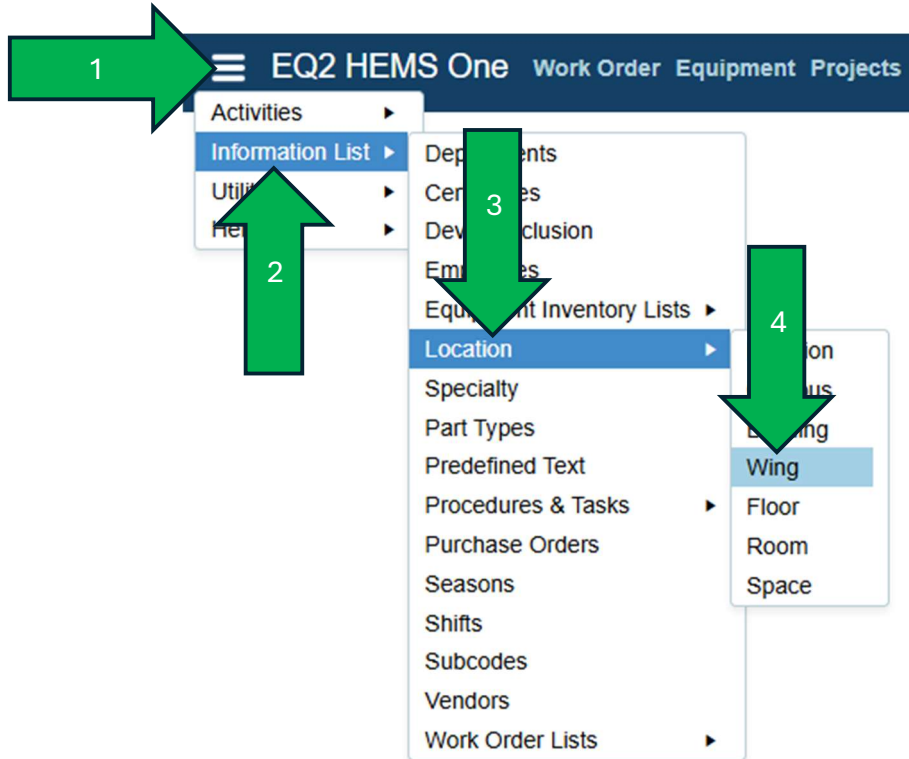





HEMS One: Wing

To access a Wing 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 Wing (4).

A screenshot of the 'Wing Add/Edit' form. The title bar is blue with the text 'Wing Add/Edit' and window control icons. The form has a 'Wing' text input field, an 'Active' checkbox (checked) and a 'Shared' checkbox (unchecked), and a 'Notes' text area. To the right of the 'Notes' field are three icons: a clock, a magnifying glass, and a list icon.

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

HEMS One: Wing

- 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 .