Umler®

Equipment Management Information System User Guide

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Cary, North Carolina 27513

Version 4.8 Last Updated: December 2013

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List of Exhibits

Welcome to Umler

Railinc Umler®/Equipment Management Information System (Umler) provides a variety of enhanced equipment management functions which can be completed through an Internet connection. This chapter presents an overview of Railinc's Umler, its system requirements, descriptions and references to supporting documentation, contacts, as well as a description of standard Railinc web interface elements and the 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 of 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.

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

Railinc Umler allows users to access and manage rail equipment information through an Internet application. The Umler 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.

What is New in This Version

Functions

This document has been updated to include Umler 4.8 functions. Major functions include:

Create Blue Card PDF	Blue card elements have been identified for locomotives ( ) and a link has been added to the locomotive detail pages to generate a Blue Card PDF.

User Guide Structure

This document has been reorganized to reflect the application menu order of Umler. It describes use and interpretation of new 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 Railinc Single Sign On User Guide added where needed. SSO information for Umler administrators has been moved to the *Umler System Administrator User Guide*.

Whenever possible the term "select" is used to indicate making a choice using either the mouse or keyboard. Left-clicking generally activates a control or selects an item. Where a double-click is required, it is specified.

Underlined blue links are functional links to go to another section of the user guide.

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

To request changes to Umler:

1. Double-click the embedded document.

Umler_Change_Request.doc

2. Complete the document and Save (leave open).
3. Select the link at the top of the form. This opens an e-mail to CSC with the subject line set to Umler Change Request.
4. Attach the saved document.
5. Send the e-mail.

Supporting Documentation

Umler™ Data Specifications Manual

The Umler Data Specification 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 Data Specification Manual is available on the Railinc website and within the application by selecting the Help link on the upper right of any page.

The current version of the Umler Data Specifications Manual can be downloaded from Railinc at the following link: https://www.railinc.com/rportal/web/guest/umlerreferences.

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 www.aarpublications.com/.

Railinc Contacts

The Railinc Customer Support 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 e-mail csc@railinc.com to report problems accessing Umler. Password, user ID and other issues related to access will be solved as soon as possible.

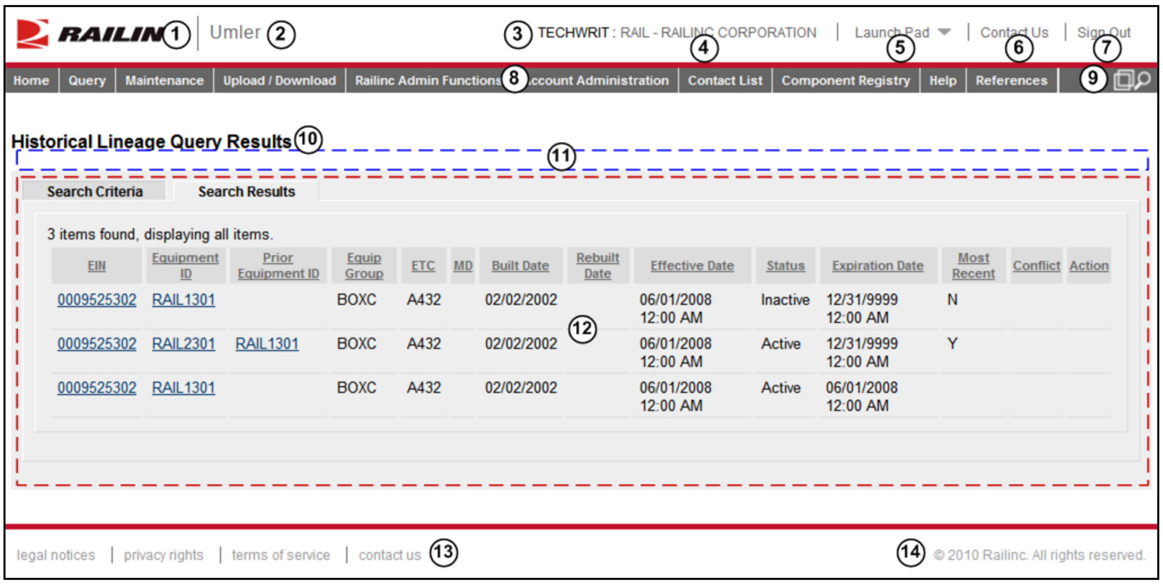
Web Interface

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. Mouse and keyboard equivalents are discussed for each element.

Railinc Web Page Layout

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

Exhibit 1. Railinc Web Application Page Layout

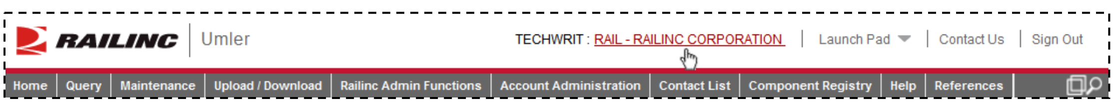


1 **Logo**—Railinc logo. Logo is link to the Railinc corporate website.

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

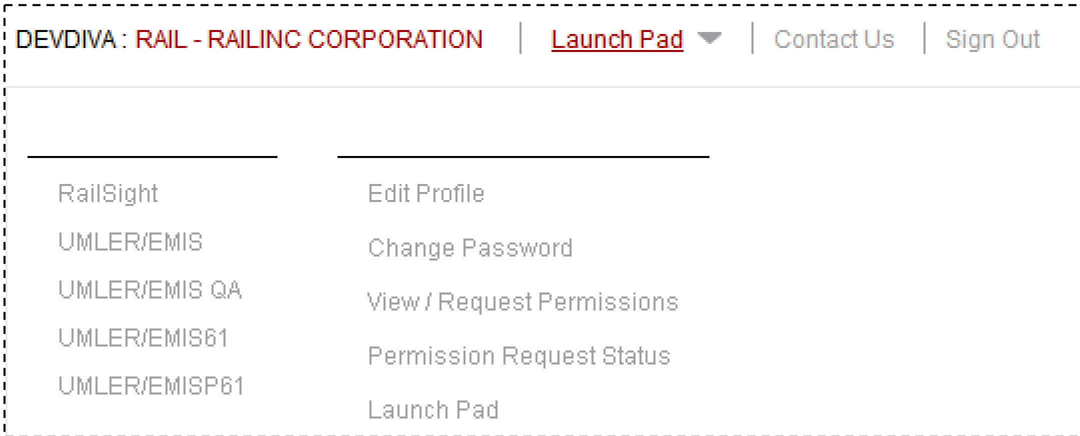
3 **User ID**—Logged in user.

4 **Company**—Company user is representing. For individuals representing several roads. Selecting this link while logged on (hand pointer shown below) opens the Select Your Company page (Exhibit 7), to reselect the company on whose behalf the user will be working—without logging out.



5 **Launch Pad**—Link where the user can click to go directly to the SSO Launch pad, or hover over to display a dual drop-down menu to switch to other authorized Railinc applications (left side) or go to the SSO User Services functions (right side), e.g., change passwords, request other applications, etc. (Exhibit 2).

Exhibit 2. Launch Pad Link Drop-Down Menu



6 **Contact Us**—Opens a page of contact information (local road, Railinc support).

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

8 **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:

- **Help**—Opens a new window with page-specific help.
- **References**—Opens a page with links to various reference documents (e.g., user guide, specification manual, etc.).

9 **Display Unit Lookup**—Selecting the icon ( ) allows the user to look up and display a unit in a *new* window without interrupting work on the current page. The Display Unit window can be closed when viewing is completed.

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

11 **Message Area**—Area under the page title which displays messages as needed (shown outlined with blue dashes). Error messages are red with a light red background. Informational/warning messages are black on a light yellow background. Success messages are green on a light green background.

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

13 **Legal Links**—This area at the bottom left of each page contains links to applicable legal notices, privacy rights, terms of service, and the Contact Us.

14 **Copyright**—This area at the bottom right of each page shows copyright information.

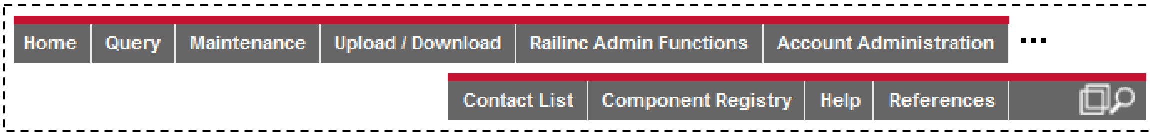
Umler-Specific Interface Elements

This section describes the Umler-specific interface elements.

Umler Application Menu

Exhibit 3 show the Umler application menu.

Exhibit 3. Umler Application Menu(split for readability)



The Umler application menu provides the following functions:

Exhibit 4. Umler Application Menu Functions

Menu Item	Function
Home	Goes to the Umler Welcome page.
Query	Opens the Query menu.
Maintenance	Opens the Maintenance menu.
Upload/Download	Opens the Upload/Download menu.
Railinc Admin Functions	Opens the Railinc Admin Functions menu. For Railinc Administrators only.
Account Administration	Opens the Account Administration menu.
Contact List	Opens the FindUs.Rail application.
Component Registry	Opens the Component Registry menu. Described in the CEPM User Guide (see References).
Help	Opens online help for the displayed page.
References	Opens the Umler References page in Railinc.com.
	Opens a Display Unit Lookup in a new window.

Umler Checkbox Toggles

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

- ☐ **Use Spanish for Error Messages and Properties**—check to toggle to Spanish language
- ☐ **Show database values**—check to show unformatted database values
- ☐ **Differing elements only**—check to differences values (used in Compare Equipment)
- ☐ **Flat View**—check to display truck components grouped by element in location order

Unchecking the check box returns the data to its default appearance.

Umler Command Buttons

Umler uses some application-specific command buttons.

Exhibit 5. Umler-Specific Command Buttons

Name	Function
Accept	Accepts a pending access right granted by another company (Exhibit 225).
Add Equipment Right	Opens the Equipment Access Right page (Exhibit 202).
Add Inspection Right	Opens the Inspection Access Right page (Exhibit 205).
Add Pool Right	Opens the Pool Access Right page (Exhibit 200).
Add View Confidential Data Right	Opens the View Confidential Data Access Right page (Exhibit 222).
Assign to Profile	Opens the Manage Security Profiles (Exhibit 210)
Assign to User	Opens the Intra-Company User List (Exhibit 227)
Clone	Clones an existing security management profile (Exhibit 210).
Clone Rights	Selects the user whose rights are being cloned. (Exhibit 208)
Clone Rights from Another User	Opens the Select Access Right Source page (Exhibit 208).
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 209)
Continue	Authorizes charges for downloadable queries (Exhibit 31).
Count Equipment	Provides an equipment count for rights being assigned to a user.
Decline	Declines a pending access right granted by another company (Exhibit 225).
Element Selection	Toggles back to the Select Elements for Update page for Modify Multiple Equipment Units (Exhibit 96).
Estimate query cost	Use to estimate cost of a billable CSV download query (Exhibit 31).
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 220).
Grant Profiles	Opens the Manage Security Profiles page for the selected company (Exhibit 223).
Relinquish	Surrenders a previously-accepted right from another company (Exhibit 226)
Restore	Restores (activates) a deleted notice (Exhibit 174 and Exhibit 175)
Revoke	Revokes access right granted to another company (Exhibit 220) or a security profile granted to another company (Exhibit 223).

Name	Function
Show Equipment	Shows list of equipment assigned to a specific pool (when viewing a pool header). See Exhibit 49.
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 246). Railinc Administrators only.

Umler Icons and Indicators

Umler uses application-specific icons and indicators to assist the user:

Exhibit 6. Umler-Specific Icons

Icon	Description
	Umler-Specific Icons
	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)
	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
	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 http://www.railinc.com. The SSO log in is located at the upper right of the page. Refer to Register to Use Railinc SSO on page 9.

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, the user must request access to Umler within SSO.

Requesting Umler Access

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

When e-mail notification of access to Umler is received, the user can log on and begin using Umler. Refer to Logging In on page 9.

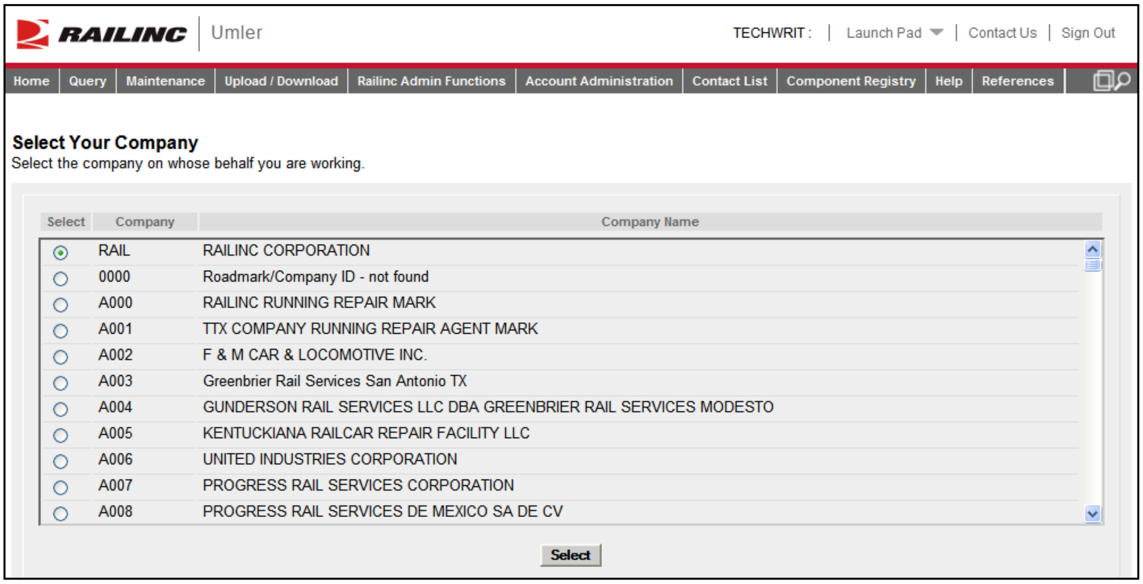
Note: Access to certain functions within Umler are handled by the user's local Umler administrator who has the SSO rights to specify local Umler user's tasks (and menu items). Some advanced Umler tasks are billable from Railinc to the requesting road, so access is carefully controlled via SSO.

Logging In

To log into Umler:

1. Open the browser.
2. Open the Railinc portal at http://www.railinc.com.
3. Log in to SSO. The Launch Pad is displayed.
4. Select **Umler/EMIS**.
    a. If the user is authorized to act on behalf of just one company, the Umler Welcome page is displayed (Exhibit 8).
    b. If the user is authorized to act on behalf of more than one company, the Select Your Company page is displayed (Exhibit 7).

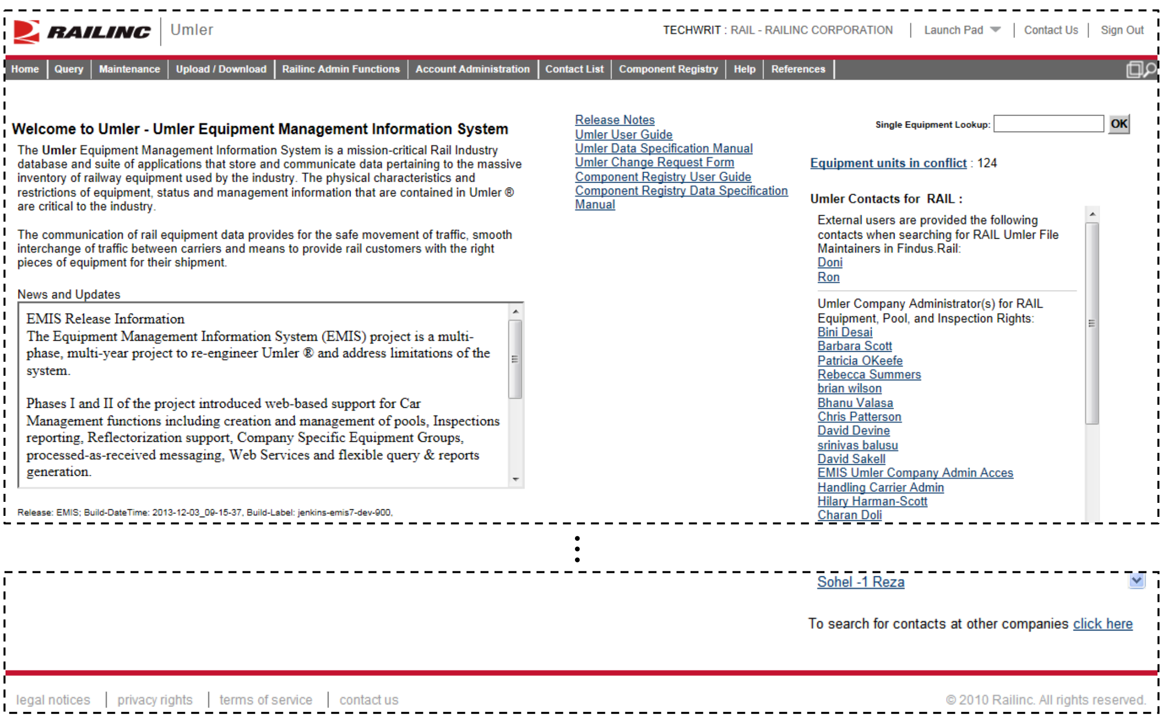
Exhibit 7. Select Your Company



- Scroll to and check the radio button beside the desired company and select **Select**. The Umler Welcome page is displayed (Exhibit 8).

Note: Using a Find command (**Ctrl+F**) is generally faster than scrolling.

Exhibit 8. Umler Welcome



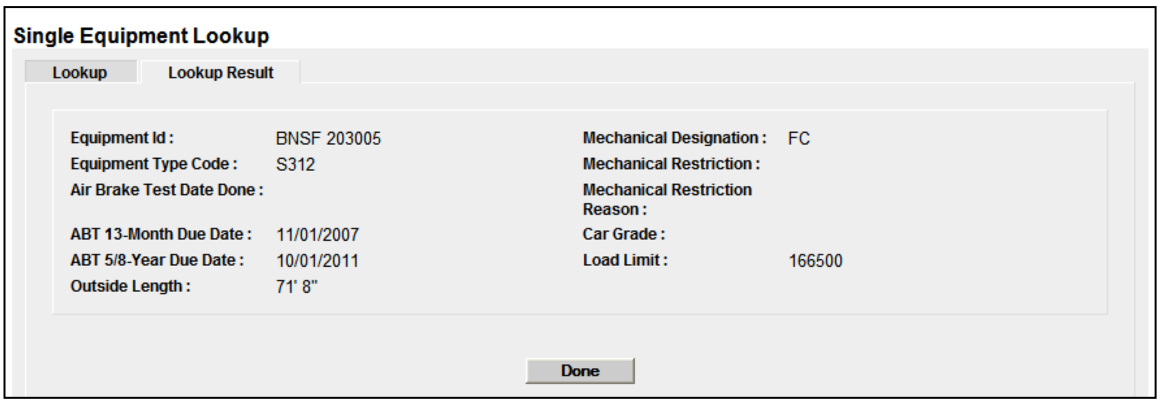
Functions on this page include:

- Check the box under the information window to view error messages, page titles, instructions, and command buttons in Spanish.
- Selecting an Umler application menu item (refer to Exhibit 4).
- Use the Single Equipment Lookup function as described in Single Equipment Lookup on page 11.
- View/update equipment in conflict, select the **Equipment units in conflict** link. See View/Update Equipment Units in Conflict on page 11.
- Send an e-mail to the user's company (MARK) Umler contacts.
- Search for other company's contacts.

Single Equipment Lookup

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

Exhibit 9. Single Equipment Lookup



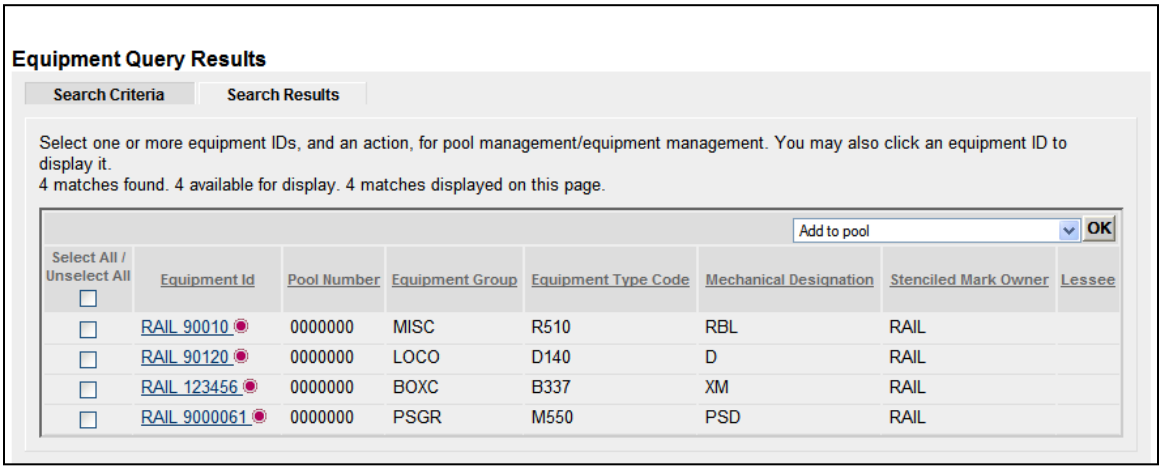
This page is for viewing only. Select the **Lookup** tab to perform another lookup.

To exit the page, select **Done** to return to the Welcome page, or select an Umler application menu item (refer to Exhibit 4).

View/Update Equipment Units in Conflict

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

Exhibit 10. Equipment Units in Conflict Auto Query


Equipment Query Results

Search Criteria | Search Results

Select one or more equipment IDs, and an action, for pool management/equipment management. You may also click an equipment ID to display it.
4 matches found. 4 available for display. 4 matches displayed on this page.

Add to pool | OK

Select All / Unselect All	Equipment Id	Pool Number	Equipment Group	Equipment Type Code	Mechanical Designation	Stenciled Mark Owner	Lessee
☐	RAIL 90010	0000000	MISC	R510	RBL	RAIL	
☐	RAIL 90120	0000000	LOCO	D140	D	RAIL	
☐	RAIL 123456	0000000	BOXC	B337	XM	RAIL	
☐	RAIL 9000061	0000000	PSGR	M550	PSD	RAIL	

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 30. Refer also to Modify Single Equipment on page 68 for modification instructions.

E-Mail Umler Administrators for MARK

To e-mail an Umler administrator for the logged on mark, select the **name link** in the contact column. An e-mail for that administrator is opened. Indicate the Umler needs and send the e-mail.

Find Other Company Contacts

When the user selects the **Click here** link at the bottom of the Home page, the FindUs.Rail application opens. Refer to Contact List on page 179 for additional information.

Logging Off

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

Note: If the SSO Login is still needed for other SSO application, select the **user services** link instead, which closes Umler and returns to the SSO Welcome page where other applications can be selected.

Query

When the user selects **Query** on an Umler page, the Query menu is opened (Exhibit 11).

Menu & Options

Exhibit 11. Query Menu

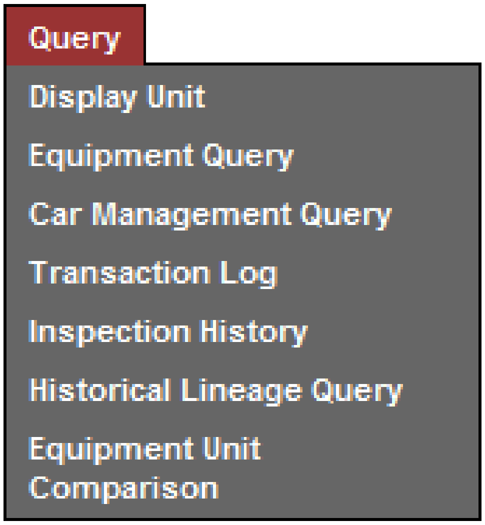


Exhibit 12 describes the tasks available on the Query menu.

Exhibit 12. Query Menu Items and Descriptions

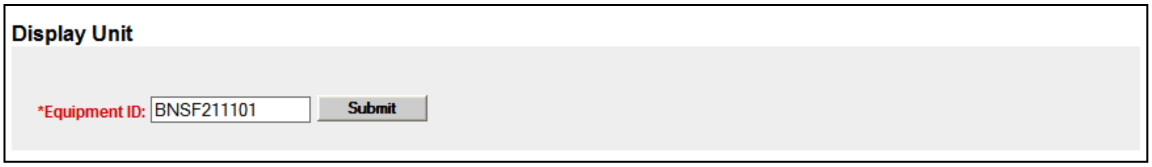
Menu Item	Description
Display Unit	Allows the user to view the entire Umler record for a specified equipment ID.
Equipment Query	Allows the user to query for equipment unit information. Provides access to saved queries.
Car Management Query	Allows the user to search for specific pools and equipment in 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 the user to query transaction records by various criteria such as transaction type and equipment group. The user 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. To display a record:

1. Select **Display Unit** on the Query menu. The Display Unit page is displayed (Exhibit 13).

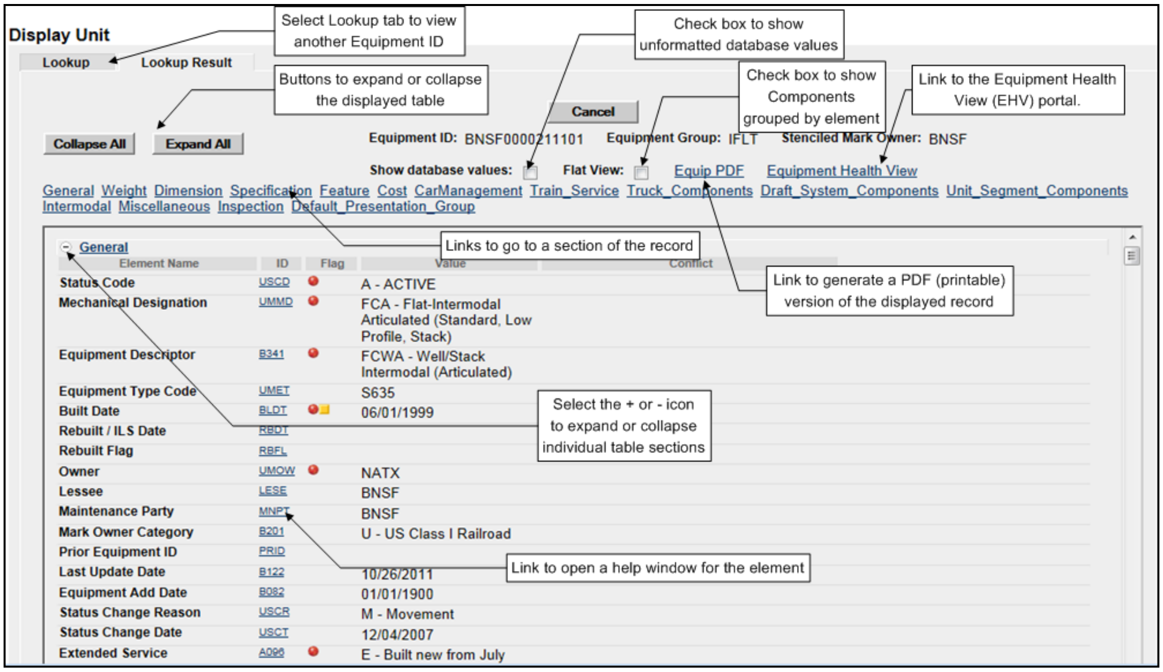
Exhibit 13. Display Unit



2. Type in the desired Equipment ID and select **Submit**. The Display Unit Lookup Results page is displayed (Exhibit 14).

Note: If the Equipment ID submitted is NOT valid, an error message is displayed.

Exhibit 14. Display Unit Lookup Results (default expanded view)



Note: This page is for viewing only.

- 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 15):
  - 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 16)
- 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 **Lookup** tab to submit a different Equipment ID

Exhibit 15. Display Unit Lookup Results (collapsed view)

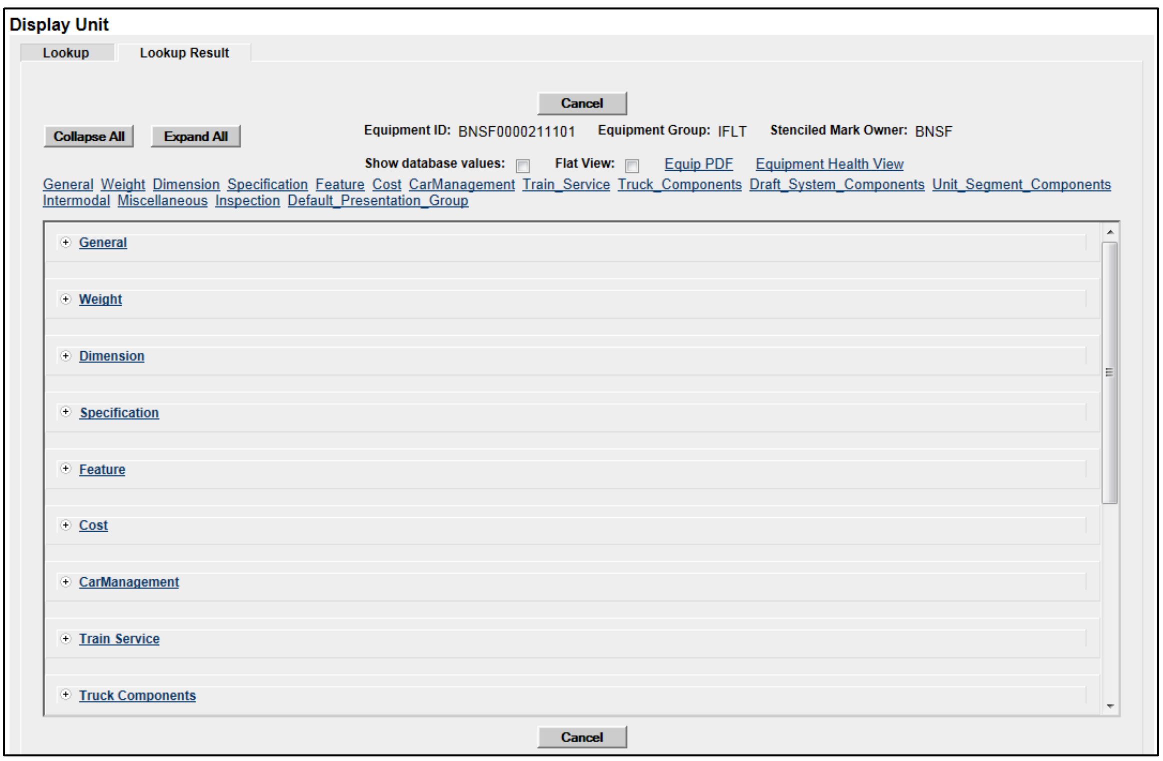
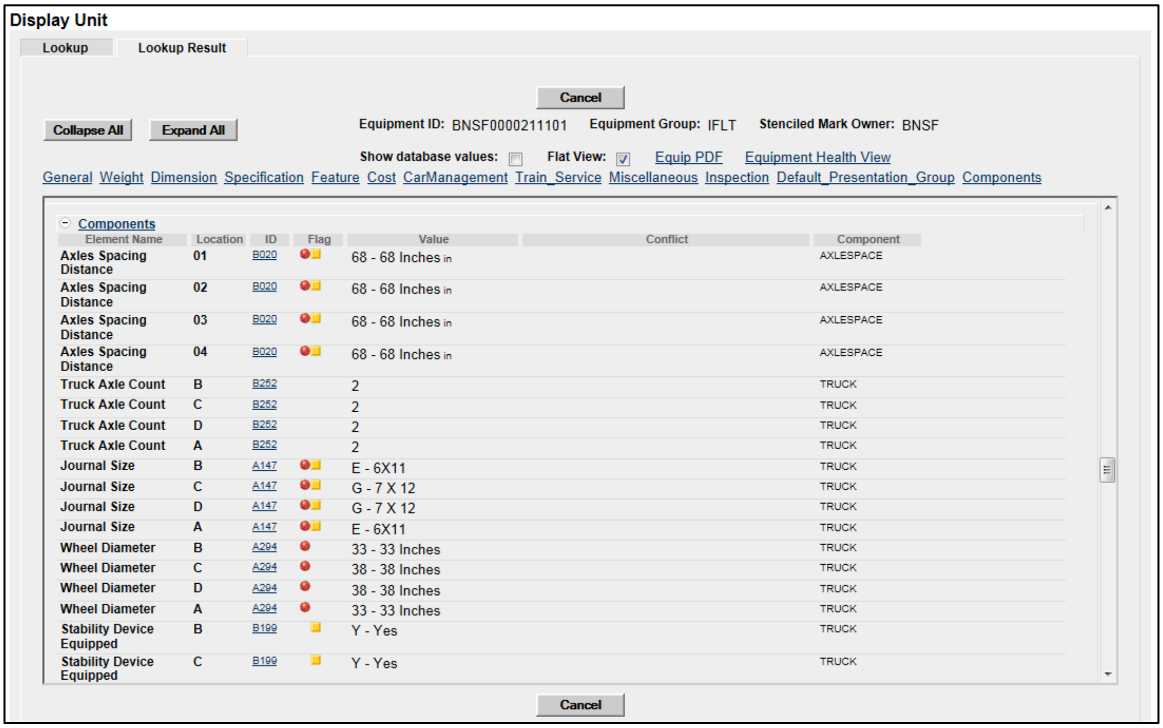


Exhibit 16. Display Unit (Flat View)



Note: 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).

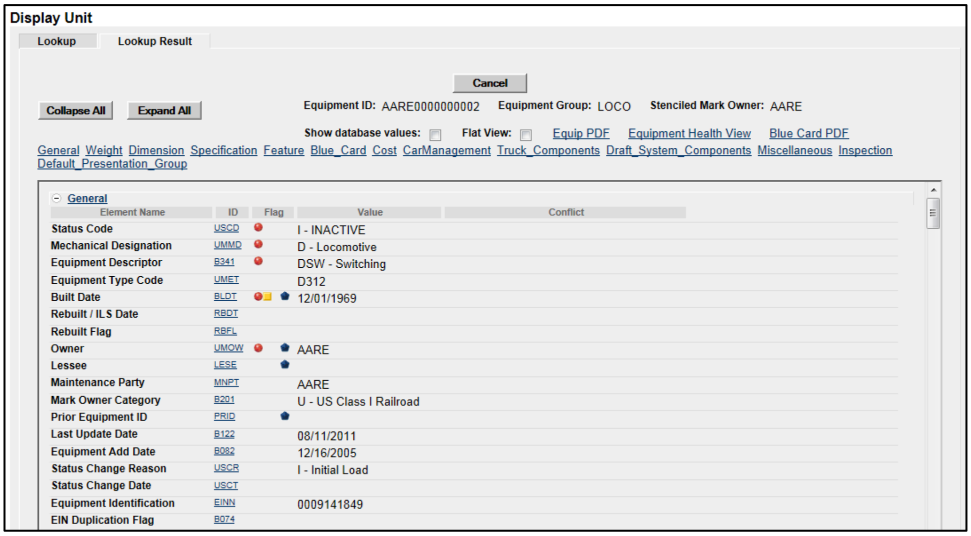
When finished viewing the record, select **Cancel**, or select another Umler application menu item (refer to Exhibit 4).

Create Blue Card PDF

For locomotives, the Display Unit Lookup Results page contains an additional link to create a Blue Card PDF. To display a Blue Card PDF:

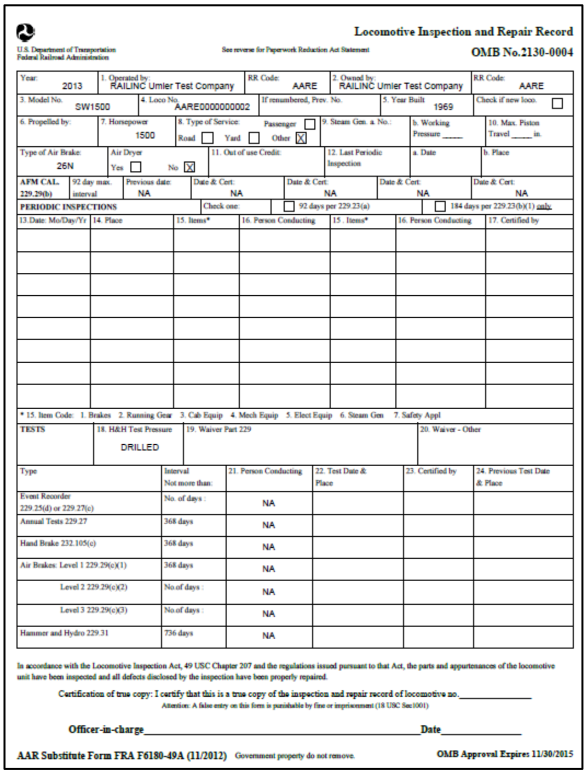
1. Select **Display Unit** on the Query menu. The Display Unit page is displayed (Exhibit 13).
2. Type in the desired Equipment ID of a locomotive and select **Submit**. The Display Unit Lookup Results page for a locomotive is displayed (Exhibit 17).

Exhibit 17. Display Unit Lookup Results (for a locomotive)



3. Select the Blue Car PDF link. Select to either **Open** or **Save** the file. When opened the Blue Card is displayed as a PDF (Exhibit 18).

Exhibit 18. 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: 2013	1. Operated by: RAILINC Umler Test Company	RR Code: AARE	2. Owned by: RAILINC Umler Test Company	RR Code: AARE	
3. Model No. SW1500	4. Loco No. AARE0000000002	If renumbered, Prev. No.	5. Year Built 1969	Check if new loco. ☐	
6. Propelled by:	7. Horsepower 1500	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: 26N	Air Dryer Yes ☐ No ☒	11. Out of use Credit:	12. Last Periodic Inspection	a. Date	b. Place
AFM CAL. 229.29(b)	92 day max. interval	Previous date: NA	Date & Cert: NA	Date & Cert: NA	Date & Cert: NA

Date & Cert: NA

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	19. Waiver Part 229	20. Waiver - Other
	DRILLED		

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	NA			

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. As desired, use the options with the PDF Viewer to print the Blue Card.

Equipment Query

The Equipment Query allows the user to search for equipment unit information. The user can also save and use saved queries.

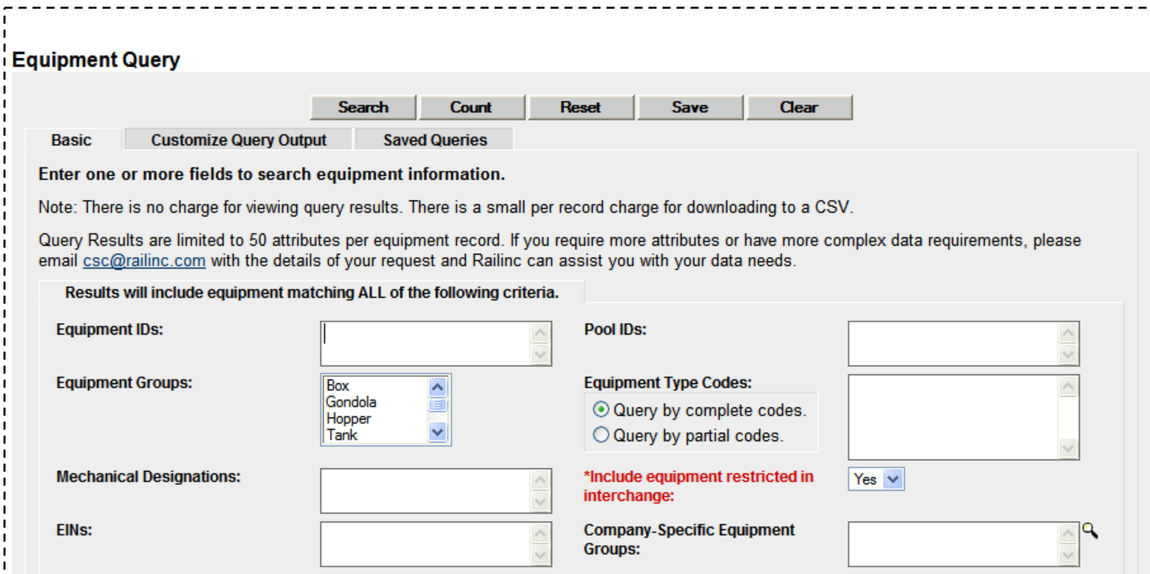
Note: Choosing unique or precise criteria provides results in less time. Take a rifle, rather than a shotgun approach to queries. If looking for a single equipment with limited information, consider the Single Equipment Lookup on the Welcome page (refer to Single Equipment Lookup on page 11.

WARNING: Downloading CSV queries is a billable function with a per record charge. Ensure a company administrator has authorized download charges before committing a CSV download. With this version of Umler, the user can predetermine charges before executing the download. See Export Query Results to CSV on page 28.

To search for equipment:

1. Select **Equipment Query** on the Query menu. The Equipment Query page is displayed (Exhibit 19 and Exhibit 22).

Exhibit 19. Equipment Query (top)



The third tab at the top of the page shows saved equipment queries. See Viewing Saved Queries on page 31 and Save Query on page 32.

2. Complete the desired 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 20:

Exhibit 20. Equipment Query Field Descriptions

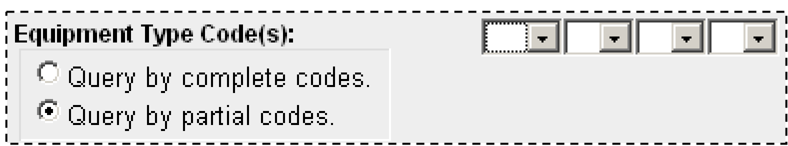
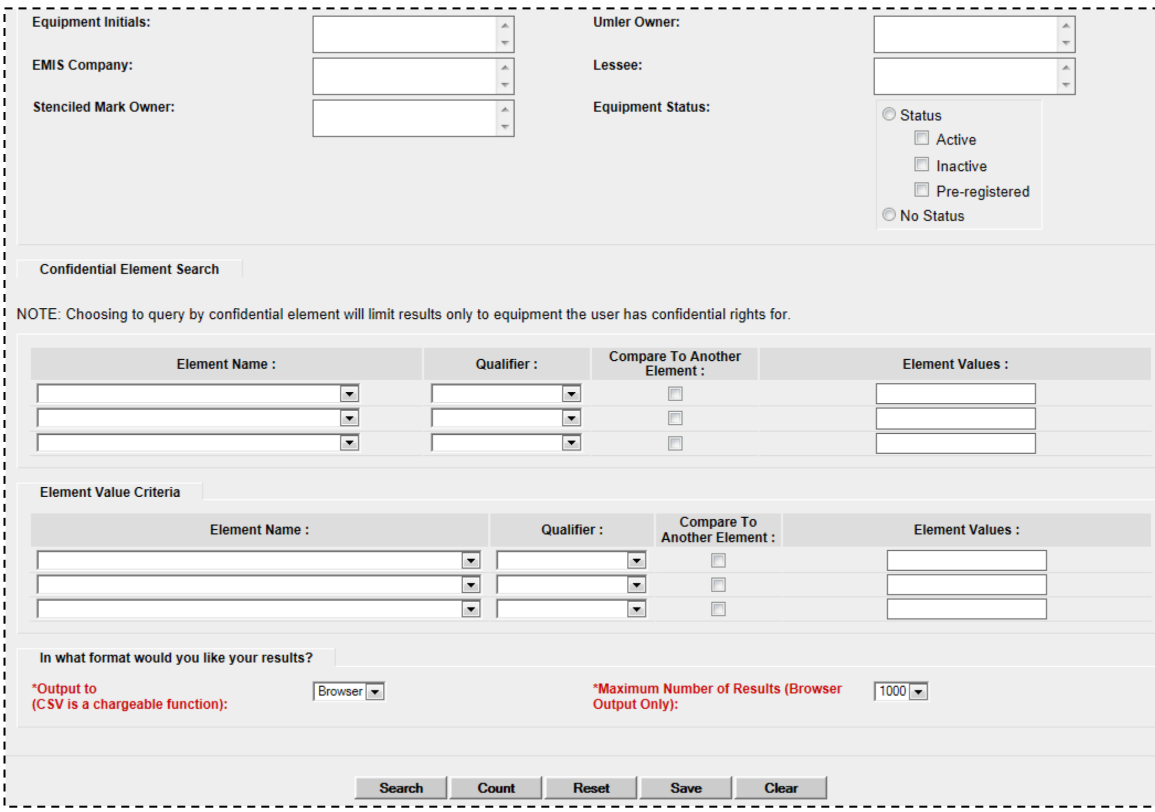
Field	Description
Equipment ID(s)	Type the specific equipment ID and number (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 for more information.
Pool ID	Type a valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 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 21 for more information. **Note:** 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 type 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 *Umler Data Specification 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 on page 106.

Exhibit 21. 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 a acceptable delimiter in any of the formats above
ABC 300.ABC 304.ABC 306	Dot is a 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)

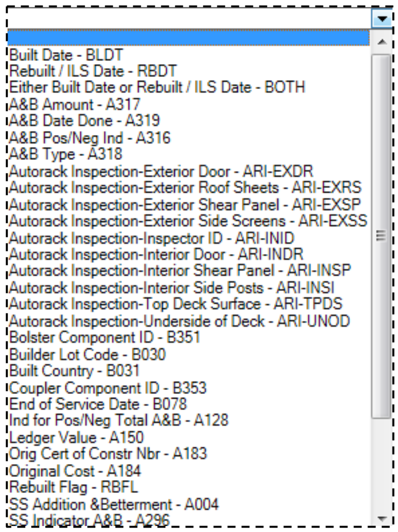
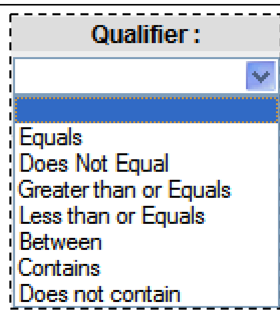
Exhibit 22. Equipment Query (bottom)

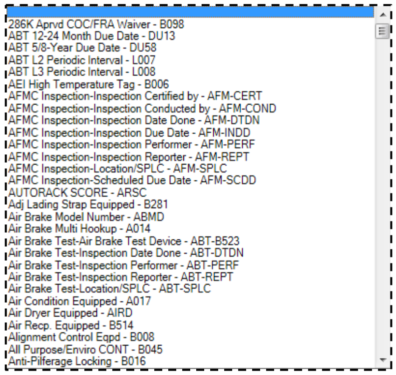
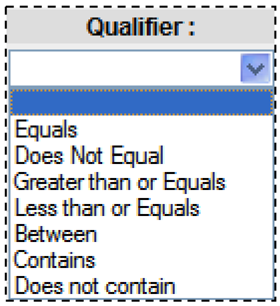


Field Descriptions for the bottom of the page are shown in Exhibit 23:

Exhibit 23. Equipment Query Field Descriptions (cont'd)

Field	Description
Equipment Initials	The initials stenciled on the specified equipment.

Field	Description
Umler Owner	The Umler owner of the specified equipment.
EMIS 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.
Status/No Status	To search by specified equipment statuses, select the **Status** radio button and then the desired 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.
	 Use the **Qualifier** drop down to select the Boolean operator to be used in combination with the entered **Element Values**. Use “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.
		Use the **Qualifier** drop down to select the Boolean operator to be used in combination with the entered **Element Values**. Use “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)	

Note: Using 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.

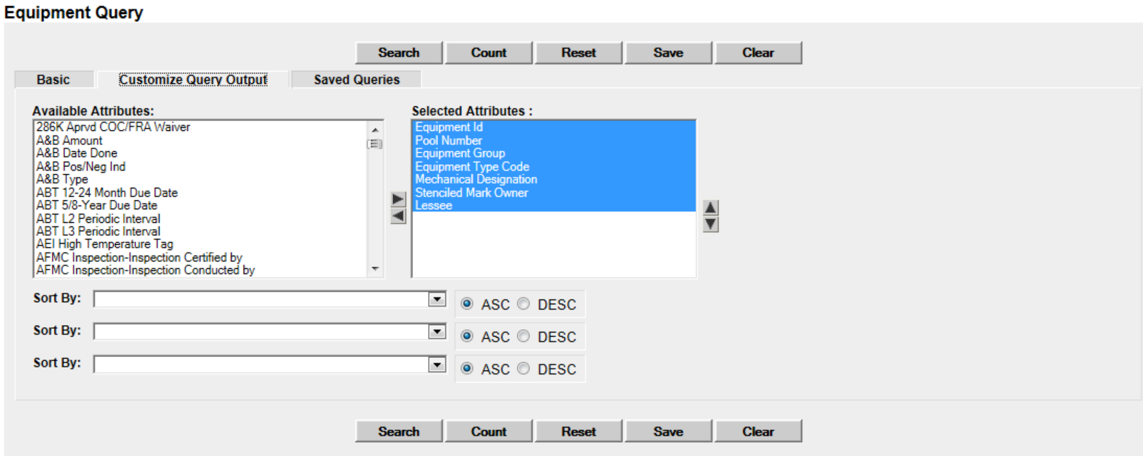
c. Type **20090101** in the Element Values fields.

3. Set the ***Output to:** drop-down to browser to have the search results displayed in the browser (default). Otherwise, select CSV (comma separated values). See Warning on page 18.

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 24.

Exhibit 24. Equipment Query (Customize Query Output)



a. Select a needed attribute in the Available Attributes table and select the right arrow ( ) to move it into the Selected Attributes field. For multiple selection, press **Ctrl** while making selections and move all at once.

b. Remove all unneeded attributes from the Selected Attributes field, by selecting and pressing the left arrow ( ).

c. Use the up ( ) and down ( ) arrows 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 24, the user 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 25, Exhibit 26, and Exhibit 27.

Exhibit 25. Equipment Query Example (top)

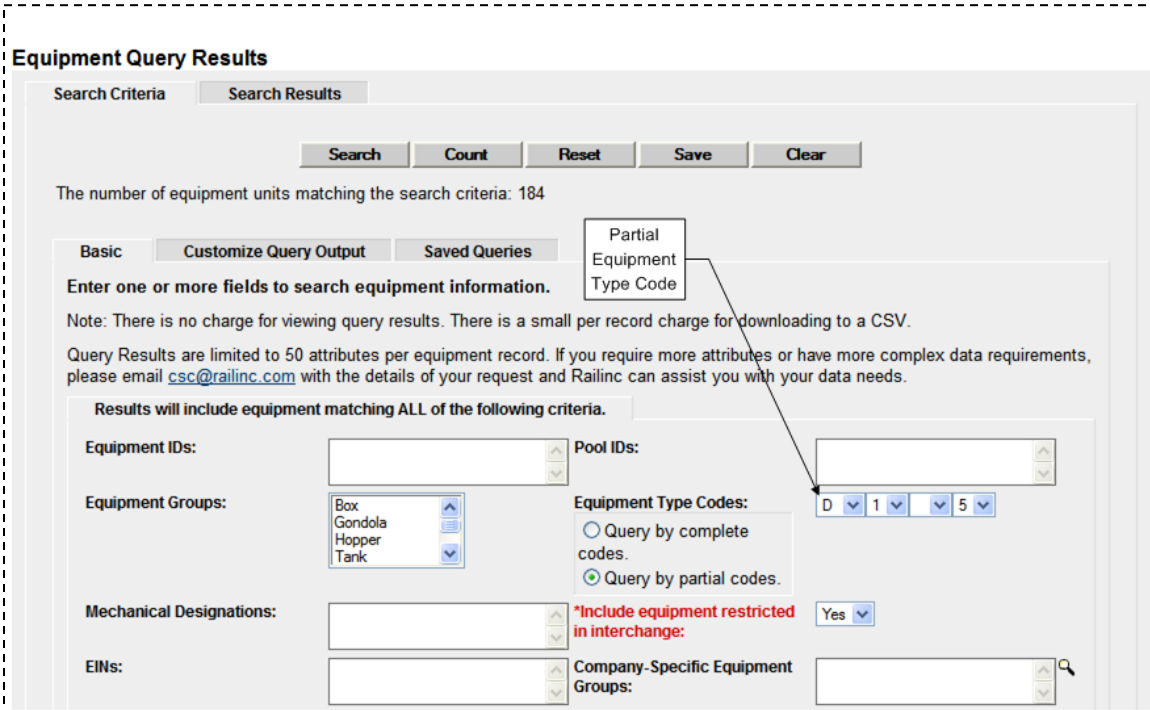


Exhibit 26. Equipment Query Example (bottom)

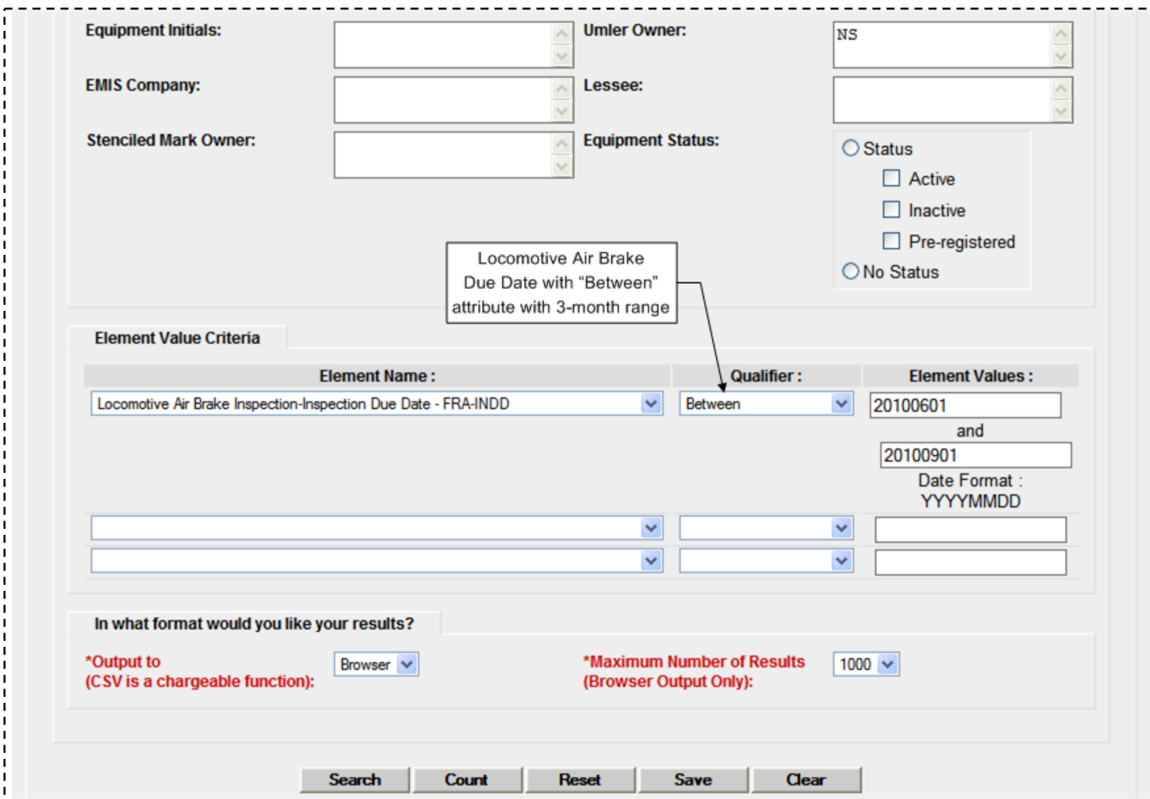
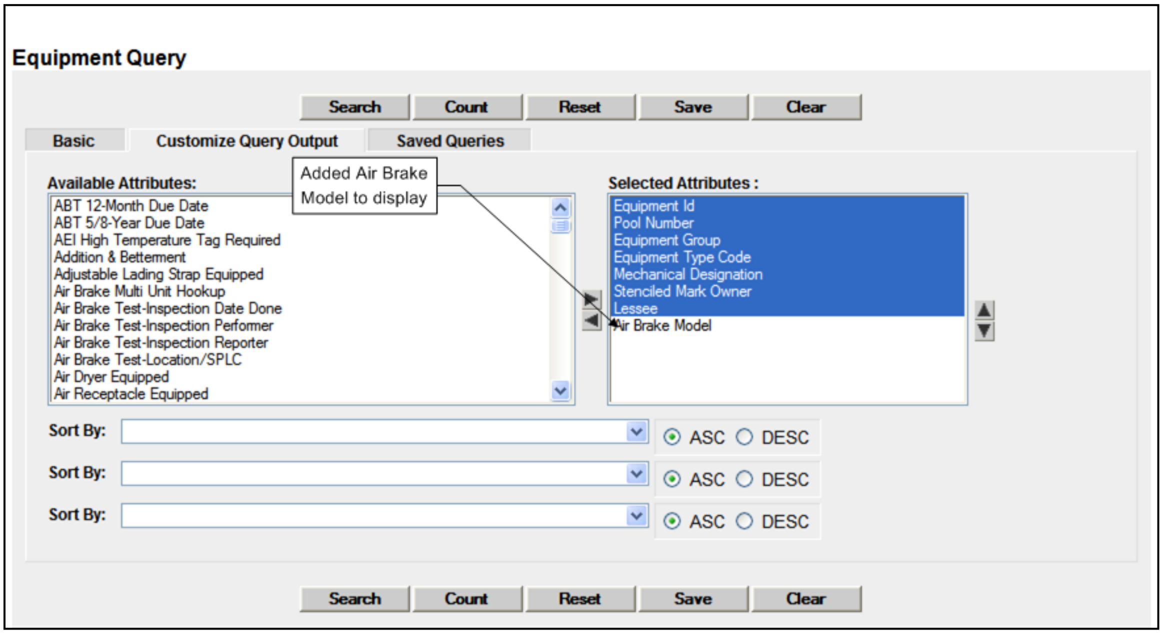


Exhibit 27. Equipment Query Example (Customize Query Output)



7. Select one of the processing options shown in Exhibit 28.

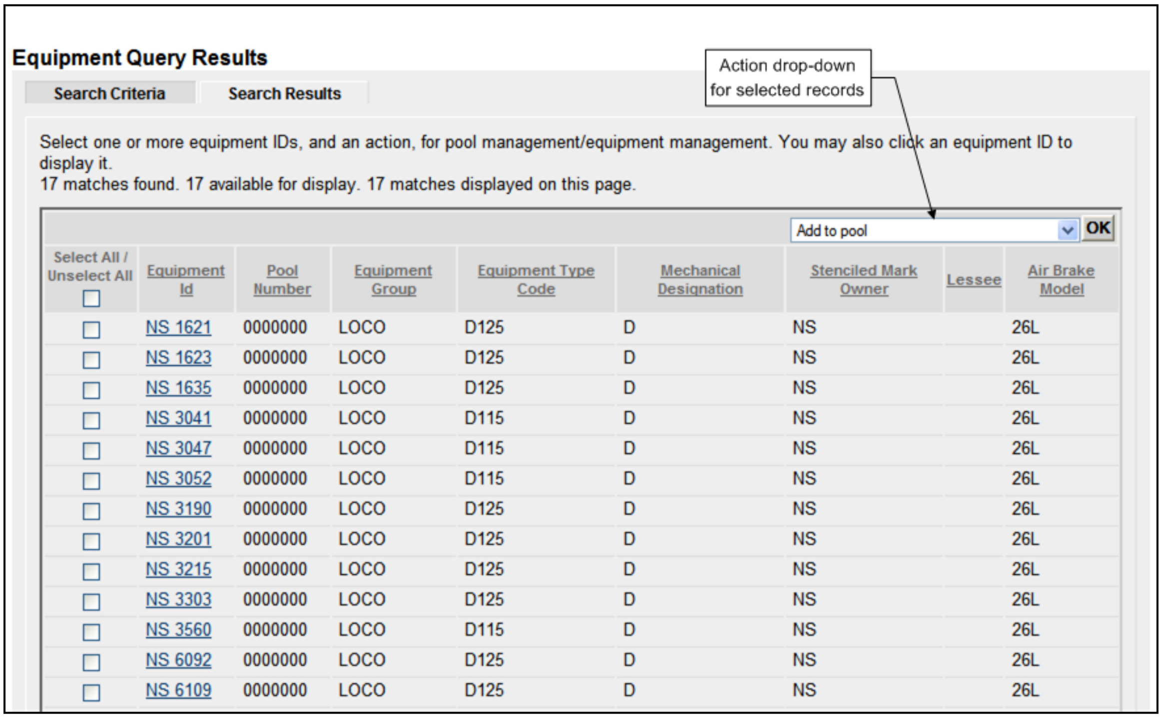
Exhibit 28. Query Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See View Query Results on page 26 and Export Query Results to CSV on page 28.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 36.
Save	Saves the query. Opens the Save Query Attributes panel (Exhibit 38).

View Query Results

If Browser was selected for output, and **Search** selected, the Equipment Query Results page is displayed (Exhibit 29).

Exhibit 29. Equipment Query Results



Select All / Unselect All	Equipment Id	Pool Number	Equipment Group	Equipment Type Code	Mechanical Designation	Stenciled Mark Owner	Lessee	Air Brake Model
☐	NS 1621	0000000	LOCO	D125	D	NS		26L
☐	NS 1623	0000000	LOCO	D125	D	NS		26L
☐	NS 1635	0000000	LOCO	D125	D	NS		26L
☐	NS 3041	0000000	LOCO	D115	D	NS		26L
☐	NS 3047	0000000	LOCO	D115	D	NS		26L
☐	NS 3052	0000000	LOCO	D115	D	NS		26L
☐	NS 3190	0000000	LOCO	D125	D	NS		26L
☐	NS 3201	0000000	LOCO	D125	D	NS		26L
☐	NS 3215	0000000	LOCO	D125	D	NS		26L
☐	NS 3303	0000000	LOCO	D125	D	NS		26L
☐	NS 3560	0000000	LOCO	D115	D	NS		26L
☐	NS 6092	0000000	LOCO	D125	D	NS		26L
☐	NS 6109	0000000	LOCO	D125	D	NS		26L

View Details

To view details for a particular equipment, select its Equipment ID Link. The Display Unit Lookup Result page is displayed (refer to

Exhibit 14). 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.

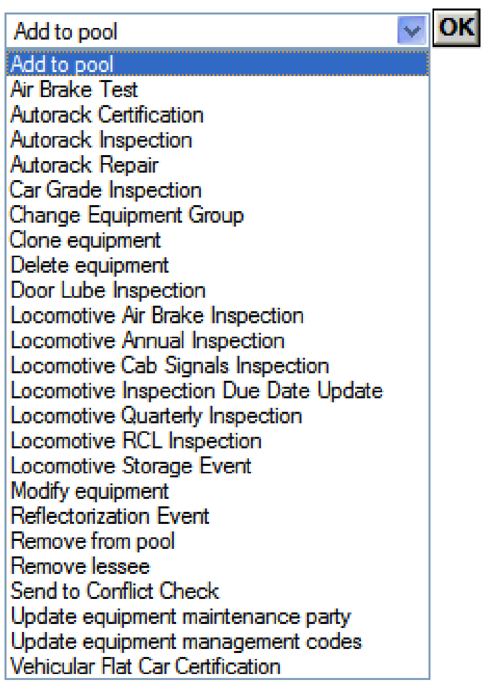
Requesting Other Actions

Other actions can be taken for selected equipment by selecting an action from the drop-down (Exhibit 30) and selecting **OK**. 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 use by Railinc Admin users 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)

Exhibit 30. Action Drop-Down (in Query Results)



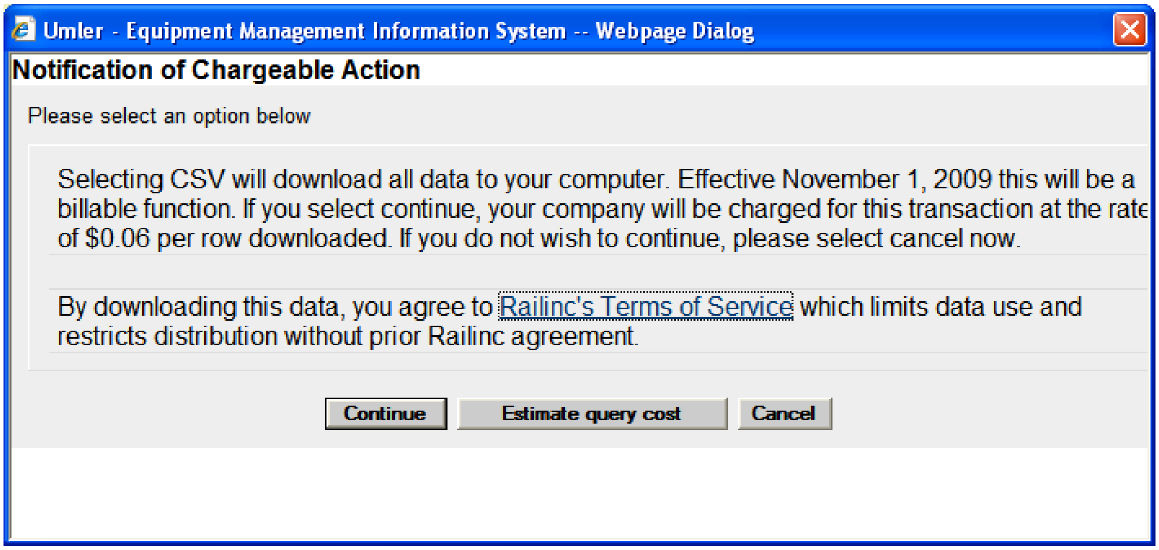
Note: Send to Conflict Check is available to Railinc Admin users only.

Export Query Results to CSV

PreDownload Charge Calculation

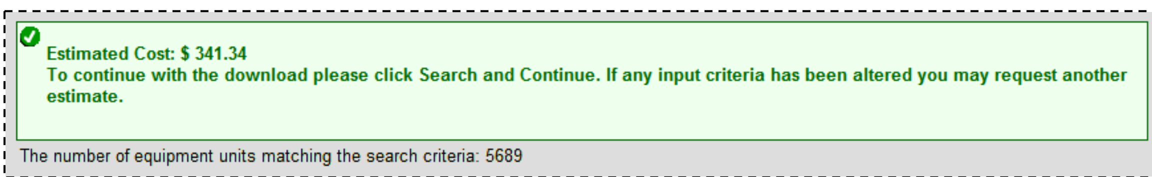
If the user chose CSV file for output, Umler shows a panel that offers the user an opportunity to see the amount that will be automatically billed to their company before executing the download (Exhibit 31).

Exhibit 31. Notification of Chargeable Action



Select **Estimate query cost**. Umler calculates the charge that would apply and displays it in the message area of the Equipment Query page (Exhibit 32).

Exhibit 32. Cost Message for CSV Download



If the cost is acceptable/authorized, ***reset the Output field to CSV***, select **Search**, and select **Continue** when the Notification of Chargeable Action panel is redisplayed. Then continue with Downloading the File on page 28.

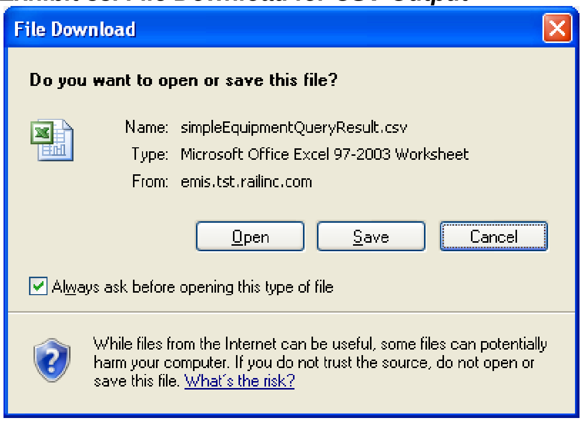
Note: Charges are billed when the user selects **Continue**.

Downloading the File

If the user chose CSV file for output and selected **Continue** on the Notification of Chargeable Action panel (Exhibit 31), Umler shows a dialog box for the user to specify whether to open (view) or save the CSV file (Exhibit 33).

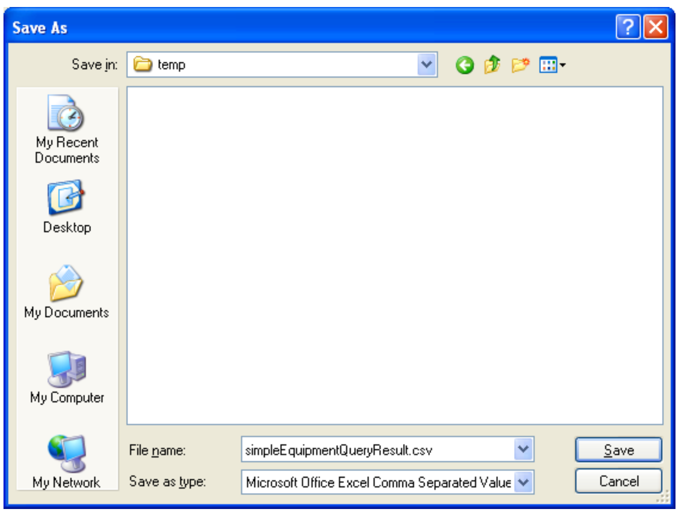
WARNING: Do NOT select **Cancel**. If the user selects **Cancel**, the download is canceled, but charges will already have been made to the user's company.

Exhibit 33. File Download for CSV Output



- If **Save** is selected, The Save As… panel is displayed (Exhibit 34). This is the recommended choice to avoid accidental file loss.

Exhibit 34. Save As… for CSV Query Output

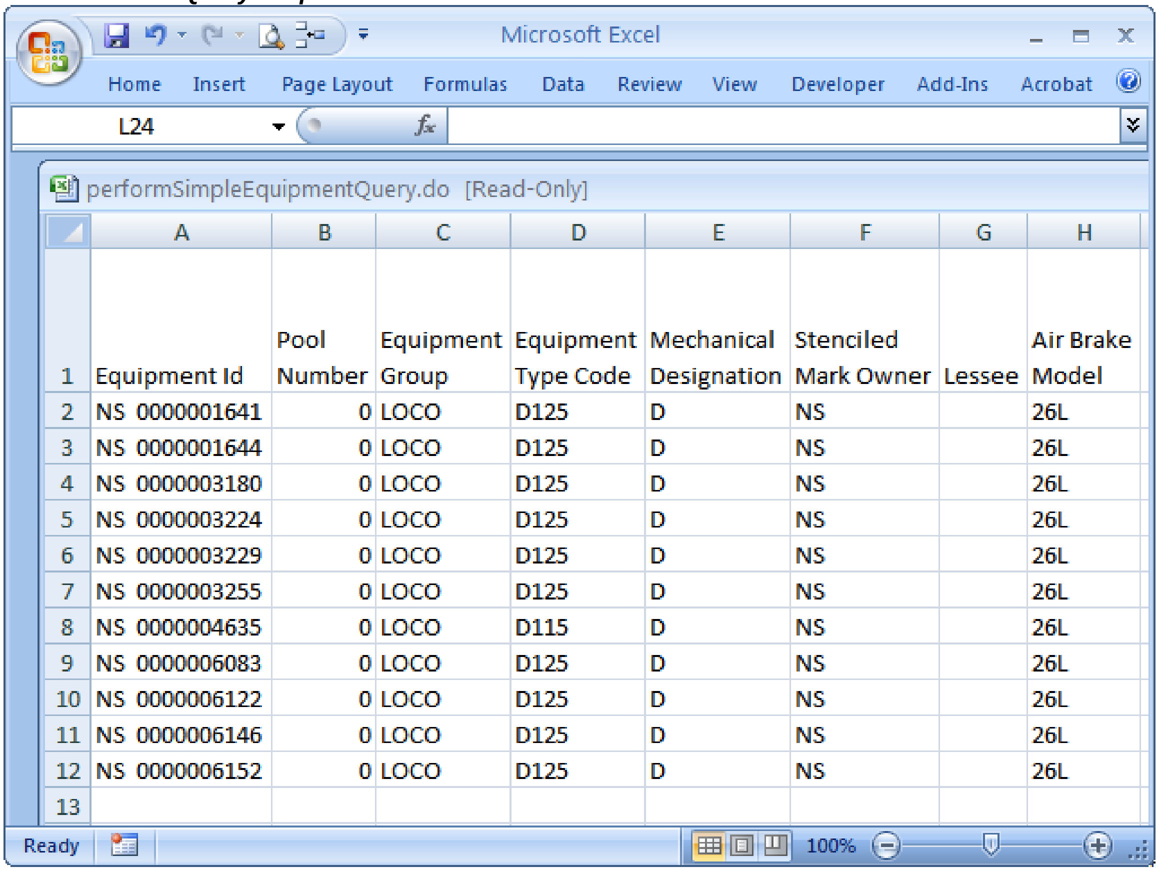


Choose the file location and file name and select **Save**. The file is saved and can be opened using MS Excel (Exhibit 35).

- If Open is selected, the output appears as shown in Exhibit 35.

WARNING: User ***must*** save an opened file to avoid additional charges if the opened file is accidentally closed (or the spreadsheet software closed).

Exhibit 35. CSV Query Output in MS Excel



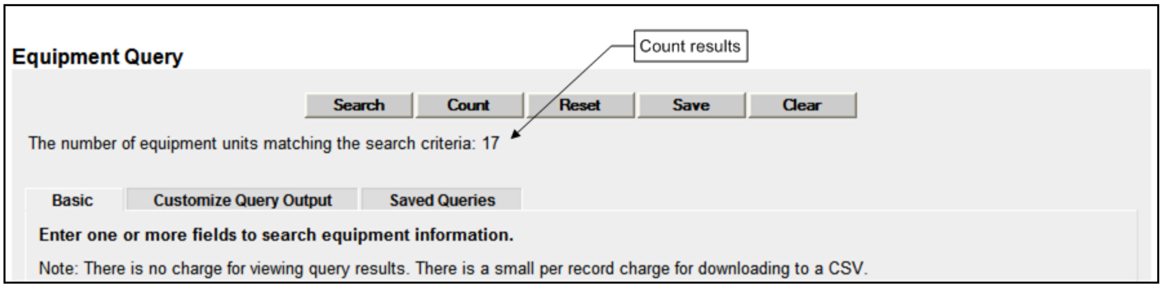
	A	B	C	D	E	F	G	H
1	Equipment Id	Pool Number	Equipment Group	Equipment Type Code	Mechanical Designation	Stenciled Mark Owner	Lessee	Air Brake Model
2	NS 0000001641	0	LOCO	D125	D	NS		26L
3	NS 0000001644	0	LOCO	D125	D	NS		26L
4	NS 0000003180	0	LOCO	D125	D	NS		26L
5	NS 0000003224	0	LOCO	D125	D	NS		26L
6	NS 0000003229	0	LOCO	D125	D	NS		26L
7	NS 0000003255	0	LOCO	D125	D	NS		26L
8	NS 0000004635	0	LOCO	D115	D	NS		26L
9	NS 0000006083	0	LOCO	D125	D	NS		26L
10	NS 0000006122	0	LOCO	D125	D	NS		26L
11	NS 0000006146	0	LOCO	D125	D	NS		26L
12	NS 0000006152	0	LOCO	D125	D	NS		26L
13								

Note: If the file was not saved earlier, it can be saved directly from Excel.

Request Counts for Query

If the user selects **Count**, the query is executed, but only the number of records matching the criteria is displayed (Exhibit 36). 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 36. Equipment Query (with Count results)



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

Viewing Saved Queries

When the user selects the Saved Queries tab, the Saved Queries page is displayed (Exhibit 37).

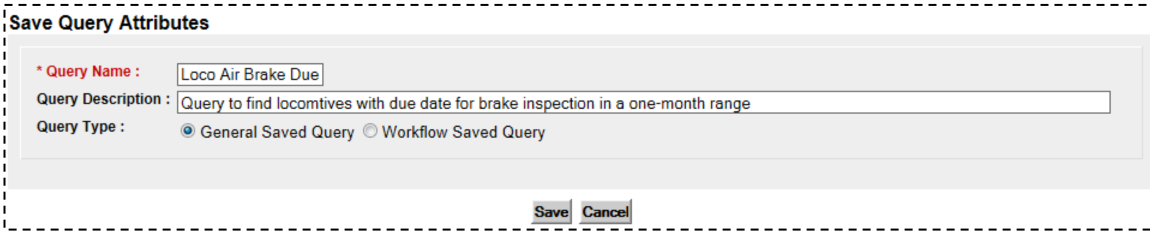
Exhibit 37. Saved Queries Tab

Select the **Query Name** link to use values saved in that query. Selecting table heading links sorts by that field. Select the **Delete** link 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. Saving queries helps save input time and ensures consistent results (e.g., doing the same query across several roads). When a query is saved, the Save Query Attributes page is displayed (Exhibit 38).

Exhibit 38. Save Query Attributes



Type a name in the Query Name field. Optionally, type a description in the Query description field that make selecting the correct query easier. Select **Save**. The query is saved, and the Equipment Query page is redisplayed with the saved query in the top table.

Reuse a Query

To reuse a saved query, select the **Saved Query** tab. Select the **Query Name** link. The page (all tabs, if used) is populated with the saved query. Make required changed (e.g., date changes, or RR changes, etc., and select a processing option (Exhibit 28).

Delete a Query

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

Car Management Query

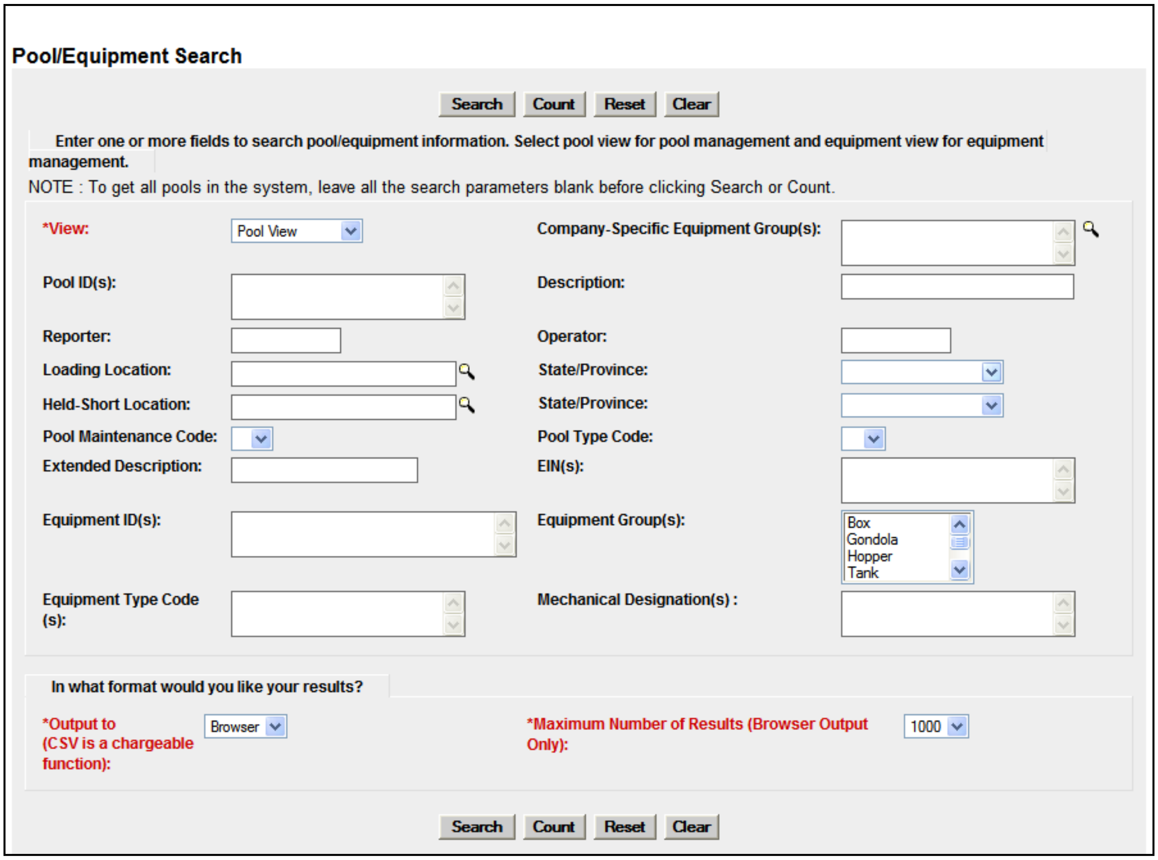
The Car Management Query function is used to search for specific pools and equipment in order to view pool header and assignment data and perform edits.

Equipment View

To do a Car Management Query:

1. Select **Car Management Query** on the Query menu. The Pool/Equipment Search page is displayed (Exhibit 39).

Exhibit 39. Pool/Equipment Search



2. Set View to Equipment View for equipment management. Otherwise, leave set to Pool View for pool management (for Pool View, see Pool View on page 38).

3. Complete the desired search criteria. At least one search parameter is required to perform a search.

Warning: Use of both Equipment IDs and Pool IDs is not allowed. Specify one or the other.

Field Descriptions for the page are shown in Exhibit 40:

Exhibit 40. Car Management Query Field Descriptions

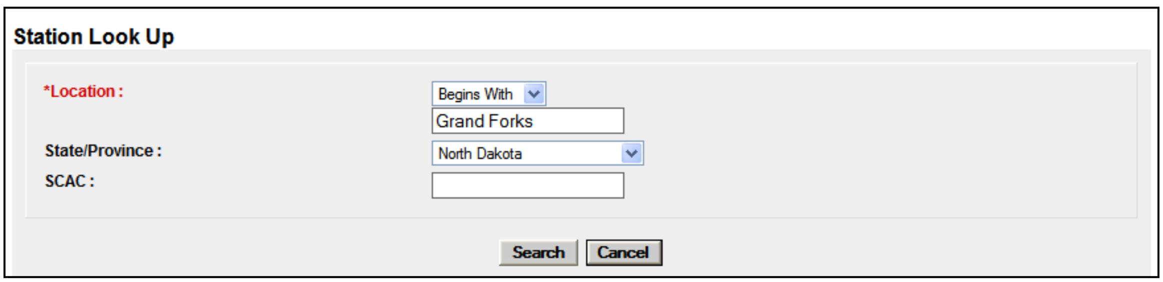
Field	Description
Company-Specific Equipment Group(s)	Company-Specified Equipment groups are private pools of equipment that are only available to the company specified. Use the lookup icon ( ) to open the Search for Company-Specific Equipment Groups page (Exhibit 148). Refer to Company-Specific Equipment Groups on page 106.
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 21 for more information. **Note:** 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 lookup icon ( ) to open the Station Look Up page (Exhibit 41).
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 lookup icon ( ) to open the Station Look Up page (Exhibit 41).
State/Province Held-Short	Indicates the State/Province where the equipment is held-short. This is automatically populated with Station Lookup results.
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.
Extended Description	More detailed description of the pool (80 characters max).
Equipment ID(s)	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999 or a wildcard). See Exhibit 21 for more information.
Equipment Group(s)	Used to indicate the general equipment group being sought. See Equipment Group(s) in Exhibit 20.
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 *Umler Data Specification Manual*.

Station Lookup

When the lookup icon is selected for either Location field, the Station Look Up page is displayed (Exhibit 41).

Exhibit 41. Station Look Up



a. Select a qualifier for the location text. Valid values include:

- Begins With
- Contains
- Ends With
- Exact Match

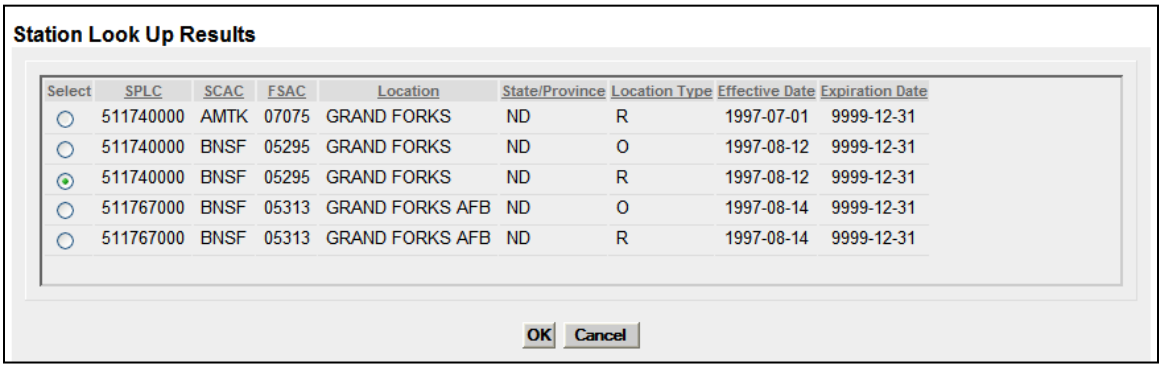
b. Type text in the Location field provided.

c. (Optional) Select a State/Province from the drop-down.

d. (Optional) Type in a known SCAC.

e. Select **Search**. The Station Look Up Results page is displayed (Exhibit 42).

Exhibit 42. Station Look Up Results



Station Look Up Results

Select	SPLC	SCAC	FSAC	Location	State/Province	Location Type	Effective Date	Expiration Date
○	511740000	AMTK	07075	GRAND FORKS	ND	R	1997-07-01	9999-12-31
○	511740000	BNSF	05295	GRAND FORKS	ND	O	1997-08-12	9999-12-31
⊙	511740000	BNSF	05295	GRAND FORKS	ND	R	1997-08-12	9999-12-31
○	511767000	BNSF	05313	GRAND FORKS AFB	ND	O	1997-08-14	9999-12-31
○	511767000	BNSF	05313	GRAND FORKS AFB	ND	R	1997-08-14	9999-12-31

OK Cancel

f. Select the radio button beside the correct location and select **OK**. The Pool/Equipment Search page is redisplayed (Exhibit 39) with the location and State/Province field showing the selection.

4. Set ***Output to:** to CSV, if needed, or leave set to Browser (default). See Warning on page 18.

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

6. Select one of the following processing options:

Exhibit 43. Car Management Query Processing Options

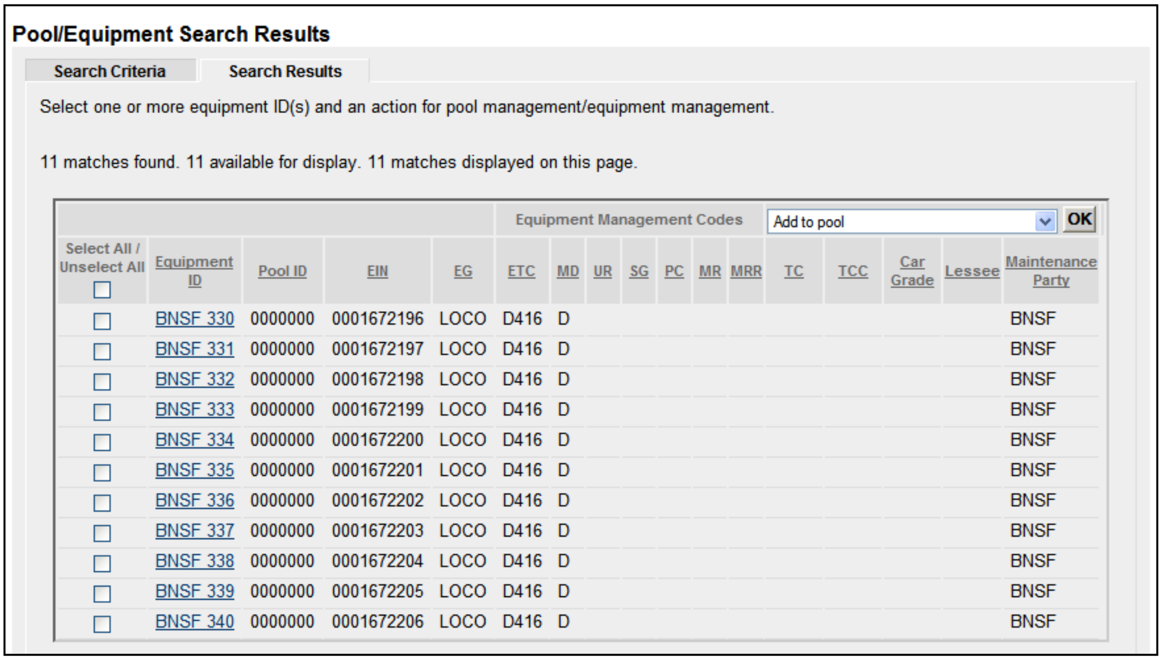
Search	Executes the search and outputs to the Browser or to CSV as requested. See Browser Output or CSV Output.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria (similar to Exhibit 36).

7. View either browser or CSV output results (Exhibit 44 or Exhibit 45).

Browser Output

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

Exhibit 44. 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.

11 matches found. 11 available for display. 11 matches displayed on this page.

Equipment Management Codes: Add to pool | OK

Select All / Unselect All	Equipment ID	Pool ID	EIN	EG	ETC	MD	UR	SG	PC	MR	MRR	TC	TCC	Car Grade	Lessee	Maintenance Party
☐	BNSF 330	0000000	0001672196	LOCO	D416	D										BNSF
☐	BNSF 331	0000000	0001672197	LOCO	D416	D										BNSF
☐	BNSF 332	0000000	0001672198	LOCO	D416	D										BNSF
☐	BNSF 333	0000000	0001672199	LOCO	D416	D										BNSF
☐	BNSF 334	0000000	0001672200	LOCO	D416	D										BNSF
☐	BNSF 335	0000000	0001672201	LOCO	D416	D										BNSF
☐	BNSF 336	0000000	0001672202	LOCO	D416	D										BNSF
☐	BNSF 337	0000000	0001672203	LOCO	D416	D										BNSF
☐	BNSF 338	0000000	0001672204	LOCO	D416	D										BNSF
☐	BNSF 339	0000000	0001672205	LOCO	D416	D										BNSF
☐	BNSF 340	0000000	0001672206	LOCO	D416	D										BNSF

Abbreviations used in 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 Lookup Result page is displayed (refer to

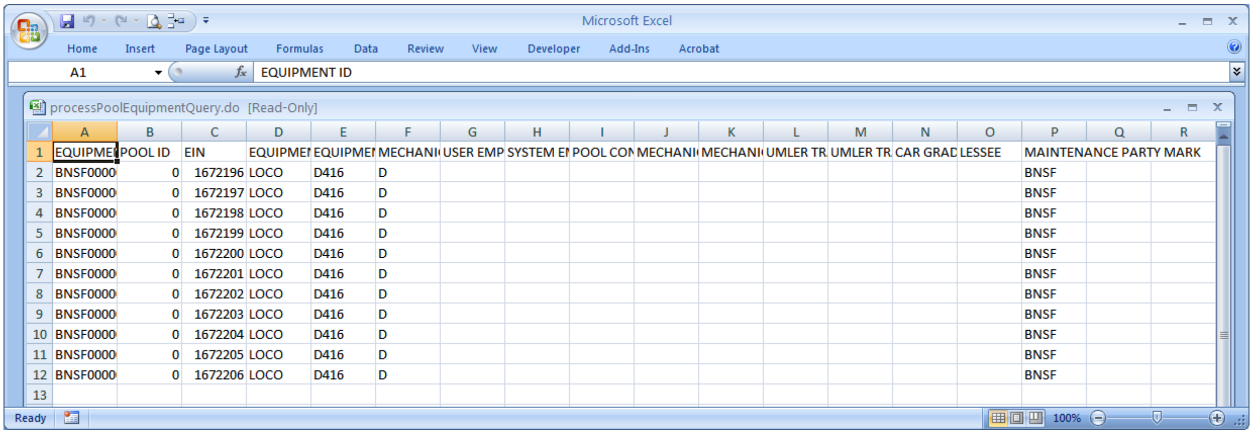
Exhibit 14). Select **Cancel** on the detail page to return to the query results.

To take actions for listed equipment, refer to Requesting Other Actions on page 26.

CSV Output

If CSV was selected for output, results appear as shown in Exhibit 45. Refer to Export Query Results to CSV on page 28 for instructions on choices for saving or opening the CSV file.

Exhibit 45. Pool/Equipment Search Results (CSV results opened in Excel)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EQUIPMEI	POOL ID	EIN	EQUIPMEI	EQUIPMEI	MECHANI	USER EMP	SYSTEM EI	POOL CON	MECHANI	MECHANI	UMLER TR	UMLER TR	CAR GRAD	LESSEE	MAINTENANCE PARTY MARK		
2	BNSF0000	0	1672196	LOCO	D416	D										BNSF		
3	BNSF0000	0	1672197	LOCO	D416	D										BNSF		
4	BNSF0000	0	1672198	LOCO	D416	D										BNSF		
5	BNSF0000	0	1672199	LOCO	D416	D										BNSF		
6	BNSF0000	0	1672200	LOCO	D416	D										BNSF		
7	BNSF0000	0	1672201	LOCO	D416	D										BNSF		
8	BNSF0000	0	1672202	LOCO	D416	D										BNSF		
9	BNSF0000	0	1672203	LOCO	D416	D										BNSF		
10	BNSF0000	0	1672204	LOCO	D416	D										BNSF		
11	BNSF0000	0	1672205	LOCO	D416	D										BNSF		
12	BNSF0000	0	1672206	LOCO	D416	D										BNSF		
13																		

Pool View

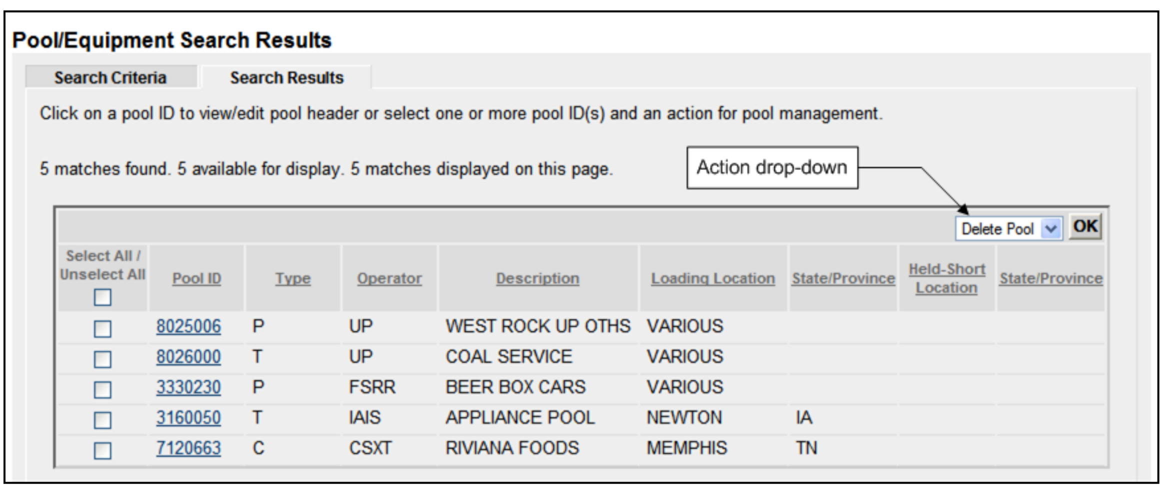
If the user elects to do a pool view, use query criteria as described in Equipment View on page 33, but leave the View drop-down set to Pool View. Results can be to the browser or CSV (or a count).

Note: 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 46.

Exhibit 46. Pool/Equipment Search Results (Pool View)

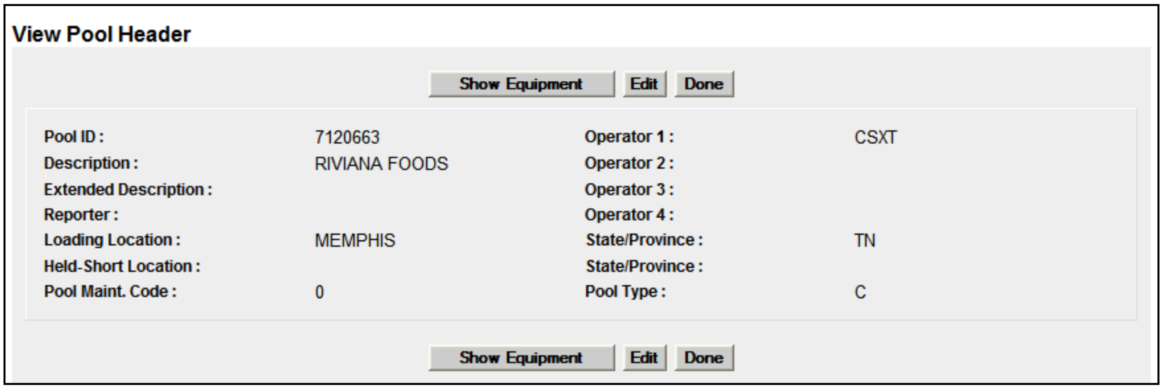


Select All / Unselect All	Pool ID	Type	Operator	Description	Loading Location	State/Province	Held-Short Location	State/Province
☐	8025006	P	UP	WEST ROCK UP OTHS	VARIOUS			
☐	8026000	T	UP	COAL SERVICE	VARIOUS			
☐	3330230	P	FSRR	BEER BOX CARS	VARIOUS			
☐	3160050	T	IAIS	APPLIANCE POOL	NEWTON	IA		
☐	7120663	C	CSXT	RIVIANA FOODS	MEMPHIS	TN		

The only action currently available from this page is Delete Pool. To delete a pool header, check the boxes beside the pools to be deleted and select **OK**. See Delete Pool Header on page 85 for more information.

To view a pool header, select its link. The View Pool Header page is displayed (Exhibit 47).

Exhibit 47. View Pool Header



View Pool Header

Show Equipment | Edit | Done

Pool ID :	7120663	**Operator 1 :**	CSXT
Description :	RIVIANA FOODS	**Operator 2 :**	
Extended Description :		**Operator 3 :**	
Reporter :		**Operator 4 :**	
Loading Location :	MEMPHIS	**State/Province :**	TN
Held-Short Location :		**State/Province :**	
Pool Maint. Code :	0	**Pool Type :**	C

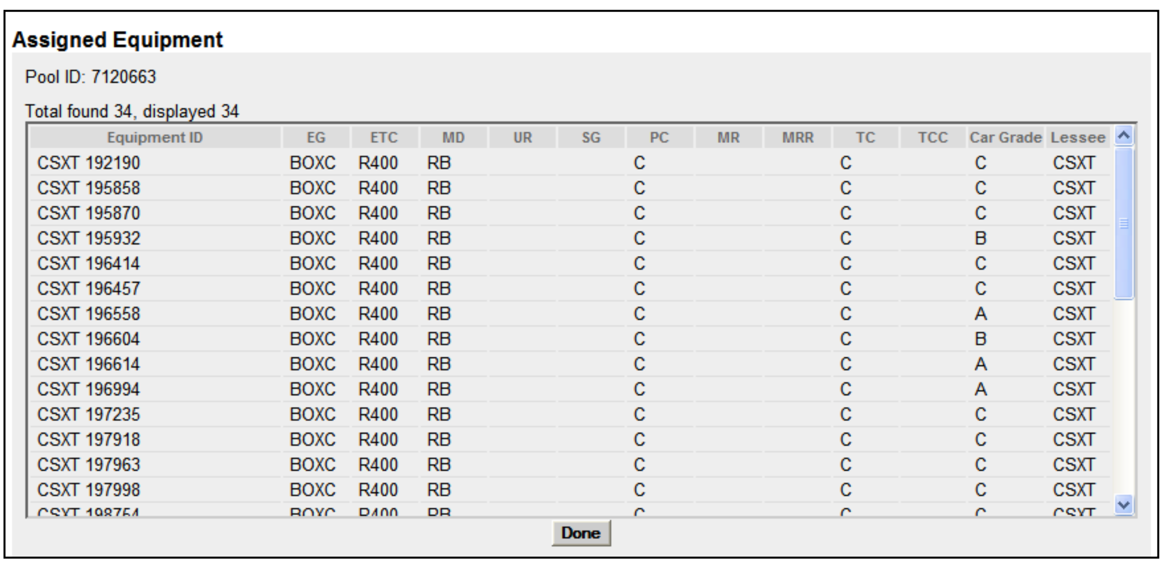
Show Equipment | Edit | Done

Select one of the following options:

Exhibit 48. View Pool Header Processing Options

Show Equipment	Opens the Assigned Equipment page for viewing (Exhibit 49). 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 50). See Update Pool Header on page 40.
Done	Returns to the search results page (Exhibit 46).

Exhibit 49. Assigned Equipment



Assigned Equipment

Pool ID: 7120663

Total found 34, displayed 34

Equipment ID	EG	ETC	MD	UR	SG	PC	MR	MRR	TC	TCC	Car Grade	Lessee
CSXT 192190	BOXC	R400	RB			C			C		C	CSXT
CSXT 195858	BOXC	R400	RB			C			C		C	CSXT
CSXT 195870	BOXC	R400	RB			C			C		C	CSXT
CSXT 195932	BOXC	R400	RB			C			C		B	CSXT
CSXT 196414	BOXC	R400	RB			C			C		C	CSXT
CSXT 196457	BOXC	R400	RB			C			C		C	CSXT
CSXT 196558	BOXC	R400	RB			C			C		A	CSXT
CSXT 196604	BOXC	R400	RB			C			C		B	CSXT
CSXT 196614	BOXC	R400	RB			C			C		A	CSXT
CSXT 196994	BOXC	R400	RB			C			C		A	CSXT
CSXT 197235	BOXC	R400	RB			C			C		C	CSXT
CSXT 197918	BOXC	R400	RB			C			C		C	CSXT
CSXT 197963	BOXC	R400	RB			C			C		C	CSXT
CSXT 197998	BOXC	R400	RB			C			C		C	CSXT

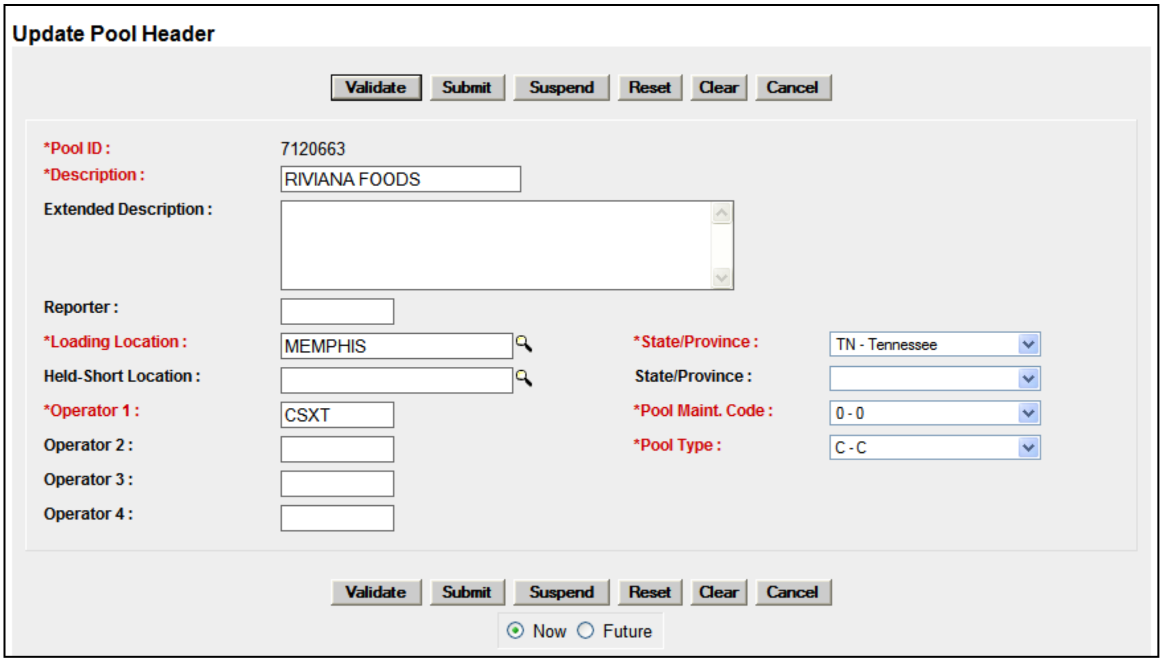
Done

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 50).

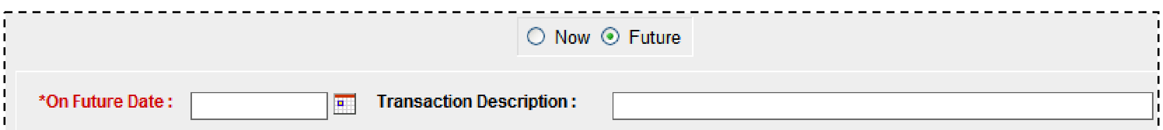
Exhibit 50. Update Pool Header



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 51. Future Date Fields



Note: Pool-related actions assigned a future date can be modified. See Manage Future Transactions on page 129.

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

Note: Future date must be from 2 days (48 hours) to a maximum of 30 days.

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 52.

Exhibit 52. 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 140 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 on page 127 to resume the Pool Header Edit task.

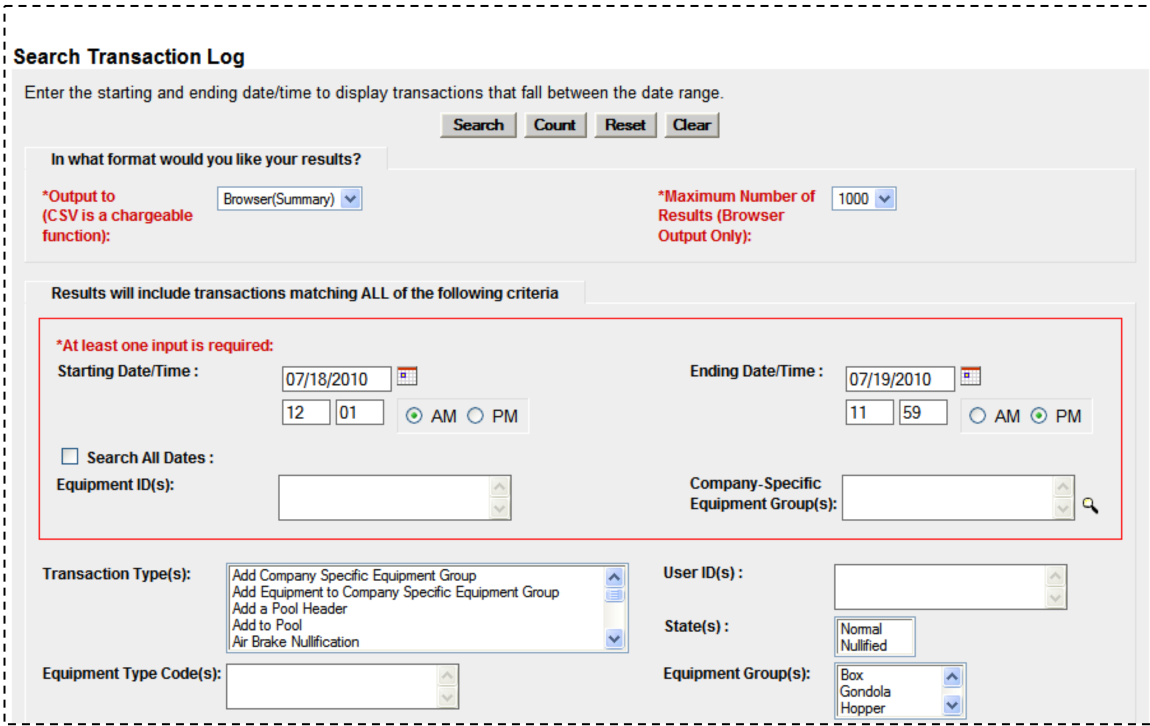
Transaction Log

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.).

To view a transaction log:

1. Select **Transaction Log** on the Query menu. The Search Transaction Log page is displayed (Exhibit 53 and Exhibit 55).

Exhibit 53. Search Transaction Log (top)



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

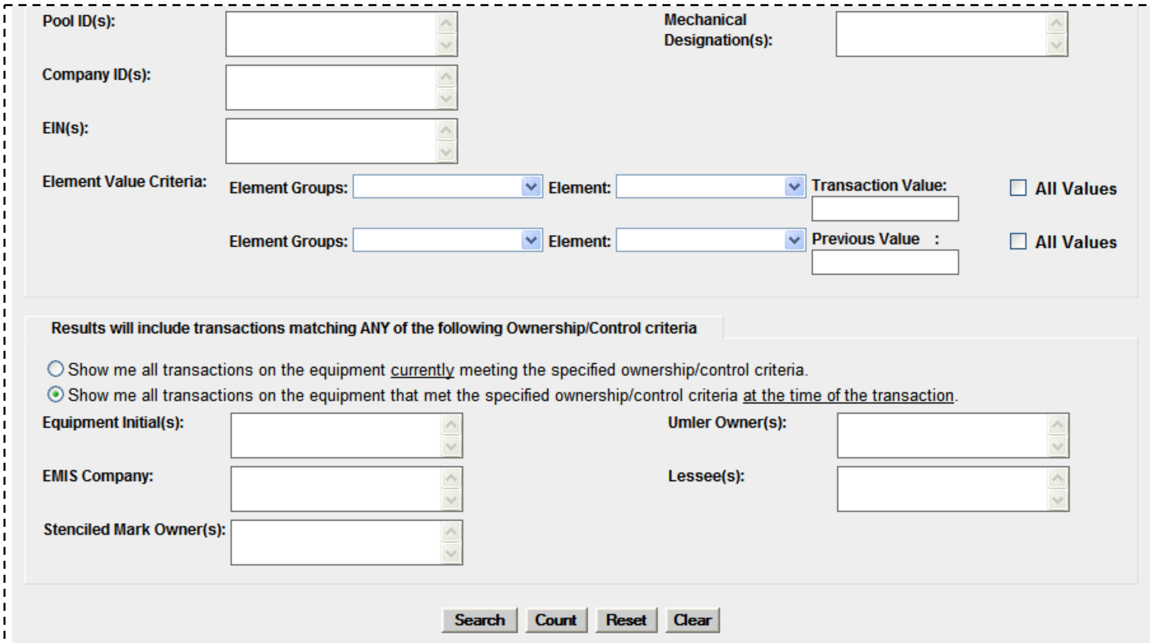
   Field descriptions for the top of the page are shown in Exhibit 54.

Exhibit 54. Transaction Log Field Descriptions

Field	Description
***Output to:**	Select CSV from drop-down to have results saved/displayed as a CSV file. Default is Browser. See Warning on page 18.
***Maximum Number of Results (Browser Output Only):**	Maximum number of result records you want returned (100, 500, 1000, 5000). Default is 1000.

Field	Description
***Date/Time range**	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. • **Starting Date/Time** defaults to 12:01 AM of the previous day's date. • **Ending Date/Time** defaults to 11:59 PM of the current day's date. Check **Search All Dates** to ignore date criteria**.** **Note**: All notice times are recorded in Eastern Time.
***Equipment ID(s)**	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 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 lookup icon ( ) to open the Search for Company-Specific Equipment Groups page (Exhibit 148). Refer to Company-Specific Equipment Groups on page 106.
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 21. To search for intra-company user IDs, see Manage Intra-Company User Access Rights on page 141.
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 20.

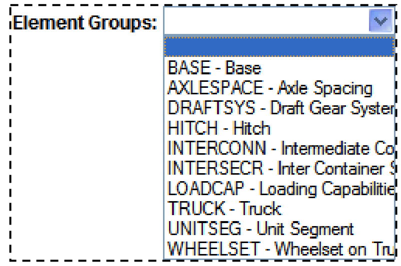
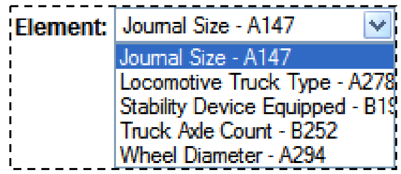
Exhibit 55. Search Transaction Log (bottom)



Field descriptions for the bottom of the page are shown in Exhibit 56.

Exhibit 56. 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 21 for more information. **Note:** Search for all unassigned equipment using pool ID = 0000000.
Mechanical Designation(s)	Alphabetic AAR code assigned to the physical description of the unit. See *Umler Data Specification 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 to select an *Element Group:*  • Use the drop-down to select an *Element* (from selected Group):  • Type a *Transaction Value* to input 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: • Results reflect current ownership conditions • Results reflect ownership conditions at time of transaction
Equipment Initials	The initials stenciled on the specified equipment.
Umler® Owner(s)	The Umler owners of the specified equipment.
EMIS Company	The EMIS 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:

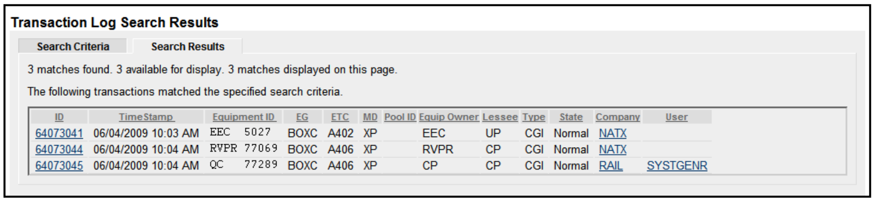
Exhibit 57. View Transaction Log Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See View Transaction Results Online on page 46 or refer to Export Query Results to CSV on page 28 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 36.

View Transaction Results Online

If Browser was selected for output, and Search selected, the Transaction Log Search Results page is displayed (Exhibit 58).

Exhibit 58. Transaction Log Search Results


Transaction Log Search Results

Search Criteria | Search Results

3 matches found. 3 available for display. 3 matches displayed on this page.

The following transactions matched the specified search criteria.

ID	TimeStamp	Equipment ID	EG	ETC	MD	Pool ID	Equip Owner	Lessee	Type	State	Company	User
64073041	06/04/2009 10:03 AM	EEC 5027	BOXC	A402	XP		EEC	UP	CGI	Normal	NATX	
64073044	06/04/2009 10:04 AM	RVPR 77069	BOXC	A406	XP		RVPR	CP	CGI	Normal	NATX	
64073045	06/04/2009 10:04 AM	QC 77289	BOXC	A406	XP		CP	CP	CGI	Normal	RAIL	SYSTGENR

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 59). 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 60 and Exhibit 61. Select **Done** to return to the Search Results page.

Exhibit 59. Transaction Details


Transaction Details

Transaction ID :	64878275		
Timestamp:	12/04/2013 10:44 AM	Equipment Group:	LOCO
Equipment ID:	RAIL 789898	Mechanical Designation:	
Equipment Type Code:		User:	SYSTGENR
Type:	AFM	Equipment Owner:	RAIL
State:	Normal	Lessee:	
Company:	RAIL	EIN:	
Trans Source:	INTERNAL (Inspection Carry Forward)		

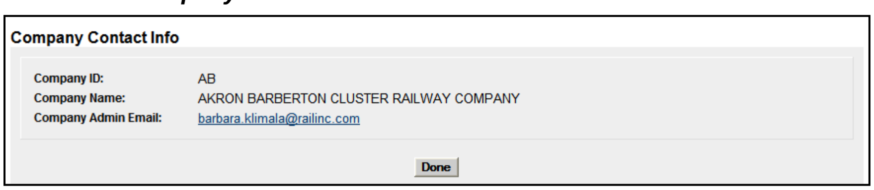
This Transaction was generated by Transaction ID: 64878274

Element ID	Element Name	Transaction Element Value	Previous Element Value	AC	Component ID	Component Location	Parent ID	Parent Location
DTDN	Inspection Date Done	07/15/2012						
INDD	Inspection Due Date	09/28/2012						
PERF	Inspection Performer	RAIL						
REPT	Inspection Reporter	RAIL						
SCDD	Scheduled Due Date	09/25/2012						
SPLC	Location/SPLC	453678000						

Done Next

The only actions available on this example page is to view the Company Contact information (Exhibit 60), view User Contact Information (Exhibit 61) or select the Transaction ID to view the transaction that generated the one being viewed.

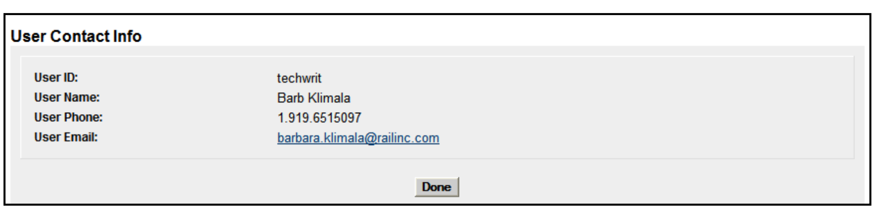
Exhibit 60. Company Contact Info


Company Contact Info

Company ID:	AB
Company Name:	AKRON BARBERTON CLUSTER RAILWAY COMPANY
Company Admin Email:	barbara.klimala@railinc.com

Done

Exhibit 61. User Contact Info


User Contact Info

User ID:	techwrit
User Name:	Barb Klimala
User Phone:	1.919.6515097
User Email:	barbara.klimala@railinc.com

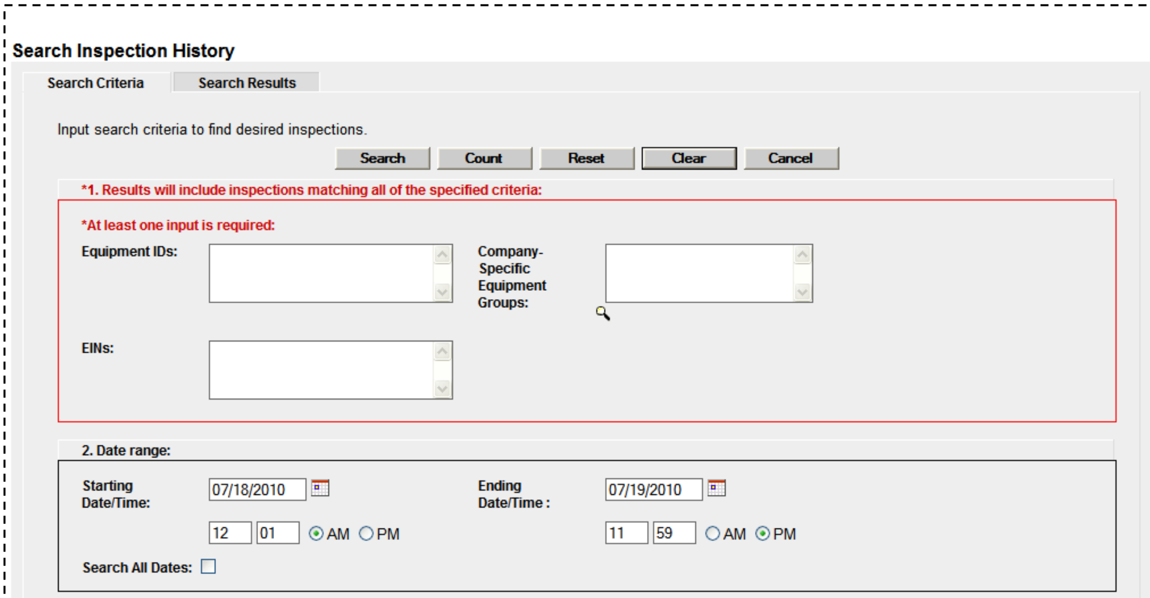
Done

Inspection History

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

1. Select **Inspection History** on the Query menu. The Search Inspection History page is displayed (Exhibit 62).

Exhibit 62. Search Inspection History (top)



2. Complete the desired 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**.

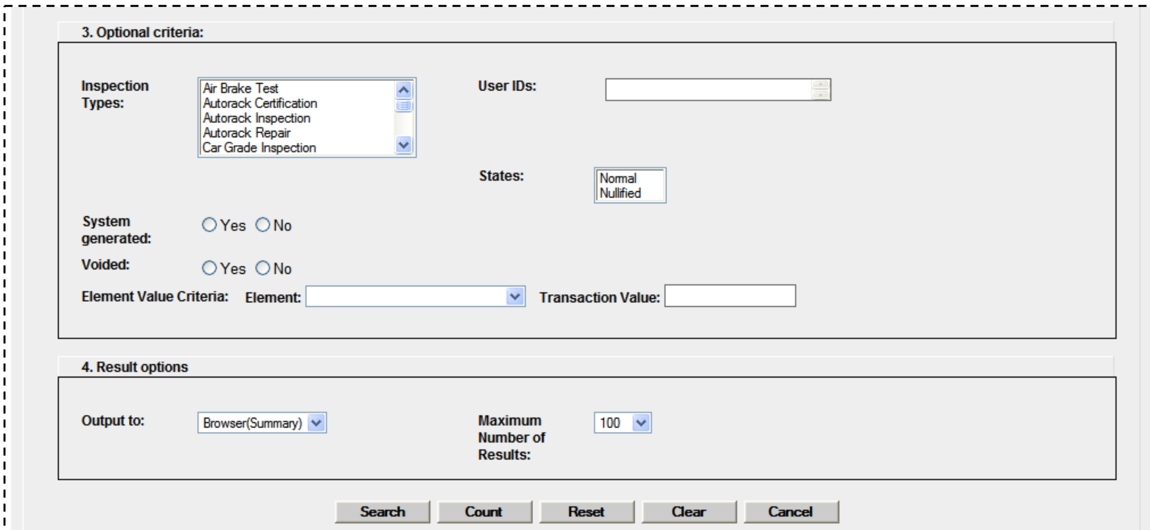
   Field descriptions for the top of the page are shown in Exhibit 63.

Exhibit 63. Inspection History Field Descriptions

Field	Description
Equipment ID(s)	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 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.
Company-Specific Equipment Groups	Company-Specified Equipment Groups are private pools of equipment that are only available to the company specified. Use the lookup icon ( ) to open the Search for Company-Specific Equipment Groups page (Exhibit 148). Refer to Company-Specific Equipment Groups on page 106.

Field	Description
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. • **Starting Date/Time** defaults to 12:01 AM of the previous day's date. • **Ending Date/Time** defaults to 11:59 PM of the current day's date. Check **Search All Dates** to ignore date criteria**.** **Note**: All notice times are recorded in Eastern Time.

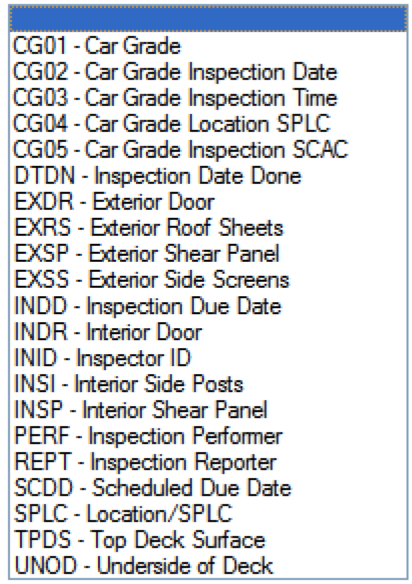
Exhibit 64. Search Inspection History (bottom)



Field descriptions for the bottom of the page are shown in Exhibit 65.

Exhibit 65. 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 21. To search for intra-company user IDs, see Manage Intra-Company User Access Rights on page 141.
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**.
Voided	Select the Yes or No radio button to show "voided" inspections. To clear both radio buttons, select **Clear**.

Field	Description
Element Value Criteria	One criteria set is provided. • Use the drop-down to select an inspection *Element:*  • Type a *Transaction Value* to input a specific element qualifier.
***Output to**	Select Browser (Summary) or Browser (Detail) from drop-down. Default is Browser (Summary). No CSV is selectable on this page.
***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 66. View Transaction Log Processing Options

Search	Executes the search and outputs to the Browser as requested. See View Inspection History Summary Results Online on page 50, or View Inspection History Detail Results Online on page 51.
Count	Executes the search and outputs a single line message with the count of inspection records meeting the specified criteria. Similar to Exhibit 36.

View Inspection History Summary Results Online

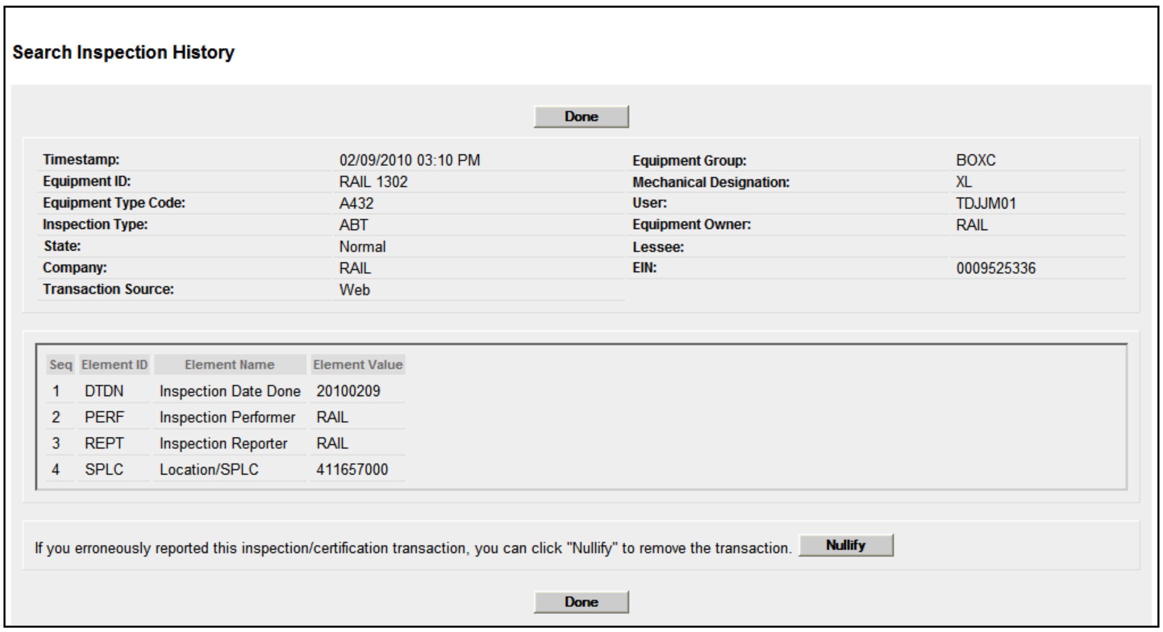
If Browser (Summary) was selected for output, and Search selected, the Search Inspection History page is displayed (Exhibit 67).

Exhibit 67. Search Inspection History (Summary Results)

To see details for an equipment ID, select the **Timestamp** link at left. The detail page for that equipment is displayed (Exhibit 68).

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 on page 28.

Exhibit 68. Search Inspection History (details from Summary)

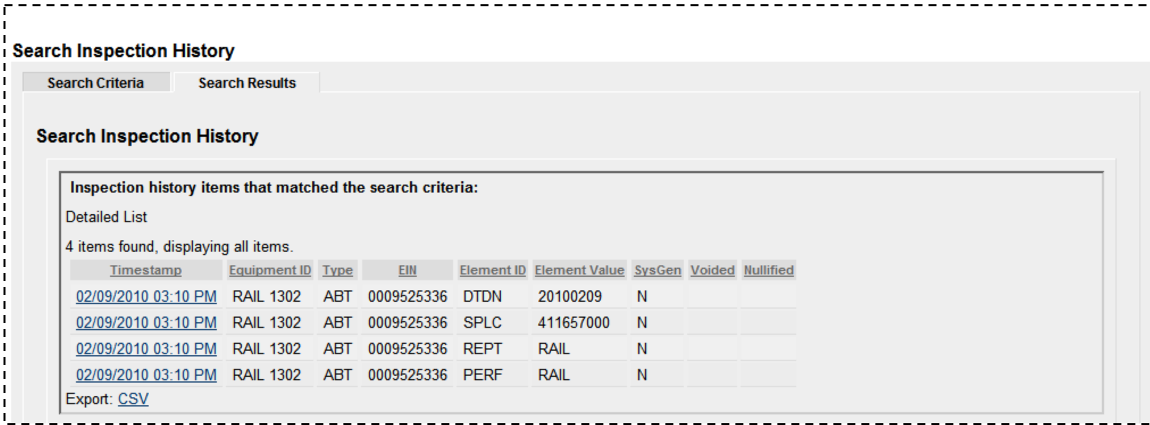


This page is for viewing. Select **Done** to return to the Search Results Summary page.

View Inspection History Detail Results Online

If Browser (Details) was selected for output, and Search selected, the Search Inspection History page is displayed with all details displayed (Exhibit 69).

Exhibit 69. Search Inspection History (Details List)


Search Inspection History

Search Criteria | Search Results

Search Inspection History

Inspection history items that matched the search criteria:

Detailed List

4 items found, displaying all items.

Timestamp	Equipment ID	Type	EIN	Element ID	Element Value	SysGen	Voided	Nullified
02/09/2010 03:10 PM	RAIL 1302	ABT	0009525336	DTDN	20100209	N		
02/09/2010 03:10 PM	RAIL 1302	ABT	0009525336	SPLC	411657000	N		
02/09/2010 03:10 PM	RAIL 1302	ABT	0009525336	REPT	RAIL	N		
02/09/2010 03:10 PM	RAIL 1302	ABT	0009525336	PERF	RAIL	N		

Export: CSV

To see details for an equipment, select the **Timestamp** link at left. The detail page for that equipment is displayed (Exhibit 68). To move between many pages (30 details per page), use the **[First/Prev], 1, 2, …, [First/Last]** links.

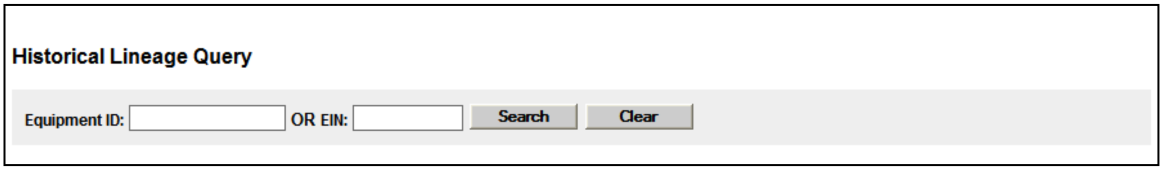
To export the results as a CSV file, select the **CSV** link at the lower left of the page. Refer to Export Query Results to CSV on page 28.

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. To view lineage for a unit:

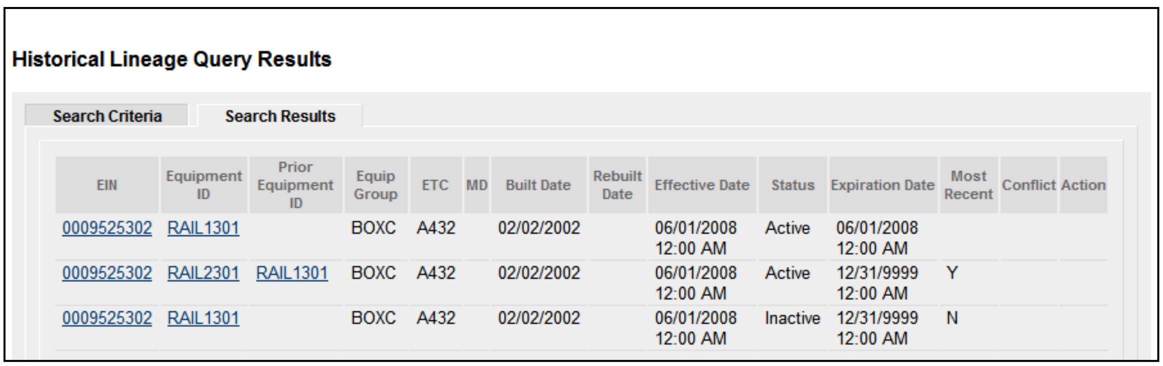
1. Select **Historical Lineage Query** on the Query menu. The Historical Lineage page is displayed (Exhibit 70).

Exhibit 70. Historical Lineage Query



2. Type in a valid Equipment ID or EIN and select **Search**. The Historical Lineage Query Results page is displayed (Exhibit 71).

Exhibit 71. Historical Lineage Query Results



EIN	Equipment ID	Prior Equipment ID	Equip Group	ETC	MD	Built Date	Rebuilt Date	Effective Date	Status	Expiration Date	Most Recent	Conflict	Action
0009525302	RAIL1301		BOXC	A432		02/02/2002		06/01/2008 12:00 AM	Active	06/01/2008 12:00 AM			
0009525302	RAIL2301	RAIL1301	BOXC	A432		02/02/2002		06/01/2008 12:00 AM	Active	12/31/9999 12:00 AM	Y		
0009525302	RAIL1301		BOXC	A432		02/02/2002		06/01/2008 12:00 AM	Inactive	12/31/9999 12:00 AM	N		

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 do another query, or select another Umler application menu item (refer to Exhibit 4).

Note: Only one “active” equipment record 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.

Equipment Unit Comparison

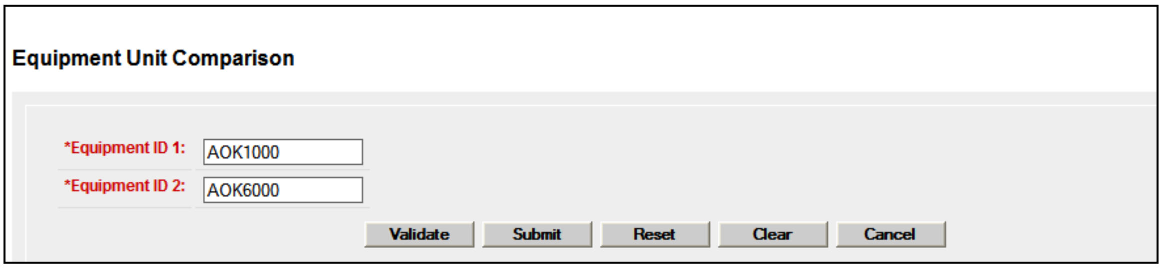
This function is used to view a comparison of Umler records for two specified equipment units. This might be used to:

- 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. To view a comparison between units:

1. Select **Equipment Unit Comparison** on the Query menu. The Equipment Unit Comparison page is displayed (Exhibit 72).

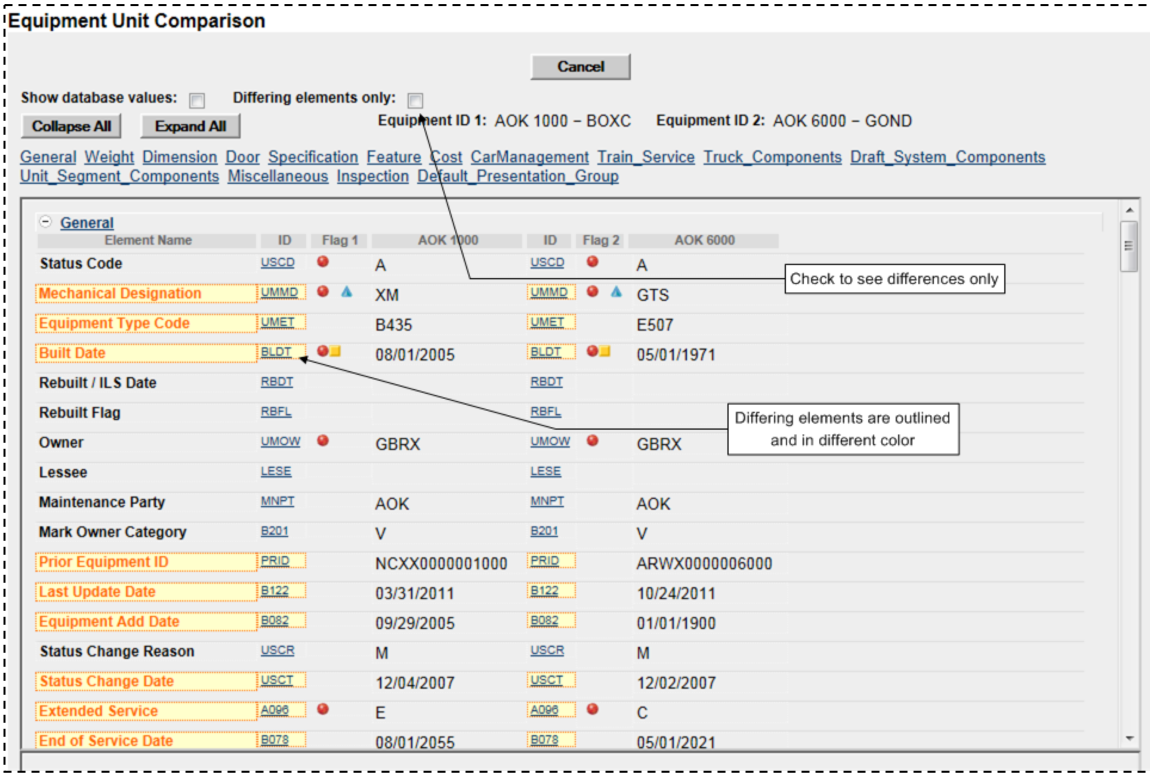
Exhibit 72. Equipment Unit Comparison (entry)



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

Note: 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 (results expanded—all elements)

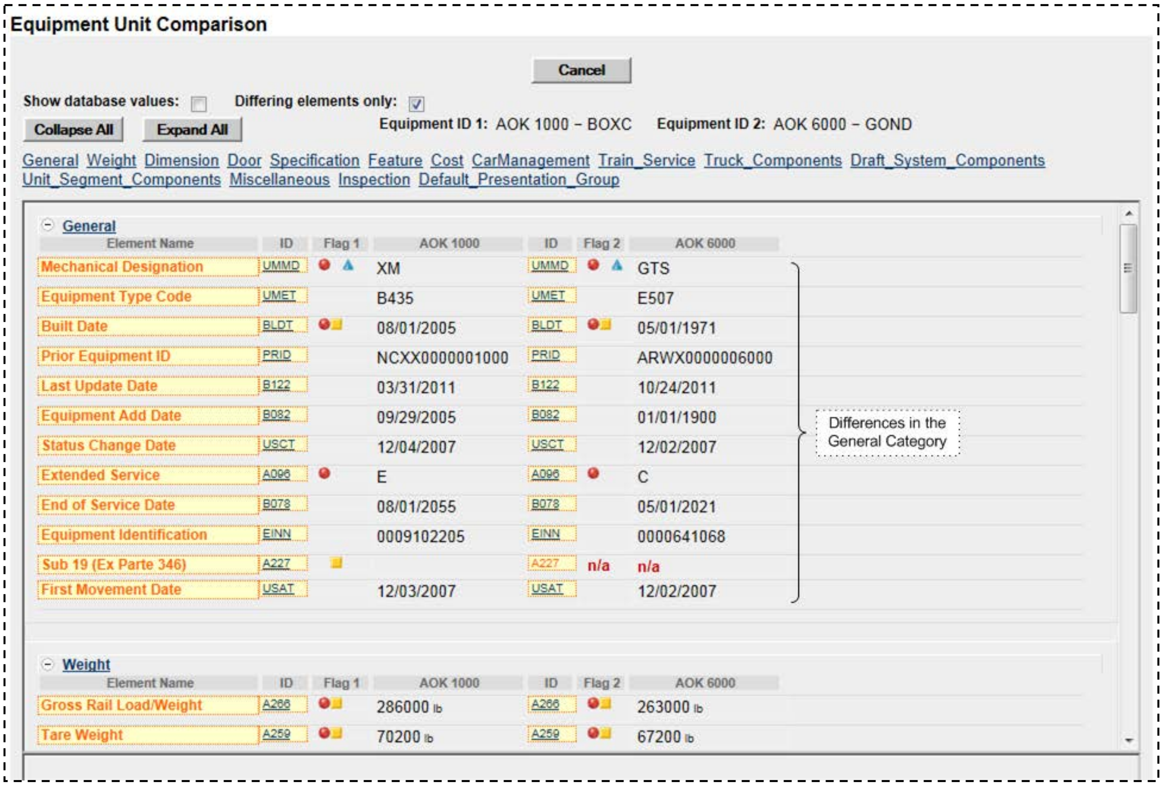


Values for the two units appear in two columns with the Equipment ID at the top. Elements with different values are outlined and in a lighter color (orange). Component help ID links can be different if the cars are different types (as shown in the example). Page navigation is similar to that described in Display Unit on page 14.

Check **Differing elements only** to restrict the view—“same” 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. Unit Comparison (differences only view)



Element Name	ID	Flag 1	AOK 1000	ID	Flag 2	AOK 6000
Mechanical Designation	UMMD		XM	UMMD		GTS
Equipment Type Code	UMET		B435	UMET		E507
Built Date	BLDT		08/01/2005	BLDT		05/01/1971
Prior Equipment ID	PRID		NCXX0000001000	PRID		ARWX0000006000
Last Update Date	B122		03/31/2011	B122		10/24/2011
Equipment Add Date	B082		09/29/2005	B082		01/01/1900
Status Change Date	USCT		12/04/2007	USCT		12/02/2007
Extended Service	A096		E	A096		C
End of Service Date	B078		08/01/2055	B078		05/01/2021
Equipment Identification	EINN		0009102205	EINN		0000641068
Sub 19 (Ex Parte 346)	A227			A227	n/a	n/a
First Movement Date	USAT		12/03/2007	USAT		12/02/2007

Element Name	ID	Flag 1	AOK 1000	ID	Flag 2	AOK 6000
Gross Rail Load/Weight	A266		286000 lb	A266		263000 lb
Tare Weight	A259		70200 lb	A259		67200 lb

These pages are for viewing only. When finished viewing the comparison, select **Cancel**, or select another Umler application menu item (refer to Exhibit 4).

Maintenance

Note: To do these tasks, user must have some rights assigned beyond query (Umler default permission). See the Company Umler Administrator for assistance.

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

Menu & Options

Exhibit 75. Maintenance Menu

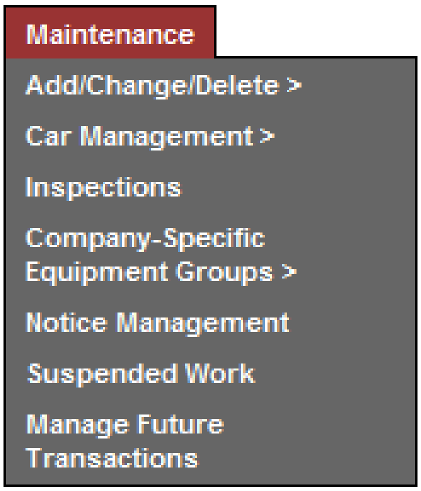


Exhibit 76 describes the tasks available on the Maintenance menu.

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 the user 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 the user 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 the user to select and resume work on a suspended task.
Manage Future Transactions	Displays the Search Future Effective Transaction page which allows the user to search for and delete any future effective transactions.

Add/Change/Delete

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

Exhibit 77. Add/Change/Delete Submenu

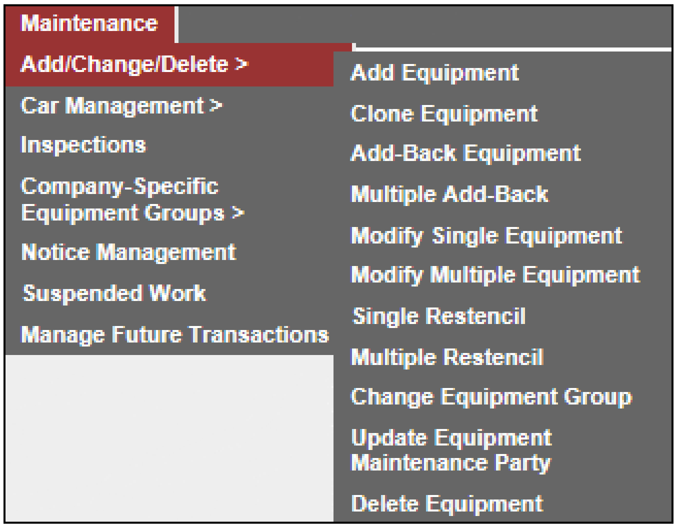


Exhibit 78 describes the options on the Add/Change/Delete submenu.

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 the user to update the Equipment Maintenance Party.
Delete Equipment	Allows a user to deactivate an Umler record, sending the record to archive.

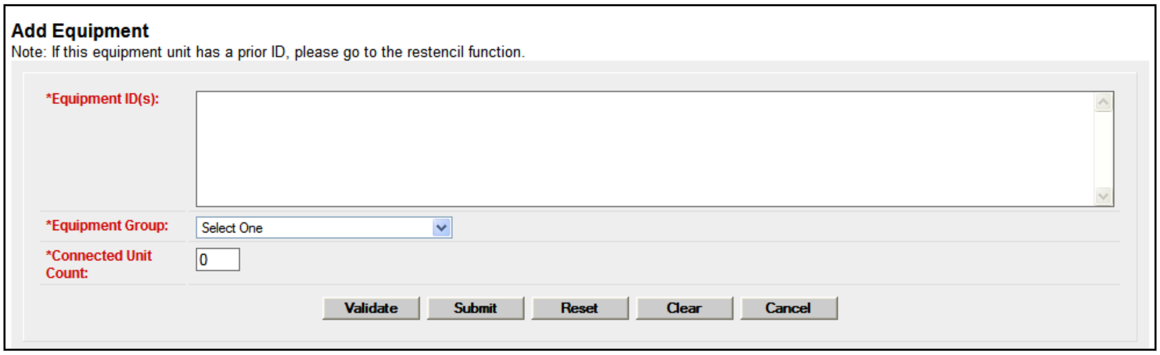
Add Equipment

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.

Note: Use only for new equipment. Equipment with a Prior ID must use the Restencil function.

1. Select **Maintenance>Add/Change/Delete>Add Equipment**. The Add Equipment page is displayed (Exhibit 79).

Exhibit 79. Add Equipment (Initial entry)

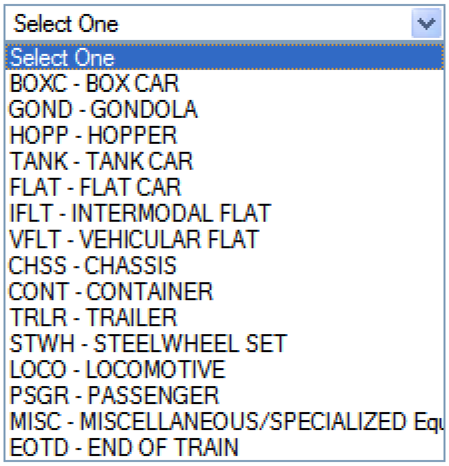


2. Type in the Equipment ID to be assigned for this unit.

Note: 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. Valid values are:

Exhibit 80. Equipment Group



Note: 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.

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.

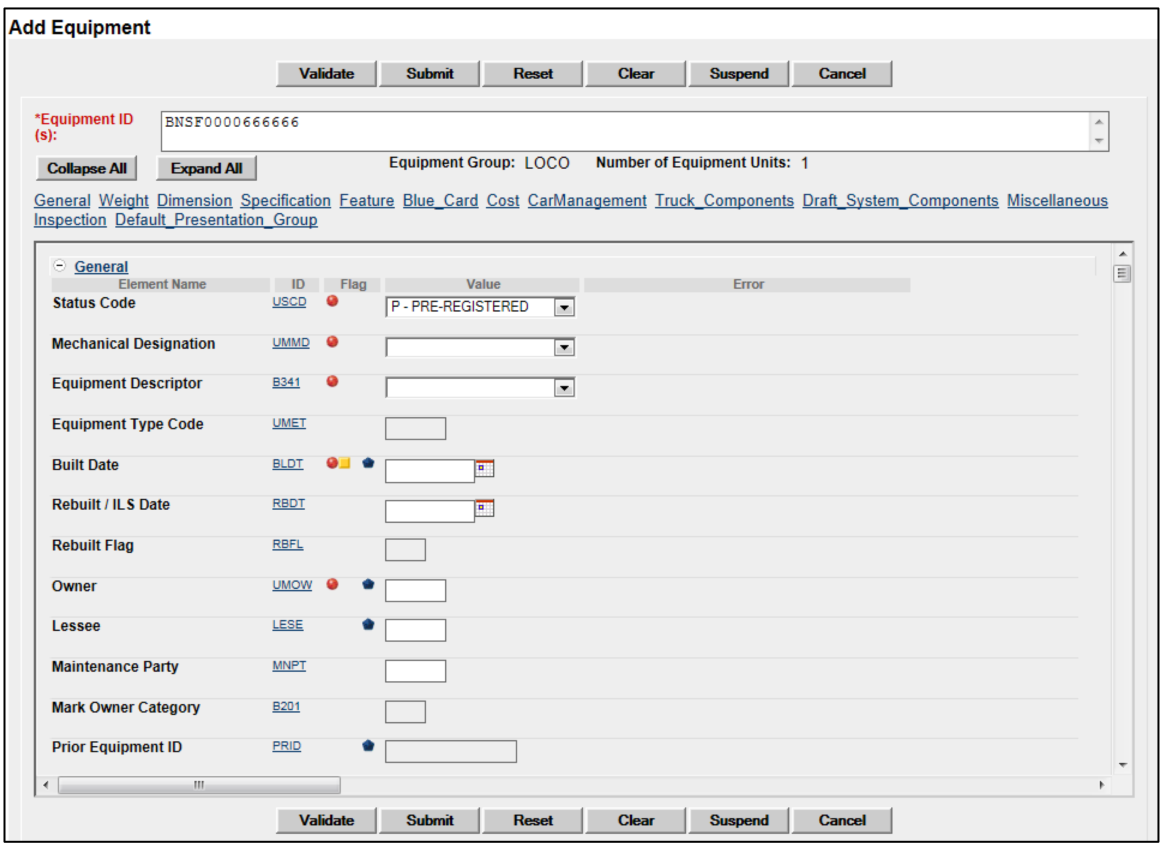
6. Select **Submit**. The system checks to make sure the Equipment IDs entered are not already in Umler (active or inactive).

    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 on page 64.

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

Exhibit 81. Add Equipment (element entry)



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 6 for other flag icons.

This page has navigation and display characteristics similar to that described in Display Unit on page 14.

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 on page 182.

   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 on page 182.

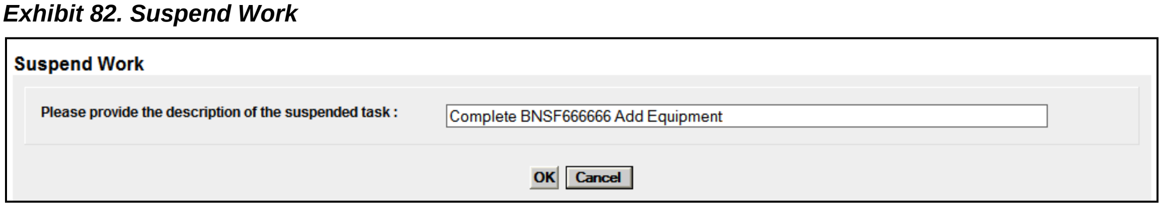
   e. (Recommended) Correct one error at a time and select **Validate** between corrections.

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.

Note: 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 page 127 to resume the Add Equipment task.

Exhibit 82. Suspend Work



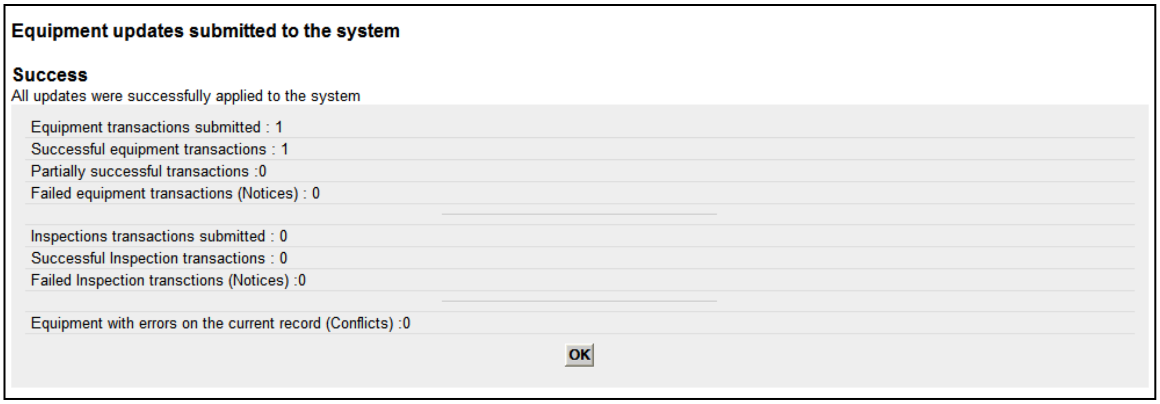
- Write a description that makes it easy to locate the suspended task to resume work. For example, “Add Equipment” might mean one of several add tasks, so the Equipment ID would be helpful.

- Select **OK** 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. Select **Submit**. The Equipment updates submitted to the system - Success page is displayed (Exhibit 83).

Exhibit 83. Equipment updates submitted to the system - Success



12. Select **OK** to exit, or select another Umler application menu item (refer to Exhibit 4).

Clone Equipment

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

1. Select **Maintenance>Add/Change/Delete>Clone Equipment**. The Clone Equipment page is displayed (Exhibit 84).

Exhibit 84. Clone Equipment

2. Type a source equipment ID:

Note: Cloned equipment source can be from any owner/road.

   a. Choose a known "matching" Equipment ID from user's road rolling stock or a known other road's similar equipment.

   b. Perform a search for a unit with the same characteristics. See Equipment Query on page 18. Check the Equipment ID search result, open the drop-down at the right, highlight **Clone Equipment** and select **OK** to open the Clone Equipment page with the selected record as the source for cloning.

3. Type the new Equipment IDs to be created from the source. See the Note on page 58.

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

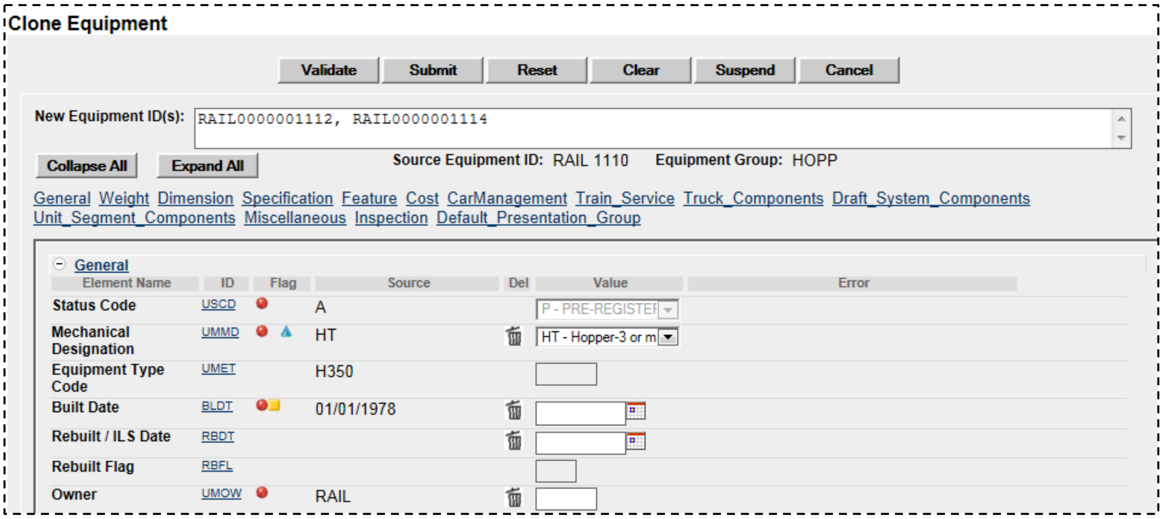
5. Select **Submit**. The system checks to make sure the Source ID and New Equipment IDs entered are not already in Umler (active or inactive).

   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 on page 64.

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

Exhibit 85. Clone Equipment (pre-populated with source entries)



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 6 for other flag icons.

This page has navigation and display characteristics similar to that described in Display Unit on page 14.

Warning: Certain mandatory fields do NOT port over to the cloned records. New inputs 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 on page 182.

   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 Step 9 on page 60.

9. (Optional) Suspend the clone task for later completion as described in the Note on page 60.

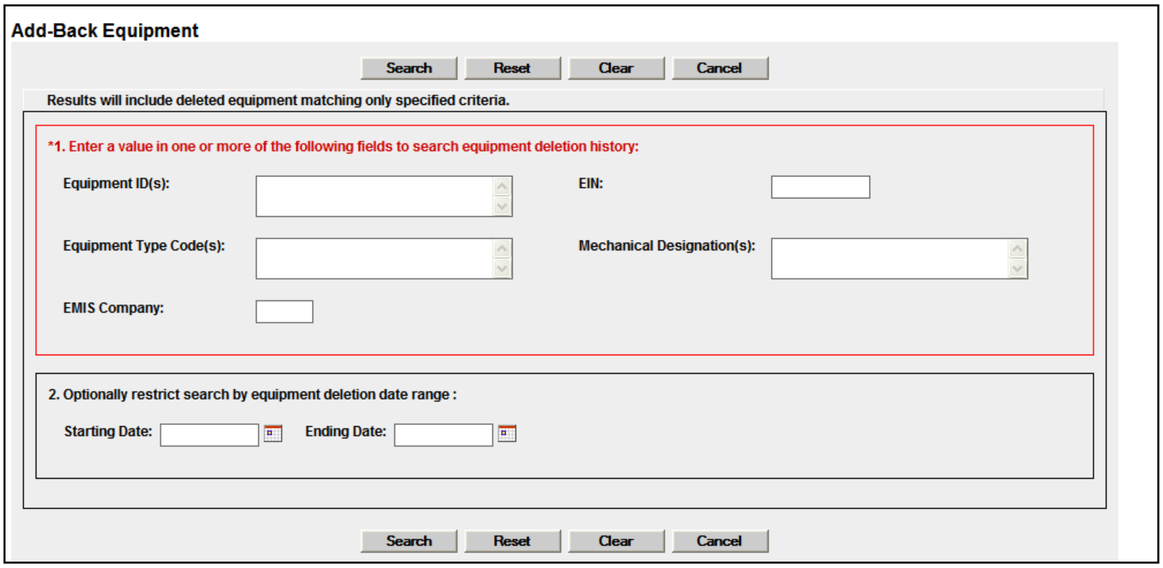
10. Select **Submit** to clone the new equipment units. The Equipment updates submitted to the system Success page is displayed (similar to Exhibit 83).

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.

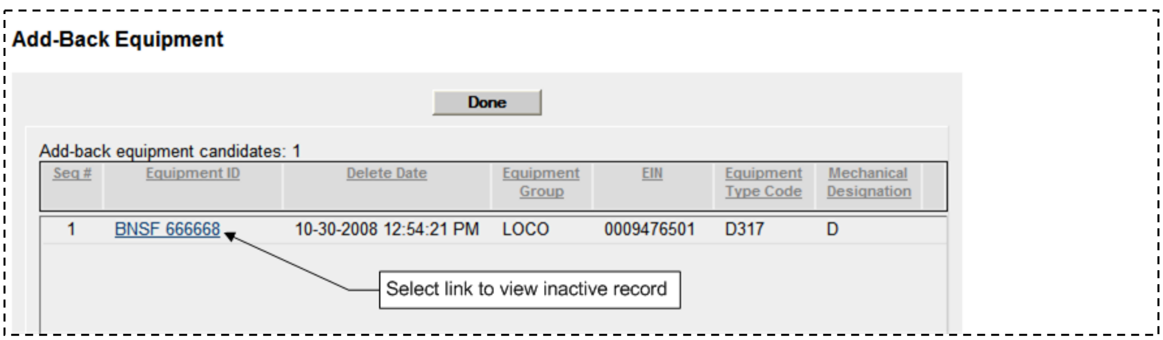
1. Select **Maintenance>Add/Change/Delete>Add-Back Equipment**. The Add-Back Equipment page is displayed (Exhibit 86).

Exhibit 86. Add-Back Equipment



2. Type in at least one of the five input fields to search in deletion history. Optionally restrict the search with a date range for the deletion period. Refer to Exhibit 20 and Exhibit 23 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)



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. Mandatory elements have the red dot in the Flag field (). See Exhibit 6 for other flag icons.

This page has navigation and display characteristics similar to that described in Display Unit on page 14.

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

5. 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 on page 182.
    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 Step 9 on page 60.
8. (Optional) Suspend the Add-Back task for later completion as described in the Note on page 60.
9. Select **Submit** to Add-Back the equipment units. The Equipment updates submitted to the system Success page is displayed (similar to Exhibit 83).

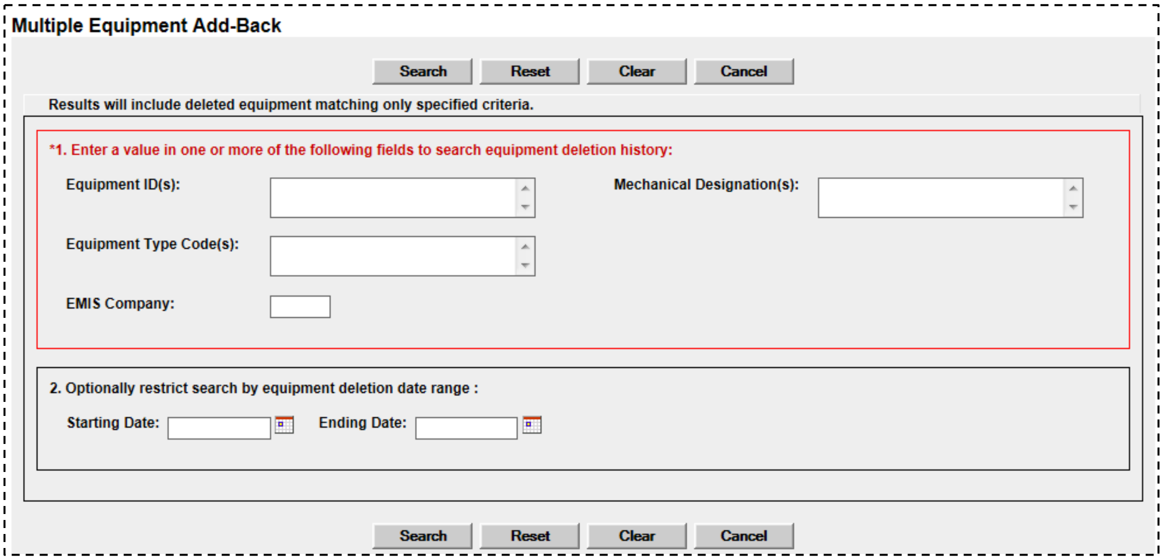
Add-Back Multiple Equipment

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

Note: 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.

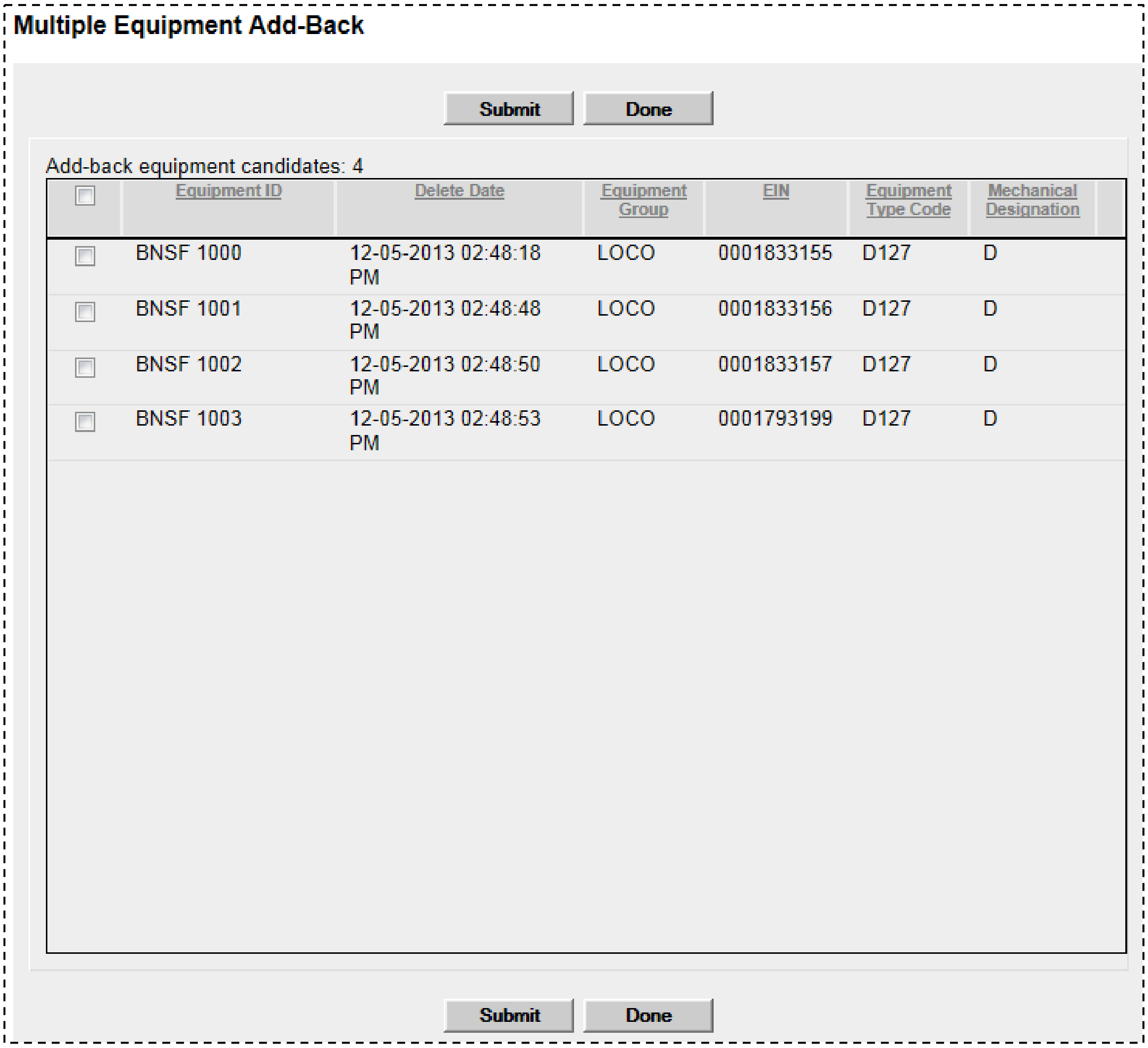
1. Select **Maintenance>Add/Change/Delete>Multiple Add-Back**. The Multiple Equipment Add-Back page is displayed (Exhibit 88).

Exhibit 88. Multiple Equipment Add-Back



2. Type in at least one of the five input fields to search in deletion history. Optionally restrict the search with a date range for the deletion period. Refer to Exhibit 20 and Exhibit 23 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 (Search Results)



	Equipment ID	Delete Date	Equipment Group	EIN	Equipment Type Code	Mechanical Designation
☐	BNSF 1000	12-05-2013 02:48:18 PM	LOCO	0001833155	D127	D
☐	BNSF 1001	12-05-2013 02:48:48 PM	LOCO	0001833156	D127	D
☐	BNSF 1002	12-05-2013 02:48:50 PM	LOCO	0001833157	D127	D
☐	BNSF 1003	12-05-2013 02:48:53 PM	LOCO	0001793199	D127	D

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).

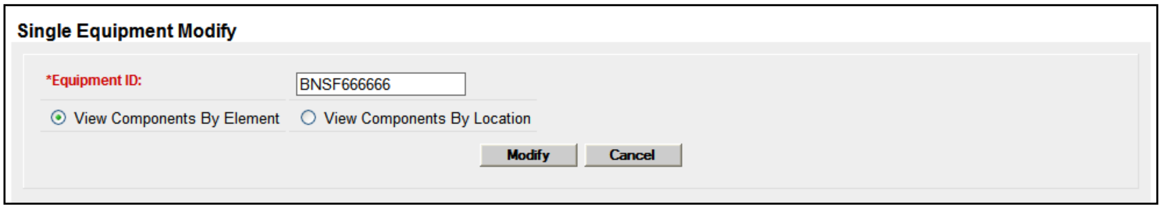
Modify Single Equipment

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

Note: 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 of the 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 Specification Manual* for acceptable values for fields and assistance in resolving conflicts, as well as descriptions of conflict-related business rules.

1. Select **Maintenance>Add/Change/Delete>Modify Single Equipment**. The Modify Single Equipment page is displayed (Exhibit 90).

Exhibit 90. Single Equipment Modify



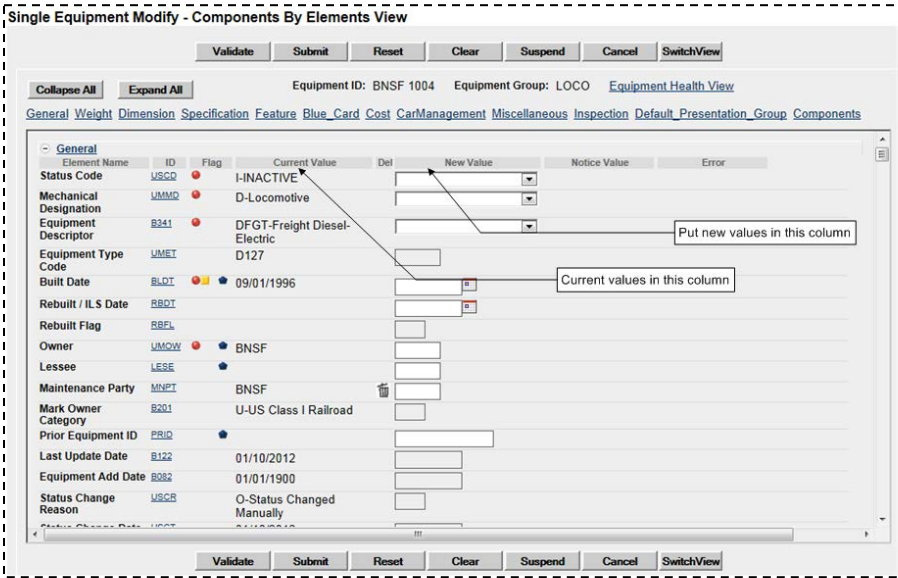
2. Type the Equipment ID of the equipment to be modified.

Note: If Modify was selected from a query result, Single Equipment Modify - Components by Element View page is displayed (Exhibit 91).

3. (Optional) Select the **View Components by Location** radio button. Component and Location diagrams and descriptions are provided in the *Umler Data Specification Manual* (accessed from the upper right Help link).

4. Select **Modify**. The Single Equipment Modify - Components by Element View page is displayed (Exhibit 91).

Exhibit 91. Single Equipment Modify - Components by Element View

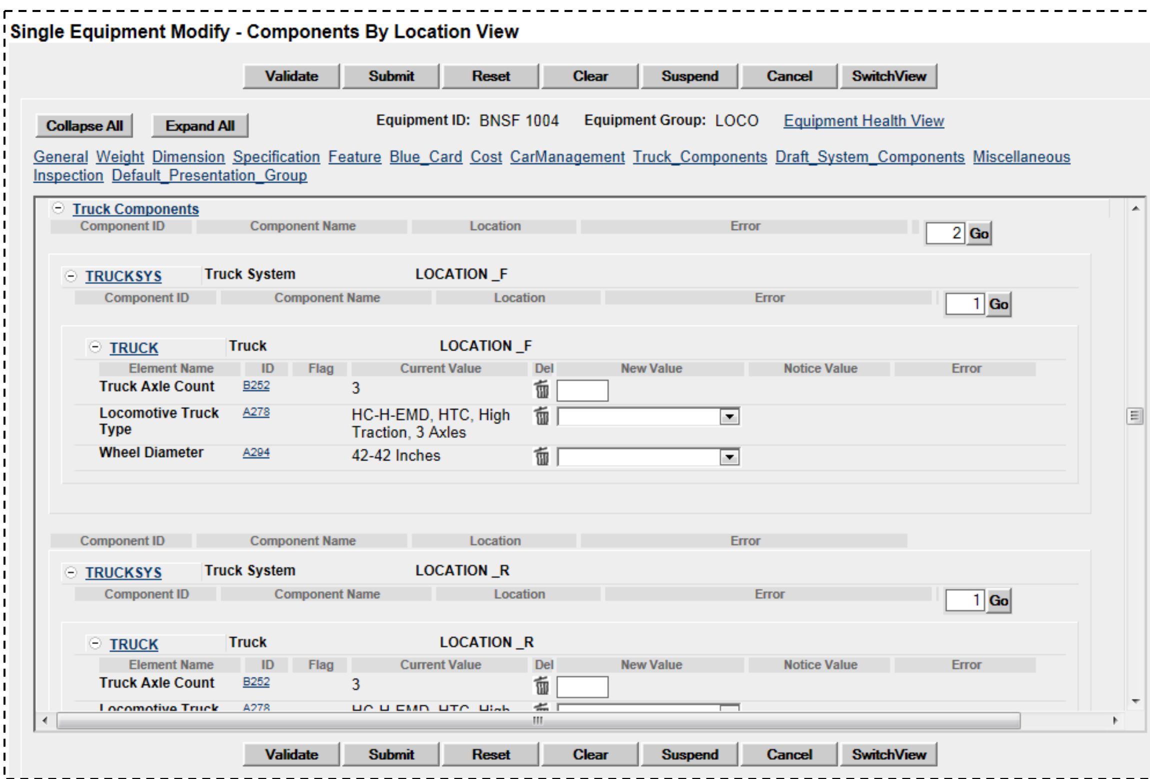


5. Select or type values in the fields that require changing.

Note: For element field help, select the **ID link** for the field. See Field Help on page 182.

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

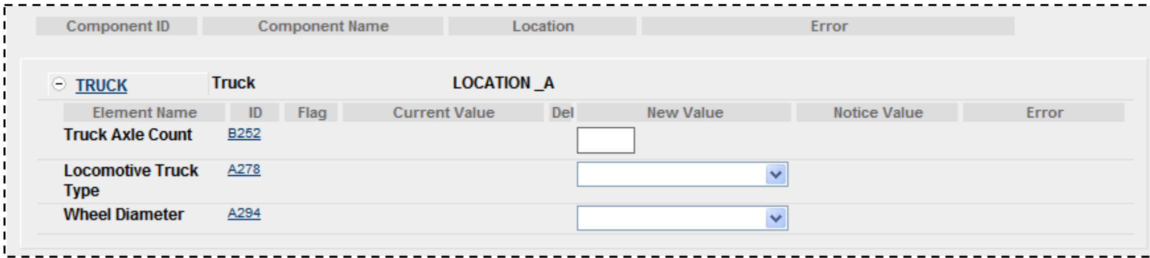
Exhibit 92. Single Equipment Modify - Components By Location View



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 Step 9 on page 60.

8. (Optional) Suspend the modify task for later completion as described in the Note on page 60.

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

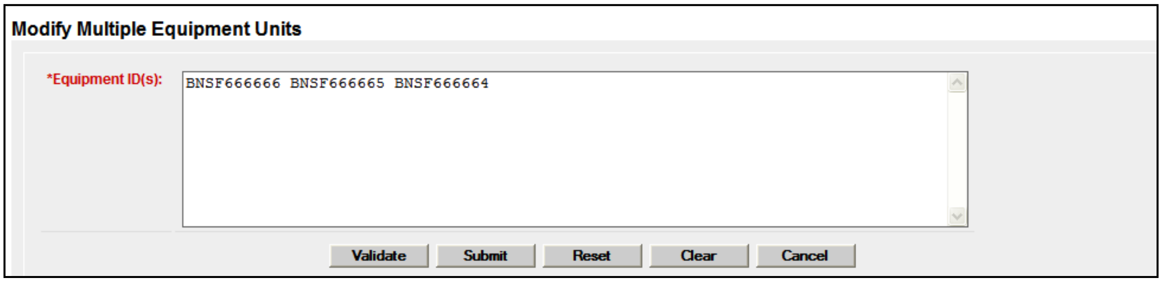
Modify Multiple Equipment

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

Note: 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 of the errors, as they can be related to a single input field. Refer to the *Umler Data Specification Manual* for acceptable values for fields and assistance in resolving conflicts. Refer to the Note on page 68.

1. Select **Maintenance>Add/Change/Delete>Modify Multiple Equipment**. The Modify Multiple Equipment Units page is displayed (Exhibit 94).

Exhibit 94. Modify Multiple Equipment Units

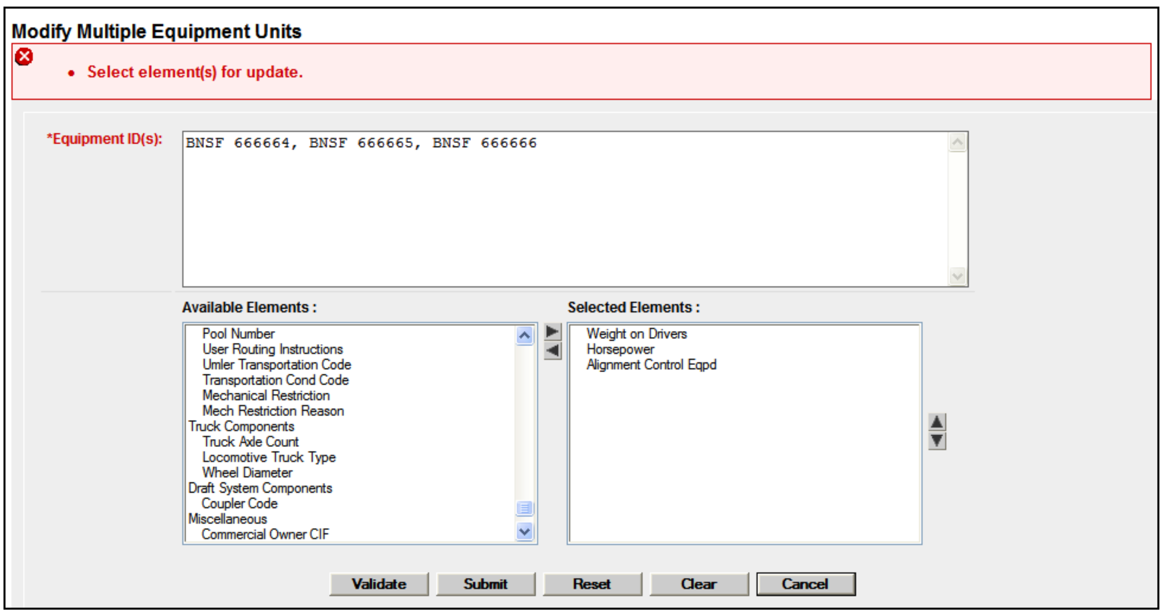


2. Type the Equipment IDs to be modified.

Note: Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 30).

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

Exhibit 95. Modify Multiple Equipment Units (select elements for update)

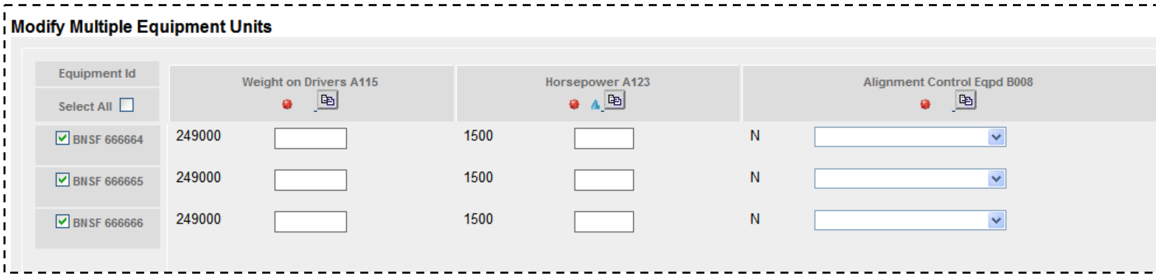


4. Highlight the elements to be modified in the Available Elements window (hold **Ctrl** key to make multiple selections).

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 (three elements—current & new fields shown)



7. Type in values for the elements to be changed for each equipment.

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

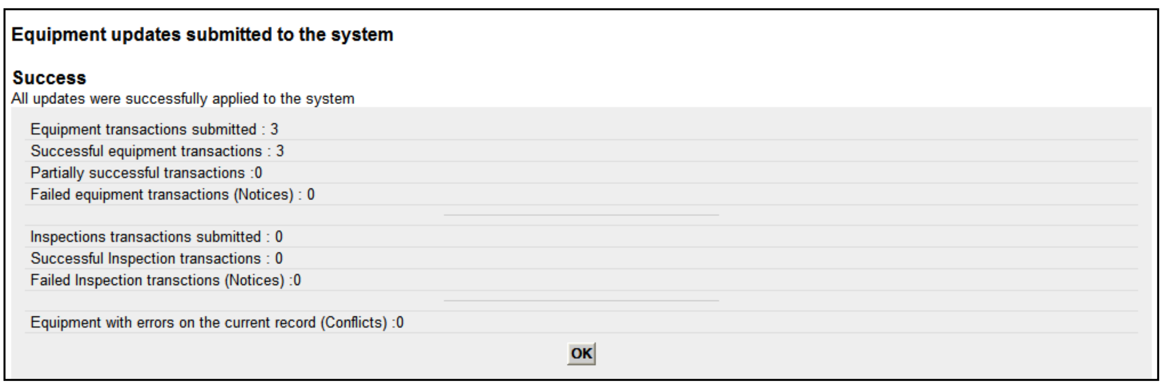
   b. Use the copy icon ( ) to copy a new typed value into all fields for that element column.

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 Step 9 on page 60.

Note: 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 page 127 to resume the Modify Equipment task.

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

Exhibit 97. Equipment Updates Submitted to the System



10. Select **OK** to return to the Welcome page.

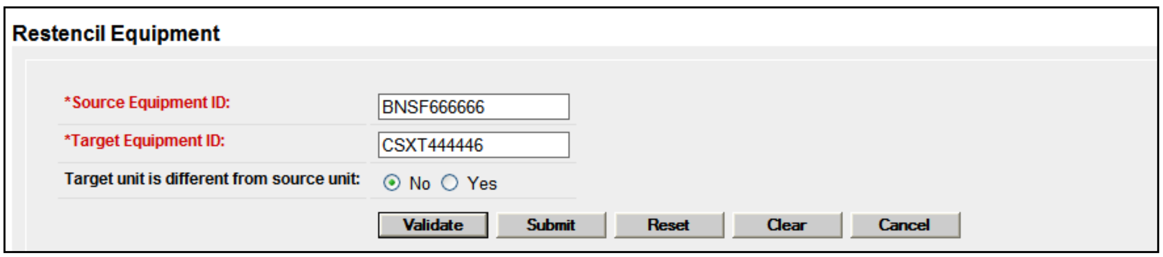
Single Restencil

Note: 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 on page 158. 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.

To restencil an equipment:

1. Select **Maintenance>Add/Change/Delete>Single Restencil**. The Restencil Equipment page is displayed (Exhibit 98).

Exhibit 98. Restencil Equipment



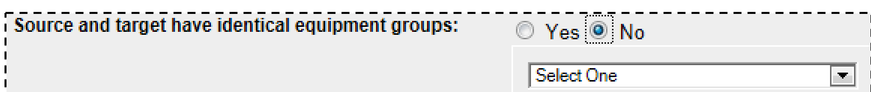
2. Type in the Source Equipment ID (old ID).

3. Type 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:

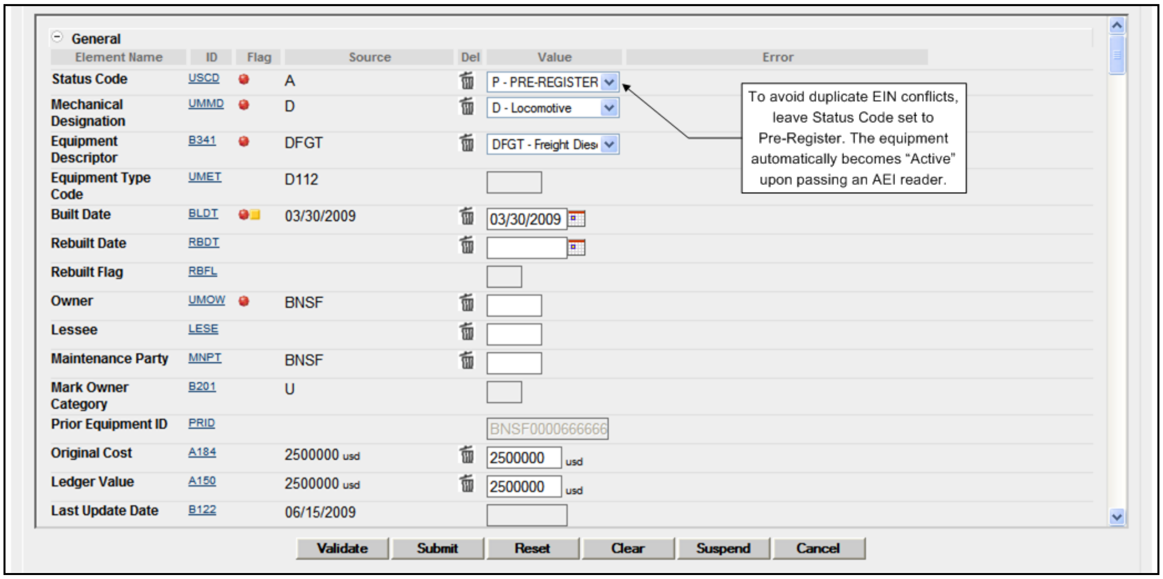


   Use the drop-down to select the new Equipment Group (refer to Exhibit 80).

5. Select **Submit**. The Restencil Equipment page with the record for the new Equipment ID displayed (Exhibit 99).

Note: Many of the existing fields cannot be automatically be transferred to the new record (e.g., Maintenance Party, Owner, etc.).

Exhibit 99. Restencil Equipment (modify new 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 on page 58. Resolve errors as described in Step 9 on page 60.

Note: 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 page 127 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 Welcome page.

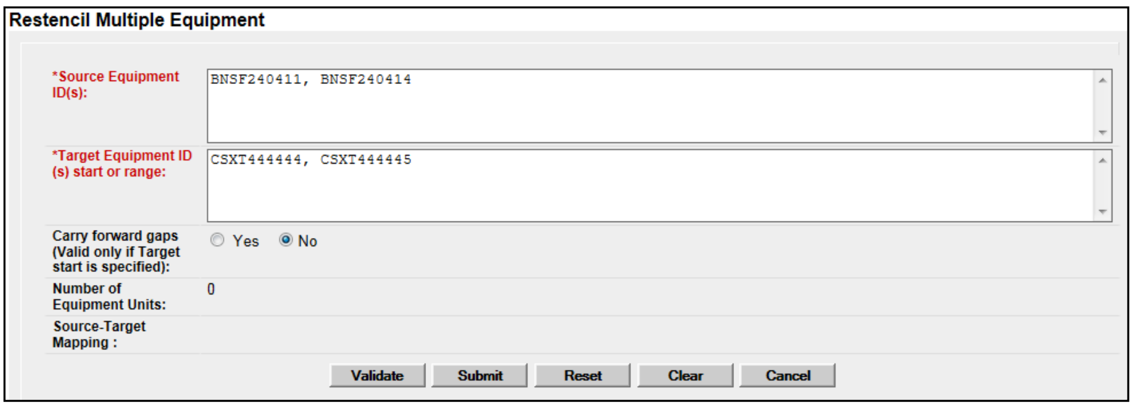
Multiple Restencil

Note: 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 on page 158. 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.

To restencil multiple equipment units:

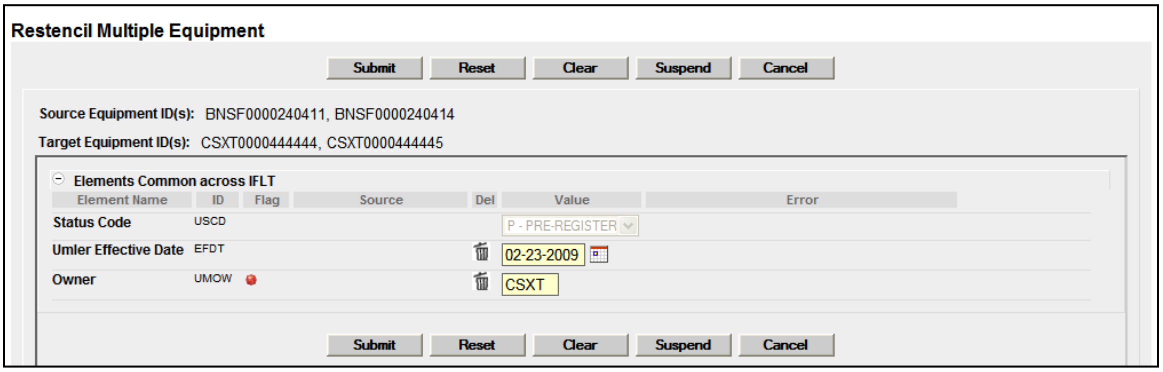
1. Select **Maintenance>Add/Change/Delete>Multiple Restencil**. The Restencil Multiple Equipment page is displayed (Exhibit 100).

Exhibit 100. Restencil Multiple Equipment



2. Type in the Source Equipment IDs (old IDs).
3. Type in the Target Equipment IDs (new IDs):
   a. If the **No** radio button is selected (default), type all Target IDs *in the **SAME** 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 (common elements for type)



5. In Exhibit 101, The Owner field needed to be changed to CSXT. Optionally, an Effective Date of 02-23-2009 was added.

Note: 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.

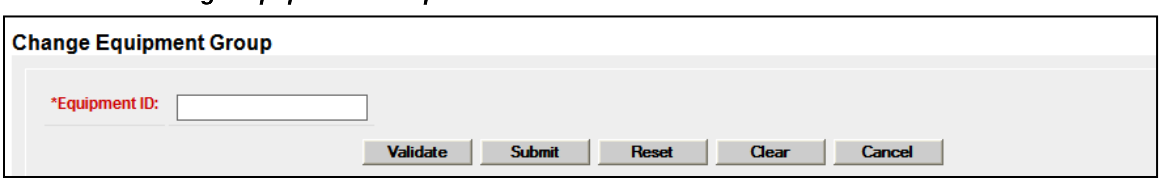
Change Equipment Group

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

To change an equipment ID's equipment group:

1. Select **Maintenance>Add/Change/Delete>Change Equipment Group**. The Change Equipment Group page is displayed (Exhibit 102).

Exhibit 102. Change Equipment Group

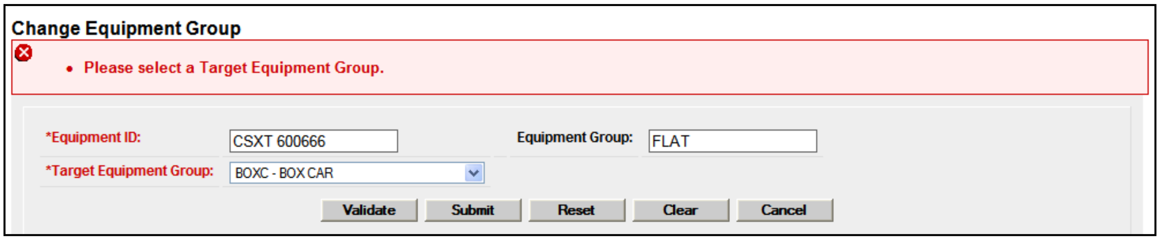


2. Type in the Equipment ID.

Note: If Change Equipment Group action is selected from a query, this field 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 (select new Equipment Group)

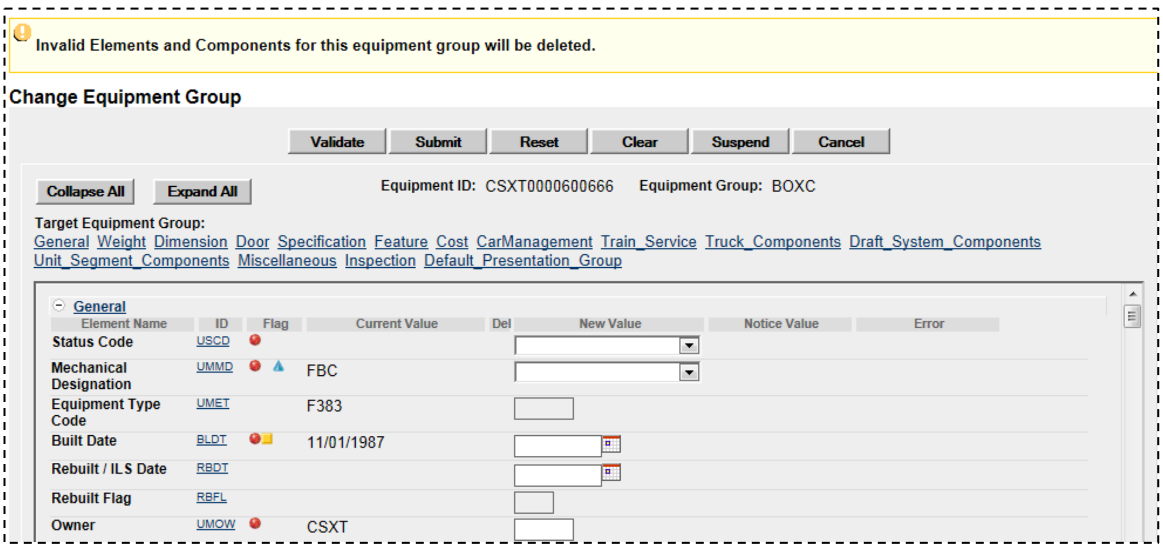


The existing Equipment Group is shown at the right (FLAT).

Note: The Target Equipment Group drop-down only contains eligible groups for change. In Exhibit 103, boxcar has been selected.

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

Exhibit 104. Change Equipment Group (top of Modify Equipment task)



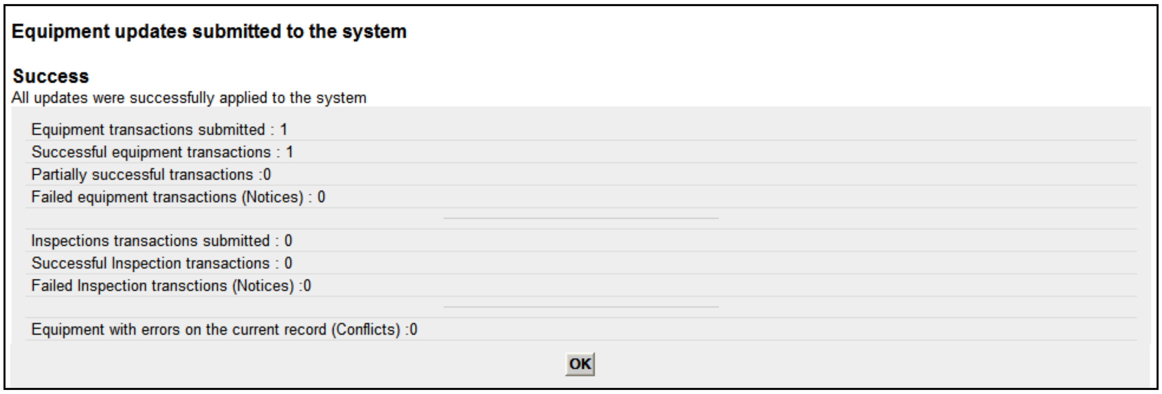
5. Modify fields as required. Refer to Modify Single Equipment on page 68 for instructions. All mandatory fields must be completed.

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 Step 9 on page 60 for addressing error correction.

Note: 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 page 127 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).

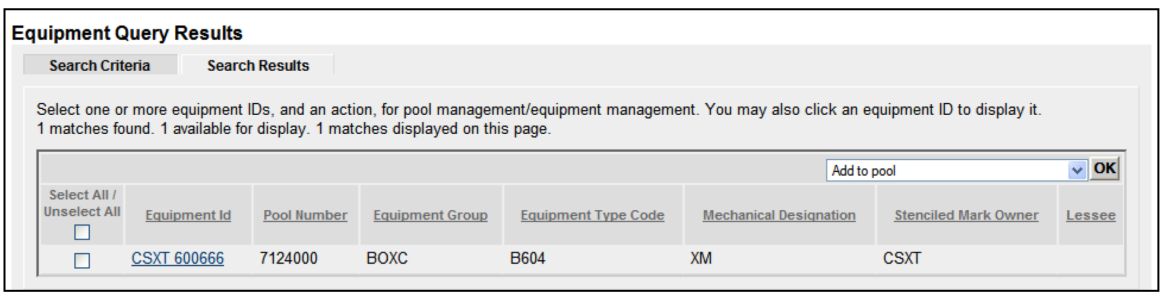
Exhibit 105. Equipment updates submitted to the system (for Change Equipment Group)



Note: If conflicts or errors exist, a Notice ID link is provided so the user can resolve any remaining issues.

8. Select **OK** to return to the Welcome page.
9. (Optional) To verify Umler has accepted the equipment group change, query the Equipment number (Exhibit 106).

Exhibit 106. Equipment Query Results (to verify Change Equipment Group)



10. (Optional) If needed, view the Transaction Log to see a list of all fields actually changed for the equipment. See Transaction Log on page 42.

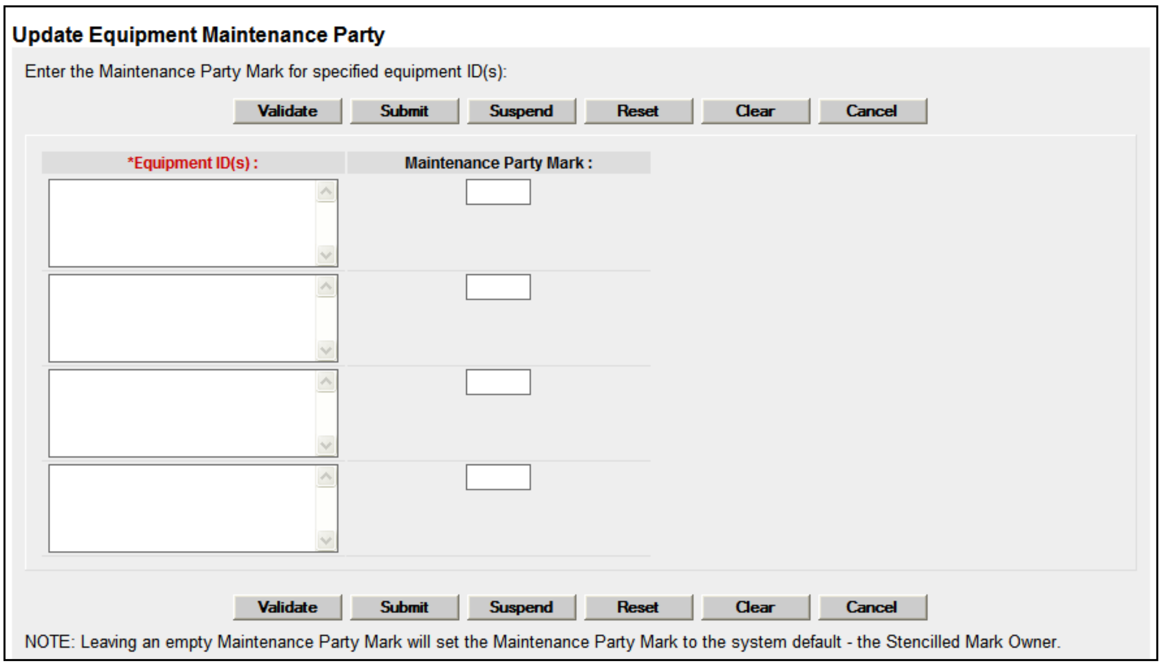
Update Equipment Maintenance Party

This function allows the user 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.

To update the Maintenance Party for equipment IDs:

1. 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. Type in the Equipment ID(s).

Note: If Update Equipment Maintenance Party action is selected from a query, this field is populated with the selected Equipment IDs.

3. Type 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**. The user is returned to the previous page.
6. (Optional) Verify the maintenance party update by querying the equipment IDs.

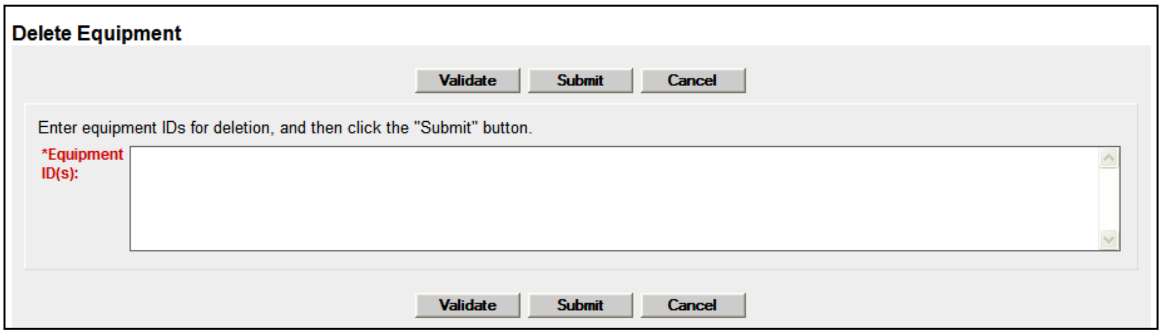
Delete Equipment

Note: 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 on page 64.

The Delete Equipment function allows a user to deactivate an Umler record, sending the record to archive. To delete a record:

1. Select **Maintenance>Add/Change/Delete>Delete Equipment**. The Delete Equipment page is displayed (Exhibit 108).

Exhibit 108. Delete Equipment

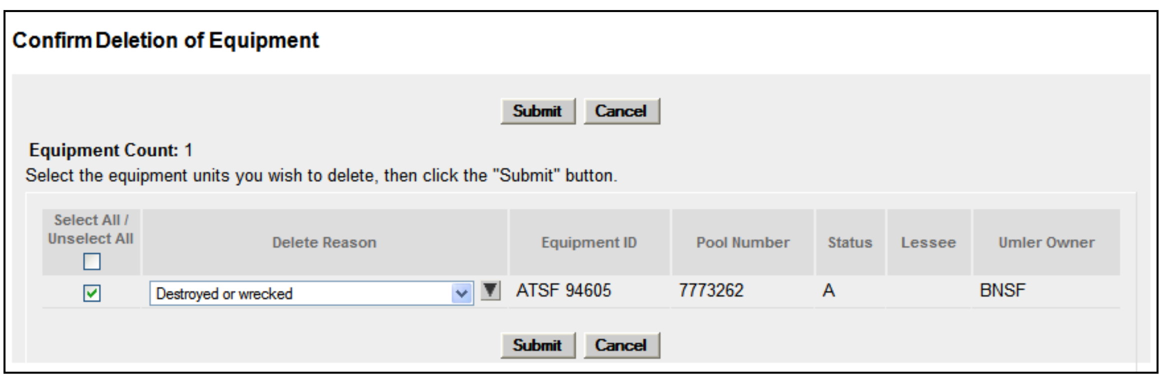


2. Type in the Equipment ID(s).

Note: 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

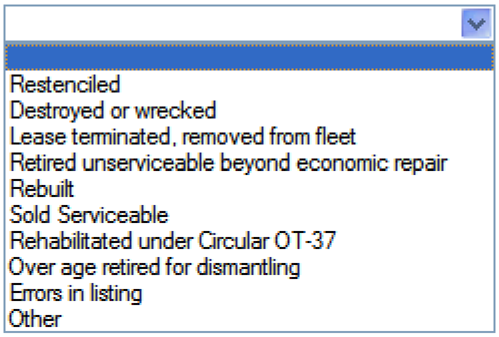


4. For each equipment ID listed:

    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.

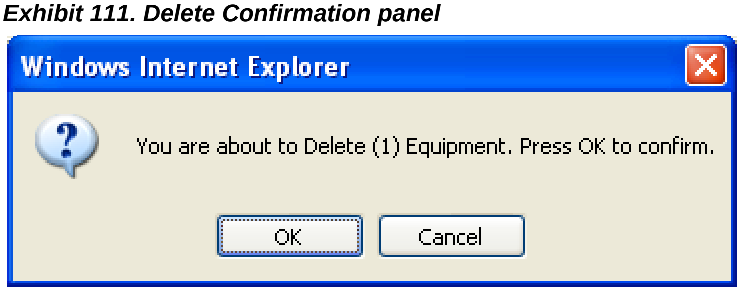
Exhibit 110. Delete Reasons



    c. If the reason for the deletions are 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.

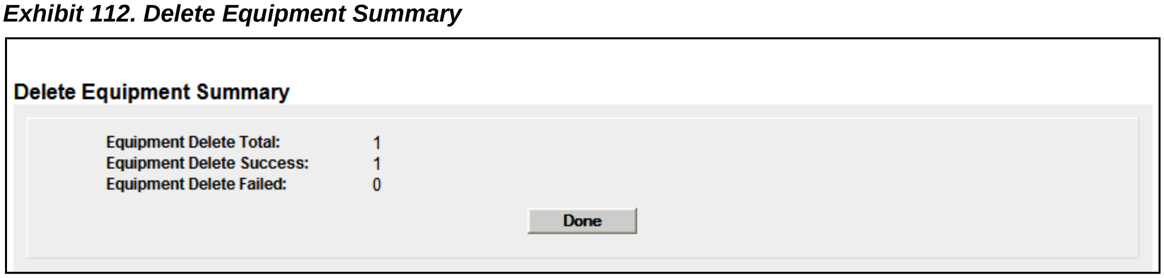
5. When all IDs to be deleted have reasons, select **Submit**. The Delete Confirmation panel is displayed to offer one last chance to NOT delete the equipment IDs.

Exhibit 111. Delete Confirmation panel



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

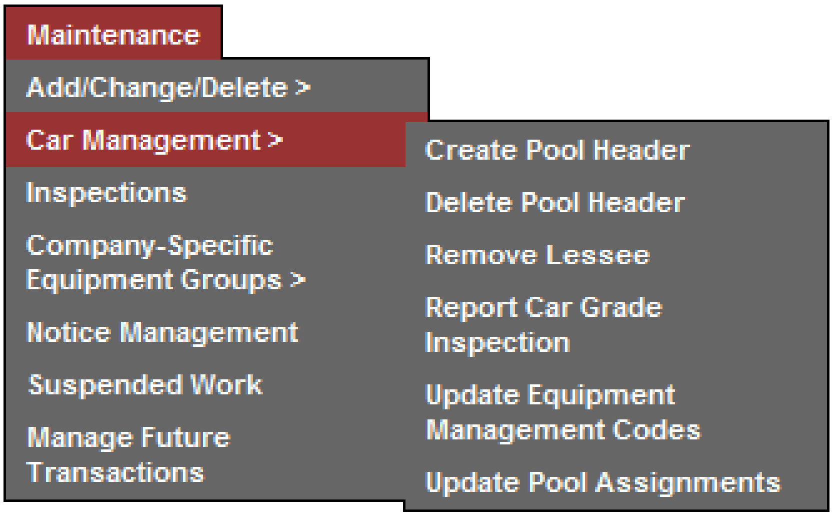


Exhibit 114 describes the options on the Car Management submenu.

Exhibit 114. Car Management Submenu Items and Descriptions

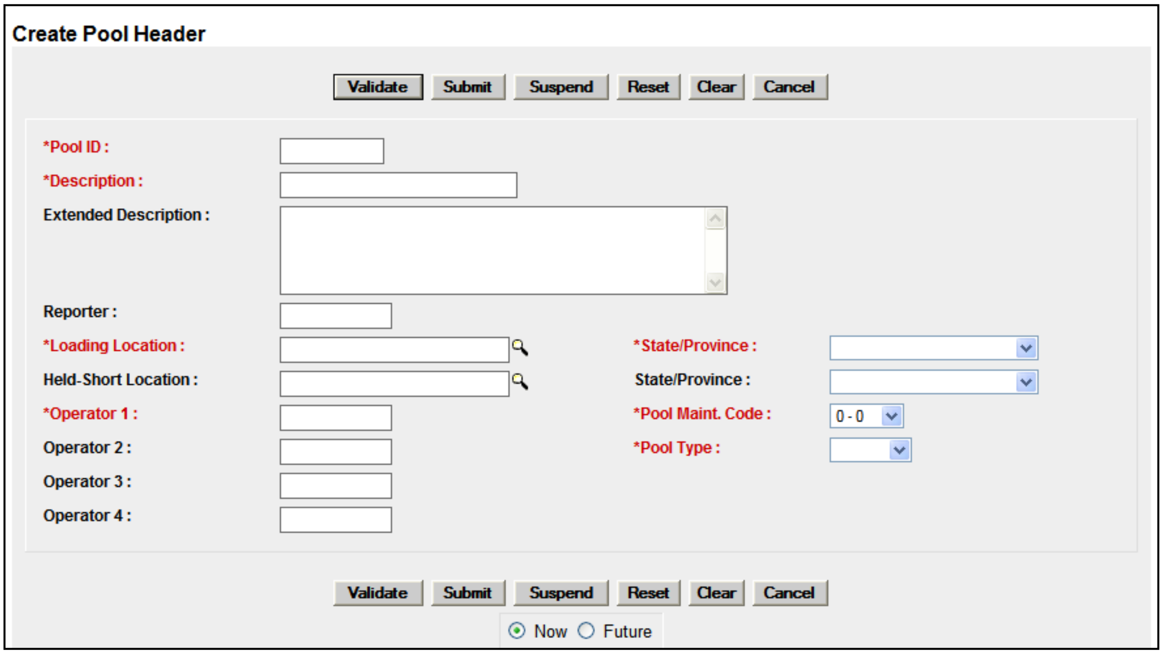
Menu Item	Description
Create Pool Header	Allows a user to create a new Pool header (for a new Pool ID).
Delete Pool Header	Allows a user to delete a Pool header.
Remove Lessee	Allows a user to remove a lessee from Equipment IDs.
Report Car Grade Inspection	Allows a user to report car grade inspections.
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. To create a pool header:

1. 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 21 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).

Field	Description
***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 lookup icon ( ) to open the Station Look Up page (Exhibit 41).
***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 lookup icon ( ) to open the Station Look Up page (Exhibit 41).
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
***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 Step 3 on page 40.

4. When all fields have been completed, select one of the options described in Exhibit 52.

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 on page 92.

Delete Pool Header

This function allows a user to delete a pool header.

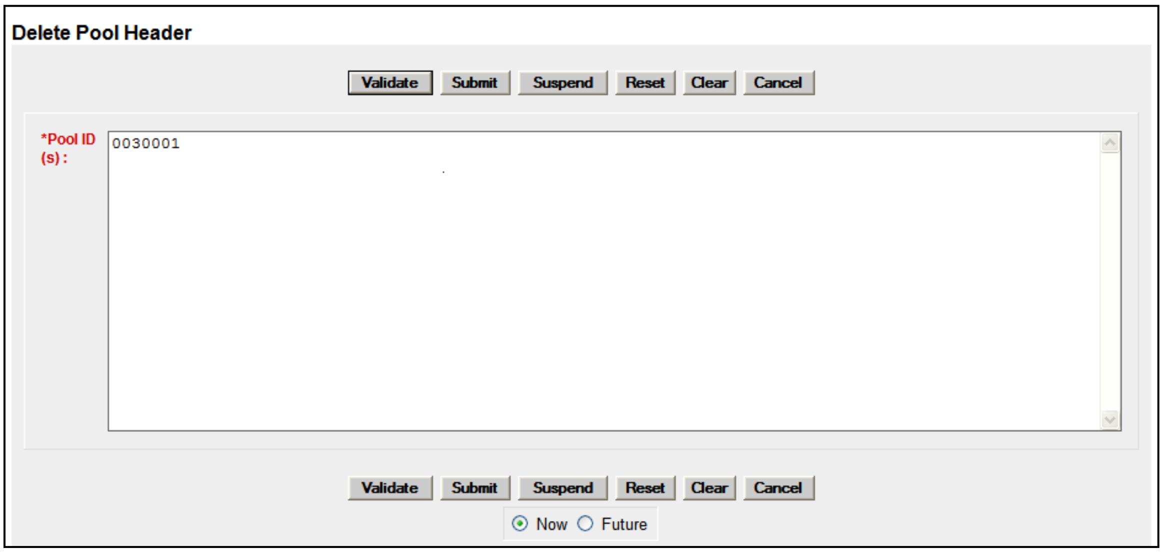
Warning: Only pools without assigned equipment can be deleted.

Note: Deleting a Pool Header can be done from a menu choice, or a car management Pool View query results action.

To delete a pool header:

1. Select **Maintenance>Car Management>Delete Pool Header**. The Delete Pool Header page is displayed (Exhibit 117).

Exhibit 117. Delete Pool Header



2. Type the Pool IDs to be deleted.

Note: 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 Step 3 on page 40.

4. Select **Submit** to delete the pool header or select one of the other processing options (similar to Exhibit 52).

Remove Lessee

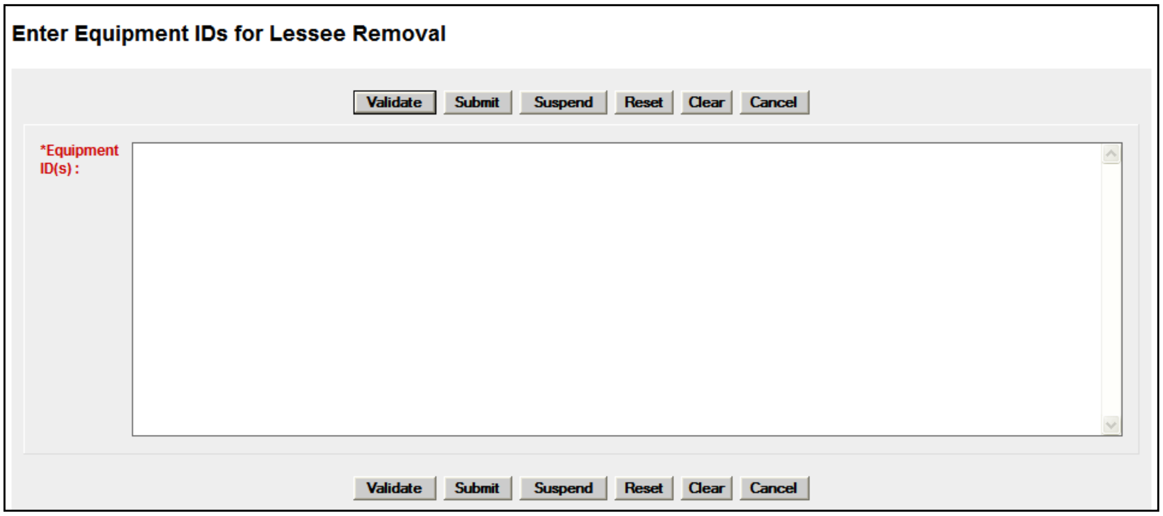
Remove a Lessee function allows railroads to remove themselves from the lessee field of foreign equipment. Removing the lessee can result in the equipment's removal from its current pool assignment (if any). In turn, removal of the equipment from a pool may result in new equipment management codes being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

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

To remove a lessee:

1. 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. Type the Equipment IDs to have Lessee removed.

   Note: 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 52).

Report Car Grade Inspection

When the user selects the **Maintenance>Car Management>Report Car Grade Inspection**, the Car Grade Inspection page is displayed (Exhibit 142). This can also be access using the Inspection menu item See Car Grade Inspection on page 102 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.

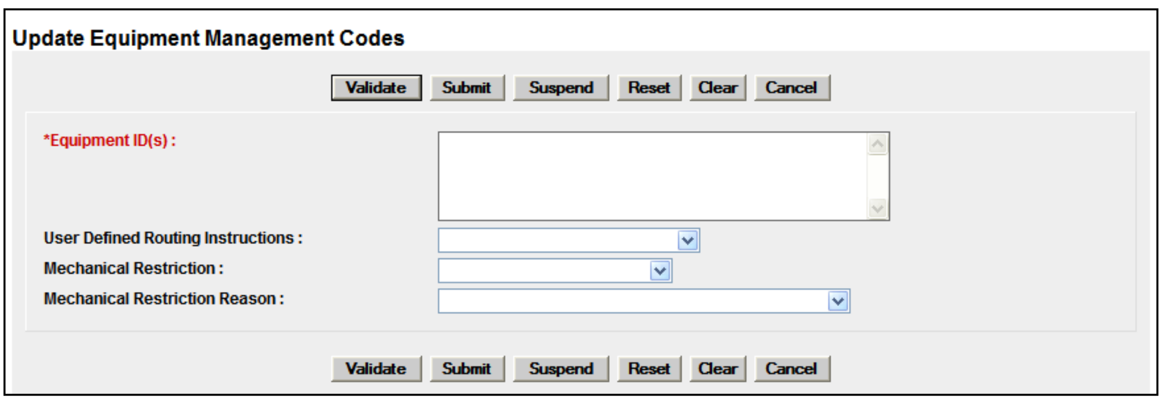
Exhibit 119. Equipment Management Codes

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

To change equipment management codes:

1. Select **Maintenance>Car Management>Update Equipment Management Codes**. The Update Car Management Codes page is displayed (Exhibit 120).

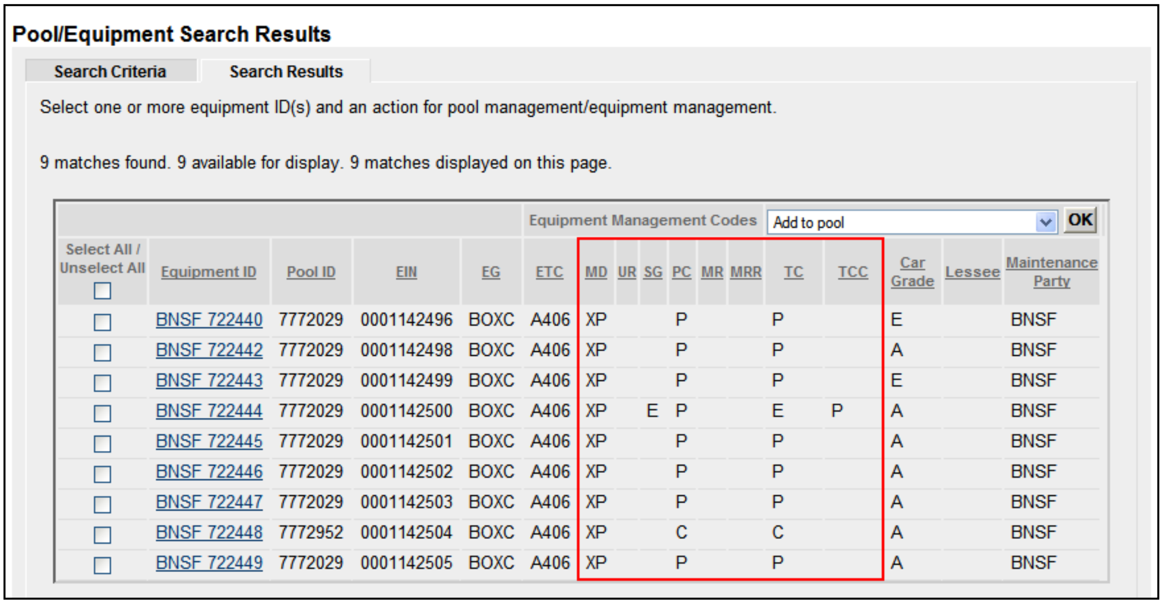
Exhibit 120. Update Equipment Management Codes



Note: Although entering Equipment IDs and requesting changes can be made directly on this page, the user 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 the user to select the Update Equipment Management Codes action for selected Equipment IDs. The Car Management Query path is shown is this instruction.

2. Select **Car Management Query** on the Query menu. The Pool/Equipment Search page is displayed (Exhibit 39). Execute the query for equipment desired as described in Equipment View on page 33. The Pool/Equipment Search Results page is displayed (Exhibit 121).

Exhibit 121. Pool/Equipment Search Results (with existing codes)



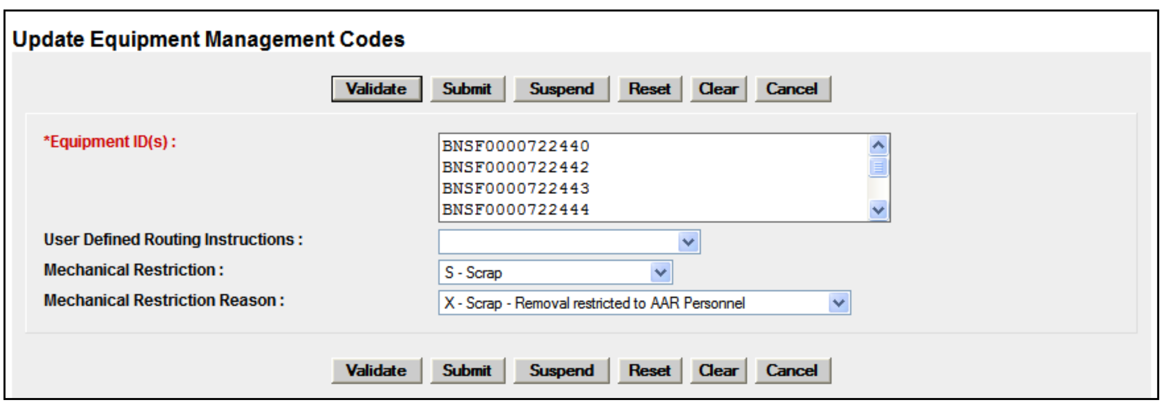
Select All / Unselect All	Equipment ID	Pool ID	EIN	EG	ETC	MD	UR	SG	PC	MR	MRR	TC	TCC	Car Grade	Lessee	Maintenance Party
☐	BNSF 722440	7772029	0001142496	BOXC	A406	XP			P			P		E		BNSF
☐	BNSF 722442	7772029	0001142498	BOXC	A406	XP			P			P		A		BNSF
☐	BNSF 722443	7772029	0001142499	BOXC	A406	XP			P			P		E		BNSF
☐	BNSF 722444	7772029	0001142500	BOXC	A406	XP		E	P			E	P	A		BNSF
☐	BNSF 722445	7772029	0001142501	BOXC	A406	XP			P			P		A		BNSF
☐	BNSF 722446	7772029	0001142502	BOXC	A406	XP			P			P		A		BNSF
☐	BNSF 722447	7772029	0001142503	BOXC	A406	XP			P			P		A		BNSF
☐	BNSF 722448	7772952	0001142504	BOXC	A406	XP			C			C		A		BNSF
☐	BNSF 722449	7772029	0001142505	BOXC	A406	XP			P			P		A		BNSF

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

3. Check the boxes beside the Equipment IDs to be modified ***exactly the same way***.

4. 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).

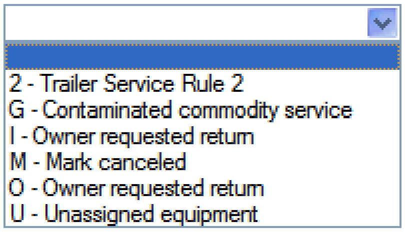
Exhibit 122. Update Equipment Management Codes (ready for submission)



5. Make updates to the fields:

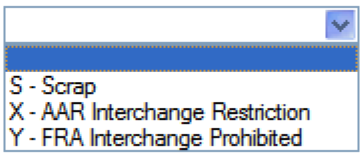
   a. User Defined Routing Instruction. Valid values include:

   Exhibit 123. User Defined Routing (UR)

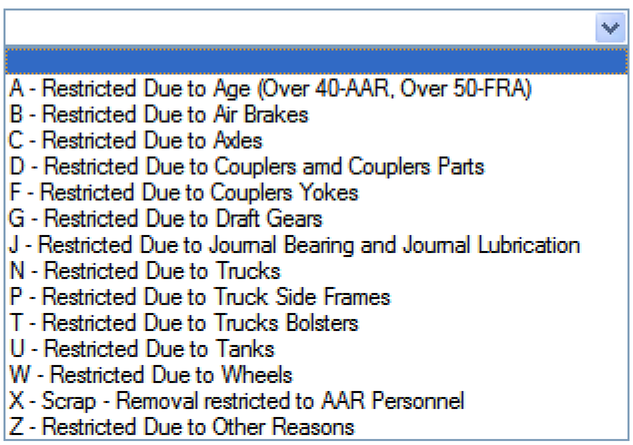
   b. Mechanical Restriction. Valid values include:

   Exhibit 124. Mechanical Restriction (MR)

   c. Mechanical Restriction Reason. Valid values include:

   Exhibit 125. Mechanical Restriction Reason (MRR)

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

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

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

9. (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 (with updated codes)

Pool/Equipment Search Results

Search Criteria | **Search Results**

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

9 matches found. 9 available for display. 9 matches displayed on this page.

Equipment Management Codes: Add to pool | OK

Select All / Unselect All	Equipment ID	Pool ID	EIN	EG	ETC	MD	UR	SG	PC	MR	MRR	TC	TCC	Car Grade	Lessee	Maintenance Party
☐	BNSF 722440	0000000	0001142496	BOXC	A406	XP				S	X	S	X	E		BNSF
☐	BNSF 722442	0000000	0001142498	BOXC	A406	XP				S	X	S	X	A		BNSF
☐	BNSF 722443	0000000	0001142499	BOXC	A406	XP				S	X	S	X	E		BNSF
☐	BNSF 722444	0000000	0001142500	BOXC	A406	XP				S	X	S	X	A		BNSF
☐	BNSF 722445	0000000	0001142501	BOXC	A406	XP				S	X	S	X	A		BNSF
☐	BNSF 722446	0000000	0001142502	BOXC	A406	XP				S	X	S	X	A		BNSF
☐	BNSF 722447	0000000	0001142503	BOXC	A406	XP				S	X	S	X	A		BNSF
☐	BNSF 722448	7772952	0001142504	BOXC	A406	XP			C			C		A		BNSF
☐	BNSF 722449	0000000	0001142505	BOXC	A406	XP				S	X	S	X	A		BNSF

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

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

10. To exit this page, select another Umler menu item.

Update Pool Assignments

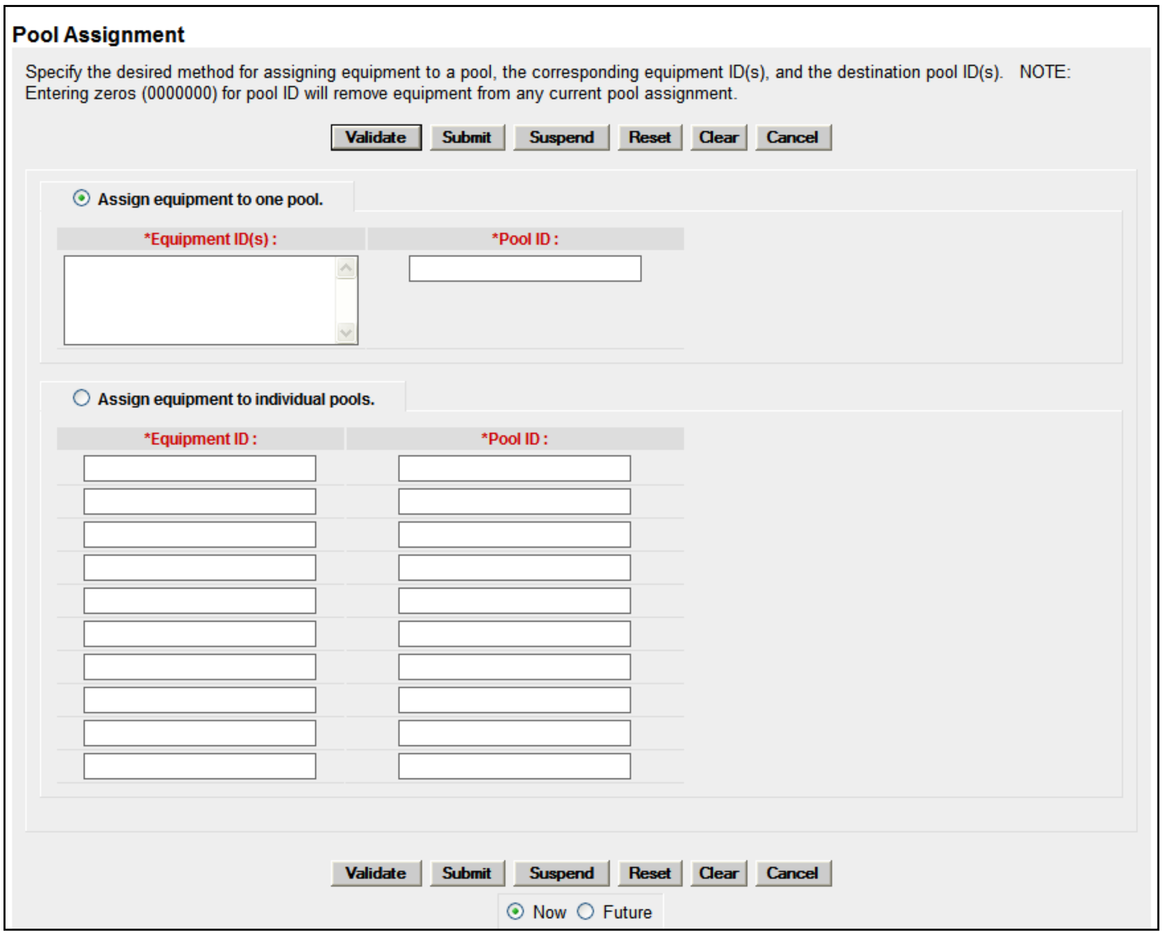
The Update Pool Assignment function allows users to add equipment to Pool IDs.

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

To update pool assignments:

1. Select **Maintenance>Car Management>Update Pool Assignments**. The Pool Assignment page is displayed (Exhibit 127).

Exhibit 127. Pool Assignment (from menu)



This page has two sections. The top allows the user to assign multiple equipment IDs into one pool. The bottom allows the user to place various individual equipment IDs into respective pools. The user must know the pool numbers before beginning. There is no search or lookup function on this page—Use a Car Management Query (Pool View) to search. See Pool View on page 38.

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

Assign Equipment to One Pool

3. Type equipment IDs in the Equipment ID(s) field. See Exhibit 21 for acceptable formats for entering multiple IDs.
4. Tab and type the desired single Pool ID.
5. (Optional) Check Future to delay the assignment, if appropriate. See Exhibit 51.
6. Select one of the processing options (similar to Exhibit 52).

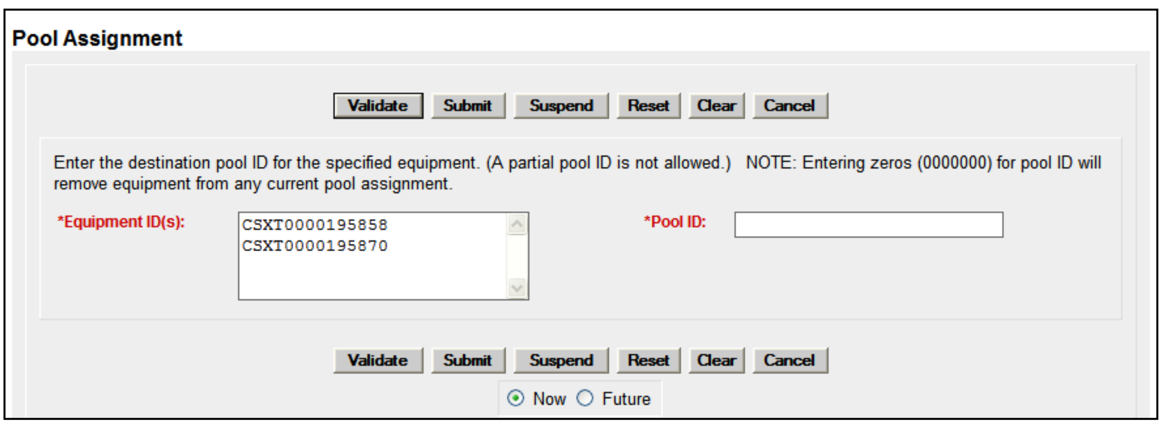
Assign Equipment to Individual Pools

3. Type the first equipment ID in the Equipment ID(s) field.
4. Tab and type the desired Pool ID for that equipment.
5. Repeat for each piece of equipment (up to 10 equipment units for this page).
6. (Optional) Check Future to delay the assignment, if appropriate. See Exhibit 51.
7. Select one of the processing options (similar to Exhibit 52).

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 (Add Pool action from Query)

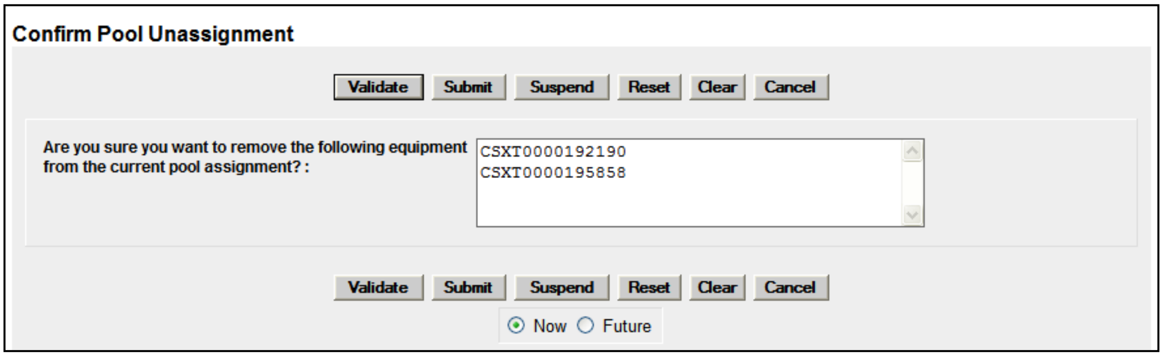


1. Tab and type the desired single Pool ID.
2. (Optional) Check Future to delay the assignment, if appropriate. See Exhibit 51.
3. Select one of the processing options (similar to Exhibit 52).

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 51.

2. Select one of the processing options (similar to Exhibit 52).

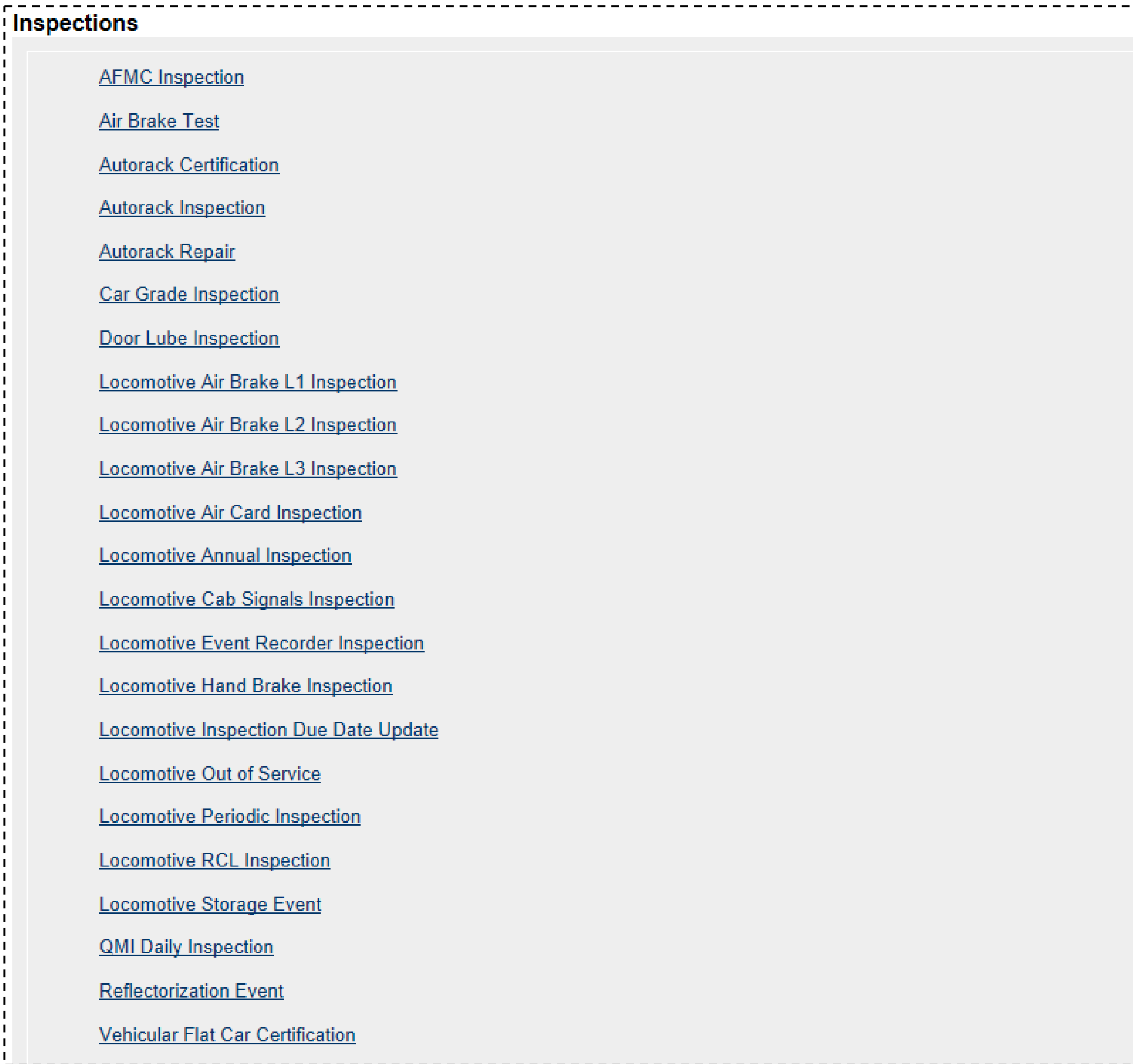
Inspections

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

To record inspections and services:

1. 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	Air Brake Test

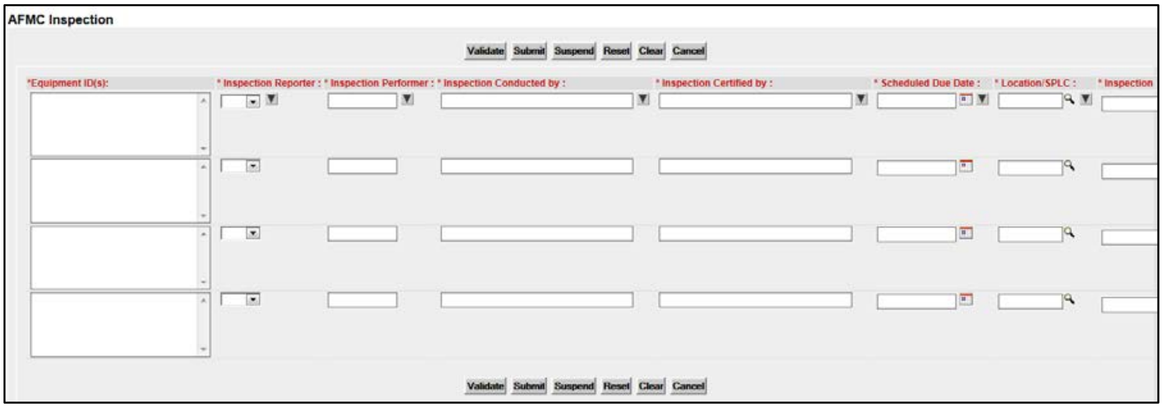
• Autorack Repair • Door Lube Inspection • Reflectorization Event • Vehicular Flat Car Certification	
• Autorack Inspection	Autorack Inspection
• Car Grade Inspection	Car Grade Inspection
• Locomotive Air Brake Inspection L1, L2 and L3 • Locomotive Air Car Inspection • Locomotive Annual Inspection • 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 Air Brake L1 Inspection
• Locomotive Inspection Due Date Update	Locomotive Inspection Due Date Update
• Locomotive Storage Event	Locomotive Storage Event

Note: Selecting equipment, highlighting an inspection action from the query results page drop-down (Exhibit 30), and selecting **OK** navigates *directly* to the corresponding inspection pages described in the following sections.

AMFC Inspection

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

Exhibit 132. AMFC Inspection



1. Type the ***Equipment IDs** for which an inspection is to be recorded.

Note: Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 30).

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

Field	Description
***Inspection Reporter**	Select the 4-character Mark from the drop-down for the person or organization reporting the inspection.
***Inspection Performer**	Type the 3 to 4-character Mark for the person/shop who performed the inspection.
***Inspection Conducted by**	Type the name of person/shop who conducted the inspection.
***Inspection Certified by**	Type the name of person/shop who certified the inspection.
***Scheduled Due Date**	Use the calendar picker ( ) to select the date the inspection was scheduled to be due.
***Location SPLC**	Use the lookup 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.
***Inspection Due Date**	Use the calendar picker ( ) to select the date the inspection was due.

3. When all fields are entered, select one of the options from Exhibit 139:

Exhibit 133. Air Brake 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 140 is displayed.

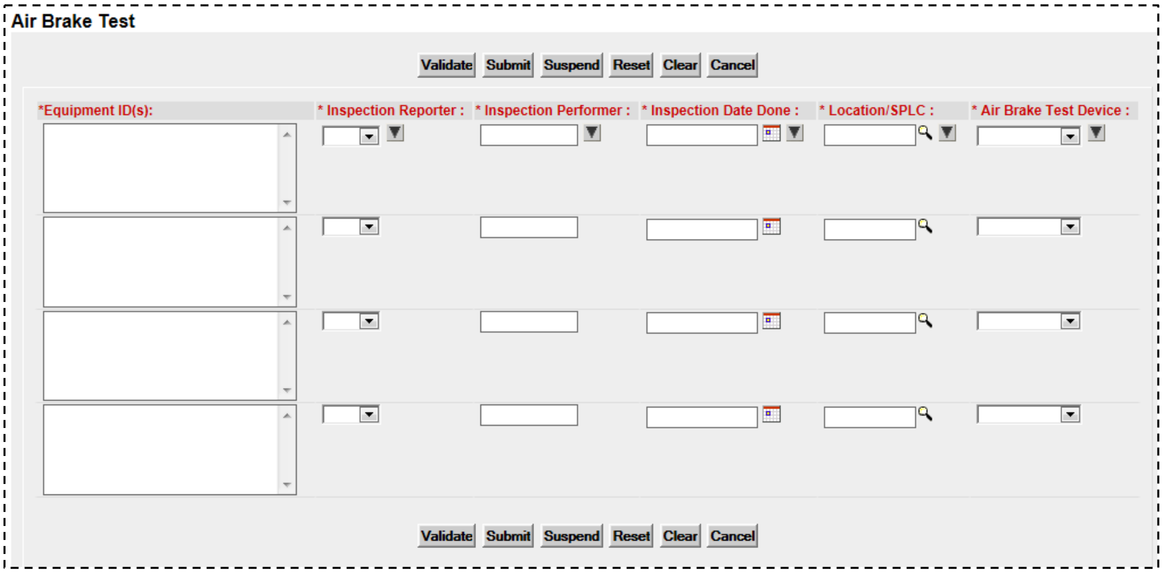
Suspend	Saves the inspection input for completion later. Opens the Suspend Work page (similar to Exhibit 82). See Suspended Work on page 127 to resume the inspection task.

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

Air Brake Test

When the user selects the **Air Brake Test** link, the Air Brake Test page is displayed (Exhibit 134).

Exhibit 134. Air Brake Test



Note: Currently, this same interface is used for Autorack Certification, Autorack Repair, Door Lube Inspection, Reflectorization Event, and Vehicular Flat Car Certification. Page title reflects the appropriate inspection/service.

5. Type the ***Equipment IDs** for which an inspection is to be recorded.

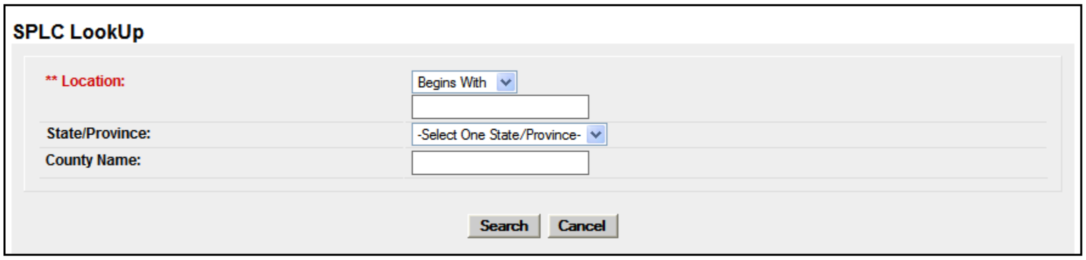
   Note: Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 30).

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

Field	Description
***Inspection Reporter**	Select the 4-character Mark from the drop-down for the person or organization reporting the inspection.
***Inspection Performer**	Type 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.

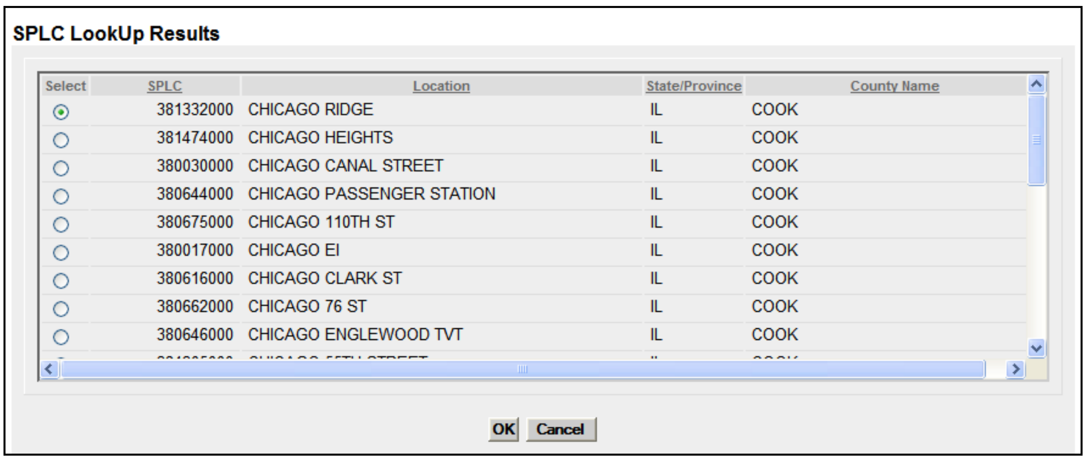
Field	**Description**
***Location SPLC**	Use the lookup icon ( ) to select the SPLC where the inspection was performed (Exhibit 135).
***Air Brake Test Device**	Select either A-Automatic or M-Manual.

Exhibit 135. SPLC Lookup



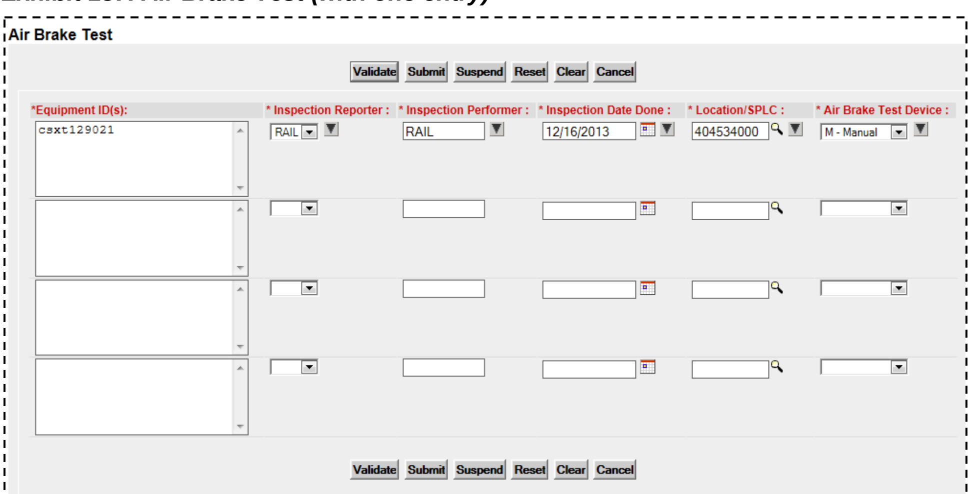
a. Enter criteria for Lookup and select **Search**. The SPLC Lookup Results page is displayed (Exhibit 136).

Exhibit 136. SPLC Lookup Results



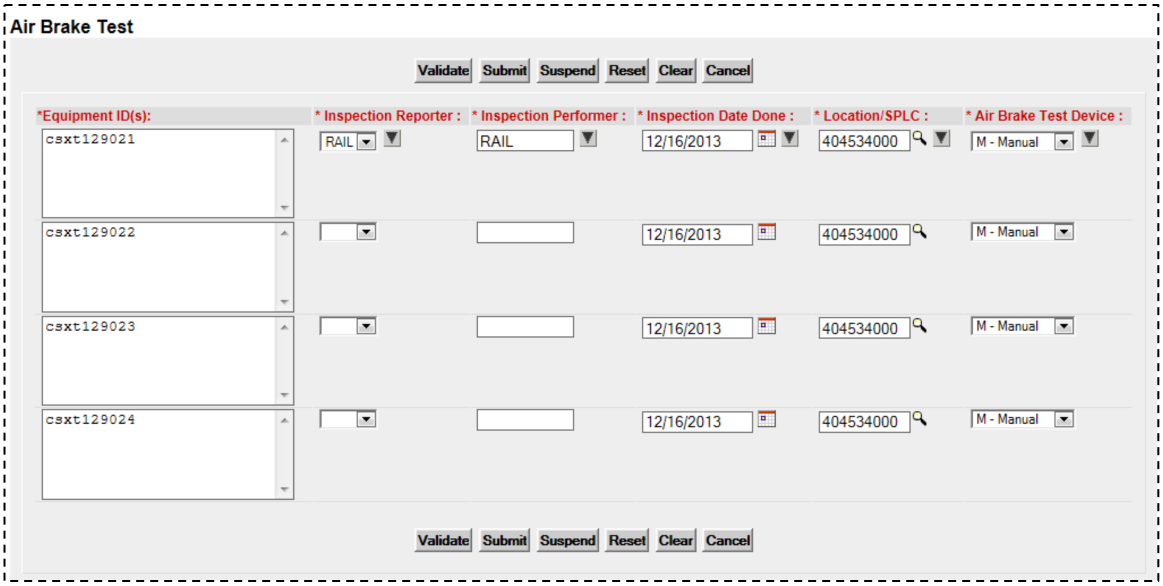
b. Select the radio button beside the correct location and select **OK**. The results are used to populate the Location field. First row entry might appear as shown in Exhibit 137.

Exhibit 137. Air Brake Test (with one entry)



7. (As needed for same entry values) Use the down arrow icon ( ) to repeat the entry for all successive fields. In Exhibit 138, two columns were repeated using the down arrow icon.

Exhibit 138. Air Brake Test (with 3 columns repeated)



8. When all fields are entered, select one of the options from Exhibit 139:

Exhibit 139. Air Brake 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 140 is displayed.
Suspend	Saves the inspection input for completion later. Opens the Suspend Work page (similar to Exhibit 82). See Suspended Work on page 127 to resume the inspection task.

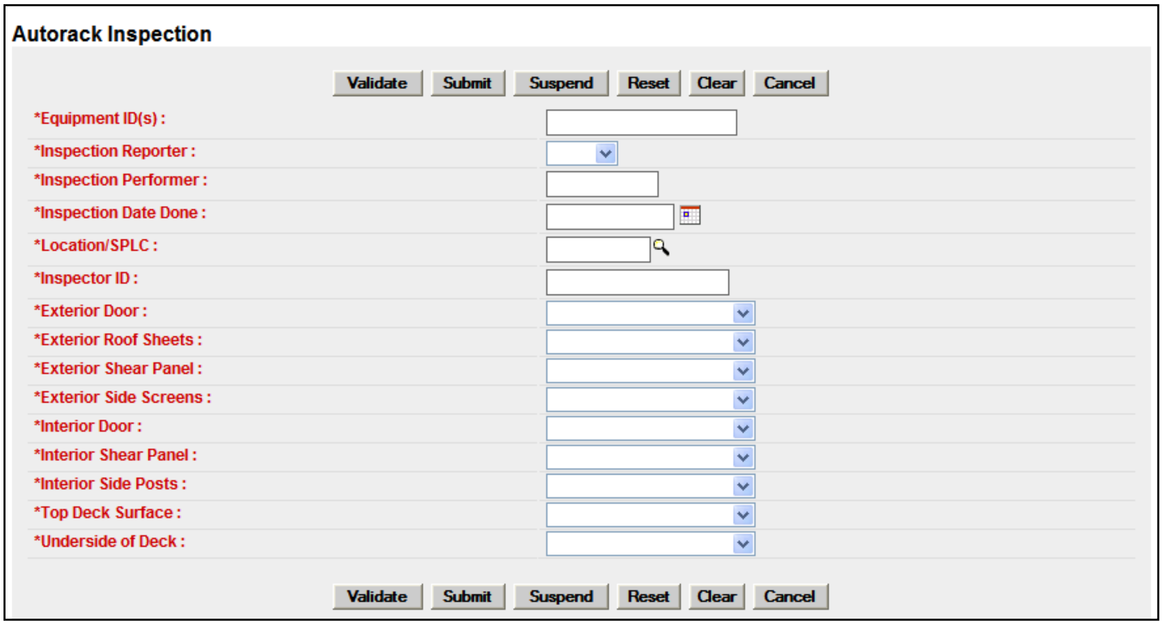
Exhibit 140. Air Brake Test (results submitted)

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

Autorack Inspection

When the user selects the **Autorack Inspection** link, the Autorack Inspection page is displayed (Exhibit 141).

Exhibit 141. Autorack Inspection

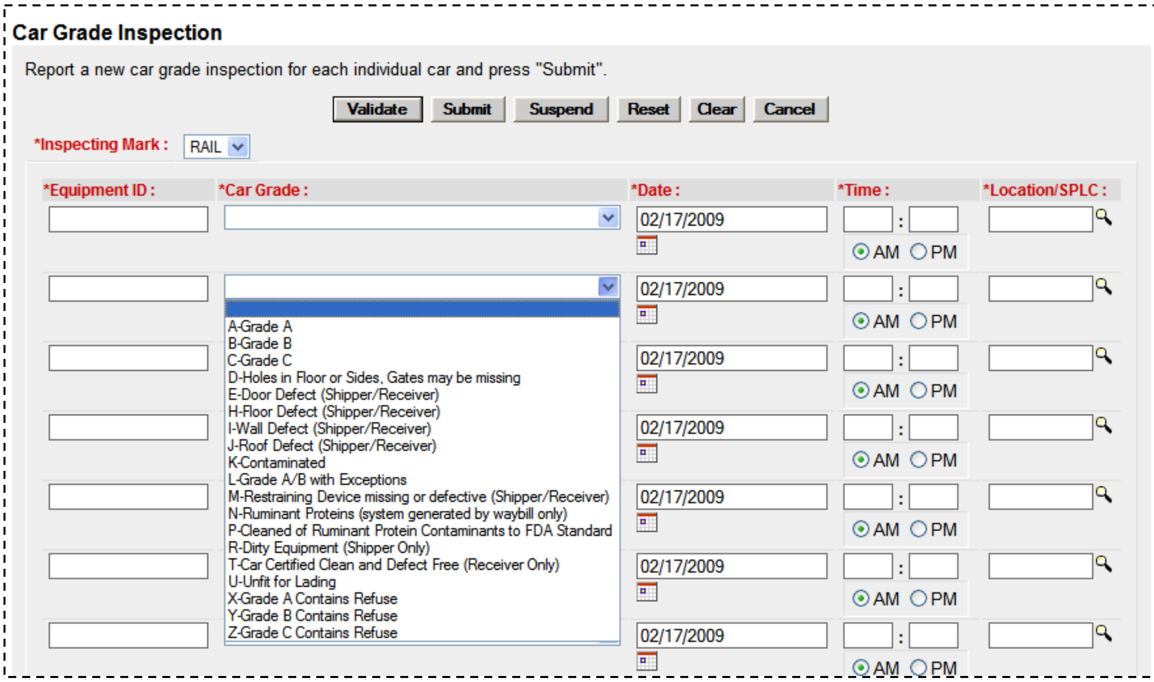


1. Complete the first five fields as described in Steps 5 and 6, beginning on page 98.
2. Type the autorack inspector's ID.
3. Complete the remaining nine fields using the drop-down to select the appropriate rating.
4. When all fields are entered, select one of the options from Exhibit 139.

Car Grade Inspection

When the user selects the **Car Grade Inspection** link, the Car Grade Inspection page is displayed (Exhibit 142).

Exhibit 142. Car Grade Inspection



1. Type the 3- to 4-character Inspecting Mark (or use drop-down to select from those roads the logged on user is authorized to represent).
2. For each graded equipment (10 max this page):
   a. Type the equipment ID for which a car grade inspection is to be recorded. This can be automatically populated as described in Step 5 on page 98. Only one Equipment ID per field. The page expands beyond ten fields if automatically populated.
   b. Select the car grade specified by the Inspector from the drop-down.

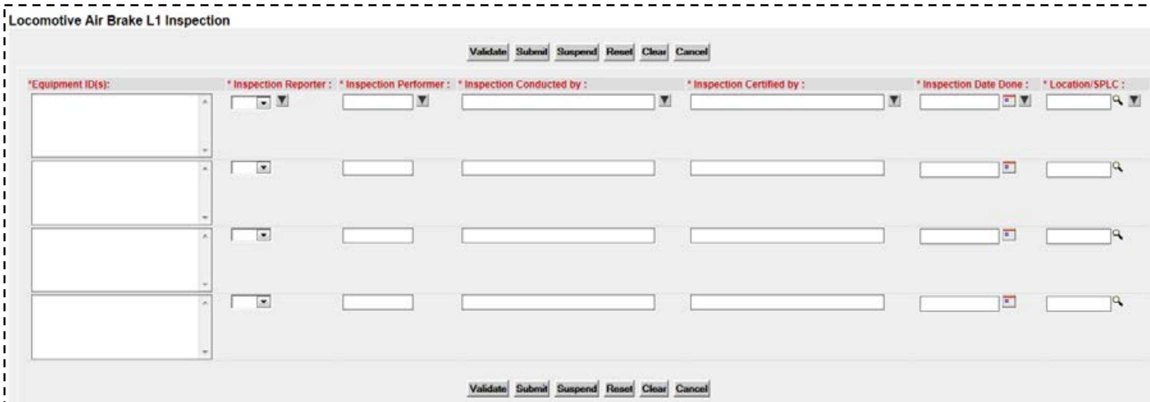
      Note: For more information about car grades, see the current *Field Manual of the A.A.R. Interchange Rules*, which can be obtained from TTCI at 719-584-0750 (ask for Publications).

   c. Use the calendar picker ( ) to select the date the car grade inspection was performed.
   d. Type a 2-digit hour (01–12), and minutes (00–59), and select the AM or PM radio button in the Time field.
   e. Location SPLC—Use the lookup icon ( ) to select the SPLC where the car grade inspection was performed (refer to Exhibit 135).
3. When all fields are entered, select one of the options from Exhibit 139.

Locomotive Air Brake L1 Inspection

When the user selects the Locomotive Air Brake L1 Inspection link, the Locomotive Air Brake L1 Inspection page is displayed (Exhibit 143).

Exhibit 143. Locomotive Air Brake L1 Inspection



Note: 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. Page title reflects the appropriate inspection/service.

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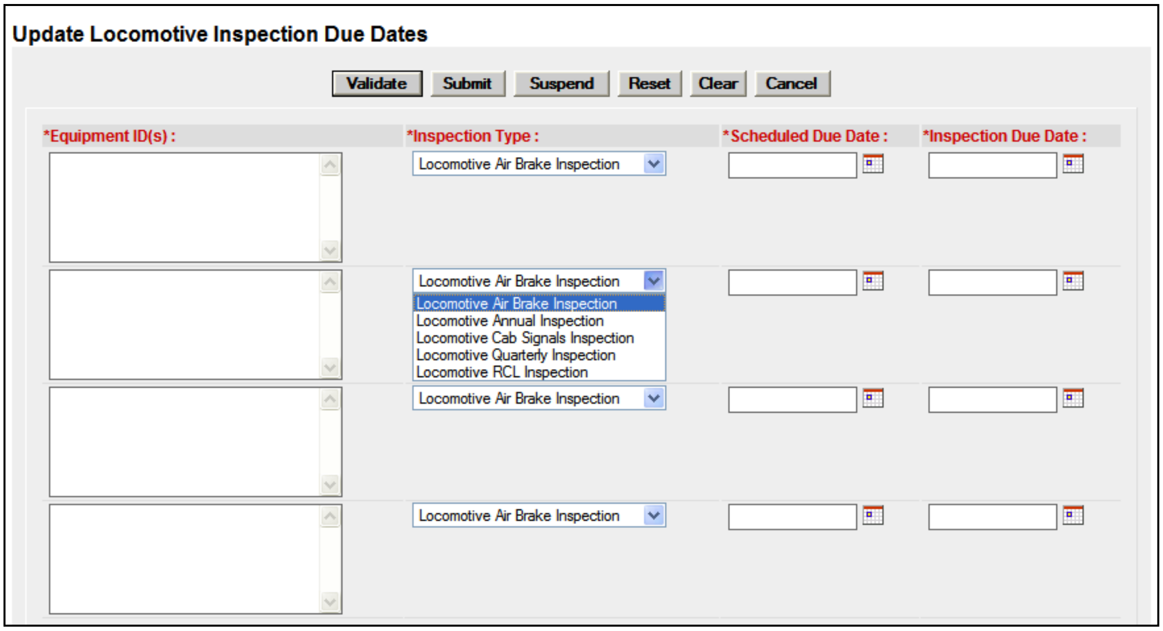
1. Complete the first five fields as described in Steps 5 and 6, beginning on page 98.
2. Use the calendar picker ( ) to select the date the next locomotive inspection is scheduled.
3. (As needed for same entries) Use the down arrow icon ( ) to repeat the entry for all successive fields.
4. When all fields are entered, select one of the options from Exhibit 139.

Locomotive Inspection Due Date Update

Note: A user must be authorized to update a locomotive inspection due date. See Add Inspection Right on page 146.

When the user selects the Locomotive Inspection Due Date Update link, the Update Locomotive Inspection Due Dates page is displayed (Exhibit 144).

Exhibit 144. Update Locomotive Inspection Due Dates



Four different inspection type updates can be submitted.

1. Type the equipment IDs for which a specific update is needed.

   Note: Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 30).

2. Use the drop-down to select the locomotive inspection to be updated. Exhibit 144 shows one drop-down opened.

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

4. When all fields are entered, select one of the options from Exhibit 139.

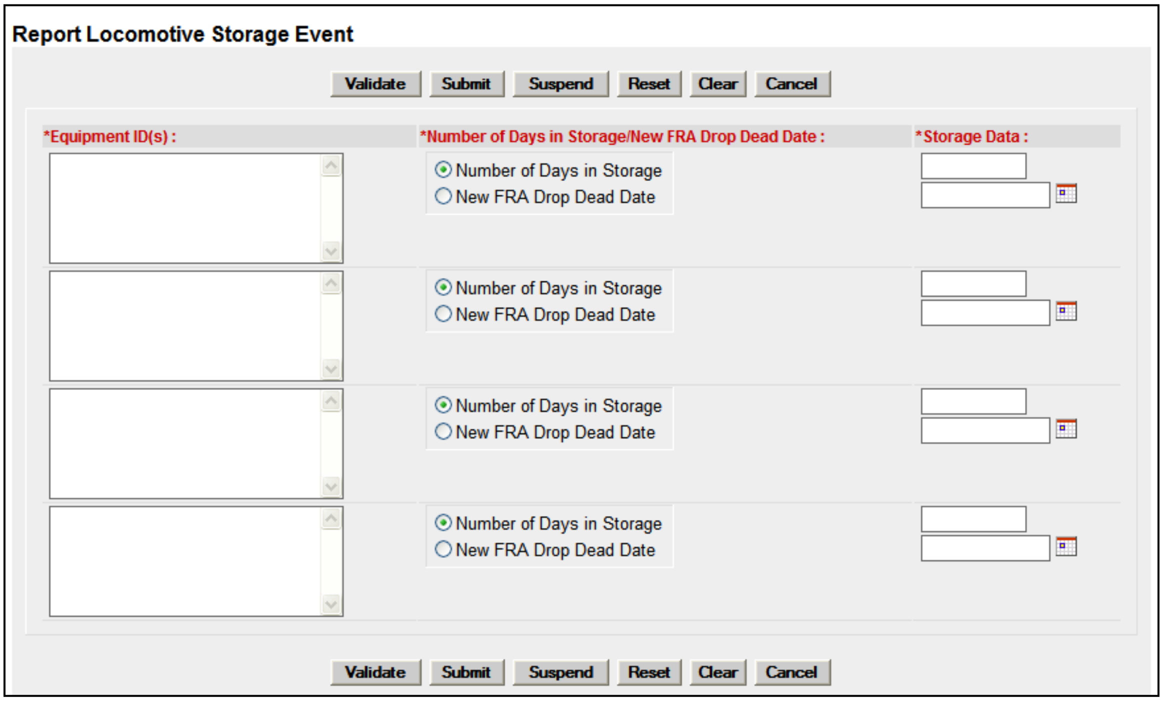
Locomotive Storage Event

Note: A user must be authorized to update a locomotive inspection due date. See Add Inspection Right on page 146.

An *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 user selects the Locomotive Storage Event link, the Report Locomotive Storage Event page is displayed (Exhibit 145).

Exhibit 145. Report Locomotive Storage Event



1. Type the equipment IDs for which a storage event is to be reported. Refer to the Equipment ID(s) description on page 19.

Note: Equipment IDs may already be populated if this page was accessed with selections from a query (Exhibit 30).

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 fields are entered, select one of the options from Exhibit 139.

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 146. Company-Specific Equipment Groups Submenu

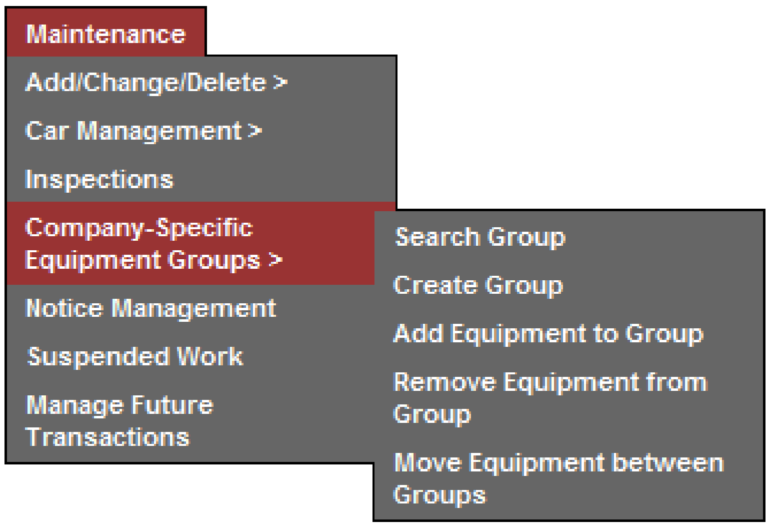


Exhibit 147 describes the options on the Company-Specific Equipment Groups submenu.

Exhibit 147. 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.

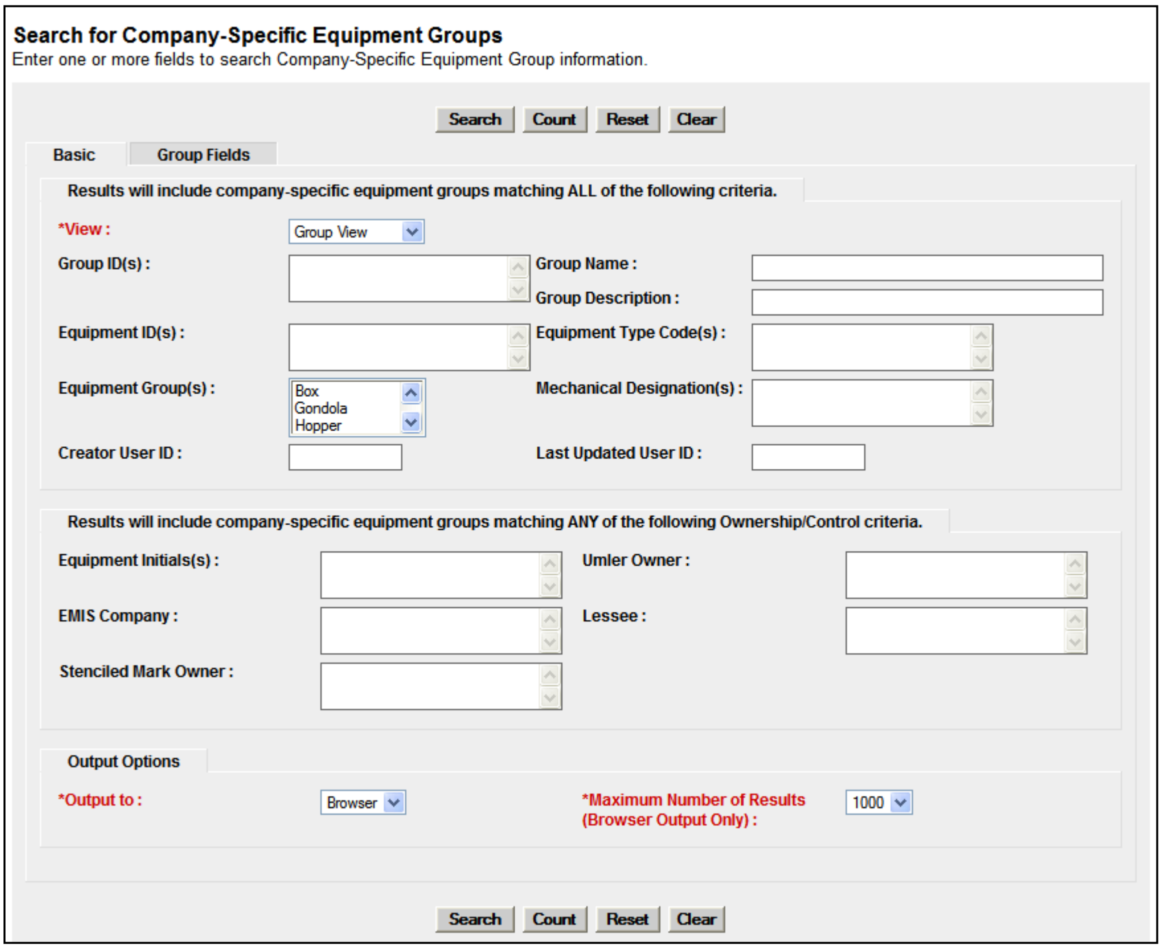
Search Group

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.

Note: The system displays only those company-specific equipment groups created by the user's company.

1. Select **Maintenance>Company-Specific Equipment Groups>Search Group**. The Search for Company-Specific Equipment Groups (Basic) page is displayed (Exhibit 148).

Exhibit 148. Search for Company-Specific Equipment Groups (Basic)



2. Complete search criteria as needed. Refer to Exhibit 149 for field descriptions. ***Red** fields are mandatory.

Exhibit 149. Company-Specific Equipment Groups Field Descriptions

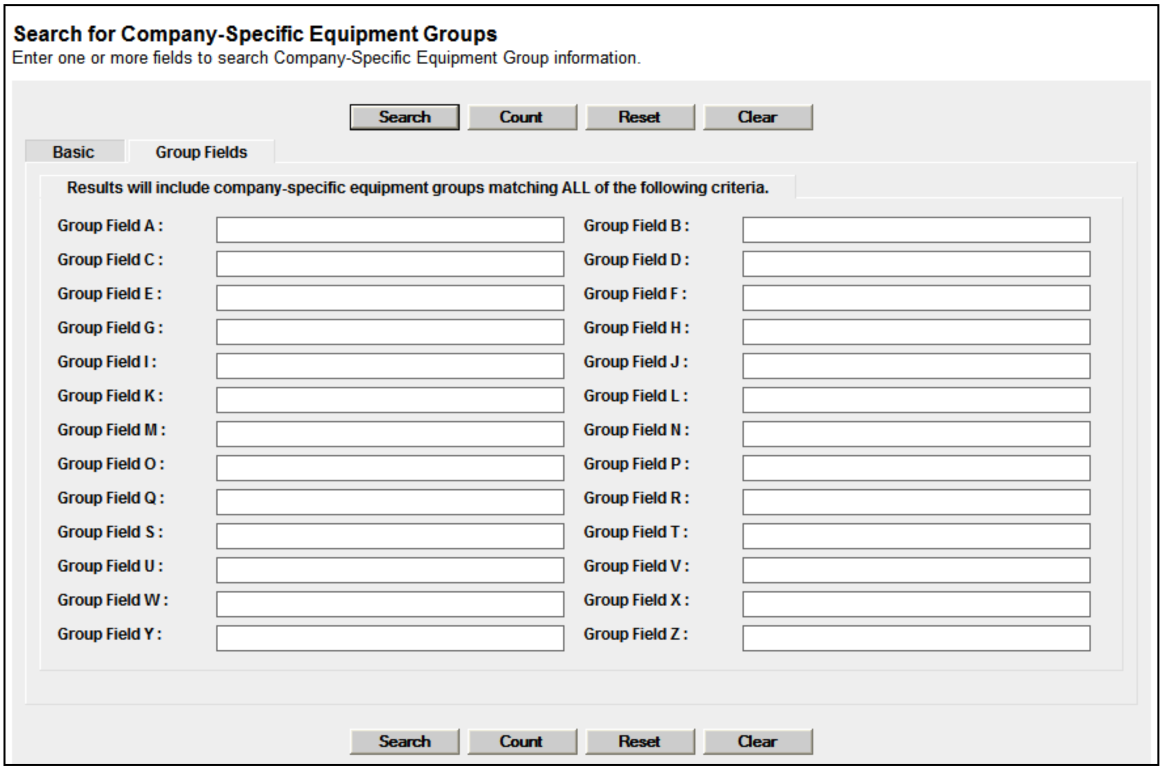
Field	Description
***View**	Select group view or equipment view. • In **Group View**, if the user enters no search criteria, Umler displays all company-specific equipment groups created by the user's company. Best choice for deleting or editing a group. • In **Equipment View**, the user must specify *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)	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 for more information.
Equipment Type Codes	Type 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 20.
Mechanical Designation(s)	Alphabetic AAR code assigned to the physical description of the unit. See *Umler Data Specification 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 Initials	The initials stenciled on the specified equipment.
Umler Owner	The Umler owners of the specified equipment.
EMIS Company	The EMIS 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 150).

   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 150. Search for Company-Specific Equipment Groups (Group Fields)



4. Use the ***Output to:** drop-down menu to have the search results displayed to the browser (default), or select CSV to save a file of the output. See Warning on page 18.

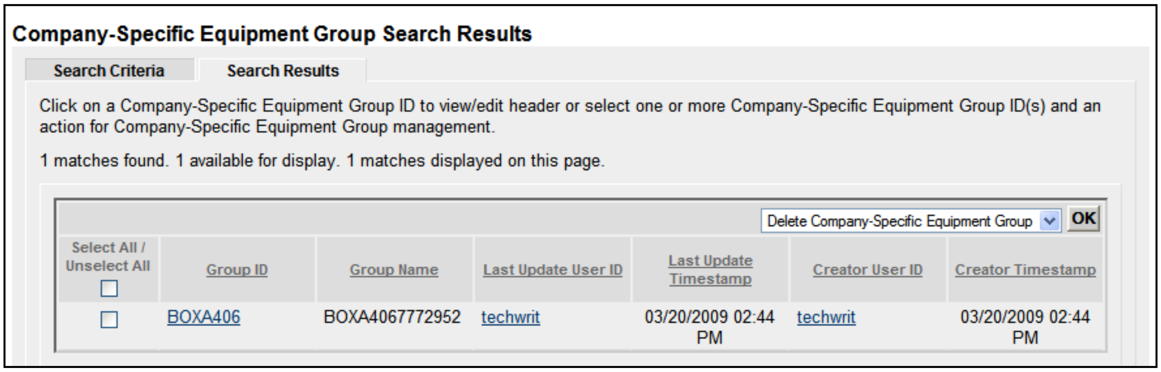
5. Use the ***Maximum Number of Results:** (Browser Output Only) drop-down to select the maximum number of result records to be returned (100, 500, 1000—default is 1000).

6. Select a processing option:

Exhibit 151. 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 152 for Group View or Exhibit 158 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 36.

Exhibit 152. Company-Specific Equipment Groups Search Results (Group View)



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

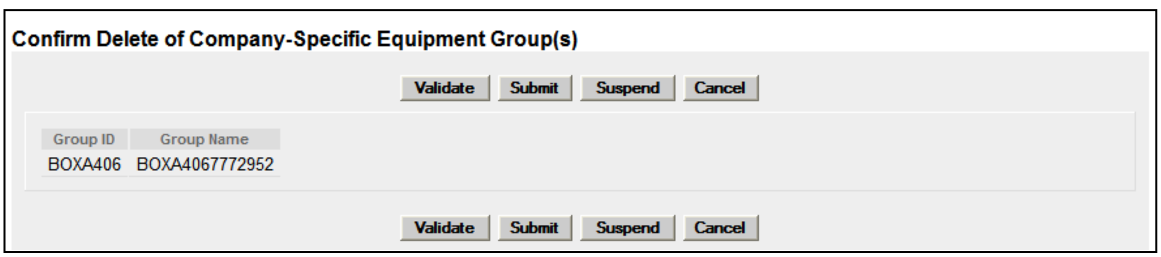
   c. Viewing Creator or Last Updated User IDs

   d. Select the **Search Criteria** tab to do another search.

Deleting a Group

To delete a group, select the check box beside the group ID and select **OK** in the action drop-down. The Confirm Delete of Company-Specific Equipment Group(s) page is displayed (Exhibit 153).

Exhibit 153. Confirm Delete of Company-Specific Equipment Group(s)



To confirm the delete, select **Submit**. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

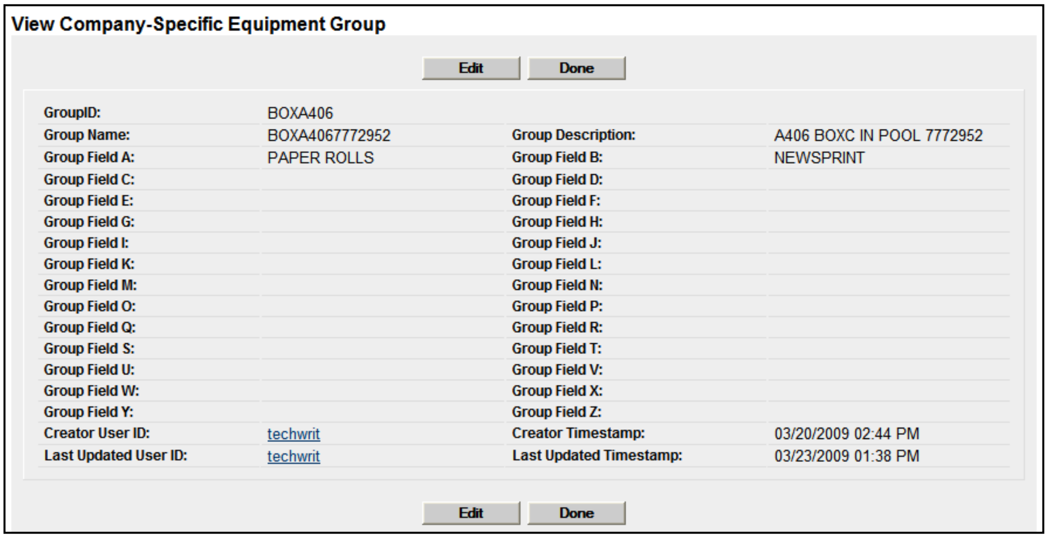
Exhibit 154. Company-Specific Equipment Groups link

Select links as appropriate, or select another application menu item.

Viewing/Editing a Group

While on the Company-Specific Equipment Groups Search Results (Group View) page (Exhibit 152), select the Group ID link. The View Company-Specific Equipment Group page is displayed (Exhibit 155).

Exhibit 155. View Company-Specific Equipment Group


View Company-Specific Equipment Group

Edit Done

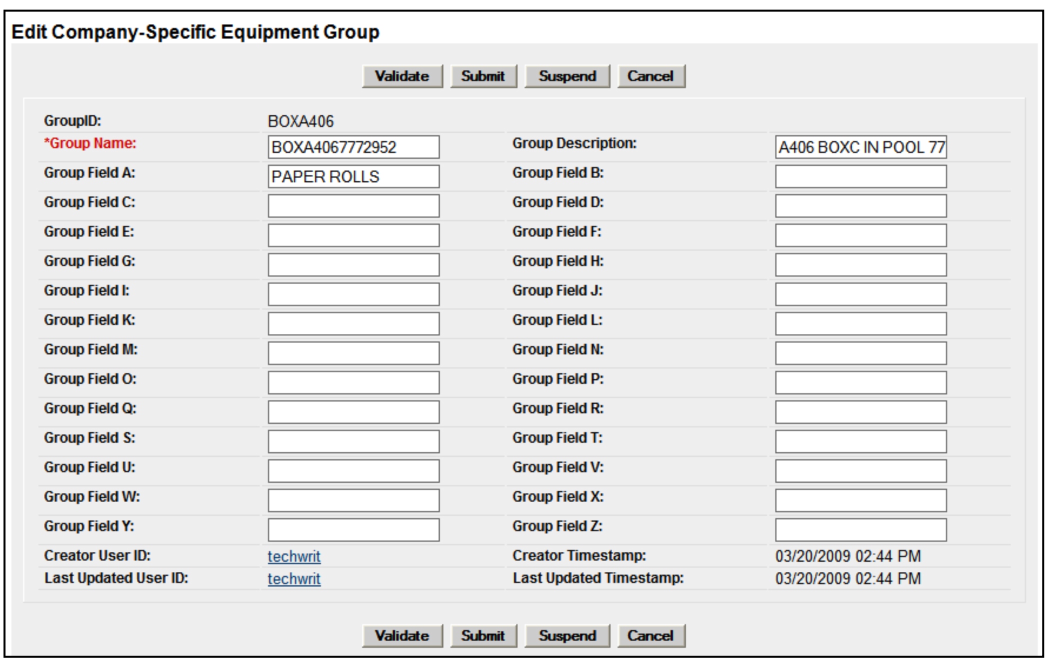
GroupID:	BOXA406		
Group Name:	BOXA4067772952	Group Description:	A406 BOXC IN POOL 7772952
Group Field A:	PAPER ROLLS	Group Field B:	NEWSPRINT
Group Field C:		Group Field D:	
Group Field E:		Group Field F:	
Group Field G:		Group Field H:	
Group Field I:		Group Field J:	
Group Field K:		Group Field L:	
Group Field M:		Group Field N:	
Group Field O:		Group Field P:	
Group Field Q:		Group Field R:	
Group Field S:		Group Field T:	
Group Field U:		Group Field V:	
Group Field W:		Group Field X:	
Group Field Y:		Group Field Z:	
Creator User ID:	techwrit	Creator Timestamp:	03/20/2009 02:44 PM
Last Updated User ID:	techwrit	Last Updated Timestamp:	03/23/2009 01:38 PM

Edit Done

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 156).

Exhibit 156. Edit Company-Specific Equipment Group


Edit Company-Specific Equipment Group

Validate Submit Suspend Cancel

GroupID:	BOXA406		
*Group Name:	BOXA4067772952	Group Description:	A406 BOXC IN POOL 77
Group Field A:	PAPER ROLLS	Group Field B:	
Group Field C:		Group Field D:	
Group Field E:		Group Field F:	
Group Field G:		Group Field H:	
Group Field I:		Group Field J:	
Group Field K:		Group Field L:	
Group Field M:		Group Field N:	
Group Field O:		Group Field P:	
Group Field Q:		Group Field R:	
Group Field S:		Group Field T:	
Group Field U:		Group Field V:	
Group Field W:		Group Field X:	
Group Field Y:		Group Field Z:	
Creator User ID:	techwrit	Creator Timestamp:	03/20/2009 02:44 PM
Last Updated User ID:	techwrit	Last Updated Timestamp:	03/20/2009 02:44 PM

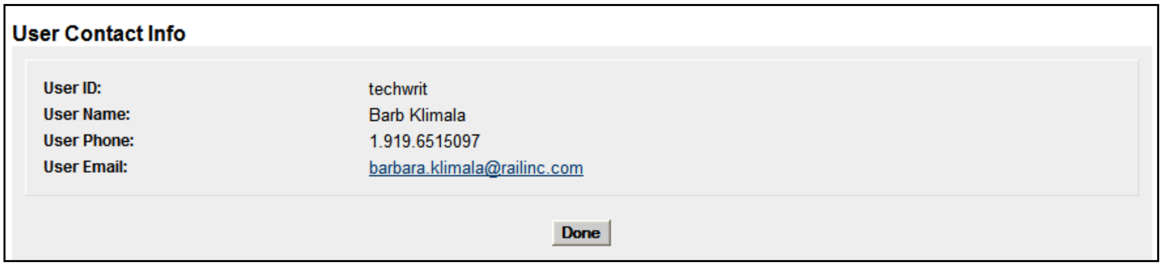
Validate Submit Suspend Cancel

Edit fields as required and select **Submit**. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

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 157).

Exhibit 157. User Contact Info



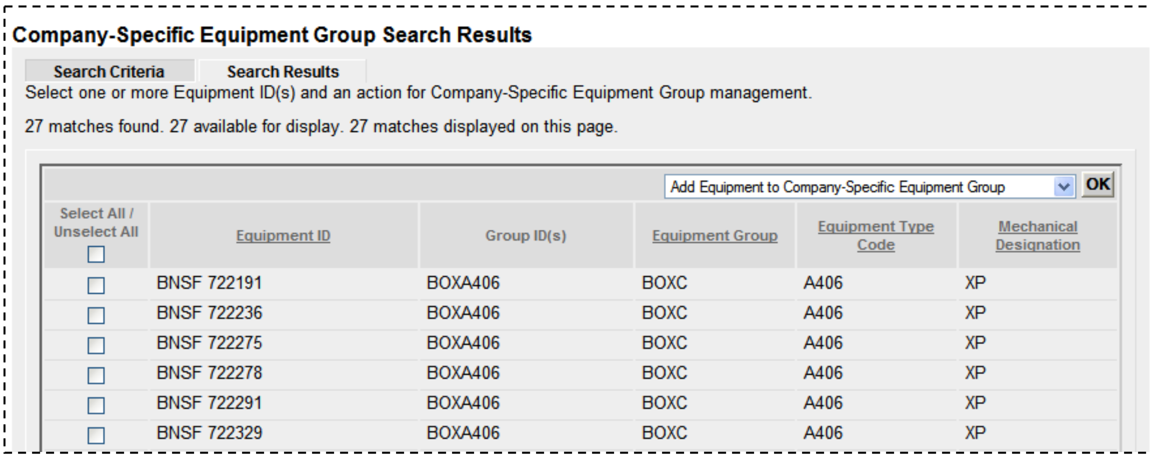
User Contact Info

User ID:	techwrit
User Name:	Barb Klimala
User Phone:	1.919.6515097
User Email:	barbara.klimala@railinc.com

Done

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

Exhibit 158. Company-Specific Equipment Groups Search Results (Equipment View)



Company-Specific Equipment Group Search Results

Search Criteria | Search Results

Select one or more Equipment ID(s) and an action for Company-Specific Equipment Group management.

27 matches found. 27 available for display. 27 matches displayed on this page.

Add Equipment to Company-Specific Equipment Group | OK

Select All / Unselect All	Equipment ID	Group ID(s)	Equipment Group	Equipment Type Code	Mechanical Designation
☐	BNSF 722191	BOXA406	BOXC	A406	XP
☐	BNSF 722236	BOXA406	BOXC	A406	XP
☐	BNSF 722275	BOXA406	BOXC	A406	XP
☐	BNSF 722278	BOXA406	BOXC	A406	XP
☐	BNSF 722291	BOXA406	BOXC	A406	XP
☐	BNSF 722329	BOXA406	BOXC	A406	XP

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:

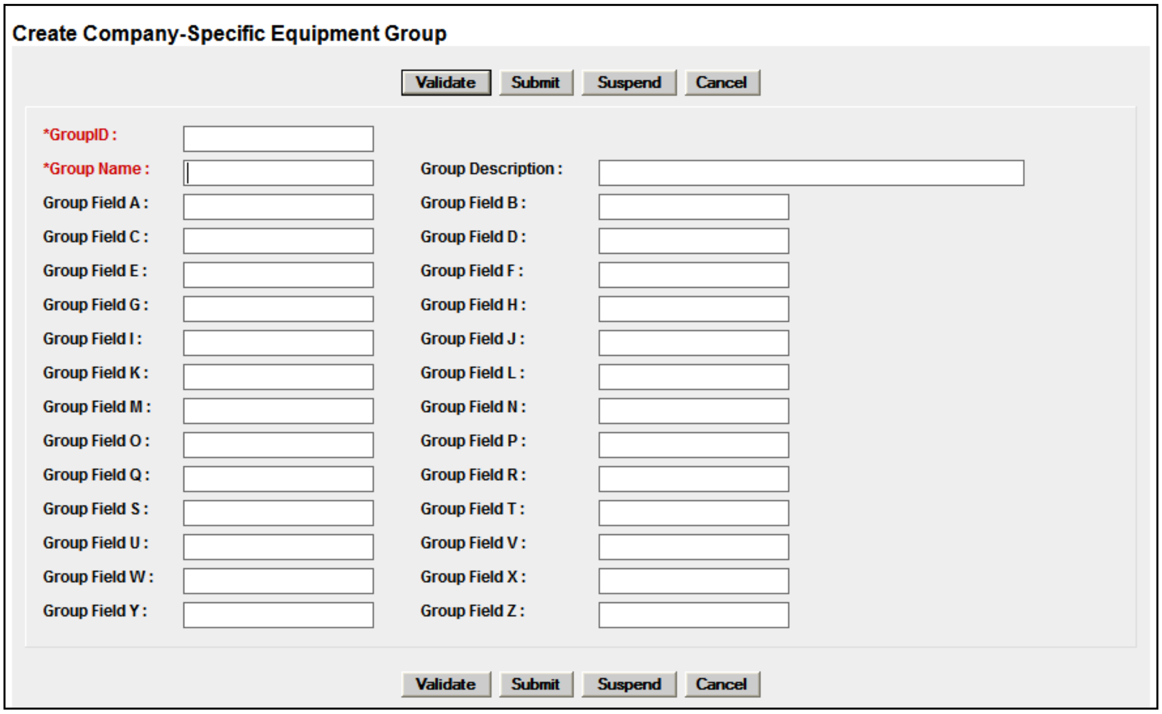
- Add Equipment to Group on page 114 or
- Remove Equipment from Group on page 117.

Create Group

To create a new Company-Specific Equipment Group:

1. Select **Maintenance>Company-Specific Equipment Groups>Create Group**. The Create Company-Specific Equipment Group page is displayed (Exhibit 159).

Exhibit 159. Create Company-Specific Equipment Group


Create Company-Specific Equipment Group

Validate Submit Suspend Cancel

*GroupID :			
*Group Name :		Group Description :	
Group Field A :		Group Field B :	
Group Field C :		Group Field D :	
Group Field E :		Group Field F :	
Group Field G :		Group Field H :	
Group Field I :		Group Field J :	
Group Field K :		Group Field L :	
Group Field M :		Group Field N :	
Group Field O :		Group Field P :	
Group Field Q :		Group Field R :	
Group Field S :		Group Field T :	
Group Field U :		Group Field V :	
Group Field W :		Group Field X :	
Group Field Y :		Group Field Z :	

Validate Submit Suspend Cancel

2. Enter the two required fields (refer to Exhibit 149).

3. (Optional) Enter Group fields as described in Step 3 on page 108.

4. Select **Submit** to create the group. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

Note: No equipment is in the new group. Choose the Add Equipment to Company-Specific Equipment Group link and refer to Add Equipment to Group on page 114.

Add Equipment to Group

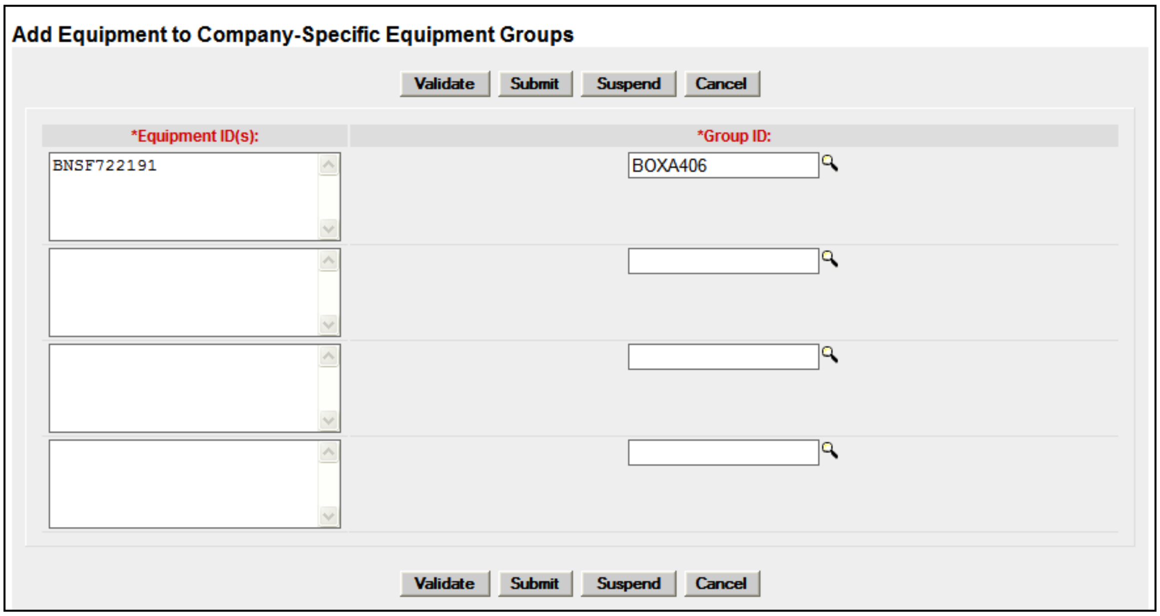
Note: Equipment cannot be added to a group from a regular Equipment Query. The query must be from Company-Specific Equipment Groups Search Results (Equipment View) page (Exhibit 158).

To add equipment to a Company-Specific Equipment Group:

1. Select **Maintenance>Company-Specific Equipment Groups>Add Equipment to Group**. The Add Equipment to Company-Specific Equipment Groups page is displayed (Exhibit 160).

   Note: Up to four Group ID equipment additions can be processed at one time on this page.

Exhibit 160. Add Equipment to Company-Specific Equipment Groups

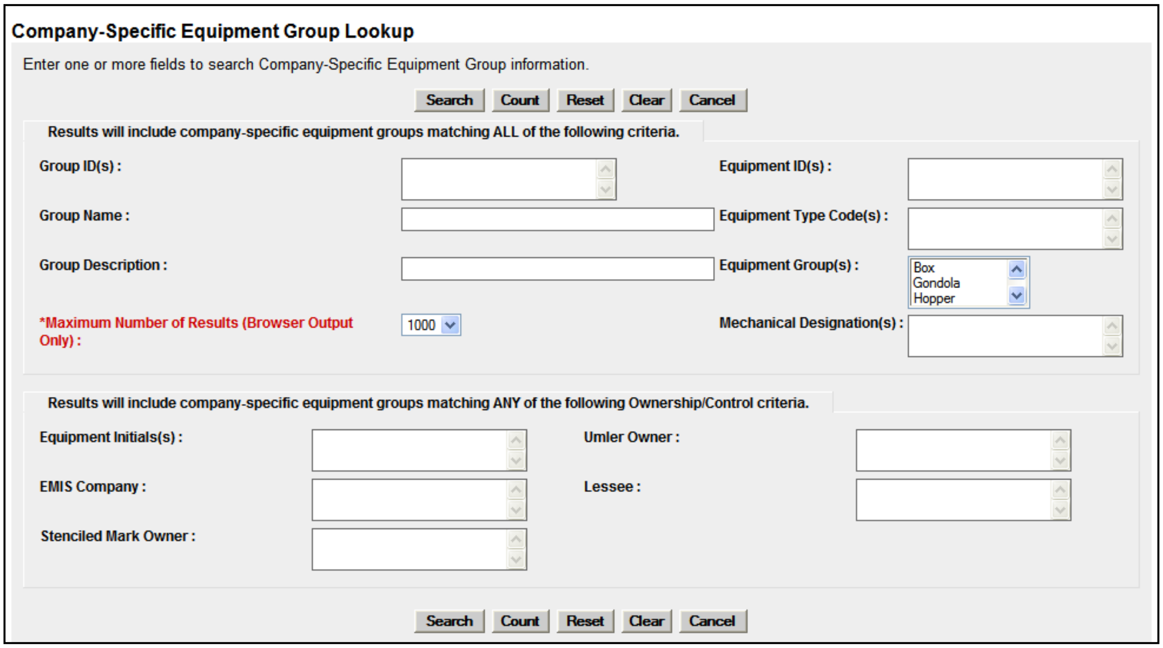


2. Type the Equipment ID(s) in the field.

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

3. Type in the known Group ID, or use the lookup icon ( ) to search for a Group ID. The Company-Specific Equipment Group Lookup page is displayed (Exhibit 161).

Exhibit 161. Company-Specific Equipment Group Lookup

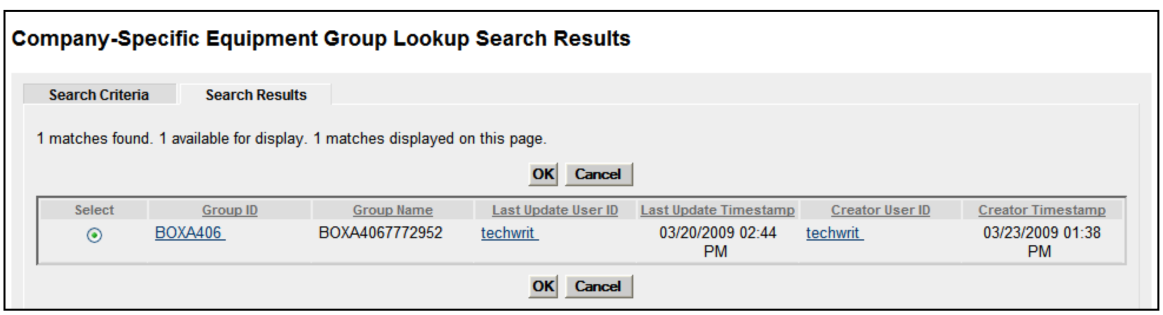


a. Enter criteria to locate the appropriate Group. Refer to Exhibit 149 for field descriptions.

Note: Group fields are not available on the lookup page.

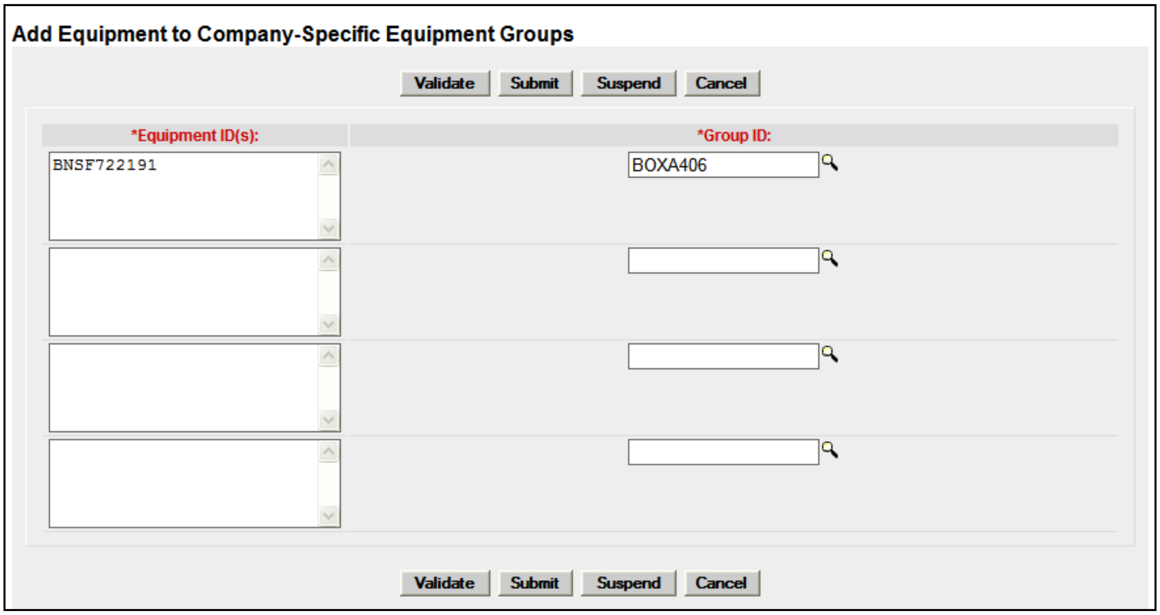
b. Select **Search**. The Company-Specific Equipment Group Lookup Search Results page is displayed.

Exhibit 162. Company-Specific Equipment Group Lookup Search Results



c. Select the radio button beside the group desired and select **OK**. The Add Equipment to Company-Specific Equipment Groups page is redisplayed with the selected group (Exhibit 163).

Exhibit 163. Add Equipment to Company-Specific Equipment Groups (completed)



4. Select **Submit** to add the equipment. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

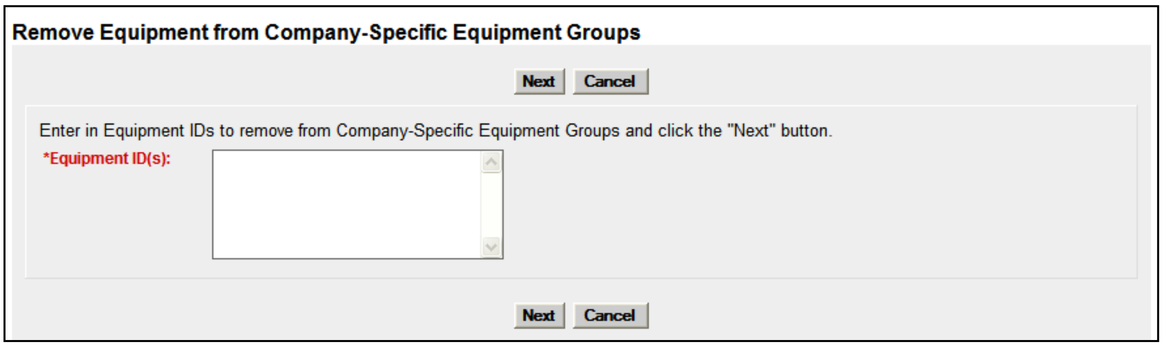
Remove Equipment from Group

Note: 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 158).

To remove equipment from a Company-Specific Equipment Group:

1. Select **Maintenance>Company-Specific Equipment Groups>Remove Equipment from Group**. The Remove Equipment from Company-Specific Equipment Groups page is displayed (Exhibit 164).

Exhibit 164. Remove Equipment from Company-Specific Equipment Groups



2. Type the Equipment ID(s) in the field.

Note: 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 165).

3. Select **Next**. The Confirm Removal of Equipment from Company-Specific Equipment Groups page is displayed (Exhibit 165).

Exhibit 165. Confirm Removal of Equipment from Company-Specific Equipment Groups

4. Select the check box beside each Equipment ID to be removed.

5. Select **Submit**. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

Move Equipment Between Groups

To move equipment from one Company-Specific Equipment Group to another:

1. Select **Maintenance>Company-Specific Equipment Groups>Move Equipment between Groups**. The Move Equipment to Another Company-Specific Equipment Group page is displayed (Exhibit 166).

Exhibit 166. Move Equipment to Another Company-Specific Equipment Group

2. Type in the Equipment IDs to be moved.

Hint: Because the move option is NOT available in the action drop-down in the Equipment view search results, the user can choose to "Add" selected IDs and view the entire set of IDs in the Add Equipment to Company-Specific Equipment Groups page (Exhibit 160). 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. Type in the current Group ID, or use the lookup icon ( ) to search for a Group ID. Refer to Step 3 on page 114 for instructions.

4. Type in the new Group ID, or use the lookup icon ( ) to search for a Group ID. Refer to Step 3 on page 114 for instructions.

5. Select **Submit**. A data submission page is displayed (not shown). Select **OK**. The Company-Specific Equipment Groups link page is displayed (Exhibit 154).

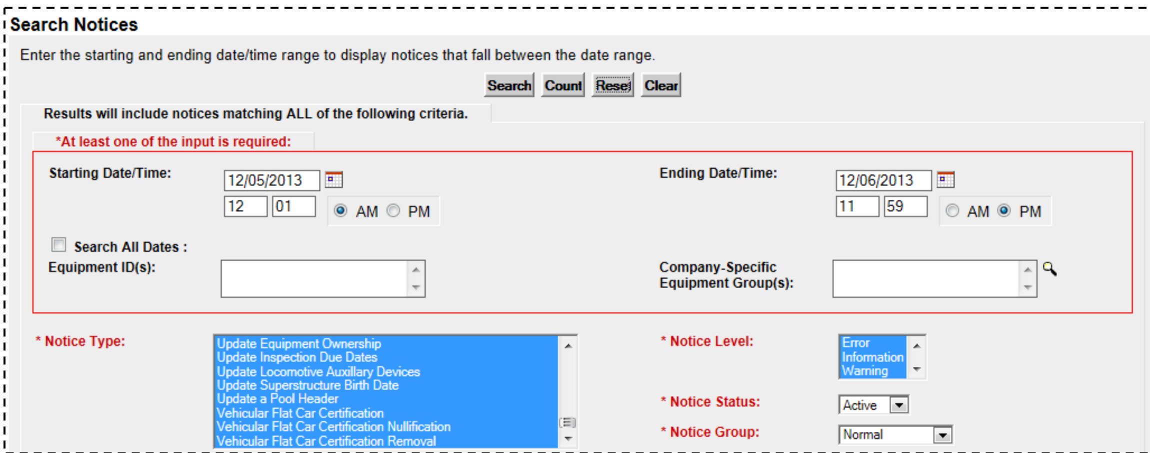
Notice Management

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

To manage notices:

1. Select **Maintenance>Notice Management**. The Search Notices page is displayed (Exhibit 167).

Exhibit 167. Search Notices (top–mandatory fields)



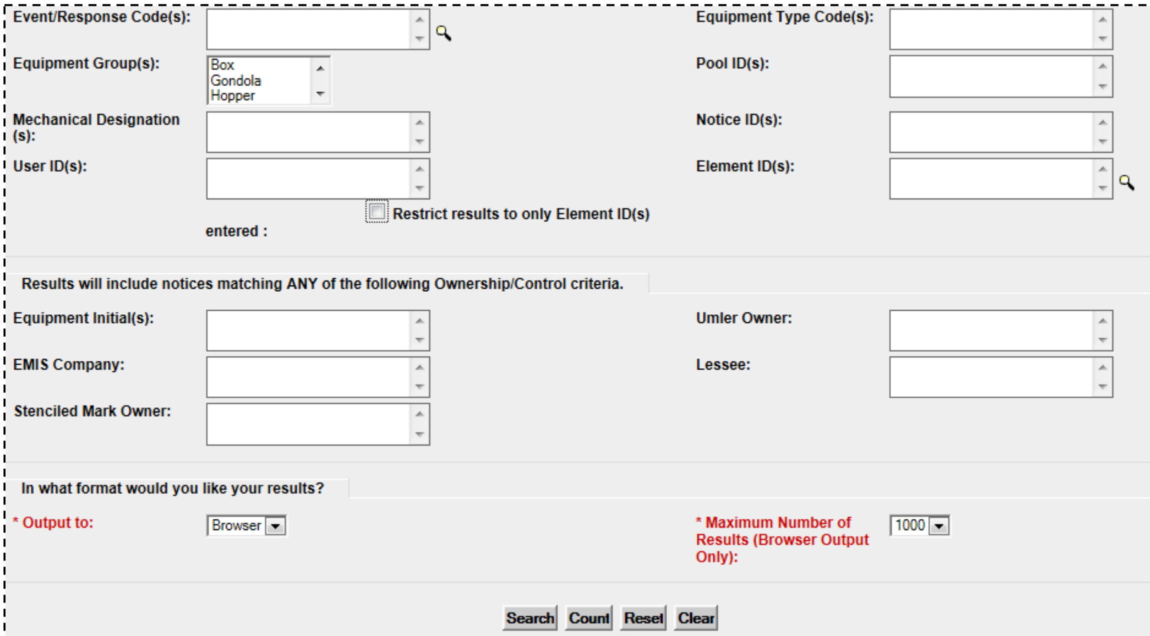
2. Enter search criteria as desired. Red fields are mandatory. Field Descriptions for the top of the page are shown in Exhibit 168.

Exhibit 168. 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. Type 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)	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 for more information.
Company-Specific Equipment Group(s)	Type in the current Group ID, or use the lookup icon ( ) to search for a Group ID. Refer to Step 3 on page 114 for instructions.

Field	Description
***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 the user submits a pool or equipment transaction 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**—The system creates a warning notice 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 Specification Manual* for information about these rules and conflict resolution.

Exhibit 169. Search Notices (bottom–optional fields)

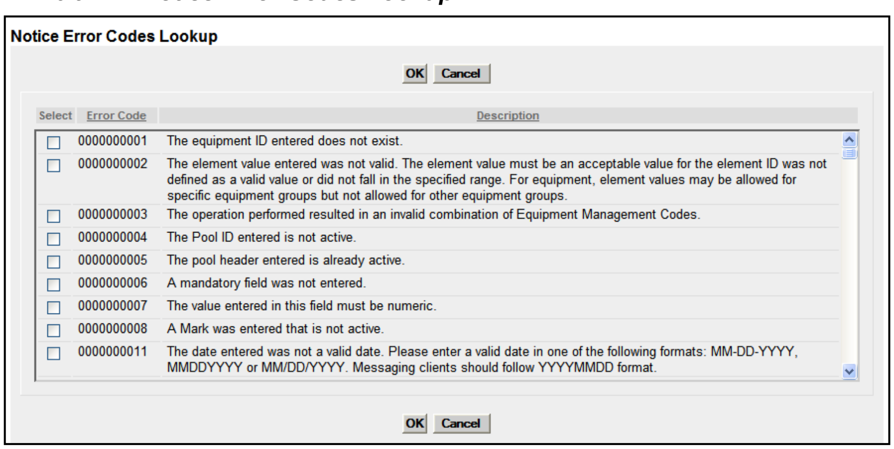


3. (Optional) Enter search criteria as desired. Field Descriptions for the bottom of the page are shown in Exhibit 170.

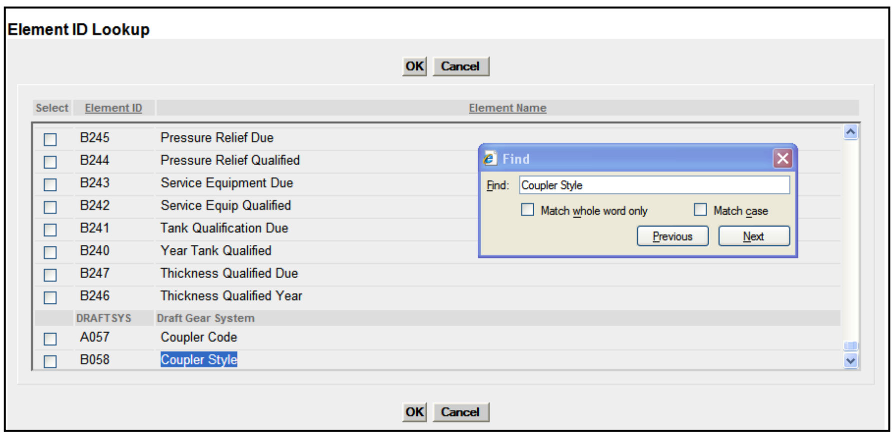
Exhibit 170. Search Notices Field Descriptions (bottom)

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Event Response Code(s)</td><td>Type in a known Event Response Code or use the lookup icon ( ) to search for a code. The Notice Error Codes Lookup page is displayed.

Note: Use a find (Ctrl+F) within the lookup page to locate the needed error.

Exhibit 171. Notice Error Codes Lookup


Check the boxes beside the appropriate descriptions and select OK. The Search Notices page is redisplayed with the selected codes.</td></tr>
<tr><td>Equipment Type Code</td><td>Alphanumeric code (one alpha and three numeric) used to designate a specific type of equipment and attributes.</td></tr>
</table>

Field	Description
Equipment Group	Used to indicate the general equipment group being sought. See Equipment Group(s) in Exhibit 20.
Pool ID	Search for notices related to the specified pool ID(s).
Mechanical Designation	Search for notices related to equipment with the specified mechanical designation(s).
Notice ID	Search for notices with specific notice ID(s). This can be from online notices, or e-mails.
User ID	Search for notices related to actions taken by a specified user ID(s).
Element ID(s)	Type in a known Element ID or use the lookup 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 172. 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 Initials	The initials stenciled on the specified equipment.
Umler Owner	The Umler owners of the specified equipment.
EMIS Company	The EMIS 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. Set the ***Output to:** drop-down to browser to have the search results displayed in the browser (default). Otherwise, select CSV.

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 173.

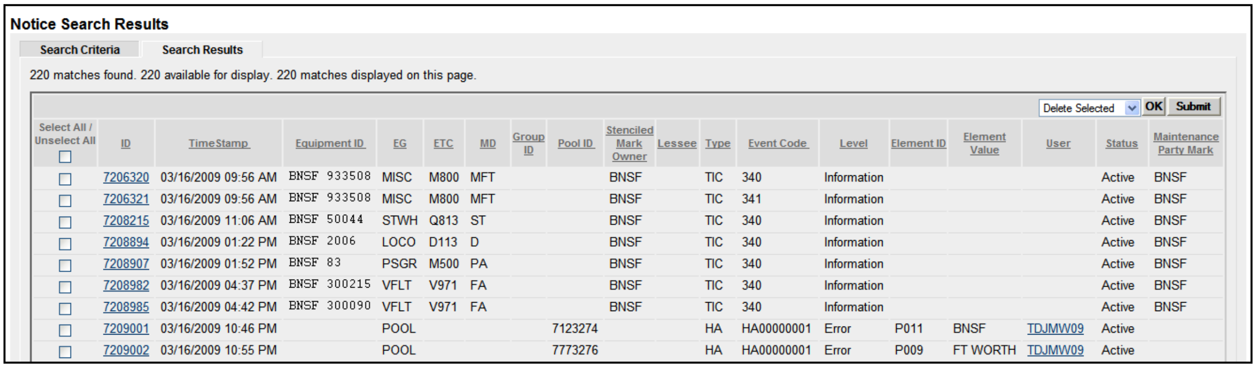
Exhibit 173. Search Notices Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See Online Notice Search Results on page 123 or CSV Notice Search Results on page 125.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 36.

Online Notice Search Results

If the user has chosen to view search results online, the Notice Search Results page is displayed (Exhibit 174).

Exhibit 174. Online Notice Search Results


Notice Search Results

Search Criteria | Search Results

220 matches found. 220 available for display. 220 matches displayed on this page.

Delete Selected | OK | Submit

Select All / Unselect All	ID	TimeStamp	Equipment ID	EG	ETC	MD	Group ID	Pool ID	Stenciled Mark Owner	Lessee	Type	Event Code	Level	Element ID	Element Value	User	Status	Maintenance Party Mark
	7206320	03/16/2009 09:56 AM	BNSF 933508	MISC	M800	MFT			BNSF		TIC	340	Information				Active	BNSF
	7206321	03/16/2009 09:56 AM	BNSF 933508	MISC	M800	MFT			BNSF		TIC	341	Information				Active	BNSF
	7208215	03/16/2009 11:06 AM	BNSF 50044	STWH	Q813	ST			BNSF		TIC	340	Information				Active	BNSF
	7208894	03/16/2009 01:22 PM	BNSF 2006	LOCO	D113	D			BNSF		TIC	340	Information				Active	BNSF
	7208907	03/16/2009 01:52 PM	BNSF 83	PSGR	M500	PA			BNSF		TIC	340	Information				Active	BNSF
	7208982	03/16/2009 04:37 PM	BNSF 300215	VFLT	V971	FA			BNSF		TIC	340	Information				Active	BNSF
	7208985	03/16/2009 04:42 PM	BNSF 300090	VFLT	V971	FA			BNSF		TIC	340	Information				Active	BNSF
	7209001	03/16/2009 10:46 PM		POOL				7123274			HA	HA00000001	Error	P011	BNSF	TDJMW09	Active	
	7209002	03/16/2009 10:55 PM		POOL				7773276			HA	HA00000001	Error	P009	FT WORTH	TDJMW09	Active	

Options on this page include:

View Notice Details—Select the Notice ID link. See Exhibit 175.

View User Information—Select the User ID link. See Exhibit 157.

And from the *Action Drop-Down*:

Delete Selected—Check the boxes beside Active notices to be deleted (Status set to inactive), set the drop-down to Delete (default), and select **OK**. Delete can also be done while viewing notice details (see Exhibit 175 and Exhibit 176).

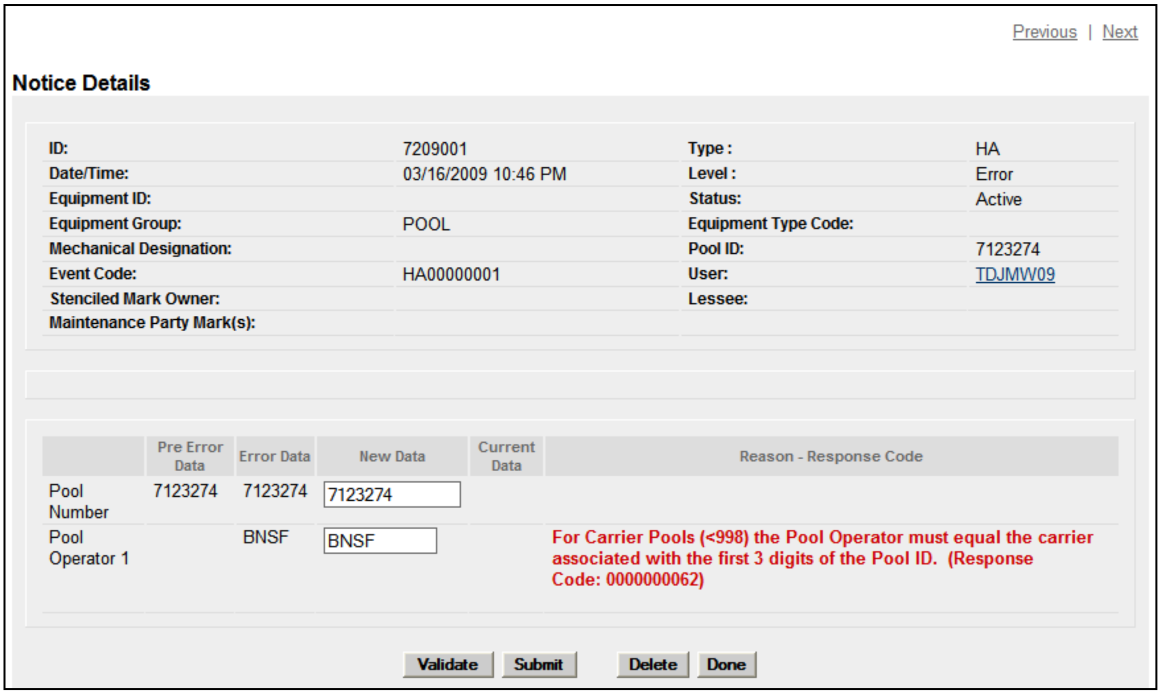
Restore Selected—Check the boxes beside Deleted notices to be restored (Status set to active), set the drop-down to Restore, and select **OK**. Restore can also be done while viewing notice details (see Exhibit 175 and Exhibit 176).

Note: 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**.

View Notice Details

When the user select the **Notice ID** link on the Notice Search Results page (Exhibit 174), the Notice Details page is displayed (Exhibit 175).

Exhibit 175. Notice Details (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.

If the user is authorized, and corrections are 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 157.

Note: Use the **Previous | Next** links at the upper right to view details of the previous or next notice from the Notice Search Results list.

Processing options include:

Exhibit 176. 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 140 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 174).

CSV Notice Search Results

If the user has chosen to view/save CSV search results, the search results are displayed in MS Excel (Exhibit 177).

Exhibit 177. 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 the user chose to "Open" the file rather than "Save" it (refer to Exhibit 33), it can be saved as an Excel file while viewing.

Exhibit 178 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 178. 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.
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. The user might need to verify data, or cannot resolve validation issues without guidance. When **Suspend** is chosen the Suspend Work page is displayed (Exhibit 82). The user should enter enough information to make the task easily recognizable for resuming the task.

When a user is ready to resume suspended work:

1. Select **Maintenance> Suspended Work**. The Suspended Work page is displayed (Exhibit 179).

Exhibit 179. Suspended Work

Suspended Work

Resume Delete

Select All / Unselect All ☐	Timestamp	User ID	Type	Description
☐	03/24/2009 01:00 PM	AUTOEMIS	Locomotive Air Brake Inspection	
☐	03/24/2009 12:54 PM	AUTOEMIS	Locomotive Air Brake Inspection	
☐	03/24/2009 12:52 PM	AUTOEMIS	Locomotive Air Brake Inspection	
☑	03/23/2009 05:40 PM	qaskedia	Update a Pool Header	BNSF Pool with CSXT Reporter
☐	03/20/2009 02:13 PM	mauget	Add Equipment	Issue 340 Add
☐	03/17/2009 01:40 PM	TDJMW09	Add a Pool Header	Test Pool 9980007 Joint Pool - Joyce
☐	03/17/2009 12:59 PM	TDJMW09	Add a Pool Header	Test Pool 9980003 Joint Pool - Joyce
☐	03/17/2009 11:35 AM	qaskedia	Add a Pool Header	Test Pool 998 Joint Pool - Joyce
☐	03/16/2009 10:36 PM	TDJMW09	Add a Pool Header	BNSF Pool Header Test 2 - Joyce
☐	03/16/2009 05:55 PM	TDJMW09	Add a Pool Header	BNSF Pool Header Testing - Joyce

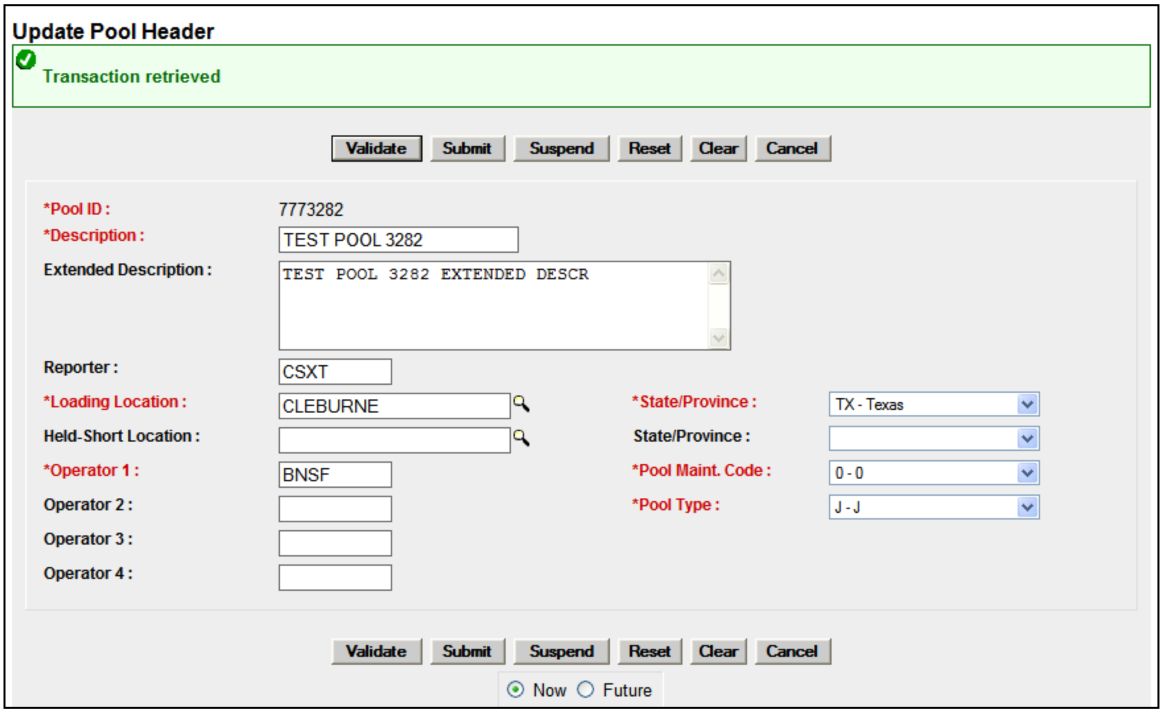
Default order is by oldest timestamp. To recall a recently suspended task, sort by Timestamp to bring the newest to the top of the display. Actions for this page include:

- 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 180).

Exhibit 180. Transaction Retrieved (Update Pool Header)



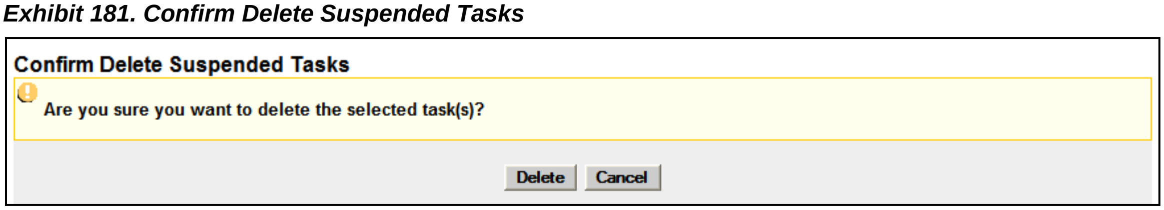
3. Complete the page in accordance with instructions for that task (For Exhibit 180, this would be the Update Pool Header task).

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 181).

Exhibit 181. Confirm Delete Suspended Tasks



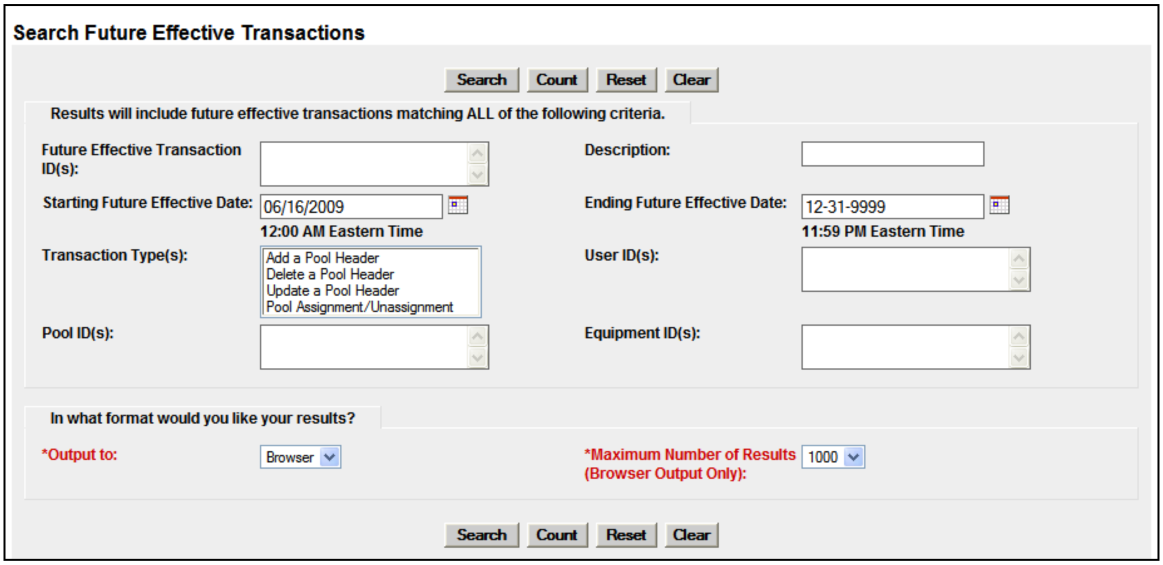
3. To delete the tasks, select **Delete**. Otherwise, select **Cancel**. The Suspended Work page is redisplayed and the deleted tasks are not in the list.

Manage Future Transactions

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

1. Select **Maintenance> Manage Future Transactions**. The Search Future Effective Transactions page is displayed (Exhibit 182).

Exhibit 182. Search Future Effective Transactions



2. Enter search criteria as desired. Red fields are mandatory. Field Descriptions for the top of the page are shown in Exhibit 183.

Exhibit 183. Search Future Effective Transactions Descriptions

Field	Description
Future Effective Transaction ID(s)	ID assigned to the future transaction (if known).
Description	Description previously entered for the future transaction
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)	Type the specific equipment IDs (e.g., abcd123) or search with a range (e.g., abcd123-999) or a wildcard. See Exhibit 21 for more information.

3. Set the ***Output to:** drop-down to browser to have the search results displayed in the browser (default). Otherwise, select CSV. See Warning on page 18.

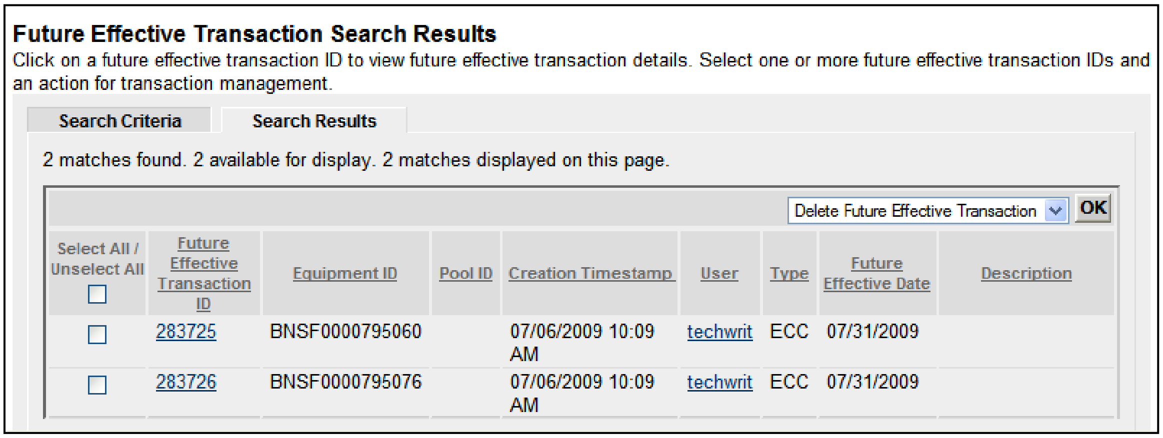
4. (For browser only) Set the ***Maximum Number of Results:** field to the maximum number of result records to be returned (100, 500, 1000). Default is 1000.

5. Select one of the processing options shown in Exhibit 184.

Exhibit 184. Search Future Transactions Processing Options

Search	Executes the search and outputs to the Browser or to CSV as requested. See Exhibit 185.
Count	Executes the search and outputs a single line message with the count of records meeting the specified criteria. See Exhibit 36.

Exhibit 185. Future Effective Transaction Search Results

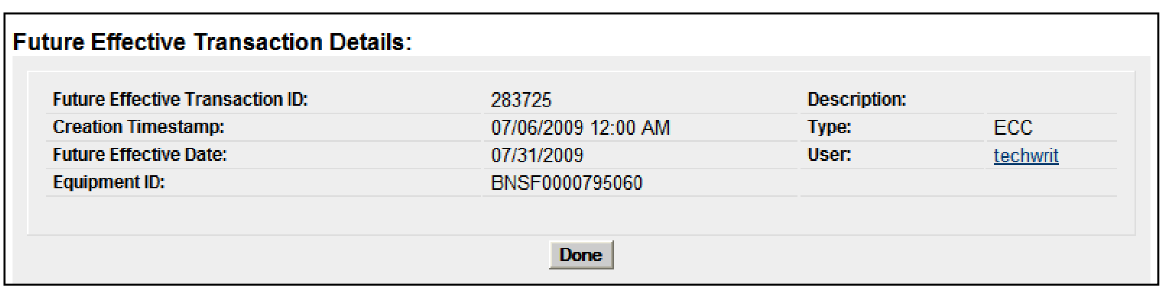


Actions for future transactions include:

- To ***view*** the future transaction, select it ID link at the left. See Exhibit 186.
- To ***delete*** the transaction, check the box beside the appropriate IDs, select Delete Future Effective Transaction from drop-down (only choice), and select **OK**. A confirmation page is displayed (Exhibit 187).

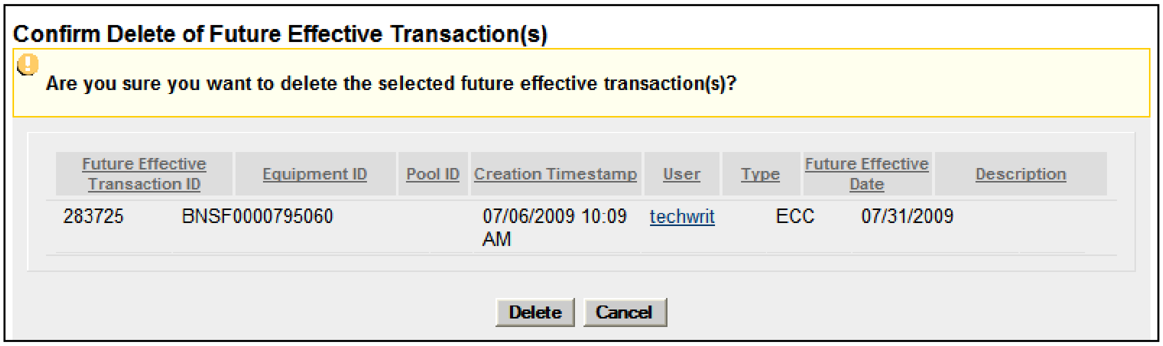
Note: To change the date of a future transaction, delete the incorrect transaction, and then create a new future transaction with the new date.

Exhibit 186. Future Effective Transaction Details



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

Exhibit 187. Confirm Delete of Future Effective Transaction(s)



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

Upload/Download

Exhibit 188. Upload/Download Menu

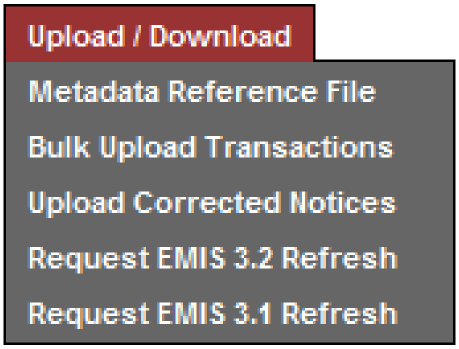


Exhibit 189 describes the tasks available on the Upload/Download menu.

Exhibit 189. Upload/Download Menu Items and Descriptions

Menu Item	Description
Metadata Reference File	Allows the user to download a revised metadata reference file.
Bulk Upload Transactions	Allows the user 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 the user to upload corrections or updates to CSV transactional records associated with received notices. This includes CSV-formatted text files.
Request EMIS 3.2 Refresh	Allows the user 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 EMIS 3.1 Refresh	Allows the user 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.

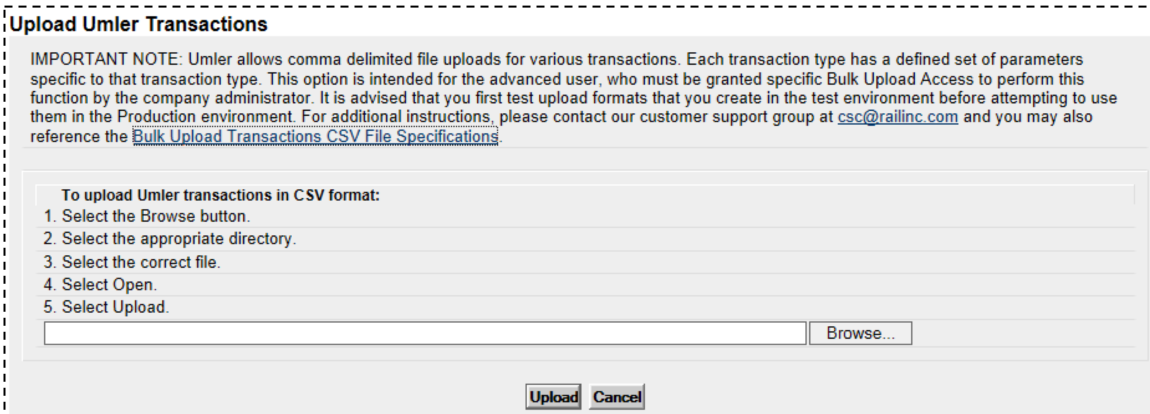
Metadata Reference File

Railinc uses a web application to establish changes to the metadata affecting the appearance of Umler interfaces and the content of drop-down, etc. This function is used to download a tested version of the current metadata. When the user selects **Upload/Download>Metadata Reference File,** a download panel is displayed (refer to Exhibit 33) to download the zipped metadata file.

Bulk Upload Transactions

Umler CSV transaction records in the correct format can be uploaded as a batch using the Bulk Upload Transactions function. When the user selects **Upload/Download>Upload Transactions,** the Upload Umler Transactions page is displayed (Exhibit 190).

Exhibit 190. 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:

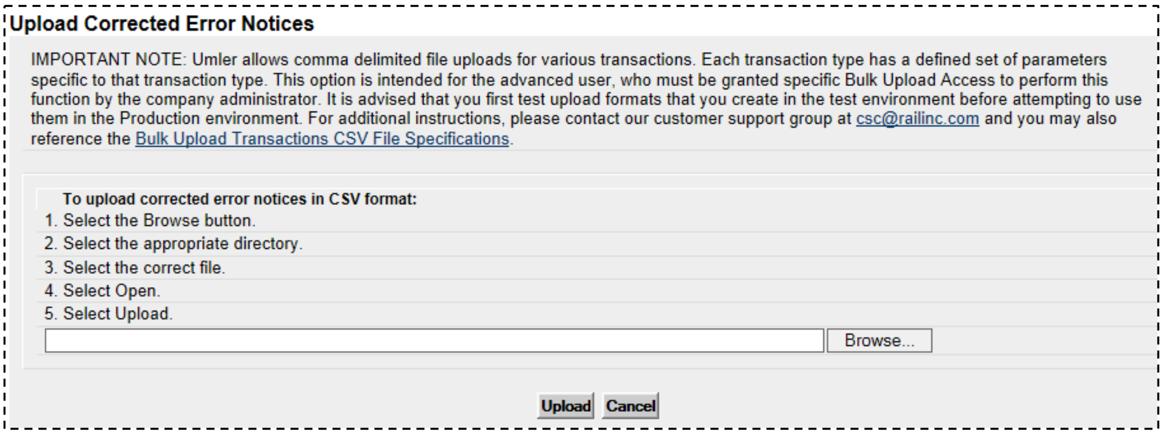
- At the top of the page, the system displays the summary information for the upload process.
- The system displays the total number of transactions processed from the uploaded file.
- The system displays the number of transactions successfully validated and applied to the system.
- The system displays 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 the user to download error notices in CSV format. The user can make the necessary corrections within the CSV file (see CSV Notice Search Results, on page 125) 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 the user selects **Upload/Download> Upload Corrected Notices,** the Upload Corrected Error Notices page is displayed (Exhibit 191).

Exhibit 191. Upload Corrected Error Notices



Follow the online instructions at the top of the page.

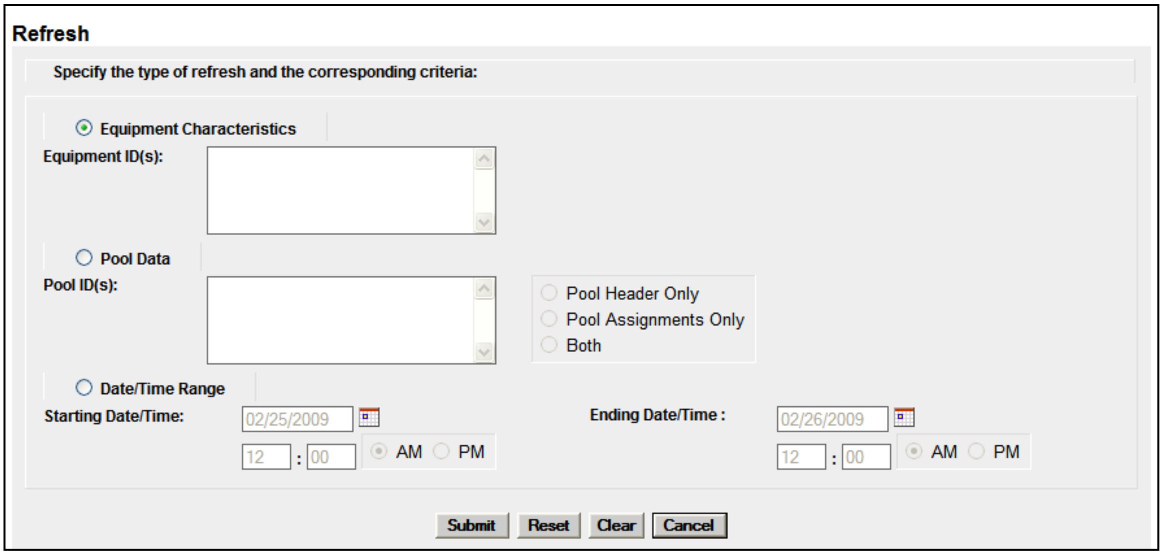
As with the upload just described, the system displays the processing results to the user via the web interface and generates an informational tickler notice indicating the processing results.

Request EMIS 3.2 Refresh

Note: In order 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 desired 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 192).

Exhibit 192. 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. Type in Equipment IDs to be refreshed. See Exhibit 21 for information on entering multiple IDs.

3. Select **Submit** to refresh the equipment.

Pool Data

1. Select the Pool Data radio button.
2. Type in Pool IDs to be refreshed. See Exhibit 21 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. Type 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. Type 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 EMIS 3.1 Refresh

When an authorized Umler 3.1 user selects **Upload/Download>Request Umler 3.1 Refresh,** the Refresh page is displayed (Exhibit 192).

Refer to Request EMIS 3.2 Refresh on page 135 for instructions—the process is identical.

Account Administration

Exhibit 193. Account Administration

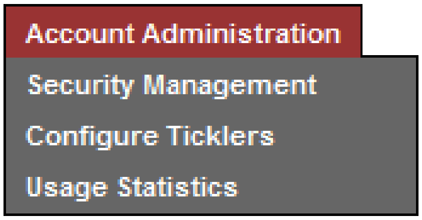


Exhibit 194 describes the tasks available on the Account Administration menu.

Exhibit 194. Account Administration Menu Items and Descriptions

Menu Item	Description
Security Management	Opens the Security Management page (Exhibit 195).
Configure Ticklers	Allows account administrators to specify which types of event notifications should be sent by Umler, and to whom.
Usage Statistics	Allows the user 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 EMIS 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: It is important to note the distinction between a company, a SCAC, and Equipment Initials. For the purposes of this system, a company owns one or more SCACs (Standard Carrier Alpha Code), and each SCAC owns 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 Right—For an inspection access right, the administrator specifies timeframe, marks, and equipment for which the user can report inspections.

View Confidential Data Access Right—For inter-company rights only, a view confidential data access right, the administrator specifies timeframe, marks, and equipment for which the user 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 20.
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 the user selects **Account Administration>Security Management**, the Security Management page is displayed (Exhibit 195).

Exhibit 195. Security Management

There are four security management task groups:

- 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 begin on this page.

Administer Access Rights Internal to My Company

The following actions pertain to access rights internal to the user's company.

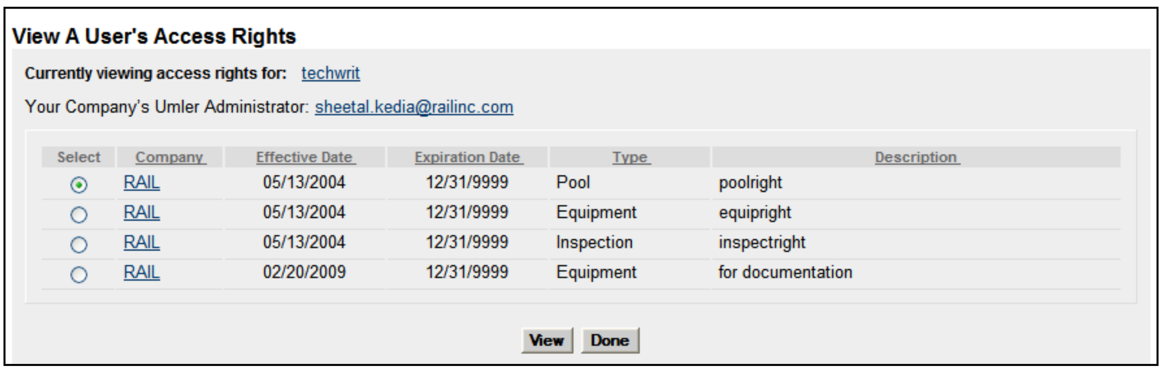
- View My Access Rights—for all users
- Manage Intra-Company User Access Rights—Company Administrators only
- Manage Security Profiles—Company Administrators only
- Add/Remove User to/from Security Profiles—Company Administrators only

View My Access Rights

Note: This security management option is available to ***all*** Umler users.

On the Security Management page (Exhibit 195), select View My Access Rights. The View a User's Access Rights page is displayed (Exhibit 196).

Exhibit 196. View a User's Access Rights


View A User's Access Rights

Currently viewing access rights for: techwrit

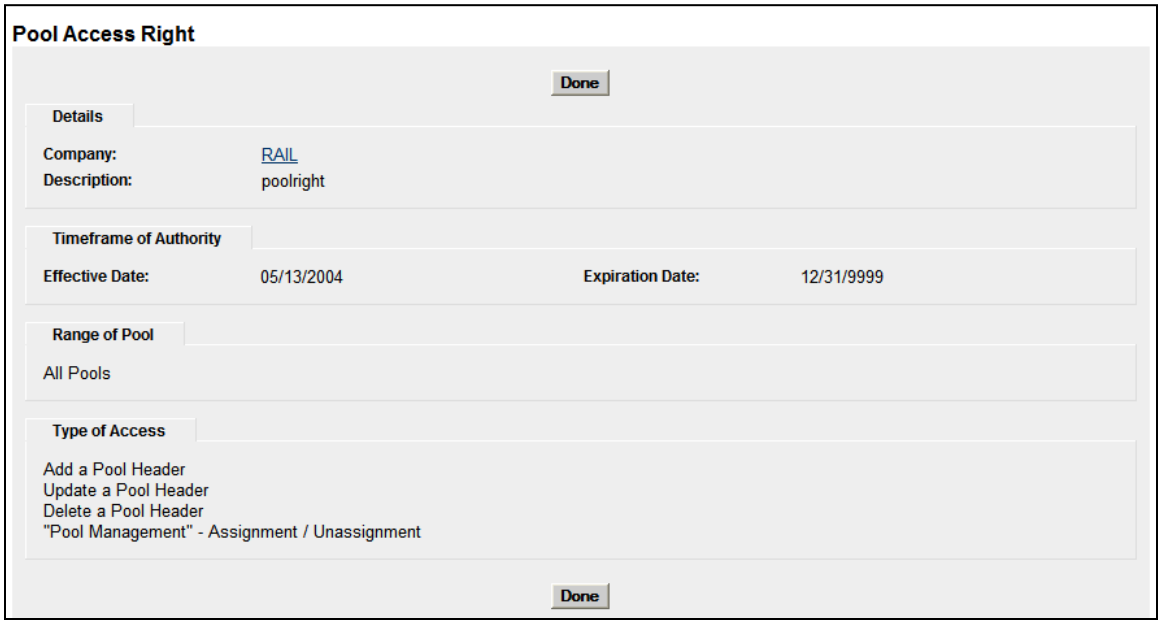
Your Company's Umler Administrator: sheetal.kedia@railinc.com

Select	Company	Effective Date	Expiration Date	Type	Description
(•)	RAIL	05/13/2004	12/31/9999	Pool	poolright
( )	RAIL	05/13/2004	12/31/9999	Equipment	equipright
( )	RAIL	05/13/2004	12/31/9999	Inspection	inspectright
( )	RAIL	02/20/2009	12/31/9999	Equipment	for documentation

View Done

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 197 show the access details for the *poolright* access listed in Exhibit 196.

Exhibit 197. Pool Access Right (view only)



Select the **company link** to view the Company Contact information page (similar to Exhibit 60).

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

Manage Intra-Company User Access Rights

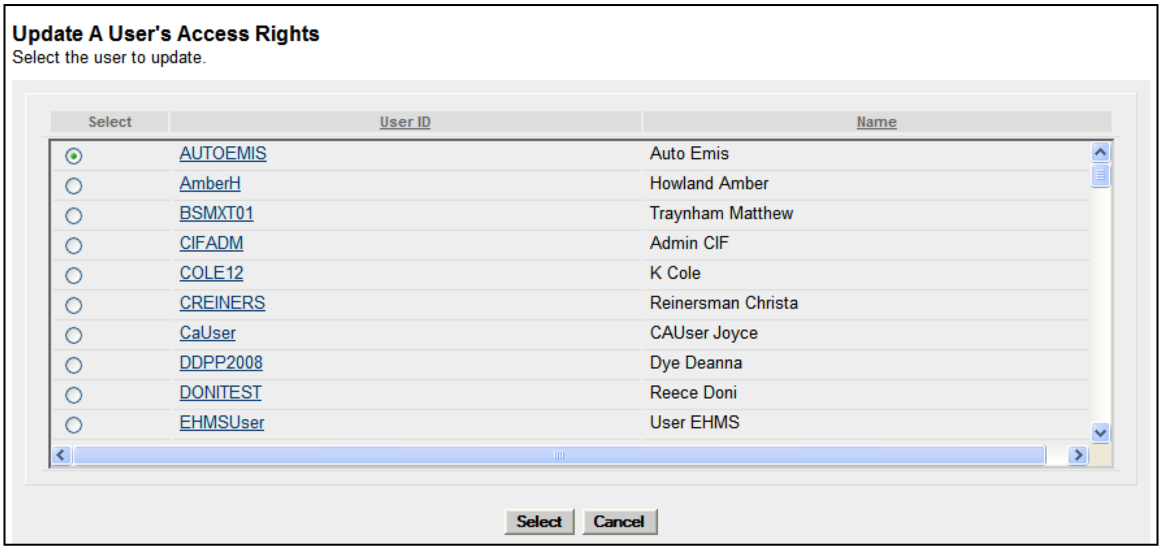
A company Umler administrator can update a user's access rights. The administrator can grant new access rights, modify existing access rights, delete existing access rights, or copy access rights from another user.

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

To manage user access rights:

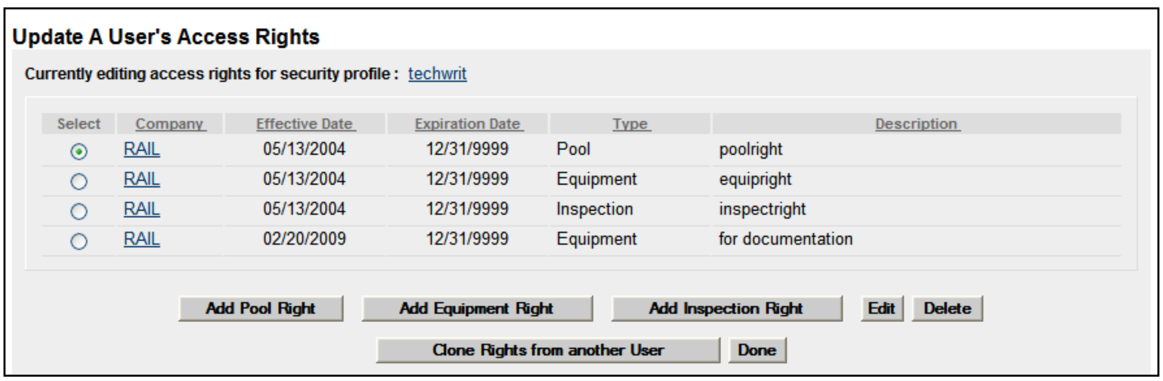
1. On the Security Management page (Exhibit 195), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 198).

Exhibit 198. Update a User's Access Rights



2. Scroll and select the radio button beside the user to be updated. Then select **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 199).

Exhibit 199. Update a User's Access Rights (for selected user)



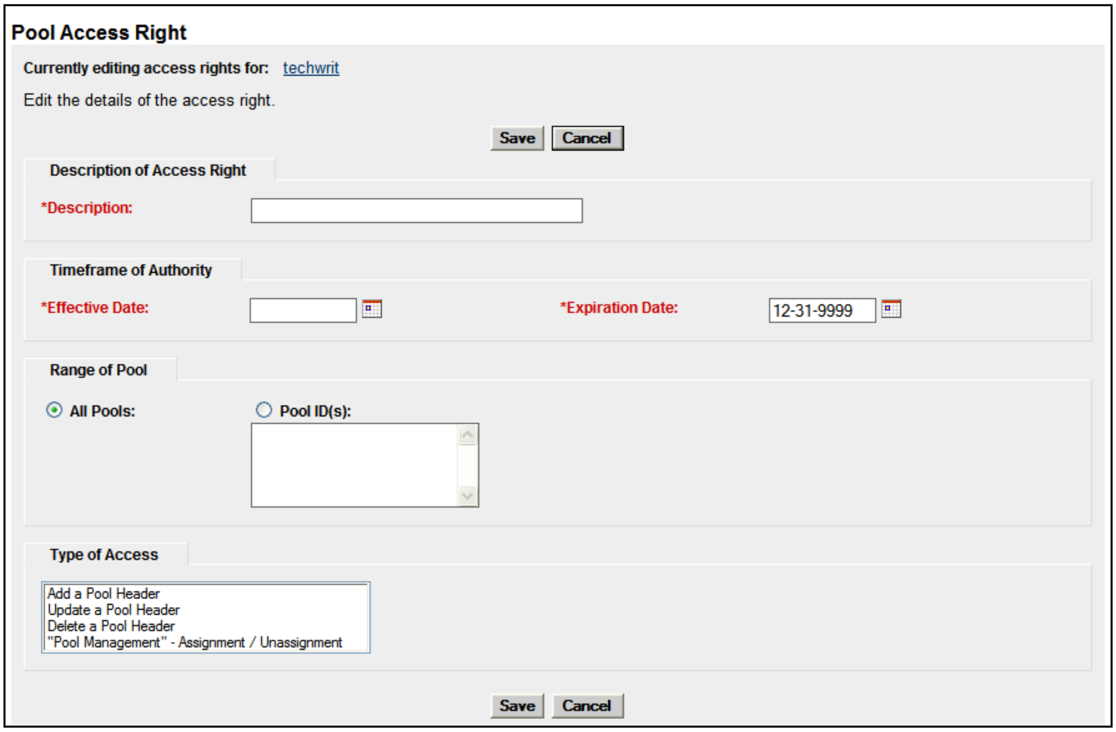
The following actions are possible:

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

ADD POOL RIGHT

Use to add pool rights. When **Add Pool Right** is selected, the Pool Access Right page is displayed for the selected user ID (Exhibit 200).

Exhibit 200. Pool Access Right (for user)



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

Exhibit 201. Pool Access Right Field Descriptions

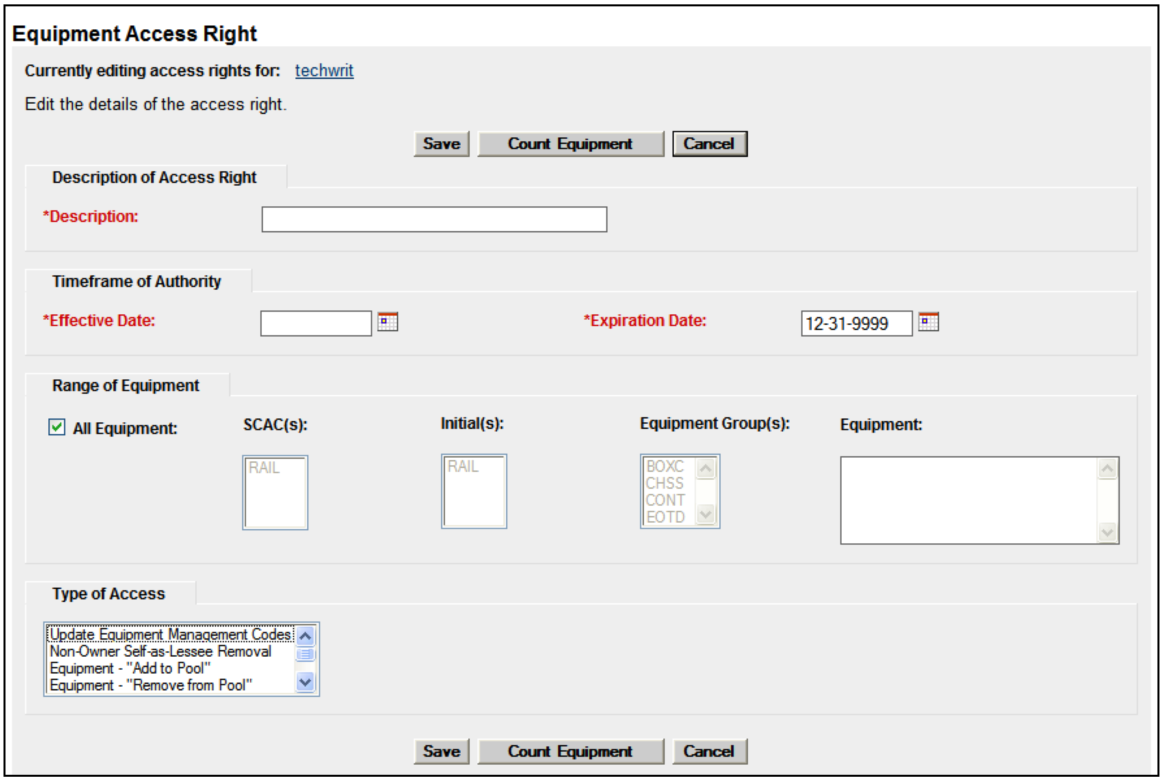
Field	Description
***Description**	Enter a description of the access rights. It can be simple, like Pool Rights or specific, like BOXC Pools Only, or Hoppers and Gondolas Pool to indicate wider scope.
Timeframe of Authority	Specify the ***Effective Date** and the ***Expiration Date** for the granted 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.
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

4. 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 to add a equipment rights. When **Add Equipment Right** is selected, the Equipment Access Right page is displayed for the selected user ID (Exhibit 202).

Exhibit 202. Equipment Access Right (for user)



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

Exhibit 203. 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.
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.

Field	**Description**
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

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

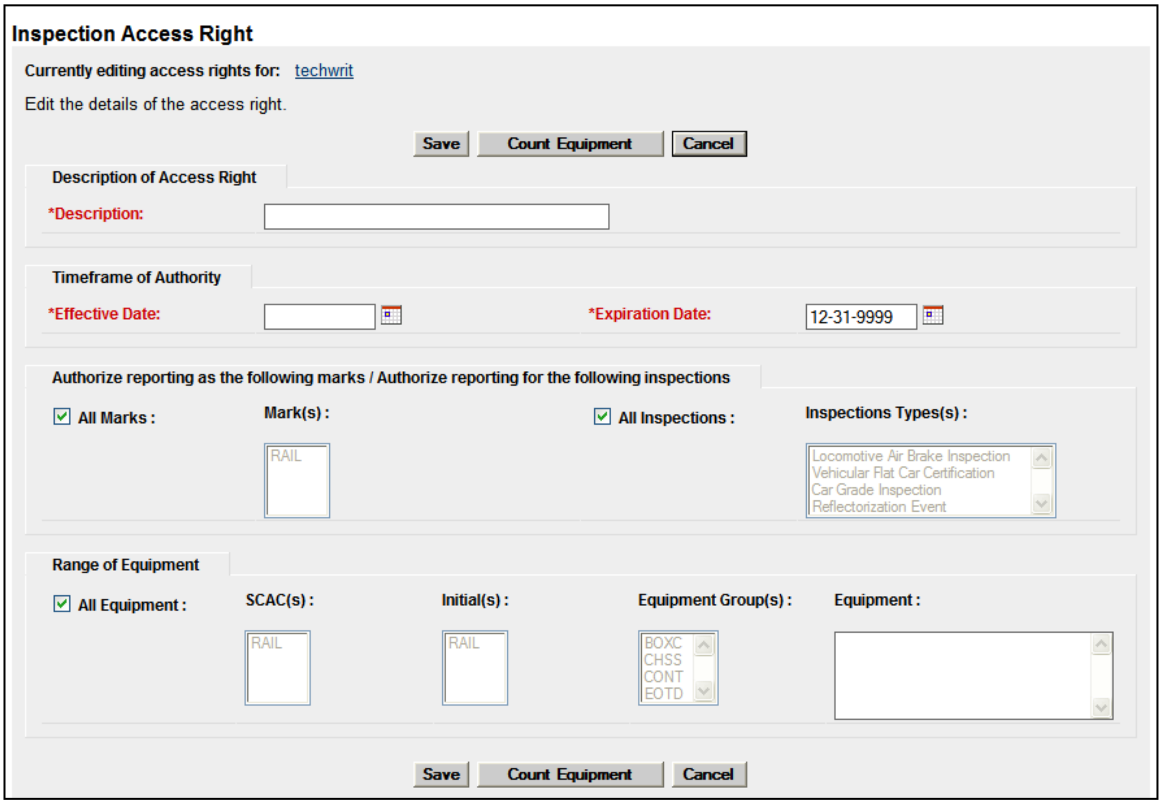
Exhibit 204. Count for Access Rights

5. 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 to add an inspection rights. When **Add Inspection Right** is selected, the Inspection Access Right page is displayed for the selected user ID (Exhibit 205).

Exhibit 205. Inspection Access Right (for user)



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

Exhibit 206. Inspection Access Right Field Descriptions

Field	Description
***Description**	Enter a 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.
Authorize reporting as the following marks	Use the All Marks check box 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 check box 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.

Field	Description
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.

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

5. 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. To edit (or view) user access rights:

1. On the Security Management page (Exhibit 195), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 198).

2. Scroll and select the radio button beside the user to be updated. Then select **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 199).

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 show the existing settings.

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

4. Modify the content as described in Update Access rights as described in Edit (Access rights) on page 147:

5. 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 204.

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

DELETE

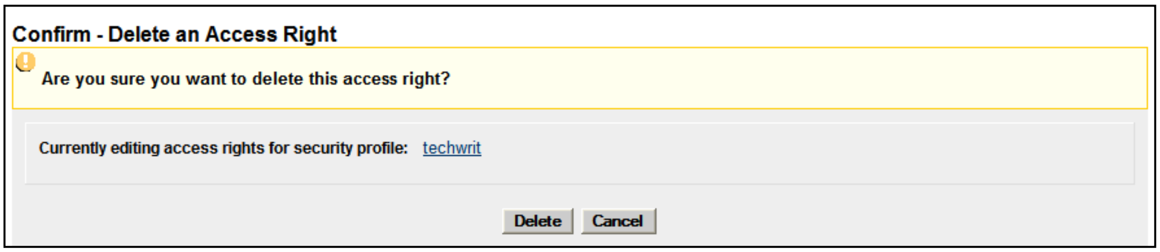
Use this option to delete an existing access right. To delete user access rights:

1. On the Security Management page (Exhibit 195), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 198).

2. Scroll and select the radio button beside the user to be updated. Then select **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 199).

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 207).

Exhibit 207. 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

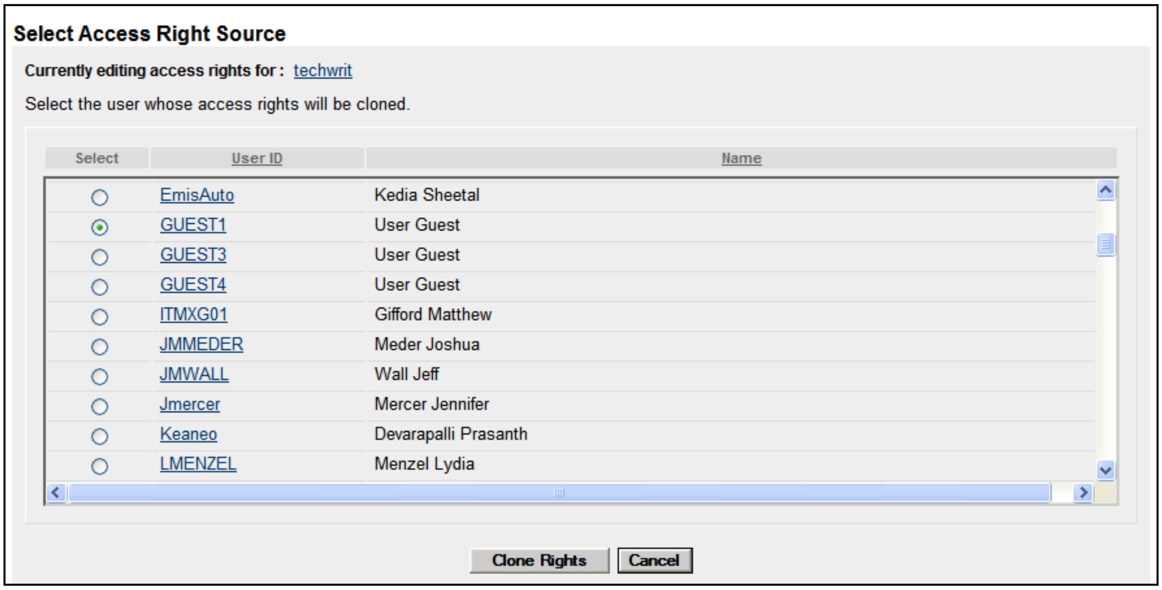
Use this option to clone access rights from another user. To clone rights:

1. On the Security Management page (Exhibit 195), select **Manage Intra-Company User Access Rights**. The Update a User's Access Rights page is displayed (Exhibit 198).

2. Scroll and select the radio button beside the user to be updated. Then select **Select**. The Update a User's Access Rights page is redisplayed with the selected user's access rights (Exhibit 199).

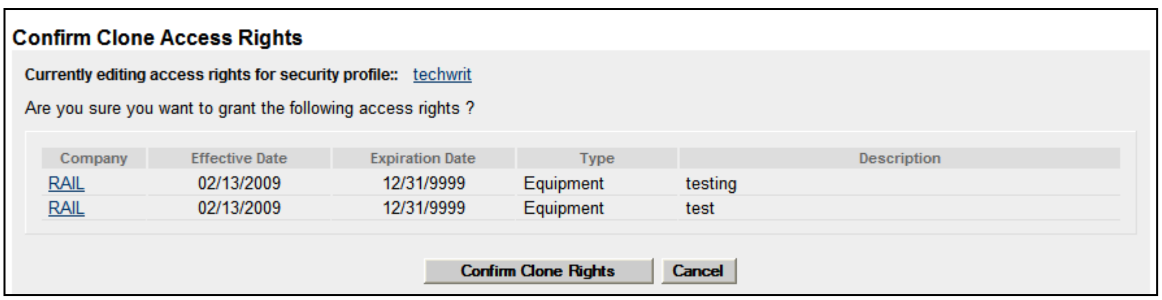
3. Select **Clone Rights from Another User**. The Select Access Right Source page is displayed (Exhibit 208).

Exhibit 208. 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 209).

Exhibit 209. 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.

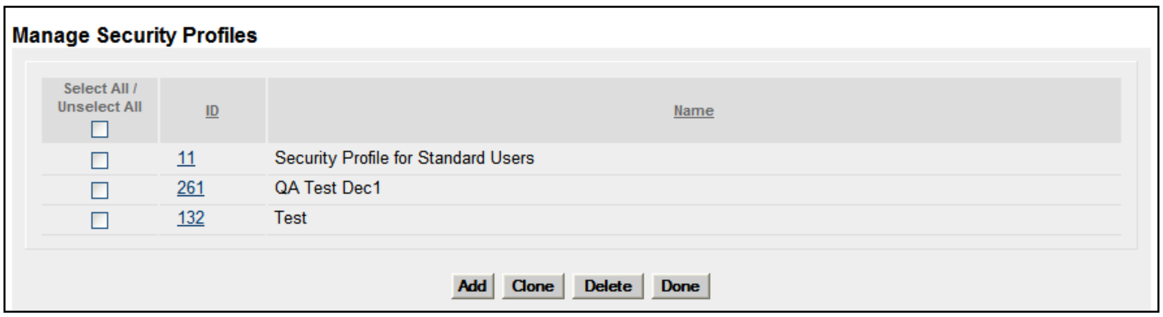
Example 2:

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

To work with security profiles:

1. On the Security Management page (Exhibit 195), select **Manage Security Profiles**. The Manage Security Profiles page is displayed (Exhibit 210).

Exhibit 210. Manage Security Profiles



2. Select from the following options:

   a. Select **Add** to add a new security profile. See Adding a New Security Profile on page 150.

   b. Select the ID hyperlink of a displayed security profile to edit that profile. See Editing a Security Profile on page 152.

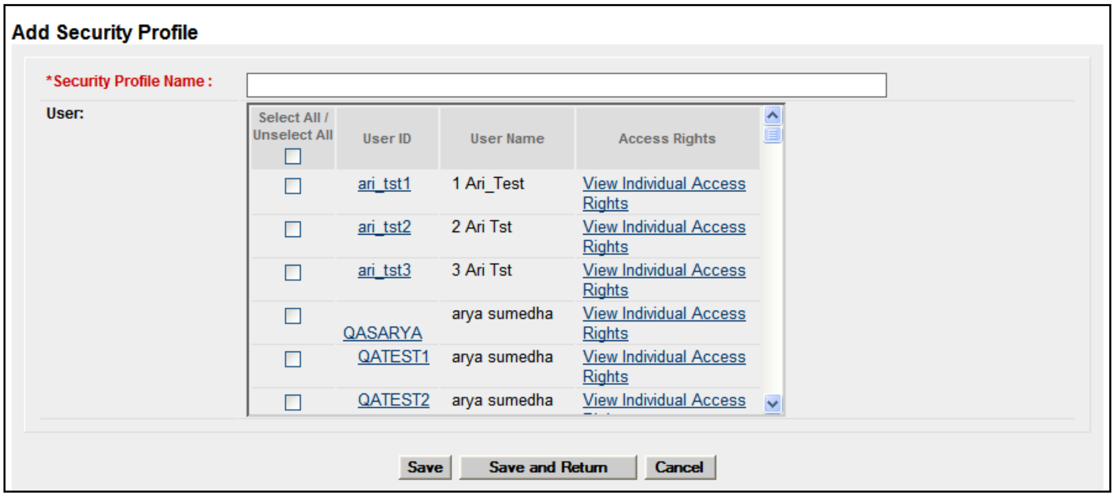
   c. Check the box beside a listed security profile and select **Clone** to clone an existing security profile. The Administrator should select the closest profile to the new one to be created. See Cloning a Security Profile on page 153.

   d. Check the box beside a listed security profile and select **Delete** to delete that profile. See Deleting a Security Profile on page 154.

Adding a New Security Profile

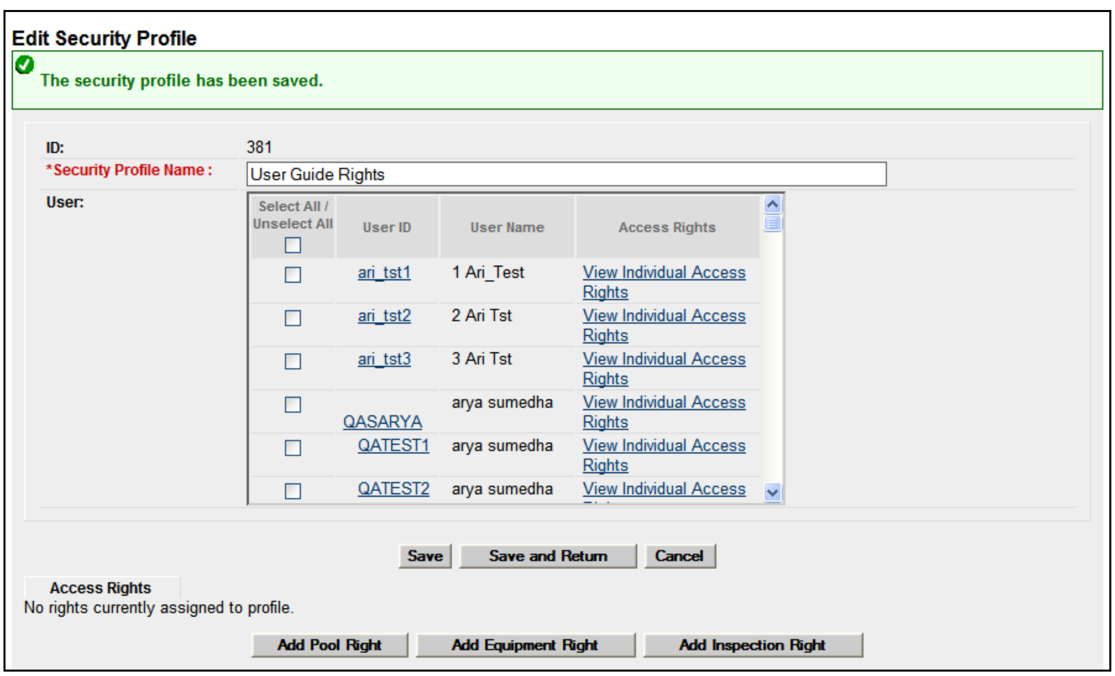
When the user selects **Add** on the Manage Security Profiles page (Exhibit 210), the Add Security Profile page is displayed (Exhibit 211).

Exhibit 211. Add Security Profile



1. Type in 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 box beside those users ID 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 212).

Exhibit 212. Edit Security Profile (for new profile)



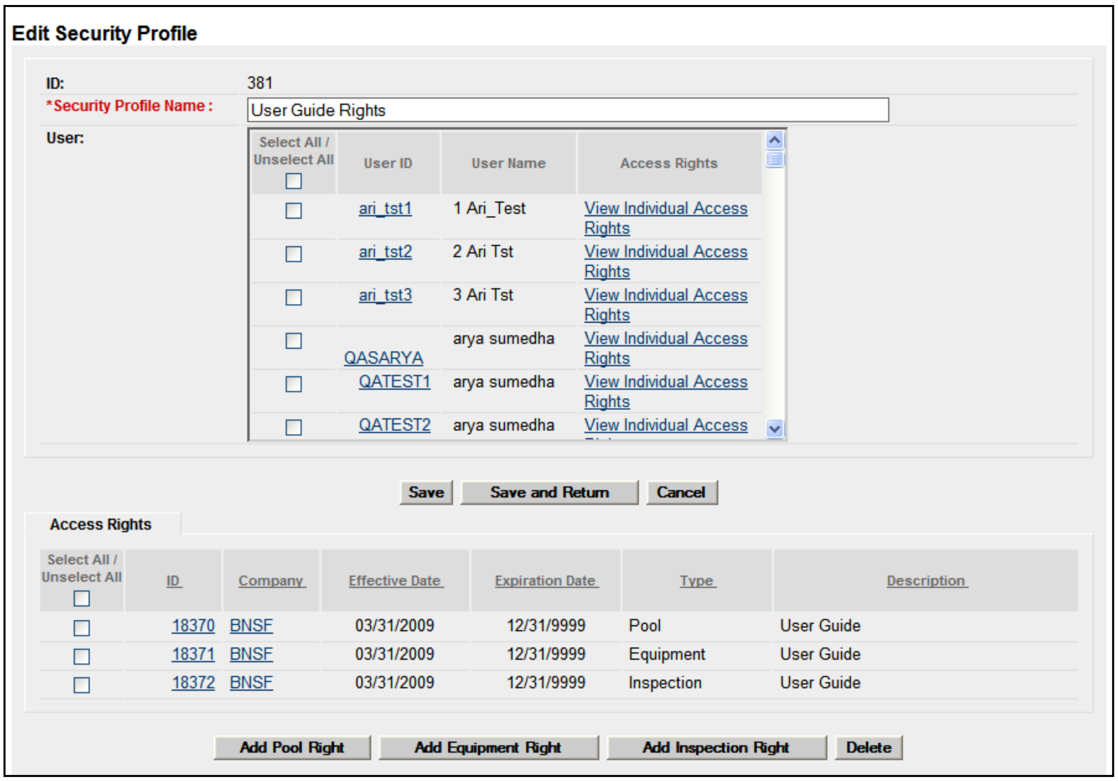
Note: A new profile has no rights assigned. A profile ID is assigned automatically by Umler.

4. Add Pool, Equipment, and Inspection rights and **Save** as described in:
   - Exhibit 201. Pool Access Right Field Descriptions
   - Exhibit 203. Equipment Access Right Field Descriptions
   - Exhibit 206. Inspection Access Right Field Descriptions
5. (Optional) Check the box beside those user IDs to be the new security profile users. Assignments can be done later during subsequent security profile edits.
6. 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 the user selects a **profile ID** link on the Manage Security Profiles page (Exhibit 210), the Edit Security Profile page is displayed (Exhibit 213).

Exhibit 213. Edit Security Profile (for existing profile)


Edit Security Profile

ID: 381
*Security Profile Name : User Guide Rights
User:

Select All / Unselect All	User ID	User Name	Access Rights
☐	ari_tst1	1 Ari_Test	View Individual Access Rights
☐	ari_tst2	2 Ari Tst	View Individual Access Rights
☐	ari_tst3	3 Ari Tst	View Individual Access Rights
☐	QASARYA	arya sumedha	View Individual Access Rights
☐	QATEST1	arya sumedha	View Individual Access Rights
☐	QATEST2	arya sumedha	View Individual Access

Save | Save and Return | Cancel

Access Rights

Select All / Unselect All	ID	Company	Effective Date	Expiration Date	Type	Description
☐	18370	BNSF	03/31/2009	12/31/9999	Pool	User Guide
☐	18371	BNSF	03/31/2009	12/31/9999	Equipment	User Guide
☐	18372	BNSF	03/31/2009	12/31/9999	Inspection	User Guide

Add Pool Right | Add Equipment Right | Add Inspection Right | Delete

Perform one of the following actions:

Add profile users—Check the box beside the user IDs 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 box beside the user IDs 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) on page 147.

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

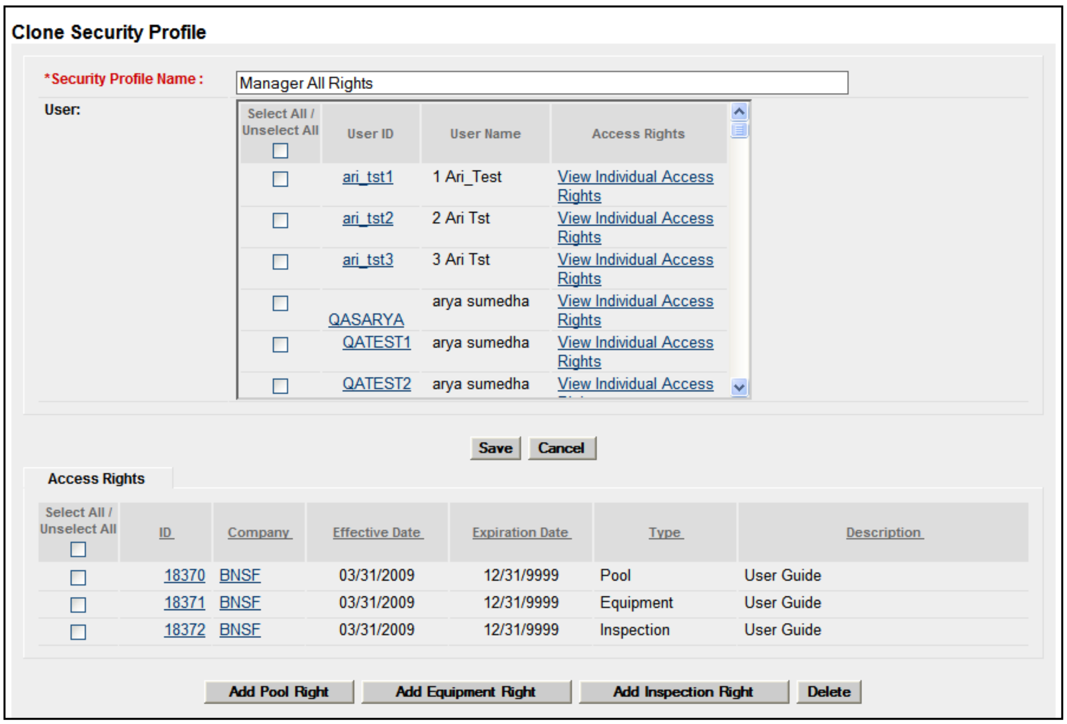
- Exhibit 201. Pool Access Right Field Descriptions
- Exhibit 203. Equipment Access Right Field Descriptions
- Exhibit 206. Inspection Access Right Field Descriptions

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 the user checks the box beside the profile ID link on the Manage Security Profiles page (Exhibit 210) and selects **Clone**, the Clone Security Profile page is displayed (Exhibit 214).

Exhibit 214. Clone Security Profile



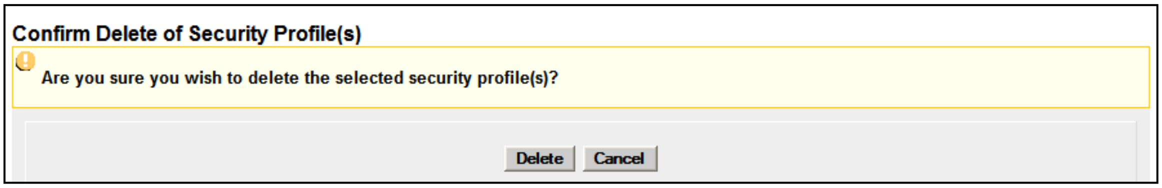
The unnamed new security profile contains exactly the same rights as its source and also has the same user population. To complete the cloning process:

1. Type the new cloned Security Profile Name.
2. Unselect All users in the User field.
3. (Optional) Check the box beside those users IDs to be the new security profile users. Profile users can be added later during an edit session.
4. Update Access rights as described in Edit (Access rights) on page 147.
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 the user checks the box beside the profile ID link on the Manage Security Profiles page (Exhibit 210) and selects **Delete**, the Confirm Delete of Security Profile(s) page is displayed (Exhibit 215).

Exhibit 215. 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.

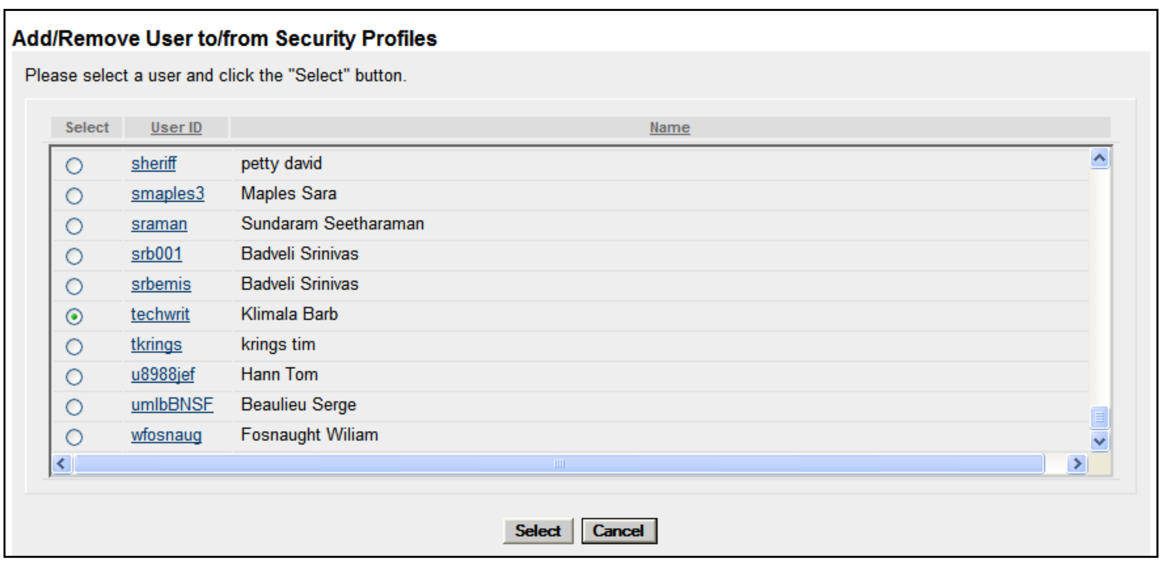
Add/Remove User to/from Security Profiles

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.

To add/remove user to/from security profiles:

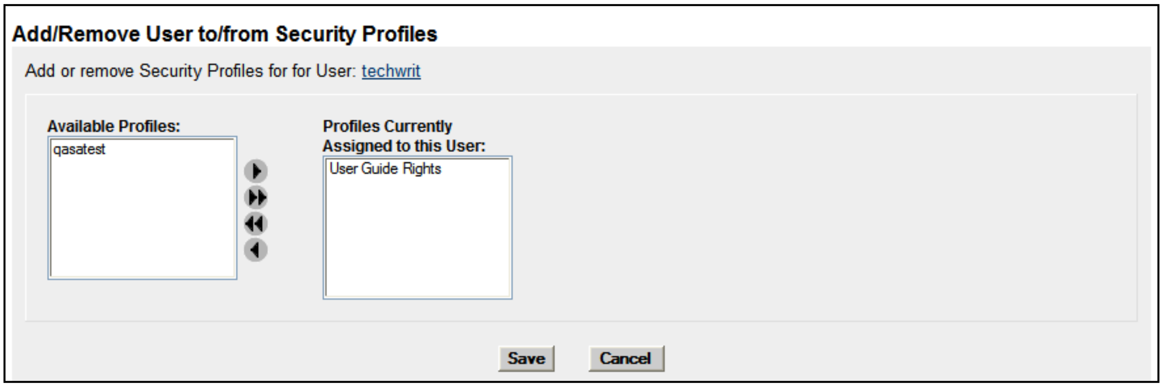
1. On the Security Management page (Exhibit 195), select **Add/Remove User to/from Security Profiles**. The Add/Remove User to/from Security Profiles page is displayed (Exhibit 216).

Exhibit 216. 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 **Select**. The second Add/Remove User to/from Security Profiles page is displayed (Exhibit 217).

Exhibit 217. Add/Remove User to/from Security Profiles (w/profile Add/Remove windows)



The user being modified is listed below the page title.

3. Add or remove profiles:

   a. 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.

   Note: To add all profiles to the user, select the double right arrow ( ). No profile selection is necessary.

   b. To remove a profile, select/highlight a profile the Profiles Currently Assigned to this User window and select the left arrow ( ).

   Note: 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 EMIS-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 pertain to access rights involving other companies:

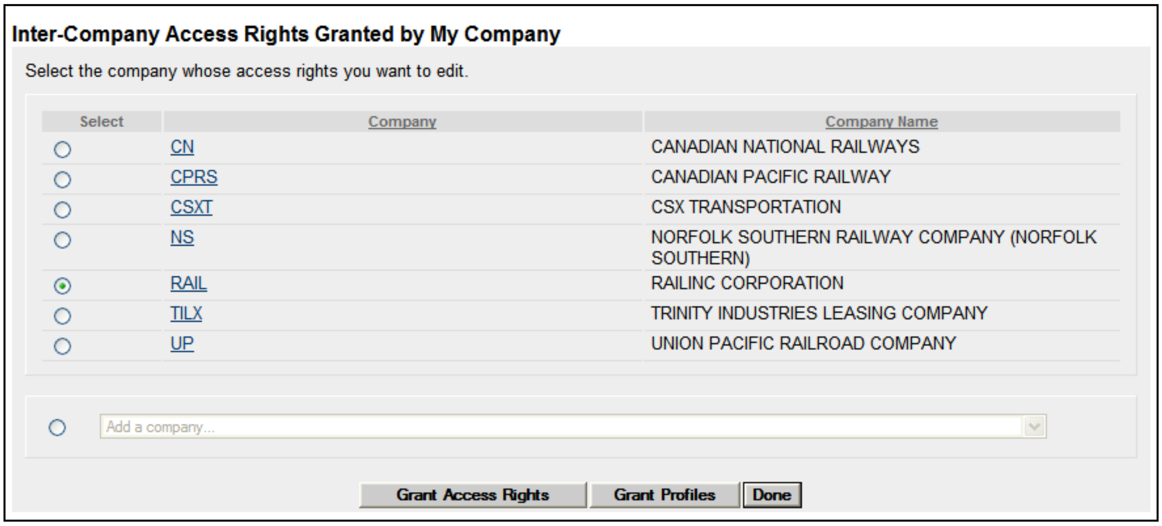
- Manage Inter-Company Right/Profiles Granted by My Company—Company Administrators only
- Manage Inter-Company Access Rights Granted to My Company—Company Administrators only
- Manage Inter-Company Profiles Granted to My Company—Company Administrators only
- Special SSO Security Request for Non-participating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

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. To work with access rights granted to other companies:

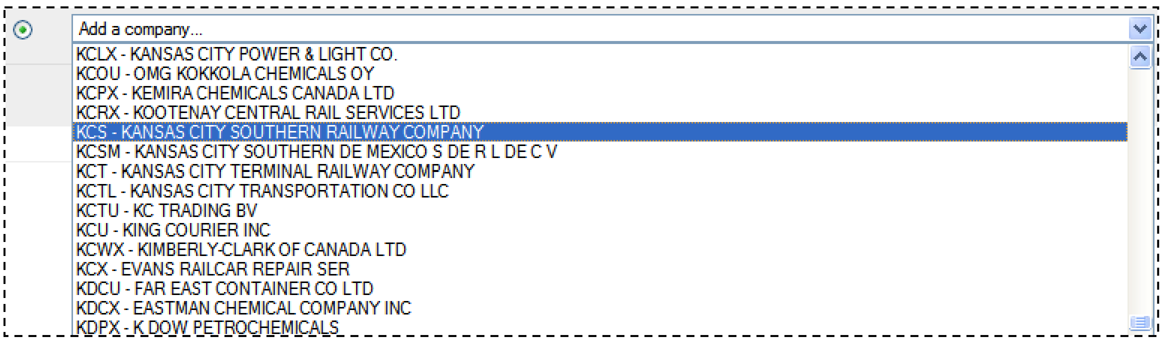
1. On the Security Management page (Exhibit 195), select **Manage Inter-Company Right/Profiles Granted by My Company**. The Inter-Company Right/Profiles Granted by My Company page is displayed (Exhibit 218).

Exhibit 218. Inter-Company Right/Profiles 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. The drop-down becomes active (Exhibit 219). Locate the company and select. The drop-down closes with the selection showing.

Exhibit 219. 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:

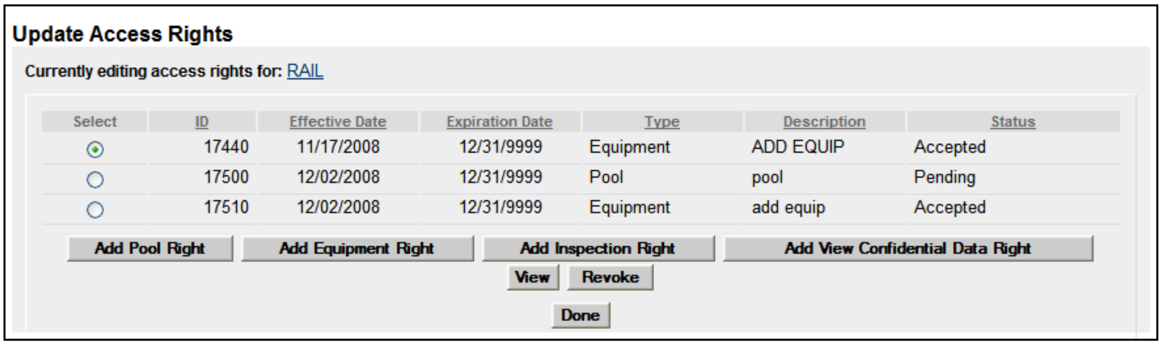
   Grant Access Rights—Opens the Update Access Rights page for the selected company (Exhibit 220).

   Grant Profiles—Opens the Manage Security Profiles page for the selected company (Exhibit 223).

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 220. Update Access Rights



Update Access Rights

Currently editing access rights for: RAIL

Select	ID	Effective Date	Expiration Date	Type	Description	Status
◉	17440	11/17/2008	12/31/9999	Equipment	ADD EQUIP	Accepted
○	17500	12/02/2008	12/31/9999	Pool	pool	Pending
○	17510	12/02/2008	12/31/9999	Equipment	add equip	Accepted

Add Pool Right | Add Equipment Right | Add Inspection Right | Add View Confidential Data Right
View | Revoke
Done

All existing rights for the selected company are shown. Access right can have the statuses shown in Exhibit 221.

Exhibit 221. Access Rights Status

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:

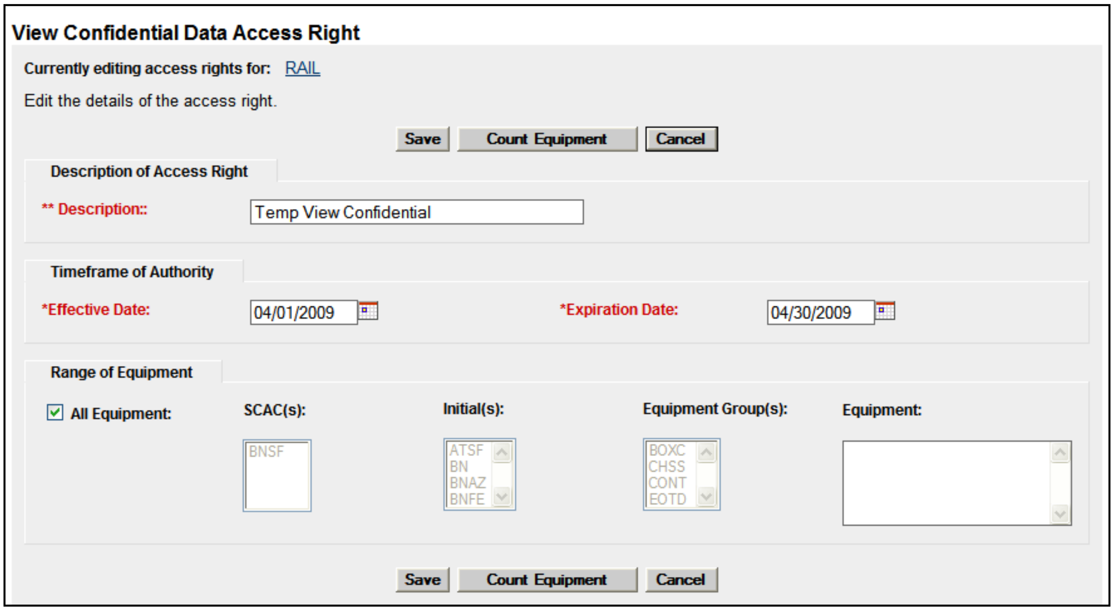
Add Pool Right—Opens the Pool Access Right page (similar to Exhibit 200). Refer to Add Pool Right on page 143. The new pool right might include the grantee's mark as part of the description.

Add Equipment Right—Opens the Add Equipment Right page (similar to Exhibit 202). Refer to Add Equipment Right on page 144. 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 205). Refer to Add Inspection Right on page 146. 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 222). Refer to Add Equipment Right on page 144 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 222. 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 197) opens. When finished viewing, select **Done** to return to the Update Access Rights page.

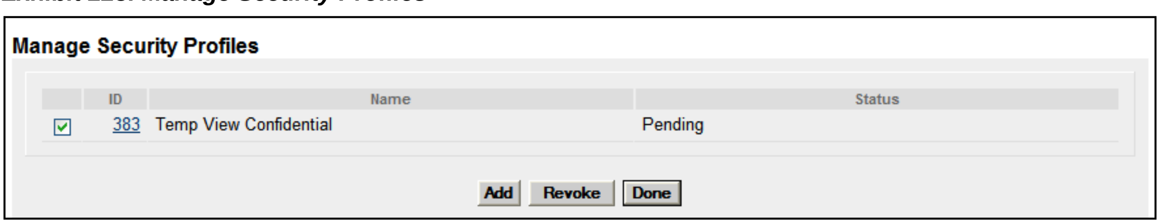
Revoke—Select the radio button beside the grantee access to be revoked and select **Revoke**. A confirmation page is displayed. If unsure about revoking the rights, select **Cancel**. Otherwise, select **Revoke**. The Update Access Rights page is redisplayed with the access right status shown as revoked.

Done—Returns User to the Inter-Company Right/Profiles Granted by My Company page (Exhibit 218).

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 223).

Exhibit 223. Manage Security Profiles



Note: If no security profiles (groups of rights) have been established with this company previously, the list shown is empty (no 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 213). Refer to Editing a Security Profile on page 152. 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 211). 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 on page 150. 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 functions allows the grantee administrator to accept, decline, relinquish, and assign users to access rights granted by other companies. To work with access rights granted by other companies:

1. On the Security Management page (Exhibit 195), select **Manage Inter-Company Access Rights Granted to My Company**. The Inter-Company Access Rights Granted to My Company page is displayed (Exhibit 224).

Exhibit 224. Inter-Company Access Rights Granted to My Company

Inter-Company Access Rights Granted to My Company

View Done

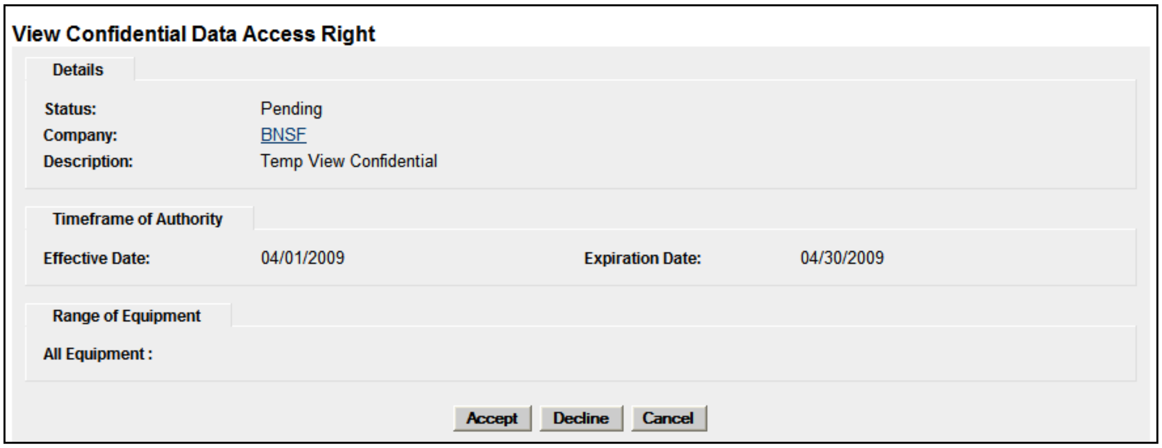
Select	ID	Grantor	Effective Date	Expiration Date	Type	Description	Status
◉	4813	AA	03/23/2006	12/31/9999	Pool	all pools rights to Railinc	Accepted
○	4814	AA	03/23/2006	12/31/9999	Equipment	all equipment rights to Railinc	Accepted
○	5920	AMTK	04/07/2006	12/31/9999	Pool	999 pool righst for Railinc	Relinquished
○	17440	BNSF	11/17/2008	12/31/9999	Equipment	ADD EQUIP	Accepted
○	17500	BNSF	12/02/2008	12/31/9999	Pool	pool	Pending
○	17510	BNSF	12/02/2008	12/31/9999	Equipment	add equip	Revoked
○	18380	AAR	04/01/2009	12/31/9999	Inspection	gRANT	Accepted
○	18382	BNSF	04/01/2009	04/30/2009	View Confidential Data	Temp View Confidential	Pending

View Done

The status of each access right is described in Exhibit 221.

2. To view an access right, select the radio button beside the desired access and select **View**. The View <Type> Access Right page is displayed (Exhibit 225). The title of the View page reflects the type of access granted (Pool, Equipment, Inspection, or Confidential Data).

Exhibit 225. View <Type> Access Right



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

Exhibit 226. 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 226).

Decline—Declines the grantor's *Pending* access right. The status changes to *Declined* and No further actions are available (see Exhibit 226).

Assign to User—For *Accepted* access rights, opens the Intra-Company User List (Exhibit 227). See Assign to User on page 162. 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.

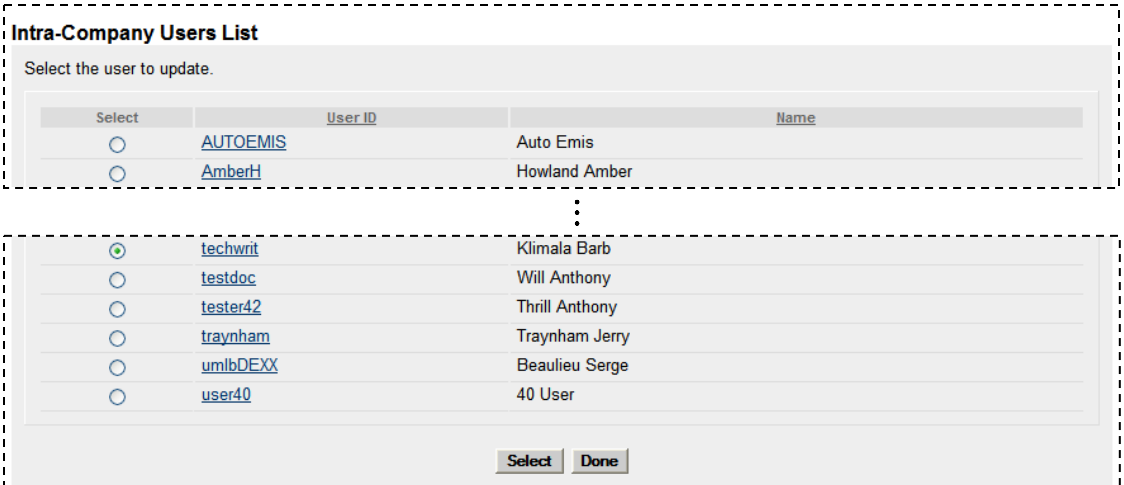
Assign to Profile—Allows the administrator to "add" an *Accepted* access right to an existing security profile. Opens the Manage Security Profiles page (Exhibit 210). See Assign to Profile on page 163.

Relinquish—Allows the administrator to surrender an *Accepted* access right. The status becomes *Relinquished* and new actions are available (see Exhibit 226).

Assign to User

When the administrator views an *accepted* access right and selects **Assign to User**, the Intra-Company User List is displayed (Exhibit 227).

Exhibit 227. Intra-Company User List


Intra-Company Users List

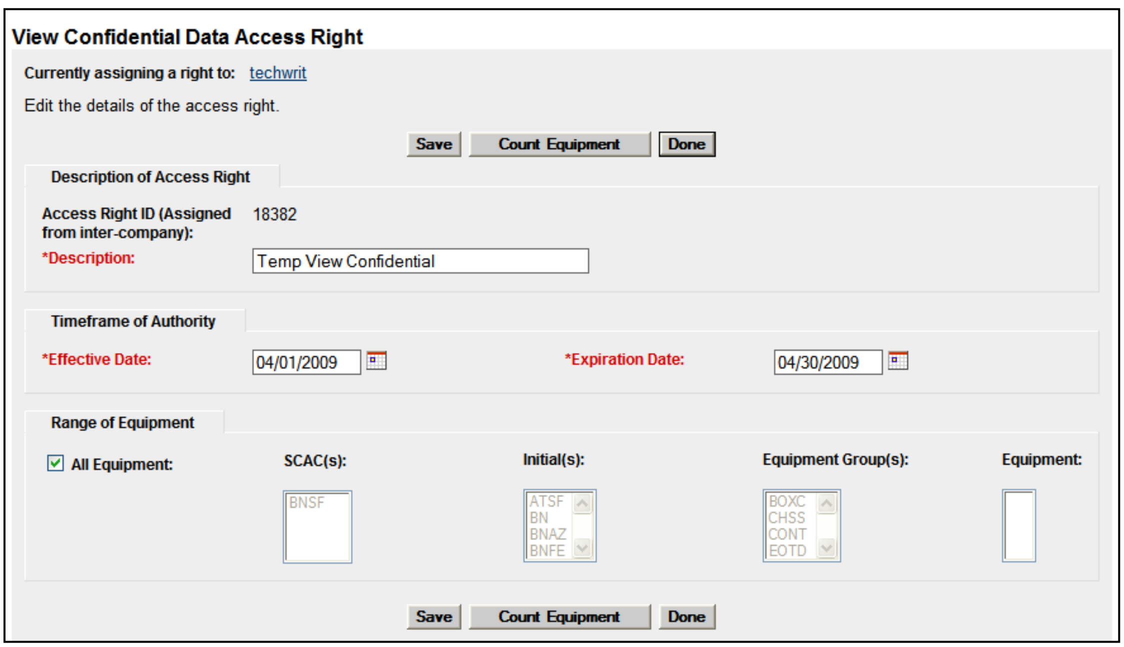
Select the user to update.

Select	User ID	Name
○	AUTOEMIS	Auto Emis
○	AmberH	Howland Amber
⋮		
◉	techwrit	Klimala Barb
○	testdoc	Will Anthony
○	tester42	Thrill Anthony
○	traynham	Traynham Jerry
○	umlbDEXX	Beaulieu Serge
○	user40	40 User

Select Done

1. Scroll and select the radio button beside the desired user. Scroll to the bottom of the page (press **End**) and select **Select**. The View <Type> Access Right page is displayed with the selected user identified under the page title (Exhibit 228).

Exhibit 228. View <Type> Access Right (during user assignment)


View Confidential Data Access Right

Currently assigning a right to: techwrit

Edit the details of the access right.

Save Count Equipment Done

Description of Access Right

Access Right ID (Assigned from inter-company): 18382

*Description: Temp View Confidential

Timeframe of Authority

*Effective Date: 04/01/2009 *Expiration Date: 04/30/2009

Range of Equipment

☑ All Equipment: SCAC(s): BNSF Initial(s): ATSF BN BNAZ BNFE Equipment Group(s): BOXC CHSS CONT EOTD Equipment:

Save Count Equipment Done

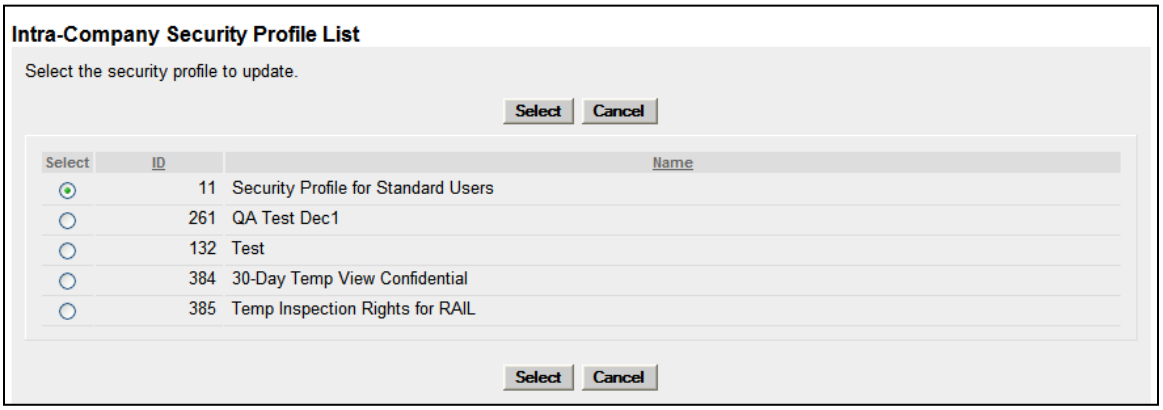
2. Adjust the allowable timeframe if the grantor's Effective Date begins before the current date.

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

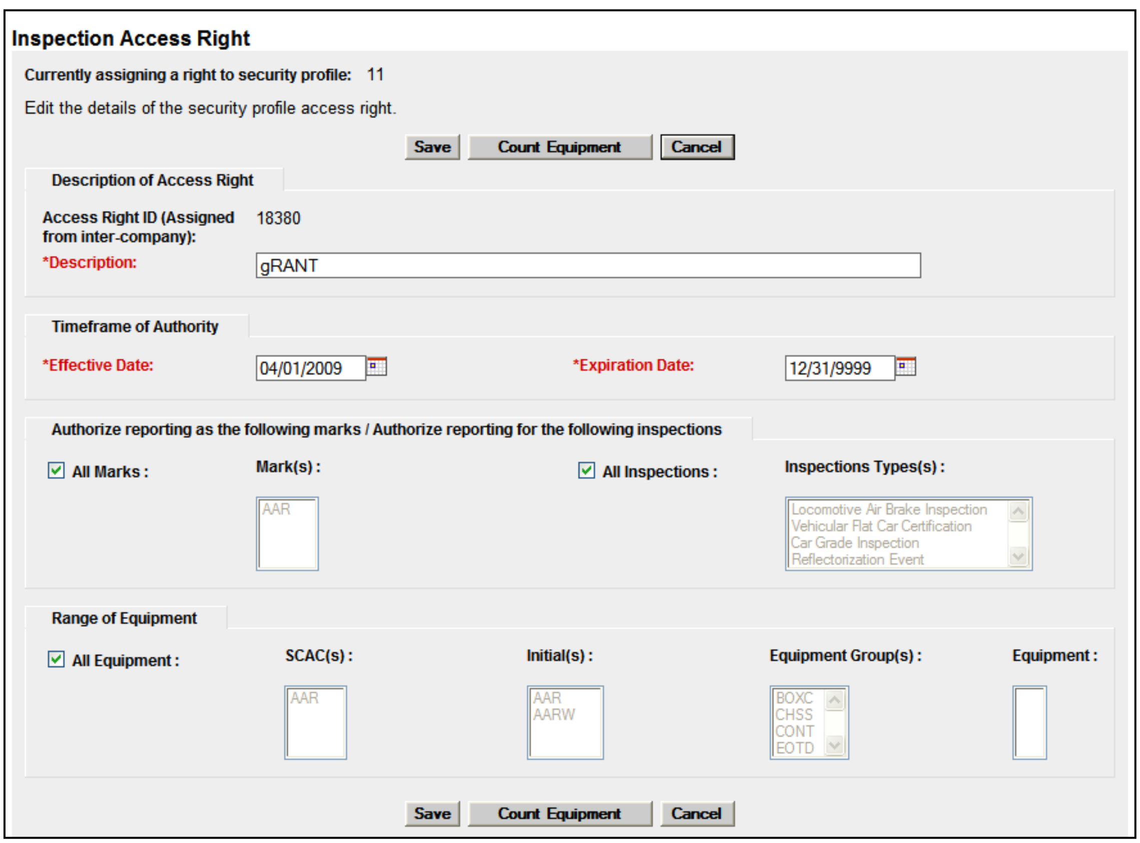
If an accepted right is needed by several users, the administrator can choose to “add” the right to an existing company security profile. The access right would then apply to all users of the profile. When the administrator views an *accepted* access right and selects **Assign to Profile**, the Intra-Company Security Profile List page is displayed (Exhibit 229).

Exhibit 229. Intra-Company Security Profile List



1. Select radio button beside the security profile where the grantor right is to be added, and select **Select**. The <Type> Access Right page is displayed (Exhibit 230). The ID of the security profile that is being added to is identified under the page title. In Exhibit 230, the security profile ID is 11.

Exhibit 230. <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.

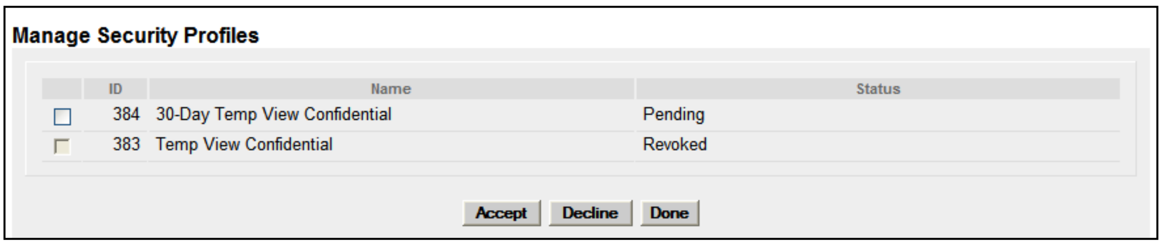
4. Use the Intra-Company Manage Security Profiles function to add multiple user to the adjusted security profile. See Editing a Security Profile on page 152.

Manage Inter-Company Profiles Granted to My Company

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

1. On the Security Management page (Exhibit 195), select **Manage Inter-Company Profiles Granted to My Company**. The Manage Security Profiles page is displayed (Exhibit 231).

Exhibit 231. Manage Security Profiles (Inter-Company)



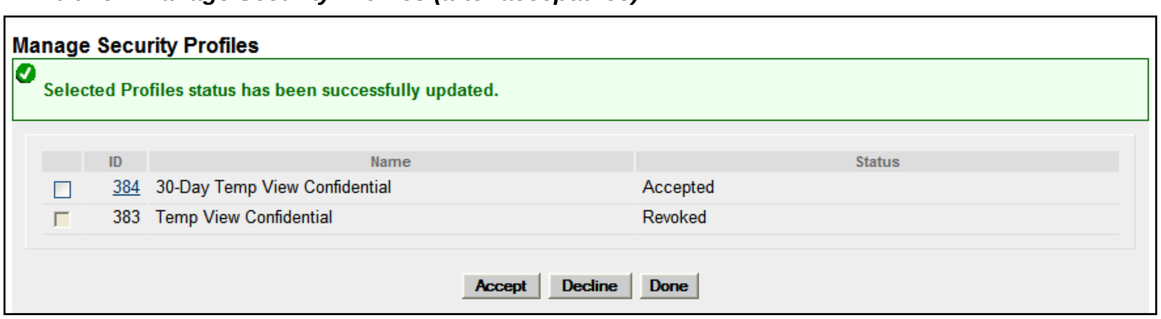
Profiles that are in *Pending* status can be processed.

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.

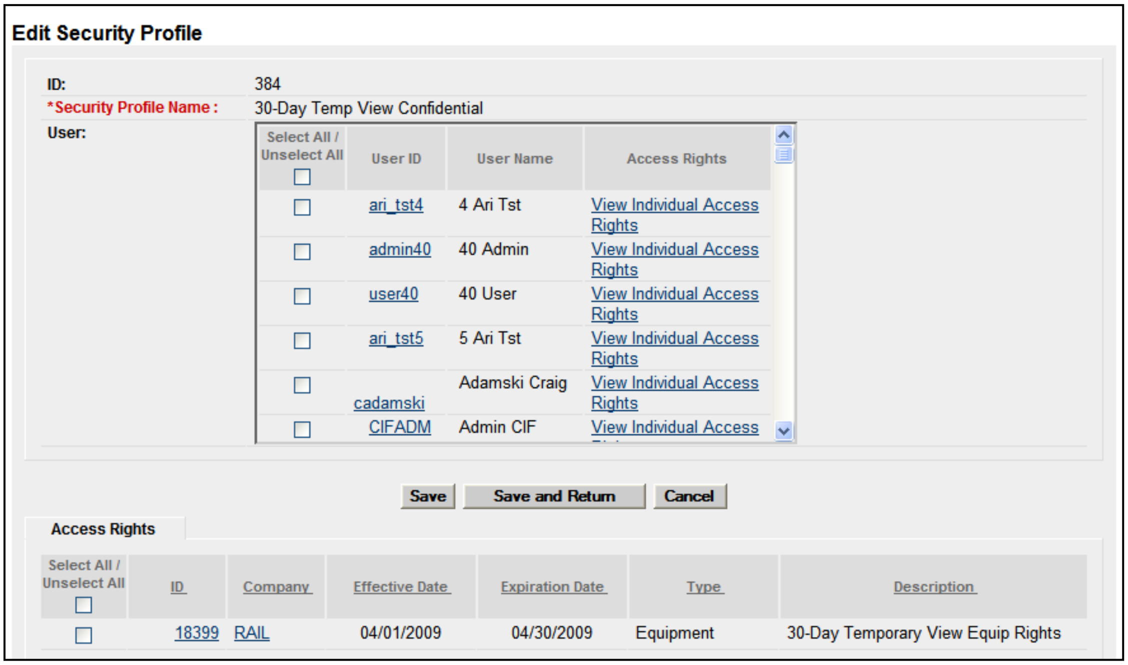
Note: Umler also lists this inter-company security profile in the Available Profiles on the Add/Remove User to/from Security Profiles page (Exhibit 217). See Add/Remove User to/from Security Profiles on page 154 for additional instructions.

Exhibit 232. Manage Security Profiles (after acceptance)



4. To immediately add users, select the **profile ID link**. The Edit Security Profile page for the inter-company profile is displayed (Exhibit 233).

Exhibit 233. Edit Security Profile (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 on page 152.

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).

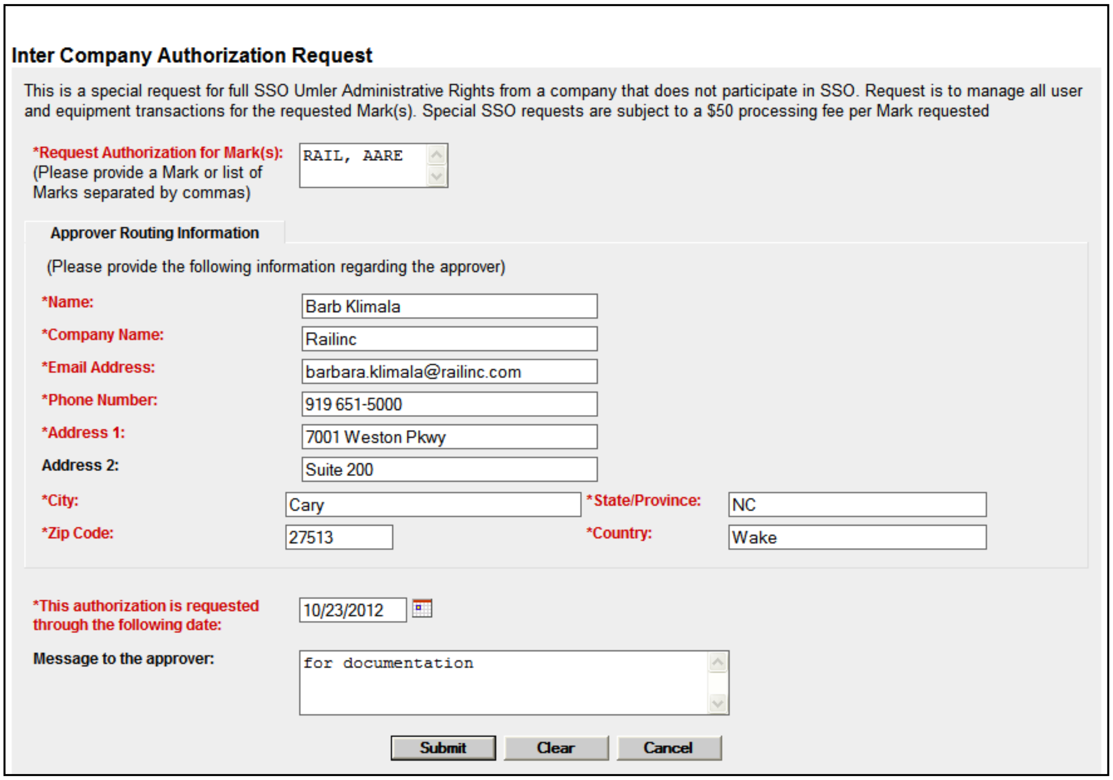
To be able to act on behalf of the Approver:

- 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 roadmark 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://www.railinc.com/rportal/web/guest/findus. Notification e-mails are sent throughout the process.

1. On the Security Management page (Exhibit 195), select **Special SSO Security Request from Non-participating Companies**. The Inter Company Authorization Request page is displayed (Exhibit 234).

Exhibit 234. Inter Company Authorization Request



Inter Company Authorization Request

This is a special request for full SSO Umler Administrative Rights from a company that does not participate in SSO. Request is to manage all user and equipment transactions for the requested Mark(s). Special SSO requests are subject to a $50 processing fee per Mark requested

*Request Authorization for Mark(s): (Please provide a Mark or list of Marks separated by commas) RAIL, AARE

Approver Routing Information

(Please provide the following information regarding the approver)

*Name: Barb Klimala
*Company Name: Railinc
*Email Address: barbara.klimala@railinc.com
*Phone Number: 919 651-5000
*Address 1: 7001 Weston Pkwy
Address 2: Suite 200
*City: Cary *State/Province: NC
*Zip Code: 27513 *Country: Wake

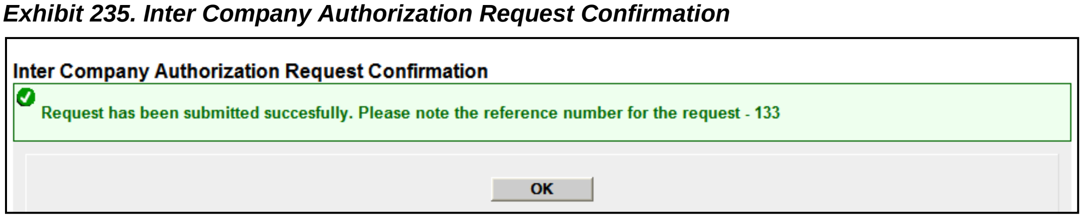
*This authorization is requested through the following date: 10/23/2012

Message to the approver: for documentation

Submit Clear Cancel

2. Complete the required fields.
   a. **Request Authorization for Marks**—type the marks being requested
   b. **Name**—Type the name of the Approver. (e.g., John n 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 235)

Exhibit 235. Inter Company Authorization Request Confirmation



Inter Company Authorization Request Confirmation

Request has been submitted succesfully. Please note the reference number for the request - 133

OK

a. A confirming e-mail is sent to the requestor.

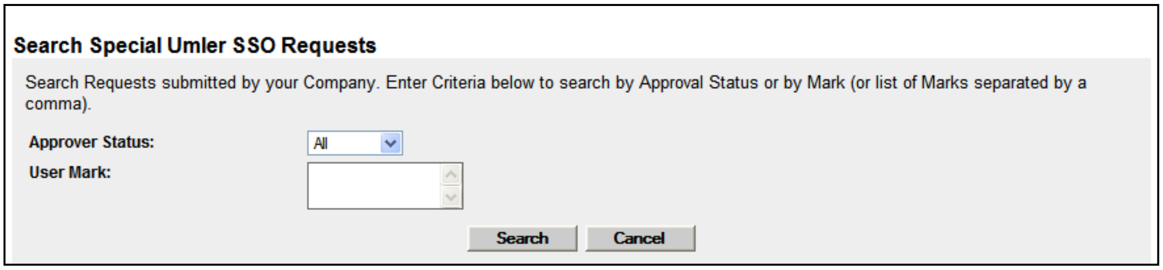
b. An e-mail is sent to the approver. The approver e-mail contains a link to a website (not shown) where the request can be viewed and then either rejected or approved.

View Status of Special Umler SSO Requests

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

1. On the Security Management page (Exhibit 195), select **View Status of Special Umler SSO Request**. The Search Special Umler SSO Requests page is displayed (Exhibit 236).

Exhibit 236. Search Special Umler SSO Requests



2. Enter search criteria.

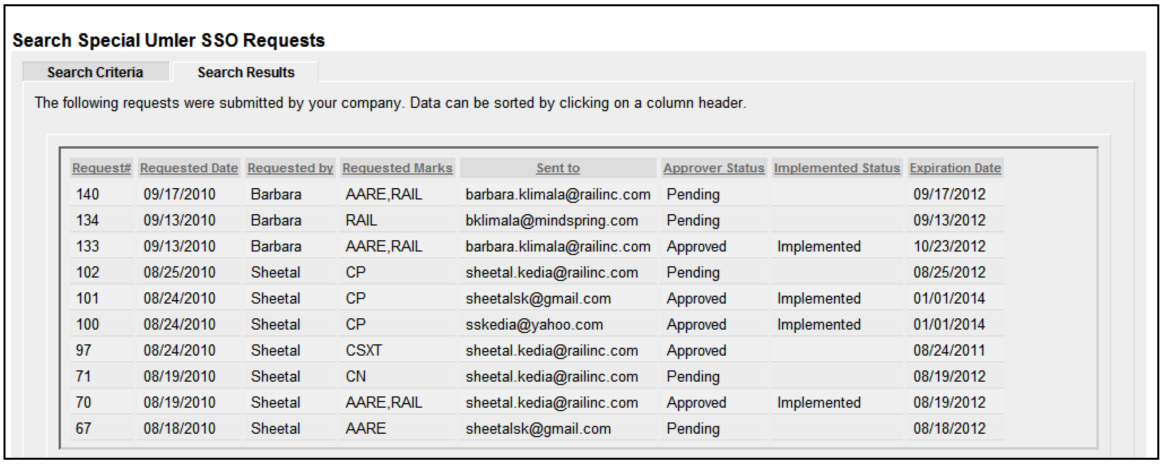
   a. Approver Status can be:

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

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

3. Select **Search**. The Search Special Umler SSO Requests page is redisplayed (Exhibit 237).

Exhibit 237. Search Special Umler SSO Requests (results)



Search Special Umler SSO Requests

Search Criteria | Search Results

The following requests were submitted by your company. Data can be sorted by clicking on a column header.

Request#	Requested Date	Requested by	Requested Marks	Sent to	Approver Status	Implemented Status	Expiration Date
140	09/17/2010	Barbara	AARE,RAIL	barbara.klimala@railinc.com	Pending		09/17/2012
134	09/13/2010	Barbara	RAIL	bklimala@mindspring.com	Pending		09/13/2012
133	09/13/2010	Barbara	AARE,RAIL	barbara.klimala@railinc.com	Approved	Implemented	10/23/2012
102	08/25/2010	Sheetal	CP	sheetal.kedia@railinc.com	Pending		08/25/2012
101	08/24/2010	Sheetal	CP	sheetalsk@gmail.com	Approved	Implemented	01/01/2014
100	08/24/2010	Sheetal	CP	sskedia@yahoo.com	Approved	Implemented	01/01/2014
97	08/24/2010	Sheetal	CSXT	sheetal.kedia@railinc.com	Approved		08/24/2011
71	08/19/2010	Sheetal	CN	sheetal.kedia@railinc.com	Pending		08/19/2012
70	08/19/2010	Sheetal	AARE,RAIL	sheetal.kedia@railinc.com	Approved	Implemented	08/19/2012
67	08/18/2010	Sheetal	AARE	sheetalsk@gmail.com	Pending		08/18/2012

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.

To search User Access Rights:

1. On the Security Management page (Exhibit 195), select **Search User Access Rights**. The Search Access Rights page is displayed (Exhibit 238).

Exhibit 238. Search Access Rights

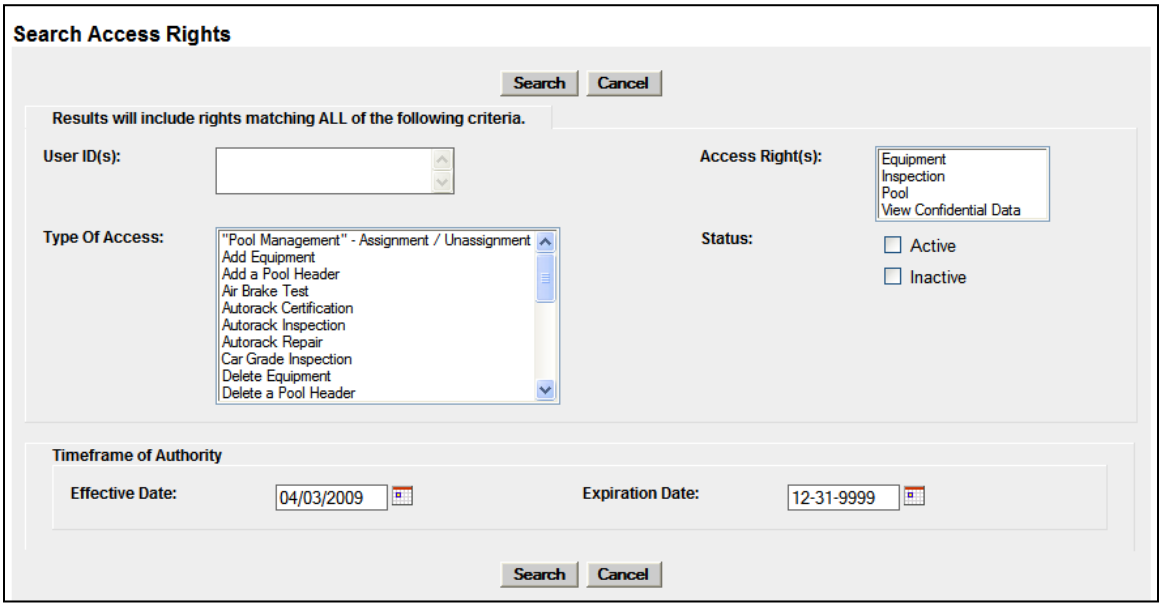


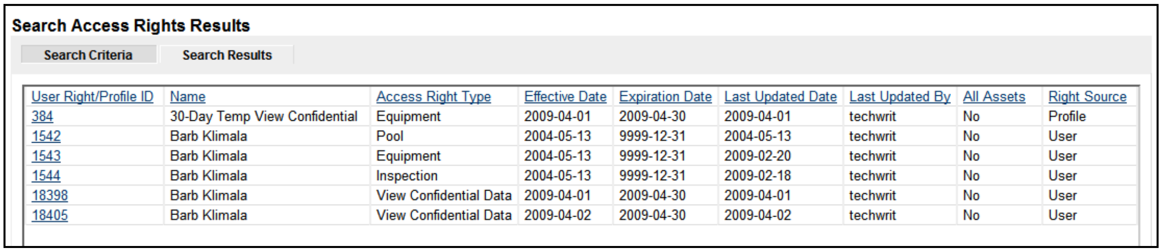
Exhibit 239. Search Access Right Field Descriptions

Field	Description
User ID(s)	Search for access rights assigned to specific users by entering User IDs in this field. Separate multiple IDs using the delimiters shown in Exhibit 21 (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.
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, type the user ID in the User ID(s) field, check Active Status and select **Search**. The Search Access Rights Results page is displayed (Exhibit 240). To modify searches, select the **Search Criteria** tab, revise the criteria, and reselect **Search**.

Exhibit 240. Search Access Rights Results (for single user ID)



Search Access Rights Results

Search Criteria | Search Results

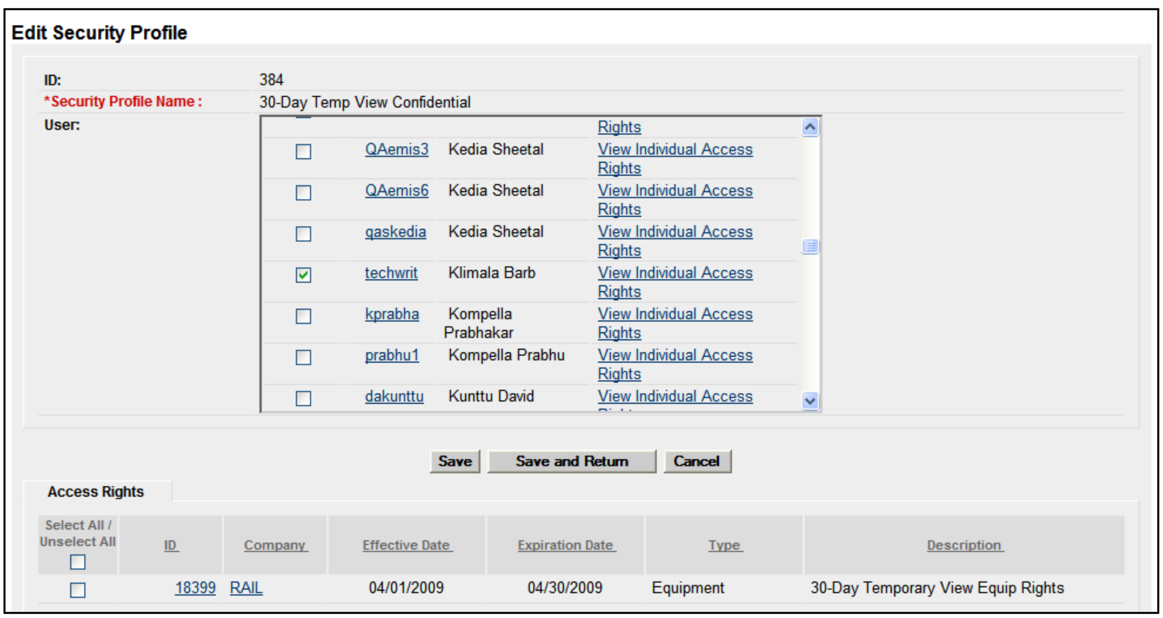
User Right/Profile ID	Name	Access Right Type	Effective Date	Expiration Date	Last Updated Date	Last Updated By	All Assets	Right Source
384	30-Day Temp View Confidential	Equipment	2009-04-01	2009-04-30	2009-04-01	techwrit	No	Profile
1542	Barb Klimala	Pool	2004-05-13	9999-12-31	2004-05-13	techwrit	No	User
1543	Barb Klimala	Equipment	2004-05-13	9999-12-31	2009-02-20	techwrit	No	User
1544	Barb Klimala	Inspection	2004-05-13	9999-12-31	2009-02-18	techwrit	No	User
18398	Barb Klimala	View Confidential Data	2009-04-01	2009-04-30	2009-04-01	techwrit	No	User
18405	Barb Klimala	View Confidential Data	2009-04-02	2009-04-30	2009-04-02	techwrit	No	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/or 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 241).

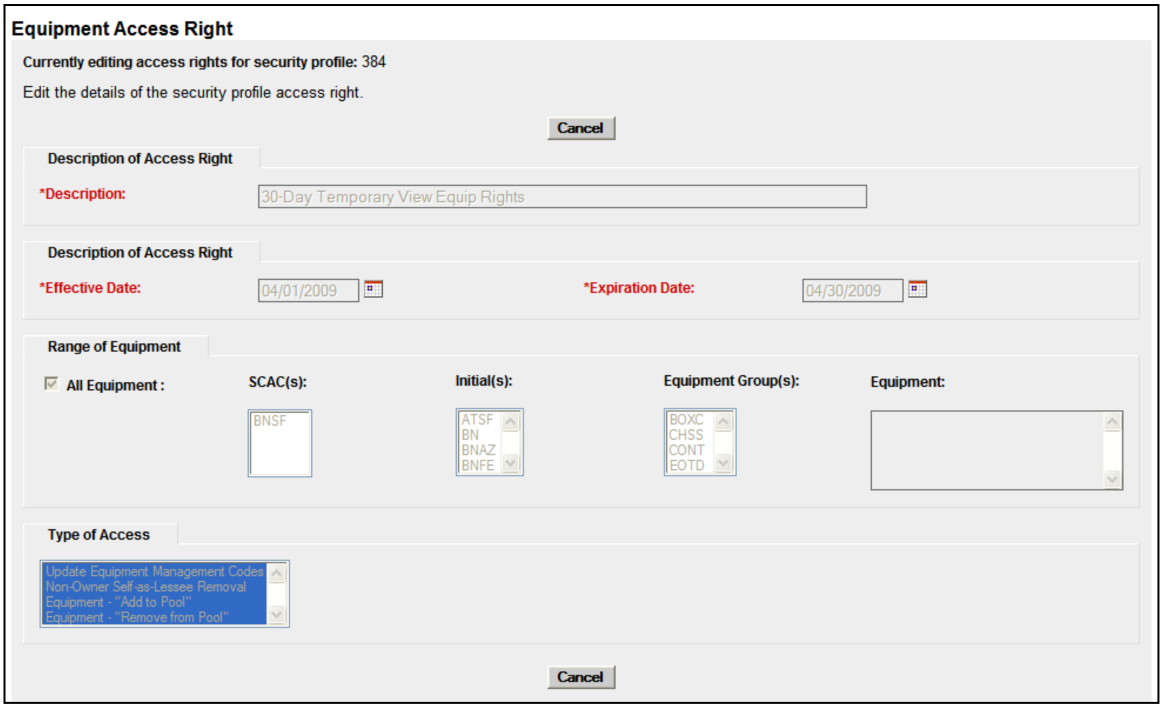
Note: All access right detail pages via Search are read-only, so to remove individual access rights for the user, refer to Manage Intra-Company User Access Rights on page 141.

Exhibit 241. Edit Security Profile (for selected link 384)



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 242). Select **Cancel** to return to the Edit page.

Exhibit 242. Equipment Access Right (read-only view)



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 243, the criteria includes inspection access rights for locomotive-related tasks. Check Active status and select **Search**. The results are shown in Exhibit 244.

Exhibit 243. Search Access Rights (for locomotive inspection tasks)

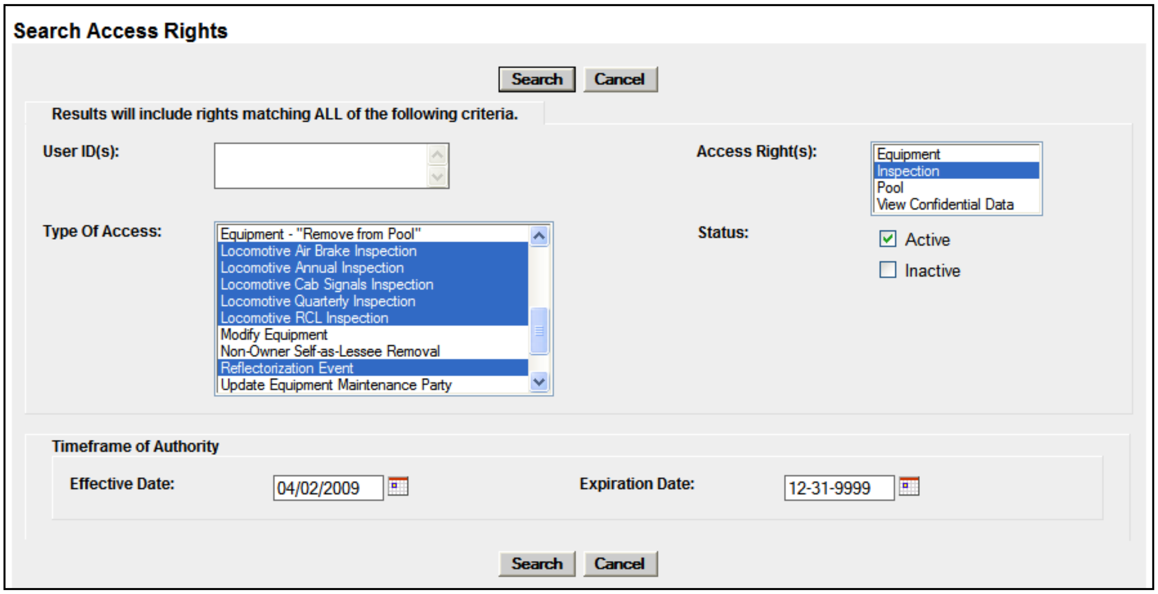


Exhibit 244. Search Access Right Results (for locomotive-related inspections)

Search Access Rights Results

Search Criteria | Search Results

User Right/Profile ID	Name	Access Right Type	Effective Date	Expiration Date	Last Updated Date	Last Updated By	All Assets	Right Source
261	QA Test Dec1	Inspection	2007-12-01	9999-12-31	2007-12-01	smaples3	No	Profile
1544	Barb Klimala	Inspection	2004-05-13	9999-12-31	2009-02-18	techwrit	No	User
3519		Inspection	2006-03-18	9999-12-31	2006-03-18	TDJJM01	No	User
3541	Peter Samouelian	Inspection	2006-03-18	9999-12-31	2006-03-18	bsvsk01	No	User
7044	Joyce Warfield	Inspection	2006-05-05	9999-12-31	2006-05-05	TDJMW09	No	User
8428		Inspection	2006-08-09	9999-12-31	2006-08-09	pralav	No	User
8790	Anchal Dwivedi	Inspection	2006-09-05	9999-12-31	2006-09-05	adwivedi	No	User
12821	Alan McDonald	Inspection	2007-06-22	9999-12-31	2007-06-22	tdaam01	No	User
14389		Inspection	2007-12-05	9999-12-31	2007-12-05	sdmea01	No	User
15781	Ariva Rajaraman	Inspection	2008-08-19	9999-12-31	2008-08-19	ariva_r	No	User
16941	Sheetal Kedia	Inspection	2008-09-22	9999-12-31	2008-09-22	qaskedia	No	User
17060	Pratik Nagar	Inspection	2008-09-30	9999-12-31	2008-09-30	qaskedia	No	User
17175	Sheetal Kedia	Inspection	2008-10-14	9999-12-31	2008-10-14	EmisAuto	No	User
17422	Cole K	Inspection	2008-11-10	9999-12-31	2008-11-10	qaskedia	No	User
17650	Emis Auto	Inspection	2008-12-12	9999-12-31	2008-12-12	qaskedia	No	User
18030	Parthu Janardhanan	Inspection	2009-02-08	9999-12-31	2009-02-08	sdpkj01	No	User
18086	sumedha arya	Inspection	2009-02-17	9999-12-31	2009-02-17	QASARYA	No	User
18137	Jeff Wall	Inspection	2009-02-19	9999-12-31	2009-02-19	JMWALL	No	User
18309	rohini ganesan	Inspection	2009-03-25	9999-12-31	2009-03-25	ROHINIG	No	User
18315	Mike Sibley	Inspection	2009-03-25	9999-12-31	2009-03-25	MSIBLEY	No	User
18318	Latrell Jefferson Kellon	Inspection	2009-03-26	9999-12-31	2009-03-26	MSIBLEY	No	User
18381	Mike Sibley	Inspection	2009-04-01	9999-12-31	2009-04-01	MSIBLEY	No	User
18406		Inspection	2009-04-02	9999-12-31	2009-04-02	techwrit	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 on page 169 for information about link detail pages.

Transfer Access Rights Between Companies

Note: 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

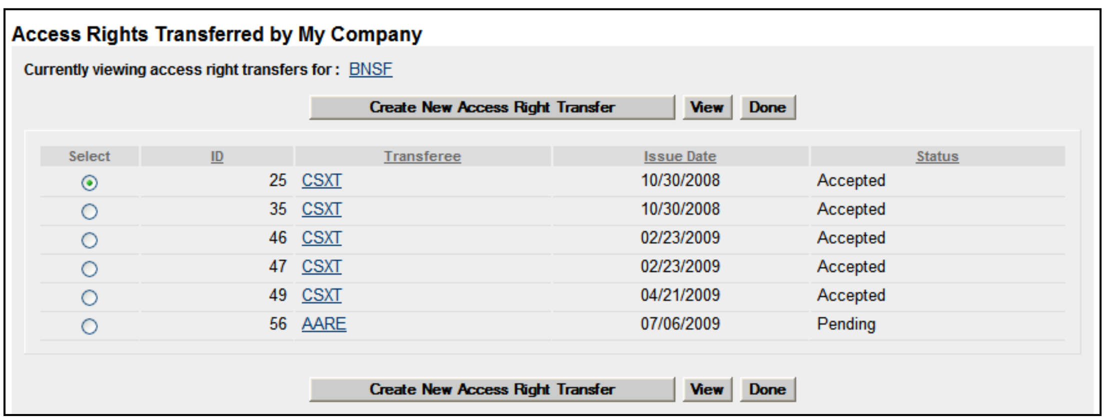
To release equipment in Umler to another road:

WARNING: 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.

1. Select Account Administration>Security Management, the Security Management page is displayed (Exhibit 195).

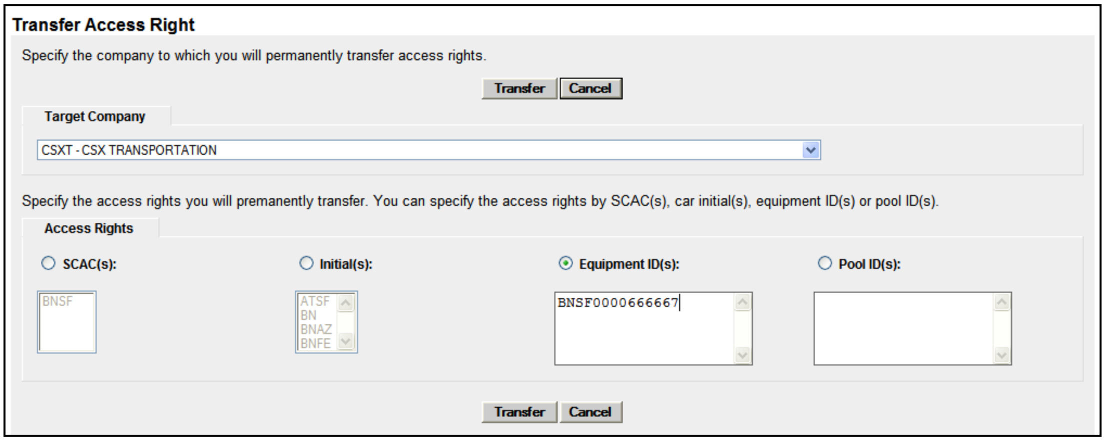
2. Select the **Manage Access Rights Transferred by My Company** link. The Access Rights Transferred by My Company page is displayed (Exhibit 245).

Exhibit 245. Access Rights Transferred by My Company



3. Select **Create New Access Right Transfer**. The Transfer Access Right page is displayed (Exhibit 246).

Exhibit 246. Transfer Access Right

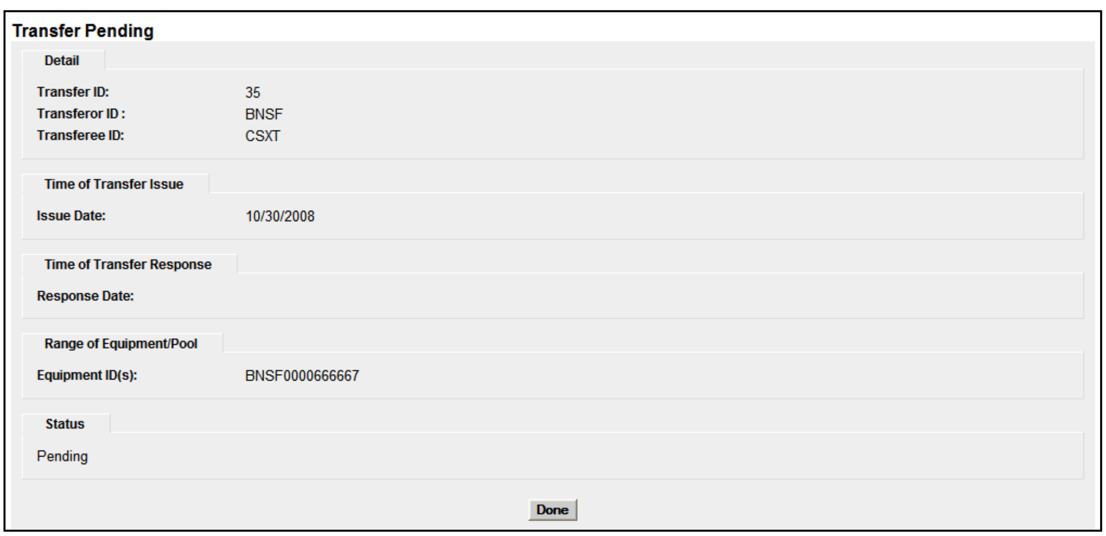


4. Select the Target Company from the drop-down.
5. Select the type of access being transferred. In Exhibit 246, BNSF is transferring equipment ID BNSF666667 to CSXT.
6. Select **Transfer**. The Confirm Transfer page is displayed (Exhibit 247).

Exhibit 247. Confirm Transfer

7. Select **Transfer** a second time. The Transfer Pending page is displayed (Exhibit 248).

Exhibit 248. Transfer Pending



The equipment status remains Pending until the other mark accepts the transfer (described in Manage Access Rights Transferred to My Company on page 174).

8. Select **Done**.

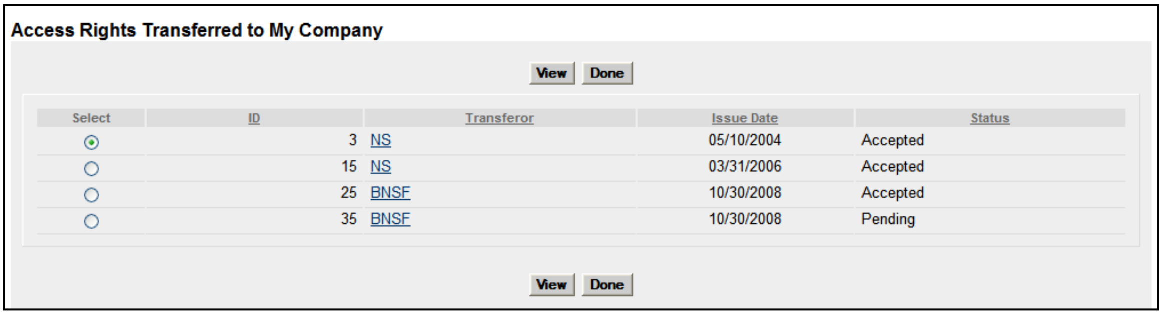
Manage Access Rights Transferred to My Company

To accept or reject records or rights being transferred to the authorized user's mark:

1. Select **Account Administration>Security Management**, the Security Management page is displayed (Exhibit 195).

2. Select the **Manage Access Rights Transferred to My Company** link. The Transfer Access Right page is displayed (Exhibit 249).

Exhibit 249. Access Rights Transferred to My Company



Access Rights Transferred to My Company

View | Done

Select	ID	Transferor	Issue Date	Status
◉	3	NS	05/10/2004	Accepted
○	15	NS	03/31/2006	Accepted
○	25	BNSF	10/30/2008	Accepted
○	35	BNSF	10/30/2008	Pending

View | Done

Exhibit 249 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 250).

Exhibit 250. Accept or Decline Transfer of Access Rights

Accept or Decline Transfer of Access Rights

The following access right transfer is currently pending your acceptance. Accept or decline this transfer.

Accept | Decline | Cancel

Detail

Transfer ID: 35
Transferor ID: BNSF
Transferee ID: CSXT

Time of Transfer Issue

Issue Date: 10/30/2008

Time of Transfer Response

Response Date:

Range of Equipment/Pool

Equipment ID(s): BNSF0000666667

Status

Pending

Accept | Decline | Cancel

a. To accept the transfer, select **Accept**. The Access Right Transfer page is displayed with the Status set to Accepted (Exhibit 251).

b. To decline the transfer, select **Decline**. The Access Right Transfer page is displayed with the Status set to Declined (similar to Exhibit 251).

c. To exit without choosing, select **Cancel** to return to the Access Rights Transferred to My Company page (Exhibit 249).

Exhibit 251. Access Right Transfer

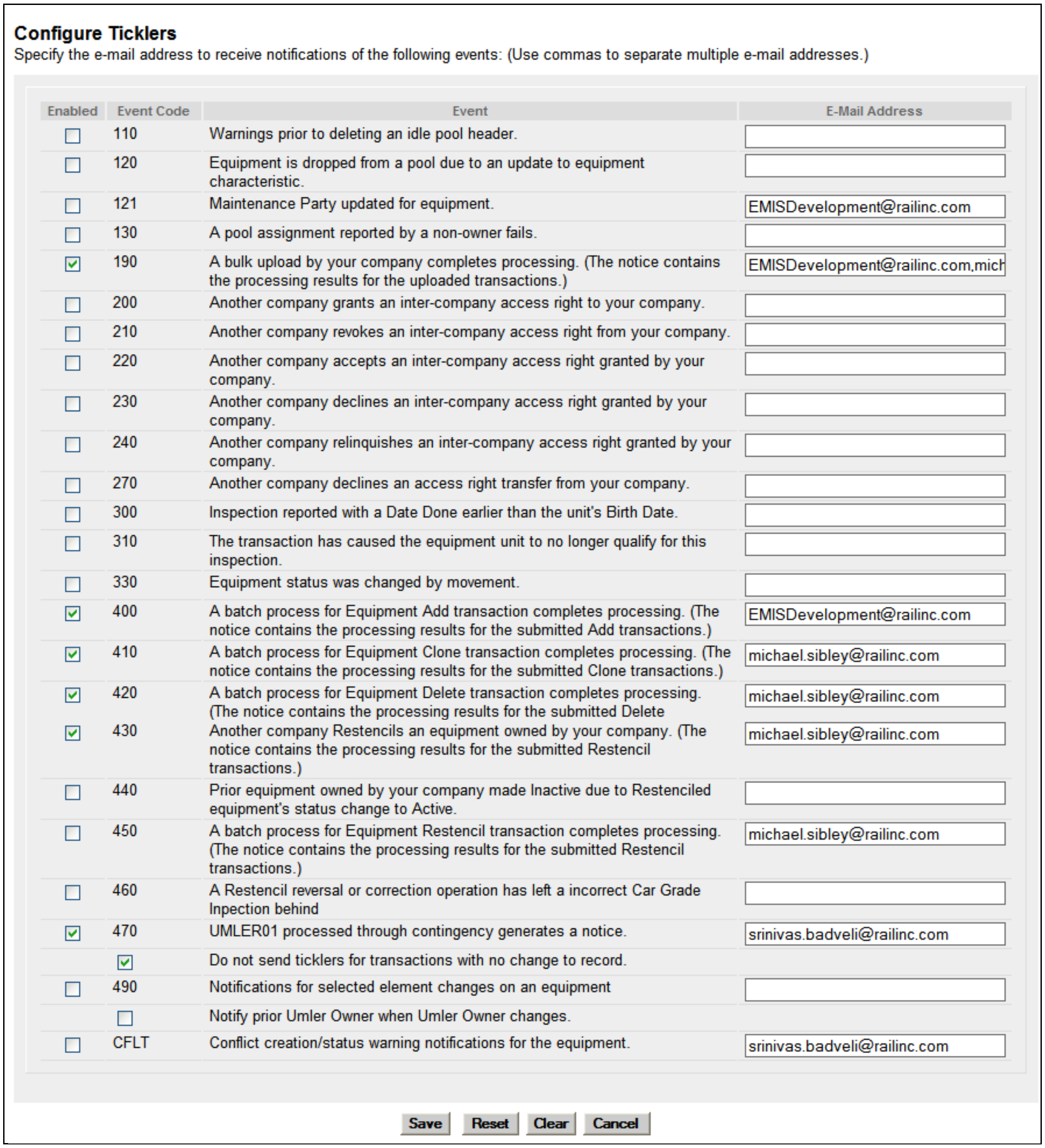
4. Select **Done** to return to the Access Rights Transferred to My Company page (Exhibit 249).

Configure Ticklers

The Configure Ticklers function allows account administrators to specify which types of event notifications should be sent by Umler, and to which e-mail addresses. To configure ticklers:

1. Select **Account Administration>Configure Ticklers**. The Configure Ticklers page is displayed (Exhibit 252).

Exhibit 252. Configure Ticklers



Configure Ticklers

Specify the e-mail address to receive notifications of the following events: (Use commas to separate multiple e-mail addresses.)

Enabled	Event Code	Event	E-Mail Address
☐	110	Warnings prior to deleting an idle pool header.	
☐	120	Equipment is dropped from a pool due to an update to equipment characteristic.	
☐	121	Maintenance Party updated for equipment.	EMISDevelopment@railinc.com
☐	130	A pool assignment reported by a non-owner fails.	
☑	190	A bulk upload by your company completes processing. (The notice contains the processing results for the uploaded transactions.)	EMISDevelopment@railinc.com,mich
☐	200	Another company grants an inter-company access right to your company.	
☐	210	Another company revokes an inter-company access right from your company.	
☐	220	Another company accepts an inter-company access right granted by your company.	
☐	230	Another company declines an inter-company access right granted by your company.	
☐	240	Another company relinquishes an inter-company access right granted by your company.	
☐	270	Another company declines an access right transfer from your company.	
☐	300	Inspection reported with a Date Done earlier than the unit's Birth Date.	
☐	310	The transaction has caused the equipment unit to no longer qualify for this inspection.	
☐	330	Equipment status was changed by movement.	
☑	400	A batch process for Equipment Add transaction completes processing. (The notice contains the processing results for the submitted Add transactions.)	EMISDevelopment@railinc.com
☑	410	A batch process for Equipment Clone transaction completes processing. (The notice contains the processing results for the submitted Clone transactions.)	michael.sibley@railinc.com
☑	420	A batch process for Equipment Delete transaction completes processing. (The notice contains the processing results for the submitted Delete	michael.sibley@railinc.com
☑	430	Another company Restencils an equipment owned by your company. (The notice contains the processing results for the submitted Restencil transactions.)	michael.sibley@railinc.com
☐	440	Prior equipment owned by your company made Inactive due to Restenciled equipment's status change to Active.	
☐	450	A batch process for Equipment Restencil transaction completes processing. (The notice contains the processing results for the submitted Restencil transactions.)	michael.sibley@railinc.com
☐	460	A Restencil reversal or correction operation has left a incorrect Car Grade Inpection behind	
☑	470	UMLER01 processed through contingency generates a notice.	srinivas.badveli@railinc.com
	☑	Do not send ticklers for transactions with no change to record.	
☐	490	Notifications for selected element changes on an equipment	
	☐	Notify prior Umler Owner when Umler Owner changes.	
☐	CFLT	Conflict creation/status warning notifications for the equipment.	srinivas.badveli@railinc.com

Save | Reset | Clear | Cancel

2. Select the check box beside the types of messages desired.

3. For each message type selected, enter at least one e-mail address. Separate multiple e-mail addresses by a comma. Optionally, check the box ***not*** to send "no change" ticklers.

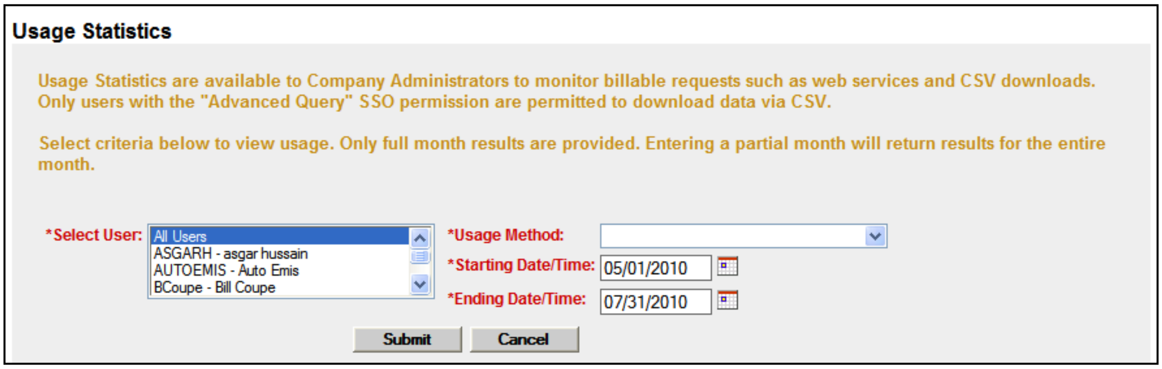
4. When all ticklers have been specified, select **Save**. A success message is displayed at the top of the page.
5. To exit the page, select another Umler menu item.

Usage Statistics

This function can be used by Company Administrators to monitor billable requests like web services and CSV downloads. To monitor usage statistics:

1. Select **Account Administration>Usage Statistics**. The Usage Statistics page is displayed (Exhibit 253).

Exhibit 253. Usage Statistics



2. Select the users in the Select User field (multiple selection is allowed).

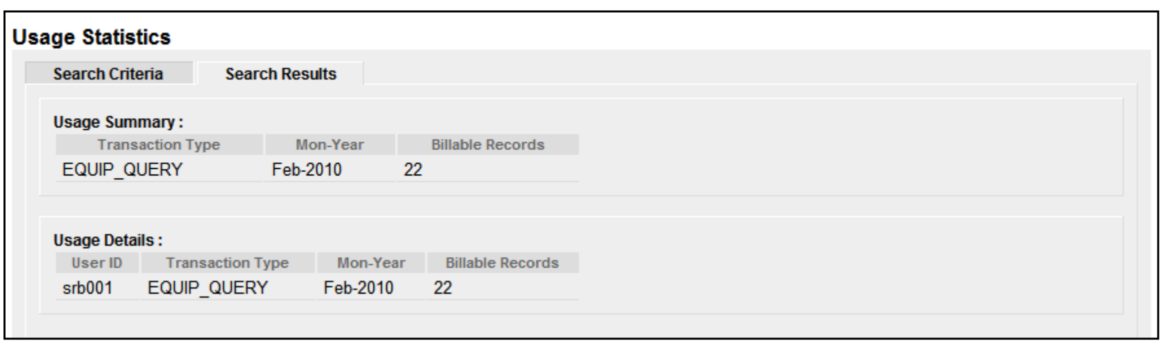
3. Select the usage method, Web Services, CSV Downloads or leave blank to see both usage types.

4. Select the starting and ending dates and times.

Note: Only whole months can be processed. 3-month limit.

5. Select **Submit**. The results are displayed online (Exhibit 254).

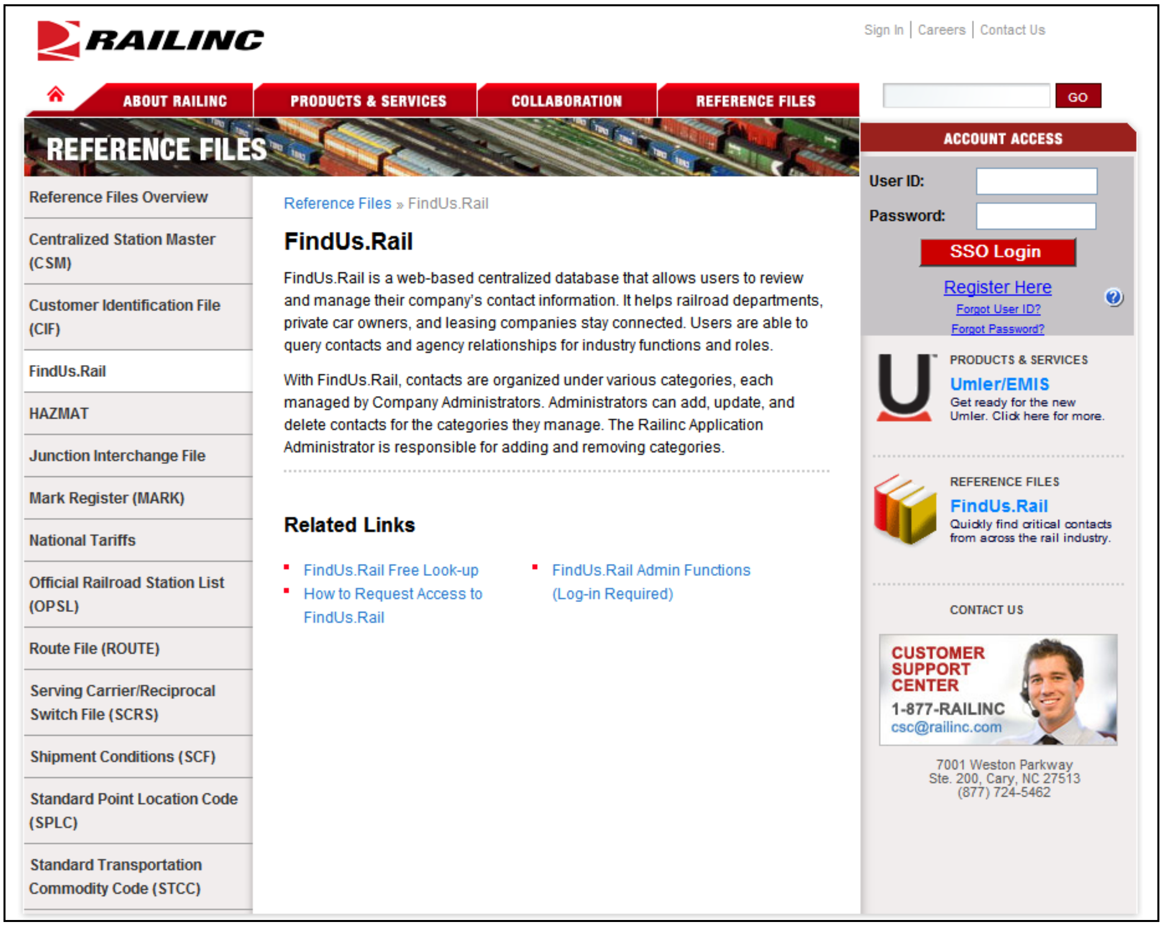
Exhibit 254. Usage Statistics (results)



Contact List

When the user selects **Contact List**, the Railinc FindUs.Rail application opens in a new window or tab (Exhibit 255).

Exhibit 255. FindUs.Rail



The Umler Contact List has been incorporated into Railinc's FindUs.Rail application. Refer to FindUs.Rail for up-to-date Umler contact information.

https://www.railinc.com/rportal/web/guest/findus

Note: 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 upper right Help link for online assistance.

Component Registry

Using the Comprehensive Equipment Performance Monitoring (CEPM) function is described in the *Umler™ Component Registry User Guide*, which can be accessed from References.

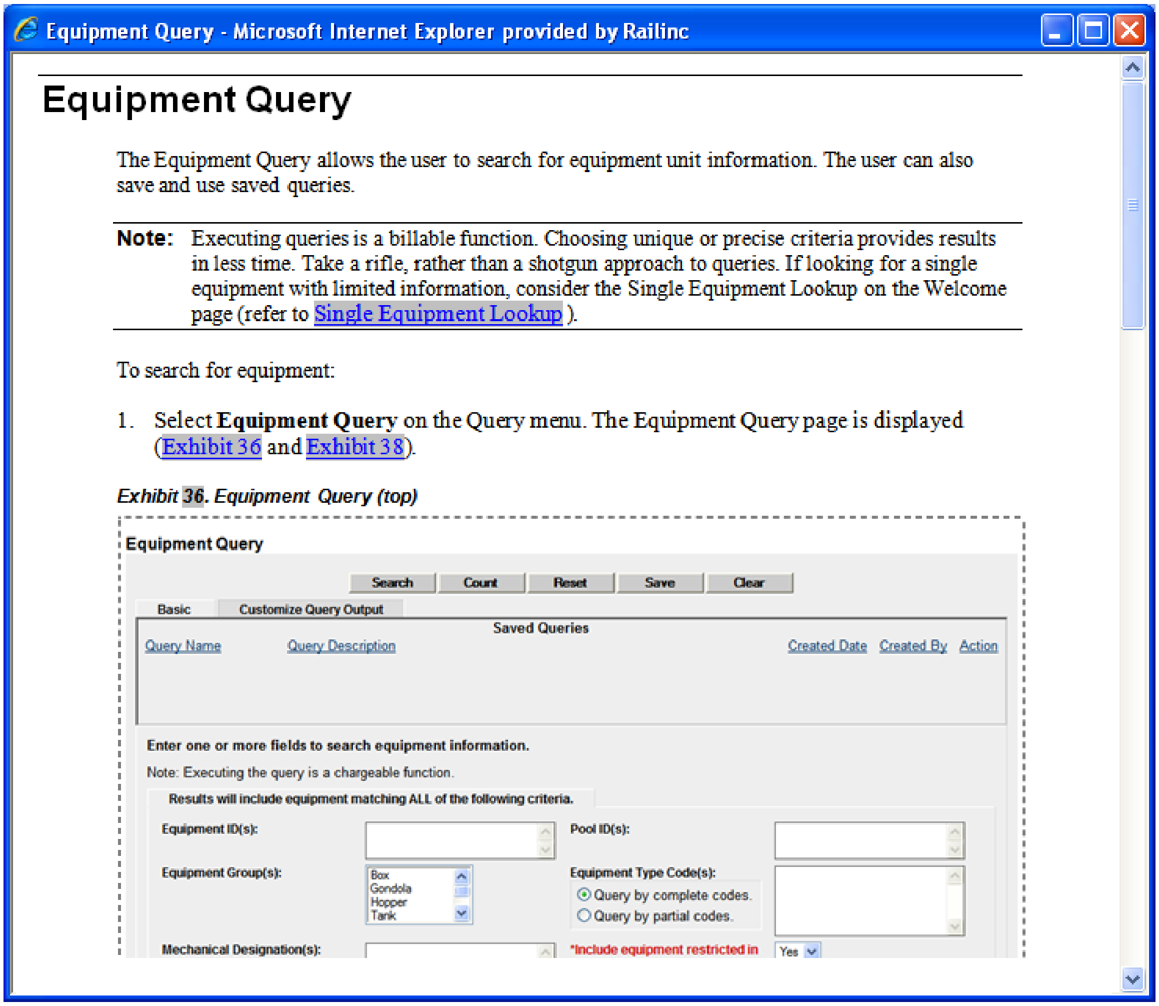
Help

Umler provides several forms of help from within the application. These include online help, and on some pages, field help.

Online Help

For each page that you navigate to within the Umler web application, select **Help** on the Application menu to access help related to that page.

Exhibit 256. Help for Umler Page

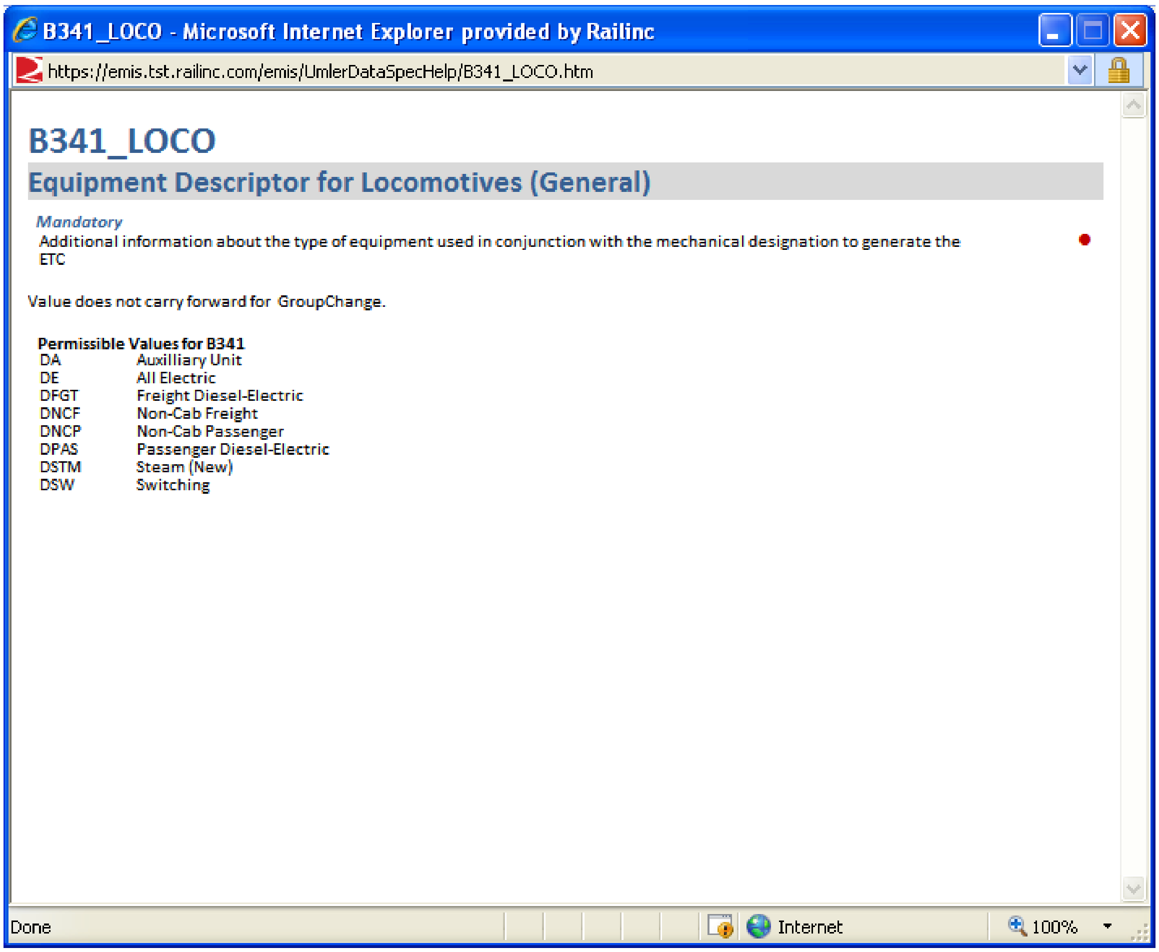


Field Help

As of Umler 3.2, field help is available for selected pages, notably the Add or Modify Equipment pages, where specific information available in the Umler Data Specification Manual is needed to complete certain fields.

To see help for a particular element, select its ID link. Umler opens a new browser window with help specific to that field.

Exhibit 257. Field Help for Equipment Descriptor for Locomotive (field B341)



The portion of the Umler Specification Manual for the 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 data, close the window (select the upper right **"X"**, or press **Alt+F4**).

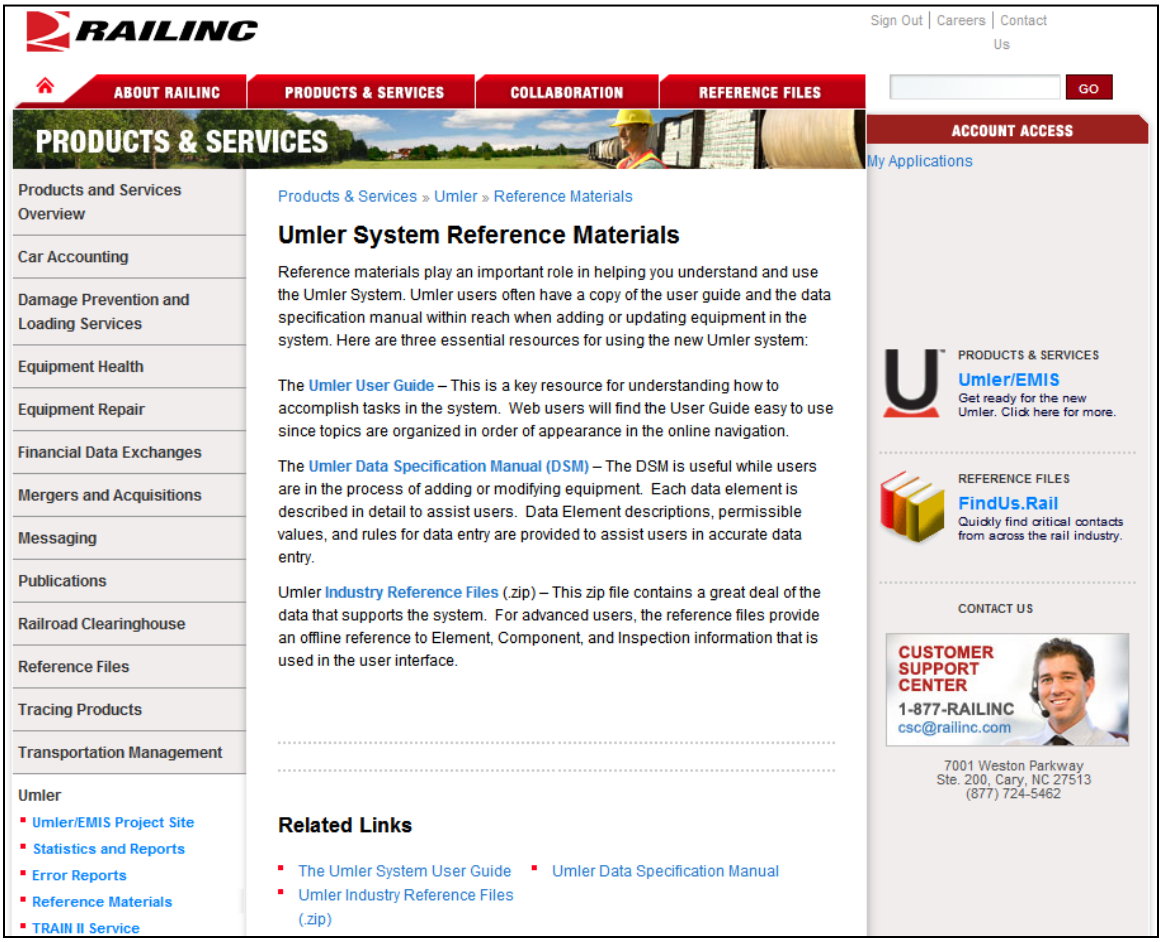
Note: To print the help, press **Ctrl+P** while viewing and send to local printer.

References

When the References menu item is selected, the Umler System Reference Materials page opens with a list of links to reference documentation (Exhibit 258). Documents and/or links include:

- Umler® User Guide
- Umler® Data Specifications Manual
- Umler® Industry Reference and Load Files
- Umler® Component Registry User Guide
- Umler® Component Registry Data Specification Manual

Exhibit 258. Umler System Reference Materials



Note: The appearance of the Umler System Reference Materials page is subject to change.

To view a reference document, select its link. The document opens in a new window.

When finished viewing the document, close the window (select the **Close** button, select the upper right **"X"**, or press **Alt+F4**). Likewise, when finished with the documents reference page window, close it.

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