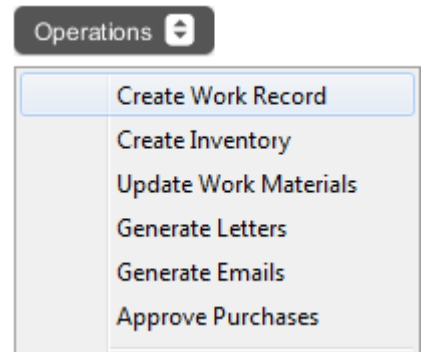**AWAREMANAGER**

Create Work Record Operation

The Create Work Record Operation in the AwareManager jxt allows you to create a new work record from the Purchase list.

When selected, the new work record will automatically default information such as, Client, Property, Unit, Department, Vendor, Materials, Contract, Project, and Paragraph from the highlighted Purchase record.

Access this Operation by clicking on the Operations button in the Purchase list. You can only have one Purchase record selected at a time.
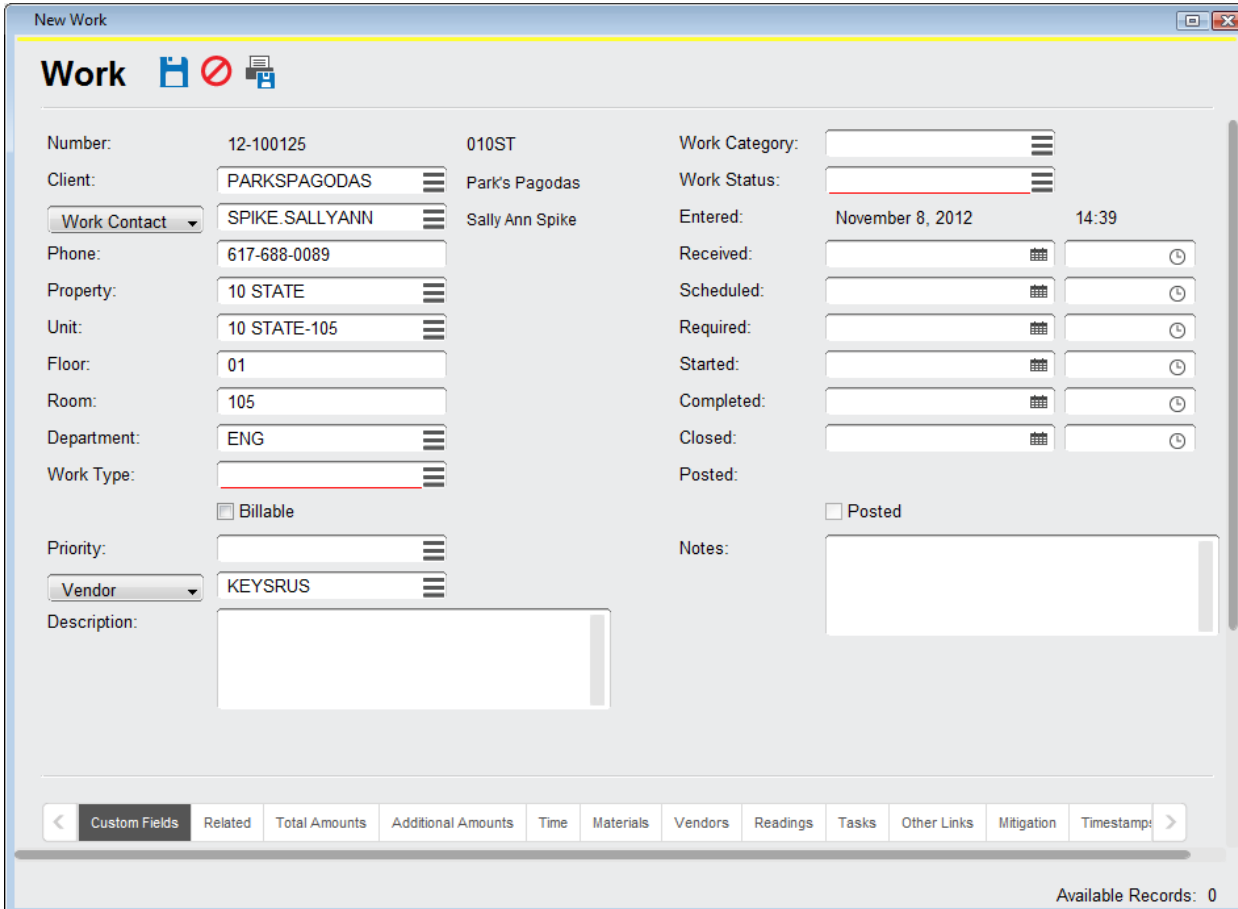
Operations

- Create Work Record
- Create Inventory
- Update Work Materials
- Generate Letters
- Generate Emails
- Approve Purchases

Example Purchase Record:

Purchase

Request Number:	0010	010ST	PO Number:	0010
Purchase Type:	TENANT	Tenant Specific Purch...	Total:	$11.10
Purchase Status:	REQUEST	Request	Date Approved:	January 21, 2008
Vendor:	KEYSRUS	Keys R Us	Time Approved:	00:00
Contact:	SPIKE.SALLYANN	Sally Ann Spike	Date Ordered:	
Tenant:	PARKSPAGODAS	Park's Pagodas	Time Ordered:	00:00
Property:	10 STATE	10 State Street	Delivery:	
Unit:	10 STATE-105	Suite 105	Tracking Number:	
Department:	ENG	Engineering	Customer Number:	
Bill To:	Database International Group, Inc. 50 Congress Street, Suite 630 Boston, MA 02109		Description:	need a new set of keys made for the women's restroom
Deliver To:	Database International Group, Inc. 50 Congress Street, Suite 630 Boston, MA 02109		Notes:	

When this operation is selected, a new Work record will open (with defaulted information):

When you have finished filling out the Work record, click the green checkmark and the record will be added to the Work capsule.