

Summary:

Under the Weekly Schedule tab there is an option to move or copy either specific or full weekly schedules over to a different week or team. In some cases, this might be used when outage dates change, or someone makes a mistake and does not select the applicable week or team when building out the schedule.

Tools / Resources:

- Weekly Schedule Tab
- Sockeye Support: support@getsockeye.com
- User guide and video link: <https://www.getsockeye.com/support/feature/movework>

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Revision Log:

Revision	Date	Reason/Update	Updated By:
Rev 2	2022-05-27	Link Additions and doc review	C.Banham
Rev 1	2020-07-29	Document Creation	C.Banham

Weekly Schedule

Move scheduled work to another week or team:

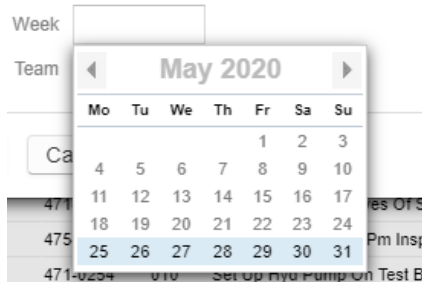
Video Link: [Move Work](#)

Selecting '**Move schedule hours to another week or team**' will transfer the work order and hour details to a different week or team. These work orders will no longer be in the week or team currently scheduled.

1. Click on **Weekly Schedules** tab in the blue ribbon at the top of your screen
2. Click on the **Week** and **Team** that is applicable
3. Select the work orders that are to be moved. Those selected will be highlighted in blue.
4. Click **More** under the Weekly schedule portion of the screen
5. Select '**Move Schedule hours to another week or team**'

The screenshot shows the Sockeye software interface. At the top is a blue ribbon with tabs: Sockeye, Available Hours, Weekly Schedules (selected), Daily Schedules, Setup, and More. Below the ribbon, on the left, is a calendar for May 2020 with a date picker set to May 25, 2020. The main area is titled 'Weekly Schedule for week of May 25, 2020' and shows a list of work orders (WO #, WO Type, Status, Priority) for 'Paper Mech TMP' under Supervisor Jack Thompson. A 'More' dropdown menu is open, showing options: 'Move schedule hours to another week or team' (highlighted with a red box), 'Copy schedule hours to another week or team', 'Copy work order #s to clipboard', 'Copy selected work order #s to clipboard', and 'Uncommit Weekly Schedule'. A table of work order details is visible on the right, including columns for Est Men, Craft, Hrs, and Delay.

1. **Move scheduled hours to another week or team** box will appear
 - a. All work orders that were selected will show up for reference
2. Under **Move To**
3. Select Week or Team by clicking on the applicable filed and box will appear to make further selections.



4. Click

OK

Move scheduled hours to another week or team ¹

Scheduled Hours

WO #	Operation	Est Men	Craft	Hrs	Mo	Tu	We	Th	Fr	Sa	Su
900004911534	Change #34 gearbox	1	MW	4	4						
900004911534	Change #34 popit valve	1	PF	2	2						
900004911534	Reweld safety shield	1	WL	1	1						
900005343361	Install Remote Greases Blocks For Bridge	1	PF	8	8						
900005343381	Tha Required For Transrol Alignment Proc	1	MW	4	4						

Move To

Week Jun 15, 2020

Team Kraft Inst

OR

OK

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

All work orders selected have moved to the Weekly Schedule of **June 15, 2020**, under team **Kraft Inst**

SOCKEYE Available Hours Weekly Schedules Daily Schedules Setup More - Christine Banham

Weekly Schedule for week of Jun 15, 2020
Kraft Inst - Supervisor Kim Morrison

[+ Add by #](#)
[- Remove](#)
[Details](#)
[More](#)

Team: Kraft Inst
 Crafts: All
 Priority: All
 WO Stat: All
 Employees: All
 Revision: All
 WO Type: All
 Group By: None
 Split Pane: Backlog

% of Available Hours Used
 WL: 12 0 0 0 0 0
 MW: 100 0 0 0 0 0
 WE: 0 0 0 0 0 0
 IN: 0 0 0 0 0 0
 PF: 60 25 0 0 0 0
 Contractor: 0 0 0 0 0 0

WO #	WO Type	Status	Priority	Loc #	Op #	Operation	Est Men	Craft	Hrs	Delay	Mo	Tu	We	Th	Fr	Sa	Su	Sched Comp
900004911534	PMH1	RELE	1	471-0416	010	Change #34 gearbox	1	MW	4	None	4							○ R
900004911534	PMH1	RELE	1	471-0416	020	Change #34 popit valve	1	PF	2	None	2							○ R
900004911534	PMH1	RELE	1	471-0416	030	Revelid safety shield	1	WL	1	None	1							○ R
900005343361	PMH1	RELE	4	471-0430	010	Install Remote Greases Blocks For...	1	PF	8	None	8							○ R
900005343381	PMH1	RELE	4	471	010	Tha Required For Transrol Alignme...	1	MW	4	None	4							○ R
900005343491	PMH2	RELE	3	471-0062	010	Change/ Monitor Line-1 Feed Conv...	1	MW	8	None	8							○ R
900005343520	PMH1	RELE	3	471-0488	010	Bleach Recirc Valve (Leaking) Boro...	1	PF	2	None	2							○ R
900005343522	PMH1	RELE	3	471-0488	010	Caustic Feed Line Drain Valve #26...	1	PF	2	None		2						○ R

Backlog for Kraft Inst
 [Schedule](#)
[Details](#)

[Refresh](#)

WO #	WO Type	Status	Priority	Loc #	Op #	Operation	Est M...	Craft	Hrs	Delay	Mo	Tu	We	Th	Fr	Sa	Su	Sched Comp
900005343317	PMH1	RELE	1	912-9240-...		FIX FAULTY TEMPERATURE PRO...	1	IN	0	None								---
900005343448	PMH1	RELE	1	531-9001-CV		V/V STICKING / LIQ LEAKING ON...	1	IN	0	None								---
900005343736	PMH1	RELE	3	500-0250-...		INST PORTION OF RECEIVER IN...	1	ME	0	None								---

Copy scheduled work to another week or team:

Video Link: [Copy Work](#)

When selecting 'Copy schedule hours to another week or team' will add the selected work orders and hour details to a different week or team. These work orders will remain in the current week and team schedule.

1. Click on **Weekly Schedules** tab in the blue ribbon at the top of your screen
2. Click on the **Week** and **Team** that is applicable
3. Select the work orders that are to be moved. Those selected will be highlighted in blue.
4. Click **More** under the Weekly schedule portion of the screen
5. Select '**Copy Schedule hours to another week or team**'

The screenshot shows the Sockeye software interface. At the top is a blue ribbon with tabs: Sockeye, Available Hours, Weekly Schedules (selected), Daily Schedules, Setup, and More. Below the ribbon, on the left, is a calendar for May 2020 with the 25th selected. To the right of the calendar is a sidebar with filters for Team (Paper Mech TMP), Crafts (All), Priority (All), WO Stat (All), Employees (All), Revision (All), WO Type (All), Group By (None), and Split Pane (Backlog). The main area displays the 'Weekly Schedule for week of May 25, 2020' for 'Paper Mech TMP' under 'Supervisor Jack Thompson'. It contains a table of work orders (WO #, WO Type, Status, Priority) and a table of schedule hours (Est, Men, Craft, Hrs, Delay). A 'More' dropdown menu is open, showing options: 'Move schedule hours to another week or team', 'Copy schedule hours to another week or team' (highlighted with a red box), 'Copy work order #s to clipboard', 'Copy selected work order #s to clipboard', and 'Uncommit Weekly Schedule'. Red arrows and numbers 1 through 5 indicate the steps to follow.

1. A box will appear called **Copy scheduled hours to another week or team**
 - a. All work orders that were selected will show up for reference
2. Under **Copy To**
3. Select Week or Team by clicking on the field and select the applicable details to copy.

The screenshot shows a 'Copy To' dialog box. It has fields for 'Week' and 'Team'. Below these is a calendar for May 2020 with the 25th selected. The calendar is overlaid on a blurred background of the software interface.

4. Click

OK

Copy scheduled hours to another week or team

1

x

Scheduled Hours

WO #	Operation	Est Men	Craft	Hrs	Mo	Tu	We	Th	Fr	Sa	Su
900005343528	Replace Sleeve On Nhs Bleached Cc Chest	1	MW	1	1						
900005343567	Monitor # 2 Transrol On S-3 Refiner Due	1	MW	1	1						
900005343584	OPEN & CLEAN PIPING ON DEGASS MC...	1	MW	2	2						
900005343650	Refiner Lube Panel Upgrade	1	PF	3	3						
900005343652	Inspect And Make Any Required Repairs To	1	MW	4	4						

Copy To

Week Jul 13, 2020

Team Area Shutdown

OK

Cancel

All work orders selected have been copied to the Weekly Schedule of **July 13, 2020**, under team **Area Shutdown** in this example.

SOCKEYE Available Hours Weekly Schedules Daily Schedules Setup More

Jul 2020

Mo Tu We Th Fr Sa Su

29 30 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

Team Area Shutdown

Crafts All

Priority All

WO Stat All

Employees All

Revision All

WO Type All

Group By None

Self Reps

Weekly Schedule for week of Jul 13, 2020
Area Shutdown - Supervisor Jim Hughes

+ Add by # - Remove Details More Search

WO #	WO Type	Status	Priority	Loc #	Op #	Operation	Est Men	Craft	Hrs	Delay	Mo	Tu	We
900004911534	PMH1	RELE	1	471-0416	010	Change #34 gearbox	1	MW	4	None	4		
900004911534	PMH1	RELE	1	471-0416	020	Change #34 popit valve	1	PF	2	None	2		
900004911534	PMH1	RELE	1	471-0416	030	Reweld safety shield	1	WL	1	None	1		
900005343361	PMH1	RELE	4	471-0430	010	Install Remote Greases Blocks For...	1	PF	8	None	8		
900005343381	PMH1	RELE	4	471	010	Tha Required For Transrol Alignme...	1	MW	4	None	4		
900005343491	PMH2	RELE	3	471-0062	010	Change/ Monitor Line-1 Feed Conv...	1	MW	8	None	4		
900005343520	PMH1	RELE	3	471-0488	010	Bleach Recirc Valve (Leaking) Boro...	1	PF	2	None	2		
900005343522	PMH1	RELE	3	471-0488	010	Caustic Feed Line Drain Valve #26...	1	PF	2	None	2		
900005343528	PMH2	RELE	3	471-0366	010	Replace Sleeve On Nhs Bleached ...	1	MW	1	None	1		
900005343567	PMH1	RELE	3	471-0169	010	Monitor # 2 Transrol On S-3 Refine...	1	MW	1	None	1		

% of Availal

MW 75 100 0 0

WL 12 0 0 0

PF 61 0 0 0

Schedu

Trouble Shooting / Warning Dialogue

Warning when moving or copying scheduled work:

Video Link: [Warning Generated](#)

In some cases, work orders may have been moved multiple times or added through the backlog section. A warning box will generate indicating that these work orders have been scheduled for that week and team.

Click **Confirm** to update any hours that may have been changed within this change

Or

Click **Cancel** if the move or copy should no longer take place.

The screenshot shows the Sockeye software interface with a 'Warning' dialog box open. The dialog box contains the following text:

Warning

The week of Feb 14, 2022 already has scheduled hours on Chip Line Mech for the tasks in blue. Those scheduled hours will be replaced by the hours below.

Click the **Confirm** button to proceed.

Below the warning message is a table titled 'Move scheduled hours to' showing the following data:

WO #	Operation	Revisi...	Est Men	Craft	Hrs	Mo	Tu	We	Th	Fr	Sa	Su
900005614243	310-0306 Chip Belt & Backside Chip Guide	NULL	1	MW	4				0.5			
900005675570	Install Spectacle Blind In Peroxide Line	NULL	1	PF	4			0.75	3.25			
900005343653	Inspect And Make Repairs To Chest	HSPA...	1	MW	4	3	1					
900005343713	This is the 3rd time in 2 years that the	HTM...	1	MW	8		8					
900005343918	Change Out P-3 Refiner Drop-In Unit Asse	HS-T...	1	MW	8		8					

Below the table, there is a 'Move To' section with a 'Week' dropdown set to 'Feb 14, 2022' and a 'Team' dropdown set to 'Chip Line Mech'. At the bottom of the dialog box are 'Confirm' and 'Cancel' buttons.