

New reporting steps
modified November 21



Steps to Reporting Batch Readings, and Meter Rollover Readings to the District

Non-exempt wells are required to submit monthly water production reports, meter readings and meter logs. The District has put together a list of simple steps to follow to report your meter readings through our online database.

Meter Rollover Readings

1. To login visit the District's database (<https://prairielandsgcd.half.com/>).
2. Once you are logged in, click **My Wells** on the left-hand side.
3. Select the **Batch Meter Readings** button.

4. Here, you will see a list of all the wells linked to your account.
 - a. After entering the End Reading(s) for the month, click SUBMIT to save your entries (*You can enter one or more entry and come back to finish, as long as you submit the entries first*).

Account	Permit #	Well #	Previous Reading	End Reading
Emerald Forest	HUP-101	PGCD-000730	25,350,750	
Lakeview Ranchettes	HUP-102	PGCD-000731	32,568,426	
Grande Casa	HUP-100	PGCD-000732	72,215,250	

5. After entering all your Batch Meter Readings, click the EDIT button on the far right (*this will redirect you to the 'Creating Meter Reading' page*).

Account	Permit #	Well #	Previous Reading	End Reading	Usage (gal)	Transported Out of District (gal)	Event
Emerald Forest	HUP-101	PGCD-000730	26,523,420	26,523,420	1,172,670		Rollover/Replaced

6. Select Rollover from the dropdown menu, you will notice when you select Rollover, the last reading will auto populate the 9's (*based on the number of digits currently being reported*).
 - a. Enter the End Reading.
 - b. Click SUBMIT.

Well #: PGCD-000732
You must report the 11/2022 meter reading no later than the 15th of 12/2022.

Report Date: 11 / 2022

Event: Rollover

Previous Reading (gal): 74,125,894
Last Reading (gal): 99,999,999

Initial Reading (gal): 0
End Reading (gal):

Usage (gal): 25,874,105
Transported Out of District (gal):

Submit

7. Another box will pop up confirming the total gallons for this Meter Reading, if correct, click YES.

Submit Meter Reading

Calculated usage is 67,441,824 gallons.

Are you sure you want to submit this meter reading?

Yes

Reminder: Your meter readings are required to be submitted to the District by the 15th of the following month. For example, November meter readings are due by December 15th!

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Steps to Reporting Batch Readings, and Meter Replacement Readings to the District

Non-exempt wells are required to submit monthly water production reports, meter readings and meter logs. The District has put together a list of simple steps to follow to report your meter readings through our online database.

Meter Replacement Readings

1. To login visit the District's database (<https://prairielandsgcd.half.com/>).
2. Once you are logged in, click **My Wells** on the left-hand side.
3. Select the **Batch Meter Readings** button.
4. Here, you will see a list of all the wells linked to your account.

Account	Permit #	Well #	Previous Reading	End Reading
Emerald Forest	HUP-101	PGCD-000730	25,350,750	
Lakeview Ranchettes	HUP-102	PGCD-000731	32,568,426	
Grande Casa	HUP-100	PGCD-000732	72,215,250	

- a. After entering the End Reading(s) for the month, click SUBMIT to save your entries (*You can enter one or more entry and come back to finish, as long as you submit the entries first*).

5. After entering all your Batch Meter Readings, click the EDIT button on the far right (*this will redirect you to the 'Creating Meter Reading' page*).

Account	Permit #	Well #	Previous Reading	End Reading	Usage (gal)	Transported Out of District (gal)	Event
Emerald Forest	HUP-101	PGCD-000730	26,523,420	26,523,420	1,172,670		Rollover/Replaced

6. Select Replaced from the dropdown menu.
 - a. Enter the Last Reading before the meter was replaced.
 - b. Enter the Initial Reading for the new meter.
 - c. Enter the End Reading for the end of month for the current month.
 - d. Enter the Meter Serial Number, if unknown you may enter 'Unknown'.
 - e. Enter the date the new Meter was installed.
 - f. Click SUBMIT.

Well #: PGCD-000732
You must report the 11/2022 meter reading no later than the 15th of 12/2022.
Report Date: 11 / 2022
Event: Replaced
Previous Reading (gal): 74,125,894
Initial Reading (gal): 0
Usage (gal): 0
Meter Serial Number: []
Last Reading (gal): []
End Reading (gal): []
Transported Out of District (gal): []
Meter Installed Date: []
Buttons: [Cancel] [Submit]

7. Another box will pop up confirming the total gallons for this Meter Reading, if correct, click YES.

Submit Meter Reading
Calculated usage is 67,441,824 gallons.
Are you sure you want to submit this meter reading?
Buttons: [No] [Yes]