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.

Clock Reading			^ X
Save History Close			
Details			
Clock Number	C2		⌄
🔍 Open			
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.

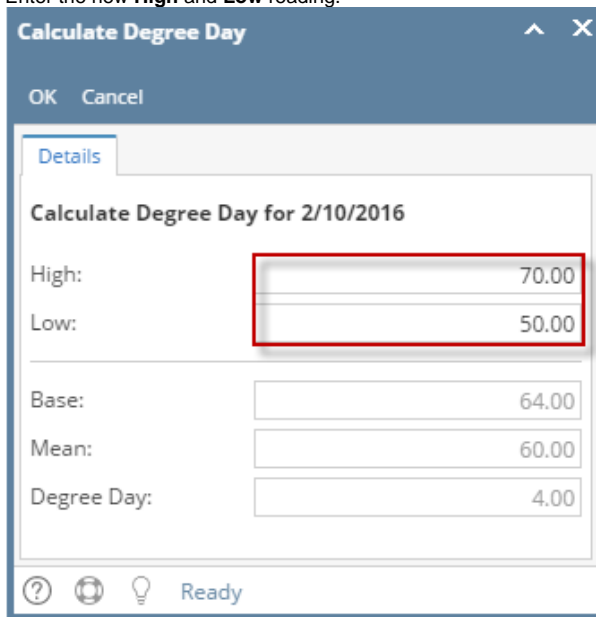- **Via Calculate Degree Day screen**
    1. Select the latest row in the grid, and then click the **Open button**.

Clock Reading			^ X
Save History Close			
Details			
Clock Number	C2		⌄
🔍 Open			
Reading Date	Degree Days	Accum DD	
04/23/2016			
04/22/2016	2	5	
04/21/2016	2	3	
04/20/2016	1	1	

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

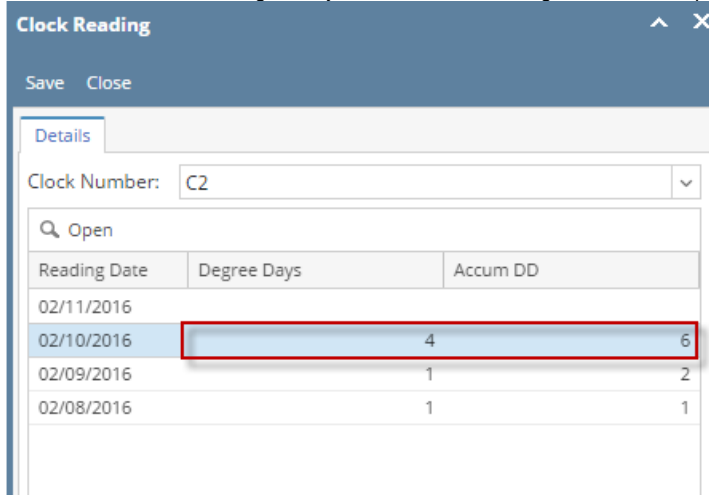 | Calculate Degree Day | ^ X |
    |---|---|
    | OK Cancel | |
    | **Details** | |
    | Calculate Degree Day for 4/22/2016 | |
    | High: | 70.00 |
    | Low: | 50.00 |
    | Base: | 64.00 |
    | Mean: | 60.00 |
    | Degree Day: | 4.00 |
    | ⑦ 🌐 💡 Ready | |

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

Clock Reading

Save   History   Close

Details

Clock Number   C2

Q Open

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 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.

Clock Reading

Save   Close

Details

Clock Number: C2

Q 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

  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**.

Clock Reading

Save   Close

Details

Clock Number: C2

Q 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

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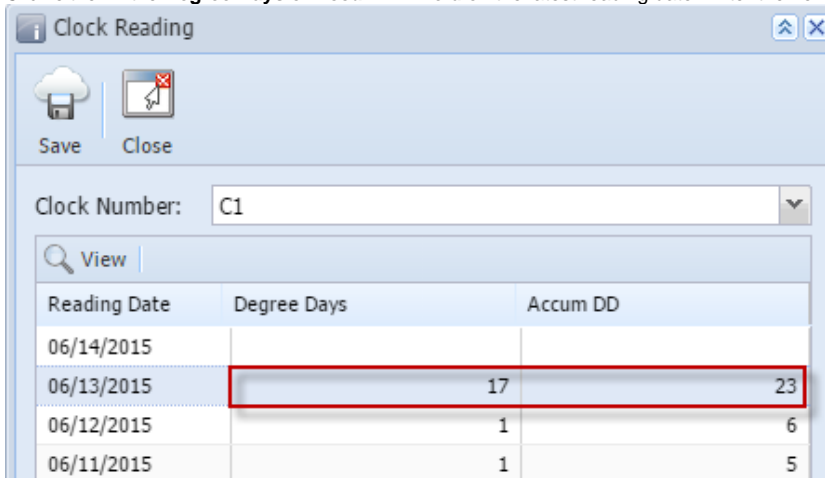
Reading Date	Degree Days	Accum DD
02/11/2016		
02/10/2016	4	6
02/09/2016	1	2
02/08/2016	1	1

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.

- **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
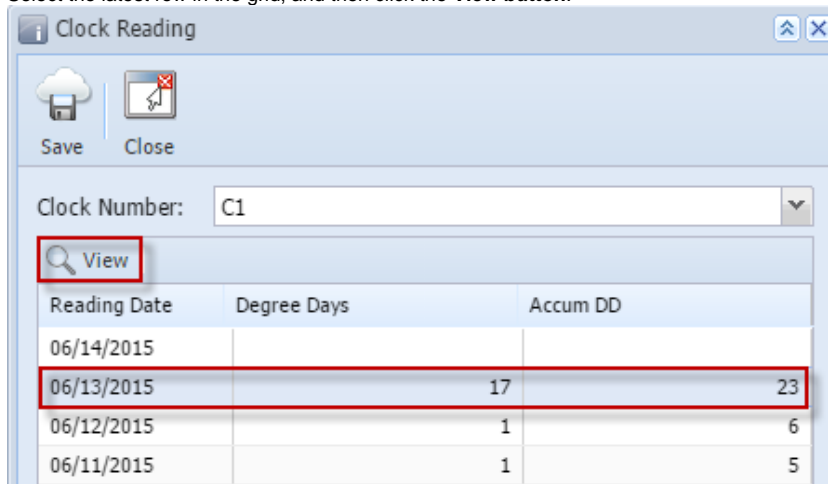
View

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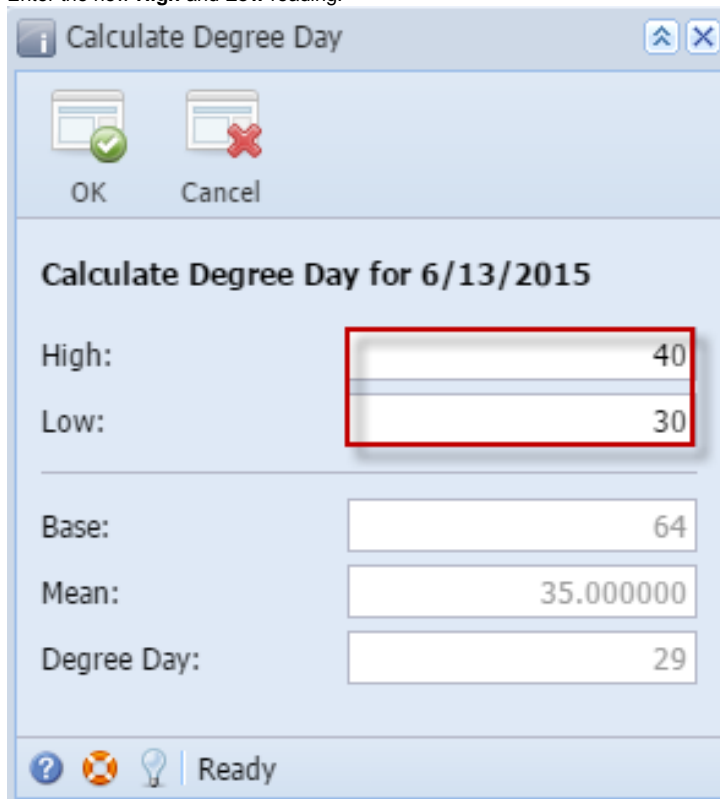 1. Select the latest row in the grid, and then click the **View button**.

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

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.

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. Double 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 **Edit button**.

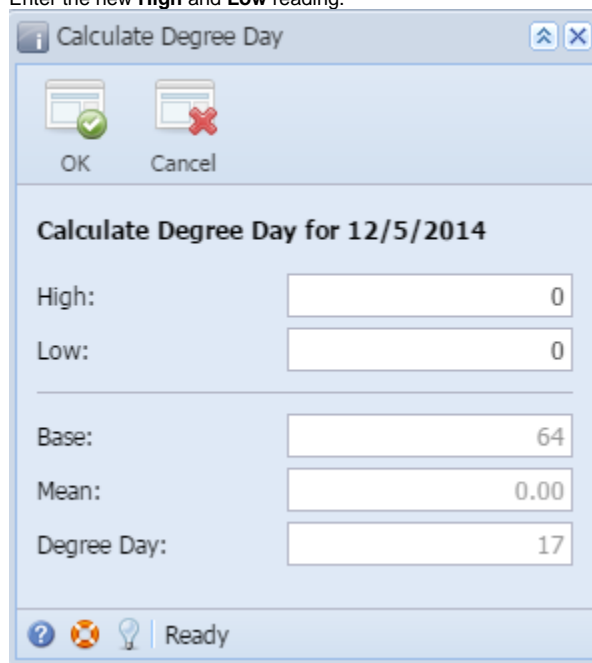2. Enter the new **High** and **Low** reading.

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.