Icon Overview

	For all queries that refer to a specific time period, you can use this icon to page back to the previous period.
	For all queries that refer to a specific time period, you can use this icon to page forward to the next period.
	Whenever this icon is clicked, the date picker shown next to it appears. You can use this picker to navigate to a specific date.
Abfrage	Clicking this icon runs or refreshes the corresponding query.
Druck	Clicking the Print button opens the print menu.
PDF	Available output format: PDF.
Excel	Available output format: Excel.
	The stop icon appears when a request has been rejected.
	Name of the requester in the history view.
	The info icon provides information and details about a request.
Sichten	Clicking this button marks the processed request as reviewed and moves it to the archive.
Löschen	Clicking this icon discards the current request and closes the current window.
*	All fields marked with an asterisk are required fields and must be filled in. Otherwise, the form cannot be saved.
	This icon (located on the right side of the menu bar) shows and hides the menu bar.
?	When you move the mouse over the question mark icon, a small tooltip appears explaining the reason for the marking.
-	Clicking the orange minus icon collapses the section below it.

	Clicking the orange plus icon expands the section below it.
	The padlock icon means that the activity (the request) has been completed.
	The refresh icon means that the activity (the request) has not yet been completed.
	Clicking the yellow question mark icon in the menu bar takes the user to our online manual.
	Clicking this button lets you add a comment.