




Icon Overview

	For all queries that relate to a specific period of time, you can scroll to the previous period using this icon.
	For all queries that relate to a specific time period, you can scroll to the next period using this icon.
	If you click on the calendar icon, the date selection shown on the right appears. You can use this selection to navigate to a corresponding date.
	A corresponding query is either executed or updated by clicking on the query icon.
	Clicking on the print icon opens the print menu.
	Possible output format in PDF.
	Possible output format in Excel.
	The stop icon appears when an application has been rejected/not authorized.
	Applicant's name in the history view.
	The info icon provides you with information and details on an application.
	By clicking this button, the processed application can be viewed and transferred to the archive.
	By clicking on this symbol, the current application is discarded and the current window is closed.
	All fields marked with an asterisk are mandatory and must be filled out. If this is not the case, the form cannot be saved.

	With this icon (located on the right-hand side of the menu bar) the menu bar can be shown or hidden.
	If the mouse is moved over the question mark icon, a small note appears with the reason for the marking.
	Click on the orange minus icon to close the area below.
	Click on the orange plus icon to open the area below.
	The padlock icon means that the activity (request) has ended.
	The refresh icon means that the activity (the request) has not yet been completed.
	Clicking on the yellow question mark icon in the menu bar takes the user to our online manual.
	You can add a comment by clicking the button.