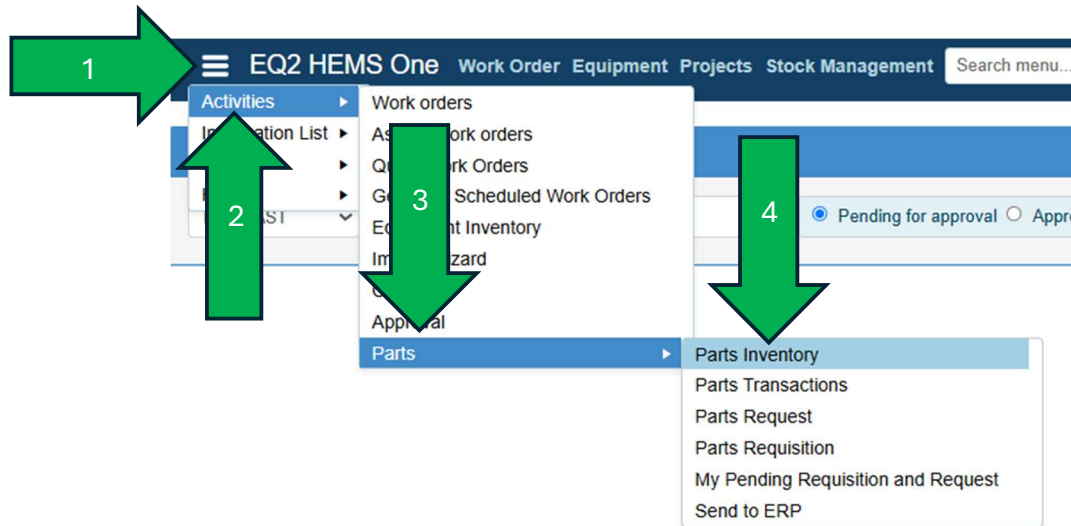
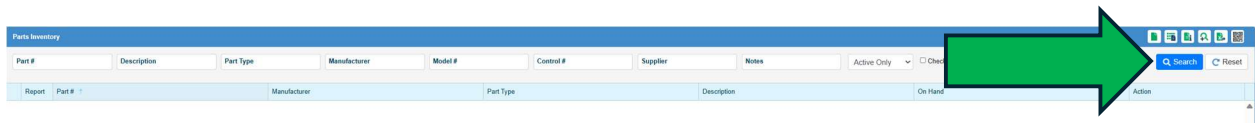


HEMS One: Parts Inventory

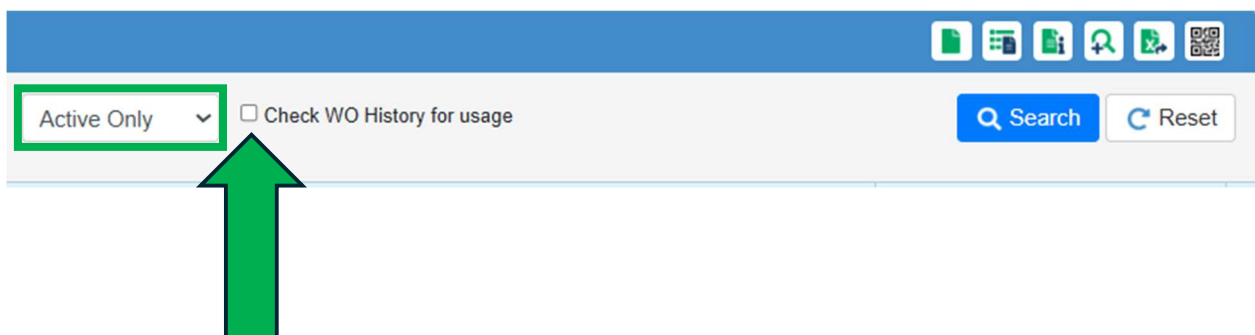
To open the Parts Inventory, click on the hamburger icon in the upper left of the main HEMS One screen (1), then select the Activities menu (2), the Parts submenu (3), and Parts Inventory (4).



Use the search fields at the top of the Parts Inventory module to filter the search for Parts. To search for all parts, leave the search fields blank and click on the Search button in the upper right of the Parts Inventory window.



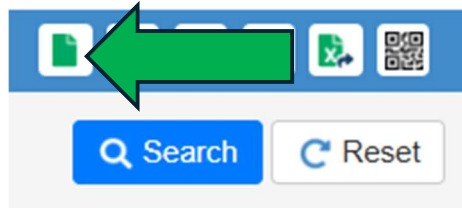
The search fields default to active records only. If the work order history needs to be included in the search, check the Check WO History for usage box.



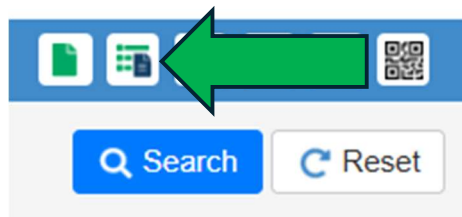
HEMS One: Parts Inventory

Parts Inventory Tool Bar

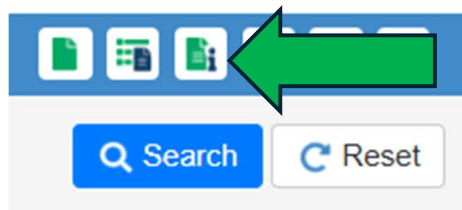
To create a new parts record, click on the New icon.



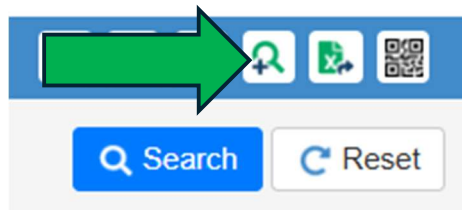
To run a list report of the search results, click on the List Report icon.



To run a detail report for all the search results, click on the Detail All icon.

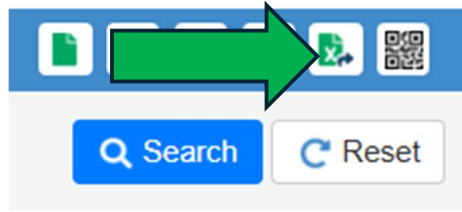


To perform an advanced search, click on the Advanced Search icon.

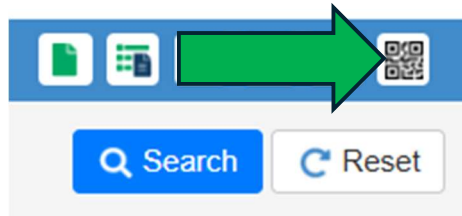


HEMS One: Parts Inventory

To export the search results to Excel, click on the Export to Excel icon.



To print barcode tags for the parts in the search results, click on the Barcode icon.



Once search results have been populated, the search results can be manipulated.

Report	Part #	Description	Part Type	Manufacturer	Model #	Control #	Supplier	Notes	Active Only	Check WO History for usage	Search	Reset
	01-005506E-001	Latch Assy Stagepin 3 centrifuge	LATCH	IRIS STATSPIN	NONE							
	000055	SCALE-TRONIX BASE FOR MODEL 6002	BASE	SCALE-TRONIX INC								
	2180902-13	touch screen	TOUCH SCREEN	NONE								
	429614	Lid Seal Reusable Kit Ozark Biomedical	GASKET	NONE								
	780250	Stem probe- dynamics	PROBE	NONE								
	1045454		NONE	NONE								
	85036	BAATTERY PACK	BATTERY KIT	RAD BATTERIES								
	*VFS70-2015UR	Inverter for Toshiba DUA table	INVERTER	NONE								
	8M280A-SCE	889Mb hard drive for Toshiba CFP2000	HARD DRIVE	NONE								
	2	Stemad RF generator	GENERATOR	NONE								
	+12 REGULATOR	+12 REGULATOR	REGULATOR, VOLTAGE	NONE								
	+24V REGULATOR	+24V REGULATOR	REGULATOR, VOLTAGE	NONE								
	0000	SWITCH ASSY, DUAL	SWITCH	AARON MEDICAL								
	000001522-373	photo adapter	ADAPTER	NONE								
	0000-10-11020	DC/AC inverter board	BOARD	MINICRAY								
	0000118-02	Sakura, Crystat, Diaphragm	DIAPHRAGM, CRYOSTAT	NONE								
	000019	ROD IV FIXED HEIGHT INFUS	ROD	NONE								
	00-005516-001	LINER, DL02	LINER	IRIS STATSPIN								
	00-005602-001	MANUAL, SERVICE	MANUAL	IRIS STATSPIN								
	0000679-01	Sakura, Crystat, Diaphragm Strap	DIAPHRAGM, STRAP	NONE								
	0000-564-04	Inner Barometer	THERMISTER	SAKURA FINETEK USA INC								
	000099	Holfer, Minor assay vialhold	HOLDER	LUXTEC DIV PRIME-SOURCE HEALTHCARE								

HEMS One: Parts Inventory

To expand the search result and see the Parts Transactions for a given part record, click on the caret, to the left of the search result record (1).

To run a detail report of a single record, click on the Single Detail icon to the left of the record (2).

To run a summary report of a single record transaction, click on the Single Summary icon to the left of the record (3).

To run a part inventory report for a single record, click on the Report icon in the Report column to the left of an unexpanded part record (4).

The screenshot shows the 'Parts Inventory' interface. At the top, there are search fields for 'Part #' and 'Description'. Below this is a table with columns 'Report' and 'Part #'. A green arrow labeled '1' points to a dropdown caret on the left of a row. Below this is a table with columns 'Report', 'Transaction Type', and 'Trans:'. A green arrow labeled '2' points to a single detail icon (two document icons) in the 'Report' column of a row with 'RECEIVE' transaction type. A green arrow labeled '3' points to a single summary icon (one document icon) in the 'Report' column of a row with 'RECEIVE' transaction type. Below this is a list of part records. A green arrow labeled '4' points to a report icon (document with magnifying glass) in the 'Report' column of a row with part number '01-005506-001'. Other part numbers visible are '2188902-13' and '420614'.

HEMS One: Parts Inventory

Parts Inventory Action Column

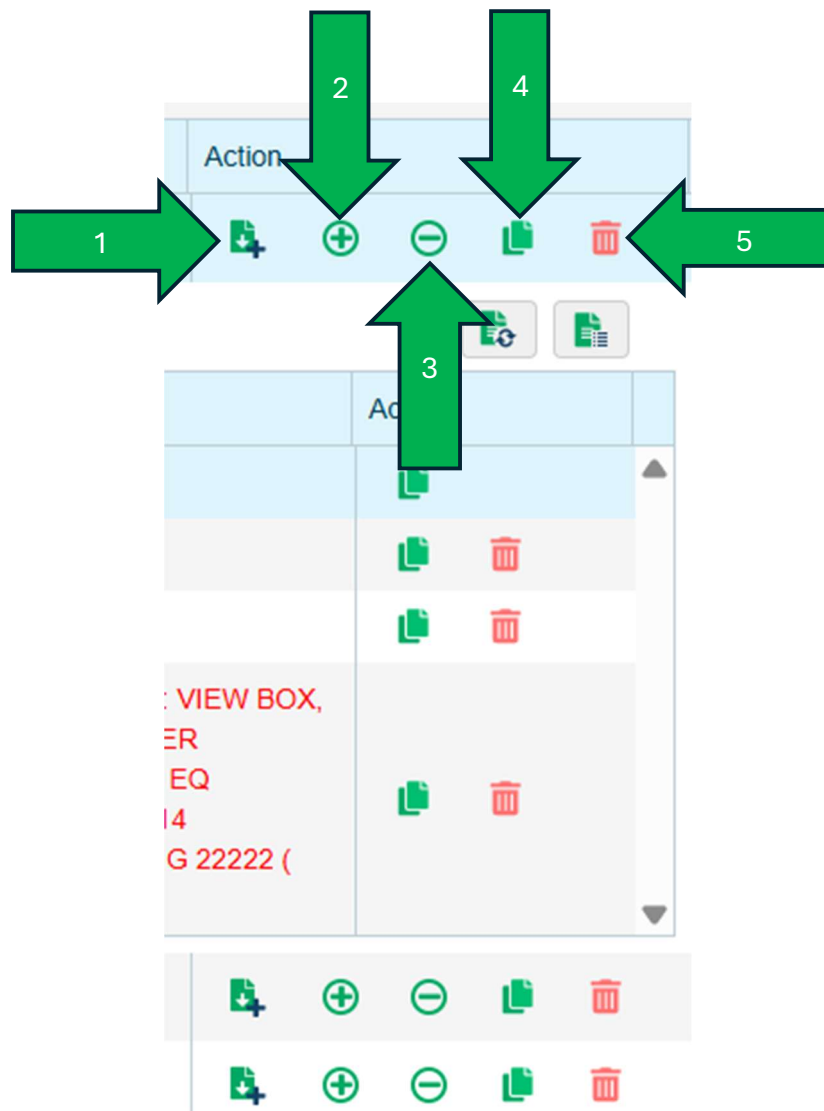
To add a Receive action to a part, click on the Receive icon (1).

To adjust the on-hand quantity of a part up, click on the adjust plus icon (2).

To adjust the on-hand quantity of a part down, click on the adjust minus icon (3).

To copy a part or part transaction, click on the Copy icon (4).

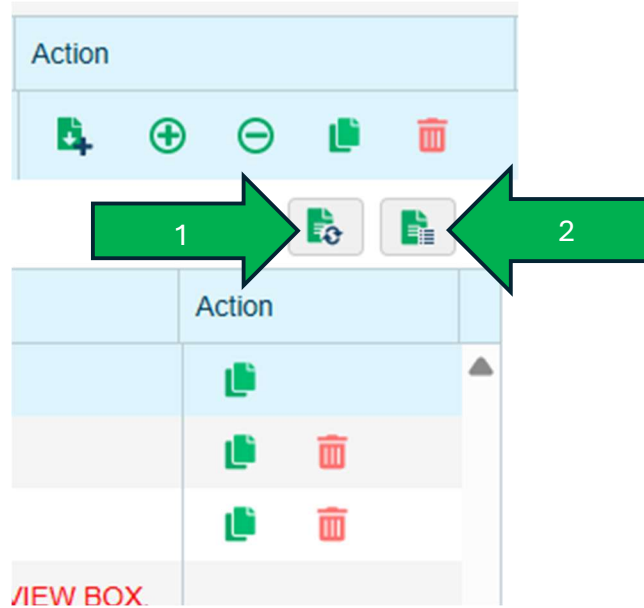
To delete a part or part transaction, click on the Delete icon (5).



HEMS One: Parts Inventory

To run a List report for all parts transactions in an expanded part record, use the List Report icon on the far right of the expanded part record (1).

To run the Detail All report for all the parts transactions in an expanded part record, use the Detail All icon to the far right of the expanded part record (2).



HEMS One: Parts Inventory

Parts Inventory record

Fields that appear yellow on a Part Inventory record are required fields.

Parts Inventory Add/Edit 🏠 ✖

Details

Part #	Manufacturer's Part #	<input checked="" type="checkbox"/> active
<input type="text"/>	<input type="text"/>	
Manufacturer	Part Type	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
Storage Location	Storage Area	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>
Notes		
<input type="text"/>		

Purchasing Details

Standard Price	Last Price	Markup (%)	Min Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Max Quantity	On Hand	Order Quantity	Cost of Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

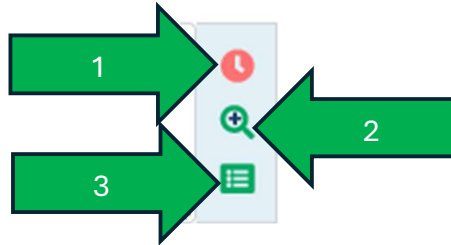
Details

1. **Part #:** The part number used to order the part.
2. **Manufacturer's Part #:** the OEM part number.
3. **Active box:** if this box is checked, the part record is active.
4. **Manufacturer:** The manufacturer of the part. The manufacturer must be defined as a vendor in HEMS.
5. **Part Type:** the type of part. The part type must be defined as a part type in HEMS.
6. **Description:** a description of the part. This is an open text field.
7. **Storage Location:** The storage location of the part. The storage location must be defined in HEMS.
8. **Storage Area:** this field cannot be edited. It is tied to the Storage Location record and will populate with information once the Storage Location is defined.
9. **Unit:** the unit of the part.

HEMS One: Parts Inventory

10. **Notes:** The notes field is an open text field.

- a. To add a date/time stamp to the Notes field, use the timestamp icon on the right of the field (1). To expand the Notes field, use the Expanded View icon (2). To use predefined text in the Notes field, click on the Predefined Text icon (3).



Purchasing Details

Purchasing Details			
Standard Price	Last Price	Markup (%)	Min Quantity
\$ 0	\$ 0.00	0.00	0
Max Quantity	On Hand	Order Quantity	Cost of Order
0	0.00	0	\$ 0.00

1. **Standard Price:** The standard price of the part.
2. **Last Price:** The price last paid for the part. This field cannot be edited.
3. **Markup (%):** The percentage markup used if charging for the part.
4. **Min Quantity:** The minimum on-hand quantity of the part.
5. **Max Quantity:** The maximum on-hand quantity of the part.
6. **On Hand:** The quantity on-hand of the part. This field cannot be edited.
7. **Order quantity:** The order quantity of the part, this field cannot be edited.
8. **Cost of Order:** The cost of the order quantity. This field cannot be edited.