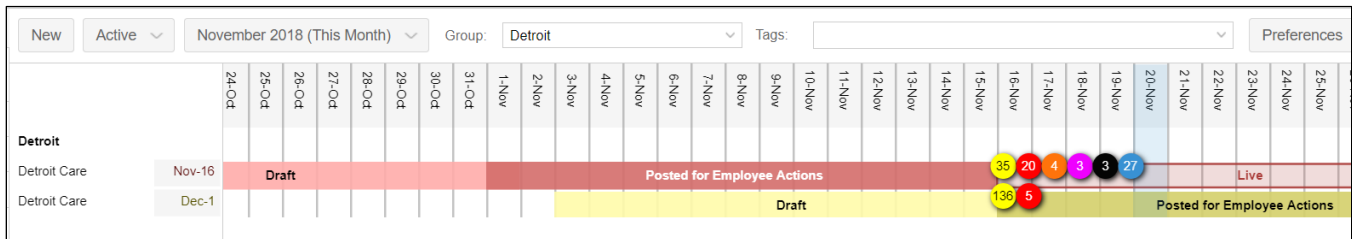


# Visual Scheduling: Dashboard Template Bar Charts

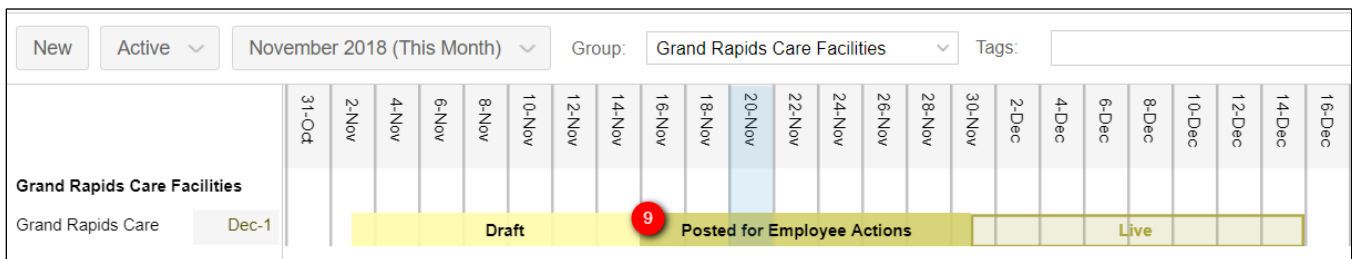
Job Aid

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. Template bar charts represent the schedule timeframe with designations for schedule interaction and alerts for resolving scheduling issues.



## Template Stages

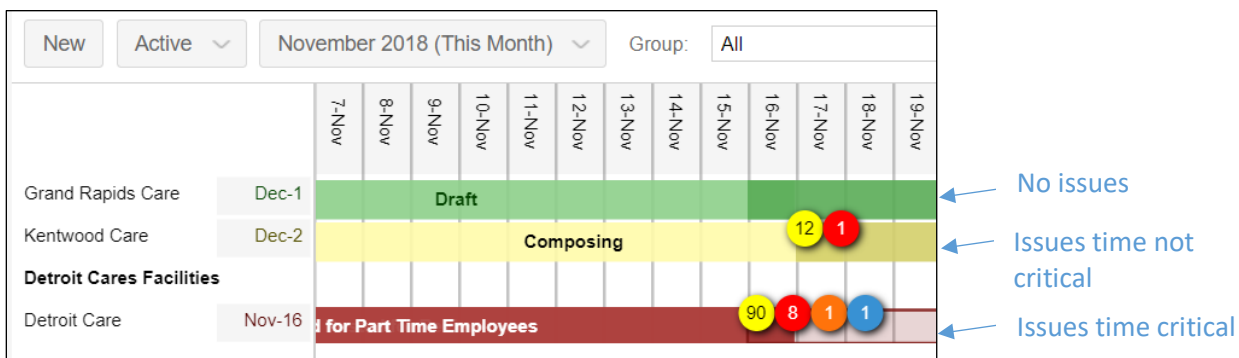
Each template bar in the dashboard is divided into segments which indicate the different stages of the template within the timeline of the scheduling period. Template stages designate which group of users can interact with the template and when. Typically the Draft or Composing stage is designated for the scheduler to review and edit the schedule before employees begin interacting with it. The Draft stage is usually followed by one more Posting stages that allow employees to pick up, drop and trade schedules. Separate Posting stages can be established for different groups of user, such as separate stages for regular and contract employees. The Live stage is when the template is in operation.



## Template Bar Colors

The colors of the template bar indicate the status of the schedule in relation to timeframe for going live, when employees begin recording worked hours. The closer to the live date, the greater the urgency to resolve scheduling issues.

In the properties of the template, the number of days until the template live date are specified before which critical issues can be present without triggering a template bar color change. The number of days is determined by your organization.



Red - Indicates that there are issues that need to be addressed and the template is within the range of days before the template live date. This is your indication that the scheduling issues should be addressed immediately, in order to avoid staffing issues.

Yellow - Indicates that there are issues that need to be addressed but the template has not reached the threshold of days before the live date that will prompt the bar color to change to red.

Green - Indicates there are no issues, all positions are currently filled.

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