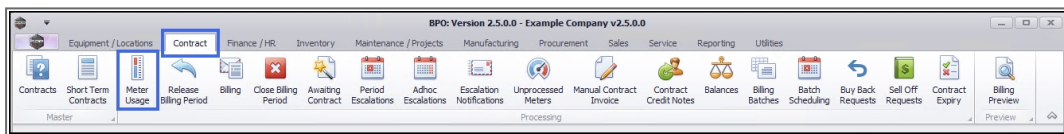We are currently updating our site; thank you for your patience.

CONTRACT

SET TO WORK ORDER

Some meter readings may not have been captured due to the client being unavailable or machine not being in use. This option gives you the ability to set the **Current Reading** equal to the **last work order reading** for the current period.

Ribbon Access: Contract > Meter Usage

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

SELECT METER

1. Click on the **check box** in the row of the meter that you wish to select. You can select multiple lines, if required.
2. In this example, the **Mono** and **Colour** meter reading of the selected serial number is **0**.

SELECT 'SET TO WORK ORDER'

3. Click on **Set to Work Order**.

CONFIRM METER SETTING

1. An **Input Validation** message will pop up asking you;
   ◦ **This will set all selected readings equal to the last work order reading for this meter in the current period. Is this correct?**
2. Click on **Yes**.

VIEW METER SETTING RESULTS

The meter reading will be set to the **last** work order reading in the current period.

- In this example, the **Mono** meter reading is now **450** and the **Colour** meter reading is now **225** which (as shown in the next image) is the same as the last **Work Order** reading in the current period.

Compare Last Work Order Reading

If you go to the last Work Order logged against the selected serial number, you can see that the captured meter reading in the <u>Meters for Work Order screen</u> is the same as the updated meter reading in the **Meter Processing** screen.

1. The **Meter Reading** field amount should reflect the <u>same</u> amount that was set to Call in the Meter Processing screen.

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