














Common Icons and Screen Functions

Listed below are some of the most common icons and their functions which can be found throughout the **Time & Labor Module** interface. Hovering your mouse over an icon will display a tool tip describing the function of that icon.

Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
	View/Edit current selection
	Add a note
	More menu options available
	Print timesheet
	Export
	Lookup options for current selection
	Run or Refresh
	View history
	Employees
	Select, add, or approve
	View time off counts
	Add/change settings of a report