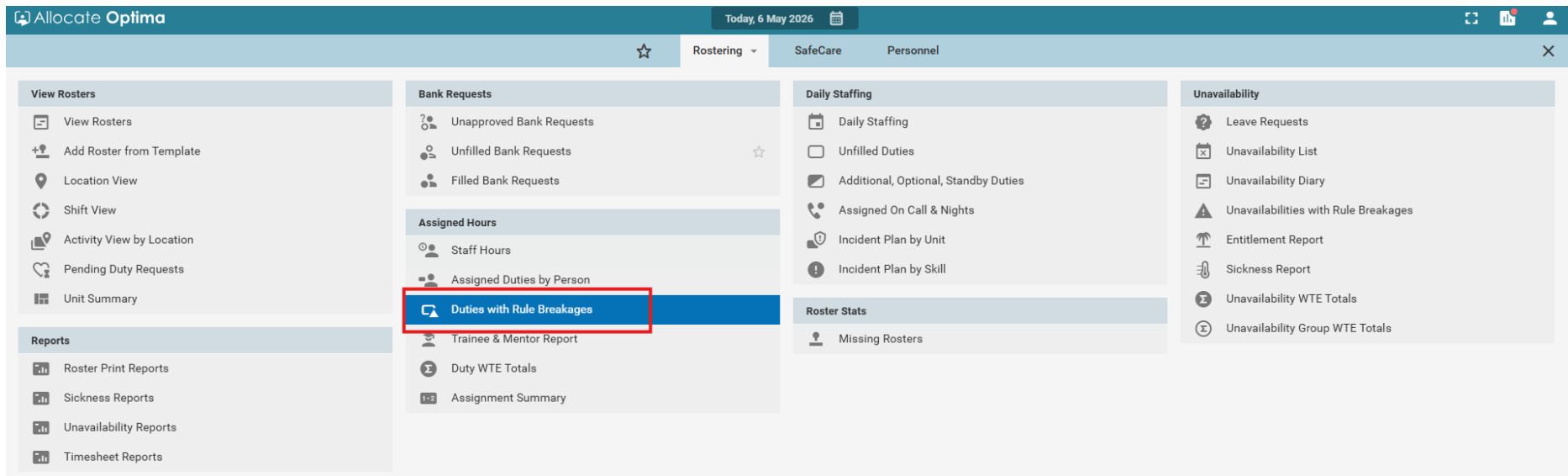


Duties with Rule Breakages

This report allows you to view duties and unavailability's with warnings, this is usually the quickest way to know whether there are any changes required for the roster. If duties are consistently triggering the same rules, this should be reviewed and amended.

To open click **Rostering > Assigned Hours > Duties with Rule Breakages**



Allocate Optima Today, 6 May 2026

Rostering SafeCare Personnel

View Rosters

- View Rosters
- Add Roster from Template
- Location View
- Shift View
- Activity View by Location
- Pending Duty Requests
- Unit Summary

Reports

- Roster Print Reports
- Sickness Reports
- Unavailability Reports
- Timesheet Reports

Bank Requests

- Unapproved Bank Requests
- Unfilled Bank Requests
- Filled Bank Requests

Assigned Hours

- Staff Hours
- Assigned Duties by Person
- Duties with Rule Breakages**
- Trainee & Mentor Report
- Duty WTE Totals
- Assignment Summary

Daily Staffing

- Daily Staffing
- Unfilled Duties
- Additional, Optional, Standby Duties
- Assigned On Call & Nights
- Incident Plan by Unit
- Incident Plan by Skill

Roster Stats

- Missing Rosters

Unavailability

- Leave Requests
- Unavailability List
- Unavailability Diary
- Unavailabilities with Rule Breakages
- Entitlement Report
- Sickness Report
- Unavailability WTE Totals
- Unavailability Group WTE Totals



The parameters that can be adjusted are **Unit**, **From Date**, **To Date**, **Rule Category** and **Rule Definition**. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.

Allocate Optima

Today, 6 May 2026

☆

Rostering

SafeCare

Personnel

Duties with Rule Breakages

2 Records

Unit

Training Ward

▼

From *

01/04/2026

📅

To *

06/05/2026

📅

Rule Category

Any

▼

Rule Definition

Any

▼

Extract

🔍

Name ↑

Instances

Surname

Forename

Grade Type

Grade

Valid Date

Start Time

End Time

Work Time

Rest Time

Assigned By

>

Days Off Around Annual Leave Rule

2

>

Weekend Rule

1

Duties are simply the shifts you are scheduled to work, like a day shift or night shift. **Rule breakages** are warnings the system gives when something about those shifts doesn't follow the normal rules, such as not having enough rest between shifts or working too many days in a row. These alerts help manager's spot problems and make sure staff are working safely and fairly. In simple terms, duties are your shifts, and rule breakages are warnings when the shifts don't meet the usual guidelines.

Allocate Optima
Today, 6 May 2026

Rostering
SafeCare
Personnel

Duties with Rule Breakages

2 Records

Unit: Training Ward
From *: 01/04/2026
To *: 06/05/2026
Rule Category: Any
Rule Definition: Any

Extract

Name	Instances	Surname	Forename	Grade Type	Grade	Valid Date	Start Time	End Time	Work Time	Rest Time	Assigned By
▼ Days Off Around Annual Leave Rule	2										
▲ Training Ward	Weekend off bef	Ingram	Winston	RN	Band 5 F	03/05/2	07:00	20:00	12:00	01:00	Manual Manager Assignment
▲ Training Ward	Weekend off bef	Mullen	Tam	RN	Band 5 F	27/04/2	07:00	19:30	11:30	01:00	Manual Manager Assignment
▼ Weekend Rule	1										
▲ Training Ward	Min 1 free wee	Mullen	Frances	HCSW	GEN. AC	03/05/2	07:00	20:00	12:00	01:00	Manual Manager Assignment