

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

Assign Reporting Categories

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Reporting Categories** Pill
3. Select a **Category** from list on left side of grid (selection will be check marked)
4. Select **Add (+)** icon on *Reporting Categories Grid*
5. Populate **Required** fields:
 - *Effect Date, Category Value*
6. Select **Save**  icon on far right of entry line
7. Select **Save Equipment**

Information: Users have ability to add new Reporting Categories and Category values. See RAILChannel® for **Equipment Manager User Guide: Reference Objects – Managing Categories Settings - Reporting Categories**

Expire Reporting Categories

1. Find/select **Railcar** in *Equipment Grid*
2. Select **Reporting Categories** Pill
3. Select the assigned **Category** from list on left side of grid (selection will be check marked) to populate the grid with Reporting Category entry
4. Select the **Pencil** icon on far right of entry line
5. Populate **Expire Date** field
6. Select **Save**  icon on far right of entry line
7. Select **Save Equipment**

Note: When Reporting Category assignments are expired from equipment, the equipment ID will no longer show on a FASTRAC view if filter is based on the expired Reporting Category or if Reporting Category is selected as an Available Column (vs filter), the field will be blank for that equipment as it is no longer assigned to that Reporting Category.

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