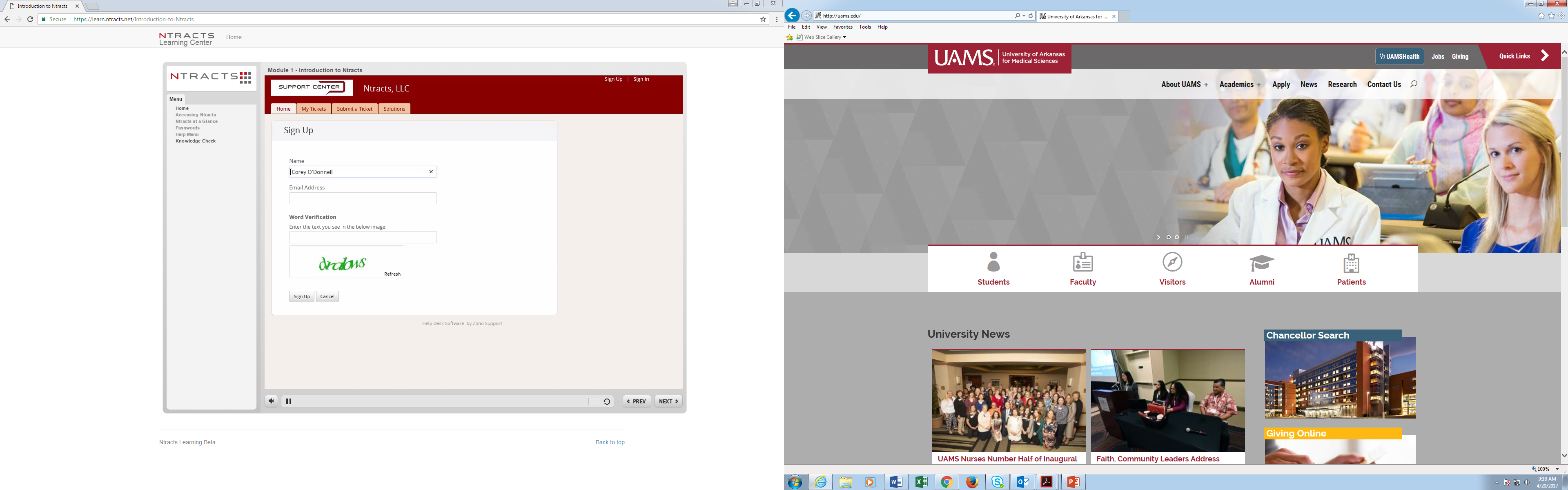
[](http://www.ntracts.com/) 

**Ntracts Icons**

**Information Icons**

|  |  |
| --- | --- |
| action message icon | An Nbox Action is a request for you to perform a task. |
| notification icon | An Nbox Notification is an automated message that provides an important piece of information related to a workflow and does not require a response from the user. |
| contract record icon | In a site search, this represents a contract record. |
| workflow icon | In a site search, this represents a workflow. |
| individual address book entry icon | In a site search, this represents an individual address book entry. |
| organization address book entry | In a site search, this represents an organization address book entry. |

**Action Icons**

|  |  |  |
| --- | --- | --- |
| padlock icon | Read Only View of Contract Record | Click on the padlock to open a read only view of the contract record. You can read the contract record but do not have the ability to edit it. |
| paperclip | Documents Attached to Contract Record | Hover over the paperclip to see how many documents are attached to the contract record. Access to the actual documents may or may not be included on the Documents tab in the contract record or summary view. |
| pencil icon | Read Write View of the Contract Record | Click on the pencil to open a read write view of the contract record. You can edit the contract record. |
| magnifying glass icon | Summary View of the Contract Record | Click on the magnifying glass for a summary view of the contract record. Summary view includes the contract record information, related contracts, primary parties, responsible parties, and documents. There is no editing capability when using the summary view. |
| trash can icon | Trash can | Click to remove or delete information. |
| blue star not a favorite icon | Unmarked Favorite | Click to designate the contract record as a favorite. |
| yellow star favorited icon | Contract Record Marked as a Favorite | This appears when the contract record is designated as a favorite. |
| new contract record icon | New Item | Click to create an item, for example a new contract record, datasheet, or Address Book entry. |
| delete icon | Delete | Click to remove information. |
| calendar icon | Date Picker | Click to make a calendar appear to help you complete a date field. |