

**Policy: CS-06-09**

**Policy Title: Unloading Meter Readings from Radio Read**

**Policy Purpose: Set forth guidelines for the process**

**Implementation Date: 03/17/2006**

**Revision Date: N/A**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
Unloading Meter Readings from Radio Read**

This policy is being created as a tool to assist the customer service department in the process of unloading meter readings in the billing clerk's absence. The steps which are very specific and user friendly are as follows:

**Open Autoread**

Highlight books that were read. It should be one that says "**device loaded**"

In function box, drop menu, choose **Read Data**

Click on **Execute** –screen will then say **back-up required**. Use a floppy disc to back up

In the function box, drop menu, choose **backup**

Click on **Execute**

Once backup is done, screen should say "**Complete: Data Available**"

Minimize **Autoread**

Open **Key Billing**

Go to "**Admin**" and drop menu

Go to "**Export or Import Meter Book Readings**"

Go to **Import**, then **Import file with readings**

Check **Bill Date** and click on **continue**

Choose **Yes** to print imported transactions, choose **No** to print unreads

Choose **Yes** to save imported readings

At **Main Menu**, go to **billing** and drop menu

Choose **calculate charges**

Choose **Normal bills**

Choose **proceed with calculation**

You can **print report** at this time if you want to

Do **backup** of Key Billing

Bruce A. Hauk, Director