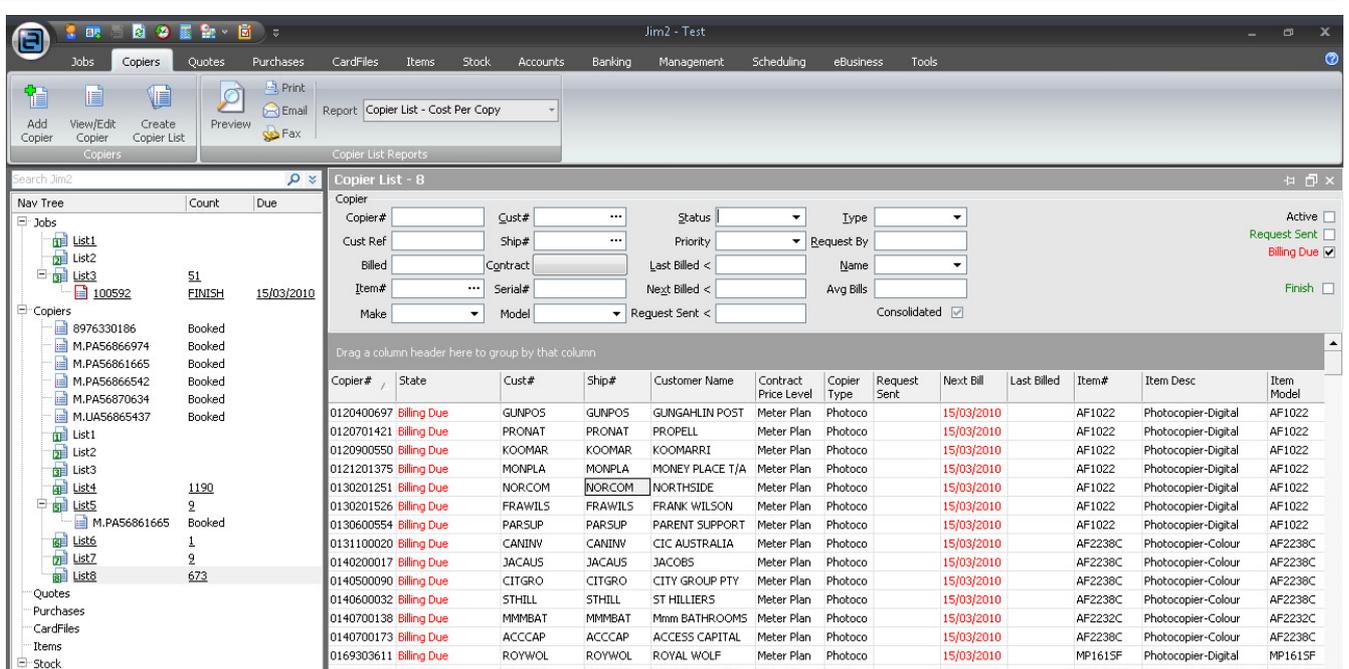


Skill: **Create Billing Jobs for Machines** Who: **Photocopier sites.**

Describe: Billing Machines for Page Counts in Jim2 Version 3.0 PE

Context: Jim2 will generate a billing job when the page counts for each meter are entered into the machine record. These jobs can then be used to individually invoice, or batch invoice, the customer.



**Skill Steps:**

1. Select the Copiers (Machines) tab from the top of the Jim2 window.
2. Click Create Copier (Machine) List.
3. Select only Billing Due tick box on the right hand side of the screen.
4. Add other criteria as required.
5. Press <<Enter>> key and a list of copiers (machines) will appear.
6. Click on the "Bill Copier (Machine)" button. Jim2 will display a Billing Meter Read window for the first Copier (Machine).
7. Enter the Page Count in the New Meter Value field. Press <<Enter>> key. Review the New Meter Value to ensure it is correct, if it isn't, edit the New Meter Value.
8. Press <<Enter>> key again to Generate the Job (or click the "Generate Job" button).
9. Press <<Enter>> key again to move to the next machine and repeat steps 7 and 8.