



Site Setup...

Site Information	Building Owner Info
Description: <input type="text"/>	Name: <input type="text"/>
Phone Number: <input type="text"/>	Address: <input type="text"/>
Job Directory: <input type="text"/> <input type="button" value="New"/>	Address: <input type="text"/>
Connection Type: <input checked="" type="radio"/> Direct <input type="radio"/> Modem <input type="radio"/> Server	City: <input type="text"/>
Address: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>
City: <input type="text"/>	Phone: <input type="text"/>
State: <input type="text"/> Zip: <input type="text"/>	Fax: <input type="text"/>
	E-Mail: <input type="text"/>

The Site Setup dialog box is where you enter the building information on the left and the Owner / Management Company mail back address on the right. Also, this is where the software is configured to be an on-site or off-site read. On-site is Direct. Off-site can be modem (with restrictions) or Internet.

Label the Description on the left, enter the phone number of the modem you are calling if it is an Off-Site system, if not skip this part. Click the New button and type in the name of the folder you want to store the data file in. This folder is created in C:\Program Files\National Meters. Enter only up to eight characters. Click the connection type as either direct or modem. Click OK.



Tenant List...			
Name	Address	Phone	Account #

Tenants...							
Account #:	<input type="text"/>	Phone:	<input type="text"/>				
Name:	<input type="text"/>	Fax:	<input type="text"/>				
Address:	<input type="text"/>	E-Mail:	<input type="text"/>				
Address:	<input type="text"/>	%Common Area:	<input type="text"/> Charge				
City:	<input type="text"/>	State:	<input type="text"/>				
State:	<input type="text"/>	Zip:	<input type="text"/>				
Meters:	<table border="1"> <thead> <tr> <th>Serial #</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Serial #	Description		
Serial #	Description						
Virtual Meters:	<table border="1"> <thead> <tr> <th>Name</th> <th>Formula</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Name	Formula		
Name	Formula						
<input type="button" value="Add Meter"/> <input type="button" value="Delete Meter"/>		<input type="button" value="Add Virtual"/> <input type="button" value="Delete Virtual"/>					
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>					

Record: 0

After all the meters are entered click on Setup - Tenants - Add New. The Tenant dialog box appears. This is where the user inputs all applicable tenant information including the mailing address. All information after State, Zip is not displayed on the bill.

This is also where the user assigns a specific meter or meters to a specific tenant.

Depending on how the tenant's space is wired a tenant space could use one or more sub meters.



Electric Rate Schedules

Schedules...

- POND
 - Times
 - TIME PERIOD
 - KWHR RATE
 - COMMON AREA CAM & H
 - CAM RATE
 - Meters
 - GWP
 - QUEST-206
 - QUEST-206
 - REACT104
 - DELI-106
 - MANAGEMENT-103
 - REACT-104

Schedule | **Meters** | Times | Rates | Holidays | Misc. Fees

Serial #	Description	Tenant
<input checked="" type="checkbox"/> SN-40008401	GWP	GWP
<input checked="" type="checkbox"/> SN-40009624	QUEST-206	QUEST
<input checked="" type="checkbox"/> SN-40009625	QUEST-206	QUEST
<input checked="" type="checkbox"/> SN-40009620	REACT104	REACT
<input checked="" type="checkbox"/> SN-40009622	DELI-106	POND
<input checked="" type="checkbox"/> SN-40009619	MANAGEMENT-103	POND
<input checked="" type="checkbox"/> SN-40009623	REACT-104	REACT

Add Selection to Current Schedule

Show All Meters.
 Show Meters not Assigned.

This is an example of a typical billing structure.

BUILDING OWNER
C/O MANAGEMENT COMPANY
COMPANY ADDRESS
CITY, STATE ZIP

Utility Bill

MR. TENANT
COMPANY NAME
COMPANY ADDRESS
CITY, STATE ZIP

Billing Date: 11/9/05
Account #: 300

Current Amount Due
\$1033.37

Amount Enclosed: \$ _____

Detach here and mail with payment

Retain this portion for your records

Usage

<u>Meter Number - Name</u>	<u>Start of Peroid</u>	<u>End of Peroid</u>	<u>Period Totals</u>
Date:	09/23/05	10/19/05	26 Days
Reading: 404025 - PT 1	75985	89582	13597 KWH

Charges

<u>Time Period</u>	<u>KWH</u>	<u>Rate</u>	<u>Fuel Adj</u>	<u>Usage</u>	<u>KWD</u>	<u>Rate</u>	<u>Demand</u>
General Time	13597	\$0.0760		\$1033.37			

Usage Charges: \$1033.37

Total Charges: **\$1033.37**