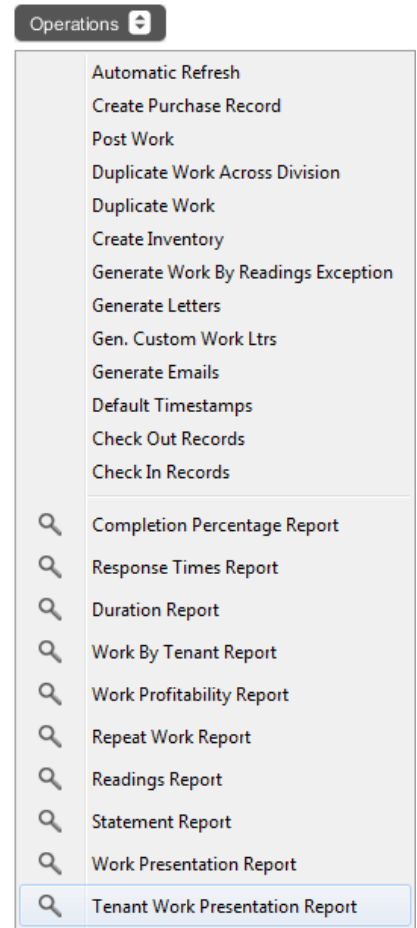


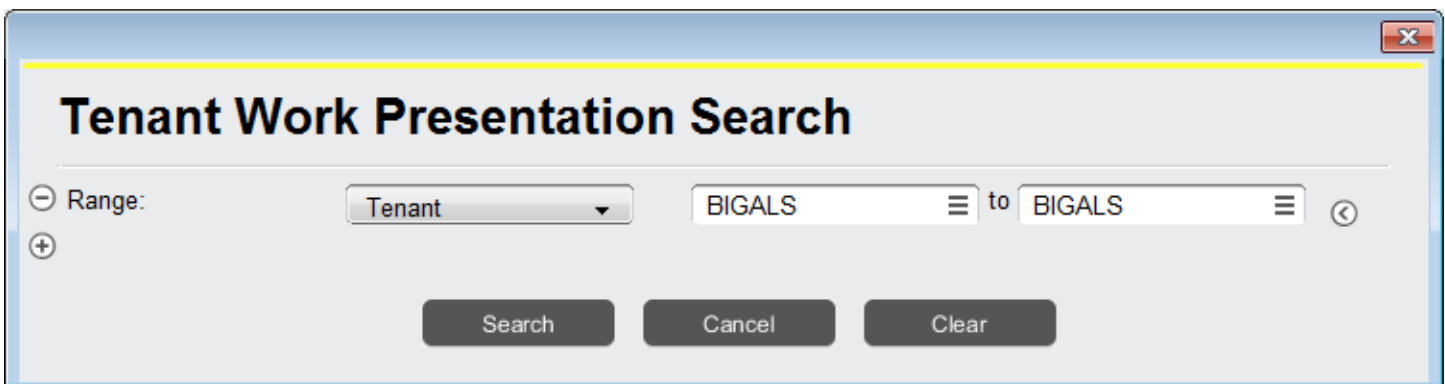
The **Client (Tenant) Work Presentation Report** in the AwareManager is designed to be as flexible as possible. The report is based on the search criteria entered.

The purpose of this report is to show the status of work orders in a format that can easily be distributed to clients (or tenants in a building).

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



**Search window:**



This report sorts by Client (Tenant) and then sub-sorts by Work Type.

Example of the Client Work Presentation Report:

Work	Received	Work Status	Billable	Description	Notes	Total Amount
<b>DIG Property Group</b>						
<b>TENANT WORK PRESENTATION REPORT</b>						
Tenant: BIGALS						
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<b>Big Al's Odds and Ends (BIGALS)</b>						
<b>Cleaning (CLEAN)</b>						
0014	01/05/08 17:33	PENDING	NO	Cleaning; We need to have the cleaning service vacuum up some packing peanuts that are all over the floor.	Please look at the reminders	\$1,247.28
4417	03/14/11 14:09	CLOSED	YES	Cleaning	Vaccumed and steam cleaned carpet	\$1,768.60
<i>Subtotal:</i>						<b>\$3,015.88</b>
<b>Electrical (ELEC)</b>						
5784	09/14/11 10:33	CLOSED	YES	testing custom field #5- electrical call		\$1,120.39
<i>Subtotal:</i>						<b>\$1,120.39</b>
<b>(INSPECT)</b>						
12-100043	10/08/12 15:41	COMPLETE	NO			\$0.00
<i>Subtotal:</i>						<b>\$0.00</b>
<b>Keys, Locks, Doors (KEYS)</b>						
0062	01/09/08 15:40	TEST1	NO	Need new keys made for both front and back doors as locks have been changed		\$101.20
<i>Subtotal:</i>						<b>\$101.20</b>
<b>Replace Lights (LIGHTS)</b>						
5783	09/14/11 10:33	CLOSED	YES	testing custom field #5		\$477.34
5788	09/14/11 10:33	CLOSED	YES	testing custom field #5		\$477.34
<i>Subtotal:</i>						<b>\$954.68</b>
<b>Preventive Maintenance (PM)</b>						
0155	08/16/08 21:13	PENDING	NO	Annual Air Handling Unit PM		\$0.00
0158	08/16/08 21:13	PENDING	NO	Monthly Air Handling Unit PM		\$50.00