SOCKEYE

Summary:

The 'Find Task' feature assists in searching for work orders and or specific tasks that may have been scheduled historically or in the future. Provides details of the current scheduled week and team the work had been scheduled for and allows scheduling changes to that task if it meets the current or future week.

Tools / Resources:

- Added feature are available.
- Sockeye Support: <u>support@getsockeye.com</u>
 - Reach out to your representative to learn more.
- User Guide and videos can be found at the following link: <u>https://www.getsockeye.com/support/feature/findtask</u>

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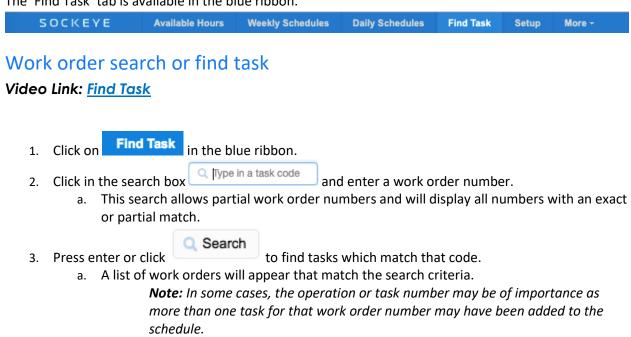
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Revision Log

Revisions	Date	Reason/Update	Updated By:
Rev2	May 25, 2022	Updated links and contact details	C.Banham
Rev1	July 9, 2019	Generated Document	C.Banham

Sockeye Find Tasks:

The 'Find Task' tab is available in the blue ribbon.



4. The far right of the screen indicates the **Scheduled Week** and the **Team** the work order was scheduled.

Available	Hours	Weekly Schedule	S	Daily Schedules	Find Tas	k S	etup	More -										L Ch	ristine Banham
Find T	'ask 804793	2. Q. Search	C I	3. Details				> 1.											
Status	Туре	Equip D WO #	Op #	WO Description	Sched Start	Est Ppl	Est Hrs	AssigneAct Hrs	Comments	Craft	Mo	Ти	We	Th	Fr	Sa	Su	Scheduled Week	Team
WSCH	PM02	403804793	0010	MMPM- MTHLY	Mar 25, 2019	1	80			C_MEC		5	5	5	5			Apr 1, 2019	UG GY Mainte
WSCH	PM02	403804793	0010	MMPM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6	6			Apr 8, 2019	UG GY Mainte
WSCH	PM02	403804793	0010	MMPM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6				Apr 15, 2019	UG GY Mainte
WSCH	PM02	403804793	0010	MMPM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6	6			Apr 22, 2019	UG GY Mainte
End of m	natching	tasks.																	

Edit Scheduled Work Orders

Video Link: Change current schedule details

The schedule tab of the task details is available in the current or future weeks to make updates to hours, week, day, and or employee assignment for that specific task.

- 1. Click on **Find Task** in the blue ribbon.
- 2. Click in the search box vigration is a task code and enter a work order number.
 - a. This search allows partial work order numbers and will display all numbers with an exact or partial match.
- 3. Press enter or click

to find tasks which match that code.

a. A list of work orders will appear that match the search criteria.

Weekly Schedules	s Daily	Schedules	Find Tas	k S	etup	More -									<u>1</u> Cł	nristine Banhar
2. Q. Search	C Details	3.				N 6										
uip D WO #	Op# WO	Description	Sched Start	Est Ppl	Est Hrs	AssigneAct Hrs	Comments	Craft	Mo	Tu	Ne	Th F	Fr S	a Su	Scheduled Week	Team
403804793	0010 MMF	PM- MTHLY	Mar 25, 2019	1	80			C_MEC		5	5	5 5	5		Apr 1, 2019	UG GY Mainte
403804793	0010 MMF	PM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6 6	5		Apr 8, 2019	UG GY Mainte
403804793	0010 MMF	PM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6			Apr 15, 2019	UG GY Mainte
403804793	0010 MMF	PM- MTHLY	Mar 25, 2019	1	80			C_MEC		6	6	6 6	5		Apr 22, 2019	UG GY Mainte
	ulp DWO # 403804793 403804793 403804793	uip D WO # Op # WO 403804793 0010 MM 403804793 0010 MM 403804793 0010 MM	uip DWO # Op # WO Description 403804793 0010 MMPM- MTHLY 403804793 0010 MMPM- MTHLY 403804793 0010 MMPM- MTHLY	Op # Op # WO Description Sched Start 403804793 0010 MMPM-MTHLY Mar 25, 2019 403804793 0010 MMPM-MTHLY Mar 25, 2019 403804793 0010 MMPM-MTHLY Mar 25, 2019	Julp DWO # Op # WO Description Sched Start Est Ppl 403804793 0010 MMPM- MTHLY Mar 25, 2019 1 403804793 0010 MMPM- MTHLY Mar 25, 2019 1 403804793 0010 MMPM- MTHLY Mar 25, 2019 1	Op # WO Description Sched Start Est Ppi Est Hrs 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 60 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80	Op # WO Description Sched Start Est Ppi Est Hrs AssigneAct Hrs 403804793 0010 MMPM- MTHLY Mar 25, 2019 1 80 403804793 0010 MMPM- MTHLY Mar 25, 2019 1 80 403804793 0010 MMPM- MTHLY Mar 25, 2019 1 80	Op # WO Description Sched Start Est Ppi Est Hrs AssigneAct Hrs Comments 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80	Op # WO Description Sched Start Est Ppi Est Hrs AssigneAct Hrs Comments Craft 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC	Op # WO Description Sched Start Est Ppl Est Hrs AssigneAct Hrs Comments Craft Mo 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC C_MEC 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC	Op # WO Description Sched Start Est Ppl	Op # WO Description Sched Start Est Ppl Est Hrs AssigneAct Hrs Comments Craft Mo Tu Vertical Start 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 5 5 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 6 6 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 6 6	Op # WO Description Sched Start Est PJ Est Hrs AssigneAct Hrs Comments Craft Mo Tu We Tu 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 CMEC 5	Op # WO Description Sched Start Est PJ Est Hrs AssigneAct Hrs Comments Craft Mo Tu We Th Fr S 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 CMEC 5 5 5 5 6	Op # VO Description Sched Start Est Pp Est Hrs AssigneAct Hrs Comments Craft Mo Tu We Th Fr Sa Su 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 5 5 5 5 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 6	Op # Op # WO Description Sched Start Est Hp Est Hp Est Hp Est Hp Camp Craft Mo Tu We Th F Sa Scheduled Week 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 5 5 5 Apr 1, 2019 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 6 6 6 Apr 1, 2019 403804793 0010 MMPM-MTHLY Mar 25, 2019 1 80 C_MEC 6 6 6 Apr 15, 2019

- Select that specific work order and double click or click on Comparison to open the Task Details.
- 1. A Task Details dialogue box will appear.

2. Click on the Schedule tab

Task Details

- a. **Change the Week**: Click either arrow between the 'Week of Month Day, Year.' This will move the week date in the past or feature. Select the applicable week and enter or adjust the hours on the calendar below.
- b. **Change Assigned To**: Click on the current name selected a drop-down box will appear with all team members identified for that team. Select the applicable team member.
- c. Add a Tech: Click on <u>Add Employee</u> . A drop-down box will appear with a list of employees for all TEAMs. Select the applicable team member.
- d. **Change, Edit or Add Hours**: Select the cell in the week that the hours are to be updated. Make applicable changes by deleting hours, inputting hours or over writing hours currently displayed.
- 3. Click OK once all updates are in place.

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ork Order	Task	Schedule	4	2.							2a.	
				1	+	We	ek of	Jan	7, 20	19	+	
Team		Craft	2b.	Assigned To	Мо	Tu	We	Th	Fr	Sa	Su	
Building	Operator	BUILDING (OPERA.	. Mr. Brown	7	7	7	7	7	20		
			2c.	Add Employee						20		