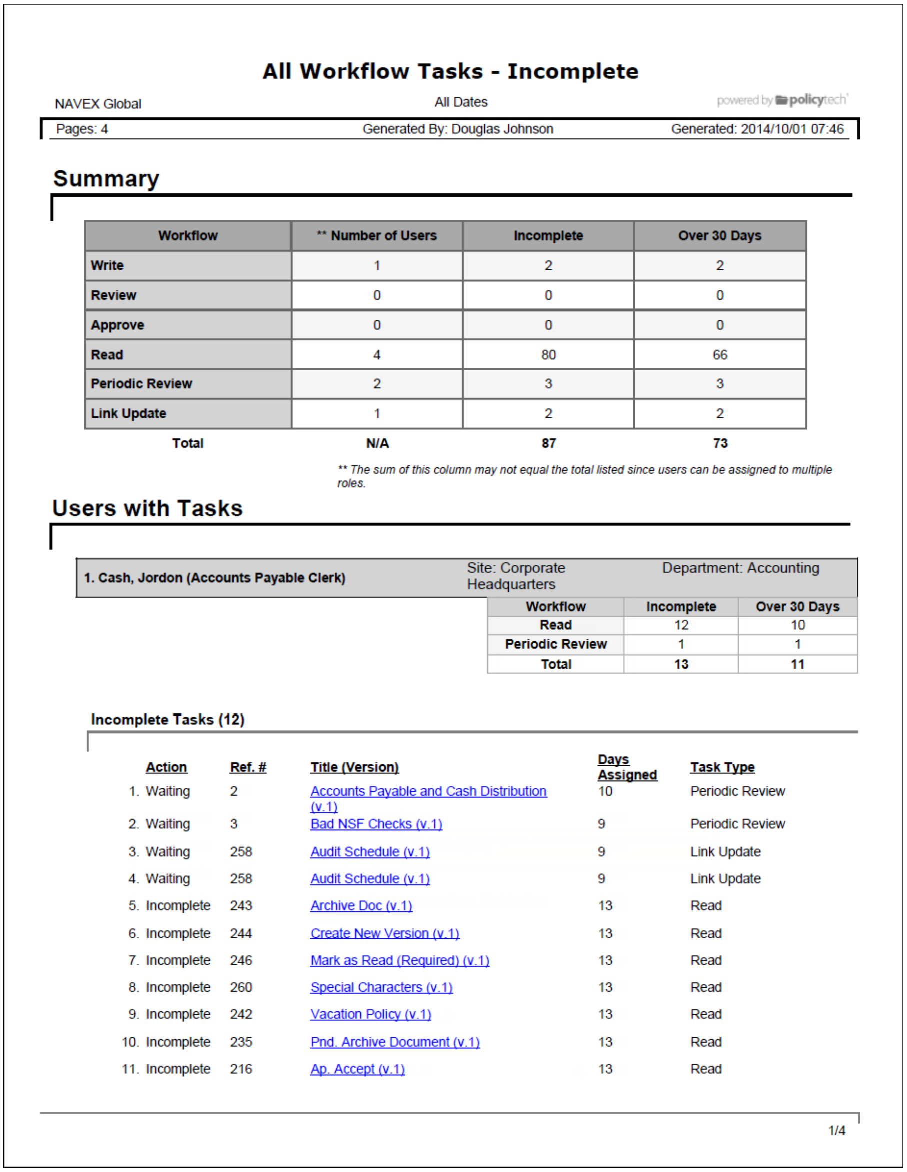
### Description

Provides details about all of the selected users' assigned tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

**Available to users with the following roles or permissions:**

Manager, Report Manager, Administrator

**Sample Report:**



**All Workflow Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 4 | Generated By: Douglas Johnson | Generated: 2014/10/01 07:46

**Summary**

| Workflow | ** Number of Users | Incomplete | Over 30 Days |
|---|---|---|---|
| Write | 1 | 2 | 2 |
| Review | 0 | 0 | 0 |
| Approve | 0 | 0 | 0 |
| Read | 4 | 80 | 66 |
| Periodic Review | 2 | 3 | 3 |
| Link Update | 1 | 2 | 2 |
| Total | N/A | 87 | 73 |

*** The sum of this column may not equal the total listed since users can be assigned to multiple roles.*

**Users with Tasks**

**1. Cash, Jordon (Accounts Payable Clerk)** Site: Corporate Headquarters Department: Accounting

| Workflow | Incomplete | Over 30 Days |
|---|---|---|
| Read | 12 | 10 |
| Periodic Review | 1 | 1 |
| Total | 13 | 11 |

**Incomplete Tasks (12)**

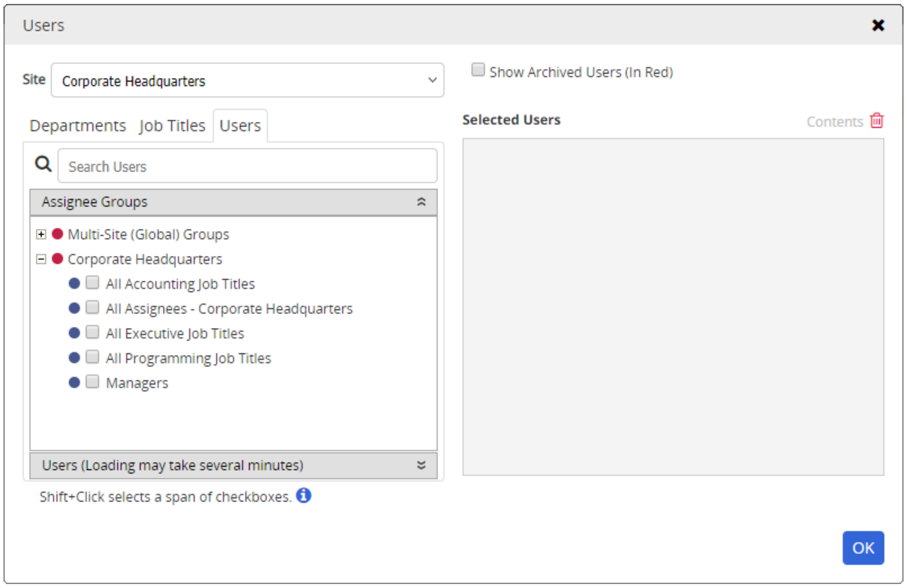
| | Action | Ref. # | Title (Version) | Days Assigned | Task Type |
|---|---|---|---|---|---|
| 1. | Waiting | 2 | Accounts Payable and Cash Distribution (v.1) | 10 | Periodic Review |
| 2. | Waiting | 3 | Bad NSF Checks (v.1) | 9 | Periodic Review |
| 3. | Waiting | 258 | Audit Schedule (v.1) | 9 | Link Update |
| 4. | Waiting | 258 | Audit Schedule (v.1) | 9 | Link Update |
| 5. | Incomplete | 243 | Archive Doc (v.1) | 13 | Read |
| 6. | Incomplete | 244 | Create New Version (v.1) | 13 | Read |
| 7. | Incomplete | 246 | Mark as Read (Required) (v.1) | 13 | Read |
| 8. | Incomplete | 260 | Special Characters (v.1) | 13 | Read |
| 9. | Incomplete | 242 | Vacation Policy (v.1) | 13 | Read |
| 10. | Incomplete | 235 | Pnd. Archive Document (v.1) | 13 | Read |
| 11. | Incomplete | 216 | Ap. Accept (v.1) | 13 | Read |

1/4

## How to Generate

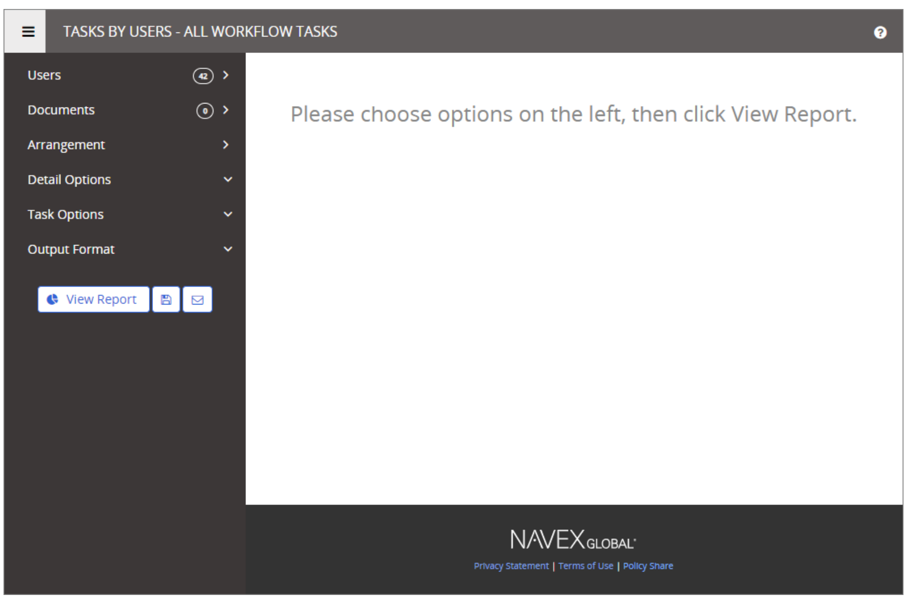
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **All Workflow Tasks (Tasks by User)**.
3. Select the users you want included in the report (see Selecting Users for help).

**Note:** The default selection is the **Users** tab, which lets you search for users and add them one at a time. To add multiple users at once, use the **Departments** or **Job Titles** tab.




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

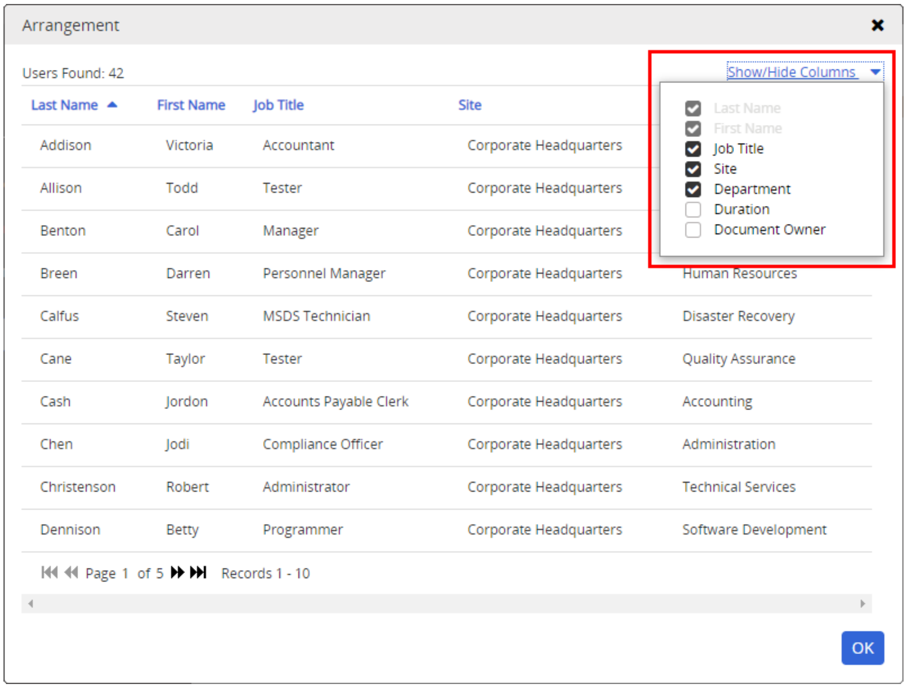
**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..
5. (Optional) Click **Arrangement** and do any of the following:

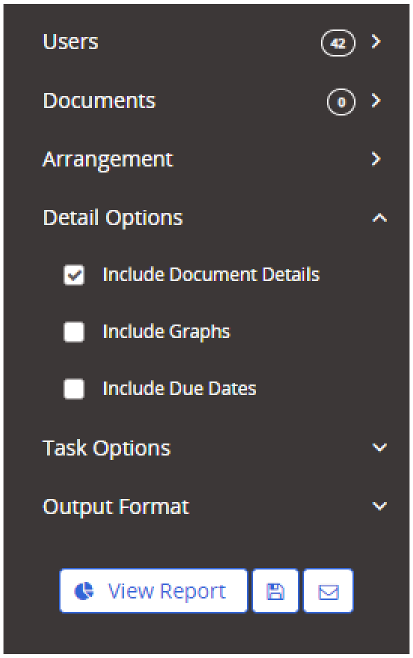
- To change the default report columns, click **Show/Hide Columns**, and then select or click to clear check boxes.

**Note:** The **Duration** column shows how many days an incomplete task has been assigned or how many days it took to complete a task.

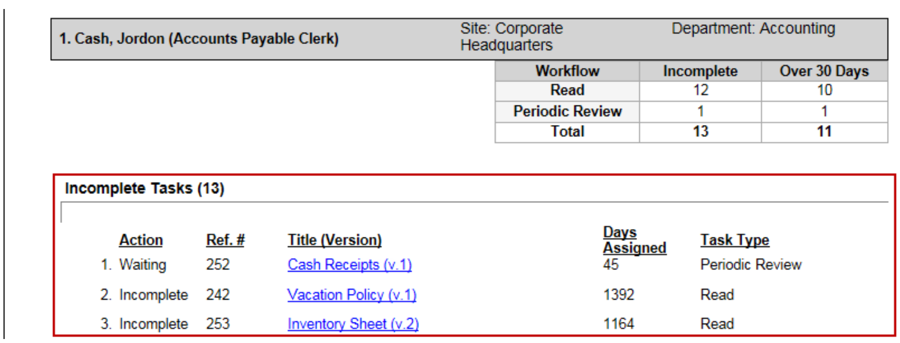



- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



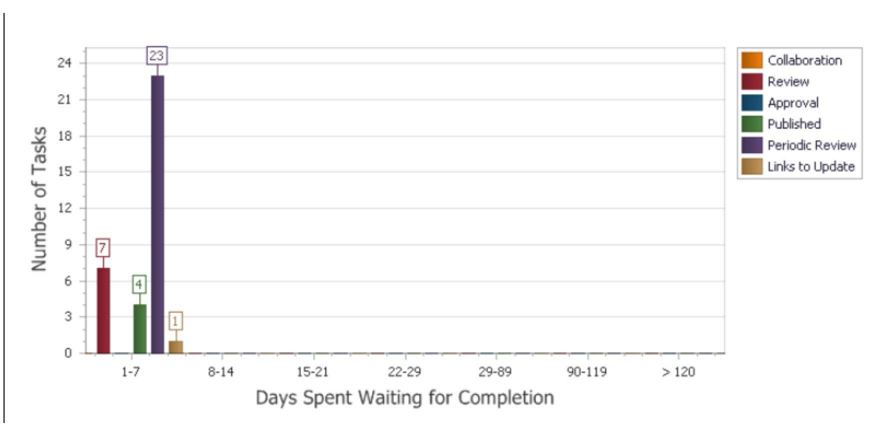
1. Cash, Jordon (Accounts Payable Clerk) Site: Corporate Headquarters Department: Accounting

| Workflow | Incomplete | Over 30 Days |
|---|---|---|
| Read | 12 | 10 |
| Periodic Review | 1 | 1 |
| Total | 13 | 11 |

Incomplete Tasks (13)

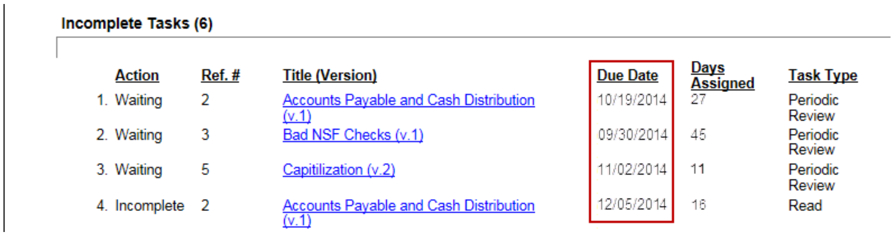
| | Action | Ref. # | Title (Version) | Days Assigned | Task Type |
|---|---|---|---|---|---|
| 1. | Waiting | 252 | Cash Receipts (v.1) | 45 | Periodic Review |
| 2. | Incomplete | 242 | Vacation Policy (v.1) | 1392 | Read |
| 3. | Incomplete | 253 | Inventory Sheet (v.2) | 1164 | Read |

- **Include Graphs: Adds a graph to the report's Summary area.** The graph shows the number of days the selected users' tasks have been waiting for completion.



- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

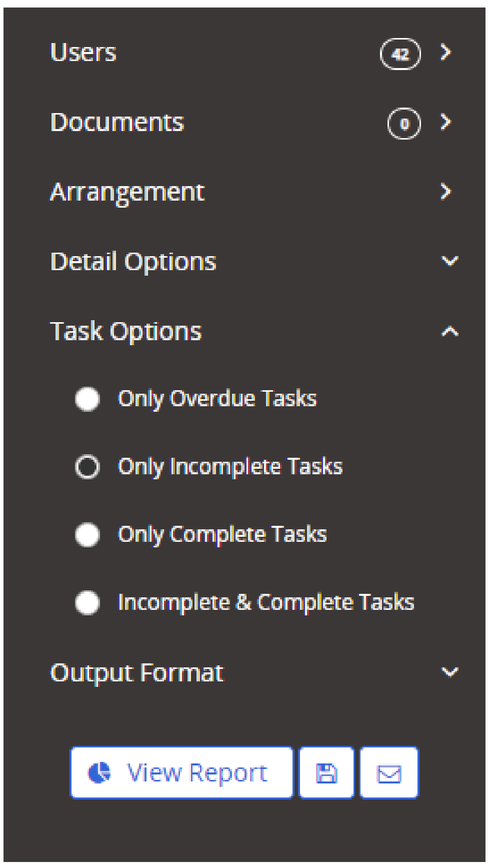


**Incomplete Tasks (6)**

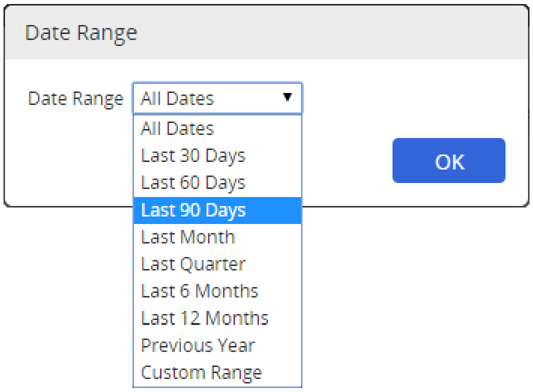
| | Action | Ref. # | Title (Version) | Due Date | Days Assigned | Task Type |
|---|---|---|---|---|---|---|
| 1. | Waiting | 2 | Accounts Payable and Cash Distribution (v.1) | 10/19/2014 | 27 | Periodic Review |
| 2. | Waiting | 3 | Bad NSF Checks (v.1) | 09/30/2014 | 45 | Periodic Review |
| 3. | Waiting | 5 | Capitilization (v.2) | 11/02/2014 | 11 | Periodic Review |
| 4. | Incomplete | 2 | Accounts Payable and Cash Distribution (v.1) | 12/05/2014 | 16 | Read |

7. (Optional) Click **Task Options**, and then do any of the following:

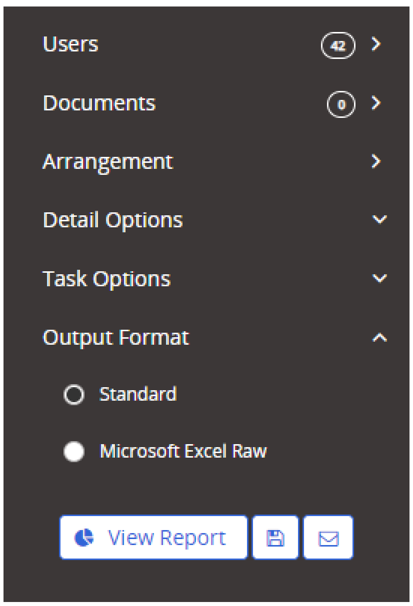
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



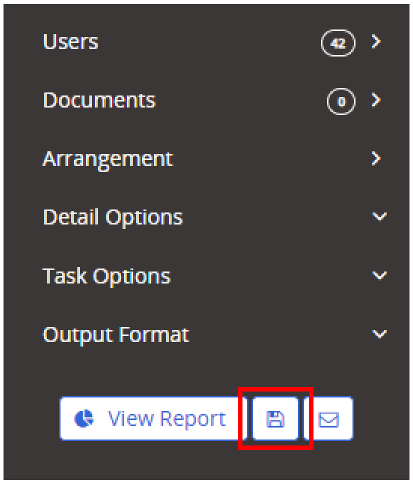

   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




8. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

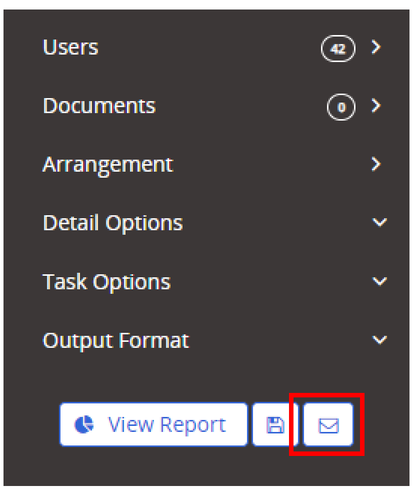



9. (Optional) To save the current user selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



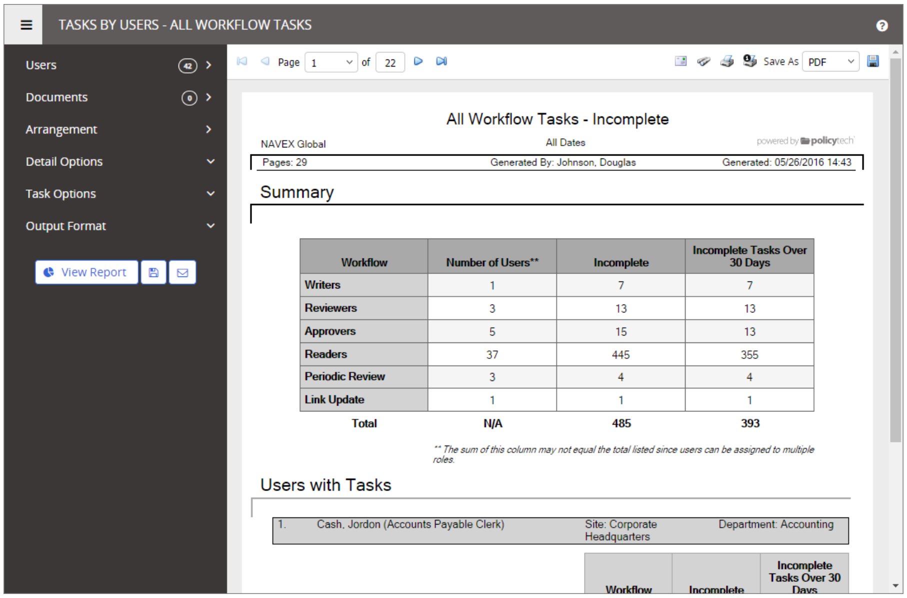

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

10. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

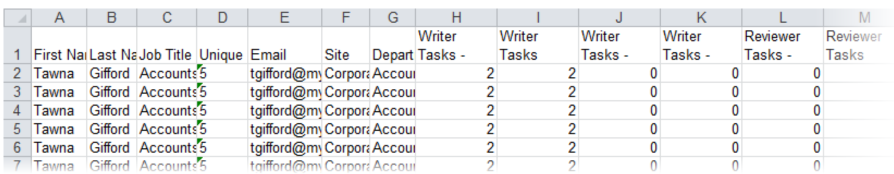



11. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.




## Report: Tasks by Document - In Draft

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in the draft status. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**Tasks by Document - In Draft - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 06/30/2014 10:58

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 5 | 3 | 3 | 9 | 13 |

**Documents with Tasks**

1. Account Collections Form (v.1) | Reference # 204 | Document Owner: Johnson, Douglas

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 2 | Document Owners | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 0 | Days in Current Cycle | 0 | Total Completed | 0% |

**Incomplete Tasks (1)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Johnson, Douglas | Corporate Headquarters | Administration |

2. Audit Procedures (v.1) | Reference # 206 | Document Owner: Howard, Susan

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 2 | Document Owners | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 0 | Days in Current Cycle | 0 | Total Completed | 0% |

**Incomplete Tasks (1)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Howard, Susan | Corporate Headquarters | Administration |

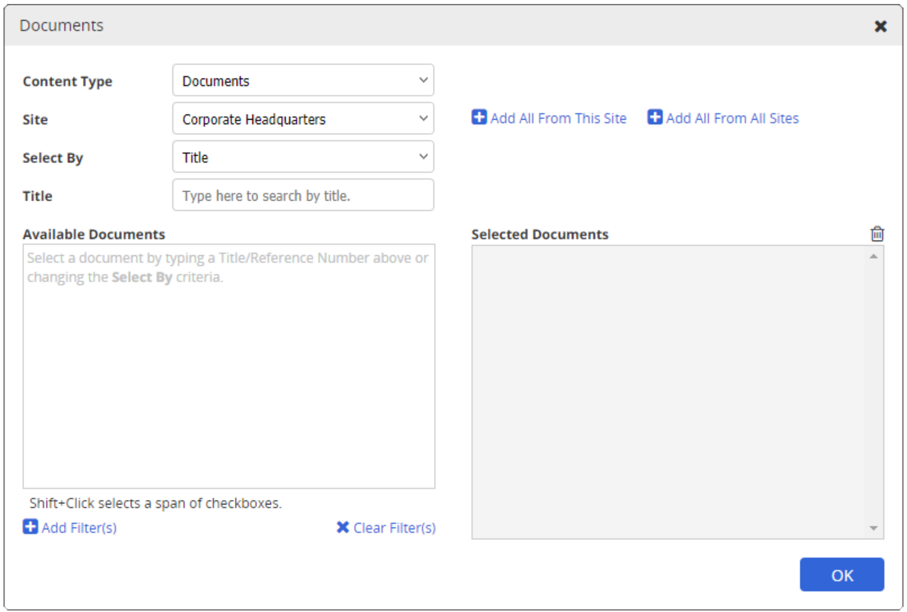
| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 2 | Document Owners | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 13 | Days in Current Cycle | 0 | Total Completed | 0% |

**Incomplete Tasks (1)**

1/2

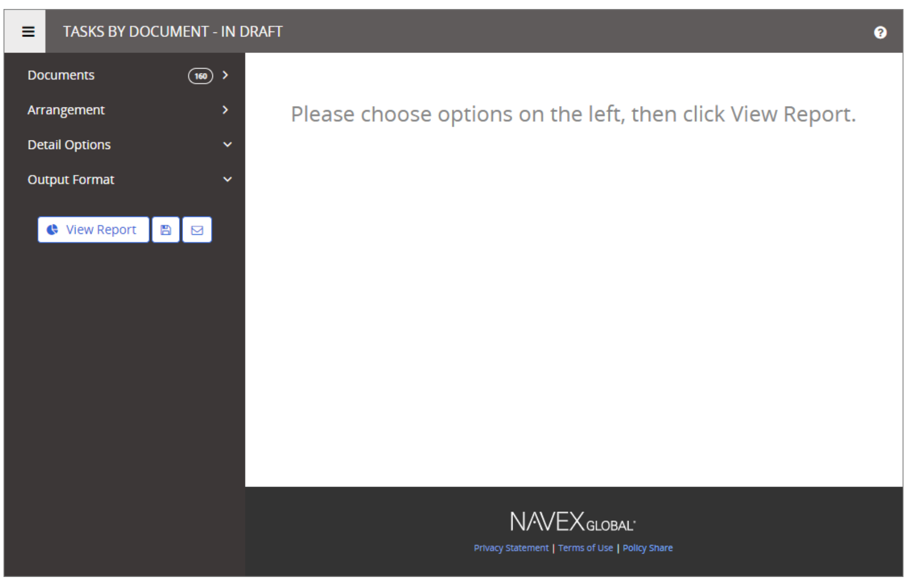
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **In Draft (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



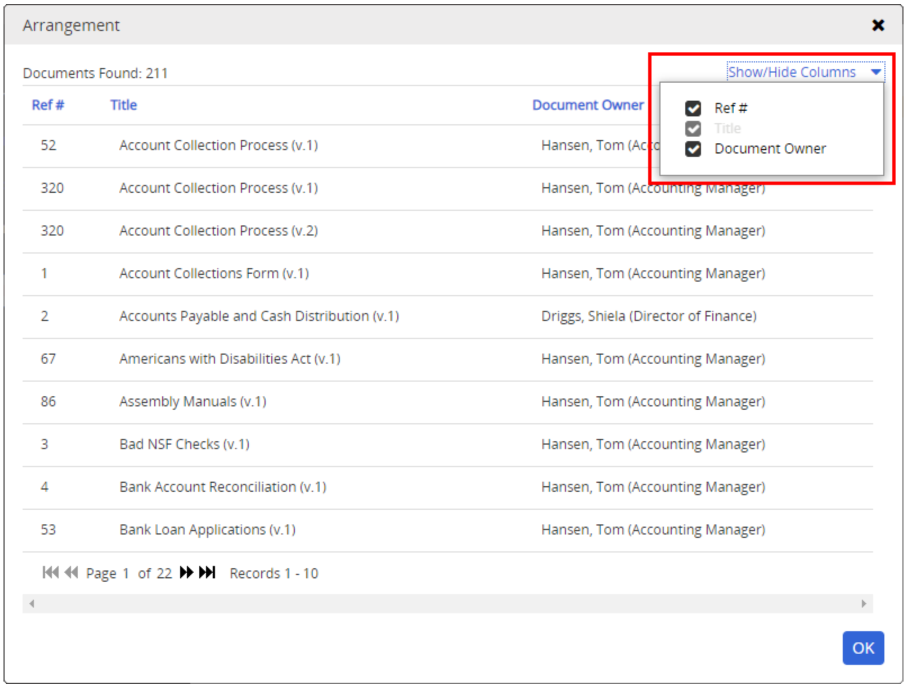

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



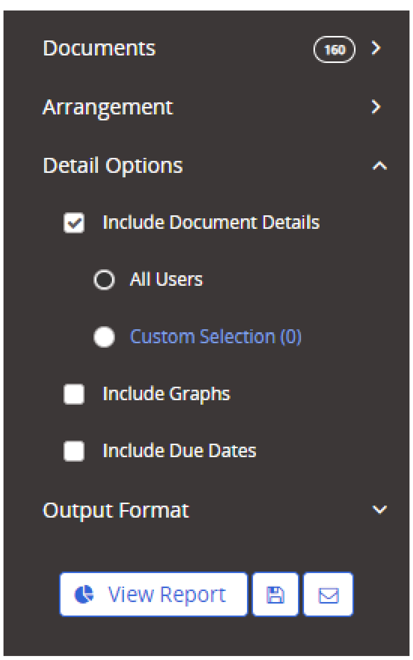

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

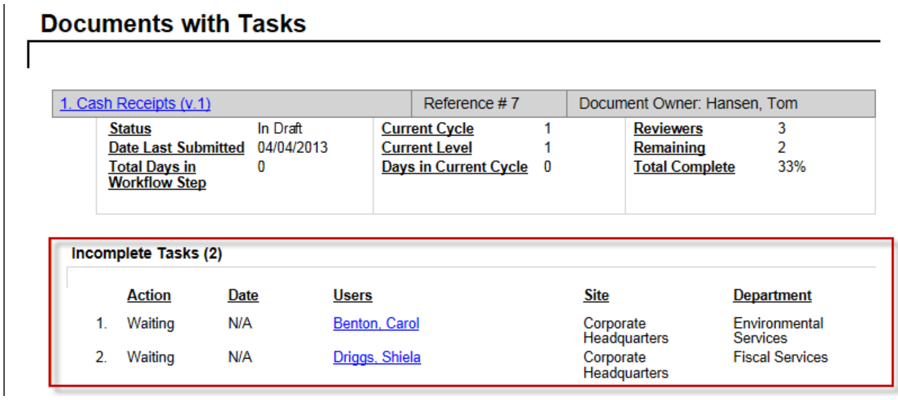



- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



**Documents with Tasks**

| 1. Cash Receipts (v.1) | Reference # 7 | Document Owner: Hansen, Tom |
|---|---|---|

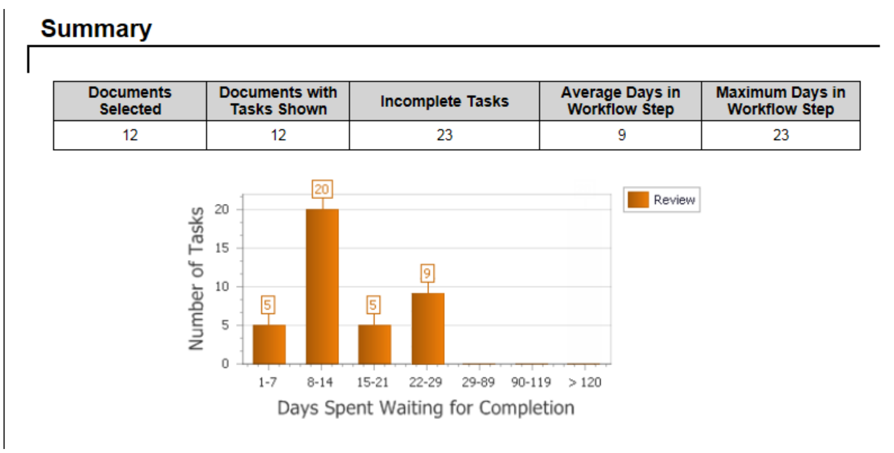
| | | | | | |
|---|---|---|---|---|---|
| Status | In Draft | Current Cycle | 1 | Reviewers | 3 |
| Date Last Submitted | 04/04/2013 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 0 | Days in Current Cycle | 0 | Total Complete | 33% |

Incomplete Tasks (2)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.



**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 12 | 12 | 23 | 9 | 23 |



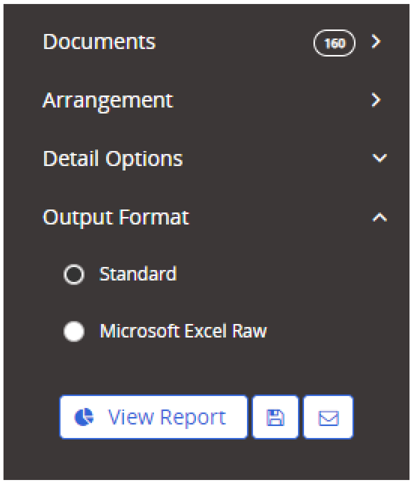
- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

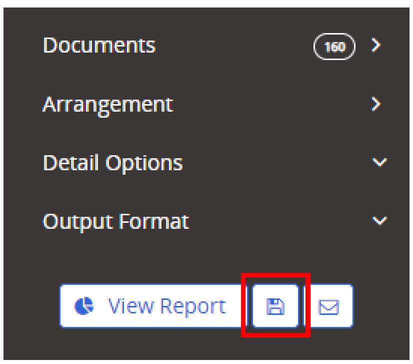
Incomplete Tasks (2)

| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

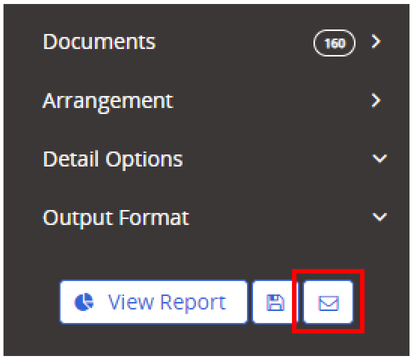



7. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



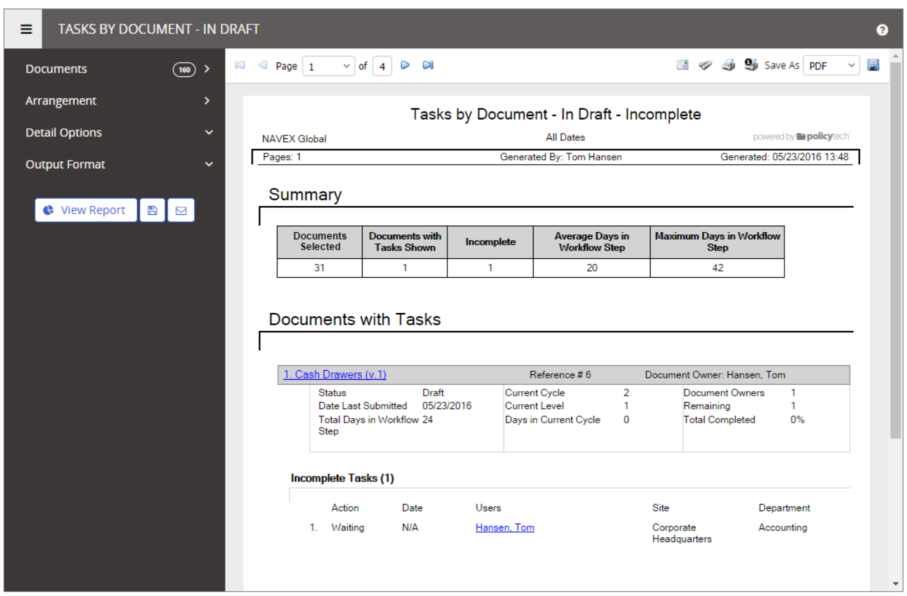

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

8. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking  (see Emailing a Report from a Saved Setup for help).

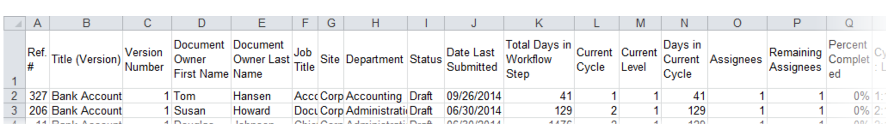



9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| Ref. # | Title (Version) | Version Number | Document Owner First Name | Document Owner Last Name | Job Title | Site | Department | Status | Date Last Submitted | Total Days in Workflow Step | Current Cycle | Current Level | Days in Current Cycle | Assignees | Remaining Assignees | Percent Completed | Cycle Level |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 327 | Bank Account | 1 | Tom | Hansen | Accc | Corp | Accounting | Draft | 09/26/2014 | 41 | 1 | 1 | 41 | 1 | 1 | 0% | 1:1 |
| 206 | Bank Account | 1 | Susan | Howard | Docu | Corp | Administrati | Draft | 06/30/2014 | 129 | 2 | 1 | 129 | 1 | 1 | 0% | 2:1 |

## Report: Tasks by Document - In Collaboration

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in the collaboration status. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**Tasks by Document - In Collaboration - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 06/30/2014 12:10

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 3 | 3 | 3 | 5 | 12 |

**Documents with Tasks**

1. Capitilization (v.1) — Reference # 5 — Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 1 | Writers | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 12 | Days in Current Cycle | 12 | Total Completed | 0% |

Incomplete Tasks (1)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |

2. Cash Receipts (v.1) — Reference # 7 — Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 1 | Writers | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 2 | Days in Current Cycle | 2 | Total Completed | 0% |

Incomplete Tasks (1)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |

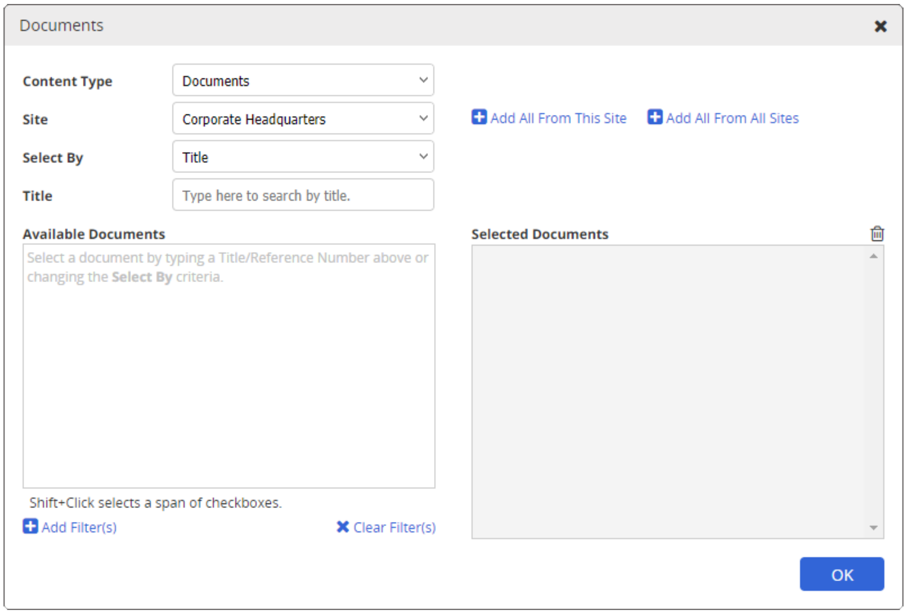
3. Invoice Billings (v.1) — Reference # 12 — Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 1 | Writers | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 1 | Days in Current Cycle | 1 | Total Completed | 0% |

1/2

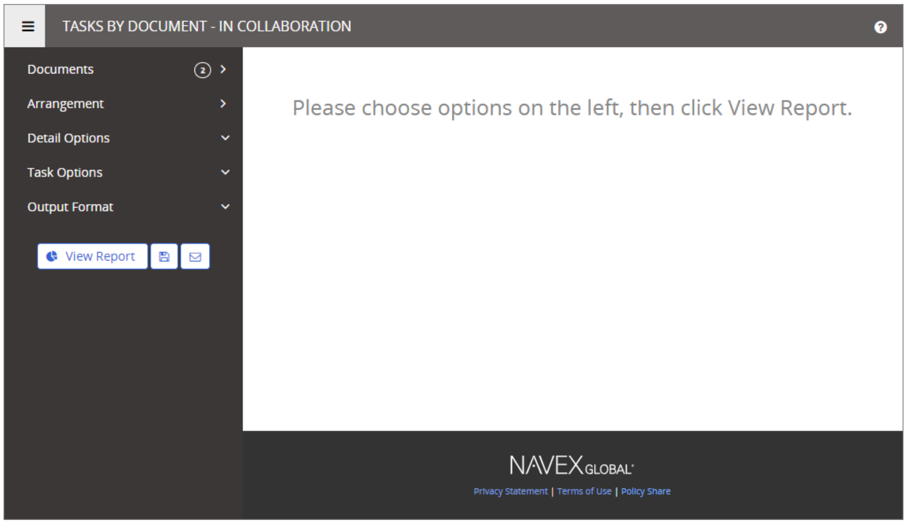
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **In Collaboration (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.

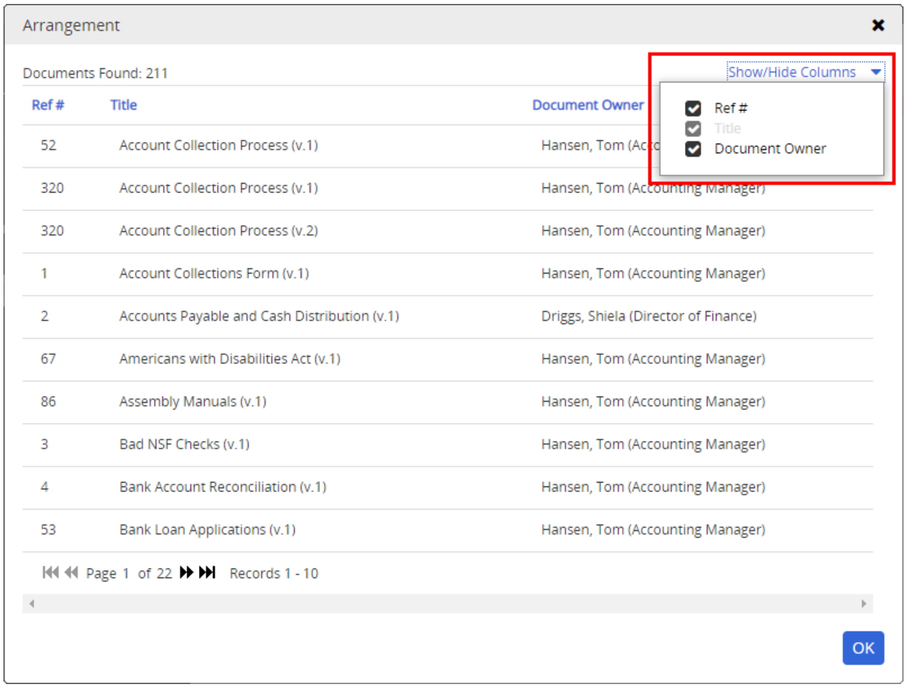



All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.

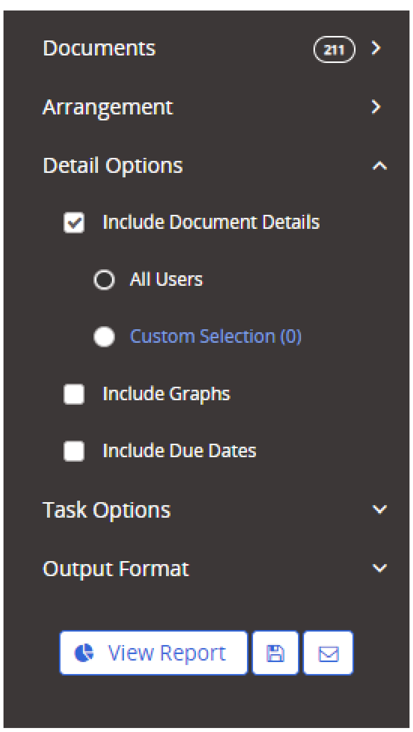



4. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

**Documents with Tasks**

1. Cash Receipts (v.1) Reference # 7 Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 1 | Writers | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 128 | Days in Current Cycle | 128 | Total Completed | 0% |

Incomplete Tasks (1)

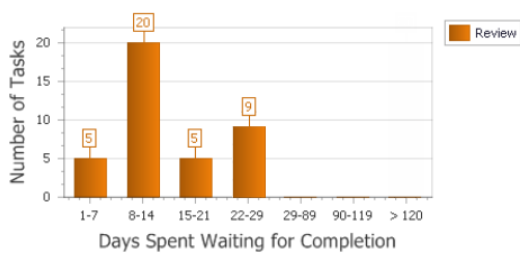
| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 12 | 12 | 23 | 9 | 23 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

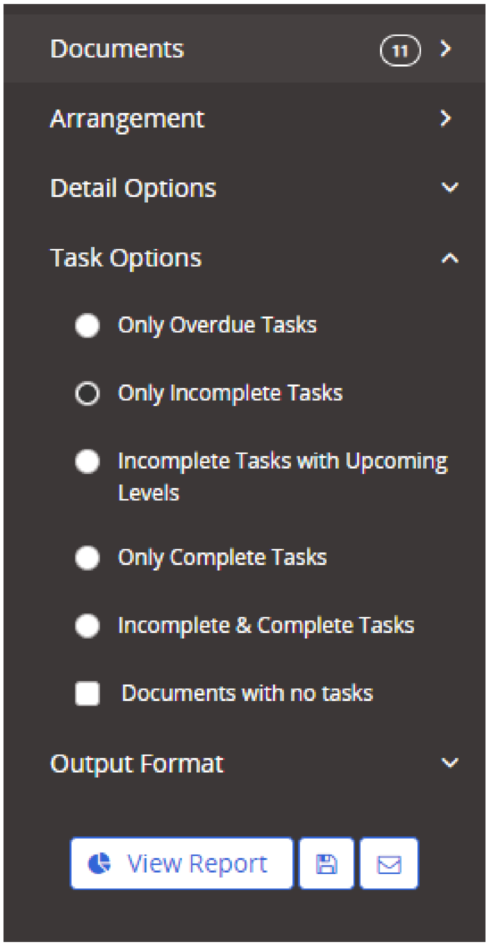
**Important:** This option applies only if the **Include Document Details** option is selected.

Incomplete Tasks (2)

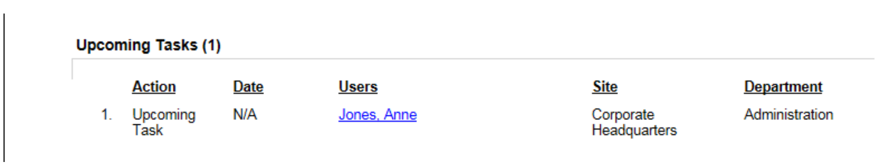
| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.




   If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any writing tasks that assigned writers have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the collaboration status or tasks for documents/questionnaires currently in collaboration but that have not yet reached a writer's assigned level.

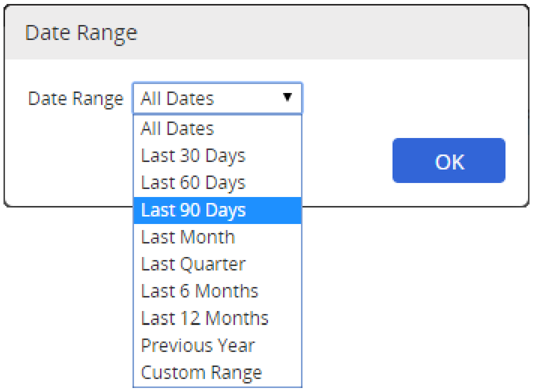


**Upcoming Tasks (1)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Upcoming Task | N/A | Jones, Anne | Corporate Headquarters | Administration |

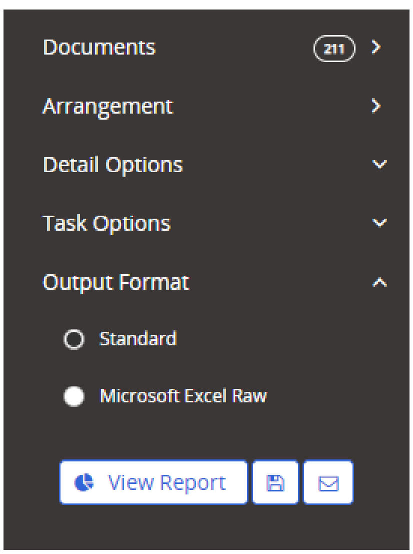
   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then

click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.

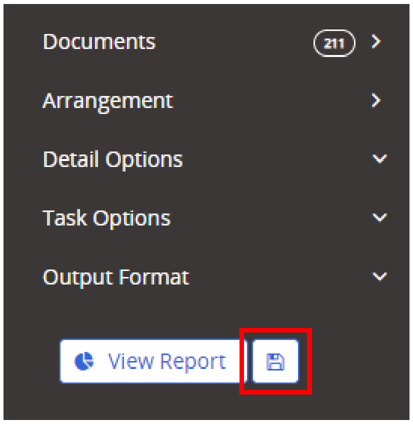



- By default, only the documents/questionnaires from those you selected that have tasks matching the current **Task Options** filters are included in the report. To include all selected documents/questionnaires in the report, even those without matching tasks, select the **Include documents without tasks** check box.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

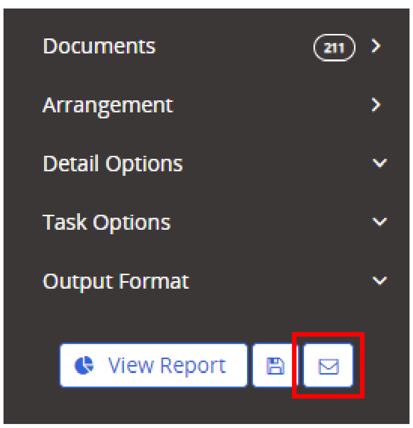



8. (Optional) To save the current document/questionnaire selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.



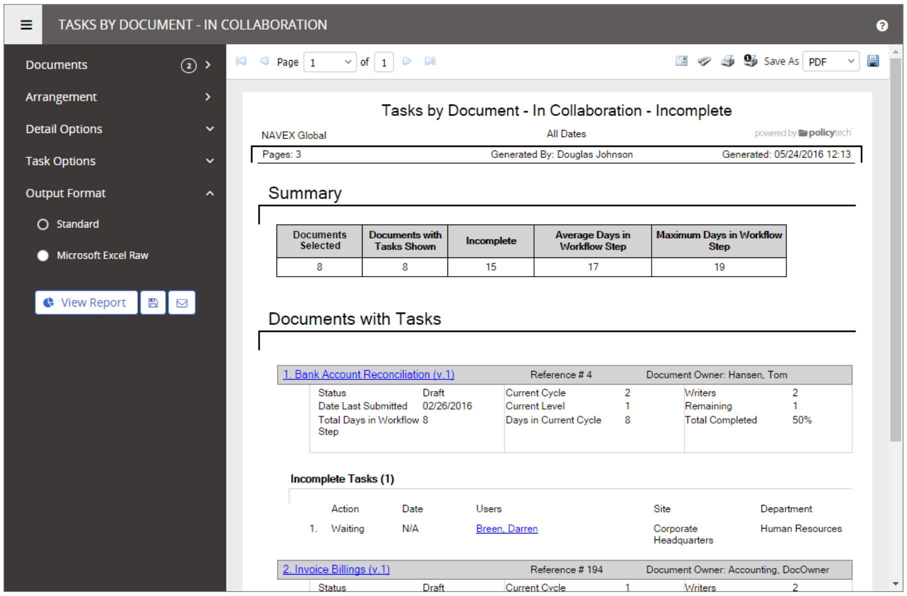

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).




10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title (Version) | Version Number | Document Owner First Name | Document Owner Last Name | Job Title | Site | Department | Status | Date Last Submitted | Total Days in Workflow Step | Current Cycle | Current Level | Days in Current Cycle | Writers | Remaining Writers | Percent Completed |
| 2 | 7 | Cash Receipts | 1 | Tom | Hansen | Accou | Corpo | Accounting | Draft | 06/30/2014 | 128 | 1 | 1 | 128 | 2 | 1 | 0% |
| 3 | 7 | Cash Receipts | 1 | Tom | Hansen | Accou | Corpo | Accounting | Draft | 06/30/2014 | 128 | 1 | 1 | 128 | 2 | 1 | 0% |
| 4 | | | | | | | | | | | | | | | | | |

## Report: Tasks by Document - In Review

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in the review status. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**Tasks by Document - In Review - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 06/30/2014 12:29

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 3 | 3 | 3 | 8 | 13 |

**Documents with Tasks**

1. Capitilization (v.1) — Reference # 5 — Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | In Review | Current Cycle | 1 | Reviewers | 2 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 9 | Days in Current Cycle | 9 | Total Completed | 50% |

Incomplete Tasks (1)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |

2. Cash Receipts (v.1) — Reference # 207 — Document Owner: Breen, Darren

| | | | | | |
|---|---|---|---|---|---|
| Status | In Review | Current Cycle | 1 | Reviewers | 2 |
| Date Last Submitted | 11/17/2010 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 13 | Days in Current Cycle | 13 | Total Completed | 0% |

Incomplete Tasks (2)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | Hansen, Tom | Corporate Headquarters | Accounting |

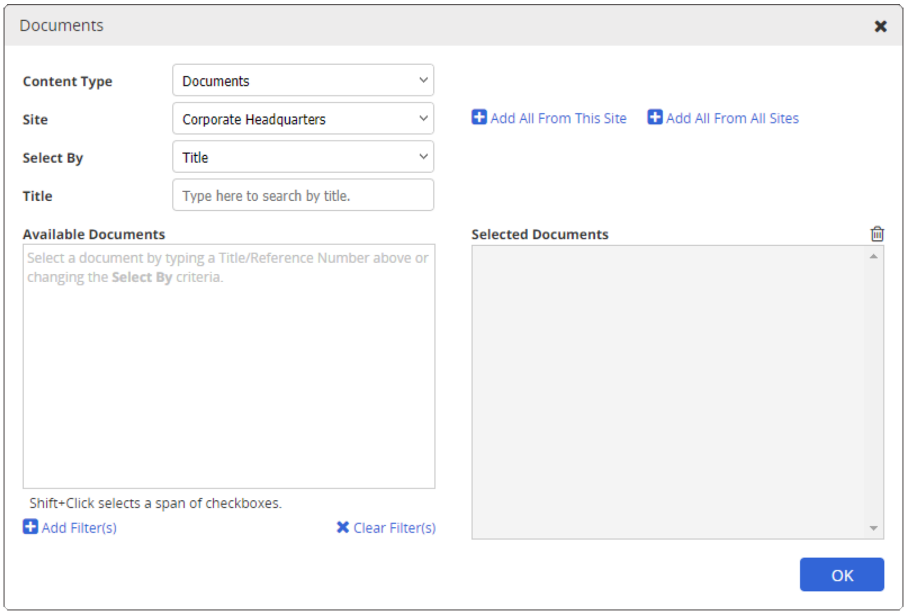
3. Year End Closing (v.1) — Reference # 205 — Document Owner: Driggs, Shiela

| | | | | | |
|---|---|---|---|---|---|
| Status | In Review | Current Cycle | 1 | Reviewers | 4 |
| Date Last Submitted | 11/17/2010 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 2 | Days in Current Cycle | 2 | Total Completed | 50% |

1/2

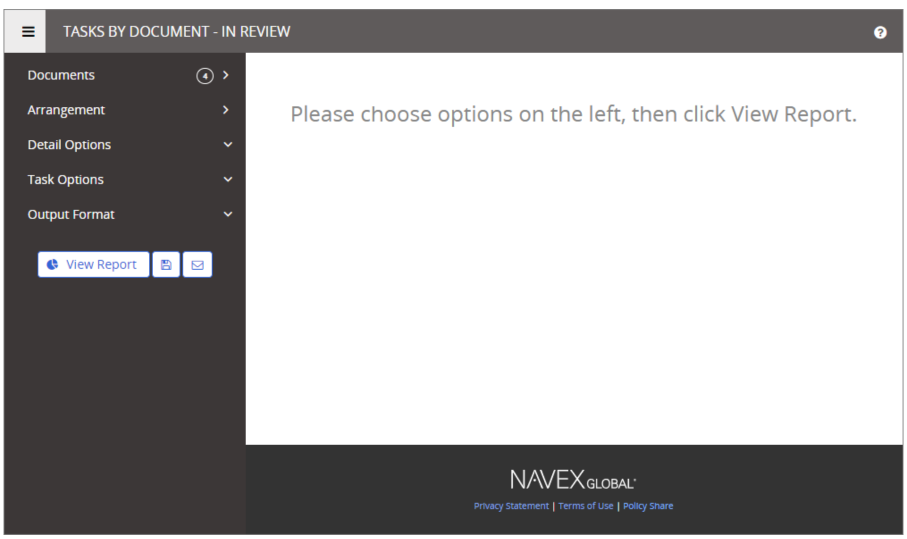
## How to Generate

1. Click **Reports**.
2. Click **Superseded Documents**, and then click **In Review (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



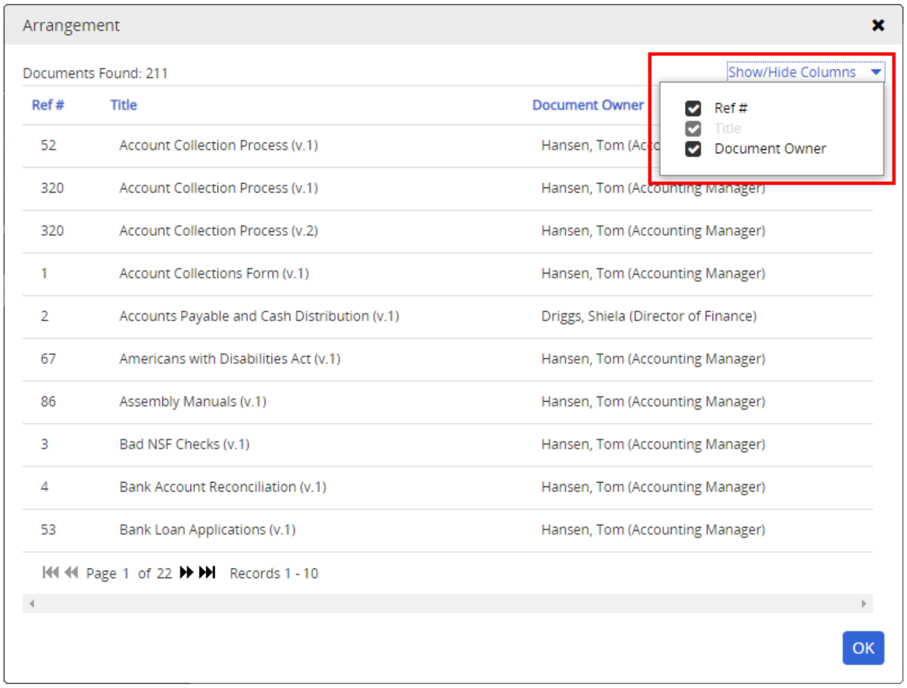

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



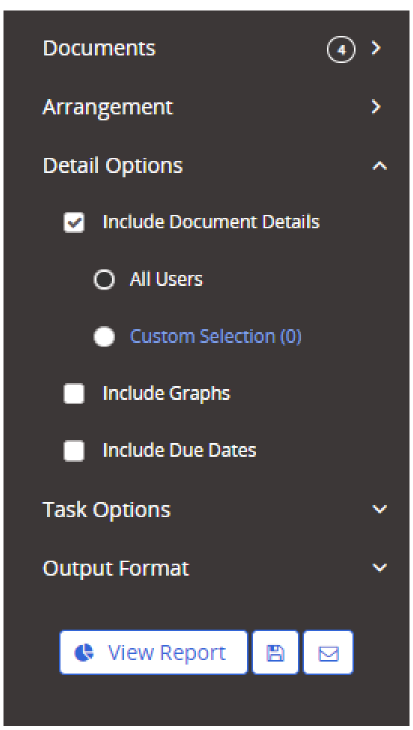

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

**Documents with Tasks**

| 1. Cash Receipts (v.1) | | Reference # 7 | | Document Owner: Hansen, Tom | |
|---|---|---|---|---|---|
| Status | In Review | Current Cycle | 1 | Reviewers | 3 |
| Date Last Submitted | 04/04/2013 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 0 | Days in Current Cycle | 0 | Total Complete | 33% |

Incomplete Tasks (2)

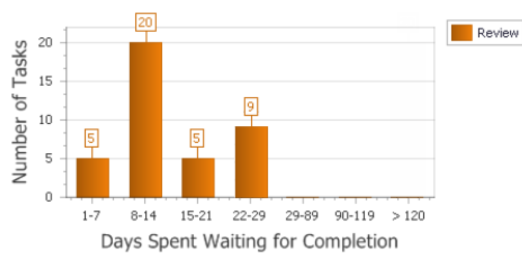
| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 12 | 12 | 23 | 9 | 23 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

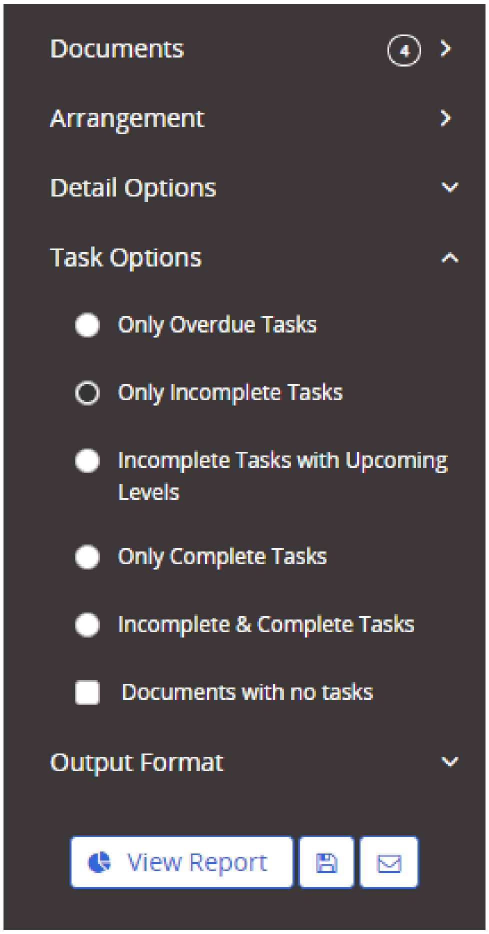
**Important:** This option applies only if the **Include Document Details** option is selected.

Incomplete Tasks (2)

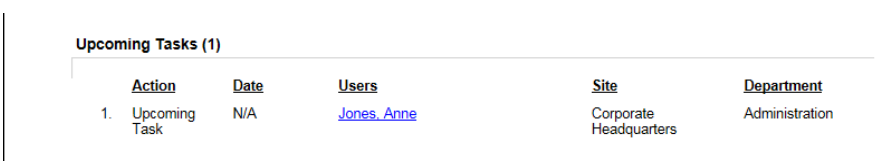
| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.




   If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that assigned reviewers have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the reviewer status or tasks for documents/questionnaires currently in review but that have not yet reached a reviewer's assigned level.

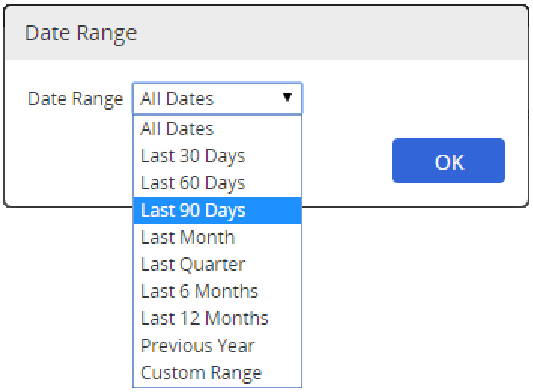


**Upcoming Tasks (1)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Upcoming Task | N/A | Jones, Anne | Corporate Headquarters | Administration |

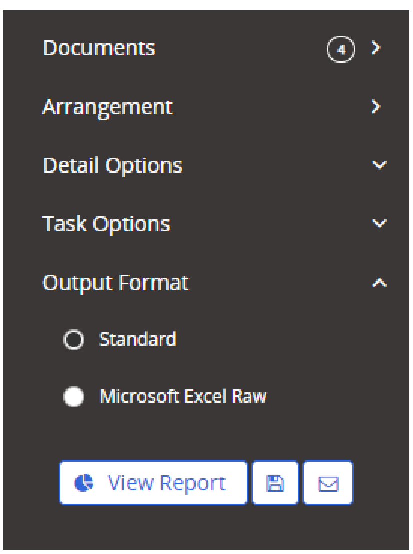
   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then

click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.

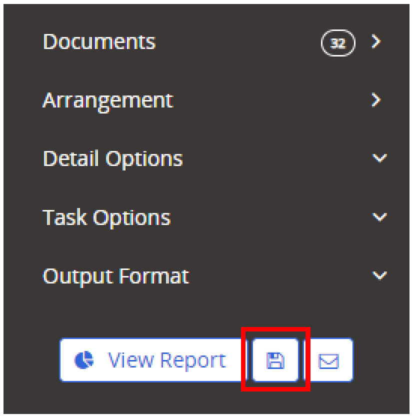



- By default, only the documents/questionnaires from those you selected that have tasks matching the current **Task Options** filters are included in the report. To include all selected documents/questionnaires in the report, even those without matching tasks, select the **Include documents without tasks** check box.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

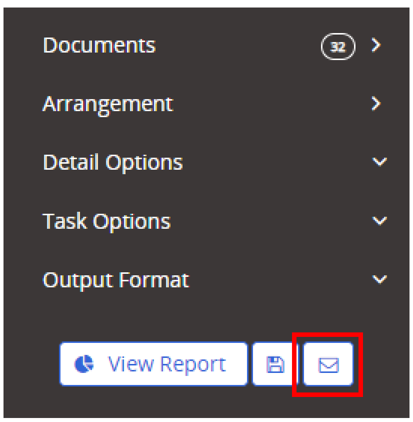



8. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



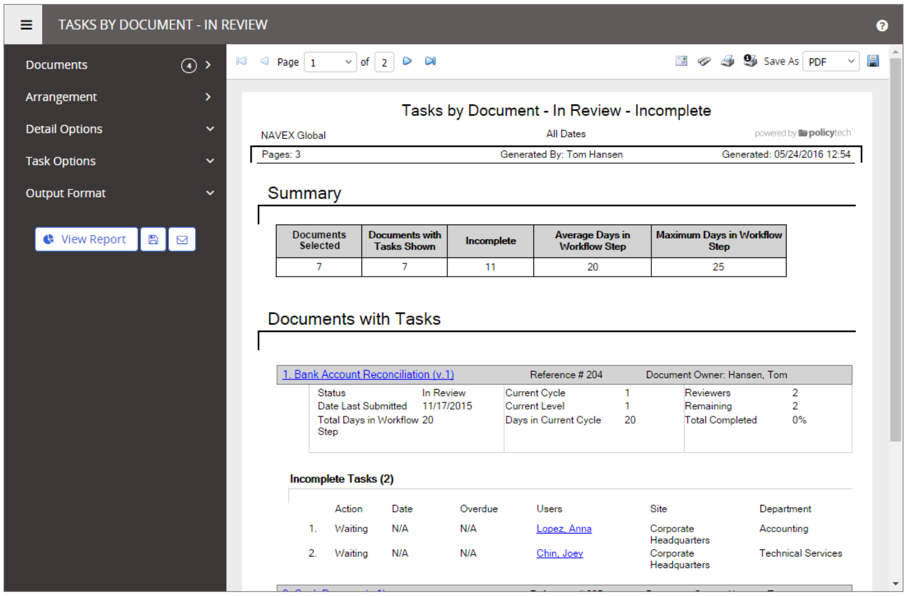

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

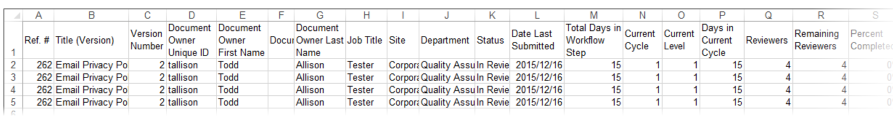



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ref. # | Title (Version) | Version Number | Document Owner Unique ID | Document Owner First Name | Docu | Document Owner Last Name | Job Title | Site | Department |
| 2 | 262 | Email Privacy Po | 2 | tallison | Todd | | Allison | Tester | Corpora | Quality Assu |
| 3 | 262 | Email Privacy Po | 2 | tallison | Todd | | Allison | Tester | Corpora | Quality Assu |
| 4 | 262 | Email Privacy Po | 2 | tallison | Todd | | Allison | Tester | Corpora | Quality Assu |
| 5 | 262 | Email Privacy Po | 2 | tallison | Todd | | Allison | Tester | Corpora | Quality Assu |

| | K | L | M | N | O | P | Q | R | S |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Status | Date Last Submitted | Total Days in Workflow Step | Current Cycle | Current Level | Days in Current Cycle | Reviewers | Remaining Reviewers | Percent Completed |
| 2 | In Revie | 2015/12/16 | 15 | 1 | 1 | 15 | 4 | 4 | 0% |
| 3 | In Revie | 2015/12/16 | 15 | 1 | 1 | 15 | 4 | 4 | 0% |
| 4 | In Revie | 2015/12/16 | 15 | 1 | 1 | 15 | 4 | 4 | 0% |
| 5 | In Revie | 2015/12/16 | 15 | 1 | 1 | 15 | 4 | 4 | 0% |

## Report: Tasks by Document - In Approval

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in the approval status. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**Tasks by Document - In Published - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 2 | Generated By: Douglas Johnson | Generated: 06/30/2014 13:39

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 3 | 3 | 3 | 9 | 14 |

**Documents with Tasks**

1. Capitilization (v.1) | Reference # 5 | Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | 1 | Readers | 4 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 5 | Days in Current Cycle | 5 | Total Completed | 75% |

Incomplete Tasks (1)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Incomplete | N/A | Cash, Jordon | Corporate Headquarters | Accounting |

2. Cash Receipts (v.1) | Reference # 207 | Document Owner: Breen, Darren

| | | | | | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | 1 | Readers | 4 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 14 | Days in Current Cycle | 14 | Total Completed | 75% |

Incomplete Tasks (1)

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Incomplete | N/A | Cash, Jordon | Corporate Headquarters | Accounting |

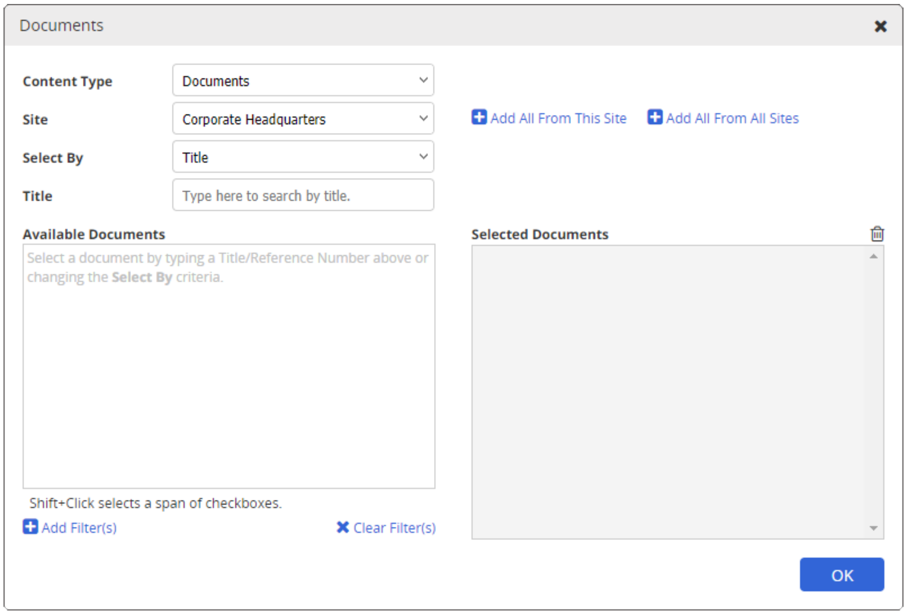
3. Year End Closing (v.1) | Reference # 205 | Document Owner: Driggs, Shiela

| | | | | | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | 1 | Readers | 4 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 8 | Days in Current Cycle | 8 | Total Completed | 50% |

1/2

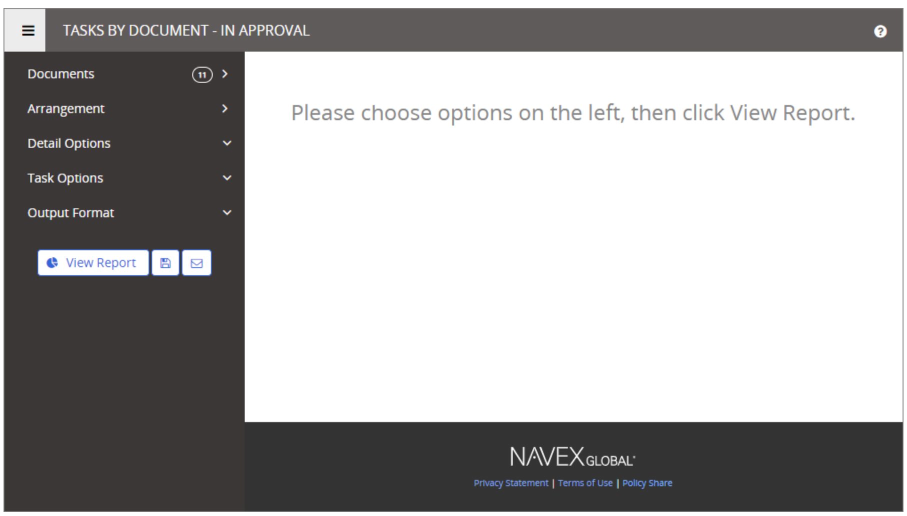
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **In Approval (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



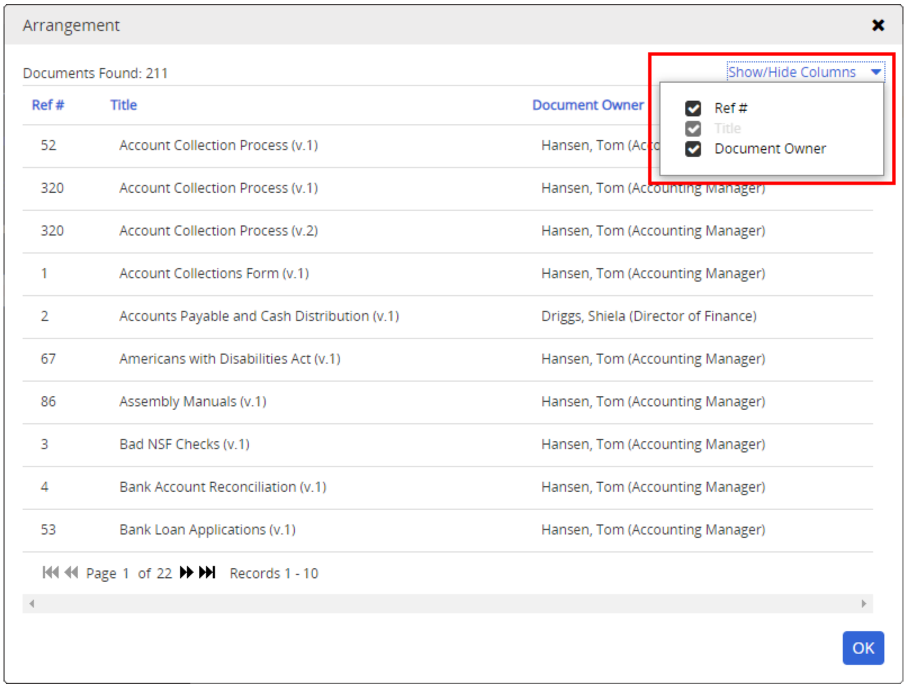

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



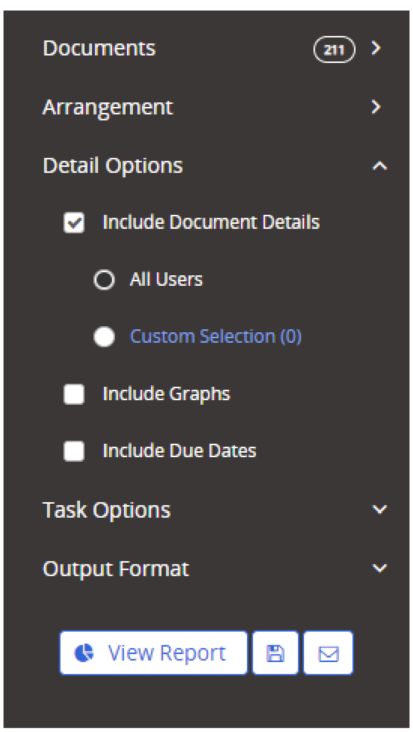

4. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

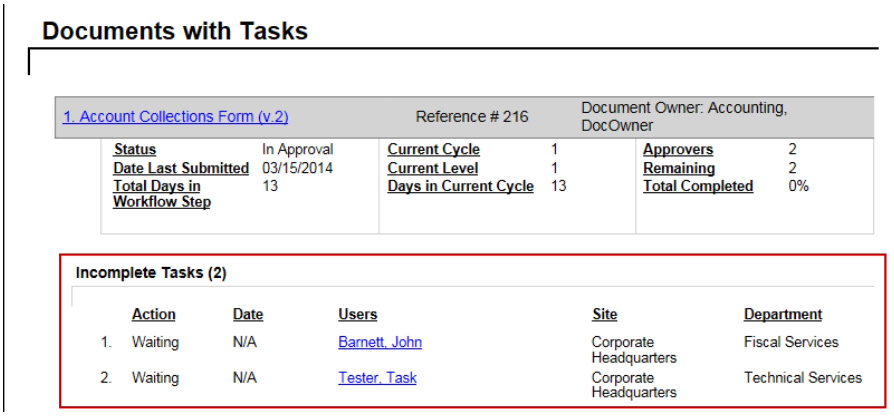



- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



### Documents with Tasks

| 1. Account Collections Form (v.2) | Reference # 216 | Document Owner: Accounting, DocOwner |
|---|---|---|

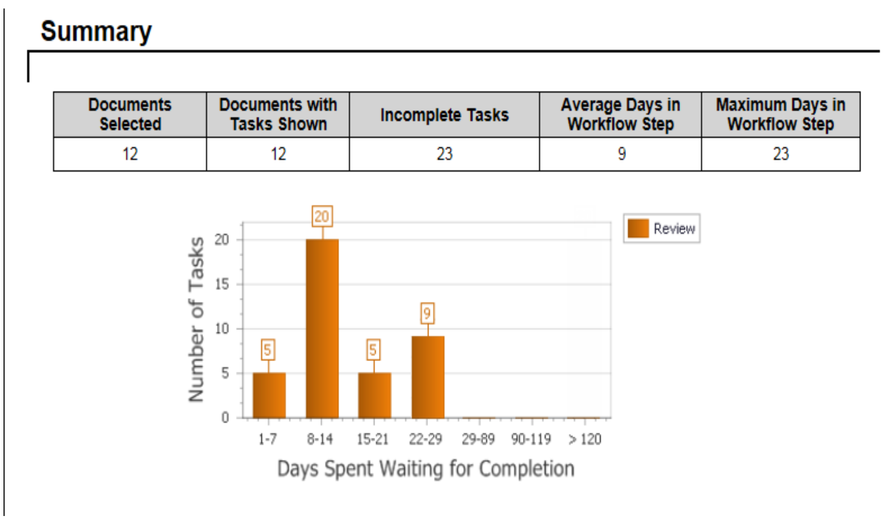
| Status | In Approval | Current Cycle | 1 | Approvers | 2 |
|---|---|---|---|---|---|
| Date Last Submitted | 03/15/2014 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 13 | Days in Current Cycle | 13 | Total Completed | 0% |

**Incomplete Tasks (2)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Barnett, John | Corporate Headquarters | Fiscal Services |
| 2. | Waiting | N/A | Tester, Task | Corporate Headquarters | Technical Services |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see [Selecting Users](#) for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.



### Summary

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 12 | 12 | 23 | 9 | 23 |



- **Include Due Dates:** Adds a **Due Date** column to the task details.

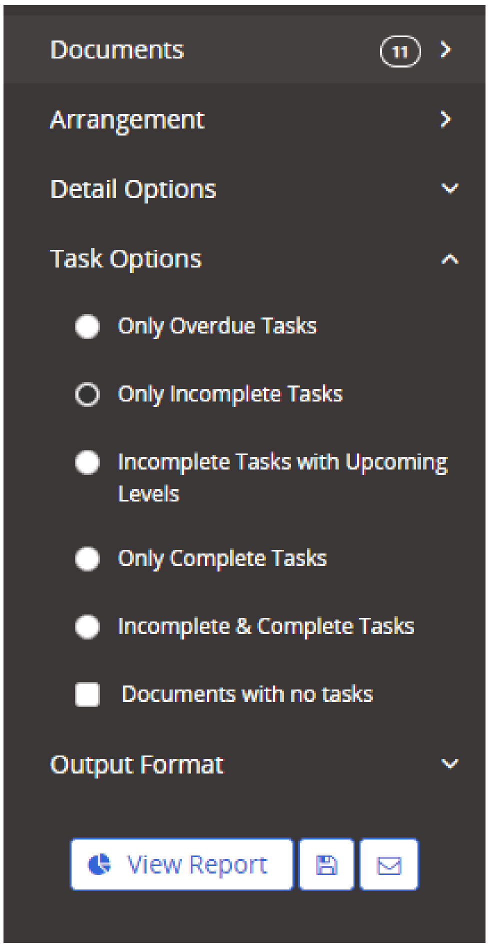
**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (2)**

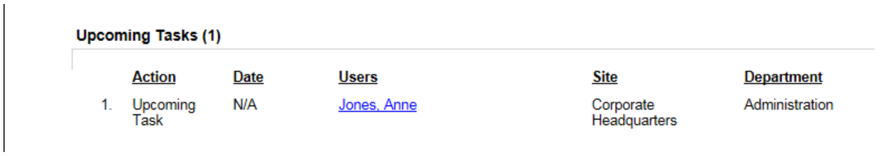
| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.



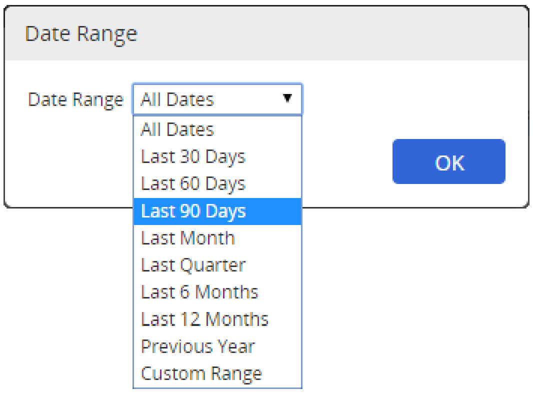

If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that assigned approvers have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the approver status or tasks for documents/questionnaires currently in approval but that have not yet reached an approver's assigned level.



**Upcoming Tasks (1)**

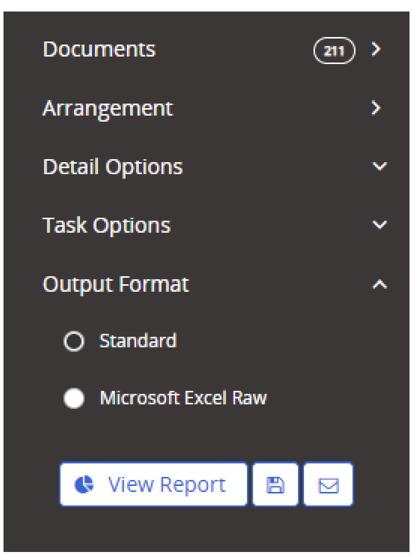
| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Upcoming Task | N/A | Jones, Anne | Corporate Headquarters | Administration |

- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.

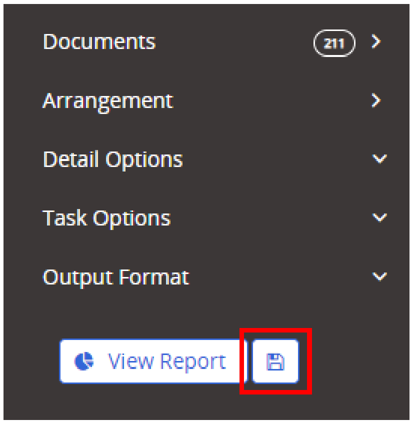



- By default, only the documents/questionnaires from those you selected that have tasks matching the current **Task Options** filters are included in the report. To include all selected documents/questionnaires in the report, even those without matching tasks, select the **Include documents without tasks** check box.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

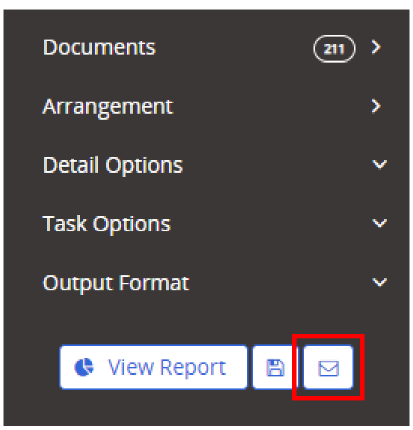


8. (Optional) To save the current document/questionnaire selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.



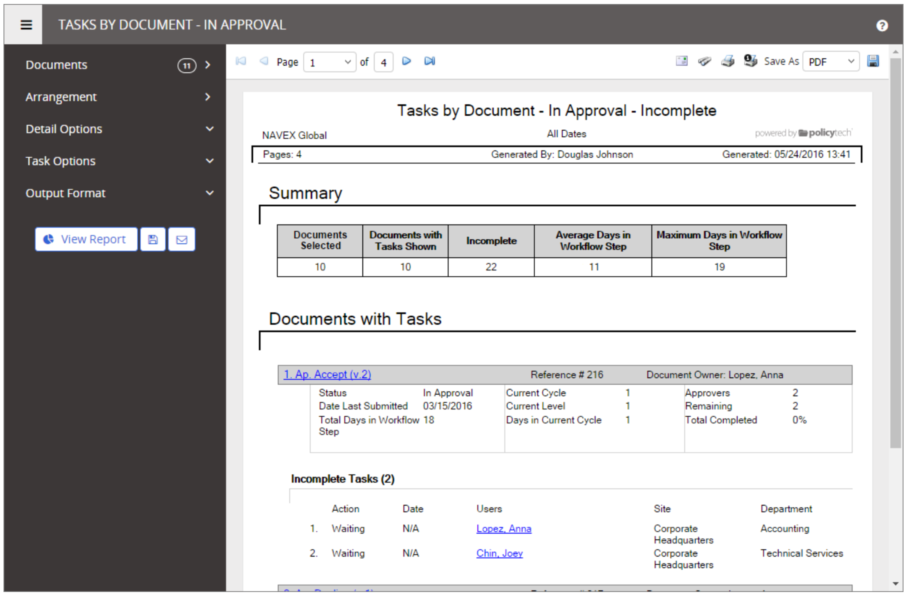

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

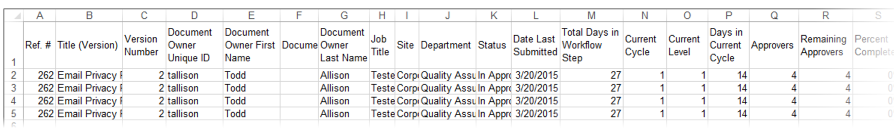



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.




## Report: Tasks by Document - In Published

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in the published status. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**Tasks by Document - In Published - Incomplete**

Demo Site | All Dates | powered by policytech

Pages: 9 | Generated By: Douglas Johnson | Generated: 10/28/2013 3:37 PM

**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 8 | 6 | 10 | 18 | 45 |

**Documents with Tasks**

| 1. Bank Account Reconciliation (v.4) | | Reference # 4 | | Document Owner: Hansen, Tom | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | 1 | Readers | 14 |
| Date Last Submitted | 08/08/2013 | Current Level | 1 | Remaining | 14 |
| Total Days in Workflow Step | 7 | Days in Current Cycle | 8 | Total Completed | 0% |

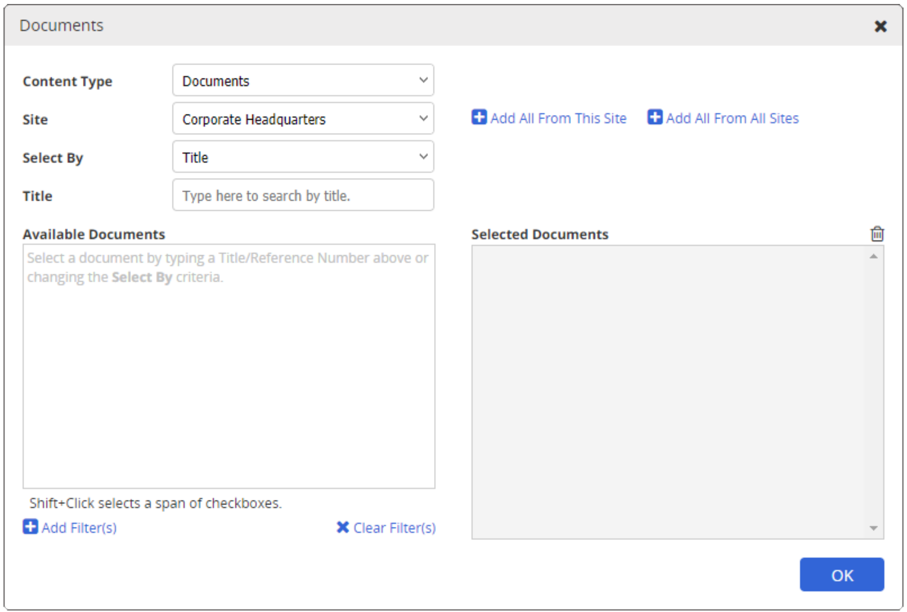
**Incomplete Tasks (14)**

| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Incomplete | N/A | Hansen, Tom | Corporate Headquarters | Accounting |
| 2. | Incomplete | N/A | Aguiar, Janice | Corporate Headquarters | Administration |
| 3. | Incomplete | N/A | Johnson, Douglas | Corporate Headquarters | Administration |
| 4. | Incomplete | N/A | Jones, Anne | Corporate Headquarters | Administration |
| 5. | Incomplete | N/A | Monson, Teresa | Corporate Headquarters | Administration |
| 6. | Incomplete | N/A | Potts, Tony | Corporate Headquarters | Administration |
| 7. | Incomplete | N/A | Smiles, LaNae | Corporate Headquarters | Administration |
| 8. | Incomplete | N/A | Steiner, Mark | Corporate Headquarters | Administration |
| 9. | Incomplete | N/A | Cash, Jordon | Corporate Headquarters | Accounting |
| 10. | Incomplete | N/A | Hill, Maria | Corporate Headquarters | Accounting |
| 11. | Incomplete | N/A | Holmes, Lucille | Corporate Headquarters | Accounting |
| 12. | Incomplete | N/A | Packer, Mary | Corporate Headquarters | Accounting |
| 13. | Incomplete | N/A | Schram, Johanna | Corporate Headquarters | Accounting |
| 14. | Incomplete | N/A | Woo, Josh | Corporate Headquarters | Accounting |

1/9

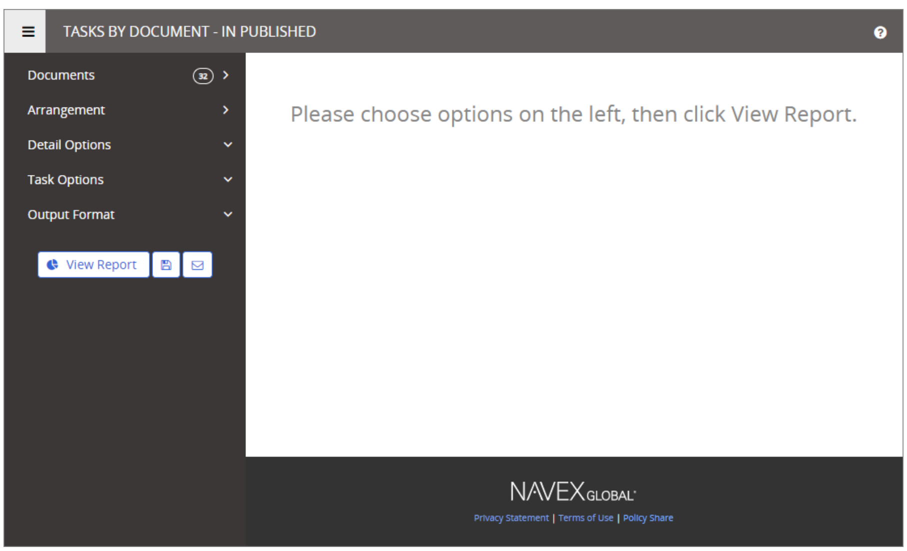
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **In Published (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.

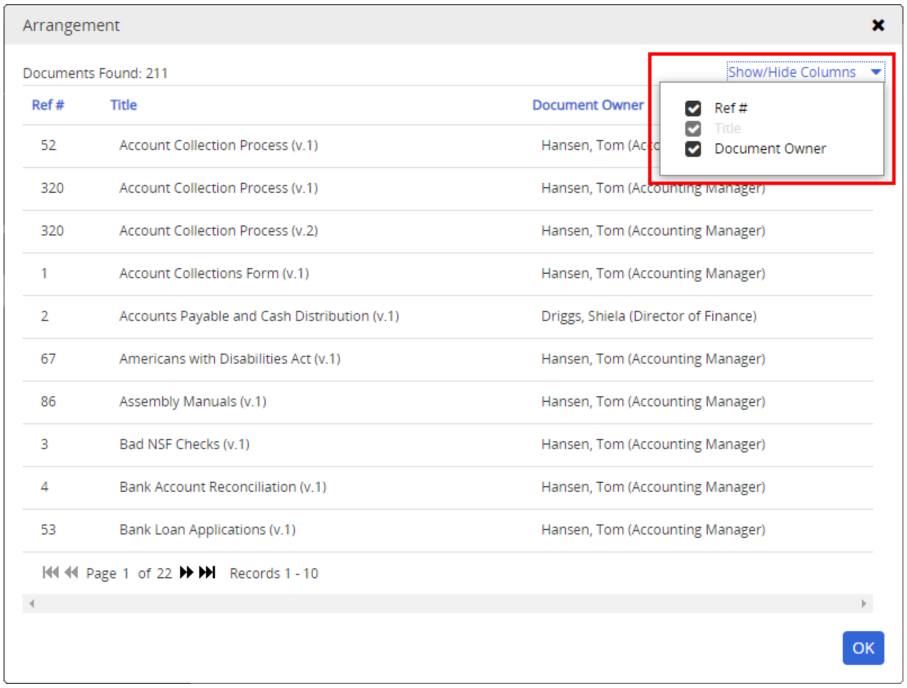



All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.

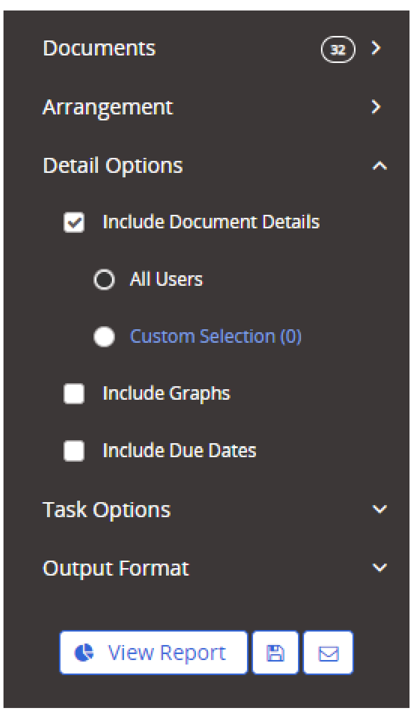



4. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

**Documents with Tasks**

| 1. Cash Receipts (v.1) | Reference # 7 | Document Owner: Hansen, Tom |
|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Status | In Published | Current Cycle | 1 | Reviewers | 3 |
| Date Last Submitted | 04/04/2013 | Current Level | 1 | Remaining | 2 |
| Total Days in Workflow Step | 0 | Days in Current Cycle | 0 | Total Complete | 33% |

Incomplete Tasks (2)

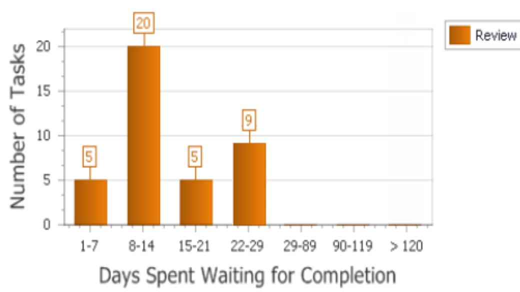
| | Action | Date | Users | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.

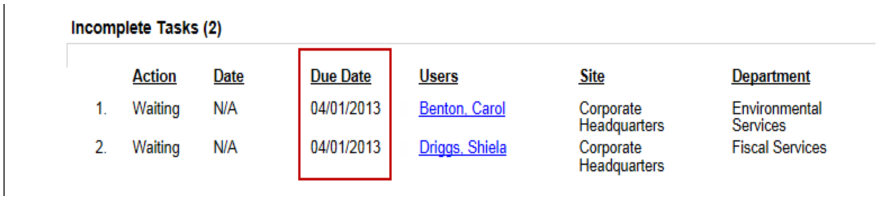
**Summary**

| Documents Selected | Documents with Tasks Shown | Incomplete Tasks | Average Days in Workflow Step | Maximum Days in Workflow Step |
|---|---|---|---|---|
| 12 | 12 | 23 | 9 | 23 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

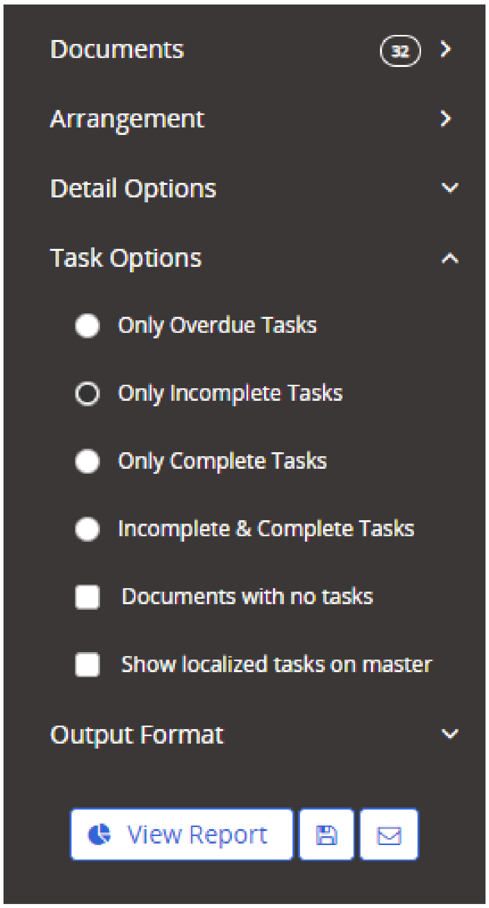


Incomplete Tasks (2)

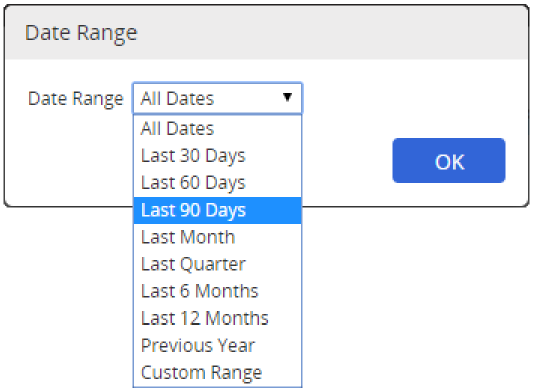
| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.

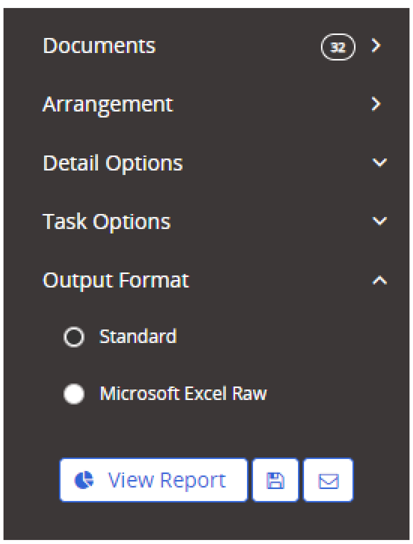



   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.

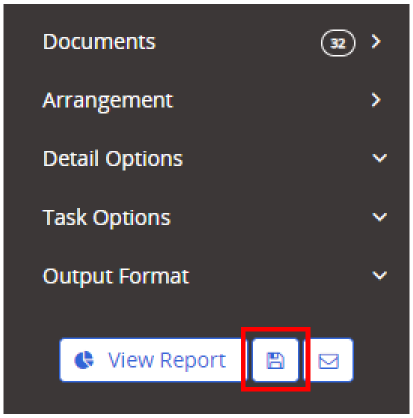



- By default, only the documents/questionnaires from those you selected that have tasks matching the current **Task Options** filters are included in the report. To include all selected documents/questionnaires in the report, even those without matching tasks, select the **Include documents without tasks** check box.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**..

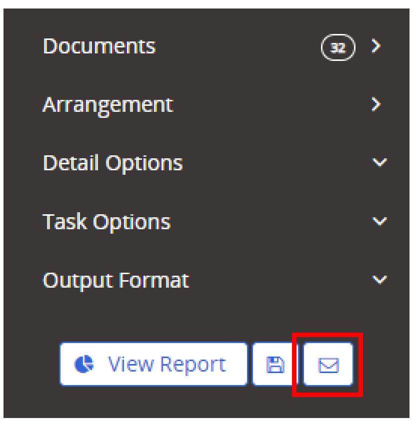



8. (Optional) To save the current document/questionnaire selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then click **OK**.



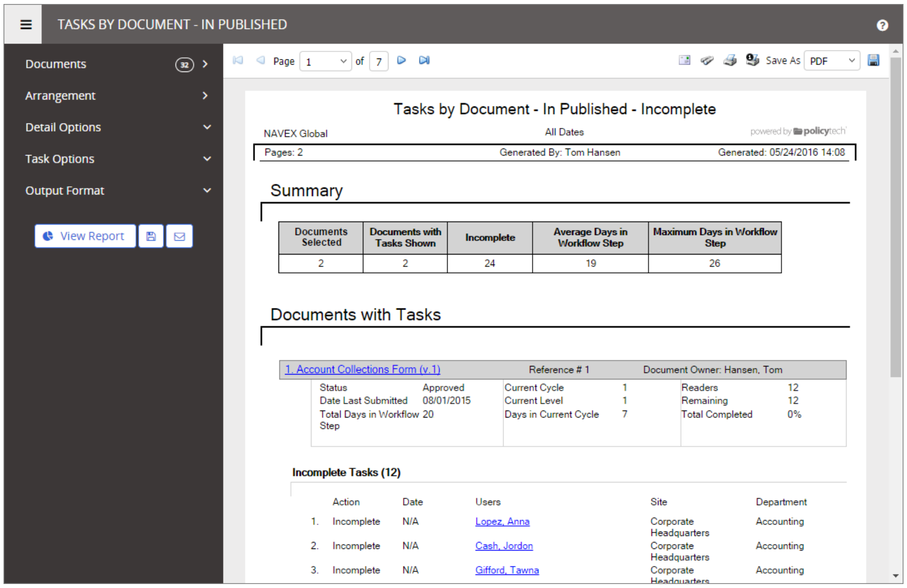

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

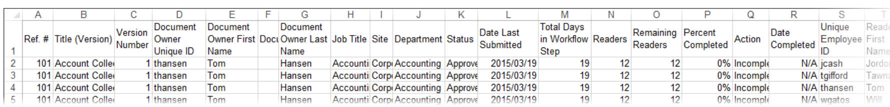



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.




## Report: Tasks by Document - All Workflow Statuses

**Important:** This report has been superseded by the Tasks by Document - Current and Tasks by Document - All Tasks reports. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows the status of all tasks for documents or questionnaires in all statuses. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

Document Owner, Proxy Author, Administrator, Report Manager

#### Sample Report:

**All Documents - Incomplete Tasks**

NAVEX Global | All Dates | powered by policytech

Pages: 5 | Generated By: Douglas Johnson | Generated: 2014/10/01 08:06

**Summary**

| | Documents in Status | Incomplete Tasks | Incomplete Tasks Over 30 Days |
|---|---|---|---|
| Draft | 0 | 0 | 0 |
| Collaboration | 2 | 2 | 2 |
| Review | 0 | 0 | 0 |
| Approval | 0 | 0 | 0 |
| Pending | 0 | 0 | 0 |
| Published | 4 | 103 | 103 |
| Archived | 0 | 0 | 0 |
| Total | 6 | 105 | 105 |

**Documents with Tasks**

1. Account Collections Form (v.1) | Reference # 1 | Document Owner: Accounting, DocOwner

| | | | | | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | N/A | Readers | 4 |
| Date Last Submitted | 2011/08/01 | Current Level | N/A | Remaining | 4 |
| Total Days in Workflow Step | 1425 | Days in Current Cycle | N/A | Total Completed | 0% |

**Incomplete Tasks (4)**

| | Action | Date | Reader | Site | Department |
|---|---|---|---|---|---|
| 1. | Incomplete | N/A | Cash, Jordon | Corporate Headquarters | Accounting |
| 2. | Incomplete | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |
| 3. | Incomplete | N/A | Hansen, Tom | Corporate Headquarters | Accounting |
| 4. | Incomplete | N/A | Woo, Josh | Corporate Headquarters | Accounting |

2. Accounts Payable and Cash Distribution (v.1) | Reference # 2 | Document Owner: Hansen, Tom

| | | | | | |
|---|---|---|---|---|---|
| Status | Approved | Current Cycle | N/A | Readers | 4 |
| Date Last Submitted | 2011/03/02 | Current Level | N/A | Remaining | 4 |
| Total Days in Workflow Step | 1307 | Days in Current Cycle | N/A | Total Completed | 0% |

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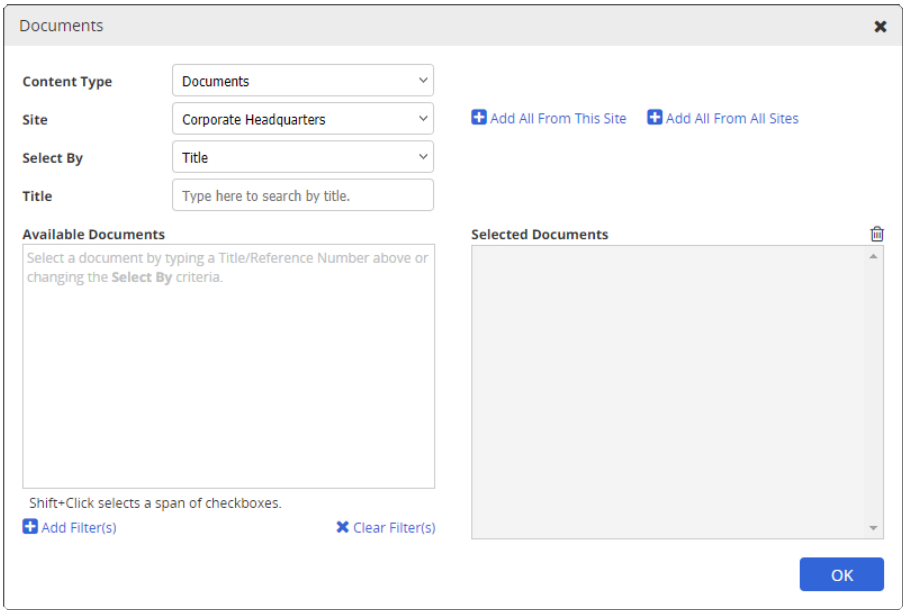
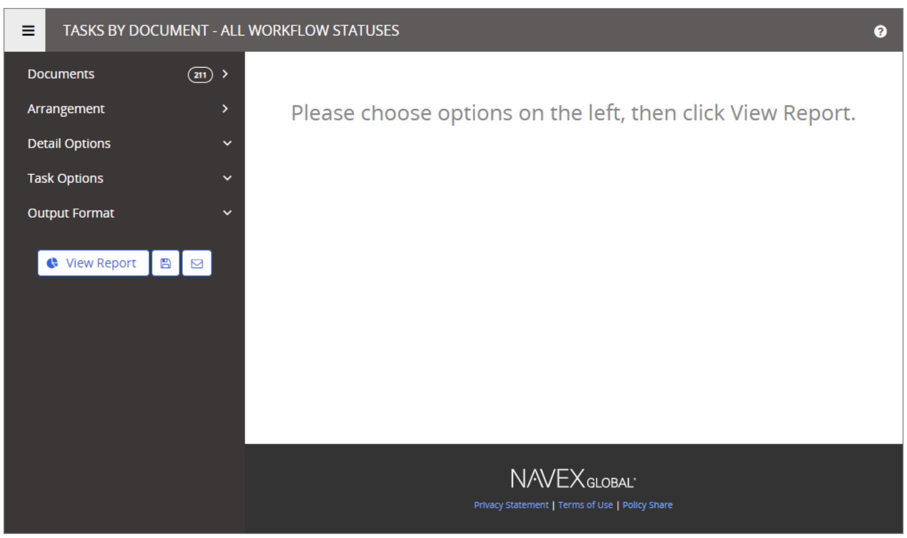
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **All Workflow Statuses (Tasks by Document)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.

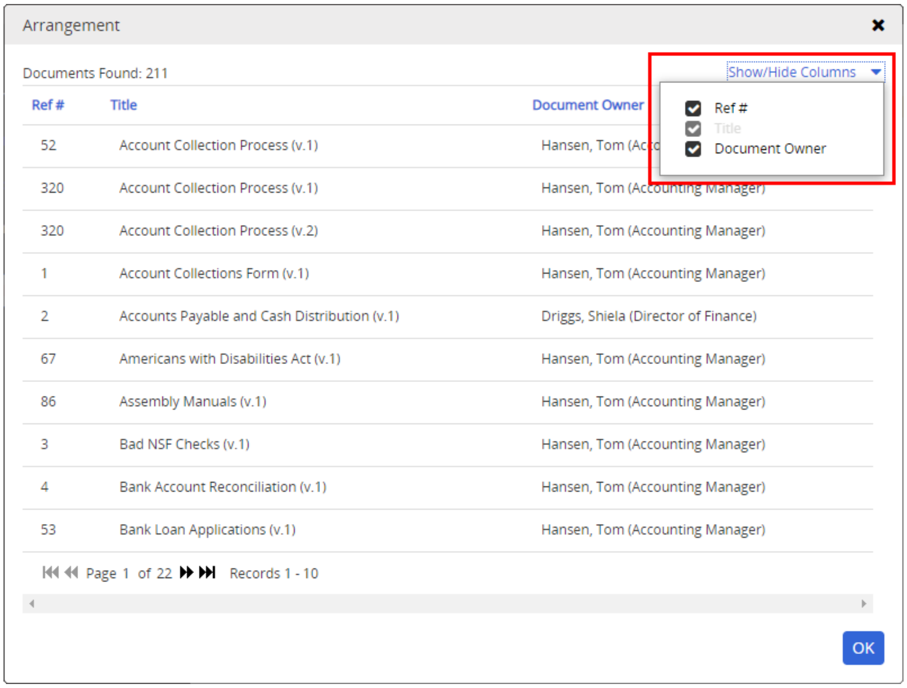



All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.

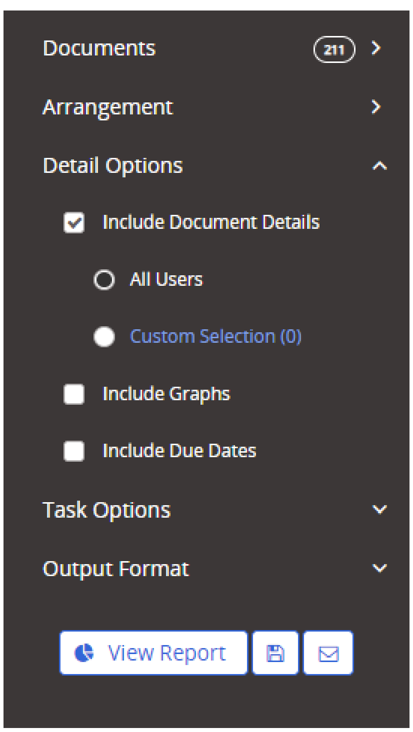



4. (Optional) Click **Arrangement** and do any of the following:
   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

**Documents with Tasks**

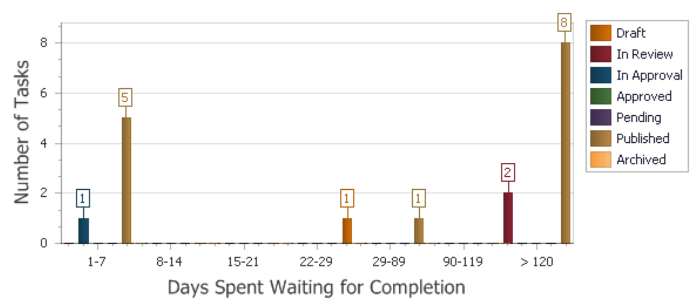
| 1. Cash Receipts (v.1) | | Reference # 7 | | Document Owner: Hansen, Tom | |
|---|---|---|---|---|---|
| Status | Draft | Current Cycle | 1 | Writers | 1 |
| Date Last Submitted | 06/30/2014 | Current Level | 1 | Remaining | 1 |
| Total Days in Workflow Step | 12 | Days in Current Cycle | 12 | Total Completed | 0% |

**Incomplete Tasks (1)**

| | Action | Date | Writer | Site | Department |
|---|---|---|---|---|---|
| 1. | Waiting | N/A | Gifford, Tawna | Corporate Headquarters | Accounting |

With **Include Document Details** selected, you have the option to limit the documents or questionnaires included in the report to only those with tasks assigned to specific users. Click **Custom Selection**, and then select users in the same way as you would for a user-based report (see Selecting Users for help).

- **Include Graphs: Adds a graph to the report's Summary area.** The graph shows the number of days that tasks for the selected documents/questionnaires have been waiting for completion.




- **Include Due Dates:** Adds a **Due Date** column to the task details.

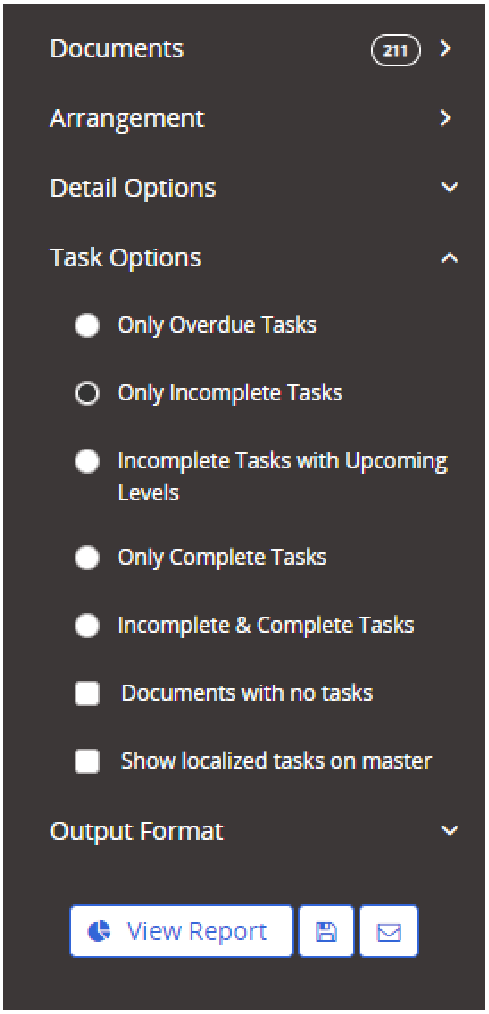
**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (2)**

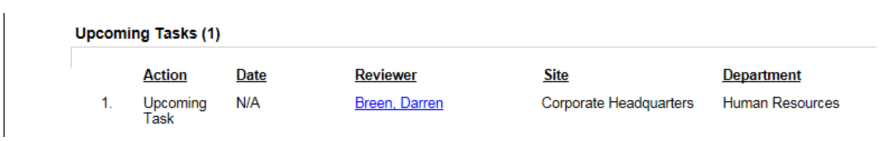
| | Action | Date | Due Date | Users | Site | Department |
|---|---|---|---|---|---|---|
| 1. | Waiting | N/A | 04/01/2013 | Benton, Carol | Corporate Headquarters | Environmental Services |
| 2. | Waiting | N/A | 04/01/2013 | Driggs, Shiela | Corporate Headquarters | Fiscal Services |

6. (Optional) Click **Task Options**, and then do any of the following:

- Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.




If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any tasks that users have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached a user's assigned status or tasks for documents/questionnaires currently in an assigned status but that have not yet reached the user's assigned task level.

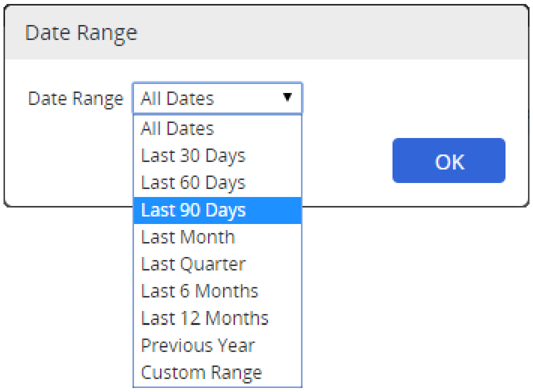


**Upcoming Tasks (1)**

| | Action | Date | Reviewer | Site | Department |
|---|---|---|---|---|---|
| 1. | Upcoming Task | N/A | Breen, Darren | Corporate Headquarters | Human Resources |

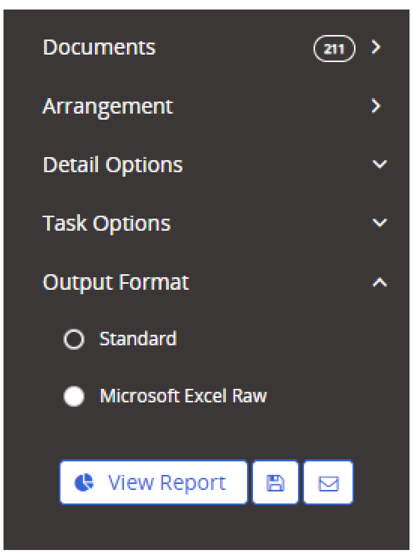
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then

click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.

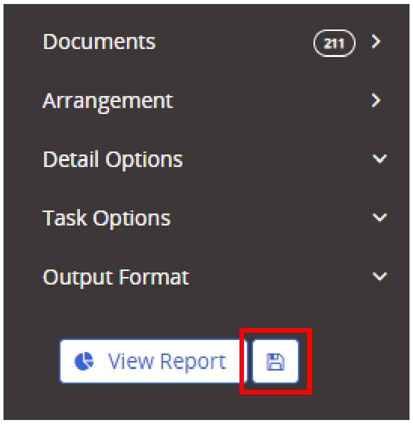



- By default, only the documents/questionnaires from those you selected that have tasks matching the current **Task Options** filters are included in the report. To include all selected documents/questionnaires in the report, even those without matching tasks, select the **Include documents without tasks** check box.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.

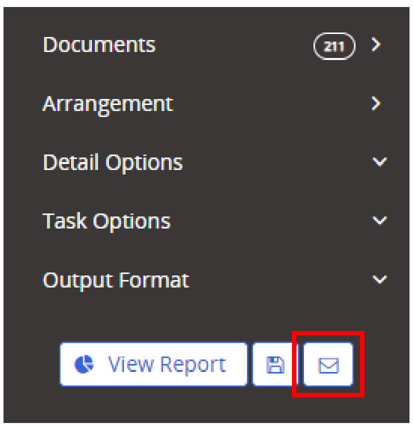



8. (Optional) To save the current document/questionnaire selections and option settings for future use, click, type a name and description, click **Save and Close**, and then click **OK**.



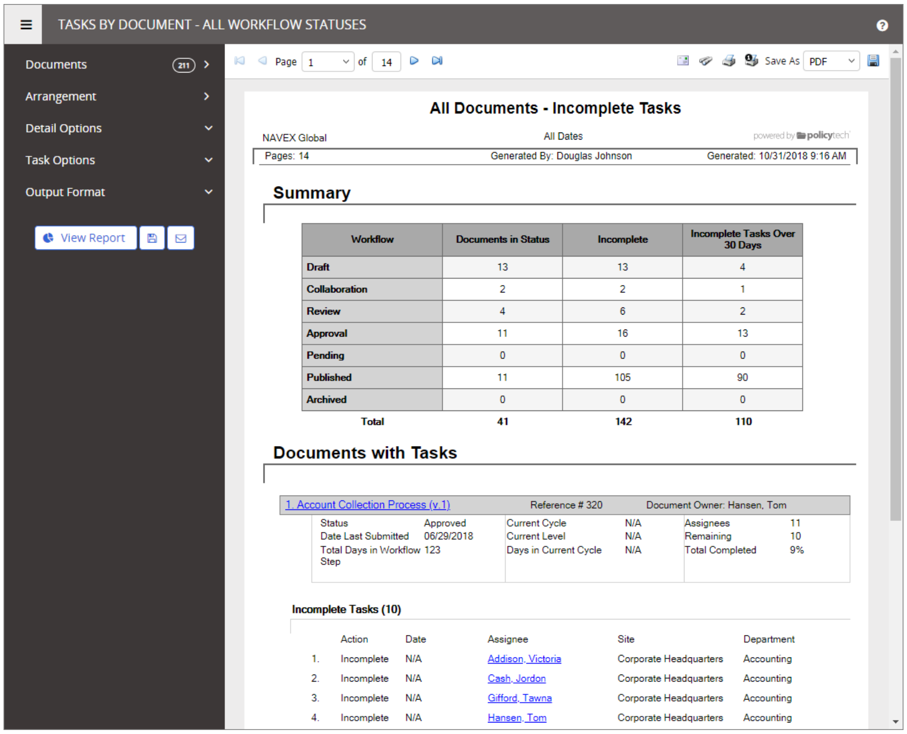

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. (Optional and conditional) Depending on your assigned permissions and email setup, after saving this report you may be able to schedule the summary portion of this report to be automatically generated and emailed to you by clicking ✉ (see Emailing a Report from a Saved Setup for help).

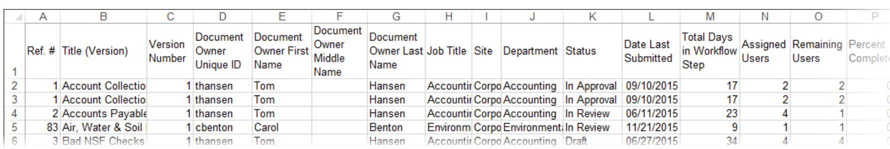



10. Click **View Report**.

    If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.




# Report: Writer Tasks (Personal)

## Description

Shows the status of your writing tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Writer

### Sample Report:

**Writer Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Tawna Gifford | Generated: 10/30/2014 09:04

**Summary**

| Writers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 2 | 2 |

**Users with Tasks**

**1. Gifford, Tawna (Accounts Receivable Clerk)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 2 | 2 |

**Incomplete Tasks (2)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 7 | Cash Receipts (v.1) | 06/30/2014 | 121 |
| 2. | Waiting | 12 | Invoice Billings (v.1) | 06/30/2014 | 121 |

‡Task completed with Enhanced Validation
*Task completed by Proxy

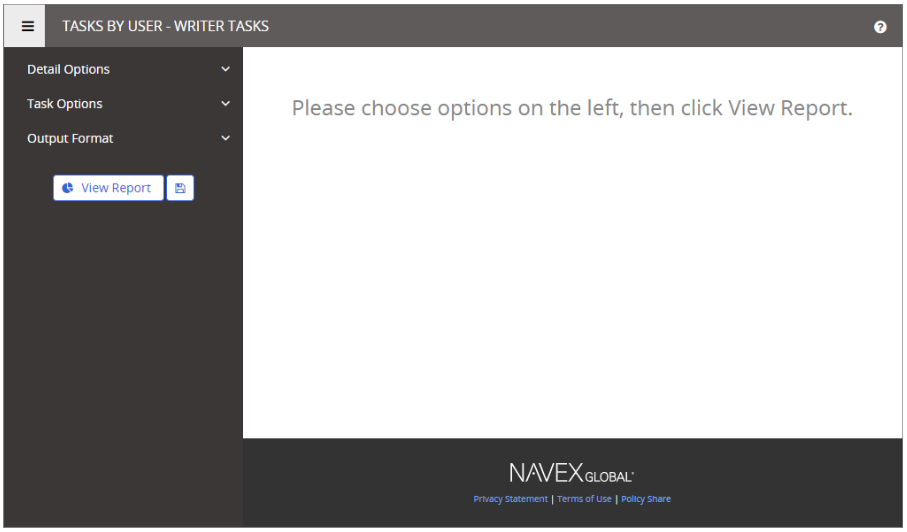
1/1

## How to Generate

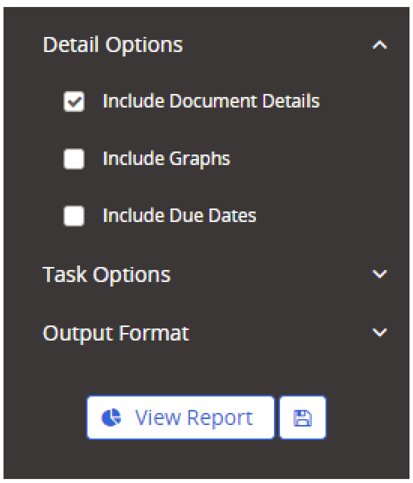
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Writer Tasks (My Tasks & Questionnaires)**.

**Note:** You will only see the task reports for the roles you've been assigned.

All options available for this report are displayed on the left.

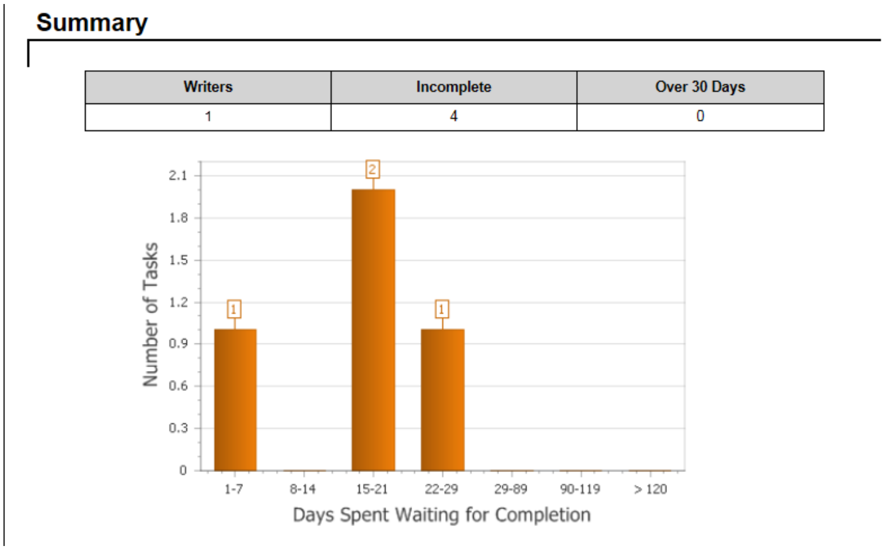



3. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.


- **Include Graphs:** Adds a graph to the report's **Summary** area.

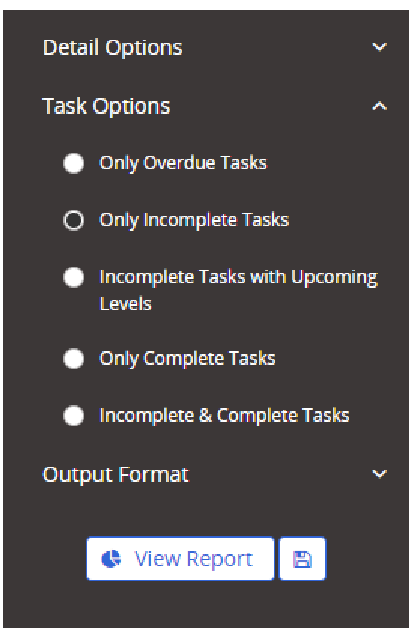



- **Include Due Dates:** Adds a **Due Date** column to the task details.

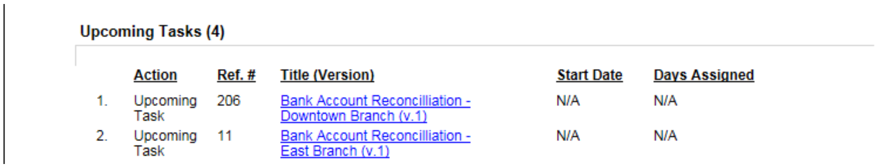
**Important:** This option applies only if the **Include Document Details** option is selected.

4. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.

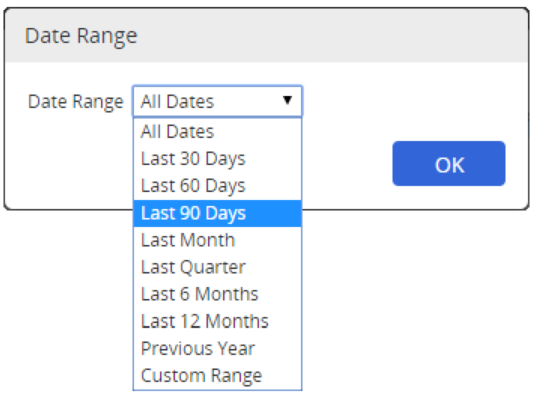



If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any writing tasks you have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the collaboration (writing) status or tasks for documents/questionnaires currently in collaboration but that have not yet reached your assigned writing level.

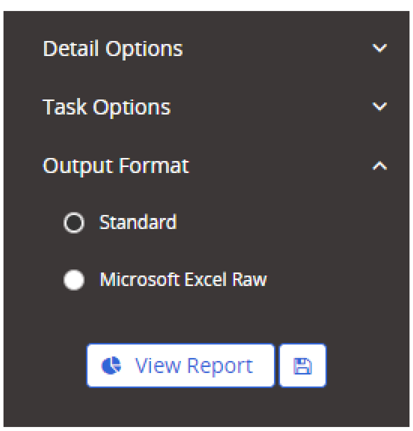

Upcoming Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Upcoming Task | 206 | Bank Account Reconcilliation - Downtown Branch (v.1) | N/A | N/A |
| 2. | Upcoming Task | 11 | Bank Account Reconcilliation - East Branch (v.1) | N/A | N/A |

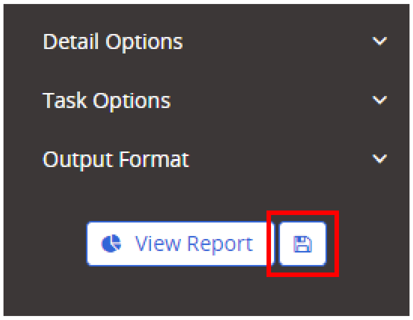
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



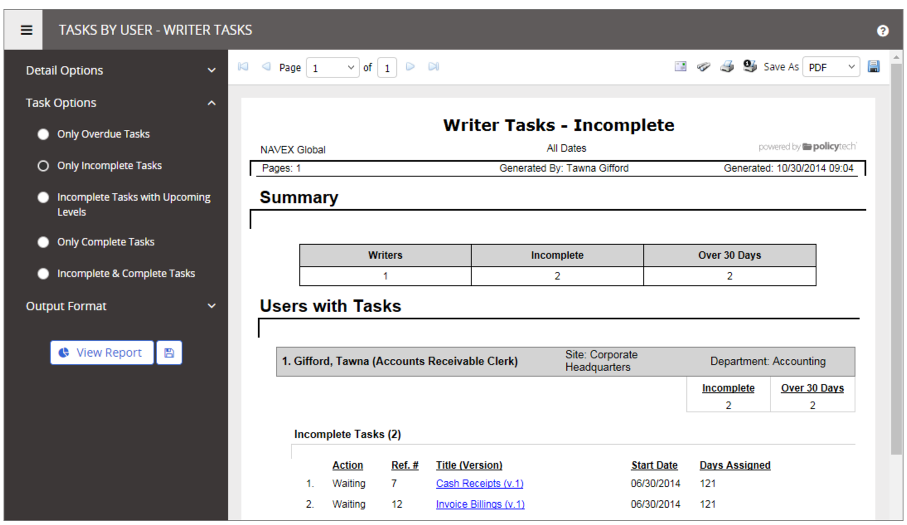

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



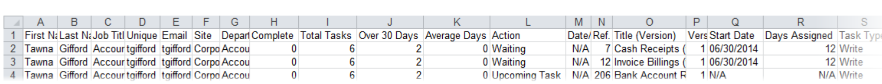

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




   If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



# Report: Reviewer Tasks (Personal)

## Description

Shows the status of your reviewer tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Reviewer

### Sample Report:

**Reviewer Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Tom Hansen | Generated: 10/30/2014 08:56

**Summary**

| Reviewers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 4 | 0 |

**Users with Tasks**

**1. Hansen, Tom (Accounting Manager)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

**Incomplete Tasks (4)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 23 | Year End Closing (v.1) | 10/30/2014 | 0 |
| 2. | Waiting | 22 | Unsigned or Partial Pay (v.1) | 10/30/2014 | 0 |
| 3. | Waiting | 21 | Petty Cash (v.1) | 10/30/2014 | 0 |
| 4. | Waiting | 8 | Chart of Accounts (v.1) | 10/30/2014 | 0 |

‡Task completed with Enhanced Validation
*Task completed by Proxy

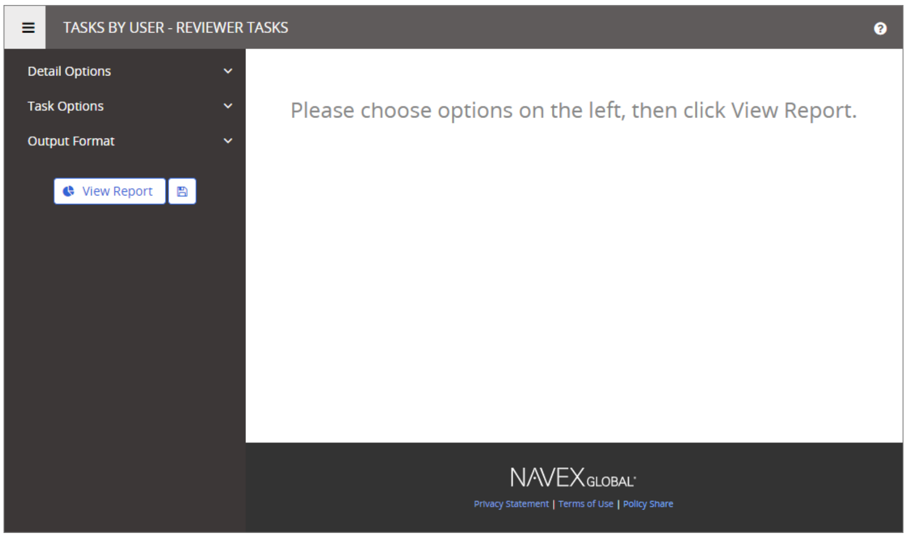
1/1

## How to Generate

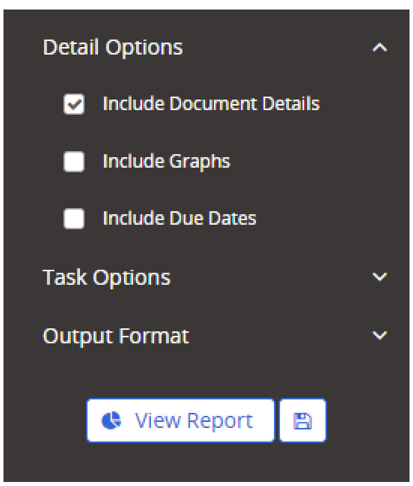
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Reviewer Tasks (My Tasks & Questionnaires)**.

**Note:** You will only see the task reports for the roles you've been assigned.

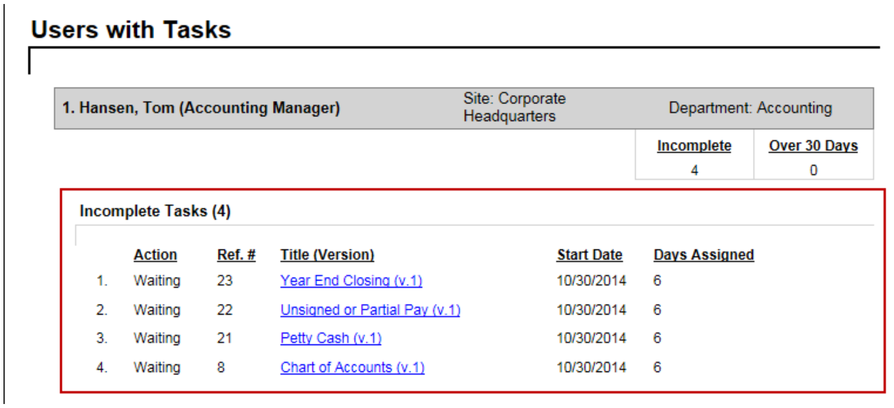
All options available for this report are displayed on the left.




3. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.



**Users with Tasks**

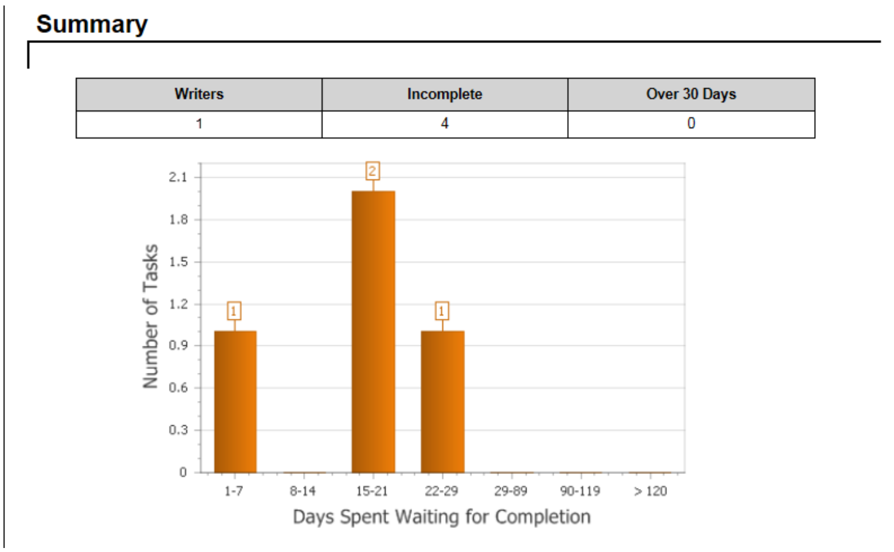
| 1. Hansen, Tom (Accounting Manager) | Site: Corporate Headquarters | Department: Accounting |
|---|---|---|

| Incomplete | Over 30 Days |
|---|---|
| 4 | 0 |

Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 23 | Year End Closing (v.1) | 10/30/2014 | 6 |
| 2. | Waiting | 22 | Unsigned or Partial Pay (v.1) | 10/30/2014 | 6 |
| 3. | Waiting | 21 | Petty Cash (v.1) | 10/30/2014 | 6 |
| 4. | Waiting | 8 | Chart of Accounts (v.1) | 10/30/2014 | 6 |

- **Include Graphs:** Adds a graph to the report's **Summary** area.

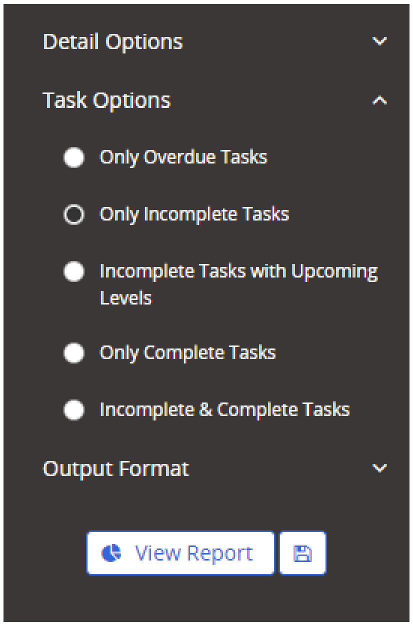



- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

4. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.

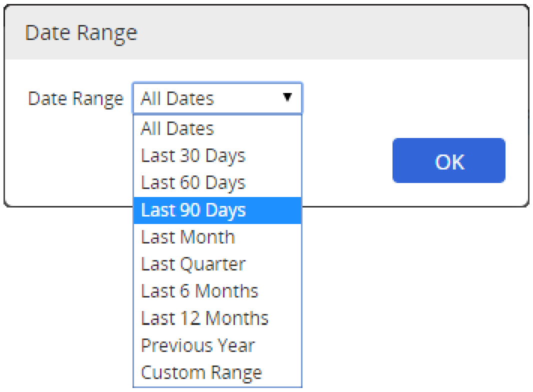



If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any review tasks you have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the reviewer status or tasks for documents/questionnaires currently in review but that have not yet reached your assigned review level.

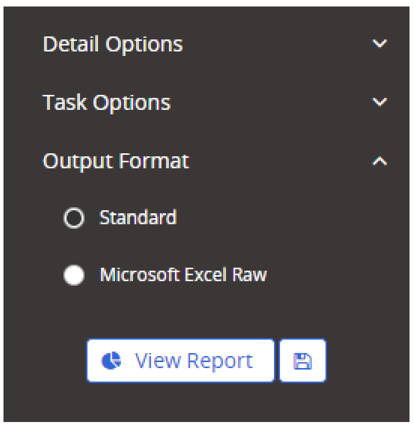
Upcoming Tasks (20)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 5. | Upcoming Task | 32 | Cash Receipts (v.1) | N/A | N/A |
| 6. | Upcoming Task | 13 | Code Red Procedures (v.1) | N/A | N/A |
| 7. | Upcoming Task | 31 | Draft Document Moved to Approval (v.1) | N/A | N/A |

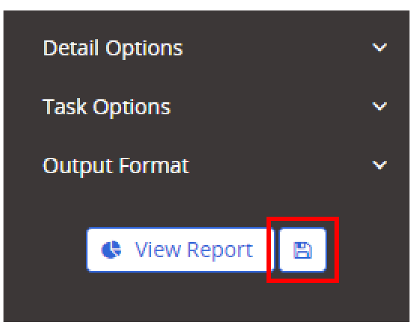
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



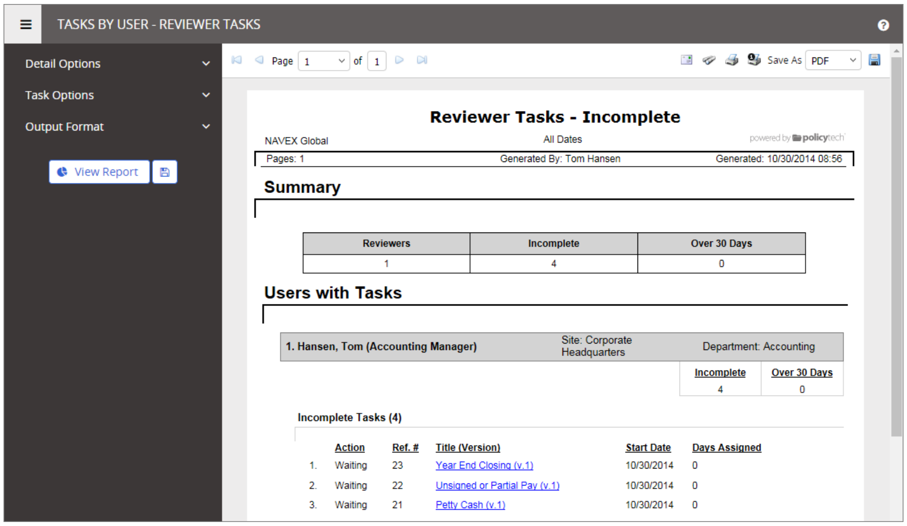

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



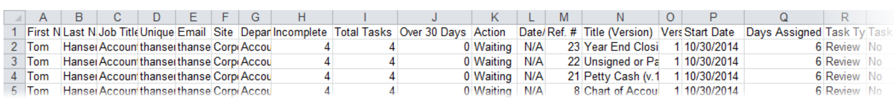

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | First N | Last N | Job Title | Unique | Email | Site | Depar | Incomplete | Total Tasks | Over 30 Days | Action | Date/ | Ref. # | Title (Version) | Vers | Start Date | Days Assigned | Task Ty | Task |
| 2 | Tom | Hanse | Accoun | thanse | thanse | Corp | Accou | 4 | 4 | 0 | Waiting | N/A | 23 | Year End Closi | 1 | 10/30/2014 | 6 | Review | No |
| 3 | Tom | Hanse | Accoun | thanse | thanse | Corp | Accou | 4 | 4 | 0 | Waiting | N/A | 22 | Unsigned or Pa | 1 | 10/30/2014 | 6 | Review | No |
| 4 | Tom | Hanse | Accoun | thanse | thanse | Corp | Accou | 4 | 4 | 0 | Waiting | N/A | 21 | Petty Cash (v.1 | 1 | 10/30/2014 | 6 | Review | No |
| 5 | Tom | Hanse | Accoun | thanse | thanse | Corp | Accou | 4 | 4 | 0 | Waiting | N/A | 8 | Chart of Accou | 1 | 10/30/2014 | 6 | Review | No |

# Report: Approver Tasks (Personal)

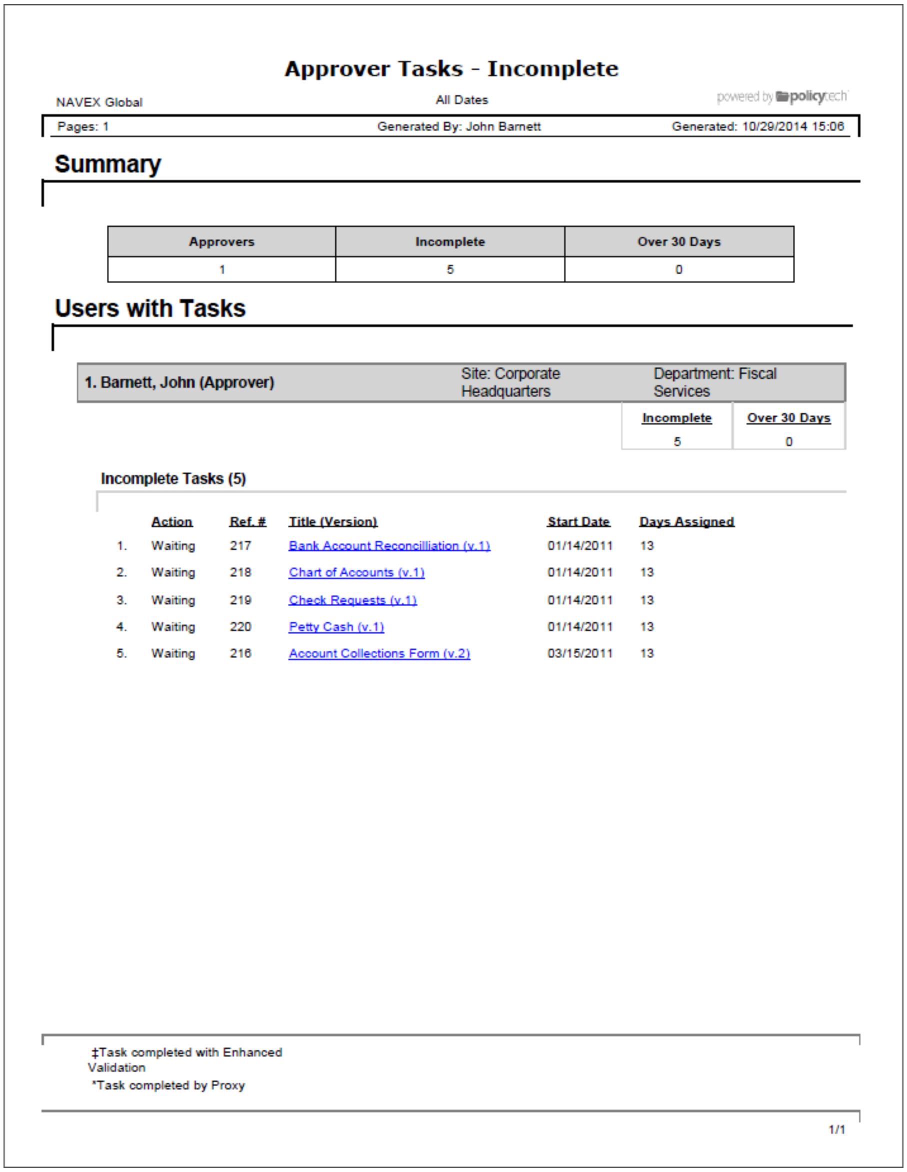
## Description

Shows the status of your approver tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Approver

### Sample Report:



**Approver Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: John Barnett | Generated: 10/29/2014 15:06

**Summary**

| Approvers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 5 | 0 |

**Users with Tasks**

**1. Barnett, John (Approver)** | Site: Corporate Headquarters | Department: Fiscal Services

| Incomplete | Over 30 Days |
|---|---|
| 5 | 0 |

**Incomplete Tasks (5)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Waiting | 217 | Bank Account Reconcilliation (v.1) | 01/14/2011 | 13 |
| 2. | Waiting | 218 | Chart of Accounts (v.1) | 01/14/2011 | 13 |
| 3. | Waiting | 219 | Check Requests (v.1) | 01/14/2011 | 13 |
| 4. | Waiting | 220 | Petty Cash (v.1) | 01/14/2011 | 13 |
| 5. | Waiting | 216 | Account Collections Form (v.2) | 03/15/2011 | 13 |

‡Task completed with Enhanced Validation

*Task completed by Proxy

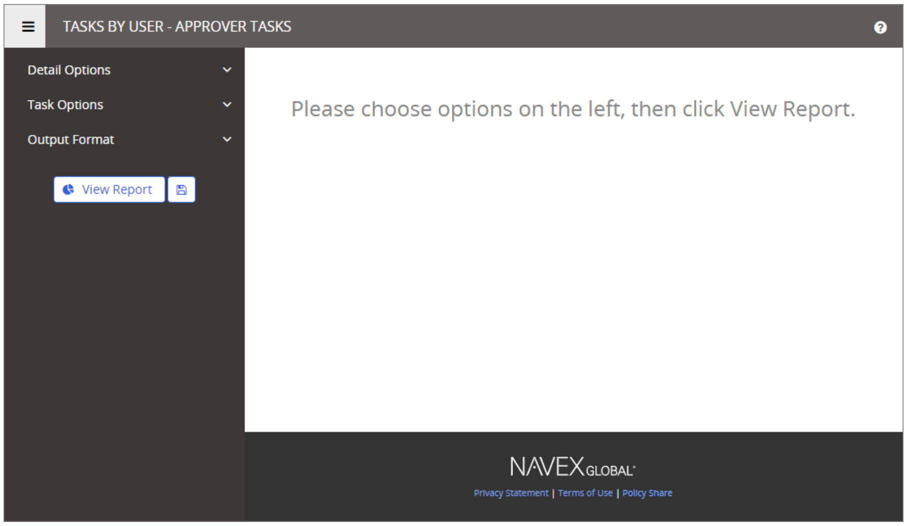
1/1

## How to Generate

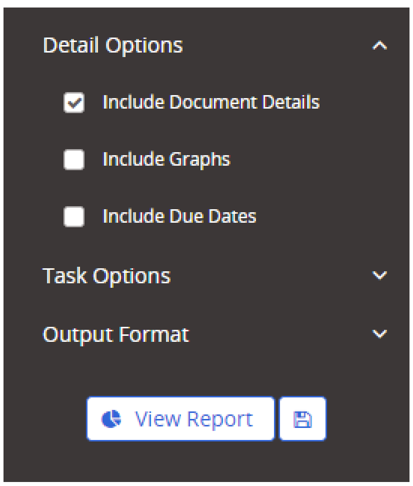
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Approver Tasks (My Tasks & Questionnaires)**.

**Note:** You will only see the task reports for the roles you've been assigned.

All options available for this report are displayed on the left.




3. (Optional) Click **Detail Options**, and then select any of the following:

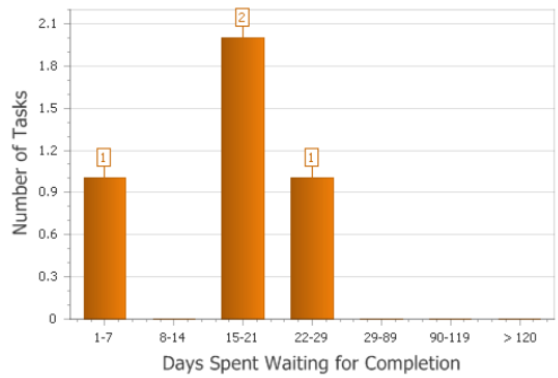



- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.


- **Include Graphs:** Adds a graph to the report's **Summary** area.

**Summary**

| Approvers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 4 | 0 |




- **Include Due Dates:** Adds a **Due Date** column to the task details.

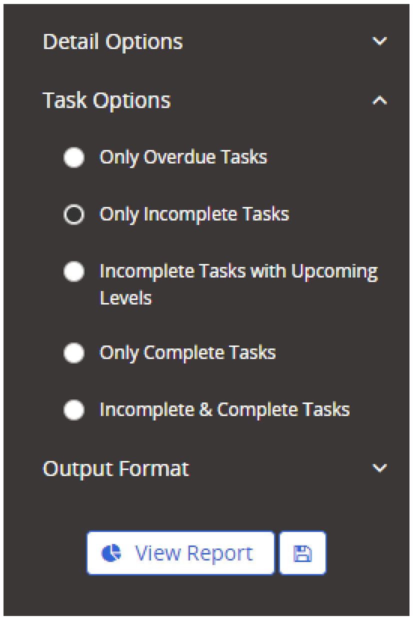
**Important:** This option applies only if the **Include Document Details** option is selected.

**Incomplete Tasks (1)**

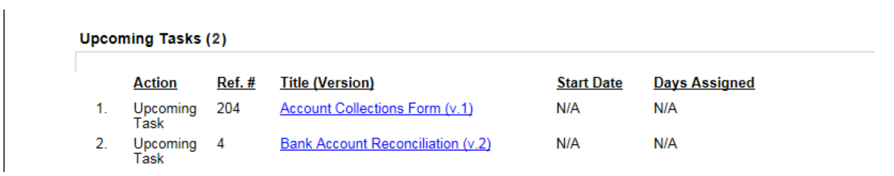
| | Action | Ref. # | Title (Version) | Start Date | Days Assigned | Due Date |
|---|---|---|---|---|---|---|
| 1. | Waiting | 233 | Vacation Policy (v.1) | 01/25/2011 | 39 | 01/24/2014 |

4. (Optional) Click **Task Options**, and then do any of the following:

   - Click a single task status (overdue, incomplete, incomplete with upcoming levels, or complete) or click **Incomplete & Complete Tasks**.



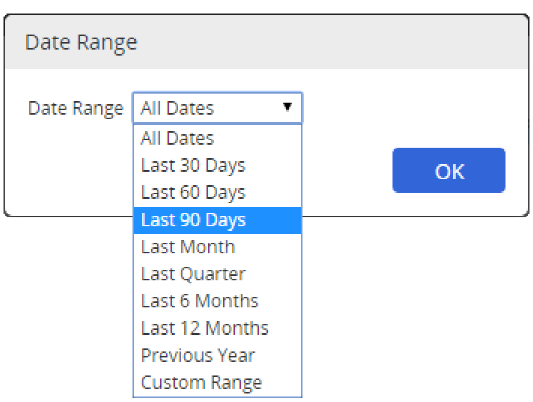

If you select **Incomplete Tasks with Upcoming Levels**, information will be shown about any approval tasks you have not yet received notification for. These could be tasks for documents/questionnaires that have not yet reached the approval status or tasks for documents/questionnaires currently in approval but that have not yet reached your assigned approval level.



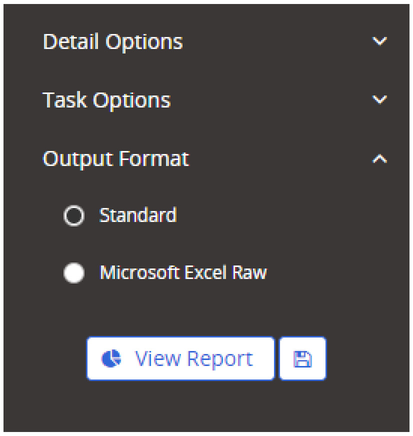
Upcoming Tasks (2)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Upcoming Task | 204 | Account Collections Form (v.1) | N/A | N/A |
| 2. | Upcoming Task | 4 | Bank Account Reconciliation (v.2) | N/A | N/A |

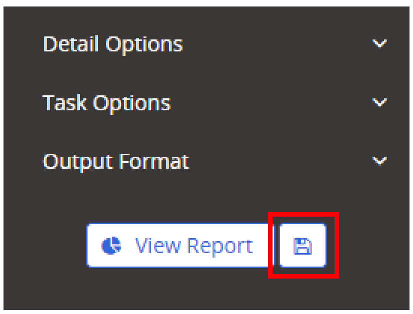
- If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.



5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



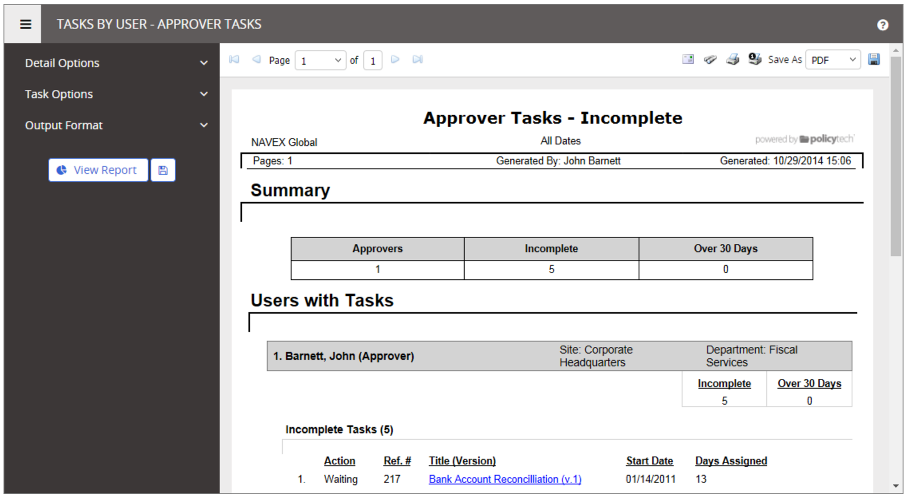

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



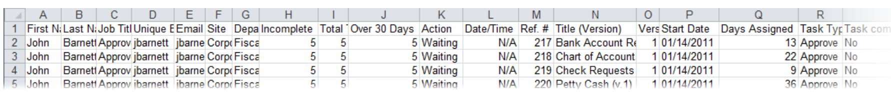

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | First N | Last N | Job Titl | Unique E | Email | Site | Depa | Incomplete | Total | Over 30 Days | Action | Date/Time | Ref. # | Title (Version) | Vers | Start Date | Days Assigned | Task Typ | Task comp |
| 2 | John | Barnett | Approv | jbarnett | jbarne | Corp | Fisca | 5 | 5 | 5 | Waiting | N/A | 217 | Bank Account Re | 1 | 01/14/2011 | 13 | Approve | No |
| 3 | John | Barnett | Approv | jbarnett | jbarne | Corp | Fisca | 5 | 5 | 5 | Waiting | N/A | 218 | Chart of Account | 1 | 01/14/2011 | 22 | Approve | No |
| 4 | John | Barnett | Approv | jbarnett | jbarne | Corp | Fisca | 5 | 5 | 5 | Waiting | N/A | 219 | Check Requests | 1 | 01/14/2011 | 9 | Approve | No |
| 5 | John | Barnett | Approv | jbarnett | jbarne | Corp | Fisca | 5 | 5 | 5 | Waiting | N/A | 220 | Petty Cash (v.1) | 1 | 01/14/2011 | 36 | Approve | No |

# Report: Assignee Tasks (Personal)

## Description

Shows the status of your assigned reading/completion tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

### Available to users with the following roles or permissions:

Reader

### Sample Report:

**Reader Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Tawna Gifford | Generated: 10/30/2014 08:22

**Summary**

| Readers | Incomplete | Over 30 Days |
|---|---|---|
| 1 | 5 | 1 |

**Users with Tasks**

**1. Gifford, Tawna (Accounts Receivable Clerk)** | Site: Corporate Headquarters | Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 5 | 1 |

**Incomplete Tasks (5)**

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Incomplete | 242 | Vacation Policy (v.1) | 10/13/2014 | 17 |
| 2. | Incomplete | 1 | Account Collections Form (v.1) | 10/01/2014 | 29 |
| 3. | Incomplete | 253 | Inventory Sheet (v.2) | 10/29/2011 | 1 |
| 4. | Incomplete | 2 | Accounts Payable and Cash Distribution (v.1) | 09/15/2011 | 45 |
| 5. | Incomplete | 5 | Capitilization (v.2) | 10/01/2014 | 29 |

‡Task completed with Enhanced Validation
*Task completed by Proxy

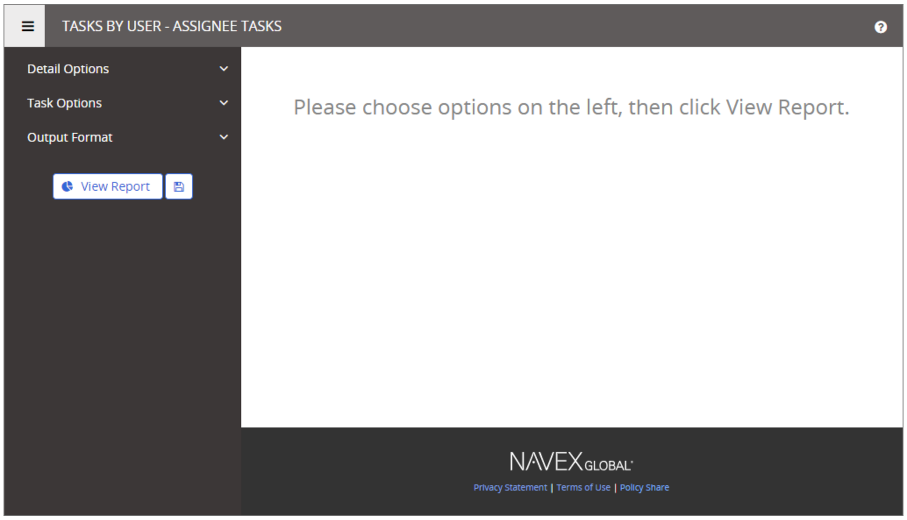
1/1

## How to Generate

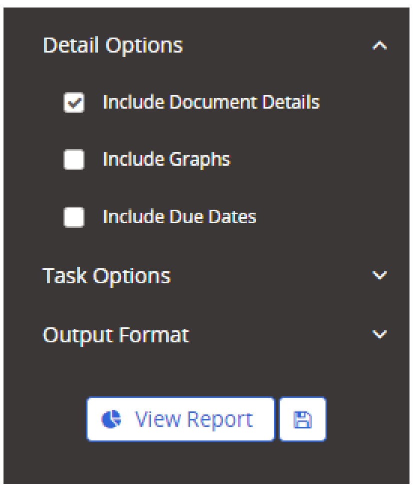
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Assignee Tasks (My Tasks & Questionnaires)**.

**Note:** You will only see the task reports for the roles you've been assigned.

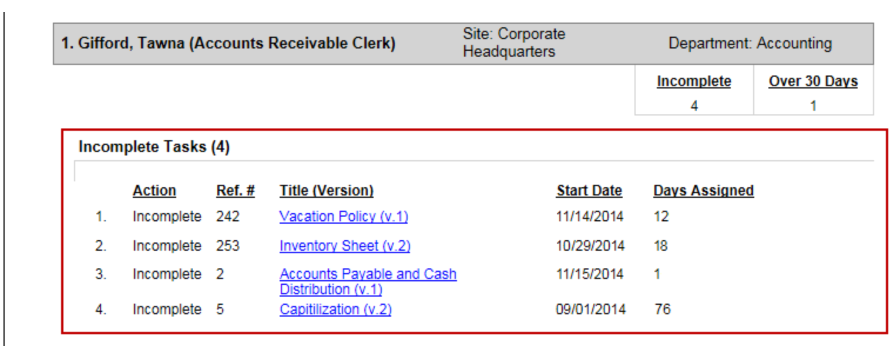
All options available for this report are displayed on the left.




3. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.


1. Gifford, Tawna (Accounts Receivable Clerk) Site: Corporate Headquarters Department: Accounting

| Incomplete | Over 30 Days |
|---|---|
| 4 | 1 |

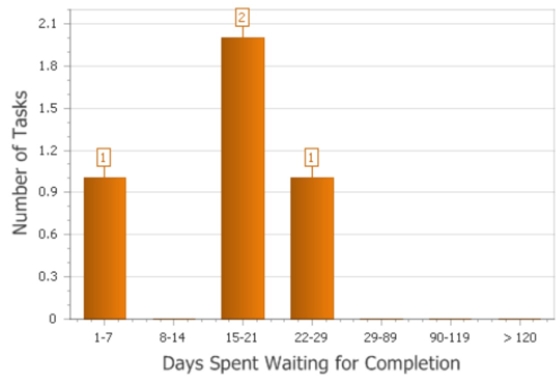
Incomplete Tasks (4)

| | Action | Ref. # | Title (Version) | Start Date | Days Assigned |
|---|---|---|---|---|---|
| 1. | Incomplete | 242 | Vacation Policy (v.1) | 11/14/2014 | 12 |
| 2. | Incomplete | 253 | Inventory Sheet (v.2) | 10/29/2014 | 18 |
| 3. | Incomplete | 2 | Accounts Payable and Cash Distribution (v.1) | 11/15/2014 | 1 |
| 4. | Incomplete | 5 | Capitilization (v.2) | 09/01/2014 | 76 |

- **Include Graphs:** Adds a graph to the report's **Summary** area.

**Summary**

| Writers | Incomplete | Over 30 Days |
| --- | --- | --- |
| 1 | 4 | 0 |

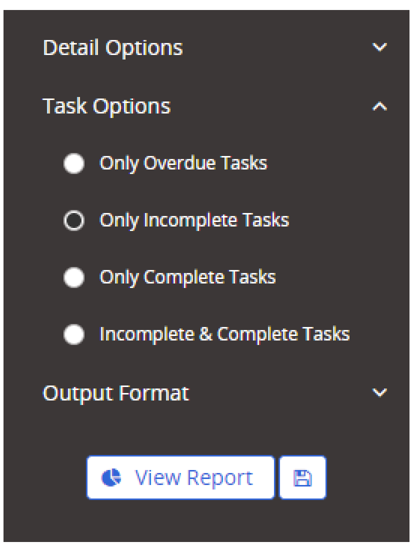



- **Include Due Dates:** Adds a **Due Date** column to the task details.

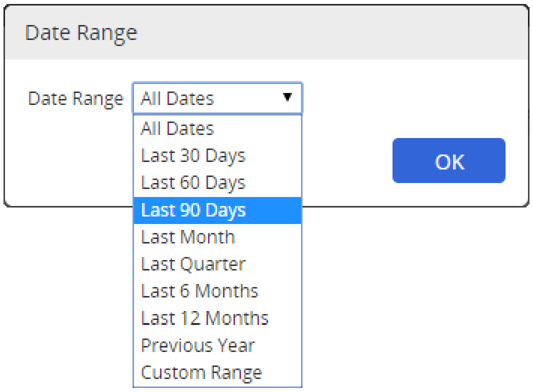
**Important:** This option applies only if the **Include Document Details** option is selected.

4. (Optional) Click **Task Options**, and then do any of the following:

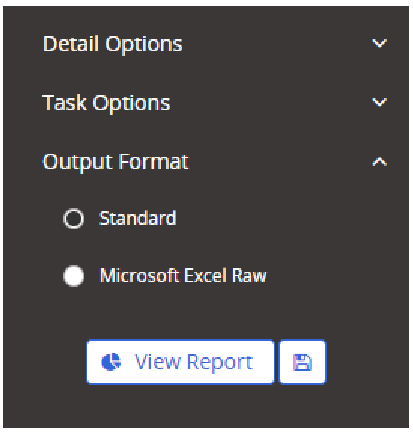
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



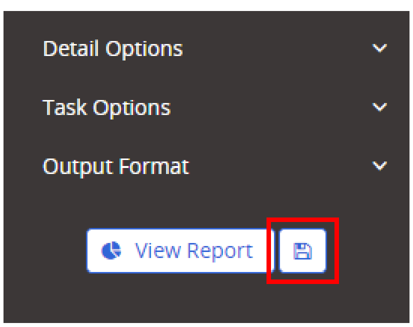

   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears.To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



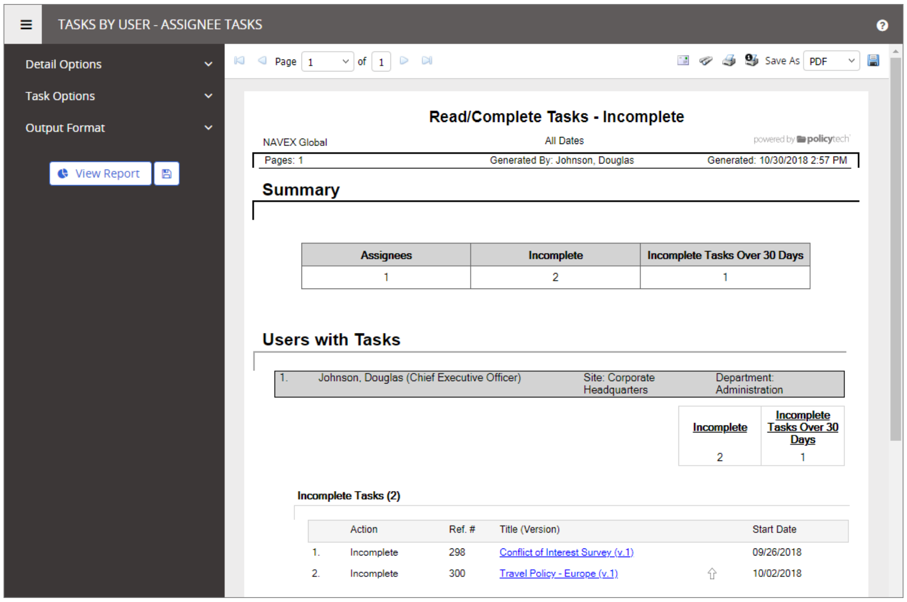

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



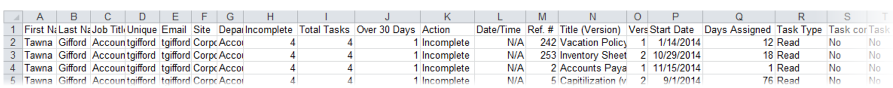

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.



## Report: All Workflow Tasks (Personal)

### Description

Shows the status of all your tasks. You can choose to include only those tasks that are incomplete, overdue, or completed.

#### Available to users with the following roles or permissions:

All users with any assigned document role or system permission.

#### Sample Report:

**All Workflow Tasks - Incomplete**

NAVEX Global | All Dates | powered by policytech

Pages: 1 | Generated By: Tom Hansen | Generated: 10/29/2014 14:38

**Summary**

| Workflow | ** Number of Users | Incomplete | Over 30 Days |
|---|---|---|---|
| Write | 0 | 0 | 0 |
| Review | 0 | 0 | 0 |
| Approve | 0 | 0 | 0 |
| Read | 1 | 5 | 5 |
| Periodic Review | 1 | 2 | 2 |
| Link Update | 0 | 0 | 0 |
| Total | N/A | 7 | 7 |

*** The sum of this column may not equal the total listed since users can be assigned to multiple roles.*

**Users with Tasks**

1. Hansen, Tom (Accounting Manager) | Site: Corporate Headquarters | Department: Accounting

| Workflow | Incomplete | Over 30 Days |
|---|---|---|
| Read | 5 | 0 |
| Periodic Review | 2 | 2 |
| Total | 7 | 2 |

**Incomplete Tasks (7)**

| | Action | Ref. # | Title (Version) | Days Assigned | Task Type |
|---|---|---|---|---|---|
| 1. | Waiting | 2 | Accounts Payable and Cash Distribution (v.1) | 10 | Periodic Review |
| 2. | Waiting | 3 | Bad NSF Checks (v.1) | 37 | Periodic Review |
| 3. | Incomplete | 242 | Vacation Policy (v.1) | 13 | Read |
| 4. | Incomplete | 1 | Account Collections Form (v.1) | 13 | Read |
| 5. | Incomplete | 253 | Inventory Sheet (v.2) | 11 | Read |
| 6. | Incomplete | 2 | Accounts Payable and Cash Distribution (v.1) | 10 | Read |
| 7. | Incomplete | 5 | Capitilization (v.2) | 12 | Read |

‡Task completed with Enhanced Validation
*Task completed by Proxy

Critical
Overdue

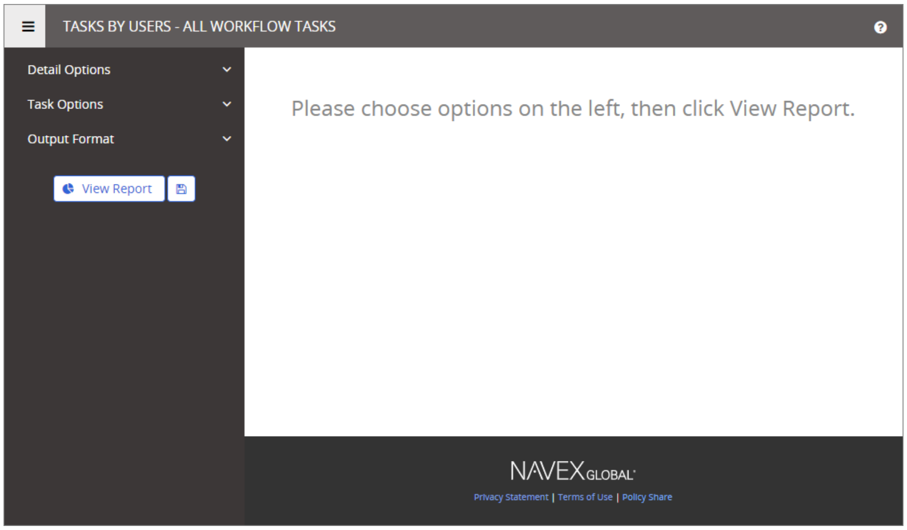
1/1

## How to Generate

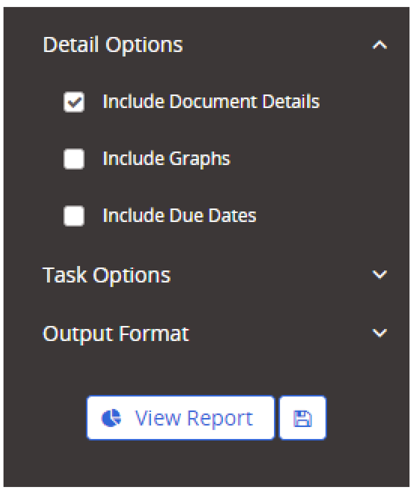
1. Click **Reports**.
2. Click **Superseded Reports**, and then click **All Workflow Tasks (My Tasks & Questionnaires)**.

**Note:** You will only see the task reports for the roles you've been assigned.

All options available for this report are displayed on the left.




3. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Document Details:** Shows the tasks associated with each document or questionnaire in the report.

| 1. Howard, Susan (Document, Control Administrator) | Site: Corporate Headquarters | Department: Administration |
|---|---|---|

| Workflow | Incomplete | Over 30 Days |
|---|---|---|
| Review | 1 | 0 |
| Approve | 1 | 0 |
| Read | 2 | 1 |
| Periodic Review | 3 | 0 |
| Link Update | 2 | 0 |
| Total | 9 | 1 |

**Incomplete Tasks (21)**

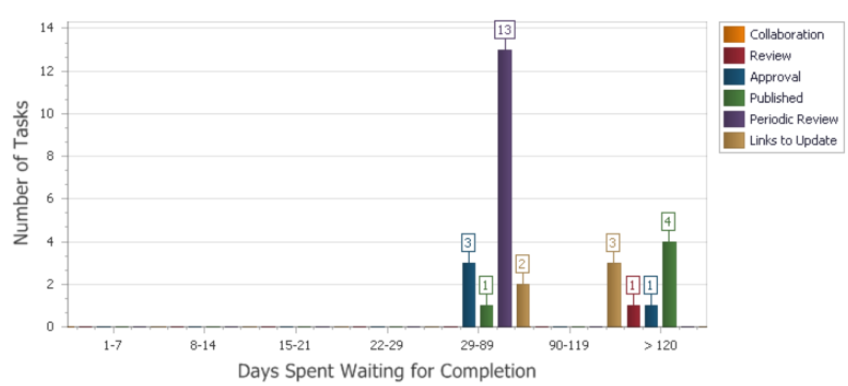
| | Action | Ref. # | Title (Version) | Days Assigned | Task Type |
|---|---|---|---|---|---|
| 1. | Waiting | 270 | Fixed Asset Control (v.1) | 17 | Periodic Review |
| 2. | Waiting | 288 | Performance Review Schedule (v.1) | 17 | Periodic Review |
| 3. | Waiting | 287 | Travel Expense Policy (v.1) | 12 | Periodic Review |
| 4. | Waiting | 270 | Fixed Asset Control (v.1) | 62 | Link Update |
| 5. | Waiting | 287 | Travel Expense Policy (v.1) | 2 | Link Update |
| 6. | Incomplete | 246 | Mark as Read (Required) (v.1) | 39 | Read |
| 7. | Incomplete | 260 | Special Characters (v.1) | 13 | Read |
| 8. | Waiting | 222 | Evacuation Procedures (v.1) | 10 | Review |
| 9. | Waiting | 233 | Vacation Policy (v.1) | 3 | Approve |

- **Include Graphs:** Adds a graph to the report's **Summary** area. The graph shows the number of days your tasks have been waiting for completion.

**Summary**

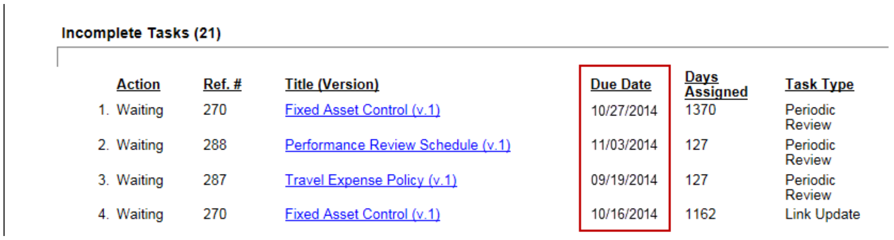
| Workflow | ** Number of Users | Incomplete | Over 30 Days |
|---|---|---|---|
| Write | 0 | 0 | 0 |
| Review | 1 | 1 | 1 |
| Approve | 1 | 135 | 2 |
| Read | 1 | 18 | 5 |
| Periodic Review | 1 | 17 | 15 |
| Link Update | 1 | 9 | 5 |
| Total | N/A | 180 | 28 |

*** The sum of this column may not equal the total listed since users can be assigned to multiple roles.*




- **Include Due Dates:** Adds a **Due Date** column to the task details.

**Important:** This option applies only if the **Include Document Details** option is selected.

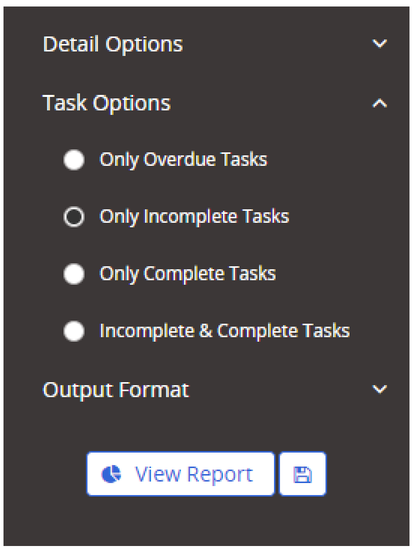


Incomplete Tasks (21)

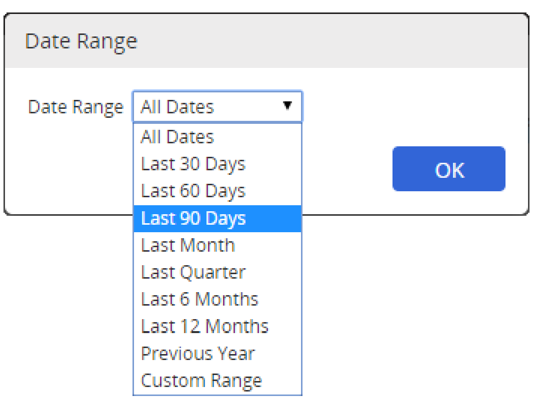
| | Action | Ref. # | Title (Version) | Due Date | Days Assigned | Task Type |
|---|---|---|---|---|---|---|
| 1. | Waiting | 270 | Fixed Asset Control (v.1) | 10/27/2014 | 1370 | Periodic Review |
| 2. | Waiting | 288 | Performance Review Schedule (v.1) | 11/03/2014 | 127 | Periodic Review |
| 3. | Waiting | 287 | Travel Expense Policy (v.1) | 09/19/2014 | 127 | Periodic Review |
| 4. | Waiting | 270 | Fixed Asset Control (v.1) | 10/16/2014 | 1162 | Link Update |

4. (Optional) Click **Task Options**, and then do any of the following:

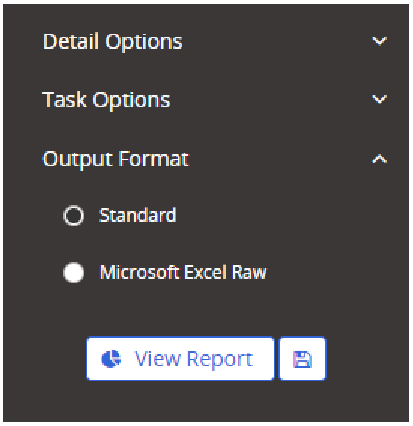
   - Click a single task status (overdue, incomplete, or complete) or click **Incomplete & Complete Tasks**.



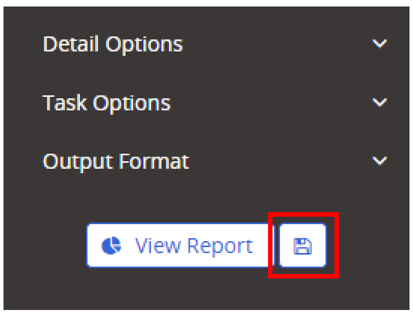

   - If you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, the **Date** option appears. To show only the selected tasks that fall within a certain date range, click **Date**, select a date range, and then click **OK**. If you click **Custom Range**, also type or select **From** and **To** dates, and then click **OK**.




5. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



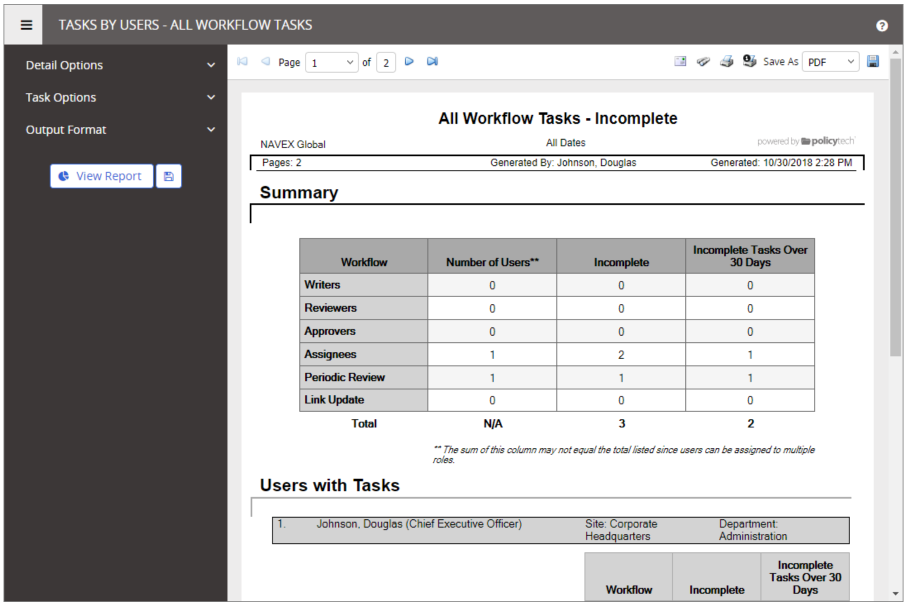

6. (Optional) To save the current settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



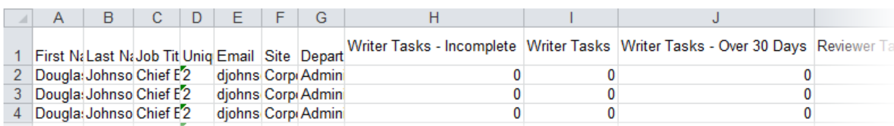

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

7. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.




If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.




## Report: Questionnaire Results by Document

**Important:** This report has been superseded by the next-generation Questionnaire Results by Document report. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

### Description

Shows all users' questionnaire results for the selected documents or questionnaires.

#### Available to users with the following roles or permissions:

Document Owner, Report Manager, Administrator

#### Sample Report:

**Questionnaire Results by Document**

NAVEX Global

powered by policytech

| Pages: 2 | Generated By: Douglas Johnson | Generated: 11/05/2014 14:37 |
|---|---|---|

1. Family and Medical Leave (v.1)

| Reference # | 331 | Questionnaire Version | 2 | Document Owner | Johnson, Douglas |
|---|---|---|---|---|---|

**Questionnaire Results**

| Scores | | User Results | | User Stats | |
|---|---|---|---|---|---|
| Average Score | 86% | Average Attempts | 1 | Assigned Users | 4 |
| High Score | 86% | Failures | 0 | Passing Users | 1 |
| Median Score | 86% | Passed on First Attempt | 100% | Users Yet to Pass | 3 |
| Low Score | 86% | | | | |

*Numbers include multiple questionnaire completions by a user as well as users not assigned to take questionnaire.*

**Question Overview (7)**

Objective: Understand the different types of leave and the eligibility rules.

**Q1 - How long must an employee have been employed before being eligible for leave?**

| Answers | Times Chosen | Percentage |
|---|---|---|
| 3 months | 0 / 1 | 0% |
| 6 months | 0 / 1 | 0% |
| 12 months | 1 / 1 | 100% |

**Q2 - Which of the following is not a recognized leave type for our company?**

| Answers | Times Chosen | Percentage |
|---|---|---|
| Medical leave | 0 / 1 | 0% |
| Pregnancy leave | 0 / 1 | 0% |
| Research leave | 1 / 1 | 100% |
| Paternity leave | 0 / 1 | 0% |

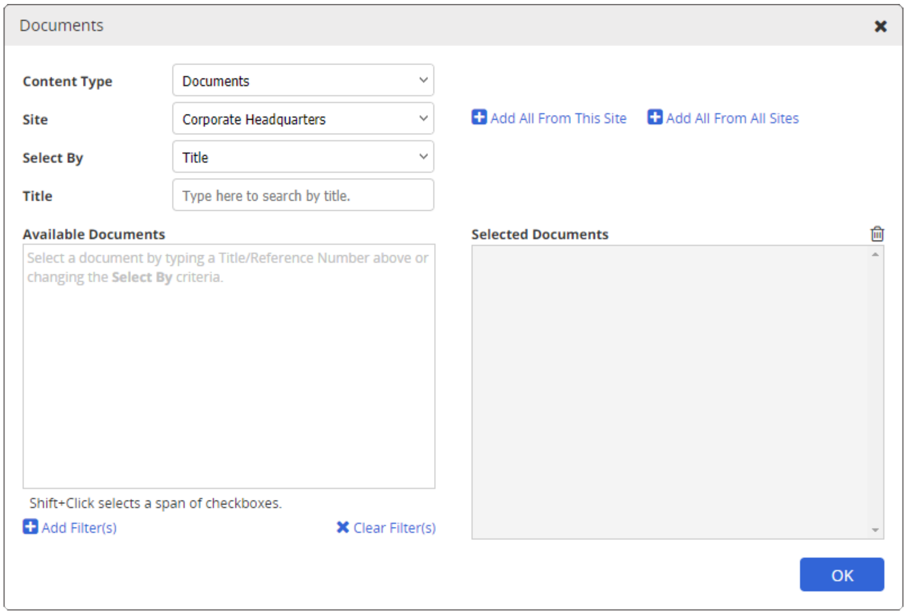
**Q3 - What is the maximum amount of time allowed for pregnancy leave?**

| Answers | Times Chosen | Percentage |
|---|---|---|
| 6 weeks | 0 / 1 | 0% |
| 12 weeks | 1 / 1 | 100% |
| 18 weeks | 0 / 1 | 0% |
| 20 weeks | 0 / 1 | 0% |

1/2

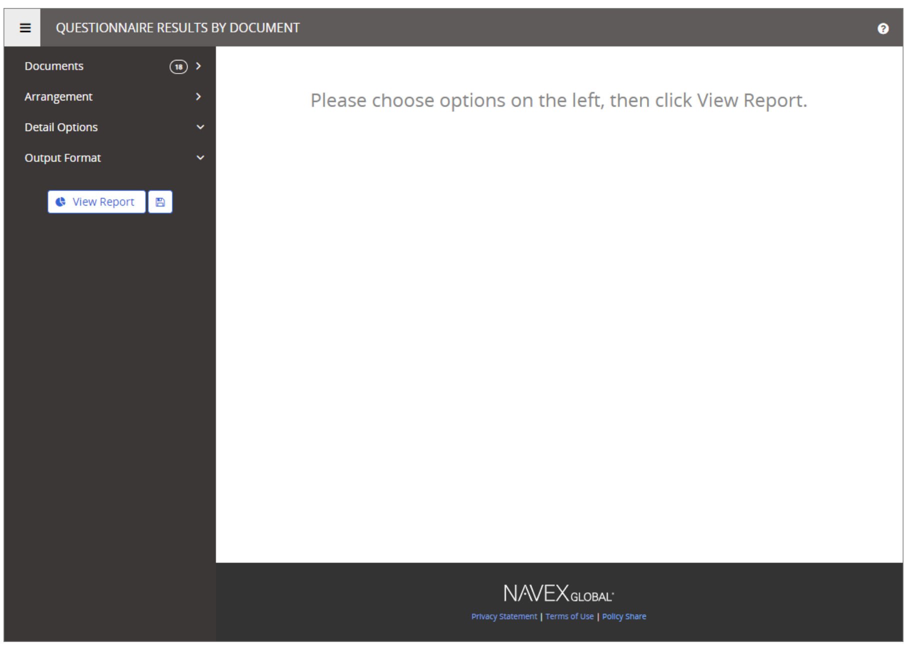
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Questionnaire Results by Document (Questionnaire Reports)**.
3. Select documents or questionnaires to include in the report (see Selecting Documents for help), and then click **OK**.



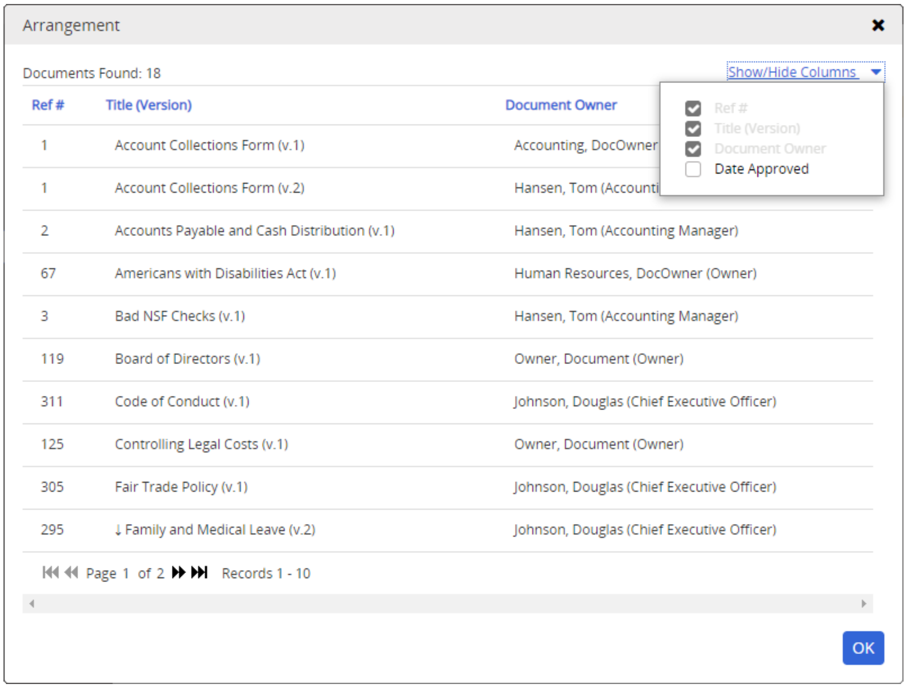

All options available for this report are displayed on the left. Notice that the number of currently selected documents/questionnaires is displayed after the **Documents** option, which you can click anytime to change your document/questionnaire selection.

**Note:** If you change your document/questionnaire selection after clicking **View Report**, click **View Report** again to refresh the report contents.



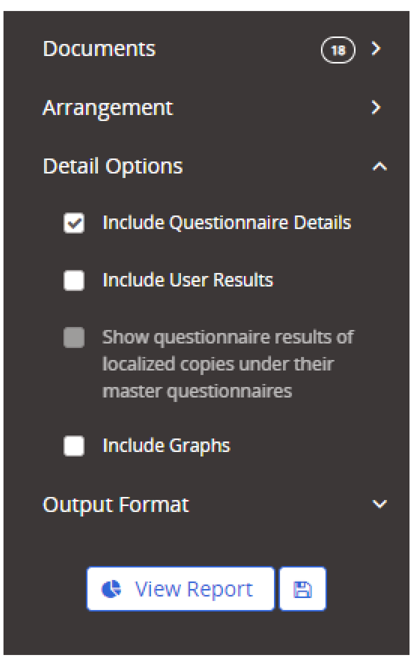

4. (Optional) Click **Arrangement** and do any of the following:

- To change the default report columns, click **Show/Hide Columns**, and then select **Date Approved**.




- By default, the document/questionnaire sort order in the report is ascending by title. To change what the documents/questionnaires are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

5. (Optional) Click **Detail Options**, and then select any of the following:



- **Include Questionnaire Details:** Includes details on each questionnaire question.

**Question Overview (7)**

Objective: Understand the different types of leave and the eligibility rules.

**Q1 - How long must an employee have been employed before being eligible for leave?**

| Answers | Times Chosen | Percentage |
|---|---|---|
| 3 months | 0 / 1 | 0% |
| 6 months | 0 / 1 | 0% |
| 12 months | 1 / 1 | 100% |

**Q2 - Which of the following is not a recognized leave type for our company?**

| Answers | Times Chosen | Percentage |
|---|---|---|
| Medical leave | 0 / 1 | 0% |
| Pregnancy leave | 0 / 1 | 0% |
| Research leave | 1 / 1 | 100% |
| Paternity leave | 0 / 1 | 0% |

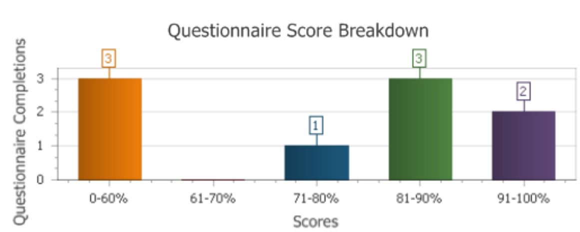
- **Include User Results:** Include scoring details for each user who has taken the questionnaire so far.

**Note:** If a user took a document questionnaire more than once by clicking **Retake Questionnaire**, that user's name will appear more than once in the **User Results** list.

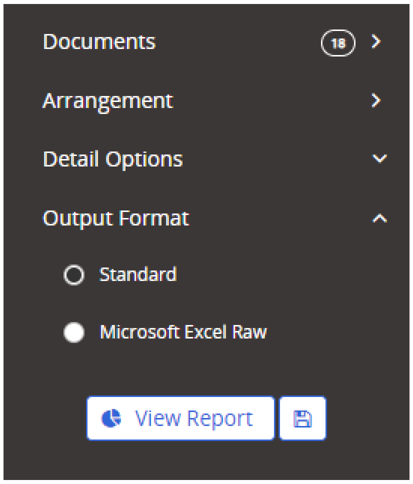
**Questionnaire Results (9)**

| | Site | Department | User | Job Title | Date/Time Taken | Score |
|---|---|---|---|---|---|---|
| 1. | Corporate Headquarters | Administration | Janice Aguiar | Accounts Payable Clerk | 04/12/2013 11:29 AM | 86 |
| 2. | Corporate Headquarters | Accounting | Jordon Cash | Accounts Payable Clerk | 04/12/2013 11:24 AM | 57 |
| 3. | Corporate Headquarters | Accounting | Jordon Cash | Accounts Payable Clerk | 04/12/2013 11:24 AM | 86 |
| 4. | Corporate Headquarters | Accounting | Tawna Gifford | Accounts Receivable Clerk | 04/12/2013 11:27 AM | 100 |
| 5. | Corporate Headquarters | Accounting | Tom Hansen | Accounting Manager | 04/12/2013 11:28 AM | 100 |
| 6. | Corporate Headquarters | Administration | Susan Howard | Document Control Administrator | 04/12/2013 11:30 AM | 86 |
| 7. | Corporate Headquarters | Administration | Douglas Johnson | Chief Executive Officer | 04/12/2013 11:31 AM | 43 |
| 8. | Corporate Headquarters | Administration | Douglas Johnson | Chief Executive Officer | 04/12/2013 11:32 AM | 71 |
| 9. | Corporate Headquarters | Administration | Anne Jones | Chief Finance Officer | 04/12/2013 11:33 AM | 57 |

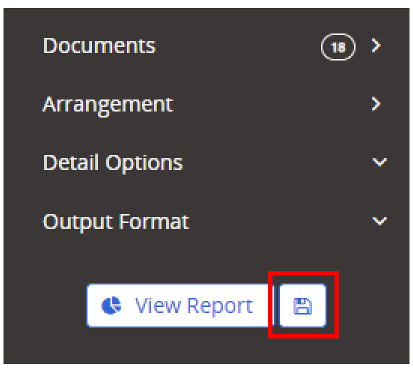
- **Include Graphs: Adds a graph to the report's Summary area.** The graph shows the number of users who scored within each of five different score ranges.



6. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.



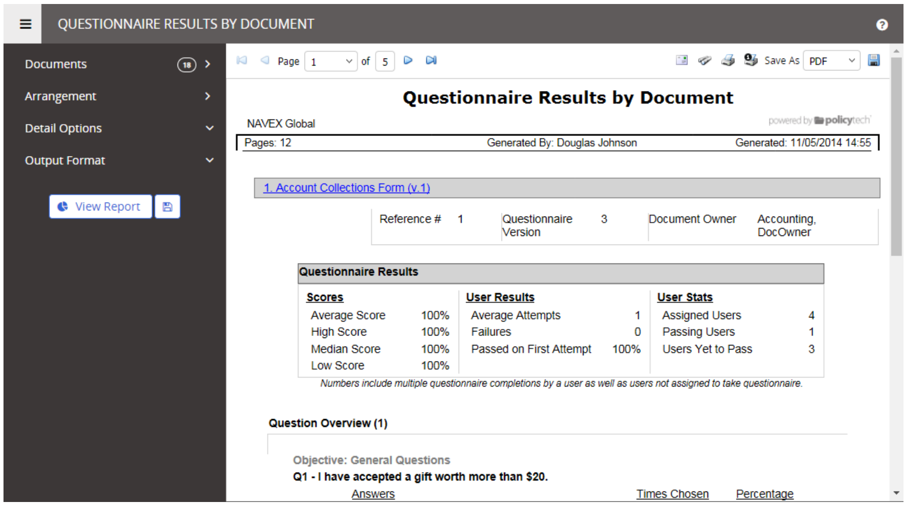

7. (Optional) To save the current document/questionnaire selections and option settings for future use, click , type a name and description, click **Save and Close**, and then click **OK**.



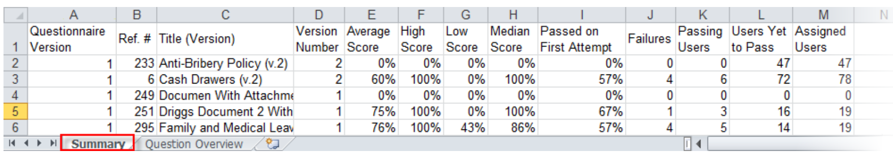

**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

8. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.

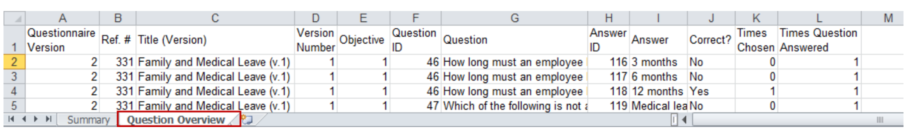



If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file. The exported Excel file contains the following two worksheets: **Summary**, **Question Overview**. If **Include User Results** is selected, two additional worksheets—**Assigned Users** and **User Details**—are included.



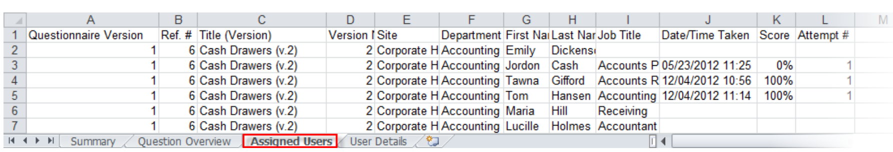
| | Questionnaire Version | Ref. # | Title (Version) | Version Number | Average Score | High Score | Low Score | Median Score | Passed on First Attempt | Failures | Passing Users | Users Yet to Pass | Assigned Users |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 1 | 233 | Anti-Bribery Policy (v.2) | 2 | 0% | 0% | 0% | 0% | 0% | 0 | 0 | 47 | 47 |
| 3 | 1 | 6 | Cash Drawers (v.2) | 2 | 60% | 100% | 0% | 100% | 57% | 4 | 6 | 72 | 78 |
| 4 | 1 | 249 | Documen With Attachme | 1 | 0% | 0% | 0% | 0% | 0% | 0 | 0 | 0 | 0 |
| 5 | 1 | 251 | Driggs Document 2 With | 1 | 75% | 100% | 0% | 100% | 67% | 1 | 3 | 16 | 19 |
| 6 | 1 | 295 | Family and Medical Leav | 1 | 76% | 100% | 43% | 86% | 57% | 4 | 5 | 14 | 19 |

Summary | Question Overview



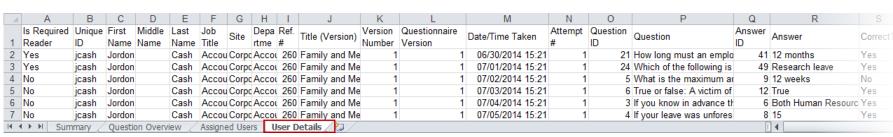
| | Questionnaire Version | Ref. # | Title (Version) | Version Number | Objective | Question ID | Question | Answer ID | Answer | Correct? | Times Chosen | Times Question Answered |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 2 | 331 | Family and Medical Leave (v.1) | 1 | 1 | 46 | How long must an employee | 116 | 3 months | No | 0 | 1 |
| 3 | 2 | 331 | Family and Medical Leave (v.1) | 1 | 1 | 46 | How long must an employee | 117 | 6 months | No | 0 | 1 |
| 4 | 2 | 331 | Family and Medical Leave (v.1) | 1 | 1 | 46 | How long must an employee | 118 | 12 months | Yes | 1 | 1 |
| 5 | 2 | 331 | Family and Medical Leave (v.1) | 1 | 1 | 47 | Which of the following is not a | 119 | Medical lea | No | 0 | 1 |

Summary | Question Overview



| | Questionnaire Version | Ref. # | Title (Version) | Version I | Site | Department | First Na | Last Nar | Job Title | Date/Time Taken | Score | Attempt # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Emily | Dickens | | | | |
| 3 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Jordon | Cash | Accounts P | 05/23/2012 11:25 | 0% | 1 |
| 4 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Tawna | Gifford | Accounts R | 12/04/2012 10:56 | 100% | 1 |
| 5 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Tom | Hansen | Accounting | 12/04/2012 11:14 | 100% | 1 |
| 6 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Maria | Hill | Receiving | | | |
| 7 | 1 | 6 | Cash Drawers (v.2) | 2 | Corporate H | Accounting | Lucille | Holmes | Accountant | | | |

Summary | Question Overview | Assigned Users | User Details



| | Is Required Reader | Unique ID | First Name | Middle Name | Last Name | Job Title | Site | Depa rtme | Ref. # | Title (Version) | Version Number | Questionnaire Version | Date/Time Taken | Attempt # | Question ID | Question | Answer ID | Answer | Correct? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Yes | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 06/30/2014 15:21 | 1 | 21 | How long must an emplo | 41 | 12 months | Yes |
| 3 | Yes | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 07/01/2014 15:21 | 1 | 24 | Which of the following is | 49 | Research leave | Yes |
| 4 | No | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 07/02/2014 15:21 | 1 | 5 | What is the maximum ar | 9 | 12 weeks | No |
| 5 | No | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 07/03/2014 15:21 | 1 | 6 | True or false: A victim of | 12 | True | Yes |
| 6 | No | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 07/04/2014 15:21 | 1 | 3 | If you know in advance th | 6 | Both Human Resourc | Yes |
| 7 | No | jcash | Jordon | | Cash | Accou | Corpc | Accou | 260 | Family and Me | 1 | 1 | 07/05/2014 15:21 | 1 | 4 | If your leave was unfores | 8 | 15 | Yes |

Summary | Question Overview | Assigned Users | User Details

## Report: Questionnaire Results by User

**Important:** This report has been superseded by the next-generation Questionnaire Results by User report. Because this report will be removed from PolicyTech in a future release, we strongly recommend using the next-generation reports instead. See Transitioning to Next-Generation Reports for help.

## Description

Shows all questionnaire results for the selected users.

### Available to users with the following roles or permissions:

Manager, Report Manager, Administrator

### Sample Report:

**Questionnaire Results by User**

NAVEX Global

powered by policytech

| Pages: 2 | Generated By: Douglas Johnson | Generated: 10/30/2014 09:18 |
|---|---|---|

**Questionnaire Results by User**

| 1. **Gifford, Tawna (Accounts Receivable Clerk)** | Site: Corporate Headquarters | Department: Accounting |
|---|---|---|

**Questionnaire Attempts (1)**

1. Family and Medical Leave (v.1)

| Ref. # | Date/Time Taken | Score | Attempt # |
|---|---|---|---|
| 331 | 10/30/2014 07:57 | 86 | 1 |

Objective: Understand the different types of leave and the eligibility rules.

1. How long must an employee have been employed before being eligible for leave?

   Answer Chosen: 12 months

2. Which of the following is not a recognized leave type for our company?

   Answer Chosen: Research leave

3. What is the maximum amount of time allowed for pregnancy leave?

   Answer Chosen: 12 weeks

Objective: Understand how to apply for a leave.

4. True or false: A victim of a crime can qualify for a leave.

   Answer Chosen: True

5. If you know in advance that you will need a leave, you must contact:

   Answer Chosen: Both Human Resources and your manager

6. If your leave was unforeseeable, you must complete a leave request form within how many days from the start of your leave?

   Answer Chosen: 21

7. True or false: All paperwork pertaining to your leave is placed in your personnel file.

   Answer Chosen: False

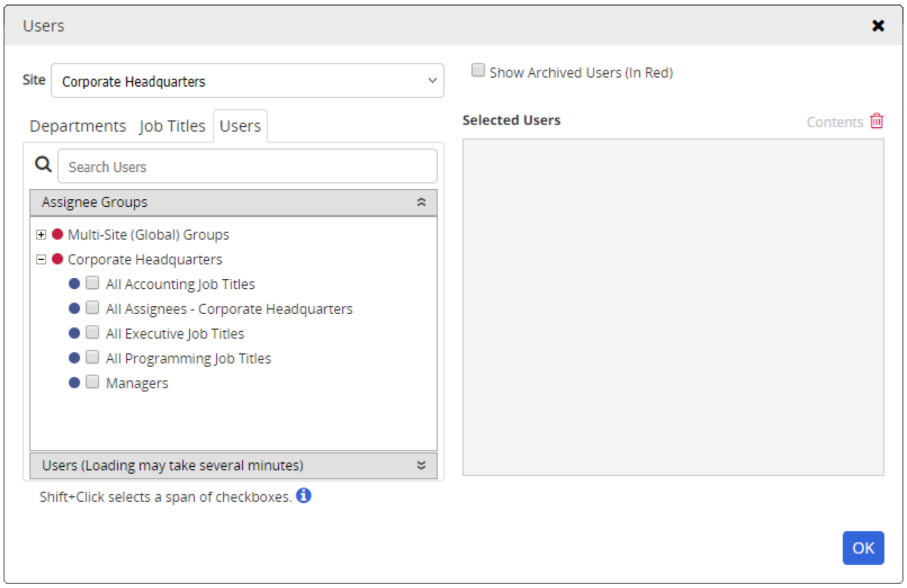
2. Family and Medical Leave (v.1)

| Ref. # | Date/Time Taken | Score | Attempt # |
|---|---|---|---|
| 331 | 10/30/2014 08:00 | 86 | 1 |

1/2

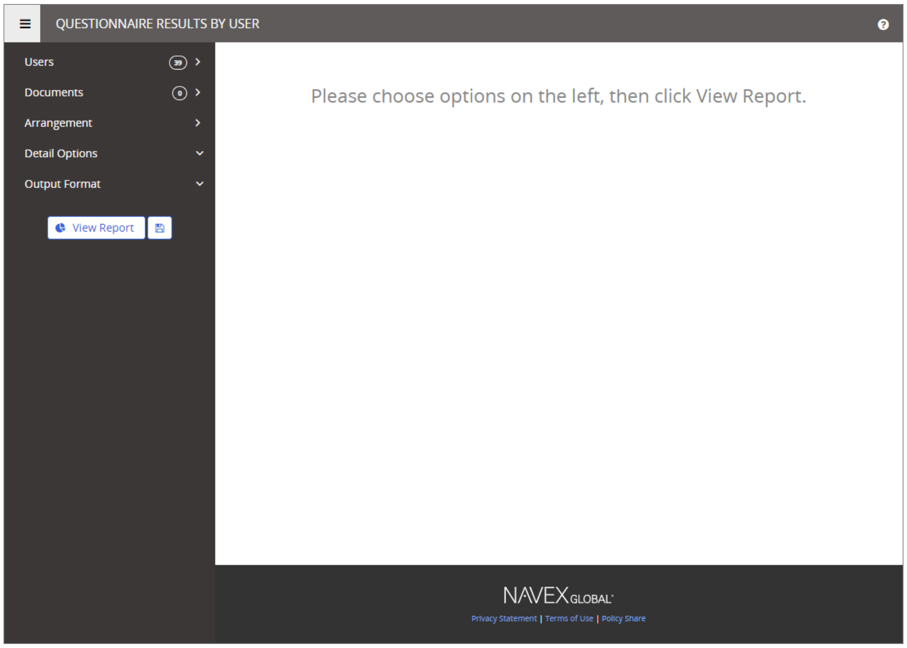
## How to Generate

1. Click **Reports**.
2. Click **Superseded Reports**, and then click **Questionnaire Results by User (Questionnaire Reports)**.
3. Select the users you want included in the report (see Selecting Users for help).




All options available for this report are displayed on the left. Notice that the number of currently selected users is displayed after the **Users** option, which you can click anytime to change your user selection.

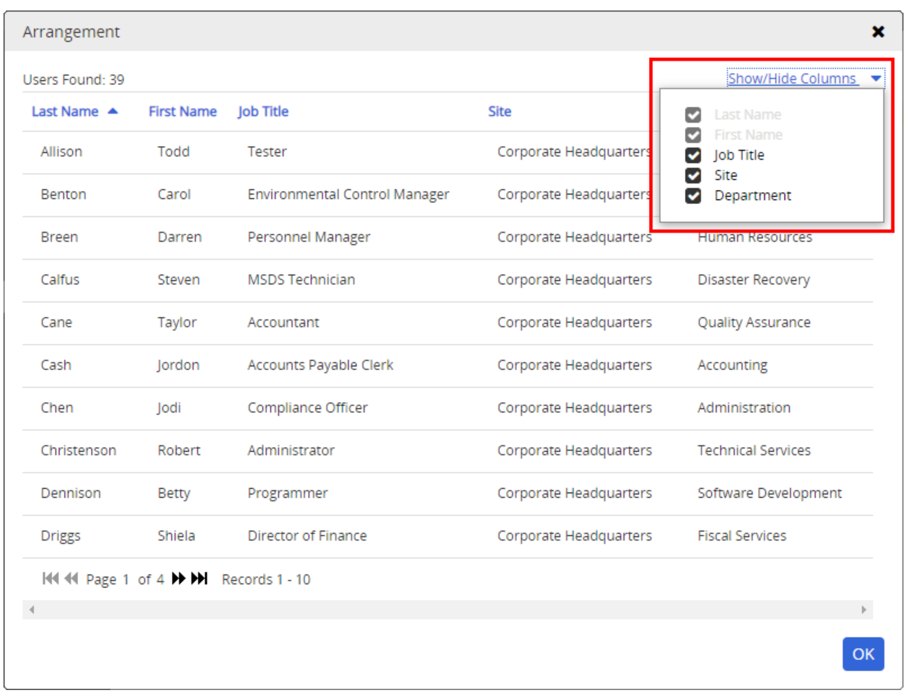
**Note:** If you change your user selection after clicking **View Report**, click **View Report** again to refresh the report contents.




4. (Optional) To limit the selected users to only those assigned to specific documents or questionnaires, click **Documents**, and then select documents/questionnairs in the same way as you would for a document-based report (see Selecting Documents for help)..

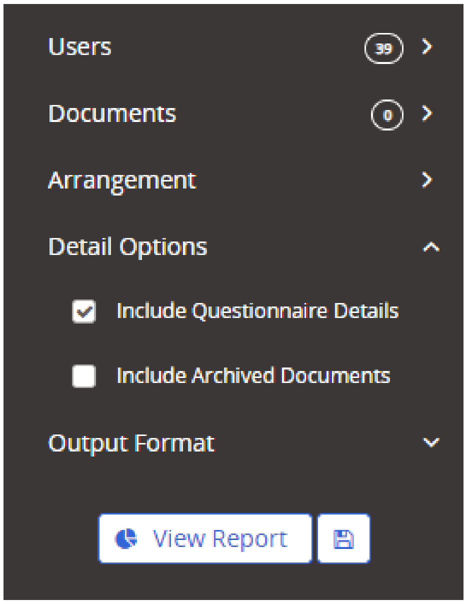
5. (Optional) Click **Arrangement** and do any of the following:

   - To change the default report columns, click **Show/Hide Columns**, and then click to clear a check box.

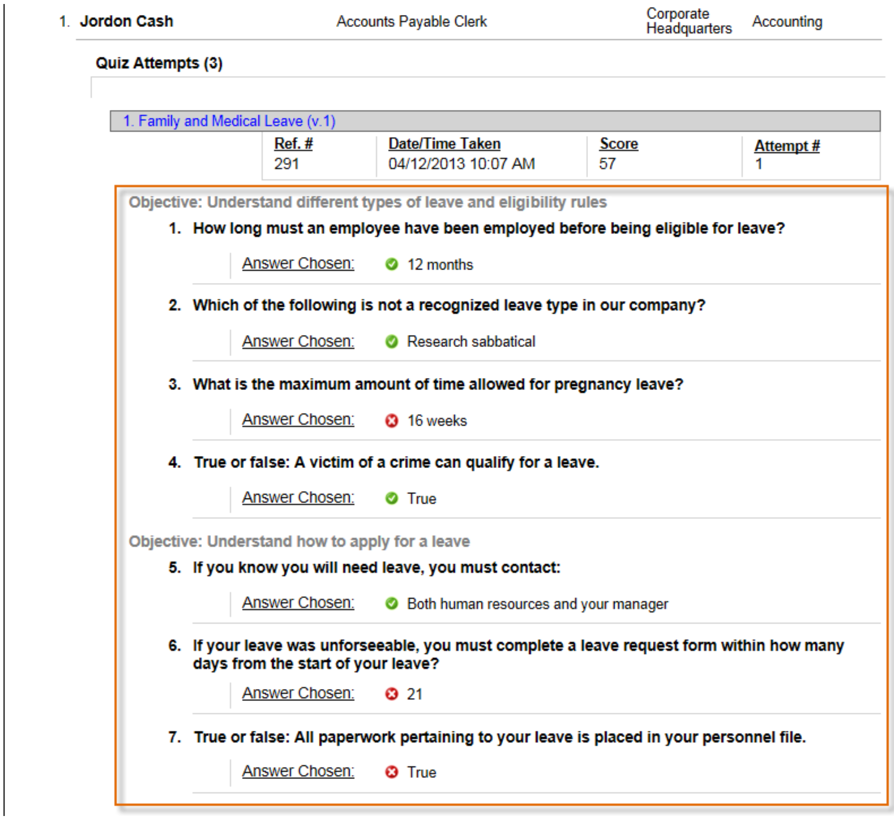


- By default, the user sort order in the report is ascending by last name. To change what the users are sorted by, click a different column heading. Click the same column heading again to reverse the sort order.

6. (Optional) Click **Detail Options**, and then select any of the following:




- **Include Questionnaire Details:** Includes details on each questionnaire question.



1. **Jordon Cash** Accounts Payable Clerk Corporate Headquarters Accounting

**Quiz Attempts (3)**

1. Family and Medical Leave (v.1)

| Ref. # | Date/Time Taken | Score | Attempt # |
|---|---|---|---|
| 291 | 04/12/2013 10:07 AM | 57 | 1 |

Objective: Understand different types of leave and eligibility rules

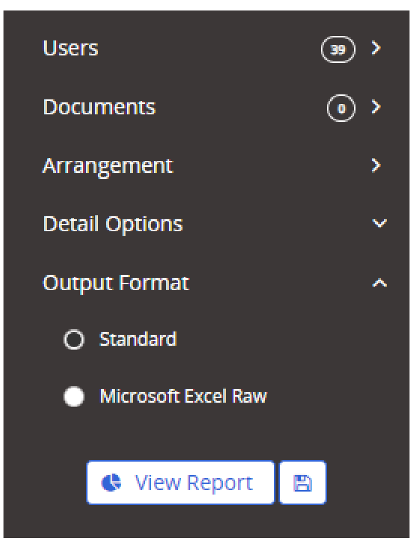
1. **How long must an employee have been employed before being eligible for leave?**
   Answer Chosen: 12 months
2. **Which of the following is not a recognized leave type in our company?**
   Answer Chosen: Research sabbatical
3. **What is the maximum amount of time allowed for pregnancy leave?**
   Answer Chosen: 16 weeks
4. **True or false: A victim of a crime can qualify for a leave.**
   Answer Chosen: True

Objective: Understand how to apply for a leave

5. **If you know you will need leave, you must contact:**
   Answer Chosen: Both human resources and your manager
6. **If your leave was unforseeable, you must complete a leave request form within how many days from the start of your leave?**
   Answer Chosen: 21
7. **True or false: All paperwork pertaining to your leave is placed in your personnel file.**
   Answer Chosen: True

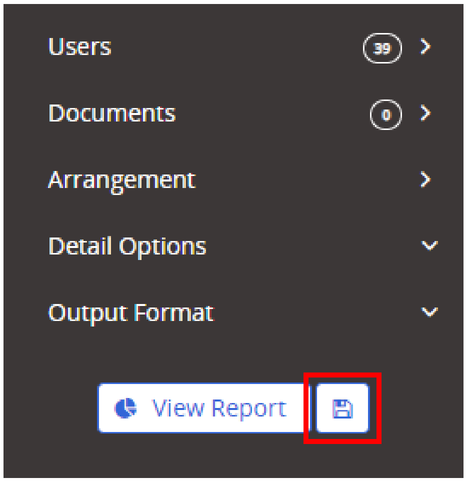
- **Include Archived Documents:** Includes all archived documents with questionnaires and archived stand-alone questionnaires.

7. (Optional) Click **Output Format**, and then click **Standard** or **Microsoft Excel Raw**.




8. (Optional) To save the current user selections and option settings for future use, click 💾, type a name and description, click **Save and Close**, and then

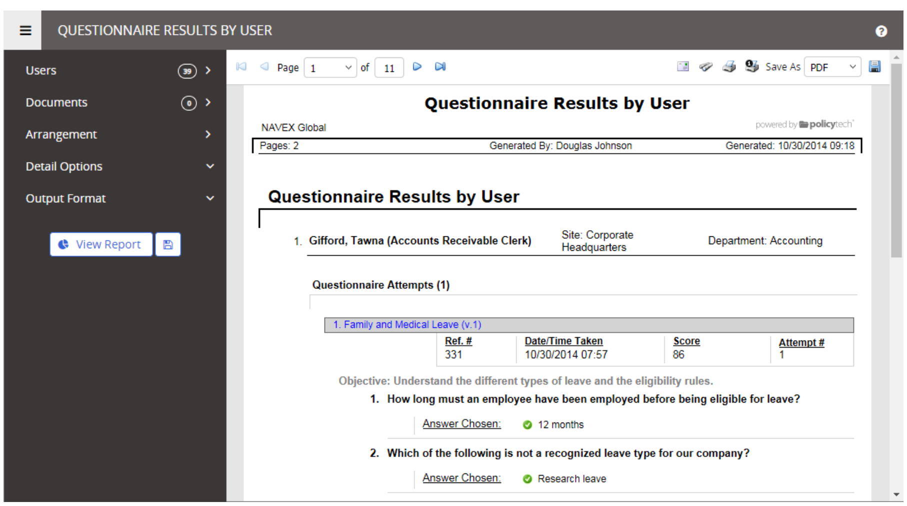
click **OK**.




**Note:** To access a saved report, click **Reports**, and then click **My Saved Reports**.

9. Click **View Report**.

   If you chose the **Standard** output format, the report opens in the viewing pane to the right where you can view the report, search within it, send it to another PolicyTech user, print all or part of it, and save it to disk in several different formats (see Working with a Finished Legacy Report for details). If the report contains links, click a document or questionnaire link to open that document/questionnaire in PolicyTech or click a user name to open another report specific to that user.



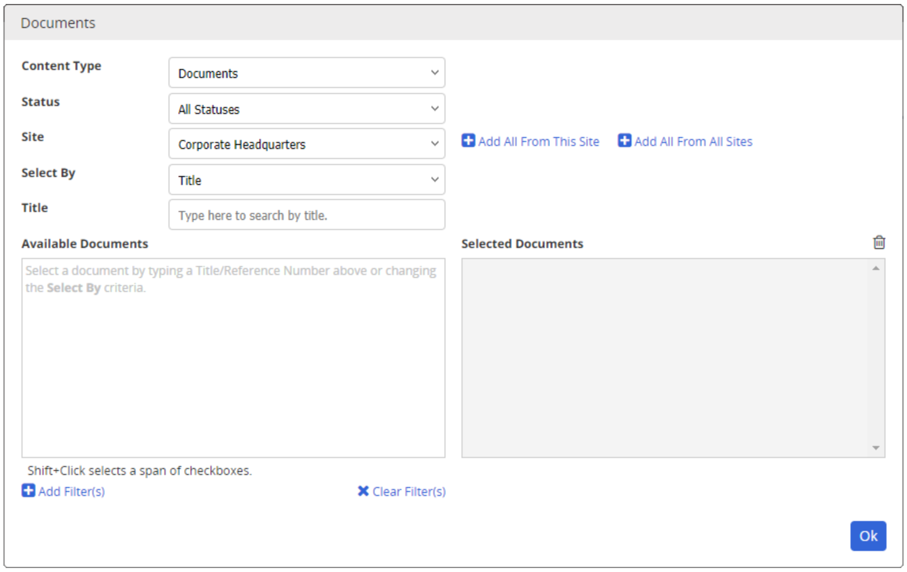

If you selected **Microsoft Excel Raw**, follow the prompts to download and open the Excel file.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Unique ID | First Name | Middle Name | Last Name | Job Title | Site | Department | Ref. # | Title (Version) | Version Number | Questionnaire Version | Date/Time Taken | Score | Objective | Attempt # | Question ID | Question | Answer ID | Answer | Correct? | Correct? |
| 2 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 1 | 1 | 39 | How long must an empl | 96 | 12 months | Yes | Yes |
| 3 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 2 | 1 | 40 | Which of the following is | 99 | Research leave | Yes | Yes |
| 4 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 3 | 1 | 41 | What is the maximum a | 102 | 12 weeks | Yes | Yes |
| 5 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 1 | 1 | 42 | True or false: A victim o | 105 | True | Yes | Yes |
| 6 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 2 | 1 | 43 | If you know in advance t | 109 | Both Human Re | Yes | Yes |
| 7 | tgifford | Tawna | | Gifford | Accounts | Corpo | Accounting | 331 | Family and Me | 1 | 1 | 10/30/2014 07:57 | 86% | 3 | 1 | 44 | If your leave was unfore | 112 | 21 | No | No |

Sheet1 Sheet2

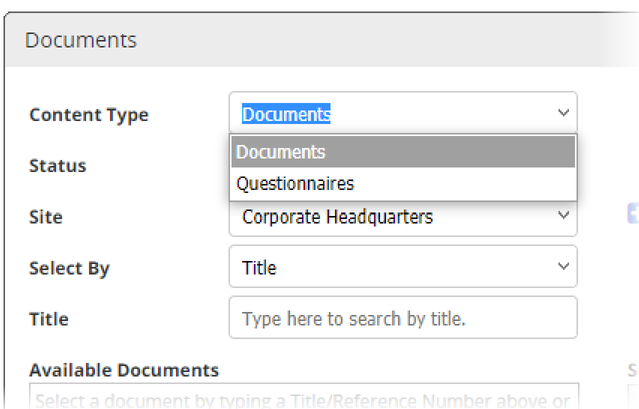
# Selecting Documents or Questionnaires

The steps that follow assume that you have already found and opened a document report or selected the **Custom Print** option, and that a window similar to the one below is displayed.

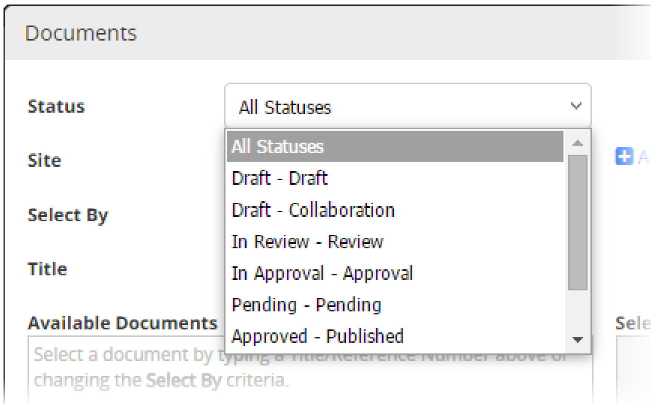



1. (Conditional) If a **Content Type** option is included, select **Documents** or **Questionnaires**.

**Note:** Selecting **Questionnaires** limits selectable items for the report to stand-alone questionnaires. The Questionnaire Module is an optional feature that may or may not be currently enabled in your PolicyTech system. (The **Questionnaires** option refers only to stand-alone questionnaires and not to questionnaires added inside a document.)



2. (Conditional) If a **Status** option is included, click the status of the documents or questionnaires you want included in the report or click **All Statuses**.

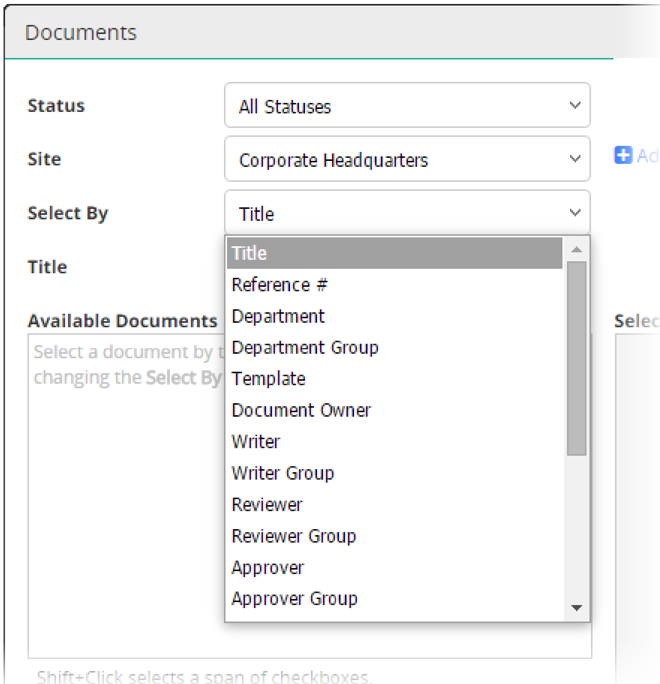



3. (Conditional) If your PolicyTech system includes multiple sites, select the site containing some or all of the documents/questionnaires you want included in the report.

**Notes:**

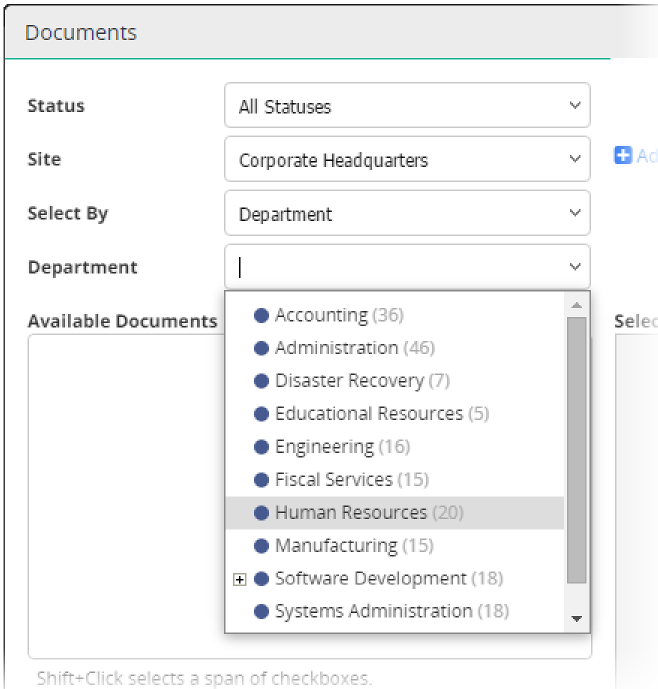
- To select all documents/questionnaires from the current site or from all sites, click **Add All From This Site** or **Add All From All Sites**, and then skip to step 5.
- After completing steps 2 through 6, repeat them to add documents/questionnaires from other sites.

4. In the **Select By** list, click an option for how you want to find documents/questionnaires.




5. The list below **Select By** changes, depending on your **Select By** choice. For example, if you choose to select documents/questionnaires by department, a list of departments appears below the **Select By** list.

   - If you selected **Title** or **Reference #**, move on to step 6.
   - If you chose any of the other **Select By** options, in the list below **Select By** click an item to display all documents/questionnaires assigned to that item. For example, if you chose **Department** for **Select By**, click a department to display all documents/questionnaires assigned to that department.

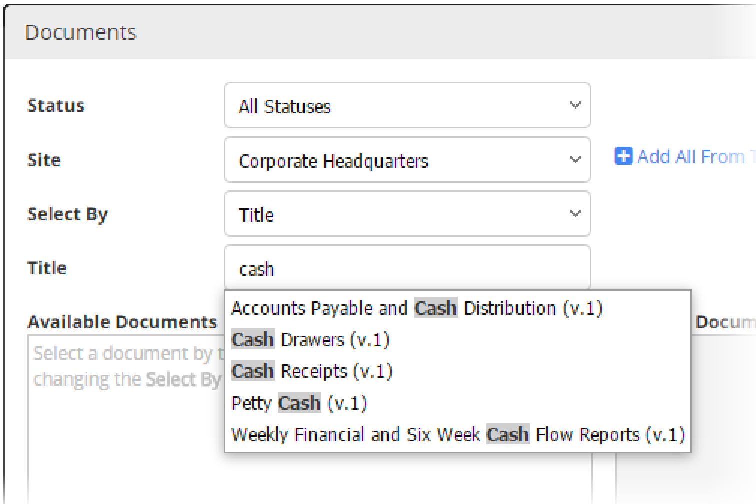



6. (Optional) To narrow a long list of available documents/questionnaires, add one or more filters (see Adding Document Filters below for details).

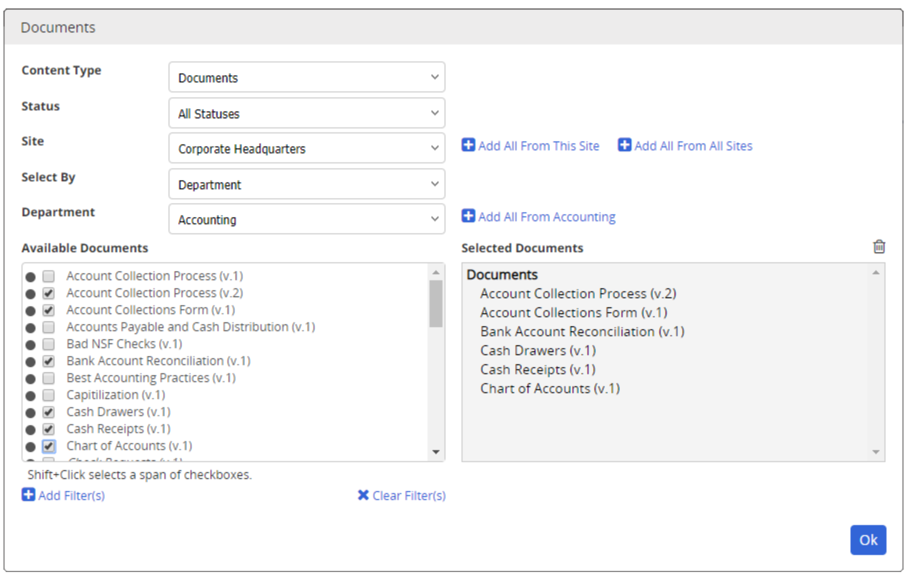
7. Do one of the following to select documents/questionnaires:

   - If you chose **Title** or **Reference #** for **Select By**, start typing some text that you believe is in a title or reference number. When you've typed at least three characters, a list appears of titles or reference numbers matching what you've typed. Continue typing if you need to narrow the list. As soon as you see the title or reference number you want, click it.

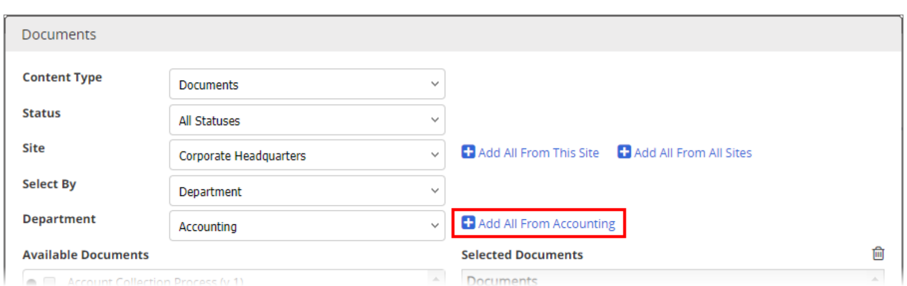
**Note:** Unlike other **Select By** options, the **Title** and **Reference #** options limit you to selecting documents/questionnaires one at a time.




- Select individual documents/questionnaires from the **Available Documents** list.



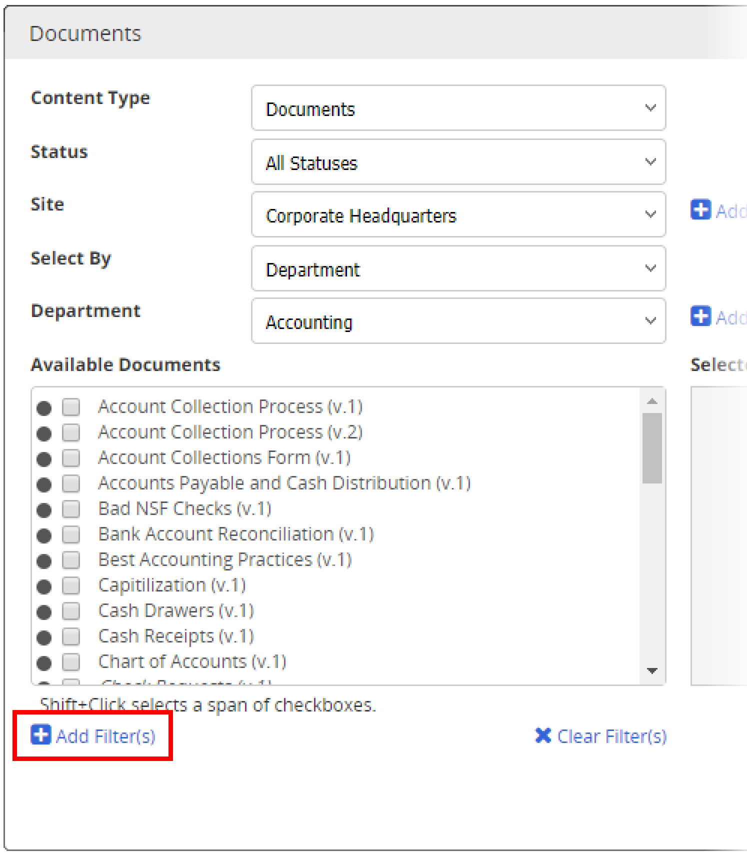

- To quickly add all from the **Available Documents** list, click **Add All From [*Select By item*]**.



- Click **Add All From This Site**.
- Click **Add All From All Sites**.

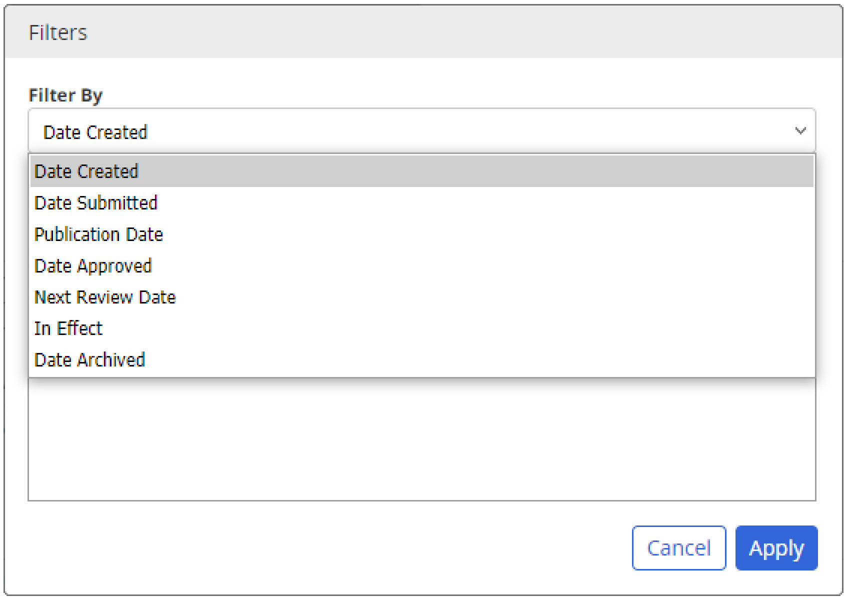
## Adding Document Filters

1. With a list of documents or questionnaires displayed in the **Available Documents** window, click **Add Filter(s)**.

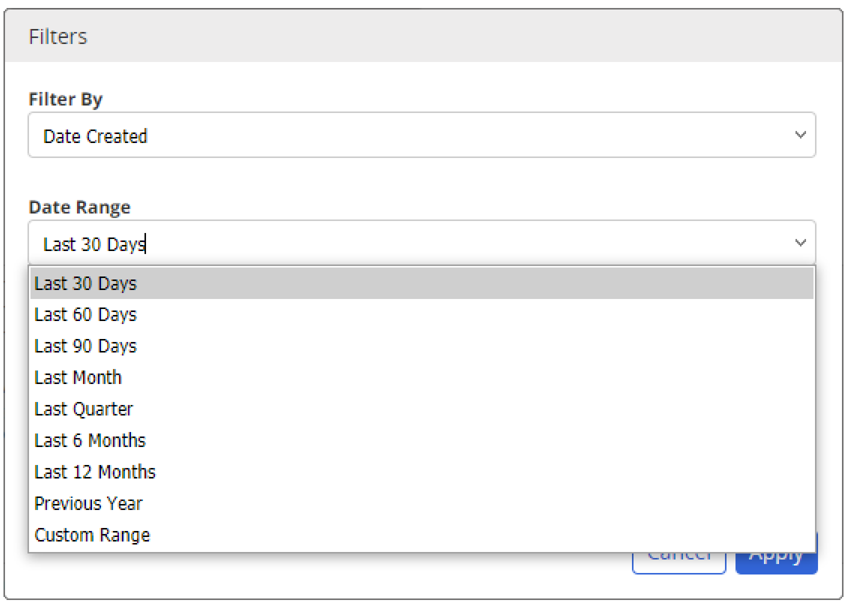



2. For **Filter By**, click an option.

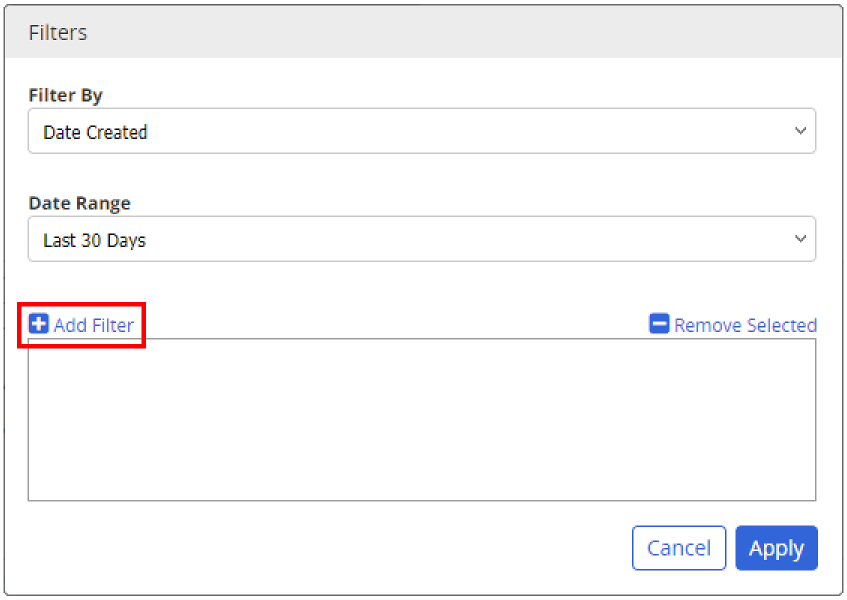
**Important:** In some reports, a **Filter By** option is preselected and not changeable.




3. For **Date Range**, click an option.




4. Click **Add Filter**.



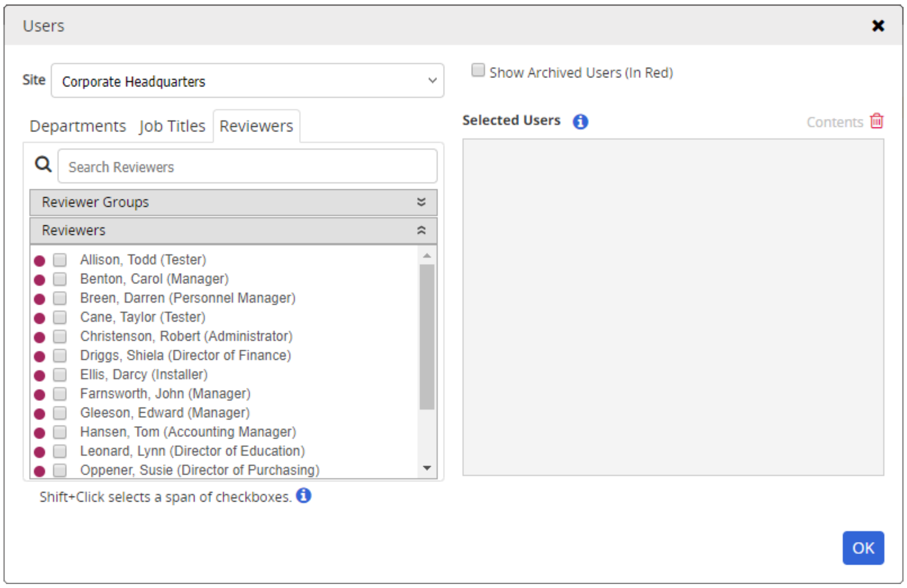

5. (Optional) Repeat steps 2 through 4 to add another filter to work in combination with the first filter you added. For example, you might want to filter for only those documents/questionnaires that were created within the last 90 days and that were published within the last 30 days.
6. Click **Apply**.

**Note:** To clear any applied filters, below the **Available Documents** box, click **Clear Filter(s)**.

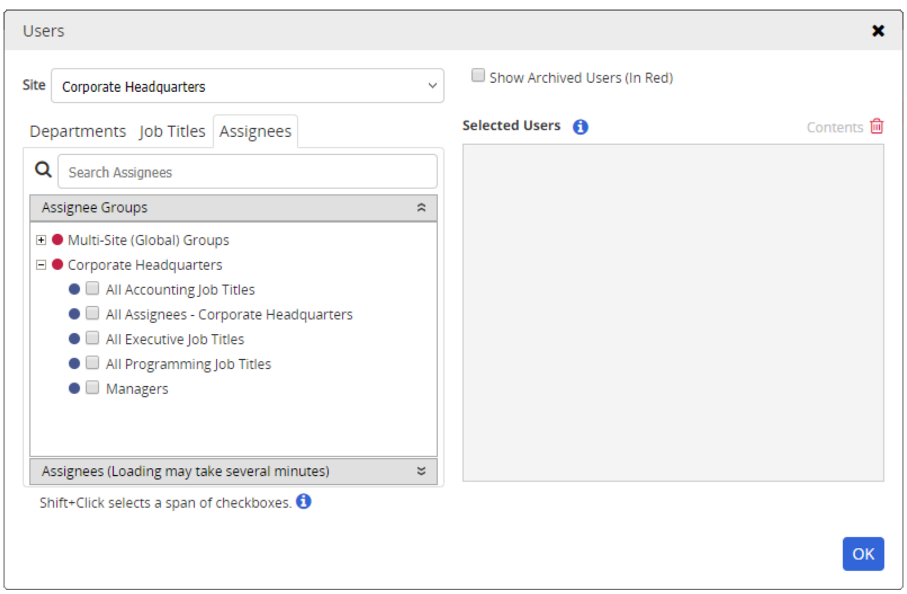
# Selecting Users

The steps that follow assume that you have already found and opened a user report and that you see a window similar to the one of the three windows displayed below. The window you first see when you select a report depends on which report it is.

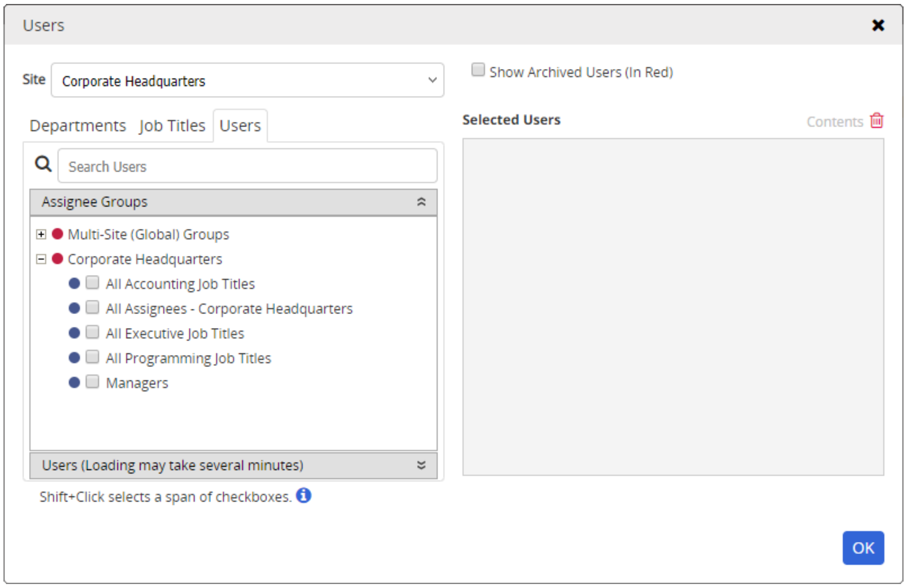
Some reports show a list of users with a specific role (document owners, writers, reviewers, or approvers).




Several reports show a list of assignee groups.

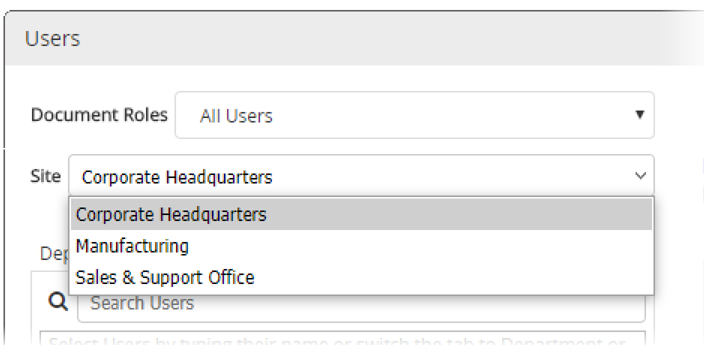



And several reports show the user search tool.

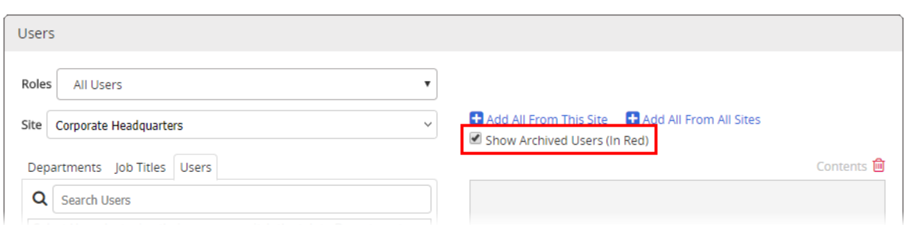



1. If your PolicyTech system has multiple sites, select the site containing some or all of the users you want included in the report.

**Note:** After finishing these steps, repeat them to add users from other sites.




2. (Optional) To include archived users in whatever you select next in step 3, select **Show Archived Users**. An example of when this might be useful is when you're running a report for a specific time period, and a user was with the organization during that period but has since left and has been archived.




3. Do any of the following:

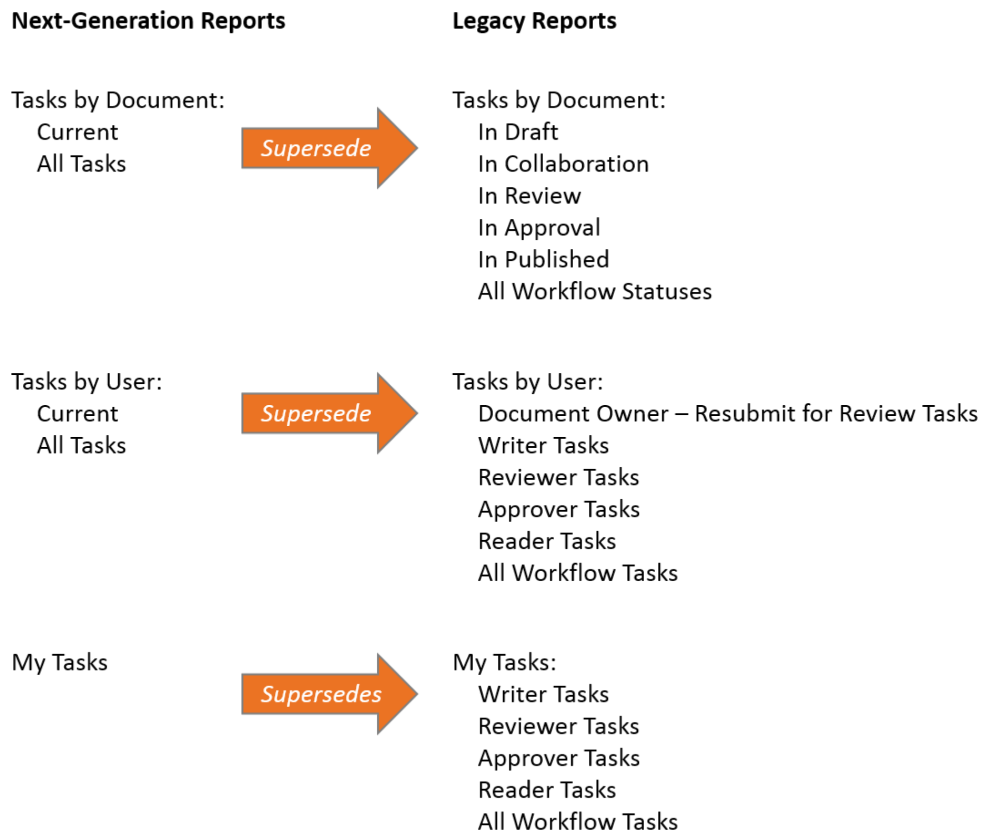
- On the **Users** tab, start typing text that is anywhere in a user's first or last name. As soon as you see the name, click it.

**Note:** Unlike the other user selection methods, searching for users limits you to selecting one user at a time.

- On all other tabs (**Writers**, **Reviewers**, **Approvers**, **Assignees**, **Document Owners**, **Departments**, or **Job Titles**), select one or more users, departments or job titles; or click the **Groups** bar and select one or more groups.
- Click **Add All From This Site**.
- Click **Add All From All Sites**.

# Transitioning to Next-Generation Reports

The release of PolicyTech version 9.6 introduced the next generation of task reports and the first phase of legacy report replacement, as shown below.

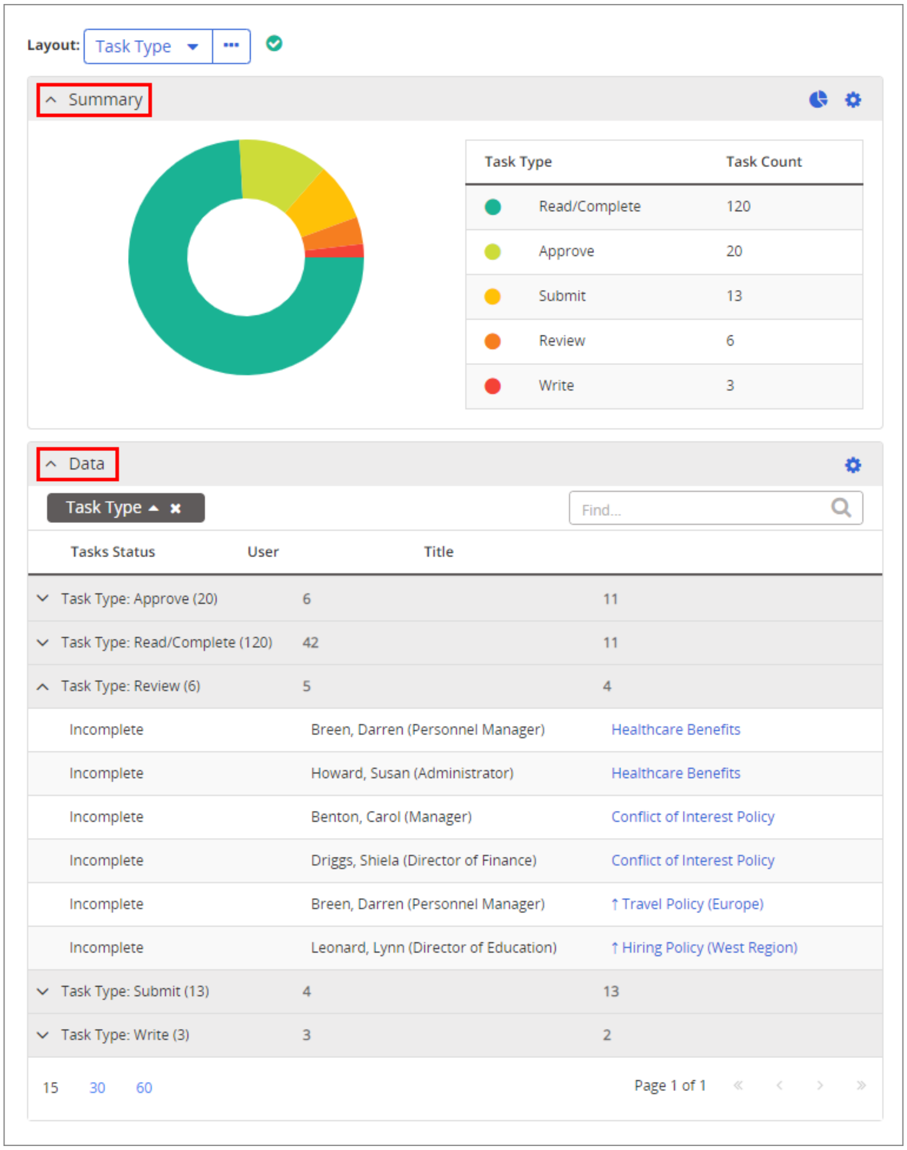



**Note:** Replaced reports will continue to be available for a time in the **Superseded Reports** section.

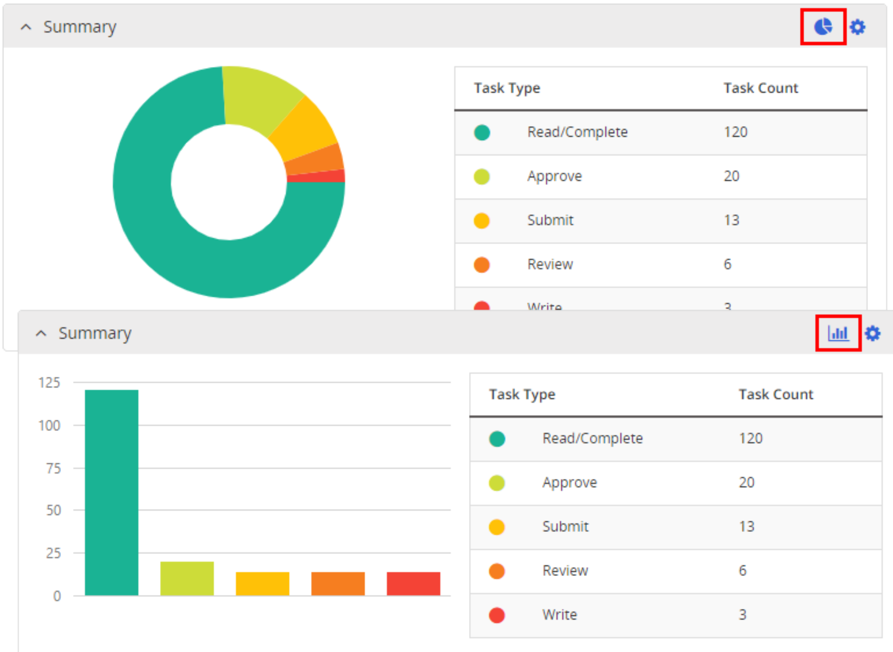
## Static vs. Dynamic Report Results

In legacy reports, all report customization and manipulation is done using report settings, with the report results generated as a static document. In next-generation reports, you set a minimum of report options, such as selecting the documents and users to include and adjusting a few basic settings, to generate report results that act as an initial framework.

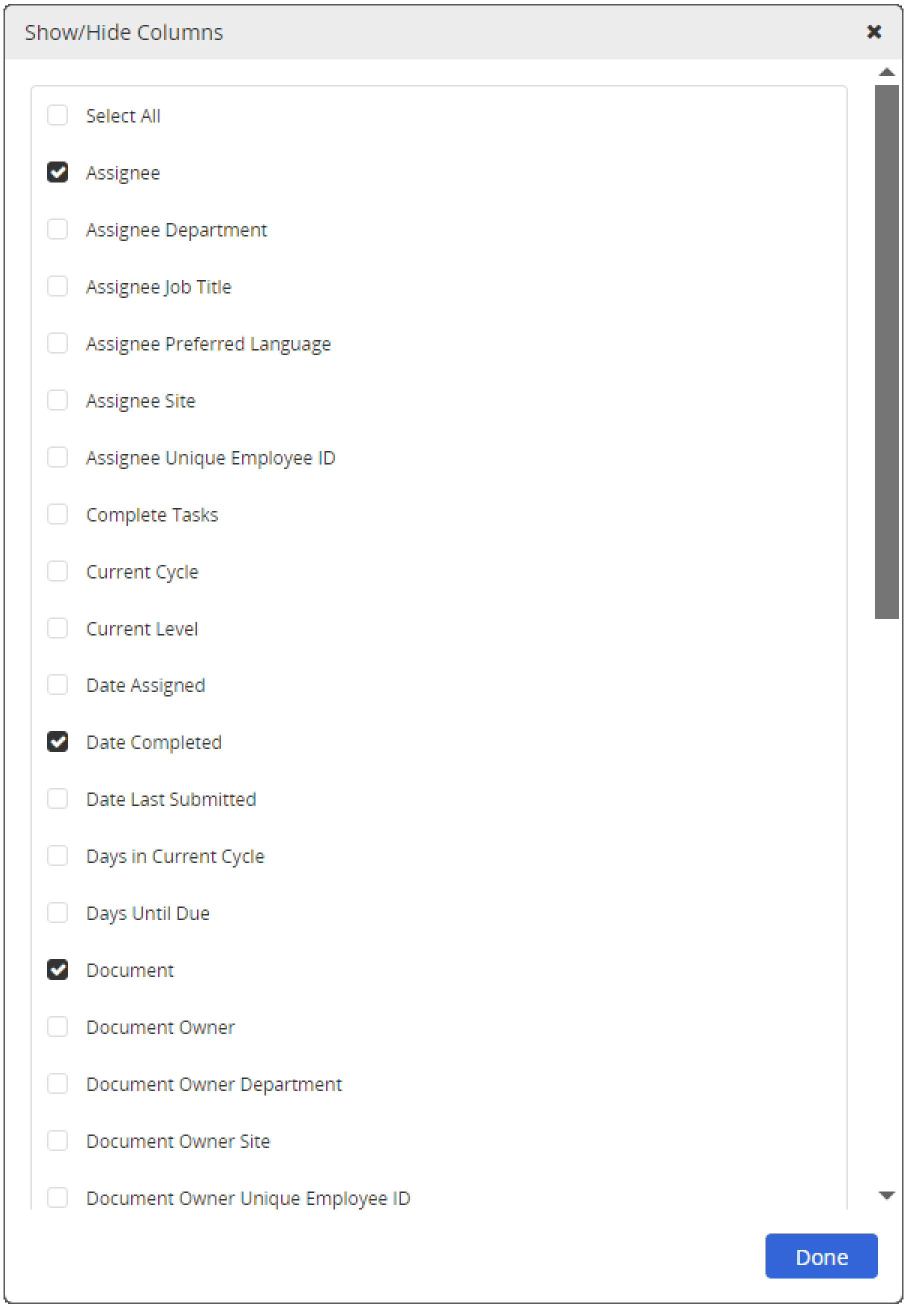
The results of a next-generation report consist of a **Summary** and a **Data** pane, each of which is dynamically customizable to show precisely the information you need.



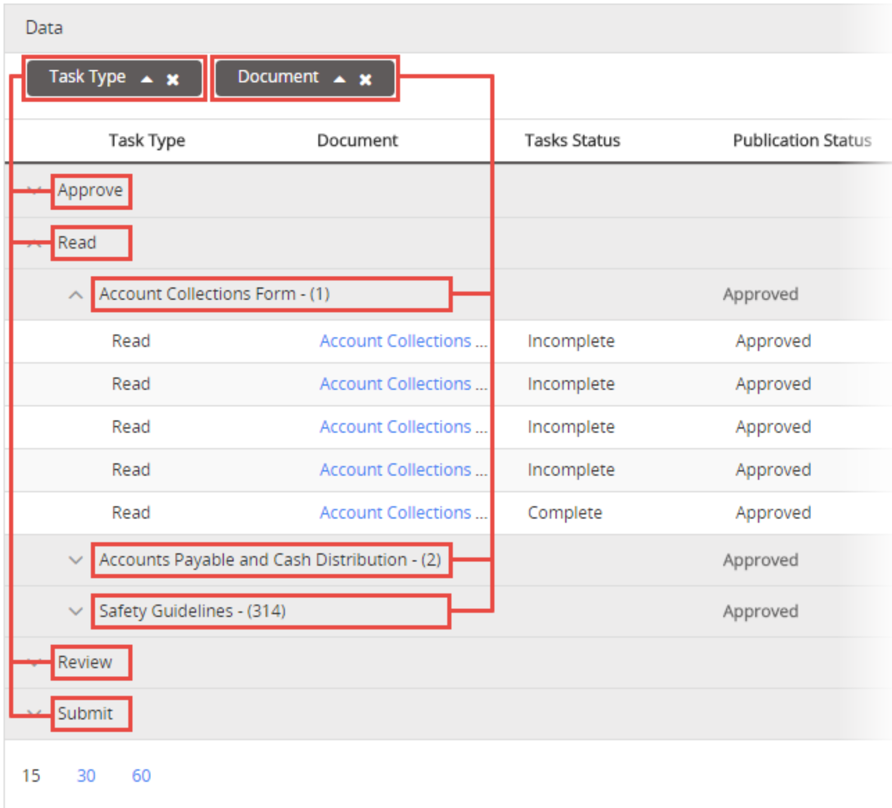

In the **Summary** pane, you can select a chart type and click on a chart or table section to immediately filter the results in the **Data** pane.



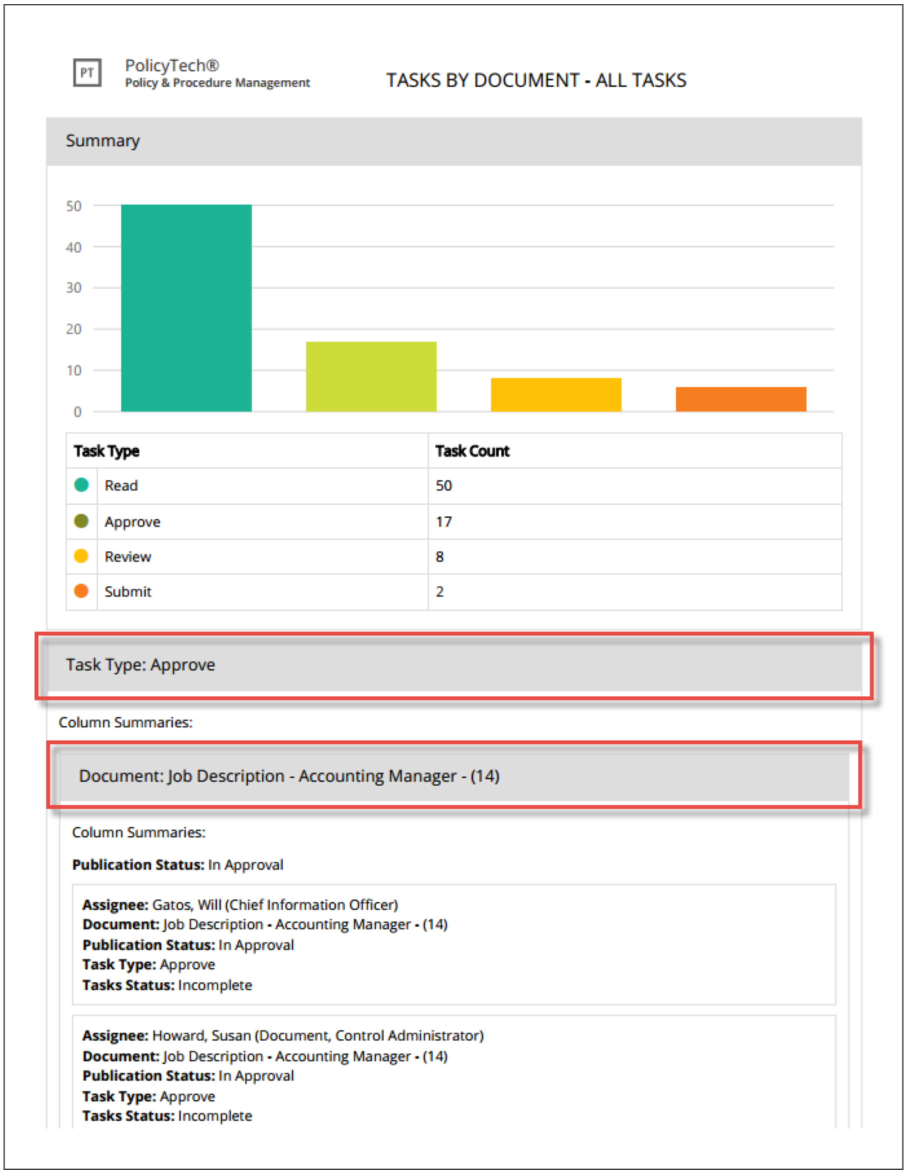

In legacy reports, the data layout is predefined, and you have a relatively limited number of options for controlling which pieces of data to include and how to arrange them. Next-generation report data is shown in a dynamic grid in which you can size, rearrange, and sort columns, filter column data, and choose from dozens of columns to include, as compared to the two or three optional columns in legacy reports.




You can also organize the data into groupings by simply dragging column headings into the grouping bar and then arranging them. For example, you might want to group data first by task assignee, and then by task type, and then by document title. Each grouping becomes an expandable section heading within the **Data** pane.




The groupings also become sections in the printed or saved report.




## Recreating Superseded Report Results in a Next-Generation Report

If you've used superseded reports and want to produce approximately the same results in a next-generation report, refer to the following sections:

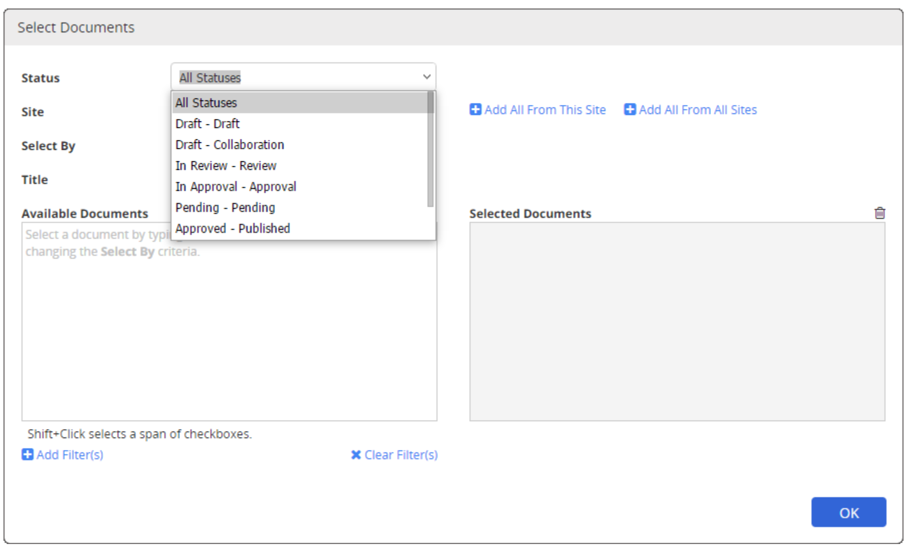
- Recreating a Superseded Tasks by Document Report
- Recreating a Superseded Tasks by User Report
- Recreating a Superseded "My Tasks & Questionnaires" Report

## Recreating a Superseded Tasks by Document Report

Follow these instructions to recreate any of the following superseded Tasks by Document reports:

- In Draft
- In Collaboration
- In Review
- In Approval
- In Published
- All Workflow Statuses

1. Click **Reports**, click **Tasks by Document**, and then click **Tasks by Document - Current**.
2. In **Select Documents**, for **Status**, select the status corresponding with the title of the legacy report you want to recreate. For example, if you're recreating the In Review report, select **In Review - Review**.




3. Select documents as you normally would (see Selecting Documents), and then click **OK**.

   Some of the report options have different names than those in the legacy report. Also, some of the options you used to set before viewing the report you'll now set after viewing the report.
4. If you want to limit the documents to only those assigned to specific users, click **Users**, click **Custom Selection**, and then select users as you would for user-based report (see Selecting Users).

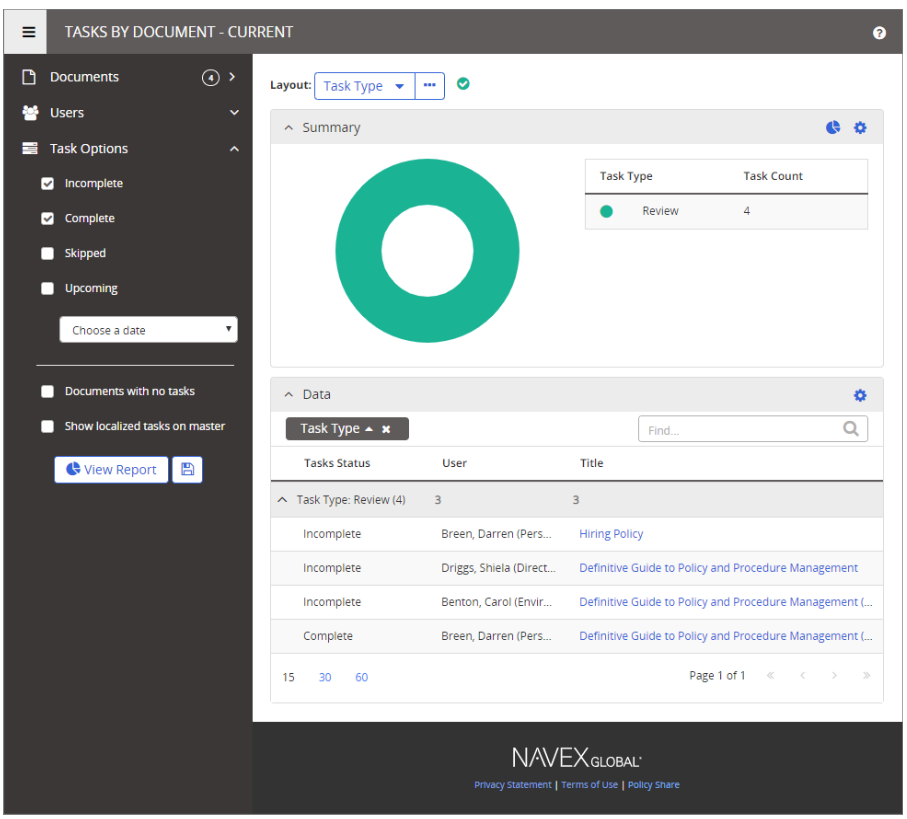
**Note:** In the legacy report, the **Custom Selection** option for users is under **Detail Options**, under **Include Document Details**.

5. Under **Task Options**, select the types of tasks whose assigned documents you want included in the report.

**Notes:**

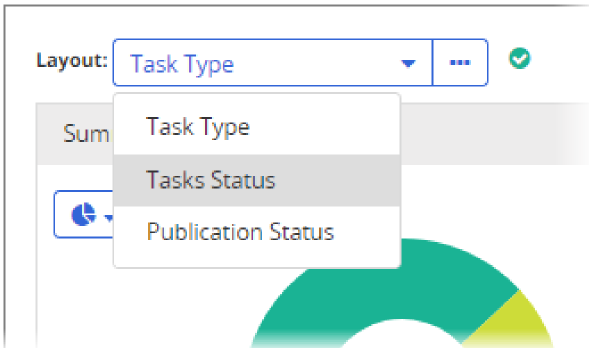
- **Incomplete** and **Complete** are selected by default, whereas, in the legacy report, **Only Incomplete Tasks** is selected by default.
- While there was the **Only Overdue Tasks** option in the legacy report, in this report you can see which tasks are overdue by adding the **Due Status** column to the data grid after clicking **View Report**.
- In the legacy report, if you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, you are given the option of specifying a date range. In this next-generation report, you can specify a date range by applying a **Between** filter to a date column in the **Data** grid after clicking **View Report**.

6. Click **View Report**.




7. For **Layout**, select **Task Status**.

The new **Layout** option determines what type of information appears by default in the **Summary** pane and how the grid is organized and grouped by default in the **Data** pane. For the **Data** pane, The **Task Status** layout groups report data first by document and then by task status, just as in the legacy report.




8. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).

**Notes:**

- There is no **Include Graphs** option in next-generation reports; the chart portion of the **Summary** pane is always displayed.
- Unlike in the legacy report, the chart in this report is a visual representation of the table data in the **Summary** pane.
- The **Summary** table has been simplified and is different for each **Layout** option.
- Some of the summary table headings in the legacy report are no longer shown in any of this report's **Summary** tables. However, some of the legacy table headings can be added to this next-generation report's **Data** grid using **Show/Hide Columns**.

9. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

**Notes:**

- Much of the summary information shown in the legacy report below each document title can be added to this report's **Data** grid using **Show/Hide Columns**.
- The default task columns in the legacy report are not the same as those in this report's **Data** grid. Use **Show/Hide Columns** to select the columns you want in the report.

10. (Optional) To save all of the report's current document and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.

11. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Recreating a Superseded Tasks by User Report

Follow these instructions to recreate any of the following superseded Tasks by User reports:

- Writer Tasks
- Reviewer Tasks
- Approver Tasks
- Reader Tasks
- Document Owner - Resubmit for Review Tasks
- All Workflow Tasks

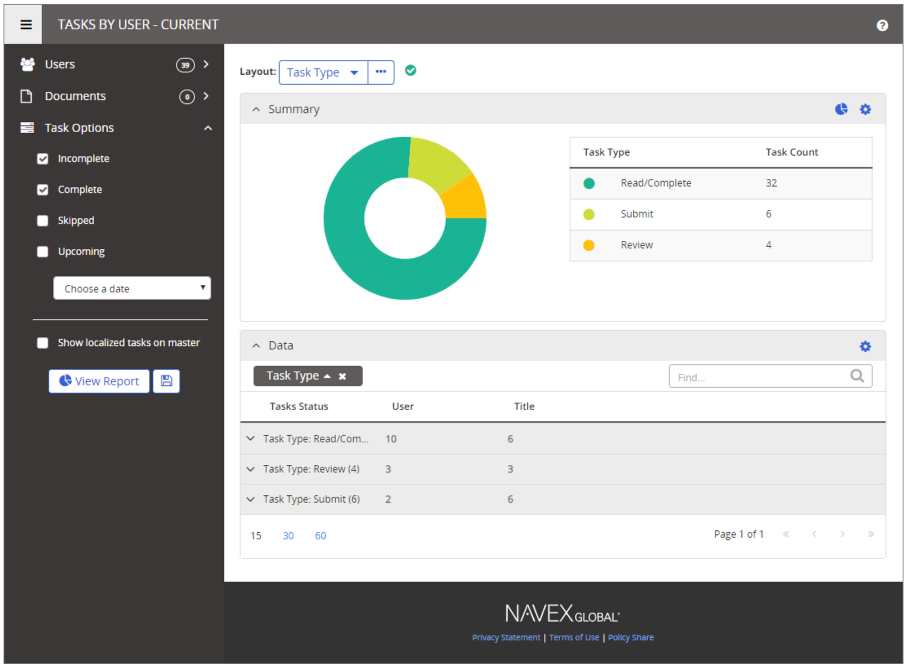
1. Click **Reports**, click **Tasks by User**, and then click **Tasks by User - Current**.
2. Select users as you normally would (see Selecting Users), and then click **OK**.

   Some of the report options have different names than those in the legacy report. Also, some of the options you used to set before viewing the report you'll now set after viewing the report.
3. If you want to limit the users to only those assigned to specific documents, click **Documents**, and then select documents as you would for document-based report (see Selecting Documents).
4. Under **Task Options**, select the types of tasks whose assigned users you want included in the report.

**Notes:**

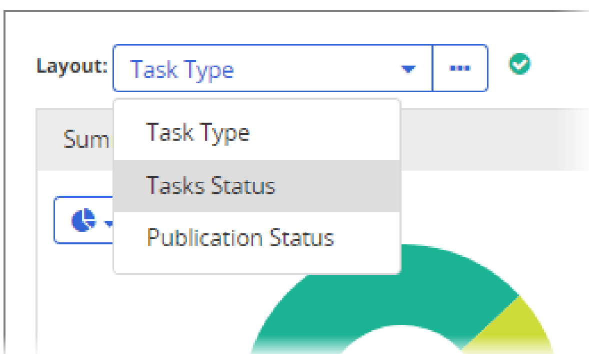
- **Incomplete** and **Complete** are selected by default, whereas, in the legacy report, **Only Incomplete Tasks** is selected by default.
- While there was the **Only Overdue Tasks** option in the legacy report, in this report you can see which tasks are overdue by adding the **Due Status** column to the data grid after clicking **View Report**.
- In the legacy report, if you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, you are given the option of specifying a date range. In this next-generation report, you can specify a date range by applying a **Between** filter to a date column in the **Data** grid after clicking **View Report**.

5. Click **View Report**.




6. For **Layout**, select **Task Status**.

The new **Layout** option determines what type of information appears by default in the **Summary** pane and how the grid is organized and grouped by default in the **Data** pane. For the **Data** pane, The **Task Status** layout groups report data first by assignee and then by task status, just as in the legacy report.




7. Choose how you want information in the **Summary** pane displayed (Working with the Summary Pane).

**Notes:**

- There is no **Include Graphs** option in next-generation reports; the chart portion of the **Summary** pane is always displayed.
- Unlike in the legacy report, the chart in this report is a visual representation of the table data in the **Summary** pane.
- The **Summary** table has been simplified and is different for each **Layout** option.

- Some of the summary table headings in the legacy report are no longer shown in any of this report's **Summary** tables. However, some of the legacy table headings can be added to this next-generation report's **Data** grid using **Show/Hide Columns**.

8. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

**Notes:** The default task columns in the legacy report are not the same as those in this report's **Data** grid. Use **Show/Hide Columns** to select the columns you want in the report.

9. (Optional) To save all of the report's current document and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.
10. (Optional) Print or save the current report results (see Printing or Saving Report Results).

## Recreating a Superseded "My Tasks & Questionnaires" Report

Follow these instructions to recreate any of the following superseded Tasks by User reports:

- Writer Tasks
- Reviewer Tasks
- Approver Tasks
- Reader Tasks
- All Workflow Tasks

1. Click **Reports**, click **My Tasks & Questionnaires**, and then click **My Tasks**.

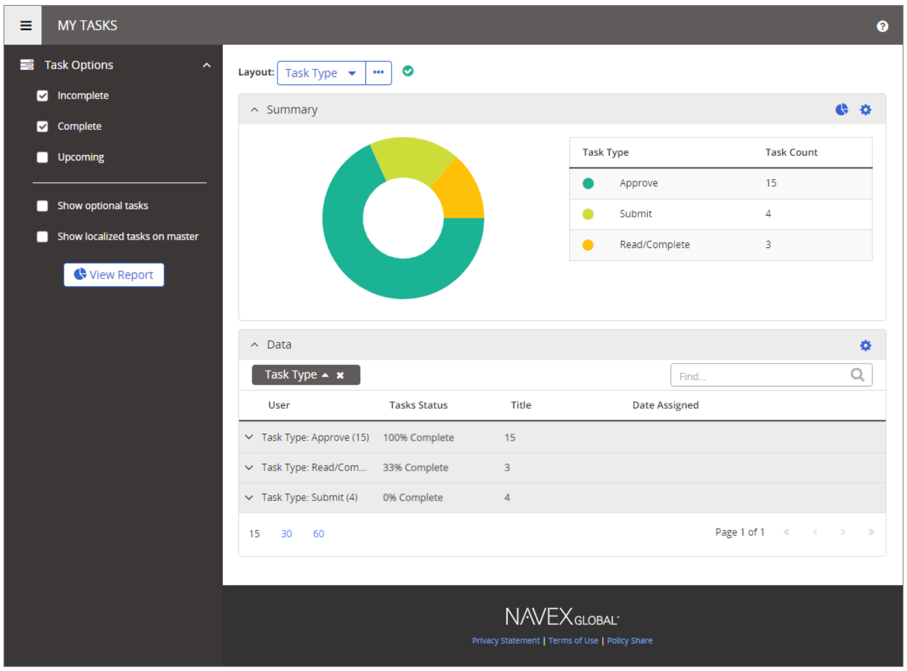
   Some of the report options have different names than those in the legacy report. Also, some of the options you used to set before viewing the report you'll now set after viewing the report.
2. Under **Task Options**, select the types of tasks whose assigned users you want included in the report.

**Notes:**

- **Incomplete** and **Complete** are selected by default, whereas, in the legacy report, **Only Incomplete Tasks** is selected by default.
- While there was the **Only Overdue Tasks** option in the legacy report, in this report you can see which tasks are overdue by adding the **Due Status** column to the data grid after clicking **View Report**.

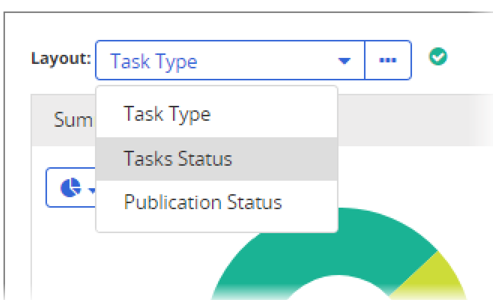
- In the legacy report, if you select **Only Complete Tasks** or **Incomplete and Complete Tasks**, you are given the option of specifying a date range. In this next-generation report, you can specify a date range by applying a **Between** filter to a date column in the **Data** grid after clicking **View Report**.

3. Click **View Report**.




4. For **Layout**, select **Task Status**.

The new **Layout** option determines what type of information appears by default in the **Summary** pane and how the grid is organized and grouped by default in the **Data** pane. For the **Data** pane, The **Task Status** layout groups report data by task status, just as in the legacy report.




5. Choose how you want information in the **Summary** pane displayed ([Working with the Summary Pane](#)).

**Notes:**

- There is no **Include Graphs** option in next-generation reports; the chart portion of the **Summary** pane is always displayed.
- Unlike in the legacy report, the chart in this report is a visual representation of the table data in the **Summary** pane.
- The **Summary** table has been simplified and is different for each **Layout** option.
- Some of the summary table headings in the legacy report are no longer shown in any of this report's **Summary** tables. However, some of the legacy table headings can be added to this next-generation report's **Data** grid using **Show/Hide Columns**.

6. Customize the **Data** grid to show only the data you need in the way you want it represented (Working with the Data Pane).

**Notes:** The default task columns in the legacy report are not the same as those in this report's **Data** grid. Use **Show/Hide Columns** to select the columns you want in the report.

7. (Optional) To save all of the report's current document and user selections, option settings, and customizations for future use, click , type a name and description, and then click **OK**.
8. (Optional) Print or save the current report results (see Printing or Saving Report Results).

# Working with Next-Generation Report Results

**Important:** This section is for working with the results of the following next-generation, dynamic grid reports:

- My Tasks
- Tasks by Document - Current
- Tasks by Document - All Tasks
- Tasks by User - Current
- Tasks by User - All Tasks

For help with any other report, see Working with a Finished Legacy Report.

Once you've generated a report (clicked **View Report**), you can customize and use the report results in the following ways.

Working with Report Layouts

Working with the Summary Pane

Working with the Data Pane

Exporting Report Results

Printing or Saving a Report

## Working with Report Layouts

A layout is a set of default filters, data column arrangements, groupings, and summary representations that focus on a particular aspect of the task data. Layouts apply to both the **Summary** and **Data** panes.

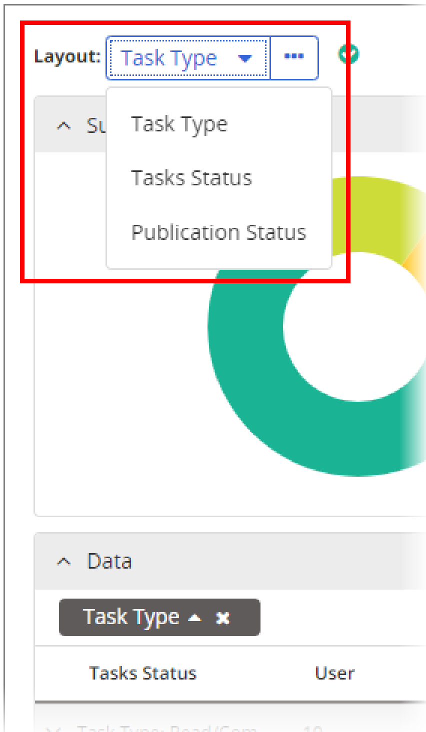
You can select a preset system layout or create and save a custom layout.

### Selecting a System Layout Option

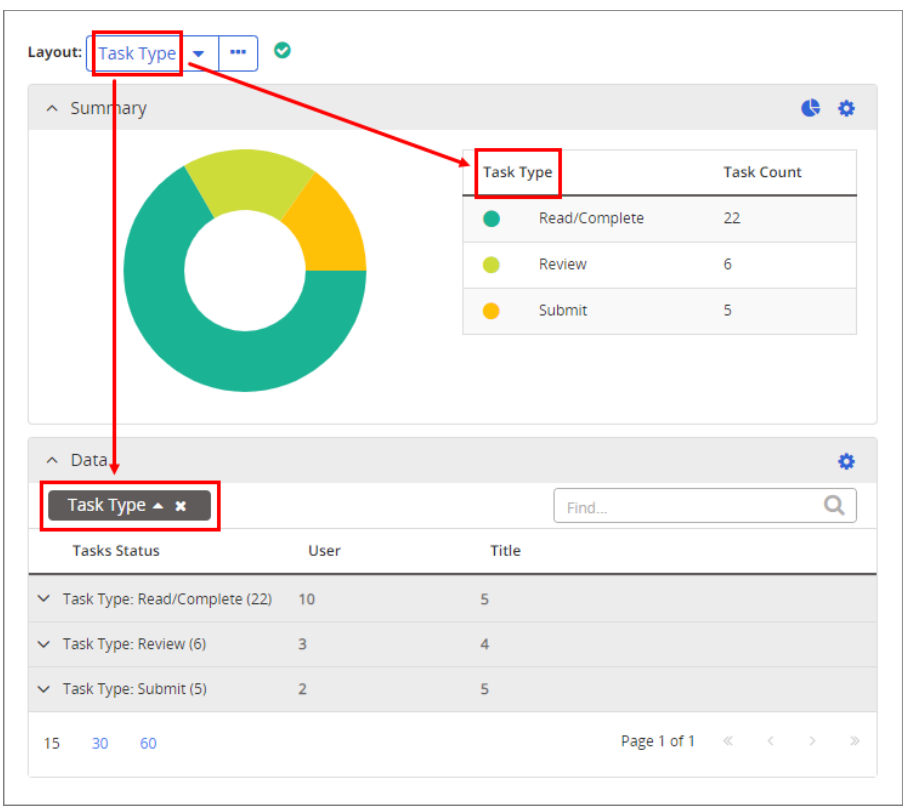
The available standard layouts depend on the type of report you're working with—a task report or a questionnaire report.

#### Task Report Layouts

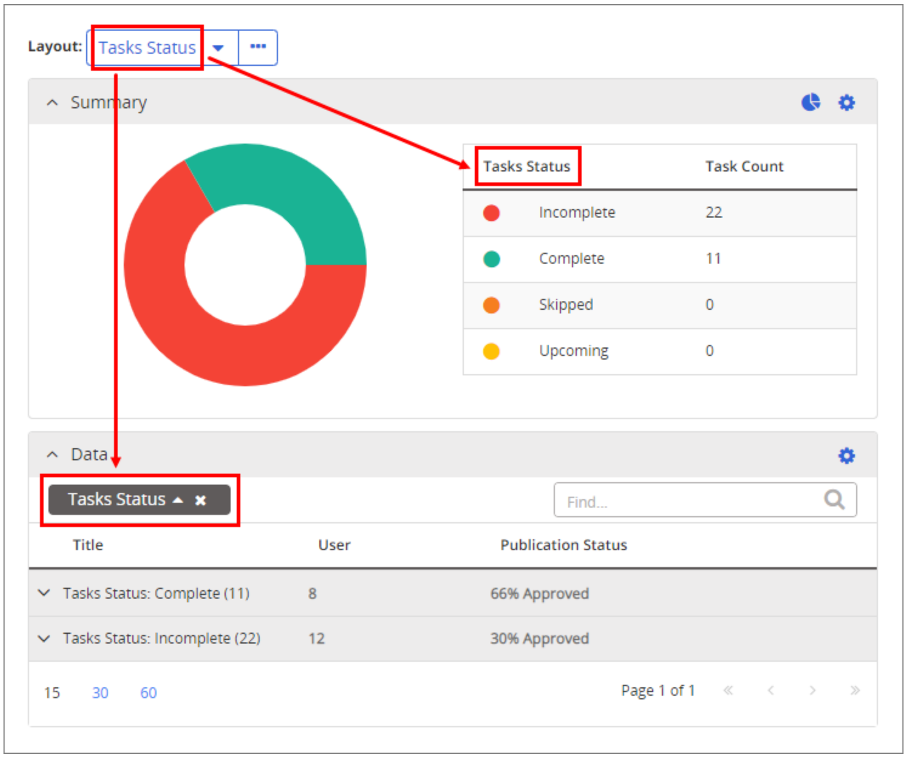
With report results displayed, for **Layout**, click **Task Type**, **Task Status**, or **Publication Status**.



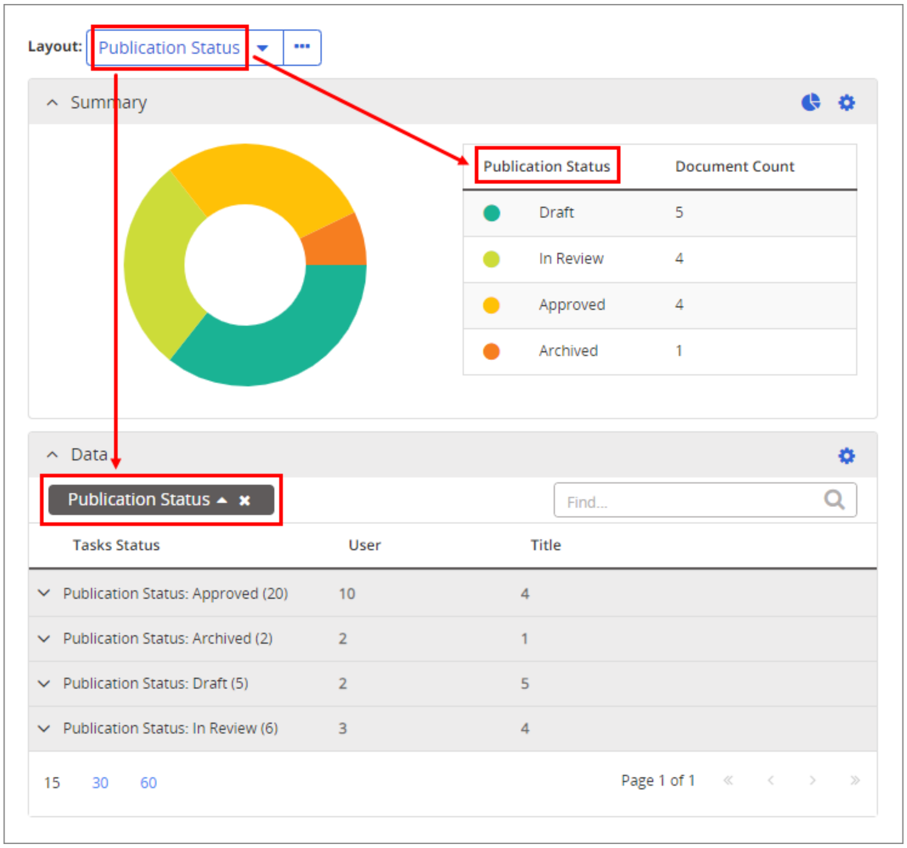

**Task Type** organizes and represents data primarily by the types of tasks—such as Read/Complete, Review, and Approve—assigned to the selected documents/questionnaires or users.



**Task Status** organizes and represents data primarily by whether the assigned tasks are incomplete or complete.




**Publication Status** organizes and represents data primarily by the workflow status—Draft, Collaboration, Review, Approval, Pending, Approved, and Archived)—the selected documents/questionnaires or active user tasks are in.




## Questionnaire Report Layouts

The layouts available in questionnaire reports vary by report. See the following sections for details on each available standard layout:

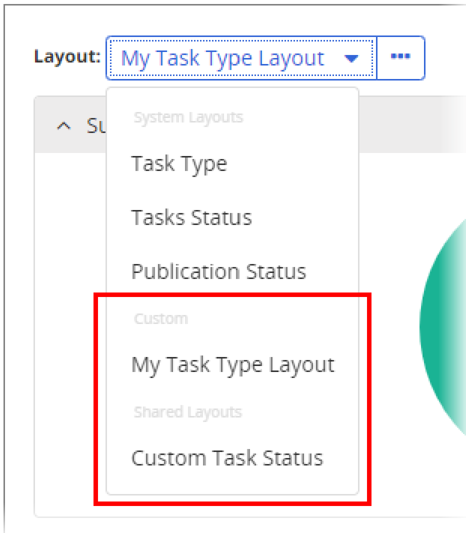
Questionnaire Results by Document

Questionnaire Results by User

Questionnaire Statistics

## Selecting a Custom or Shared Report Layout

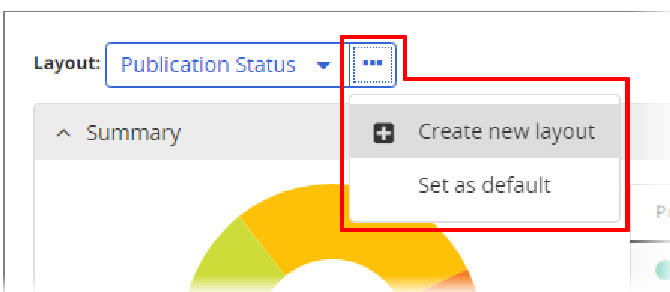
You can also select a report layout you previously saved (see Creating a Custom Report Layout) or one that another user has saved and shared. Layouts you save appear in the **Custom** area of the **Layout** menu, and layouts others have saved and shared appear in the **Shared Layouts** area.



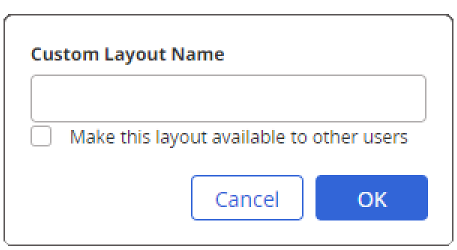

## Creating a Custom Report Layout

1. After clicking **View Report**, use any available customization options in both the **Summary** pane (see Working with the Summary Pane) and **Data** pane (see Working with the Data Pane) of task reports or in the **Data** pane (see Working with the Data Pane) of questionnaire reports to create the report layout.

2. To the right of the **Layout** menu, click , and then click **Create new layout**.



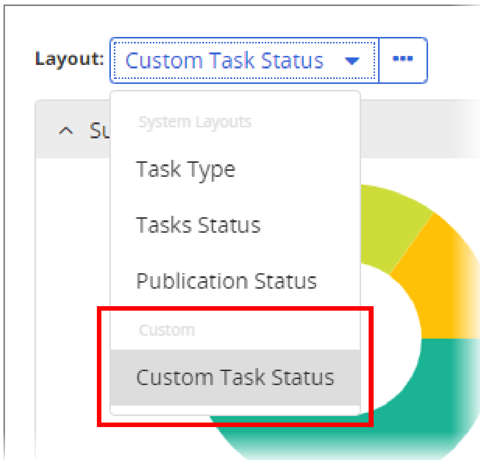

3. Type a layout name.



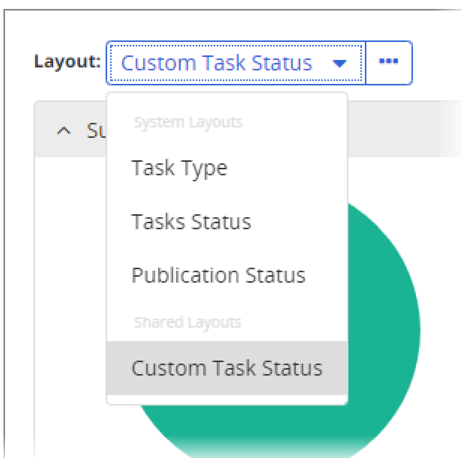

4. (Optional) To enable other report users to select this layout, select **Make this layout available to other users**.

5. Click **OK**.

   Your custom layout now appears as an option in the **Custom** area of the **Layout** menu.

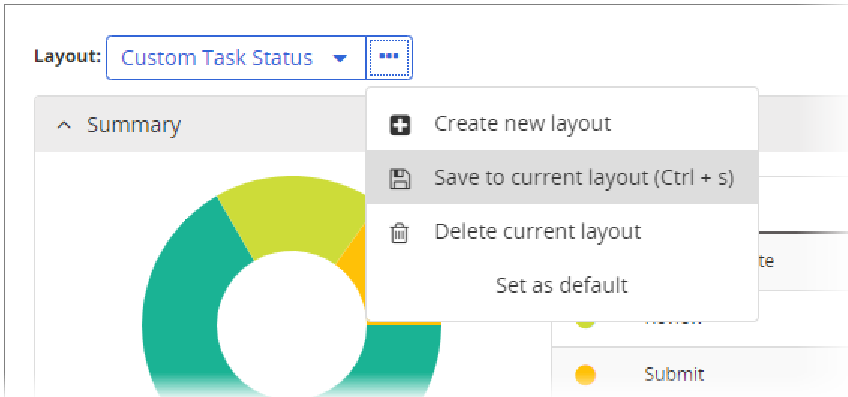



   If you selected **Make this layout available to other users**, other users will see the layout in the **Shared Layouts** area of the **Layout** menu.




## Modifying or Deleting a Custom Report Layout

1. For **Layout**, select the custom layout you want to modify or delete.
2. Do one of the following:
   - Make modifications to the **Summary** and **Data** pane layouts. Then, to the right of the **Layout** menu, click , and then click **Save to current layout**.



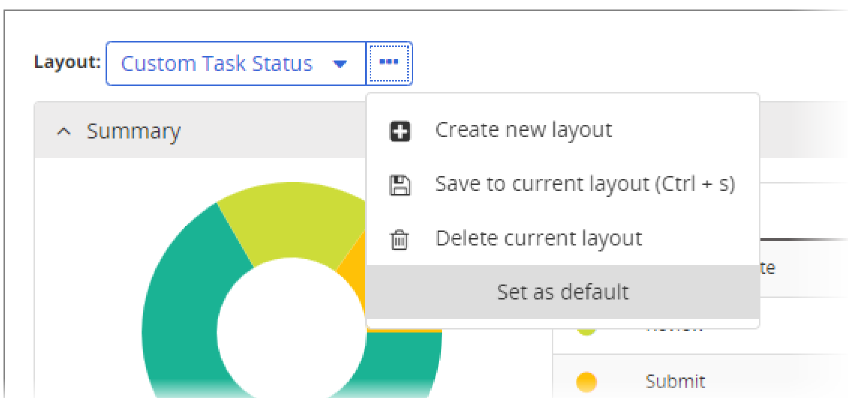

- To the right of the **Layout** menu, click , and then click **Delete current layout**.

## Setting a Default Report Layout

The default layout is the one that will be applied each time in the future you open this report and click **View Report** the first time.

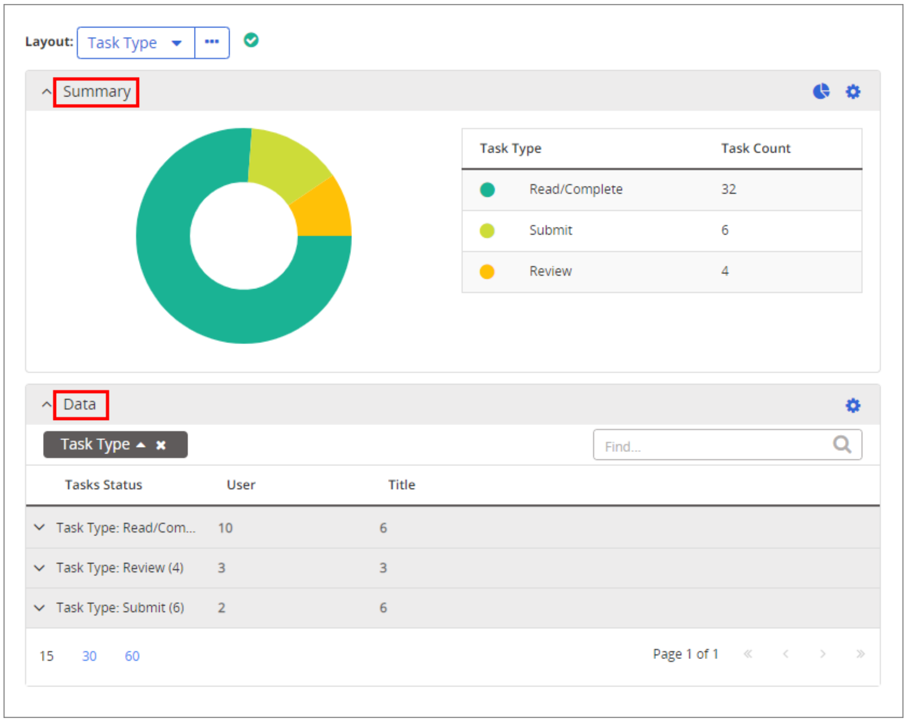
1. For **Layout**, select the system or custom layout you want to set as this report's default.

2. To the right of the **Layout** menu, click , and then click **Set as default**.




## Working with the Summary Pane

When you click **View Report** in a next-generation tasks report, the results are displayed in two major divisions called the **Summary** pane and the **Data** pane.

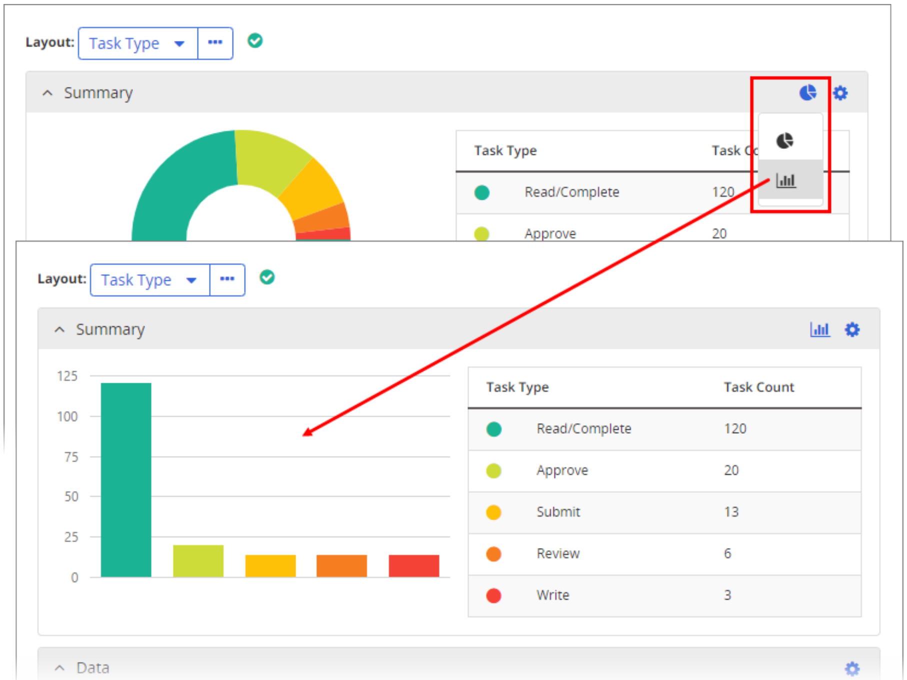



The **Summary** pane contains a chart and a table of data pertaining to the current report layout (see Working with Report Layouts). You can modify or use the **Summary** pane in the following ways.

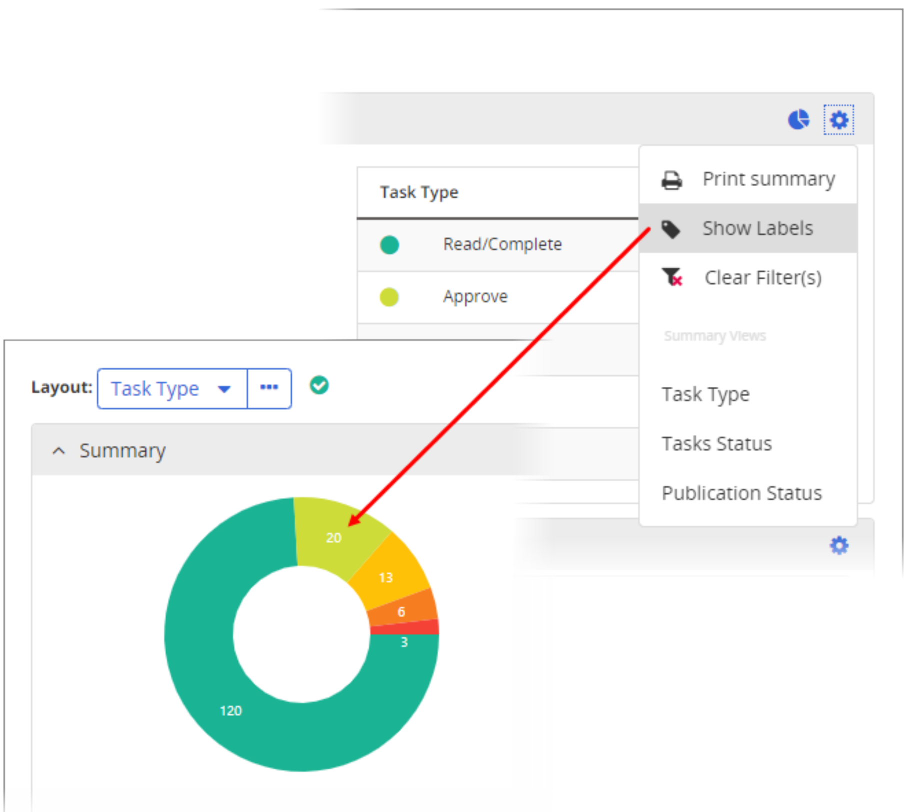
> **Note:** You can save changes you make to the **Summary** and **Data** panes by creating a custom layout (see Working with Report Layouts).

## Changing the Chart Type and View

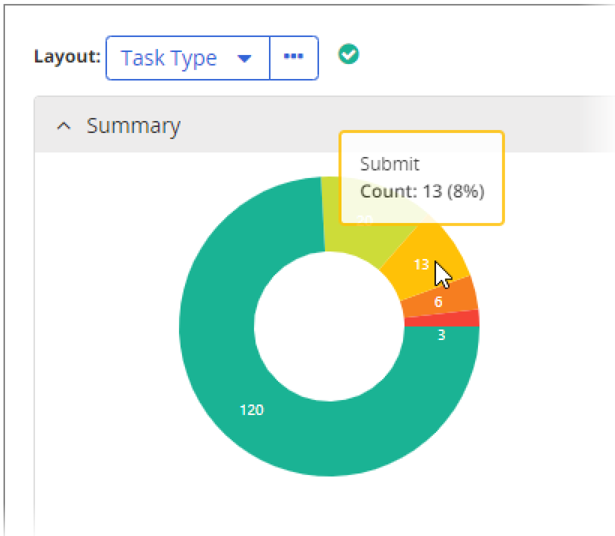
A stylized pie chart is displayed by default. To change to a bar chart, click , and then click .



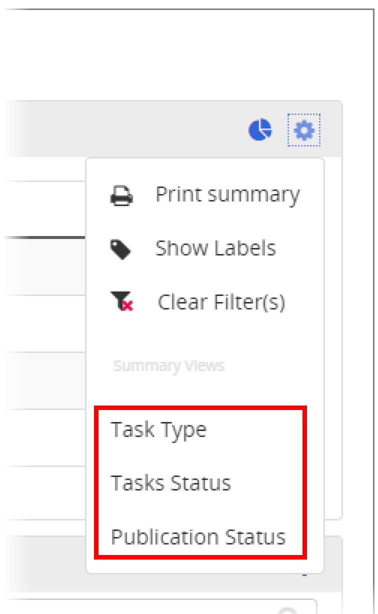

To show labels on chart elements, in the **Summary** pane header, click , and then click **Show Labels**.




To see the details behind a chart element, simply point to it.

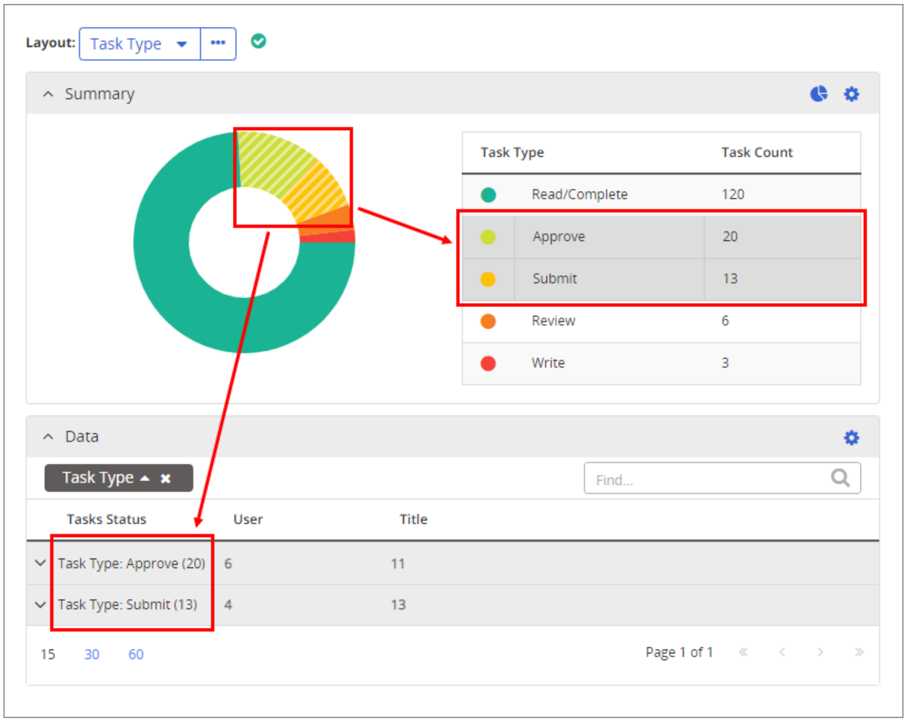



The default or current **Layout** selection determines which Summary and Data pane views are displayed (see Working with Report Layouts). To change the Summary view without changing the current Data pane layout, in the **Summary** pane header, click , and then click a view.

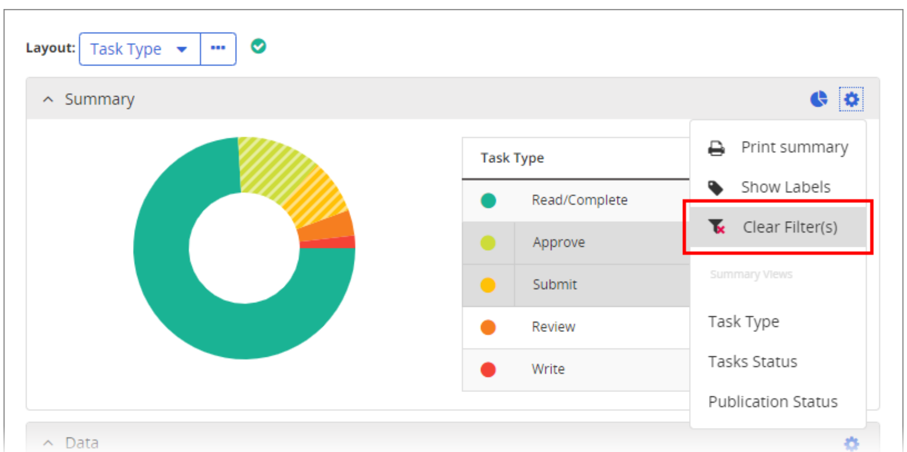



## Filtering by Chart or Table Element

Click a chart or table element to show only that type or status in the **Data** pane. To filter by multiple types or statuses, hold down the Ctrl key while you click chart or table elements.

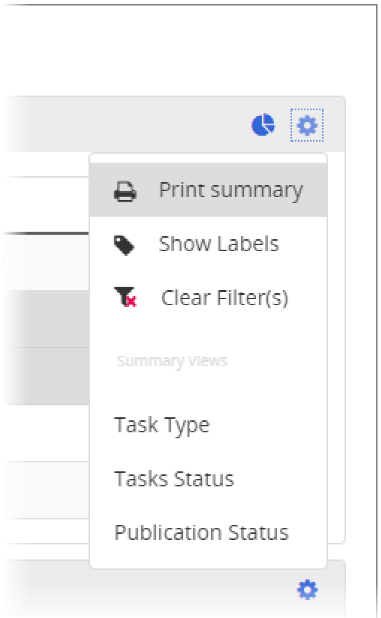



To clear a chart or table filter when only one is selected, click the selected element. To clear multiple selected filters at once, in the **Summary** pane header, click ⚙, and then click **Clear Filters**.

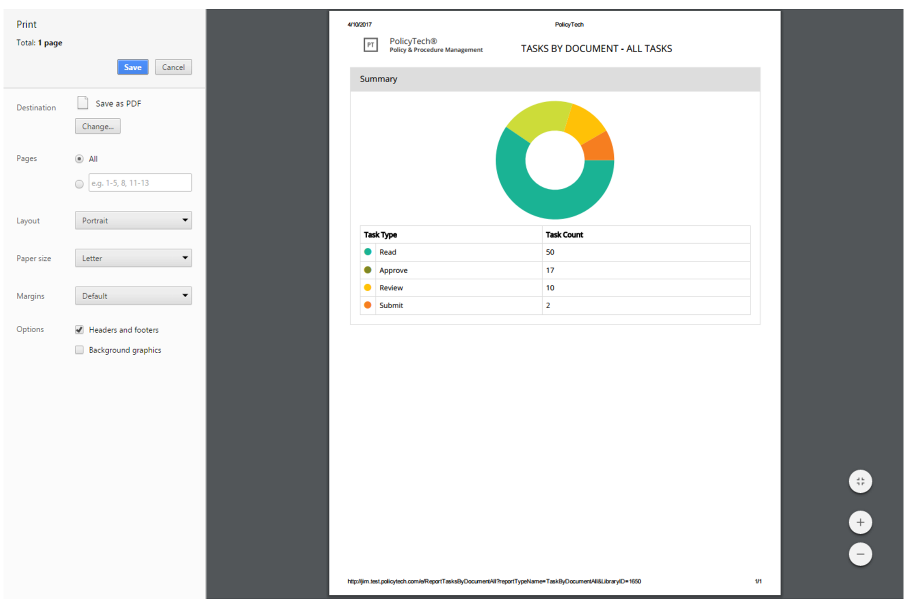



## Printing or Saving a Report Summary

1. To print only the Summary pane of a report, in the **Summary** pane header, click ⚙, and then click a **Print summary**.




2. For **Destination**, click **Change**, and then do one of the following:
   - Select a printer.
   - Select **Save as PDF**.

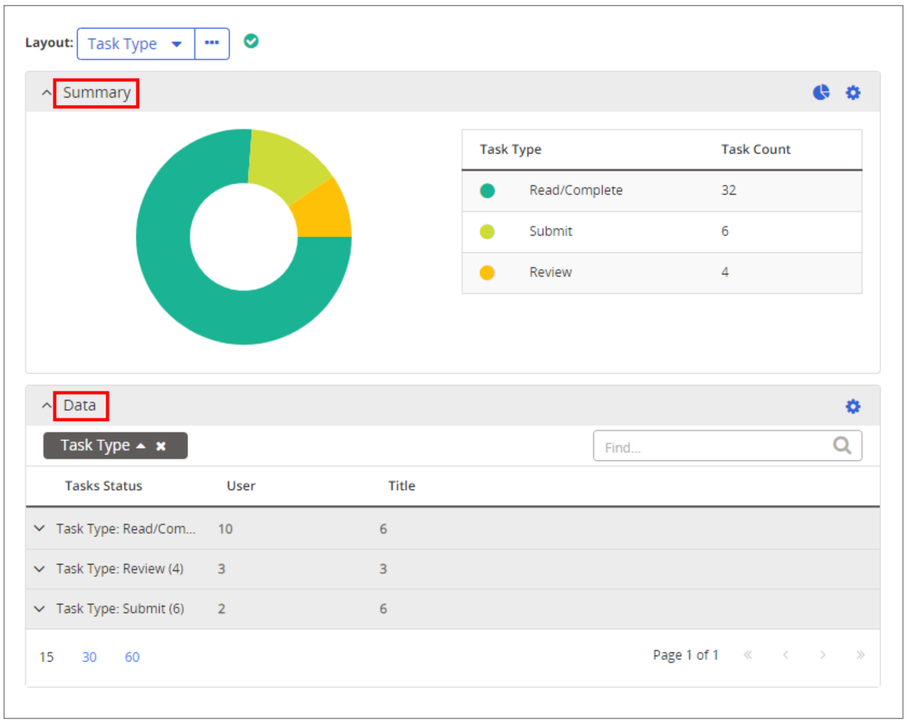



3. Adjust the other print settings as necessary.
4. Do one of the following:

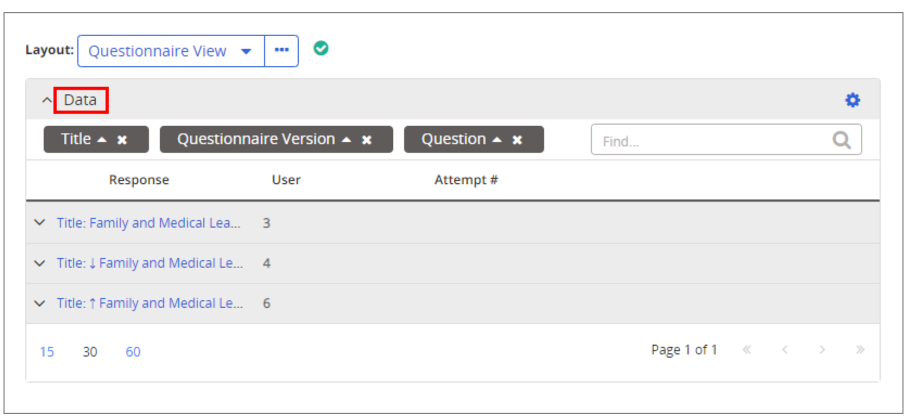
- If a printer is the currently selected destination, click **Print**.
- If **Save as PDF** is the currently selected destination, click **Save**, and then follow the prompts.

## Working with the Data Pane

When you click **View Report** in a next-generation tasks report, the results are displayed in two major divisions called the **Summary** pane and the **Data** pane.




When you click **View Report** in a next-generation questionnaire report, the results are displayed in a data pane only.




The **Data** pane contains a grid of data pertaining to the current report layout (see Working with Report Layouts). You can modify or use the **Data** pane in the following ways.

**Note:** You can save changes you make to the **Summary** and **Data** panes by creating a custom layout (see Working with Report Layouts).

Grouping by Column Data

Working with Columns

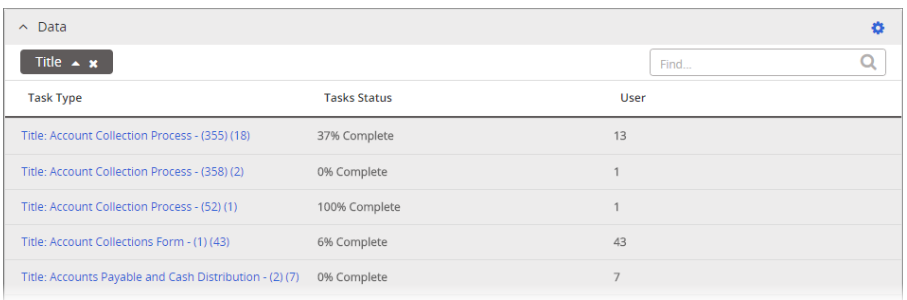
Exporting Report Results

Printing Report Results

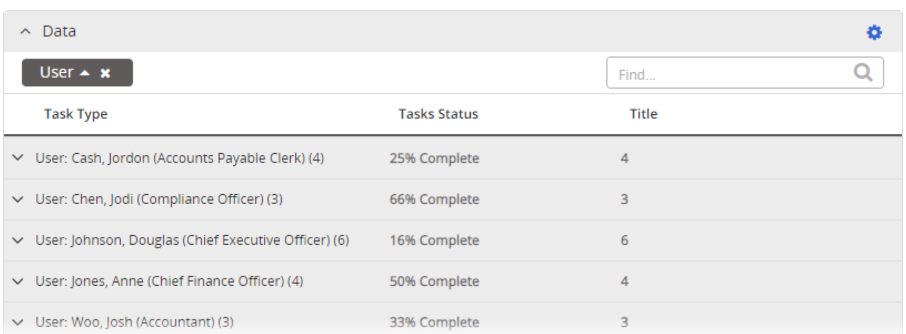
## Grouping by Data Column

Each column in the Data pane represents a specific type of data, called a field, in the PolicyTech database. Grouping is a way of organizing report data by one or more columns. For example, grouping by the Title column makes each top-level grid row represent a document or questionnaire title, while grouping by the User column makes each top-level row represent a user assigned a task.

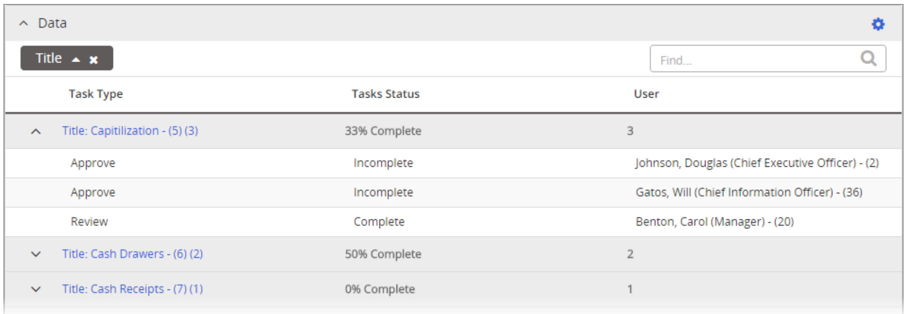
***Document Grouping***



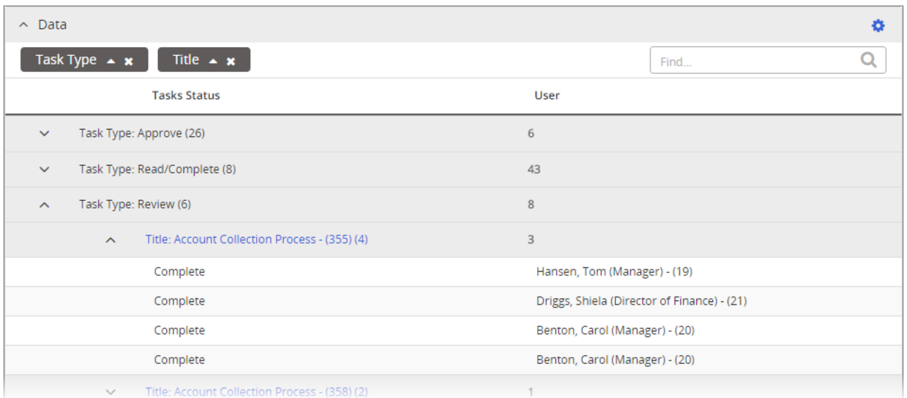

***User Grouping***




You can think of a grouping row as a section heading with a list of relevant data rows below it. You reveal the rows in a grouping by clicking (expanding) the grouping heading.




There can be multiple grouping levels. In the example below, the Data grid is grouped first by Task Type and then by Document.



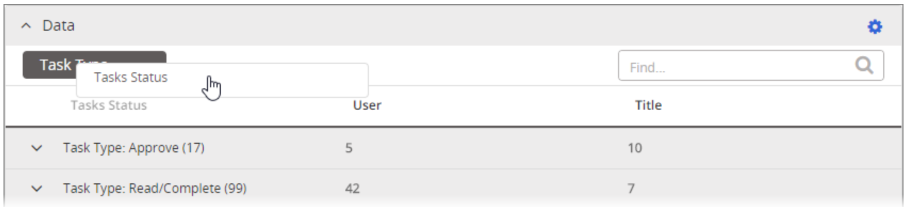

Groupings apply both to the Data grid and to the Data section of printed or saved report results.

## Working with Groupings

Each report has default groupings for each of its layouts (see [Working with Report Layouts](#)). Groupings are shown directly above the grid in the grouping bar.

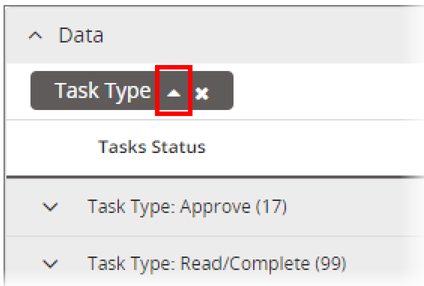

You add a grouping by dragging a column heading into the grouping bar and dropping it in the desired grouping position. You can also arrange grouping position anytime by dragging a grouping to a new position in the bar.

> **Note:** Not all grouping combinations make sense. Experiment to find the ones most useful to you.




To remove a grouping and add it back into the grid as a column, click .

By default, a grouping headings are sorted alphanumerically from least to greatest. To change the sort order, click  or .

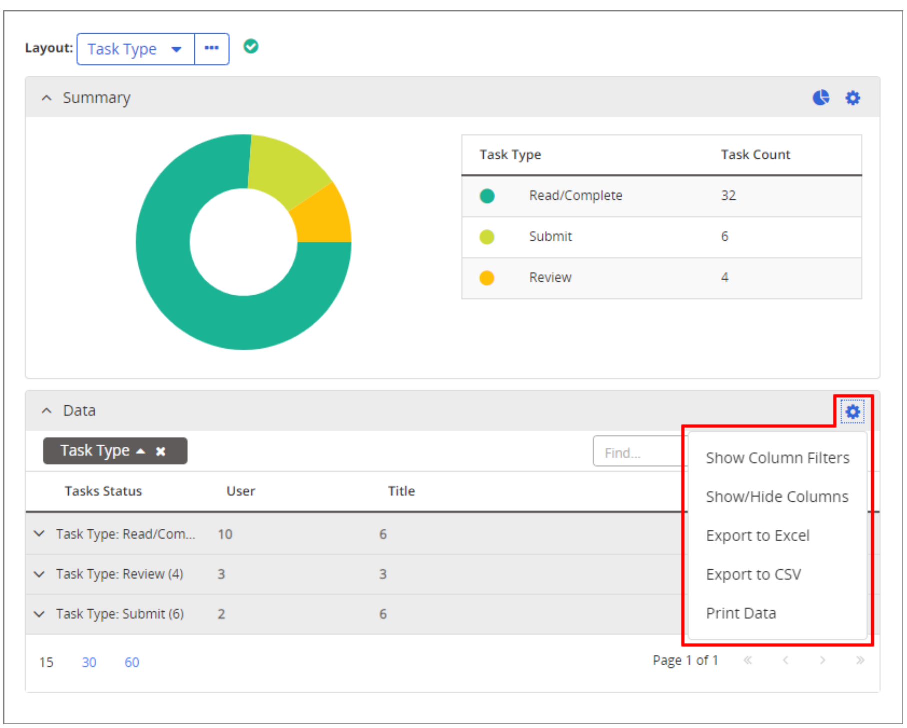



## Working with Data Pane Columns

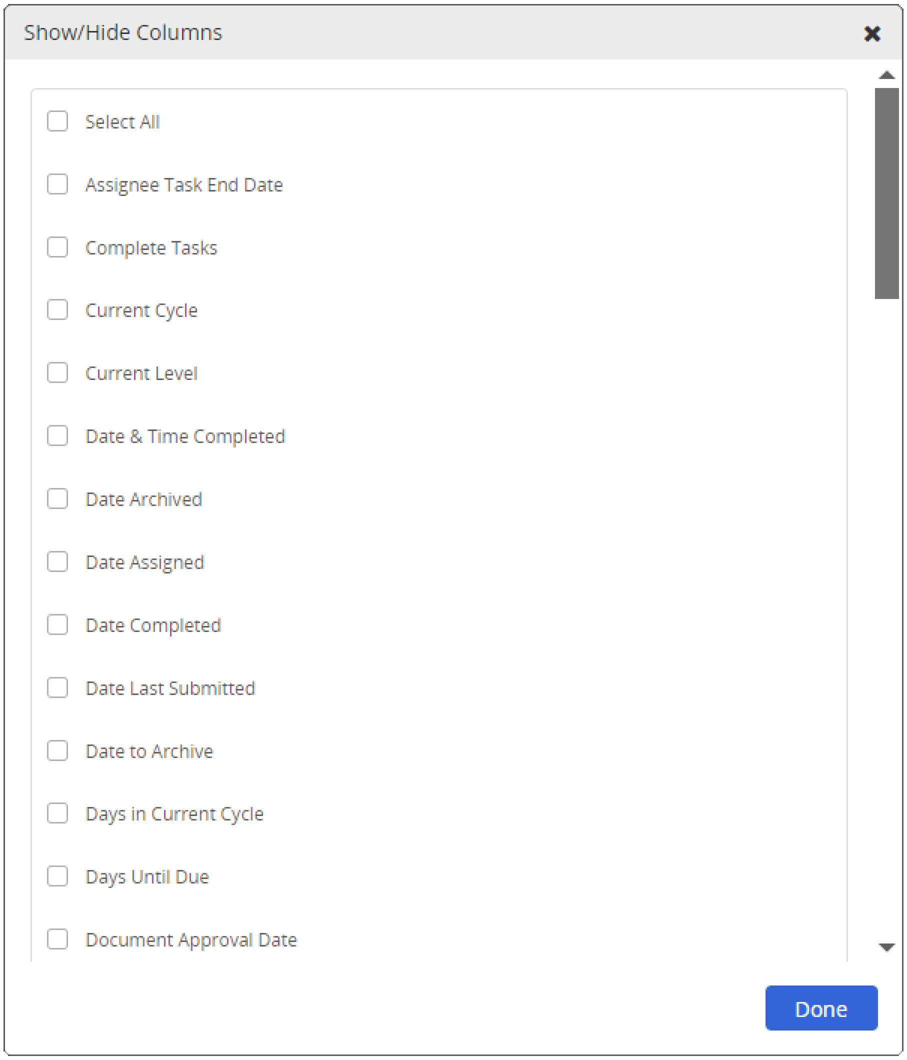
The default columns and their arrangement are determined by the report type and the currently selected layout (see Working with Report Layouts).

### Showing and Hiding Columns

1. In the **Data** pane header, click , and then click **Show/Hide Columns**.



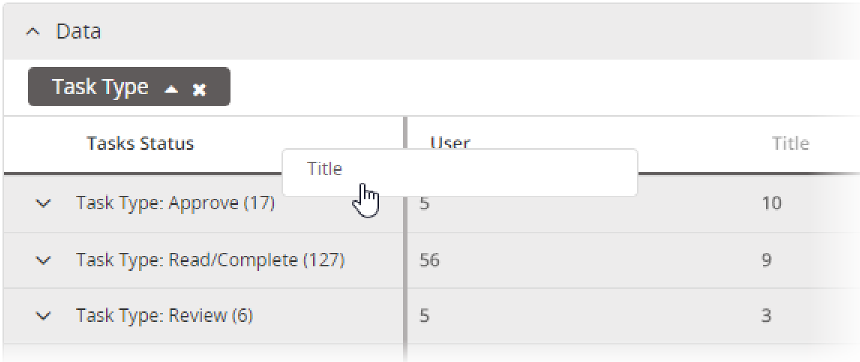
2. Select or click to clear column check boxes, and then click **Done**.



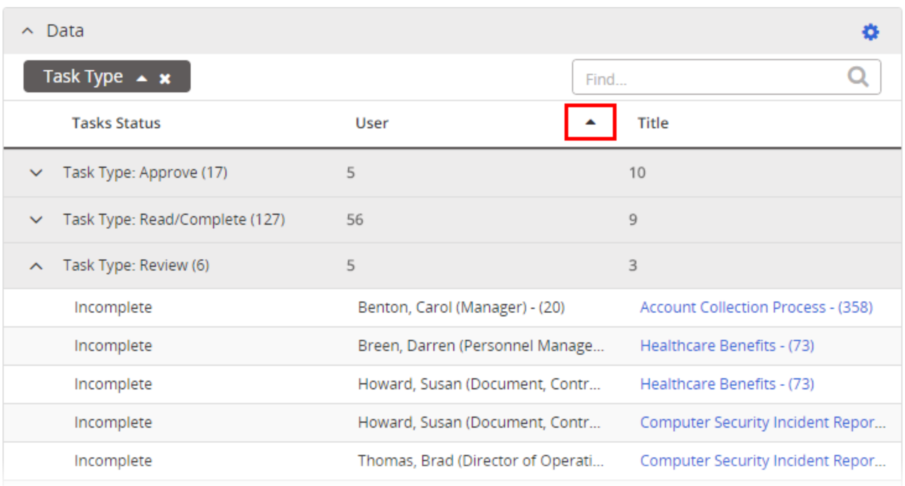

## Arranging and Sorting Columns

To change column order, drag a column to a different position.

**Note:** Columns currently selected as groupings (see Grouping by Column Data) are locked in place and cannot be rearranged.



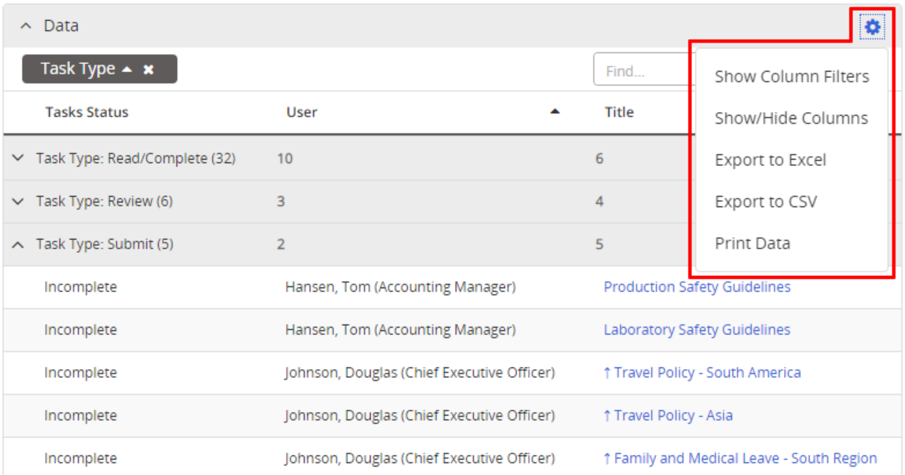

To change the sort order of data in a column, click the column heading to display the current sort order (up or down arrow), and then click it again to reverse the order.




## Working with Column Filters

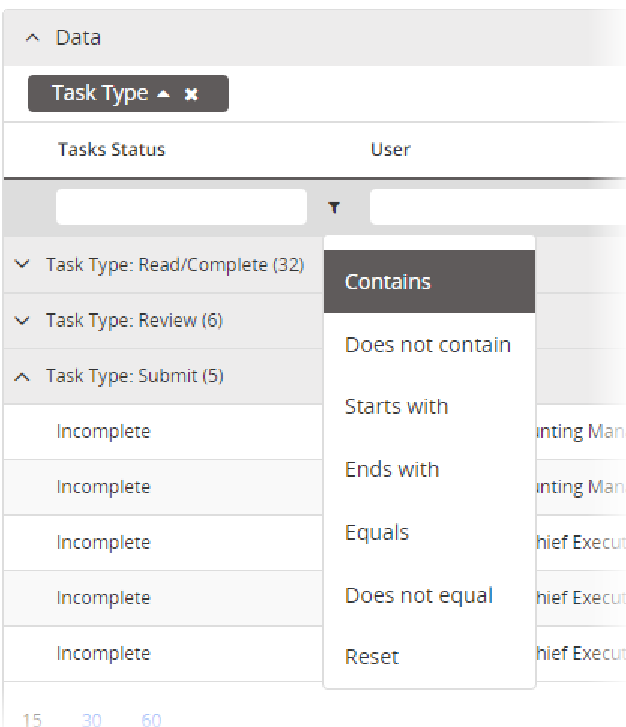
You can use filters to refine report results to include only those records that match certain column data criteria.

1. In the **Data** pane header, click ⚙, and then click **Show Column Filters**.

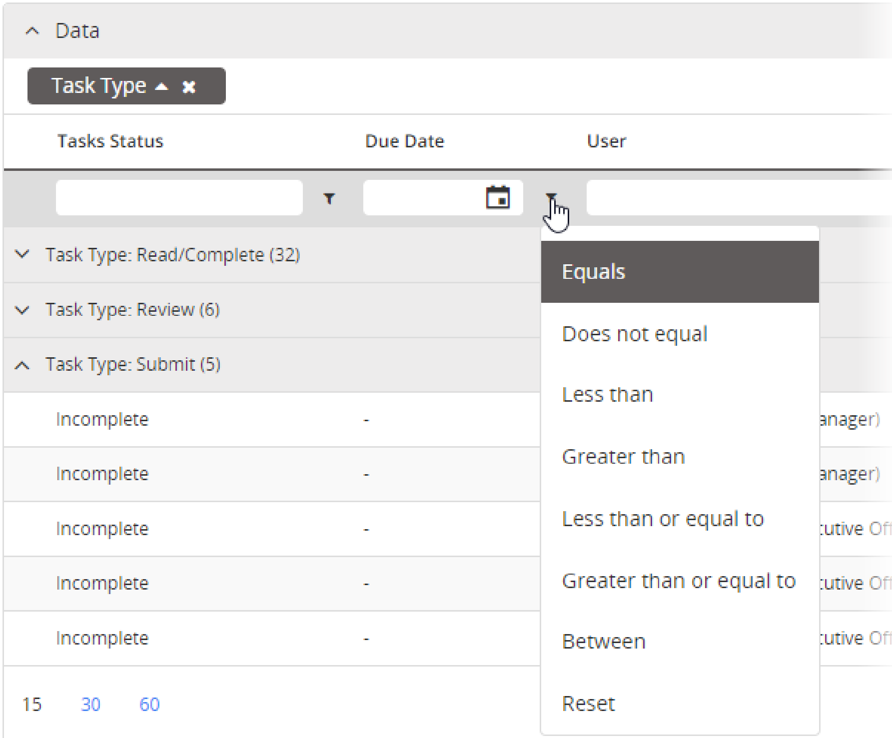



2. (Optional) By default, a filter will include only those records whose filtered columns contain the text you specify or are equal to the date you specify. Do one of the following:

   - To change a text column's filter criterion, point to , and then click **Does not contain**, **Starts with**, **Ends with**, **Equals**, or **Does not equal**.

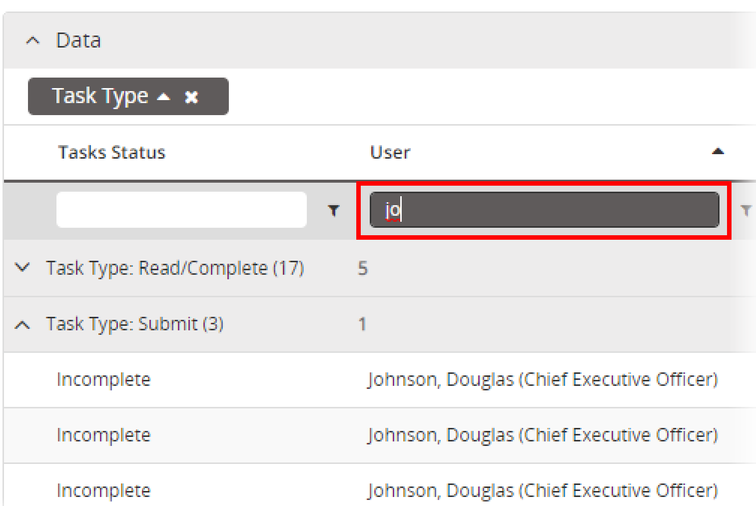



   - To change date column's filter criterion, point to , and then click **Does not equal**, **Less than**, **Greater than**, **Less than or equal to**, **Greater than or equal to**, or **Between**.




2. Do one of the following, depending on the column type.

   - For columns containing text, start typing text in the filter box. The filter is immediately applied as you type.



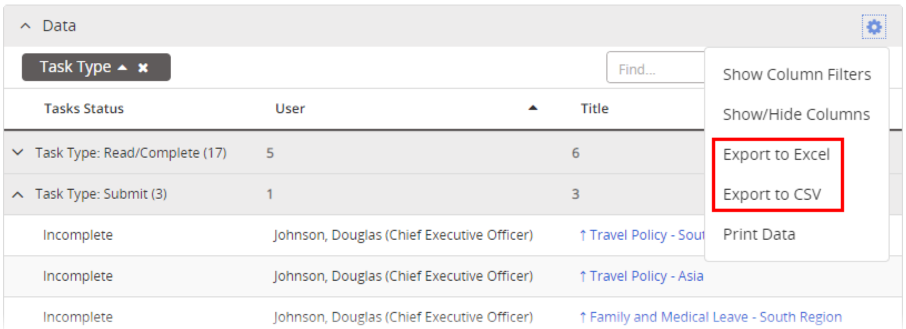

   - For columns containing dates, click , and then select a date. (If the filter criterion is Between, select both a start and end date.)

To clear a filter, point to , and then click **Reset**.

## Exporting Report Results

1. After customizing the report results, in the **Data** pane header, click , and then do one of the following:

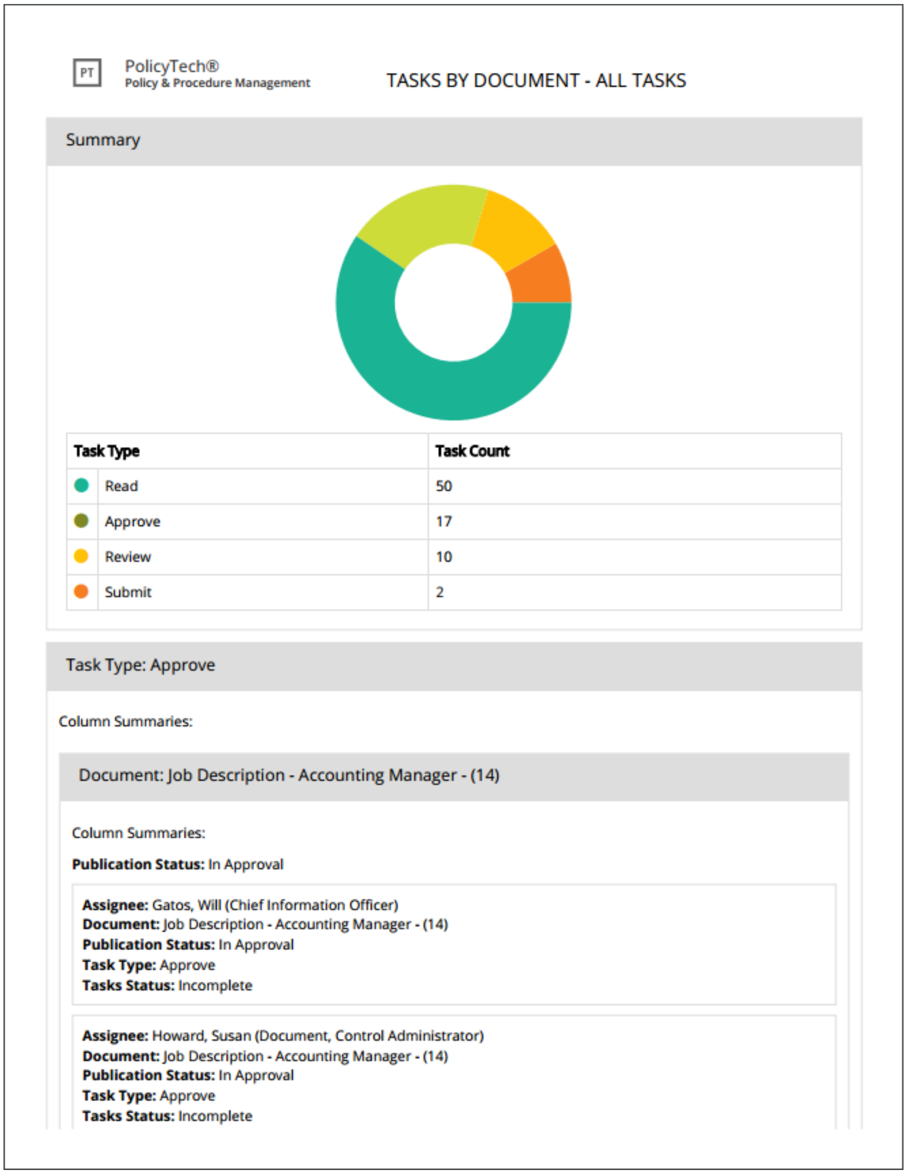
   - Click Export to Excel to export report data to a .xlsx file.
   - Click Export to CSV (comma-separated value) to export report data to a .csv file (an Excel file saved in CSV format).



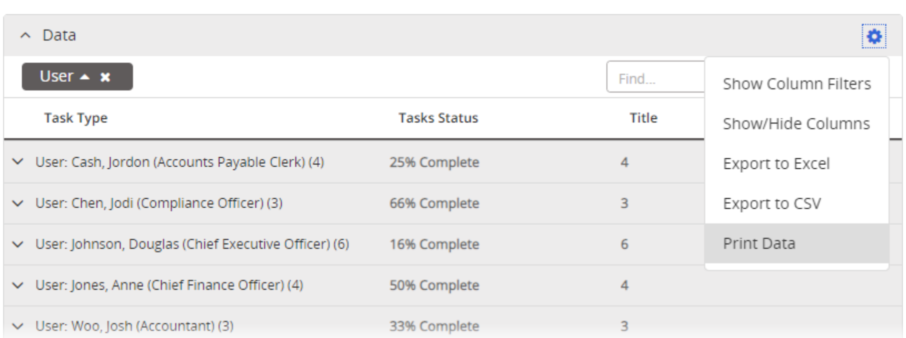

2. Follow the prompts to download and open the export file.

## Printing or Saving Report Results

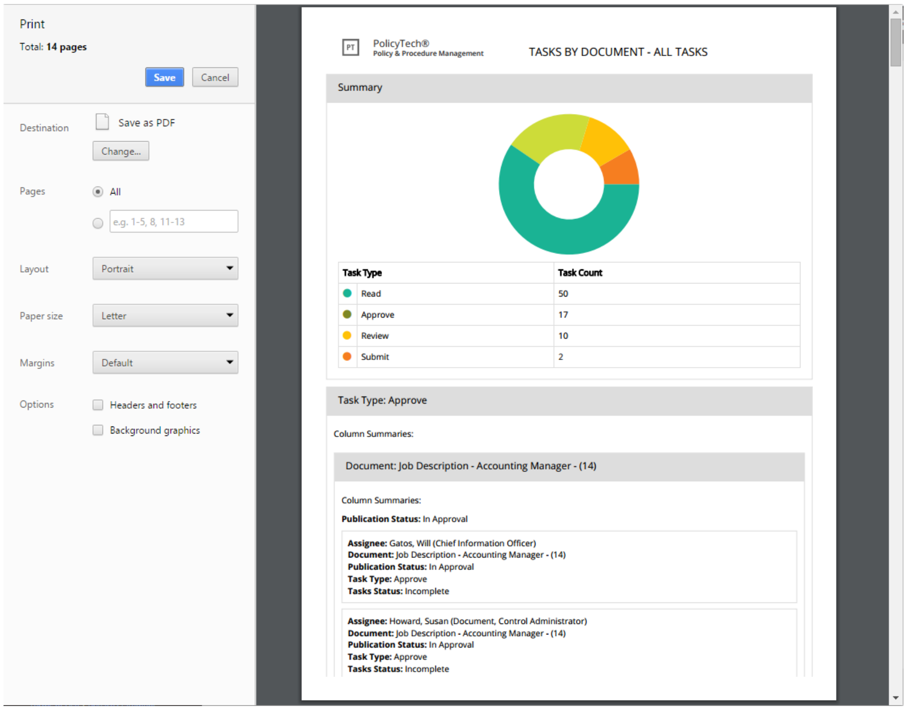
A printed or saved report contains both the Summary and Data panes (task reports) or just the Data pane (questionnaire reports). The Data section of the printed report will look similar to the Data pane grid in the report results with all groupings expanded.




1. After customizing the report results, in the **Data** pane header, click , and then click **Print Data**.



2. For **Destination**, click **Change**, and then select a printer or click **Save as PDF**.




3. Adjust other print settings as necessary, and then do one of the following:

   - If you selected a printer as the print destination, click **Print**.
   - If you select **Save as PDF** as the print destination, click **Save**, and then follow the prompts.

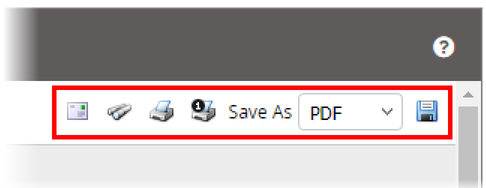
# Working with a Finished Legacy Report

**Important:** This section is for working with the finished results of all reports except the following next-generation reports:

- My Tasks
- Tasks by Document - Current
- Tasks by Document - All
- Tasks by User - Current
- Tasks by User - All

For help with these reports, see Working with Next-Generation Report Results.

When you click **View Report**, the report header contains several options for working with the finished report.




| | |
|---|---|
|  | Lets you send the report to another PolicyTech user.<br>1. Click , and then after reading the security alert, click **Continue**.<br>2. To select recipients one by one, search for a user by first or last name, and then click the name in the search results.<br>3. Click **Send**, and then click **OK**. |
|  | Lets you search for specific text anywhere in the report.<br>**Note:** Unlike the browser's Find feature that searches only the currently displayed report page,  searches through the entire report contents. |
|  | Opens the **Print** feature where you can adjust print settings and send all or selected pages of the report to a printer. |
|  | Opens the **Print** feature with only the current page selected. |
|  | Lets you save the report to disk.<br>1. In the **Save As** drop-down menu, select a file format (PDF is the default). |

2. Click , and then follow the prompts.

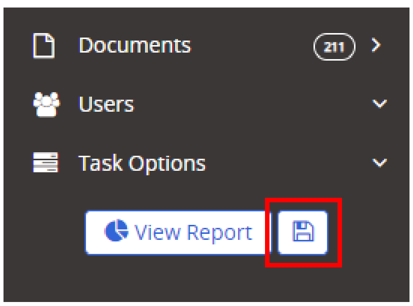
# Using Saved Report Settings Features



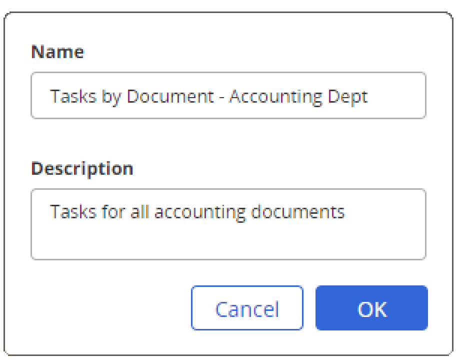
## Saving a Report's Settings

To save report settings,

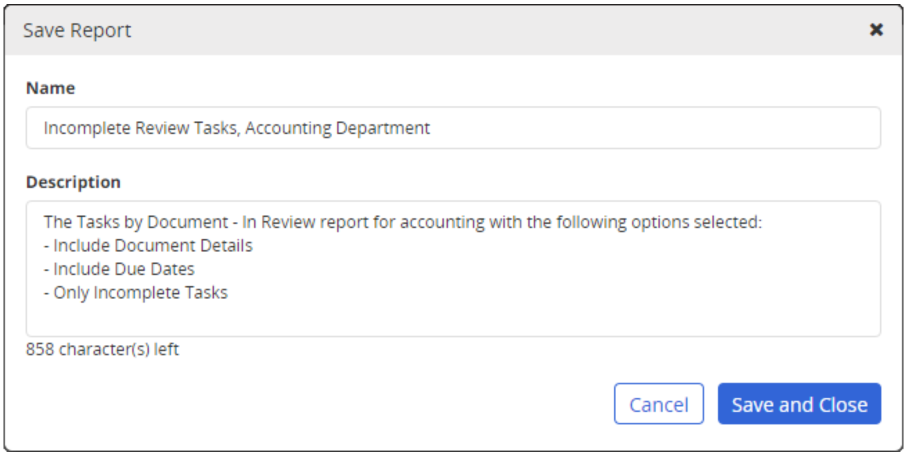
1. If the report setup screen is not already displayed, Click **Reports**, find and click the report, and then set up the report as you normally would.
2. Click .




3. Type a name and description for this report setup.
4. Do one of the following, depending on what you see:
   - Click **OK**.




   - Click **Save and Close**, and then click **OK**.



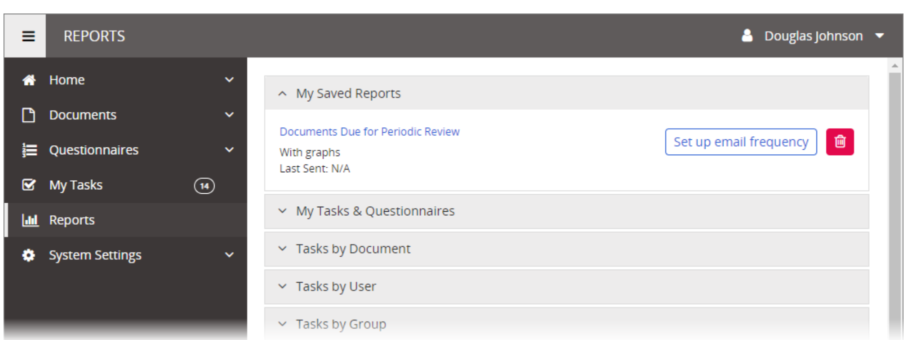

5. Close the report.

**Important:** Saving a report's settings does not save the report contents, even if you click **View Report** before saving. To save an instance of a generated report, do one of the following:

- If you're in a next-generation report (Tasks by Document - Current, Tasks by Document - All Tasks, Tasks by User - Current, or Tasks by User - All Tasks), in the **Data** pane, click , and then click **Print Data**. For **Destination**, click **Change**, and then click **Save as PDF**. Click **Save**, and then follow the prompts.
- For any other report, in the report viewing pane, in the **Save As** list, click a format. Then, click and follow the prompts.

## Using a Saved Report Setup to Generate a Report

1. Click **Reports**, and then click **My Saved Reports**.
2. Click the saved report's name.




3. (Optional) Make changes to the saved report's settings.
4. Click **View Report**.

## Emailing a Report from a Saved Setup

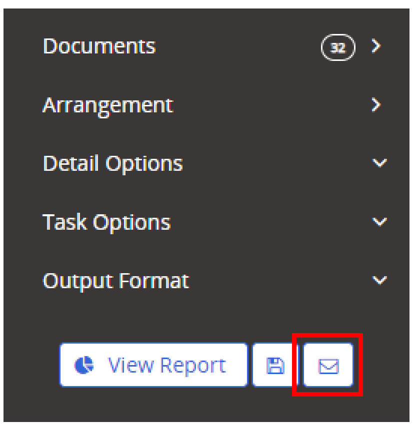
**Important:** This feature is available only if all of the following are true:

- You have been assigned the Report Manager or Administrator permission.
- You have been assigned a valid email address in your user profile.
- PolicyTech has been correctly set up to send emails.
- You are working with one of the following, previously saved Tasks by Document or Tasks by User reports:
  - Documents Due for Periodic Review
  - Documents with Links to Update
  - Document Owner - Periodic Review Tasks
  - Document Owner - Links to Update Tasks

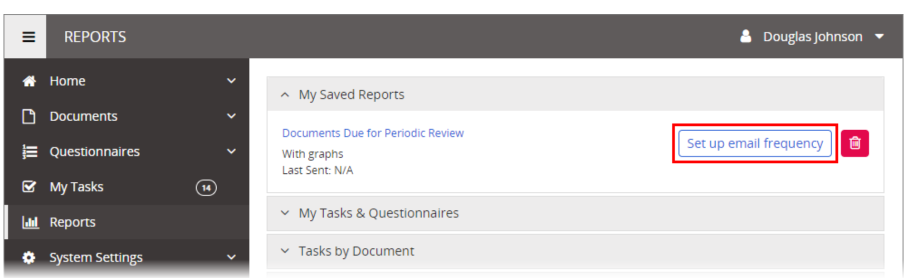
After saving a Tasks by Document or Tasks by User report (see Saving a Report's Settings), you can set up a schedule for automatically generating and emailing yourself the summary portion of the report based on the saved settings.

1. Do one of the following:

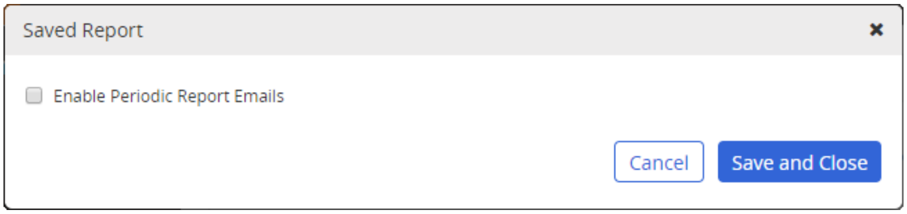
   - With the report displayed, click ✉ near the **View Report** button.



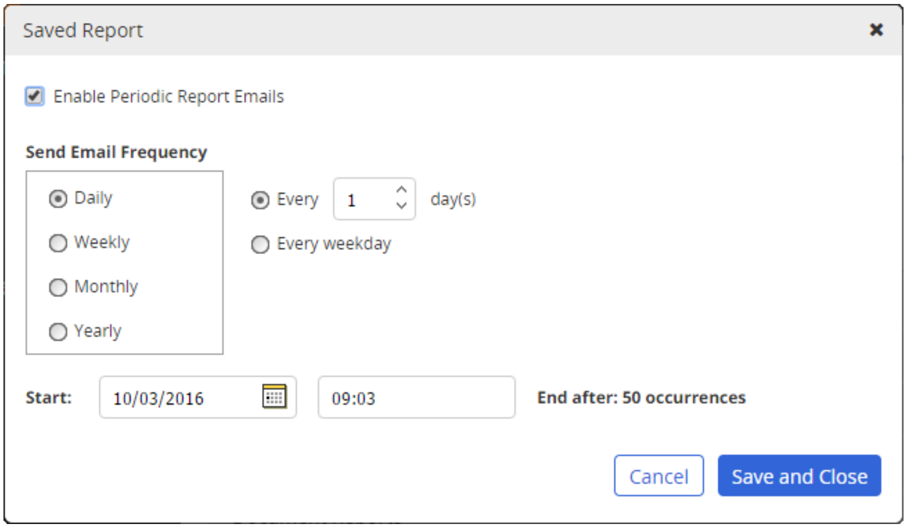

   - Click **Reports**, and then click **Saved Reports**. For the saved setup you want to schedule, click **Set up email frequency**.



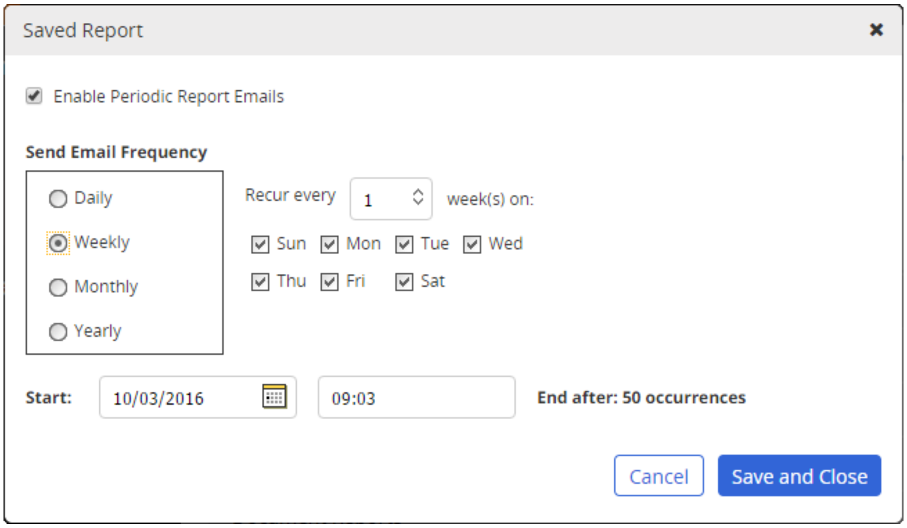

2. Select **Enable Periodic Report Emails**.



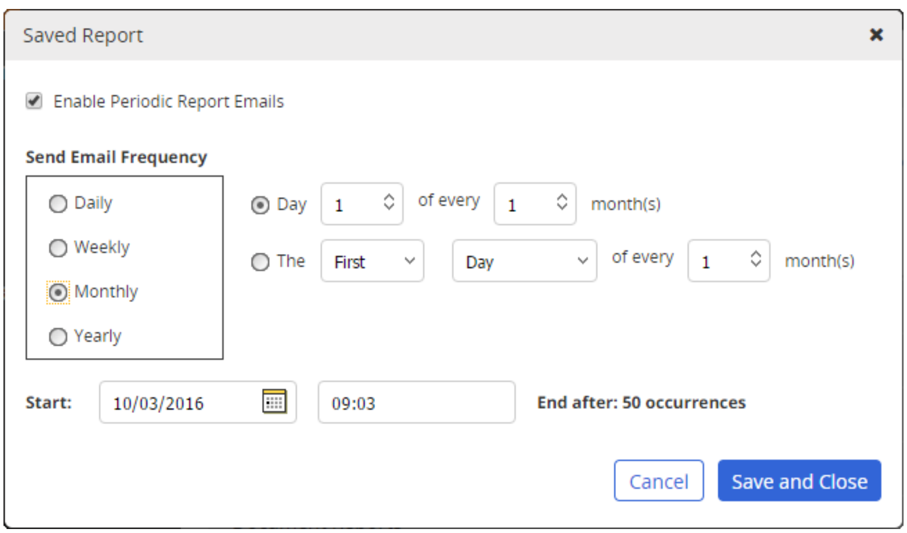

The window expands to show scheduling options.



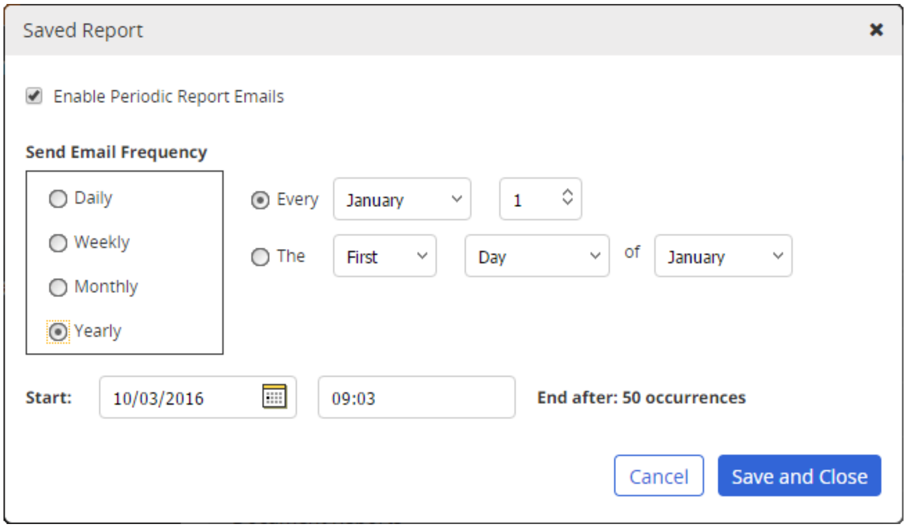

3. In the **Send Email Frequency** area, clicking one of the four options in the list on the left changes the options displayed to the right of the list. In the list on the left, do one of the following:
   - Click **Daily**, and then do one of the following:
     - Click **Every**, and then type a number of days between recurrences.
     - Click **Every weekday** if you want the report generated and emailed on each business day (Monday through Friday).
   - Click **Weekly**. In the **Recur every** box, type a number of weeks, and then select the days you want emails sent during a set week.




- Click **Monthly**, and then do one of the following:
  - Click **Day**, type a number for the day of the month, and then type the number of months between recurrences.
  - Click **The**, select an ordinal number (**First**, **Second**, **Third**, **Fourth**, or **Last**), select a day, and then, in last box, type the number of months between recurrences.




- Click **Yearly**, and then do one of the following:
  - Click **Every**, and then select a month and day.
  - Click **The**, select an ordinal number (**First**, **Second**, **Third**, **Fourth**, or **Last**), select a day, and then select a month.



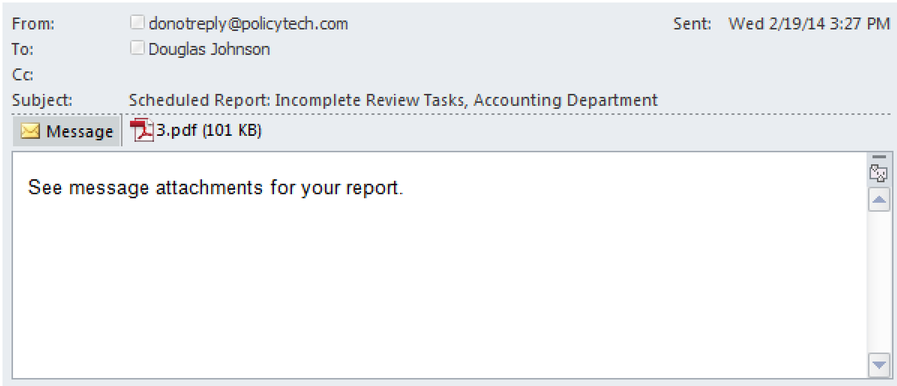

5. Next to the **Start** box, click , and then navigate to and click the date when you want automatic emailing of reports to start.
6. In the second box after **Start**, type the time of day when you want the emails sent.

**Notes about the number of email occurrences:**

- Report emails will be sent a maximum of 50 times on the currently set schedule. After 50 occurrences, emailing is disabled. To start emailing the same reports again, open the saved report setup, select **Enable Periodic Report Emails** and select a new start date.
- Rather than keep a running total of occurrences, PolicyTech calculates an end date based on the schedule settings at the time you save them. It then disables emailing of this report once that date passes. For example, if you select **Daily** as the recurrence method and want emails to go out every 2 days with a start date of 6/1/2014, the first email is sent out on 6/1, with each subsequent email sent out every other day thereafter (6/3, 6/5, 6/7, and so on). That means the 50th and last occurrence of the periodic emails falls on 9/7/2014—the calculated end date. As soon as a report email is sent on that date, PolicyTech clears the **Enable Periodic Report Emails** selection.
- To disable periodic report emails at any time before 50 occurrences, open the saved report setup, and then click to clear **Enable Periodic Report Emails**.

7. Click **Save and Close**.

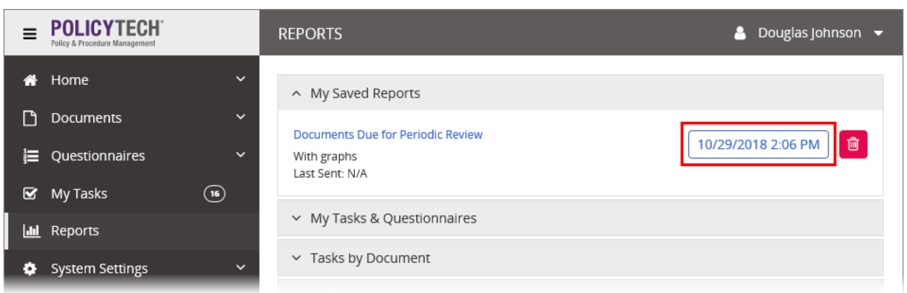
An email similar to the one shown below will then be sent to at each "send" occurrence in the set schedule. Open the attachment to view the report



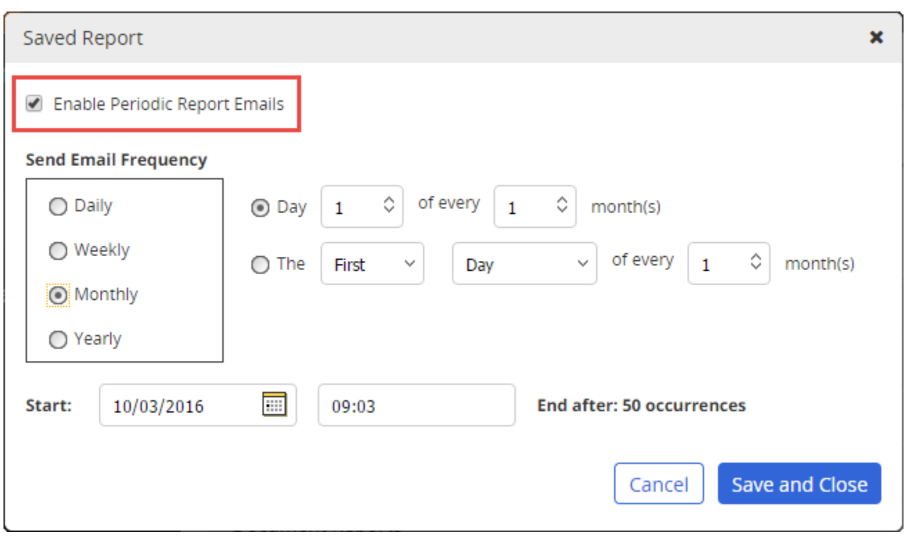

## Disabling the Automatic Emailing of a Report

After enabling a report to be emailed to yourself automatically on a set schedule, you can easily disable this functionality at any time.

1. Click **Reports**, and then click **Saved Reports**.
2. For the report you want to disable, click the button with the displayed date and time for the next scheduled email.




3. Click to clear the **Enable Periodic Report Emails** check box.



4. Click **Save and Close**.

# Creating Custom Reports with Excel

You can create any number of custom reports using document and user data from PolicyTech combined with the rich data display functionality of Microsoft Excel.

**Important:** It is not within the scope of this topic to teach how to use Excel features. The topic assumes that your knowledge of and skills in using Excel are at an intermediate or advanced level.

## The Excel Report Template

When you create an Excel report using PolicyTech data, you are, in effect, creating a template. If you are an administrator or have been assigned the template role, you can create the report as a PolicyTech template. Otherwise, you can create the template as a stand-alone Excel file.

We recommend creating the template inside PolicyTech for the following reasons:

### Control

- Reports (documents) created using the PolicyTech template are stored in the PolicyTech database with version control.
- PolicyTech saves copies, or snapshots, of each report whenever both the content and status of the report document change.
- You can set up email reminders for reading the report and reviewing it to ensure it is up to date.

### Security and Access

- Only users with assigned permissions can view or edit the reports. Document security options range from allowing the public to view the document down to only allowing administrators to view it.
- The report can be viewed or edited from wherever PolicyTech users have Internet access. If a user needs to access or edit the report offline, the report can be downloaded and then imported back into PolicyTech so that any changes made offline are preserved.

### Functionality

- The full Excel feature set is available.
- You can edit the Excel template in PolicyTech (in a browser window) or in undocked mode, where you edit the template within the Excel application for Windows®.

**Notes:**

- When working in Excel in undocked mode, each time the worksheet is saved a copy of it is automatically uploaded to PolicyTech.
- Editing an Excel document in a PolicyTech browser window may require a double-click to activate a cell or use shortcut keys, such as Ctrl+C and Ctrl+V.
- Some Excel functionality, such as protected mode, may disable certain PolicyTech editing tools, such as inserting document properties.

## Creating an Excel Report Template

1. Do one of the following:

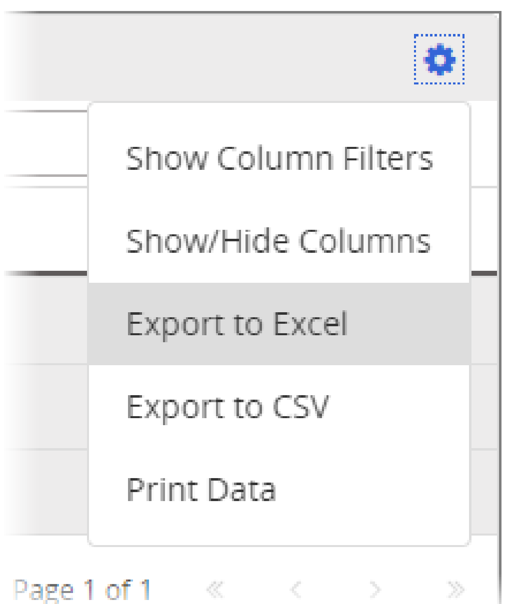
   - Add an Excel template in PolicyTech and assign its properties. Be sure to select **Excel Spreadsheet** as the document type. (See "Creating a Template" in the Administrator's Guide for detailed instructions.)

**Note:** If you prefer to work with Excel undocked from the PolicyTech browser window, see "Working with Word or Excel Undocked" in the User's Guide.

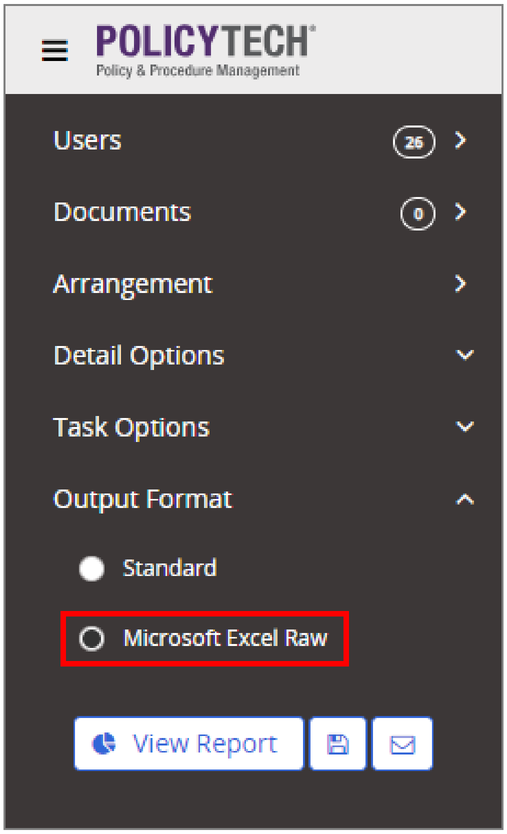
   - Create a new workbook in the Excel application.

2. Do one of the following, depending on the type of PolicyTech report you're generating:

   - Generate one or more next-generation reports. Then, in the **Data** section header, click , and then click **Export to Excel**.



- Generate one or more legacy management reports with Microsoft Excel Raw selected as the output format.




3. In the template's **Edit Document** window or in the stand-alone workbook, copy and paste the exported report data into a template worksheet. (You may want to copy and paste only the report headings into the template.)

**Important:** You may want to designate one worksheet for storing only the PolicyTech report data and then format the report on a different worksheet, with cell references to the report data. This will preserve the ability to quickly copy and paste PolicyTech report data.

4. Add report content, such as headings, formulas, graphics, charts, and tables, and then save and close the template or stand-alone workbook.
5. Save and close the template.

## Generating an Excel Report

Now that the template is in place, you can create the actual report.

1. If you created the report template in PolicyTech, create an Excel document as you normally would (see "Creating a Document" in the User's Guide)

and assign the report template to the document. If not, skip this step.

2. Run the report or reports containing the data the report template needs, and then copy and paste the data into the report.
3. Save the report document (workbook).

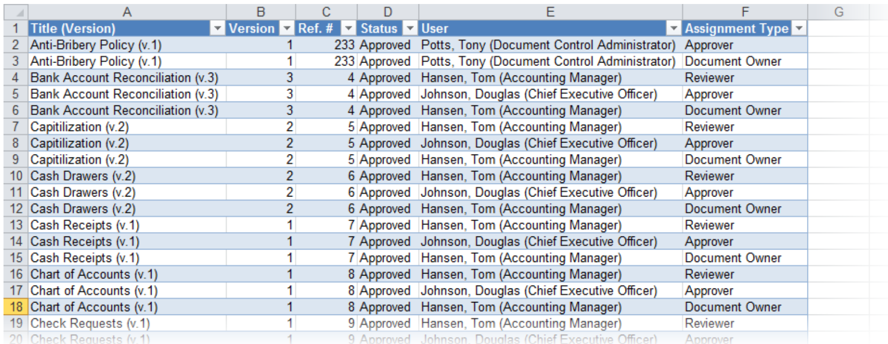
**Note about PolicyTech documents:** Unless you want the report document reviewed and approved, you should probably keep it in draft status.

4. The next time you want to run the report, do one of the following:
   - If you don't care about losing the data from the last time you ran the report, simply copy and paste the new data over the old.
   - To preserve the report with its previous data, do one of the following:
     - If you created the report document in PolicyTech and are an administrator, set the document as approved (see "Setting a Document as Approved" in the Administrator’s Guide). If you're not an administrator, send the document through the review and approval process until it is approved (see "Submitting a Document or Questionnaire to Writers, Reviewers, or Approvers" in the User's Guide). In the approved document, create a new version (see "Doing a Periodic Review and Creating a New Version" in the User's Guide), and then copy and paste the new data over the old.
     - If you created the report in stand-alone Excel, copy and paste the new data over the old, and then use **Save As** to save the workbook with a different file name.

## Sample Reports

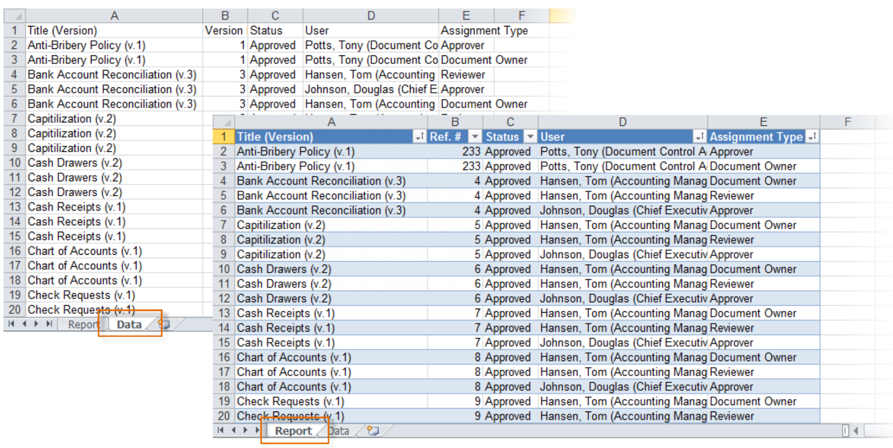
In the simple report below, the table was created from the data of a **Document Assignments by Title** report, and the data was copied directly into the table. Notice that PolicyTech sorts the rows alphabetically ascending—first by title, and then by assignment type. You can change which column is the first sorting key by clicking the down arrow in the column heading and then selecting a sort order. However, since the data is copied directly into this report to create it, you wouldn't want to change the column arrangement so you could copy and paste new data directly over the old.

**Note:** If you create a table from PolicyTech report data, you may need to adjust the table size each time you copy and paste new data into the report.



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Title (Version) | Version | Ref. # | Status | User | Assignment Type |
| 2 | Anti-Bribery Policy (v.1) | 1 | 233 | Approved | Potts, Tony (Document Control Administrator) | Approver |
| 3 | Anti-Bribery Policy (v.1) | 1 | 233 | Approved | Potts, Tony (Document Control Administrator) | Document Owner |
| 4 | Bank Account Reconciliation (v.3) | 3 | 4 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 5 | Bank Account Reconciliation (v.3) | 3 | 4 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |
| 6 | Bank Account Reconciliation (v.3) | 3 | 4 | Approved | Hansen, Tom (Accounting Manager) | Document Owner |
| 7 | Capitilization (v.2) | 2 | 5 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 8 | Capitilization (v.2) | 2 | 5 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |
| 9 | Capitilization (v.2) | 2 | 5 | Approved | Hansen, Tom (Accounting Manager) | Document Owner |
| 10 | Cash Drawers (v.2) | 2 | 6 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 11 | Cash Drawers (v.2) | 2 | 6 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |
| 12 | Cash Drawers (v.2) | 2 | 6 | Approved | Hansen, Tom (Accounting Manager) | Document Owner |
| 13 | Cash Receipts (v.1) | 1 | 7 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 14 | Cash Receipts (v.1) | 1 | 7 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |
| 15 | Cash Receipts (v.1) | 1 | 7 | Approved | Hansen, Tom (Accounting Manager) | Document Owner |
| 16 | Chart of Accounts (v.1) | 1 | 8 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 17 | Chart of Accounts (v.1) | 1 | 8 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |
| 18 | Chart of Accounts (v.1) | 1 | 8 | Approved | Hansen, Tom (Accounting Manager) | Document Owner |
| 19 | Check Requests (v.1) | 1 | 9 | Approved | Hansen, Tom (Accounting Manager) | Reviewer |
| 20 | Check Requests (v.1) | 1 | 9 | Approved | Johnson, Douglas (Chief Executive Officer) | Approver |

In the report below, the data was copied into a worksheet separate from the report worksheet, and cell references were used to populate the table. Notice that the column arrangement has been changed to show the key sorting column (**Title**) first. Also, the **Version** column has not been included, because the version number is already included with the document title. Changing the column arrangement does not disturb data entry, because the report data is in another place.



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Title (Version) | Version | Status | User | Assignment Type |
| 2 | Anti-Bribery Policy (v.1) | 1 | Approved | Potts, Tony (Document Co | Approver |
| 3 | Anti-Bribery Policy (v.1) | 1 | Approved | Potts, Tony (Document Co | Document Owner |
| 4 | Bank Account Reconciliation (v.3) | 3 | Approved | Hansen, Tom (Accounting | Reviewer |
| 5 | Bank Account Reconciliation (v.3) | 3 | Approved | Johnson, Douglas (Chief E | Approver |
| 6 | Bank Account Reconciliation (v.3) | 3 | Approved | Hansen, Tom (Accounting | Document Owner |
| 7 | Capitilization (v.2) | | | | |
| 8 | Capitilization (v.2) | | | | |
| 9 | Capitilization (v.2) | | | | |
| 10 | Cash Drawers (v.2) | | | | |
| 11 | Cash Drawers (v.2) | | | | |
| 12 | Cash Drawers (v.2) | | | | |
| 13 | Cash Receipts (v.1) | | | | |
| 14 | Cash Receipts (v.1) | | | | |
| 15 | Cash Receipts (v.1) | | | | |
| 16 | Chart of Accounts (v.1) | | | | |
| 17 | Chart of Accounts (v.1) | | | | |
| 18 | Chart of Accounts (v.1) | | | | |
| 19 | Check Requests (v.1) | | | | |
| 20 | Check Requests (v.1) | | | | |

Report | Data

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Title (Version) | Ref. # | Status | User | Assignment Type |
| 2 | Anti-Bribery Policy (v.1) | 233 | Approved | Potts, Tony (Document Control A | Approver |
| 3 | Anti-Bribery Policy (v.1) | 233 | Approved | Potts, Tony (Document Control A | Document Owner |
| 4 | Bank Account Reconciliation (v.3) | 4 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 5 | Bank Account Reconciliation (v.3) | 4 | Approved | Hansen, Tom (Accounting Manag | Reviewer |
| 6 | Bank Account Reconciliation (v.3) | 4 | Approved | Johnson, Douglas (Chief Executiv | Approver |
| 7 | Capitilization (v.2) | 5 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 8 | Capitilization (v.2) | 5 | Approved | Hansen, Tom (Accounting Manag | Reviewer |
| 9 | Capitilization (v.2) | 5 | Approved | Johnson, Douglas (Chief Executiv | Approver |
| 10 | Cash Drawers (v.2) | 6 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 11 | Cash Drawers (v.2) | 6 | Approved | Hansen, Tom (Accounting Manag | Reviewer |
| 12 | Cash Drawers (v.2) | 6 | Approved | Johnson, Douglas (Chief Executiv | Approver |
| 13 | Cash Receipts (v.1) | 7 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 14 | Cash Receipts (v.1) | 7 | Approved | Hansen, Tom (Accounting Manag | Reviewer |
| 15 | Cash Receipts (v.1) | 7 | Approved | Johnson, Douglas (Chief Executiv | Approver |
| 16 | Chart of Accounts (v.1) | 8 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 17 | Chart of Accounts (v.1) | 8 | Approved | Hansen, Tom (Accounting Manag | Reviewer |
| 18 | Chart of Accounts (v.1) | 8 | Approved | Johnson, Douglas (Chief Executiv | Approver |
| 19 | Check Requests (v.1) | 9 | Approved | Hansen, Tom (Accounting Manag | Document Owner |
| 20 | Check Requests (v.1) | 9 | Approved | Hansen, Tom (Accounting Manag | Reviewer |

Report | Data

The report below includes a pivot table created from the same data as the previous two reports.

| | A | B | C |
|---|---|---|---|
| 1 | | | |
| 2 | | **Row Labels** | |
| 3 | | ⊞ **Approver** | |
| 4 | | ⊟ **Document Owner** | |
| 5 | | ⊟ **Benton, Carol (Environmental Control Manager)** | |
| 6 | | Cleaning Checklist (v.1) | |
| 7 | | Job Description - Environmental Control Manager (v.1) | |
| 8 | | Job Description - Janitor (v.1) | |
| 9 | | Performance Evaluation - Environmental Control Manager (v.1) | |
| 10 | | Performance Evaluation - Janitor (v.1) | |
| 11 | | Performance Evaluation - MSDS Technician (v.1) | |
| 12 | | ⊞ **Breen, Darren (Personnel Manager)** | |
| 13 | | ⊞ **Farnsworth, John (Information Systems Manager)** | |
| 14 | | ⊞ **Gleeson, Edward (Manufacturing Manager)** | |
| 15 | | ⊞ **Hansen, Tom (Accounting Manager)** | |
| 16 | | ⊞ **Johnson, Douglas (Chief Executive Officer)** | |
| 17 | | ⊞ **Lavin, Alice (Manager)** | |
| 18 | | ⊞ **Potts, Tony (Document Control Administrator)** | |
| 19 | | ⊞ **Rydalch, Cindy (Receiving)** | |
| 20 | | ⊞ **Stoker, Brent (Director of Engineering)** | |
| 21 | | ⊞ **Thomas, Brad (Director of Operations)** | |
| 22 | | ⊞ **Wright, Fred (Software Development Manager)** | |
| 23 | | ⊞ **Reviewer** | |
| 24 | | ⊞ **Writer** | |
| 25 | | **Grand Total** | |
| 26 | | | |
| 27 | | | |
| 28 | | | |