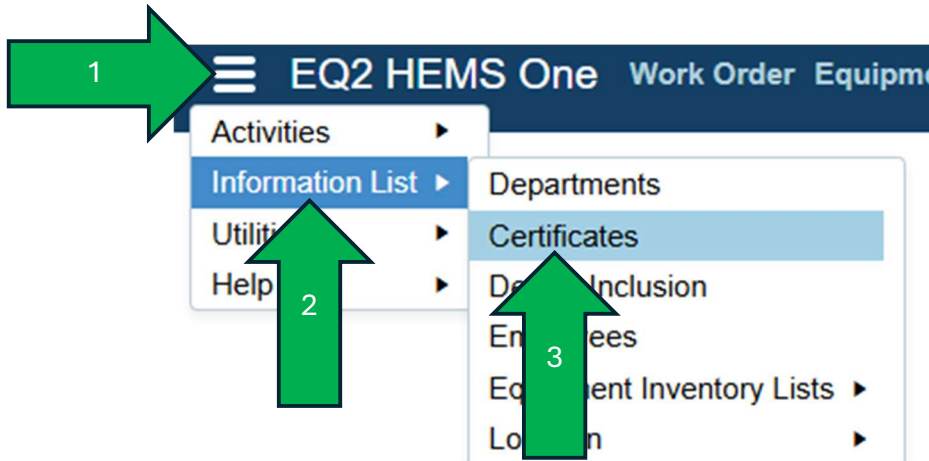





HEMS One: The Certificate Record

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



The Certificate Record

A screenshot of the 'Certificates Add/Edit' form. The form has a blue header with the title 'Certificates Add/Edit' and window control icons. Below the header, there are three main sections: 1. 'Certificate' name field (empty). 2. 'Specialty' dropdown menu with 'NONE' selected. 3. 'Active' checkbox (checked) and 'Shared' checkbox (unchecked). Below these is a 'Notes' text area with a toolbar containing a clock icon, a magnifying glass icon, and a list icon.

1. **Certificate:** The name of the Certificate record.
2. **Specialty:** The specialty related to the Certificate.
3. **Active Box:** If this box is checked, the Certificate record is active.
4. **Shared Box:** If this box is checked, the Certificate record is shared between service areas.
5. **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 .