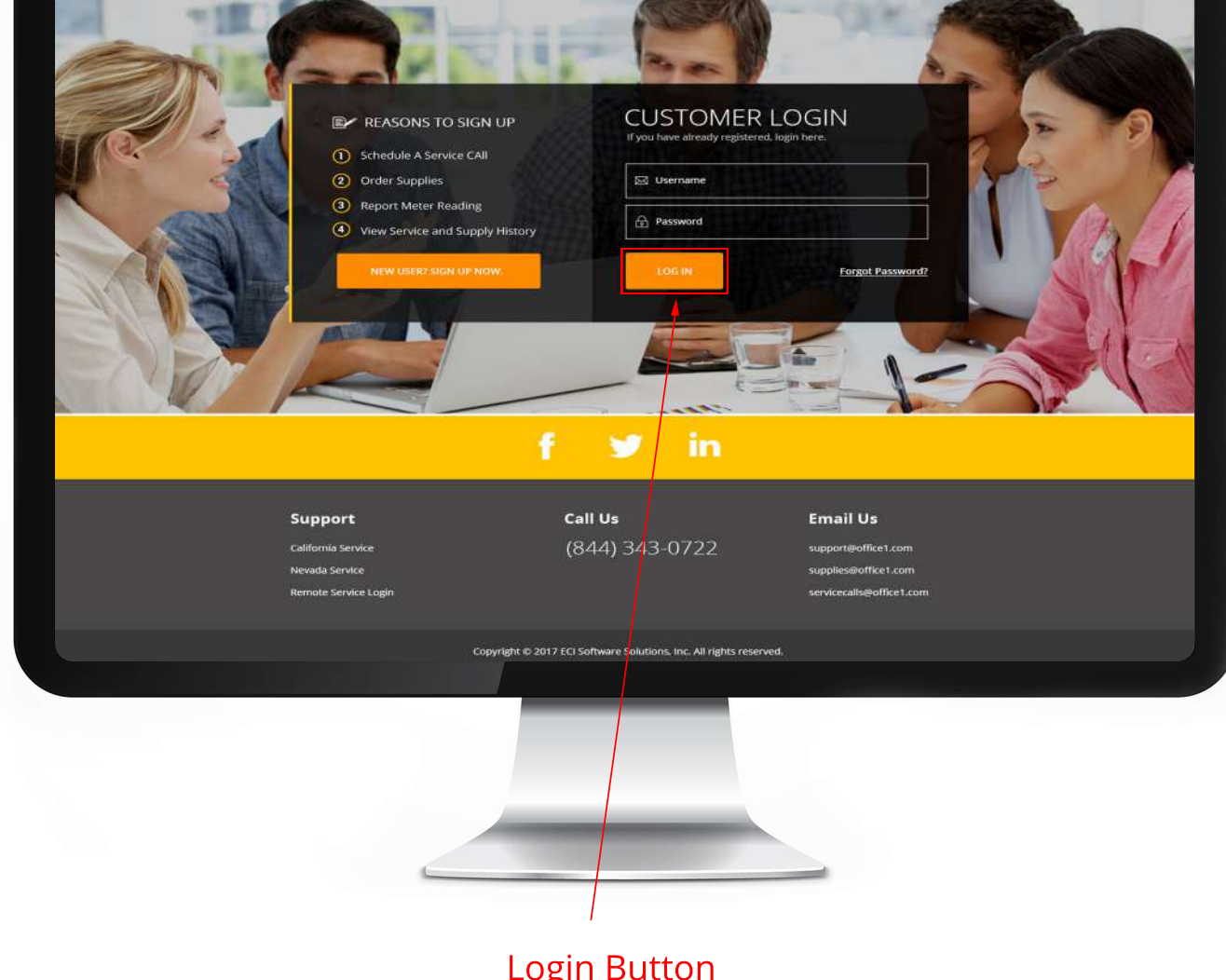


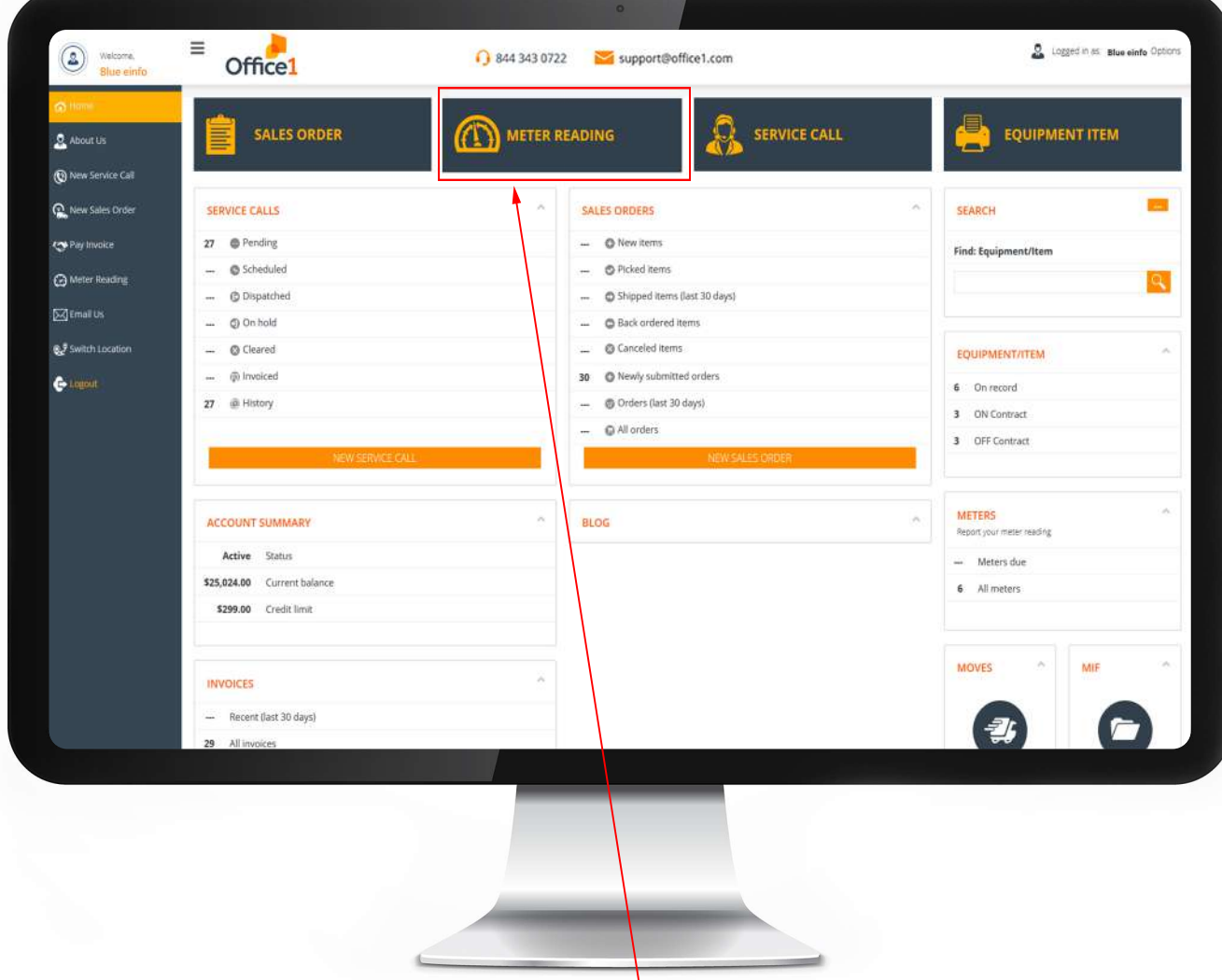
1. How to Submit a Meter Reading:

- ➔ **1.1) Login :-** On the Login screen, enter your Username and Password. Click the orange Login button.



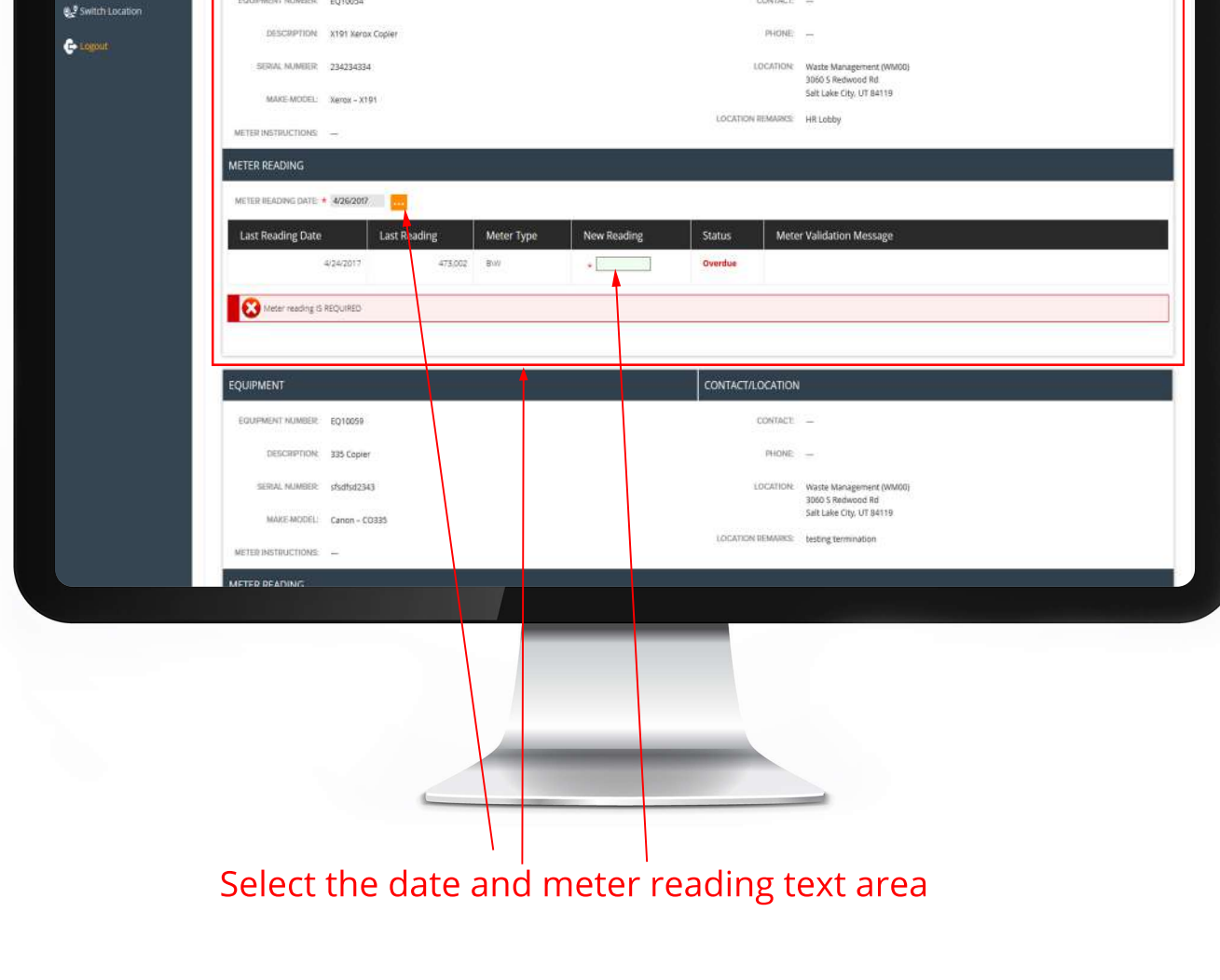
Login Button

- ➔ **1.2) Navigate to the Meters Tile :-** On the Dashboard screen, click on the Meter Reading tile.



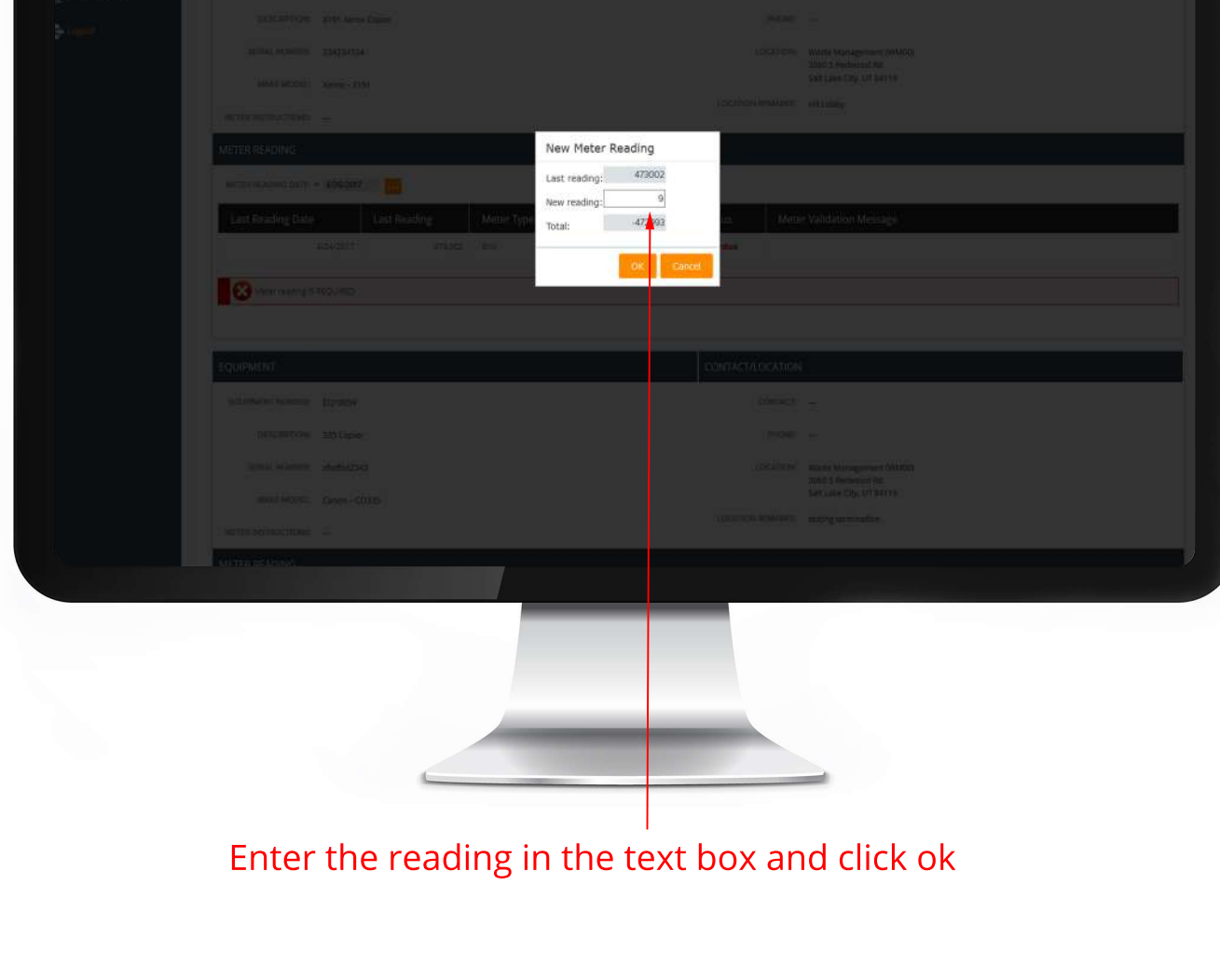
Meter Reading Tile

- ➔ **1.3) Locate the machine you are submitting a meter for:-** On the Meter reading page, scroll to the machine you want to submit a meter for. Choose the date you read the meter.



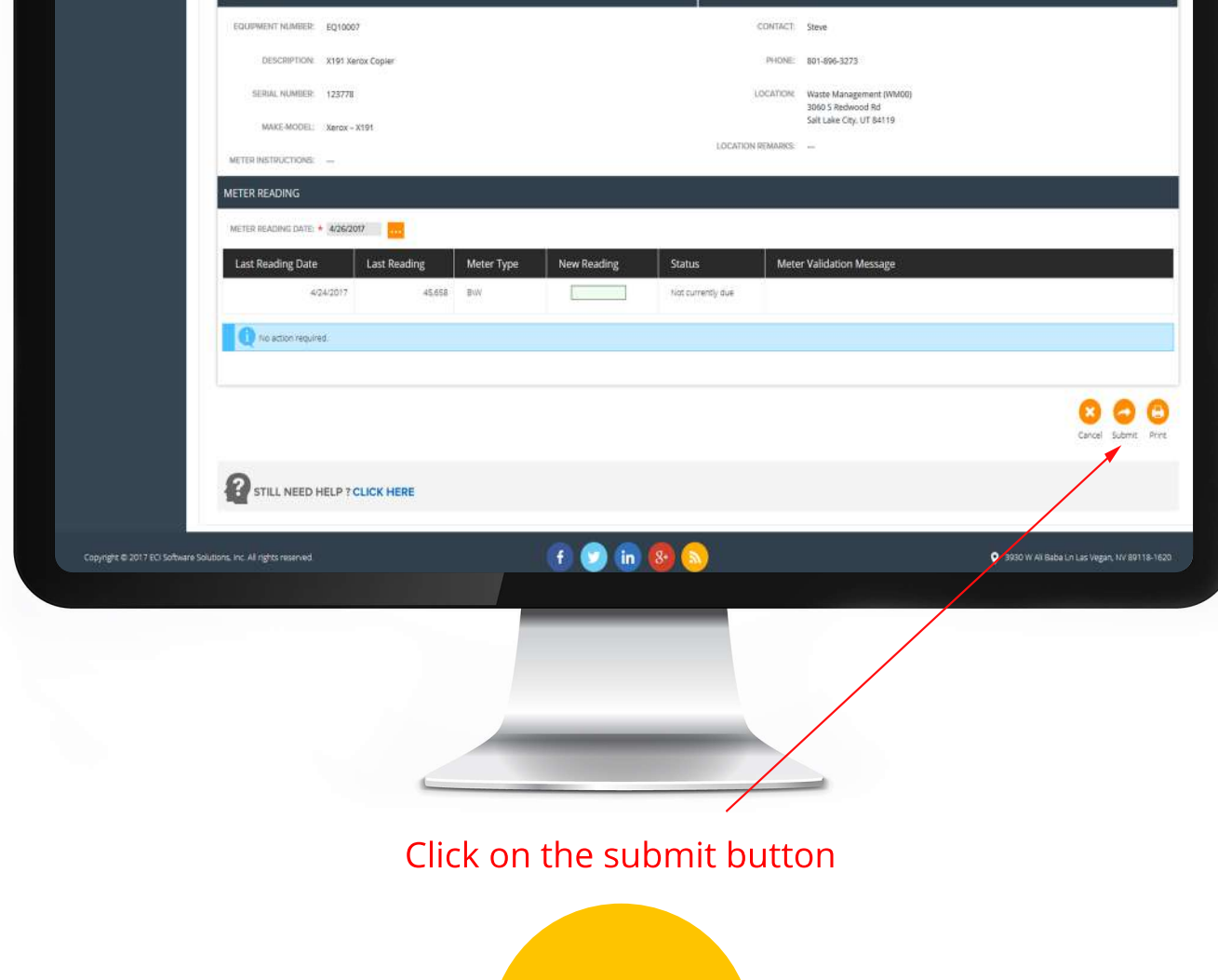
Select the date and meter reading text area

- ➔ **1.4) Type new meter reading in :-** Type the meter in the New Reading box. This will generate a popup. Click OK to close the popup.



Enter the reading in the text box and click ok

- ➔ **1.5) Click Submit :-** Click the orange Submit button at the top or bottom of the page to save your meter reading.



Click on the submit button

Meter Reading Complete