

**Click on the option you want:**

Full contents listing	Page 2
Introduction	Page 5
Mail Processing	Page 17
The Franking Module	Page 56
The Administration Module	Page 69
Surcharging	Page 228
Using Data Views	Page 236
The MP33 Weighing Platform	Page 242

This document requires Adobe Reader to view and/or print it.  
Full details of using Adobe Reader are available from the Reader Help Menu.



# Introduction

<b>About MeterNet</b>	<b>5</b>
What is MeterNet?	5
The MeterNet Configurations	6
Connect+ Configuration	6
DM LAN Configuration	7
Local MDS Configuration	7
MeterNet Accounts	8
<b>Starting Up and Shutting Down MeterNet</b>	<b>9</b>
Power up Sequence - Local MDS Configuration	9
Power up Sequence - DM LAN & Connect+ Configurations	10
The Transaction Source/Hardware Host	11
The Connect+ Interface (CPI)	12
Logon to MeterNet	15
Shutting Down - Local MDS Configuration	16
Shutting Down - DM LAN or Connect+ Configuration	16

# Mail Processing

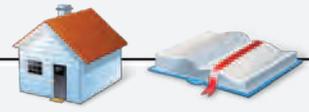
<b>Mail Processing in a Connect+ Configuration</b>	<b>17</b>
Introduction	17
Data Flow and Synchronisation	18
Operating/Frinking in a Connect+ Configuration	19
Resolving Unverified Transactions	20

**Click on the subject to go straight to the page**

<b>Mail Processing in a DM LAN Configuration</b>	<b>23</b>
Introduction	23
Operating/Frinking in a DM LAN Configuration	24
Configuring the Barcode Scanner - DM LAN	29
Default DM Accounts	32
DM Alarming at the Host	33
Resolving Unverified Transactions	35
Setting the DM Mailing System Host	36
<b>Mail Processing in a Local MDS Configuration</b>	<b>39</b>
Introduction	39
The Franking Screen	41
Changing the User	53
Mega 'Fallback' Mode	54
'Safe' Mode	55

# The Franking Module

<b>Introduction</b>	<b>56</b>
<b>The Franking Module Main Menu</b>	<b>57</b>
Administrative Tasks to Perform	59
Shortcuts	60
<b>Peripherals</b>	<b>61</b>
<b>Correct Discrepancies Between Registers</b>	<b>62</b>



# Admin Module

## THE MAIN MENU - ADMIN MODULE 69

Main Menu Options	69
Administrative tasks to perform	71
Shortcuts	72

## TRANSACTIONS 73

Display Transactions	75
Calculate Statistics	84
Budget Management	93
Envelope Stocks Management	95
Stock Management	95
Stock Input	99
Correct Transactions	100
Split a Transaction	101
Transfer to Another Account/ Application/Job	106
Manage Manual Input	109
Corrections Log	111
Reports	114
MeterNet Reports	115
Monthly Meter Usage Report	117
Reports Layout	119
Consolidation	120
An Overview of the Consolidation Process	121
Export for Consolidation	124
Import for Consolidation	127
Settings	130
Data to Export	131
Medium Used for the Export	132
History of the Exports	134

Mailstream Web Visibility	135
Register Meter(s)	135
Upload Meter Transaction(s)	136
View Log File	137
Close	137
Manual Input	138

## PARAMETERS 146

Configuration	148
Meters	149
Create an Additional Meter	150
View the Meters	153
Release a Local Meter	155
Environment	156
Mail Data Stations	157
Users	159
Currencies	162
Software	165
See the Installed Licences	184
Postal Database	185
Predefine the Categories	186
Mail Types	187
User Postal Categories	189
Accounts Parameters	191
Global Surcharge Setup	191
Accounts and Clients	192
Surcharges	197
Select and Sort	198
Technical Contracts	199
Applications	199
Jobs	200
Grouping	202
Envelopes	204

Click on the subject to go straight to the page



## Admin Module (continued)

<b>UTILITIES</b>	<b>206</b>
Maintenance	207
Repair and Defrag	208
Save Transactions	211
Purge Transactions	213
Backup Databases	216
Franking Operations Recorded on this Data Station	218
Status	219
Transfer from a Temporary Account	221
Send a Message to MeterNet Data Stations	224
<b>HELP</b>	<b>225</b>
Version	226
Documentation	227
See Log File	227

## Appendices

<b>APPENDIX 1 - SURCHARGING</b>	<b>228</b>
Types of Surcharge	228
Adding Surcharges to Accounts	230
Adding Surcharges to Jobs	232
Adding Global Surcharges	233
Adding Surcharges at the Data Collector PC	234
<b>APPENDIX 2 - USING DATA VIEWS</b>	<b>236</b>
Introduction	236
Information	236
Use of Data Views - an example	237
1. Create Data Source	237
2. Open the New File to Import Data	240
3. Data Transferred	241
<b>APPENDIX 3 - MP33 WEIGHING PLATFORM</b>	<b>242</b>
Introduction	242
Weighing Specifications	242
Zeroing the Platform	242
Levelling the Platform	243

Click on the subject to go straight to the page



# About MeterNet

## What is MeterNet?

MeterNet is an accounting system allowing capture of postal information from one or more Mail Processors. Each Mail Processor has its own Mail Data Station (MDS). The information from multiple Mail Data Stations can be collected at the server for analysis and report generation. The location of the server can either be local (one of the local MDS computers) or located on your company's network. The database format employed by the server is SQL Server 2008 R2 Express Edition as standard or, alternatively, a hosted SQL server 2008 Enterprise or Standard Edition can be utilised on your corporate network.

If the main server can be accessed by each site i.e. via network access, MeterNet information is automatically transferred to the server. The server can be configured to allow other authorised users (e.g. finance) to have access to the data for report generation/statistical analysis, etc. Alternatively, if a full time connection to the server is not available, in some cases data can be transferred to a central location via modem or email, etc. This process is called 'consolidation' which is explained in detail later in this guide.

MeterNet's security features ensure that access to data collected is restricted to authorised personnel.

MeterNet's detailed information capture allows analysis and reporting of postal data based on a wide range of criteria i.e. Operator Name, Company/Account allocation, Postage Meter used, Transaction Date, Number/Weight of mailpieces, Category of postage etc.

Reports can be customised to your individual requirements. Alternatively, standard pre-formatted reports are available within the system. The statistic module extends the reporting facilities to include graphical representation of data in the form of 2-D and 3-D chart generation. Data can be exported from MeterNet for use within other software applications e.g. spreadsheets, databases, word processors. The SQL database can also be accessed directly through predefined SQL dataviews to allow the import of data to other systems using ODBC compliant software such as MS Excel, MS Access or Crystal Reports, etc. See appendices for further information.



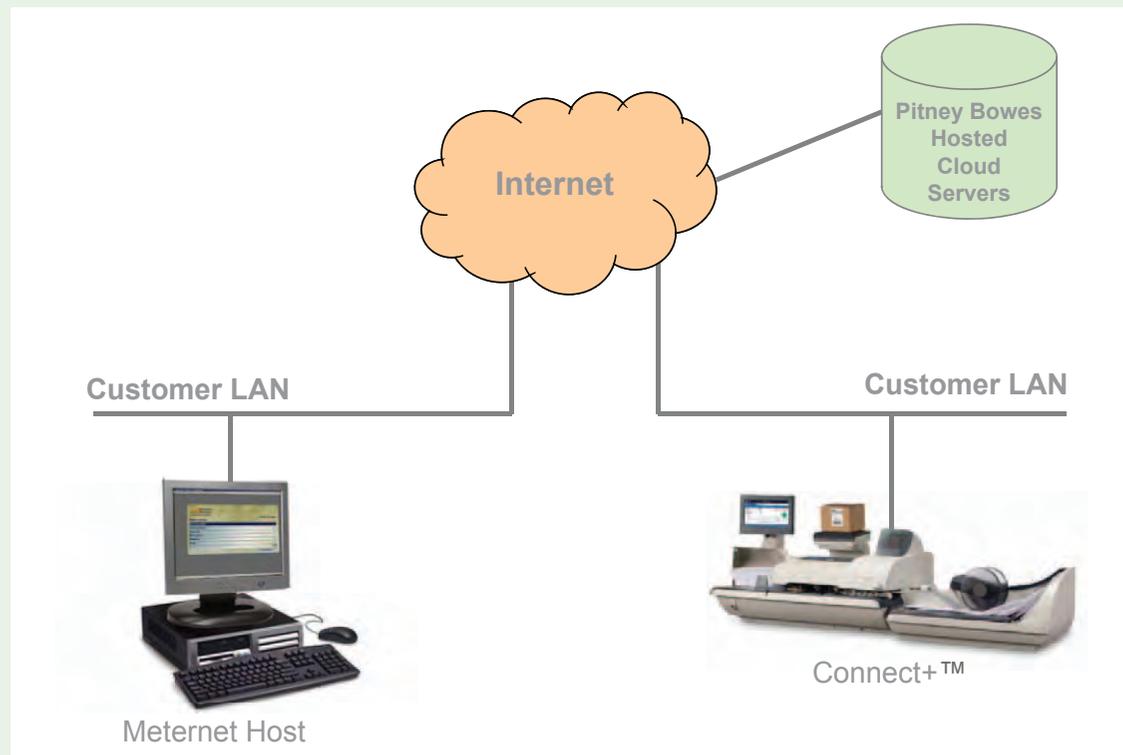
## The Main MeterNet Configurations

There are three main ways that mail processing can take place in a MeterNet system, depending on the mailing systems in use and the required system architecture.

### Connect+ Configuration

If Pitney Bowes Connect+ systems are installed in your mail room(s), all data both to and from MeterNet is sent via the Pitney Bowes cloud (web services). There is no physical connection between the mailing systems and MeterNet.

In the Connect+ configuration, mail processing is carried out at the mailing system in the normal way.



## The Main MeterNet Configurations (continued)

### DM LAN Configuration

Pitney Bowes DM500 to DM1000 (Mega) systems are capable of connecting through your company network to a central host MeterNet system. This is called a DM LAN (local area network) Configuration. All data both to and from MeterNet is sent via your company network.

In the DM LAN configuration, mail processing is carried out at the mailing system in the normal way.



### Local MDS Configuration

The third method of connection is a direct (RS232) connection between each mailing system and a dedicated data collector PC acting as a MeterNet Mail Data Station (MDS). This method of connectivity is generally used in small MeterNet configurations as it requires a separate data collector PC for each mailing system. It is also used for compatibility with older Pitney Bowes mailing systems that cannot connect via the previously described methods.

In this configuration, mail processing (franking) is managed via the connected PC using MeterNet's Franking Screen.



# MeterNet Accounts

The structure of MeterNet accounting is based on up to four levels:

- Client**
- Account**
- Sub Account**
- Sub Sub Account**

The specific configuration of the accounting system will vary depending on the particular installation of MeterNet and your company's requirements. As an example, a typical structure might be:

Client	Company name
Account	Mailroom/Location within the company
Sub Account	Department postage to be charged to
Sub Sub Account	Allocation within a department for postage to be charged to i.e. project, etc.

All four levels do NOT have to be used. Your own requirements for transaction allocation might be met without the need to specify Sub Accounts or Sub Sub Accounts, etc.

Every one of these individual 'locations' for postage allocation carries up to three labels within MeterNet:

- Primary Code** This is a unique code (at the primary code level) which MeterNet uses to identify the 'location'.
- Secondary Code** Again, this is a unique code or name (at the secondary code level) that is used for identifying the location. In DM LAN and Connect+ configurations, this is the 'Name'.
- Name** This value is not unique and is a description that identifies the location, such as the full Departmental Name.



# Starting Up and Shutting Down MeterNet

## Power Up Sequence for a Local MDS Configuration

### The Pitney Bowes Mailing System

Power up the Pitney Bowes Mailing System(s) in the normal way.

The Mailing System must be 'ready' before logging-in to MeterNet for mail processing purposes.

It is important to note that when a Mailing System is connected to a MeterNet Mail Data Station (MDS), franking SHOULD NOT take place until the MDS has the MeterNet 'Franking' screen open.

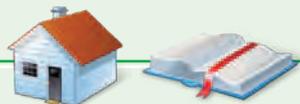
### Mail Data Station(s) (MDS)

**NOTES:** In this configuration, each mailing system has a dedicated data collector PC acting as an MDS.

If you have more than one MDS system in your mailroom, one of the units will be designated as the 'SERVER'. Ensure this 'SERVER' unit is powered up **before** the other MDS units.

Turn on each MDS and monitor.

The MDS system will startup and load the Microsoft Windows operating system. Login using your user credentials as provided by your Pitney Bowes service representative or your IT department.



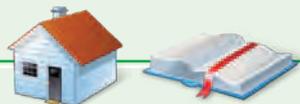
# Power Up Sequence for DM LAN and Connect+ Configurations

## The MeterNet Host

In these configurations, there is no physical connection between the MeterNet MDS's/Mailing Systems and the server processing the MeterNet data. Therefore, there is no specific power up sequence as there is with a Local MDS Configuration.

The MeterNet Host captures all data and processes this data in the background. **It is therefore recommended that the host remains powered up at all times during the period that transactional information is likely to be conveyed to MeterNet.**

If the host is not available, MeterNet data will be stored locally or in the cloud until it can be retrieved. As a finite amount of information can be stored, it is recommended that the host downtime is minimised.

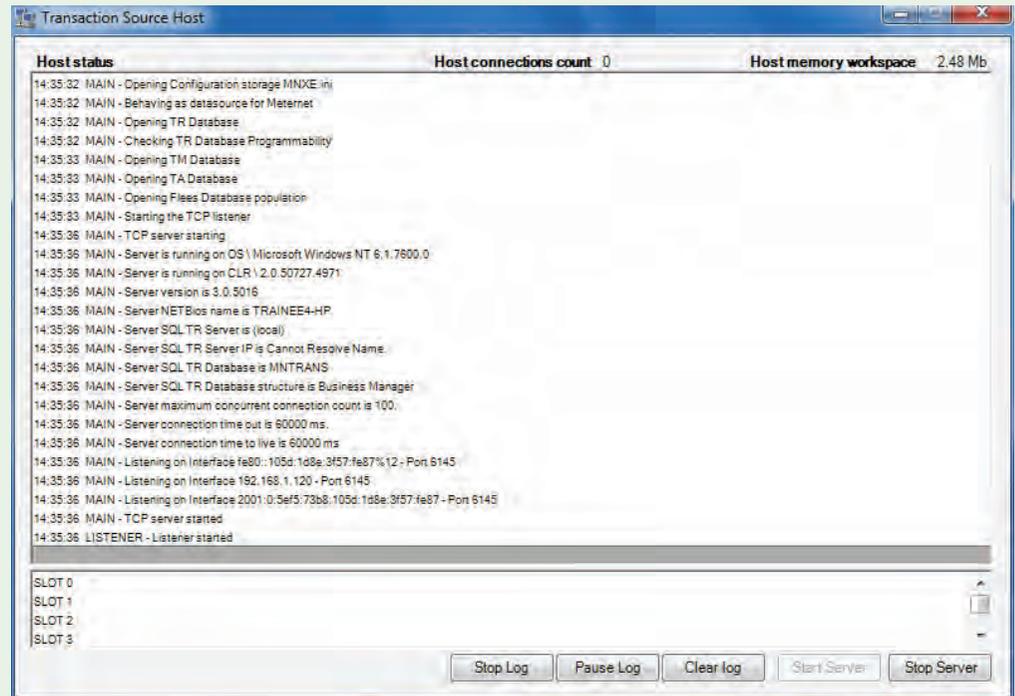
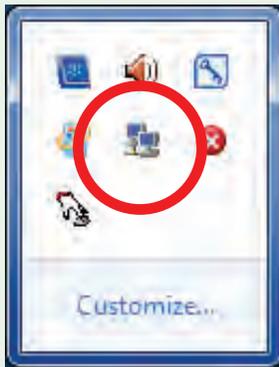


# Power Up Sequence for DM LAN and Connect+ Configurations (continued)

## The Transaction Source/Hardware Host

When the MeterNet Host server is powered up, an application called the Transaction Source/Hardware Host automatically starts.

This application will appear in the task bar and is normally hidden. It handles the flow of MeterNet data into and out of the MeterNet databases.



It should be left running at all times and you should not exit the application.

**NOTE:** If the Transaction Source/Hardware Host has inadvertently been stopped/closed, it can be restarted by selecting **Start>Programs>MeterNet>MeterNet Hardware Host**. This will open the host window, which can be minimised to hide it from view.



## Power Up Sequence for DM LAN and Connect+ Configurations (continued)

### The Connect+ Interface (CPI)

In the Connect+ Configuration only, a separate 'scheduling' service called the Connect+ Interface (CPI) will automatically run. This service handles the scheduling of data flow to and from the Pitney Bowes 'cloud' (web services).

It will normally be configured at installation by your Pitney Bowes representative to carry out scheduled tasks at appropriate intervals. However, you can change settings by double clicking the CPI icon on the desktop to open the application window.



In addition, you can use this application to 'force' data download to the MeterNet host in advance of a scheduled download event by clicking the **Download Transaction** button.

**NOTE:** Data from Connect+ systems is uploaded to the cloud and there will up to 30 minutes delay before that data becomes available to download to MeterNet. The data can then be retrieved by initiating a download or waiting for the next scheduled download event.



## Power Up Sequence for DM LAN and Connect+ Configurations (continued)

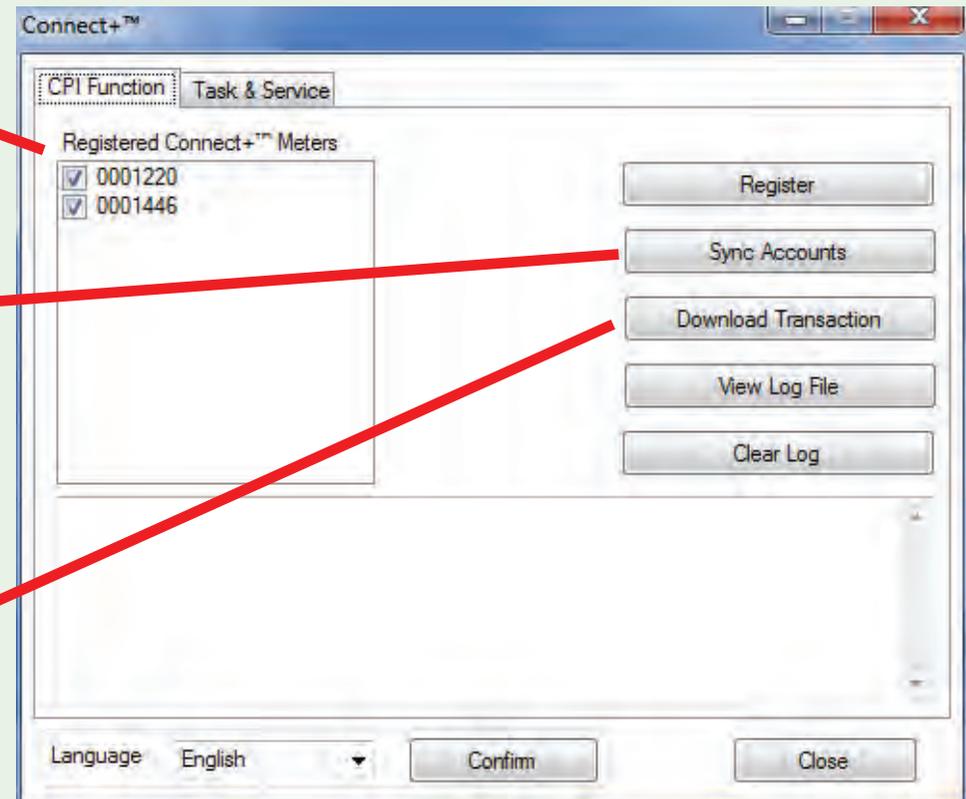
### The Connect+ Interface (CPI) (continued)

In the **CPI Function** tab, the registered meters for Connect+ are shown.

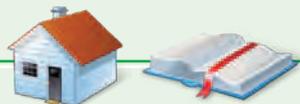
The **Register** button is restricted for service use only.

The **Sync Accounts** button, when selected, transfers the current MeterNet account list to all registered Connect+ systems. It must be noted that accounts in MeterNet are associated with specific Clients and the account list will only be propagated to Connect+ systems usable with the relevant client.

Selecting the **Download Transaction** button will download all outstanding transactions from the cloud into the MeterNet host.



**NOTE:** Both the **Sync Accounts** and **Download Transaction** buttons are disabled (greyed out) when under the control of the task scheduler service. To make them available, go to the **Task & Service** tab and click the **Stop** button within the 'Service' area of the screen. Don't forget to restart the service after you have made the 'manual' connection.



## Power Up Sequence for DM LAN and Connect+ Configurations (continued)

### The Connect+ Interface (CPI) (continued)

The **Task & Service** tab is used to control the scheduled events and to stop and start the service.

To set up a scheduled task:

- Choose the type of task from the drop down menu.
- Select the start time and repetition.
- Click **Add Task** to add the scheduled task to the list.

Note that only one of each type of task can be scheduled.

Connect+™

CPI Function: Task & Service

Select Task: Account Synchronization

Task Start Time: 31/07/2012 15:06

Select Repetitions: Minutes 20

Service: Install, Start, Remove, Stop

Task Name	Task Description	Task Duration in Minutes
Transaction Download	Transaction Download	5
Account Synchronization	Account Synchronization	20

Add Task Remove Task

Language: English Confirm Close

The Service area of the screen allows you to stop and start the service.



## Logon to MeterNet

This section describes how to logon to the two MeterNet modules (the **Franking Module** and the **Administration Module**). Franking operations in Connect+ or DM LAN configurations do not require you to logon to MeterNet. All franking operations are carried out at the mailing system.



ONLY REQUIRED IN A LOCAL MDS CONFIGURATION for normal 'franking' operations and some additional 'franking' tasks. Double click the **MeterNet Franking** icon on the Windows desktop.



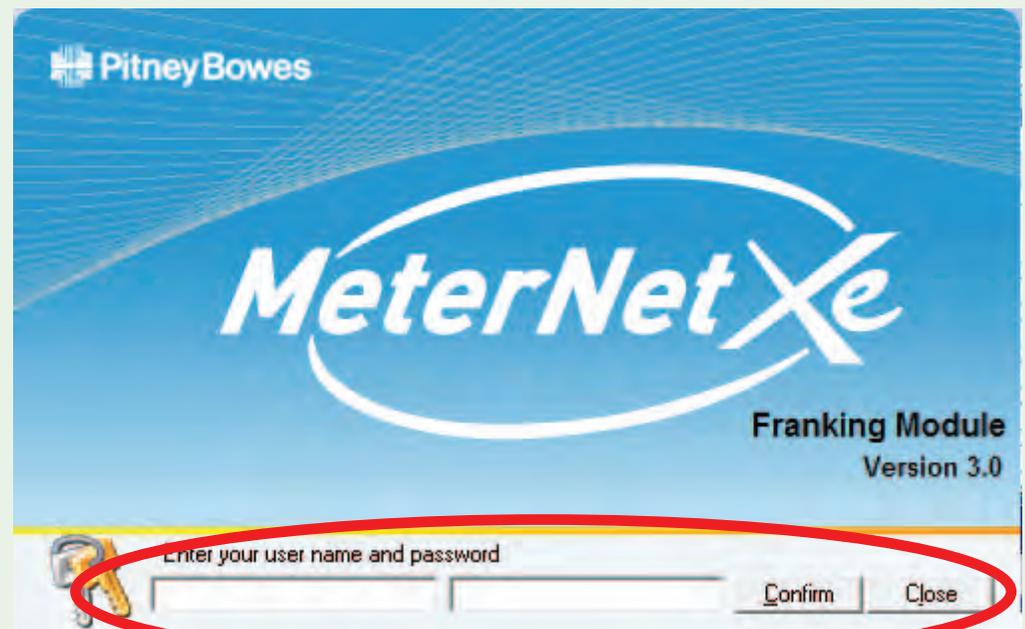
For administration and management of your MeterNet system in all configurations, e.g. maintaining your accounts, users and report generation. Double click the **MeterNet Administration** icon on the Windows desktop. Basic operators cannot access this module.

At the User Identification screen, key in your assigned User Name and Password, then click on the **Confirm** button. Depending upon the level of access you have on the system, MeterNet will load and display either the **Main Menu** or in a local MDS configuration, may go straight to the **Franking Screen**.

If you have insufficient rights, the application will close.

**NOTE:** You have up to three attempts to enter a correct User Name and Password. The User Name is NOT case sensitive, but the Password is.

Alternatively, if your system has a hand gun type barcode scanner, it is possible to configure the system to accept the scanning of barcodes to allow logon to MeterNet.



## Shutting Down when using a Local MDS Configuration

**NOTE:** If you have more than one MDS system in your mailroom, one of the units will be the 'SERVER'. Ensure this 'SERVER' unit is shut down **last**.

Before shutting down and switching off an MDS, you **MUST** quit MeterNet in the following way:

### 'User' Level

Closing the Franking Screen will present the User Identification dialogue to appear so that a new user has the option to logon immediately. To quit MeterNet, simply click on the **Close** button in the User Identification dialogue.

### 'Manager' Level

Close the franking screen (if applicable), if necessary, click on the **Previous** button until you return to the module's Main Menu.

Click on **Quit** to exit MeterNet, confirming that you wish to quit at the confirmation prompt.

At the Windows desktop, choose **Start > Shut Down... > Shut down the computer**, then press **Yes** to confirm.

Wait while the MDS saves data and Windows shuts down. Switch off the display monitor and switch off the processor unit.

## Shutting Down when using a DM LAN or Connect+ Configuration

As there is no physical connection between the mailing systems and the MeterNet Host, any device can be shut down in the normal way without affecting the other parts system. The MeterNet Host, however, should be left powered up at all times during the period that transactional information is likely to be conveyed to MeterNet.



# Mail Processing

## Mail Processing in a Connect+ Configuration

### Introduction

**NOTE:** This section covers the Connect+ Configuration. If you are using a DM LAN Configuration, click [here](#). If you are using the Local MDS Configuration, click [here](#).

Connect+ Mailing Systems interact with MeterNet without the need for local mail data station (MDS) PCs.

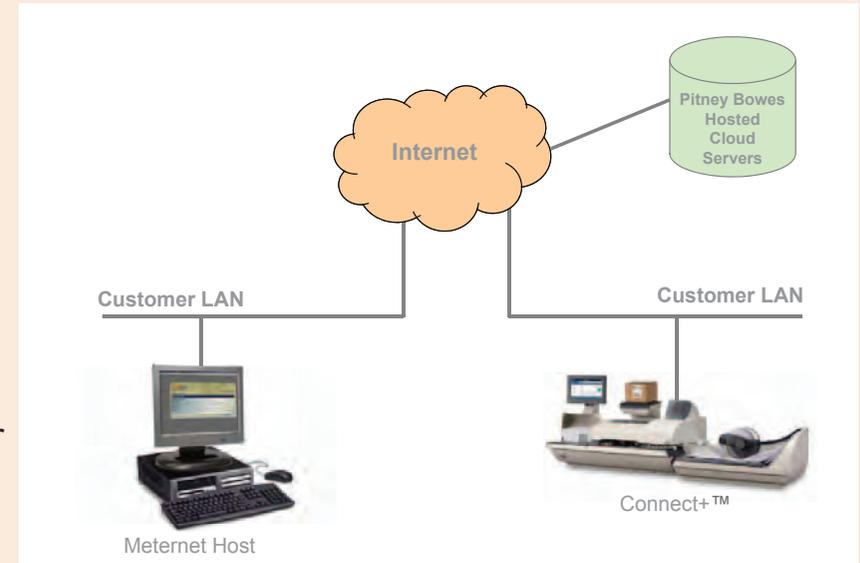
Each mailing system connects directly to your company LAN and exchanges MeterNet data with the Pitney Bowes cloud (web services). This distributed system may exist over multiple locations. A Connect+ mailing system configured in this way takes on the role of a MeterNet MDS. The MeterNet host also connects to the Pitney Bowes cloud and exchanges data with all registered Connect+ systems.

Use of a central host allows centralised management of users, accounts, jobs, surcharges, etc. over all registered mailing systems. It also allows centralised reporting and analysis activities.

Every site needs at least one client licence for local reporting and system maintenance activities.

An integrated MeterNet system can comprise of any combination of Local MDS, DM LAN and/or Connect+ Configurations.

In normal operation, access is not required to any MeterNet enabled PC. Most operating functions are carried out using the Connect+ mailing system.



## Data Flow and Synchronisation

Data flow between the MeterNet Host and registered Connect+ systems uses the Internet as the transport medium to access Pitney Bowes cloud (web services). Therefore data transfer between the MeterNet Host and the Connect+ systems is not instantaneous.

### Transactional Data

The Connect+ system will automatically attempt to upload transactional data when it enters sleep mode. Alternatively, if data upload is required, for example to create reports at the MeterNet Host, it can be instigated on the Connect+ system. From the Home screen choose the Funds icon then 'Meter Information' and then 'Upload Postal Information'. The system will confirm when data has been uploaded.

There will up to 30 minutes delay before that data becomes available to download to MeterNet.

Data can be downloaded to the MeterNet host either using the scheduler within the MeterNet CPI application, or by using the application to manually select **Download Transaction** on the CPI Function tab.

### Account Data

In a Connect+ Configuration **all accounts must be created within MeterNet.**

To update each Connect+ system with the new set of accounts:

- Use the [MeterNet CPI application](#) to 'Sync Accounts' from the MeterNet Host to the Pitney Bowes cloud (web services). This can be by using a scheduled event or manually by selecting Sync Accounts on the CPI Function tab.
- At each Connect+ system, from the Home screen choose the Manage Accounts icon and then select **Continue** at the lower right corner of the screen to download the new set of accounts.

The new set of accounts should be available to download within 2 or 3 minutes after the Sync Accounts has been completed within MeterNet.



## Data Flow and Synchronisation (continued)

### Job ID1 and Users

If Job ID1 and/or user logins are being used on your Connect+ systems, corresponding Job ID1/users MUST be setup on the MeterNet Host, or unverified transactions will occur.

These items cannot be synchronised in the same way as accounts and must be manually created at each Connect+ and MeterNet Host.

If your Connect+ systems are not using user logins, transaction data will appear in MeterNet as a user called 'supersuper', which is the Connect+ default.

## Operating/Frinking in a Connect+ Configuration

All operating procedures on Connect+ systems remain the same as for a standard (non MeterNet) system. Please refer to the Connect+ online help for more details.

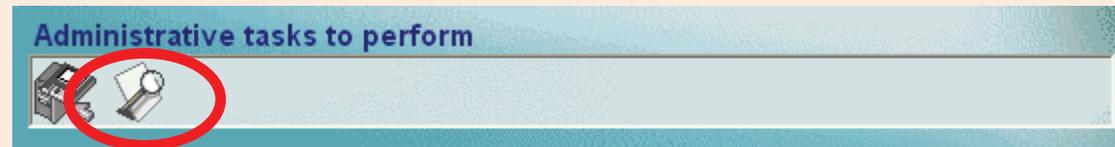
If any surcharges are in use on Connect+ systems, these will appear in MeterNet as 'Workstation Surcharges' and will be charged back within the transaction if the 'charged back' checkbox has been selected for Workstation Surcharges within the MeterNet Surcharge Parameters screen.



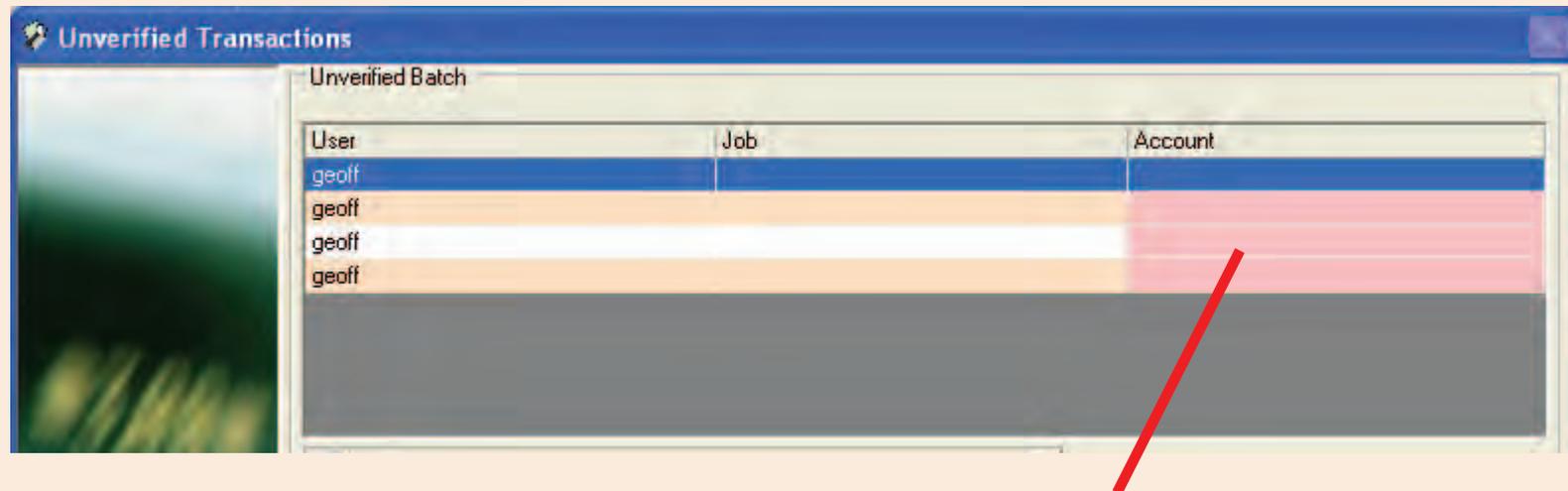
## Resolving Unverified Transactions

Any transactions created on mailing systems which cannot be verified will generate a 'Cannot validate some transactions...' error. This needs to be resolved by a Supervisor/Manager.

When the MeterNet Admin Module is started, a new 'Administrative task to perform' icon will appear. This looks like a magnifying glass.



To rectify this problem, either click on the icon or select **Transactions**, then **Resolve Unverified Transactions** within the MeterNet Admin Module.



The top section of the screen displays the unverified batches with red areas indicating missing information. i.e. account, job and/or user. Highlight the batch you wish to resolve.



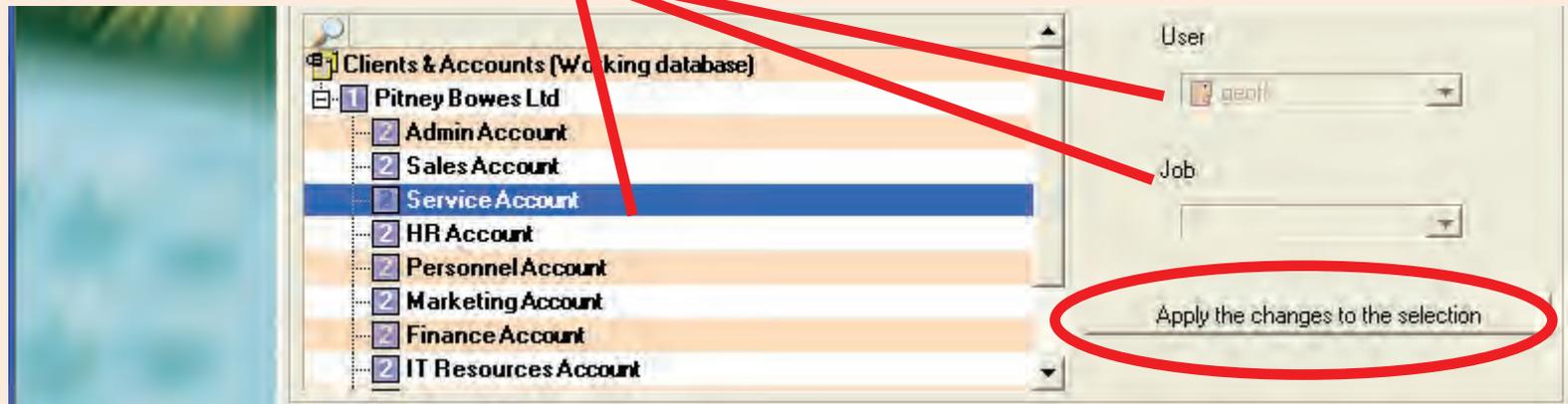
## Resolving Unverified Transactions (continued)

When a batch is highlighted, the lower section of the screen will display the transactions within that batch.



Date/Time	Carrier	Class
15/10/2009 10:00:23	Royal Mail	1st Class Letter

The central section of the screen allows correction of batch problems related to account, job and/or user. Highlight the account/sub account you wish to allocate to, and/or select the user/job details from the drop down menus. Click the **Apply the changes to the selection** button to correct the unverified transaction within the batch.



Client: Clients & Accounts (Working database)

- Pitney Bowes Ltd
  - Admin Account
  - Sales Account
  - Service Account**
  - HR Account
  - Personnel Account
  - Marketing Account
  - Finance Account
  - IT Resources Account

User: geoff

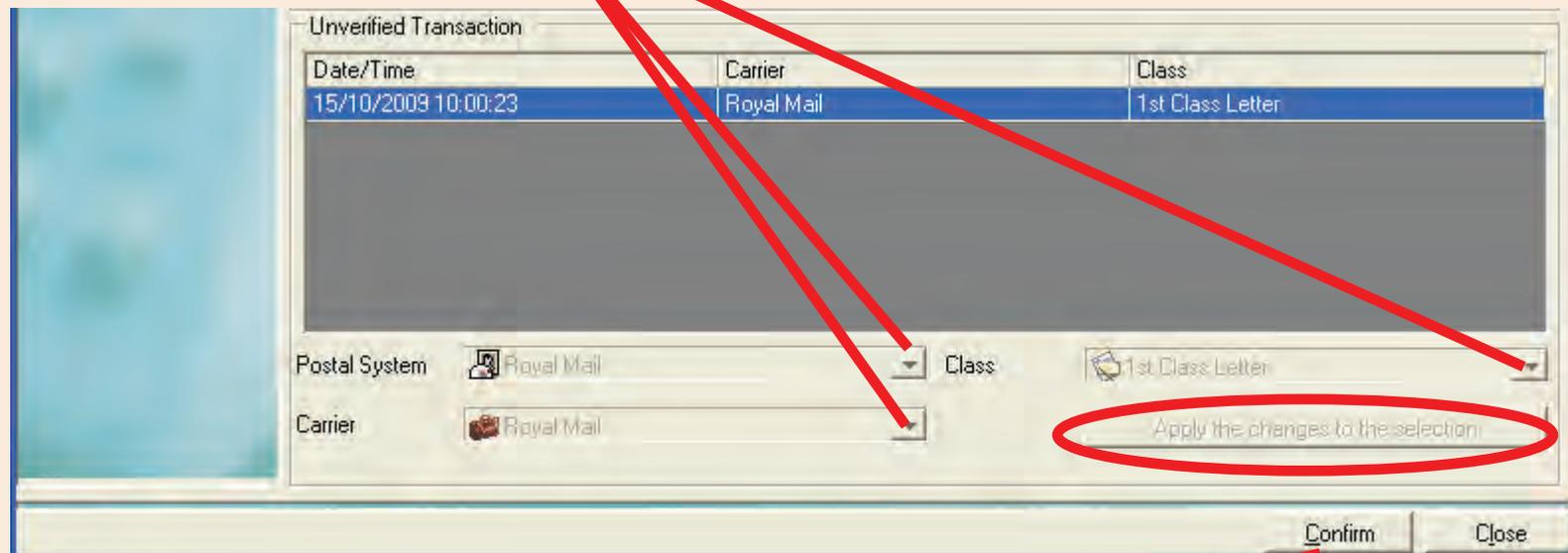
Job:

**Apply the changes to the selection**



## Resolving Unverified Transactions (continued)

If there are problems with transaction level criteria (Postal System, Carrier or Class), highlight the relevant transaction and correct the problem using the drop down menus. Click the **Apply the changes to the selection** button in this section of the screen to correct the unverified transaction.



When all corrections have been completed, click the **Confirm** button. MeterNet will reprocess the transactions and confirm that the process is complete.



# Mail Processing in a DM LAN Configuration

## Introduction

**NOTE:** This section covers the DM LAN Configuration. If you are using a Connect+ Configuration, click [here](#). If you are using the Local MDS Configuration, click [here](#).

LAN Connectivity is an alternative method of connecting DM series mailing systems to MeterNet without the need for local mail data station PCs.

Each mailing system connects directly to your company LAN and communicates MeterNet data to a centralised host (or hosts). This distributed system may exist over multiple locations. A DM series mailing system configured in this way takes on the role of a MeterNet MDS.

Use of a central host allows centralised management of users, accounts, jobs, surcharges, etc. over the entire network of mailing systems. It also allows centralised reporting and analysis activities.

Every site needs at least one client licence for local reporting and system maintenance activities.

An integrated MeterNet system can comprise of any combination of Local MDS, DM LAN and/or Connect+ Configurations.

In normal operation, access is not required to any MeterNet enabled PC. All standard operating functions are carried out using the DM series mailing system. This includes mail processing and non-meter transactions.

Each DM series meter is fitted with an external memory stick that is dedicated to that meter. The memory stick holds MeterNet mailrun and configuration information which allows the mailing system to continue processing even when off-line. The memory stick will have been fitted by your engineer at installation and must be left connected to the meter/mailing base at all times.



## Operating/Frinking in DM LAN Configuration

### Logon/Logoff

When the DM series mailing system is turned ON, you will be asked to logon to the system.

Key in your username, followed by **Enter**, then your 4 digit password, followed by **Enter**.

You see the mail run screen where you can process mail as described below.

There are some important things to note when you finish processing mail and wish to logoff from the system:

1. Always press the **End Batch** softkey. This sends the transaction data to the MeterNet host.
2. Logoff the system by pressing the **Lock** button on the DM series.

### Choosing the Mode, Class and Meter Stamp Options

Choose the mail processing mode, Class of mail and other meter stamp options, such as Ad, Date, etc. as described in your mailing system Operating Guide.



### Choosing the Account

The account can be selected either by using the DM series control panel or by scanning a barcode, if the optional hand barcode scanner is being used in your system.

### Hand Scanner

Scan the supplied barcode to automatically select the relevant account.

### Using the Control Panel

Select the softkey alongside **Account**.

A list of accounts may display, if this has been configured by your manager. If the account you need is in the list, simply select it by pressing the softkey alongside the required account. It may be necessary to scroll down the list using the **down arrow** key.

If the account is not listed, you can select the account by its name or by its code, as required. Press the **left arrow** key to toggle between the two selection modes.

In both cases, as you start keying in the name or code, the system will offer accounts that best meet the keyed criteria. Once the account you need is displayed on screen, select it by pressing the softkey alongside its description.



### Jobs

The use of Jobs is optional.

From the mail run screen, press the **down arrow** key.

Press the softkey alongside **Job ID:**.

There are two types of job that can be accessed: Job ID 1 and Job ID 2. Both types of job are recorded separately within the transaction. A transaction can have no Job IDs, or can be allocated to Job ID 1, Job ID 2 or both.

### Job ID 1

Allows the selection of existing jobs that have been created through the host system.

When selecting Job ID 1, you can key in the name or the code followed by **Enter**. Alternatively, you can select **Most recent job ID's** to display the most recently used jobs.

### Job ID 2

Allows the creation and selection of jobs on an 'Ad Hoc' basis that are created locally through the mailing system.

When selecting and existing Job ID 2, you can key in the name or the code followed by **Enter**. Alternatively, you can select **Most recent job ID's** to display the most recently used jobs.

To create a new Job ID 2, simply key in a new name or code followed by **Enter**.



### Surcharges

The use of surcharges is optional.

For information describing what surcharges are and detailing types of surcharge, [follow this link](#) to the Surcharge Appendix.

Only a workstation surcharge can be set from the local mailing system. Any global surcharges are configured by the host system as described in the surcharges appendix of this guide.

From the mail run screen, press the **down arrow** key and select **Surcharge:**. You can then add the surcharge (or discount) as required.

### Processing Mail

When all meter mailrun settings are complete, mail processing can be commenced by pressing the **Start** button on the DM series mailing system.

Process mail and, when finished, press **Stop** on the DM series mailing system.

**Remaining Data is only sent to the central MeterNet system when the 'End Batch' softkey is pressed or when you logoff using the 'Lock' key.** Ideally this should be done at the end of each mailrun.



## Operating/Frinking in DM LAN Configuration (continued)

### Manual Transactions

Manual transactions can be carried out from the mailing system when running in DM LAN connectivity mode.

These can be carried out by both Operators and Supervisor/Managers.

Press **Options**, then **down arrow** and select **Manual Transaction**.

Choose each softkey option in turn (Account, Class, Actual Postage, Charged Amount, Piece Count, Weight and Job IDs. Enter the information you wish to be included in the manual transaction.

If you have more manual transactions to enter, select **Create Another**.

When complete, press **Enter** or the **right arrow** key to save the transaction.



## Configuring the Barcode Scanner in a DM LAN Configuration

The barcode scanner uses the **Code 39** barcode system. If a header is not being used, the barcode must be a minimum of 2 characters (not including the start and finish asterisks).

Press **Options**, then **Set Up**, then **down arrow** and select **Barcode Scanner**.

### Default Scan Type

This function defines the default content that the system expects to be included within the barcode being read **when no barcode header is present**.

Options for this setting include Account Name, Account Code, Preset (i.e. the barcode includes a number relating to a preconfigured preset in the local DM mailing system), Job ID1 and Job ID2.

### Barcode Prefixes

Barcodes prefixed with header information can speed up access to the system and the header can be used to 'tell' the system what information is contained within the barcode i.e. Account Name or Account code, etc.

These prefixes must be defined at the local workstation to match the barcodes in use.

Use the softkey options to configure the header.

**Prefix Size** defines the number of characters in the header (1 or 2).

Each of the other available options sets the actual character(s) that, when included in the header, tell the system which information is included in the barcode.

For example, the characters **A\*** might define to the system that the information following is an **Account Name**.



## Configuring the Barcode Scanner in a DM LAN Configuration (continued)

### Concatenate scans

If you need to combine multiple barcode scans into a single barcode, use this setup option.

For example, the typical barcode scanner can only accept a maximum of 30 characters. If you want to scan an account name that contains more than 30 characters, say 50 characters, you add a “join character” at the end of the first 30 characters. These first 30 characters with the join character at the end, would be on the first line and the second 20 characters would be on the second line. When you scan these two barcode lines, the system will combine them into a single barcode account value.

A list of possible “join character” options is displayed. Select the character you use to combine the barcode values (the default join character is +).

The following is an example using a + symbol as a join character.



When you scan in these 3 barcodes, the system will combine them into a single barcode value.



## Configuring the Barcode Scanner in a DM LAN Configuration (continued)

### Auto-enter

You can set up your system so that after it scans a barcode value and displays it on the display, it does not require you to press **Enter** to accept that value.

You can do this if you want to speed up barcode operation. The scanned barcode information is presented on the display.

By default, the system will not automatically enter the value as soon as it scans in the barcode i.e Auto-enter is set to OFF.



## Default DM Accounts

Systems running in a DM LAN configuration have an extra feature in the Administration Module under Parameters>Accounts and Clients.

A new button is available at the foot of the page titled **Default DM Accounts**.

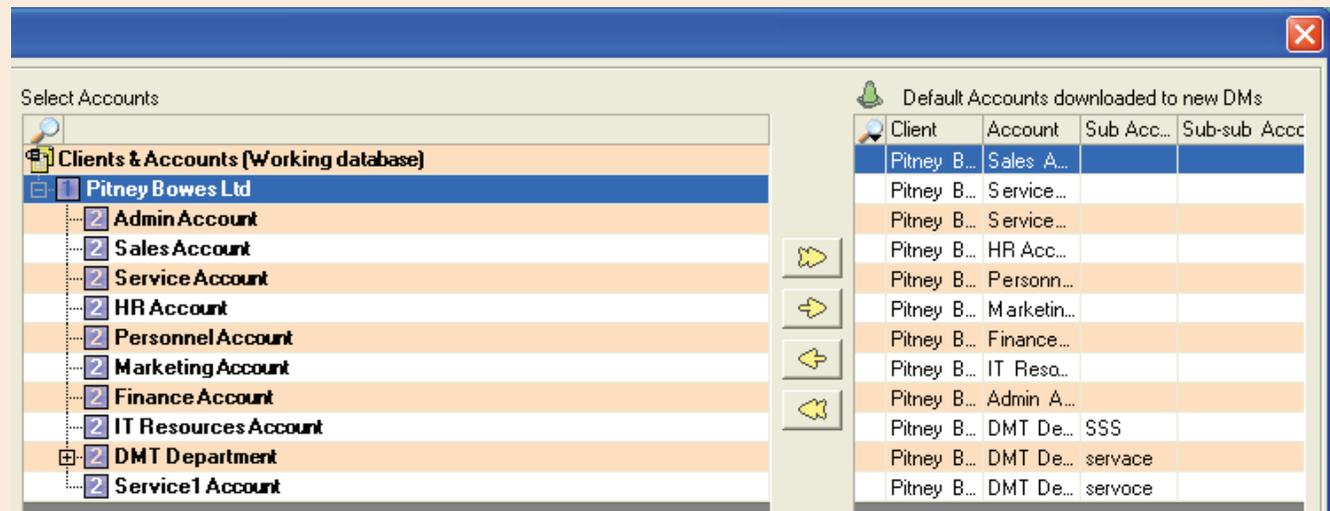


Clicking on this button allows you define the default list of accounts visible on each DM series mailing system.

The left panel lists the accounts available on the system. The right panel lists which accounts will appear in the default DM account list.

Select the account(s) you wish to make available and use the arrow buttons to move the selection between panels, as required.

**NOTE:** This list does not restrict access to the accounts from the DM mailing system, it simply makes initial selection of the accounts chosen easier. When the DM mailing system is used, it 'learns' the accounts that have been selected and automatically populates the account list to assist the operator in selecting accounts most efficiently.

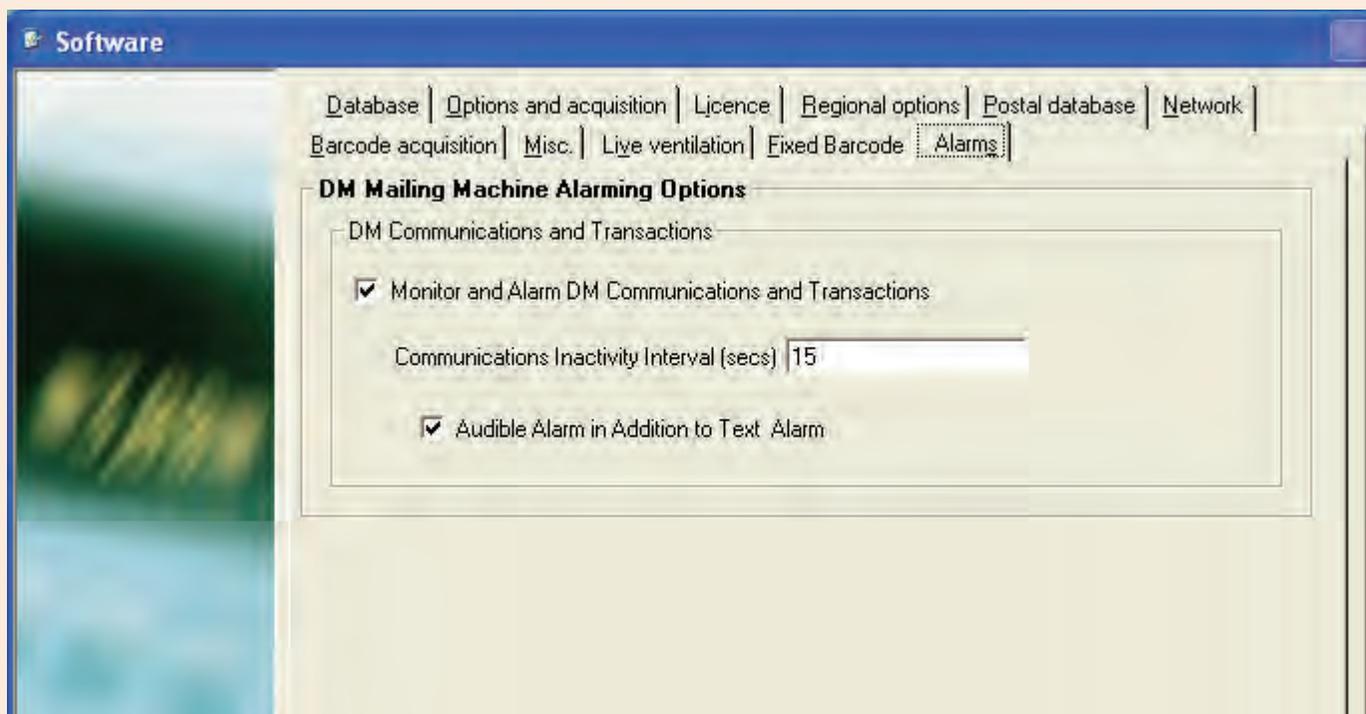


## DM Alarming at the Host

Host systems in a DM LAN Configuration have an extra optional feature in the Administration Module. This takes the form of an extra tab under Parameters>Configuration>Environment>Software called **Alarms**.

This feature is used to provide notification where an issue has occurred that prevents the allocation of mailpieces from a LAN connected DM series mailing system to the main SQL server.

The feature is configured via the screen below.

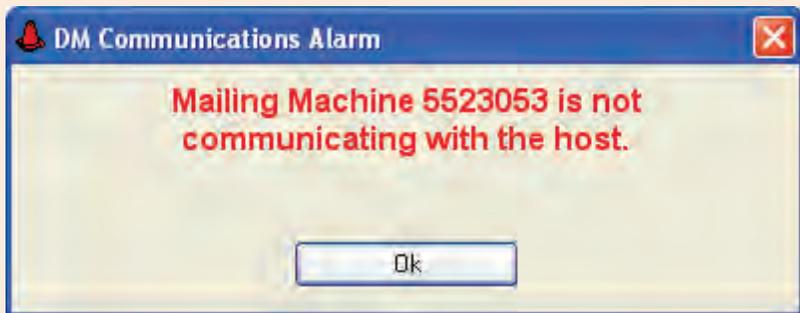


**NOTE:** If DM alarms are set, do NOT run a screen saver on the host system.



## DM Alarming at the Host (continued)

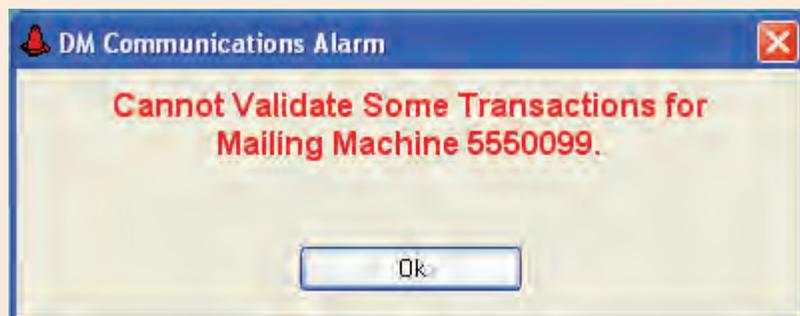
The alarms will persist on the host until they are cleared. Listed below are the alarm messages that can be generated, and their causes:



Transactions Source Host closed/DM mailing system switched off.



Transactions Source Host closed/DM mailing system switched off.



An account was deleted while a batch was being processed against it. The alarm is generated after the End of Batch is pressed and indicates a validation issue. Transactions must be reallocated.



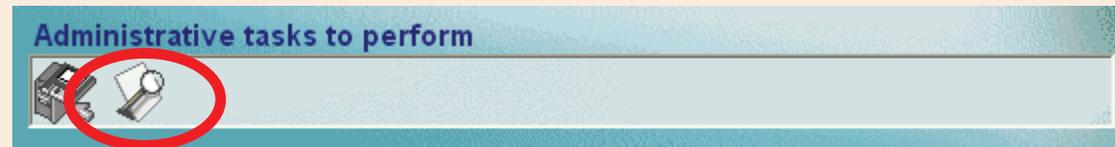
The SQL server is unavailable or stopped.



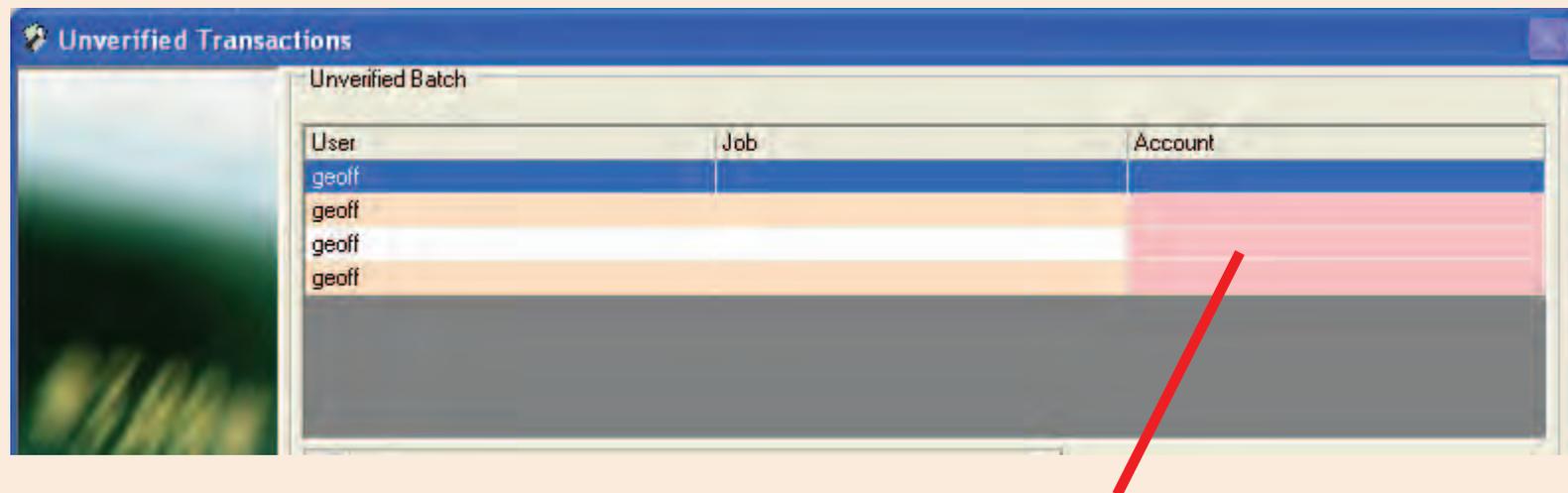
## Resolving Unverified Transactions

Any transactions created on mailing systems which cannot be verified will generate a 'Cannot validate some transactions...' error. This needs to be resolved by a Supervisor/Manager.

When the MeterNet Admin Module is restarted, a new 'Administrative task to perform' icon will appear. This looks like a magnifying glass.



To rectify this problem, either click on the icon or select **Transactions**, then **Resolve Unverified Transactions** within the MeterNet Admin Module.



The top section of the screen displays the unverified batches with red areas indicating missing information. i.e. account, job and/or user. Highlight the batch you wish to resolve.



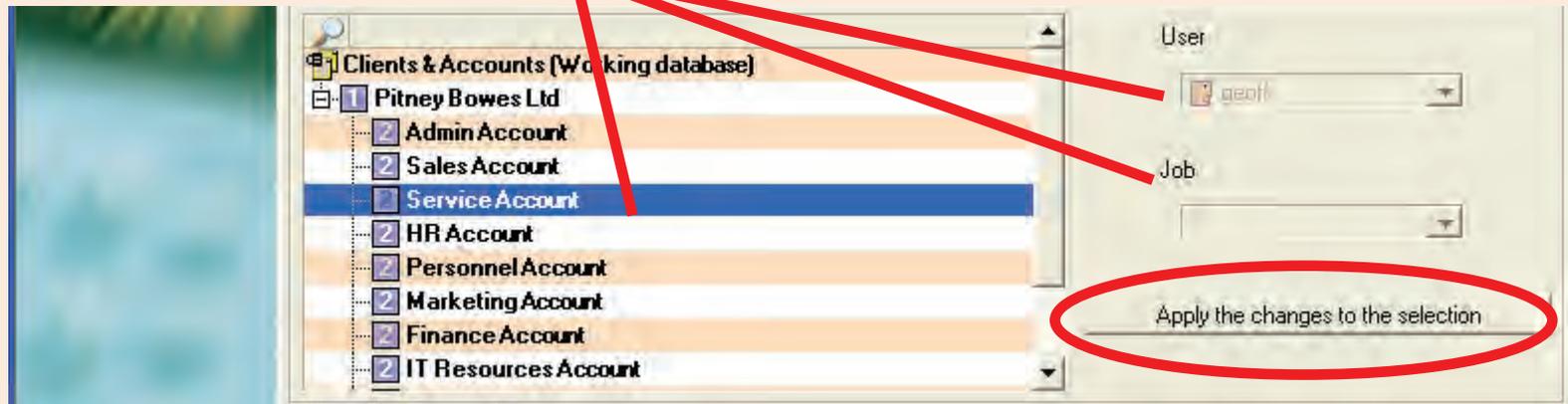
## Resolving Unverified Transactions (continued)

When a batch is highlighted, the lower section of the screen will display the transactions within that batch.



Date/Time	Carrier	Class
15/10/2009 10:00:23	Royal Mail	1st Class Letter

The central section of the screen allows correction of batch problems related to account, job and/or user. Highlight the account/sub account you wish to allocate to, and/or select the user/job details from the drop down menus. Click the **Apply the changes to the selection** button to correct the unverified transaction within the batch.



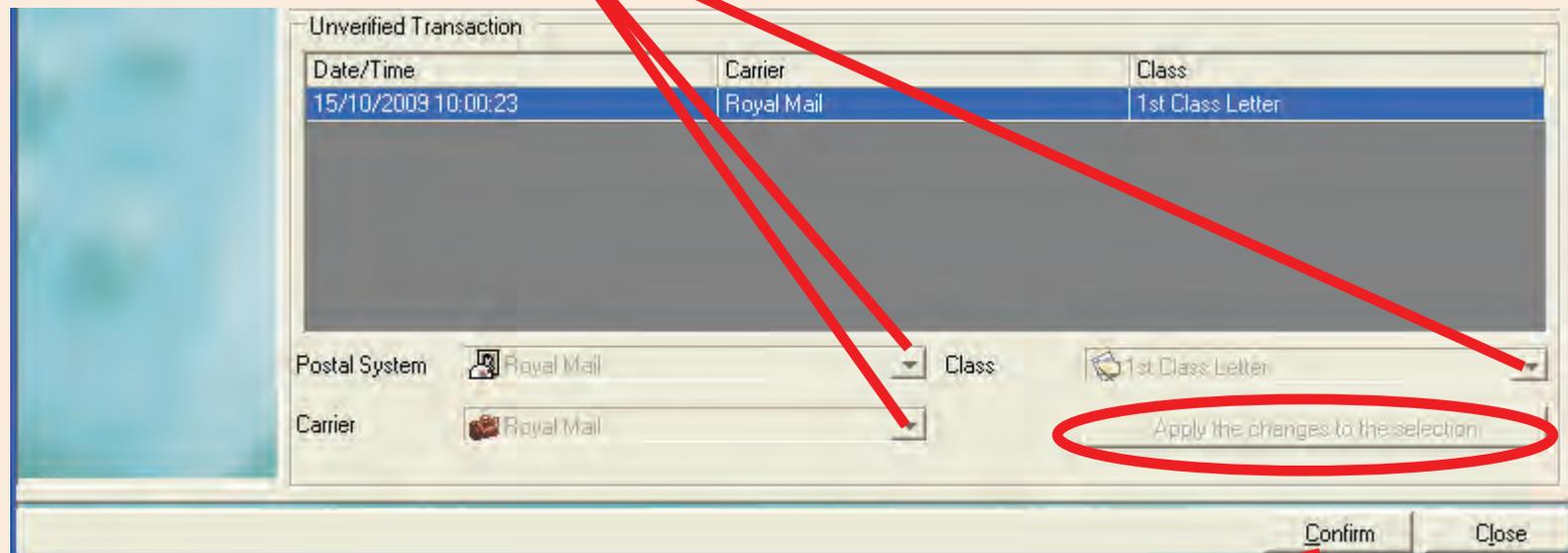
Client: Clients & Accounts (Working database)  
Account: Pitney Bowes Ltd  
Sub-accounts: Admin Account, Sales Account, Service Account, HR Account, Personnel Account, Marketing Account, Finance Account, IT Resources Account

User: geoff  
Job: [Empty]  
Apply the changes to the selection



## Resolving Unverified Transactions (continued)

If there are problems with transaction level criteria (Postal System, Carrier or Class), highlight the relevant transaction and correct the problem using the drop down menus. Click the **Apply the changes to the selection** button in this section of the screen to correct the unverified transaction.



When all corrections have been completed, click the **Confirm** button. MeterNet will reprocess the transactions and confirm that the process is complete.



## Setting the DM mailing system host

The DM mailing system must be setup to access its host when running in DM LAN connectivity mode.

This can be carried out only by a Supervisor/Manager.

Press **Options**, then **Set up** then **Accounting Set Up**. Press the **down arrow** key and select **Host Setup**.

### Host IP Address

Select the softkey alongside this option. Press **Clear (C)** to clear the entry. Enter the host IP address for your system. This will be supplied by your Pitney Bowes engineer or system administrator.

### Host TCP Port

Select the softkey alongside this option. Press **Clear (C)** to clear the entry. Enter the port number used for your system. **This is port 6145 as standard and should not normally be changed.**

### Host Reconnect Interval

**This is set to 30 seconds as standard and should not normally be changed.**



# Mail Processing in a Local MDS Configuration

## Introduction

**NOTE:** This section covers the Local MDS Configuration. If you are using a DM LAN Configuration, click [here](#). If you are using the Connect+ Configuration, click [here](#).

Before franking can take place, logon to MeterNet using the 'MeterNet Franking' icon as previously described.

If necessary, select **Frank** from the Main Menu.

As the Franking Screen loads, MeterNet communicates with the Mailing System. MeterNet will check the system and meter registers and prompt if there are any problems.

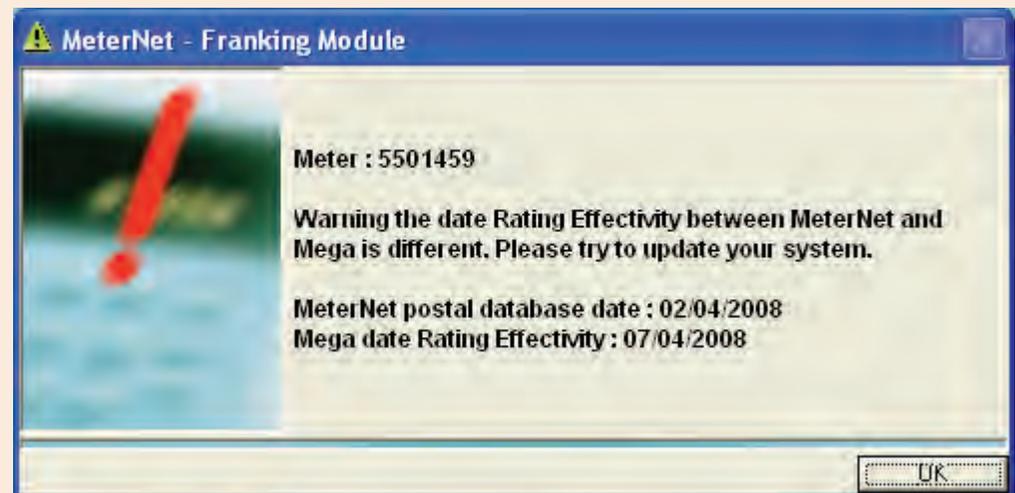


If using the B700/B900 series meter only, you might receive a message reminding you to manually set the date on the meter. This is described in the B700 or B900 Operating Guide.

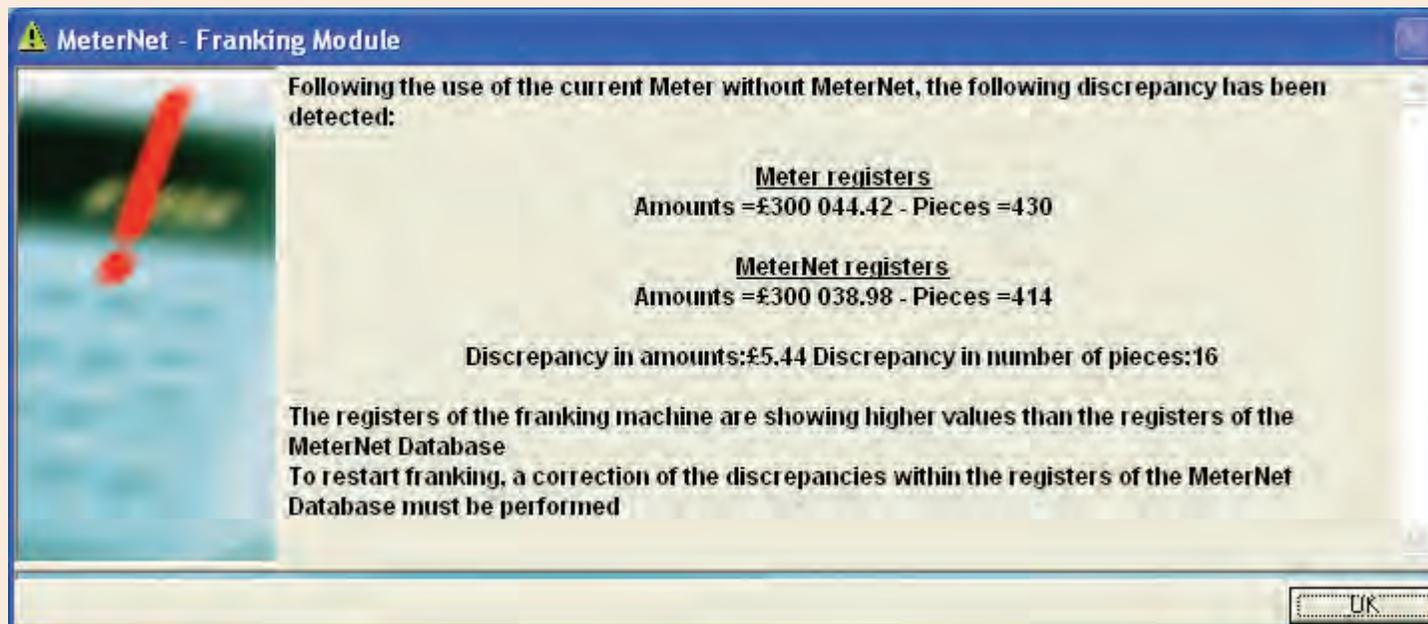
MeterNet checks that the effective date of its Postal Database matches the effective date of the postal rates within the Mailing System.

If the dates are not the same, this message displays.

Although it is possible to ignore this and continue with franking operations, it is recommended that you contact Pitney Bowes, as MeterNet may need its Postal Database updating.



MeterNet will also check for any meter discrepancies as the franking screen loads. If any are found, a message similar to the one below displays.



Click on **OK** and correct the discrepancy before franking more mail. [Follow this link](#) for more details of correcting meter discrepancies.

Once the Franking Screen is displayed, mail processing can take place. MeterNet will capture the postal activity on the attached Mailing System in real-time until the Franking Screen is closed. When you have finished franking activity, press the red **Stop** button on the mailing system before closing the MeterNet Franking Screen.

Closing the Franking Screen ends your session and, if you are 'User' level, the User Identification dialogue displays to allow a new user to logon to the system. If you are 'Manager' level, the system will return to the Main Menu.



## The Franking Screen

The Franking Screen is the centre of operation for mail processing activities. All the information needed for processing and allocating mail to accounts, as well as many other options, is shown on this screen. A typical Franking Screen is shown below - your system may vary slightly, depending on the options you have installed.

**Mega Bar Code**

User **a** Postal No. **5508522** Serial No. **5508522** 03 September 2008 15:26:50

**Application**  
 Code  Name  
Code  
Name

**Entered codes**  
Gun Barcode  
Mega Account

**MeterNet Account**  
 Primary  Secondary  Name   
Sales  
Client: **Pitney Bowes Ltd**  
Account: **Sales**  
S/Account  
S/S Account

**Job**  
 Code  Name  
Code: 1  
Name: **Invoice Run 1**

**Envelopes**  
Type: C5 (229x162 mm C5 Envelope)

**Postal category**  
Carrier/Class: Royal Mail Letter Recorded Del  
**The selected postal category has fees**

**Registers**  
Piece count: **3**  
Total amount: **3.18**  
Total weight: **17 G.**  
**Franking in progress**

**Barcode**  
Read: 0  
Unread: 0  
Last:  
 Account  Tracking number  
Bar code error correction: No correction  
Bar codes missing: MeterNet Account  
Bar codes illegible: MeterNet Account



## The Franking Screen (continued)

### Top Bar

This area of the screen displays the current operator name, postage meter serial number and current date.



'User' icon

Depending on system configuration, there are two options that might be available in the Top Bar.

- If a User Timeout has been set, the Top Bar will **flash red** when the timeout has come into effect. To wake up the system, press **Start** on the Paragon. The operator must re-enter their User Name and password, to regain access to the system. Alternatively, clicking on the **Change User** button will allow a new temporary user to logon.
- Clicking on the **'User' icon** at the top left of the Top Bar, allows a temporary change of user. A logon dialogue box will appear prompting for the temporary user's User Name and password. This temporary user's logon is only active until the Franking Screen is closed, at which point the original user is reinstated.



## The Franking Screen (continued)

### Application

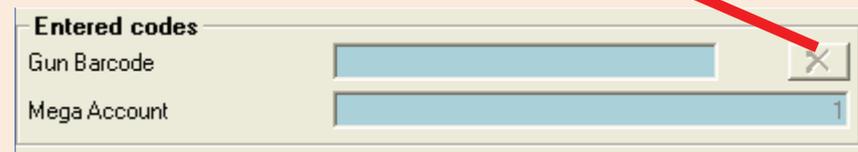
This area of the screen is used in certain countries to 'group' mail based on 'Technical Contracts' negotiated between the Postal Authority and the customer.

### Entered Codes

This section does not apply to B700/B900 series meters.

In general, only one of these boxes will be in use, depending on how you use the system. They refer to the account entered at the Mailing System, or from the barcode reader.

The 'Entered Codes' options have a priority associated with them. Gun Barcode is highest priority, followed by Mega Account. **MeterNet uses the highest priority entry for funds allocation.** It is therefore important that if you have used the barcode reader to select an account, you click on the **None** button to clear the entry box, allowing you to continue mail processing by manually selecting accounts at the Mailing System.



Entered codes	
Gun Barcode	<input type="text"/>
Mega Account	<input type="text" value="1"/>

*Illustration shows Mega screen. Paragon screen will have a third box.*



## The Franking Screen (continued)

### MeterNet Account/Account to be incremented

This area displays the account within MeterNet that subsequent postage will be allocated to. The account details can be viewed by the Primary Code, Secondary Code or Name.

### Ways to select an account

There are several ways that an account can be selected:

1. On a compatible DM series meter, select the account in the usual way.  
or  
On Paragon, press the RED key the numeric zero (0) key followed by the primary code for the account required followed by Enter.
2. If you know the account number you want, key in the number in the entry box on the MeterNet screen and press **Enter**. The account will be selected. (not available on the Paragon franking screen).
3. Select the account within MeterNet by using the drop down menu.
4. Search for the account within the MeterNet screen. For a basic search, click the listing icon, then key in the criteria in the relevant search box and press **Enter**. The closest match will be highlighted. If OK, press **Enter** again to select the account.

MeterNet Account

Primary  Secondary  Name Reallocate

2 Sales Pg-

Client Pitney Bowes Ltd

Account Sales

S/Account

S/S Account

2 Service  Primary  Secondary  Name

Client(s) associated with the meter 1

1 Pitney Bowes Ltd

- 2 Sales
- 2 Service
- 2 Marketing
- 2 Manufacturing
- 2 H.R.
- 2 Commodities Management
- 2 Training

Confirm Close



## The Franking Screen (continued)

### MeterNet Account (continued)

For a detailed search of all account criteria, click the listing icon and then the search icon. Key in the criteria in the relevant search box. As you type, MeterNet will search for the required account. When the correct account is highlighted, press **Enter** to select it.

The screenshot shows two overlapping windows. The background window displays a tree view of accounts for 'Client(s) associated with the meter 1'. The tree includes 'Pitney Bowes Ltd' with sub-accounts for Sales, Service, Marketing, Manufacturing, H.R., Commodities Management, and Training. A red arrow points to the search icon in the top left of this window.

The foreground window is titled 'Search for an Account'. It contains a search prompt: 'Find the following code or name among the clients, accounts, sub accounts and sub sub-accounts:'. Below this is a search input field containing the text 'manufacturing'. A table lists search results with columns for Level, Primary, Secondary, and Name.

Level	Primary	Secondary	Name
2	1	1	Sales
2	2	2	Service
2	3	3	Marketing
2	4	4	Manufacturing
2	5	5	H.R.
2	6	6	Commodities Management
2	7	7	Training
1	A10000	A10000	Pitney Bowes Ltd

The 'Search for an Account' window has 'Confirm' and 'Close' buttons at the bottom right.

- Using a hand held barcode scanner, accounts can be selected from a list.



## The Franking Screen (continued)

### MeterNet Account (continued)

#### The Reallocate button

This section does not apply to B700/B900 series meters. It allows you to change the account that funds will be allocated to. Clicking on the button will display all transactions **which have not yet been sent to the main server**. To reallocate a transaction, **click once on the specific entry you wish to change** - a drop down menu indicator will appear. Use this drop down menu or type in the correction to amend the entry.

#### The F5 key

The **F5** key on the computer keyboard can be used to group transactions with columns containing the same data. This can simplify the reallocation process. Pressing F5 again will ungroup the transactions.



MeterNet Account

Primary Secondary Meter

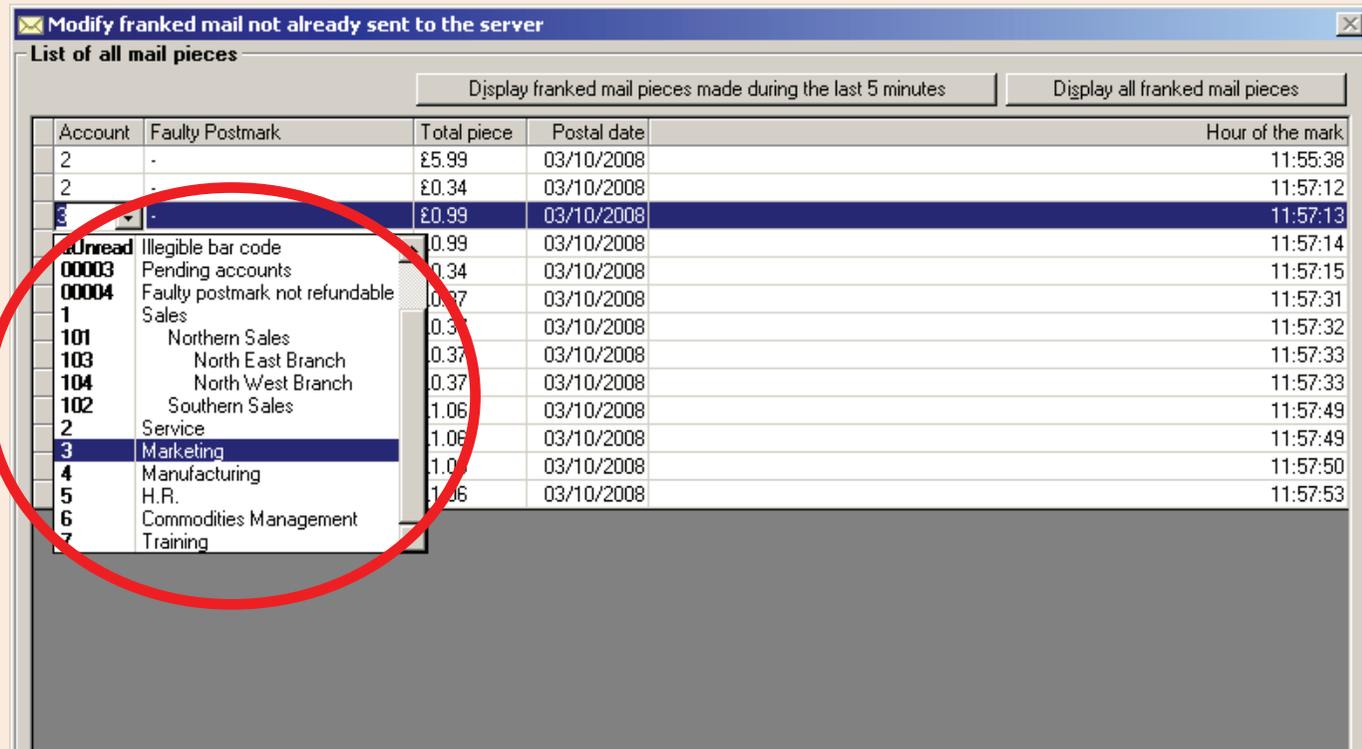
Reallocate

2 Sales

Client Pitney Bowes Ltd

Account Sales

S/Account



Modify franked mail not already sent to the server

List of all mail pieces

Display franked mail pieces made during the last 5 minutes

Display all franked mail pieces

Account	Faulty Postmark	Total piece	Postal date	Hour of the mark
2	-	£5.99	03/10/2008	11:55:38
2	-	£0.34	03/10/2008	11:57:12
3	-	£0.99	03/10/2008	11:57:13
Unread	Illegible bar code	0.99	03/10/2008	11:57:14
0003	Pending accounts	0.34	03/10/2008	11:57:15
0004	Faulty postmark not refundable	0.37	03/10/2008	11:57:31
1	Sales	0.37	03/10/2008	11:57:32
101	Northern Sales	0.37	03/10/2008	11:57:33
103	North East Branch	0.37	03/10/2008	11:57:33
104	North West Branch	0.37	03/10/2008	11:57:33
102	Southern Sales	1.06	03/10/2008	11:57:49
2	Service	1.06	03/10/2008	11:57:49
3	Marketing	1.06	03/10/2008	11:57:50
4	Manufacturing	1.06	03/10/2008	11:57:50
5	H.R.	1.06	03/10/2008	11:57:53
6	Commodities Management			
7	Training			



## The Frinking Screen (continued)

### Job

This selection is used to identify transactions against a job ID. Job ID's are useful for identifying transactions for later identification and reporting. If required, you can select a job from the drop down menu or, if configured, you have the option to type in the job code number followed by Enter (see 'software' option). The job will be selected. If you use the handheld barcode scanner, jobs can be scanned from a list.

This entry is normally optional, although it can be configured to be mandatory if required (see 'software' option).

If creation of new jobs within frinking mode has been allowed within software options, you can key in the new code in the Job Code field and press Enter. MeterNet will ask if you wish to create a new job and, if you do, for a new job name.

### Envelopes

This **optional** selection is used to select the envelope size. Once set, any items franked with this envelope selection will have the value stored in the transaction. Envelope size must also be selected if you are licensed to use the 'envelope stocks management' feature to record envelope usage against mail stocks.

If creation of new envelopes within frinking mode has been allowed within software options, you can key in the new envelope size and press Enter. MeterNet will ask if you wish to create a new envelope type and, if you do, for the width, height, unit and description. Enter the required information and then click on **Confirm**.



## The Franking Screen (continued)

**NOTE:** This page relates to the Paragon Mail Processor ONLY. If you are using a Mega Mailing System, please [follow this link](#).

### Platform (Paragon only)

This section shows the weight from a weighing platform attached to MeterNet. This is not to be confused with the Paragon Weigh-on-the-way (WOW).



To re-zero the platform, click on the **Tare** button.

If you wish to enter a weight manually, press the **Weight Input** button. Then key in the weight you require followed by **Enter** or use the mouse to click on the keypad that appears on the screen.

Placing a weight on the platform subsequently clears the manually entered weight value.

### Differential Weighing

Pressing the **P** button initiates 'Differential Weighing'.

The first press selects '**+ P**' (incremental) mode. In this mode, simply place a mailpiece onto the platform and the Paragon will automatically generate a tape of the correct value.

The second press selects '**- P**' (decremental) mode. Place a batch of mailpieces onto the platform. As each piece is removed, the Paragon automatically generates a postage tape to the correct value.

A third press exits Differential Weighing mode with the green '**P**' indicator indicating that the system is back in normal operating mode.



## The Franking Screen (continued)

**NOTE:** This page relates to the B700/B900 series meters ONLY. If you are using a Mega Mailing System, please [follow this link](#).

### Scales (B700/B900 only)



To re-zero the platform, click on the **0** button with nothing on the scale platform.

Place the item to be weighed onto the scale platform and click on **Get scale weight**. The weight of the item will appear in the display area.

If you wish to enter a weight manually, press the **Enter weight** button. Then key in the weight you require followed by **Enter** or use the mouse to click on the keypad that appears on the screen.



## The Franking Screen (continued)

### Postal Category

Displays the name of the carrier and postal category and any additional fees selected at the Mailing System. In addition, when fees are selected, a red flashing reminder will appear.

If you mailing machine does NOT support postal rates (e.g. B700/ B900 series), the postal category to allocate transactions against must be selected by either using the drop down menu or clicking the **Other postal category** button.

**Postal category**

Carrier/Class Royal Mail Letter  
Recorded Del

**The selected postal category has fees**

**Postal category**

List of current categories

 Romania - Imprimare Intern ▼

Category selected

**Romania - Imprimare Intern**

### Registers

Displays details of the batch in process.

Pressing the **Reset Registers** button will reset the indicators.

On the B700/B900 only, clicking on the **Registers** button allows you to configure and print a report of the meter activity since it was last reset. data in this report can be reset by clicking the **Reset chart** button.

**Registers**

Piece count	3
Total amount	3.18
Total weight	17 G.

### Postmark

On the B700/B900 franking screen only, this area shows the value and date that will be printed by the postage meter.

**Postmark**



0.00

£



## The Frinking Screen (continued)

### Barcode

This area of the screen only appears when the optional fixed barcode scanner is fitted and licensed. The scanner can read account and/or tracking numbers contained within barcodes printed on envelopes as they leave the Mailing System.

**Bar code error correction** defines how the system handles misread barcodes.

'Repeating the last entry' will allocate the transaction to the same account as the previous envelope as shown in the 'Last' field.

The screenshot shows the 'Barcode' section of the software interface. It includes the following elements:

- Barcode** header
- Read** and **Unread** input fields, each with a small 'G' icon.
- Last** input field.
- Radio buttons for **Account** (selected) and **Tracking number**.
- Bar code error correction** dropdown menu set to 'No correction'.
- Bar codes missing** dropdown menu set to 'MeterNet Account'.
- Bar codes illegible** dropdown menu set to 'MeterNet Account'.

'No correction' will automatically allocate the misread transaction. You can choose to allocate to the account displayed in the MeterNet Account area of the Frinking Screen, or to Special account which places the transactions in the Adjustment Accounts area for later manual reallocation via an 'admin task' on the menu.

### Manual Input

This is an **optional** feature that may or may not be enabled on your system. Clicking on the **Manual Input** button is a shortcut to the Manual Transaction entry screen. [Follow this link](#) for more information.

### Surcharges

This is an **optional** feature that may or may not be enabled on your system. Clicking on the **Surcharges** button is a shortcut to the Surcharge Parameters screen. [Follow this link](#) for more information.



## The Franking Screen (continued)

### Processing Mail Pieces

#### B700/B900 Postage Meters

1. Click on the **Frank** button.
2. Process mail at the mailing machine, a red flashing reminder **Franking in Progress** displays.
3. When finished, click on the **End of transaction** button on the MeterNet franking screen.

**NOTE:** Depending on the configuration of your system, when the End of transaction button is clicked, you may be prompted to determine the course of action you wish MeterNet to follow:

- **Update now** Processes the transactions with no changes or confirm any changes made using the two options below.
- **View or re-increment** Allows the batch to be reallocated to a different account or to be split between two or more different accounts.
- **Faulty postmark** Causes the pieces to be diverted to a MeterNet adjustment account and not the original franking account. This process is used to isolate faulty pieces from the normal mail processing cycle.

#### All other mailing systems and meters

1. Press the mailing system **Start** button.
2. Process mail at the mailing machine, a red flashing reminder **Franking in Progress** displays.
3. Press the mailing system **Stop** button.

### Close

Closing the Franking Screen exits mail processing mode.



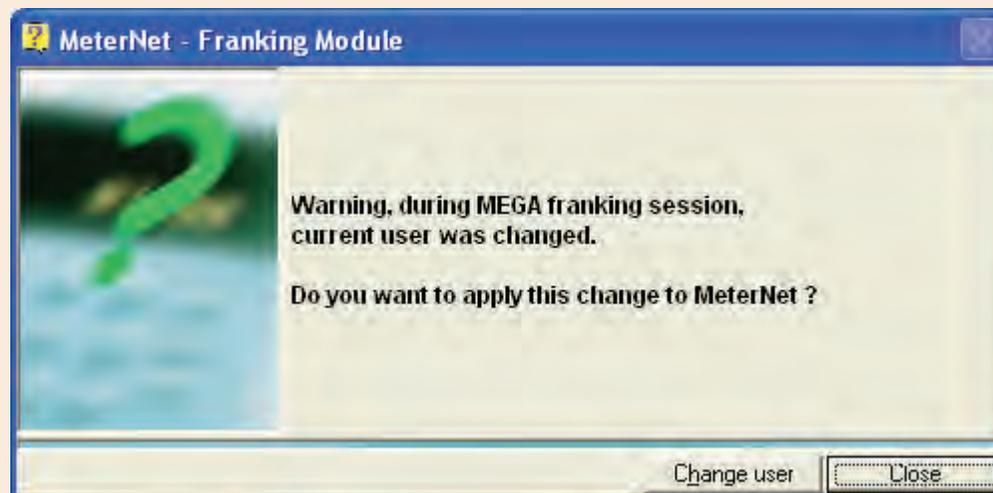
## The Franking Screen (continued)

### Changing the User

You can change the user directly from the Mega IntelliLink Control Centre while in the Franking Screen of MeterNet.

Press the **Lock** button on the IntelliLink Control Centre and you will be prompted to enter the new Operator ID. Using the IntelliLink Control Centre keyboards, key in the new user ID/name and press **Enter**. Now enter the MeterNet user password and press **Enter**. MeterNet will now have switched users and any further franking operations will be allocated to this new user.

When you close the Franking Screen, MeterNet will ask whether you wish to change to the new user, or close the franking screen and revert to the original user.



## The Frinking Screen (continued)

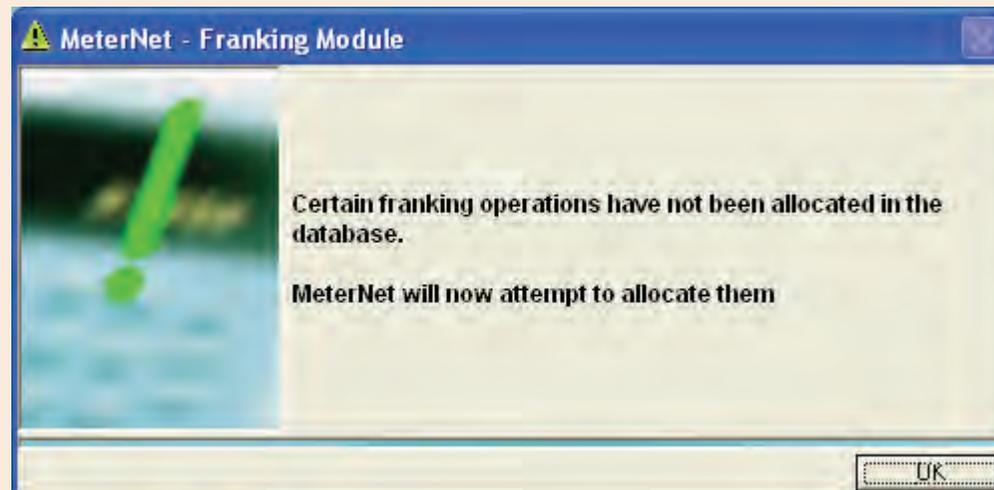
### Mega 'Fallback' Mode

If the MeterNet local MDS is unavailable for a short period, it is possible to continue frinking operations on the Mega system.

If you logon at the Mega IntelliLink Control Centre and the MeterNet MDS is unavailable, the Mega display will warn you of this and ask if you wish to store accounting data locally. Confirm that you wish to continue by pressing the **Yes** button, and confirm your password. You can now run mail as normal.

**Note:** The Mega IntelliLink Control Centre has an internal storage limit of 88 transactions. If you use WOW mode on the Mega system, every time the mail weight changes a new transaction is created. In other modes, where the weight remains constant, all mailpieces processed in sequence at the same weight are included in a single transaction. To maximise system capability under these conditions, it is therefore recommended that the use of WOW mode is minimised.

When the MeterNet MDS is next available and the Frinking Screen is accessed, any outstanding transactions stored at the Mega system will be downloaded to MeterNet.

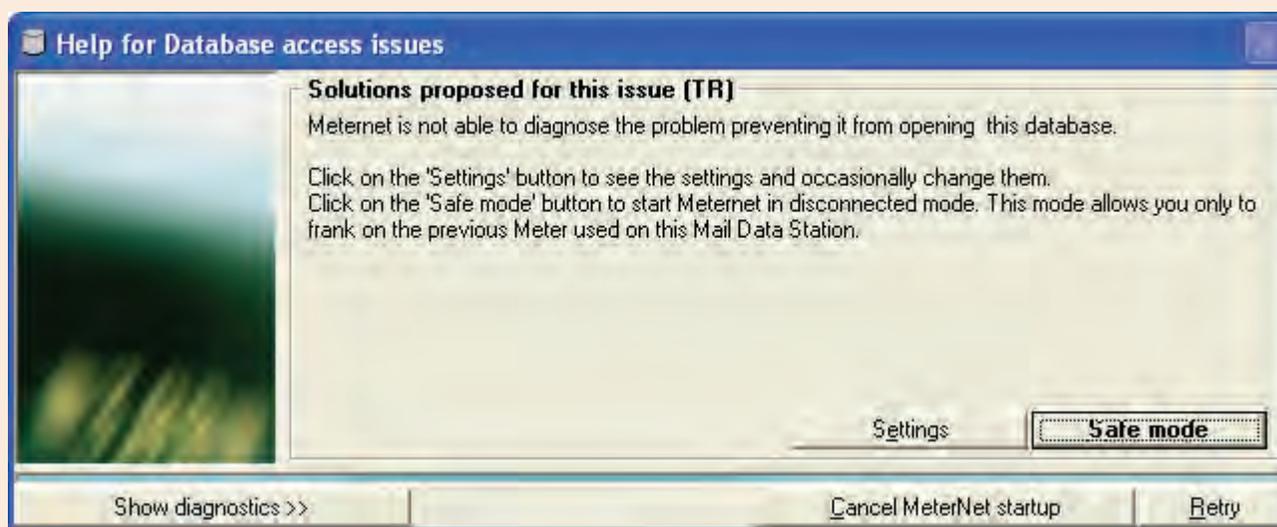


## The Franking Screen (continued)

### 'Safe' Mode

If the MeterNet network becomes unavailable, MeterNet will show an error and you will need to exit MeterNet. However, it is possible to continue franking operations on the local MeterNet system.

As you next logon, MeterNet will, after a short delay, warn you that there is an issue accessing the database. Confirm that you wish to continue by pressing the **Safe Mode** button, and login to MeterNet. You can now run mail as normal but you will be unable to change postage meters while in safe mode.



When the MeterNet network becomes available, you should exit MeterNet and then restart MeterNet to leave safe mode. Any outstanding transactions stored at the local MDS system will be downloaded to the MeterNet server automatically.



# The Franking Module

## Introduction

As previously described, there are two modules of MeterNet: the Franking Module and the Administration Module.

The Franking Module is ONLY REQUIRED IN A LOCAL MDS CONFIGURATION for normal 'franking' operations and some additional 'franking' tasks.

Mail processing (franking) in a Local MDS Configuration is described in an earlier section of this guide. Click here to view '[Mail Processing in a Local MDS Configuration](#)'.

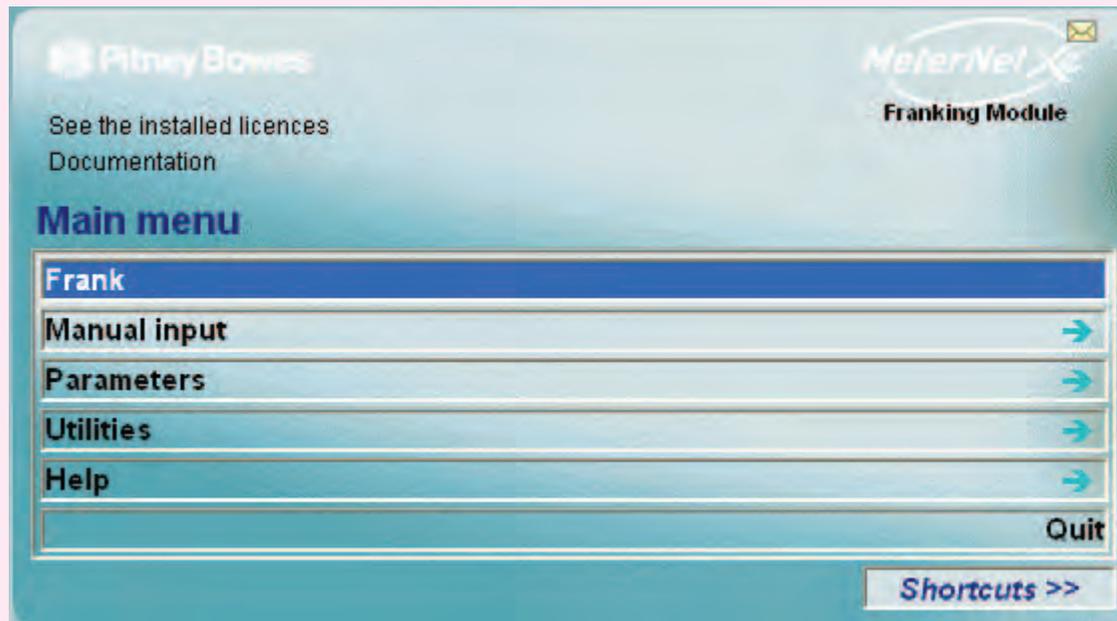
The remainder of this section describes some generic items in the module, such as Administrative Tasks to Perform, etc. It then describes the two tasks that **can only be carried out from within the Franking Module**:

- Peripherals
- Correct discrepancies between registers

**NOTE:** Although some other admin tasks can be accessed from within the Franking Module, not all tasks are available and those that are may not offer all options. It is therefore recommended that all configuration and administration functions are carried out using the [Administration Module](#), described later in this guide.



## The Franking Module Main Menu



### Frank

Loads the Franking Screen, which is necessary for mail processing only in a Local MDS Configuration. Depending on your installed licences, you may have the choice of frank mode e.g. with or without Bar Code reader, etc.

### Manual input

Gives access to the [Manual Input](#) facility within MeterNet. This is fully described within the Administration Module section of this guide.

### Parameters

Accesses functions related to configuring the MeterNet software and postage meter control. Although most administration functions are described in the [Administration Module](#) of this guide, the '[Peripherals](#)' function is only available within the Franking Module and so it is described fully within this section.



## The Franking Module Main Menu (continued)

### Utilities

Within the Franking Module, the Utilities Menu allows you to [Correct discrepancies between registers](#) of your postage meter and MeterNet. All other functions within this menu are fully described in the [Administration Module](#) section of this guide.

### Help

Allows viewing of the software version(s), MeterNet log files and this User Guide.

### See the installed licences

Displays the currently activated MeterNet licences.

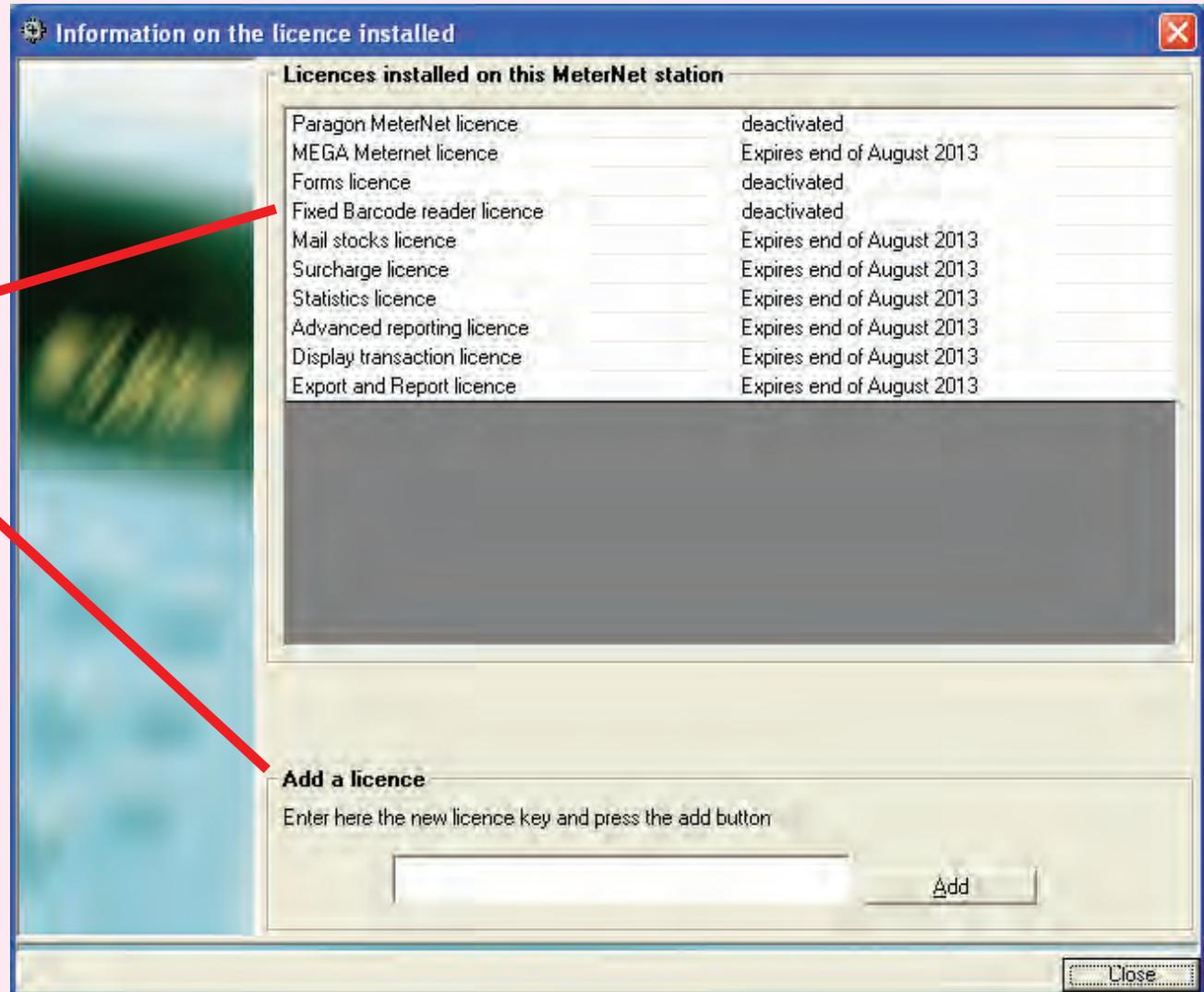
The **Add a Licence** area allows a new feature licence to be added, or an existing licence to be renewed, by entering an activation code obtained from Pitney Bowes.

### Documentation

When selected, automatically opens this User Guide in the Adobe Reader.

### Quit

Exits the MeterNet module.



## The Franking Module Main Menu (continued)

### Administrative tasks to perform

The **Administrative tasks to perform** icon bar only appears when there are administrative tasks which need to be resolved. It acts as a reminder that 'housekeeping' tasks need to be carried out.

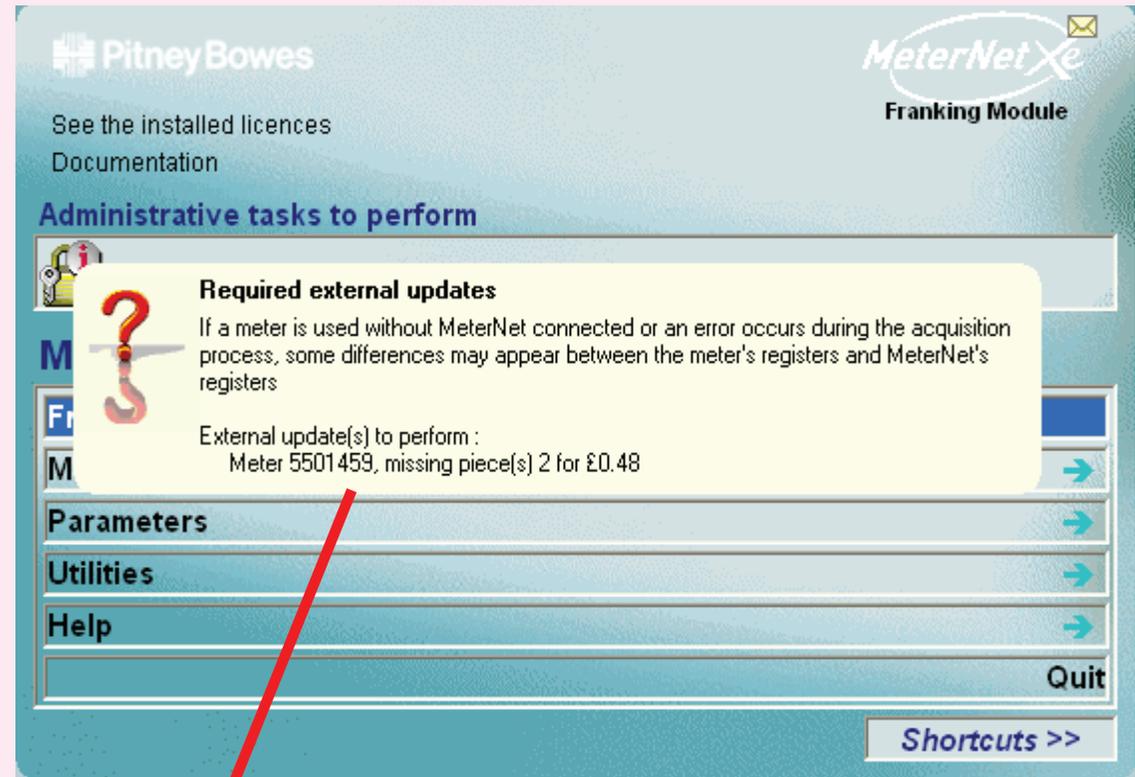
Typical tasks that might appear include:

- Transactions held in pending accounts
- Exports files awaiting importing into the consolidation database
- A new postage meter needs registering with MeterNet
- Backup of databases due
- Meter register discrepancies (required external updates)
- Licence expiry
- Currency update reminder

A different icon will appear for each type of task.

Placing the cursor over the icon will display a **help box** describing the task and what needs to be done.

A single left click on the icon will take you directly to the function within MeterNet that needs to be performed.



## The Franking Module Main Menu (continued)

### Shortcuts

Up to 10 shortcuts can be generated to automate selection of frequently used menu items within MeterNet. The shortcuts displayed are individual to the user that has logged onto the system. The menu item can then be selected with a single click on the shortcut.

Click on the **Shortcuts >>** button to extend the shortcut menu to the right of the menu screens. Similarly, clicking on **Shortcuts <<** will collapse the extended menu.

To create a new shortcut, navigate through the menus to the required function. Right click on the menu item and left click on the **Add to Shortcuts** button that appears. The new shortcut will be created .

Shortcuts can be deleted by right clicking on the shortcut and then left clicking on the **Remove from Shortcuts** button that appears.



## Peripherals

The Peripherals screen is accessed from the Franking Module Main Menu. Click **Parameters > Configuration > Environment > Peripherals**.

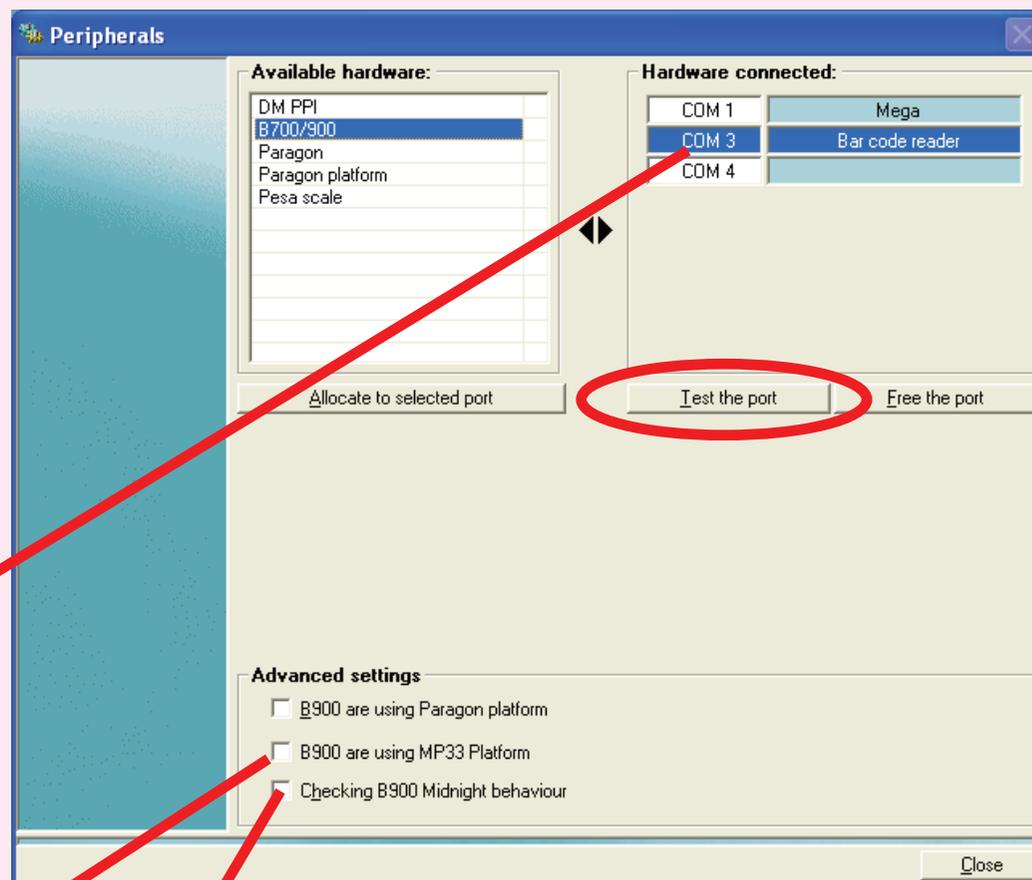
When you click on this function, a screen will appear asking for your user password. Enter the password and click on **Confirm**.

This screen is used to configure the hardware connected to a MeterNet MDS. This would have been setup by your Pitney Bowes engineer and so normally there should be no need to change the settings.

You can test a peripheral's readiness by clicking once on a peripheral in the 'Hardware connected' panel and then clicking on **Test the port**. Depending on the peripheral chosen, you will receive a response from the device if everything is OK and in some cases (e.g. barcode gun/fixed scanner) the ability to test peripheral operation.

If a B900 is being used with an external MP33 weighing platform, tick this check box.

If a B900 is being used and franking may take place through midnight i.e. through a change of date, tick this check box.



## Correct discrepancies between registers

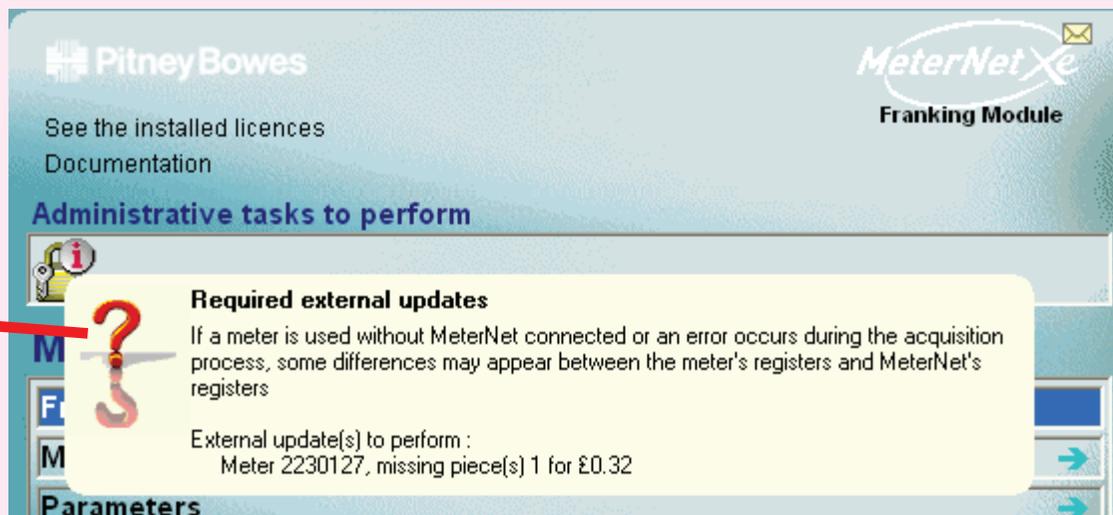
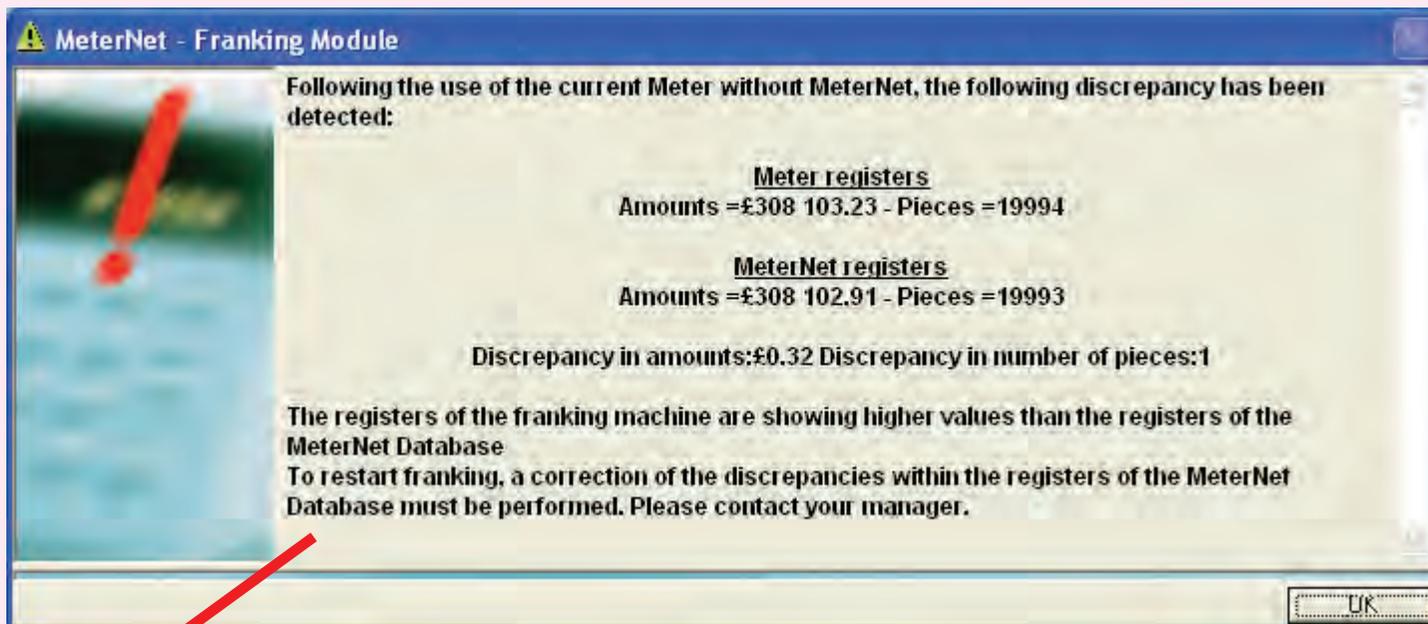
This function is accessed from the Franking Module Main Menu. Click **Utilities > Correct discrepancies between registers**.

If mail processing has been carried out without MeterNet running or on an off-line mailing system, a discrepancy between registers will occur.

When you next attempt to enter the franking screen, a warning screen will appear.

Also an 'Administrative task to perform' will appear in the Main Menu.

Clicking **OK** in the warning screen, or clicking on the Admin task icon will take you to the screen on the next page...



## Correct discrepancies between registers (continued)

The top section of the screen identifies the meter and gives details of MeterNet's currently stored register readings. In the **New MeterNet Registers** area you have the option to display what the new MeterNet registers will be with the correction or without (this will display MeterNet's current registers with the discrepancy value and pieces in the lower boxes).

**Correct the discrepancies between registers**

Meter number	2230127	MeterNet registers	Meter registers	<b>New MeterNet registers</b>	The current entry
User	o	308 102.91	308 103.23	308 102.91	19993
Date when the	26/02/2009	19993	19994	-0.32	-1

With  
 Without

**Step 1: indicate the account to be used and if necessary the job and the application :**

**MeterNet Account**  
 Primary  Secondary  Name

Client   
Account   
S/Account   
S/S Account

**Job**  
Code     
Name

**Application**  
Code    
Name

**Step 2: Select the postal category of the transaction to be created**

Postal zone    
Type of consignment

**Step 3: Set a date for this transaction**  
Date of transaction

**Step 4: Enter global transaction weight**  
Global weight

**Finally, add this transaction to the list:**



## Correct discrepancies between registers (continued)

At this point, identify the cause of the discrepancy before proceeding. If all items can be reallocated to a single account, select the **Overall entry** tab (the default). If you need to allocate to more than one account, select the **Detailed entry** tab.

The discrepancy must now be allocated to an account (**Step 1** on the screen). This can be a Client/Account you have created (shown in black) or one of the system 'Adjustment Accounts' (shown in orange). Placing the transaction into the **No account detected** or **Pending accounts** will create an admin task icon in the Main Menu, prompting you to resolve the problem at a later date when the correct destination account is known.

To allocate to an account, click on the  button to display a list of the accounts. Select the account required and confirm your selection by clicking **Validate**. Your selection will be displayed in the 'MeterNet Account' section of the screen.

**Step 1: indicate the account to be used and if necessary**

**MeterNet Account**

Primary
  Secondary
  Name
 

Client

Account

S/Account

S/S Account

**Account selection**

Primary
  Secondary
  Name

Clients & Accounts [Working database]

Missort Test

Missort Test

The Lewis Group Ltd

**NOTE:** Adjustment Accounts are automatically created by MeterNet and are used for storage of data that you do not wish to allocate to a 'live' account. This may be data that MeterNet has been unable to allocate correctly, test data or other exceptional items such as faulty refundable franks, etc.



## Correct discrepancies between registers (continued)

At **Step 2** on the screen, define the postal category that the discrepancy should be allocated to.



Step 2: Select the postal category of the transaction to be created

Select postal categories

Postal zone

Type of consignment

If the category you want is available in the category predefinitions, select the **Predefined** button and chose from the list displayed.

If the category has not been predefined, click on the **Select postal categories** button.

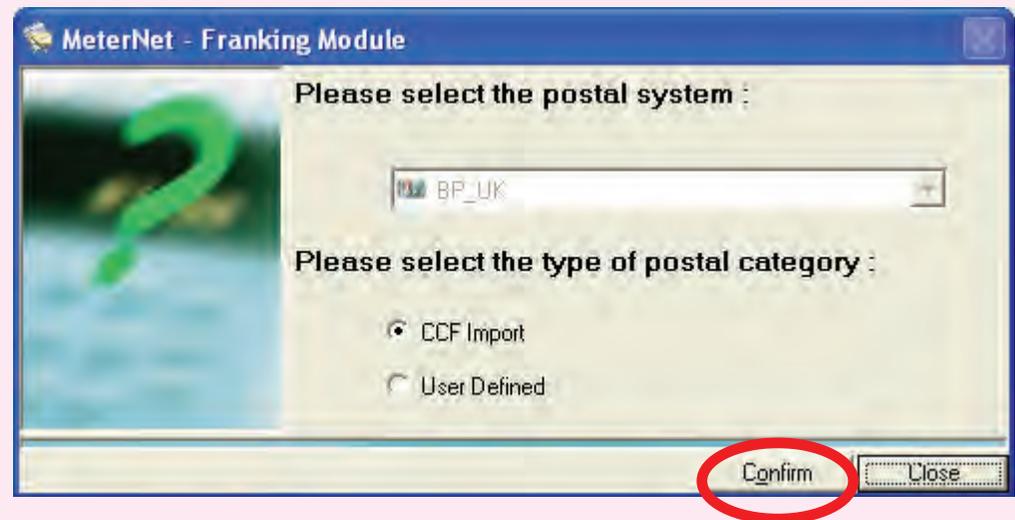
Select the type of postal category you require:

**CCF Import** - predefined postal categories

or

**User Defined**

Then click **Confirm**.



MeterNet - Franking Module

Please select the postal system :

BP\_UK

Please select the type of postal category :

CCF Import

User Defined



## Correct discrepancies between registers (continued)

You will now be presented with a sequence of screens which allow you to select carrier, then class, then fees, etc.

In each screen, highlight the selection you want and then click **Next** to add that item to the panel 'Items already selected'.

**Postal category selection**

**Items already selected**

Carrier	Royal Mail
Category	Letters International Air to Europe
Destination	Default Destination
Fees	Airsure £0.00

**Fees selection**

Airsure + Compensation	Airsure + Compensation
Compensation	Compensation
Consequential Loss	Consequential Loss
International Signed	International Signed
International Signed + Compensation	International Signed + Compensation
Recorded Delivery	Recorded Delivery

Previous Next

**Validate** Cancel

Once you have selected all the criteria you require, Click on **Validate**. You will be offered the option of saving this category selection for reuse within the 'Predefined' listing. When you have made your choice, click **Confirm**.



## Correct discrepancies between registers (continued)

**Step 3** sets a date for the transaction. By default this is 'today's' date and time.



**Step 3: Set a date for this transaction**

Date of transaction 26/02/2009 15:48:14

**Step 4** is different, depending on whether **Detailed entry** or **Overall entry** was selected initially:

### Overall entry

Based on the number of items to be allocated, enter a global (total) weight value for all of the items.



**Finally, add this transaction to the list:**

Global weight 0

**Add**

Confirm Close

Finally, click on the **Add** button at the bottom of the screen.

You are asked to confirm - click on **OK** and then click **Confirm**. The discrepancy is corrected.

### Detailed entry

Detailed entry allows you allocate the discrepancy in multiple transactions to different accounts until all item discrepancies are accounted for. This entails multiple passes through step 4, each time creating a transaction by clicking on **Add** and then finally committing all transactions by clicking **Confirm**.



## Correct discrepancies between registers (continued)

### Detailed entry (continued)

For the first transaction, key in the unit weight and the number of items.

Unit weight: 20, No. of items: 1, Basic unit price: 0.32, Fees unit price: 0.00, Total price: 0.32

Buttons: Estimate Price >>, Add, Confirm, Close

Text: **Finally, add this transaction to the list:**

You must now define the unit price. This can be achieved in two ways:

*Either* Manually key in a unit price into the 'Basic unit price' box and, if necessary, the cost of any fees into the 'Fees unit price' box.

*Or* Allow MeterNet to estimate the price by clicking on the **Estimate Price>>** button.

After completing step 4 during each correction transaction, you can check the effect of applying the data entered by clicking the **with** radio button in the 'New MeterNet registers' box at the top right of the screen.

Once you are satisfied that the transaction is correct, click **Add** to add the first transaction to the list.

If there is still a discrepancy to be corrected, MeterNet will prompt you with a pop-up message. Continue adding transactions until the discrepancy is cleared.

When all discrepancies have been corrected, click the **Confirm** button to save all the transactions.

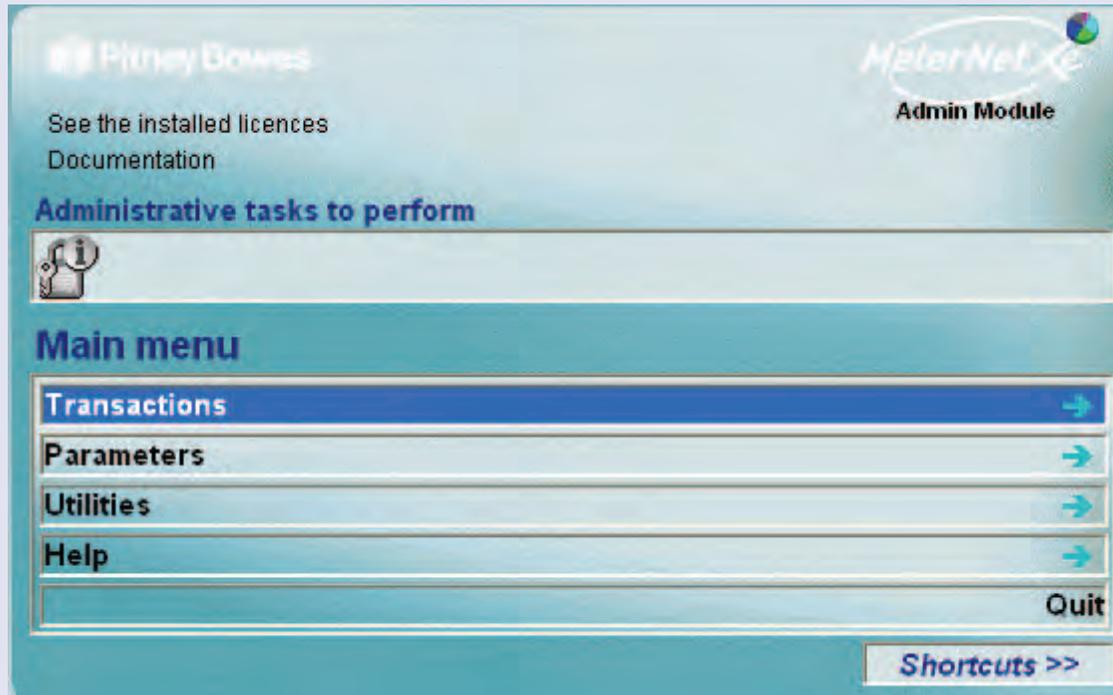
New MeterNet registers		The current entry	
308	102.91	19993	<input checked="" type="radio"/> With
Δ	-0.32	Δ	-1

Value  
remaining

Items  
remaining



# The Administration Module



## TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

## Main Menu Options

The Main Menu is the gateway to the following functions within MeterNet.

**Transactions** Gives access to functions related to correction/manual entry of transactions, consolidation from other sites and analysis/reporting of data.

**Parameters** Accesses functions related to configuring the MeterNet software and creation/modification of the MeterNet user configurations and accounting structure.



## Main Menu Options (continued)

### Utilities

Provides housekeeping functions related to MeterNet's databases. Also, allows Pending Accounts in the Adjustment Accounts area to be allocated to known accounts. Finally, allows text messages to be sent to nominated Mail Data Stations on the same network.

### Help

Allows viewing of the software version(s), MeterNet log files and this User Guide.

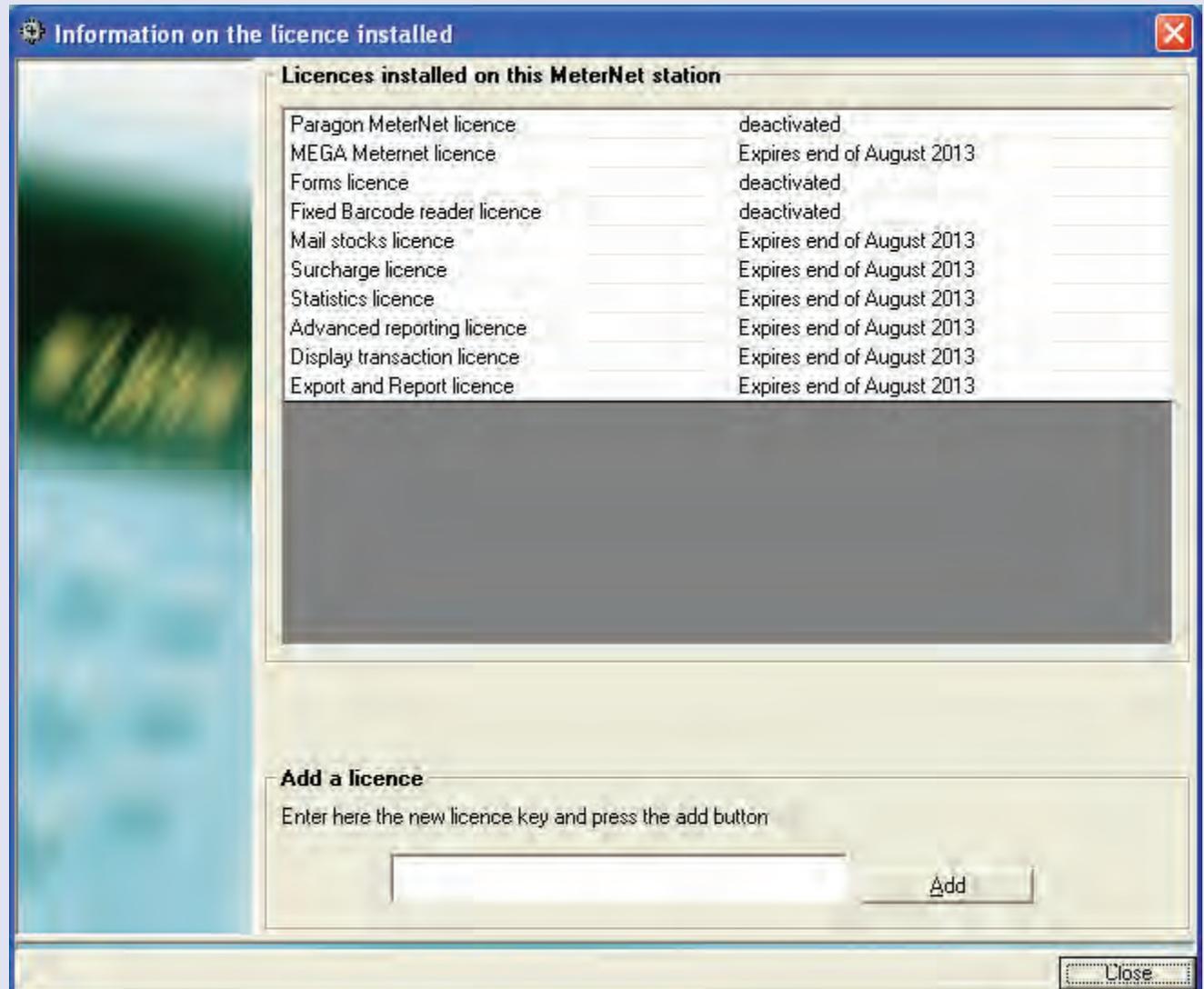
### See the installed licences

Displays the currently activated MeterNet licences.

The **Add a Licence** area allows a new feature licence to be added, or an existing licence to be renewed, by entering an activation code obtained from Pitney Bowes.

### Documentation

When selected, automatically opens this User Guide in the Adobe Reader.



## Administrative tasks to perform

The **Administrative tasks to perform** icon bar only appears when there are administrative tasks which need to be resolved. It acts as a reminder that 'housekeeping' tasks need to be carried out.

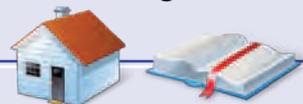
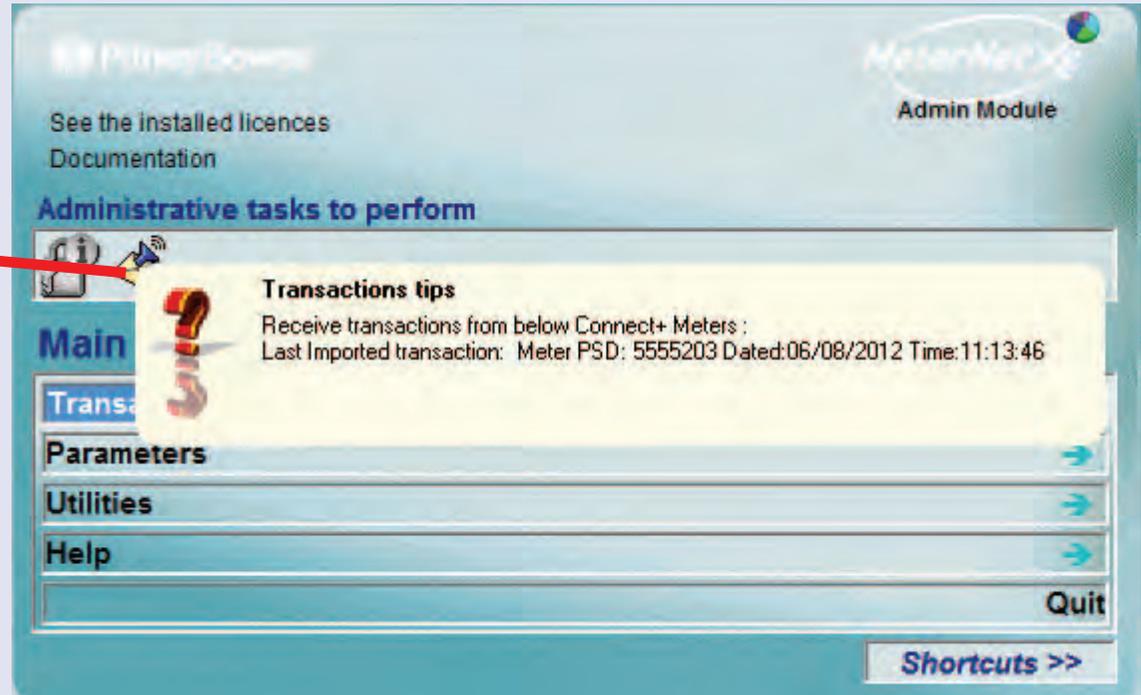
Typical tasks that might appear include:

- Transactions held in pending accounts
- Export files awaiting importing into the consolidation database
- A new postage meter needs registering with MeterNet
- Backup/compression of databases due
- Meter register discrepancies (required external updates)
- Licence expiry
- Currency update reminder
- Transaction tips - a reminder of latest transactions received from the Connect+ via the Internet.

A different icon will appear for each type of task.

Placing the cursor over the icon will display a **help box** describing the task and what needs to be done.

A single left click on the icon will take you directly to the function within MeterNet that is relevant to the task.



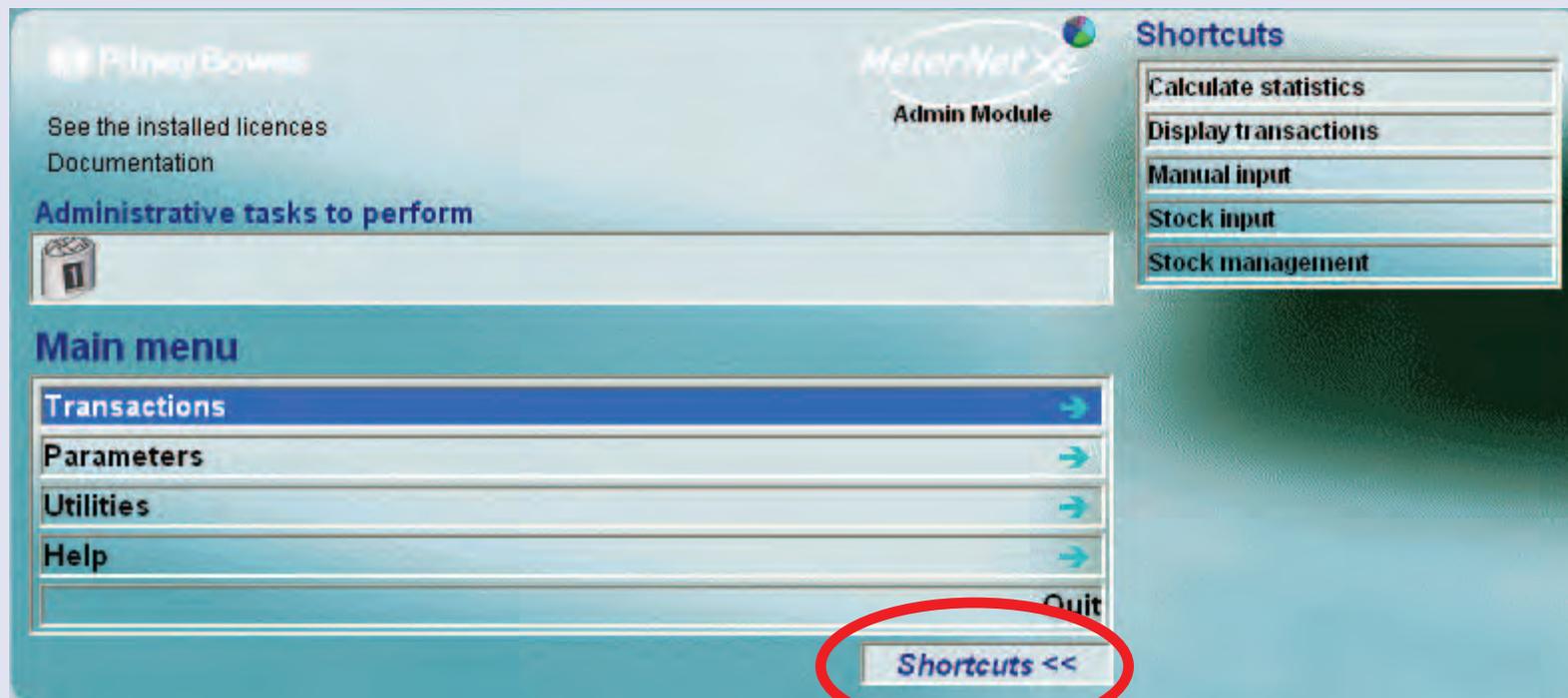
## Shortcuts

Up to 10 shortcuts can be generated to automate selection of frequently used menu items within MeterNet. The shortcuts displayed are individual to the user that has logged onto the system. The menu item can then be selected with a single click on the shortcut.

Click on the **Shortcuts >>** button to extend the shortcut menu to the right of the menu screens. Similarly, clicking on **Shortcuts <<** will collapse the extended menu.

To create a new shortcut, navigate through the menus to the required function. Right click on the menu item and left click on the **Add to Shortcuts** button that appears. The new shortcut will be created .

Shortcuts can be deleted by right clicking on the shortcut and then left clicking on the **Remove from Shortcuts** button that appears.



# The Transactions Menu



## TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The **Transactions Menu** is accessed by clicking on **Transactions** in the Main Menu.

As its name suggests, all the functions within this area relate to actions involving the transaction records held in MeterNet's databases.

A brief overview of each menu item is given on the following page...



## Transactions Menu Options

<b>Display Transactions</b>	Allows you to display and export transaction information.
<b>Calculate Statistics</b>	Allows you to display and export management information in a variety of formats, including graphical charts.
<b>Budget Management</b>	Allows the current budgetary status to be viewed and/or printed.
<b>Envelopes stocks Management</b>	If licensed, allows MeterNet to calculate the number and types of envelopes used in comparison with envelope stocks.
<b>Correct Transactions</b>	Allows you to split a transaction and/or reallocate transactions to different accounts. Also allows you to view a log of all corrections that have been carried out.
<b>Reports</b>	Gives access to a variety of pre-formatted reports used to generate standard mailroom printouts. Reports can also be exported to other applications such as Excel, etc.
<b>Consolidation</b>	Gives access to the consolidation process which allows data from non-networked sites to be transferred to a central location for detailed analysis/reporting.
<b>Mailstream Web Visibility</b>	Allows you to upload franking meter data to Pitney Bowes My Account services on the Internet.
<b>Manual input</b>	Gives access to the manual transactions facility within MeterNet i.e. for allocating non-metered transaction details.
<b>Resolve Unverified Transactions</b>	See the LAN Connectivity section.



# Display Transactions

Displaying the transactions

Criteria | Options | Sums | Columns

Period	Accounts
Meters	Applications
Mail data stations	Jobs
Workstations	Amount
Operators	Weight
Postmarks	Postal categories
Mail types	Account groups
Job groups	User groups

Working database

**Period**

**Analysis period**

No analysis period

Transaction date

Postal date

**Start date** Start

**End date** End

**Presets**

ncy	Mail type C.	Mail type D.	Mode	Carrier C.	Carrier N.	Class C.	Category N.	Destination C.	Destination N.	Fees C.	Fees N.	Client F.
£ -	-	-	MWE	Royal Mail	Royal Mail	Bus_Mail 1A.	Business m.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class La.	Royal Mail 1.	Default desti.	Default desti.	RECOR	Recorded D.	A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class L.	Royal Mail 2.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class L.	Royal Mail 2.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class P.	Royal Mail 2.	Default	Default	RECOR	Recorded D.	A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class L.	Royal Mail 2.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class L.	Royal Mail 2.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	SD 9.00 100.	Special Deli.	Default	Default			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class La.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class Pa.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	MWE	Royal Mail	Royal Mail	Dom Parcel.	Domestic P.	Default	Default			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000
£ -	-	-	WOW	Royal Mail	Royal Mail	1st Class Le.	Royal Mail 1.	Default desti.	Default desti.			A10000

Display list in full screen | Select and sort... | Preset | Calculate | Clear | Export | Print | Close

This screen allows you to display and export transaction information from the databases.



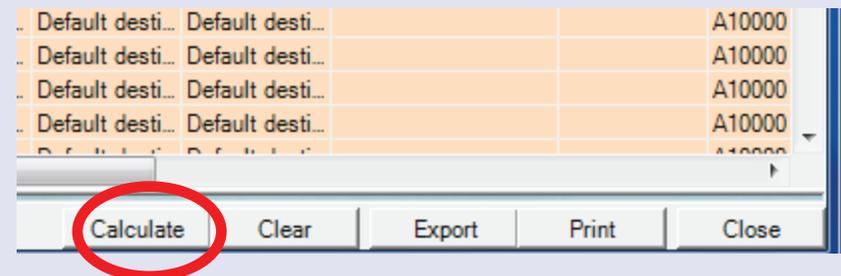
## Display Transactions (continued)

The various commands within this screen allow you to select transactions based on a variety of criteria and to format and display information as you require.

The commands available, when used in combination, provide a powerful tool to interrogate the database and provide you with customised data sets which can then be exported or printed as required.

This section will give an overview of the main functions available. As the possible permutations of commands are virtually infinite, we encourage you to explore the functionality of this tool to enable data analysis relevant to your company needs. Display Transactions simply displays database information in a variety of ways. You CANNOT change any details in the database using this tool - so feel free to experiment!

Once you have set the required parameters, or after changing any settings, press the **Calculate** button at the foot of the screen to update the information displayed.



Displayed transactions may have too many columns to fit on the screen at one time. If this is the case, a horizontal scroll bar will be presented at the bottom of the screen.

## Refresh Button

Clicking the Refresh button will update the result data displayed where information was not currently written to MeterNet's database when the original request was made.



## Display Transactions (continued)

### Criteria Tab

The 15 buttons in the **Selection Criteria** area of the screen allow you to set criteria that filter the transactions retrieved from the database. Each button, when pressed, presents further contextual selection criteria for you to further refine your requirements.

The drop down **database selection menu** defaults to 'Working Database'. This is the shared database of all MDS units on a network, which may include other mailrooms. If you use the consolidation function to enable data collection from other sites, you can access and work on this consolidated data by selecting the 'Consolidation Database' from the drop down menu. You can also access the 'Archive Database' to display older transactions that have been moved from the working database.

Agency	Mail type C	Mail type D	Mode	Carrier C	Carrier N	Class C	Category N	Destination C	Destination N	Fees C
£ -	-	-	MWE	Royal Mail	Royal Mail	Bus_Mail 1A	Business m...	Default	Default	
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class Le...	Royal Mail 1...	Default desti...	Default desti...	
£ -	-	-	MWE	Royal Mail	Royal Mail	1st Class La...	Royal Mail 1...	Default desti...	Default desti...	RECOR
£ -	-	-	MWE	Royal Mail	Royal Mail	2nd Class L...	Royal Mail 2...	Default	Default	



## Display Transactions (continued)

### Sums Tab

#### Display sums by columns

When one of the 25 buttons in this area is selected, the transaction data will be grouped according to the button criteria. A new line, highlighted in purple, will be added immediately above each group, giving the sum of values within that group. Note that it is only possible to sum columns containing numeric data.

The screenshot shows a software window titled "Displaying the transactions" with tabs for "Criteria", "Options", "Sums", and "Columns". The "Sums" tab is active, showing a section titled "Display sums by columns" with a grid of 25 buttons. A red arrow points to the "Base amount" button. Below this is a section titled "Display Transactions without sums" with two buttons: "Hierarchical Display" and "Display by Transactions". At the bottom of the window is a data table with the following columns: t, Total weight, Weight unit, Basic, Fees, Taxes free Ba, Taxes free fee, VAT, Base global, Fees global, Total, VAT Free Totz, VA.

t	Total weight	Weight unit	Basic	Fees	Taxes free Ba	Taxes free fee	VAT	Base global	Fees global	Total	VAT Free Totz	VA
212.00	286.00	g	0.310	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.97	0.0000	
426.00	544.00	g	0.440	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	44.44	0.0000	
152.00	229.00	g	0.530	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	29.68	0.0000	
127.00	170.00	g	0.660	0.9500	0.0000	0.0000	0.0000	0.0000	0.0000	46.38	0.0000	
117.00	140.00	g	0.790	87.55	0.0000	0.0000	0.0000	0.0000	0.0000	118.8	0.0000	
1.00	20.00	g	1.920	0.95	0.0000	0.0000	0.0000	0.0000	0.0000	57.4	0.0000	
1.00	12.00	g	17.700	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	212.4	0.0000	
128.00	201.00	g	2.360	17.1000	0.0000	0.0000	0.0000	0.0000	0.0000	130.90	0.0000	
68.00	76.00	g	20.780	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	207.8	0.0000	
99.00	142.00	g	5.300	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	222.6	0.0000	



## Display Transactions (continued)

### Sums Tab (continued)

#### Display transactions without sums

These two buttons allow you to display transactions without summing the columns.

Clicking 'Display by Transactions' lists each transaction in summary form.

Displaying the transactions

Criteria | Options | Sums | Columns

Display sums by columns			
Meter	Data station	Workstation	Envelope
User	Postal date	Unit Weight	Base amount
Fees amount	Taxes free Base amount	Taxes free Fees amount	Global Surcharge
Workstation Surcharge	Account Surcharge	Postal C. Surcharge	Job Surcharge
Currency	Mail types	Carrier	Class
Destination	Fees	Client	Account
S/Account	S/S Account	Application	Job

Display Transactions without sums

Hierarchical Display Display by Transactions

Batch	Trans.	Weight B.	Serial no.	Postal no.	M.D.S.	Workstation C	Workstation N	Envelope	User	Postal date	Number
1	1	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
2	2	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
3	3	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
4	4	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
5	5	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
6	6	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
7	7	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
8	8	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
9	9	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
10	10	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	
11	11	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	



# Display Transactions (continued)

## Sums Tab (continued)

Clicking 'Hierarchical Display' lists the transactions with expanded detail.

The screenshot shows a software window titled "Displaying the transactions" with tabs for "Criteria", "Options", "Sums", and "Columns". The "Sums" tab is active, displaying a table titled "Display sums by columns". Below this table, the "Hierarchical Display" option is selected and circled in red. The main table below shows transaction details with columns: Batch, Trans., weight b., Serial no., Postal no., M.D.S., Workstation C, Workstation N, Envelope, User, Postal date, and Number.

Batch	Trans.	weight b.	Serial no.	Postal no.	M.D.S.	Workstation C	Workstation N	Envelope	User	Postal date	Number
1	1	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	1
2	2	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	1
3	3	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	1
4	4	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	1
5	5	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	2
6	6	1	5555203	5555203	MS1	-	-	-	supersuper	16/07/2012	1



## Display Transactions (continued)

### Columns Tab

The **Displayed Columns** area of the screen allows you to select which columns of information are displayed, sort the order of the columns and memorise the settings you have chosen.

click tick box to display column

select all columns

select no columns

memorise columns selected

change sequence of columns

memorise column sequence

recall column sequence from memory

recall columns selected from memory

Reset column sequence to default settings

The **Presets** area offers 5 predefined column layout sets, each with the emphasis on a different reporting area.



## Display Transactions (continued)

### Exporting Data

Pressing the **Export** button at the bottom of the screen will display a preview of the data to be exported.

Press **Export** at the bottom of this screen and a standard Windows save dialogue will appear. Choose the exported file name, destination and format using normal Microsoft Windows procedures.

Batch	Trans.	Weight B.	Serial no.	CLIENT								
40	40	1	5501459									
41	41	1	5501459									
42	42	1	5501459									
42	42	2	5501459									
43	43	1	5501459									
43	43	2	5501459									
44	44	1	5501459									
45	45	1	5501459									
45	45	2	5501459									
46	46	1	5501459									
47	47	1	5501459									
47	48	1	5501459									
48	49	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	20
2	2	1	1	1	CLIENT	-	-	-	p	01/09/2008	11	0
3	3	1	1	1	CLIENT	-	-	Any size	a	02/09/2008	10	58
1	1	1	5508522	5508522	CLIENT	-	-	-	p	02/09/2008	17	49
1	1	2	5508522	5508522	CLIENT	-	-	-	p	02/09/2008	1	57



## Display Transactions (continued)

### Printing Data

Clicking on the **Print** button at the bottom of the screen, displays a print preview screen.

When you are ready to print, click on **Print** at the top left of the window. A standard Microsoft Windows print dialogue box appears where you can configure the print using normal Microsoft Windows procedures.

The screenshot shows a print preview window with a toolbar at the top containing icons for Print, Back, Forward, and Close, along with a zoom level of 100% and page number 1/1. The main area displays a table with the following columns: Batch, Trans., Weight B., Serial no., Postal no., M.D.S., Workstation C., Workstation N., Envelope, User, Postal date, Number, Weight, Total weight, Weight unit, Basic, Fees, and Ba. The table contains multiple rows of transaction data, including entries for various clients and dates in 2008.

Batch	Trans.	Weight B.	Serial no.	Postal no.	M.D.S.	Workstation C.	Workstation N.	Envelope	User	Postal date	Number	Weight	Total weight	Weight unit	Basic	Fees	Ba
39	39	1	5501459	5501459	CLIENT	-	-	-	p	02/09/2008	4	125	500	g	0.46	0.00	
40	40	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	3	10	30	g	1.06	0.00	
41	41	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	5	12	60	g	0.46	0.00	
42	42	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	1	6	6	g	0.34	0.00	
42	42	2	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	26	19	494	g	0.34	0.00	
43	43	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	1	266	266	g	0.24	0.00	
43	43	2	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	267	534	g	0.24	0.00	
44	44	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	30	60	g	0.24	0.00	
45	45	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	1	26	26	g	0.24	0.00	
45	45	2	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	27	54	g	0.24	0.00	
46	46	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	30	60	g	0.34	0.00	
47	47	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	8	10	80	g	0.24	0.00	
47	48	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	8	0	0	g	0.25	0.00	
48	49	1	5501459	5501459	CLIENT	-	-	-	a	02/09/2008	2	20	40	g	0.24	0.00	
2	2	1		11	CLIENT	-	-	-	p	01/09/2008	11	0	0	g	10.00	0.00	
3	3	1		11	CLIENT	-	-	Any size	a	02/09/2008	10	58	580	g	1.00	0.00	
1	1	1	5508522	5508522	CLIENT	-	-	-	p	02/09/2008	17	49	833	g	0.34	0.00	
1	1	2	5508522	5508522	CLIENT	-	-	-	p	02/09/2008	1	57	57	g	0.34	0.00	
2	2	1	5508522	5508522	CLIENT	-	-	-	a	03/09/2008	1	40	40	g	0.34	0.00	
2	2	2	5508522	5508522	CLIENT	-	-	-	a	03/09/2008	15	44	660	g	0.34	0.00	
3	3	1	5508522	5508522	CLIENT	-	-	-	a	03/09/2008	1	22	22	g	0.34	0.00	
4	4	1	5508522	5508522	CLIENT	-	-	-	a	03/09/2008	1	18	18	g	1.06	0.00	
4	4	2	5508522	5508522	CLIENT	-	-	-	a	03/09/2008	2	19	38	g	1.06	0.00	
5	5	1	5508522	5508522	CLIENT	-	-	-	a	04/09/2008	1	40	40	g	0.00	0.34	
6	6	1	5508522	5508522	CLIENT	-	-	-	a	04/09/2008	1	40	40	g	0.00	0.34	
7	7	1	5508522	5508522	CLIENT	-	-	-	a	04/09/2008	1	40	40	g	0.00	0.34	
8	8	1	5508522	5508522	CLIENT	-	-	-	a	04/09/2008	2	20	40	g	0.34	0.00	



## Calculate Statistics

This screen allows you to select, format and export management information from the 'Working database', the 'Consolidation Database' or the 'Archive Database'.

The screenshot shows the 'Statistics' window with the following configuration:

- Row:**  Period,  Client,  Account,  Sub-account,  S/Sub Account,  Mail types,  Carrier,  Class,  Fee,  Meters,  Weight,  Total price,  Application,  Job,  User,  Workstation,  Mail data station,  Envelope,  Accounts group,  Job groups,  User groups,  Destination.
- Column:**  Default reporting,  Client,  Account,  Sub-account,  S/Sub Account,  Mail types,  Carrier,  Class,  Fee,  Meters,  Weight,  Total price,  Application,  Job,  User,  Workstation,  Mail data station,  Envelope,  Accounts group,  Job groups,  User groups,  Destination.
- Group by period:**  Year (Transaction Date),  Month (Transaction Date),  Week (Transaction Date),  Day (Transaction Date),  Hour (Transaction Date),  Year (Postal Date),  Month (Postal Date),  Week (Postal Date),  Day (Postal Date).
- Analysis period:**  No analysis period,  Transaction date,  Postal date.
- Start date:** Start: 01/10/2009
- End date:** End: 31/10/2009
- Presets:** [Empty dropdown]

Buttons at the bottom: Select and sort..., Preset, Calculate, Close.



## Calculate Statistics (continued)

The commands within this screen allow you to select data based on a variety of criteria and to format and display information as you require. In many ways, this screen appears similar to the **Display Transactions** screen. However, the emphasis of the **Calculate Statistics** screen is to manipulate management information rather than individual transaction records. This screen also offers access to a powerful graphing module which enables the statistical data to be displayed and output as 2-D and 3-D graphs.

The commands available, when used in combination, provide a powerful tool to interrogate the database for customised management data which can then be exported or printed as required.

This section will give an overview of the main functions available. As the possible permutations of commands are virtually infinite, we encourage you to explore the functionality of this tool to enable data analysis relevant to your company needs. This area simply displays database information in a variety of ways. You **CANNOT** change any details in the database using this tool - so feel free to experiment!

Once you have set the required parameters, or after changing any settings, press the **Calculate** button at the foot of the screen to update the information displayed.

User  
 Workstation  
 Mail data station  
 Envelope  
 Accounts group  
 Job groups  
 User groups  
 Destination

**Analysis period**

No analysis period  
 Transaction date  
 Postal date

**Start date** Start

**End date** End

**Presets**

User  
 Workstation  
 Mail data station  
 Envelope  
 Accounts group  
 Job groups  
 User groups  
 Destination

Select and sort...    Preset    **Calculate**    Close

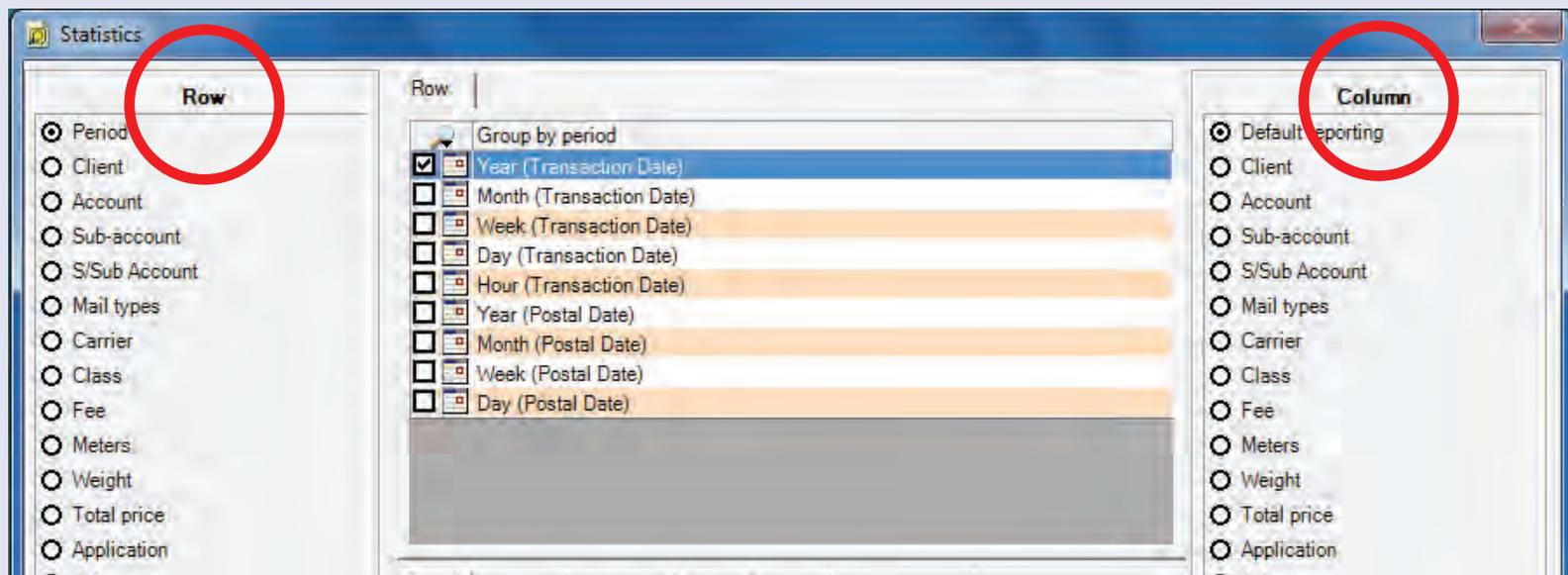


## Calculate Statistics (continued)

### The Row and Column screen areas

The buttons in the **Row** and **Column** areas of the screen allow you to set criteria that filter the information retrieved from the database. Each button, when pressed, presents further contextual selection criteria in the centre of the screen for you to further refine your requirements.

**NOTE:** There is a limitation of 135 columns maximum that can be displayed in the data presentation screen.



### The Select and Sort Button

This button allows you to define the preferred listing order of Accounts, etc.

This is described within the Accounts and Clients section of this guide. [Click here for more information.](#)



## Calculate Statistics (continued)

### The Lower Tabbed screen area

There are additional selection criteria tabs in the lower centre of the screen. These further control detailed selection of information from the database. These tabs may become dimmed (disabled) if a selection is made in the **Row** and **Column** buttons that would conflict with the tab's subject matter.

#### IMPORTANT NOTE:

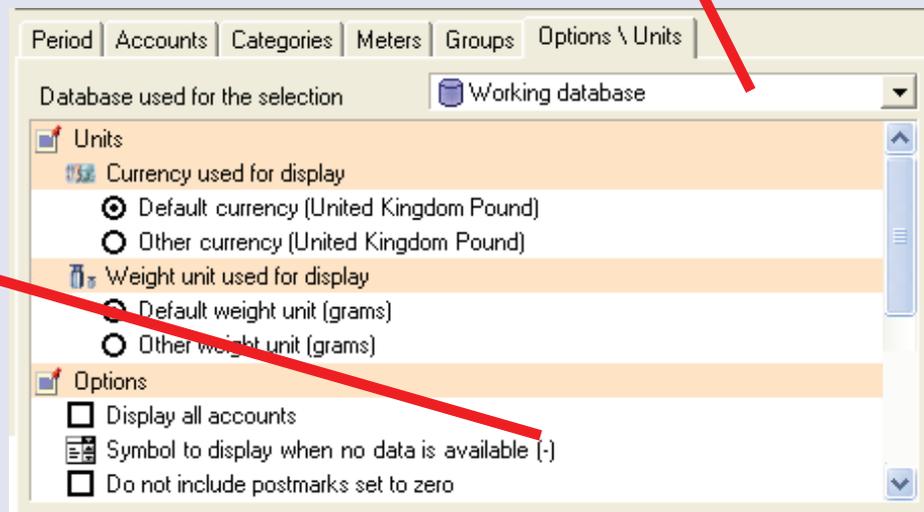
Because selection criteria appears in more than one location and could be hidden within a covered tab area of the screen, **IT IS RECOMMENDED THAT THE SETTINGS IN ALL SELECTION CRITERIA/TABS ARE VERIFIED BEFORE PRESSING THE CALCULATE BUTTON.**

The drop down **database selection menu** within the 'Options/Units' tab defaults to 'Working Database'. This is the shared database of all MDS units on a network, which may include other mailrooms.

Within the options section, you can choose to include all accounts in the results by ticking **Display all accounts**.

Clicking on the currently selected symbol for the option **Symbol to display when no data is available**, allows you to select alternative symbols that will display where no data is available. Symbols available are - # x / 0

If you wish to suppress results for zero value transactions, tick the check box alongside **Do not include postmarks set to zero**.



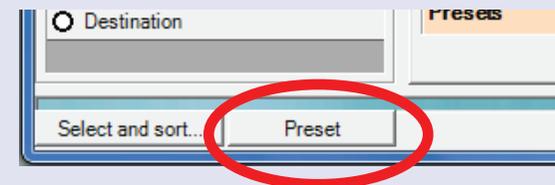
## Calculate Statistics (continued)

### Data Presentation

Once all selection criteria are set and the **Calculate** button has been pressed, MeterNet will display the management data in table format. A text window at the top of the screen will show a brief description of the selection criteria in use.

Class	1st CI Letter	1st Class Letter	1st Class Large Let	1st Class Packet	2nd Class Letter	2nd Class Large Let	2nd CI	Sum
Account								
Sales	1	-	-	-	9	-	-	42
Service	-	33	25	19	-	27	-	146
Personnel	15	-	-	-	31	-	-	76
Finance	-	32	28	26	-	-	-	103
Human Resources	-	20	-	-	47	12	-	79

**NOTE:** If you wish to save the current selection criteria for future use, close the Data Presentation window and click on the **Preset** button at the lower left of the Statistics screen. You can then name and save these settings so that they can be reused with a few mouse clicks. Be aware that a preset includes only currently available criteria i.e. should, for example, a new meter be registered, etc. the preset would need to be recalled, the new meter added to the criteria and then the preset should be resaved with the updated criteria.



There are now several options for displaying and exporting this information...

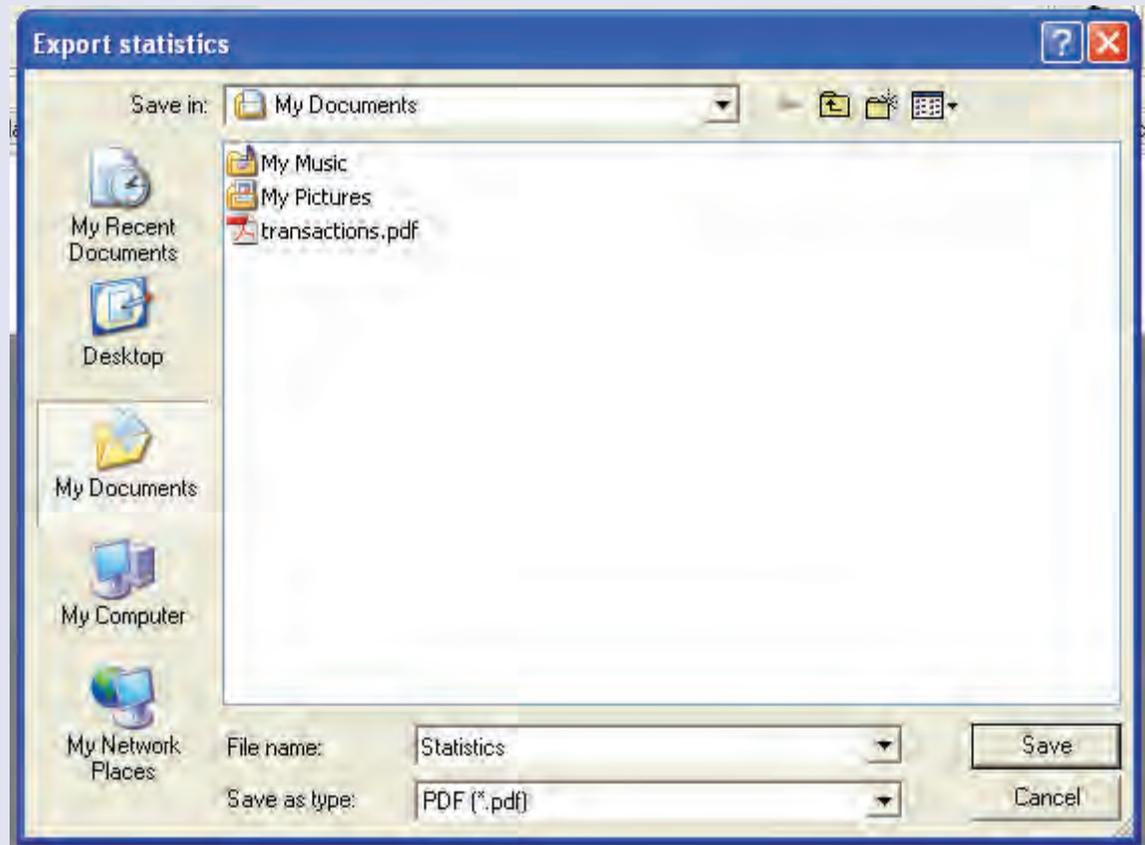


## Calculate Statistics (continued)

### Exporting Data

Clicking the **Export** button at the bottom of the screen will open a Windows dialogue box for exporting.

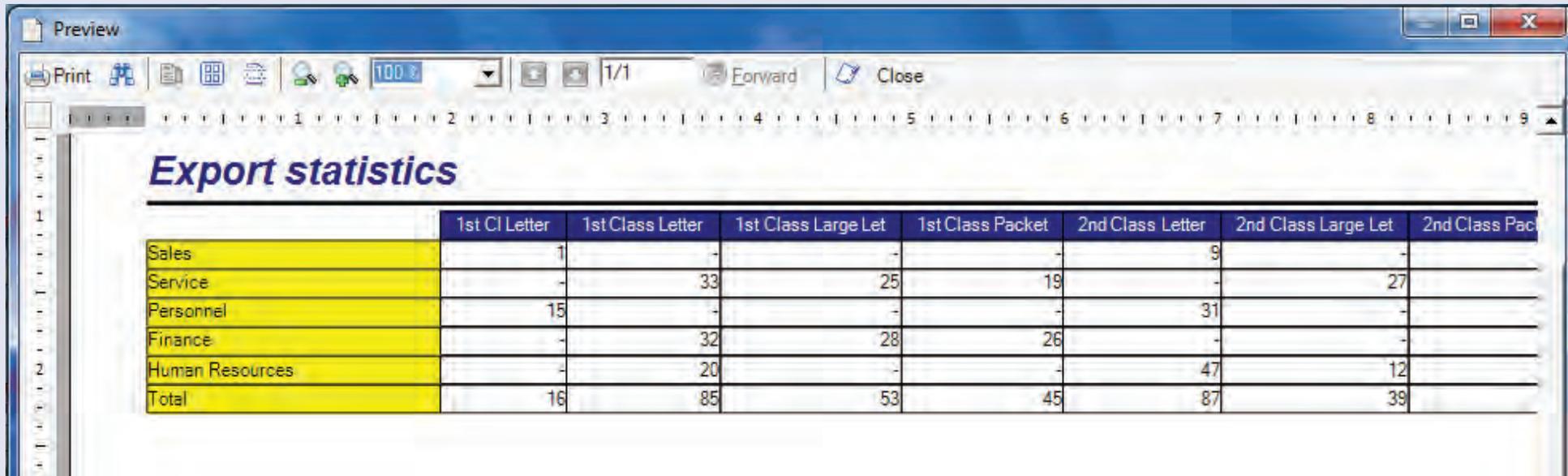
Choose the exported file name, destination and format using normal Microsoft Windows procedures.



## Calculate Statistics (continued)

### Printing Data

Clicking on the **Print** button at the bottom of the screen, displays a print preview screen. When you are ready to print, click on **Print** at the top left of the window. A standard Microsoft Windows print dialogue box appears where you can configure the print using normal Microsoft Windows procedures.



The screenshot shows a 'Preview' window with a toolbar at the top containing 'Print', 'Forward', and 'Close' buttons. Below the toolbar is a table titled 'Export statistics'. The table has the following data:

	1st CI Letter	1st Class Letter	1st Class Large Let	1st Class Packet	2nd Class Letter	2nd Class Large Let	2nd Class Pack
Sales	1	-	-	-	9	-	-
Service	-	33	25	19	-	27	-
Personnel	15	-	-	-	31	-	-
Finance	-	32	28	26	-	-	-
Human Resources	-	20	-	-	47	12	-
Total	16	85	53	45	87	39	-

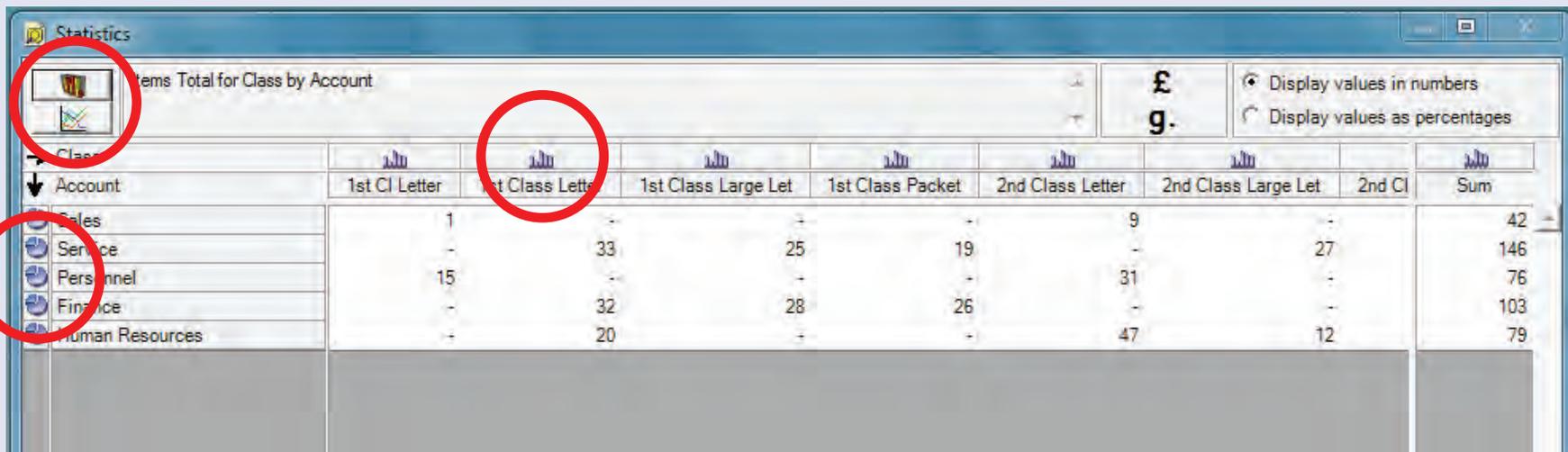


## Calculate Statistics (continued)

### Graphing

You can produce 3D graphs of the data table displayed by selecting the relevant icon at the top left of this screen.

Alternatively, individual rows can be graphed as pie charts or columns can be graphed as bar charts. To produce the graph, press the relevant button to the left of the row or above the column. Arrows at the bottom left of the screen allow changes to the graph orientation.



Statistics

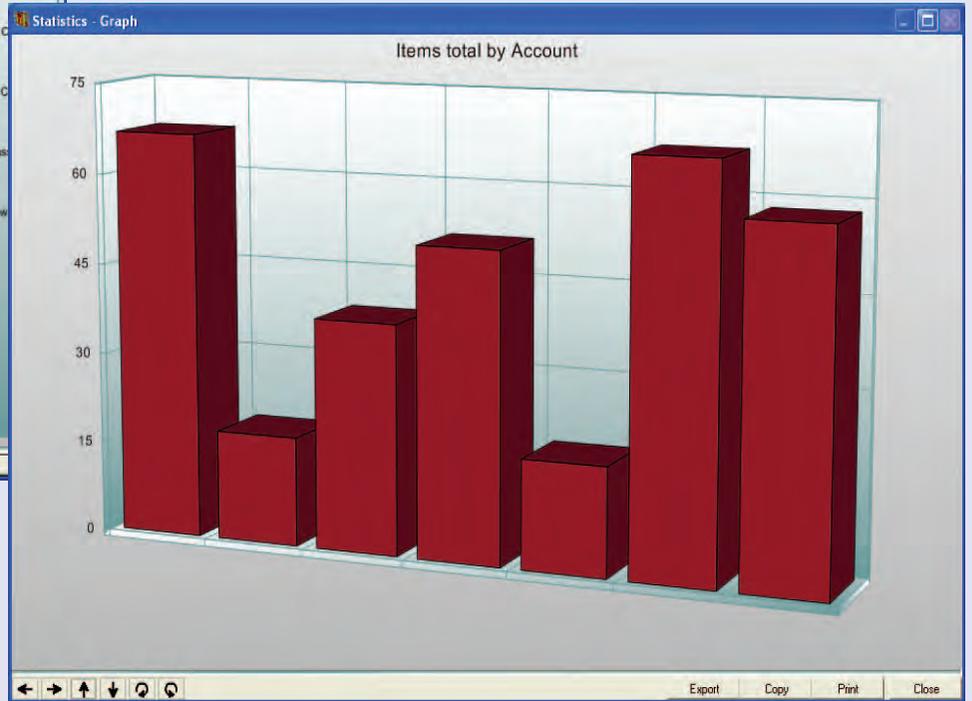
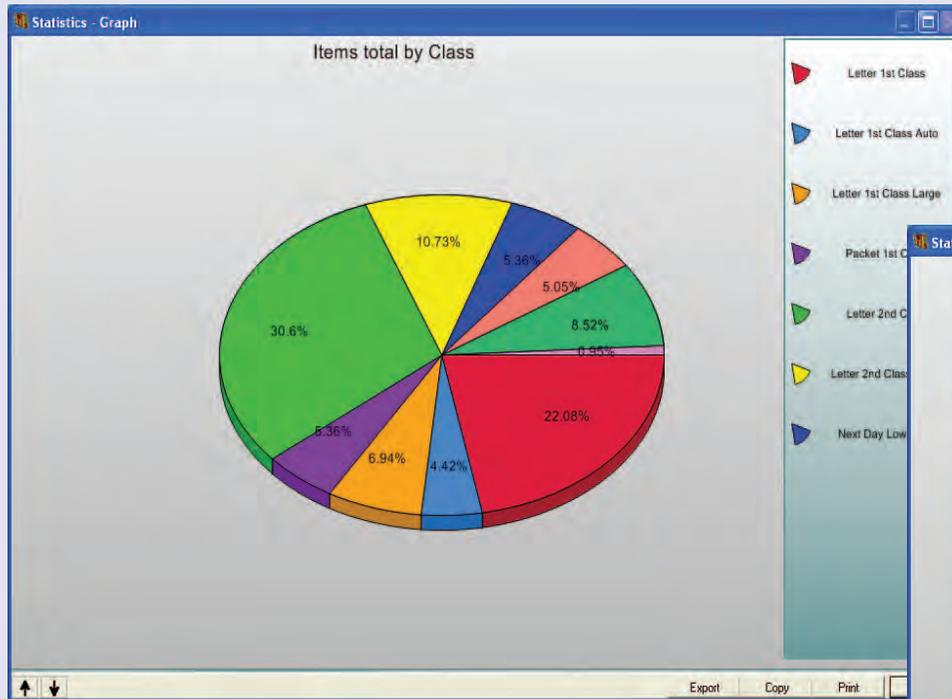
Items Total for Class by Account

£ 9. Display values in numbers  
g. Display values as percentages

Class	1st CI Letter	1st Class Letter	1st Class Large Let	1st Class Packet	2nd Class Letter	2nd Class Large Let	2nd CI	Sum
Sales	1	-	-	-	9	-	-	42
Service	-	33	25	19	-	27	-	146
Personnel	15	-	-	-	31	-	-	76
Finance	-	32	28	26	-	-	-	103
Human Resources	-	20	-	-	47	12	-	79



## Calculate Statistics (continued)



Once displayed, any graph can be exported or printed by pressing the **Export** or **Print** button at the bottom of the screen.



# Budget Management

If Clients and Accounts have been created with budgetary information, this screen allows the current status to be viewed and/or printed. The budgetary period is by calendar year or any selectable period in monthly increments.

Note that the budget set is an annual budget. MeterNet will show a budget for periods other than one year calculated pro rata in monthly increments.

Select the Client and Year/Period from the menus and click on the **Calculate** button to display the relevant information.

Clients/Accounts that are under budget are shown in **green**. Those that are over budget are shown in **red**.

**Accounts budget**

**Display parameters**

Client: A10000 - Pitney Bowes Ltd

Year: 2009

Period: October 2009

**1 Client name** A10000 - Pitney Bowes Ltd

Total budget	£425.00	23 %
Budget used	£96.18	
Piece count	105	
Total weight	47 545 g.	

**2 Account** 1 - Sales Account

Total budget	£25.00	106 %
Budget used	£26.60	
Piece count	22	
Total weight	732 g.	

**2 Account** 2 - Service Account

Total budget	£150.00	22 %
Budget used	£33.10	
Piece count	20	
Total weight	657 g.	

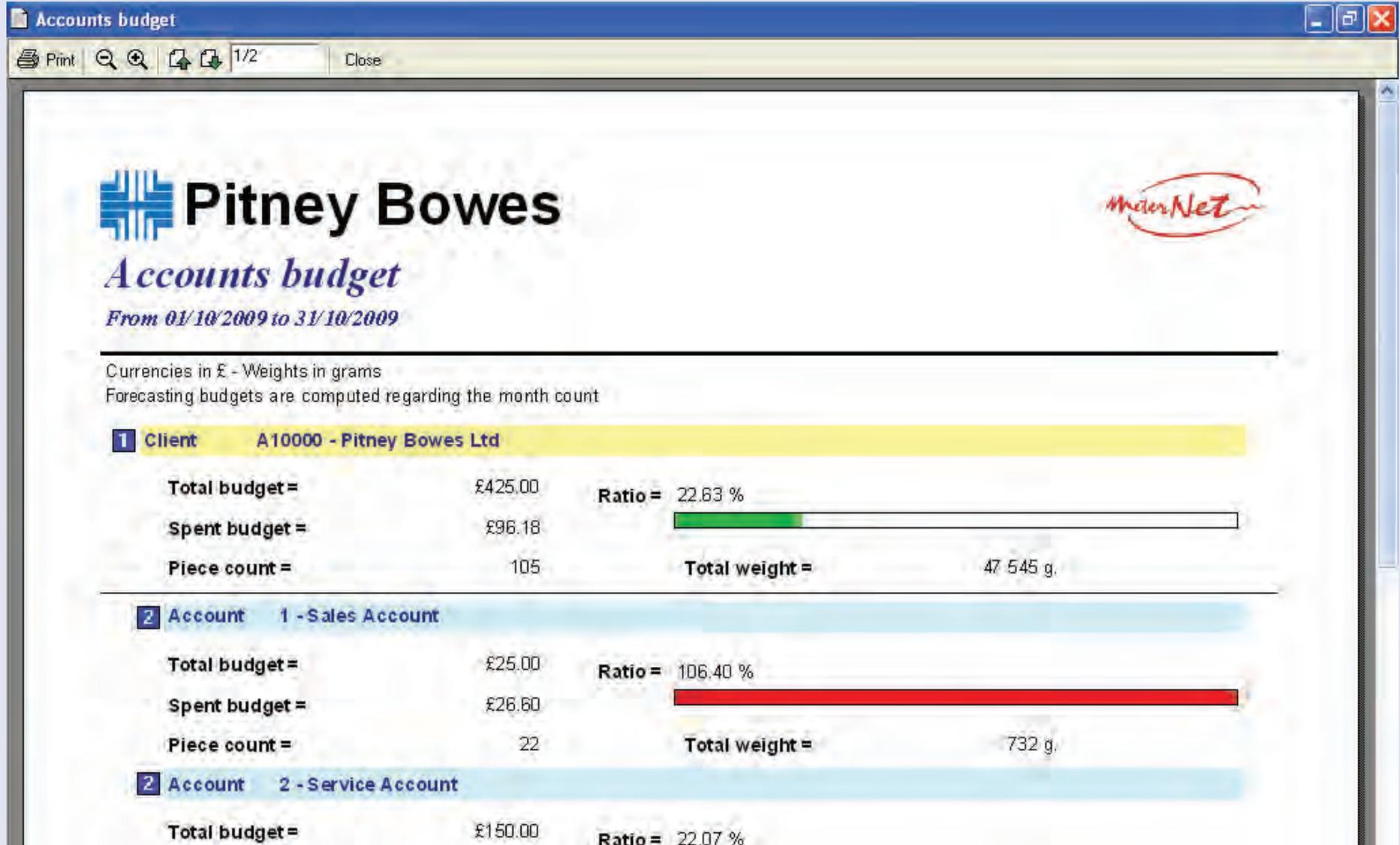
Forecasting budgets are computed regarding the month count

**Calculate** Print Close



## Budget Management (continued)

Clicking the **Print** button allows you to print the information on a Reports formatted page. The report format used is defined in the 'Reports layout' function within the Report sub-menu.



The screenshot shows a window titled "Accounts budget" with a toolbar containing a Print button, a magnifying glass, a refresh icon, a page indicator "1/2", and a Close button. The report content includes the Pitney Bowes logo and the MeterNet logo. The report title is "Accounts budget" for the period "From 01/10/2009 to 31/10/2009". A note states: "Currencies in £ - Weights in grams. Forecasting budgets are computed regarding the month count".

1 Client A10000 - Pitney Bowes Ltd			
Total budget =	£425.00	Ratio =	22.63 %
Spent budget =	£96.18		
Piece count =	105	Total weight =	47 545 g.
2 Account 1 - Sales Account			
Total budget =	£25.00	Ratio =	106.40 %
Spent budget =	£26.60		
Piece count =	22	Total weight =	732 g.
2 Account 2 - Service Account			
Total budget =	£150.00	Ratio =	22.07 %



## Envelopes stocks management

If licensed, this function allows MeterNet to calculate the number and types of envelopes used in comparison with envelope stocks.

### Stock Management

Selecting **Stock Management** presents a screen where you can choose a client and the period you wish to analyse. Click on **Update** and MeterNet will calculate envelope usage.

**Envelope stocks reporting : Synthesis**

**Selection**  
 Primary  Secondary  Name  
 Client: Pitney Bowes Ltd Between: 01/01/2008 and: 31/12/2008

**Envelopes reporting by account**  
 Primary  Secondary  Name

accounts	Inputs	Used	Stocked	Used percentage
Sales	230	47	183	20%
Service	440	70	370	16%
Marketing	200	64	136	32%
Manufacturing	180		180	0%
<b>TOTAL</b>	<b>1 050</b>	<b>181</b>	<b>869</b>	<b>17%</b>

Buttons: Detail | Report by envelope type | Report by account | Print | **Update** | Close



## Envelopes stocks management (continued)

The following buttons are available:

### Print

Clicking on this option displays a print preview. The data displayed on screen can then be printed via a standard Windows dialogue.

### Detail

Click once on an individual Account, Sub Account or Sub Sub Account to select it and then press the **Detail** button.

A detailed analysis of envelope usage will be shown for the selection made. Clicking on **Used Types Graph** will display this data graphically in the form of a pie chart.

**Envelope stocks reporting : Synthesis**

Selection:  Primary  Secondary  Name

Client: Pitney Bowes Ltd Between: 01/01/2008 and: 31/12/2008

Envelopes reporting by account:  Primary  Secondary  Name

accounts	Inputs	Used	Stocked	Used percentage
Sales	230	47	183	20%
Service	440	70	370	16%
Marketing	200	64	136	32%
Manufacturing	180		180	0%
<b>TOTAL</b>	<b>1 050</b>	<b>181</b>	<b>869</b>	<b>17%</b>

Buttons: **Detail** Report by envelope type Report by account **Print** Update Close



# Envelopes stocks management (continued)

## Report by envelope type

Clicking on this option presents you with a screen allowing selection of Client and period.

Once chosen, click **Confirm** to create a envelope type report. The header and footer used for the report will be as setup in the 'Reports layout' function.

Click **Print** or **Export** as required.

Client - Account - S/Account - SS/Account	Inputs	Used	Stocked
Pitney Bowes Ltd Manufacturing		8	
Pitney Bowes Ltd Marketing		13	
Pitney Bowes Ltd Service		10	
<b>Total</b>	0	31	0



## Envelopes stocks management (continued)

### Report by account

Clicking on this option presents you with a screen allowing selection of Client and period. Once chosen, click **Confirm** to create a envelope account report. The header and footer used for the report will be as setup in the 'Reports layout' function.

Click **Print** or **Export** as required.

**Pitney Bowes**  
*Envelopes stock by account*

Client: Pitney Bowes Ltd  
Account: Sales  
S/Account:  
SS/Account:

Envelope description	Inputs	Used	Stocked
C5 229 X 162 mm C5 Envelope	80	12	68
C4 229 X 324 mm C4 Envelope	50	20	30
DL 220 X 110 mm DL Envelope	100	15	85
<b>Total</b>	<b>230</b>	<b>47</b>	<b>183</b>



## Envelopes stocks management (continued)

### Stock Input

Selecting **Stock Input** presents a screen where you can input envelope stock receipts.

You must enter the Client, Account, Sub Account or Sub Sub Account the stock is allocated to. You must also choose the envelope type, the date of receipt and the amount of envelopes received.

If the envelope batch is pre-barcoded, ensure the **Barcode** check box is ticked.

The screenshot shows a software window titled "Envelope stocks reporting : Management stock inputs". The window contains a tree view under "Clients & Accounts (Working database)". The tree is expanded to show "Pitney Bowes Ltd" with several sub-items: Sales, Service, Marketing, Manufacturing, H.R., Commodities Management, and Training. To the right of the tree, there is a "Type" dropdown menu set to "C4 (229x324 mm C4 Envelope)". Below the tree, there is a "Stock data capture" section with a "Date" dropdown set to "05/09/2008", an "Amount" input field, and a "Barcode" checkbox. At the bottom right, there are "Confirm" and "Close" buttons.

MeterNet uses this information to manage the envelope stocks against usage.



## The Correct Transactions sub-menu



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The **Correct Transactions Sub-Menu** is accessed by clicking on **Correct transactions** in the Transactions Menu. This sub-menu gives access to the following functions:

#### Split a transaction

Allows you to select a transaction and split it into two or more new transactions that can be allocated to the same or other accounts.

#### Transfer to another account/application/job

Allows you to select a transaction and transfer the entire transaction to another account.

#### Manage Manual Input

Allows you to update or delete a manual transaction.

#### Corrections log

Allows you to view any modifications you have made to transactions using the Split, Transfer Transactions functions, update/deletion of manual transactions or any external adding of a transaction.



# Correct Transactions (continued)

## Split a transaction

This function allows you to select a transaction and split it into two or more new transactions that can be allocated to the same or other accounts.

In the **Criteria** area of the screen, you can choose to select transactions based on the Meter, User and/or Period. Leaving the check boxes unticked, selects 'all'.

The **Accounts** section of the screen allows you to select transactions associated with particular Clients/Accounts etc. The selection is hierarchical i.e. selecting an Account will automatically select all nested sub accounts and sub/sub/accounts. The default will select all Clients/Accounts including the Adjustment Accounts area.

Click on the **Calculate** button to display the selected transactions.

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Application C.	Application N.	Job C.	Job D.	Client P.C.
2	1	Man...	1	CLIENT	01	01	p					A10000
39	5501459	Add...	5501459	CLIENT	02	02	p					A10000
40	5501459	Add...	5501459	CLIENT	02	02	a					A10000
41	5501459	Add...	5501459	CLIENT	02	02	a					A10000
42	5501459	Add...	5501459	CLIENT	02	02	a					A10000
48	5501459	Mega	5501459	CLIENT	02	02	a					A10000
47	5501459	Mega	5501459	CLIENT	02	02	a					A10000
43	5501459	Add...	5501459	CLIENT	02	02	a					A10000
44	5501459	Add...	5501459	CLIENT	02	02	a					A10000
45	5501459	Add...	5501459	CLIENT	02	02	a					A10000
46	5501459	Add...	5501459	CLIENT	02	02	a					A10000
49	5501459	Add...	5501459	CLIENT	02	02	a					A10000
3	1	Man...	1	CLIENT	02	02	a			1	Invoi...	A10000
1	5508522	Add...	5508522	CLIENT	02	02	p					A10000
2	5508522	Add...	5508522	CLIENT	03	03	a					A10000
4	5508522	Add...	5508522	CLIENT	03	03	a					A10000
4	1	Man...	1	CLIENT	05	05	a			3	Speci...	A10000
5	1	Man...	1	CLIENT	05	05	a			3	Speci...	A10000



## Correct Transactions (continued)

### Split a transaction (continued)

Click on the required transaction to select it and then click on the **Split** button at the bottom of the screen (alternatively, double click on the transaction).

Split a transaction - Browsing data

Criteria

Meter

User

Shorten the period

from the 01/09/2008 00:00:00

to the 30/09/2008 23:59:59

Accounts

A10000 Pitney Bowes Ltd Primary Secondary Name

Clients & Accounts (Working database)

- Adjustment accounts
- Pitney Bowes Ltd

Display options Calculate

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Application C.	Application N.	Job C.	Job D.	Client P.C.
2	1	Man...	1	CLIENT	01 ...	01 ...	p			3	Speci...	A10000
30	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	p					A10000
40	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
41	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
42	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
48	5501459	Mega	5501459	CLIENT	02 ...	02 ...	a					A10000
47	5501459	Mega	5501459	CLIENT	02 ...	02 ...	a					A10000
43	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
44	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
45	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
46	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
49	5501459	Add ...	5501459	CLIENT	02 ...	02 ...	a					A10000
3	1	Man...	1	CLIENT	02 ...	02 ...	a			1	Invoi...	A10000
1	5508522	Add ...	5508522	CLIENT	02 ...	02 ...	p					A10000
2	5508522	Add ...	5508522	CLIENT	03 ...	03 ...	a					A10000
4	5508522	Add ...	5508522	CLIENT	03 ...	03 ...	a					A10000
4	1	Man...	1	CLIENT	05 ...	05 ...	a			3	Speci...	A10000
5	1	Man...	1	CLIENT	05 ...	05 ...	a			3	Speci...	A10000

Split Close





## Correct Transactions (continued)

### Split a transaction (continued)

The following screen appears:

Select the account to be incremented with the first portion of the transaction being split.

Specify the number of mail pieces in the first split (3 items in the example shown) and click on the **Confirm** button.

The screenshot shows the 'New transaction to be created' dialog box. The tree view on the left shows the following structure:

- 1 Adjustment accounts
  - 2 Account for tests
  - 2 Faulty postmark refundable
  - 2 No account detected
  - 2 Illegible bar code
  - 2 Pending accounts
  - 2 Faulty postmark not refundable
- [-] Pitney Bowes Ltd
  - 2 Sales
  - 2 Service
  - 2 Marketing

The 'Account to be incremented with the transaction' field is set to 'Pitney Bowes Ltd Sales'. The 'Number of mail pieces in this new transaction' field is set to 3. The 'Total number of mail pieces in the existing transaction' field is set to 11. The 'Number of mail pieces already allocated to new transactions' field is set to 0. The 'Confirm' button is circled in red.



## Correct Transactions (continued)

### Split a transaction (continued)

The first 'split' will be added to the list in the **Transactions to be created** area of the screen.

Click on the yellow **+** button again and repeat the process to allocate the next 'split'. Continue splitting the transaction as required until all pieces have been allocated.

This box shows the total number of pieces that have been assigned for splitting.

Click on the **Confirm** button. A confirmation message will appear - click on the **OK** button and the process is completed.

Split a transaction - Changing data

Number: 2 Meter: 1

M.D.S.: CLIENT

Origin: Manual input

Starting on: 01/09/2008 16:41:59

Ending on: 01/09/2008 16:41:59

User: p

Carrier: Royal Mail

Category: Letter 1st Class Auto

Fees:

Unit weight: 0 g.

Postal date: 01/09/2008

Client: Pitney Bowes Ltd

Account: Marketing

S/Account:

S-S/Account:

Basic amount: £10.00

Options amount: £0.00

Number of mail pieces: 11

Supplement amount: £0.00

Transaction total: £110.00

Transactions to be created:

Ma...	Client	Account	S/Account	S-S
3	Pitney Bow...	Sales		
2	Pitney Bow...	Manufacturing		
2	Pitney Bow...	H.R.		
4	Pitney Bow...	Commodities Management		

11

Confirm Cancel



## Correct Transactions (continued)

### Transfer to another account/application/job

This function allows you to select a transaction and transfer an item or items to another account.

In the **Criteria** area of the screen, you can choose to select transactions based on the Meter, User and/or Period. Leaving the check boxes unticked, selects 'all'.

The **Accounts** section of the screen allows you to select transactions associated with particular Clients/Accounts etc. The selection is hierarchical i.e. selecting an Account will automatically select all nested sub accounts and sub/sub/accounts. The default will select all Clients/Accounts including the Adjustment Accounts area.

The screenshot shows a software window titled "Transferring a transaction to another client account / Application / Job - Browsing data". It features a "Criteria" section with three unchecked checkboxes: "Meter", "User", and "Shorten the period". Below these are date and time pickers for "from the" (07/09/2008 00:00:00) and "to the" (30/09/2008 23:59:59). The "Accounts" section shows a tree view with "Pitney Bowes Ltd" selected. A "Calculate" button is circled in red. Below the form is a table of transactions with columns: Trans., Serial no., Origin, Postal no., M.D.S., Start, End, User, Appli..., Appli..., J..., Jo..., Client P..., Client N., and Account P... The table contains 20 rows of transaction data.

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Appli...	Appli...	J...	Jo...	Client P...	Client N.	Account P...
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
4	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	2
4	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	2

Click on **Calculate** to display the selected transactions.



## Correct Transactions (continued)

### Transfer to another account/application/job (continued)

Select the required item(s).

To select more than one item in the list use normal Windows procedures:  
Use the shift key to select contiguous items or the control key while selecting non-contiguous items.

Then click on the **Transfer** button at the bottom of the screen.

The following screen appears...

Criteria

Meter

User

Shorten the period

from the 01/09/2008 00:00:00

to the 30/09/2008 23:59:59

Accounts

A10000 Pitney Bowes Ltd Primary Secondary Name

Clients & Accounts (Working database)

- Adjustment accounts
- Pitney Bowes Ltd

Display options

Calculate

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Appli...	Appli...	J...	Jo...	Client P...	Client N.	Account P.C
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
1	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
2	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
3	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	1
4	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	2
4	5501459	Mega	5501459	CLIENT	28 ...	28 ...	p					A10000	Pitney ...	2

Transfer

Close



## Correct Transactions (continued)

### Transfer to another account/application/job (continued)

The screen that now appears gives details of the selected item(s) to the left and has an area to locate the destination account on the right.

If required, select the new Application and/or Job associated with the corrected item(s).

Locate and select the destination account i.e. the account you want the item(s) transferred to.

If Envelope Type is used on your system, you can select from the drop down menu.

Click on the **Confirm** button. A confirmation message will appear - click on the **OK** button and the process is completed.

Transferring a transaction to another client account / Application / Job - Changing data

Number	1	Meter	5507459
M.D.S.			CLIENT
Origin			Mega
Starting on	28/08/2008 16:07:02		
Ending on	28/08/2008 16:07:06		
User			p
Carrier			Royal Mail
Category			Letter 1st Class
Fees			
Unit weight			11 g.
Postal date			28/08/2008
Client			Pitney Bowes Ltd
Account			Sales
S/Account			
S-S/Account			
Basic amount			£0.34
Options amount			£0.00
Number of mail pieces			1
Supplement amount			£0.00
Transaction total			£0.34

**Application**  
Code: 1  
Name: [ ]

**Job**  
Code: 2  
Name: Invoice Run 2

**Account**  
Code: 3  
Name: Marketing  
Primary: [ ] Secondary: [ ]

**New account to be incremented with the transaction**  
Client: Pitney Bowes Ltd  
Account: Marketing  
S/Account: [ ]  
S-S/Account: [ ]

**Envelopes**  
Type: [ ]

**Confirm** **Cancel**



## Correct Transactions (continued)

### Manage Manual Input

This function allows you to select and delete or update the properties of a manual transaction.

In the **Criteria** area of the screen, you can choose to select manual transactions based on the Meter, User and/or Period. Leaving the check boxes unticked, selects 'all'.

The **Accounts** section of the screen allows you to select manual transactions associated with particular Clients/Accounts etc. The selection is hierarchical i.e. selecting an Account will automatically select all nested sub accounts and sub/sub/accounts. The default will select all Clients/Accounts including the Adjustment Accounts area.

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Appli...	Appli...	Job C
1	1	Manual input	1	CLIENT	28 Aug...	28 Aug 2008 16:29:54:000	p			3
2	1	Manual input	1	CLIENT	01 Sep...	01 Sep 2008 16:41:59:000	p			3
3	1	Manual input	1	CLIENT	02 Sep...	02 Sep 2008 16:36:10:000	a			1
4	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
5	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
6	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
7	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
8	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
9	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
10	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
11	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:21:56:000	a			2
12	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:21:56:000	a			2

Click on **Calculate** to display the selected transactions.



## Correct Transactions (continued)

### Manage Manual Input (continued)

Select the required transaction. Then click on the relevant button:

#### Delete

This deletes the transaction. MeterNet will require you to confirm the action before the transaction is deleted.

#### Update the Transaction

Displays the Manual Transactions screen which allows you to modify the properties of the transaction.

When the changes are made, click on **Update Transaction**.

MeterNet will confirm the new details. Click **Confirm** or **Change** as required.

The screenshot shows the 'Manage Manual Input' window with the following details:

- Criteria:**
  - Meter
  - User
  - Shorten the period
  - from the: 01/09/2008 00:00:00
  - to the: 30/09/2008 23:59:59
- Accounts:**
  - A10000 Pitney Bowes Ltd Primary Secondary Name
  - Clients & Accounts (Working database)
    - Adjustment accounts
    - Pitney Bowes Ltd
- Table:**

Trans.	Serial no.	Origin	Postal no.	M.D.S.	Start	End	User	Appli...	Appli...	Job C.
1	1	Manual input	1	CLIENT	28 Aug...	28 Aug 2008 16:29:54:000	p			3
2	1	Manual input	1	CLIENT	01 Sep...	01 Sep 2008 16:41:59:000	p			3
3	1	Manual input	1	CLIENT	02 Sep...	02 Sep 2008 16:36:10:000	a			1
4	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
5	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
6	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
7	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
8	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
9	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
10	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:12:16:000	a			3
11	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:21:56:000	a			2
12	1	Manual input	1	CLIENT	05 Sep...	05 Sep 2008 12:21:56:000	a			2
- Buttons:** Update the transaction, Delete transaction, Close



# Correct Transactions (continued)

## Corrections log

This option allows you to view any modifications you have made to transactions (A difference between Meter and MeterNet registers causes an 'external add' to be performed.)

The **Type of modification made...** section of the screen allows you to select the type of modification you wish to view.

Note that the icon alongside the transaction relates to the 'type' of modification made.

**Correction log**

**Type of modification made to the transaction**

- Split a transaction into several others
- Change the account to be incremented by a transaction
- External adding of a transaction
- Updated manual transactions
- Deleted manual transactions
- Set mail pieces as faulty

**Criteria**

- Meter
- User
- Between 01/09/2008 and 05/09/2008

**Correction list**

		Source transaction				Target transaction				
Type	Date	Meter	Tr. No.	Client code	Account code	Tr. No.	Client code	Account code	User	
	05/09/2008 14:23:34	1	6	A10000	1	13	A10000	3	a	
	05/09/2008 12:54:55	5501459	1	A10000	1	50	A10000	3	a	

Buttons: Display the line, Print the line, Print, Search, Close



## Correct Transactions (continued)

### Corrections log (continued)

In the **Criteria** area of the screen, you can choose to select transactions based on the Meter, User and/or Period.

Leaving the check boxes unticked, selects 'all'.

**Type of modification made to the transaction**

- Split a transaction into several others
- Change the account to be incremented by a transaction
- External adding of a transaction
- Updated manual transactions
- Deleted manual transactions
- Set mail pieces as faulty

**Criteria**

Meter [dropdown]

User [dropdown]

Between 01/09/2008 [dropdown] and 05/09/2008 [dropdown]

**Correction list**

Type	Date	Meter	Tr. No.	Client code	Account code	Tr. No.	Client code	Account code	User
[icon]	05/09/2008 14:23:34	1	6	A10000	1	13	A10000	3	a
[icon]	05/09/2008 12:54:55	5501459	1	A10000	1	50	A10000	3	a

Display the line      Print the line

Print      Search      Close



## Correct Transactions (continued)

### Corrections log (continued)

Click on the **Search** button at the bottom of the screen to display a list of the corrections that meet the selected criteria. Each record displays brief details of the source transaction and the final (target) transaction(s) that were created after the modification.

Click once on the transaction to be displayed, to select it.

Clicking on the **Source Transaction** or **Target Transaction** buttons will display full details of the relevant transaction.

Clicking on **Display the Line** allows you to cycle through the source and target details of the transaction.

Click on the **Print the line** button to format a report giving details of the individual correction record.

Click on the **Print** button to format a history report of all the displayed correction records.

Either report can be printed or exported by clicking the relevant link at the top of the page.

**Correction log**

**Type of modification made to the transaction**

- Split a transaction into several others
- Change the account to be incremented by a transaction
- External adding of a transaction
- Updated manual transactions
- Deleted manual transactions
- Set mail pieces as faulty

**Criteria**

- Meter
- User
- Between 01/09/2008 and 05/09/2008

**Correction list**

Source transaction Target transaction

Type	Date	Meter	Tr. No.	Client code	Account code	Tr. No.	Client code	Account code	User
	05/09/2008 14:23:34	1	6	A10000	1	13	A10000	3	a
	05/09/2008 12:54:55	5501459	1	A10000	1	50	A10000	3	a

Display the line Print the line Print Search Close



## The Reports sub-menu



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The **Reports sub-menu** is accessed by clicking on **Reports** in the Transactions Menu.

#### MeterNet Reports

This option gives access to a variety of pre-formatted reports used to generate standard mailroom reports that can be printed or exported to other applications e.g. Excel.

#### Monthly Meter Usage Report

This report gives details of daily consumption of postage meters, covering a period of one month.

#### Reports Layout

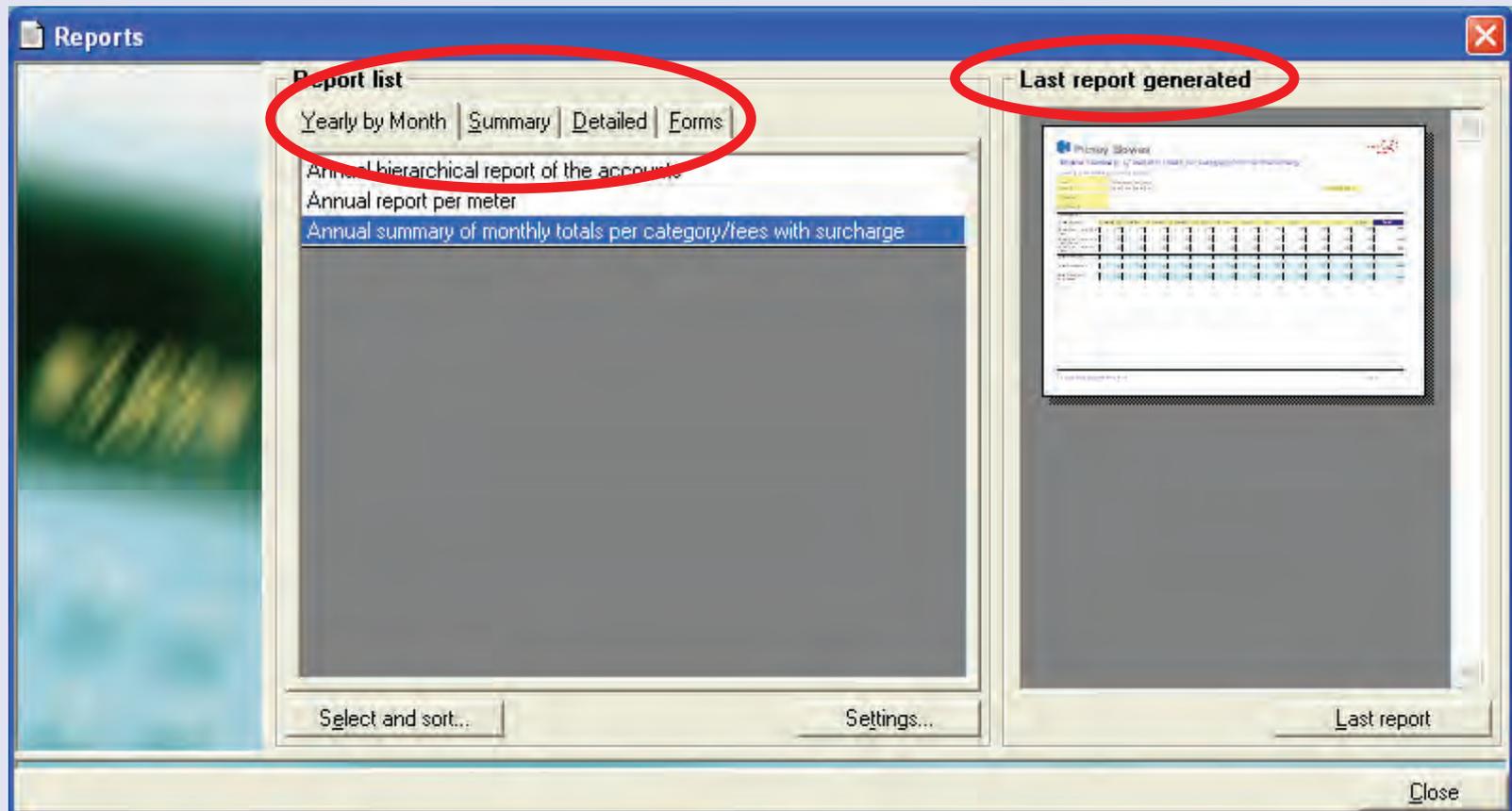
Allows you to customise the header and footer information printed on reports to meet your own company requirements.



## The Reports sub-menu (continued)

### MeterNet Reports

Clicking on **MeterNet Reports**, displays the following screen:



The reports available are grouped into four basic areas each accessed by a tab. The section **Last report generated** shows an image of the last report. Double clicking on this image opens the report which can be reprinted (the word 'reprint' will appear across the report), or it can be recalculated using the same criteria as previously.

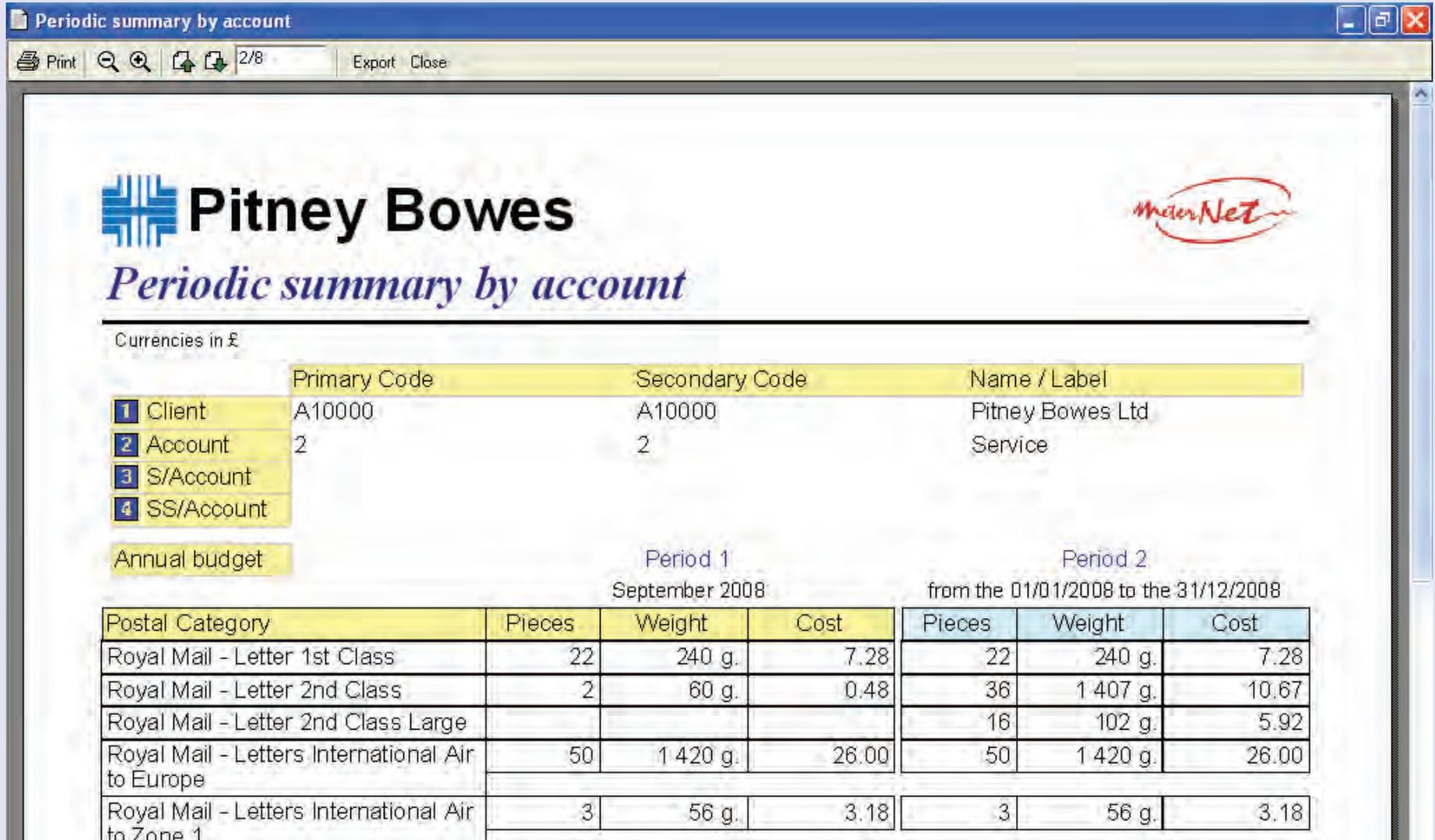
As the range of reports available is extensive, we encourage you to explore the reports available and their relevance to your company needs. Reports simply display database information in a variety of ways. You cannot change any details in the database using them - so feel free to experiment!



## The Reports sub-menu (continued)

### MeterNet Reports (continued)

Below is a sample of a typical MeterNet report. Any report can be printed or exported by clicking on the relevant link at the top of the page.



The screenshot shows a web browser window with the title "Periodic summary by account". The browser's address bar shows "2/8" and there are buttons for "Print", "Export", and "Close". The report content includes the Pitney Bowes logo and the MeterNet logo. The title of the report is "Periodic summary by account". Below the title, it states "Currencies in £". The report is organized into a table with columns for "Primary Code", "Secondary Code", and "Name / Label". There are four rows of data, each with a numbered icon (1, 2, 3, 4) in the first column. Below this table, there is a section for "Annual budget" with two periods: "Period 1" (September 2008) and "Period 2" (from the 01/01/2008 to the 31/12/2008). The main data table has columns for "Postal Category", "Pieces", "Weight", and "Cost" for both periods.

	Primary Code	Secondary Code	Name / Label
1 Client	A10000	A10000	Pitney Bowes Ltd
2 Account	2	2	Service
3 S/Account			
4 SS/Account			

Annual budget

Postal Category	Period 1 September 2008			Period 2 from the 01/01/2008 to the 31/12/2008		
	Pieces	Weight	Cost	Pieces	Weight	Cost
Royal Mail - Letter 1st Class	22	240 g.	7.28	22	240 g.	7.28
Royal Mail - Letter 2nd Class	2	60 g.	0.48	36	1 407 g.	10.67
Royal Mail - Letter 2nd Class Large				16	102 g.	5.92
Royal Mail - Letters International Air to Europe	50	1 420 g.	26.00	50	1 420 g.	26.00
Royal Mail - Letters International Air to Zone 1	3	56 g.	3.18	3	56 g.	3.18



## The Reports sub-menu (continued)

### Monthly meter usage report

This report gives a daily usage analysis by meter by month.

In the **Form parameters** box select the meter from the drop down menu and the month and year required.

Press the **Calculate** button to generate the report.

Clicking the **Print** button gives a print preview of the report.

**Monthly Meter usage report**

**Form parameters**

Meter N: 5508522 - Money meter £xx.xx  
Month: September Year: 2008 Today: < >

One meter

**Calculated Monthly Meter Usage Report** — All the financial values are displayed in: United Kingdom Pound (£)

End of previous month index value: 02/09/2008 17:37:59 300 010.20  
End of period index value: 04/09/2008 16:17:27 300 038.98

Machine under contract: 5508522

	End of day index value	Daily consumption	End of day index value	Daily consumption	End of day index value	Daily consumption		
1	300 010.20	0.00	11	300 038.98	0.00	21	300 038.98	0.00
2	300 016.32	6.12	12	300 038.98	0.00	22	300 038.98	0.00
3	300 025.28	8.96	13	300 038.98	0.00	23	300 038.98	0.00
4	300 038.98	13.70	14	300 038.98	0.00	24	300 038.98	0.00
5	300 038.98	0.00	15	300 038.98	0.00	25	300 038.98	0.00
6	300 038.98	0.00	16	300 038.98	0.00	26	300 038.98	0.00
7	300 038.98	0.00	17	300 038.98	0.00	27	300 038.98	0.00
8	300 038.98	0.00	18	300 038.98	0.00	28	300 038.98	0.00
9	300 038.98	0.00	19	300 038.98	0.00	29	300 038.98	0.00
10	300 038.98	0.00	20	300 038.98	0.00	30	300 038.98	0.00

from the 01/09/2008 to the 30/09/2008

End of month: 300 038.98 28.78

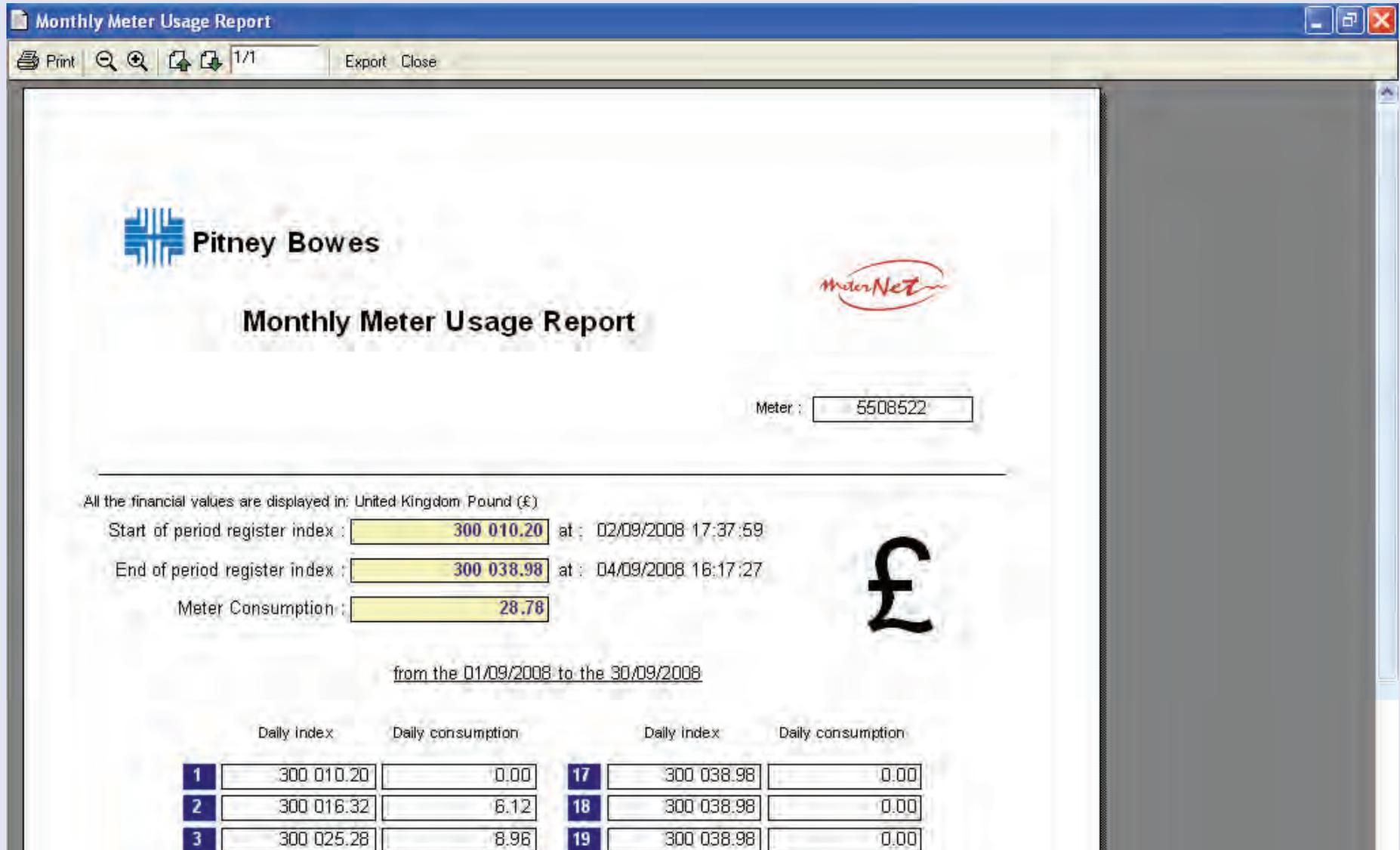
Calculate Print Close



## The Reports sub-menu (continued)

### Monthly meter usage report (continued)

Click on the **Print** link to print the form or click the **Export** link to export the form, as required.



**Pitney Bowes**

**Monthly Meter Usage Report**

Meter : 5508522

All the financial values are displayed in: United Kingdom Pound (£)

Start of period register index : 300 010.20 at : 02/09/2008 17:37:59

End of period register index : 300 038.98 at : 04/09/2008 16:17:27

Meter Consumption : 28.78

£

from the 01/09/2008 to the 30/09/2008

	Daily index	Daily consumption		Daily index	Daily consumption
1	300 010.20	0.00	17	300 038.98	0.00
2	300 016.32	6.12	18	300 038.98	0.00
3	300 025.28	8.96	19	300 038.98	0.00



## The Reports sub-menu (continued)

### Reports Layout

This screen allows you to customise the look of the page header and/or footer used in reports to meet your own requirements.

The **Page Header** section offers two options.

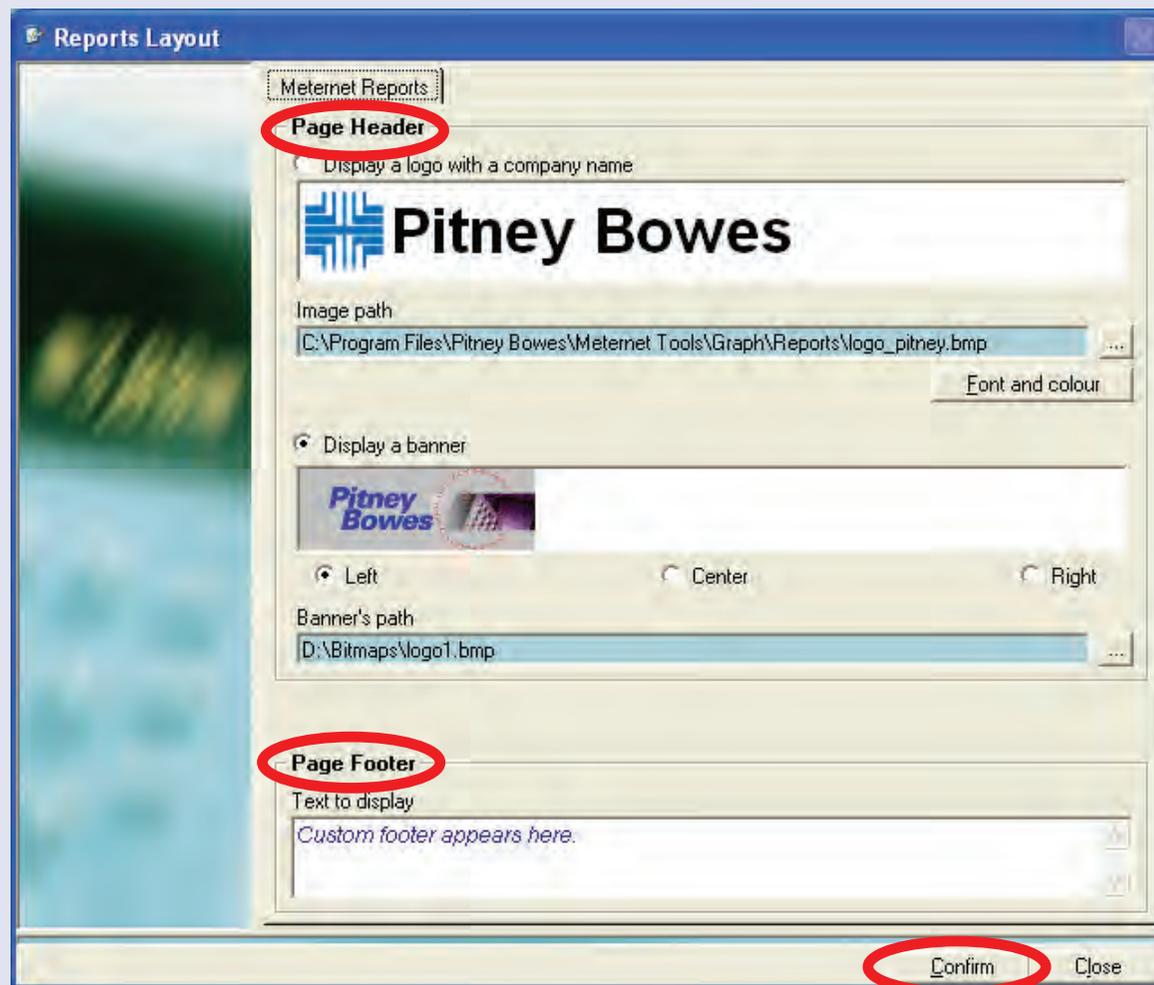
**Display a logo with a company name** allows a small logo to be imported, followed by a text description. This text can be formatted with fonts and colours available on your system.

**Display a banner** allows a single graphic element to be imported and used as a header with its location on the report set by the 'left', 'centre' and 'right' radio buttons.

Graphics are imported by clicking on the import button and browsing to the graphics file. The file must be in Windows bitmap (.bmp) format and MeterNet will automatically resize the imported graphic in proportion to fit. MeterNet links to the source graphic file which must be available (i.e. on the local hard disk or on the network) at all times for report generation.

The **Page Footer** section of the screen allows you to type in a simple text footer.

Click on **Confirm** to save any changes.



## The Consolidation sub-menu



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

An overview of the consolidation process is given on the next page.

The **Consolidation** sub-menu is accessed by clicking on **Consolidation** in the Transactions Menu. This sub-menu gives access to the following functions:

### Export for consolidation

Allows you to create a file of transactions created on either the local or a remote site's working database for transfer to a consolidation server's Consolidation Database.

### Import for consolidation

Allows you to merge a file of transactions created on either the local or a remote site's working database for transfer to a consolidation server's Consolidation Database.

### Settings

Allows you to set up how the data is exported prior to an export being generated.

### History of the exports

Allows you to view a log of all exports for consolidation.



## The Consolidation sub-menu (continued)

### An overview of the Consolidation Process

Consolidation allows data from multiple sites to be transferred to a central location for detailed analysis.

If your company installation of MeterNet consists of non-networked sites, consolidation is the only method of combining data from all sites to achieve detailed analysis and reporting.

#### EXPORT

The consolidation process consists of exportation of data from every MDS server working database (including the Consolidation Server's own working database if it acts as an MDS). This data can be exported using one of the following methods:

<b>Floppy disk</b>	Floppy disks/memory stick physically sent to the consolidation server.
<b>Modem</b>	Data sent to a directory on the consolidation server via a telephone connection.
<b>Network</b>	Data sent to a directory on the consolidation server via a network connection.
<b>Email</b>	Data is sent to a LOCAL directory on the local MDS server's hard drive so that it can be manually 'attached' to an email message.
<b>Local Hard Drive</b>	Data is sent to a directory on the local hard drive. This method is used if the Consolidation Server is itself an MDS and has a working database that needs to be exported.

Which method is used, and the destination, are set using the **Settings** functions in the Consolidation sub-menu.



## The Consolidation sub-menu (continued)

### An overview of the Consolidation Process (continued)



Consolidation export can, in some cases (e.g. Modem consolidation), be run automatically from outside MeterNet by double clicking the **MeterNet Export** icon on the Windows desktop. This fully automates the export process. However, details of the export (i.e. file names) are not displayed in the confirmation screen. If file names are required, they can be located in 'History of the Exports'.

Because this is a separate executable program, it can also be set to run automatically using the Windows program '**Task Manager**' at a specified interval.

Your Pitney Bowes installing engineer will advise on the best method for your own operation.



## The Consolidation sub-menu (continued)

### An overview of the Consolidation Process (continued)

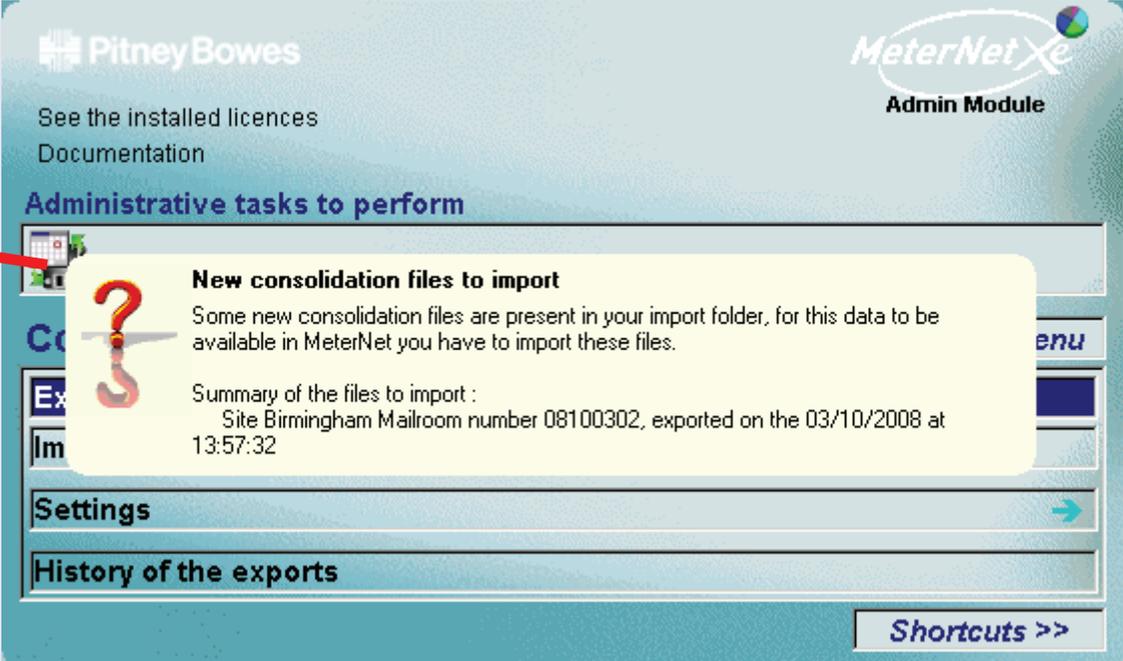
#### IMPORT

The exported data then needs to be **imported** into the consolidation server's **Consolidation Database**.

This database combines the exported data into one database where analytical work can be carried out encompassing all MeterNet sites.

During the import process, the location of the data to import will be requested. This may be on a floppy disk, or a local directory on the consolidation server's hard drive, depending on the export method used.

Consolidation import can be run automatically from the Admin Module Main Menu. Click on the 'Admin task' icon – you will be taken to the 'Selection of the file for import' screen.



The screenshot displays the MeterNet Admin Module interface. At the top left is the Pitney Bowes logo, and at the top right is the MeterNet Xe Admin Module logo. Below the logos are links for 'See the installed licences' and 'Documentation'. A section titled 'Administrative tasks to perform' contains a yellow notification box with a red question mark icon. The notification text reads: 'New consolidation files to import. Some new consolidation files are present in your import folder, for this data to be available in MeterNet you have to import these files. Summary of the files to import : Site Birmingham Mailroom number 08100302, exported on the 03/10/2008 at 13:57:32'. Below the notification are links for 'Settings' and 'History of the exports'. A 'Shortcuts >>' button is located at the bottom right of the interface.



## The Consolidation sub-menu (continued)

### Export for consolidation

When selected, the following screen appears:

**Note:** In general, these settings will have been configured by your Pitney Bowes engineer and should therefore not require alteration.

This screen allows you to select the Meter, Period and Export options. The Period shown by default is the period covering the entire range of data in the working database.

**Franking data export from MeterNet for a global data consolidation**

Export all data regarding a meter

Postal number, Status and dates of use	Serial number
<input type="checkbox"/> 1	1
<input type="checkbox"/> 3	3
<input checked="" type="checkbox"/> 5501459	5501459
<input checked="" type="checkbox"/> 5508522	5508522

Export regarding the period

Start: 28/08/2008 End: 09/09/2008

**Export options**

Only export transactions that have never been sent to the consolidation database

Export also transactions in pending accounts

**Create the export file**

It is suggested that the tick box **Only export transactions that have never been sent to the consolidation database** be ticked. If this is done and all other settings are left untouched, MeterNet will automatically send only the new data from all registered meters for consolidation.

It is preferable not to export transactions in pending accounts as these should be resolved locally before exporting for consolidation.

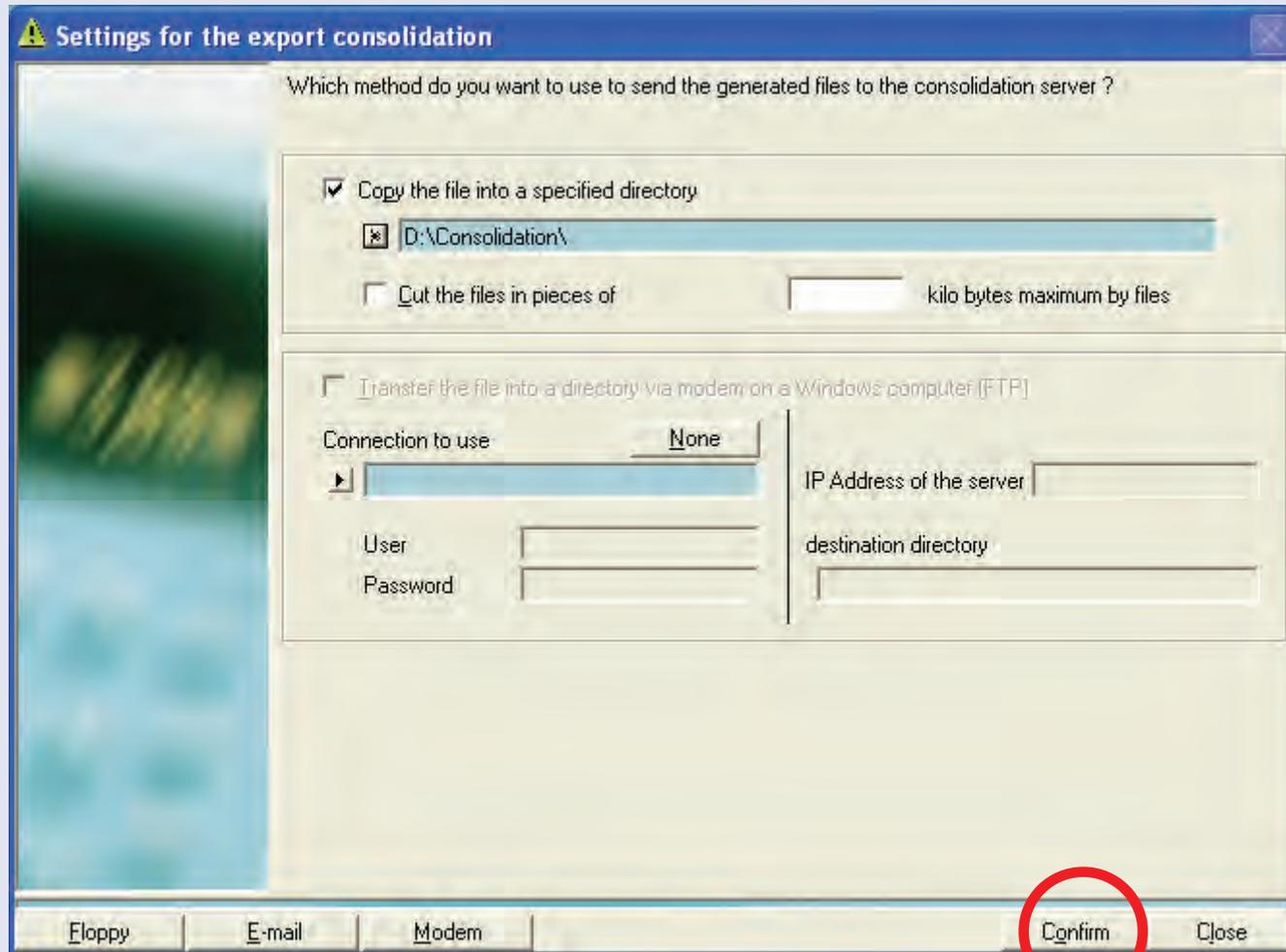
Clicking on **Create** generates a file for export (although it is preferable to use the desktop shortcut for file export).



## The Consolidation sub-menu (continued)

### Export for consolidation (continued)

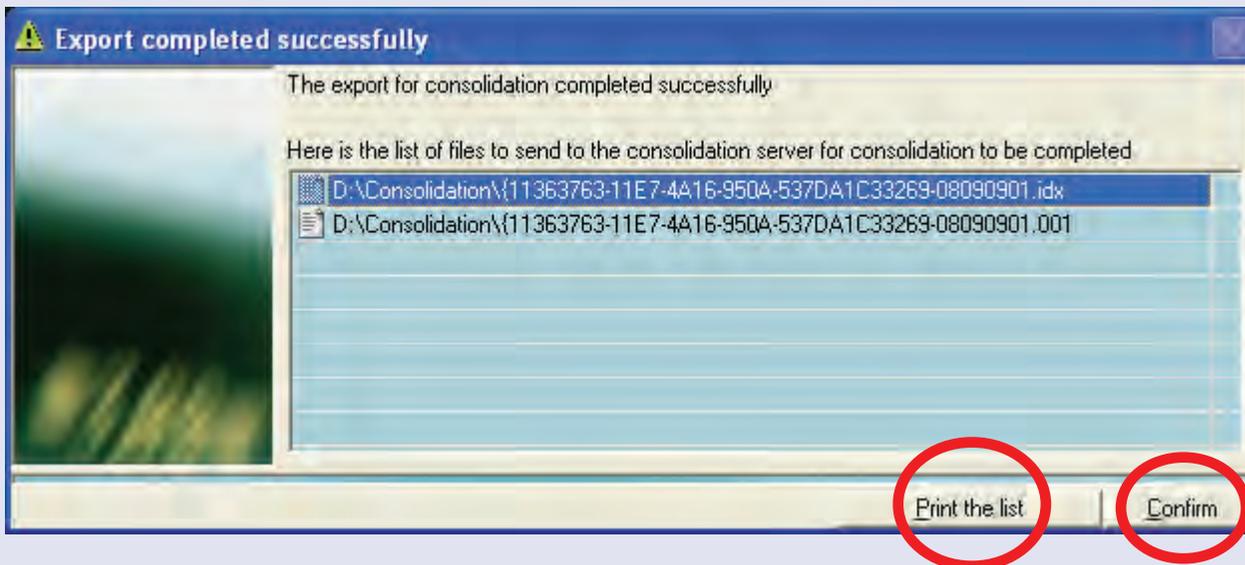
A screen will appear confirming the exportation details which have been set in the **Settings** functions in the Consolidation sub-menu. Check that these details are correct, and click on **Confirm** to carry out the export of data for consolidation.



## The Consolidation sub-menu (continued)

### Export for consolidation (continued)

Once the export has been completed, a screen will display confirming that the files have been written to the chosen destination. There will always be two files - an 'idx' (index) file and the main export file. At this point, if exporting to a floppy disk, make a note of the main file name to be written on the disk label - this will aid importing the file at the consolidation server.



You can also print details of the files exported by clicking on the **Print the list** button.

Click on the **Confirm** button – the screen log displayed will confirm that the export has been completed successfully.

Click on the **Close** button to return to the menu.



## The Consolidation sub-menu (continued)

### Import for consolidation

Files that have been exported for consolidation from local or remote MDS servers must be imported into the consolidation server's Consolidation Database using this function.

**NOTE:** If the consolidation server is part of a local mailroom operation, it's important to remember that the local working database must also be exported and subsequently imported using this function. This process IS NOT automatic.

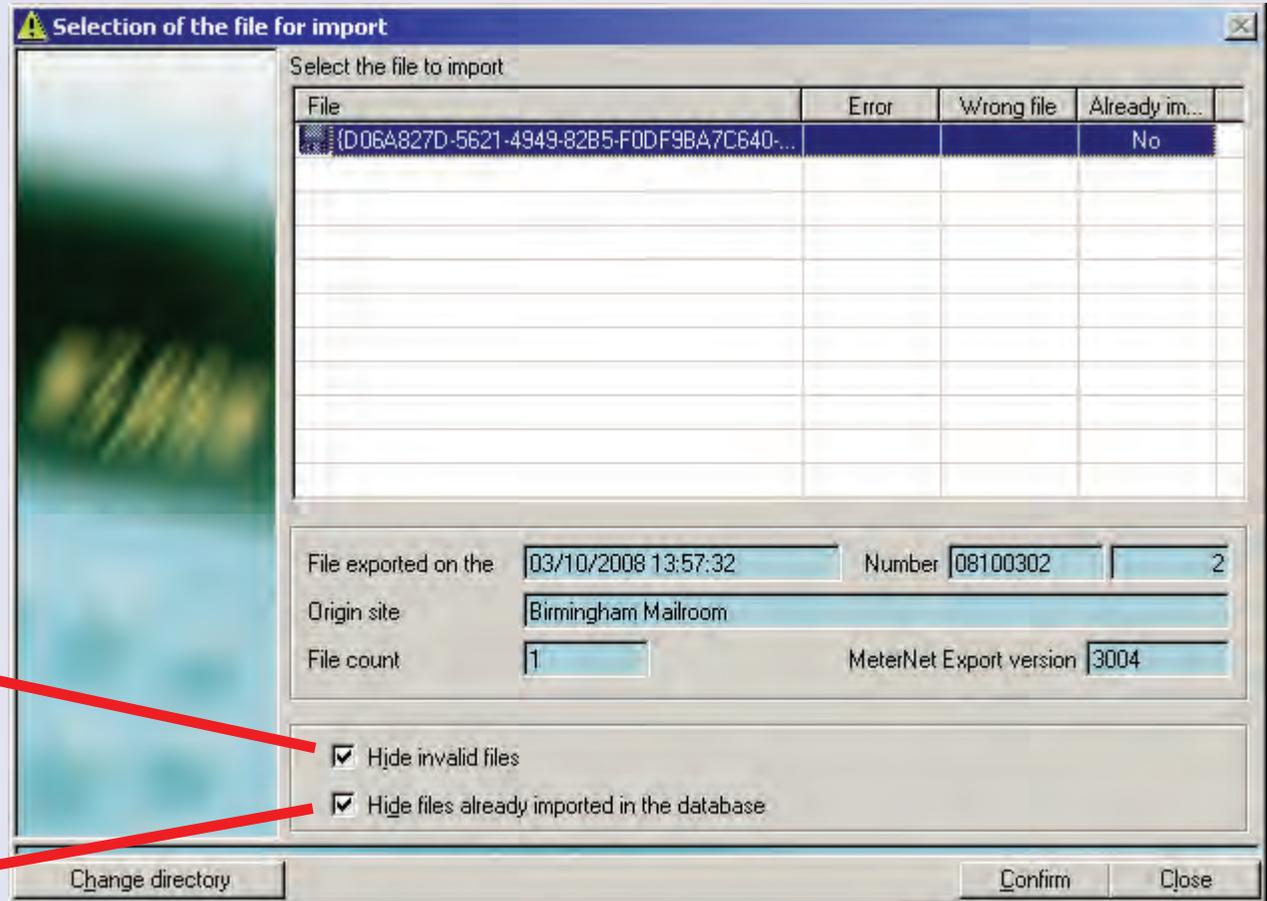
Click on **Import for consolidation**, MeterNet will attempt to locate exported files in the directory (or floppy disk) last used. If necessary, MeterNet will ask you to browse and locate the files you wish to import.

Once acceptable files are located, the screen on the right will appear, displaying the file name(s) and site that exported the file.

If the **Hide Invalid Files** checkbox is ticked, only current valid MeterNet consolidation files will be shown.

It is highly recommended that the **Hide files already imported in the database** checkbox is ticked.

This will prevent accidental importation of files that have already been processed.

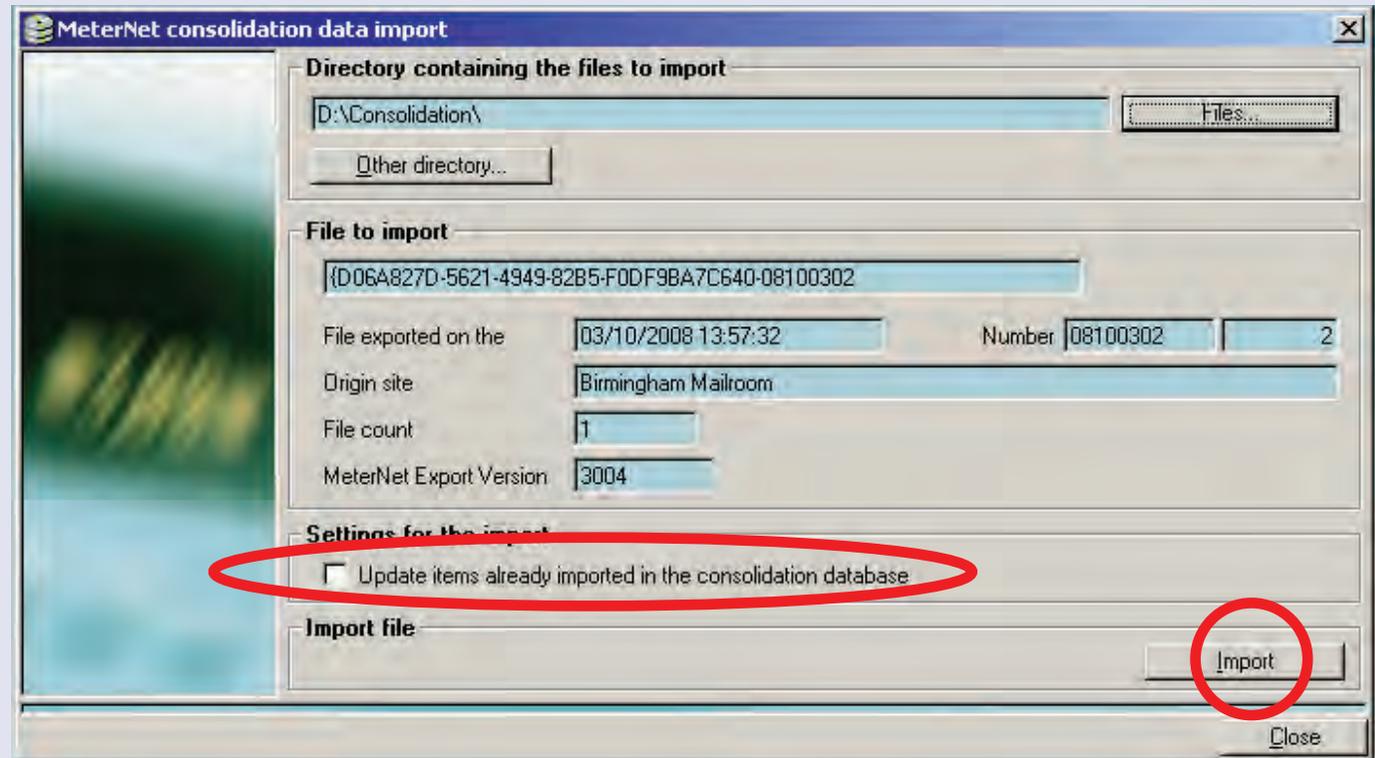


## The Consolidation sub-menu (continued)

### Import for consolidation (continued)

**NOTE:** If the exported file name is unknown, it can be found by referring to the 'History of the exports' option on the remote server which originated the file.

Make sure the file you want is highlighted by clicking on it and then click on the **Confirm** button. A confirmation screen will appear, displaying details of the file selected.



**IMPORTANT:** The setting 'Update items already imported in the consolidation database' can be ticked at this point to allow existing consolidation database information to be updated, such as account names, etc. Updating will only take place if the imported file contains activity related to that particular element.

If OK, click on the **Import** button. If importing from a floppy disk, If applicable, MeterNet will ask you to confirm that the floppy disk is still in the drive and click on the **OK** button.



## The Consolidation sub-menu (continued)

### Import for consolidation (continued)

If the file being imported contains any new site information (new user, new MDS, new client, new account, etc.) that is unknown to the consolidation database, you will be prompted to create a new entry in the database or to merge this new information with an existing location in the database.

**Select locations of the consolidation**

**Name of the data station to consolidate :**

Item	Content
Name of the data station	MDS-7

Where do you want to consolidate the information shown above ?

In a new location  
 In an existing location

**WARNING:** Once the 'Confirm' button is pressed, all further imports will be merged into the selected location with no changes possible!

In an existing location

**WARNING:** Once the 'Confirm' button is pressed, all further imports will be merged into the selected location with no changes possible!

- PC1
- PC2
- MDS-Virtual 1
- PC7

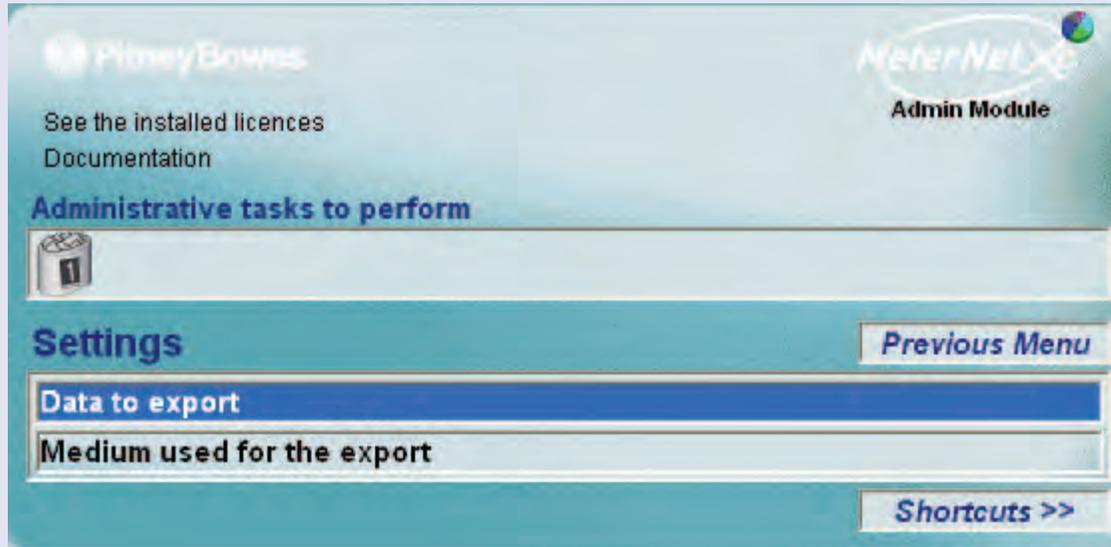
**IMPORTANT:** Take care before merging new site information with an existing location. Once this decision is made, all further imports will automatically be merged in the same way and the consolidation database **CANNOT** be changed in the future to prevent this happening. i.e. if you merged a new user with an existing user, all future mail processing carried out by the new user would automatically be recorded in the consolidation database as if it had been completed by the existing user.

The screen log will tell you if the import has been completed successfully. If OK, click on **Close** to return to the menu.



## The Consolidation sub-menu (continued)

### The Settings sub menu



#### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

This sub-menu is used to setup the export criteria used in the 'export for consolidation' process.

The **Settings Sub-Menu** is accessed by following the path:

**Main Menu > Transactions > Consolidation > Settings.**

This sub-menu gives access to the following functions:

**Data to export**            Allows you control which data is automatically exported for consolidation.

**Medium used for the export**    Allows you to configure how data is automatically exported for consolidation.



## The Consolidation sub-menu (continued)

### The Settings sub menu (continued)

#### Data to export

This screen allows you to configure the settings of which data is automatically exported for consolidation.

The screen allows you to select the Meter, Period and Export options. The Period shown by default is the period covering the entire range of data within the working database.

It is suggested that the tick box **Only export transactions that**

**have never been sent to the consolidation database** be ticked. If this is done and all other settings are left untouched, MeterNet will automatically send only the new data from all registered meters for consolidation.

It is preferable **NOT** to select **Export transactions in pending accounts** as these should be resolved locally before exporting for consolidation.

Clicking on **Confirm** automatically saves the settings for automatic export.

**Settings for the automatic export**

**Meter selection**

Export all data regarding a meter

Postal number, Status and dates of use	Serial number
<input type="checkbox"/> 1	1
<input type="checkbox"/> 3	3
<input type="checkbox"/> 5501459	5501459
<input type="checkbox"/> 5508522	5508522

**Period selection**

Export regarding the period

Start: 28/08/2008 End: 09/09/2008

**Export options**

Only export transactions that have never been sent to the consolidation database

Export also transactions in pending accounts

Confirm Close



## The Consolidation sub-menu (continued)

### The Settings sub menu (continued)

#### Medium used for the export

This screen allows you to configure the settings of how data is automatically exported for consolidation.

Select the method you wish to use to send files to the consolidation server using the buttons at the bottom left of the screen.

The method and associated settings will normally have been configured by your installing Pitney Bowes engineer. If, for some exceptional reason, you wish to change the export method, further configuration options will be presented.

**Only change these settings if you are sure that you know what you are doing.**

In any case, it is advised that you take a note of the settings **before** you make changes, so that the original configuration can be restored.

**Settings for the export consolidation**

Which method do you want to use to send the generated files to the consolidation server ?

Copy the file into a specified directory  
 Cut the files in pieces of [ ] kilo bytes maximum by files

Transfer the file into a directory via modem on a Windows computer [FTP]

Connection to use: None

User: [ ] Password: [ ]

IP Address of the server: [ ]  
 destination directory: [ ]

Floppy | E-mail | Modem | Confirm | Close



## The Consolidation sub-menu (continued)

### The Settings sub menu (continued)

#### Medium used for the export (continued)

Clicking on **Confirm** automatically saves the settings for automatic export.

Settings for the export consolidation

Which method do you want to use to send the generated files to the consolidation server ?

Copy the file into a specified directory

Cut the files in pieces of [ ] kilo bytes maximum by files

Transfer the file into a directory via modem on a Windows computer (FTP)

Connection to use: None

IP Address of the server: [ ]

User: [ ]

Password: [ ]

destination directory: [ ]

Floppy E-mail Modem **Confirm** Close



## The Consolidation sub-menu (continued)

### History of the exports

This screen displays a list of the consolidation exports from the local mailroom server's database.

The **Export** column gives the file names.

The **Date** column gives the date and time that the export file was generated.

The **Status** column describes the status of the export. i.e. Success, Failure or No Data. If there has been an export failure, MeterNet will attempt to re-export the data when the next export file is generated.

Export	Date	Status
08090901	09/09/2008 16:26:19	Success
08090902	09/09/2008 16:44:53	Success
08090903	09/09/2008 16:50:51	No data
08090904	09/09/2008 16:51:07	No data



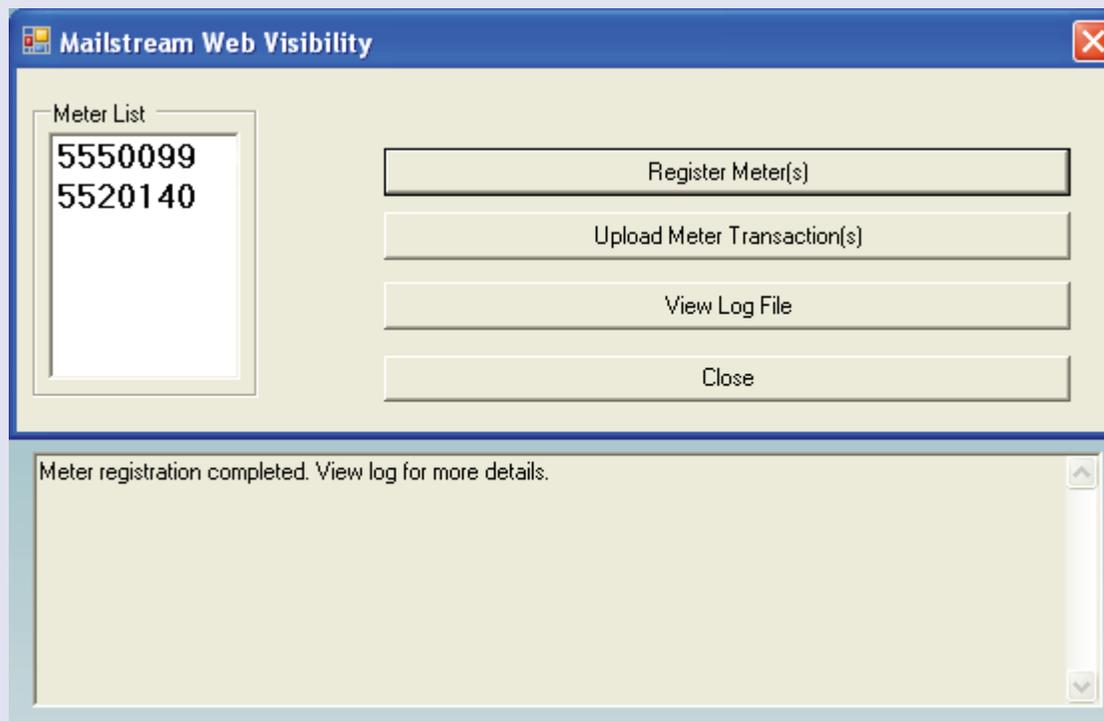
## Mailstream Web Visibility

Mailstream Web Visibility controls the interface between MeterNet and the online facilities offered by Pitney Bowes 'My Account'. Your engineer will advise which meters in your system are compatible with this feature.

### Register Meter(s)

Clicking the **Register Meter(s)** button registers all compatible DM series meters with the online Pitney Bowes services. This allows the online services to record data uploaded from the registered meters.

Note that for a meter to be able to be registered with online services, the information related to UIC Serial Number, PSD PCN and Postage by Phone account number must be entered when the meter is registered into MeterNet as described in the 'Register a new meter' section of this guide.



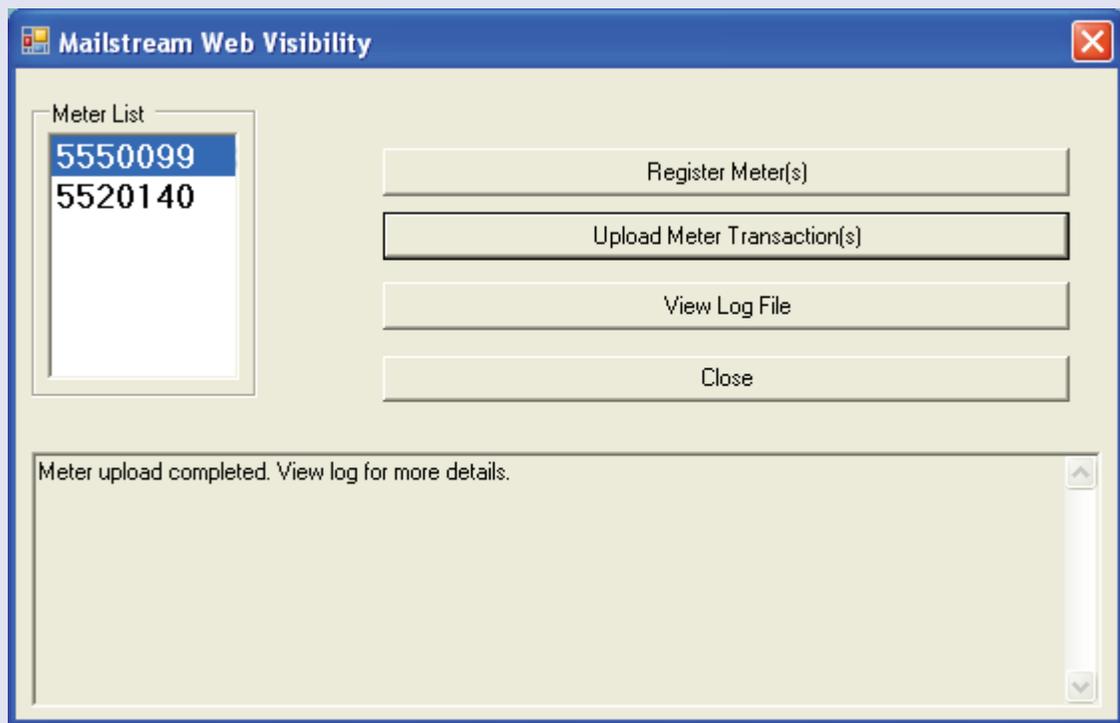
## Mailstream Web Visibility (continued)

### Upload Meter Transaction(s)

Clicking the **Upload Meter Transaction(s)** button uploads transaction data from all meters registered for Mailstream Web Visibility to the Pitney Bowes online services within 'My Account'.

Note that an Administrator/Manager can schedule a task to upload data on a regular basis automatically. This is accessed within the Misc. tab of the software settings.

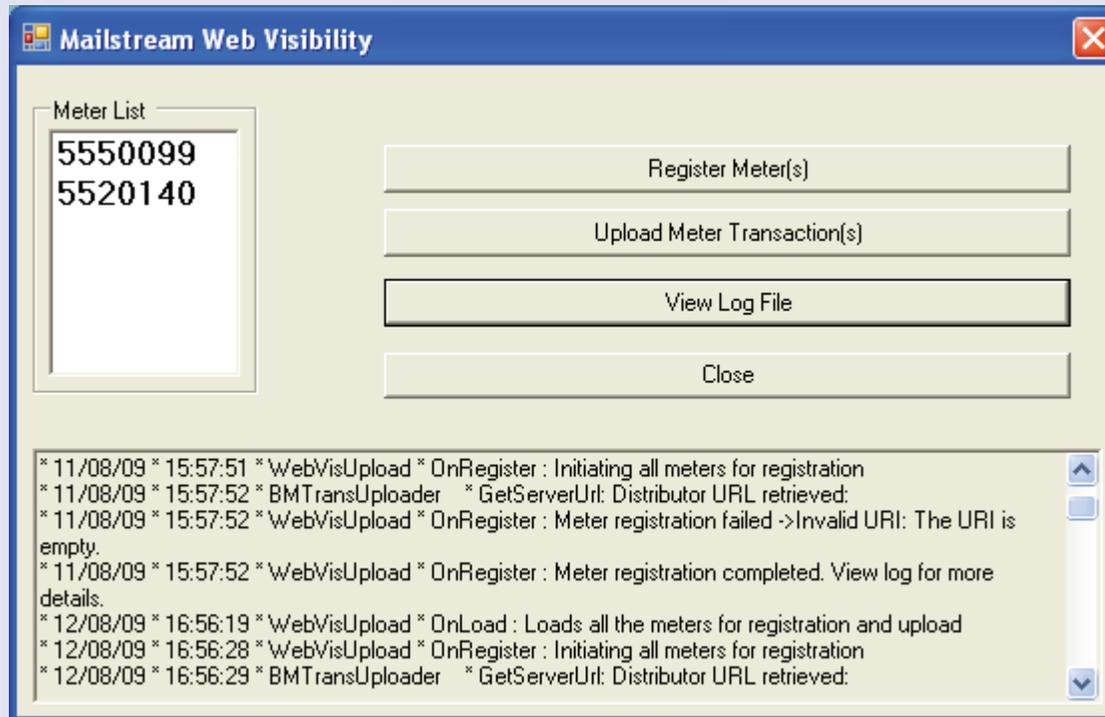
**NOTE:** If Mailstream Web Visibility is in use, transactions cannot be purged until they have been uploaded to Pitney Bowes online services.



## Mailstream Web Visibility (continued)

### View Log File

Clicking the **View Log File** button displays a log of all Mailstream Web Visibility activity.



### Close

Clicking this button closes the Mailstream Web Visibility dialogue.



# Manual input

Select **Manual Transaction** and the following screen appears.

**Manual Transactions**

User: a 02 September 2008 15:45:21

**Meter**  
Postal No. 1  
Serial No. 1

**Application**  
 Code  Name  
Code  
Name

**Account to be incremented**  
 Primary  Secondary  Name  
Service  
Client: Pitney Bowes Ltd  
Account: Service  
S/Account  
S/S Account

**Job**  
 Code  Name  
Code: 1  
Name: Invoice Run 1

**Envelopes**  
Type: Any size

**Postal category**  
Predefined categories  
Selected category: Royal Mail - Letter 2nd Class

**Unit Weight**  
58 g. Weight input: 0

**Dates**  
Postal date: 02/09/2008  
Transaction date: 02/09/2008 15:37:47

**Valuation (£)**

Pieces amount		Global amount	
Base amount	1.00	Base amount	0.00
Fees amount	0.00	Fees amount	0.00

**Pieces**  
Piece count: 10 Total amount: 10.00

**Workstation Surcharge**  
Surcharge Type: Per Piece  
Surcharge Amount: £0.00

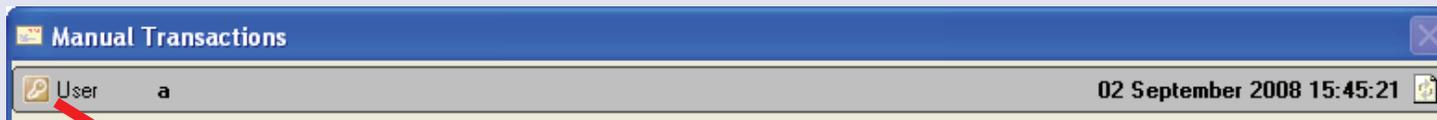
**Create transaction** Close



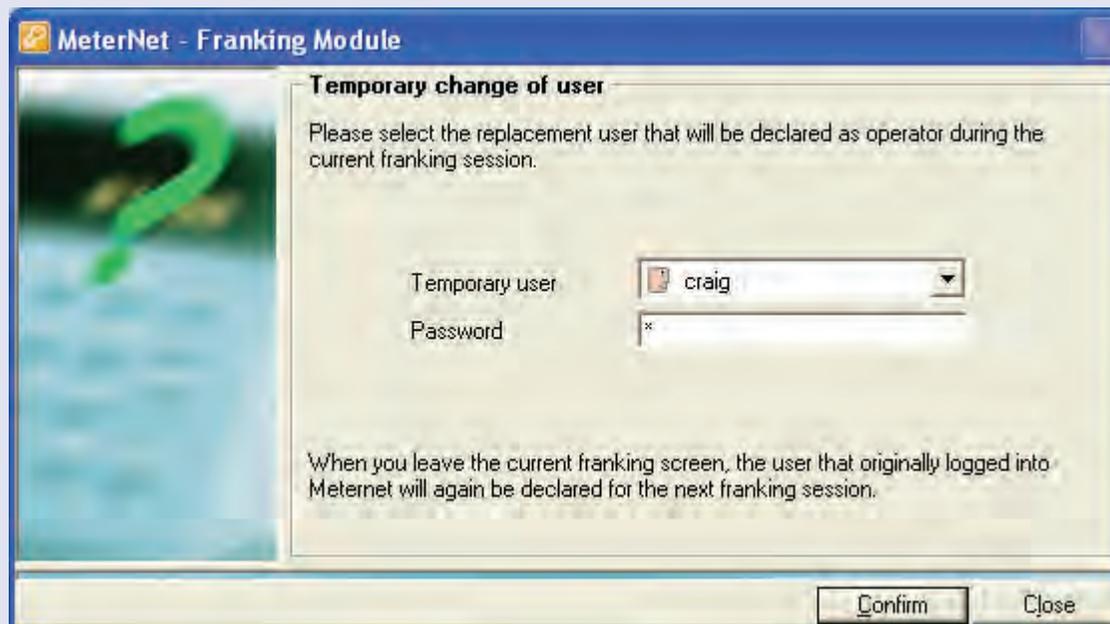
## Manual input (continued)

### Top Bar

This area of the screen displays the current operator name and current date.



Clicking on the **'User' icon** at the top left of the Top Bar, allows a temporary change of user. A logon dialogue box will appear prompting for the temporary user's User Name and password. This temporary user's logon is only active until the Franking Screen is closed, at which point the original user is reinstated.



## Manual input (continued)

### Meter

You must select a 'virtual' meter for the transaction to be allocated to.

A 'virtual' meter is, as its name suggests, not a real meter. It is a 'dummy' created within MeterNet to allow non-meter transaction data to be recorded.

Click on the drop down menu and select the 'virtual' meter you require.

### Application

This area of the screen is not applicable in your country.

### Account to be incremented

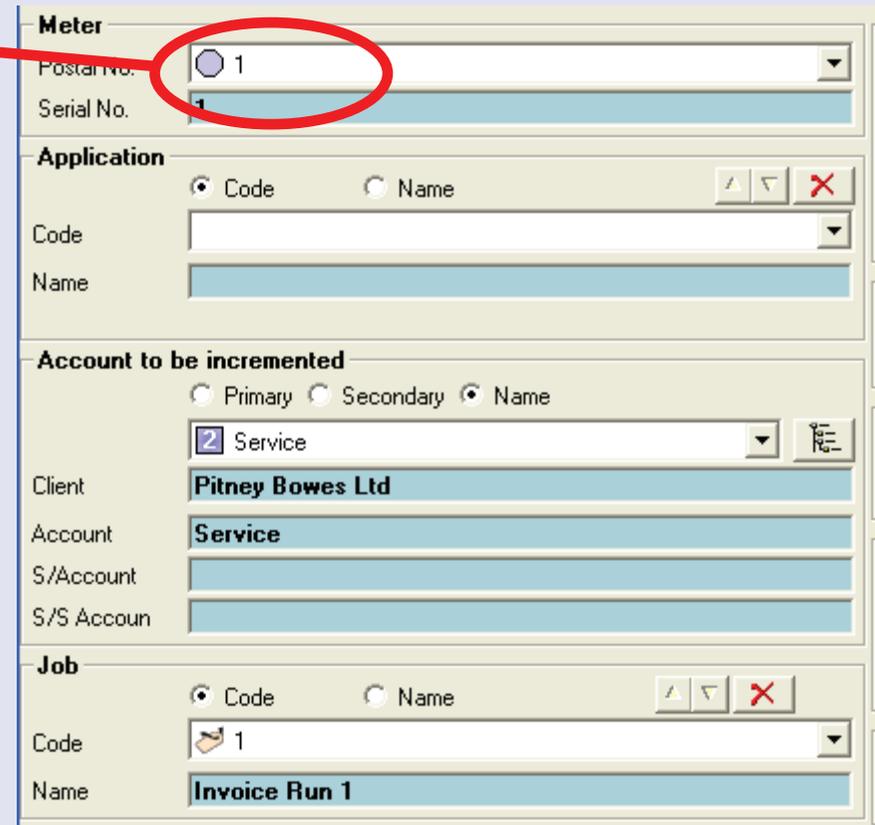
This area displays the account within MeterNet that subsequent manual transactions will be allocated to. The account can be selected in the same way as in the normal franking screen.

### Job

This section is used to identify transactions against a job ID. Job ID's are useful for identifying a 'batch' of transactions for later identification and reporting.

This entry is normally optional, although it can be configured to be mandatory if required (see 'software' option).

If creation of new jobs within franking mode has been allowed within software options, you can key in the new code in the Job Code field and press Enter. MeterNet will ask if you wish to create a new job and, if you do, for a new job description.



The screenshot shows a web form with the following sections:

- Meter:** Postmeter No. dropdown menu (value: 1), Serial No. text field (value: 1).
- Application:** Radio buttons for Code (selected) and Name, Code dropdown menu, Name text field.
- Account to be incremented:** Radio buttons for Primary, Secondary, and Name (selected), Client dropdown menu (value: Service), Client text field (value: Pitney Bowes Ltd), Account text field (value: Service), S/Account text field, S/S Account text field.
- Job:** Radio buttons for Code (selected) and Name, Code dropdown menu (value: 1), Name text field (value: Invoice Run 1).



## Manual input (continued)

### Envelopes

This option can be used to select the envelope size if you have defined any in the 'envelopes' screen, and can be used in conjunction with the 'envelope stocks management' feature to monitor envelope usage.

The screenshot shows a form titled 'Envelopes'. It has a 'Type' label followed by a dropdown menu. The dropdown menu is open, showing 'Any size' as the selected option.

### Postal Category

This area of the screen allows you to select the class/category to which the transaction will be allocated.

If the category you want is available in the category predefinitions drop down menu, select it immediately from the menu.

The screenshot shows a form titled 'Postal category'. It has a 'Predefined categories' dropdown menu. Below it, there are two buttons: 'Other postal category...' (circled in red) and 'Current category details...'. Below these buttons, there is a 'Selected category' field with the text 'Royal Mail - Letter 2nd Class'.

If the category does not appear, click on the **Other postal category** button.

Select the type of postal category you require:

**CCF Import** - predefined postal categories  
or  
**User Defined**

Then click **Confirm**.

The screenshot shows a dialog box titled 'MeterNet - Franking Module'. It contains two sections: 'Please select the postal system :' with a dropdown menu showing 'BP\_UK', and 'Please select the type of postal category :'. Under the second section, there are two radio buttons: 'CCF Import' (selected) and 'User Defined'. At the bottom right, there are two buttons: 'Confirm' (circled in red) and 'Close'.



## Manual input (continued)

### Postal Category (continued)

You will now be presented with a sequence of screens which allow you to select carrier, then class, then fees, etc.

In each screen, highlight the selection you want and then click **Next** to add that item to the panel 'Items already selected'. Once you have selected all the criteria you require, Click on **Validate**.

**Postal category selection**

**Items already selected**

Carrier	Royal Mail
Category	Letters International Air to Europe
Destination	Default Destination
Fees	Airsure £0.00

**Fees selection**

Airsure + Compen	Airsure + Compensation
Compensation	Compensation
Consequential Lo	Consequential Loss
International Sign	International Signed
International Sign	International Signed + Compensation
Recorded Deliver	Recorded Delivery

Previous Next

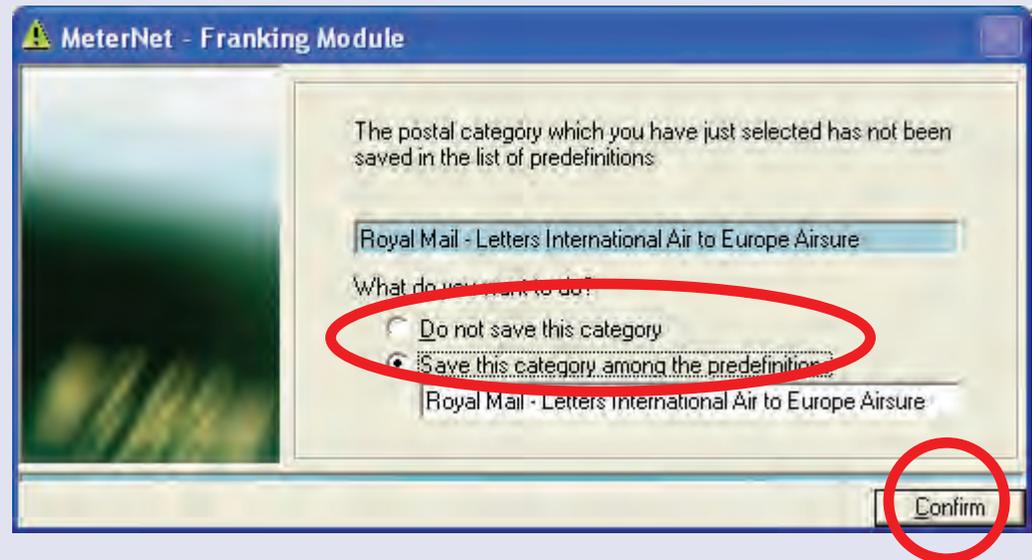
Validate Cancel



## Manual input (continued)

### Postal Category (continued)

MeterNet may give you the option to load the category without saving it or to add the category to the category predefinitions drop down menu for future use. Choose the option you want then click on **Confirm**.



### Unit Weight

This section shows a unit weight for each item that will be recorded in MeterNet's database. A weight must be entered to be able to carry out a manual transaction.

Click on the **Weight input** button. Then enter the single item weight you require followed by **Confirm**.

Alternatively, if you have a separate JBxx, Jnxx or J0xx series scale platform connected, a button titled **Get weight** will be available. Place the item of mail on the platform, click on **Get weight** and the weight will automatically be entered into the weight field.



## Manual input (continued)

### Dates

Select the dates for the Manual Transaction:

Dates		
Postal date	<input type="text" value="02/09/2008"/>	
Transaction date	<input type="text" value="02/09/2008"/>	<input type="text" value="15:37:47"/>

**Postal Date:** Is the date you wish to assign to the transaction e.g. the transaction will appear as if it had taken place on this date.

**Transaction Date:** Is the date and time that MeterNet will recognise this manual transaction having been entered. This would normally be today's date, but can be changed if required.

### Valuation (£)

Choose the **Pieces amount** button or the **Global amount** button, depending on how you wish to allocate the transaction.

Valuation (£)			
Pieces amount		Global amount	
Base amount	<input type="text" value="1.00"/>	Base amount	<input type="text" value="0.00"/>
Fees amount	<input type="text" value="0.00"/>	Fees amount	<input type="text" value="0.00"/>

**Pieces amount** Allows you to select an amount for EACH piece. Use this method if you know the unit price per piece. If CCF Import was selected previously, the base amount will automatically appear based on the Postal Category selected. In which case you can either override the amount if you wish, or you can simply enter the number of pieces as described below.

**Global amount** Allows you to allocate a TOTAL price for ALL the pieces. MeterNet will calculate a unit price based on the global amount divided by the number of pieces. Use this method if you know a total value, but not necessarily the price of each individual piece.

### Pieces

Enter the number of mail pieces into the **Piece count** box. The **Total amount** box will display the total manual transaction amount.

Pieces	
Piece count	<input type="text" value="10"/> Total amount <input type="text" value="10.00"/>



## Manual input (continued)

### Workstation Surcharge

This is an **optional** feature that may or may not be enabled on your system. Clicking on the **Workstation Surcharge** button is a shortcut to the Surcharge Parameters screen. [Follow this link](#) for more information.

### Create Transaction

Click on **Create transaction**. A confirmation box will appear.

Click on the **Create** button to allocate the manual transaction to the database or click on **Change** to amend the details. MeterNet confirms the transaction. Click on **OK** to return to the Manual Transactions screen.

### Close

Closing the Manual Transaction Screen returns you to the Main Menu.

The screenshot shows a dialog box titled "MeterNet - Franking Module" with the following content:

You are about to create a new transaction with these parameters :

<input type="checkbox"/> Client	<b>A10000 - A10000 - Pitney Bowes Ltd</b>
<input type="checkbox"/> Account	<b>2 - 2 - Service</b>
<input type="checkbox"/> sub Account	<b>None</b>
<input type="checkbox"/> sub/sub Account	<b>None</b>
<input type="checkbox"/> Application	<b>None</b>
<input type="checkbox"/> Job	<b>1 - Invoice Run 1</b>
Piece count	<b>10</b>
Unit weight	<b>58 g.</b>
WS Surcharge	<b>£0.00</b>
Total	<b>£10.00</b>

Do you confirm you want to create this transaction ?

At the bottom right, there are two buttons: "Create" and "Change". The "Create" button is circled in red.



# The Parameters Menu

This menu is reached by clicking on **Parameters** in the **Main Menu**. It accesses functions related to configuring the MeterNet software and creation/modification of the MeterNet accounting structure.



## TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The following functions are accessed through this menu:

### Configuration

Allows you to setup the MeterNet environment. Also used for monitoring Postage Meters and defining of category and mail type groups.

### Accounts and clients

This function allows you to create Clients and the associated account structure. It also allows you to modify, lock/unlock Accounts, Sub Accounts and Sub Sub Accounts and setup of surcharges.



# The Parameters Menu (continued)

## Technical contracts

This area of the screen is not applicable within your country. It is used in certain countries to 'group' mail based on 'Technical Contracts' negotiated between the Postal Authority and the customer.

## Applications

Primarily used in France, this function allows you to create a predefined selection sequence for a mail run. An application can contain selection of Client/Account etc., a related postal category, envelope type as well as French specific features such as technical contract.

## Jobs

Jobs can be used to identify a group of transactions separately from other transactions and are used at the time the transaction takes place. Jobs can be assigned to both franked transactions and virtual meter transactions.

## Grouping

Groups can be used to group together either accounts, jobs or users for the purpose of reporting.

## Envelopes

Allows you to define envelope types for identification in transaction records and when using envelope management to control envelope stocks.



## The Configuration sub-menu



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The **Configuration Sub-Menu** is accessed by clicking on **Configuration** in the **Parameters Menu**. This sub-menu gives access to the following functions:

- |                               |   |
|-------------------------------|---|
| <b>Meters</b>                 | Accesses a further menu related to aspects of Postage Meter configuration within MeterNet.                  |
| <b>Environment</b>            | Accesses a further menu related to all aspects of User control and MeterNet software configuration.         |
| <b>Postal database</b>        | Allows you to group/create categories of mail to form sub-groups for analysis within the reporting modules. |
| <b>Accounts parameters</b>    | This function is not used in this implementation of MeterNet.   |
| <b>Global surcharge Setup</b> | Allows you to define the workstation surcharge parameters in your system.                                   |



## Configuration (continued)

### Meters



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

This menu is reached by clicking on **Meters** in the **Configuration sub menu**. It gives access to:

#### Register a new meter

This function is used primarily by service personnel to register a new or replacement meter with MeterNet.

#### Create an additional meter

This function is used to create a new 'virtual' meter which is used to allocate manual transactions against.

#### View the meters

Used to view or change information relating to Postage Meters.

#### Release a local meter

Releases a meter from MeterNet so it can be moved to, say, another Mailing System and when correcting transactions.



## Configuration (continued)

### Meters (continued)

#### Create an additional meter

This function is used to create a new 'virtual' meter. A virtual meter is one that does not exist physically - it is created so that certain manual transactions can be allocated into MeterNet.

#### Meter area

Fill in the Meter serial number and Postal no. boxes. We recommend using short (3 or 4 digit) numbers for the meter serial number so that the virtual meter created cannot ever conflict with a real postage meter. Also, we recommend that the meter serial number and postal no. are entered as the same number.

The meter Model number can be almost any alpha numeric entry. We recommend using the letter 'V' or 'Virtual' within this description to enable a virtual meter to be easily distinguished from a real meter.

Normally, leave the 'register' boxes at the default zero settings.

Check the currency is correct, and change if necessary using the drop down menu.

Make sure the correct postal system is entered for your country using the 'Select meter postal system' drop down menu.

Select **Local** in the 'Select meter origin' drop down menu.

Creating a new virtual meter

**Meter**

Serial number of the meter: 3

Postal no.: 3

Meter model: V100

Meter description: New Virtual Meter

Register number of mail pieces when creating the meter: 0

Register total amount when creating the meter: 0.00

Currency: United Kingdom Pound

Select meter postal system: Royal Mail

Select meter origin: Local

**Client**

Mail deposit Post Office: Harlow

Client: Pitney Bowes Ltd

Address: The Pinnacles

Postcode: CM19 5BD Town: Harlow

**Use of a virtual mail data station**

When using manual input on this meter, set the pieces to have been franked of this virtual mail data station:

Confirm Close



## Configuration (continued)

### Meters (continued)

#### Create an additional meter (continued)

##### Client area

Enter the Client details you require for this virtual meter.

##### Use of a virtual mail data station

If this box is left empty, transactions recorded against this virtual meter will be recognised as being generated by the particular physical MDS being used.

If a virtual MDS has been created previously, a drop down menu will be available to select the required virtual MDS. Selecting a virtual MDS will cause transactions from this new virtual meter to be recognised as being generated by the virtual MDS rather than the physical MDS actually being used.

Click the **Confirm** button.

**Creating a new virtual meter**

**Meter**

Serial number of the meter: 3

Postal no.: 3

Meter model: V100

Meter description: New Virtual Meter

Register number of mail pieces when creating the meter: 0

Register total amount when creating the meter: 0.00

Currency: United Kingdom Pound

Select meter postal system: Royal Mail

Select meter origin: Local

**Client**

Mail deposit Post Office: Harlow

Client: Pitney Bowes Ltd

Address: The Pinnacles

Postcode: CM19 5BD Town: Harlow

**Use of a virtual mail data station**

When using manual input on this meter, set the pieces to have been franked of this virtual mail data station :

Confirm Close

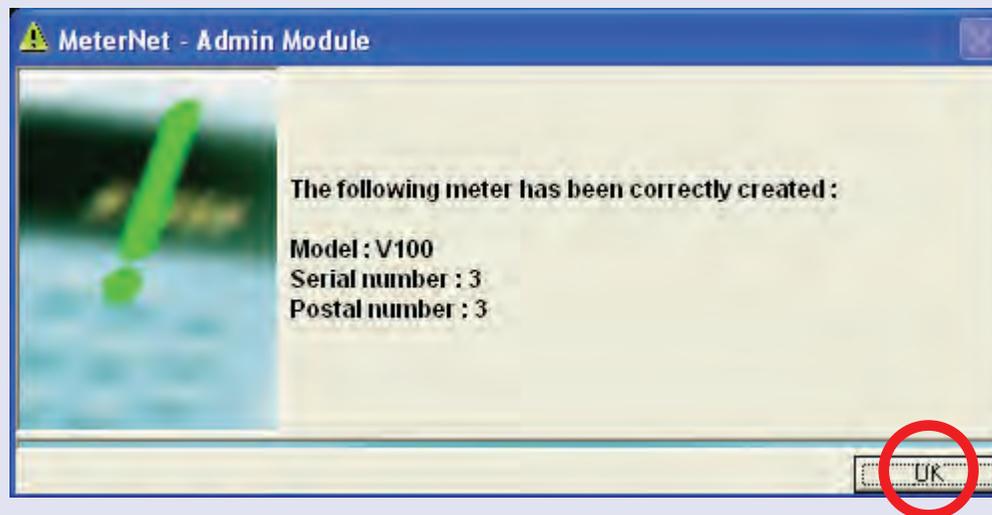


## Configuration (continued)

### Meters (continued)

#### Create an additional meter (continued)

MeterNet will confirm the new virtual meter details.



Click **OK**, the new virtual meter will be created and you will be returned to the Meters sub menu.



# Configuration (continued)

## Meters (continued)

### View the meters

Clicking on this option presents this screen:

The screenshot shows the 'Meters' configuration window. It is divided into several sections:

- Registered meters:** A table with columns for Serial no., Postal no., and Description.

Serial no.	Postal no.	Description
1	1	Virtual Meter 1
3	3	New Virtual Meter
5501459	5501459	UIC First Registered
5508522	5508522	Money meter £xx.xx
- Registers at the creation:** Total franking (£) 0.00, Number of mail pieces 0.
- Current registers:** Total franking (£) 201.46, Number of mail pieces 225.
- General information:** Client: Pitney Bowes Ltd, Commissioning date: Thursday 28 August 2008.
- Monthly usage of the meter:** Radio buttons for 'Meter's currency (£)' (selected) and 'Display currency (£)'. A message states 'No data to display. Click on "Update" to refresh.' with an 'Update' button.

Buttons at the bottom include 'List of meters used during a period' and 'Close'.



## Configuration (continued)

### Meters (continued)

#### View the meters (continued)

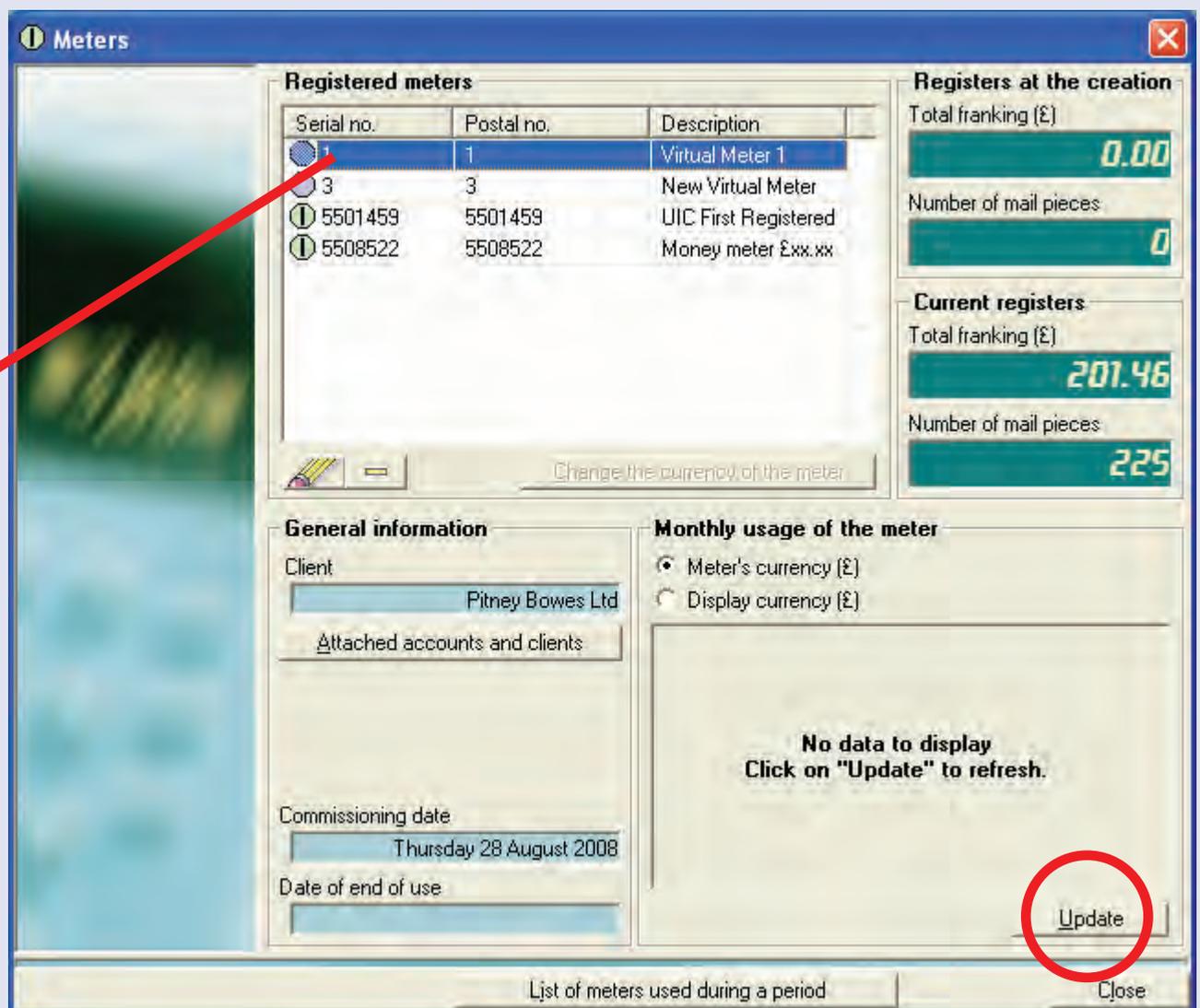
**Registered meters** will show meters, and virtual meters that have been registered within MeterNet.

Click once on the required meter to select it and then click on the **Update** button.

The screen will display a variety of information relevant to the selected meter.

The  button can be used to change information relating to the meter. Click once on the meter to select it and then click on the  button. You can now modify the postal number, the 'owner' of the meter and, if a virtual meter is selected, you can assign the meter as having been registered to a virtual MDS.

The  button on the screen can be used to delete a meter. Click once on the meter to select it and then click on the '-' button. Once a meter has transactions assigned to it, the meter can no longer be deleted.



**Registered meters**

Serial no.	Postal no.	Description
1	1	Virtual Meter 1
3	3	New Virtual Meter
5501459	5501459	UIC First Registered
5508522	5508522	Money meter £xx.xx

**Registers at the creation**

Total franking (£) **0.00**

Number of mail pieces **0**

**Current registers**

Total franking (£) **201.46**

Number of mail pieces **225**

**General information**

Client: Pitney Bowes Ltd

Attached accounts and clients

Commissioning date: Thursday 28 August 2008

Date of end of use

**Monthly usage of the meter**

Meter's currency (£)

Display currency (£)

No data to display  
Click on "Update" to refresh.

**Update**

List of meters used during a period

Close



## Configuration (continued)

### Meters (continued)

#### Release a local meter

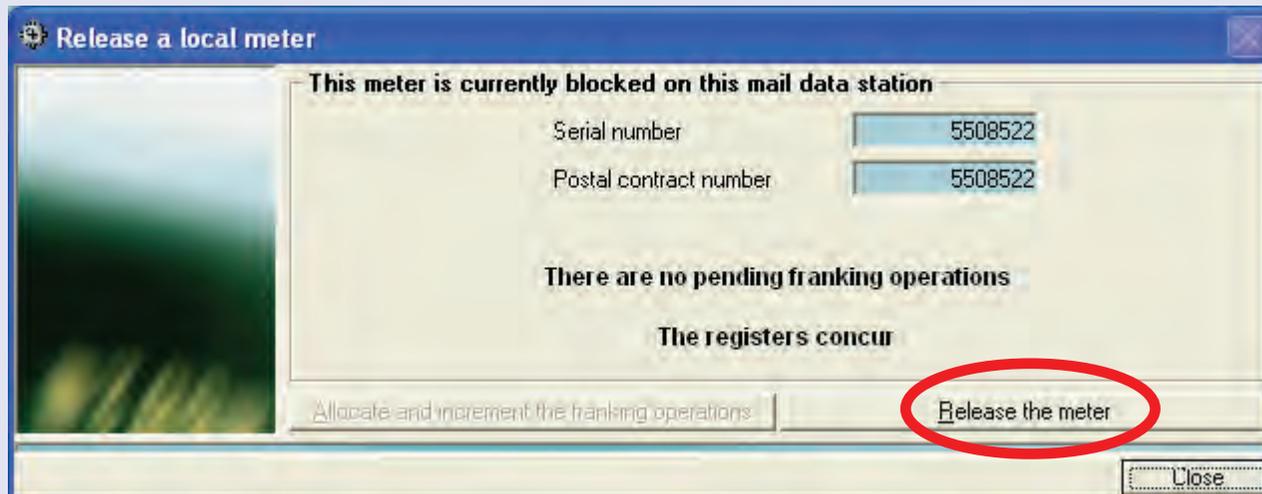
This feature is only used if you have a local PC based data station connected directly to your mailing system.

If you need to move a postage meter between Mailing Systems in a MeterNet environment, before physically removing the meter, use this function to release the meter from the control of its own local MDS.

The screen will display details of the current meter registered to the MDS. Click on the **Release the meter** button. MeterNet will allocate any outstanding transactions to the server, release the meter and confirm.

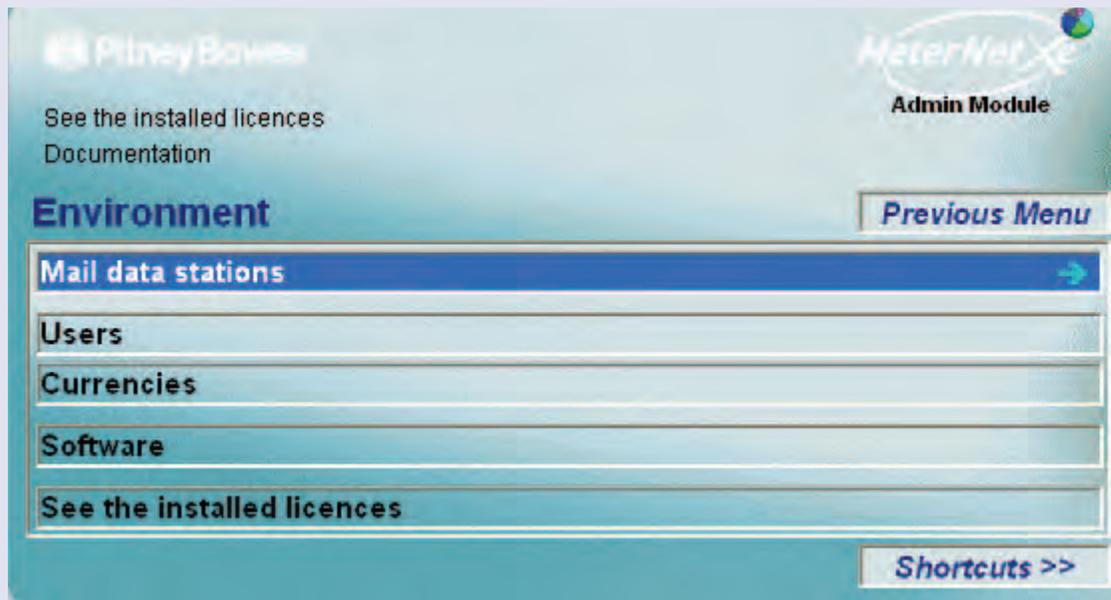
Click on **Close** and you will be returned to the Meters sub menu.

When this meter is moved to the destination Mailing System, simply reinstall the meter. MeterNet will automatically detect the presence of the new meter and register it to the new MDS as you open the Franking screen.



## Configuration (continued)

### Environment



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

This menu is reached by clicking on **Environment** in the **Configuration sub menu**. It gives access to:

- Mail data stations**      The **Workstation** option within this menu allows MDS PC's to be grouped together to form sub-groups as used in MeterNet's reporting modules.
- Users**                      This function allows a 'manager' to control and edit the user profiles of MeterNet users.
- Currencies**              This option allows you to view and/or change the exchange rates between currencies.
- Software**                  Allows you to configure MeterNet software options.
- See the installed licences**      Displays the currently activated MeterNet licences.



## Configuration (continued)

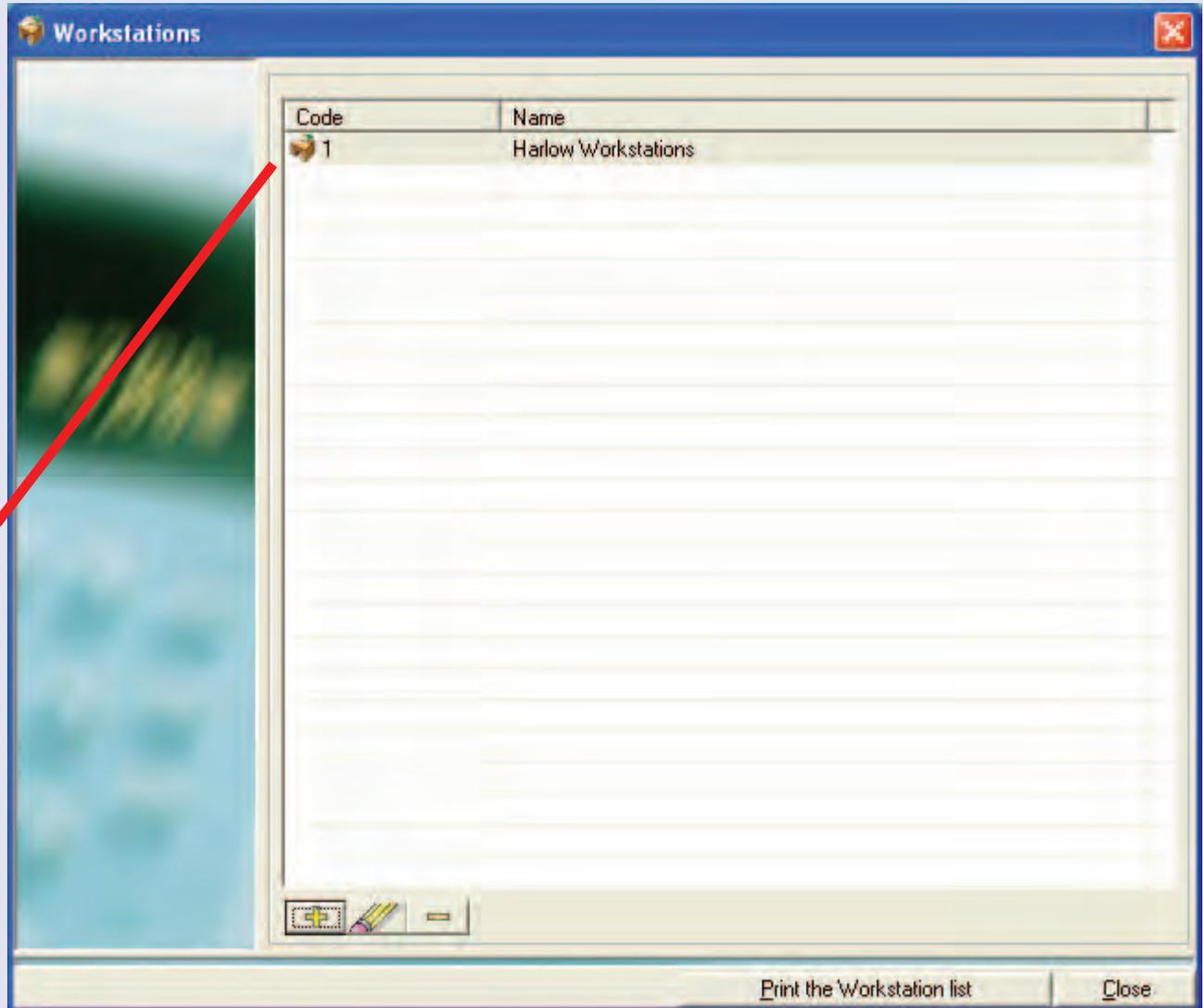
### Environment

#### Mail data stations>Workstations

For reporting purposes, it can sometimes be useful to group MDS's together to form sub-groups. This makes it easier to report on progress of, for example, certain mailrooms/sites/ MDS's separately.

Once an MDS is allocated to a workstation group, it CANNOT be allocated to any other group.

This screen shows any currently created workstation groups.



## Configuration (continued)

### Environment (continued)

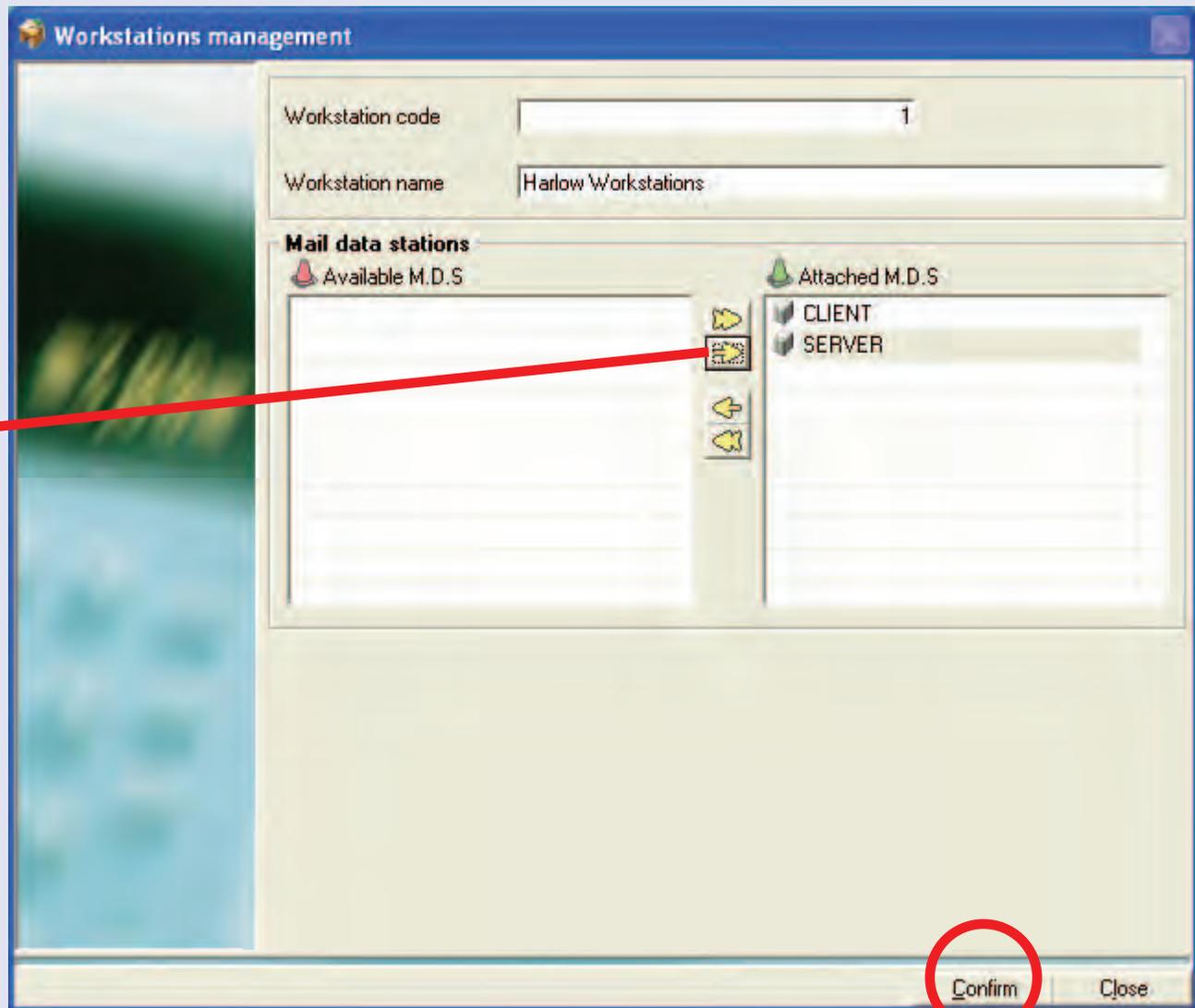
#### Workstations (continued)

The  button can be used to create a new workstation group. You can now enter a unique code, the name and, the MDS's within the group. To allocate MDS's, click once on the MDS in **Available MDS** column and then click on the right arrow to transfer it to the group. Repeat for all other MDS's you wish to add to the group.

The  button can be used to change information relating to an existing workgroup. Click once on the workgroup to select it and then click on the  button. You can now modify the code, the name and, the MDS's within the group.

The  button on the screen can be used to delete a workgroup. Click once on the workgroup to select it and then click on the  button.

When any changes are complete, press **Confirm** to save changes.



## Configuration (continued)

### Environment (continued)

#### Users

This function allows a 'manager' to edit the user profiles of MeterNet users.

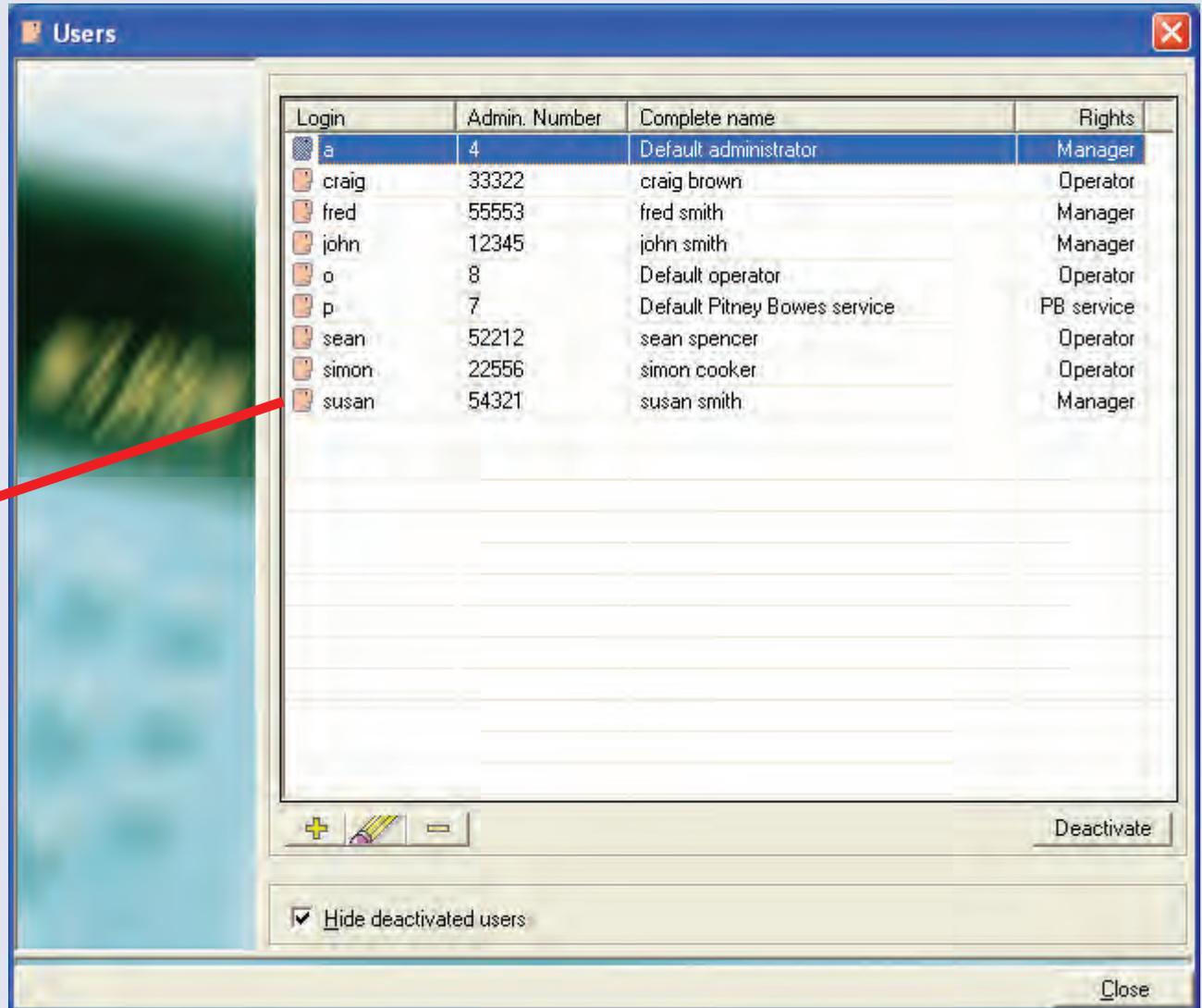
When you click on this function, a screen will appear asking for your user password. Enter the password and click on **Confirm**.

MeterNet will display a list of current users that have access to the system with their system 'Rights'. There are three possible levels of system 'Rights':

**Operator Level** - allows access to the franking operations only.

**Administrator/Manager Level** - allows access to franking and all other manager functions described in this document.

**Pitney Bowes Service Only** - special access level reserved for Pitney Bowes Service only (this user cannot be modified).



## Configuration (continued)

### Environment

#### Users (continued)

On the screen are three buttons:



Allows creation of a new user.



Allows modification of an existing user selected in the list.



Allows deletion of an existing user selected in the list that has never processed mail.

#### Deactivate

Allows an existing user selected in the list to be prevented from accessing the system.

**NOTE:** Once a user has processed mail, it is recommended that they are never deleted, as records exist in the database of their activities. Use the **Deactivate** option instead.

Login	Admin. Number	Complete name	Rights
a	4	Default administrator	Manager
craig	33322	craig brown	Operator
fred	55553	fred smith	Manager
john	12345	john smith	Manager
o	8	Default operator	Operator
p	7	Default Pitney Bowes service	PB service
sean	52212	sean spencer	Operator
simon	22556	simon cooker	Operator
susan	54321	susan smith	Manager

Buttons: +, Pencil, -, Deactivate

Hide deactivated users

Close

If create or modify are selected, the following screen appears:



## Configuration (continued)

### Environment (continued)

#### Users (continued)

##### Login

The User name to be used at login.

##### Password

The password to be used at login for that user (this can be alphanumeric). **This must be a 4 digit numeric password for systems in a LAN configuration.**

##### Admin Number

This optional code can be used to login a user through the use of a barcode gun. It is a unique code for that user i.e. it might be based on their employee number, etc.

##### Complete name

This is the user's full name for MeterNet's reference.

Choose the **Predefined rights** i.e. Operator or Manager, then click on the **Confirm** button at the bottom of the screen. Clicking on **Close** at the bottom of the User list screen returns you to the Environment sub menu.

**IMPORTANT:** If Connect+ system(s) with operator logons are in use, it is necessary to have users created locally on the Connect+ which correspond with the MeterNet users, before mail processing takes place. If you do not do this, transactions will appear in MeterNet as unverified.



## Configuration (continued)

### Environment (continued)

#### Currencies

This option allows you to view and/or change the exchange rates between currencies and the Euro.

**WARNING:**  
**DO NOT CHANGE ANY OF THESE SETTINGS BEFORE TAKING ADVICE FROM PITNEY BOWES.**

**Most installations will be using a single currency and so this option is irrelevant. Be aware that changing any of these currency details may have a retrospective impact on currency values within MeterNet's database.**

Currency	Display format	Parity
Austria Shillings	x.xx ATS	13.7603
Belgium Franc	x.xx BEF	40.3399
Canada Dollar	x.xx \$ CAD	1.622002
China Yuan Renminbi	x.xx ¥ CNY	7.53476
Couronne finlandaise	x.xx FIM	5.94573
Denmark Kroner	x.xx DKK	7.43219
Europe Euro	x.xx €	1.00
Europe Euro (Cents)	x.xx €/x00	100.00
France Franc	x.xx FRF	6.55957
Germany Deutsche Mark	x.xx DEM	1.95583
Greece Drachmae	x.xx DR	335.4881
Ireland Pound	x.xx IEP	0.787564
Italy Lire	x.xx ITL	1.936.27
Japan Yen	x.xx ¥	109.795
Luxembourg Franc	x.xx LUF	40.3399
Netherlands Guilder	x.xx NLG	2.20371
Norway Krone	x.xx KR.	8.226
Portugal Escudos	x.xx PTE	200.482
Romania Leu	x.xx ROL	36.226.35

**Currency update reminder**  
 Select on the right side of the list the currencies that needs to be updated every day. When currencies are selected, Meternet will display an administrative icon on the main menu every time one of these currencies is not updated

As an example, if you are franking in the UK in Sterling and might wish to report in Euros (or any of the other currencies listed) the rate set in the parity column will govern the currency conversion.



## Configuration (continued)

### Environment (continued)

#### Currencies (continued)

As the parity to the Euro will vary, this rate needs to be kept updated. Ticking the check box to the right of the parity rate will set MeterNet to display an 'Admin Task' reminder to correct the parity on a daily basis.

Currency	Display format	Parity
Europe Euro	x.xx €	1.00
Europe Euro (Cents)	x.xx €/x00	100.00
France Franc	x.xx FRF	6.55957
Germany Deutsche Mark	x.xx DEM	1.95583
Greece Drachmae	x.xx DR	335.4881
Ireland Pound	x.xx IEP	0.787564
Italy Lire	x.xx ITL	1 936.27
Japan Yen	x.xx ¥	109.795
Luxembourg Franc	x.xx LUF	40.3399
Netherlands Guilder	x.xx NLG	2.20371
Norway Krone	x.xx KR.	8.226
Portugal Escudos	x.xx PTE	200.482
Romania Leu	x.xx ROL	36 226.35
Spain Pesetas	x.xx ESP	166.386
Sweden Kronor	x.xx SEK	9.09474
Switzerland Franc	x.xx CHF	1.599604
United Kingdom Pound	£x.xx	0.709763
US Dollar	x.xxx \$	0.8517

**Currency update reminder**  
 Select on the right side of the list the currencies that needs to be updated every day. When currencies are selected, Meternet will display an administrative icon on the main menu every time one of these currencies is not updated

Clicking on the admin task icon, or clicking on the  icon on this screen will take you to the **Currencies Management screen...**



## Configuration (continued)

### Environment (continued)

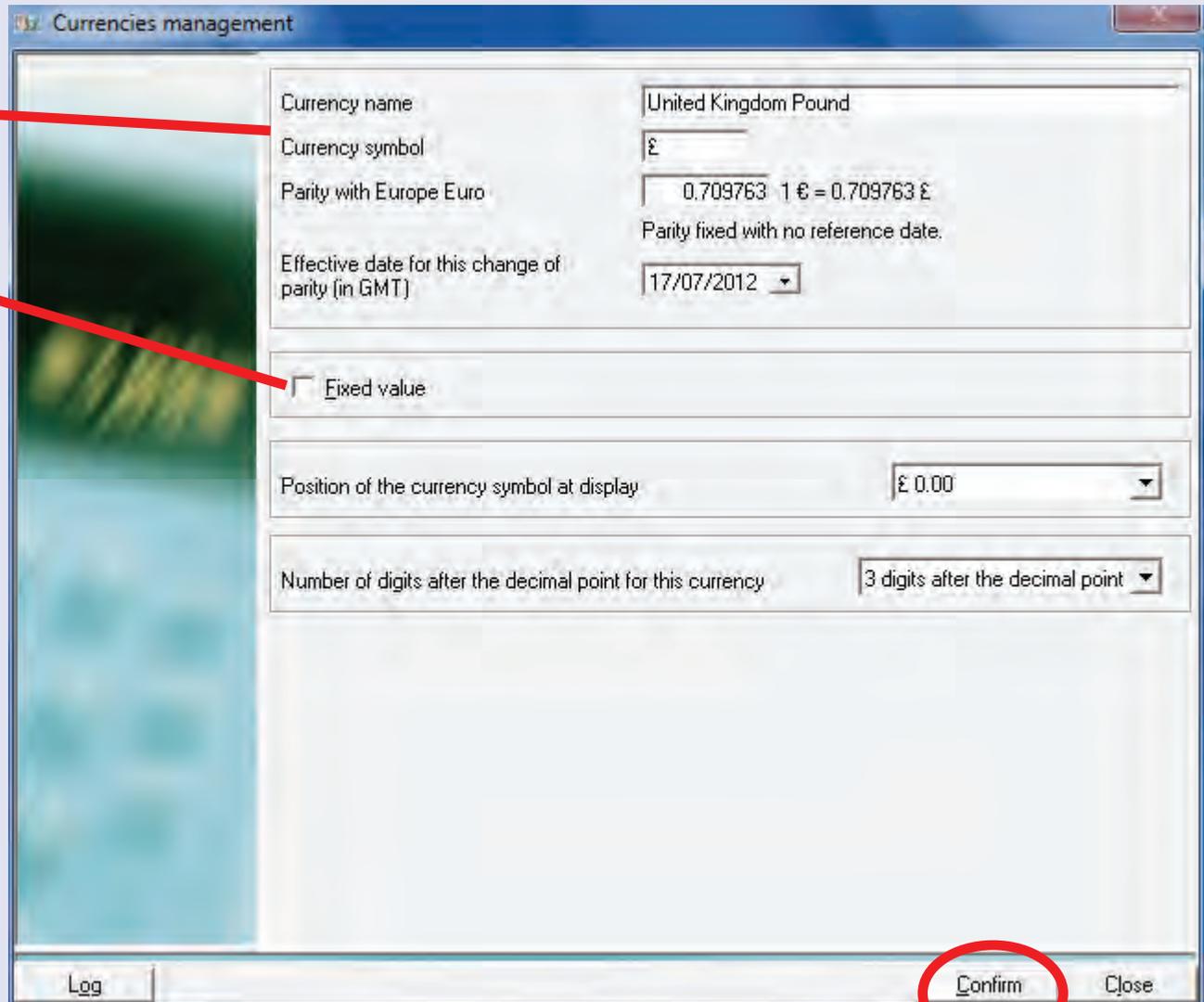
#### Currencies (continued)

This screen allows the parity rate and its effective date to be set.

**IMPORTANT:**  
Clicking on the Fixed value checkbox will LOCK THE CURRENT PARITY RATE TO THE EURO PERMANENTLY.

The only time this checkbox should therefore be clicked is if your currency is entering the Euro Zone and its parity with the Euro will become fixed.

Once the new details are entered, click on **Confirm**.



The screenshot shows a window titled "Currencies management" with the following fields and controls:

- Currency name: United Kingdom Pound
- Currency symbol: £
- Parity with Europe Euro: 0.709763 · 1 £ = 0.709763 £
- Parity fixed with no reference date.
- Effective date for this change of parity (in GMT): 17/07/2012
- Fixed value:  (This checkbox is highlighted with a red circle and a red arrow pointing to it from the text on the left.)
- Position of the currency symbol at display: £ 0.00
- Number of digits after the decimal point for this currency: 3 digits after the decimal point

At the bottom of the window, there are three buttons: "Log", "Confirm" (circled in red), and "Close".



## Configuration (continued)

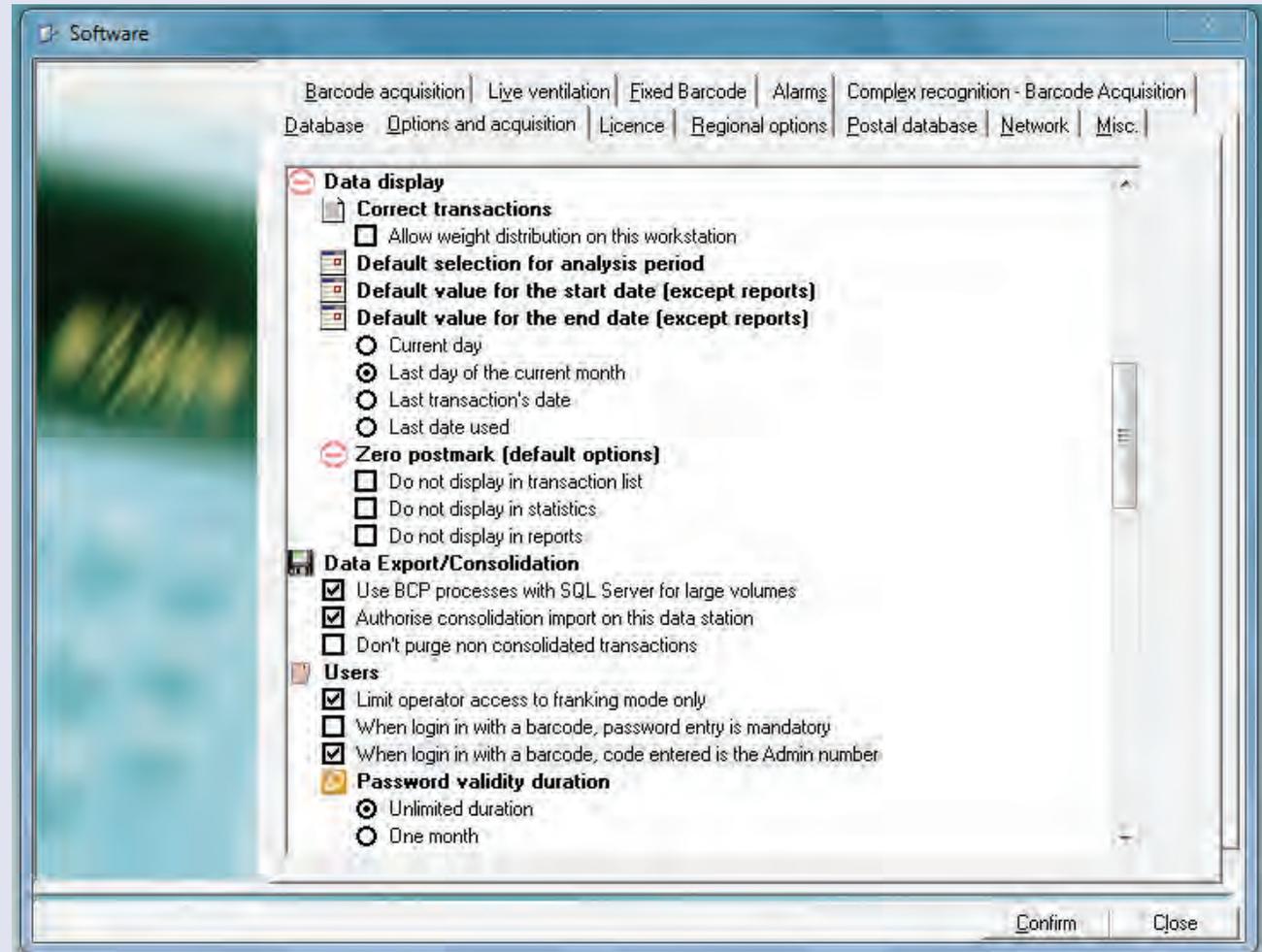
### Environment (continued)

#### Software

When you click on this function, a screen will appear asking for your user password. Enter the password and click on **Confirm**.

The screen displayed has tabs that relate to MeterNet software configuration options. Most of these functions will have been configured at installation by your Pitney Bowes engineer. It is therefore recommended that all settings are left unchanged except for those specifically described within the following tabbed menus:

- Options and acquisition**
- Barcode acquisition**
- Misc.**
- Database**
- Fixed Barcode**
- Alarms**
- Regional Options**



Detailed descriptions of what can be changed within these tabs are covered on the following pages...



## Configuration (continued)

### Environment (continued)

#### Software (continued)

##### Options and acquisition tab

On this tab, the following options might be useful for configuring MeterNet to your individual requirements:

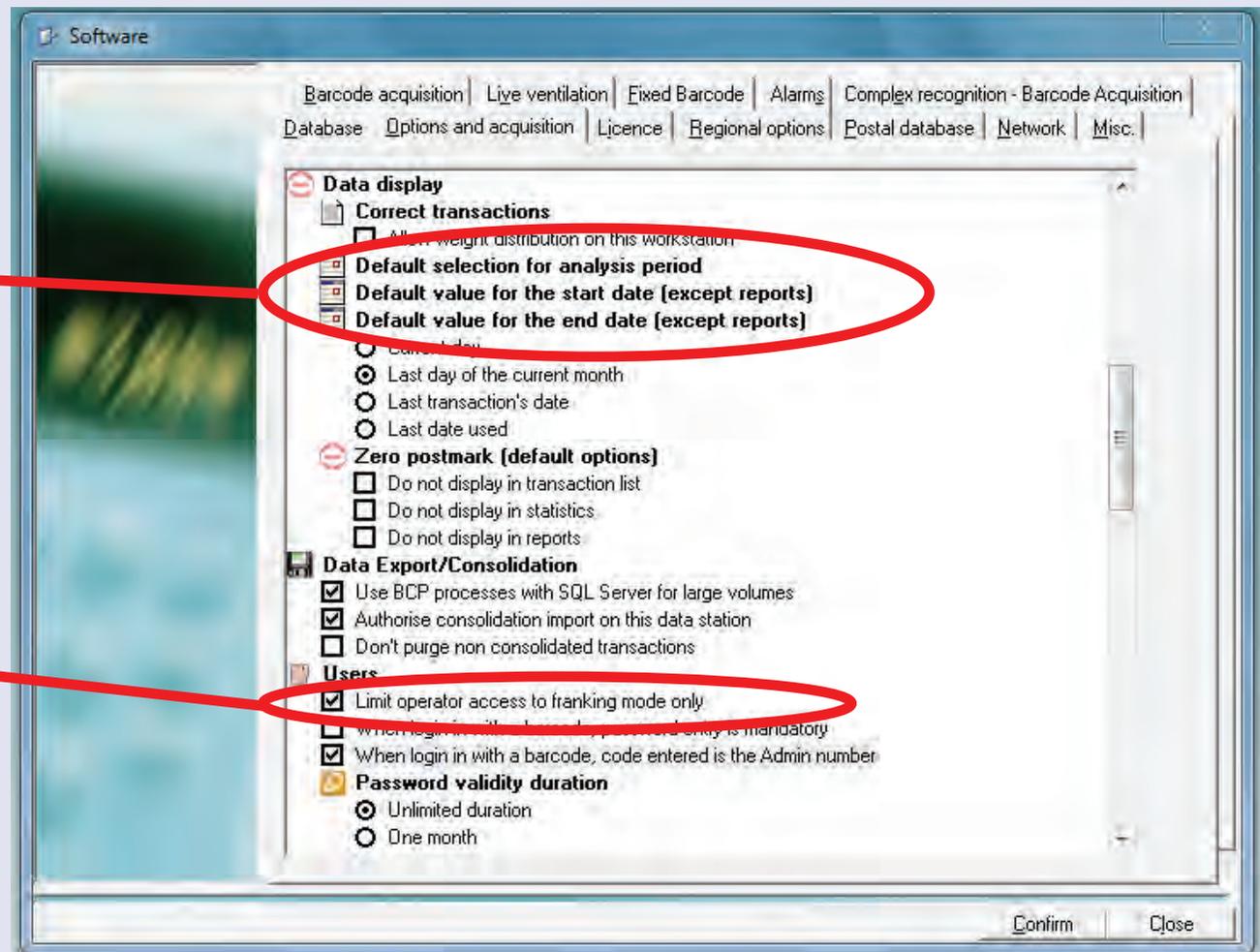
##### Default settings

When you click on the icon, further options appear which allow you to specify the default settings MeterNet presents when selecting transactions etc.

##### Users

##### Limit operator access to franking mode only

When ticked, a user with 'Operator' rights will only be allowed to process mail using the Franking screen. When unticked, an operator has limited access to more functionality such as Report generation, Manual Transactions, Correcting register discrepancies etc.



## Configuration (continued)

### Environment (continued)

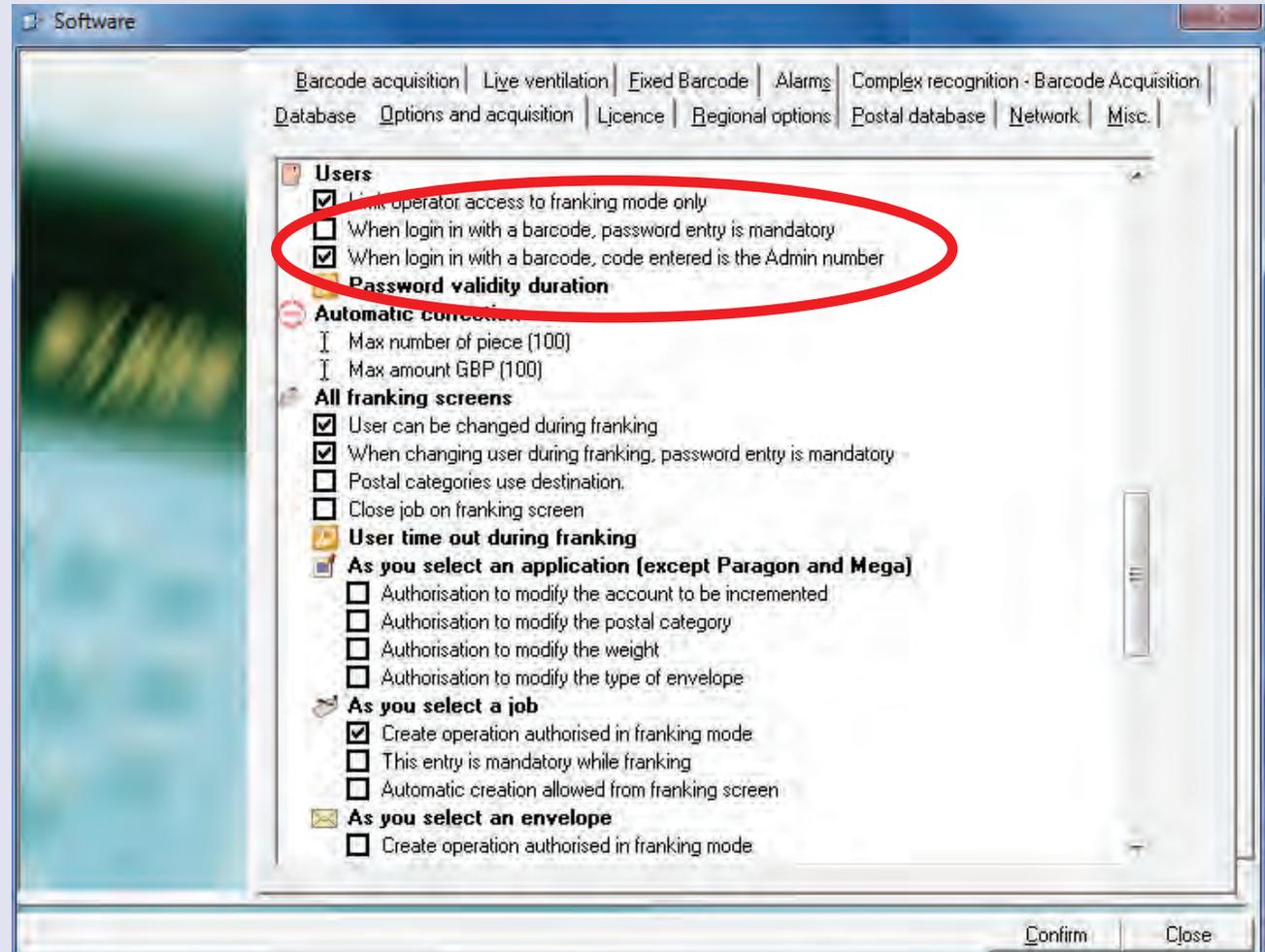
#### Software (continued)

##### When login with a barcode....

These options are only relevant if your system uses the optional hand barcode gun. On a system equipped with a hand barcode gun, it is possible to use the barcode scanner to log users onto the system. An example might be automatic logon by scanning a user's ID pass.

The first option will force users to enter their unique password when logging onto the system using a barcode. This makes the system, potentially, more secure.

The second option allows MeterNet to read and use a unique 'Admin number' i.e. an employee number or code as the identification of a user within MeterNet. This can be used instead of the conventional user name to automate the logon process.



# Configuration (continued)

## Environment (continued)

### Software (continued)

#### All Franking Screens

##### User can be changed during franking/password entry

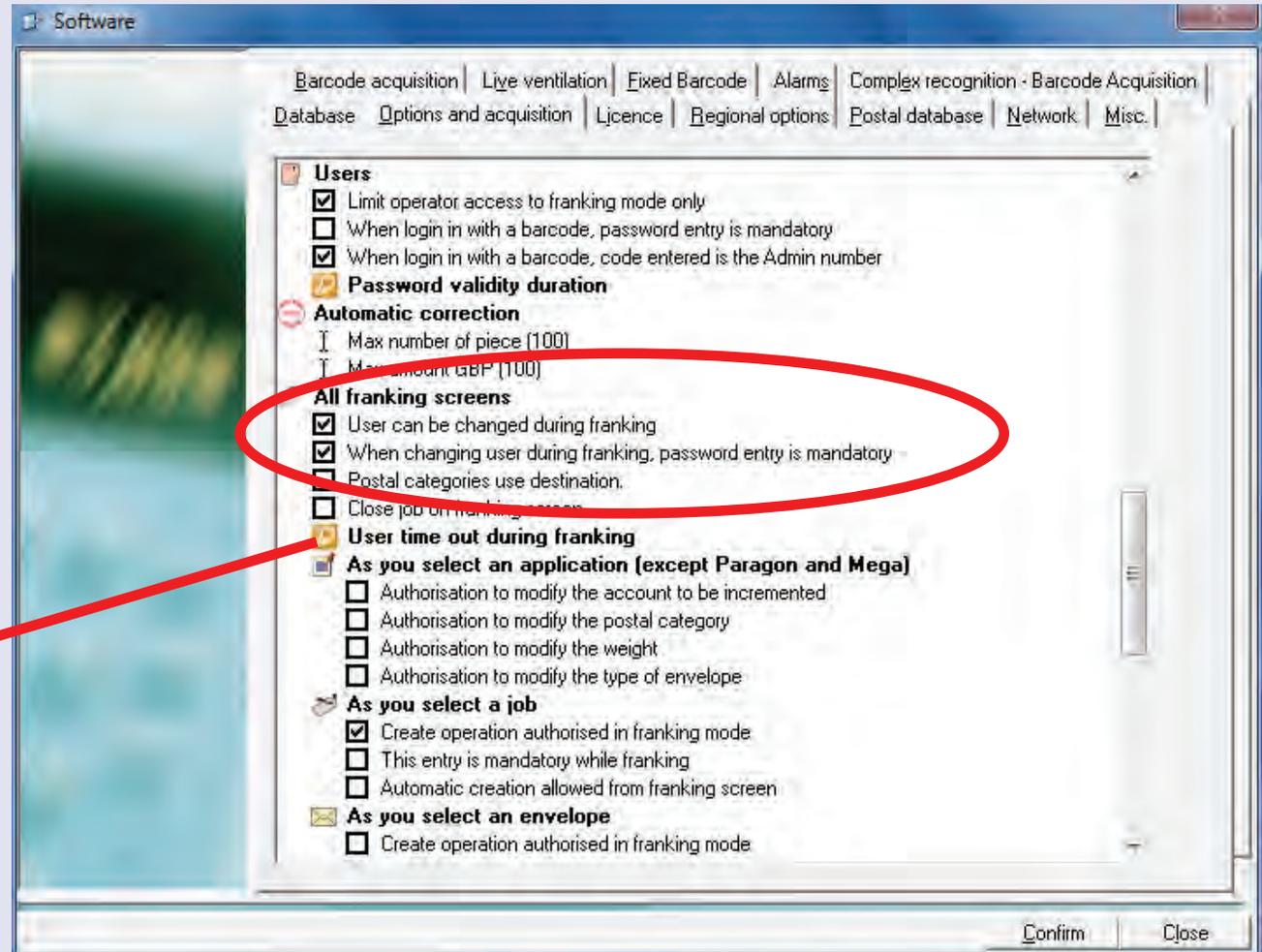
When selected, this option allows a change of user without having to leave the franking screen.

The second option will force users to enter their unique password when users are being changed. This makes the system, potentially, more secure.

##### User time out during franking

These 'radio buttons' allow you to define whether the system will 'time out' after a period of inactivity in the franking screen. Setting a timeout makes the system, potentially, more secure.

Once the timeout has occurred, the Top Bar of the franking screen will flash red and a user must logon before franking can recommence.



## Configuration (continued)

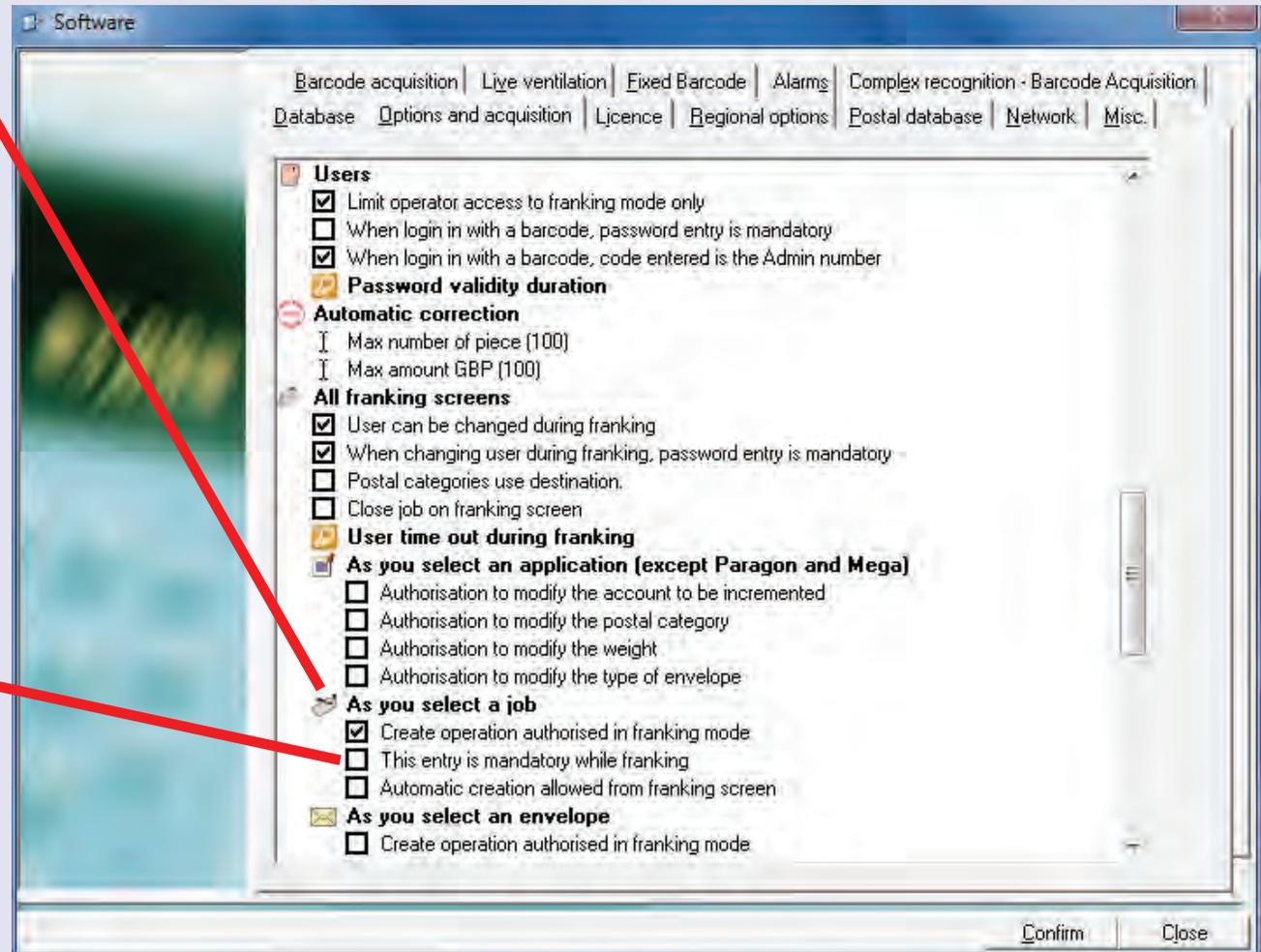
### Environment (continued)

#### Software (continued)

##### As you select a job

'Create operation authorised in franking mode' when ticked, allows the user the option to create a new job directly from the Franking Screen or the Manual Transaction Screen. Key in the new code in the Job Code field and press Enter. MeterNet will ask if you wish to create a new job and, if you do, for a new job description.

'This entry is mandatory while franking' when ticked, forces selection of a job before franking or manual transactions can be carried out.



## Configuration (continued)

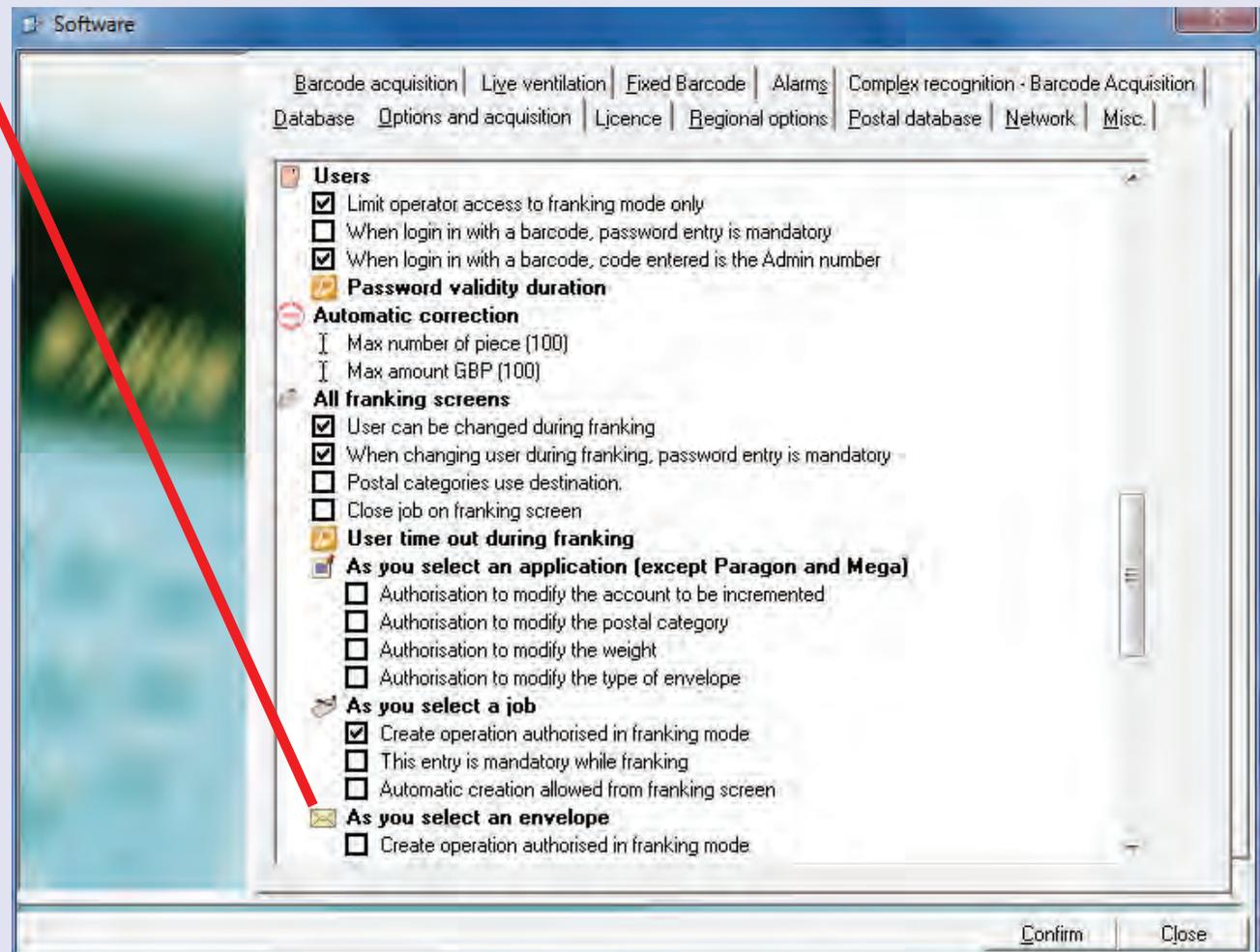
### Environment (continued)

#### Software (continued)

##### As you select an envelope

'Create operation authorised in franking mode' when ticked, allows the user the option to create a new envelope size directly from the franking screen or the manual transaction screen. Highlight the words 'Any size' in the Envelopes box and key in the new envelope description and press Enter. MeterNet will ask if you wish to create a new envelope type and, if you do, click on **Yes**.

Key in the envelope dimensions, unit and description of the new envelope type. Click on the **Confirm** button to save changes.



## Configuration (continued)

### Environment (continued)

#### Software (continued)

#### Barcode acquisition tab

##### Database constant used...

Sets a default primary code value used during the creation of a new MeterNet account/sub account or sub sub account.

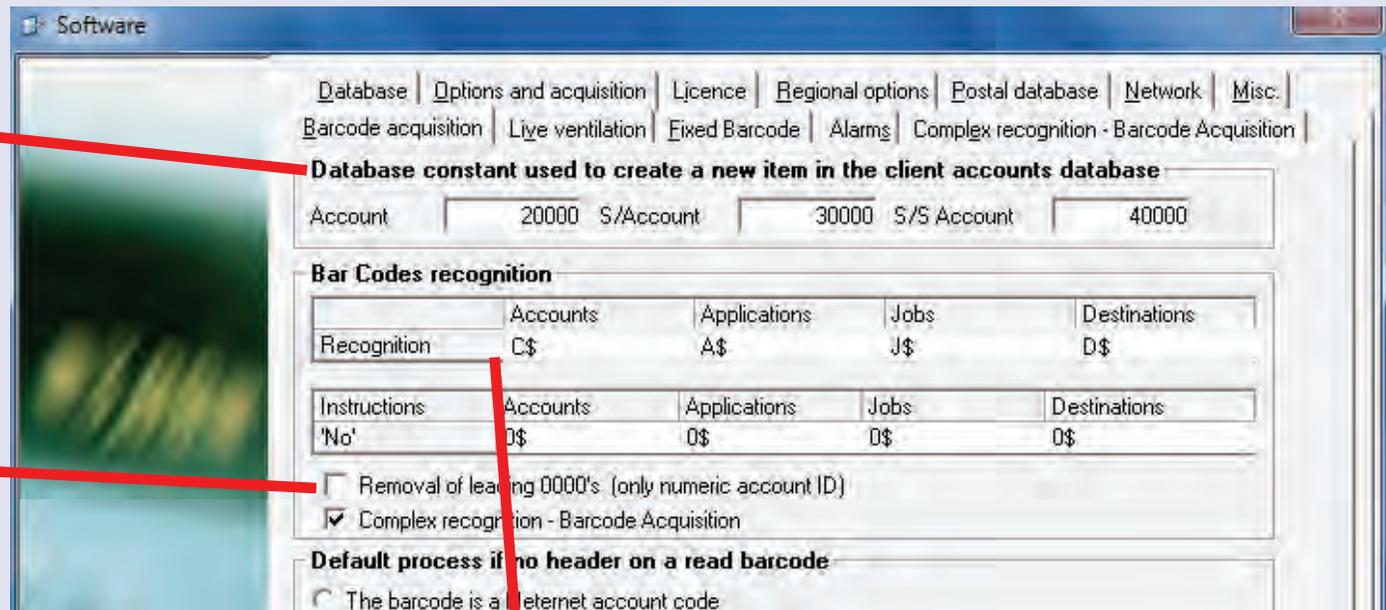
##### Removal of leading 0000's

When selected, this option will ignore any leading zeros read in the barcode when using a hand barcode scanner.

##### Bar Codes recognition

Works in conjunction with the hand scanner (scanner gun). Each bar code scanned can have a custom header added which defines whether the code entered is either an Account, Application or Job. This section defines how MeterNet will interpret valid header information. i.e. a barcode C\$12345 will select the account numbered 12345. Likewise, a barcode J\$ 56789 will select the job numbered 56789.

The 'Instructions No' fields define the header code to clear the currently selected Account, Application or Job. i.e. in the example shown, a bar code of 0\$ (zero and \$ symbol) will clear the currently selected Account, Application and Job.



## Configuration (continued)

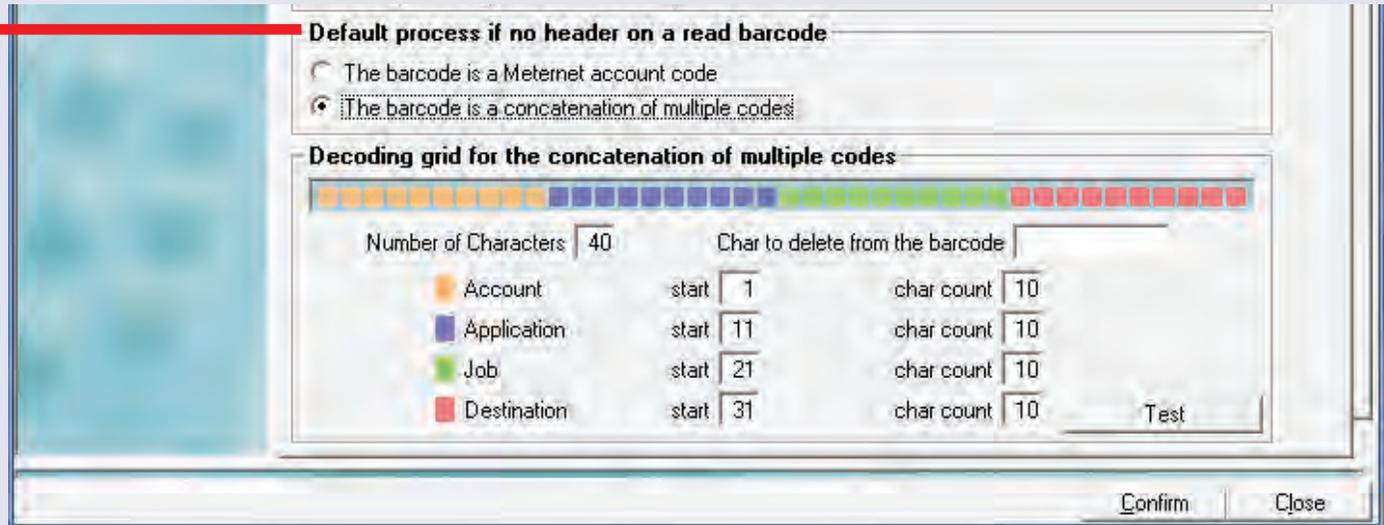
### Environment (continued)

#### Software (continued)

#### Default process if no header on a read barcode

MeterNet can be configured to act in one of two ways if no barcode header is read...

Selecting 'The barcode is a MeterNet account code' will assume the barcode relates to an Account if no header is read. i.e. a barcode 12345 will be interpreted as Account 12345.



Selecting 'The barcode is a concatenation of multiple codes' brings up the following section in the screen...



## Configuration (continued)

### Environment (continued)

#### Software (continued)

#### Decoding grid for the concatenation of multiple codes

The section of the screen allows you to define barcodes with multiple zones relating to MeterNet Accounts, Applications, Jobs and Destinations.

Set the **Char code** field to at least the character length of the barcode area used by MeterNet.

Complex recognition - Barcode Acquisition

Default process if no header on a read barcode

The barcode is a MeterNet account code

The barcode is a concatenation of multiple codes

Decoding grid for the concatenation of multiple codes

Number of Characters: 40 Char to delete from the barcode

Account	start	1	char count	10
Application	start	11	char count	10
Job	start	21	char count	10
Destination	start	31	char count	10

Test

Confirm Close

The **Account, Application, Job** and **Destination** fields select the start character and length of each 'zone'.

Any characters entered into the **Char to delete from barcode** field will be automatically filtered and ignored by MeterNet. This field can hold a maximum of 10 characters. No character separators (commas etc.) are required.



## Configuration (continued)

### Environment (continued)

#### Software (continued)

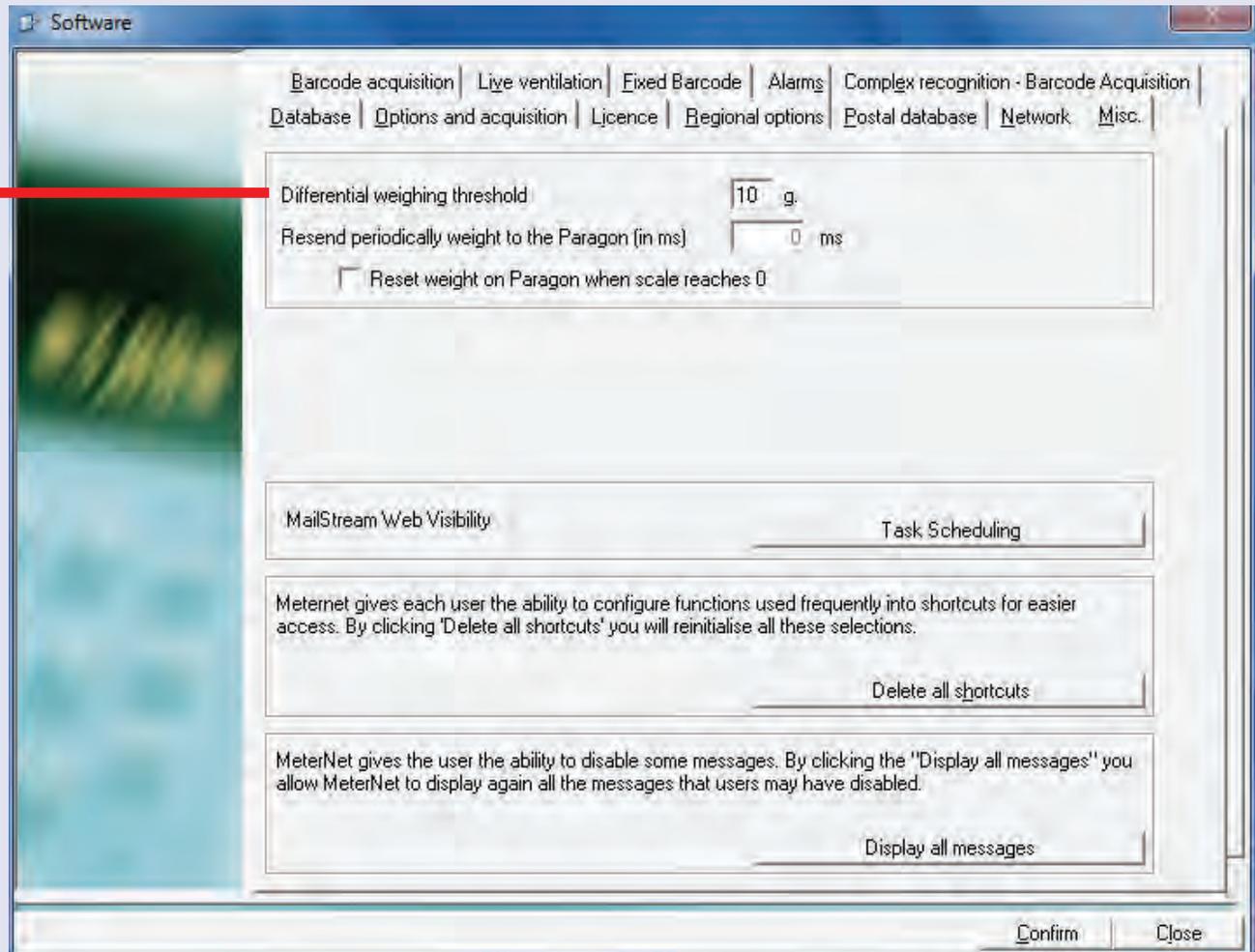
##### Misc. Tab

### Differential weighing threshold (Paragon platform only)

Differential weighing allows the Mailing System to automatically produce postal tapes as items of mail are removed/added to the attached weighing platform. For this feature to work effectively, the **Differential weighing threshold** might need changing from its standard setting of 3g.

The possible range of this setting is 3g to 40g. The Differential weighing threshold should always be set to a value below the minimum weight of any items you are likely to process. Heavier items require a higher setting.

Possible symptoms of an incorrectly set threshold level might be occasional unwanted low value tapes generated during the differential weighing cycle.



# Configuration (continued)

## Environment (continued)

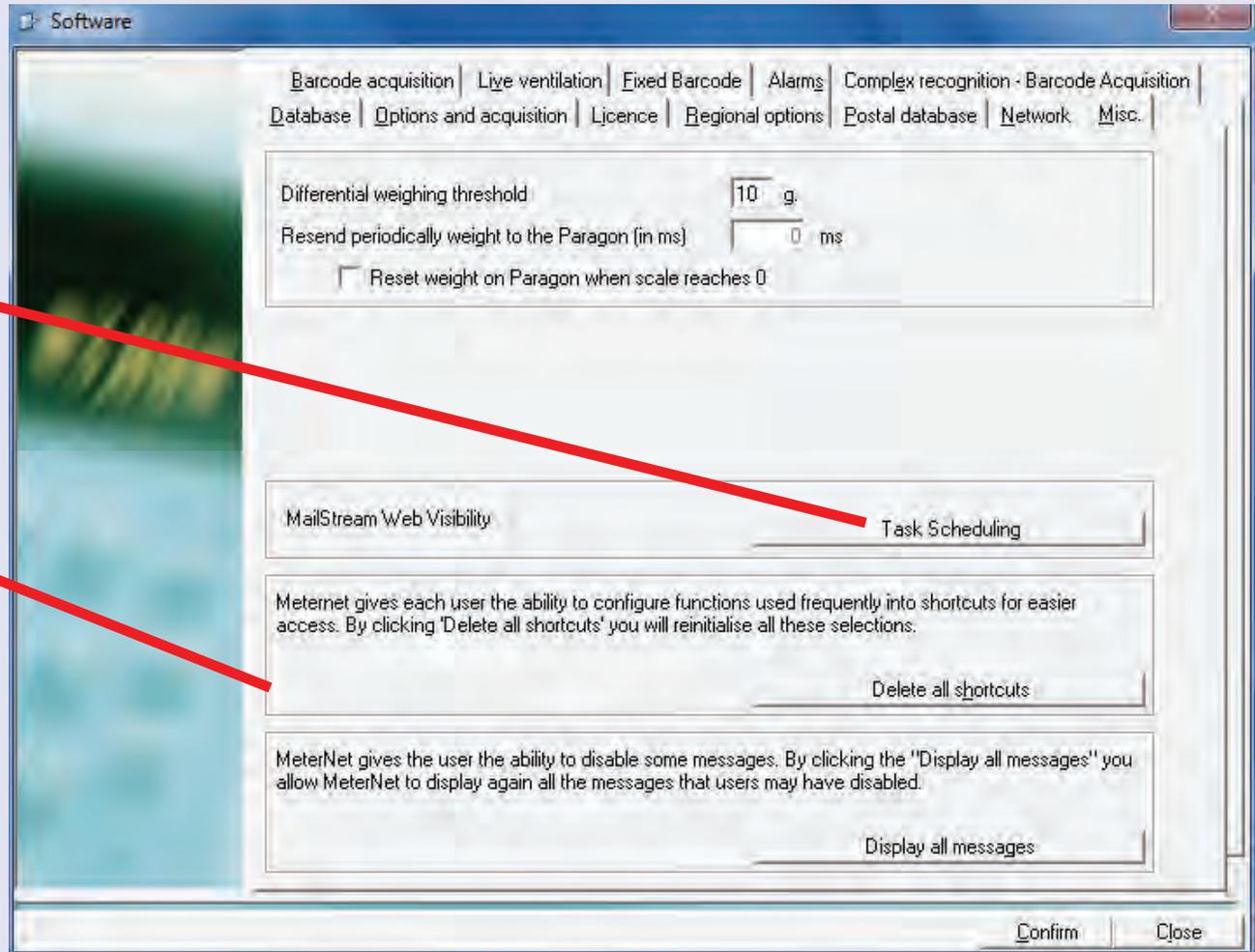
### Software (continued)

#### Mailstream Web Visibility - Task Scheduling

Click this button if you wish to configure scheduled automatic uploads to the Pitney Bowes online services.

#### Delete all shortcuts

Individual users can create their own shortcuts that appear to the right of menu screens. Shortcuts for ALL USERS can be deleted by clicking on the **Delete all shortcuts** button.



## Configuration (continued)

### Environment (continued)

#### Software (continued)

#### Database Tab

This section of the screen shows the MeterNet database 'types'.

#### General Working Database

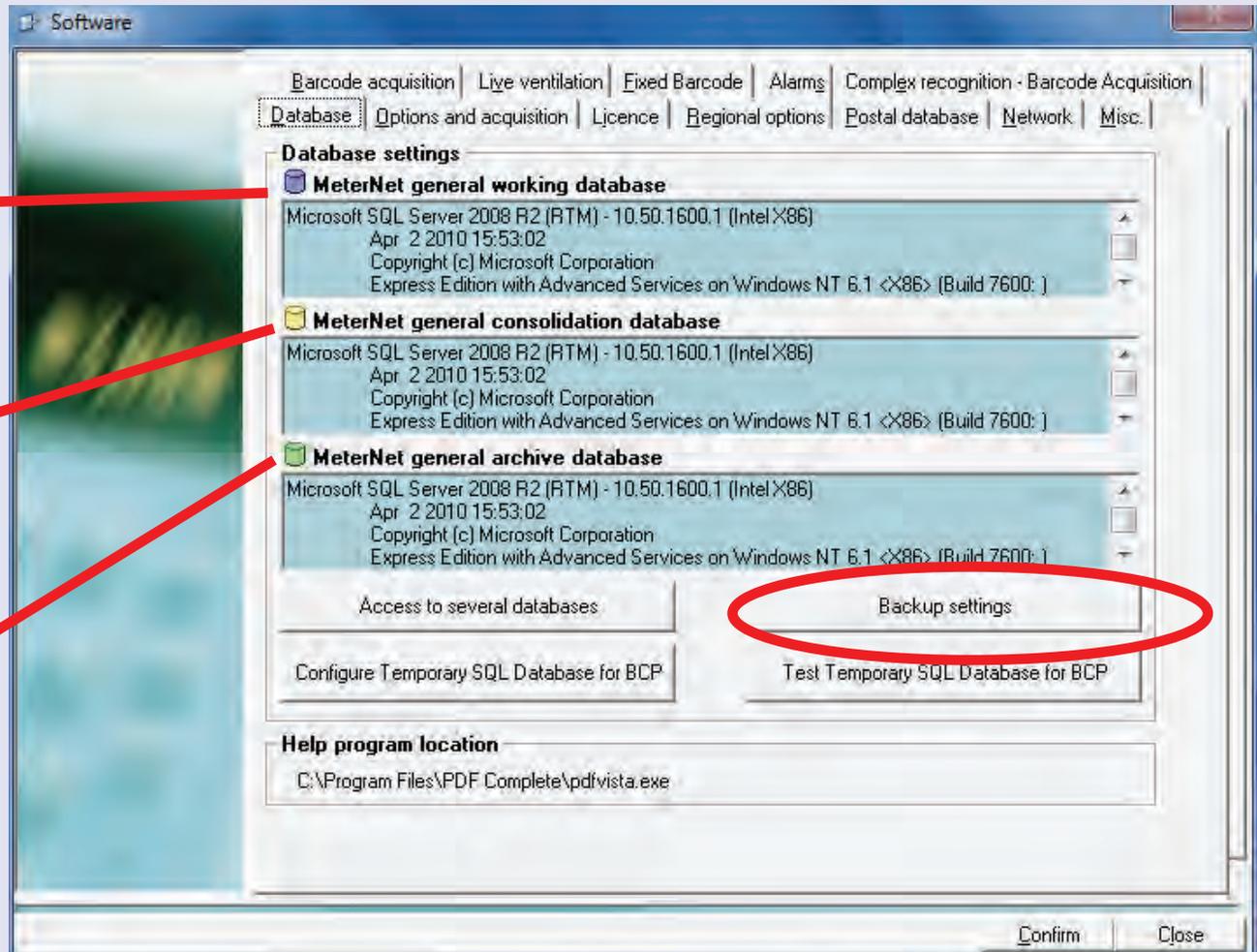
The database shared for all MDS units in the local mailroom or on your company network.

#### General Consolidation Database

The 'consolidation' database which may include data from this and other mailrooms.

#### General Archive Database

This is an archive of transactions created by a manager using the Save command in the Maintenance sub-menu of the admin module. See the Save command for more information.



**Backup settings** is only available on the server. Clicking the button opens the following screen:



## Configuration (continued)

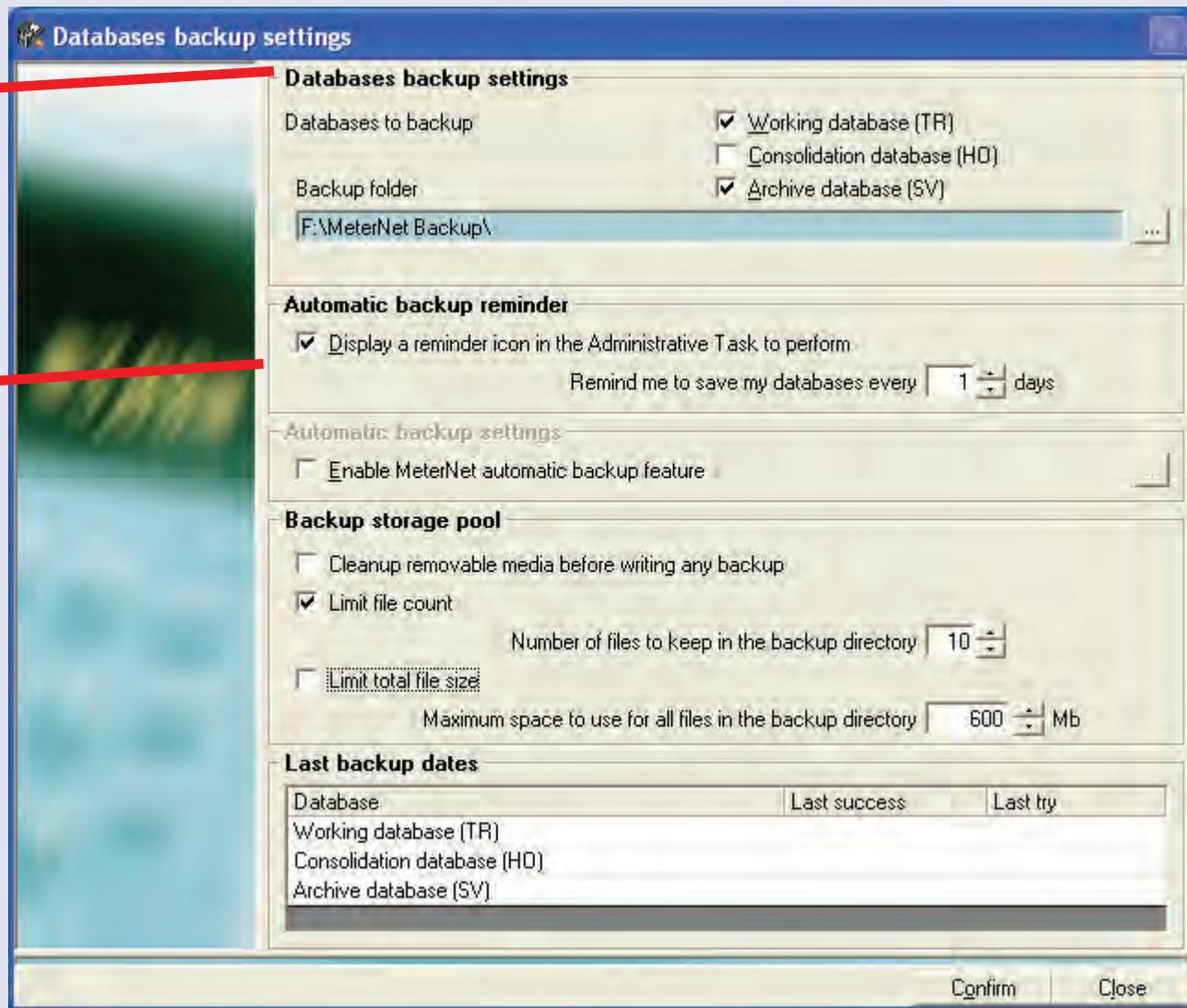
### Environment (continued)

#### Software (continued)

#### Database Tab (continued)

The **Databases backup settings** section of this screen allows you to toggle on or off which databases are backed-up and where the backup files are saved.

**Automatic backup reminder** allows you to set MeterNet to place a backup reminder in the 'Administrative Task to perform' section of the Main Menu. You can also select the frequency of reminder that you require.



## Configuration (continued)

### Environment (continued)

#### Software (continued)

#### Database Tab (continued)

The **Automatic backup settings** section of this screen allows you to define a schedule to automatically perform the backup.

You can use this option OR **Automatic backup reminder** to perform a manual backup. Only one option can be set.

**Backup storage pool** defines the limit criteria to use when making the backup to your chosen media. i.e. Network drive, CD-R, Memory Stick, etc.

**Last backup dates** lists the last backup attempt and success dates.

**Databases backup settings**

**Databases backup settings**

Databases to backup  Working database (TR)  
 Consolidation database (HO)  
 Archive database (SV)

Backup folder  
 F:\MeterNet Backup\

**Automatic backup reminder**

Display a reminder icon in the Administrative Task to perform  
 Remind me to save my databases every 1 days

**Automatic backup settings**

Enable MeterNet automatic backup feature

**Backup storage pool**

Cleanup removable media before writing any backup  
 Limit file count  
 Number of files to keep in the backup directory 10  
 Limit total file size  
 Maximum space to use for all files in the backup directory 600 Mb

**Last backup dates**

Database	Last success	Last try
Working database (TR)		
Consolidation database (HO)		
Archive database (SV)		

Confirm Close



## Configuration (continued)

### Environment (continued)

#### Software (continued)

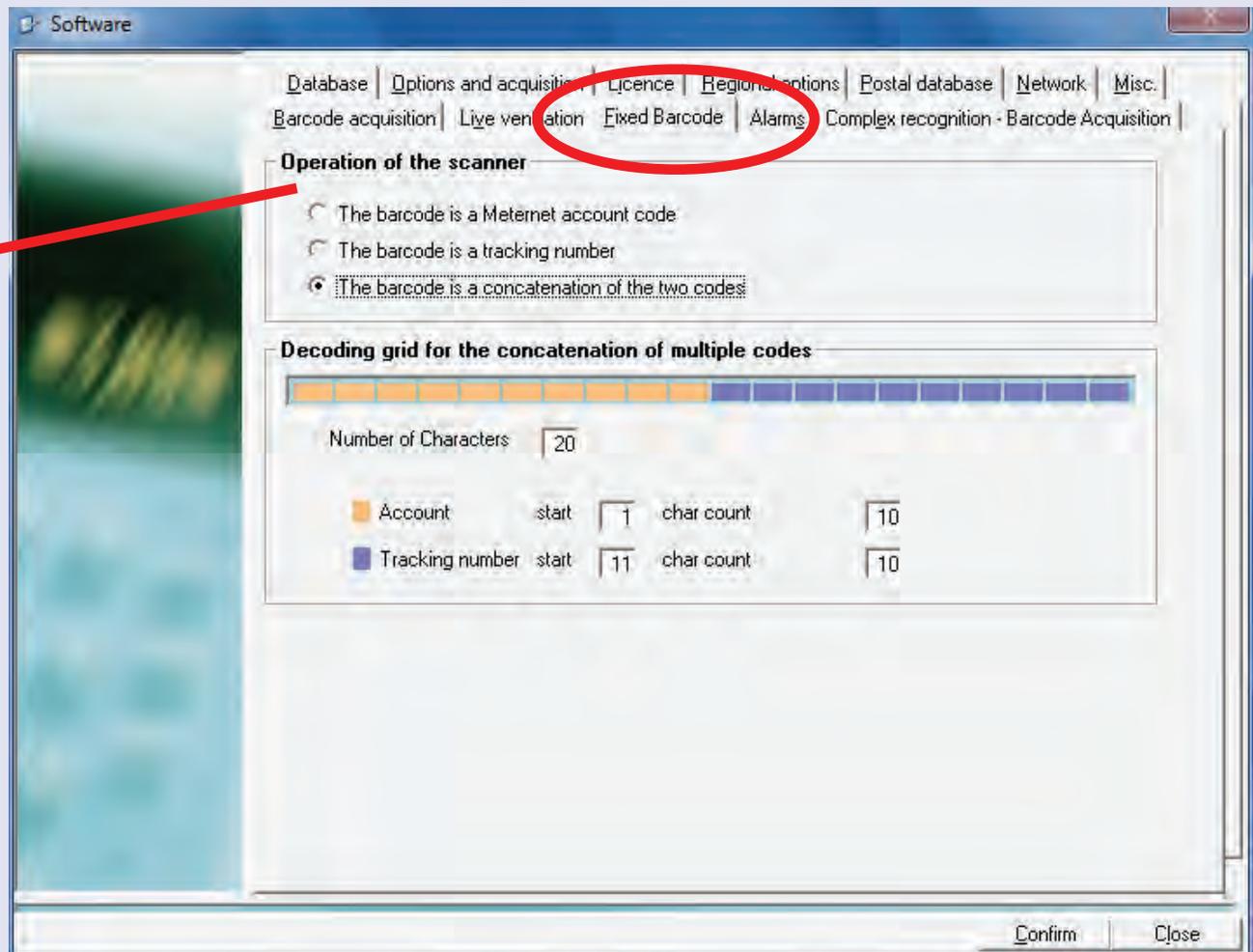
#### Fixed Barcode Tab

This tab only applies if you are using the optional fixed barcode scanner.

#### Operation of the scanner

section defines content of the mailpiece barcode. The barcode can contain an account number, tracking number or both combined into one code by a process called concatenation.

This section appears only if the 'The barcode is a concatenation of the two codes' option is selected. It allows you to specify the zones within the barcode that are allocated to each element.



## Configuration (continued)

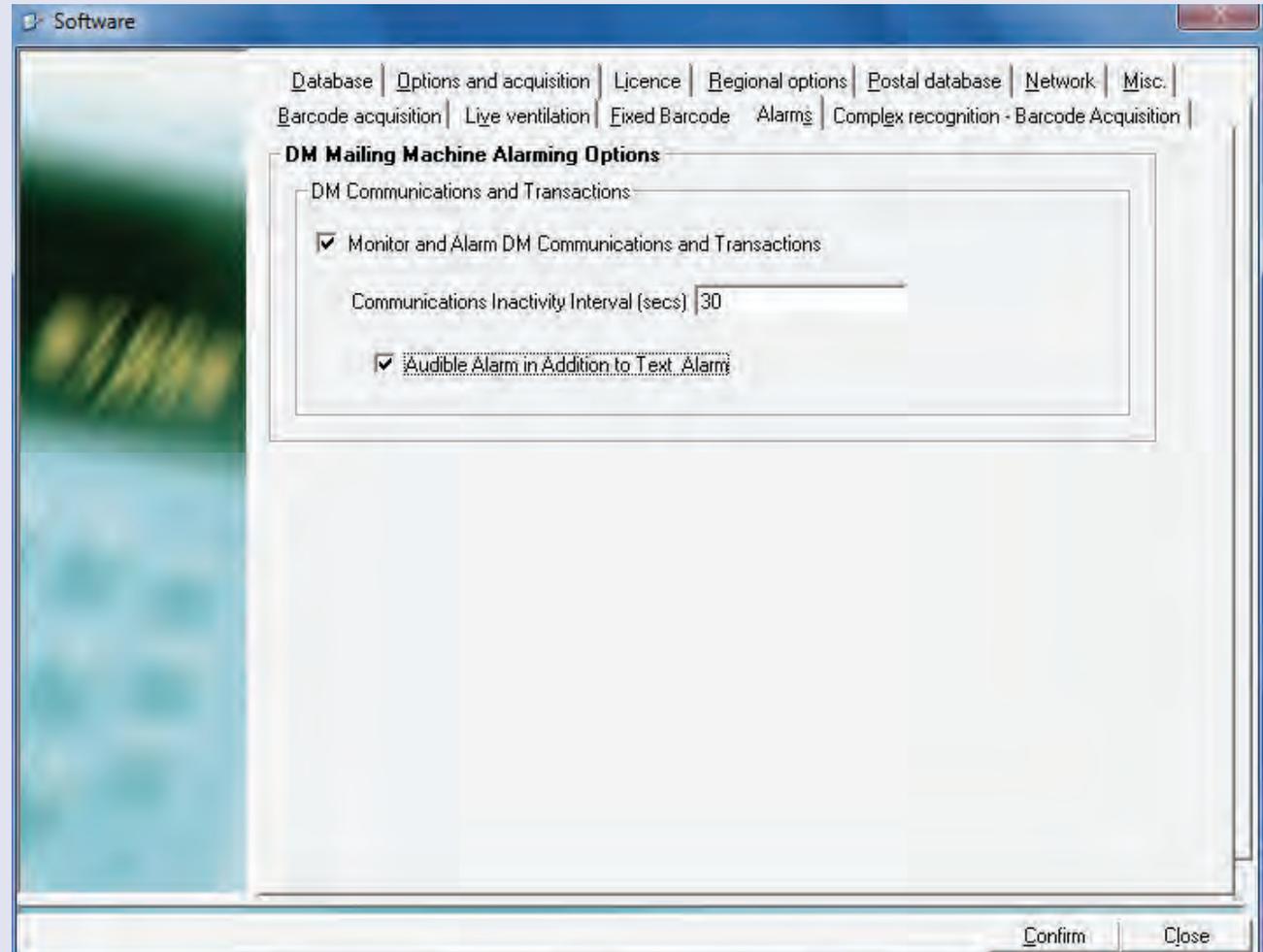
### Environment (continued)

#### Software (continued)

#### Alarms Tab

This is an optional feature used at the transaction source host computer to notify if there is an issue with the system when used in a LAN configuration.

For more details, see the LAN Connectivity section of this guide.



# Configuration (continued)

## Environment (continued)

### Software (continued)

#### Regional Options Tab

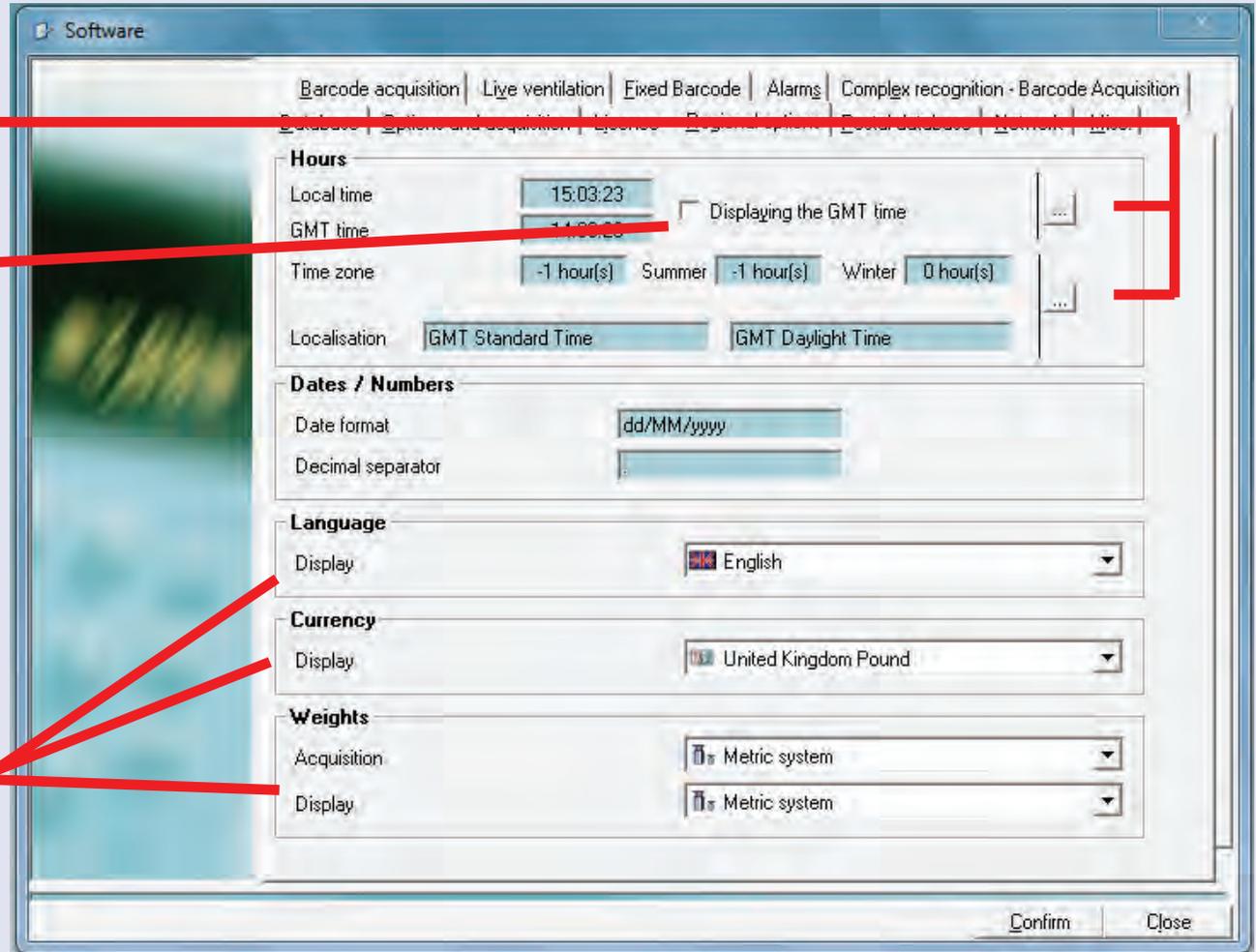
The two buttons to the right of this screen allow you to set the time, date and regional settings.

The check box **Displaying the GMT time**, when checked, will force all MeterNet reporting and reallocation to use GMT.

When in use, certain screens will display the GMT icon to warn you that this feature is in use.



These areas of the screen allow you to configure local language, currency and weight standards. Changes to the language require a restart of MeterNet to take effect.



## Configuration (continued)

### Environment (continued)

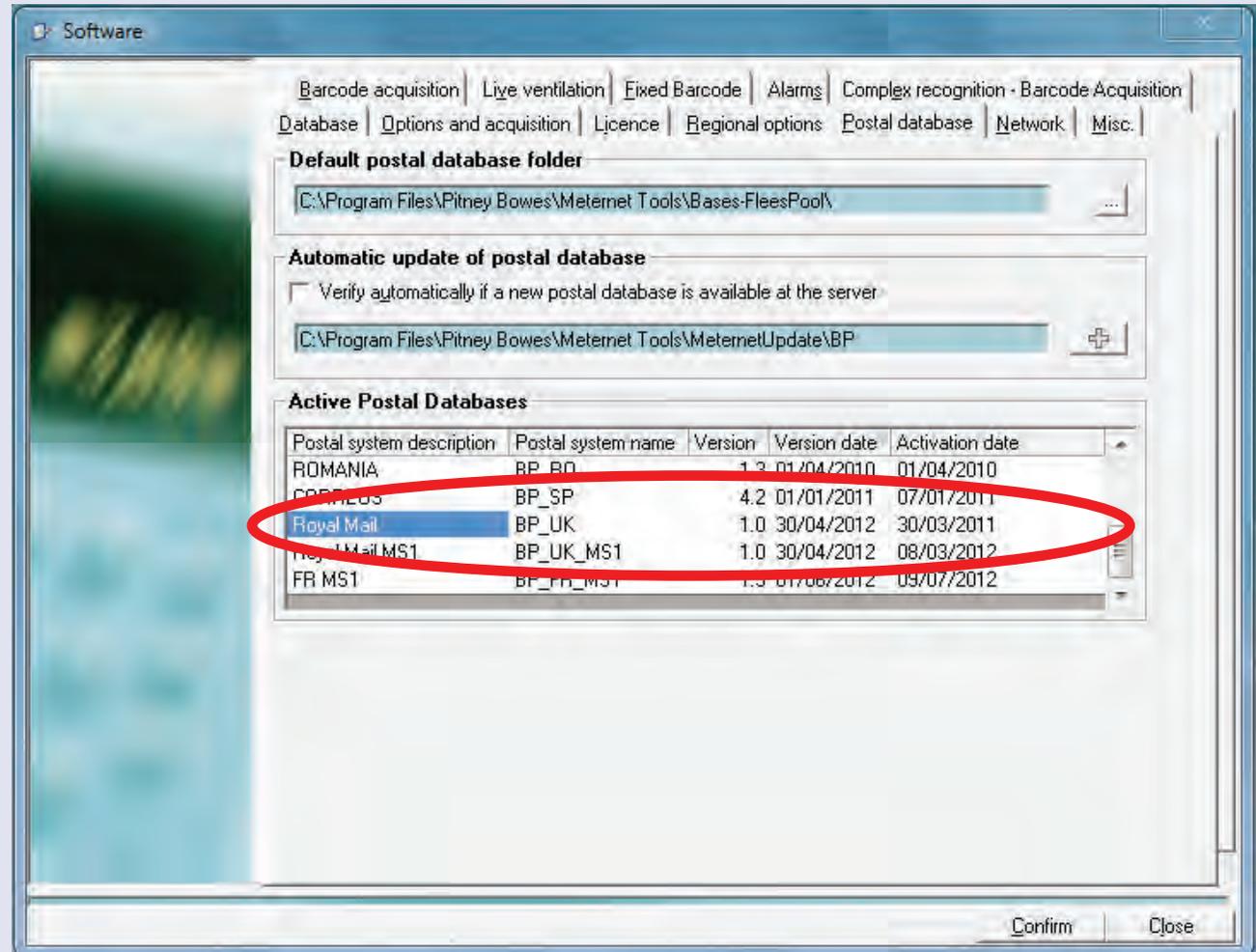
#### Software (continued)

#### Postal Database Tab

Here you can view the effective date of your postal database. The postal database contains all the postal rate structure, categories, fees, weight breaks and prices for your postal carrier.

This is useful to check that you are using the current version that matches the current rates of your postal carrier.

If using Connect+ mailing systems, there may be two postal databases relating to your postal carrier. This is normal, and both postal databases must be up to date for correct functionality.



## Configuration (continued)

### Environment (continued)

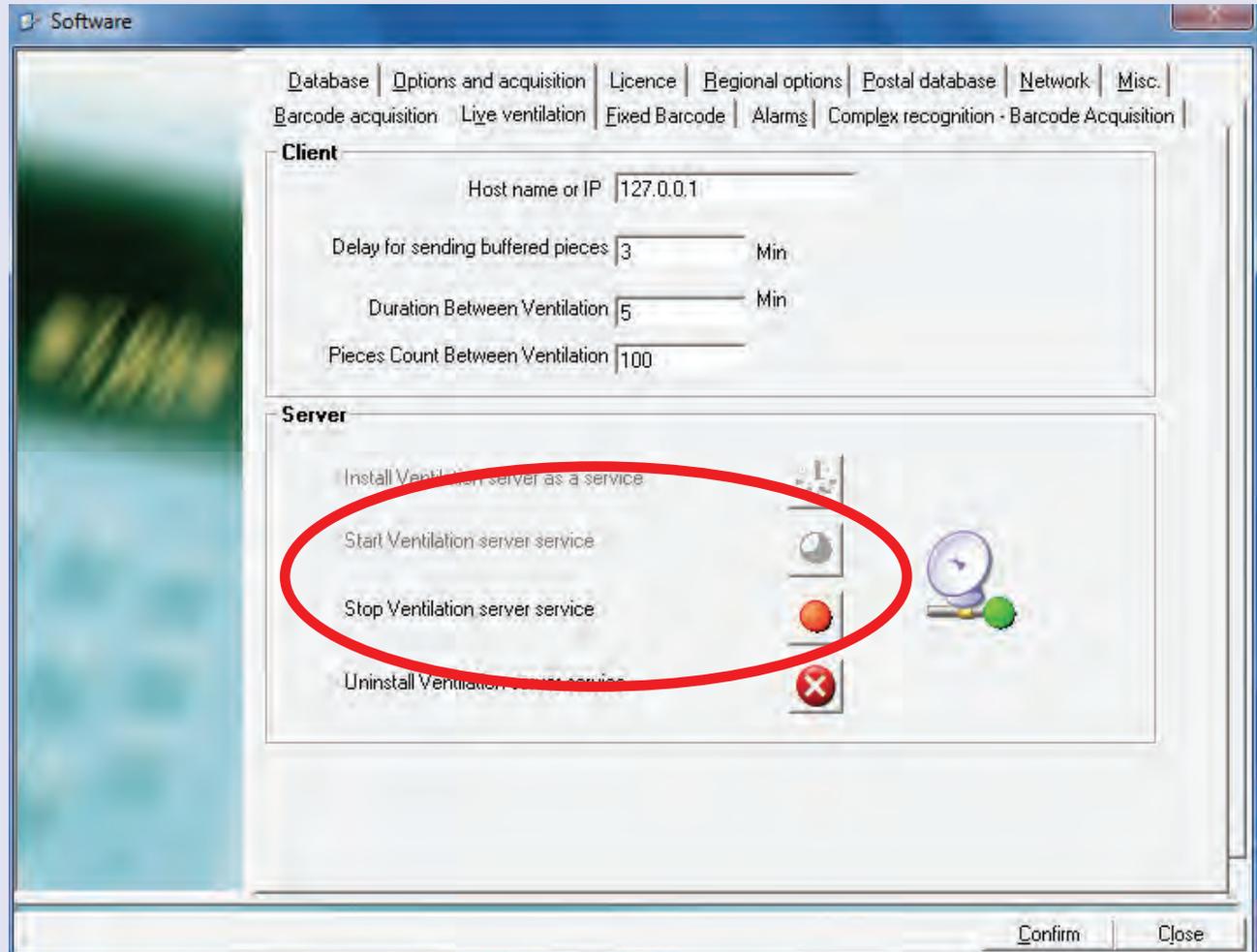
#### Software (continued)

#### Live ventilation Tab

The ventilation server is only used if you have a local PC based data station connected directly to your mailing system or for manual transactions.

Its purpose is to control the flow of data in the background during mail processing.

Your installing engineer will have set this up for you. However, if MeterNet prompts you to stop and restart the server, it can be done using the controls on this screen.



## Configuration (continued)

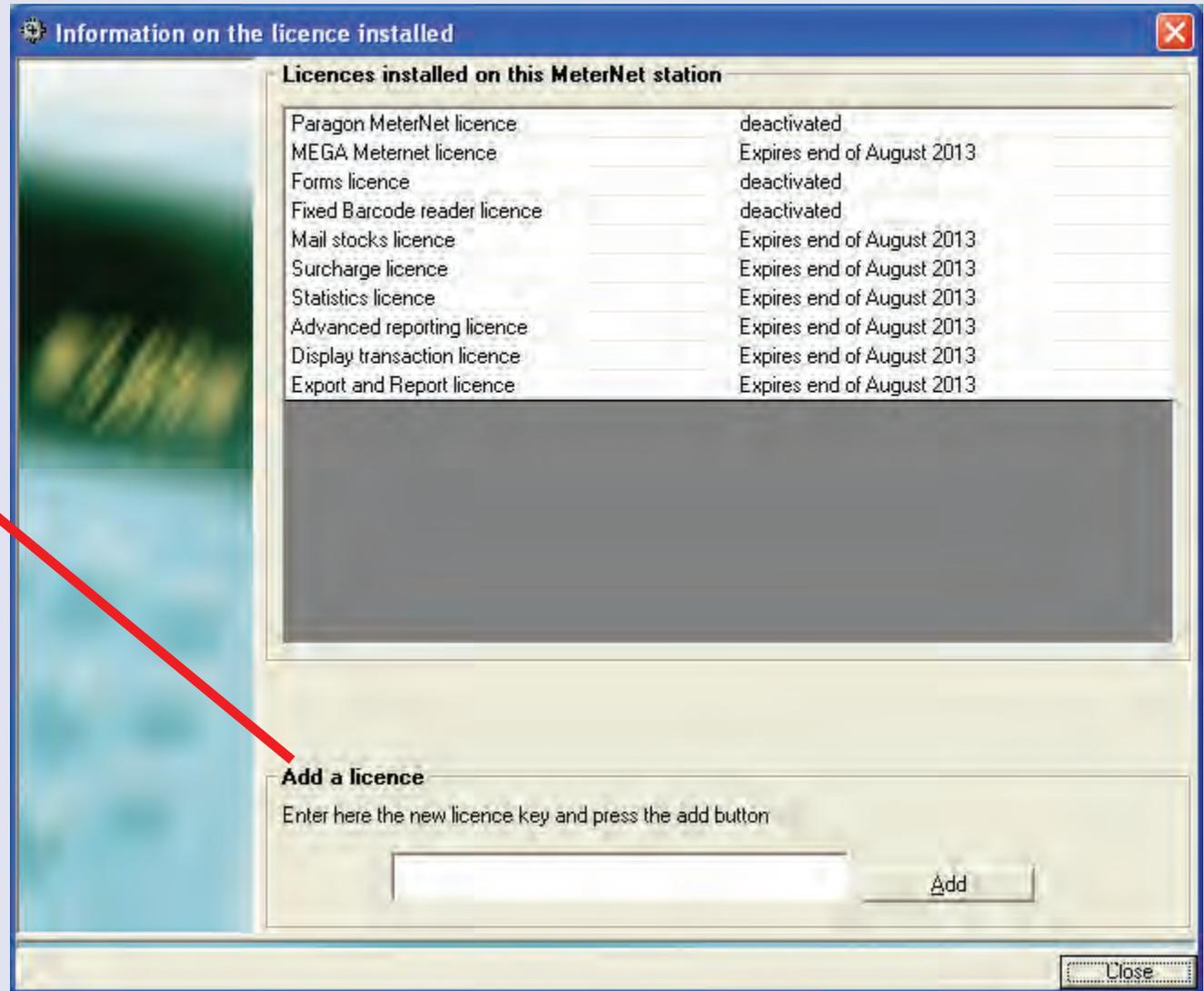
### Environment (continued)

#### See the installed licences

Displays the currently activated MeterNet licences. These will have been configured by your Pitney Bowes installing engineer.

The **Add a Licence** area allows a new feature licence to be added or an existing licence to be renewed by entering an activation code obtained from Pitney Bowes.

MeterNet will also warn you of a licence which will soon expire by placing an icon in the 'Administrative tasks to perform' section of the Main Menu. Contact Pitney Bowes to renew the relevant licence.



## Configuration (continued)

### Postal Database sub menu

This menu is reached by following the path **Main Menu > Parameters > Configuration > Postal database**



#### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

#### Predefine the categories

It allows you to delete one or more **Postal Categories** listed on the drop down menu within the manual transactions screen.

#### Mail types

Allows you to group categories of mail into sub-groups which can be used in the reporting modules of MeterNet.

#### User postal categories

Allows you to create user defined carriers and categories within each carrier. Non-franked transactions (manual transactions) can be allocated to these categories.



## Configuration (continued)

### Postal Database (continued)

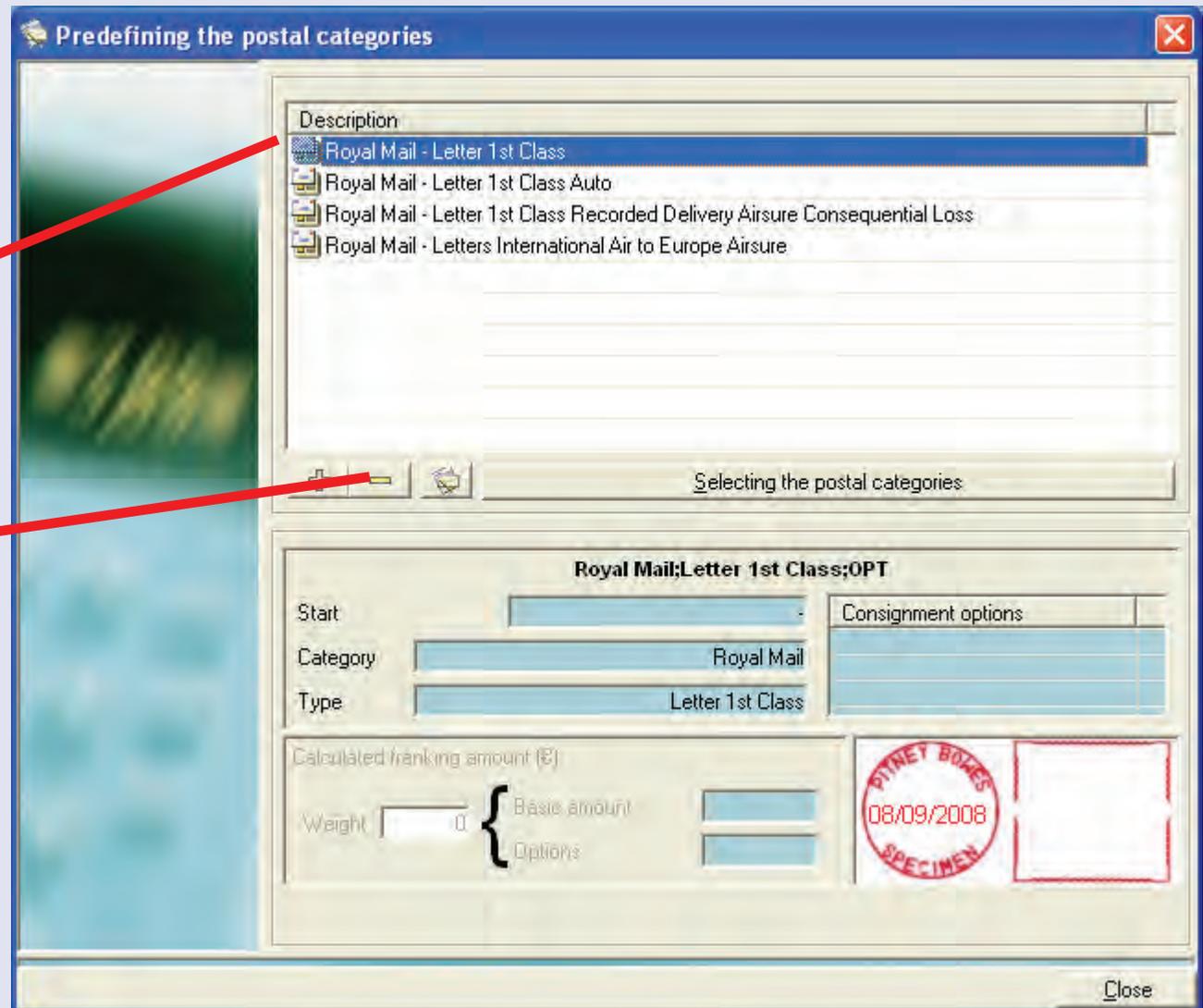
#### Predefine the categories

This function is primarily used within the French and Romanian versions of MeterNet.

However, in other countries, it allows you to delete one or more **Postal Categories** listed on the drop down menu within the manual transactions screen.

To delete a category, click once on the category description to select it, then click on the  button.

Confirm you want to do this by clicking on the **Yes** button in the confirmation screen that appears.



## Configuration (continued)

### Postal Database (continued)

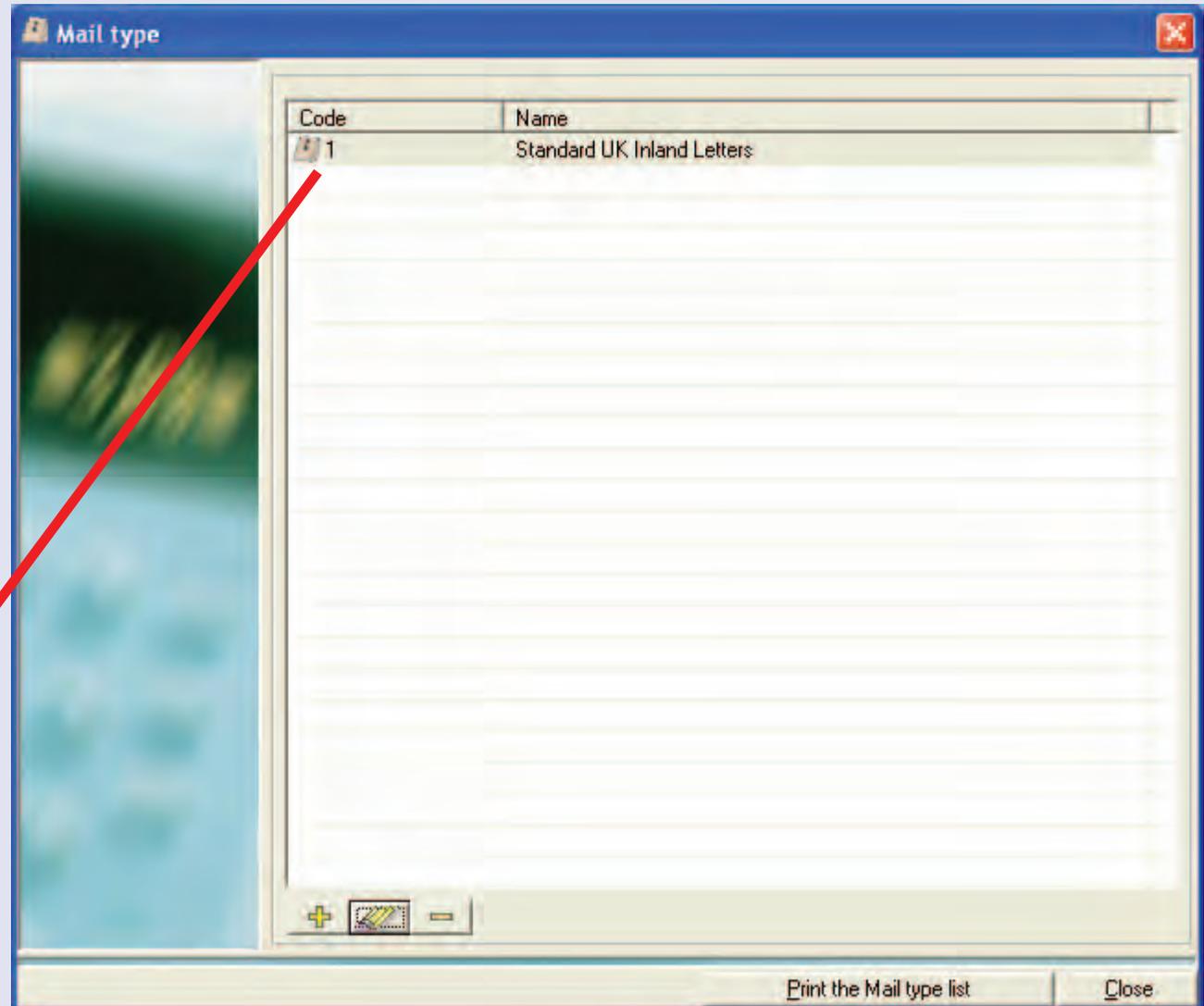
#### Mail types

For reporting purposes, it can sometimes be useful to combine categories of mail together to form a group which you can name as required. This makes it easier to analyse use of specific types of mail e.g. grouping two separate inland letter categories into a group that you might name 'Inland Letters'.

Once a type of mail is allocated to a mail type group, it CANNOT be allocated to any other group.

This screen shows any currently created mail type groups.

Clicking on 'Print the Mail Type List' displays a preview of the mail type list report. You can choose to print or export this using the links at the top of the preview page.



## Configuration (continued)

### Postal Database (continued)

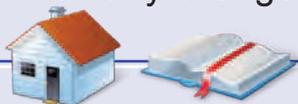
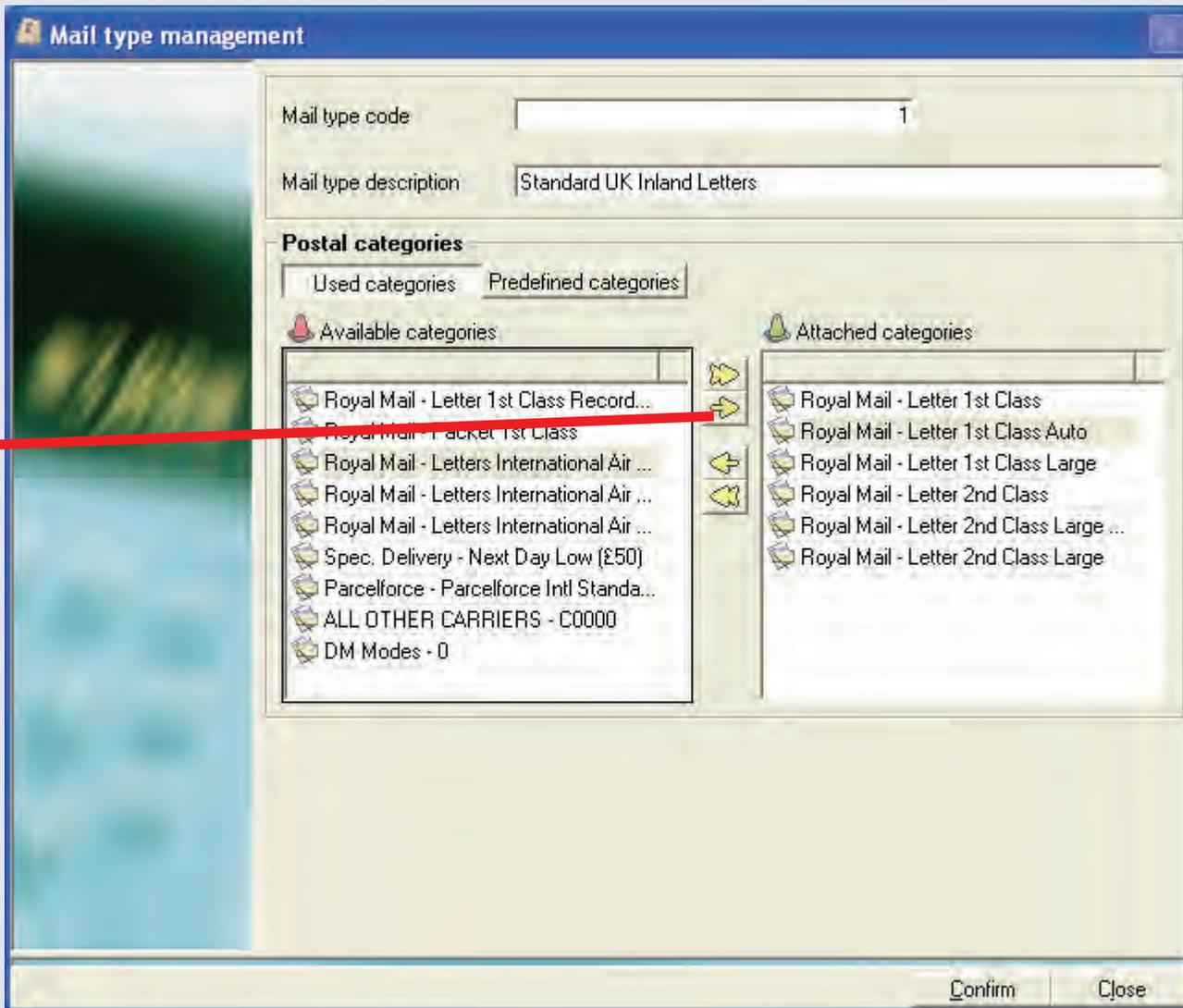
#### Mail types (continued)

The  button can be used to create a new mail type group. You can now enter a unique code, the group name and the categories of mail within the group. To allocate categories, click once on the category in **Available categories** column and then click on the right arrow to transfer it to the group. Repeat for all other categories you wish to add to the group.

The  button can be used to change information relating to an existing mail type group. Click once on the mail type group to select it and then click on the  button. You can now modify the code, the name and, the categories within the group.

The  button on the screen can be used to delete a mail type group. Click once on the mail type group to select it and then click on the  button.

When any changes are complete, press **Confirm** to save changes.



## Configuration (continued)

### Postal Database (continued)

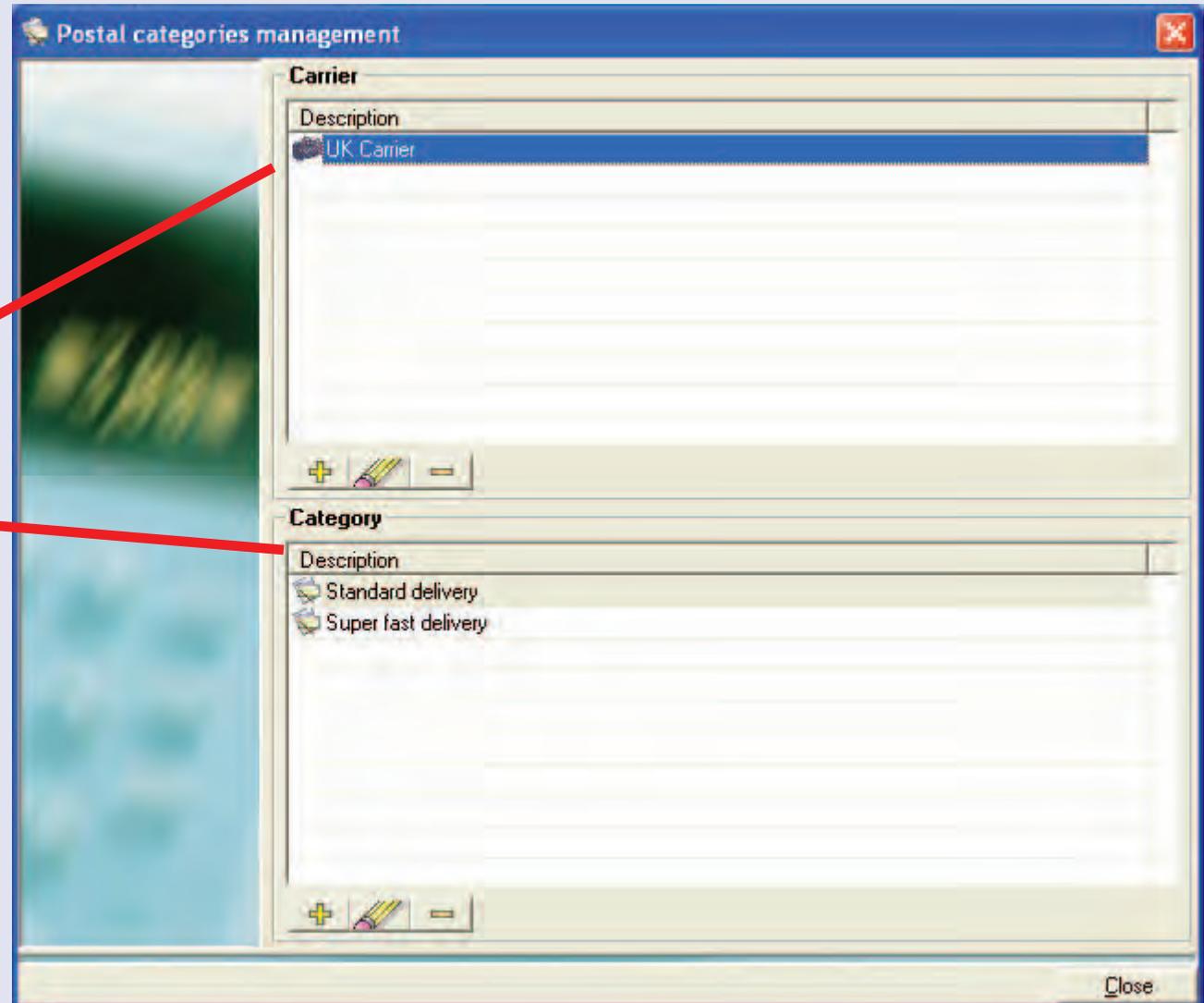
#### User postal categories

Allows you to create user defined carriers and categories within each carrier. Non-franked transactions (manual transactions) can be allocated to these categories. e.g. to account for additional mailroom costs.

The Carrier section of this screen allows you to create, edit or delete user defined carriers.

The Category section allows creation, editing and deletion of categories associated with the selected carrier.

**NOTE:** It may be necessary to stop and restart the ventilation server after creating a user defined carrier/class.



## Configuration (continued)

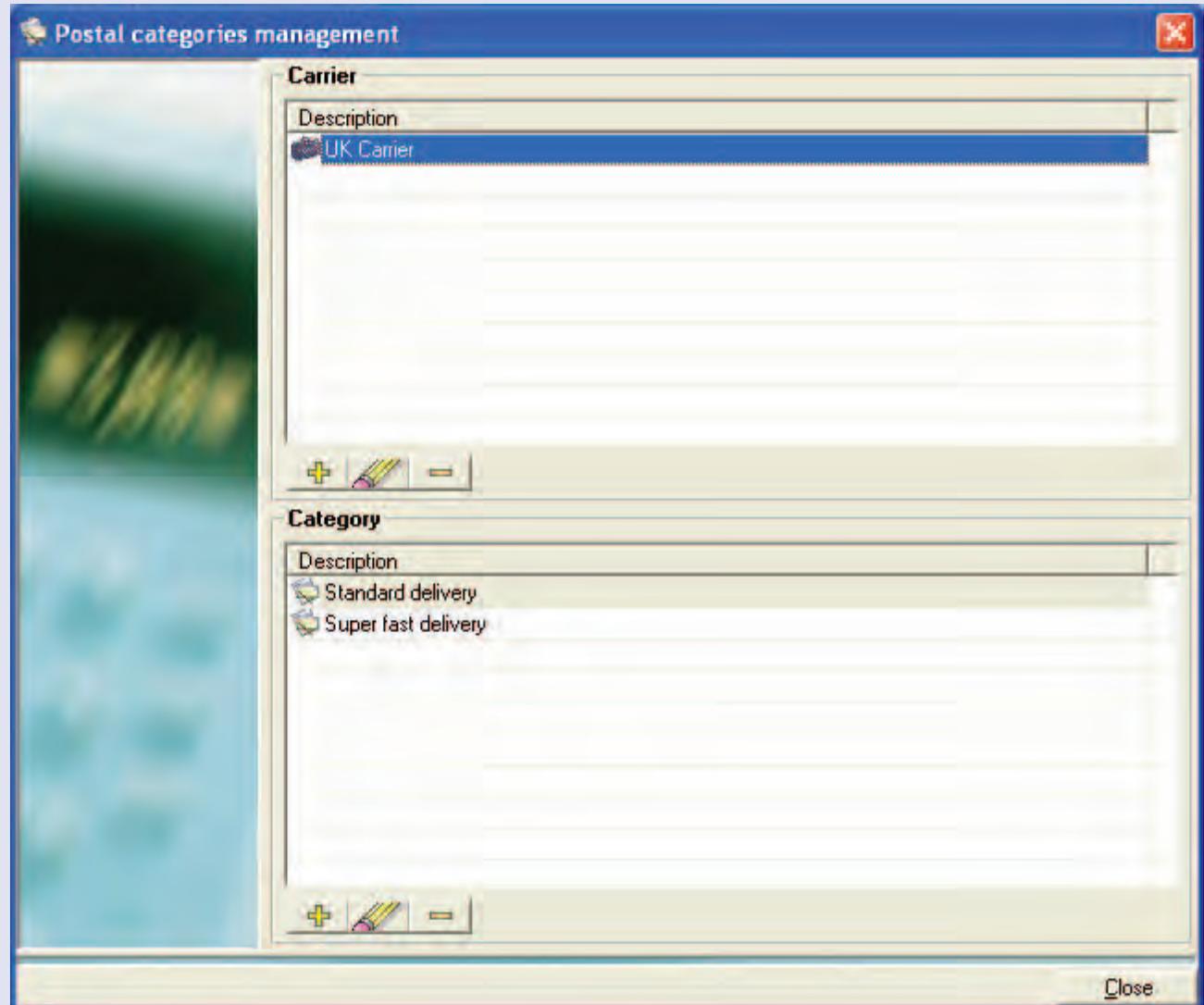
### Postal Database (continued)

#### User postal categories (continued)

The  button can be used to create a new carrier or category.

The  button can be used to change information relating to an existing carrier or category. Click once on the carrier or category to select it and then click on the  button. You can now modify the details.

The  button on the screen can be used to delete a carrier or category. Click once on the carrier or category to select it and then click on the  button.



## Configuration (continued)

### Accounts parameters

This menu item and associated sub-menus are not applicable in this country.

### Global surcharge Setup

This menu item is described within the 'Surcharging' Appendix. [Click this link](#) to view the appendix.



## Accounts and clients

This function allows you to create, modify and delete Clients, Accounts, Sub Accounts and Sub Sub Accounts.

Clients and accounts are shown in a hierarchy in a similar way to Windows Explorer. The view of the hierarchy can be expanded or contracted using the '+' and '-' selectors.

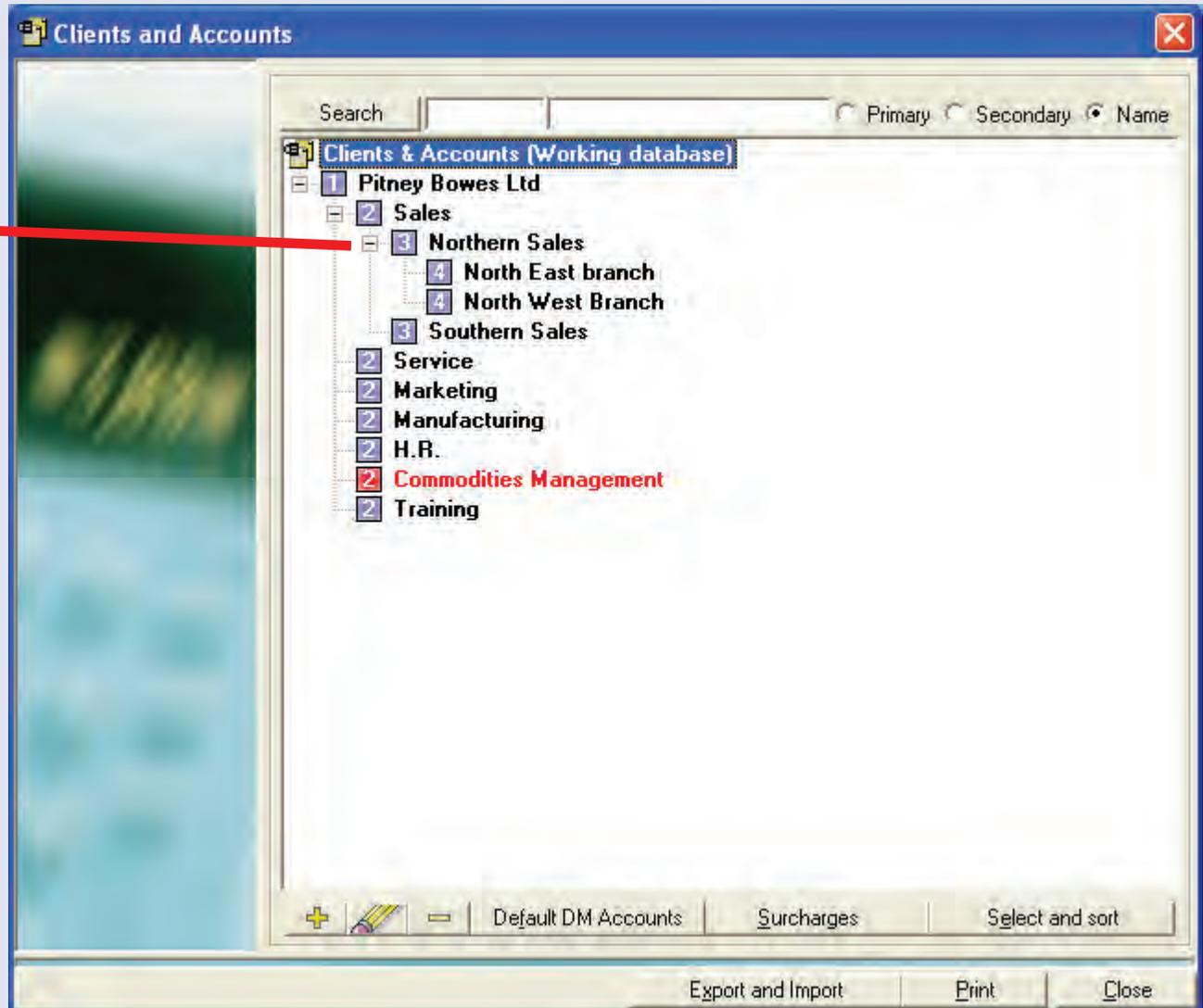
Each level in the hierarchy is numbered:

- 1 Clients
- 2 Accounts
- 3 Sub Accounts
- 4 Sub Sub Accounts

### TIPS!

The MeterNet accounting structure is explained earlier in this guide. [Follow this link](#) for more information.

The 'Default DM Accounts' button is described in LAN operation. [Follow this link](#) for more information.



## Accounts and clients (continued)

### Account and Client definitions

- Primary Code** This is a unique code (at the primary code level) which MeterNet uses to identify the 'location'.
- Secondary Code** Again, this is a unique code or name (at the secondary code level) that is used for identifying the location. In both a DM LAN configuration and a Connect+ configuration, this is the Departmental Name.
- Name** This value is not unique and is a description that identifies the location, such as the full Departmental Name.

### Deleting an Account

To delete an Account, Sub Account or Sub Sub Account, click on the description once to select it and then click on the  button at the bottom of the screen.

This can only be done if the Account has not had any transactions assigned to it.

### Adding or Modifying a Client/Account

To modify a Client/Account, click on the description once to select it and then click on the  button at the bottom of the screen.

To add a new entry, you must select the 'parent' level by clicking on an existing entry once. When the  button is clicked, a new entry will be generated **BELONGING** to the selected 'parent'.

i.e. the new entry will be **one level lower** in the hierarchy (selecting an account will create a new sub account belonging to the original account).



## Accounts and clients (continued)

If you are **adding or modifying a Client**, the following screen appears...

The top section of the screen allows you to specify Client details. Any modifications made to an existing Client will be applied to all existing transactions in MeterNet's working database as well as any future transactions.

In a Local MDS Configuration, ticking 'Use of a dedicated indicia' prompts the operator to change the slogan when they select and leave the client. It is used, typically, where a particular client requires the use of a specific slogan.

**Clients management**

Primary Code: A10000  
Secondary Code: A10000  
Client name: Pitney Bowes Ltd  
Address: The Pinnacles  
Harlow, Essex  
Postcode: CM19 5BD Town: Harlow  
Tel: 08705252525 Email: john.smith@pb.com

Use of a dedicated indicia

Meters forbidden with this client		Meters usable with this client	
		1	1
		3	3
		5501459	5501459
		5508522	5508522

General Characteristics

Confirm Close



## Accounts and clients (continued)

If you are **adding or modifying an Account, Sub Account or Sub Sub Account** the following screen appears:

The top section of the screen allows you to specify account details. Any modifications made to an existing account will be applied to all existing transactions in MeterNet's working database as well as any future transactions.

**NOTE:** When naming accounts, DO NOT use 'special' characters, such as the hyphen (-), etc. as this is not compatible with some mailing systems used with MeterNet.

The tick boxes allow you to disable accounts/sub accounts/sub sub accounts for franking purposes. A locked account will appear in the accounts list in **red**. If the account is locked and an attempt is made to frank against it in the franking screen, MeterNet Account details in the franking screen will appear in red.

2 Account management

Account primary code 1

Account secondary code 1

Account name Sales

Annual budget of the account

Use of a dedicated indicia

Print Bar Code

Locked account

Lock sub levels (sub accounts and sub-sub accounts)

General Characteristics

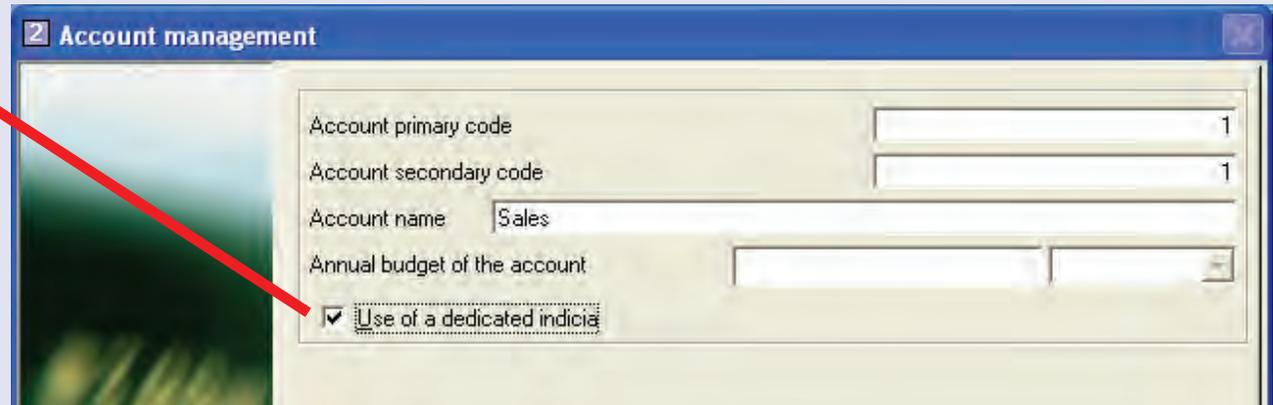
Confirm Close



## Accounts and clients (continued)

In the Local MDS Configuration only, ticking 'Use of a dedicated indicia' prompts the operator to change the slogan when they select and leave the account. It is used, typically, where a particular account requires the use of a specific slogan.

When all entries have been made, click Confirm to create the account or accept the changes.



### NOTES FOR CONNECT+:

- On Connect+ configurations, once all required changes have been made to the account structure, it is necessary to synchronize accounts. Use the CPI program to upload the account structure to the cloud and then download the structure to each Connect+. [Follow this link](#) for more information.
- MeterNet Clients do not appear on the mailrun screens. Therefore, the accounts that propagate to the Connect+ should have unique MeterNet account names to avoid confusion when processing mail.

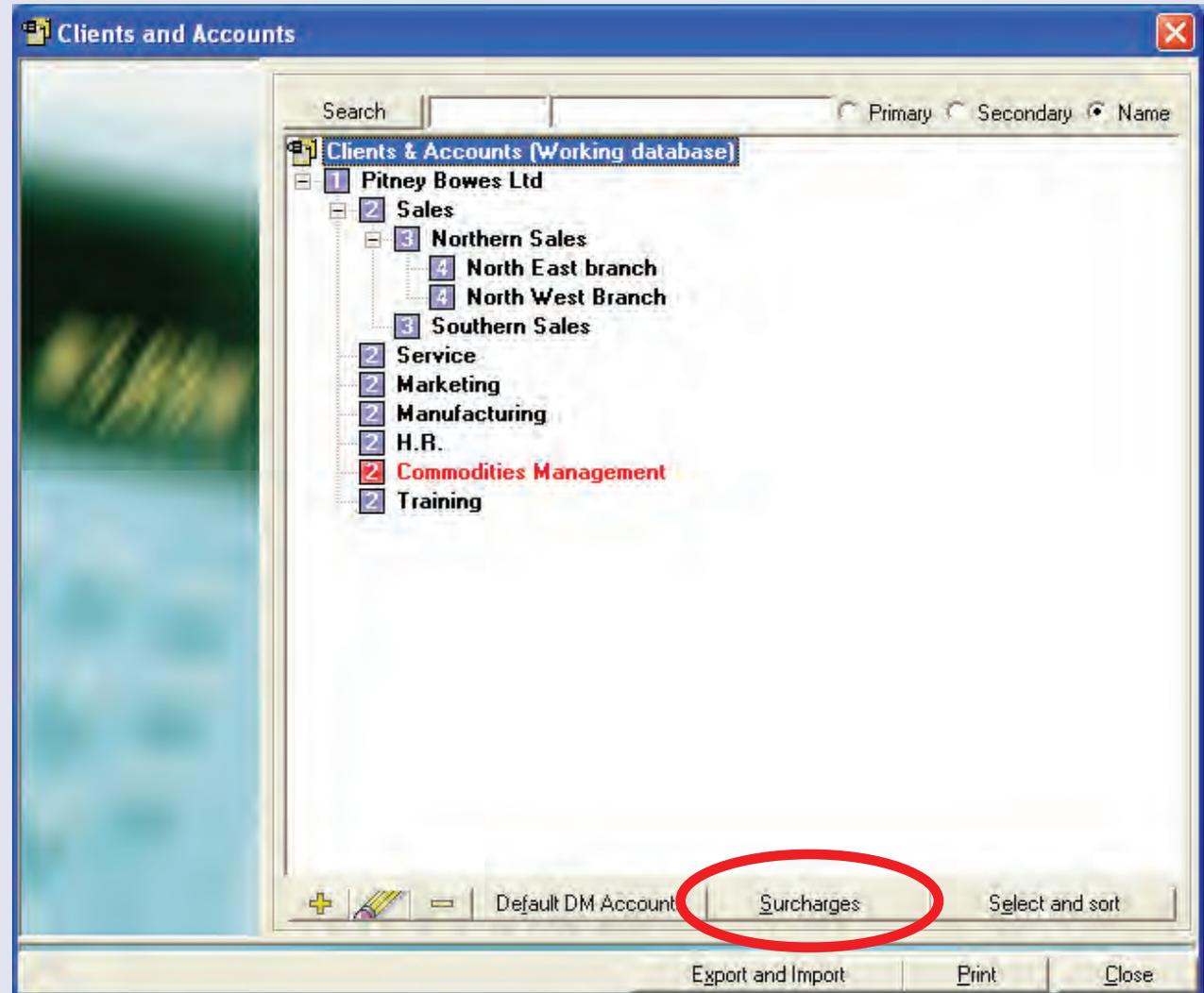


## Accounts and clients (continued)

### Surcharges

Clicking on the **Surcharges** button in the 'Accounts and Clients' screen allows you to define surcharges against any Account, Sub Account or Sub Sub Account.

Follow this link to the 'Surcharging' Appendix for more information.



## Accounts and clients (continued)

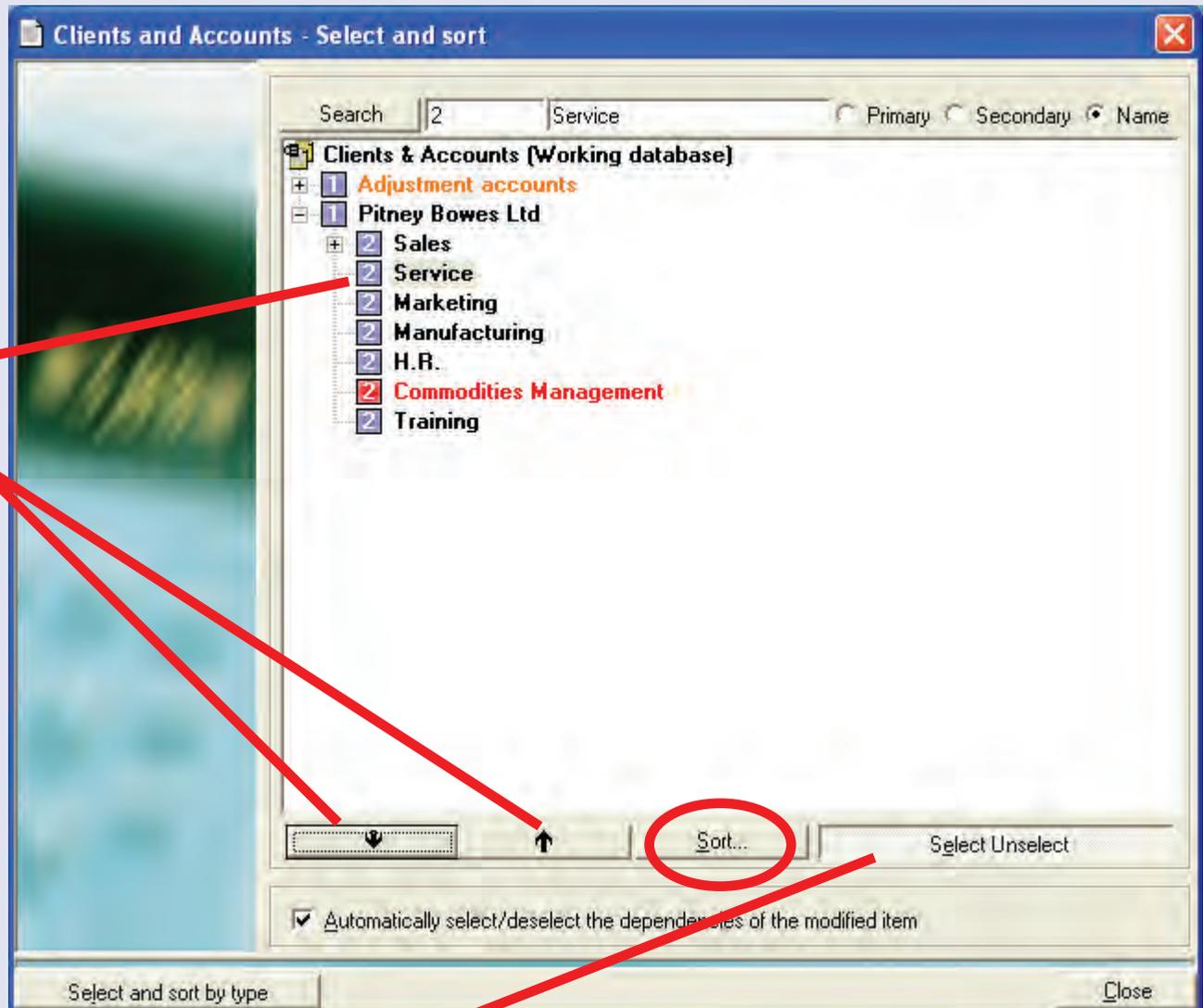
### Select and sort

Clicking on the **Select and sort** button lets you define your preferred listing order of Accounts, Sub Accounts or Sub Sub Accounts throughout MeterNet.

Click once on the Account, Sub Account or Sub Sub Account to select it and use the up or down arrow buttons to change its displayed position in the listing.

Clicking on the **Sort** button brings up drop down menus which allow you to sort on a variety of criteria.

**Note:** The **Select and sort** button is also available within the Display Transactions and Statistics modules.



The **Select Unselect** button is used to hide Clients and Accounts during the reporting cycle in the statistics module and fixed reports.



## Technical contracts

This area of the screen is not applicable within your country. It is used in certain countries to 'group' mail based on 'Technical Contracts' negotiated between the Postal Authority and the customer.

## Applications

This area of the screen is not applicable within your country.



## Jobs

Jobs can be used to identify a group of transactions separately from other transactions and are used at the time the transaction takes place. Jobs can be assigned to both franked transactions and virtual meter transactions.

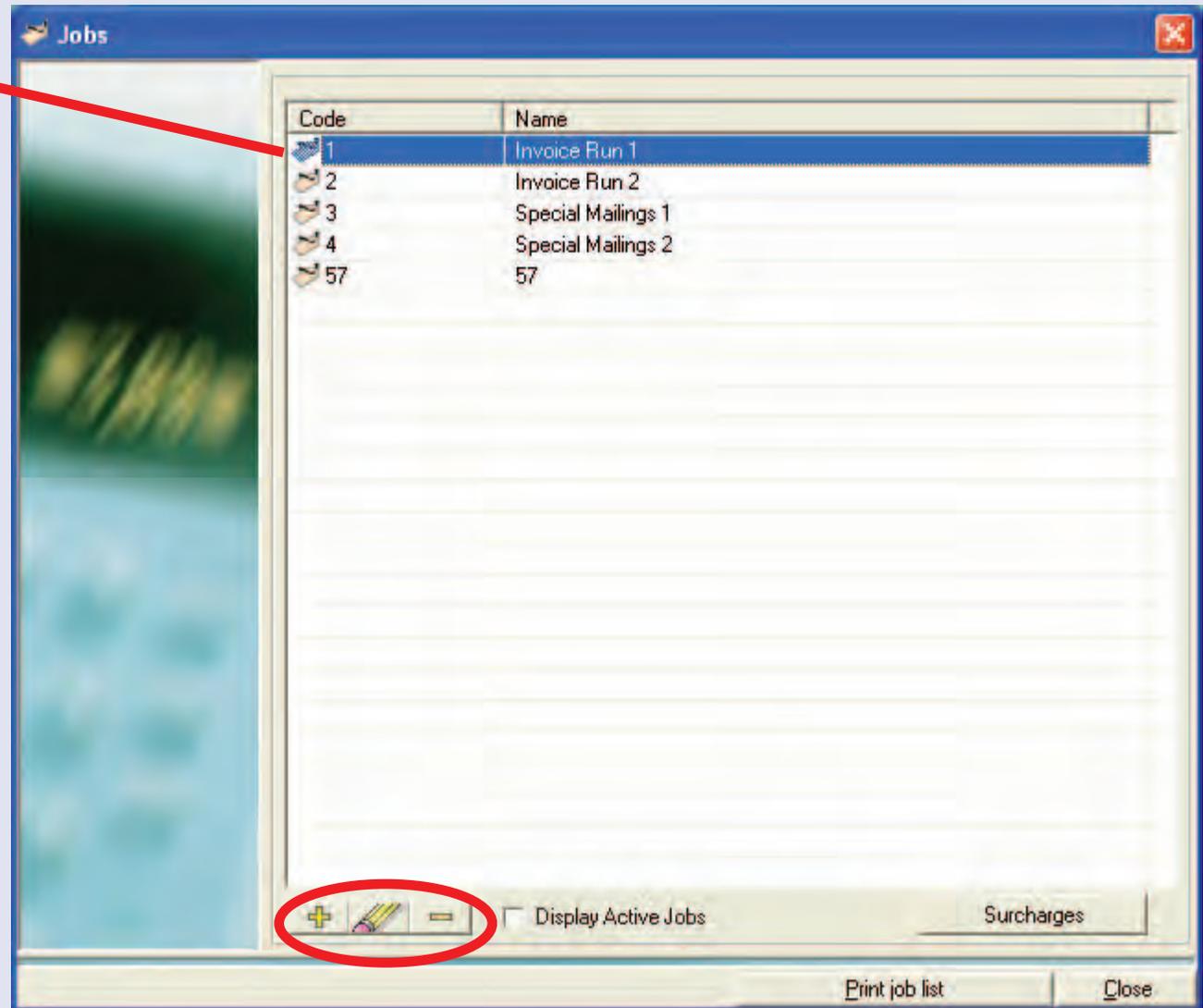
This screen shows any currently created jobs.

The  button can be used to create a new job.

The  button can be used to change information relating to an existing job or the  button on the screen can be used to delete a job. Click once on the job to select it and then click on the function required.

Clicking on the **Surcharges** button in the 'Jobs' screen allows you to define surcharges against any Job.

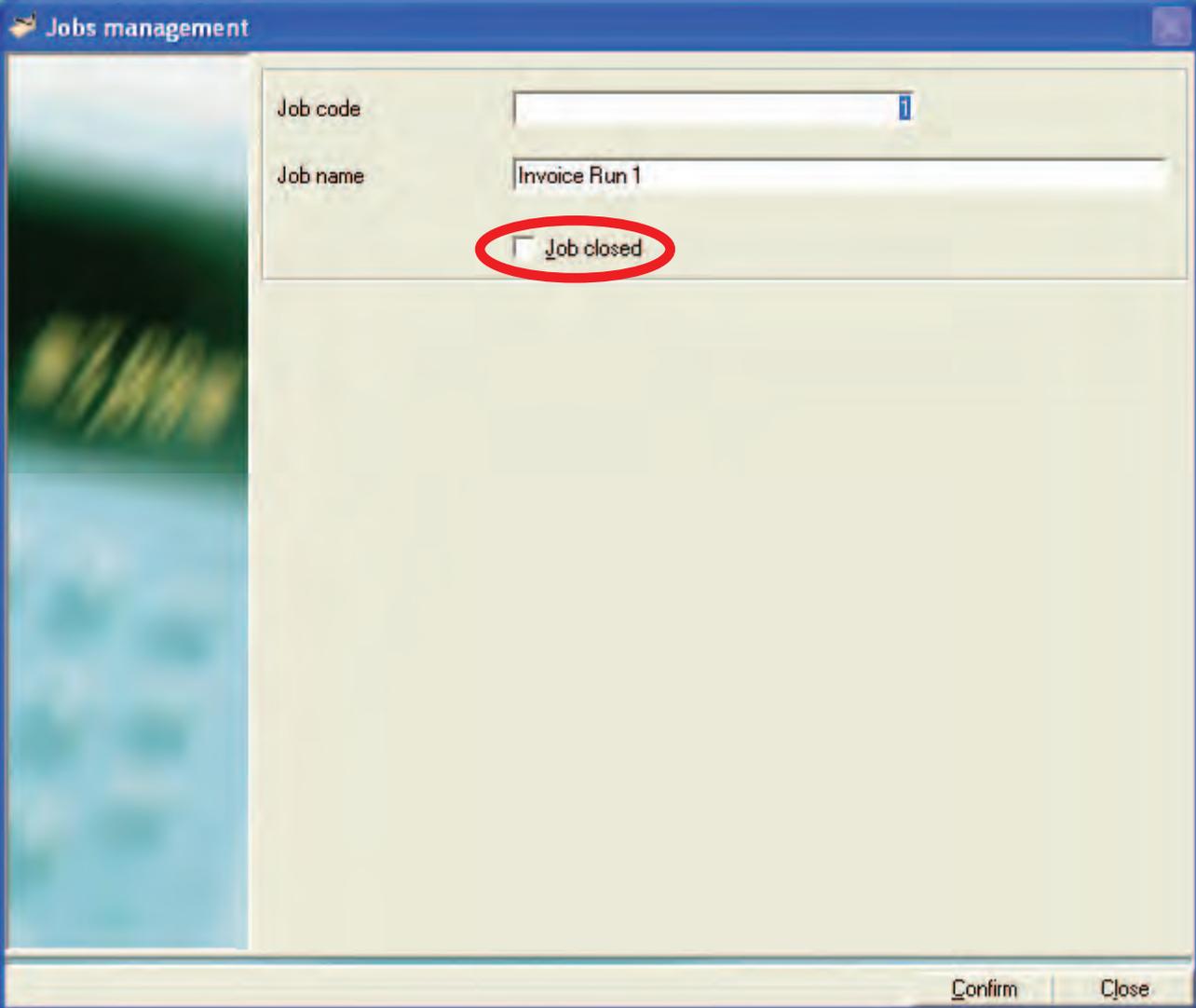
Follow this link to the 'Surcharging' Appendix for more information.



## Jobs (continued)

This area of the screen is used to define the job's unique code and name.

The 'job closed' tick box is used when no further use of the job is expected. The job will no longer appear in the jobs drop down menu in the franking or manual transactions screens.



The screenshot shows a window titled "Jobs management" with a light yellow background. It contains the following fields:

- Job code:** An empty text input field.
- Job name:** A text input field containing the text "Invoice Run 1".
- Job closed:** A checkbox labeled "Job closed" which is currently unchecked. This checkbox is circled in red.

At the bottom right of the window, there are two buttons: "Confirm" and "Close".



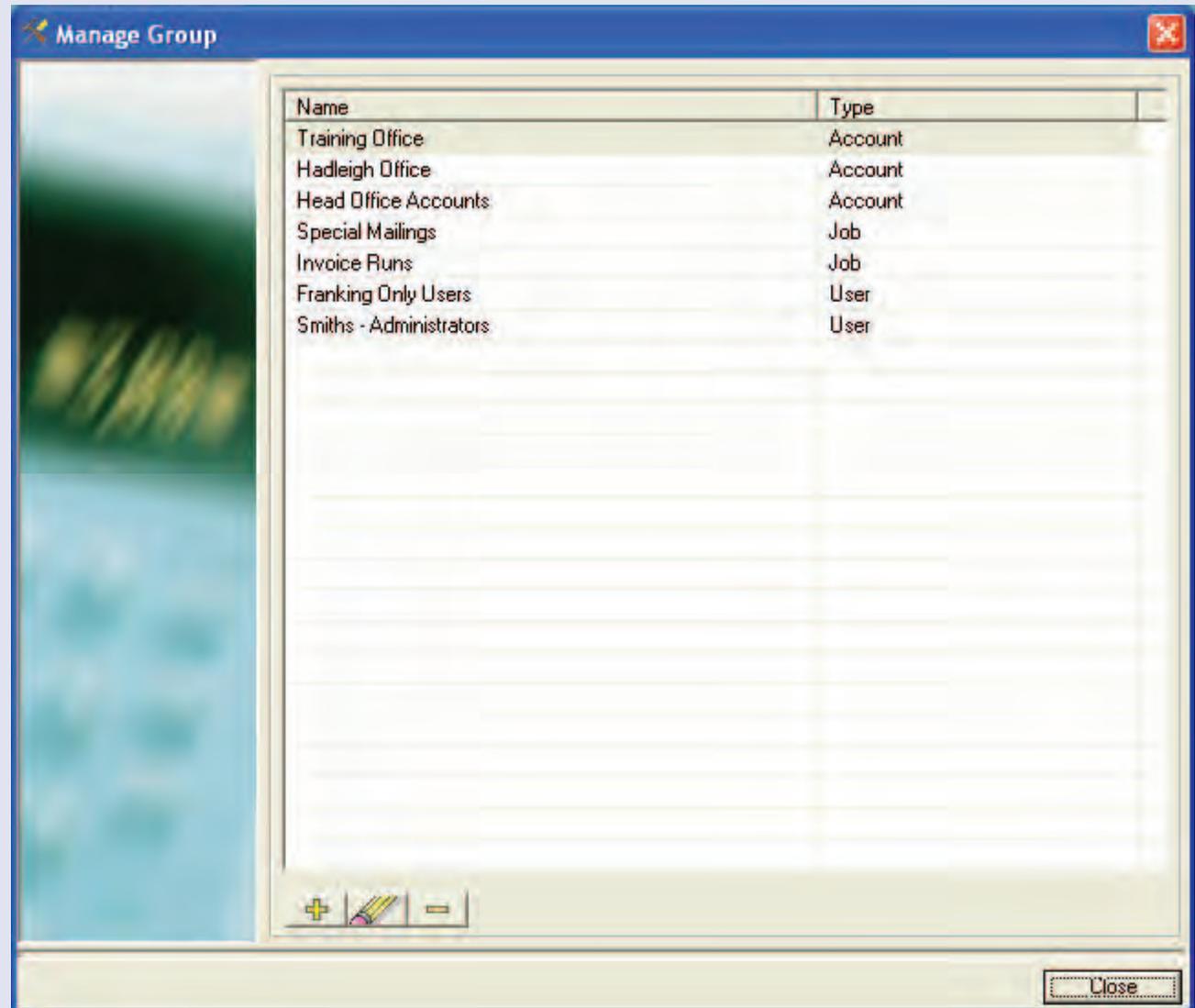
## Grouping

For reporting purposes, it can sometimes be useful to combine either accounts, jobs or users together to form a group which you can name as required.

This screen shows any currently created groups.

The  button can be used to create a new group.

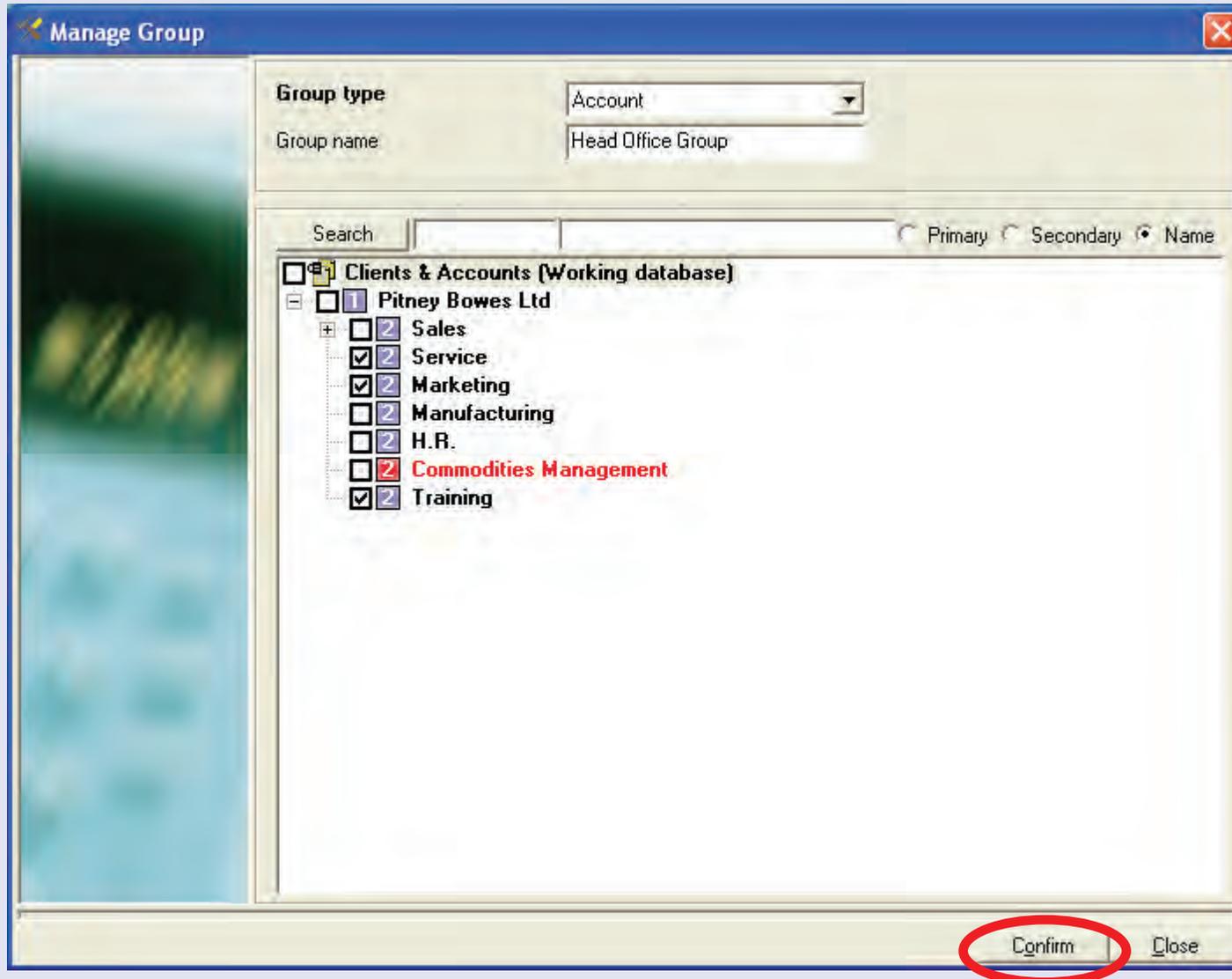
The  button can be used to change information relating to an existing group or the  button on the screen can be used to delete a group. Click once on the group to select it and then click on the function required.



## Grouping (continued)

This screen lets you define the type of group and the members of that group.

Click on the **Confirm** button to save changes.



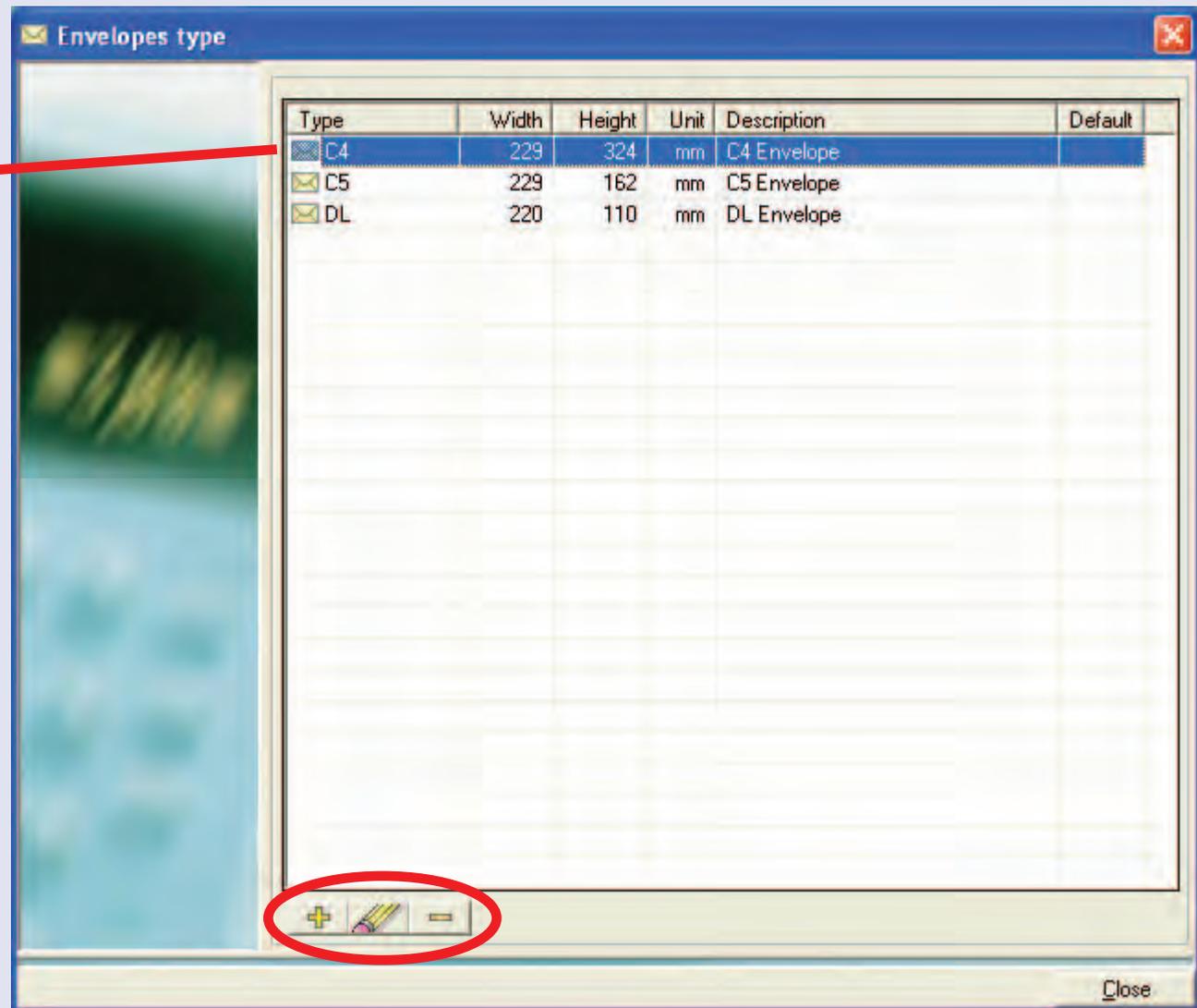
## Envelopes

For reporting purposes, it can sometimes be useful to identify the envelope used for transactions. This makes it easier to analyse use of specific types of envelope.

'Envelopes' is an optional feature used to define and identify an envelope type. This envelope type appears on the drop down menus in the franking and manual transactions screens. It is also used as an envelope definition within the envelope stocks management function of MeterNet.

The  button can be used to create a new envelope type.

The  button can be used to change information relating to an existing envelope type or the  button on the screen can be used to delete an envelope type. Click once on the envelope type to select it and then click on the function required.



## Envelopes (continued)

This screen lets you define the type, dimensions, unit and description of the envelope type.

Click on the **Confirm** button to save changes.

Envelopes type	C4
Width	229
Height	324
Unit	mm
Description	C4 Envelope

Default format to be used

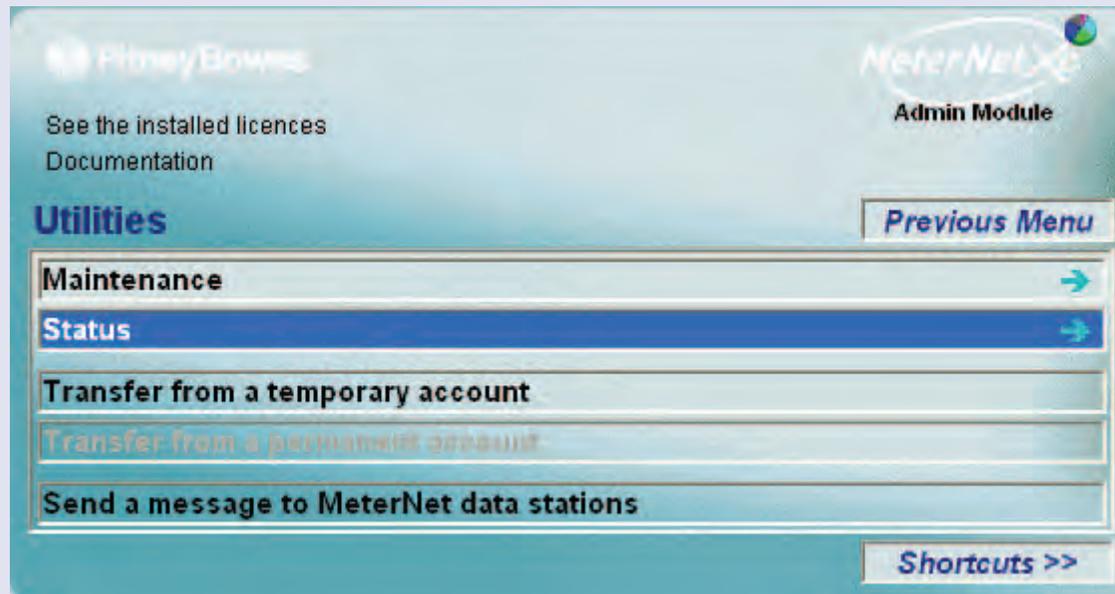
Confirm Close

**Note:** MeterNet can be configured to allow you to create a new envelope type where either a Franking Screen or Manual Transaction Screen is used, if set in the 'software' menu.



# The Utilities Menu

The Utilities Menu is reached by selecting **Utilities** in the **Main Menu**. It allows access to the following functions:



## TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

### Maintenance

A sub-menu of functions related to maintenance of the Databases.

### Status

A sub-menu of functions related to monitoring the status of franking MDS stations and server Databases.

### Transfer from a temporary account

Allows transactions in a temporary account to be correctly allocated to a permanent account.

### Send a message to MeterNet data stations

Allows messages to be sent to MDS units on the MeterNet network.



## The Maintenance Sub-menu

The Maintenance Sub-menu is reached by the following path:  
**Main Menu > Utilities > Maintenance**



### TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The menu allows access to the following functions:

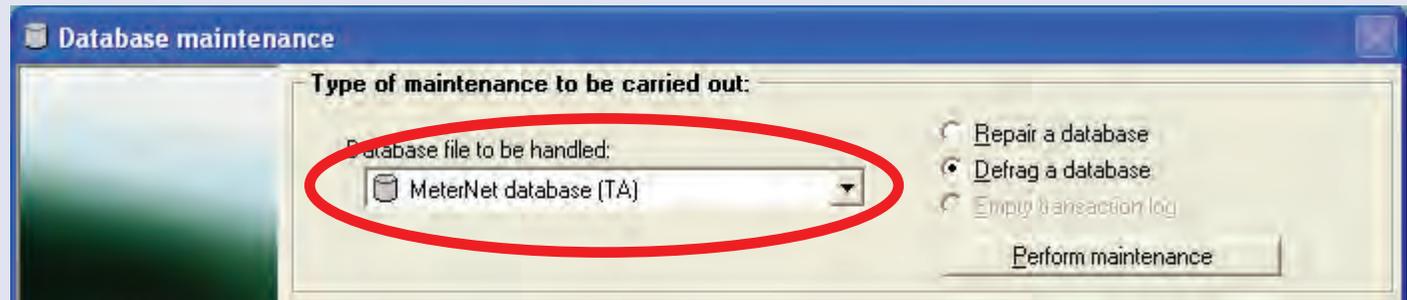
- |  |  |
|--|--|
| <b>Repair and defrag</b>                                 | Used to repair and 'tidy up' a database.                             |
| <b>Save transactions</b>                                 | Allows you to save archive information to the Archive Database       |
| <b>Purge transactions</b>                                | Allows you to delete (purge) transactions from the Working Database. |
| <b>Backup databases</b>                                  | Allows you to create backup copies of selected MeterNet databases.   |
| <b>Franking operations recorded on this data station</b> | Allows you to view transactions in the local databases.              |



## The Maintenance Sub-menu (continued)

### Repair and defrag

The top section of the screen has a drop down menu which allows selection of the database to be handled.



#### **Working Database**

The database where all transactions are held for all mailing systems.

#### **Consolidation Database**

The 'consolidation' database, if used, can contain export data from other sites or non-networked sites.

#### **Archive Database**

This is an archive of transactions from the working database created by a supervisor using the Save command in the Maintenance sub-menu. See the Save command for more information.

#### **MeterNet Database**

This is the local database of the MDS you are currently using. It contains temporary data which is automatically transferred to the Server's working database during the franking session. This can only be repaired at the MDS unit which has the problem.

#### **Archive Acquisition Database**

This is the local database archive of all transactions ever made on the local MDS. This can only be repaired at the MDS unit which has the problem.



## The Maintenance Sub-menu (continued)

### Repair and defrag (continued)

There are two kinds of database that MeterNet uses:

The **Working**, **Consolidation** and **Archive** databases are SQL server type databases.

The **MeterNet** and **Archive Acquisition** databases are 'Jet' type databases.

Only the 'Jet' type databases can be repaired or defragmented from this menu.

The two 'radio' buttons, allow you to select whether you wish to repair or defragment the selected database.

#### Repair

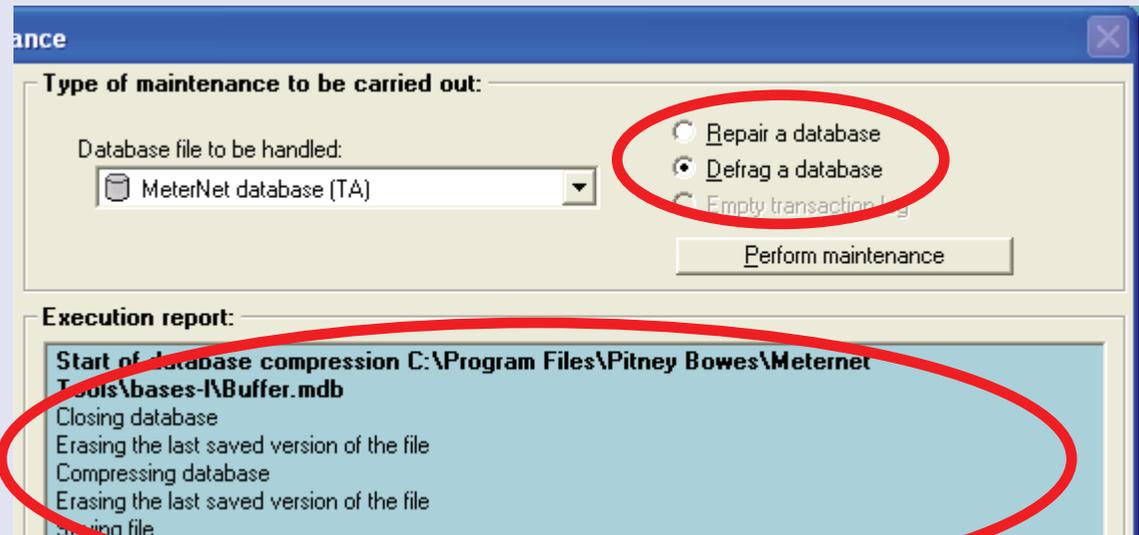
Use if you are having errors which indicate problems with a database.

#### Defrag

Use periodically to tidy the database. This function will compact the database and permit faster access to the database. For good housekeeping it is recommended that this is done monthly, although this may vary depending on throughput of your particular installation. Defrag also carries out a major repair of the database and may resolve problems not fixed using the repair option.

The **Execution Report** section of the screen will display details of the repair or defrag carried out.

Click on the **Close** button at the bottom of the screen to leave this function.



## The Maintenance Sub-menu (continued)

### Repair and defrag (continued)

#### Empty Transaction Log

This function applies to the three server databases only (Working, Consolidation and Archive databases).

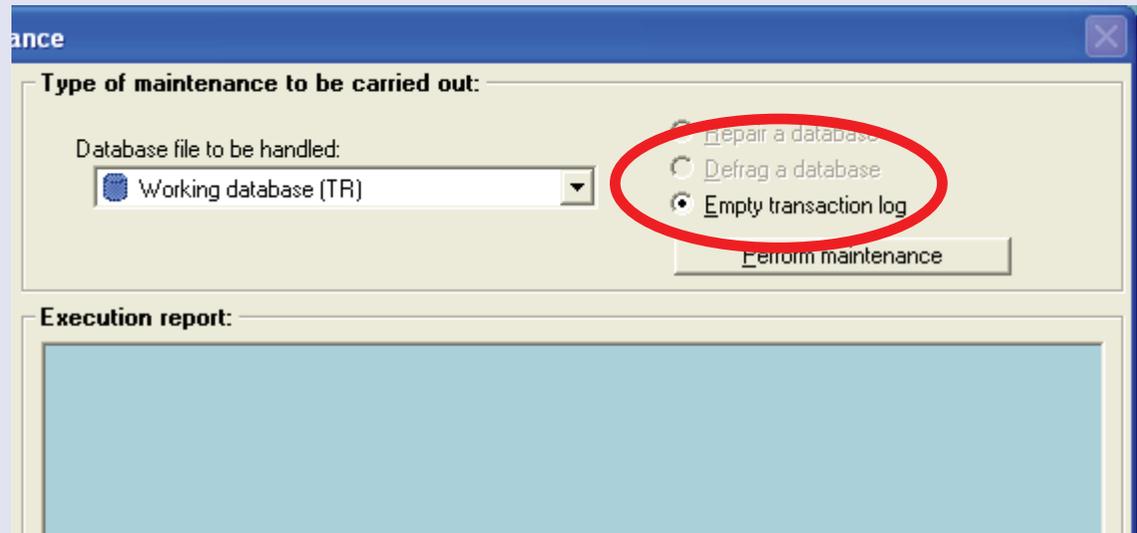
The Transaction Log contains a list of all the actions MeterNet has performed since the last full backup of the relevant database.

Should you have an error indicating that the relevant log is full, the log can be cleared. However, it is recommended that a full backup of the database is performed before clearing the relevant log.

If MeterNet manages the databases locally, the procedure for backing up is controlled by the backup settings within MeterNet. Follow this link for more information.

If the databases are managed by your IT group, they will have their own procedure for managing the backup process.

If you wish to empty the log, select the relevant server database from the drop down menu, and with 'Empty Transaction Log' selected, click on the **Perform Maintenance** button.



## The Maintenance Sub-menu (continued)

### Save transactions

Clicking on this option displays the following screen:

**Relevant meters**

Save all data relating to a meter

Postal number, status and usage time slot	Serial number
<input type="checkbox"/> <input type="radio"/> 1	1
<input type="checkbox"/> <input type="radio"/> 3	3
<input type="checkbox"/> <input checked="" type="radio"/> 5501459	5501459
<input type="checkbox"/> <input checked="" type="radio"/> 5508522	5508522

**Period**

Save data relating to a specific period Start  End

**Options**

Only save new transactions that have not already been saved

Also save pending accounts

Purge working database transactions at the end of the save process

**Save**

Save according to the settings

Close

This function allows you to save archive information to the **Archive Database** based on certain selected criteria. Each time data is saved, it will be appended to the existing Archive Database.

The **Relevant meters** section of the screen allows selection of the transactions from specified meters only to be saved to the Archive Database.

The **Period** shown by default is the period covering the entire range of data within the working database.



## The Maintenance Sub-menu (continued)

### Save transactions (continued)

Normally, the option **Only save new transactions that have not been already saved** is ticked. If so, MeterNet will automatically save only the new data from the selected meters/period for archive.

If Client or Account details etc. have been changed and you wish this to be reflected in the Archive Database for previously archived transactions, make sure this option is unticked.

It is normally preferable not to tick **Also save pending accounts** as transactions in pending accounts should be resolved in the working database before saving to the archive.

If you wish to purge the selected transactions during the archive process, tick **Purge working database transactions at the end of the save process**. This is the recommended way of working for each time you wish to archive data.

Click on the **Save according to the settings** button to carry out the save function.

Click on **Close** to return to the menu.

The screenshot shows a dialog box with the following elements:

- Period:**
  - Save data relating to a specific period
  - Start: 28/08/2008
  - End: 09/09/2008
- Options:**
  - Only save new transactions that have not already been saved
  - Also save pending accounts
  - Purge working database transactions at the end of the save process
- Save:**
  - Save according to the settings (circled in red)
- Close:** (circled in red)



## The Maintenance Sub-menu (continued)

### Purge transactions

Clicking on this option displays this screen:

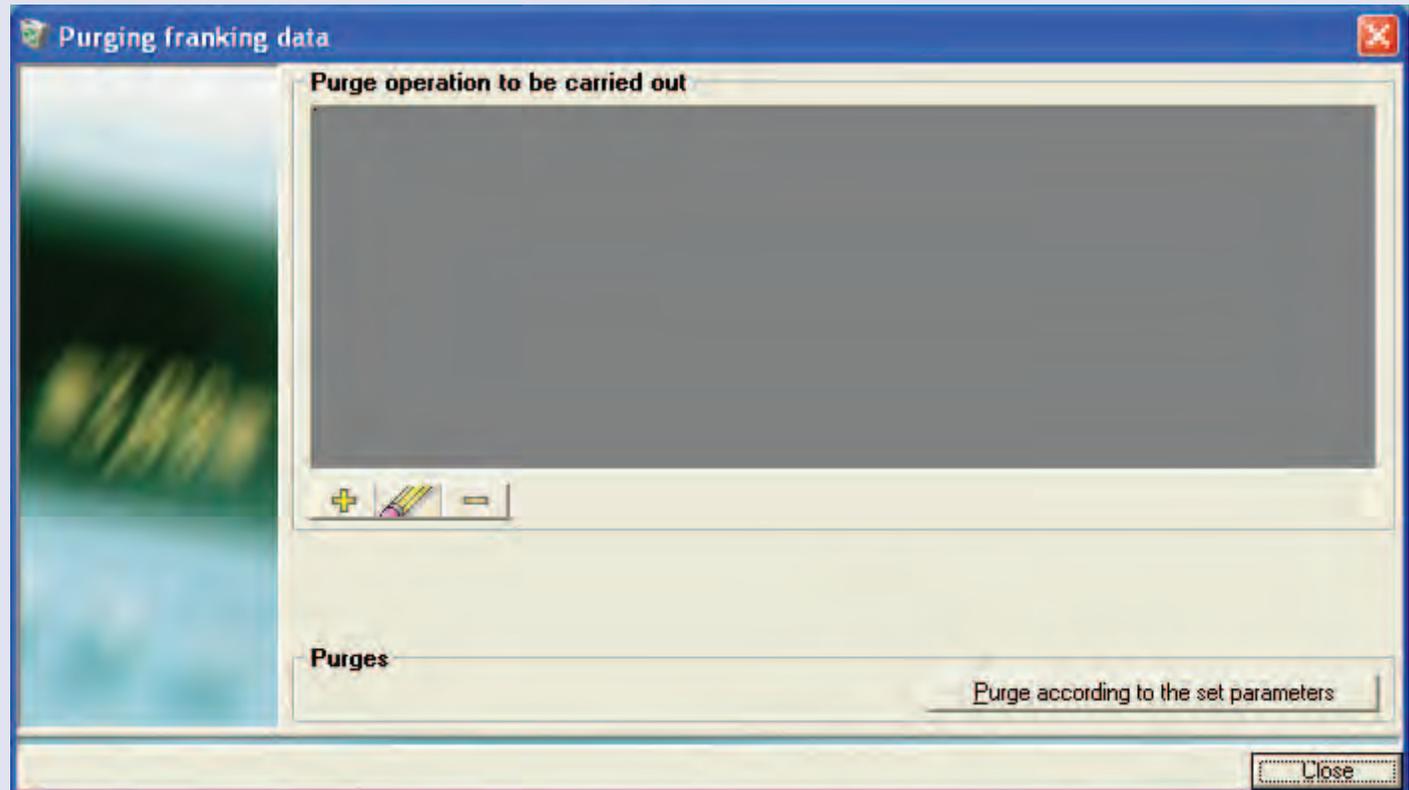
This function allows you to delete (purge) transactions from the working database. Transactions can only be purged after they have been archived using the **Save transactions** function previously described.

The screen allows you to purge Transactions, Jobs, Presets or Transaction

History based on Period, Client/Account and Meter. This menu option applies to the Working Database and can be used to clear unwanted information thereby reducing the database size. Transactions can only be purged if they have already been saved to the Archive Database.

The  button is used to create a new purge operation.

The  button can be used to change information relating to an existing purge operation or the  button on the screen can be used to delete an existing purge operation. Click once on the operation to select it and then click on the function required.



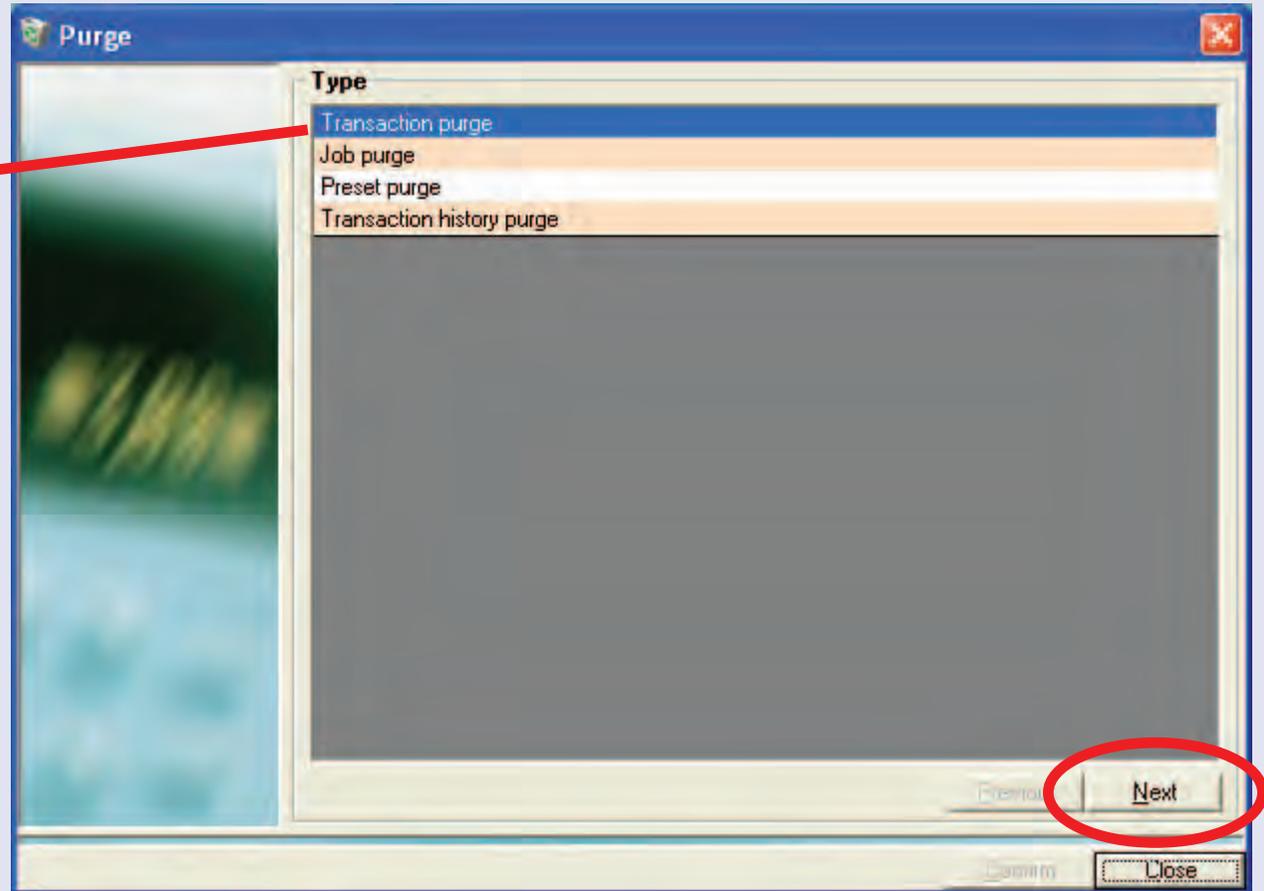
## The Maintenance Sub-menu (continued)

### Purge transactions (continued)

To create a new purge operation:

Click the  button and choose the type of purge required.

Click on **Next**.



## The Maintenance Sub-menu (continued)

### Purge transactions (continued)

A sequence of screens will now be presented, which allow you to define the purge criteria.

**Note:**

When defining a Transaction or Transaction History purge, take care with the selection of the criteria selection boxes:

- Purge over a given period**
- Purge all information relating to an account**
- Purge all information relating to a meter**

If left unchecked, the purge operation will include all data relating to that specific criteria i.e. all dates (periods), all accounts and/or all meters, respectively.

Clicking on the **Purge according to the set parameters button** at the bottom of the screen will carry out the purge and display a panel within the screen giving details of the purge process.

**NOTE:** As a manager, you do not have the option to purge non-archived transactions. This is reserved for Pitney Bowes Service use only.

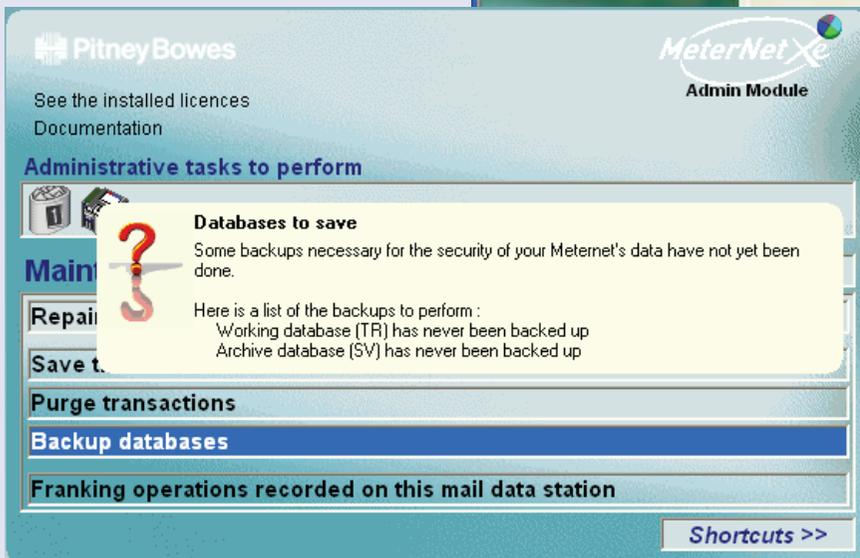
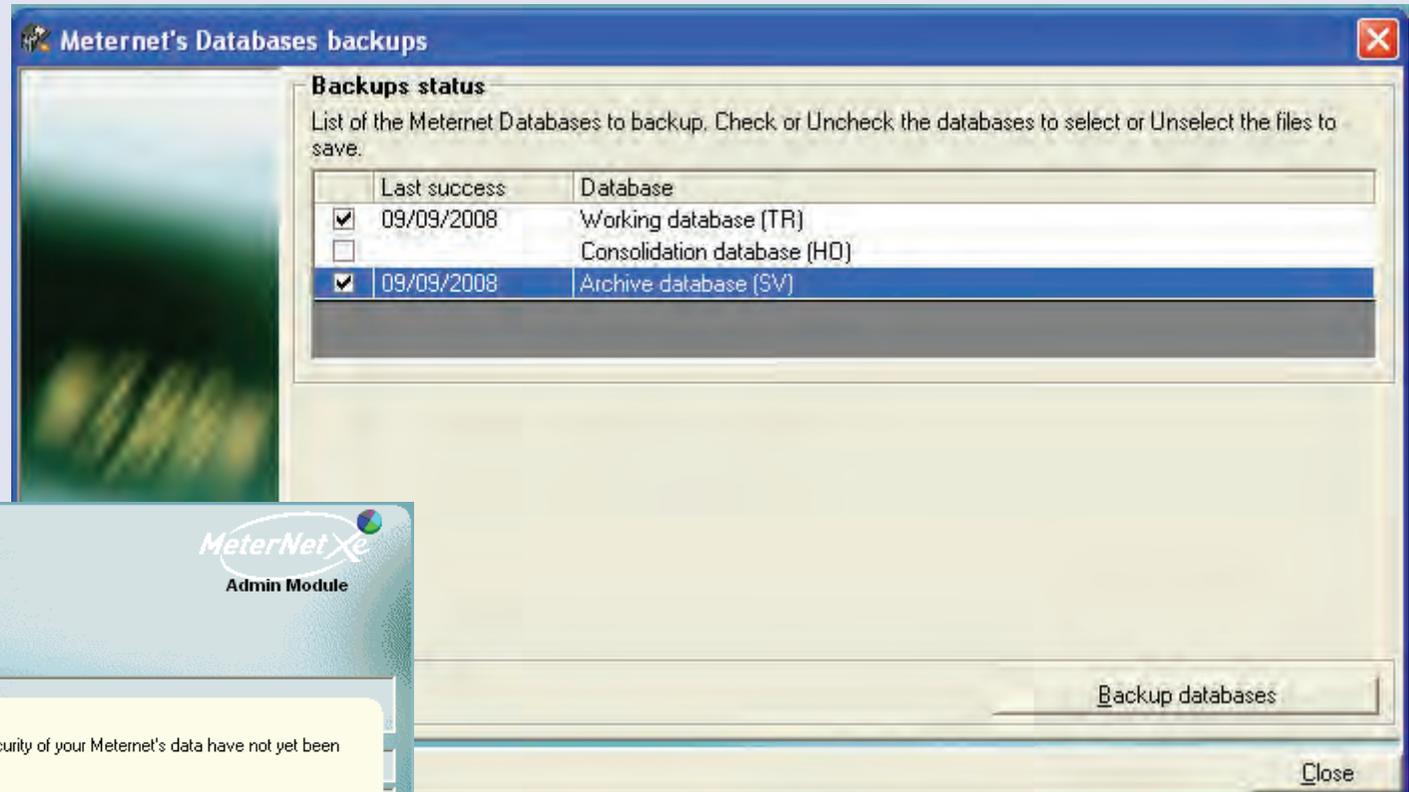


# The Maintenance Sub-menu (continued)

## Backup databases

This function is only available on the server. It allows you to manually perform backup(s) of selected server databases.

It can be accessed via the menus or, if MeterNet has been configured to remind you to backup databases via an Admin Task, simply click on the relevant Admin Task icon.



## The Maintenance Sub-menu (continued)

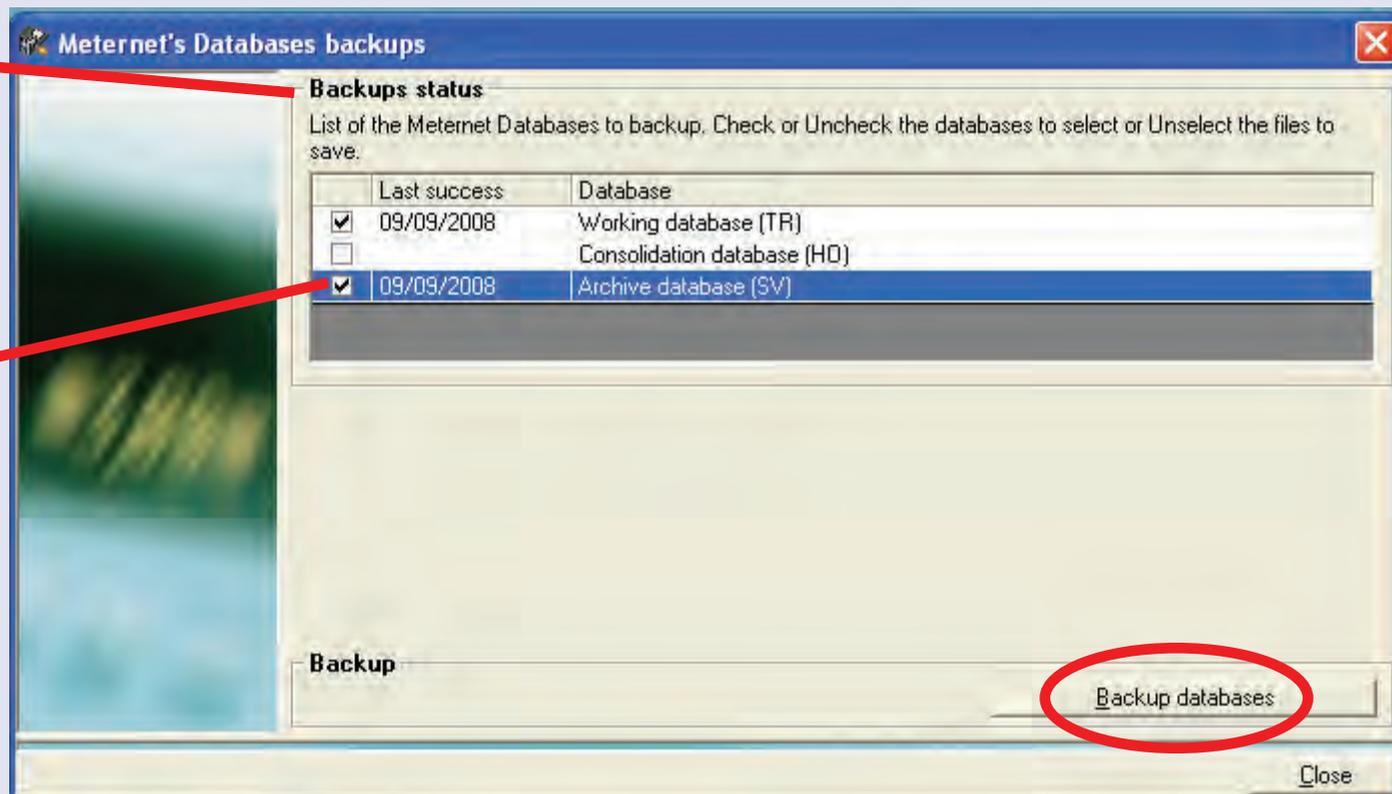
### Backup databases (continued)

The **Backup status** section of this screen indicates the last successful backup date of each of the MeterNet databases.

Tick which database(s) you wish to backup and click on the **Backup databases** button to complete the backup. The files are compressed and then saved to the location as defined in the 'Software' configuration section.

A panel on the screen will show a log of the backup activity.

When complete, click on the **Close** button at the bottom of the screen.



## The Maintenance Sub-menu (continued)

### Franking operations recorded on this data station

This function allows you to view transactions in the local database or local database archive.

For the majority of the time, the local database will be empty as local transactions are normally automatically transferred to the working database of the server.

The screen allows you to select the required database, meter and date of franking operations. Leaving the 'meter' and/or 'date' selections blank selects 'all' for that field.

Clicking on the **Calculate** button at the bottom of the screen displays the list of transactions that meet the selection criteria.

Clicking on the **Print** button allows you to print the information via a standard Windows print dialogue. When finished, click on the **Close** button.

The screenshot shows a window titled "Local franking operations storage area". It contains several dropdown menus for selection: "The relevant local database" (set to "Local database archive"), "Meter" (set to "5508522 - Money meter £xx.xx"), and "Date of the franking operations" (set to "09/09/2008"). Below these is a table with the following columns: "Date and time of the mail...", "Piece count", "Base amount", and "Options amount". The table contains 18 rows of data. At the bottom of the window are three buttons: "Calculate", "Print", and "Close". The "Print" button is circled in red. A red arrow points from the text on the left to the "Calculate" button, and another red arrow points from the text on the left to the "Print" button.

Date and time of the mail...	Piece count	Base amount	Options amount
02/09/2008 16:49:22	17	0.34	0
02/09/2008 16:49:22	1	0.34	0
03/09/2008 14:09:37	1	0.34	0
03/09/2008 14:09:37	15	0.34	0
03/09/2008 14:22:57	1	0.34	0
03/09/2008 14:37:27	2	1.06	0
03/09/2008 14:37:27	1	1.06	0
04/09/2008 10:49:31	1	0	0.34
04/09/2008 10:49:31	1	0	0.34
04/09/2008 10:49:31	1	0	0.34
04/09/2008 16:11:53	1	0.34	0
04/09/2008 16:11:53	1	0.34	0
04/09/2008 16:11:54	1	0.34	0
04/09/2008 16:11:54	1	0.34	0
04/09/2008 16:11:55	1	0.34	0
04/09/2008 16:13:07	1	0.34	0.12
04/09/2008 16:13:08	1	0.34	0.12
04/09/2008 16:13:09	1	0.34	0.12
04/09/2008 16:13:11	1	0.34	0.12
04/09/2008 16:13:12	1	0.34	0
04/09/2008 16:13:12	1	0.34	0



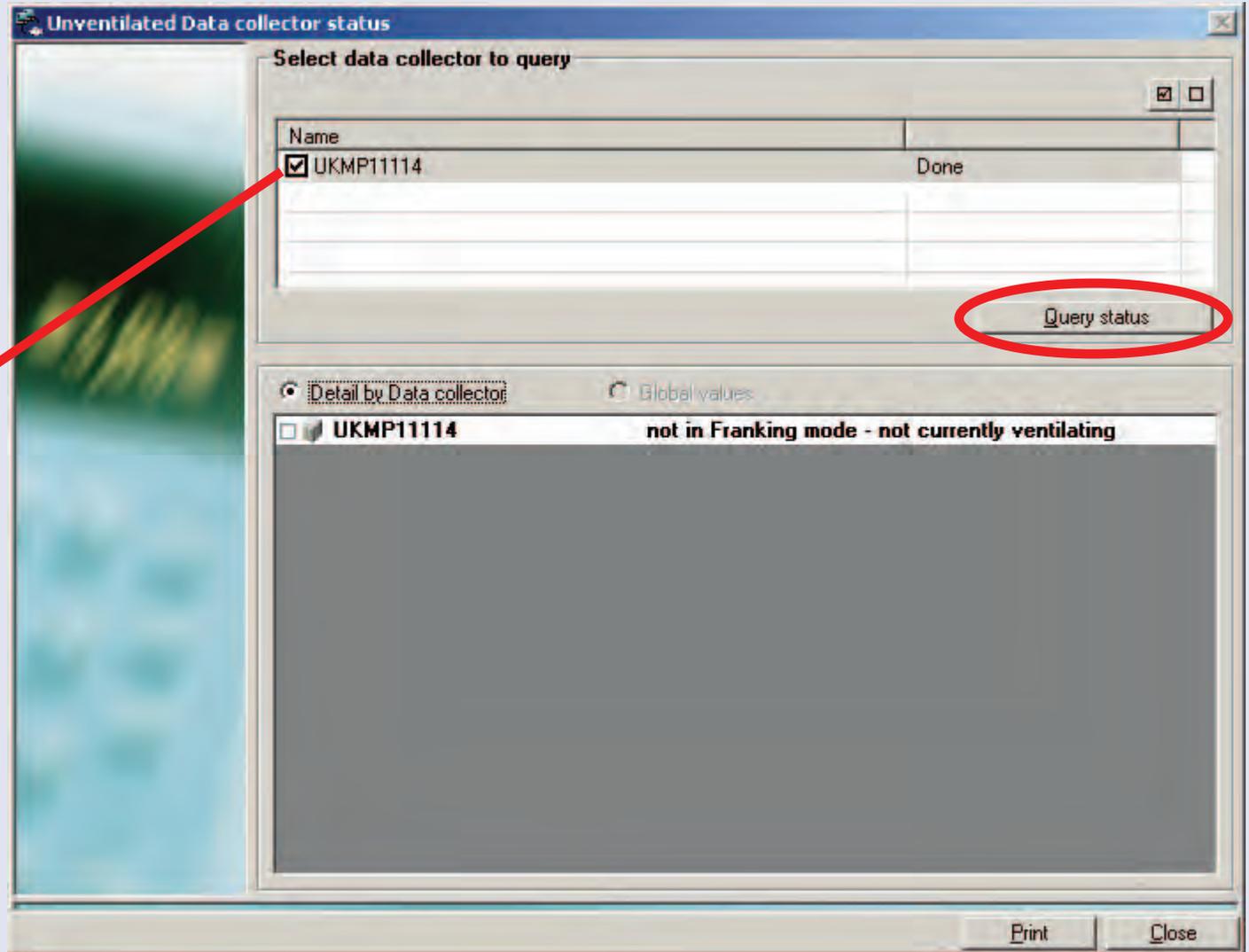
# Status

## Data Collector Status

Displays a screen giving details of the current activity of the selected MDS. Only currently logged in MDS units will be displayed.

Check the box alongside the data station you wish to query and then click on the **Query Status** button. The lower section of the screen will show the current activity of the selected MDS.

Clicking on the **Print** button allows you to print the information via a standard Windows print dialogue. When finished, click on the **Close** button.



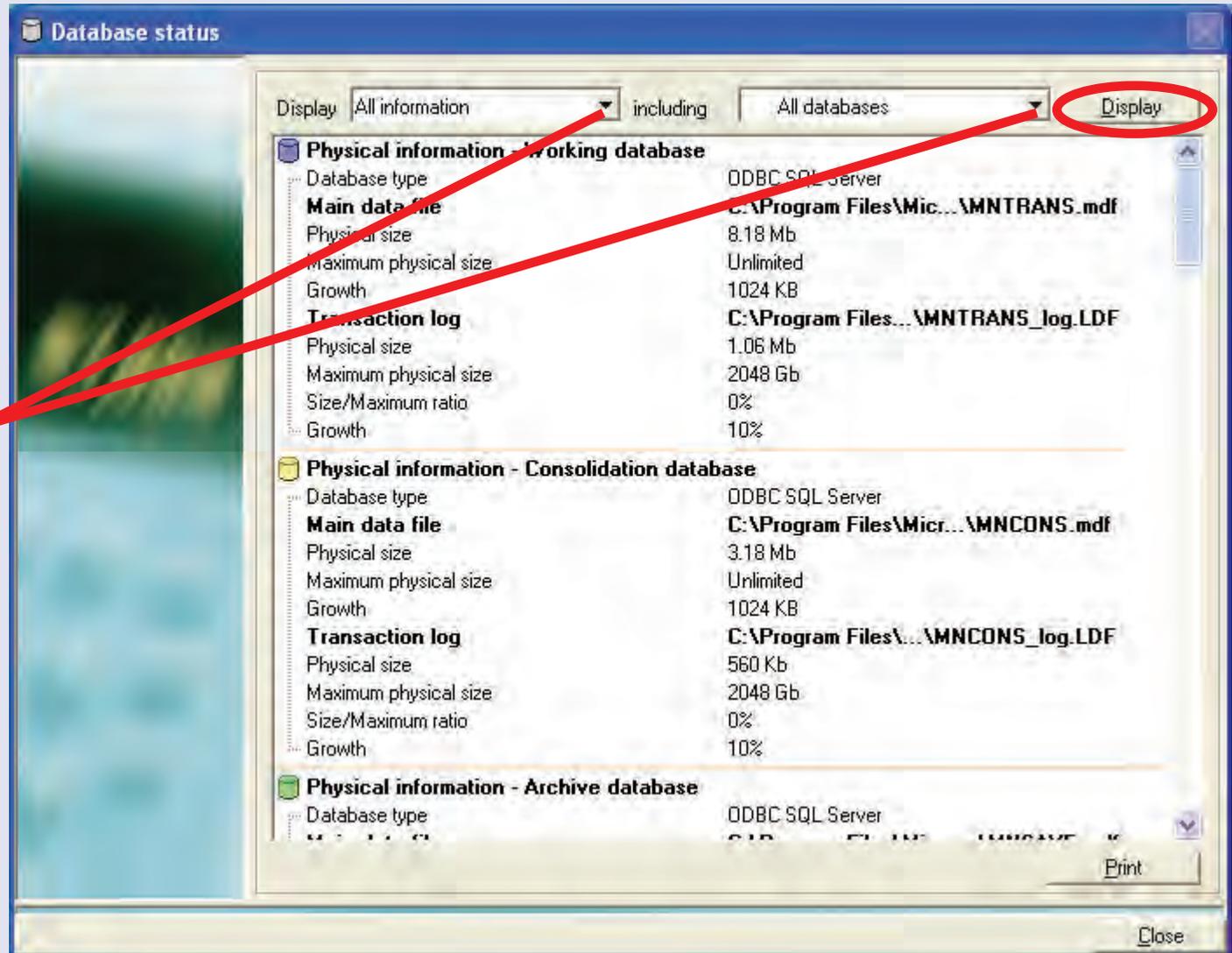
## Status (continued)

### Database Status

Displays a screen giving details of the current database status. By default it will show all logical and physical information for all server databases.

If you wish to refine the displayed information, use the drop down menus to select the type of data and database to be displayed. Click on the **Display** button to display the new information.

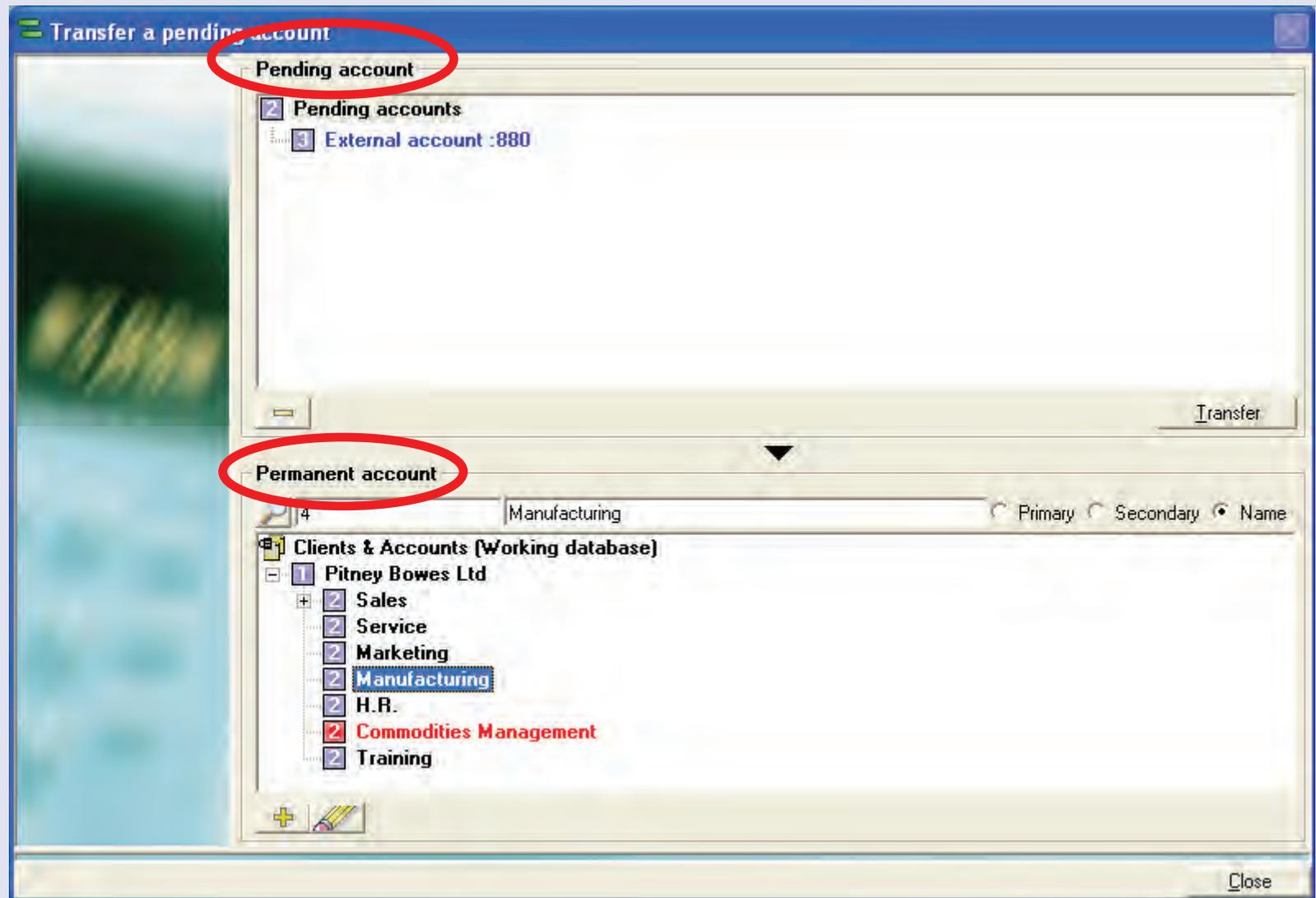
Clicking on the **Print** button allows you to print the information via a standard Windows print dialogue. When finished, click on the **Close** button.



## Transfer from a temporary account

Allows transactions in a temporary account to be correctly allocated to a permanent account.

When you click on this option, this screen displays:



The **Pending account** section of the screen displays any transactions which are temporarily allocated to a pending account.

The **Permanent account** section of the screen displays the valid Clients/Accounts within the system.



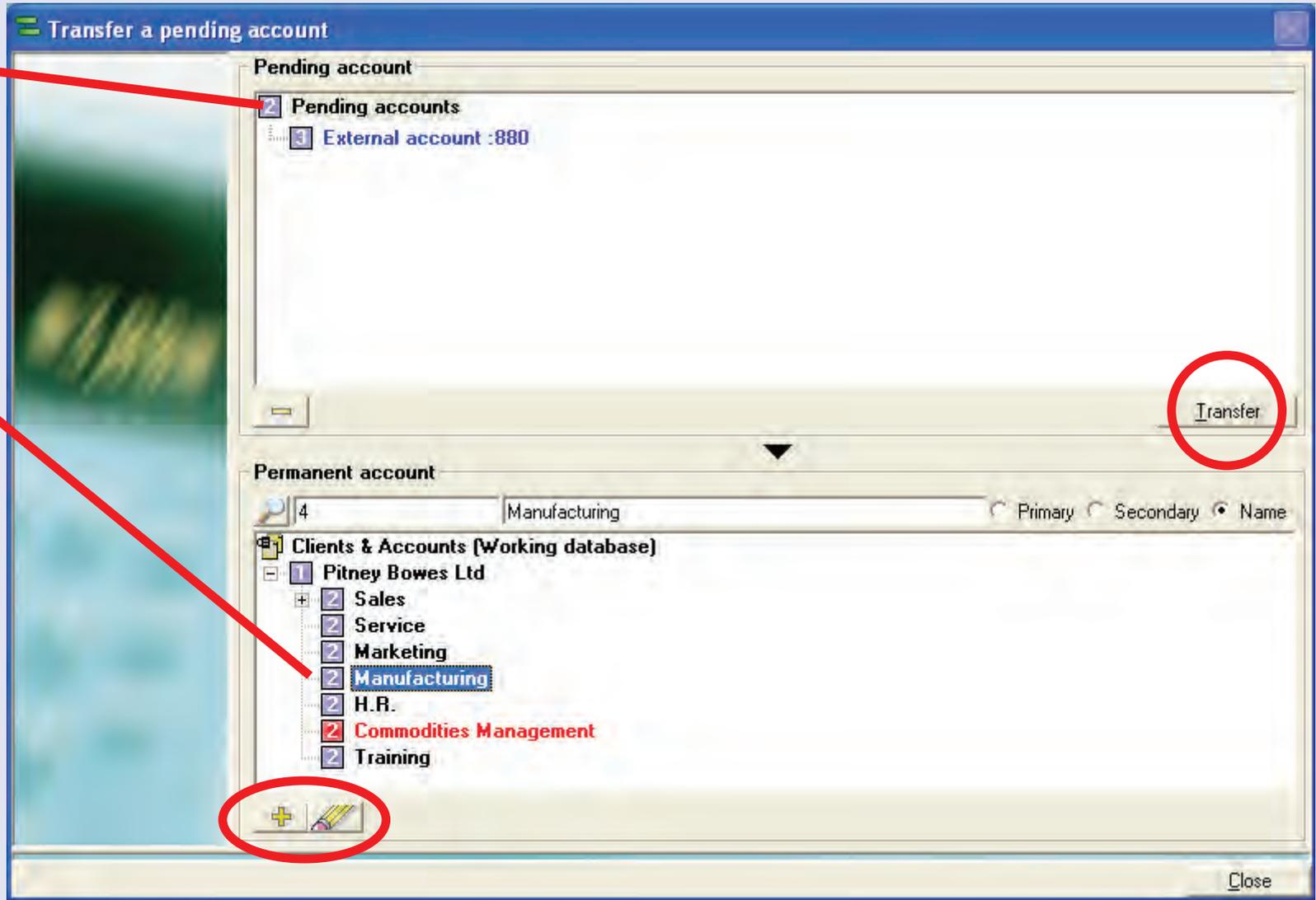
## Transfer from a temporary account (continued)

Select the pending account containing the transactions you wish to transfer by clicking on it once.

Select the destination account in the Permanent account panel. You may have to navigate through the Client/Account hierarchy to locate the actual account required.

Click on the **Transfer** button to carry out the transfer.

The  and  buttons can be used to create or modify a client, account, sub or sub sub account in the permanent account section of the screen.



## Transfer from a temporary account (continued)

The following confirmation screen will appear:

The **Transfer of a temporary account** section of the screen will display details of the source pending account and the destination account.

The **Options for the transfer** tick boxes have the following functions:

### Also transfer information about the account/code/name

If you tick this box, the name of the pending account will automatically overwrite the existing name of the permanent account you are transferring to. This might be useful if a new account has been created on the Paragon which is to take the place of an old account.

### Remove source account after the transfer

If you tick this box, the pending account will be automatically deleted after transfer. This would be the recommended setting that should be chosen if you simply wish to reallocate the unallocated transactions.

### Also transfer depending accounts

This option allows you to also transfer sub or sub sub accounts related to the pending account.

Only one of the options can be selected at a time.

Click on the **Confirm** button at the bottom of the screen to complete the transfer.

A confirmation screen will be displayed - click on **OK**.

**Transfer of a temporary account**

You chose to transfer :

the sub account 880  
External account :880

on :

the sub account 3  
Nursery

**Options for the transfer**

Also transfer information about the account (code/name)

Remove source account after the transfer

Also transfer depending accounts

**Warning**

After you click on "Confirm", you won't be able to cancel the transfer anymore unless you do it transaction by transaction.

Confirm Close



## Send a message to MeterNet data stations

This functions allows you to send a text message to any available MDS units on the MeterNet network (also including licensed viewing stations). This is a real-time function and relies on the MDS' you are sending to being logged in to MeterNet.

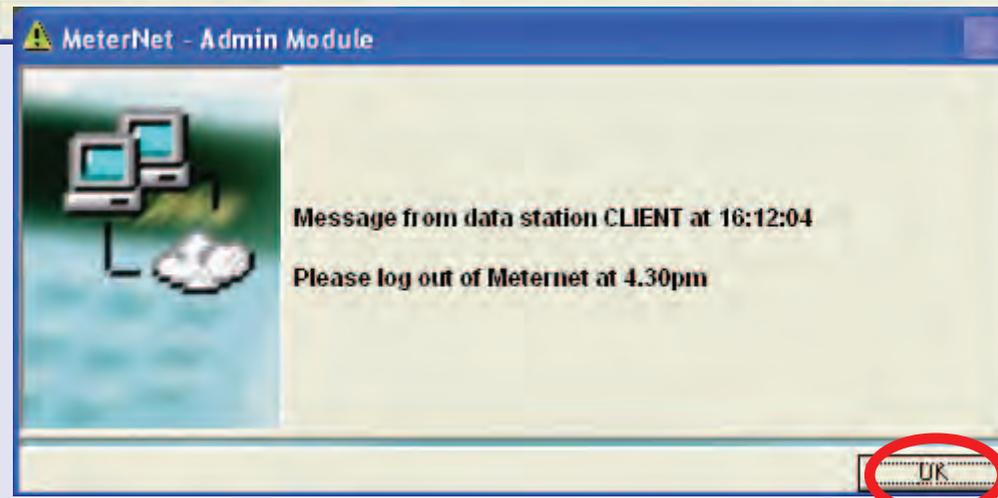
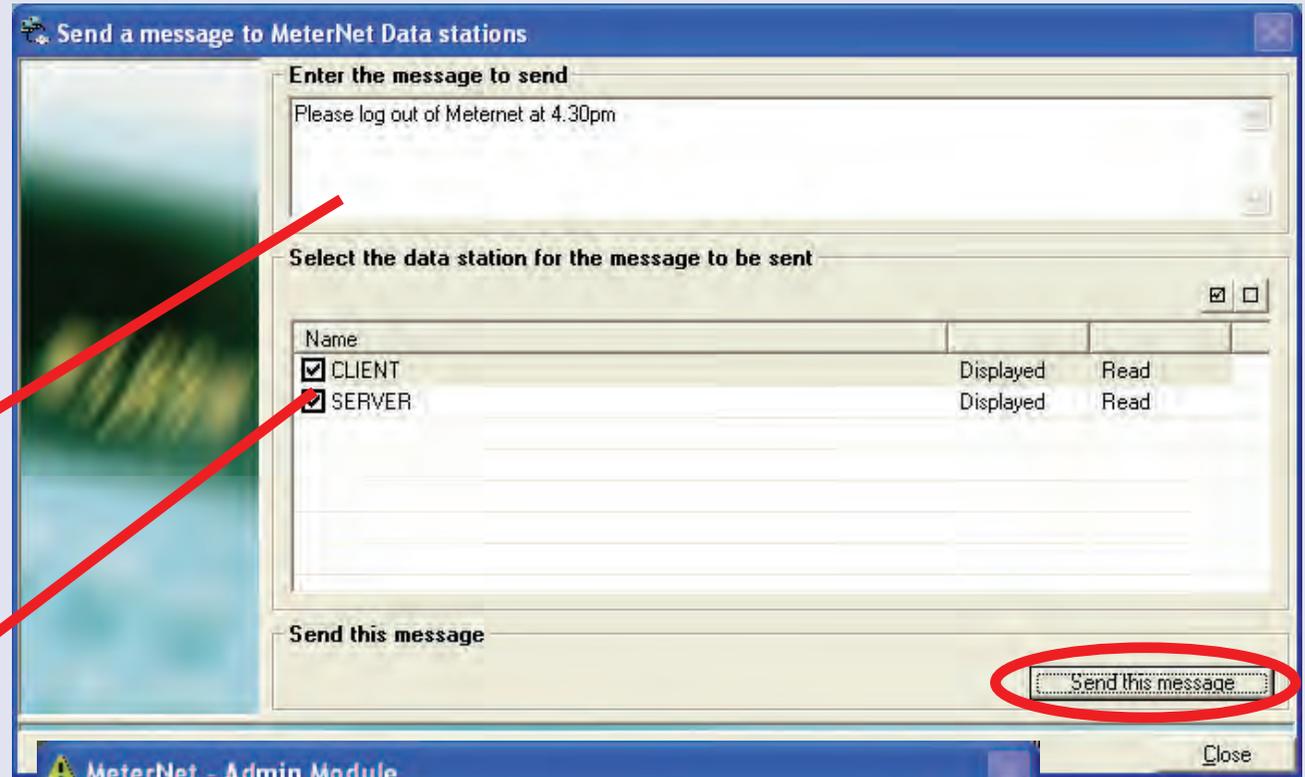
The top panel of the screen is used to type in the required message.

The central section is used to select the destination MDS'.

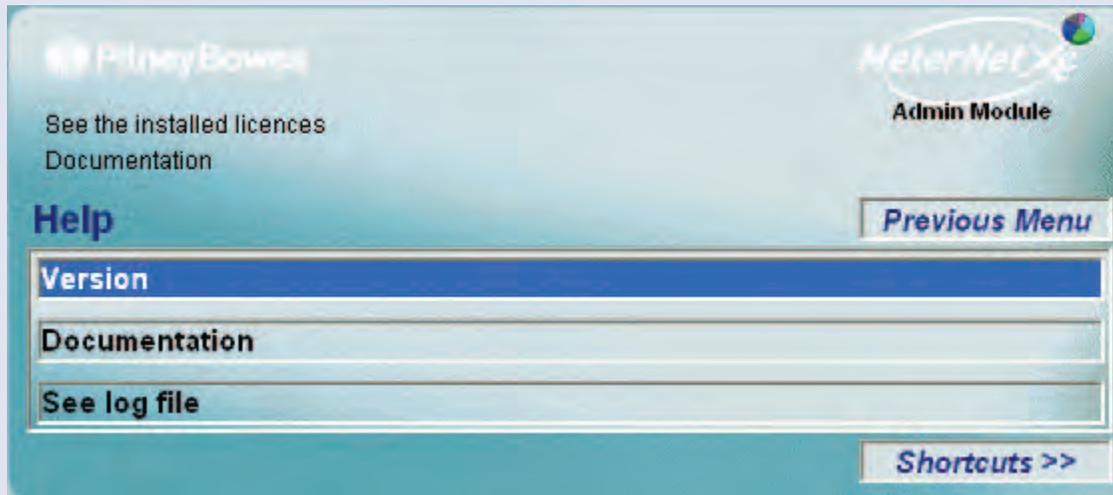
Clicking on the **Send this message** button at the bottom of the screen will convey the message to the selected mail data stations.

A confirmation will be displayed - click on the **OK** button.

Click on the **Close** button to exit this function.



# The Help Menu



## TIP!

The menu illustration incorporates 'hot links'. Click on a link to jump straight to the relevant section.

The **Help Menu** is accessed by clicking on **Help** in the Main Menu.

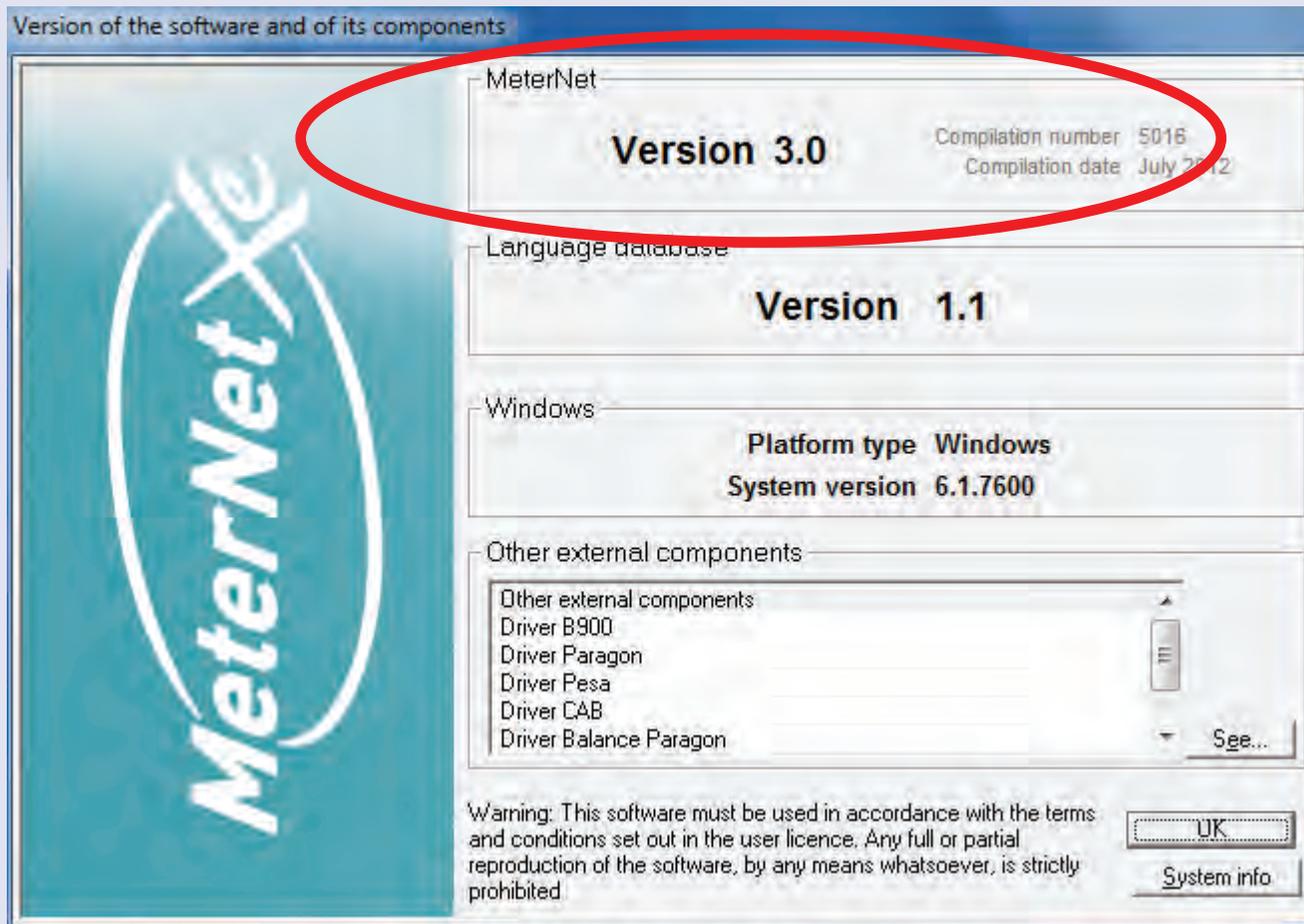
It gives access to the following options:

- |                      |  |
|----------------------|--|
| <b>Version</b>       | This option displays MeterNet version information.                       |
| <b>Documentation</b> | This option automatically launches Adobe Reader and opens this document. |
| <b>See log file</b>  | This option opens a log file used by Pitney Bowes engineers.             |



## Version

The following screen displays:



This option displays MeterNet version information. Take a note of this information before calling Pitney Bowes for telephone assistance. In particular note down all the information in the MeterNet section of the screen.



## Documentation

Clicking on this option automatically launches Adobe Reader and opens this document.

## See Log File

This option opens a log file used by Pitney Bowes engineers to aid diagnosis of system problems.



# Appendix 1 - Surcharging

## Types of Surcharge

You can apply the following surcharges, if required, whenever you process mail:

### Account surcharge

Account surcharges can be set within MeterNet for each account, sub account or sub sub account. The amount of surcharge is computed as the transaction is processed by MeterNet, based upon the *type* of surcharge selected.

### Job surcharge

Job surcharges can be set within MeterNet for each job. The amount of surcharge is computed as the transaction is processed by MeterNet, based upon the *type* of surcharge selected.

### Global surcharge

A global surcharge can be set within MeterNet and applies to all mail runs. The amount of surcharge is computed as the transaction is processed by MeterNet, based upon the *type* of surcharge selected.

### Workstation surcharge

This applies the surcharge at the Data Collector PC when you process mail on a meter or mailing machine directly connected to that Data Collector PC (when processing mail using a franking screen). The amount of surcharge is computed as the transaction is processed by MeterNet, based upon the *type* of surcharge selected.

If using a DM LAN configuration or Connect+ configuration, workstation surcharges are set at the mailing system in the standard way for the system concerned.



## Types of Surcharge (continued)

You can apply the following *types* of surcharges:

- **Flat rate**            this applies a fixed surcharge for every mail run or batch.
- **Per piece**            this applies a fixed surcharge for every piece of mail.
- **Percentage**        this applies a surcharge as a percentage of the base amount of either the batch or the transaction.

You can also combine these types of surcharges. For example, you can add a percentage and a per piece surcharge to the same account.

**Note:** All surcharges applied are cumulative.



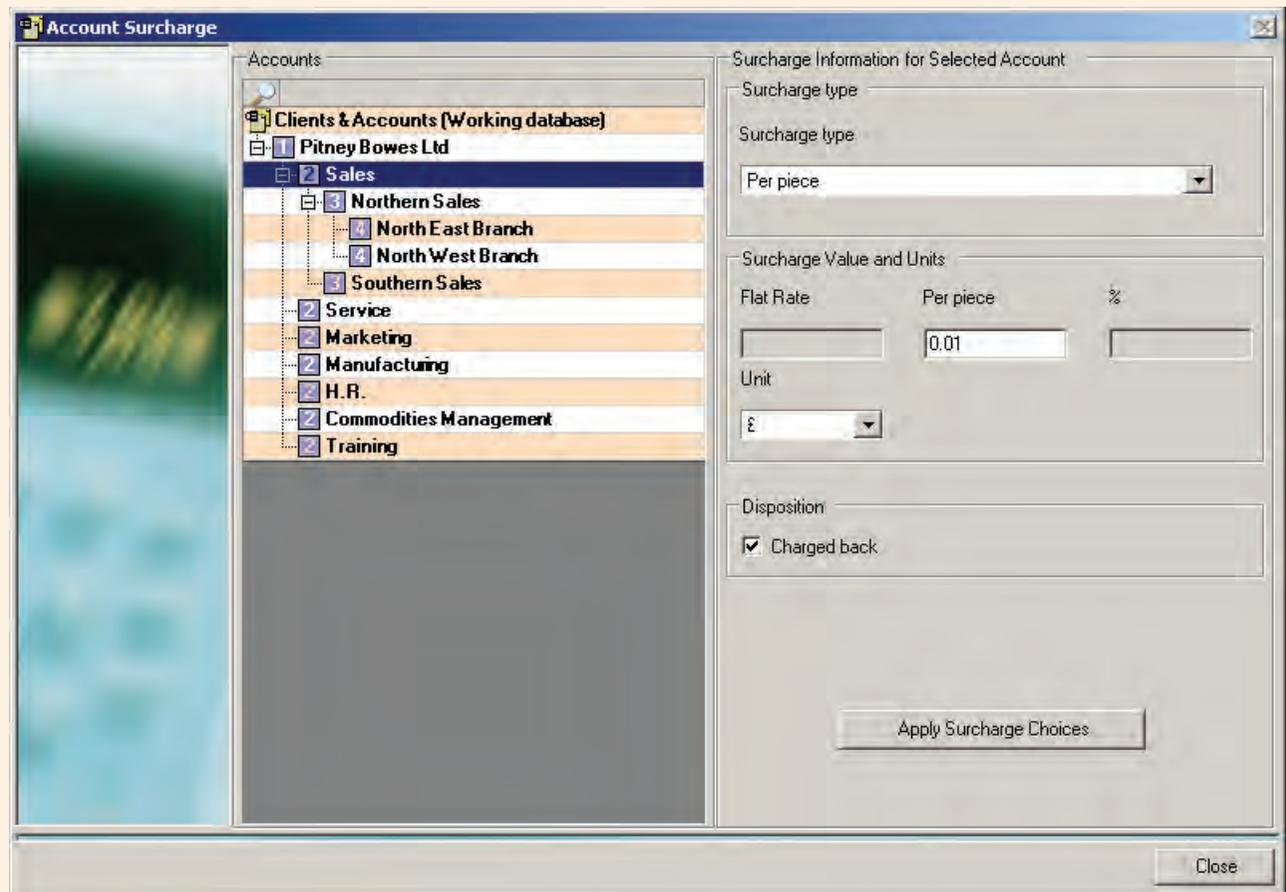
## Adding Surcharges to Accounts

You add surcharges to accounts at the MeterNet PC using the Administration module. You must be a manager to perform this operation. Whenever you add a surcharge at the account level, the surcharge is applied every time you process mail using that account.

To add surcharges:

1. Select **Parameters > Accounts and clients**. The Clients and Accounts screen appears.
2. Click on the **Surcharges** button at the bottom of the screen and the Account Surcharge screen opens.
3. Select the account(s) to which you want to apply the surcharge.

To select an account, expand the Clients using the '+' box and choose the required account.



The screenshot shows the 'Account Surcharge' application window. On the left, a tree view under 'Accounts' shows the hierarchy: 'Clients & Accounts (Working database)' > 'Pitney Bowes Ltd' > 'Sales' > 'Northern Sales' > 'North East Branch' > 'North West Branch' > 'Southern Sales'. Other categories like 'Service', 'Marketing', 'Manufacturing', 'H.R.', 'Commodities Management', and 'Training' are also listed. On the right, the 'Surcharge Information for Selected Account' panel is active. It contains a 'Surcharge type' dropdown menu set to 'Per piece'. Below that, the 'Surcharge Value and Units' section has three input fields: 'Flat Rate', 'Per piece' (containing '0.01'), and '%'. The 'Unit' dropdown is set to '£'. At the bottom of this panel, the 'Disposition' section has a checked checkbox for 'Charged back'. An 'Apply Surcharge Choices' button is located at the bottom of the right panel, and a 'Close' button is at the bottom right of the window.



4. Once you select the account(s), click on the drop-down arrow in the “Surcharge Type” field and select the surcharge.

5. Once you select the type of surcharge, click in the appropriate field in the “Surcharge Value and Units” section and enter the value.

6. To show the amount of the surcharge within the totals on the reports, click the “Charge back” checkbox in the “Disposition” section.

7. When you are done, click on the **Apply Surcharge Choices** button, click **Confirm**, then click on the **Close** button at the bottom of the screen.



## Adding Surcharges to Jobs

You add surcharges to jobs at the MeterNet PC using the Administration module. You must be a manager to perform this operation.

To add surcharges:

1. Select **Parameters>Jobs**. The *Jobs* screen appears.

2. Click on the **Surcharges** button at the bottom of the screen.

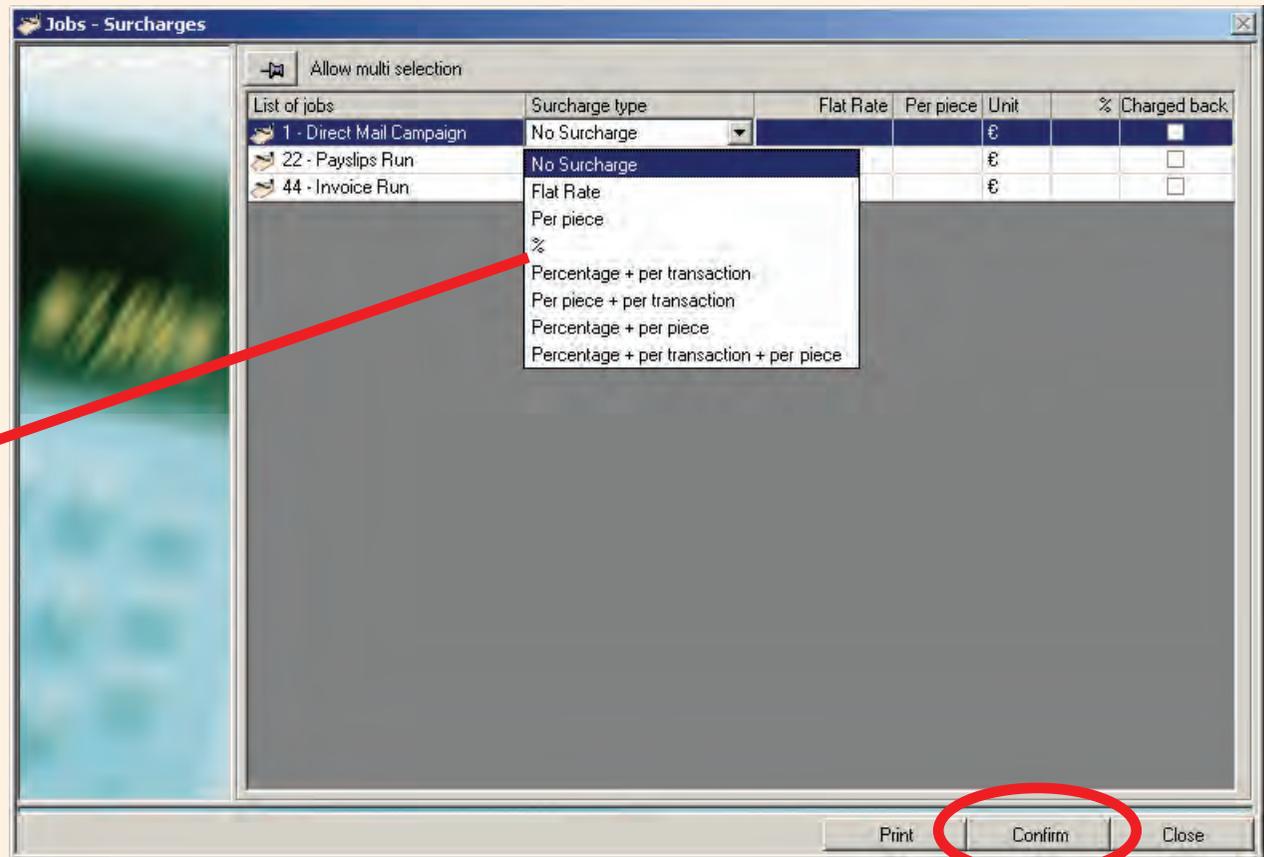
3. Click on and select the job to which you want to add a surcharge.

4. Click on **No Surcharge** in the “Surcharge type” column and select the type of surcharge from the drop-down menu.

5. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.

6. To show the amount of the surcharge within the totals on the reports, make sure there is a check mark in the **Charged back** check box.

7. When you are done, click on the **Confirm** button.



## Adding Global Surcharges

You add global surcharges at the MeterNet PC using the Administration module. You must be a manager to perform this operation.

To add a global surcharge:

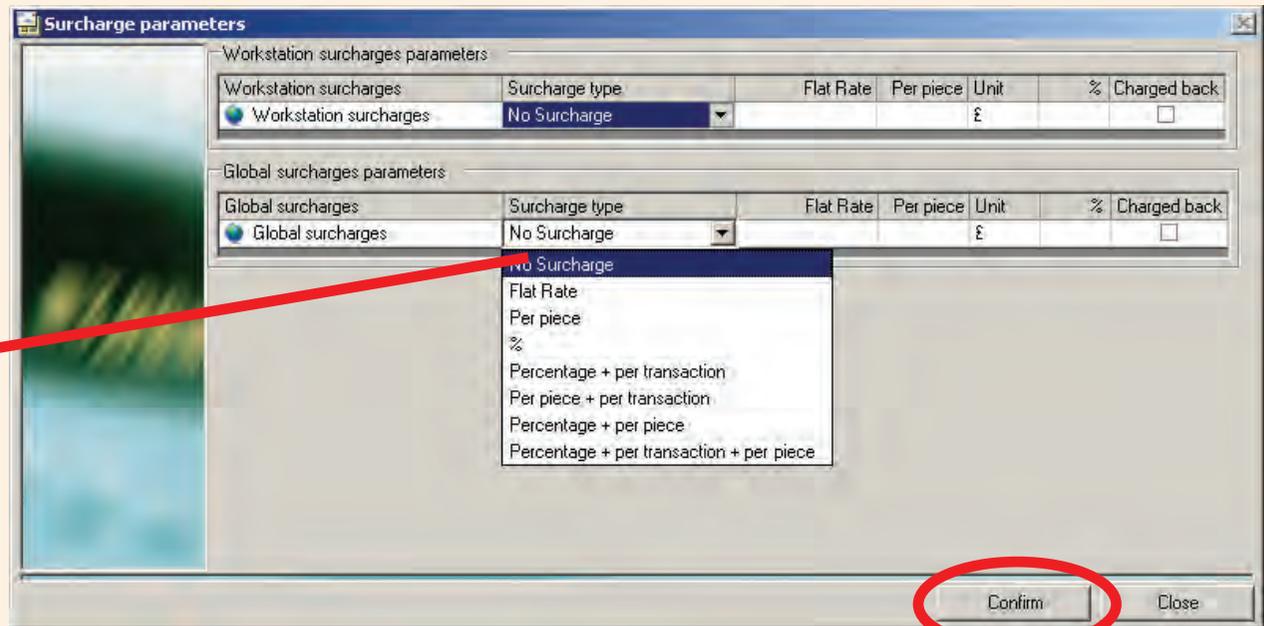
1. Under “Global Surcharge Parameters, Select **Parameters>Configuration >Global surcharge setup.**

2. Click on **No Surcharge** in the “Surcharge type” column and select the surcharge from the drop-down menu.

3. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.

4. To show the amount of the global surcharge within the totals on reports, make sure there is a check mark in the **Charged back** check box.

5. When you are done, click on the **Confirm** button.



## Adding Workstation Surcharges at the Data Collector PC

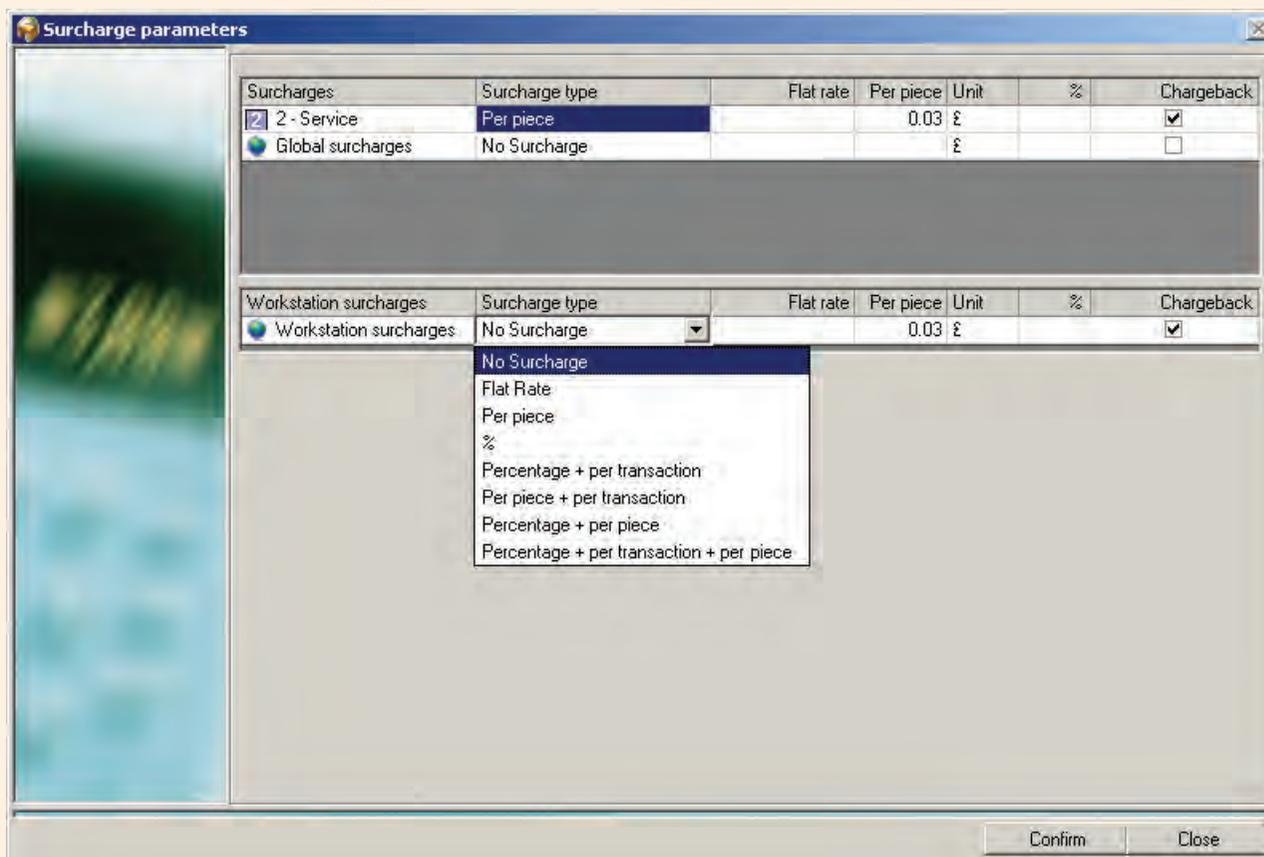
When you process mail on a meter or mailing machine directly connected to a Data Collector PC (when processing mail using a franking screen), you can add a surcharge to the transaction at the Data Collector PC. This is referred to as a workstation surcharge.

You can also add a workstation surcharge when adding manual transactions.

If a workstation surcharge has previously been assigned by a manager in Global Surcharge Setup, the value entered here will override the predefined value of surcharge.

You can add these surcharges as an operator or manager.

1. To add a workstation surcharge you must be in the Franking screen or Manual input screen.
2. Click on the **Surcharges** button at the bottom of the screen. This opens the Surcharge parameters screen.



## Adding Workstation Surcharges at the Data Collector PC (continued)

3. The upper portion of the Surcharge parameters screen shows any global surcharges added. You cannot modify any of these surcharges at this screen.

4. To add a workstation surcharge to this transaction, click on **No Surcharge** in the “Surcharge type” column and select the surcharge from the drop-down menu.

5. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.

6. To show the amount of the workstation surcharge within the totals on reports, make sure there is a check mark in the **Charge back** check box.

7. Click **Confirm** when done.

Surcharges	Surcharge type	Flat rate	Per piece	Unit	%	Chargeback
2 - Service	Per piece		0.03	£		<input checked="" type="checkbox"/>
Global surcharges	No Surcharge			£		<input type="checkbox"/>

Workstation surcharges	Surcharge type	Flat rate	Per piece	Unit	%	Chargeback
Workstation surcharges	No Surcharge		0.03	£		<input checked="" type="checkbox"/>

Options in dropdown menu:  
No Surcharge  
Flat Rate  
Per piece  
%  
Percentage + per transaction  
Per piece + per transaction  
Percentage + per piece  
Percentage + per transaction + per piece



# Appendix 2 - Using Data Views

## Introduction

In MeterNet XE version 3.0, There are 11 SQL Dataviews provided to allow you to import data into other systems (MS Excel / MS Access / Crystal reports etc) using ODBC compliant software for further data analysis / report generation.

## Information

The 11 Data Views are available for each of the 3 databases managed by MeterNet 3.0:

Working Database	(MNTRANS)
Archiving Database	(MNSAVE)
Consolidation Database	(MNCONS)

Use an ODBC Compliant access to the database server with the following credentials:

Username:	<b>Reportviewsuser</b>
Password:	<b>Reportviewuserpwd1</b>

Typical views are:

vwAccountList	vwAdminOperatordata
vwBatchdata	vwAdminJobdata
vwTransactiondata	vwPostalCarrier
vwTransactionMailPiecedata	vwPostalClass
vwTransactionFeesdata	vwPostalFees
vwAccountingPeriod	

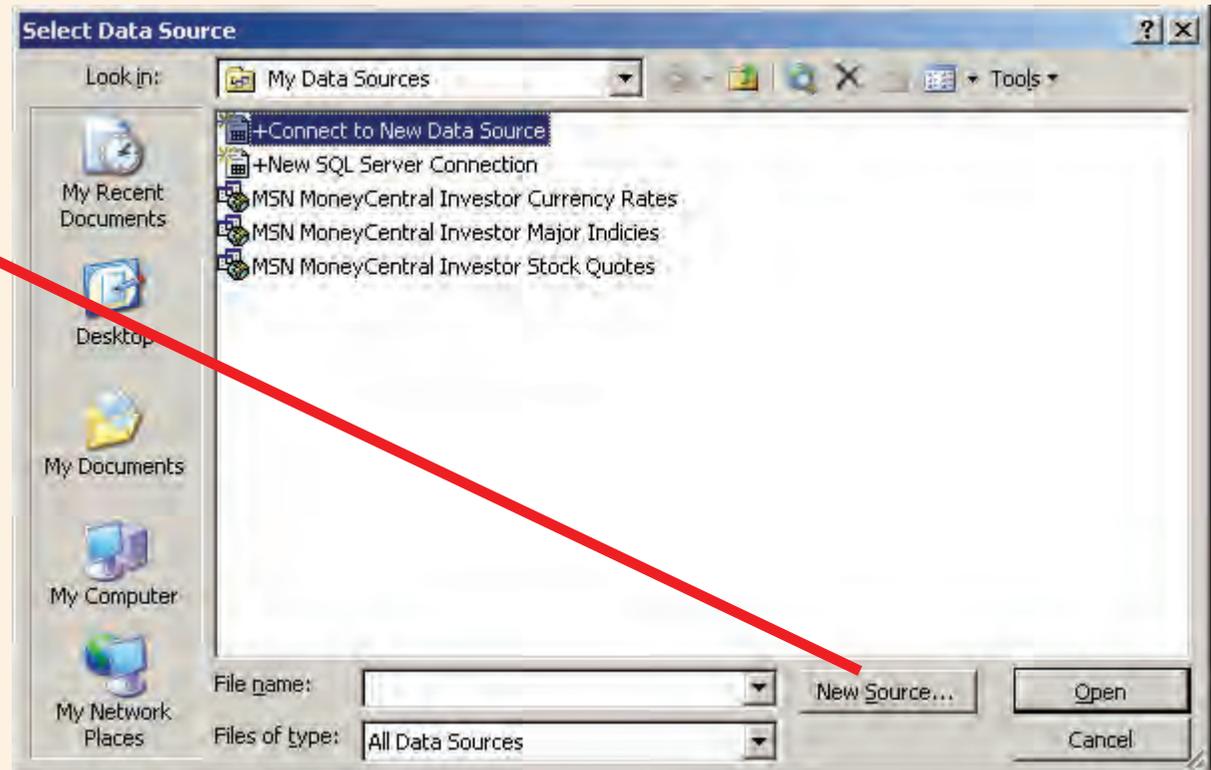


## Use of Data Views – An Example

This example illustrates how to get transactional data from the working database into Excel 2003.

### 1. Create Data Source

- a. Open MS Excel and start a new workbook.
- b. On the **Data** menu, point to **Import External Data**, and then click **Import Data**.
- c. In the **Select Data Source** dialogue box, click **New Source** button.

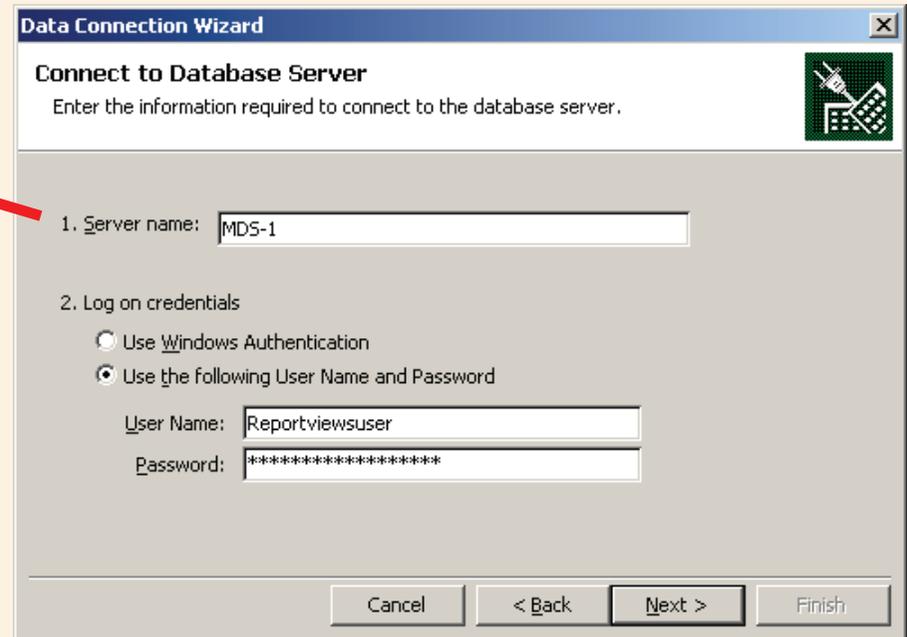


## 1. Create Data Source (continued)

d. In the **Data Connection Wizard**, Choose **Microsoft SQL Server**, and click **Next**.



e. In the **Connect to Database Server** box, Choose Server Name (MDS-1) and Key in credentials for Username 'Reportviewsuser' and click **Next**.



## 1. Create Data Source (continued)

f. In the Select Database and Table box, choose the database as **MNTRANS**.

Tick the **connect to a specific table** check box, and specify table **vw\_Transactiondata**.

g. Click **Next** to accept.

h. Key in a file name e.g. **MeterNet MNTRANS Data**, and tick the **save password in file** check box.

i. Click **Finish**.

The screenshot shows the 'Data Connection Wizard' window at the 'Select Database and Table' step. The title bar reads 'Data Connection Wizard'. Below the title bar, the text says 'Select Database and Table' and 'Select the Database and Table/Cube which contains the data you want.' There is a dropdown menu for 'Select the database that contains the data you want:' with 'MNTRANS' selected. Below this, the checkbox 'Connect to a specific table:' is checked. A table lists several views with columns for Name, Owner, Description, Modified, and Created. The view 'vw\_Transactiondata' is selected. At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

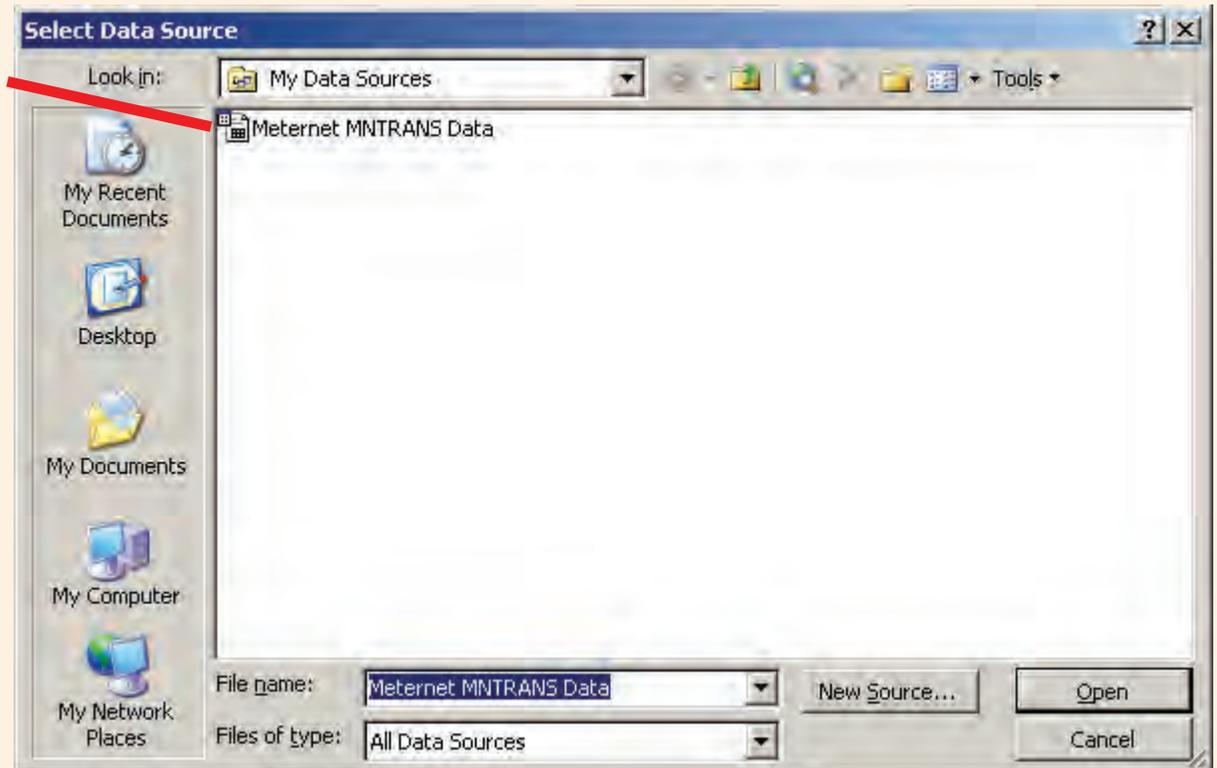
Name	Owner	Description	Modified	Created
vw_BatchData	dbo			10/2/2008 2:42:28 PM
vw_PostalCarrier	dbo			10/2/2008 2:42:28 PM
vw_PostalClass	dbo			10/2/2008 2:42:28 PM
vw_PostalFees	dbo			10/2/2008 2:42:28 PM
vw_Transactiondata	dbo			10/2/2008 2:42:28 PM
vw_TransactionFeesdata	dbo			10/2/2008 2:42:28 PM
vw_TransactionMailPiecedata	dbo			10/2/2008 2:42:28 PM

The screenshot shows the 'Data Connection Wizard' window at the 'Save Data Connection File and Finish' step. The title bar reads 'Data Connection Wizard'. Below the title bar, the text says 'Save Data Connection File and Finish' and 'Enter a name and description for your new Data Connection file, and press Finish to save.' There is a text box for 'File Name:' containing 'Meternet MNTRANS Data' and a 'Browse...' button. Below this, the checkbox 'Save password in file' is checked. There is a text box for 'Description:' with the placeholder text '(To help others understand what your data connection points to)'. At the bottom, there is a 'Search Keywords:' text box and buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

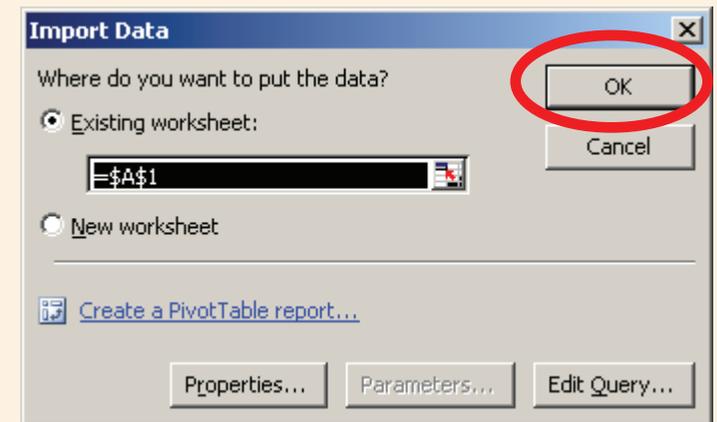


## 2. Open the new File to import data

j. Open the new data source **MeterNet MNTRANS Data** directly (or follow the previous steps **a** and **b** above to select the file). Click **Open**.



k. Click **OK** on the Import Data box to add data to the existing worksheet.



### 3. Data Transferred

The data is now transferred into Excel.

TransactionNumber	BatchNumber	MeterID	AccountID	AccountName	AccountCode	AccountDescription	SubAccountID	SubAccountName	SubAccount
1	1	1	7	1	1	Sales			
2	2	2	8	2	2	Service			
3	3	3	8	2	2	Service			
4	4	3	8	2	2	Service			
5	5	4	8	2	2	Service			
6	6	5	8	2	2	Service			
7	7	6	11	5	5	H.R.			
8	8	7	12	6	6	Commodities Management			
9	21	20	7	1	1	Sales	7	101	101
10	22	21	7	1	1	Sales	7	101	101
11	23	22	12	6	6	Commodities Management			
12	24	23	13	7	7	Training			
13	25	24	7	1	1	Sales	7	101	101
14	26	25	7	1	1	Sales	7	101	101
15	27	26	7	1	1	Sales	7	101	101
16	28	27	7	1	1	Sales			
17	1	1	4	7	1	Sales			
18	2	2	4	7	1	Sales			
19	3	3	4	8	2	Service			
20	4	4	4	9	3	Marketing			
21	5	5	4	7	1	Sales	7	101	101
22	6	6	4	7	1	Sales	7	101	101
23	7	7	4	7	1	Sales	7	101	101
24	8	8	4	7	1	Sales	7	101	101
25	13	13	4	7	1	Sales			
26	14	14	4	7	1	Sales			
27	15	15	4	7	1	Sales			
28	16	16	4	7	1	Sales			
29	1	1	5	7	1	Sales	8	102	102
30	9	8	1	12	6	Commodities Management			
31	10	9	1	12	6	Commodities Management			
32	11	10	1	13	7	Training			
33	12	11	1	10	4	Manufacturing			
34	13	12	1	9	3	Marketing			
35	14	13	1	8	2	Service			
36	15	14	1	7	1	Sales			
37	16	15	1	8	2	Service			
38	17	16	1	7	1	Sales			
39	18	17	1	7	1	Sales			
40	19	18	1	7	1	Sales	7	101	101
41									



# Appendix 3 - MP33 Weighing Platform

## Introduction

The MP33 external weighing platform can be used in some MeterNet installations where B900 postage meters are deployed.

## Weighing Specifications

0 - 3kg x 0.001 kg  
3 - 15 kg x 0.005kg

## Zeroing the platform

The MP33 allows zeroing of the weight either within the B900 Franking Screen as described earlier in this guide, or via the attached remote display.

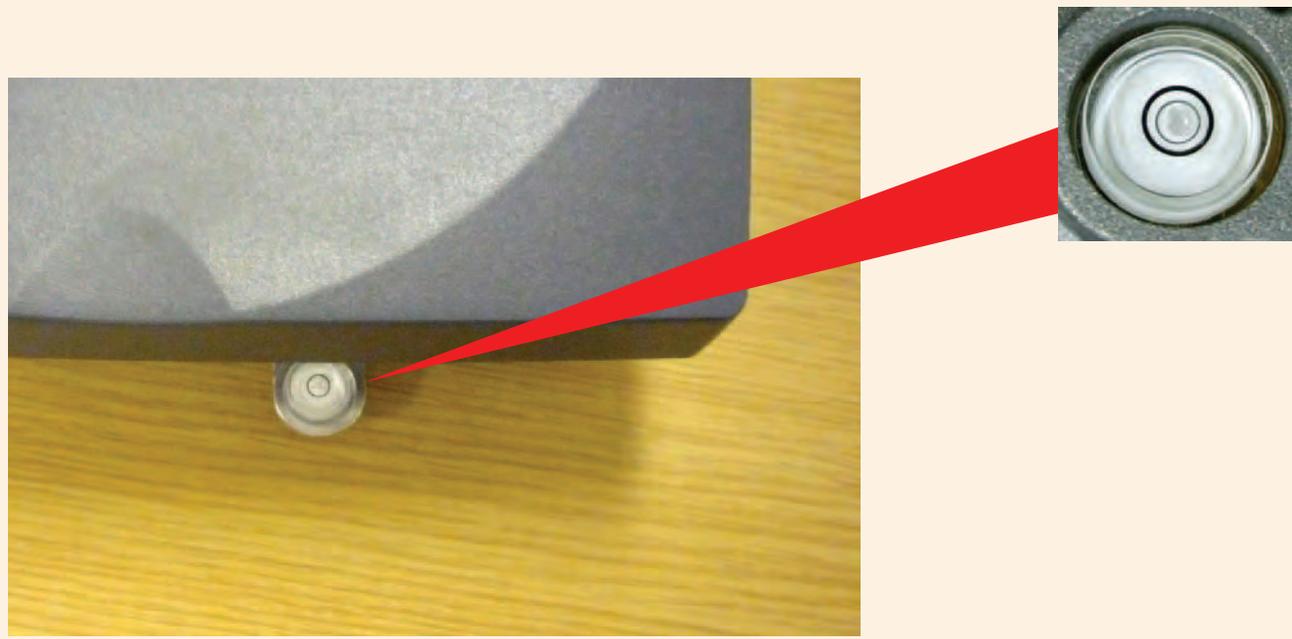
On the remote display, simply press the **zero button** as shown below, to zero the weight.



## Levelling the platform

The MP33 incorporates four levelling feet and a bull's eye level on the right hand side. The MP33 must be level and stable to weigh accurately.

Adjust the feet to centre the bubble in the bull's eye level. Make sure the MP33 is stable and does not rock on its feet.



It is recommended that the level is checked periodically and is corrected if necessary.

