## **QRG:** How to Apply Color Categories

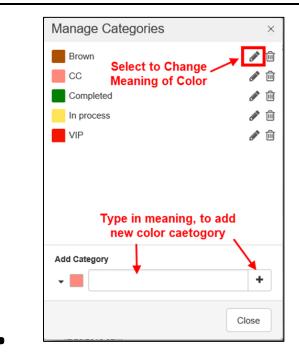
My Worklist Click on the square		
Indicator	WITS # 🝸	Action Type
	38139	Appointment
	37795	Title 42 Request
	37635	Career Change

Click on the square that appears next to the action/when you hover your mouse in the indicator column.

Select Categories	
Brown	
cc	
Completed Select	
In process	
Manage Categories	
Clear Categories	

2.

Click on a color to apply that category to the action. To apply more than one color, repeat this step. To update and/or add new color categories, select Manage Categories.



3

To update a color's meaning, click on the pencil icon. To add a new color category, select the new color, type in the meaning, and click on the plus sign.