Common System Icons

This guide contains a list of the most common icons that appear in the application. It also includes a description of the function or task that the icon is most often used for.

Icon	Description
	Use the **Show Menu** icon to open the global navigation menu panel. From the panel, you can expand the menu tree using the **>** icons or menu names. Clicking a menu name associated with an application page navigates you to that page.
	Use the **Pin** icon to pin the global navigation menu panel in place. While pinned, the system menu panel does not close when navigating between application pages.
	Use the **Expand/Collapse Widget** icons to show or hide a widget's content. When collapsed, a widget only shows the widget title bar.
	Use the **Ellipsis** to show additional options and menus for the application page.
	Click the **Help** icon to access your system user guides.
	Use the **Employee Information** icon to access an employee's record.
	Use the **Quick Links** icon to open a window with commonly used links for the records appearing on the screen.
	Use the **Edit** icon to edit an existing system record.
	Use the **Delete** icon to delete an existing system record. **Note**: Records deleted using this icon cannot be recovered.
	Use the **Clone** icon to create a copy of an existing company setting such as a system profile or payroll code. All field settings from the existing company setting are copied to the new company setting.
	Use the **View Details** icon to view additional field settings associated with a system record. This icon also allows you to use the search feature when selecting columns in the Select Columns window of a report screen.
	Use the **Calendar** icon to select a calendar date for a field. When clicked, the icon opens a calendar window where you can navigate between months and years. Clicking a date populates the field with the selected date.
	Use the **Add Note** icon to add a note to a system record. Clicking the icon opens a window where you can type and save the note.

Icon	Description
	Use the **View Note** icon to view and add notes for a system record. Clicking the icon opens a window where you can view any existing notes and type and save a new note.
	Use the **Lookup** icon to open a selection window for a field. From the selection window, you can choose from a list of valid values for the field.
	Use the **Select** icon to select a single item from the look up list window.
or	Use the **Add Row** icons to add a new row to a screen. When clicked, some or all values from the existing row are copied to the new row.
	Use the **Expand/Collapse** icons in tree views to expand or collapse a section of the tree. (i.e., company cost centers or company time offs)
	Use the **Next Page** icon to navigate to the next page of a report or the next record screen. (i.e., next timesheet or employee record)
	Use the **Previous Page** icon to navigate to the previous page of a report or the previous record screen. (i.e., previous timesheet or employee record)
	Use the **Filters** icon to edit the global and column filters on a report.
or	Use the **Export** icon to generate an external file using a report screen or data export.
	Use the **Import** icon to import a file into the application. **Note**: The import file must match the template format applicable to the data being imported. Navigate to Company Settings > Imports > Overview for a complete list of downloadable templates.
	Use the **Full Screen** icon to expand the work area of the screen within your browser. In full screen mode the system header information and options are hidden from view.
	Use the **Close Full Screen** icon to close the full screen mode. In normal mode, the system header information and options are displayed.
	Use the **My Mailbox** icon to display notifications sent to your user account. The number shown in the icon indicates the number of unread notifications.
	Use the **My To Do** icon to access your To Do items. The number shown in the icon indicates the amount of pending To Do items awaiting your action.
	Use the **View Workflow** icon to display the workflow associated with the request. Within the display window you can see the status of the workflow steps, the user assigned to current and completed steps and the time and date that steps were completed.

Icon	Description
	Use the **Employees** icon to open the Employee Lookup window or display a report of employees associated with a system profile. When the **Employees** icon appears in the Groups > Edit screen, use it to display the group's manager permission settings.
	Use the **Edit Timesheet** icon to open a specific timesheet. Once open, the timesheet can be viewed and edited based on your permissions.
	Use the **Audit Trails** icon to display an audit trail report for the employee record or timesheet.
	Use the **Preview Timesheet** icon to display timesheet related information. The timesheet information displayed may vary depending on where the icon appears in the application.
	Use the **Employee Preferences** icon to view/edit an employee's work time availability and preference settings.
	Use the **View Time Off Counts** icon to display an employee's current time off accrual balance information.
	Use the **Print** icon to print a timesheet(s) to a connected local or network printer. Before printing, you may select settings to control what information is printed.
	Use the **Timesheet Approval** icon to display the approval history for a timesheet.
	Use the **Process Checklist** icon to open a Time Prep or Payroll Prep checklist.
	Use the **View/Edit Employee Statements** icon to view a list report of employee pay statements. From the report, individual pay statements can be opened to view and edit based on your permissions. This icon may also appear in some areas of the system to view the system calculations for a record.
	Use the **View/Edit Batches** icon to view a list report of batches for a specific payroll. From the list report, various options allow the user to open, close, view records, and import files for each batch.
	Use the **View By Employee** icon to open the Schedule By Employee screen. From this screen, shifts can be added, edited, assigned, and unassigned to employees.
	Use the **View By Cost Center** icon to open Schedule By Cost Center screen. From this screen, shifts can be added, edited, assigned, and unassigned to employees.
	Use the **View By Day** icon to open the Schedule By Day screen. From this screen, shift times can be changed, and the schedule can be downloaded for printing.