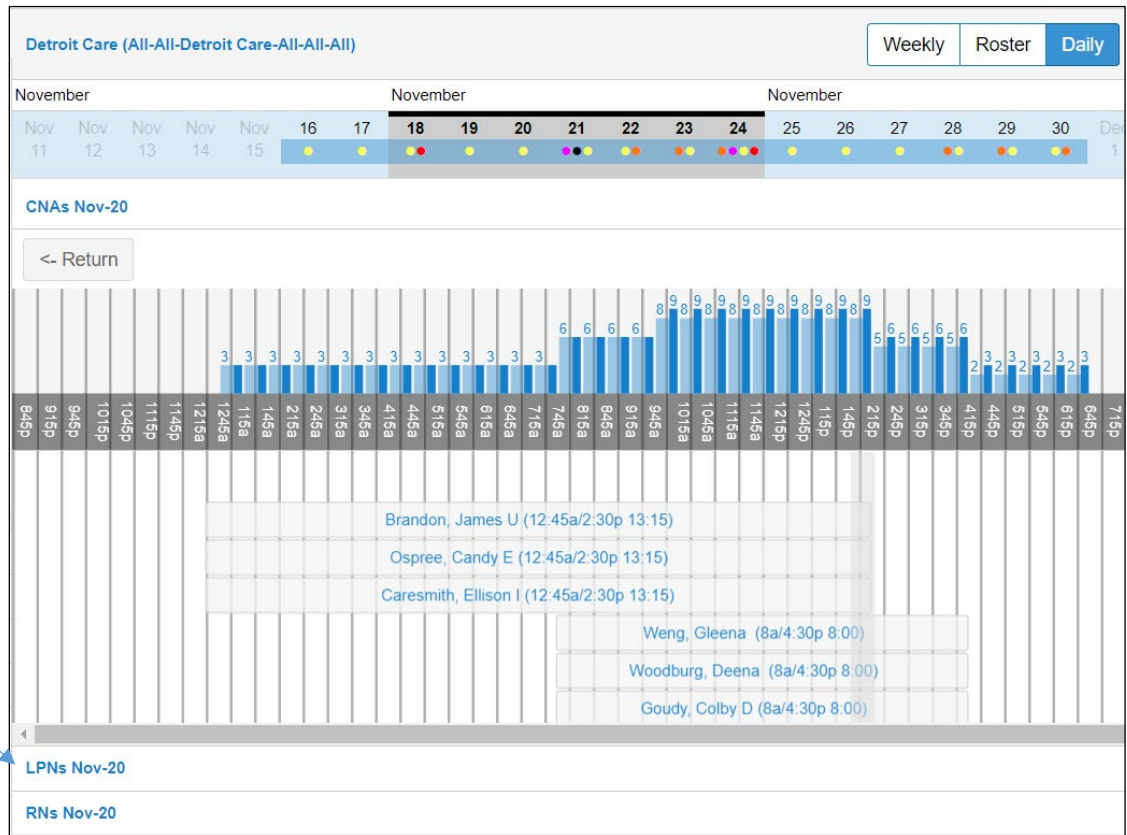


# Visual Scheduling: Daily Schedule View

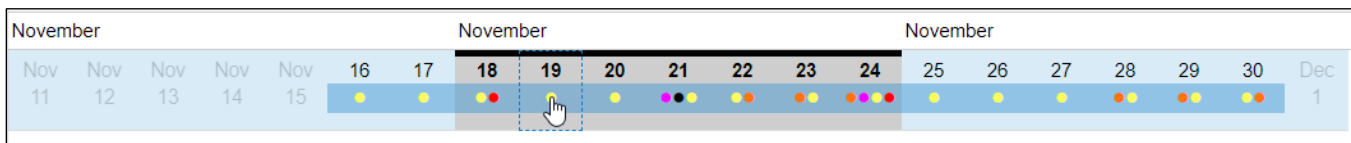
Job Aid

The daily schedule view presents all of the employees assigned to the coverage schedules for all of the work positions on the selected day. Employees are listed with their assigned schedules, showing the overlaps and gaps that are present in the schedule template. Each work position is listed in a separate tab in the window. Click a work position tab to view the schedules and employees assigned to that position.







## Calendar Ribbon



Click a day in the calendar ribbon, displayed above the schedule timeline, to view coverage schedules and assignments for a different day in the scheduling period.



## Calendar Ribbon Badges

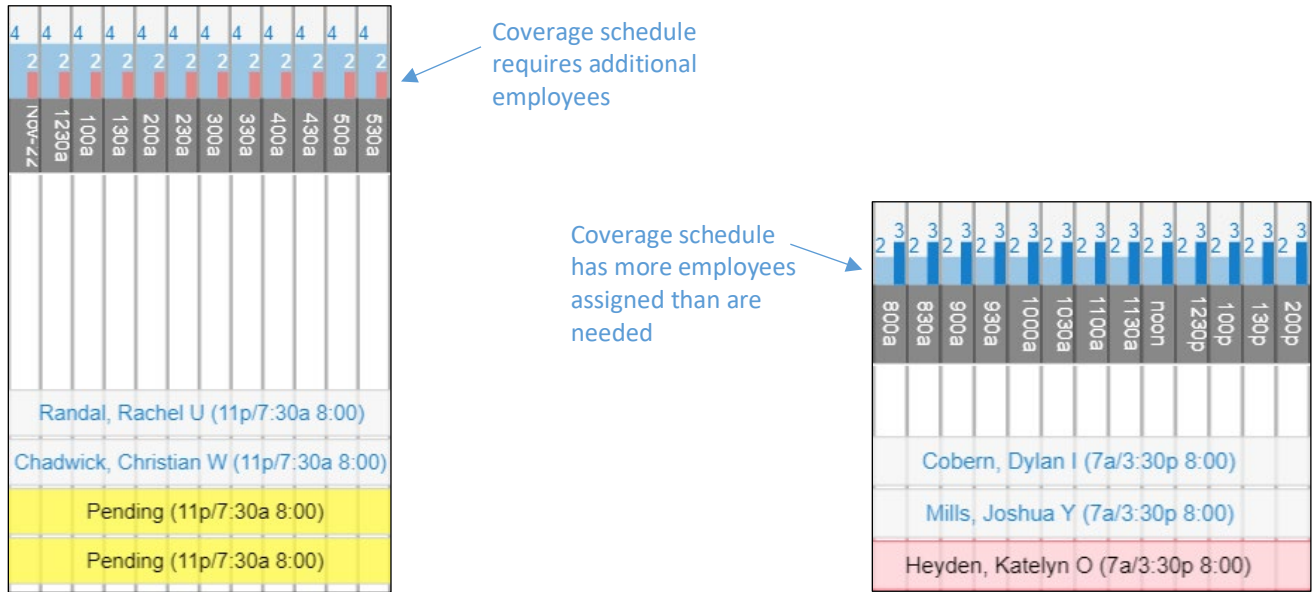
Colored badges in the calendar ribbon indicate the following for each day of the calendar:

- Yellow badge  There are coverage schedules that need additional employees.
- Red badge  There are coverage schedules that are overstaffed.
- Blue badge  There are employee absences that need to be addressed.
- Black badge  There are schedule call off requests that need to be addressed.

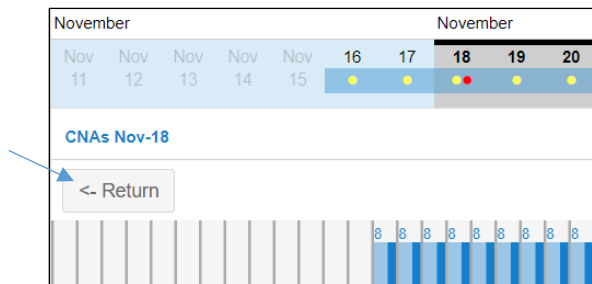
- Orange badge  There are schedule pickup requests that need to be addressed.
- Purple badge  There are schedule drop requests that need to be addressed.

**Bar Chart**

The bar chart indicates the number of employees needed for a coverage schedule and the number assigned. A red bar indicates a shortage of employees and the dark blue bar indicates an overscheduled shift. The light blue bar indicates the required number of employees for the coverage schedule.



Click the **Return** button to view the weekly schedule template.



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