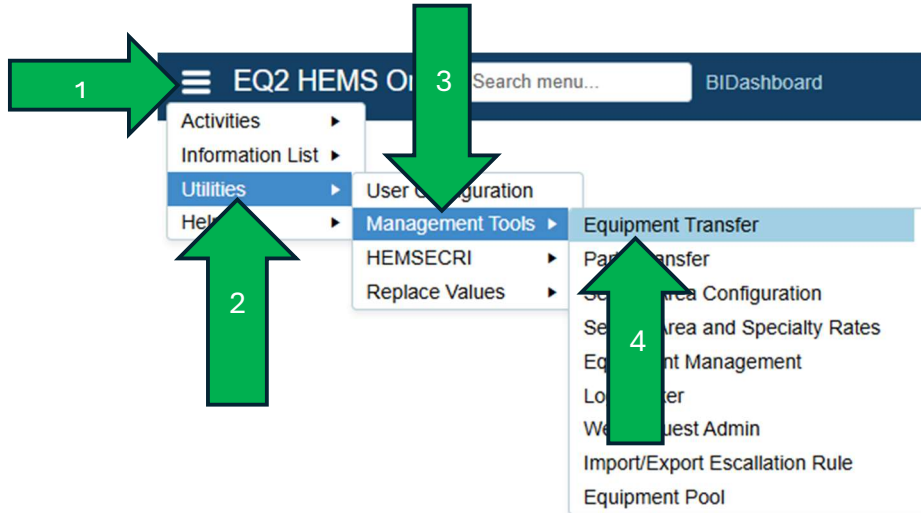


HEMS One: Equipment Transfer

To transfer Equipment Inventory records between service areas, click on the hamburger menu in the upper left of the HEMS One window (1), followed by the Utilities menu (2), the Management submenu (3), then Equipment Transfer (4).



Enter the Control # of the equipment that needs to be transferred, the Service Area the equipment is being transferred to and any Notes applicable to the transfer. The Type, Model #, and Manufacturer fields are tied to the equipment inventory record and cannot be edited. The Date field is automatically generated by the application and cannot be edited.

Once the Control # and Transfer To fields are defined, click on the Transfer Equipment button in the lower left to complete the equipment transfer.

The image shows the 'Transfer Equipment' form. The form has a blue header with the text 'Transfer Equipment'. Below the header, there are several input fields: 'Control #' (text input), 'Type' (text input), 'Model #' (text input), and 'Manufacturer' (text input). Below these, there are 'Date' (text input), 'Transfer To' (dropdown menu with 'EQ2 EAST' selected), and 'Notes' (text area). At the bottom left of the form, there are two buttons: 'Transfer Equipment' (blue) and 'Reset' (grey). A green arrow points to the 'Transfer Equipment' button.