

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.



	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
Q,	Completion Percentage Report
Q,	Response Times Report
Q,	Duration Report

Q Work By Tenant Report

Search window:

				×
Work By	Tenant Search			
 ─ Range: ⊕ Cross Capsule 	Tenant -	BIGALS	≡ to BIGALS	⊚ ≡
	Search	Cancel	Clear	



Example of the Work by Client (Tenant) Report:

AwareManager jxt Work by Tenant Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109									
Search Ranges:		Tenant: BIGALS							
Tenant: Unit									
Work Number	Received	Required	Completed	Work Type	Billable	Work Status	Contact	Description	
BIGALS.006A		Odde and F	nde: 6 APL	CTN-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.006A	R - Bia Al's	Odds and F	nds: 6 ARI N	GTN-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	NAILIT.HA	5	
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		Weekly Generator Test - Summer Months Only	
1544	Apr 27 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1545	Aug 13 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1546	Aug 13 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1547	Aug 13 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1548	Aug 13 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1549	Aug 13 10			PM	No	CLOSED		Weekly Generator Test - Summer Months Only	
1550 1551	Aug 13 10			PM PM	No No	CLOSED		Weekly Generator Test - Summer Months Only	
1551	Aug 13 10			PM PM	NO NO	CLOSED		Weekly Generator Test - Summer Months Only	
1552	Aug 13 10 Aug 13 10			PM PM	No	CLOSED		Weekly Generator Test - Summer Months Only Weekly Generator Test - Summer Months Only	
1000	Aug 13 10			F IVI	NO	GLUGED	DALE.ULT	weekiy Generator rest - Summer Months Only	
BIGALS.006A	R - Big Al's	Odds and E	Ends: 6 ARLN	GTN-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 lock have been changed	
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