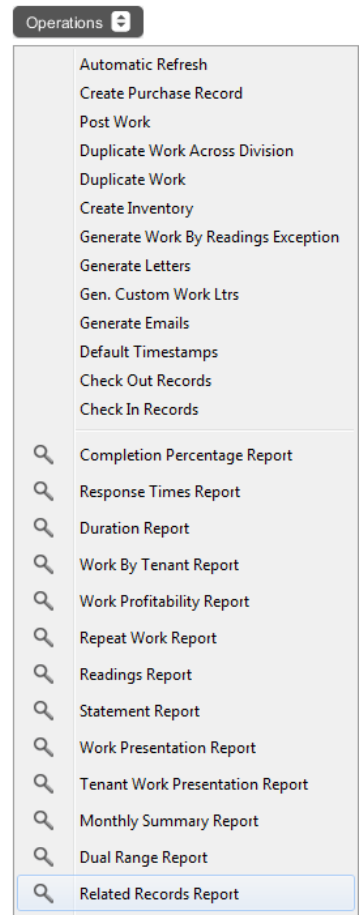


Related Records Report

The Related Records Report in AwareManager JXT is designed to be as flexible as possible. This report displays which work records are related to other work records and gives key information about each record.

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



Search window:


The screenshot shows a window titled 'Related Records Search'. It contains three search criteria rows: 'Range: Work Type', 'Range: Work Status', and 'Value: Number'. Each row has a dropdown menu, a 'to' field, and a search icon. Below these is a 'Show:' section with three radio button options: 'Dependent Records', 'Non Dependent Records', and 'All' (which is selected). At the bottom are 'Search', 'Cancel', and 'Clear' buttons.

Enter search criteria, Select between three choices:

- Show Only Dependent Records
- Don't Show Dependent Records
- Show Both

This report is sorted by Work record number and then sub-sorted based on the order of the records on the detail tab (of the Work record).

Example of the Related Records Report:



Related Records Report
DIG Property Group
 50 Congress Street
 Boston, MA 02109

Dependent	Work Type	Assigned To	Work Status	Required	Description
0048	KEYS	KEYSRUS	ARCHIVED	Dec 31 08	locks have been changed and will need three sets of keys made
0076	CONSTRUCT	BAGGADONUTS.JO EY	PERMIT REQ	Dec 31 08	would like to have display cases finished as soon as possible
0101	WINDOWS	WWW	OVERDUE	Dec 31 08	will need our front windows cleaned
0169	PM	SMARTY.HAROLD	SCHEDULED	Jul 11 09	Weekly Generator Test - Summer Months Only
	Yes 0069	SMARTY.HAROLD	SCHEDULED	Jan 31 08	need cameras to be installed in the back lot.
0561	HVAC-OT	HAMMER.JACK	CLOSED	Oct 4 09	Overtime HVAC - Sunday October 4th

Records printed: 5

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