



Test Date – Add or Edit Quick Guide

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

Add Test Date

1. Find/select **Railcar** in *Equipment Grid*
2. Test Dates are broken into *two sections* depending on *standard* or *component* level:

Standard Equipment Test Dates – upper right side of Mechanical Profile

- a. Select **Pencil Icon** next to standard test date
- b. Select **Add (+)** icon to add new test date information
 - i. *Test Date*
 - ii. *Due Date* – if item does not have a due date for next testing, it can be left blank
- c. Select **Save & Close**
- d. Select **Save Equipment**

Equipment Components – select Pill or scroll to section

- a. Select the **Component/Part** in *Equipment Component Grid*, lower grid will expand (if component is not in grid, follow *Component Grid – Populate Quick Guide*)
 - b. Select **Pencil icon** next to test date
 - c. Select **Add (+) icon**
 - i. *Test Date*
 - ii. *Due Date* – if item does not have a due date for next testing, it can be left blank
 - d. Select **Save & Close**
 - e. Select **Save Component** on grid
3. Select **Save Equipment**

Edit Test Date

4. Follow steps above, after selecting *Pencil* icon, an **Add/Edit** entry box will appear.
 1. **Select** the date entry line
 2. **Fields** become editable; users can modify date entries or select Trashcan icon to delete
 3. Select **Save & Close**
 4. Select **Save Equipment**

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