

# EQUIPMENT

## ASSETS – METERS – ADD READING MANUALLY

Submitting accurate manual meter readings can benefit both your company and your customer. In terms of accuracy; a customer will be billed for their actual usage as opposed to estimated usage. This will avoid potential under-charge or overcharge rates - both of which will result in time taken by the company to correct inaccurate invoices.

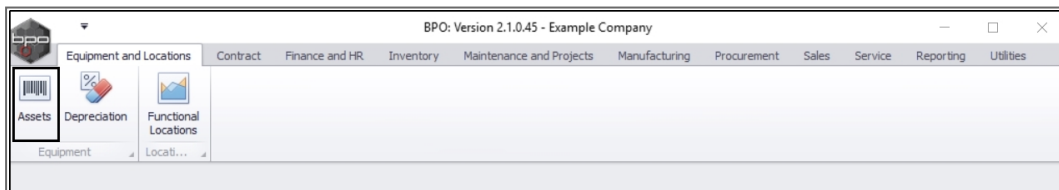
In BPO, you have the ability to update the machines meter reading manually:

- for a machine that was linked to a Work Order for workshop repairs.
- or for a loan unit that is being sent out or is returning from a loan.

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**Ribbon Access:** *Equipment and Locations > Assets*

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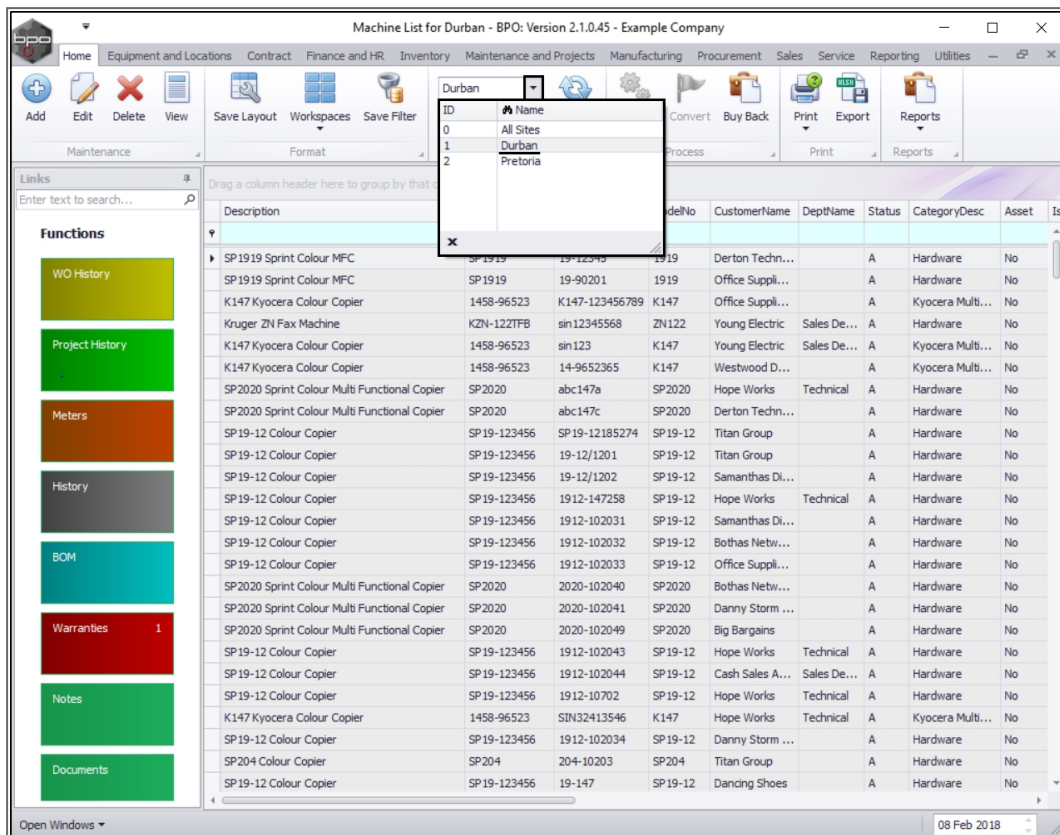
- The ***Machine List for [Site]*** screen will display.

## THE SITE AND TYPE FILTERS

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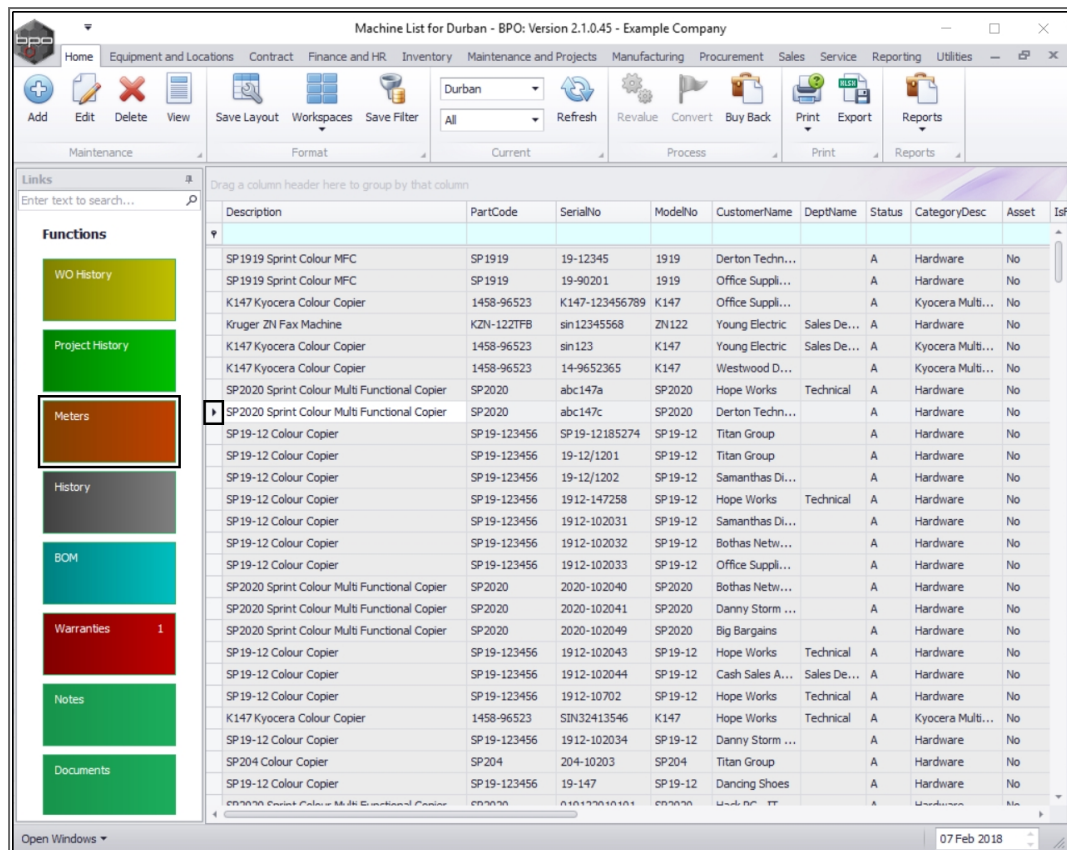
- The screen will open with the default ***Site*** setting configured on the user and the Equipment ***Type*** filter set to '***All***' (machines).
- Select the ***Site*** you wish to work in.
  - In this example ***Durban*** is selected.

Note: Refer to [Site Selection](#) for more information about Site settings.



## SELECT THE SERIALISED ITEM

- Select the **row** of the **serialised item** where you wish to view the meter reading.
- Click on the **Meters** tile.



The **Meter Reading for Serial No. : []** screen will open.

## SELECT METER (WITH EXISTING READINGS)

If a meter has linked readings, the **expand** icon [+] in the row of that meter will be **bold**, indicating that there is content in the Readings data grid.

**Method 1** - If there are already meter readings in this screen:

- Click on the bold **expand** icon [+] in the row of the meter where you wish to add a manual meter reading.
  - In this image the **Mono** meter has been selected.

Meter Listing for Serial No.: abc147c - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Delete Reset Reading Back Save Layout Workspaces

Processing Format

Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
▼										
■ Mono	Mono_26	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies
■ Colour	Colour_26	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

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- The meter **Readings** frame will be expanded for the selected meter.

Meter Listing for Serial No. : abc147c - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Delete Reset Reading Back Save Layout Workspaces

Processing Format

Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
▼										
▼	Mono	Mono_26	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00 Copies

Readings

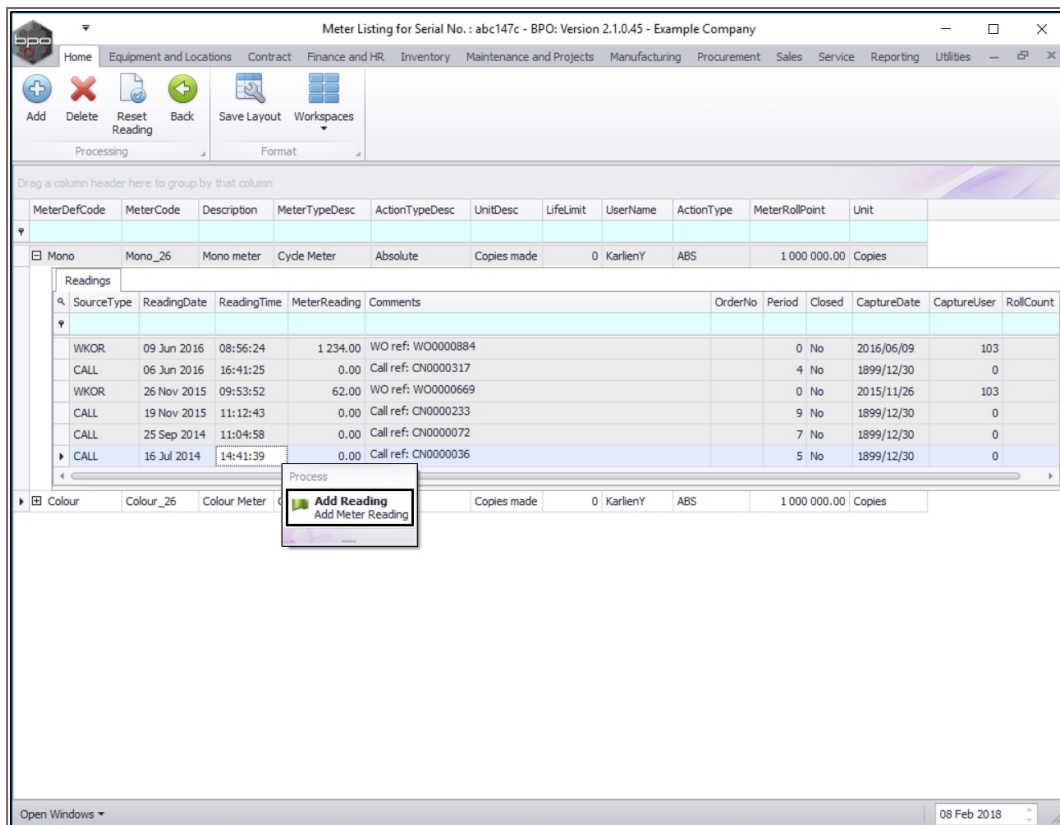
SourceType	ReadingDate	ReadingTime	MeterReading	Comments	OrderNo	Period	Closed	CaptureDate	CaptureUser	RollCount
▼										
▼	WKOR	09 Jun 2016	08:56:24	1 234.00	WO ref: WO00000884		0	No	2016/06/09	103
	CALL	06 Jun 2016	16:41:25	0.00	Call ref: CN00000317		4	No	1899/12/30	0
	WKOR	26 Nov 2015	09:53:52	62.00	WO ref: WO00000669		0	No	2015/11/26	103
	CALL	19 Nov 2015	11:12:43	0.00	Call ref: CN00000233		9	No	1899/12/30	0
	CALL	25 Sep 2014	11:04:58	0.00	Call ref: CN00000072		7	No	1899/12/30	0
	CALL	16 Jul 2014	14:41:39	0.00	Call ref: CN00000036		5	No	1899/12/30	0

Colour Colour\_26 Colour Meter Cycle Meter Absolute Copies made 0 KarlienY ABS 1 000 000.00 Copies

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## ADD METER READING

- **Right click** anywhere in the **Readings** data grid.
- A **Process** menu will pop up.
- Click on **Add Reading** - Add Meter Reading.



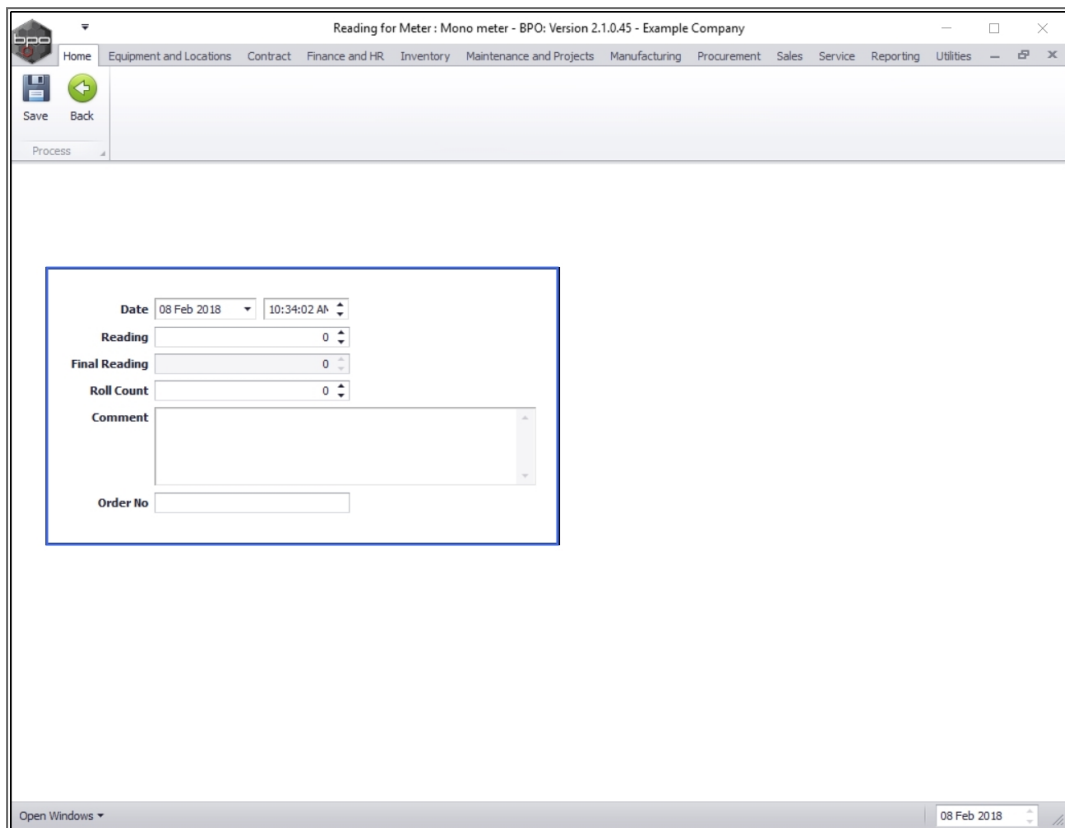
MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
Mono	Mono_26	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

SourceType	ReadingDate	ReadingTime	MeterReading	Comments	OrderNo	Period	Closed	CaptureDate	CaptureUser	RollCount
WKOR	09 Jun 2016	08:56:24	1 234.00	WO ref: WO00000884			0 No	2016/06/09		103
CALL	06 Jun 2016	16:41:25	0.00	Call ref: CN00000317			4 No	1899/12/30		0
WKOR	26 Nov 2015	09:53:52	62.00	WO ref: WO00000669			0 No	2015/11/26		103
CALL	19 Nov 2015	11:12:43	0.00	Call ref: CN00000233			9 No	1899/12/30		0
CALL	25 Sep 2014	11:04:58	0.00	Call ref: CN00000072			7 No	1899/12/30		0
CALL	16 Jul 2014	14:41:39	0.00	Call ref: CN00000036			5 No	1899/12/30		0

The **Reading for Meter: [] meter** screen will open.

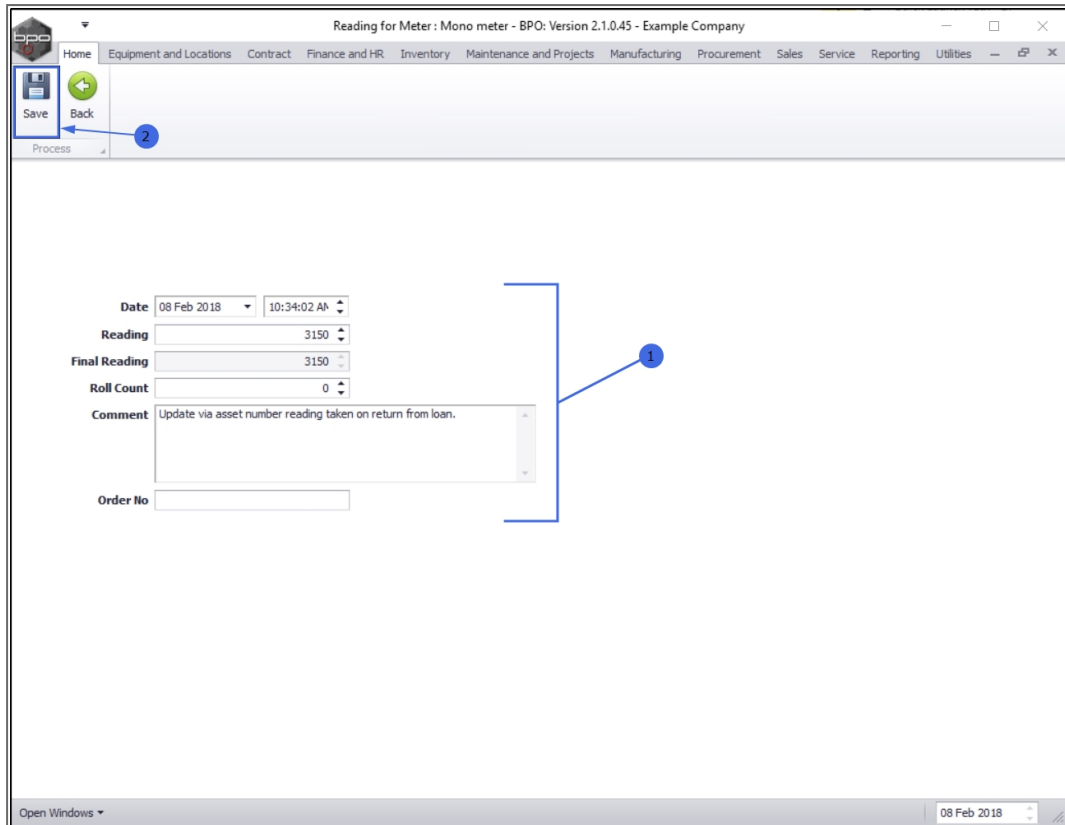
- **Date:** This will be auto populated with the current date *and* time.
  - Date: Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
  - Time: Type in or use the directional arrows to select an alternative time, if required.
- **Reading:** Type in or use the directional arrows to select the correct meter reading.
- **Final Reading:** This will auto populate with the same detail as the Reading text box.
- **Roll Count:** Type in or use the arrow indicators to select the roll count.

- **Comment:** Type a comment relating to this meter reading, in this text box, if required.
- **Order No:** Type an order number in this text box if required.



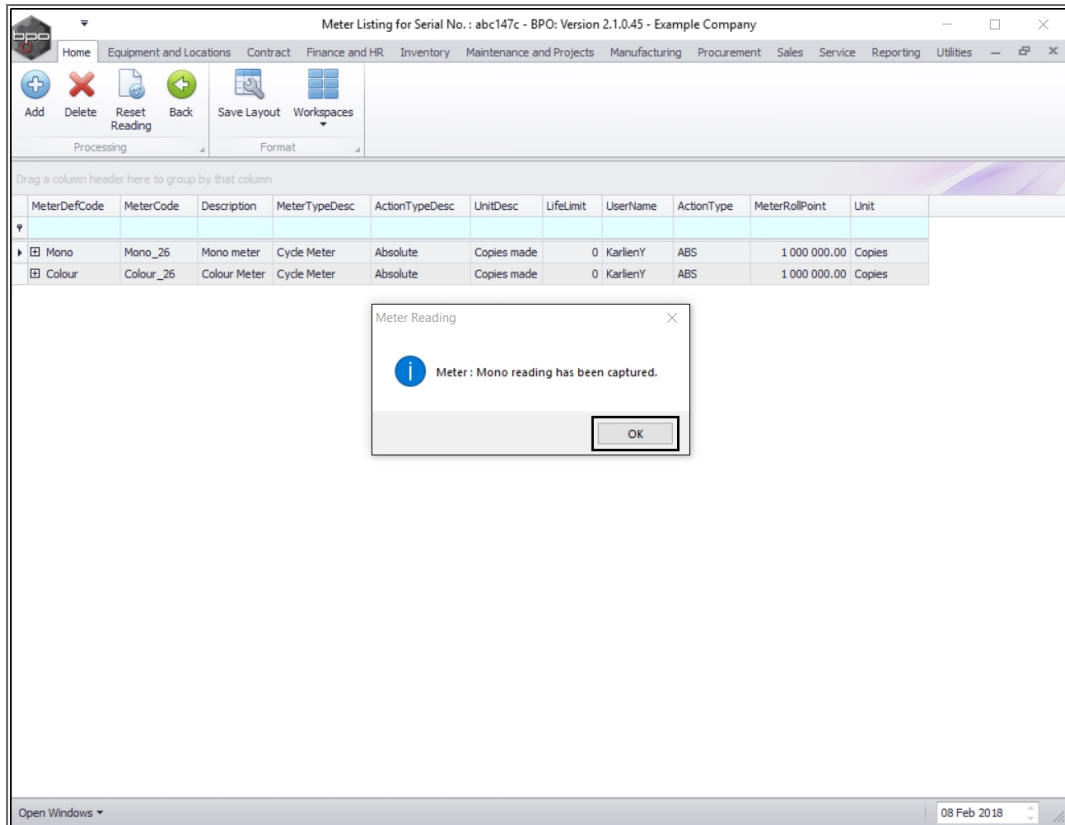
### SAVE MANUAL READING

1. When you have finished adding the meter reading details,
2. Click on **Save**.



- You will return to the ***Meter Listing for Serial No. : []*** screen.
- A ***Meter Reading*** message box will appear advising the following:
  - *Meter: [] reading has been captured.*
- Click on **OK**.





The screenshot shows the 'Meter Listing for Serial No.: abc147c - BPO: Version 2.1.0.45 - Example Company' window. The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar is a toolbar with icons for Add, Delete, Reset Reading, Back, Save Layout, and Workspaces. The main area displays a table of meters with columns: MeterDefCode, MeterCode, Description, MeterTypeDesc, ActionTypeDesc, UnitDesc, LifeLimit, UserName, ActionType, MeterRollPoint, and Unit. The table contains two rows: 'Mono' and 'Colour'. A 'Meter Reading' dialog box is open in the foreground, displaying an information icon and the message 'Meter : Mono reading has been captured.' with an 'OK' button.

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit	
+	Mono	Mono_26	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies
+	Colour	Colour_26	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

## VIEW THE METER READINGS FRAME

- Click on the expand icon [ + ] in the row of the meter where you added a meter reading.

Meter Listing for Serial No.: abc147c - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Delete Reset Reading Back Save Layout Workspaces

Processing Format

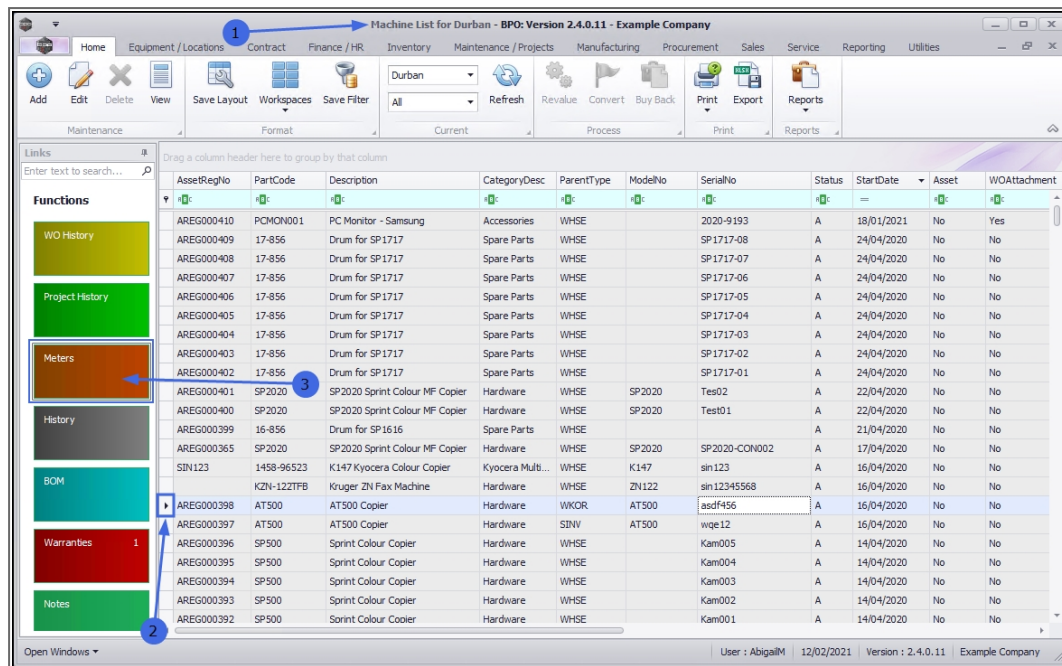
Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
▼										
▶ Mono	Mono_26	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies
▶ Colour	Colour_26	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

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- The meter **Readings** frame will be expanded.
- Here you can view the manually added meter reading.
  - You will note that the **Source Type** for the reading is **ASMN** (update from asset number).

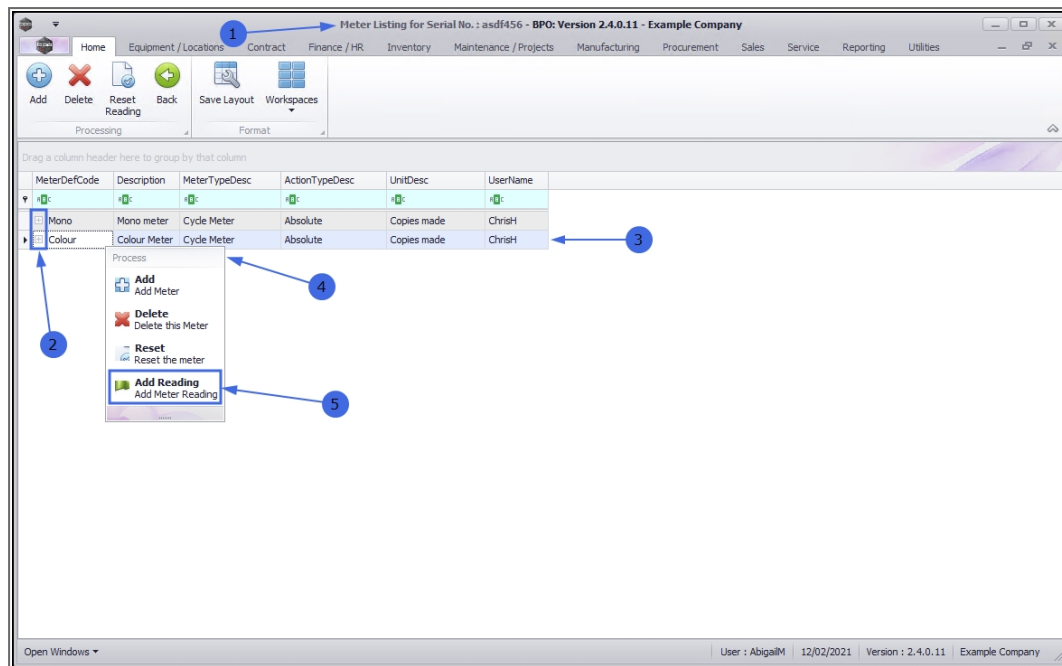




1. The **Meter Listing for Serial No. : []** screen will open.
2. In this screen there are no meter readings yet recorded. (The expand icons are greyed out.)

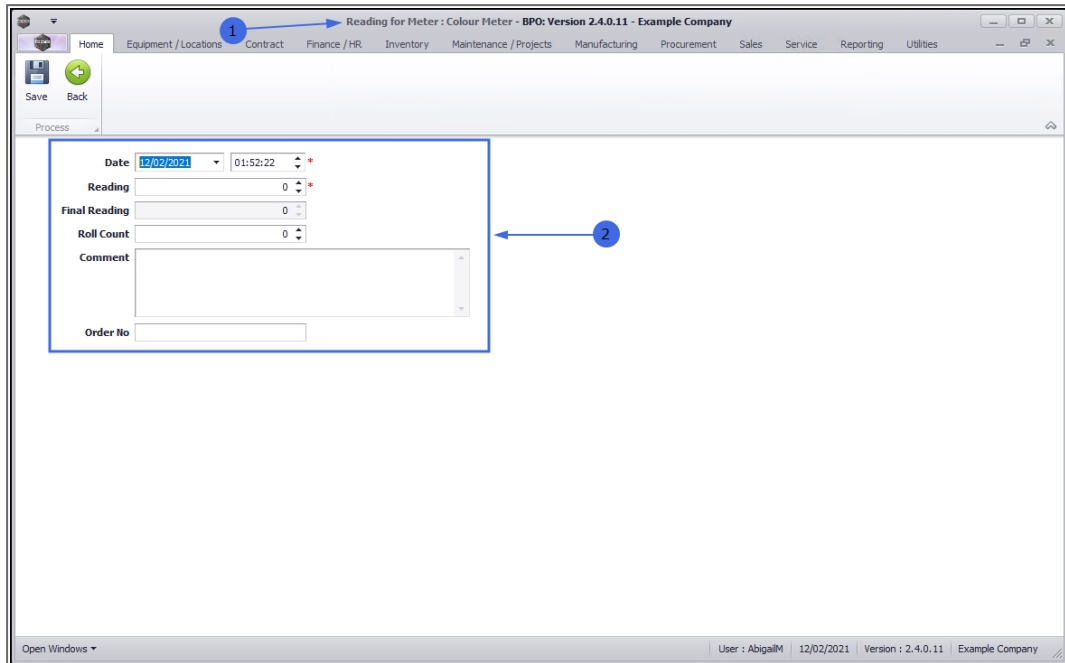
## ADD / RESET METER READING

3. Right click in the row of the meter where you wish to add a reading.
4. A **Process** menu will pop up.
5. Select **Add Reading** - Add Meter Reading from this menu.



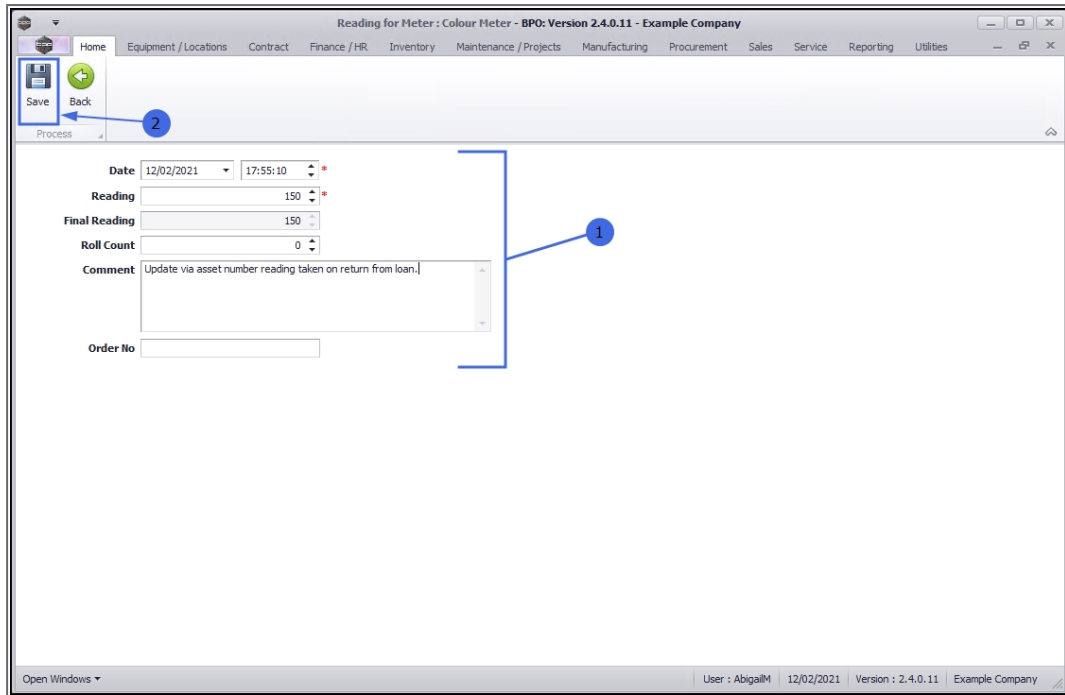
1. The **Reading for Meter: [] Meter** screen will display.
2. Manually add the meter reading details:
  - **Date:** This will auto populated with the current date *and* time.
    - Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
    - Type in or use the directional arrows to select an alternative time, if required.
  - **Reading:** Type in or use the directional arrows to select the correct meter reading.
  - **Final Reading:** This will auto populate with the same detail as the Reading text box.
  - **Roll Count:** Type in or use the arrow indicators to select the roll count.
  - **Comment:** Type a comment relating to this meter reading, in this text box, if required.

- **Order No:** Type an order number in this text box, if required.

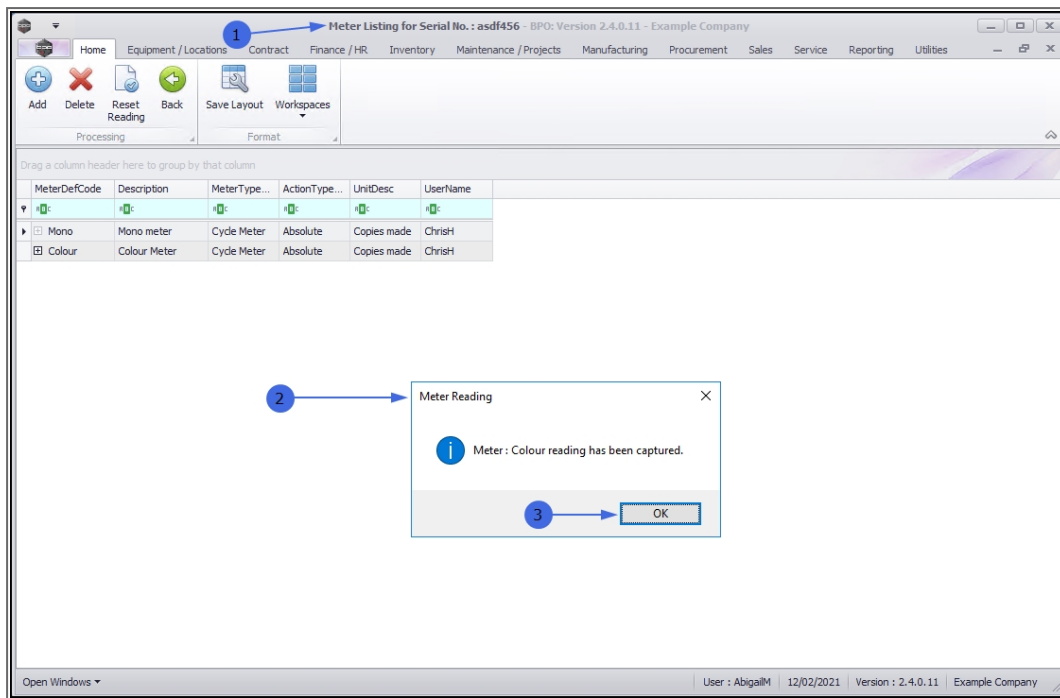


## SAVE MANUAL READING

- When you have finished adding the meter reading details,
- Click on **Save**.



1. You will return to the ***Meter Listing for Serial No. : []*** screen.
2. A ***Meter Reading*** message box will appear advising the following:
  - *Meter: [] reading has been captured.*
3. Click on ***OK***.

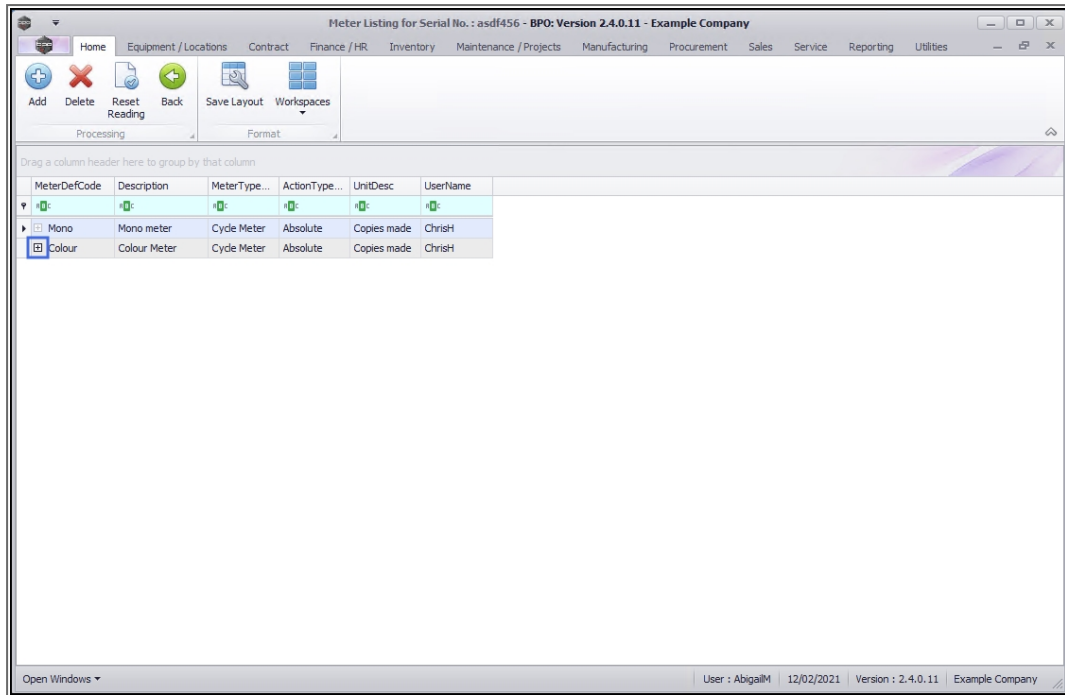


- You will note that the expand icon [+] of the selected meter is no longer grey. This is because there is now content in the **Readings** data grid.

## VIEW THE METER READINGS FRAME

- Click on the expand icon [+] in the row of the meter that you added a manual reading to.





1. The meter **Readings** frame will be expanded.
2. Here you can view the manually added meter reading.
  - You will note that the **Source Type** for the reading is **ASMN** (update from asset number).

Meter Listing for Serial No. : asdf456 - BPO: Version 2.4.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Delete Reset Reading Back Save Layout Workspaces

Processing Format

Drag a column header here to group by that column

MeterDefCode	Description	MeterType...	ActionType...	UnitDesc	UserName
Mono	Mono meter	Cycle Meter	Absolute	Copies made	ChrisH
Colour	Colour Meter	Cycle Meter	Absolute	Copies made	ChrisH

1

Readings

SourceType	ReadingDate	ReadingTime	MeterReading	Comments	OrderNo	Period	Closed	CaptureDate	CaptureUser
ASMIN	12/02/2021	17:55:10	150.00	Update via asset number reading taken on return from loan.		0	No	12/02/2021	100

2

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User : AbigailM | 12/02/2021 | Version : 2.4.0.11 | Example Company

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