



Data Policy Manager

Data quality begins with data entry. Every organization should have data policies describing how data should be entered into Andar in order for the data to be consistent and retrievable. Without data entry policies, mail lists may be unreliable, data trends analysis may be impossible, and accurate account selection may not be possible due to varying or unknown data criteria. The Data Policy Manager module eliminates the need to update, publish and distribute policy documents to every user.

POLICY REMINDERS

The Data Policy Manager module allows organizations to add data policy text to each window in Andar/360 where a policy applies. For example, the "Add address" window could have a different policy text than the "Update address" window. Users may hide the data policy text but a "Show policy" menu item will appear and flash 3 times if a policy text exists for the current window.

MULTIPLE INSTANCES

You can add Data Policies to each window and every tab (when there are no sub-tabs) or sub-tab on account profiles and in Data Mining.

POLICY MANAGEMENT

An administrator in your organization can use the "Help" menu to manage policies for specific windows in Andar/360. The process is as simple as typing the policy in the policy window, and clicking the "Update" button.

DISABLE POLICIES AS NEEDED

Administrators can set up all data policies first in "Disable" mode and have them displayed when they are all in place and ready to be activated.

MULTIPLE AUTHORITY LEVELS

Give different users in your organization the authority to show or hide data policies.

HIDDEN POLICY ALERT

If a policy has been hidden from view, a Show Policy menu item will appear and flash 3 times for the current window. This alert ensures no important policies are missed.

DOCUMENT AND LINK ATTACHMENT

Insert existing policy documents that users can access directly from a Data Policy page. The document can be in any format that the users will be able to open from their computer or in html. The attachment does not have to be in the same directory where Andar/360 is installed, it can be in any directory that the user has access to.



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