**Odometer Adjustment**

(Increase)

**IK11**

 Dept. of Public Instr.

Transportation

**Procedure:**

To record the odometer counter reading for a vehicle when it exceeds the value displayed in BSIP.

Vehicle Odometer Change Request <http://www.ncbussafety.org/BSIP/SupportRequest.html>

**Website Application:**

**Note(s):**

* **Step 3:** If you do not see a place to enter the SAP Equipment number, then <*Click*> the **New Search icon** . A window will appear titled: *Selection of Input Help* <*Click*> the second option from the list titled “*For Equipment*.”
* If odometer replaced or if BSIP odometer reading is greater than actual vehicle reading complete the website application - *Vehicle Odometer Change Request*.
1. Open Transaction **IK11**
2. *Create Measurement Document: Initial screen* window opens
	1. <*Click*> **Matchcode icon** 
3. *Restrict Value Range* window opens (*See Note(s)*)
	1. Equipment field - Input the SAP Equip # (***Go to Step 5***); or
	2. <*Click*> **Matchcode icon** 
4. *Display Equipment: Equipment Selection* window opens
	1. Inventory Number field - Input the SAP Inventory number (*General Data Section*)
	2. <*Click*> **Execute icon** .
5. *Restrict Value Range* window
	1. <*Click*> **Continue icon** .
6. *Measurement Position* window opens
	1. <*Double Click*> **Measurement position -** Odometer.
7. *Create Measurement Document: Initial screen* window opens
	1. Decrease date by one day
	(i.e., prior 11/18/2019, new 11/17/2019)
	2. Change time field to 23 hundred hours
	(i.e., prior 09:08:50, new 23:08:50)
	3. <*Click*> **Measurement Document icon** 
8. *Create Measurement Document: General Data* window opens
	1. Counter Reading field - Input the current odometer reading
	2. <*Enter*>

STOP and backout of transaction without saving if:

* If the difference field numeric is unreasonable; or
* If a yellow warning message displays at the bottom of the screen - stating, “The counter reading entered will lead to a counter overflow.”

If either occurs complete the website application.

* 1. <*Click*> **Save icon** 
	2. <*Click*> **Back icon** 

Updated

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