

Policy: CS-06-03

Policy Title: Loading Books for Meter Reading

Policy Purpose: Set forth guidelines for procedure

Implementation Date: 03/17/2006

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
Loading Books for Meter Reading**

This policy is being created as a tool to assist the customer service department in the loading of routes into the handheld device for the purpose of meter reading in the billing clerk's absence. The steps which are very specific and user friendly are as follows:

- Open Key Billing
- Go to Admin and drop down menu
- Go to Export or Import Meter Book Readings
- Go to Export to Handheld Device
- Go to Create Export File and click
- Choose to read by Book Number
- Click on Continue
- Change % to 75
- Enter starting book #, then press enter
- Enter ending book #, then press enter
- Click on continue
- Click on NO to status report
- Do not do anything until you get menu options in Key Billing
- Minimize Key Billing
- Open Auto Read
- Click on the books that you created export for. (Watch which handheld. The one with the green tape uses the books that are listed with the (2) in front)
- In function box, drop menu choose Import
- Click on Execute – screen should say Ready to Load
- In function Box, drop menu – choose Load Data
- Click on Execute – screen should say Device Loaded

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