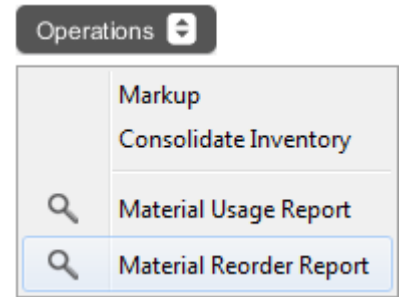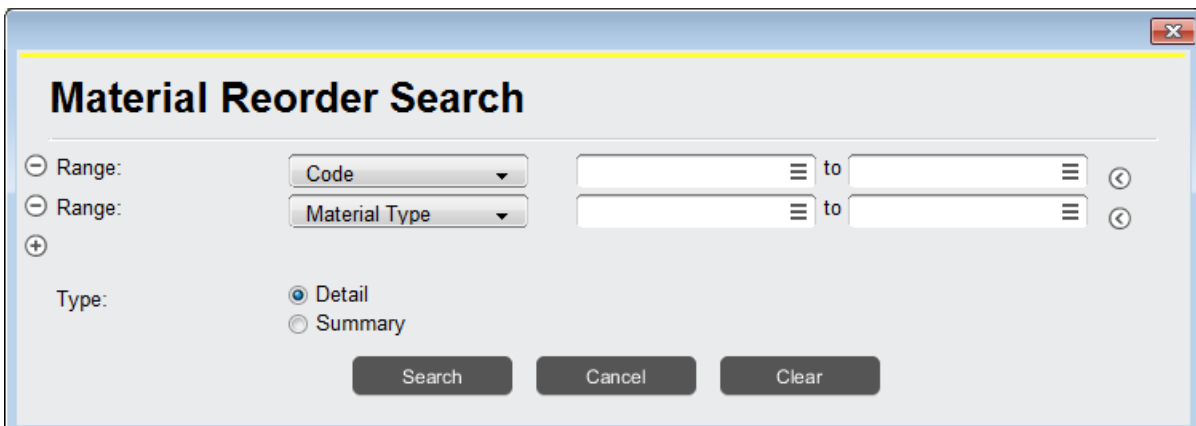**A W A R E M A N A G E R**

Material Reorder Report

The Material Reorder Report in AwareManager is designed to be as flexible as possible. This operation report displays materials which are below their specified Reorder Level, as well as details about any committed purchases for each material.

To access this report, navigate to the Material list, located on the Inventory tab from your main Console. In the List View, choose **Operations→Material Reorder Report**. You can also navigate to the Administration tab from the main Console and choose **Reports→Materials**.

Operations

Markup
Consolidate Inventory
🔍 Material Usage Report
🔍 Material Reorder Report

Search Window:

Material Reorder Search

⊖ Range: Code [   ] ≡ to [   ] ≡ ⊙
⊖ Range: Material Type [   ] ≡ to [   ] ≡ ⊙
⊕

Type: ⦿ Detail
       ○ Summary

[Search]   [Cancel]   [Clear]

Example of the Material Reorder Report:

AwareManager | jxt

Material Reorder Detail Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Vendor	Cost / Purchase	Part / Description	Measure	Quantity On Hand	Reorder Level	Reorder Quantity	On Order
AV - AV Materials							
MONITOR - Monitor							
EASTCOAST	30.00	1234567890123456 7890		-8.00	0	0.00	
	0111	PO					1.00
	17	test change 2					1.00
				Total On Order for MONITOR:			**2.00**
COMPUTER.006AR - Computer							
LAPTOP.006AR - Laptop							
	500.00			0.00	0	0.00	
	00048	testing committed reports					2.00
				Total On Order for LAPTOP:			**2.00**
PROJECTOR.006AR - Projector							
	700.00			0.00	0	0.00	
	00048	testing committed reports					2.00
				Total On Order for PROJECTOR:			**2.00**