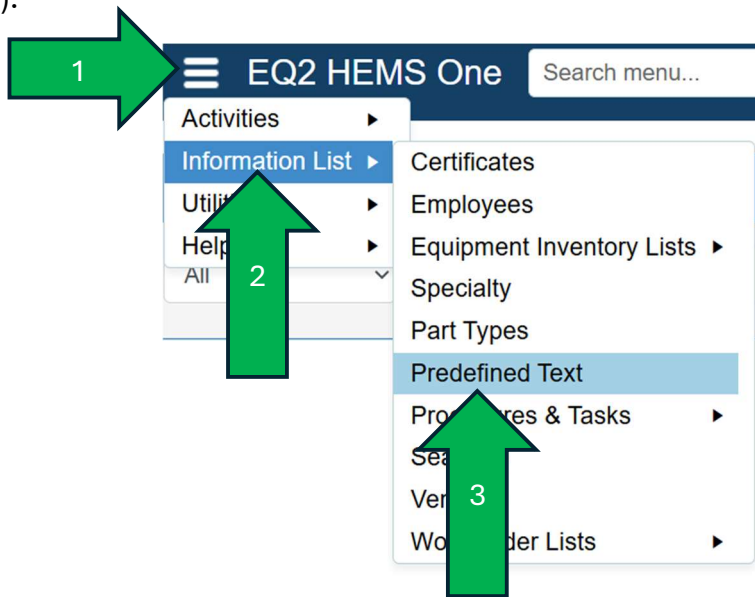


# HEMS One: Predefined Text

To access Predefined Text 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 Predefined Text submenu (3).



Predefined Text Add/Edit 📄 ✖

Text Title

Module  ▼

Active  Shared

Text Content

🕒 🔍 📄

1. **Text Title:** The title of the Predefined Text
2. **Module:** The module associated with the Predefined Text.
3. **Active Checkbox:** If this box is checked, the Predefined Text record is active.
4. **Shared Checkbox:** If this box is checked, the Predefined Text record is shared between Service Areas.
5. **Text Content:** The complete text of the Predefined Text record.
  - a. To add a timestamp to the Text Content field, use the clock icon to the right of the field 🕒.
  - b. To expand the Text Content field, use the Show Expanded View icon 🔍.
  - c. To use predefined text in the Text Content field, use the Predefined Text icon 📄.