

ManagePro Version 2.0

FIELDS.WRI

This file contains detailed information about the fields in each ManagePro database object. Each object (such as a goal, a person/team, or an event) has multiple fields that can contain data. The fields appear in the Detail forms in the program and in planner columns.

Database object: Goal

Field Name: Title

Description: Goal title

Fixed length: 80

Field Name: Type

Description: Goal type

Uses option list: Goal type

Field Name: Short description

Description: Goal short description

Fixed length: 20

Field Name: Long description

Description: Goal long description

Field Name: Start date

Description: Goal start date

Field Name: Due date

Description: Goal due date

Field Name: Original due date

Description: First goal due date entered for this goal

Field Name: Who

Description: Goal responsible person/team

Field Name: Sub-goals

Description: Goal's sub-goals

Field Name: Parent goal

Description: Goal's parent goal

Field Name: Status

Description: Goal subjective status

Uses option list: Goal status

Field Name: Weight

Description: Goal weighting vs other goals

Type: Numeric

Field Name: Priority
Description: Goal priority
Uses option list: Priority

Field Name: Difficulty
Description: Goal degree of difficulty
Uses option list: Difficulty

Field Name: Time load factor
Description: Time load factor for person/team responsible
Uses option list: Load factor

Field Name: Measurement basis
Description: Goal measurement basis
Fixed length: 80

Field Name: Measurement scale
Description: Goal measurement scale

Field Name: Next date
Description: Next upcoming date for a goal

Field Name: Summary comment
Description: Goal summary comment

Field Name: Final rating
Description: Goal summary rating
Uses option list: Performance level

Field Name: Schedule status
Description: Goal schedule status
Uses option list: Event proximity

Field Name: Category
Description: Goal category
Uses option list: Category

Field Name: User defined number 1
Description: User defined number 1
Type: Numeric

Field Name: User defined number 2
Description: User defined number 2
Type: Numeric

Field Name: User defined number 3
Description: User defined number 3
Type: Numeric

Field Name: User defined number 4
Description: User defined number 4
Type: Numeric

Field Name: User defined number 5

Description: User defined number 5
Type: Numeric

Field Name: User defined text 1
Description: User defined text 1
Fixed length: 25

Field Name: User defined text 2
Description: User defined text 2
Fixed length: 25

Field Name: User defined text 3
Description: User defined text 3
Fixed length: 25

Field Name: User defined long text 1
Description: User defined long text 1

Field Name: User defined long text 2
Description: User defined long text 2

Field Name: User defined date 1
Description: User defined date 1

Field Name: User defined date 2
Description: User defined date 2

Field Name: User defined roll-up number 1
Description: User defined roll-up number 1
Type: Numeric

Field Name: User defined roll-up number 2
Description: User defined roll-up number 2
Type: Numeric

Field Name: User defined roll-up number 3
Description: User defined roll-up number 3
Type: Numeric

Field Name: User defined roll-up number 4
Description: User defined roll-up number 4
Type: Numeric

Field Name: User defined roll-up number 5
Description: User defined roll-up number 5
Type: Numeric

Database object: Measurement scale
Field Name: Measurement scale name
Description: Name of measurement scale

Field Name: Date scale created
Description: Date scale created

Field Name: Goal

Description: Goal for measurement scale

Field Name: Far exceeds

Description: Measurement scale - far exceeds

Fixed length: 80

Field Name: Exceeds

Description: Measurement scale - exceeds

Fixed length: 80

Field Name: Fully Meets

Description: Measurement scale - fully meets

Fixed length: 80

Field Name: Meets minimum

Description: Measurement scale - meets minimum

Fixed length: 80

Field Name: Unsatisfactory

Description: Measurement scale - unsatisfactory

Fixed length: 80

Database object: Team/person

Field Name: Name

Description: Person/team name

Fixed length: 80

Field Name: Relationship

Description: Person/team relationship to you

Uses option list: Relationship

Field Name: Team members

Description: Team members

Field Name: Person's teams

Description: Teams this person is a member of

Field Name: Goals

Description: Person/team goals

Field Name: Formal reviews

Description: Person/team's formal reviews

Field Name: Development plans

Description: Person/team's development plans

Field Name: Commitments

Description: Commitments made to this person/team

Field Name: Progress data

Description: All progress data for a person/team

Field Name: Feedback/coaching

Description: All feedback/coaching for a person/team

Field Name: Personal data
Description: Person/team personal data

Field Name: Job data
Description: Person/team job data

Field Name: Reminder frequency
Description: Person/team's reminder frequency

Field Name: Recognition
Description: Recognition given to person/team

Field Name: Management reminders
Description: Management reminders for person/team

Field Name: Reminders?
Description: Person/team reminders generated?
Uses option list: Yes or no

Field Name: Interim reviews
Description: Person/team's interim reviews

Field Name: Last name
Description: Person/team last name
Fixed length: 40

Field Name: Network access data
Description: Person/team network access data

Field Name: Password
Description: Person/team network password
Fixed length: 10

Field Name: Category
Description: Person/team category
Uses option list: Category

Field Name: Person user defined number 1
Description: Person/team user defined number 1
Type: Numeric

Field Name: Person user defined number 2
Description: Person/team user defined number 2
Type: Numeric

Field Name: Person user defined number 3
Description: Person/team user defined number 3
Type: Numeric

Field Name: Person user defined number 4
Description: Person/team user defined number 4
Type: Numeric

Field Name: Person user defined number 5
Description: Person/team user defined number 5

Type: Numeric

Field Name: Person user defined text 1
Description: Person/team user defined text 1
Fixed length: 40

Field Name: Person user defined text 2
Description: Person/team user defined text 2
Fixed length: 40

Field Name: Person user defined text 3
Description: Person/team user defined text 3
Fixed length: 40

Field Name: Person user defined long text 1
Description: Person/team user defined long text 1

Field Name: Person user defined long text 2
Description: Person/team user defined long text 2

Field Name: Reviews
Description: Combined formal/interim reviews for person/team

Field Name: Management task status
Description: Person/team management task status
Uses option list: Event proximity

Field Name: Person's goals
Description: All goals for a person/team

Field Name: Team goals
Description: All goals for a team

Field Name: Upcoming meetings
Description: Person/team upcoming meetings
Uses option list: Event proximity

Field Name: Results status
Description: Person/team results status
Uses option list: Goal status

Field Name: Person/team skills status
Description: Person/team skills status
Uses option list: Goal status

Field Name: Resetting goal status
Description: Person/team resetting goal status
Uses option list: Event proximity

Field Name: Progress data reminder status
Description: Person/team progress data input status
Uses option list: Event proximity

Field Name: Feedback reminder status
Description: Person/team feedback/coaching input status

Uses option list: Event proximity

Field Name: Review reminder status
Description: Person/team performance review status
Uses option list: Event proximity

Field Name: Commitments reminder status
Description: Status of commitments to a person/team
Uses option list: Event proximity

Field Name: Recognition reminder status
Description: Person/team recognition status
Uses option list: Event proximity

Database object: Personal information

Field Name: Who
Description: Person/team

Field Name: Personal record name
Description: Personal record name

Field Name: Work phone
Description: Work phone number
Fixed length: 18

Field Name: Home address 1
Description: Home address 1
Fixed length: 50

Field Name: Home address 2
Description: Home address 2
Fixed length: 50

Field Name: Home phone
Description: Home phone
Fixed length: 15

Field Name: Emergency contact
Description: Emergency contact
Fixed length: 80

Field Name: Other information
Description: Other information

Field Name: Fax number
Description: Fax phone number
Fixed length: 18

Field Name: Mobile/pager number
Description: Mobile/pager phone number
Fixed length: 18

Field Name: Social Security number
Description: Social Security number
Fixed length: 15

Field Name: Info user defined number 1
Description: Personal data user defined number 1
Type: Numeric

Field Name: Info user defined number 2
Description: Personal data user defined number 2
Type: Numeric

Field Name: Info user defined number 3
Description: Personal data user defined number 3
Type: Numeric

Field Name: Info user defined text 1
Description: Personal data user defined text 1
Fixed length: 40

Field Name: Info user defined text 2
Description: Personal data user defined text 2
Fixed length: 40

Field Name: Info user defined text 3
Description: Personal data user defined text 3
Fixed length: 40

Field Name: Info user defined long text
Description: Personal data user defined long text

Database object: Job information

Field Name: Who
Description: Person/team

Field Name: Job record name
Description: Job record name

Field Name: Title
Description: Job title
Fixed length: 80

Field Name: Employment status
Description: Employment status
Uses option list: Employment status

Field Name: Job description
Description: Job description

Field Name: Level/grade
Description: Job level
Fixed length: 20

Field Name: Started this job
Description: Job start date

Field Name: Most recent salary
Description: Most recent salary

Type: Numeric

Field Name: Planned salary
Description: Planned salary
Type: Numeric

Field Name: Previous job information
Description: Previous job information

Field Name: Employee number
Description: Employee number
Fixed length: 20

Field Name: Date of hire
Description: Date of hire

Field Name: Job user defined number 1
Description: Job data user defined number 1
Type: Numeric

Field Name: Job user defined number 2
Description: Job data user defined number 2
Type: Numeric

Field Name: Job user defined number 3
Description: Job data user defined number 3
Type: Numeric

Field Name: Job user defined text 1
Description: Job data user defined text 1
Fixed length: 40

Field Name: Job user defined text 2
Description: Job data user defined text 2
Fixed length: 40

Field Name: Job user defined text 3
Description: Job data user defined text 3
Fixed length: 40

Field Name: Job user defined long text 1
Description: Job data user defined long text 1

Database object: Person/team access information

Field Name: Who
Description: Person/team

Field Name: Access record name
Description: Access record name

Field Name: Top level goals access
Description: Top level goals access
Uses option list: Network access rights

Field Name: Own goals access

Description: Own goals access
Uses option list: Network access rights

Field Name: Progress data access
Description: Progress data access
Uses option list: Network access rights

Field Name: Feedback/coaching data access
Description: Feedback/coaching data access
Uses option list: Network access rights

Field Name: Reviews data access
Description: Reviews data access
Uses option list: Network access rights

Field Name: Development plan data access
Description: Development plan access
Uses option list: Network access rights

Field Name: Commitments data access
Description: Commitments data access
Uses option list: Network access rights

Field Name: Reports planner access
Description: Reports planner access
Uses option list: Network access rights

Field Name: Quick input menu access
Description: Quick input menu access
Uses option list: Network access rights

Field Name: Global calendar access
Description: Global calendar access
Uses option list: Network access rights

Database object: To do item

Field Name: Title
Description: To do name
Fixed length: 80

Field Name: Who
Description: Person/team assigned to this item

Field Name: Related goal
Description: Event's related goal

Field Name: Long description
Description: To do long description

Field Name: Due date
Description: To do due date

Field Name: Status
Description: To do status
Uses option list: To do status

Field Name: Priority
Description: To do priority
Uses option list: Priority

Database object: Event

Field Name: Title
Description: Event name
Fixed length: 80

Field Name: Type
Description: Event type
Uses option list: Event type

Field Name: Source
Description: Event source
Uses option list: Event source

Field Name: Date
Description: Event date

Field Name: Long description
Description: Event long description

Field Name: Who
Description: Person/team assigned to this item

Field Name: Related goal
Description: Event's related goal

Field Name: Recurring
Description: Event single or recurring

Field Name: Category
Description: Category
Uses option list: Category

Field Name: Location
Description: Location
Fixed length: 80

Field Name: Mileage
Description: Mileage to event
Type: Numeric

Field Name: Duration
Description: Duration
Fixed length: 80

Field Name: Expenses
Description: Expenses associated with event
Type: Numeric

Field Name: User defined number
Description: User defined numeric

Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined text
Description: User defined text
Fixed length: 25

Field Name: User defined text
Description: User defined text
Fixed length: 25

Database object: Management task

Field Name: Name
Description: Management task name

Field Name: Type
Description: Management task type
Uses option list: Mgmt. task type

Field Name: Due date
Description: Management task date

Field Name: Who
Description: Management task person/team

Field Name: Create date
Description: Management task reference date

Field Name: Flags
Description: Management task creation flags
Type: Numeric

Field Name: Management task interval field used
Description: Management task interval field used
Type: Numeric

Field Name: Management task interval used
Description: Management task interval used

Field Name: Management task source explanation
Description: Management task source explanation

Database object: Commitment

Field Name: Title
Description: Commitment name
Fixed length: 80

Field Name: Long description

Description: Commitment long description

Field Name: Who

Description: Commitment to: person/team

Field Name: Due date

Description: Commitment due date

Field Name: Status

Description: Commitment status

Uses option list: To do status

Field Name: Priority

Description: Commitment priority

Uses option list: Priority

Database object: Progress data

Field Name: Date

Description: Date data entered

Field Name: Who

Description: Person/team subject of data

Field Name: Source of data

Description: Source of the progress data

Uses option list: Source of progress data

Field Name: Related goal

Description: Progress data's related goals

Field Name: Comment

Description: Progress comment

Field Name: Status

Description: New goal status based on progress

Uses option list: Goal status

Field Name: Priority

Description: New goal priority based on progress

Uses option list: Priority

Field Name: Topics

Description: Key word topics for this progress data

Fixed length: 80

Field Name: Date data communicated

Description: Date data communicated

Field Name: Name

Description: Progress data name

Field Name: Due date

Description: New goal due date based on progress

Field Name: Data type

Description: Progress data type
Uses option list: Manual or automatic

Field Name: Network
Description: Network message?
Type: Numeric

Field Name: User Defined Category
Description: User Defined Category
Uses option list: Progress Data Category

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: User defined long text
Description: User defined long text

Database object: Feedback/coaching data

Field Name: Date
Description: Date data entered

Field Name: Who
Description: Person/team subject of data

Field Name: Related goal
Description: Feedback/coaching data related goals

Field Name: Comment
Description: Text of feedback/coaching data

Field Name: Topic
Description: Feedback/coaching topic
Uses option list: Feedback/coaching topics

Field Name: Date message communicated
Description: Date message communicated

Field Name: Name
Description: Feedback/coaching record name

Field Name: Type
Description: Feedback/coaching type
Uses option list: Feedback type: plan/actual

Database object: Person/team recognition

Field Name: Date
Description: Recognition date

Field Name: Who
Description: Person/team for development plan

Field Name: Description
Description: Description of recognition

Field Name: Type
Description: Type of recognition
Uses option list: Types of recognition

Field Name: Related goal
Description: Goals related to recognition

Field Name: Name
Description: Recognition name

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: User defined text
Description: User defined text
Fixed length: 40

Database object: Formal performance review

Field Name: Name
Description: Review data name

Field Name: Date
Description: Review date

Field Name: Who
Description: Person/team reviewed

Field Name: Reviewed goals
Description: List of reviewed expectations

Field Name: Rating
Description: Overall rating for this review
Uses option list: Performance level

Field Name: Summary text
Description: Summary text for review

Field Name: Development issues
Description: Development issues

Field Name: Complete?
Description: Is review complete
Uses option list: Yes or no

Field Name: Type
Description: Review type
Uses option list: Review type

Field Name: User defined rating
Description: User defined rating
Uses option list: Review Rating

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined long text
Description: User defined long text

Field Name: User defined long text
Description: User defined long text

Field Name: User defined long text
Description: User defined long text

Database object: Goal review item
Field Name: Title
Description: Review goal's name
Fixed length: 80

Field Name: Rating
Description: Goal rating
Uses option list: Performance level

Field Name: Summary comment
Description: Summary comment

Field Name: Weighting
Description: Goal weighting
Type: Numeric

Field Name: Goal's review
Description: Review goal's review

Database object: Interim summary review

Field Name: Name
Description: Interim review data name

Field Name: Date
Description: Interim review date

Field Name: Who
Description: Person/team reviewed

Field Name: Important messages
Description: List of important messages

Field Name: Overall message
Description: Overall message

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined number
Description: User defined numeric
Type: Numeric

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: User defined text
Description: User defined text
Fixed length: 40

Field Name: Type
Description: Interim review type
Uses option list: Review type

Database object: Interim review message

Field Name: Message review
Description: Interim review msg's review

Field Name: Text
Description: Message text

Field Name: Supporting data
Description: Message supporting data

Field Name: Implications
Description: Message implications

Database object: Development plan

Field Name: Name
Description: Development plan name

Field Name: Who
Description: Person/team for development plan

Field Name: Status
Description: Status of development plan
Uses option list: Goal status

Field Name: Development items
Description: List of development items

Field Name: Date
Description: Development plan creation date

Field Name: Summary
Description: Text summary of development plan

Field Name: Type
Description: Development plan type
Uses option list: Type of development plan

Database object: Development plan item

Field Name: Title
Description: Development plan item name
Fixed length: 80

Field Name: Item plan
Description: Development plan item's plan

Field Name: Type
Description: Type of development item
Uses option list: Type of development plan item

Field Name: Status
Description: Status of development plan item
Uses option list: Goal status

Field Name: Due date
Description: Development plan item due date

Field Name: Description
Description: Text of development plan item

Database object: Reminders frequency

Field Name: Who

Description: Person/team

Field Name: Reminders record name

Description: Management reminders record name

Field Name: Formal review date

Description: Formal review date

Field Name: Interim review freq.

Description: Interim review interval

Field Name: Set new goals

Description: Reset expectations frequency

Field Name: Progress data

Description: Check progress frequency

Field Name: Feedback/coaching

Description: Give feedback/coaching frequency

Field Name: Recognition

Description: Give recognition frequency

Field Name: Set new goals

Description: Reset expectations advance notice

Field Name: Progress data

Description: Check progress advance notice

Field Name: Feedback/coaching

Description: Give feedback/coaching advance notice

Field Name: Recognition

Description: Give recognition advance notice

Field Name: Commitments

Description: Commitment due advance notice

Field Name: Due dates

Description: Goal due date advance notice

Field Name: To do's

Description: To do item advance notice

Field Name: Formal reviews

Description: Formal review advance notice

Field Name: Interim reviews

Description: Interim review advance notice