

How to Enter Meter Readings

This document is to assist you in entering a meter reading on a unit(s). Please follow the steps below and let us know if we can assist further.

Thank you,

Your HubNetic Support Team

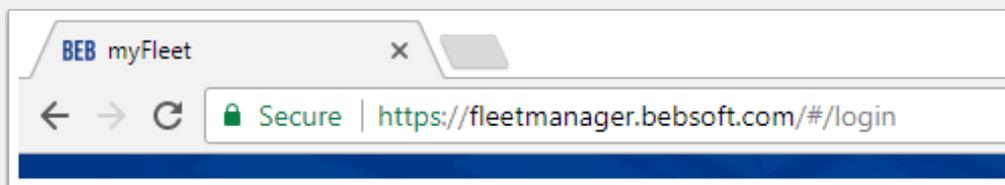
1-833-HubNetic (482-6384)

support@hubnetic.com

1. Navigate to the HubNetic website

It is recommended that you use Google Chrome

<https://fleetmanager.bebsoft.com>

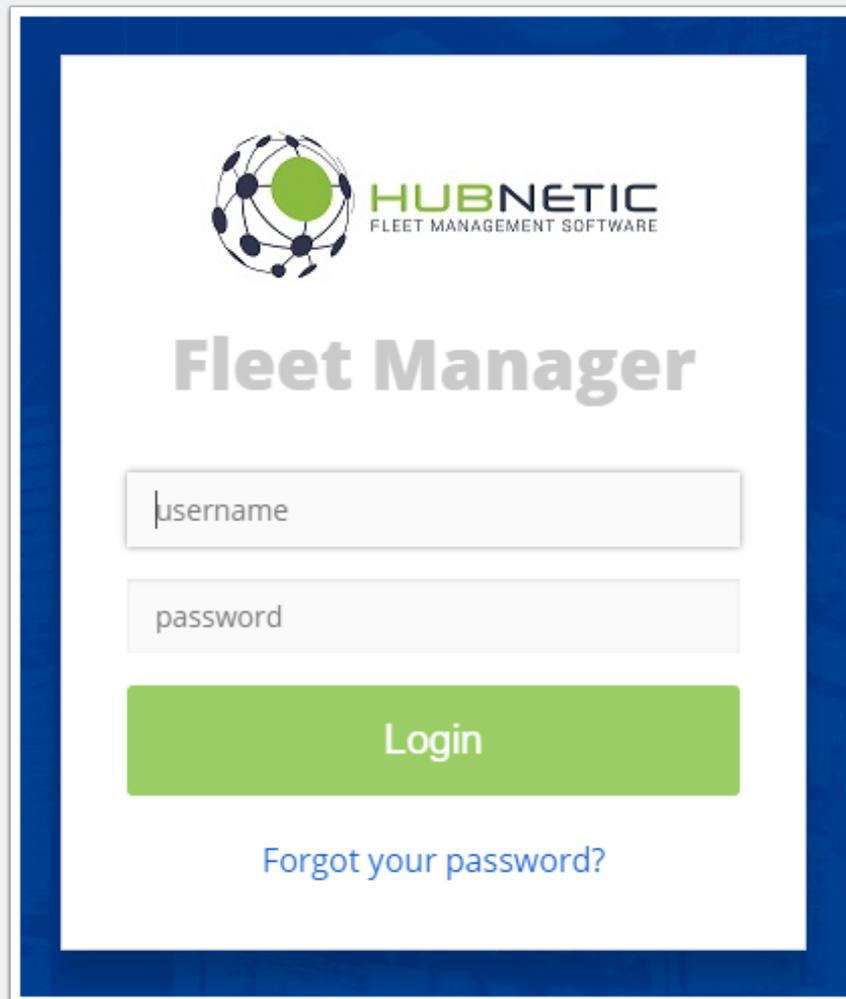


How to Enter Meter Readings

2. Login

If you do not have a login, please contact us:

- support@hubnetic.com
- 1-833-HubNetic (482-6384)

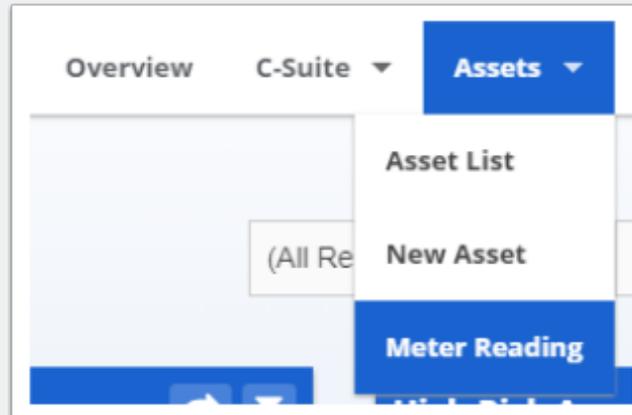


The screenshot shows the login interface for HubNetic Fleet Manager. At the top left is the HubNetic logo, which consists of a green circle with a network of black dots and lines, followed by the text "HUBNETIC" in green and "FLEET MANAGEMENT SOFTWARE" in black. Below the logo is the title "Fleet Manager" in a large, bold, grey font. There are two input fields: the first is labeled "username" and the second is labeled "password". Below these fields is a green button with the text "Login" in white. At the bottom of the form is a blue link that says "Forgot your password?". The entire login form is enclosed in a blue border.

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3. Navigate to 'Meter Reading'

Once you login, hover of 'Assets' and a sub-menu will appear. Once that sub-menu appears, select 'Meter Reading'.



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4. Select 'Search'

Selecting 'Search' will display all assets that you have access to view.

- The search function will allow you to look for a specific location down to a specific asset based on what you type in. It will search all visible columns.

The screenshot displays the 'Meter Readings' application interface. At the top, there is a search bar with a dropdown menu set to 'All Columns', a text input field for 'Search term...', a 'Search' button, and an 'Update' button. Below the search bar is a table with columns: Asset Location, Asset Tag, Serial Number, Make, Model, Previous Reading Date, Previous Reading, Current Reading Date, and Current Reading. The table is currently empty. Below the table, there is a pagination control showing '0' and '100' items, and a note: 'Apply FILTERS or select SEARCH to display all results.'

The second screenshot shows the same interface but with data entered. The table contains five rows of data, all from 'Kansas City'. Each row has a 'Current Reading' input field with the value 'Value' and a 'Log' link.

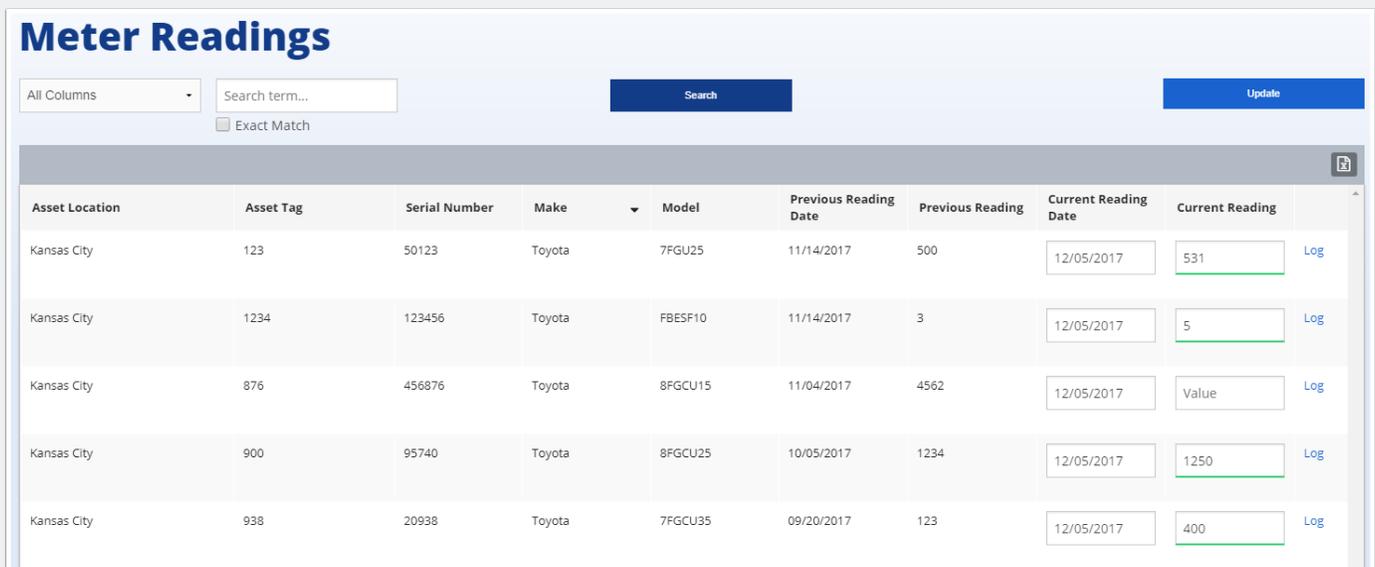
Asset Location	Asset Tag	Serial Number	Make	Model	Previous Reading Date	Previous Reading	Current Reading Date	Current Reading	
Kansas City	123	50123	Toyota	7FGU25	11/14/2017	500	12/05/2017	Value	Log
Kansas City	1234	123456	Toyota	FBESF10	11/14/2017	3	12/05/2017	Value	Log
Kansas City	876	456876	Toyota	8FGCU15	11/04/2017	4562	12/05/2017	Value	Log
Kansas City	900	95740	Toyota	8FGCU25	10/05/2017	1234	12/05/2017	Value	Log
Kansas City	938	20938	Toyota	7FGCU35	09/20/2017	123	12/05/2017	Value	Log

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5. Enter Meter Readings

Place the corresponding reading into the box marked 'value' under 'Current Reading'. Once a value is populated the 'Update' icon will turn from gray to blue allowing you to update assets.

- You can update one or all of your assets in the current selection at the same time.
- The date will default to the current date each time.

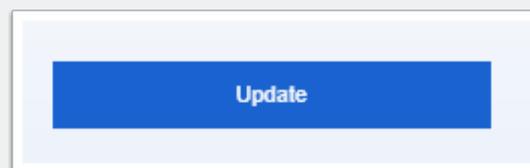


The screenshot shows the 'Meter Readings' interface. At the top, there is a search bar with 'Search term...' and a 'Search' button. Below the search bar is a table with columns: Asset Location, Asset Tag, Serial Number, Make, Model, Previous Reading Date, Previous Reading, Current Reading Date, Current Reading, and Log. The table contains five rows of data. The 'Current Reading' column has input fields. The first row has '531' entered. The second row has '5' entered. The third row has 'Value' entered. The fourth row has '1250' entered. The fifth row has '400' entered. There is an 'Update' button in the top right corner.

Asset Location	Asset Tag	Serial Number	Make	Model	Previous Reading Date	Previous Reading	Current Reading Date	Current Reading	Log
Kansas City	123	50123	Toyota	7FGU25	11/14/2017	500	12/05/2017	531	Log
Kansas City	1234	123456	Toyota	FBESF10	11/14/2017	3	12/05/2017	5	Log
Kansas City	876	456876	Toyota	8FGCU15	11/04/2017	4562	12/05/2017	Value	Log
Kansas City	900	95740	Toyota	8FGCU25	10/05/2017	1234	12/05/2017	1250	Log
Kansas City	938	20938	Toyota	7FGCU35	09/20/2017	123	12/05/2017	400	Log

6. Select 'Update'

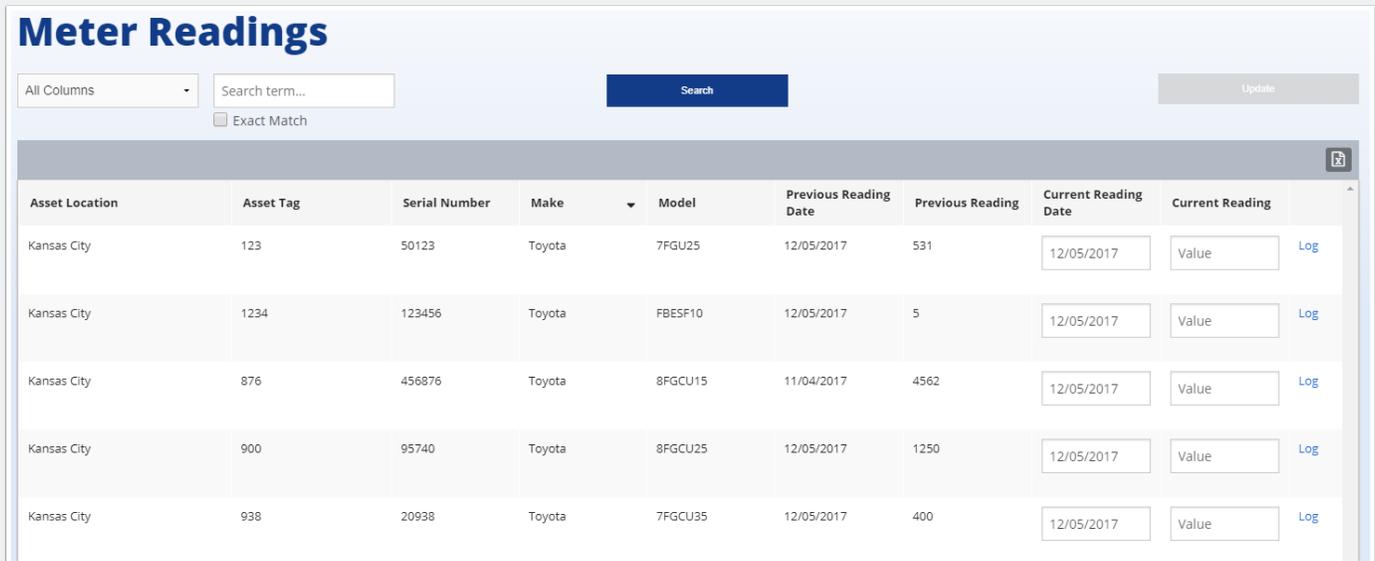
Select the 'Update' button when you are ready to update the meter reading for the assets.



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7. View New 'Previous Reading'

Once you select 'Update', the software will update the new 'Previous Reading' with the reading you just entered.



Meter Readings

All Columns Search term... Search Update

Exact Match

Asset Location	Asset Tag	Serial Number	Make	Model	Previous Reading Date	Previous Reading	Current Reading Date	Current Reading	Log
Kansas City	123	50123	Toyota	7FGU25	12/05/2017	531	12/05/2017	Value	Log
Kansas City	1234	123456	Toyota	FBESF10	12/05/2017	5	12/05/2017	Value	Log
Kansas City	876	456876	Toyota	8FGCU15	11/04/2017	4562	12/05/2017	Value	Log
Kansas City	900	95740	Toyota	8FGCU25	12/05/2017	1250	12/05/2017	Value	Log
Kansas City	938	20938	Toyota	7FGCU35	12/05/2017	400	12/05/2017	Value	Log