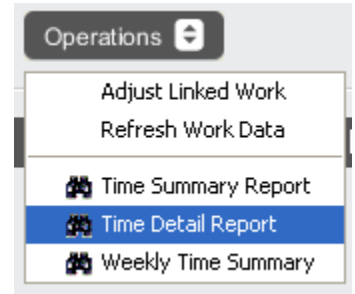
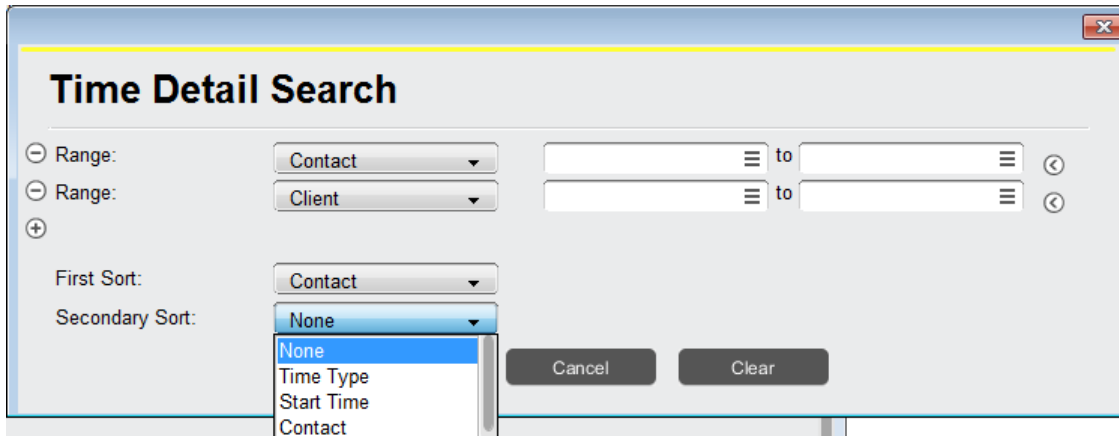


The Time Detail Report in AwareManager is designed to be as flexible as possible. This report displays key details about Time records, based on the criteria entered in your search. The report shows important summary information such as, Work Type, Time Type, Total Time, Property, Department, Work Number and Description.

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



**Search window:**




The screenshot shows a 'Time Detail Search' window with the following fields and options:

- Range: Contact (dropdown)
- Range: Client (dropdown)
- First Sort: Contact (dropdown)
- Secondary Sort: None (dropdown menu is open, showing options: None, Time Type, Start Time, Contact)
- Buttons: Cancel, Clear

This report can be sorted by Contact or Property and if you want, you can choose to have a sub-sort of Time Type, Start Time, or contact. The sort and sub sort cannot, however, be the same value.

**Example of the Time Detail Report:**

 <b>Time Detail Report by Contact</b> <b>DIG Property Group</b> 50 Congress Street Boston, Massachusetts 02109								
Search Ranges:		Contact: POWER.HI						
Date	Time Type	Total Time	Work Type	Property	Department	Work	Number	Description
<b>Hi Power (POWER.HI)</b>								
Jan 7 08	REG	0.25	KEYS	10 STATE	ADMIN	0022	0123	Keys, Locks, Doors; We need n...
Jan 7 08	REG	0.25	KEYS	10 STATE	ADMIN	0022	0589	Keys, Locks, Doors; We need n...
Jan 7 08	REG	0.92	CONSTRUCT	10 STATE	MAINT	0021	0015	Construction; We need to reco...
Jan 7 08	REG	0.10	PLUMB	10 STATE	MAINT	0020	0038	The sink in the kitchen is backe...
Jan 7 08	REG	0.92	CONSTRUCT	10 STATE	MAINT	0021	0578	Construction; We need to reco...
Jan 7 08	REG	0.10	PLUMB	10 STATE	MAINT	0020	0592	The sink in the kitchen is backe...
Jan 9 08	REG	0.12	PLUMB	10 STATE	MAINT	0043	0040	we have a toilet over flowing in...
Jan 9 08	REG	0.25	PLUMB	10 STATE	MAINT	0035	0042	we have a leak coming from th...
Jan 9 08	REG	0.12	PLUMB	10 STATE	MAINT	0043	0593	we have a toilet over flowing in...
Jan 9 08	REG	0.25	PLUMB	10 STATE	MAINT	0035	0594	we have a leak coming from th...
Jan 14 08	REG	0.17	FREIGHT	10 STATE	MAINT	0071	0035	we will need to reserve use of t...
Jan 14 08	REG	0.17	FREIGHT	10 STATE	MAINT	0071	0573	we will need to reserve use of t...
Jan 14 08	REG	0.17	FREIGHT	10 STATE	MAINT	0071	0584	we will need to reserve use of t...
Jan 14 08	REG	0.17	FREIGHT	10 STATE	MAINT	0071	0585	we will need to reserve use of t...
<b>Subtotal:</b>		<b>3.94</b>						
<b>Total:</b>		<b>3.94</b>						
Records printed: 14								