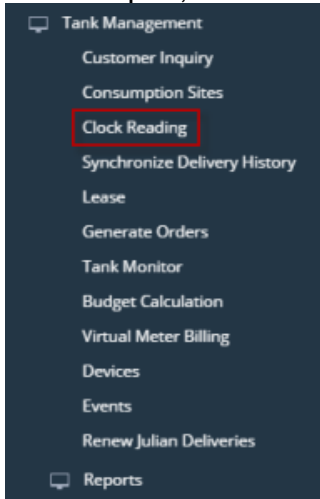
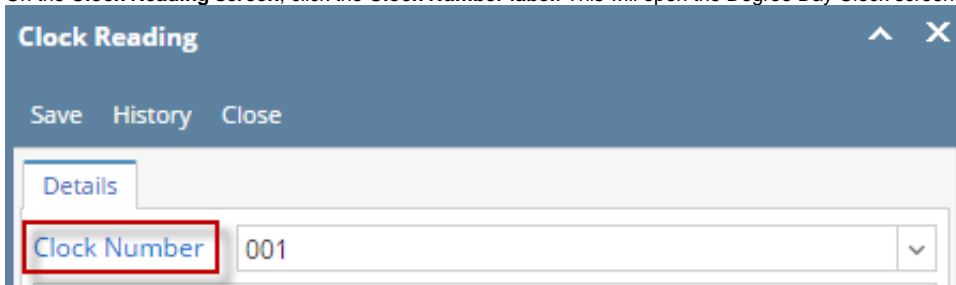


How to Change Season From Winter to Winter

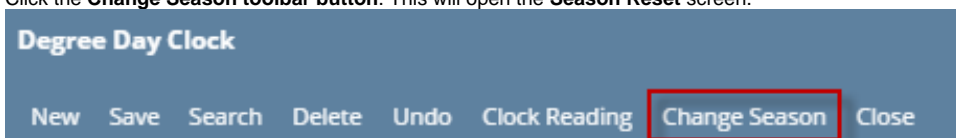
1. Pre-requisites to the season change process:
 - a. **Degree Day Readings** should be updated through the end of the season.
 - i. No Degree Day readings should be entered after the end of the season.
 - b. All **Deliveries** should be synced and any **Sync Conflicts** should be resolved.
 - c. **Lease 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.



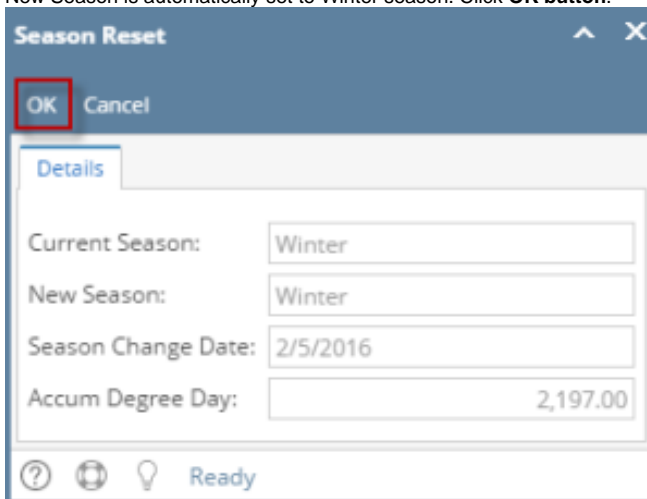
On the **Clock Reading screen**, click the **Clock Number label**. This will open the Degree Day Clock screen.



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.



iRely i21

You are about to change the season from Winter to Winter. Do you want to continue?

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



iRely i21

The system successfully performed season change!

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.

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.

Clock Reading

Save History Close

Details

Clock Number: 001

Open

Reading Date	Degree Days	Accum DD
03/16/2016		

Ready

c. Clock Reading History

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

Clock Readings From Previous Seasons

Close

Details

Clock Number: 001

Season: Season 9/1/2015 ~ 2/5/2016

Layout Filter Records (F3)

Reading Date	Degree Days	Accum DD
02/05/2016	20	2,197
02/02/2016	18	2,177
02/01/2016	20	2,159
01/31/2016	13	2,139
01/30/2016	24	2,126
01/29/2016	38	2,102
01/28/2016	30	2,064
01/27/2016	30	2,034
01/26/2016	23	2,004
01/25/2016	22	1,981
01/24/2016	32	1,959

Ready

d. Consumption Site Details Tab

- Before and After Season Reset

Before Season Reset		After Season Reset	
Delivery Details		Delivery Details	
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

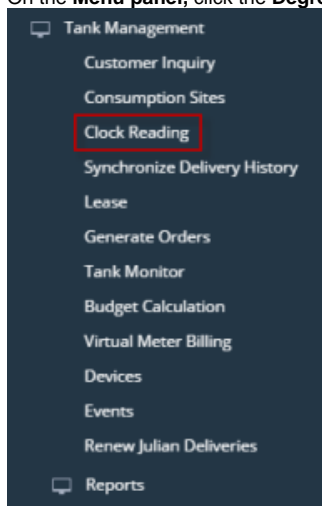
The following fields are updated based on the computation:

- 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

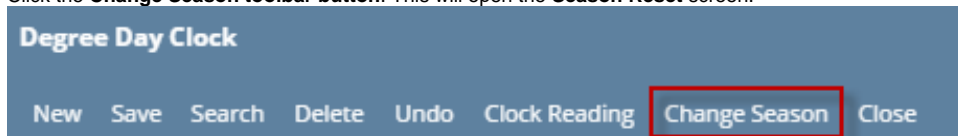


Winter to Winter Reset means user will not track summer as separate season. They only reset the season before a new winter season starts.

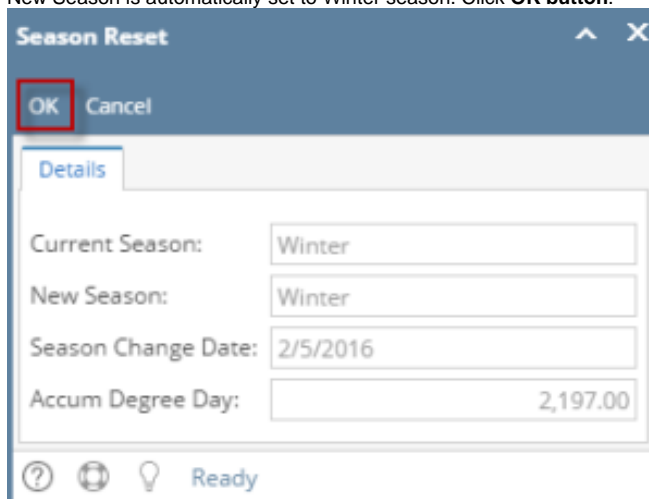
1. Pre-requisites to the season change process:
 - a. **Degree Day Readings** should be updated through the end of the season.
 - i. No Degree Day readings should be entered after the end of the season.
 - b. All **Deliveries** should be synced and any **Sync Conflicts** should be resolved.
 - c. **Lease 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.



iRely i21

You are about to change the season from Winter to Winter. Do you want to continue?

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



iRely i21

The system successfully performed season change!

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.
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- 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.

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.

Clock Reading

Save History Close

Details

Clock Number: 001

Open

Reading Date	Degree Days	Accum DD
03/16/2016		

Ready

c. Clock Reading History

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

Clock Readings From Previous Seasons

Close

Details

Clock Number: 001

Season: Season 9/1/2015 ~ 2/5/2016

Filter Records (F3)

Reading Date	Degree Days	Accum DD
02/05/2016	20	2,197
02/02/2016	18	2,177
02/01/2016	20	2,159
01/31/2016	13	2,139
01/30/2016	24	2,126
01/29/2016	38	2,102
01/28/2016	30	2,064
01/27/2016	30	2,034
01/26/2016	23	2,004
01/25/2016	22	1,981
01/24/2016	32	1,959

Ready

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
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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. $1,479 = 3,676 - 2,197$)
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- viii. **YTD Gallons 2 Seasons Ago** = previous YTD Sales Last Season value

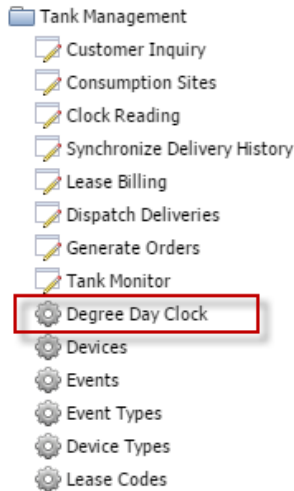


Winter to Winter Reset means user will not track summer as separate season. They only reset the season before a new winter season starts.

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.
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- c. **Lease Billing** should be completed when using Annual methods with incentive based on the number of gallons used in a season.

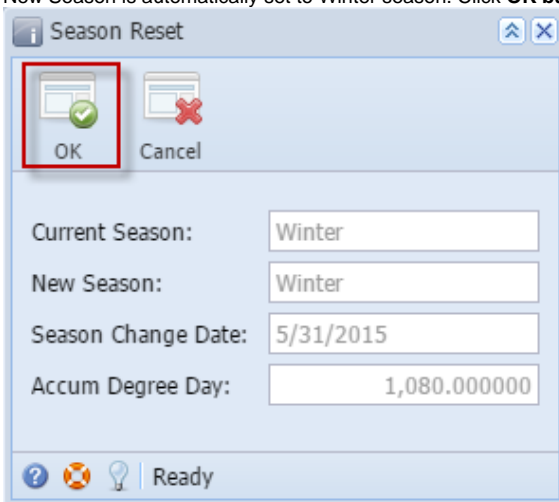
2. On the **Menu panel**, click the **Degree Day Clock** menu. This will open the Search Degree Day Clock screen.



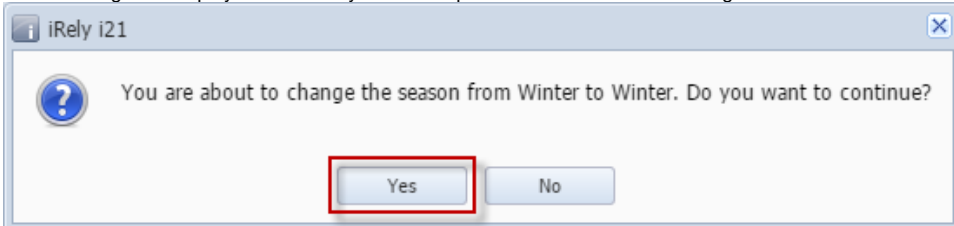
3. Search for the degree day clock record, select it, and then click the **View toolbar button**. This will open the Degree Day Clock record.
4. Click the **Change Season toolbar button**. This will open the **Season Reset** screen.



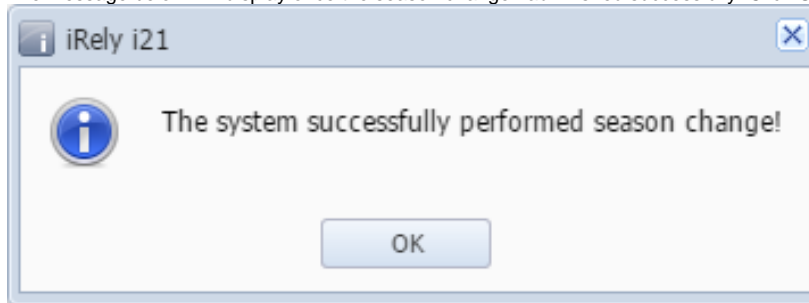
5. The **Season Reset** screen will display the Current Season, New Season, Season Change Date and the Accum Degree Day. Currently, New Season is automatically set to Winter season. Click **OK button**.



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.

A screenshot of the "Degree Day Clock" application window. It features a toolbar with icons for New, Save, Search, Delete, Undo, Clock Reading, Change Season, and Close. The form includes fields for Clock Location No (C1), Address, Zip/Postal Code, City, State/Province, Country (United States), Delivery Ticket Printer, Delivery Ticket No, and Delivery Ticket Format. On the right, there are dropdowns for Readings Method (Daily) and Base Temperature (64), and a "Current Season" dropdown menu which is highlighted with a red box and set to "Winter". Below these are date pickers for "Winter to Summer Change Date", "Summer to Winter Change Date", "Winter to Winter Change Date" (set to 05/31/2015 and highlighted with a red box), and "Accum DD Winter Close" (set to 1080). At the bottom, there is a "Daily Average Degree Day Grouping" table with columns for months Jan through Dec, each with a value of 0.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	0	0	0	0

b. **Clock Reading**

- Clock Reading of the specific clock is reset.

A screenshot of the "Clock Reading" application window. It has a "Save" button and a "Close" button. The "Clock Number" is set to C1. Below is a "View" button and a table with three columns: "Reading Date", "Degree Days", and "Accum DD". The first row of the table shows "06/01/2015" in the "Reading Date" column, with empty cells for "Degree Days" and "Accum DD".

Reading Date	Degree Days	Accum DD
06/01/2015		

o c. **Clock Reading History**

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

The screenshot shows a window titled "Clock Reading History". At the top, there is a "Close" button. Below it, there are two dropdown menus: "Clock Number:" set to "C1" and "Season:" set to "Season 6/6/2014 ~ 5/31/2015". Below these is a "Layout" dropdown and a "Filter Records (F3)" button. The main area is a table with three columns: "Reading Date", "Degree Days", and "Accum DD". The table contains 15 rows of data, showing a progression of readings from May 18, 2015, to May 31, 2015. The "Accum DD" values range from 1,010 to 1,080.

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



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