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	Edit: Enables edit mode, allowing you to select and move shifts, activities, meals, breaks, and tasks in the schedule. In select mode you can also click and drag the edges of a shift, activity, meal, break, and task, to increase or decrease its duration.
	Add Shift: Enables add mode, allowing you to add employees to the schedule. You can add employees by clicking and dragging your cursor across the schedule at the desired times. Note: In the Coverage View, this button also opens the Add Schedule panel, from which you can select one or more employees to add.
	Add Meal: Enables add meal mode, allowing you to click the shifts you want to add meals to.
	Add Break: Enables add break mode, allowing you to click the shifts you want to add breaks to.

Shift Status Icons

	Indicates worked shifts that were scheduled.
	Indicates worked shifts that were scheduled and that the employee had punched in for using a punch or web clock; the employee is "on the clock", meaning they have punched in for the day. Once the employee punches out, the shift is marked with the green worked shift icon (●).
	Indicates paid-to-schedule shifts. The application has been configured to pay the employee, by default, for their scheduled time.
	Indicates worked shifts that were not scheduled. The employee was not scheduled but recorded worked time on the day. The times in the cell represent when the employee recorded working.
	Indicates worked shifts that were not scheduled and that the employee punched in for using a punch or web clock; the employee is "on the clock", meaning they have punched in for the day. Once the employee punches out, the shift is marked with the yellow unscheduled worked shift icon (●).
	Indicates scheduled shifts that the employee did not work.
	Indicates scheduled shifts that the employee did not work but have a pay adjustment recorded against them. For example, if an employee was absent for a shift, but you or another manager created a vacation pay adjustment on the day the application labels the shift with this icon.
	Indicates that one or more activities are scheduled on this day. The application may also display custom activity icons for certain activities.

Shift Detail Icons

	Indicates the shift start time.
	Indicates the shift end time.
	Indicates that the shift has unsaved changes.
	Indicates that the shift includes a meal.
	Indicates that the shift includes a break.
	Indicates that the employee waived their scheduled meal or break.
	Indicates that meals or breaks were automatically inserted into the shift.
	Indicates that an employee has been called in to work this shift.
	Indicates an employee comment on the shift.
	Indicates a manager comment on the shift.
	Indicates that both an employee and a manager have commented on the shift.
	Indicates that the employee authorized the shift.
	Indicates that a manager authorized the shift.
	Indicates that both an employee and manager have authorized the shift.
	Indicates an hours-based pay adjustment on the timesheet.
	Indicates an amount-based pay adjustment on the timesheet.
	Indicates that a transfer was added to a shift.
	Indicates that the shift occurs at the employee's secondary location.
	Indicates that there is a serious problem with the shift.
	Indicates that a warning message exists for a problem with the shift.
	Indicates that an informational message exists for the shift.
	Indicates that the data displayed in the timesheet does not represent the most recent changes. Recalculation is required.
	Displayed next to the employee's name, this icon indicates that pay has already been transmitted, and that any edits to the employee's timesheet data will create retro adjustments.