Understanding Icons

There are also a number of symbols which dictate different actions you are allowed to carry out within the software:

🔒

 Lock symbol – to stop a particular piece of information changing unless you have the correct permissions to unlock the detail.

✎

Edit pen symbol – to change information

🗐

 2 pages symbol - for duplicating the detail

❌

x symbol - for deleting information

🔍

Page with magnifying glass symbol – view information

⚠️

Triangle symbol – a warning symbol

⚙️

Cog symbol - for adding more information/settings to your software

🔍

Magnifying glass – search field that returns a list of options

Report Icon – for producing a report or viewing an existing report