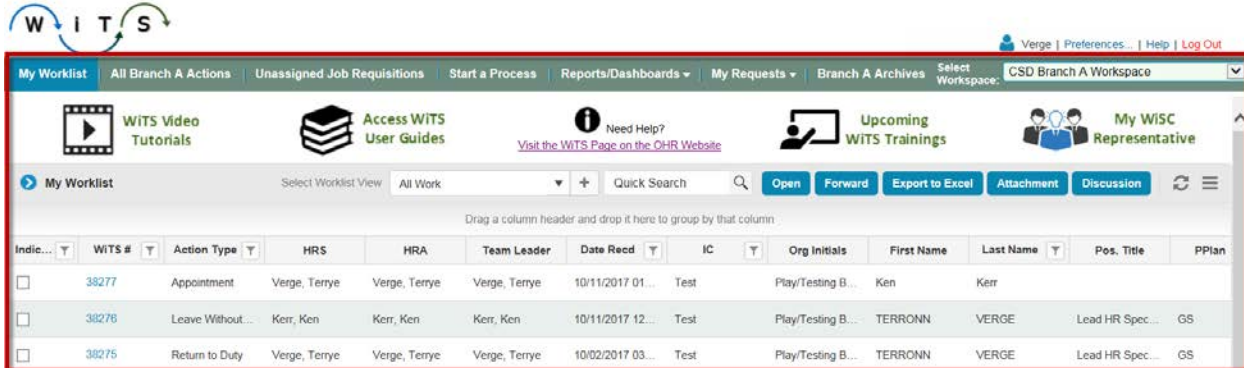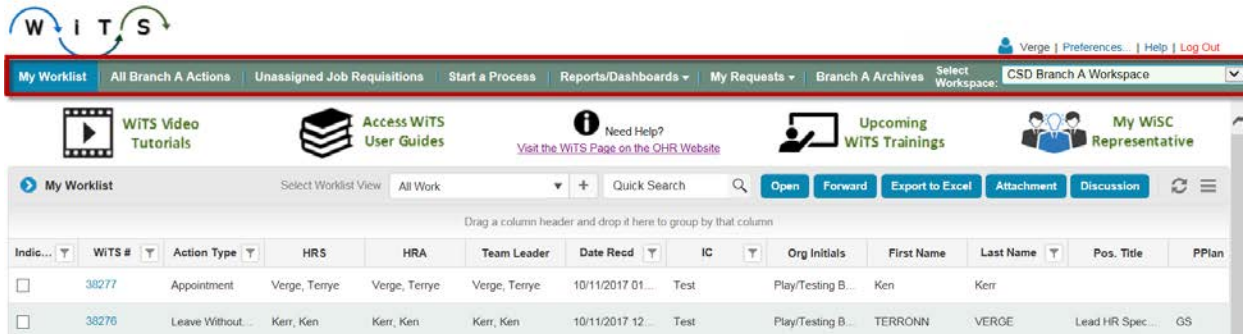# WiTS Does That Mean?
Glossary of New Terms

➢ **Workspace:** The page that you see when you log into WiTS.

➢ **Workspace Navigation Bar:** Horizontal panel at the top of your Workspace which contains Tabs and Sub-Menus which allow you to access your Worklist and Action Lists, create a new WiTS action, view your WiTS reports and dashboards, and retrieve Archived items.

➢ **Tabs:** The buttons at the top of your Workspace which allow you to navigate to your Worklist and Action Lists, create a new WiTS action, view your WiTS reports and dashboards, and retrieve Archived items. Many Tabs include sub-menus which allow you to select a lower-level view of the Workspace.
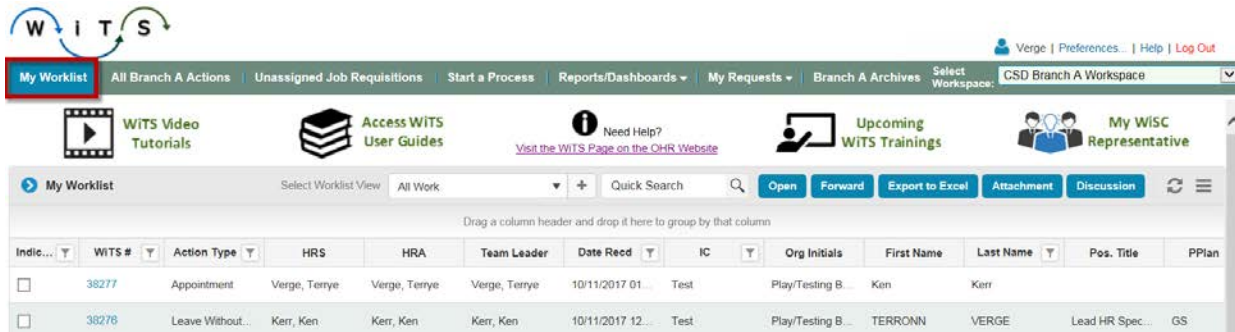
- ➤ **Resource Banner:** The area at the top of your Workspace that contains links to various WiTS resources such as user guides and tutorials, the WiTS website, upcoming training, etc.

- ➤ **Action List:** A list of active items that are assigned to your Branch/Unit.

- ➤ **Work List:** A list of active items that are assigned to you and that are currently with you for action.

➢ **Action Buttons:** A set of buttons that allow you to perform various actions on an item in your Worklist and Action Lists:

- o **Open:** open a selected item
- o **Forward:** forward an item to a different user
- o **Export to Excel:** export the entire list of actions into an Excel spreadsheet
- o **Attachment:** attach a file to a selected item
- o **Discussion:** add internal notes to a selected item

- o **View Details:** view the process details of a selected item
- o **Monitor:** view a graphical representation of the workflow path (process map) for a selected item
- o **Advanced Search:** search the Archives for closed/completed items older than the 400 most recent