KRONOS®

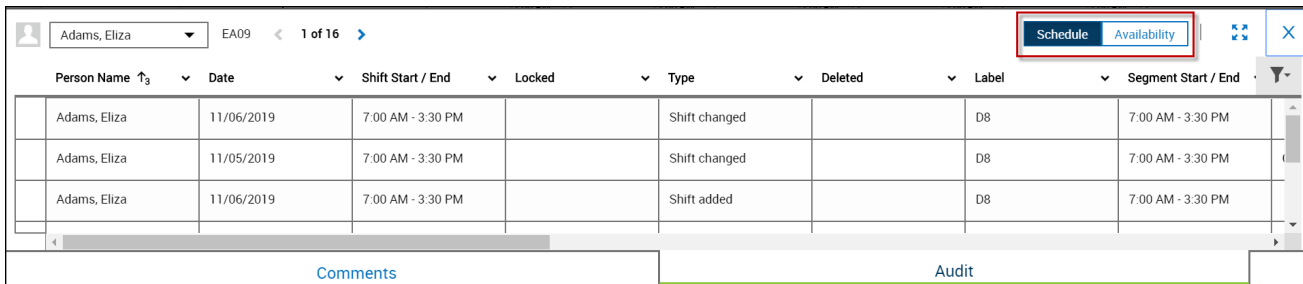## Audit schedule and availability

Two audit tools allow you to track changes in a table format, Audit Schedule and Audit Availability.

Job Aid

To access either table:

1. Select Audit at the bottom of the schedule.

2. Just above right side of the table, select either Schedule or Availability.

In either mode, the rows of the table represent transactions, which are alterations in the database. The columns represent the recorded characteristics of the transactions. The top row (header) of the table identifies the columns.

- The Audit Availability add-on tracks changes to employee availability: adding, editing, or deleting availability of employees in the loaded schedule time frame and location.

- The Audit Schedule add-on tracks adding, editing and deleting entities such as shifts and paycodes of employees in the loaded schedule time frame and location.

The two tables are configured and operated similarly. The only difference is in the columns (characteristics) you can include in the table

Customize the Audit table view

View options are at the top right corner of the table.

- Fullscreen -- Expand the table to fill the space occupied by the schedule

- Default Size -- Return the table to its default size

- Column Display -- Opens a menu with additional display options:
  - **Show Filters Row** use to filter specific rows out of the table by using the filter control for any column.
  - **Hide Filters Row** hides the filters row from view
  - Columns: Toggle either of the two icons below to include or remove a column in the Audit table view.
  - Checkmark indicates that the column is included in the Audit table view

Table controls

Select an employee to audit

Do any of the following:

- Click the name box to select an employee to audit.

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- Start typing the employee's name in the Search box, and press Enter when the name appears.

- Scroll through the list and select an employee in the displayed schedule or select Previous or Next to select the preceding or next name in the list.

Header menu

In the header at the top of each column, select to open a menu of commands:

- Sort Ascending & Sort Descending ↑↓ -- Sorts the table by the value of the characteristic in that column, in ascending or descending alpha-numeric order. If you select multiple columns to sort by, the table applies the column sorting in the order you select them and places a small numeral next to the sort icon, indicating the priority of the sorting.

- Hide Column ✖ -- Removes that column from the table. (To include the column again, use the Main Menu)

- Group ☰ -- Collapses all the transactions that have the same value for that column into one row in the table.

- Ungroup ☰ -- Expands transactions collapsed for having the same value in that column, to display each transaction as a separate row.

Filter transactions

You can filter specific rows out of the table by using the filter control for any column.

1. Click Filter and select Show Filters Row.

2. In the filters row at the top of each column, click to open a list of the following options. If the option does not appear, it is not applicable:

   - Starts With -- Shows only transactions where this field starts with the text you enter

   - Not Starts With-- Shows only transactions where this field does not start with the text you enter

   - Custom-- Allows system administrators to code a different option

   - In-- Shows only transactions where this field contains the text you enter

   - Not In-- Shows only transactions where this field does not contain the text you enter. If you use more than one value for In or Not In, each value must be separated by a semicolon.

   - = -- Shows only transactions where this field exactly matches the text you enter

- != -- Shows only transactions where this field does not exactly match the text you enter
- Is Null-- Shows only transactions where this field is empty
- Is Not Null-- Shows only fields where this field is not empty
- Between-- Shows only transactions where this field is between two text values, separated by a space, using time, date, or alpha-numeric sequence as applicable to the format of the text in the column
- Not Between-- Shows only transactions where this field is not between two text values, separated by a space, using time, date, or alpha-numeric sequence as applicable to the format of the text in the column

Transaction characteristics for schedule audit

A transaction can be an add, an edit or a delete. Each column represents a different characteristic of the transaction. Not all columns are applicable to all transactions; if the characteristic defined by the column is irrelevant to the transaction, the cell in that row is blank.

- Person Name-- Employee affected by the transaction
- Date--Date affected by the transaction
- Shift Start / Shift End--Start and end times of shift affected
- Locked--A status change: True = locked, False = unlocked
- Type--Type of transaction
- Deleted--True = deleted, False = not deleted
- Label--Shift label
- Segment Start / End--If the transaction refers to a segment, segment start and end times
- Location--Full location path of the transaction. "False" indicates a transaction with no location.
- Labor Category--Specifies the labor category applied
- Cost Center--Specifies the cost center applied
- Work Rule--Specifies the work rule applied
- Paycode--Full paycode name
- Amount--Paycode amount
- Comment--Hover cursor over this cell to see comment text
- Edit Date--Date of transaction
- Edit Time--Time of transaction
- User--Manager performing the transaction
- Data Source--The schedule engine (if any) that made the transaction
- Person ID--Employee ID of the employee affected by transaction

Transaction characteristics for availability audit

A transaction can be an add, an edit or a delete. Each column represents a different characteristic of the transaction. Not all columns are applicable to all transactions; if the characteristic defined by the column is irrelevant to the transaction, the cell in that row is blank.

- Person Name--Employee affected by the transaction

- Date--Date affected by the transaction

- Type--Type of transaction (add availability or edit availability)

- Deleted--True = deleted, False = not deleted (Note: When availability is overwritten by a new pattern, the former availability is deleted.)

- Segment Start / End--Affected shift segment start and end times

- Availability Type--The resultant availability type

- Edit Date--Date of transaction

- Edit Time--Time of transaction

- User--Manager performing the transaction

- Person ID--Employee ID of person affected by transaction