CONTRACT

METER USAGE

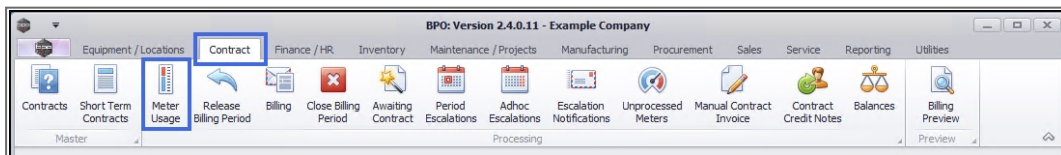The **Meter Processing** screen displays a list of <u>all</u> the meters on the system.

You can edit and/or add a reading here if, for example, a reading error has been found, or if a reading has not been entered.

It facilitates the evaluation of all the **meter readings** captured and works out average usage over a six month period. If a reading falls outside of this average usage calculation, then that specific meter reading row will colour red - highlighting a potential error with the reading captured, or with the actual usage amount - the meter reading should then be double checked for accuracy.

Over time, billing and usage statistics can be reviewed per **serial number** in order to verify readings.

You can survey the percentage of readings captured and the current billing value. By the end of each month, the percentage captured should be 100%.

Ribbon Access: Contract > Meter Usage

1. The **Meter Processing** screen will be displayed.
2. Here you can view a data grid containing a record of <u>all</u> the **Meter Codes** linked to **Serial Nos.** on the system.

METER READINGS OVERVIEW

1. **% Captured**: displays the percentage of meter readings that have been captured.
2. **Value**: displays the total meter billing value of the captured meters.
3. **Readings Captured**: can be viewed in the **Meter Reading** and **Reading Date** fields.
4. **Meters Not Yet Captured**: will display as **'0'** in the **Meter Reading** column and the **Reading Date** column will be blank.
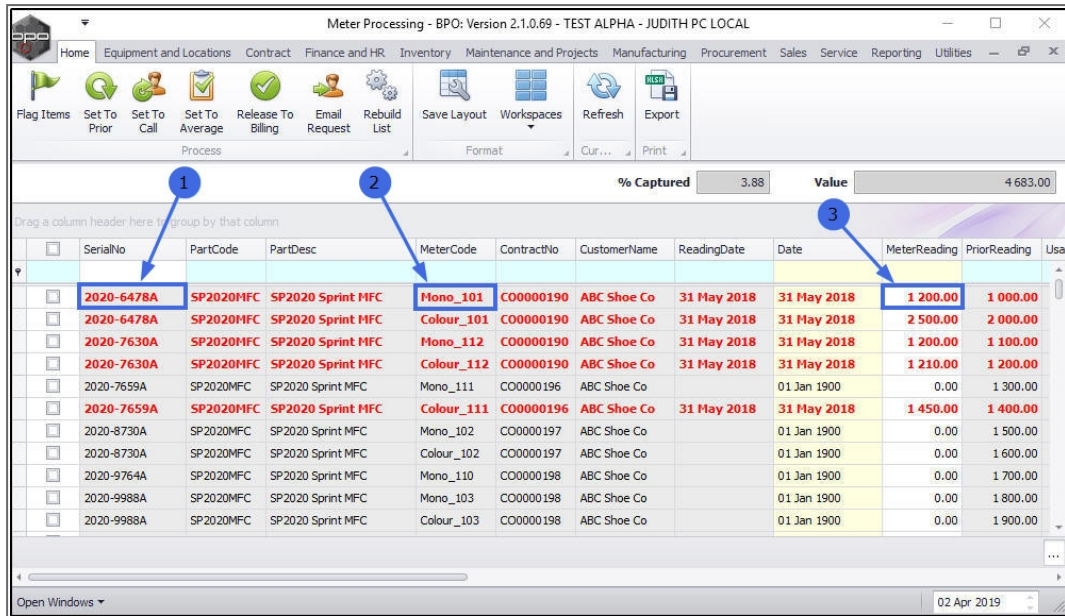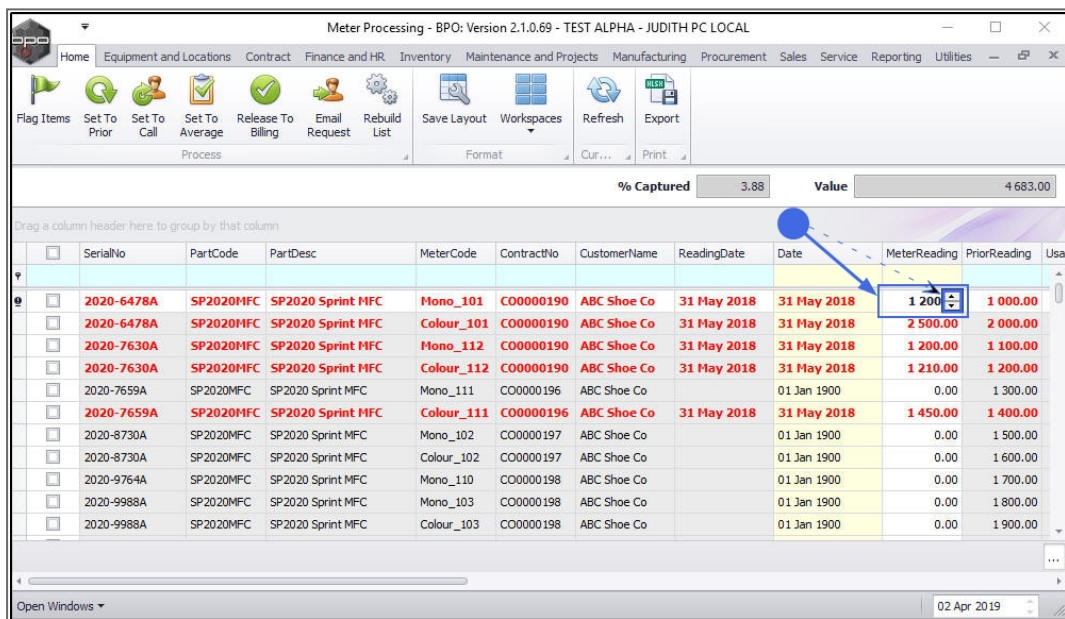
ADD OR EDIT A METER READING

This process is used if a meter reading was <u>not</u> loaded or was <u>incorrectly</u> loaded. In this example, we will edit the meter reading for:

1. Serial No. **2020-6478A** with
2. Meter Code **Mono_101**.
3. The meter reading is currently **1200.00**.

- Click in the **Meter Reading** field to display directional **arrows**.

- Either use these arrows to select the **correct** reading amount, or **delete** the original reading and **type in** the **correct** reading.
- Click anywhere outside the **Meter Reading** text box.

- The meter reading will be updated.
- In this example, the meter reading is now **1400.00**.

METER USAGE VARIATION

1. If the meter **Usage**
2. varies by more than **20%** from the
3. **Average Reading**,
4. then the text colour of the record will be **red**.

METER USAGE SCREEN UPDATES

1. If you have recently added a contract and the machine is not pulling through, then Refresh the Meter Listing.

2. If you have made recent changes to the contract charges, but these changes are not reflecting on the meter usage screen (e.g., the cost per copy charge has been changed), then Refresh the Meter Listing.

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