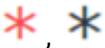


Common Icons and Action Buttons in IROC DMT

Icon	Name	Description
	Controls icon	The information available when clicking this icon varies depending on the information shown in the main content area. Click to open a drop-down and choose from the available options.
	Asterisks	All required fields in a form are indicated with an asterisk. A red (lighter shading) asterisk indicates missing information. A gray (darker shading) asterisk indicates that the information for that field is complete.
	Attachment icon	Click this icon to add a file to a record.
	Back button	To leave a new record screen without saving changes, click the Back button in the header bar. <i>You may be prompted to discard or save your changes before leaving.</i>
	Calendar icon	Click this icon to open a pop-up where you can choose the date and/or time. When done, you may need to click a green checkmark to accept your change.
	Delete button	Click this action button to delete a record or field. You may be prompted to confirm the deletion.
	Filter icon	Click this icon to apply filters to a data list. See “Navigating the DMT Student Guide” for more information.
	Hide/Display buttons	Some screens have a pane that you can expand or collapse by clicking this icon. A down-pointing arrow indicates that the pane is displayed; a right-pointing arrow means the pane is hidden.
	Information icon	Click this icon to preview a record. Click it again to close the preview screen. Or, in the preview screen, click Open Record to view/modify information related to that field.
	Lock icon	Click this icon to open a field where you can add one or more items. To close the field, click the icon again.
	Personalize List icon	Click this icon to personalize data lists that appear in DMT. See “Navigating the DMT Student Guide” for more information.
	Search icon	Click this icon to open a screen where you can search for the needed information. In a search screen, you can use any of the filter methods described in “Navigating the DMT Student Guide.”