




HEMS One: Work Order Type

To access Work Order Type 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 Types (4).

A screenshot of the 'Work Order Types Add/Edit' form. The form has a blue header with the title and window control icons. It contains a text input field for 'WO Type', a checkbox labeled 'Active' which is checked, and a large text area for 'Notes'. To the right of the 'Notes' field are three icons: a clock, a magnifying glass, and a list icon.

1. **WO Type:** The name of the Work Order Type.
2. **Active checkbox:** This box indicates if the Work Order Type is active or not.
3. **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 .