SOCKEYE

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: support@getsockeye.com
- User Guide and videos can be found at the following link:
  https://www.getsockeye.com/support/feature/periodfilter

Revision Log:

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

Available Hours

Period Filter

Video Link: *Period Filter*

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.