# Business Intelligence Toolbar Button Icons

<table>
<thead>
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<th>Toolbar Button Icons</th>
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<td><img src="image" alt="Toolbar Icons" /></td>
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A. OPEN - Access and open any previously saved user-defined views.
B. SAVE - Save a user-defined View after implementing formatting and criteria changes.
C. UNDO - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh. **NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.**
D. RESET - This will undo all user navigation and filter changes and return the view to the way it was delivered. **NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.**
E. VARIABLE SCREEN - This will return the user to the Initial Variable Screen to change your selections.
F. DISPLAY - This will show all variable and filter selections that are currently in effect.
G. FILTER VALUES - Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.
H. EXCEL - This will allow you to export the current view to Excel for further processing.
I. PDF PRINT - This will convert the current view to a pdf format to allow you to either print the view or save the pdf file.
J. PROPERTIES - This will display the properties of the current view. Toggle on / off.
L. NAVIGATION PANES - This will allow you full access to the building blocks of the current view. Toggle on / off.
M. FILTER PANES - This will allow you full access to apply / remove filters on the data. Toggle on / off.
N. EXCEPTIONS - Add or edit the formatting of cells based on report values - i.e. cells in red when dollar amount is negative.
O. CONDITIONS - Limit display of data that meets particular user-defined criteria.
P. FULL WINDOW VIEW - Open the report detail or chart in a full window to aid scrolling.
Q. DOCUMENTATION - Access the report documentation and/or tab specific notes.