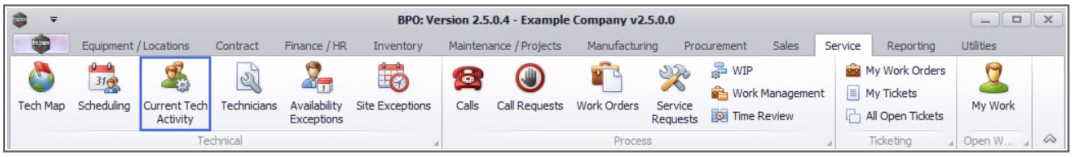
We are currently updating our site; thank you for your patience.

SERVICE

CURRENT TECH ACTIVITY - VIEW TECHNICIAN ACTIVITY

The **Current Technician Activity** function shows what a technician is currently working on.

Ribbon Access: Service > Current Tech Activity



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**.

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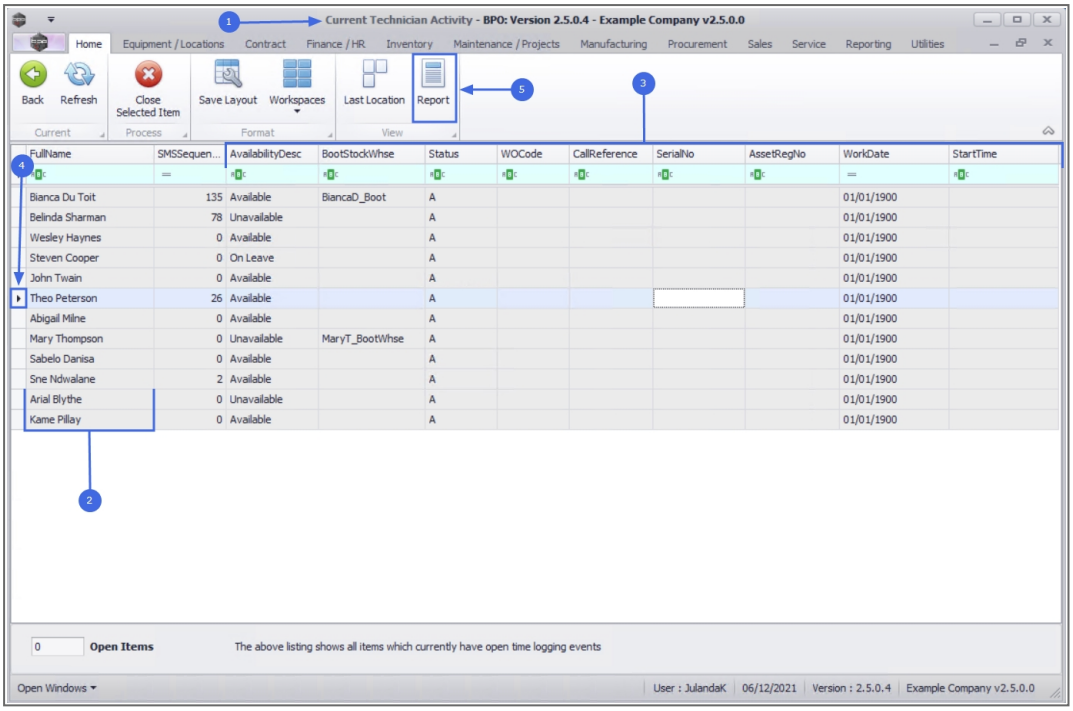

6. The Open Work Time Report will display in the **Report Preview** screen.

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.
8. 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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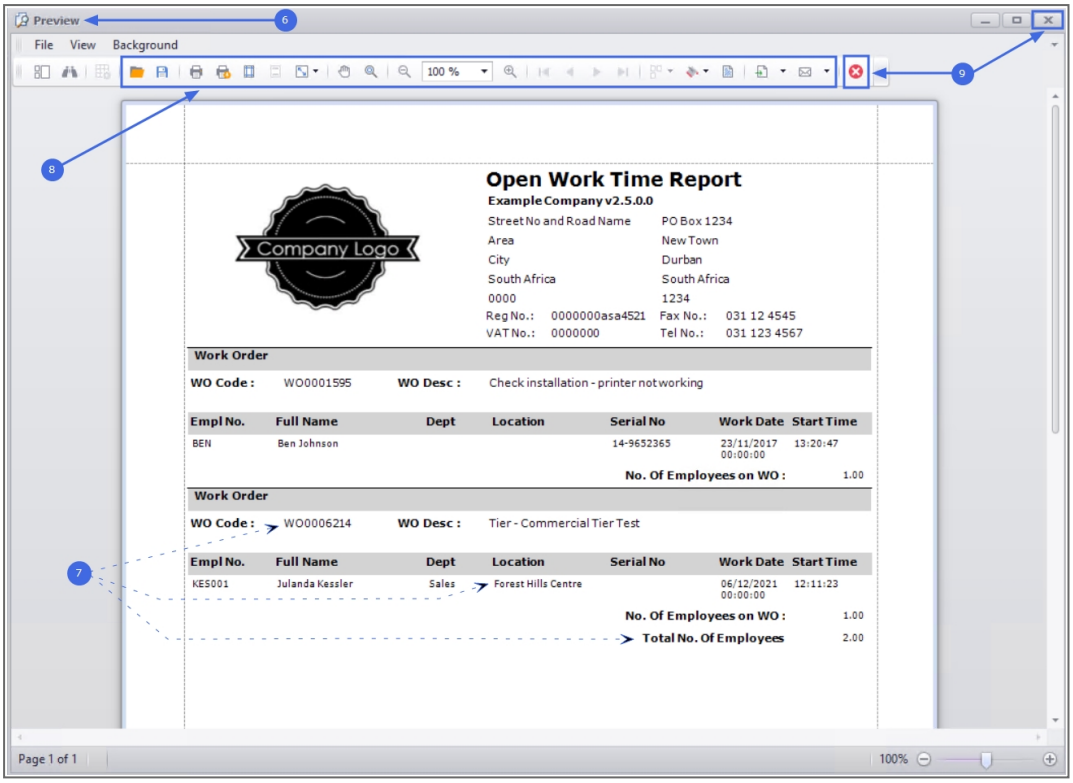

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