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

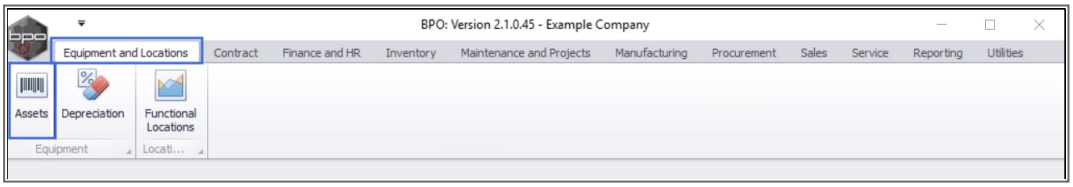
EQUIPMENT

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.

Ribbon Access: Equipment and Locations > Assets



- The **Machine List for []** 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** that you wish to work in.
    - In this example **Durban** is selected.

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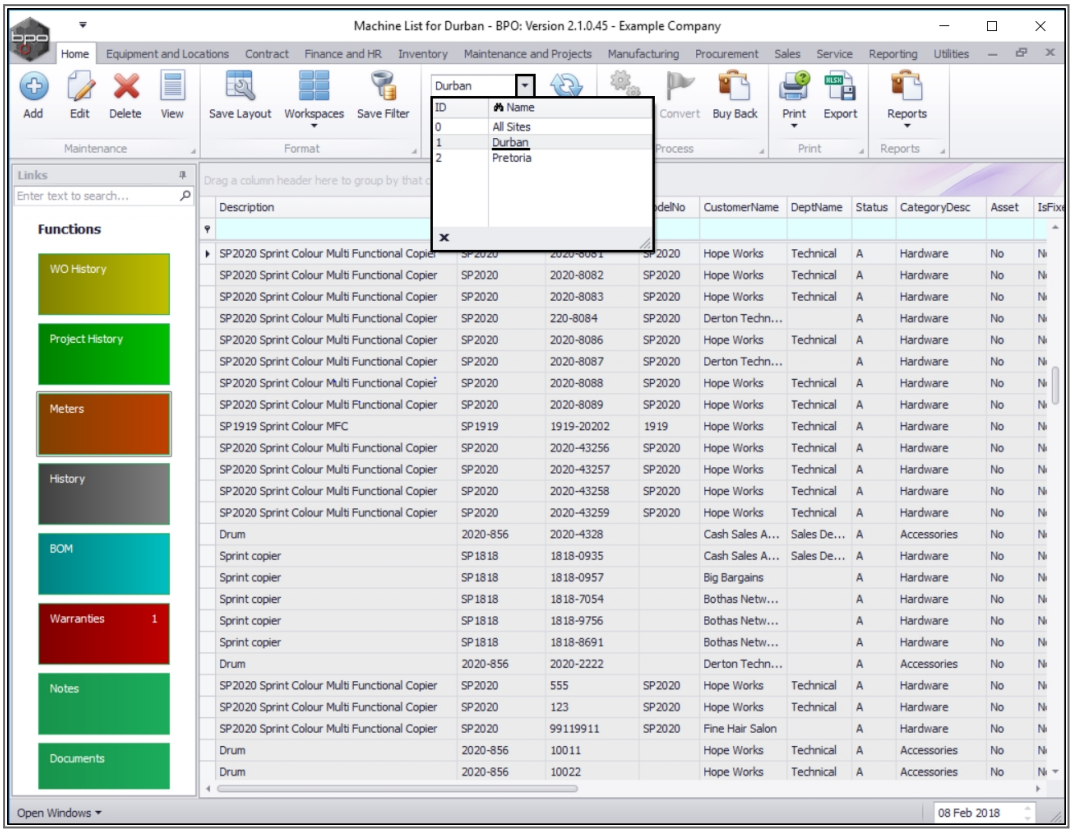
Note: Refer to Site Selection for more information about Site settings.



SELECT THE ASSET

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

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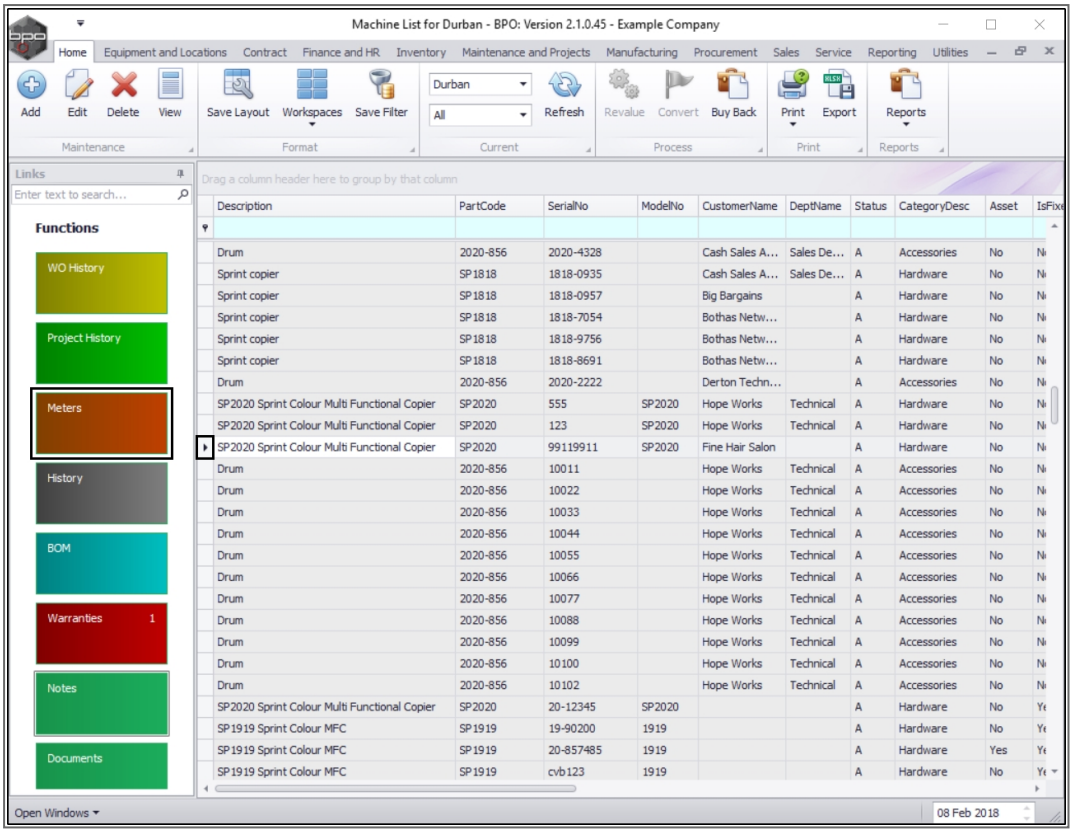

- The **Meter Listing for Serial No: []** screen will open.
- This screen lists the following:
    - the **linked meters** to this Equipment Item and
    - the **readings** for each meter.
- Here you can **Add**, **Delete** or **Reset Readings**.
- Click on the **expand button** in the **MeterDefCode**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

ASSIGN METER

- Click on **Add**.

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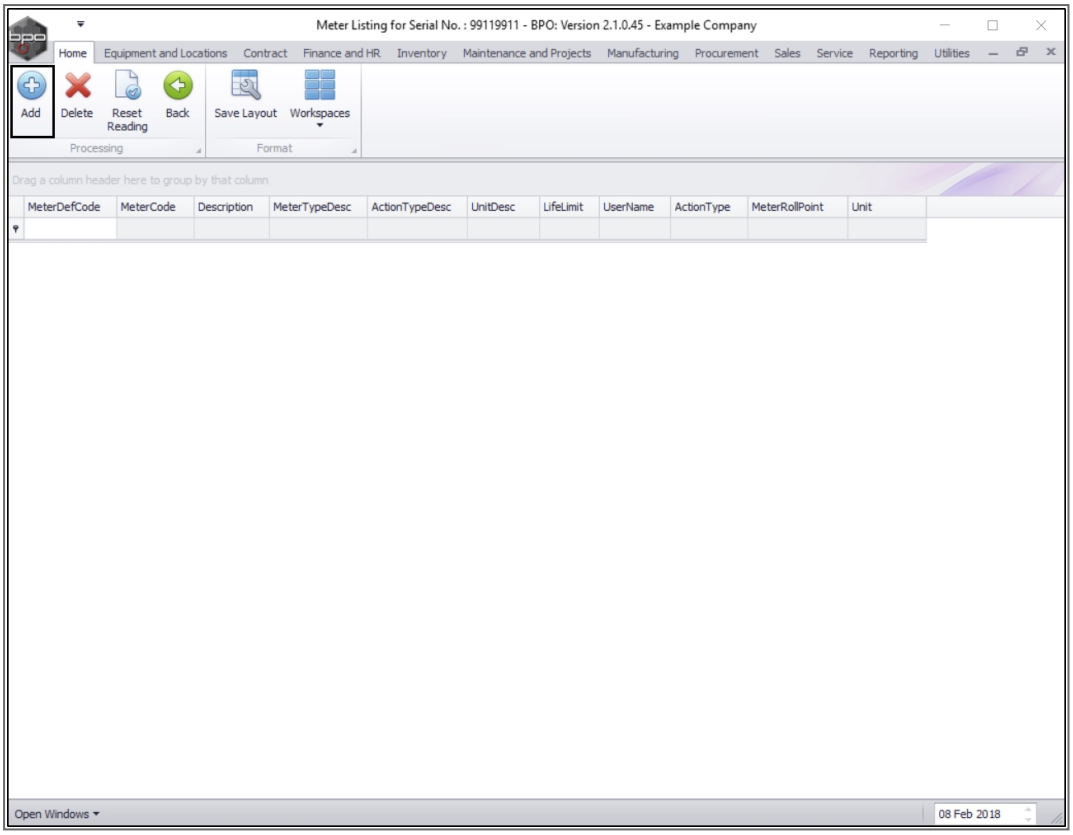

- An **Input Validation** message box will appear with the following prompt:
    - Are you sure you want to add a new meter to this machine []?
- Click on **Yes**.

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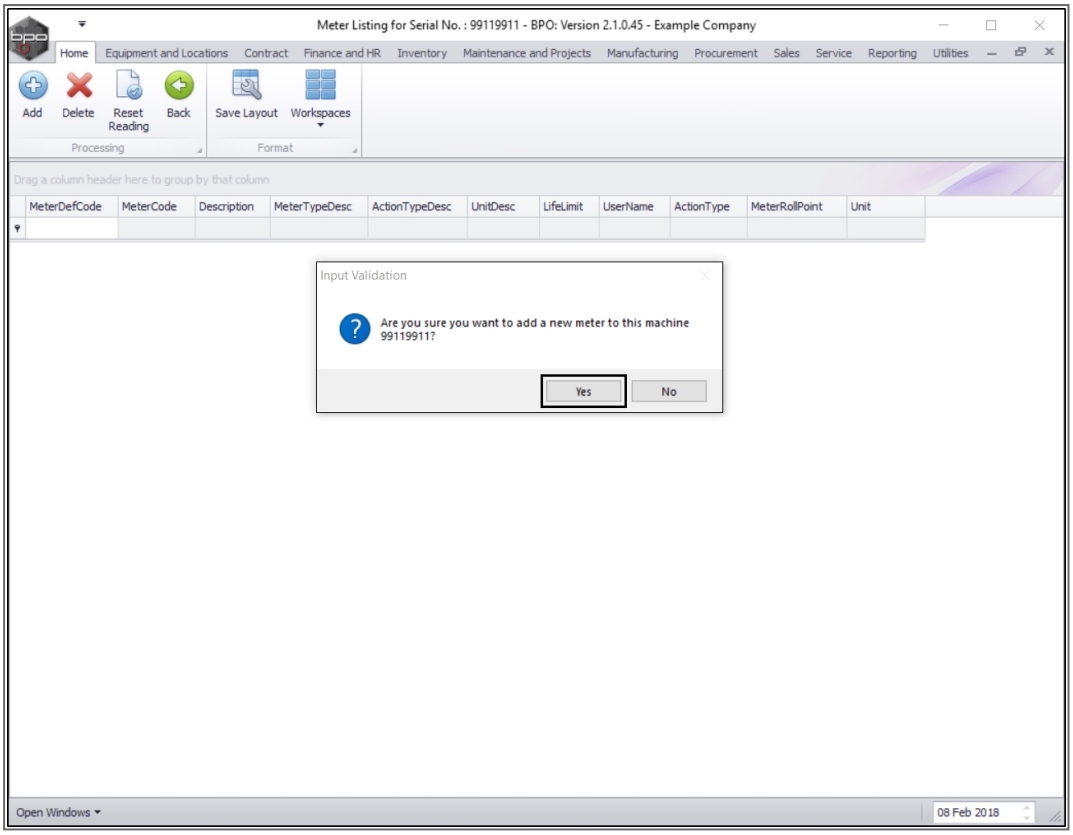

SELECT METER CODE

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

SAVE ASSIGNED METER

- Click on **Ok**.

[1]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.

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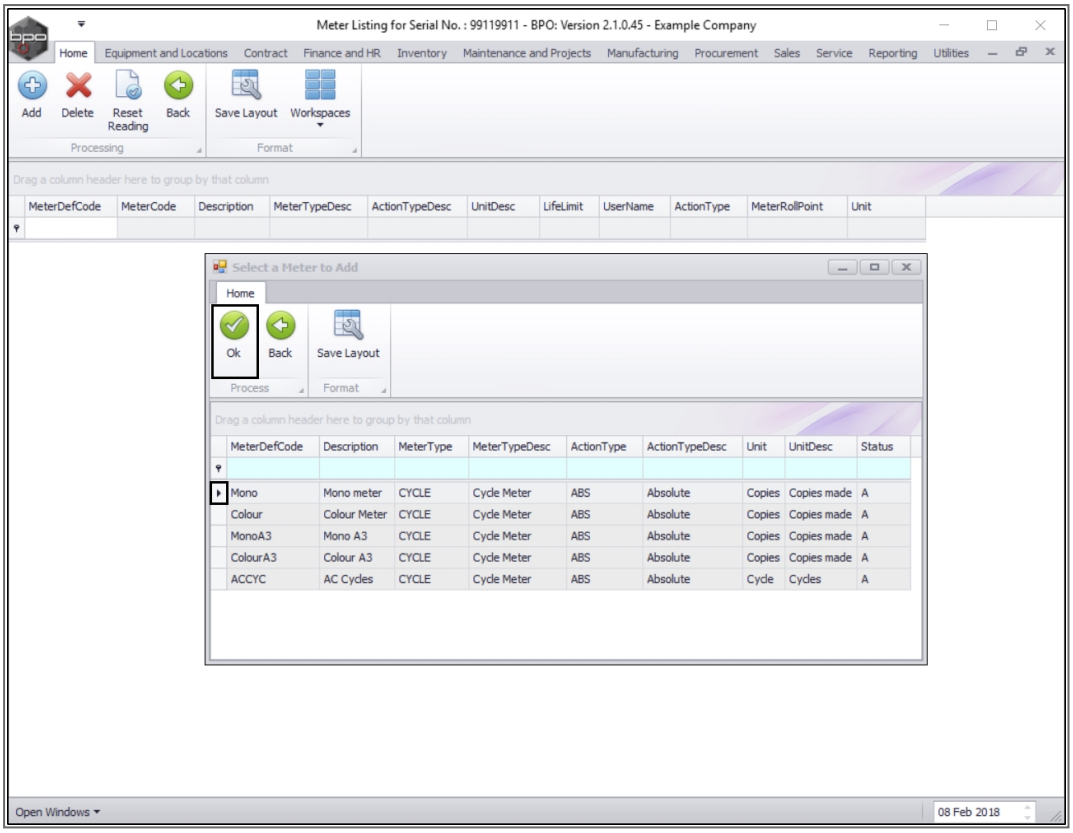

- The **Meter Listing for Serial No.: []** screen will now populate with the details of the selected meter.

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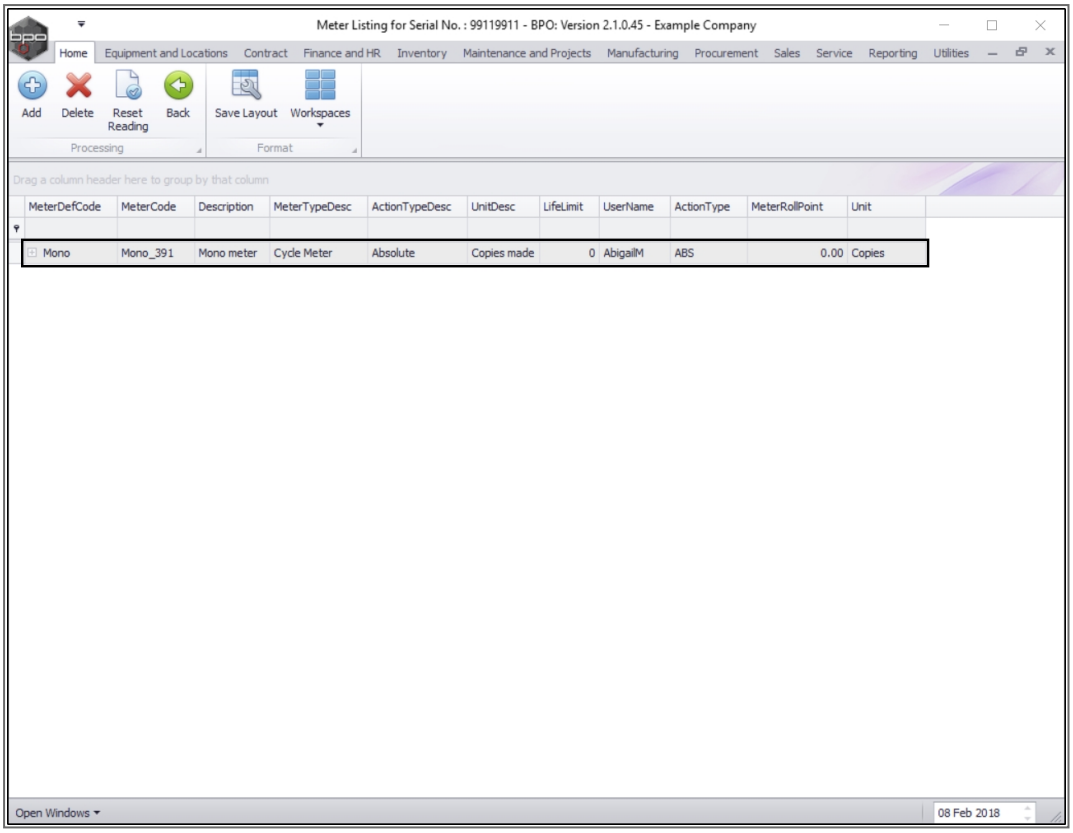

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