

| January 2024 Release Notes   |   |      | Help Center Content                   |                            |                                     |  |   |                         | Information Design |  | Adherence to Style Guide  |                              | General Note   |
|--|---|------|---------------------------------------|----------------------------|-------------------------------------|--|---|-------------------------|--------------------|--|---|------------------------------|--|
| Release Note Name  | Task  | Page | New or Updated Features               | Keywords Searched          | Help Center Name                    | Help Center Path   | Proposed Placement  | Includes Screenshot Y/N | Content Type       | High-Priority Information Needs  | Passive Terms Used  | Banned Terms Used            | General Note   |
| Add change history for DEE and associated actions  | To track changes to actions on DEEs   | 55   |                                       | ClientZ Settings           | ClientZ Settings Screen             | Topics/ClientZ Service administration/ClientZ Settings                         | Add information   | Y                       | UI reference       | Administrator Only Settings; Workflow                                  | can be accessed, is reflected, are documented   | None found                   | Orange wrench  |
| Add change history for DEE and associated actions  | To track changes to actions on DEEs   | 55   |                                       | ClientZ Settings           | Add Setting for Migration screen    | Topics/Administration/Configuration migration/Add Setting for Migration screen | Setting options table [better suited for ClientZ.AuditedDomains?]   | Y                       | UI reference       | Workflow   | can be customized, is generated, is migrated, to be imported,   | Remove, type                 | Help Center name doesn't start with gerund; orange wrench        |
| Add change history for DEE and associated actions  | To track changes to actions on DEEs   | 55   |                                       | ClientZ Administration     | Creating migration exports          | Topics/Administration/Configuration migration/Creating migration exports       | Add task  | Y                       | Task               | Forms, Fields, Data Entry Events (admin)                               | can be customized, is added, is created   | None found                   | Orange wrench within page.                                       |
| Add change history for DEE and associated actions  | To track changes to actions on DEEs   | 55   |                                       | ClientZ.AuditedDomains     | Checking record change history      | Topics/Administration/Troubleshooting/Cheeking domain changes                  | Add task  | Y                       | Task               | Workflow   | can be customized, are displayed  | None found                   | Orange wrench  |
| Assign a team using FTE on a new user assignment data entry event (DEE) action                     | Form Tag Extension  | 56   | New fields                            | Form Tag Audited           | Managing form tag extensions        | Topics/Administration/Forms and fields/Managing form tag extensions            | Add task  | Y                       | Task               | Forms, Fields, Data Entry Events (admin)                               | can be customized, is copied, is used   | None found                   | Release Notes pg. 56 contain passive voice.                      |
| Assign a team using FTE on a new user assignment data entry event (DEE) action                     | Form Tag Extension  | 56   | New fields                            | Form Tag Extension         | About forms and fields              | Topics/Administration/Forms and fields/About forms and fields                  | Add information   | Y                       | About              | Forms, Fields, Data Entry Events (admin)                               | is configured, are grouped, is displayed, is provided, can be created, are deployed, are stored, are displayed, can be used, can be added, to be notified, are used, to be accessed, can be submitted, is filed, is created, is limited, can be customized, is accessed | Boxes, done, perform, set up | Orange wrench within page.                                       |
| Manually fire data entry events on the users domain and view bulk action events from the more menu | Update the relevant permissions   | 57   | New role permissions, New role fields | Permissions assigned to    | Permissions Assigned to Role screen | Topics/Administration/User security/Permissions Assigned to Role screen        | Within 'What you can do on the screen' table.   | Y                       | UI reference       | Users (Admin)  | can be customized, is accessed  | Remove                       |  |
| Manually fire data entry events on the users domain and view bulk action events from the more menu | To setup the ability to manually fire data entry events created on the Users domain | 58   | New role permissions, New fields      | Fire                       | Data Entry Events                   | Topics/Concepts and definitions/Data entry events                              | Add information   | Y                       | Concept            | Workflow; Forms, Fields, Data Entry Events (Admin); Claims & Incidents | is called; were referred; is fired  | None found                   | Release Note task name contains 'setup', which is a banned word. |
| Use email templates for DEE  | To add a template to an existing email  | 59   | New fields                            | Email template             | Creating templates                  | Topics/Administration/Forms and fields/Creating templates                      | Add task [Add a hyperlink to 'Data Entry Events' page. In 'Data Entry Events' page, create an 'Email Template for DEE' section.]  | N                       | Task               | Workflow   | can be customized, is created   | None found                   |  |
| Use email templates for DEE  | To create a new email using a template  | 59   | New fields                            | Email template             | Creating templates                  | Topics/Administration/Forms and fields/Creating templates                      | Add task [Add a hyperlink to 'Data Entry Events' page. In 'Data Entry Events' page, create an 'Email Template for DEE' section.]  | N                       | Task               | Workflow   | can be customized, is created   | None found                   |  |
| Trigger multiple rules simultaneously  | To enable the Underwriting Rules Triggered check box in a new DEE                   | 60   | New fields                            | Trigger underwriting rules | Managing underwriting rules         | Topics/Policies and billing/Managing underwriting rules                        | Add task [Add a hyperlink to 'Data Entry Events' page in step 5 'Too add an action to an underwriting rule' section. In 'Data Entry Events' page, create an 'Trigger Rules for DEE' section.] | Y                       | Task               | Workflow   | can be customized, are checked, is required, is added, is triggered   | Program, remove              | orange wrench  |
| Trigger multiple rules simultaneously  | To enable the Underwriting Rules Triggered check box in a new DEE                   | 60   | New fields                            | Trigger underwriting rules | Managing underwriting rules         | Topics/Policies and billing/Managing underwriting rules                        | Add task [Add a hyperlink to 'Data Entry Events' page in step 5 'Too add an action to an underwriting rule' section. In 'Data Entry Events' page, create an 'Trigger Rules for DEE' section.] | Y                       | Task               | Workflow   | can be customized, are checked, is required, is added, is triggered   | Program, remove              | orange wrench  |
| Add custom fields and custom views to document control templates                                   |   | 61   |                                       | Document controls template | Uploading a document template       | Topics/GRC/PPM/Uploading a document template                                   | Add task [Add a section titled 'Editing Document Control Templates'.]   | Y                       | Task               | Workflow   | can be customized, is required  | Remove                       |  |
| Configure the document control source panel on the document control form                           |   | 62   |                                       | Document control           | New Document Control screen         | Topics/EHS/Environmental and regulatory compliance/New Document Control screen | Add information [Add a 'Configuring Document Control Source Panel' section.]  | Y                       | UI reference       | Workflow   | can be customized, is added, is displayed, is renewed, is created   | None found                   |  |
| Use an existing document control record as a template  | Update the relevant permissions   | 62   | New role permissions                  |                            | No results                          |  |   |                         |                    |  |   |                              |  |
| Use an existing document control record as a template  | To create a blueprint   | 63   | New role permissions                  | Document template          | Uploading a document template       | Topics/GRC/PPM/Uploading a document template                                   | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]  | Y                       | Task               | Workflow   | can be customized, is required  | Remove                       |  |
| Use an existing document control record as a template  | To create a blueprint from an existing document control                             | 63   | New role permissions                  | Document template          | Uploading a document template       | Topics/GRC/PPM/Uploading a document template                                   | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]  | Y                       | Task               | Workflow   | can be customized, is required  | Remove                       |  |
| Use an existing document control record as a template  | To edit a blueprint   | 63   | New role permissions                  | Document template          | Uploading a document template       | Topics/GRC/PPM/Uploading a document template                                   | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]  | Y                       | Task               | Workflow   | can be customized, is required  | Remove                       |  |
| Use an existing document control record as a template  | To delete a blueprint   | 64   | New role permissions                  | Document template          | Uploading a document template       | Topics/GRC/PPM/Uploading a document template                                   | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]  | Y                       | Task               | Workflow   | can be customized, is required  | Remove                       |  |

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| Use an existing document control record as a template                | To create a document control from a blueprint                                  | 64 | New role permissions | Document template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     |   |
| Access a QR code link for a document control                         | To print a single QR code  | 65 |                      | Document controls    | Document controls                               | Topics/Concepts and definitions/Document controls                    | Add information [Add section under 'Actions for document controls' that details QR code capabilities. Or create a designated QR code topic and place a link in the 'Document Controls' topic.]                                     | N | Concept      | Users (admin)                | was published   | None found                 |   |
| Access a QR code link for a document control                         | To bulk print multiple QR codes  | 65 |                      | Document controls    | Document controls                               | Topics/Concepts and definitions/Document controls                    | Add information [Add section under 'Actions for document controls' that details QR code capabilities. Or create a designated QR code topic and place a link in the 'Document Controls' topic.]                                     | N | Concept      | Users (admin)                | was published   | None found                 |   |
| Re-assign and resend element update requests to recipients           | To reassign a BCM plan elements  | 66 |                      | BCM Plan             | About the Business Continuity Management module | Topics/GRC/BCM/About Business Continuity Management                  | Add information [Recommend building out this page to include task-oriented sections. You can replace the 'Use your continuity plan' section since that information is stated in the intro and replace with task-oriented headers.] | Y | About        | Users (admin)                | are interrupted, is interrupted,  | None found                 |   |
| Re-assign and resend element update requests to recipients           | To resend element updates  | 66 |                      | BCM Plan             | About the Business Continuity Management module | Topics/GRC/BCM/About Business Continuity Management                  | Add information [Recommend building out this page to include task-oriented sections. You can replace the 'Use your continuity plan' section since that information is stated in the intro and replace with task-oriented headers.] | Y | About        | Users (admin)                | are interrupted, is interrupted,  | None found                 | Business Continuity Management (BCM) Plan vs BC Plan. Is there a difference?  |
| Use tags to automatically create the elements in a document template | Add tags to your .docx document before import                                  | 67 |                      | Document template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     |   |
| Use tags to automatically create the elements in a document template | Add tags to an existing .docx document control                                 | 68 |                      | Document template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     | BCM from previous section and BCP in this section. Is there a difference?; Confirming 'Document Controls' and 'Document Control section' are different? |
| Use tags to automatically create the elements in a document template | Available tag pairs  | 68 |                      | Document Template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     | BCM from previous section and BCP in this section. Is there a difference?; Confirming 'Document Controls' and 'Document Control section' are different? |
| Use tags to automatically create the elements in a document template | Tag parameters   | 68 |                      | Document Template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     | BCM from previous section and BCP in this section. Is there a difference?; Confirming 'Document Controls' and 'Document Control section' are different? |
| Use tags to automatically create the elements in a document template | Full document example  | 69 |                      | Document Template    | Uploading a document template                   | Topics/GRC/PPM/Uploading a document template                         | Add task [Relabel the 'Uploading a document template' to something more generic like 'Document Templates'. You can then add information about configuring, adding, templates, records, etc.]                                       | Y | Task         | Workflow                     | can be customized, is required  | Remove                     | BCM from previous section and BCP in this section. Is there a difference?; Confirming 'Document Controls' and 'Document Control section' are different? |
| Exclude mail merge templates from agent-type users                   | To exclude agent-type users from using a mail merge template                   | 70 | New fields           | Mail Merge Templates | Managing mail merge templates                   | Topics/Administration/Forms and fields/Managing mail merge templates | To delete a mail merge template  | Y | Task         | Workflow                     | N/A   | as , remove, set up , icon |   |
| Apply the late fee charges to PayAsYouGo and pending invoices        | To remove late fee charges from PayAsYouGo invoices                            | 71 |                      | Enable late fees     | New Billing Profile screen                      | Topics/Policies and billing/New Billing Profile screen               | Late fee options   | Y | UI reference | Claims & Incidents; Workflow | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected, is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated | done                       |   |
| Apply the late fee charges to PayAsYouGo and pending invoices        | To verify that late fee charges are applied to PayAsYouGo and pending invoices | 71 |                      | Enable late fees     | New Billing Profile screen                      | Topics/Policies and billing/New Billing Profile screen               | Late fee options   | Y | UI reference | Claims & Incidents; Workflow | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected, is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated | done                       |   |

|   |  |    |                      |   |  |  |  |   |              |   |   |                       |   |
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| Configure a security deposit on a non pay as you go billing frequency                 | N/A  | 72 |                      | Billing frequencies                                   | Adding installment options to billing profiles | Topics/Policies and billing/Adding installment options to billing profiles | To add an installment option                           | N | Task         | Claims & Incidents  | could configure, can be configured, is saved  | None found            |   |
| Transfer payment from one billing account to another                                  | To allocate unused amount to another billing account                                     | 73 | New role permissions | Billing Accounts, Billing Payment, Allocation         | No results                                     |  |  |   |              |   |   |                       |   |
| Transfer payment from one billing account to another                                  | Update the relevant permissions  | 73 | New role permissions | Allocate to other billing accounts                    | New Billing Profile screen                     | Topics/Policies and billing/New Billing Profile screen                     | Billing profile options                                | Y | UI reference | Claims & Incidents; Workflow  | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected, is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated   | done                  |   |
| Attach mail merge documents created from a policy change data entry event to a policy | N/A  | 74 | New fields           | Policy change DEE                                     | New Action screen (DEE)                        | Topics/Administration/Forms and fields/New Action screen (DEE)             | Attachment options                                     | Y | UI           | Forms, Fields, Data Entry Events; Users; Workflow                                   | to be triggered; is assigned; can be customized; to be completed; is created; is modified; is triggered   | None found            |   |
| "Equity Billing" is now called "Earned Premium Billing"                               | To view the Earned Premium Billing Options section in the Default Billing Profile screen | 74 |                      | Equity Billing Options                                | New Billing Profile screen                     | Topics/Policies and billing/New Billing Profile screen                     | Equity billing options                                 | Y | UI reference | Claims & Incidents; Workflow  | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected; is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated   | done                  |   |
| Configure audit type transactions   | Allow an audit endorsement type transaction to be a final audit                          | 76 | New fields           | Policy schedule                                       | Policy schedule screen                         | Topics/Policies and billing/Policy Schedule screen                         | Schedule loading options                               | Y | UI reference | Workflow  | is added, is displayed, is selected, are created, can be edited, is loaded, are automatically added, is entered   | later                 |   |
| Configure audit type transactions   | Allow a rating program policy line to be audited during a policy endorsement transaction | 77 | New fields           | Rating Programs                                       | Creating rating programs                       | Topics/Policies and billing/Creating rating programs                       | Creating rating programs                               | N | Task         | Workflow  | none found  | perform               | Orange wrench   |
| Configure audit type transactions   | Allow a rating program schedule to be editable on an audit transaction                   | 77 | New fields           | Schedule Table Calculations                           | Rating program calculation fields screen       | Topics/Policies and billing/Rating Program Calculation Field screen        | Policy schedule options                                | Y | UI reference | Policies & Programs; Forms, Fields, Data Entry Events; Claims & Incidents; Workflow | is replaced; is added; is selected; can be customized; is calculated; is reported; is included  | perform               |   |
| Configure audit type transactions   | Add a new audit type   | 77 | New fields           | Add a new audit type                                  | New Audit Definition Screen                    | Topics/Administration/Forms and fields/New Audit Definition screen         | Audit definition options                               | Y | UI reference | Workflow  | can be customized, is added, are assigned, is created, is used  | box, remove, text box |   |
| Configure audit type transactions   | Create a final audit from a policy   | 78 | New fields           | Auditable Policy Lines                                | New Rating Program screen                      | Topics/Policies and billing/New Rating Program screen                      | Policy coverage and policy line options                | Y | UI reference | Workflow; Policies & Programs; Forms, Fields, Data Entry Events; Users              | is used; is displayed; is generated; are cleared; are selected; can be assigned; is locked; are endorsed; are rated; is issued; are notified; is formatted; can be viewed; are added; is linked; are predefined; is created; is reached; can be customized; is calculated; is reinstated; is bound but not issued; are renewed; is canceled; are applied; | perform, later        |   |
| Configure email notification recipients for asynchronously generated forms            | To manually configure receiving email notifications                                      | 79 | New ClientZ settings | ClientZ Settings                                      | ClientZ Settings screen                        | Topics/ClientZ Service administration/ClientZ Settings                     | To find the descriptions of ClientZ settings           | Y | UI reference | Administrator Only Settings; Workflow   | can be accessed, is reflected, are documented   | None found            | Orange wrench   |
| Configure email notification recipients for asynchronously generated forms            | To manually configure email notifications on a proposal by proposal basis                | 79 |                      | Underwriting, All Proposals, Notification Preferences | No results                                     |  |  |   |              |   |   |                       |   |
| Manage configuration of insufficient funds fee at the billing account level           | To configure the Insufficient Funds Fee section  | 80 | New fields           | Billing Settings screen                               | New Billing Profile screen                     | Topics/Policies and billing/New Billing Profile screen                     | insufficient funds fee options                         | Y | UI reference | Claims & Incidents; Workflow  | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected, is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated   | done                  | typo: if you want use the cost excluding any taxes and fees   |
| Select when reinstate fees will be charged  | N/A  | 81 | New fields           | Reinstatement Fees                                    | New Billing Profile screen                     | Topics/Policies and billing/New Billing Profile screen                     | Reinstatement fee options                              | Y | UI reference | Claims & Incidents; Workflow  | is generated, must be paid, is automatically generated, is split evenly, is overpaid, is used, is sent, is subtracted, is created, is adjusted, is canceled, are temporarily paused, can be collected, is charged, is bound, is billed, are displayed, is rounded, is selected, is reinstated   | done                  |   |
| Use variables in scripting of rating formula column definitions                       | Create a shared rating formula variable  | 83 | New buttons          | "rating calculation"                                  | Managing rating program calculations           | Topics/Policies and billing/Managing rating program calculations           | Add task   | N | Task         | Workflow; Policies & Programs   | can be customized.  | None found            | "Rating Formula Column screen" in Release notes and "Rating Formula Columns screen" in Help Center; not a full screenshot |
| Use variables in scripting of rating formula column definitions                       | Create a shared rating formula variable  | 83 | New buttons          | "rating formula"; "rating calculation"                | Rating program calculation fields screen       | Topics/Policies and billing/Rating Program Calculation Field screen        | Calculation options                                    | Y | UI reference | Policies & Programs; Forms, Fields, Data Entry Events; Claims & Incidents; Workflow | is replaced; is added; is selected; can be customized; is calculated; is reported; is included  | perform               | "Rating Formula Column screen" in Release notes and "Rating Formula Columns screen" in Help Center                        |
| Use variables in scripting of rating formula column definitions                       | Refer to a rating formula variable   | 83 | New buttons          | "rating formula"; "rating calculation"                | Rating program calculation fields screen       | Topics/Policies and billing/Rating Program Calculation Field screen        | Script options   | Y | UI reference | Policies & Programs; Forms, Fields, Data Entry Events; Claims & Incidents; Workflow | is replaced; is added; is selected; can be customized; is calculated; is reported; is included  | perform               | "Rating Formula Column screen" in Release notes and "Rating Formula Columns screen" in Help Center                        |
| Endorse bound renewals when binding an endorsement                                    | To allow users to endorse bound renewals when binding an endorsement                     | 84 | New fields           | "new rating program"                                  | New Rating Program screen                      | Topics/Policies and billing/New Rating Program screen                      | Update screenshot if incorrect; Rating program options | Y | UI reference | Workflow; Policies & Programs; Forms, Fields, Data Entry Events; Users              | is used; is displayed; is generated; are cleared; are selected; can be assigned; is locked; are endorsed; are rated; is issued; are notified; is formatted; can be viewed; are added; is linked; are predefined; is created; is reached; can be customized; is calculated; is reinstated; is bound but not issued; are renewed; is canceled; are applied; | perform, later        |   |

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|---|---|----|----------------|---|---|---|--|---|--------------|---|---|----------------|---|
| Endorse bound renewals when binding an endorsement                    | To endorse bound renewals when binding an endorsement           | 84 | New fields     | "bound" AND "renewal";  | Managing policy renewals                            | Topics/Policies and billing/Managing policy renewals                            | Add task   | N | Task         | Workflow; Policies & Programs   | is accepted; is stored; is rejected; is deleted   | remove         | Task starts with "Navigate to the policy" how; other tasks explain what screen to start from.   |
| Endorse bound renewals when binding an endorsement                    | To endorse bound renewals when binding an endorsement           | 84 | New fields     | "endorsement"   | Policy workflows                                    | Topics/Concepts and definitions/Policy workflows                                | Binding; Other workflows   | N | Concept      | Workflow; Policies & Programs   | is used; are called; is requested; is added; are tracked; is reviewed; is requested and accepted; is not enabled; is submitted; are not required  | None found     |   |
| Endorse bound renewals when binding an endorsement                    | To endorse bound renewals when binding an endorsement           | 84 | New fields     | "endorsement"   | Proposals screen                                    | Topics/Policies and billing/Proposals screen                                    | What you can do on the screen  | Y | UI reference | Policies & Programs   | is not connected; is created; is not submitted; is completed; is signed; is canceled; was rated   | None found     |   |
| Select the Tail Adjusted Value easier                                 | n/a   | 85 | Updated fields | "edit rating program", then located "Managing rating programs" page. Under "To edit a rating program," followed link that said "Get detailed information on the available settings" | New Rating Program screen                           | Topics/Policies and billing/New Rating Program screen                           | Update screenshot if incorrect; Rating program options   | Y | UI reference | Workflow; Policies & Programs; Forms, Fields, Data Entry Events; Users              | is used; is displayed; is generated; are cleared; are selected; can be assigned; is locked; are endorsed; are rated; is issued; are notified; is formatted; can be viewed; are added; is linked; are predefined; is created; is reached; can be customized; is calculated; is reinstated; is bound but not issued; are renewed; is canceled; are applied; | perform, later |   |
| Select the Tail Adjusted Value easier                                 | n/a   | 85 | Updated fields | "rating program calculation"  | Rating program calculation fields screen            | Topics/Policies and billing/Rating Program Calculation Field screen             | Calculation options > Tail Adjusted Field Value  | Y | UI reference | Policies & Programs; Forms, Fields, Data Entry Events; Claims & Incidents; Workflow | is replaced; is added; is selected; can be customized; is calculated; is reported; is included  | perform        |   |
| Use the new shared commission workflow                                | To configure the shared commission percentage                   | 87 |                | "commission threshold"  | Adding commission thresholds to commission profiles | Topics/Policies and billing/Adding commission thresholds to commission profiles | Add task   | N | Task         | Workflow; Policies & Programs   | must be configured; is added; can be customized   | None found     |   |
| Use the new shared commission workflow                                | To configure the shared commission percentage                   | 87 |                | "commission percentage"   | Billing and Commissions screen                      | Topics/Policies and billing/Billing and Commissions screen                      | Commission options   | Y | UI reference | Workflow; Policies & Programs   | are generated; are configured; are changed; can be collected; is waived; is not assigned; are adjusted; are created; is selected; can be customized; are automatically applied; is calculated; is triggered; are billed   | None found     |   |
| Use the new shared commission workflow                                | To configure the shared commission percentage                   | 87 |                | "commission profiles"   | Managing commission profiles                        | Topics/Policies and billing/Managing commission profiles                        | Add task   | N | Task         | Workflow; Policies & Programs   | can be customized;  | None found     |   |
| Use the new shared commission workflow                                | To configure the shared commission percentage                   | 87 |                | "commission profiles"   | New Commission Profile screen                       | Topics/Policies and billing/New Commission Profile screen                       | Shared commission options  | Y | UI reference | Policies & Programs   | is renewed; can be customized   | None found     |   |
| Use the new shared commission workflow                                | To configure the shared commission percentage                   | 87 |                | "commission threshold"  | New Commission Threshold screen                     | Topics/Policies and billing/New Commission Threshold screen                     | Shared commission options  | Y | UI reference | Policies & Programs   | is calculated; is selected; is renewed; can be customized   | None found     |   |
| Use the new shared commission workflow                                | Sharing commission percentage in a new application              | 88 |                | "application interview"   | Completing application interview forms              | Topics/Policies and billing/Completing an application interview form            | Add task   | N | Task         | Workflow; Policies & Programs   | can be customized; is submitted; is created; must be assigned   | None found     |   |
| Use the new shared commission workflow                                | Sharing commission percentage in a new application              | 88 |                | "policy admin"  | New Proposal screen                                 | Topics/Policies and billing/New Proposal screen                                 | Policy options   | Y | UI reference | Policies & Programs   | is added; is formatted; is canceled; is covered; can be customized  | None found     |   |
| Create user assignments and user assignment data entry for any domain | To update the relevant permissions                              | 89 |                | "Users and security"  | Managing roles                                      | Topics/Administration/User security/Managing roles                              | Add task   | Y | Task         | Workflow; Users;  | cannot be edited; is added; is no longer displayed; is no longer used; is no longer needed; can be customized; is copied  | remove         |   |
| Create user assignments and user assignment data entry for any domain | To update the relevant permissions                              | 89 |                | "Apply Filter to Area Names"  | Permissions Assigned to Role screen                 | Topics/Administration/User security/Permissions Assigned to Role screen         | Update screenshot  | Y | UI reference | Users (Admin)   | can be customized; is accessed  | remove         |   |
| Create user assignments and user assignment data entry for any domain | To add the assignment panel as a single grid to any custom form | 90 |                | "custom forms"  | Creating custom forms                               | Topics/Administration/Forms and fields/Creating custom forms                    | Add task   | N | Task         | Workflow; Forms, Fields, Data Entry Events;   | can be customized; is created   | remove         | The Form Help section should have be where users can find all available attributes for custom forms. May be a candidate for new page. |
| Create user assignments and user assignment data entry for any domain | To add the assignment panel as a single grid to any custom form | 90 |                | "custom forms"  | Managing custom forms                               | Topics/Administration/Forms and fields/Managing custom forms                    | Add task   | N | Task         | Workflow; Forms, Fields, Data Entry Events;   | is inherited; can be customized, are grouped  | None found     |   |
| Create user assignments and user assignment data entry for any domain | To add the assignment panel as a single grid to any custom form | 90 |                | "form help"; "Go to XML Syntax Help"; "Help on Forms XML"   | No results  |   |  |   |              |   |   |                |   |
| Create user assignments and user assignment data entry for any domain | To create a user assignment data entry event action             | 90 |                | "data entry events"   | Creating data entry events                          | Topics/Administration/Forms and fields/Creating data entry events               | To add an action to a data entry event   | N | Task         | Workflow; Forms, Fields, Data Entry Events;   | is added; is changed; can be customized; is triggered   | None found     |   |
| Create user assignments and user assignment data entry for any domain | To create a user assignment data entry event action             | 90 |                | "data entry events"   | Data entry events                                   | Topics/Concepts and definitions/Data entry events                               | Available actions  | Y | Concept      | Workflow; Forms, Fields, Data Entry Events (Admin); Claims & Incidents              | is called; were refired; is fired   | None found     |   |
| Create user assignments and user assignment data entry for any domain | To create a user assignment data entry event action             | 90 |                | "actions triggered by event"  | New Action screen (DEE)                             | Topics/Administration/Forms and fields/New Action screen (DEE)                  | Action options   | Y | UI reference | Forms, Fields, Data Entry Events; Users; Workflow                                   | to be triggered; is assigned; can be customized; to be completed; is created; is modified; is triggered   | None found     |   |
| Create user assignments and user assignment data entry for any domain | To create a user assignment data entry event action             | 90 |                | "data entry event"  | New Data Entry Event screens                        | Topics/Administration/Forms and fields/New Data Entry Event screen              | Data entry event options; Notification trigger options   | Y | UI reference | Forms, Fields, Data Entry Events (Admin); Users (Admin)                             | is added; is selected; to be triggered; can be customized;  | set up         |   |
| Define a tag for user assignment schedules                            | n/a   | 91 | New fields     | "new schedule"  | Create new schedule screen                          | Topics/Reporting and analytics/Dashboards/Create new schedule screen            | Scheduling options   | Y | UI reference | Dashboards; Workflow; People  | can be customized; is selected; is displayed; was received  | None found     |   |
| Define a tag for user assignment schedules                            | n/a   | 91 | New fields     | "access schedules"  | No results  |   | Proposed new topic: Managing user assignments/user assignment schedules; Creating user assignment/User assignment schedules; Proposed placement. |   |              |   |   |                |   |
| Configure the user assignment status description                      | n/a   | 92 |                | "user assignment"; "user assignments"; "new setting"; "setting name"  | No results  |   | Proposed new topic: Managing user assignments/user assignment schedules; Creating user assignment/User assignment schedules; Proposed placement. |   |              |   |   |                |   |

Create different review workflows and configurations by domain n/a

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"review assignment"; "new No results setting"; "setting list"; "setting name"

Proposed new topic: Managing user assignments/user assignment schedules; Creating user assignment/User assignment schedules; Proposed placement: Topics/Administration/User security