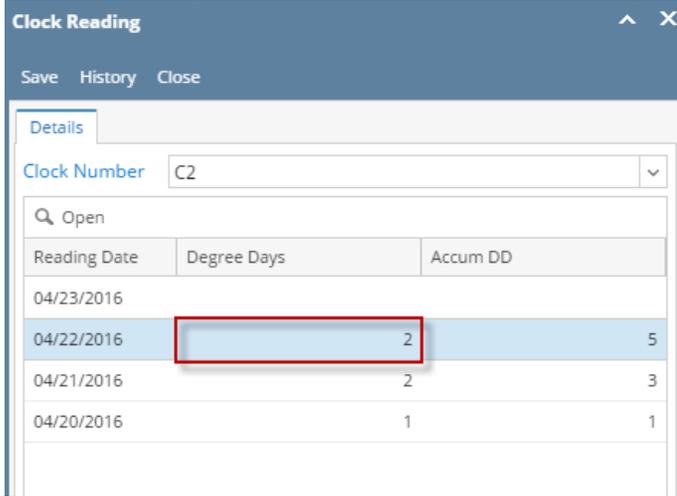


How to Edit a Daily Clock Reading

You are allowed to edit the last degree day reading only. Here are the step on how to do this.

- **Via Clock Reading grid area**

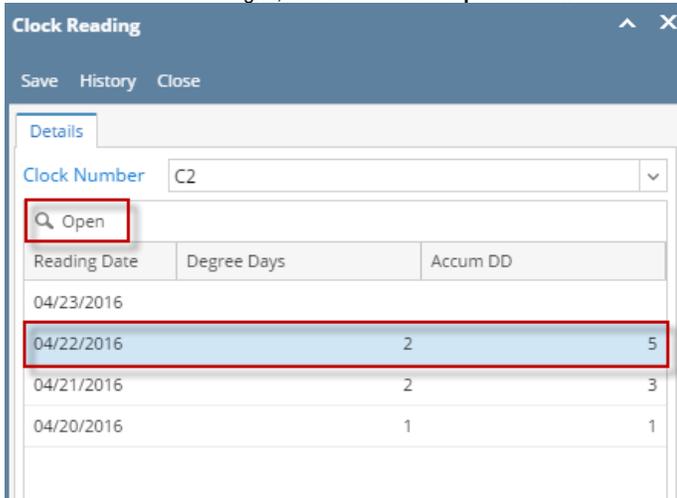
1. [Open the Clock Reading record.](#)
2. Click either in the **Degree Days** or **Accum DD** field on the latest reading date. Enter the new value.



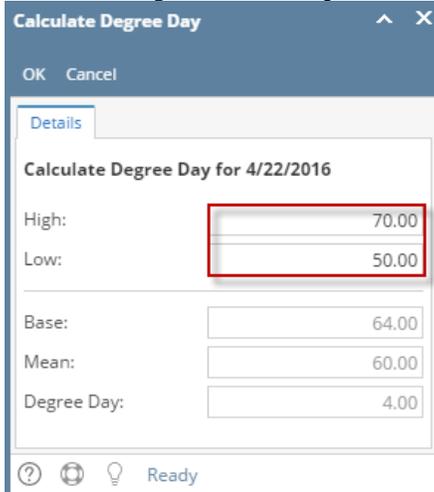
3. **Save** then **Close** the screen.

- **Via Calculate Degree Day screen**

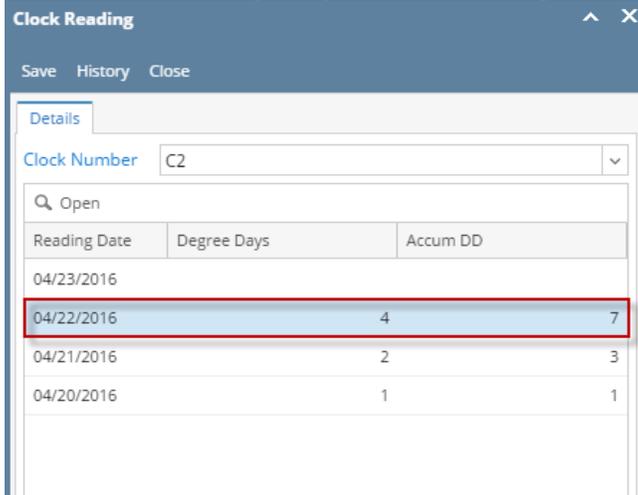
1. Select the latest row in the grid, and then click the **Open** button.



2. Enter the new **High** and **Low** reading.



3. Click the **OK** button. The Degree Days field on Clock Reading screen will be updated.

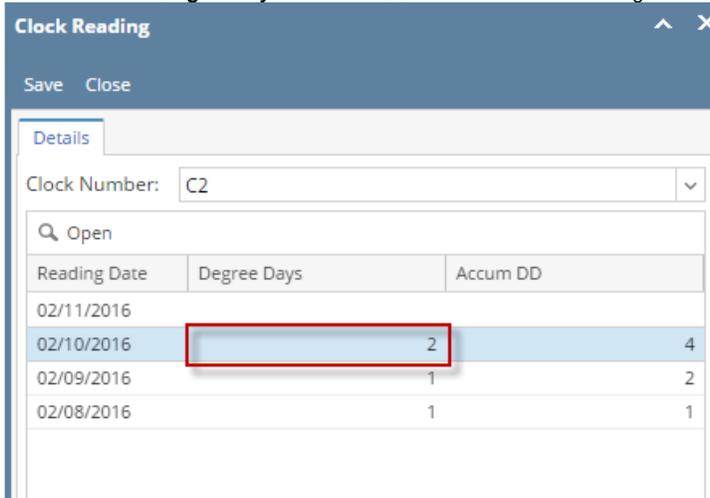


4. **Save** then **Close** the Clock Reading screen.

You are allowed to edit the last degree day reading only. Here are the steps on how to do this.

- **Via Clock Reading grid area**

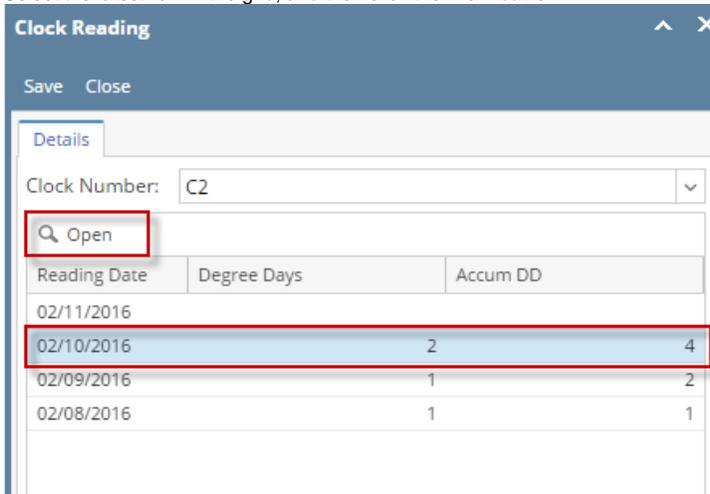
1. [Open the Clock Reading record.](#)
2. Click either in the **Degree Days** or **Accum DD** field on the latest reading date. Enter the new value.



3. **Save** then **Close** the screen.

- **Via Calculate Degree Day screen**

1. Select the latest row in the grid, and then click the **View** button.



2. Enter the new **High** and **Low** reading.

Calculate Degree Day

OK Cancel

Details

Calculate Degree Day for 2/10/2016

High: 70.00

Low: 50.00

Base: 64.00

Mean: 60.00

Degree Day: 4.00

Ready

3. Click the **OK** button. The Degree Days field on Clock Reading screen will be updated.

Clock Reading

Save Close

Details

Clock Number: C2

Open

Reading Date	Degree Days	Accum DD
02/11/2016		
02/10/2016	4	6
02/09/2016	1	2
02/08/2016	1	1

4. **Save** then **Close** the Clock Reading screen.

You are allowed to edit the last degree day reading only. Here are the step on how to do this.

- o **Via Clock Reading grid area**

1. **Open the Clock Reading record.**
2. Click either in the **Degree Days** or **Accum DD** field on the latest reading date. Enter the new value.

Clock Reading

Save Close

Clock Number: C1

View

Reading Date	Degree Days	Accum DD
06/14/2015		
06/13/2015	17	23
06/12/2015	1	6
06/11/2015	1	5

3. **Save** then **Close** the screen.

◦ **Via Calculate Degree Day screen**

1. Select the latest row in the grid, and then click the **View** button.

The 'Clock Reading' window displays a table with the following data:

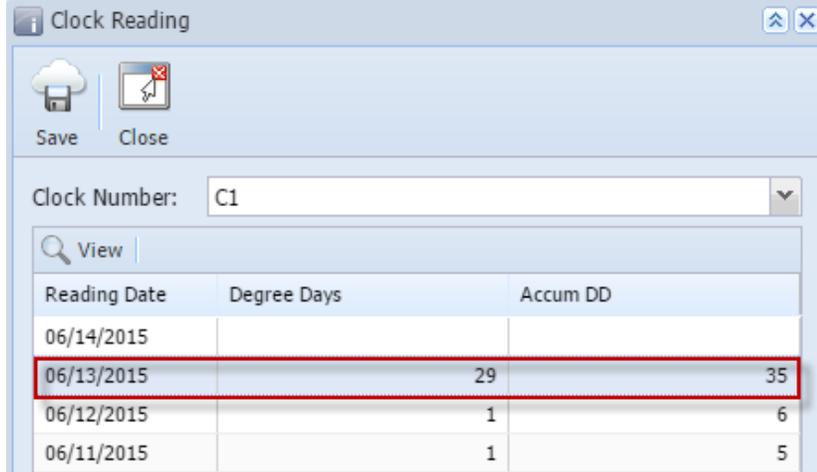
Reading Date	Degree Days	Accum DD
06/14/2015		
06/13/2015	17	23
06/12/2015	1	6
06/11/2015	1	5

2. Enter the new **High** and **Low** reading.

The 'Calculate Degree Day' dialog box shows the following values:

High:	40
Low:	30
Base:	64
Mean:	35.000000
Degree Day:	29

- Click the **OK** toolbar button. The Degree Days field on Clock Reading screen will be updated.

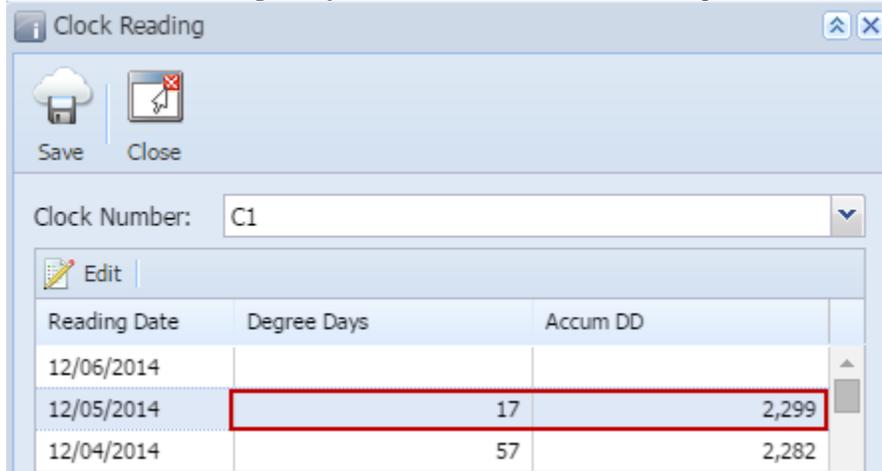


- Save** then **Close** the Clock Reading screen.

You are allowed to edit the last degree day reading only. Here are the step on how to do this.

- **Via Clock Reading grid area**

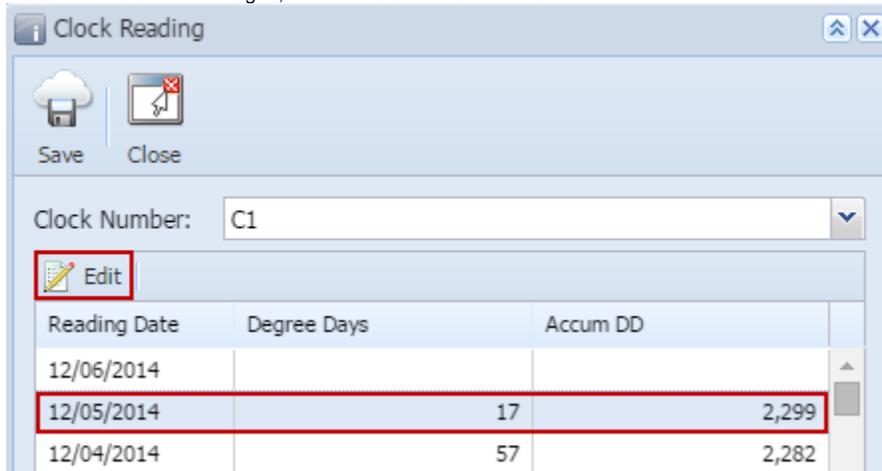
- Open the [Clock Reading record](#).
- Double click either in the **Degree Days** or **Accum DD** field on the latest reading date. Enter the new value.



- Save** then **Close** the screen.

- **Via Calculate Degree Day screen**

- Select the latest row in the grid, and then click the **Edit** button.



2. Enter the new **High** and **Low** reading.

The screenshot shows a software dialog box titled "Calculate Degree Day" with a date of "12/5/2014". At the top, there are "OK" and "Cancel" buttons. Below the title, there are five input fields with their respective values: "High:" (0), "Low:" (0), "Base:" (64), "Mean:" (0.00), and "Degree Day:" (17). The status bar at the bottom indicates "Ready".

Field	Value
High:	0
Low:	0
Base:	64
Mean:	0.00
Degree Day:	17

3. Click the **OK** toolbar button. The Degree Days field on Clock Reading screen will be updated.
4. **Save** then **Close** the Clock Reading screen.