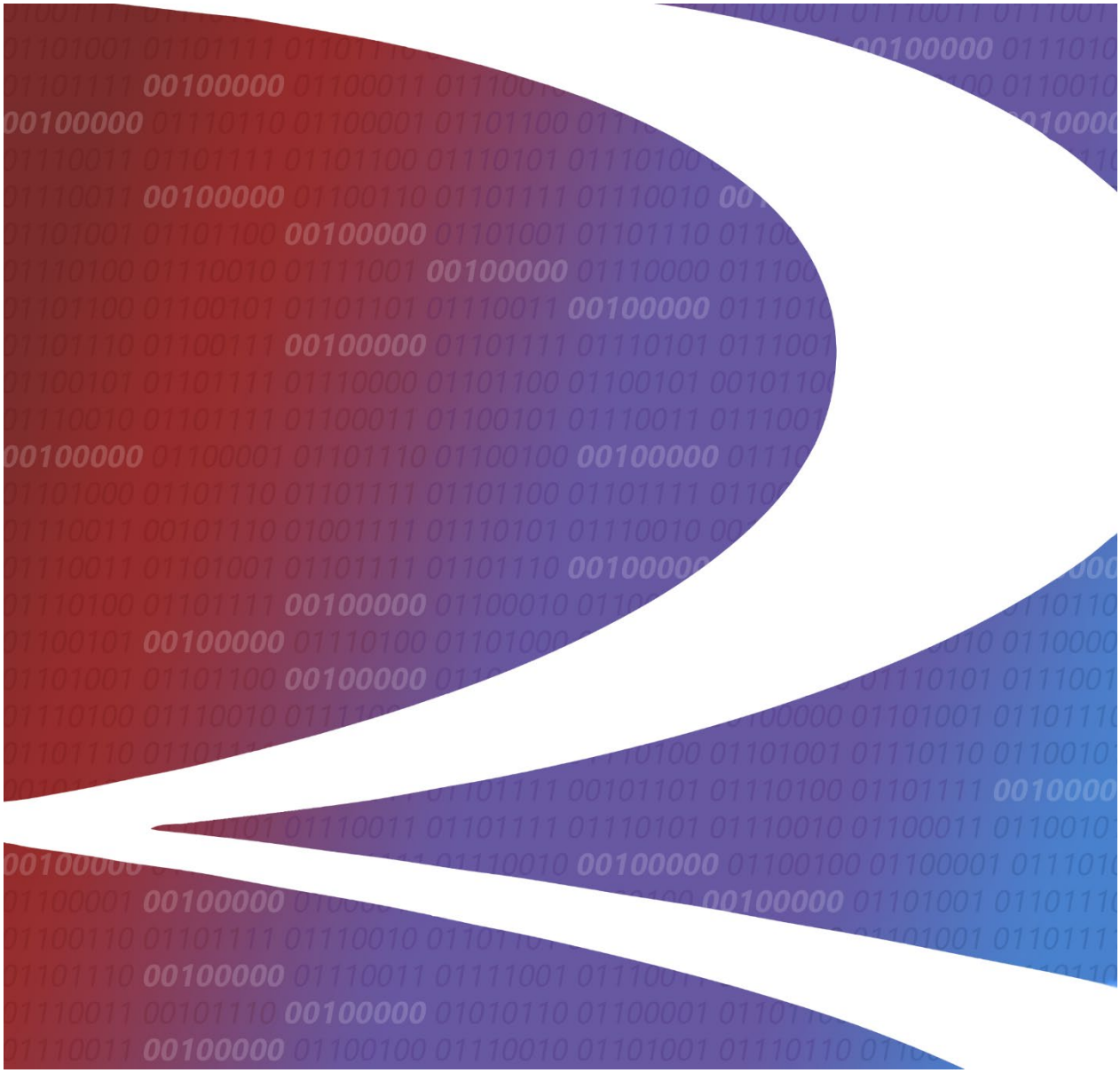

Umler® User Guide

RAILINC

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Welcome to Umler

Railinc's Umler® is a web application that provides a variety of enhanced equipment management functions. This chapter presents an overview of Umler, its system requirements, descriptions, and references to supporting documentation, contacts, as well as a description of standard Railinc user interface elements and Umler-specific interface elements.

Overview

Umler is the industry's central repository for registered rail and intermodal equipment in North America. This system rests at the heart of nearly all railway activities. It is critical for effective industry interline operations. It provides the physical characteristics of equipment and the inspection data needed for the safe routing, loading capabilities, and rating information for car hire accounting. Virtually all the electronic exchange of rail equipment data relies in one form or another on Umler. It serves as the industry's database for equipment management and inspection information.

Industry leaders commissioned the development of Railinc's Umler to facilitate the industry's ever-changing business rules and government regulations.

Railinc's Umler allows users to access and manage rail equipment information through an internet application. The Umler user interface promotes greater efficiency by providing web-based access to the Umler database, allowing users to query and to make real-time updates to their data. This system has been designed to meet the data integrity needs of our customers by providing this greater flexibility in a fully secure environment.

User Guide Structure

This document has been organized to reflect the application menu order of Umler. It describes use and interpretation of the interface elements in Umler.

Dictionary-like retrieval text appears in the headers. A full index is included.

Screen captures generally show only the content area of the web pages (headers and footers have been removed).

Railinc Single Sign-On (SSO) information has been removed, and references to the *Single Sign-On User Guide* and *Single Sign-On Administrator Guide* were added where needed.

Whenever possible the term "select" is used to indicate making a choice using either the mouse or keyboard. Left click with your mouse to activate a control or select an item.

Links in this document may take you to another section of the user guide, open a document, website page, or email.

General User Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the *Railinc UI Dictionary*. Application-specific interface information is described in the next section.

Requesting Changes to Umler

Use the following procedure to request changes to Umler:

1. Open the *Umler Change Request*.
2. Complete the document and save it to your computer (leave open).
3. Select the link at the top of the form. This opens an email to the Railinc Customer Success Center with the subject line "Umler Change Request."
4. Attach the saved document.
5. Send the email.

Supporting Documentation

Umler Data Specifications Manual

The *Umler Data Specifications Manual* provides the data requirements and input formats to register equipment into the Umler system and is needed when registering equipment. It also contains tables of business rules and field definitions. The current version of the *Umler Data Specifications Manual* and other reference materials can be downloaded from Umler product page on Railinc.com. Select the **References** menu item from any page to open the Umler product page.

AAR Field Manual

Published by the Association of American Railroads (AAR), this manual contains all rules dealing with the care and repair, responsibility for, disposition of, settlement of freight equipment. It includes the procedures for the operating and billing of maintenance pools.

Information for ordering this manual can be found on the AAR's publication website at https://aarpublications.com/.

Railinc Customer Success Center

The Railinc Customer Success Center (CSC) is a free service to Umler users and is operational twenty-four hours a day, every day of the year. Call **(877) 724-5462** or email csc@railinc.com to report problems accessing Umler. Password, user ID and other issues related to access will be solved as soon as possible.

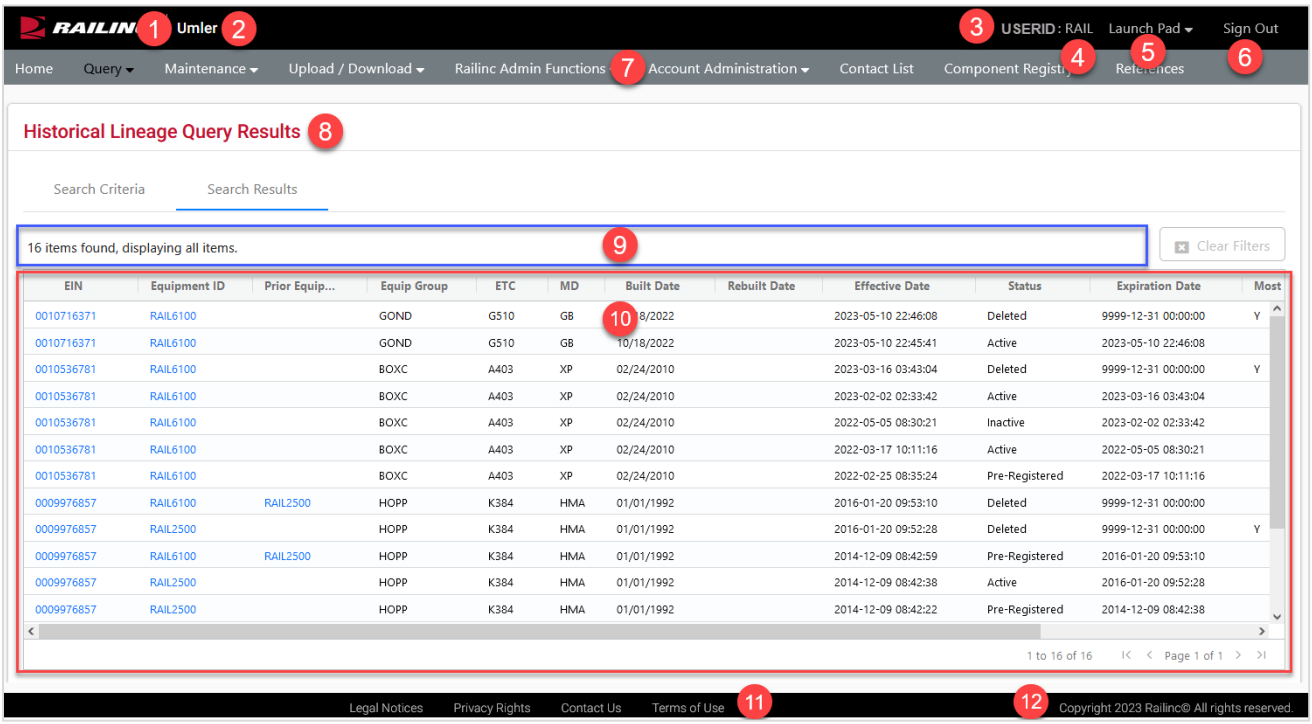
User Interface

The Umler interface provides the same navigational tools found in most Windows applications and internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks.

Railinc Page Layout

Each page in a Railinc web application has the same structure.

Exhibit 1. Railinc Application Layout



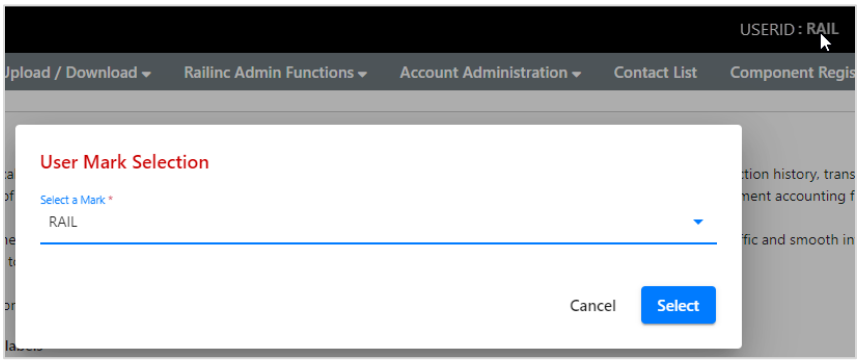
1 **Logo**—Railinc logo. The logo is a link to the Railinc Corp website.

2 **Application Title**—Name of the application. This is also a link to the Home page of the application.

3 **User ID**—Logged in user.

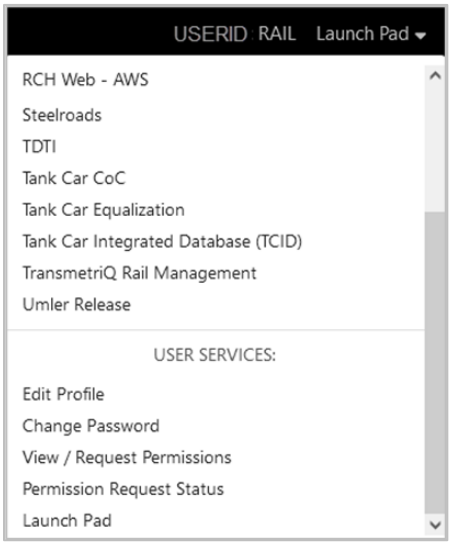
4 **Company**—Company the user represents. This is for individuals representing more than one road. Selecting this link while logged in (RAIL is shown in the example below) opens the **User Mark Selection** pop-up. Enter or select the company on whose behalf you'll be working—without logging out.

Exhibit 2. User Mark Selection



5 **Launch Pad**— Clicking on this provides a drop-down menu of Launch Pad links in order to switch to other authorized Railinc applications (top) or go to User Services functions (bottom), e.g., change passwords, request other applications (Exhibit 3).

Exhibit 3. Launch Pad Drop-Down Menu



6 **Sign Out**—Logs out of current application and returns to the Railinc SSO login page.

7 **Application Menu**—The top of the Railinc page displays the application menu options. The options on this menu allow you to perform the various functions of the application. Some specific options include:

- **References**—Opens a page with links to various reference training materials (e.g., quick guides, specification manual, task videos, webinars, etc.).

8 **Page Title**—The title of the specific application task page.

9 **Message Area**—Area under the page title which displays messages as needed (shown outlined in blue).

10 **Page content area**—The area of the page where tasks are executed (shown outlined in red). These vary and may include a number of different elements, which are described in the next sections.

11 **Legal Links**—This area at the bottom left of each page contains links to applicable legal notices, privacy rights and terms of use.
Contact Us—Opens a page of contact information (local road, Railinc support).

12 **Copyright**—This area at the bottom right of each page displays copyright information.

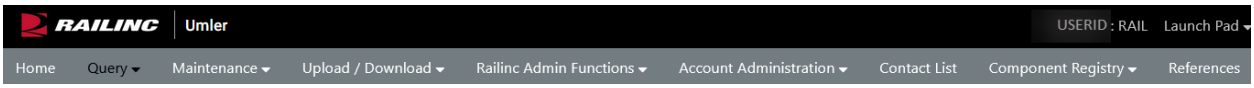
Umler-Specific Interface Elements

This section describes the Umler-specific interface elements.

Umler Application Menu

Exhibit 4 show the Umler application menu.

Exhibit 4. Umler Application Menu



The Umler application menu provides the following functions:

Exhibit 5. Umler Application Menu Functions

Menu Item	Function
Home	Displays the Umler Home page
Query	Displays the Query menu
Maintenance	Displays the Maintenance menu
Upload/Download	Displays the Upload/Download menu
Railinc Admin Functions	Displays the Railinc Admin Functions menu (for Railinc Administrators only)
Account Administration	Displays the Account Administration menu (for Company Administrators only)
Contact List	Opens the FindUs.Rail application
Component Tracking/Registry	Displays the Component Registry menu as described in the *Component Tracking User Guide* (also see References)
References	Opens the Umler product page in Railinc.com

Umler Checkbox Toggles

On certain pages, Umler uses a checkbox to modify the appearance or display of data. Unchecking the checkbox returns the data to its default appearance. These include:

☐ **Use Spanish for error messages and form labels**—check to toggle to Spanish language (Exhibit 8)

☐ **Show database values**—check to show unformatted database values (Exhibit 16)

☐ **Flat View**—check to display truck components grouped by element in location order (Exhibit 16)

☐ **Differing elements only**—check to removing matching elements (Exhibit 73)

Umler Command Buttons

Umler uses some application-specific command buttons.

Exhibit 6. Umler-Specific Command Buttons

Name	Function
Accept	Accepts a pending access right granted by another company (Exhibit 223).
Add Equipment Right	Opens the Equipment Access Right page (Exhibit 200).
Add Inspection Right	Opens the Inspection Access Right page (Exhibit 203).
Add Pool Right	Opens the Pool Access Right page (Exhibit 198).
Add View Confidential Data Right	Opens the View Confidential Data Access Right page (Exhibit 220).
Assign to Profile	Opens the Manage Security Profiles (Exhibit 208).
Assign to User	Opens the Intra-Company User List (Exhibit 225).
Clone	Clones an existing security management profile (Exhibit 208).
Clone Rights	Selects the user whose rights are being cloned. (Exhibit 206)
Clone Rights from Another User	Opens the Select Access Right Source page (Exhibit 206).
Collapse All	Causes table structure to collapse to headings only. Used with + and – icons.
Confirm Clone Rights	Applies cloned rights to the recipient (user) (Exhibit 207).
Count Equipment	Provides an equipment count for rights being assigned to a user.
Decline	Declines a pending access right granted by another company (Exhibit 223).
Element Selection	Toggles back to the Select Elements for Update page for Modify Multiple Equipment Units (Exhibit 96).
Expand All	Causes table structure to expand to headings and subheadings only.
Go	While in view by location after incrementing the component count, adds an additional component location (Exhibit 92).
Grant Access Rights	Opens the Update Access Rights page for the selected company (Exhibit 218).
Grant Profiles	Opens the Manage Security Profiles page for the selected company (Exhibit 221).
Relinquish	Surrenders a previously accepted right from another company (Exhibit 224)
Restore	Restores (activates) a deleted notice (Exhibit 173 and Exhibit 174).
Revoke	Revokes access right granted to another company (Exhibit 218) or a security profile granted to another company (Exhibit 221).

Name	Function
Show Equipment	Shows list of equipment assigned to a specific pool (when viewing a pool header). See Exhibit 47.
Switch View	Toggles Equipment details page (e.g., modify, etc.) to show components by physical location on car (Exhibit 91 and Exhibit 92).
Transfer	Requests (and confirms) the transfer of specified access rights from one company to another (Exhibit 244). Railinc Administrators only.

Umler Icons and Indicators

Umler uses application-specific icons and indicators to assist you:

Exhibit 7. Umler-Specific Icons

Icon	Umler-Specific Description
	ETC Generation field
	Mandatory Element field
	Rating field
	Identifies blue card elements
	Element in conflict indicator. Record needs attention to remove the conflict
	Copy entry in field to all fields below (notably for Inspections), or change query results display order (move selected item down)
	Move entry into field at right (Query Output Attribute options)
	Move entry into field at left (Query Output Attribute options)
	Change query results display order (move selected item up or down)
	Assigns selected security profile to user ID
	Assigns all available security profiles to user ID
	Unassigns selected security profile from user ID
	Unassigns all security profiles from user ID
+	Expands directory (table) structure
-	Collapses directory (table) structure
	Opens calendar for date fields
	Calculates due date for related date fields (Inspections).
	Copy entry in field to all fields below (in Modify Multiple Equipment)

Getting Started

The Umler application is accessed using the Railinc Single Sign-On (SSO), which can be accessed from the Railinc portal at https://public.railinc.com. The SSO log in is located at the upper right of the page. Refer to Register to Use Railinc SSO.

Register to Use Railinc SSO

Each Umler user must register to use Railinc Single Sign-On. It is beyond the scope of this document to describe the use of Railinc Single Sign-On. Refer to *Railinc SSO and Launch Pad User Guide.*

Once SSO registration is complete, you must request access to Umler within SSO.

Requesting Umler Access

After authorization to use Railinc SSO is received, you must request general access to Umler following instruction in the *Railinc SSO and Launch Pad User Guide*.

When you receive the email notification that you have access to Umler, you can login and begin using Umler. Refer to Logging In.

Access to certain functions within Umler are handled by your local Umler administrator who has the SSO rights to specify local Umler user's tasks (and menu items). Some advanced Umler tasks are billable from Railinc to the requesting road, so access is carefully controlled via SSO.

Logging In

Use the following procedure to log into Umler:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. Select **Umler** in the **My Applications section.**
   a. If you are authorized to act on behalf of just one company, the Umler Home/Welcome page is displayed (Exhibit 8).
   b. If you are authorized to act on behalf of more than one company, the User Mark Selection pop-up displays (Exhibit 2). Enter or select the company you want to represent and click the **Select** button. The Umler Home page is displayed (Exhibit 8).

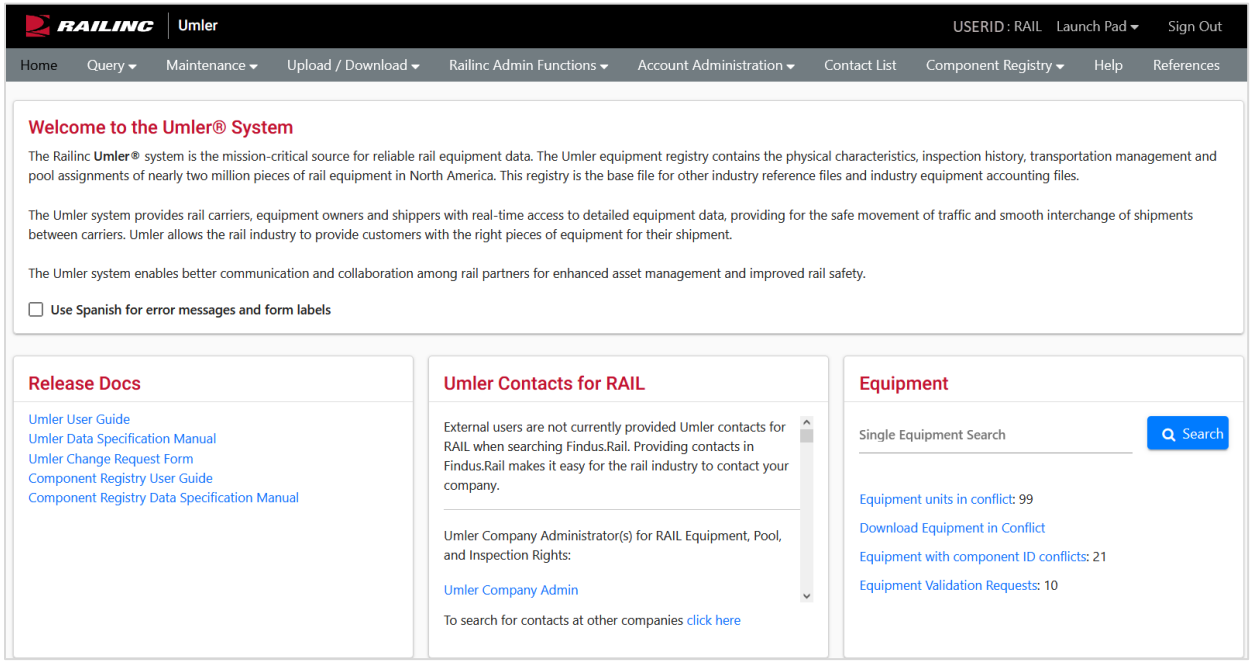
Logging Off

If the SSO Login is still needed for other SSO applications, select the **Launch Pad** link, which closes Umler and returns to the Launch Pad/SSO Welcome page where other applications can be selected.

On any Umler page, select the **Sign Out** link at the upper right of the page. The Railinc SSO login page is displayed.

Home Page

Exhibit 8. Umler Welcome/Home



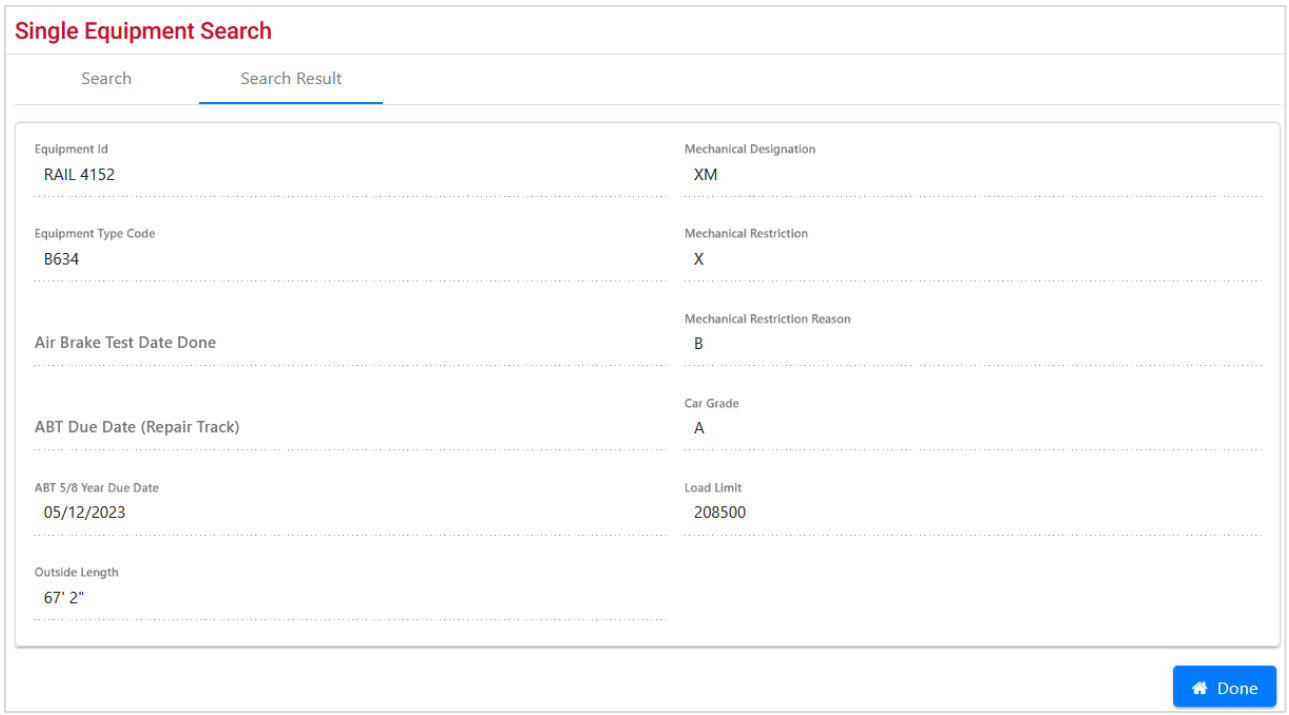
Functions on this page include:

- Check the box under the information window to view error messages, page titles, instructions, and command buttons in Spanish.
- Select an Umler application menu item (refer to Exhibit 5).
- Use the Single Equipment Search function as described in Single Equipment Search.
- View/update equipment in conflict by selecting the **Equipment units in conflict** link. See View/Update Equipment Units in Conflict.
- View/Accept/Reject Equipment Validation Requests by selecting the Equipment Validation Requests link. See Equipment Validation Requests.
- Send an email to your company (MARK) Umler contacts.
- Search for other company's contacts.

Single Equipment Search

While on the Home/Welcome page, type an equipment ID in the **Single Equipment Search** text box and select **Search**. The Single Equipment Search page is displayed (Exhibit 9).

Exhibit 9. Single Equipment Search



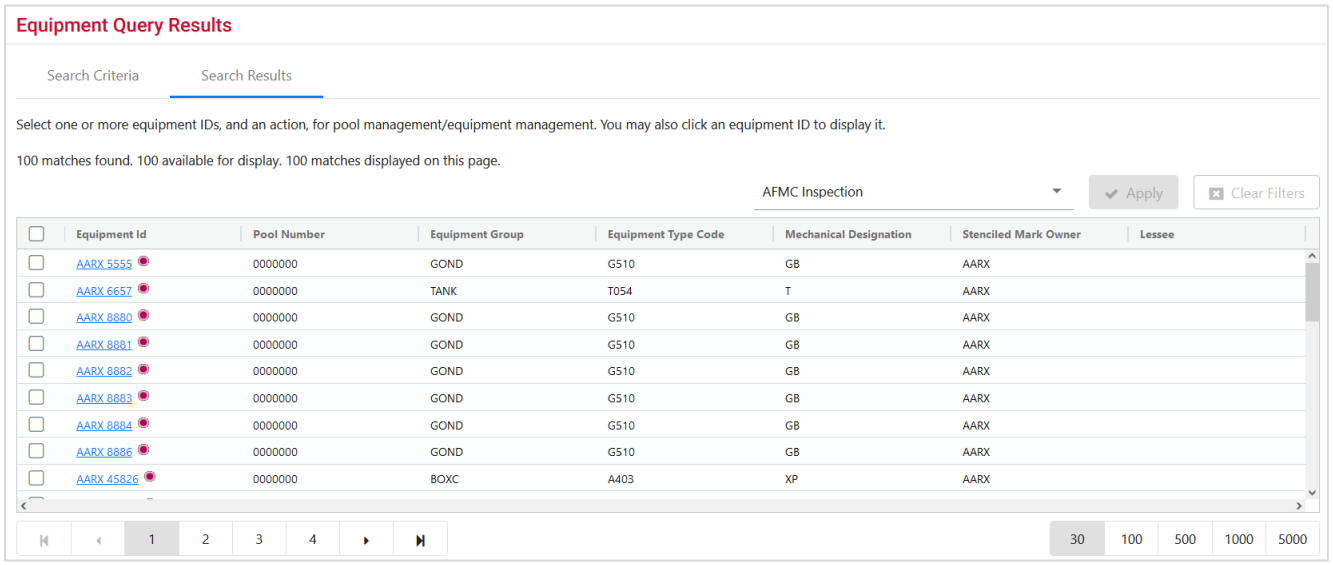
This page is for viewing only. Select the **Search** tab to perform another search.

To exit the page, select **Done** to return to the Home/Welcome page, or select an Umler application menu item (refer to Exhibit 5).

View/Update Equipment Units in Conflict

When the **Equipment Units in Conflict** link is selected, a query with those units is automatically executed (Exhibit 10).

Exhibit 10. Equipment Units in Conflict Auto Query



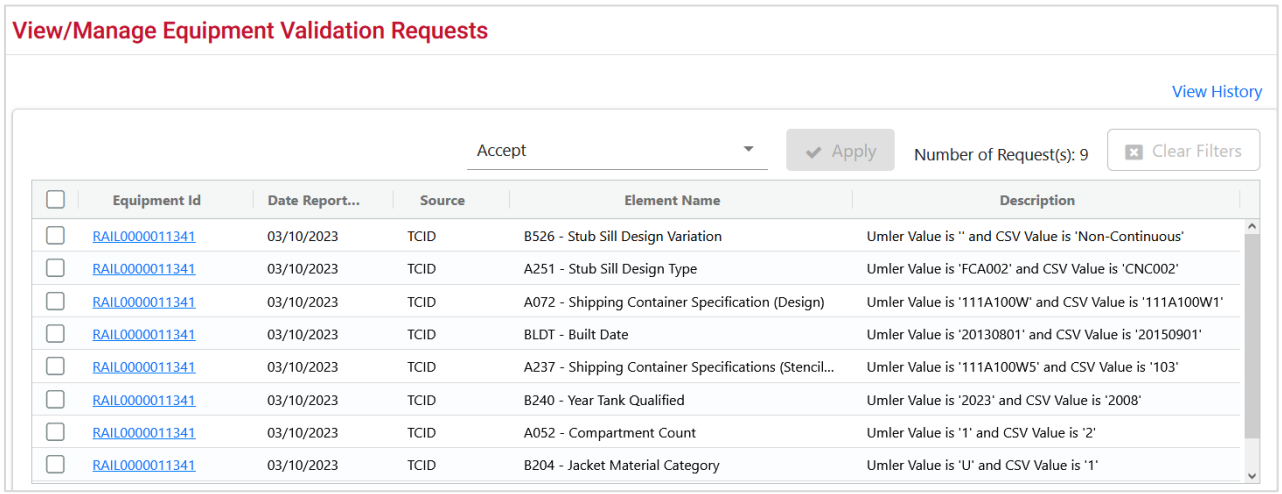
Use the Equipment ID link to display the unit or select the checkbox beside the unit(s), and if authorized, choose **Modify Equipment** from the Action drop-down to edit those units in conflict. Refer to Exhibit 31. Refer also to Modify Single Equipment for modification instructions.

Equipment Validation Requests

When the **Equipment Validation Requests** link is selected on the Umler Home page (Exhibit 8), the list of Equipment Validation Requests opens. These equipment IDs are associated with your MARK(s) and Equipment Validation Requests records have been created for them based on four consecutive 'Bad' readings, Mismatched AEI Tag Detector readings and Umler information for Axle Count and or Equipment Group of that equipment.

When an Equipment Validation Request is created on active equipment, an Umler Tickler notification should be created and sent to the equipment (car) owner for the equipment. See Configure Ticklers for details.

Exhibit 11. Equipment Validation Request



View Equipment Validation Requests

An active **Equipment Validation Request** record is created when:

- Detectors log 4 or more bad reads for Axle Count (A024) when comparing equipment to Umler data
- Detectors log 4 or more bad reads for AEI tag mismatch of Equipment Group (0002)

An **Equipment Validation Request** record is moved to History when:

- Records in Umler are Accepted or Rejected
- A record is older than 90 days and no action has been taken

An **Equipment Validation Request** record is deleted when:

- Detectors log 3 or more good reads (following 4 or more bad reads)
- A record is deleted from History after 90 days, see View History.

The **Equipment ID** link opens the **Display Unit** page with the equipment details. For more information about **Display Unit**, see Exhibit 16.

Accept/Reject Validation Requests

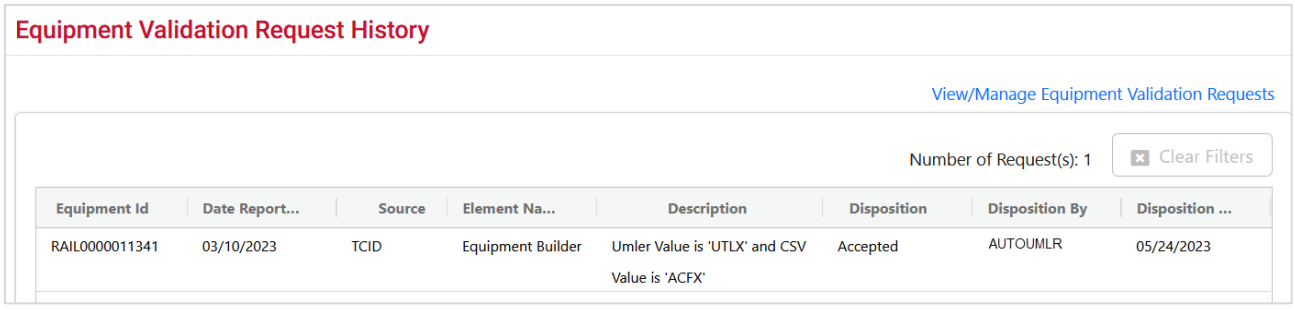
User the follow procedure to accept/reject equipment validation requests:

1. Select the **Equipment ID** by clicking the appropriate checkbox(es).
2. From the drop-down list in the upper right side of the page, select **Accept** or **Reject** from the list. Click **OK**.
    a. Selecting **Accept** means that you have corrected the issue, whether it required a manual update in the Umler Modify Equipment page or fix of the AEI tag.
    b. Selecting **Reject** means that the equipment or tag has already been corrected or is not a validation issue.

View History

Click the **View History** link to view the history of all equipment IDs that have been Accepted or Rejected or are older than 90 days without any action being taken.

Exhibit 12. Equipment Validation Request History



Email Umler Administrators for MARK

To email an Umler administrator for the login mark, select the **name link** in the contact column. An email for that administrator is opened. Indicate the Umler needs and send the email.

Find Other Company Contacts

When the **Click here** link at the bottom of the Home page is selected, the FindUs.Rail application opens. Refer to Contact List for additional information.

Query

When **Query** is selected from the Umler menu, the Query menu displays (Exhibit 13).

Menu & Options

Exhibit 13. Query Menu

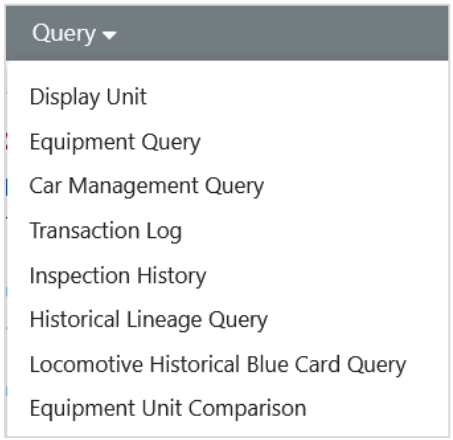


Exhibit 14 describes the tasks available in the Query menu.

Exhibit 14. Query Menu Items and Descriptions

Menu Item	Description
Display Unit	Allows you to view the entire Umler record for a specified equipment ID.
Equipment Query	Allows you to query for equipment unit information. Provides access to saved queries.
Car Management Query	Allows you to search for specific pools and equipment in order to view pool header and assignment data and perform edits.
Transaction Log	The transaction log provides a history of all activity (related to equipment and pool data) successfully applied to the system. This page provides a search engine that allows you to query transaction records by various criteria such as transaction type and equipment group. You can view the details of found transaction records.
Inspection History	Allows a user to request inspection history of equipment or by inspection types.
Historical Lineage Query	Allows a user to request and view a lineage query for a single piece of equipment.
Equipment Unit Comparison	Allows a user to view the differences between any two pieces of equipment in the same equipment category.

Display Unit

This function is used to view all details of an Umler record for a specified equipment ID. Based on user permissions, some confidential fields may not be displayed.

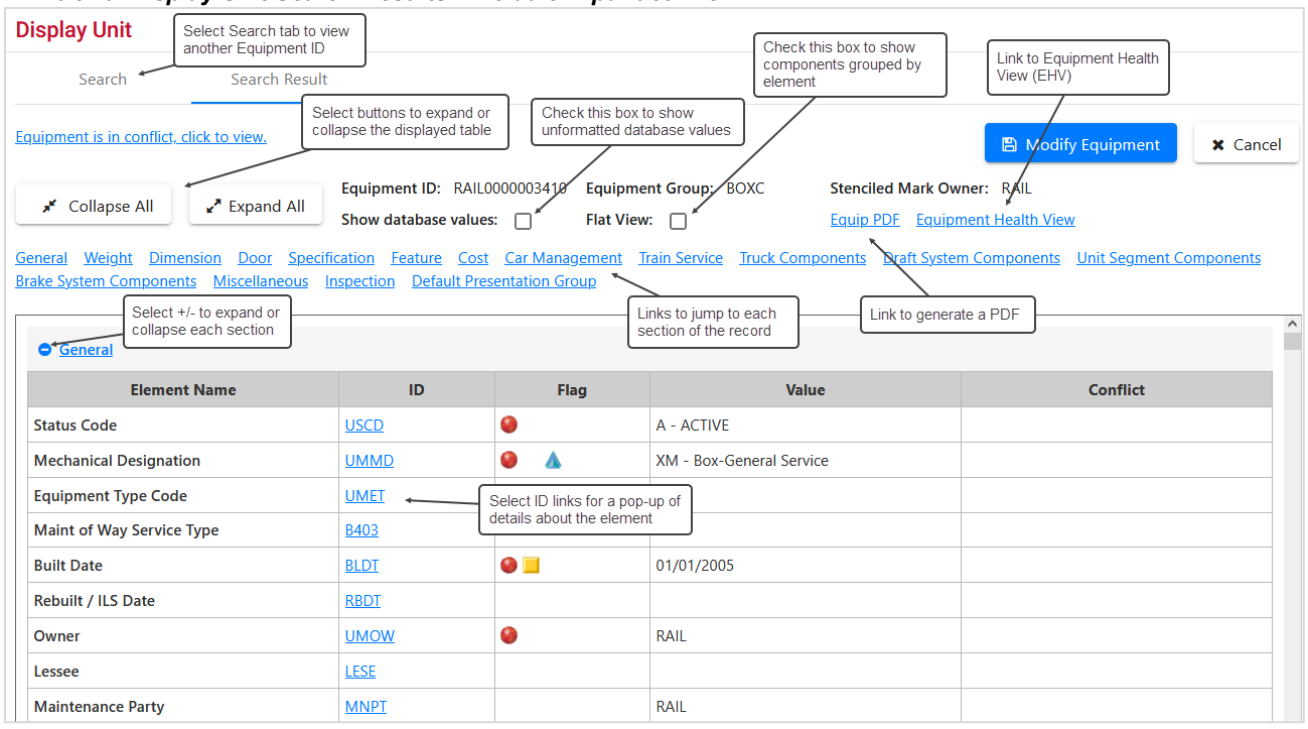
Use the following procedure to display a record:

1. From the main menu, select **Query** > **Display Unit**. The Display Unit page is displayed (Exhibit 15).

Exhibit 15. Display Unit

2. Enter a valid **Equipment ID** and select **Submit**. If the Equipment ID is not valid, an error message is displayed, otherwise the Display Unit Search Results (read-only) page is displayed (Exhibit 16).

Exhibit 16. Display Unit Search Results – Default Expanded View



- Scroll the table using the scroll bar or the navigation links above the table

- Use the **Collapse All** button to collapse the table to headings only (Exhibit 17):
  - General
  - Weight
  - Dimension
  - Specification
  - Feature
  - Cost
  - Blue Card (locomotive only)
  - Car Management
  - Train Service
  - Truck Components
  - Draft System Components
  - Unit Segment Components
  - Intermodal
  - Miscellaneous
  - Inspection
  - Default Presentation Group
- Use the **Expand All** button to fully expand the table.
- Use the + and - icons beside the headings to open or close them individually.
- Check **Show database values** to see unformatted database values (this is a toggle—uncheck to return to the formatted view).
- Check **Flat View** to see Components grouped by similar element for easier comparisons (Exhibit 18).
- Select the **Equip PDF** link to open a printable version of the record in another window/tab. The PDF can be saved or printed. To return, close the PDF window/tab.
- Select the **Equipment Health View** link to open the Equipment Health View (EHV) portal (see the *Equipment Health View User Guide* for details).
- For locomotives, select the **Blue Card PDF** link to display a PDF version of a blue card Locomotive Inspection and Repair Record (see Create Blue Card PDF).
- Select the **Search** tab to submit a different Equipment ID.

Exhibit 17. Display Unit Search Results – Collapsed View

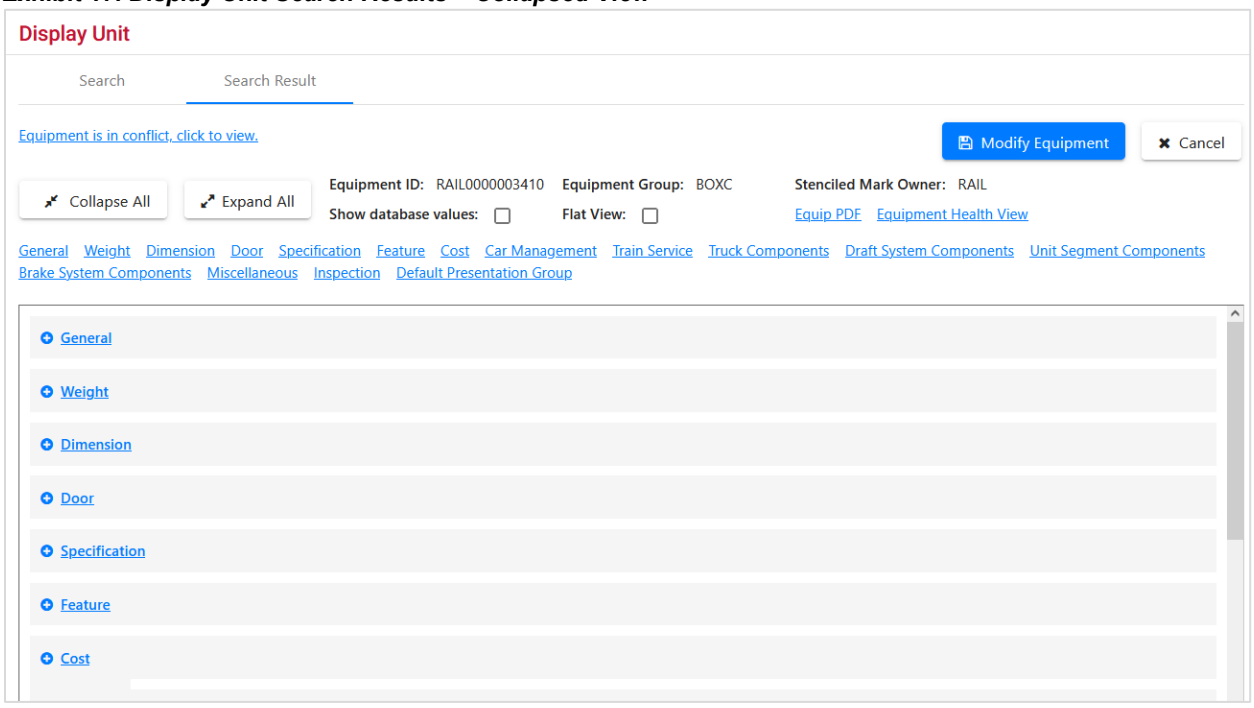
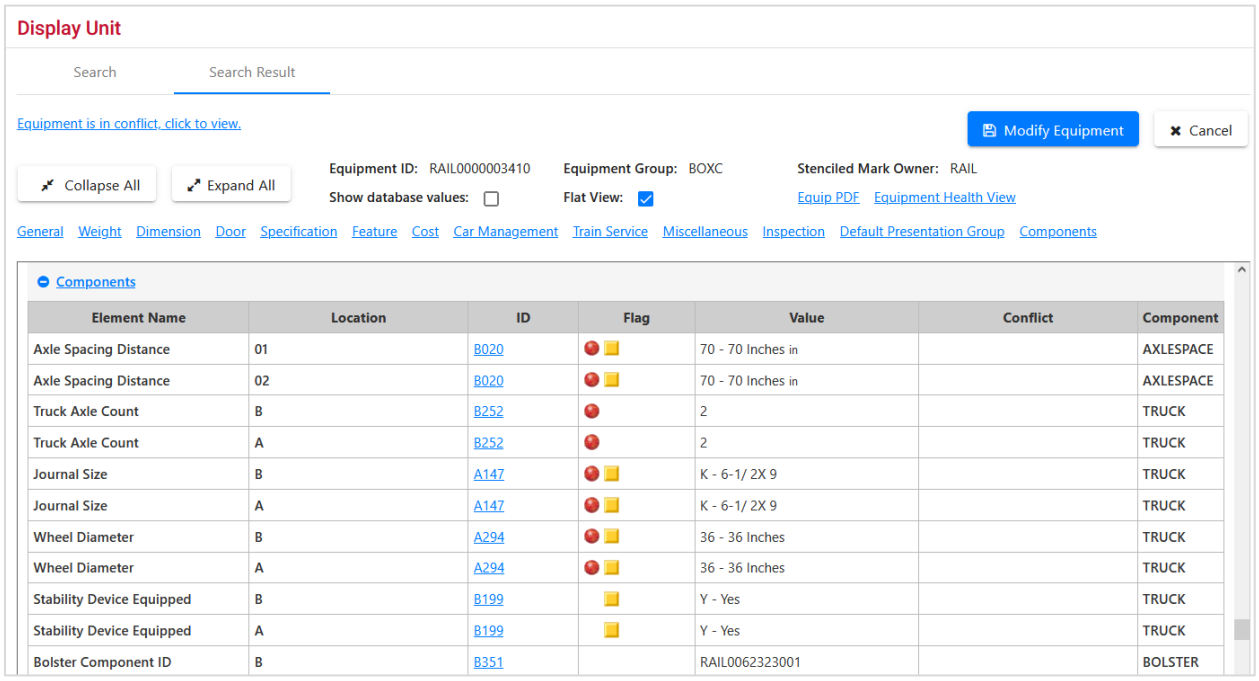


Exhibit 18. Display Unit – Flat View



Element Name	Location	ID	Flag	Value	Conflict	Component
Axle Spacing Distance	01	B020		70 - 70 Inches in		AXLESPACE
Axle Spacing Distance	02	B020		70 - 70 Inches in		AXLESPACE
Truck Axle Count	B	B252		2		TRUCK
Truck Axle Count	A	B252		2		TRUCK
Journal Size	B	A147		K - 6-1/ 2X 9		TRUCK
Journal Size	A	A147		K - 6-1/ 2X 9		TRUCK
Wheel Diameter	B	A294		36 - 36 Inches		TRUCK
Wheel Diameter	A	A294		36 - 36 Inches		TRUCK
Stability Device Equipped	B	B199		Y - Yes		TRUCK
Stability Device Equipped	A	B199		Y - Yes		TRUCK
Bolster Component ID	B	B351		RAIL0062323001		BOLSTER

The same elements (e.g., B252) are listed in component location order (**B**-brake end, **C**-middle component, **D**-next component, and **A**-nonbrake end).

When finished viewing the record, select **Cancel**, or select another Umler application menu item (refer to Exhibit 5).

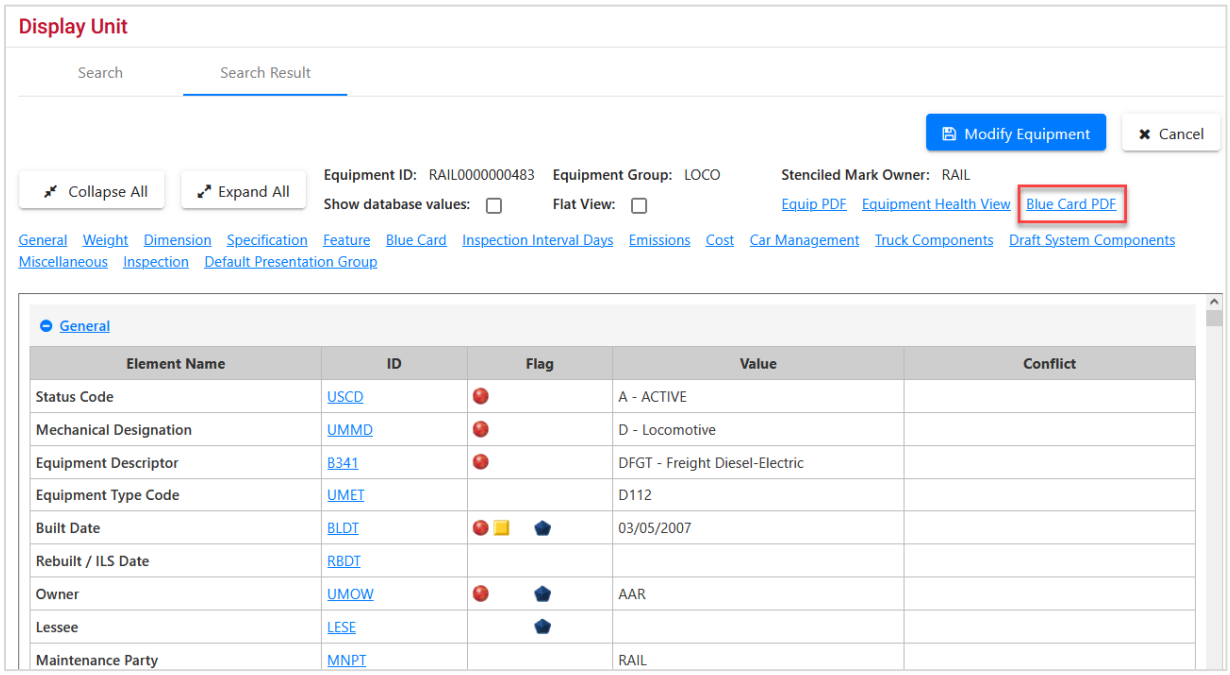
Create Blue Card PDF

For locomotives, the Display Unit Search Results page contains an additional link to create a Blue Card PDF.

Use the following procedure to display a Blue Card PDF:

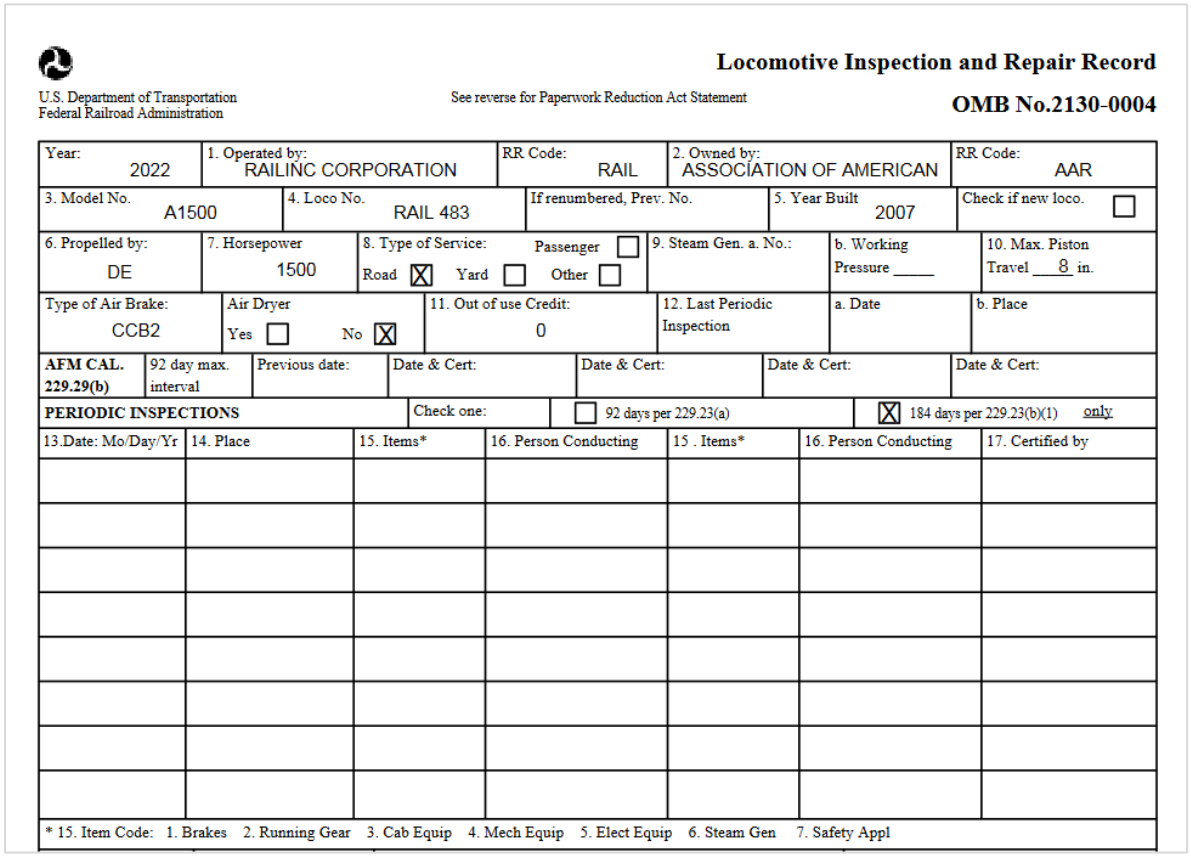
1. From the main menu, select **Query** > **Display Unit**. The Display Unit page is displayed (Exhibit 15).
2. Enter the appropriate **Equipment ID** of a locomotive and select **Submit**. The Display Unit Search Results page for a locomotive is displayed (Exhibit 19).

Exhibit 19. Display Unit Search Results for a Locomotive



3. Select the **Blue Card PDF** link. The Blue Card PDF downloads to your machine and is displayed as a PDF (Exhibit 20).

Exhibit 20. Blue Card PDF



Locomotive Inspection and Repair Record

U.S. Department of Transportation
Federal Railroad Administration

See reverse for Paperwork Reduction Act Statement

OMB No.2130-0004

Year: 2022	1. Operated by: RAILINC CORPORATION	RR Code: RAIL	2. Owned by: ASSOCIATION OF AMERICAN	RR Code: AAR	
3. Model No. A1500	4. Loco No. RAIL 483	If renumbered, Prev. No.	5. Year Built 2007	Check if new loco. ☐	
6. Propelled by: DE	7. Horsepower 1500	8. Type of Service: Passenger ☐ Road ☒ Yard ☐ Other ☐	9. Steam Gen. a. No.:	b. Working Pressure ____	10. Max. Piston Travel 8 in.
Type of Air Brake: CCB2	Air Dryer Yes ☐ No ☒	11. Out of use Credit: 0	12. Last Periodic Inspection	a. Date	b. Place
AFM CAL. 229.29(b)	92 day max. interval	Previous date:	Date & Cert:	Date & Cert:	Date & Cert:	Date & Cert:
PERIODIC INSPECTIONS	Check one:	☐ 92 days per 229.23(a)	☒ 184 days per 229.23(b)(1) only		

13.Date: Mo/Day/Yr	14. Place	15. Items*	16. Person Conducting	15 . Items*	16. Person Conducting	17. Certified by

* 15. Item Code: 1. Brakes 2. Running Gear 3. Cab Equip 4. Mech Equip 5. Elect Equip 6. Steam Gen 7. Safety Appl

TESTS	18. H&H Test Pressure NA	19. Waiver Part 229	20. Waiver - Other

Type	Interval Not more than:	21. Person Conducting	22. Test Date & Place	23. Certified by	24. Previous Test Date & Place
Event Recorder 229.25(d) or 229.27(c)	No. of days :	NA			
Annual Tests 229.27	368 days	NA			
Hand Brake 232.105(c)	368 days	NA			
Air Brakes: Level 1 229.29(c)(1)	368 days	NA			
Level 2 229.29(c)(2)	No.of days :	NA			
Level 3 229.29(c)(3)	No.of days :	NA			
Hammer and Hydro 229.31	736 days	DRILLED			

In accordance with the Locomotive Inspection Act, 49 USC Chapter 207 and the regulations issued pursuant to that Act, the parts and appurtenances of the locomotive unit have been inspected and all defects disclosed by the inspection have been properly repaired.

Certification of true copy: I certify that this is a true copy of the inspection and repair record of locomotive no._____

Attention: A false entry on this form is punishable by fine or imprisonment (18 USC Sec1001)

Officer-in-charge_____**Date**_____

AAR Substitute Form FRA F6180-49A (11/2012) Government property do not remove. **OMB Approval Expires 11/30/2015**

4. Where appropriate, use the options with the PDF Viewer to print the Blue Card.

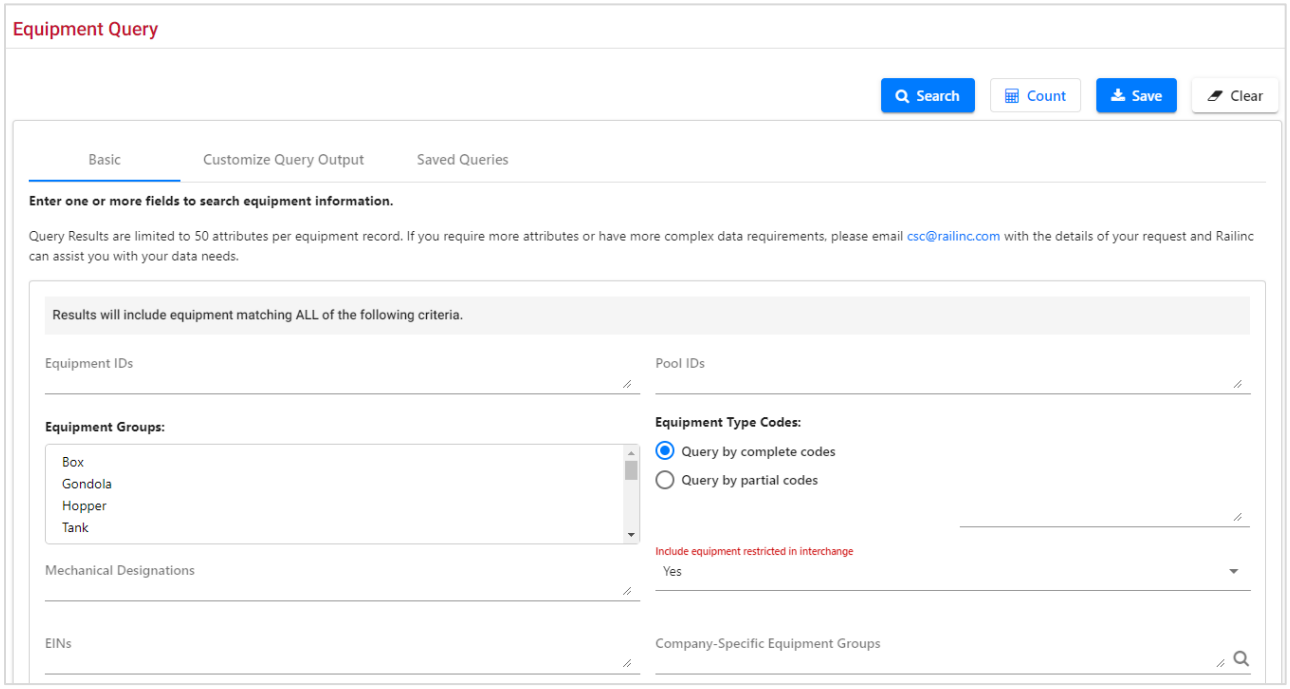
Equipment Query

The Equipment Query allows you to search for equipment unit information. You can also save queries to be used again later. Choosing unique or precise criteria provides results in less time. If looking for a single equipment with limited information, consider the Single Equipment Search on the Umler Home page (refer to Single Equipment Search).

Use the following procedure to search for equipment:

1. From the main menu, select **Query** > **Equipment Query**. The Equipment Query page is displayed (Exhibit 21 and Exhibit 24).

Exhibit 21. Equipment Query – Top



The third tab at the top of the page shows saved equipment queries. See Viewing Saved Queries and Save Query.

2. Enter the appropriate search criteria. At least one search parameter is required to perform a search. ***Red** fields are mandatory.

   Field Descriptions for the top of the page are shown in Exhibit 22:

Exhibit 22. Equipment Query Field Descriptions

Field	Description
Equipment ID(s)	Enter the specific equipment ID and number (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.

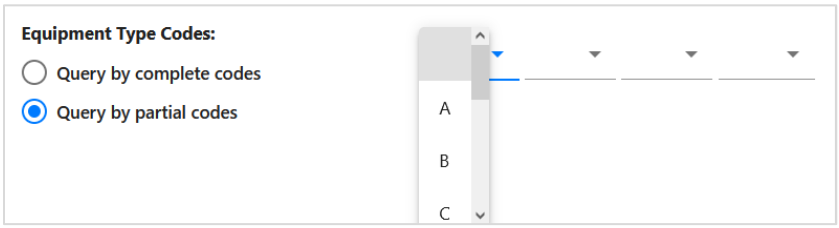
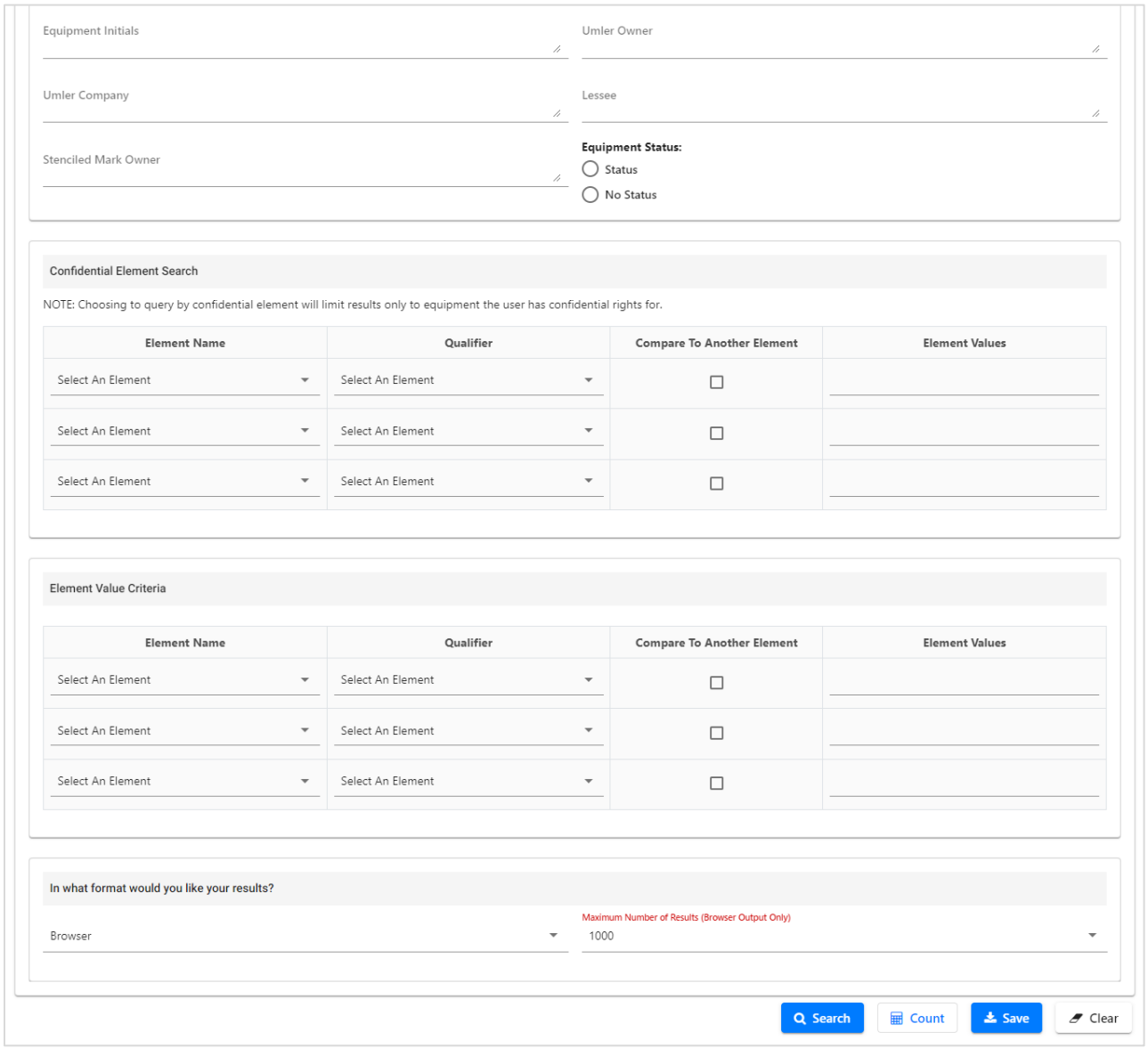
Field	Description
Pool ID	Type a valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 260 Code), positions 4 through 7 are pool IDs assigned by the pool operator. Input the specific Pool IDs or search with a range or a wildcard. See Exhibit 23 for more information. Search for all unassigned equipment using pool ID = 0000000.
Equipment Group(s)	Used to indicate the general equipment group being sought. Valid values: • Box • Gondola • Hopper • Tank • Flat • Intermodal Flat • Vehicular Flat • Chassis • Container • Trailer • Steel Wheel Set • Locomotive • Passenger • Misc • EOT Device
Equipment Type Codes	To Query by complete codes, select the **Query by complete codes** radio button and enter the complete code (e.g., M500) in the single blank input field. To Query by partial codes, select the **Query by partial codes** radio button, and use the four drop-down fields displayed to select partial code values (one alpha and three numeric). 
Mechanical Designation(s)	Alphabetic AAR code assigned to the physical description of the unit. See the *Umler Data Specifications Manual*.
***Include Equipment Restricted in Interchange**	This option allows you to choose to include or not include restricted equipment in an interchange. Restricted equipment units are those in a conflict status. Default is **Yes**.
EIN(s)	Equipment Identification Number. Uniquely identifies equipment in Umler. If equipment is restenciled (new Equipment Initial and Number) it retains its original EIN (unless equipment is rebuilt with new built date).
Company-Specific Equipment Group(s)	Company-Specified Equipment groups are private pools of equipment that are only available to the company specified. Refer to Company-Specific Equipment Groups.

Exhibit 23. Equipment ID Formats/Delimiters/Wildcards

Example	Expected Outcome
ABC 100, ABC 101, ABC 105	This range would include 3 IDs
ABC 100–109	This range would include 10 IDs
ABC 100–109, ABC 112, ABC 120–129	This range would include 21 IDs
ABC100,121,132	Equipment Initials is optional in a range
ABC100–110,121,132	Dash and commas can be combined without Equipment Initials in a range. This range has 13 IDs
ABC 200 ABC 204 ABC 208	New line is a acceptable delimiter in any of the formats above
ABC 300;ABC 304;ABC 306	Semi-colon is an acceptable delimiter in any of the formats above
ABC 300.ABC 304.ABC 306	Dot is an acceptable delimiter in any of the formats above
ABC 000000000*	Wild card Character is *. This range will have 10 IDs
Valid Delimiters:	• Dot • Colon • Semi-colon • Comma • New line/Carriage Return • Single quote • Space (with solid IDs only)

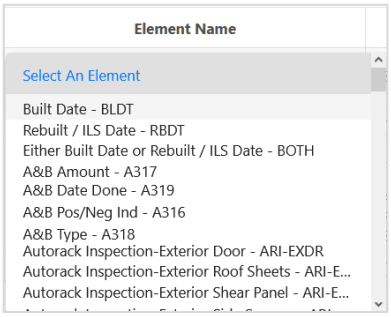
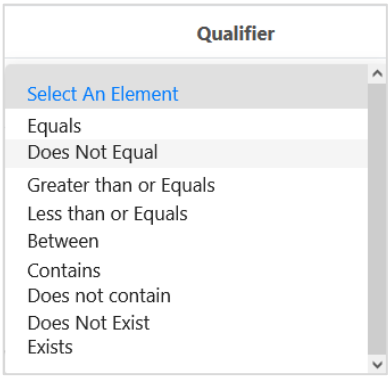
Exhibit 24. Equipment Query – Bottom

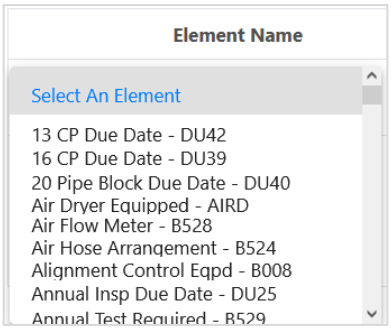
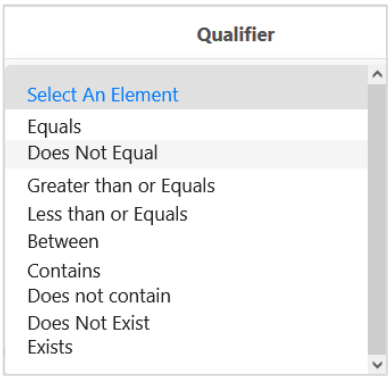


Field Descriptions for the bottom of the page are shown in Exhibit 25:

Exhibit 25. Equipment Query Field Descriptions (cont'd)

Field	Description
Equipment Initials	The initials stenciled on the specified equipment.
Umler Owner	The Umler owner of the specified equipment.
Umler Company	The parent company that owns the specified equipment.
Lessee	The company leasing the specified equipment.
Stenciled Mark Owner	The stenciled mark owner for the specified equipment.

Field	Description
Status/No Status	To search by specified equipment statuses, select the **Status** radio button and then the appropriate status types listed (Active, Inactive or Pre-registered). Select the **No Status** radio button to search for equipment without a status. Otherwise, the default is all statuses.
Confidential Element Search (up to three allowed)	 The **Element Name** drop down allows you to restrict your equipment search to a specific element. The complete list is not shown.
	 From the **Qualifier** drop-down list, select the Boolean operator to be used in combination with the entered **Element Values**. Select **Between** to obtain results using two input values (e.g., weight range, date range).
	Compare to another element—INSERT
	Element values—This may be a height, length, width, weight, or other number, Yes/No, etc. If a date, a format hint is provided (YYYYMMDD)

Field	Description
Element Value Criteria (up to three allowed)	 The **Element Name** drop down allows you to restrict your equipment search to a specific element. The complete list is not shown.
	 From the **Qualifier** drop-down list, select the Boolean operator to be used in combination with the entered **Element Values**. Select **Between** to obtain results using two input values (e.g., weight range, date range).
	Compare to another element—INSERT
	Element values—This may be a height, length, width, weight, or other number, Yes/No, etc. If a date, a format hint is provided (YYYYMMDD)

Example – How to Use Element Value Criteria/Values to View Conflicts:

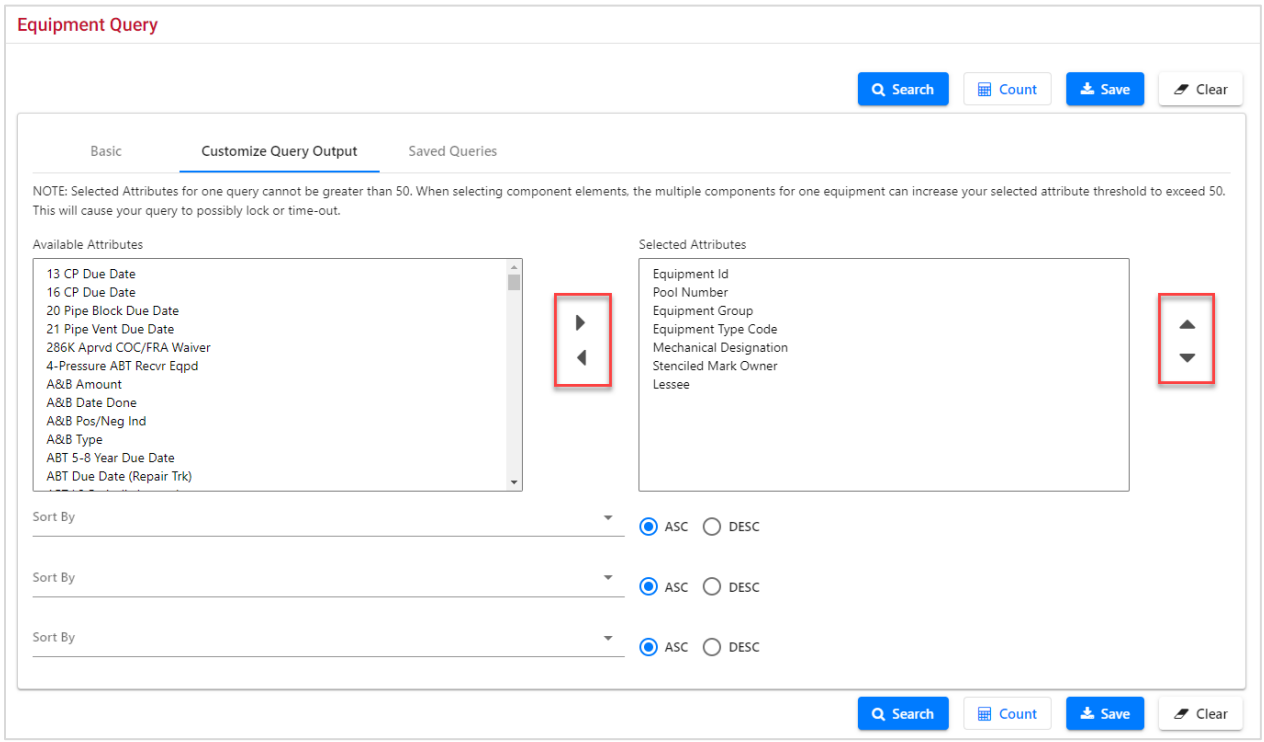
a. Select **Date of Original Conflict** from the **Element Name** drop-down.
b. Select **Greater than or Equals** from the **Qualifier** drop-down.
c. Enter **20230101** in the **Element Values** field.

3. Select the **Browser** format to have the search results displayed in the browser (default). Otherwise, select **CSV** (comma separated values).

4. (For browser only) Set the ***Maximum Number of Results** field to the maximum number of result records to be returned (100, 500, 1000). Default is 1000.

5. (Optional) Select the **Customize Query Output** tab to specify what data attributes should be included in the results displayed, and how those results should be sorted. See Exhibit 26.

Exhibit 26. Equipment Query – Customize Query Output Tab



a. To add one or more attributes to **Selected Attributes** list, select from the **Available Attributes** and select the right pointing arrow (outlined in red above). For multiple selection, press **Ctrl** while making selections to move multiple attributes at one time.

b. To remove one or more attributes, select from the **Selected Attributes** list and select the left pointing arrow (outlined in red above).

c. Choose the up and down arrows (outlined in red above) to adjust the order of the output. The top attribute appears as the first (left) column in the results table.

d. (Optional) Use the Sort By fields to sort results for any attributes included in the results. The first Sort By is the primary sort. The other two Sort by fields are the secondary sort and the tertiary sort. The default sort is the first three attributes listed in ascending order. In Exhibit 26, you might want the data sort by Lessee as a primary sort (to get potential contacts clustered together in the output). Lessee would then be selected for the first Sort By attribute.

e. If needed, select the **Basic** tab to return to the main query input page.

6. Verify all criteria and output options have been specified, as shown in Exhibit 27, Exhibit 28, and Exhibit 29.

Exhibit 27. Equipment Query Example – Top

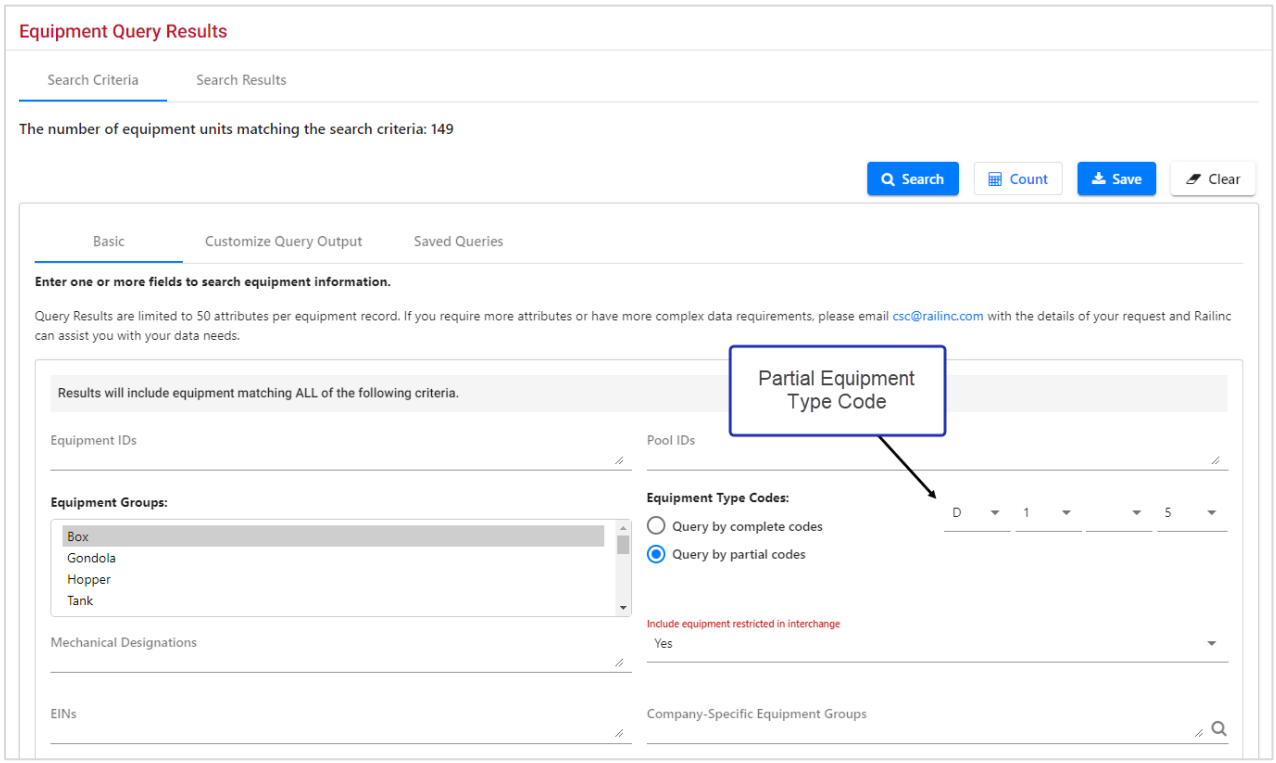


Exhibit 28. Equipment Query Example – Bottom

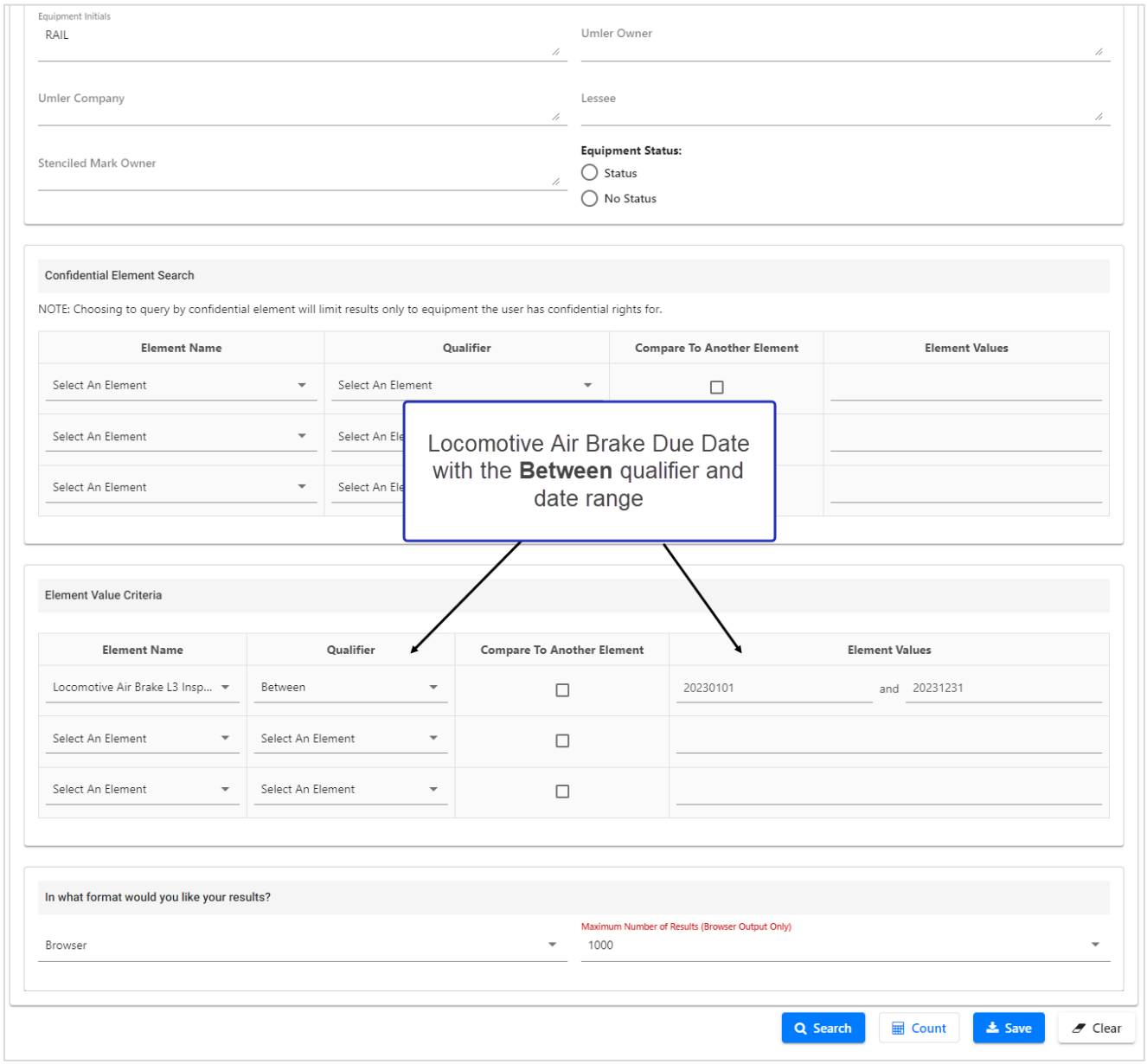
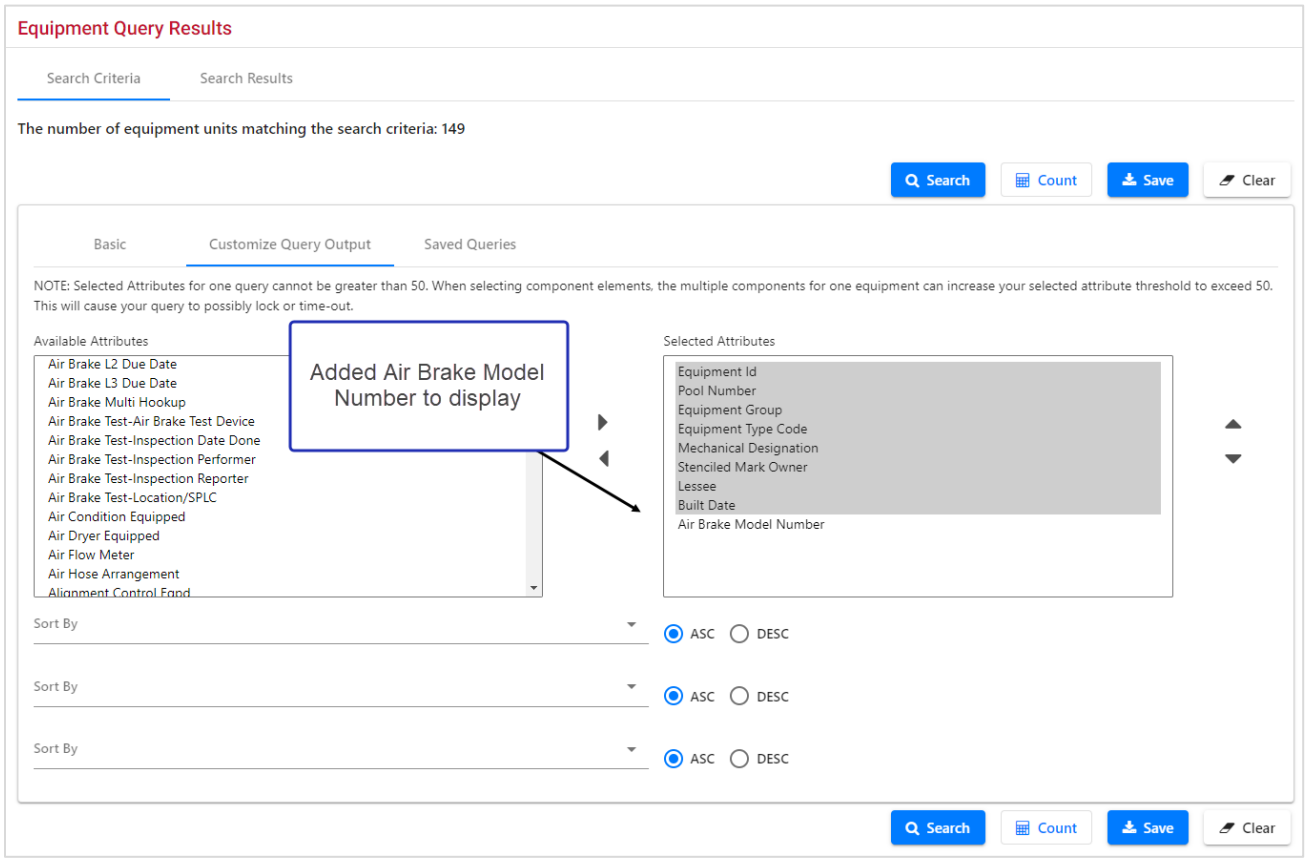


Exhibit 29. Equipment Query Example – Customize Query Output



7. Select one of the processing options shown in Exhibit 30.

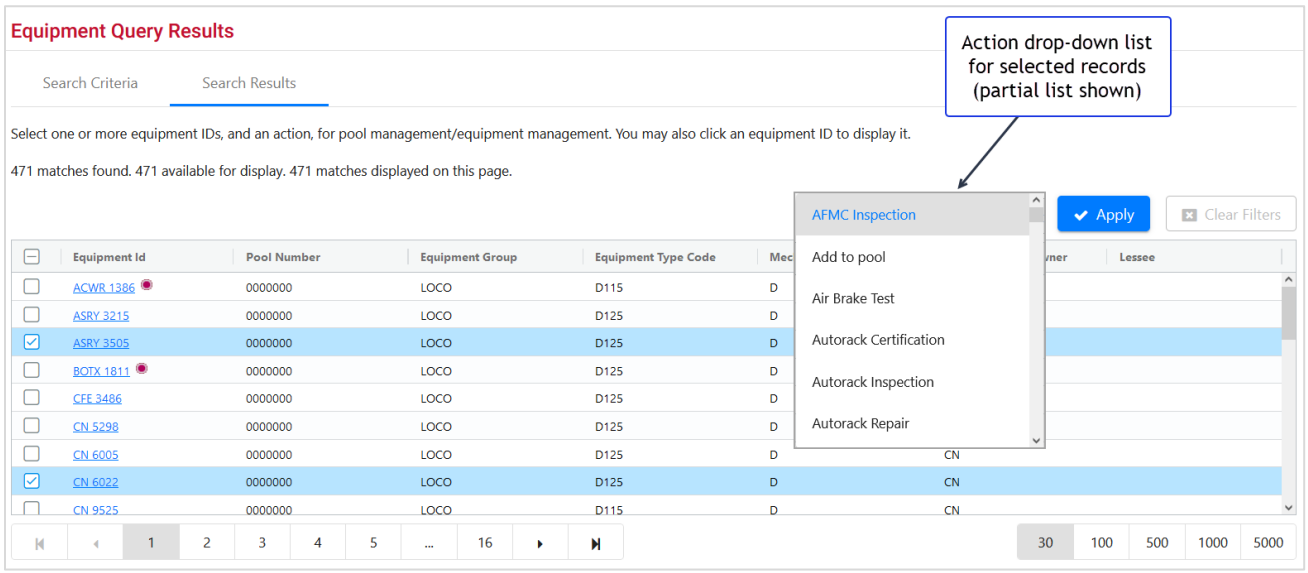
Exhibit 30. Query Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See View Query Results and Export Query Results to CSV.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 34.
Save	Saves the query. Opens the Save Query Attributes panel (Exhibit 36).

View Query Results

If Browser was selected for output, and **Search** selected, the Equipment Query Results page is displayed (Exhibit 31).

Exhibit 31. Equipment Query Results



View Details

To view details for a particular equipment, select its Equipment ID Link. The Display Unit Search Results page is displayed (refer to Exhibit 16). Select **Cancel** on the detail page to return to the query results.

Revising a Search

While viewing search results online, select the **Search Criteria** tab to modify search criteria values and then resubmit.

Requesting Other Actions

Other actions can be taken for selected equipment by selecting an action from the drop-down list (partial list show in Exhibit 31) and selecting **Apply**. The various actions are described in other sections of this guide.

- Add to Pool (refer to Exhibit 128)
- Air Brake Test (refer to Exhibit 131)
- Autorack Certification (refer to Exhibit 131)
- Autorack Inspection (refer to Exhibit 131)
- Autorack Repair (refer to Exhibit 131)
- Car Grade Inspection (refer to Exhibit 131)
- Change Equipment Group (refer to Exhibit 102)
- Clone Equipment
- Delete Equipment
- Door Lube Inspection (refer to Exhibit 131)
- Locomotive Air Brake Inspection (refer to Exhibit 131)

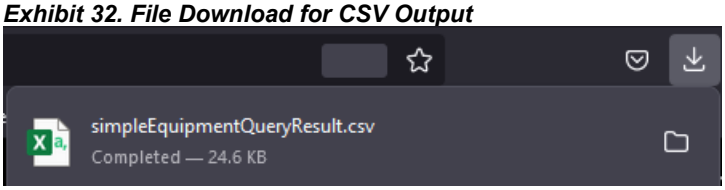
- Locomotive Annual Inspection (refer to Exhibit 131)
- Locomotive Cab Signals Inspection (refer to Exhibit 131)
- Locomotive Inspection Due Date Update (refer to Exhibit 131)
- Locomotive Quarterly Inspection (refer to Exhibit 131)
- Locomotive RCL Inspection (refer to Exhibit 131)
- Locomotive Storage Event (refer to Exhibit 131)
- Modify Equipment (refer to Exhibit 91)
- Reflectorization Event (refer to Exhibit 131)
- Remove from Pool (refer to Exhibit 129)
- Remove Lessee (refer to Exhibit 118)
- Send to Conflict Check (for Railinc Administrators only)
- Update Equipment Maintenance Party (refer to Exhibit 107)
- Update Equipment Management Codes (refer to Exhibit 120)
- Vehicular Flat Car Certification (refer to Exhibit 131)

Export Query Results to CSV

Downloading the File

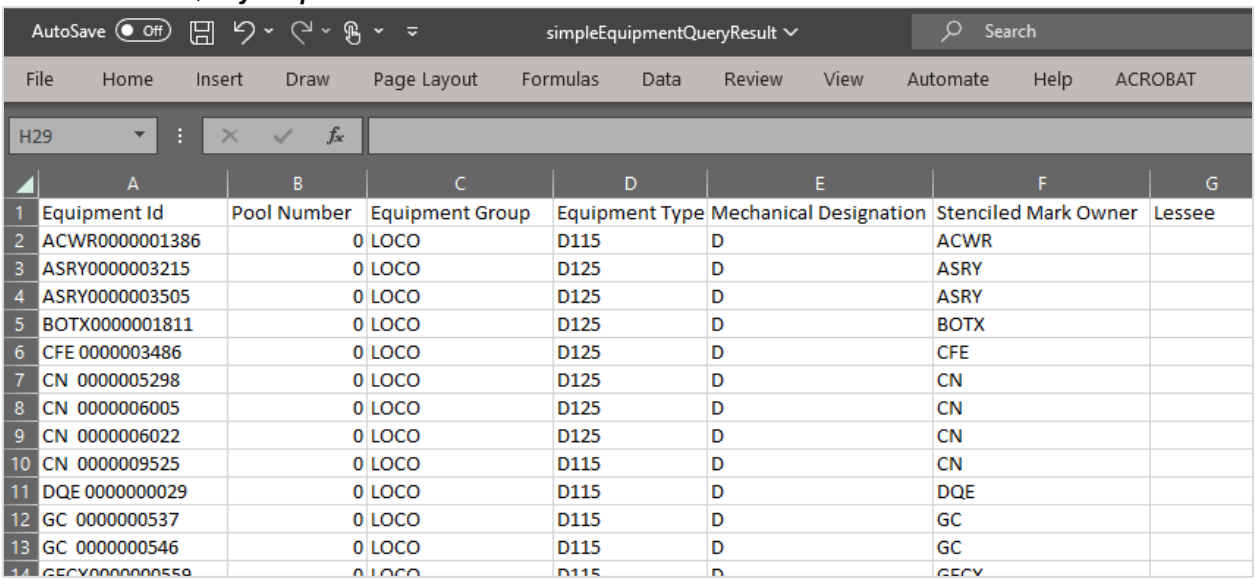
If you choose CSV file for output, the browser will automatically download and save the file to the file of your choice or the Downloads folder on your computer (Exhibit 32).

Exhibit 32. File Download for CSV Output



- When the file is opened, the output appears as shown in Exhibit 33.

Exhibit 33. CSV Query Output in MS Excel

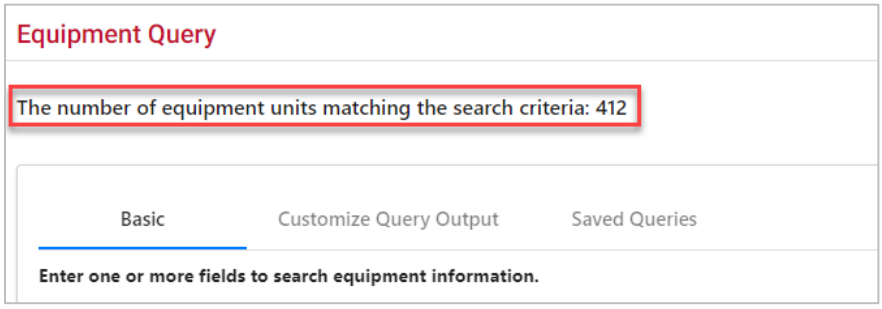


	A	B	C	D	E	F	G
1	Equipment Id	Pool Number	Equipment Group	Equipment Type	Mechanical Designation	Stenciled Mark Owner	Lessee
2	ACWR0000001386	0	LOCO	D115	D	ACWR	
3	ASRY0000003215	0	LOCO	D125	D	ASRY	
4	ASRY0000003505	0	LOCO	D125	D	ASRY	
5	BOTX0000001811	0	LOCO	D125	D	BOTX	
6	CFE 0000003486	0	LOCO	D125	D	CFE	
7	CN 0000005298	0	LOCO	D125	D	CN	
8	CN 0000006005	0	LOCO	D125	D	CN	
9	CN 0000006022	0	LOCO	D125	D	CN	
10	CN 0000009525	0	LOCO	D115	D	CN	
11	DQE 0000000029	0	LOCO	D115	D	DQE	
12	GC 0000000537	0	LOCO	D115	D	GC	
13	GC 0000000546	0	LOCO	D115	D	GC	

Request Counts for Query

When **Count** is selected, the query is executed, but only the number of records matching the criteria is displayed (Exhibit 34). No details are provided. This can be used to provide counts to purchasing departments for parts ordering, scheduling inspections, or estimating vendor service needs, etc.

Exhibit 34. Equipment Query With Count

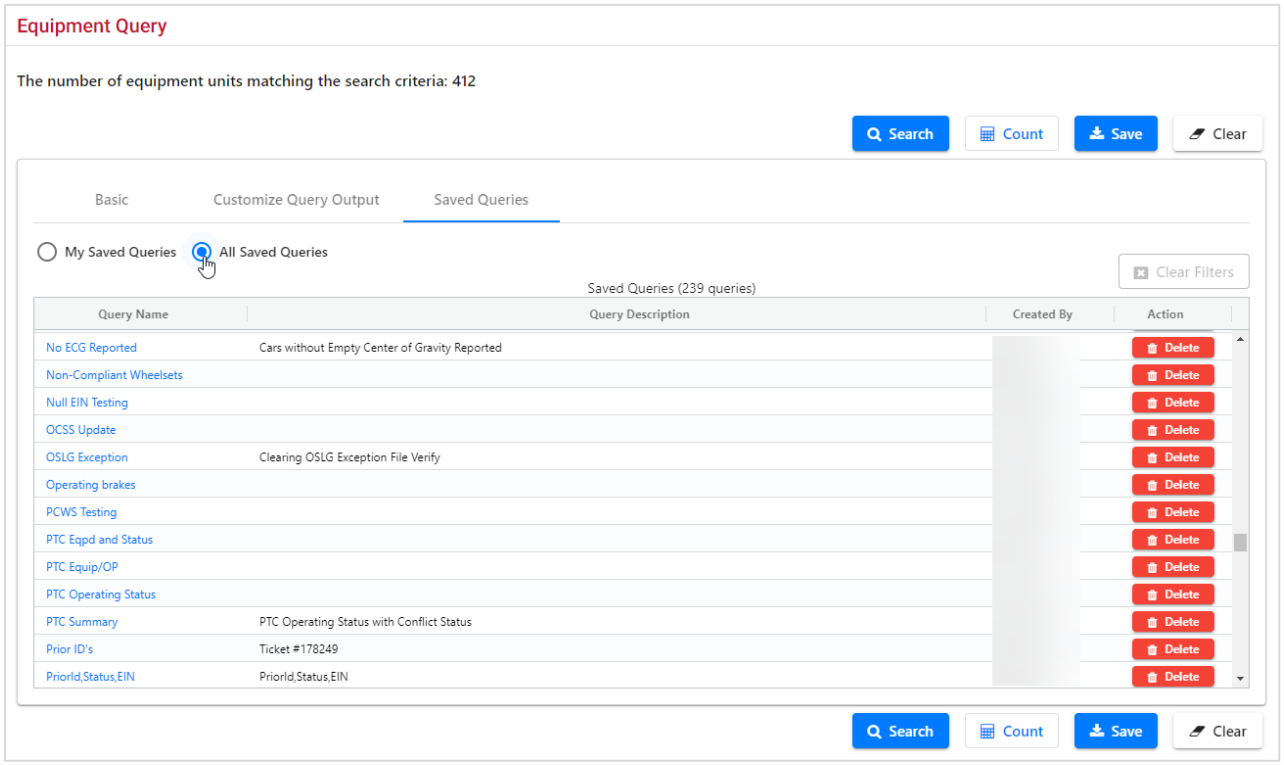


If additional details are needed, select **Search** to execute a normal query.

Viewing Saved Queries

When the Saved Queries tab is selected, the Saved Queries page is displayed (Exhibit 35).

Exhibit 35. Saved Queries Tab



Select the **Name** link to use values saved in that query. Selecting table heading links sorts by that field. Select the **Delete** button in the **Action** column to delete a saved query. By default, users see their own queries, but can check the **All Saved Queries** radio button to view all for their company.

Save Query

Queries that might be used again can be saved by selecting **Save** at the bottom of the Equipment Query (Exhibit 28). Saving queries helps save input time and ensures consistent results (e.g., doing the same query across several roads). When Save is selected, the Save Query Attributes page is displayed (Exhibit 36).

Exhibit 36. Save Query Attributes

Enter the name of your query in the **Query Name** field. Optionally, enter a description in the **Query Description** field that will help you find it later. Select **Save**. The query is saved, and the "Query saved successfully" message is displayed at the top of the page.

Reuse a Query

To reuse a saved query, select the **Saved Queries** tab. Select the **Name** link. The page (all tabs, if used) is populated with the saved query. Make required changed (e.g., date changes, or railroad changes, etc., and select a processing option (Exhibit 30).

Delete a Query

To delete a saved query, select the **Saved Queries** tab, and select the **Delete** button to the right of the query in the **Action** column.

Car Management Query

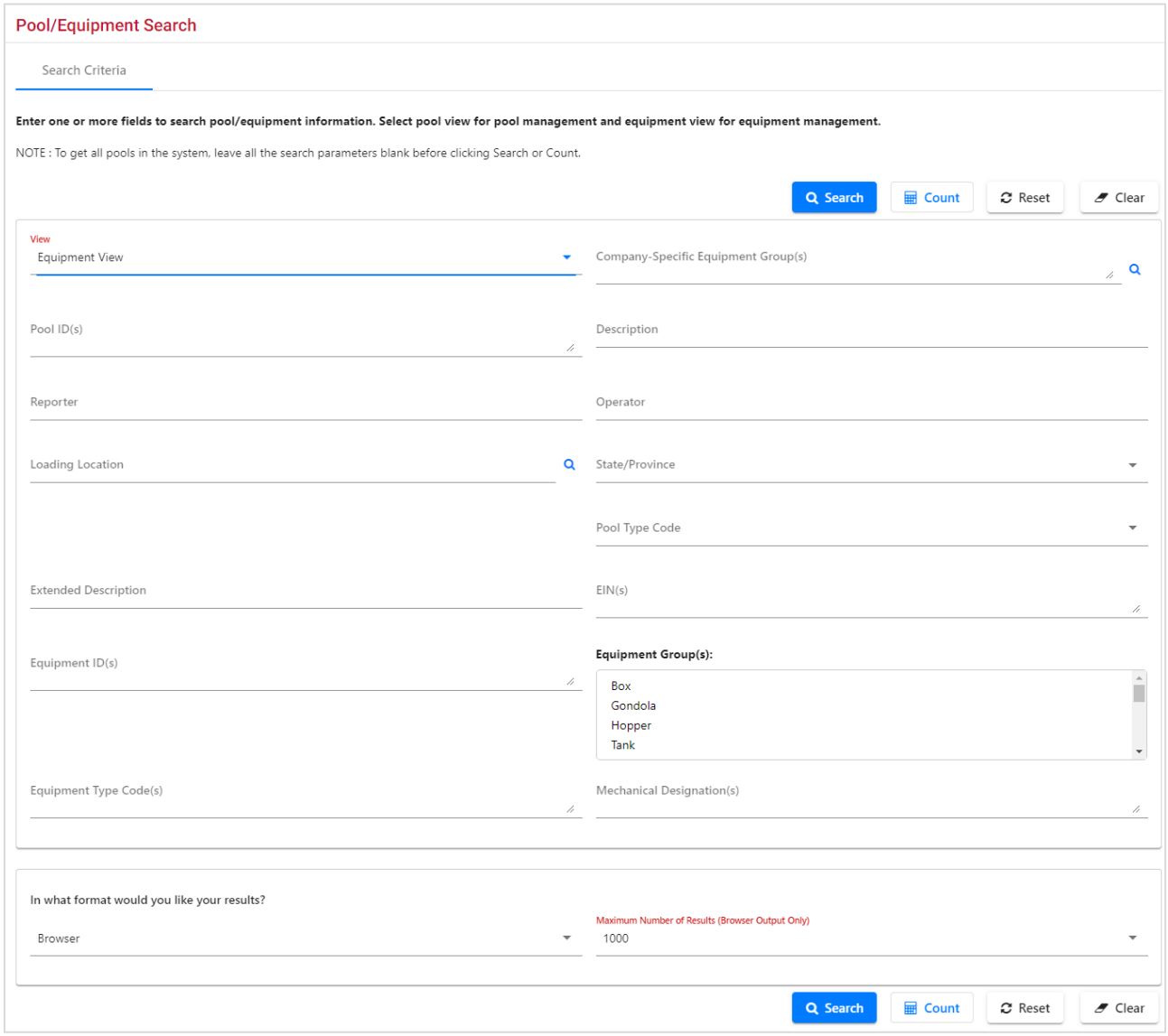
The Car Management Query function is used to search for specific pools and equipment in order to view pool header and assignment data and perform edits.

Equipment View

Use the following procedure to run a Car Management Query:

1. From the main menu, select **Query** > **Car Management Query**. The Pool/Equipment Search page is displayed (Exhibit 37).

Exhibit 37. Pool/Equipment Search



2. From the **View** drop-down list, choose **Equipment View** for equipment management. Otherwise, leave set to **Pool View** for pool management (for Pool View, see Pool View).

3. Enter the appropriate search criteria. At least one search parameter is required to perform a search.

Using both Equipment IDs and Pool IDs is not allowed. Specify one or the other.

Field Descriptions for the page are shown in Exhibit 38:

Exhibit 38. Car Management Query Field Descriptions

Field	Description
Company-Specific Equipment Group(s)	Company-Specified Equipment groups are private pools of equipment that are only available to the company specified. Use the search icon ( ) to open the **Company-Specific Equipment Group Lookup** pop-up (Exhibit 147). Refer to Company-Specific Equipment Groups.
Pool ID	Enter a valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 260 Code), and positions 4 through 7 are pool IDs assigned by the pool operator. Input the specific Pool IDs or search with a range or use a wildcard. See Exhibit 23 for more information. Search for all unassigned equipment using pool ID = 0000000.
Description	General description of the pool (20 characters max).
Reporter	Assigned alphabetic reporting mark of the carrier reporting for non-mechanized operators that have made such an agreement with the reporting road (4 characters max).
Operator	Assigned alphabetic reporting mark of the actual operator of a specific pool (4 characters max).
Loading Location	The actual shipper loading point or plant location or railroad holding point. Must be a valid SPLC location (19 characters max). Use the search icon ( ) to open the Station Lookup page (Exhibit 39).
State/Province	Indicates the state or province where the pool is located. This is automatically populated with Pool/Equipment Search Results.
Pool Type Code	Used to identify a type of railroad pool assignment: **C** = Equipment assigned to a specific shipper at a specific location **G** = Contaminated cars **J** = Equipment assigned to an agent **N** = Similar to the **C** Pool, except, the equipment is not assigned to a specific shipper or loading point (National Pools). **O** = Equipment assigned to Recall pools **P** = Pool comprised of equipment assigned to accommodate a specific commodity. **T** = Pool comprised of equipment assigned to an agent.
Extended Description	More detailed description of the pool (80 characters max).

Field	Description
EIN(s)	Equipment Identification Number. Uniquely identifies equipment in Umler. If equipment is restenciled (new Equipment Initial and Number) it retains its original EIN (unless equipment is rebuilt with new built date).
Equipment ID(s)	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999 or a wildcard). See Exhibit 23 for more information.
Equipment Group(s)	Used to indicate the general equipment group being sought. See Equipment Group(s) in Exhibit 22.
Equipment Type Code(s)	Alphanumeric code (one alpha and three numeric) used to designate a specific type of equipment and attributes.
Mechanical Designation	Alphabetic AAR code assigned to the physical description of the unit. See the *Umler Data Specifications Manual*.

Station Lookup

When the search icon is selected for either **Location** field, the Station Lookup page is displayed (Exhibit 39).

Exhibit 39. Station Lookup

a. Select a qualifier for the Location. Valid values include:

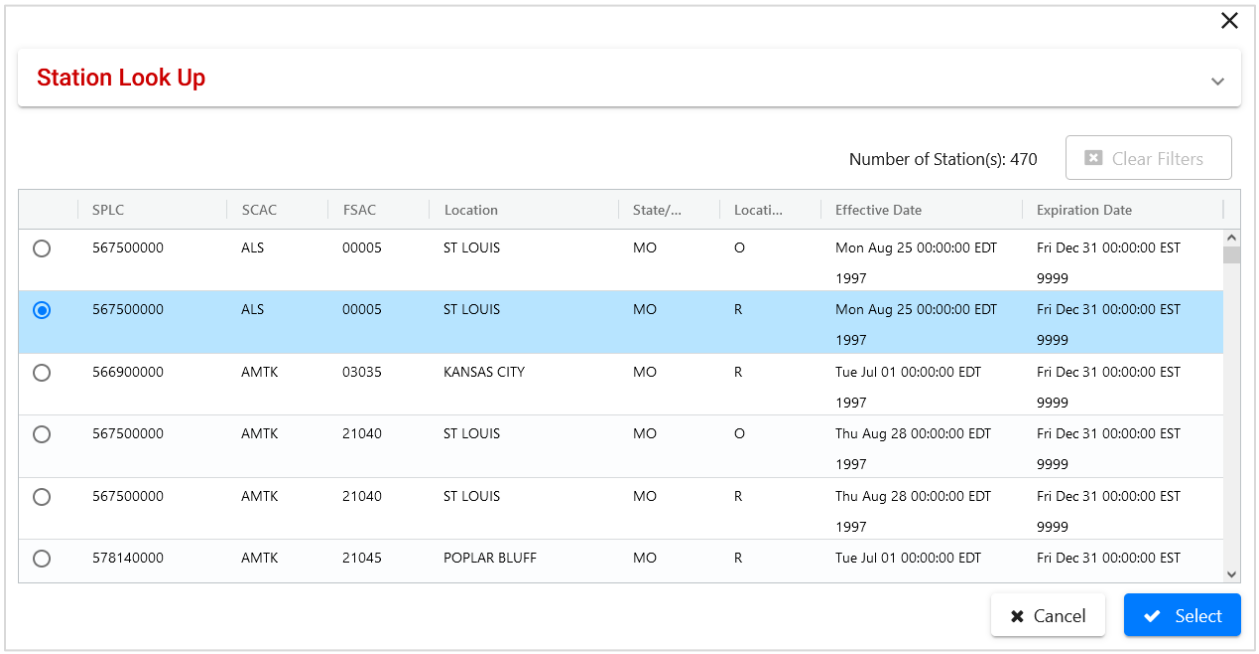
- Begins With
- Contains
- Ends With
- Exact Match

b. (Optional) Select one **State/Province** from the drop-down list.

c. (Optional) Enter a known SCAC in the **SCAC** field.

d. Select **Search**. The Station Lookup page is displayed (Exhibit 40).

Exhibit 40. Station Lookup Results



e. Select the radio button beside the correct location and the **Select** button. The Pool/Equipment Search page is redisplayed (Exhibit 37) with the location and State/Province field showing the selection.

4. Select the **CSV** format from the drop-down list if needed, or leave it set to **Browser** (default).

5. Select a ***Maximum Number of Results** (1000 is default).

6. Select one of the following processing options:

Exhibit 41. Car Management Query Processing Options

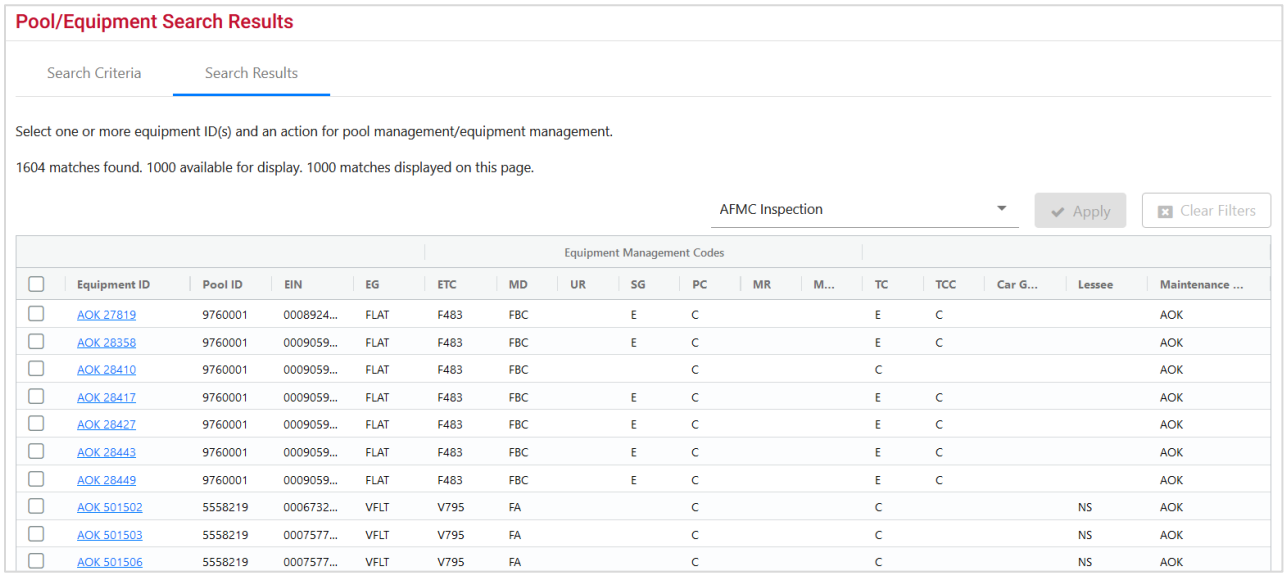
Search	Executes the search and outputs to the Browser or to CSV as requested. See Browser Output or CSV Output.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria (similar to Exhibit 34).
Reset	Clears data and returns fields to the default setting.

7. View either Browser or CSV output results (Exhibit 42 or Exhibit 43).

Browser Output

If **Browser** was selected for output, results appear as shown in Exhibit 42.

Exhibit 42. Pool/Equipment Search Results – Equipment View



Pool/Equipment Search Results

Search Criteria | Search Results

Select one or more equipment ID(s) and an action for pool management/equipment management.

1604 matches found. 1000 available for display. 1000 matches displayed on this page.

AFMC Inspection | Apply | Clear Filters

	Equipment ID	Pool ID	EIN	EG	ETC	MD	UR	SG	PC	MR	M...	TC	TCC	Car G...	Lessee	Maintenance ...
					Equipment Management Codes											
☐	AOK 27819	9760001	0008924...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 28358	9760001	0009059...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 28410	9760001	0009059...	FLAT	F483	FBC			C			C				AOK
☐	AOK 28417	9760001	0009059...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 28427	9760001	0009059...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 28443	9760001	0009059...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 28449	9760001	0009059...	FLAT	F483	FBC		E	C			E	C			AOK
☐	AOK 501502	5558219	0006732...	VFLT	V795	FA			C			C			NS	AOK
☐	AOK 501503	5558219	0007577...	VFLT	V795	FA			C			C			NS	AOK
☐	AOK 501506	5558219	0007577...	VFLT	V795	FA			C			C			NS	AOK

Abbreviations used for the column headings at the top of the results table include:

- **EG** = Equipment Group
- **ETC** = Equipment Type Code
- **MD** = Mechanical Designation
- **UR** = User Empty Routing Instruction
- **SG** = System Empty Routing Instruction
- **PC** = Pool Control
- **MR** = Mechanical Restriction
- **MRR** = Mechanical Restriction Reason
- **TC** = Umler Transportation Code
- **TCC** = Umler Transportation Condition Code

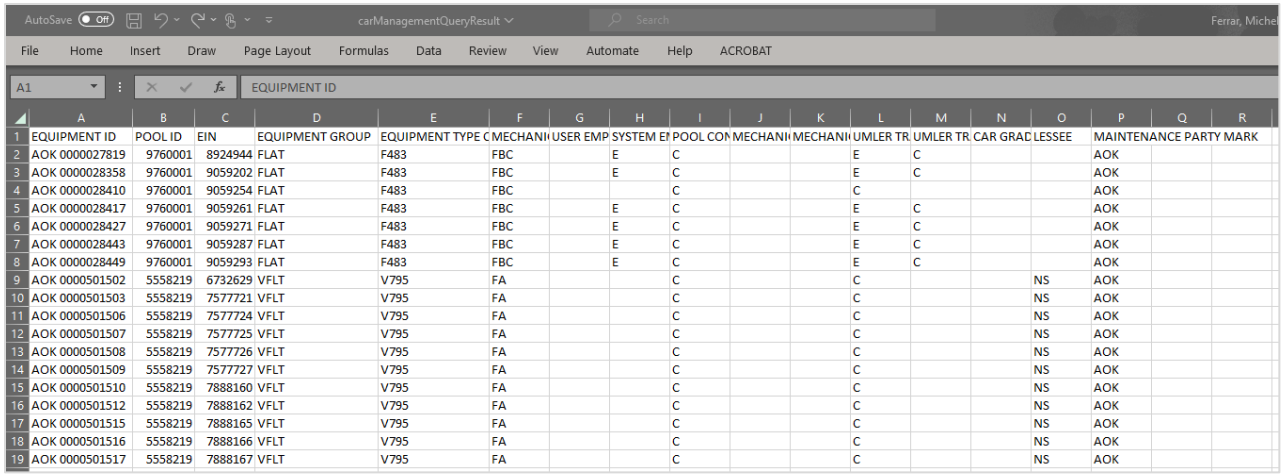
To view details for a particular equipment, select its **Equipment ID** link. The Display Unit Search Results page is displayed (refer to Exhibit 16). Select **Cancel** on the detail page to return to the query results.

To take actions for listed equipment, refer to Requesting Other Actions.

CSV Output

If **CSV** was selected for output, results are saved to the Downloads folder of your computer and when opened, appears as shown in Exhibit 43.

Exhibit 43. Pool/Equipment Search Results – CSV Results



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EQUIPMENT ID	POOL ID	EIN	EQUIPMENT GROUP	EQUIPMENT TYPE C	MECHANI	USER EMP	SYSTEM EI	POOL CON	MECHANI	MECHANI	UMLER TR	UMLER TR	CAR GRAD	LESSEE	MAINTENANCE PARTY MARK		
2	AOK 0000027819	9760001	8924944	FLAT	F483	FBC		E	C			E	C			AOK		
3	AOK 0000028358	9760001	9059202	FLAT	F483	FBC		E	C			E	C			AOK		
4	AOK 0000028410	9760001	9059254	FLAT	F483	FBC			C			C				AOK		
5	AOK 0000028417	9760001	9059261	FLAT	F483	FBC		E	C			E	C			AOK		
6	AOK 0000028427	9760001	9059271	FLAT	F483	FBC		E	C			E	C			AOK		
7	AOK 0000028443	9760001	9059287	FLAT	F483	FBC		E	C			E	C			AOK		
8	AOK 0000028449	9760001	9059293	FLAT	F483	FBC		E	C			E	C			AOK		
9	AOK 0000501502	5558219	6732629	VFLT	V795	FA			C			C			NS	AOK		
10	AOK 0000501503	5558219	7577721	VFLT	V795	FA			C			C			NS	AOK		
11	AOK 0000501506	5558219	7577724	VFLT	V795	FA			C			C			NS	AOK		
12	AOK 0000501507	5558219	7577725	VFLT	V795	FA			C			C			NS	AOK		
13	AOK 0000501508	5558219	7577726	VFLT	V795	FA			C			C			NS	AOK		
14	AOK 0000501509	5558219	7577727	VFLT	V795	FA			C			C			NS	AOK		
15	AOK 0000501510	5558219	7888160	VFLT	V795	FA			C			C			NS	AOK		
16	AOK 0000501512	5558219	7888162	VFLT	V795	FA			C			C			NS	AOK		
17	AOK 0000501515	5558219	7888165	VFLT	V795	FA			C			C			NS	AOK		
18	AOK 0000501516	5558219	7888166	VFLT	V795	FA			C			C			NS	AOK		
19	AOK 0000501517	5558219	7888167	VFLT	V795	FA			C			C			NS	AOK		

Pool View

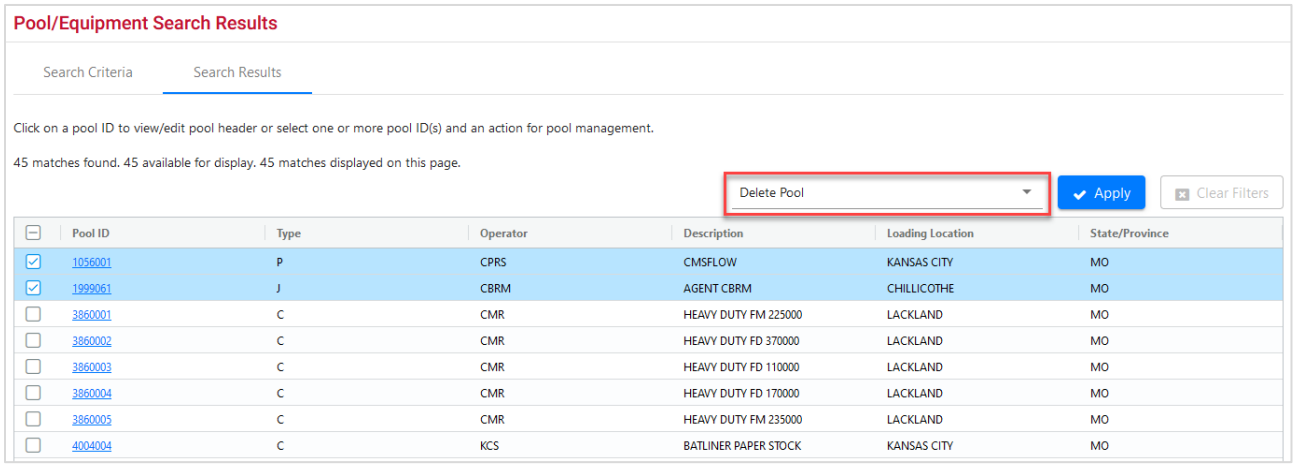
If you elect to search for a pool view, use query criteria as described in Equipment View, but leave the **View** drop-down list set to **Pool View**. Results can be to the browser or CSV (or a count).

To view all pool headers, select **Search** without entering any criteria. When entering pool ranges, do not use a range larger than 10,000.

Browser Output

If **Browser** was selected for output, results appear as shown in Exhibit 44.

Exhibit 44. Pool/Equipment Search Results – Pool View

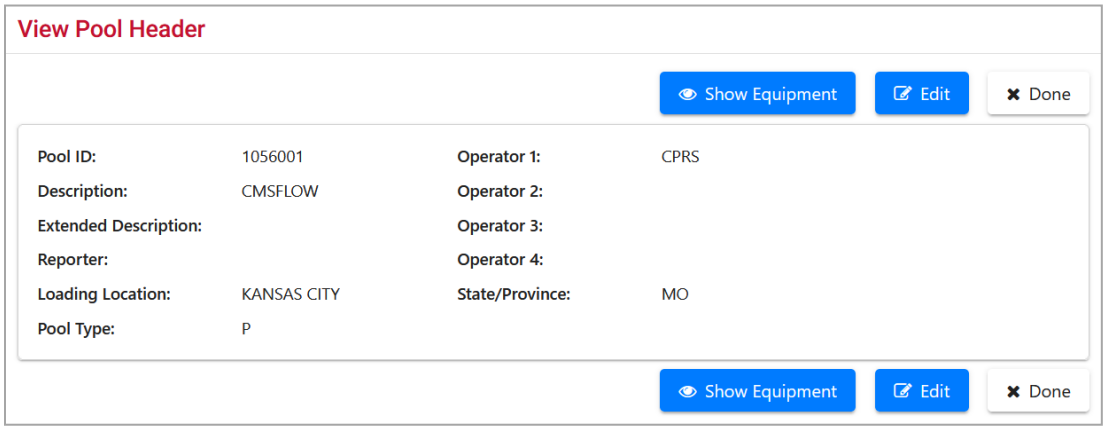


Pool ID	Type	Operator	Description	Loading Location	State/Province
1056001	P	CPRS	CMSFLOW	KANSAS CITY	MO
1999061	J	CBRM	AGENT CBRM	CHILLICOTHE	MO
3860001	C	CMR	HEAVY DUTY FM 225000	LACKLAND	MO
3860002	C	CMR	HEAVY DUTY FD 370000	LACKLAND	MO
3860003	C	CMR	HEAVY DUTY FD 110000	LACKLAND	MO
3860004	C	CMR	HEAVY DUTY FD 170000	LACKLAND	MO
3860005	C	CMR	HEAVY DUTY FM 235000	LACKLAND	MO
4004004	C	KCS	BATLINER PAPER STOCK	KANSAS CITY	MO

Currently, the only action available from this page is **Delete Pool**. To delete a pool header, check the boxes beside the pools to be deleted and select the **Apply** button. See Delete Pool Header for more information.

To view a pool header, select its link. The View Pool Header page is displayed (Exhibit 45).

Exhibit 45. View Pool Header

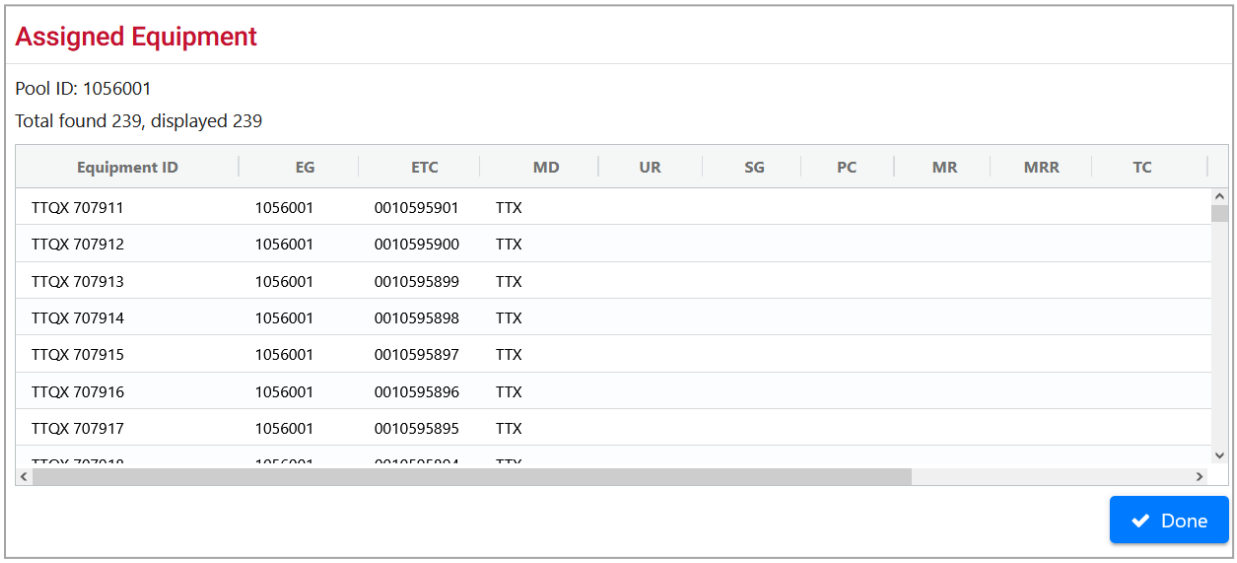


Select one of the following options:

Exhibit 46. View Pool Header Processing Options

Show Equipment	Opens the Assigned Equipment page for viewing (Exhibit 47). No actions are available on this page. Select **Done** to return to the View Pool Header page. To remove individual equipment from a specific pool, use either an Equipment Query or a Car Management Query (Equipment View) with the Pool ID as criteria.
Edit	Opens the Update Pool Header page (Exhibit 48). See Update Pool Header.
Done	Returns to the search results page (Exhibit 44).

Exhibit 47. Assigned Equipment

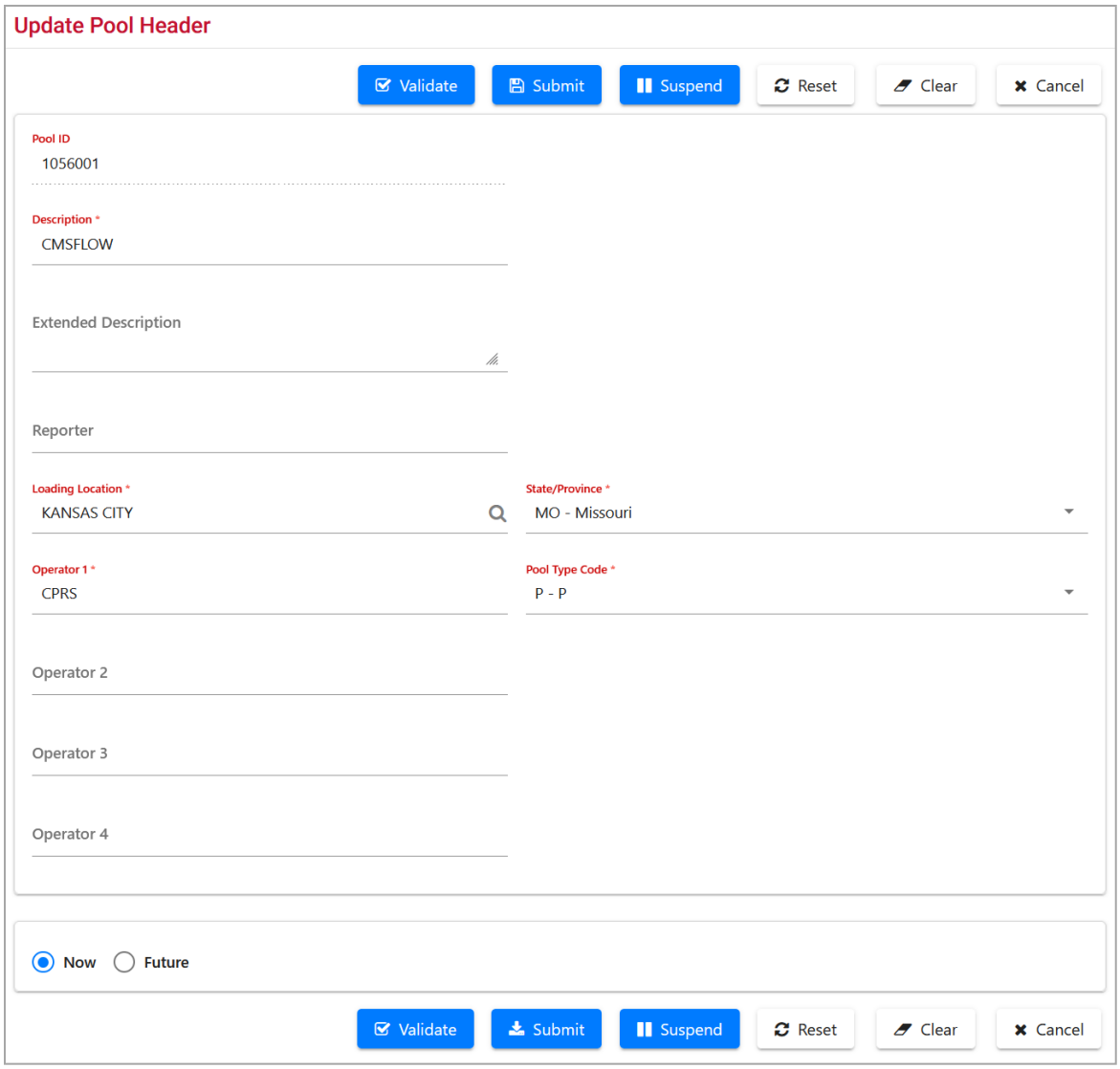


Update Pool Header

After a pool view query is performed, a pool ID link selected, and a pool header is being viewed:

1. Select **Edit**. The Update Pool Header page is displayed (Exhibit 48).

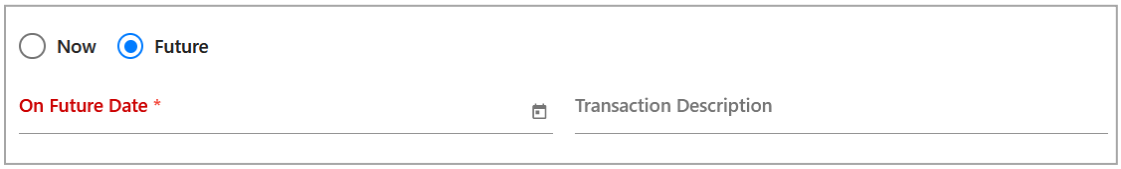
Exhibit 48. Update Pool Header



2. Update fields as needed. Refer to Exhibit 116 for field descriptions.

3. (Optional) Choose the **Future** radio button to delay the pool addition to a future date. The page expands with an On Future Date field.

Exhibit 49. Future Date Fields



Pool-related actions assigned a future date can be modified. See Manage Future Transactions. Future date must be from 2 days (48 hours) to a maximum of 30 days.

   a. Use the calendar picker ( ) to select the future date.

   b. (Optional) Add a Transaction Description to make the future work easier to identify when using the **Maintenance** > **Manage Future Transactions** function.

4. Select one of the options shown in Exhibit 50.

Exhibit 50. Update Pool Header Processing Options

Validate	Validates data before submission to facilitate error correction.
Submit	Send the data to the system. Validation occurs first, so error correction can be done. If successful a message similar to Exhibit 139 is displayed. After successful submission of changes, select **OK** to return to the query list.
Suspend	Saves the edit input for completion later. Opens the Suspend Work page (similar to Exhibit 82). See Suspended Work to resume the Pool Header Edit task.

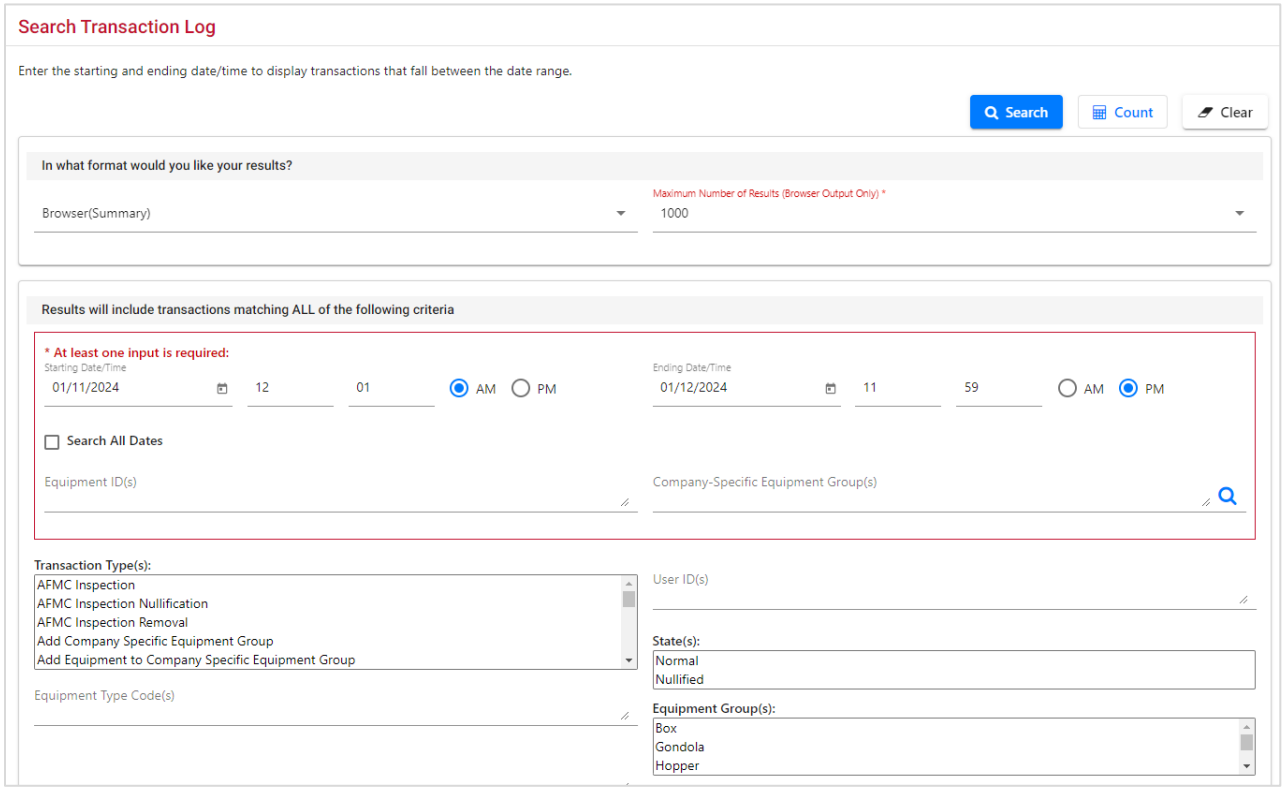
Transaction Log

The Transaction Log function allows users to see a list of transactions for specified criteria (e.g., date range, user ID, Equipment IDs, Pool IDs, transaction types, etc.).

Use the following procedure to view a transaction log:

1. From the main menu, select **Query** > **Transaction Log**. The Search Transaction Log page is displayed (Exhibit 51 and Exhibit 53).

Exhibit 51. Search Transaction Log – Top



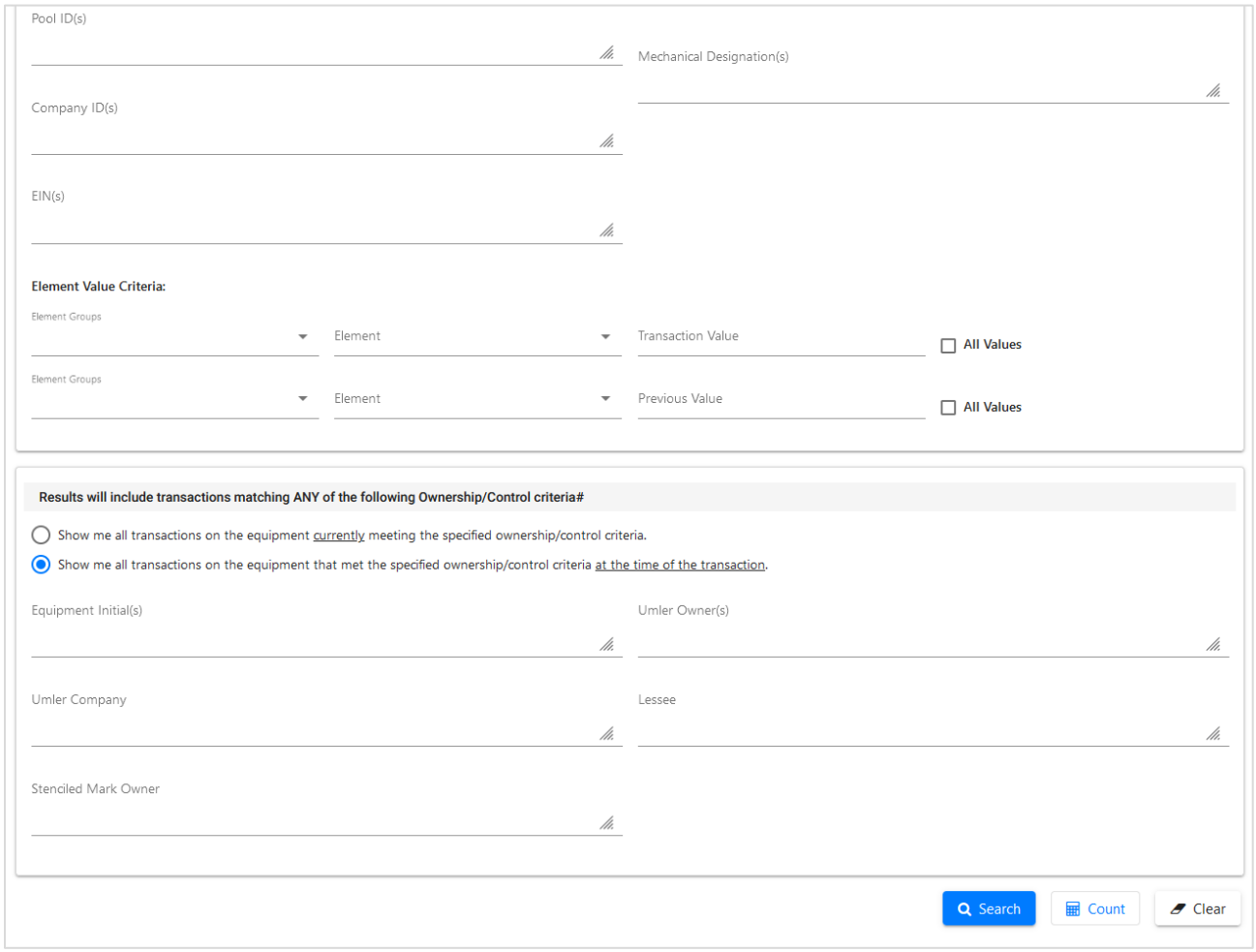
2. Enter the appropriate search criteria. At least one search parameter is required to perform a search. Mandatory fields are indicated with an asterisk (*) and **red font**.

   Field descriptions for the top of the page are shown in Exhibit 52.

Exhibit 52. Transaction Log Field Descriptions

Field	Description
Format	Select the **CSV** format from the drop-down list to have results saved/displayed as a CSV file. The default selection is **Browser**.
***Maximum Number of Results (Browser Output Only):**	Maximum number of result records you want returned (100, 500, 1000, 5000). Default is 1000.
***Starting and Ending Date/Time**	Search for transactions occurring between the specified starting date/time and the specified ending date/time. Remember to select either AM or PM with the available radio buttons. Defaults are: • **Starting Date/Time**: 12:01 AM of the previous day's date • **Ending Date/Time**: 11:59 PM of the current day's date Check **Search All Dates** to ignore date criteria**.** All notice times are recorded in Eastern Time.
***Equipment ID(s)**	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.
***Company-Specific Equipment Groups**	Company-Specified Equipment groups are private pools of equipment that are only available to the company specified. Use the search icon ( ) to open the **Search for Company-Specific Equipment Groups** page (Exhibit 147). Refer to Company-Specific Equipment Groups.
Transaction Type(s)	Search for transactions related to the following: Pool Header, Pool Assignment, Equipment Characteristics, Inspections and Car Grades.
User ID(s)	Search for transactions created by specific users by entering User IDs in this field. Separate multiple IDs using the delimiters shown in Exhibit 23. To search for intra-company user IDs, see Manage Intra-Company User Access Rights.
State(s)	Select either **Normal** or **Nullified**. Nullifying an event identifies it as having been submitted in error. Selecting **Nullified** finds transactions that had been nullified.
Equipment Type Code(s)	Search for transactions related to equipment with the specified equipment type code(s). For example, M500.
Equipment Group(s)	Used to indicate the general equipment group being sought. See Equipment Group(s) in Exhibit 22.

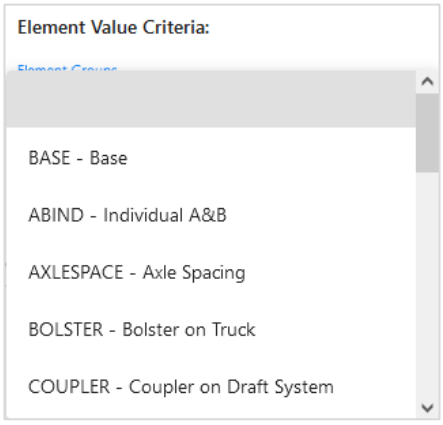
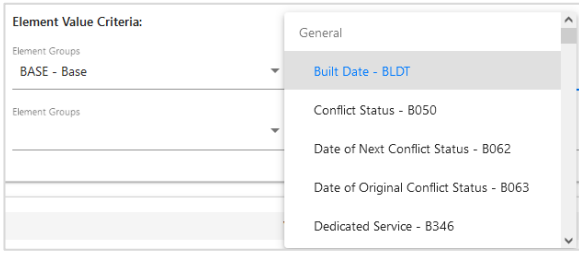
Exhibit 53. Search Transaction Log – Bottom



Field descriptions for the bottom of the page are shown in Exhibit 54.

Exhibit 54. Transaction Log Field Descriptions (cont'd)

Field	Description
Pool ID	Type a valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 260 Code), positions 4 through 7 are pool IDs assigned by the pool operator. Input the specific Pool IDs or search with a range or a wildcard. See Exhibit 23 for more information. Search for all unassigned equipment using pool ID = 0000000.
Mechanical Designation(s)	Alphabetic AAR code assigned to the physical description of the unit. See the *Umler Data Specifications Manual*.
Company ID(s)	Search for transactions related to specified company ID(s).
EIN(s)	Equipment Identification Number. Uniquely identifies equipment in Umler. If equipment is restenciled (new Equipment Initial and Number) it retains its original EIN.

Field	Description
Element Value Criteria	Two sets are provided (for Transaction and Previous values). • Use the drop-down list to select an **Element Group** (partial list shown):  • Use the drop-down list to select an **Element** (available elements depend on the **Element Group** selected):  • Enter a **Transaction Value** of a specific element qualifier or check the **All Values** checkbox without using a qualifier.
Ownership Control Criteria	Check one of the two radio buttons provided to for your results to match either: • Current ownership conditions – or – • Ownership conditions at time of transaction (default)
Equipment Initials	The initials stenciled on the specified equipment.
Umler® Owner(s)	The Umler owners of the specified equipment.
Umler Company	The Umler Company that owns the specified equipment.
Lessee(s)	The company leasing the specified equipment.
Stenciled Mark Owner(s)	The stenciled mark owners for the specified equipment.

3. Select one of the following processing options:

Exhibit 55. View Transaction Log Processing Options

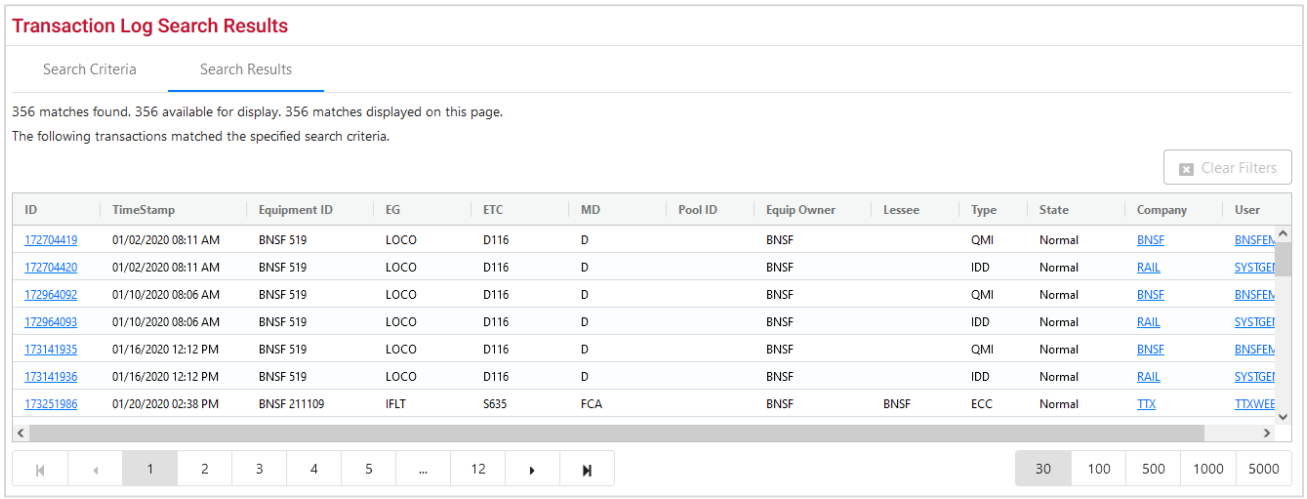
Search	Executes the search and outputs to the **Browser** or to **CSV** as requested. See View Transaction Results Online or refer to Export Query Results to CSV for CSV file processing/viewing.

Count	Executes the search and outputs a single line message with the count of transaction records meeting the specified criteria. Similar to Exhibit 34.
Reset	Clears data and returns fields to the default setting.

View Transaction Results Online

If **Browser** was selected for output, and **Search** selected, the Transaction Log Search Results page is displayed (Exhibit 56).

Exhibit 56. Transaction Log Search Results

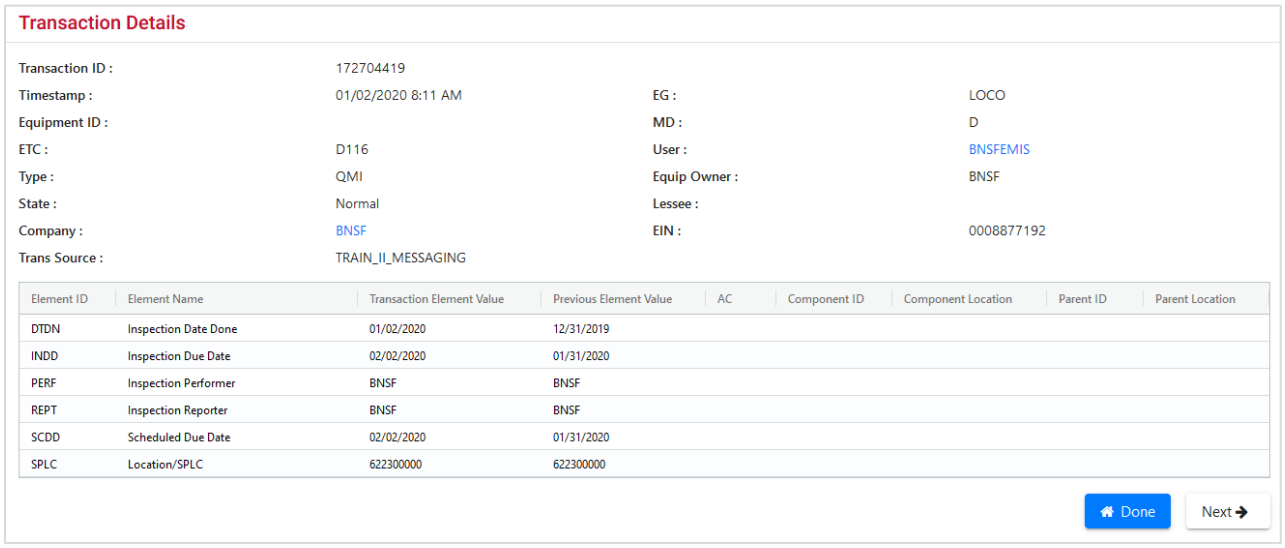


To change criteria, select the **Search Criteria** tab, edit, and resubmit.

To view details for a particular transaction, select its **ID** link (column at left). The Transaction Details page is displayed (Exhibit 57). Select **Next** to click through the list of IDs from the Search Results. Select **Done** on the detail page to return to the search results.

To view contact information for the listed **Company** or **User**, select their respective links. See Exhibit 58 and Exhibit 59. Select **Done** to return to the Search Results page.

Exhibit 57. Transaction Details



The actions available on this example page is to view the Company Contact information (Exhibit 58), view User Contact Information (Exhibit 59) or select the Transaction ID to view the transaction that generated the one being viewed.

Exhibit 58. Company Contact Info

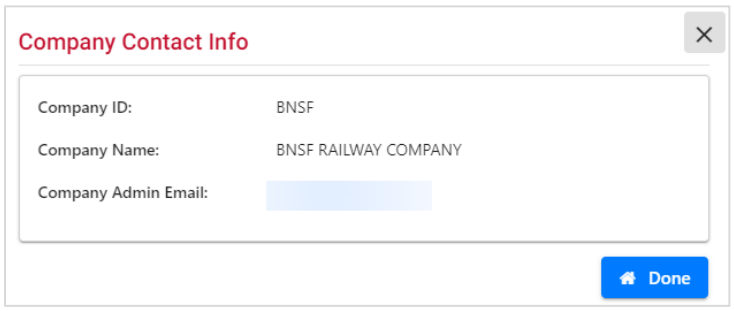
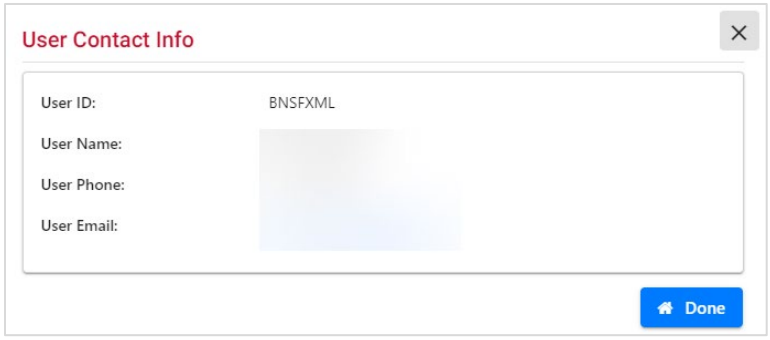


Exhibit 59. User Contact Info



Inspection History

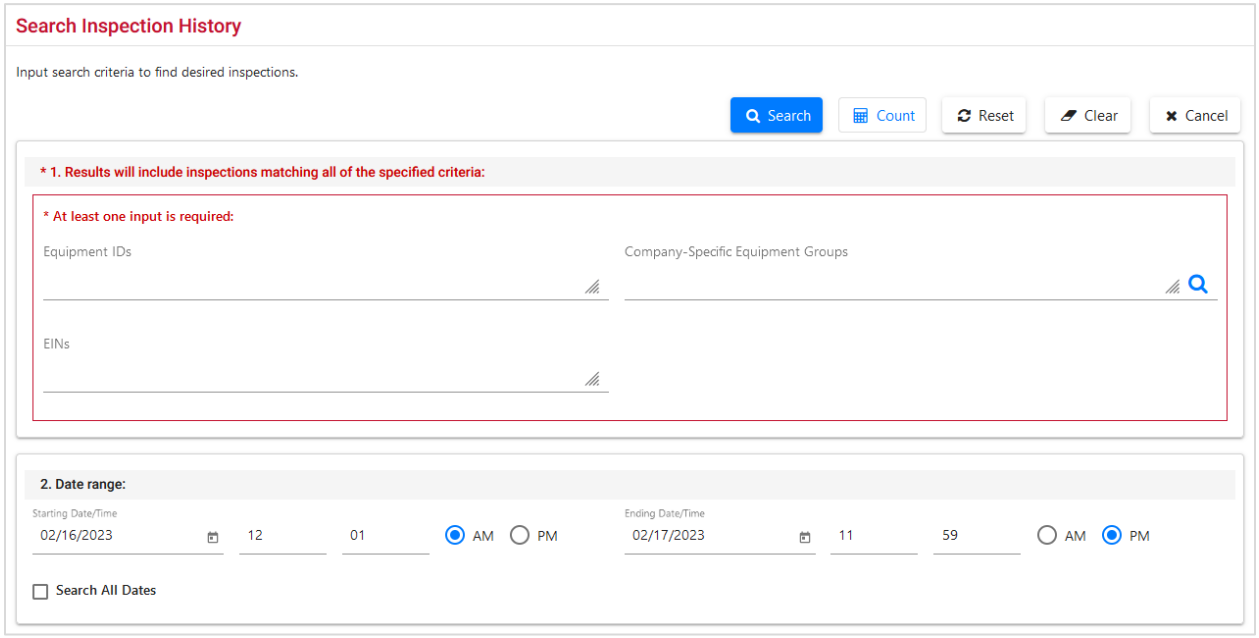
This function is used to view inspection history for a specified equipment ID or EIN.

> If the equipment's built date has changed and a new EIN is generated, the inspection history will not include all inspections when searching by a particular EIN.

Use the following procedure to view an inspection history for equipment units:

1. From the main menu, select **Query** > **Inspection History**. The Search Inspection History page is displayed (Exhibit 60).

Exhibit 60. Search Inspection History – Top



2. Enter the appropriate search criteria. At least one search parameter is required in the first box to perform a search. Mandatory fields are indicated with an asterisk (*) and **red font**.

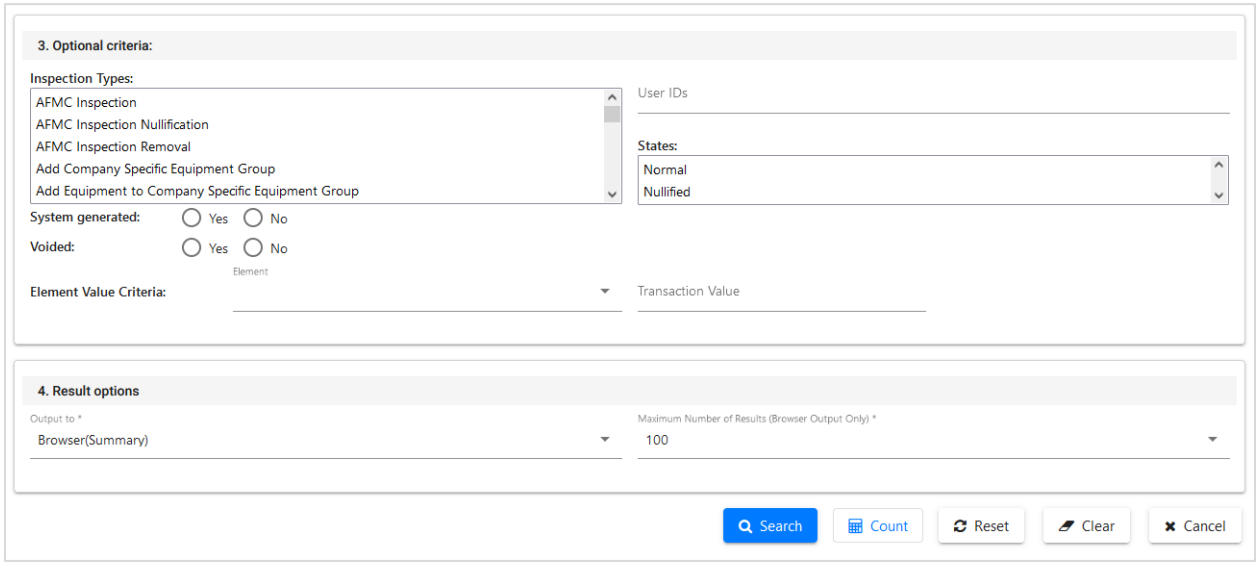
   Field descriptions for the top of the page are shown in Exhibit 61.

Exhibit 61. Inspection History Field Descriptions

Field	Description
Equipment ID(s)	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.
EIN(s)	Equipment Identification Number. Uniquely identifies equipment in Umler. If equipment is restenciled (new Equipment Initial and Number) it retains its original EIN.

Field	Description
Company-Specific Equipment Groups	Company-Specified Equipment Groups are private pools of equipment that are only available to the company specified. Use the search icon ( ) to open the Search for Company-Specific Equipment Groups page (Exhibit 147). Refer to Company-Specific Equipment Groups.
Date/Time range	Search for inspections occurring between the specified starting date/time and the specified ending date/time. Remember to select either AM or PM with the available radio buttons. Defaults are: • **Starting Date/Time**: 12:01 AM of the previous day's date • **Ending Date/Time**: 11:59 PM of the current day's date Check **Search All Dates** to ignore date criteria**.** All notice times are recorded in Eastern Time.

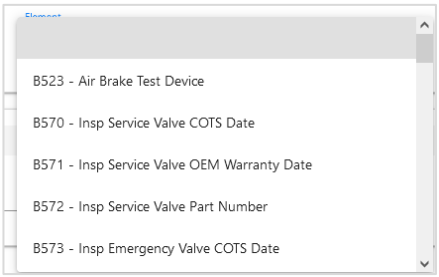
Exhibit 62. Search Inspection History – Bottom



Field descriptions for the bottom of the page are shown in Exhibit 63.

Exhibit 63. Inspection History Field Descriptions (cont'd)

Field	Description
Inspection Types	Select the inspection types wanted for the query. Multiple selections are allowed.
User ID(s)	Search for inspections recorded by specific users by entering User IDs in this field. Separate multiple IDs using the delimiters shown in Exhibit 23. To search for intra-company user IDs, see Manage Intra-Company User Access Rights.
States	Select **Normal** or **Nullified** (to see inspections that have been nullified via EDI messages).
System generated	Select the **Yes** or **No** radio button to include system generated inspection records. To clear both radio buttons, select **Clear**.

Field	Description
Voided	Select the **Yes** or **No** radio button to display voided inspections. To clear both radio buttons, select **Clear**.
Element Value Criteria	One criteria set is provided. • Use the drop-down list to select an **Element** (partial list shown):  • Enter a **Transaction Value** for the **Element** selected.
***Output to**	Select **Browser (Summary)** or **Browser (Detail)** from the drop-down list. Default is **Browser (Summary)**. CSV is not available for this form.
***Maximum Number of Results**	Maximum number of result records you want returned (100, 500, 1000, 5000). Default is 100.

3. Select one of the following processing options:

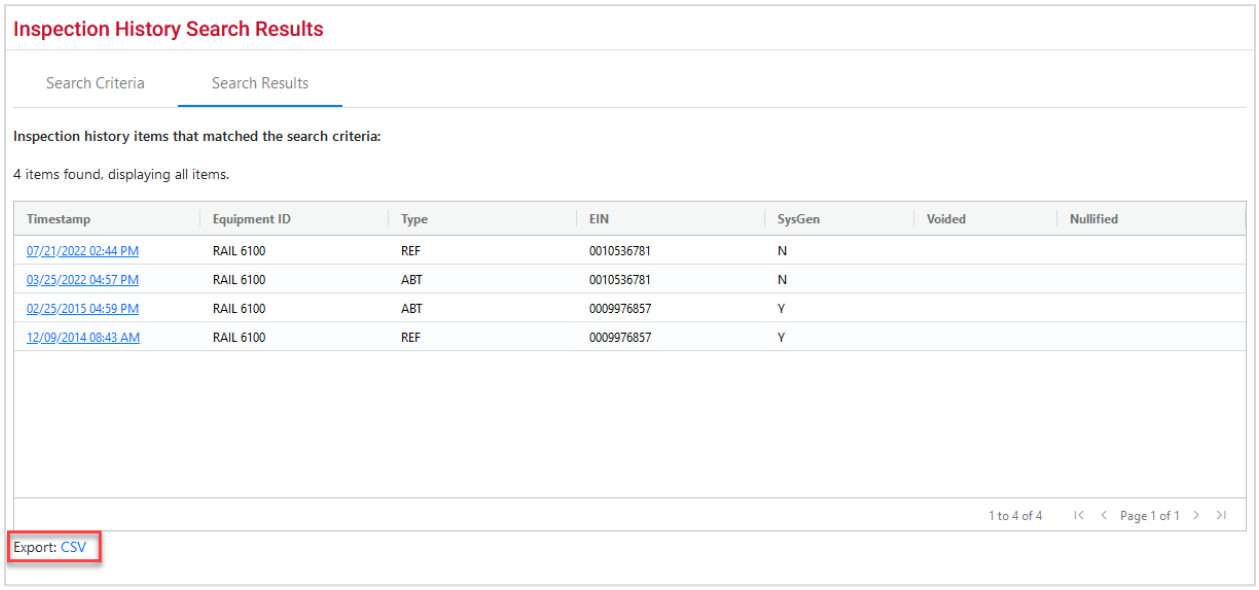
Exhibit 64. View Transaction Log Processing Options

Search	Executes the search and outputs to the Browser as requested. See View Inspection History Summary Results Online, or View Inspection History Detail Results Online.
Count	Executes the search and outputs a single line message with the count of inspection records meeting the specified criteria. Similar to Exhibit 34.
Clear	Clears entered data and resets fields to default.
Cancel	Leaves the form and displays the Umler Home page.

View Inspection History Summary Results Online

When **Browser (Summary)** is selected as the output for a search, and the **Search** button is selected, the Inspection History Search Results page is displayed (Exhibit 65).

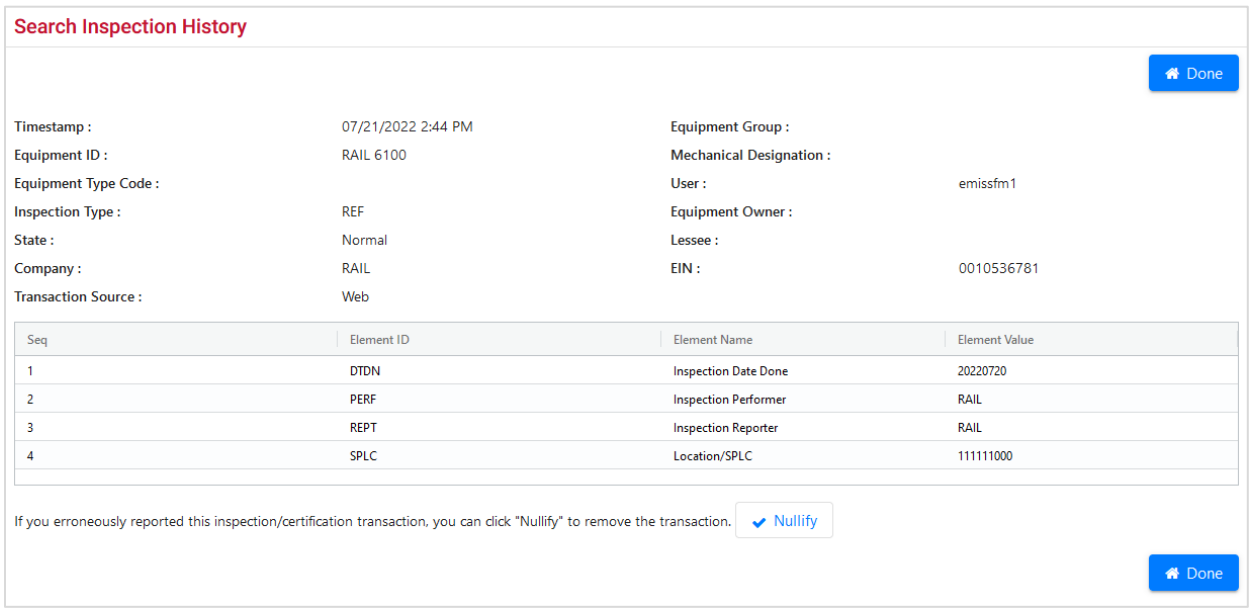
Exhibit 65. Inspection History Search Results – Browser Summary



To see details for an Equipment ID, select the **Timestamp** link in the first column. The detail page for that equipment is displayed (Exhibit 66).

To export the results as a CSV file, select the **CSV** link at the lower left of the page (outlined in red). Refer to Export Query Results to CSV.

Exhibit 66. Search Inspection History Summary Details



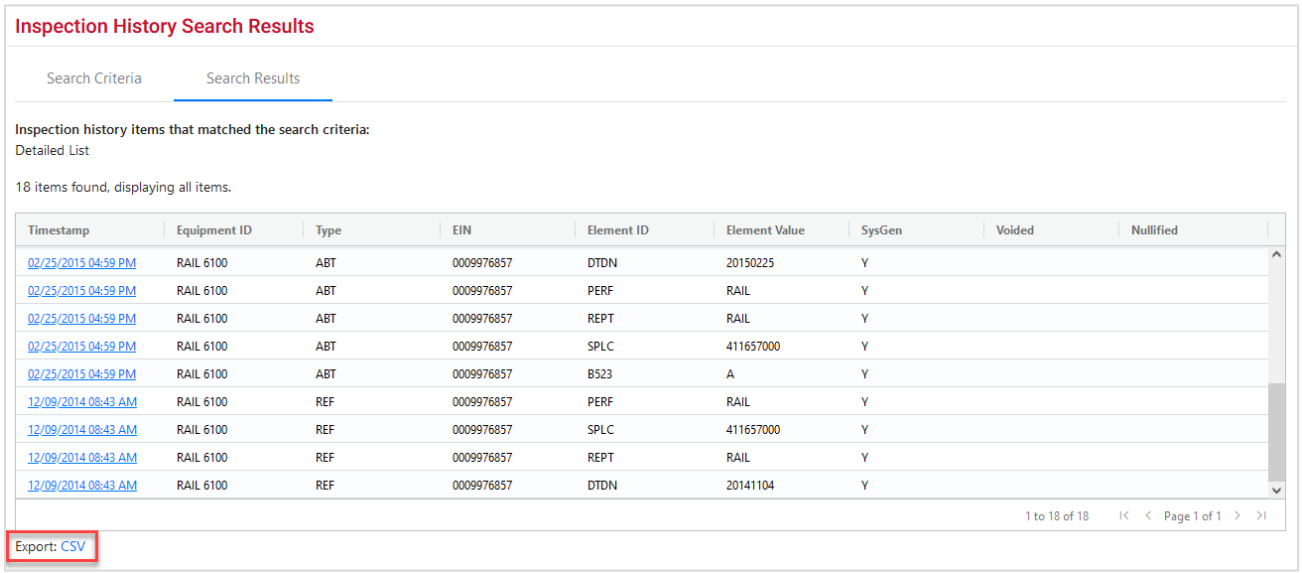
For some inspections, you'll have the option to select **Nullify** to nullify the inspection/certification transaction if the transaction was erroneously reported.

Select **Done** to return to the Search Results Summary page.

View Inspection History Detail Results Online

When **Browser (Details)** is selected as the output for a search, and the **Search** button is selected, the Inspection History Search Results (Browser Details) page is displayed (Exhibit 67).

Exhibit 67. Search Inspection History – Detailed List



To see details for an equipment, select the **Timestamp** link in the first column. The detail page for that equipment is displayed (Exhibit 66). Use the page arrows in the bottom right to move between many pages (30 listed per page).

To export the results as a CSV file, select the **CSV** link at the lower left of the page. Refer to Export Query Results to CSV.

Historical Lineage Query

This function is used to view all unit identification (entry into system, restenciling, etc.) actions for a specified equipment ID or EIN. Based on user permissions, some confidential fields may not be displayed.

If the built date has changed and a new EIN is generated, the inspection history will not include all inspections when searching by a particular EIN.

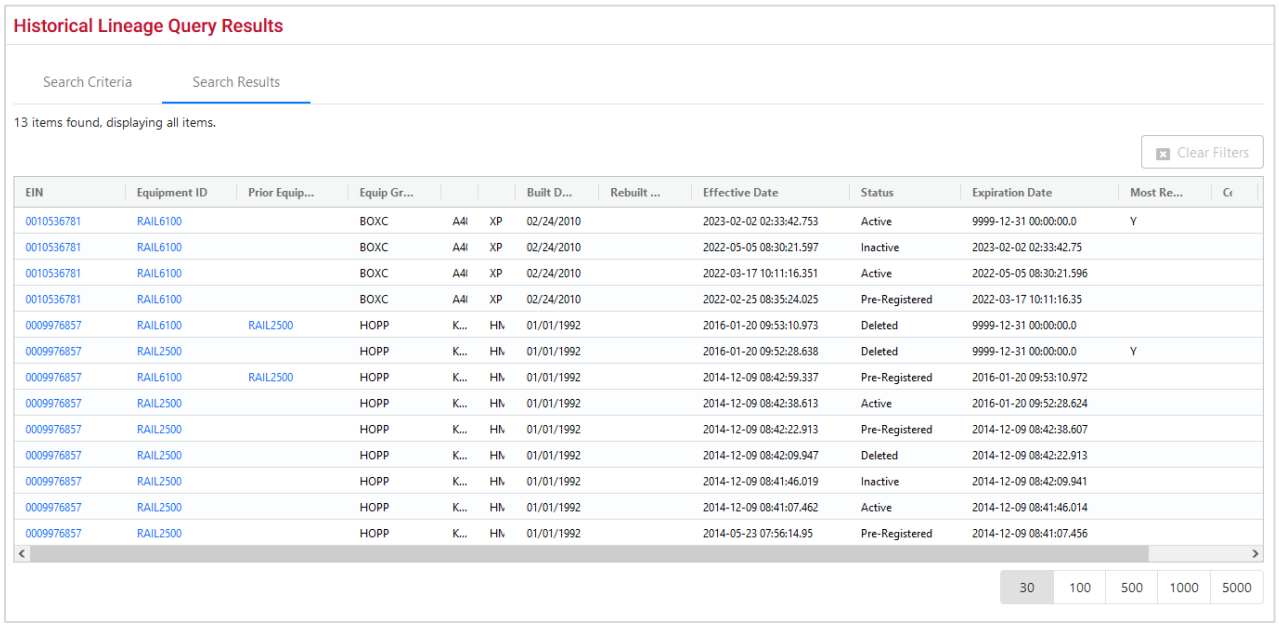
Use the following procedure to view lineage for a unit:

1. From the main menu, select **Query** > **Historical Lineage Query**. The Historical Lineage page is displayed (Exhibit 68).

Exhibit 68. Historical Lineage Query

2. Enter a valid **Equipment ID** or **EIN** and select **Search**. The Historical Lineage Query Results page is displayed (Exhibit 69).

Exhibit 69. Historical Lineage Query Results



This example shows a car that changed ownership and was restenciled. The EIN remains the same throughout, but the Equipment ID changes. The most recent lineage action is at the top of the table.

Select the **Search Criteria** tab to run another query or select another Umler application menu item (refer to Exhibit 5).

Only one equipment record with the status of **Active** can exist in the EIN lineage. Having more than one equipment ID active for the same EIN may result in a duplicate EIN conflict status for all active records.

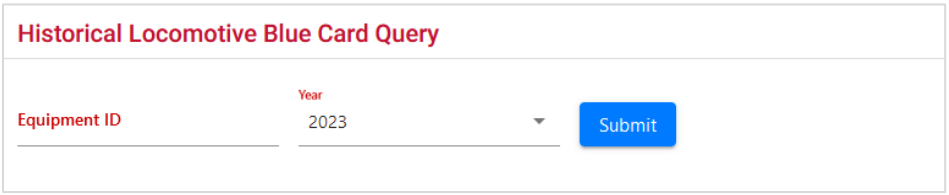
Historical Locomotive Blue Card Query

This function is used to view the FRA Blue Card Locomotive Inspection and Repair Record for a specified Equipment ID by year.

Use the following procedure to view the historical locomotive blue card for a unit:

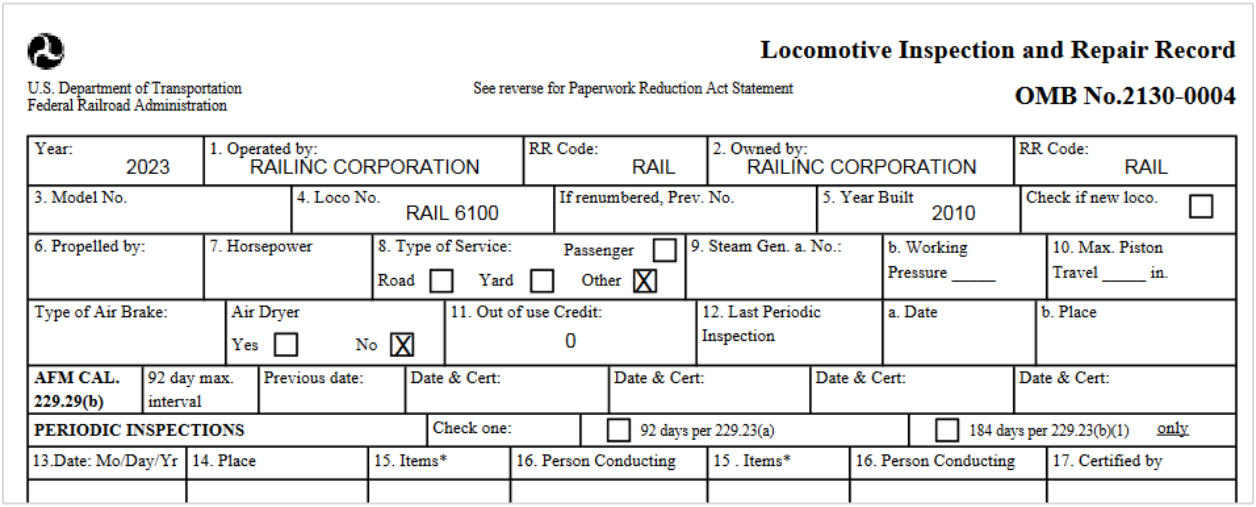
1. From the main menu, select **Query** > **Historical Locomotive Blue Card Query**. The Historical Locomotive Blue Card Query page is displayed (Exhibit 70).

Exhibit 70. Historical Locomotive Blue Card Query



2. Enter the **Equipment ID**, select the **Year** from drop-down list and select **Submit**. The Locomotive Blue Card for the Equipment ID selected opens in a new window.

Exhibit 71. Historical Locomotive Blue Card Record



Locomotive Inspection and Repair Record

U.S. Department of Transportation
Federal Railroad Administration

See reverse for Paperwork Reduction Act Statement

OMB No.2130-0004

Year: 2023	1. Operated by: RAILINC CORPORATION	RR Code: RAIL	2. Owned by: RAILINC CORPORATION	RR Code: RAIL
3. Model No.	4. Loco No. RAIL 6100	If renumbered, Prev. No.	5. Year Built 2010	Check if new loco. ☐
6. Propelled by:	7. Horsepower	8. Type of Service: Passenger ☐ Road ☐ Yard ☐ Other ☒	9. Steam Gen. a. No.:	b. Working Pressure _____ / 10. Max. Piston Travel _____ in.
Type of Air Brake:	Air Dryer Yes ☐ No ☒	11. Out of use Credit: 0	12. Last Periodic Inspection	a. Date / b. Place
AFM CAL. 229.29(b)	92 day max. interval	Previous date:	Date & Cert:	Date & Cert: / Date & Cert: / Date & Cert:
PERIODIC INSPECTIONS	Check one:	☐ 92 days per 229.23(a)	☐ 184 days per 229.23(b)(1) only	
13.Date: Mo/Day/Yr	14. Place	15. Items*	16. Person Conducting	15 . Items* / 16. Person Conducting / 17. Certified by

Equipment Unit Comparison

This function is used to view a comparison of Umler records for two specified equipment units. This might be used to:

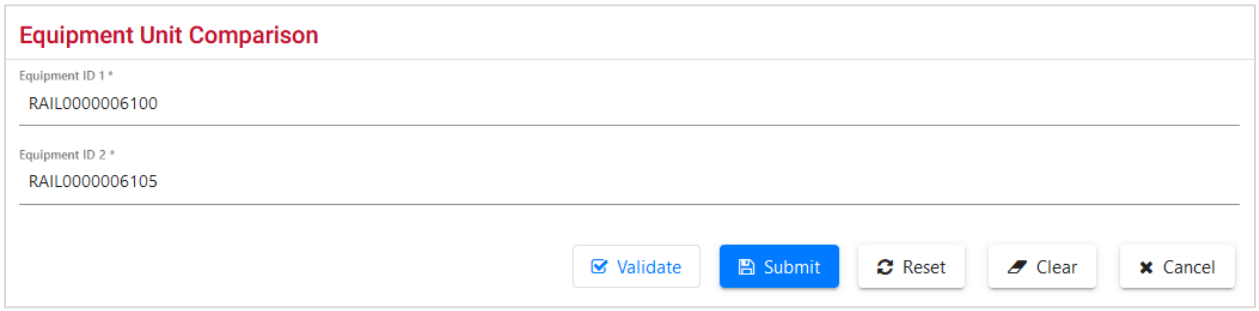
- Ensure when an equipment changes ownership and operates for a period of time under both IDs, that the most recent information appears in the newest record (e.g., inspections or repairs done)
- Help make a decision between two cars being considered for hire

Based on user permissions, some confidential fields may not be displayed.

Use the following procedure to view a comparison between units:

1. From the main menu, select **Query** > **Equipment Unit Comparison**. The Equipment Unit Comparison page is displayed (Exhibit 72).

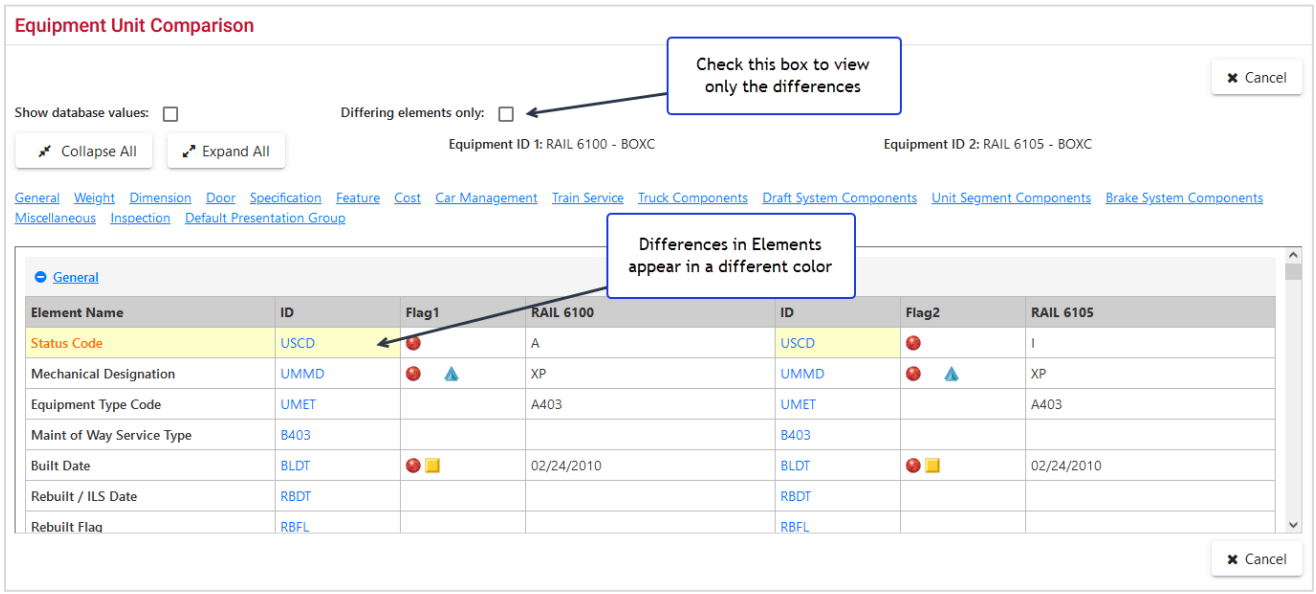
Exhibit 72. Equipment Unit Comparison



2. Enter the **Equipment IDs** to be compared in the two text boxes and select **Submit**. The Equipment Unit Comparison page displays with data for each unit shown side by side (Exhibit 73).

Validation is optional but performed as part of the submit process. If either Equipment ID is invalid, an error message is displayed.

Exhibit 73. Equipment Unit Comparison Expanded

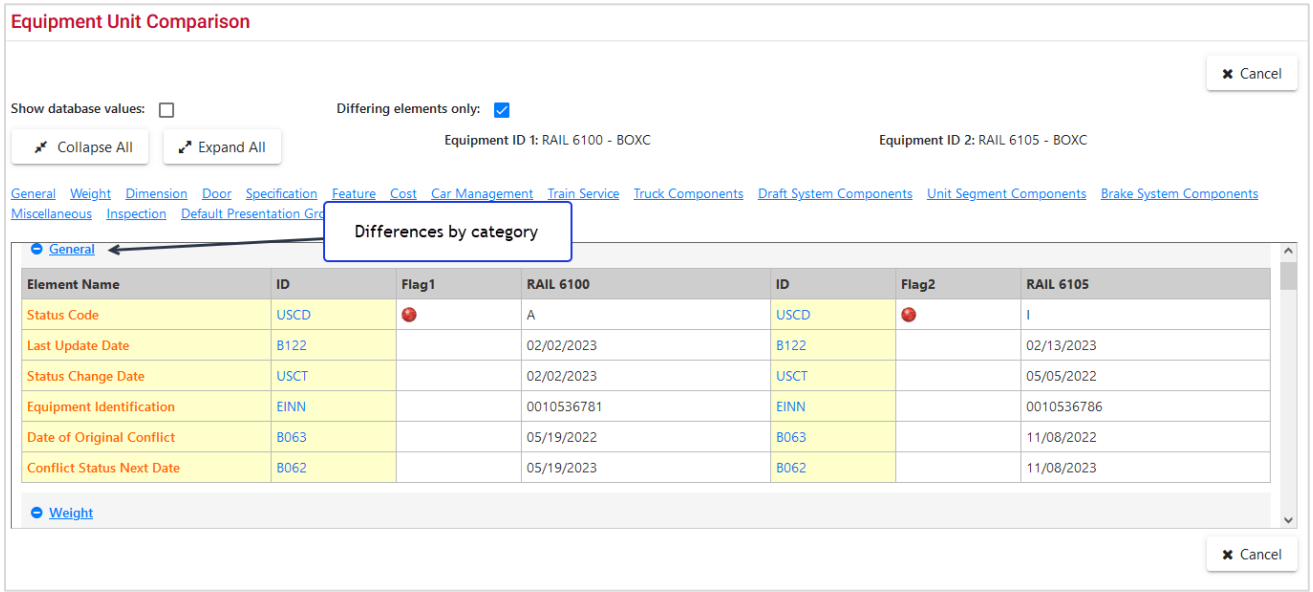


Values for the two units appear in two columns with the Equipment ID at the top. Elements with different values are outlined and in a lighter color (yellow/orange). Component help ID links can be different if the cars are different types. Page navigation is similar to that described in Display Unit.

Check **Differing elements only** to restrict the view—matching elements are removed from view (Exhibit 74). Uncheck to return to the regular view.

Use the **Collapse All** and **Expand All** buttons to collapse or expand the table structure.

Exhibit 74. Equipment Unit Comparison Differences Only View



These pages are for viewing only. When finished viewing the comparison, select **Cancel**, or select another Umler application menu item (refer to Exhibit 5).

Maintenance

To complete these tasks, you must have some rights assigned beyond query (Umler default permission). See your Company Umler Administrator for assistance.

When **Maintenance** is selected on an Umler page, the Maintenance menu is opened (Exhibit 75).

Menu & Options

Exhibit 75. Maintenance Menu

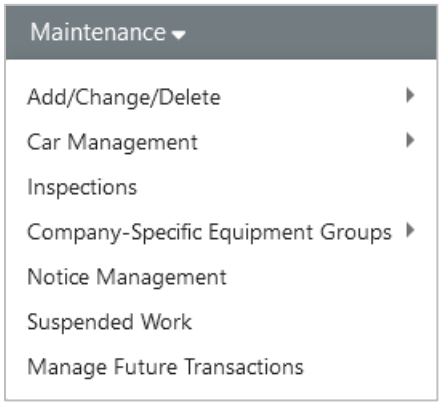


Exhibit 76 describes the tasks available on the Maintenance menu.

Exhibit 76. Maintenance Menu Items and Descriptions

Menu Item	Description
Add/Change/Delete	Opens the **Add/Change/Delete** submenu.
Car Management	Opens the **Car Management** submenu.
Inspections	Opens the Inspections page, which allows you to report (or view) described inspections.
Company-Specific Equipment Groups	Opens the **Company-Specific Equipment Group** submenu.
Notice Management	Displays the Search for Notices page. Allows you to search for notices based on detailed search criteria, view notices, fix errors related to notices, and suppress read, resolved, or unwanted notices.
Suspended Work	Open the Suspended Work page and tasks that have been saved “in progress” and allows you to select and resume work on a suspended task.
Manage Future Transactions	Displays the Search Future Effective Transaction page which allows you to search for and delete any future effective transactions.

Add/Change/Delete

When **Maintenance > Add/Change/Delete** is selected, the Add/Change/Delete submenu is displayed.

Exhibit 77. Add/Change/Delete Submenu

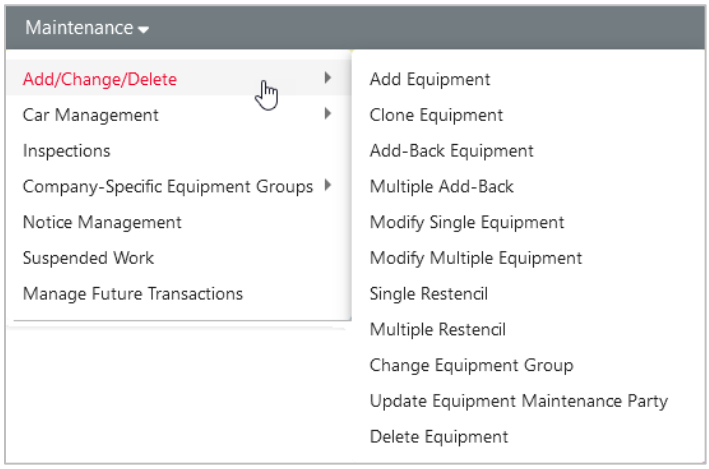


Exhibit 78 describes the options on the Add/Change/Delete submenu.

Exhibit 78. Add/Change/Delete Submenu Items and Descriptions

Menu Item	Description
Add Equipment	Allows a user to add a new equipment unit to Umler.
Clone Equipment	Allows a user to add single and multiple equipment units by cloning from an existing unit.
Add-Back Equipment	Allows a user to add an equipment unit back into active status from online Umler archives.
Add-Back Multiple Equipment	Allows a user to reactivate multiple equipment units at one time.
Modify Single Equipment	Allows a user to change elements for a single equipment unit.
Modify Multiple Equipment	Allows a user to change selected elements for several equipment units in one editing session.
Single Restencil	Allows a user to modify a record to reflect restenciling of the piece of equipment. Restenciling refers to the act of changing the equipment mark and number that is stenciled on the side of an equipment unit.
Multiple Restencil	Allows a user to restencil multiple cars sequentially or following a pattern.
Change Equipment Group	Allows a user to change an Umler Equipment Group for a single equipment unit.
Update Equipment Maintenance Party	Allows you to update the Equipment Maintenance Party.
Delete Equipment	Allows a user to deactivate an Umler record, sending the record to archive.

Add Equipment

The Add Equipment function is used to add new equipment to Umler. This function works well for adding multiple equipment with identical element values. For adding multiple equipment with significant differences or similar to an existing equipment, the Clone Equipment function can save time.

Add Equipment is used for new equipment only. Equipment with a Prior ID requires the equipment be restenciled. See Single Restencil or Multiple Restencil for details.

Use the following procedure to add equipment:

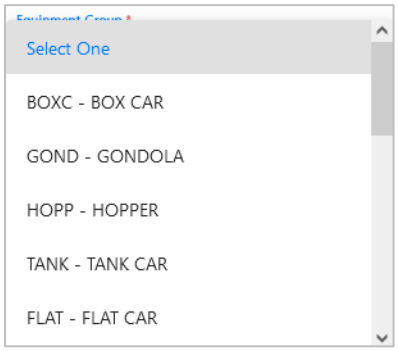
1. From the main menu, select **Maintenance > Add/Change/Delete > Add Equipment**. The Add Equipment page is displayed (Exhibit 79).

Exhibit 79. Add Equipment

2. Enter the **Equipment ID** to be assigned for this unit. Each road or private mark may have numbering standards in place. The Equipment ID must follow normal conventions of 2-4 alpha characters and 1-6 numeric characters. For example, BNSF123456. Multiple IDs can be entered at the same time, either on separate lines or separated by commas or a single space. Sequential IDs can be entered as a range (BNSF222201-10).

3. Select the **Equipment Group** from the drop-down list. When adding multiple equipment IDs, only one equipment group is used. Some types cannot be changed after entering the new records (e.g., LOCO). If in doubt, add equipment units one at a time. Additionally, the clone function can be used for identical or similar units.

Exhibit 80. Equipment Group



4. For articulated equipment, indicate the number of articulations in the Connected Unit Count field (up to 99). Otherwise, accept the default value of zero.

5. (Optional) Select **Validate** to have Umler validate the request. Otherwise continue.

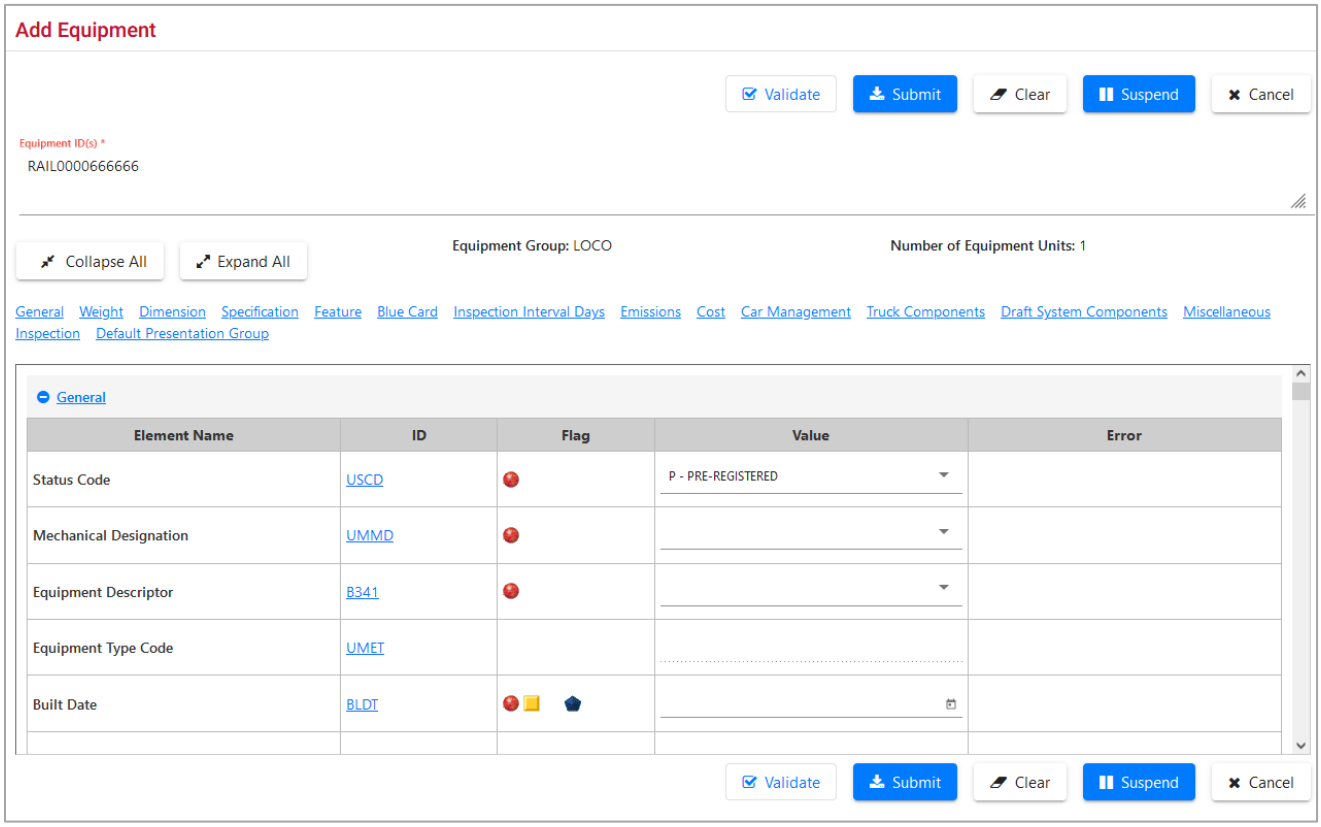
6. Select **Submit**. The system checks to make sure the Equipment IDs entered are not already in Umler (active or inactive).

   a. If an active ID exists, the add is not allowed. An error message is displayed.

   b. If an inactive ID is found, an information message suggests using Add-Back to reactivate the ID. See Add-Back Equipment.

   c. If the requested IDs are valid, the Add Equipment element entry page is displayed.

Exhibit 81. Add Equipment Example



Elements shown in the table are based upon the Equipment Type selection made. Mandatory elements have the red dot in the Flag field ( ). See Exhibit 7 for other flag icons.

Page navigation and display characteristics are similar to Display Unit.

7. Complete the fields in the entry page table:

   a. Tab between fields.

   b. For element field help, select the **ID** link for the field. See Field Help.

   c. Ensure all mandatory fields have been completed.

8. When all input is complete, select **Validate**. The system validates entries against railroad business rules and acceptable values and displays an error message under the page title and displays any element-specific error message in the error column beside the element.

9. Correct the errors:

   a. Read through all errors. Because many elements are related, correcting a single element might correct multiple errors.

   b. Any error regarding Umler rights (equipment, pool, inspection, or view confidential data) or SSO company-specific rights (authorization to act for a company) must be addressed first. See the Company SSO and/or Umler Administrator.

   c. Some conditional elements become mandatory based on inputs (rather than Equipment Type), so complete all new mandatory fields.

   d. Use field help to change invalid values. Select the **ID** link for the field. See Field Help.

   e. (Recommended) Correct one error at a time and select **Validate** between corrections.

10. Select **Validate** a final time to ensure errors have been corrected.

    a. If errors are still found (or new errors initiated), make necessary corrections and revalidate.

If validation fails after several attempts at correction and revalidation, select **Suspend** to name and save the work until error corrections can be clearly identified. The Suspend Work page is displayed (Exhibit 82). See Suspended Work on how to resume the Add Equipment task.

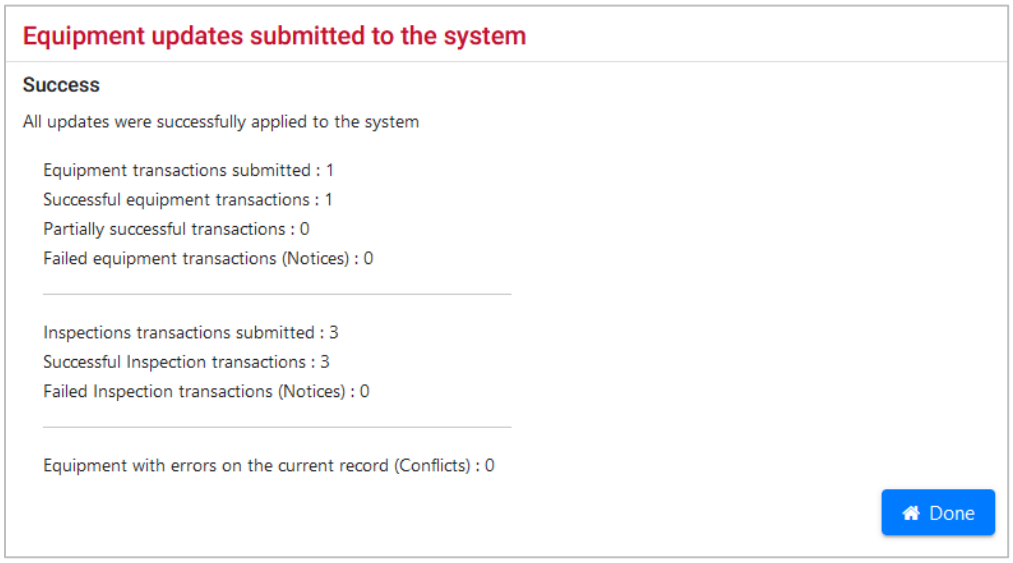
Exhibit 82. Suspend Work

- Write a description that makes it easy to locate the suspended task to resume work. For example, “Add Equipment” might mean one of several add tasks, so the Equipment ID would be helpful.
- Select **Suspend** to suspend the task.

   b. If no errors are found, a successful validation message is displayed under the page title. Continue with the next step.

11. When no errors are found, select **Submit**. The Equipment updates submitted to the system - Success page is displayed (Exhibit 83).

Exhibit 83. Equipment Updates Successfully Submitted to the System



12. Select **Done** to close or select another Umler application menu item (refer to Exhibit 5).

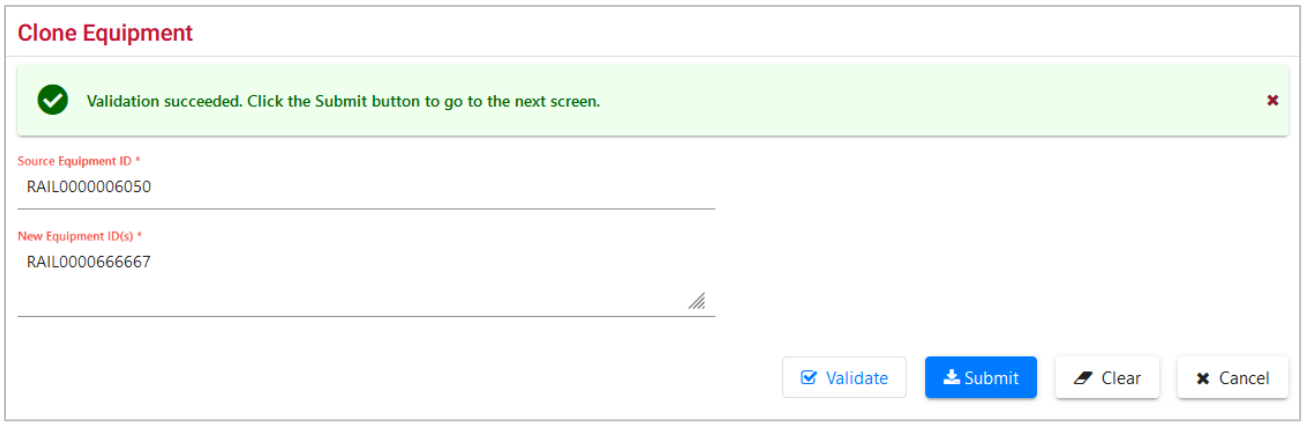
Clone Equipment

The Clone Equipment function is used to add single and multiple equipment by cloning from an existing unit.

Use the following procedure to clone equipment:

1. From the main menu, select **Maintenance > Add/Change/Delete > Clone Equipment**. The Clone Equipment page is displayed (Exhibit 84).

Exhibit 84. Clone Equipment



2. Enter a source equipment ID. A cloned equipment source can be from any owner/road.

   - Choose a known matching equipment ID from your road's rolling stock or a known other road's similar equipment, or
   - Perform a search for a unit with the same characteristics, using Equipment Query. Check the Equipment ID search result, open the drop-down list at the right, select **Clone Equipment** and select **OK** to open the Clone Equipment page with the selected record as the source for cloning.

3. Enter the new Equipment IDs to be created from the source. Each road or private mark may have numbering standards in place. The Equipment ID must follow normal conventions of 2-4 alpha characters and 1-6 numeric characters. For example, BNSF123456. Multiple IDs can be entered at the same time, either on separate lines or separated by commas or a single space. Sequential IDs can be entered as a range (BNSF222201-10).

4. (Optional) Select **Validate** to have Umler validate the request. Otherwise continue.

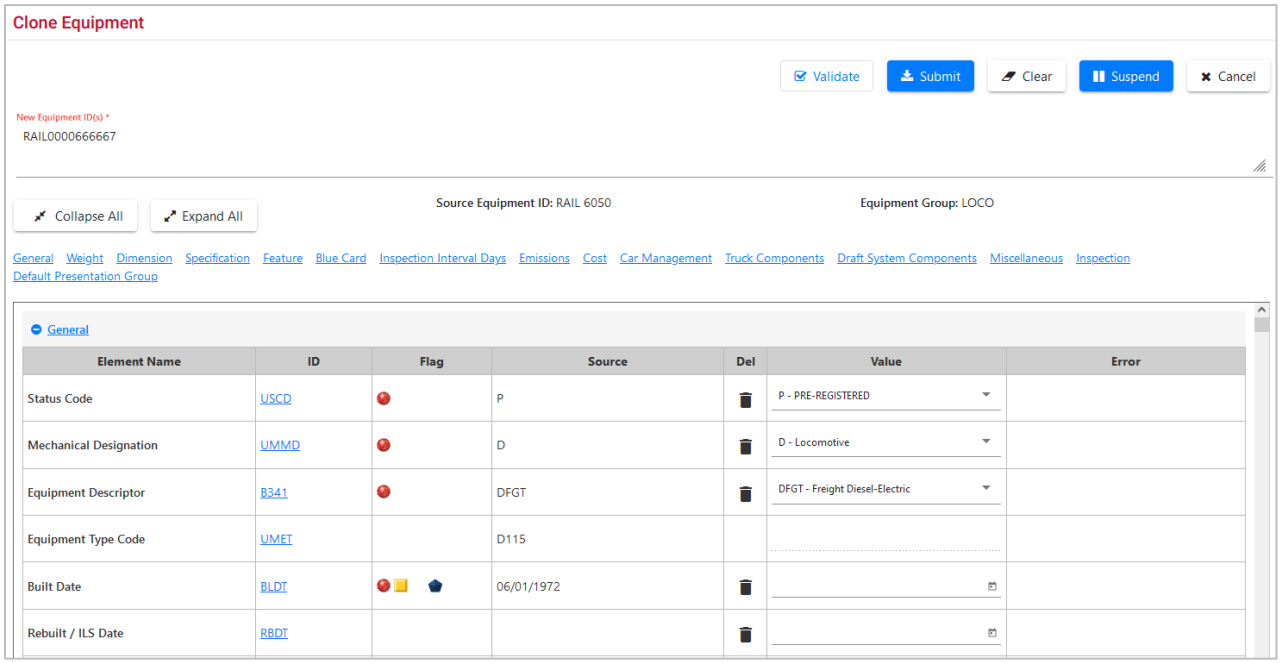
5. Select **Submit**. The system checks to make sure the Source ID and New Equipment IDs entered are not already in Umler (active or inactive).

   a. If an active ID exists, the cloning is not allowed. An error message is displayed.

   b. If an inactive ID is found, an information message suggests using Add-Back to reactivate the ID. See Add-Back Equipment.

c. If the requested IDs are valid, the Clone Equipment element entry page is displayed (Exhibit 85).

Exhibit 85. Clone Equipment Example



Elements shown in the table are based upon the Equipment Type selection made. Mandatory elements have the red dot in the Flag field ( ). See Exhibit 7 for other flag icons.

Page navigation and display characteristics are similar to Display Unit.

Certain mandatory fields do not port over to the cloned records and new entries are required.

6. Complete the fields in the entry page table:

   a. Tab between fields.

   b. For element field help, select the **ID** link for the field. See Field Help.

   c. Ensure all mandatory fields have been completed.

7. When all input is done, select **Validate**. The system validates entries against railroad business rules and acceptable values and displays an error message under the page title and displays any element-specific error message in the error column beside the element.

8. Correct errors and revalidate as described in Add Equipment Step 9.

9. (Optional) Suspend the clone task for later completion as described in the Note.

10. Select **Submit** to clone the new equipment units. The Equipment updates are submitted to the system and the success message is displayed (similar to Exhibit 83).

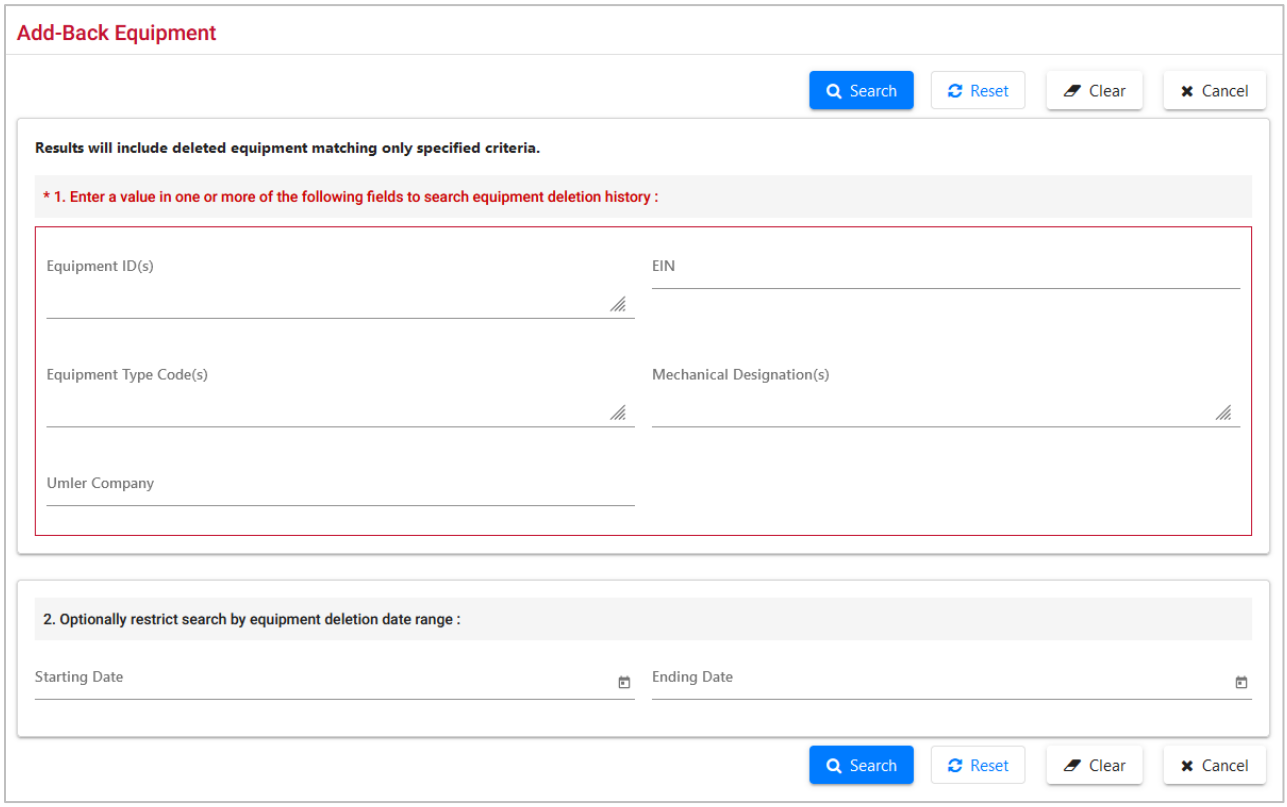
Add-Back Equipment

The Add-Back Equipment function is used to reactivate "archived" single and multiple equipment units one at a time. If you want to add-back a range of multiple units at once, use the Add-Back Multiple Equipment function.

Use the following procedure to add-back equipment:

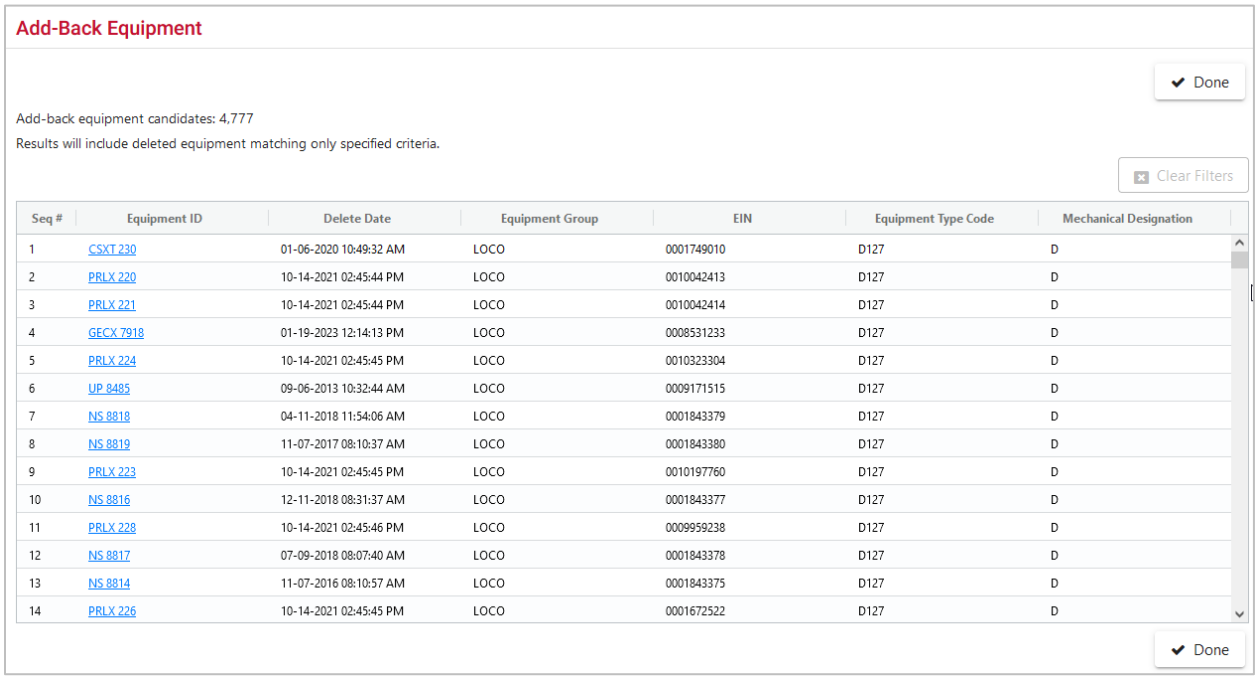
1. From the main menu, select **Maintenance > Add/Change/Delete > Add-Back Equipment**. The Add-Back Equipment page is displayed (Exhibit 86).

Exhibit 86. Add-Back Equipment



2. Enter one or more fields to search in deletion history. Optionally restrict the search with a date range for the deletion period. Refer to Exhibit 22 and Exhibit 25 for field descriptions.
3. Select **Search**. Matching records are displayed on the Add-Back Equipment page (Exhibit 87).

Exhibit 87. Add-Back Equipment Search Results



Seq #	Equipment ID	Delete Date	Equipment Group	EIN	Equipment Type Code	Mechanical Designation
1	CSXT 230	01-06-2020 10:49:32 AM	LOCO	0001749010	D127	D
2	PRLX 220	10-14-2021 02:45:44 PM	LOCO	0010042413	D127	D
3	PRLX 221	10-14-2021 02:45:44 PM	LOCO	0010042414	D127	D
4	GECX 7918	01-19-2023 12:14:13 PM	LOCO	0008531233	D127	D
5	PRLX 224	10-14-2021 02:45:45 PM	LOCO	0010323304	D127	D
6	UP 8485	09-06-2013 10:32:44 AM	LOCO	0009171515	D127	D
7	NS 8818	04-11-2018 11:54:06 AM	LOCO	0001843379	D127	D
8	NS 8819	11-07-2017 08:10:37 AM	LOCO	0001843380	D127	D
9	PRLX 223	10-14-2021 02:45:45 PM	LOCO	0010197760	D127	D
10	NS 8816	12-11-2018 08:31:37 AM	LOCO	0001843377	D127	D
11	PRLX 228	10-14-2021 02:45:46 PM	LOCO	0009959238	D127	D
12	NS 8817	07-09-2018 08:07:40 AM	LOCO	0001843378	D127	D
13	NS 8814	11-07-2016 08:10:57 AM	LOCO	0001843375	D127	D
14	PRLX 226	10-14-2021 02:45:45 PM	LOCO	0001672522	D127	D

4. Select the **Equipment ID** link to further process the record. The Add-Back Equipment page entry table is displayed (similar to Exhibit 83).

   Elements shown in the table are based upon the Equipment Type of the old equipment.

   Page navigation and display characteristics are similar to Display Unit.

> Certain mandatory fields (notably Owner) do not carry over to the Add-Back records. New inputs are required.

5. Select **Submit**. Complete the fields in the entry page table:

   a. Tab between fields.

   b. For element field help, select the **ID** link for the field. See Field Help.

   c. Ensure all mandatory fields have been completed.

6. When all input is complete, select **Validate**. The system validates entries against railroad business rules and acceptable values. If errors are found, an error message appears under the page title and any element-specific error messages are displayed in the error column beside the element.
7. Correct errors and revalidate as described in Add Equipment Step 9.
8. (Optional) Suspend the Add-Back task for later completion as described in the Note.
9. Select **Submit** to Add-Back the equipment units. The Equipment updates submitted to the system Success page is displayed (similar to Exhibit 83).

Add-Back Multiple Equipment

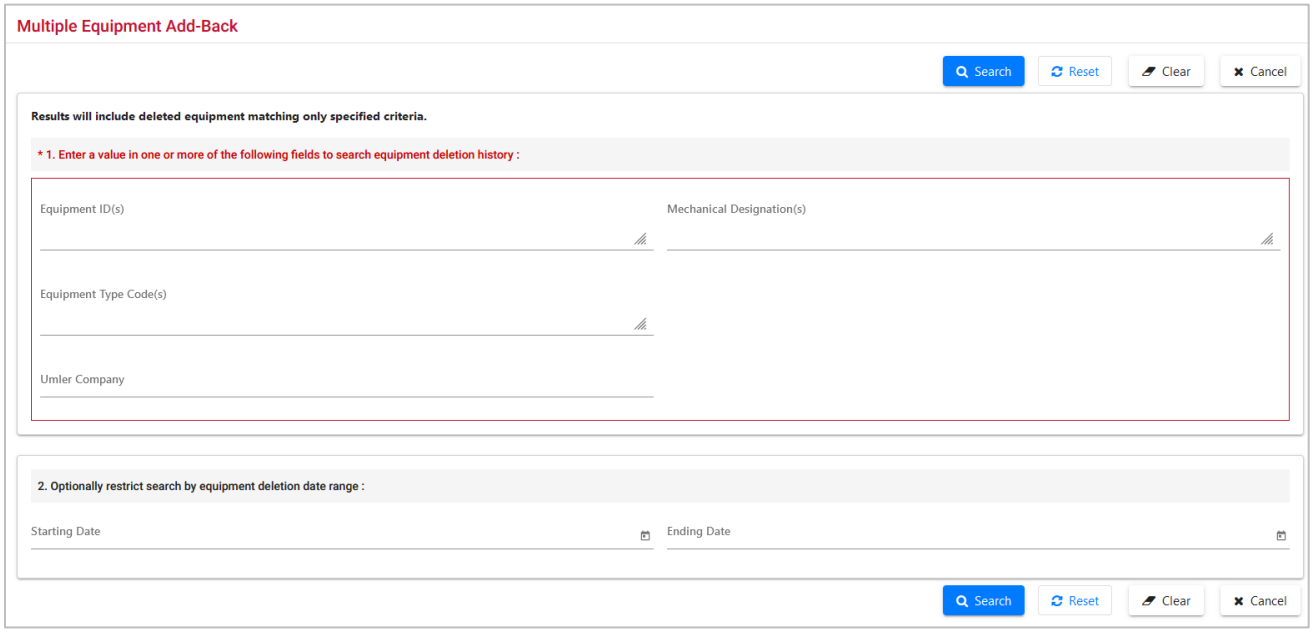
The Multiple Equipment Add-Back function is used to reactivate multiple "archived" equipment units at one time.

> If equipment has been added and deleted several times, then the Add-Back Multiple Equipment function cannot be used. Instead, the equipment must be added one at a time via the regular Add-Back Equipment function.

Use the following procedure to add-back multiple equipment:

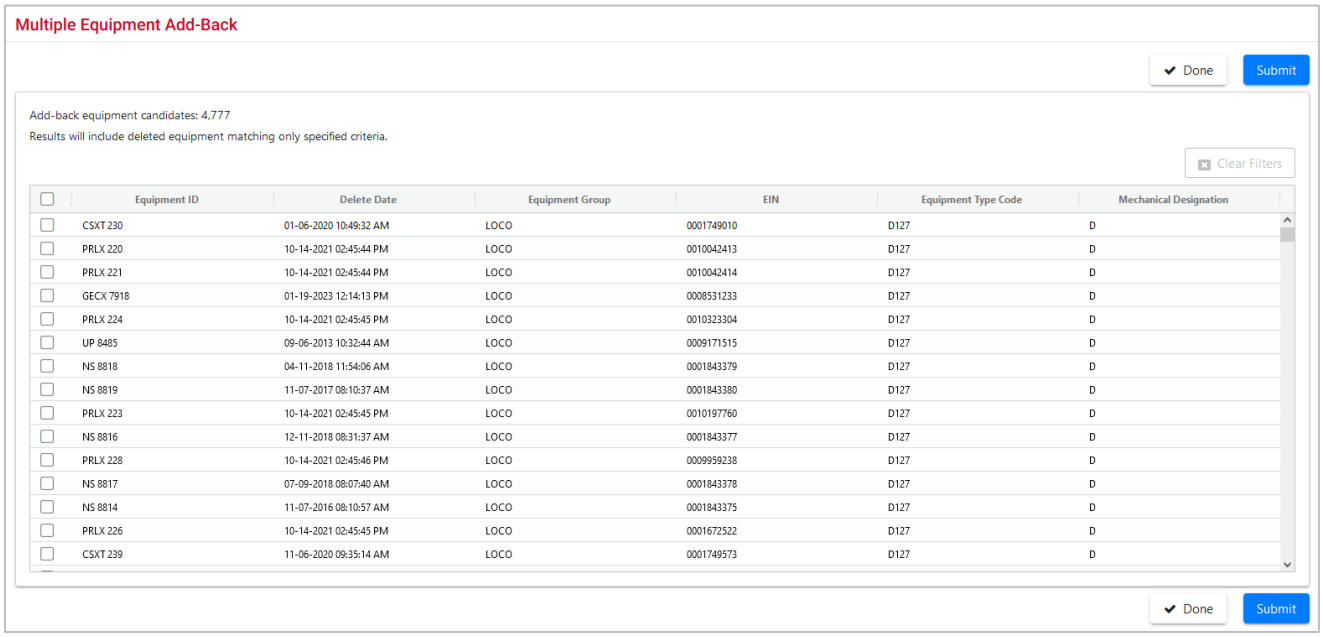
1. From the main menu, select **Maintenance > Add/Change/Delete > Multiple Add-Back**. The Multiple Equipment Add-Back page is displayed (Exhibit 88).

Exhibit 88. Multiple Equipment Add-Back



2. Enter one or more input fields to search in deletion history. Optionally restrict the search with a date range for the deletion period. Refer to Exhibit 22 and Exhibit 25 for field descriptions.
3. Select **Search**. Matching records are displayed on the Multiple Equipment Add-Back page (Exhibit 89).

Exhibit 89. Multiple Equipment Add-Back Results



4. Select one or more of the listed equipment IDs.

5. Select **Submit** to Add-Back the equipment units. The Equipment updates submitted to the system Success page is displayed (similar to Exhibit 83).

Modify Single Equipment

The Modify Single Equipment function is used to change a single equipment unit.

Equipment units that are in conflict require solution of all conflicts when making changes. Making changes to one element can cause conflicts in another related element. Read through all errors, as they can be related to a single input field. Unresolved conflicts can result in Umler enforcing AAR business rules against the equipment. Refer to the *Umler Data Specifications Manual* for acceptable values for fields and assistance in resolving conflicts, as well as descriptions of conflict-related business rules.

Use the following procedure to modify a single equipment unit:

1. From the main menu, select **Maintenance > Add/Change/Delete > Modify Single Equipment**. The Modify Single Equipment page is displayed (Exhibit 90).

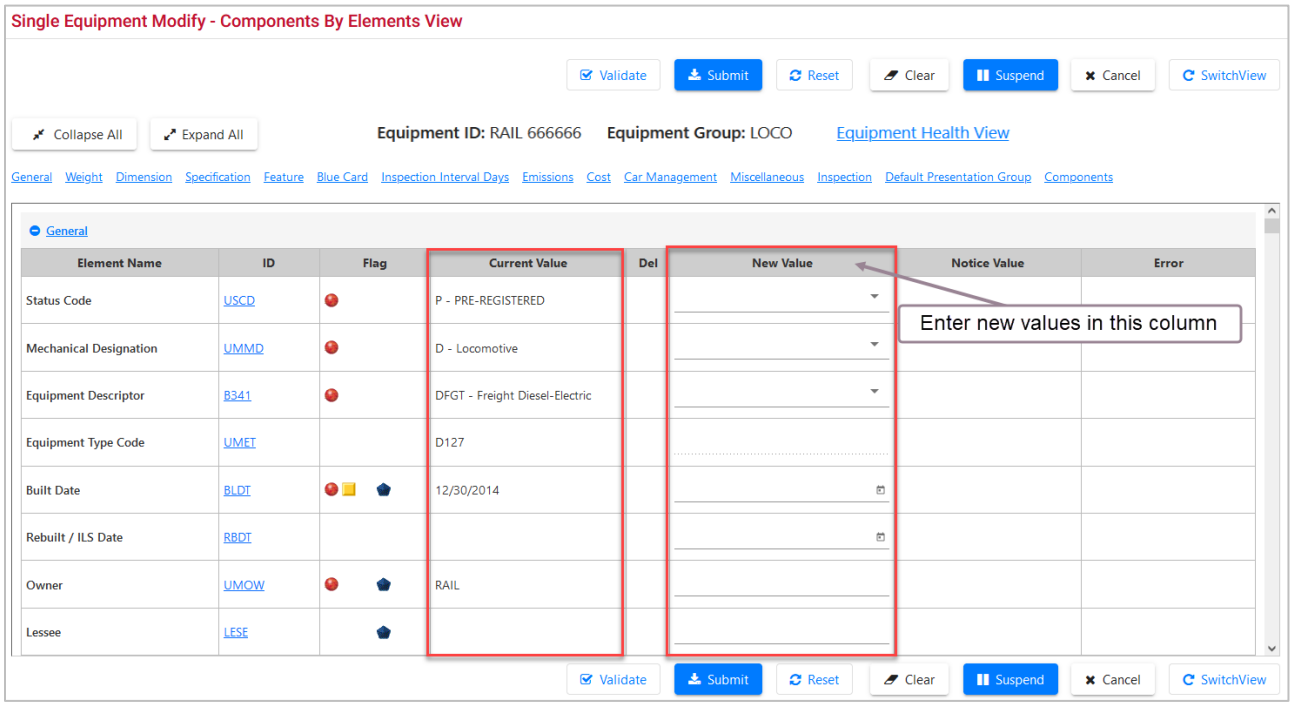
Exhibit 90. Single Equipment Modify

2. Enter the **Equipment ID** of the equipment to be modified.

3. The Single Equipment Modify - Components by Element View is selected by default, but you can select the **View Components by Location** radio button. Component and Location diagrams and descriptions are provided in the *Umler Data Specifications Manual* (accessed from the upper right Help link).

4. Select **Modify**. The Single Equipment Modify page is displayed with the selected view (Exhibit 91).

Exhibit 91. Single Equipment Modify - Components by Element View



5. Select or enter values in the **New Value** fields that require changing.

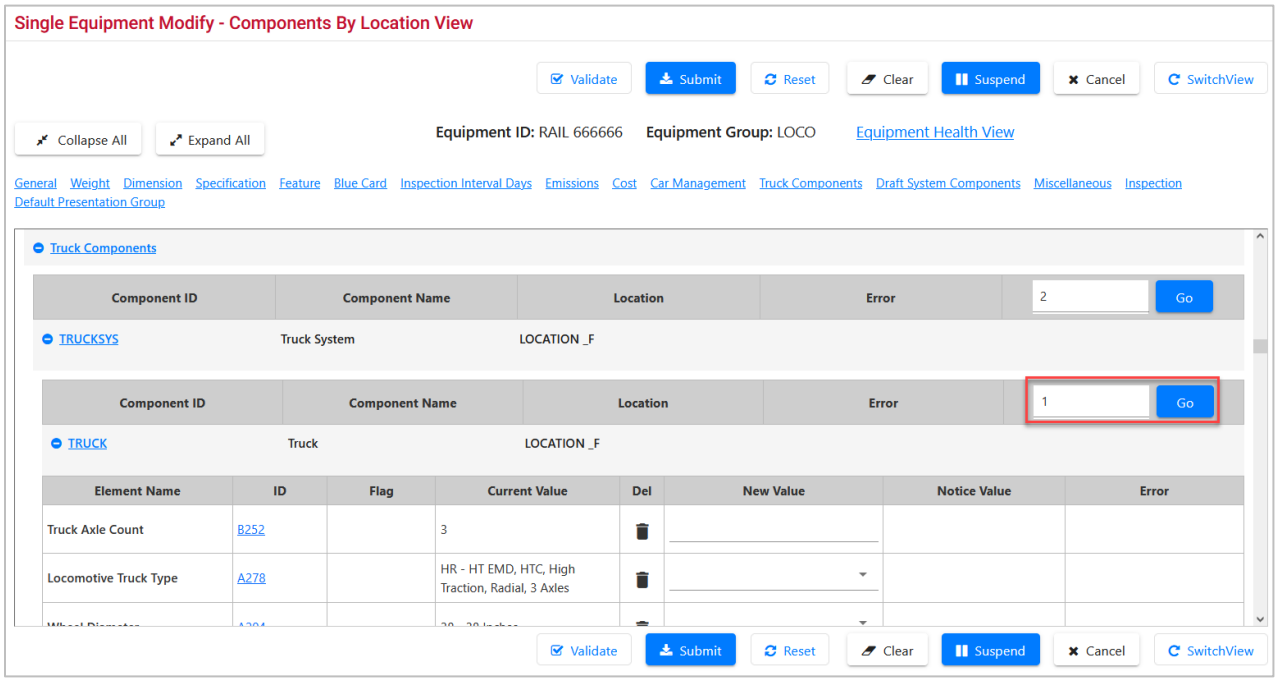
   For a description of each element, select the **ID** link in the ID column. See Field Help for details.

   If viewing components in location view, or if the **Switch View** button is selected, some additional fields are available (Exhibit 92).

   Q. If the equipment Built Date is changed, will the EIN change?

   A. If equipment is added as Pre-registered and the Equipment Add Date is within the 18 months of the Built Date, any change to the Built Date within the same calendar month/year should not cause the EIN to change. A new EIN is generated when the Built Date change is greater than 18 months of the Equipment Add Date (Element B082).

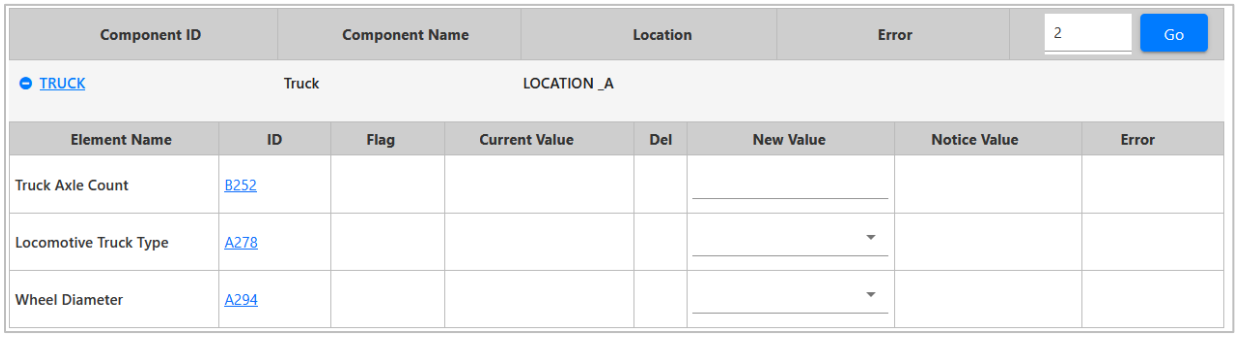
Exhibit 92. Single Equipment Modify - Components By Location View



In Exhibit 92, the Truck System shows one component in the box at the right, and existing values are shown in the four fields under LOCATION_F.

a. To add another Truck, increment the 1 in the box to 2, and select **Go**. A new Location with open fields is provided (Exhibit 93).

Exhibit 93. After Adding Second Truck Component



It is LOCATION_A and has the same elements as LOCATION _F, but no values.

b. Add the new values as appropriate.

6. When all input is complete, select **Validate**. The system validates entries against railroad business rules and acceptable values. If errors are found, an error message appears under the page title and any element-specific error messages are displayed in the error column beside the element.
7. Correct errors and revalidate as described in Add Equipment Step 9.
8. (Optional) Suspend the modify task for later completion as described in the Note.

9. Select **Submit** to modify equipment unit. The Equipment updates submitted to the system Success page is displayed (similar to Exhibit 83).

Modify Multiple Equipment

The Modify Multiple Equipment function is used to change records for multiple equipment units in a single edit session.

Equipment units that are in conflict require solution of all conflicts when making changes. Making changes to one element can cause conflicts in another related element. Read through all the errors, as they can be related to a single input field. Refer to the *Umler Data Specifications Manual* for acceptable values for fields and assistance in resolving conflicts. Refer to the Modify Single Equipment Note.

Use the following procedure to modify multiple equipment units:

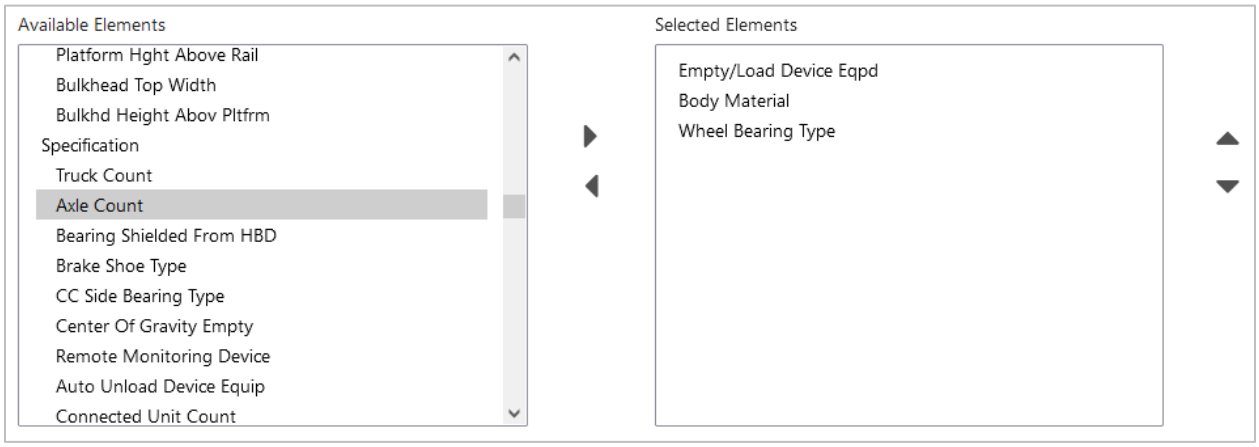
1. From the main menu, select **Maintenance > Add/Change/Delete > Modify Multiple Equipment**. The Modify Multiple Equipment Units page is displayed (Exhibit 94).

Exhibit 94. Modify Multiple Equipment Units

2. Enter the **Equipment ID**(s) to be modified. Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 31).

3. Select **Submit**. The Modify Multiple Equipment Units (select elements) page is displayed (Exhibit 95).

Exhibit 95. Modify Multiple Equipment Units – Select Elements

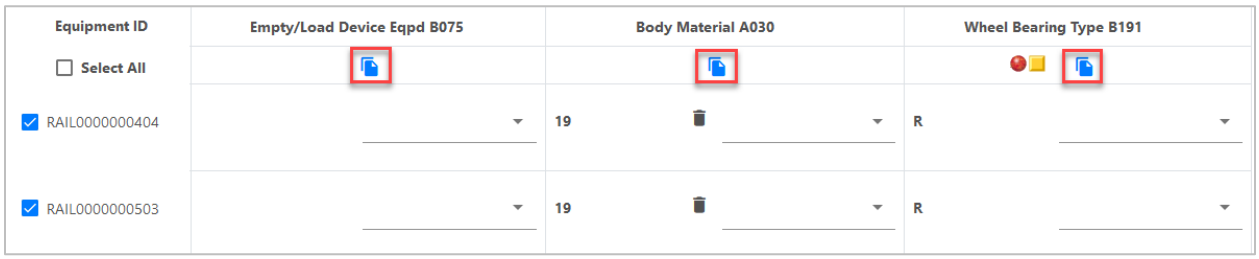


4. Highlight the elements to be modified in the Available Elements window (hold **Ctrl** key to make multiple selections).

5. Select the right arrow ( ) to move the elements to the right Selected Elements window. In Exhibit 95, three elements are selected. To remove elements, highlight the unwanted element in the right Selected Elements window and select the left arrow ( ). Use the up & down arrows at the right to change the order in which the selected elements are to be displayed.

6. Select **Submit**. The Modify Multiple Equipment Units page is redisplayed with chosen elements, existing values, and an input field for the new value (Exhibit 96).

Exhibit 96. Modify Multiple Equipment Units – Update Elements



7. For each Equipment ID, the current value is on the right in each element column. Enter the new values of the elements to be changed in the fields provided.

   a. To return to the previous page to select other elements, select **Element Selection**.

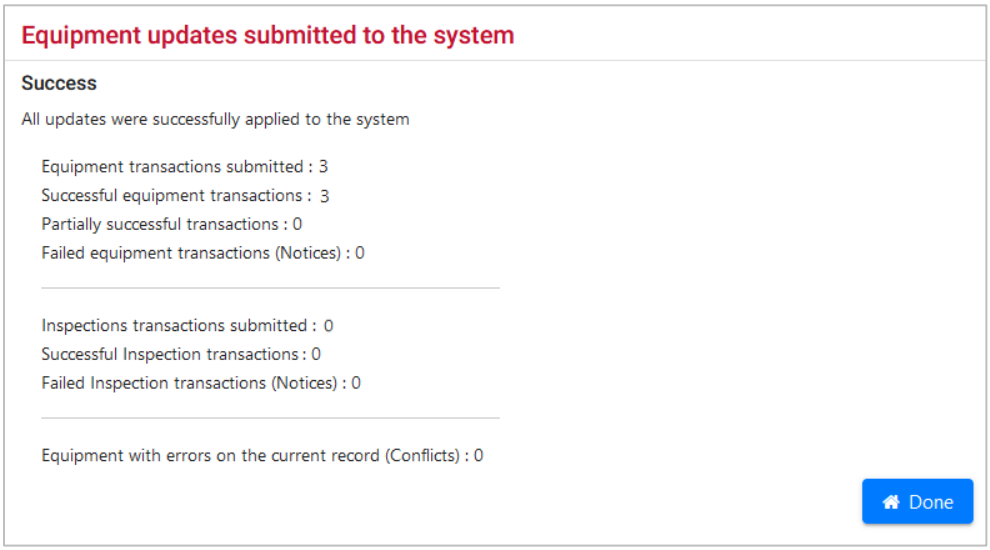
   b. Use the copy icon ( ) to copy a new typed value into all fields for that element column.

8. Select **Submit**. The system automatically validates the new entries against business rules and errors are displayed above the requested changes by Equipment ID. Resolve errors as described in Add Equipment Step 9.

If validation fails after several attempts at correction and revalidation, select **Suspend** to save the work until error corrections can be clearly identified. The Suspend Work page is displayed (Exhibit 82). See Suspended Work to resume the Modify Equipment task.

9. When all conflicts or errors have been corrected, select **Submit** again.

Exhibit 97. Equipment Updates Successfully Submitted



10. Select **Done** to return to the Umler Home/Welcome page.

Single Restencil

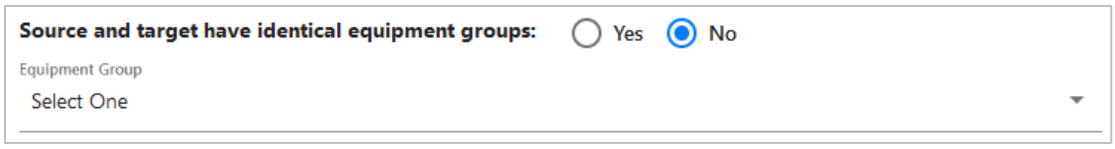
When a car is restenciled (generally for a change in ownership), the losing road must grant View Confidential Data Rights for the Umler record to the gaining road, and the gaining road must accept the rights, and assign to a user (or put into a profile for multiple users) before it can perform the Umler restencil task. See Grant Access Rights. Only active or inactive equipment can be restenciled (cannot be in pre-registered status). When equipment that is restenciled is made active, open EHMS alerts are copied to the new equipment record.

Use the following procedure to restencil an equipment unit:

1. From the main menu, select **Maintenance > Add/Change/Delete > Single Restencil**. The Restencil Equipment page is displayed (Exhibit 98).

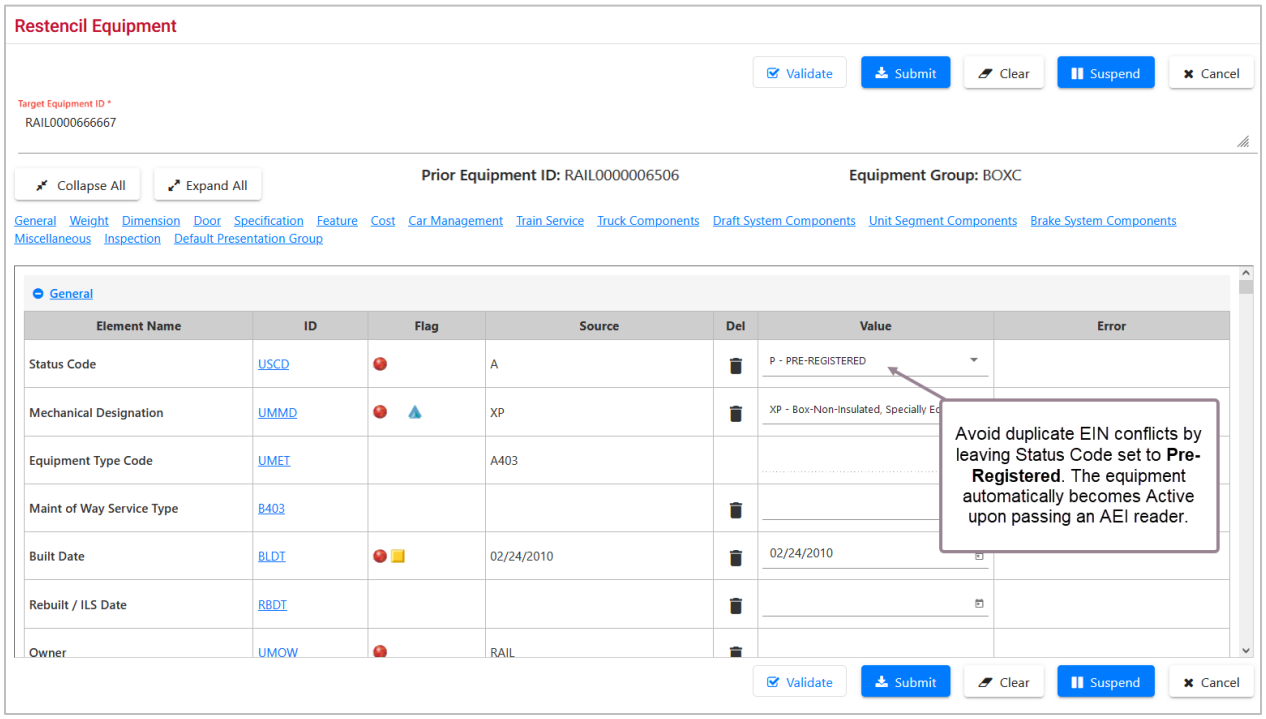
Exhibit 98. Restencil Single Equipment

2. Enter the **Source Equipment ID** (old ID).
3. Enter the **Target Equipment ID** (new ID).
4. Select radio button for Source and target have identical equipment groups:
   a. If **Yes** is selected (default), continue with submission.
   b. If **No** is selected, a drop-down text box is displayed:



   c. Use the drop-down list to select the new **Equipment Group** (refer to Exhibit 80).
5. Select **Submit**. The Restencil Equipment page with the record for the new Equipment ID displayed (Exhibit 99). Many of the existing fields cannot be automatically transferred to the new record (e.g., Maintenance Party, Owner, etc.).

Exhibit 99. Restencil Equipment Update Record



6. Scroll through the entire record and add values in mandatory fields that did not copy over with the record. In the first screen of Exhibit 99, the Owner mandatory field requires a new value. Additionally, the Maintenance Party field was changed to reflect the new owner.

7. When all mandatory fields are input, select **Submit**. Validation occurs as described in Add Equipment. Resolve errors as described in Add Equipment Step 9.

If validation fails after several attempts at correction and revalidation, select **Suspend** to save the work until error corrections can be clearly identified. The Suspend Work page is displayed (Exhibit 82). See Suspended Work on to resume the Modify Equipment task.

If validation succeeds, the Equipment Updates Submitted to the System page is displayed (similar to Exhibit 97). It shows the old Equipment ID being made inactive.

8. Select **OK** to return to the Umler Home/Welcome page.

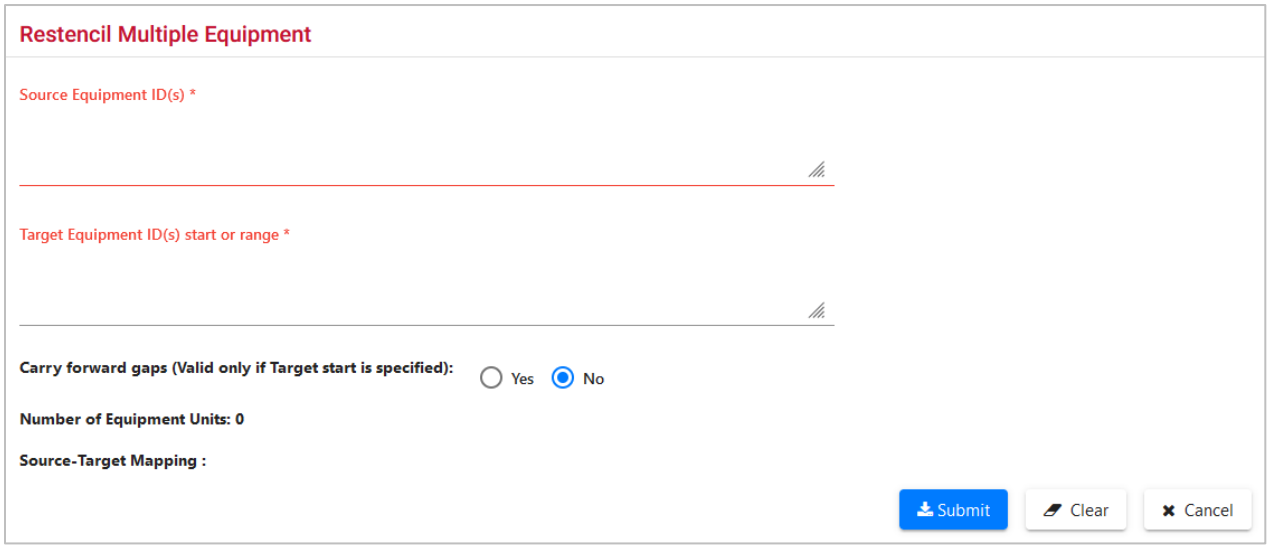
Multiple Restencil

When a car is restenciled (generally for a change in ownership), the losing road must grant View Confidential Data Rights for the Umler record to the gaining road, and the gaining road must accept the rights, and assign to a user (or put into a profile for multiple users) before it can perform the Umler restencil task. See Grant Access Rights. Only active or inactive equipment can be restenciled (cannot be in pre-registered status). When equipment that is restenciled is made active, open EHMS alerts are copied to the new equipment record.

Use the following procedure to restencil multiple equipment units:

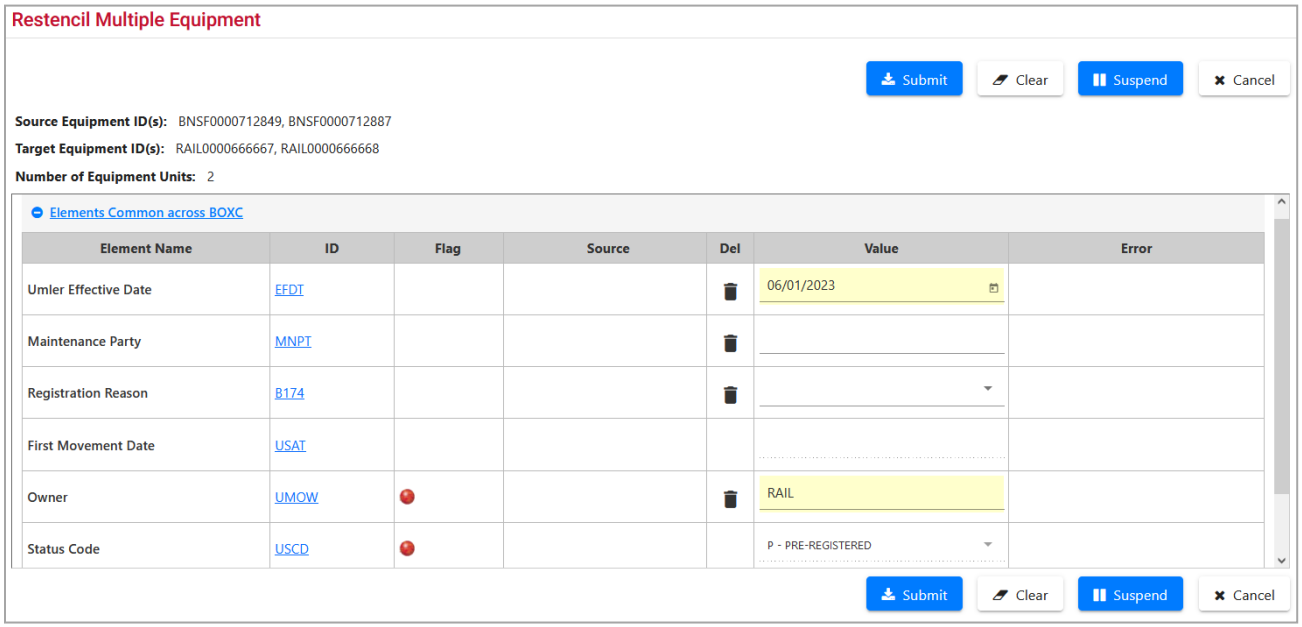
1. From the main menu, select **Maintenance > Add/Change/Delete > Multiple Restencil**. The Restencil Multiple Equipment page is displayed (Exhibit 100).

Exhibit 100. Restencil Multiple Equipment



2. Enter the **Source Equipment ID(s)** (old IDs).
3. Enter the **Target Equipment ID(s)** (new IDs):
   a. If the **No** radio button is selected (default), enter all Target IDs in the order desired.
   b. If the **Yes** radio button is selected (so numeric gaps present in the Source Equipment IDs are preserved with the Target IDs), provide only the starting Target ID. Umler calculates the remaining IDs, preserving the gaps.
4. Select **Submit**. The Restencil Multiple Equipment page is redisplayed with common elements for the type of car (Exhibit 101).

Exhibit 101. Restencil Multiple Equipment Update Record



5. In Exhibit 101, the **Owner** field needed to be changed to RAIL. Optionally, an **Effective Date** of 06/01/2023 was added.

   Other elements might need to be changed as well. The status of restenciled multiple cars is **Pre-Registered**, which should be changed as appropriate via Modify, or via Query.

6. Select **Submit**. If validation succeeds, the Equipment Updates Submitted to the System page is displayed (similar to Exhibit 97).

7. Select **OK** to return to the Multiple Restencil page.

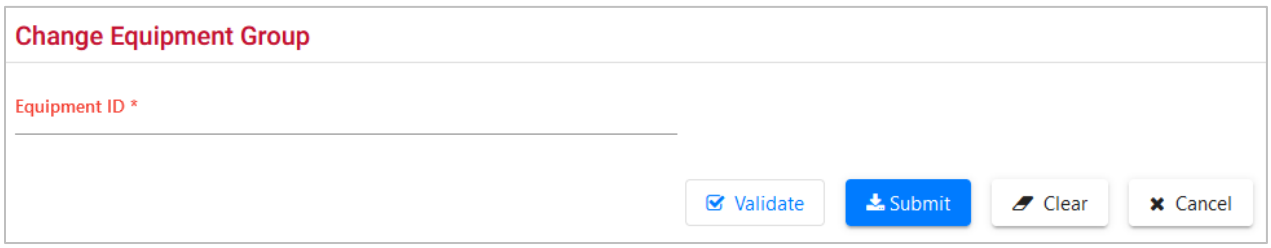
Change Equipment Group

The Change Equipment Group function allows a user to change an Umler Equipment Group for a single equipment unit. Examples are a flat car is having a box installed and is being rebuilt as a box car, or a V-Flat is having an auto rack removed/installed.

Use the following procedure to change an equipment ID's equipment group:

1. From the main menu, select **Maintenance > Add/Change/Delete > Change Equipment Group**. The Change Equipment Group page is displayed (Exhibit 102).

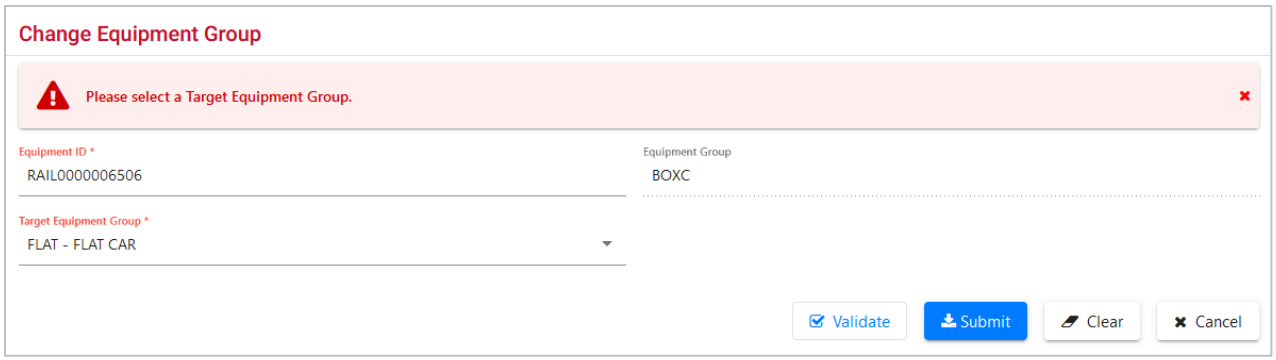
Exhibit 102. Change Equipment Group



2. Enter the **Equipment ID**. If Change Equipment Group action is selected from a query, Equipment ID is populated with the selected Equipment ID.

3. Select **Submit**. The Change Equipment Group page is redisplayed with two new fields (Exhibit 103). This also occurs if **Validate** is selected first.

Exhibit 103. Change Equipment Group

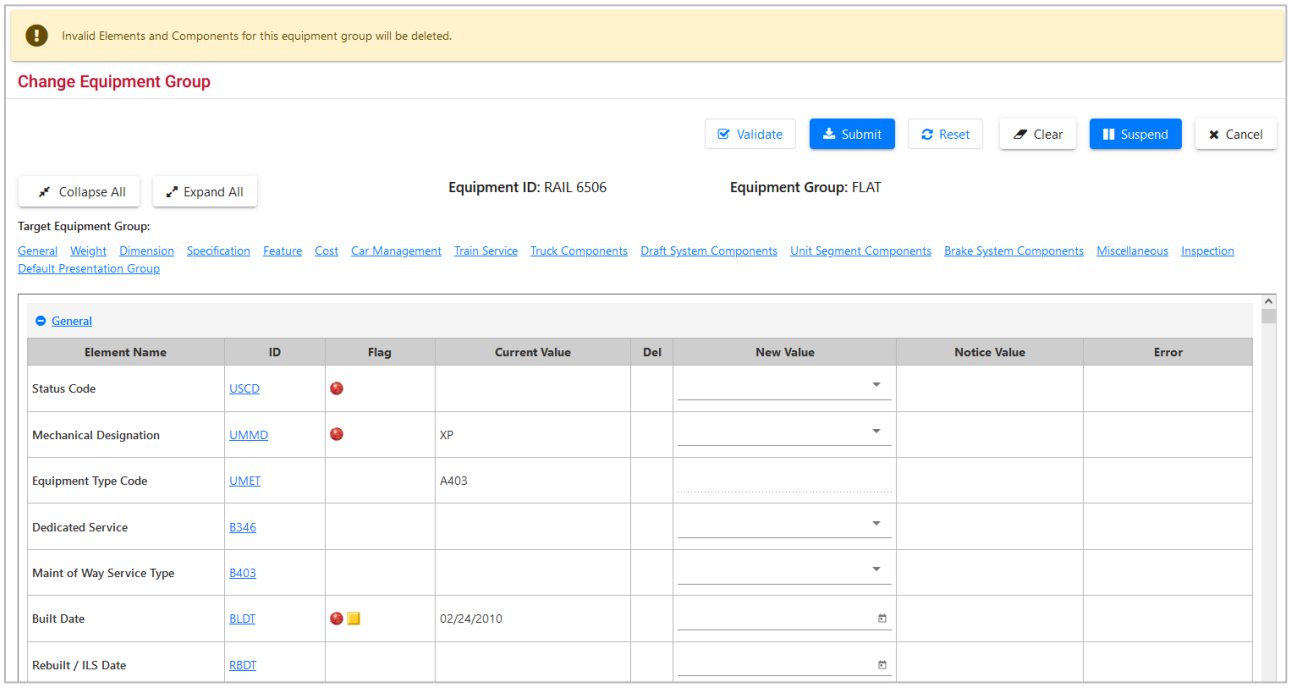


The existing **Equipment Group** is shown at the right (BOXC).

The **Target Equipment Group** drop-down list only contains eligible groups for change. In Exhibit 103, FLAT has been selected.

4. Select the new **Equipment Group** from the drop-down list and select **Submit**. The Change Equipment Group (Modify Equipment task) page is displayed (Exhibit 104).

Exhibit 104. Change Equipment Group - Modify Equipment Task



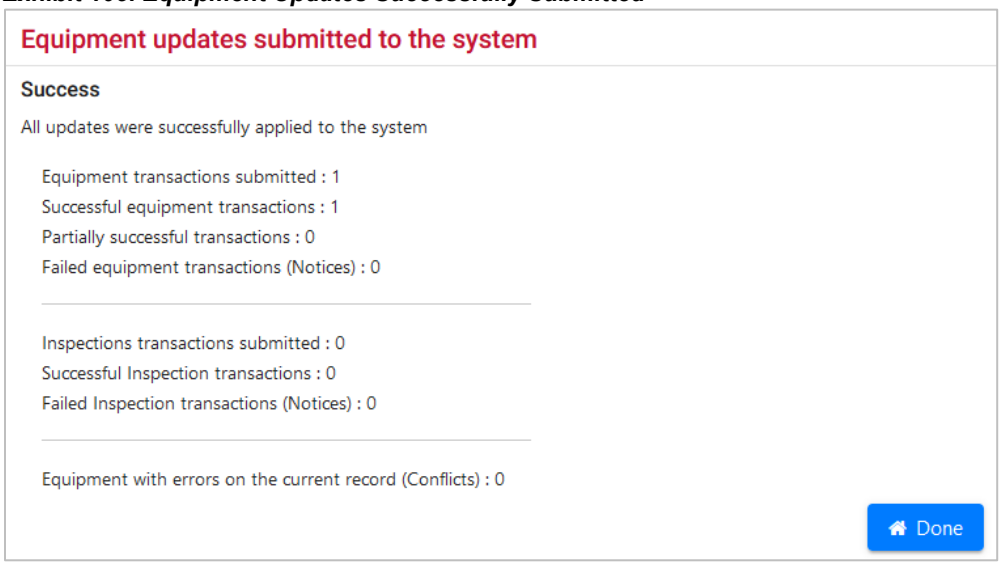
5. Modify fields as required. Refer to Modify Single Equipment for instructions. All mandatory fields must be completed.

6. (Optional, but highly recommended) Select **Validate**. Any errors generated by the Equipment Group change will be highlighted in red at the right of the display. Refer to Add Equipment Step 9 for addressing error correction.

> If validation fails after several attempts at correction and revalidation, select **Suspend** to save the work until error corrections can be clearly identified. The Suspend Work page is displayed (Exhibit 82). See Suspended Work to resume the Modify Equipment task.

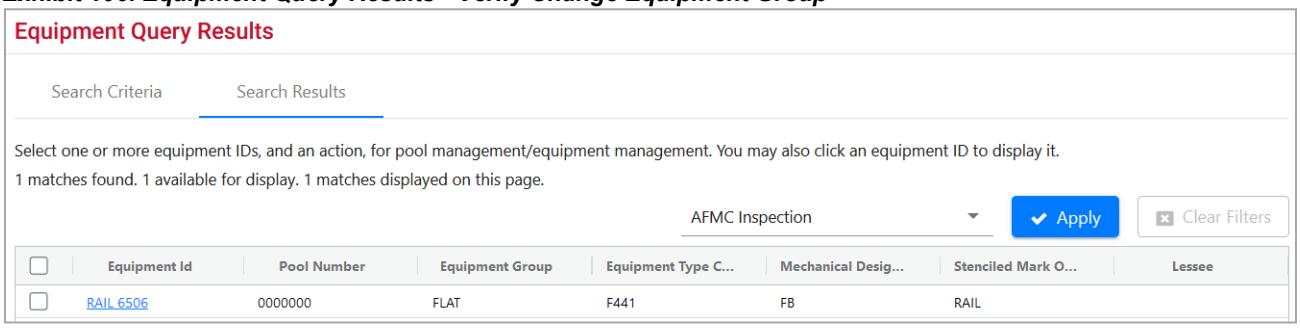
7. When all errors have been corrected, select **Submit**. The Equipment updates submitted to the system page is displayed (Exhibit 105).

Exhibit 105. Equipment Updates Successfully Submitted



8. If conflicts or errors exist, a **Notice ID** link is provided so you can resolve any remaining issues.
9. Select **OK** to return to the Umler Home/Welcome page.
10. (Optional) To verify Umler has accepted the equipment group change, query the Equipment number (Exhibit 106).

Exhibit 106. Equipment Query Results - Verify Change Equipment Group



11. (Optional) If needed, view the Transaction Log to see a list of all fields actually changed for the equipment. See Transaction Log.

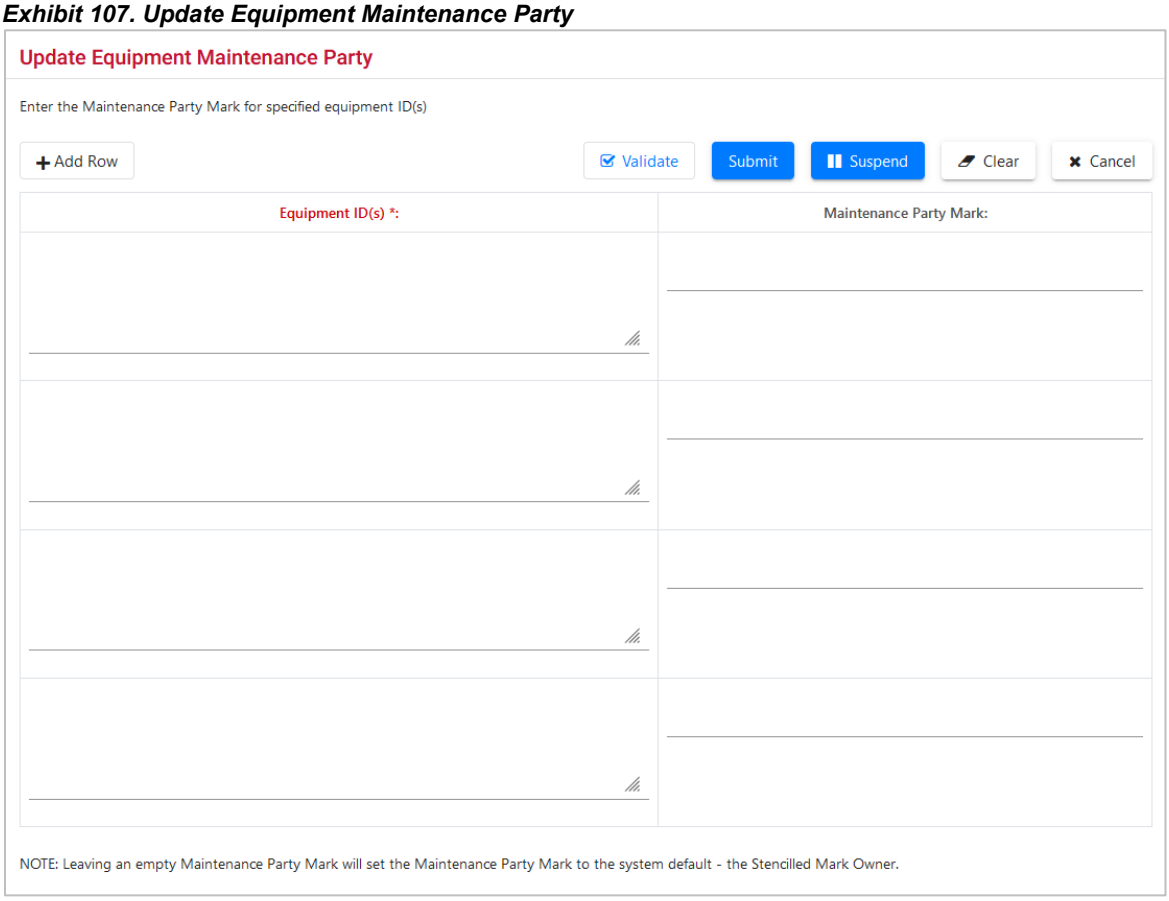
Update Equipment Maintenance Party

This function allows you to update the Equipment Maintenance Party which identifies the responsible maintenance party for the equipment unit. This field can be populated with the owner, the lessee, or a third party. If the field is blank, the car owner is the default responsible maintenance party.

Use the following procedure to update the Maintenance Party for equipment IDs:

1. From the main menu, select **Maintenance > Add/Change/Delete > Update Equipment Maintenance Party**. The Update Equipment Maintenance Party page is displayed (Exhibit 107).

Exhibit 107. Update Equipment Maintenance Party



2. Enter the Equipment ID(s). If Update Equipment Maintenance Party action is selected from a query, this field is populated with the selected Equipment IDs.
3. Enter the appropriate mark for the new maintenance party.
4. Select **Submit**. The Data Submitted to the System page is displayed (similar to Exhibit 83).
5. Select **OK**. You are returned to the previous page.
6. (Optional) Verify the maintenance party update by querying the equipment IDs.

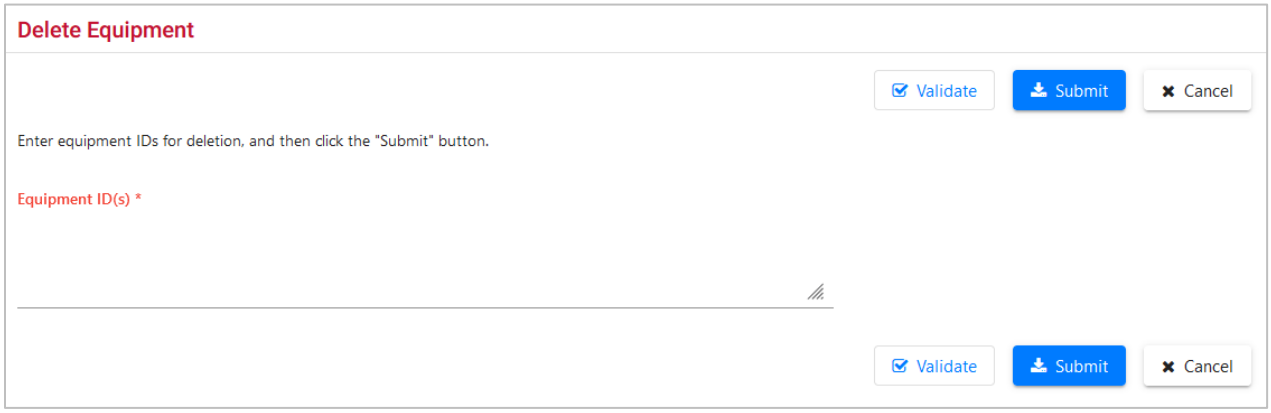
Delete Equipment

Equipment is never actually deleted, but the record becomes inactive. Equipment deletions can be reversed using the Add-Back Equipment task. See Add-Back Equipment. The Delete Equipment function allows a user to deactivate an Umler record, sending the record to archive.

Use the following procedure to delete a record:

1. From the main menu, select **Maintenance > Add/Change/Delete > Delete Equipment**. The Delete Equipment page is displayed (Exhibit 108).

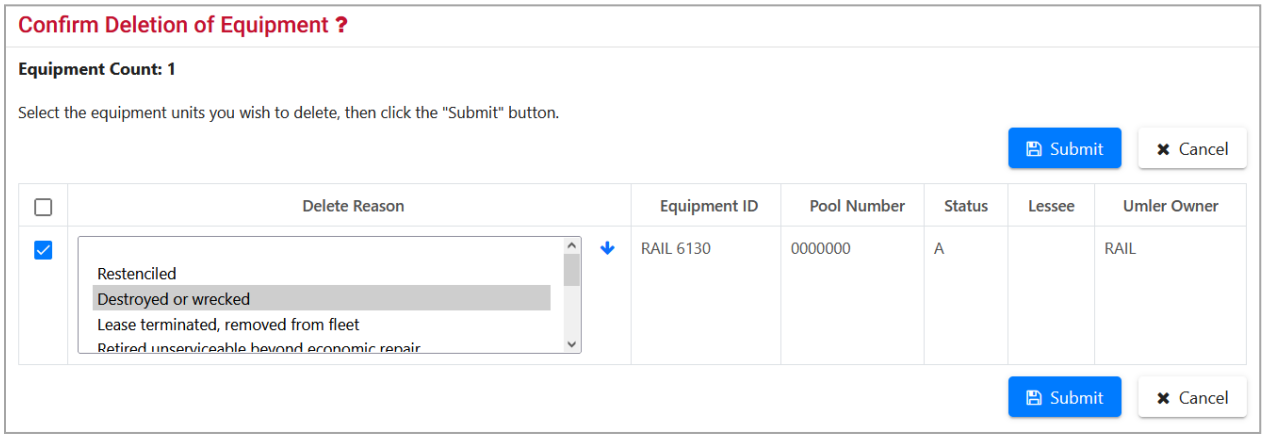
Exhibit 108. Delete Equipment



2. Enter in the Equipment ID(s). If Delete Equipment action is selected from a query, this field is populated with the selected Equipment IDs.

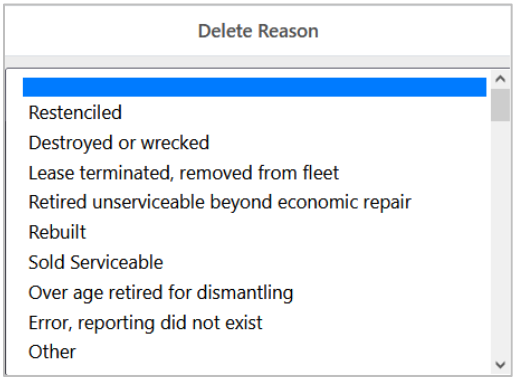
3. Select **Submit**. The Confirm Deletion of equipment page is displayed (Exhibit 109).

Exhibit 109. Confirm Deletion of Equipment



4. For each equipment ID listed:
   a. Check the boxes beside the records.
   b. Select an appropriate Delete Reason from the drop-down for the first ID. Valid values are shown in Exhibit 110.

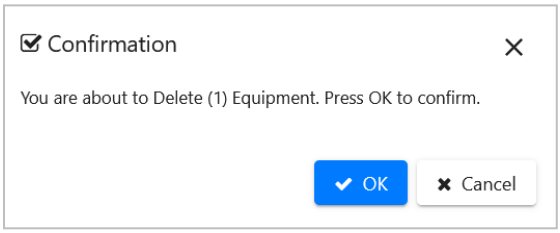
Exhibit 110. Delete Reasons



   c. If the reason for the deletions is the same for all equipment IDs listed, select the down arrow icon ( ) to the right of the drop-down, to populate the remaining fields with the same delete reason.

5. When all IDs to be deleted have reasons, select **Submit**. The Delete Confirmation panel provides one last chance to not delete the equipment IDs.

Exhibit 111. Delete Confirmation



6. To delete, select **OK**. The Delete Equipment Summary page is displayed (Exhibit 112).

Exhibit 112. Delete Equipment Summary

7. To exit this page, select **Done** or another Umler menu item.

Car Management

Exhibit 113. Car Management Submenu

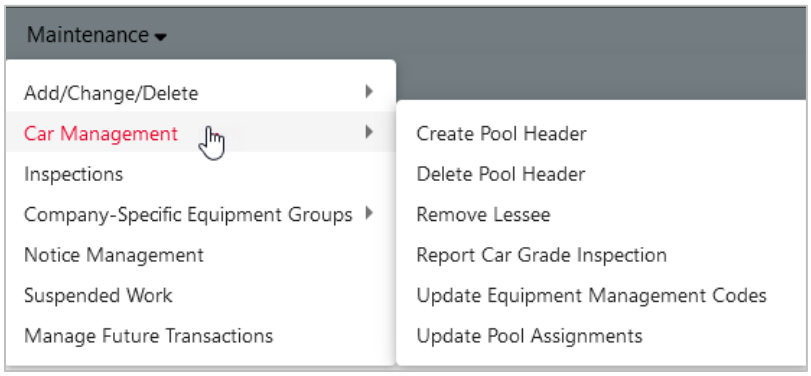


Exhibit 114 describes the options on the Car Management submenu.

Exhibit 114. Car Management Submenu Items and Descriptions

Menu Item	Description
Create Pool Header	Allows a user to create a new Pool header (for a new Pool ID).
Delete Pool Header	Allows a user to delete a Pool header.
Remove Lessee	Allows a user to remove a lessee from Equipment IDs.
Report Car Grade Inspection	Allows a user to report car grade inspections.
Update Equipment Management Codes	Allows a user to change selected elements for several equipment units in one editing session.
Update Pool Assignments	Allows a user to update pool assignments for one or multiple pools.

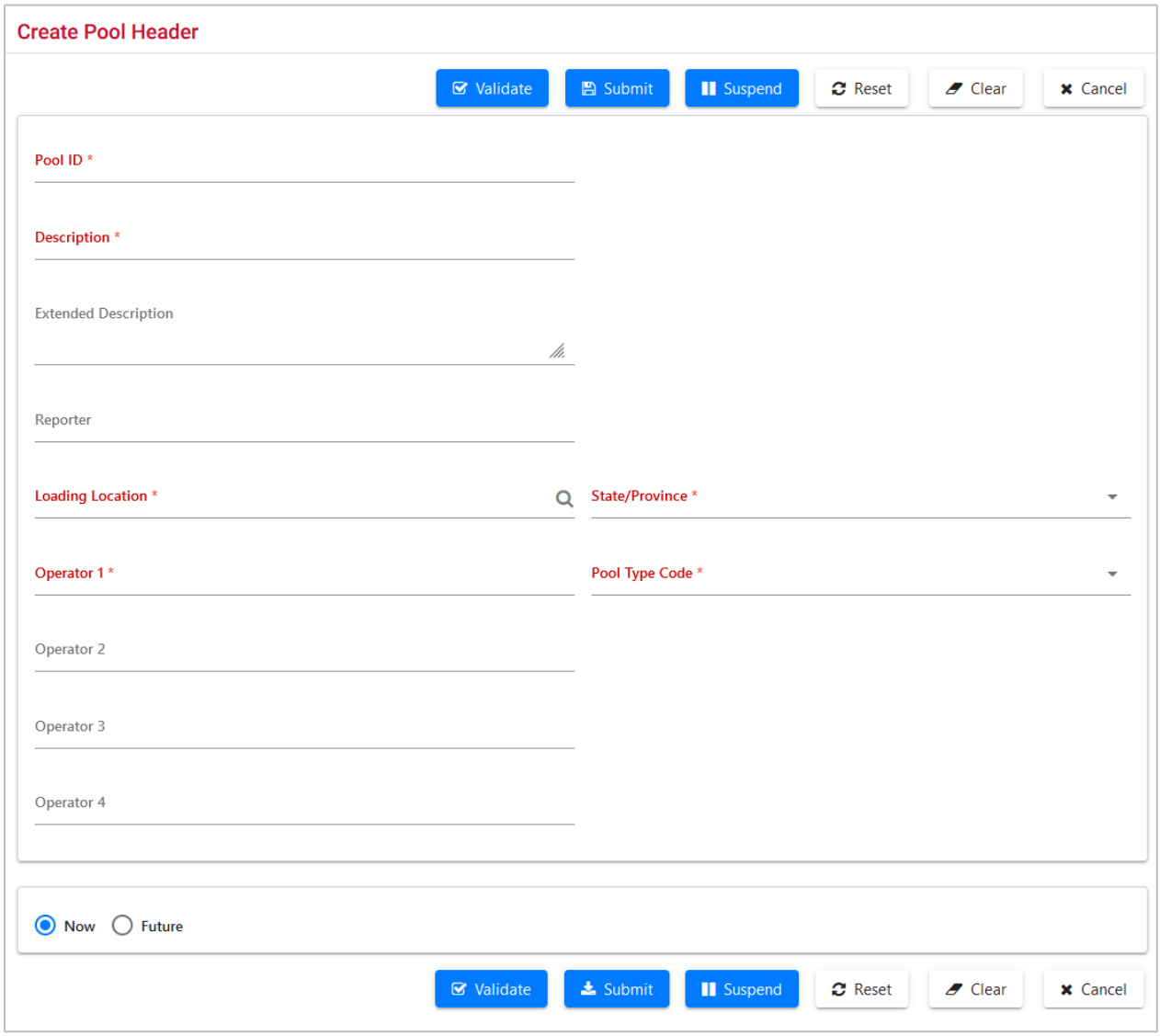
Create Pool Header

Before equipment can be assigned to a pool, a pool header must be established. The pool header identifies the pool ID, the type of pool (commodity, agent, shipper, contaminated, or national), a descriptive name for the pool, pool location information, and the pool operator(s) if applicable. After a Pool Header is established, equipment may be assigned (added) to the pool.

Use the following procedure to create a pool header:

1. From the main menu, select **Maintenance > Car Management > Create Pool Header**. The create Pool Header page is displayed (Exhibit 115).

Exhibit 115. Create Pool Header



2. Complete ***mandatory** and optional fields. See Exhibit 116.

Field Descriptions for the top of the page are shown below:

Exhibit 116. Pool Header Fields

Field	Description
***Pool ID**	Type a valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 260 Code), positions 4 through 7 are pool IDs assigned by the pool operator. Input the specific Pool IDs or search with a range or a wildcard. See Exhibit 23 for more information. **Note:** All unassigned equipment uses pool ID = 0000000.
***Description**	General description of the pool (20 characters max).
Extended Description	More detailed description of the pool (80 characters max).
Reporter	Assigned alphabetic reporting mark of the carrier reporting for non-mechanized operators that have made such an agreement with the reporting road (4 characters max).
***Loading Location**	The actual shipper loading point or plant location or railroad holding point. Must be a valid SPLC location (19 characters max). Use the search icon ( ) to open the Station Lookup page (Exhibit 39).
***State/Province (Loading)**	Indicates the state or province where the pool is located. This is automatically populated with Station Lookup results.
Held-Short Location	Actual location where equipment is held-short if not able to be placed at the loading location. Must be a valid SPLC location (19 characters max). Use the search icon ( ) to open the Station Lookup page (Exhibit 39).
State/Province (Held-Short)	Indicates the State/Province where the equipment is held-short. This is automatically populated with Station Lookup results.
***Operator 1**	Assigned alphabetic reporting mark of the actual operator of a specific pool (4 characters max).
Operators 2, 3 and 4	Four-position Marks indicating the actual operators of a specific pool. Used in the case of Joint Pools to indicate the parties participating in the pool.
***Pool Maintenance Code**	**0** = Not Applicable **1** = Auto/truck loading multi-level flat cars **2** = Specially equipped chain tie-down cars **3** = Equipped with cross bar interior restraining devices **4 =** Automobile parts and bulkhead equipped equipment **5** = Automobile and truck frame equipment **6** = Flat cars equipped for saddleback loading

Field	Description
***Pool Type**	Used to identify a type of railroad pool assignment: **C** = Equipment assigned to a specific shipper at a specific location **G** = Contaminated cars **J** = Equipment assigned to an agent **N** = Similar to the **C** Pool, except, the equipment is not assigned to a specific shipper or loading point (National Pools). **O** = Equipment assigned to Recall pools **P** = Pool comprised of equipment assigned to accommodate a specific commodity. **T** = Pool comprised of equipment assigned to an agent.

3. (Optional) Choose the **Future** radio button to delay the pool addition to a future date. The page expands with an On Future Date field. Refer to Update Pool Header Step 3.

4. When all fields have been completed, select one of the options described in Exhibit 50.

When the pool header has been successfully created, it can be populated with equipment using a query results action, modifying an Equipment ID, or using Update Pool Assignments.

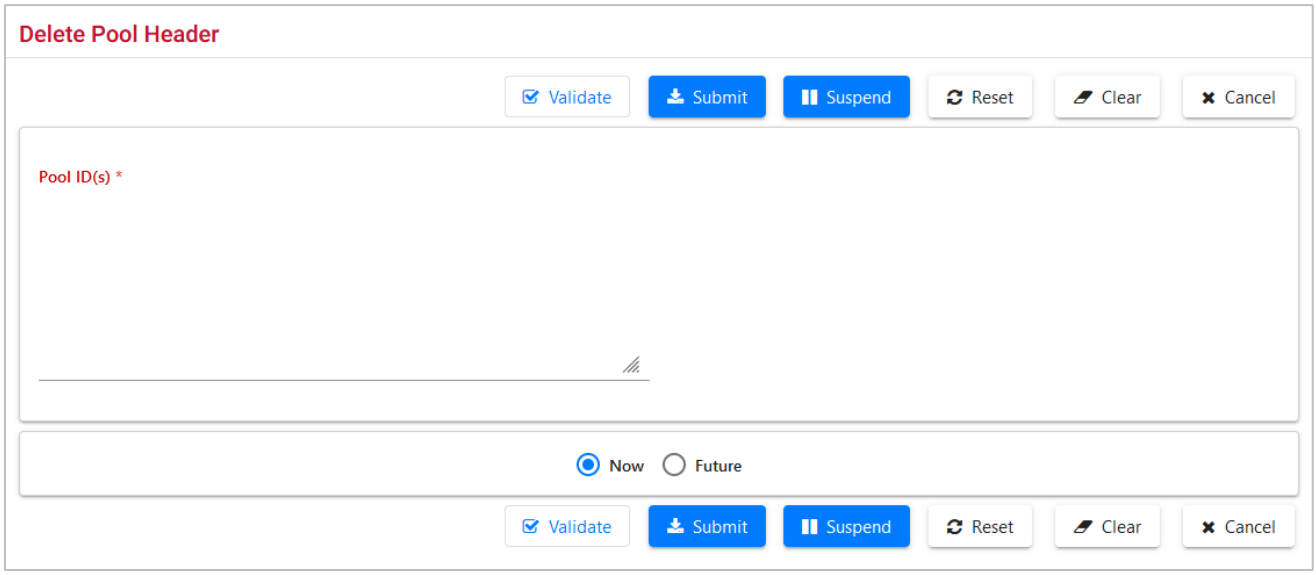
Delete Pool Header

This function allows a user to delete a pool header. Only pools without assigned equipment can be deleted. Deleting a Pool Header can be done from a menu choice, or a car management Pool View query results action.

Use the following procedure to delete a pool header:

1. From the main menu, select **Maintenance > Car Management > Delete Pool Header**. The Delete Pool Header page is displayed (Exhibit 117).

Exhibit 117. Delete Pool Header



2. Enter the **Pool ID(s)** to be deleted. If the Delete Pool action was selected from a query, the Pool ID(s) field is populated with selected Pool IDs.

3. (Optional) Choose the **Future** radio button to delay the deletion to a future date. The page expands with an On Future Date field. Refer to Update Pool Header Step 3.

4. Select **Submit** to delete the pool header or select one of the other processing options (similar to Exhibit 50).

Remove Lessee

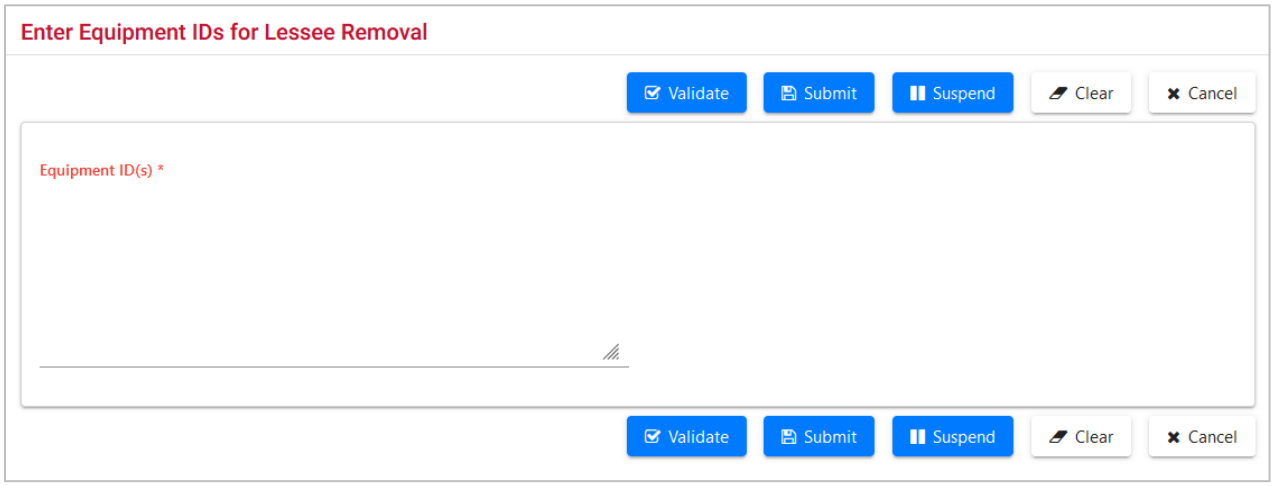
Remove a Lessee function allows railroads to remove themselves from the lessee field of foreign equipment. Removing the lessee can result in the equipment's removal from its current pool assignment (if any). In turn, removal of the equipment from a pool may result in new equipment management codes being applied.

Removing a Lessee can be done from a menu choice, query results action, or while modifying an Equipment ID.

Use the following procedure to remove a lessee:

1. From the main menu, select **Maintenance > Car Management > Remove Lessee**. The Enter Equipment IDs for Lessee Removal page is displayed (Exhibit 118).

Exhibit 118. Enter Equipment IDs for Lessee Removal



2. Enter the **Equipment ID(s)** to have Lessee removed. If the Remove Lessee action was selected from a query, the Equipment ID(s) field is populated with selected Equipment IDs.

3. Select one of the processing options (similar to Exhibit 50).

Report Car Grade Inspection

When **Maintenance > Car Management > Report Car Grade Inspection** is selected from the menu, the Car Grade Inspection page is displayed (Exhibit 141). This can also be access using the Inspection menu item. See Car Grade Inspection for instructions.

Update Equipment Management Codes

There are five basic types of codes used in the Equipment Management Code structure: user defined routing, system generated, pool control, mechanical restriction and mechanical restriction reason. This section explains how to determine existing equipment management codes and how to update these codes. The system also uses the Legacy UMLER transportation codes and transportation condition codes.

Exhibit 119. Equipment Management Codes

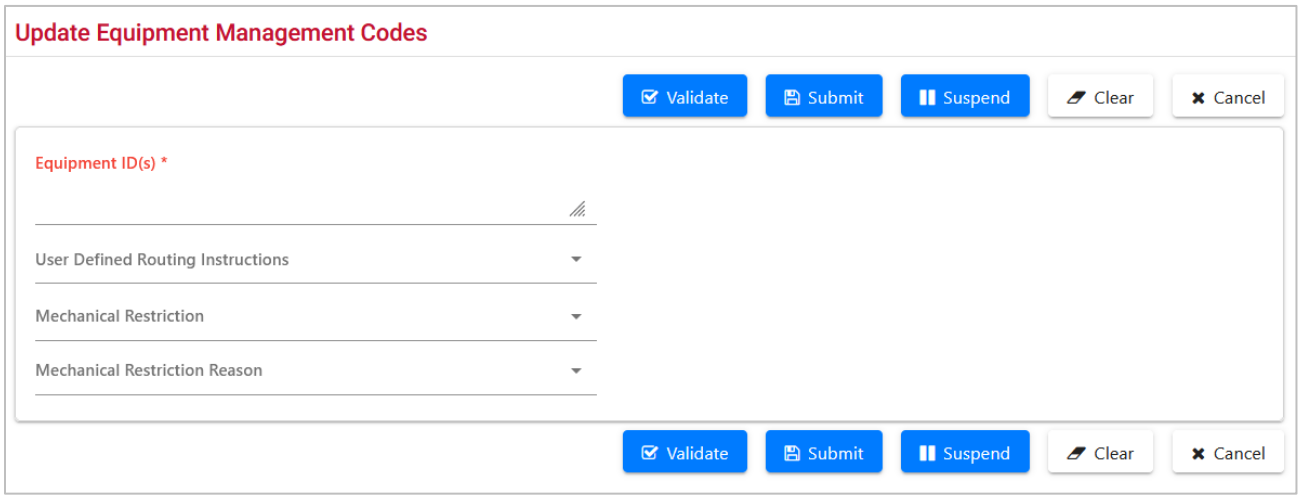
CODE	DESCRIPTION
MD	Mechanical designation
UR	User defined routing (Exhibit 123)
SG	System generated
PC	Pool control
MR	Mechanical restriction (Exhibit 124)
MRR	Mechanical restriction reason (Exhibit 125)
TC	Umler transportation code
TCC	Umler transportation condition code

Use the following procedure to change equipment management codes:

1. From the main menu, select **Maintenance > Car Management > Update Equipment Management Codes**. The Update Car Management Codes page is displayed (Exhibit 120).

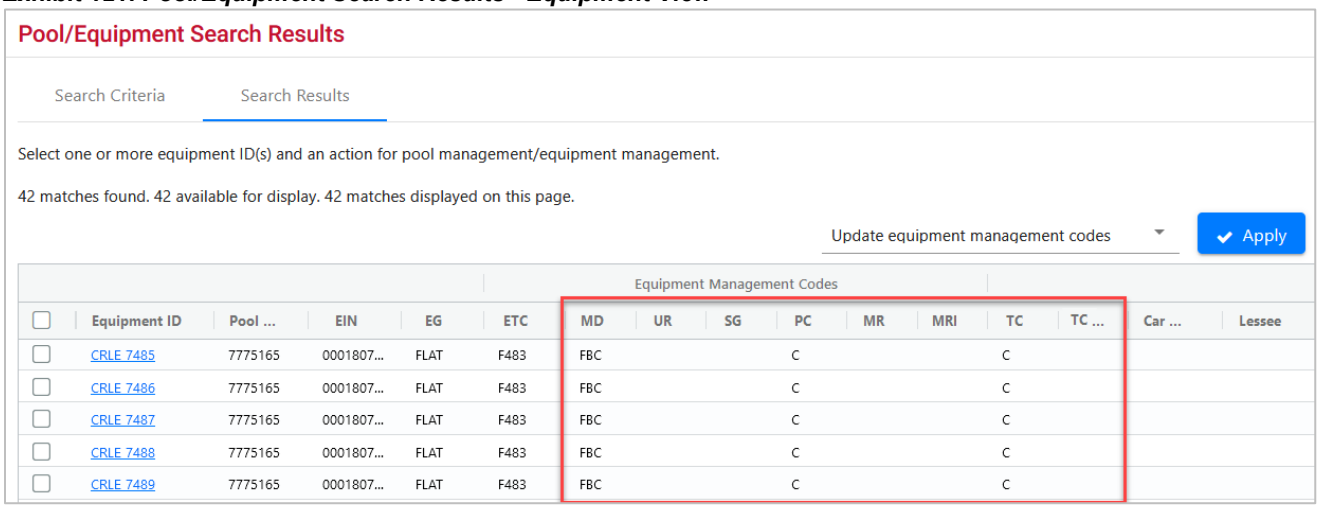
2. Although entering Equipment IDs and requesting changes can be made directly on this page, you might want to begin from an equipment query, or if existing codes need to be viewed first, from a Car Management query (equipment view). Either query allows you to select the Update Equipment Management Codes action for selected Equipment IDs. The Car Management Query path is shown is this instruction.

Exhibit 120. Update Equipment Management Codes



3. From the main menu, select **Query** > **Car Management Query**. The Pool/Equipment Search page is displayed (Exhibit 37). Execute the query for the appropriate equipment as described in Equipment View. The Pool/Equipment Search Results page is displayed (Exhibit 121).

Exhibit 121. Pool/Equipment Search Results - Equipment View

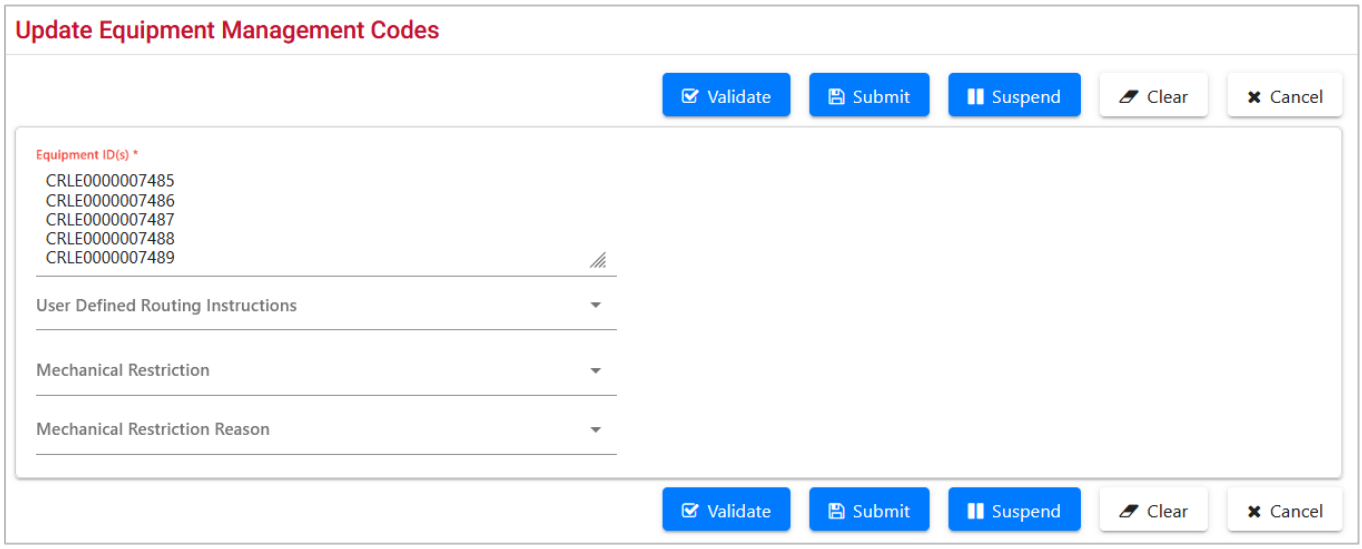


The red box shows the Equipment Management Codes. The UR, MR, and MRR values can be modified.

4. Check the boxes beside the Equipment IDs to be modified in ***the exact same way***.

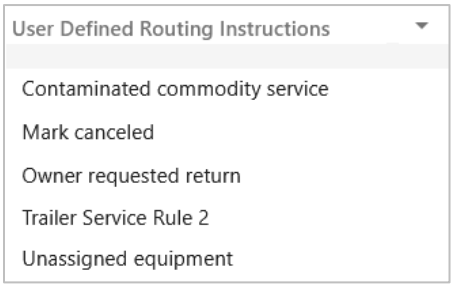
5. Select **Update Equipment Management Codes** in the action drop-down and select **OK**. The Update Equipment Management Codes page is displayed, prepopulated with selected Equipment IDs (Exhibit 122).

Exhibit 122. Update Equipment Management Codes



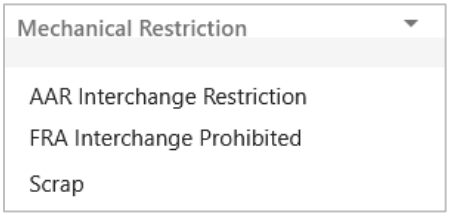
6. Make updates to the fields:
    a. User Defined Routing Instruction. Valid values include:

Exhibit 123. User Defined Routing (UR)



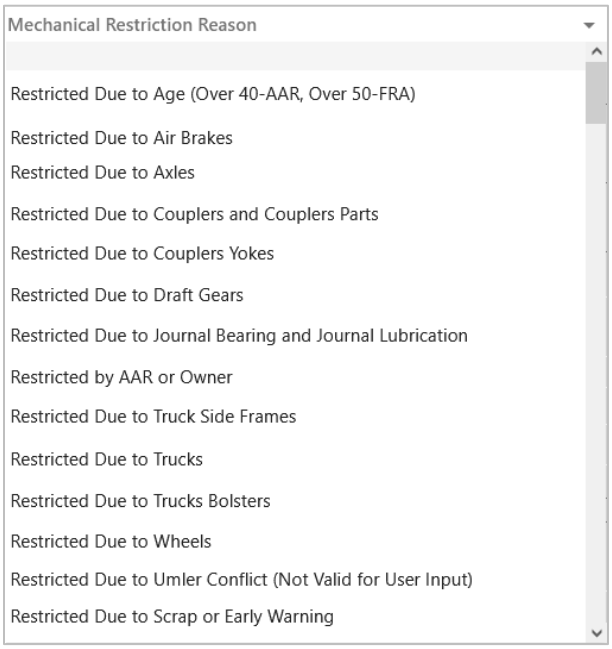
    b. Mechanical Restriction. Valid values include:

Exhibit 124. Mechanical Restriction (MR)



    c. Mechanical Restriction Reason. Valid values include:

Exhibit 125. Mechanical Restriction Reason (MRR)



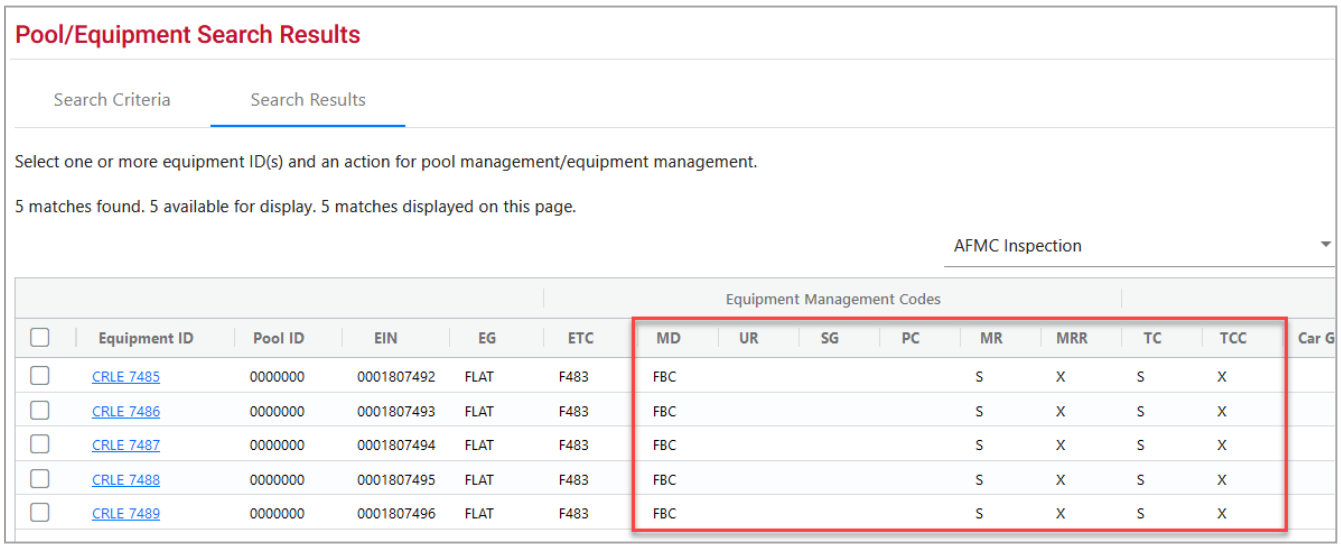
7. When all values are selected, select **Submit**. The Data Submitted to the System page is displayed (similar to Exhibit 83).

8. If errors are generated, correct and select **Submit**.

9. Select **OK** to exit the page.

10. (Optional) Verify the Equipment Maintenance Code changes have been updated. If returned to the Pool/Equipment Search Results page, select the **Search Criteria** tab and reselect **Search**. The results page is redisplayed with changes made (Exhibit 126).

Exhibit 126. Pool/Equipment Search Results Showing Updated Codes



The TC and TCC values were automatically updated by MR and MRR updates.

Only the Railinc Administrator can remove a Mechanical Restriction = S and a Mechanical Restriction Reason = X from a piece of equipment.

11. Select a Umler menu item to exit this page.

Update Pool Assignments

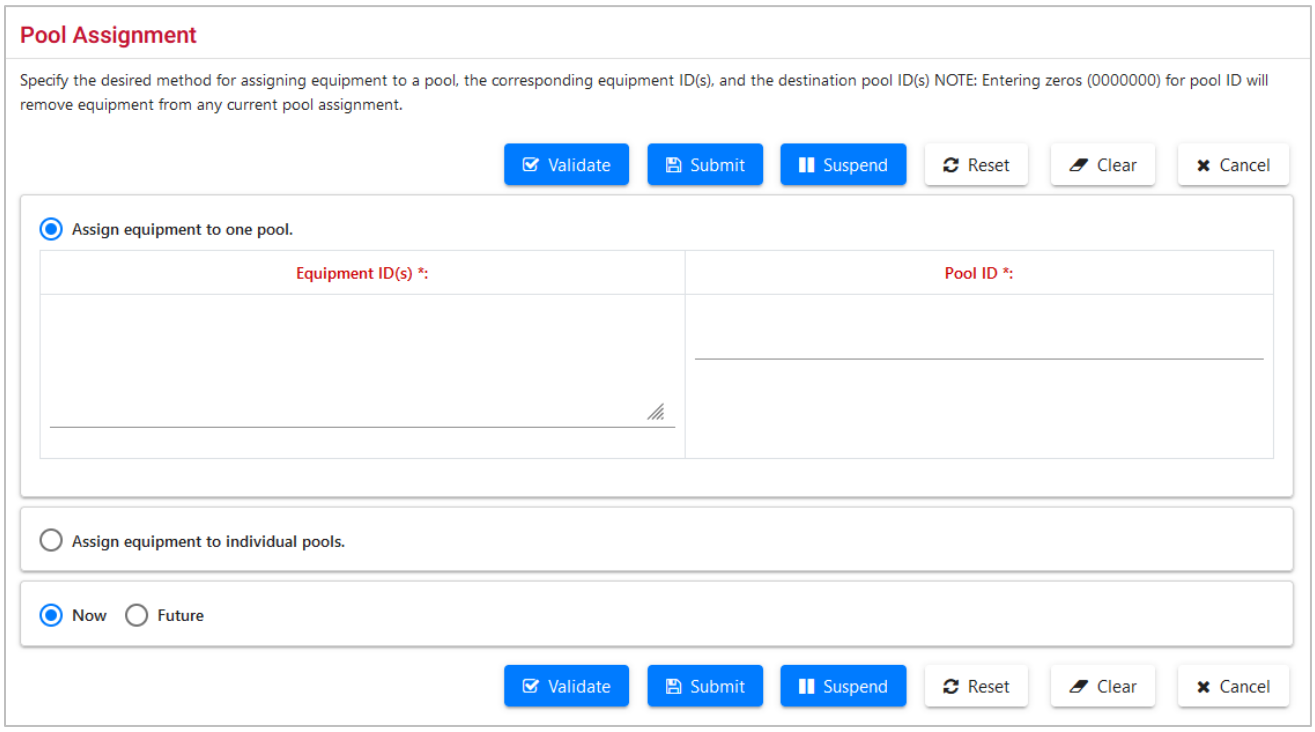
The Update Pool Assignment function allows users to add equipment to Pool IDs.

Updating a Pool Assignment can be done from the menu choice, query results action, or while modifying an Equipment ID.

Use the following procedure to update pool assignments:

1. From the main menu, select **Maintenance > Car Management > Update Pool Assignments**. The Pool Assignment page is displayed (Exhibit 127).

Exhibit 127. Pool Assignment



This page has two sections. The top allows you to assign multiple equipment IDs into one pool. The bottom allows you to place various individual equipment IDs into respective pools. You must know the pool numbers before beginning. There is no search function on this page—Use a Car Management Query (Pool View) to search. See Pool View.

2. Select the appropriate radio button for the desired assignment. Continue with:
   - Assign Equipment to One Pool
   - Assign Equipment to Individual Pools

Assign Equipment to One Pool

3. Enter the **Equipment ID(s)**. See Exhibit 23 for acceptable formats for entering multiple IDs.
4. Tab and enter the appropriate single **Pool ID**.

5. (Optional) Select the **Future** button to delay the assignment, if appropriate. See Exhibit 49.
6. Select one of the processing options (similar to Exhibit 50).

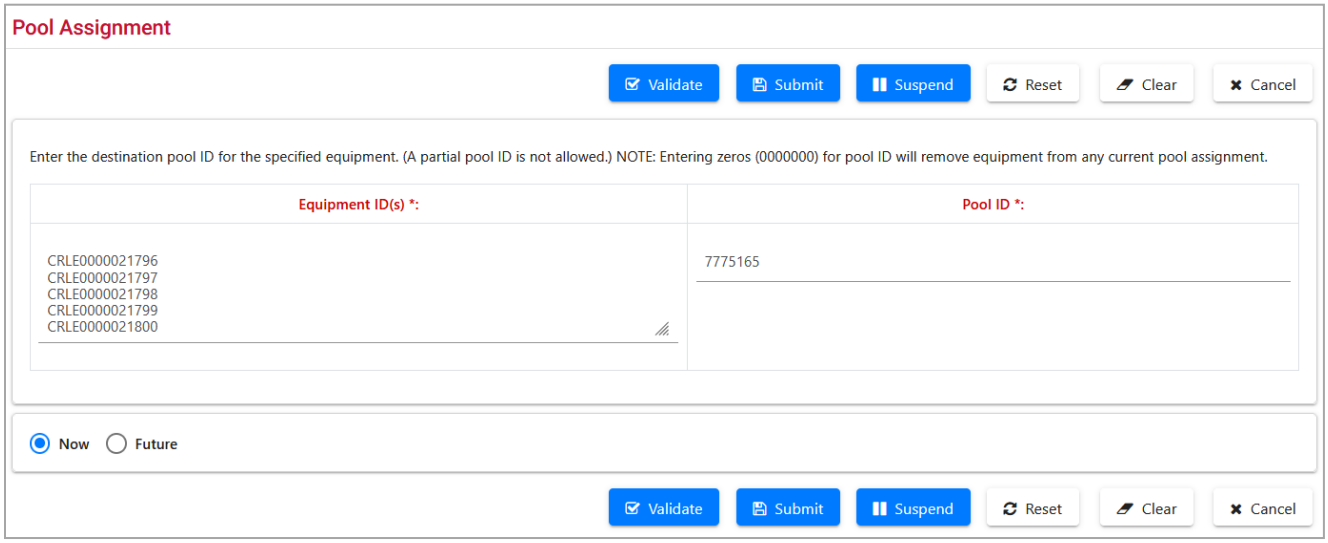
Assign Equipment to Individual Pools

3. Enter the first equipment ID in the **Equipment ID(s)** field.
4. Tab and enter the appropriate **Pool ID** for that equipment.
5. Repeat for each piece of equipment (up to 10 equipment units for this page).
6. (Optional) Select the **Future** button to delay the assignment, if appropriate. See Exhibit 49.
7. Select one of the processing options (similar to Exhibit 50).

Adding From a Query

If Add to Pool action is requested for selected equipment on the Equipment Query Results page, the Pool Assignment page is displayed prepopulated with selected Equipment IDs (Exhibit 128).

Exhibit 128. Pool Assignment From a Query

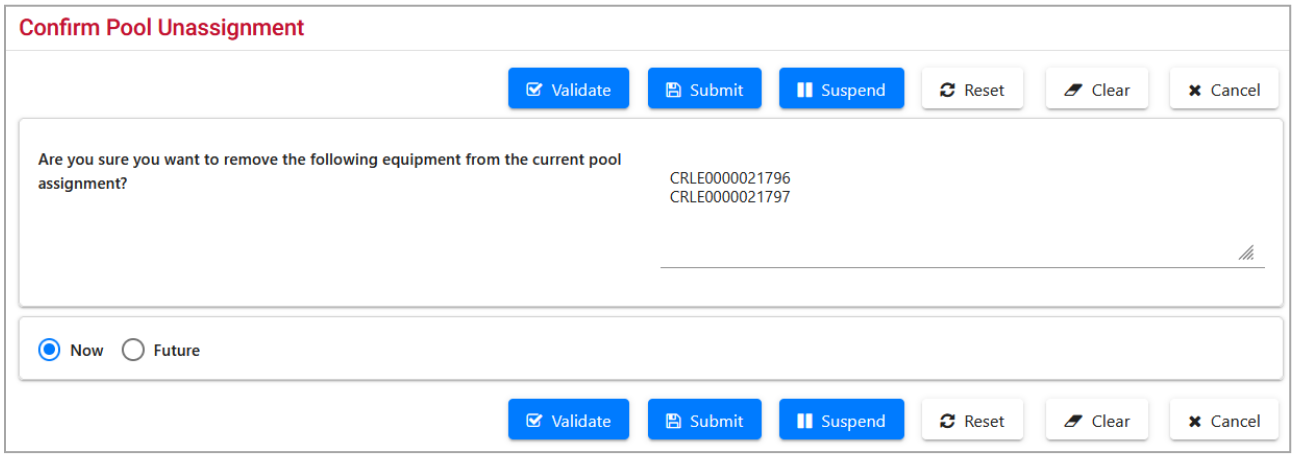


1. Tab and enter the appropriate single **Pool ID**.
2. (Optional) Select the **Future** button to delay the assignment, if appropriate. See Exhibit 49.
3. Select one of the processing options (similar to Exhibit 50).

Removing from a Query

If Remove from Pool action is requested for selected equipment on the Equipment Query Results page, the Confirm Pool Unassignment page is displayed prepopulated with selected Equipment IDs (Exhibit 129).

Exhibit 129. Confirm Pool Unassignment



1. (Optional) Check Future to delay the unassignment, if appropriate. See Exhibit 49.
2. Select one of the processing options (similar to Exhibit 50).

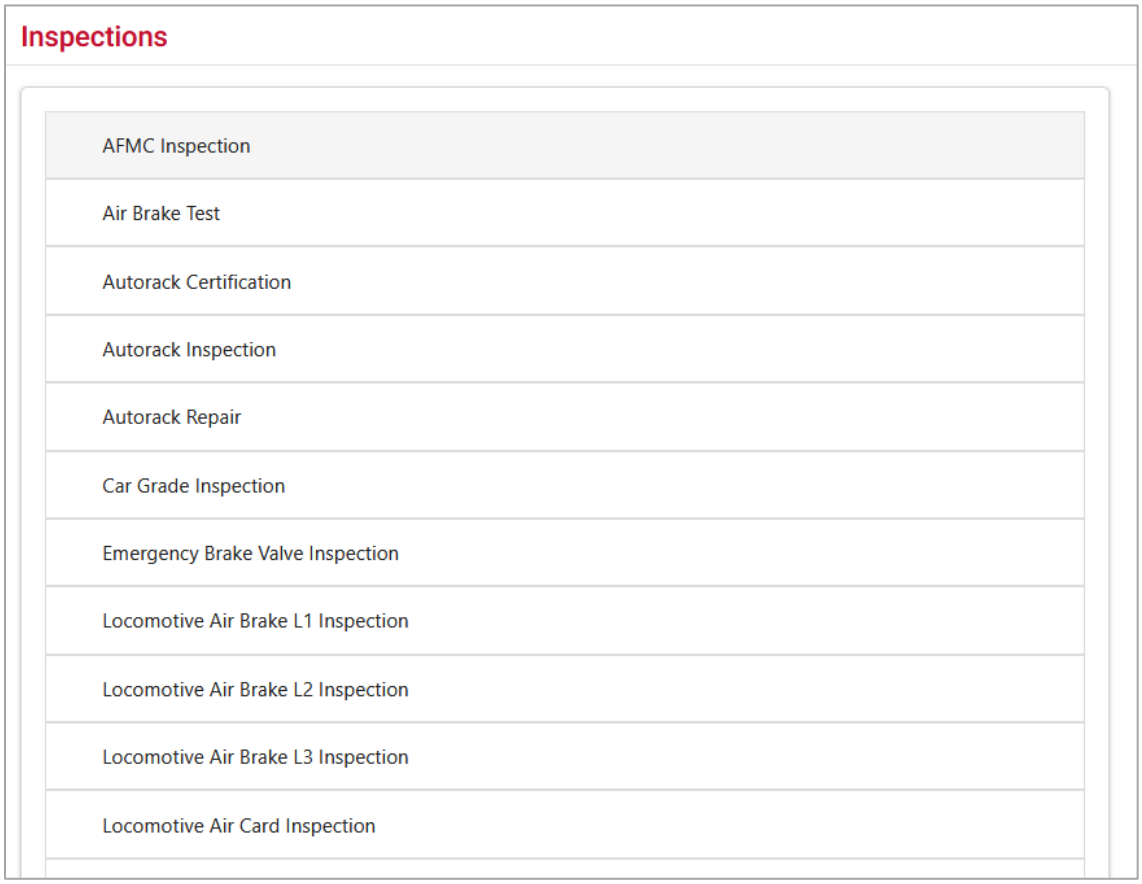
Inspections

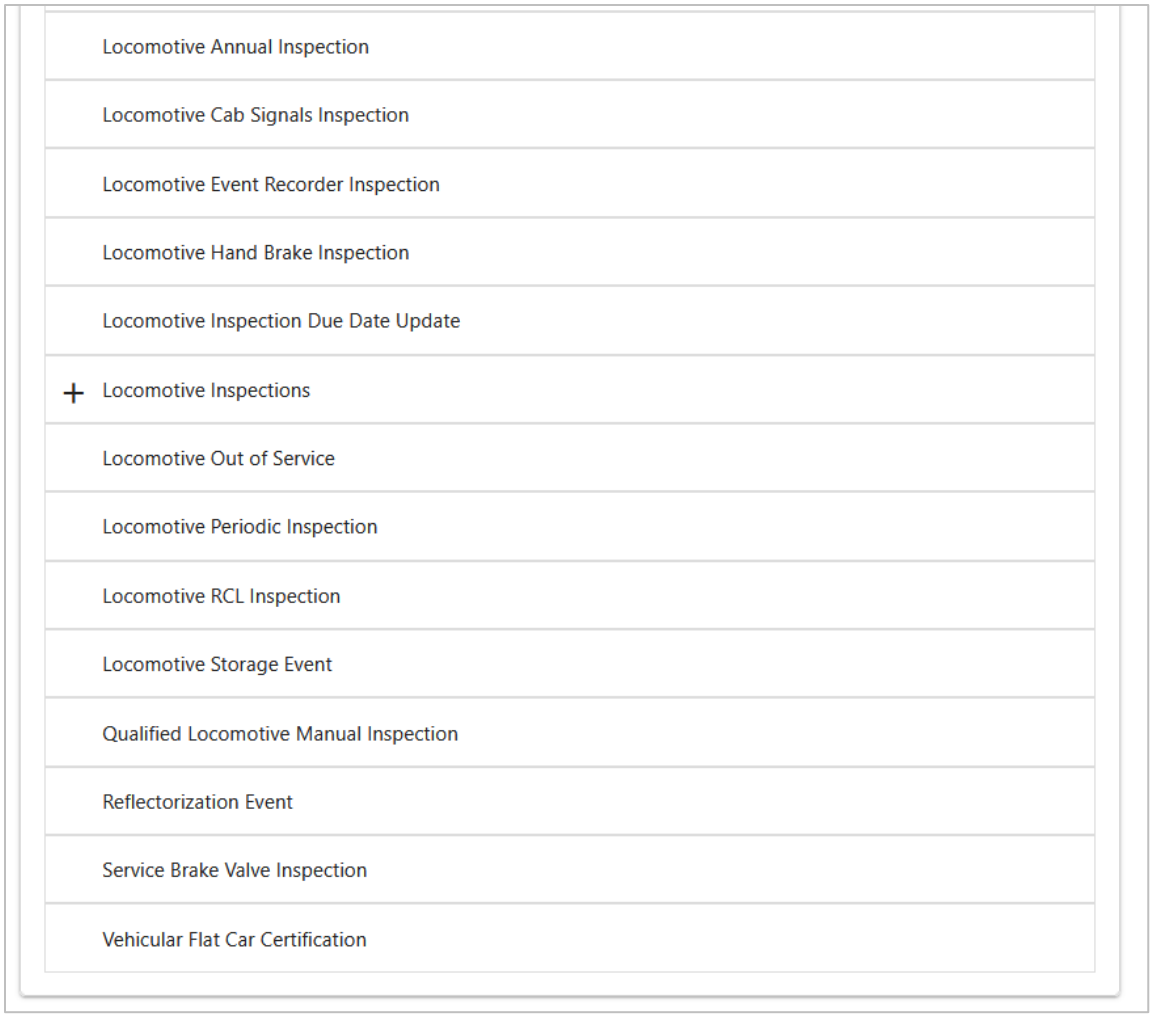
The Maintenance Inspections function is used to record inspection and service data for equipment.

Use the following procedure to record inspections and services:

1. From the main menu, select **Maintenance > Inspections**. The Inspections page is displayed (Exhibit 130).

Exhibit 130. Inspections





2. Select the link for the inspection or service to be recorded. The corresponding page for that inspection is displayed. Because many of the inspection pages are similar, only one description is provided for each unique interface, as shown in Exhibit 131.

Exhibit 131. Inspection/Service Processing

Inspection/Service	Processing Flow Reference
AFMC Inspection	AMFC Inspection
Air Brake Test Autorack Certification Autorack Repair Door Lube Inspection Reflectorization Event Vehicular Flat Car Certification	Air Brake Test
Autorack Inspection	Autorack Inspection
Car Grade Inspection	When all required fields are entered, select one of the options from Exhibit 133. Car Grade Inspection
Locomotive Air Brake Inspection L1, L2 and L3 Locomotive Air Car Inspection Locomotive Annual Inspection	When all required fields are entered, select one of the options from Exhibit 133. Locomotive Air Brake L1 Inspection

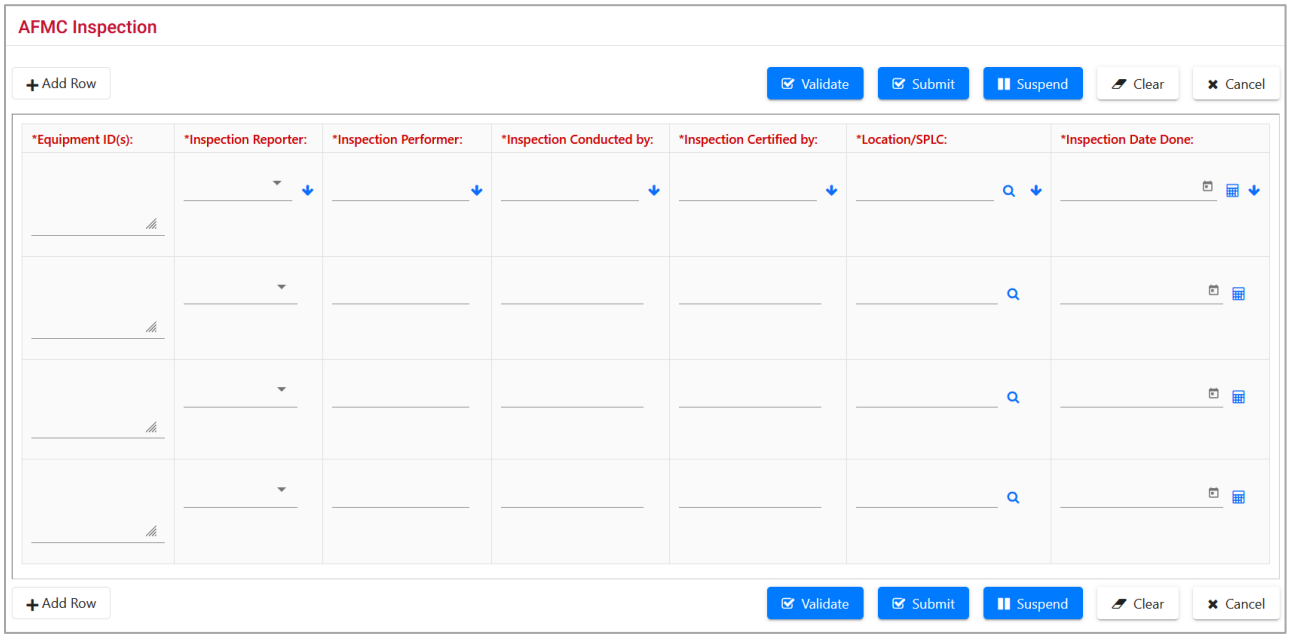
Inspection/Service	Processing Flow Reference
Locomotive Cab Signals Inspection Locomotive Event Recorder Inspection Locomotive Hand Brake Inspection Locomotive Out of Service Locomotive Periodic Inspection Locomotive RCL Inspection QMI Daily Inspection	
Locomotive Inspection Due Date Update	When all required fields are entered, select one of the options from Exhibit 133. Locomotive Inspection Due Date Update
Locomotive Storage Event	Locomotive Storage Event

Selecting equipment, highlighting an inspection action from the query results page drop-down (Exhibit 31) and selecting **Apply** navigates directly to the corresponding inspection pages described in the following sections.

AMFC Inspection

When the **AMFC Inspection** link is selected, the AMFC Inspection page is displayed (Exhibit 132).

Exhibit 132. AMFC Inspection



1. Enter the ***Equipment ID(s)** for which an inspection is to be recorded. Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 31).

2. Complete the required fields (in bold ***red** with asterisk):

Field	Description
***Inspection Reporter**	Select the 4-character Mark from the drop-down list for the person or organization reporting the inspection.
***Inspection Performer**	Enter the 3 to 4-character Mark for the person/shop who performed the inspection.
***Inspection Conducted by**	Enter the name of person/shop who conducted the inspection.
***Inspection Certified by**	Enter the name of person/shop who certified the inspection.
***Location/SPLC**	Use the search icon ( ) to select the SPLC where the inspection was performed (Exhibit 135).
***Inspection Date Done**	Use the calendar picker ( ) to select the date the inspection was performed.

3. When all required fields are entered, select one of the inspection processing options:

Exhibit 133. Inspection Processing Options

Validate	Validates data before submission to facilitate error correction.
Submit	Send the data to the system. Validation occurs first, so error correction can be done. If successful, a message similar to Exhibit 139 is displayed.

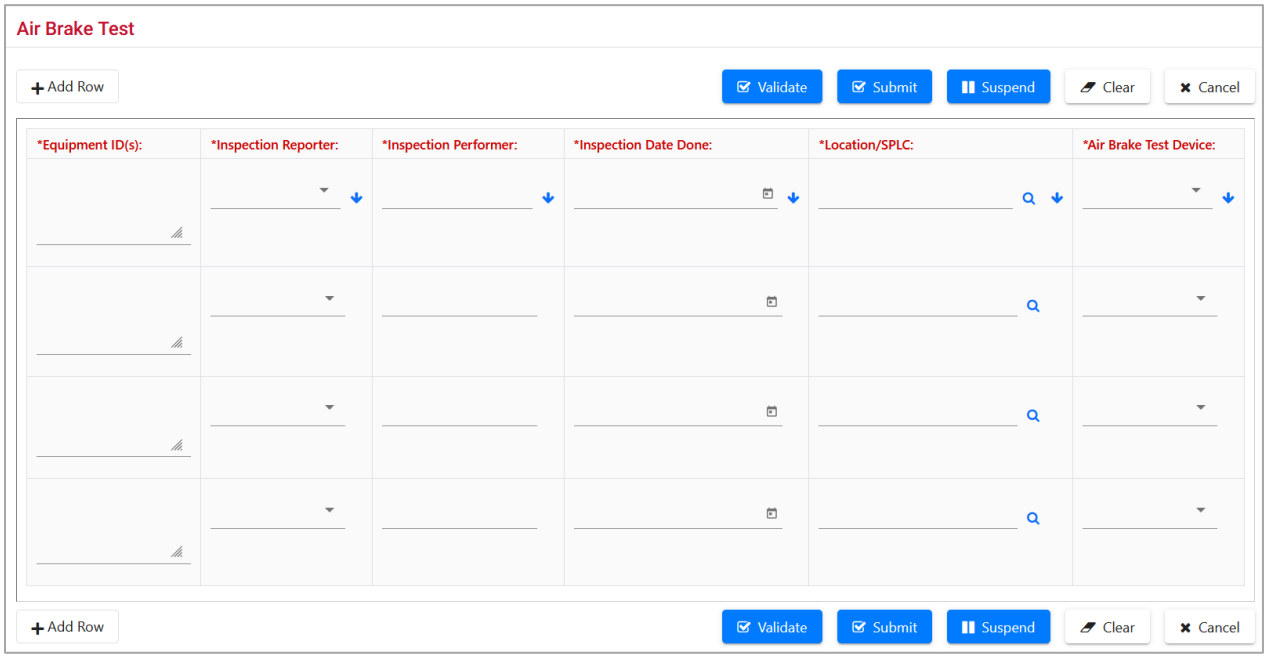
Suspend	Saves the inspection input for completion later. Opens the Suspend Work page (similar to Exhibit 82). See Suspended Work to resume the inspection task.
Clear	Clears any entries, resetting to a blank form.
Cancel	Cancels the entry and returns to the Inspections page.

4. Select **Done** to return to the Inspections page (Exhibit 130).

Air Brake Test

When the **Air Brake Test** link is selected, the Air Brake Test page is displayed (Exhibit 134). The same interface is used for Autorack Certification, Autorack Repair, Door Lube Inspection, Reflectorization Event, and Vehicular Flat Car Certification. Check the page title to verify it reflects the appropriate inspection/service.

Exhibit 134. Air Brake Test



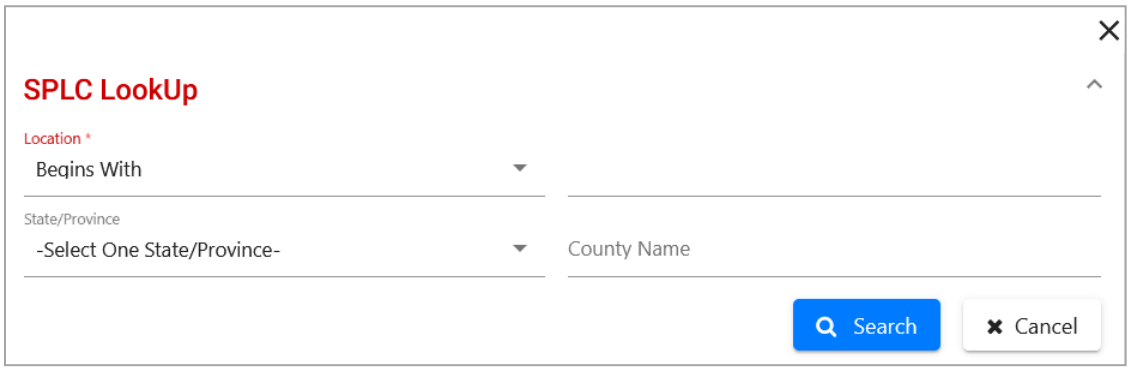
5. Enter the ***Equipment ID(s)** for which an inspection is to be recorded. This field may already be populated if this page was accessed with selections from a query (Exhibit 31).

6. Complete the required fields (in bold ***red** with asterisk):

Field	Description
***Inspection Reporter**	Select the 4-character Mark from the drop-down list for the person or organization reporting the inspection.
***Inspection Performer**	Enter the 3 to 4-character Mark for the person/shop who performed the inspection.
***Inspection Date Done**	Use the calendar picker ( ) to select the date the inspection was performed.
***Location/SPLC**	Use the search icon ( ) to select the SPLC where the inspection was performed (Exhibit 135).

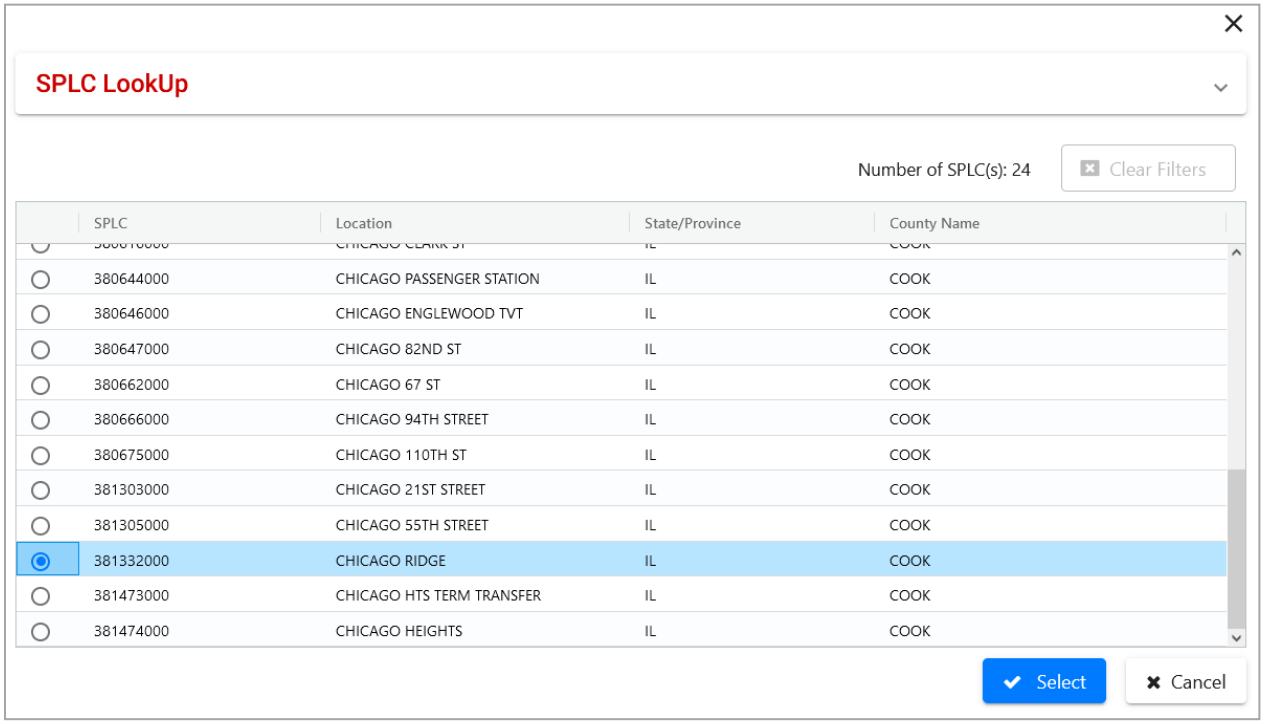
***Air Brake Test Device**	Select either A-Automatic or M-Manual.

Exhibit 135. SPLC Lookup



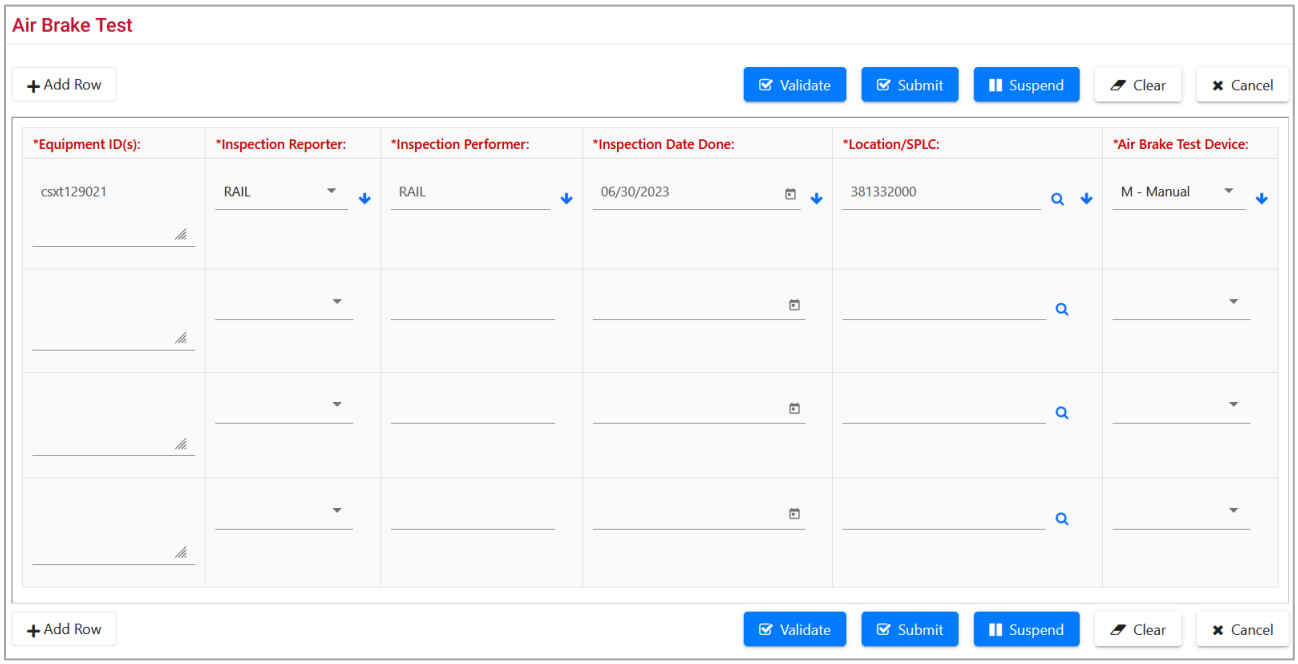
a. Enter criteria for SPLC Lookup and select **Search**. The SPLC Lookup Results page is displayed (Exhibit 136).

Exhibit 136. SPLC Lookup Results



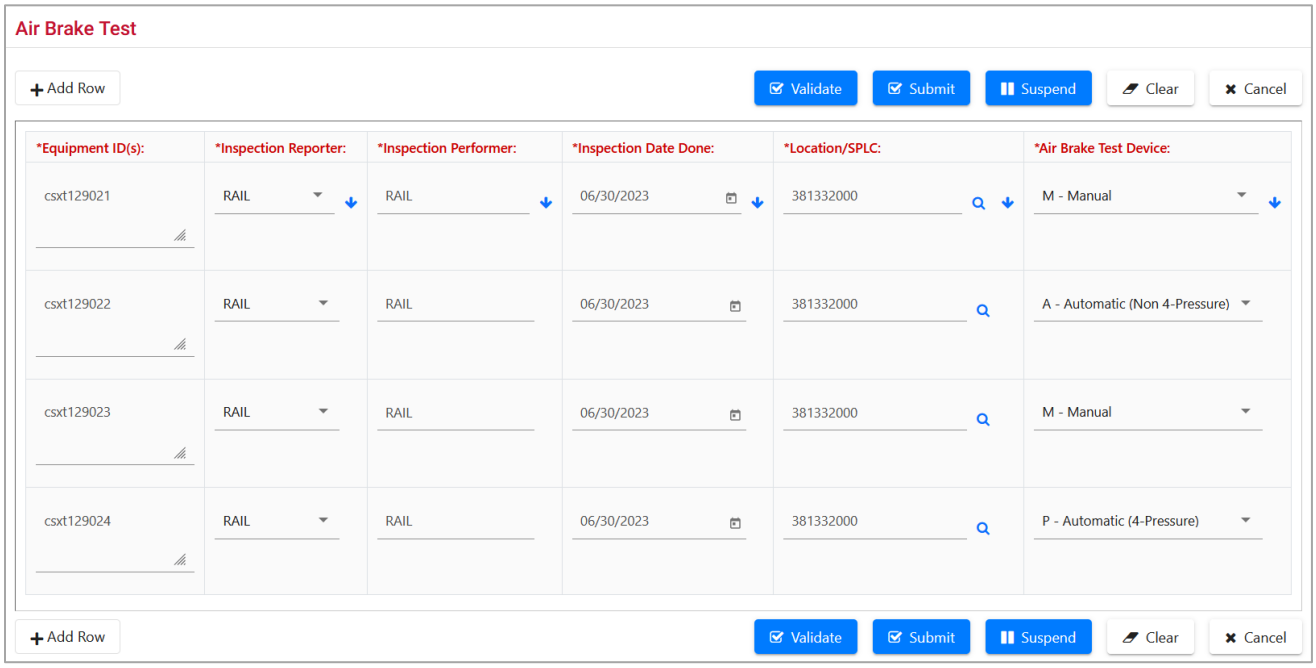
b. Select the radio button beside the correct location and choose **Select**. The results are used to populate the Location field. First row entry might appear as shown in Exhibit 137.

Exhibit 137. Air Brake Test



7. As needed to populate entries in rows below with the same value: Use the down arrow ( ) to repeat the entry for all successive fields. In Exhibit 138, some columns were repeated using the down arrow icon.

Exhibit 138. Air Brake Test With Repeated Columns



8. When all required fields are entered, select one of the options from Exhibit 133.

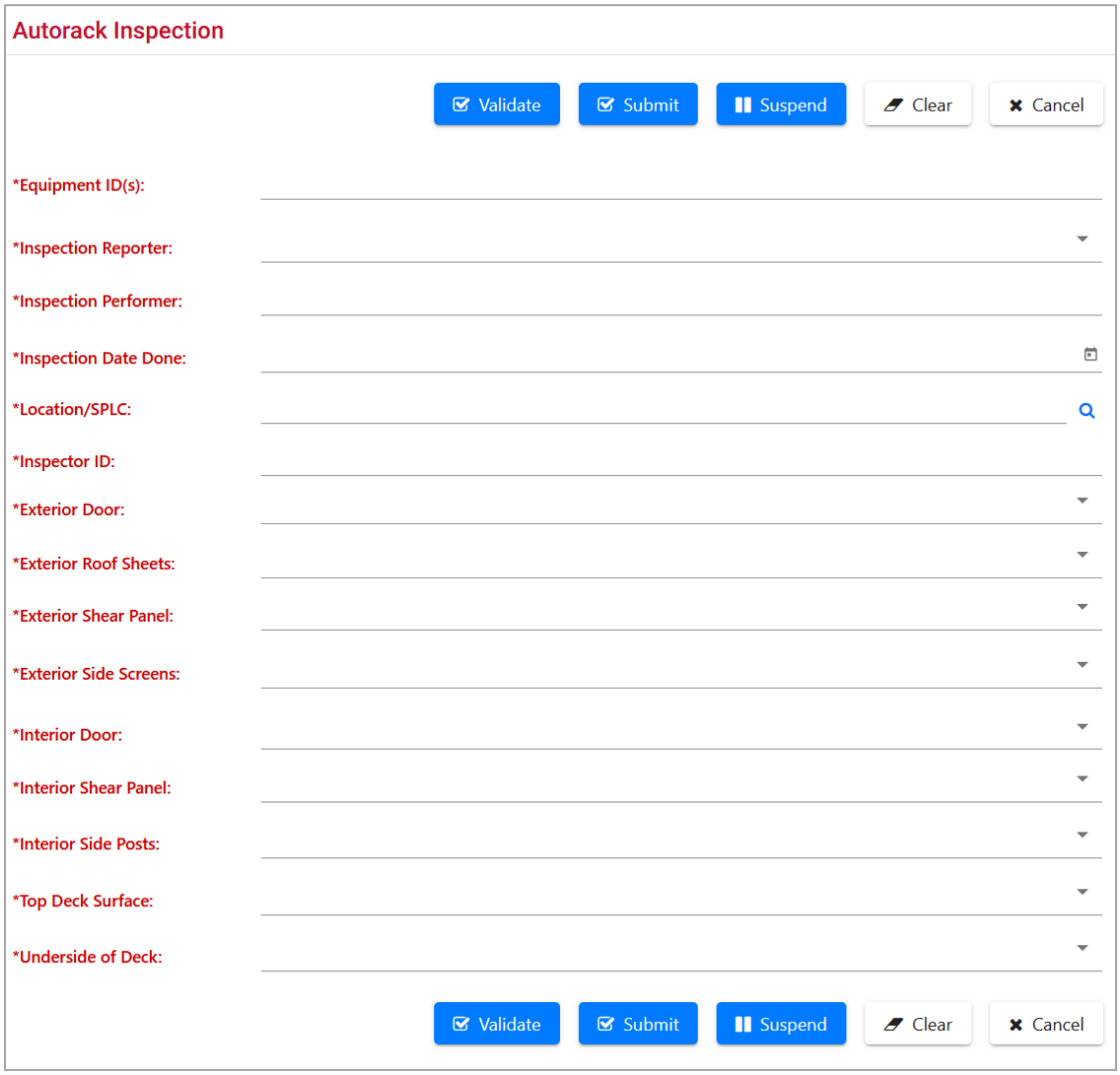
Exhibit 139. Air Brake Test Results Submitted

9. Select **Done** to return to the Inspections page (Exhibit 130).

Autorack Inspection

When the **Autorack Inspection** link is selected, the Autorack Inspection page is displayed (Exhibit 140).

Exhibit 140. Autorack Inspection

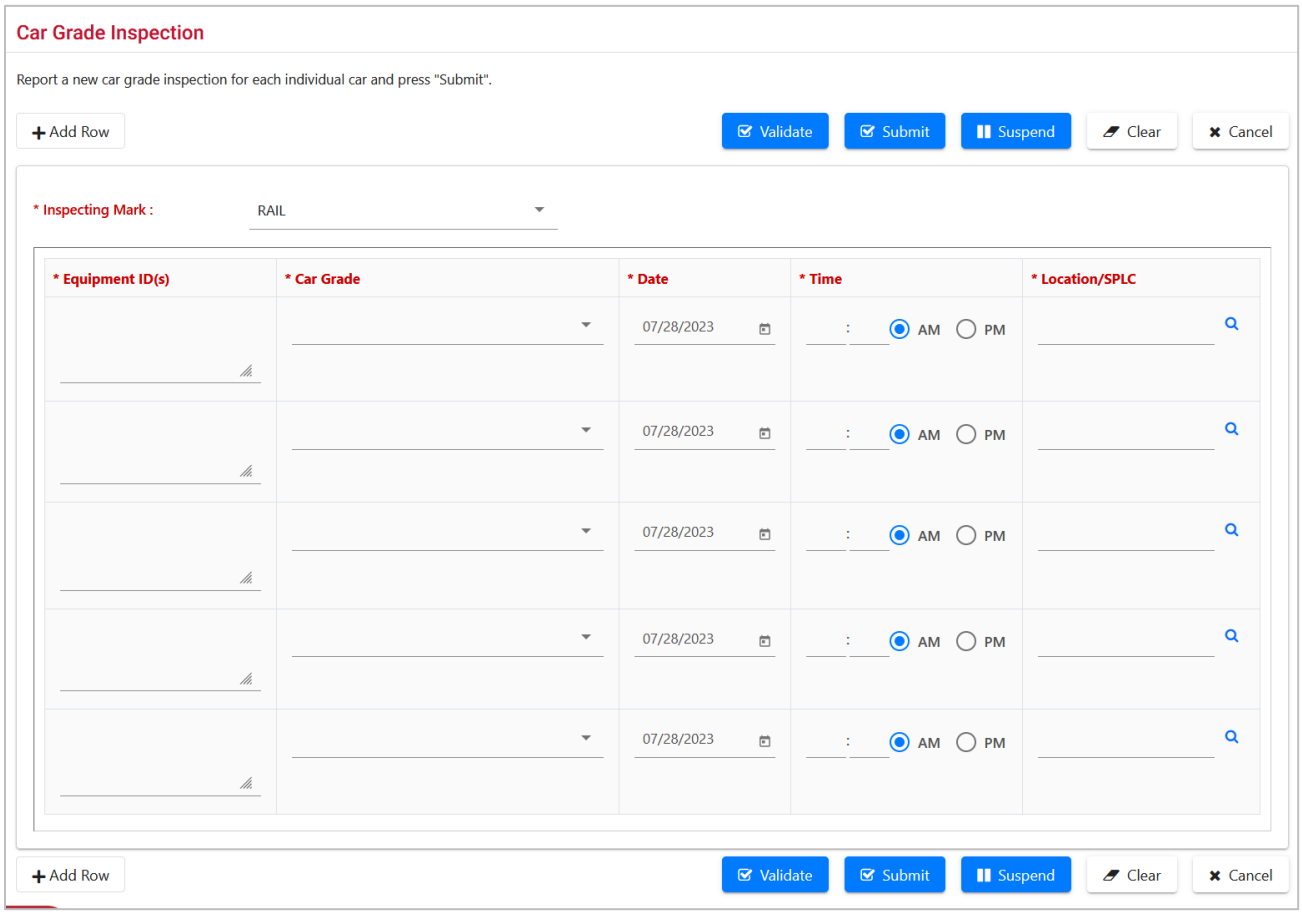


1. Complete the first five fields as described in Air Brake Test Steps 5 and 6.
2. Enter the Autorack Inspector ID.
3. Complete the remaining nine fields using the drop-down list on the right to select the appropriate rating.
4. When all required fields are entered, select one of the options from Exhibit 133.

Car Grade Inspection

When the **Car Grade Inspection** link is selected, the Car Grade Inspection page is displayed (Exhibit 141).

Exhibit 141. Car Grade Inspection



1. Enter the 3- to 4-character Inspecting Mark (or use drop-down list to select from those roads the logged in user is authorized to represent).
2. For each graded equipment (10 max this page) enter:

Field	Description
***Equipment ID(s)**	Enter the Equipment ID for which a car grade inspection is to be recorded. This can be automatically populated as described in Air Brake Test Step 5. Only one Equipment ID per field. The page expands beyond ten fields if automatically populated.
***Car Grade**	Select the car grade specified by the Inspector from the Car Grade drop-down list.
***Date**	Use the calendar picker ( ) to select the date the inspection was performed.
***Location/SPLC**	Use the search icon ( ) to select the SPLC where the car grade inspection was performed (Exhibit 135).

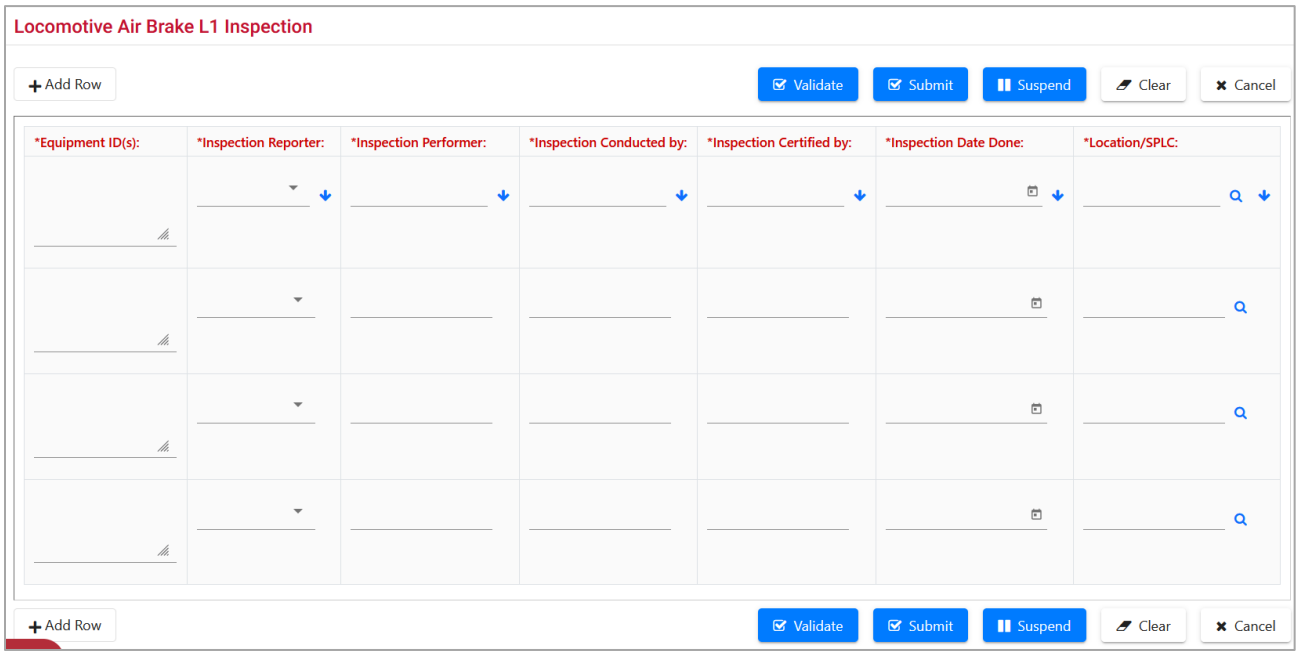
For more information about car grades, see the current *Field Manual of the AAR Interchange Rules*, which can be obtained from MxV Rail at 719-584-0750 (ask for Publications) or at https://aarpublications.com/.

3. When all required fields are entered, select one of the options from Exhibit 133.

Locomotive Air Brake L1 Inspection

When the Locomotive Air Brake L1 Inspection link is selected, the Locomotive Air Brake L1 Inspection page is displayed (Exhibit 142). Currently, this same interface is used for Locomotive Air Brake (L1, L2 and L3) Inspection, Locomotive Annual Inspection, Locomotive Cab Signals Inspection, Locomotive Quarterly Inspection, and Locomotive RCL Inspection. Verify that the page title reflects the appropriate inspection/service.

Exhibit 142. Locomotive Air Brake L1 Inspection



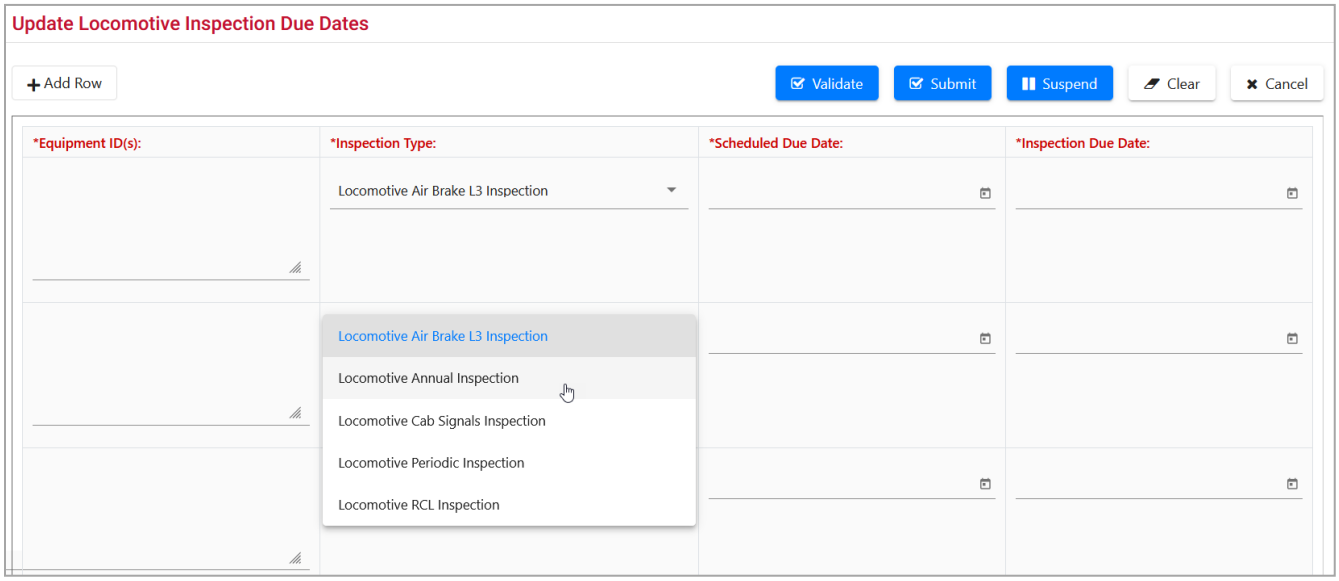
1. Complete the first five fields as described in Air Brake Test Steps 5 and 6.
2. Use the calendar picker ( ) to select the date the next locomotive inspection is scheduled.
3. (As needed for same entries) Use the down arrow icon ( ) to repeat the entry for all successive fields.
4. When all required fields are entered, select one of the options from Exhibit 133.

Locomotive Inspection Due Date Update

You must be authorized to update a locomotive inspection due date. See Add Inspection Right.

When the Locomotive Inspection Due Date Update link is selected, the Update Locomotive Inspection Due Dates page is displayed (Exhibit 143).

Exhibit 143. Update Locomotive Inspection Due Dates



Four different inspection type updates can be submitted.

1. Enter the equipment IDs for which a specific update is needed. Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 31).

2. From the drop-down list, select the locomotive inspection to be updated. Exhibit 143 shows one selected.

3. Use the calendar picker ( ) to select the date the next Scheduled and Inspection Due Dates.

4. When all required fields are entered, select one of the options from Exhibit 133.

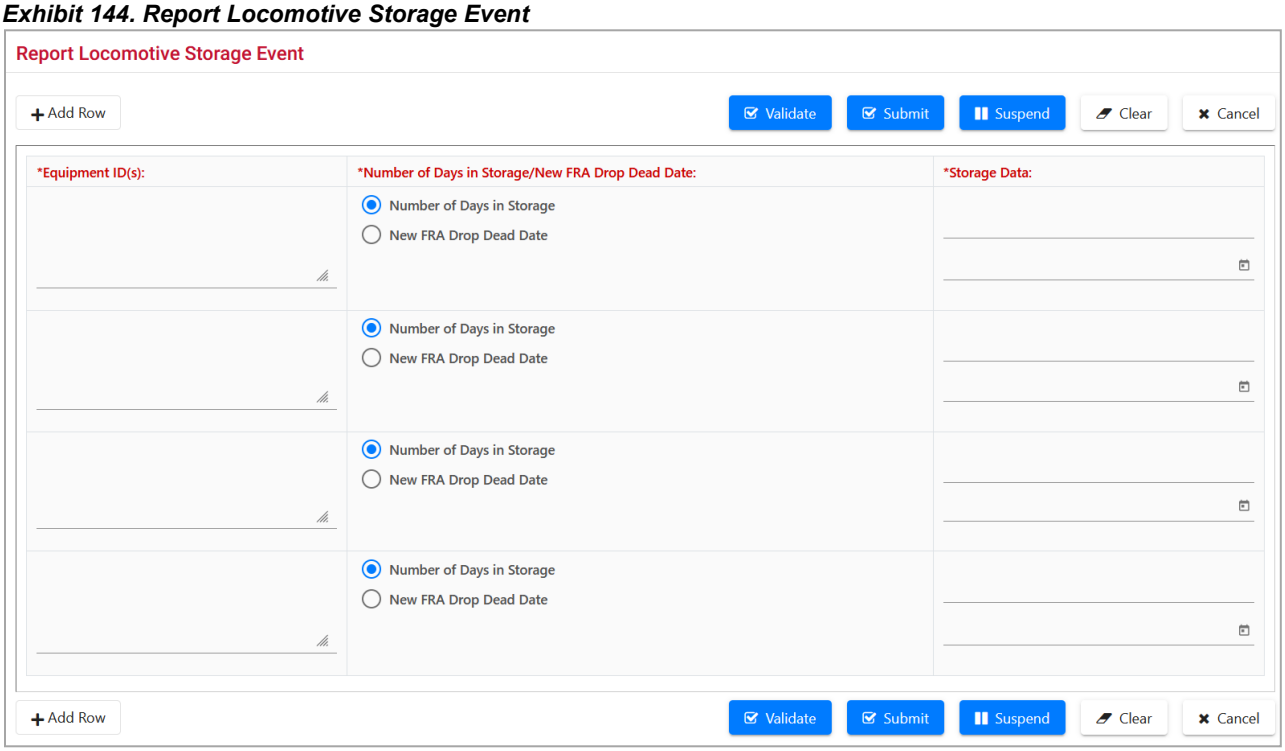
Locomotive Storage Event

You must be authorized to update a locomotive inspection due date. See Add Inspection Right.

The FRA Drop Dead Date is the date a locomotive would not be allowed to be on the road due to an expired inspection date. Locomotives not needed for moving trains are sometimes removed from the road for a period of non-use. When a locomotive is in storage, its FRA Drop Dead Date is extended for the period of storage (or to a specified new FRA Drop Dead Date).

When the Locomotive Storage Event link is selected, the Report Locomotive Storage Event page is displayed (Exhibit 144).

Exhibit 144. Report Locomotive Storage Event



1. Enter the **Equipment ID(s)** for which a storage event is to be reported. Refer to the Equipment ID(s) description. Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 31).
2. Select the appropriate radio button:
   - Number of Days in Storage
   - New FRA Drop Dead Date
3. Enter Storage Data:
   - For Number of days in storage, type a numeric entry (e.g., 90).
   - Use the calendar picker ( ) to select the New FRA Drop Dead Date.
4. When all required fields are entered, select one of the options from Exhibit 133.

Company-Specific Equipment Groups

Company-Specific Equipment groups are private pools of equipment that are only available to the company specified. Umler allows you to assign and remove equipment from company-specific equipment groups.

Exhibit 145. Company-Specific Equipment Groups Submenu

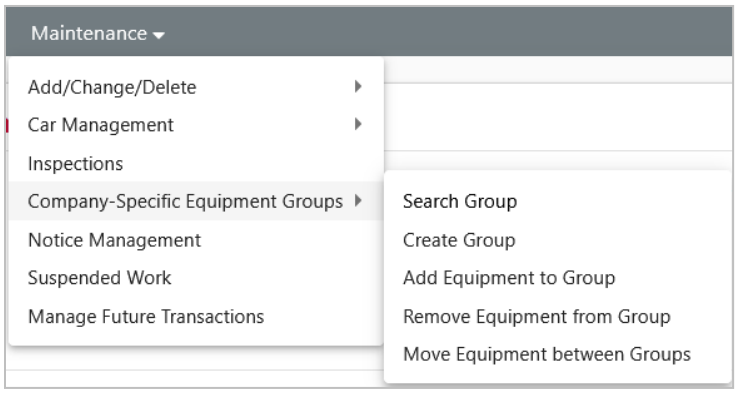


Exhibit 146 describes the options on the Company-Specific Equipment Groups submenu.

Exhibit 146. Company-Specific Equipment Groups Items and Descriptions

Menu Item	Description
Search Group	Allows a user to search for and view Company-Specific Equipment groups.
Create Group	Allows a user to create a new Company-Specific Equipment group.
Add Equipment to Group	Allows a user to add equipment to a Company-Specific Equipment group.
Remove Equipment from Group	Allows a user to remove equipment from a Company-Specific Equipment group.
Move Equipment Between Groups	Allows a user to move equipment between Company-Specific Equipment groups.

Search Group

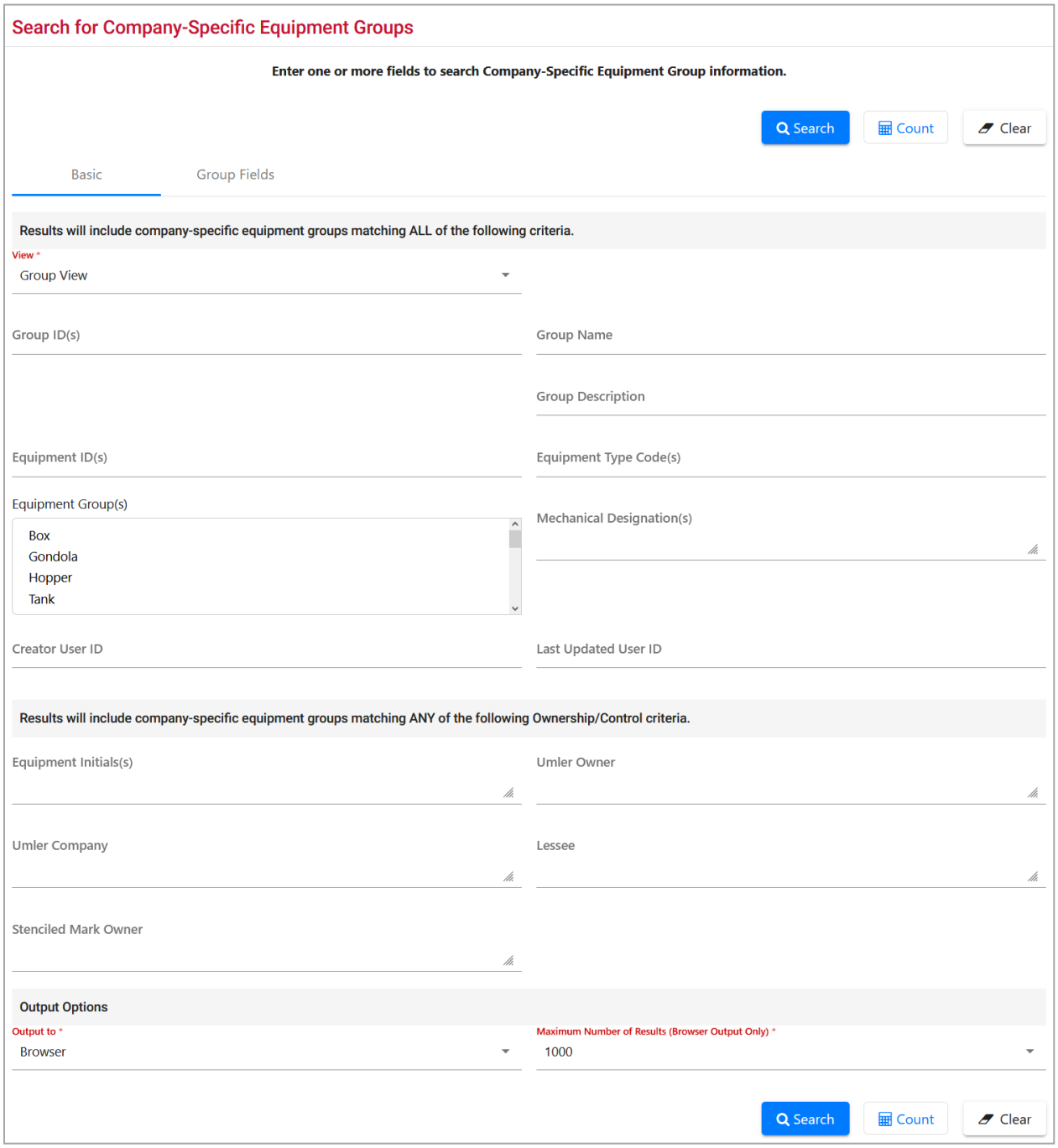
The Search Group function allows users to search for company-specific equipment groups based on company-specific equipment group attributes, equipment attributes, and/or equipment ownership/control attributes.

The system displays only those company-specific equipment groups created by your company.

Use the following procedure to search for company-specific equipment groups:

1. From the main menu, select **Maintenance > Company-Specific Equipment Groups > Search Group**. The Search for Company-Specific Equipment Groups (Basic) page is displayed (Exhibit 147).

Exhibit 147. Basic Search for Company-Specific Equipment Groups



2. Complete search criteria as needed. Refer to Exhibit 148 for field descriptions. ***Red** fields are mandatory.

Exhibit 148. Company-Specific Equipment Groups Field Descriptions

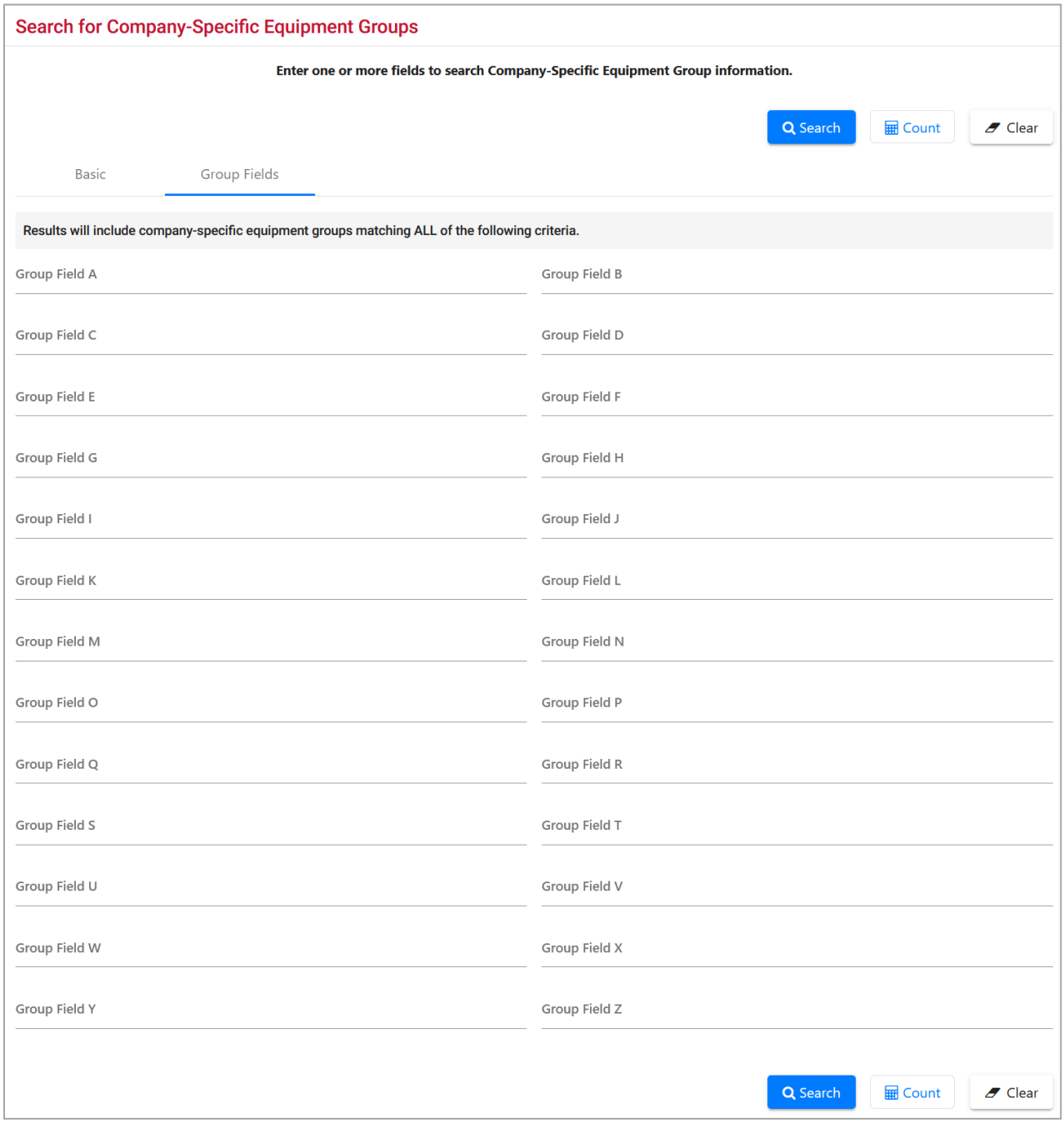
Field	Description
***View**	Select group view or equipment view. • In **Group View**, if no search criteria is entered, Umler displays all company-specific equipment groups created by your company. Best choice for deleting or editing a group. • In **Equipment View**, you must specify *at least one* search parameter.
Group ID(s)	Identification number assigned to an equipment group (alphanumeric, with no spaces). Must be unique.
Group Name	Name given to an equipment group.
Group Description	Description given to an equipment group.
Equipment ID(s)	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.
Equipment Type Codes	Enter the complete code (e.g., M500) in the single blank input field.
Equipment Group(s)	Used to indicate the general equipment group being sought. Multiple-selection text box. See Equipment Group(s) in Exhibit 22.
Mechanical Designation(s)	Alphabetic AAR code assigned to the physical description of the unit. See the *Umler Data Specifications Manual*.
Creator User ID	System User ID used when Group was created.
Last Updated User ID	System User ID used when Group was last updated.
Equipment Initial(s)	The initials stenciled on the specified equipment.
Umler Owner	The Umler owners of the specified equipment.
Umler Company	The Umler company that owns the specified equipment.
Lessee	The company leasing the specified equipment.
Stenciled Mark Owner	The stenciled mark owners for the specified equipment.

3. (Optional) Select the **Group Fields** tab. The Search for Company-Specific Equipment Groups (Group Fields) page is displayed (Exhibit 149).

   a. Each field can contain up to 80 characters.

   b. Typical use might include specific commodities for the group (e.g., Paper Rolls for a certain group of boxcars). Searches can be done using these special fields; however, matches must be exact, including the field letter (i.e., something entered in field A must be searched for in field A).

Exhibit 149. Group Fields Search for Company-Specific Equipment Groups



4. In the ***Output to:** drop-down list, select **Browser** to have the search results displayed in the browser (default). Otherwise, select **CSV** (comma separated values).

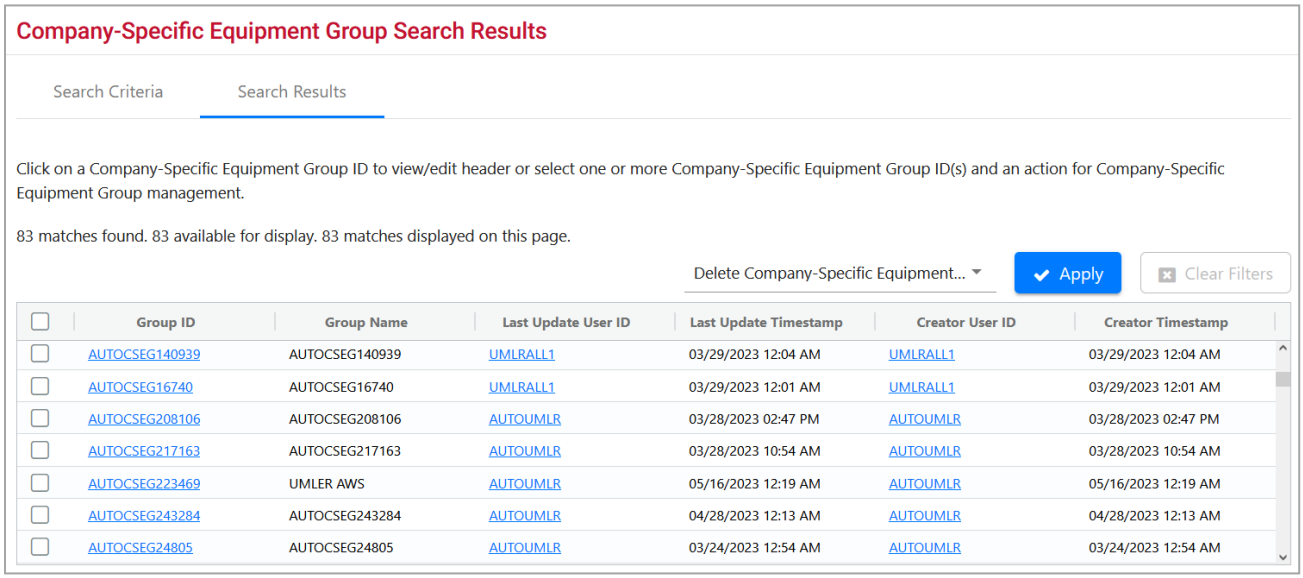
5. Select ***Maximum Number of Results:** (Browser Output Only) from the drop-down list for the maximum number of result records to be returned (100, 500, 1000—default is 1000).

6. Select a processing option:

Exhibit 150. Search for Company-Specific Equipment Groups Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. The Company-Specific Equipment Group Search Results screen is displayed (Exhibit 151 for Group View or Exhibit 157 for equipment view).
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. Similar to Exhibit 34.
Clear	Clears any entries, resetting to a blank form.

Exhibit 151. Group View Company-Specific Equipment Groups Search Results

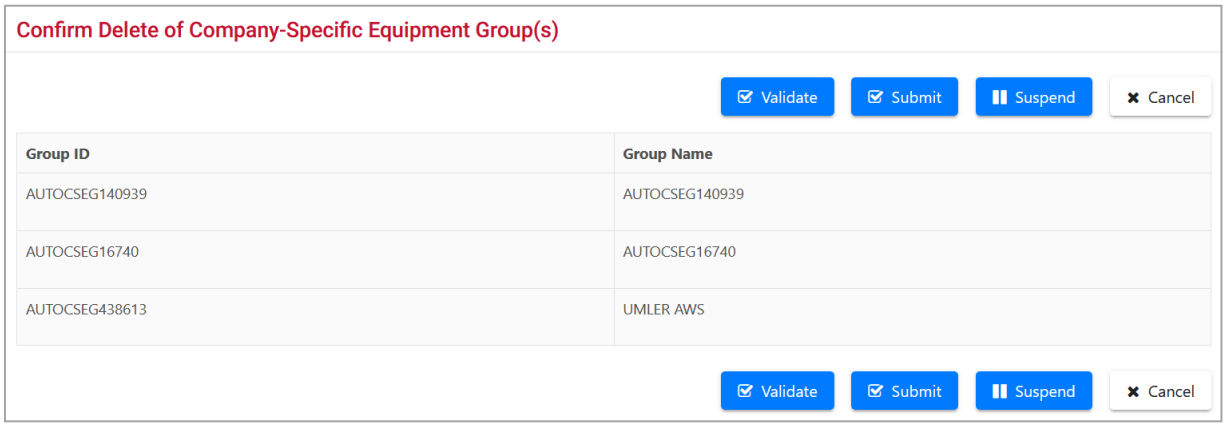


7. Select the check boxes beside the Equipment Group IDs to be processed.
8. Choose from the following options:
   a. Deleting a Group
   b. Viewing/Editing a Group
   c. Viewing Creator or Last Updated User IDs
   d. Select the **Search Criteria** tab to run another search.

Deleting a Group

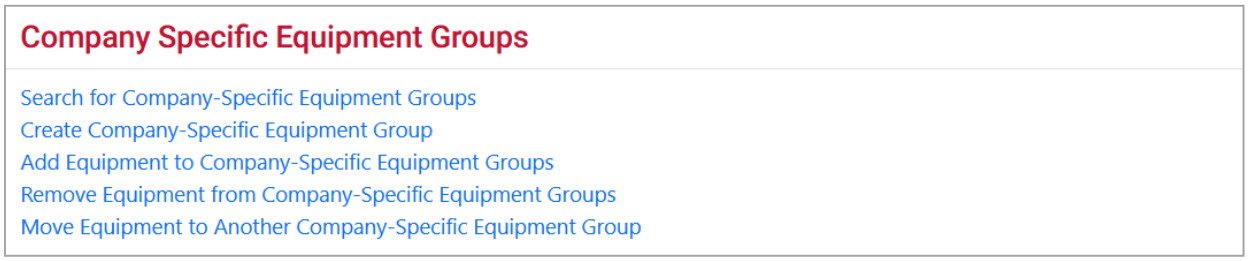
To delete a group, select the check box beside the group ID and select **Apply** in the action drop-down. The Confirm Delete of Company-Specific Equipment Group(s) page is displayed (Exhibit 152).

Exhibit 152. Confirm Delete of Company-Specific Equipment Group(s)



To confirm the delete, select **Submit**. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

Exhibit 153. Company-Specific Equipment Groups Links

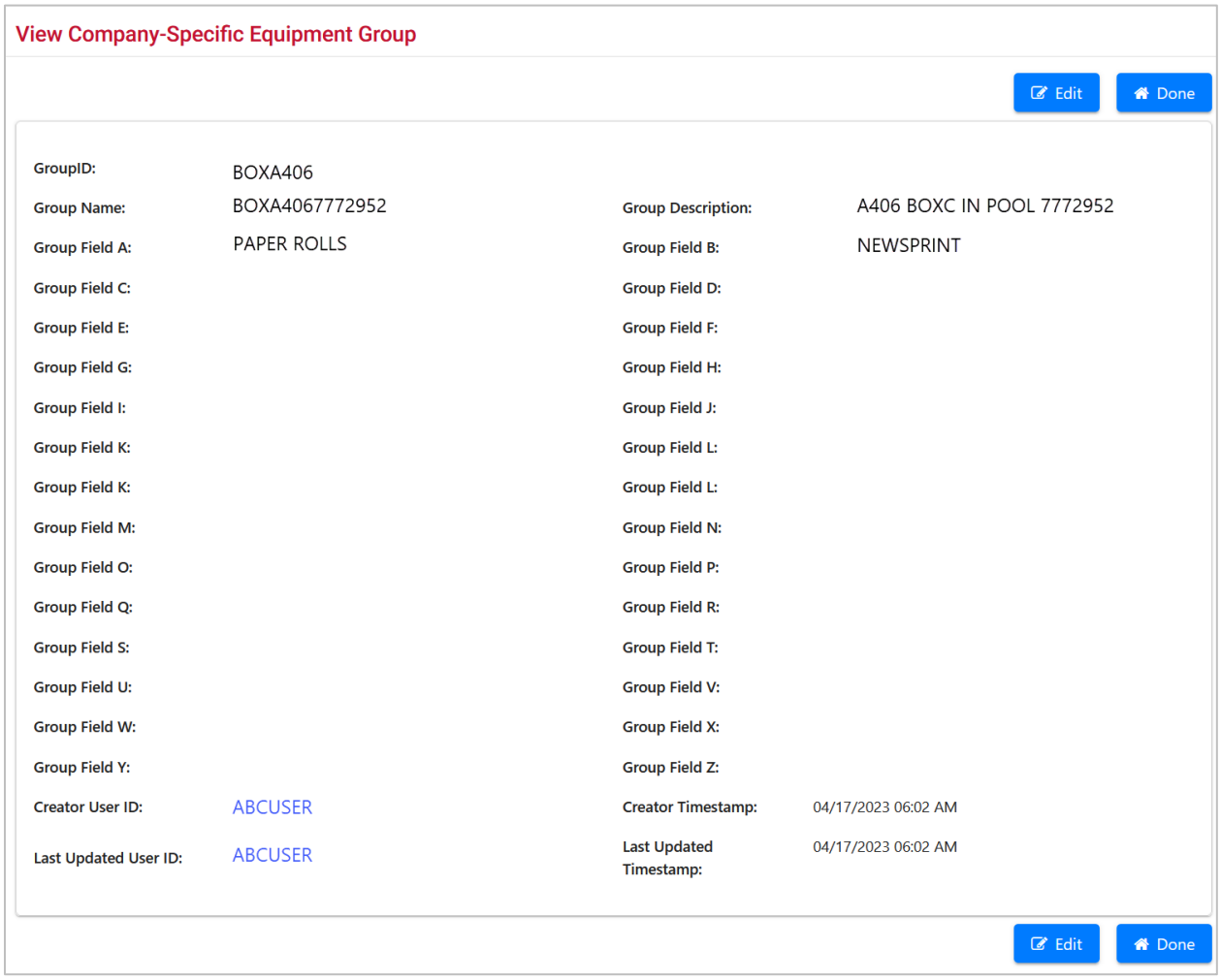


Select the appropriate link or select an item from the main menu.

Viewing/Editing a Group

While on the Company-Specific Equipment Groups Search Results (Group View) page (Exhibit 151), select the Group ID link. The View Company-Specific Equipment Group page is displayed (Exhibit 154).

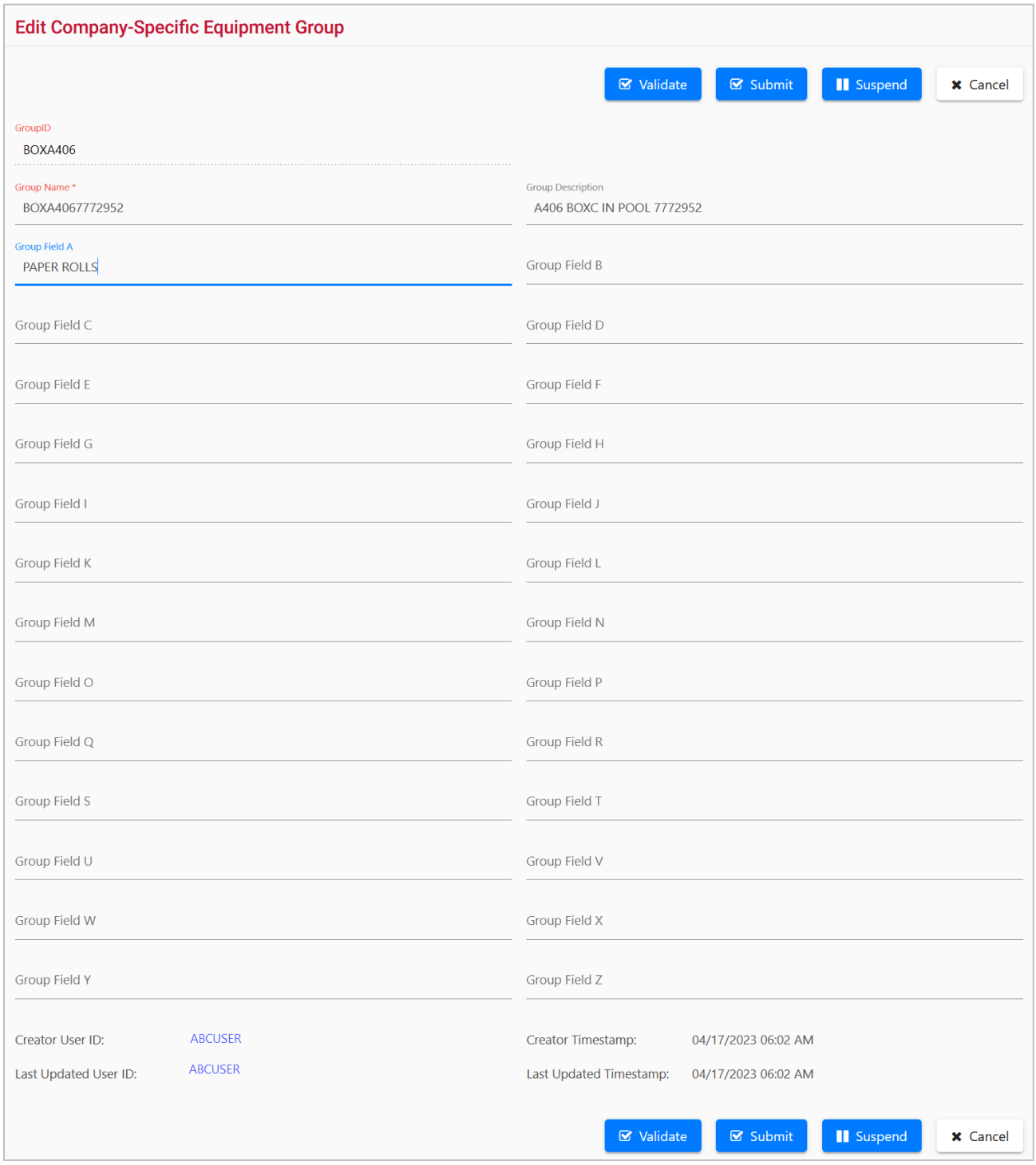
Exhibit 154. View Company-Specific Equipment Group



When finished viewing, select **Done** to return to the search results.

- To view user contact information, select the **User ID** links and refer to Viewing Creator or Last Updated User IDs.
- To edit the Group, select **Edit**. The Edit Company-Specific Equipment Group page is displayed (Exhibit 155).

Exhibit 155. Edit Company-Specific Equipment Group

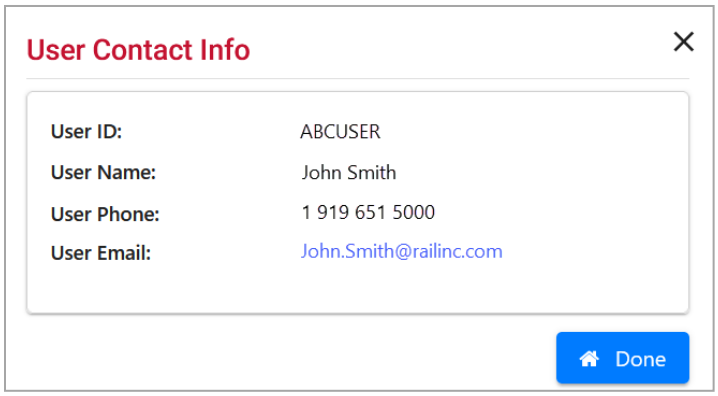


Edit fields as required and select **Submit**. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

Viewing Creator or Last Updated User IDs

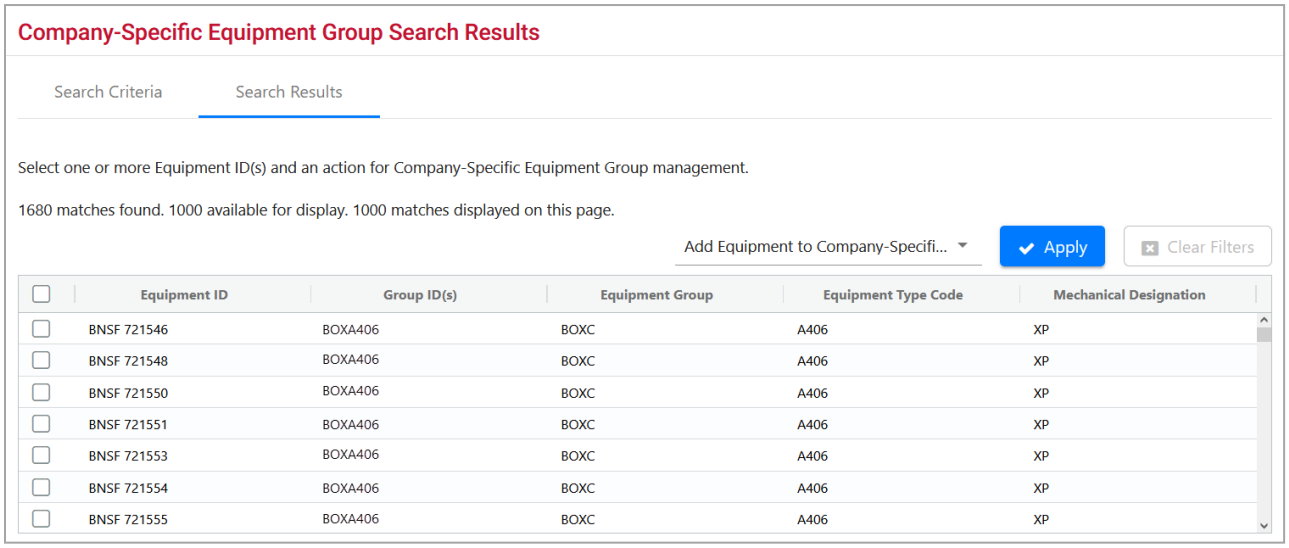
When a User ID link is selected on a page, the User Contact Info page for that person is displayed (Exhibit 156).

Exhibit 156. User Contact Info



To send the person an email, select the **email** link. Otherwise, select **Done** to return to previous page.

Exhibit 157. Equipment View Company-Specific Equipment Groups Search Results



Select the check boxes beside the Equipment IDs to be processed, choose either the Add or Remove action drop-down option, and select **OK**. Refer to:

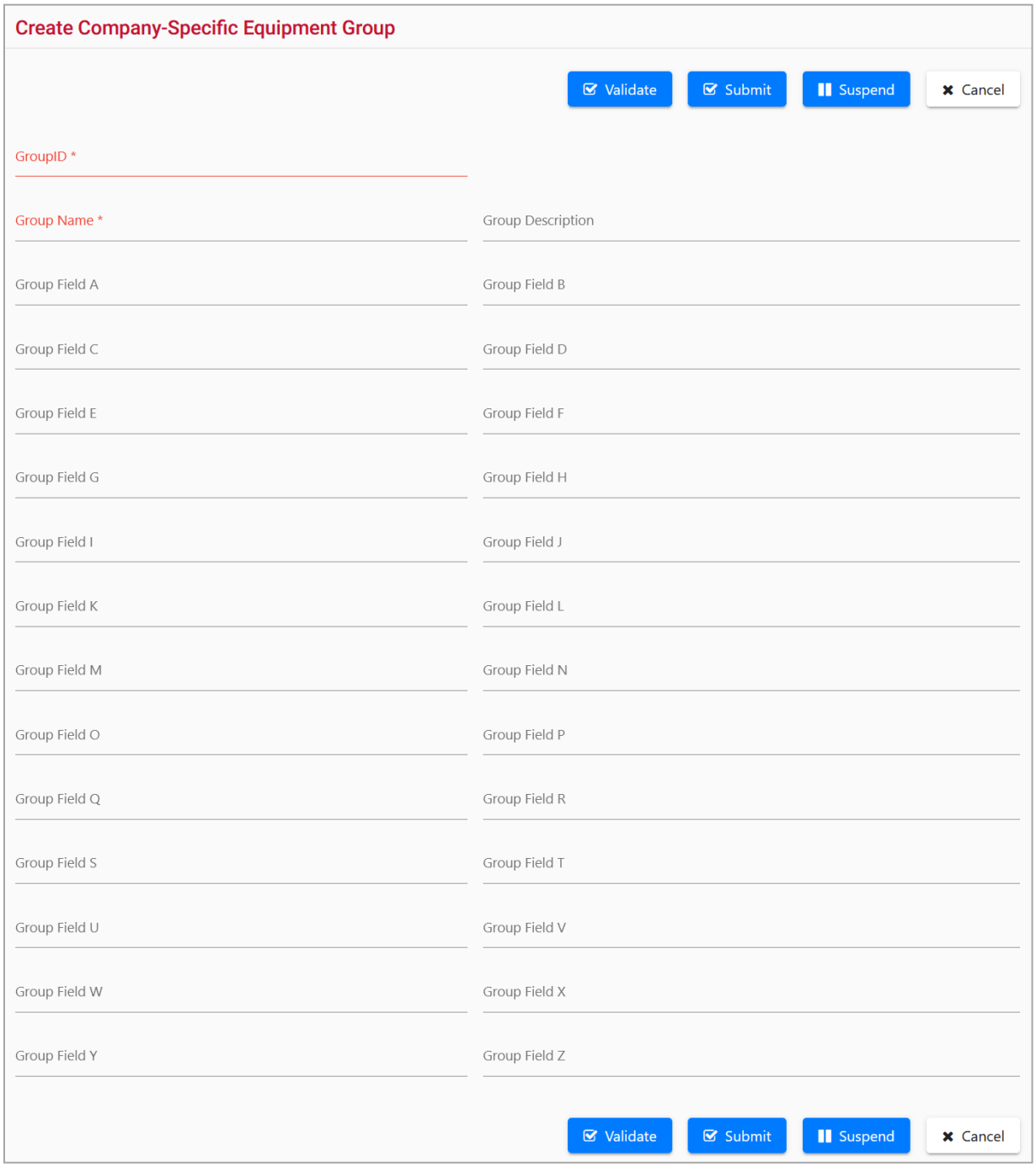
- Add Equipment to Group or
- Remove Equipment from Group

Create Group

Use the following procedure to create a new Company-Specific Equipment Group:

1. From the main menu, select **Maintenance > Company-Specific Equipment Groups > Create Group**. The Create Company-Specific Equipment Group page is displayed (Exhibit 158).

Exhibit 158. Create Company-Specific Equipment Group



2. Enter the two required fields (refer to Exhibit 148).

3. (Optional) Enter Group fields as described in Search Group Step 3.

4. Select **Submit** to create the group. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

5. No equipment is in the new group. Choose the Add Equipment to Company-Specific Equipment Group link and refer to Add Equipment to Group.

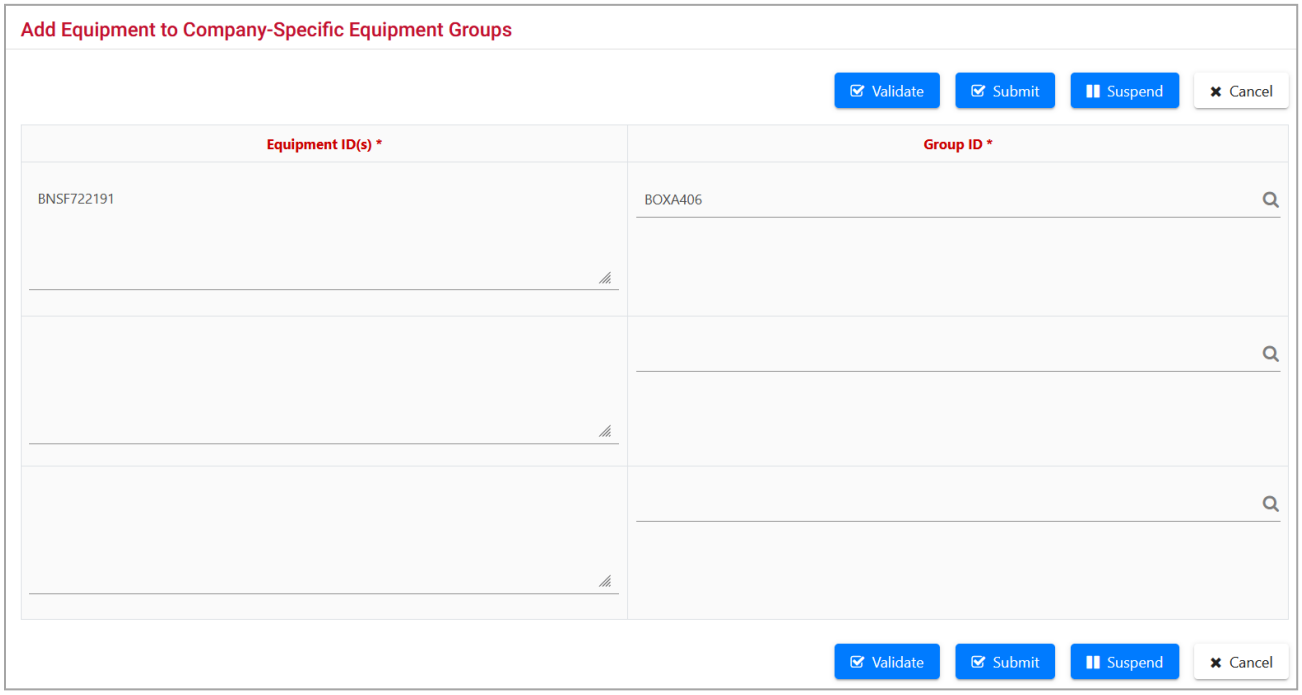
Add Equipment to Group

Equipment cannot be added to a group from a regular Equipment Query. The query must be from Company-Specific Equipment Groups Search Results (Equipment View) page (Exhibit 157).

Use the following procedure to add equipment to a Company-Specific Equipment Group:

1. From the main menu, select **Maintenance > Company-Specific Equipment Groups > Add Equipment to Group**. The Add Equipment to Company-Specific Equipment Groups page is displayed (Exhibit 159).

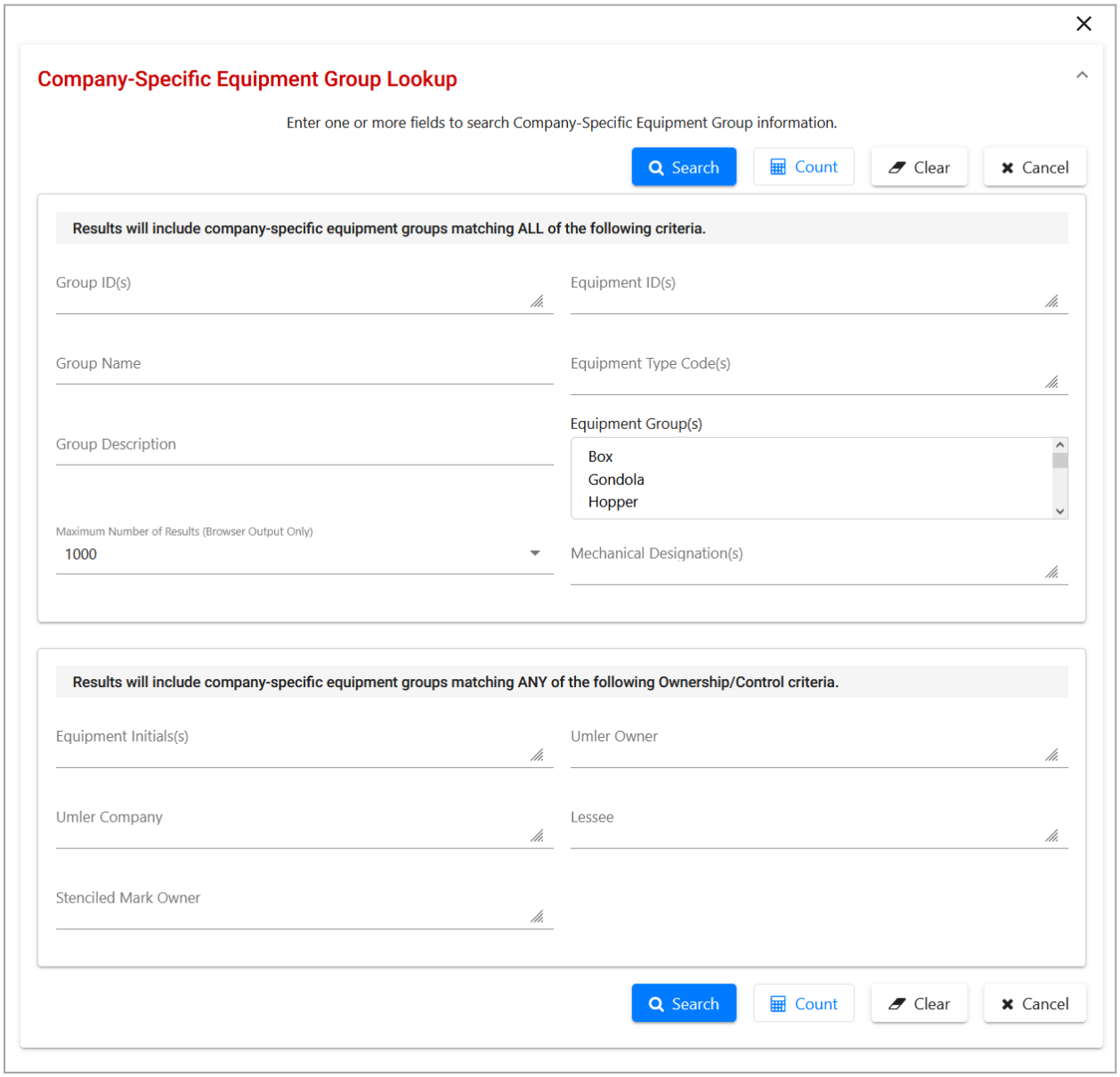
Exhibit 159. Add Equipment to Company-Specific Equipment Groups



2. Enter the **Equipment ID(s)**. If coming from a Group search results equipment view, the Equipment ID(s) field is populated with selected Equipment IDs.

3. Up to four Group ID equipment additions can be processed at one time on this page. Enter the known Group ID, or use the search icon ( ) to search for a Group ID. The Company-Specific Equipment Group Lookup page is displayed (Exhibit 160).

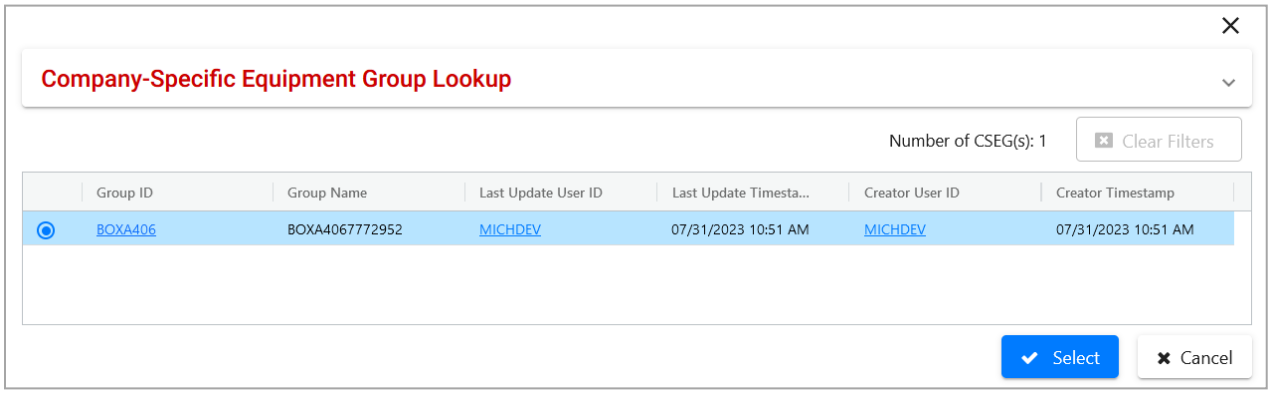
Exhibit 160. Company-Specific Equipment Group Lookup



a. Enter criteria to locate the appropriate Group. Group fields are not available on the lookup page. Refer to Exhibit 148 for field descriptions.

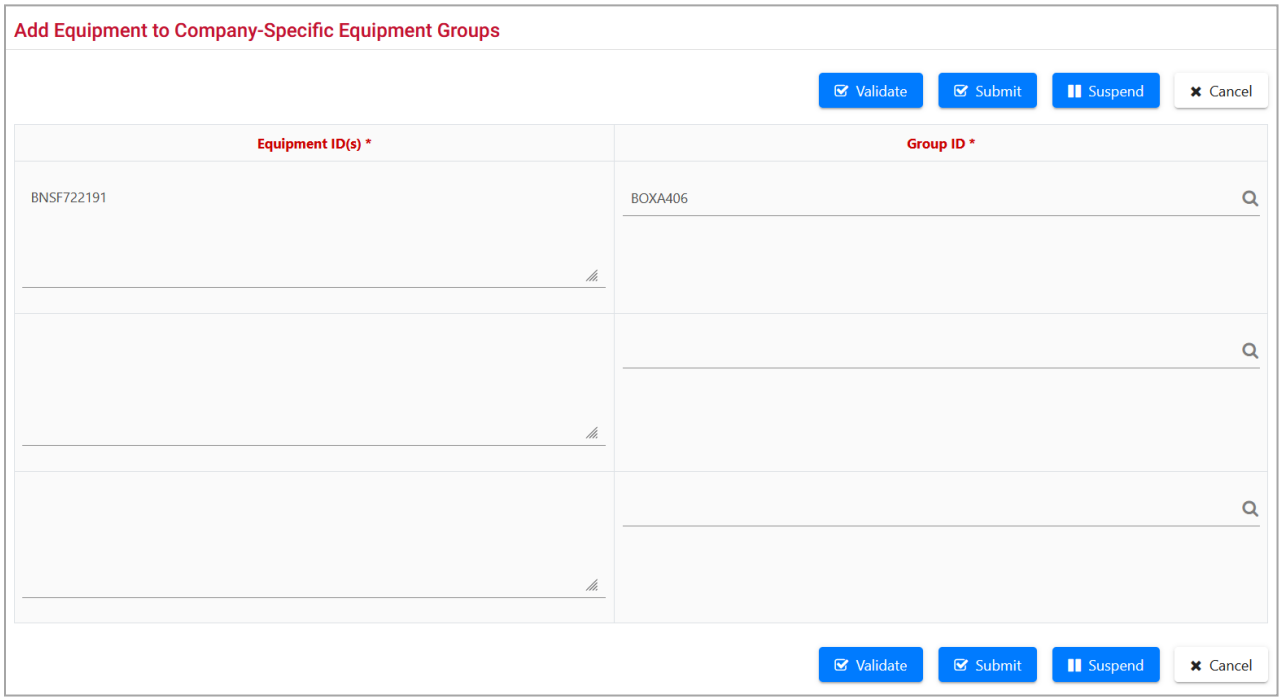
b. Select **Search**. The Company-Specific Equipment Group Lookup Search Results page is displayed.

Exhibit 161. Company-Specific Equipment Group Lookup Search Results



c. Select the radio button beside the appropriate Group ID and select **OK**. The Add Equipment to Company-Specific Equipment Groups page is redisplayed with the selected group (Exhibit 162).

Exhibit 162. Add Equipment to Company-Specific Equipment Groups Example



4. Select **Submit** to add the equipment. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

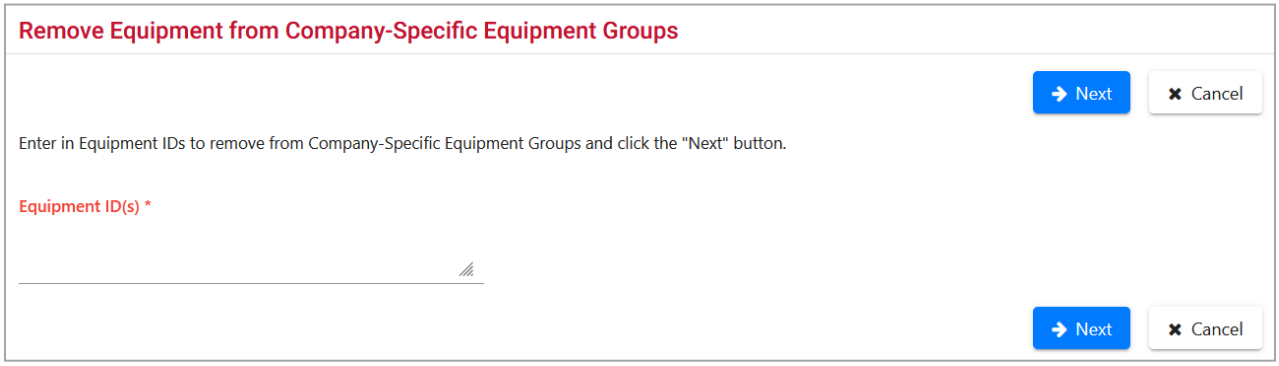
Remove Equipment from Group

Equipment cannot be removed from a group from a regular Equipment Query. The query must be from Company-Specific Equipment Groups Search Results (Equipment View) page (Exhibit 157).

Use the following procedure to remove equipment from a Company-Specific Equipment Group:

1. From the main menu, select **Maintenance > Company-Specific Equipment Groups > Remove Equipment from Group**. The Remove Equipment from Company-Specific Equipment Groups page is displayed (Exhibit 163).

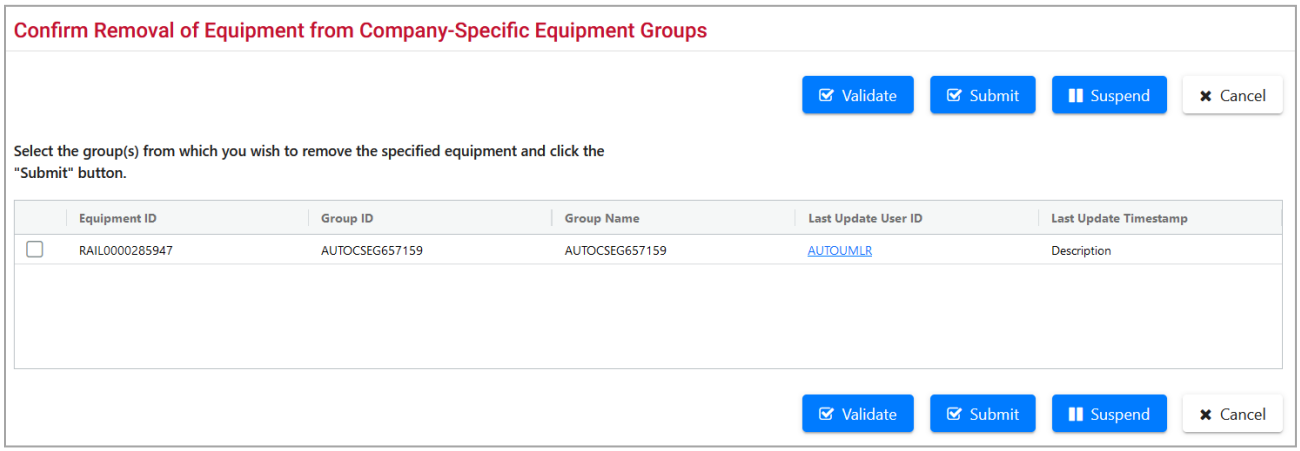
Exhibit 163. Remove Equipment from Company-Specific Equipment Groups



2. Enter the **Equipment ID**(s). If coming from a Group search results (equipment view), the Equipment IDs are shown in the Confirm Removal of Equipment from Company-Specific Equipment Groups page is displayed (Exhibit 164).

3. Select **Next**. The Confirm Removal of Equipment from Company-Specific Equipment Groups page is displayed (Exhibit 164).

Exhibit 164. Confirm Removal of Equipment from Company-Specific Equipment Groups



4. Select the checkbox beside each Equipment ID to be removed.

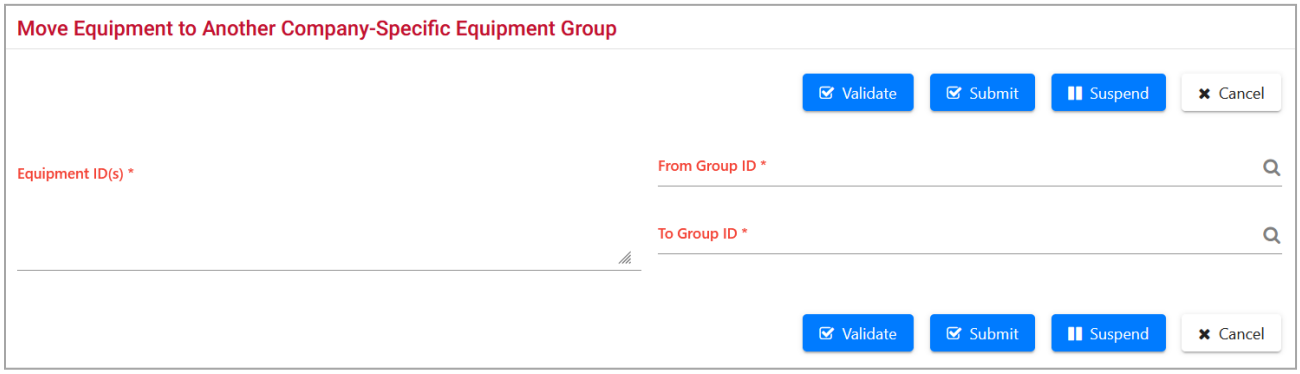
5. Select **Submit**. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

Move Equipment Between Groups

Use the following procedure to move equipment from one Company-Specific Equipment Group to another:

1. From the main menu, select **Maintenance > Company-Specific Equipment Groups > Move Equipment between Groups**. The Move Equipment to Another Company-Specific Equipment Group page is displayed (Exhibit 165).

Exhibit 165. Move Equipment to Another Company-Specific Equipment Group



2. Enter the **Equipment ID(s)** to be moved.

Because the move option is not available in the action drop-down list in the Equipment view search results, you can choose to "Add" selected IDs and view the entire set of IDs in the Add Equipment to Company-Specific Equipment Groups page (Exhibit 159). The Equipment IDs field can be copied by placing the cursor in the box and pressing **Ctrl+A** to select them all and pressing **Ctrl+C** to copy all. Then without executing any Add function, choose the **Move Equipment between Groups** menu item, and paste (**Ctrl+V**) the copied Equipment IDs into the Equipment ID field on the Move page.

3. **From Group ID:** Enter the current Group ID or use the search icon ( ) to search for a Group ID. Refer to Add Equipment to Group Step 3 for instructions.

4. **To Group ID:** Enter the new Group ID or use the search icon ( ) to search for a Group ID. Refer to Add Equipment to Group Step 3 for instructions.

5. Select **Submit**. A data submission page is displayed (not shown). Select **Done**. The Company-Specific Equipment Groups link page is displayed (Exhibit 153).

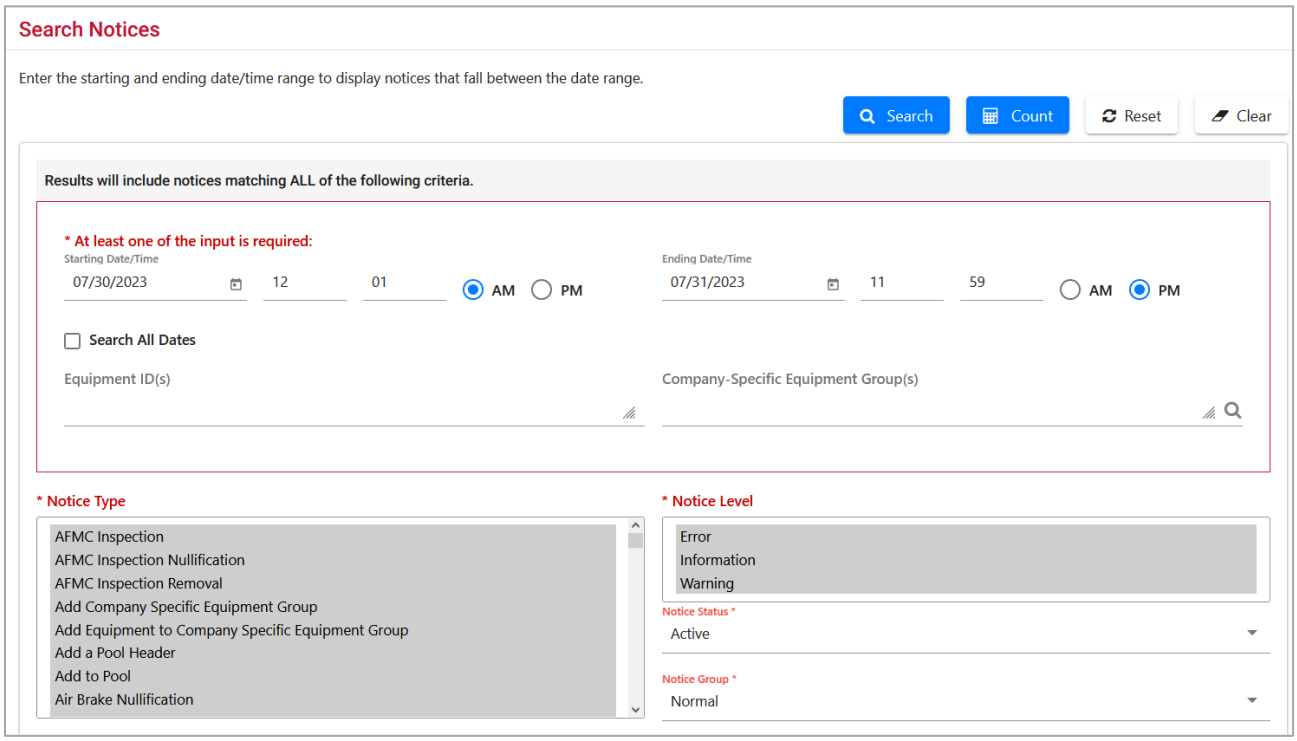
Notice Management

The Notice Management function allows you to process informational, warning, and error notices via the Umler web interface. Each company's administrator defines how the Umler should inform your company (e.g., tickler preferences). Regardless of those preferences, you can manage the notices within Umler. Umler allows you to search for notices based on detailed search criteria, view notice details, fix errors related to notices, and suppress read, resolved, or unwanted notices.

Use the following procedure to manage notices:

1. From the main menu, select **Maintenance > Notice Management**. The Search Notices page is displayed (Exhibit 166).

Exhibit 166. Search Notices – Top Mandatory Fields

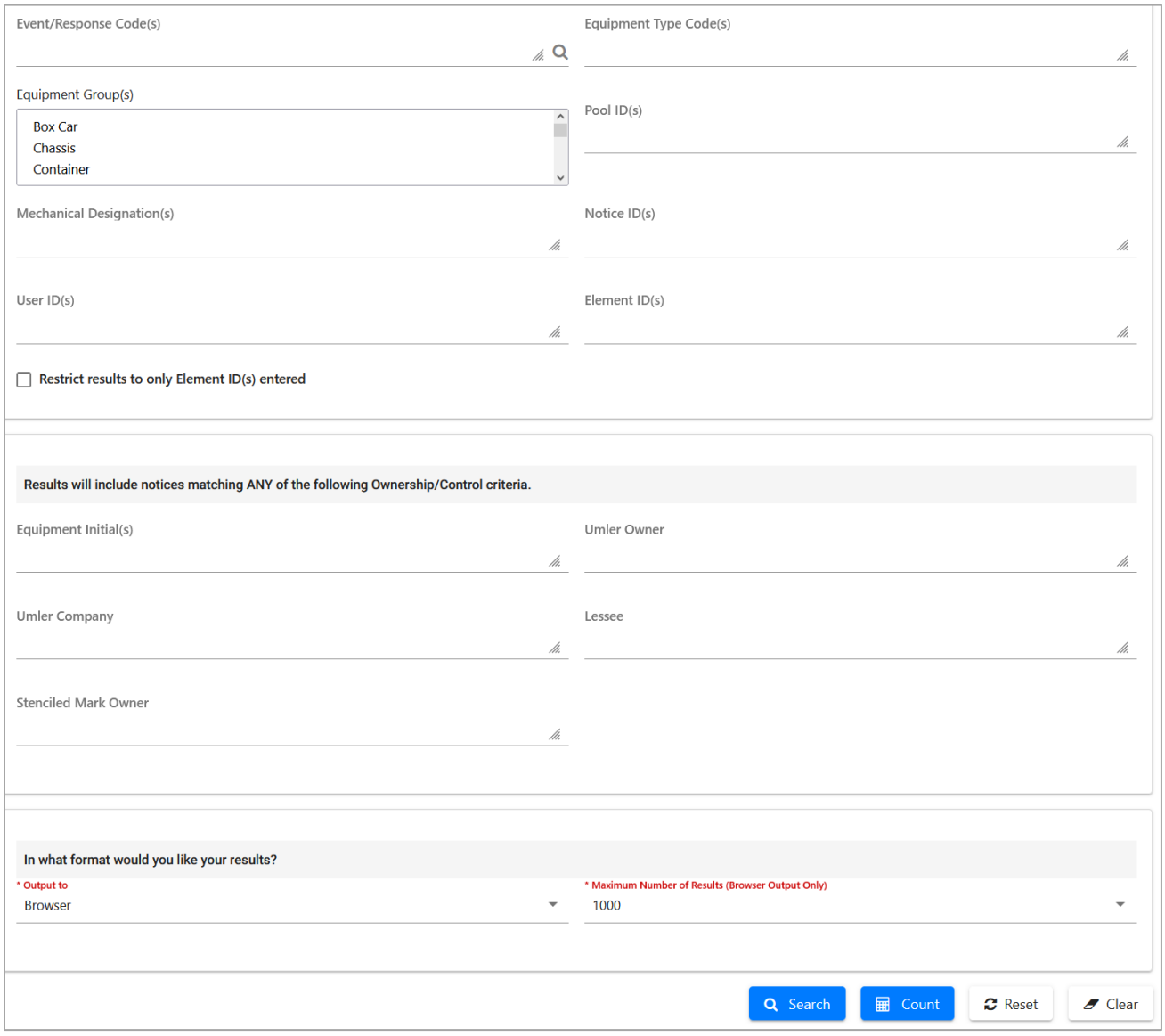


2. Enter search criteria as appropriate. Red fields are mandatory. Field Descriptions for the top of the page are shown in Exhibit 167.

Exhibit 167. Search Notices Field Descriptions – Top

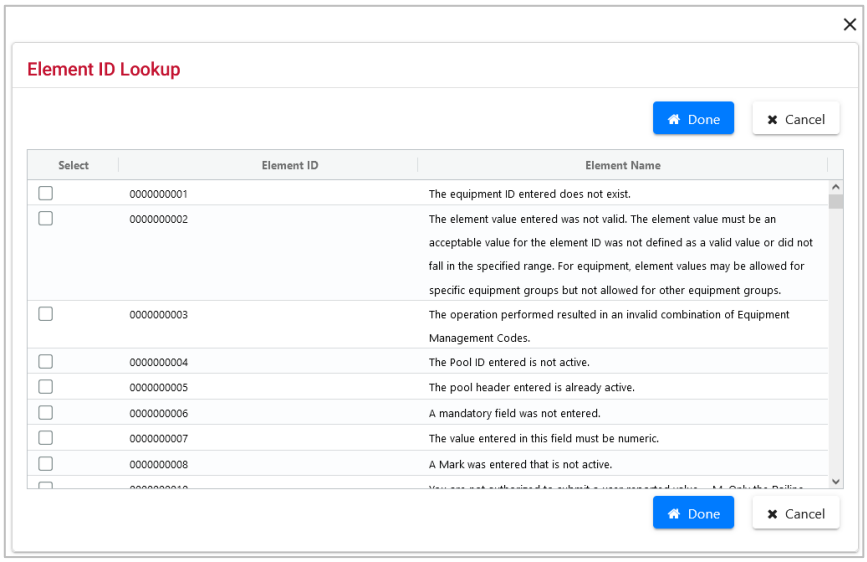
Field	Description
***Starting Date/Time**	Use the calendar picker ( ) to select the dates to be queried. **Note:** Default Date/Time is two days starting at midnight the previous day and ending today at 11:59 PM. Enter a 2-digit hour (01–12), and minutes (00–59), and select the AM or PM radio button in the Time field. **Note:** Select the **Search All Dates** check box in order to search all dates.
Equipment ID(s)	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.
Company-Specific Equipment Group(s)	Enter the current Group ID or use the search icon ( ) to search for a Group ID. Refer to Add Equipment to Group Step 3 for instructions.
***Notice Type**	Select the Notice Type. Multiple selections are allowed. The default is ALL.
***Notice Level**	Select the Notice Level of Error, Information, and Warning. Multiple selection is allowed. The default is ALL. • **Error**—notices which have failed to pass business rules. Because of these errors, the related transactions have failed to update the Umler database. The system creates an error notice when a pool or equipment transaction is submitted that violates the business or security rules. • **Information**—notices which inform user of system processes. For example, an information notice is created to inform user of the completion of a bulk upload. The system creates informational notices for company-specific events. • **Warning**—warning notices created by the system to warn about company-specific events. For example, the system will warn a company prior to deleting one of its idle pool headers.
***Notice Status**	Select the Notice Status of Active (default), Deleted, or Both. **Note:** Notices are not deleted, rather their status is just changed to "deleted". When the issue mentioned in the notice has been successfully resolved the status changes to "deleted".
***Notice Group**	Select the Notice Group of Normal (default), Future Effective, or Conflict. **Note:** Unresolved conflicts can result in Umler enforcing AAR business rules against the equipment. Refer to the *Umler Data Specifications Manual* for information about these rules and conflict resolution.

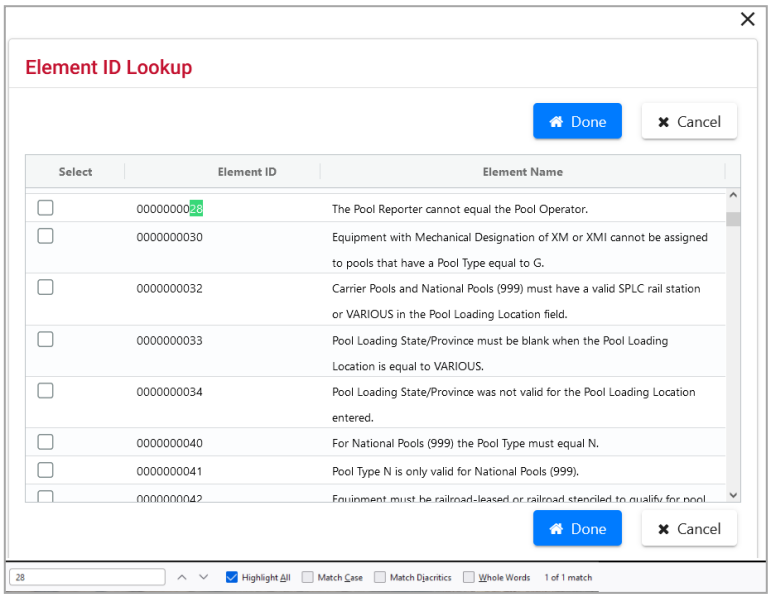
Exhibit 168. Search Notices – Bottom Optional Fields



3. (Optional) Enter the search criteria as appropriate. Field Descriptions for the bottom of the page are shown in Exhibit 169.

Exhibit 169. Search Notices Field Descriptions – Bottom

Field	Description
Event/Response Code(s)	Enter a known Event/Response Code or use the search icon ( ) to search for a code. The Element ID Lookup page is displayed. **Note:** Use a find (**Ctrl+F**) within the lookup page to locate the needed error. ***Exhibit 170. Event/Response Codes***  Check the boxes beside the appropriate descriptions and select **Done**. The Search Notices page is redisplayed with the selected codes.
Equipment Type Code	Alphanumeric code (one alpha and three numeric) used to designate a specific type of equipment and attributes.
Equipment Group	Used to indicate the general equipment group being sought. See Equipment Group(s) in Exhibit 22.
Pool ID(s)	Search for notices related to the specified pool ID(s).
Mechanical Designation(s)	Search for notices related to equipment with the specified mechanical designation(s).
Notice ID(s)	Search for notices with specific notice ID(s). This can be from online notices, or emails.
User ID(s)	Search for notices related to actions taken by a specified user ID(s).

Field	Description
Element ID(s)	Enter a known Element ID or use the search icon ( ) to search for an ID. The Element ID Lookup page is displayed. **Note:** Use a find (**Ctrl+F**) within the lookup page to locate the needed element. ***Exhibit 171. Element ID Lookup Using Find***  Check the boxes beside the needed element IDs and select **OK**. The Search Notices page is redisplayed with the selected IDs.
Restrict results to only Element ID(s)	Use this check box to restrict the results to only Element IDs.
Equipment Initial(s)	The initials stenciled on the specified equipment.
Umler Owner	The Umler owners of the specified equipment.
Umler Company	The Umler Company that owns the specified equipment.
Lessee	The company leasing the specified equipment.
Stenciled Owner Mark	The stenciled mark owners for the specified equipment.

4. In the ***Output to:** drop-down list, select **Browser** to have the search results displayed in the browser (default). Otherwise, select **CSV** (comma separated values).

5. (For browser only) Set the ***Maximum Number of Results:** field to the maximum number of result records to be returned (100, 500, 1000). Default is 1000.

6. Select one of the processing options shown in Exhibit 172.

Exhibit 172. Search Notices Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See Online Notice Search Results or CVS Notice Search Results.

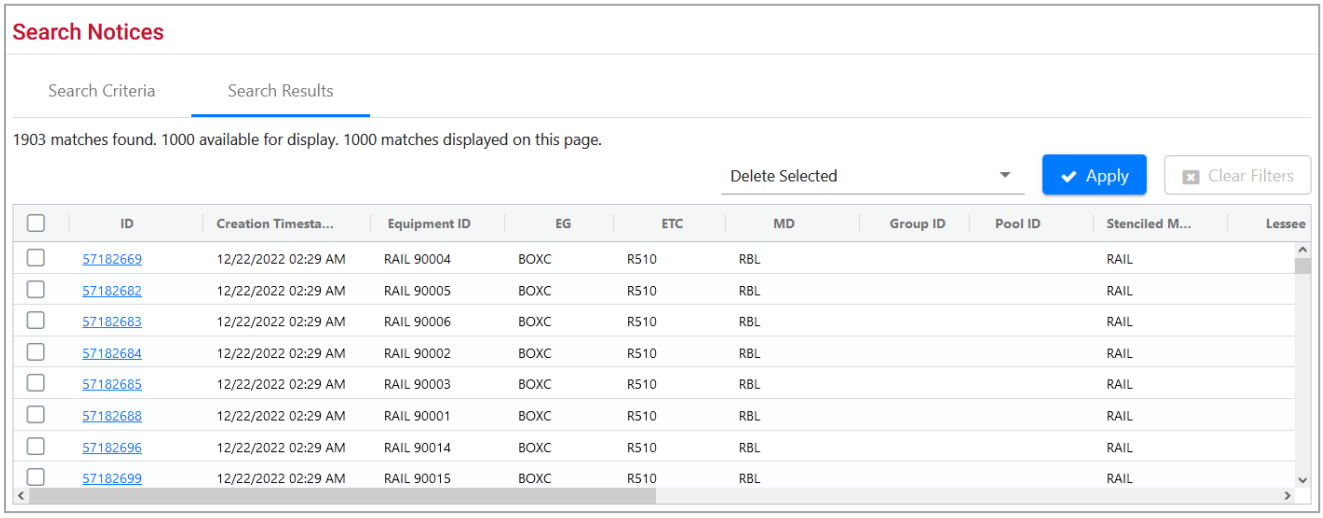
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 34.
Clear	Clears any entries, resetting to a blank form.

Online Notice Search Results

If you have chosen to view search results online, the Notice Search Results page is displayed (Exhibit 173).

When notices are deleted or restored, the page does not reflect those changes unless refreshed (by executing the search again). To search again, select the **Search Criteria** tab and select **Search**.

Exhibit 173. Online Notice Search Results



Options on this page include:

View Notice Details—Select the **ID** link. See Exhibit 174.

View User Information—Scroll to the right and select the **User ID** link. See Exhibit 156.

From the action drop-down list at the top right of the table:

Delete Selected—Check the boxes beside **Active** notices to be deleted (to change status to inactive), select **Delete Selected** (default) from the drop-down list, and select **Apply**. Delete can also be done while viewing notice details (see Exhibit 174 and Exhibit 175).

Historical Lineage—Check the box beside notices of equipment with an EIN history, select **Historical Lineage** from the drop-down list, and select **Apply**.

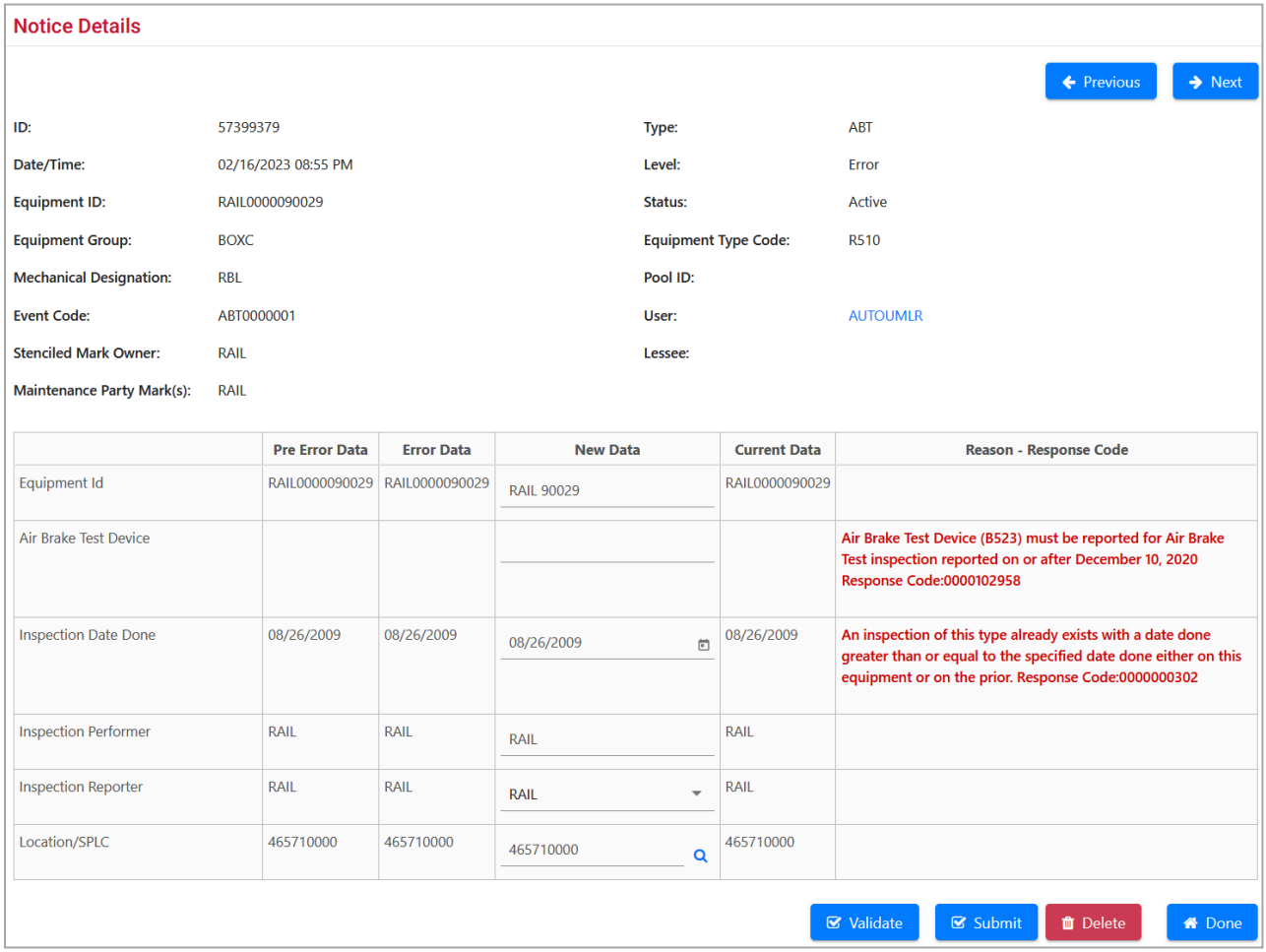
Modify Equipment—Check the box beside one of the notices to be modified, select **Modify Equipment** from the drop-down list, and select **Apply**.

Restore Selected—Check the boxes beside **Deleted** notices to be restored (to change status to Active), select **Restore** in the drop-down list, and select **Apply**. Restore can also be done while viewing notice details (see Exhibit 174 and Exhibit 175).

View Notice Details

When the **Notice ID** link on the Notice Search Results page (Exhibit 173) is selected, the Notice Details page is displayed (Exhibit 174).

Exhibit 174. Notice Details With Active Error



In this notice, the new data entered did not meet business rules (reason written in red at right). The pool number is from CSXT (begins with 712), but the Pool Operator 1 is entered as BNSF. Either the Pool ID is incorrect or the Pool Operator 1.

With the proper authorization and the corrections known, the corrected input can be entered directly on this page in the new data column, validated and submitted.

To view User ID information, select the **User ID** link. See Exhibit 156.

Use the **Previous** and **Next** buttons at the upper right to view details of the previous or next notice from the Notice Search Results list.

Processing options include:

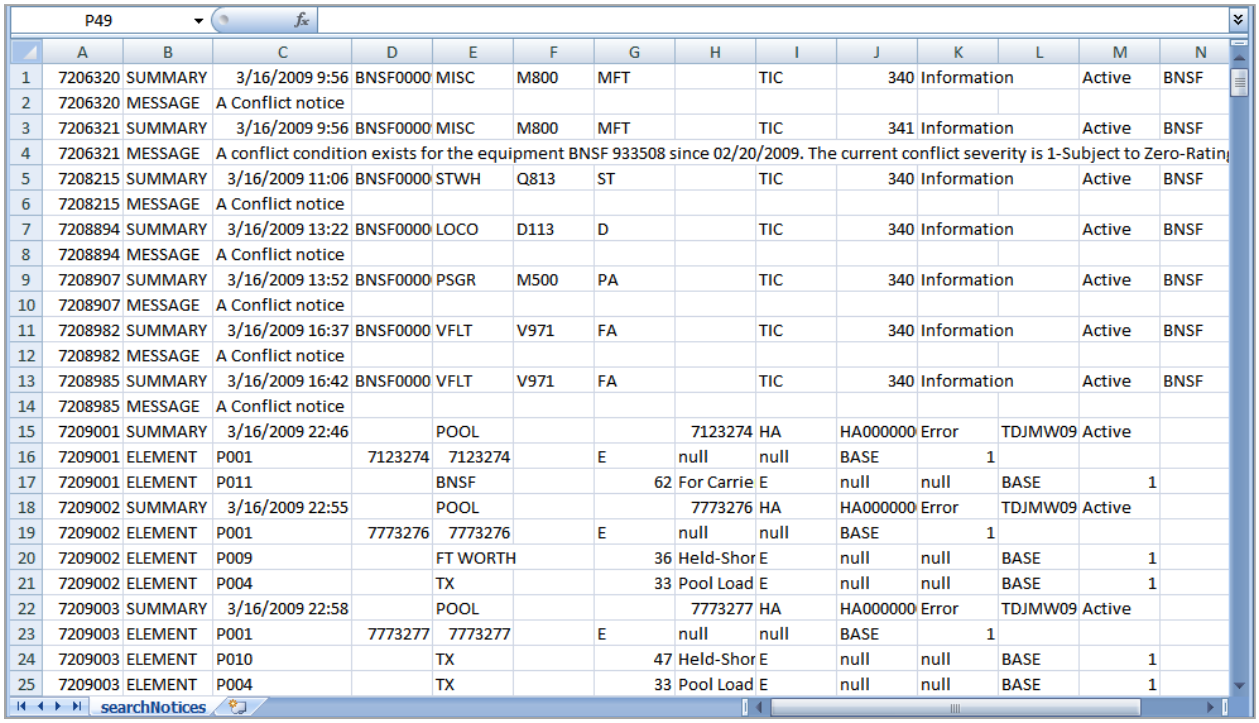
Exhibit 175. Notice Processing Options

Validate	Validates data before submission to facilitate error correction. Fixing one error can produce another when business rules are applied.
Submit	Send the data to the system. Validation occurs first, so error correction can be done. If successful a message similar to Exhibit 139 is displayed.
Delete or Restore	Toggles the status of the notice. If the notice is active, only the **Delete** button appears. If the status is deleted, only the **Restore** button appears.
Done	Returns to the Search Results page (Exhibit 173).

CVS Notice Search Results

If you have chosen to view/save CSV search results, the search results are displayed in MS Excel (Exhibit 176).

Exhibit 176. CSV Notice Search Results in Excel



P49

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	7206320	SUMMARY	3/16/2009 9:56	BNSF0000	MISC	M800	MFT		TIC	340	Information		Active	BNSF
2	7206320	MESSAGE	A Conflict notice											
3	7206321	SUMMARY	3/16/2009 9:56	BNSF0000	MISC	M800	MFT		TIC	341	Information		Active	BNSF
4	7206321	MESSAGE	A conflict condition exists for the equipment BNSF 933508 since 02/20/2009. The current conflict severity is 1-Subject to Zero-Ratin											
5	7208215	SUMMARY	3/16/2009 11:06	BNSF0000	STWH	Q813	ST		TIC	340	Information		Active	BNSF
6	7208215	MESSAGE	A Conflict notice											
7	7208894	SUMMARY	3/16/2009 13:22	BNSF0000	LOCO	D113	D		TIC	340	Information		Active	BNSF
8	7208894	MESSAGE	A Conflict notice											
9	7208907	SUMMARY	3/16/2009 13:52	BNSF0000	PSGR	M500	PA		TIC	340	Information		Active	BNSF
10	7208907	MESSAGE	A Conflict notice											
11	7208982	SUMMARY	3/16/2009 16:37	BNSF0000	VFLT	V971	FA		TIC	340	Information		Active	BNSF
12	7208982	MESSAGE	A Conflict notice											
13	7208985	SUMMARY	3/16/2009 16:42	BNSF0000	VFLT	V971	FA		TIC	340	Information		Active	BNSF
14	7208985	MESSAGE	A Conflict notice											
15	7209001	SUMMARY	3/16/2009 22:46		POOL			7123274	HA	HA000000	Error	TDJMW09	Active	
16	7209001	ELEMENT	P001	7123274	7123274		E	null	null	BASE	1			
17	7209001	ELEMENT	P011		BNSF		62	For Carrie	E	null	null	BASE	1	
18	7209002	SUMMARY	3/16/2009 22:55		POOL			7773276	HA	HA000000	Error	TDJMW09	Active	
19	7209002	ELEMENT	P001	7773276	7773276		E	null	null	BASE	1			
20	7209002	ELEMENT	P009		FT WORTH		36	Held-Shor	E	null	null	BASE	1	
21	7209002	ELEMENT	P004		TX		33	Pool Load	E	null	null	BASE	1	
22	7209003	SUMMARY	3/16/2009 22:58		POOL			7773277	HA	HA000000	Error	TDJMW09	Active	
23	7209003	ELEMENT	P001	7773277	7773277		E	null	null	BASE	1			
24	7209003	ELEMENT	P010		TX		47	Held-Shor	E	null	null	BASE	1	
25	7209003	ELEMENT	P004		TX		33	Pool Load	E	null	null	BASE	1	

searchNotices

If you chose to open the file rather than save it (refer to Exhibit 31), you have the option to save it as an Excel file while viewing. Exhibit 177 contains information for reading CSV notice records.

- The information for each notice spans multiple lines.
- A notice always begins with a summary line.
- The summary line is followed by zero or more element lines. (If the notice involves specific elements of a unit, the notice contains an element line for each such element).

- The notice concludes with zero or more message lines. (If the notice includes messages that are not specific to any particular element, the notice contains a message record for each such message).
- Each notice occupies a minimum of two lines (SUMMARY and MESSAGE, or SUMMARY and ELEMENT, or all three).
- There are no labels on the exported Excel file headings.

Exhibit 177. CSV Notice Search Results CSV File Column Key

Column	Attribute Name	Definition
	SUMMARY Lines	
A	**Notice ID**	The unique identifier for this notice.
B	**Summary Record Indicator**	A summary record indicates the beginning of the data for the next notice in the file. The value is always SUMMARY.
C	**Timestamp**	The date and time at which the system generated this notice.
D	**Equipment ID**	The equipment ID for the equipment (if any) related to this notice.
E	**Equipment Group**	The equipment group for the equipment (if any) related to this notice.
F	**Equipment Type Code**	The equipment type code for the equipment (if any) related to this notice.
G	**Mechanical Designation**	The mechanical designation for the equipment (if any) related to this notice.
H	**Pool ID**	The pool ID for the pool (if any) related to this notice.
I	**Type**	The type of notice.
J	**Event Code**	The event code for this notice.
K	**Level**	The level for this notice.
L	**User ID**	The User ID (if any) that originated the transaction resulting in this notice.
M	**Status**	The status for this notice.
N	**Maintenance Party Mark**	The mark of the maintenance party.

Column	Attribute Name	Definition
	MESSAGE Lines	
A	**Notice ID**	The unique identifier for this notice.
B	**Record Indicator**	Indicates the beginning of the message data for the Notice ID record. The value is MESSAGE.
C	**Message**	The text of the message.
	ELEMENT Lines	
A	**Notice ID**	The unique identifier for this notice.
B	**Record Indicator**	Indicates the beginning of the data for elements in the Notice ID record. The value is always ELEMENT.
C	**Element ID**	The identifier for the type of element.
D	**Pre-transaction Data**	The value of this element before the transaction that produced this notice.
E	**Transaction Data**	The value of this element specified by the transaction that produced this notice.
F	**Current Data**	The current value of this element.
G	**Message 1**	A message (e.g., an error message) regarding this element.
H	**Message 2***	A message (e.g., an error message) regarding this element.
	⋮	
Etc.	**Message N***	A message (e.g., an error message) regarding this element.

* Each element record contains one or more messages.

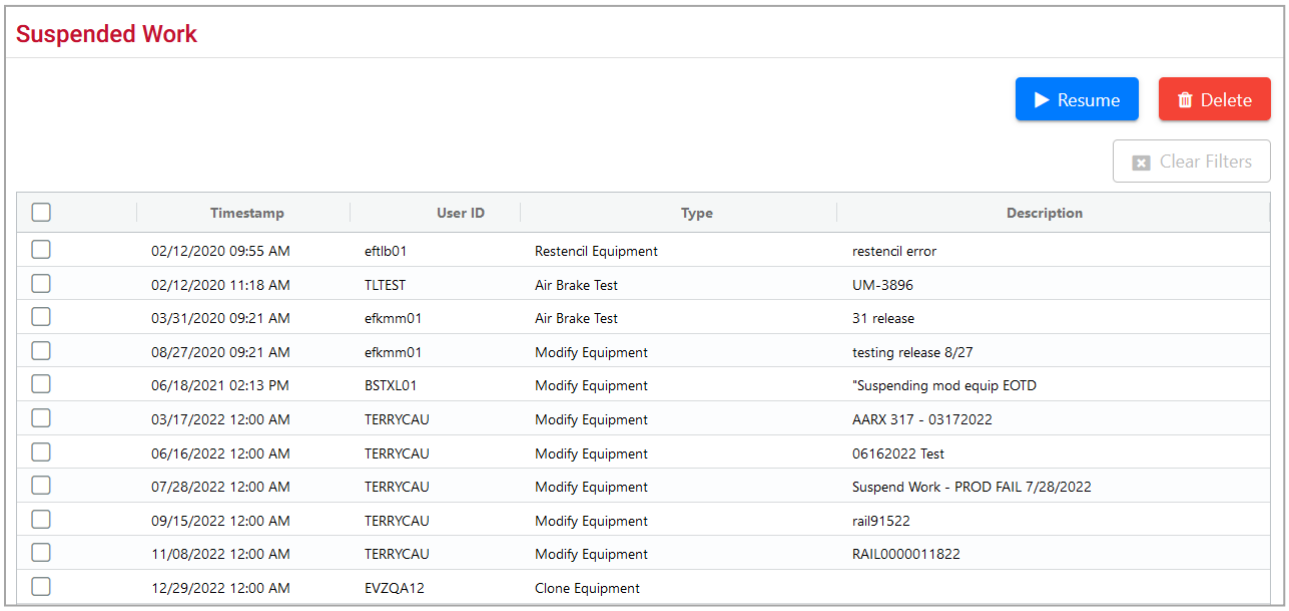
Suspended Work

Many Umler Add, Modify, and update functions provide a processing option to **Suspend** the work. You may need to verify data or may not be able to resolve validation issues without guidance. When **Suspend** is chosen the Suspend Work page is displayed (Exhibit 82). Enter enough information to make the task easily recognizable for resuming the task.

When a user is ready to resume suspended work:

1. From the main menu, select **Maintenance > Suspended Work**. The Suspended Work page is displayed (Exhibit 178).

Exhibit 178. Suspended Work



Timestamp	User ID	Type	Description
02/12/2020 09:55 AM	eftlb01	Restencil Equipment	restencil error
02/12/2020 11:18 AM	TLTEST	Air Brake Test	UM-3896
03/31/2020 09:21 AM	efkmm01	Air Brake Test	31 release
08/27/2020 09:21 AM	efkmm01	Modify Equipment	testing release 8/27
06/18/2021 02:13 PM	BSTXL01	Modify Equipment	"Suspending mod equip EOTD
03/17/2022 12:00 AM	TERRYCAU	Modify Equipment	AARX 317 - 03172022
06/16/2022 12:00 AM	TERRYCAU	Modify Equipment	06162022 Test
07/28/2022 12:00 AM	TERRYCAU	Modify Equipment	Suspend Work - PROD FAIL 7/28/2022
09/15/2022 12:00 AM	TERRYCAU	Modify Equipment	rail91522
11/08/2022 12:00 AM	TERRYCAU	Modify Equipment	RAIL0000011822
12/29/2022 12:00 AM	EVZQA12	Clone Equipment	

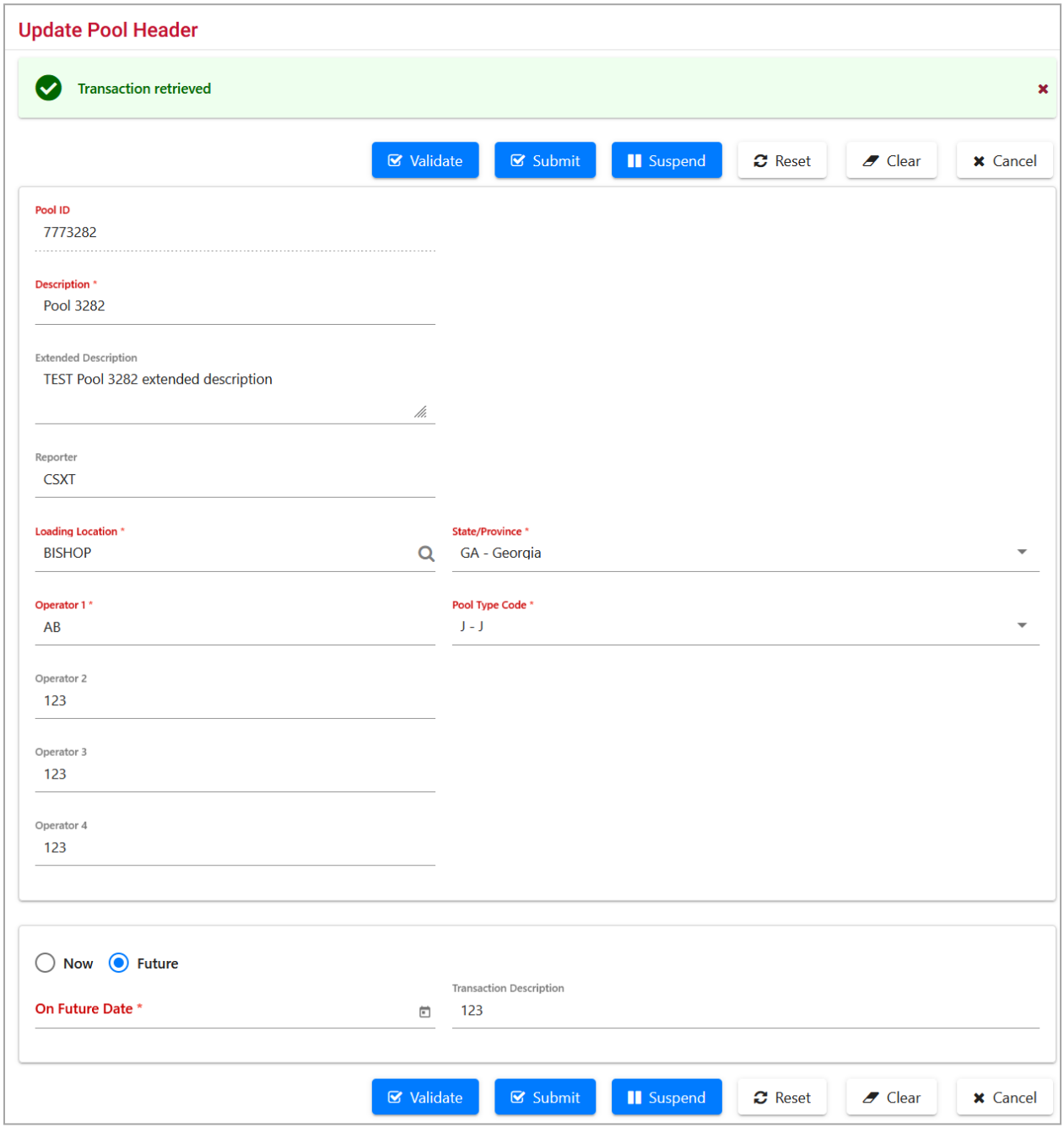
Default order is by oldest timestamp. To recall a recently suspended task, sort by Timestamp to bring the newest to the top of the display. Actions for this page include:

- Resume Suspended Work
- Delete Suspended Work

Resume Suspended Work

2. Check the box beside the task to be resumed and select **Resume**. The appropriate Umler page is displayed with a Transaction Retrieved message (Exhibit 179).

Exhibit 179. Update Pool Header Transaction Retrieved



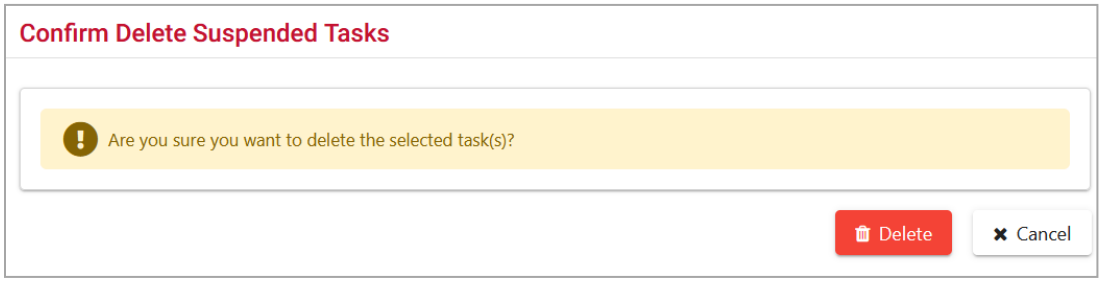
3. Complete the page in accordance with instructions for that task (For Exhibit 179, this would be the Update Pool Header task).

Delete Suspended Work

If a decision is made to delete an incomplete task:

2. Check the box beside the task to be resumed and select **Delete**. The Confirm Delete Suspended Tasks page is displayed (Exhibit 180).

Exhibit 180. Confirm Delete Suspended Tasks



3. To delete the tasks, select **Delete**. Otherwise, select **Cancel**. The Suspended Work page is redisplayed, and the deleted tasks are no longer in the list.

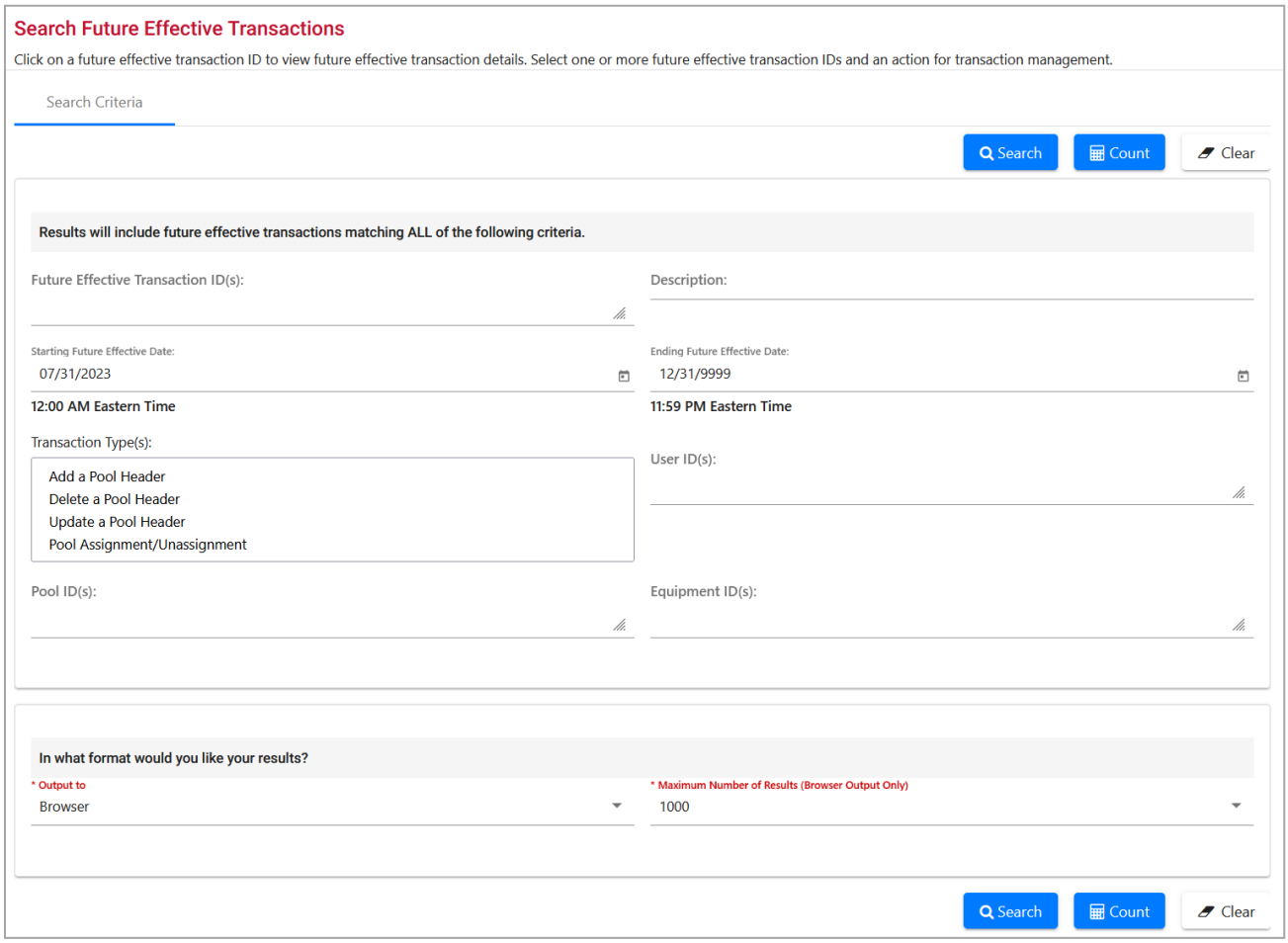
Manage Future Transactions

The Manage Future Transactions function allows users to search for and delete any future effective transactions pertaining to equipment pools.

Use the following procedure to view future transactions:

1. From the main menu, select **Maintenance > Manage Future Transactions**. The Search Future Effective Transactions page is displayed (Exhibit 181).

Exhibit 181. Search Future Effective Transactions



2. Enter the search criteria as appropriate. Red fields are mandatory. Field Descriptions for the top of the page are shown in Exhibit 182.

Exhibit 182. Search Future Effective Transaction Descriptions

Field	Description
Future Effective Transaction ID(s)	ID assigned to the future transaction (if known).
Description	Description previously entered for the future transaction

Field	Description
Starting Future Effective Date	Use the calendar picker ( ) to select the dates to be queried. **Note:** Default Date is today starting at 12:00 AM.
Ending Future Effective Date	Use the calendar picker ( ) to select the dates to be queried. **Note:** Default Date is 12/31/9999 at 11:59 PM.
Transaction Type(s)	Select from four available choices.
User ID(s)	Search for future transactions entered by specified user ID(s).
Pool ID(s)	Type 7-digit pool IDs to search for future transactions related to those pools.
Equipment ID(s)	Enter the specific equipment IDs (e.g., ABCD123) or search with a range (e.g., ABCD123-999) or a wildcard. See Exhibit 23 for more information.

3. In the ***Output to:** drop-down list, select **Browser** to have the search results displayed in the browser (default). Otherwise, select **CSV** (comma separated values).

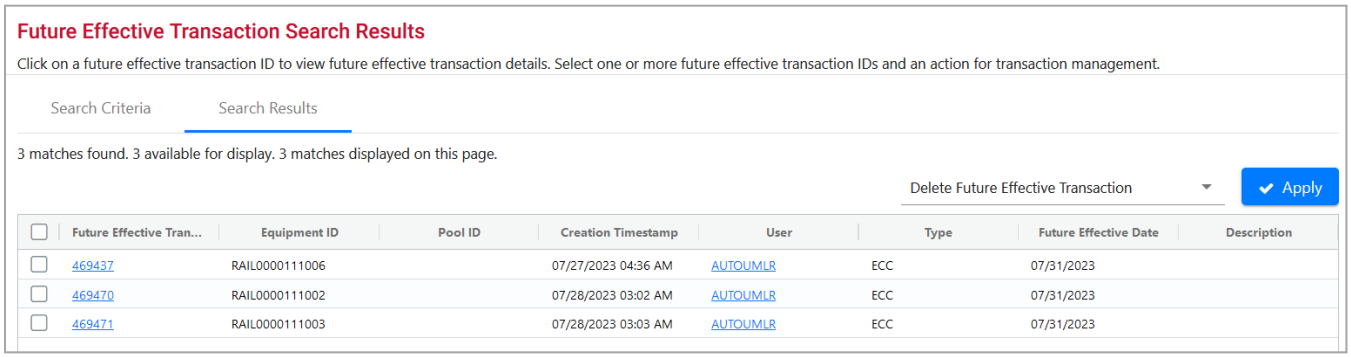
4. (For browser only) Set the ***Maximum Number of Results:** field to the maximum number of result records to be returned (100, 500, 1000). Default is 1000.

5. Select one of the processing options shown in Exhibit 183.

Exhibit 183. Search Future Transaction Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See Exhibit 184.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 34.
Clear	Clears any entries, resetting to a blank form.

Exhibit 184. Future Effective Transaction Search Results

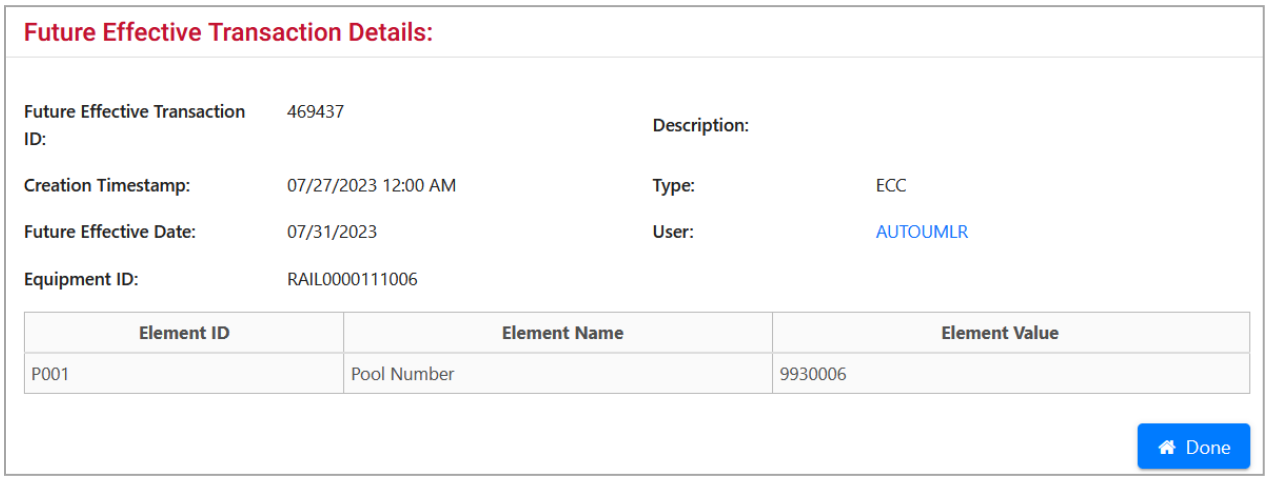


Actions for future transactions include:

- To view the future transaction, select the **ID** link at the left. See Exhibit 185.
- To delete the transaction, check the box beside the appropriate IDs, select **Delete Future Effective Transaction** from drop-down list (only choice) in the top right, and select **Apply**. A confirmation page is displayed.

- To change the date of a future transaction, delete the incorrect transaction, and then create a new future transaction with the new date.

Exhibit 185. Future Effective Transaction Details



When finished viewing the details, select **Done** to return to the search results.

To confirm the deletion of a future transaction, select **Delete**. Otherwise, select **Cancel** to return to the search results.

Upload/Download

Exhibit 186. Upload/Download Menu

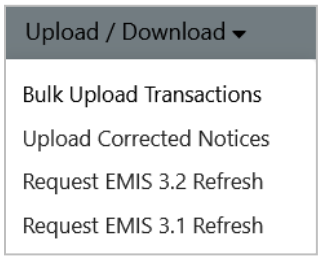


Exhibit 187 describes the tasks available on the Upload/Download menu.

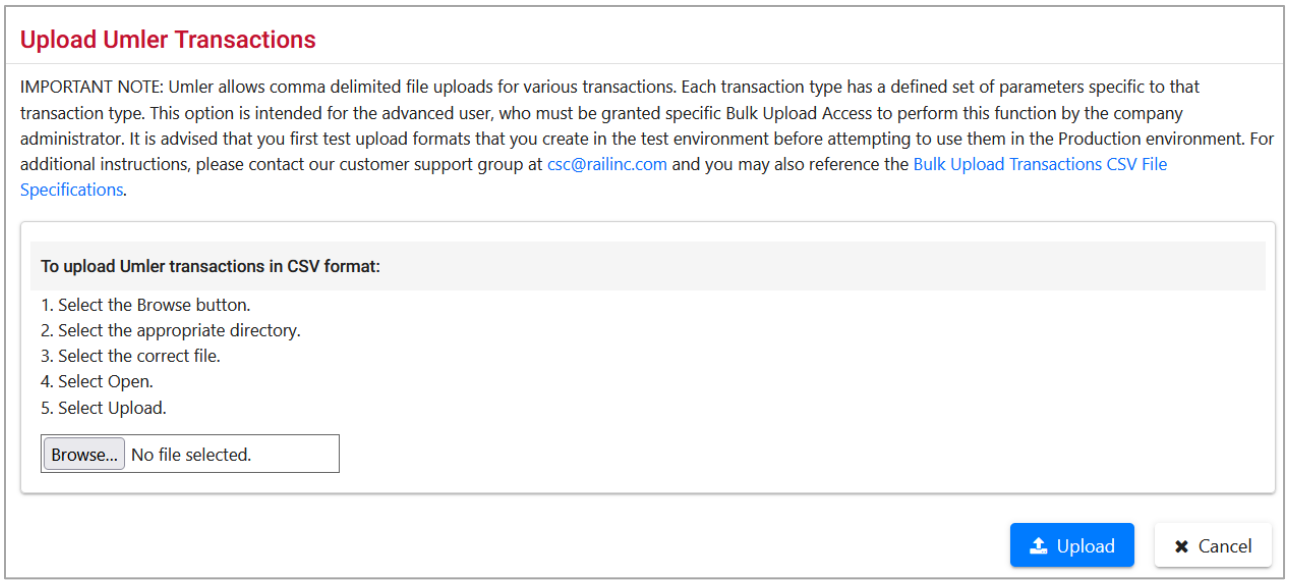
Exhibit 187. Upload/Download Menu Items and Descriptions

Menu Item	Description
Bulk Upload Transactions	Allows you to upload CSV formatted records, such as pool assignments, Equipment Management codes, and car grade inspections. This includes both new and corrected records.
Upload Corrected Notices	Allows you to upload corrections or updates to CSV transactional records associated with received notices. This includes CSV-formatted text files.
Request Umler 3.2 Refresh	Allows you to resynchronize the company's local copy of the Umler pool and equipment data following an interruption of messaging or an error occurring at the company site for *Umler 3.2*. The refresh functionality is not intended to synchronize a company's local system with the complete Umler master file. The refresh functionality does not replace master data extracts.
Request Umler 3.1 Refresh	Allows you to resynchronize the company's local copy of the Umler pool and equipment data following an interruption of messaging or an error occurring at the company site for *Umler 3.1*. The refresh functionality is not intended to synchronize a company's local system with the complete Umler master file. The refresh functionality does not replace master data extracts.

Bulk Upload Transactions

Umler CSV transaction records in the correct format can be uploaded as a batch using the Bulk Upload Transactions function. When **Upload/Download > Upload Transactions** is selected, the Upload Umler Transactions page is displayed (Exhibit 188).

Exhibit 188. Upload Umler Transactions



Follow the online instructions at the top of the page.

When the upload has completed, the Upload Summary page is displayed (not shown). It contains the following information:

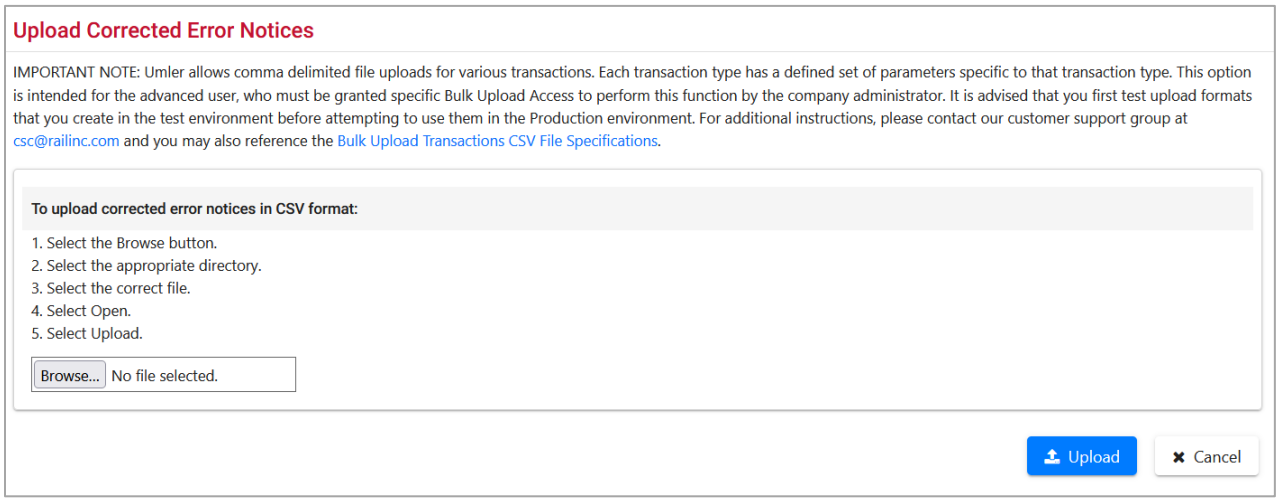
- At the top of the page, the system displays the summary information for the upload process.
- The system displays the total number of transactions processed from the uploaded file.
- The system displays the number of transactions successfully validated and applied to the system.
- The system displays the number of transactions that failed. A transaction might fail during parsing, validation, etc.
- At the bottom of the page, the system displays the details of any failed transactions. For each failure, the system displays the line number of the transaction (in the file) that failed and a description of the reason for failure.
- An email tickler is sent (if so configured—see Configure Ticklers) and the summary is stored in notice management.

Upload Corrected Notices

The system allows you to download error notices in CSV format. You can make the necessary corrections within the CSV file (see CVS Notice Search Results) and then upload the file to apply the corrections to the system. The system only processes notices that include elements. The system uses the value in the Transaction Data field of each element record to reprocess the transaction.

When **Upload/Download > Upload Corrected Notices** is selected, the Upload Corrected Error Notices page is displayed (Exhibit 189).

Exhibit 189. Upload Corrected Error Notices



Follow the online instructions at the top of the page.

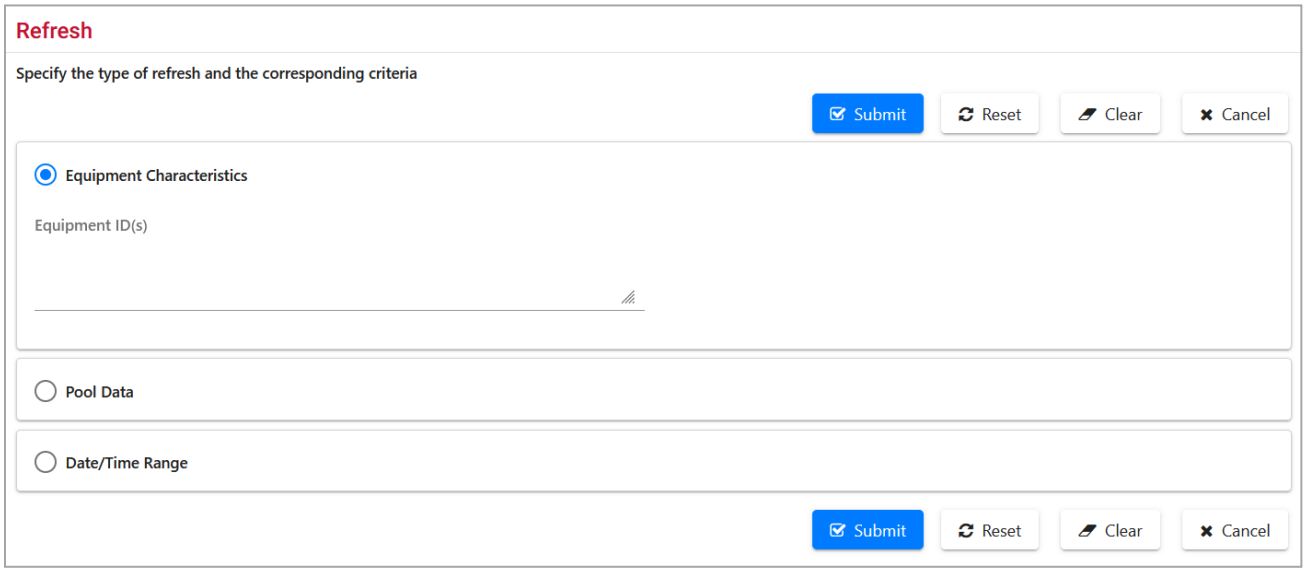
As with the upload just described, the system displays the processing results to you via the web interface and generates an informational tickler notice indicating the processing results.

Request Umler 3.2 Refresh

To limit excessive use of system resources (e.g., bandwidth, CPU cycles, etc.), the system restricts the amount of refresh data that users can request. The system allows users to specify the appropriate refresh data by equipment ID(s), pool ID(s), or date/time range.

When an authorized Umler 3.2 user selects **Upload/Download > Request Umler 3.2 Refresh**, the Refresh page is displayed (Exhibit 190).

Exhibit 190. Refresh



Refreshes can be done using Equipment Characteristics, Pool Data, or a Date/Time Range.

Equipment Characteristics

1. Select the Equipment Characteristics radio button.
2. Enter the **Equipment IDs** to be refreshed. See Exhibit 23 for information on entering multiple IDs.
3. Select **Submit** to refresh the equipment.

Pool Data

1. Select the Pool Data radio button.
2. Enter the **Pool IDs** to be refreshed. See Exhibit 23 for information on entering multiple IDs.
3. Select pool options:
   a. Pool Header only—refreshes general information contained in the specified pool headers
   b. Pool Assignments only—refreshes equipment within the specified pools
   c. Both—refreshes both specified pool headers and assignments
4. Select **Submit** to refresh the pool data.

Date/Time Range

1. Select the **Date/Time Range** radio button.
2. Set the **Starting Date/Time** for the refresh:
   a. Use the calendar picker ( ) to select the Starting Date.
   b. Enter a 2-digit hour (01–12), and minutes (00–59).
   c. Select the AM or PM radio button.
3. Set the Ending Date/Time for the refresh:
   a. Use the calendar picker ( ) to select the Ending Date.
   b. Enter a 2-digit hour (01–12), and minutes (00–59).
   c. Select the AM or PM radio button.
4. Select **Submit** to refresh the time range.

Request Umler 3.1 Refresh

When an authorized Umler 3.1 user selects **Upload/Download > Request Umler 3.1 Refresh,** the Refresh page is displayed (Exhibit 190).

Refer to Request Umler 3.2 Refresh for instructions—the process is identical.

Account Administration

Exhibit 191. Account Administration

Exhibit 192 describes the tasks available on the Account Administration menu.

Exhibit 192. Account Administration Menu Items and Descriptions

Menu Item	Description
Security Management	Opens the Security Management page (Exhibit 193).
Configure Ticklers	Allows account administrators to specify which types of event notifications should be sent by Umler, and to whom.
Usage Statistics	Allows you to download usage statistics in CSV format.

Security Management

The security module ensures that only authorized users can access specific equipment and pools, report inspections, or perform other procedures within the system.

The Umler security module supports an administrator's ability to manage access rights for intra-company users, manage access rights given to other companies, manage access rights given by other companies, and transfer access rights to another company. When managing access rights for *intra-company* users, Umler security allows the administrator to add, edit, delete, and/or clone access rights. When managing access rights given to other companies, the Umler security module allows the administrator to view existing rights, grant new rights, and/or revoke existing rights. When managing access rights given by other companies, the Umler security module allows the administrator to assign and/or relinquish those rights to users within his company. This module also allows every user to view his access rights.

Note the distinction between a company, a SCAC, and Equipment Initials. For the purposes of this system:

- **Company**: can own one or more SCACs (Standard Carrier Alpha Code)
- **SCAC**: can own one or more Equipment Initials

Umler relies on the IRF (Road Mark Register) to define the relationship between SCACs and Equipment Initials.

Access rights are assigned in Umler by the company Umler administrator. Access rights include pool-related rights, equipment-related rights, inspection-related rights and view confidential data rights.

For each access right, the administrator must specify the following characteristics:

Timeframe of authority—The timeframe of authority defines the period (effective date/time to expiration date/time) during which the access right will exist.

Type of access—The administrator must specify the type of actions to which the access right applies:

Equipment Access Rights—For an equipment-related access right, the administrator specifies one or more of the following types of access:

- Update Equipment Management Codes
- Non-Owner Self-As-Lessee Removal
- Equipment - "Add to Pool"
- Equipment - "Remove from Pool"
- Update Equipment Maintenance Party
- Add Equipment
- Update Equipment
- Delete Equipment

Pool Access Rights—For a pool-related access right, the administrator specifies one or more of the following types of access:

- Add Pool Header
- Update Pool Header
- Delete Pool Header
- Pool Assignment / Unassignment

Inspection Access Rights—For an inspection access right, the administrator specifies timeframe, marks, and equipment for which you can report inspections.

View Confidential Data Access Rights—For inter-company rights only, a view confidential data access right, the administrator specifies timeframe, marks, and equipment for which you can view confidential data.

Range of equipment, pools, and inspection rights—For an equipment-related access right, the administrator specifies to which pieces of equipment the access right applies. The administrator restricts access to any one of the following:

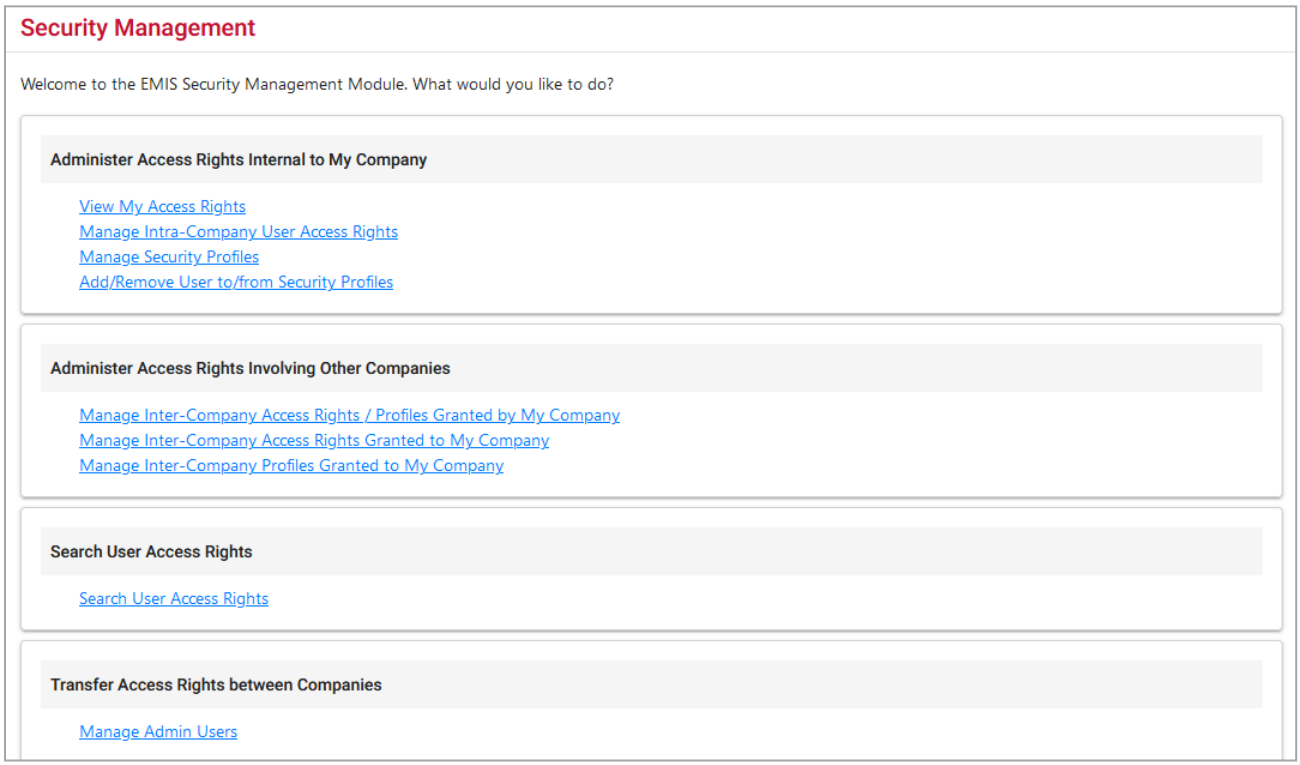
All Equipment	The access right applies to all equipment controlled by the company.
SCAC(s)	The administrator may specify one or more SCACs (from the set of SCACs managed by the administrator) to which the access right applies.
Equipment Initials	The administrator may specify one or more equipment initials (from the set of car initials managed by the administrator) to which the access right applies.
Equipment Group(s)	The administrator may specify one or more equipment groups (e.g., box cars, tank cars, locomotives, etc.) to which the access right applies. See Equipment Group(s) in Exhibit 22.
Equipment IDs or Equipment Series	The administrator may specify one or more equipment IDs to which the access right applies.

Range of pools—For a pool-related access right, the administrator specifies to which pools the access right applies. The administrator restricts access to one of the following:

All pools	The access right applies to all pools controlled by the company.
Pool ID(s)	The administrator may specify one or more pool IDs to which the access right applies.

When **Account Administration > Security Management** is selected, the Security Management page is displayed (Exhibit 193).

Exhibit 193. Security Management



There are four security management task sections:

- Administer Access Rights Internal to My Company
- Administer Access Rights Involving Other Companies
- Search User Access Rights
- Transfer Access Rights Between Companies (Railinc Administrators only)

All access rights activities are listed on the Security Management page.

Administer Access Rights Internal to My Company

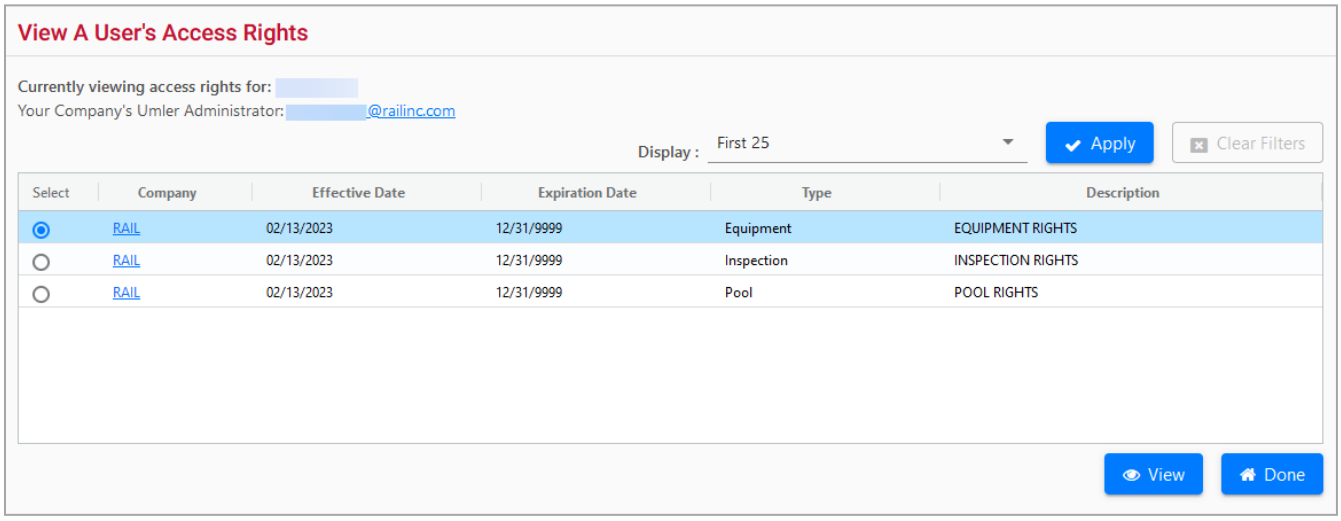
The following actions pertain to access rights internal to your company.

- View My Access Rights (available to all users)
- Manage Intra-Company User Access Rights (Company Administrators only)
- Manage Security Profiles (Company Administrators only)
- Add/Remove User To/From Security Profiles (Company Administrators only)

View My Access Rights

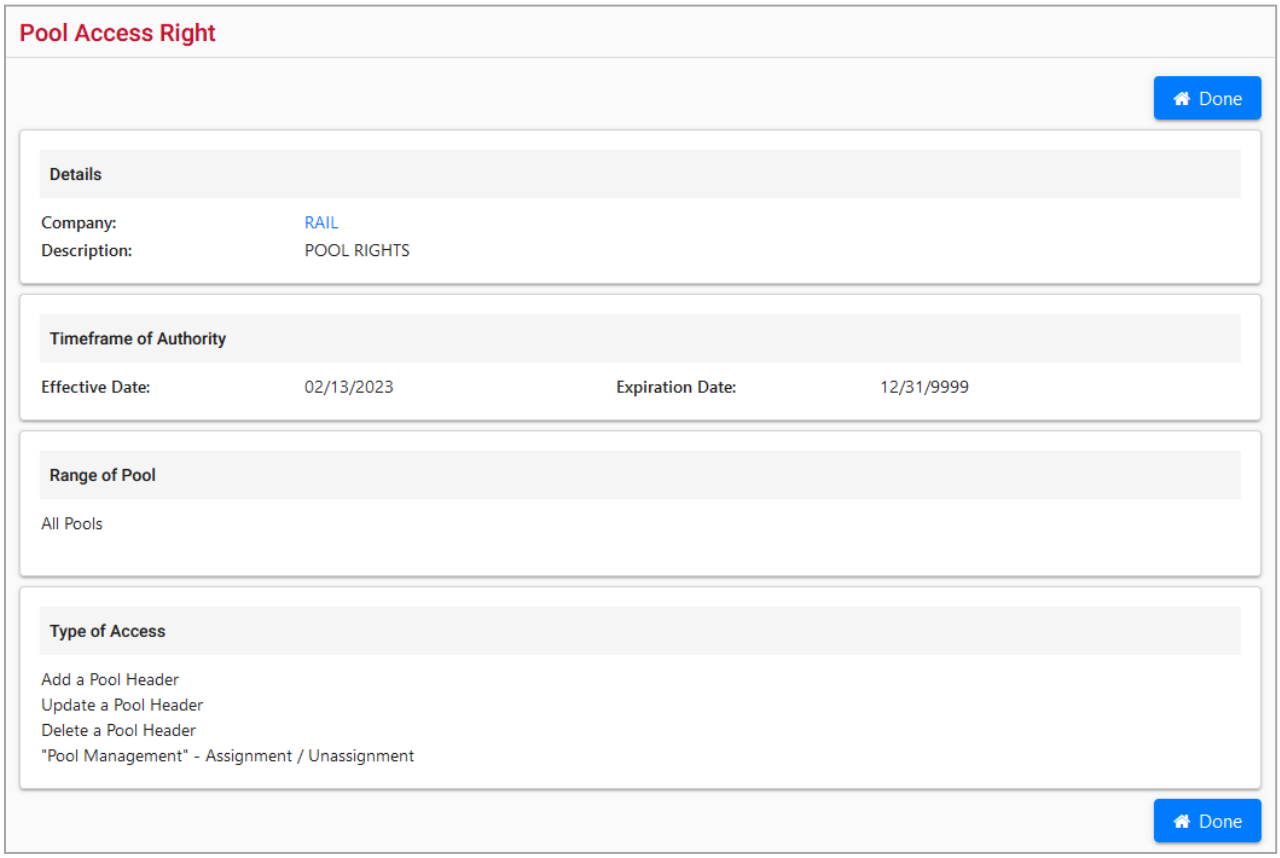
This security management option is available to all Umler users. On the Security Management page (Exhibit 193), select **View My Access Rights**. The View a User's Access Rights page is displayed (Exhibit 194).

Exhibit 194. View a User's Access Rights



To view the details of a specific access right, select the radio button beside the access and select **View**. The details of the access are displayed. Exhibit 195 show the access details for the *pool right* access listed in Exhibit 194.

Exhibit 195. Pool Access Right – View Only



Select the **Company link** to view the Company Contact information page (similar to Exhibit 58).

No other actions are available on this page. When finished viewing, select **Done.**

Manage Intra-Company User Access Rights

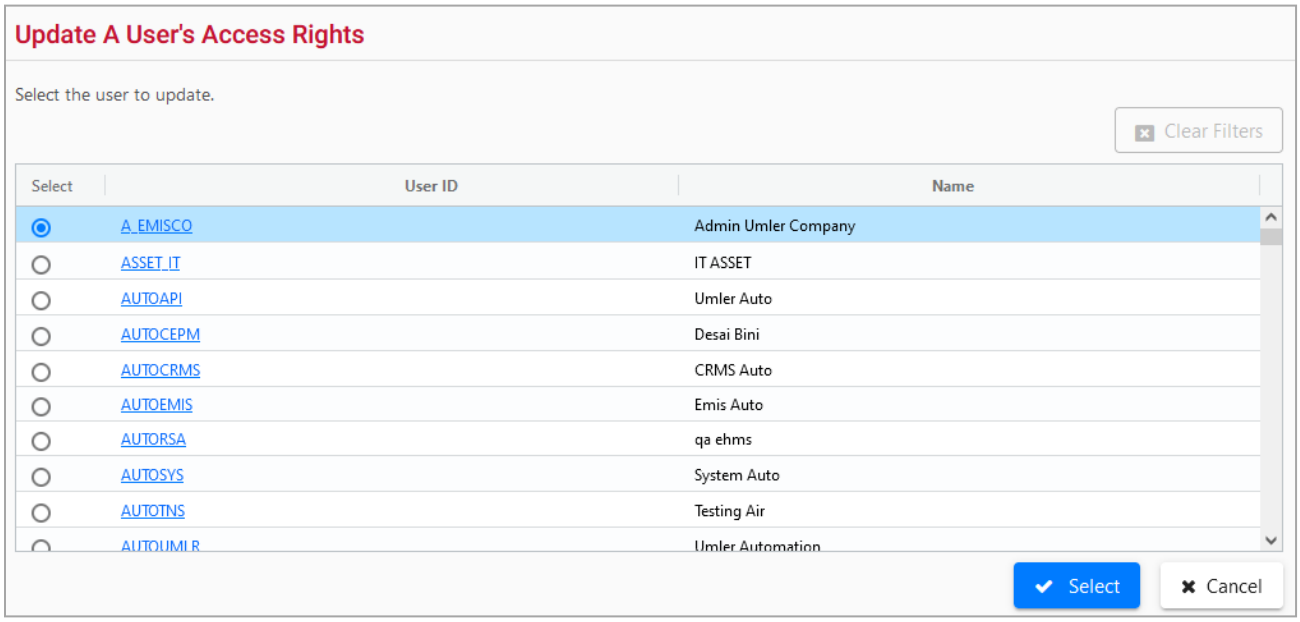
A company Umler administrator can update a user's access rights. The administrator can grant new access rights, modify existing access rights, delete existing access rights, or copy access rights from another user.

Before assigning access rights, check the user's existing rights to ensure rights are not duplicated or contradicted.

Use the following procedure to manage user access rights:

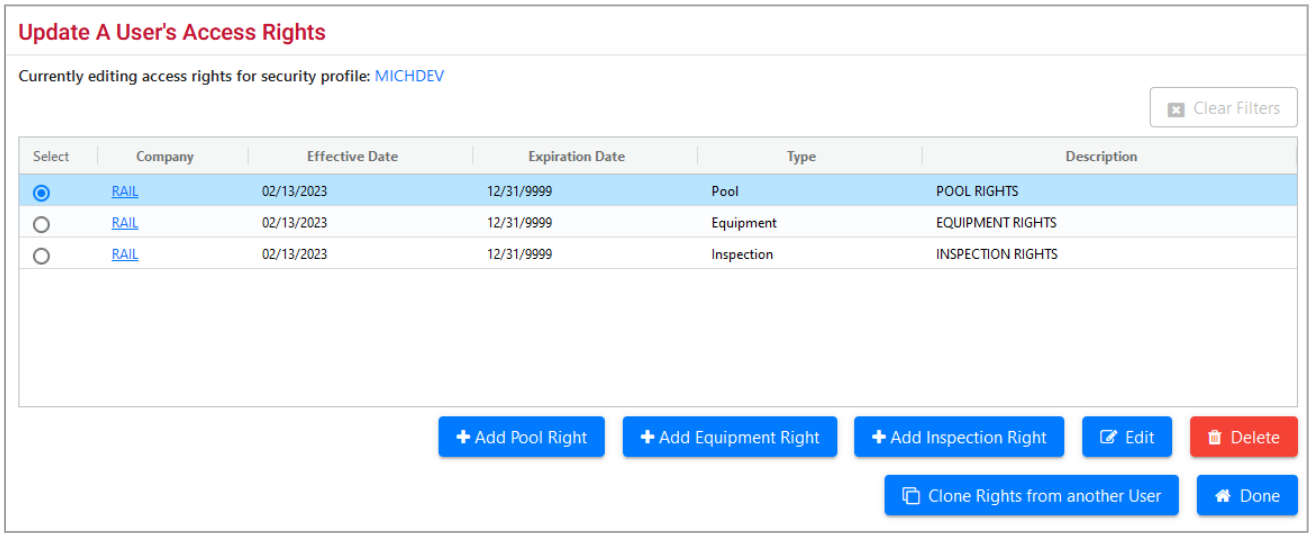
1. On the Security Management page (Exhibit 193), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 196).

Exhibit 196. Update a User's Access Rights



2. Scroll and select the radio button beside the user to be updated. Then choose **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 197).

Exhibit 197. Update a User's Access Rights for Selected User



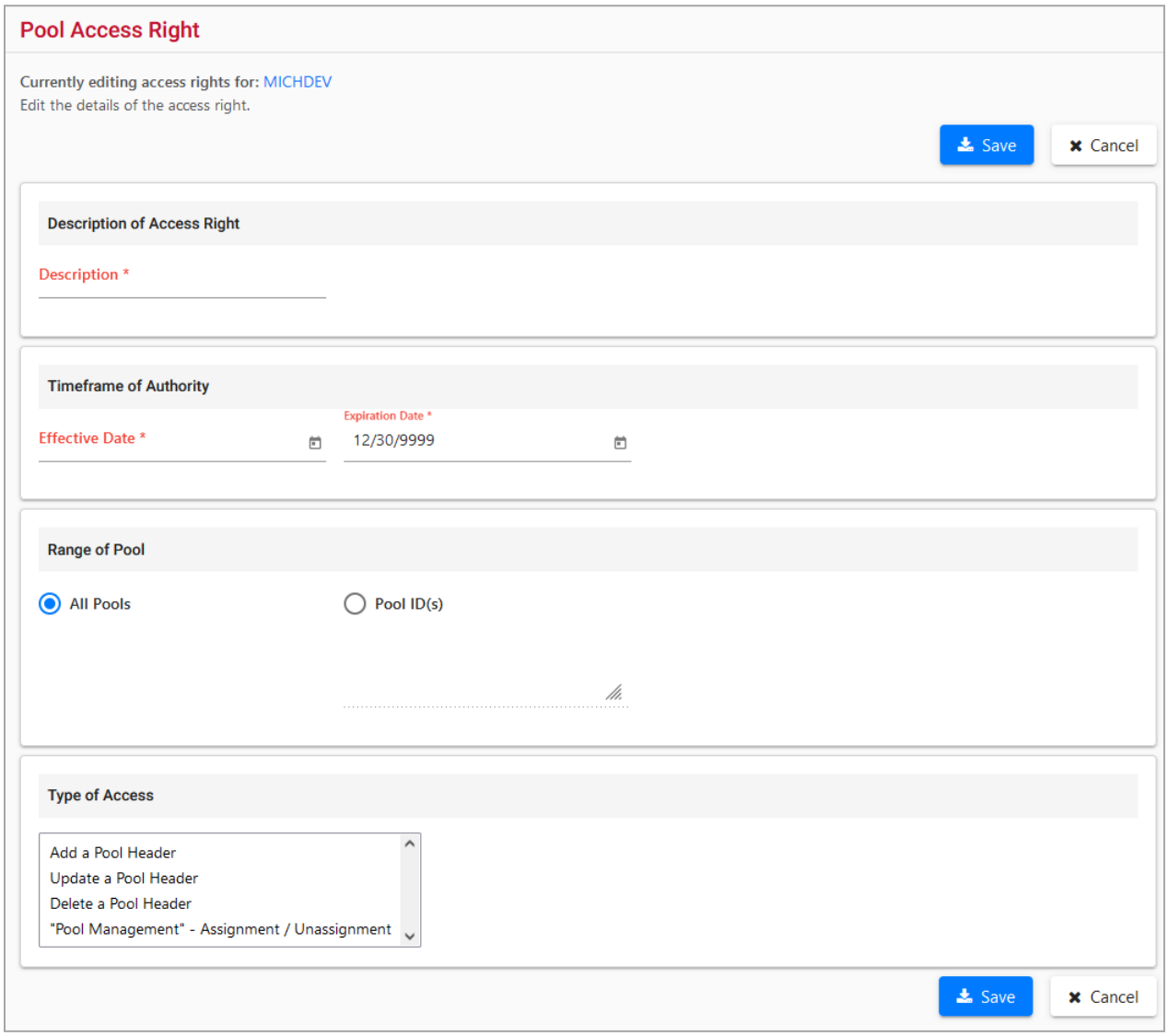
The following actions are possible:

- Add Pool Right
- Add Equipment Right
- Add Inspection Right
- Edit
- Delete
- Clone Rights from another User

ADD POOL RIGHT

Use this function to add pool rights. When **Add Pool Right** is selected, the Pool Access Right page is displayed for the selected user ID (Exhibit 198).

Exhibit 198. Pool Access Right for User ID



1. Complete the fields (mandatory fields are in **red**):

Exhibit 199. Pool Access Right Field Descriptions

Field	Description
***Description**	Enter a description of the access rights. It can be simple, like Pool Rights or specific, like BOXC Pools Only, or Hoppers and Gondolas Pool to indicate wider scope.
Timeframe of Authority	Specify the ***Effective Date** and the ***Expiration Date** for the granted pool right. The Effective date defaults to today's date and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.

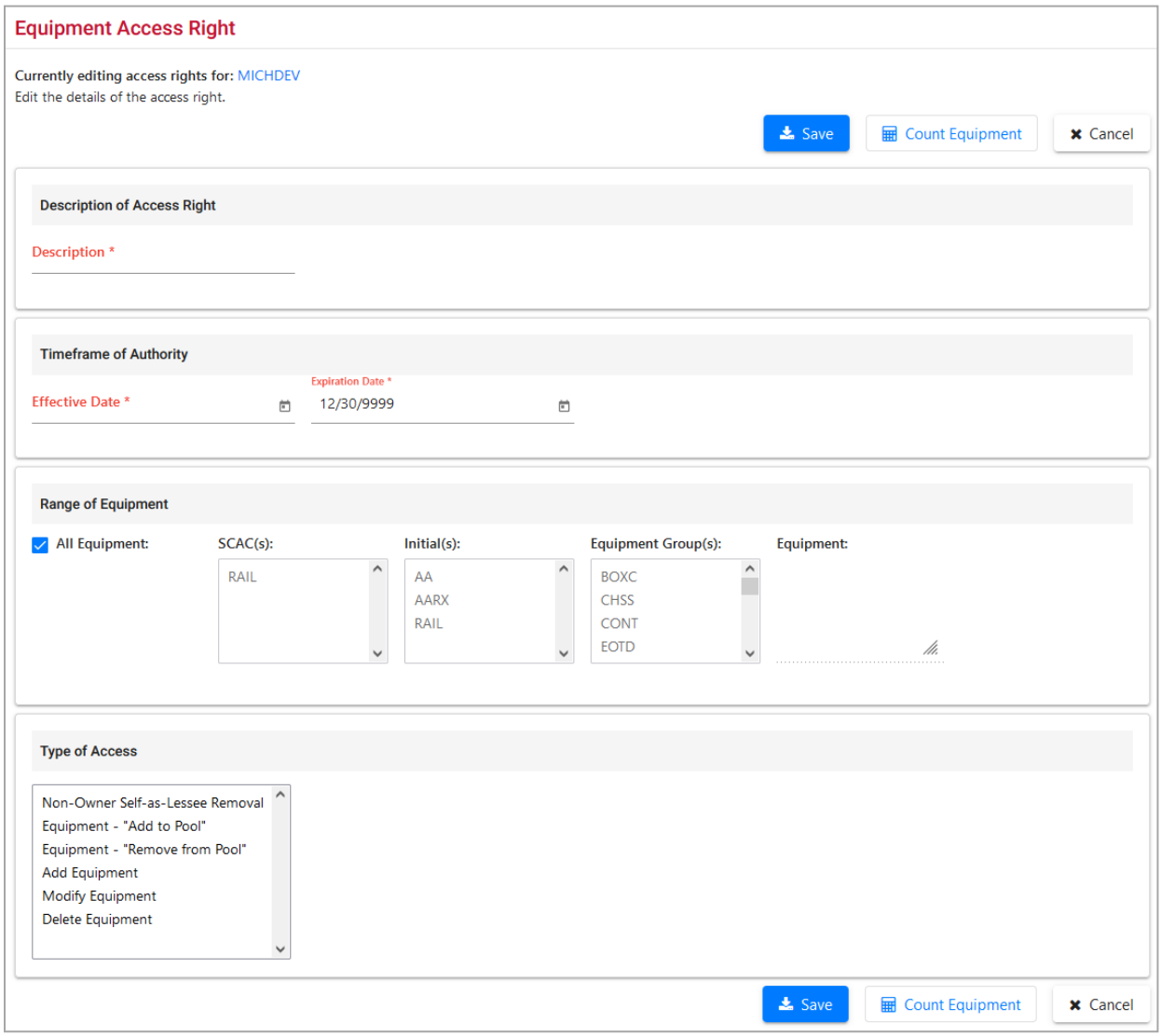
Field	Description
Range of Pool	Select either the **All Pools** radio button (default) or the **Pool ID(s)** radio button. For Pool ID(s), enter either specific Pool IDs or a range.
Type of Access	Select one or more of the available access types (allowed activities) to assign (Press **Ctrl** key for multiple selections.): • Add a Pool Header • Update a Pool Header • Delete a Pool Header • Pool Assignment / Unassignment

2. When all fields are completed, select **Save**. The Update a User's Access Rights page is redisplayed with the new rights displayed.

ADD EQUIPMENT RIGHT

Use this function to add equipment rights. When **Add Equipment Right** is selected, the Equipment Access Right page is displayed for the selected user ID (Exhibit 200).

Exhibit 200. Equipment Access Right for User ID



1. Complete the fields (mandatory fields are in ***red**):

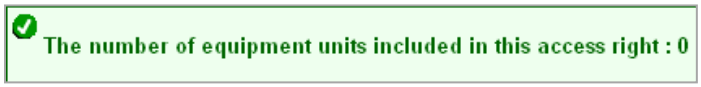
Exhibit 201. Equipment Access Right Field Descriptions

Field	Description
***Description**	Enter a description of the access rights. It can be simple, like Equipment Rights or specific, like BOXC Equip, or Hopper and Gondola Equip to indicate wider scope. For equipment, it might include SCACs in the description.

Field	Description
Timeframe of Authority	Specify the ***Effective Date** and the ***Expiration Date** for the granted equipment right. The Effective date defaults to today's date and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Range of Equipment	Select either the **All Equipment** radio button (default) or: • SCAC(s) – Select one or more listed railroad marks. • Initial(s) – Select one or more listed equipment initials. • Equipment Group(s) – Select one or more listed equipment types. • Equipment – Enter specific equipment Marks and numbers (Equipment IDs). Press **Ctrl** key for multiple selections.
Type of Access	Select one or more of the available access types (allowed activities) to assign (Press **Ctrl** key for multiple selections.): • Non-Owner Self-As-Lessee Removal • Equipment - "Add to Pool" • Equipment - "Remove from Pool" • Add Equipment • Modify Equipment • Delete Equipment

2. (Optional) Select the **Count Equipment** button to determine the number of equipment units included in the rights assigned.

Exhibit 202. Count for Access Rights

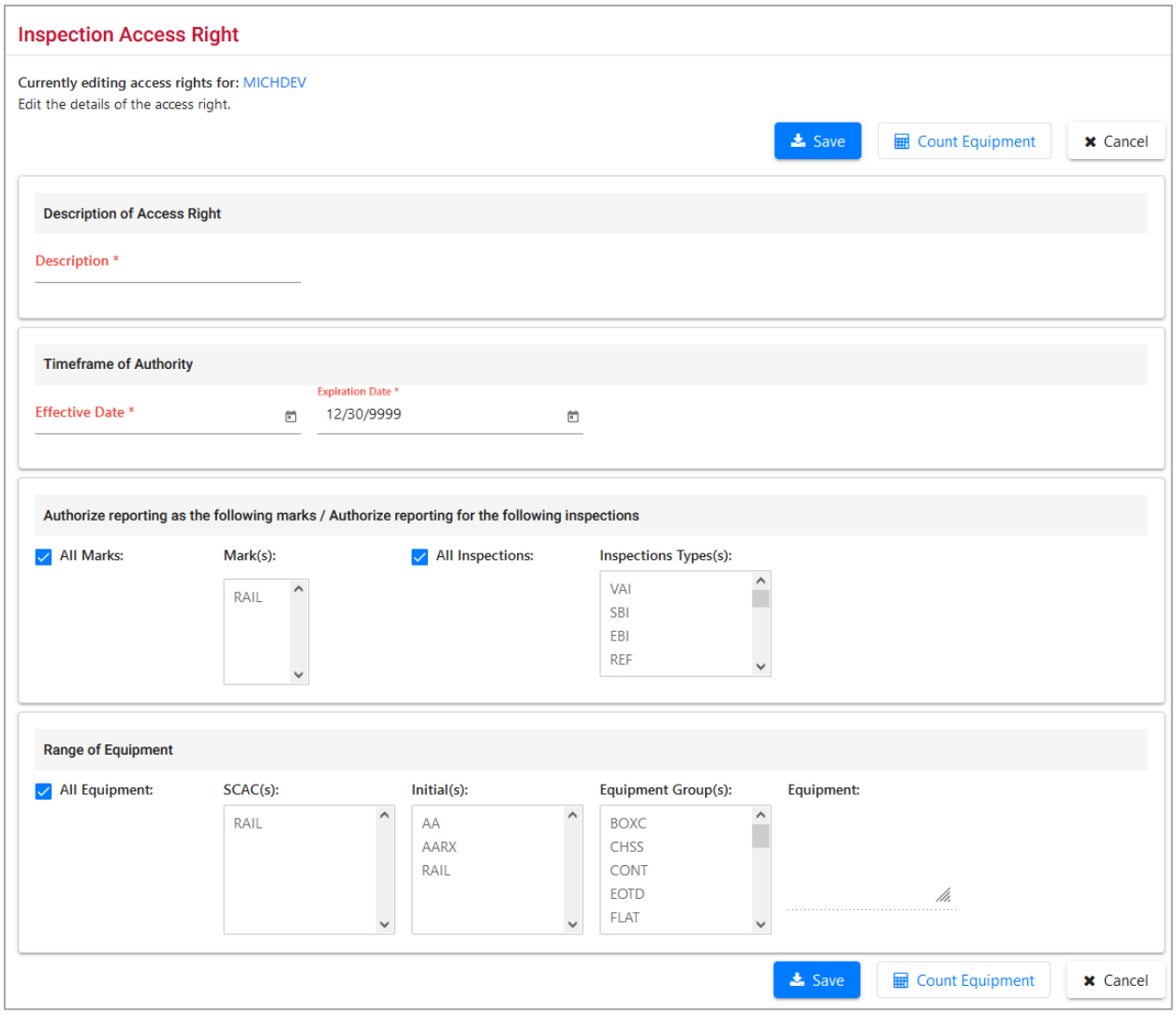


3. When all fields are completed, select **Save**. The Update a User's Access Rights page is redisplayed with the new rights displayed.

ADD INSPECTION RIGHT

Use this function to add inspection rights. When **Add Inspection Right** is selected, the Inspection Access Right page is displayed for the selected user ID (Exhibit 203).

Exhibit 203. Inspection Access Right for User ID



1. Complete the fields (mandatory fields are in ***red**):

Exhibit 204. Inspection Access Right Field Descriptions

Field	Description
***Description**	Enter the **Description** of the access rights. It can be simple, like Inspection Rights or specific, like BOXC Inspection, or Hopper and Gondola Inspection to indicate wider scope.
Timeframe of Authority	Specify the ***Effective Date** and the ***Expiration Date** for the granted inspection right. The **Effective Date** defaults to today's date and must be greater than or equal to today's date. The **Expiration Date** must be greater than or equal to the Effective Date.

Field	Description
Authorize reporting as the following marks	Use the **All Marks** checkbox to (default) select all marks or uncheck this box and select individual listings under the Mark(s) heading. Press **Ctrl** key for multiple selections.
Authorize reporting for the following inspections	Use the **All Inspections** checkbox to select all inspection types (default) or uncheck this box and select individual listings under the Inspection Type(s) heading (refer to Exhibit 130). Press **Ctrl** key for multiple selections.
Range of Equipment	Select either the **All Equipment** radio button (default) or: • **SCAC(s)** – Select one or more listed railroad marks. • **Initial(s)** – Select one or more listed equipment initials. • **Equipment Group(s)** – Select one or more listed equipment types. • **Equipment** – Enter specific equipment Marks and numbers (Equipment IDs). Press **Ctrl** key for multiple selections.

2. (Optional) Select the **Count Equipment** button to determine the number of equipment units included in the rights assigned.

3. When all fields are completed, select **Save**. The **Update a User's Access Rights** page is redisplayed with the new rights displayed.

EDIT

Use to edit or view an existing access right.

Use the following procedure to edit (or view) user access rights:

1. On the **Security Management** page (Exhibit 193), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 196).

2. Scroll and select the radio button beside the user to be updated. Then choose **Select**. The **Update a User's Access Rights** page is redisplayed with the selected user's access rights (Exhibit 197).

3. Select the radio button beside the access right to be viewed or edited and select **Edit**. The <Pool, Equipment, or Inspection> Access Rights page is displayed accordingly. A statement indicates the User ID that is being edited. The page shows the existing settings.

4. If no changes are needed, select **Cancel** to return to the Update a User's Access Rights page, otherwise, continue.

5. Modify the content as described in Update Access Rights as described in Edit (Access rights):

6. When all changes have been made:

   a. (Optional) Select the **Count Equipment** button to determine the number of equipment units included in the revised rights assigned. See Exhibit 202.

   b. Select **Save**. The **Update a User's Access Rights** page is redisplayed with the revised rights displayed.

DELETE

Use this option to delete an existing access right.

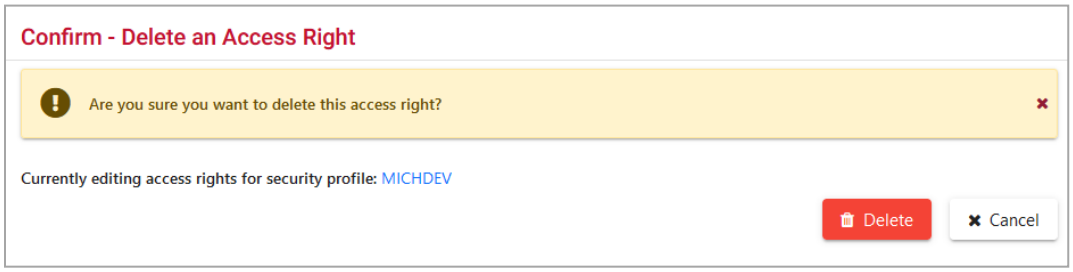
Use the following procedure to delete user access rights:

1. On the Security Management page (Exhibit 193), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 196).

2. Scroll and select the radio button beside the user to be updated. Then choose **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 197).

3. Select the radio button beside the access right to be deleted and select **Delete**. The Confirm – Delete an Access Right page is displayed (Exhibit 205).

Exhibit 205. Confirm - Delete an Access Right



4. If unsure about the deletion select **Cancel**. Otherwise, select **Delete** to confirm. The Update a User's Access Rights page is redisplayed without the deleted access right listed.

CLONE RIGHTS FROM ANOTHER USER

Use this option to clone access rights from another user.

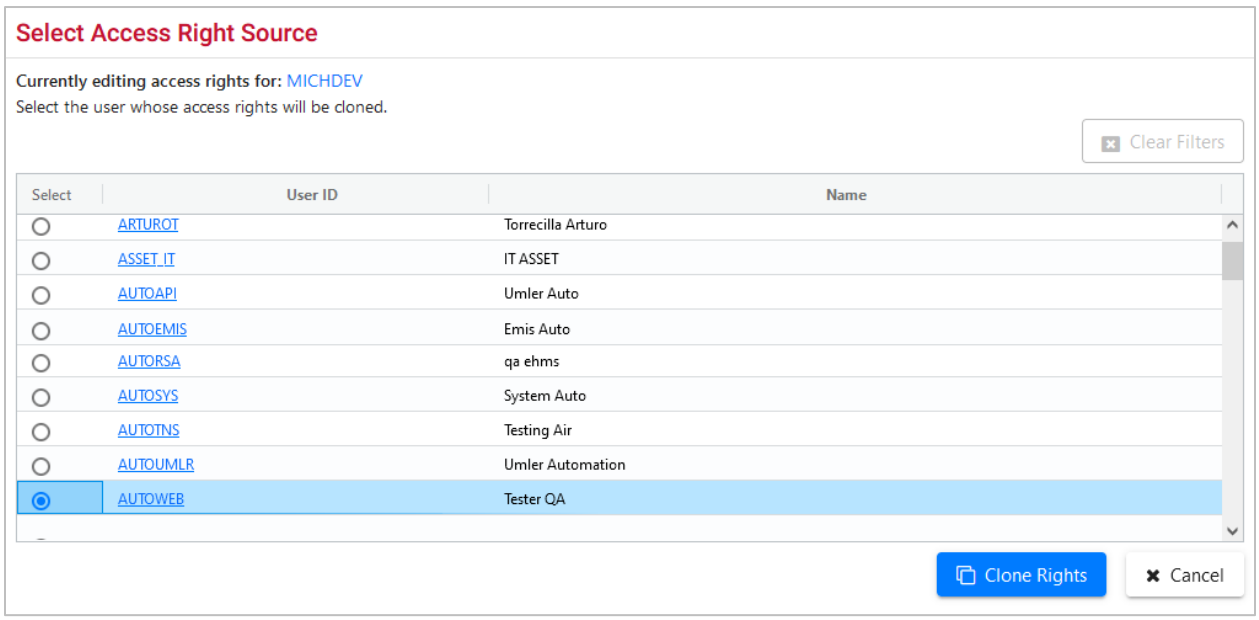
Use the following procedure to clone rights:

1. On the Security Management page (Exhibit 193), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 196).

2. Scroll and select the radio button beside the user to be updated. Then choose **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 197).

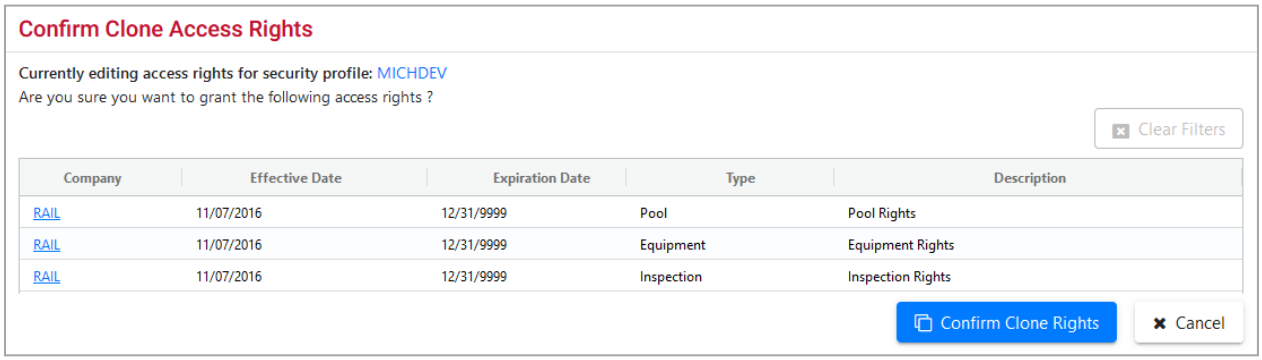
3. Select **Clone Rights from Another User**. The Select Access Right Source page is displayed (Exhibit 206).

Exhibit 206. Select Access Right Source



4. Scroll and select the radio button beside the user whose access rights are to be cloned (copied). Then select **Clone Rights**. The **Confirm Clone Access Rights** page is displayed with the selected source user's access rights (Exhibit 207).

Exhibit 207. Confirm Clone Access Rights



5. If unsure about the rights, select **Cancel** to exit. Otherwise, select **Confirm Clone Rights**. The Update a User's Access Rights page is redisplayed with the new cloned rights. The effective date defaults to the current date.

Manage Security Profiles

The manage security profiles option allows a Company Umler Administrator to create security profiles for his/her company. A profile represents a collection of access rights. The Company Umler Administrator can then associate a profile to multiple users in one step, thus simplifying access rights management.

About Combining Pool and Equipment Access Rights

A company administrator can restrict a user activity to certain pools, equipment groups, equipment initials, or equipment units (equipment initial/numbers).

By combining Pool Rights along with Equipment Rights for a user, the administrator can create tighter security around that user's access rights. For example, the administrator can restrict the equipment groups, equipment initials, or equipment units that a pool operator could assign to a pool.

Example 1:

- User is granted Pool Rights for All Pools.
- User is also granted Equipment Rights for Gondolas only.
  Result: The user has rights to all pools but can only assign Gondolas to those pools.

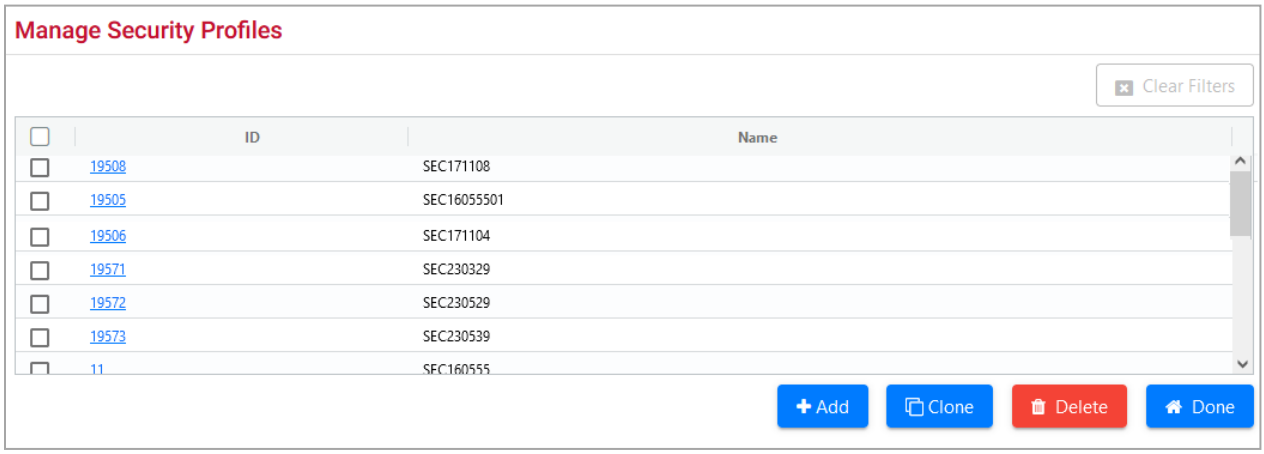
Example 2:

- BNSF User is granted Pool Right for a single specific Pool Id (*NNNNNN*).
- BNSF User is also granted Equipment Rights for Equipment Initial ATSF.
  Result: The user has rights only to pool *NNNNNN* and can only assign Equipment Initials of ATSF to that specific pool.

Use the following procedure to work with security profiles:

1. On the Security Management page (Exhibit 193), select **Manage Security Profiles**. The Manage Security Profiles page is displayed (Exhibit 208).

Exhibit 208. Manage Security Profiles



2. Select from the following options:

   a. Select **Add** to add a new security profile. See Adding a New Security Profile.

   b. Select the ID hyperlink of a displayed security profile to edit that profile. See Editing a Security Profile.

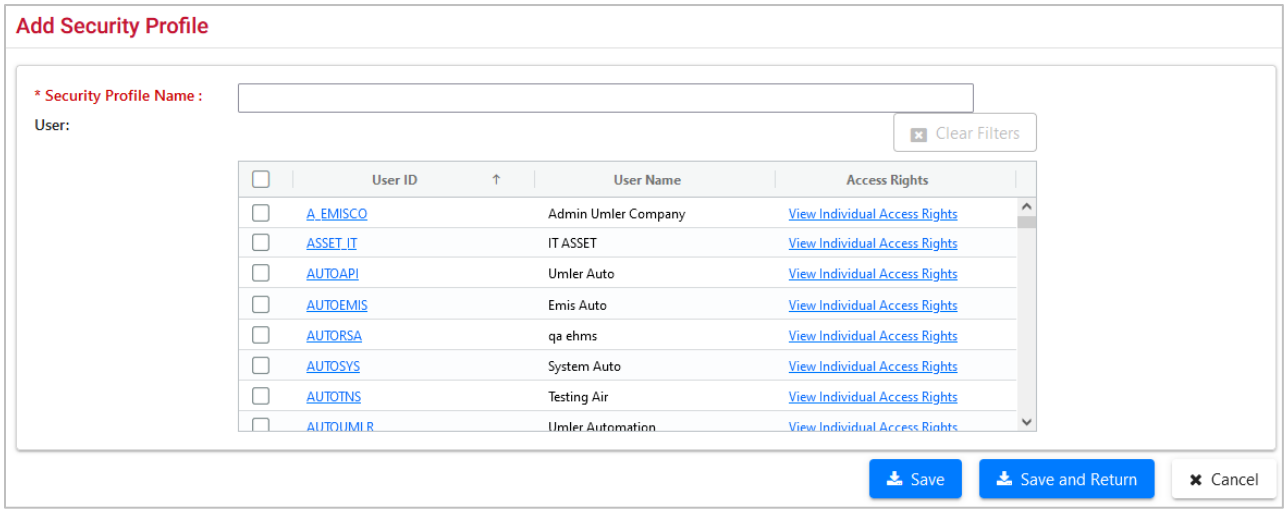
   c. Check the box beside a listed security profile and select **Clone** to clone an existing security profile. The Administrator should select the closest profile to the new one to be created. See Cloning a Security Profile.

   d. Check the box beside a listed security profile and select **Delete** to delete that profile. See Deleting a Security Profile.

ADDING A NEW SECURITY PROFILE

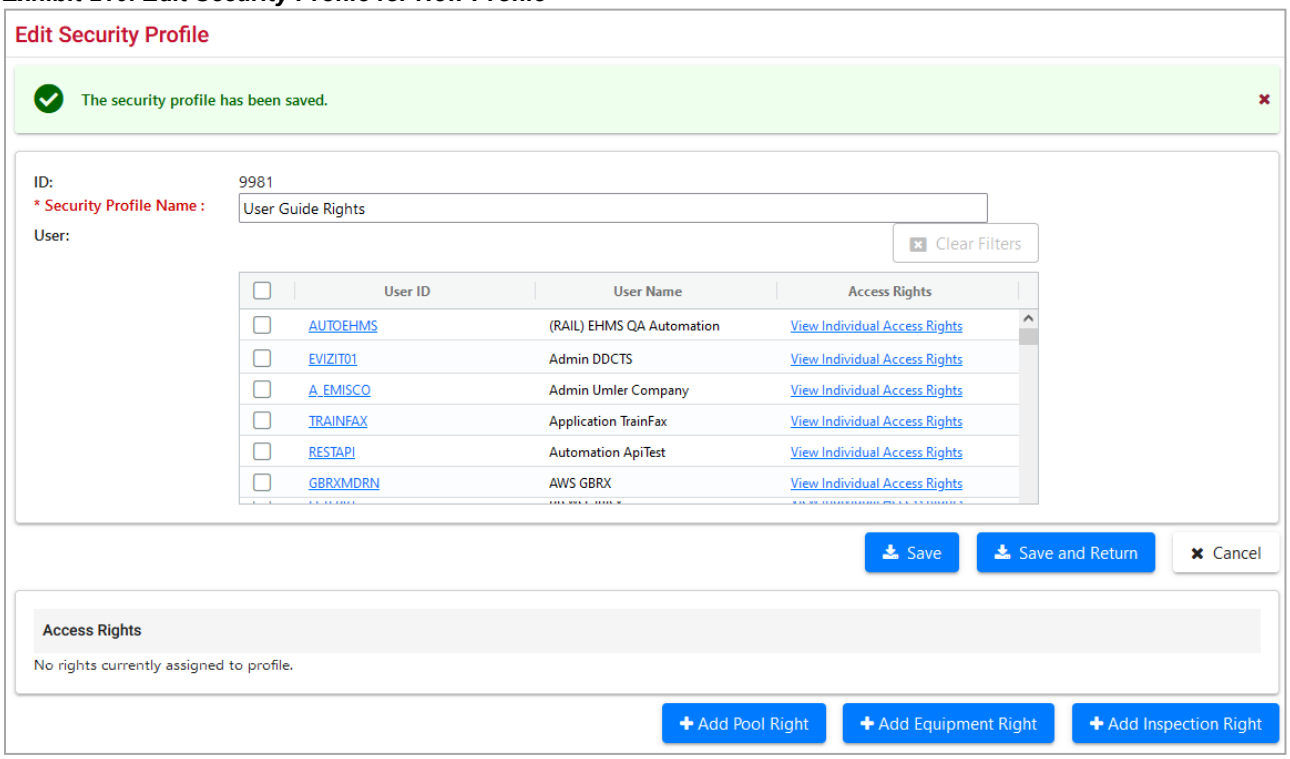
When **Add** is selected on the Manage Security Profiles page (Exhibit 208), the Add Security Profile page is displayed (Exhibit 209).

Exhibit 209. Add Security Profile



1. Enter the ***Security Profile Name**. It is suggested that these be role-related and intuitive. For example, Inspectors, Manager Full Rights, or Boxcar Pool Manager, etc.
2. (Optional) Check the boxes for **User ID**s to be the new security profile users. Assignments can be done later during the security profile edit.
   a. If needed, select the **User ID** link to view contact information for that user.
   b. Select **View Individual Access Rights** link to view access rights already assigned to that user.
3. Select **Save** to save the profile name. The Edit Security Profile page is displayed with a success message and additional buttons (Exhibit 210).
4. A new profile has no rights assigned. A profile ID is assigned automatically by Umler.

Exhibit 210. Edit Security Profile for New Profile



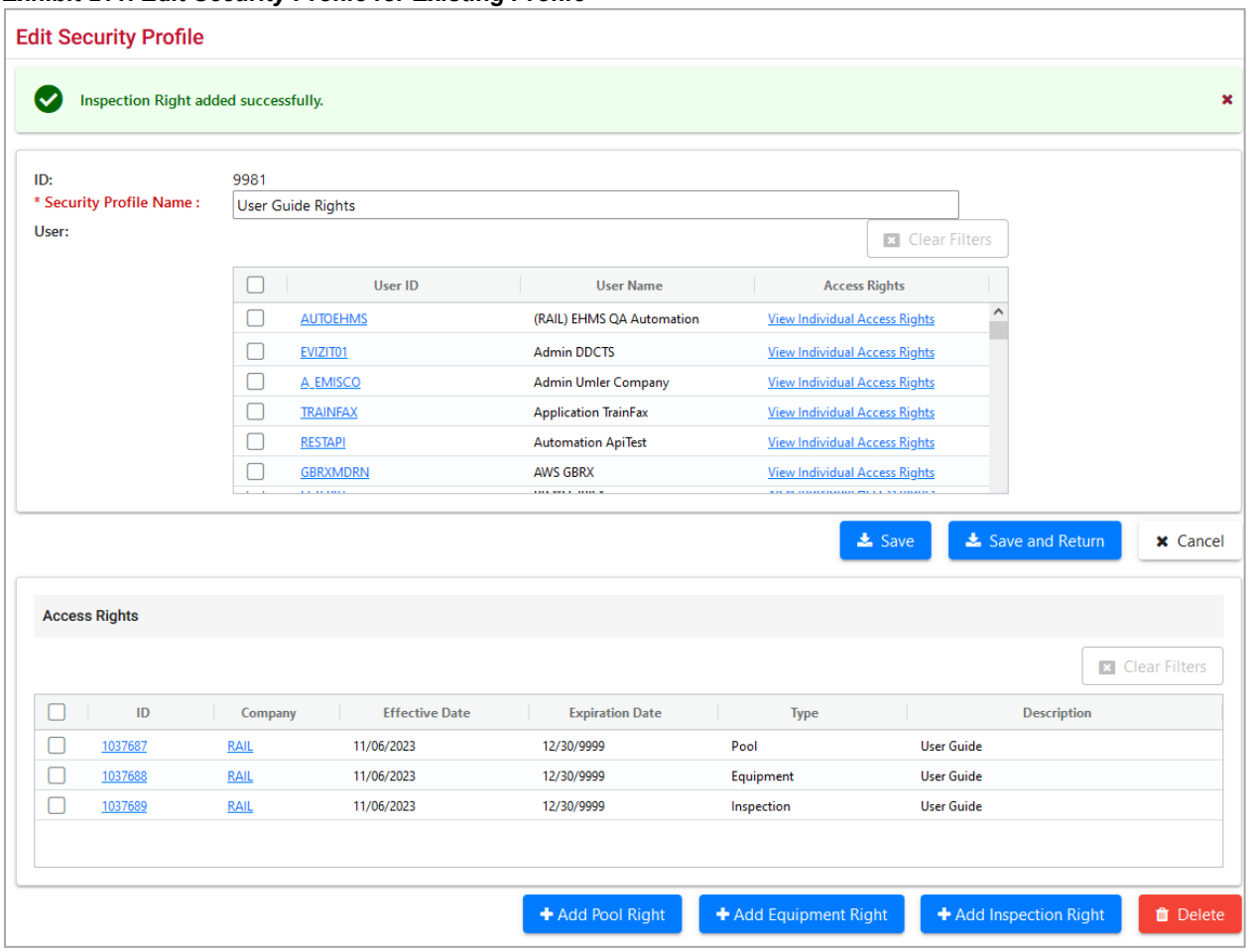
5. Add Pool, Equipment, and Inspection rights and select **Save** as described in:
   - Exhibit 199. Pool Access Right Field Descriptions
   - Exhibit 201. Equipment Access Right Field Descriptions
   - Exhibit 204. Inspection Access Right Field Descriptions

6. (Optional) Check the boxes beside those **User ID**s to be the new security profile users. Assignments can be done later during subsequent security profile edits.
7. When all rights and users have been added, select **Save and Return** to save the created security profile and return to the Manage Security Profiles page. The new profile is listed.

EDITING A SECURITY PROFILE

When a profile **User ID** link is selected on the Manage Security Profiles page (Exhibit 208), the Edit Security Profile page is displayed (Exhibit 211).

Exhibit 211. Edit Security Profile for Existing Profile



Perform one of the following actions:

Add profile users—Check the boxes beside the **User ID**s and select **Save** to remain on the Edit Security Profile page or **Save and Return** to save the profile user additions and return to the Manage Security Profiles page.

Delete profile users—Uncheck the boxes beside the **User ID**s and select **Save** to remain on the Edit Security Profile page or **Save and Return** to save the profile user deletions and return to the Manage Security Profiles screen.

Edit existing access rights—Select the **View Individual Access Rights link**. The <Pool, Equipment, or Inspection> Access Rights page is displayed accordingly. Modify and **Save** the content as described in Update Access Rights as described in Edit (Access rights).

Add new pool rights, equipment rights, or inspection rights—Select the corresponding command button. Enter rights and **Save** as described in the following:

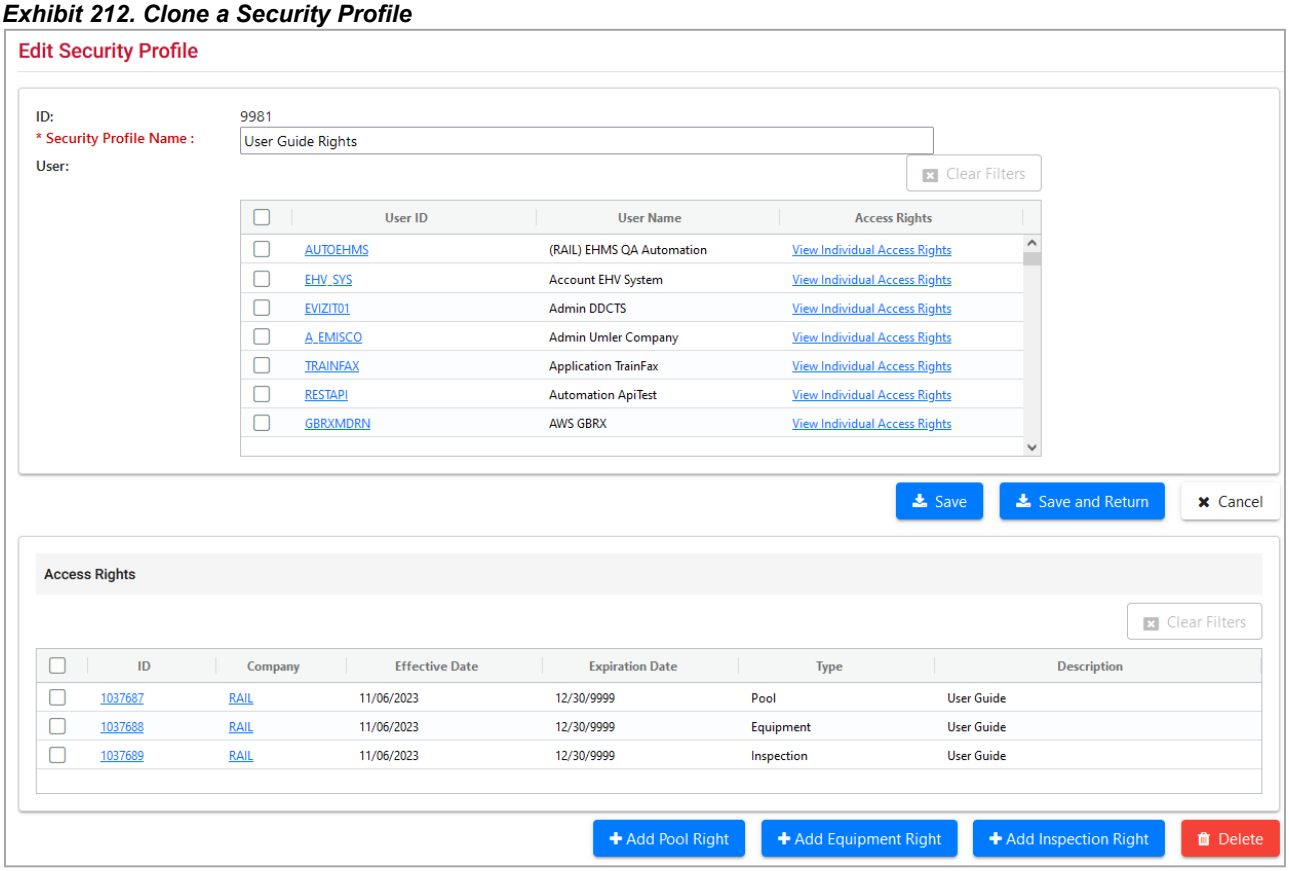
- Exhibit 199. Pool Access Right Field Descriptions
- Exhibit 201. Equipment Access Right Field Descriptions
- Exhibit 204. Inspection Access Right Field Descriptions

Delete access rights—Check the box beside the Pool, Equipment, or Inspection Rights to be removed and select **Delete**. A confirmation page is displayed with a choice to **Cancel** or **Delete**.

CLONING A SECURITY PROFILE

When you check the box beside the profile **ID** link on the Manage Security Profiles page (Exhibit 208) and select **Clone**, the Edit Security Profile page is displayed (Exhibit 212).

Exhibit 212. Clone a Security Profile



The unnamed new security profile contains exactly the same rights as its source and also has the same user population.

Use the following procedure to complete the cloning process:

1. Enter the new cloned **Security Profile Name**.
2. Unselect All users in the **User ID** field.

3. (Optional) Check the box beside the **User ID**s that are to be the new security profile users. Profile users can also be added later during an edit session.

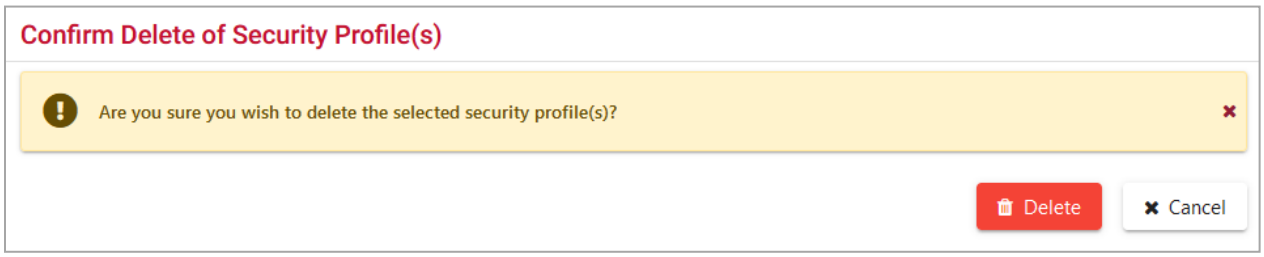
4. Update Access Rights as described in Edit (Access rights).

5. When all users and right have been adjusted, select **Save**. The Manage Security Profiles page is displayed with the new, cloned profile. Umler automatically assigns a Profile ID.

Deleting a Security Profile

When you check the box beside the profile **ID** link on the Manage Security Profiles page (Exhibit 208) and select **Delete**, the Confirm Delete of Security Profile(s) page is displayed (Exhibit 213).

Exhibit 213. Confirm Delete of Security Profile(s)



If unsure about the deletions, select **Cancel**. Otherwise, select **Delete**. The Manage Security Profiles page is redisplayed with a success message, and the deleted profiles are not listed.

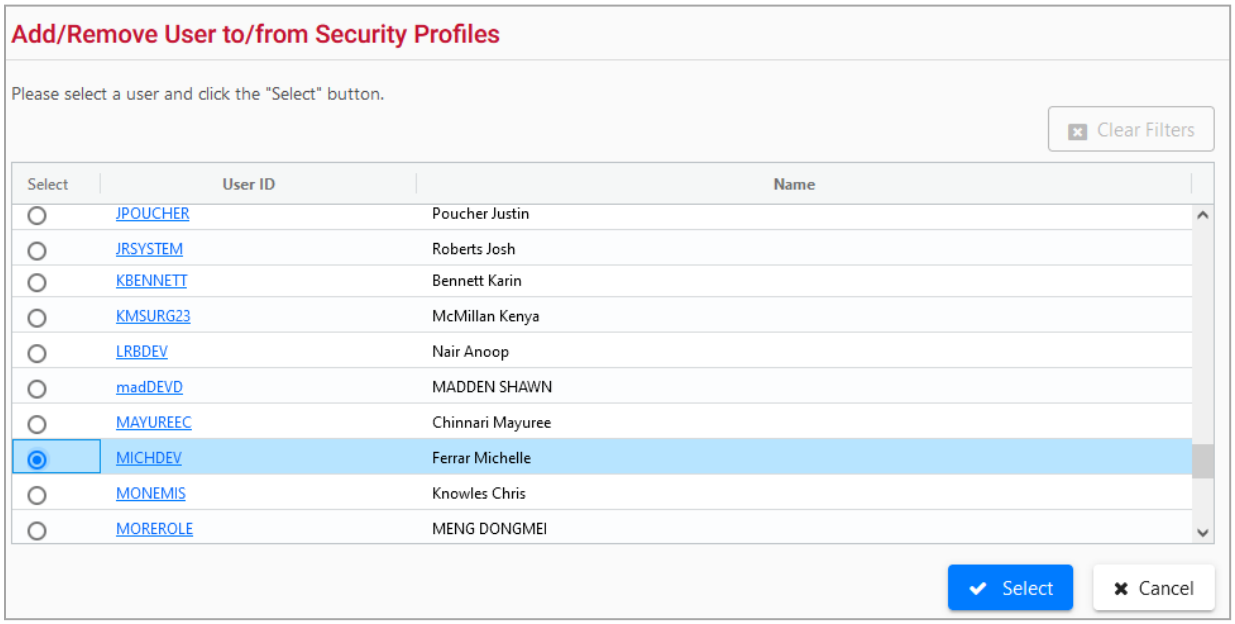
Add/Remove User To/From Security Profiles

This function allows the administrator to add/remove multiple security profiles *for a single user*. If more than one user is involved, it can be quicker to edit the security profiles and assign multiple users during the edit session.

Use the following procedure to add/remove user to/from security profiles:

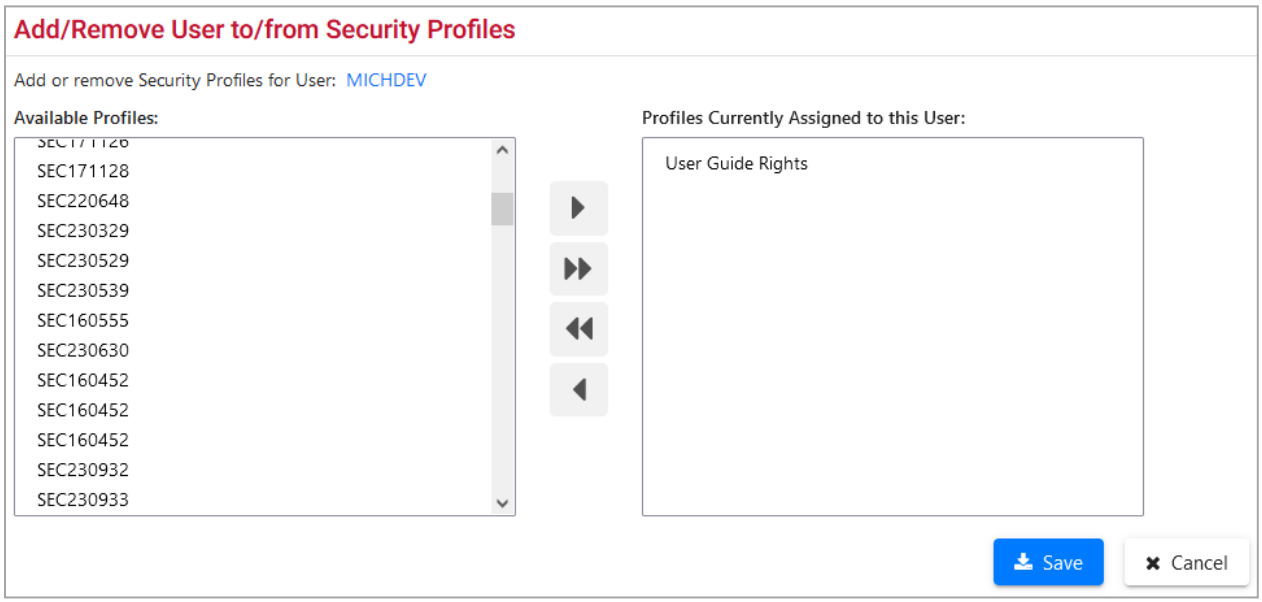
1. On the Security Management page (Exhibit 193), select **Add/Remove User to/from Security Profiles**. The Add/Remove User to/from Security Profiles page is displayed (Exhibit 214).

Exhibit 214. Add/Remove User To/From Security Profiles



2. Select the radio button beside the **User ID** to be added or removed as a profile user and select. The second Add/Remove User to/from Security Profiles page is displayed (Exhibit 215).

Exhibit 215. Add/Remove User To/From Security Profiles Add/Remove Windows



The user being modified is listed below the page title.

3. Add or remove profiles:

   - To **add** a profile, select/highlight a profile from the Available Profiles window and select the right arrow ( ). The selected profile moves to the Profiles Currently Assigned to this User window.

- To **add all** profiles to the user, select the double right arrow ( ). No profile selection is necessary.
- To **remove** a profile, select/highlight a profile the Profiles Currently Assigned to this User window and select the left arrow ( ).
- To **remove all** profiles from the user, select the double left arrow ( ). No profile selection is necessary.

4. Select **Save** to save changes and return to the Security Management page. A successful update message is displayed.

Administer Access Rights Involving Other Companies

An administrator grants access rights—to equipment, inspections, and pools, as well as access to confidential data controlled by his/her company (*grantor*)—to another company (*grantee*).

The grantor's administrator selects a grantee (by company) from the list of Umler-participating companies. The administrator updates the grantee's access rights to the grantor's data. The grantor's administrator can grant new access rights to the grantee or revoke any of the grantee's existing access rights.

A "handshake" between companies is required for Inter-Company access rights. A grantee must accept a grant before it becomes effective.

The following actions are for access rights involving other companies and are available only to Company Administrators:

- Manage Inter-Company Right/Profiles Granted by My Company
- Manage Inter-Company Access Rights Granted to My Company
- Manage Inter-Company Profiles Granted to My Company
- Special SSO Security Request for Non-Participating Companies
- View Status of Special Umler SSO Requests

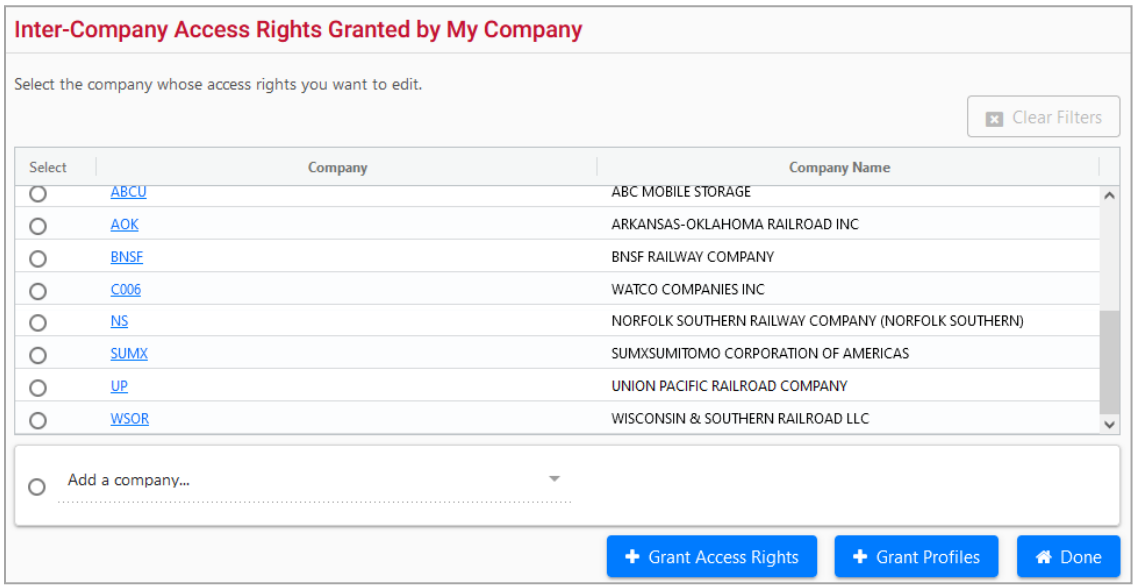
Manage Inter-Company Right/Profiles Granted by My Company

This function allows a grantor administrator to grant access rights for equipment, inspections, and pools controlled by his/her company as well as access to confidential data.

Use the following procedure to work with access rights granted to other companies:

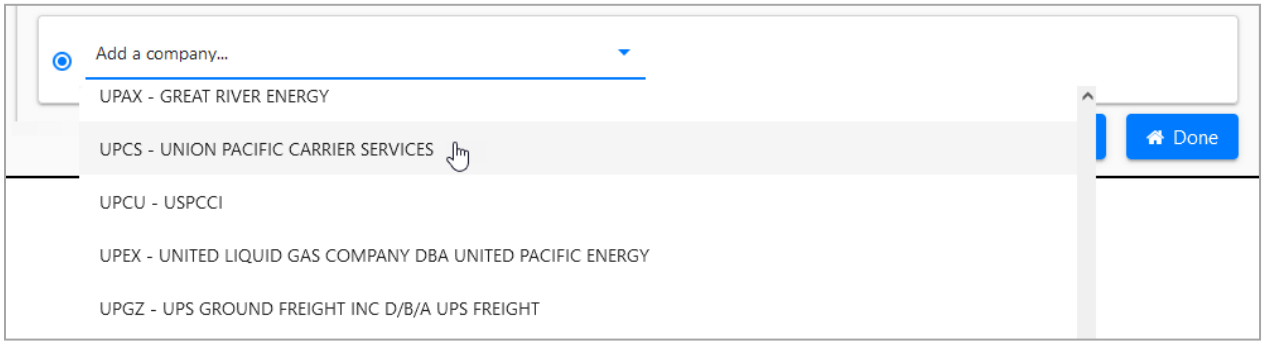
1. On the Security Management page (Exhibit 193), select **Manage Inter-Company Right/Profiles Granted by My Company**. The Inter-Company Right/Profiles Granted by My Company page is displayed (Exhibit 216).

Exhibit 216. Inter-Company Access Rights Granted by My Company



This page shows existing rights by Company. If a new company is to be added, select the radio button beside the **Add a company** drop-down list. The list becomes active (Exhibit 217). Locate the company and select. The list closes with the selection showing.

Exhibit 217. Add a Company



2. Otherwise, select the radio button beside the existing company listed whose access is to be added to or revised.

3. Choose one of the following options:

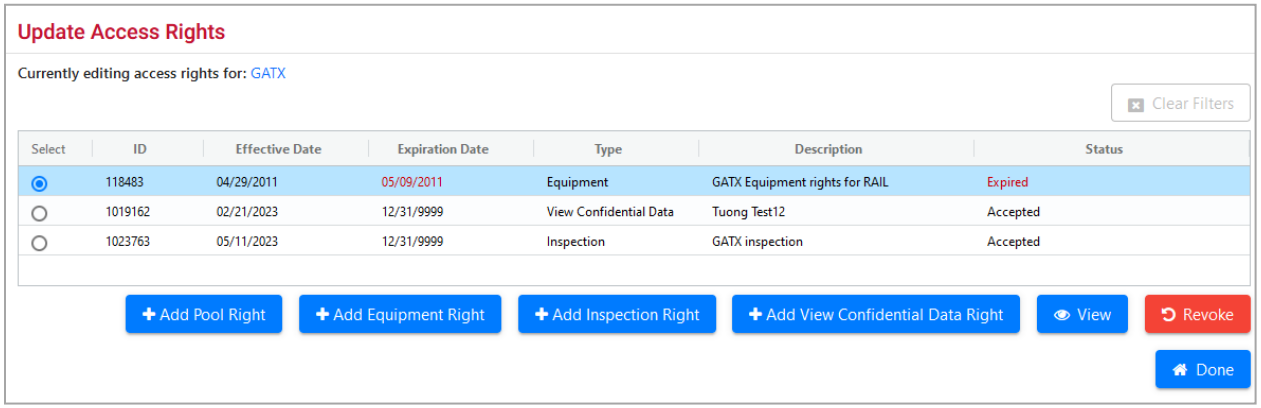
   Grant Access Rights—Opens the Update Access Rights page for the selected company (Exhibit 218).

   Grant Profiles—Opens the Manage Security Profiles page for the selected company (Exhibit 221).

GRANT ACCESS RIGHTS

When the administrator selects a grantee and selects **Grant Access Rights** on the Inter-Company Right/Profiles Granted by My Company page, the Update Access Rights page is displayed.

Exhibit 218. Update Access Rights



All existing rights for the selected company are shown. Access rights can have the statuses shown in Exhibit 219.

Exhibit 219. Access Rights Statuses

Status	Description
Accepted	Access rights accepted by the grantee company.
Declined	Access rights declined by the grantee company.
Expired	Access rights have lapsed due to timeframe.
Pending	Access granted by administrator's company, but not accepted or declined currently.
Relinquished	Access right accepted by grantee, but then surrendered.
Revoked	Access rights removed by the grantor company.

Actions allowed on this page include:

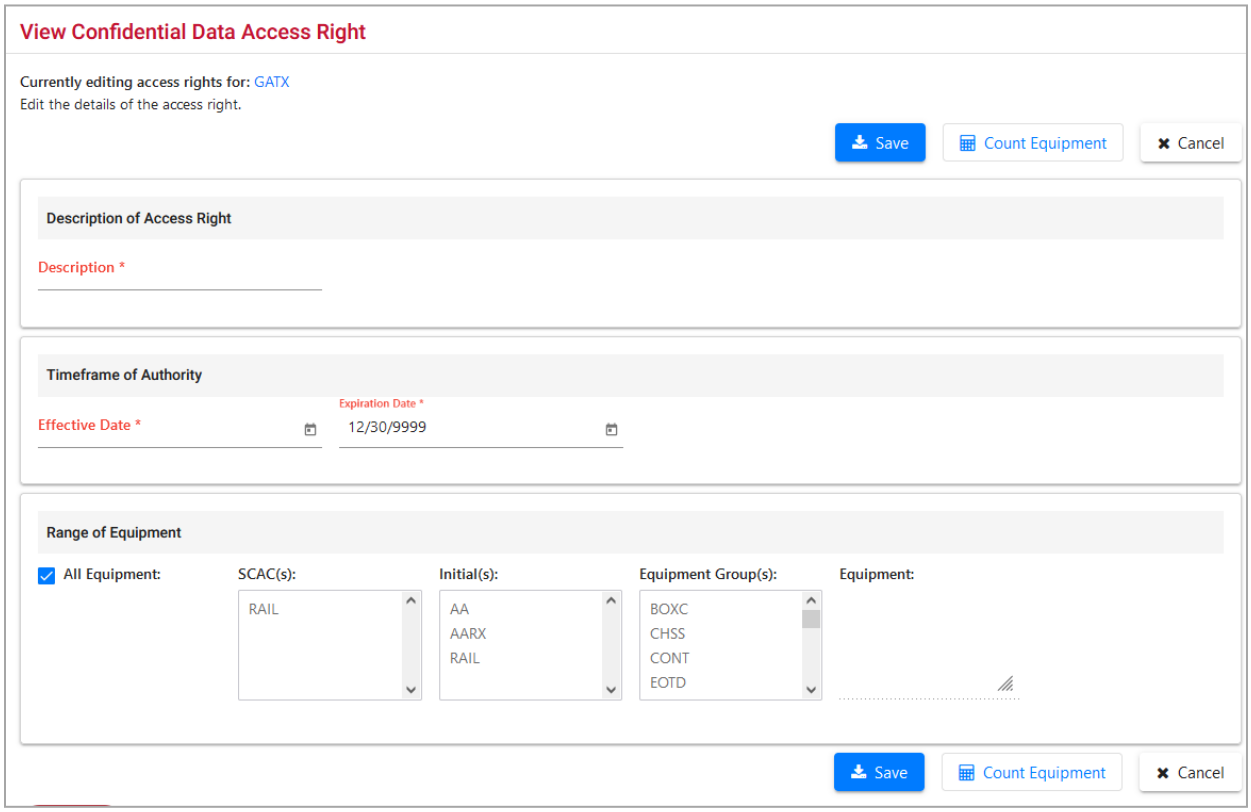
Add Pool Right—Opens the Pool Access Right page (similar to Exhibit 198). Refer to Add Pool Right. The new pool right might include the grantee's mark as part of the description.

Add Equipment Right—Opens the Add Equipment Right page (similar to Exhibit 200). Refer to Add Equipment Right. The new equipment right might include the grantee's mark as part of the description.

Add Inspection Right—Opens the Inspection Access Right page (similar to Exhibit 203). Refer to Add Inspection Right. The new inspection right might include the grantee's mark as part of the description.

Add View Confidential Data Right—Opens the View Confidential Data Access Right page (Exhibit 220). Refer to Add Equipment Right for instructions. The new confidential equipment right might include the grantee's mark as part of the description. A limited Timeframe of Authority can be imposed as well.

Exhibit 220. View Confidential Data Access Right



View—Select the radio button beside the grantee access to be viewed and select **View**. A read-only page (similar to Exhibit 195) opens. When finished viewing, select **Done** to return to the Update Access Rights page.

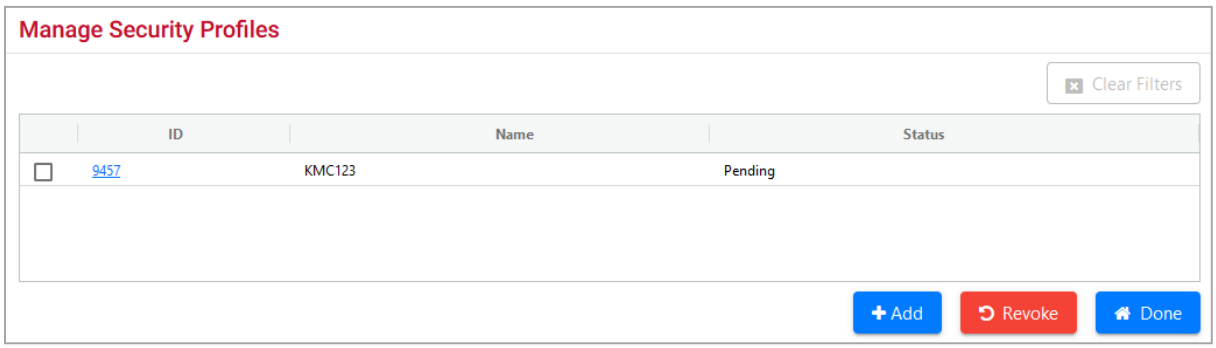
Revoke—Select the radio button beside the grantee access to be revoked and select **Revoke**. A confirmation page is displayed. If unsure about revoking the rights, select **Cancel**. Otherwise, select **Revoke**. The Update Access Rights page is redisplayed with the access right status shown as revoked.

Done—Returns User to the Inter-Company Right/Profiles Granted by My Company page (Exhibit 216).

GRANT PROFILES

When the administrator selects a grantee and selects **Grant Profiles** on the Inter-Company Right/Profiles Granted by My Company page, the Manage Security Profiles page is displayed (Exhibit 221). If no security profiles (groups of rights) have been established with this company previously, the list shown is empty (no profiles).

Exhibit 221. Manage Security Profiles



The grantor administrator can do the following tasks:

Security Profile ID link—For Pending profiles, selecting the Security Profile ID link opens the Edit Security Profile page (similar to Exhibit 211). Refer to Editing a Security Profile. No "User" section is included when editing profiles for other companies, since the user population is unknown. Modification of the various rights and dates are the same.

Add—Add a new security profile for the grantee company. The Add Security Profile page is displayed (similar to Exhibit 209). The Security Profile Name should include the grantor's Mark, since, once accepted by the grantee, the profile is included in the profiles available for assigning to grantee users. Refer to Adding a New Security Profile. No "User" section is included when creating profiles for other companies, since the user population is unknown. Assignment of the various rights and dates are the same.

Revoke—Check the box beside the profile to be revoked and select **Revoke**. There is NO warning prior to the revocation, and the status changes to revoked.

Select **Done** to return to the Security Management page.

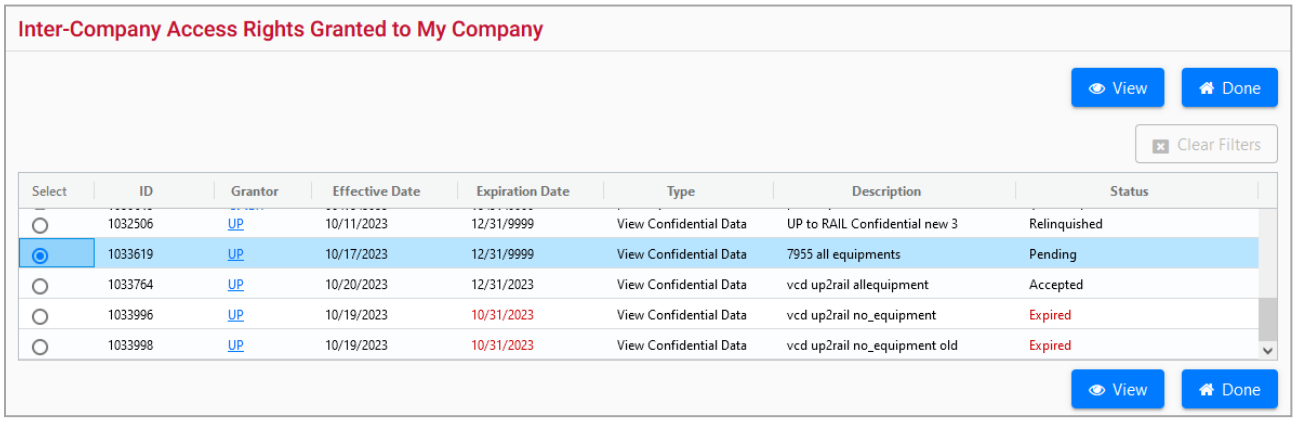
Manage Inter-Company Access Rights Granted to My Company

This function allows the grantee administrator to accept, decline, relinquish, and assign users to access rights granted by other companies.

Use the following procedure to work with access rights granted by other companies:

1. On the Security Management page (Exhibit 193), select **Manage Inter-Company Access Rights Granted to My Company**. The Inter-Company Access Rights Granted to My Company page is displayed (Exhibit 222).

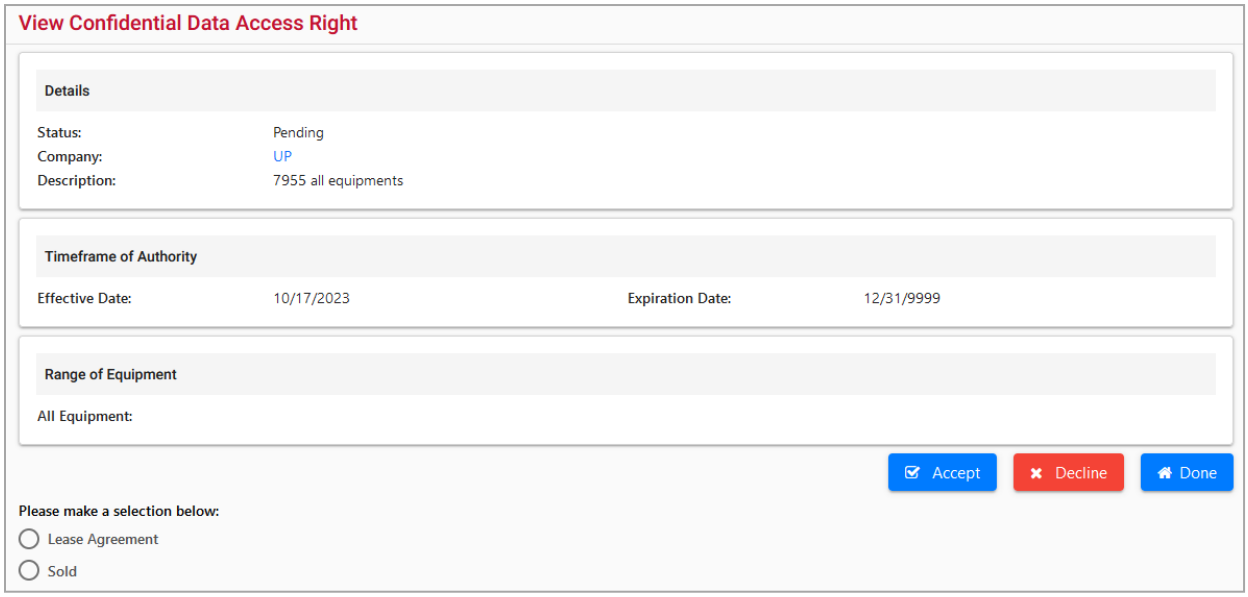
Exhibit 222. Inter-Company Access Rights Granted to My Company



The status of each access right is described in Exhibit 219.

2. To view an access right, select the radio button beside the appropriate access and select **View**. The View <Type> Access Right page is displayed (Exhibit 223). The title of the View page reflects the type of access granted (Pool, Equipment, Inspection, or Confidential Data).

Exhibit 223. View <Type> Access Right



Depending on the type of access granted and its status, available actions vary.

Exhibit 224. Status-Based Actions for View

	Actions Available					
Status	**Accept**	**Assign to User**	**Assign to Profile**	**Decline**	**Done**	**Relinquish**
Accepted		✓	✓		✓	✓
Declined					✓	
Expired					✓	
Pending	✓			✓		
Relinquished					✓	
Revoked					✓	

Accept—Accept the grantor's **Pending** access right. The status changes to **Accepted** and new actions are available (see Exhibit 224).

Decline—Declines the grantor's **Pending** access right. The status changes to **Declined** and no further actions are available (see Exhibit 224).

Assign to User—For **Accepted** access rights, opens the Intra-Company User List (Exhibit 225). See Assign to User. Only one user can be assigned at a time. If multiple users need this right, the administrator may choose to assign to a profile instead.

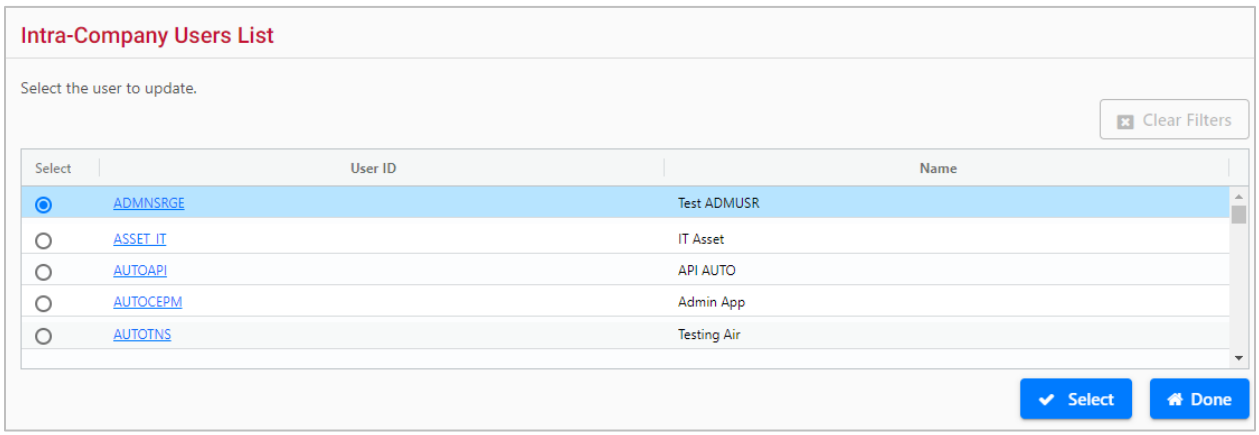
Assign to Profile—Allows the administrator to add an **Accepted** access right to an existing security profile. Opens the Manage Security Profiles page (Exhibit 208). See Assign to Profile.

Relinquish—Allows the administrator to surrender an **Accepted** access right. The status becomes **Relinquished** and new actions are available (see Exhibit 224).

ASSIGN TO USER

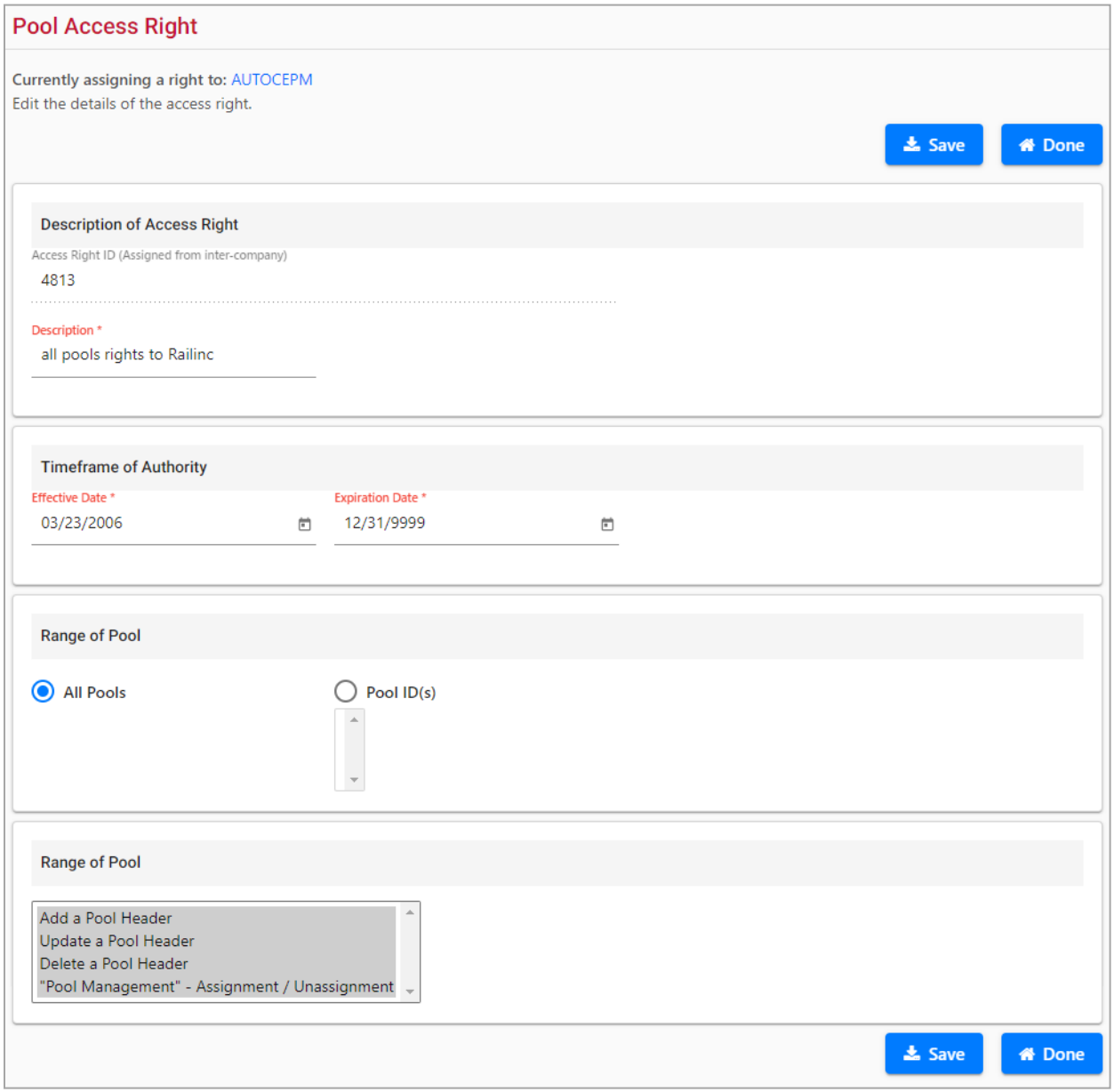
When the administrator views an *accepted* access right and selects **Assign to User**, the Intra-Company User List is displayed (Exhibit 225).

Exhibit 225. Intra-Company Users List



1. Scroll and select the radio button beside the appropriate user. Scroll to the bottom of the page (press **End**) and choose **Select**. The View <Type> Access Right page is displayed with the selected user identified under the page title (Exhibit 226).

Exhibit 226. View <Type> Access Right User Assignment Example



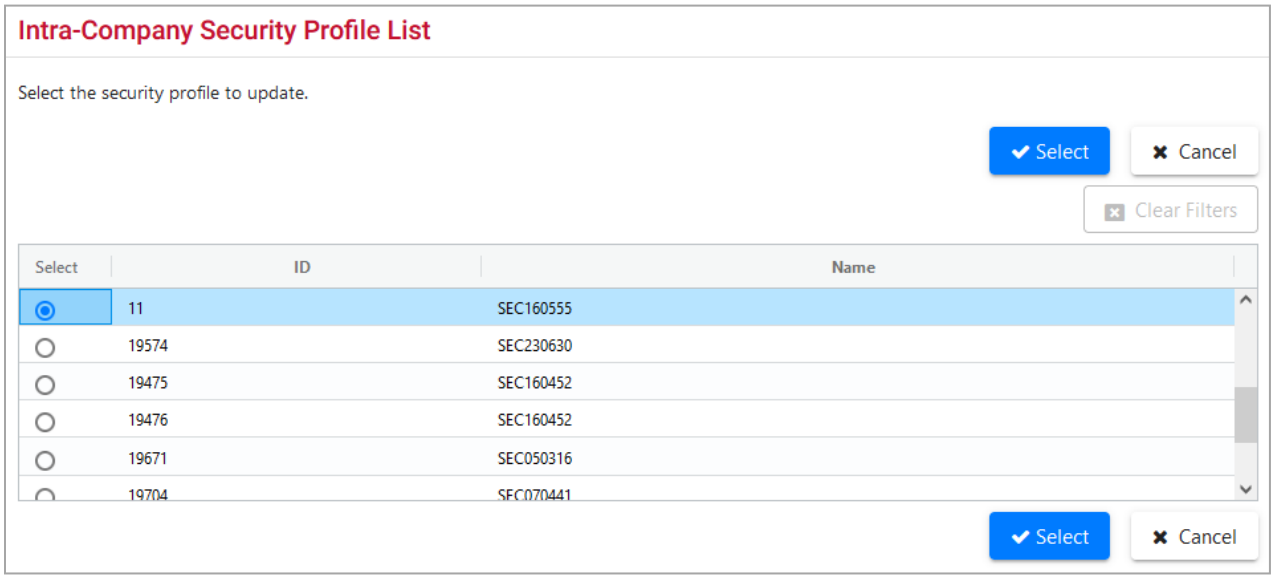
2. Adjust the allowable timeframe if the grantor's Effective Date begins before the current date.

3. To assign the right to the user, select **Save**. The View <Type> Access Right page is redisplayed with a success message.

ASSIGN TO PROFILE

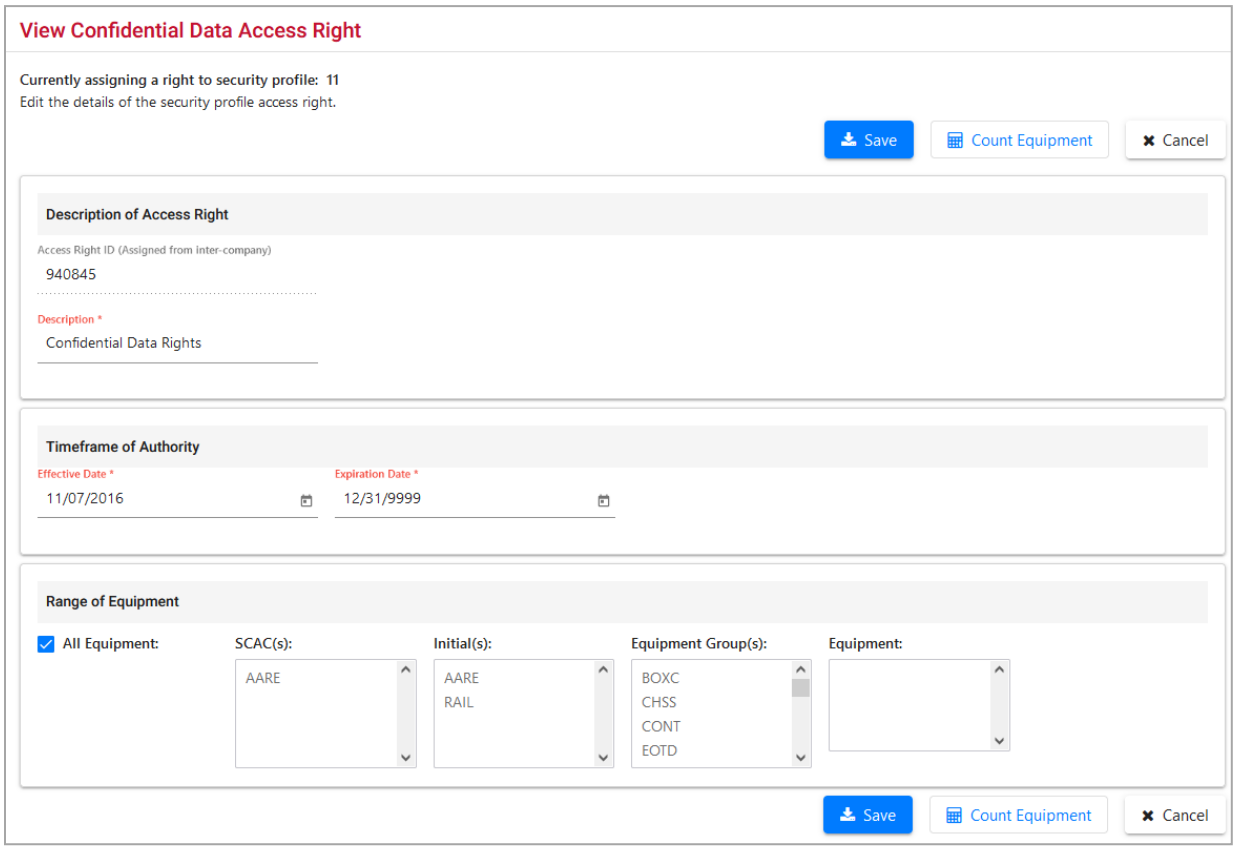
If an accepted right is needed by several users, the administrator can choose to add the right to an existing company security profile. The access right would then apply to all users of the profile. When the administrator views an *accepted* access right and selects **Assign to Profile**, the Intra-Company Security Profile List page is displayed (Exhibit 227).

Exhibit 227. Intra-Company Security Profile List



1. Select radio button beside the security profile where the grantor right is to be added and choose **Select**. The <Type> Access Right page is displayed (Exhibit 228). The ID of the security profile that is being added to is identified under the page title. In Exhibit 228, the security profile ID is 11.

Exhibit 228. <Type> Access Right



2. Adjust the allowable timeframe if the grantor's Effective Date begins before today.

3. To assign the right to the profile select **Save**. The <Type> Access Right page is redisplayed with a success message.
4. Use the Intra-Company Manage Security Profiles function to add multiple users to the adjusted security profile. See Editing a Security Profile.

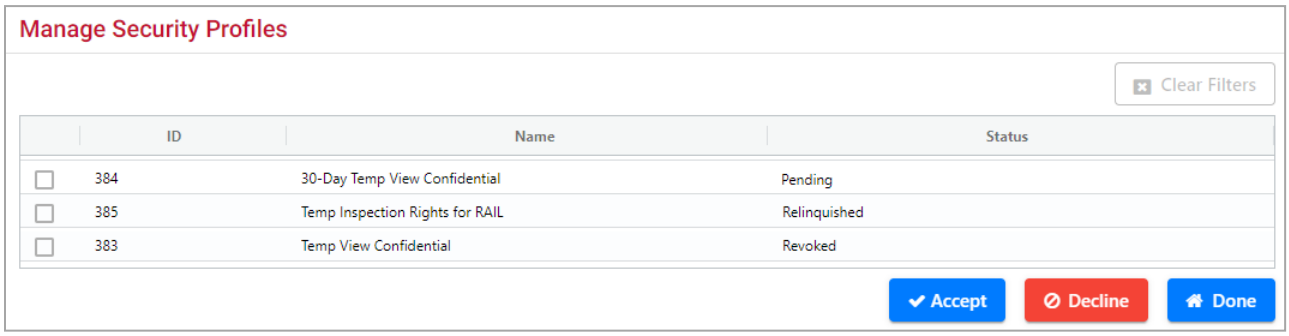
Manage Inter-Company Profiles Granted to My Company

This function allows the grantee administrator to accept, decline, relinquish, and assign users to security management profiles granted by other companies.

Use the following procedure to access security profiles granted by other companies to the grantee:

1. On the Security Management page (Exhibit 193), select **Manage Inter-Company Profiles Granted to My Company**. The Manage Security Profiles page is displayed (Exhibit 229).

Exhibit 229. Manage Security Profiles for Inter-Company

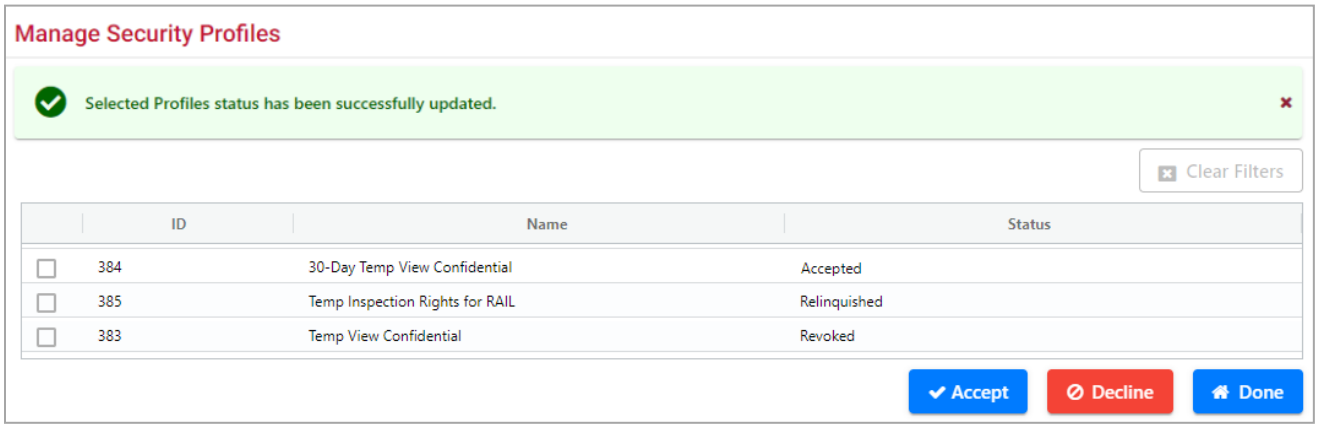


Profiles that are in **Pending** status can be processed.

2. To decline the profile, check the box beside the profile and select **Decline**. The status becomes **Declined**. Nothing more can be done with the profile.
3. To accept the Pending profile, check the box beside the profile and select **Accept**. The status becomes **Accepted**, a success message is shown, and the profile ID is a hyperlink.

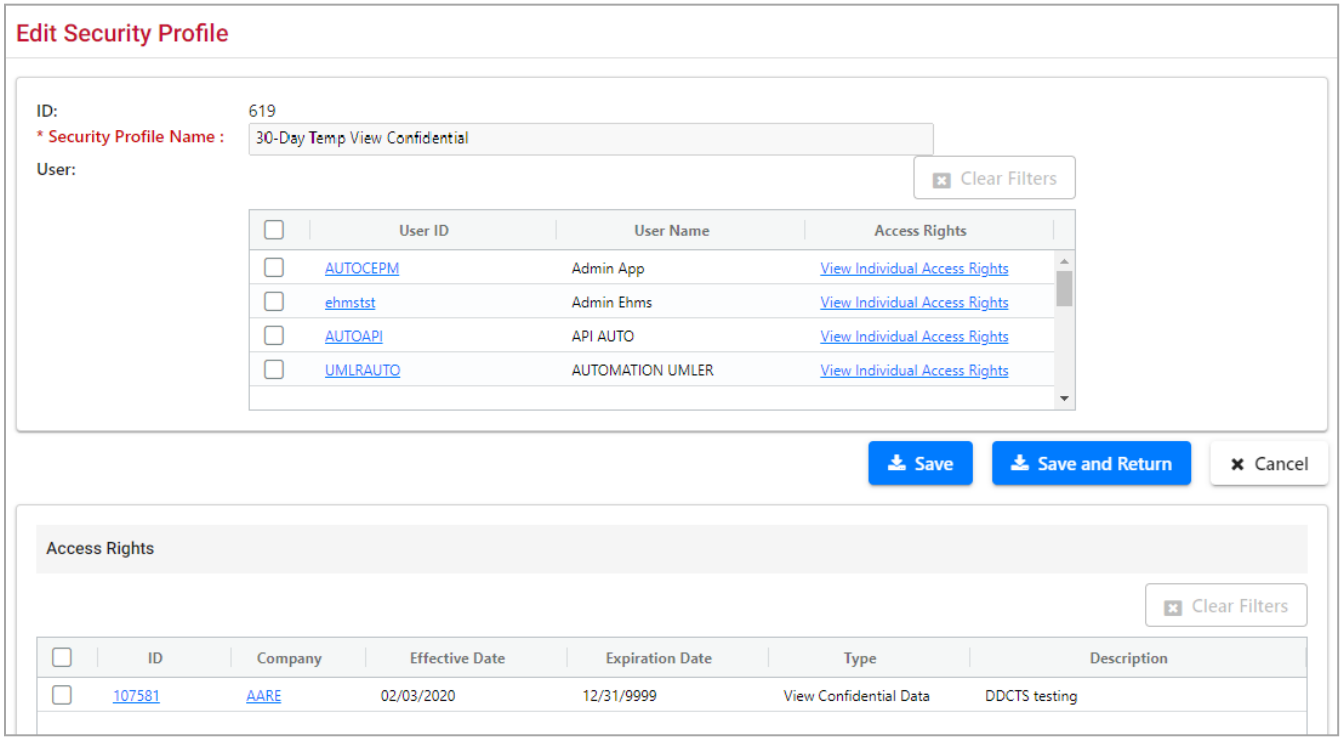
Umler also lists this inter-company security profile in the Available Profiles on the Add/Remove User to/from Security Profiles page (Exhibit 215). See Add/Remove User To/From Security Profiles for additional instructions.

Exhibit 230. Manage Security Profiles Updated



4. To immediately add users, select the profile **ID** link. The Edit Security Profile page for the inter-company profile is displayed (Exhibit 231).

Exhibit 231. Edit Security Profile for Inter-Company



5. Check the box beside the User IDs who need to have the new inter-company profile assigned and select **Save**. For more information about Editing Security Profiles, see Editing a Security Profile.

Special SSO Security Request for Non-Participating Companies

This function can be used to request full SSO Umler Administrative rights on behalf of another company (hereafter called the Approver). The Approver might be a very small railroad without access to SSO/Umler and has contracted with an agency or other road (hereafter called the

Requestor) to handle its equipment-related tasking. This process serves as a Letter of Authorization (LOA).

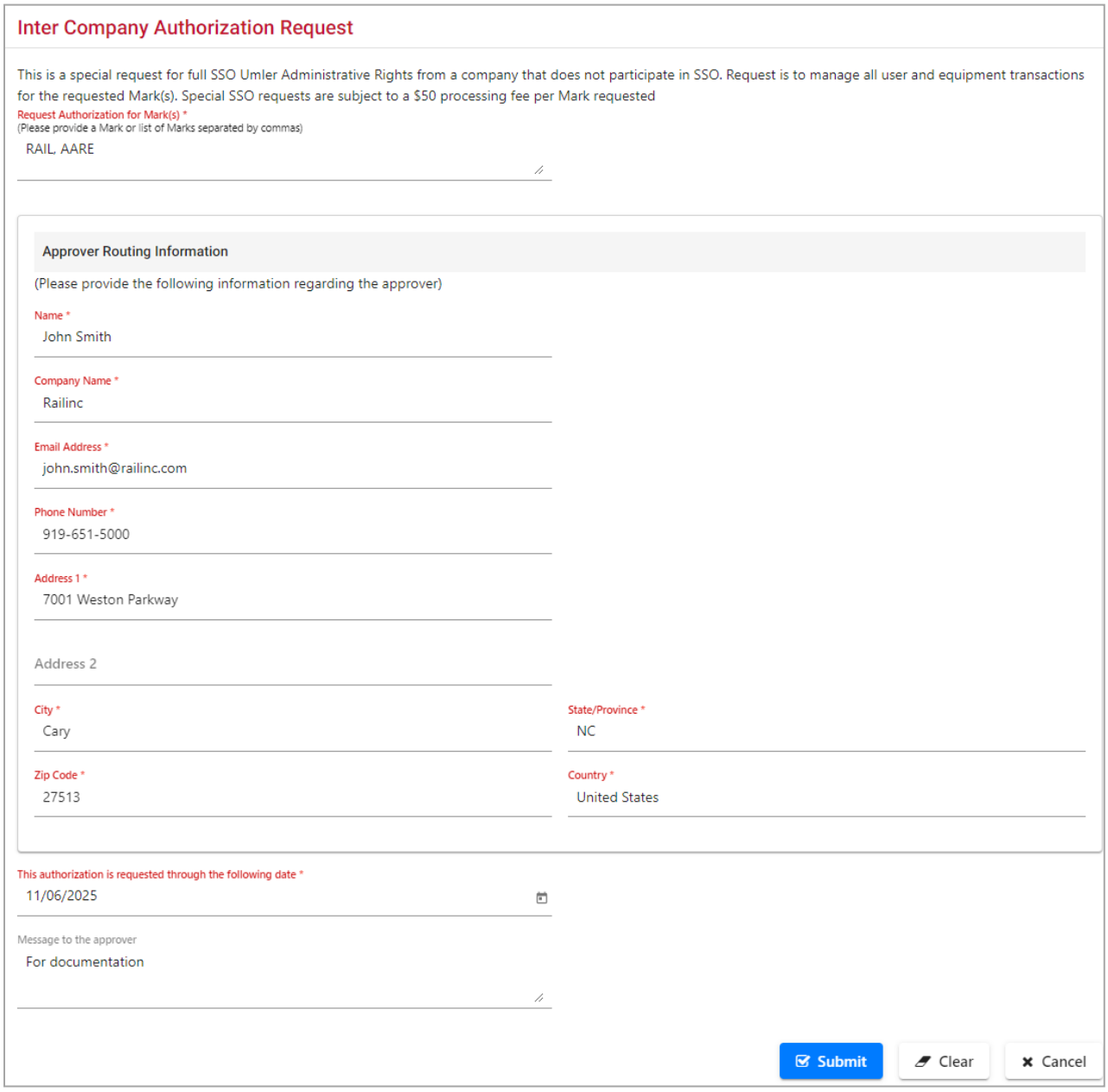
To be able to act on behalf of the Approver:

- The Requestor must submit a valid request.
- The Approver must approve the request.
- The Railinc Umler Administrator must verify the request approval in Umler.
- The Railinc Umler Administrator must establish the road mark authorizations in SSO.
- The Railinc Umler Administrator must implement the approved request in Umler.
- The Requestor (company Admin) must assign a Requestor contact for the Approver marks in FindUs.Rail.
- The Requestor (company Admin) must assign appropriate rights to their Umler users.

These tasks are described elsewhere in this guide (or in the *SSO and Launch Pad Administrator Guide*). Refer also to FindUs.Rail at https://findusrail.railinc.com/. Notification emails are sent throughout the process.

1. On the Security Management page (Exhibit 193), select **Special SSO Security Request from Non-Participating Companies**. The Inter Company Authorization Request page is displayed (Exhibit 232).

Exhibit 232. Inter Company Authorization Request

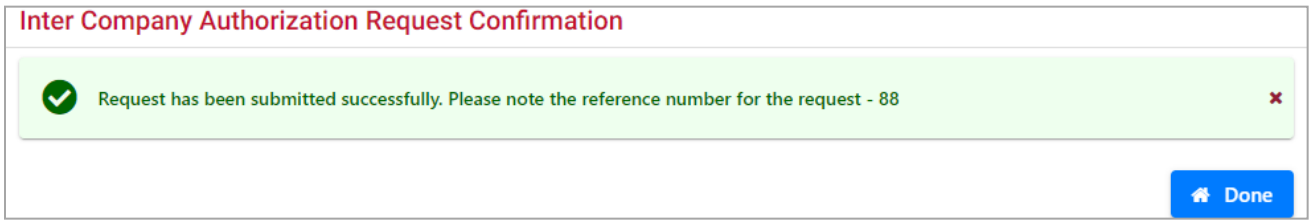


2. Complete the required fields.
    a. **Request Authorization for Marks**—Enter the marks being requested
    b. **Name**—Enter the name of the Approver. (e.g., John Doe)
    c. **Company Name**—Company Name of Approver (e.g., Very Small Railroad, Inc.)
    d. **Email Address**—Email for Approver (e.g., John.Doe@VerySmallRR.com)
    e. **Phone Number**— Approver's phone number in AAA XXX-NNNN format
    f. **Address 1**—Mailing address of Approver (Address line 2 as needed)
    g. **City**—City of Approver
    h. **State/Province**—Use 2-character where possible
    i. **ZIP Code**—ZIP code for address

j. **Country**—Country of Approved (e.g., US)
k. **This authorization is requested through the following date**—Use calendar picker to choose an end date. For no end date, use 12-31-9999.
l. (Optional) **Message to the Approver**—Appropriate comments (e.g., "Let us know if you need other marks handled.")

3. Select **Submit**. A confirmation message is displayed (Exhibit 233)

Exhibit 233. Inter Company Authorization Request Confirmation



a. A confirming email is sent to the requestor.

4. An email is sent to the approver. The approver email contains a link to a website (not shown) where the request can be viewed and then either rejected or approved.

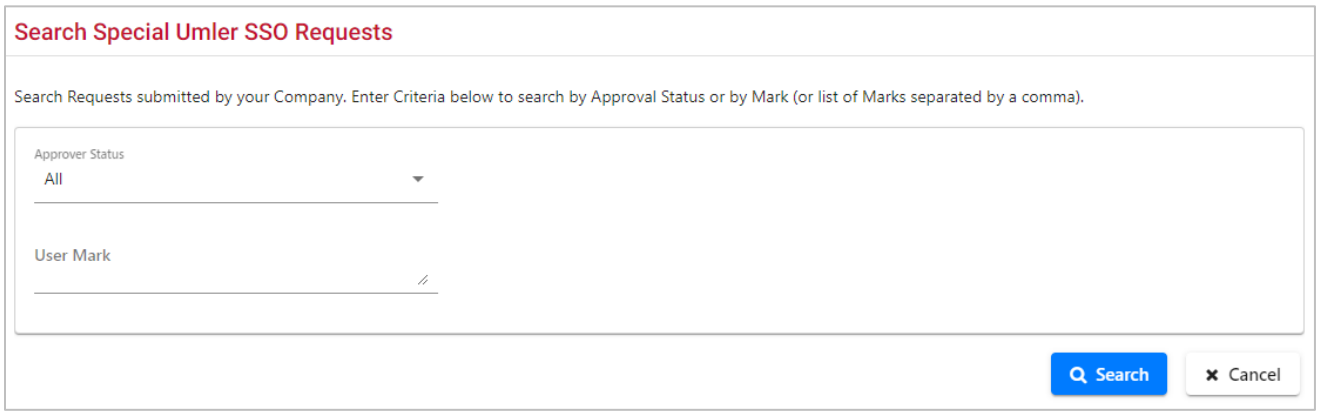
View Status of Special Umler SSO Requests

Once an Intercompany Authorization Request has been submitted, the requestor can check the status of the requests.

Use the following procedure to check the status:

1. On the Security Management page (Exhibit 193), select **View Status of Special Umler SSO Request**. The Search Special Umler SSO Requests page is displayed (Exhibit 234).

Exhibit 234. Search Special Umler SSO Requests



2. Enter search criteria.

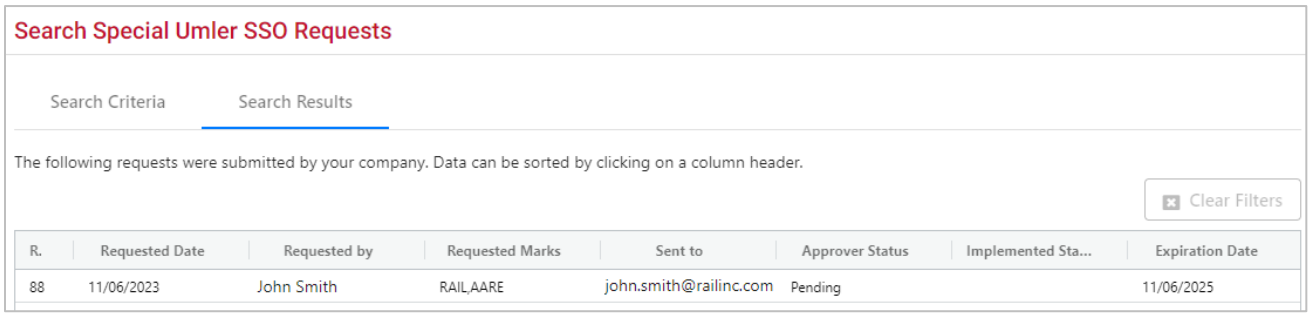
a. Approver Status can be:

- All (finds everything, recommended)
- Pending
- Approved
- Rejected

b. User Mark (specific known marks for an Approver)

3. Select **Search**. The Search Special Umler SSO Requests page is redisplayed (Exhibit 235).

Exhibit 235. Search Special Umler SSO Requests Results



This page is for viewing only. As needed, select the **Search Criteria** tab to modify the search criteria and do a different search. To exit the page, select another menu item.

Search User Access Rights

An administrator can search for access rights by Access Right (Pool, Equipment, Inspection, and View Confidential Data), by Type (specific activities), by User ID, by status (active and inactive), and by timeframe.

Use the following procedure to search User Access Rights:

1. On the Security Management page (Exhibit 193), select **Search User Access Rights**. The Search Access Rights page is displayed (Exhibit 236).

Exhibit 236. Search Access Rights

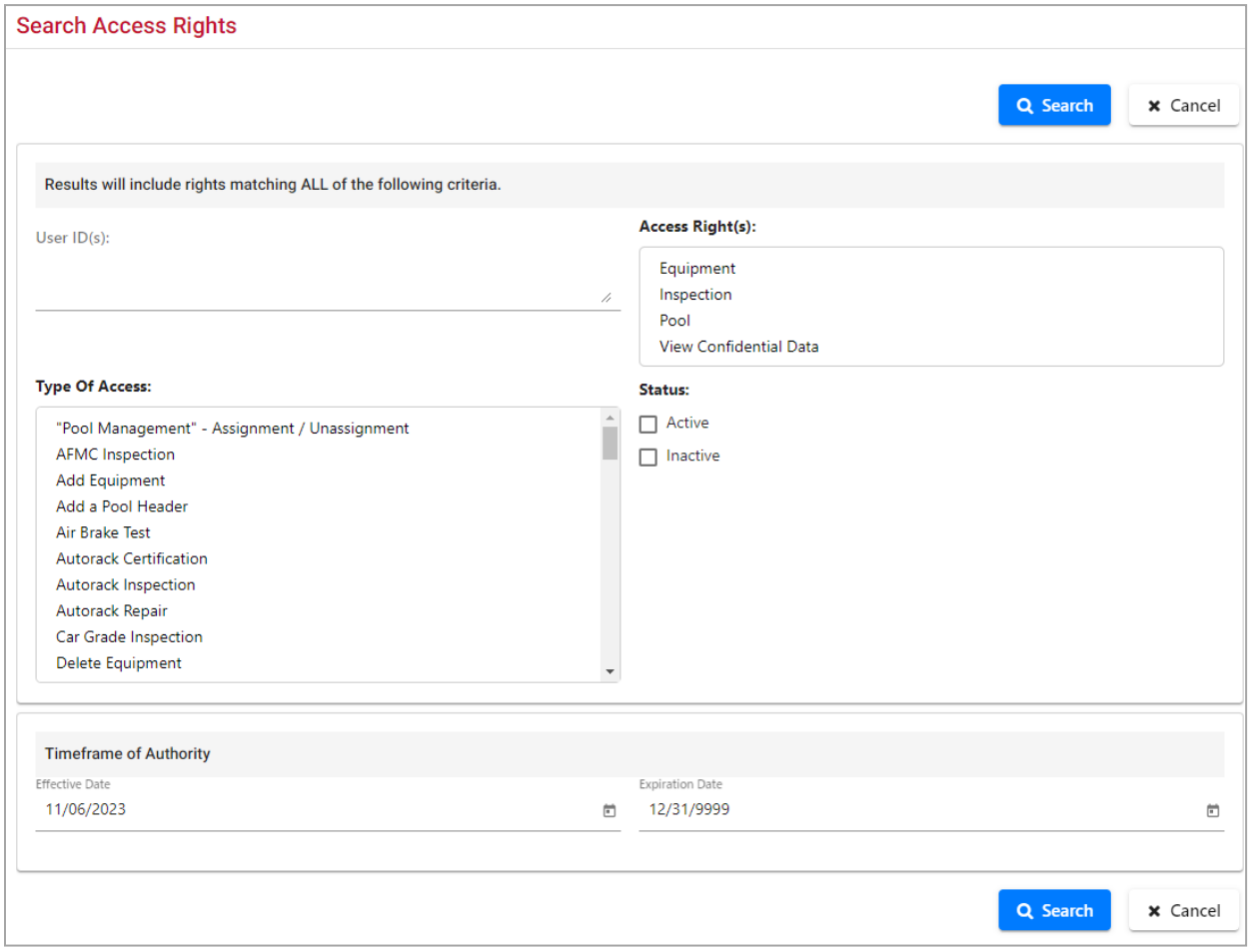


Exhibit 237. Search Access Right(s) Field Descriptions

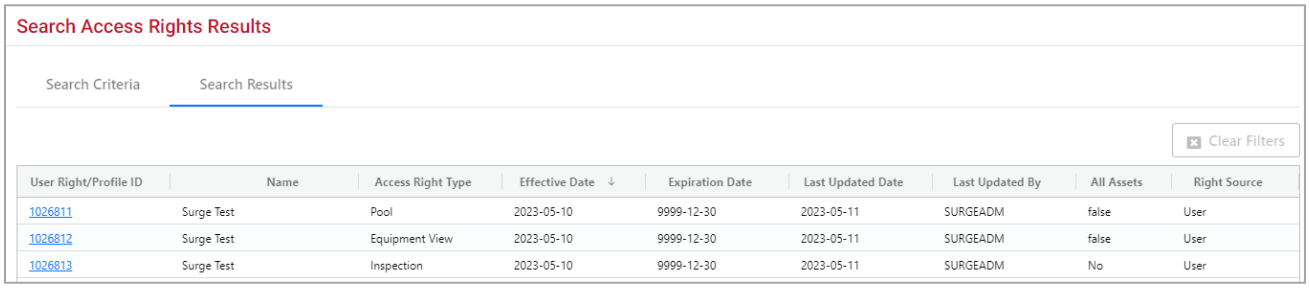
Field	Description
User ID(s)	Search for access rights assigned to specific users by entering user ID(s) in this field. Separate multiple IDs using the delimiters shown in Exhibit 23 (generally a single space).
Access Right(s)	Select one or more available access rights: Equipment, Inspection, Pool, and View Confidential Data. Hold **Ctrl** key to make multiple selections.

Field	Description
Type of Access	Select one or more available types of access. Hold **Ctrl** key to make multiple selections.
Status	Default is to have neither **Status** selected. Check **Active** to search only currently effective access rights. Check **Inactive** to search expired rights.
Timeframe of Authority	Specify the **Effective Date** and the **Expiration Date** for the access right. The Effective date defaults to today's date. The Expiration Date must be greater than or equal to the Effective Date. ***If a Status box is checked, this field is unavailable.***

Viewing Specific Users' Rights

To see what access rights a specific user currently has, enter the user ID in the **User ID(s)** field, check **Active Status** and select **Search**. The Search Access Rights Results page is displayed (Exhibit 238). To modify searches, select the **Search Criteria** tab, revise the criteria, and reselect **Search**.

Exhibit 238. Search Access Rights Results For a Specific User

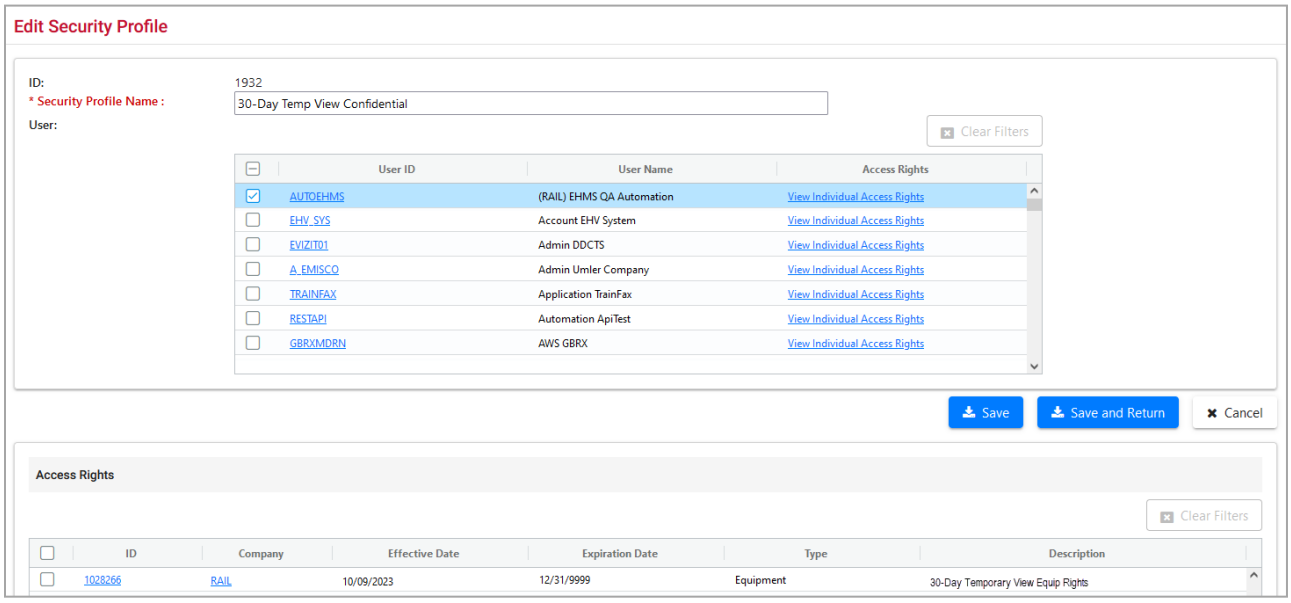


The results list contains a Right Source column that identifies whether the access right is sourced from the user, or a security profile. The **User Right ID/Profile ID** column contains the unique IDs assigned by Umler for these rights or profiles as selectable links.

To view the details of the access rights, select **User Right/Profile ID** link in the first column. Depending on whether the link represents a right or a profile, the <Type> Access Right (view-only) or the Edit Security Profile page for the selected link is displayed (Exhibit 239).

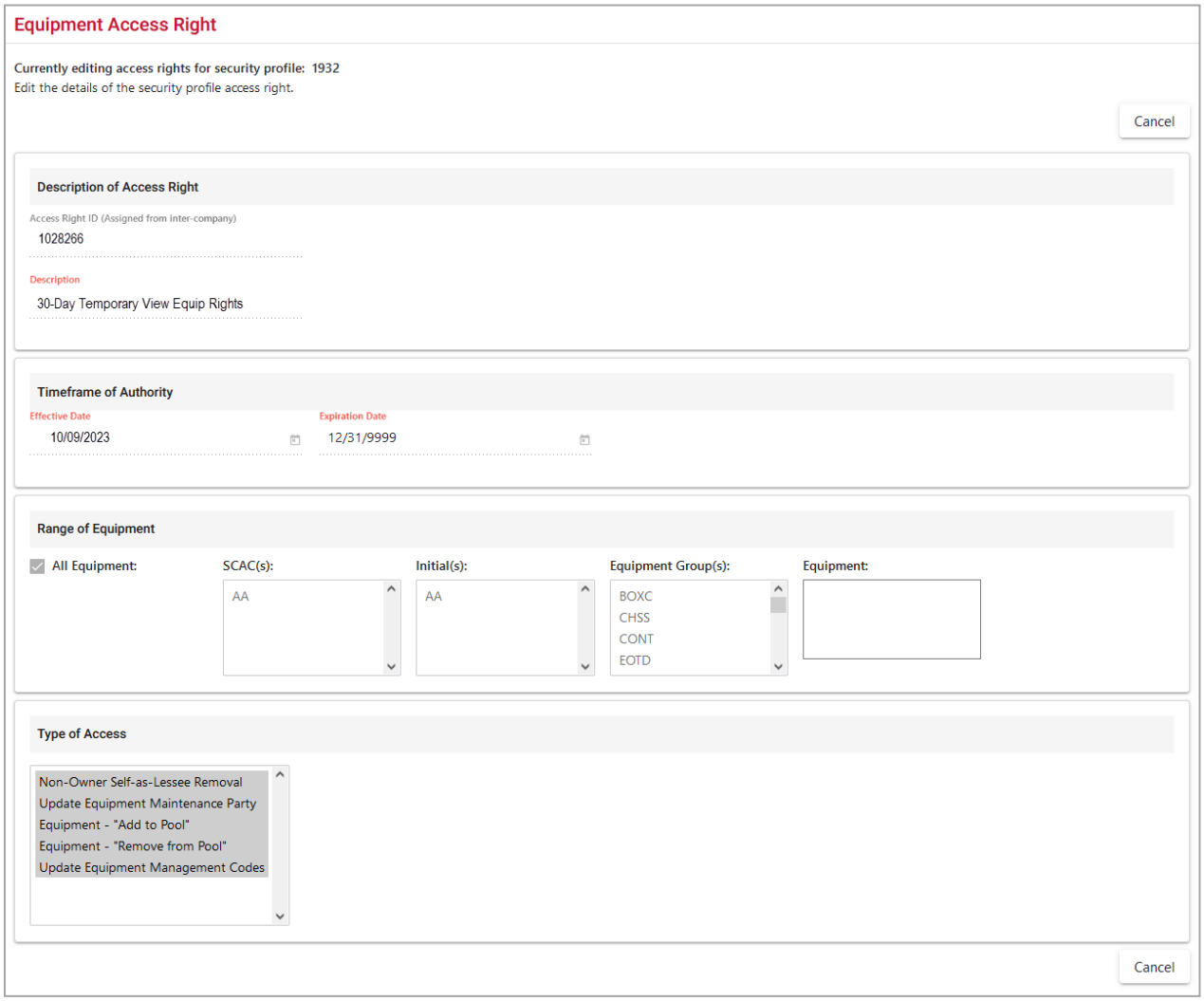
All access right detail pages via Search are read-only, so to remove individual access rights for the user, refer to Manage Intra-Company User Access Rights.

Exhibit 239. Edit Security Profile For a Specific ID



The administrator can choose to unassign the user from this profile by unchecking the **User ID** and selecting **Save**. To see the details of the specific access rights, the administrator can select the **ID** link(s) shown in the Access Rights tab to view a read-only version (Exhibit 240). Select **Cancel** to return to the Edit page.

Exhibit 240. Equipment Access Right Read-Only



Searching by Rights

An administrator can search for users who have specific rights assigned to them (or even specific types of access).

On the Search Access Rights page, select search criteria. In Exhibit 241, inspection access rights are included in the criteria for locomotive-related tasks. Check **Active** status and select **Search**. The results are shown in Exhibit 242.

Exhibit 241. Search Access Rights – Locomotive Inspection Example

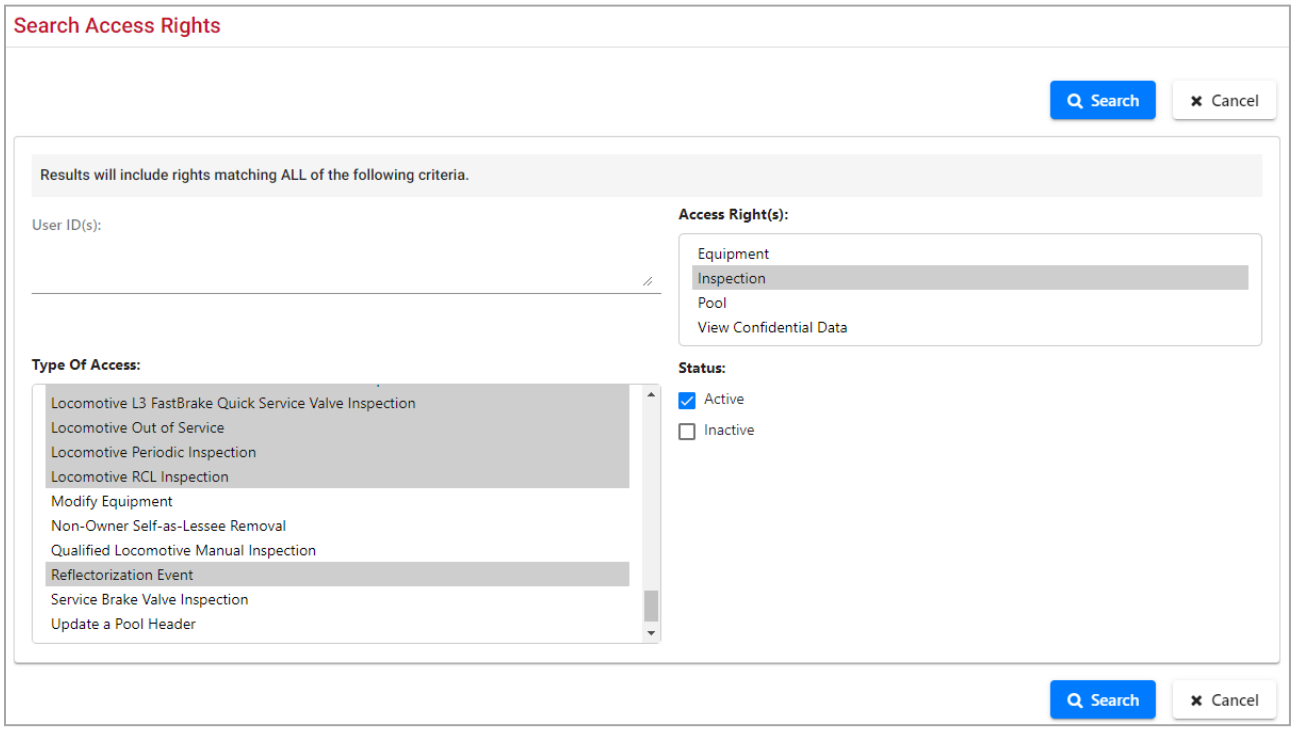
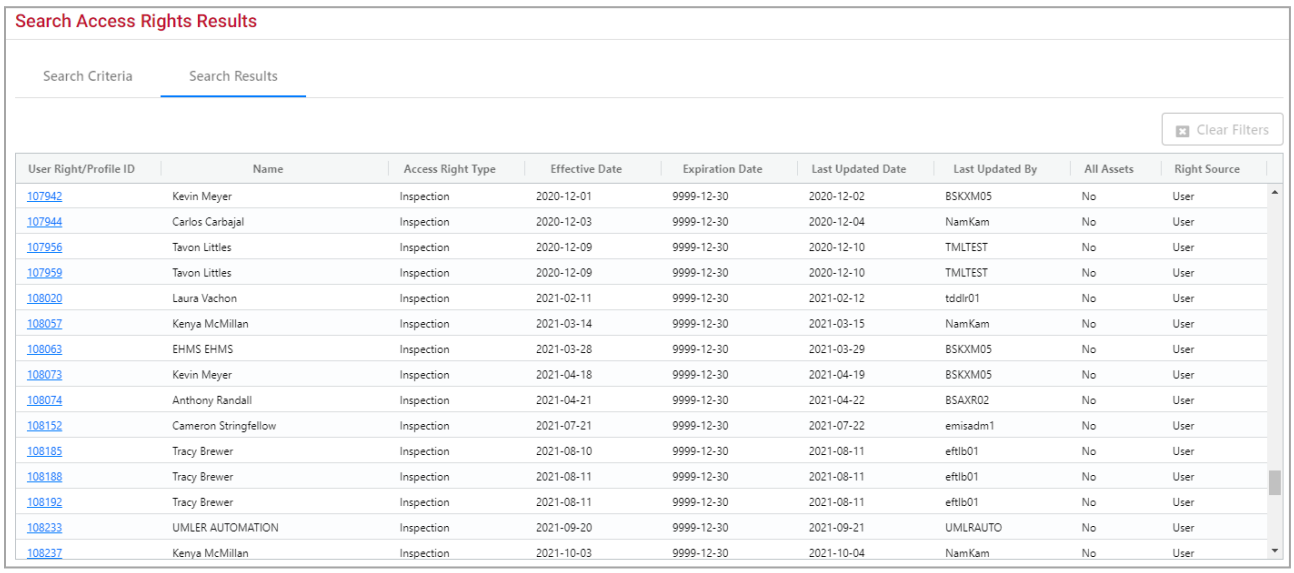


Exhibit 242. Search Access Right Results – Locomotive-related Inspections



User Right/Profile ID	Name	Access Right Type	Effective Date	Expiration Date	Last Updated Date	Last Updated By	All Assets	Right Source
107942	Kevin Meyer	Inspection	2020-12-01	9999-12-30	2020-12-02	BSKXM05	No	User
107944	Carlos Carbajal	Inspection	2020-12-03	9999-12-30	2020-12-04	NamKam	No	User
107956	Tavon Littles	Inspection	2020-12-09	9999-12-30	2020-12-10	TMLTEST	No	User
107959	Tavon Littles	Inspection	2020-12-09	9999-12-30	2020-12-10	TMLTEST	No	User
108020	Laura Vachon	Inspection	2021-02-11	9999-12-30	2021-02-12	tddlr01	No	User
108057	Kenya McMillan	Inspection	2021-03-14	9999-12-30	2021-03-15	NamKam	No	User
108063	EHMS EHMS	Inspection	2021-03-28	9999-12-30	2021-03-29	BSKXM05	No	User
108073	Kevin Meyer	Inspection	2021-04-18	9999-12-30	2021-04-19	BSKXM05	No	User
108074	Anthony Randall	Inspection	2021-04-21	9999-12-30	2021-04-22	BSAXR02	No	User
108152	Cameron Stringfellow	Inspection	2021-07-21	9999-12-30	2021-07-22	emisadm1	No	User
108185	Tracy Brewer	Inspection	2021-08-10	9999-12-30	2021-08-11	eftlb01	No	User
108188	Tracy Brewer	Inspection	2021-08-11	9999-12-30	2021-08-11	eftlb01	No	User
108192	Tracy Brewer	Inspection	2021-08-11	9999-12-30	2021-08-11	eftlb01	No	User
108233	UMLER AUTOMATION	Inspection	2021-09-20	9999-12-30	2021-09-21	UMLRAUTO	No	User
108237	Kenya McMillan	Inspection	2021-10-03	9999-12-30	2021-10-04	NamKam	No	User

There is one security profile for the specified rights and 22 individual access rights that contain at least one of the specified rights and tasks. To view the details for the profile or rights, select the links in the left column. Refer to the Viewing Specific Users' Rights for information about link detail pages.

Transfer Access Rights Between Companies

These tasks are for Railinc Administrators only.

When large groups of equipment are transferred from one company to another, the Umler record rights must also be transferred to allow further changes to the record (e.g., modify, pool assignment/unassignment) by the new company.

Manage Access Rights Transferred by My Company

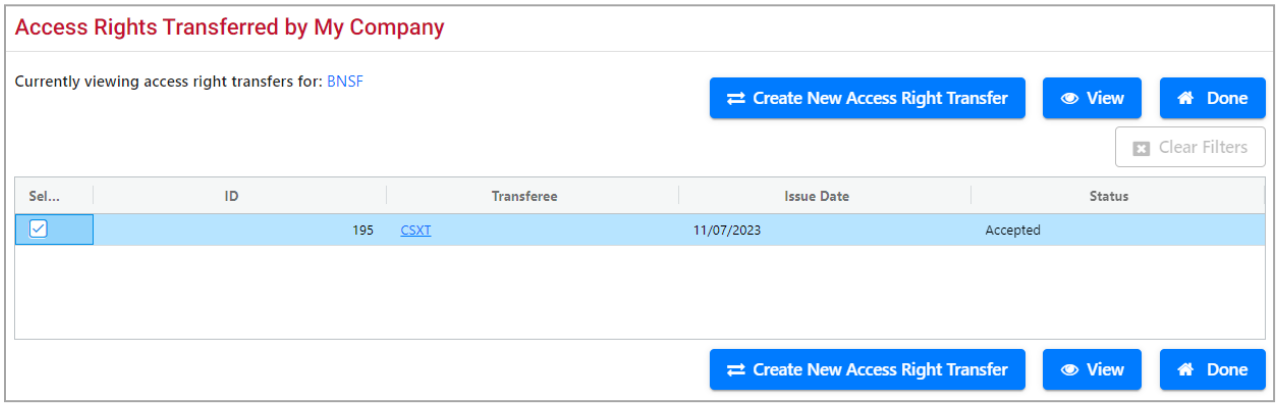
Ensure the Company requesting to transfer the equipment to another road understands that once the equipment is accepted by the other road, the requesting company can no longer update those transferred Umler records or see any confidential data (regardless of the stencil mark)—the transfer is immediate.

Use the following procedure to release equipment in Umler to another road:

1. From the main menu, select **Account Administration** > **Security Management**. The Security Management page is displayed (Exhibit 193).

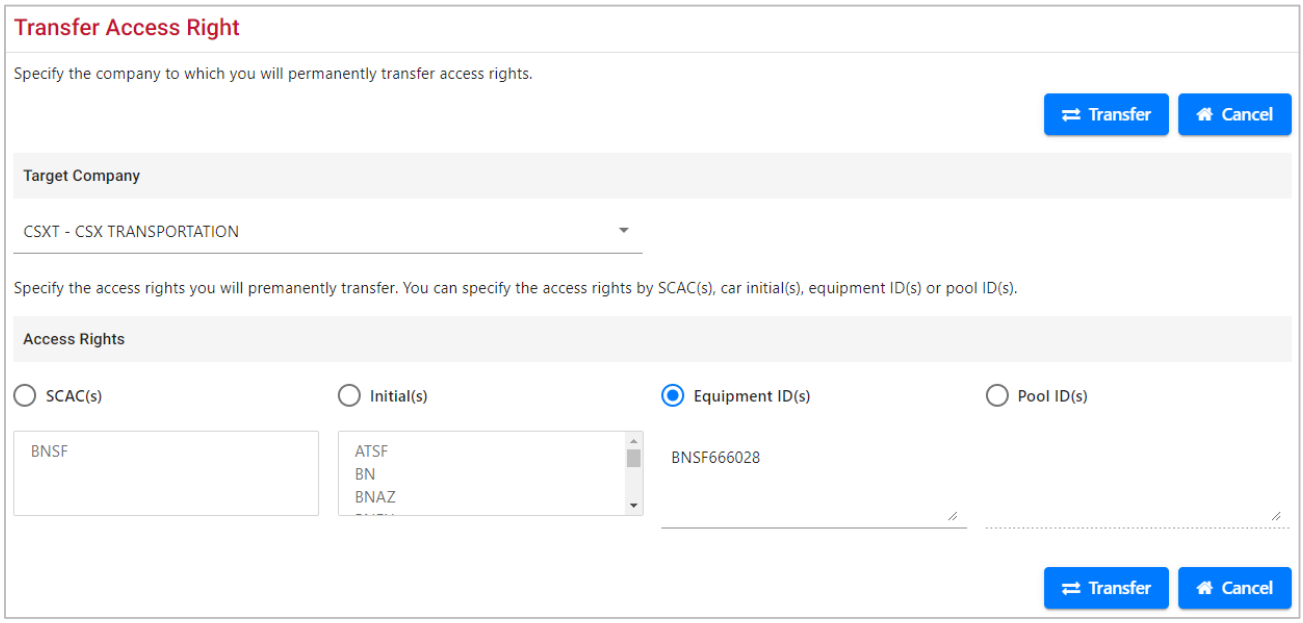
2. Select the **Manage Access Rights Transferred by My Company** link. The Access Rights Transferred by My Company page is displayed (Exhibit 243).

Exhibit 243. Access Rights Transferred by My Company



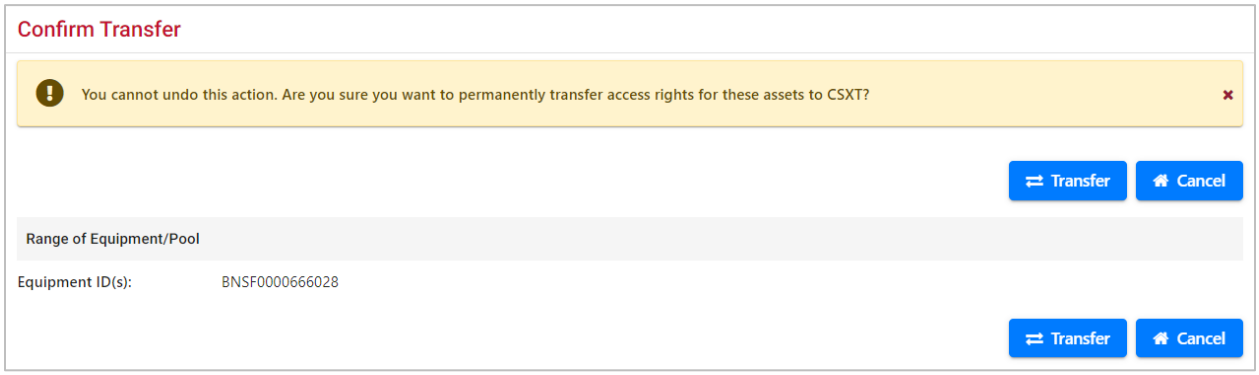
3. Select **Create New Access Right Transfer**. The Transfer Access Right page is displayed (Exhibit 244).

Exhibit 244. Transfer Access Right



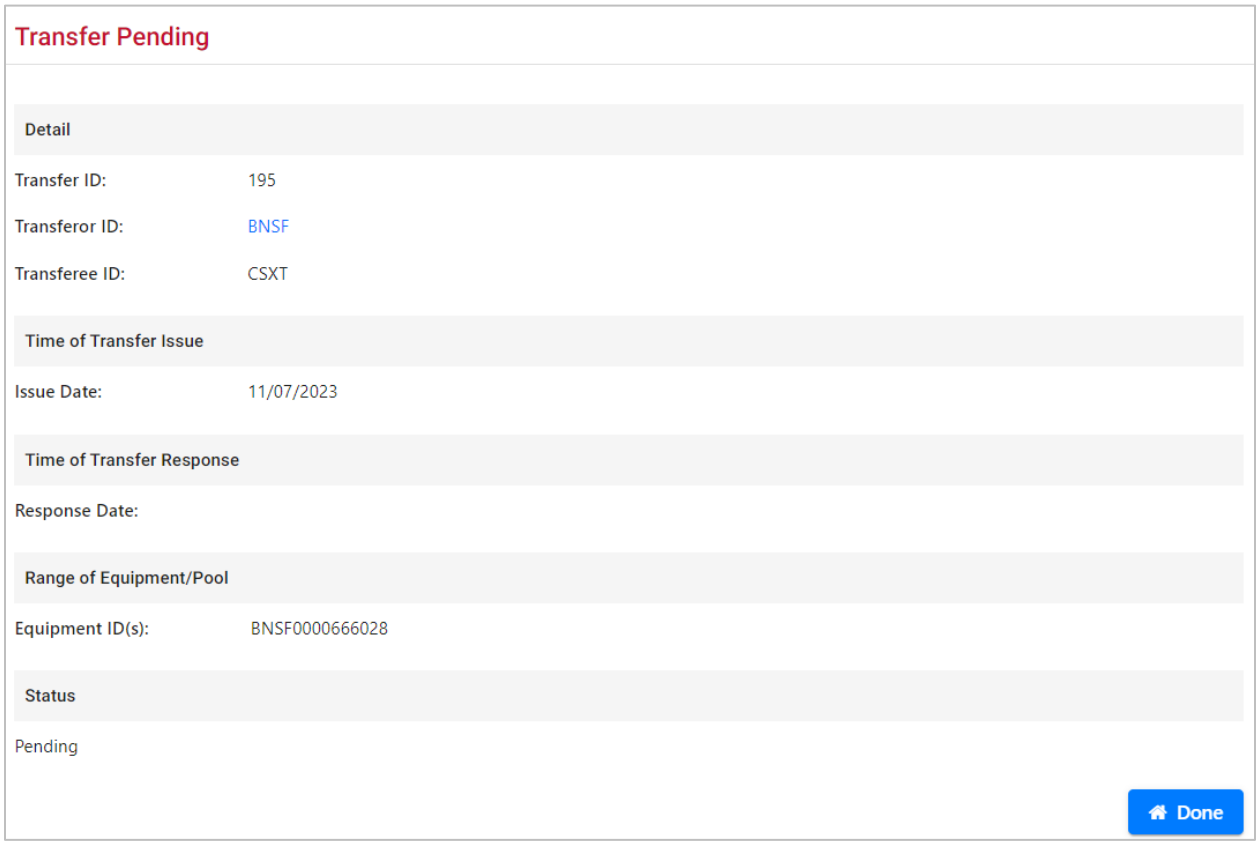
4. Select the **Target Company** from the drop-down list.
5. Select the type of access being transferred. In Exhibit 244, BNSF is transferring equipment ID BNSF666028 to CSXT.
6. Select **Transfer**. The Confirm Transfer page is displayed (Exhibit 245).

Exhibit 245. Confirm Transfer



7. Select **Transfer** a second time. The Transfer Pending page is displayed (Exhibit 246).

Exhibit 246. Transfer Pending



The equipment status remains Pending until the other mark accepts the transfer (described in Manage Access Rights Transferred to My Company).

8. Select **Done**.

Manage Access Rights Transferred to My Company

Use the following procedure to accept or reject records or rights being transferred to the authorized user's mark:

1. From the main menu, select **Account Administration > Security Management**. The Security Management page is displayed (Exhibit 193).

2. Select the **Manage Access Rights Transferred to My Company** link. The Transfer Access Right page is displayed (Exhibit 247).

Exhibit 247. Access Rights Transferred to My Company

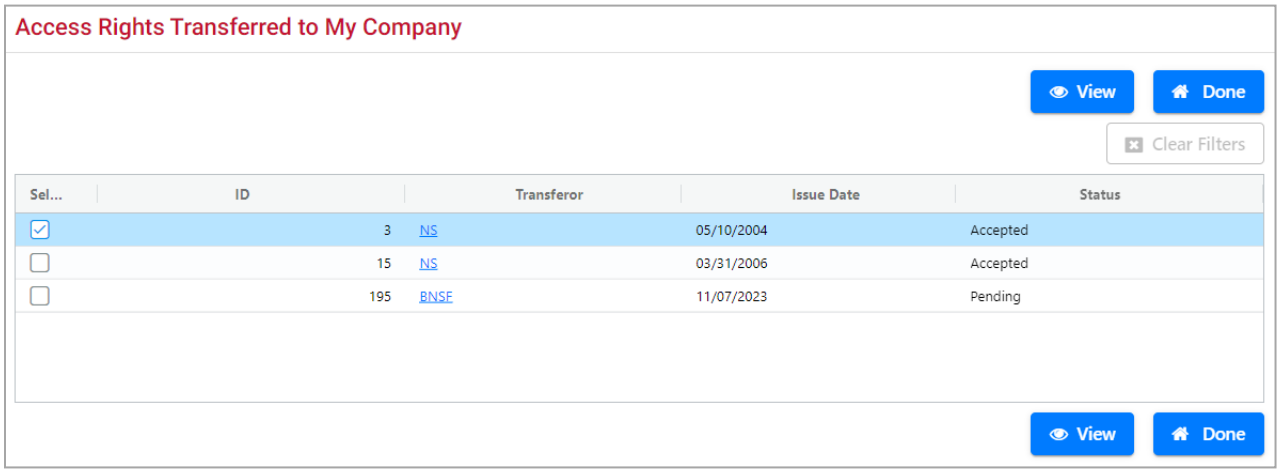
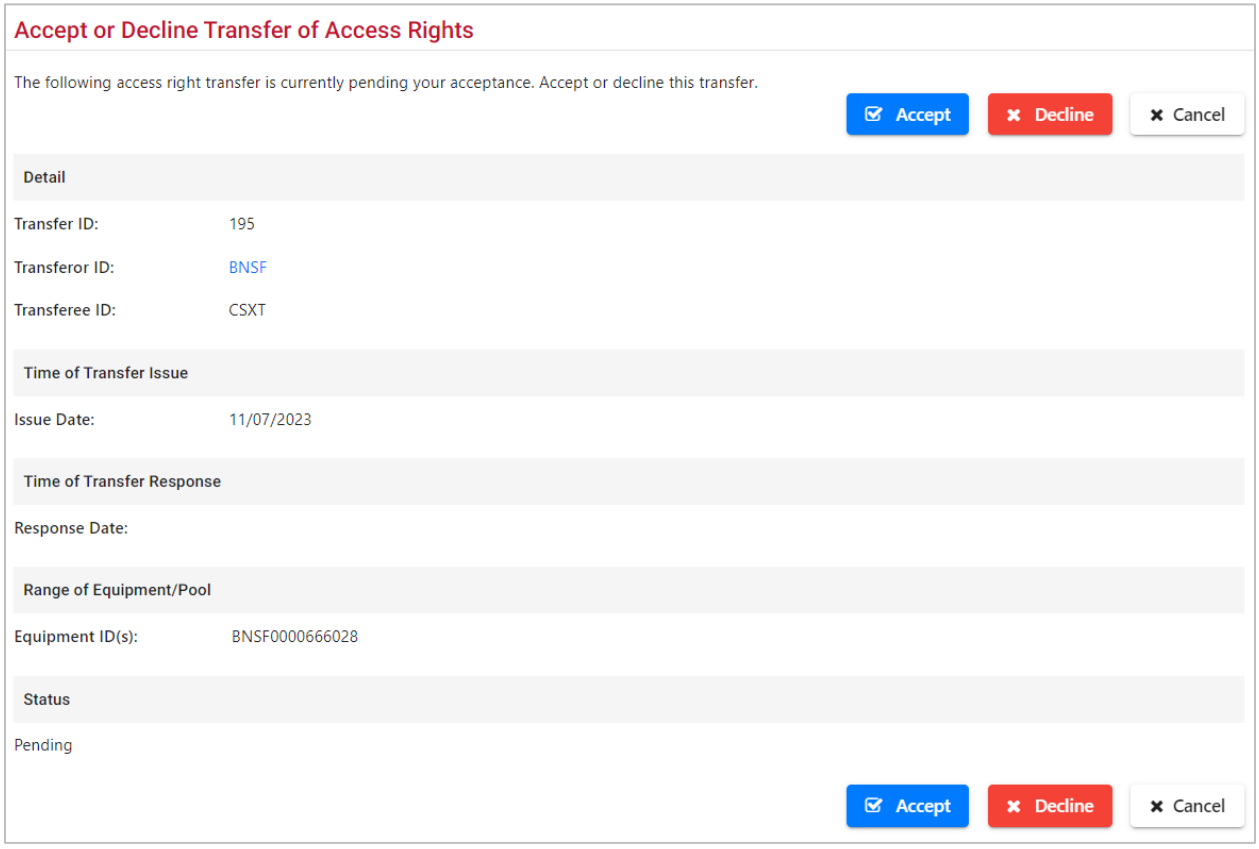


Exhibit 247 shows one pending transfer.

3. Select the radio button for the pending transfer and select **View**. The Accept or Decline Transfer of Access Rights page is displayed (Exhibit 248).

Exhibit 248. Accept or Decline Transfer of Access Rights

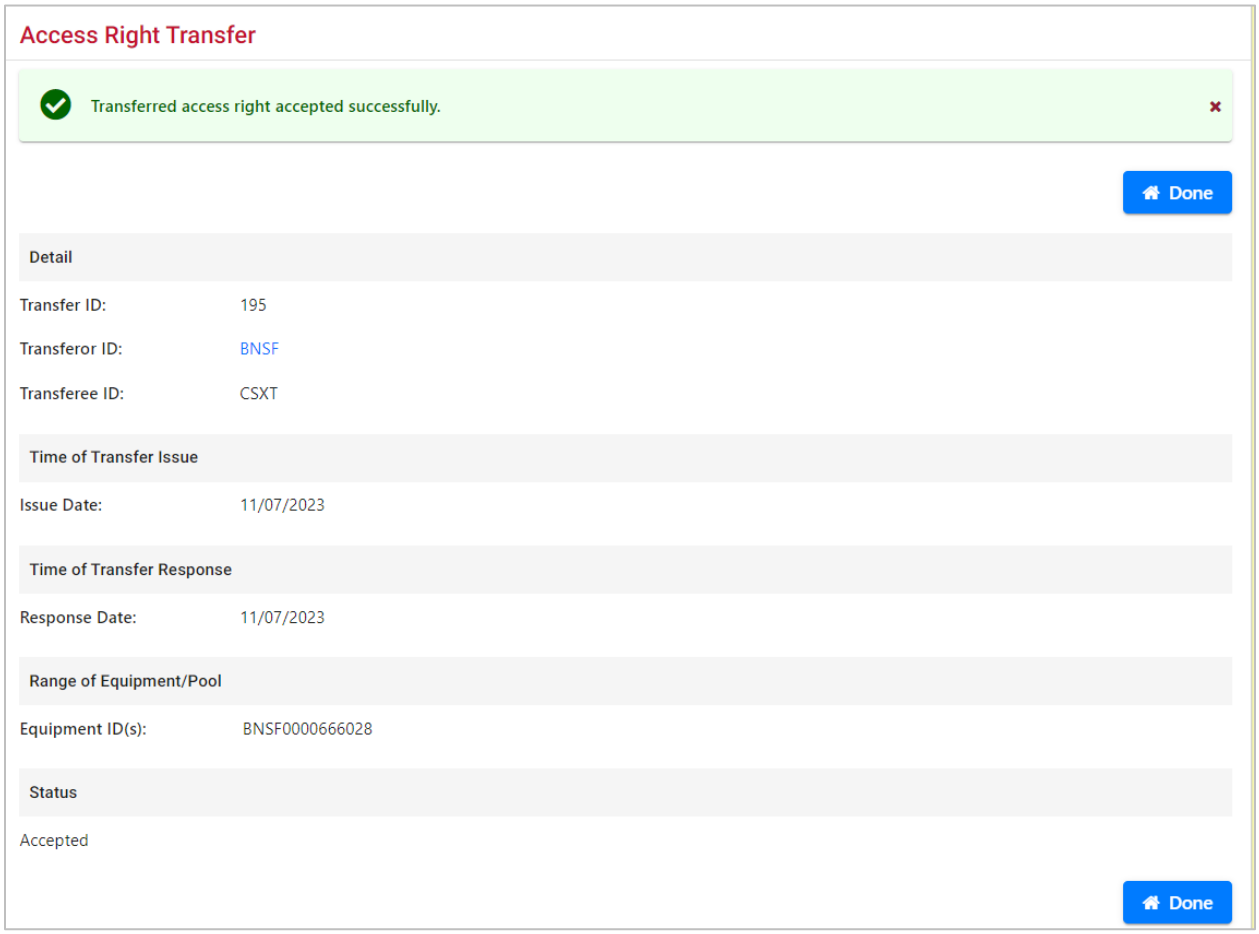


a. To accept the transfer, select **Accept**. The Access Right Transfer page is displayed with the Status set to Accepted (Exhibit 249).

b. To decline the transfer, select **Decline**. The Access Right Transfer page is displayed with the Status set to Declined (similar to Exhibit 249).

c. To exit without choosing, select **Cancel** to return to the Access Rights Transferred to My Company page (Exhibit 247).

Exhibit 249. Access Right Transfer



4. Select **Done** to return to the Access Rights Transferred to My Company page (Exhibit 247).

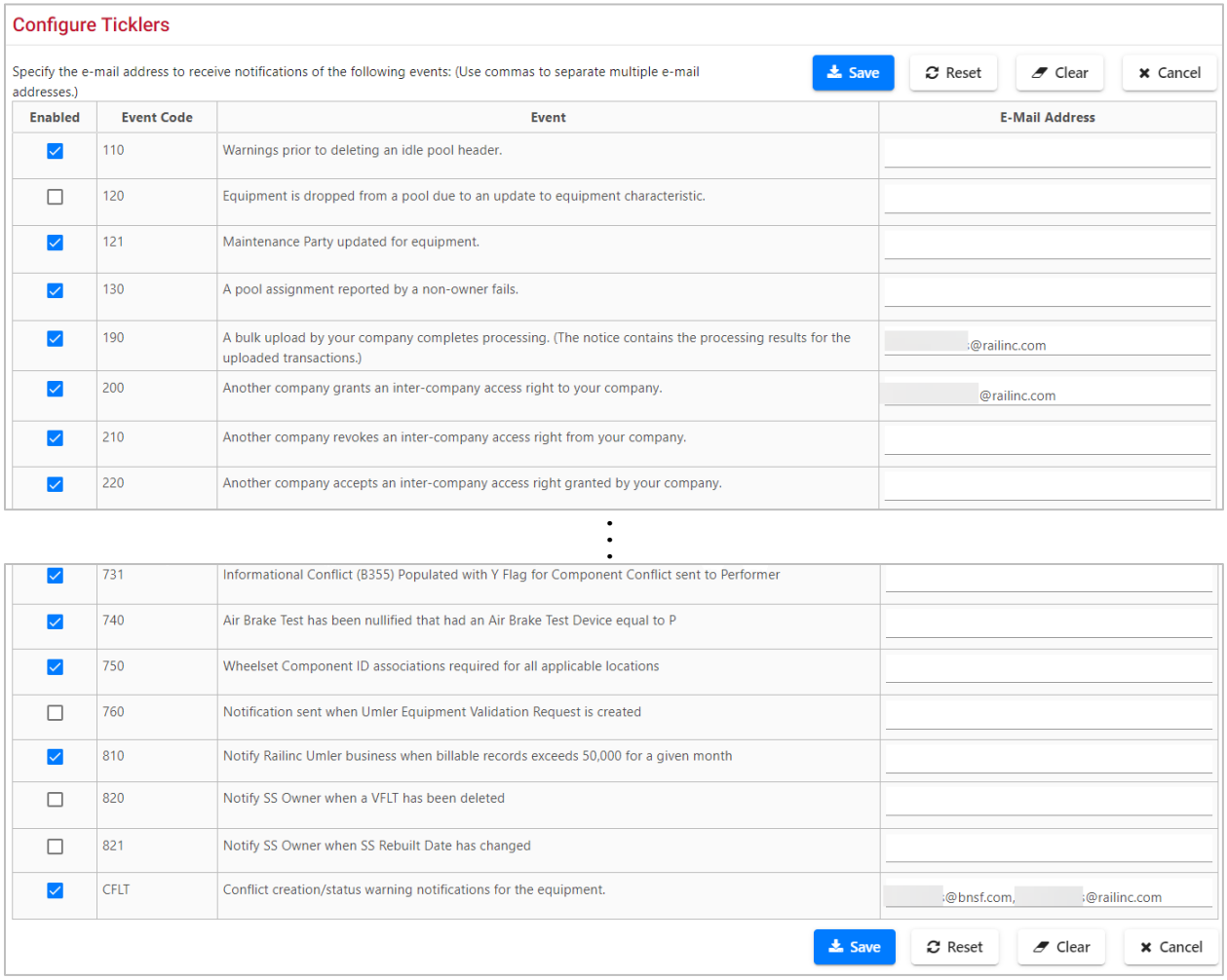
Configure Ticklers

The Configure Ticklers function allows account administrators to specify which types of event notifications should be sent by Umler, and to which email addresses.

Use the following procedure to configure ticklers:

1. From the main menu, select **Account Administration > Configure Ticklers**. The Configure Ticklers page is displayed (Exhibit 250).

Exhibit 250. Configure Ticklers



2. Select the check box beside the appropriate types of messages.
3. For each message type selected, enter at least one email address. Separate multiple email addresses by a comma. Optionally, check the box ***not*** to send "no change" ticklers.
4. When all ticklers have been specified, select **Save**. A success message is displayed at the top of the page.
5. To exit the page, select another Umler menu item.

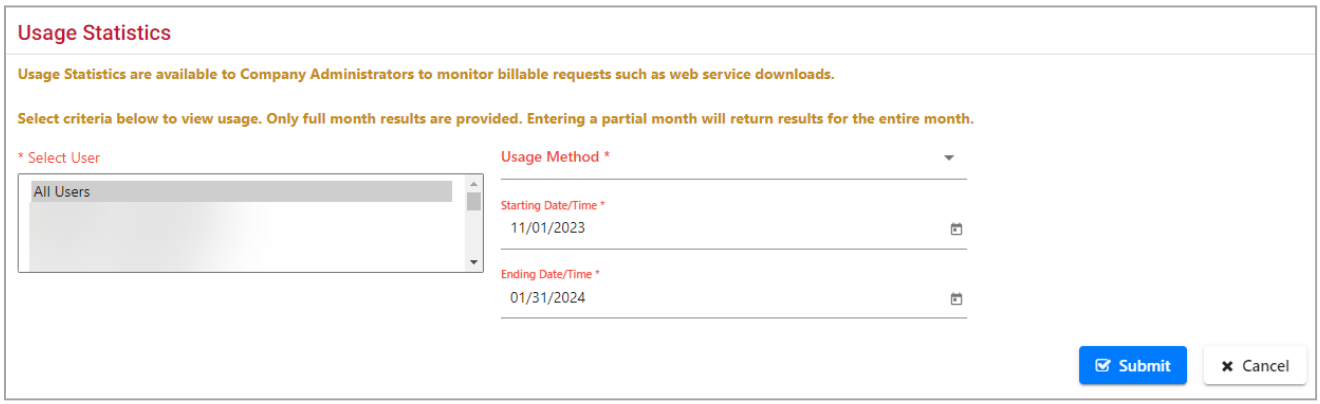
Usage Statistics

This function can be used by Company Administrators to monitor billable requests like web services and CSV downloads.

Use the following procedure to monitor usage statistics:

1. From the main menu, select **Account Administration > Usage Statistics**. The Usage Statistics page is displayed (Exhibit 251).

Exhibit 251. Usage Statistics



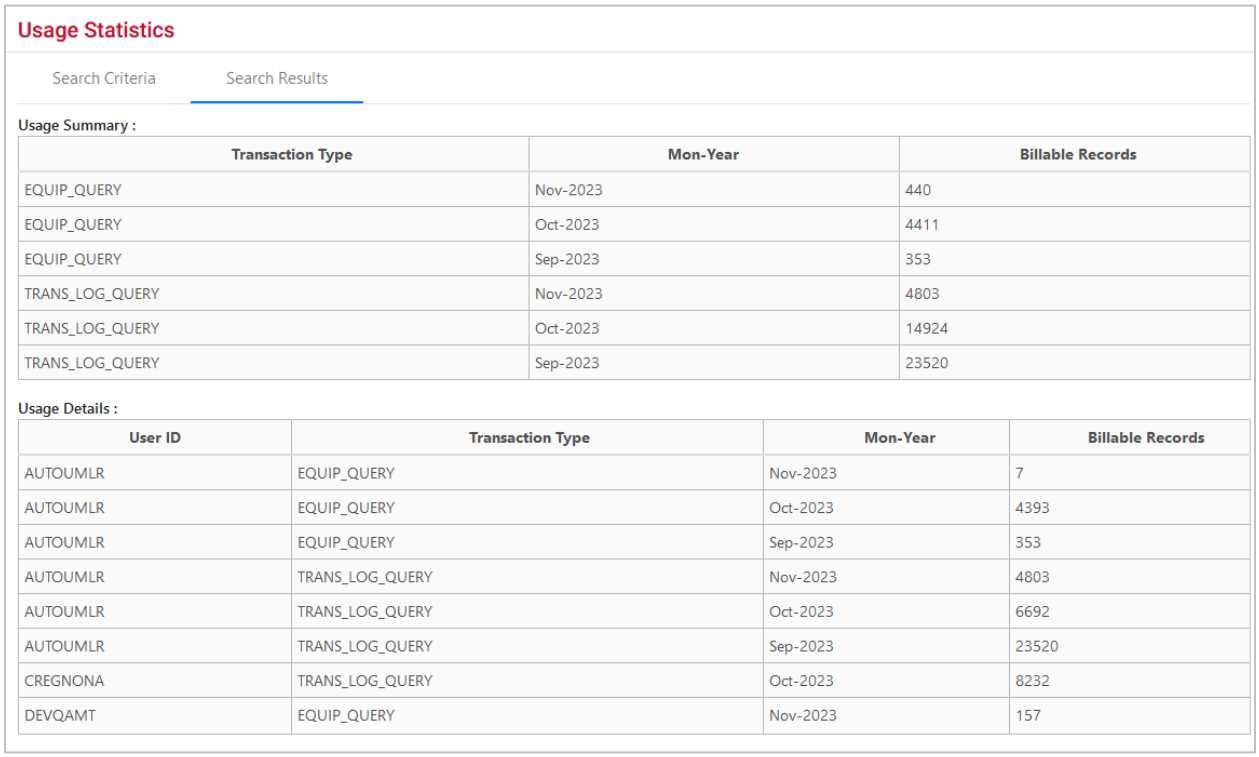
2. Select the users in the **Select User** field (multiple selection is allowed).

3. Select from the Usage Method drop-down list: **Web Services**, **CSV Downloads** or **Blue Card**.

4. Select the **Starting** and **Ending Date/Time**. Only whole months can be processed. 3-month limit.

5. Select **Submit**. The results are displayed online (Exhibit 252).

Exhibit 252. Usage Statistics Search Results



Usage Statistics

Search Criteria | Search Results

Usage Summary :

Transaction Type	Mon-Year	Billable Records
EQUIP_QUERY	Nov-2023	440
EQUIP_QUERY	Oct-2023	4411
EQUIP_QUERY	Sep-2023	353
TRANS_LOG_QUERY	Nov-2023	4803
TRANS_LOG_QUERY	Oct-2023	14924
TRANS_LOG_QUERY	Sep-2023	23520

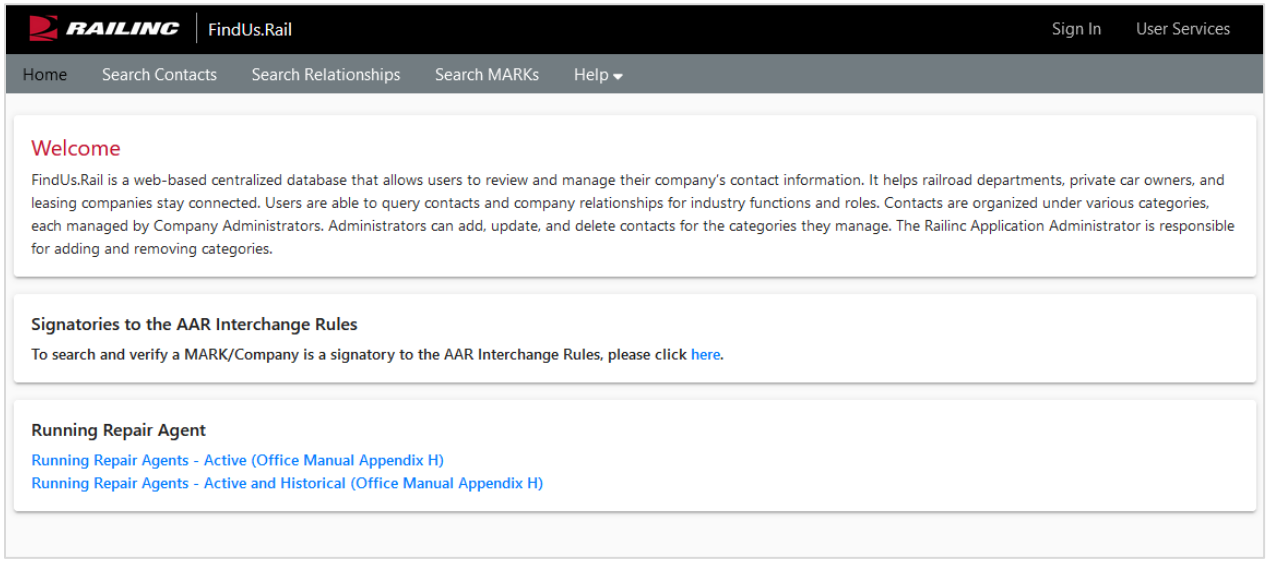
Usage Details :

User ID	Transaction Type	Mon-Year	Billable Records
AUTOUMLR	EQUIP_QUERY	Nov-2023	7
AUTOUMLR	EQUIP_QUERY	Oct-2023	4393
AUTOUMLR	EQUIP_QUERY	Sep-2023	353
AUTOUMLR	TRANS_LOG_QUERY	Nov-2023	4803
AUTOUMLR	TRANS_LOG_QUERY	Oct-2023	6692
AUTOUMLR	TRANS_LOG_QUERY	Sep-2023	23520
CREGNONA	TRANS_LOG_QUERY	Oct-2023	8232
DEVQAMT	EQUIP_QUERY	Nov-2023	157

Contact List

When the **Contact List** is selected, the Railinc FindUs.Rail application opens in a new window or tab (Exhibit 253).

Exhibit 253. FindUs.Rail



The Umler Contact List has been incorporated into Railinc's FindUs.Rail application. Refer to FindUs.Rail for the most recent Umler contact information.

See the FindUs.Rail product page on Railinc.com for details. The appearance of the FindUs.Rail website is subject to change. It is beyond the scope of this document to discuss to use of FindUs.Rail. Once within the application, select the **Help** menu item for online assistance.

Component Tracking/Registry

The Component Tracking functions are described in the *Umler Component Tracking User Guide*, which can be accessed from References. See the Component Tracking product page for details.

Semi-Annual Billing

Umler is used for the safe and efficient placement, movement, and interchange of cars for railroad carriers and customers. Equipment registered in Umler is subject to registration fees. Any equipment involved in Interchange Service is required to be in Umler. Equipment no longer in use should be deleted from Umler to avoid registration fees.

The invoice will require payment for equipment registered in Umler as of January 1 or July 1. The equipment must be deleted before January 1 or July 1 in order for the car owner to NOT be charged.

Equipment Query provides a quick and easy way to query Umler data and find all equipment registered under your assigned reporting marks.

Umler Semi-Annual Registration Fee

Invoices are based on all equipment registered in the Umler file under your assigned reporting marks effective on January 1 and July 1 each year, regardless of equipment status.

The Umler per car maintenance fee is billed to Stenciled Mark Owners in February and August. For more information, refer to the Railinc Price List.

- UMMBLRP10 Fleet of 1-81 units – flat fee
- UMMBLRP30 Fleet more than 82 units – per unit fee

It is the responsibility of each owner or their agent to maintain the accuracy of their Umler registration with respect to their fleet.

AAR Technical Services User Fee

Invoices are based on 7 equipment groups: Box, Gondola, Hopper, Tank, Flat, Intermodal Flat, and Vehicular Flat in Active or Inactive statuses only.

The AAR Technical Services User Fee is administered by Railinc and is billed to all the Umler owners in January and July. Refer to the *AAR Field Manual* Appendix E Miscellaneous Fees for pricing details.

- AARTCHUSR Fleet of 1-45 units – flat fee
- AARTCHUSR Fleet more than 46 units – per unit fee

It is the responsibility of each owner or their agent to maintain the accuracy of their Umler registration with respect to their fleet.

AAR Intermodal User Fee

Invoices are based on 3 equipment groups: Trailers, Containers, and Chassis in Active or Inactive statuses only.

The AAR Intermodal User Fee is administered by Railinc and is only billed to the Umler owners in January and July. Refer to the *AAR Field Manual* Appendix E Miscellaneous Fees for pricing details.

- AARINTRMDL – price for each piece of equipment

Help

Umler provides several forms of help from within the application. Select the References menu item for access to all Umler-related training materials on Railinc.com.

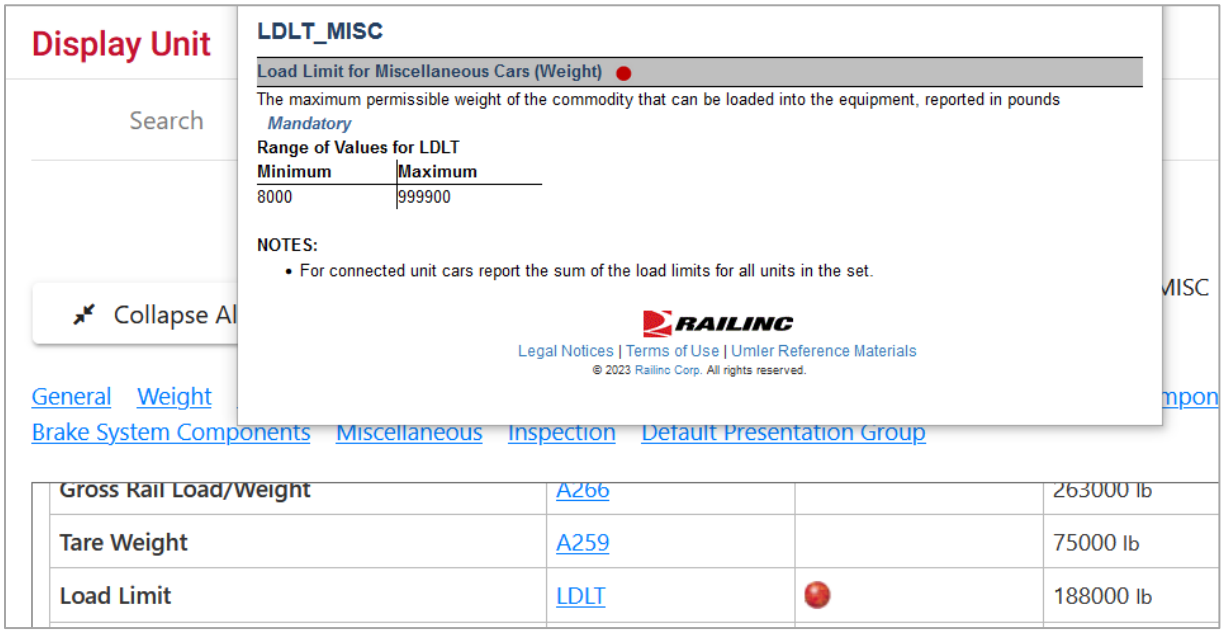
Field help links for Umler equipment elements are available on certain pages like Display Unit and Modify pages.

Field Help

Field help is available for selected pages, notably the Add or Modify Equipment pages, where specific information available in the *Umler Data Specifications Manual* is needed to complete certain fields.

To view helpful details about a particular element, select its **ID** link. Umler opens a new browser window with specific information related that field.

Exhibit 254. Umler Elements Field Help



The portion of the *Umler Data Specifications Manual* for the selected car type element is displayed. If the material is larger than the default window size, scroll bars are provided. To enlarge the print, select the magnifying glass in the lower right. When finished viewing the element, close the window (select the upper right **X**, or press **Alt+F4**).

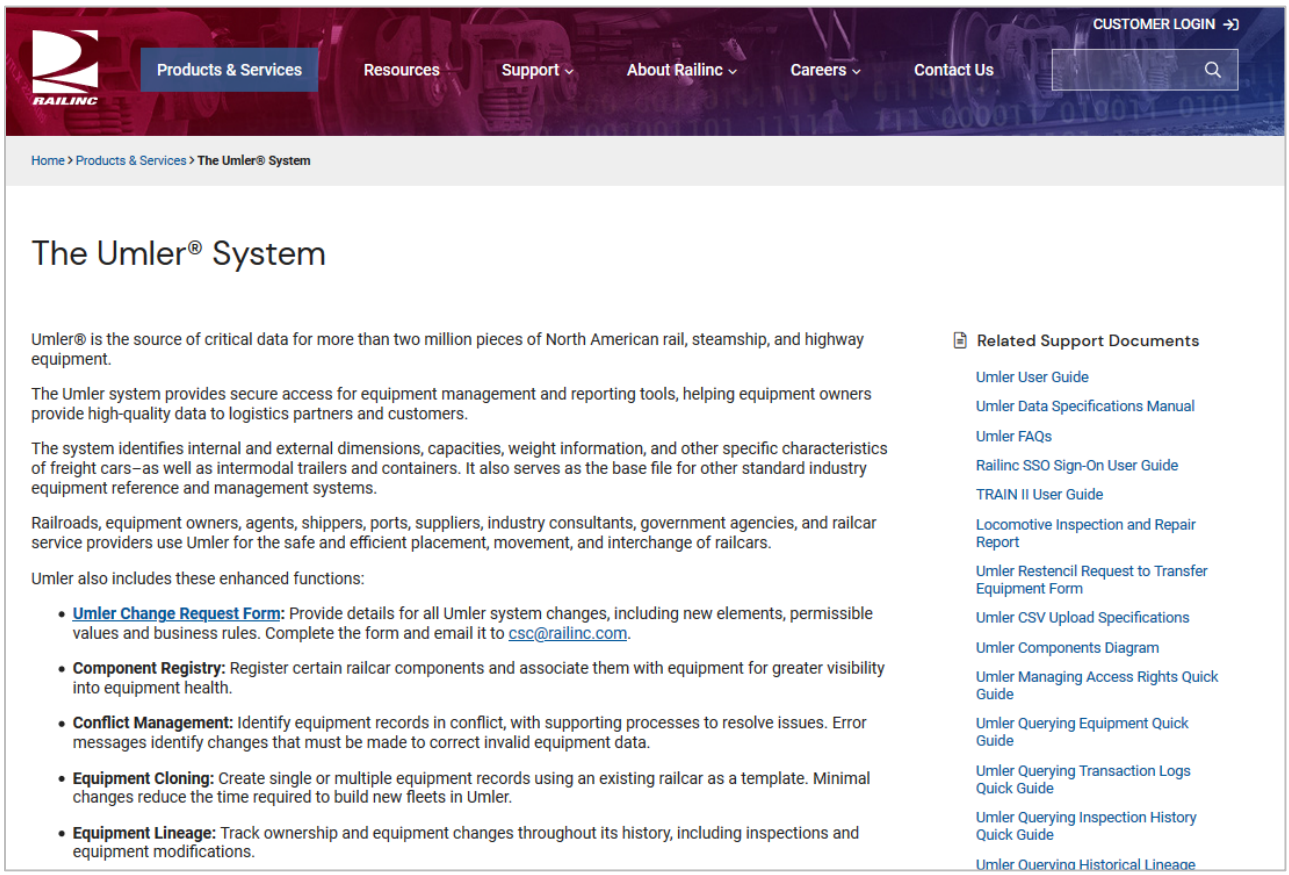
To print the help, press **Ctrl+P** while viewing and send to local printer.

References

When the **References** menu item is selected, the Umler product page on Railinc.com opens to all Umler-related training materials. Scroll through this entire page for links to the most recent training materials (Exhibit 255), including:

- Umler User Guide
- Umler Data Specifications Manual
- Umler Demos and Webinars
- Umler Quick Guides
- Umler Industry Reference and Load Files
- Umler Change Request Form
- Umler Train II Messaging Specifications Manual

Exhibit 255. The Umler Product Page on Railinc.com



To view a document on Railinc.com, select the link. The document opens in a new window.

To download a PDF of a document, click the link and select the download button, which may be different depending on your browser (example of the download button in Chrome) and save the document to your computer:

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