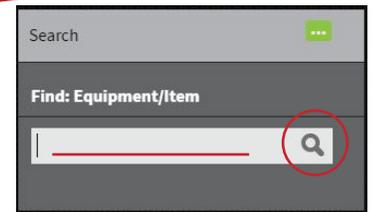
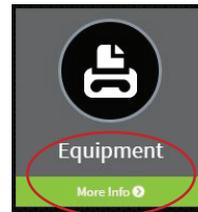
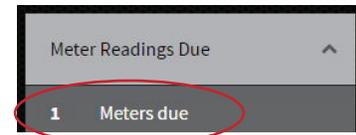
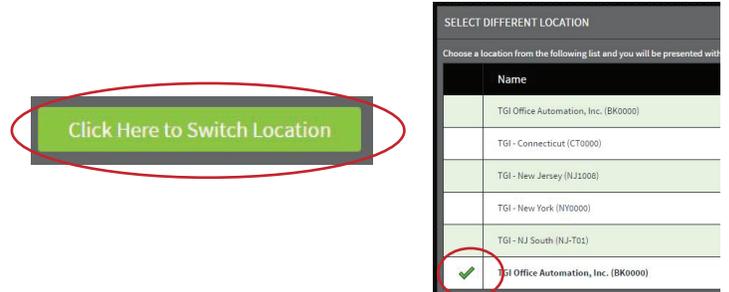


HOW TO ENTER A METER READING

1. Select the **Location** where the machine is located. **Switch Location** if necessary.
2. Check to see which meters are needed in the **Meter Readings Due** tile on the dashboard. **-OR-**
 - 2a. To locate individual equipment that you would like to add a new meter reading either:
 - Click the **Equipment** tile **-OR-**
 - Type the ID # or Serial # into the **Search** bar
 - 2b. The **Equipment** page opens displaying the list of equipment at the site you selected. Click the equipment **Number** of the device that needs a meter reading.
 - 2c. Click the green **Meter** button on the top right of the page. The **Meter Reading** page will display.
3. The **Date** defaults to the current day. If you want to change it click the **...** button next to the **Meter Reading Date** and select the desired date.
4. In the **New Reading** field, enter the new meter reading(s).
5. myTGI will automatically validate the meter reading and display the validation status in the **Meter Validation Message** column.
6. Click **OK** then click the green **Submit** at the top of the screen button to save.



Number	Description	Serial number
030005	Lexmark X5796dte Mfp	S94005TF
01086	Lanier Production Unit	E064C800054
02068	Toshiba Color Copier	SC7BD47660
04424	Panafax Ufb000	GHE44900020
00199	Toshiba Estudio 5520c 55ppm Color	SCSL915630

