

# 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.

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.

**Clock Reading**

Save History Close

Details

Clock Number C2

Open

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

Ready

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

**Calculate Degree Day**

OK Cancel

Details

Calculate Degree Day for 4/22/2016

High: 80.00

Low: 44.00

Base: 64.00

Mean: 62.00

Degree Day: 2.00

Ready

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 the search bar, there is a table with columns 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains the following data:

Reading Date	Degree Days	Accum DD
04/23/2016		
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 the search bar, there is a table with columns 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains the following data:

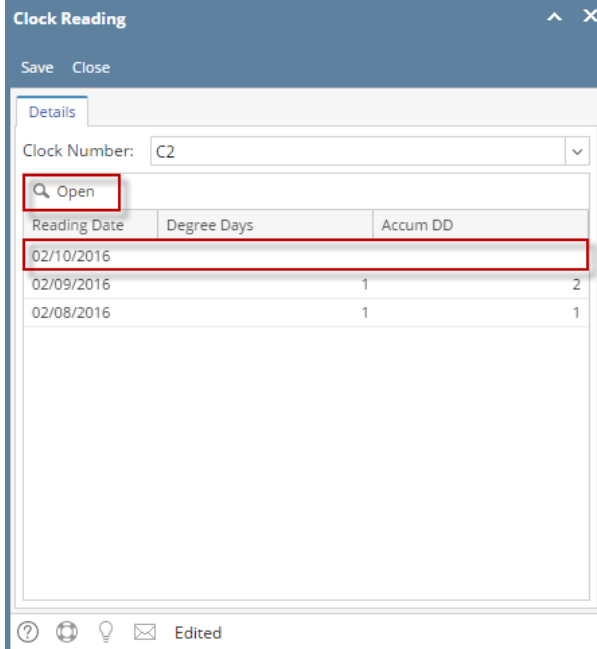
Reading Date	Degree Days	Accum DD
02/10/2016		
02/09/2016	1	2
02/08/2016	1	1

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.

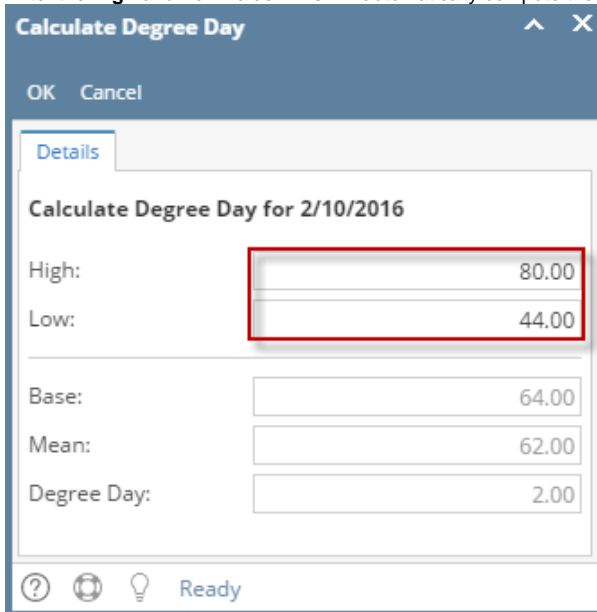
1. Select the empty row in the grid, and then click the **Open button**. This will open the Calculate Degree Day screen.



The 'Clock Reading' window has a 'Details' tab. At the top, 'Clock Number' is 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 window, there is a status bar with 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' window has an 'OK' button and a 'Cancel' button. It has a 'Details' tab. The title of the window is 'Calculate Degree Day for 2/10/2016'. Below the title are five input fields with their corresponding values: 'High:' with '80.00', 'Low:' with '44.00', 'Base:' with '64.00', 'Mean:' with '62.00', and 'Degree Day:' with '2.00'. The 'High' and 'Low' input fields are highlighted with a red box. At the bottom of the window, there is a status bar with 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** [Save] [Close]

Details

Clock Number: C2

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** [Save] [Close]

Clock Number: C1

View

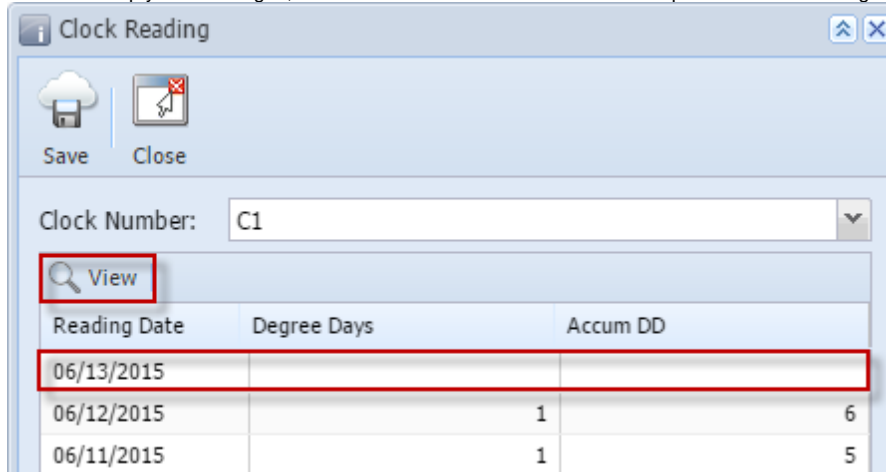
Reading Date	Degree Days	Accum DD
06/13/2015		
06/12/2015	1	6
06/11/2015	1	5

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.

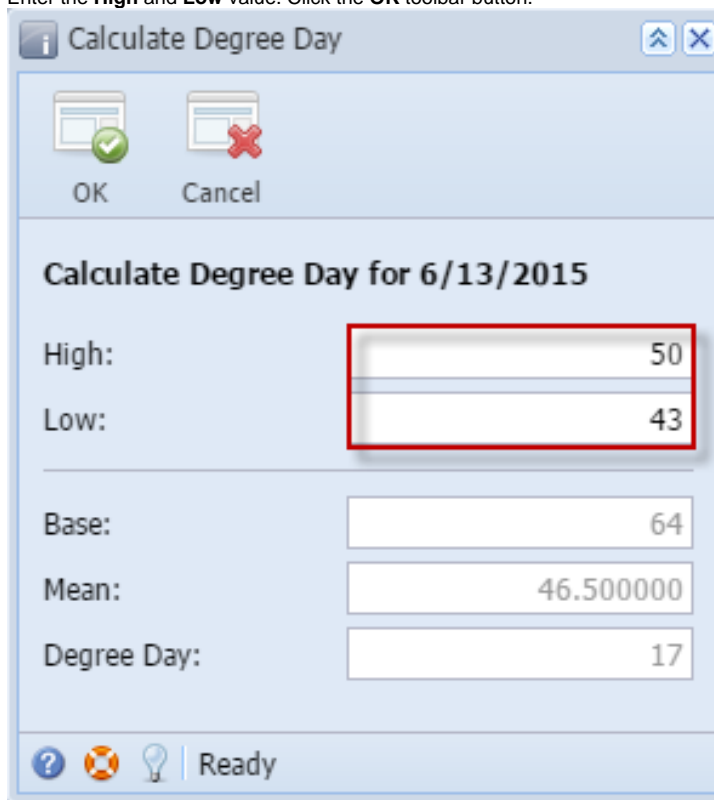
1. Select the empty row in the grid, and then click the **View button**. This will open the Calculate Degree Day screen.



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'.

Calculate Degree Day for 6/13/2015

High: 50

Low: 43

Base: 64

Mean: 46.500000

Degree Day: 17

Ready

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

**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

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.

**Clock Reading**

Save Close

Clock Number: C1

Edit

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.

**Clock Reading**

Save Close

Clock Number: C1

Edit

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

? ? ? 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.