SOCKEYE

Summary:

This feature can be found on both the Weekly and Daily Schedule tabs. Allowing all or specific work orders **NUMBERS** to be copied to other documentation for reporting, CMMS updates, etc.

Tools / Resources:

• Available to all users with the exception of the 'READ ONLY' permission.

Copy Work Order Number(s) to a Clipboard:

- 1. Click on Weekly Schedules or Daily Schedules tab in the blue ribbon at the top of your screen
- 2. Click on the **Week or Day** that is applicable
- 3. Click More
 under the Weekly or Daily schedule portion of the screen

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Copy Work Order #s to clipboard

1. Select Copy Work Order #s to clipboard under More •

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900005343312	PMH1	1	500	Commit Weekly Schedule
900005343623	PMH1	3	580-00	89 WORNOUT BAL 1 ME 0
900005343659	PMH2	2	811	clear vat drain line 1 ME 0

- 2. Open the text file or document the work orders are to be transferred or pasted into
- 3. Depending on your document select the appropriate paste functionality
 - a. Microsoft Word and Microsoft Excel was used in the example below by clicking on the paste button.

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Copy Selected Work Order #s to clipboard

1. Select one or multiple work orders by holding the ALT key and clicking/selecting on the work orders to copy. Once the work orders have been selected, they should highlight BLUE

Add by # - Remove Ø Details More Q Search WO # WO Type Priority Loc # Op # Operation Est Men Craft Hrs 900005342246 PMH1 2 464 REPLACE 6" K 1 Tech 1 90000534312 PMH1 1 500 Replace #102 c 1 ME 0 900005343623 PMH1 3 580-0089 WORNOUT BAL 1 ME 0 900005343659 PMH2 2 811 clear vat drain line ME 0 900005348672 PMH1 3 521 Replace Pump / ME 0 90000534500 PMH1 3 500 replace hot wate 1 ME 12 90000534500 PMH1 2 921 Repair Oil Leak 1 PF 4 900005345899 PMH1 3 551 50 remove sacffoldi 1 ME 10 90000534589915	Weekly Schedule for week of Jun 17, 2019 Mech Fibreline - Supervisor Russel Porter											
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