

Electric Meter Install

NOTE: If you are working on an existing account, a meter removal must always be done prior to the install. If you are utilizing mCare for meter changes, see the mCare User Guide for instructions.

Use the Electric Meter Install screen to add a meter to a brand-new service location, or where there has been a change in bill type (e.g. from straight kWh to kWh and KW, or from kWh and KW to all three read types).

Profil...	Bill T...	Description
2110	1	RG 1 RESIDENTIAL ELECTRIC
2111	1	RG2 RESIDENTIAL TOD ON PEAK
2112	1	RG 1-SG RES SINGLE PH SOLAR GEN
2113	1	RG 1SGR RES SINGLE PH SOLAR GEN
2114	1	RS 1 RURAL ELECTRIC
2170	1	MS 1 STREET LIGHTS
2171	1	MS 2 AREA LIGHTS
2172	1	MS 2 ONL AREA LTS NO OTHER MTR
4120	4	GS 1 COMMERCIAL SINGLE PHASE
4121	4	GS 1-3P COMMERCIAL THREE PHASE
4122	4	GS 1-1S SINGLE PHASE SOLAR GEN
4130	4	CP 1-TD SM PWR W/ TRANSFORMER
4131	4	CP 10L SM PWR TOU W/LIMITER
4132	4	CP 10N SM PWR TOU ON PEAK

1. Open the Electric Meter Install screen:
 - a. Go to Setups>Setups>Electric>Meters>Meter Adjustment Menu>Electric Meter Install Setup.

NOTE: The screen will launch in Add mode if Program Key Value "METER_LAUNCH_MODE" has been enabled (Value set to ADD).
2. Select the meter profile from the **Profile Number** drop down box. This does two things:
 - a. Identifies the type of readings that can be taken from this meter and
 - b. Determines the meters that are available to choose from since only meters that match this profile or bill type can be installed.

3. Enter a default value in the **Install Number** field; these numbers are only used if there is an interface to a materials management or inventory system but is flagged as a required field so use a service order number or perhaps just enter '1' on all of them.
4. Enter the meter install date in the **Install Date** field and if present also the install time in the **Install Time** field.

***NOTE:** The screen can default 00:00 as the time if Program Key Value METERADJ_DFT_HOUR has been set. Value on the program key is the time to use as the default – such as 00:00*

Be sure to enter the correct date; adjusting this date requires intervention by WPPI Support – or removal of the meter and then doing the installation over again with the correct information!

5. Enter the meter number from the completed service order in the **Install Meter** field. The meter and billing multipliers will populate automatically.

The screenshot shows the 'Electric Meter Install (ADD)' application window. The 'Install Entry Info' section contains the following fields: Entry Number (0), Profile Number (2110), RG1 RESIDENTIAL ELECTRIC, Install Number, Install Date (2024-02-01), and Install Time (09:30). The 'Meter Info' section includes Install Meter, Meter Multiplier, Bill Type, Dials, and Billing Multiplier (1.0). The 'Account Info' section has Account Info, Drawing No, and Installation Multiplier. The 'Transformers Info' section has checkboxes for CT and PT. The 'Record Details (BROWSE)' section at the bottom features a toolbar and a table with columns: Meter Point, Index Number, Current Reading, and Billing Code.

6. Enter the account number from the service order or from **Account Gateway** in the **Account Info** field.
7. On the **Electric Meter Install** screen, click **OK** to save. A message box will pop and ask you to enter the detail record. Click **OK** on the message box.

Electric Meter Install (BROWSE)

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Install Entry Info

Entry Number: 0 Profile Number: 1 kwh profile

Install Number: 1 Install Date: 01-10-2017 Install Time: 12:00

Meter Info

Install Meter: 0000002602 Meter Multiplier: 1.0

Bill Type: 1 Dials: 4 Billing Multiplier: 1.0

Account Info

Account Info: 8416 7 COREY L HILLS

1125 AV SE TRLR

Drawing No: Installation Multiplier:

Transformers Info

CT: PT:

Record Details (EDIT)

(1 of 1)

Browse Record Details

Meter Point

Meter Point: 2 Index: 1

Meter Point Detail Info

Billing Info

Reading: 0

Additional Meter Point Data

Time band: Location: Reading Sequence: 4160

Meter Point Flags


Bill flag: Check flag: Deduction flag:

Datalogger/Time of Use Info

Time of Use flag: DataLogger:

Ready

Ready

- In the bottom half of the screen, select the first meter point by single clicking and click the **Edit**  icon. If not on the *Record Details* tab, click on it.

NOTE: Each read type will be represented by a "meter point". The first meter point is usually for kWh; any additional points could be KW, Kva, etc.

- Enter the start or install reading in the **Reading** field.
- Click **OK** to save the record and repeat the above two steps on any additional meter point.
- When all meter points have been updated, click **Save All** to complete the meter installation.