



Component Grid - Populate Quick Guide

Fitting(s) and Component(s) are displayed in the Equipment Components Grid and are based on Equipment Component Categories selected.

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

Steps

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Equipment Components** Pill
3. Select **Add (+)** Icon
4. A sub-grid will appear, **populate fields** (*Required):
 - a. **Component / Part*** – Drop down list
 - b. **Install Date***
 - c. **Equipment Component Dates** – as applicable, depends on type of component/part selected
 - i. **Test Date** - auto-populates based on install date, modify if needed
 - ii. **Due Date** - leave field blank if requalification is not required
 - d. **Additional Fields** - as applicable
5. Select **Save Component**
6. Select **Save Equipment**

Note: *If lining is selected, Spark Test Date will auto-populate; this date can be removed if spark test is not performed/required.*

Note: *If component already exists in grid and a new test has been completed See the following Quick Guide on RAILChannel®: **Test Date Add or Edit***

Related Documents

For detailed instructions, see the following on RAILChannel®:

- **Equipment Manager User Guide: *Equipment Components*** (managing Equipment Component Grid)
- **Equipment Manager User Guide: *Equipment Component Categories*** (editing, adding new mechanical component to categories' list and/or new categories to system)

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