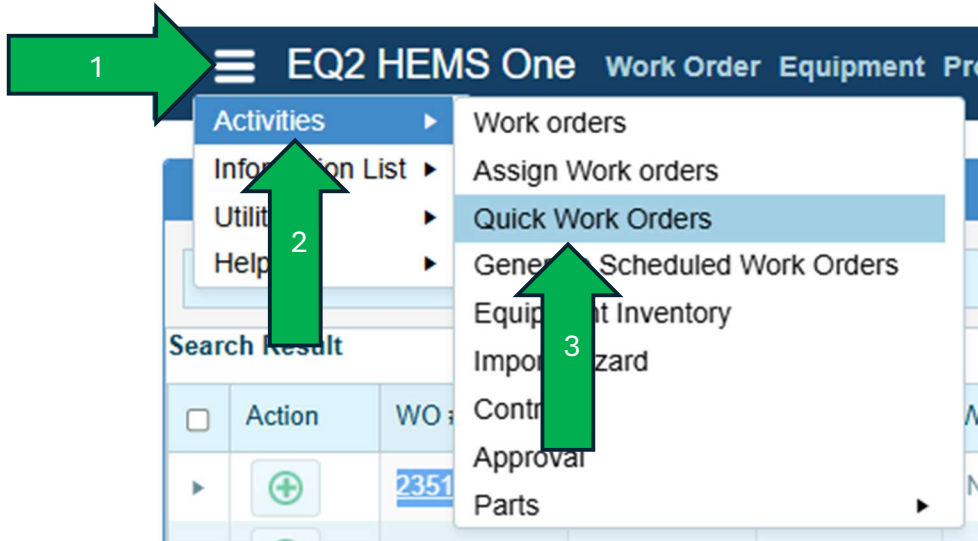
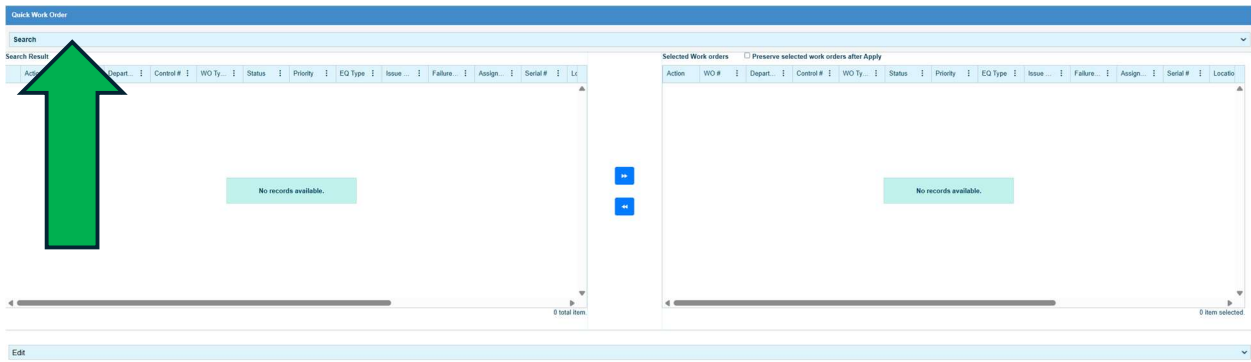


HEMS One: Quick Work Orders

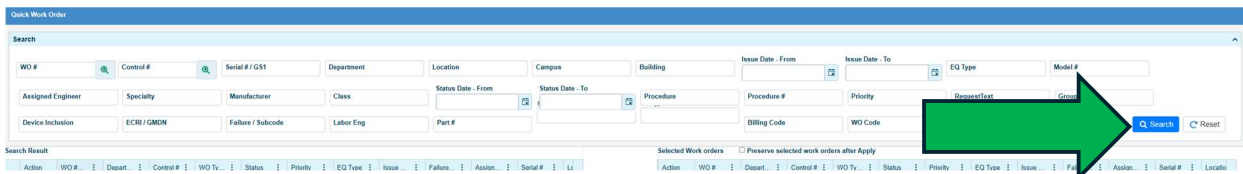
To access the Quick Work Orders module, click on the hamburger menu in the top left of the HEMS One window (1). Then select the Activities menu (2) and the Quick Work Orders submenu (3).



The Quick Work Order module has three sections, the Search section at the top, the Search Results and Selected Work Orders section in the middle and the Edit section on the bottom. To expand the Search options, click on the Search bar.



To search for work orders (WOs) enter data into the search criteria fields and click on the Search button in the far right of the Search section.



HEMS One: Quick Work Orders

WOs matching the search criteria will appear in the Search Result grid.

The caret buttons to the left of the search results can be used to expand a work order to see the Request and Action Text.

Search Result

Action	WO #...	Depart...	Control #	WO Ty...	Status	Priority	EQ Type	Issue ...	Failure...	Assign...	Serial #	LC
▶ (+)	235151	sonic	Group	INCOMIN...	HOLD	5 - High Risk	PUMP, IN...	2/5/2023	22 Jul Ne...	navneeta...	775	Ri
▶ (+)	245298	2-2 RADIO...	Group	New WO T...	ASSIGNE...	NONE	LASER, A...	2/24/2023	INSPECTI...	navneeta...	GL14657C...	Ri
▶ (+)	245298	2-2 RADIO...	Group	New WO T...	ASSIGNE...	NONE	PUMP, IN...	2/24/2023	INSPECTI...	navneeta...	4070707	Ri
▶ (+)		RADIO...	17471	MEETING	HOLD	NONE	DOPPLER...	2/25/2023	22 Jul Ne...	NONE	6218	Ri

RequestText	ActionText
<p>PROCEDURE- ALARM- BED -10003-</p> <p>[- 1. AUTOSEQUENCE A5 General Device- No Leads</p> <p>[- 2. INSPECT EXTERIOR OF EQUIPMENT FOR DAMAGE OR MISSING HARDWARE.</p> <p>[- 3. INSPECT THE POWER CORD- STRAIN RELIEF AND PLUG/S FOR ANY SIGNS O Inspect the power cord- strain relief and plug/s for any signs of damage.</p> <p>[- 4. TURN UNIT OFF- OPEN USER ACCESSIBLE COVERS AND INSPECT UNIT FOR Turn unit off- open user accessible covers and inspect unit for damage.</p> <p>[- 5. CLEAN UNIT INTERIOR COMPONENTS AND EXTERIOR WITH VACUUM OR COMPR Clean unit interior components and exterior with vacuum or compressed air.</p> <p>[- 6. INSPECT INTERIOR FOR SIGNS OF CORROSION OR MISSING HARDWARE. REP Inspect interior for signs of corrosion or missing hardware. Repair as required.</p> <p>[- 7. INSPECT ELECTRICAL COMPONENTS FOR SIGNS OF EXCESSIVE HEAT OR DET Inspect electrical components for signs of excessive heat or deterioration.</p>	<p>, ADMIN : May 6 2025 4:14PM 2-2 RADIOLOGY NURSING SER ADMIN- Feb 21 2023 04-13PM Failure W#: 280875 Failure W#: 280876 Apr 09 2025 05-01 AM - 1111300002 - QUIK COM Apr 09 2025 05-09 AM - BnkFSCBWH - SCRUB BRUS</p>

1563 total item.

To move WOs from the Search Results grid to the Selected Work Orders grid, use the plus button in the Action column to select one WO at a time.

Search Result

Action	WO #...	Depart...	Control #	WO Ty...	Status	Priority	EQ Type	Issue ...	Failure...	Assign...	Serial #	LC
▶ (+)	235151	sonic	Group	INCOMIN...	HOLD	5 - High Risk	PUMP, IN...	2/5/2023	22 Jul Ne...	navneeta...	775	Ri
▶ (+)	245298	2-2 RADIO...	Group	New WO T...	ASSIGNE...	NONE	LASER, A...	2/24/2023	INSPECTI...	navneeta...	GL14657C...	Ri
▶ (+)	245298	2-2 RADIO...	Group	New WO T...	ASSIGNE...	NONE	PUMP, IN...	2/24/2023	INSPECTI...	navneeta...	4070707	Ri
▶ (+)	245300	2-2 RADIO...	17471	MEETING	HOLD	NONE	DOPPLER...	2/25/2023	22 Jul Ne...	NONE	6218	Ri
▶ (+)	246522	CARDIOL...	NONE	NONE	NONE	6 - Non Lif...	NONE	3/10/2023	NONE	HPH		C/
▶ (+)	246781	G.I. LAB	10041	ROUTINE	AWAITING...	6 - Non Lif...	MODULE, ...	3/16/2023	22 Jul Ne...	A1L-share	DE911C86...	Ri
▶ (+)	246821	RECOVE...	13086	ROUTINE	Work In Pr...	NONE	OXIMETE...	3/18/2023	2020-0001	bbbb	1308613086	Ri
▶ (+)	248240	TEST Sha...	12311231	ROUTINE	NONE	NONE	OTOLARY...	4/9/2023	NONE	DB	2332332	Ni
▶ (+)	249269	NONE	03400704	ROUTINE	ASSIGNE...	LOW	Fire Exting...	5/9/2023	NONE	NONE	1234gghg	IN
▶ (+)	249270	NONE	03400704	ROUTINE	Work In Pr...	LOW	Fire Exting...	5/12/2023	2020-0001	bbbb	1234gghg	IN
▶ (+)	249274	NONE	03400704	ROUTINE	HOLD	LOW	Fire Exting...	5/10/2023	22 Jul Ne...	NONE	1234gghg	IN
▶ (+)	249276	ADMISSIO...	Group	ROUTINE	ASSIGNE...	LOW	PUMP, IN...	5/10/2023	NONE	Sarasota3	4062238	IN
▶ (+)	249281	TELECOM...	40-15653	New WO T...	ASSIGNE...	LOW	PAGER	5/9/2023	NONE	Sarasota2	BD5XVS2...	Ri

1563 total item.

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To move all the Search Result WOs to the Selected Work Orders grid, use the double right caret button in the middle of the two grids. To remove all the Selected Work Orders from the Selected Work Orders grid, use the double left caret button.

The screenshot shows two side-by-side grids. The left grid is titled 'Search Result' and contains a list of work orders with columns for Action, WO #, Depart., Control #, WO Ty., Status, Priority, EQ Type, Issue, Failure, Assign., Serial #, and Location. The right grid is titled 'Selected Work orders' and is currently empty, with a message 'No records available.' and a checkbox for 'Preserve selected work orders after Apply'. A green arrow labeled 'Add All' points from the Search Result grid to the Selected Work Orders grid, and another green arrow labeled 'Remove All' points from the Selected Work Orders grid back to the Search Result grid.

Once WOs have been selected, check the “Preserve selected work order after Apply” box to retain the selected work orders in the Selected Work Orders grid after the update is applied.

The screenshot shows the 'Selected Work orders' grid with the checkbox 'Preserve selected work orders after Apply' checked. The grid contains three work orders: 235151, 245298, and 245300. A green arrow points to the checkbox.

Action	WO #	Depart.	Control #	WO Ty.	Status	Priority	EQ Type	Issue	Failure	Assign.	Serial #	Location
	235151	sonic	Group	INCOMIN...	HOLD	5 - High Risk	PUMP, IN...	2/5/2023	22 Jul Ne...	navneeta...	775	ROOM
	245298	2-2 RADIO...	Group	New WO T...	ASSIGNE...	NONE	LASER, A...	2/24/2023	INSPECTI...	navneeta...	GL14657C...	ROOM
	245300	2-2 RADIO...	17471	MEETING	HOLD	NONE	DOPPLER...	2/25/2023	22 Jul Ne...	NONE	6218	ROOM

To expand the Edit section of Quick WOs, click on the Edit bar.

The screenshot shows the 'Selected Work orders' grid with the 'Edit' bar at the bottom. A green arrow points to the 'Edit' bar.

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Use the available Edit fields to make updates to the selected work orders. Clicking the Apply button in the lower right will apply the updates to the selected work orders.

The screenshot displays the HEMS One interface. On the left, a 'Search Result' table lists various work orders with columns for Action, WO #, Depart., Control #, WO Ty., Status, Priority, EQ Type, Issue, Failure, Assign., Serial #, and Location. On the right, a 'Selected Work orders' table shows three selected items. Below these tables is an 'Edit' form with multiple sections: Status, Labor Initials, Work Code, Quantity, DPC Code, and a 'Drop files here to upload' area. A large green arrow points to the 'Apply' button located at the bottom right of the edit form.

Action	WO #	Depart.	Control #	WO Ty.	Status	Priority	EQ Type	Issue	Failure	Assign.	Serial #	Locatio
+	235151	sonic	Group	INCOMMN	HOLD	5 - High Risk	PUMP.IN	2/5/2023	22 Jul Ne...	namesta...	775	ROOM
+	245298	2-2 RADIO	Group	New WO T...	ASSIGNE	NONE	LASER.A...	2/24/2023	INSPECTI...	namesta...	GL14657C...	ROOM
+	245298	2-2 RADIO	Group	New WO T...	ASSIGNE	NONE	PUMP.IN	2/24/2023	INSPECTI...	namesta...	48707937	RI
+	245300	2-2 RADIO	17471	MEETING	HOLD	NONE	DOPPLER	2/25/2023	22 Jul Ne...	NONE	6218	RI
+	245522	CARDIOL	NONE	NONE	NONE	6 - Non Lf...	NONE	3/10/2023	NONE	HPH		C
+	246781	G.I LAB	10041	ROUTINE	AWAITING	6 - Non Lf...	MODUL.E...	3/16/2023	22 Jul Ne...	ATI share	DE911C06	RI
+	246821	RECOVE...	13086	ROUTINE	Work In Pr...	NONE	COXMETE...	3/16/2023	2020-0001	bbba	1300613006	RI
+	248240	TEST Sha...	12311231	ROUTINE	NONE	NONE	OTOLARY...	4/9/2023	NONE	DB	2332332	RI
+	249299	NONE	83489704	ROUTINE	ASSIGNE	LOW	Fire Exting...	5/9/2023	NONE	NONE	1234gghg	IN
+	249279	NONE	83489704	ROUTINE	Work In Pr...	LOW	Fire Exting...	5/12/2023	2020-0001	bbba	1234gghg	IN
+	249274	NONE	83489704	ROUTINE	HOLD	LOW	Fire Exting...	5/10/2023	22 Jul Ne...	NONE	1234gghg	IN
+	249276	ADMISSIO	Group	ROUTINE	ASSIGNE	LOW	PUMP.IN	5/10/2023	NONE	Sarasota3	4862238	IN
+	249281	TELECOM	48-15653	New WO T...	ASSIGNE	LOW	PAGER	5/9/2023	NONE	Sarasota2	BDSV52...	RI

1563 total items

3 items selected

Apply