

Adding a Meter Reading

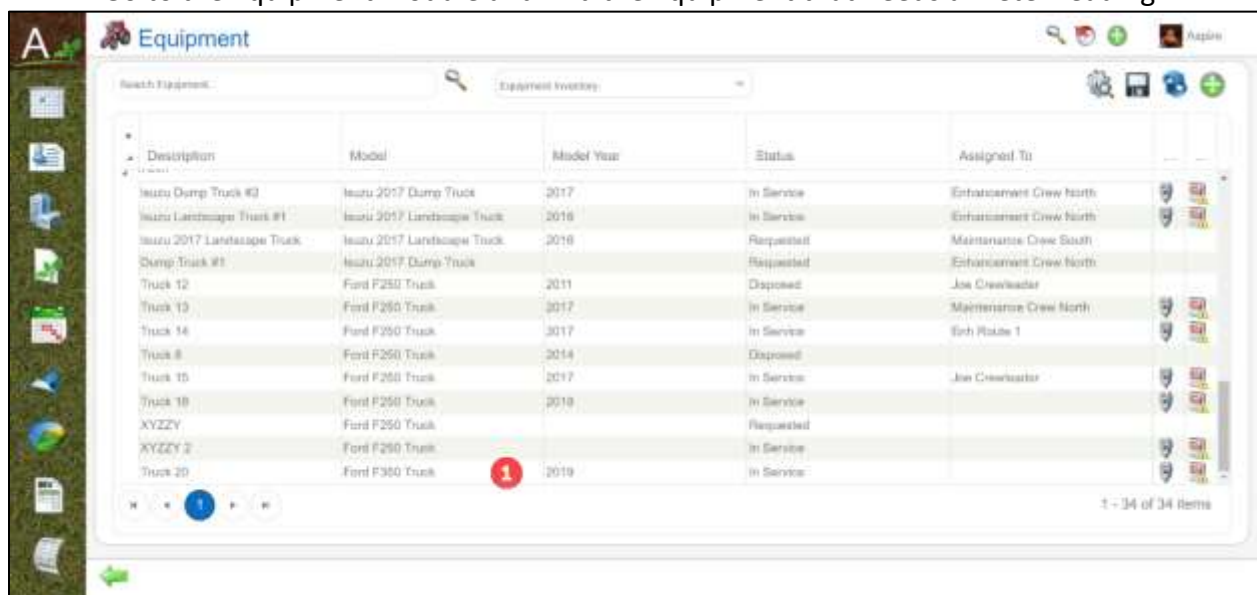
Adding a Meter Reading on a piece of Equipment.

Prerequisites

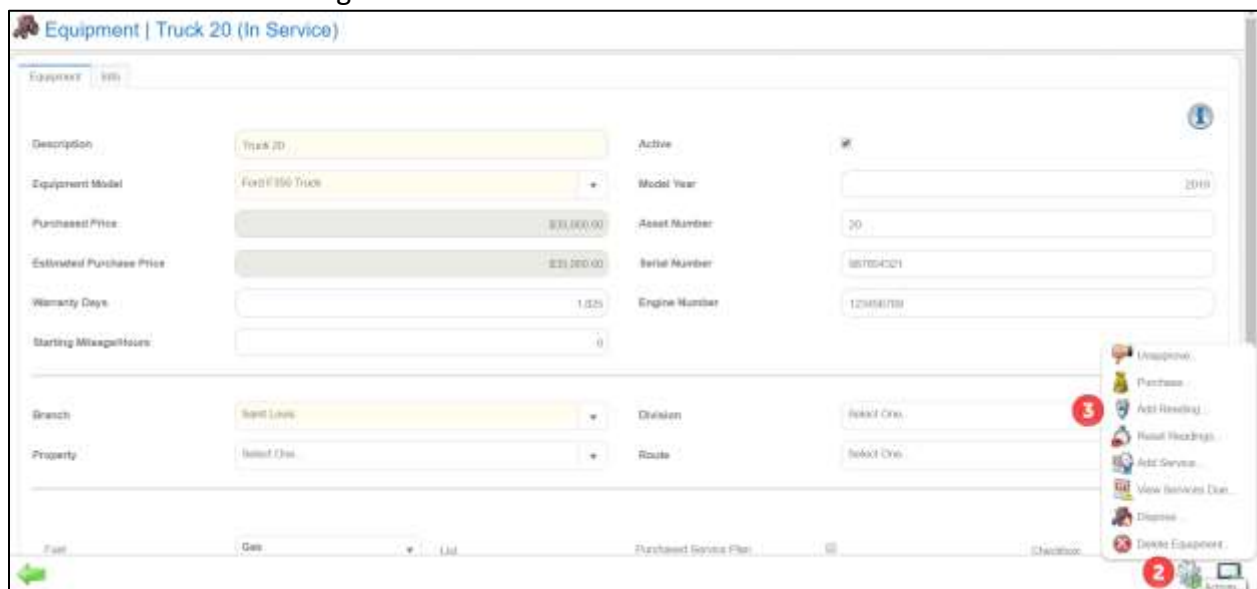
View Equipment Role Permission

To Add a Meter Reading, follow these steps:

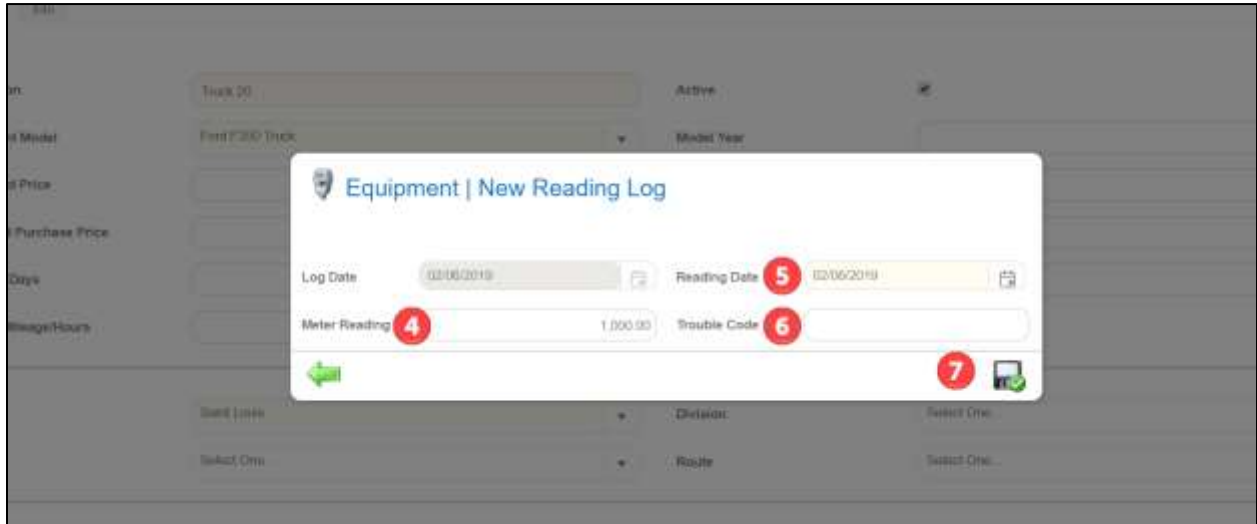
1. Go to the Equipment module and find the Equipment that needs a meter reading



2. Hover over the Actions Gear
3. Select Add Reading



4. Type in the Meter Reading
5. Select the Date the Meter was Read
6. Type in a Trouble Code if there is one
7. Press the Disk to Save



8. The meter reading displays at the bottom of the Equipment tab

