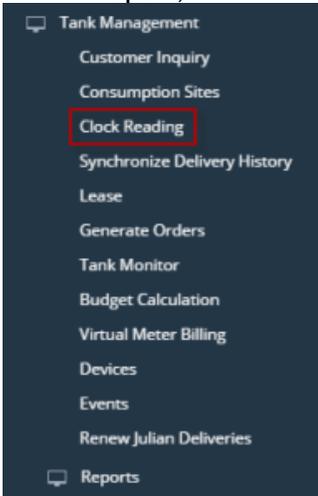
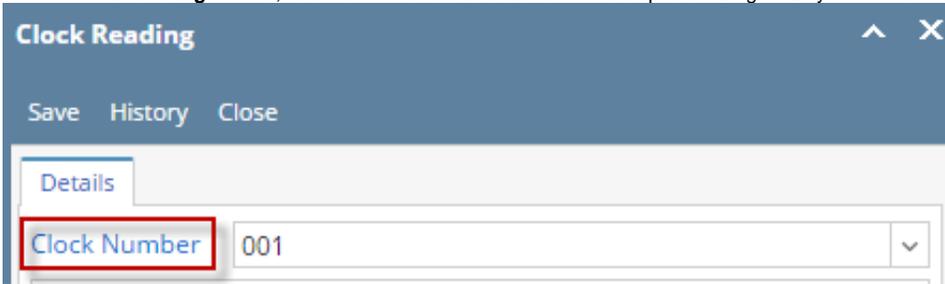


How to Change Season From Winter to Winter

1. Pre-requisites to the season change process:
 - a. **Degree Day Readings** should be updated through the end of the season.
 - i. No Degree Day readings should be entered after the end of the season.
 - b. All **Deliveries** should be synced and any **Sync Conflicts** should be resolved.
 - c. **Lease Billing** should be completed when using Annual methods with incentive based on the number of gallons used in a season.
2. On the **Menu panel**, click the **Clock Reading menu**. This will open the Clock Reading screen.



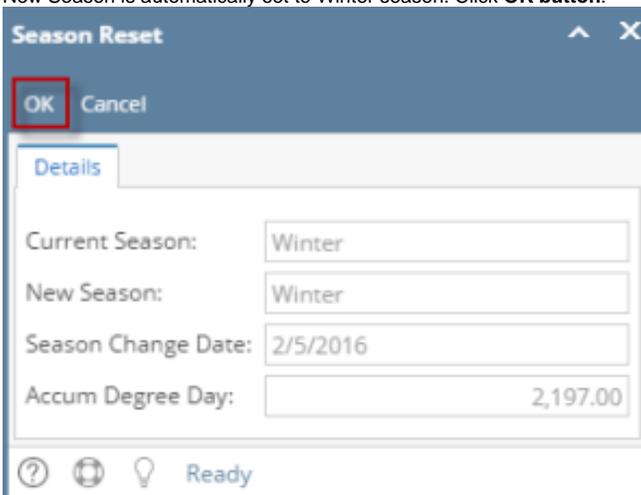
On the **Clock Reading screen**, click the **Clock Number label**. This will open the Degree Day Clock screen.



3. Search for the specific degree day clock record, select it, and then click the **Open toolbar button**. This will open the Degree Day Clock record.
4. Click the **Change Season toolbar button**. This will open the **Season Reset** screen.



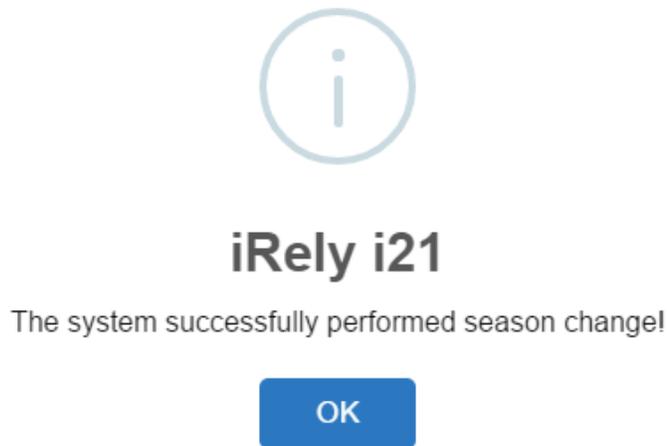
5. The **Season Reset screen** will display the Current Season, New Season, Season Change Date and the Accum Degree Day. Currently, New Season is automatically set to Winter season. Click **OK button**.



6. This message will display to confirm if you want to proceed with the season change or not. Click **Yes button** to proceed.



7. The message below will display once the season change had finished successfully. Click **OK button** to close the message.



8. Performing the season change will update the following screens:

a. Degree Day Clock

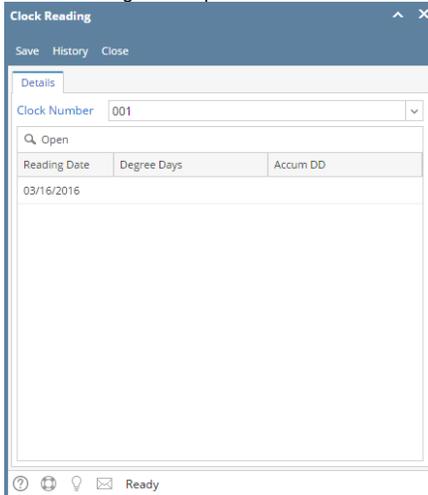
- i. **Current Season** is changed to the selected Season in Season Reset screen. Currently, this is always set to **Winter** since Winter to Summer process is not yet catered on the latest i21 version.
- ii. **Winter to Winter Change Date** is changed to the last Degree Day entry in Clock Reading. This is the value in Season Change Date of Season Reset screen.
- iii. **Accum DD Winter Close** is the last Accum DD of the last Degree Day entry in Clock Reading. This is the value in Accum Degree Day in Season Reset screen.

The screenshot shows the "Degree Day Clock" application window. The "Details" tab is active, displaying various fields for clock location, address, and season settings. The "Current Season" dropdown is set to "Winter" and is highlighted with a red border. The "Winter to Winter Change Date" is set to "02/05/2016" and is also highlighted with a red border. The "Accum DD Winter Close" is set to "2,197" and is highlighted with a red border. Below the details section is a "Daily Average Degree Day Grouping" table with columns for months from Jan to Dec and corresponding values.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
30	30	20	10	5	5	5	5	10	20	30	40

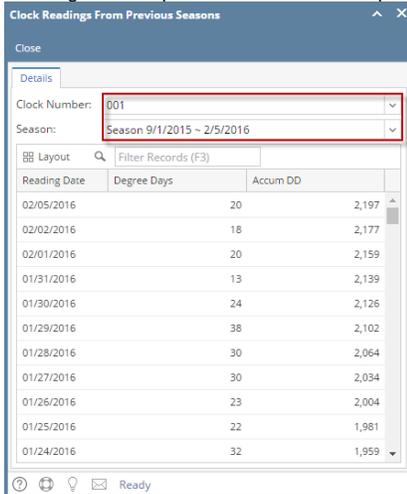
b. Clock Reading

- Clock Reading of the specific clock is reset.



c. Clock Reading History

- Reading from the previous season of the specific clock will be available in [Clock Reading History](#).



d. Consumption Site Details Tab

- Before and After Season Reset

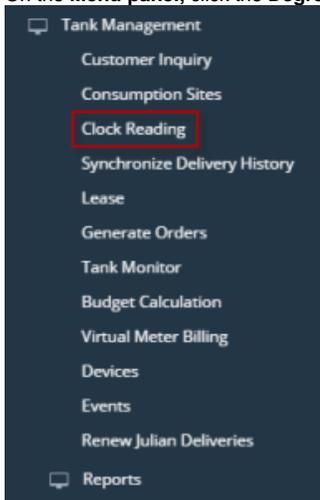
Before Season Reset		After Season Reset	
Last Delivery:	01/20/2016	Last Delivery:	01/20/2016
Last Delivery Degree Day:	1,827	Last Delivery Degree Day:	-370
Last Delivered Gallons:	183.20	Last Delivered Gallons:	183.20
Next Delivery Degree Day:	3,676	Next Delivery Degree Day:	1,479
Estimated Gallons Left:	212.49	Estimated Gallons Left:	212.49
Estimated Percent Left:	65.38	Estimated Percent Left:	65.38
Last Gallons in Tank:	260.00	Last Gallons in Tank:	260.00
YTD Gallons This Season:	430.00	YTD Gallons This Season:	0.00
YTD Gallons Last Season:	984.70	YTD Gallons Last Season:	430.00
YTD Gallons 2 Seasons Ago:	0.00	YTD Gallons 2 Seasons Ago:	984.70
YTD Sales This Season:	544.3900	YTD Sales This Season:	0.0000
YTD Sales Last Season:	1,630.6100	YTD Sales Last Season:	544.3900
YTD Sales 2 Seasons Ago:	0.0000	YTD Sales 2 Seasons Ago:	1,630.6100

The following fields are updated based on the computation:

- i. **Last Delivery Degree Day** = previous Last Delivery Degree Day - Last Accumulated Degree Day from Clock Reading.
(Ex. $-370 = 1,827 - 2,197$)
- ii. **Next Delivery Degree Day** = previous Next Delivery Degree Day - Last Accumulated Degree Day. (Ex. $1,479 = 3,676 - 2,197$)
- iii. **YTD Gallons This Season** = Equal to zero.
- iv. **YTD Gallons Last Season** = previous YTD Gallons This Season value
- v. **YTD Gallons 2 Seasons Ago** = previous YTD Gallons Last Season value
- vi. **YTD Gallons This Season** = Equal to zero.
- vii. **YTD Gallons Last Season** = previous YTD Sales This Season value
- viii. **YTD Gallons 2 Seasons Ago** = previous YTD Sales Last Season value

Winter to Winter Reset means user will not track summer as separate season. They only reset the season before a new winter season starts.

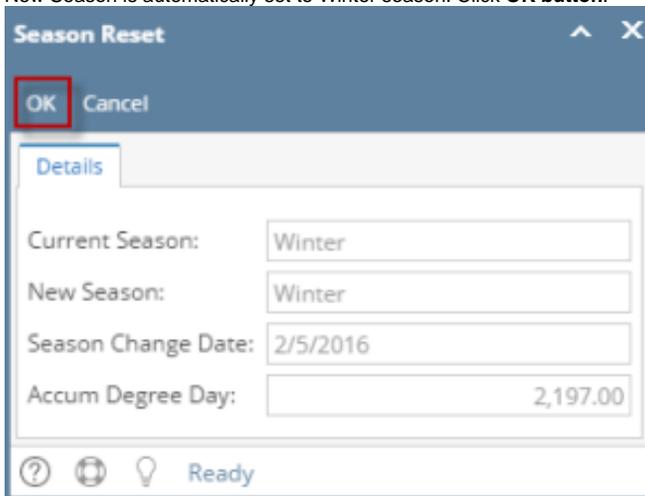
1. Pre-requisites to the season change process:
 - a. **Degree Day Readings** should be updated through the end of the season.
 - i. No Degree Day readings should be entered after the end of the season.
 - b. All **Deliveries** should be synced and any **Sync Conflicts** should be resolved.
 - c. **Lease Billing** should be completed when using Annual methods with incentive based on the number of gallons used in a season.
2. On the **Menu panel**, click the **Degree Day Clock** menu. This will open the Search Degree Day Clock screen.



3. Search for the degree day clock record, select it, and then click the **Open toolbar** button. This will open the Degree Day Clock record.
4. Click the **Change Season** toolbar button. This will open the **Season Reset** screen.



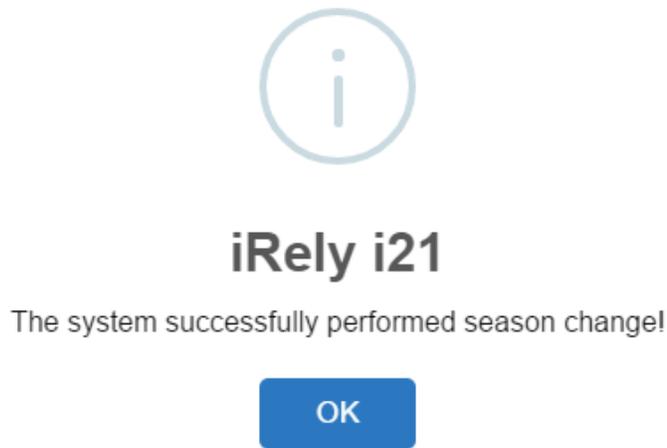
5. The **Season Reset** screen will display the Current Season, New Season, Season Change Date and the Accum Degree Day. Currently, New Season is automatically set to Winter season. Click **OK** button.



6. This message will display to confirm if you want to proceed with the season change or not. Click **Yes button** to proceed.



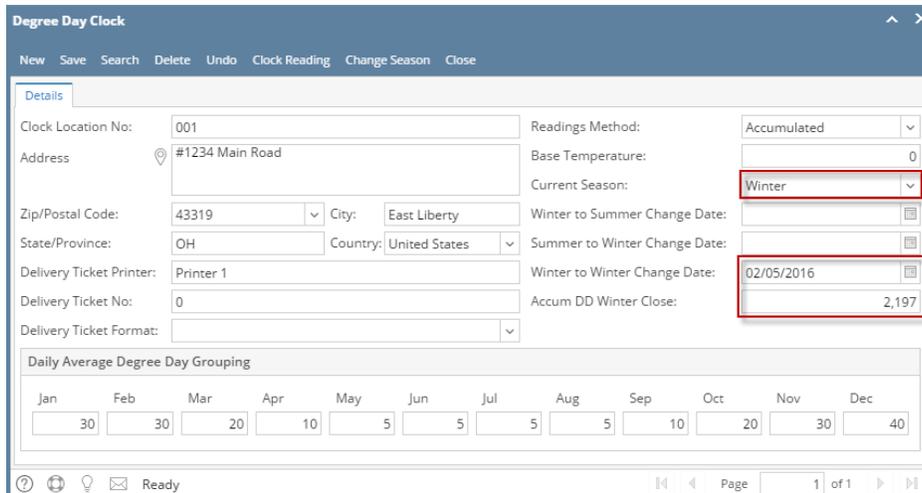
7. The message below will display once the season change had finished successfully. Click **OK button** to close the message.



8. Performing the season change will update the following screens:

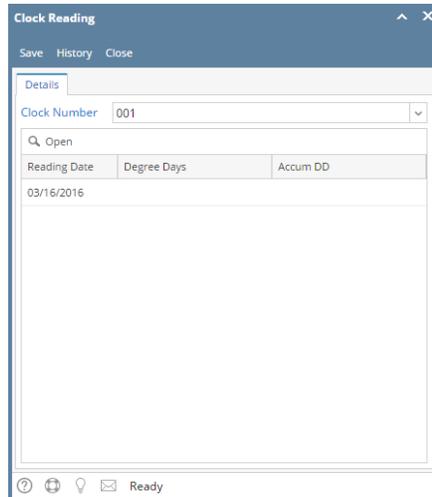
a. **Degree Day Clock**

- i. **Current Season** is changed to the selected Season in Season Reset screen. Currently, this is always set to **Winter** since Winter to Summer process is not yet catered on the latest i21 version.
- ii. **Winter to Winter Change Date** is changed to the last Degree Day entry in Clock Reading. This is the value in Season Change Date of Season Reset screen.
- iii. **Accum DD Winter Close** is the last Accum DD of the last Degree Day entry in Clock Reading. This is the value in Accum Degree Day in Season Reset screen.



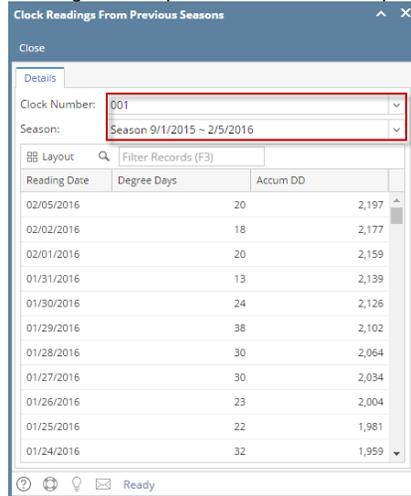
b. Clock Reading

- Clock Reading of the specific clock is reset.



c. Clock Reading History

- Reading from the previous season of the specific clock will be available in [Clock Reading History](#).



d. Consumption Site Details Tab

- Before and After Season Reset

Before Season Reset

Delivery Details	
Last Delivery:	01/20/2016
Last Delivery Degree Day:	1,827
Last Delivered Gallons:	183.20
Next Delivery Degree Day:	3,676
Estimated Gallons Left:	212.49
Estimated Percent Left:	65.38
Last Gallons in Tank:	260.00
YTD Gallons This Season:	430.00
YTD Gallons Last Season:	984.70
YTD Gallons 2 Seasons Ago:	0.00
YTD Sales This Season:	544.3900
YTD Sales Last Season:	1,630.6100
YTD Sales 2 Seasons Ago:	0.0000

After Season Reset

Delivery Details	
Last Delivery:	01/20/2016
Last Delivery Degree Day:	
Last Delivered Gallons:	
Next Delivery Degree Day:	
Estimated Gallons Left:	
Estimated Percent Left:	
Last Gallons in Tank:	
YTD Gallons This Season:	
YTD Gallons Last Season:	
YTD Gallons 2 Seasons Ago:	
YTD Sales This Season:	
YTD Sales Last Season:	
YTD Sales 2 Seasons Ago:	

The following fields are updated based on the computation:

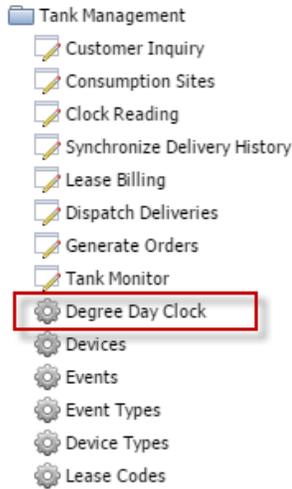
- i. **Last Delivery Degree Day** = previous Last Delivery Degree Day - Last Accumulated Degree Day from Clock Reading.
(Ex. $-370 = 1,827 - 2,197$)
- ii. **Next Delivery Degree Day** = previous Next Delivery Degree Day - Last Accumulated Degree Day. (Ex. $1,479 = 3,676 - 2,197$)
- iii. **YTD Gallons This Season** = Equal to zero.
- iv. **YTD Gallons Last Season** = previous YTD Gallons This Season value
- v. **YTD Gallons 2 Seasons Ago** = previous YTD Gallons Last Season value
- vi. **YTD Gallons This Season** = Equal to zero.
- vii. **YTD Gallons Last Season** = previous YTD Sales This Season value
- viii. **YTD Gallons 2 Seasons Ago** = previous YTD Sales Last Season value



Winter to Winter Reset means user will not track summer as separate season. They only reset the season before a new winter season starts.

1. Pre-requisites to the season change process:
 - a. **Degree Day Readings** should be updated through the end of the season.
 - i. No Degree Day readings should be entered after the end of the season.
 - b. All **Deliveries** should be synced and any **Sync Conflicts** should be resolved.
 - c. **Lease Billing** should be completed when using Annual methods with incentive based on the number of gallons used in a season.

2. On the **Menu panel**, click the **Degree Day Clock menu**. This will open the Search Degree Day Clock screen.

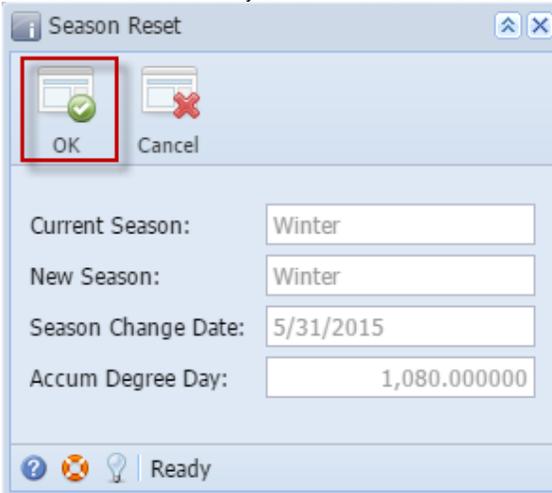


3. Search for the degree day clock record, select it, and then click the **View toolbar button**. This will open the Degree Day Clock record.

4. Click the **Change Season toolbar button**. This will open the **Season Reset** screen.



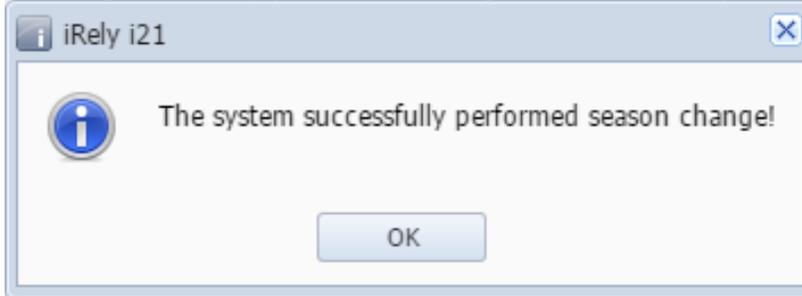
5. The **Season Reset screen** will display the Current Season, New Season, Season Change Date and the Accum Degree Day. Currently, New Season is automatically set to Winter season. Click **OK button**.



6. This message will display to confirm if you want to proceed with the season change or not. Click **Yes button** to proceed.



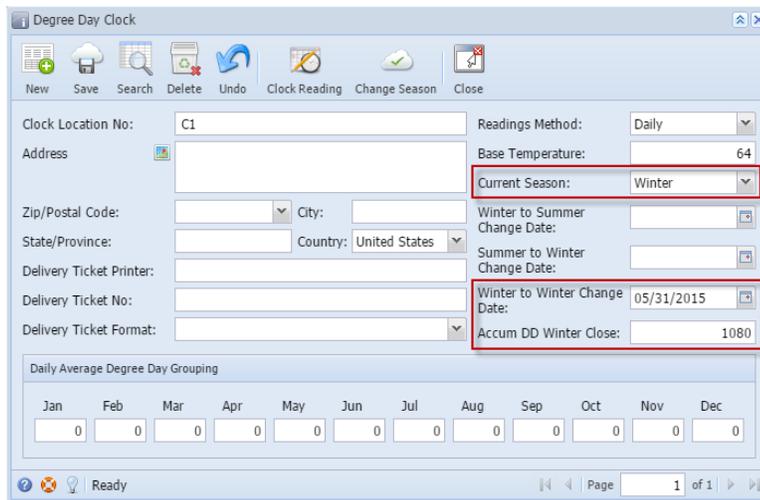
7. The message below will display once the season change had finished successfully. Click **OK button** to close the message.



8. Performing the season change will update the following screens:

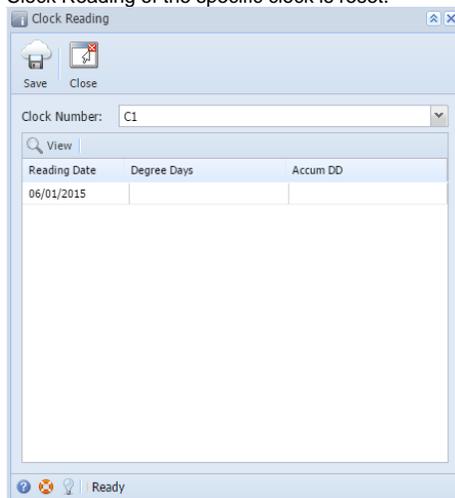
a. **Degree Day Clock**

- i. **Current Season** is changed to the selected Season in Season Reset screen.
- ii. **Winter to Winter Change Date** is changed to the last Degree Day entry in Clock Reading. This is the value in Season Change Date of Season Reset screen.
- iii. **Accum DD Winter Close** is the last Accum DD of the last Degree Day entry in Clock Reading. This is the value in Accum Degree Day in Season Reset screen.



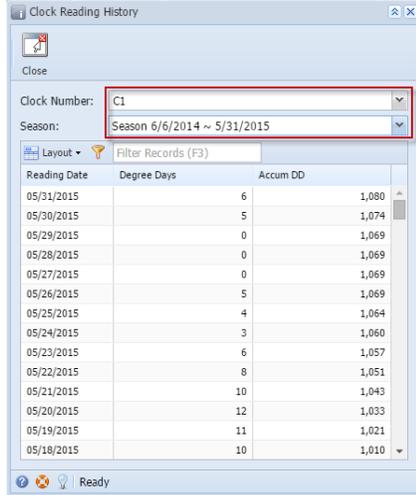
b. **Clock Reading**

- Clock Reading of the specific clock is reset.



c. **Clock Reading History**

- Reading from the previous season of the specific clock will be available in [Clock Reading History](#).



Reading Date	Degree Days	Accum DD
05/31/2015	6	1,080
05/30/2015	5	1,074
05/29/2015	0	1,069
05/28/2015	0	1,069
05/27/2015	0	1,069
05/26/2015	5	1,069
05/25/2015	4	1,064
05/24/2015	3	1,060
05/23/2015	6	1,057
05/22/2015	8	1,051
05/21/2015	10	1,043
05/20/2015	12	1,033
05/19/2015	11	1,021
05/18/2015	10	1,010

i **Winter to Winter Reset** means user will not track summer as separate season. They only reset the season before a new winter season starts.