

## Electric Meter Removal

**NOTE:** You can't do a meter removal if the reads for that cycle have been uploaded into Meter Readings. If you are utilizing mCare for meter changes, see the mCare User Guide for instructions.

Use the Electric Meter Remove screen if no new meter will be installed, or if changing to a different bill type on the new meter.

Electric Meter Remove (ADD)

Remove Meter Info

Meter Info

Remove Meter:  Remove Date:  Remove Time:

Billing Multiplier:  Meter Multiplier:  Dials:  Status:

Pulse:

Account Info

Account Number:

Additional Info

Reason:  Issued to:

Transformers Info

CT:  CT Entry PT:  PT Entry

Record Details (BROWSE)

+ (- of -) OK Cancel SaveAll CancelAll

| Meter Point | Index Number | Current Reading | Previous Reading |
|-------------|--------------|-----------------|------------------|
|-------------|--------------|-----------------|------------------|

Ready

Select the install meter number

1. Open the Electric Meter Remove screen:
  - a. Hit Ctrl-O and enter Electric Meter Remove Setup. Double click on screen name or highlight and hit **Select OR**

- b. Go to Setups>Setups>Electric>Meters>Meter Adjustment Menu>Electric Meter Remove Setup

**NOTE:** The screen will launch in **ADD** mode if Program Key Value “METER\_LAUNCH\_MODE” has been enabled (Value set to ADD).

**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

2. Enter the active meter number in the **Remove Meter** field. If the meter number is unknown, click the **Meter Finder** button at the end of the Remove Meter field.

Finder

Electric Meter Selection Criteria


Account #: 8416 Occupant: 7

Meter #: 0000028020 Meter Type:

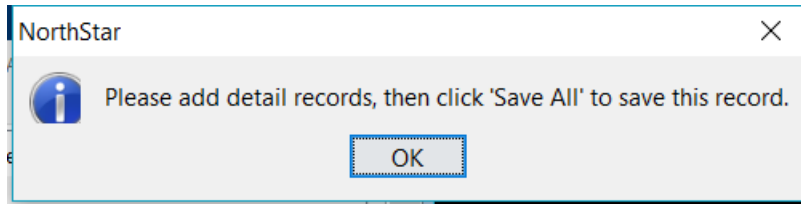
OK Cancel

| Meter No   | Serial No  | Account # | Status | Dial | Bill Type | Bill Multipl... | Meter Multi... | Occupant |
|------------|------------|-----------|--------|------|-----------|-----------------|----------------|----------|
| 0000028020 | 0000028... | 8416      | A      | 5    | 1         | 1.0             | 1.0            | 7        |

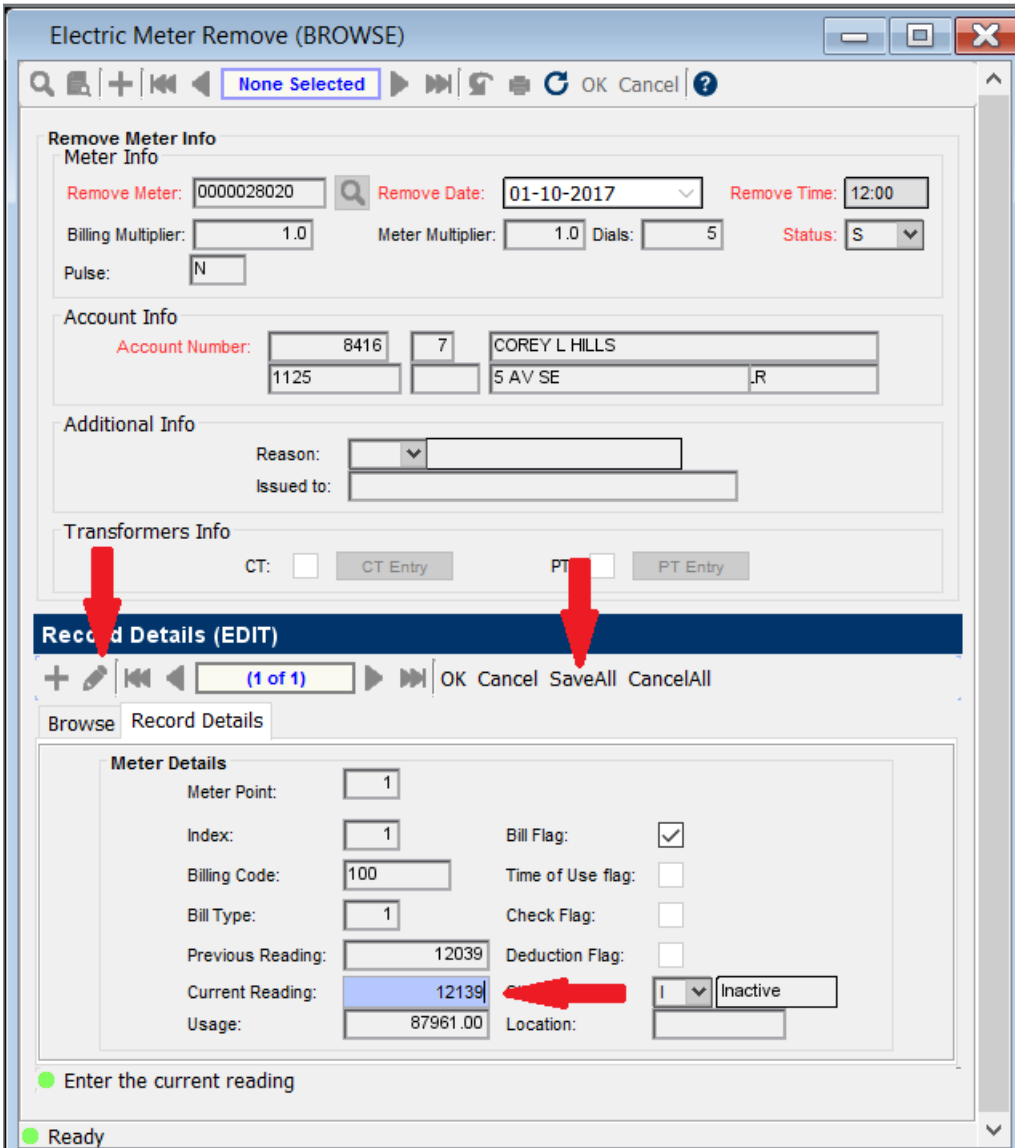
Select Meter No Close

3. Once the **Finder** screen has opened,
  - a. Click **Find**  icon and enter any known criteria such as account number.
  - b. Click **OK** to complete the search.
  - c. Single click and click the *Select Meter No* button.
4. With the meter selected, enter the remove date in the **Remove Date** field. Enter the remove time in the **Remove Time** field.

**NOTE:** Be sure to enter the correct date; adjusting this date requires intervention by WPPI Support or use of meter install and repeat of the removal using correct information!
5. From the **Status** dropdown, select the new status of the meter (ex. Stock). The multiplier and dials fields will automatically populate as will the account information.
6. Select a reason from the **Reason** drop down box if needed; this is not a required field so may be skipped.
7. Click **OK** to save.



8. A message box will pop reminding you to add the detail records. Click **OK** on the message box.



9. 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 ALWAYS for kWh; any additional points could be either KW or Kva, etc.

10. Enter the final/removal read in the **Current Reading** field.

11. Click **OK** to save the reading for that meter point and repeat as necessary for each additional point.
12. Click the **Save All** button to complete the removal.