

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

# EQUIPMENT

## ASSETS – METERS – ADD

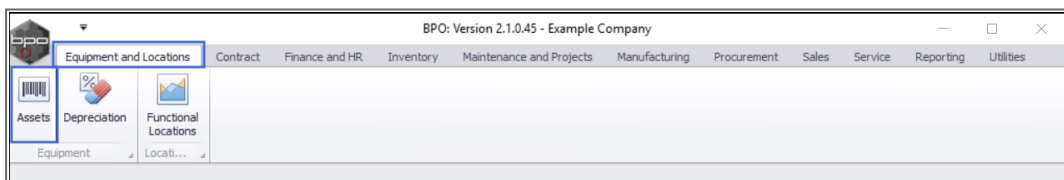
**Meter readings** are used to accurately bill your customers for the amount of prints they have made. These readings can be further utilised by your sales team to distinguish which type of machine will be most advantageous to your customer. If your customer is linked to a contracted volume on their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

In this manual we will cover how to **assign** (add) a previously configured [meter definition](#) to an asset.

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**Ribbon Access:** Equipment and Locations > Assets

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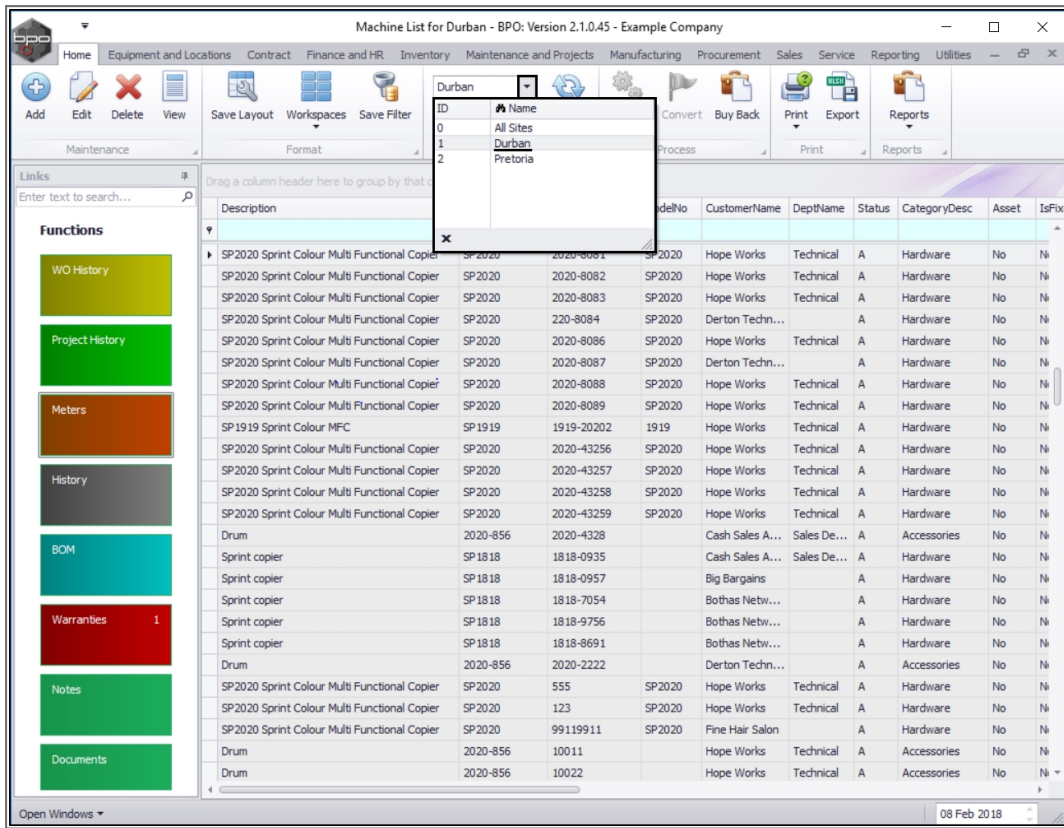
- The **Machine List for []** screen will display.

## THE SITE AND TYPE FILTERS

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- 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** that you wish to work in.
  - In this example **Durban** is selected.

Note: Refer to [Site Selection](#) for more information about Site settings.



## SELECT THE ASSET

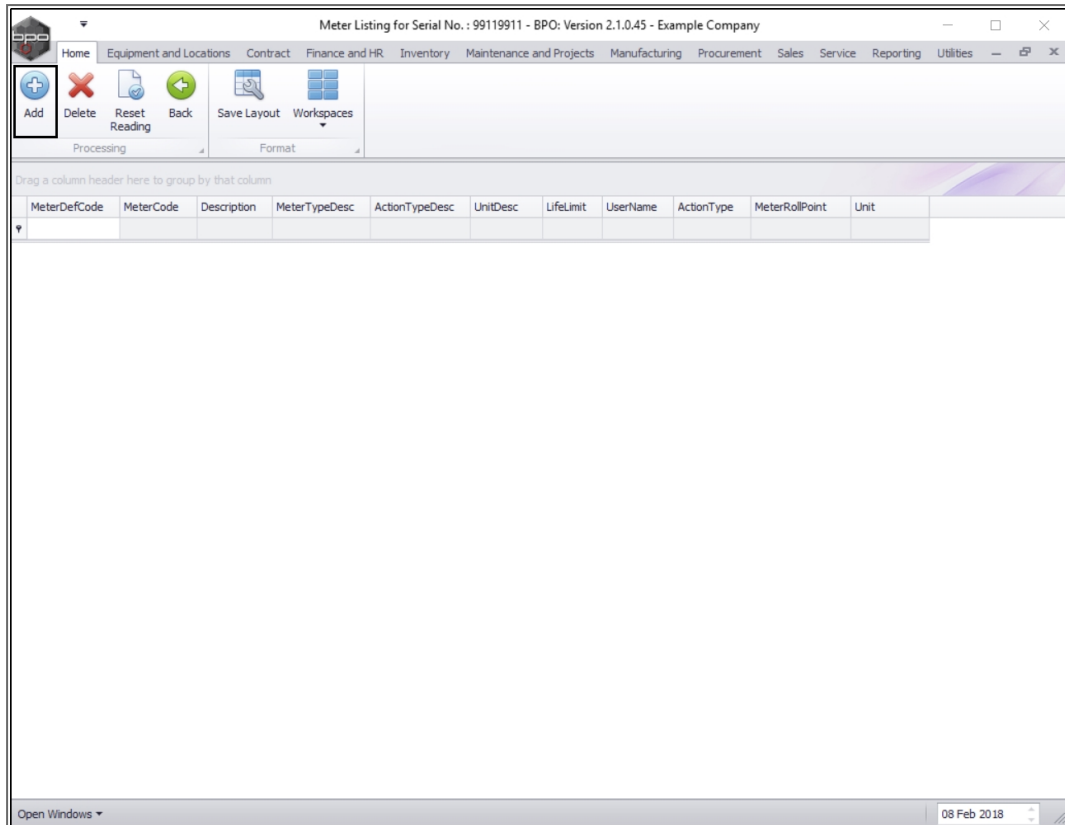
- Select the **row** of the **asset** you wish to **assign** a **meter** to.
- Click on the **Meters** tile.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixed
Drum	2020-856	2020-4328		Cash Sales A...	Sales De...	A	Accessories	No	Ni
Sprint copier	SP1818	1818-0935		Cash Sales A...	Sales De...	A	Hardware	No	Ni
Sprint copier	SP1818	1818-0957		Big Bargains		A	Hardware	No	Ni
Sprint copier	SP1818	1818-7054		Bothas Netw...		A	Hardware	No	Ni
Sprint copier	SP1818	1818-9756		Bothas Netw...		A	Hardware	No	Ni
Sprint copier	SP1818	1818-8691		Bothas Netw...		A	Hardware	No	Ni
Drum	2020-856	2020-2222		Derton Techn...		A	Accessories	No	Ni
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020	Hope Works	Technical	A	Hardware	No	Ni
SP2020 Sprint Colour Multi Functional Copier	SP2020	123	SP2020	Hope Works	Technical	A	Hardware	No	Ni
SP2020 Sprint Colour Multi Functional Copier	SP2020	99119911	SP2020	Fine Hair Salon		A	Hardware	No	Ni
Drum	2020-856	10011		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10022		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10033		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10044		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10055		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10066		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10077		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10088		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10099		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10100		Hope Works	Technical	A	Accessories	No	Ni
Drum	2020-856	10102		Hope Works	Technical	A	Accessories	No	Ni
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-12345	SP2020			A	Hardware	No	Yt
SP1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware	No	Yt
SP1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware	Yes	Yt
SP1919 Sprint Colour MFC	SP1919	cvb123	1919			A	Hardware	No	Yt

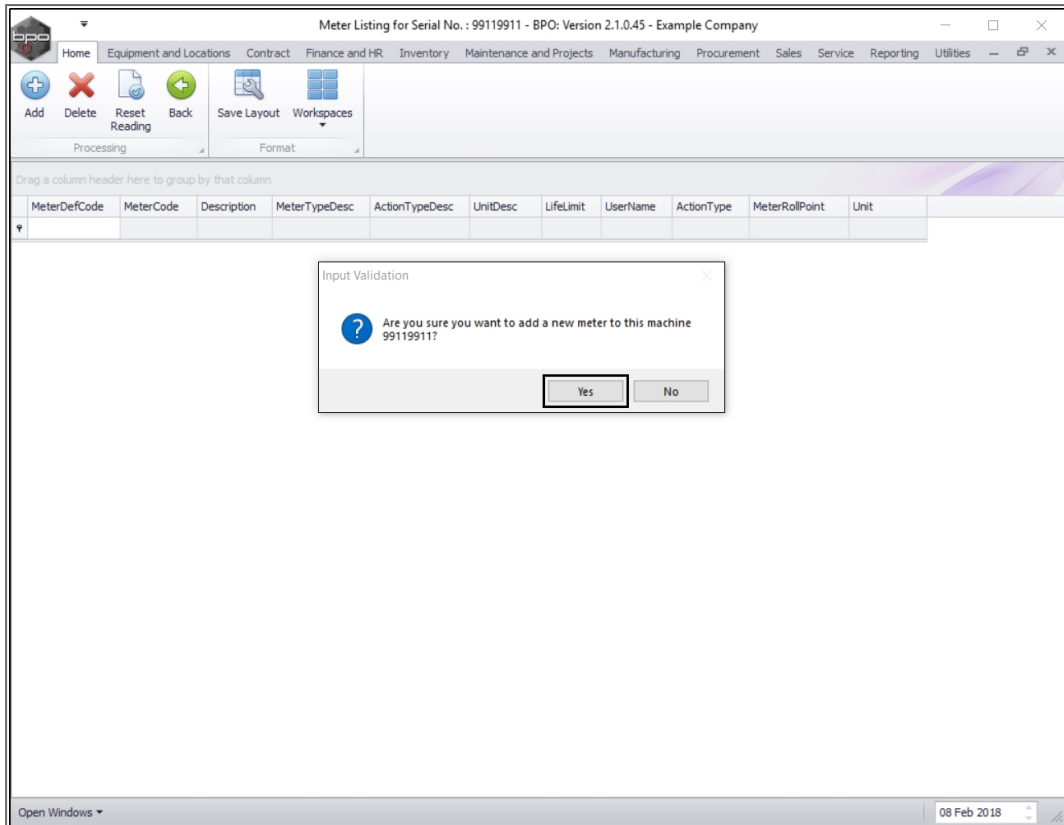
- The **Meter Listing for Serial No: []** screen will open.
- This screen lists the following:
  - the **linked meters** to this Equipment Item and
  - the **readings** for each meter.
- Here you can **Add, Delete** or **Reset Readings**.
- Click on the **expand button** in the **MeterDefCode** column to view the meter readings.

## ASSIGN METER

- Click on **Add**.



- An **Input Validation** message box will appear with the following prompt:
  - Are you sure you want to add a new meter to this machine []?
- Click on **Yes**.



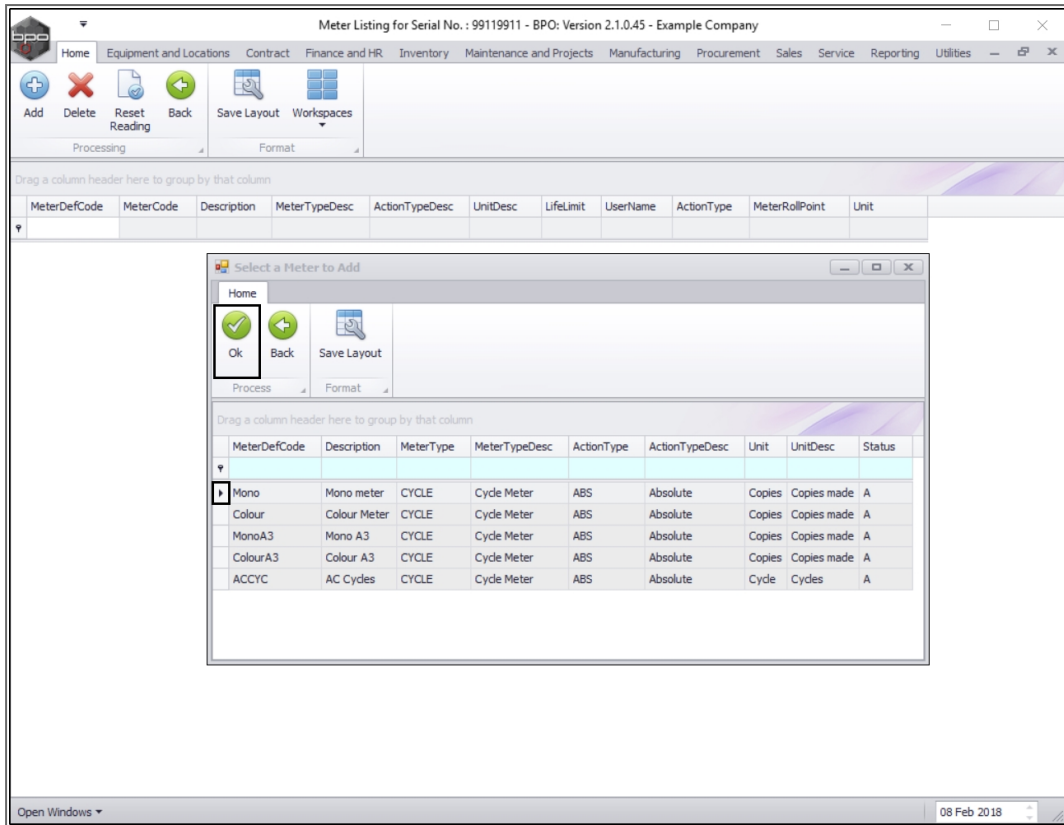
## SELECT METER CODE

- The **Select a Meter to Add** screen will pop up.
- Select the **row** of the **meter code** you wish to **link** to this **asset**<sup>1</sup>.

## SAVE ASSIGNED METER

- Click on **Ok**.

<sup>1</sup>An asset is an item that is generating income for the company e.g. a rental item or an item that has been sold to a customer.



- The **Meter Listing for Serial No.:** [ ] screen will now populate with the details of the selected meter.

Meter Listing for Serial No. : 99119911 - BPO: Version 2.1.0.45 - Example Company

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

Processing | Format

Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
Mono	Mono_391	Mono meter	Cycle Meter	Absolute	Copies made	0	AbigailM	ABS	0.00	Copies

Open Windows | 08 Feb 2018

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