

# Icons in Polarion – Practical Recommendations

*Let the icons speak for themselves...*

**Have you ever thought about road signs as the best example of easily and clearly recognized icons? A lot of professional knowledge went into creation of these rules and pictures, which are visible on every road and recognized by everyone.**

What makes the traffic signs so efficient in perception?



They are concise in representing the meaning so people can understand them quickly, intuitive by image and color. Moreover, according to survey and research works, images are perceived much faster than a written text.

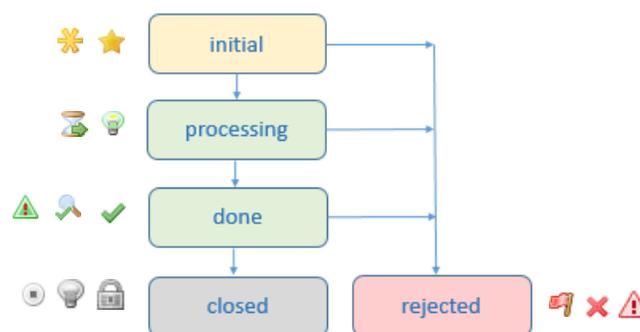
Why not use the same principles for workflow status icons in Polarion? This will introduce clarity and order in your world of icons.

Polarion is a flexible tool and comes with a set of various icons, which can be used for statuses of workflows. Every company which uses Polarion modifies a workflow or creates a new one. However, randomly selected images can distract instead of helping. The best solution is to follow a strategy when choosing icons.

It can be noticed that all workflows have something in common. Firstly, all workflows have similar phases, which can be grouped by meaning: “initial”, “processing”, “final”. Secondly, we can mark workflow phases with color, as some can be considered as “positive” and others as “negative”. Thus workflow phases can be systemized and grouped by meaning and color just like traffic signs. Finally, it is preferable to use “intuitive images” that accurately represent the action. In other words, the images should be selected in such a way that the icons "speak for themselves".

Groups of statuses/phases:

1. initial,
2. processing,
3. done,
4. rejected,
5. closed



- **Positive stages** of work are suggested to be in **yellow** and **green** colors. They include “Initial”, “Processing” and “Done” groups of statuses.
- **Negative stages** of work are in **red** color. They include “Rejected/Warning” statuses.
- **Finished stages** of work are in **grey** color. They include “Closed/Final” statuses.

Group / meaning of Statuses	Related Statuses
<b>INITIAL</b>	color: <b>yellow</b> - new ★ - start ✨ - draft ✍️
<b>PROCESSING</b>	color: <b>yellow</b> + <b>green</b> + other - active 💡 - open ⚠️ - in progress ⏳
<b>DONE</b> (successfully)	color: <b>green</b> - accepted ✓ - integrated 🔄 - reviewed 🔍
<b>REJECTED/ Warning</b>	color: <b>red</b> - rejected ✖️ - rework needed ⚠️ - escalated 📣
<b>CLOSED / FINAL</b>	color: <b>grey</b> - closed 🗄️ - inactive 💡 - obsolete 🗑️

We recommend using the following formula to unify the icons across all your projects to make it easy for users to see what they need in a single or multiple projects.

**Successful Icon = Meaning + Color + Intuitive Image**

**About GARANTIS IT Solutions Ltd.**

Software development and consultancy company. We offer expert advice about Polarion ALM - the unified platform for Requirements, Quality and Application Lifecycle Management (ALM). Our services include trainings, project roll-out, customizations according to clients’ business processes, administration and maintenance, requirements management consultancy. All services can be provided on-site or remotely.

The company is headquartered in Reading, UK - the Silicon Valley of England. We also operate in Germany, where we have office in Berlin.

Contact us by e-mail: [info@garantis.solutions](mailto:info@garantis.solutions)

Visit our website: [www.garantis.solutions/alm4you](http://www.garantis.solutions/alm4you)