EZMeter Power Suite Quick Start Guide

Plan and Test. Reading the installation instructions before installing the meters can save a lot of time later. See the User Manual at http://www.ezmeter.net/PDFs/UserManual.pdf. Similarly, setting up the software and connecting one or two meters in the shop can save a lot of time if you have trouble connecting to the meters after they have been installed.

Download the Program. Visit https://www.ezmeter.net/cgi-bin/ezdownloader/ezdownloader.cgi to obtain a license for the program. Enter your email address, leave the password space empty and click Send. Check your email (look in the spam folder if you don't see it) and copy the password into the space on the original site. Click Send again, then fill out the rest of the form. You can change the password if you want to. The facility name you enter will be hard coded into your database and will appear on all printed reports and invoices. Click the Download button. Be sure to write down the license number as you will need that the first time you log in.

Installing the Program. Launch the downloaded program and follow the prompts on the screen. Run the EZMeter Access program when the installer completes. Do not install it on a computer that runs any type of web server unless you are prepared to not use the web services of the EZMeter Power Suite. Older computers may need the Microsoft 2015 C++ Runtime Library installed. Install the 32-bit or 64-bit version to match the version of the EZMeter Power Suite you are running, not your version of Windows.

Testing Communication. Establishing communication with the meters is often easier if the EZMeter Configuration Tool is used instead of EZMeter Access. Push the Windows key, scroll down to *EZMeter Power Suite* then select *EZMeter Configuration Tool.*

Logging in the First Time. You will be asked for your license number the first time you log in. You also need to enter the email address you used to download the software. You can use a different password also. After the first time, just your email address and password are required. There is a box to check to automatically fill in the log in info and another to recover your password by email. The computer must be connected to the internet to validate the license to use the billing and web based features. Now is a good time to explore the program's Help module.

System Set Up. It is important to set up the meter reading system in the proper order. Not doing so means that you have to revisit areas that were partially configured earlier. Click the Setup icon or Configuration | Main Setup from the menu bar. The tabs are arranged in the order the data should be entered.

Connections. Connections tell the computer how to connect to the meter. To add a new connection, Click the Clear button at the bottom of the window then entert a descriptive name. The EZMeter User Manual and the program Help feature has specific info on setting up different types of serial and ethernet connections.

Importing Meter and Tenant Data. A utility program, CSV Importer, will import Unit, Meter, and Tenant data from a text file created with Microsoft Excel or a similar spreadsheet program. The program will be found in the main program foilder, but there are no shortcuts to the program. See *Importing Setup Data* in the Access program help for more info. The program contains specifications for the required column order in the spreadsheet.

Units. Units can be apartments, offices, slips in a marina or spaces in an RV park. Each unit has a meter associated with it. For facilities that use the dual single phase meters, two units can be associated with one meter, either the A or B channel. Each unit needs a descriptive and unique name. Usually these have already been assigned (Apt A-4, Slip 109, etc). If a large unit has multiple meters, multiple unit names must be assigned (Slip 109-A, Slip 109-B). When lists of units are sorted, they are sorted alphabetically, not numerically so A01, A02 ... A10, A1, etc will sort as expected. Without the zero, it sorts A1, A10, A11, ... A2, A20, etc.

The Modbus address for each meter is printed on the label after the serial numbers (as ***MB 179***). Since Modbus addresses can be reprogrammed it the field., it may be necessary to use the Find feature in the EZ Meter Configuration Tool app to determine a meter's true address.

The Location field is not required. It is to direct service people to the meter's location. Selected units are selected for billing or for inclusion in a report. Active meters are read on schedule. The graph color is used in the web based program. Large facilities need to group units together without repeating colors in the group.

Server Schedule. The meters are read by a separate program that runs as a Windows service. The service gets the schedule for readings from the data entered on this screen. The system will read the meters on whatever schedule you enter in the center of the screen. Every time you change any of the values here, you must stop and restart the server as it only reads the schedule when it starts up. Click Comm Server in the menu bar and the program will tell you whether the server is running or not.

EZServer Meter Communication Server Setup. This section controls the service that reads the meters. While the program can be run as a regular Windows program, that option is advisable only for users who want occasional readings, perhaps once a month for billing purposes. Running as a service that starts when the computer starts is the preferred method of operation.

The programs communicate between each other via TCP/IP sockets. The default port for this communication is 15571. If you cannot connect with the server's socket, the port can be changed. Both programs use the value entered here.

Users. The Users tab manages different people who use the program with either Administrator, Supervisor, Operator or Visitor privileges for the power management features of the EZMeter Access program, the billing features and the Power Watch web application. New users get their password by leaving the password field empty the first time they log in. This also works if they forget their passwords or just want to change them.

Facility. The Facility tab shows information about the facility. The information appears on some reports. Use of the program is licensed to the facility and the facility name cannot be changed without contacting EZ Meter technologies at 805-688-9696.

The program is often run on a dedicated computer and provision is made for the EZServer communication server to reboot the computer once a week if desired. Choose the day of the week and time of day for the reboot if desired.

Billing. There is a separate Billing Quick Start Guide. A free trial of the billing feature is included with the initial license. The trial ends 90 days after the program is first downloaded. Call EZ Meter technologies at 805-688-9696 to renew the enhanced license. To set up billing, Rates (tariffs), Tenants, and Invoice Setup must first be run from the Billing menu. The program also supports adding a monthly rent or condominium fee to each invoice. Billing reports are accessed from the Reports menu. See the [Tenant Billing Quick Start Guide](#).

Web Server. A free 90 day trial of the EZMeter Power Watch web server is also included with in the EZMeter Power Suite. The server allows anyone with a web browser who is connected to the same network to access the meter data. The server can also be exposed to the internet by configuring the network router to forward port 80 communication to the computer running the Power Suite. It cannot run on the same computer with another web server such as Apache or IIS.

Reports. Click the Reports icon or select Reports in the menu bar. A summary of month to date power usage will appear on the screen with a list of different reports available on the left. Date ranges and summaries can also be selected. The Save as TSV button at the bottom of the left column will create a tab separated variable file that can be opened with Microsoft Excel or similar programs.

The *View/Print as PDF* button on the Reports page will generate a pdf file of whatever is on the screen. PDF files are opened in the computer's default pdf viewer which can be used to view, print or rename the file. All reports are initially saved on the EZMeter/PDFs folder in your Documents folder with the file named for the subject and date. The pdf viewer must be closed or the file must be renamed before another pdf report can be generated. On some of the reports, clicking one of the lines will open another window. This feature allows single invoices to be generated and saved as a pdf file.