

CONTRACT

EMAIL REQUEST

Requests can be emailed to your clients for month end meter readings.

The meter reading requests will be sent out in bulk.

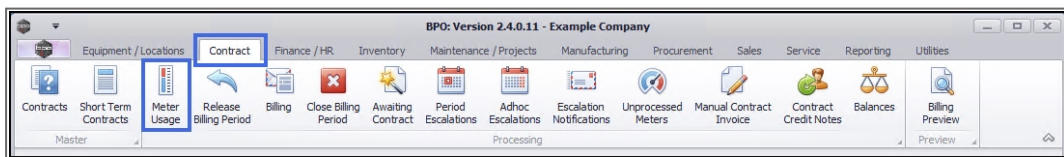
The [Contract Item Contact person](#) needs to be set to Contact Method: **'EMAIL'**, and have a valid email address set up.

The email request will be mailed from the email address of the employee who selects the option to **Send Meter Reading Requests**.

The email request will be sent to the **'Contract Item Contact'** and cc'd to the **'Copy To'** person in the Service Manager (if configured). The **'Contract Item Contact'** group email address field is not used.

A unique **Meter Reading Request** email message template can be configured in [Contract Configuration](#) : Subject, Email Contact, Meter Detail and Email Salutation.

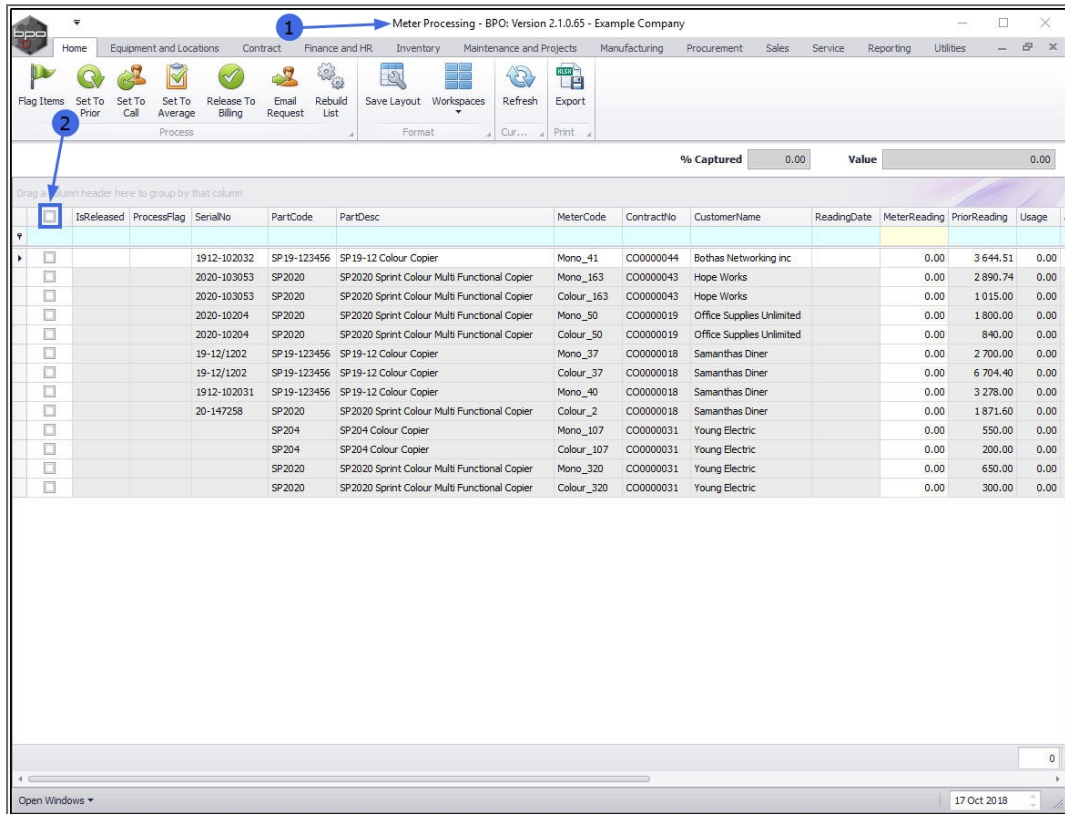
Ribbon Access: *Contract > Meter Usage*



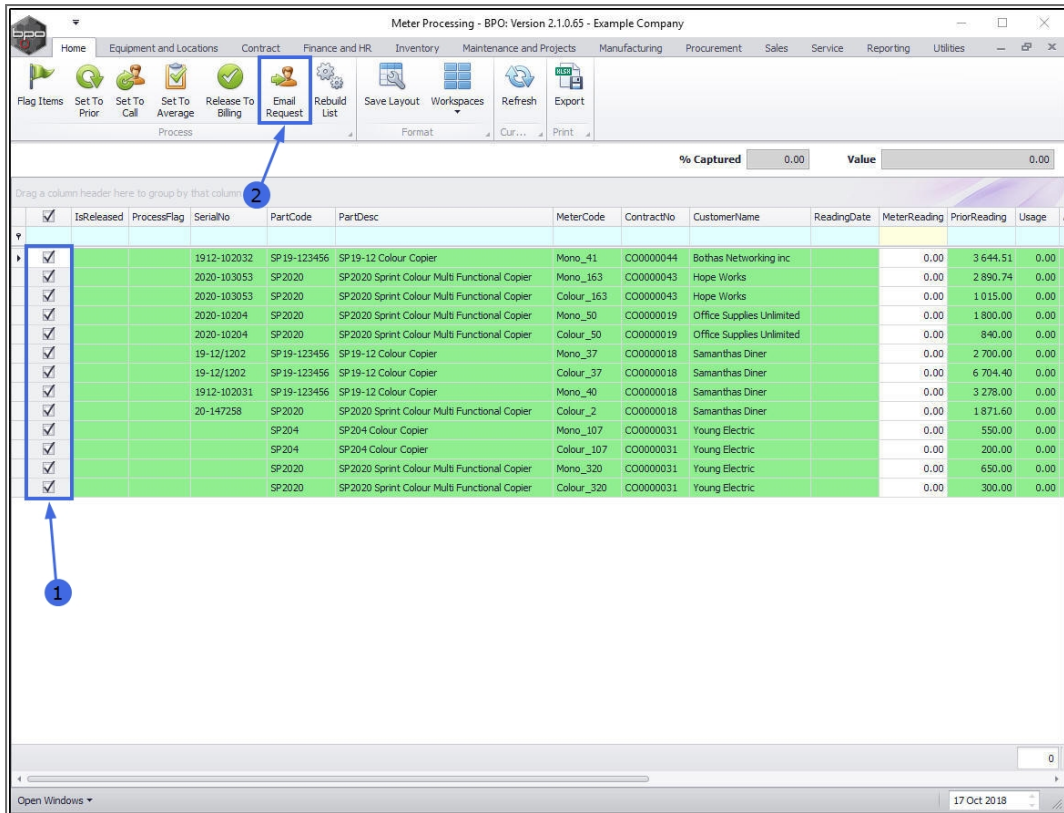
1. The **Meter Processing** screen will be displayed.

SEND REQUEST FOR ALL METERS

- If you wish to send a meter reading request for **all** of the equipment item meters then click on the **'All items' check box** in the **column header** row.

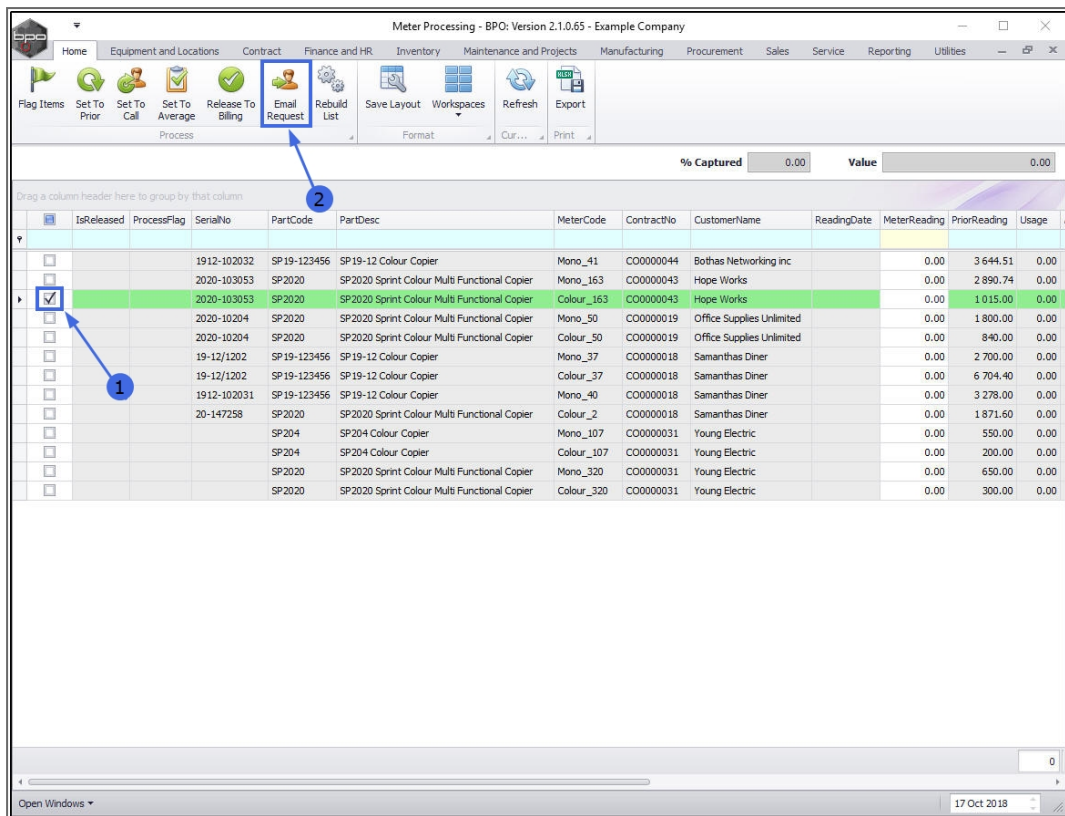


- This will auto populate the check boxes in **all** the meter rows.
- Click on **Email Request**.



SEND REQUEST FOR INDIVIDUAL METERS

1. If you wish to select *individual meters*, then click on the **check box** in the row of each **Serial No.** that you wish to send a meter reading request for.
2. Click on **Email Request**.



1. An **Input validation** message box will pop up, asking:
 - ***This will send an email to the equipment contact as configured on the contract for all selected meters. Is this correct?***
2. Click on **Yes**.

Meter Processing - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Process: % Captured 0.00 Value 0.00

Drag a column header here to group by that column

IsReleased	ProcessFlag	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	MeterReading	PriorReading	Usage
<input type="checkbox"/>		1912-102032	SP19-123456	SP19-12 Colour Copier	Mono_41	CO0000044	Bothas Networking inc		0.00	3 644.51	0.00
<input type="checkbox"/>		2020-103053	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_163	CO0000043	Hope Works		0.00	2 890.74	0.00
<input checked="" type="checkbox"/>		2020-103053	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_163	CO0000043	Hope Works		0.00	1 015.00	0.00
<input type="checkbox"/>		2020-10204	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_50	CO0000019	Office Supplies Unlimited		0.00	1 800.00	0.00
<input type="checkbox"/>		2020-10204	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_50	CO0000019	Office Supplies Unlimited		0.00	840.00	0.00
<input type="checkbox"/>		19-12/1202	SP19-123456	SP19-12 Colour Copier	Mono_37	CO0000018	Samanthas Diner		0.00	2 700.00	0.00
<input type="checkbox"/>		19-12/1202	SP19-123456	SP19-12 Colour Copier	Colour_37	CO0000018	Samanthas Diner		0.00	6 704.40	0.00
<input type="checkbox"/>		1912-102031	SP19-123456	SP19-12 Colour Copier	Mono_40	CO0000018	Samanthas Diner		0.00	3 278.00	0.00
<input type="checkbox"/>		20-147258	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_2	CO0000018	Samanthas Diner		0.00	1 871.60	0.00
<input type="checkbox"/>		SP204	SP204	SP204 Colour Copier	Mono_107	CO0000031	Young Electric		0.00	550.00	0.00
<input type="checkbox"/>		SP204	SP204	SP204 Colour Copier	Colour_107	CO0000031	Young Electric		0.00	200.00	0.00
<input type="checkbox"/>		SP2020	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_320	CO0000031	Young Electric		0.00	650.00	0.00
<input type="checkbox"/>		SP2020	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_320	CO0000031	Young Electric		0.00	300.00	0.00

1 → Input validation

2 → Yes No

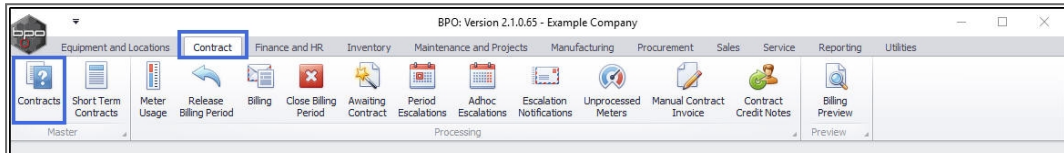
0

Open Windows | 17 Oct 2018

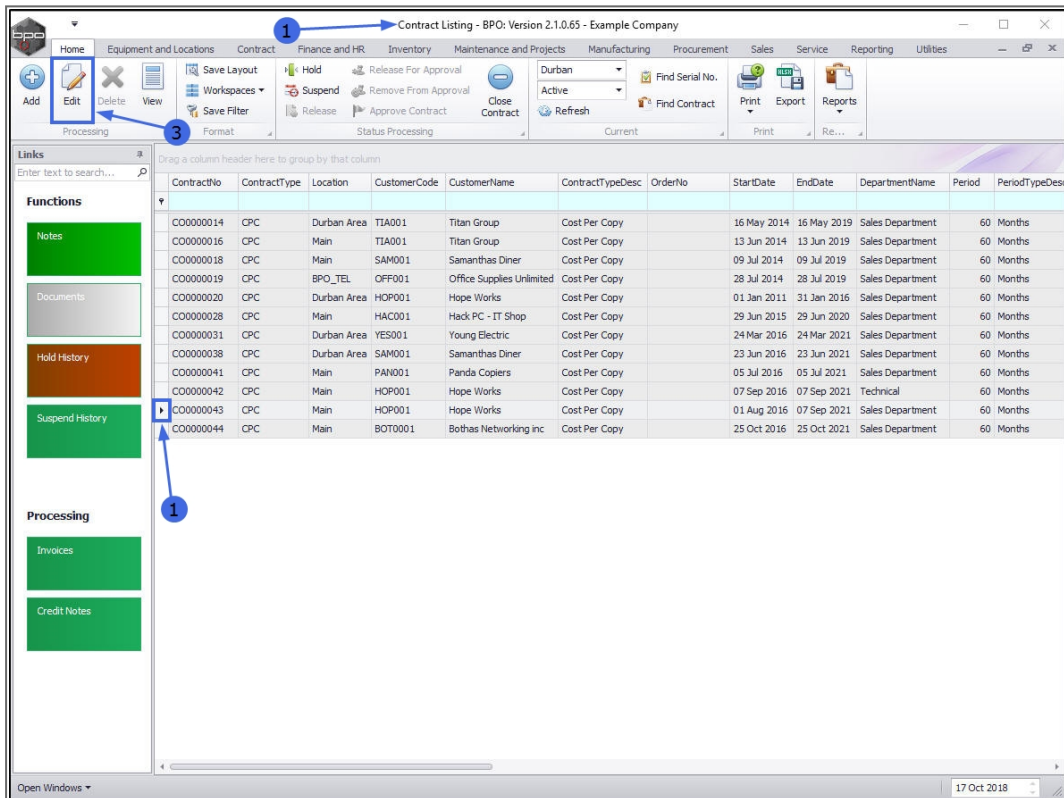
View Meter Contact and Contact Method

To view the contract item meter *contact person* and their *contact method*, navigate to the **Contract Listing** screen in BPO.

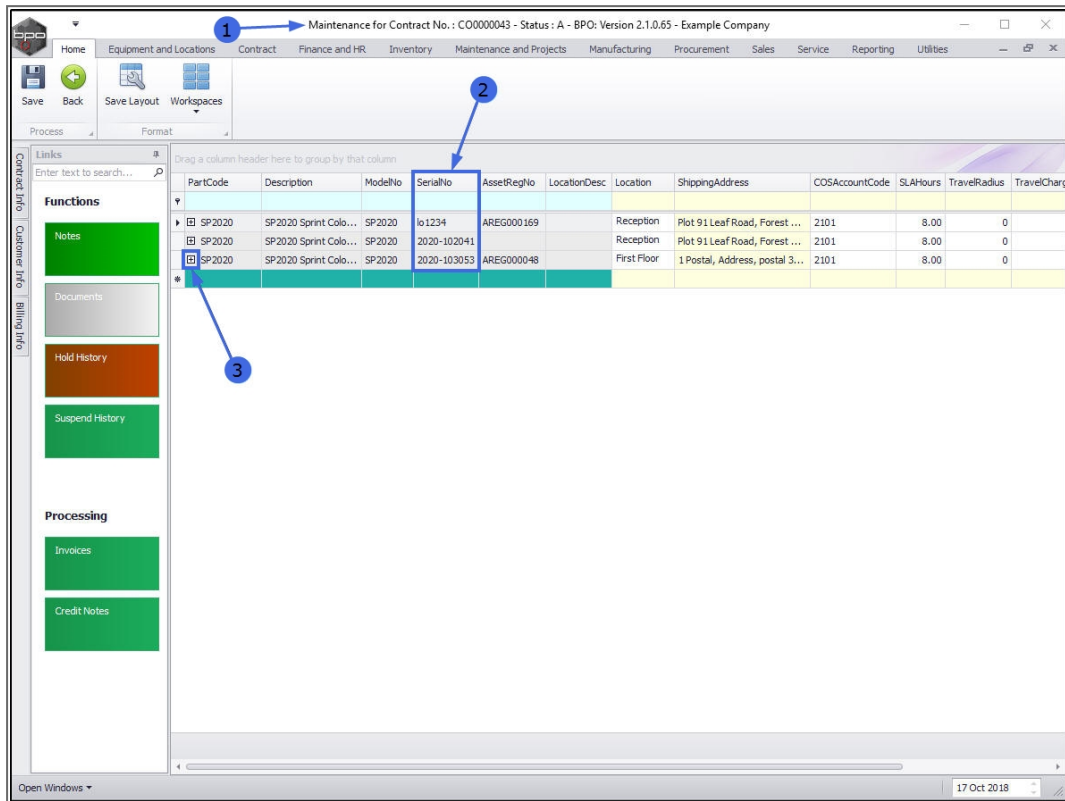
Ribbon Access: *Contract* > *Contracts*



1. The **Contract Listing** screen will be displayed.
2. Select the **row** of the relevant contract.
3. Click on **Edit**.



1. The **Maintenance for Contract No.: []** screen will be displayed.
2. Check the **Serial No.** to locate the correct machine.
3. Click on the **expand** button in the row of that machine.



1. The **Items** frame will be expanded.
2. Click on the **Item Contacts** tab.

Maintenance for Contract No. : C0000043 - Status : A - BPO: Version 2.1.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Links
Enter text to search...

Functions

Notes

Documents **1**

Hold History

Suspend History

Processing

Invoices

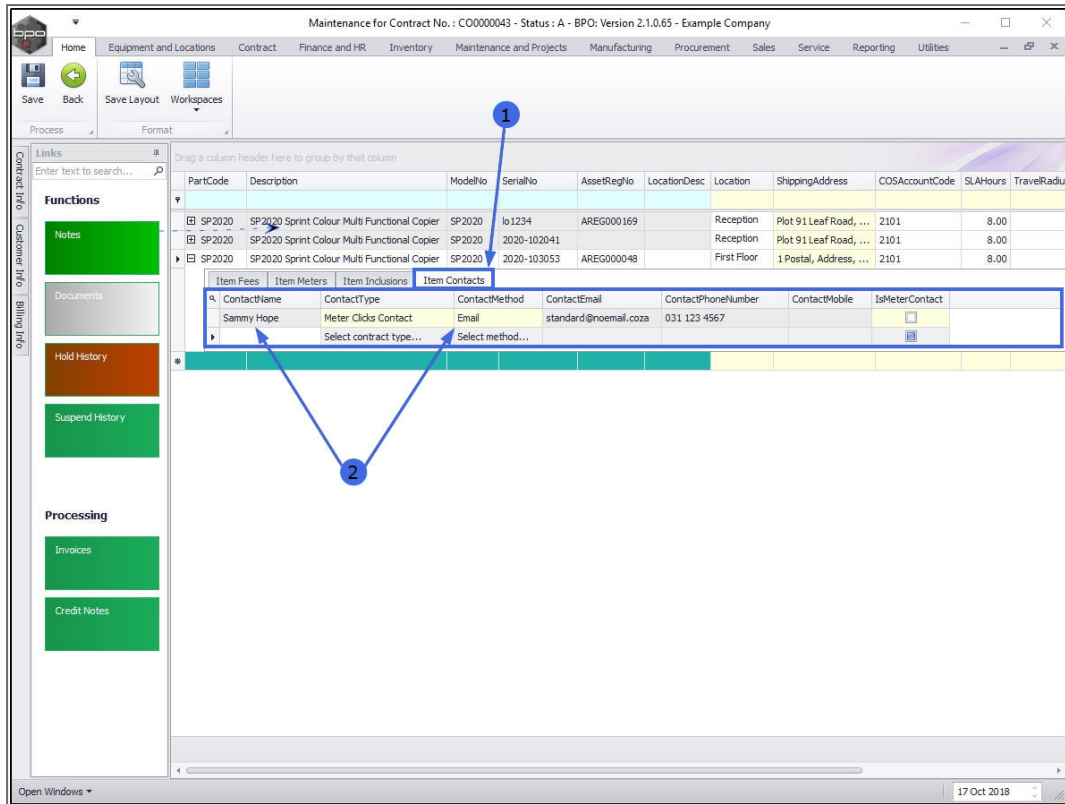
Credit Notes

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	TravelRadu
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	AREG000169	Reception	Plot 91 Leaf Road, ...	2101		8.00	
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	AREG000048	Reception	Plot 91 Leaf Road, ...	2101		8.00	
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	AREG000048	First Floor	1 Postal, Address, ...	2101		8.00	

Item Fees	Item Meters	Item Inclusions	Item Contacts										
Marked	FeeType	FeeTypeDesc	ChargeAmount	AccountCode	COSAccountCode	InvoiceDescription	StartDate	EndDate	Period	PeriodType	BillingCycle	BillingPeriod	Esca
<input type="checkbox"/>	E	Evergreen Rental	0.00	1202			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	L	Loan	0.00	1200			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	R	Bank Rental	0.00	1204			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	S	Service	0.00	1101			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	I	Inhouse Rental	0.00	1201			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input checked="" type="checkbox"/>	N	Insurance	632.50	1203	2101	Insurance	01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	REN	Standard Rentals	0.00	1202			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
<input type="checkbox"/>	W	Renew Fee	0.00	1101			01 Aug 2016	07 Sep 2021	60	Months	Quarterly		5
			632.50										

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1. The **Items Contacts** frame will be expanded.
2. Here you can view the **Contract Item Meters Contact** and the **Contact Method**.



METER READING REQUEST EMAIL EXAMPLE

Subject: Meter Usage for ABC123

Mail detail:

Dear John Smith Please supply the meter readings for the following device for the month of June

Model No.: **SP1212** Serial no.: **ABC123** Location: Reception,
Address: ABC Shoes, Dun Street, Crystal Office Park, Midrand.
Readings are required for: Meter: **Mono meter**, Meter: **Colour Meter**.

Your assistance is greatly appreciated.

Copier Business Systems.



MNU.116.005