

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*

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- 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.

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.



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



ADD METER READING

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



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**.



VIEW THE METER READINGS FRAME

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



- 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).



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.



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**.

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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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