

































## Icon and quick link Definitions

Icon	Definition	Location
	<b>Documents</b> Click on this quick link to create a Document	Menu bar
	<b>Findings</b> Click on this quick link to create a Finding	Menu bar
	<b>Incidents</b> Click on this quick link to create an Incident or Near Miss	Menu bar
	<b>Actions</b> Click on this quick link to create an Action	Menu bar
	<b>Dashboards</b> Click on this icon to access the Dashboards	Menu bar
	<b>Reports</b> Click on this icon to access the Reports	Menu bar
	<b>Calendar</b> Click on this icon to access the Calendar	Menu bar
	<b>Organisation</b> Click on this icon to access the Organisation Menu (Administrators only)	Menu bar
	<b>Administration</b> Click on this icon to access the Administration Menu (Administrators only)	Menu bar
	<b>Tasks</b> Click on this icon to view your tasks	Logo bar
	<b>User</b> Click on this icon to view your account settings and to log out	Logo bar
	<b>Help</b> Click here for Entropy help and to check the Entropy version number	Logo bar
	<b>Filter</b> Use this icon to filter/search data	All record lists
	<b>Sort</b> Use this icon to sort data. You can sort data by text (A to Z or Z to A), numbers (smallest to largest or largest to smallest), and dates and times (oldest to newest and newest to oldest)	All record lists

	<p><b>Create</b></p> <p>Click this icon to create a new record/new information within a record</p>	All record types
	<p><b>Print</b></p> <p>Click this icon to print</p>	All record lists
	<p><b>Export</b></p> <p>Click this icon to export data out of Entropy</p>	All record lists
	<p><b>Back</b></p> <p>Click this icon to navigate back</p>	All record types/lists
	<p><b>Edit</b></p> <p>Click this icon to go into record 'edit mode'</p>	All record types
	<p><b>Detailed View</b></p> <p>Click this icon to go into record 'detailed view mode'</p>	All record types
	<p><b>Extended View</b></p> <p>Click this icon to go into record 'extended view mode'</p>	All record types
	<p><b>Save</b></p> <p>Click this icon to save a record/information within Entropy</p>	All record types and areas where save is an option
	<p><b>Save and New</b></p> <p>Click this icon to save a record/information and automatically start a new record within Entropy</p>	All record types and areas where save & new is an option
	<p><b>Tree</b></p> <p>Click this icon to access the tree structure i.e. Category tree, Cause tree, People tree, Location tree, Supplier tree etc</p>	All record types and areas where the tree pick-list is an option
	<p><b>Calendar</b></p> <p>Use this icon to select a date from the calendar</p>	All record types that have a date field
	<p><b>Overdue Flag</b></p> <p>This icon indicates that a record is 'overdue'</p>	All record types that have due dates
	<p><b>Required (mandatory) Field</b></p> <p>This icon indicates that a field is mandatory</p>	All record types that have mandatory fields
	<p><b>Copy</b></p> <p>Click this icon to copy a record</p>	All record types that have the copy function
	<p><b>Permalink</b></p> <p>Click this icon to create a permalink</p>	Documents
	<p><b>Collapsed list</b></p> <p>If you see this icon it means there are more items to see i.e. if you select multiple Management Systems in a record the list will be collapsed with more items to view</p>	Associations section of a record

	<b>Delete</b> Delete an item from a record	All record types with fields that can be deleted
	<b>Tooltips</b> Some fields will have tooltips, hover over the icon to reveal the tip	All record types that have tooltips

**Revision History**

<b>Revision No.</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
V1.00	8 <sup>th</sup> Jan 18	ZL	Initial draft