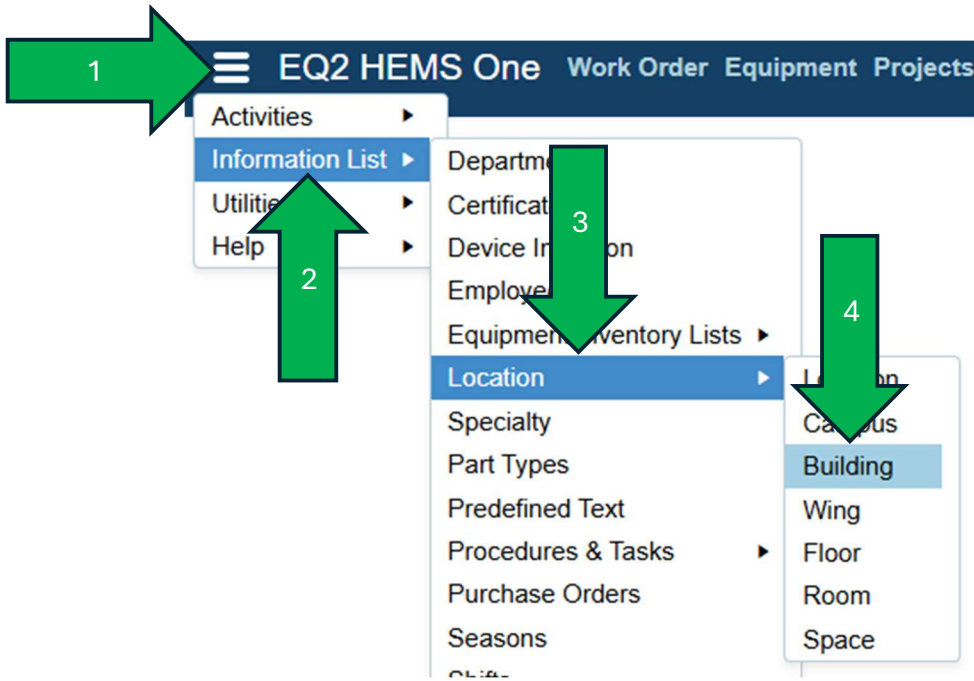





# HEMS One: Building Record

To access a Building record, click on the hamburger menu in the upper left of the HEMS One window (1), then select the Information Lists menu (2), followed by the Location submenu (3), and then Building (4).

A screenshot of the 'Building Add/Edit' form. The form has a blue header bar with the title 'Building Add/Edit' and window control icons. Below the header, there is a 'Building' section with a text input field containing 'ANGLE BUILDING' and two checkboxes: 'Active' (checked) and 'Shared' (unchecked). Below that is a 'Notes' section with a text area containing 'admin : 1/20/2022 15:25' and 'test'. To the right of the text area are three icons: a clock, a magnifying glass, and a list icon.

1. **Building:** The name of the building.
2. **Active checkbox:** If this box is checked, the Building record is active.
3. **Shared checkbox:** If this box is checked, the Building record is shared between service areas.
4. **Notes:** This is an open text field.
  - a. To add a timestamp to the Notes field, use the clock icon to the right of the field .
  - b. To expand the Notes field, use the Show Expanded View icon .
  - c. To use predefined text in the Notes field, use the Predefined Text icon .