

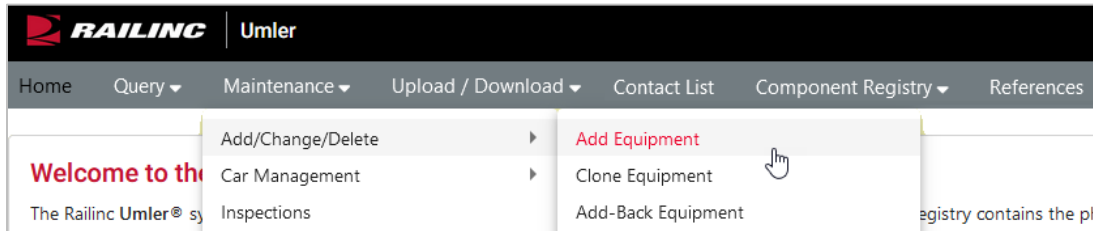
This Quick Guide shows how to add equipment to Umler.

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

See [Additional Resources](#) at bottom of the page. To add equipment that is similar to existing equipment, refer to the [Umler Cloning Equipment Quick Guide](#).

Use this procedure to add one or more pieces of new equipment:

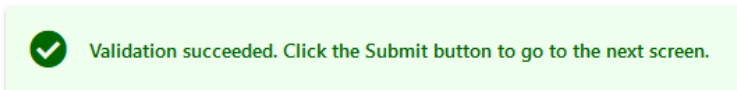
1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Maintenance > Add/Change/Delete > Add Equipment**.



3. On the Add Equipment screen, enter one or more **Equipment ID(s)**, select the **Equipment Group**, and for articulated equipment select the **Connected Unit Count**. Equipment IDs can be entered as specific values separated by commas, or as a range of values separated by a hyphen, or as a combination of both comma-separated values and ranges (e.g., RAIL401, RAIL404, RAIL500–RAIL599).
4. Click **Validate** to verify that the Equipment ID(s) entered do not receive any red error messages indicating that you entered an already active ID.

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

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



6. Next, enter the fields on the element entry page. Mandatory fields have a red dot in the **Flag** column and must be entered to continue.

Element Name	ID	Flag	Value
Status Code	USCD	●	P - PRE-REGISTERED
Mechanical Designation	UMMD	● ▲	

7. Then click **Validate**. The system checks all applicable business rules and marks invalid or missing fields with red errors.
 - Elements may become mandatory based on your equipment data.
 - If you need to save your progress without submitting incomplete or erroneous data to the system, click **Suspend**. Resume adding equipment from the **Maintenance > Suspended Work** menu at a later time.
8. Once you receive the green **Validation Successful** message, click **Submit** for a confirmation that the equipment has been added to the system in **Pre-Registered** status.

Additional Resources

The following additional resources are available:

- Consult the [Umler Data Specification Manual](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user’s permissions in SSO.
- Consult the [Umler Managing Access Rights Quick Guide](#) for information on how company administrators manage user’s access rights.
- View the [Umler Reference Material page](#) to access other essential resources for using the Umler system.

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