

Navigation Icons

Note: The colour of the icons depends on the selected theme.

Home



Return to the OneCouncil Home page.

Options Menu



Access notifications, recent activity, shared & starred items, and settings to personalise your workspace.

Enterprise Search



This search option will provide a shortcut when searching for roles, functions and workspaces available to you within OneCouncil. Note: It will not show results for individual documents or system artefacts.

My Details



The personal 'My Account' details of the person or Crew logged in. Located in top navigation bar > at top right of workspace.

Help



Launches the TechnologyOne University for tutorials in using TechOne.

Regional Preference



Change the region you are currently set to.

Previous Page



Return to previous page you were on. Located in top navigation bar > top left next to Home icon. Note: Will show when accessing pages other than 'Home'.

Function Icons

Filter



Narrow down the records showing by applying filters.

Filter On



Identifies that filters have been applied to the records you are viewing. Click to clear or change these filters.

Registry System Selector



Click on selector to choose the right system or register for the function i.e. Work System, Asset Register

Import/ Export CSV



Import data from or export data to a Comma Separated Values (CSV) file.

Print



Export the current data to an Excel or PDF document.

Action Menu



View the actions you can take within the current function.

Star



Bookmarks a record or function you regularly access.

View Type



Change the display of the search results to your preference – Grid, Card or Compact Card view.

Saved Views



Save the current settings, including filters and your preferred view, for future access. You can also access saved views or set a default view.

Search



Search for a record within the current workspace using keywords and reference numbers. The arrow launches the 'Criteria Builder' for advanced search.

Options Menu Icons

Notifications



View All notifications that you have received for the past 7 days. Includes items you have shared or those that have been shared with you.

Recents



A shortcut to your most recent activity. Two (2) tabs show 'Recent by Date' and 'Recent by Type' i.e. Work Orders, Enquiry, Requisition.

Sharing



Send the item you are viewing or need actioned to another user.

Starred



Identifies bookmarked items. Click to remove bookmark.

Settings



Change settings as per available options. Includes a link to system shortcut keys.

Themes



Customise your look and feel of OneCouncil as per available options.

Help & Assistance



[External] links to various sites providing access to training support materials.

Click link to 'OneCouncil Support Page' to access City of Kwinana OneCouncil support materials.

