

The **Expanded Reports** in AwareManager are based on the records and columns currently displayed in your list.

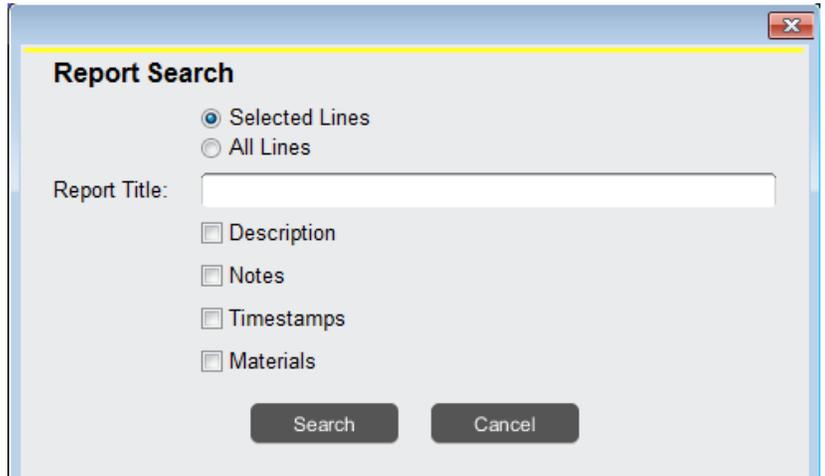
Access this report from the **Operations** menu in the following capsules and select **Expanded Report**:

- Insurance
- Inventory
- Keys
- Maintenance
- Reminders
- Visitors
- Work

Search window:

Based on the Capsule you are in, the Expanded Report gives you a few various search options:

- Choose to print either “Selected Lines” or “All Lines” in the list.
- In some capsules you may enter a customized *Report Title* for your report.
- Based on the information in each capsule, you are given checkboxes to add additional fields to your report, even if they do not appear in your list:



- Insurance (Notes and Coverages)
- Inventory (Paragraph and Description)
- Keys (Access)
- Maintenance (Description, Notes, Task, and Materials)
- Reminders (Notes)
- Visitors (Notes, Instructions)
- Work (Description, Notes, Timestamps and Materials)

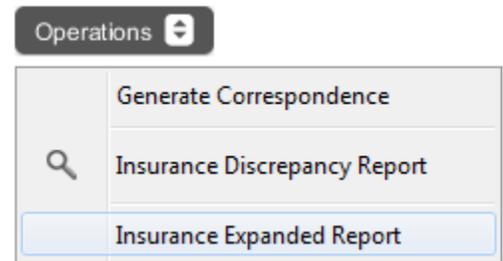
- This report sorts based on the sort in your list.

Example of the Work Expanded Report

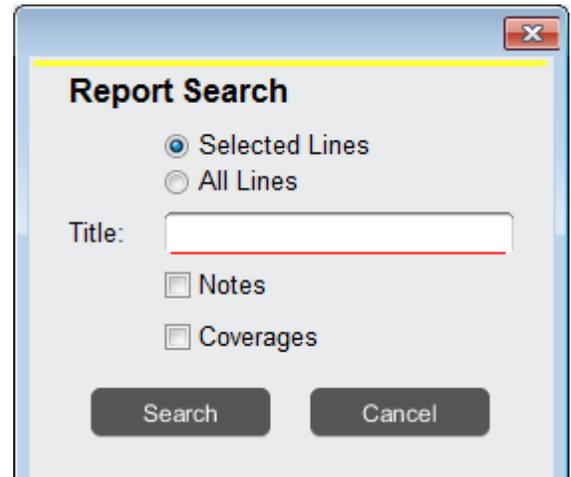
 <div style="text-align: center;"> Work Expanded Report DIG Property Group 50 Congress Street Boston, MA 02109 </div>							
Number	Work Status	Client	Work Person	Unit	Date Entered	Assigned To	Work Type
0228	CLOSED	ACTADV	BUNGEE.BOB	100-N BEACON-220	January 15, 2009	MACK.JOE	ELEC
	Description: Electrical - blew fuse Notes: I am still working on it						
0117	CLOSED	MUSCLES	BUNGEE.BOB	100-N BEACON-220	June 19, 2008	DIVIDEMO.F	LIGHTS
	Description: Replace Lights - please Notes: light out						
0018	CLOSED	TINY STAF	CANE.TIM	100-N BEACON-460	January 5, 2008	KEYSRUS	KEYS
	Description: Keys, Locks, Doors; I need some new keys made for our front door Notes: test						
0230	CLOSED	ACTADV	DIVIDEMO.F	100-N BEAC-0400	January 23, 2009	MACK.JOE	CARPENTRY
	Description: Please fix my shelves						
0215	CLOSED	SALEMCOST	DIVIDEMO.F	100-N BEAC-01	December 10, 2008	MACK.JOE	PAINT
	Description: My office is so drab. I'd like to spice it up a bit with a punch of color. Maybe red hot chili? Notes: Requested for Fred Dividemo						
0202	CLOSED	SALEMCOST	DIVIDEMO.F	100-N BEAC-01	October 15, 2008	MACK.JOE	SIGNAGE
	Description: Need a new nameplate Notes: Survey Comment: you are great!						
0048	ARCHIVED	BUNKERBED	DOWNS.KATHERYN	100-N BEACON-1360	January 9, 2008	KEYSRUS	KEYS
	Description: locks have been changed and will need three sets of keys made						
0315	CLOSED	EASTON	FLYER.FAY	100-N BEAC-0820	March 3, 2009	CARPET ONE	CLEAN
	Description: Cleaning shampoo carpets						
Records printed: 8							
Printed Wed Jun 2 14:09:11 EDT 2010 Page 1 of 1							

Insurance Expanded Report

Access this report through the Operations menu in the Insurance Capsule.



Use the Report Search window to define the data you want shown on your report. Choose from Selected lines or All Lines, create a custom Title, and choose whether or not you want Notes and Coverages displayed on the report.



Example of the Insurance Expanded Report:

 Insurance Expanded Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109									
Number	Division	Property	Insured Party	Contact	Phone	Insurer	Date Issued		
Coverage		Policy	In Force From	In Force To	Occurrence	Limit Amount	Required Amount		
0004	100BE	100 BEACON	The Bug Be Gone Co...	HOLMES.BUGSY	1-800-BUG-GONE	UMBRELLA		January 1, 2012	
Notes:		Testing notes							
GL		1234-45	January 1, 2008	December 31, 2012	each	1,000,000.00	1,000,000.00		
WC		5556-89899	December 1, 2007	December 1, 2012	each	800,000.00	750,000.00		
0005	100BE	100 BEACON	ABC Lighting Compa...	BRITE.JACK		INSUREDPRO		January 1, 2008	
Notes:		asdf							
WC		1234-45	January 1, 2008	December 31, 2012	each	100,000.00	75,000.00		
GL		5556-89899	December 1, 2007	November 30, 2012	each	1,000,000.00	1,000,000.00		
AUTO		54321	July 1, 2007	June 30, 2012	each	250,000.00	500,000.00		
0008	100BE	100 BEACON	Paint Me Happy (PAI...	ROLLER.FRANK		INSUREDPRO		February 1, 2008	
GL		GL-99089777	March 1, 2008	March 1, 2013	each	2,000,000.00	1,500,000.00		
WC		WC-00987-112	February 1, 2008	February 28, 2013	each	1,000,000.00	750,000.00		
0011	100BE	100 BEACON	Acton Adventures (A...	BUNGEE.BOB		INSUREDPRO		March 1, 2008	
GL		1122588	September 1, 2011	September 30, 2012		800,000.00	1,500,000.00		
GL		GL-00087677	March 1, 2011	February 28, 2013	each	1,000,000.00	1,000,000.00		
WC		WC-00009-Lk9	January 1, 2011	December 31, 2012		925,000.00	750,000.00		