How to open a device meter reading report

- Open PDReports.
- Navigate to **Reports** > **Device Readings** > **Counter Values**
- In the **Report Type** frame, choose from the following options:
    - **Show every reading for each device**. Readings are taken every hour by default. This setting will show every reading taken between the **From** and **To** dates.
    - **Show the last reading for each device.** Shows the most recent meter reading prior to the **To** date.
    - **Only show the difference in counter totals between the first and last readings.** Takes the most recent reading prior to the **To** date, and subtracts the reading just after the **From** date to show the difference.
- In the **Time Period** frame, choose the period for which you would like data. To choose your own dates, change the **Period** drop-down to **Custom**.
- If you would like only a subset of devices included in the report, click the **Filter Devices** tab. Tick the **Filter devices** checkbox and then tick the devices that must be included in the report.
- Click **Open Report**.

How to export a report

- Once the report is open, click the button in the top left. 
- Change the Save as type drop down to the format you would like (e.g. Microsoft Excel *.xlsx).
- Browse to where you would like to the save the file.
- Enter a name for the file in the **File name** text box.
- Click **Save**.

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