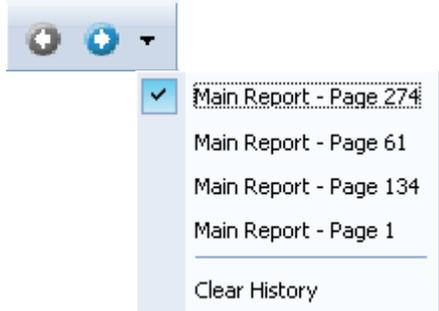
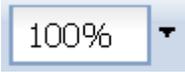


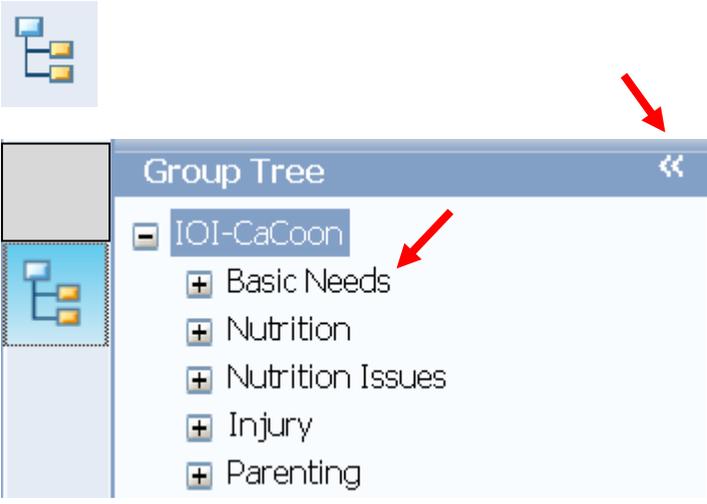
Screen Icons

There are icons available on your screen that are shortcuts for moving between different screens or performing certain functions. Below is a picture of each icon with a description.



Screen Icons	Icon and Description
	<p>“Go Back” icon (left arrow) “Go Forward” icon (right arrow) “History” icon (the down arrow)</p> <p>These icons are useful if you are looking at a very long report and need to jump around within the report. If you have been using the “Group Tree” icon (see below) and have been looking at different client records or different staff caseloads, these icons can be useful for easy navigation.</p> <p>The “Go Back” icon will take you back to the previous page you viewed in the report.</p> <p>The “Go Forward” icon will return to the page you left when you clicked the “Go Back” icon.</p> <p>The “History” icon will open a list of all the pages you have visited within your report. At the bottom of the list is an option to “Clear History” or delete the list.</p>
	<p>“Print this report” icon</p> <p>Click on this icon to print your report. (Note: you must set your print preferences before this icon will work correctly. See the chapter called, “Setting Your Print Preferences.”)</p>

Screen Icons	Icon and Description
	<p>“Refresh Report”</p> <p>This is a shortcut to the screen where you can change the date range or make different selections in other report filters, such as Age at Intake or Staff. Use this icon to save steps when you want to run multiple versions of the same report.</p>
	<p>“Export this report” icon</p> <p>Use this icon to save a copy of your report.</p>
	<p>“Go to Previous Page” icon “Go to Next Page” icon</p> <p>These icons move you one page back or one page forward. This is one way to scroll through the multiple pages of a report.</p>
	<p>“Page Navigation” icon</p> <p>Click your cursor into the white box and type a page number. Press the “Enter” key on your keyboard. You will be taken to that page.</p> <p>If you click the down arrow to the right of the white box, a menu opens. Click on “Go to First Page” or “Go to Last Page” to be taken to the first or last page in your report.</p>
	<p>“Zoom”</p> <p>Click on the icon’s down arrow. Select a percentage in the drop-down list to make the report larger or smaller on your screen.</p> <p>Or simply type the percentage of zoom you’d like to use and press the “Enter” key on your keyboard.</p>

Screen Icons	Icon and Description
 <p>The image shows a blue icon of binoculars. Below it is a screenshot of a search field. The field has a blue header with the word "Find" and a double white arrow icon on the right. Below the header is a white text input box with a blue binoculars icon and a downward arrow on the right side.</p>	<p>“Find” icon, “Search for text” icon</p> <p>Click on the “Find” icon to make the “Search for text” field appear on your screen.</p> <p>To find text within your report, insert your cursor in the white box and type the text you would like to find. Click on the binocular inside the “Find” field or press the “Enter” key on your keyboard. All instances of the text you are searching for will be highlighted in gold.</p>
 <p>The image shows a blue icon of a tree structure. Below it is a screenshot of a "Group Tree" navigation panel. The panel has a blue header with the text "Group Tree" and a double white arrow icon on the right. Below the header is a list of items: "IOI-CaCoon", "Basic Needs", "Nutrition", "Nutrition Issues", "Injury", and "Parenting". Each item has a plus sign icon to its left. A red arrow points to the "Basic Needs" item, and another red arrow points to the double white arrow icon in the header.</p>	<p>“Show Group Tree” icon, “GroupTree” navigation panel</p> <p>Click on the “Show Group Tree” icon to open the “Group Tree” navigation panel. Some reports display an index in this window that shows information on your report. If you click on an item in the index (for example, “Basic Needs”), you will be taken to the first instance where that item appears in your report. “Basic Needs” will be highlighted in gold wherever it appears on your report.</p> <p>To close the “GroupTree” window, click on the double white arrows to the right of the “GroupTree” label.</p>