AWAREMANAGER

Go to the **Work Type** capsule, located on the Work tab.

Work Types
How Work is classified
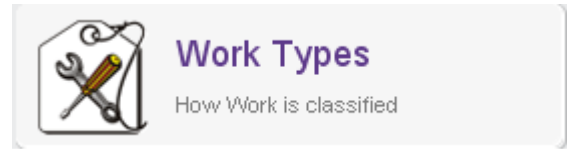
Create two Work Type records, one for HVAC-COLD and one for HVAC-HOT with the following (or similar) Readings:
Stat Temp, Stat Set Point, Stat Output, Dry Bulb, Relative Humidity.

Work Type

Code:	HVAC-COLD	☐ Inactive
Description:	Too cold	
Department:	MAINT	Maintenance/Janitorial
Worker:		
Priority:	1-IMMED	Immediate Priority - wit...
Work Status:	OPEN	Open
Paragraph:		
Work Category:	HVAC	HVAC Issues (global)
Estimated Hours:	0.000	
Hourly Charge:	$0.00	
Hourly Cost:	$0.00	

☐ Billable

☐ Blank Lines (Print blank lines to record additional information)

☐ Show In Cockpit

Show Authorization:
◉ Never
◯ Always
◯ Billable

Applies To:
◉ Time And Work
◯ Time Only
◯ Work Only

Custom Fields	Accounts	Defaults	Materials	Readings	Tasks	Restrictions	Timestamps	External	Portal Fields	Reminders

Reading	Title	Capsule	Code	Data Type	Notes
DRY BULB	Dry Bulb	Property		Number 0DP	
HUMIDITY	Humidity	Property		Number 0DP	
T-STAT SET POINT	Set Point	Property		Number 0DP	
T-STAT TEMP	Stat Temp	Property		Number 0DP	

Recording the Reading values on Work

1. When Work orders are entered for Hot and Cold Calls the appropriate readings will automatically appear on the Readings tab of that Work record.

2. Record the appropriate values for each hot and cold call.

Hint: If using AwareManager PDA or Mobile this can be completed via your preferred handheld device!

Work

Number:	12-100252	006AR				
Tenant:	AVON	Avon Cosmetics	Work Category:	HVAC		HVAC Issues (global)
Work Contact ▾	CARVER.J	Joe Carver	Work Status:	OPEN		Open
Phone:			Entered:	February 21, 2013		13:38
Property:	6 ARLNGTN	6 Arlington Street	Received:			
Unit:	6 ARLNGTN-3L	Third floor Ladies Room	Scheduled:	February 21, 2013		13:38
Floor:	03		Required:	February 21, 2013		15:38
Room:			Started:			
Department:	MAINT	Maintenance/Janitorial	Completed:			
Work Type:	HVAC-COLD	Too cold	Closed:			
Priority:	1-IMMED	Immediate Priority - wit...	Posted:			
Worker ▾				☐ Billable		
Description:	Too cold		Notes:			

☐ Posted

| Custom Fields | Related | Total Amounts | Additional Amounts | Time | Materials | Vendors | **Readings** | Tasks | Other Links | Mitigation | Timestamps | Files | R |

Reading	Title	Capsule	Code	Data Type	Value	Date	Notes
DRY BULB	Dry Bulb	Property		Number 0DP	0		
HUMIDITY	Humidity	Property		Number 0DP	0		
T-STAT SET POINT	Set Point	Property		Number 0DP	0		
T-STAT TEMP	Stat Temp	Property		Number 0DP	0		

Remember: For the best reporting results, always remember to enter a date for the reading. A number of reports can be run to see Readings in addition to using the Work Readings Viewer.