



Summary:

Allows any resource that indicates an absence code such as vacation to not be available under the Daily Schedule tab. This may allow more space within the scheduling section for large teams.

Tools / Resources:

- Added feature are available within a Sockeye package.
- Feature is specific to the 'Daily Schedules' tab.
- Reach out to our sales representative to learn how to add this feature to your Sockeye account.
 - Email: support@getsockeye.com
 - User Guides and Video's: <u>https://www.getsockeye.com/support</u>

Revision Log:

Revisions	Date	Reason/Update	Updated By:
Rev2	August 5, 2022	Review and update document	C. Banham
Rev1	June 17, 2020	Generated Document	C. Banham

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Updating Available Hours:

Video Link: Updating Available Hours

Adding vacation and or overtime that was not previously included within the import or updating the team's hours manually.

- Available Hours tab in the blue ribbon at the top of the screen. 1. Click on the
- Select the Team by clicking on the vinder
 Available Hours for week of
- 3. Click on the calendar Week that the Available Hours are being updated.
- 4. Update Resource information such as Vacation (VA), Training (TR), Approved Over Time Hours (OT), etc.
- 5. Click on the **cell** at the intersection of the **date** and the **employee** details to be updated.
 - a. Type in either the absence code, or the new number of hours available.
 - b. Hit Tab, Enter, or Click the mouse away from the cell.

SOCKEYE		Available Hours	Weekly Schedules	Daily Schee	Daily Schedules Find Task			More -	👤 Christine Banham			
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Team	Chip Line Mech	Paper Mech TI	MP	D12 D12	N12	N12						
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		Contractor J. Niema	ann			70T	70T					
		3 PF employees C. Morrissey Contractor G. Wats	on		D12	D12	N12	N12				
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		Contractor employ Finning 1	ees		12	12						
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		SMS 1			5							

Hide Unavailable Hours:

Video Link: Hide Unavailable Hours

Remove resources that are not available to assign work to for that specific day and can allow more space within the scheduling section for large teams.

- 1. Click on the Daily Schedules tab in the blue ribbon at the top of the screen.
- 2. Select the **Team** by clicking on the vunder **Daily Schedule** for
- 3. Select the **Day** in the calendar.
- 4. The right-hand side ledger currently indicates all employee resources.
- 5. Click on More -
- 6. Select Hide absent employees

SOCKEYE	Available Hours	Weekly Schedules	Daily Schedules	Find Task	Setup	More -								👤 Hsp	pKatie -
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7. Once the 'Hide absent employees' has been selected those highlighted in yellow with a line through the name will disappear.



Show Unavailable Hours:

Video Link: Show Unavailable Hours

Allows a view of all resources that were updated within the Available Hours tab.

- 1. Click on the Daily Schedules tab in the blue ribbon at the top of the screen.
- 2. Select the **Team** by clicking on the vunder **Daily Schedule** for.
- 3. Select the **Day** in the calendar.
- 4. Click on More ▼
- 5. Select Show absent employees

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UsrStat	All			Export Daily Sch	redule								
Employees Revision	All												

6. All employees will be visible in the right-hand column

SOCKEYE	Available Hours Weekly Schedules	Daily Schedules	Find Task	Setup	More -							1	HsppKatie -
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