Reading updates

Overview

You enter new hour and mile readings for equipment on the EMS Reading Update screen, and then you post them. Posting adds the readings to Reading History, updates the equipment's last readings and removes the posted Reading Updates from the update list.

The EMS Reading Update Posting Errors window lists the readings that the system rejects. You can download that list. You can also correct an existing reading in Reading History.

Before you begin

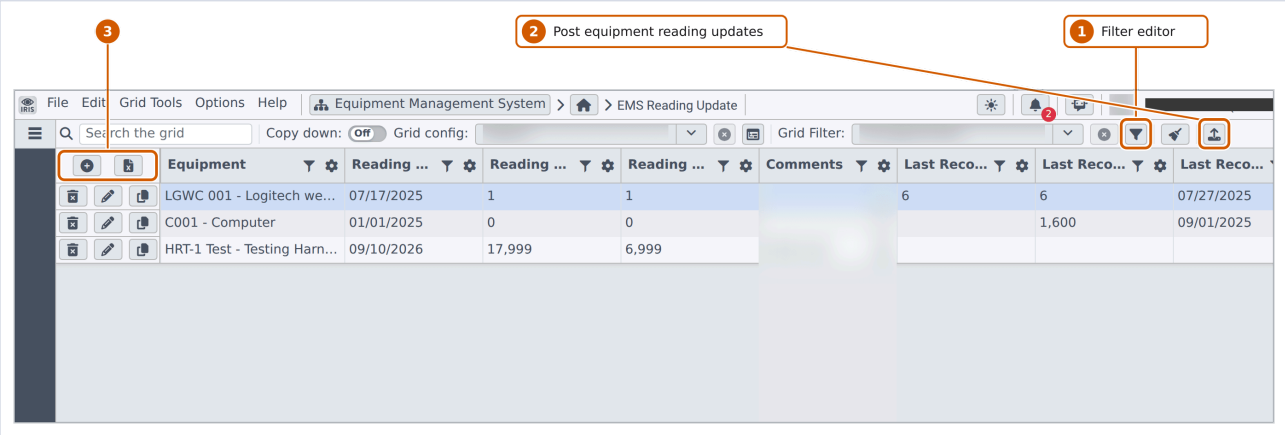
- Sign in to IRIS10 (see Logging in).
- Make sure you have access to the EMS Reading Update screen. Posting needs security level 4 on that screen. Administrators grant this level as described in Security Administration: access levels by user.
- Know how to add, edit, filter and save records in the shared data grid. See Grid viewing and editing and Grid filters.

Procedure

Enter a Reading Update

1. Open the EMS Reading Update screen (`/ems/readingupdate`).

   The grid shows the columns Equipment, Reading Date, Reading Hours, Reading Miles, Comments, Last Recorded Hour, Last Recorded Miles, Last Recorded Date, Equipment Status and Equipment Active.



The EMS Reading Update screen, with the toolbar and the reading columns.

   1. Filter editor: Filter to the readings you want to post

2. Post equipment reading updates
3. Reading and Last Recorded columns

2. Add a new record with the grid's add tool. You can enter it inline or in the pop-out editor.

   A new record opens. The pop-out editor shows the title **Reading Update** and the section **Reading Update Info**.

3. Choose the equipment from the **Equipment** dropdown.

   Last Recorded Hour, **Last Recorded Miles** and **Last Recorded Date** fill in automatically. You cannot edit these fields. **Equipment** is required. If it is missing, IRIS10 shows "Your {0} is required." with the field name in place of {0}.

4. Enter the **Reading Date**.
5. Enter the **Reading Hours**, the **Reading Miles**, or both.

   If a value is lower than the last recorded value, a warning appears (for example "The Hours just entered are less than the Last Recorded Hours Reading."). The warning does not stop you from entering the value.

6. Click **OK** to close the warning.
7. Optionally, enter **Comments**, up to 256 characters.
8. Save the record the same way you save any grid record.

   The record stays on the Reading Update grid until you post it.

Post Reading Updates

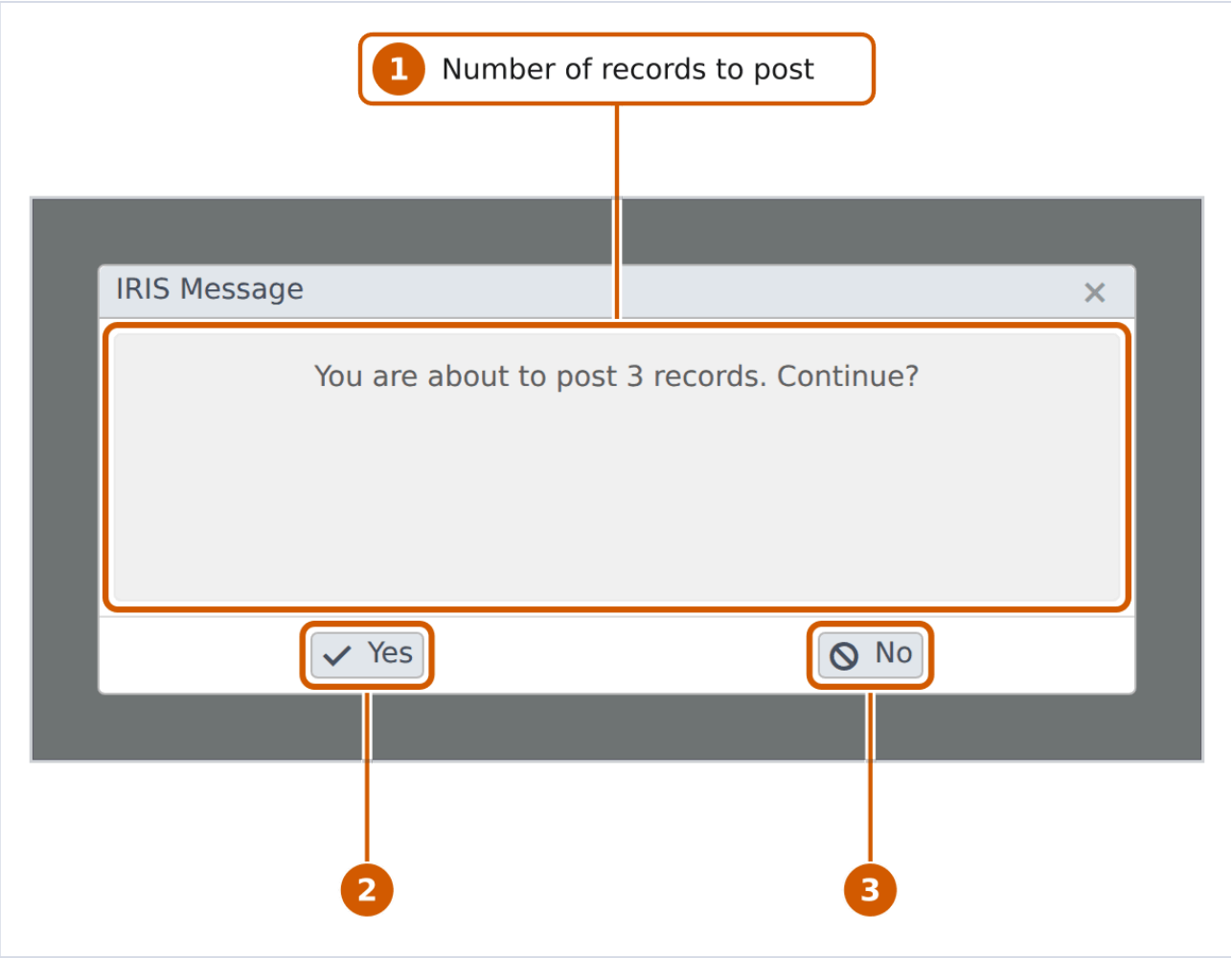
1. On the EMS Reading Update screen, filter the grid so it shows only the readings you want to post.

   Posting acts on every record that matches the current filter, including records on other pages. Selecting rows does not limit the records that posting sends.

2. Click **Post equipment reading updates** on the toolbar.

   > **Note:** Posting requires security level 4 on the EMS Reading Update screen.

   An "IRIS Message" window opens.



The confirmation that appears before posting. The count covers every record in the current filter.

1. Number of records to post
2. Yes posts
3. No cancels

3. Read the confirmation "You are about to post N records. Continue?". N is the number of records in the current filter.

   The window shows **Yes** and **No** buttons.

4. Click **Yes** to post.

   Posting starts. If you click **No** instead, the window cancels without posting.

5. Check the result.

   If posting succeeds, the grid reloads and "Reading updates posted successfully." appears. Posting adds the readings to Reading History with Reading Source "Update Readings", updates the equipment's last readings and removes the posted rows from the Reading Update grid. If the system rejects any readings, the EMS Reading Update Posting Errors window opens instead of the grid reloading.

Review and fix posting errors

1. In the EMS Reading Update Posting Errors window, review the "Posting Errors:" list.

   Each card shows one piece of equipment with a badge such as "2 Errors".
2. Read the table on each card. It shows the Field, the Invalid Entry and the Last Recorded value.
3. Optionally, download the errors with the CSV, PDF or JSON download icon. Hover over an icon to see which file type it downloads.

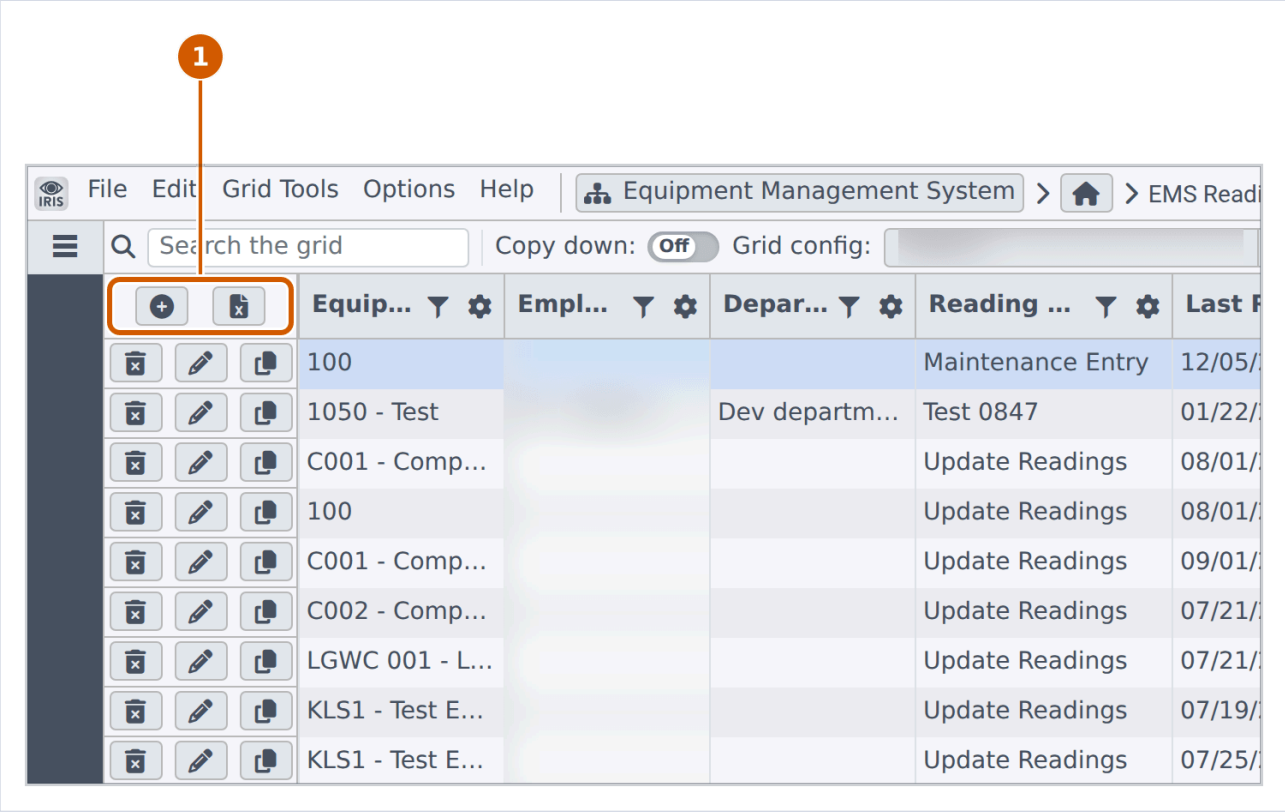
   The CSV file is named `ems-update-equipment-reading-posting-errors-<date>.csv`.
4. Close the window.

   The rejected readings stay on the Reading Update grid.
5. Correct the rejected readings on the Reading Update grid. Use the messages in Reasons a reading is rejected when posting.
6. Post again, as described in Post Reading Updates.

Correct a reading in Reading History

1. Open Reading History from the route you prefer:

ROUTE	HOW TO OPEN	WHAT OPENS
Equipment screen	With the equipment selected, click the tab button that opens its meter reading history. See Equipment tools: depreciation, policies and parts.	A warning asks you to check the readings so PM reports stay correct. After the warning, Reading History opens in a new browser tab.
Direct	Open the EMS Reading History screen (`/ems/readinghistory`).	The EMS Reading History grid.



The EMS Reading History grid, where you can correct posted readings.

1. Reading History columns

2. Find the reading you want to correct.
3. Open the reading for editing.

   The editor shows the title **Reading History** and the section **Reading History Info**.
4. Change the values you need: equipment, employee, department, Reading Source, reading date, hours, miles, lifetime totals or comments.
5. Make sure **Equipment** and **Reading Source** are filled in. **Reading Source** can be up to 50 characters and **Comments** up to 256.

   IRIS10 removes leading and trailing spaces when you save.
6. Save the record.

   Saving updates the history record. Saving does not recalculate the equipment's last readings or next PM due. If someone else changed the record after you loaded it, IRIS10 shows "Record has been modified by someone else since being queried from the database, refresh and try your update again.". Refresh the grid and make your change again.

Reference

EMS Reading Update grid columns

COLUMN	NOTES
Equipment	Required; chosen from a dropdown

COLUMN	NOTES
Reading Date	Date of the new reading
Reading Hours	New hour reading
Reading Miles	New mile reading
Comments	Up to 256 characters
Last Recorded Hour	Read-only
Last Recorded Miles	Read-only
Last Recorded Date	Read-only
Equipment Status	Status of the equipment
Equipment Active	Whether the equipment is active
Created Date / Created By / Last Updated Date / Updated By	Record audit columns

Reasons a reading is rejected when posting

MESSAGE	WHEN IT HAPPENS
Reading Date is before last recorded reading date of `<date>`	The Reading Date is earlier than the equipment's last recorded reading date
Reading Miles is before last recorded reading of `<miles>`	The Reading Miles is lower than the last recorded miles (checked only when both values are present)
Reading Hours is before last recorded reading of `<hours>`	The Reading Hours is lower than the last recorded hours (checked only when both values are present)
Reading already recorded	The Reading Date equals the last recorded date and either the hours or the miles equal the last recorded value

Messages when posting

MESSAGE	MEANING
You are about to post N records. Continue?	Confirmation before posting. N is every record in the current filter.
Reading updates posted successfully.	Posting succeeded. The grid reloads.
Unable to post reading updates due to a technical error. An email has been sent to support.	Posting failed because of a technical error. Support has been notified.

Posting Errors CSV file columns

The column names below are the headers in the CSV file.

COLUMN	CONTENTS
Equipment	The equipment
Submitted Date	Reading Date entered

COLUMN	CONTENTS
Submitted Miles	Reading Miles entered
Submitted Hours	Reading Hours entered
Last Recorded Date	Equipment's last recorded date
Last Recorded Miles	Equipment's last recorded miles
Last Recorded Hours	Equipment's last recorded hours
Error Messages	All messages for the reading, separated by a pipe (\

EMS Reading History grid columns

COLUMN	NOTES
Equipment	Required
Employee	
Department	
Reading Source	Required; up to 50 characters. Readings added by posting show "Update Readings".
Last Reading Date	
Last Reading Hours	
Last Reading Miles	
Lifetime Total Hours	
Lifetime Total Miles	
Comments	Up to 256 characters
Created Date / Created By / Last Updated Date / Updated By	Record audit columns
Notes / Documents	Notes and documents attached to the record

Tips and notes

> **Important:** Posting acts on every record that matches the grid's current filter, including records on other pages, not only the rows you selected. Check the record count in the confirmation before you click **Yes**.

> **Tip:** The low-reading warning during entry does not stop you from saving, but posting rejects hours or miles that are lower than the last recorded values. Fix the reading before you post.

> **Important:** Editing a Reading History record does not recalculate the equipment's last readings or its next PM due date. Check the readings carefully so PM reports stay correct.

Note: The Options menu also has a Post Reading Update Record(s) item. This page uses the **Post equipment reading updates** toolbar button.

Note: When you post readings, IRIS10 sends an EMS reading update post notification. See Notifications.

Related topics

- Grid filters
- Grid viewing and editing
- Data grid overview and basics
- Security Administration: access levels by user
- Notifications
- Maintenance entries
- Equipment maintenance history
- Equipment tools: depreciation, policies and parts