Current time and visual cues

Icons and colors play an important role in helping users quickly identify the state and content of schedules. For example, employee availability is color-coded for easy identification.

Current date and time visual cues

- The red squares in the date headers show the current week and current day. Click any day header or a week header to display only that time frame.
- The vertical red line extending from the top to the bottom of the schedule shows the current time on the current day (only available in the Gantt view). It moves continuously toward the right.

Other visual cues

- The Dataview column controls at the top of the name column allow you to select the columns to show, and to collapse and expand the columns.

- Click a row to highlight the employee name, making shifts, paycodes, availability, and other information easier to associate with an employee. Identifies the open shift summary row and displays the total [number] of open shifts in the loaded timeframe. Click to expand the open shift rows of the schedule. Click to collapse the open shifts rows.

- Open Shifts ▶ [1] Identifies the open shift summary row and displays the total [number] of open shifts in the loaded timeframe. Click ▶ to expand the open shift rows of the schedule. Click ▼ to collapse the open shifts rows.

- Open shifts (shifts that are not assigned to an employee) appear at the top row of the schedule on the date when they occur.

- The locked icon on a shift indicates the shift is locked and cannot be modified or removed without unlocking it. The icon can also appear on a cell, indicating that no entity can be added, removed or modified in that cell without first unlocking it. Locked cells are gray.
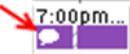
- The comment icon indicates the shift or paycode has a comment attached. Hold the cursor over the shift to see the details, including the comment.
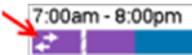
- The transfer icon indicates that the shift (or a segment of the shift as shown here) is not the primary job, primary labor category, or primary work rule of the employee assigned.

- The signed off icon (enlarged here for clarity) indicates that the day is locked by the payroll department and impossible for the scheduling manager to change. No schedule item can be added, deleted, or modified on this day.

- Holidays are indicated by a red flag icon in the date header.

- Schedule tags appear as a thin colored bar near the bottom of a date cell that identifies additional custom characteristics of a schedule day. The text under the tag shows the name of the tag; hold the cursor over the colored bar to see more details
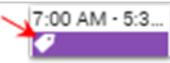
- Segment tags appear as an icon on a shift or shift segment. They identify additional custom characteristics of that shift or segment. Hold the cursor over the tag icon to see more details for the tag.
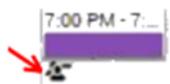
- The people icon flags the shifts of employees who are no longer part of the schedule group. For example, if there is a change to the group (or the employees were removed from a group) on a day in the loaded period, this icon indicates that the employees are no longer part of this group.

- The swap shift icon displays on shifts to indicate where shift swaps were made by an employee's approved swap request.
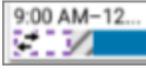
- The dashed border displays on shifts and shift segments to indicate the shift is scheduled for a location other than the locations currently loaded. The dashed border displays in the Schedule Planner and the shift glance.
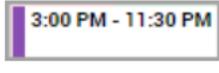
- Shifts with bold text indicate that the shift is either a result of an open shift request or a self-schedule request.

- A blue border highlighted around a shift indicates the initial shift you selected to perform a quick action (Swap, Copy/Paste, or Assign). Information about the selected shift displays in the blue banner at the top of the Schedule Planner.
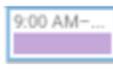
- A shift that temporarily displays as grayed out indicates that the system is processing an action (Swap, Copy/Paste, or Assign) on that shift.

- Shifts with a black border and a red dot displayed in the right corner have been modified but not yet saved in the Schedule Planner. The tooltip and glance for the shift also display a message that there are unsaved changes. When you save the Schedule Planner, the black border and red dot no longer display on the shift.

Employee Availability

- Available — Employee is available to work during this time.

- Preferred — Employee prefers to work during this time. Employees indicate when they prefer to work. Preferred availability can be assigned only to employees, not to locations and not globally.

- Preferred Time Off — Employee prefers not to work during this time. Employees indicate when they prefer not to work. Preferred Time Off availability can be assigned only to employees, not to locations and not globally.

- Unavailable — Employee is not available to work. If employees are scheduled when unavailable, the system can generate a schedule rule violation.
- Unknown — Employee is not certain about their availability. If employees do not know their availability but want to be considered for work, enter their availability as Unknown.

Shift and job color coding

Each job can be defined to display as a unique color in the Schedule Planner (Gantt view only). By color-coding each job, you can easily identify job distribution — including transfers and open shifts — at a glance.

Note:

The color definitions are made for your organization in the Application Setup component. If your organization does not define colors for specific jobs, the default colors display: purple for regular job and blue for transfers.

When a shift is assigned, the job displays as the defined solid job color. For open shifts, the job displays as an open box with the border in the job color. After you assign an open shift, the job color becomes solid. For multiple segments, each segment displays the applicable color.

- Primary Job Definition

- Regular Shift

- Open Shift
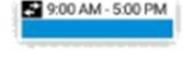
- Transfer

Specific cues are as follows:

- The color of the employee's primary job is displayed in the line below the employee's name.
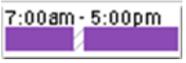
- Assigned shifts and shift segments are displayed in the defined color of the job.

- Breaks have gray, diagonal stripes.

- Transferred shifts and shift segments display in the defined job color.
- Paycodes are green.
- Open shifts are displayed as an open box with the border in the job color.
- Locked cells are shaded gray and display a Locked icon in the corner. No schedule item can be added, deleted, or modified on this day, unless it is first unlocked.

Rule violation indicators

The following icons display in the Severity column of the Rule Violation add-on to indicate the highest rule violation affecting an employee. A dot beside the icon means that there are more than one rule violation affecting the employee's schedule.

- **Informational** — A rule has been broken, but at the lowest level of severity. You can save the schedule and continue without responding to the violation.

- **Warning** — You can save the schedule and continue without responding to the violation.

- **No Save** — The schedule cannot be saved with this severity of rule violation.