



Online Common Functionality

Buttons and Icons

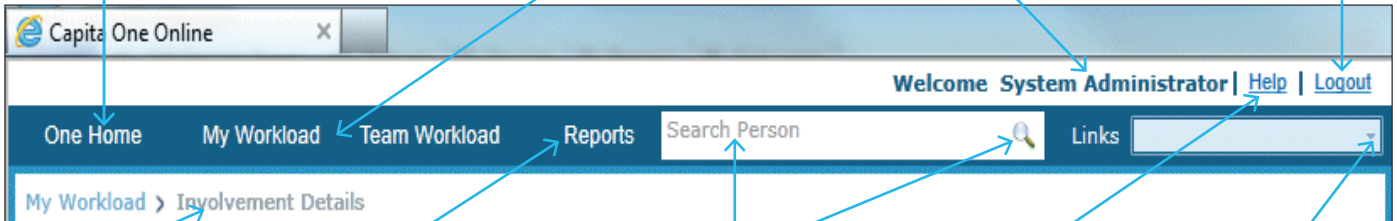
Buttons

Click the **One Home** button to return to the **Welcome** page.

Select **My Workload** to display your involvements, activities and workflow messages. Select **Team Workload** to view your team member's workload.

Displays the name of the logged on user.

Click the **Logout** button to close Capita One Online.



The bread crumb displays your current location.

Click the **Reports** button to display the **Reports Manager** dialog.

Enter at least 2 characters in the **Search Person** field to search for a person by name, then click the **Search** icon.

Click the **Help** button to display the online help file and view the reference guides.

Click the **Links** drop-down to access other areas of One Online.

Icons

	Alerts	Click the Alerts icon to display the Alert Message Maintenance dialog. Alerts are stored against individual records. A non-editable alert is generated if a student or a person is deceased.
	SQL Mail Merge	Click the SQL Mail Merge icon to display the SQL Mail Merge Search Filters dialog. This functionality enables you to run a Select query to collect information from the database.
	Select	Highlight a record and click the Select icon to choose the required student, person, carer etc.
	Search	Click the Search icon to display the Person Search or the Base Search dialogs.
	Add	Click the Add icon to add a new item to the list.
	Delete	Highlight a record and click the Delete icon to remove an item from the list.
	Open	Highlight a record and click the Open icon to view the details of the record.
	Refresh	Click the Refresh icon if you have made any changes to the data. Refreshing the page also updates any changes made by other users.
	New	Click the New icon to create a new document, involvement, activity, linked activity, or governing body.
	Linked Documents	Click the Linked Documents icon to manage your linked documents or files, i.e. letters or reports.
	Linked Reports	Click the Linked Reports icon to select and run reports. Reports are also managed by clicking the Reports button at the top of the page.
	Save	Click the Save icon to save your work. A Validation Errors dialog advises you if data is missing from the page.
	Print Screen	Click the Print Screen icon to print a record of your work. One prints out only the data visible on your screen; you can adjust the columns or use the scroll bars to view and print the required data.