

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

CONTRACT

EMAIL REQUEST

Requests can be emailed to your clients for month end meter readings.

The meter reading requests will be sent out in bulk.

The <u>Contract Item Contact person</u> needs to be set to Contact Method:'**EMAIL**', and have a valid email address set up.

The email request will be mailed from the email address of the employee who selects the option to **Send Meter Reading Requests**.

The email request will be sent to the **'Contract Item Contact'** and cc'd to the **'Copy To'** person in the Service Manager (if configured). The **'Contract Item Contact'** group email address field is not used.

A unique **Meter Reading Request** email message template can be configured in **Contract Configuration** : Subject, Email Contact, Meter Detail and Email Salutation.

Ribbon Access: Contract > Meter Usage

\$			_				BPO: Versi	on 2.4.0.11 ·	Example Cor	npany					- • ×
	Equipment / L	ocations	Contract	Finan	ice / HR I	inventory	Maintenand	e / Projects	Manufacturi	ng Procure	ment Sales	Service	Reporting	Utilities	
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Contracts	Short Term Contracts	Meter Usage	Release Billing Period	Billing	Close Billing Period	Awaiting Contract	Period Escalations	Adhoc Escalations	Escalation Notifications	Unprocessed Meters	Manual Contract Invoice	Contract Credit Notes	Balances	Billing Preview	
Mas	ster "							Processing					4	Preview	

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



SEND REQUEST FOR ALL METERS

 If you wish to send a meter reading request for all of the equipment item meters then click on the 'All items' check box in the column header row.

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			2020-103053	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_163	CO0000043	Hope Works			0.00	1015.00	0
			2020-10204	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_50	CO0000019	Office Supplies Unlin	nited		0.00	1 800.00	0
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- 1. This will auto populate the check boxes in **all** the meter rows.
- 2. Click on Email Request.



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SEND REQUEST FOR INDIVIDUAL METERS

- If you wish to select individual meters, then click on the check box in the row of <u>each</u> Serial No. that you wish to send a meter reading request for.
- 2. Click on Email Request.



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			19-12/1202	SP 19-123456	SP19-12 Colour Copier	Mono_37	CO0000018	Samanthas Dir	ner		0.00	2 700.00	
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			20-147258	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_2	CO0000018	Samanthas Dir	ner		0.00	1 871.60	
				SP204	SP204 Colour Copier	Mono_107	CO0000031	Young Electric			0.00	550.00	
				SP204	SP204 Colour Copier	Colour_107	CO0000031	Young Electric			0.00	200.00	
				SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_320	CO000031	Young Electric			0.00	650.00	
				SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_320	CO0000031	Young Electric			0.00	300.00	

- 1. An Input validation message box will pop up, asking:
 - This will send an email to the equipment contact as configured on the contract for all selected meters. Is this correct?
- 2. Click on **Yes**.



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View Meter Contact and Contact Method

To view the contract item meter **contact person** and their **contact method**, navigate to the **Contract Listing** screen in BPO.

Ribbon Access: Contract > Contracts



- 1. The **Contract Listing** screen will be displayed.
- 2. Select the **row** of the relevant contract.
- 3. Click on **Edit**.

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- 1. The **Maintenance for Contract No.:** [] screen will be displayed.
- 2. Check the Serial No. to locate the correct machine.
- 3. Click on the **expand** button in the row of that machine.



- 1. The **Items** frame will be expanded.
- 2. Click on the Item Contacts tab.



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- 1. The **Items Contacts** frame will be expanded.
- 2. Here you can view the **Contract Item Meters Contact** and the **Contact Method**.





METER READING REQUEST EMAIL EXAMPLE

Subject: Meter Usage for ABC123

Mail detail:

Dear John Smith Please supply the meter readings for the following device for the month of June

Model No.: **SP1212** Serial no.: **ABC123** Location: Reception, Address: ABC Shoes, Dun Street, Crystal Office Park, Midrand. Readings are required for: Meter: **Mono meter**, Meter: **Colour Meter**.

Your assistance is greatly appreciated.

Copier Business Systems.



MNU.116.005

Help v2024.5.0.7/1.0 - Pg 10 - Printed: 21/08/2024

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