

In addition to the standard reports in AwareManager, in any list in the system you are able to create customized reports based upon your search and sort criteria.



Print

The **Print** icon prints a different screen report depending on which icon is selected. If the printer icon on the List window is selected, it will print a list of all the records currently in view. If the icon on an individual record is selected, it will only print that record. Either report can be sent to the printer by clicking again on the printer icon at the top of the screen report and selecting your printer.

The keyboard equivalent for Print is **Ctrl+P**.



Print Options

- The **Print with Subtotals** option will print a list of all the records currently displayed subtotaled based upon the primary sort selection. Any values in the list will be subtotaled and totaled.
- **Print with Subtotals and Page Break** will print a list of all the records currently displayed subtotaled based upon the primary sort selection. Any values in the list will be subtotaled and totaled. Each new subtotal section will be printed on a separate page.
- **Print with Averages** will print a list of all the records currently displayed based upon the primary sort and displays averages for the sort.
- **Summarize** will summarize the data displayed in the list, based upon your sort selection (Please see the List Summarize Feature Quick Reference for more information).
- **Summarize By Search** builds a list of potential result lines by finding all of the combinations of First Sort, Secondary Sort, and Third Sort values that fall within the search ranges. The results are then summarized by the selected Data Fields. This summarize feature makes it possible to bypass Excel's record limit by summarizing data before pasting it into a spreadsheet. This feature is still under development, ask your Client Manager for more information before using it.

Example: Based on the search criteria and the sort of Client, the Print with Subtotals option will give you the following report.

Work List

Number	Client	Work Type	Assigned To	Department
12-1001...	425TENANT	HVAC-OT	BLINKY.BILL	ADMIN
12-1001...	425TENANT	CLEAN	BLINKY.BILL	ADMIN
5927	ABC	MOVE		ADMIN
5928	ABC	MOVE		ADMIN
5930	ABC	MOVE		ADMIN
5931	ABC	NEWREQUEST		ADMIN
5935	ABC	ELEC		ADMIN
5936	ABC	FREIGHT		ADMIN
6134	ABC	TEST	DEMO	

Print With Subtotals

Print With Subtotals And Page Break

Print With Averages

Print (Custom Report Title)

Print With Subtotals (Custom Report Title)

Print With Subtotals And Page Break (Custom Report Title)

Print With Averages (Custom Report Title)

Summarize

Summarize By Search

Example of the Print With Subtotals Report



Work List Report
DIG Property Group
 50 Congress Street
 Boston, Massachusetts 02109

Number	Work Type	Assigned To	Department	Work Status	Total Charge	Date Entered
ACTADV (Records: 8)						
0572	WINDOWS	WWWWW	MAINT	COMPLETED	\$0.00	October 13, 2009
0605	INSPECT	BAIN.MATTHEW	ADMIN	OVERDUE	\$0.00	November 12, 2009
0647	PAINT		MAINT	OPEN	\$0.00	January 14, 2010
0411	PLUMB	POLO.MARCO	MAINT	OVERDUE	\$0.00	May 1, 2009
0207	CONFERENCE ROOM	POLO.MARCO	MAINT	ARCHIVED	\$99.06	November 20, 2008
0228	ELEC	MACK.JOE	MAINT	CLOSED	\$255.33	January 15, 2009
0229	CLEAN	CARPET ONE	ENG	CLOSED	\$280.00	January 15, 2009
0208	CARPENTRY	POLO.MARCO	MAINT	CLOSED	\$429.19	November 20, 2008
Subtotal:					\$1,063.58	
ALLPROBASEBALL (Records: 5)						
0309	HVAC-COLD	SLIDER.TOM	MAINT	OVERDUE	\$0.00	March 3, 2009
0730	PEST	AMPESTCTL		NEWREQUEST	\$0.00	February 5, 2010
0555	HVAC-COLD	ENG	SEC	OVERDUE	\$260.00	October 7, 2009
0561	HVAC-OT	FIXUP.FRANK	MAINT	CLOSED	\$603.75	October 7, 2009
0078	CONSTRUCT	BAGGADONUTS.JOEY	OPS	CLOSED	\$618.85	January 14, 2008
Subtotal:					\$1,482.60	
ALLPWR (Records: 6)						
0557	HVAC-COLD	FIXUP.FRANK	MAINT	CLOSED	\$0.00	October 7, 2009