

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 click the “Sign in” button.

Once signed in, you should see your name in the upper right corner.

Step 3: On the left side of the screen you should see different categories of information; one of them being **Flowmeters**. Press the Flowmeters category.

Step 4: “**Flowmeter Info**” will be displayed on the right side of the screen. This should have a list of the flowmeters and any special names to help identify it.

Click on the flowmeter you are interested in. It should be highlighted and the map will zoom to the field.

Step 5: To add a meter reading to the highlighted field you will see a “**Green**” “**+**” **sign**” and the words “**Add Reading**”, click on either.

Step 6: Enter meter reading exactly as it is displayed on the meter, including all digits and Zeros. Don’t type the “.” decimal point, but please include all digits displayed on meter that are before and after the decimal point.

The Date should be current.

In the “Notes” section; Please let us know if it is the last reading for the year and of any problem with the meter and other pertinent information like crop type.

You may also upload a picture of the meter reading, if you have one.

When completed press the green “Save Button.”

Step 7: Once all meter readings are entered, you may logout by pressing your name and pressing “**Sign out.**”

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