

SERVICE

MY WORK – VIEW, ADD METER READINGS

Confirm with your supervisor as to whether you will log the meter readings, or whether call centre administration will do this.

For clients using [Tech Connect](#), the meters can be [logged via the mobile app](#).

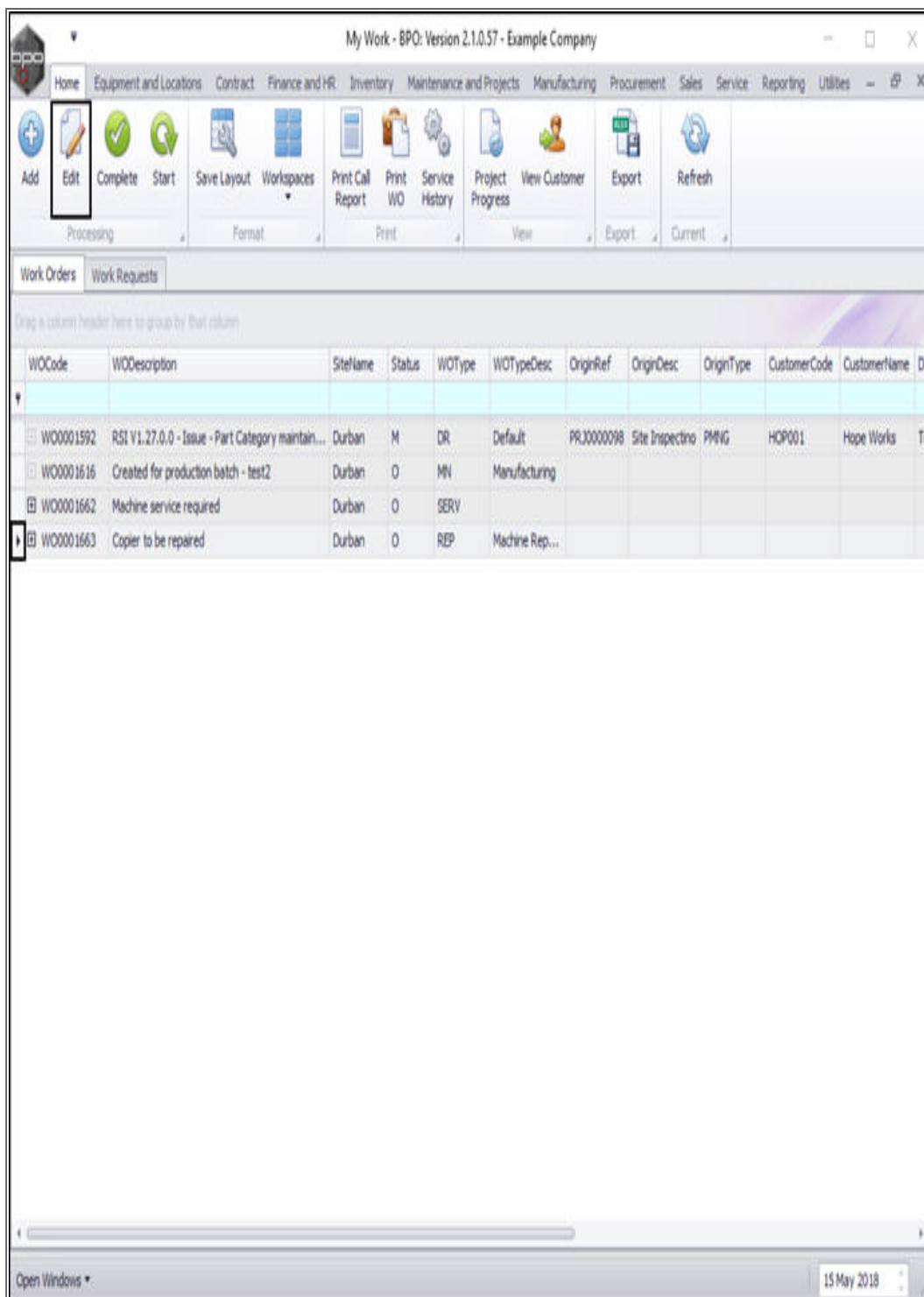
Ribbon Access: *Service > My Work*



The **My Work** listing screen will be displayed.

VIEW METER READINGS

- Click on the ***row selector*** in front of the ***work order*** that you wish to ***view*** the meter readings of.
- Click on ***Edit***.



WOCode	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	Date
WO0001592	RSI V1.27.0.0 - Issue - Part Category maintain...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Te
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Rep...						

- The **Maintain WO - Ref []** screen will be displayed.
- Click on the **Meters** tab.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links
Enter text to search...

Functions

- Time
- Services
- Third Party Services
- Parts
- Loans
- Swap Outs
- Meters
- Expenses

Description Copier to be repaired

Requestor Abigail Milne

WO Type Repair

Priority 2

Request Date 15 May 2018 10:40:28

Status 0 - Open

Billable ☐

Capitalise ☐

Work Order Item

Functional Location ☐ Equipment ☒

Item 19-12345

Comment

Links

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMING	Project Reference	

Schedule

Assigned To Abigail Milne

Assigned By Belinda Sharman

Scheduled Start 15 May 2018 10:40:29

Scheduled End 14 Jun 2018 00:00:00

Actual Start 18 Jun 2018 08:30:00

Actual End 18 Jun 2018 10:30:00

Delay Comments Client not available until the actual start date.

Rectification Code Replaced components

Rectification Comments Parts replaced, machine cleaned and tested. Job complete

Completion Date 18 Jun 2018 00:00:00

Meters

Open Windows

22 Jan 2019

1. The **Meters** frame will be expanded.
2. Here you can view the latest meter readings for each meter type.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links: Enter text to search...

Functions

Time

Services

Third Party Services

Parts

Description: Copier to be repaired

Requestor: Abigail Milne

WO Type: Repair

Priority: 2

Request Date: 15 May 2018 10:40:28

Status: 0 - Open

Billable: ☐

Capitalise: ☐

Work Order Item

Functional Location ☐ Equipment ☒

Links:

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

Schedule:

Assigned To: Abigail Milne

Assigned By: Belinda Sharman

Scheduled Start: 15 May 2018 10:40:29

Scheduled End: 14 Jun 2018 00:00:00

Actual Start: 18 Jun 2018 08:30:00

Actual End: 18 Jun 2018 10:30:00

Delay Comments: Client not available until the actual start date.

Meters

Drag a column header here to group by that column

fid Serial No	fid Meter Def Code	fid Description	fid Reading Date	fid Reading Time	fid Period	fid Meter Re...	fid Prior Reading	fid Roll Count	fid Comments	fid Capture Date
19-12345	Mono	Mono meter	22 Jan 2019	13:45:07	1	0.0000	2400.00000	0		2018/05/15
19-12345	Colour	Colour Meter	22 Jan 2019	13:45:07	1	0.0000	500.00000	0		2018/05/15
19-12345	Clear A3	Clear A3	22 Jan 2019	13:45:07	1	0.0000	1000.00000	0		2018/05/15

Meters

Open Windows

22 Jan 2019

ADD A METER READING

- In the **row** of the meter that you wish to **add** a reading to, click in the **Meter Reading** field.

- Type in the *new* reading.

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Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links: Enter text to search...

Functions

- Time
- Services
- Third Party Services
- Parts

Description Copier to be repaired *

Requestor Abigail Milne *

WO Type Repair *

Priority 2 *

Request Date 15 May 2018 10:40:28

Status O - Open

Billable ☐

Capitalise ☐

Work Order Item

Functional Location ☐ **Equipment** ☒

Links:

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

Schedule:

Assigned To Abigail Milne *

Assigned By Belinda Sharman *

Scheduled Start 15 May 2018 10:40:29 *

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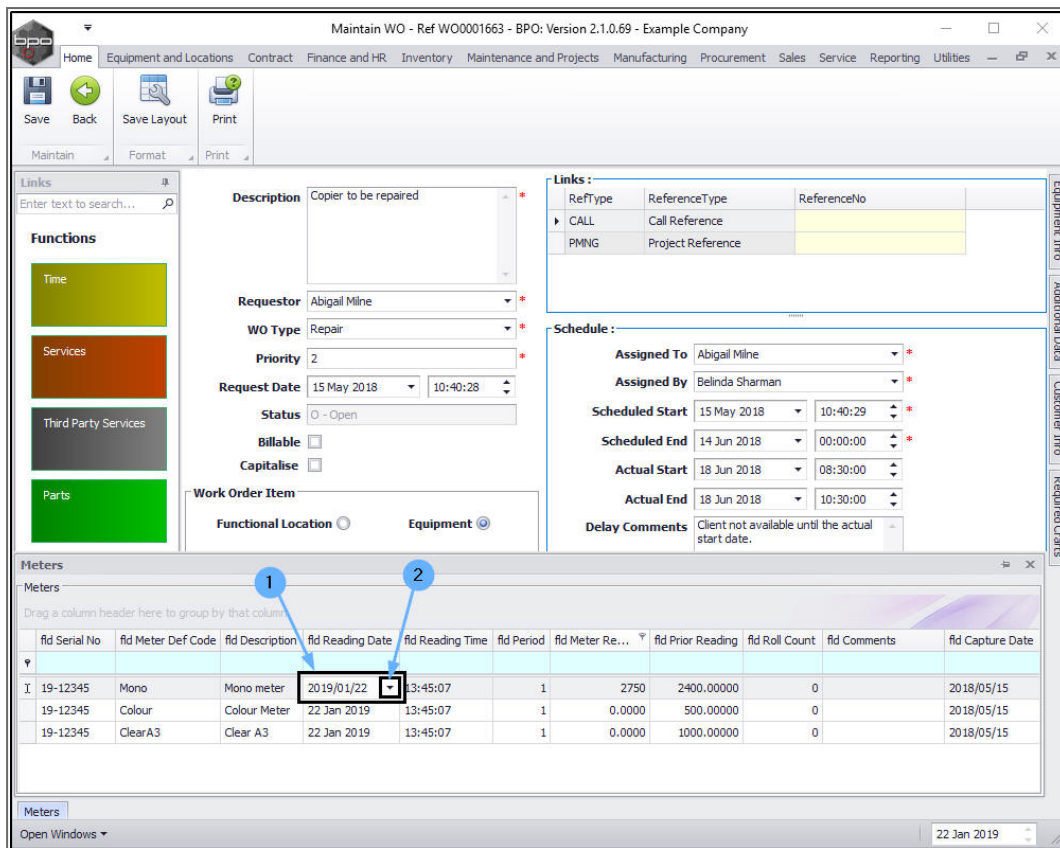
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19-12345	Clear A3	Clear A3	22 Jan 2019	13:45:07	1	0.0000	1000.00000	0		2018/05/15

Meters

Open Windows 22 Jan 2019

1. Click in the **Reading Date** field. (This will be populated with the current date.)
2. A drop-down arrow will be displayed.
 - Either highlight over the date and type in the correct reading capture date,
 - or click on the arrow and use the calendar function to select the correct date.



1. Click in the **Reading Time** field. (This will be populated with the current time.)
2. Directional arrows will be displayed.
 - Either highlight over the time and type in the correct reading time,
 - or use the directional arrows to select the correct time.

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Save Back Save Layout Print

Maintain Format Print

Links: Enter text to search...

Functions: Time Services Third Party Services Parts

Description: Copier to be repaired

Requestor: Abigail Milne

WO Type: Repair

Priority: 2

Request Date: 15 May 2018 10:40:28

Status: 0 - Open

Billable: ☐ Capitalise: ☐

Work Order Item: Functional Location Equipment

Links:

RefType	ReferenceType	ReferenceNo
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Meters

Open Windows

22 Jan 2019

- Click in the **Period** field.
- Highlight over the period and type in the correct period.

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I 19-12345	Mono	Mono meter	19 Jan 2019	08:42:48	1	2750	2400.00000	0		2018/05/15
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19-12345	Clear A3	Clear A3	23 Jan 2019	08:42:48	1	0.0000	1000.00000	0		2018/05/15

Meters

Open Windows

22 Jan 2019

- Click in the **Roll Count** field.
- Highlight over the count and type in the correct roll count.

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Meters

Open Windows

22 Jan 2019

- Click in the **Comments** field.
- Type in any comments relevant to this meter reading as required.

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Meters

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22 Jan 2019

1. When you have finished adding details to the editable fields in the meter row,
2. click on **Save**.

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Meters

Open Windows

22 Jan 2019

- The details will be **saved** and you will return to the **My Work** listing screen.

MNU.073.001