

### Summary:

The Available Hours are to identify the total hours per craft at the Weekly Schedule level and total resource hours for the Daily Schedule. When building a schedule, it is important to start with **UPDATEING** the Available Hours this generates the total number of hours that can be scheduled within the team.

### Tools / Resources:

- Up-to-date Vacation, Training and Overtime details.
- Additional Contractors or Specialty Trades.
- Email Support: [support@getsockeye.com](mailto:support@getsockeye.com)
- User Guides and Video's: <https://www.getsockeye.com/support/availablehours>

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## Revision Log

Revisions	Date	Reason/Update	Updated By:
Rev 5	May 2, 2022	Timing Pattern Feature Added	C. Banham
Rev 6	June 16, 2022	Annual Review and Update	C. Banham
Rev 7	June 21, 2022	Period and Notes Filter Added	C. Banham

## About Available Hours:

### Employee Details

Video Link: [Employee Details](#)

Employee details are inputted within the Setup tab. However, these details can be viewed under the Available Hours tab.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Double click on the **Employee** under the Employees section.
5. **Employee Details** dialogue box will generate.

6. Review details and click **OK**

The screenshot shows the SOCKEYE software interface. At the top, a blue ribbon contains tabs for 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The 'Available Hours' tab is active. Below the ribbon, there's a header for 'Available Hours for week of Jun 20, 2022' with a 'Refresh' button. A calendar on the left shows the week of June 20-26, 2022. The main area displays a table of employees with columns for days of the week. An 'Employee Details' dialog box is open, showing information for R. Humbert, including Name, Code, Home Team, Crafts, and Default Availability. Red arrows and numbered callouts (1-6) point to the 'Available Hours' tab, the team dropdown, the calendar, the employee name, the dialog box, and the 'OK' button respectively.

## Crafts Filter

Video Link: [Crafts Filter](#)

Offers an opportunity to focus on a specific craft within the team or the full team complement.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on **Crafts** within the filter list on the left-hand side of the screen.
5. Select the **Craft** to view.
6. All Employees **assigned** to the selected craft will be visible within the Available Hours.

The screenshot shows the 'Available Hours' section for the week of June 20, 2022, for the 'Chip Line Mech' team supervised by Tim Fisher. A crafts filter is applied to 'MW'. The table below shows the available hours for the selected employees.

Employees	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26
<b>MW employees</b>							
R. Humbert	D12	D12	N12	N12			
C. Carriere			D12	9	N12	N12	
T. Lau	7	7	7	Vacation	VA		
Contractor J. Niemann				7OT	7OT		

## Totals Filter

Video Link: [Total Filter](#)

Toggle between seeing the Total Week Hours for the trade's person and the craft level or turning the view off. This can be handy for projects.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on **Totals** in the filter list on the left-hand side.
5. Select **No** or **Yes**.
6. When selecting Yes, the totals are available for each **craft** and **employee**.

**SOCKEYE** Available Hours Weekly Schedules Daily Schedules Find Task Setup More - Christine Banham

Available Hours for week of Jun 20, 2022  
Chip Line Mech - Supervisor Tim Fisher

Reassign

Employees	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26	Total
<b>MW employees</b>								
R. Humbert	D12	D12	N12	N12				48
C. Carriere			D12	9	N12	N12		45
T. Lau	7	7	7	Vacation	VA			21
Contractor J. Niemann				7OT	7OT			14
<b>Total MW Hours</b>	19	19	31	28	19	12		128
<b>PF employees</b>								
C. Morrissey	to MPR	to MPR	D12	D12	N12	N12		48
Contractor G. Watson								0
<b>Total PF Hours</b>			12	12	12	12		48
<b>WL employees</b>								
A. Mannion	TR	Training	Safety	7	7			14
<b>Total WL Hours</b>				7	7			14
<b>Contractor employees</b>								
Finning 1			12	12				24
Finning 2								0
SMS 1								0
<b>Total Contractor Hours</b>			12	12				24

## Import Available Hours:

**Note:**

- Inputting D = Days, N = Nights, A = Afternoons, O = Overtime before or after the hours may help to identify what part of the day an employee is working.
- Any cell that has a letter before (D12) or after (12D) will accommodate the hours for that given day.

### Import Hours within Sockeye

**Video Link:** [Update Hours with Sockeye Availability Patterns](#)

By utilizing the Availability Patterns under the Setup tab within Sockeye this will input employee shift schedules within the Available Hours for each employee that has an availability pattern assigned.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on the **Refresh** button located on the top right-hand side.
5. Hours will populate based on the **Setup** details under Availability Patterns and Employees.

**Available Hours** for week of Nov 8, 2021  
Chip Line Mech - Supervisor Tim Fisher

	Mon Nov 8	Tue Nov 9	Wed Nov 10	Thu Nov 11	Fri Nov 12	Sat Nov 13	Sun Nov 14
<b>Area Shutdown</b>							
<input checked="" type="checkbox"/> <b>Chip Line Mech</b>	D12	D12	N12	N12	N12	N12	
<input type="checkbox"/> <b>Kraft Inst</b>							
<input type="checkbox"/> <b>Mech Fibreline</b>							
<input type="checkbox"/> <b>Paper E// TMP</b>							
<input type="checkbox"/> <b>Paper Mech TMP</b>							
<input type="checkbox"/> <b>WFP SM</b>							
<b>T. Lau</b>	7	7	7	7	7		
<b>Contractor J. Niemann</b>	7	7	7	7	7		
<b>PF employees</b>							
<b>C. Morrissey</b>			D12	D12	N12	N12	
<b>Contractor G. Watson</b>	7	7	7	7	7		
<b>WL employees</b>							
<b>A. Mannion</b>	7	7	7	7	7		
<b>Contractor employees</b>							
<b>Finning 1</b>							
<b>Finning 2</b>							
<b>SMS 1</b>							

## Import Hours by excel

Video Link: [Import Hours by Excel](#)

In some cases, Sockeye will be setup to import a excel template reflecting resources hours. It is important that the template setup during the build of Sockeye is used.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on the **Refresh** button located on the top right-hand side.
5. A file explorer dialogue box will appear.
6. Select the template file. **\*\*\*Note: the document must be .xls or .xlsx and all detail are to be in one tab within the spreadsheet.**
7. Click on **Open**
8. Hours will populate based on the details imported.

The screenshot displays the 'Available Hours' section of the Sockeye application. At the top, the 'Available Hours' tab is selected in the blue ribbon. Below this, the user is viewing the 'Available Hours for week of Mar 28, 2020' for 'Supervisor John Mobley'. A calendar on the left shows the week of March 28-31, 2020. A table lists employees and their available hours for each day of the week. A file explorer dialog box is open, showing the selection of 'LABOUR Template.xlsx' from the Desktop. The dialog box has 'LABOUR Template.xlsx' in the file name field and 'All Files (\*.\*)' selected in the file type dropdown. The 'Open' button is highlighted.

	Sat Mar 28	Sun Mar 29	Mon Mar 30	Tue Mar 31	Wed Apr 1	Thu Apr 2	Fri Apr 3
W	C	W	C	P	C	P	C
Jay					VA	VA	Training
Dave	12	10	2	10	2	10	2
John	6	6	6	6	6	6	6
Alex							
Josh							
Zack							
Jan							
Totals							

## Import Hours within Employee Software

Video Link: [Import Hours Through Integration](#)

Integration may be included within the Sockeye build; typically, this integration is to pull resource hours from an Enterprise Resource Planning System (ERP).

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on the **Refresh** button located on the top right-hand side.
5. Hours will populate based on the details provided within the ERP.

**SOCKEYE** Available Hours Weekly Schedules Daily Schedules Find Task Setup More ▾ Christine Banham ▾

**Available Hours** for week of Nov 8, 2021  
Chip Line Mech ▾ Supervisor Tim Fisher

Area Shutdown  
 Chip Line Mech  
 Kraft Inst  
 Mech Fibreline  
 Paper E// TMP  
 Paper Mech TMP  
 WFP SM

	Mon Nov 8	Tue Nov 9	Wed Nov 10	Thu Nov 11	Fri Nov 12	Sat Nov 13	Sun Nov 14
T. Lau	D12	D12	N12	N12	N12	N12	
Contractor J. Niemann	7	7	7	7	7		
<b>PF employees</b>							
C. Morrissey			D12	D12	N12	N12	
Contractor G. Watson	7	7	7	7	7		
<b>WL employees</b>							
A. Mannion	7	7	7	7	7		
<b>Contractor employees</b>							
Finning 1							
Finning 2							
SMS 1							

## Update Available Hours: Manually Update Employee's Availability

Video Link: [Manually Update Hours](#)

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

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **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 Schedules Find Task Setup More ▼ Christine Banham ▼

Available Hours for week of Jun 20, 2022  
Chip Line Mech - Supervisor Tim Fisher Refresh

Area Shutdown  
 Chip Line Mech  
 Kraft Inst  
 Mech Fibreline  
 Paper E// TMP  
 Paper Mech TMP  
 WFP SM  
 T. Lau  
 Contractor J. Niemann

	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26
D12	D12	N12	N12	9	N12	N12	
7	7	7	Vacation	7OT	VA	7OT	
			D12	D12	N12	N12	
TR	Train	Safety	7	7			
			12	12			

## Reassign an Employee to a different Team Temporarily

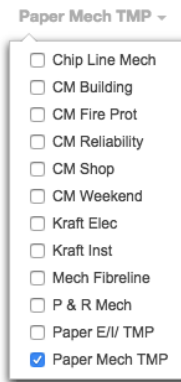
Video Link: [Temporarily reassign a resource](#)

An employee may temporarily be assigned with a different team. By reassigning an employee, it transfers their allocated hours to the team assigned and indicates the team working within.

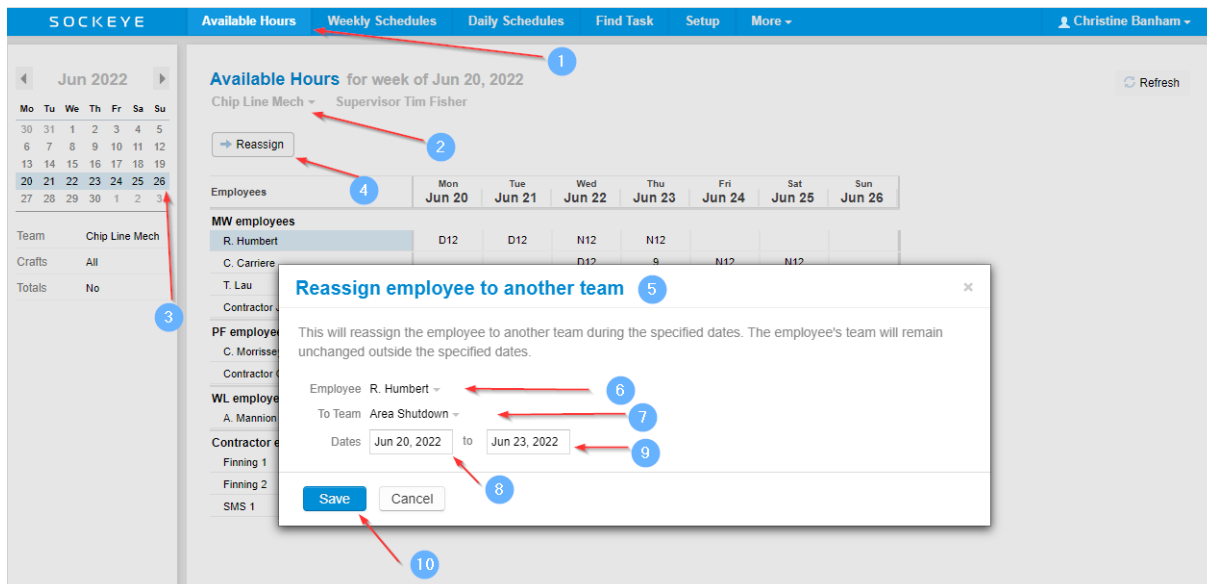
**NOTE: \*\*\*\*\*** It is important to ensure the employee has not been assigned work orders prior to reassigning to a different team.



1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the **Available Hours for week of**



3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on the **Reassign** Button.
5. A 'Reassign employee to another team' dialogue box will appear.
6. Select Employee(s) by clicking on the **Employee** field.
7. Select the team being reassigned to under the **TO Team** by click on the **TO Team**.
8. Enter or click on the **Calendar** of the dates **starting** the assignment.
9. Enter or select the **Calendar** of the **dates ending** that specific reassignment.
10. Click on **Save**



After clicking on the save button the employees reassigned will update to reflect the allocated team

- Under the **default** or **original team**, the Employee will show to XXX to identify the new team they have be assigned to.

**Available Hours** for week of Jun 20, 2022

Chip Line Mech - Supervisor Tim Fisher

Reassign

Employees	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26
<b>MW employees</b>							
R. Humbert	to MPR	to MPR	to MPR	to MPR			
C. Carriere			D12	9	N12	N12	
T. Lau	7	7	7	Vacation	VA		
Contractor J. Niemann				7OT	7OT		
<b>PF employees</b>							
C. Morrissey	to MPR	to MPR	D12	D12	N12	N12	
Contractor G. Watson							
<b>WL employees</b>							
A. Mannion	TR	Trainino	Safetv	7	7		

- Under the **new assigned team**, the employee will be added to the Available Hours and show the team they are typically assigned to with the hours that were imported or manually updated.

**Available Hours** for week of Jun 20, 2022


Area Shutdown - Supervisor Jim Hughes

Reassign

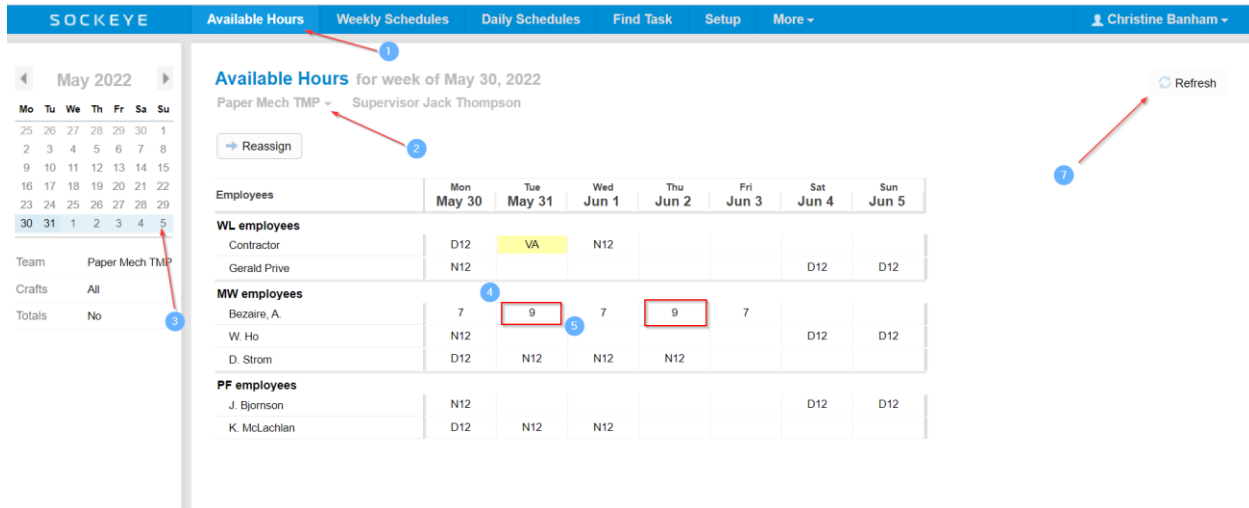
Employees	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26
<b>MW employees</b>							
R. Humbert	from CLM	D12	D12	N12	N12		
<b>PF employees</b>							
C. Morrissey	from CLM						

## Trouble Shooting: Cells Will Not Update

Video Link: [Cells will not Update](#)

If a cell has been overwritten when clicking on  the import from Sockeye Availability Pattern, Excel and or Employee Software will **NOT OVERWRITE** manual changes!

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Select the cell in question.
5. Remove the current details in that cell by hitting the backspace or delete key.
6. Hit enter on the keyboard
7. Click on Refresh and import the hours.



**SOCKEYE** Available Hours Weekly Schedules Daily Schedules Find Task Setup More ▾ Christine Banham ▾

Available Hours for week of May 30, 2022  
Paper Mech TMP ▾ Supervisor Jack Thompson

Reassign

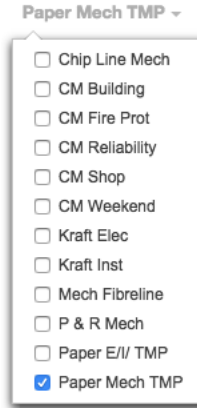
Employees	Mon May 30	Tue May 31	Wed Jun 1	Thu Jun 2	Fri Jun 3	Sat Jun 4	Sun Jun 5
<b>WL employees</b>							
Contractor	D12	VA	N12				
Gerald Prive	N12					D12	D12
<b>MW employees</b>							
Bezair, A.	7	9	7	9	7		
W. Ho	N12					D12	D12
D. Strom	D12	N12	N12	N12			
<b>PF employees</b>							
J. Bjornson	N12					D12	D12
K. McLachlan	D12	N12	N12				

## Team Reassignment was not Successful

Video Link: [Trouble shoot reassigning a resource](#)

If employees are not showing up in the reassigned team go to the weekly or daily schedule and check to ensure employee selected does not have work assigned. If work is assigned those work orders will need to be moved before trying to reassign the employee.

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 ▼ under **Available Hours for week of**



3. Select the **day** the employee should be reassigned.
4. Move work orders to another **employee** or select the work order(s) and **remove** from the schedule.
5. Repeat steps to **Reassign an Employee to a different Team Temporarily**.

**SOCKEYE** Available Hours Weekly Schedules **Daily Schedules** Find Task Setup More ▼ Christine Banham

Jun 2022

**Daily Schedule for Wednesday, Jun 22, 2022**

Chip Line Mech - Supervisor Tim Fisher

WO #	WO Type	Status	Priority	Loc #	Op #	Operation	Revisi...	Delay	Est Men	Craft	Hrs	Comment	Sched. Hrs	PF	WL	Cont	Totals	Alert	Sched Comp
900004911534	PMH1	RELE	1	471-0416	030	Reveld saf...	NULL	None	1	WL	1	Must be ...	12	5	12	7	48		✓ R
900005343361	PMH1	RELE	4	471-0430	010	Install Rem...	HST...	None	1	PF	8								✓ R
900005343520	PMH1	RELE	3	471-0488	010	Bleach Rec...	HST...	None	1	PF	2								○ R
900005343522	PMH1	RELE	3	471-0488	010	Caustic Fe...	HST...	None	1	PF	2	no parts ...							○ R
900005345974	PMH2	RELE	3	471-0374	010	Rebuild Per...	NULL	None	1	MW	4		4						○ R
900005346267	PMH2	RELE	3	475-0106	010	Change Ou...	NULL	None	1	MW	4		4						○ R
900005346332	PMH1	RELE	2	471-0195	010	Replace Se...	NULL	None	1	MW	4	Must star...	4						○ R
900005346437	PMH1	RELE	3	471-0109	010	Weld Crack...	HS-T...	None	1	WL	5.75	no parts...						3	○ R
900005346336	PMH1	RELE	4	471-0468	010	Replace Ru...	HTM...	None	1	WL	4							3	○ R
900005346382	PMH1	RELE	3	475-0103	010	Reseal Tor...	NULL	None	1	MW	1			1					○ R
900005346401	PMH1	RELE	4	471-0341	010	Replace Be...	HS-T...	None	1	MW	4			4					○ R
900005344351	PMH2	RELE	4	471-0352	010	Change Pa...	HST...	None	1	MW	2		2						○ R
900005344597	PMH1	RELE	3	471	010	Rebuild Tm...	NULL	None	1	MW	3		3						○ R
900005344853	PMH2	RELE	4	475-0007	010	Annual Pos...	NULL	None	1	MW	2		2						○ R
900005345934	PMH1	RELE	3	475-0011	010	-Rebuild T...	NULL	None	1	MW	4	Job happ...	4						○ R
900005346364	PMH1	RELE	3	471-0196	010	Change Ce...	NULL	None	1	MW	0.5		0.5						○ R

## Features:

### 4-Week Outlook Filter:

Website Link: [Period Filter](#)

Providing a 4-week outlook for available resources. This can aid with future vacation requests, possible project availability, future resource support, etc.

1. Select **Available Hours** in the blue ribbon.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**.
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on **'Period.'** A drop-down selection will appear.
5. Select **4 Weeks**.
6. A **4-week** outlook will appear starting with the week selected within the calendar.

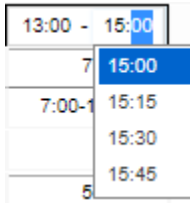
The screenshot shows the 'Available Hours' interface. At the top, the 'Available Hours' tab is selected in the blue ribbon. Below the ribbon, a calendar for May 2022 is visible on the left. The main content area shows a grid for 'Available Hours for period starting May 30, 2022' for 'Paper Mech TMP' under supervisor Jack Thompson. The grid lists employees and their available hours for each day from May 30 to June 26. A dropdown menu for 'Period' is open, showing '1 Week' and '4 Weeks' options. Red arrows and numbers 1-6 highlight the steps described in the list above.

### Hourly Scheduling:

Website Link: [Hourly Scheduling](#)

7. Click on the **Available Hours** tab in the blue ribbon at the top of your screen.
8. Click on the applicable **Week**.
9. Select **Team**.
10. Click **Refresh** on the far-right side of the screen.
  - This will auto populate times and hours that have been assigned to the employee.
11. Update **Times** for any given day and employee. *Note: Time is a 24-Hour Clock.*
  - a. Double click on a specific time for a drop-down box to appear.
  - b. Select the hours.
  - c. Hit the enter key.

**Note:** When clicking on the enter key the Hours field will automatically adjust to reflect the updated times



12. Update **Hours** field for any given day and employee
  - a. Click on the applicable field.
  - b. Update field to reflect vacation, different hours, training, etc.

**Note:** Numbers in this field will be included in the total craft hours and employee availability.

Employees		Mon Aug 9	Tue Aug 10	Wed Aug 11	Thu Aug 12	Fri Aug 13
<b>MECH1 employees</b>						
Tech 1	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00	
		13:00-17:00	13:00-17:00	13:00-15:30	13:00-17:00	
Tech 2	Times	7:00-12:00		7:00-12:00	7:00-12:00	
		13:00-14:30			13:00-17:00	
Tech 3	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00
	Hours			7.5	8	
	Hours	6.5		5	9	

**Available Hours** for week of Aug 9, 2021

MECH1 employees

Employees		Mon Aug 9	Tue Aug 10	Wed Aug 11	Thu Aug 12	Fri Aug 13	Sat Aug 14	Sun Aug 15
<b>MECH1 employees</b>								
Tech 1	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00			
		13:00-17:00	13:00-17:00	13:00-15:30	13:00-17:00			
Tech 2	Times	7:00-12:00		7:00-12:00	7:00-12:00			
		13:00-14:30			13:00-17:00			
Tech 3	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00		
		12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50		
Tech 4	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00		
		12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50		
	Hours			7.5	8			
	Hours	6.5		5	9			

EPDM1 employees

Tech 4	Times	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00	7:00-12:00		
		12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50	12:30-15:50		
	Hours	8.5	8.5	8.5	8.5	8.5		

## Resource Notes Filter:

Website Link: [Resource Notes Filter](#)

Users can add notes to associate with a specific date and resource.

1. Select **Available Hours** in the blue ribbon.
2. Select the **Team** by clicking on the ▼ under **Available Hours for week of**.
3. Click on the calendar **Week** that the Available Hours are being updated.
4. Click on **'Split Pane.'** A drop-down selection will appear.
5. Select **Notes**.
6. A blue triangle will appear in the top right corner of each cell that indicates a **Note** is attached.
7. The bottom section of the Available Hours tab has been split to show all the **Notes** for the specific week, team, and resource(s).

The screenshot shows the SOCKEYE software interface. The top navigation bar includes 'SOCKEYE', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The user is logged in as 'Christine Banham'. The main content area is titled 'Available Hours for week of Jun 13, 2022' for 'Paper Mech TMP' with supervisor 'Jack Thompson'. A calendar on the left shows the week of June 13-19, 2022. The 'Split Pane' dropdown menu is open, showing 'Notes' selected. The main grid displays available hours for various employees, with blue triangles indicating notes. A 'Notes' table is shown at the bottom, listing notes for Contractor, Bezaire, A., and W. Ho.

Employee	Day	Date	Description
Contractor	Monday	Jun 13	Add Notes or Further Details
Bezaire, A.	Wednesday	Jun 15	Requested additional coverage for VA.
Bezaire, A.	Thursday	Jun 16	Requested additional coverage for VA.
Bezaire, A.	Friday	Jun 17	Requested additional coverage for VA.
W. Ho	Wednesday	Jun 15	Reviewed & Signed Off

## Adding Timing Patterns Manually:

Website Link: [Timing Patterns](#)

Outline the total hours per timing period, craft, and tradesperson to start scheduling work orders to resources. The details will transfer to both the Weekly and Daily Schedules.

1. Click on the **Available Hours** tab in the blue ribbon at the top of your screen.
2. Click on the applicable **week**.
3. Select the **Team** a schedule is to be built.
4. Enter **Employee hours** under each cell.
  - These can be broken up between multiple timings.
5. Update any details such as vacation or over time.

The screenshot shows the 'Available Hours' interface. At the top, a blue ribbon contains tabs: 'TEST', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The 'Available Hours' tab is selected. Below the ribbon, the page title is 'Available Hours for week of Mar 28, 2020'. On the left, there is a calendar for March 2020 with the week of March 28-31 highlighted. A 'Reassign' button is located below the calendar. The main area displays a grid for 'Automation' team, supervised by John Mobley. The grid has columns for days from Saturday, Mar 28 to Friday, Apr 3, and sub-columns for 'W' (Work) and 'C' (Craft). The rows list employees: Jay, Dave, John, Alex, Josh, Zack, and Jan. Jay's entry for Wednesday, Apr 1, is circled in red and contains the text 'Va VA Training 0'. A 'Totals' row is at the bottom of the grid.