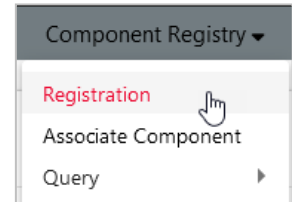


Component Tracking is used to register components. This quick guide provides an example of field registration for a bolster. For examples on other component types, refer to the [Component Tracking User Guide](#). The Company Administrator controls user access to register and associate components to equipment in Component Tracking. To register a component, you must have “Umler Access for Query” and “Component Maintenance Access.” See [Additional Resources](#) at the bottom. To register a new component, refer to the [Component Tracking Register a New Component Quick Guide](#).

Use this procedure to register inventoried components:

1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Component Registry > Registration**.
3. Choose the **Field Registration** tab, then select the **Component Type** from the drop-down and select **Search**.



The screenshot shows the "Field Registration" tab in the Umler interface. At the top, there are navigation tabs: "Search", "Add New", "Upload CSV", and "Field Registration". Below these is a section titled "Select a component type". It contains a dropdown menu labeled "Component Type *" with "BOLSTER" selected. A blue "Search" button is located at the bottom right of this section.

4. Enter the **Manufacturer** and **Cast Month/Year** fields. Enter either the **MFG Pattern Number** or the **Serial Number**.

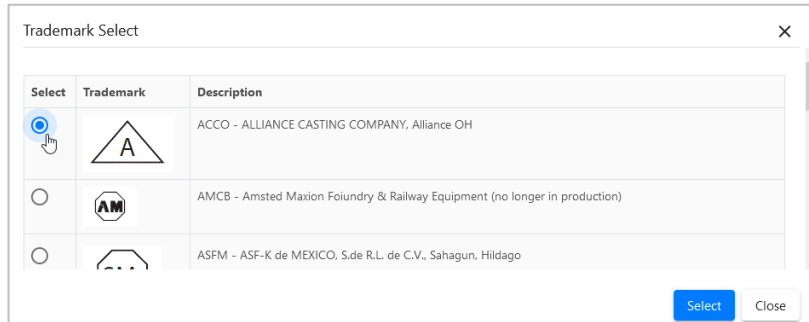
The screenshot shows the "Field Registration" form with the following fields filled in: "Manufacturer" is "ACCO", "Cast Month/Year" is "12/02", and "MFG Pattern Number" is "22367-21C". There is a note above the fields: "Note: Enter the Cast Date, Manufacturer and (Serial Number or Pattern Number)". At the bottom, there are three buttons: "Search", "Register", and "Cancel".

5. Select **Search**.
 - When a matching component is found, no field registration is necessary, and the bolster can be associated with the equipment ID.
 - When no matching component is found, select **Register**. The Field Registration Elements page is displayed.

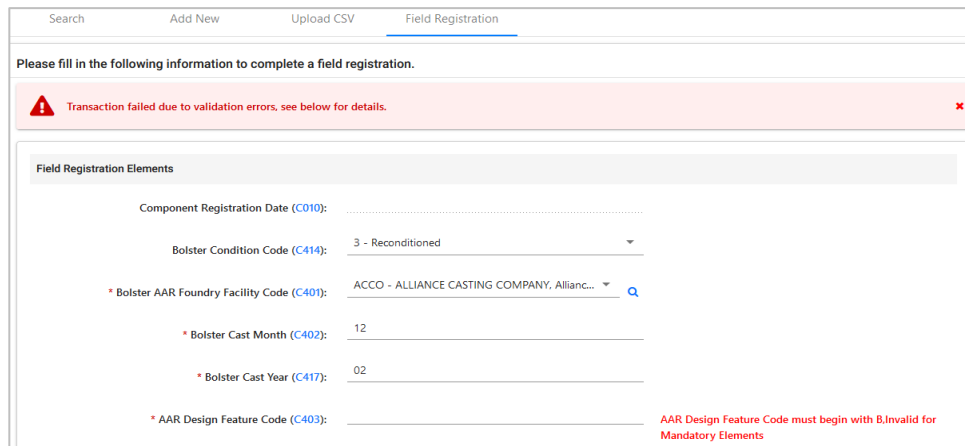
The screenshot shows the "Field Registration" form with a red error message at the top: "Your search parameters did not match a component currently registered in the Umler Component Registry. Please click Register to complete a Field Registration." The search criteria from the previous screenshot are still visible: "Manufacturer" is "ACCO", "Cast Month/Year" is "12/02", and "MFG Pattern Number" is "22367-21C". The "Register" button is now highlighted in blue.

6. Complete all required elements for the bolster (marked with an *). Select the trademark lookup icon () to open the

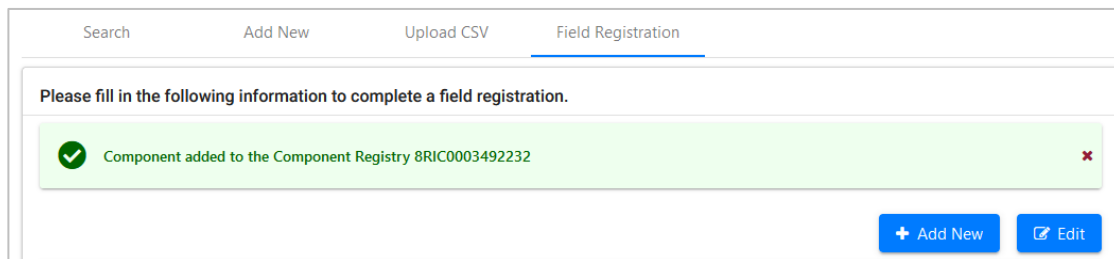
Trademark Select pop-up to select the **Foundry Facility Code**.



7. Once all mandatory fields are entered, select **Save**.
8. If validation fails, an error message is shown beside the invalid entry. Fix the error and select **Save**.



9. If validation is successful, a green success message is displayed, and Component Tracking generates a unique bolster component ID. The bolster can now be associated with an equipment ID. To add another bolster registration, select **Add New**. The **Search if Bolster is Registered** page is displayed. To edit the current component again, select **Edit**. If finished, select another menu item.



Additional Resources

The following additional resources are available:

- Consult the [Component Tracking Data Specification Manual](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user permissions in SSO.
- Consult the [Component Tracking Associating Components Quick Guide](#) for information on how associate a component to equipment.
- View the [Component Tracking product page](#) to access other essential resources for using Component Tracking.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.