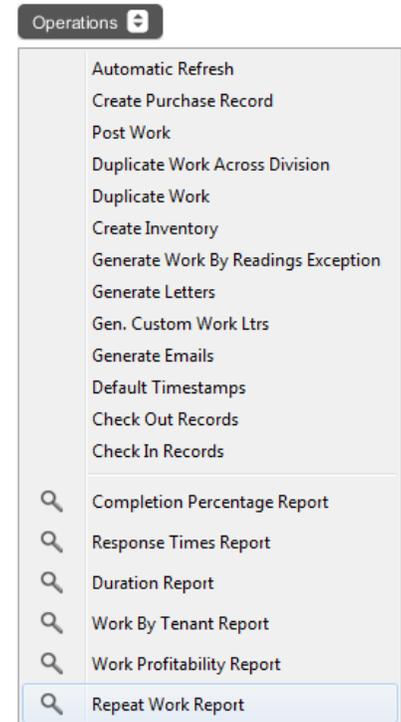


Repeat Work Report

This report is very different from any other report in AwareManager. The report has typical search ranges, allowing you to search for specific work orders, but it also has a **Threshold Work Count** Field and two **Sort** fields.

The threshold will determine the number of work orders by work type per the two sorts that are established (it must be set to at least 1). The best way to understand how the report works is by looking at some examples (and then experimenting with it yourself).

This report can either be accessed from the Operations menu of the Work list and selecting Repeat Work Report or by going to the Reports capsule (located on the Administration tab), navigating to the list of Work reports and selecting Repeat Work Report.



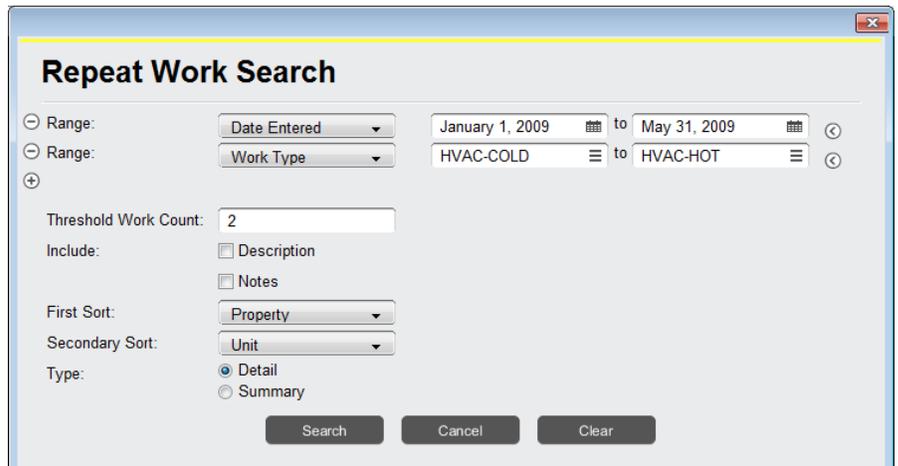
Search Window:

The screenshot shows the 'Repeat Work Search' window. It has a title bar with a close button. The main area contains several fields and controls:

- Two 'Range:' sections. The first has a dropdown for 'Work Type' and two empty input fields separated by 'to'. The second has a dropdown for 'Work Status' and two empty input fields separated by 'to'.
- 'Threshold Work Count:' with a text input field containing the number '2'. A red arrow points to this field with the text: "The report from this search window will look for any occurrence of 2 or more work orders of the same type within a single Unit within its Property."
- 'Include:' section with two checkboxes: 'Description' and 'Notes', both of which are unchecked.
- 'First Sort:' with a dropdown menu set to 'Property'. A red arrow points to this dropdown with the same text as above.
- 'Secondary Sort:' with a dropdown menu set to 'Unit'.
- 'Type:' section with two radio buttons: 'Detail' (which is selected) and 'Summary'.
- At the bottom, there are three buttons: 'Search', 'Cancel', and 'Clear'.

If the Threshold was set to 3, the Primary sort set to Property, and the Secondary sort set to Floor, the report would return any occurrence of 3 or more work orders of the same type for the same floor from the same property.

This search range would return a report displaying any occurrence of 3 or more hot or cold calls from January 1 – May 31st.



Repeat Work Search

Range: Date Entered January 1, 2009 to May 31, 2009

Range: Work Type HVAC-COLD to HVAC-HOT

Threshold Work Count: 2

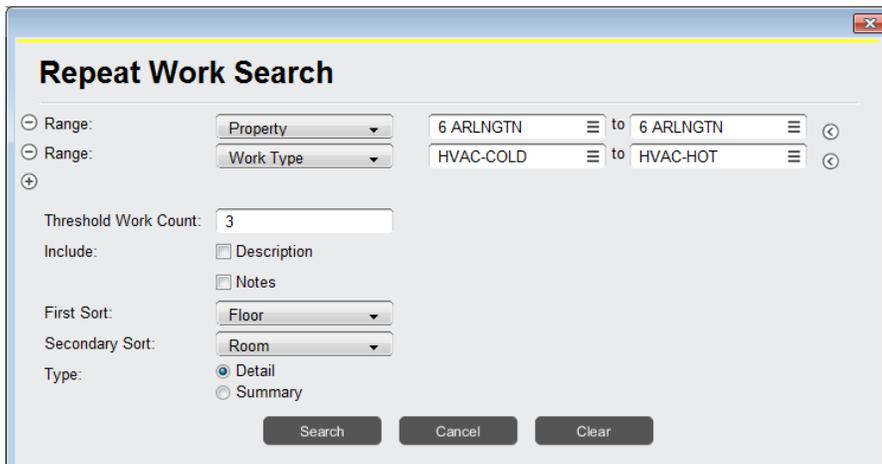
Include: Description Notes

First Sort: Property

Secondary Sort: Unit

Type: Detail Summary

Buttons: Search, Cancel, Clear



Repeat Work Search

Range: Property 6 ARLNGTN to 6 ARLNGTN

Range: Work Type HVAC-COLD to HVAC-HOT

Threshold Work Count: 3

Include: Description Notes

First Sort: Floor

Secondary Sort: Room

Type: Detail Summary

Buttons: Search, Cancel, Clear

This search range would return a report displaying any occurrence of 3 or more work orders of the same type in 6 ARLNGTN for the same room on the same floor.

 Repeat Work Detail DIG Property Group 50 Congress Street Boston, MA 02109									
Search Ranges:		Property: 100-N BEAC				Work Type: HVAC-COLD To HVAC-HOT			
Sorted By:		Floor/Room							
Work Number	Category	Received	Scheduled	Required	Completed	Status	Work Type	Floor	Room
04 / 480									
0921100BE	HVAC Too cold	Apr 15 10	Apr 15 10	Apr 15 10		OVERDUE	HVAC-COLD	04	480
0579100BE	HVAC freezing in my office.. please check	Oct 21 09	Oct 21 09	Oct 21 09	Mar 8 10	CLOSED	HVAC-COLD	04	480
0543100BE	HVAC it is freezing in here	Sep 25 09	Sep 25 09	Sep 25 09	Sep 25 09	CLOSED	HVAC-COLD	04	480
0923100BE	HVAC It's freezing in here! Please turn up the heat!	Apr 16 10	Apr 16 10	Apr 16 10		OVERDUE	HVAC-COLD	04	480
							Totals for HVAC-COLD: 4 records		
Records printed: 4									