

# JET - Icon Legend

## Call Report



Work to be done in the future



Completed work



Work that is overdue and late



Work that has been completed and paid  
You cannot edit a locked Call Report

## Travel



Complete

## Other Time



Complete

## Training



Training to be done in the future



Completed training



Training that is overdue and late

## Time Off



Requested, pending approval



Approved time off



Shows on Approvers task panel only as  
Awaiting Approval



**When a padlock appears on an icon - the item cannot be changed**

