**AWAREMANAGER**

Found in the Schedules capsule, the Create Work operation can be used to create a separate Work record for each selected Schedule. This operation can only be run on Schedules within the same division.

For each Schedule record included, the operation creates one Work record with the following details as specified on the operation window:

- **Work Type**

- **Work Status**

- **Priority**

- **Work Category**

- **Schedule Status** – if a value is entered, the Status of the selected Schedule records will be updated.

- **Include Materials** – copies Materials detail lines; any costs or charges defined for the included Materials will be calculated on the resulting Work record.

- **Include Additional Amounts** – copies Amounts detail lines; for any Accounts defined to calculate based on percentages, their totals will calculate on the Work record based on the appropriate Work costs/charges.
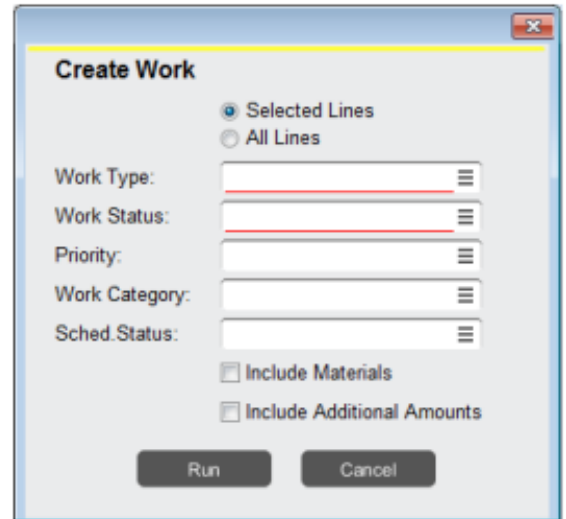
Additional Work fields will populate from the original Schedules as follows:
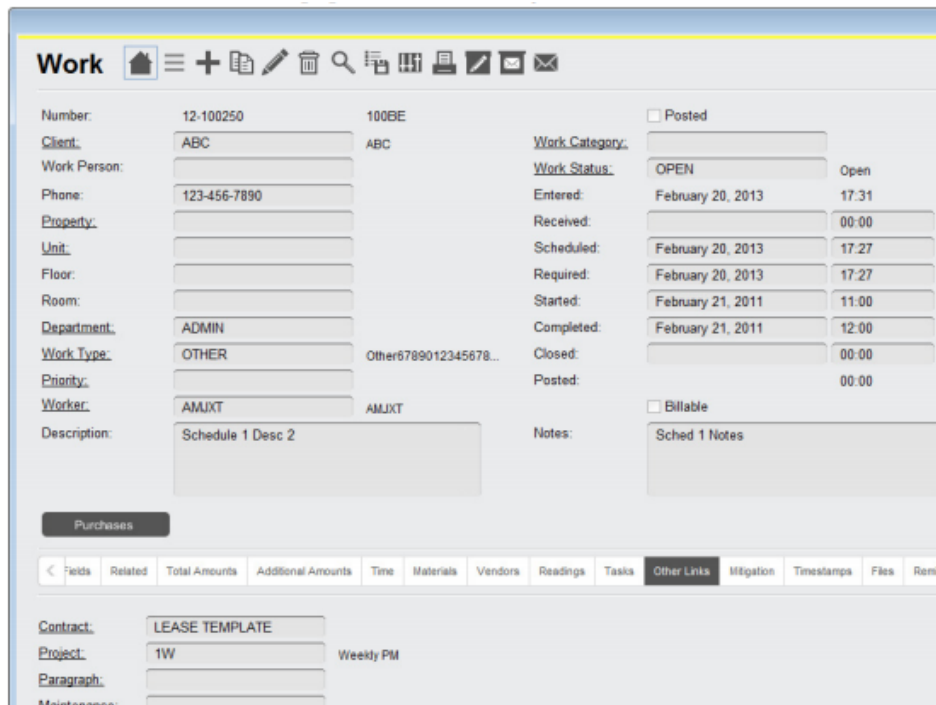
Upon completion of the operation, the user is brought to the Work List displaying the newly created Work records.