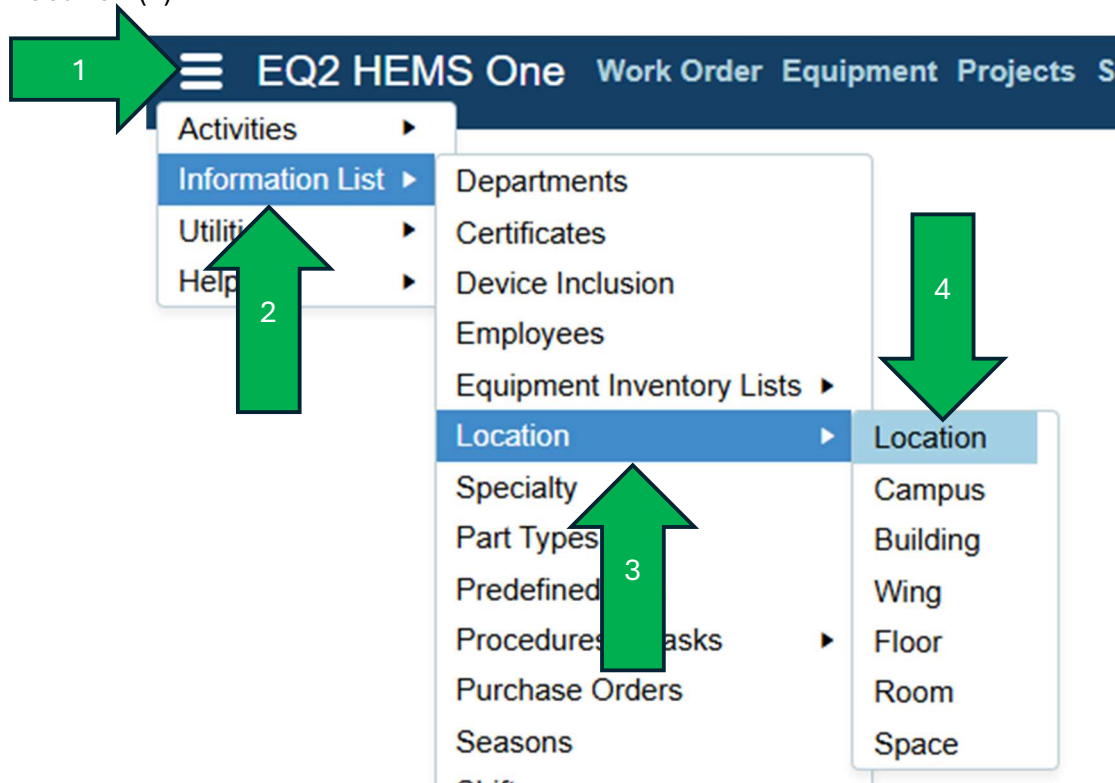


# HEMS One: Location Record

To access Location records, click on the hamburger menu in the upper left of the HEMS One screen (1), followed by the Information List menu (2), the Location submenu (3), and Location (4).



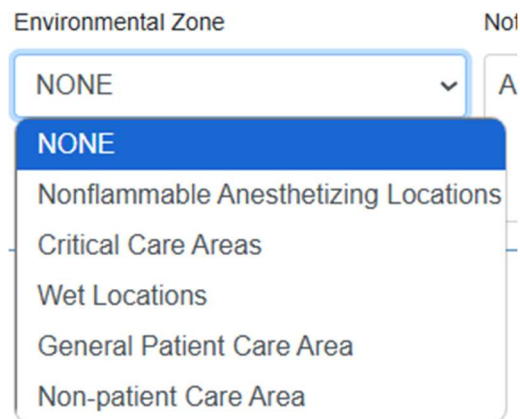
Location Add/Edit




Location	Code	<input type="checkbox"/> Parts Storage <input checked="" type="checkbox"/> Active <input type="checkbox"/> Shared	
ALPHA LOC	A90022		
Campus	Building	Wing	Floor
address	EQ2	Alpha A Wing	Floor 22Jul update
Room	Space	Schedule Date	Schedule Frequency
0421	Alpha Space 55	December	Semi-Annual
Userfield1	Userfield2		
Environmental Zone	Notes		
NONE	ALPHA LOC		

1. **Location:** The name of the location.
2. **Code:** A user defined code to further organize locations.

# HEMS One: Location Record

3. **Parts Storage checkbox:** If this box is checked, the location can be used as a storage location on inventory parts records.
4. **Active checkbox:** If this box is checked, the location record is active.
5. **Campus:** The Campus the location is on. This is a type-ahead field and is tied to defined campuses.
6. **Building:** The Building the location is in. This is a type-ahead field and is tied defined buildings.
7. **Wing:** The Wing of the location. This is a type-ahead field and is tied defined wings.
8. **Floor:** The floor of the location. This is a type-ahead field and is tied defined floors.
9. **Room:** The room number of the location. This is a type-ahead field and is tied defined rooms.
10. **Space:** The Space name of the location. This is a type-ahead field and is tied defined Spaces.
11. **Schedule Date:** The date HEMS One will use to generate preventive maintenance work orders for equipment inventory that is scheduled by Location.
12. **Schedule Frequency:** The frequency that HEMS One will use to generate preventive maintenance work orders for equipment inventory that is scheduled by Location.
13. **Userfield 1:** A customizable user field.
14. **Userfield 2:** A customizable user field.
15. **Environmental Zone:** A drop-down list of Environmental Zones.



1. **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 .