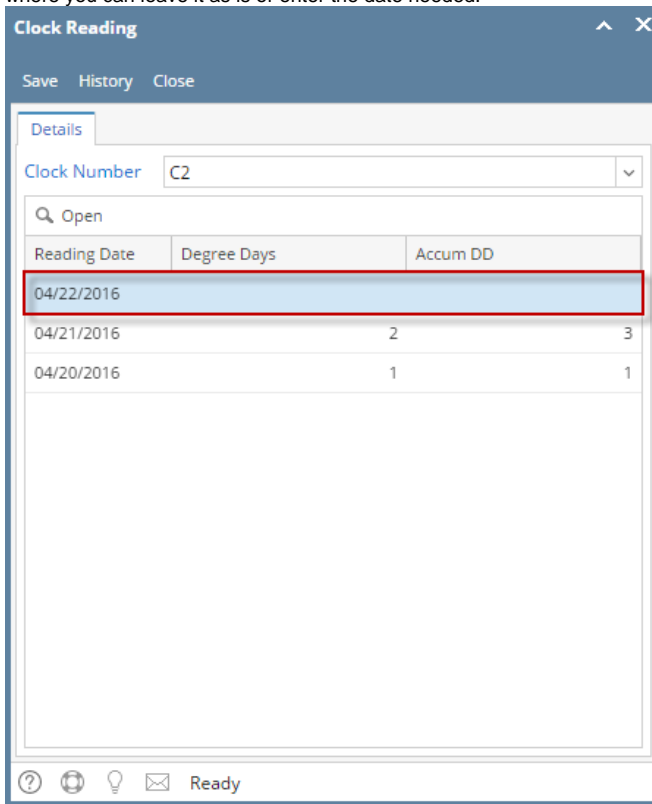


# How to Add New Daily Clock Reading

- **By directly entering the new reading in the Clock Reading grid:**

1. [Open the Clock Reading record](#). The blank row is where you can enter the details. This row automatically displays the next clock date where you can leave it as is or enter the date needed.



The screenshot shows a window titled "Clock Reading" with a menu bar containing "Save", "History", and "Close". Below the menu bar is a "Details" tab. Under the "Details" tab, there is a "Clock Number" dropdown menu set to "C2". Below this is a search bar with the text "Open". Below the search bar is a table with three columns: "Reading Date", "Degree Days", and "Accum DD". The table has three rows of data. The first row is highlighted in blue and contains the date "04/22/2016". The second row contains "04/21/2016", "2", and "3". The third row contains "04/20/2016", "1", and "1". At the bottom of the window is a status bar with icons for help, refresh, lightbulb, and email, followed by the text "Ready".

Reading Date	Degree Days	Accum DD
04/22/2016		
04/21/2016	2	3
04/20/2016	1	1

2. Enter a **Reading Date**.
3. Enter either a **Degree Days** or an **Accum DD**.
4. Hit the Enter or Tab key. The new clock reading will be added in the uppermost row of the grid.

- **By using the Calculate Degree Day screen:**

When using the Calculate Degree Day screen to compute the next Degree Day reading, make sure that the **Base Temperature** of the Degree Day Clock screen is correctly configured.

1. Select the empty row in the grid, and then click the **Open button**. This will open the Calculate Degree Day screen.

The 'Clock Reading' window has a title bar with a maximize button and a close button. Below the title bar are buttons for 'Save', 'History', and 'Close'. The 'Details' tab is selected. A 'Clock Number' dropdown menu is set to 'C2'. Below this is a search bar with a magnifying glass icon and the text 'Open'. A table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD' is shown. The first row is highlighted in blue and contains the date '04/22/2016'. The second row contains '04/21/2016', '2', and '3'. The third row contains '04/20/2016', '1', and '1'. The status bar at the bottom shows icons for help, globe, lightbulb, and email, followed by the text 'Ready'.

Reading Date	Degree Days	Accum DD
04/22/2016		
04/21/2016	2	3
04/20/2016	1	1

2. Enter the **High** and **Low** value. This will automatically compute the Degree Day. Click the **OK** button.

The 'Calculate Degree Day' window has a title bar with a maximize button and a close button. Below the title bar are buttons for 'OK' and 'Cancel'. The 'Details' tab is selected. The text 'Calculate Degree Day for 4/22/2016' is displayed. Below this are input fields for 'High:', 'Low:', 'Base:', 'Mean:', and 'Degree Day:'. The 'High:' field contains '80.00' and the 'Low:' field contains '44.00'. The 'Base:' field contains '64.00', the 'Mean:' field contains '62.00', and the 'Degree Day:' field contains '2.00'. The status bar at the bottom shows icons for help, globe, lightbulb, and email, followed by the text 'Ready'.

High:	80.00
Low:	44.00
Base:	64.00
Mean:	62.00
Degree Day:	2.00

3. The new degree day reading will be added in the Clock Reading grid.

The screenshot shows the 'Clock Reading' window with a 'Details' tab. The 'Clock Number' is set to 'C2'. Below is a search bar labeled 'Open' and a table with columns 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains three rows of data, with the first row highlighted in blue and a red box around it.

Reading Date	Degree Days	Accum DD
04/22/2016	2	5
04/21/2016	2	3
04/20/2016	1	1

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

- **By directly entering the new reading in the Clock Reading grid:**

1. **Open the Clock Reading record.** The blank row is where you can enter the details. This row automatically display the next clock date where you can leave it as is or enter the date needed.

The screenshot shows the 'Clock Reading' window with a 'Details' tab. The 'Clock Number' is set to 'C2'. Below is a search bar labeled 'Open' and a table with columns 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains three rows of data, with the first row highlighted in blue and a red box around it.

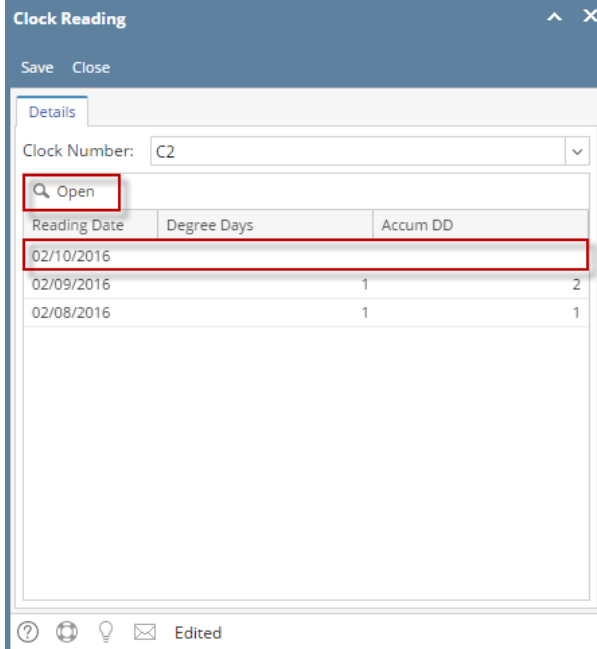
Reading Date	Degree Days	Accum DD
02/10/2016		
02/09/2016	1	2
02/08/2016	1	1

2. Enter a **Reading Date**.
3. Enter either a **Degree Days** or an **Accum DD**.
4. Hit the Enter or Tab key. The new clock reading will be added in the uppermost row of the grid.

- **By using the Calculate Degree Day screen:**

When using the Calculate Degree Day screen to compute the next Degree Day reading, make sure that the **Base Temperature** of the Degree Day Clock screen is correctly configured.

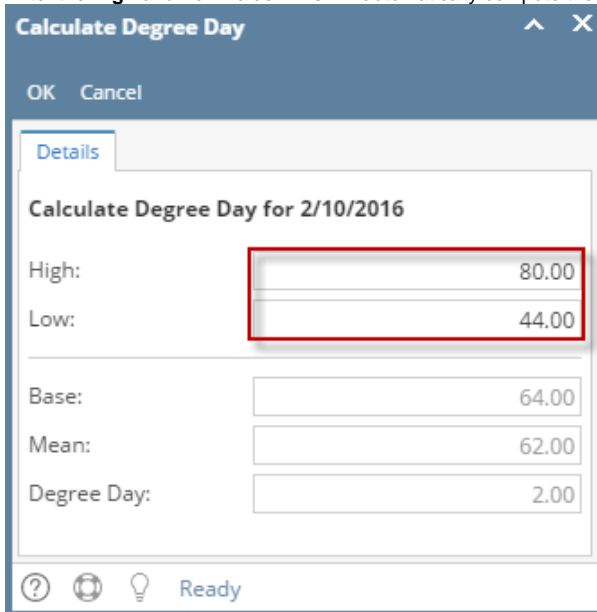
1. Select the empty row in the grid, and then click the **Open button**. This will open the Calculate Degree Day screen.



The 'Clock Reading' dialog box has a title bar with a maximize button and a close button. Below the title bar are 'Save' and 'Close' buttons. The 'Details' tab is active, showing a 'Clock Number' dropdown set to 'C2'. Below this is a search bar with a magnifying glass icon and the text 'Open', which is highlighted with a red box. Underneath is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The first row of the table is highlighted with a red box and contains the date '02/10/2016'. The second row contains '02/09/2016', '1', and '2'. The third row contains '02/08/2016', '1', and '1'. At the bottom of the dialog are icons for help, refresh, lightbulb, and email, followed by the text 'Edited'.

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

2. Enter the **High** and **Low** value. This will automatically compute the Degree Day. Click the **OK** button.



The 'Calculate Degree Day' dialog box has a title bar with a maximize button and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The 'Details' tab is active, showing the title 'Calculate Degree Day for 2/10/2016'. Below this are input fields for 'High:', 'Low:', 'Base:', 'Mean:', and 'Degree Day:'. The 'High:' and 'Low:' fields are highlighted with a red box and contain the values '80.00' and '44.00' respectively. The 'Base:' field contains '64.00', the 'Mean:' field contains '62.00', and the 'Degree Day:' field contains '2.00'. At the bottom of the dialog are icons for help, refresh, lightbulb, and the text 'Ready'.

High:	80.00
Low:	44.00
Base:	64.00
Mean:	62.00
Degree Day:	2.00

3. The new degree day reading will be added in the Clock Reading grid.

**Clock Reading** [^] [X]

Save Close

Details

Clock Number: C2 [v]

Open

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

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

- **By directly entering the new reading in the Clock Reading grid:**

1. [Open the Clock Reading record](#). The blank row is where you can enter the details. This row automatically display the next clock date where you can leave it as is or enter the date needed.

**Clock Reading** [^] [X]

Save Close

Clock Number: C1 [v]

View

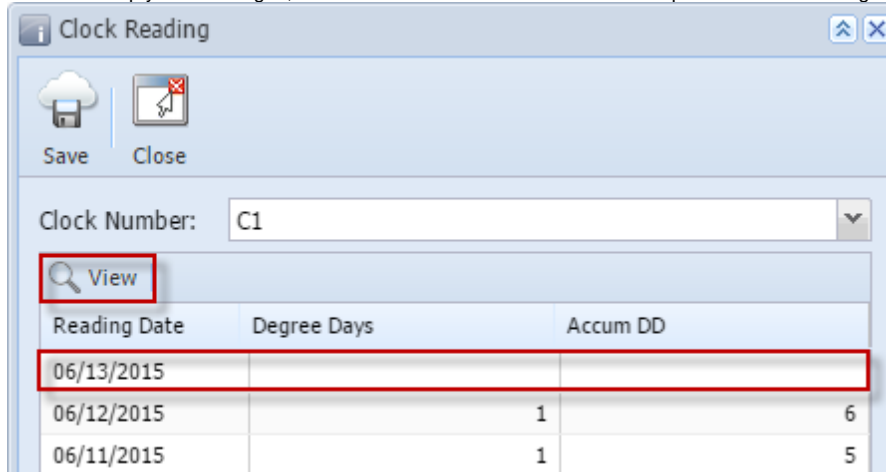
Reading Date	Degree Days	Accum DD
06/13/2015		
06/12/2015	1	6
06/11/2015	1	5

2. Enter a **Reading Date**.
3. Enter either a **Degree Days** or an **Accum DD**.
4. Hit the Enter or Tab key. The new clock reading will be added in the uppermost row of the grid.

- **By using the Calculate Degree Day screen:**

When using the Calculate Degree Day screen to compute the next Degree Day reading, make sure that the **Base Temperature** of the Degree Day Clock screen is correctly configured.

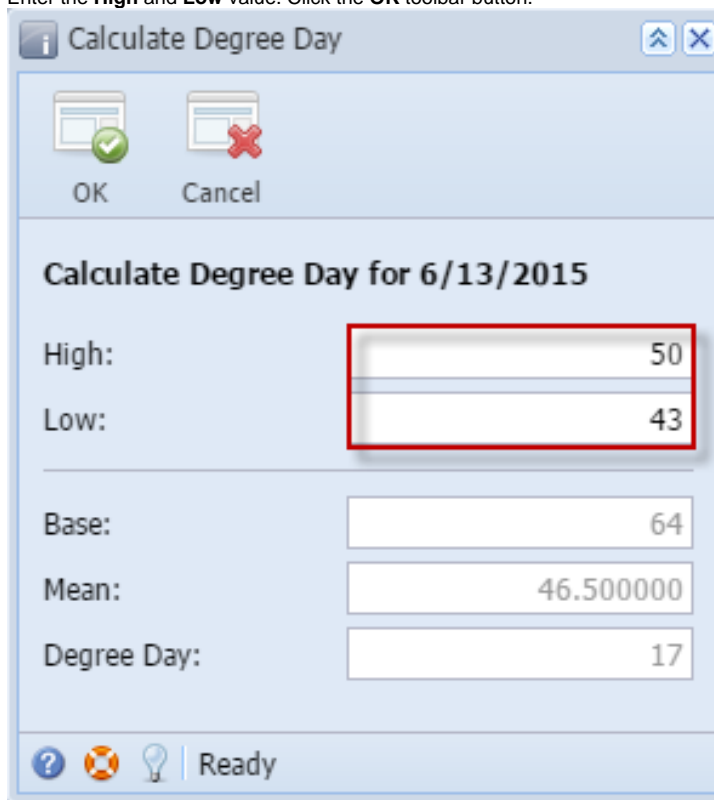
1. Select the empty row in the grid, and then click the **View button**. This will open the Calculate Degree Day screen.



The "Clock Reading" dialog box has a title bar with an information icon and window controls. Below the title bar are "Save" and "Close" buttons. A "Clock Number" dropdown menu is set to "C1". A "View" button, highlighted with a red rectangle, is located below the dropdown. Below the "View" button is a table with three columns: "Reading Date", "Degree Days", and "Accum DD". The first row of the table is highlighted with a red rectangle.

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

2. Enter the **High** and **Low** value. Click the **OK** toolbar button.



The "Calculate Degree Day" dialog box has a title bar with an information icon and window controls. Below the title bar are "OK" and "Cancel" buttons. The main area is titled "Calculate Degree Day for 6/13/2015". It contains five input fields: "High:" (50), "Low:" (43), "Base:" (64), "Mean:" (46.500000), and "Degree Day:" (17). The "High" and "Low" fields are highlighted with a red rectangle. At the bottom, there are icons for help, a life preserver, and a lightbulb, followed by the text "Ready".

High: 50

Low: 43

Base: 64

Mean: 46.500000

Degree Day: 17

3. The new degree day reading will be added in the Clock Reading grid.

The screenshot shows the 'Clock Reading' window. At the top, there are 'Save' and 'Close' buttons. Below them is a 'Clock Number' dropdown menu set to 'C1'. A 'View' button is next to it. The main part of the window is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains four rows of data. The second row, with date '06/13/2015', 'Degree Days' of 17, and 'Accum DD' of 23, is highlighted with a red border.

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

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

• **By directly entering the new reading in the Clock Reading grid:**

1. [Open the Clock Reading record](#). The blank row is where you can enter the details. This row automatically displays the next clock date where you can leave it as is or enter the date needed.

The screenshot shows the 'Clock Reading' window. At the top, there are 'Save' and 'Close' buttons. Below them is a 'Clock Number' dropdown menu set to 'C1'. An 'Edit' button is next to it. The main part of the window is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains four rows of data. The first row, with date '12/05/2014', is highlighted with a red border.

Reading Date	Degree Days	Accum DD
12/05/2014		
12/04/2014	57	2,282
12/03/2014	56	2,225

2. Enter a **Reading Date**.  
3. Enter either a **Degree Days** or an **Accum DD**.  
4. Hit the Enter or Tab key. The new clock reading will be added in the uppermost row of the grid.

• **By using the Calculate Degree Day screen:**

When using the Calculate Degree Day screen to compute the next Degree Day reading, make sure that the **Base Temperature** of the Degree Day Clock screen is correctly configured.

1. Select the empty row in the grid, and then click the **Edit** button. This will open the Calculate Degree Day screen.

The screenshot shows the 'Clock Reading' window. At the top, there are 'Save' and 'Close' buttons. Below them is a 'Clock Number' dropdown menu set to 'C1'. An 'Edit' button is next to it. The main part of the window is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains four rows of data. The first row, with date '12/05/2014', is highlighted with a red border.

Reading Date	Degree Days	Accum DD
12/05/2014		
12/04/2014	57	2,282
12/03/2014	56	2,225

2. Enter the **High** and **Low** value. Click the **OK** toolbar button.

**Calculate Degree Day**

OK Cancel

**Calculate Degree Day for 12/5/2014**

High: 50

Low: 43

Base: 64

Mean: 46.50

Degree Day: 17

? [Icons] Ready

3. The new degree day reading will be added in the Clock Reading grid.

**Clock Reading**

Save Close

Clock Number: C1

Edit

Reading Date	Degree Days	Accum DD
12/06/2014		
12/05/2014	17	2,299
12/04/2014	57	2,282

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