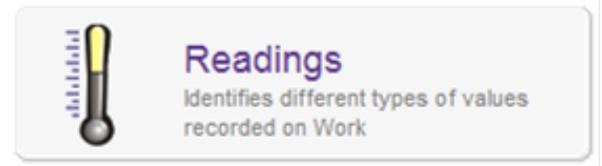


The Readings capsule is used to identify the different types of values you will be recording on your work records. This capsule is used for both corrective work and work created via the **Maintenance** capsule.



You can create as many different Readings as you like in the system and they can be grouped together either based upon the **Work Type** or the **Task**. Readings can also be added individually to a Work record.

Reading          

Code: 006AR Inactive

Description:

Title:

Notes:

Data Type:

List Choices:

Exception:

Include Upper Limit

Upper Limit:

Upper Maintenance:

Include Lower Limit

Lower Limit:

Lower Maintenance: Annual Air Handling U...

Typically **Tasks** are created for use with **Maintenance** work records (PMs) however you can also build tasks with Reading lists for use with corrective work orders.

A good example of this would be a reading that you will take when diagnosing a hot or cold call. You might record the thermostat set point, the reading on the thermostat, dry bulb and humidity readings. All of these readings could be set up to default based on the **Work Type**, or you could group the Readings on a **Task** record.

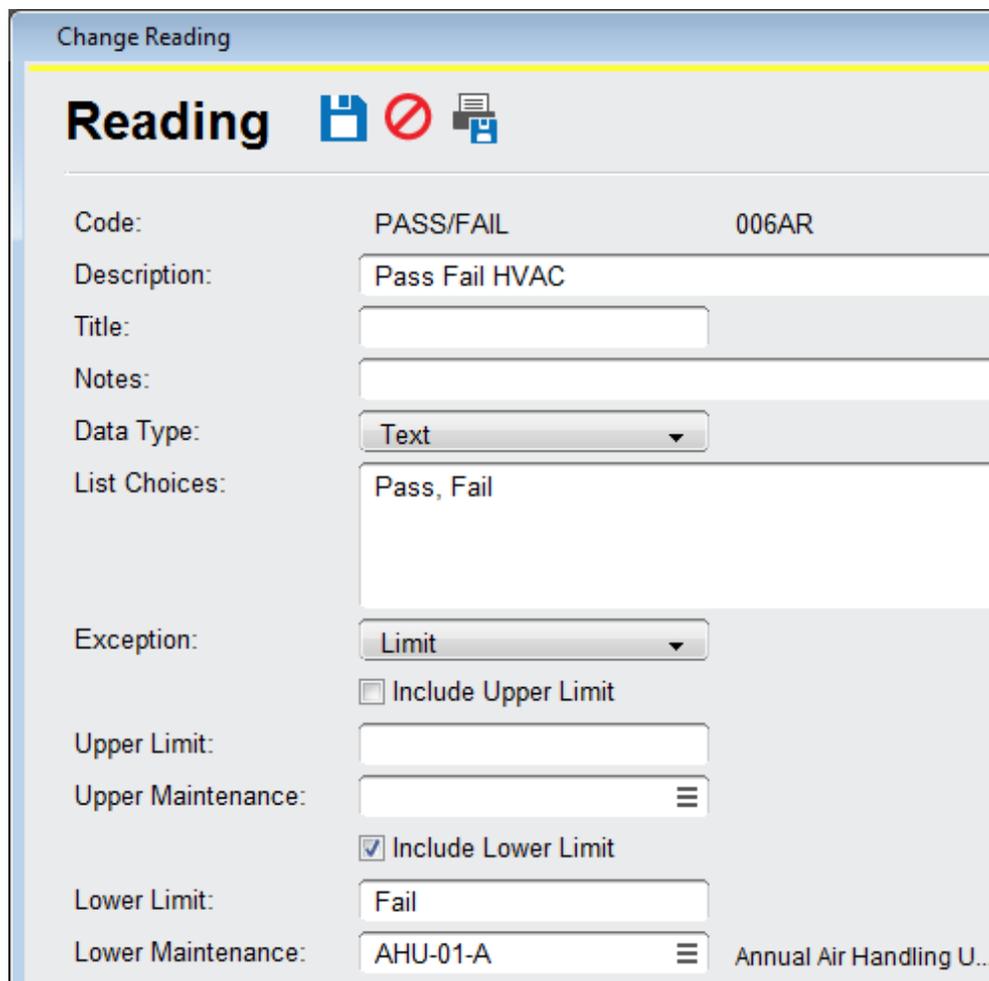
Reading	Title	Capsule	Code	Data Type	Value	Date	Notes
AMP	Amperage			Number ODP	0		Motor
T-STAT TE...	Stat Temp	Property		Number ODP	0		
T-STAT SE...	Set Point	Property		Number ODP	0		
DRY BULB	Dry Bulb	Property		Number ODP	0		record at arrival and dep...
AMP	Amperage	Equipment	AHU-01	Number ODP	0		
HUMIDITY	Humidity	Equipment	AHU-01	Number ODP	0		
DRY BULB	Dry Bulb	Equipment	AHU-01	Number ODP	0		record at arrival and dep...
SURVEY-1	Successful	Equipment	AHU-01	Number ODP	0		

Creating Readings

When adding a new Reading, realize that each Reading can be associated with a Capsule: Equipment, Property, Unit, Client, Contact, Project, Department, or Contract.

Adding the capsule to a Reading is optional but might make sense for reporting purposes if you choose to use it. For instance, an amperage measurement would likely be linked to the Equipment capsule, the temperature taken for HVAC work would make sense to be linked to a Unit or Property, while survey results for work performed could be linked to the Contact capsule. These capsules simply help reflect the nature of the Reading.

Each Reading is also defined via the Data Type field to indicate how the value will be recorded: Text, Date, Time, Currency, Checkbox, List, Number (ODP – 4DP).



The screenshot shows the 'Change Reading' form with the following fields and values:

- Code:** PASS/FAIL (left), 006AR (right)
- Description:** Pass Fail HVAC
- Title:** (empty text box)
- Notes:** (empty text box)
- Data Type:** Text (dropdown menu)
- List Choices:** Pass, Fail
- Exception:** Limit (dropdown menu)
- Include Upper Limit:**
- Upper Limit:** (empty text box)
- Upper Maintenance:** (empty text box with menu icon)
- Include Lower Limit:**
- Lower Limit:** Fail
- Lower Maintenance:** AHU-01-A (text box with menu icon) and Annual Air Handling U... (text)

The Exception field is for use in conjunction with an operation in the Work capsule called **Generate Work by Readings Exception**, a predictive maintenance function that checks work orders for readings that fall outside the prescribed Upper / Lower limits or Interval value and issues new corrective work based on the result. For more information, ask your client manager or see the Generate Work by Readings Exception quick reference document.

Readings & Work Types

Readings can be linked to Work Type records so that they default onto any work orders created for that specific Work Type. You can link Readings on the Readings tab at the bottom of Work Types.

An example of an HVAC-HOT Work Type record with Readings:

< Custom Fields Related Total Amounts Additional Amounts Time Materials Vendors Readings					
Reading	Title	Capsule	Code	Data Type	Value
DRY BULB	Dry Bulb	Property		Number ODP	
HUMIDITY	Humidity	Property		Number ODP	
T-STAT SE...	Set Point	Property		Number ODP	
T-STAT TE...	Stat Temp	Property		Number ODP	
				Text	

Adding a Work Order of work type HVAC-HOT defaults the above readings onto the work order:

< Custom Fields Related Total Amounts Additional Amounts Time Materials Vendors Readings Tasks Other Links Mitigation Timestamps Files Reminder							
Reading	Title	Capsule	Code	Data Type	Value	Date	Notes
DRY BULB	Dry Bulb	Property		Number ODP	0		
HUMIDITY	Humidity	Property		Number ODP	0		
T-STAT SE...	Set Point	Property		Number ODP	0		
T-STAT TE...	Stat Temp	Property		Number ODP	0		

When completing the work order, the user can then enter in the Readings' value, date, and record any notes.

Readings can also be directly added onto the bottom of any Work record through the Readings tab regardless of Work Type.

Work Readings

The Work Readings capsule is used to search the Readings on Work records to create a flexible list or report according to the user's needs.



Work Reading Search

Range:	Capsule		to	Material	⏪
Range:	Exception	No	to	Yes	⏪
Value:	Date				⏪
Value:	Task				⏪
Value:	Notes				⏪
Work:					
Value:	Assigned To: Co...				⏪
Value:	Assigned To: Ve...				⏪
Value:	Assigned To: W...				⏪
Value:	Billable	No			⏪
Value:	Contract				⏪

Cross Capsule

Search
Cancel
Clear

You can:

- search based upon any field on a **Reading**.
- search for Readings based on **Work** Records.
- use the **Cross Capsule** search to narrow your results based on the Property, Client, Equipment, Unit and Project records. For instance, use Cross Capsule to see Readings taken for a certain Equipment Type.

The Work Readings Viewer is similar to the list view in other capsules throughout AwareManager. From this list you are able to sort the readings and print reports based upon your results.

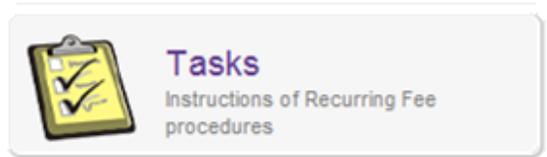
Work Readings Viewer

Home
Refresh
Search
Print
Operations

Reading	Title	Capsule	Code	Data Type	Value	Date	Notes	Parent Marker
EXCEPTION		Vendor	DECK-HALLS	List	Yes	January 23, ...	"yes" notes	0004100BE
EXCEPTION		Vendor	DECK-HALLS	List	No	January 23, ...		0004100BE
HOLE IN DOOR	Hole in door	Vendor	DECK-HALLS	List	N	March 26, 20...	"N" selected	0004100BE
HOLE IN DOOR	Hole in door	Equipment	F-EX-2	List	Y	March 26, 20...	"Y" selected	0004100BE

Readings & Maintenance

Readings can be added to Task records for use with Preventive Maintenance work. As you enter Task records you are defining the procedures that will accompany PM work orders.



Task

Code: HVAC

Description: HVAC Readings

Equip Type:

Notes: Record the Thermostat reading (temp)
Record the Thermostat setting (set point)
Take a dry bulb reading.

Show Notes On Work Report

Print Readings After Task Notes On Work Report

< Custom Fields **Readings** Records Reminders

Reading	Description	Notes
T-STAT TEMP	Thermostat Temp...	
T-STAT SET POINT	Thermostat Set Po...	

When adding a new Task, use the Readings tab to link Readings records.

If you choose **Show Notes on Work Report**, you will also be able to select **Print Readings After Task Notes On Work Report** option. These options will make the Task notes and Readings print on any PM work orders that contain this Task.

Maintenance

Code: GENERATOR-TEST-W 006AR Commencement Date: May 15, 2008 Inactive

Equipment: GEN-01 Generator # 1 Last Scheduled Date: August 26, 2011

Equip Type: GEN Emergency Generator Last Maintained Date: August 18, 2011

Contract: Next Date: August 27, 2011

Worker: Termination Date:

Property: 6 ARLNGTN 6 Arlington Street Source For Generating: Last Scheduled Date

Unit: 6 ARLNGTN-B Basement Frequency: 1 Days

Floor: B Weekdays Only

Room: MECH Stop Month/Day: September 15

Contact: Restart Month/Day: May 15

Tenant: Time To Schedule: 00:00

Department: ENG Engineering Notes:

Description: Weekly Generator Test - Summer Months Only

< Custom Fields Defaults Other Links Additional Amounts Materials **Tasks** External Reminders

Task	Notes
HVAC	Record the Thermostat reading (temp)Record the Thermostat setting (set point)Take a dry bulb reading.

When creating the Maintenance record, simply add the Task (that has the linked Reading) to the Tasks tab.

Work orders generated from this Maintenance record will now contain the Task and Reading.

Readings as Surveys

The Web Settings capsule is also where you will enter Readings that will be used for surveys on the Portal Pages. On the Survey tab, the Question fields link to the Readings capsule.



Web Settings
Stores general settings for applications that are external to AwareManager

In the Readings capsule, **Custom Field 01** must be defined as the Survey Response field. For each Reading record that will act as a Survey, fill out the custom field with the responses you want to appear on the Portal Page.

Web Setting

Code: 6ARLINGTON 006AR

Description:

Paragraph:

Work Status: OPEN  Open

Use Work Type Work Status

[←](#)
[Readings](#)
[Portal Home](#)
[Portal](#)
[Portal Links](#)
[Surveys](#)
[Form](#)
[Form Fields](#)
[Home Page](#)
[Work](#)
[Visitors](#)
[→](#)

Reading	Title
T-STAT SE...	Set Point
WATER-T...	Water Temp Steam
<input type="text"/>	<input type="text"/>

Choose Reading

Code	Division	Capsule
AMP		Equipmen
DRY BULB		Property
HUMIDITY		Property
PASS/FAIL	006AR	
SURVEY-1		Material
SURVEY-2		Contact

Example of a Readings record configured to capture Survey Responses:

Reading             

Code: SURVEY-1

Description: Timeliness of response after submitting work order

Title: Successful

Notes:

Data Type: Number ODP

List Choices:

Exception: None

Custom Field 01

< Custom Fields Reminders

Survey Responses: Excellent, Average, Fair, Poor