




# QUICK REFERENCE GUIDE


## Version 1.0


### No.5 - Guide to Symbols & Icons


 Context Sensitive Help (Click for help)

 Edit the home page text / messages

 Open information panel


 Close information panel

 Select normal text


 Select medium text


 Select large text


 Add this item to my order


 This is a Hire item


 Item is shared (available to other contracts)


 Item is shared (available from another contact)

 This item has a '3d' rotational image

 Browse items in 'tiled' view

 Browse items in detailed list view


 Browse items in single item view


 Browse items in text only view


 This item has a Close Technical Equivalent (CTE)


 This item has been added as a 'CTE'


 Calendar - click to select a date


 Remove order line / cancel order

 View authorisers selected for this order

 Send email reminder to authoriser


 Change authoriser (when selecting an authoriser)


 Select this service user (when duplicate detected)


 Create & send message to prescriber or authoriser


 Read messages or send another

 Authorise this order


 This order or item has attachments

 View client, order or item


 This order has not yet been authorised


 This item is assigned to a service level group

 This item is a composite item - click for info.


 Drop-down list - click to open


 Show reason for target date calculation


 Expandable description - Click to expand

 Collapsible description - Click to collapse


 Go to first page (of report)

 Go to previous page (of report)

 Go to next page (of report)

 Go to last page (of report)

 Refresh (report)

 Mandatory field (you *must* make an entry)

 Close (popup) window

This page has been intentionally  
left blank!

← Outer Fold →

This page has been intentionally  
left blank!

← Inner Fold →

This page has been intentionally  
left blank!

Hint: Print page one only or both pages in  
duplex mode along the 'short edge.'