BEACON®
Mobile Billing Cycle – Monitor Page Export

Badger Meter

Use this Quick Reference Guide to complete a BEACON® billing cycle for mobile systems using ORION® Mobile Read and the BEACON Monitor export.

STEP 1
Create a .csv file from the CIS/billing system 1-day prior to meter reading

In CIS/billing system
- ☐ Create the file using the steps outlined by the CIS/billing system provider
- ☐ Save the file in the location noted below

File Name & Location: _____

STEP 2
Perform a System Sync

In BEACON
- ☐ Go to **System Sync > Data Exchange**
- ☐ Click **Select File**, then browse to and select the .csv file created in Step 1
- ☐ Review any Exceptions and take action as needed.
- ☐ Click on the **Approve** button to accept the CIS/billing file and apply the data. **Please Note:** Best Practice is to let the import fully process overnight before moving on to the next step.

STEP 3
Create Field Assignments

In BEACON
- ☐ Go to **Monitor** page and use the filters to select the meters to be read
- ☐ Click **Actions** then select **Create Field Assignments** from the drop down
- ☐ Select appropriate user to receive the Field Assignments
- ☐ Check the box to **Replace Existing Field Assignments**
- ☐ Click **Create**

STEP 4
Collect the meter read data

On the mobile data collection device
- ☐ Collect meter reading data using ORION Mobile Read software
- ☐ Synchronize ORION Mobile Read meter reading session data with BEACON

Please Note: It may take time for synchronized reads to fully integrate into the BEACON database and be ready for export.

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STEP 5
Prepare the billing reads for export to CIS/billing system

In BEACON

☐ Go to the **Monitor** page
☐ Click **Actions** > **New Export**
☐ Select the **Billing Reads Export** type, set the **Billing Read Date** and **Read Time Tolerance**
☐ Click **Start Data Export**
☐ Click **Download Billing File**
☐ Save the billing file in the desired location using the name required by your billing software

File Name & Location: _____

STEP 6
Process the billing reads in CIS/billing system

In CIS/billing system

☐ Process the file from Step 3 using the steps outlined by your CIS/billing system provider

Repeat the process for each new CIS/billing system file and mobile meter reading cycle.

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