
















Icon Guide













May 11, 2026


Icon Guide

This table provides examples of icons you may use while navigating through the software. The first column of the table displays an image of the icon, the second column identifies the icon name, and the third column describes the icon's function.

Icon	Icon Name	Icon Function
	Required Field	Fields marked with an asterisk (*) indicate that the associated field must be completed before you can save or submit. This icon appears next to the field label on forms throughout the software.
	Chevron Down	Chevron Down icons enable you to collapse additional browses on a screen with multiple browses. You might use this icon to quickly view additional records in the top browse on a list screen. For example, this can be used to hide the <i>Certification Details</i> area on the <i>Certification List</i> . This icon can be used to collapse Current Position Distributions and Assignments from the <i>Position List</i> . Chevron Down arrows are located at the bottom right of the browse screen.
	Chevron Up	Chevron Up icons enable you to expand additional browses on a screen with multiple browses. You might use this icon to quickly access additional records attached to a browse record. This icon can be used when viewing assignment details from the <i>Position List</i> . Chevron Up arrows are located at the bottom right of the browse screen.
	Cog	Cog icons enable you to view the <i>Column Options</i> drop-down menu, where you can insert or delete a column, or customize the display of the selected column. This icon displays in the column headers of list screens throughout the software.
	Collapse All	Collapse All icons collapse all tab groups of a screen. This icon is located at the top of the tab groups on a profile screen.
	Column Sort Down	Column Sort Down icons indicate that the column is sorted in descending order. The number next to the icon identifies the order in which the columns are sorted. This

		icon displays in the column headers of list screens throughout the software.
	Column Sort Up	Column Sort Up icons indicate that the column is sorted in ascending order. The number next to the icon identifies the order in which the columns are sorted. This icon displays in the column headers of list screens throughout the software.
	Date	Date icons enable you to select a date when you are creating a date-sensitive record, or when you run utilities or create a report that includes date ranges.
	Delete	Delete icons enable you to delete a record. These icons are typically located within the <i>Record Options</i> drop-down menu, on a details screen, or within the <i>Reorder</i> pop-up window.
	Double Left Arrows	Double Left Arrows icons enable you to expand the detail panel of a browse screen. You might use this icon to make changes to a record from the browse screen instead of using the Open icon (). This icon is located at the top right of a list screen.
	Double Right Arrows	Double Right Arrows icons enable you to collapse the detail panel of a browse screen. You might use this icon to view more of the browse screen columns on your screen. This icon is located to the left of the detail panel after it has been expanded.
	Down Arrow	Down Arrow icons display throughout the software, including to the right of the Home icon, district, year selectors, and within fields containing an option to choose from a drop-down list. This icon also displays near the top right of list screens and when clicked, displays the <i>List Options</i> drop-down menu. Down Arrow icons enable you to select a portal, such as the <i>Employee Access</i> portal. For example, you can select the <i>Employee Access</i> portal to view how employee data displays.
	Drop-down	Drop-down icons display a <i>Record Options</i> drop-down menu for the record. For example, you could see options that include Delete, Submit,

		and Clone. This icon is typically located to the right of the Open icon ( .
	Expand All	Expand All icons expand all tab groups of a screen. This icon is located at the top of the tab groups on a profile screen.
	Favorite	Favorite icons enable you to add the screen you are viewing to or remove it from your favorites list. A Favorite icon that is filled in indicates the screen is currently a favorite. A Favorite icon that is not filled in indicates the screen is not a favorite. This icon is located to the right of the screen name.
	Globe	Globe icons enable you to select an app or external link that was provided by your organization. This icon is located between the Favorite () and Home () icons if external links have been configured by your organization. In <i>Employee Access</i> , apps & external links display as a tile based on the icon you select when you configure the external link.
	Home	The Home icon navigates you to the home screen of the software. This icon is located near the top left of the screen.
	Menu	The Menu icon opens the navigation browse in the software. This icon is located near the top left of the screen.
	Open	Open icons open the selected record and display the details of that record. This icon is typically located on list screens, such as in the <i>Address List</i> of the <i>Demographics</i> module.
	Prompt	Prompt icons enable you to add an additional line to a report in the <i>Report Designer</i> . This icon only displays in the <i>Report Builder</i> , located in the <i>Reporting</i> module.
	Relative Date	Relative Date icons enable you to choose a date in relation to the current date. You could run a report to view time off transactions for the past week.
	Remove Environment Variables	Remove Environment Variables icons enable you to remove entries from fields with multiple selections or remove an additional line from a report in the <i>Report Designer</i> . Additionally, this icon displays when

		editing a prompt. Selecting this icon removes the attached environment variable default value and enables you to enter your own default value.
	Skyward Logo	The Skyward Logo navigates you to the home screen of the software. This icon is located in the top left corner of the screen.