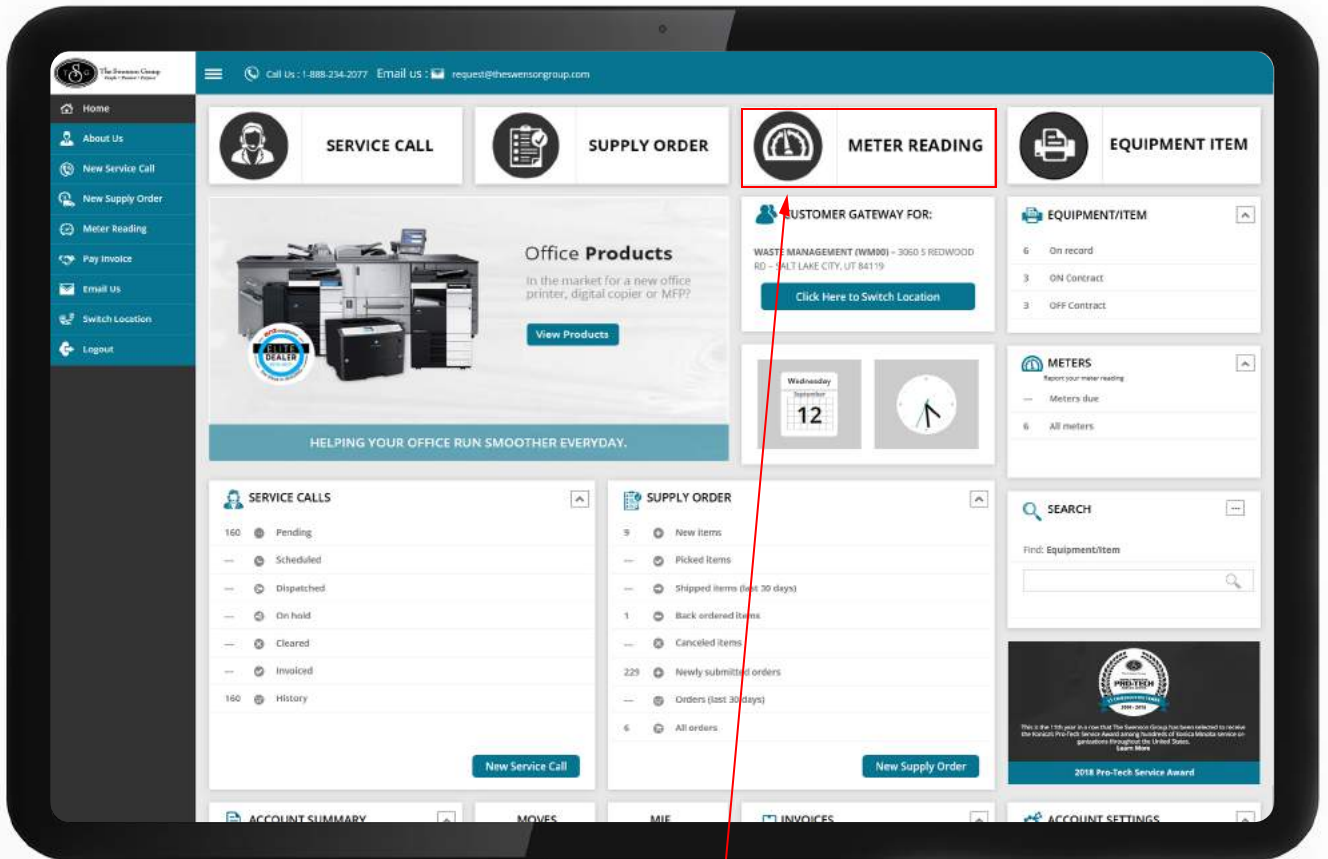# Swenson Group User Guide

1. How to Submit a Meter Reading:

→ **1.1) Login :-** On the Login screen, enter your Username and Password. Click the Login button.
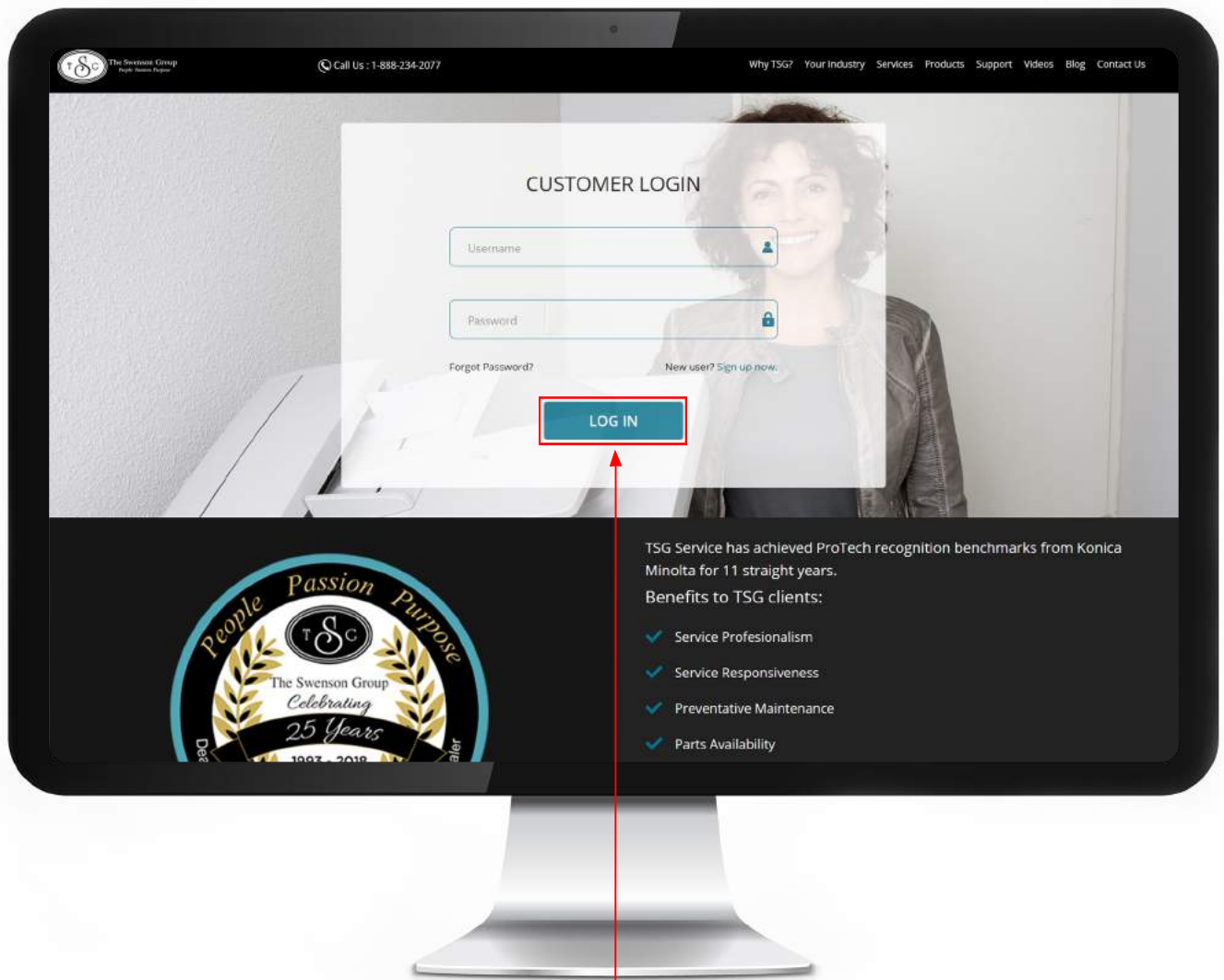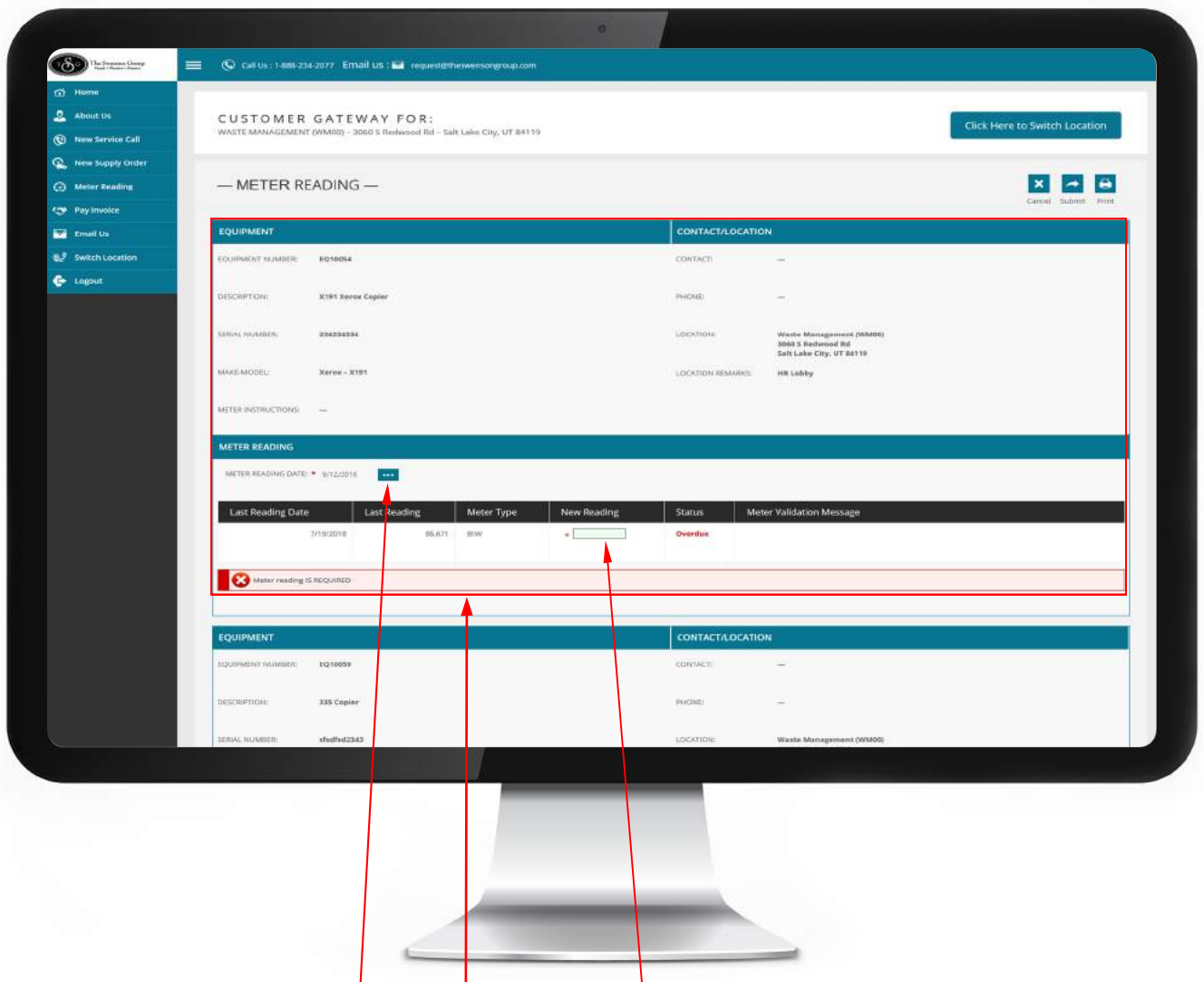

Login Button

**1.2) Navigate to the Meters Tile :-** On the Dashboard screen, click on the Meter Reading tile.

Meter Reading Tile

1.3) Locate the machine you are submitting a meter for:- On the Meter reading page, scroll to the machine you want to submit a meter for. Choose the date you read the meter.
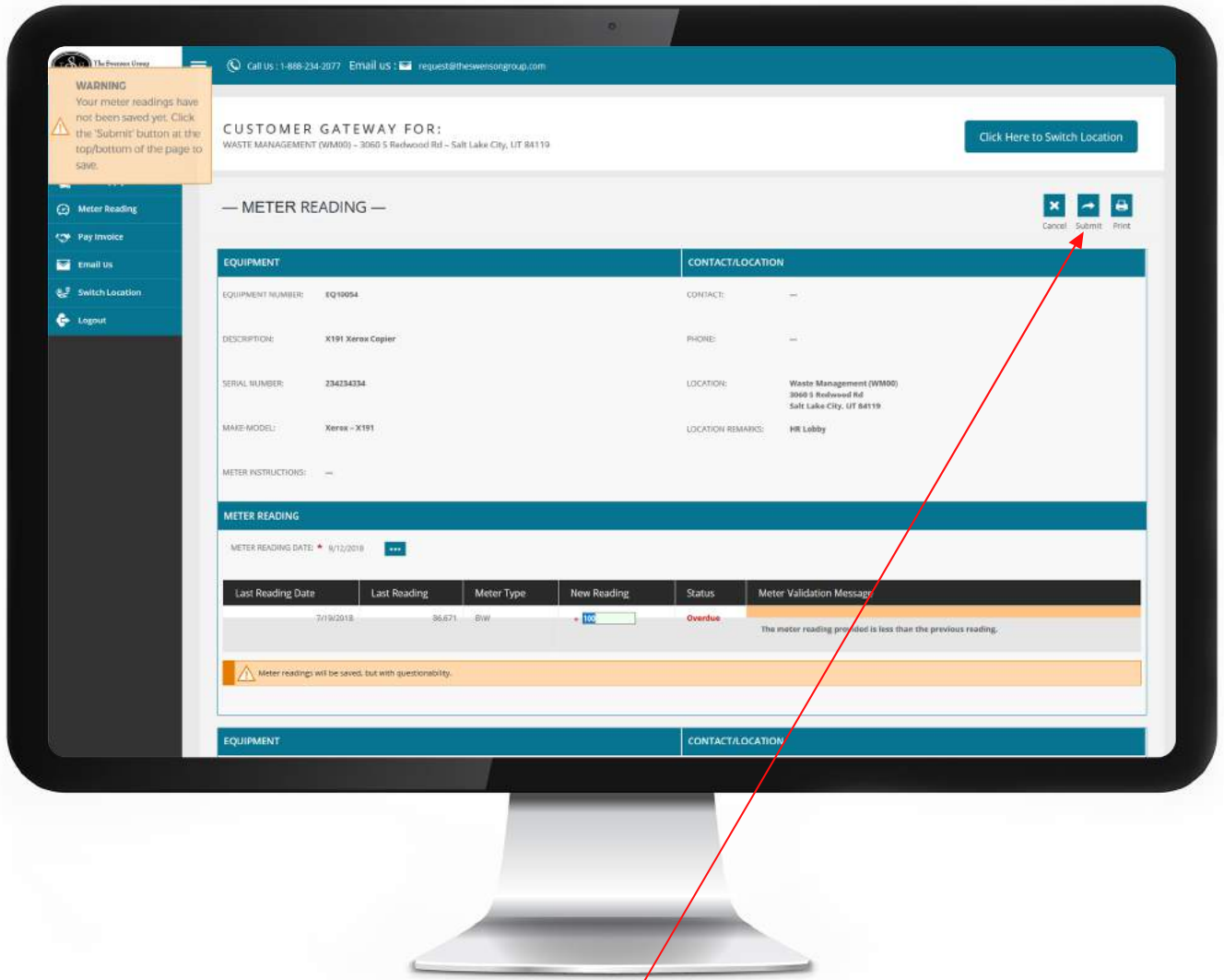

Select the date and meter reading text area

1.4) Type new meter reading in :- Type the meter in the New Reading box. This will generate a popup. Click OK to close the popup.
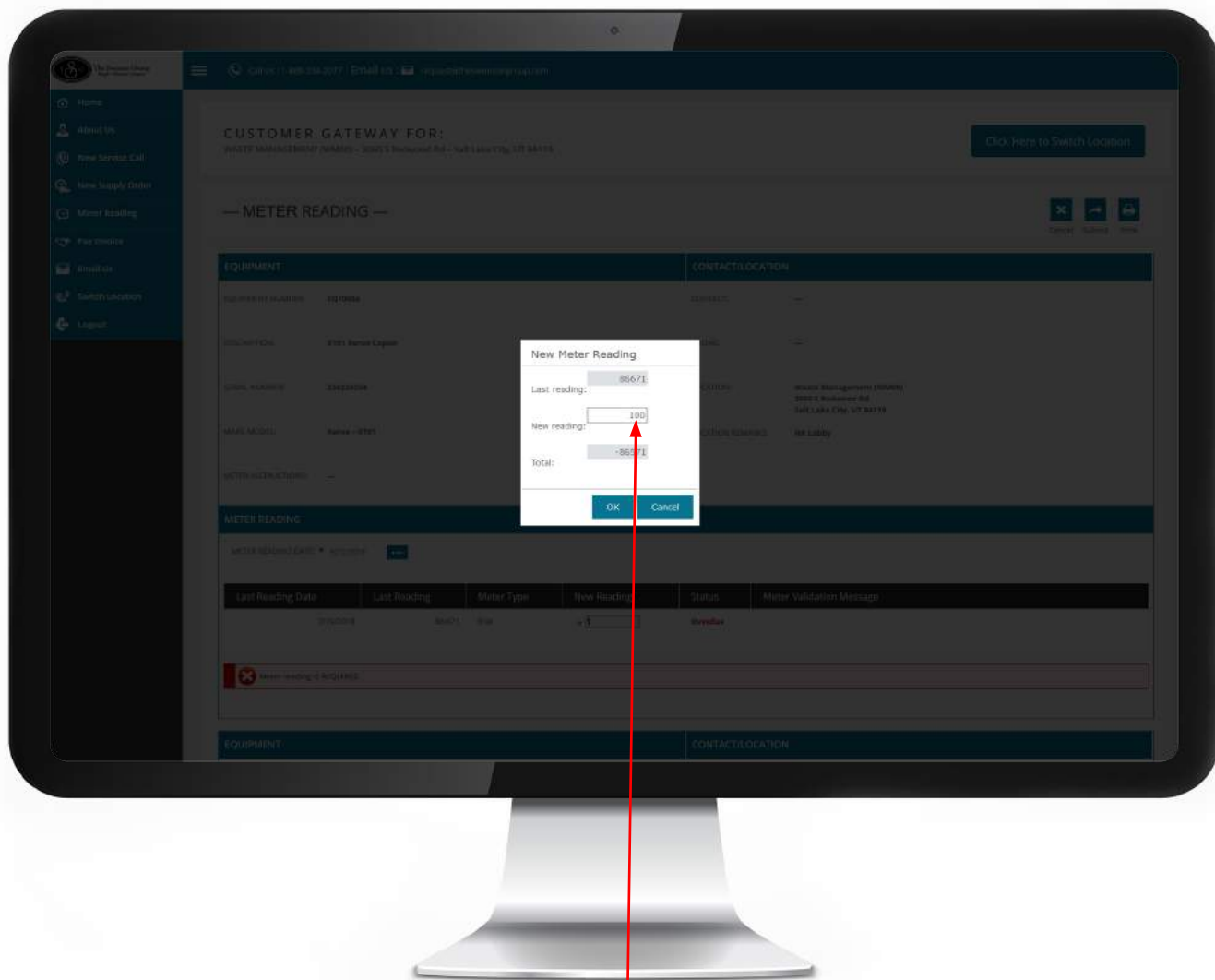
Enter the reading in the text box and click ok

1.5) Click Submit :- Click the Submit button at the top or bottom of the page to save your meter reading.

Click on the submit button

Meter Reading Complete