

Policy: CS-06-10
Policy Title: Entering a Meter Change Out in Key Billing
Policy Purpose: Set forth guidelines for the process
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TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
Entering a Meter Change Out in Key Billing

Periodically water meters are changed out for various reasons, age, slowed down or stopped reading or meter type (incompatible with radio read unit). The step by step directions for entering the new meter information in Key Billing is as follows:

In **Key Billing** pull up the account

Click on the **Meters** button at bottom of screen

Compare the pit location on the sheet to the pit location on the account information previously entered, if different type in the new location in the pit location area. For inside meter sets the information in this box will be the location of the touch pad to read the meter not the location of the meter inside the house.

Tab down to second line to **Replcd box**. Enter the **date** the meter was replaced.

Tab to **MFG. Enter an S** (S stands for Sensus)

Tab to size. Enter a **1** for a 5/8 inch meter, a **2** for a one inch meter, a **3** for a 1 1/2inch meter and a **4** for a 2 inch or greater meter.

Tab to **Radio Read #**. From the work-order enter the **mxu #**. All numbers have a B preceding them.

Tab to **Touch Read #**. Enter **inventory ID #**.

Tab to meter remarks. Add any inside set information here.

Tab to the next box. Choose **3** for 5/8-1 inch meters or **4** for 2 inch or larger meters.

Tab to type, enter **B**.

Click on “**Replc mtr**” at the right bottom corner of meter #1 info.

Click **yes** if you are entering replacement information.

Tab through to **final reading**. Enter the final reading making sure that you enter enough numbers.

Enter **new meter number. (Inv ID# again)**.

Tab enter change out date.

At **new meter reading** hit enter if 0.

Click on **save**.

Click on **return**.

Click on **meters**.

You should now show the new install date and have the old meter number in a shaded gray box.

The meter information has now been completed.

Bruce A. Hauk, Director