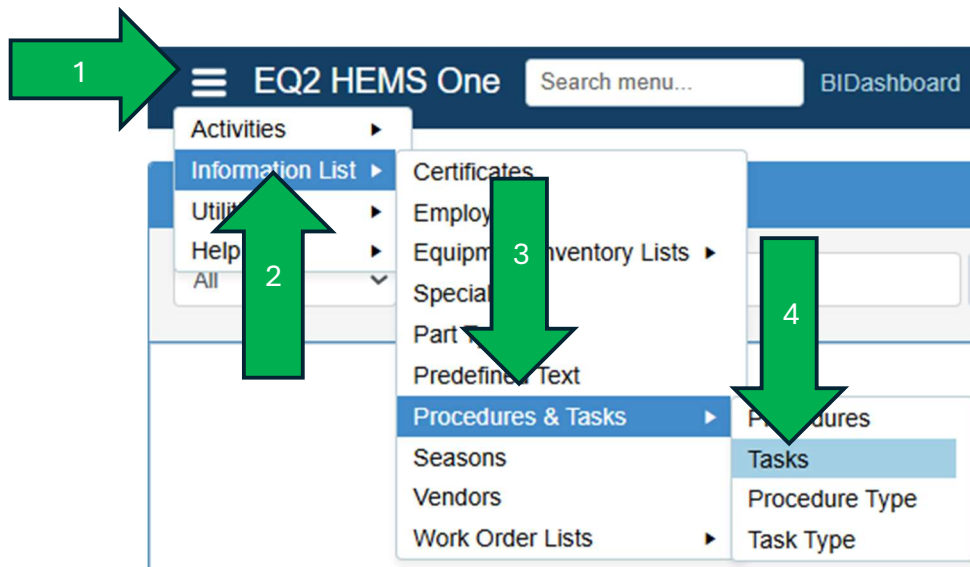


# HEMS One: Task Record

*Note: Approved Tasks can only be edited in the Best Practice service area.*

To access Task 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 Tasks (4).



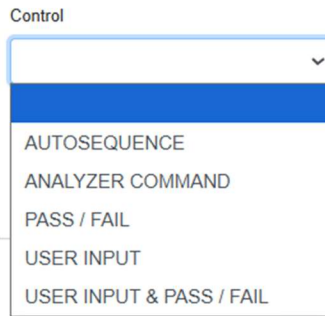
Tasks Add/Edit ✓ 🔒 ✕




Name	Task Type	Control	<input checked="" type="checkbox"/> Active
<input type="text"/>	NONE	<input type="text"/>	
Task #	Min Task Value	Max Task Value	Estimated Hours
7318	0.00	0.00	0.00
Units	Task Text		
<input type="text"/>	<input type="text"/>		

1. **Name:** The Name of the Task
2. **Task Type:** The Task Type list is predefined. This is a type-ahead field.

# HEMS One: Task Record

3. **Control:** This drop-down list provides control options for a Task.



- a. **Autosequence:** the Task instructs an Electrical Safety Analyzer (ESA) to perform an autosequence.
  - b. **Analyzer Command:** The Task is an ESA Command
  - c. **Pass/Fail:** Pass or Fail is selected on a task.
  - d. **User Input:** Open text result field on a task.
  - e. **User Input & Pass/Fail:** Pass or Fail and an open text result field for the task.
4. **Active checkbox:** If this box is checked, the Task record is active.
5. **Task #:** The system generated Task # associated with the Task. This field cannot be edited.
6. **Min Task Value:** The Minimum Value of an acceptable range of outcomes for a task.
7. **Max Task Value:** The Maximum Value of an acceptable range of outcomes for a task.
8. **Estimated Hours:** The estimated time (in decimal hours) it takes to complete the Task.
9. **Units:** The Units of the Min & Max values.
10. **Task Text:** This is an open text field used to describe the specifics of a Task.
- a. To add a timestamp to the Task Text field, use the clock icon to the right of the field .
  - b. To expand the Task Text field, use the Show Expanded View icon .
  - c. To use predefined text in the Task Text field, use the Predefined Text icon .