

## Skill: Billing a Master Machine Who: Photocopier sites.

Describe: Billing a Master Machine in Jim2 Version 3.0 PE

Context: Master machines are contracts based on the page counts from multiple machine meters. Please Note: All linked machine meter counts need to be entered prior to billing a master machine.

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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. Select Master from the "Type" drop down menu at the top of the screen. Add other criteria as required.
- 5. Press <<Enter>> key and a list of Master machines will appear.
- 6. Double click on the first line of Master Machines. This will open the Master Machine Record.
- 7. Click "Add Meter" button and select "Add Billing Meter Job". The linked meter counts will appear in the screen. Click "Generate Job" button to generate a billing job.
- 8. Repeat steps 6 and 7 to create billing jobs for all Master machines.