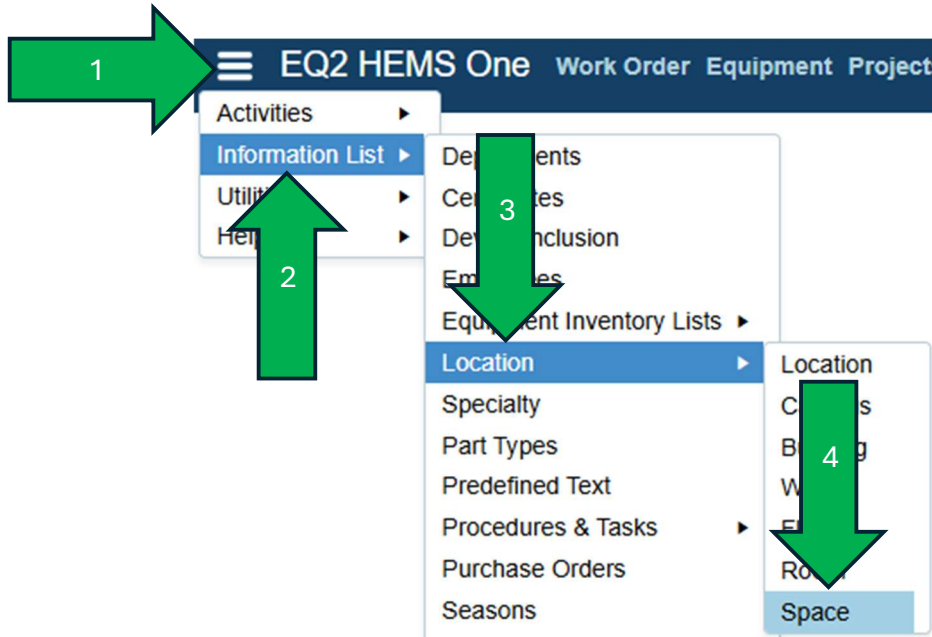





HEMS One: Space

To access a Space 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 Space (4).

A screenshot of the 'Space Add/Edit' form. The title bar is blue with the text 'Space Add/Edit' and window control icons. Below the title bar, there is a 'Space' text input field. To its right are two checkboxes: 'Active' (checked) and 'Shared' (unchecked). Below these is a 'Notes' text area with a vertical toolbar on its right side containing icons for a clock, a magnifying glass, and a list icon.

1. **Space:** The name of the Space.
2. **Active checkbox:** If this box is checked, the Space record is active.
3. **Shared checkbox:** If this box is checked, the Space 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 .