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TITLE:	UPLOADING OF READ DATA	
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I. TOOLS AND EQUIPMENT NEEDED

- a. Desktop Server Computer
- b. Reading and Billing Device (Android Phone)
- c. USB Connector

II. REFERENCE DOCUMENTS

III. WORK INSTRUCTIONS DETAILS

- a. Steps for Uploading from Android Phone to Server Computer
 1. Open Reading and Billing Application from Android Phone
 2. Tap *Back Up*
 3. Connect Android Phone to Server PC using USB Connector
 4. Open *BCWIN (Billing and Collection for Windows)*
 5. Go to *Billing*
 6. Click *Android*
 7. Click *Upload from Android*
 8. Click *Read Data* and check file download
 9. Click *Upload*
 10. Go to *Billing* and click *Review Printed Bills* and Print
 11. Click *Post to Ledger*
 - i. Go to *Setup* and Enter Zone and Book
 - ii. Go to *Billing* and *Post to Ledger*

IV. ATTACHMENT AND FORMS

- a. Form 1 -

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