

## Icon legend

F2 utilises a number of icons to provide you with an overview of your work. The icons aim to help you understand why a given record appears in your inbox.



### Email

This icon denotes an incoming email from an internal or external correspondent or an outgoing email from a colleague or yourself.



### Chat

This icon indicates that the record contains a chat in which you are participating.



### Standard record

This icon denotes a standard internal record.



### Information

This icon indicates that the record contains relevant information. You may have been set as responsible for the record or as a supplementary case manager. Hover your cursor over the icon to see why the record has appeared in your inbox.



### Approval

This icon denotes an approval. The icon changes colour depending on the deadline. The symbol inside the circle indicates the progress of the approval process.



### Note

This icon indicates that a note has been added to the record. If you are added as a note recipient, the record appears in your inbox.



### Attachment

This icon indicates that the record has a file attachment.



This icon denotes a case