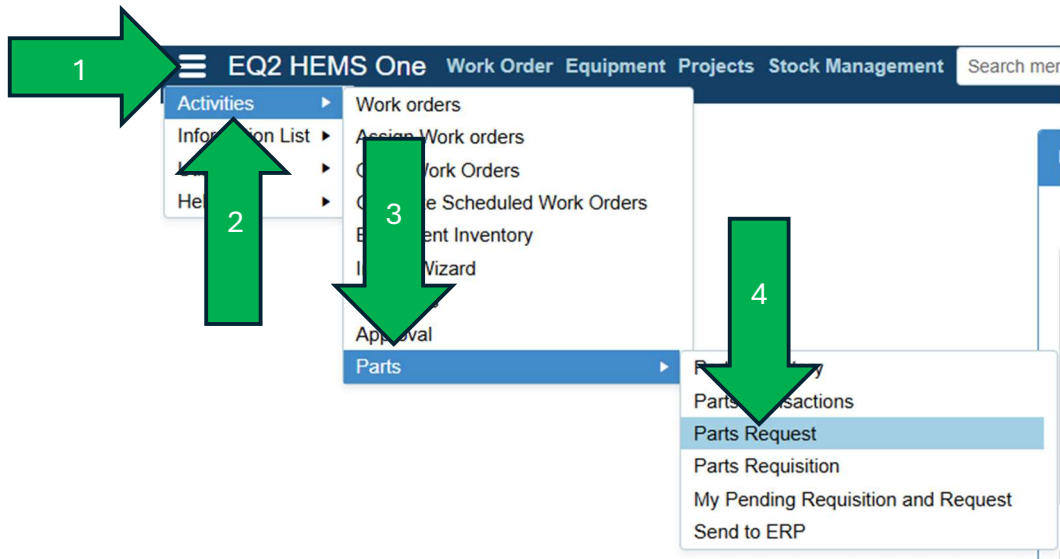
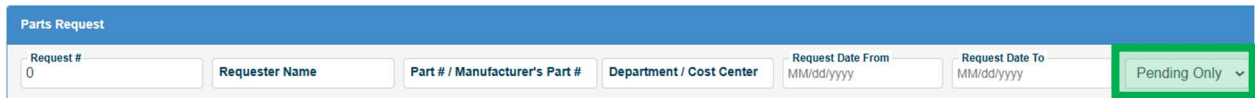


HEMS One: Parts Request

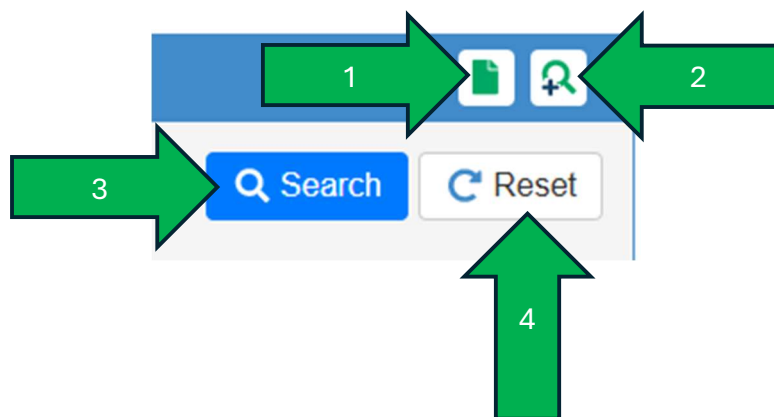
Navigate to Parts request by clicking on the hamburger icon (1), then the Activities Menu (2), followed by the Parts submenu (3), and Parts Request (4).



Use the search fields at the top of the Parts Request window to search for a specific parts request. The search defaults to Pending Only.






To create a new Parts Request click the New icon in the upper right of the Parts Request window (1). To do an advanced search, click on the Advanced Search icon (2). To search for Parts Requests, use the Search button (3). To reset the search fields, use the Reset button (4).






HEMS One: Parts Request







To run the Parts Request Detail Report, click on the Report icon in the Report column to the left of the search results field. The report will generate in a separate browser tab.

Report	Request # ↑
	
	1001
	1005

To edit a Parts Request record, click on the Request # hyperlink in the search results.

Report	Request # ↑
	100
	1001
	1005

To copy a Parts Request use the Copy icon in the Action column on the right of the search result (1). To Delete a Parts Request, use the Delete icon (2).

Action
 
 
 

HEMS One: Parts Request

To create a new parts request, use the New icon in the toolbar on the upper right of the Parts Request window.



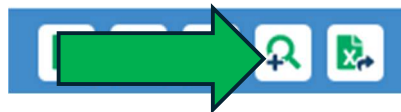
To run a List Report of the search results, click the List Report icon in the toolbar on the upper right of the Parts Request window.



To run a Detail Report of all the search results, click on the Detail Report icon in the toolbar on the upper right of the Parts Request window.



To perform an advanced search for Parts Request, click on the Advanced Search icon in the toolbar on the upper right of the Parts Request window.



To export the search results to Excel, use the Export to Excel icon in the toolbar on the upper right of the Parts Request window.



HEMS One: Parts Request

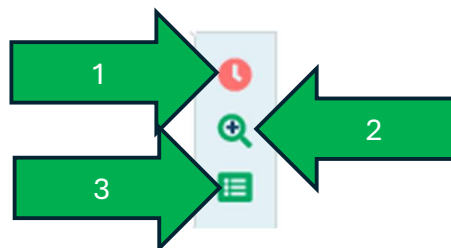
The Parts Request Record

The screenshot shows a web form titled "Parts Request #2717 Add/Edit". The form contains the following fields and options:

- Requester:** Text input field containing "ADMIN".
- Department:** Text input field containing "NONE".
- Campus:** Text input field containing "NONE".
- Request Date:** Date and time picker showing "05/22/2025 13:41" with a calendar icon and a clock icon.
- Request Type:** Drop-down menu showing "CM PARTS".
- Category:** Drop-down menu.
- Email:** Text input field containing "navneeta@eq2.com" with a search icon.
- Phone #:** Text input field.
- Notes:** Large text area with icons for adding a timestamp (clock), magnifying glass, and predefined text (list icon).
- Options:** Checkboxes for "Completed", "Cancel Request", "Approve", and "Reject".

Below the form is a button labeled "Add Parts".

1. **Requester:** The user requesting the part.
2. **Department:** The department requesting the part.
3. **Campus:** The campus requesting the part.
4. **Completed:** If this box is checked, the parts request has been completed.
5. **Cancel Request:** If this box is checked, the parts request will be cancelled.
6. **Request Date:** The date the parts request was created.
7. **Request Type:** A drop-down menu of predefined types for parts requests.
8. **Category:** A drop-down menu of predefined categories for parts requests.
9. **Approve:** This box is checked when the Parts Request is approved.
10. **Reject:** This box is checked when the Parts Request is denied.
11. **Email:** The email address of the Requester.
12. **Phone #:** The phone number of the Requester.
13. **Notes:** This is an open text field.
 - a. To add a timestamp to the Notes field, use the clock icon on the right of the field (1). To expand the Notes field, use the magnifier icon (2). To use predefined text in the Notes field, use the Predefined Text icon (3).



HEMS One: Parts Request

To save the Parts Request, use the Save icon in the upper right of the Parts Request Add/Edit window (1). To cancel the Parts Request, use the Cancel icon (2).

