















Quick Guide, Mosaic Adults







Mosaic Icons






This guide is intended to help you understand the icons within and outside of workflow steps.




Please note: You will not see all icons in all workflow steps and some icons outside of workflow are subject to system permissions.

Icon	Name	Use	Location
	Workview State	Used to change the workview between Full, Narrow and Closed.	Top left corner in Full, Narrow and Closed Workviews - outside of workflow steps
	Act For	Used to select anyone you are set up to 'act for'	Full and Narrow Workviews - outside of workflow steps
	Team Workview	Use to view the Team Workview	Full and Narrow Workviews - outside of workflow steps
	Home	Used to view your Homepage	Closed and Narrow Workviews - outside of workflow steps
	Logout	Used to logout of Mosaic	Closed and Narrow Workviews (there is a logout button in Full Workview) - outside of workflow steps
	Workflow Map	Used to view the workflow map for a person	Is located on the Current Work widget on a person's Person Summary screen in Closed and Narrow Workviews - outside of workflow steps

Icon	Name	Use	Location
	Work History	Used to view the work history for a person	Is located on the Current Work widget on a person's Person Summary screen in Closed and Narrow Workviews - outside of workflow steps
	Genogram	Used to view a genogram based on the person's personal relationships.	Is located on the Personal Relationships widget on a person's Person Summary screen in Closed and Narrow Workviews - outside of workflow steps
	Save	Used to save the workflow step.	A toolbar icon located across the top of a workflow step window
	Finish	Used to finish (lock down) the workflow step.	A toolbar icon located across the top of a workflow step window
	Refresh Current Form	Used to refresh prepopulated fields within the workflow step once the record (Person Summary screen) has been updated	A toolbar icon located across the top of a workflow step window
	Output Current Document	Used to generate a PDF of the workflow step	A toolbar icon located across the top of a workflow step window
	Requests	Used to send Request and/or Request Notifications to teams or workers where required.  Requests require a response	A toolbar icon located across the top of a workflow step window

Icon	Name	Use	Location
		 Notifications are purely for information This icon will change slightly if/when a request is sent.	
	Forms and Letters	Used to access optional form and letter templates within a workflow step	A toolbar icon located across the top of a workflow step window
	View Documents	Used to upload and attach external documents to a workflow step	A toolbar icon located across the top of a workflow step window
	Show Subject Summary	Used to refresh the Person Summary screen (behind the workflow step window) before minimising the window to update the person's details for prepopulated fields within the workflow step	A toolbar icon located across the top of a workflow step window
	Close	Used to exit/close the workflow step window	A toolbar icon located across the top of a workflow step window
	Red Triangle	Indicated a mandatory field. These fields must be completed before the workflow step can be finished	Located within the form of a workflow step

Icon	Name	Use	Location
	Show Guidance	When clicked offers practice guidance and prompts	Located within the form of a workflow step
	Blue Cog	Indicates the field is prepopulated and cannot be edited within the workflow step itself. These fields can be updated by clicking the Show Subject Summary icon, minimising the workflow step, updating the Person Summary screen, maximising the workflow step and clicking the Refresh icon.	Located within the form of a workflow step
	Yellow Cog	Indicates the field is prepopulated but can be edited within the workflow step itself. For best practice treat this icon the same as a Blue Cog.	Located within the form of a workflow step
	Edit	Used to edit text within a table	Located within the form of a workflow step
	Delete	Used to delete a row of text from a table	Located within the form of a workflow step

	Move Up	Used to rearrange the order of rows in a table – it will move the row up	Located within the form of a workflow step
	Date and Time Picker	Used to select the date and time	Located within the form of a workflow step
	Calendar (Date Picker)	Used to select the date	Located within the form of a workflow step