

Summary:

Provides further insight as to why work was not completed when scheduled. Delay codes are tracked at the Weekly level only and can assist the planning/scheduling team as to how to proceed with specific work orders in the future and may require further details than originally outlined.

Tools / Resources:

- Added feature are available within a Sockeye package. Reach out to our sales representative to add this feature to your Sockeye account.
 - o Email: support@getsockeye.com
- User Guide and videos can be found at the following link: <https://www.getsockeye.com/support/feature/delaycode>

Table of Contents

Summary:..... 1

Tools / Resources:..... 1

Revision Log:..... 1

Setup 2

Adding a new Delay Code 2

View or Edit Delay Codes 3

Deleting a Delay Code 4

Adding or Remove Delay Code Field in the Weekly Schedule View..... 5

Adding Sockeye Permissions 6

Weekly Schedule..... 7

Updating Work Order with a Delay Code 7

Grouping Delay Codes 8

More 9

Reporting Delay Codes by Print/PDF or Excel 9

Revision Log:

Revision	Date	Reason/Update	Updated By:
Rev 1	2022-05-05	Update setup tab views	C. Banham

Setup

Adding a new Delay Code

Video Link: [Add Delay Code](#)

1. Select **Setup** in the blue ribbon.
2. Click on **Delay Codes** under the Setup data menu.
3. Under the Setup Delay Codes click on the **+ Add Delay Code** button.
4. An **Add Delay Code** dialogue box will appear.
5. Input the **Name** of the delay.
6. Input the **Number** under the **Order** field to identify the order of the delays in numerical order.
7. Add a **Description** detailing the delay.
8. Click **Save**.

The screenshot displays the SOCKEYE software interface. The top navigation bar includes 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The 'Setup' menu is active, and the 'Delay Codes' option is selected in the left-hand navigation pane. The main area shows a table of existing delay codes with columns for Name, Order, and Description. A dialog box titled 'Add Delay Code' is open in the foreground, containing input fields for Name, Order, and Description, and 'Save' and 'Cancel' buttons. Red arrows and blue circles (1-8) indicate the steps for adding a new delay code as described in the list above.

Name	Order	Description
No materials	1	No materials
Incorrect materials	2	Incorrect materials
Weather	3	Weather
Planning	4	Planning
Scope	5	Scope
Tools	6	Tools
Permitting	7	Permitting
Operations	8	Operations
Breakdown	9	Breakdown
Staff absence		
Other		

Add Delay Code dialog box fields:

- Name: Not Required
- Order: 11
- Description: Equipment appears to be functioning
- Buttons: Save, Cancel

View or Edit Delay Codes

Video Link: [View or Edit](#)

1. Select **Setup** in the blue ribbon.
2. Click on **Delay Codes** under the Setup data menu.
3. Select and click on the delay to be edited.
4. An **Edit Delay Code** dialogue box will appear.
5. Make the applicable changes to any field.
 - a. Name – Delay Name
 - b. Order – Identifies the order of the delay codes
 - c. Description – Details of the delay
6. Click **Save**.

The screenshot displays the SOCKEYE software interface. The top navigation bar includes 'SOCKEYE', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The user 'Christine Banham' is logged in. The left sidebar shows a 'Setup data' menu with 'Delay Codes' selected. The main area shows a table of 'Setup Delay Codes' with columns for Name, Order, and Description. A dialog box titled 'Edit Delay Code' is open, showing fields for Name (Not Required), Order (11), and Description (N/A). The 'Save' button in the dialog is highlighted.

Name	Order	Description
No materials	1	No materials
Incorrect materials	2	Incorrect materials
Weather	3	Weather
Planning	4	Planning
Scope	5	Scope
Tools	5	Tools
Permitting	7	Permitting
Operations	8	Operations
Breakdown	9	Breakdown
Staff absence		
Other		
Not Required		

Edit Delay Code dialog box fields:

- Name: Not Required
- Order: 11
- Description: N/A

Buttons: Save, Cancel, Delete

Deleting a Delay Code

Video Link: [Delete Delay Code](#)

1. Select **Setup** in the blue ribbon.
2. Click on **Delay Codes** under the Setup data menu.
3. Select and click on the pattern to be edited.
4. An **Edit Delay Code** dialogue box will appear.
5. Click **Delete**.

The screenshot shows the SOCKEYE software interface. The top blue ribbon contains the following tabs: Available Hours, Weekly Schedules, Daily Schedules, Find Task, Setup, and More. The 'Setup' tab is selected and highlighted with a red arrow and a blue circle labeled '1'. On the left side, under 'Setup data', the 'Delay Codes' option is selected and highlighted with a red arrow and a blue circle labeled '2'. The main area displays a table titled 'Setup Delay Codes' with columns for Name, Order, and Description. The table contains the following data:

Name	Order	Description
No materials	1	No materials
Incorrect materials	2	Incorrect materials
Weather	3	Weather
Planning	4	Planning
Scope	5	Scope
Tools	6	Tools
Permitting	7	Permitting
Operations	8	Operations
Breakdown	9	Breakdown
Staff absence		
Other		
Not Required		

The 'No materials' row is selected, indicated by a red arrow and a blue circle labeled '3'. An 'Edit Delay Code' dialog box is open in the foreground, with the title 'Edit Delay Code' circled in red and a blue circle labeled '4'. The dialog box contains the following fields:

- Name: Not Required
- Order: 11
- Description: N/A

At the bottom of the dialog box, there are three buttons: 'Save', 'Cancel', and 'Delete'. The 'Delete' button is highlighted with a red arrow and a blue circle labeled '5'.

Adding or Remove Delay Code Field in the Weekly Schedule View

Video Link: [Schedule Fields](#)

1. Click on **Setup** in the blue-ribbon at the top of the screen.
2. Select **Schedule Fields** under the Setup data menu on the left-hand side.
3. Click on **Delay Code** under the Setup Schedule Fields.
 - a. **NOTE:** Click on the **FIELD** name, the list of fields will update in alphabetical order.

Setup Schedule Fields

Field	Display
Pln. Start	Hide when Printing Show in Schedules

- b.
4. An **'Edit Schedule Field'** box will appear.
 5. Click on the **▼** under **Display** and select the applicable fields.
 - a. Show in Schedules – Field is visible under the Weekly and Daily Schedule tab.
 - b. Compact in Schedules – Field can be partially visible under the Weekly and Daily Schedule tab.
 - c. Task Details – Visible in the task details dialogue box.
 - d. Hide when Printing – Field will not be available when printing or exporting to pdf.
 - e. Hide when Exporting – Field will not be available when exporting to excel.
 6. Click **Save**.

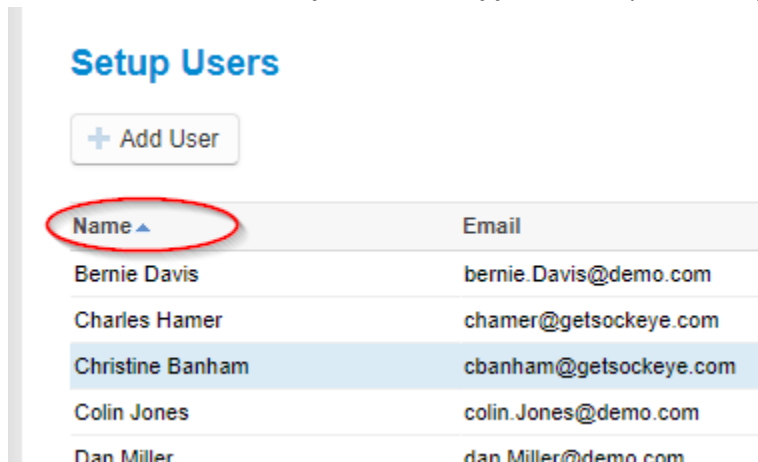
The screenshot shows the 'Setup Schedule Fields' page in the Sockeye system. The top navigation bar includes 'S O C K E Y E', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The left sidebar shows 'Setup data' with 'Schedule Fields' selected. The main table lists various fields, with 'Delay Code' circled in red. An 'Edit Schedule Field' dialog box is open over the 'Delay Code' row, with a dropdown menu showing options: 'Show in Schedules' (checked), 'Compact in Schedules', 'Task Details', 'Hide when Printing', and 'Hide when Exporting'. The 'Save' button is also visible in the dialog box. Red arrows and numbers 1 through 6 indicate the steps described in the text.

Adding Sockeye Permissions

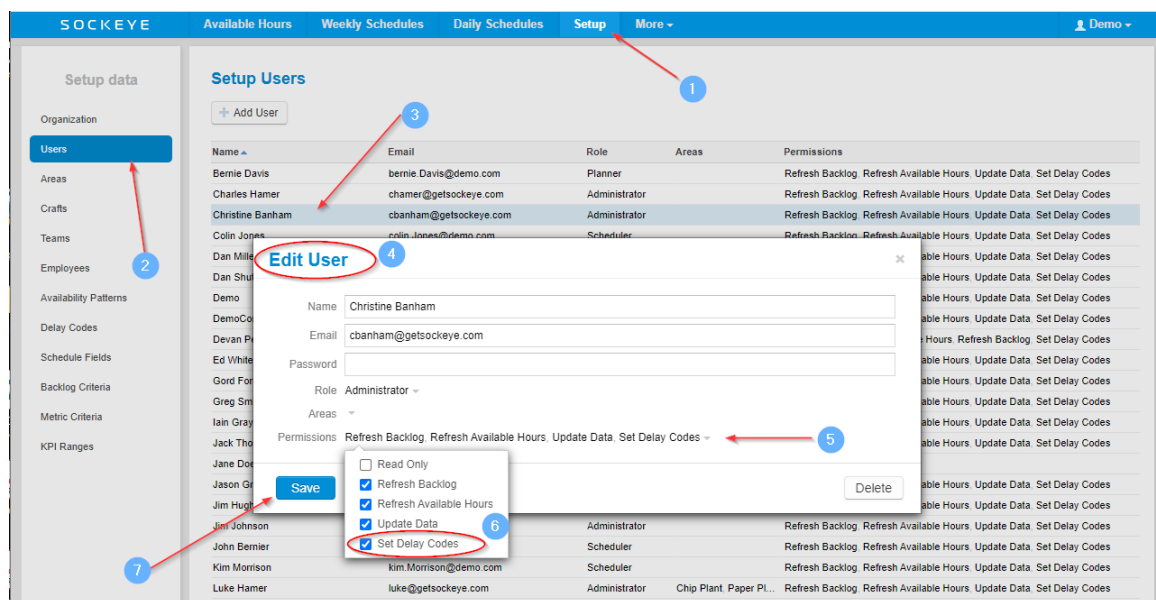
Video Link: [User Permissions](#)

To allow specific Sockeye users access to select or update a delay code at the Weekly Schedule level.

1. Click on **Setup** in the blue-ribbon at the top of the screen.
2. Select **Users** under the Setup data menu on the left-hand side.
3. Click on the Sockeye User under the Setup Users.
 - a. **NOTE:** Click on the NAME field, the list of fields will update in alphabetical order.



4. An 'Edit User' dialogue box will generate.
5. Click on **Permissions**.
 - a. A drop-down box will appear.
6. Select '**Set Delay Codes**'.
7. Click **Save**.



Weekly Schedule

Updating Work Order with a Delay Code

Video Link: [Updating a Work Order](#)

1. Click on **Weekly Schedules** tab in the blue ribbon.
2. Click on the **Week** that is being updated.
3. Select the applicable Team.
4. Find the **Delay** column on the schedule portion of the screen.
5. Click on 'None' or the Delay code already assigned to that work order.
 - a. A dropdown box will appear with a list of reasons.
6. Select the reason for the delay.
 - a. The dropdown box will disappear, and the updated delay code will appear.

The screenshot shows the 'Weekly Schedules' interface for the week of April 12, 2022. The interface includes a navigation bar with tabs for 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. A user profile for 'Christine Banham' is visible in the top right.

On the left, there is a calendar for April 2022 and a filter sidebar with categories like Team, Crafts, Priority, Status, Employees, Type, PM #, Hold, Group By, Layout, and Split Pane. The 'Team' filter is set to 'Mechanical'.

The main area displays a table of work orders. The 'Delay' column is highlighted with a red circle (4). A dropdown menu is open for the work order 0602641, showing a list of reasons with 'Planning' selected (5 and 6). The dropdown options include: None, No materials, Incorrect materials, Weather, Planning, Scope, Tools, Permitting, Operations, Breakdown, and Staff absence.

Work Order	Status	Craft	PM #	Plant Item	W. Prio	Act Hrs	Hold	Delay	Pln. Start	Labour	Heads	Est Hrs	Tu	We	Th	Fr	Sa	Su	Mo	Sched Comp
0602646	F	1MME	4044	MAINT ADMN	C..3	29		None	Apr 12, 2022	1MME	1	80.5	11.5	10.5		11.5	11.5	11.5	11.5	✓ W
0602658	F	1MME	4507	ML-500C	M..3	0		None	Apr 12, 2022	1MME	1	0.25	0.25							✓ W
0602622	F	1MME	4281	CR-500	C..3	0		None	Apr 12, 2022	1MME	1	0.5	0.5							✓ W
0602641	S	1MEL	5060	HE-01	E..3	0	M1	Planning	Apr 12, 2022	1MEL	1	0	3							○ W
0602691	F	1MEL	3822	PS2 PM	T...3	0				1MEL	1	0	1							✓ W
0602680	F	1MME	5687	POXCCD	P...3	0				1MME	1	1	1							✓ W
0602625	F	1MME	5326	DL-01	M..3	0				1MME	1	1	1							✓ W
0602679	F	1MME	5602	POXCCD	P...3	0				1MME	1	1.5	1.5							✓ W
0602681	F	1MME	5781	POXCCD	P...3	0				1MME	1	2	2							✓ W
0602619	F	1MME	4261	CR-01	C..3	0				1MME	2	2	2							✓ W
0602667	F	1MME	4089	PLANT PM	L...3	0				1MME	1	0	4							✓ W
0602630	F	1MME	4601	FLOTATION	F...3	0				1MME	1	4	4							✓ W
0602643	S	1MTA	5040	KN-01	R..3	0	M1			1MTA	1	0	5							○ W
0602616	F	1MME	5402	CIL TAILS	T...3	0				1MME	2	6	6							✓ W
0602666	F	1MME	4082	PLANT PM	P...3	0				1MME	1	7	7							✓ W
0602617	F	1AC3	5450	CP-12	G..4	0		None	Apr 12, 2022	1AC3	1	1	1							✓ W
0602618	F	1AC3	5451	CP-13	G..4	0		None	Apr 12, 2022	1AC3	1	2	2							✓ W

Grouping Delay Codes

Video Link: [Group By](#)

1. Click on **Weekly Schedules** tab in the blue ribbon.
2. Click on the **Week** that is being updated.
3. Select the applicable Team.
4. Click on **'NONE'** on the **Group By** filter located on the left-hand side.
5. Select **'Delay'**.
6. Under the Weekly Schedule and Backlog sections the work orders will be grouped by the identified delays.

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

Apr 2022

Weekly Schedule for week of Apr 11, 2022
Chip Line Mech - Supervisor Tim Fisher

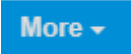
													% of Available Hours Used									
													MW	100	100	100	100	100	100			
													PF	100	95	84	100	100	100			
													WL	100	100	100	100	86				
													Contractor									
													Scheduled Hours									
WO #	WO Type	Status	Priority	Loc #	Op #	Opera...	Revisi...	Delay	Est Men	Craft	Hrs	Com...	Mo	Tu	We	Th	Fr	Sa	Su	Alert	Sched Comp	
900005344643	PMH2	RELE	3	471-0300	010	Fabnc...	NULL	Availability	1	WL	4	0.25	4									
Materials																						
900005343950	PMH1	RELE	3	471-1512	010	Repla...	HS-T...	Materials	1	WL	4		4									
900005344305	PMH1	RELE	4	471	010	Repla...	HST...	Materials	1	PF	4	Must...	2	2								
900005344569	PMH1	RELE	4	551-0036	010	Fab A...	HS-T...	Materials	1	PF	4			4								
900005346401	PMH1	RELE	4	471-0341	010	Repla...	HS-T...	Materials	1	MW	4				4							
900005346461	PMH2	RELE	3	471-0363	010	Monit...	HS-T...	Materials	1	WL	4						4					
Operator																						
900005346460	PMH1	RELE	3	310-0306	010	Monit...	HS-T...	Operator	1	WL	4					4						
Planning																						
900005344351	PMH2	RELE	4	471-0352	010	Chan...	HST...	Planning	1	MW	2			2								
900005346445	PMH2	RELE	4	471-0190	010	Monit...	HTM...	Planning	1	MW	1				1							
900005597185	PMH2	RELE	4	475-0007	010	Inspe...	NULL	Planning	1	MW	4				1	3						
900005597186	PMH2	RELE	4	471-0146	010	Inspe...	HS-T...	Planning	1	MW	3					3						
Scope																						
900005611934	PMH1	RELE	2	471-0111	010	Inspe...	HS-T...	Scope	1	MW	2					2						
Weather																						
WO #	WO Type	Status	Priority	Loc #	Op #	Opera...	Revisi...	Delay	Est Men	Craft	Hrs	Com...	Mo	Tu	We	Th	Fr	Sa	Su	Alert	Sched Comp	
None																						
900005559859	PMH1	RELE	4	475-0166	010	Repla...	HTM...	None	1	WL	8											
900005600981	PMH1	RELE	4	471-0150	010	Repac...	HS-T...	None	1	WL	4											
900005819729	PMH1	RELE	4	471-0577	010	Modif...	HST...	None	1	PF	6.5											
900005821261	PMH1	RELE	4	471-0490	010	Install...	HTM...	None	1	PF	4											

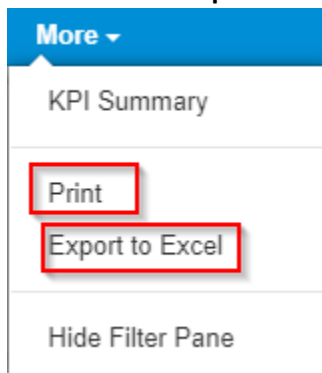
More


Reporting Delay Codes by Print/PDF or Excel

Video Link: [Print or exporting to pdf or excel](#)

Availability									
PMO2	3279.383	404019818	RESTRAINER HYD UNIT, DEC./INC. - 1W QPM	Availability	05/25/2019	0.8			
PMO2	7821.229	404019817	RESTRAINER, BELLY CONVEYOR - 1W QPM	Availability	05/26/2019	6			
Operator									
PMO2	2782.324	404019941	CRYOVAC, OFFAL, # 8630T-18 - 1W QPM	Operator	05/26/2019	3			
Parts									
PMO2	2546.266	404019938	STRAPPER #1 - MOSCA - 1M QPM	Parts	05/27/2019	0.8			
PMO2	2546.266	404019939	STRAPPER #2 - MOSCA - 1M QPM	Parts	05/27/2019	0.5			
Personnel									
PMO2	6128.512	404019819	RESTRAINER INCLINE CONVEYOR - 1W QPM	Personnel	05/26/2019	1.3			
PMO2	1808.444	404019937	SAW, BAND, OMASUM - 1W QPM	Personnel	05/26/2019	0.8			

1. Click on the  tab in the blue ribbon at the top of your screen.
2. Select **Print** or **Export to Excel**



3. A dialog box will appear indicating **Print** or **Export to Excel**.
4. Check mark Weekly.
5. Select 'Delay' by clicking on the ▾ 'with tasks grouped by ▾'.
6. Click  .
 - o A Print screen or Excel screen will generate.

