



**Removing Cars from
Car Assignment
RAILTRAC®
Revision Number 1
7/5/17**

When a railcar has been sent to a shop to go off lease, been sent to scrap, or no longer being used in the day to day operations, the railcar needs to be removed from car assignment to stop the CLMs from coming into RAILTRAC®.

When removing a car from car assignment it will become an inactive car and a retire date will be assigned in car mechanical and on the lease history of the car.

If the user is tracking lease information and wants accurate data it is important to assign the correct date in the prompt when asking to delete the car.

It is also important to make sure the last shipment has cycled all the way through the last shipment and the shipment is closed.

Go to the Car management tab and click Car Assignment



The Get Data Box for Car Assign Maintenance will appear. Type the car number needing to be deleted in the get data box as follows:

Column	Where	Value
Car Initial	=	BGWX
Car Number	=	123456
Fleet ID	=	
Business Group	=	
Car User ID	=	

Click the Black "X" on the icon toolbar to delete the record

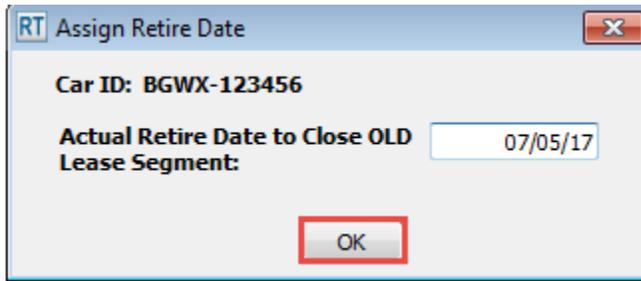
Car Init	Car No.	Fleet	Bus. Group	Car User ID
BGWX	123456	FILM	B15A	0 - Owned/Used

RAILTRAC® will ask the user to verify the car for deletion and give the user one more chance to change their mind. Click "Yes" if certain.

Ok to Delete?BGWX123456

Yes No

RAILTRAC® will ask to assign the Retire Date of the car. Type the date in and click OK.



The image shows a screenshot of a software dialog box titled "Assign Retire Date". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, the text "Car ID: BGWX-123456" is displayed. Below this, the label "Actual Retire Date to Close OLD Lease Segment:" is followed by a text input field containing the date "07/05/17". At the bottom center of the dialog, there is an "OK" button, which is highlighted with a red rectangular border.