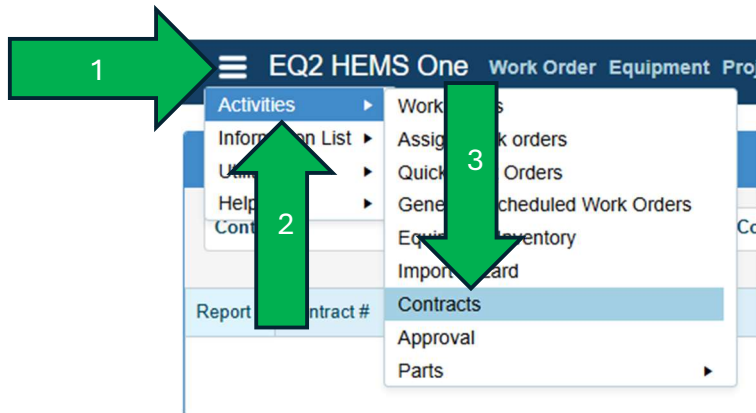
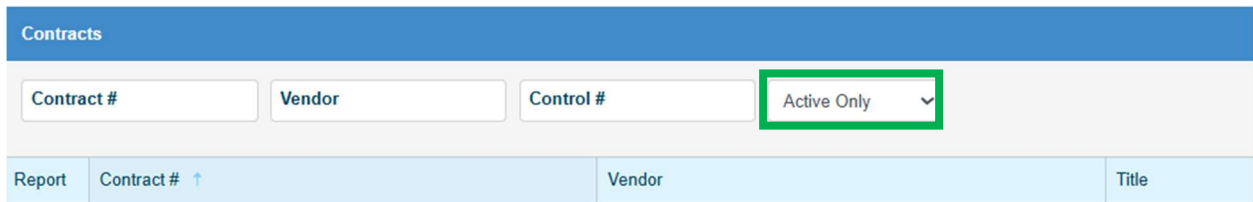


HEMS One: Contracts

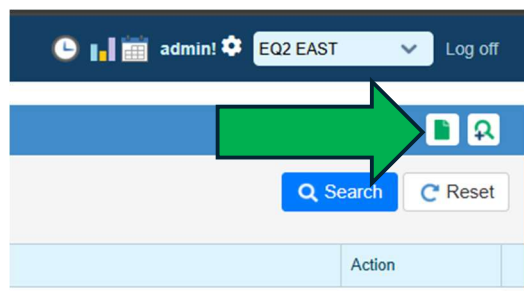
To access the Contract module, click on the hamburger menu in the upper left of the HEMS One screen (1), then select the Activities menu (2) followed by the Contracts submenu (3).



The three search fields, Contract #, Vendor, and Control # default to the Active Only state.



To Add a new contract, click on the New item icon in the upper right of the Contracts module.



HEMS One: Contracts

A Contract record consists of four tabs of information: Contracts, Equipment, Labor/Travel Details, and Attachments.

Contracts Tab

The screenshot shows the 'Contracts Add/Edit' window with the 'Contracts' tab selected. The form is divided into several sections:

- Basic Information:** Fields for Contract #, External Contract #, PO (set to NONE), and an Active checkbox (checked). Below these are fields for Title, Internal Manager (set to NONE), and Vendor (set to NONE).
- Contract Type:** Radio buttons for Service Contract (selected), Time and Material, and Other.
- Contract Period:** Start Date (05/19/2025), End Date (05/19/2025), and Notify Before (90 Days).
- Contract Cost:** Amount (\$ 0.00), Other Cost (\$ 0.00), and Contract Cost (\$ 0.00).
- Contract Coverages:** Checkboxes for PM (0 Covered/Year), Repair, Parts, Glass, Other, Auto Renew, and First Call Agreement.
- Notes:** A large text area at the bottom with a search icon and a list icon.

Basic Information

1. **Contract #:** The user defined contract number.
2. **External Contract #:** The contract number provided by the vendor.
3. **PO:** The purchase order number used for the contract.
4. **Active:** if this box is checked, the contract is active.
5. **Title:** The user defined title for the contract record
6. **Internal Manager:** The internal manager of the contract. To select an Internal Manager, that person must first be defined as an Employee in HEMS and their email address must be included on the employee record in the Email field.
7. **Vendor:** The contracted vendor.

HEMS One: Contracts

Contract Period

1. **Start Date:** The start date of the contract.
2. **End Date:** The end date of the contract.
3. **Notify Before:** The number of days before the contract end date that HEMS will automatically notify the contract's Internal Manager about the upcoming end date.

Contract Cost

1. **Amount:** The dollar amount of the contract.
2. **Other Amount:** Any other dollar amount that needs to be included in the contract cost.
3. **Contract Cost:** This field shows the calculation of the Amount plus the Other Amount and cannot be edited.

Contract Type

1. **Service Contract** radio button: if this radio button is checked, the contract record is for service.
2. **Time and Material** radio button: if this radio button is checked, the contract record is for time and materials.
3. **Other:** This is an open text field for the user to define other types of contracts as needed.

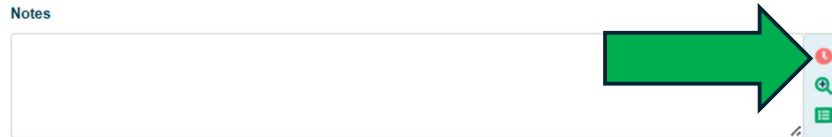
Contract Coverages

1. **PM:** If this box is checked, the contract covers preventive maintenance.
2. **Covered/Year** box: The number of PMs the contract covers per year.
3. **Repair:** if this box is checked, the contract covers repairs.
4. **Parts:** if this box is checked, the contract covers parts.
5. **Glass:** if this box is checked, the contract covers medical imaging glass.
6. **Other:** if this box is checked, the contract covers whatever is mentioned in the Other field.
7. **Auto Renew:** if this box is checked, the contract automatically renews.
8. **First Call Agreement:** if this box is checked, the contract includes a first call agreement.

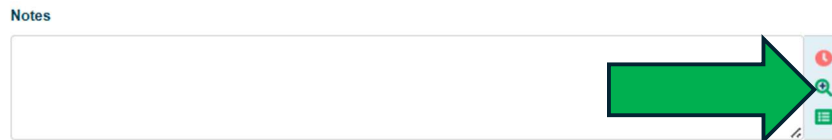
HEMS One: Contracts

Notes

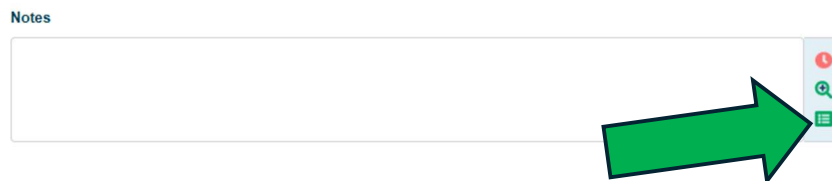
Notes is an open text field. To add a timestamp in the Notes field, click on the clock icon on the far right of the Notes field.



To expand the Notes field, click on the magnifier icon on the far right of the Notes field.

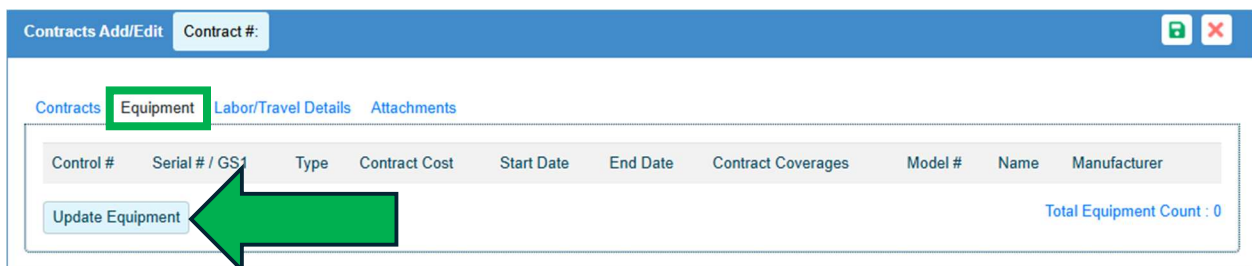


To use predefined text in the Notes field, click on the list icon on the far right of the Notes field.



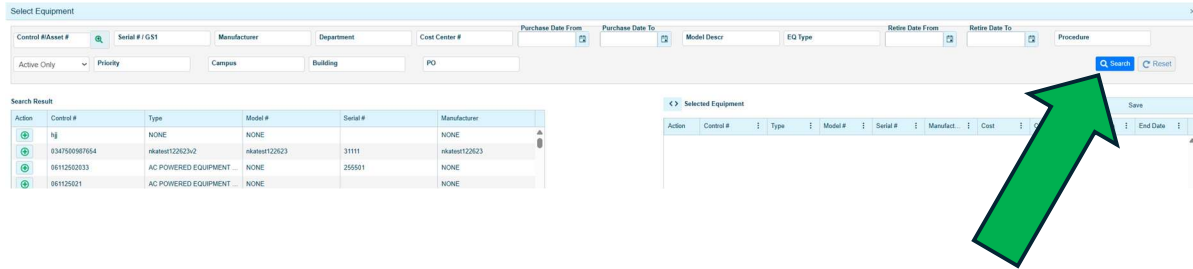
Equipment Tab

The equipment tab is where equipment records are associated with contracts. Use the Update Equipment button to add new equipment.

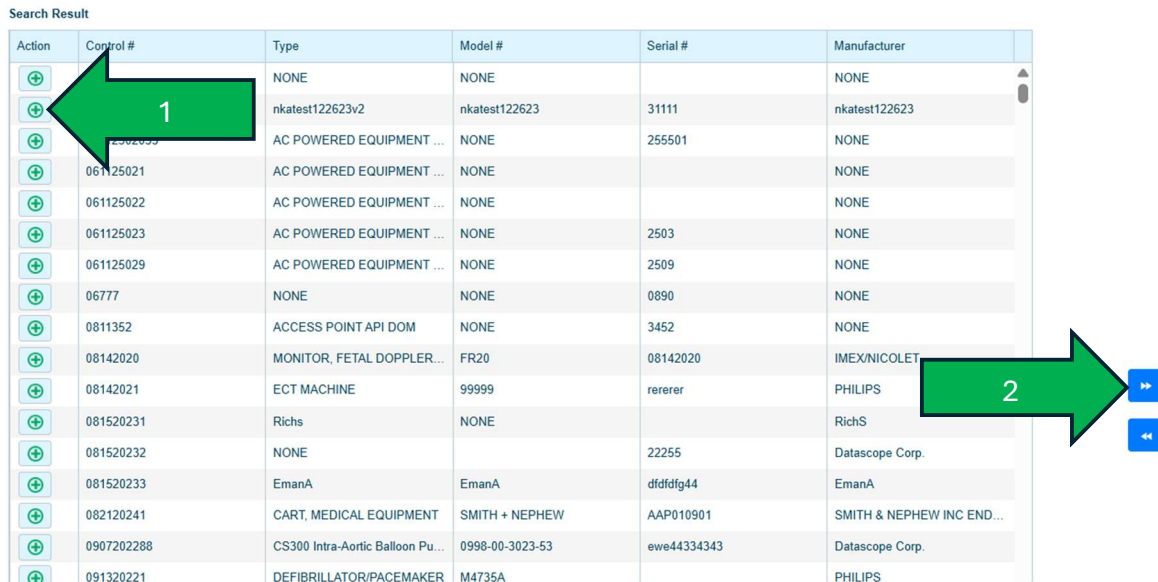


HEMS One: Contracts

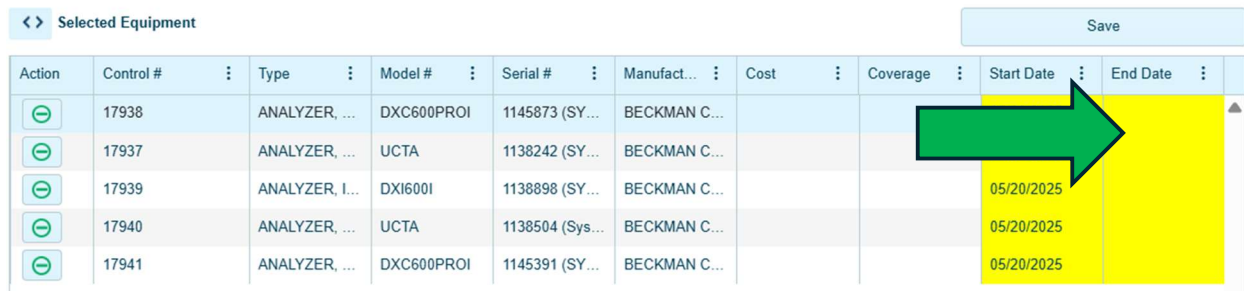
After clicking the button, the Select Equipment window will appear. Use the search fields and the Search button to find equipment to add to the contract.



Use the plus icon to the left of the equipment records in the search results grid to add an **individual** record to the Selected Equipment grid (1). Use the double right caret button to move **all** the search result records to the Selected Equipment grid (2).



Once an equipment record is selected, the option to add custom end dates to each equipment record will be available. Click in the End Date field to type in a custom end date.



HEMS One: Contracts

To export the Selected equipment, use the export buttons in the lower left of the Selected Equipment section. Export options are List report, Detail All selected, and Detail Current.



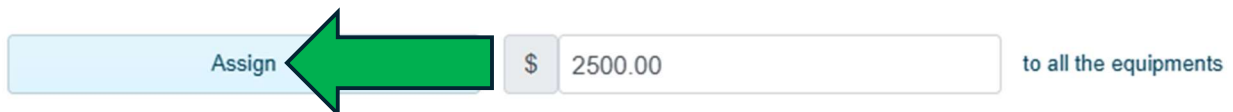
The contract cost for equipment is required and can either be typed in the Cost column, or the Assign button can be used to assign the same dollar amount to all equipment selected for the contract.

To manually enter the contracted cost for a piece of equipment, click on the corresponding field in the Cost column and enter the dollar amount.

<> Selected Equipment

Action	Control #	Type	Model #	Serial #	Manufact...	Cost	C
	17938	ANALYZER, CHE	DXC600PROI	1145873 (SYS		2500	
	17937	ANALYZER, ...	UCTA	1138242 (SY...	BECKMAN C...	0.000	
	17939	ANALYZER, I...	DXI600I	1138898 (SY...	BECKMAN C...	0.000	

To assign an equal dollar amount to all the equipment, use the Assign button at the bottom of the Select Equipment window. Type the dollar amount into the available field and then click Assign.



The Total Equipment Cost field is the sum of all the defined equipment contract costs. The Contract Amount field references the Contract Cost on the main tab. Neither of these fields can be edited.

Total Equipment Cost

\$ 12500.00

Contract Amount

\$ 12500.00

HEMS One: Contracts

Once the equipment has been selected and costs have been defined, click on the Save button on the right above the Selected Equipment grid.

<> Selected Equipment

Action	Control #	Type	Model #	Serial #	Manufact...	Cost	Start Date	End Date
	17936	ANALYZER, I...	DXI600I	1145211 (Sys...	BECKMAN C...	2500.00	05/20/2025	
	17937	ANALYZER, ...	UCTA	1138242 (SY...	BECKMAN C...	2500.00	05/20/2025	
	17938	ANALYZER, ...	DXC600PROI	1145873 (SY...	BECKMAN C...	2500.00	05/20/2025	
	17939	ANALYZER, I...	DXI600I	1138898 (SY...	BECKMAN C...	2500.00	05/20/2025	
	17940	ANALYZER, ...	UCTA	1138504 (Sys...	BECKMAN C...	2500.00	05/20/2025	

Save

Labor/Travel Tab

The Labor/Travel tab is used to track Labor and Travel charges for contract records.

Contracts Add/Edit Contract #: Test12345

Contracts Equipment **Labor/Travel Details** Attachments

Labor Coverages

Normal Business Hours Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Extended Hours

24 x 7

START TIME: 05:00 END TIME: 14:00

Labor Rates

Normal Business: \$ 0.00 After Hours: \$ 0.00 Holiday rate: \$ 0.00 Labor Details:

Travel Charges

Hourly Charge: \$ 0.00 Zone Charge: \$ 0.00 Travel Notes:

Legal Details

HIPAA Business Associate Addendum completed?

Hourly rate if not contracted

Estimated Labor: \$ 0.00

HEMS One: Contracts

Labor Coverages

In this section, use the radio buttons, checkboxes, and Start and End time fields to define which Labor is covered by the contract. If the 24x7 radio button is selected, the weekday checkboxes and the Start and End time fields will disappear.

Labor Coverages

Normal Business Hours Extended Hours 24 x 7

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

START TIME: 05:00 END TIME: 14:00

Labor Rates

Use this section to input different hourly labor rate charges, in dollars, charged by the contract.

Labor Rates


Normal Business After Hours Holiday rate Labor Details

\$ 0.00 \$ 0.00 \$ 0.00

The Labor Details field is open text for users to add any Labor details needed on the contract record.

Labor Rates

Normal Business After Hours Holiday rate Labor Details

\$ 0.00 \$ 0.00 \$ 0.00 

HEMS One: Contracts

Travel Charges

Use this section to input travel and/or zone hourly travel rate charges, in dollars, charged by the contract.


Travel Charges

Hourly Charge	Zone Charge	Travel Notes
\$ 0.00	\$ 0.00	

The Travel Notes field is open text for users to add any Travel Charge notes on the contract record.

Travel Charges

Hourly Charge	Zone Charge	Travel Notes
\$ 0.00	\$ 0.00	



Legal Details

If the checkbox is checked, the vendor has completed a HIPAA Business Associate Addendum.

Legal Details

HIPAA Business Associate Addendum completed?

Hourly Rate if not Contracted

Any value in this field is the Estimated Labor cost of the vendor if there was no contract.

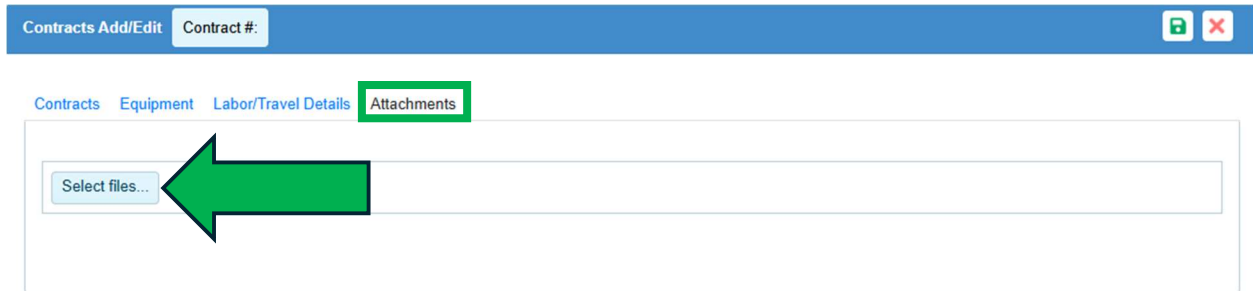
Hourly rate if not contracted

Estimated Labor \$ 0.00

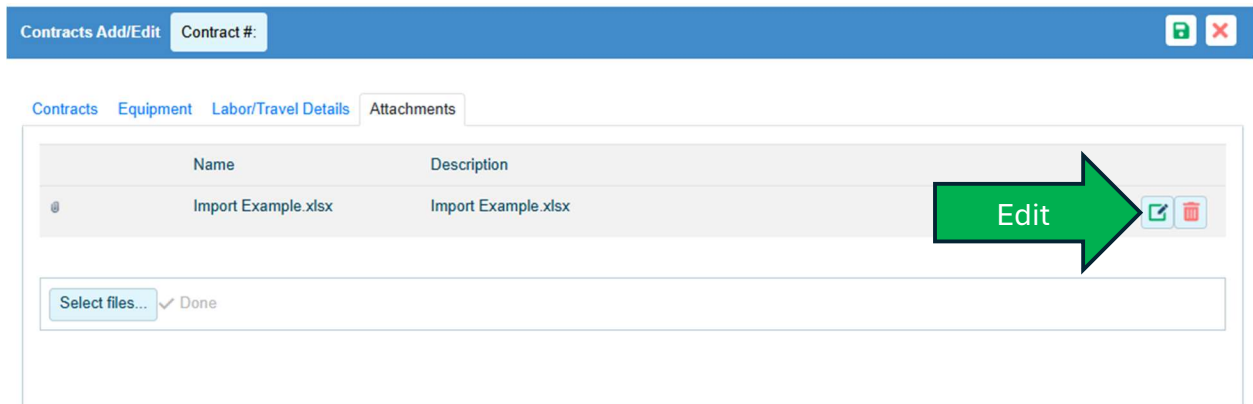
HEMS One: Contracts

Attachments Tab

The Attachments Tab is for attaching files to the contract (e.g. a copy of the contract). Use the Select files button to browse for the files to be attached.



To edit the description of an attachment, click on the Edit icon to the right of the attachment record. The Name of the attachment cannot be edited.

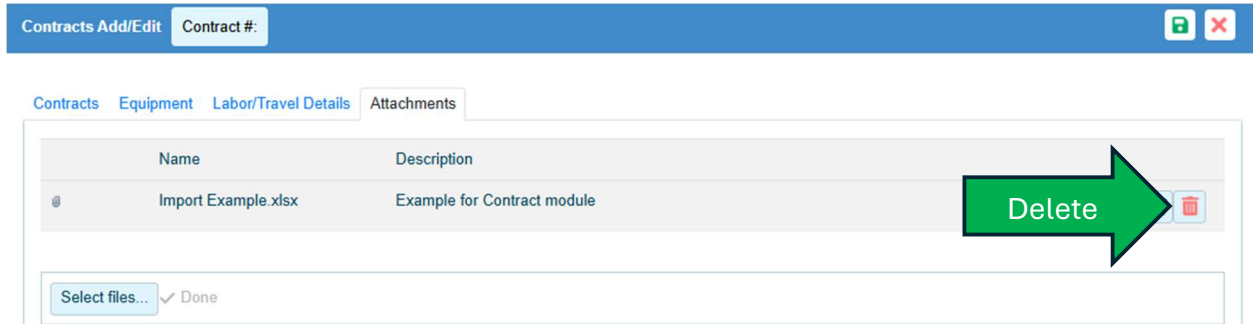


The attachment Name field cannot be edited. Once the Description field has been edited, click on the Accept button to accept the changes.



HEMS One: Contracts

To delete an attachment, click on the Delete icon on the far right of the Attachment record.



To save the contract, click on the save icon in the upper right of the Contracts Add/Edit window. To cancel, use the Cancel icon.

