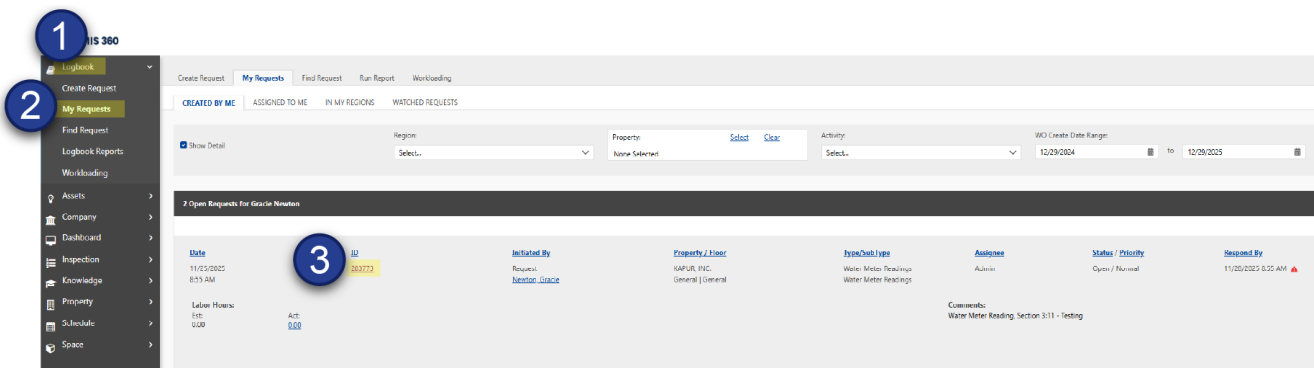


## 03.11 Enter Water Meter Readings into Work Order

Note: The fields displayed on the screen may vary from the illustrations below based on an individual user's security rights or based on the specific configuration of the database.

1. Go to the **Logbook** section on the left sidebar.
2. Go to the **My Requests** Tab under Logbook.
3. Open the **request ID** for BHM Water Meter Reading by right-clicking on the **ID number** to **Open Link in New Tab** to open the Work Order.
4. Once you have opened the Work Order, click on the **Create Inspection** link (at the top right corner of the Request Details section) to open the form (this will be the form you will use to log your Water Meter Readings and any needed comments).



**FAMIS 360**

Logbook > Assets > Company > Dashboard > **Inspection** > Knowledge > Property > Schedule > Space >

**4** Create Inspection Find Inspection Run Report

■ indicates a required field

Property: KAPUR, INC. **Select** Floor: General

Space: General

**5** Inspection Class: BHM SRA Water Meter Reading **6** Inspection Type: Water Meter Reading 07\_2023

Inspector: Gracie Newton **Select** ■ Inspection Date: 12/29/2025 Time: Room/Area: Asset: **Select**

Item	Condition	Reading	Comments
DIRECTIONS: DO NOT MAKE ENTRIES HERE			
	N/A		
<b>7</b> Instructions: 1. Enter the Water Meter Reading from the PREVIOUS Month, along with the date in the "Comments" box. 2. Enter the Water Meter Reading from the LAST DAY of the Current Month, along with the date in the "Comments" box. 3. In the "General Comments" box, please list any information which might explain "oddities" of water usage throughout the month, i.e. toilets continually running, buses, heavy traffic due to events, construction and site was closed on certain dates, etc. 3. Return/Reassign the WO to Work Control Center (Center: WorkControl), with a status of Work Complete.			
Enter the Date in the "Comments" box and the Water Meter Reading from the PREVIOUS Month.	N/A		
Enter the Date in the "Comments" box and the Water Meter Reading from the LAST DAY of the Current Month	N/A		
<b>8</b> General Comments:			

Click OK to submit. RESET to reset page **OK** **RESET**

[View Previous Inspections](#)

5. Change the **Inspection Class** to Water Meter Reading.
6. Change the **Inspection Type** to Water Meter Reading.
7. Follow **Instructions 1-4** on the screen to fill out the form.
8. Click OK to submit/save. Once you click on  to save your work, the screen on the next page will populate, providing an **Inspection ID** number




1. Click on the **Inspection ID** to return to the Inspection to upload your working copy.
2. After returning to the Inspection page, select **Choose File**.
3. Upload file.