



Track Rule Violations

View rule violations

To view rule violations, click the **Rule Violations** tab at the bottom of the schedule.

- The rows of the table display the loaded employees.
- The columns display the characteristics of the rule violation.

The following icons display in the **Severity** column of the Rule Violation add-on to indicate the highest rule violation affecting an employee. A dot beside the icon indicates that more than one rule violation is affecting the employee's schedule.



Informational — A rule has been broken, but at the lowest level of severity. You can save the schedule and continue without responding to the violation.



Warning — You can save the schedule and continue without responding to the violation



No Save — The schedule cannot be saved due to this level of rule violation.

View by Employee ▾

Quick Actions Show / Hide Table View Tools Generate Schedule

Current Schedule Period All Home Locations Loaded 11:46 AM Refresh Save

Name [0/16]	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16
Aldridge, Krystle		7:00 AM - 9:30 PM		7:00 AM - 9:30 PM	7:00 AM - 9:30 PM	7:00 AM - 9:30 PM	
Barnes, Marina	9:00 A...	9:00 AM - 1:00 AM	2:00 PM...	10:30 AM...		6:00 AM - 6:00 PM	
Bauer, Anna							

Total [2] No Save [0] Warnings [2] Informational [0] All employees Reload

Date ↑	Name	Severity	Employee/Org.	Rule Type	Description
5/14/2020	Aldridge, Krystle	Warning	Employee	Minimum time between shifts	Shift starting at 5/14/2020 7:00 AM starts 9:30 hours after pr...
5/15/2020	Aldridge, Krystle	Warning	Employee	Minimum time betw...	Shift starting at 5/14/2020 7:00 AM starts 9:30 hours after previous shift, which is less than the required 10:00 hours.


Comments Audit Coverage Rule Violation



Adjust the Display



You can adjust the display in a number of ways:

Modify the Columns

- Change the column order by dragging the column header to the desired position.
- Remove columns from the display or reinstate columns that have been removed as follows: Click **Column Display**  to select the configured columns to make available for display. Click **Apply**.

Filter Rows

To filter out rows based on any characteristic in the column header:






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
3. Enter the **Text** to search in the text box.



4. Press Enter to apply the filter.

Sort, hide, and group

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

-  Sort Ascending -- Sorts the table by the value of the characteristic in that column, in ascending alphanumeric order. If you select multiple columns to sort by, the table applies the sorting in the order you select them and places a small numeral next to the sort icon, indicating the sorting priority.
-  Sort Descending -- Sorts the table by the value of the characteristic in that column, in descending alphanumeric order. If you select multiple columns to sort by, the table applies the sorting in the order you select them and places a small numeral next to the sort icon, indicating the sorting priority.
-  Hide Column -- Removes that column from the table. (To include the column again, use the 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.