



# Track rule violations

The Rule Violations add-on automatically detects and displays schedule items that violate schedule rules. The rules are defined by the system administrator and can be applied to employees or locations. Rule violations reflect the displayed timeframe and location. This add-on allows you to locate problem areas in the schedule and determine their severity.




As part of rule configuration, rules are classified according to their impact on the validity of the schedule. This allows you to zero in on critical issues while still being aware of less important ones.

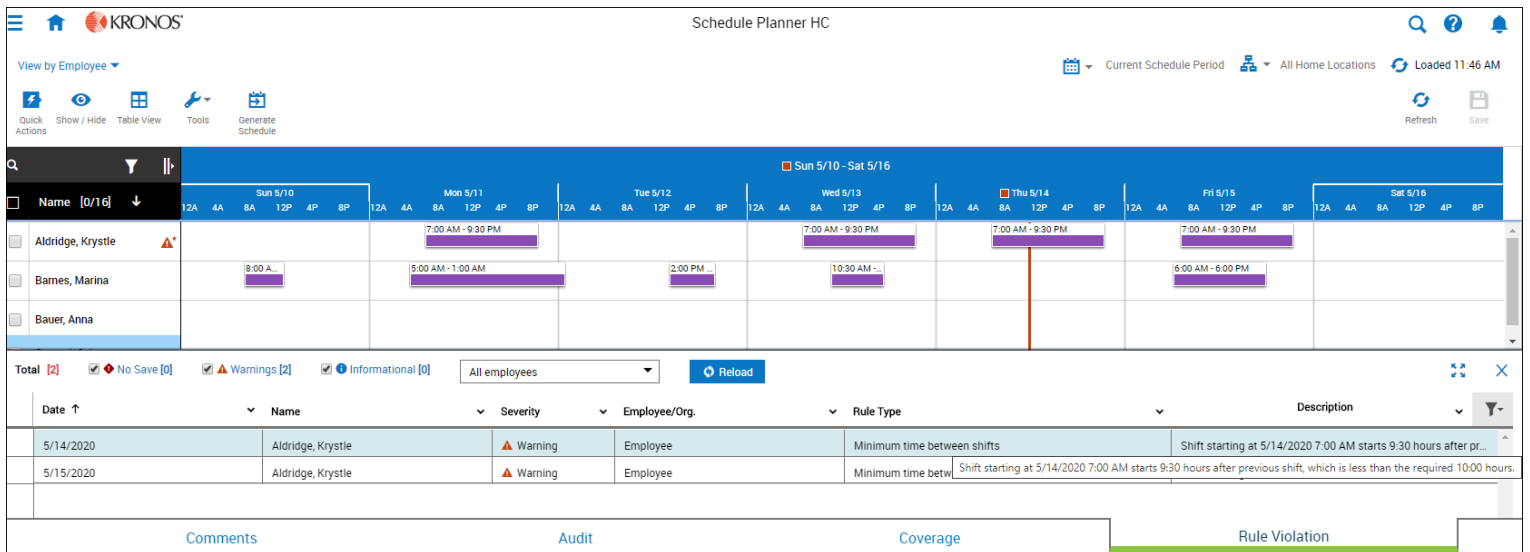
## View rule violations

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 means that there are more than one rule violations 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 with this severity of rule violation.



The screenshot shows the KRONOS Schedule Planner HC interface. At the top, it displays 'Schedule Planner HC' and 'View by Employee'. Below this is a calendar grid for the period 'Sun 5/10 - Sat 5/16'. The grid shows shifts for three employees: Aldridge, Krystle; Barnes, Marina; and Bauer, Anna. Below the calendar, there is a summary bar showing 'Total [2]' violations, with 'No Save [0]', 'Warnings [2]', and 'Informational [0]'. A table below the summary bar lists the violations:

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.

At the bottom of the interface, there are tabs for 'Comments', 'Audit', 'Coverage', and 'Rule Violation', with 'Rule Violation' currently selected.

## 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 re-instate 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 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.

-  Sort Descending-- Sorts the table by the value of the characteristic in that column, in 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 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.