Recording a Tank Level Adjustment

Use a Tank Level Adjustment when a customer reports what is in the tank, or when another supplier or the customer put fuel in it. It keeps the delivery forecast accurate. Nothing is billed and nothing leaves inventory.

Steps

1. Search for and open the correct customer and service location.
2. Open **Systems**, or the system's Delivery History page, and select **Record tank level** or the Tank Level Adjustment action.
3. Pick the day the tank was checked or filled. A future date is not allowed.
4. Set the level by dragging the gauge or typing the reading, in gallons or percent. A dashed marker shows the level the system projected for today.
5. If someone else delivered fuel, turn on **Someone else delivered fuel** and enter the gallons, if known.
6. Review the summary, then save. The row shows a blue **External adjustment** tag in the Systems tab and Delivery History.

> **Note:** Metered and fleet systems cannot take an adjustment, and a level above the usable tank size cannot be saved. When a tank monitor is installed and reporting, its reading takes priority over the entered level.

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