

Lower Elkhorn NRD

Producer Connect Flow Meter Reporting Instructions

To enter flowmeter readings:

Step 1: Enter the following into your web browser: app.producerconnect.com

Step 2: Enter your **Email address** and **Password**, then select the “Sign in” button.
Once signed in, you should see your name in the upper right corner.

Step 3: On the upper right side of the screen is displayed a **Reports** icon.
Selecting this icon takes you to the **Reporting Screen**.



Step 4: Select the drop-down menu called **Structure Type**, from the list that appears select **Flowmeter**. This will have a list of the flowmeters and any field name or alias to help identify it.

Step 5: **Select** the flowmeter you want to enter a reading for. It will ask you if this is the correct meter. Select **Yes, continue**.

Step 6: The **Tract Report** screen allows you to enter the meter reading and additional information. Enter the meter reading exactly as it is displayed on the meter. Pay attention to where the numbers and decimal points are in the reading. If you wish to attach any pictures or notes this is your opportunity to do so.
When completed press **Save** and **Continue to Review & submit**.

Step 7: The **Review & submit** dialog box displays the meter reading and gives you an opportunity to review and print the information. When you are satisfied select the **Submit** button.

Step 8: You will be taken back to the **Reporting Screen**. Successful submittal of a meter reading will show a status of **Completed**. Use steps 5 through 8 to complete any other meter readings you may have.

Step 9: Once all meter readings are entered, you may log out by selecting your name in the top right-hand corner and selecting “**Sign out.**”

If you have any questions about this process, please call the Lower Elkhorn NRD Office at 402-371-7313