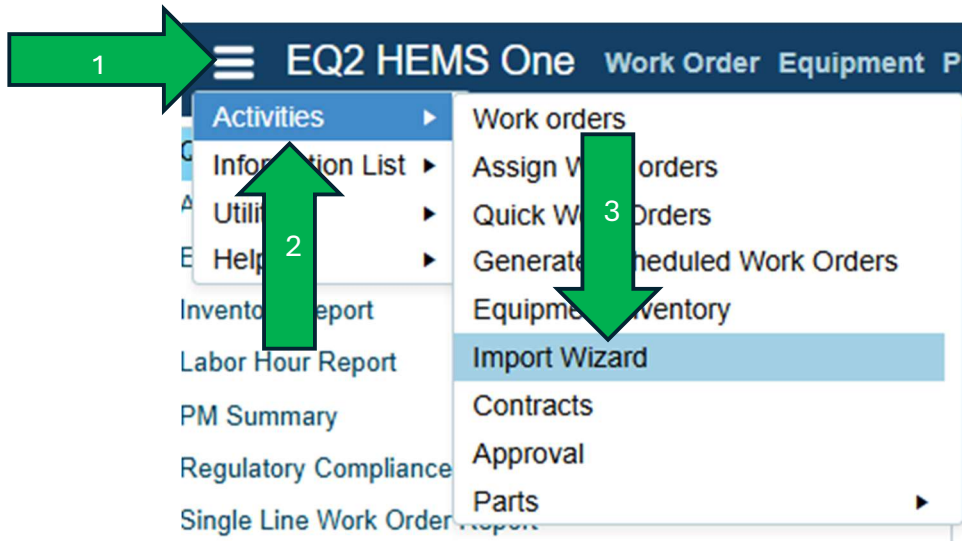


# HEMS One: Import Wizard

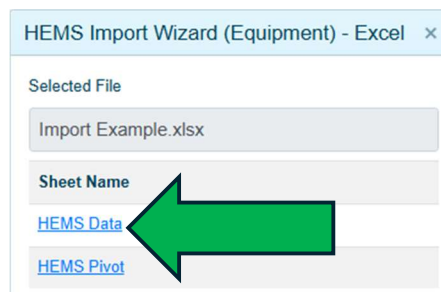
To access the Import Wizard, click on the hamburger menu on the upper left of the HEMS One screen (1). Then select the Activities menu (2) and the Import Wizard submenu (3).



Choose a file to upload (1) or download the Import Wizard Template (2).



Once an Excel workbook is chosen, Import Wizard will clarify which worksheet in the workbook is going to be used for import. Click on the worksheet name of the file being used for importing. In the example below, the HEMS Data sheet is being selected out of the Import Example workbook file.



# HEMS One: Import Wizard

Once a file is selected, a preview of the information will show up on the HEMS Import Wizard screen. Click on the Import button to import the data.

HEMS Import Equipment

The Excel File field is required.

Choose File | Import Example.xlsx | **Import**

Control #	Serial #	Equipment Type	Model #	Model Name	Manufacturer	Supplier	Department	Location	PO #	ECRI #	ECRI Name	Device Inclusion	EQ Revision	Purchase Date	Purchase Price	Warranty Expiry Date	Service Expiry Date	Retire Date	Storage Date	Operation Manual?	Service Manual?	Alarm?
RS10450		Defibrillator	M3860D		PHILIPS	NONE									0					False	False	False
11074		DEFIBRILLATOR/PACEMAKER	M4735A	HEARTSTART XL	PHILIPS	EMERGENCY SERVICE									0					False	False	False
18630		DEFIBRILLATOR/PACEMAKER	M4735A	HEARTSTART XL	PHILIPS	CVOR									0					False	False	False
11045		DEFIBRILLATOR/PACEMAKER	M4735A	HEARTSTART XL	PHILIPS	EMERGENCY SERVICE									0					False	False	False

If any of the records are not imported for any reason, a message will appear in red stating that, “The following equipment items were not imported” (1), and the reason the import was canceled will appear in the “reason” column (2).

HEMS Import Equipment

Export to excel

controlno	serial	eqtype	modelnum	manufacturer	eqtype_old	reason	areaname
The following equipment items were not imported							
00000-002		DEFIBRILLATORS, EXTERNAL, SEMIAUTOMATED	LFEPAK 9	PHYSIO-CONTROL INC		Duplicate Control # in existing inventory	EQ2 EAST
007700		DEFIBRILLATORS, EXTERNAL, SEMIAUTOMATED	LFEPAK 9	PHYSIO-CONTROL INC		Duplicate Control # in existing inventory	EQ2 EAST
02990		DEFIBRILLATOR, AED	M3860A	PHILIPS		Duplicate Control # in existing inventory	EQ2 EAST
03250241		DEFIBRILLATOR, AED	M3860C	PHILIPS		Duplicate Control # in existing inventory	EQ2 EAST
03250242		DEFIBRILLATOR, AED	M3860C	PHILIPS		Duplicate Control # in existing inventory	EQ2 EAST