**Common Form Icons**

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| **ICON** |  **Function** |
|  | This icon will ‘Sign’ a completed form |
|  | This icon will ‘Save’ an unfinished form. A ‘Saved’ a form will be marked as ‘in process’, so that you can complete it later from either the Task List or the Form Browse |
|  | This icon Cancels charting on open form. |
|  | Use this icon when you wish to ‘Erase’ or clear the screen that you are looking at.It will not clear an entire form; it only clears one screen at a time when you click on it. |
|  | This icon on the task list indicates an incomplete form ‘in progress’  |
|  | This icon will return a user to the main form if the documentation opens a secondary charting window. |
|  | This icon appears when required information is needed to be filled in |
|  | This icon appears when required information is documented |
|  | This icon means that information has ‘pulled forward’ from a previous charting session. |
|  | This icon indicates that ‘Reference’ material is available by right clicking in the box |

**Common Form Data Input Boxes**

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| **Typical Example** |  **Description** |
|  |  Only one option can be selected |
|  | Multiple options can be selected |
|  | Clicking on <MultiAlpha> to opens multiple options |
|  | Click on cell to place ‘X’ --Click again to remove |
|  | Free Text |
|  | Date/Time box. Short cuts: ‘T’ for today and ‘N’ for Now |