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Workforce Management Web for Supervisors Help

Configuring Colors

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Configuring Colors

Use the **Colors** view to **modify the default colors** that appear in any Supervisors view which displays these schedule items: **Activity Sets**, **Breaks**, **Days Off**, **Exceptions**, **Marked Times**, **Meals**, **Time Offs**, and **Work**.

You can also use the **Colors** view to **define specific colors** for: **Activity Sets**, **Exception Types**, **Marked Times**, or **Time-Off Types**.

Defining Default Colors

To define the default colors:

1. In the **Configuration** module's drop-down menu, select **Colors**.
2. In the Colors pane drop-down menu, select **Default**.
3. In the **Item** column, click any one of the items to redefine the default background and text color for that item.

Tip

Use the **Search** or Sort  controls to easily find items in long lists. Sort the **Item** column in ascending or descending order, by using the icon shown here or by clicking the column header.

4. The palette displays in the **Properties** pane. Use the top half of this pane to select a text color, and the bottom half to select a background color. View your current choices in the **Sample** text strip at the top of the **Properties** pane.
5. Choose text and background colors, by using the gradient color panel, the swatches vertical scale, or the HEX number field to define a specific color.

Tip

The text color is only applicable in the **Intra-Day Schedule** and **Agent-Extended Schedule** views, when you uncheck the **Full view** check box and can see the schedule items' short codes.

6. Save your choices, by clicking **Save**  at the top of the window.

Tip

If you select a different item in the **Colors** pane without saving, the **Confirmation** dialog box appears, indicating that there are unsaved changes. Click **Yes** to save changes, **No** to discard them, or **Cancel** to cancel action.

Defining Specific Colors

To define specific colors:

1. In the **Configuration** module drop-down menu, select **Colors**.
2. In the **Objects** pane, select a site.
3. In the **Colors** pane drop-down menu, select **Activity Sets**, **Exception Types**, **Marked Times**, or **Time-Off Types**.
4. Make your text and background color selections in the same way that is described in [steps 4-6](#) in the procedure above.
Your choices will apply only to the selected items.

Resetting the Color Scheme

Click the **Reset** button in the **Properties** pane at any time to reset the color scheme.

Web for Supervisors Views in Previous Versions

If the WFM 8.5.2 back end deployed in your environment is a version earlier than 8.5.204, the Colors Tool views displayed in the interface more closely matches the controls described in the procedures below.

Defining Default Colors

To define the default colors:

1. Select the **Configuration** tab.
2. Select **Colors** from the **Views** menu.
3. Select the **Default** tab in the **Objects** tree.
4. Under the **Default** tab, select an item: **Activity Sets**, **Breaks**, **Days Off**, **Exceptions**, **Marked Time**, **Meals**, **Time Off**, and **Work**.
Your choices will redefine the background and text colors of the selected item.

5. The **Colors Tool** appears in the **Working** pane. Use the top half of the tool to select a background color, and the bottom half to select a text color. View your current choices in the [sample text SAMPLE TEXT](#) strip across the bottom of the Work pane.
6. Select one of the tabs in the top half of the **Colors Tool** to specify the method you will use to choose a background color.
Each of these color picking methods should be familiar to anyone who has chosen colors on a personal computer:
 - **Swatches** offers a series of squares with specific colors. Click a square to select its color.
 - **HSB** (Hue Saturation Brightness) offers a vertical sliding scale where you define the RGB components and a color square where you select the HSB components. You can also enter numbers in fields on the right side of the tool to define the HSB components.
 - **RGB** (Red Green Blue) offers horizontal sliding scales or number box where you define the RGB components.
Experiment with any or all of the color picking methods until you find a satisfactory background color.
7. Select one of the tabs in the bottom half of the **Colors Tool** to specify the method you will use to choose a text color.
Experiment with any or all of the color picking methods until you find a satisfactory text color.

Tip

The text color is only applicable in the **Intra-Day Schedule** and **Agent-Extended Schedule** views, when you uncheck the **Full view** check box and can see the schedule items' short codes.

8. Save your choices, by clicking **Save**  at the top of the window.

Important

If you select a different item in the **Objects** pane without saving, the **Confirmation** dialog box appears: There are unsaved changes. Please press Yes to save changes, No to discard changes or Cancel to cancel action. Click **Yes**, **No**, or **Cancel**.

Defining Specific Colors, by Site

To define specific colors by site:

1. Select the **Configuration** tab.
2. Select **Colors** from the **Views** menu.
3. Select the **Specific** tab in the **Objects** pane.
4. Under the **Specific** tab, expand (▸) one of the **Types** nodes.
5. In the **Object** tree beneath the **Type** node, select one or more objects. An object can be a business unit, a site, or a [specific color](#).
All your **Colors Tool** choices will apply only to the selected object(s).

6. Make your background color and text color selections in the same way that is described in [steps 4-8](#) for default colors, in the default colors procedure above.