Common Icons

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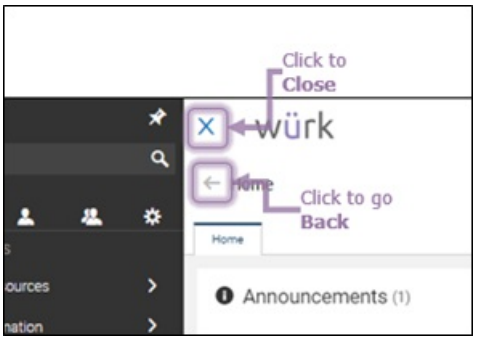

Common Icons You'll See in Wurk

Icon	Function	Icon	Function
	Show Main Menu (*"Hamburger Menu"*)		Search or View History
	Pin Main Menu so it does not slide away		Choose a date from a calendar popup
	Navigate Back		Employees
	See more actions		Work with settings
	View/Edit item		Filter data in a list or Filter count
	Select item		See To-Do items. *Number shown is item count.*
	Expand		Your ToDos (Inbov or Mailbox) on Mobile. *Number shown is item count.*
	Contract		Attachment count or Add an attachment

Icon	Function	Icon	Function
	Refresh		Look up choices
	Next or Scroll right		View time off counts
	Previous or Scroll left		Edit timesheet
	Expand widget box		View timesheet
	Collapse widget box		Approve timesheet
	Expand full screen view		View report data as a list
	Collapse full screen view		View report data as charts
	Select an item or item selected		View report data as charts *and* lists
	Delete item		Select columns to show in a report or list
	Cancel selection or close window/popup		Export
	Add an entry		Import
	Add a note		Start
	Leave a comment		View or Edit employee information
	Print		Quick links
	Upload		Prep timesheets or payroll
	Download		WurkConnect

Icon	Function	Icon	Function