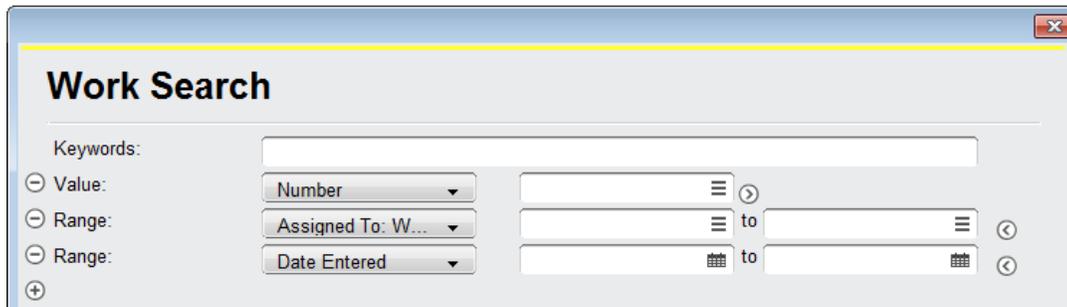
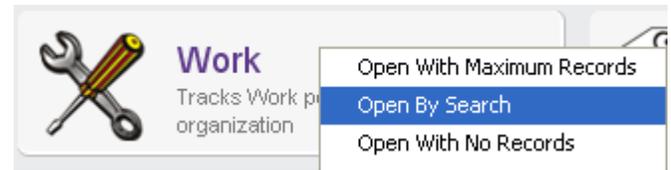


Right-click on **Work** and select **Open By Search**.

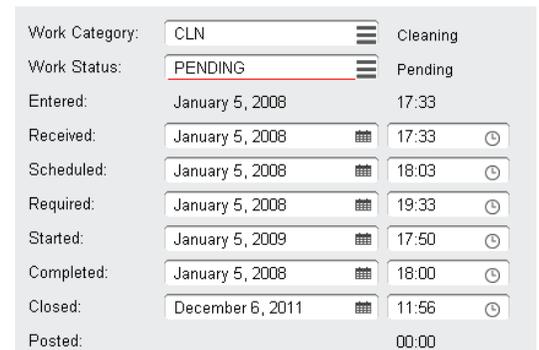
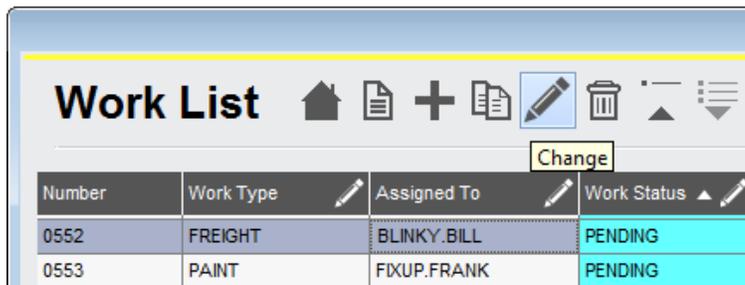
Enter search criteria to bring up the records you need to review/complete, *Typically Work Status Type **Open to Open***.



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 Status

- PENDING** The work is on hold (i.e. waiting for a part).
- COMPLETED** The work has been finished (but not all billable information has been recorded).
- CLOSED** The 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.

- Started** When work began (based upon the earliest time record in the Time detail tab)
- Completed** When the work was finished (based upon the latest time record in the Time detail)
- Closed** This will default for you (to the current Date/Time) when you change the work status to CLOSED. Only change 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.

Start Date	Contact	Work Type	Start Time	End Time	Time Type	Total Time	Description	Hourly Charge	Hourly Cost	Total Charge	Total Cost
January 5, ...	CARVER.J	CLEAN	17:50	18:00	REG	0.167	Cleanin...	40.0000	35.0000	\$6.68	
						0.000		0.0000	0.0000	\$0.00	

Material	Description	Purchase	Quantity	Unit Price	Charge	Unit Cost	Cost	Inventor
COPPER PIPE	Copper Pipe	00001	1.000	20.0000	\$20.00	15.8700	\$15.87	
MOTOROIL	Motor Oil		2.000	7.8000	\$15.60	7.8000	\$15.60	

Vendor	Description	Purchase	Charge	Cost
PLUMB TIME	Plumb Time		\$1,200.00	\$0.00

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.