













Screen Icons

Throughout all BlueStep™ products you will find icons displayed on the screen. These perform certain functions, provide links or convey information. The following describes the icons shown on general screens and their uses.


















Information – signifies a fact or condition and is not ‘clickable’

- ✓ Done – indicates task status is ‘Completed’
- On Schedule – indicates task status is ‘On Schedule with Minimal Issues’
- ▼ At Risk – indicates task status is ‘Schedule at Risk with Existing Issues’
- ⊗ Behind – indicates task status is ‘Behind Schedule with Significant Issues’
- ↓ Low Priority – indicates task priority is ‘Low’
- ! High Priority – indicates task priority is ‘High’
- ! Priority – indicates the Task Priority column
- 🕒 Time Zone – indicates that the time shown has been calculated to account for time zone differences
- 📁 Folder Open – indicates folder is open and the contents are listed below the folder title
- 📁 Folder Closed – indicates that the folder is closed and the contents are hidden
- 🗑️ E-mail Trash – indicates that there are items contained in the e-mail trash folder
- * Required – indicates that the field must be filled in before the page can be saved
- ! Error – indicates that a required field has not been filled in or is filled with incorrectly formatted data and that the page will not save until completed or corrected
- 🗑️ Cannot Delete – indicates that a person, file, record or other item cannot be deleted
- ✳️ New Permission – indicates that permission does not exist anywhere else in unit
- 🔄 Overridden Permission – indicates that default permission has been overridden
- 👉 Default – indicates that the permission is at unit default level
- 🌐 BlueStep – indicates a site on the Organization Chart or Domain Manager
- 👥 Team – indicates a Team on the Organization Chart or Domain Manager
- HQ HQ – indicates HQ on the Organization Chart or Domain Manager
- 🏠 Relate – indicates Relate on the Organization Chart or Domain Manager
- 🏢 Organization – indicates an organization on the Organization Chart or Domain Manager
- 🏠 Unit – indicates a unit on the Organization Chart or Domain Manager

Function – performs an operation when clicked

-  Default Reset – resets the permissions to unit default, if it has been changed
-  Slideshow – activates a slideshow of all files in a selected folder
-  Archive, Activate – moves a discussion from active list to archive, from archive to active
-  Delete/Remove – deletes/removes a file from Shared Files, a person from a screen, a task from a page, an issue from a list, an event from the calendar, etc.
-  Expand, Collapse – displays the contents of a folder or list, hides the contents of a folder or list
-  Expand All, Collapse All - displays the contents of all folders or lists, hides the contents of all folders of lists
-  Day View – temporarily sets the calendar/schedule page to a single day
-  Week View – temporarily sets the calendar/schedule page to a week
-  Month View – temporarily sets the calendar/schedule page to a month
-  Radio Button (selected and unselected) – records your on-screen choices
- Checkbox (selected and unselected) – records your on-screen choices
-  Close – closes the window, pop-up or program, depending upon where it is used, and functions as a 'Cancel' if the work has not been saved
-  Button – all BlueStep™ system buttons appear as rounded gray bars and are labeled with the functions they perform
























Link – opens a screen, pop-up or drop-down when clicked

-  Edit – retrieves the original input screen so that field data can be edited
-  Signature – opens a screen for addition of digital signature to document
-  Users/Members – displays a list of users or members of a selected group
-  Group Recipients – displays a selection list of groups so that you may send an e-mail to each member of that group
-  Sub-task – opens a screen to add a sub-task to a selected task
-  Date Select – opens a mini-calendar of the current month, allowing clickable selection of a specific day
-  Attachment – retrieves an existing attachment to a file, task or issue
-  Version – accesses the various versions of a document that is stored in Shared Files, *if* your organization has purchased Document Versioning
-  Locked, Unlocked – opens a screen on which file locking/unlocking information is available
-  Reorder – opens a window in which you can rearrange the order of items on a list or tree
-  Reorder File – opens a window in which you can rearrange the order of files in a folder
-  Reorder Folder – opens a window in which you can rearrange the order of folders within the Root Folder
-  Media Library – opens a window to display the contents of the Media Library
-  Update – opens a window in which you can update the status of a task or project
-  **RSS** RSS Feed – opens a window for access to the RSS Feed page
-  BlueStep Backup – opens the BlueStep™ Backup program scheduler
-  BlueStep – redirects you to the BlueStep™ corporate site or accesses the BlueStep™ Backup program from the Windows Quick Launch bar

Editor Icons









The BlueStep™ editor allows users exceptional flexibility in adding text, tables, graphics and hyperlinks to sites and pages. Each editor has a header that displays tool icons, providing access (when using Internet Explorer) to functions similar to those offered by traditional word processing programs.



-  Clears the entire contents of the editor box
-  Cuts the highlighted/selected text
-  Copies the highlighted/selected text
-  Pastes the cut or copied text into the place indicated by cursor position
-  Left arrow undoes the previous edit, right arrow redoes the previous edit
-  Sends text to printer
- Font Style ▼ Changes font style from selected default. Available fonts: Arial, Courier, Helvetica, Tahoma, Times New Roman, Trebuchet, Verdana, Windings
- Font Size ▼ Adjusts the font sizes from size 1 to size 7
- B** *I* U Bolds, italicizes or underlines the highlighted/selected text
-    Aligns text to left margin edge, center or right margin edge
-  Creates a numbered list or a bulleted list
-  Increases or decreases the indent in text
-  Colors the selected font using any of 54 web-safe colors or a hexadecimal code
-  Highlights the selected text using 54 web-safe colors or a hexadecimal code
-  Links highlighted text to a URL. To link: Highlight a chosen page, document or URL. Right click and copy shortcut. Highlight text in editor. Click hyperlink icon. Paste URL into address window. Click OK. If no text is highlighted, the specified link is inserted in the text in the selected position
-  Inserts a picture from the Media Library
-  Inserts a horizontal bar
-  Inserts extended symbols not generally found on keyboard, including € f ... † ‡ • — ™ ¡ ¢ £ ¤ ¥ § © ® ° ¶ ¼ ½ ¾ ¿ „ ^ % ¯ < ~ œ ¢ | ¨ « ¬ ± ² ³ µ ¹ » ÷ and Latin alphabet letters formatted for foreign languages
-  Inserts raw HTML code into the editor box, allowing the use of shopping cart buttons and other formatting
-  Inserts data from the fields in single- and multi-entry forms and applies them to a page/pagelet, in HQ™, within Relate™ or in print format
-  Strips all formatting from the editor text or from highlighted text only
-  Performs a spell check
-  Reveals the HTML code
-  Opens a larger editor window

User Guide Icons

These icons are found throughout BlueStep™ user guides. They provide a visual key for:

-  Definitions – Arrows highlighting the points in a list of important distinctions, issues or concepts to remember
-  Tips – Useful information about how to use a feature included in BlueStep™ products or a quick and easy method to accomplish the task or organize the project
-  Step-by-Step – Brief instructions that walk you through the fastest way to perform individual functions
-  Notes – Useful information, important to the proper functioning of the BlueStep™ database and applicable in a variety of situations
-  Caution – Items to be considered very carefully before performing the operation, as certain actions may have serious consequences to your database and its information
-  Information – Important database conditions that need to be kept in mind while designing, editing or collecting data
-  Appendix – Spreadsheets, graphs and lists of data that supply important information that support the subject of the user guide
-  Attention – Important information to know when operating the specific feature within the BlueStep™ product.