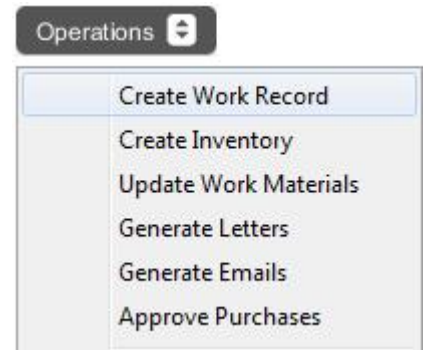


### Create Work Record Operation

The Create Work Record Operation in AwareManager JXT allows you to create a new Work record from the Purchase list.

When selected, the new Work record will automatically default such information as Client, Property, Unit, Department, Vendor, Materials, Contract, Project, and Paragraph from the highlighted Purchase record.

Access this Operation by clicking on the Operations button in the Purchase list. You can only have one Purchase record selected at a time.



### Example Purchase Record:

The screenshot shows a software window titled 'Purchase' with a toolbar containing icons for home, menu, add, print, delete, search, list, print, edit, and email. The form contains the following data:

Request Number:	B00030	OPS	PO Number:	6789
Purchase Type:	CAPITAL	Capital Expense	Total:	\$175.56
Purchase Status:	APPROVED	Approved	Date Approved:	January 16, 2015
Vendor:	LOCKSMITH1	Locksmith 1	Time Approved:	17:20
Contact:	CDC	Corey Chenevert	Date Ordered:	February 1, 2015
Client:	CLIENT-A	Client A (unit 200)	Time Ordered:	12:00
Building:	BB	Big Building	Delivery:	
Unit:	BB-0200	Unit 200	Tracking Number:	
Department:	ADMIN	Admin Department GL...	Customer Number:	
Bill To:	Database International Group, Inc. 1 Federal Street, FL 18 Boston, MA 02110-8555		Description:	
Deliver To:	Database International Group, Inc. 1 Federal Street, FL 18 Boston, MA 02110-8555		Notes:	

When this operation is selected, a new Work record will open (with defaulted information):

The screenshot shows a 'New Work' window with the following fields and values:

- Number:** B03594
- Client:** CLIENT-A
- Work Person:** (empty)
- Phone:** 617.542-8555A
- Building:** BB
- Unit:** BB-0200
- Floor:** (empty)
- Room:** (empty)
- Department:** ADMIN
- Work Type:** (empty)
- Priority:** (empty)
- Vendor:** LOCKSMITH1
- Description:** (empty text area)
- OPS:** Client A (unit 200)
- Work Category:** (empty)
- Work Status:** (empty)
- Entered:** June 13, 2016 10:43
- Received:** (calendar icon)
- Scheduled:** (calendar icon)
- Required:** (calendar icon)
- Started:** (calendar icon)
- Completed:** (calendar icon)
- Closed:** (calendar icon)
- Posted:** (checkbox, unchecked)
- Billable:** (checkbox, unchecked)
- Notes:** (empty text area)

At the bottom, there is a navigation bar with tabs: Custom Fields, Related, Total Amounts, Additional Amounts, Time, Materials, Vendors, Readings, Tasks, Instructions, Other Links, Mitigation, Timestamp.

When you have finished filling out the Work record, press Save (  ) and the record will be added to the Work capsule.