

Go to: <https://my-gcks.sensus-analytics.com/login.html#signin>

Enter your email address and password to log in to the portal.

The screenshot shows a web browser window with the address bar containing the URL <https://my-gcks.sensus-analytics.com/login.html#signin>. The browser's address bar also shows "Most Visited", "Getting Started", and "GC Page Vision" tabs. A notification bar at the top of the page reads "Thanks for downloading Firefox. Please help us learn what people like you expect." with a "Share your thoughts" button and a "Learn More" link.

The main content area features the Garden City logo (a colorful sunburst above the text "GARDEN CITY — KANSAS —") and the heading "Customer Portal". Below this is a "Please Sign in" section with the text "Need Help? Call us at 620-276-1100 or email us at billing@gardencityks.us".

The login form includes two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Show password". A blue "Sign in" button is positioned to the right of the form. At the bottom of the form area, there are two links: "Forgot password?" and "Need to set up an account?".

The background of the page is a light green gradient with silhouettes of a train on the left and a bison and cow on the right.

Please click on **Settings** on the left-hand side.

The dashboard features a sidebar menu on the left with the following items: Dashboard, Usage Details, Meters, and Settings (circled in blue). The main content area is divided into four columns, each representing a different aspect of water usage and billing for Meter #89760861.

Billing Cycle Usage	Billing Cycle Data	Billing Cycle Threshold	Alerts						
<table border="1"><caption>Water Usage Data</caption><thead><tr><th>Billing Cycle</th><th>Usage (Gallons)</th></tr></thead><tbody><tr><td>Current</td><td>0</td></tr><tr><td>Previous</td><td>57</td></tr></tbody></table>	Billing Cycle	Usage (Gallons)	Current	0	Previous	57	<p>Current billing cycle Feb 1 2019 to date 0 Gallons</p> <p>Previous billing cycle Dec 27 2018 - Jan 31 2019 57 Gallons</p>	<p>Receive alerts when you use too much water during your billing cycle</p> <p>Configure</p>	No alerts found.
Billing Cycle	Usage (Gallons)								
Current	0								
Previous	57								
Meter #89760861	Meter #89760861	Meter #89760861	Meter #89760861						
0 Gallons used this billing cycle	0 Gallons used this billing cycle	Not configured	0 Alerts in the past 60 days						
Notifications No notifications found.									

Once you click on *Settings* , other options will show below. Click on *Usage Alerts*.

The screenshot displays a web dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Dashboard, Usage Details, Meters, Settings (highlighted with a dropdown arrow), Usage Alerts (circled in blue), Alert Recipients, User Settings, and Units. The main content area is divided into four columns, each representing a different aspect of water usage for meter #89760861.

Billing Cycle Usage	Billing Cycle Data	Billing Cycle Threshold	Alerts						
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0 Gallons used this billing cycle	0 Gallons used this billing cycle	Not configured	0 Alerts in the past 60 days						
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After you click on *Usage Alerts* , you will see the page shown below. This is where you can set alerts for billing cycle usage, daily usage, multi-day usage, and vacation usage.

Settings ▾

- Usage Alerts
- Alert Recipients
- User Settings
- Units

🔥 Billing Cycle Usage Alert

Alert me when a meter is using more than a given amount in a billing cycle.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 57 Gal

Alert me when usage exceeds: Usage: Gal Enabled

🔥 Daily Usage Alert

Alert me when a meter is using more than a given amount in a day.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 1 Gal

Alert me when usage exceeds: Usage: Gal Enabled

🔥 Multi-Day Alert

Monitor meter usage over 7 days.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 6 Gal over 7 days

Monitor usage over 7 days: Enabled
Alert me when usage exceeds: Usage: Gal

🔥 Vacation Alerts

Temporarily override your normal daily alert usage.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019

Starting on: Ending on: Alert me when usage exceeds: Usage: Gal

Enabled

- Dashboard
- Usage Details
- Meters
- Settings ▾
 - Usage Alerts
 - Alert Recipients
 - User Settings
 - Units

⚠ Please Note: Meters transmit reading data multiple times each day, but some individual transmissions may be missed which can cause a delay in receiving alerts.

Billing Cycle Usage Alert

Alert me when a meter is using more than a given amount in a billing cycle.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 57 Gal

Alert me when usage exceeds Gal Enabled

Daily Usage Alert

Alert me when a meter is using more than a given amount in a day.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 1 Gal

Alert me when usage exceeds Gal Enabled

Multi-Day Alert

Monitor meter usage over 7 days.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019
Average Use 6 Gal over 7 days

Monitor usage over 7 days
Alert me when usage exceeds Gal Enabled

Vacation Alerts

Temporarily override your normal daily alert usage.

Meter #89760861
400 MACARTHUR 75019 COPPELL TX 75019

Starting on	Ending on	Alert me when usage exceeds
<input type="text" value="02/18/2019"/>	<input type="text" value="02/28/2019"/>	<input type="text" value="5000"/> Gal

Enabled



Description of alerts:

Billing Cycle Usage Alert - will alert you when a meter is using more than a given amount in a billing cycle.

Daily Usage Alert - will alert you when a meter is using more than a given amount in a day.

Multi-Day Alert - monitors usage over 7 days and send an alert if usage exceeds stated limit.

Vacation Alert - will alert you when a meter is using more than the given amount during the vacation date time frame. ***This alert will temporarily override your normal daily alert usage.**

This page is where you will set each alert that you would like to receive. First, for each alert you would like to set, you will need to check the box labeled *Enabled*. Once the *Enabled* box is checked, you will be allowed to enter a value in the *Alert me when usage exceeds* box. Please click on the *Save* button after entering a value in the *Alert me when usage exceeds* box. Below the meter information on the left-hand side, you will find an average use of gallons to assist you with establishing the value to place in the *Alert me when usage exceeds* box. Please note that the vacation alert requires you to enter a *Starting on* and *Ending on* date in addition to entering a value in the *Alert me when usage exceeds* box. Please see the example below.

Dashboard

Usage Details

Meters

Settings ▾

Usage Alerts

Alert Recipients

User Settings

Units

⚠ Please Note: Meters transmit reading data multiple times each day, but some individual transmissions may be missed which can cause a delay in receiving alerts.

💧 Billing Cycle Usage Alert

i Alert me when a meter is using more than a given amount in a billing cycle.

<p>Meter #89760861 400 MACARTHUR 75019 COPPELL TX 75019 Average Use 57 Gal</p>	<p>Alert me when usage exceeds</p> <input style="width: 80%;" type="text" value="15000"/> Gal	<p><input checked="" type="checkbox"/> Enabled</p>	<p>Save</p>
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💧 Daily Usage Alert

i Alert me when a meter is using more than a given amount in a day.

<p>Meter #89760861 400 MACARTHUR 75019 COPPELL TX 75019 Average Use 1 Gal</p>	<p>Alert me when usage exceeds</p> <input style="width: 80%;" type="text" value="500"/> Gal	<p><input checked="" type="checkbox"/> Enabled</p>	<p>Save</p>
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💧 Multi-Day Alert

i Monitor meter usage over 7 days.

<p>Meter #89760861 400 MACARTHUR 75019 COPPELL TX 75019 Average Use 6 Gal over 7 days</p>	<p>Monitor usage over 7 days</p> <p>Alert me when usage exceeds</p> <input style="width: 80%;" type="text" value="1500"/> Gal	<p><input checked="" type="checkbox"/> Enabled</p>	<p>Save</p>
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💧 Vacation Alerts

i Temporarily override your normal daily alert usage.

<p>Meter #89760861 400 MACARTHUR 75019 COPPELL TX 75019</p>	<p>Starting on</p> <input style="width: 100%;" type="text" value="02/18/2019"/>	<p>Ending on</p> <input style="width: 100%;" type="text" value="02/28/2019"/>	<p>Alert me when usage exceeds</p> <input style="width: 80%;" type="text" value="5000"/> Gal	<p>Save</p>
<p><input checked="" type="checkbox"/> Enabled</p>				