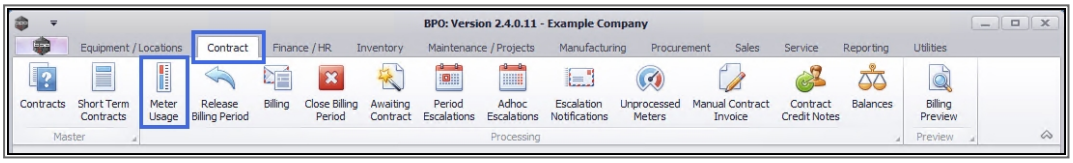
CONTRACT

SET TO AVERAGE

Some meter readings may not have been captured due to the client being unavailable or machine not being in use. This option gives you the ability to set the **Current Reading** equal to the **6 month average** reading (or the average to date if the contract has not yet reached 6 months).

Ribbon Access: *Contract > Meter Usage*



1. The ***Meter Processing*** screen will be displayed.

SELECT METER

2. Click on the ***check box*** in the row of the meter that you wish to select. You can select multiple lines.
3. In this image, the ***Meter Reading*** of the selected serial number is **0** the ***Usage*** is **0** and the ***Average Reading*** is **333.33**.

SET METER TO AVERAGE

4. Click on ***Set to Average***.

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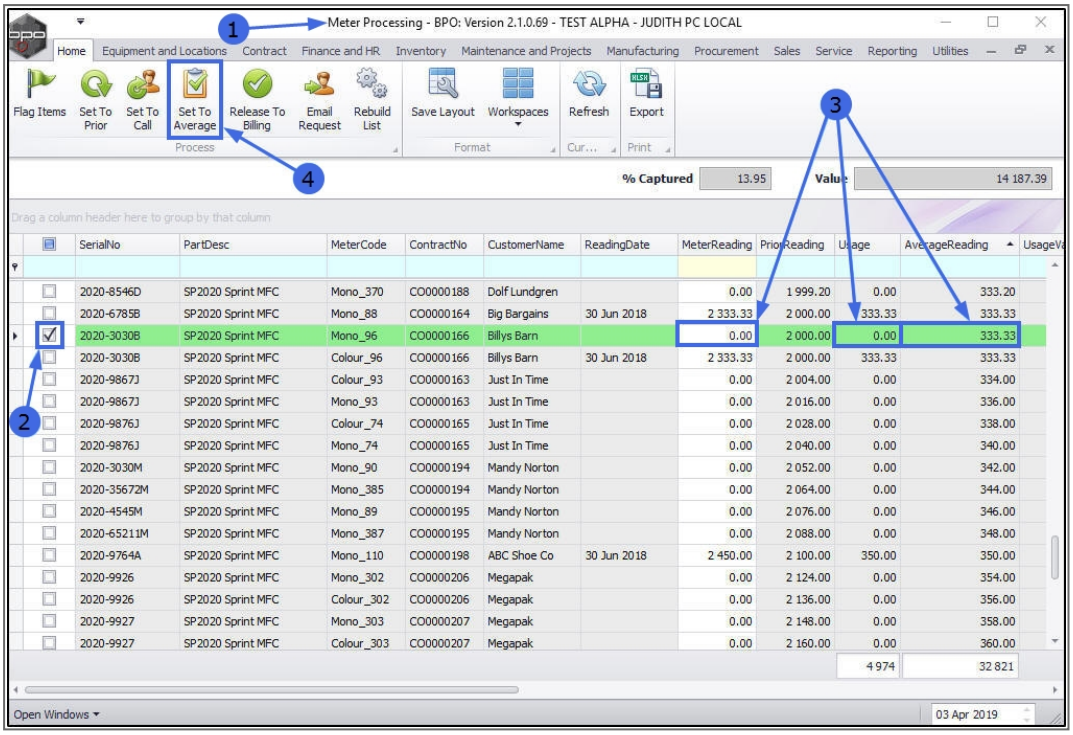

CONFIRM METER SETTING

- An ***Input Validation*** message will pop up asking you;
    - ***This will set all selected readings equal to the 6 month average reading for this meter. Is this correct?***
- Click on ***Yes***.

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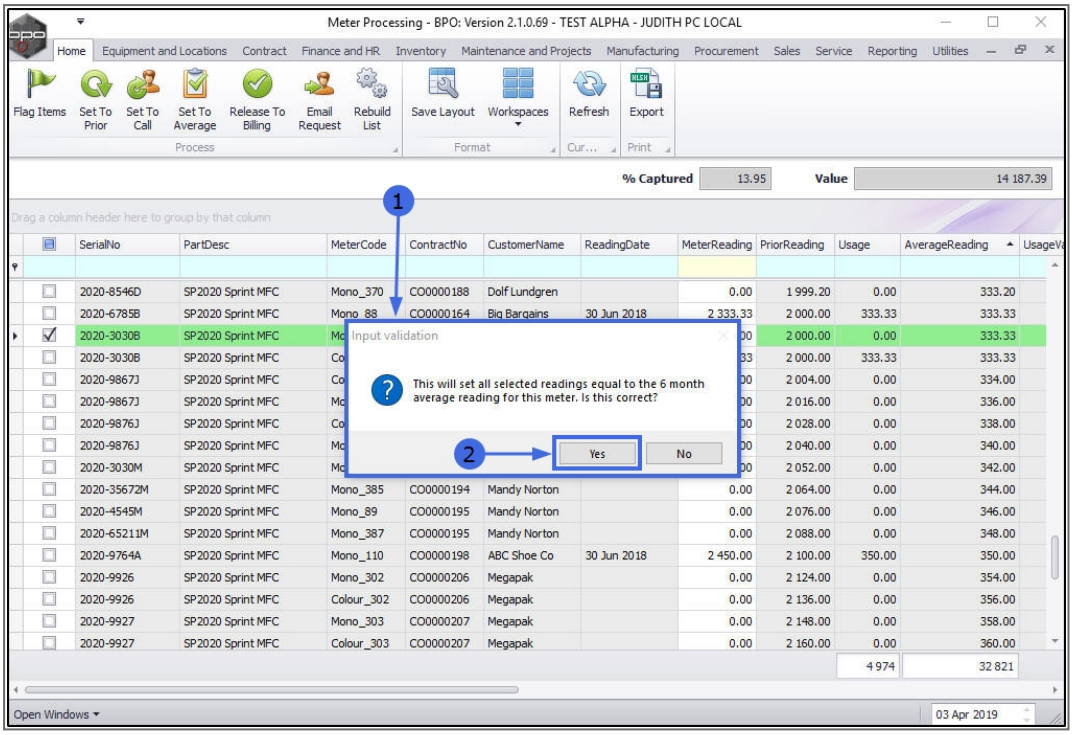

VIEW SETTING RESULTS

The usage will be set to the ***6 month average***.

In this example, the

1. **Usage** is now **333.33** which is the same as the
2. **Average Reading** which is **333.333**.

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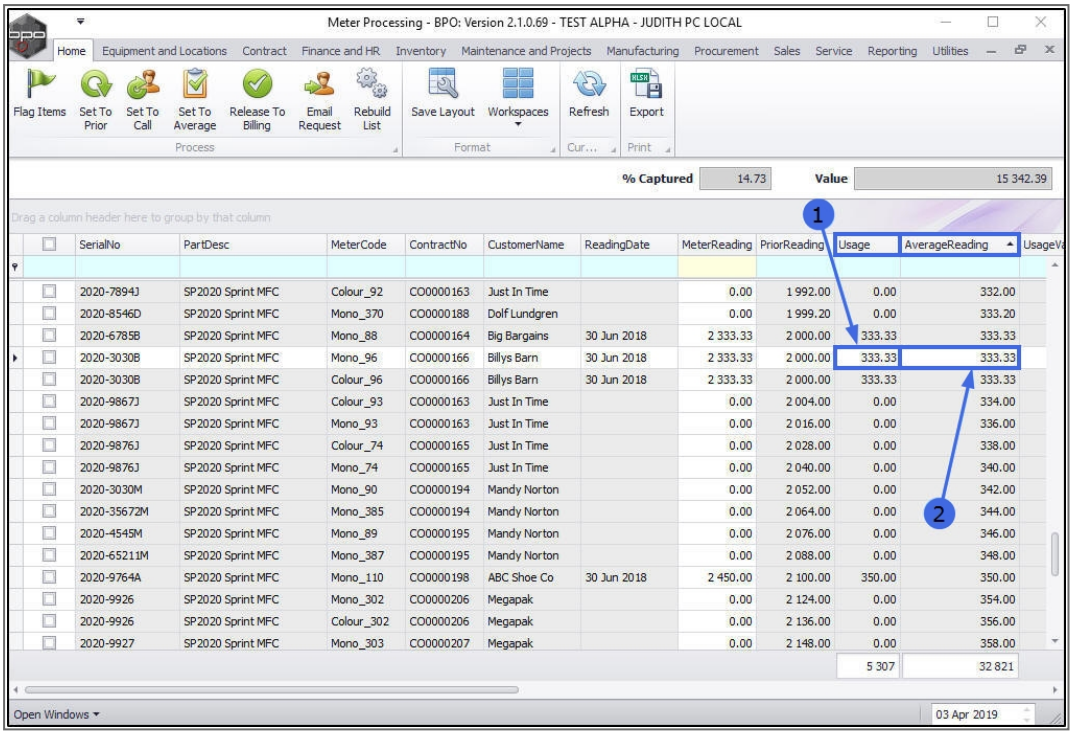

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