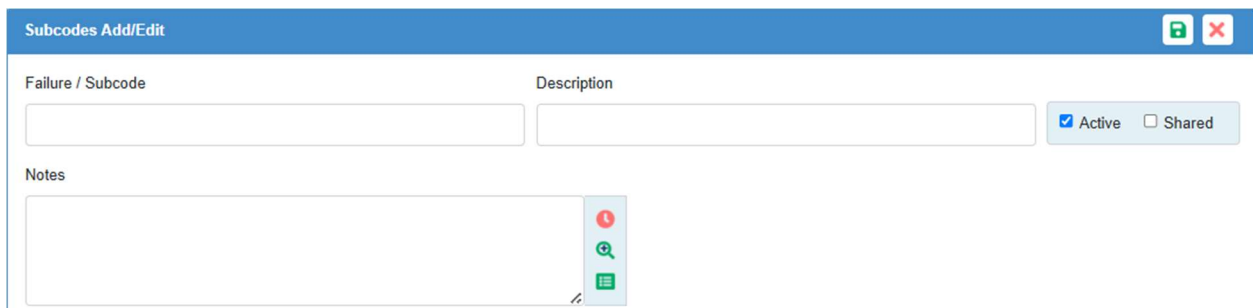
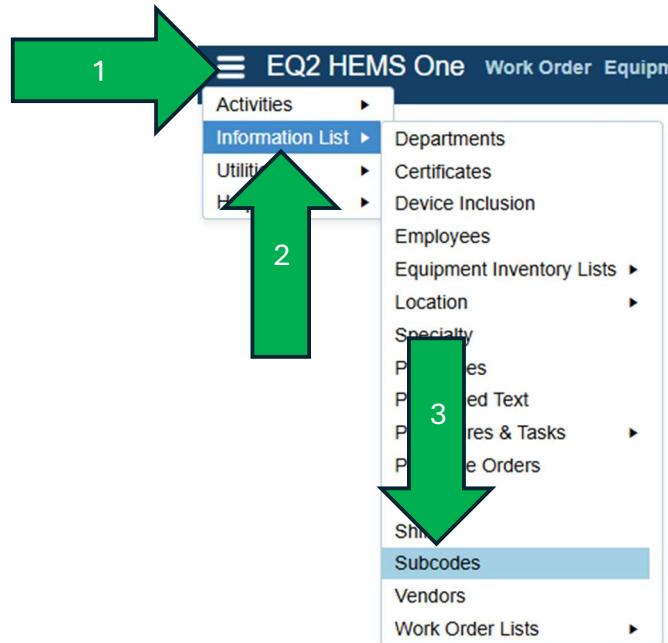





HEMS One: Subcodes

To access Subcode records, 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 Subcode submenu (3).



1. **Failure/Subcode:** The name of the Subcode.
2. **Description:** The description of the subcode.
3. **Active Checkbox:** If this box is checked, the Subcode is active.
4. **Shared Checkbox:** If this box is checked, the Subcode is shared between service areas.
5. **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 .
6. **Coverages checkboxes:** Checked boxes indicate the element is covered by the PO.