Minerva Icons and Tools

Throughout Minerva, there are a lot of different actions that system users can take – usually by clicking a "button." The table below defines these actions and shows an example of what the buttons look like. Minerva Icons and Tools are described in Section 1, Table 3. The complete Minerva User Guide is posted at www.TheAthenaForum.org/MinervaUserGuide.

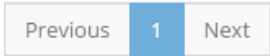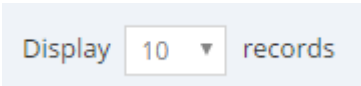| Minerva Icons and Tools	
Action	**Button or Icon**
To Edit, click either the green pencil icon or the gray gear icon next to the item needing editing. The gray icon includes a short list of clearly labeled options.	
This drop-down menu appears on a number of screens where there otherwise may be many rows of information. The default is the past seven days to date. **Use the drop down menu to select a date range.** First, choose a date range and then use Filter (see below).	Select date range to view existing logs 📅 November 01, 2016 - November 30, 2016 ▾
Usually appearing at the top of a screen, **Filter** is used to show only certain items. **Type in word(s) and Minerva will show only items with the words typed in this box. Use this in conjunction with the Date Range Filter** (see above).	Filter:
Use this to create a new log. **First, use the drop down menu to select an entity and then click the green button to start a new log**.	Select entity to start new log 1 selected ▾ ➕ Start Log
This button is used to **delete the selected item**. When in doubt, don't delete!	🗑
Use **Save & Continue** to save work and then continue entering information in the system.	💾 Save & Continue
Use **Save & Exit** to save your work and to leave the current page.	💾 Save & Exit
Taking a look but don't need or want to make changes? Use **Exit Without Saving to leave without saving your work.**	✖ Exit without Saving

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Action	**Button or Icon**
All done? **Use Complete to indicate this step is finished and make the log available to other system users**.	Complete ⊘
Use **SUBMIT to let others know an item is ready for review**. Once marked with Submit, entries are locked for editing but can be returned (see below).	✔ Submit
Use this button **to open an item for editing** (**return** it to the person who submitted or completed it).	↩ Return
Clicking **Next saves information on the current page and advances you to the next page**.	Next →
Return to the previous page. Note that this DOES NOT save information on the current page before going to the previous page.	← Previous
Files can be uploaded to Minerva by clicking this button. **This works just like attaching a file to an email**.	click to upload files ☁
Click this button **to either upload documents (like attaching an email) or to review documents that have been uploaded and attached**.	⬆ Relevant Documents
When there is more than one page, use this button **to move from page to page**.	Previous 1 Next
Use this drop-down menu to **increase or decrease the number of rows visible on one page**.	Display 10 ▾ records
Select **a specific date**. Dates may also be typed into a field.	📅
Fields that are labeled with an asterisk are required and MUST be filled out in order to complete a form. If something is missed, a message will identify what needs to be entered.	*