





Summary:

Allows a Sockeye user to include an overall comment for the day and is primarily used if many changes or tasks have been removed from the schedule for a given day.

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.
 - o Email: support@getsockeye.com
 - o User Guides and Video's: https://www.getsockeye.com/support

Revision Log:

Revisions	Date	Reason/Update	Updated By:		
Rev1	August 30, 2022	Generated Document	C. Banham		

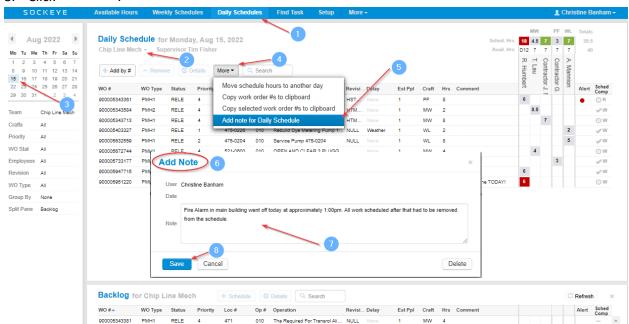
Contents

Add Note for Daily Schedule	2
Edit Note for Daily Schedule	3
Delete Note for Daily Schedule	
Delete Note for Daily Scriedule	4
Note included in Print or Export to Excel	- 5

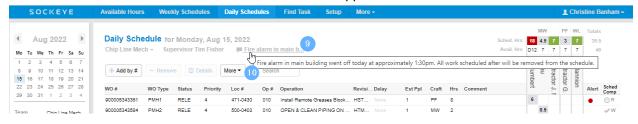
Add Note for Daily Schedule

Video Link: Add Note for Daily Schedule

- 1. Click on the Daily Schedules tab in the blue ribbon at the top of the screen.
- Select the **Team** by clicking on the under **Daily Schedule** for
- 3. Select the **Day** in the calendar.
- 4. Click More ▼ under the Daily schedule portion of the screen.
- 5. Select 'Add note for Daily Schedule'.
- 6. Add Note dialogue box will appear
- 7. Enter note details.
- 8. Click Save



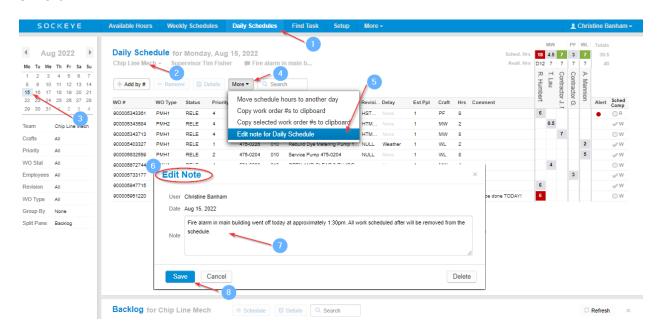
- 9. A message indicator will appear beside the team and supervisor.
- 10. Hover the mouse over the note all note details will appear.



Edit Note for Daily Schedule

Video Link: Edit Note for Daily Schedule

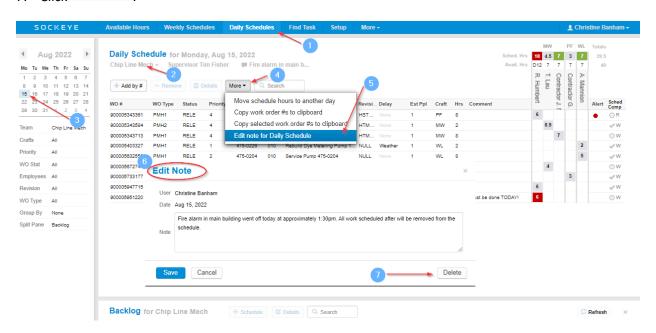
- 1. Click on the Daily Schedules tab in the blue ribbon at the top of the screen.
- Select the Team by clicking on the under Daily Schedule for
- 3. Select the **Day** in the calendar.
- 4. Click $^{\text{More}\,\,\,\,\,}$ under the Daily schedule portion of the screen.
- 5. Select 'Edit note for Daily Schedule' or click on the note link.
- 6. Edit Note dialogue box will appear.
- 7. Enter note details.
- 8. Click Save



Delete Note for Daily Schedule

Video Link: Delete Note for Daily Schedule

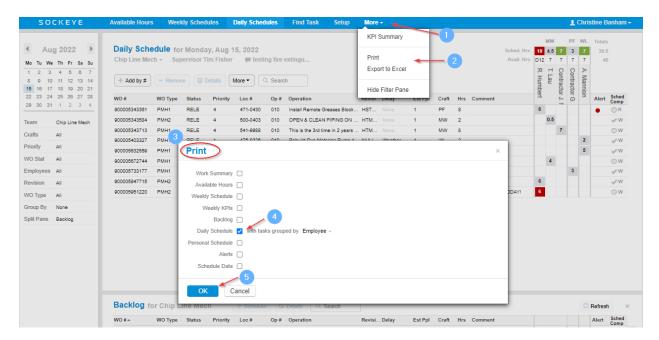
- 1. Click on the Daily Schedules tab in the blue ribbon at the top of the screen.
- 2. Select the **Team** by clicking on the wunder **Daily Schedule** for
- 3. Select the **Day** in the calendar.
- 4. Click More ▼ under the Daily schedule portion of the screen.
- 5. Select 'Edit note for Daily Schedule' or click on the note link.
- 6. Edit Note dialogue box will appear.
- 7. Click Delete



Note included in Print or Export to Excel

Video Link: Exporting Note for Daily Schedule

- 1. Click on the More tab in the blue ribbon at the top of the screen.
- 2. Select Print or Export to Excel.
- 3. A dialogue box will appear.
- 4. Select Daily Schedule with tasks grouped by.
- 5. Click OK



Notes are included at the bottom of the specific daily schedule.

Daily Schedule for Monday Aug 15, 2022

Chip Line Mech Supervisor Tim Fisher

WO#	WO Type	Status	Priority	Loc#	Op #	Operation	Revision	Delay	Est Ppl	Craft	Hrs	Comment	Scheduled Hours	Alert	Sched Comp
A. Mannion															
900005403327	PMH1	RELE	1	475- 0226	010	Rebuild Dye Metering Pump 1520- 3470	NULL	Weather	1	WL	2		2		✓ w
900005632559	PMH1	RELE	2	475- 0204	010	Service Pump 475-0204	NULL		1	WL	8		5		✓ w
Contractor G.	Watson	1													
900005733177	PMH1	RELE	4	475- 0122	010	Replace Shower Strainer Isoation Valve #	HTMP120	06	1	PF	8		3		✓ w
Contractor J.	Nieman	n													
900005343713	PMH1	RELE	4	541- 9988	010	This is the 3rd time in 2 years that the	HTMP130)5	1	MW	8		7		w
R. Humbert															
900005343361	PMH1	RELE	4	471- 0430	010	Install Remote Greases Blocks For Bridge	HSTMPA	LL	1	PF	8		6	•	R
900005947715	PMH2	RELE	2	623- 3970	010	CLEAN & INSPECT #1 DISC THICKENER SHOWER	HTMP130)5	1	MW	6		6		✓ w
900005951220	PMH2	RELE	2	623- 3872	010	Repulper conveyor leaking stock at	HTMP130)5	1	MW	6	Must be done TODAY!	6		w
T. Lau															
900005343584	PMH2	RELE	4	500- 0403	010	OPEN & CLEAN PIPING ON DEGASS MC PUMP	HTMP130)5	1	MW	2		0.5		✓ w
900005672744	PMH1	RELE	4	521- 0600	010	OPEN AND CLEAR 3 PLUGGED CLEANERS			1	MW	4		4		w

testing fire extinguishers