



Summary:

Timing patterns are used when work order has been identified to be completed during a specific period throughout the day. P = Production Hours; C = Cleanup or Night Hours; and W = are Weekend work. In many cases these patterns are utilized when specific hours are idle through a date period.

Tools / Resources:

- Administration Access
- Sockeye Support: support@getsockeye.com
- User Guide and videos can be found at the following link:
<https://www.getsockeye.com/support/feature/timings>

Table of Contents

| | |
|---|---|
| Summary: | 1 |
| Tools / Resources: | 1 |
| Revision Log: | 1 |
| Setup | 2 |
| Adding Timing Patterns | 2 |
| View or Edit Timing Patterns | 3 |
| Deleting Timing Pattern | 4 |
| Available Hours | 5 |
| Adding Available Hours to Timing Patterns Manually | 5 |
| Adding Available Hours to Timing Patterns through a spreadsheet import | 6 |
| Weekly Schedule | 7 |
| Assigning Work to Timing Patterns | 7 |

Revision Log:

| Revision | Date | Reason/Update | Updated By: |
|----------|------------|-------------------|-------------|
| Rev 1 | 2022-04-29 | Document Creation | C. Banham |
| | | | |
| | | | |

Setup

Adding Timing Patterns

Video Link: [Settings, Add Timing Pattern](#)

Timings are currently view only. Changes or updates to a pattern can be done by your Sockeye Rep.

1. Select **Setup** in the blue ribbon.
2. Click on **Timings** under the Setup data menu.
3. Under the Setup Timings click on the **+ Add Timing Pattern** button.
4. An **Add Timing Pattern** dialogue box will appear.
5. Input the **order** or the number that will be assigned to this pattern.
6. Select the **Teams** by clicking on the drop-down box.
7. Input the **Effective** date range this pattern should be setup for.
8. Click **Save**.

The screenshot shows the 'Setup Timings' page. The top ribbon includes 'TEST', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More -'. The left sidebar lists 'Setup data' categories: Organization, Users, Areas, Crafts, Teams, Employees, Delay Codes, Schedule Fields, **Timings**, Backlog Criteria, Metric Criteria, KPI Ranges, and Interfaces. The main content area shows a table with columns: Order, Teams, Effective Start, and Effective End. A table with one row is visible: Order 1, Teams All Teams, Effective Start Jan 1, 2016, Effective End Jan 1, 2022. An 'Add Timing Pattern' dialog box is open, showing: Order 12, Teams Automation, Electrical 1, Effective Jan 2, 2022 to Dec 31, 2023. The dialog box contains a table for defining the timing pattern by day.

| | Start of Day | First Block | Start of Next Block | Next Block | Start of Last Block | Last Block | End of Day |
|-----------|--------------|-------------|---------------------|------------|---------------------|------------|------------|
| Saturday | 0:00 | W | 1:00 | C | 2:00 | W | 24:00 |
| Sunday | 0:00 | W | 1:00 | C | 2:00 | W | 24:00 |
| Monday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Tuesday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Wednesday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Thursday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Friday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |

View or Edit Timing Patterns

Video Link: [Settings, View, or Edit Patterns](#)

Timings are currently view only. Changes or updates to a pattern can be done by your Sockeye Rep.

1. Select **Setup** in the blue ribbon.
2. Click on **Timings** under the Setup data menu.
3. Select and click on the pattern to be edited.
4. An **Edit Timing Pattern** dialogue box will appear.
5. Make the changes applicable to the Order, Teams and or Effective field.
6. Click **Save**.

The screenshot shows the 'Setup Timings' page in a software application. The top navigation bar includes 'TEST', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The left sidebar lists 'Setup data' categories: Organization, Users, Areas, Crafts, Teams, Employees, Delay Codes, Schedule Fields, **Timings**, Backlog Criteria, Metric Criteria, KPI Ranges, and Interfaces. The main content area shows a table of timing patterns:

| Order | Teams | Effective Start | Effective End |
|-------|-----------|-----------------|---------------|
| 1 | All Teams | Jan 1, 2016 | Jan 1, 2022 |
| 2 | All Teams | Jan 1, 2022 | Dec 31, 2023 |

An 'Edit Timing Pattern' dialog box is open, showing the following fields and options:

- Order:** 2
- Teams:** All Teams
- Effective:** Jan 1, 2022 to Dec 31, 2023
- Table:** A table with columns: Start of Day, First Block, Start of Next Block, Next Block, Start of Last Block, Last Block, End of Day. Rows are listed for Saturday through Friday.
- Buttons:** Save, Cancel, and Delete.

Red arrows and numbered callouts (1-6) indicate the steps: 1 points to the 'Setup' tab; 2 points to the 'Timings' menu item; 3 points to the second row in the 'Setup Timings' table; 4 points to the 'Edit Timing Pattern' dialog title; 5 points to the 'Teams' dropdown in the dialog; 6 points to the 'Save' button in the dialog.

Deleting Timing Pattern

Video Link: [Settings, Deleting Timing Pattern](#)

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

The screenshot shows the 'Setup Timings' interface. The top ribbon includes 'TEST', 'Available Hours', 'Weekly Schedules', 'Daily Schedules', 'Find Task', 'Setup', and 'More'. The left sidebar shows 'Setup data' with a 'Timings' menu item highlighted. The main area displays a table of timing patterns:

| Order | Teams | Effective Start | Effective End |
|-------|-----------|-----------------|---------------|
| 1 | All Teams | Jan 1, 2016 | Jan 1, 2022 |
| 2 | All Teams | Jan 1, 2022 | Dec 31, 2023 |

An 'Edit Timing Pattern' dialog box is open, showing the selected pattern (Order 2) and a table of daily blocks:

| | Start of Day | First Block | Start of Next Block | Next Block | Start of Last Block | Last Block | End of Day |
|-----------|--------------|-------------|---------------------|------------|---------------------|------------|------------|
| Saturday | 0:00 | W | 1:00 | C | 2:00 | W | 24:00 |
| Sunday | 0:00 | W | 1:00 | C | 2:00 | W | 24:00 |
| Monday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Tuesday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Wednesday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Thursday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |
| Friday | 0:00 | P | 1:00 | C | 2:00 | P | 24:00 |

The dialog box includes 'Save', 'Cancel', and 'Delete' buttons.

Available Hours

Adding Available Hours to Timing Patterns Manually

Video Link: [Available Hours, Adding or Updating](#)

The goal is to try to outline the total hours per timing period, craft, and tradesperson to start scheduling work orders to resources.

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.

Available Hours for week of Mar 28, 2020
Automation - Supervisor John Mobley

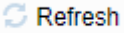
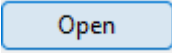
Reassign

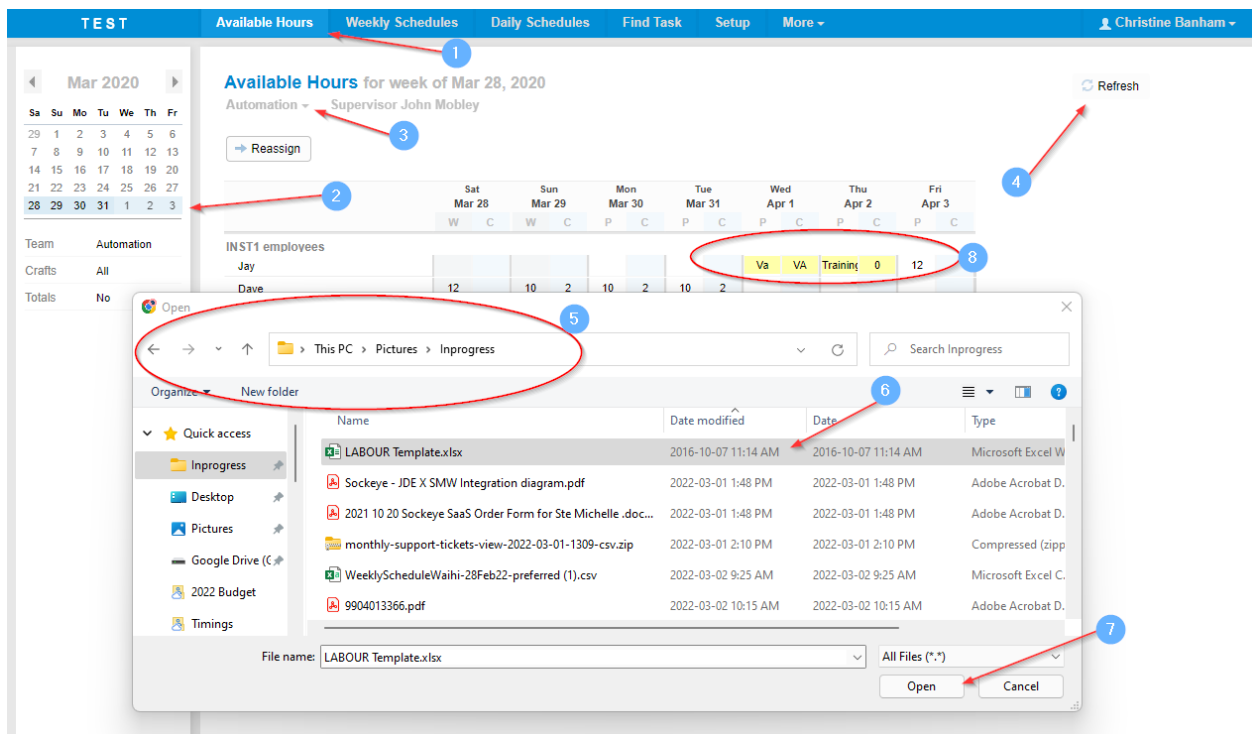
| | Sat Mar 28 | | Sun Mar 29 | | Mon Mar 30 | | Tue Mar 31 | | Wed Apr 1 | | Thu Apr 2 | | Fri Apr 3 | |
|-----------------|------------|---|------------|---|------------|---|------------|---|-----------|----|-----------|---|-----------|---|
| | W | C | W | C | P | C | P | C | P | C | P | C | P | C |
| INST1 employees | | | | | | | | | | | | | | |
| Jay | | | | | | | | | Va | VA | Training | 0 | 12 | |
| Dave | 12 | | 10 | 2 | 10 | 2 | 10 | 2 | | | | | | |
| John | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | | | | | | |
| Alex | | | | | | | | | 10 | 2 | 10 | 2 | 10 | 2 |
| Josh | | | | | 7 | | 7 | | 7 | | 7 | | 7 | |
| Zack | | | | | | | | | 6 | 6 | 6 | 6 | 6 | 6 |
| Jan | 10 | 2 | 10 | 2 | 10 | 2 | 10 | 2 | | | | | | |

Adding Available Hours to Timing Patterns through a spreadsheet import

Video Link: [Available Hours, Adding or Updating](#)

A Labor Template will be provided by a Sockeye Rep if this feature is available.

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 generated.
4. Click on the  button on the far-right hand side.
5. A **Windows File Explorer** will be displayed.
6. Select the **labor template** from where it has been saved.
7. Click on the  under the windows file explorer.
8. All hours will automatically populate.
 - o update any further details such as vacation or overtime if applicable.



Weekly Schedule

Assigning Work to Timing Patterns

Video Link: [Weekly Schedule, Assigning Work](#)

When configuring the timing pattern, it also includes the field from your CMMS that identifies these timings to auto populate specific patters, craft, and resources.

1. Click on the **Weekly Schedules** tab in the blue ribbon at the top of your screen.
2. Click the applicable schedule **week**.
3. Select the **Team**.
4. Click on the **Refresh** button under the backlog section in all new work orders.
5. Select the work orders to be added to the Weekly Schedule.
6. Click on the **+ Schedule** located in the Backlog section of the screen.
7. The Timing Field will be utilized to distribute hours with those 3 timing patterns.
 - o The top right-hand side of the screen in the WEEKLY Schedule portion the **Unscheduled Hours** are showing the details that were populated from the Available Hours and identify the 3 timing patterns along with the work orders that have been assigned.

Note: Hours can be dragged and dropped to other timing patterns; by clicking on the work order hours and dropping to a different cell.

The screenshot shows the 'Weekly Schedules' interface. At the top, the 'Weekly Schedules' tab is selected. Below the navigation bar, a calendar for March 2020 is visible. The main content area is titled 'Weekly Schedule for week of Mar 28, 2020' and shows a table of work orders. The table has columns for Status, Pln Grp, Timing, WO #, WO Description, Est Ppl, Basic Start, and a grid for hours. The 'Unscheduled Hours' section shows a total of 238 hours. The 'Scheduled Hours' section shows a grid with hours assigned to various work orders. A 'Backlog' section at the bottom shows a list of work orders with a '+ Schedule' button and a 'Refresh' button. Red circles and arrows highlight specific elements: 1. 'Weekly Schedules' tab, 2. 'Automation' team selection, 3. 'Refresh' button, 4. '+ Schedule' button, 5. 'Refresh' button in backlog, 6. 'WEEKEND' timing pattern, 7. '1' hour in the grid.