EQUIPMENT

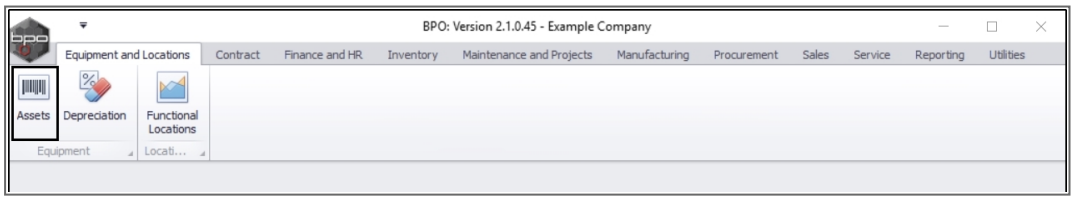
ASSETS – METERS – ADD READING MANUALLY

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.

Ribbon Access: *Equipment and Locations > Assets*



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

THE SITE AND TYPE FILTERS

- 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.

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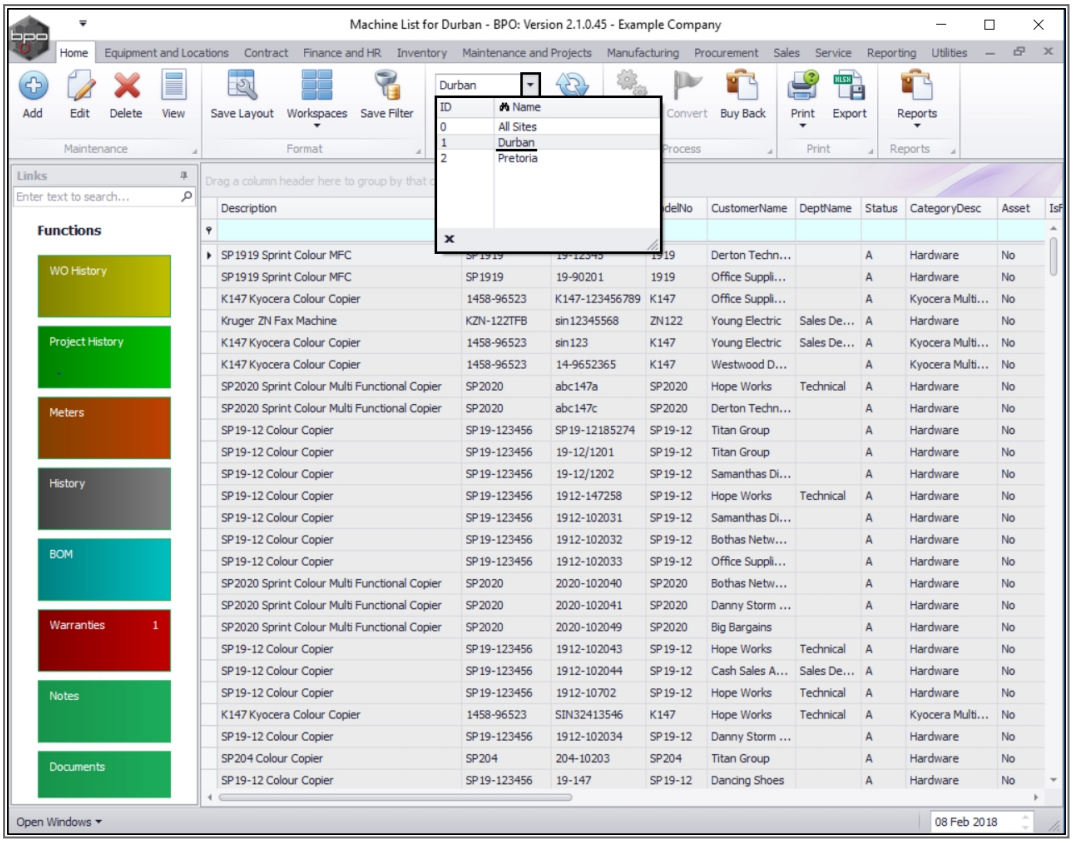
Note: Refer to Site Selection for more information about Site settings.



SELECT THE SERIALISED ITEM

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

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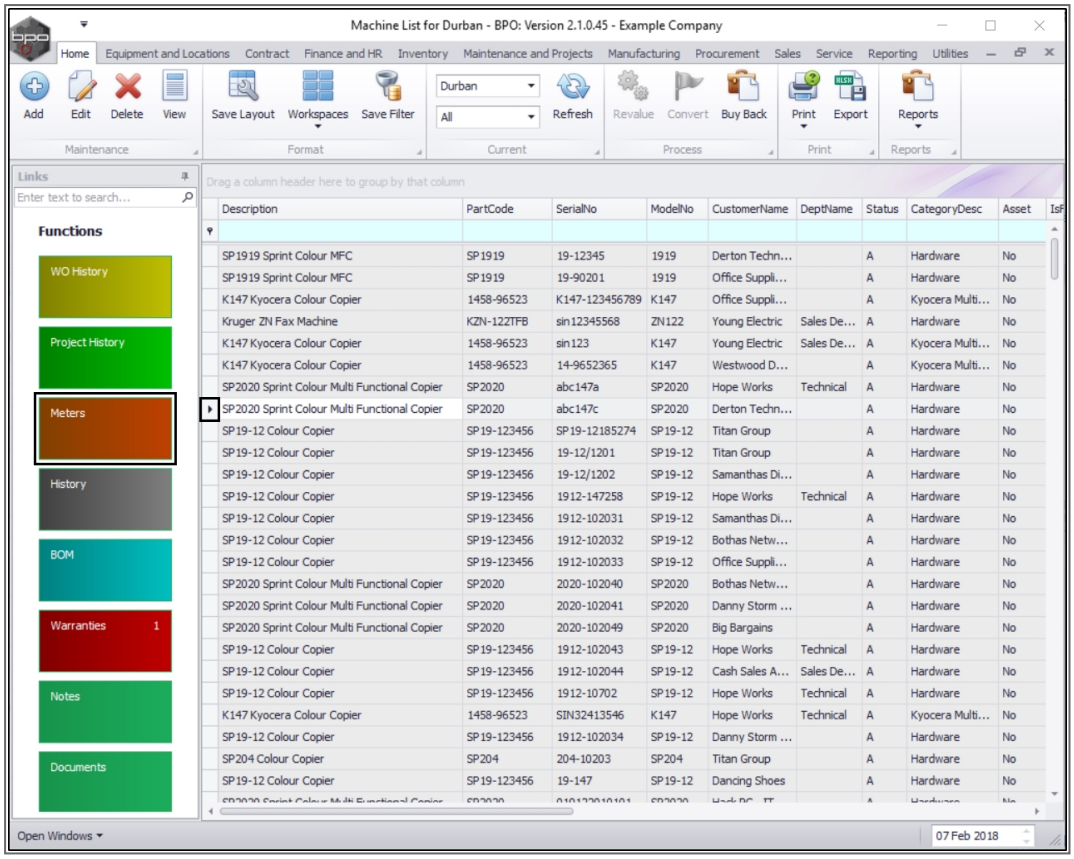

The ***Meter Reading for Serial No. : []*** screen will open.

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.

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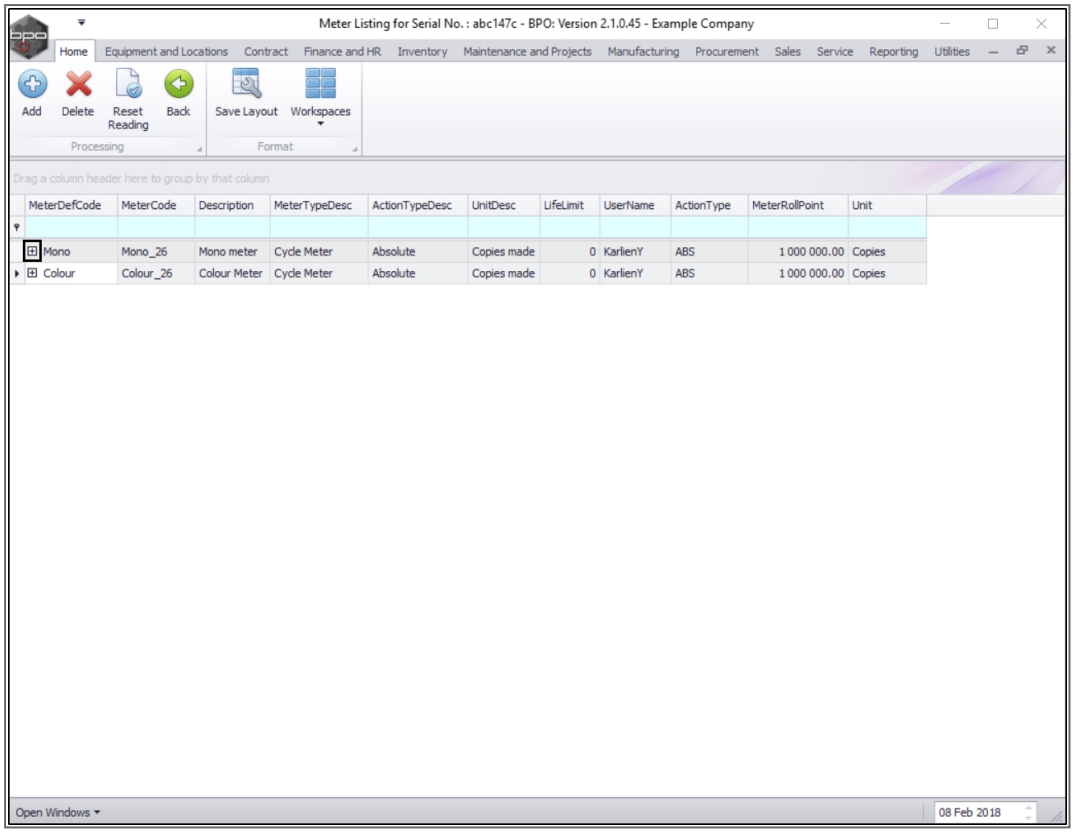

- The meter ***Readings*** frame will be expanded for the selected meter.

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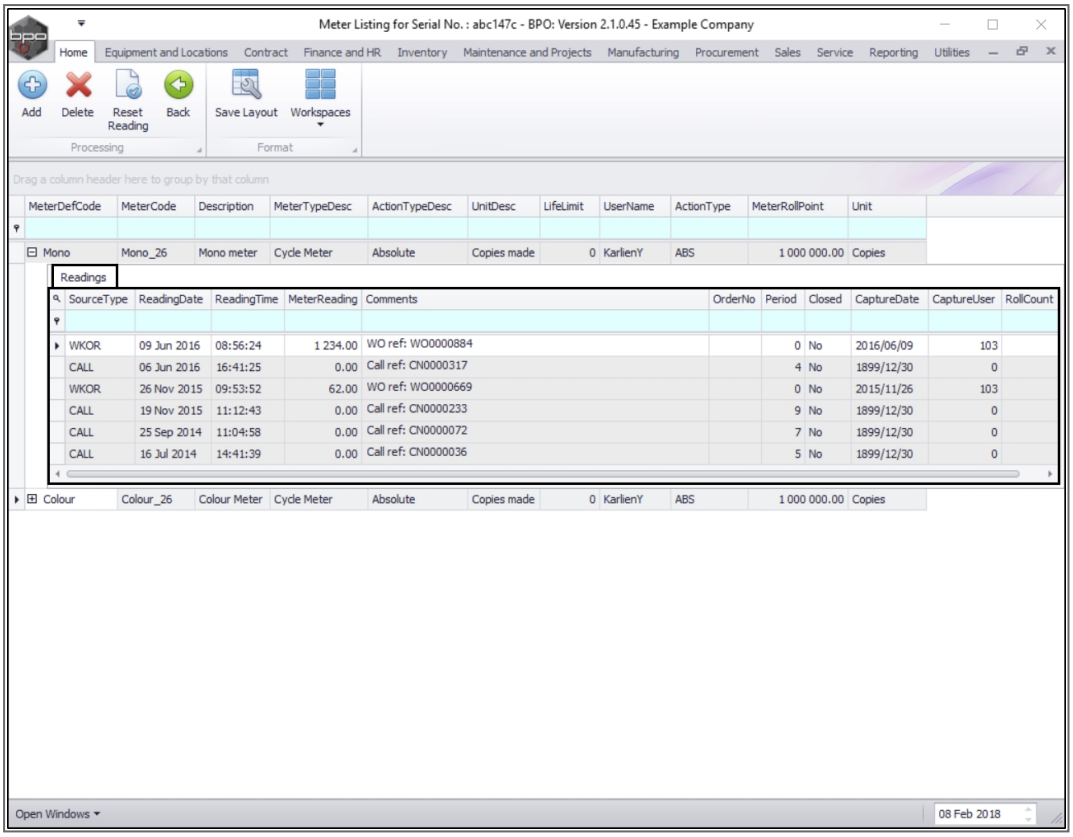

ADD METER READING

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

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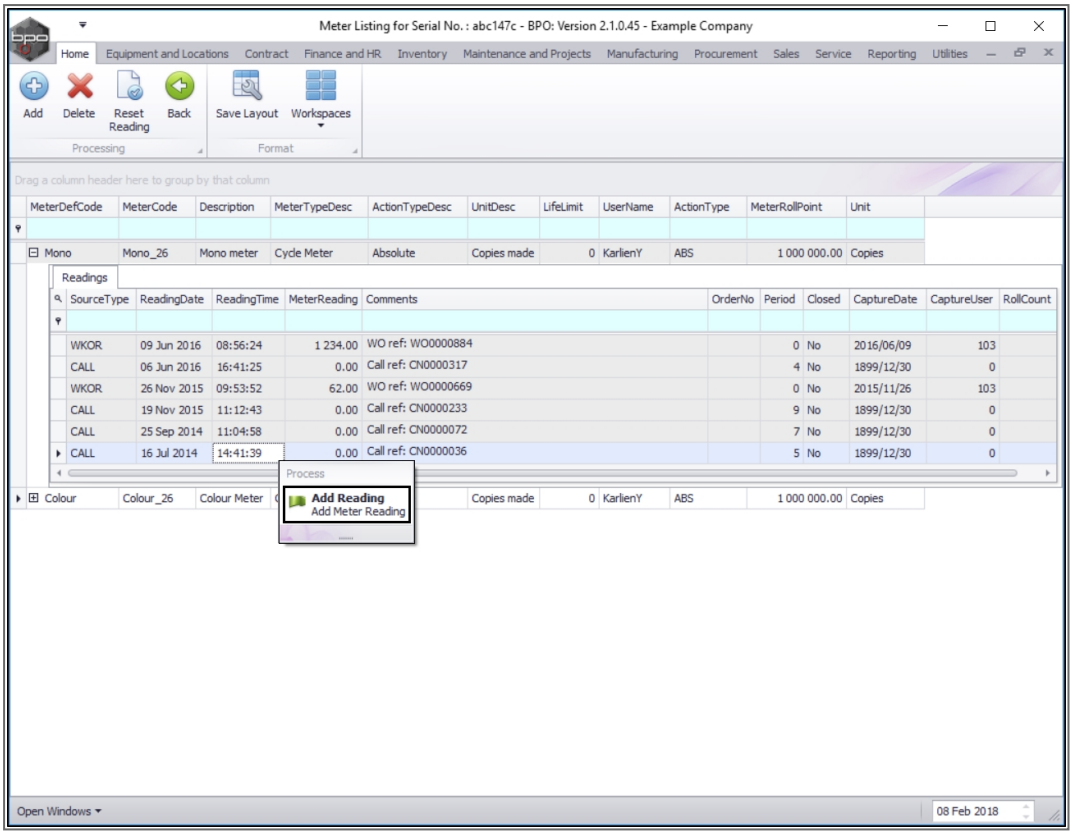

The ***Reading for Meter: [] meter*** screen will open.

- **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.

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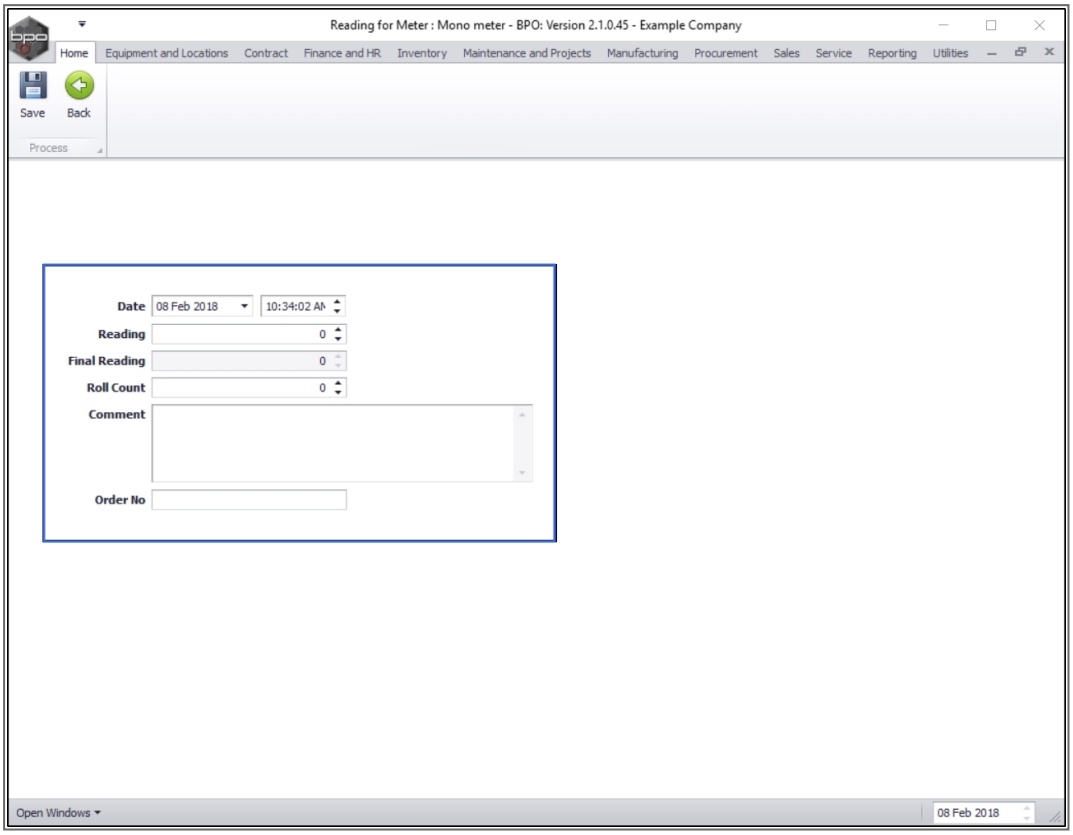
- **Comment**: Type a comment relating to this meter reading, in this text box, if required.
- **Order No:** Type an order number in this text box if required.



SAVE MANUAL READING

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

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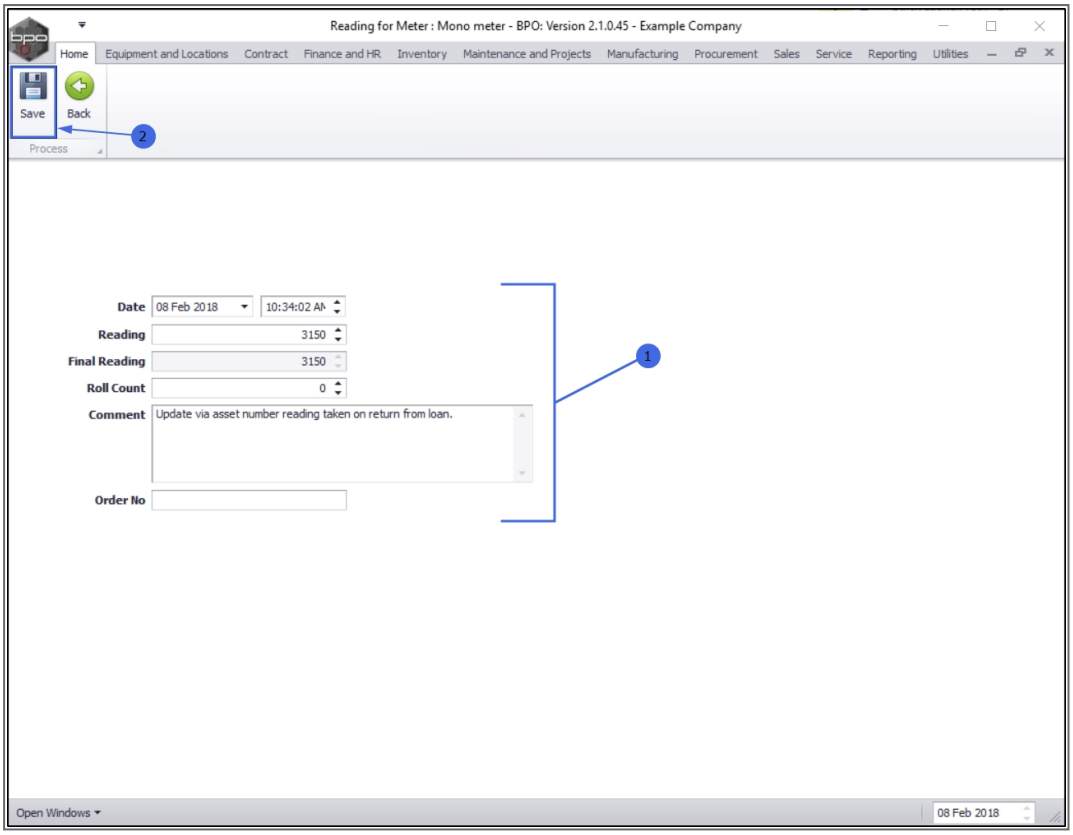

- You will return to the ***Meter Listing for Serial No. : []*** screen.
- A ***Meter Reading*** message box will appear advising the following:
    - *Meter: [] reading has been captured.*
- Click on ***OK***.

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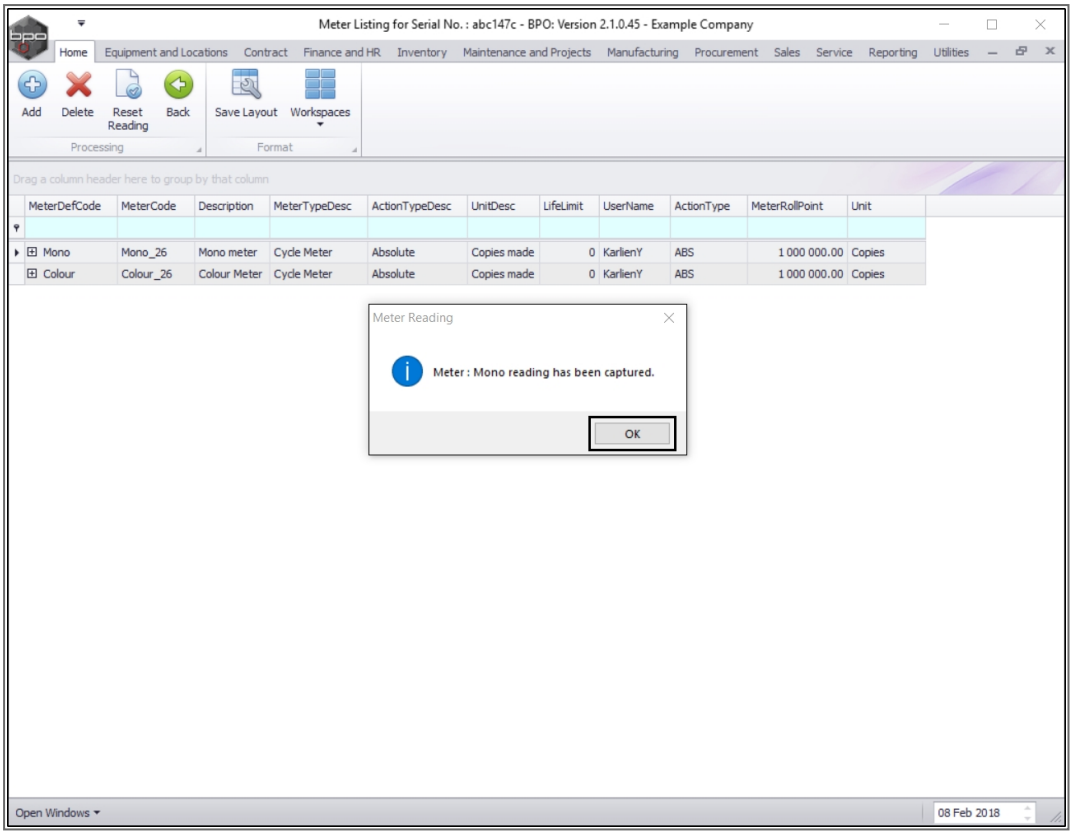

VIEW THE METER READINGS FRAME

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

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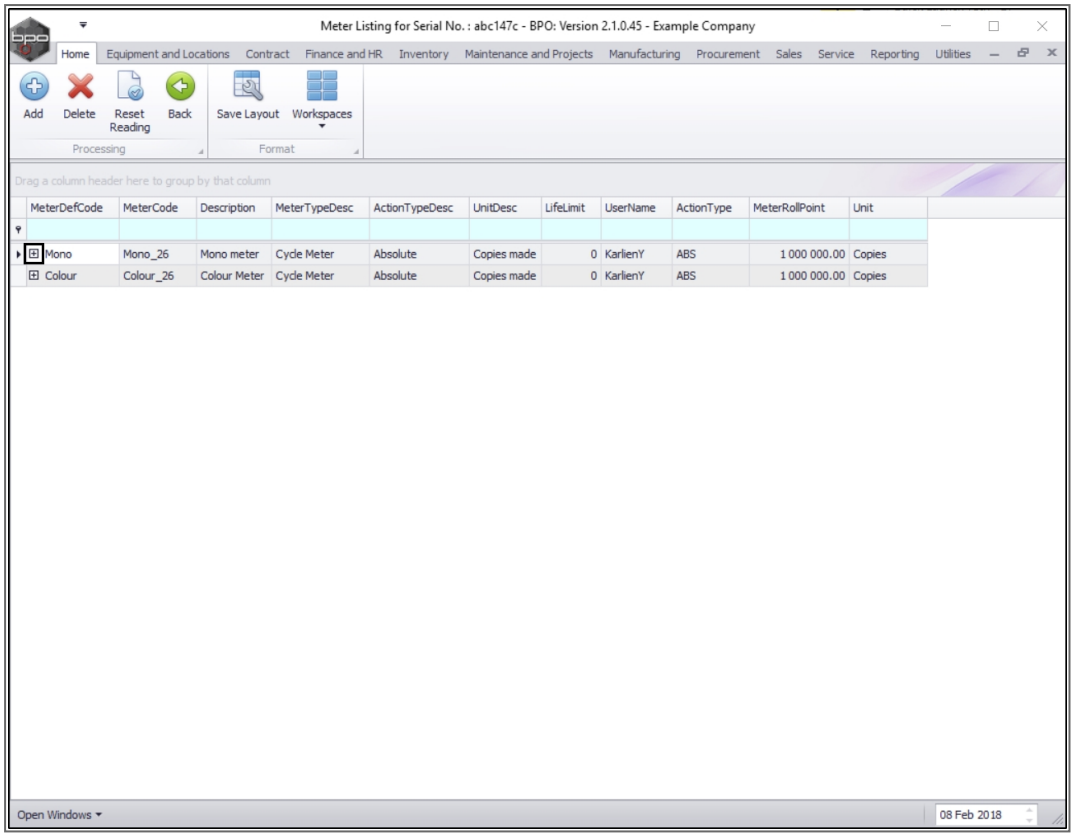

- The meter ***Readings*** frame will be expanded.
- Here you can view the manually added meter reading.
    - You will note that the ***Source Type*** for the reading is ***ASMN*** (update from asset number).

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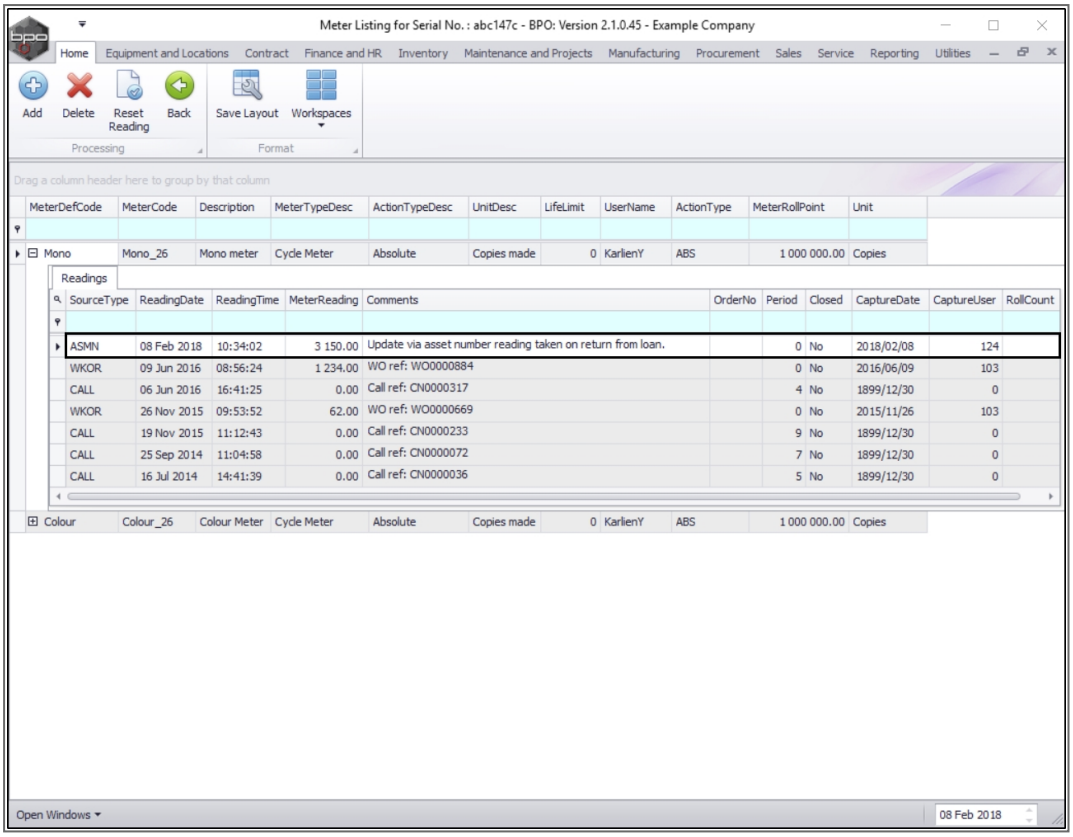

SELECT METER (WITH NO EXISTING READINGS)

If a meter does not have linked readings, the expand icon [**+**] in the row of that meter will be ***grey***, indicating that there is no content in the ***Readings*** data grid.

Method 2 - If there are no meter readings in the screen:

1. In the ***Machine List for []*** screen.
2. Select the ***row*** of the machine that you wish to add a manual meter reading to.
3. Click on the ***Meters*** tile.

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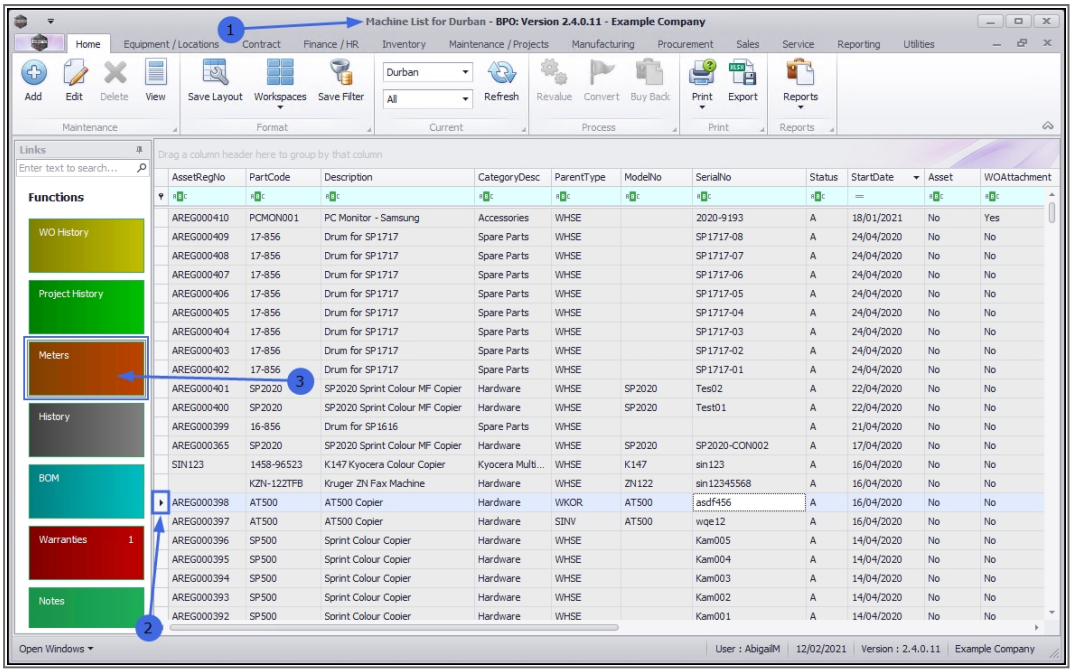

1. The ***Meter Listing for Serial No. : []*** screen will open.
2. In this screen there are no meter readings yet recorded. (The expand icons are greyed out.)

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.

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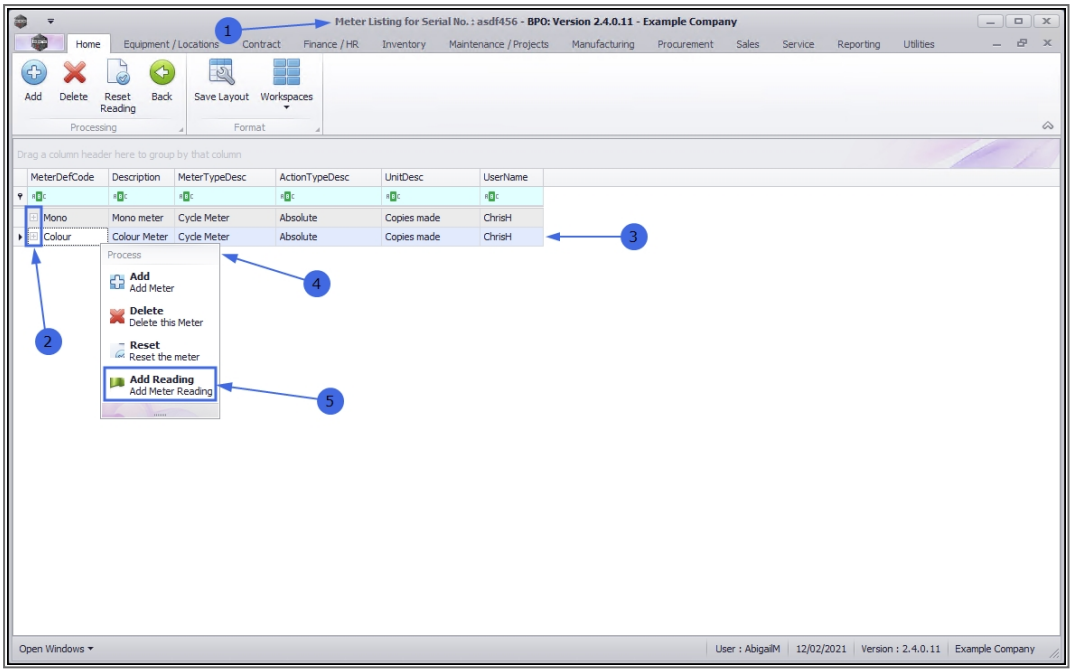

1. The ***Reading for Meter: [] Meter*** screen will display.
2. Manually add the meter reading details:
    - **Date**: This will auto populated with the current date *and* time.
        - Type in or click on the drop-down arrow and use the calendar function to select an alternative *date*, if required.
        - 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.

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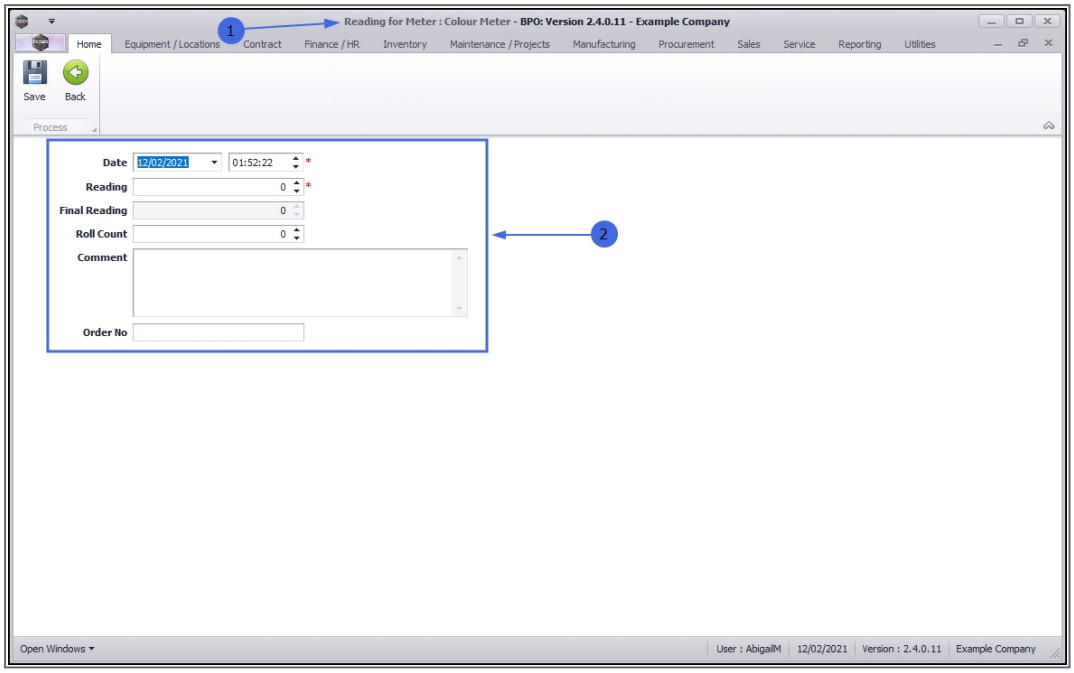
- **Order No**: Type an order number in this text box, if required.



SAVE MANUAL READING

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

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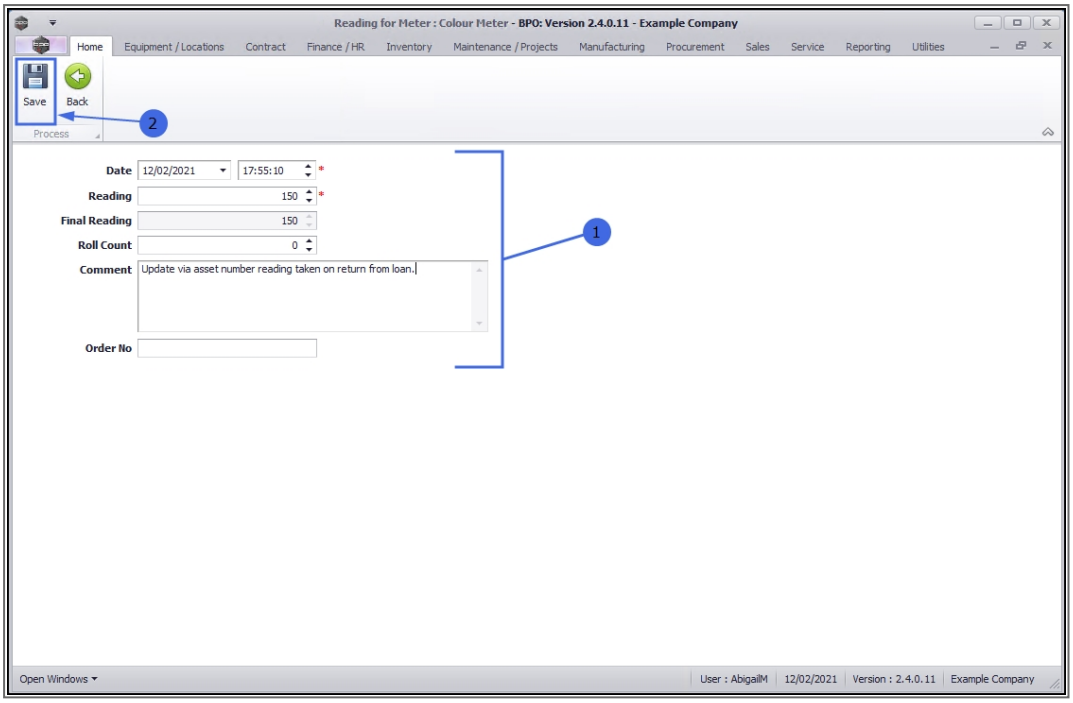

1. You will return to the ***Meter Listing for Serial No. : []*** screen.
2. A ***Meter Reading*** message box will appear advising the following:
    - *Meter: [] reading has been captured.*
3. Click on ***OK***.

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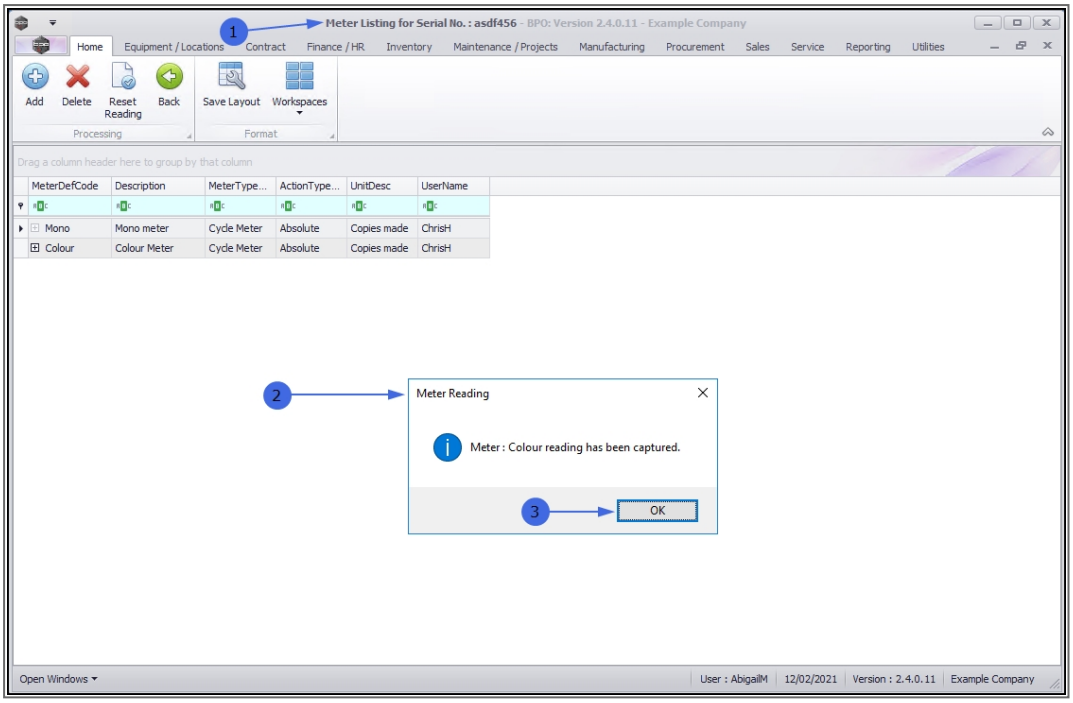

- You will note that the expand icon [**+**] of the selected meter is no longer grey. This is because there is now content in the ***Readings*** data grid.

VIEW THE METER READINGS FRAME

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

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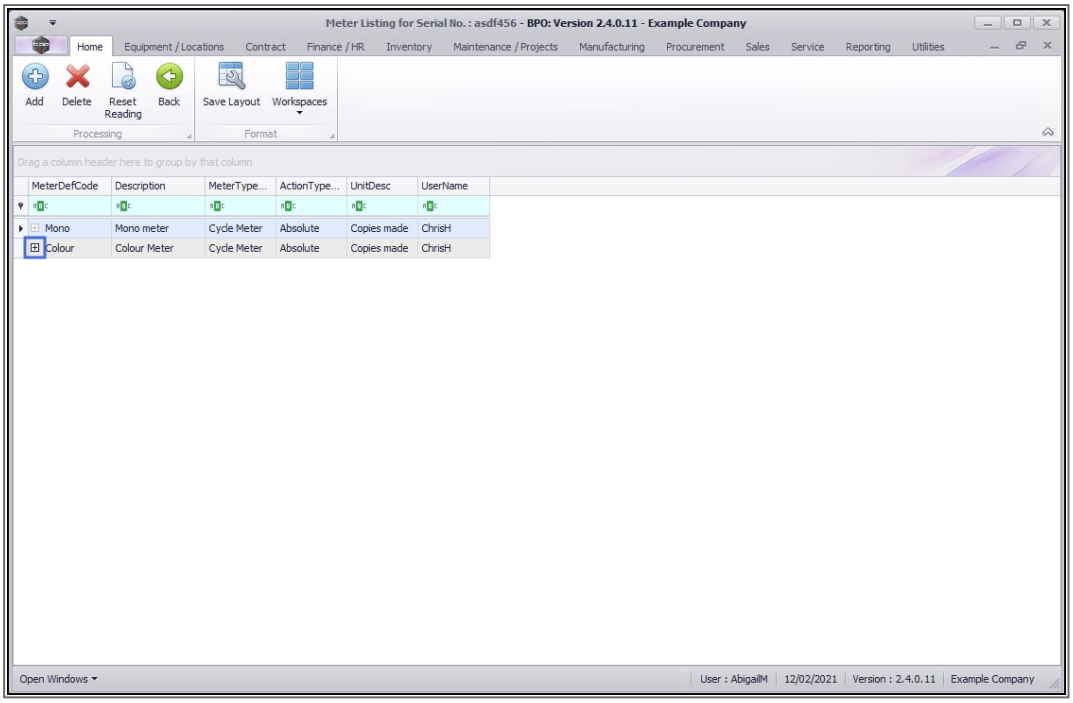

1. The meter ***Readings*** frame will be expanded.
2. Here you can view the manually added meter reading.
    - You will note that the ***Source Type*** for the reading is ***ASMN*** (update from asset number).

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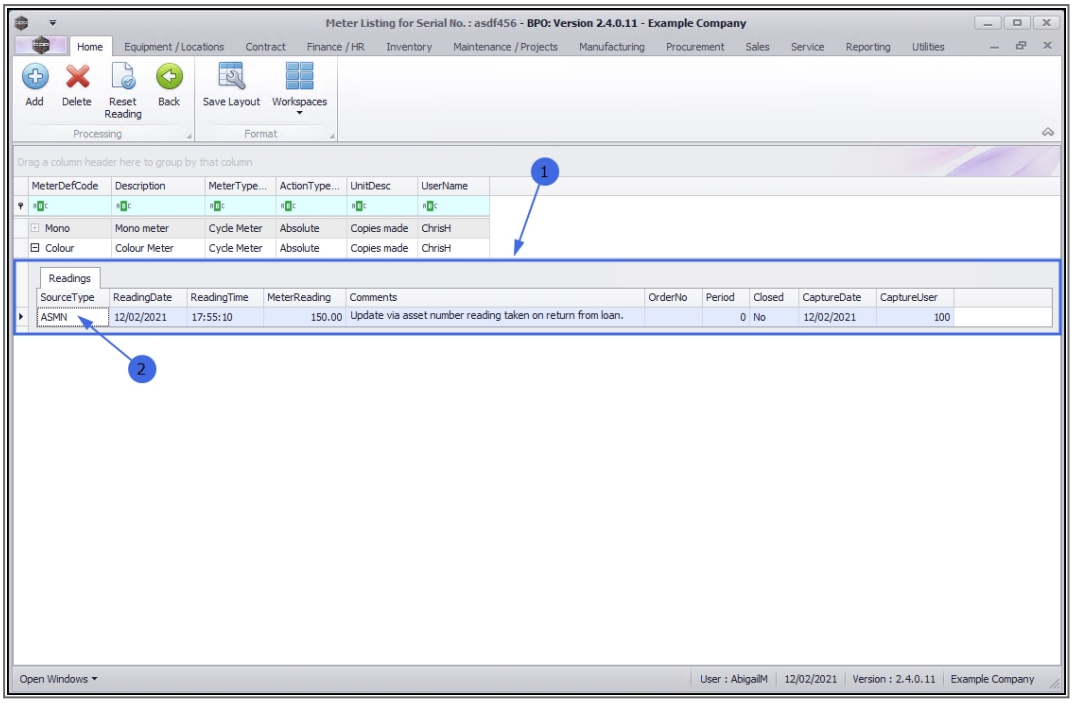

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