





















Workday System Icons Chart

Icon	Description
 or 	An Arrow will undo changes and Check-mark will save changes
	Magnifying Glass icon - Clickable icon that displays more information or hover for a related actions button
	Related Actions icon - hover mouse at the end of linked information or icons to display action menus or information tables/pages
	Report screen icons - Download to Excel, Filter, Expand or collapse charts and toggle full screen viewing (may not appear for students)
	Arrows (chevron) will expand or collapse a section
	Equalizer icon - Change a filter selection
	Actions - Located on the Student profile page and some tasks and reports - displays actions menus or relatable information
	Cog icon - Configures a page or table
	A red asterisk - Indicates a field is required and must be populated
	A prompt list - Will display a pre-populated list or allow a user to type in a search box, to select data for a field
	A square beside an item - Will allow more than one item to be selected for field data
	A circle beside an item - Will allow only one item to be selected for field data
	A Pencil icon will display a section to edit
	An Alert message - Informs the student of additional information that they will need in making decisions in a task that they are completing
	An Error message - Informs the student that a required field is needed or the field does not meet the field requirements. The field will need to be corrected, before the student can proceed or save their work
	The Submit button starts and moves the process to the next step
	OK button saves and completes the process or saves and proceeds to the next step

 An orange rounded rectangular button with the word "Done" in white text.	Done button will close the process screen and at times displays a message and other links
 A light gray rounded rectangular button with the text "Save for Later" in dark gray.	Save for Later button will save changes and can be accessed in your inbox achieve column to complete