



# View Skills and Certifications Rule Violations

This job aid explains how you can review rule violations pertaining to skills and certifications that might be expiring.

## About Skills and Certifications

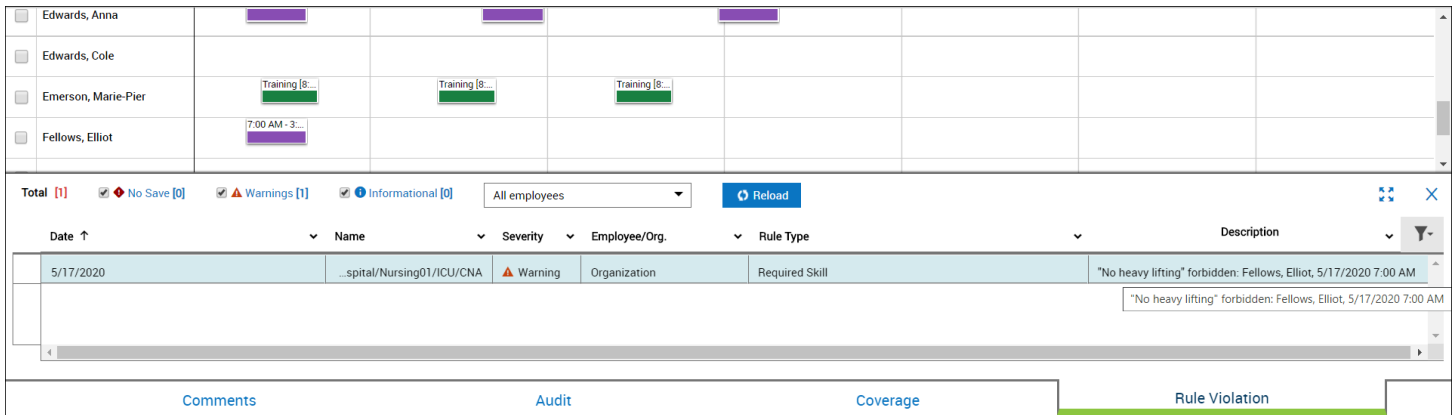
- To ensure that best practices and standards are adhered to, Skills and Certifications Organizational Rule Sets automate staff attribute considerations so that managers can easily create compliant schedules.
- Managers can see immediate notifications in the Schedule Planner pertaining to the Skills and Certifications Organizational Rules when a rule violation occurs.

## To view a rule violation related to skills and certifications

1. Access your Schedule and locate the warning icon next to the employee name.

Rule Violation Type	Description
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 can not be saved with a No Save type rule violation.

2. Click on the **Rule Violation** tab at the bottom of the schedule to view the details.



The screenshot shows a schedule grid for employees: Edwards, Anna; Edwards, Cole; Emerson, Marie-Pier; and Fellows, Elliot. Below the grid, a summary bar shows: Total [1], No Save [0], Warnings [1], Informational [0]. A dropdown menu is set to 'All employees' and a 'Reload' button is visible. Below this is a table of rule violations:

Date	Name	Severity	Employee/Org.	Rule Type	Description
5/17/2020	...spital/Nursing01/ICU/CNA	Warning	Organization	Required Skill	"No heavy lifting" forbidden: Fellows, Elliot, 5/17/2020 7:00 AM

At the bottom of the interface, there are four tabs: Comments, Audit, Coverage, and Rule Violation (which is currently selected).