# Icon Update Factsheet

For the February 2020 update, we've upgraded our icon library. As a result, some of our icons have changed. This guide highlights the navigation and system icon changes with the February 2020 update, as well as a complete list of all icons in the system.

## Icon Changes

### Left Navigation Panel

| Icon Name | Old Icon | New Icon |
|-----------|----------|----------|
| Activity | | |
| Contacts | | |
| Research | | |
| Grant Management | | |
| Award Management | | |
| Fund Management | | |
| Project Management | | |
| Knowledge Center | | |

### Activity

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|-----------|--------------|------------------|----------|----------|
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • Email Manager | | |
| Export | Exports list to Excel or CSV | • Expenses | | |
| Payment Request | Creates payment request from closed tracking or reporting period | • Closed tracking periods | | |

# Administration

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Apply Actuals | Applies imported HR actuals into the system | • HR Actuals (Personnel) | ↰ | 💵 |
| Export | Exports list to Excel or CSV | • Activity Log<br>• Benefit Types<br>• Budget Categories<br>• Departments<br>• GL Accounts<br>• HR Actuals (Personnel)<br>• Subjects | ↗ | 📤 |
| Import | Imports data from Excel into AmpliFund | • Benefit Types<br>• Budget Categories<br>• Departments<br>• Expenses<br>• GL Accounts<br>• HR Actuals (Personnel)<br>• Lead Recipients<br>• Sub-Recipients tab<br>• Subjects<br>• Users | ↙ | 📥 |
| Purge | Permanently deletes a record from AmpliFund | • Note Types<br>• Subjects<br>• Users | ⊗ | 🗎✕ |
| Restore | Restores a deleted record | • Note Types<br>• Subjects<br>• Users<br>• Workflow | ⊛ | 🗑 |

# AmpliFund

## Applicant Portal

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Download Application | Downloads application PDF | • Opportunity Applications | | |

## Award Management

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Activate Award | Invites recipient users to join AmpliFund to manage their awards | • Grant Awards | | |
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • Award Email Manager | | |
| Create Folder | Adds new folder to Documents | • Award Documents | | |
| Download | Downloads files | • Award Documents | | |
| Download Application | Downloads application PDF | • Applications | | |
| Import | Imports data from Excel into AmpliFund | • Fund Awards | | |
| View Awards | Shows Award list | • Fund Awards | | |
| Upload Documents | Uploads files into AmpliFund | • Award Documents | | |

## Contacts

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • Contact Email Manager | | |
| Convert to Staff | Converts Individual records to Staff records | • Individuals | | |
| Create Folder | Adds new folder to Documents | • Contact Documents | | |
| Download | Downloads files | • Contact Documents | | |

# AmpliFund

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|-----------|-------------|------------------|----------|----------|
| Export | Exports list to Excel or CSV | • Individuals<br>• Lead Recipients<br>• Organizations<br>• Staff<br>• Sub-Recipients | | |
| Upload Documents | Uploads files into AmpliFund | • Contact Documents | | |
| Export vCard | Exports address information as vCard | • Individuals<br>• Lead Recipients<br>• Staff<br>• Sub-Recipients | | |
| Import | Imports data from Excel into AmpliFund | • Individuals<br>• Organizations<br>• Staff | | |
| Upload Documents | Uploads files into AmpliFund | • Contact Documents | | |

## Documents

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|-----------|-------------|------------------|----------|----------|
| Create Folder | Adds new folder to Documents | • Document Folders | | |
| Download | Downloads files | • Document Folders | | |
| Upload Documents | Uploads files into AmpliFund | • Document Folders | | |

## Fund Management

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|-----------|-------------|------------------|----------|----------|
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • Fund and Award Email Manager | | |
| Create Folder | Adds new folder to Documents | • Fund and Award Documents | | |
| Download | Downloads files | • Fund and Award Documents | | |

**AmpliFund**

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Download Application | Downloads application PDF | • Opportunity Applications | | |
| Export | Exports list to Excel or CSV | • Fund Income | | |
| Import | Imports data from Excel into AmpliFund | • Awards | | |
| Purge | Permanently deletes a record from AmpliFund | • Funds | | |
| Restore | Restores a deleted record | • Funds | | |
| Upload Documents | Uploads files into AmpliFund | • Fund and Award Documents | | |
| View Awards | Shows Award list | • Awards | | |

## Grant Management

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Activate Award | Invites recipient users to join AmpliFund to manage their awards | • Grants Awarded | | |
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • Grant and Award Email Manager | | |
| Create Folder | Adds new folder to Documents | • Grant and Award Documents | | |
| Download | Downloads files | • Grant and Award Documents | | |
| Download Application | Downloads application PDF | • Grant Opportunity Applications | | |
| Export | Exports list to Excel or CSV | • Budgets<br>• Cash Receipts<br>• Expenses<br>• Grants<br>• Performance Plans<br>• Submission Budgets<br>• Submission Performance Plans | | |

**AmpliFund**

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Import | Imports data from Excel into AmpliFund | • Budgets<br>• Cash Receipts<br>• Grants<br>• Payment Authorizations<br>• Performance Plans<br>• Submission Budgets<br>• Submission Performance Plans | | |
| Payment Request | Creates payment request from closed tracking or reporting period | • Reporting Periods<br>• Tracking Periods | | |
| Purge | Permanently deletes a record from AmpliFund | • Grants | | |
| Restore | Restores a deleted record | • Grants | | |
| Upload Documents | Uploads files into AmpliFund | • Grant and Award Documents | | |

## Project Management

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Address Book | Opens AmpliFund contacts for emails To, CC, and BCC fields | • *Project Email Manager* | | |
| Create Folder | Adds new folder to Documents | • *Project Documents* | | |
| Download | Downloads files | • *Project Documents* | | |
| Export | Exports list to Excel or CSV | • *Projects* | | |
| Import | Imports data from Excel into AmpliFund | • *Projects* | | |
| Purge | Permanently deletes a record from AmpliFund | • *Projects* | | |
| Restore | Restores a deleted record | • *Projects* | | |
| Upload Documents | Uploads files into AmpliFund | • *Project Documents* | | |

# Research

| Icon Name | What It Does | Where It's Found | Old Icon | New Icon |
|---|---|---|---|---|
| Imported to Grants | Shows that opportunity as been imported into the pre-award section of Grants Management | • _Research_ | 📂 | 💼 |