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: support@getsockeye.com
    - Reach out to your representative to learn more.
- User Guide and videos can be found at the following link: https://www.getsockeye.com/support/feature/findtask

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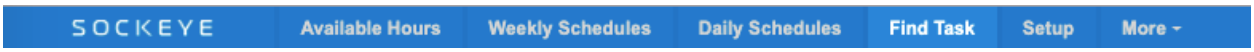
Revision Log

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:

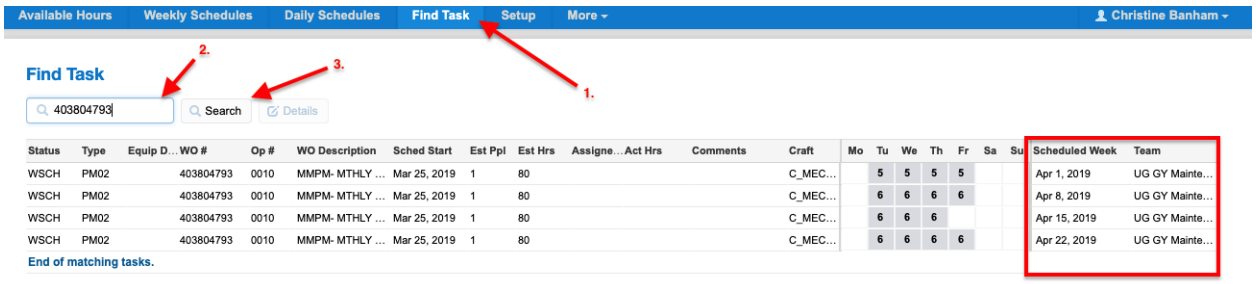
The 'Find Task' tab is available in the blue ribbon.



Work order search or find task

Video Link: ***[Find Task]***

1. Click on **Find Task** in the blue ribbon.
2. Click in the search box Type in 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 Search to find tasks which match that code.
   a. A list of work orders will appear that match the search criteria.
      Note: *In some cases, the operation or task number may be of importance as more than one task for that work order number may have been added to the schedule.*
4. The far right of the screen indicates the **Scheduled Week** and the **Team** the work order was scheduled.



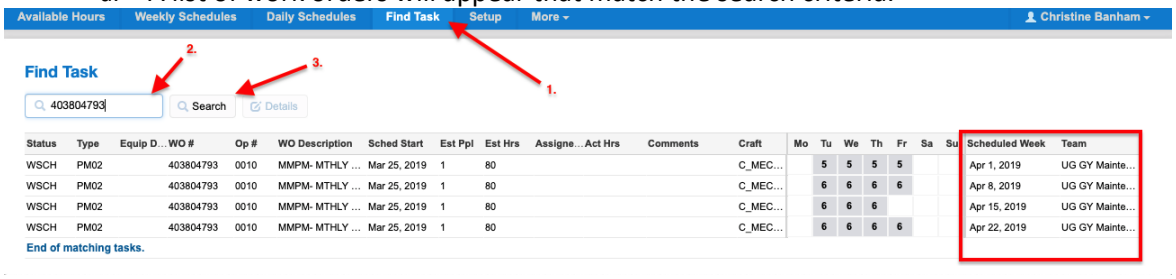
Edit Scheduled Work Orders

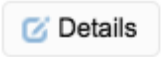
Video Link: ***[Change current schedule details]***

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 Type in 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 Search to find tasks which match that code.

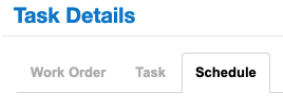
a. A list of work orders will appear that match the search criteria.



4. Select that specific work order and double click or click on 

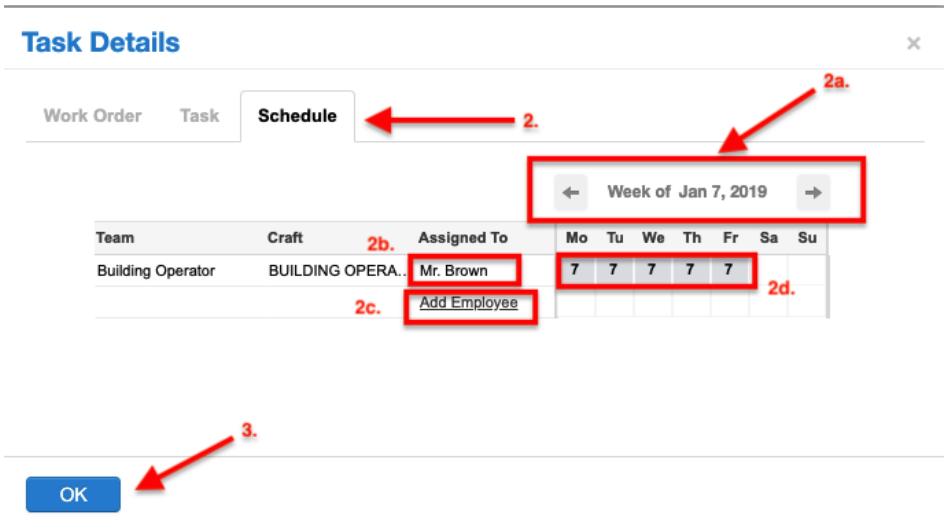
to open the Task Details .

1. A Task Details dialogue box will appear.

2. Click on the Schedule tab 

   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

. 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

once all updates are in place.