

# HEMS One Import Wizard

## Step-by-Step Visual Guide

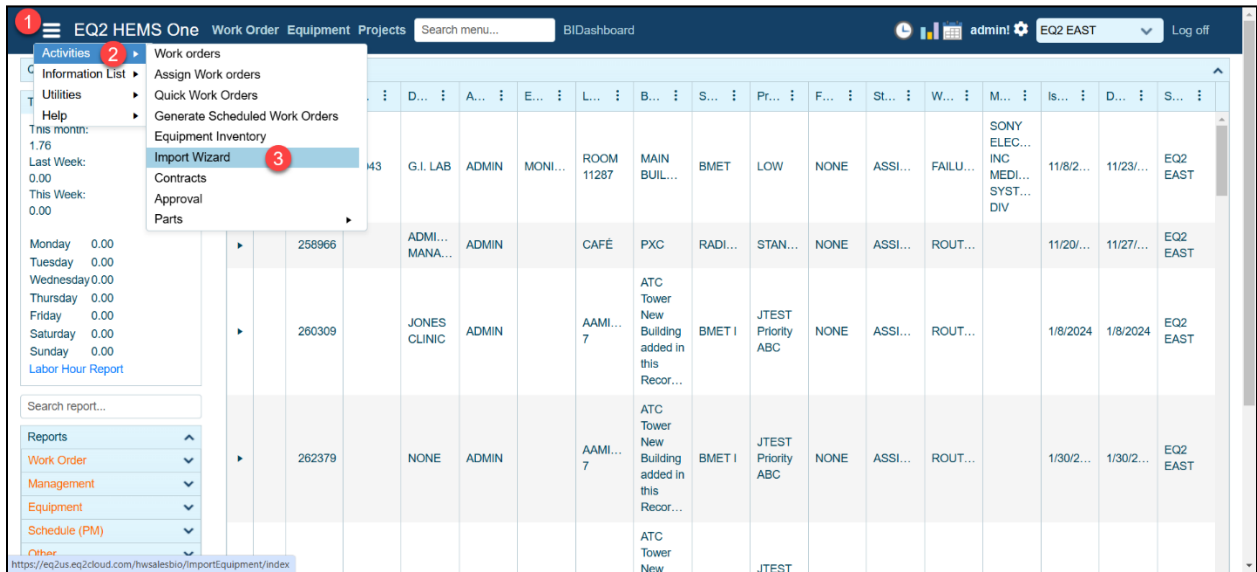


Figure 1 Open the Import Wizard module from the menu or type import wizard in the SEARCH Menu quick navigation field.

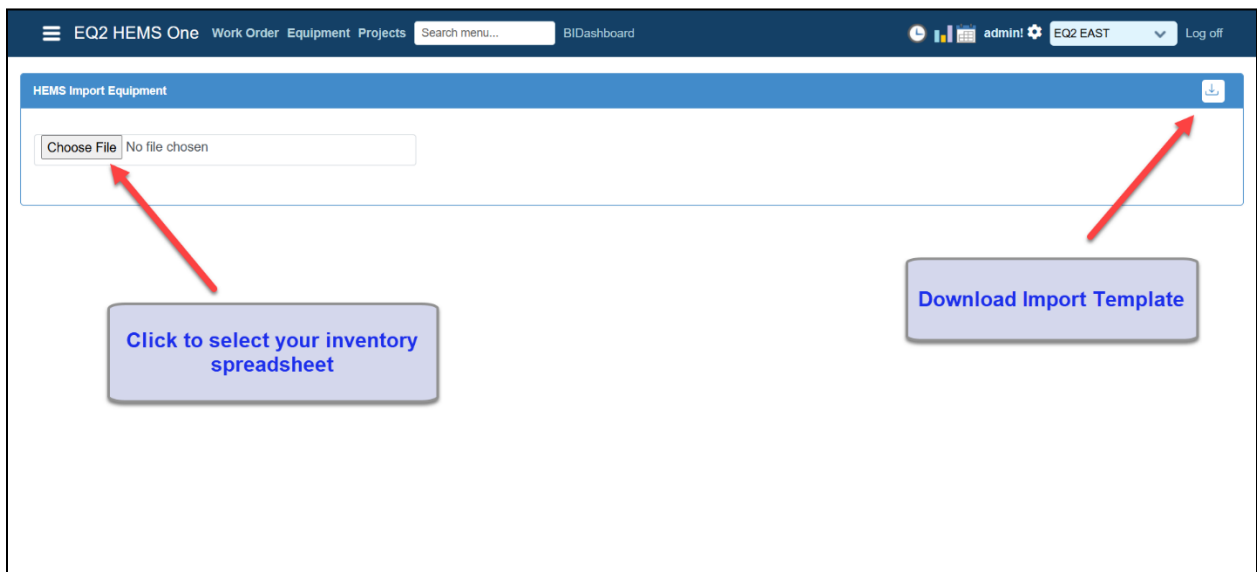


Figure 2 Download the import template for HEMS One and choose your inventory spreadsheet.

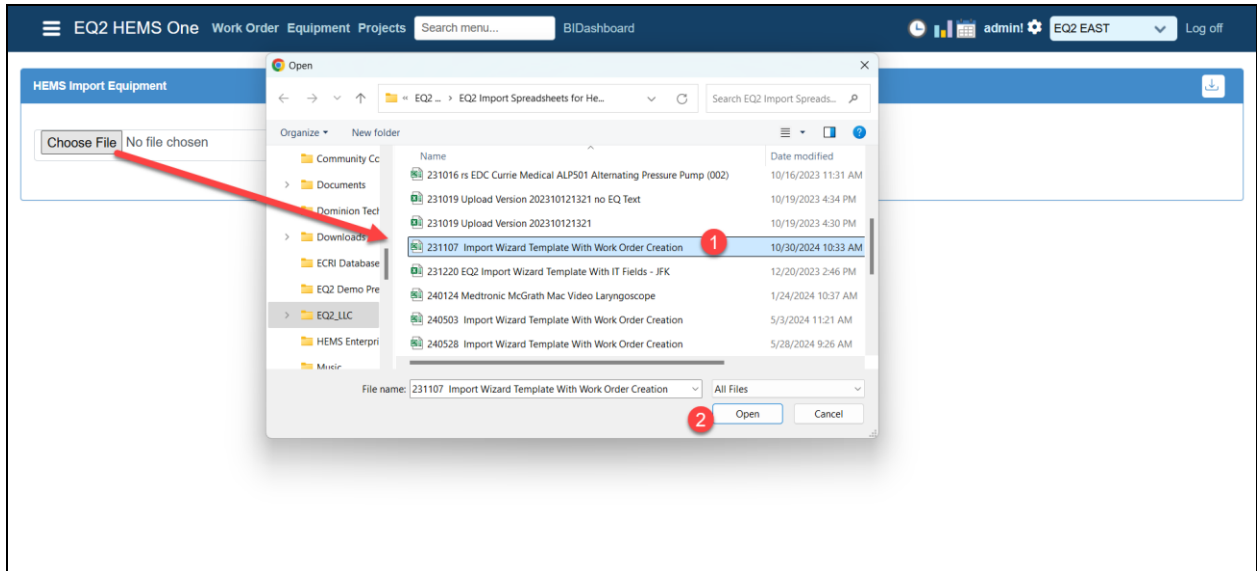


Figure 3 Select the spreadsheet.

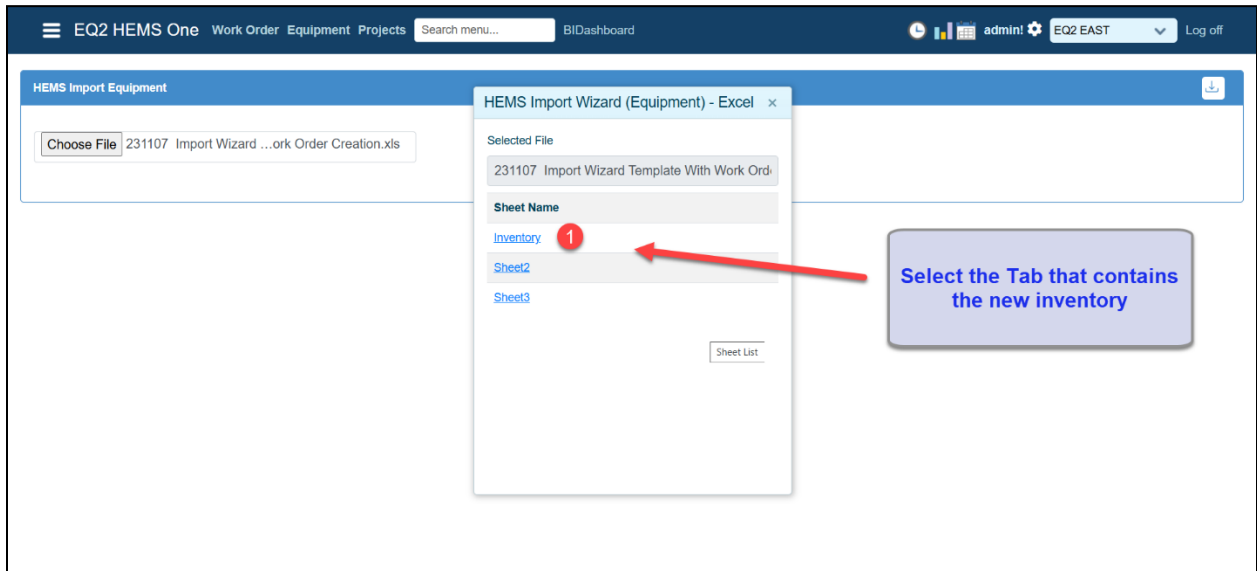


Figure 4 Select the correct tab on the spreadsheet, especially if you populated multiple tabs for different departments/locations.

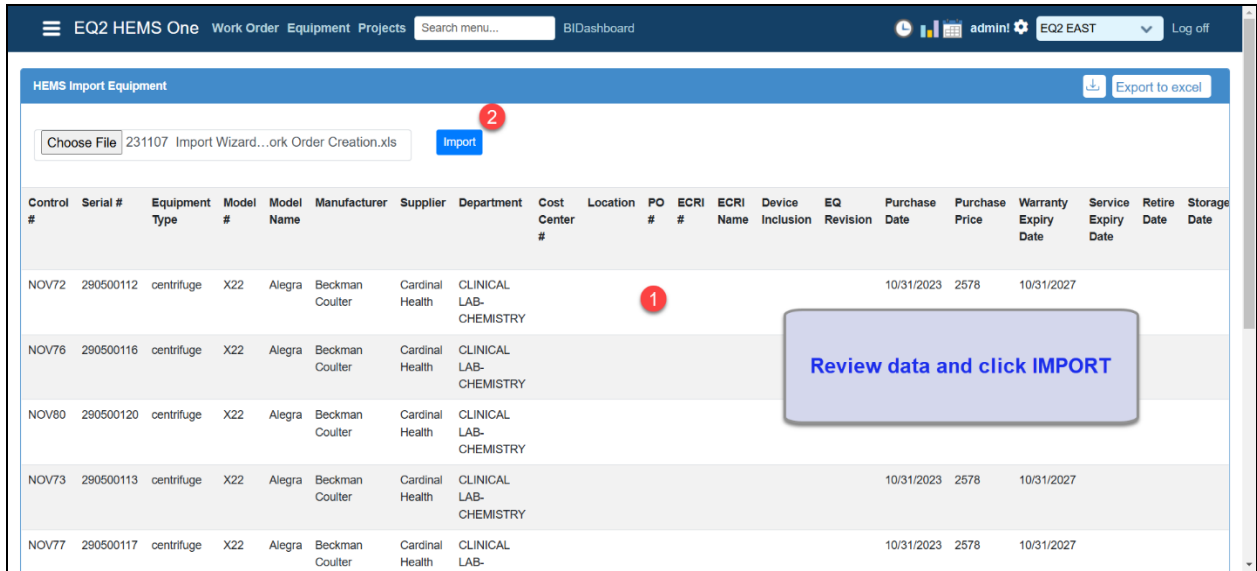


Figure 5 Review the data, you may Export to Excel for corrections, and click IMPORT when ready.

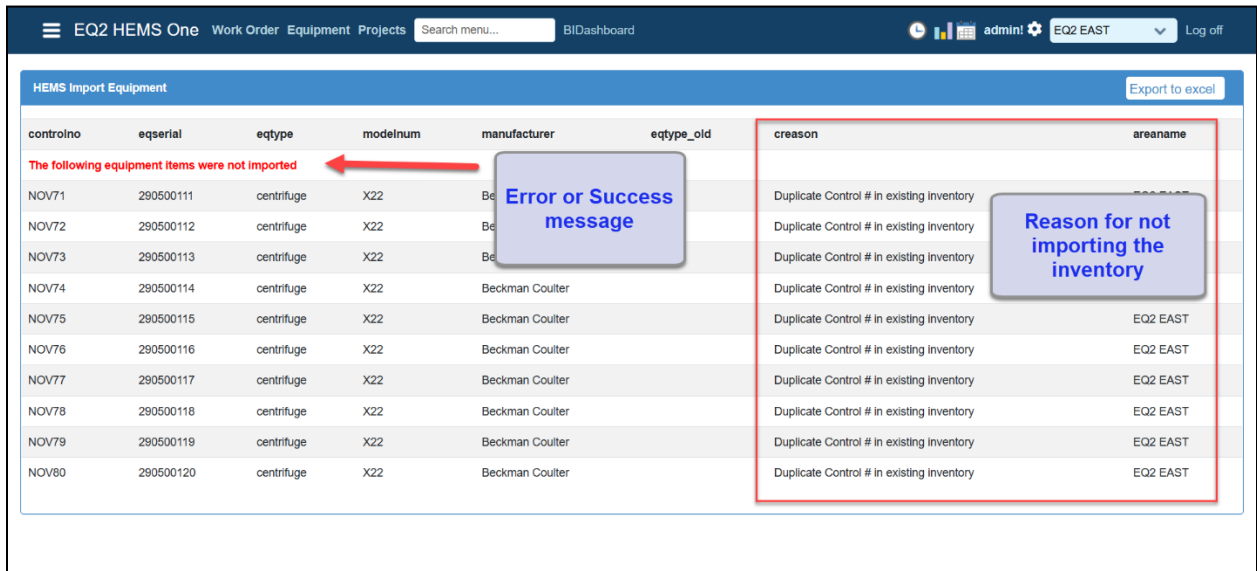


Figure 6 HEMS One will indicate imported successfully in green font if successful, or HEMS One will use red font to indicate an error and the Creason field will identify the error.