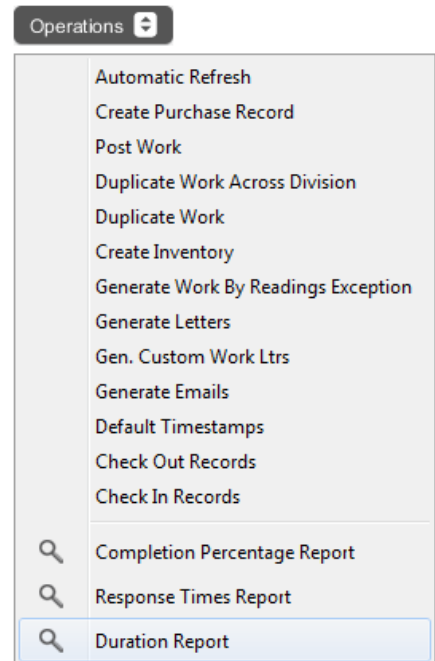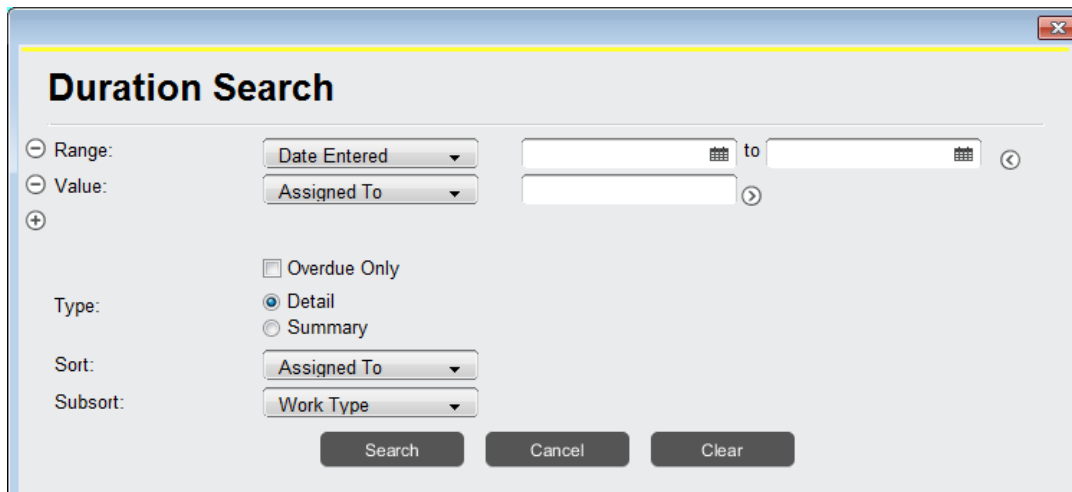**AWAREMANAGER**

The **Duration Report** displays the total time to completion benchmark factors (based upon priorities). For each work record, The Dates and Times Received, Required, Started and Completed are compared. The report is based on the search and sort criteria entered. There is also the option to display only overdue work orders.

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

Operations

- Automatic Refresh
- Create Purchase Record
- Post Work
- Duplicate Work Across Division
- Duplicate Work
- Create Inventory
- Generate Work By Readings Exception
- Generate Letters
- Gen. Custom Work Ltrs
- Generate Emails
- Default Timestamps
- Check Out Records
- Check In Records

🔍 Completion Percentage Report

🔍 Response Times Report

🔍 **Duration Report**

Search Window:

Duration Search

Range: Date Entered ▼ [   ] 🗓 to [   ] 🗓 ⊙

Value: Assigned To ▼ [   ] ⊙

☐ Overdue Only

Type: ⦿ Detail
◯ Summary

Sort: Assigned To ▼

Subsort: Work Type ▼

[Search] [Cancel] [Clear]

This report is sorted according to the selection made on the search window (Priority, Property, Work Type, Department, Assigned To, Project, Work Category).

This report can also be sub sorted by any of the categories in the drop down list.

There are a few different time comparisons that will be displayed on the report:

- **Duration** = the difference between the Started and Completed Date/Time.

- **Total Time to Completion** = the difference between the Received and Completed Date/Time.

- **Overdue** = the difference between the Required and Completed Date/Time.

Example of the Duration Detail Report:

As the sample report shows, the duration, total time to completion, and overdue amounts for each work type are calculated and displayed.

AwareManager | jxt

Duration Detail Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Search Ranges: Date Entered: January 1, 2008 To May 1, 2008

Work Number	Assigned To	Work Type	Status	Scheduled Date	Time	Started Date	Time	Completed Date	Time	Duration	Total Time To Completion	Required Date	Time	Overdue
Assigned To - ENG														
Work Type - HVAC-COLD														
0016	ENG	HVAC-CO LD	PENDING	Jan 5 08	18:06	Jan 5 09	18:20	Dec 2 11	18:50	1061:00:3 0	1427:01:14	Jan 5 08	19:36	1426:23:1 4
								Average:		1061:00:3 0			Average:	1426:23:1 4
Work Type - PM														
0045	ENG	PM	CLOSED	Jan 10 08	10:41	Jan 10 09	09:15	Dec 3 11	14:00	1057:04:4 5	1424:03:19	Jan 11 08	10:41	1422:03:1 9
								Average:		1057:04:4 5			Average:	1422:03:1 9
								Total Average:		1059:02:3 7			Total Average:	1424:13:1 6
Assigned To - ENG1														
Work Type - CLEAN														
0061	ENG1	CLEAN	CLOSED	Jan 10 08	15:38	Jan 11 08	10:20	Dec 3 11	12:05	1422:01:4 5	1423:20:27	Jan 11 08	15:35	1421:20:3 0
								Average:		1422:01:4 5			Average:	1421:20:3 0
Work Type - CONFERENCE ROOM														
0063	ENG1	CONFERE NCE ROOM	PENDING	Jan 10 08	15:43	Jan 10 08	17:50	Dec 3 11	18:05	1423:00:1 5	1424:02:22	Jan 11 08	15:43	1422:02:2 2

AWAREMANAGER

Summary Version

By clicking on the "Summary" Type you may bring up a Duration Summary Report. This will display the average duration by subsort value, with indicators for those groups with incomplete data.

Duration Search

⊖ Range:	Date Entered ▾	January 1, 2008 📅	to	May 1, 2008 📅	◁
⊖ Value:	Assigned To ▾			▷	
⊕					

☐ Overdue Only

Type: ○ Detail
      ● Summary

Sort: Priority ▾

Subsort: Assigned To ▾

[Search] [Cancel] [Clear]

Example of the Duration Summary Report:

AwareManager

Duration Summary Report
Database International Group
50 Congress Street
Boston, MA 02109

Search Ranges: Date Entered: December 1, 2011 To January 19, 2012   Assigned To: Worker: AD To WG

Priority	Assigned To	Average Duration	Total Time To Completion	Overdue
No Priority				
	AD	00:00*	00:00	00:00
	AG	00:00*	00:00	00:00
	ALM	10:15:08*	397:00:41	8:12:21
	BM	6:08:59*	71:16:32	10:15
	CD	1:13:51*	142:02:47	51:02:51
	CDC	3:07:02*	430:13:18	158:02:55
	DG	5:11:38*	212:07:43	8:21:36