

# **Available Resource** 4 Week Outlook FEATURES

### Summary:

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

#### Tools / Resources:

- Sockeye Support: <a href="mailto:support@getsockeye.com">support@getsockeye.com</a> \_
- User Guide and videos can be found at the following link: https://www.getsockeye.com/support/feature/periodfilter

#### **Revision Loa:**

Revision	Date	Reason/Update	Updated By:						
Rev 1	2022-06-20	Document Creation	C. Banham						

## **Available Hours**

## Period Filter

Video Link: Period Filter

Available Hours 1. Select in the blue ribbon.

# 2. Select the **Team** by clicking on the **v** 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.

SOCKEYE	Available Hours	Weekly Schedules	Da	ily Sche	edules	Fi	nd Task		Setup		More																1	Christ	ine Banham <del>-</del>
▲ May 2022 ▶	Available Hours for period starting May 30, 2022																C Refresh												
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Team Paper Mech TMP Crafts All	Contractor 3 Gerald Prive	D12	2 VA	N12		0	012 D	12 N	012 C	D12 N12	N12	N12			D12							D12	D12	D12 N12	D12 N12	N12	N12		
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4 Weeks	PF employees	N12		1112	N12	r	012 D	12 N	v12 1	V12	1112	NIZ			D12							D12	D12	N12	N12	1112	1112		
	K. McLachlan	D12	N12	N12				D	012 0	012	N12	N12			-									D12	D12	N12	N12		
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