

























Wisconsin Department of Health and Family Services System Help










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Icon and Button Overview

Description - The CARES Worker Web contains many icons that allow you to access information, perform actions, and provide you information. Below is a description of some icons that appear in the CWW. For a better understanding of icons that appear on page navigators, please see the Navigation Overview.

Icon	Short Name	Description
	Cancel	Click on the cancel key to cancel out of the page. It doesn't go to the previous menu. Instead it goes to the previously scheduled page. New data on the page you cancel from is not saved. You can also click cancel and select a page from the navigation menu that you want to go to.
	Record Editor	Click this icon to edit detailed information.
	Detail Delete	Click this icon to delete detailed information.
	Detail Viewer	Click this icon to view more details for a summary row of information.
	Date Selector	Click this icon to view a pop-up calendar to select a date (see Date Selector below for more information).
	Reference Table Viewer	Click this icon to look at the full reference table for a field.
	Print	Use this button to print the page. Note: Change to landscape layout for best readability. To change to landscape, click the print icon. A choice of Preferences appears. Choose landscape.
	Auto-Populator	Click these icons to auto-populate fields. For example, it appears on the General Case Information page and allow you to auto-populate your agency's address as the household address for homeless clients.
	Go to First Page	This appears when multiple pages of information are retrieved (e.g., results of a name search on the Search Page). This button takes you to the first page in the set that you are viewing.
	Go to Previous Page	This appears when multiple pages of information are retrieved (e.g., results of a name search on the Search Page). This button takes you to the previous page in the set that you are viewing.

	Go to Next Page	This appears when multiple pages of information are retrieved (e.g., results of a name search on the Search Page). This button takes you to the next page in the set that you are viewing.
	Go to Last Page	This appears when multiple pages of information are retrieved (e.g., results of a name search on the Search Page). This button takes you to the last page in the set that you are viewing.
	Go to a Page	This appears when multiple pages of information are retrieved (e.g., results of a name search on the Search Page). This button takes you to the page number that you enter in the field next to it.
	Finder Pop-Up	This button takes you to a finder pop-up window to retrieve information specific a field. You can search and select values from the pop-up to place back in your original page.
	Reset	This button resets the values of a page back to the way they were when you initially brought up the information. Use this if you need a fresh start to change an existing record.
	Previous Begin Month	Appears in the Date Navigator to allow you to view history. This allows you to go back through the most recent of each effective month when viewing a page in history mode.
	Next Begin Month	Appears in the Date Navigator to allow you to view history. This allows you to go forward through the most recent of each effective month when viewing a page in history mode.
	Previous Update	Appears in the Date Navigator to allow you to view history. You can go back through all updates to the information when viewing a page in history mode. This is like a PF8 on the CARES mainframe.
	Next Update	Appears in the Date Navigator to allow you to view history. You to go forward through all updates to the information when viewing a page in history mode. This is like a PF7 on the CARES mainframe.
	Previous Individual	Appears in the Page Record Navigator. This allows you to navigate to the previous person that has data existing on the page based on CWW person order.
	Next Individual	Appears in the Page Record Navigator. This allows you to navigate to the next person that has data existing on the page based on CWW person order.
	Previous Sequence	Appears in the Page Record Navigator. If multiple sequences exist for the currently viewed person, this button takes you to the previous sequence.
		Appears in the Page Record Navigator. If multiple

	Next Sequence	sequences exist for the currently viewed person, this button takes you to the next sequence.
	Add New Record	Appears in the Page Record Navigator. This allows you to create a new record. This is like using PF16 in CARES.
	Error Message	Appears at the top of the page. The error message indicates problems with the data entered and forces you to take action before continuing.
	Warning Message	Appears at the top of the page. It indicates issues that you may wish to address. When the warning message is the only event displayed on the page, you may continue.
	Informational Message	Appears at the top of the page. It provides information (such as Priority Service Determination results) that may not warrant any action. When the informational message is the only message displayed, you may continue.
	Complete Page	Appears in the Global Navigation Menu. A green check mark means a page is "Complete" and has data.
	Required Page	Appears in the Global Navigation Menu. A red asterisk means a page is "Required" to be visited.
	Protected Page	Appears in the Global Navigation Menu. A black lock means a page is "Protected"
	Not Required Page	Appears in the Global Navigation Menu. A gray box means a page is "Not Required" to be visited.

Date Selector

Whenever you must enter a date, you can click on the date selector icon to pop-up a calendar (shown below) from which you can select a date. The selected date automatically populates the corresponding field.



Page Record Navigator / Month Navigator

For icons that are part of the Page Record Navigator or the Month Navigator, please use the Navigation Overview page.

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