cBRAIN™

F2 Desktop

Icon Appendix

Version 7

Table of Contents

Overview of icons in F2

This document is a supplement to the user manuals of F2 Desktop. The tables below present an overview of the icons used in all of the windows of F2, their ribbons and context menus. The tables are based on an F2 installation in which all add-on modules are enabled. The overview shows all available icons in F2 and therefore contains ribbons and icons that are only available to users with certain privileges or roles, or to users having purchased certain add-on modules. This means not all icons are visible to all users.

The main window

The ribbon on the "Main window" tab

Icon	Name	Function
	Main window	Navigate to the main window.
	Case	Navigate to an open case.
	Record	Navigate to an open record.
	New record	Create a new record.
	New email	Create a new email record.
	New document	Create a new document from a template in F2.
	New approval	Create a new approval.

Icon	Name	Function
	New Digital Post	Create a new Digital Post.
	New FOI request	Create a new FOI request.
	New M4 mail	Create a new M4 mail.
	New chat	Add a new chat to the selected record.
	New chat to all	Add a new chat to all users involved on the selected record.
	New note	Add a new note to the selected record.
	Reply	Reply to the selected email.
	Reply and include attachments	Reply to the selected email and include all attachments.
	Reply all	Reply to all recipients on the selected email.
	Reply all and include attachments	Reply to all recipients on the selected email and include all attachments.
	Forward	Forward the selected email.
	Open in calendar	Open the selected record in the calendar.

Icon	Name	Function
	Archive	Archive the selected record.
	Remove from list	Remove the selected record from the current list.
	Delete record	Delete the selected record. Shared records will still be visible for other users.
	Delete record for everyone	Delete the selected record for everyone.
	Inbox	Add/remove the selected record to/from the inbox.
	Desktop	Add/remove the selected record to/from the desktop.
	Print	Print the selected record document.
	Print attachment	Print the record's attachments.
	Advanced search	Open the advanced search fields.
	Search history	Show search history.
	Open calendar	Open a calendar invitation in an external calendar.
	Show all reminders	Show all reminders.

Icon	Name	Function
	cSearch	Open cSearch.

Context menu for documents in the preview window

Icon	Name	Function
	Show PDF	Open the selected document as a PDF file.
	Open	Open the selected document in the format that has been chosen in "Setup". The icon changes depending on the document's file type, e.g. PDF or Word .
	Export file	Export file to a location outside of F2.
	Properties	Open the "Properties" dialogue that describes the document's properties. Read more about the dialogue in *F2 Desktop – Settings and setup*.
	Copy link to document	Copy link to the selected document. The link can be sent to an external part in F2 for easy access to the document.

The ribbon on the "Settings" tab

Icon	Name	Function
	Setup	Configure personal settings in F2.
	User settings	Configure and view standard user settings.
	Reset layout	Revert columns and their layout to the user's default settings.

Icon	Name	Function
	Reset standard column settings	Revert the user's default settings to F2's default settings.
	Reset global standard layout	Revert all users' default settings to F2's default settings.
	Save standard column layout	Save columns and their layout as default.
	Save global standard column layout	Save columns and their layout as default for all users.
	Edit favourites search fields	Edit favourite search fields for advanced searches.
	Signatures	Configure personal signature(s).
	Language	Select language in F2.
	Templates	Show and maintain document templates.
	Approval templates	Show and maintain approval templates.
	Case templates	Show and maintain case templates.
	Teams	Edit and create teams.
	Edit distribution lists	Edit and create distribution lists.

Icon	Name	Function
	Phrase administration	Open the "Phrase administration" window.
	Auto grouping	Turn auto grouping on/off.
	Edit grouping	Create a user specific grouping.
	Server file explorer	Open the server file explorer.
	F2 settings	Open the F2 configuration window.
	Data protection (GDPR)	Open the data protection management window.

The ribbon on the "Administrator" tab

Icon	Name	Function
	Units and users	Manage units and users in F2.
	On behalf of	Manage users' rights to act on behalf of other users.
	Extra unit emails	Manage extra email addresses for units.
	Role types and privileges	Manage roles and privileges available to users.

Icon	Name	Function
	Show security groups	Manage available security groups.
	Import participants	Open the window for importing and editing external participants.
	Replace record participants	Replace deactivated record participants with related active participants.
	Value list administration	Manage value lists and their content.
	Unit types	Manage available unit types.
	Progress codes administration	Manage progress codes available to users.
	Flags for personal control	Manage flags available to users.
	Keyword administration	Manage keywords available to users.
	Relevant keywords for units	Manage which keywords are relevant for which units.
	Meeting forums	Manage meeting forums.
	System messages	Create and manage system messages to be sent to all users.
	cPort	Open the cPort add-on module.

Icon	Name	Function
	Read access to all records	Enable or disable read access to all records.
	Document import from server	Manage document import from server.
	Installation references	Manage installation references.

The lists in the left side of the main window

Icon	Name	Function
	Favourites	Show favourite lists and searches.
	Standard	Show the standard lists and searches in F2.
	Archive	Show all records in the organisation to which the current user has read access.
	My inbox	Show all records in the user's inbox.
	My desktop	Show the records the user has either created themself or moved to "My desktop".
	My archive	Show the records the user has been in contact with.
	My sent records	Show the user's sent records.

Icon	Name	Function
	Approvals	Show all approvals to which the user has read access.
	Outbox	Show unsent emails.
	Latest documents	Show the latest documents the user has opened.
	Units searches	Show a list of the unit's standard searches.
	Personal searches	Show a list of the user's saved searches.
	Current unit	Show the shared lists of the current unit.
	Archive (unit)	The current unit's archive.
	Folders	Miscellaneous folders.
	cSearch results	Show the user's saved results from cSearch.
	Production dashboards results	Show the results of the production dashboard.
	Shared folders	Miscellaneous shared folders.
	Misc.	Miscellaneous lists that do not fall within the previous categories.

Icon	Name	Function
	My private records	Show records to which only the user themself has access.
	Library	The authority's library.
	My deleted records	Show records that the user has deleted.
	Search all over	Search across all records to which the user has access, including the "Library", "My deleted records" and "My private records".

The result list

The icons are shown in the columns "Icon", "Message icon", "Reminder icon", and "Attached file icon" when viewing the result list in the record view, and the columns "Case icon" and "Progress code icon" when viewing the result list in the case view.

Icon	Name	Function
	Internal record	An internal record without email metadata.
	Email record	Both incoming and outgoing email records. **Note**: The email icon is not replaced by an open letter once the email has been read.
	Send secure	Outgoing email record that is sent as a secure email record.
	Email record draft	An email record that is under preparation and yet to be sent.
	Forward email record	Email record that is forwarded.

Icon	Name	Function
	Reply email record	Incoming email record that has been replied to.
	Supplementary case manager	The user has been appointed as supplementary case manager on the record.
	Approval (in process)	Approval that has not been started or does not have a deadline.
	Approval in process	Approval in process with more than seven days until deadline.
	Approval in process	Approval in process with less than seven days until deadline.
	Approval in process	Approval in process with exceeded deadline.
	The approval process is awaiting your approval	The approval has reached your step in the approval process and awaits your approval.
	Returned approval	Returned approval without a deadline.
	Returned approval	Returned approval with more than seven days until deadline.
	Returned approval	Returned approval with less than seven days until deadline.
	Returned approval	Returned approval with exceeded deadline.
	Cancelled approval	Cancelled approval.

Icon	Name	Function
	Final approved approval	Approval that has received its final approval and is therefore complete.
	Request in process	Request without a deadline.
	Request in process	Request with more than seven days until deadline.
	Request in process	Request with less than seven days until deadline.
	Request in process	Request with exceeded deadline.
	Changed request	A request with no deadline has been edited after it has been sent.
	Changed request	A request with more than seven days until deadline has been edited after it has been sent.
	Changed request	A request with less than seven days until deadline has been edited after it has been sent.
	Changed request	A request with exceeded deadline has been edited after it has been sent.
	Request executed	Request has been executed.
	Cancelled request	Request has been cancelled.
	Request completed	Request has been completed.

Icon	Name	Function
⚠	Could not send [Delivery type]	An error occurred when attempting to send.
	Note	One or more notes are attached to the record.
	Chat	One or more chats are attached to the record.
	Annotation	One or more annotations are attached to the record.
	Attachment	One or more documents are attached to the record.
	Case	A case.
	Case guide	A case with a case guide.
	Meeting	A case connected to a meeting.
	F2 Manager	A case that has been placed on F2 Manager.
	Progress code – Green flag	Shown on a case with a progress code until the time when a deadline warning occurs.
	Progress code – Yellow flag	Shown on a case with a progress code in the period from the deadline warning to deadline.
	Progress code – Red flag	Shown on a case with a progress code when the deadline is passed.

Note: The result list of the main and case windows only displays one icon per record. Icons are ranked so that e.g. an approval icon takes priority over a request icon (only relevant if these add-on modules have been purchased).

This means that a record with both an approval and a request only displays the approval icon, even if a request is added later. The icon for Digital Post is therefore only shown if there is no request or approval on a record.

Context menu of the result list in record view

Icon	Name	Function
	Open record	Open the selected record.
	Open case	Open the case that the selected record is attached to.
	New	Open the submenu from where a new record, email, document, approval, Digital Post, M4 mail, FOI request, chat or chat to all can be created.
	New record	Create a new record.
	New email	Create a new email.
	New document	Create a new document from a template in F2.
	New approval	Create a new approval.
	New Digital Post	Create a new Digital Post.
	New M4 mail	Create a new M4 mail.

Icon	Name	Function
	New FOI request	Create a new FOI request.
	New chat	Add a new chat to the selected record.
	New chat to all	Add a new chat to all of the selected record's involved parts.
	Reply	Reply to the selected email.
	Reply and include attachments	Reply to the selected email and include its attachments.
	Forward	Forward the selected email.
	Mark as unread	Mark the selected email or record as unread.
	Personal control	Show the selected email or record in the inbox and/or on the desktop.
	Flag (Me)	Choose flag for the selected email or record. The flag is only shown to the user.
	Flag (Unit)	Choose flag for the selected email or record. The flag is shown to all users of the user's current unit.
	Delete record	Delete the selected record. Shared records will still be visible to others.
	Move to private	Move the selected record to private records. If the record is attached to a case, a new version of the

Icon	Name	Function
		record is created and the moved record is removed from the case.
	Move to library	Move the selected record to the library. If the record is attached to a case, a new version of the record is created, and the moved record is removed from the case.
	Access control	Change the level of access on the selected record. F2 operates with three levels of access: Involved, Unit and All.
	Show access information	Show which users have read access, write access to documents, and full write access to the selected record.
	Attach record to case	Attach the selected record to a case.
	Remove record from case	Remove the selected record from a case.
	Select as answer record to a case	Choose the selected record as an answer record to an existing request.
	Register record/Deregister record	Register or deregister the selected record.
	Set record to 'complete'	Set the selected record to complete.
	Reopen record	Reopen the selected record.
	Add supplementary case manager	Add a supplementary case manager to the selected record.
	Change responsible	Change the responsible user of the selected record.

Icon	Name	Function
	Reminder	Open submenu to manage reminders.
	Add reminder	Add a reminder to the selected record.
	Edit reminder	Edit the selected record's existing reminder.
	Remove reminder	Remove the selected record's existing reminder.
	Show notification	Show notifications of the selected record, e.g. if an approval process requires a user's approval.
	Reports	Open submenu from where reports can be created.
	Create FOI request	Create FOI request with one or more selected records.
	Create report	Create a report with one or more selected records.
	Export to Excel	Export search result with one or more selected records to Excel.
	Copy link to record	Copy link to the record. The link can be sent to other users of F2 for easy access to the record.
	Remove from outbox	Remove the selected record from the outbox. **Note:** The menu item is only available in the "Outbox" list.

Icon	Name	Function
	Export search result to Excel	Export search result with one or more selected records to Excel for further processing.
	Related	Open submenu from where related searches can be selected, e.g. "All participants on these records".

Context menu of the result list in case view

Icon	Name	Function
	Open case	Open the selected case.
	New	Open submenu from where a record, email, document, approval, Digital Post and M4-post can be created.
	New record	Create a new record.
	New email	Create a new email.
	New document	Create a new document from a template in F2.
	New approval	Create a new approval.
	New Digital Post	Create a new Digital Post.
	New M4 mail	Create a new M4 mail.

Icon	Name	Function
	Set case to "complete"	Set the selected case to complete.
	Reopen case	Reopen the selected case.
	Change responsible	Change the responsible user of the case.
	Add supplementary case manager	Add a supplementary case manager to the selected case.
	Add participants	Add one or more participants to the selected case.
	Add access restriction	Add an access restriction to the selected case.
	Add keyword	Add one or more keywords to the selected case.
	Set new deadline	Set a new deadline for the selected case.
	Change file plan	Change the file plan for the selected case. This function is attached to the add-on module F2 Task guides.
	Set progress code	Set a new progress code for the selected case. This function is attached to the add-on module F2 Progress codes. Read more about this in *F2 Progress codes – user manual.*
	Set external access	Share the selected case with external participants. Depending on the setup the user chooses: Open, partly open or closed.

Icon	Name	Function
	Copy link to case	Copy link to case. The link can be sent to other users of F2 for easy access to the case.
	Export search result to Excel	Export search result with one or more selected records to Excel for further processing.
	Related	Open submenu from where related searches can be chosen, e.g. "All participants on these cases".

Context menu of the result list in document view

Icon	Name	Function
	Show PDFs	Open the selected document as a PDF file.
	Open	Open the selected document in the format that has been chosen in "Setup". The icon changes depending on what type of file the document is, e.g. PDF ⬛ or Word ⬛.
	Export file	Export file to a location outside of F2.
	Go to record	Open the record that the document is attached to.
	Go to case	Open the case that the document is attached to.
	Properties	Open the "Properties" dialogue that describes the document's properties. Read more about this dialogue in *F2 Desktop – Settings and setup*.
	Copy link to document	Copy link to document. The link can be sent to other users of F2 for easy access to the document.

Icon	Name	Function
	Export search result to Excel	Export search result with one or more selected records to Excel for further processing.

Context menu of result list in request view

Icon	Name	Function
	Open	Open the selected request.
	Open cases	Open the case that the selected request is attached to.

The record window

The ribbon on the "Record" tab

Icon	Name	Function
	Edit	Switch to editing mode.
	Save	Save changes to the record.
	Cancel	Cancel changes to the record.
	Delete	Delete the record.
	Delete for everyone	Delete the record for everyone.
	Archive and close	Archive the record and close the record window.

Icon	Name	Function
	Prepare sending	Show delivery fields.
	Send	Send email record.
	Send secure	Send email record as a secure email.
	Set record to 'Complete'	Change the record's status to "Complete".
	Reopen record	Change the record's status to "In process".
	New chat	Add a new chat to the record.
	New chat to all	Add a new chat to all involved participants on the record.
	New note	Add a new note to the record.
	New annotation	Add a new annotation to the record.
	New request / New group request / New external request	Create a new request on the record.
	New record	Create a new record with the option to inherit metadata and attachments from the original record.
	New email	Create a new email.

Icon	Name	Function
	New document	Create a new document and attach it to a new record.
	New approval	Add a new approval to a new record.
	New Digital Post	Create a new Digital Post.
	New M4 mail	Create a new M4 mail.
	Add approval	Add an approval to the record.
	Show all fields	Show all metadata fields.
	Inbox	Add/remove the current record to/from the inbox.
	Desktop	Add/remove the current record to/from the desktop.
	Attachment	Attach a document template to the record.
	Attach from template	Attach a document template.
	Attach document from F2	Attach a document from F2.
	Attach record	Attach a record from F2 as an attached record or a PDF.

Icon	Name	Function
	Import file	Attach a document from outside of F2.
	Attach document from same case	Attach a document that is attached to the same case as the record.
	Include original documents	Attach documents from the original email record to a reply.
	Print	Print the record document.
	Print attachment	Print the record document's attachments.
	Lock documents	Lock the documents of the record, so they cannot be edited.
	Create record as PDF	Create a PDF version of a record and its attached documents (if any).
	Adjust combined record	Manage which documents are included in the PDF version of the record.
	Create F2 Manager PDF	Create a PDF version for use in F2 Manager.
	Copy record	Copy record.
	Copy to another case	Copy a record and its attachments, and add the copy to a different case.
	Merge to case participants	Create a copy of the record for all involved participants, and merge the participants' data with the record's documents.

Icon	Name	Function
	Copy link to this record	Create a hyperlink to the record and put it on the clipboard.
	Copy record ID	Copy the record ID to the clipboard.
	cSearch	Open cSearch.

The ribbon on the "Advanced" tab

Icon	Name	Function
	Move record	Open the drop-down menu to move the record.
	Move to archive	Move record to the "Archive".
	Move to private	Move record to "My private records".
	Move to library	Move record to "Library".
	Delivery type: Record (No delivery)	Select "Record" as the delivery type.
	Delivery type: Email	Select "Email" as the delivery type.
	Delivery type: Digital Post	Select "Digital Post" as the delivery type.

Icon	Name	Function
	Delivery type: M4 mail	Select "M4 mail" as the delivery type.
	Add to meeting	Add the record to a meeting.
	Open in calendar	Open calendar invitation in an external calendar.
	Assign as reply	Attach record as reply to another record in F2.
	Access information	Open the dialogue that shows who has access to the record.
	Related records	Show the record's related records.
	FOI Requests	Show FOI Requests on the record.
	History	Show the history of a record including changes to attached documents and metadata.
	Versions	Switch record version.

The ribbon on the "Approval" tab (Add-on module)

Icon	Name	Function
	Show/hide document versions	Show or hide versions of the record's documents.

Icon	Name	Function
	Edit approval flow	Open the window for editing the approval flow.
	Take over approval	Replace or remove approvers or steps in the approval flow.
	Cancel approval	Cancel the approval.
	Reopen cancelled approval	Reopen the approval.
	Delete	Delete a cancelled approval.
	Update	Update the approval.
	Export approval as PDF	Export the approval as a PDF.
	Open subscriptions	Open a window with a list of users who are subscribed to the approval.

The ribbon on the "Participants" tab

Icon	Name	Function
	All cases/records with these participants	Find cases/records in which the selected participants are involved.
	Reload related searches	Adds/removes/updates the search options made in connection with the F2 Related searches add-on module.

The context menu for attached documents in the record window's document area

Note: The context menu must be in editing mode to show all of its icons.

Icon	Name	Function
	Edit document	Edit the selected document.
	Show PDF	Open the selected document as PDF.
	Show document	Open the selected document in read-only mode in the relevant editing program. The icon changes depending on the file type, e.g. PDF or Word .
	Export file	Export file to a location outside of F2.
	Replace content	Replace the content of an attached document with another document.
	Check out	Check out a document to a location outside of F2.
	Check in	Check in a document that has been checked out.
	Cancel check out	Cancel check out for another user.
	Open check out folder	Open check out folder outside of F2 in which the checked out document is located.
	Delete	Delete the selected document.

Icon	Name	Function
	Upload new PDF	Upload a new document as a PDF file.
	Regenerate PDF	Regenerate the selected document as a PDF file.
	Properties	Open the "Properties" dialogue that describes the document's properties. Read more about the dialogue in *F2 Desktop – Settings and setup*.
	Copy link to document	Copy link to the selected document. The link can be sent to an external part in F2 for easy access to the document.

The case window

The ribbon on the "Case" tab

Icon	Name	Function
	Edit	Switch to editing mode.
	Save	Save changes to the case.
	Cancel	Cancel changes to the case.
	Delete	Delete the case and its attached records.
	New record	Create a new record attached to the current case.
	New email	Create a new email attached to the current case.

Icon	Name	Function
	New document	Create a new record with a document attached to the current case.
	New approval	Create a new record with an approval flow attached to the current case.
	New Digital Post	Create a new Digital Post attached to the selected case.
	New M4 mail	Create a new M4 mail attached to the selected case.
	New note	Add a new note to the case.
	New annotation	Add a new annotation to the case.
	New quality stamp	Perform quality assurance on the case.
	Add FOI request	Add an FOI request to the case.
	Add F2 Manager	Add the "F2 Manager" tab.
	Add case guide	Add a case guide to a case.
	Set case to 'Complete'	Close a case and set its status to "Complete".
	Reopen case	Reopen a case and set its status to "In process".

Icon	Name	Function
	Hide folder structure	If the case records have been put in folders, click to hide the folder structure.
	Show folder structure	Show the folder structure if it has been hidden.
	Refresh record list	Update the list of case records.
	Auto grouping	Turn auto grouping on/off.
	Edit grouping	Create a user specific grouping.
	History	Show the case history.
	Related cases	Show related cases or create new relations.
	Participant types	Show available participant types.
	Show all participants of the case and its records	Show all participants of the case and its records.
	Copy link to this case	Copy a hyperlink to the case and put it on the clipboard.
	Copy case number	Copy the case number to the clipboard.
	cSearch	Open cSearch.

Context menu for documents in the preview window

Icon	Name	Function
	Show PDF	Open the selected document as a PDF file.
	Open	Open the selected document in the format chosen in the setup. The icon changes depending on file type, e.g. PDF 🔺 or Word 🔳.
	Export file	Export file to a location outside of F2.
	Properties	Open the "Properties" dialogue that describes the document's properties. Read more about the dialogue in *F2 Desktop – Settings and setup*.
	Copy link to document	Copy link to the selected document. The link can be sent to an external part in F2 for easy access to the document.

The ribbon on the "FOI request" tab (Add-on module)

Icon	Name	Function
	Add record(s)	Add one or more records to the basis of the FOI request.
	Import from another FOI Request	Import all elements from a another FOI request.
	Export PDF	Export a PDF.
	Import PDF	Import a PDF.
	Add or edit comment	Add or edit a comment to an element in the FOI request basis.

Icon	Name	Function
	Comment	Shows that a comment has been added to the FOI request basis. **Note**: The icon is shown in the "Remark" column in the FOI request basis.
	Remove record	Remove the selected record from the FOI request basis.
	Select as original document	Select the record as the original document for any duplicates.
	Open document	Open the selected document.
	Create FOI request	Create the FOI request.
	Edit FOI Request	Edit the FOI request before creating it.
	Copy FOI Request	Copy the FOI request.
	History	Show the history for the record and in which FOIs it has been included.
	Export to Excel	Export the FOI to Excel.
	Finish FOI Request	Mark the FOI request as finished.
	Remove FOI	Remove the FOI request tab from the case.

The ribbon on the "Case guide" tab (Add-on module)

Icon	Name	Function
	Show header fields	Show all header fields for the case guide.
	Main process	Show case guide.
	Case information	Show the case data.
	Reload	Reload the case guide.
	Change case guide	Switch to another case guide.
	cSearch	Open cSearch.

The ribbon on the "Meeting" tab (Add-on module)

Icon	Name	Function
	Edit	Switch to editing mode.
	Save	Save changes to the meeting.
	Cancel	Cancel changes to the meeting.
	Expand all agenda items	Expand agenda items to show all content and attachments.

Icon	Name	Function
	Collapse all agenda items	Collapse agenda items to hide attachments.
	Show agenda	Create a PDF containing the full meeting agenda, participants and attachments.
	View agenda – Public version	Create a PDF containing an agenda showing only the public items, participants and attachments.
	Create email with the agenda	Create an email record with a PDF containing the public agenda that may be sent to participants and stakeholders.
	Add agenda item	Add a new agenda item to the agenda.
	Show minutes	Create a PDF containing the full minutes, participants and attachments.
	Show minutes – Public version	Create a PDF containing only the minutes for public items, participants and attachments.
	Create agenda item with minutes	Create an agenda item and a new record with the minutes attached as a PDF.
	Create email with the minutes	Create two email records with a PDF attachment of the full and the public minutes, respectively.
	Complete meeting	Finish the meeting after setting all the agenda items to "Final".
	cSearch	Open cSearch.
	Set all items to Outline	Set all agenda items to "Outline".

Icon	Name	Function
	Set all items to Draft	Set all agenda items to "Draft".
	Set all items to Final	Set all agenda items to "Final".

The ribbon on the "F2 Manager" tab (Add-on module)

Icon	Name	Function
	Edit	Switch to editing mode for the F2 Manager settings.
	Save	Save changes to the settings.
	Cancel	Cancel changes to the settings.
	Ad hoc meetings	Open the drop-down menu for attached ad hoc meetings.
	New ad hoc meeting	Add a new ad hoc meeting.
	Publish	Publish the material to external stakeholders via F2 Web meetings.
	cSearch	Open cSearch.