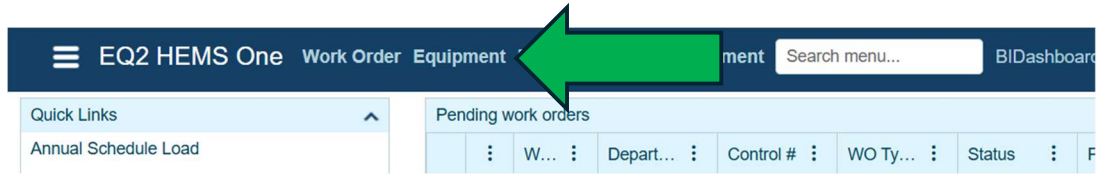
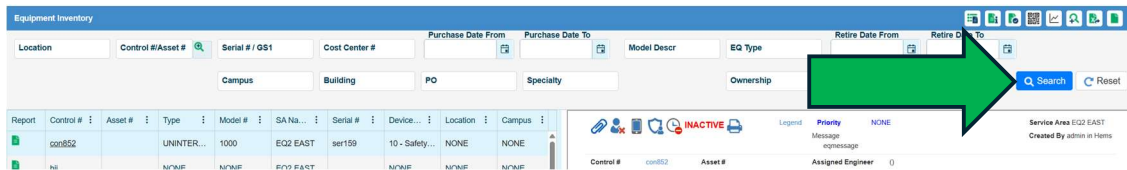


# HEMS One: How to Copy Equipment Inventory Records

1. Click on the Equipment menu in the upper left of the screen



2. Search for the equipment record to be copied by using the search fields and clicking on the Search button.



3. Use the scroll bar at the bottom of the search results field to scroll all the way to the right to see the Action column.



## HEMS One: How to Copy Equipment Inventory Records

#	Type	Model #	SA Na...	Serial #	Device...	Location		Action
	DEFIBRIL...	LIFEPAK 9	EQ2 EAST	2468	NONE	CLINIC 10...	CLINIC-1-...	MAIN B...
	DEFIBRIL...	LIFEPAK 9	EQ2 EAST	4444	NONE	NONE	NONE	NONE
	DEFIBRIL...	M3860A	EQ2 EAST	DE45566799	NONE	ROOM 1000	adress	MAIN B...
	DEFIBRIL...	M3860C	EQ2 EAST	12345	14 - Func. ...	AS	CLINIC 2	
	DEFIBRIL...	M3860C	EQ2 EAST	12346	14 - Func. ...	AS	CLINIC 2	
	DEFIBRIL...	M3860C	EQ2 EAST	8787871	NONE	CLINIC 1064	CLINIC 4	NONE
	DEFIBRIL...	M3878	EQ2 EAST	DE123456	NONE	AS-SC-R1	NONE	EQ2
	DEFIBRIL...	M3878	EQ2 EAST	DE123457...	NONE	AS-SC-R1	NONE	EQ2
	DEFIBRIL...	M3860AA	EQ2 EAST	12121212	NONE	AS-SC-R5	NONE	EQ2
	DEFIBRIL...	M3860C	EQ2 EAST	223344	NONE	AS	CLINIC 2	EQ2
	DEFIBRIL...	M4735A	EQ2 EAST		NONE	AS-SC-R1	NONE	EQ2
	DEFIBRIL...	M3860C	EQ2 EAST	ttrf35	NONE	CLINIC 11...	CLINIC 3	POB2

1 - 50 of 356 items

After the Copy button is clicked, a new Equipment Inventory Add/Edit window will appear. Assign a Control # and update the Serial # for the new piece of equipment, then save the record.

**Equipment Inventory Add/Edit**

Main Schedule Other Details Parts Attachments IT Fields

Control #  Serial #  Asset #  GS1/UDI  U Status:

Manufacturer: LIFEPAK 9 DEFIBRILLATOR, MO... PHYSIO-CONTROL IN

EQ Type: DEFIBRILLATORS, EXTERNAL, SEMIAUTOMATED Class: CRITICAL - LIFE SUPP System: NONE

Life Expectancy: 8 Device Inclusion: NONE Supplier: NONE

Costcen #: 1002 Department: ACCOUNTING 22Jul Location: CLINIC 10512

Revision: Ownership: NONE Storage Location: 0

Warranty Exp Date: 09/28/2024 Service Exp Date: Purchase Date: 09/28/2024 Purchase Price: 2000.00

PO: 0000456123 Retire Date: Last Maintenance: Storage Date:

Placed in Service Date: 09/28/2024 Age at purchase: 0.00

euserfield1: euserfield2:

Equipment Text: Work Order Notes:

Save