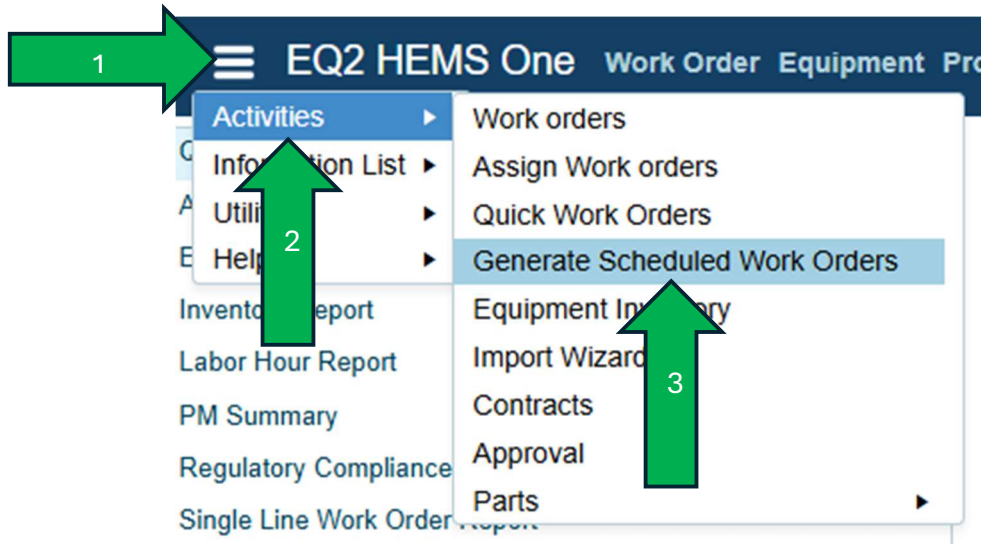


HEMS One: Generate Scheduled Work Orders

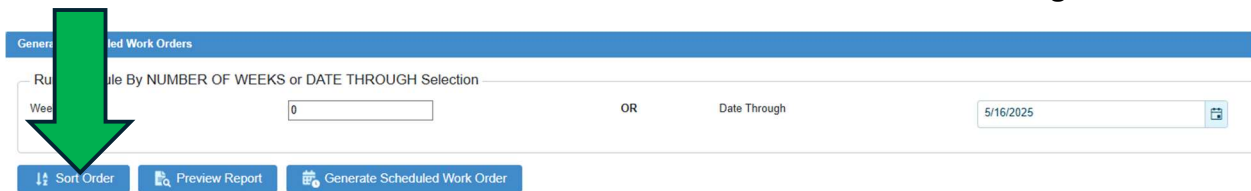
To access the Generate Scheduled Work Orders (WOs) module, click on the hamburger menu in the upper left of the HEMS One screen (1), then select the activities menu (2) and the Generate Scheduled Work Orders submenu (3).



Enter the number of weeks to run in the Weeks to Run field OR type in or select a date from the calendar button in the Date Through field to determine what date to generate the scheduled work orders through. Once the Weeks to Run OR Date Through option has been updated, click on one of the three available buttons.



The Sort Order button allows a user to sort the order of the work orders to be generated.



To rearrange the Select Sort Orders, drag and drop the Available Sort Orders to the Selected Sort Orders list. Click to Apply button to apply the Sort Order Changes.

HEMS One: Generate Scheduled Work Orders

Select Sort Order

Available Sort Orders	Selected Sort Orders
Assigned Engineer	Issue Date
Control Number	
Department Name	
Location	
Priority	
Procedure Name	
Specialty	

Apply

The Preview Report button will generate a preview of the work orders that will be generated. Clicking this button will open the Preview Report in another tab.

Generate Scheduled Work Orders

Run Schedule By NUMBER OF WEEKS or DATE THROUGH Selection

Weeks to Run: 0 OR Date Through: 5/16/2025

Sort Order Preview Report Generate Scheduled Work Order

The Generate Schedule Work Order button will generate PM WOs through either the defined number of Weeks to Run OR the defined Date Through date.

Generate Scheduled Work Orders

Run Schedule By NUMBER OF WEEKS or DATE THROUGH Selection

Weeks to Run: 0 OR Date Through: 5/16/2025

Sort Order Preview Report Generate Scheduled Work Order