




HEMS One: Work Order Codes

To access Work Order Code 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 Work Order Lists submenu (3), then click on Work Order Codes (4)

A screenshot of the 'Work Order Codes Add/Edit' form. The form has a blue header with the title 'Work Order Codes Add/Edit' and window control icons. Below the header, there is a 'Code Name' text input field. To the right of this field are two checkboxes: 'Active' (checked) and 'Shared' (unchecked). Below the 'Code Name' field is a 'Notes' text area. To the right of the 'Notes' field are three icons: a clock icon, a magnifying glass icon, and a list icon.

- 1. Code Name:** The name of the Code.
- 2. Active checkbox:** This box indicates if the Code is active or not.
- 3. Shared checkbox:** This box indicates if the code is Shared between service areas or not.
- 4. Notes:** This is an open text field.
 - To add a timestamp to the Notes field, use the clock icon to the right of the field .
 - To expand the Notes field, use the Show Expanded View icon .
 - To use predefined text in the Notes field, use the Predefined Text icon .