**Odometer Adjustment**

(Decrease)

**IK18**

 Dept. of Public Instr.

Transportation

**Procedure:**

Use this procedure to adjust odometer readings; by canceling prior incorrect entries.

Vehicle Odometer Change Request

<http://www.ncbussafety.org/BSIP/SupportRequest.html>

**Website Application:**

**Note(s):**

* **Step 4:** You MUST cancel all documents from the most current through to the original error. (i.e., if the original error occurred on 01-02-2020; everything that occurred after that point must also be removed)
* **Step 7:** The screen will open to the most the current selection; canceling odometer counter readings works in descending order.
* **Step 10:** The software will automatically increment to the next selected file. Repeat the steps starting with clicking on “Measurement Document” as needed.
1. Open Transaction **IK18**
2. *Change Measurement Documents: Measurement Document Selection* window opens
	1. Equipment field - Input the SAP Equip # (***Go to Step 4***); or
	2. <*Click*> **Matchcode icon** 
3. *Display Equipment: Equipment Selection* window opens
	1. Inventory Number field - Input the SAP Inventory number (*General Data Section*)
	2. <*Click*> **Execute icon** .
4. *Display Measurement Documents: Measurement Document List* window opens
	1. <*Click*> **Select block**  next to the Odometer measuring point(s) to cancel. If multiple lines are required to be selected hold down the <*CTRL*> key while clicking the additional lines. (See Note(s))
5. *Display Measurement Documents: Measurement Document List* window opens
	1. <*Click*> **Change Display icon** 
6. *Change Measurement Documents: Measurement Document List* window opens
	1. <*Click*> **Details icon** 
7. *Change Measurement Document: General Data* window opens
	1. <*Click*> **Measurement Document** (Top-line of screen) (See Note(s))
8. *Change Measurement Document: General Data - Dropdown* window opens
	1. <*Click*> **Functions**
	2. <*Click*> **Reversal Indicator**
	3. <*Click*> **Set**
9. *Information* window opens
	1. <*Click*> **Continue icon** 
10. *Change Measurement Document: General Data* window opens
	1. <*Click*> **Save icon**  (See Note(s))
	2. <*Click*> **Update icon** 

Updated

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