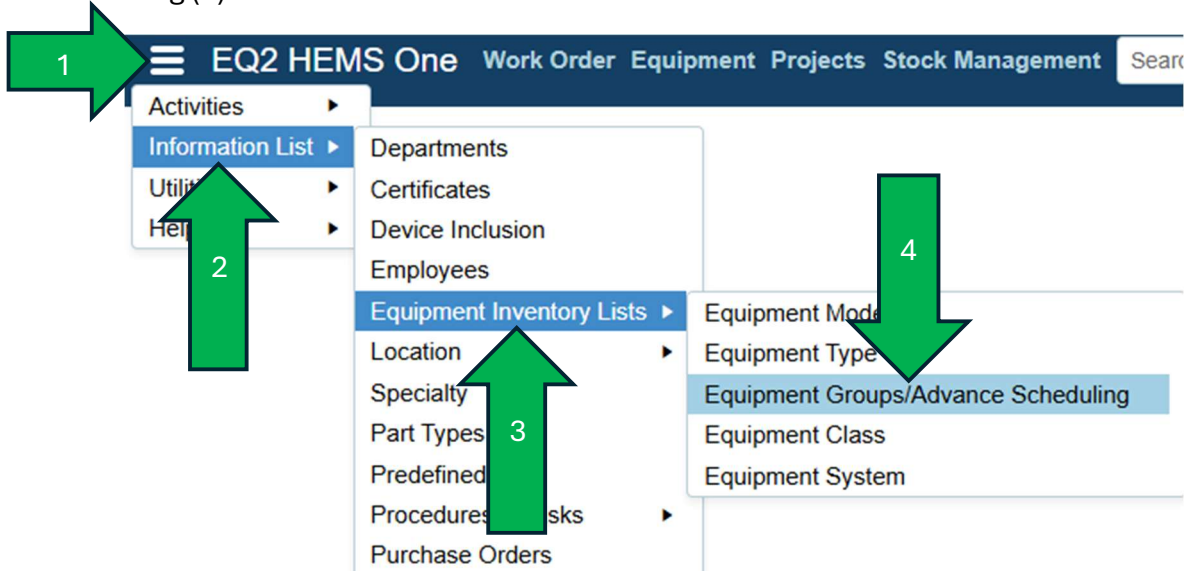


# HEMS One: Equipment Groups/Advance Scheduling

To access Equipment Groups/Advance Scheduling, click on the hamburger menu in the upper left of the main HEMS One window (1), select the Information Lists menu (2), followed by the Equipment Inventory Lists submenu (3), and Equipment Group/Advance Scheduling (4).



The Equipment Groups/Advance Scheduling record is made up of four tabs: Equipment Groups/Advance Scheduling, Schedule, Attachments, and Equipment.




## Equipment Groups/Advance Scheduling Tab

The image shows a screenshot of the 'Equipment Groups/Advance Scheduling Add/Edit' form. The form has a blue header with the title and window controls. Below the header, there are four tabs: 'Equipment Groups/Advance Scheduling', 'Schedule', 'Attachments', and 'Equipment'. The 'Equipment Groups/Advance Scheduling' tab is selected and highlighted in green. The form contains the following fields:

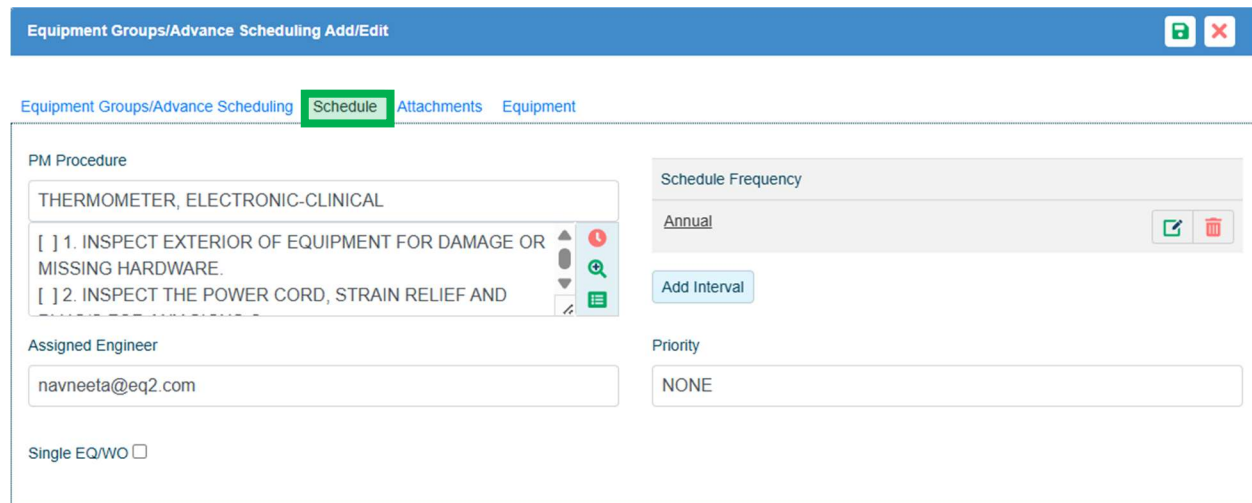
Group	Active <input checked="" type="checkbox"/>	Schedule Date	Schedule <input checked="" type="checkbox"/>	Notes
<input type="text" value="Dec Work Order Group"/>		<input type="text" value="11/30/2020"/>		<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>




1. **Group:** The Group name.
2. **Active checkbox:** If this box is checked, the Group is active.
3. **Schedule Date:** The schedule date HEMS One will use to generate scheduled preventive maintenance for equipment in the group. The calendar button to the right of the field can be click to select the date off a calendar instead of typing it in.
4. **Schedule Checkbox:** If this box is checked, the schedule is active for this group.

# HEMS One: Equipment Groups/Advance Scheduling

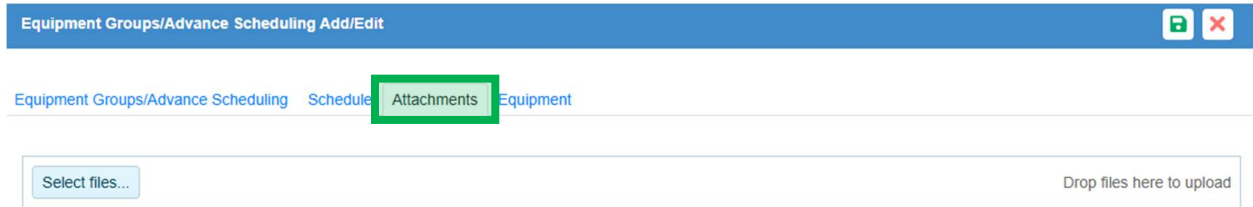
5. **Notes:** This is an open text field.
  - a. To add a timestamp to the Notes field, use the clock icon to the right of the field .
  - b. To expand the Notes field, use the Show Expanded View icon .
  - c. To use predefined text in the Notes field, use the Predefined Text icon .

## Schedule Tab



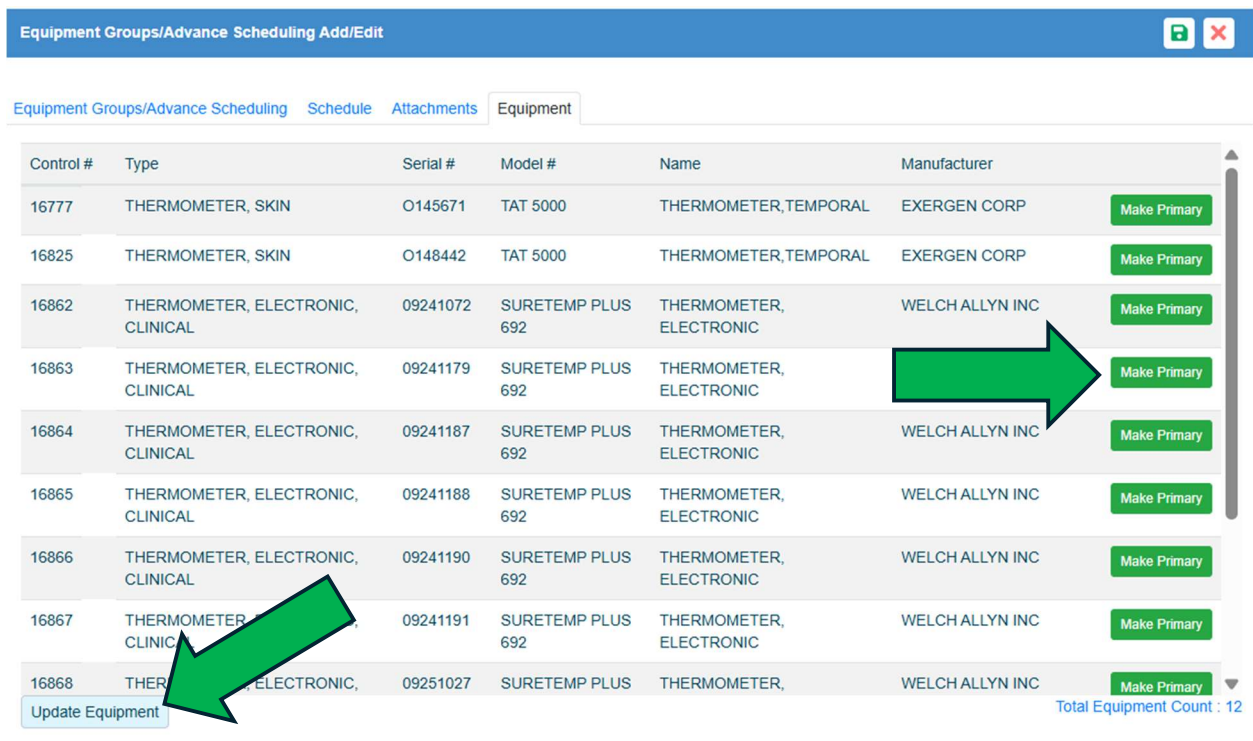
1. **PM Procedure:** The name of the preventive maintenance procedure assigned to the Group. A preview of the tasks associated with the procedure will appear in the box directly below the PM Procedure name.
  - a. Use the clock icon to add a timestamp to the Procedure text. .
  - b. Use the magnifier icon to expand the task preview window. .
  - c. Use the list icon to use predefined text in the task preview window. .
2. **Schedule Frequency:** The frequency with which HEMS One will generate PM work orders for the Group.
3. **Add Interval button:** This button allows additional scheduling intervals to be added to the Group PM generation schedule.
4. **Assigned Engineer:** The Engineering Employee assigned to complete the PM work for the Group.
5. **Priority:** The priority of the work being performed.
6. **Single EQ/WO** checkbox: If this box is checked, HEMS One will generate a single work order for all the equipment defined in the group, not individual work orders for each piece of equipment.

# HEMS One: Equipment Groups/Advance Scheduling Attachments Tab



Any attachments associated with the Group will be found here. Use the Select files button to browse for files to attach or drag and drop the files into the Select files area.

## Equipment Tab



Equipment associated with the Group will show up here. Use the Update Equipment button in the lower left corner of the window to add and/or remove equipment from the Group.

Click on the Make Primary button on an individual equipment listing to make that piece of equipment the primary equipment for the Group.