

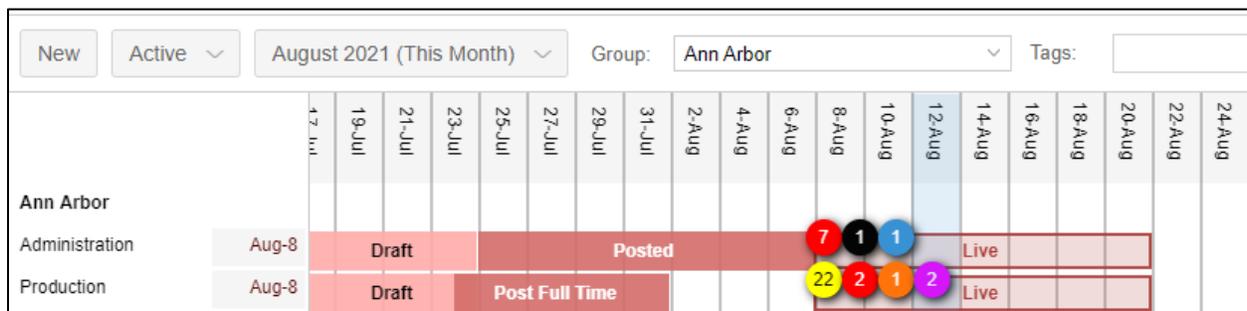


Visual Scheduling: Icons and Badges

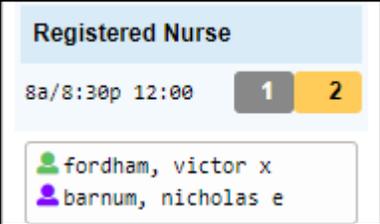
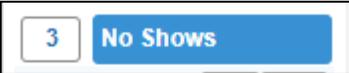
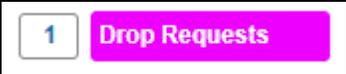
This job aid is a quick reference guide to the icons and badges found in Visual Scheduling. You may not see all of these icons in your system. Some of the icons will only appear depending on how your system has been configured.

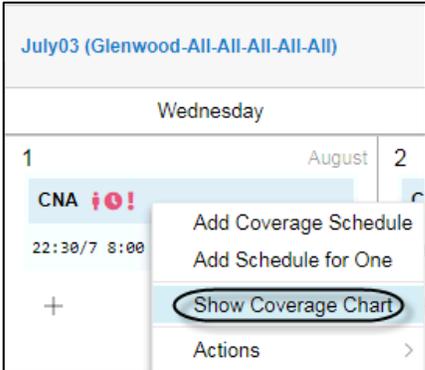
Badges

Badges appear on Visual Scheduling template bars. The color of the badge indicates the type of event, such as a call off or schedule coverage shortage. The number displayed in the badge indicates how many of that type of event have occurred in the template.



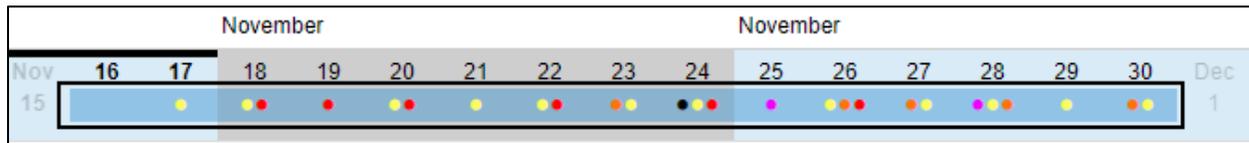
Color	Indication	Description
 1 yellow	Under-filled Position	This badge indicates a coverage schedule does not have the required number of employees assigned to it. This is also indicated with a yellow-highlighted box with the number of employees needed in the schedule template. 

<p>1 red</p>	<p>Over Assigned Positions</p>	<p>This badge indicates the coverage schedule has too many employees assigned. This is also indicated with an orange-highlighted box with the number of employees overscheduled in the schedule template.</p> <p>Note: Although the red badge color does not match the orange highlighted box in the schedule template, both are indicating the coverage schedule has been over assigned.</p> 
<p>1 blue</p>	<p>No Shows</p>	<p>This badge indicates an absence without a call off. This is also indicated with a blue bar in the schedule template:</p> 
<p>1 black</p>	<p>Call Offs</p>	<p>This badge indicates an employee has sent a message to the manager that he/she will not be working the scheduled shift. This is also indicated with a black bar in the schedule template:</p> 
<p>1 orange</p>	<p>Pending Pickups</p>	<p>This badge indicates an employee has requested to pick up an open schedule. This is also indicated with an orange bar in the schedule template:</p> 
<p>1 purple</p>	<p>Pending Drop Requests</p>	<p>This badge indicates an employee is requesting to drop a schedule. This is also indicated with a purple bar in the schedule template:</p> 

<p>2 white</p>	<p>Out of target coverage number</p>	<p>This badge indicates an out of target coverage number in schedules with coverage budgets. This badge is exclusive to using a census count for staffing work positions. To view coverage details, click the Show Coverage Chart menu item for the coverage schedule in the template:</p> 
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Mini Badges

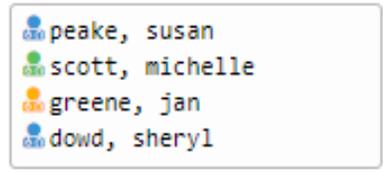
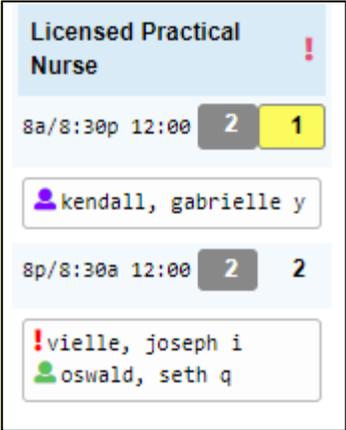
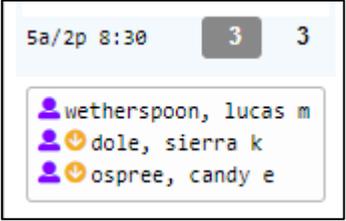
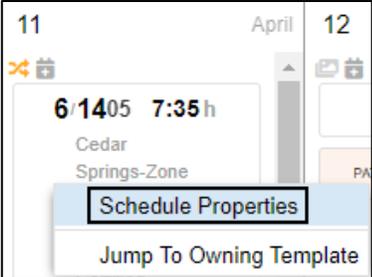
Mini badges appear in the calendar ribbon above the schedule template in Visual Scheduling.



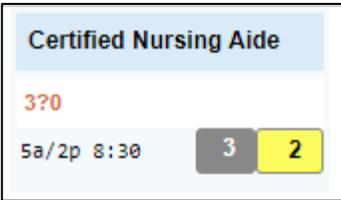
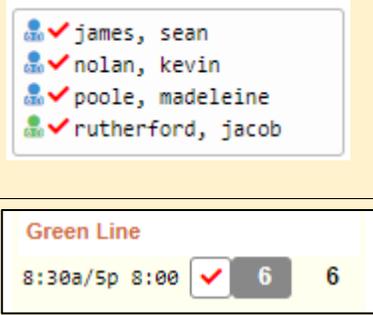
Dot/Badge Color	Description
Yellow 	Indicates there are open schedules for that day.
Red 	<p>Appears when an employee is scheduled for that day to work in the workgroup set matching the master template and position, but their home workgroup does not match or they do not match the assigned audience. This can also display if an employee was selected when extended reach was enabled and later disabled.</p> <p>Note: The red mini badge in the calendar ribbon does not have the same meaning as the red badge in the Visual Scheduling dashboard, which indicates an over assigned status of a coverage schedule.</p>
Black 	Indicates there are unaddressed call-off requests for the day.
Orange 	Indicates there are unaddressed pickup requests for the day.
Purple 	Indicates there are unaddressed schedule drop requests.

Template Icons

The following table describes icons that can appear in a schedule template in Visual Scheduling.

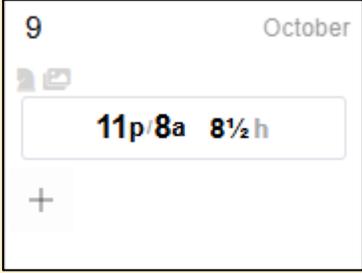
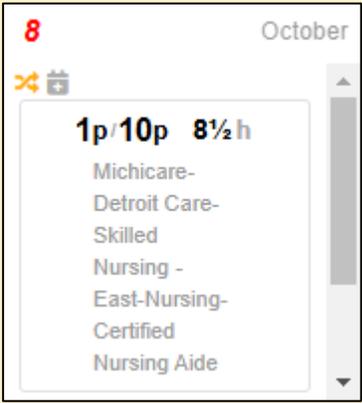
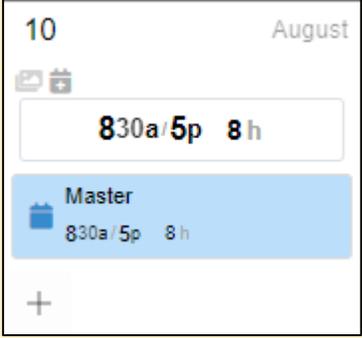
Icon	Location in Visual Scheduling	Description
		<p>This employee icon can appear in various colors. The color of the icon can be assigned to indicate a specific audience during template configuration. For example, the color may indicate employees who have absences, a specific pay class, seniority, are approaching overtime, etc. Colors are part of the global audience definition.</p>
		<p>This icon is displayed in the schedule template when an employee assigned to a coverage schedule through extended reach remains assigned to the schedule after the extended reach workgroup is deactivated. This employee status is indicated at three levels in the schedule template: next to the employee's name listed in the coverage schedule, in the associated work position header for the coverage schedule and the on the date of the coverage schedule as a mini red badge in the calendar ribbon.</p>
		<p>This icon indicates an employee has been assigned to the coverage schedule through extended reach and is not a regular employee (as defined in the Encompasses tab).</p>
		<p>The two yellow arrows icon indicates this schedule is transfer from home workgroup assignment.</p>

	<div data-bbox="365 199 766 619"> <p>19 July</p> <p>CNA ⓘ ⓘ</p> <table border="1"> <tr><td>CNA1</td><td>14</td><td>5</td><td>-9</td></tr> <tr><td>CNA2</td><td>12</td><td>5</td><td>-7</td></tr> <tr><td>CNA3</td><td>4</td><td>3</td><td>-1</td></tr> <tr><td>CNA1Hrs</td><td>108.80</td><td>69.00</td><td>-39.80</td></tr> <tr><td>CNA2Hrs</td><td>97.92</td><td>56.00</td><td>-41.92</td></tr> <tr><td>CNA3Hrs</td><td>32.64</td><td>28.50</td><td>-4.14</td></tr> <tr><td>CNA1Hrs</td><td colspan="2">108.80</td><td></td></tr> <tr><td>CNA2Hrs</td><td colspan="2">97.92</td><td></td></tr> <tr><td>CEN</td><td colspan="2">68</td><td></td></tr> </table> </div>	CNA1	14	5	-9	CNA2	12	5	-7	CNA3	4	3	-1	CNA1Hrs	108.80	69.00	-39.80	CNA2Hrs	97.92	56.00	-41.92	CNA3Hrs	32.64	28.50	-4.14	CNA1Hrs	108.80			CNA2Hrs	97.92			CEN	68			<p>This icon is displayed when too few hours have been assigned to a coverage schedule. This icon only appears when using coverage budgets in your database.</p>
CNA1	14	5	-9																																			
CNA2	12	5	-7																																			
CNA3	4	3	-1																																			
CNA1Hrs	108.80	69.00	-39.80																																			
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CNA2Hrs	97.92																																					
CEN	68																																					
	<div data-bbox="365 665 799 961"> <p>1p/10p 8:30 9 6</p> <ul style="list-style-type: none"> hartwell, morgan j seaford, connor a wilberforce, courtney j vielle, gabriel d colley, isaac e wibert, richard c </div>	<p>This icon Indicates an employee assigned to a coverage schedule has his/her availability set to Unavailable during the schedule time.</p> <p>This icon is also displayed next to the work position if any of the coverage schedules for that position contain employees with their availability set to Unavailable.</p> <div data-bbox="906 991 1286 1327"> <p>Licensed Practical Nurse ⓘ ⓘ</p> <p>8a/8:30p 12:00 4 4</p> <ul style="list-style-type: none"> camps, sharon i chasten, gina i cobern, dylan i flowers, haley i </div>																																				
	<div data-bbox="365 1344 766 1764"> <p>19 July</p> <p>CNA ⓘ ⓘ</p> <table border="1"> <tr><td>CNA1</td><td>14</td><td>5</td><td>-9</td></tr> <tr><td>CNA2</td><td>12</td><td>5</td><td>-7</td></tr> <tr><td>CNA3</td><td>4</td><td>3</td><td>-1</td></tr> <tr><td>CNA1Hrs</td><td>108.80</td><td>69.00</td><td>-39.80</td></tr> <tr><td>CNA2Hrs</td><td>97.92</td><td>56.00</td><td>-41.92</td></tr> <tr><td>CNA3Hrs</td><td>32.64</td><td>28.50</td><td>-4.14</td></tr> <tr><td>CNA1Hrs</td><td colspan="2">108.80</td><td></td></tr> <tr><td>CNA2Hrs</td><td colspan="2">97.92</td><td></td></tr> <tr><td>CEN</td><td colspan="2">68</td><td></td></tr> </table> </div>	CNA1	14	5	-9	CNA2	12	5	-7	CNA3	4	3	-1	CNA1Hrs	108.80	69.00	-39.80	CNA2Hrs	97.92	56.00	-41.92	CNA3Hrs	32.64	28.50	-4.14	CNA1Hrs	108.80			CNA2Hrs	97.92			CEN	68			<p>This icon is displayed when there are not enough employees assigned to a coverage schedule. This icon only appears when using coverage budgets in your database.</p>
CNA1	14	5	-9																																			
CNA2	12	5	-7																																			
CNA3	4	3	-1																																			
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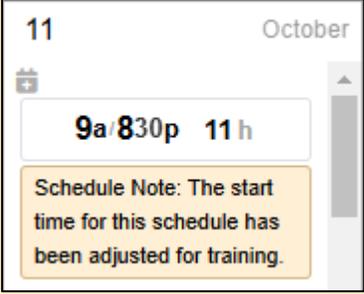
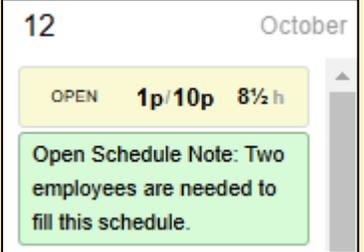
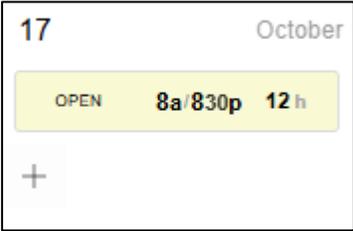
<p>3?0</p>		<p>Indicates the workgroup for the coverage schedule has not been defined. Click the coverage schedules properties to adjust the workgroup assignment.</p>
<p>\$</p>		<p>Indicates employees assigned to a coverage schedule who will receive the incentive added to the schedule. Employees assigned to a coverage schedule offering an incentive who do not display the \$ icon next to their name will NOT receive the incentive.</p>
<p>✓</p>		<p>This icon indicates employees who have NOT yet confirmed their work schedules.</p> <p>A checkmark next to work schedule assignment box indicates the schedule requires confirmation and has employees who have NOT yet confirmed their schedule.</p>
<p>4 6</p>	<p>4</p> <p>Indicates the number of employees required for the coverage schedule.</p>	<p>6</p> <p>Indicates the number of employees assigned to the coverage schedule. The orange color indicates overscheduling.</p>
<p>7 6</p>	<p>7</p> <p>Indicates the number of employees required for the coverage schedule.</p>	<p>6</p> <p>Indicates the number of employees assigned to the coverage schedule. The yellow color indicates under-scheduling.</p>

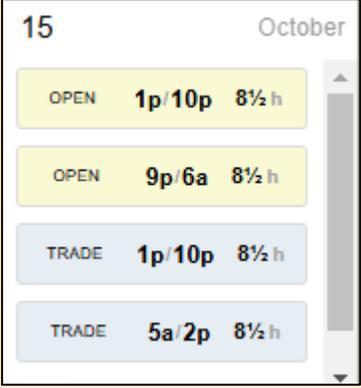
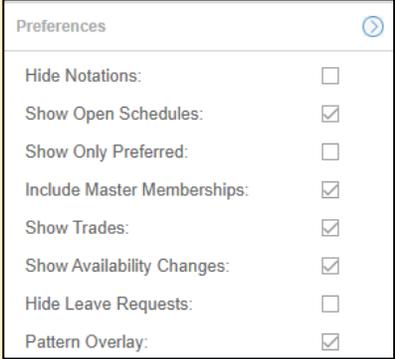
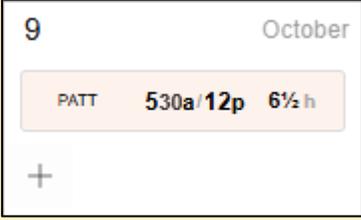
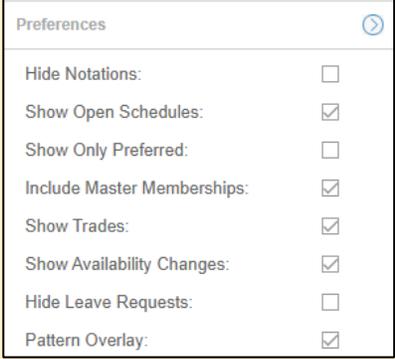
Employee Schedule Page Icons and Color Bars

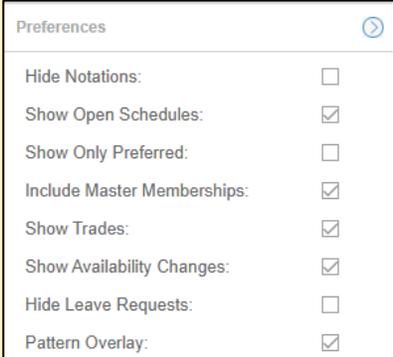
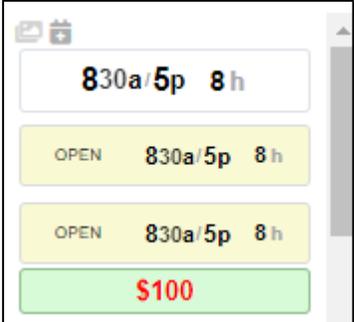
The following table describes the icons that can be found in employee schedule pages.

Icon	Location in Visual Scheduling	Description
		<p>Schedule bar that indicates the employee is assigned to a schedule that matches the employee's home workgroup.</p>
		<p>Schedule bar displaying workgroup details indicates the employee is assigned to a schedule outside of the employee's home workgroup.</p>
		<p>The Master blue bar with schedule times displayed beneath a schedule indicates the employee is assigned to a schedule that is part of a Master template.</p>
		<p>The grey calendar icon indicates this schedule is managed by the schedule template.</p>

	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Tuesday</p> <hr/> <p style="text-align: center;">3 August</p> <p> 830a/5p 8 h</p> <p style="text-align: center;">+</p> </div>	<p>This icon displayed in the employee schedule page indicates the schedule is based on a schedule pattern.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">10 August</p> <p> 11p/730a 8 h</p> <p style="text-align: center;">+</p> </div>	<p>The knight chess piece icon indicates that the schedule extends from one day to the next.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">3 October</p> <p> 230p/10p 7 h</p> <p style="font-size: small; text-align: center;">Michicare-Z- DEFAULT-Z- DEFAULT-Z- DEFAULT-Z- DEFAULT</p> <p style="text-align: center;">+</p> </div>	<p>The two yellow arrows icon indicates this schedule is a transfer from the home workgroup assignment.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">11 August</p> <p> 840a/5p 7:50 h</p> <p style="background-color: #ffe0b2; padding: 2px; text-align: center; font-size: small;">Schedule start moved later.</p> <div style="background-color: #bbdefb; padding: 5px; margin-top: 5px;"> <p style="font-size: small; margin: 0;">Master</p> <p style="font-size: x-small; margin: 0;"> 830a / 5p 8 h</p> </div> <p style="text-align: center;">+</p> </div>	<p>This icon indicates the schedule requires employee confirmation.</p>

<p>Schedule Note: The start time for this schedule has been adjusted for training.</p>		<p>The peach-colored bar displays notes that have been added to the schedule by the scheduler or manager. Schedule notes are only visible to managers/schedulers.</p> <p>If the schedule notes notification is enabled, employees can receive notification via Email, ESS Mobile App and/or Text when the schedule notes are added, modified, or removed.</p>
<p>Open Schedule Note: Two employees are needed to fill this schedule.</p>		<p>The green bar displays notes attached to an open schedule. Users have authority to manage open schedule notes.</p> <p>If the open schedule notes notification is enabled, candidates of this open schedule can receive notification via Email, ESS Mobile App and/or Text when the open schedule notes are added, modified, or removed.</p> <p>Note: Employees who are previously assigned to this schedule can't see open schedule notes.</p>
		<p>The yellow schedule bar indicates an open schedule. Click the yellow bar to assign the employee to the schedule.</p>

		<p>The light blue schedule bar indicates a schedule that is available for trade.</p> <p>Show Trades must be enabled in the Schedules page Preferences to view schedules available for trading.</p> 
		<p>The pink schedule bar indicates a schedule pattern the employee is assigned to.</p> <p>Pattern Overlay must be enabled in the Schedules page Preferences to view schedule patterns.</p> 

	<p>Unavailable full day</p>  <p>Unavailable part day</p> 	<p>The pink Unavailable bar indicates days or time periods when the employee is unavailable for scheduling.</p> <p>Show Availability changes must be enabled in the Schedules page Preferences to view availability.</p> 
		<p>Schedule has a bonus. The rate or dollar amount is displayed in the green bar.</p>

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