

The Status Control Panel indicates the current status of your work via a small panel in the upper right-hand corner of the AwareManager menu bar.

0	10	AwareManager jxt Version 923	Current Database: facelift	Active Division: 100BE (100 Be	acon Street)			8
1	File	Available Divisions Recordsets Help	Outlines		901 20	163 1 0	148 1	81

To begin to use the feature, it must be enabled by Database International Group (DIG) – contact your Client Manager for assistance. Once DIG has enabled the feature, each user will need to select the preference in their **User Settings** (found under **Administration**).



Note: Not all users will need the Status Control Panel.



Once the preference has been selected you will need to sign into AwareManager again to view the panel at the top of your screen:



Each user will be able to set up their individual **Control Panel Criteria** by clicking on the magnifying glass. This criteria can be unique for each individual user.

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Status Cont	rol Panel Criteria	CLEAN CONFERENC ELEC	1				1	2 1 2	ĺ
Range: Range: Value: Value: Value: Rows Shown As:	All Tasks Compl • No • to Yes • Work Status Type • Open • to Open • • Additional Cost • • • • • All Tasks Compl • No • • • Assigned To: W • MACK.JOE • • •	FREIGHT FREIGHT EL HVAC-COLD HVAC-OT HVAC-OT INSPECT KEYS LIGHTS PAINT	1 1 26 2				2	1 5 11 1 3 2	
Max. Rows To Display: Order Rows: Automatic Refresh:	25 (a) Ascending (b) Descending Minutes Search Cancel Clear	PEST PLUM-LEAK PLUMB PM SECURITY SIGNAGE TRASH WINDOWS	1 12 2	3	1			1 2 5 1 1 2	



For Example: An engineer would probably want to view all open work orders assigned to them by Work Type (as shown above).

Control Panel Categories

The control panel categorizes the work records into six individual sections:



RED	Work that is past due (not completed)	Required date has passed
ORANGE	Work records that should have been started	Scheduled date has passed
GREEN	Work in progress	Started date filled in, Required
		date has not yet passed
YELLOW	Work scheduled in the future	Scheduled date in the future
WHITE	Work missing the scheduled date	
GRAY	Work completed but not closed	Completed date filled in, Closed
		date blank

The control panel is dependent primarily upon the **Scheduled** and **Required** dates and times in Work records.

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Work 🔺	😑 🕂 🗈 🖍 🗇 🤇	入 福 田 昌 🖊 🛛			
Number:	4545	100BE		Posted	
Client:	BELFORT	Belfort Worldwide	Work Category:	SEC	Security
Work Contact:	KING.IDA	Ida King	Work Status:	PENDING	Pending
Phone:	617-767-6767		Entered:	July 1, 2011	10:15
Property:	100-S BEAC	100 Beacon Street So	Received:	July 1, 2011	10:15
Unit:	100-S BEACON-2000		Scheduled:	July 1, 2011	12:15
Floor:	20		Required:	July 1, 2011	14:15
Room:	suite 2008		Started:		00:00
Department:	SEC	Security	Completed:		00:00
Work Type:	SECURITY	Security	Closed:		00:00
Priority:	2-HIGH	High	Posted:		00:00
Worker:	FURTER.FRANK	Frank Furter		✓ Billable	
Description:	Security		Notes:		



Priorities

- Priorities can be set up to default these dates automatically.
- Work Types can be set up to default the priority.
- **Scheduled** = target to respond and start on the work.
- **Required** = target to complete the work.

Change Priority			
Priority	<u>) 🖉 🖷</u>		
Code:	2-HIGH		
Description:	High		
	Default Date Time Schedule	ed	
Scheduled Days:	0		
Scheduled Hours:	2		
Scheduled Minutes:	0		
	Scheduled Same Day	Scheduled End Of Day:	00:00
	Default Date Time Required	l	
Required Days:	0		
Required Hours:	4		
Required Minutes:	0		
	Required Same Day	Required End Of Day:	00:00

Status Control Panel Criteria

Additional criteria can be selected in the Status Control Panel Criteria window to further customize the control panel:

Status Cont	rol Panel Cri	teria		
Range:	All Tasks Compl 👻	No	↓ to Yes	•
Range:	Work Status Type 👻	Open	to Open	• ()
Value:	Additional Cost 🗸		\odot	_ 0
Value:	All Tasks Compl 👻	No	• >	
Range:	Assigned To: W 👻	MACK.JOE	E to MACK.JOE	⊚≣
Rows Shown As:	Work Type 🗸			0
Max. Rows To Display:	25			
Order Rows:	 Ascending Descending 			
Automatic Refresh:	30	Minutes		
	Search	Cancel	Clear	

- Rows Shown As: This allows you to define select criteria you view the work orders by Property, Work Type, Client, Work Person, etc.
- Max Rows to Display: Allows you to customize how many records you view in the list.
- Order Rows: This can be set to either Ascending or Descending.
- Refresh: Gives you the option to set how many minutes apart you wish the dashboard to automatically refresh.

Note: you can manually refresh by selecting the **Refresh** O icon.



Instant Access to Work records

Work records can be accessed instantly by clicking on the control panel.



- Click on the **Row Criteria** (e.g. PAINT).
- Click on numbers at the top to view all work orders in that column (e.g. 46)/
- This will pull up those work orders in List View.