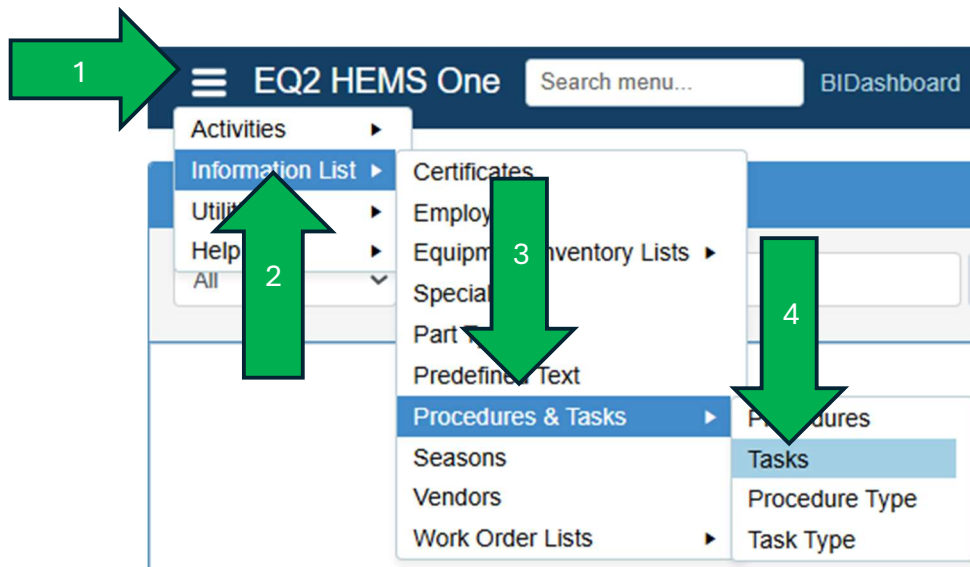


HEMS One: How to Build a Task

Note: Approved Tasks can only be edited in the Best Practice service area.

To access Task 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 Procedures & Tasks submenu (3) followed by Tasks (4).

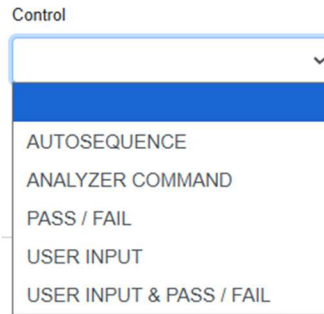


Click on the New icon in the upper right of the Tasks module to create a new Task record.






HEMS One: How to Build a Task

1. **Name:** The Name of the Task
2. **Task Type:** The Task Type list is predefined. This is a type-ahead field.
3. **Control:** This drop-down list shows the different kind of controls a Task can have

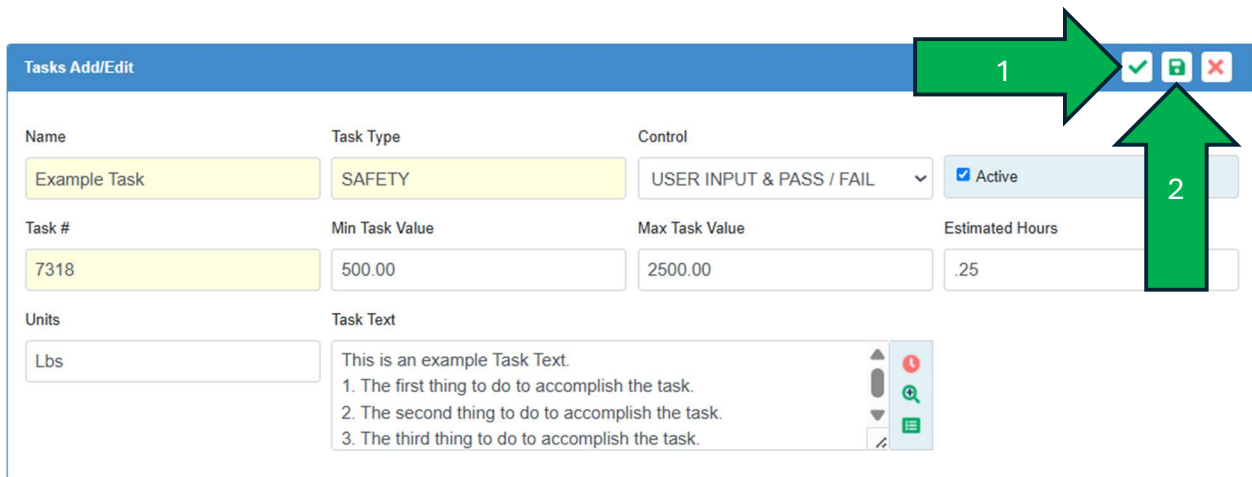


- a. **Autosequence:** the Task is an Electrical Safety Analyzer Autosequence
 - b. **Analyzer Command:** The Task is an Electrical Safety Analyzer Command
 - c. **Pass/Fail:** Pass or Fail is selected on a task.
 - d. **User Input:** Open text result field on a task.
 - e. **User Input & Pass/Fail:** Pass or Fail, and an open text result field for the task.
4. **Active checkbox:** If this box is checked, the Task record is active.
 5. **Task #:** The system generated Task # associated with the Task. This field cannot be edited.
 6. **Min Task Value:** The Minimum Value of an acceptable range of outcomes for a task.
 7. **Max Task Value:** The Maximum Value of an acceptable range of outcomes for a task.
 8. **Estimated Hours:** The estimated time (in decimal hours) it takes to complete the Task.
 9. **Units:** The Units of the Min & Max values.
 10. **Task Text:** This is an open text field used to describe the specifics of a Task.

HEMS One: How to Build a Task

- To add a timestamp to the Task Text field, use the clock icon to the right of the field 
- To expand the Task Text field, use the Show Expanded View icon 
- To use predefined text in the Task Text field, use the Predefined Text icon 

Once all the information is filled in, use the Approved (1) or Save (2) buttons in the upper right of the Tasks Add/Edit module to complete creating the record. *Note: Once a Task is approved, it can only be edited in the Best Practice service area.*



The screenshot shows the 'Tasks Add/Edit' form. At the top right, there are three buttons: a checkmark (Approved), a lock (Save), and a close (X). A green arrow labeled '1' points to the checkmark button, and another green arrow labeled '2' points to the lock button. The form fields are as follows:

Name	Task Type	Control	Active
Example Task	SAFETY	USER INPUT & PASS / FAIL	<input checked="" type="checkbox"/>

Task #	Min Task Value	Max Task Value	Estimated Hours
7318	500.00	2500.00	.25

Units	Task Text
Lbs	This is an example Task Text. 1. The first thing to do to accomplish the task. 2. The second thing to do to accomplish the task. 3. The third thing to do to accomplish the task.