mySchedule Scheduler Grid Shift Color/Font Indicators

Overview

mySchedule identifies types of shifts by assigning a color or font style to each shift. This provides the schedule writer a quick reference to the origin of the shift.

Identifiers

The following identifiers are used to identify the type of shift.

Shift Color/Font	Meaning
Black	Shift is in Selected Labor
Italics	The shift has been edited by an authorized user.
Blue	A transfer occurs between JOBS during the shift.
Grey	Shift contains time working outside selected job/ store.
Underlined	A transfer occurs between STORES during the shift.
?	A pending Time Off Request exists for this associate.