

# Add/Edit/View Meter Reading

Wed, Jan 17, 2024 Agent Actions - Reactive, Quote, PPM, Audit

1. From the Agent Action button, choose "Add/Edit/View/ Meter Readings".
2. This screen will appear.

Type of Meter	Description	Reference	No of Digits	UOM	Status
Electricity Meter	Main	Main	6	KWH	Added
Water Meter	Numerical	Main	4	CUBICME...	Added
Gas Meter	Numerical	Main	6	CUBICFEET	Added

  

Date	Comple...	Work Order N°	Reading Value
21/03/2011 00:00	Colin M...	1006587	546676
14/03/2011 00:00	Colin M...	1006586	545757
07/03/2011 00:00	Colin M...	1006585	544854
28/02/2011 00:00	Colin M...	1006584	544034
21/02/2011 00:00	Colin M...	1006583	542964
14/02/2011 00:00	Colin M...	1006582	542062

3. If no Meter Readings have been provided, highlight the type of meter and click on the "Add" button.
4. Click on the "Edit" button to edit a previous meter reading (the User can only edit meter reading applicable to the current Work Order).
5. Clicking on either "Add" or "Edit" will invoke this screen.

Date: 21 March 2011 00:00

Reading: 546676

6. Enter the Date, Time and Reading and click "OK".

7. This will then take the User back to the previous screen. Clicking on the "OK" button will save the Meter Reading just entered and record it in the Event history.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=279>