

Right-click on Work and select Open By Search.

Enter search criteria to bring up the records you need to review/complete, *Typically Work Status Type* **Open** to **Open**.



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Open With Maximum Records Open By Search Open With No Records

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Work Sea	arch				
Keywords:					
⊖ Value:	Number 🗸	≡	\Im		
⊖ Range:	Assigned To: W 👻		to	≡	$\langle \rangle$
○ Range:	Date Entered -	(to	1	$\overline{\mathbb{C}}$
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HINT: create a Recordset to make accessing your open work quick and easy. Refer to our Recordset Quick Reference.

Highlight the work record you want to adjust/complete and click **Change** from the Toolbar or double-click on the record and select the Change icon.

Enter information into the following fields (in the upper right-hand corner on the standard form):

Work List 🔺 🖻 🕂 🖻 🗾 🛱 🗔 🐺								
		Cha	nge					
Number	Work Type 🖌	🖍 Assigned To 🛛 🦯	Work Status 🔺 🧪					
0552	FREIGHT	BLINKY.BILL	PENDING					
0553	PAINT	FIXUP.FRANK	PENDING					

Work Category:	CLN	Ξ	Cleaning		
Work Status:	PENDING		Pending		
Entered:	January 5, 2008		17:33		
Received:	January 5, 2008		17:33	0	
Scheduled:	January 5, 2008		18:03	0	
Required:	January 5, 2008		19:33	0	
Started:	January 5, 2009	m	17:50	C	
Completed:	January 5, 2008		18:00	0	
Closed:	December 6, 2011		11:56	0	
Posted:			00:00		

• Work Status

PENDINGThe work is on hold (i.e. waiting for a part).COMPLETEDThe work has been finished (but not all billable information has been recorded).CLOSEDThe work is completed and all details are recorded if billable it is ready to be billed.

Dates/Times

Entered, Received, Scheduled and *Required* typically will have defaulted during work entry. The following dates/times should default when the work order is changed to a Closed status type. You do not have to manually enter these unless there are no Time details for the work record.

StartedWhen work began (based upon the earliest time record in the Time detail tab)CompletedWhen the work was finished (based upon the latest time record in the Time detail)ClosedThis will default for you (to the current Date/Time) when you change the work status to CLOSED. Onlychange the work order to CLOSED if all of the details have been entered and (if billable) it is ready to bill your tenant.



Enter information into the following fields:

• **Description**: Review Description and edit if necessary.

The contents of the Description field typically appear on the AwareManager Portal pages.

• **Notes**: Record any details regarding the work in the Notes field. Typically this is used to record what action was taken to resolve the issue.

The contents of the Notes field may appear on the AwareManager Portal pages.

- Work Details: Enter details in the tabs at the bottom of the work record; Time, Materials and Vendors.
 - Charge rates will only default on work orders with the Billable checkbox checked.
 - Even if the work order is non-billable, enter the values to record cost details.
 - If the Charge field defaults you can clear the amounts for non-billable work orders.

Custom Fields	Related	Total Amounts	Additional Amounts	Time	Materials	Vendors	Reading	s Tasks	Other Li	nks Mitig	ation Tim	iestamps	Files Re	minder 🔾
Start Date	Contact	Work	Type Start T	ii End Ti	in Time	Туре	Total Ti	me Des	criptio I	Hourly C	Ch Hour	iy Co To	otal Cha	rge To
January 5, (CARVEF	R.J CLEAN	V 17:50	18:00	REG		0.1	167 Clea	nin	40.000	00 35	.0000	\$6	.68
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< Custom Fields	Related	Total Amounts	Additional Amour	ts Time	Materia	ls Vendo	rs Read	lings Tas	ks Othe	er Links	Mitigation	Timestam	os Files	Reminder
Matarial														
Material	D	escription		Purcha	ase	Quantity	/ L	Init Price	Charg	je	Unit Co	ost Cost	i	Invento
COPPER PIPE	D E C	escription opper Pipe		Purcha 00001	ase	Quantity	/ L 1.000	Init Pric 20.0000	Charg	je \$20.00	Unit Co 15.87	ost Cost 00	: \$15.87	Invento
COPPER PIPE MOTOROIL	D E Ca M	escription opper Pipe otor Oil		Purcha 00001	ase	Quantity	/ L 1.000 2.000	Init Pric 20.0000 7.8000	Charg I	je \$20.00 \$15.60	Unit Co 15.87 7.80	ost Cost 00 00	\$15.87 \$15.60	Invento
MOTOROIL	E Ca M	Description opper Pipe otor Oil		Purcha 00001	ase	Quantity 2	/ L 1.000 2.000	Init Pric 20.0000 7.8000	Charg	je \$20.00 \$15.60	Unit Co 15.87 7.80	ost Cost 00 00	\$15.87 \$15.60	Invento 7
	E Co M Custom F	escription opper Pipe otor Oil ields Relate	ed Total Amou	Purcha 00001 hts Ad	ase	Quantity 2 2	/ L 1.000 2.000 Time	Init Pric 20.0000 7.8000 Materials	Charg	je \$20.00 \$15.60 dors R	Unit Co 15.87 7.80 eadings	ost Cost 00 00 Tasks	\$15.87 \$15.60 Other L	Invento 7) ink:
	Custom F	escription opper Pipe otor Oil ields Relate	ed Total Amou	Purcha 00001 hts Ad	ase ditional A	Quantity 2 Amounts	/ L 1.000 2.000 Time	Init Price 20.0000 7.8000 Materials	Charg	je \$20.00 \$15.60 dors R	Unit Co 15.87 7.80 eadings	ost Cost 00 00 Tasks	\$15.87 \$15.60 Other L	Invento

Vendor	Description	Purchase	Charge	Cost
PLUMB TIME	Plumb Time 📃 👻		\$1,200.00	\$0.00
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Save the changes by clicking on the Save icon when you are done. TIP: Enter the Invoice number for any

Vendor Invoices into the Description field.