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.

- 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**.

3. Select **Modify**.

4. Enter the *Current Read* and select **Save**.