




HEMS One: Work Order Components

To access Work Order Component 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 Components (4).

A screenshot of the 'Work Order Components Add/Edit' form. The form has a blue header with the title and window control icons. It contains several input fields: 'Description' with the value 'Accumulator', 'Code' with the value '22', 'FDA Code' with the value '33', and 'NCI Code' with the value 'C49806'. There is an 'Active' checkbox which is checked. A large 'Notes' text area is at the bottom right, with a clock icon, a magnifying glass icon, and a list icon to its right.

1. **Description:** The description of the Work Order Component.
2. **Code:** The organizational Code of the Work Order Component.
3. **Active checkbox:** This box indicates if the Code is active or not.
4. **FDA Code:** The FDA Code of the Work Order Component.
5. **NCI Code:** The NCI Code of the Work Order Component.
6. **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 .