## Meter Readings - Propane

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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			
Name	Meter#	Tan	ık Serial#	Address	Billed Date	Billed Read	Read	
ADAMS,ANSEL	P \$9897	7 100	0007	987 RONALD REGAN PARKWAY	06/14/18	20	0	
								V
				Modify View Rer	naining Red	cords	Clos	e

- 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. Search and select the Customer then choose the Tank to update the reading.
- 2. Choose Meters Rd.

Customer# 10	Serial#	Туре	Tank Name	Size	
ADAMS,ANSEL		100007	G	PIVOT	1000.00
Phone (317)999-4444 More Info		987654	0	oil	310.00
Limit \$0.00		PPPP88776	н	hydraulic	310.00
Current	\$0.00 Budget			,	
	537.29				
	537.29 Payment				
Terms COD					
Tank RRN 4 -				Other Info	
Delivery Address	987 RONALD REGAM	PARKN Upda	ite%	Product GASOLINE	
	BROWNSBURG, IN			Price \$2.1200	
Customer Type AGRICULTURAL		Direc	tions	Route WEST AVON	
Customer Type	JULIAN	Hist	ory	Location BROWNSBURG	
Customer Type Delivery Type	JULIAN				
	50.00 10/31/23			Reg Cd REG FEE	
Delivery Type		0 Hc	ld	Reg Cd REG FEE Misc. Sale Calculator	Notes
Delivery Type Last Delivery	50.00 10/31/23	Ha		Misc. Sale Calculator	
Delivery Type Last Delivery Business Owns	50.00 10/31/23   N Est% Left   2.00 Daily Use   00/00/00		racts		

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