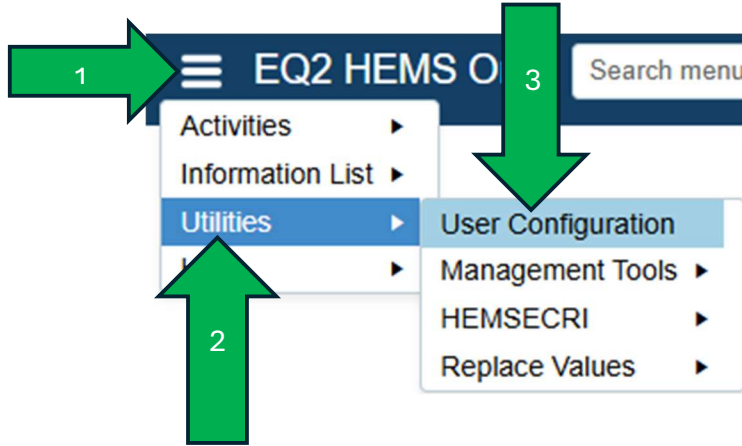
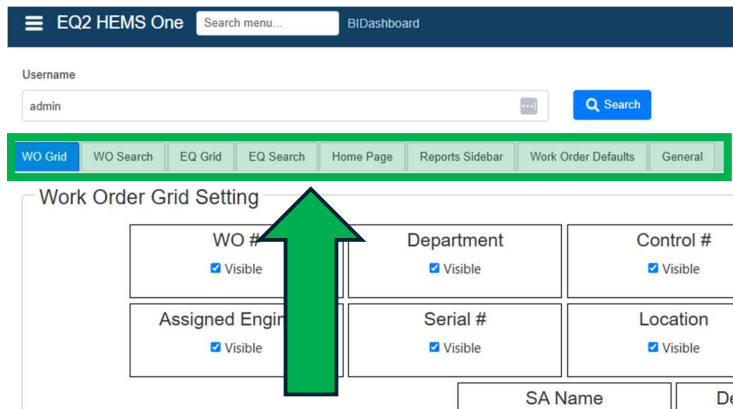


HEMS One: User Configuration

To access Work Order Type records, click on the hamburger menu in the upper left of the HEMS One window (1), followed by the Utilities menu (2), then the User Configuration submenu (3).



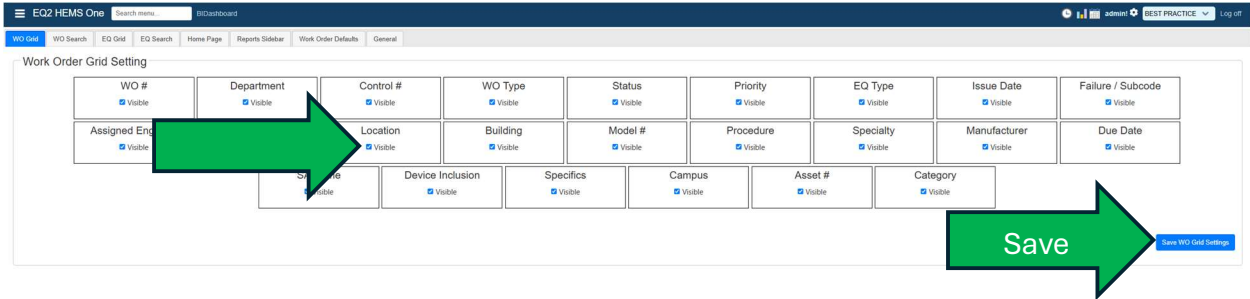
The User Configuration module allows user specific view settings, work order defaults, and electrical safety analyzer default settings to be saved. The customizable views include: Work Order Grid, Work Order Search, Equipment Grid, Equipment Search, Home Page, and the Reports Sidebar tabs. The Work Order Defaults and General tabs address electrical safety analyzer and work order field default settings.



HEMS One: User Configuration

Grid & Search Settings

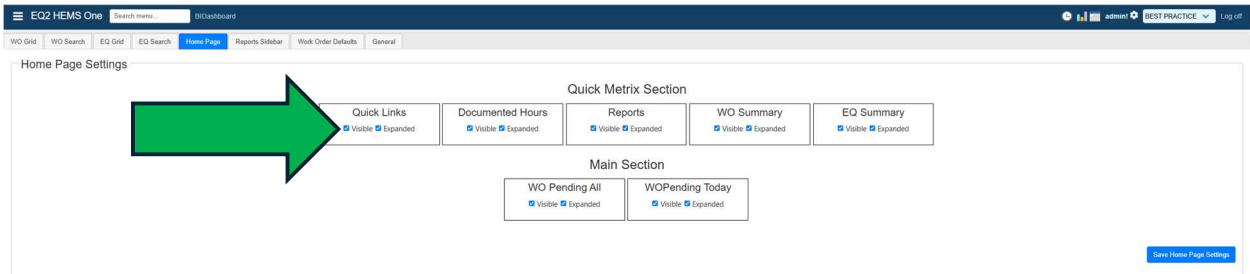
For both Equipment and Work Orders, the search results grid and general search fields can be customized. To customize the view, the user checks or unchecks items depending on what view is desired. The functionality of all the view tabs works the same.



To remove an item from view, uncheck the Visible checkbox under the item name. Once the selections have been made, click on the Save button in the lower right of the tab.

Home Page Tab

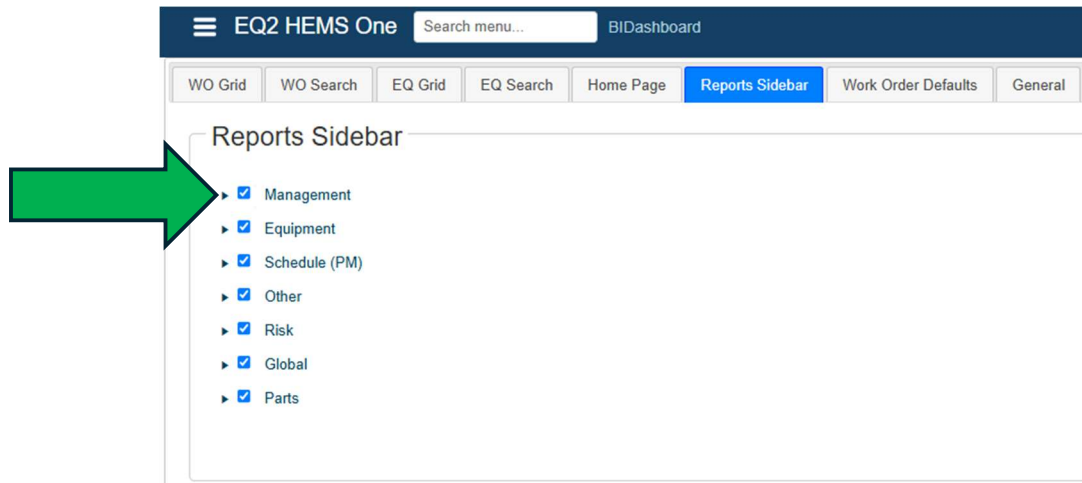
On the Home Page tab, in addition to choosing if options are visible, a user can choose which menus start in the expanded or collapsed view. To see the expanded menu on the Home Screen, the user should check both the Visible and Expanded checkboxes below the desired item.



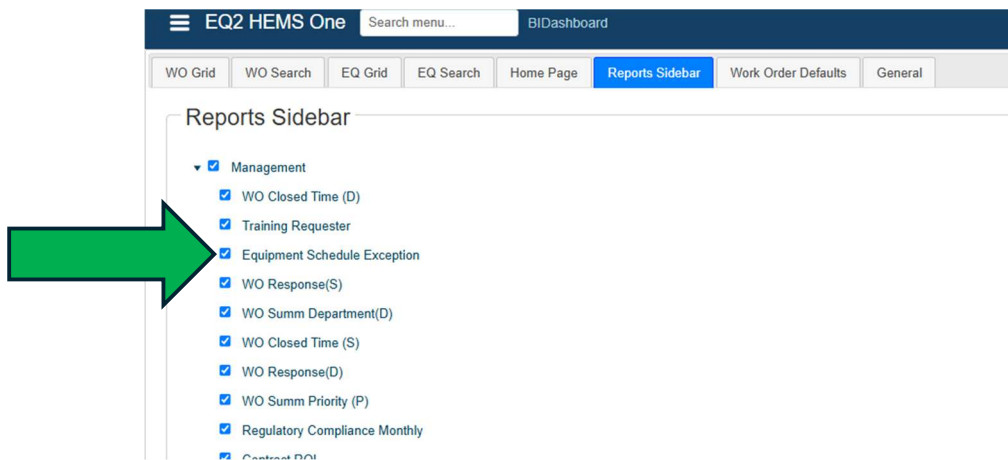
HEMS One: User Configuration

Reports Sidebar Tab

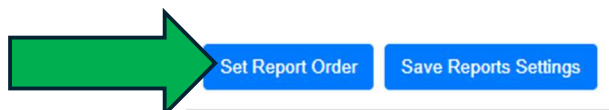
The Reports Sidebar Tab lets a user customize which reports are visible on the Home Screen and the report order. To expand the report sidebar sections, click on the caret to the left of the Report category.



Once a Report category is expanded, all the available reports in that category are shown. To make a report visible in the Reports Sidebar, make sure the checkbox to the left of the report name is checked.

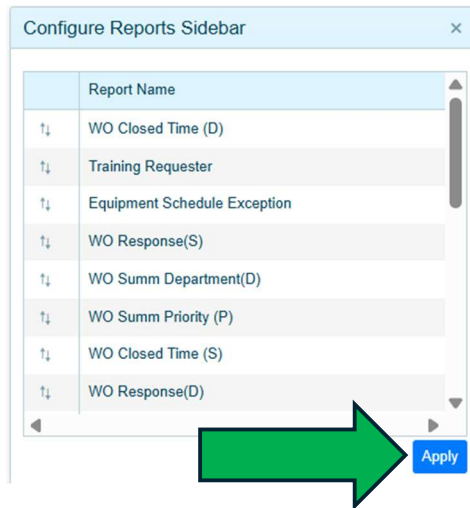


The user can select the order of the reports for any given report category by using the Set Report Order button (in the lower right of the Reports Sidebar module) when a report category is selected.

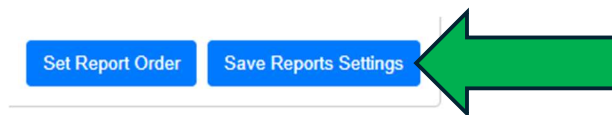


HEMS One: User Configuration

Once the Set Report Order button is clicked, the user can drag and drop the reports for the reporting category into any desired order. Once the order is defined, the Apply button will save the changes.

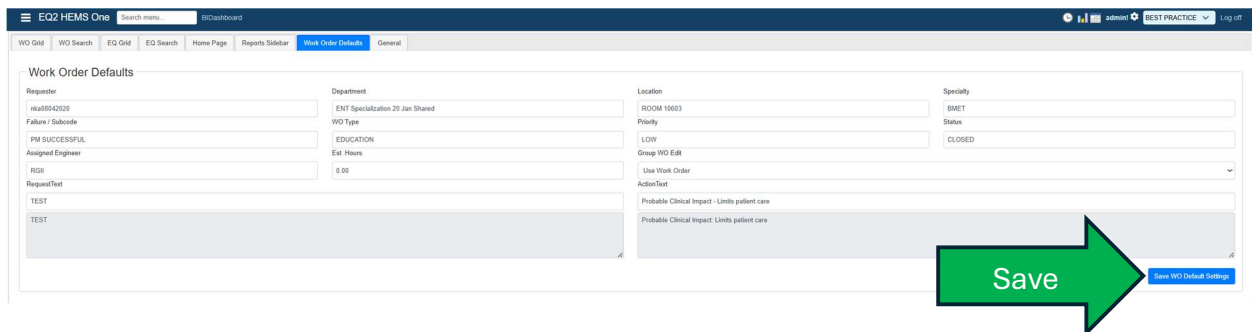


Once all the Report Sidebar settings are complete, the customizations are saved by clicking on the Save Reports Settings button in the lower right of the Reports Sidebar tab.



Work Order Defaults Tab

Users can customize their work order defaults on the Work Order Defaults tab. Any defaults added here will appear on any Routine work orders created by the user. Once the defaults are defined, use the Save WO Default Settings button to save the configurations.



HEMS One: User Configuration

General Tab

The General Tab allows a user to define a default electrical safety analyzer and a default Tester for work orders. Once the default analyzer and/or tester has been defined, use the Save General Settings button in the lower right to save the configuration.

The screenshot shows the 'General' configuration page in the HEMS One interface. The page includes the following fields:

- Default Analyzer:** Fluke 601 Pro Series XL
- Default Tester:**
 - Control #: 600113
 - Type: ANALYZER, ELECTRICAL SAFETY
- Model #:** 5080C (MIDTESTER 5080C)
- Serial #:** 4579
- Manufacturer:** FLUKE BIOMEDICAL

A green arrow labeled 'Save' points to the 'Save General Settings' button located in the bottom right corner of the form area.