

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

CONTRACT

ADD A METER DEFINITION

Ribbon Access: Configurator > Contract > Meter Definitions

	Ŧ						B	O Configurator : V	ersion	1.0.0.8 - Example	e Company				_		\times
	Account	ts	Call Centre	Com	pany	Contract	Departm	ents Human Res	ources	Inventory	Reporting	Sales	Scheduling	Security	Services	Static Data	
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- The Meter Type Definitions listing screen will be displayed.
- This contains a list of <u>all</u> the meter type definitions currently on the system.

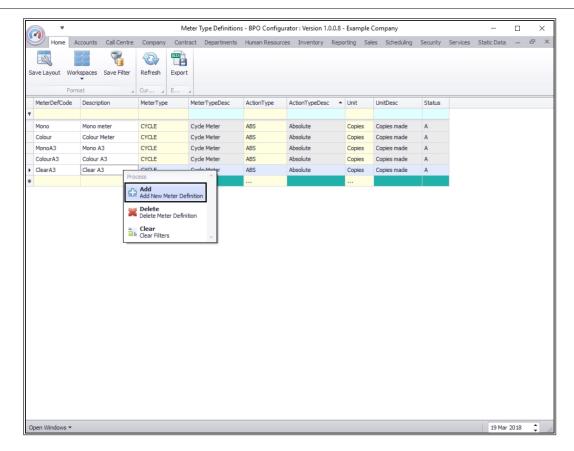


	· ·		М	eter Type Definition	ns - BPO Config	urator : Version 1.0.0.8	- Example	Company			—		\times
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	ColourA3	Colour A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A	-			
	ClearA3	Clear A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A				
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ADD METER DEFINITION

- **Right click** anywhere in a **row** of the Meter Type Definitions data grid.
- A Process menu will pop up.
- Click on Add Add New Meter Definition.





• The **final** row in the data grid will become '**active**'.



₹ [Me	eter Type Definitio	ns - BPO Configu		- Example Col	npany			-		
Home Ac	ccounts Call Centre	Company Contr	act Departments	Human Resource	es Inventory Rep	orting Sales	Scheduling Se	curity Ser	rvices	Static Data	_	8
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Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
ClearA3	Clear A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A	-			
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ADD DEFINITION DETAILS

- Meter Code: Type in a code that you can use to identify the new meter definition.
- **Description:** Type in the description of the new meter definition recorder.



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MeterDefCode	Description	MeterType	MeterTypeDesc	ActionType	ActionTypeDesc	Unit	UnitDesc	Status			
Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
MonoA3	Mono A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
ColourA3	Colour A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
ClearA3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
Colour A2	Colour A2 Meter							Α			

- Meter Type: Click in this text box to reveal a drop-down arrow. Click on this arrow to display the Meter Type Description dropdown menu. Select from this menu the meter type (e.g. Cycle Meter / Reset Cycle) that you wish to assign to this meter definition.
 - Cycle Meter: Meter readings are incremental.
 - **Reset Meters**: Meter readings are **reset to zero** after each billing run.



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-	MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
_	ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
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• Meter Type Description: This text box will auto populate according to the selected Meter Type.



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	Mono	Mono meter	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
	Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	ClearA3	Clear A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
I	Colour A2	Colour A2 Meter	CYCLE -	Cyde Meter					A			

 Action Type: Click in this text box to reveal a drop-down arrow. Click on this arrow to display the Action Type drop-down menu. Select from this menu the action type that you wish to assign to this meter definition.



	· ·		M	eter Type Definition	ıs - BPO Config	urator : Version 1.0.0	.8 - Example Cor	mpany		-		×
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	MeterDefC Wo		MeterType	MeterTypeDesc	ActionType	ActionTypeDesc	▲ Unit	UnitDesc	Status			
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	Mono	Mono meter	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
	Colour	Colour Meter	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
	MonoA3	Mono A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
	ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	ClearA3	Clear A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A			
I	Colour A2	Colour A2 Meter	CYCLE	Cyde Meter					A			
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• Action Type Description: This will auto populate according to the selected Action Type.

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C	· ·		N	leter Type Definitior	ns - BPO Configu	rator : Version 1.0.0.8	- Example Cor	mpany			-		×
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	MeterDefCode	Description	MeterType	MeterTypeDesc	ActionType	ActionTypeDesc +	Unit	UnitDesc	Status				
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	Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
	Colour	Colour Meter	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	Α				
	MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
	ColourA3	Colour A3	CYCLE	Cyde Meter	ABS	Absolute	Copies	Copies made	A				
	ClearA3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	Α				
	Colour A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS 🔻	Absolute			Α				

• Unit: Click in this text box to reveal a drop-down arrow. Click on this arrow to display the Unit type drop-down menu. Select from this menu the unit type (e.g. Copies Made / Cycles) that you wish to assign to this meter definition.



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	MeterDefCode	Description	Cur E MeterType	MeterTypeDesc	ActionType	ActionTypeDesc	Unit	UnitDesc	Status			
Ŷ	MeterDefCode	Description	Meteriype	Meter i ypeDesc	ActionType	ActionTypeDesc	Unit	UnitDesc	Status			
-	Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
	ClearA3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A			
I	Colour A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute			A			
							Unit Cyde	A Description				
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- **Unit Description**: This will auto populate according to the Unit type selected.
- **Status**: This will have auto populated with **A** Active when the new row was 'activated'.



	₹ Home	Accounts Call Centre	Company Contr	,,	2	urator : Version 1.0.0.8		Scheduling Sei	curity Can	vices S	itatic Data	- 5	×.
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Mone	0	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
Colo	ur	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
Mone	oA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	Α				
Colo	urA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	Α				
Clear	rA3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	Α				
Colo	ur A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	 Copies made 	Α				

SAVE METER DEFINITION

- When you have finished adding the details of the new meter definition, click in the last text box of that row and press **Enter**.
- An **Update** message box will pop up, asking;
 - Are you sure you want to save changed to this Meter Definition?
- Click on Yes.



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1	Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
(Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
	MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
(ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
(ClearA3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
1 (Colour A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A				
					Yes	No	Cancel						
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VIEW METER DEFINITION

• The new Meter Definition will be **saved** and a **new row** will be created in the **Meter Type Definitions** listing screen data grid.



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Mono		Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		
Colour		Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		
MonoA3	3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		
ColourA	3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		
ClearA3		Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		
Colour A	42	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A		

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