

# HEMS One: Work Order Status

To access Work Order Status 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 Status (4).






Work Order Status Add/Edit




Status

Not Pending  
Check the box if work orders with this status should not be considered as pending. (Only used for filters)

Active  Shared

Notes

- Status:** The name of the Status.
- Not Pending:** This box indicates if the Status should be included in Pending work order reports.
- Active checkbox:** This box indicates if the Code is active or not.
- Shared checkbox:** This box indicates if the Code is shared between service areas or not.
- 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 .