

Summary:

Allows any resource that indicates an absence code such as vacation to not be available under the Daily Schedule tab. This may allow more space within the scheduling section for large teams.

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:
Rev2	August 5, 2022	Review and update document	C. Banham
Rev1	June 17, 2020	Generated Document	C. Banham

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Updating Available Hours:

Video Link: [Updating Available Hours](#)

Adding vacation and or overtime that was not previously included within the import or updating the team's hours manually.

1. Click on the **Available Hours** tab in the blue ribbon at the top of the screen.
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. Update **Resource** information such as **Vacation (VA)**, **Training (TR)**, **Approved Over Time Hours (OT)**, etc.
5. Click on the **cell** at the intersection of the **date** and the **employee** details to be updated.
 - a. Type in either the absence code, or the new number of hours available.
 - b. Hit Tab, Enter, or Click the mouse away from the cell.

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

Jun 2022

Available Hours for week of Jun 20, 2022

Chip Line Mech Supervisor Tim Fisher

- Area Shutdown
- Chip Line Mech
- Kraft Inst
- Mech Fibreline
- Paper E// TMP
- Paper Mech TMP
- WFP SM

	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26
D12	D12	N12	N12	9	N12	N12	
7	7	7	Vacation	VA			
			7OT	7OT			
		D12	D12	N12	N12		
	TR	Train	Safety	7	7		
			12	12			

Hide Unavailable Hours:

Video Link: [Hide Unavailable Hours](#)

Remove resources that are not available to assign work to for that specific day and can allow more space within the scheduling section for large teams.

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 ▼ under **Daily Schedule for**.
3. Select the **Day** in the calendar.
4. The right-hand side ledger currently indicates all employee resources.
5. Click on **More**.
6. Select **Hide absent employees**.

The screenshot shows the 'Daily Schedules' interface for Monday, Jan 15, 2024. The 'More' menu is open, and the 'Hide absent employees' option is selected. The resource ledger on the right shows 'Mech' and 'Elec' columns with values 0 and 7 respectively. The 'Aval. Hrs' column shows 7 for 'VA' and 7 for 'TR', both highlighted in yellow. The 'More' menu options are: Move schedule hours to another day, Copy work order #s to clipboard, Copy selected work order #s to clipboard, Add note for Daily Schedule, **Hide absent employees**, and Export Daily Schedule.

7. Once the 'Hide absent employees' has been selected those highlighted in yellow with a line through the name will disappear.

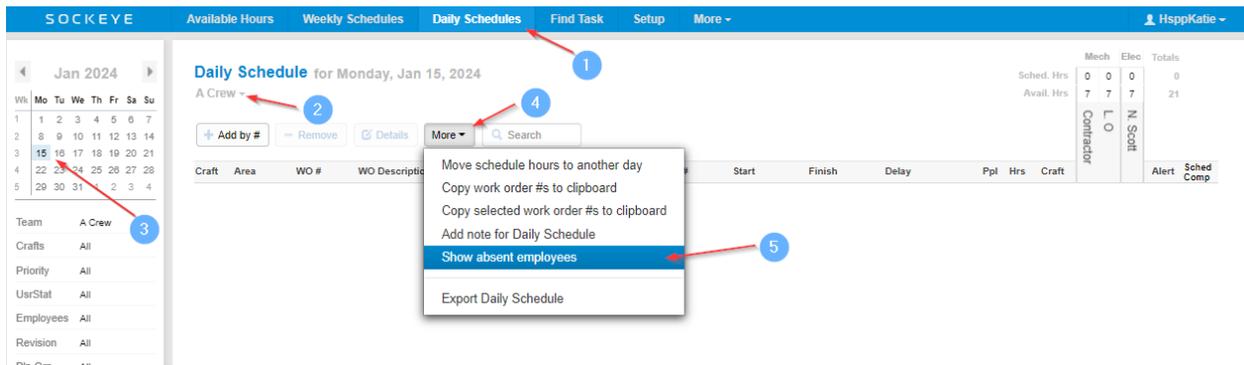
The screenshot shows the 'Daily Schedules' interface after the 'Hide absent employees' action. The resource ledger on the right shows the 'VA' and 'TR' resources highlighted in yellow with a line through their names, indicating they are now hidden. The 'More' menu is no longer open.

Show Unavailable Hours:

Video Link: [Show Unavailable Hours](#)

Allows a view of all resources that were updated within the Available Hours tab.

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 ▼ under **Daily Schedule for**.
3. Select the **Day** in the calendar.
4. Click on **More** ▼
5. Select **Show absent employees**



6. All employees will be visible in the right-hand column

