

How to Search for an Adjustment that Was Made on a Vehicle Usage -

From the Main Menu, under the Search heading, select “Adjustment.” That will bring you to a Search Adjustment page where you can specify your search criteria. By entering the Vehicle Number or specifying a range of dates for when the usage or the adjustment was made, and clicking on the Search button, you can see a listing of the vehicles along with the status of the adjustment request. You can click on the “View” link in the Action column to view the specific adjustment's details.