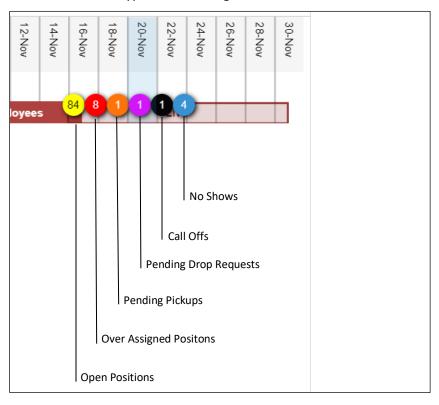# Visual Scheduling: Dashboard Badges

Job Aid

The Visual Scheduling dashboard is your access point for schedule templates and provides an overview of schedule activity. For each template listed in the dashboard, a timeline for the duration of the schedule is displayed with a color-coded bar and badges. Each badge represents a scheduling issue requiring attention for that template.

Click the badge to view a description of the issue that badge represents. For example, clicking the yellow badge will present an *Information* window indicating the badge represents unfilled positions in the template. Click **OK** to close the badge description window.

The number presented in each badge indicates how many times the issue is occurring in the template. Badge color indicates the type of scheduling issue.

No Shows

Call Offs

Pending Drop Requests

Pending Pickups

Over Assigned Positons

Open Positions

Color	Name	Meaning
1 (yellow)	Unfilled Position	Indicates a coverage schedule has not been filled
1 (red)	Over Assigned Positions	Indicates the coverage schedule has too many employees assigned
1 (blue)	No Shows	Indicates an absence without a call off
1 (black)	Call Offs	Indicates an employee has sent a message to the manager that he/she will not be working the scheduled shift
1 (orange)	Pending Pickups	Indicates an employee has requested to pick up an open schedule
1 (purple)	Pending Drop Requests	Indicates a request for a schedule drop by an individual