

HELP CENTRE

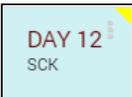
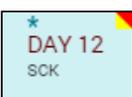
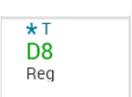
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SHIFT CELL INDICATORS - LEGEND

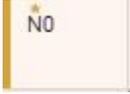
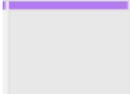
Shift Cell Indicators - Legend

Indicator	Description	Cell Location	Meaning
	Solid black line	Left	Full absence
	Half black line	Top left	Partial absence, affects beginning of shift
	Half black line	Bottom left	Partial absence, does not affect beginning of shift
	Solid teal line	Left	Replacement for absence (assigned to replacement employee)
	Half teal line	Top left	Replacement for partial absence, affects beginning of shift

	Half teal line	Bottom left	Replacement for partial absence, does not affect beginning of shift
	Solid yellow line	Left	Shifts that can be cancelled during protection period
	Broken grey line	Left	Scheduled vacant shift (assigned to new employee)
	Broken teal line	Left	Scheduled ad hoc shift (assigned to replacement employee)
	Teal asterisk	Top left	Some attributes of this shift have been edited.
	Black triangle	Bottom right	RNF - Replacement not found
	Grey triangle	Bottom right	RNR - Replacement not required
	Solid grey line	Left	Not Worked shift

(In Progress)	Faded shift	Entire cell	The shift is not part of the criteria you have selected, but is visible because you have chosen to include the Entire Employee's Schedule on the schedule view.
	Black and grey stacked triangles	Bottom right	If a portion of the shift was marked RNR and a portion of the shift was marked RNF, both RNR and RNF indicators will be stacked in the cell to form a square.
	Red triangle	Top right	A shift that was declined during Shift Replacement.
	Yellow triangle	Top right	A shift that was withdrawn during Shift Replacement.
	Red and yellow stacked triangles	Top right	If a portion of a shift was withdrawn and another portion of the shift was declined during Shift Replacement, these indicators will be stacked in the top right corner to form a square.
	A	Top right	The shift has been approved.
	T	Top right	The schedule has been posted to a timecard.
	C	Top right	The shift has been corrected (after posting to timecard).
	Padlock		In Open Shifts, the shift block is locked for bidding and/or the bidding period has expired. In Schedule, it prevents cancelling shifts that are currently being offered.

	Gold Star	Top right	Stat holiday.
	Orange asterisk	Top right	Swapped shift.
	Solid orange line	Left	Short term leave.
	Solid red line	Left	Float Not Worked.
	Red outline		Baseline target is being edited.
	Teal outline		Baseline target has been edited.
	Solid purple line	left	leave request.
	thumbtack		the shift is part of a posted schedule
	green or purple-grey circle with 2 arrows		the shift has been requested as part of a shift swap

	gavel		shift has been offered for shift bidding
	yellow solid line	left	shift was cancelled on a stat holiday.
	red and black alternating line	left	shift is part of a submitted leave request that is 'approved pending replacement'.
	horizontal solid purple	top	On the Schedule page - the employee has an approved leave request on this date. Displays on all days included in the leave request, including days without scheduled shifts.
	horizontal dashed purple	top	A pending leave request.