

Water 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.

1. Open the Water Meter Install screen:
 - a. Go to Setups>Setups>Water/Sewer>Meters>Adjustment Menu>Water Meter Install.
NOTE: The screen will launch in Add mode.
2. Enter the meter number from the completed service order in the **Meter Number** field. The unit of measure, number of dials and meter multiplier will populate automatically.
3. Enter the account number from the service order or from **Account Gateway** in the first **Account Info** field.
4. Ensure the **Install Date** field reflects the correct date.
NOTE: Be sure to enter the correct date; adjusting this date requires intervention by WPPI Support!
5. Enter the **Install Time** if known; default to 12:00 if not.
6. Enter the initial reading in the **Install Reading** field in the **High Flow Read Info** frame.
7. If this is a compound meter, complete the **Low Flow Read Info** frame. Enter the initial reading in the **Install Reading** field.

8. Click **OK** to complete the installation.