

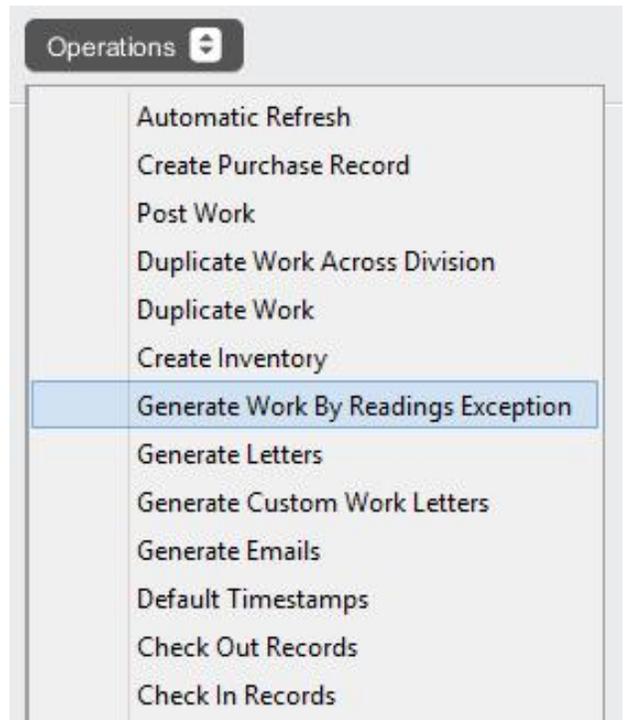
Readings Exceptions occur when information entered into readings on work orders falls outside the intervals or limits set for those readings. These are set up in the Readings capsule, located under the Work tab. Readings Exceptions can then be used to generate follow-up and corrective work orders to address issues discovered during inspections or routine maintenance.

To learn more about Readings and how they are set up, see the AwareManager Quick Reference document: **Readings**.

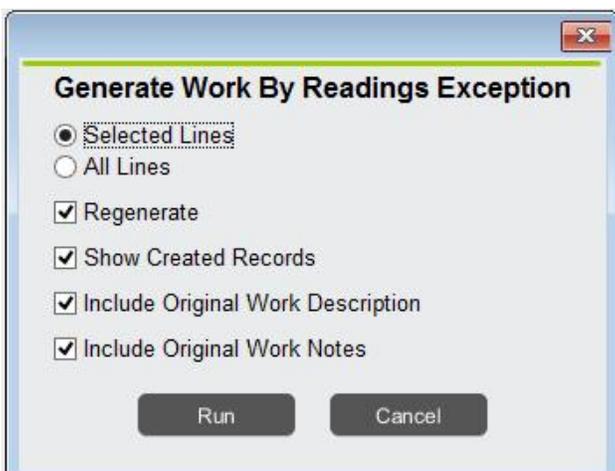
Manually Generate Work by Readings Exception

Readings Exceptions are generated from the Work List.

Note: When you generate work in this manner, a new work order will be generated for each individual exception. For example, if you have five readings on a single work order, and three of those readings have exceptions, three separate work orders will be created: one for each exception.



1. To begin, right click on the **Work** capsule and use **Open by Search** to open up the list of work for which you would like to generate readings exceptions. Or, if the work records you need are saved as a Recordset, open the Recordset.
2. Select the work records for which you would like to generate readings exceptions work orders. If you want to generate for all work orders in the list, you can skip this step.
3. Go to **Operations** and choose **Generate Work by Readings Exception**.
4. In the pop-up box, choose "Selected Lines" if you selected work records in the previous step, "All Lines" if you want to generate for all work orders in the list.



5. There are four check boxes; check off all boxes that apply:
 - o **Regenerate:** if this is not the first time you are generating exceptions-based work orders for this list.
 - o **Show Created Records:** if you want a list of the new records to populate after the operation is complete.
 - o **Include Original Work Description:** if you would like the text in the Description field of each original work order to be included on the corresponding new work order(s).
 - o **Include Original Work Notes:** if you would like the text in the Notes field of each original work order to be included on the corresponding new work order(s).

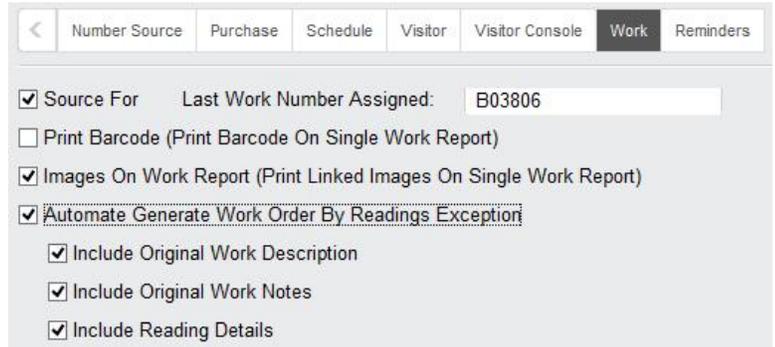
6. Click Run.

Automatically Generate Work by Readings Exception

You can alternatively set the system to automatically generate exception-based work on a division-by-division basis.

For each division in which you want automatic exception-based generation, select any of the following preferences under the **Work** tab:

- *Automate Generate Work Order By Readings Exception* – select this for the system to check for readings exceptions every time a reading is saved.
- *Include Original Work Description* – if you would like the text in the Description field of each original work order to be included on the corresponding new work order(s).
- *Include Original Work Notes* - if you would like the text in the Notes field of each original work order to be included on the corresponding new work order(s).
- *Include Reading Details* – Displays the details of the reading which generated the exception (Code, Title, Value, Date, Time, Notes) in the *Notes* field of the new record generated



The screenshot shows a settings panel with the following elements:

- Navigation tabs: < Number Source Purchase Schedule Visitor Visitor Console **Work** Reminders
- Source For: Last Work Number Assigned: B03806
- Source For
- Print Barcode (Print Barcode On Single Work Report)
- Images On Work Report (Print Linked Images On Single Work Report)
- Automate Generate Work Order By Readings Exception
- Include Original Work Description
- Include Original Work Notes
- Include Reading Details

Each time a Work Reading is saved, the system will check whether the value falls outside of the acceptable range defined for the reading, and if so, generate a new Work record from the corresponding Maintenance defined for ranges falling outside that limit. This occurs for Work whose readings are updated from the desktop as well as those updated via AwareManager Mobile.

Note: If you want to regenerate Work based on readings exceptions, you must use the manual operation detailed above.