

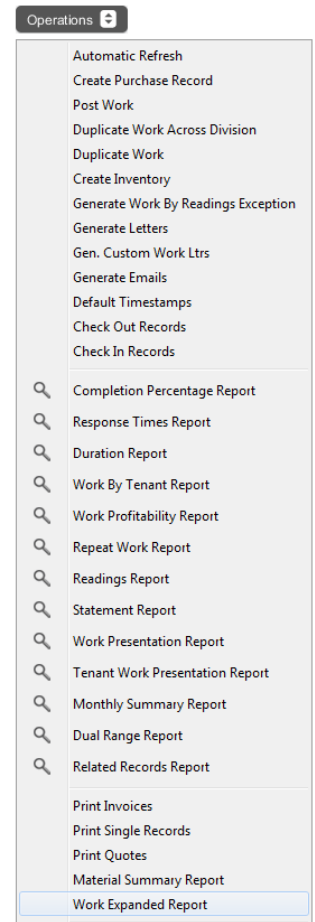
The Expanded Reports in AwareManager are based on the records and columns currently displayed in your list.

Access this report from the **Operations** menu in the following capsules and select **Expanded Report**:

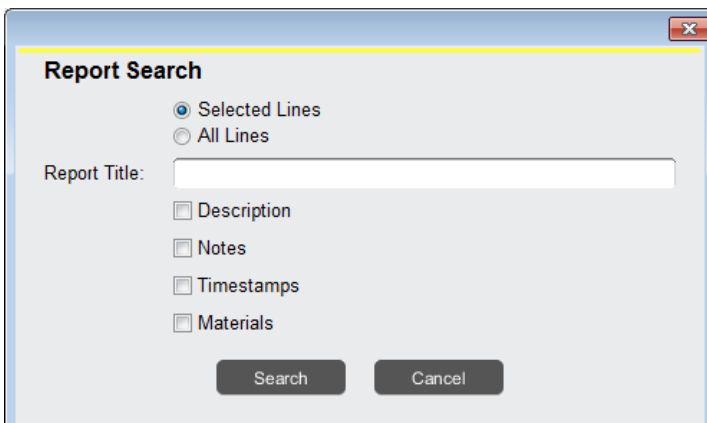
- Work
- Maintenance
- Insurance
- Inventory
- Reminders

Based on the Capsule you are in, the Expanded Report gives you a few various search options:

- Choose to print either “Selected Lines” or “All Lines” in the list.
- In some capsules you may enter a customized title for your report.



Based on the information in each capsule, you are given checkboxes to add additional fields to your report, even if they do not appear in your list:



- Work (Description and Notes)
- Maintenance (Description, Notes, Task, and Materials)
- Insurance (Notes and Coverages)
- Inventory (Paragraph and Description)
- Reminders (Notes)

These reports sort based on the sort in your list.

**Example of the Work Expanded Report:**

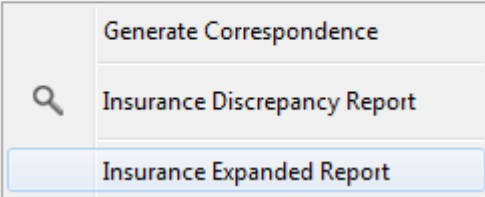
Division	Number	Work Status	Time Entered	Time Received	Date Entered	Work Type	Client
010ST	0019	OPEN	19:04	19:04	January 7, 2008	HVAC-HOT	CLOUSEAUS
	Description: Too hot						
010ST	0023	OPEN	19:06	19:06	January 7, 2008	HVAC-HOT	JOHNSONBR...
	Description: Too hot; The office is very hot.						
010ST	0034	OPEN	09:54	09:54	January 9, 2008	FREIGHT	JOHNSONBR...
	Description: We will need to reserve the use of the Freight Elevator for this Thursday - due to some new furniture being delivered						
010ST	0064	OPEN	15:43	15:43	January 9, 2008	ELEC	PARKSPAGO...
	Description: there will need to be some ice remover used on the side walk- and snow shoveled in the back lot						
010ST	0071	OPEN	11:45	11:45	January 14, 2008	FREIGHT	JOHNSONBR...
	Description: we will need to reserve use of the freight elevator for a half hour today at 1330-1400						
010ST	12-100022	OPEN	12:34	12:34	September 21, ...	BOOKING	JOHNSONBR...
	Description: New work record - how does it print?						
	Materials:						Quantity
	Code	Description					
	TELEVISION	Television					0.000
	SCREEN	Screen					0.000
	MONITOR	Monitor					0.000
010ST	12-100023	OPEN	12:38	12:34	September 21, ...	BOOKING	JOHNSONBR...
	Description: New work record 2 - how does it print?						
010ST	12-100037	OPEN	18:30	15:43	October 4, 2012	ELEC	JOHNSONBR...
	Description: there will need to be some ice remover used on the side walk- and snow shoveled in the back lot						
010ST	12-100038	OPEN	18:30	11:45	October 4, 2012	FREIGHT	PARKSPAGO...
	Description: we will need to reserve use of the freight elevator for a half hour today at 1330-1400						
	Materials:						Quantity
	Code	Description					
	BALLAST R-1600	Ballast R-1600					2.000
	LUMBER-2X4	Lumber - 2x4 (priced per foot)					2.000

Printed Thu Nov 8 15:41:40 EST 2012

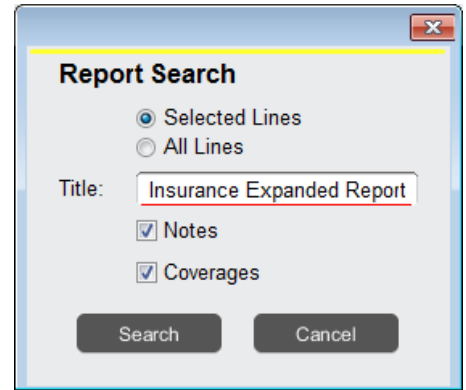
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**Insurance Expanded Report**


Access this report through the Operations menu in the Insurance Capsule.



Use the Report Search window to define the data you want shown on your report. Choose from Selected lines or All Lines, create a custom Title, and choose whether or not you want Notes and Coverages displayed on the report.



**Example of an Insurance Expanded Report:**

 <b>Insurance Expanded Report</b> <b>DIG Property Group</b> 50 Congress Street Boston, Massachusetts 02109									
Number	Division	Property	Insured Party	Contact	Phone	Insurer	Date Issued		
Coverage	Policy		In Force From	In Force To	Occurrence	Limit Amount	Required Amount		
0004	100BE	100 BEACON	The Bug Be Gone Co...	HOLMES.BUGSY	1-800-BUG-GONE	UMBRELLA	January 1, 2012		
Notes: Testing notes									
GL	1234-45		January 1, 2008	December 31, 2012	each	1,000,000.00	1,000,000.00		
WC	5556-89899		December 1, 2007	December 1, 2012	each	800,000.00	750,000.00		
0005	100BE	100 BEACON	ABC Lighting Compa...	BRITE.JACK		INSUREDPRO	January 1, 2008		
Notes: asdf									
WC	1234-45		January 1, 2008	December 31, 2012	each	100,000.00	75,000.00		
GL	5556-89899		December 1, 2007	November 30, 2012	each	1,000,000.00	1,000,000.00		
AUTO	54321		July 1, 2007	June 30, 2012	each	250,000.00	500,000.00		
0008	100BE	100 BEACON	Paint Me Happy (PAI...	ROLLER.FRANK		INSUREDPRO	February 1, 2008		
GL	GL-99089777		March 1, 2008	March 1, 2013	each	2,000,000.00	1,500,000.00		
WC	WC-00987-112		February 1, 2008	February 28, 2013	each	1,000,000.00	750,000.00		
0018	100BE	100 BEACON	Build It Up Constructi...	DIGGER.DAN	1-800-BUI-LDIT	ATLANTIC	August 1, 2009		
GL	44556688989		August 1, 2009	August 1, 2012	1000000	10,000,000.00	50,000,000.00		

Records printed: 4