

Property Set-up Guide

This document outlines the set-up process for the NextCentury Data Gathering System and Web Portal.



1 | Web Portal Setup

1. New clients will receive an activation e-mail from NextCentury. The e-mail will allow the client to establish a username and password to access their organization's unique NextCentury Web Portal.
2. The client will automatically be set up as an Administrator. This option grants the client full access to modify all aspects of company and property set-up.
3. Once the Billing Management company has been created, other Administrators, Billing Managers, and Technicians can be added. This is done by clicking on the + button next to the user role and adding the individual's e-mail and clicking Save. Each person added will receive an activation e-mail to set up their own username and password to access the Web Portal. Note: Administrators have access to manipulate all aspects of company and property set-up. Billing Managers can only view the information on the Web Portal. Technicians have property level access.
4. Now the client can add a Property Management company. Click on the + New Company button. Enter the name and address of the Property Management company. Click Save and you will see the newly created company.
5. Click on the Property Management company to gain access to the property level. Click on the + New Property button. Enter the name and address of the new property and click Next. Choose which utility type the NextCentury equipment will be installed on. A drop down menu will appear. Input the Meter that will be

used. If more than one Meter is used, choose the majority. You can change the Meter type later individually. If necessary, you can change the pulse count/unit of measure if it varies from the typical use.

6. Now the Billing Management, Property Management, and Company tabs have been created.

2 | Property Layout Setup

At this point you will need to have all the equipment for the property at hand. Equipment needed: Gateway, Repeaters, Transceivers, bar code scanner-recommended but not essential. A property breakout with the number of buildings and unit designators. This process assigns the Gateway, Repeaters, and Transceivers to the property.

2.1 - Programming the GW-301 Gateway

1. At the Property level under the Property Info tab, click the + Add Gateway button.
2. Enter the Gateway's serial number by either typing it in, or using a bar code scanner and scanning the bar code on the Gateway or on the Gateway box.
3. Click Save to finish assigning the Gateway.

2.2 - Building Layout

1. At the Property Info page, click on the tab labeled Layout and then + Add Building.
2. Enter the building's name, description, if needed, and total number of units. The Auto Increment option will be turned on automatically. If the units are in a sequential order, you only need to update the first unit. If not in sequential order, be sure to turn off Auto Increment.
3. Repeat this process until all buildings/units have been created.

2.3 - Programming TR-201 Transceivers

1. Open a box of Transceivers. Using a permanent marker, begin to label the Transceivers with unit numbers. This can be accomplished after programming, but it is recommended it be accomplished before.
2. Click on the Start Programming button.
3. Click inside the first Serial Number field, this will highlight the field and bring up a cursor.
4. Using a bar code scanner, start scanning the bar codes on the Transceivers. The system will automatically move down to the next field after a successful scan. If a bar code scanner is unavailable, the serial numbers must be entered manually. Continue scanning until each unit has

a Transceiver serial number assigned. Next, click on the Next Buildings tab and repeat the process until all units have been assigned a Transceiver serial number.

5. To complete this process, click on the Finish Programming button.

2.4 - Programming RE-201 Repeaters

1. In the Layout tab below the Building/Unit information you will find the Repeater section.
2. Click on the + Add button.
3. Scan or type in the Repeater's serial number. You can add notes if applicable (Repeater's onsite location). You can also drag a GPS locator pin to the Repeater's location before or after installation.
4. Click Save. Repeat this process to add additional Repeaters.

3 | Inputting Initial Meter Reads (IMR)

To input the IMRs, there are two options available.

Option 1: Wrap and Strap

- For this option, you will need to have the meters with you during Property Set-up. You can enter the IMR simultaneously or separately when assigning the Transceivers. Either way, you need to click and place the cursor in the first IMR field and enter the IMR from the meter. Click on Finish Programming when all IMRs are entered. The final step will be performed by an in-field technician by opening the Transceiver and pressing the red test button. This will cause the Transceiver to wake-up and synchronize with its assigned Gateway.

Option 2: Technician Update

- For this option, you would not enter the IMR during property set-up. An in-field technician would enter the IMRs as they connected the Transceivers to the meters. The technician would use NextCentury's mobile app to enter the IMR in the field.