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

EQUIPMENT

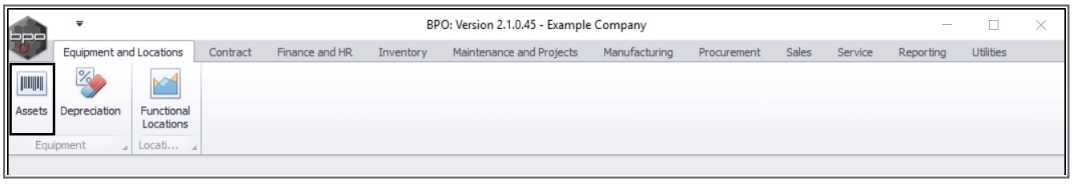
ASSETS – METERS – RESET READING

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 only 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

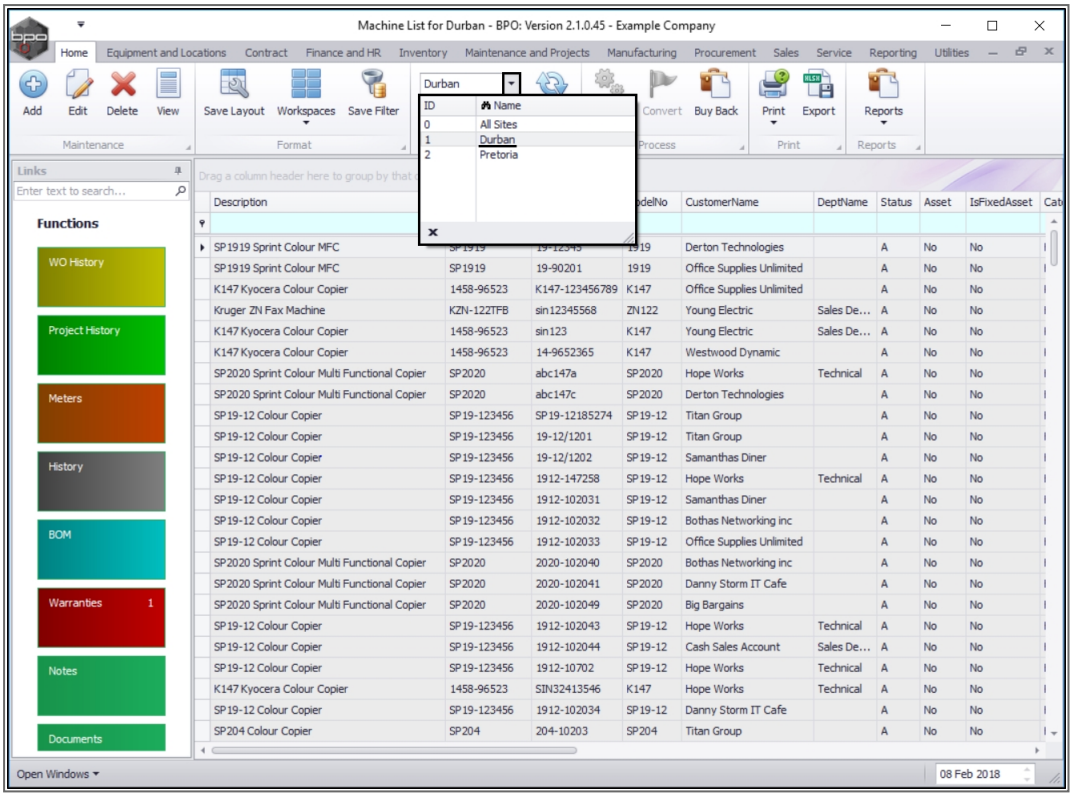


The **Machine List for []** screen will be displayed.

SELECT THE SITE AND STATUS

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

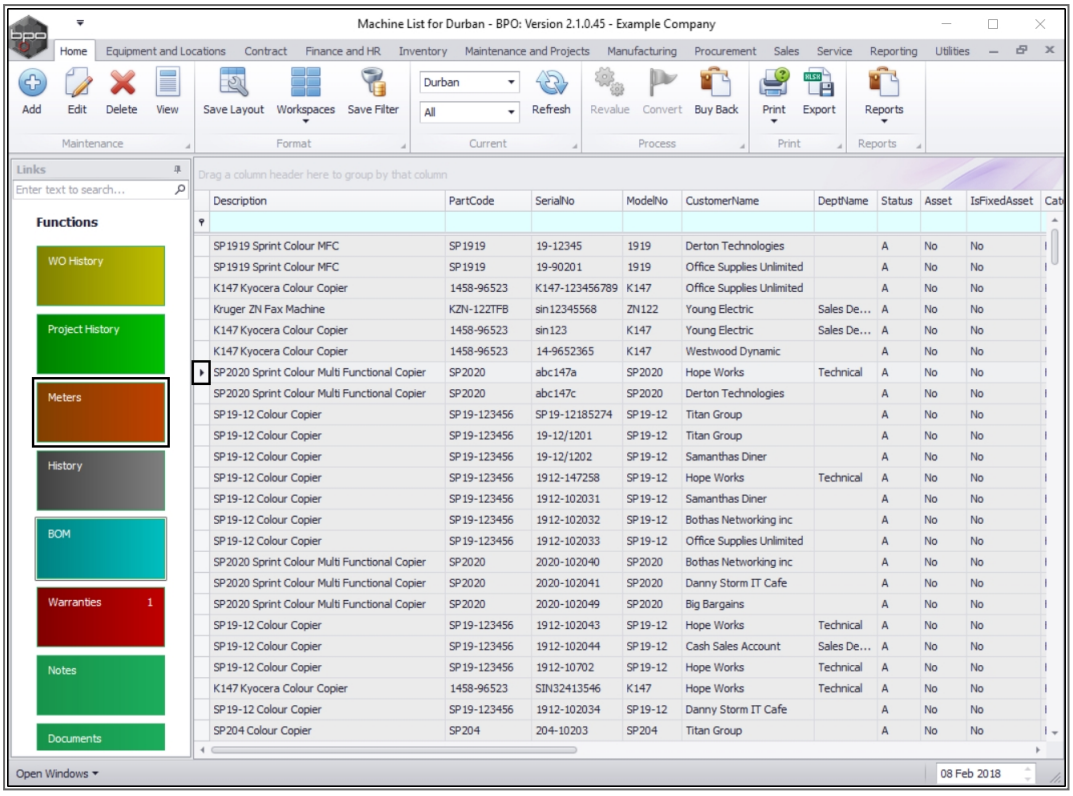
CO3 Technologies (Pty) Ltd © Company Confidential



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.

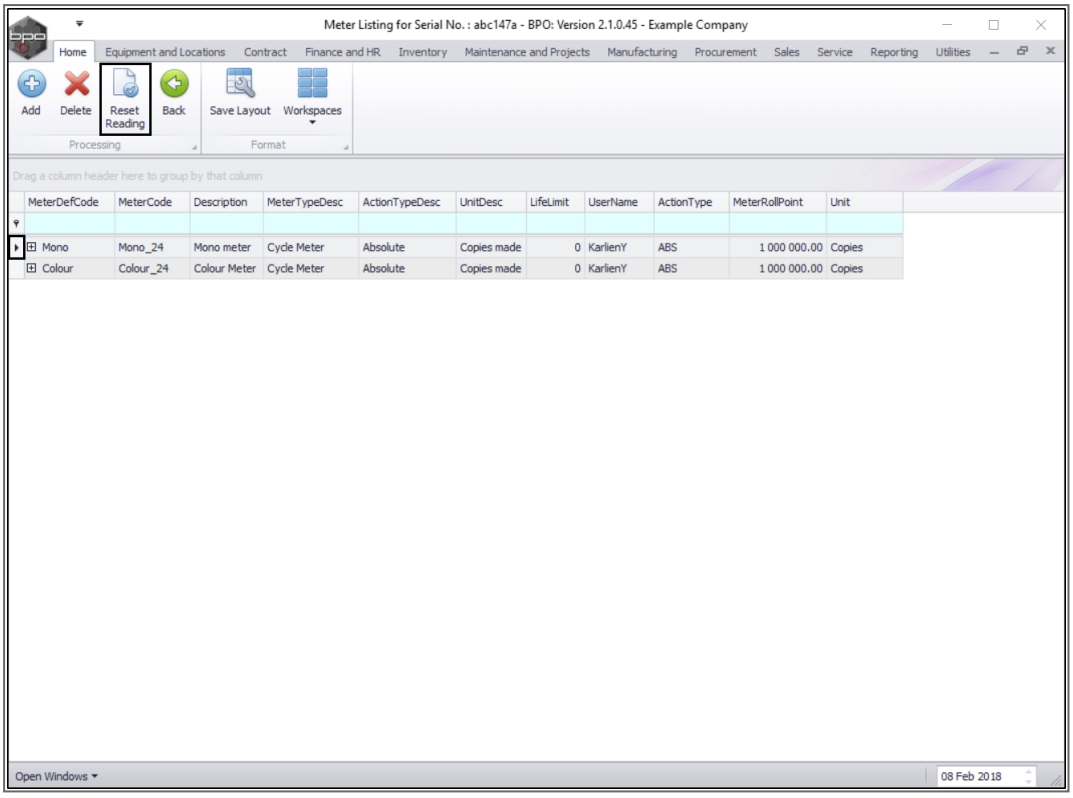
CO3 Technologies (Pty) Ltd © Company Confidential



SELECT THE METER TO BE RESET

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

CO3 Technologies (Pty) Ltd © Company Confidential



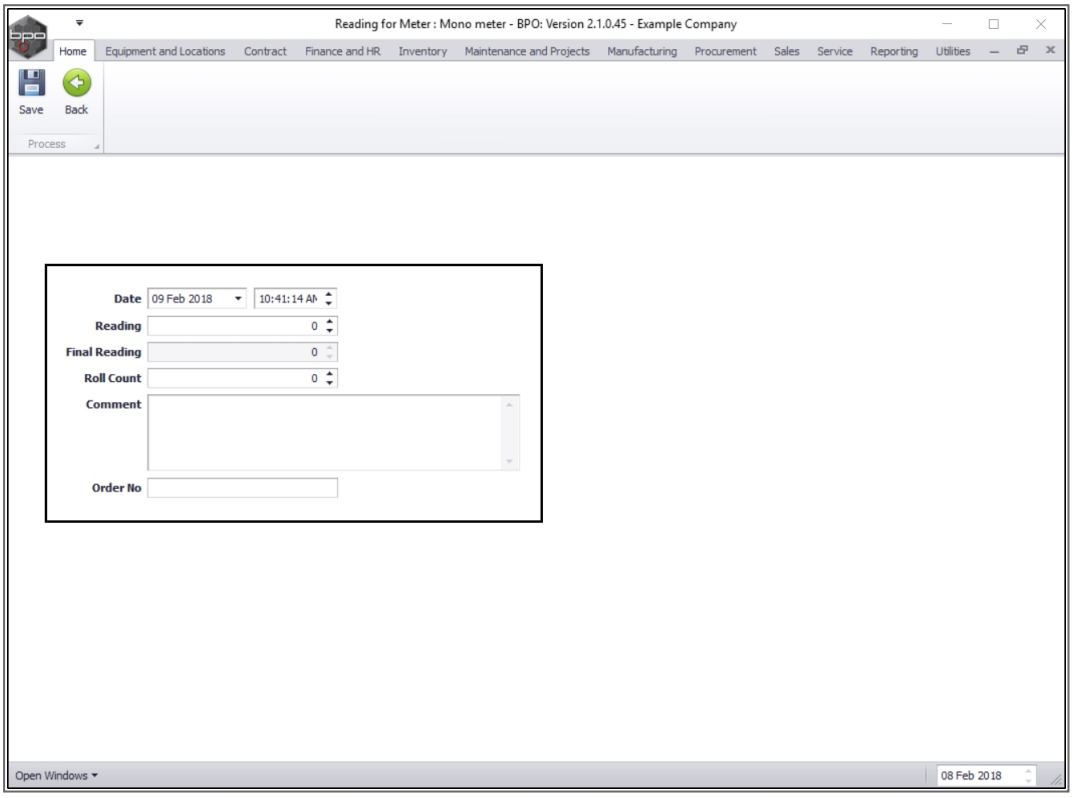
RESET METER READING DETAILS

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

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

CO3 Technologies (Pty) Ltd © Company Confidential

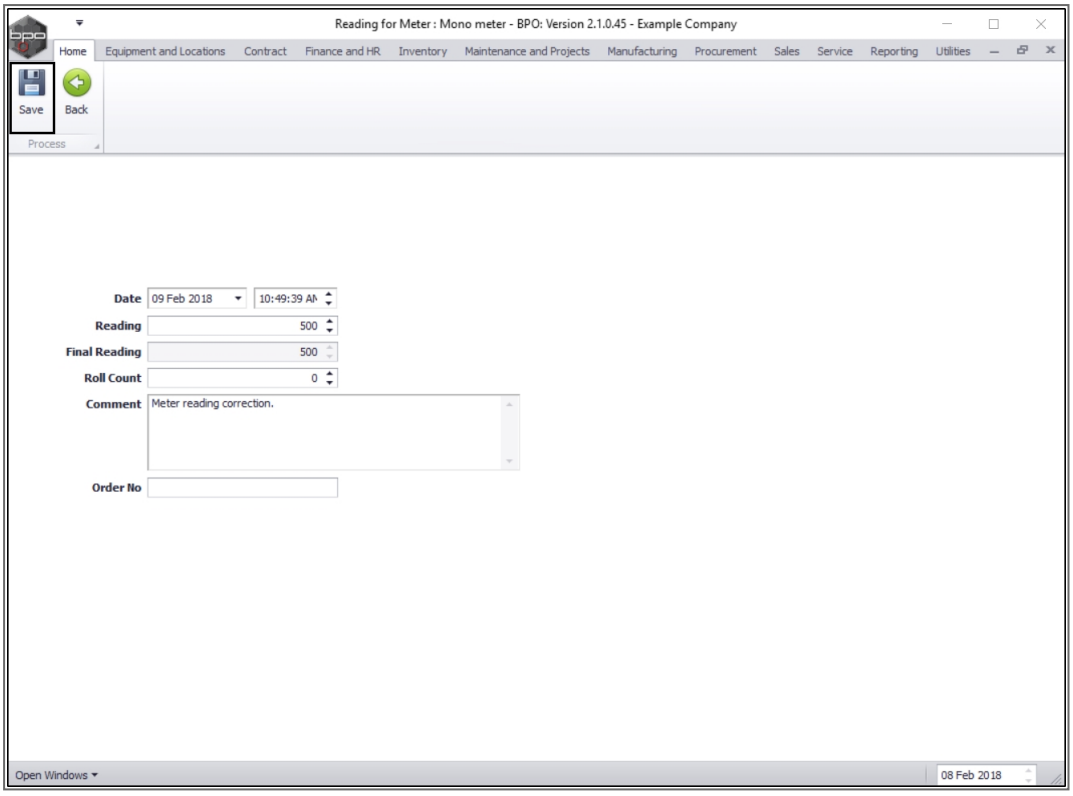
- **Roll Count:** Type in or use the arrow indicators to select the roll count.
- **Comment:** Type a comment relating to this meter reading, in this text box, if required.
- **Order No:** Type an order number in this text box, if required.



SAVE RESET DETAILS

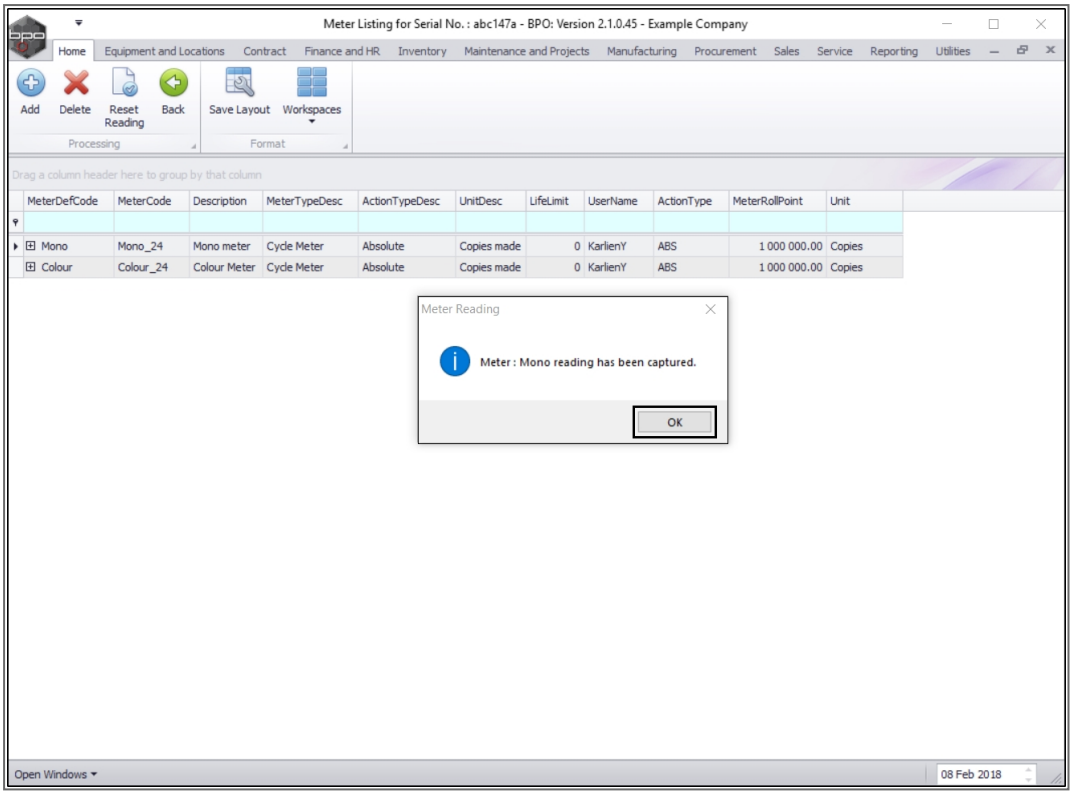
- When you have finished resetting the meter reading details, click on **Save**.

CO3 Technologies (Pty) Ltd © Company Confidential



- 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**.

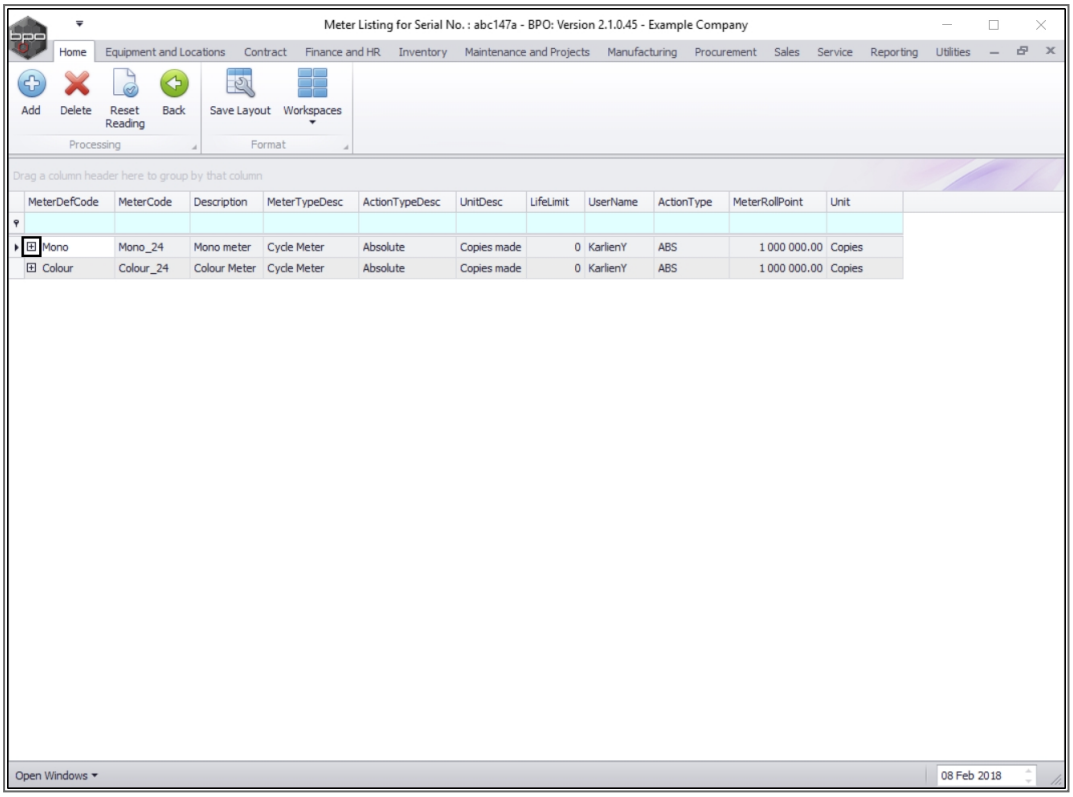
CO3 Technologies (Pty) Ltd © Company Confidential



VIEW THE RESET READING

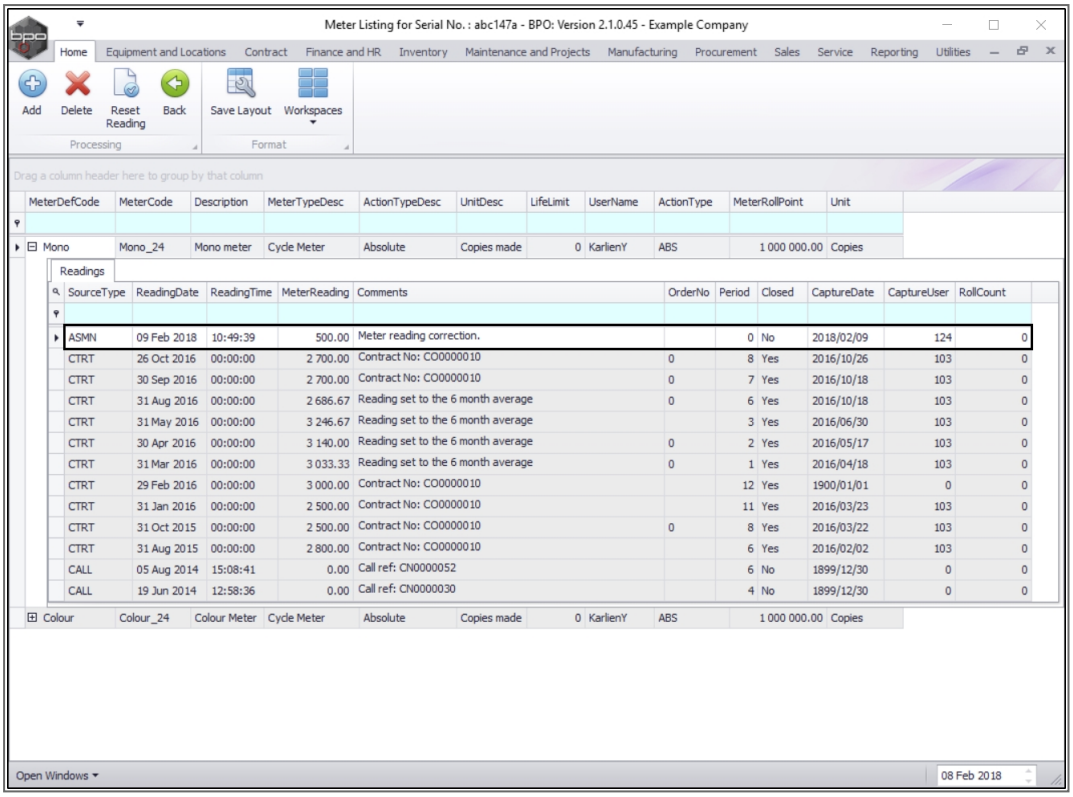
- Click on the **expand icon** in the row of the meter where the reading was reset.

CO3 Technologies (Pty) Ltd © Company Confidential



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

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.007.032

CO3 Technologies (Pty) Ltd © Company Confidential