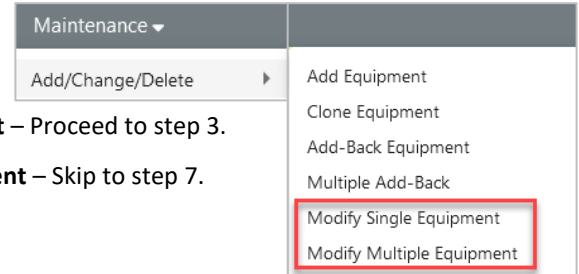


This Quick Guide shows how to manage equipment in Umler.

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.

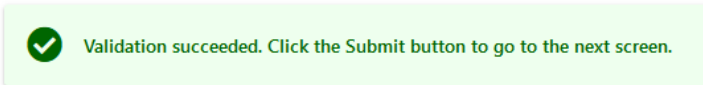
Use this procedure to modify one or more pieces of equipment for the company you are managing:

1. Sign in to Launch Pad and navigate to **Umler**.
2. From the Umler menu bar, select one of these options:
 - **Maintenance > Add/Change/Delete > Modify Single Equipment** – Proceed to step 3.
 - **Maintenance > Add/Change/Delete > Modify Multiple Equipment** – Skip to step 7.



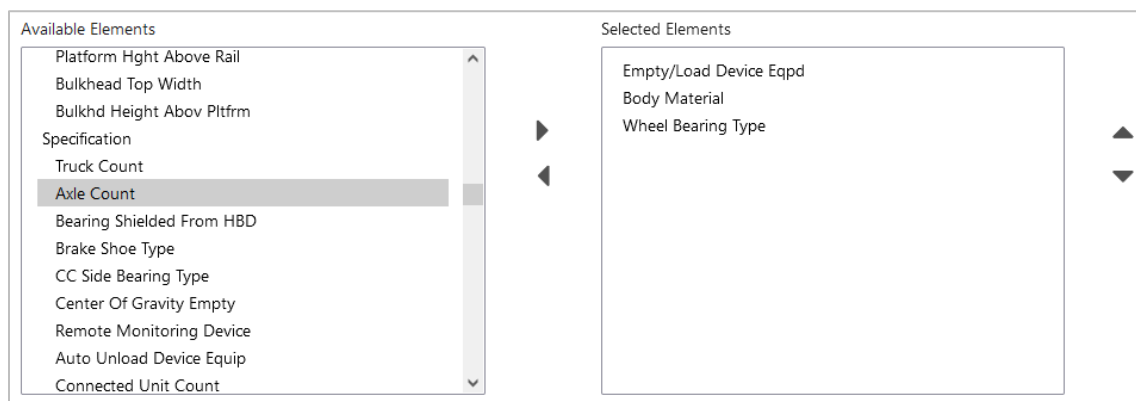
Modify a Single Piece of Equipment

3. Enter one Equipment ID and select **Modify**.
4. Modify the equipment data as necessary.
5. Click **Validate** to confirm that mandatory data has been entered and passes all applicable business rules. Updating fields may cause new business rules to apply.
To save your progress without committing incomplete or erroneous data to the system, click **Suspend**. Resume updating the equipment from the **Maintenance > Suspended Work** menu.
6. When you receive a green Validation Succeeded message, click **Submit**.






Modify Multiple Pieces of Equipment

7. Enter one or more Equipment ID(s). 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).
8. Click **Validate**. When validation is successful, an Elements selection box appears.
9. To select the elements to modify, highlight the element and either click the right arrow or double-click the element name in the **Available Elements** box. Scroll down to see all the available elements. Selected elements appear in the **Selected Elements** box.



- Once you have selected the elements to modify, click **Submit**.
- A table appears with the selected equipment in individual rows and the selected elements in columns. Modify the data table as appropriate.
- To auto-populate a field for many units, enter or select a value in the top row and click the copy button (called out below) to populate the remaining rows.

Equipment ID	Empty/Load Device Eqpd B075	Body Material A030	Wheel Bearing Type B191
<input type="checkbox"/> Select All			
<input checked="" type="checkbox"/> RAIL0000000404	19	R	
<input checked="" type="checkbox"/> RAIL0000000503	19	R	

- SKIP this step if you have modified 50 or more units of equipment:* Click **Validate**. Make any changes to correct errors.
- Click **Submit** to start processing. As long as the entries conform to all existing or newly applicable business rules, then Umler will begin making the requested changes. Sign up for Tickler 451 to be notified by email when processing is complete. Alternately, for smaller batches, wait for Umler to verify that the changes are 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 if you need assistance.