





































Commonly Used Icons

New 	Copy 	Edit 	View 	Save 	Filter 	Delete 	Send 	Clear 	
New Record	Copy Record	Edit Record	View Record	Save Record	Filter List	Remove Record	Send Email	Clear Selection	
Location 	Status 	Issue Work Order 		BarCode Print 		Excel 	PDF 	Word 	Select Page 
Change Location	Change Status	New Work Order		Print BarCode		Export to Excel	Export as PDF	Export to Word	Select Page
Unselect Page 	Select All Rows 	Unselect All Rows 		Clear All Filter 	Column Setting 	Column Width 		Log Out 	
Unselect Page	Select All rows on Page	Unselect All rows on Page		Clear Selections	Add and Remove columns in View	Adjust Column Width		Log Out of System	

Assets	Stockroom Parts			Serialized Parts	
Update Asset 	Issue/Move Ticket 	Perform Transaction 	Create Kit 	Scrap 	Issue Repair Order 
Record Current Runtime	Move Stock	Add or Subtract Part Counts	Assemble Multiple Parts into a Single Part for a Specific PM Job	Obsolete Parts	Repair Stockroom Part
Service Request		Work Order		Requisition	
Accept 	Decline 	Complete & Close 	Cancel 	Change Employee 	Assign Purchase Order 
Approving Service Request as a Work Order	Declining Service Request as a Work Order (No longer Valid)	Mark Work Order as Complete And Closed	Cancel Work Order	Change Employee Assigned to Work Order	Add Single or Blanket PO Number