



Addressing 'Meter Reading Out of Range' in Manual Fuel Entries

“USER, the 'Meter_XX Reading' reading is out of range.”

Current 'Mile' = ##### (Equipment Table Value)

Entered 'Mile' = ##### (User Entered Value)

Do you still want to update 'Meter_XX Reading'?

'Meter Reading Out of Range' will occur for one of the following reasons:

1. Meter reading entered is lower than the current meter reading.
2. Meter reading entered is higher than the acceptable defined Preference Setup value.

How to handle different scenarios:

I. Entered meter value is a mistake:

1. *Click No*
 - i. The value entered will revert back to the current Equipment Table meter reading
2. *Enter the valid meter reading*

II. Entered meter value is correct and usage calculation is correct:

1. *Click Yes*
 - i. The value entered will remain as entered
2. *Verify Meter_XX Usage column is correct*

III. Entered meter value is correct and usage calculation is incorrect:

1. *Click Yes*
 - i. The value entered will remain as entered
2. *Calculate the meter usage for the transaction (See section IV)*
3. *Enter the calculated meter usage in the corresponding Meter_XX Usage column*
 - i. Verify Meter_XX PM Sched Adjusted is checked if the PM Schedule should be updated

IV. Calculating Meter Usage

1. *Meter has rolled past zero:*
 - i. Subtract the last meter value before the meter rolled from the value when the meter rolled and then add the meter value the vehicle ran after the meter rolled
2. *Meter has Broken or Been Replaced:*
 - i. Subtract the starting reading on the new meter from the current reading on the new meter and then add the untracked usage
3. *Untracked Usage: Either estimate or use an average*
 - i. Average meter readings for a similar time period in the Equipment Snapshot Fuel tab
4. *Failure to enter estimated usages will result in incorrect values for equipment usage and costs*