

MeterByte Administrator and User Guide

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About This User Guide

This guide is the primary source of information about MeterByte. The guide contains information about the standard the enterprise versions of MeterByte.

This guide contains the following chapters:

Chapter 1: MeterByte Versions (Standard and Enterprise)

Chapter 2: Definitions

Chapter 3: Getting started with the Standard and Enterprise Versions

Chapter 4: Organization/Company Setup

Chapter 5 Set-up Organization/Company Preferences

Chapter 6: Add Users and Admins

Chapter 7: Set-up User Preferences

Chapter 8: Login to MeterByte

Chapter 9: User Dashboard

Chapter 10: Company Dashboard

Chapter 11: Reports

Chapter 12: Scorecards/Report card

Chapter 13: Analog meter Practice screen

Chapter 14: Digital meter Practice screen

Chapter 15: Test screen

Chapter 16: Assign Tests

Chapter 1: MeterByte Versions (Standard and Enterprise)

There are two versions for MeterByte: Standard and Enterprise. For comparisons between the different versions, please see below:

Features	Free	Pro	Enterprise
For Business		✓	✓
For individuals	✓		
# of Questions	10	25	100
3 levels - Beginner, Intermediate and Advanced	✓	✓	✓
Analog and Digital Meters	✓	✓	✓
Practice or Test Modes	✓	✓	✓
4, 5 or Mixed Dials	✓	✓	✓
Read Left to Right or Right to Left	✓	✓	✓
Grade Reports for Practice and Tests	✓	✓	✓
Unlimited practices and tests	✓	✓	✓
Assign Tests		✓	✓
Organization Preferences		✓	✓
Company Dashboard		✓	✓
User Dashboard		✓	✓
Shuffle Questions		✓	✓
User Administration		✓	✓
User Preferences		✓	✓
Configurable Test and practice Timers			✓
Reports			✓
User Practices and Test History			✓
Configurable Pass Average			✓
Historical Grade Reports for Practices and Tests			✓

For further details, please see FAQ on the Meterbyte website:
<https://meterbyte.ca/faq>

Chapter 2: Definitions

- Beginner Level Dials: Beginner Level Dials contain both numbers and markers.

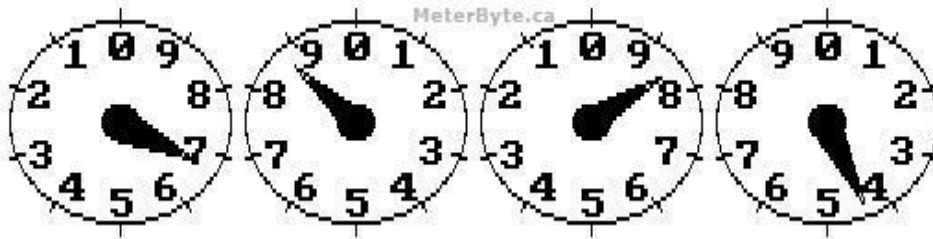


Figure 1

- Intermediate Level Dials: Intermediate Level Dials contain markings but no numbers.

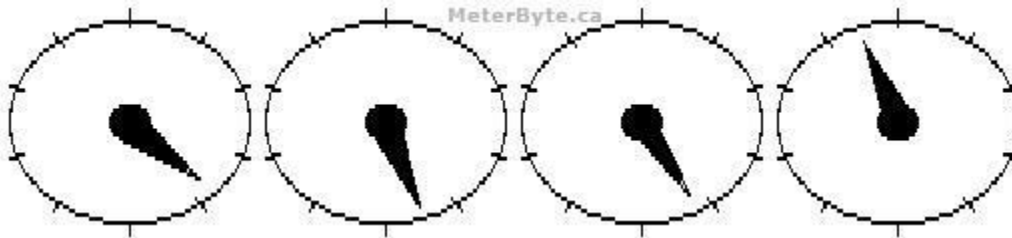


Figure 2

- Advanced Level Dials: Advanced Level Dials contain no markings but no numbers.

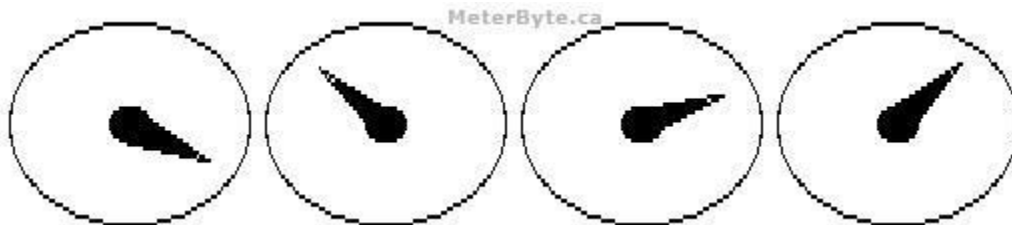


Figure 3

- 4 Dials:

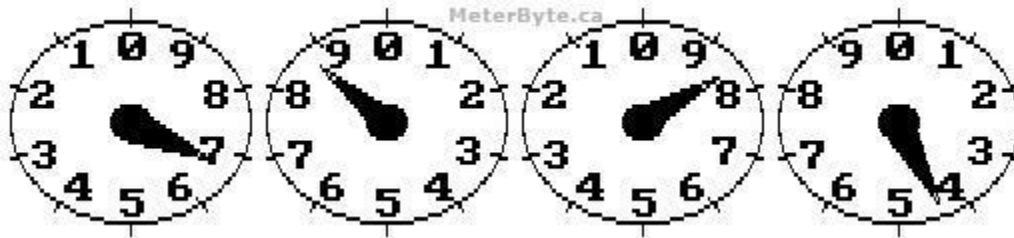


Figure 4

- 5 Dials

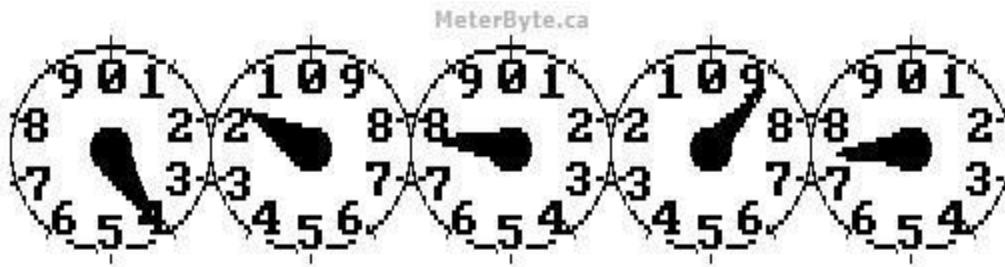


Figure 5

- Read Left to Right

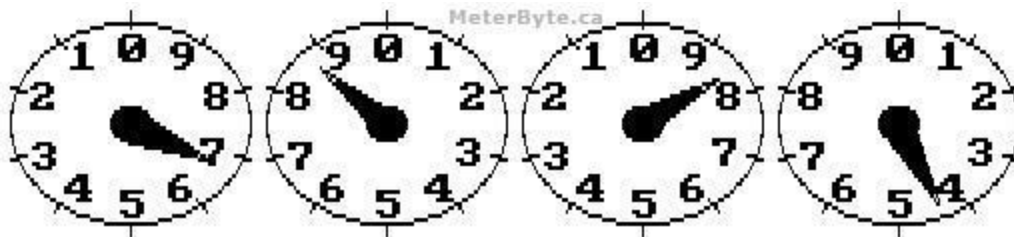
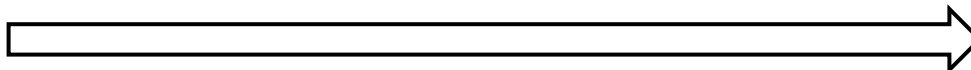


Figure 6



Read and write down the numbers as shown on the dials from left to right.

- Read Right to Left

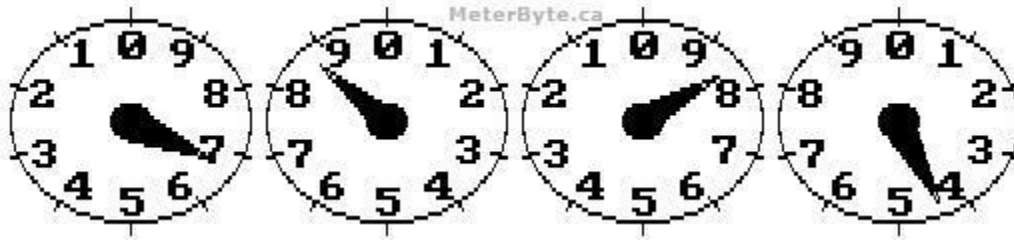


Figure 7 ←

Read and write down the numbers as shown on the dials from right to left.

- Standard digital meter



- Metric digital meter



- Dual rate digital meter



Chapter 3: Getting started with Standard and Enterprise Versions

The Standard and Enterprise versions offer a full lifecycle management of your Meter reading teams. A designated administrator can add and manage users within the company. Adding users will allow the users to practice and take Meter Reading tests. The Administrator can control what practice and assessment/test options are available globally within the company and can over-ride the options for specific users. A full history of previous tests and practices and scores attained is maintained and the Administrator has access to previous practices and test score cards/grade reports. The Administrator can also be set-up to receive alerts and reports when users complete their practices and tests.

Ready to purchase a license for the Standard or Enterprise version? If yes, please contact us via the 'Contact Us' option on the Meterbyte Main Web Page. The Standard and Enterprise version both come up with a yearly subscription only. Please contact us and we will price the costs for you. The cost is calculated on a base + per user price.

Once you are ready to sign-on, we will enable a company administrator to login to MeterByte and set-up the company details, global preferences, add users and other administrators and set-up user preferences.

Chapter 4: Organization/Company Setup

- The company set-up is usually completed once. MeterByte support team will set-up a Company Administrator once you sign up. MeterByte support team will also set-up the base Company details.
- Upon first time login to MeterByte, you will see the Company Set-up Web Page for your Company/Organization.

MeterByte Home Company ▾ Dashboard Help ▾ Hel

Company Name

Cool Gas

Please enter your company Name.

Street City

Please enter your company street address. Please enter your company City.

Province/State Country Postal/ZipCode

Select One... ✓ ▾ Canada ✓ ▾

Please enter your company Province/State. Please enter your country where the Company is located. Please enter the company zip code/postal code.

Phone Number Phone Extension Email address Email Domain

Please enter the Company Phone Number Please enter your phone extension if any We'll never share your email with anyone else An email domain comes after @ symbol in an email address

Save Save & Setup Users Next Save & Setup Preferences Next

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Figure 8

The right side of the Company Setup web page shows the Company Licensing Details. The license key activation status, subscription end date, Version and Maximum Number of users allowed (currently not shown in the figure above)

Left side of the web page shows the company details. Some of this information will be pre-entered by the MeterByte support team.

Chapter 5: Add administrator's and Users (User Settings screen)

User Settings

Administrators

Add the administrators for your company. Administrators can add/edit/delete users from the company. Administrators will also have access to all user practice and test reports




[Add Administrator](#)

#	Name	Date Added	Actions
1	smith Joe joe.smith@somedomain.ca	2023-03-27	 

Users

Add the users for your company. User Accounts allow users in your company to practice Meter Reading and take Meter Reading tests/assessments

[Add User](#)

#	Name	Date Added	Actions
1	Joe Bob joebob@somedomain.ca	2023-03-30	  

Total Users: 1

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Add Administrators:

Add Administrators to the company. Only administrators can add other administrators and non-admin users. Only administrators can set global and user preferences.

Please note that administrators are not able to take meter reading practices and tests. Only users can. The administrators can receive a copy of the users results if required. The administrators can also access previous practices and tests that have been completed by the user,

Add Users

Add users to the company. Once users are added, they will be able to login and take practices and assessment tests. The user will be notified via email to activate their account before they can login.

Delete Icon

The delete icon will remove the user from the company and the user will no longer be able to login.

Edit Icon

The edit icon allows the administrator to issue a new password to the user.

User Preferences Icon

Set user preferences which will override global preferences for the user. For more details, please refer to User Preferences Section below.

Chapter 6: Set-up Organization/Company Preferences

Following is a view of the Company Preferences screen. This Company Preferences screen is only available to administrators of a company.

MeterByte Home Company ▾ Dashboard Help ▾ Hello Scott Cathcart! Logout

Company Preferences

Set-up Global Preferences that are applied to all Users, Tests, Practices and Reports across the entire company. Specific preferences can be over-riden at the user level by the company Administrator

Version: Enterprise

Analog & Digital	Analog	Analog	Digital	Analog
Mode Select if Tests and/or Practices are allowed within the company.	Dials Select the number of dials for Practices and Tests.	Level Select the levels for Test and/or Practices.	Digital Select meter types	Reading Direction Select Left to Right or Right to Left for Meter Reading
<input checked="" type="checkbox"/> Practices <input checked="" type="checkbox"/> Tests	<input checked="" type="checkbox"/> 4 Dials <input checked="" type="checkbox"/> 5 Dials <input checked="" type="checkbox"/> Mixed (4 or 5) Dials	<input checked="" type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced	<input checked="" type="checkbox"/> Standard Meter <input checked="" type="checkbox"/> Metric Meter <input checked="" type="checkbox"/> Dual Meters	<input checked="" type="checkbox"/> Left to Right <input checked="" type="checkbox"/> Right to Left

# of questions Enter the # of questions for Practices and Tests (Max 100)	Time for Tests (hh:mm) Enter the allowed time for tests in hh:mm format. Please base this on the number of questions permitted. Test will end once time has expired.	Time for Practices (hh:mm) Enter the allowed time for Practices in hh:mm format. Recommended to keep this time long enough for the user to have enough time for practices. Practice will end once time has expired.
<input type="text" value="10"/>	<input type="text" value="01:00"/>	<input type="text" value="01:00"/>

Pass Grade Enter the passing grade(between 1 and 100)	Shuffle Questions Shuffle questions during Tests and Practices. If selected, questions will be shuffled for all tests and practices. If unchecked, questions will be sequential.	Email Grade Reports Indicate if Administrators are emailed user Grade Reports after Practice/Test Completion.
<input type="text" value="50"/>	<input checked="" type="checkbox"/> Shuffle	<input type="checkbox"/> Email copy to Administrator(s)

Reset to System Defaults Save Preferences Setup Users >

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Dials:

Type of Dials available to users for practice or assessments within the company.

Check to allow and un-check to disable the use of the type of dial within practices and assessments.

Level

The levels available for practices and assessments

Mode

Allow users to practice and take assessment tests. Uncheck if one does not apply.

Number of Questions:

This is the number of questions available to users within the company when practicing or taking assessments tests. Minimum is 10 and maximum is 100.

Time for tests:

The total time allowed for assessment tests. For assessments tests, the timer will count down and once time is up, the test will end regardless if the user had completed answering all questions or not.

Time for practices:

The total time allowed for practices. The timer will count down and once time is up, the practice will end regardless if the user had completed answering all questions or not

Pass Grade

The pass grade configured with the company. User must achieve this grade to pass. Maximum is 100 and minimum is 0.

Grade Reports

Once practice or assessments are completed, these options if checked will generate grade reports.

Historical Reports

Keep historical grade reports

Shuffle

Questions are randomized/shuffled for practices and assessment tests, if

unchecked, questions will appear sequentially across all practices and assessment tests.

Email Grade Reports

If checked, all grade reports links are emailed to the administrator(s) once user has completed practices or tests.

Chapter 7: Set-up User Preferences

Following is a view of the User Preferences screen. The User Preferences screen is only available to administrators of a company. Please note that any options checked or unchecked will only apply to the user and will override global preferences that have been set for the company.

If no user preferences exist, the company preferences will apply,

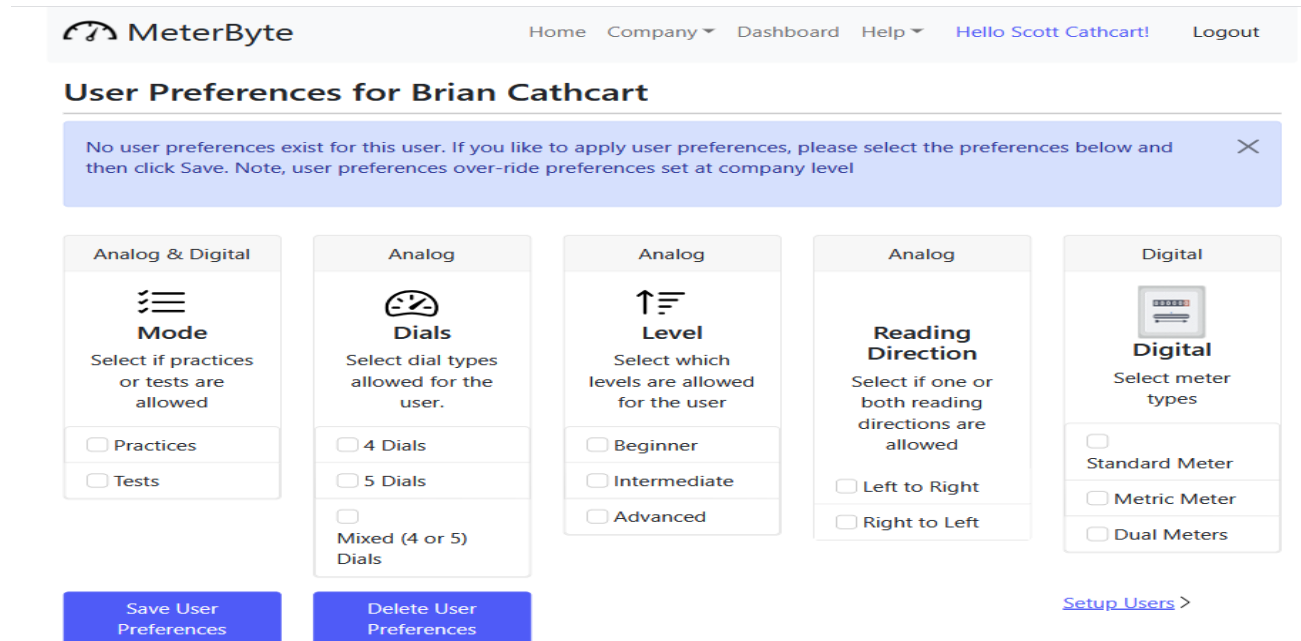
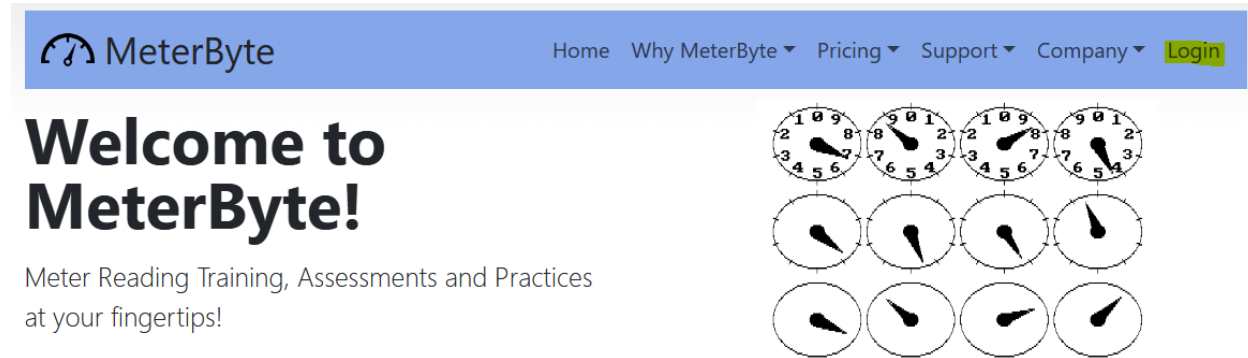


Figure 9

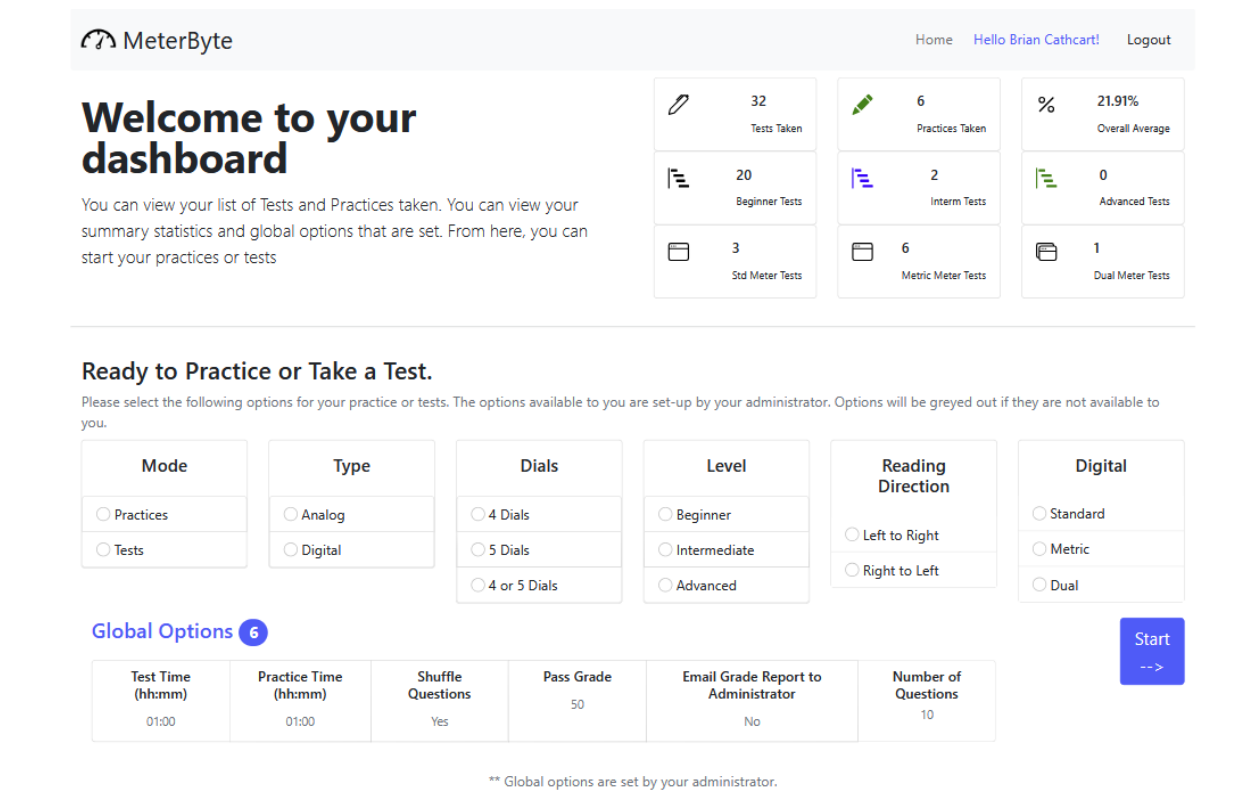
Chapter 8: Login to MeterByte

Login to MeterByte Via the Login Menu located on the MeterByte Main page.



Chapter 9: User Dashboard

The User Dashboard provide user metrics. The user dashboard is specific to each user and is only viewable by the user. The user can also start practices and tests from the user dashboard.



The **first section of the User Dashboard** provides the following metrics:

Total Tests Taken:

This is the number of tests that user has taken to date

Total Practices Taken:

This is the number of practices the user has taken.

Total Beginner Tests Taken:

This is the number of all Beginner level tests taken by the user

Total Intermediate Test Taken

This is the number of all Intermediate level tests taken by the user.

Total Advanced Level Test Taken

This is the number of all Advanced level tests taken by the user.

Average Test Score

The average pass rate of all tests taken by the user.

The **second section** of the user Dashboard provides the user with the options for starting practices or taking tests. The options presented here are driven by the global and user preferences that are set by the administrator.

The **third section** of the User Dashboard provides a view of the global preferences set-up by the administrator of the company that will apply to the practices or tests taken by the user.

The **last, fourth section** of the User Dashboard list all the practices and tests taken by the user to date. (Not shown)

Chapter 10: Company Dashboard

Company Dashboard!

The Company Dashboard provides a summary snapshot of various metrics across the company.

License Key Applied	License Activation Active	Subscription End Date 2024-12-30
------------------------	------------------------------	-------------------------------------

Company Totals 16 [Setup Company >](#)

 35 Tests Taken	 6 Practices Taken	 22.89% Overall Average	 14.29% Digital Average	 8.60% Analog Average
 23 Beginner Tests	 2 Intermediate Tests	 0 Advanced Tests	 22 4-Dial Tests	 2 5-Dial Tests
 1 Mixed Dial Tests	 3 Digital Std Tests	 6 Digital Metric Tests	 1 Digital Dual Tests	 2 # of Users Setup Users >

The Company Dashboard provide Company/Organization wide metrics. The Company dashboard is specific to each Company and is only viewable by the Administrator.

The **first section of the Company Dashboard** provides the following metrics:

Total Enrolled users:

This is the number of users registered in the company who can practice and/or take assessments for Meter Reading

Total Tests Taken:

This is the number of all tests taken in the company to-date by enrolled users.

Total Practices Taken:

This is the number of all practices taken in the company to-date by enrolled users.

Highest Grade:

This is the highest grade achieved by at least one user in the company. This grade is specific to tests only.

Pass Rate:

The average pass rate of all tests taken in the company.

These metrics are further broken down by level (Beginner, Intermediate and Advanced) and dial type (as shown)

The **third section** provides a view of the global preferences set-up by the administrator of the company. (not shown)

The **Global preferences** are applied globally to all users within the company. Global preferences can be over-ridden by **User Preferences** if set by the administrator.

For further details on Global preferences, please see the Global Preferences FAQ Section

For further details on User preferences, please see the User Preferences FAQ Section

The **last, fourth section** view of the Company Dashboard provides a list of the top 50 test scores within the company. (not shown)

Chapter 11: Reports

Reports are only available in the Enterprise Version. The reports can be accessed from the Company Menu and are only available to administrator.

MeterByte Home Company ▾ Dashboard Help ▾ Hello Scott Cathcart! Logout

Company Reports

User Specific Reports 7

Select Reports

Enter User Email

Please enter an email of the user that you would like view reports for

Company Specific Reports 5

Select Reports

List of reports currently available

User Specific Reports:

1. List of completed practices per user
2. List of completed tests per user
3. List of incomplete practices
4. List of incomplete tests
5. Grade report for User (For practices)
6. Grade Report for User (For tests)
7. Anomalies per user (for tampering)

Company Specific Reports:

1. All Anomalies in the company (last 120 days)
2. List of active users
3. List of active admins

Chapter 12: Report Card/Scorecards

Report cards and/or scorecards are generated at the end of practices and tests.

Report Card

About Me

First Name: Demo1
Last Name: Demo2
Company:

Test Details

Mode: TEST
Level: BEGINNER
Number of Dials: 4
Read Direction: LEFT TO RIGHT

Results

#Questions Attempted: 10/10
Score: 6/10
Pass/Fail: **PASSED**

#	Meter Answer Entered	Actual Reading	Answer Time	Correct
1	6884	6884	00:09:53	✓
2	8023	8023	00:09:45	✓
3	0847	9837	00:09:37	✗
4	5832	5832	00:09:28	✓
5	5251	5251	00:09:20	✓
6	4226	4216	00:09:09	✗
7	9002	9002	00:09:02	✓
8	5586	5860	00:08:56	✗
9	3216	3216	00:08:46	✓
10	1943	0943	00:08:40	✗

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The report card has the following sections

1. **About me:** First and last name of the practice/test taker and their company name.
2. **Test Details:** Lists the type of practices and tests taken, i.e. mode (test or practice, Level (Beginner, Intermediate or Advanced and the number of dials (if analog test/practice was taken)
3. **Results:** Lists the # of questions attempted, total number of questions, score attained and pass/fail based on pass average specified by the administrator.

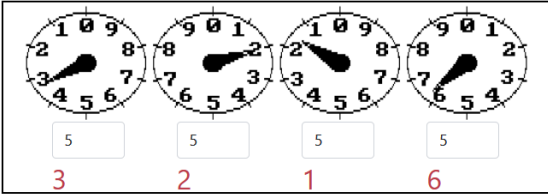
- 4. **Table:** Listing the answers entered, if it was correct and time taken to answer.

Chapter 13: Practice Screen for Analog

Your Details 4

Mode: PRACTICE <small>Test or Practice</small>
Dials: 4 <small>4, 5 or Mixed Dials</small>
Level: BEGINNER <small>Your Level</small>
Read Direction: LEFT To RIGHT <small>Your Reading Direction</small>


00:04:37



1 of 10 End Practice Next

Practice mode allows you to practice meter reading. When in practice mode, when an incorrect meter reading is entered, the system will display the correct reading. The timer will continue to run until you complete all the questions or end the practice. A grade report, with the score will be shown upon the conclusion of the practice or if practice was ended.

Chapter 14: Practice Screen for Digital




Hello Brian Cathcart! Logout

Your Details 3

Mode: TEST <small>Test or Practice</small>
Meter type: METRIC <small>Metric, Standard or Dual</small>
Instructions <small>Do not refresh the page, close the window, or use the browser's back button while you are taking a practice or a test.</small>

00:58:29



1 of 10 Next

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Practice mode allows you to practice meter reading. When in practice mode, when an incorrect meter reading is entered, the system will display the correct reading. The timer will continue to run until you complete all the questions or end the practice. A grade report, with the score will be shown upon the conclusion of the practice or if practice was ended

Chapter 15: Test Screen

The screenshot displays the 'Your Details' section on the left and a test interface on the right. The 'Your Details' section includes:

- Mode: TEST** (Test or Practice)
- Dials: 5** (4, 5 or Mixed Dials)
- Level: BEGINNER** (Your Level)
- Read Direction: LEFT To RIGHT** (Your Reading Direction)

The test interface shows five circular meters with needles pointing to various numbers. Below each meter is a text input field containing the number: 5, 6, 9, 2, 5. A timer in the top right corner shows 00:02:46. At the bottom left, it says '1 of 10' and at the bottom right, there is a 'Next' button.

In the test mode, no answers will be shown, even if the incorrect reading was entered. No option to stop the test until completed.

A tampering record is logged if the user doesn't complete the tests and attempts to use the browser back button.

Chapter 16: Assign Tests

The Standard and Enterprise versions offer the option to assign meter reading tests to staff or to users registered under the organization. A designated administrator can assign a type of meter reading test with due dates. Due dates can be optional. The user will be notified via email that the administrator has assigned a meter reading test. The test will be available on the user's dashboard. Once the test has been completed by the user, the administrator will be notified of the test completion and test results will be available on the company dashboard.

Assign Tests

User Search

Assign Tests

Beginner Level

Beginner

Analog - 4 Dials

Analog - Beginner Level with 4 Dials, Reading Left to Right →

Beginner

Analog - 4 Dials

Analog - Beginner Level with 4 Dials, Reading Right to Left ←

Beginner

Analog - 5 Dials

Analog - Beginner Level with 5 Dials, Reading Left to Right →

Beginner

Analog - 5 Dials

Analog - Beginner Level with 5 Dials, Reading Right to Left ←

Beginner

Analog - 4 & 5 Dials

Analog - Beginner Level with Mixed 4 & 5 Dials, Reading Left to Right →

Beginner

Analog - 4 & 5 Dials

Analog - Beginner Level with Mixed 4 & 5 Dials, Reading Right to left ←

Intermediate Level

Intermediate

Intermediate

Intermediate

To assign tests to staff/users

- Search by email and last name first
- When user is located, select type of test
- Select a due date if required
- Click on Assign button to assign the test
- The user will be notified that a test has been assigned.

