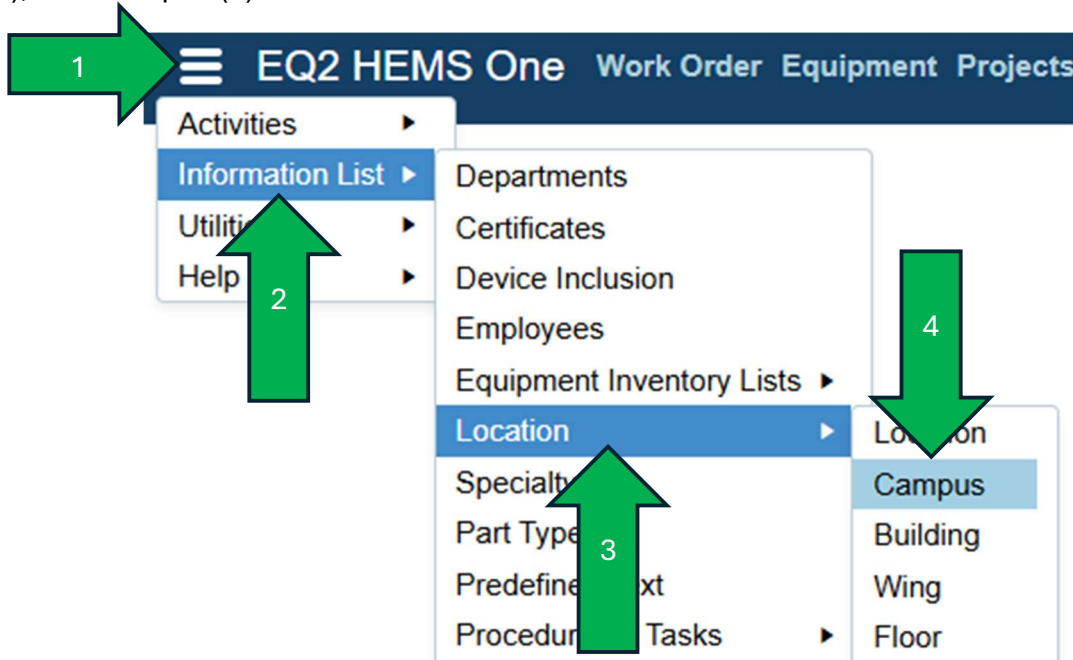





HEMS One: Campus Record

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

A screenshot of the 'Campus Add/Edit' form. The title bar is blue with the text 'Campus Add/Edit' and window control icons. The form has several fields: 'Campus' with the value 'CLINIC 10', 'Active' checkbox (checked), 'Shared' checkbox (unchecked), 'ERP Accounting Unit', 'Company Code', and 'Stocking Location Code' (all empty). There is also a 'Notes' section with a large text area and a small toolbar with icons for undo, redo, search, and list.

1. **Campus:** The name of the Campus.
2. **Active checkbox:** If this box is checked, the Campus record is active.
3. **Shared checkbox:** If this box is checked, the Campus is shared between service areas.
4. **ERP Accounting Unit:** The Enterprise Resource Planning Accounting Unit for the Campus.
5. **Company Code:** The Campus Company Code.
6. **Stocking Location Code:** The Campus Stocking Location Code.
7. **Notes:** This is an open text field.

HEMS One: Campus Record

- 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 .