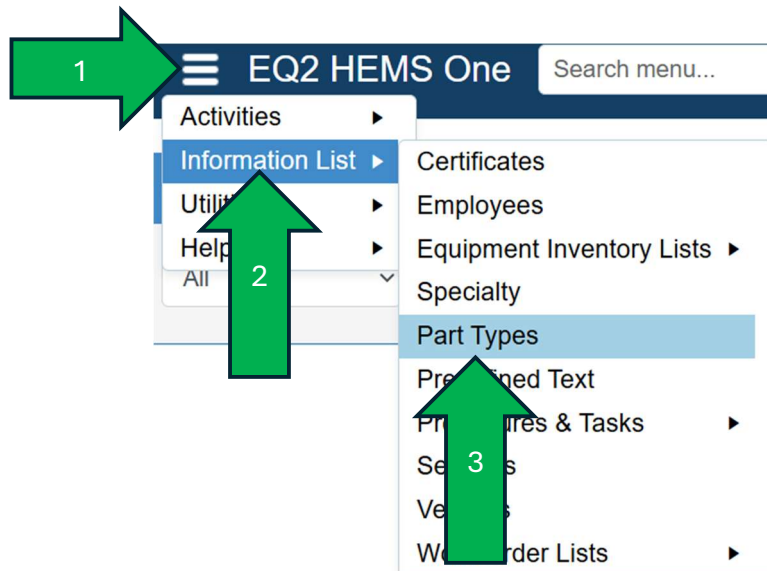


# HEMS One: Part Types

To access Part Type 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 Part Types submenu (3).





Part Types Add/Edit

Part Type

Notes

Active

Icons: Clock, Show Expanded View, Predefined Text

1. **Part Type:** The name of the Part Type
2. **Active Checkbox:** Check this box to make the Part Type active.
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 