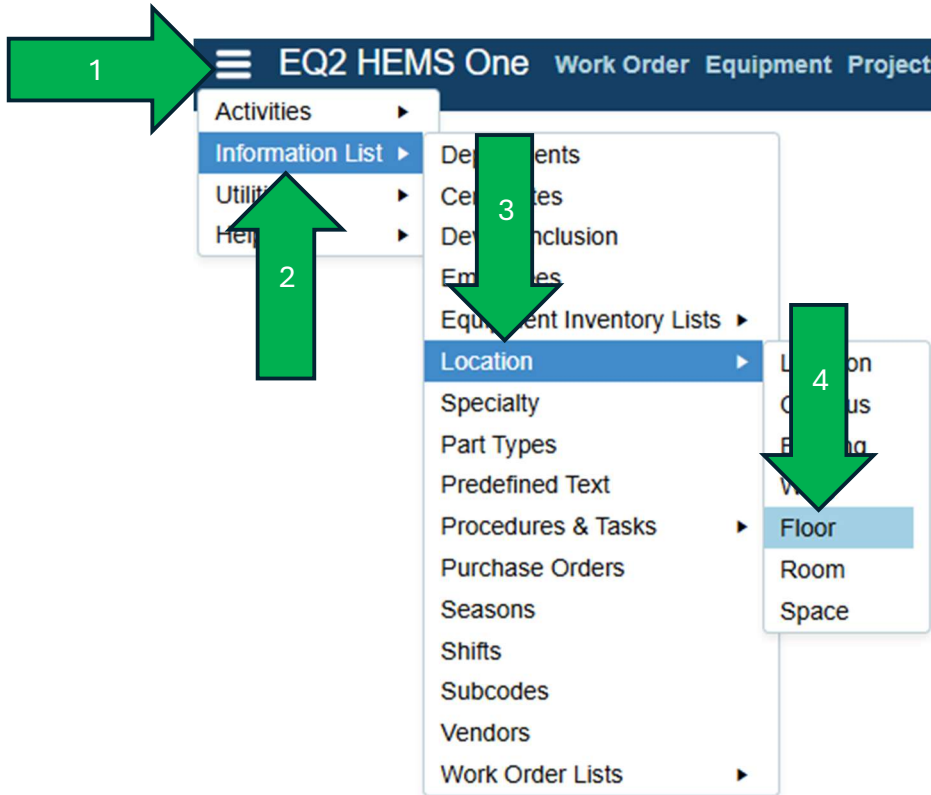





# HEMS One: Floor

To access a Floor record, click on the hamburger menu in the upper left of the HEMS One window (1), then select the Information Lists menu (2), followed by the Location submenu (3), and then Floor (4).

A screenshot of the 'Wing Add/Edit' form in the HEMS One application. The form has a blue header with the text 'Wing Add/Edit' and window control icons. Below the header, there is a 'Wing' field with a text input box. To the right of the 'Wing' field are two checkboxes: 'Active' (checked) and 'Shared' (unchecked). Below these is a 'Notes' section with a large text area and a small toolbar with icons for undo, redo, and search.

1. **Floor:** The name of the Floor.
2. **Active checkbox:** If this box is checked, the Floor record is active.
3. **Shared checkbox:** If this box is checked, the Floor record is shared between service areas.
4. **Notes:** This is an open text field.

# HEMS One: Floor

- 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 .