Activities

Contents

1 Activities

This screen provides all details of the Service Activities in the *CALIDUS* eSERV system.

This screen allows you to maintain the Service Activities within the system.

This screen provides functionality to view, create and edit service activities.

You can filter data by:

- *Activity Code*.
- *Description*.
- *Status* - a drop-down list of *Active* or *Inactive*.

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data. Any plain text boxes will match data that contains what you enter as the criterion.

Service Activities Search Panel and Results table

Each service activity found is displayed per single line.

The columns shown are:

- *Code* - the activity code.
- *Description* - a longer description of the activity.
- *Status* - *Active* or *Inactive*. Engineers can only use active activities.

1.1 Uploading Activities

The screen allows upload functions - you can access these by pressing the **Upload** button. You can hide the upload buttons by pressing the **Hide** button.

The screen allows you to upload activities through a spreadsheet template file. You can get this template by clicking the **Obtain Upload Template** button - results differ per browser used to access the Admin system, the likely result being that the template will be offered for download.

You can then enter activities data into this template and save it there, external to the *CALIDUS* ePOD application. Alternatively, an external system could generate a file to upload in this format. Regardless, you can then upload this data into the system by selecting the file (using the **Choose File** selector on the screen), then clicking **Upload Excel Spreadsheet**.

The screen will indicate the success or failure of the upload in a message on the button panel at the top of the screen - you can download detailed results using the provided **Download Results Spreadsheet** button.

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1.2 New Activities

You can create new activities by pressing the provided **New** button at the top of the screen.
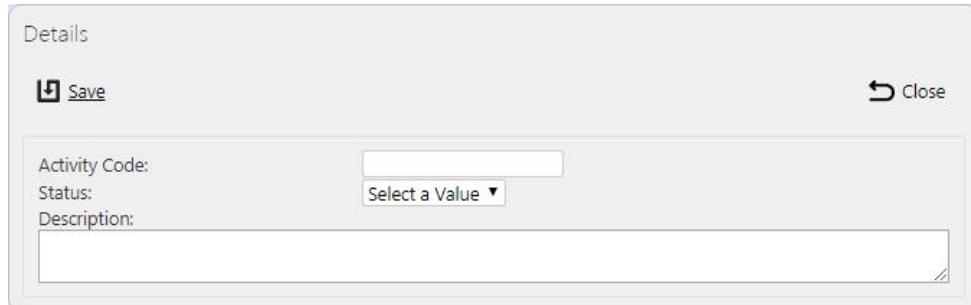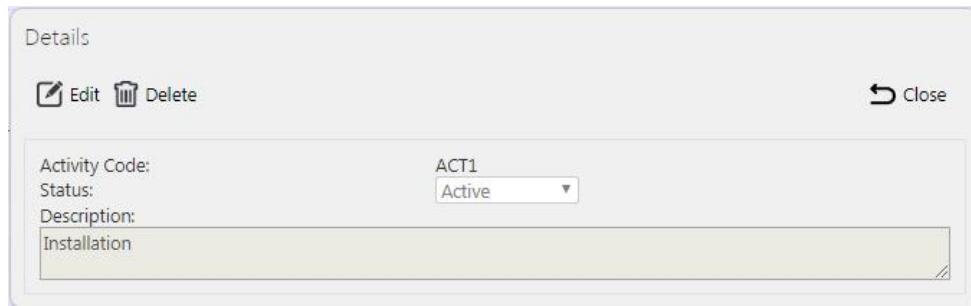

New Service Activities Pop-up

You can enter the following details:

- *Code* - the activity code.
- *Description* - a longer description of the activity.
- *Status* - a drop-down list of *Active* or *Inactive*. Engineers can only use active activities.

When changes are complete, you can click **Save** to save the changes, or **Close** to close the pop-up without saving the changes.

1.3 View/Edit Activities

You can view and edit activities by clicking the **Select** button against the line in the table. The screen will display a pop-up showing all the details of the activity.

View/Edit Service Activity Pop-up

You can edit the activity by clicking the provided **Edit** button.

You can edit the following fields:

- *Description* - a longer description of the activity.
- *Status* - a drop-down list of Active or Inactive. Engineers can only use active activities.

When changes are complete, you can click **Save** to save the changes. If you don't want to save your changes, you can click **Cancel** to stop editing, or **Close** to close the pop-up without saving the changes.

You can click the **Delete** button to delete the activity - the screen will ask you to confirm before the activity is deleted.

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