

Column	Data Type	Purpose	Example
Document ID	Text/Number	Unique identifier (e.g., auto-incrementing)	PRJ-001
Document Name	Text	The full name of the document	Project Proposal Q4
Document Type	Text (Drop-down)	Category (e.g., Contract, Report, Invoice, Policy)	Report
Status	Text (Drop-down)	Current state (e.g., Draft, Review, Approved, Archive)	Approved
Assigned To	Text (Drop-down)	Person responsible for the document	A. Smith
Date Created	Date	When the document was first created	2025-10-25
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Review Due Date	Date	Key date for follow-up or review	2025-12-31
Hyperlink	Hyperlink	Direct link to the document file (e.g., in SharePoint, Open)	