

Meter Readings - Propane

Last Modified on 06/10/2022 2:14 pm EDT

Meter readings can be viewed and/or entered from within EnergyTrack from either the *Delivery Menu* or the *Tank* screen.

Delivery Menu

1. Select **Meter Readings**. The *Meter Reading* screen will appear listing all customers with an active meter.

Route	Customer Name	Tank Serial	Address			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Customer	Meter Number	Tank Serial Number	Address	Billed Date	Billed Read	Current Read
LINDSEY,	15340348	M37771		08/11/17	12590	
RHODES,	8727666	11185		08/11/17	52980	
BOUTWE	15780795	JC09835		08/15/17	310	
VAN ANT	41593	A13617		08/15/17	4120	
GORDON	750180	60226		08/04/17	5410	
WIGGINS	14377334	118313		08/10/17	18490	
STACEY,	14377317	59034		08/11/17	39730	
DAVIS,JA	12785998	816623		08/08/17	41511	
COLQUIT	12194385	75234		08/22/17	65427	
BEANS,C	12786004	501092		08/03/17	56647	
PHARR,P	12194375	EE2785		08/03/17	1019	
JENKINS,	12194341	29156		08/16/17	42576	
LAMBARI	12786202	12628		08/11/17	19126	
JANUARY	12785784	697115		07/11/16	21823	
<input type="button" value="Modify"/>				<input type="button" value="View All Records"/>		<input type="button" value="Exit"/>

- To narrow down the list of accounts/meters, tap in any of the search fields located at the top of the screen and begin typing.
 - As meter readings are entered, they will disappear from the list. Select **View All Records** to review previously entered meter readings.
2. Select **Modify** and enter the meter reading in the *Current Read* column.
 3. Choose **Save** when finished entering meter readings.

Tank Screen

1. Select the Customer and go to the *Tanks* tab.
2. Choose **Meters**.

Tank Serial Number	Type	Size	Tank Name	Last Delivery
281069	P	150 meter		00/00/00
HANKS,GARY Bus Owns <input checked="" type="checkbox"/> <input type="button" value="Add Comment"/> <input type="button" value="Deliver"/> <input type="button" value="Back"/>				
Route Contracts Directions Call In / Hold Update % Regulators				
Last Delv: 0.00 % Left: 74		Product: 242 METER GALLONS D		
K-Factor: 20.00 DailyUse: 0.50		Price: 0.0000 <input type="button" value="View History"/>		
Next Julian: 00/00/00 % Upd: 00/00/00		Route: 1 AARON GESSNER		
Cust: METER RESIDENTIAL		Loc: 0		
Delv: AUTO FILL		Reg Cd:		
DD Last Delv: 0 DD Next Delv: 3437		Tank Leak Test: 00/00/00		
Calc. Dollars Prod. Deliv. Meters <input type="button" value="Navigate"/>		Gas Check Date: 00/00/00		

3. Select **Modify**.
4. Enter the *Current Read* and select **Save**.