

Dashboard

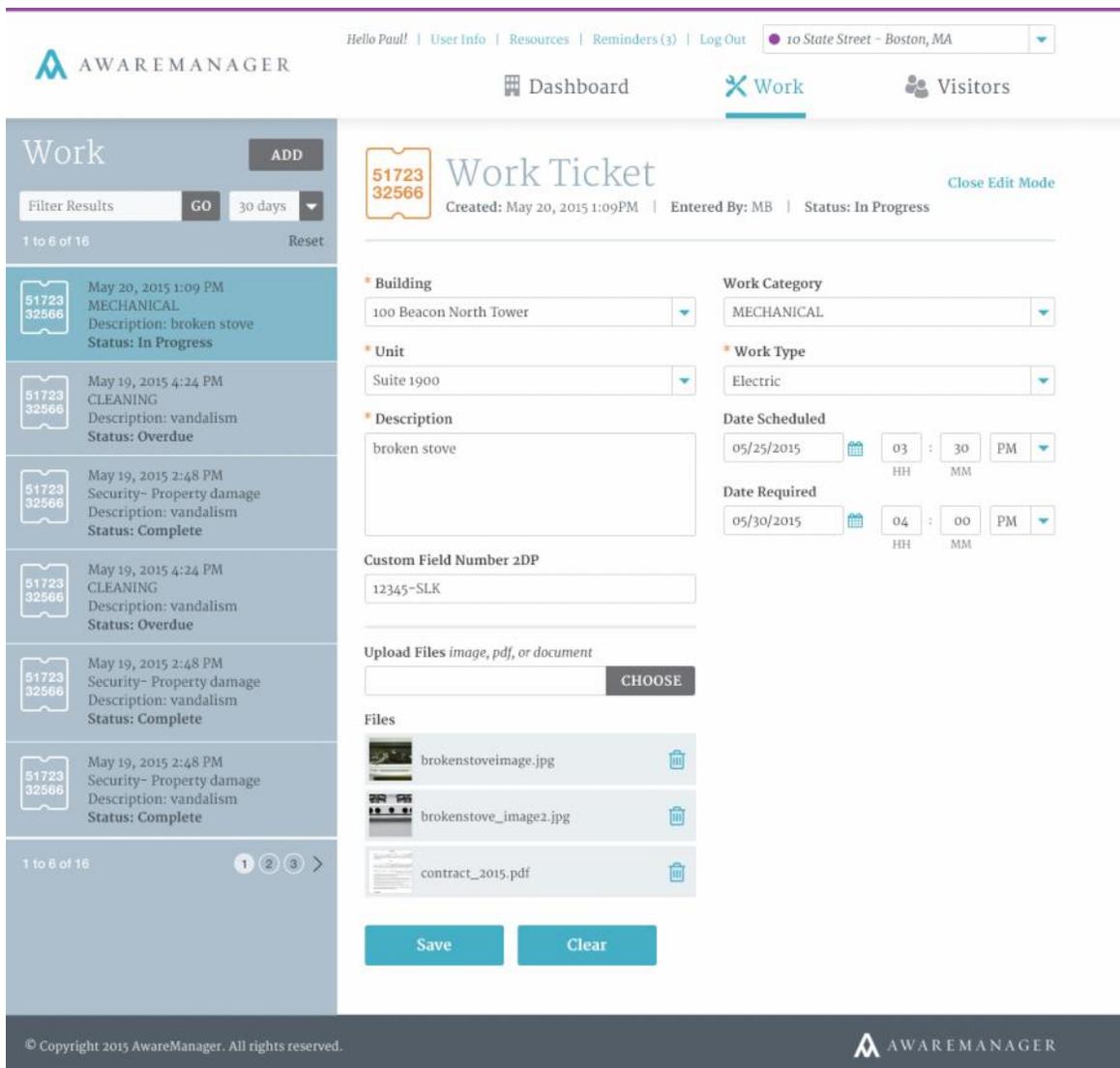
You can view a summary of the most recent Work requests entered on the current day from the Dashboard by going to the “Work” panel below the notices section. Press **See all Work** to go to the full Work list.

Work

You can also select the  **Work** tab at the top of your screen to view the full Work list.

From here you will have the option to view Work entered Today, last 7 days, 14 days, 30 days, or 60 days. The Work list will initially show all Work that has been entered in the last 30 days. Click on any record in the Work List to view its full details in the pane to the right.

If you have questions about the details that are visible, please contact your System Administrator.



The screenshot displays the 'View Work' interface in the AwareManager application. At the top, there is a navigation bar with 'Hello Paul!', 'User Info', 'Resources', 'Reminders (3)', 'Log Out', and a location dropdown set to '10 State Street - Boston, MA'. Below this is a secondary navigation bar with 'Dashboard', 'Work' (selected), and 'Visitors' tabs.

The main content area is split into two panels. The left panel, titled 'Work', contains a list of work tickets. Each ticket entry shows a ticket ID (51723-32566), a timestamp, a category (MECHANICAL, CLEANING, Security- Property damage), a description, and a status (In Progress, Overdue, Complete). A filter bar at the top of this panel allows filtering by '30 days' and includes an 'ADD' button and a 'Reset' link.

The right panel, titled 'Work Ticket', provides a detailed view of the selected ticket (51723-32566). It includes a 'Close Edit Mode' link and a summary: 'Created: May 20, 2015 1:09PM | Entered By: MB | Status: In Progress'. The form contains several fields:

- Building:** 100 Beacon North Tower
- Unit:** Suite 1900
- Description:** broken stove
- Work Category:** MECHANICAL
- Work Type:** Electric
- Date Scheduled:** 05/25/2015, 03:30 PM
- Date Required:** 05/30/2015, 04:00 PM
- Custom Field Number 2DP:** 12345-SLK

 There is an 'Upload Files' section with a 'CHOOSE' button and a list of files: 'brokenstoveimage.jpg', 'brokenstove_image2.jpg', and 'contract_2015.pdf'. At the bottom of the form are 'Save' and 'Clear' buttons.

At the bottom of the page, there is a footer with the copyright notice '© Copyright 2015 AwareManager. All rights reserved.' and the AwareManager logo.