



Equipment - Deactivate Quick Guide

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

Steps

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Asset Assignment** Pill
3. *Asset Assign Grid*

Active Rider - If Leased/Sub-Leased:

- a. **Expand (>)** active assignment to display *Leases / Financial Sub-Grid*
- b. Select **Pencil** icon on right side of *Active Rider* line entry
- c. **Populate:**
 - *Removed from Rider Date, Actual Return Date*
- d. Select **Save & Close**

Active Asset Status

- a. Select **Pencil** icon on right side of active *Asset Status* line entry
- b. **Populate:**
 - *Status End Date*
- c. Select **Save Icon**
- d. Select **Save Equipment**

Note:

- *If using today's date, equipment will not show INACTIVE status until midnight.*
- *Equipment will be INACTIVE; however, Fleet and Business Group will be active until assignments are expired.*

Additional Recommended Action

See the following Quick Guides on RAILChannel®:

- Fleet and Business Group - Deactivate

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