

Custom Edit Check Dashboard Overview

04/30/2026 4:18 pm CDT

The Custom Edit Check Dashboard is the central hub for viewing, managing all system and custom edit checks, and where you can create custom edit checks. The dashboard is organized into columns, each representing key details about your edit checks:

- **Error ID:** The value assigned to identify each edit check. System generated Error IDs will have the format of FW-####. Custom Edit check Error IDs will have a format defined by the User of any combination of numbers or alpha characters.
- **Document Type:** Shows which document type is impacted by the edit check.
- **Version(s):** Shows which document cycle(s) are impacted.
- **Affected Checklists:** Shows which document checklist is impacted by the edit check.
- **Section:** Shows which section of the checklist the edit check applies to.
- **Go to Field:** The software will direct the User to go to the field listed in this column when the edit check is triggered.
- **Display Message:** Shows the message the User will see when the edit check is triggered.
- **Enabled:** Indicates whether the edit check is enabled ("Yes") or disabled ("No").
- **Options:** Depending on the type of edit check, Users will have the option of toggling between enable and disable.
- **Error Lvl:** Identifies the nature of the edit check (error or warning).
- **System:** Specifies if the edit check is system-generated ("Yes") or a custom edit check ("No").

Filtering and Sorting the Custom Edit Check Dashboard

To efficiently locate and organize edit checks:

- **Filtering:** You can enter criteria above each column to filter results. For example, to view only warning edit checks, you can type in the criteria "warning" above the "Error Lvl" column.
- **Removing Filters:** Click the "x" next to the filter applied.
- **Sorting:** Click the arrow on any column header to sort edit checks alphabetically or by date, depending on the column. Double click to sort in the opposite order.

Export Current View

To export the current list of edit checks:

1. Apply any desired filters or sorting to the custom edit check dashboard view.
2. Click the Export to CSV link located below the dashboard.
3. Choose a destination on your computer to save the CSV file.

The exported file will reflect the current view, including any applied filters or sorting.
