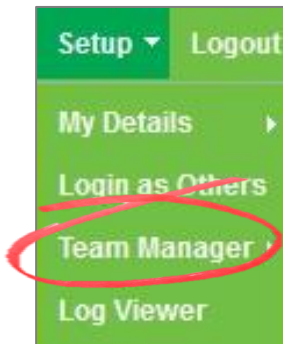


## SELECTING ROSTER COLOURS

Hover on Setup and click on Team Manager:



The following screen will subsequently appear:

Team Manager										Add Team Member			Bulk Activity Codes			Opening Balances			Leave Calendar		
search: <input type="text"/> user status: active location: -- All -- go										Viewing records : 1 to 6 of 6											
Team Member	Job Title	Access Level	Email / Username	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)												
Bill Fletcher		Other	bill@hugefarm.co.nz / bill	10.00	salary	fortnightly	55000.00	Full-time	• Equinox Farms • Rainbow Farm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dami Rivista		Farm Manager	D	10.00	salary	fortnightly	52000.00	Full-time	• Equinox Farms		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
David Maxwell		Other	mcrarer@orcon.net.nz / Da	10.00	salary	fortnightly	52783.64	Full-time	• Rainbow Farm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

To select a Team Member, click anywhere on their line. The following screen will appear:

Edit Team Member
Mick Ramsay

General
Employment Details
Payroll
Leave
Payroll Audit
Notes
Reminders
User Files
Skills
Preferences

Username : \*

Password : \*  minimum 8 characters (minimum 2 numbers, case sensitive)

First Name : \*

Last Name : \*

Employee Type : \*

Remuneration Type : \*

Email Address :

Job Title :

Primary Location :

Other Locations :

Access Level :

Health and Safety Responsibility Level :

Roster display colour :

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day :

Exclude from dashboard :

Access Timesheet Viewer Report :  \* this overrides access level

Timesheet Supervisor :

The Roster Display Colour section can be located on the current screen, outlined below:

Username : \* Mick  
Password : \* minimum 8 characters (minimum 2 numbers, case sensitive)  
First Name : \* Mick  
Last Name : \* Ramsay  
Employee Type : \* Full-time  
Remuneration Type : \* salary  
Email Address : mickramsay@gmail.com  
Job Title : Farm Manager  
Primary Location : Kaireka Farm  
Other Locations : select ...  
Access Level : Farm Manager  
Health and Safety Responsibility Level : worker  
Roster display colour : [blue swatch] [black swatch]  
test  
Hide rostered days on :   
Exclude from Rosters and Tasks :   
Pay Week Ending Day : Sunday  
Exclude from dashboard :   
Access Timesheet Viewer Report :  \* this overrides access level  
Timesheet Supervisor :   
save >>

Roster display colour : [blue swatch] [black swatch]  
test  
Click here to choose the background colour  
Click here to choose the text colour

Clicking on either display colour boxes will bring up the following screen:

Theme Colors  
Standard Colors  
More Colors History  
#ff99ff #974806

To bring up more colours, click on the circled area below:



This will bring up the following screen:

