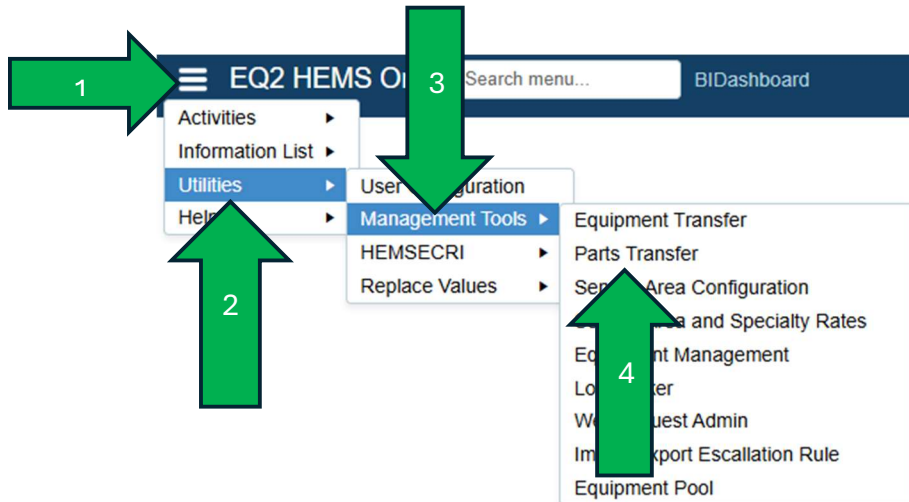


HEMS One: Parts Transfer

To transfer Parts 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 Parts Transfer (4).



Parts Information

Transfer Parts			
Parts Information			
Part #	Storage Location	Manufacturer's Part #	Description
<input type="text" value="0-50-20027-02"/>	<input type="text" value="NONE (0)"/>	<input type="text"/>	<input type="text" value="ACTUATOR, CLUTCH: TR"/>
Manufacturer	Part Type	On Hand	
<input type="text" value="SMITHS MEDICAL"/>	<input type="text" value="ACTUATOR"/>	<input type="text" value="0.00"/>	

1. **Part #:** The Part number of the Inventory Part that will be transferred.
2. **Storage Location:** The storage location of the Inventory Part that will be transferred (if applicable).
3. **Manufacturer's Part #:** This information is defined on the Inventory Parts record and cannot be edited in this view.
4. **Description:** This information is defined on the Inventory Parts record and cannot be edited in this view.
5. **Manufacturer:** This information is defined on the Inventory Parts record and cannot be edited in this view.
6. **Part Type:** This information is defined on the Inventory Parts record and cannot be edited in this view.
7. **On Hand:** This information is defined on the Inventory Parts record and cannot be edited in this view.

HEMS One: Parts Transfer

Transfer Information

Transfer Information

Transfer To: EQ2 EAST




Transfer Date: 07/15/2025 14:12

Quantity: 0.00

Storage Location: NONE (0)

Notes

Transfer Part

1. **Transfer To:** Select the service area to which the part is being transferred from the drop-down list.
2. **Transfer Date:** This field will default to the date and time the Transfer Parts module is accessed. Use the calendar and clock icons to edit the Transfer Date if needed.
3. **Quantity:** The quantity of parts to be transferred.
4. **Storage Location:** The Storage Location of the receiving Service Area where the part will be stored (if applicable).
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 .

Once the Transfer details are complete, click on the Transfer Part button in the lower right to complete the Part Transfer.

