


**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.

Operations 

- Automatic Refresh
- Create Purchase Record
- Post Work
- Duplicate Work Across Division
- Duplicate Work
- Create Inventory
- Generate Work By Readings Exception
- Generate Letters
- Gen. Custom Work Ltrs
- Generate Emails
- Default Timestamps
- Check Out Records
- Check In Records

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-  Completion Percentage Report
-  Response Times Report
-  Duration Report
-  Work By Tenant Report
-  Work Profitability Report
-  Repeat Work Report
-  Readings Report
-  Statement Report
-  Work Presentation Report
-  Tenant Work Presentation Report
-  Monthly Summary Report
-  Dual Range Report
-  Related Records Report

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- Print Invoices
- Print Single Records
- Print Quotes
- Material Summary Report
- Work Expanded Report

**Example of the Material Summary Report:**

Material Type	Description	Quantity
<b>Material</b>		
<b>No Material Type</b>		
No Material		235
DOOR-K-STD	Standard Door Knob	2
KEY-STD CUT	Standard key Cut	4
<b>*SERVICES - Billable Services</b>		
DUMPSTER-LARGE	Large Dumpster	3
STEAM	Carpet Steam Cleaning	5
<b>AV - AV Materials</b>		
MONITOR	Monitor	3
SCREEN	Screen	3
TELEVISION	Television	1