

HEMS One: How to Review Documented Hours

Documented Hours can be found in several places in HEMS One. For an individual user, Documented hours will be shown on the left side of the Dashboard.

To view labor hours on the Dashboard, expand the Total Documented Hours header by clicking on the title (1). Click on the Labor Hour Report to see Total Document Hours for the last four weeks (2).

The screenshot shows the HEMS One dashboard interface. At the top, there is a navigation bar with a hamburger menu icon and the text "EQ2 HEMS One". To the right of the navigation bar are links for "Work Order", "Equipment", "Projects", and "Stock Ma".

On the left side, there is a "Quick Links" section with a list of items: "Annual Schedule Load", "Equipment History", "Inventory Report", "Labor Hour Report", "PM Summary", "Regulatory Compliance Monthly Report", and "Single Line Work Order Report". Below this is the "Total Documented Hours" section, which is highlighted with a green arrow labeled "1". This section displays the following data:

- This month: 3.23
- Last Week: 0.15
- This Week: 1.08
- Monday: 1.08
- Tuesday: 0.00
- Wednesday: 0.00
- Thursday: 0.00
- Friday: 0.00
- Saturday: 0.00
- Sunday: 0.00

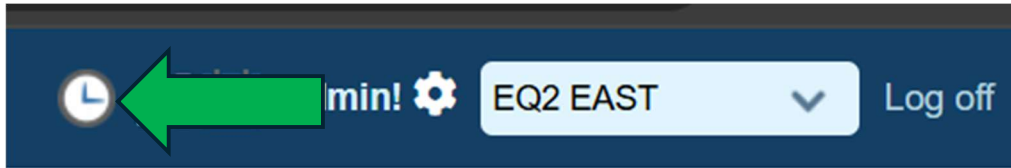
At the bottom of the "Total Documented Hours" section, there is a link for "Labor Hour Report", which is highlighted with a green arrow labeled "2". Below this link is a search bar with the text "Search report...".

On the right side of the dashboard, there is a "Pending work orders" table. The table has columns for "W..." (Work Order ID) and "Depart..." (Department). The table contains the following data:


W...	Depart...
235151	sonic
245298	2-2 RADIOLC NURSING SER
251230	3-1 ANESTHI
251270	G.I. LAB
252047	G.I. LAB
252986	G.I. LAB
258966	ADMISSI MANAGE

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Another way to view the documented labor hours report is to use the My Hours Report icon in the upper right. Clicking on the My Hours Report icon will open the Labor Hour report and show data for however many weeks are specified.



Use the drop-down list at the top of the report to determine how many weeks to view at one time (1). To see detail of the documented time, click on the Hours Worked hyperlink for a specific day (2).


Number of Weeks  1

Navigation: < 1 of 1 > Refresh Back 100%

Labor Hours for - navneeta@eq2.com

Report Description: This report shows the number of hours employee worked in 1 last 4 weeks versus hours scheduled to work (according to shift information).

Employee	ADMIN	(navneeta@eq2.com)			
Date	Day of Week	Shift Hours	Hours Worked	Difference	
5/13/2025	Tuesday	7.00	<u>0.00</u>	(7.00)	
5/12/2025	Monday	7.00	<u>1.08</u>	(5.92)	
5/11/2025	Sunday	0.00	<u>0.00</u>	0.00	
5/10/2025	Saturday	0.00	<u>0.00</u>	0.00	
5/9/2025	Friday	7.00	<u>0.15</u>	(6.85)	
5/8/2025	Thursday	7.00	<u>0.00</u>	(7.00)	
5/7/2025	Wednesday	0.00	<u>0.00</u>	0.00	
5/6/2025	Tuesday	7.00	<u>0.00</u>	(7.00)	
5/5/2025	Monday	7.00	<u>0.00</u>	(7.00)	
5/4/2025	Sunday	0.00	<u>0.00</u>	0.00	
5/3/2025	Saturday	0.00	<u>0.00</u>	0.00	
5/2/2025	Friday	7.00	<u>2.00</u>	(5.00)	

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