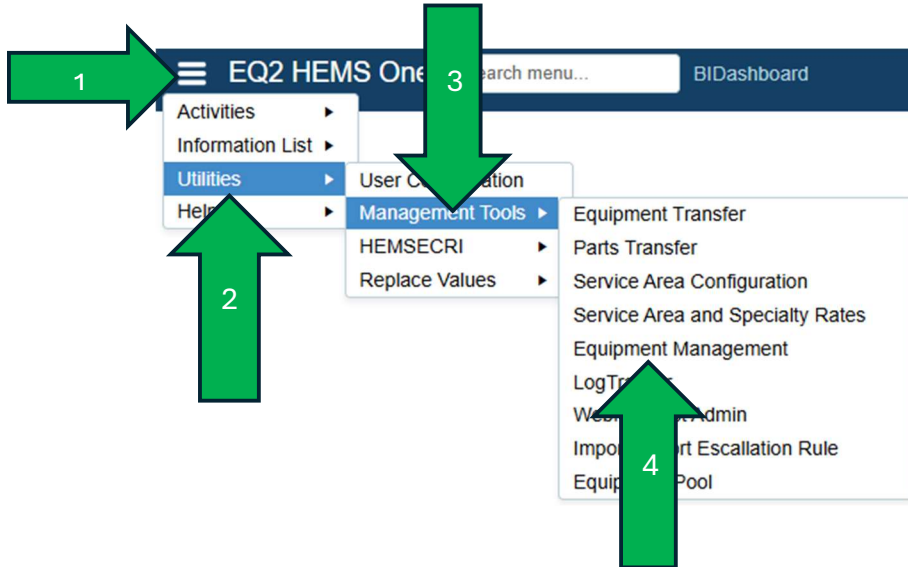
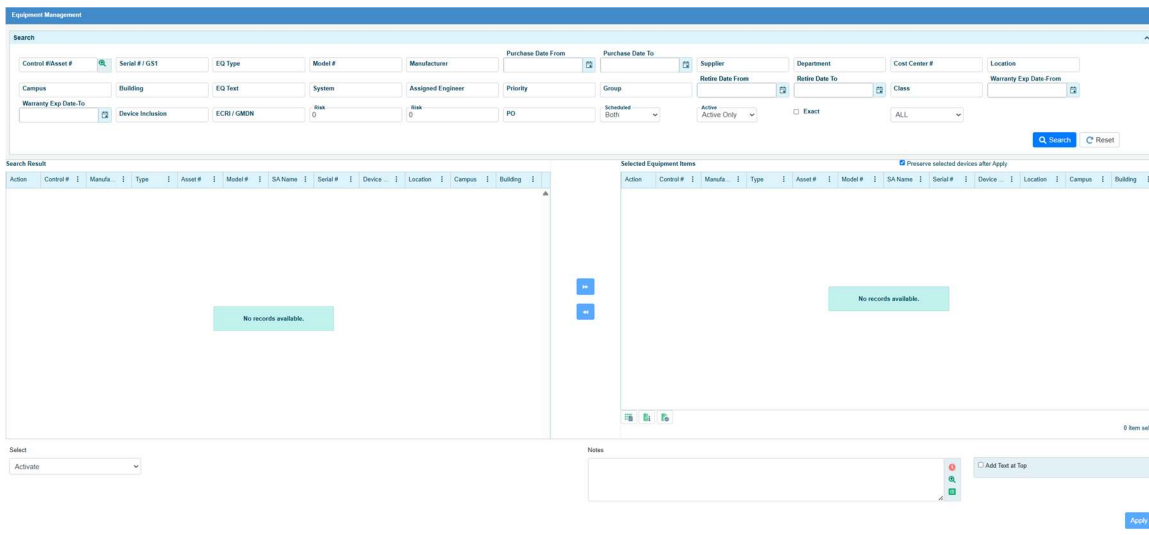


# HEMS One: Equipment Management

To access the Equipment Management module, click on the hamburger menu in the upper left of the HEMS One window (1), followed by the Utilities menu (2), the Management Tools submenu (3), then Equipment Management (4).



The Equipment Management module allows for editing multiple equipment records at the same time. The following are the available options: Activate, Add Equipment Text, Add Work Order Notes, AEM status, Assigned Engineer, Battery, Create Work Order, Deactivate, Department, Device Inclusion, Equipment Model, Equipment Transfer, Float Multi-Year Schedules, Ignore Risk Frequency for Schedules, Incoming Insp., Library, Loaner, Location, Ownership, Powerstrip, Purchase Cost, Purchase Date, Recall/Alert, Retire, Revision, Salvage Process, Schedule By Date, Service Expiry Date, Storage – In, Storage – Out, Supplier, Tester, and Warranty Expiration Date.



# HEMS One: Equipment Management

The search parameter fields are used to find the equipment records that will be updated. Once the desired parameters are defined, click on the Search button in the lower right of the Search section to find the records.

The screenshot shows a search form with various input fields for equipment details. A large green arrow points to the 'Search' button located in the bottom right corner of the form.

To move an individual equipment record to the Selected Equipment Items grid, click on the Add icon to the left of the equipment control number (1) To move all of the search results to the Selected Equipment Items grid, use the double caret button in between the Search Results grid and the Selected Equipment Items grid (2).

Action	Control #	Manufa...	Type	Asset #	Model #	SA Name	Serial #	Device ...	Location	Campus	Building
		BAXTER DI...	PRESSUR...		59PXCAL	EQ2 SOUTH	002199	TEST EQUI...	ROOM 3151	NONE	NONE
		BAXTER H...	LAB MIXER...		R4138-30D	EQ2 NORTH		In Use	2/CHEMES...	NONE	NONE
		BAXTER H...	BLOCK, HE...		H20E25-1A	EQ2 WEST	1091-0359	NONE	ROOM 1336	NONE	NONE
	004782	BAXTER H...	BLOCK, HE...		H20E25-1A	EQ2 WEST	1091-0341	NONE	ROOM 1336	NONE	NONE
	004721	BAXTER H...	TIMER		C6541	EQ2 WEST	3759	NONE	ROOM 1336	NONE	NONE
	004800	BAXTER H...	BLOCK, HE...		M2025-5A	EQ2 WEST	0991-3299	NONE	ROOM 1364	NONE	NONE
	004902	BAXTER H...	CENTRIFU...		STAT 60	EQ2 WEST	0296B01019	NONE	ROOM 1532	NONE	NONE
	00494	BAXA CORP	PUMP, INF...		MICROFUSE	EQ2 NORTH		In Use	2/NUCLEA...	NONE	NONE
	004987	BAXTER H...	INCINERAT...		II	EQ2 WEST	K0512380	NONE	ROOM 1423	NONE	NONE
	008083	BAXTER/B...	ROTATOR		85005-6	EQ2 WEST	035948	NONE	ROOM 1364	NONE	NONE
	02605	BAXA CORP	PUMP, INF...		MICROFUSE	EQ2 NORTH		In Use	2/NUCLEA...	NONE	NONE
	03924	BAXTER H...	LAB MIXER...		S82231	EQ2 NORTH		In Use	ENDO	NONE	NONE
	06111	BAXA CORP	FLUID DIS...		99	EQ2 NORTH		In Use	PHARMACY	NONE	NONE
	100866	BAXA CORP	PUMP, INF...		MICROFUSE	EQ2 SOUTH	08568	NONE	ROOM 4088	NONE	NONE
	101129A	BAXTER H...	PUMP, INF...		2L3100	EQ2 SOUTH	14060115SR	NONE	ROOM 4012	NONE	NONE
	101131A	BAXTER H...	PUMP, INF...		2L3100	EQ2 SOUTH	14060085SR	NONE	ROOM 4012	NONE	NONE

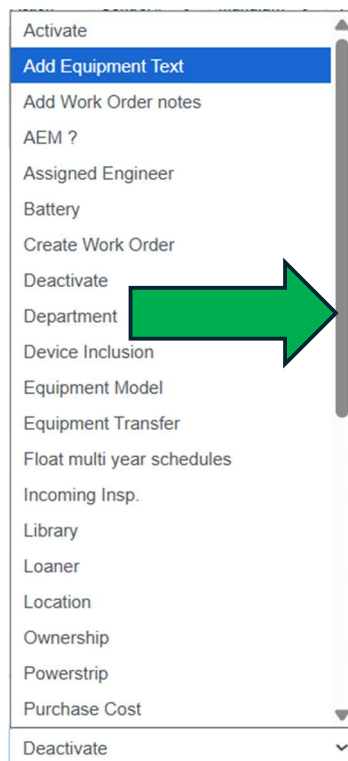
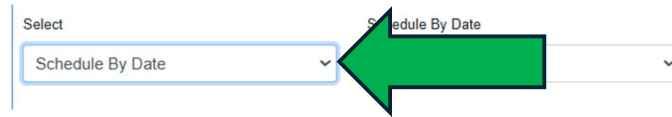
Once the equipment records have been selected, check the “Preserve selected devices after Apply” checkbox if multiple changes will be made to the same selected equipment records.

Action	Control #	Manufa...	Type	Asset #	Model #	Serial #	Device ...	Location	Campus	Building	
	000020	BAXTER DI...	PRESSUR...		59PXCAL	EQ2 SOUTH	002199	TEST EQUI...	ROOM 3151	NONE	NONE
	00420	BAXTER H...	LAB MIXER...		R4138-30D	EQ2 NORTH		In Use	2/CHEMES...	NONE	NONE
	004701	BAXTER H...	BLOCK, HE...		H20E25-1A	EQ2 WEST	1091-0359	NONE	ROOM 1336	NONE	NONE

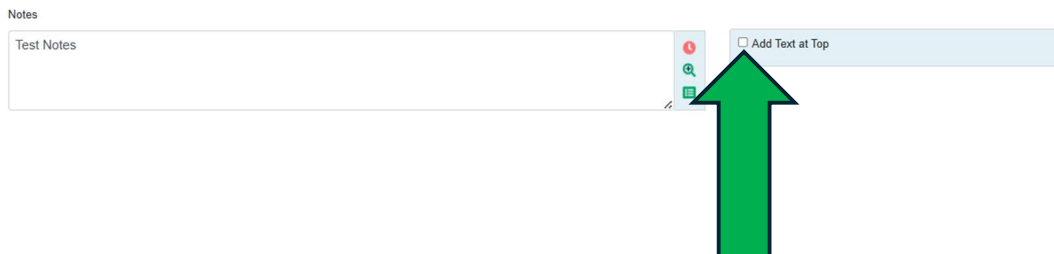
Preserve selected devices after Apply

# HEMS One: Equipment Management

Use the Select field in the bottom left of the Equipment Management module to choose which update to make to the selected records. The drop-down list is alphabetical, use the scroll bar on the right of the list to navigate up and down through the options.



If adding Notes to records or work orders, check the “Add Text at Top” checkbox to the right of the Notes field to ensure the Notes are added to the top of the field.



# HEMS One: Equipment Management

Once an option is selected, the complementary fields needed to perform that action will appear. Define the necessary changes and click the Apply button in the lower right to apply the change/s to the selected equipment records.

Assigned Engineer  
ADW | Andrew D Welsbie

Labor Code  
CALLBACK AFTER HOURS

Notes  
Test Notes

Reason support document Attach  
Select files... Drop files here to upload

Add Text at Top

Apply

