

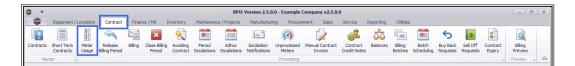
We are currently updating our site; thank you for your patience.

# 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**

- 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.

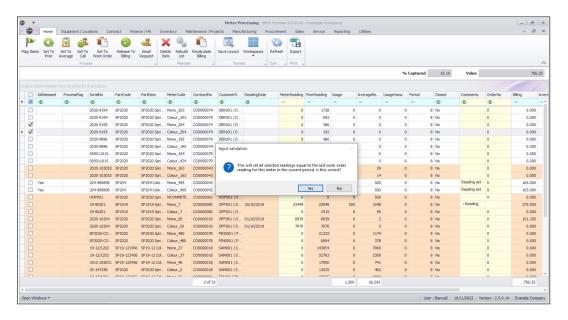


#### Set to Call

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			2020-9194	SP2020		Mono_203	CO000074	DER001   D			0	1728	0	(		D	8 No		0		000
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			2020-9896	SP2020	SP2020 Spri.		CO000074	DER001   D			0	480	0	(			8 No		0	0.0	
			2020-9896	SP2020		. Colour_195	CO0000074	DER001   D			0	232	0	(		D	8 No		0	0.0	
			095011015	SP2020	SP2020 Spri.	-	CO0000079	HOP001   H			0	1408	0	(		D	8 No		0	0.0	
			095011015	SP2020		. Colour_424	CO0000079	HOP001   H			0	133	0	0		D	8 No		0	0.0	
			2020-103053			Mono_163	CO0000043	HOP001   H			0	4029	0	25		D	8 No		0	0.0	
			2020-103053			. Colour_163	CO0000043	HOP001   H			0	1074	0	14		D	8 No		0	0.0	
	Yes		204-989898	SP204	SP204 Colo	-	CO0000042	HOP001   H			1000	500	500	500		D	8 No	Reading set	0	165.0	
	Yes		204-989898	SP204	SP204 Colo	Colour_409	CO0000042	HOP001   H	31/05/2022		1000	500	500	500		D	8 No	Reading set		165.0	
			HOP001	SP2020		MCONMETE	CO0000082	HOP001   H			0	0	0	500		D	8 No		0	0.0	
			19-90201	SP 19 19	SP1919 Spri.	-	CO0000080	OFF001   0	30/10/2019		23449	22949	500	1048		D	8 No	: Reading		275.0	
			19-90201	SP1919	SP1919 Spri.		CO0000080	OFF001   0			0	2415	0	90		D	8 No		0	0.0	
			2020-10204	SP2020	SP2020 Spri.	-	CO0000019	OFF001   0			8939	8939	0	2		D	8 No		0	151.2	
			2020-10204	SP2020	SP2020 Spri.	-	CO0000019	OFF001   0	01/10/2019		7070	7070	0	3		D	8 No		0	0.0	
			SP2020-CO	SP2020	SP2020 Spri.	-	CO000078	PIN0001   P			0	21232	0	1174		D	8 No		0	0.0	
			SP2020-CO	SP2020		. Colour_480	CO000078	PIN0001   P			0	6904	0	378		D	8 No		0	0.0	
			19-12/1202		SP19-12 Col.	Mono_37	CO0000018	SAM001   S			0	143854	0	7069		D	8 No		0	0.0	
			19-12/1202	SP19-123456		Colour_37	CO0000018	SAM001   S			0	52763	0	2308		D	8 No		0	0.0	
				SP19-123456		-	CO0000018	SAM001   S			0	17950	0	741		D	8 No		0	0.0	
			20-147258	SP2020	SP2020 Spri.		CO0000018	SAM001   S			0	11025	0	463		D	8 No		0	0.0	
			10 10/1001	CD10 100407	CD 10 10 Col	Mana 20	2 of 33	THOOMITH			0	10005	1.500	18,343			0.11-			756.	
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## **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.



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## **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.

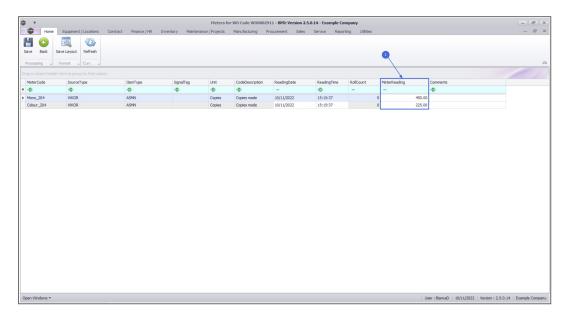
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H			2020-9194	SP2020	SP2020 Spri.		CO0000074	DER001   D			0	692	0	0		0	8 No		0	0.000	
1			2020-9194	SP2020	SP2020 Spri.	-	CO0000074	DER001   D	21/05/2022		450	386	64	0		0	8 No	Reading set		24.64	-
1			2020-9195	SP2020	SP2020 Spri.		CO0000074	DER001   D			225	192	33	0		0	8 No	Reading set		45.375	-
			2020-9195	SP2020	SP2020 Spri.	-	CO0000074	DER001   D	51/05/2022		0	480		0		0	8 No	recoursy set	0	0.000	
			2020-9896	SP2020	SP2020 Spri.		CO0000074	DER001   D			0	232	0	0		0	8 No		0	0.000	
-			095011015	SP2020	SP2020 Spri	-	CO0000079	HOP001   H				408	0	0		0	8 No		0	0.000	
			095011015	SP2020	SP2020 Spri		CO0000079	HOP001   H.			0	133	0	-		0	8 No		0	0.000	
			2020-103053	SP2020	SP2020 Spri.	-	CO000043	HOP001   H			0 .	029	0	29		0	8 No		0	0.000	0
			2020-103053	SP2020	SP2020 Spri	-	CO0000043	HOP001   H			0	074	0	14		0	8 No		0	0.000	
	Yes		204-989898	SP204	SP204 Colo	. Mono_409	CO0000042	HOP001   H	31/05/2022		1000	500	500	500		0	8 No	Reading set	0	165.000	0
	Yes		204-989898	SP204	SP204 Colo	Colour_409	CO0000042	HOP001   H	31/05/2022		1000	500	500	500		0	8 No	Reading set	0	165.000	0
			HOP001	SP2020	SP2020 Spri.	MCONMETE	CO0000082	HOP001   H			0	0	0	500		0	8 No		0	0.000	0
			19-90201	SP 19 19	SP 19 19 Spri.	Mono_7	CO000080	OFF001   0	30/10/2019	2	3449 2	949	500	1048		0	8 No	: Reading		275.000	0
			19-90201	SP 19 19	SP1919 Spri.	Colour_7	CO0000080	OFF001   0			0	415	0	90		0	8 No		0	0.000	0
			2020-10204	SP2020	SP2020 Spri.	Mono_50	CO0000019	OFF001   0	01/10/2019		8939	939	0	2		0	8 No		0	151.250	0
			2020-10204	SP2020	SP2020 Spri.	Colour_50	CO0000019	OFF001   0	01/10/2019		7070	070	0	2		0	8 No		0	0.000	0
			SP2020-CO	SP2020	SP2020 Spri.	Mono_480	CO000078	PIN0001   P			0 2	232	0	1174		0	8 No		0	0.000	0
			SP2020-CO	SP2020	SP2020 Spri.	Colour_480	CO000078	PIN0001   P			0	904	0	378		0	8 No		0	0.000	0
			19-12/1202	SP19-123456	SP19-12 Col.	Mono_37	CO0000018	SAM001   S			0 14	854	0	7069		0	8 No		0	0.000	0
			19-12/1202	SP19-123456	SP19-12 Col.	Colour_37	CO0000018	SAM001   S			0 5:	763	0	2308		0	8 No		0	0.000	0
			1912-102031	SP19-123456	SP19-12 Col.	Mono_40	CO0000018	SAM001   S			0 1	950	0	741		0	8 No		0	0.000	0
			20-147258	SP2020	SP2020 Spri.	Colour_2	CO0000018	SAM001   S			0 1	025	0	462		0	8 No		0	0.000	0
			10.10/1001	0040 400400	CD 10 10 Col	Mana 20	00000001	TTAODA LTIA				005	0	1000		•	0.11-		0	0.000	
							2 of 33						1,597	18,343						826.27	7



## **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</u> <u>screen</u> is the same as the updated meter reading in the <u>Meter Processing</u> screen.

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



MNU.116.008