


























New Icons

Overview

This Job Aid simply introduces new icons used in OMNI 8.9.

<i>Icon</i>	<i>Name</i>	<i>Description</i>
	Expand Triangle	Expand or collapse data for more information
	View Expanded	View Expanded information
	Modify Shipping Address	View and change shipping information
	Look-Up Glass	Search from a list of values
	Calendar	View monthly calendar dates
	Show all Tabs or Columns	Expand or collapse tabs or columns for more detail
	Lines	View Lines
	Change Order	Create a change order by allowing certain changes to be made
	Cancel	Cancel
	Budget Check	Budget Check
	Finalize Document	Finalize Document
	Undo Finalize Entire Document	Un-Finalize Document
	Item Search	Search items in Catalogs
	Empty Line Comments	Add comments
	Existing Line Comments	View/Add comments
	Schedule	View schedule page
	Line Details	View line details including Item Info, Attributes, Contract, RFQ, etc.
	Value Adjustment	Do not use
	Miscellaneous Charges	Do not use
	Schedule Sales/Use Tax	Do not use
	Distribution	Chartfields/Budget Details
	Add Line	Add a line, schedule, or distribution
	Delete Line	Delete a line, schedule, or distribution
	Document Status	Go to Document Status
	Spell Check	Check/correct spelling errors