












Guide to annual meter reading with READy



If you only read your meters once per year, make sure to follow the check list below to ensure that everything is up-to-date:

Note: Kamstrup recommends that you go through this checklist a couple of days before the annual reading to ensure that you have time to contact Kamstrup Support in case of questions.

To the right of each checkpoint click a link  to a small youtube movie showing what to do.

- | | | | |
|-----|--|----|---|
| 1. | Updating READY Manager to the latest version | 3 |  |
| 2. | Updating READY App to the latest version | 4 |  |
| 3. | Importing information for existing meters and collection units | 5 |  |
| 4. | Importing customer data from a customer information system | 6 |  |
| 5. | Pairing of READY App and READY Manager | 7 |  |
| 6. | Transferring latest customer info to mobile app | 8 |  |
| 7. | Pairing of READY App and READY Converter | 8 |  |
| 8. | Collecting reading data from a group of meters | 9 |  |
| 9. | Transferring reading data from mobile app to PC | 10 |  |
| 10. | Manually exporting reading data | 11 |  |
| 11. | Automatically exporting reading data | 12 |  |

This document contains articles from READY Manager's help function.

Note: Only links to videos are active in this document. For additional functionality, it is recommended to find the original article by searching for "Annual Meter Reading" in READY Manager's help function.

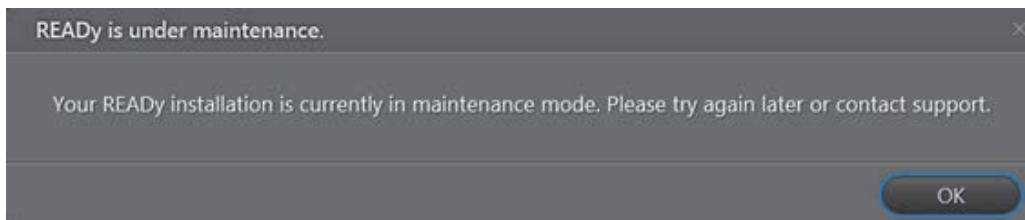


1. Updating READY Manager to the latest version



Hosted version of READY Manager (hosting agreement with Kamstrup)


If you have opted for a hosting solution for your READY setup, the update takes place automatically. When Kamstrup is updating READY Manager, the following message appear:



1. Click **OK** and wait for the update to complete. Then log in again.

Local installation of READY Manager (support agreement with Kamstrup)

Use the following procedure to update READY Manager to a newer version:

1. Click **Configuration**  in the upper-right corner of READY Manager and then select **Software update** in the menu to the left.



2. Click **Update software**.


If the **Update software** button is unavailable, it means that your software is already up to date.

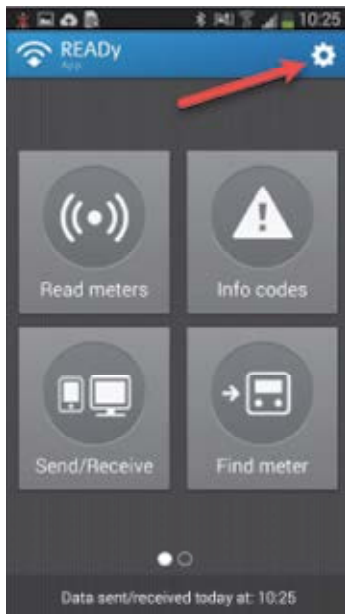
2. Updating READY App to the latest version




If you have set up automatic update of READY App, you do not have to do anything - the update takes place automatically. If not, or if you are in doubt, follow the procedure below:

How to update READY App

1. Open READY App on your mobile device (smartphone or tablet).
2. Tap  in the upper-right corner:






3. Tap **About** in the menu that appears.
4. Tap **Check for update**.

Google Play Store  now opens with READY App.

5. Tap **Update**.

If you do not see an **Update** button, READY App is already up-to-date.

How to set up automatic update of READY App

1. On your mobile device (smartphone or tablet), open Google Play Store .
2. Tap Menu .
3. Tap **My apps & games**.
4. Select READY App.
5. Tap More .
6. Tap **Enable auto update** to select it (a check mark appears in the box).


READY App will update automatically when updates are available.

3. Importing information for existing meters and collection units



You can import meter information for all existing meters in your network from My Kamstrup. If, for some reason or another, the encryption keys for one or more existing meters are missing, you can reimport them this way.

How to import meter information for all existing meters

1. Click **Configuration**  in the upper-right corner of READY Manager and then select **Import devices** to the left.



2. In the **Import** field, select "All devices".
3. Click the **Import** button.
4. In the window that appears, enter the system user credentials for My Kamstrup.

For details, see [My Kamstrup system user credentials](#).



5. Click **OK**.

A window will appear when the import has been completed:



Follow Step 6 if desired.

6. If you want to import information for all new meters automatically in the future, click **Import new devices automatically**.
7. Click **OK**.

See also:

- [Automatically importing information for new meters](#)
- [Manually importing information for new meters](#)
- [Importing meter information](#)

4. Importing customer data from a customer information system



Customer information can be imported into READy Manager via a file from a customer information system. The import file can either be in one of the predefined formats delivered by Kamstrup, or you can define your own import format by mapping the customer values of your import file to the customer values of READy Manager.

Import formats that you define can be saved and will be included in the list of predefined formats.

You can either start the import manually when you want, or set up READy Manager to automatically import customer data at regular intervals.

What do you want to do?

- [Manually import customer data](#)
- [Automatically import customer data](#)
- [Create or edit import formats](#)
- [Share an import format](#)
- [Delete an import format](#)

See also:


[Adding customer information](#)

[Entering customer information manually](#)

5. Pairing of READY App and READY Manager

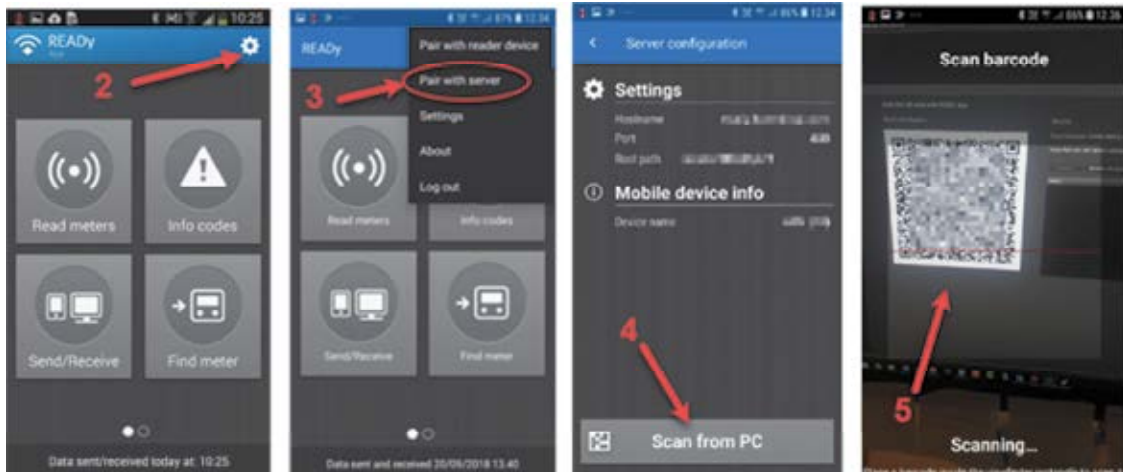


Use the following procedure to establish the connection between READY App on your smartphone/tablet and READY Manager on your PC:

1. On your PC: Click **Configuration**  in the upper-right corner of READY Manager and then select **Mobile pairing** to the left.




2. On your smartphone/tablet, tap  in the upper-right corner of READY App.



3. Tap **Pair with server**.
4. Tap **Scan from PC**.
5. Hold the mobile phone towards the PC screen to scan the QR code displayed in READY Manager. Tap **OK**.

Connection settings are now displayed on the screen.

6. Tap  in the upper-left corner to return to the home screen.

Naming strategy for mobile devices

When you have paired your mobile device with READY Manager on your PC, the name of your smartphone/tablet appears at the bottom of the list of mobile devices in READY Manager.

You can rename the mobile device by selecting it in the list, and clicking the **Rename** button. If you have many meters and mobile devices, consider naming your devices according to the meter group(s) you read via each mobile device, the name of the person using it, or the task (e.g. meter reading, meter configuration) of the person using it.

See also:

[Initial installation and setup of READY](#)

6. Transferring latest customer info to mobile app



Use the following procedure to transfer the latest customer information from READY Manager to READY App:

1. Start READY Manager on your PC and READY App on your smartphone/tablet.
2. On smartphone/tablet: Tap **Send/Receive** in READY App, and wait until data has been transferred.



Note No more than 15000 customer meters can be transferred to the mobile app. If you have more than 15000 meters in READY Manager, a window appears in READY App asking you to select the group(s) of meters you want to transfer.

See also:


[Reading meters](#)

7. Pairing of READY App and READY Converter



Use the following procedure to establish the connection between READY App  and READY

Converter :

1. Turn on READY Converter.
2. On your smartphone/tablet, tap  in the upper-right corner of READY App.
3. Tap **Pair with reader device**.
4. In the list of converters that appears, tap the one you want to pair with.

When the converter you selected in the list turns blue and has a check mark next to it, READY App and READY Converter are paired.



If you use a roof antenna, connect the READY Converter to it now (for details see [Connecting READY Converter to a roof antenna](#)). Otherwise you are now ready to start reading meters.

See also:

[Initial installation and setup of READY](#)

8. Collecting reading data from a group of meters



Use the following procedure to collect reading data:

1. Make sure that READY Converter is turned on.
2. If you use a roof antenna that is not permanently installed in the car, place the antenna on the roof.
3. On the smartphone/tablet, tap **Read meters** in READY App.




4. In the list of groups that appear, tap the meter group(s) you want to read.




5. Tap **Start** in the upper-right corner.



6. Drive or walk by the meters you want to read.

You can switch to map view by clicking  in the upper-right corner of the screen. The meters will disappear from the list/map as they are read.

Note Meters with [high-priority info codes](#) stay on the map/list with a red warning triangle (if you have turned on the **Keep info codes when reading** check box that you find here:

READY App home screen >  > **Settings**).

When all meters are read, a message will appear:



7. Tap **OK**.

It is possible to **pause or finish the reading before all meters are read** by tapping the back-arrow



in the upper-left corner.

See also:

[Reading meters](#)

9. Transferring reading data from mobile app to PC



Use the following procedure to transfer metering data from READY App to READY Manager:

1. Make sure the PC with READY Manager is turned on.
2. On smartphone/tablet: Tap **Send/Receive** in READY App, and wait until the data transfer is complete.



3. On PC: Click the **Refresh** button at the top of READY Manager to update the meter list with the new readings.




See also:

[Reading meters](#)

10. Manually exporting reading data



Use the following procedure to manually export reading data:

1. Click **Home**  in the upper-right corner of READY Manager. Click **Export**.



2. In **Format**, select the export format you want to use.



3. In **Start date** and **End date**, select the period for which you want to export data.
4. In **Readings per meter**, select whether you want to export all readings, only the latest reading or final readings (if any) for each meter.

If you have a Radio Mesh subscription and use the Generis format, you can also choose to export only current readings or only logged readings.

5. In **Group**, select the group of meters for which you want to export data.
6. Click **Export**.
7. Specify a location and a name for your export file. Click **Save**.

The export task is now added to your task list. Go to the task list to see the result of your export. For details, see [Task list](#).


See also:

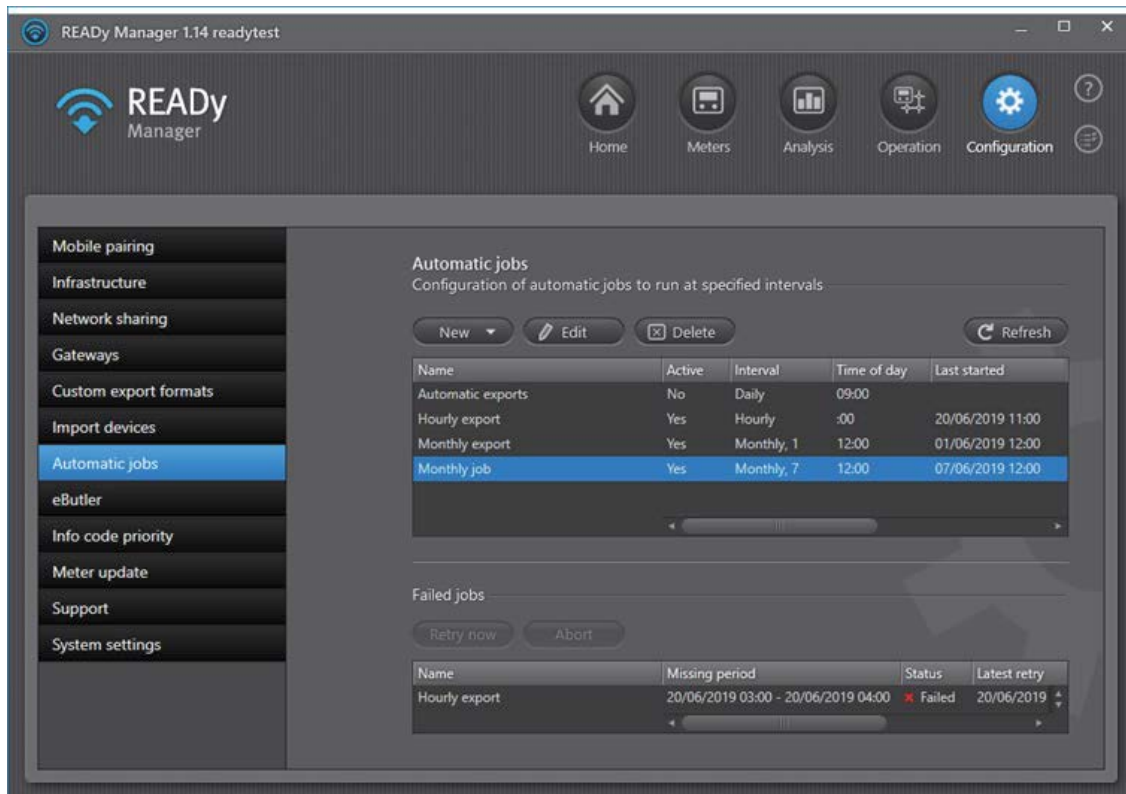
[Exporting reading data](#)
[Creating and editing export formats](#)

11. Automatically exporting reading data



Use the following procedure to automatically export reading data at regular intervals:

1. Click **Configuration**  in the upper-right corner of READy Manager. Click **Automatic jobs**:



2. Click **New > Export**.
3. In **Name**, enter a name for the automatic export.
4. In **Interval**, select the time interval between each export (hourly, daily, weekly or monthly).
 - For hourly export, select the time each hour at which you want to export data.
 - For daily export, select the time of the day at which you want to export data.
 - For weekly and monthly export, select the time of day and day of week/month on which you want to export data.

5. Select **Active** to activate the export to take place at the specified time.
If the check box is cleared, the export is deactivated and will not take place.

6. Select **Retry if export fails** to run the export job again if the export fails.

Note that if you select 'All since last export' in the **Readings per meter** field, this option is not available.

Export jobs that fail are added to the list of failed jobs at the bottom of the **Automatic jobs** window. If you select **Retry if export fails**, retries are run automatically. However, you can also select a failed job in the list and click the **Retry now** button above the list to run a manual retry. If a retry succeeds, the job automatically disappears from the **Failed jobs** list.

7. In **Format**, select the export format you want to use.
8. In **Readings per meter**, select which readings you want to export for each meter: all readings, the latest reading, final readings (if any) or all readings since last export.

For hourly export, you export the readings of the previous hour. If you select the **Include the last 24 hours** check box, the system includes the last 24 hours when searching for readings to export.

For daily export, you export the readings of the previous day (i.e. from midnight to midnight).

For weekly export, you export the readings of the previous week (i.e. from Monday to Sunday unless you choose another first day of week in the **First day of week** field).