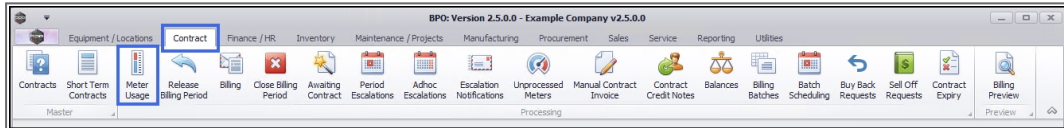


# CONTRACT

## SET TO WORK ORDER

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 **last work order reading** for the current period.

**Ribbon Access:** *Contract* > *Meter Usage*



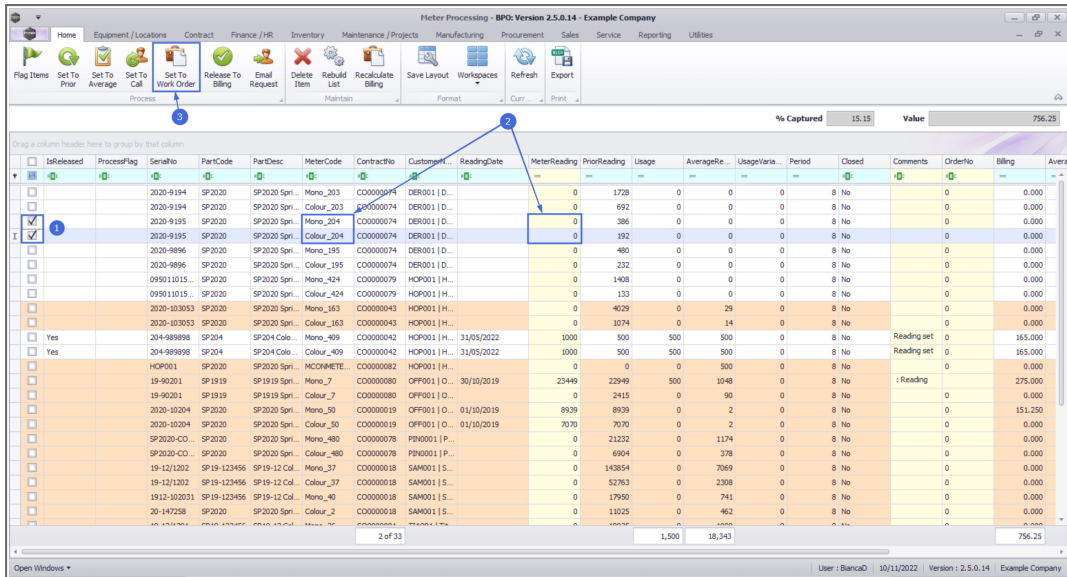
1. The ***Meter Processing*** screen will be displayed.

## SELECT METER

1. Click on the ***check box*** in the row of the meter that you wish to select. You can select multiple lines, if required.
2. In this example, the ***Mono*** and ***Colour*** meter reading of the selected serial number is **0**.

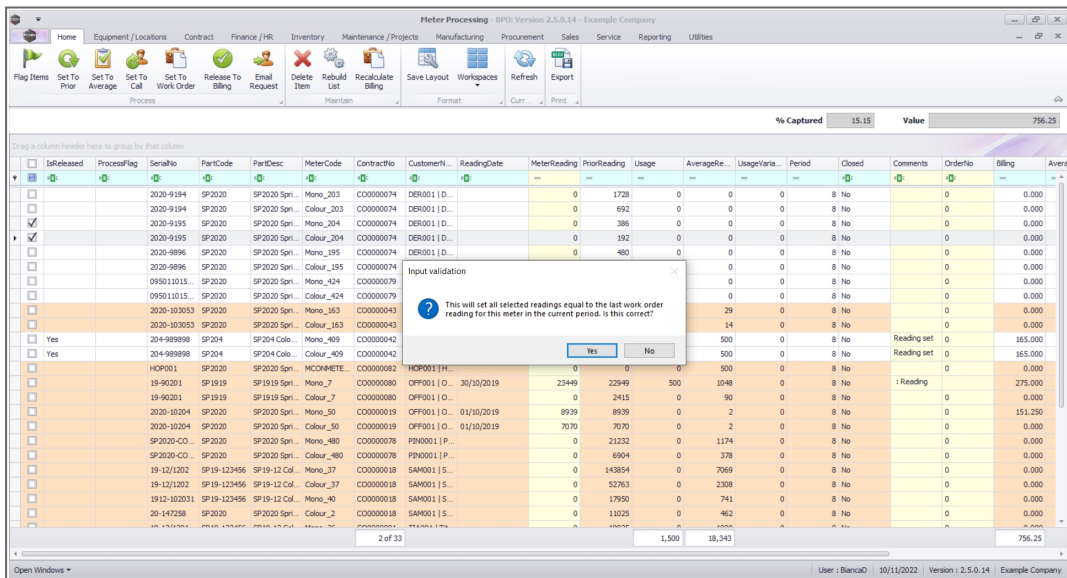
## SELECT 'SET TO WORK ORDER'

3. Click on ***Set to Work Order***.



## CONFIRM METER SETTING

1. An **Input Validation** message will pop up asking you;
  - *This will set all selected readings equal to the last work order reading for this meter in the current period. Is this correct?*
2. Click on **Yes**.



## VIEW METER SETTING RESULTS

The meter reading will be set to the **last** work order reading in the current period.

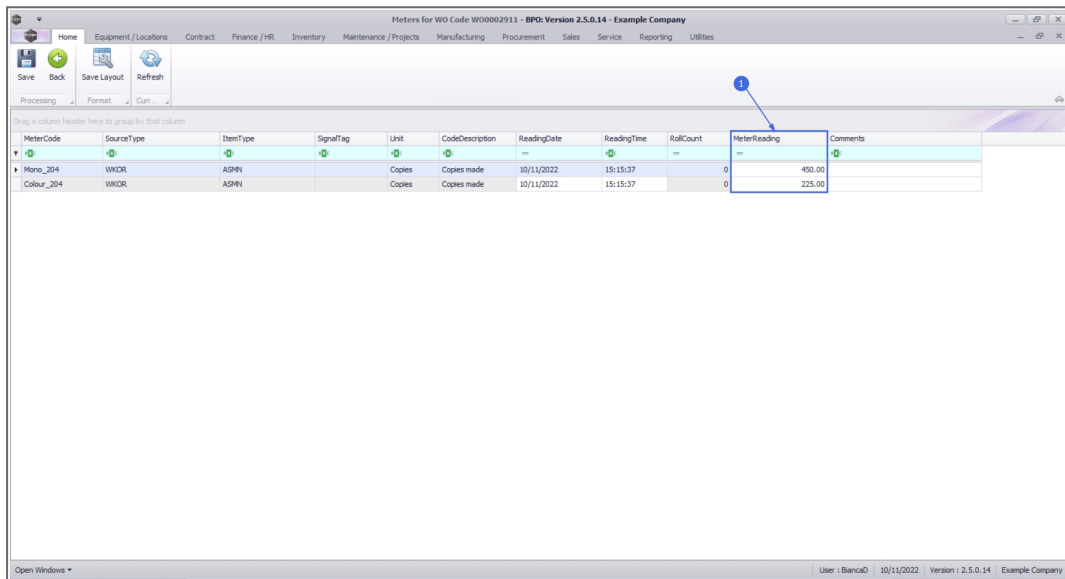
- In this example, the **Mono** meter reading is now **450** and the **Colour** meter reading is now **225** which (as shown in the next image) is the same as the last **Work Order** reading in the current period.

IsReleased	ProcessFlag	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerN...	ReadingDate	MeterReading	PriorReading	Usage	AverageRe...	Usage/Varia...	Period	Closed	Comments	OrderNo	Billing	Avera
		2020-9194	SP2020	SP2020 Spr...	Mono_203	CO0000074	DER001   D...		0	1728	0	0	0	8	No				0.000
		2020-9194	SP2020	SP2020 Spr...	Colour_203	CO0000074	DER001   D...		0	692	0	0	0	8	No				0.000
		2020-9195	SP2020	SP2020 Spr...	Mono_204	CO0000074	DER001   D...	31/05/2022	450	386	64	0	0	8	No	Reading set			34.24
		2020-9195	SP2020	SP2020 Spr...	Colour_204	CO0000074	DER001   D...	31/05/2022	225	192	33	0	0	8	No	Reading set			45.375
		2020-9896	SP2020	SP2020 Spr...	Mono_195	CO0000074	DER001   D...		0	480	0	0	0	8	No				0.000
		2020-9896	SP2020	SP2020 Spr...	Colour_195	CO0000074	DER001   D...		0	232	0	0	0	8	No				0.000
		095011015	SP2020	SP2020 Spr...	Mono_424	CO0000079	HCP001   H...		0	1408	0	0	0	8	No				0.000
		095011015	SP2020	SP2020 Spr...	Colour_424	CO0000079	HCP001   H...		0	133	0	0	0	8	No				0.000
		2020-103053	SP2020	SP2020 Spr...	Mono_163	CO0000043	HCP001   H...		0	4029	0	29	0	8	No				0.000
		2020-103053	SP2020	SP2020 Spr...	Colour_163	CO0000043	HCP001   H...		0	1074	0	14	0	8	No				0.000
Yes		204-989898	SP204	SP204 Colo...	Mono_409	CO0000042	HCP001   H...	31/05/2022	1000	500	500	500	0	8	No	Reading set			165.000
Yes		204-989898	SP204	SP204 Colo...	Colour_409	CO0000042	HCP001   H...	31/05/2022	1000	500	500	500	0	8	No	Reading set			165.000
		HCP001	SP2020	SP2020 Spr...	MCHMATE...	CO0000082	HCP001   H...		0	0	0	500	0	8	No				0.000
		19-90201	SP1919	SP1919 Spr...	Mono_7	CO0000080	OFF001   O...	30/10/2019	22449	22949	500	2048	0	8	No	Reading			275.000
		19-90201	SP1919	SP1919 Spr...	Colour_7	CO0000080	OFF001   O...		0	2415	0	90	0	8	No				0.000
		2020-10204	SP2020	SP2020 Spr...	Mono_50	CO0000019	OFF001   O...	01/10/2019	8939	8939	0	2	0	8	No				151.250
		2020-10204	SP2020	SP2020 Spr...	Colour_50	CO0000019	OFF001   O...	01/10/2019	7070	7070	0	2	0	8	No				0.000
		SP2020-CO...	SP2020	SP2020 Spr...	Mono_480	CO0000078	PIN0001   P...		0	21232	0	1174	0	8	No				0.000
		SP2020-CO...	SP2020	SP2020 Spr...	Colour_480	CO0000078	PIN0001   P...		0	6904	0	378	0	8	No				0.000
		19-12/1202	SP1912	SP1912 Col...	Mono_37	CO0000018	SAM001   S...		0	143854	0	7069	0	8	No				0.000
		19-12/1202	SP1912	SP1912 Col...	Colour_37	CO0000018	SAM001   S...		0	52763	0	2308	0	8	No				0.000
		1912-102031	SP1912	SP1912 Col...	Mono_40	CO0000018	SAM001   S...		0	17950	0	741	0	8	No				0.000
		20-147258	SP2020	SP2020 Spr...	Colour_2	CO0000018	SAM001   S...		0	11025	0	462	0	8	No				0.000
2 of 33																			
1,597 18,343 826.27																			

## Compare Last Work Order Reading

If you go to the last Work Order logged against the selected serial number, you can see that the captured meter reading in the [Meters for Work Order screen](#) is the same as the updated meter reading in the **Meter Processing** screen.

1. The **Meter Reading** field amount should reflect the same amount that was set to Call in the Meter Processing screen.



MeterCode	SourceType	ItemType	SignalTag	Unit	CodeDescription	ReadingDate	ReadingTime	RollCount	MeterReading	Comments
Mono_204	WOPR	ASMN		Copies	Copies made	10/11/2022	15:15:37	0	450.00	
Colour_204	WOPR	ASMN		Copies	Copies made	10/11/2022	15:15:37	0	225.00	

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