

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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			HOP001	SP2020	SP2020 Spri.	MCONMETE	CO000082	HOP001 H		0	0	0	500)	8 No		0	0.000	0
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			19-12/1202	SP19-123456	SP19-12 Col.	Mono_37	CO0000018	SAM001 S		0	143854	0	7069	(0	8 No		0	0.000	э
			19-12/1202	SP19-123456	SP19-12 Col.	Colour_37	CO0000018	SAM001 S		0	52763	0	2308	(0	8 No		0	0.000	3
			1912-102031	SP19-123456	SP19-12 Col.	Mono_40	CO0000018	SAM001 S		0	17950	0	741		2	8 No		0	0.000	2
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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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1			2020-91	15 SP2020	SP2020 Spri	i Colour_204	CO000074	DER001 D	31/05/2022		225	192	33	3 (D	8 No	Reading set	0	45.3	375
			2020-98	6 SP2020	SP2020 Spri	i Mono_195	CO000074	DER001 D.			0	480	() ())	D	8 No		0	0.0	000
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			2020-10	204 SP2020	SP2020 Spri	i Colour_50	CO0000019	OFF001 0	01/10/2019		7070	7070	() :	2 1	D	8 No		0	0.0	00
			SP 2020-	0 SP2020	SP2020 Spri	i Mono_480	CO000078	PIN0001 P			0	21232	(117		D	8 No		0	0.0	00
			SP2020-	CO SP2020	SP2020 Spri	i Colour_480	CO000078	PIN0001 P			0	6904	(37	8 1	D	8 No		0	0.0	00
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			19-12/13	02 SP19-12345	6 SP19-12 Co	d Colour_37	CO0000018	SAM001 S			0	52763	0	2301	8 1	0	8 No		0	0.0	.00
			1912-10	031 SP19-12345	6 SP19-12 Co	x Mono_40	CO0000018	SAM001 S			0	17950	(74		0	8 No		0	0.0	.00
			20-1472	8 SP2020	SP2020 Spri	1 Colour_2	CO0000018	SAM001 S			0	11025	(46		-	8 No		0	0.0	.00
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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 **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.



MNU.116.008