

Navigate to **Equipment Manager**, on left side bar select **Equipment:**

Initial Asset Assignment

1. Find/select **Railcar** in *Equipment Grid*

Note: If Grid results are missing the desired Equipment ID, check GET DATA filter settings for Active/Inactive equipment status filter
2. Select **Asset Assignment Pill**
3. Select **Add (+)** icon on *Asset Assignment Grid*
4. Populate **Required** fields:
 - *Status Begin Date, Asset Status, Status Arrival Date*
5. If Leased or Subleased, populate **Required Associated Leases** sub-grid fields:
 - *Lease/Sublease Party No, Lease/Sublease Rider No, Actual Arrival Date*
6. Select **Save and Close**
7. Select **Save Equipment**

Note: Equipment will now display ACTIVE status

Managing Asset Assignment

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Asset Assignment Pill**
3. Follow below **Instruction** based on action needed:

Edit Asset Assignment

- a. In *Asset Assignment Grid* select:
 - i. **Pencil** - to edit dates in *Asset Status* or to edit *Lease/Sublease* grid rider selection or dates then select **Save**  icon at end of entry line
 - ii. **Trashcan** - to delete current assignment and/or reactivate prior assignment
 - iii. Select **Save Equipment**

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Add New Asset Assignment – Use this option when the *Asset Status* changes. For example, if current assignment is *Leased* but equipment has been purchased, an *Owned Asset Status* needs to be added.

- a. In *Asset Assignment* Grid select **Add (+)** icon
- b. Follow [Steps](#) 4-7 above
- c. **System Window** will appear asking for confirmation to end previous assignment

Note: *If equipment is leased or subleased with rider assigned, if changing to a non-leased Asset Status assignment, system will automatically remove equipment from previous rider by auto-populating the Remove from Rider date field.*

Add New Lease/Sublease Rider – Use this option when the *Asset Status* is not changing, and only new Lease/Sublease Party or Rider information needs to be added to a single car.

- a. In *Asset Assignment* Grid, select **Arrow (>)** on current *Asset Status* row to display *Lease/Sublease Rider* Grid
- b. In *Lease/Sublease Rider* Grid select **Add (+)** icon
- c. Follow [Steps](#) 5-7 above

Information: *Users have the ability to select multiple equipment/cars to add new Asset Assignment and/or Lease-Sublease Rider information. See RAILChannel® for Multi-Equipment Update Quick Guide*