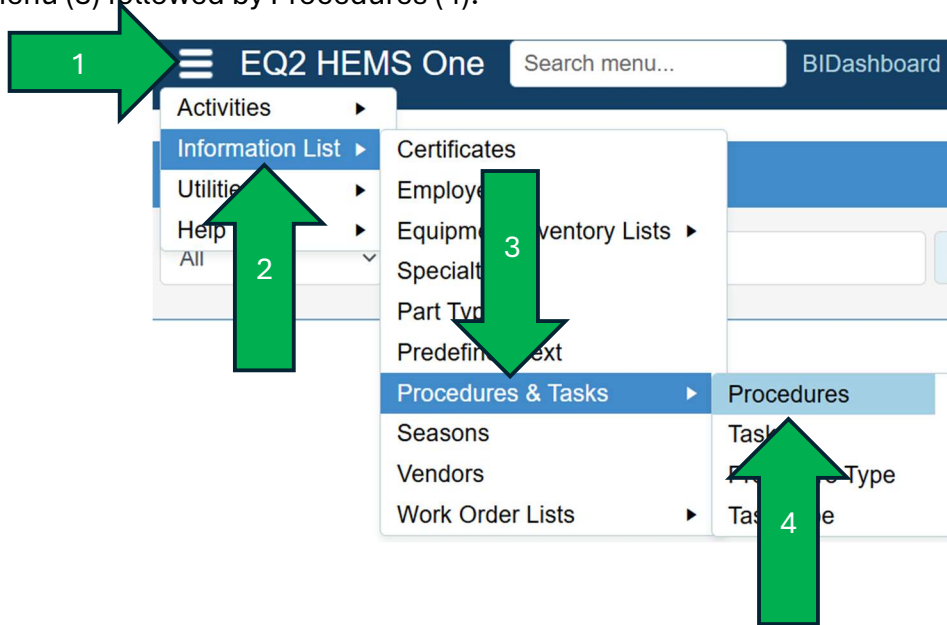


HEMS One: Procedure Record

To access Procedure 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 Procedures & Tasks submenu (3) followed by Procedures (4).



Note: Procedures can only be edited in the Best Practice service area.

HEMS One: Procedure Record

Procedures Add/Edit 🏠 ✖

Name
10027 - Device Specific Not for PM? Active

Type: AEM Season: season01 Specialty: BMET II Number: 10001

Compliance Code: Source: ASHE/AHA 1996 Notes: 🔍 📄

OneQA

Schedule Frequency +

- Every 6 Months (Semi - Annual) 📄 🗑
- Every Year 📄 🗑
- Every 5 Years 📄 🗑
- Every Week 📄 🗑




Tasks Description Attachments

#	Number	Task Name	Frequency	Est. Hours
1	885	Measure Output in Joules at 100	Every 6 Months (Semi - Annual)	0.00
2	898	CHASSIS AND HOUSING, CHECK FOR DAMAGE.	Always	0.00
3	954	POWER CORD AND STRAIN RELIEF CHECK..	Always	0.00
4	910	BATTERY & CHARGER...CHECK OPERATION	Always	0.00
5	924	CLEANING..CHASSIS/CABINET/FILTERS/ETC	Every Week	0.00
6	905	ATTACH DATED & INITIALED PM TAG	Always	0.00
7	6338	GROUND RESISTANCE (in Ohms)	Always	0.00

Print Task Description Restrict Task By Frequency? Update Task Information

1. **Name:** The name of the Procedure
2. **Not for PM? checkbox:** Check this box if the Procedure should not be counted in PM reporting.
3. **Active checkbox:** If this box is checked, the Procedure is active.
4. **Type:** The type of procedure selected from a list of predefined types.
5. **Season:** The Season associated with the procedure (e.g. Summer for AC units or Winter for heaters)
6. **Specialty:** The professional specialty associated with the procedure, selected from a list of predefined specialties.

HEMS One: Procedure Record

7. **Number:** The system generated Procedure Number.
8. **Compliance Code:** An available field for organizational compliance codes associated with the procedure.
9. **Source:** The source of the procedure.
10. **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 .
11. **OneQA:** For users with OneQA integration, the OneQA Procedure will show here.
12. **Schedule Frequency:** The frequency/ies associated with the Procedure.
13. **Task tab:** A list of all tasks associated with the procedure.
14. **Description tab:** The description of how the Procedure will appear in a PM WO.
15. **Attachments tab:** The attachments associated with a procedure.
16. **Print Task Description checkbox:** If this box is checked, the Task Text associated with the selected Tasks will appear in the PM WO request text field.
17. **Restrict Tasks by Frequency?:** If this box is checked, HEMS One will
18. **Update Task Information button:** Clicking this button allows the user to add, remove, and/or re-order the tasks associated with the procedure.