

Replace a Broken Odometer

To replace an odometer, create a Repair order in the [Issue Internal Repair Orders](#) window and select the appropriate Activity for odometer replacement. Once the Repair Order is created, then follow these steps:

1. Click **Operations** in the top banner menu
2. Click **In-House Repairs** in the drop-down menu
3. Click **Progress** to open the **Progress** window
4. In the **Repair Orders** pane, locate the Repair Order for the replacement of the odometer and select it
5. Click the **Meter Replace** check box, a pop-message shows in the screen asking you if meter replacement is needed
6. Click **OK**
7. Another pop-up message asks you to enter the **New Meter** reading
8. Enter the new meter reading value (typically 0) and click **OK**
9. In the **Repair Order** pane, the system stores the newly entered meter reading in the **Miles/Hours** column and puts a check mark in the **Meter Replace** check box column
The system also displays the old meter reading in the **Old Odometer Reading** column
10. After you complete the repair order, this new meter reading will be updated in the **Miles/Hours** column in the **Fleet Inventory** window
The **Accumulated Meter** column in the **Fleet Inventory** window will show the difference of **Old Meter** and **New Meter**