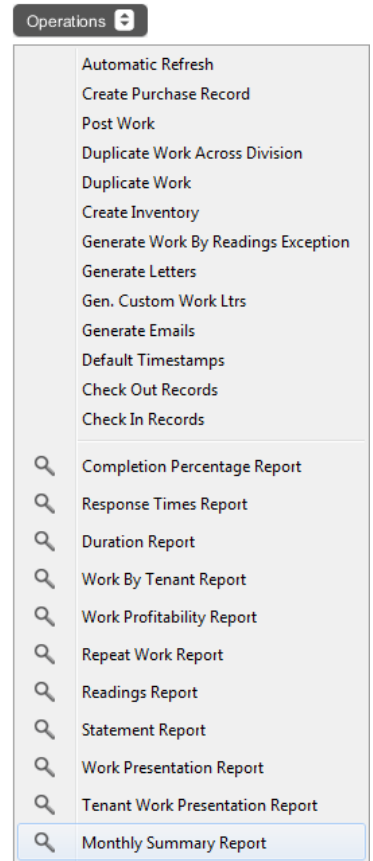


Monthly Summary Report

The Monthly Summary Report in the AwareManager jxt is designed to be as flexible as possible. The first time you run the report there are several things that must be entered into the search window, which will continue to default each time you select the report unless you change them. An example of a good use for this report is to run a monthly summary of HVAC work.

Access this report from either the Operations menu on the Work List and select Monthly Summary Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of work reports to find the Monthly Summary Report.



Search window:

The screenshot shows a search window titled "Monthly Summary Report Search". It contains the following fields and controls:

- Range:** A dropdown menu set to "Work Type" with two input fields containing "HVAC-COLD" and "HVAC-OT", separated by "to".
- Title:** A text input field containing "Monthly HVAC Report".
- Range:** A dropdown menu set to "Date Completed" with two date pickers set to "October 1, 2012" and "October 31, 2012", separated by "to".
- Value:** A dropdown menu set to "Reading" with an empty input field.
- Allowable Records:** A text input field containing "1".
- Per:** A text input field containing "100,000".
- Comparison Value:** A text input field containing "250,000".
- Work Days:** Two radio buttons: "All Days" (unselected) and "Weekdays Only" (selected).
- Buttons:** "Search", "Cancel", and "Clear" buttons at the bottom.

To use this report:

- Enter your search ranges (to track HVAC work, enter the Work Types).
 - Enter a title for your report (for example: Monthly HVAC Report).
 - Enter a date range for your report:
 - Select the date from the work file you want to use and the range of dates to be included on the report. The report will summarize the work orders into a single line for each month within the search range.
 - Enter the Allowable Records information:
 - This value is a benchmark showing how many records (the first field) are acceptable per some measure (the second field). For example, the number of hot/cold calls that are allowed per 100,000 square feet of space.
 - Enter the Comparison Value:
 - The comparison value is the actual number to be used in determining the total number of allowed records per day for the report. For example, if you allow 1 hot/cold call per 100,000 square feet, and the building totals 250,000 square feet in area, you would enter 250,000 in the comparison value field and the total number of allowable hot/cold calls per day for the building would be 2.5.
- Note:** The reason this information is separated into fields on the search window is so that it can be displayed on the report in order to show exactly how the allowable calls per day figure is derived.
- Select the Work Days value you would like to use (for example: if your building is only open during the weekdays, select Weekdays Only, to get an accurate reflection for your data).

This information is used to determine the number of work days in each month, which is then used to compare the number of work records to the total number of records allowed for the month.


Readings

Each work record included on the report is checked to determine if any readings have an “acceptable” range. For example, if the building is supposed to maintain a temperature of 68-72 degrees, these would be the low and high acceptable ranges for the temperature reading attached to every hot/cold call.

If the temperature entered into the reading for the work order falls within the low and high range, the record is included in both the “all records” and “records within readings range” columns of the report. This indicates that although there was a hot/cold call, the temperature of the space was within the parameters you’ve set. If, however, the temperature entered into the reading for the work order is outside the low and high range, the record is included in both the “all records” and “records outside of readings range” columns. This indicates the space was truly hotter or colder than it should have been.

Note: If a reading is left blank and a low acceptable value has been set for the reading, it is considered to fall outside the range.

Example of the Monthly Summary Report:

		 Monthly HVAC Report DIG Property Group 50 Congress Street Boston, MA 02109												
Search Ranges:		Work Type: HVAC-COLD To HVAC-HOT				1.0 Calls allowed per day for 100,000 Square Feet					Total Gross Square Footage - 250,000			
		Dates: January 1, 2009 To December 31, 2009				2.50 Calls are allowed for 250,000 Square Feet								
Year	Month	Work Days in Month	All Records				Records Within Readings Ranges				Records Outside Readings Ranges			
			Records	Records per Day	Variance	Cumulative Variance	Records	Records per Day	Variance	Cumulative Variance	Records	Records per Day	Variance	Cumulative Variance
2009	Jan	22	1	0.05	-2.45	-2.45	0	0.00	-2.50	-2.50	1	0.05	-2.45	-2.45
2009	Feb	20	1	0.05	-2.45	-4.90	1	0.05	-2.45	-4.95	0	0.00	-2.50	-4.95
2009	Mar	22	0	0.00	-2.50	-7.40	0	0.00	-2.50	-7.45	0	0.00	-2.50	-7.45
2009	Apr	22	0	0.00	-2.50	-9.90	0	0.00	-2.50	-9.95	0	0.00	-2.50	-9.95
2009	May	21	0	0.00	-2.50	-12.40	0	0.00	-2.50	-12.45	0	0.00	-2.50	-12.45
2009	Jun	22	0	0.00	-2.50	-14.90	0	0.00	-2.50	-14.95	0	0.00	-2.50	-14.95
2009	Jul	23	0	0.00	-2.50	-17.40	0	0.00	-2.50	-17.45	0	0.00	-2.50	-17.45
2009	Aug	21	0	0.00	-2.50	-19.90	0	0.00	-2.50	-19.95	0	0.00	-2.50	-19.95
2009	Sep	22	3	0.14	-2.36	-22.26	0	0.00	-2.50	-22.45	3	0.14	-2.36	-22.31
2009	Oct	22	2	0.09	-2.41	-24.67	0	0.00	-2.50	-24.95	2	0.09	-2.41	-24.72
2009	Nov	21	1	0.05	-2.45	-27.12	1	0.05	-2.45	-27.40	0	0.00	-2.50	-27.22
2009	Dec	23	2	0.09	-2.41	-29.53	1	0.04	-2.46	-29.86	1	0.04	-2.46	-29.68