



Schedule Job Color Indicators

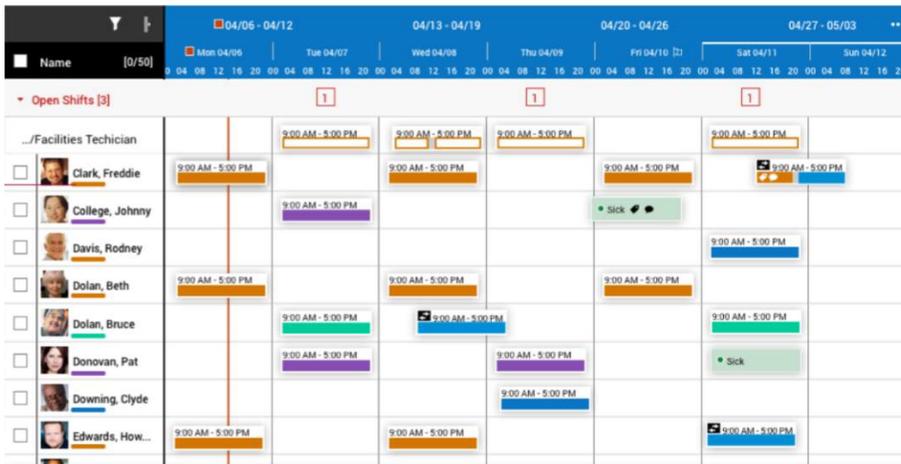
This job aid explains the different colors and options available in the schedule planner.

About Job Colors

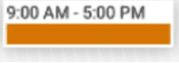
- Job Colors provide a way for managers to quickly assess the job situation “at a glance”. The colors make it easy to see which jobs are scheduled for a specific day or week, and if you have enough workers needed at the right time.
- This feature allows better visibility into coverage and job transfers for both the manager and the employee. Job Colors are supported only in Gantt view for this release.
- As a Manager, you cannot define your own job colors. Your Application Administrator has to configure the colors for each job in the Business Structure within Application Setup.

View jobs in the schedule:

1. Access the schedule and select the necessary timeframe.



2. Job Colors will be displayed as follows:

Job Colors will be displayed for each job when scheduling a Regular shift.	
Job Colors for Open Shifts will show up with the same color but displayed with an “open” concept (not filled in).	
Transferred shifts show as the assigned Job color or default (Blue) with a Transfer icon.	