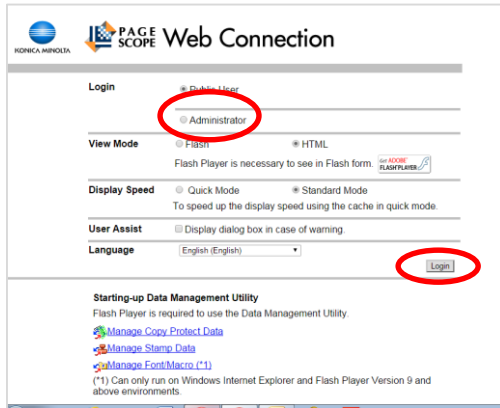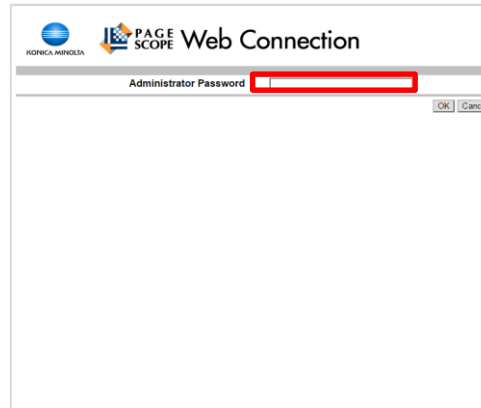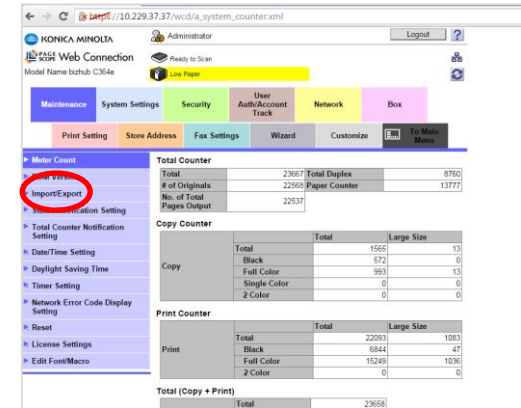# Exporting Meter Count Reports using Page scope
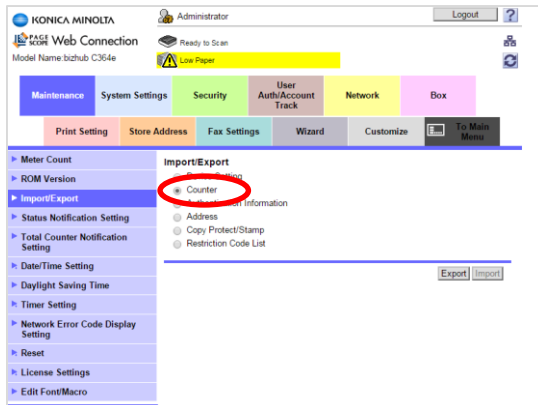

1. Type in the IP address of your device in a web browser
2. Select Administrator and click **log in**
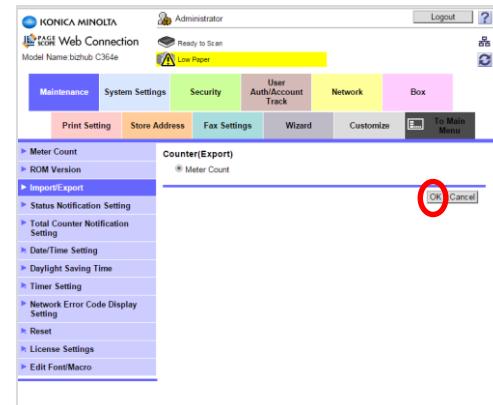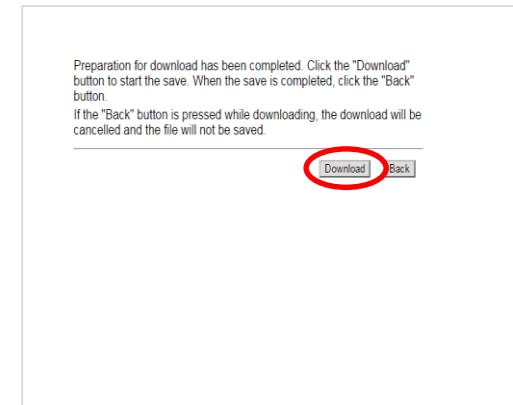

3. Enter Administrator Password and click **OK**

4. Click on **Import/Export** on left side of screen

5. Select "**Counter**", then click export
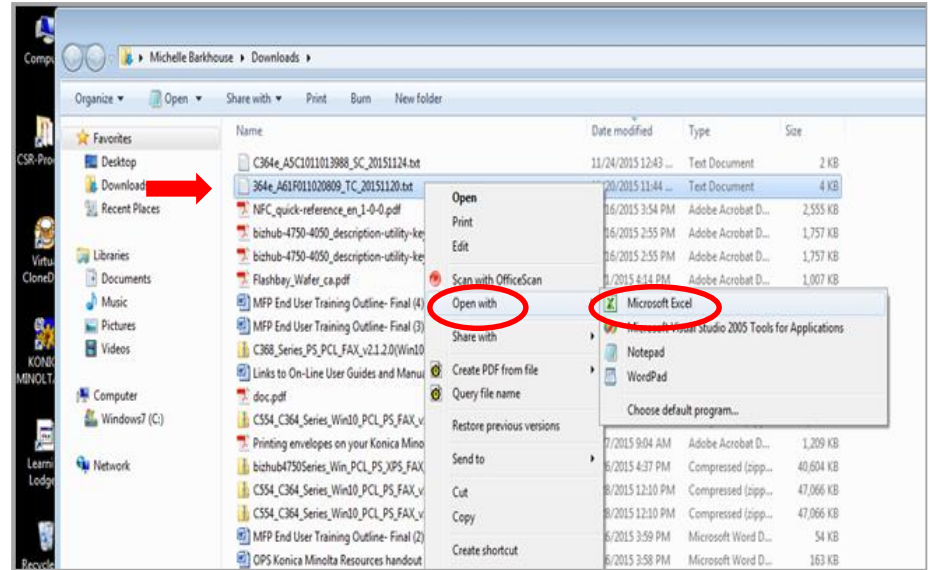

6. Select **Ok**

7. Click on **Download**

8. Select the file from your download it will be a
   .txt file.

Note: The file name is made up using the model,
   serial number of the device and date.

9. Retrieve the .txt file from your downloads file
   Right click
   Select "**Open With**"
   Select "**Microsoft Excel**"

The report will appear in spreadsheet format

The excel spreadsheet is editable which allows you to
 eliminate any unnecessary Information.