

## SERVICE

## CURRENT TECH ACTIVITY - VIEW TECHNICIAN ACTIVITY

The **Current Technician Activity** function shows what a technician is cur-

rently working on.

**Ribbon Access:** Service > Current Tech Activity

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		Equipment /	Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufactur	ing Proc	turement Sales	Service	Reporting	Utilities	
Tech	Мар	31 Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service	🔑 WIP 🍋 Work Managemen 🔯 Time Review	nt 🔳	My Work Orders My Tickets All Open Tickets	My Work	
			Te	chnical		4			Proces	ss		4	Ticketing	Open W a	\$

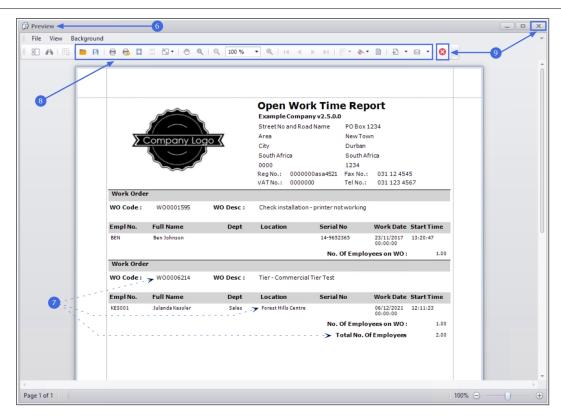
- 1. *Current Technician Activity* screen will be displayed.
- 2. All the technicians linked to items that currently have open time logging events, will be listed.
- 3. In the data grid you can view:
  - Whether a technician is *Available* or not.
  - Which *Boot Stock Warehouse* each technician is linked to.
  - Which *Work Order*, *Call*, *Serial Number* and / or *Asset Register Number* each technician is currently linked to, and
  - the technician *Work Date* and *Start Time*.
- 4. Select the *Name* of the technician you wish to view the report of.
- 5. Click on *Report*.



tartTime Dc	WorkDate = 01/01/1900	AssetRegNo	SerialNo	CallReference	WOCode					
00		8 C				Status	BootStockWhse	AvailabilityDesc	SMSSequen	FullName
	01/01/1900		R C	s 🛛 c	8 <b>0</b> 0	a 🛛 c	* <b>0</b> ¢	a 🛛 C	-	A D C
						A	BiancaD_Boot	Available	135	Bianca Du Toit
	01/01/1900					A		Unavailable	78	Belinda Sharman
	01/01/1900					Α		Available	0	Wesley Haynes
	01/01/1900					Α		On Leave	-	Steven Cooper
	01/01/1900					Α		Available	0	John Twain
	01/01/1900					Α		Available		Theo Peterson
	01/01/1900					Α		Available		Abigail Milne
	01/01/1900					A	MaryT_BootWhse	Unavailable		Mary Thompson
						A			-	
						A			-	
						A			-	
	01/01/1900					A		Available	0	Kame Pillay
	01/01/1900 01/01/1900 01/01/1900					A A A	MaryT_BootWhse	Available Available Unavailable	0 2 0	Mary Thompson Sabelo Danisa Sne Ndwalane Arial Blythe Kame Pillay

- 6. The Open Work Time Report will display in the *Report Preview* screen.
- 7. The report will contain details regarding:
  - the Work Order Code and Description,
  - the *Location* of the work and
  - the *No. of employees* involved in carrying out the work order.
- From this screen you can you can make cosmetic changes to the document, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email* the Open Work Time Report.
- 9. *Close* the report screen when done.





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