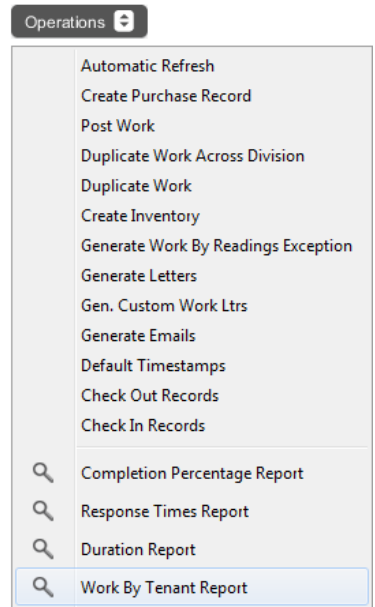
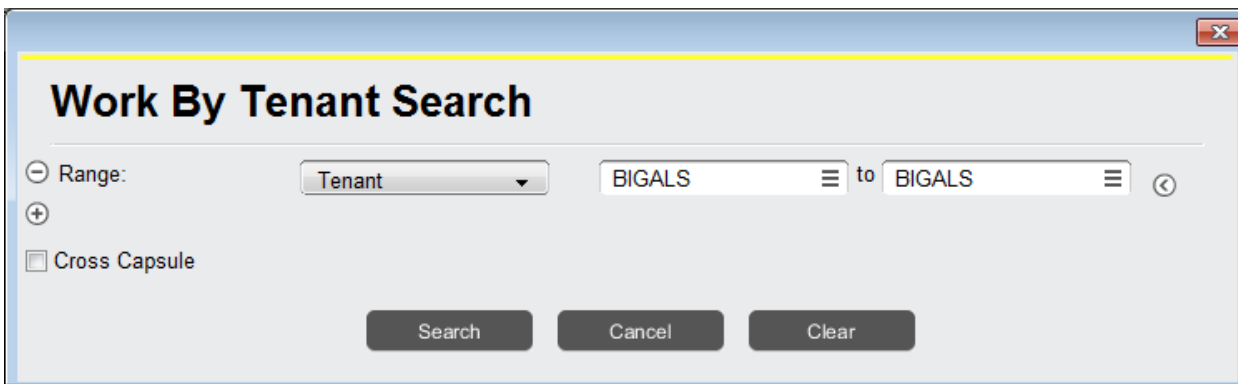


The **Work by Client (Tenant) Report** in AwareManager is designed to be as flexible as possible. This report is used to show work for a specific Tenant(s) based on your search criteria. The report lists important information from the Work record and is sorted by Unit code.


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



Search window:



Example of the Work by Client (Tenant) Report:

 <div style="text-align: center;"> Work by Tenant Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109 </div>									
Search Ranges:		Tenant: BIGALS							
Tenant: Unit									
Work Number	Received	Required	Completed	Work Type	Billable	Work Status	Contact	Description	
BIGALS.006AR - Big AI's Odds and Ends: 6 ARLNGTN-100									
0014	Jan 5 08	Jan 5 08	Jan 5 08	CLEAN	No	PENDING	SMITH.ANN	Cleaning; We need to have the cleaning service vacuum up some packing peanuts that are all over the floor.	
BIGALS.006AR - Big AI's Odds and Ends: 6 ARLNGTN-B									
0155	Aug 16 08	Aug 20 08	Aug 17 08	PM	No	PENDING	SMARTY....	Annual Air Handling Unit PM	
0158	Aug 16 08	Oct 15 09	Oct 15 09	PM	No	PENDING	NALIT.HA...	Monthly Air Handling Unit PM	
0164	Jun 1 09	Jun 17 09	Jun 5 09	PM	No	PENDING	BEEBACK.A	Weekly Generator Test - Summer Months Only	
0169	Jul 5 09	Jul 11 09	Jul 10 09	PM	No	PENDING	DIGIOVAN...	Weekly Generator Test - Summer Months Only	
0172	Jul 22 09	Jul 31 09	Jul 31 09	PM	No	PENDING	PIPEY.J	Weekly Generator Test - Summer Months Only	
0219	Jan 8 09	Jan 20 09	Jan 12 09	PM	Yes	PENDING	BEEBACK.A	Monthly Air Handling Unit PM	
0221	Jan 8 09	Jan 15 09	Jan 15 09	PM	Yes	PENDING	ALM	Monthly Air Handling Unit PM	
1540	Apr 27 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1541	Apr 27 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1542	Apr 27 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1543	Apr 27 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1544	Apr 27 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1545	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1546	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1547	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1548	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1549	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1550	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1551	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1552	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
1553	Aug 13 10			PM	No	CLOSED	DALE.CLY...	Weekly Generator Test - Summer Months Only	
BIGALS.006AR - Big AI's Odds and Ends: 6 ARLNGTN-RETAIL 1									
0062	Jan 9 08	Jan 9 08	Dec 3 11	KEYS	No	TEST1	BEEBACK.A	Need new keys made for both front and back doors as locks have been changed	
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