

## **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.

## **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<br>50 Congress Street, Suite 63<br>Boston, MA 02109        |                       | Description:     | need a new set of keys made for the women's restroom |  |  |  |
| Deliver To:      | Database International Group, Inc.<br>50 Congress Street, Suite 630<br>Boston, MA 02109 |                       | Notes:           |  |  |  |  |
|                  |   |                       |                  |  |  |  |  |



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

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

| Number:                               | 12-100125             | 010ST              | 010ST           |           | Work Category:          |          |                  |             | Ξ          |           |   |
|---------------------------------------|-----------------------|--------------------|-----------------|-----------|-------------------------|----------|------------------|-------------|------------|-----------|---|
| Client:                               | PARKSPAGODAS          | Park's             | Park's Pagodas  |           | Work Status:            |          |                  |             |            |           |   |
| Work Contact 👻                        | SPIKE.SALLYANN        | Sally Ar           | Sally Ann Spike |           | Entered:                |          | November 8, 2012 |             | 14:39      |           |   |
| hone:                                 | 617-688-0089          |                    |                 |           | Received:<br>Scheduled: |          |                  |             |            |           |   |
| roperty:                              | 10 STATE              |                    |                 |           |                         |          |                  |             | <b>#</b>   |           | G |
| nit:                                  | 10 STATE-105          |                    |                 |           |                         | d:       |                  |             | <b>**</b>  |           | 0 |
| loor:                                 | 01                    |                    |                 |           |                         |          |                  |             | <b>**</b>  |           | 0 |
| loom:                                 | 105                   |                    |                 |           | Complet                 | ed:      |                  |             | <b>#</b>   | O         | 0 |
| epartment:                            | ENG                   |                    |                 |           | Closed:                 |          |                  |             | <b>iii</b> |           |   |
| Nork Type:                            | Billable              |                    |                 |           | Posted:                 |          | Posted           |             |            |           |   |
| Priority:<br>Vendor –<br>Description: | KEYSRUS               |                    |                 | _         | Notes:                  |          |                  |             |            |           |   |
|                                       |                       |                    |                 |           |                         |          |                  |             |            |           |   |
|                                       |                       |                    |                 |           |                         |          |                  |             |            |           |   |
| Custom Fields                         | Related Total Amounts | Additional Amounts | Time            | Materials | Vendors                 | Readings | Tasks            | Other Links | Mitigation | Timestamp | 5 |

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