

Work Rule Editor by Marcel Rottmann <marcel.rottmann@kronos.com>

To use the Work Rule Editor follow these steps:

1. Download one or more Work Rules from Workforce Dimensions via Setup Data Manager, or a number of Work rules from Paragon Transfer Manager from WFC.

2. Save the downloaded file and choose the .zip file in the UI.

Enter .Zip File Name Here

Choose File

export08-...20849.zip

Refresh data

Refresh

4. Click the Refresh Data from File button

5.Make any changes you would like to make, ensuring that each row always has a Name and Date as a minimum , and that all the columns are filled out in the manner they should be. You can leave cells empty to pass no rule.

- You can add lines, if you do so, make sure if you are copying a line, that you give it a new effective date.
- You can remove lines, essentially removing an effective dated rule.

6. Make any changes you need to make, when you want to save the changes, click save changes.

- When you save, you are storing a copy of your changes locally, these changes will be lost when you exit the UI.
- Pro Tip:** When making a lot of changes, you can also make any changes in Excel and then copy the changes back into the tool, this is best practice as any saved changes cannot be undone via Ctrl-Z.

Save Changes

Save

7. Once you have made all your changes click the Export Zip File button and save the generated file when prompted.

Export Zip

Export

8. Import your .zip file into Dimensions 😊

Additional Features Guide:

1.Search

- When you start typing into the search bar, you will see a selection highlighted.

Search for

SE

2.Add and Remove Rules.

- You can enter a Rule name in this column and then select a selection of cells, once you have selected the cells you want to edit either click the add or the remove button.

Rule Name

Add Rule

Delete Rule

Add

Delete

	SWE-SP OB-1,SWE-Hourly Pay	SW
	SWE-SP OB-1,SWE-Hourly Pay	SW
d	SWE-Hourly Pay,SWE-Rest Time Premium	SW
	SWE-Hourly Pay	SW
	SWE-SP OB-1 SWE-Hourly Pay	SW

2. Tickboxes

- Ticking only save filtered rows will allow you only to reupload those Work Rules you have filtered into Dimensions.

Only Save Filtered Rows