

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

Initial Assignment

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Fleet Assignment** Pill
3. Select **Add (+)** icon on *Fleet Assignment Grid*
4. Populate **Required** fields:
 - *Effect Date, Fleet ID, Business Group*
5. Select **Save**  icon on far right of entry line
6. Select **Save Equipment**

Managing Fleet and Business Group Assignments

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

Edit Fleet and/or Business Group Assignment – Edit if assignment or date were entered incorrectly

- a. In *Fleet Assignment Grid* select:
 - i. **Pencil** - to edit Fleet, Business Group selection and/or date in grid then select **Save**  icon at end of entry line
 - ii. **Trashcan** - to delete current assignment and/or reactivate prior assignment
4. Select **Save Equipment**

Add New Fleet and/or Business Group Assignment – Use this option when the *Fleet or Business Group Assignment* changes.

- a. In *Fleet Assignment Grid* select **Add (+)** icon
- b. Follow [Steps](#) 4-6 above
- c. **System Window** will appear asking for confirmation to expire previous assignment

Note: System will remove equipment from previous Fleet/Business Group by auto-populating the *Expire Date* field on prior assignment.

Information: Users have the ability to select multiple equipment/cars to add new Fleet and/or Business Group Assignment. See RAILChannel® for Multi-Equipment Update Quick Guide

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