

The Last step to the Installation process:

1. Navigate back to the Main Information Page of the Customer having the installation.
 - a. Find the Account Main Information Page: Method #1
 - i. Mouse over the Accounts Menu and Click on the View Accounts Link
 - ii. Locate the Account that is being installed
 1. Note: You can search for the Customer Account by typing the Customer Name in the "Search For" text box and then clicking on the go button. The "Search For" can also find Accounts by Contact Email address, Street Address or Primary Contact Name.
 - iii. From the list of Account Names, click on the Account name to Open up the main Account Information Page.
 - b. Find the Account Main Information Page: Method #2
 - i. If you are still in the Account, the Upper-Right hand corner will identify the Account information that you are currently processing. Click on the Account name and it will navigate you back to the main Account Information Page in one-click. See below for an example.



ii.

2. Change the Account Owner to your name by doing the following:
 - a. Click on the "Edit" Menu Option of the Account Management Page:

The screenshot shows the 'View Account' page for 'St Marys BOE'. The breadcrumb trail is 'Central Home > Accounts > View Account'. Navigation options include 'Edit', 'Settings', and 'Delete'. A dropdown menu shows 'Select Account: St Marys BOE'. The account details are as follows:

Account: St Marys BOE	
Account	St Marys BOE
Parent Account	ACCOUNTS TO BE INSTALLED
Contact	Nathan Overley
Title	
Phone	
Fax Number	
Email	nathan.overley@smriders.net
Account Owner	
Location	
Address	1445 Celina Rd.
City	St. Marys
State	OH
Zip	45885
Country	United States
Industry	
Last Sync	
Notes	
Created	4/3/2013
Last Onsite	5/2/2013 7:30 AM
Next Onsite	5/2/2013 11:25 AM
Unique ID	bed98953-db15-476f-9bb4-755134bf747
Onsite IP	10.26.7.15
Host Name	sam-server
MAC	00:15:5D:07:16:0B
External IP	66.114.9.76
Website URL	

Below the account details are buttons for 'PERRYPROTECH Web Audit' and 'PERRYPROTECH Onsite Install'. Navigation tabs include 'Audit History', 'Contacts', 'Device Views', 'View Supplies Levels', and 'View Active Alerts'. A search bar and a table are visible at the bottom.

Date	Source	User	IPs	Devices	Meters	Supplies	Service	Status
2013-05-02	Onsite 2.9.1		762	28	28	28	15	28

Page controls: Change page: < 1 > | Change page: 1 Go | Page size: 1 Change | Displaying page 1 of 1, items 1 to 1 of 1.

- i.
 - b. The Edit Account screen is displayed.
 - c. Change the Account Owner to your name
 - d. Scroll to the bottom and click the "Update Account" button.
3. Log-OUT of the Automated Meter Collection Software
4. Close out any other screens that were opened during installation.