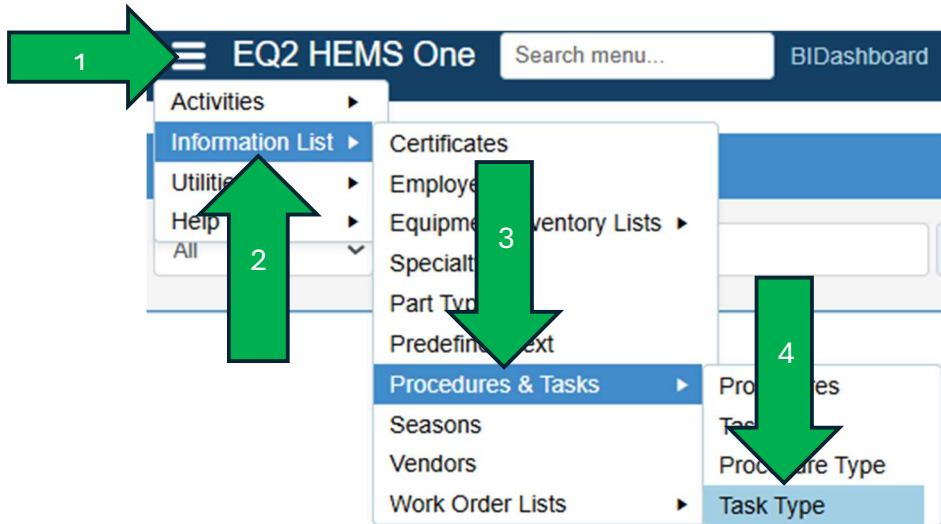





HEMS One: Task Type Record

Note: Approved Task Types can only be edited in the Best Practice service area.

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

A screenshot of the 'Task Type Add/Edit' form. The form has a blue header bar with the title 'Task Type Add/Edit' and window control icons. Below the header, there are three main sections: 'Task Type' with a yellow text input field, 'Active' with a checked checkbox, and 'Notes' with a large grey text area. To the right of the 'Notes' field are three icons: a clock, a magnifying glass, and a list icon.

1. **Task Type:** The name of the Task Type.
2. **Active checkbox:** If this box is checked, the record is 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 .