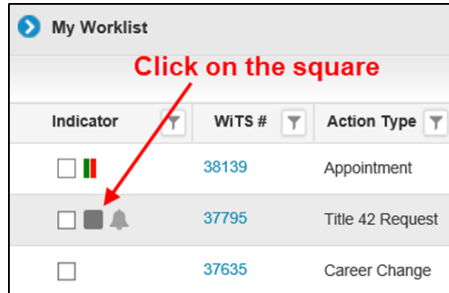


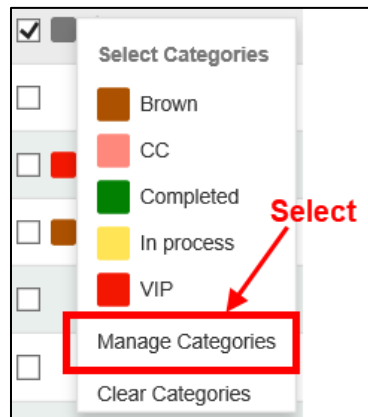
QRG: How to Apply Color Categories

1.



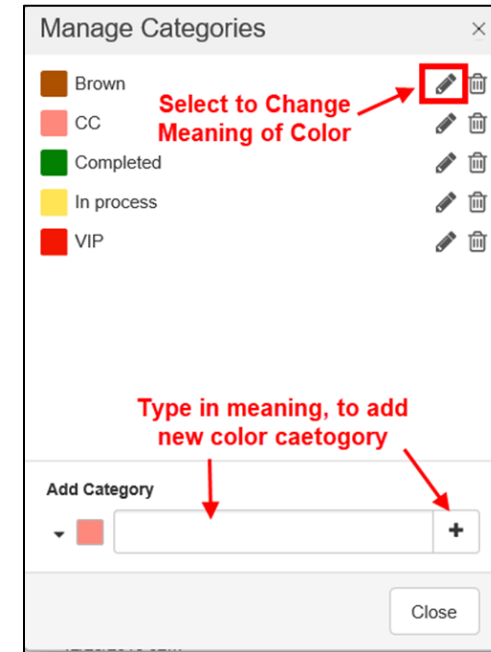
Click on the square that appears next to the action/when you hover your mouse in the indicator column.

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.