

EQUIPMENT

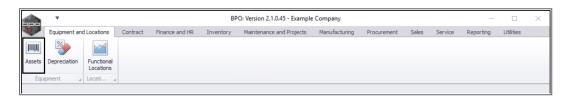
ASSETS - METERS - RESET READING

The meter reading should only be reset where a contract has already been **previously billed** but the start reading for the next billing is **incorrect**.

A meter can <u>only</u> be reset once in a financial period.

If a the contract billing was incorrect due to an incorrect end reading, raise a contract credit note with the option to re-invoice, and correct the end reading on the credit note. This will raise a new invoice for the correct usage and reset the meter reading.

Ribbon Access: Equipment and Locations > Assets



The *Machine List for* [] screen will be displayed.

SELECT THE SITE AND STATUS

- Select the *site*.
 - In this image *Durban* has been selected.



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SELECT THE ITEM TO BE RESET

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



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Documents			SP204 Colour Copier		SP204	204-10203	SP	204	Titan Group		A	No	No	

SELECT THE METER TO BE RESET

- Select the *row* of the *meter* where you wish to *reset* the *reading*.
- Click on *Reset Reading*.



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RESET METER READING DETAILS

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

- **Date**: This will be auto populated with the current date and time.
 - <u>Date</u>: Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - <u>Time</u>: 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.

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SAVE RESET DETAILS

• When you have finished resetting the meter reading details, click on *Save*.



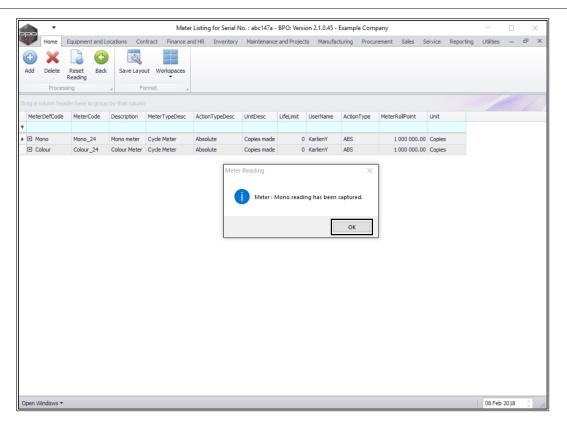
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- You will return to the *Meter Listing for Serial No.:* [] screen.
- A *Meter Reading* message box will appear, advising the following:

• *Meter:* [] *reading has been captured.*

• Click on OK.





VIEW THE RESET READING

• Click on the *expand icon* in the row of the meter where the reading was reset.



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- The meter *Readings* frame will open.
- Now you can view the reset reading.



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