9) Icon Definitions

Icon	Definition	Location
	The Home Button Click this button to return to the home page.	Left menu, all pages.
	Auditing Click this button to open the auditing navigation menu.	Left menu, all pages.
	Findings Click this button to open the findings navigation menu.	Left menu, all pages.
	Actions Click this button to open the actions navigation menu.	Left menu, all pages.
	BSI Certificates & Reports Click this button to open the BSI Certificates& Reports navigation menu.	Left menu, all pages.
	Connect Features Click this to see relevant guided tours around BSI Connect Plus.	Top Right Menu.
	Reporting Click here to be taken to the reporting page.	Top Right Menu.
	Administration Click here to open the administration menu.	Top Right Menu.
	Help Click here to trigger a menu for User Guides & Resources, version number and customer license ID.	Top Right Menu.
	Account (The letter will change according to your name). Click here to open the account menu.	Top Right Menu.

Copyright © 2022 BSI.
All rights reserved.

Icon	Definition	Location
	Overdue Flag This icon shows that a record is overdue.	Record Lists and Home Page.
	Information (also in teal) Click this button to learn more about a feature.	All Pages.
	Download Click this button to download a page or infographic.	All Pages.
	My Team Click this button to filter by records that are relevant to your team. 'My team' refers to individuals who report to you, or if you have no direct reports, individuals who report to the same user as you.	Home Page.
	My Team's Findings To Do Click this button to filter by findings that are in draft and open statuses, relevant to your team.	Home Page.
	BSI Findings Click this button to open a grid of findings from BSI Audits.	Top Right Menu.
	No Data This icon denotes no information or records have been found.	Top Right Menu.
	Grid View Click here to arrange records into a grid formation. This icon will become teal when selected.	Reporting.
	List View Click here to arrange records into a list formation. This icon will become teal when selected.	Record Lists.
	Card View Click here to arrange records into cards. This icon will become teal when selected.	Record Lists.
	Calendar View Click here to arrange records into a calendar. This icon will become teal when selected.	Record Lists.

Copyright © 2022 BSI.
All rights reserved.

Icon	Definition	Location
	Chart View Click here to arrange records into charts. Will go teal when selected.	Record Lists.
	Hierarchy or Tree View Click this button arrange records into a hierarchy. Will go teal when selected.	Locations page.
	View Click this button to view a dashboard, or how a Checklist will look to an Auditor.	Reporting and Checklist pages.
	Advanced Filter Click this button to create and save specialised filters.	Record Lists.
	Filter Click this button to filter by the heading the icon is next too. It will turn teal if filters are active.	All pages.
	Sorting Click this button to sort records. It will go teal when activated.	Column Headers.
	Sorting (Activated, Descending) This icon denotes the records have been sorted from Z to A, or largest number to smallest.	Column Headers.
	Mandatory Field This icon denotes a field is mandatory, and must be completed to save the record.	Creation pages.
	Magnifying Glass Click here to search for a term.	All pages.
	Dropdown Click here to produce a dropdown menu of options.	Creation pages.
	Radio Button (De-Selected) Click here to select an option.	Creation pages and Checklists.

Copyright © 2022 BSI.
All rights reserved.

Icon	Definition	Location
	Radio Button (Selected) This icon denotes that a radio button option has been selected.	Creation pages and Checklists.
	Delete Button Click this button to clear a field.	Record Fields.
	My Audits Click this button to filter records by audits that you are the owner of.	Audits page.
	Calendar Click this button to trigger a calendar pop up, to select a date and time.	Upper Column Filters, Creation pages.
	Location Click this button to filter by location, or to select a location.	Upper Column Filters, Creation pages.
	Audit Setup Click this button to edit the setup of an audit. (View recurrence and locations).	Audit Creation page.
	Hierarchy (Tree) Button Click this icon to choose or filter by people, locations, or categories.	Creation pages and Record Lists.
	Expand Button Click this button to expand all the options in a menu.	People, Location, Checklists and Category menus.
	Contract Button Click this button to contract all the options in a menu.	People, Location, Checklists and Category menus.
	Expand Button (Specific) Click this button to expand a section of a menu.	People, Location, Checklists and Category menus.
	Contract Button (Specific) Click this button to contract a section of a menu.	People, Location, Checklists and Category menus.

Copyright © 2022 BSI.
All rights reserved.

Icon	Definition	Location
	Standards Click this button to filter by standards.	BSI Assessment page.
	Add External Calendar Click this button to add an external calendar to a record.	Record lists.
	Number of Actions This icon denotes how many actions are attached to a record. In an audit, click here to add another.	Record lists and Checklists.
	Number of Findings This icon denotes how many findings are attached to a record. In an audit, click here to add another.	Record lists and Checklists.
	Number of Images This icon denotes how many images are attached to a record. In an audit, click here to add another.	Record lists and Checklists.
	Number of References This icon denotes how many references are attached to a record. In an audit, click here to add another.	Record lists and Checklists.
	Copy Record Button Click this icon to copy a record.	Record Lists.
	Checklist Details Click here to edit a checklist.	Checklist pages, and Audits with Checklists attached.
	Tick Box (Deselected) Click this box to select an option. Unlike the radio buttons, you can select more than one.	Creation Pages
	Tix Box (Selected) Click this button to deselect an option.	Creation Pages
	Switch (Off) Click this button to turn the switch on.	Creation Pages

Copyright © 2022 BSI.
All rights reserved.

Icon	Definition	Location
	Switch (On) Click this button to turn the switch off.	Creation Pages
	Collapsed Section Click this button to reveal a hidden section.	Record sections.
	Expanded Section Click this button to hide a section.	Record sections.

10) Additional Support

If you require any further support in using Connect Plus, please contact our Helpdesk team:

For UK & EMEA

Email: plus.support@bsigroup.com

Tel: +44 (0) 345 080 9000

11) Revision History

Version	Reason	Date	Author
1.0	Initial version	APRIL 2021	R.D.
2.0	Added features, minor formatting	JANUARY 2023	C.U.

Copyright © 2022 BSI.
All rights reserved.