

















Adults Quick Guide









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
 	Show full workview Full workview	Used to change to Full workview. Changes to Full workview icon when in Full workview	Top left corner in Full, Narrow and Closed workviews - outside of workflow steps
 	Show narrow workview Narrow workview	Used to change to Narrow workview. Changes to Narrow workview icon when in Narrow workview	Top left corner in Full, Narrow and Closed workviews - outside of workflow steps
 	Show closed workview Closed workview	Used to change to Closed workview. Changes to Closed workview icon when in Closed workview	Top left corner in Full, Narrow and Closed workviews - outside of workflow steps
 	Show workers available to act for	Used to select anyone you are set up to 'act for'. Red arrow is visible when you are 'acting for' someone.	Full and Narrow workviews - outside of workflow steps
	Show team workview	Used to view the Team workview	Full and Narrow workviews (when in Individual workview only) - outside of workflow steps









Icon	Name	Use	Location
	Show individual workview	Used to view your Individual workview	Full and Narrow workviews (when in Team workview only) - outside of workflow steps
	Refresh pane	Used to refresh a section of the screen	Full and Narrow workviews – outside of workflow steps
	Closed yellow folder	Used to open the folder	Full and Narrow workviews within Allocations, Recently viewed and Current work - outside of workflow steps.
	Open yellow folder	Used to close folder	Full and Narrow workviews within Allocations, Recently viewed and Current work - outside of workflow steps.
	Restricted	No use – denotes a restricted (confidential) record you do not have permission to access	Full and Narrow workviews within Recently viewed - outside of workflow steps.
	Incoming	Used to access a menu applicable to Incoming work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work against any Incoming work – changes to a yellow cog  when hovered over - outside of workflow steps. Closed and Narrow workviews within Current work on Person summary screen against any Incoming work - outside of workflow steps.






Icon	Name	Use	Location
	Incomplete / Started	Used to access a menu applicable to Incomplete work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work against any Incomplete work - changes to a yellow cog  when hovered over - outside of workflow steps. Closed and Narrow workviews within Current work on Person summary screen against any Incomplete work - outside of workflow steps.
	Incomplete / Started – Requests Sent	Used to access a menu applicable to Incomplete work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Current work against relevant Incomplete work - changes to a yellow cog  when hovered over - outside of workflow steps.
	Incomplete / Started – Requests Sent and Completed	Used to access a menu applicable to Incomplete work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Current work against relevant Incomplete work - changes to a yellow cog  when hovered over - outside of workflow steps.
	Incomplete / Started – Requests Returned	Used to access a menu applicable to Incomplete work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Current work against relevant Incomplete work - changes to a yellow cog  when hovered over - outside of workflow steps.







Icon	Name	Use	Location
	Incomplete / Started – Requests Completed	Used to access a menu applicable to Incomplete work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Current work against relevant Incomplete work - changes to a yellow cog  when hovered over - outside of workflow steps.
	Future	Used to access a menu applicable to Future work – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work against any Future work - changes to a yellow cog  when hovered over - outside of workflow steps. Closed and Narrow workviews within Current work on Person summary screen against any Future work - outside of workflow steps.
	Request	Used to access a menu applicable to an Incoming request – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work - changes to a yellow cog  when hovered over - outside of workflow steps.
	Notification	Used to access a menu applicable to a notification – the menu options vary based on user permissions and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work - changes to a yellow cog  when hovered over - outside of workflow steps.








Icon	Name	Use	Location
	Unacknowledged Case note alert	No use – denotes case note alert	Full and Narrow workviews within Alerts folder in Current work - changes to a yellow cog  when hovered over - outside of workflow steps.
	Yellow cog (outside of workflow steps)	Used to access a menu – the menu options vary based on user permissions, type of work and who the work is assigned to	Full and Narrow workviews within Allocations, Recently viewed and Current work – only visible when other icons are hovered over. Closed and Narrow workviews within Recent work on Workflow Step summary screens - outside of workflow steps.
	Individual	No use – denotes individual workflow	Full and Narrow workviews within Allocations, Recently viewed and Current work - outside of workflow steps. Closed and Narrow workviews within Current work on Person summary screen - outside of workflow steps.
	Group	No use – denotes group workflow	Full and Narrow workviews within Allocations, Recently viewed and Current work - outside of workflow steps. Closed and Narrow workviews within Current work on Person summary screen - outside of workflow steps.

Icon	Name	Use	Location
	Normal	<p>If system permissions allow can be clicked on to amend the priority level in Full workview.</p> <p>No use in Closed or Narrow workview – just denotes work with normal priority level</p>	<p>Full workview within Allocations, Recently viewed and Current work - outside of workflow steps.</p> <p>Closed and Narrow workviews within Current work on Person summary screen - outside of workflow steps.</p>
	Urgent	<p>If system permissions allow can be clicked on to amend the priority level in Full workview.</p> <p>No use in Closed or Narrow workview – just denotes work with urgent/high priority level</p>	<p>Full workview within Allocations, Recently viewed and Current work - outside of workflow steps.</p> <p>Closed and Narrow workviews within Current work on Person summary screen - outside of workflow steps.</p>
	Low	<p>If system permissions allow can be clicked on to amend the priority level in Full workview.</p> <p>No use in Closed or Narrow workview – just denotes work with low priority level</p>	<p>Full workview within Allocations, Recently viewed and Current work - outside of workflow steps.</p> <p>Closed and Narrow workviews within Current work on Person summary screen - outside of workflow steps.</p>
	Completed work	No use – denotes completed (finished) work	Closed and Narrow workviews within Recent work on Home page and on Workflow Step summary screens - outside of workflow steps.
	Incomplete work	No use – denotes incomplete (unfinished) work	Closed and Narrow workviews within Recent work on Home page and on Workflow Step summary screens - outside of workflow steps.
	Unfinished	No use – denotes an unfinished case note	Closed and Narrow workviews within Unfinished case notes on Home page - outside of workflow steps.

Icon	Name	Use	Location
	Timed out case note	No use – denotes a case note that has timed out	Closed and Narrow workviews within Unfinished case notes on Home page - outside of workflow steps.
	Find	Opens Person search window	Closed and Narrow workviews within Add personal relationships screen – outside of workflow steps.
	Show gender/pronouns note	Used to display any notes recorded about the person's gender and / or pronouns	Closed and Narrow workviews on the Person summary screen - outside of workflow steps.
	Save	Used to save 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
	Finish	Used to finish (lock down) the workflow step.	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 notifications to teams or workers where required. Denotes no mandatory requests or notifications in this step and no requests have been sent	A toolbar icon located across the top of a workflow step window

Icon	Name	Use	Location
	Request	No use - denotes a request. Requests require a response	Within the New request window (opened by clicking the Requests icon) within a workflow step window
	Notification	No use - denotes a notification. Notifications are purely for information / to notify	Within the New request window (opened by clicking the Requests icon) within a workflow step window
	Requests – mandatory request(s) / notification to send	Used to send request and/or notifications to teams or workers where required. Denotes at least one request or notification is mandatory and has not yet been sent (and you've not yet saved)	A toolbar icon located across the top of a workflow step window
	Requests – request sent	Used to send request and/or notifications to teams or workers where required. Denotes at least one request or notification is mandatory and has not yet been sent or that you have sent at least one request which has not yet been completed	A toolbar icon located across the top of a workflow step window
	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

Icon	Name	Use	Location
	View documents	Used to upload and attach external documents to a workflow step. The number in brackets will change once documents have been attached	A toolbar icon located across the top of a workflow step window
	Copy from	Used to copy a workflow step from another person's record (usually from a family member)	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	Indicates a mandatory field. These fields must be completed before the workflow step can be finished	Located within the form of a workflow step
	Show guidance	When clicked offers practice guidance and prompts	Located within the form of a workflow step

Icon	Name	Use	Location
	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, updating the Person summary screen, maximising the workflow step and clicking the Refresh icon.	Located within the form of a workflow step
	Yellow cog (within a workflow step)	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 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
	Date picker	Used to select the date	Located within the form of a workflow step