

# How to Edit a Daily Clock Reading

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.

The 'Clock Reading' dialog box has a 'Details' tab. It shows a 'Clock Number' dropdown set to 'C2'. Below is a table with columns 'Reading Date', 'Degree Days', and 'Accum DD'. The latest reading, 04/22/2016, is highlighted, and its 'Degree Days' value of 2 is enclosed in a red box.

Reading Date	Degree Days	Accum DD
04/23/2016		
04/22/2016	2	5
04/21/2016	2	3
04/20/2016	1	1

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.

This screenshot is identical to the previous one, but with a red box around the 'Open' button (magnifying glass icon) and another red box around the entire row for 04/22/2016.

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

The 'Calculate Degree Day' dialog box has an 'OK' button and a 'Cancel' button. It has a 'Details' tab. The title is 'Calculate Degree Day for 4/22/2016'. It contains several input fields: 'High' (70.00), 'Low' (50.00), 'Base' (64.00), 'Mean' (60.00), and 'Degree Day' (4.00). The 'High' and 'Low' fields are highlighted with a red box.

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

The screenshot shows the 'Clock Reading' window with the 'Details' tab selected. The 'Clock Number' is 'C2'. Below a search bar, there is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains three rows of data. The row for '04/22/2016' is highlighted with a red box.

Reading Date	Degree Days	Accum DD
04/23/2016		
04/22/2016	4	7
04/21/2016	2	3
04/20/2016	1	1

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

You are allowed to edit the last degree day reading only. Here are the 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.

The screenshot shows the 'Clock Reading' window with the 'Details' tab selected. The 'Clock Number' is 'C2'. Below a search bar, there is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains four rows of data. The row for '02/10/2016' is highlighted with a red box.

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

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

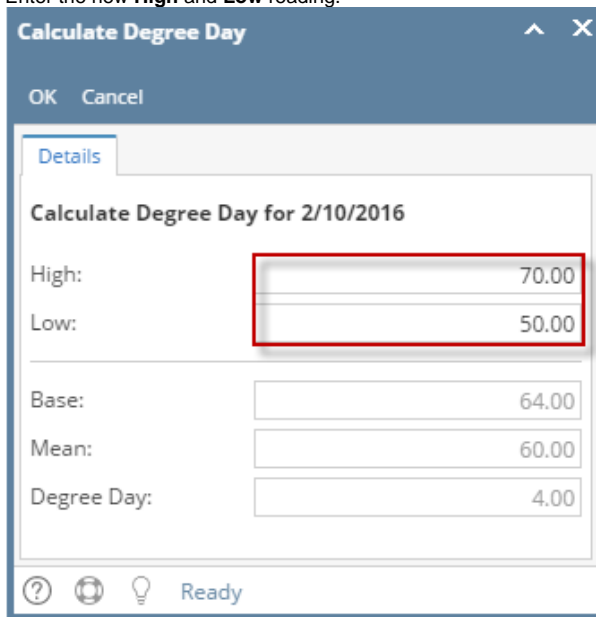
◦ **Via Calculate Degree Day screen**

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

The screenshot shows the 'Clock Reading' window with the 'Details' tab selected. The 'Clock Number' is 'C2'. Below a search bar, there is a table with three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The table contains four rows of data. The row for '02/10/2016' is highlighted with a red box.

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

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



The 'Calculate Degree Day' dialog box is shown with the 'Details' tab selected. It contains 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 70.00 and 50.00 respectively. The Base field contains 64.00, the Mean field contains 60.00, and the Degree Day field contains 4.00. The dialog has 'OK' and 'Cancel' buttons at the top and a status bar at the bottom showing 'Ready'.

Calculate Degree Day

OK Cancel

Details

Calculate Degree Day for 2/10/2016

High: 70.00

Low: 50.00

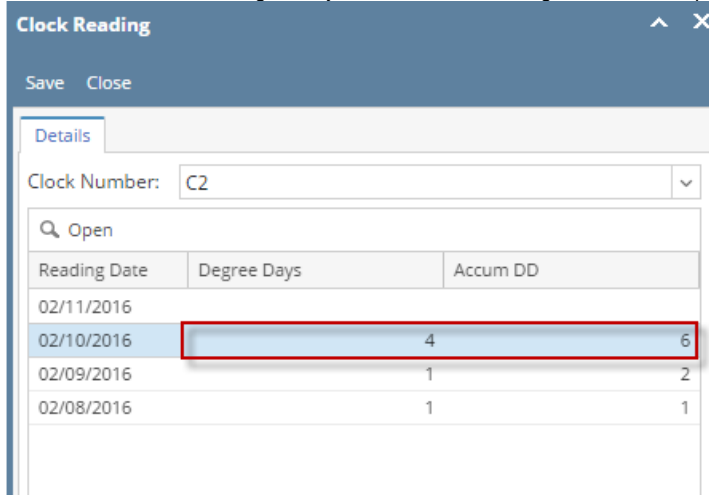
Base: 64.00

Mean: 60.00

Degree Day: 4.00

? ? ? Ready

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



The 'Clock Reading' screen is shown with the 'Details' tab selected. It displays a table of clock readings for clock C2. The table has columns for Reading Date, Degree Days, and Accum DD. The row for 02/10/2016 is highlighted with a red box, showing a Degree Days value of 4 and an Accum DD value of 6. The other rows show readings for 02/11/2016, 02/09/2016, and 02/08/2016.

Clock Reading

Save Close

Details

Clock Number: C2

Open

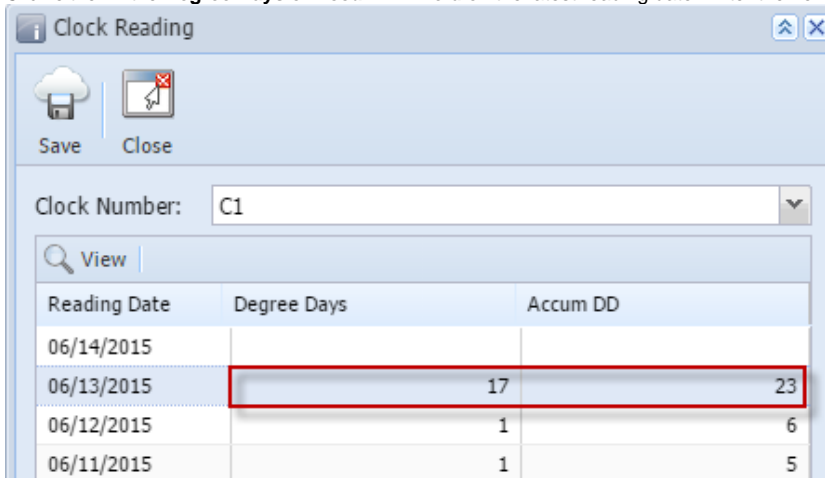
Reading Date	Degree Days	Accum DD
02/11/2016		
02/10/2016	4	6
02/09/2016	1	2
02/08/2016	1	1

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.

- **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.



The 'Clock Reading' screen is shown with the 'View' tab selected. It displays a table of clock readings for clock C1. The table has columns for Reading Date, Degree Days, and Accum DD. The row for 06/13/2015 is highlighted with a red box, showing a Degree Days value of 17 and an Accum DD value of 23. The other rows show readings for 06/14/2015, 06/12/2015, and 06/11/2015.

Clock Reading

Save Close

Clock Number: C1

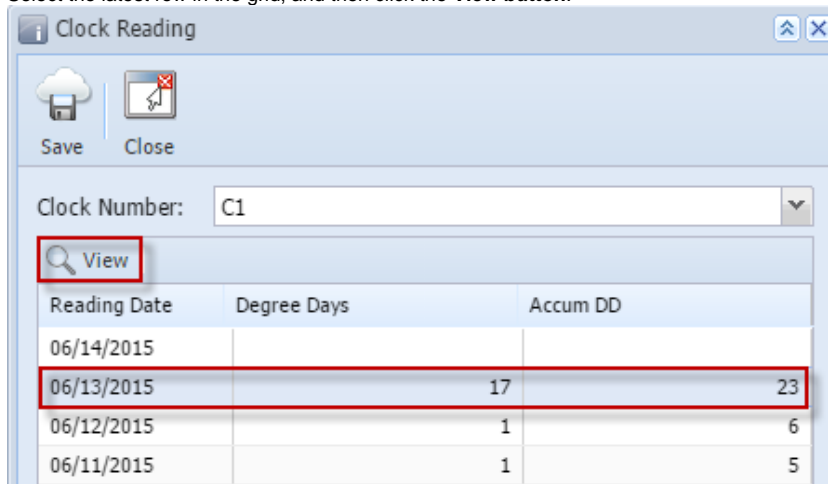
View

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.

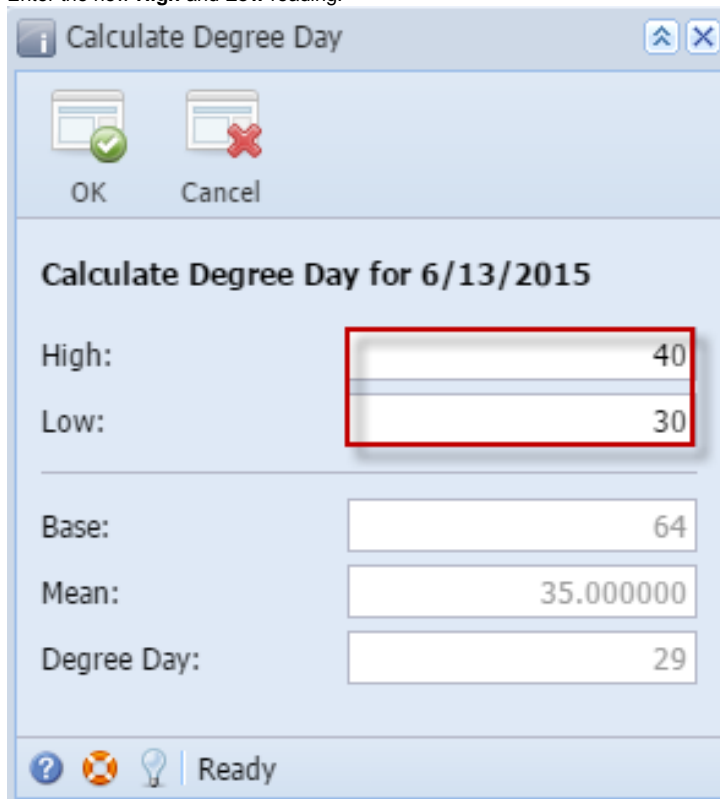


The 'Clock Reading' dialog box features a 'Save' button with a floppy disk icon and a 'Close' button with a window icon. Below these is a 'Clock Number' dropdown menu set to 'C1'. A 'View' button, highlighted with a red box, is located above a table. The table has three columns: 'Reading Date', 'Degree Days', and 'Accum DD'. The data rows are as follows:

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

The row for 06/13/2015 is highlighted with a red box.

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



The 'Calculate Degree Day' dialog box includes 'OK' and 'Cancel' buttons at the top. The main section is titled 'Calculate Degree Day for 6/13/2015'. It contains input fields for 'High' (40), 'Low' (30), 'Base' (64), 'Mean' (35.000000), and 'Degree Day' (29). The 'High' and 'Low' fields are grouped together and highlighted with a red box. The status bar at the bottom shows a 'Ready' state with various icons.

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

**Clock Reading**

Save Close

Clock Number: C1

View

Reading Date	Degree Days	Accum DD
06/14/2015		
06/13/2015	29	35
06/12/2015	1	6
06/11/2015	1	5

- 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.

**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

- Save then Close the screen.

- **Via Calculate Degree Day screen**

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

**Clock Reading**

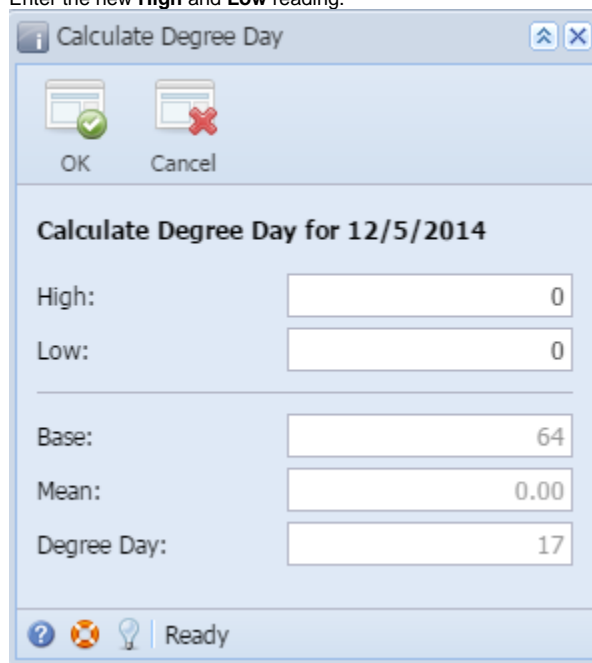
Save Close

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

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



The screenshot shows a Windows-style dialog box titled "Calculate Degree Day". At the top, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon. Below these buttons, the text "Calculate Degree Day for 12/5/2014" is displayed. The main area of the dialog contains five input fields, each with a label to its left and a numerical value to its right. The fields are: "High:" with a value of "0", "Low:" with a value of "0", "Base:" with a value of "64", "Mean:" with a value of "0.00", and "Degree Day:" with a value of "17". At the bottom of the dialog, there is a status bar with three icons (a question mark, a life preserver, and a lightbulb) followed by the text "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.