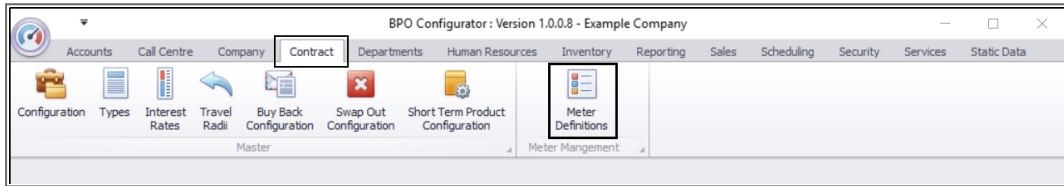


## CONTRACT

### ADD A METER DEFINITION

Ribbon Access: *Configurator > Contract > Meter Definitions*



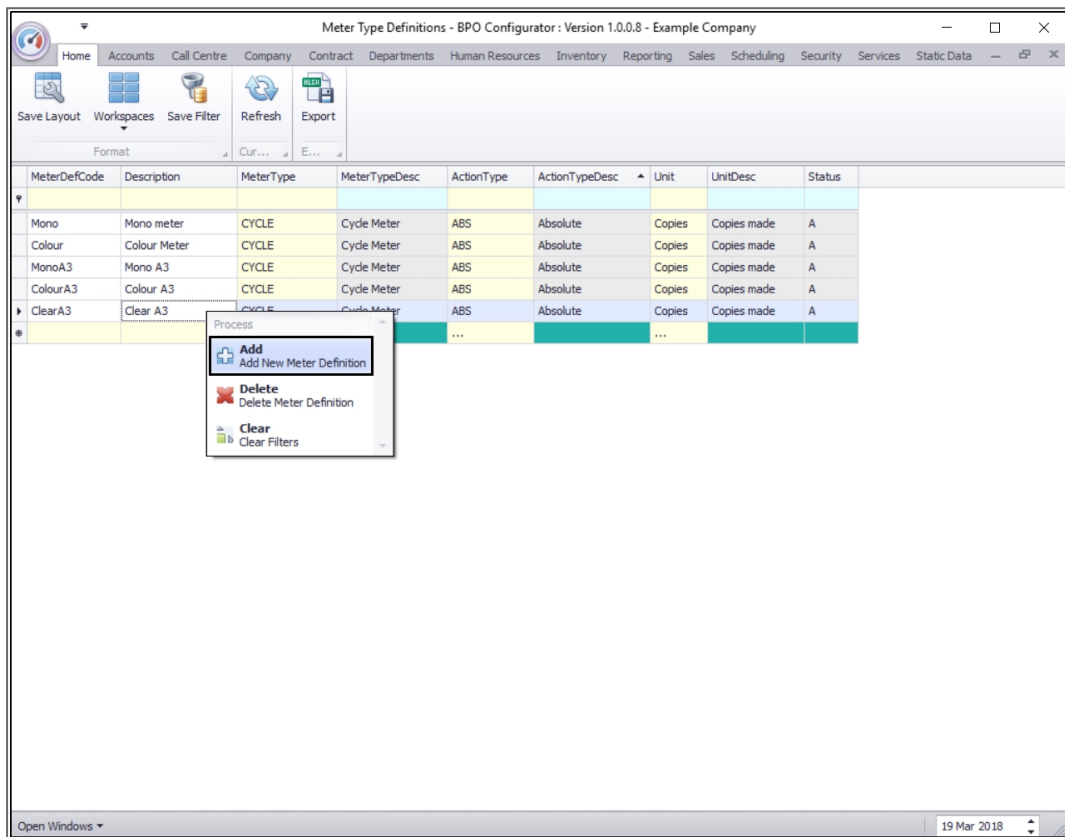
- The ***Meter Type Definitions*** listing screen will be displayed.
- This contains a list of all the meter type definitions currently on the system.

The screenshot shows the 'Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company' window. The table below lists the meter type definitions currently on the system.

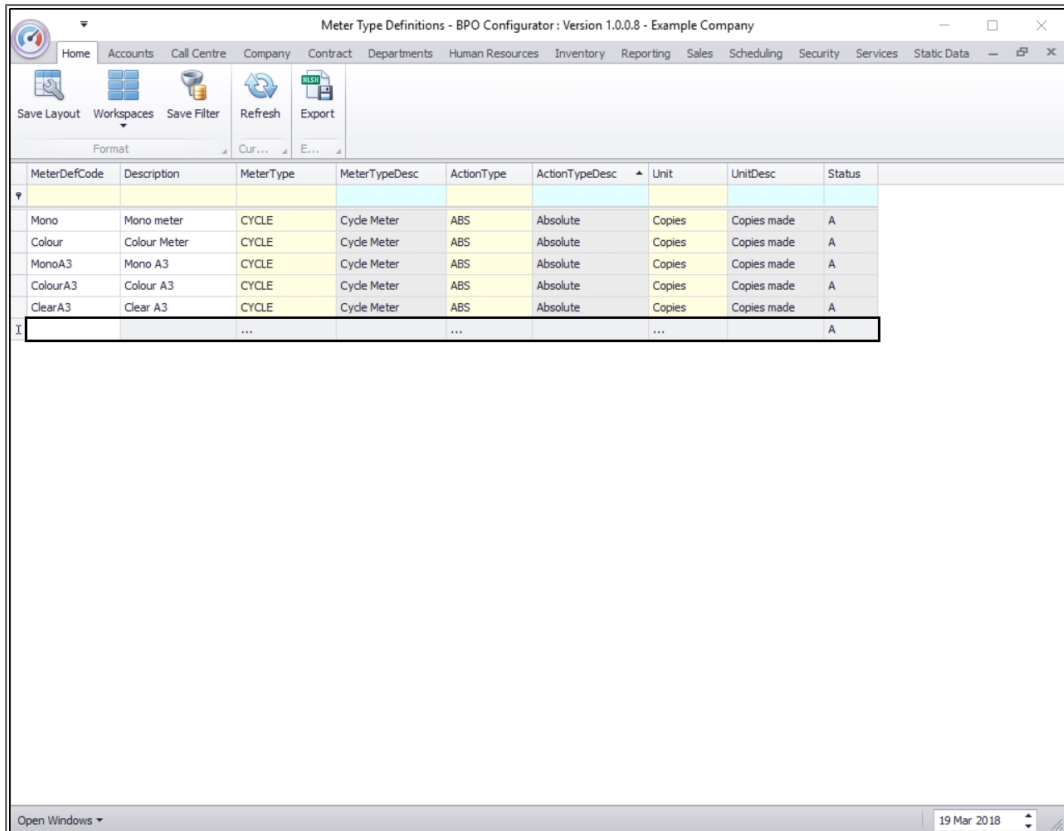
MeterDefCode	Description	MeterType	MeterTypeDesc	ActionType	ActionTypeDesc	Unit	UnitDesc	Status
Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	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
...	...	...	...	...	...	...	...	...

## 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**'.

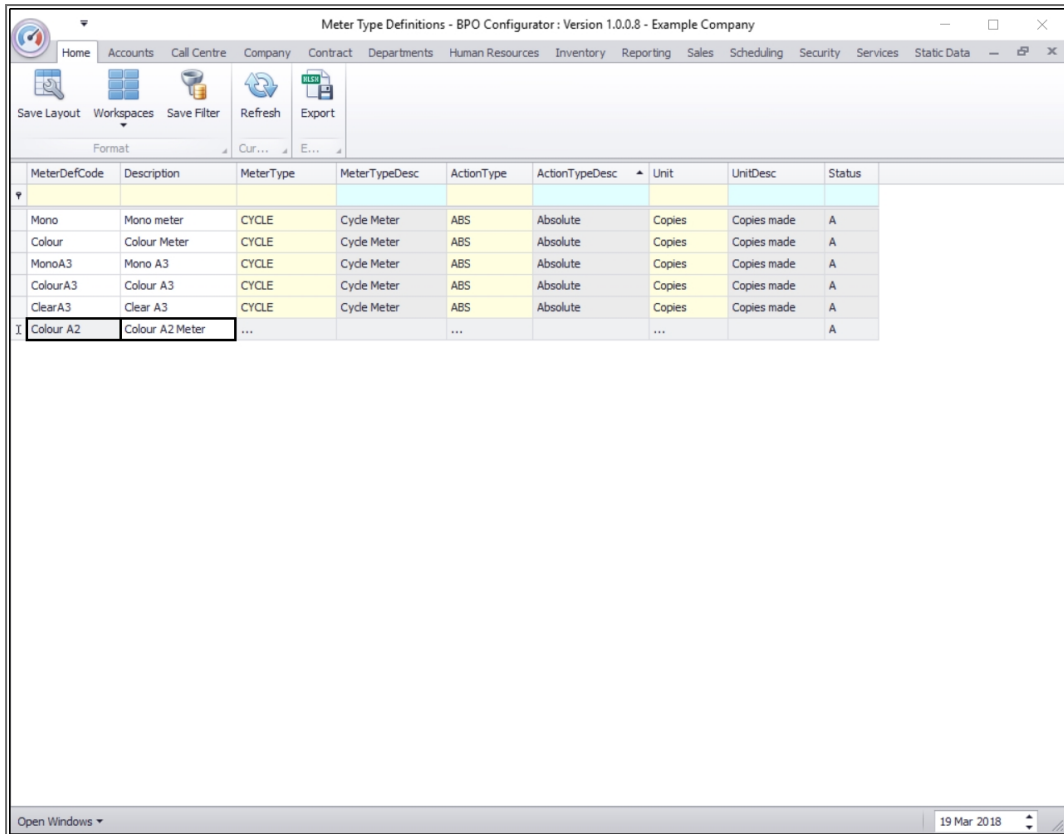


Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company

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	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

## ADD DEFINITION DETAILS

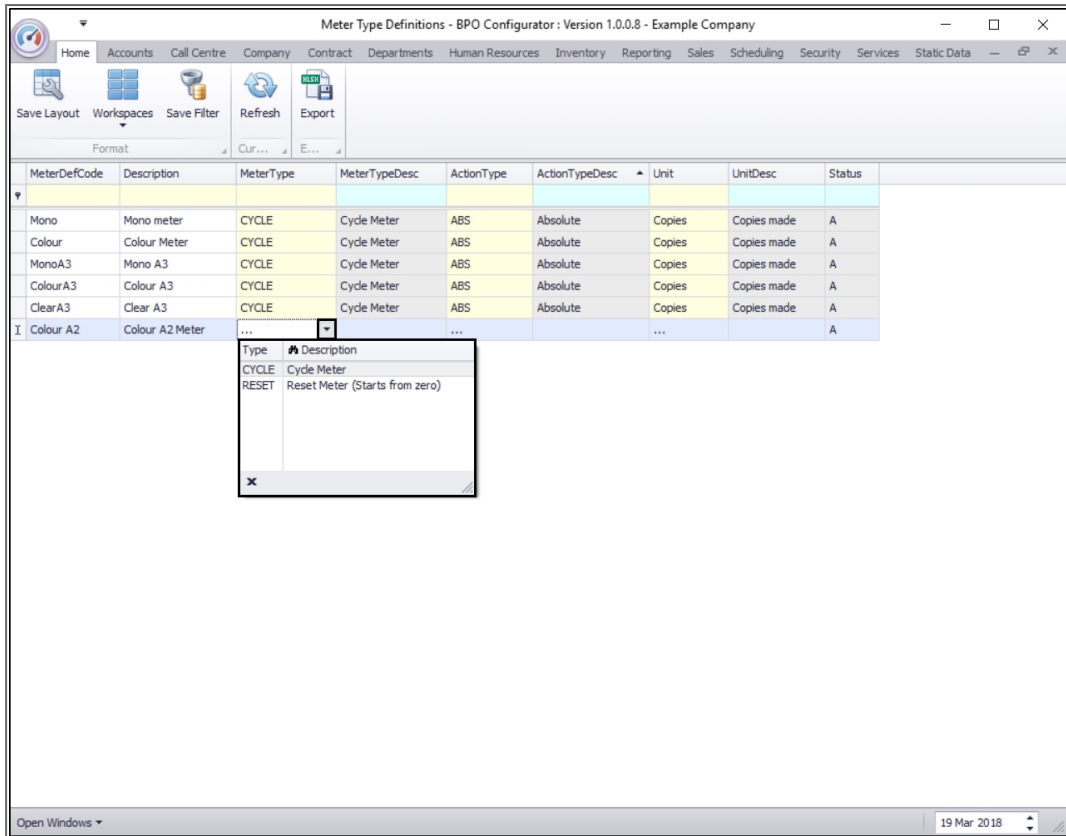
- **Meter Code:** Type in a code that you can use to identify the new meter definition.
- **Description:** Type in the description of the new meter definition recorder.



Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company

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	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
Colour A2	Colour A2 Meter	...		...		...		A

- Meter Type:** Click in this text box to reveal a drop-down *arrow*. Click on this arrow to display the Meter Type Description drop-down *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.



- **Meter Type Description:** This text box will auto populate according to the selected Meter Type.

Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company

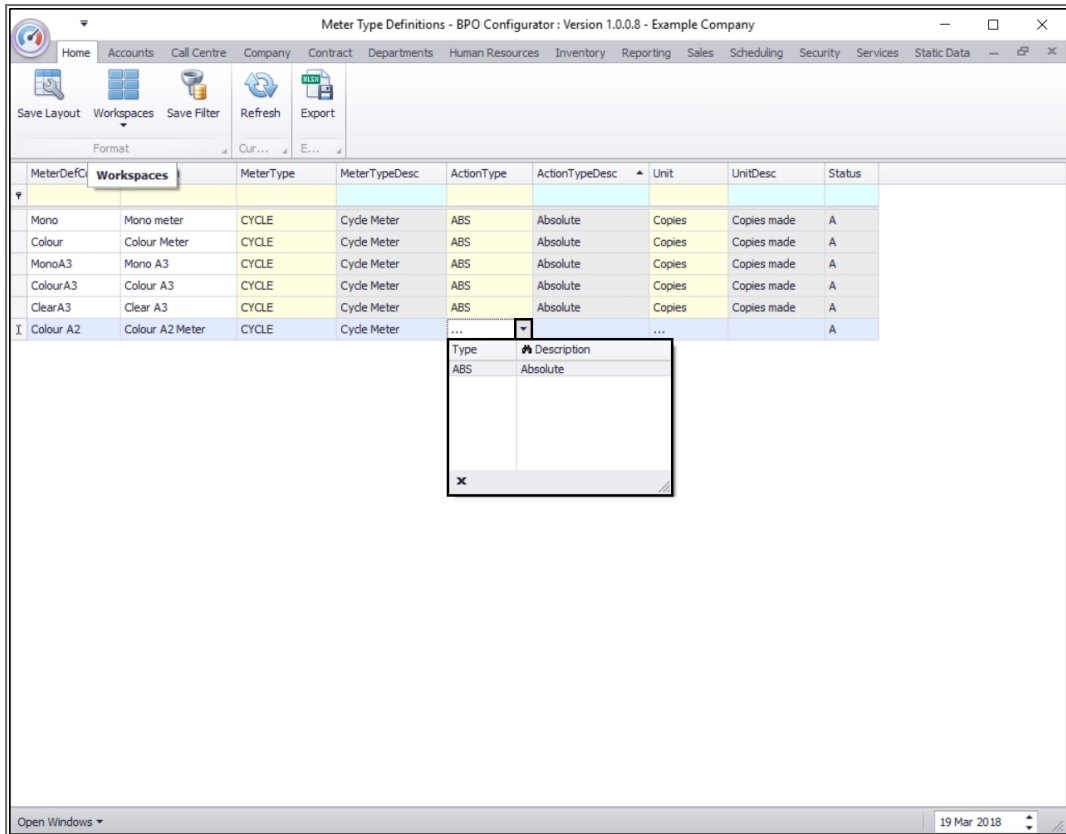
Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh Export

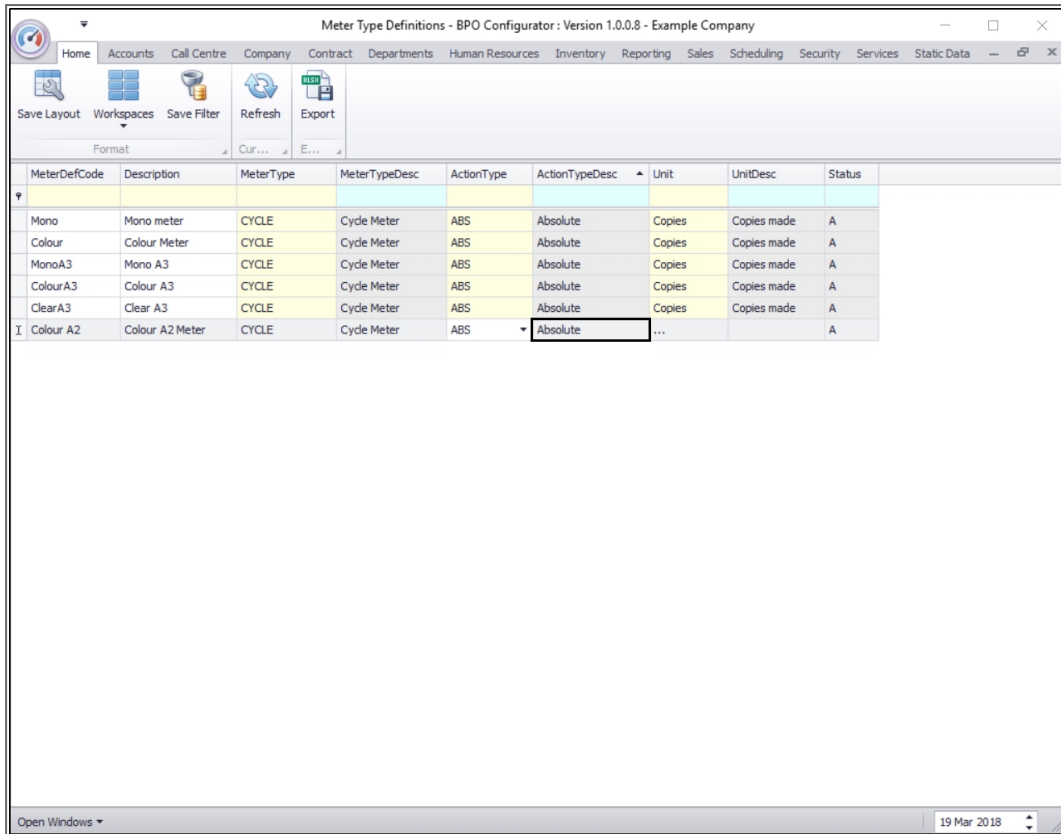
MeterDefCode	Description	MeterType	MeterTypeDesc	ActionType	ActionTypeDesc	Unit	UnitDesc	Status
Mono	Mono meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
Colour	Colour Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
MonoA3	Mono A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	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	...	...	...	...	A

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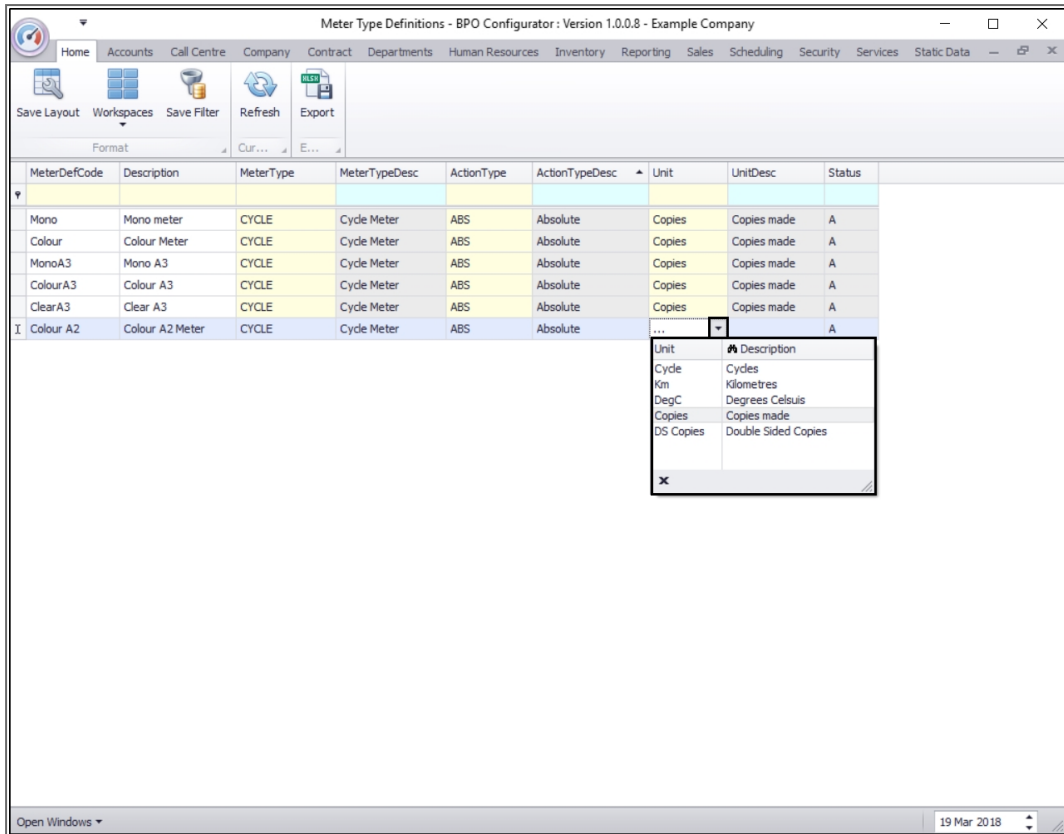
- Action Type:** Click in this text box to reveal a drop-down **arrow**. Click on this arrow to display the Action Type drop-down **menu**. Select from this menu the **action type** that you wish to assign to this meter definition.



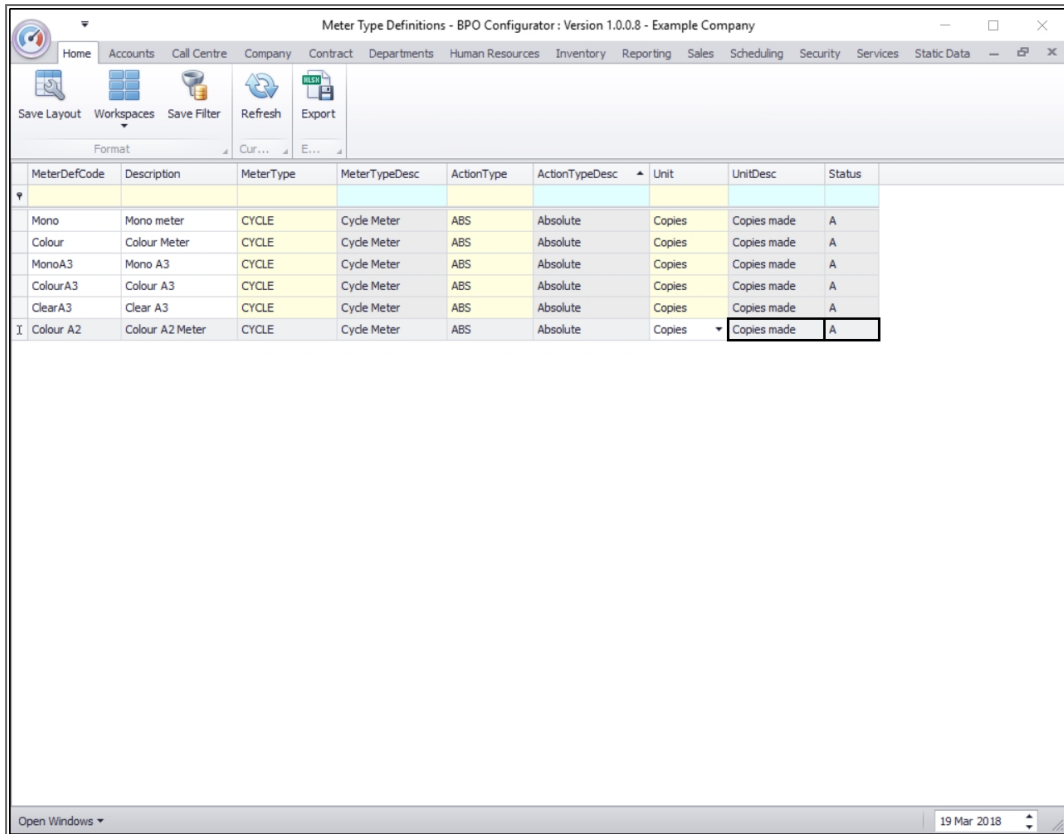
- **Action Type Description:** This will auto populate according to the selected Action Type.



- **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.



- **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'.

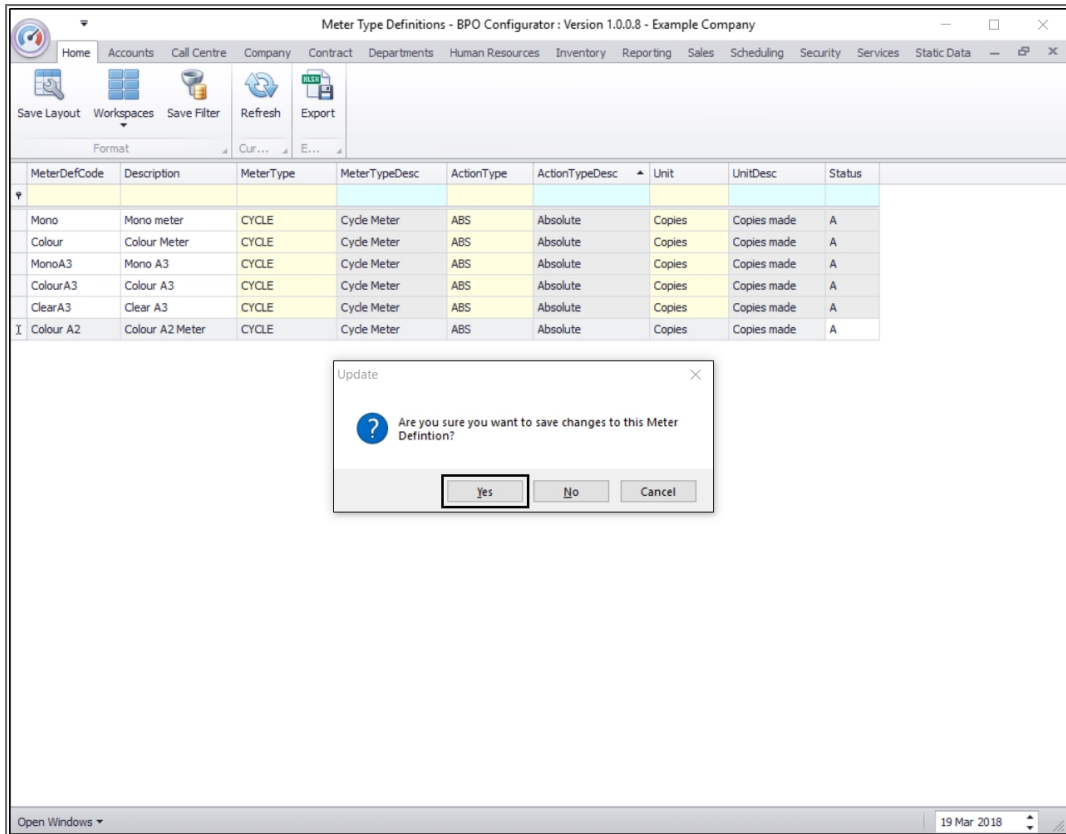


Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company

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	Cycle Meter	ABS	Absolute	Copies	Copies made	A
ColourA3	Colour A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
Clear A3	Clear A3	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
I Colour A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A

## 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**.



## 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.

Meter Type Definitions - BPO Configurator : Version 1.0.0.8 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh Export

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	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
Colour A2	Colour A2 Meter	CYCLE	Cycle Meter	ABS	Absolute	Copies	Copies made	A
		...		...		...		

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