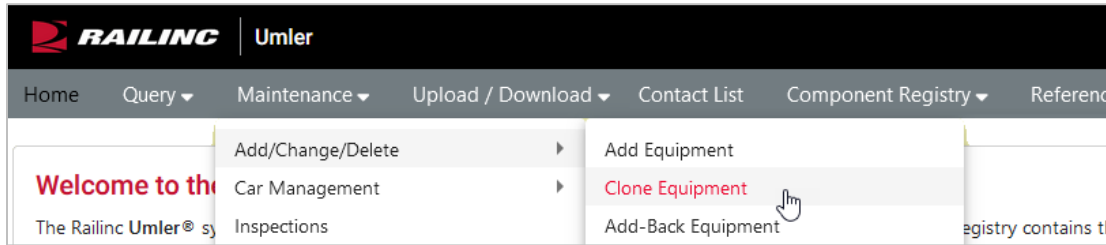


This Quick Guide shows how to clone equipment in Umler.

The Company Administrator controls each user’s access to add, modify, or delete equipment in the Umler system. The user managing the equipment must have “Umler Access for Maintenance” and must be granted Equipment Rights in Umler. See Additional Resources at the bottom of the page.

Use this procedure to clone (i.e., copy) the data values from one piece of equipment to one or more new pieces of equipment:

1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Maintenance > Add/Change/Delete > Clone Equipment**.

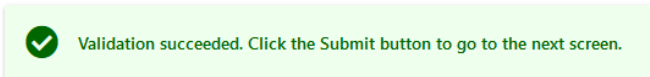


3. On the Clone Equipment screen, enter the **Source Equipment ID** and one or more **New Equipment ID(s)**. The New Equipment IDs can be entered as specific values separated by commas, or as a range of values separated by a hyphen, or as a combination of both comma-separated values and ranges (e.g., RAIL401, RAIL404, RAIL500–RAIL599).









4. Click **Validate** to verify that the IDs entered do not receive any red error messages indicating that you entered an already active ID.

For equipment that has been used previously, a yellow message will inform you that you can proceed to submit the form and add the equipment back as new.

5. Once you receive a green **Validation Succeeded** message, click **Submit**.



6. Next, enter the equipment data as appropriate (e.g., Built Date, Owner, Extended Service) on the element entry page.

|                    |                      |   |            |   |                      |
|--------------------|----------------------|---|------------|---|----------------------|
| Built Date         | <a href="#">BLDT</a> |    | 06/01/1972 |  | <input type="text"/> |
| Rebuilt / ILS Date | <a href="#">RBDT</a> |   |            |  | <input type="text"/> |
| Owner              | <a href="#">UMOW</a> |     | RAIL       |  | <input type="text"/> |

7. Click **Validate** to verify that all mandatory data has been entered and passes applicable business rules.
  - When you change the Build Date, it is common for new business rules to apply, requiring new data values.
  - If you need to save your progress without committing incomplete or erroneous data to the system, select **Suspend**. Resume adding the equipment from the **Maintenance > Suspended Work** menu at a later time.
8. When you receive a green **Validation Successful** message, click **Submit** for a confirmation that the request has been submitted to the system for processing. Sign up for Tickler 410 to be notified by email when processing is complete.

### Additional Resources

The following additional resources are available:

- Consult the [Umler 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’s permissions in SSO.
- Consult the [Umler Managing Access Rights Quick Guide](#) for information on how company administrators manage user’s access rights.
- View the [Umler Reference Material page](#) to access other essential resources for using the Umler system.

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