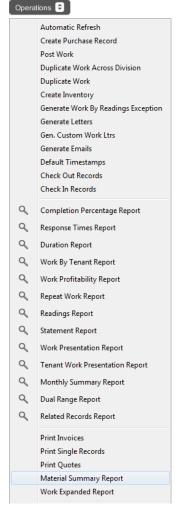


Material Summary Report

The Material Summary Report in AwareManager sums up all the Materials listed on the Material tab of selected Work records in the Work list and groups them by Material Type.

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



Example of the Material Summary Report:

AwareManager jxt	Material Summary Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109	
Material Type Material	Description	Quantity
No Material Type		
No Material		235
DOOR-K-STD	Standard Door Knob	2
KEY-STD CUT	Standard key Cut	4
*SERVICES - Billable Service	es	
DUMPSTER-LARGE	Large Dumpster	3
STEAM	Carpet Steam Cleaning	5
AV - AV Materials		
MONITOR	Monitor	3
SCREEN	Screen	3
TELEVISION	Television	1