

We are currently updating our site; thank you for your patience.

# SERVICE

## **WORK ORDERS - METERS**

**Meter readings** are used to accurately bill your customers for the amount of prints they have made. These readings can be further utilised by your sales team to distinguish which type of machine will be most advantageous to your customer. If your customer is linked to a contracted volume on their service plan, they will also rely on meter reports for accurate billing and for judging whether their contracted volume is appropriate.

Ribbon Access: Service > Work Orders



- 1. The **Work Order Listing** screen will be displayed.
- 2. Select the Site where the work order was issued.
  - The example has **Durban** selected.
- 3. Set the Status to Open.
- 4. Click on the **row** of the work order you wish to view the **meters** for.
- 5. Click on the **Meters** tile.



#### Work Orders - Meters

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$\odot$		· WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
		WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PRJ0000
		· WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
		· WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
		· WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PR.30000
Swap Outs		WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
		WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.30000
		🗄 WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.J0000
		🗄 WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.J0000
Meters		H WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.J0000
		· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.30000
	_ [		REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No	
Expenses			ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No	
	5		REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No	
			PR	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No	
Travel	1		IMP	CN0005302	New machine implementation. Installation	No	New machine implemen	24/01/2022	1	No	
			NDS	CN0005274	PROJ406OR002	No	PROJ406OR002	19/01/2022	2	No	
		· WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No	
Dogumente		· WO0006259	REP	CN0005303	Post Contract machine repair	No	Drum replacement req	16/02/2022	2	Yes	
		W00006260	REP	CN0005304	Loan unit required while main unit is being	No	Loan unit required whil	15/03/2022	3	No	

#### **METER READINGS**

- 6. The **Meters for WO Code** [WO number] screen will be displayed.
  - Meter Code: The meter code used to identify the meter definition.
  - **Source Type:** The source type will be **WKOR** to identify that the meter reading originates from a Work Order.
  - Item Type: The item type originates from ASMN Asset Management.
  - Signal Tag: This field is used for system reporting.
  - Unit: Indicate the units that was used when the meter readings were recorded, e.g copies.
  - **Code Description:** The description field will display the description for the units used to record the meter readings.
  - Reading Date: The date the meter reading was recorded.
     Click to type in, or use the down **arrow** to select an alternative date using the calendar function.



- **Reading Time:** The time the meter reading was recorded. Click to type in, or use the **arrow** indicators to adjust the time.
- Meter Reading: The meter reading recorded. Click to type in or use the **arrow** indicators to record the new meter reading.
- **Comments:** Click to type in the comments required for the meter capturing, as required.
- 7. When you have finished updating the screen, click on **Save**.

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Mono 3	W	OR	ASMN		Conies	Copies made	18/03/2022	12:49:46		0 241 414 00	Swap Out machine meter cou
Colour 3	W/	OR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 30.250.00	
MonoA3 3	W	OR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 30,451.00	
ColourA3 3	3 W	OR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 42.650.00	
4											
Open Window	is 🕶							User : JulandaK	18/03/2022	Version : 2.5.0.8 Ex	ample Company v2.5.0.8

8. Click on **Back** to return to the Work Order Listing screen.



### Work Orders - Meters

Home			Meters for	WO Code WO	0000258 - BPO: Versio	n <b>2.5.0.8</b> - Examp	ole Company v2.	5.0.8		_ <b>_</b> X
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MeterCode	SourceType -	<ul> <li>ItemType</li> </ul>	SignalTag	Unit	CodeDescription	ReadingDate	ReadingTime	RollCount	MeterReading	Comments
s C	#IIC	* <b>0</b> ¢	1 <b>0</b> 0	1 <b>0</b> 0	#DC	-	(D)	-	-	#Dc
Mono_3	WKOR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 241,414.00	Swap Out machine meter co
Colour_3	WKOR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 30,250.00	
MonoA3_3	WKOR	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 30,451.00	
ColourA3_3	WKOR.	ASMN		Copies	Copies made	18/03/2022	12:49:46		0 42,650.00	

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