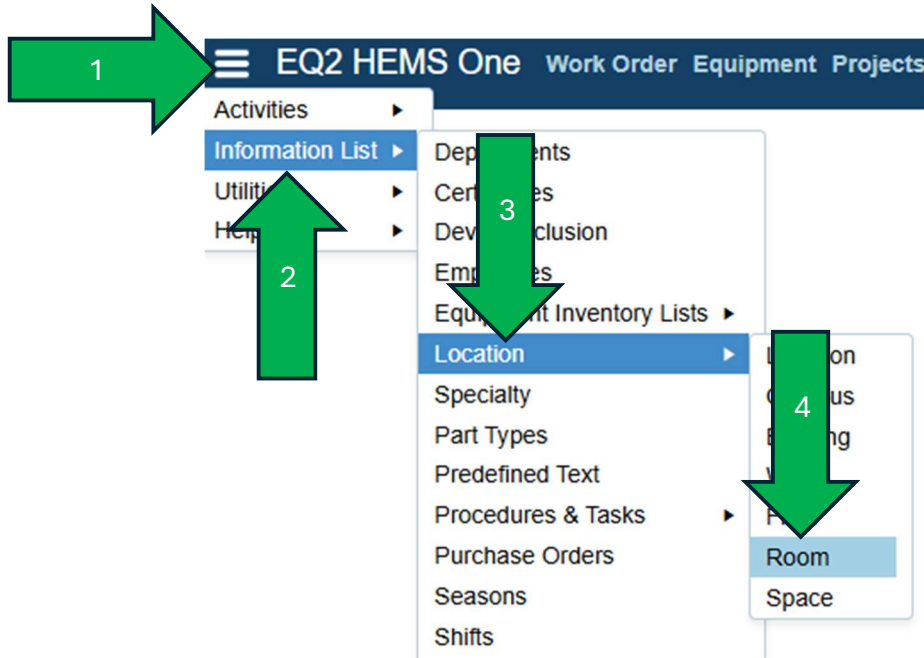





HEMS One: Room

To access a Room 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 Room (4).

A screenshot of the "Room Add/Edit" form. The form has a blue header bar with the title "Room Add/Edit" and window control icons. Below the header, there is a "Room" label followed by a text input field. To the right of the input field are two checkboxes: "Active" (checked) and "Shared" (unchecked). Below the "Room" field is a "Notes" label followed by a large text area. To the right of the text area are three icons: a clock (timestamp), a magnifying glass (Show Expanded View), and a list icon (Predefined Text).

1. **Room:** The name of the Room.
2. **Active checkbox:** If this box is checked, the Room record is active.
3. **Shared checkbox:** If this box is checked, the Room record is shared between service areas.
4. **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 .