

Summary:

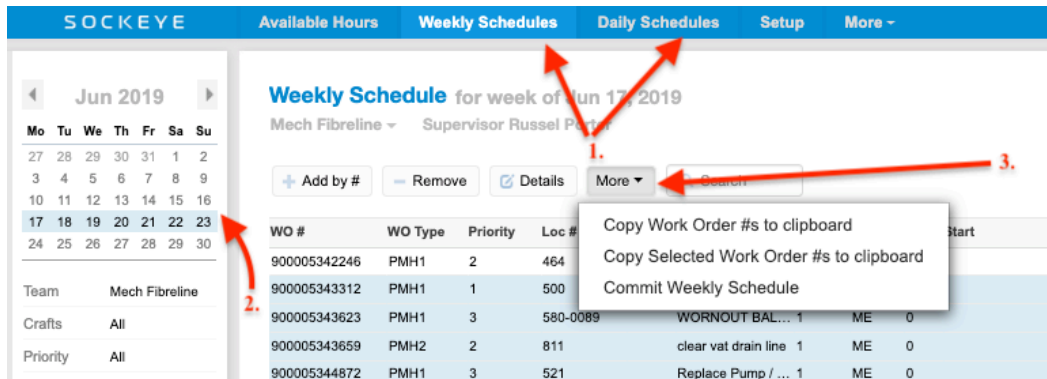
This feature can be found on both the Weekly and Daily Schedule tabs. Allowing all or specific work orders **NUMBERS** to be copied to other documentation for reporting, CMMS updates, etc.

Tools / Resources:

- Available to all users with the exception of the 'READ ONLY' permission.

Copy Work Order Number(s) to a Clipboard:

1. Click on **Weekly Schedules** or **Daily Schedules** tab in the blue ribbon at the top of your screen
2. Click on the **Week or Day** that is applicable
3. Click **More** under the Weekly or Daily schedule portion of the screen



SOCKEYE Available Hours **Weekly Schedules** Daily Schedules Setup More -

Weekly Schedule for week of Jun 17, 2019
Mech Fibreline Supervisor Russel

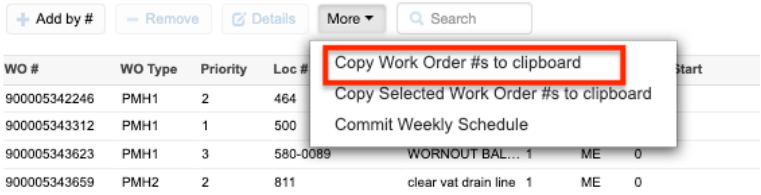
+ Add by # - Remove Details More Search

WO #	WO Type	Priority	Loc #						
900005342246	PMH1	2	464						
900005343312	PMH1	1	500						
900005343623	PMH1	3	580-0089	WORNOUT BAL...	1	ME	0		
900005343659	PMH2	2	811	clear vat drain line	1	ME	0		
900005344872	PMH1	3	521	Replace Pump / ...	1	ME	0		

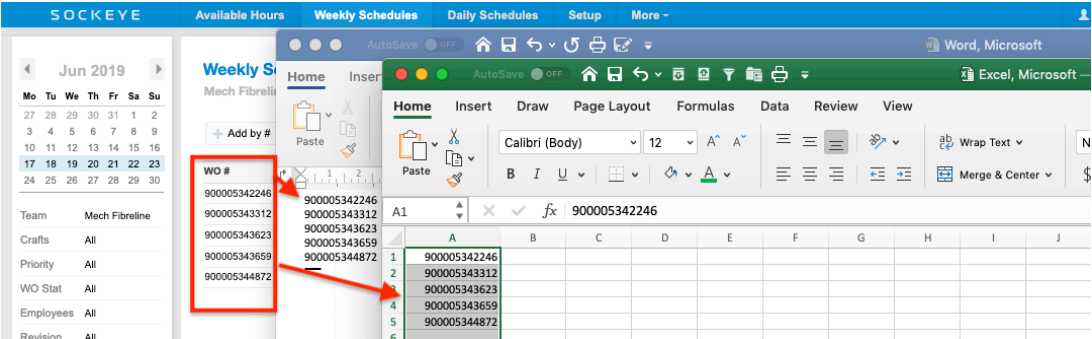
Copy Work Order #s to clipboard
Copy Selected Work Order #s to clipboard
Commit Weekly Schedule

Copy Work Order #s to clipboard

1. Select Copy Work Order #s to clipboard under More ▾



- 2. Open the text file or document the work orders are to be transferred or pasted into
- 3. Depending on your document select the appropriate paste functionality
 - a. Microsoft Word and Microsoft Excel was used in the example below by clicking on the paste button.



Copy Selected Work Order #s to clipboard

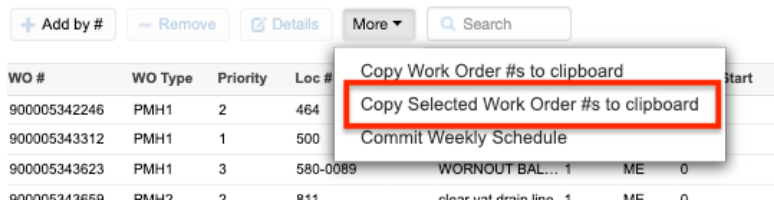
1. Select one or multiple work orders by holding the ALT key and clicking/selecting on the work orders to copy. Once the work orders have been selected, they should highlight BLUE

Weekly Schedule for week of Jun 17, 2019
Mech Fibreline ▾ Supervisor Russel Porter

+ Add by # - Remove Details More ▾ Search

WO #	WO Type	Priority	Loc #	Op #	Operation	Est Men	Craft	Hrs	Start
900005342246	PMH1	2	464		REPLACE 6" K...	1	Tech	1	
900005343312	PMH1	1	500		Replace #1 O2 c...	1	ME	0	
900005343623	PMH1	3	580-0089		WORNOUT BAL...	1	ME	0	
900005343659	PMH2	2	811		clear vat drain line	1	ME	0	
900005344872	PMH1	3	521		Replace Pump / ...	1	ME	0	
900005345040	PMH1	3	500		replace hot wate...	1	ME	12	
900005345576	PMH1	2	921		Repair Oil Leak ...	1	PF	4	
900005345899	PMH1	3	551	50	remove scaffold...	1	ME	10	
900005469915	PMH1	4	580-0003		Re and Re shuttl...	1	ME	0	
900005486495	PMH1	4	500-0131		Capital purchas...	1	CO	0	

2. Select **Copy Selected Work Order #s to clipboard** under **More ▾**



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