

Water 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.

Water Meter Remove (ADD)

None Selected OK Cancel


Meter Info
Meter Number: Status: Unit of Measure:

Removal Info
Removal Date: 01-10-2017 Removal Time: Status:
Removal Number: 13750 User: h13738 Reason:

High Flow Read Info
Bill Code:
Number of Dials:
Meter Multiplier:
Current Reading:
Removal Reading:
Consumption:

Low Flow Read Info
Bill Code:
Number of Dials:
Meter Multiplier:
Current Reading:
Removal Reading:
Consumption:

Account/Service Location:
Service Loc...

1. Open the Water Meter Remove Screen:
 - a. Go to **Setups>Setups>Water/Sewer>Meters>Adjustment Menu** and double-click on **Water Meter Remove**.
Note: The screen will open in Add mode.
2. If meter number is known, enter it in **Meter Number** field and hit **Tab** key; account information will automatically populate.
3. If meter number is NOT known, click the **Find**  icon. Key in the Account Number and click **OK**. Highlight meter record and click **Select Meter**; account information will automatically populate.
4. Use dropdowns to select **Removal Date** and **Status**.
5. Enter the **Removal Time** if known; default to 12:00 if not.
6. Fill in **Removal Reading** in the High Flow Read Info.
7. If this is a compound meter, repeat in the Low Flow Read Info.
8. Click **OK** to save the removal information.