



### **Add or Edit Test Date**

1. Open **Equipment Manager** module
2. Select **Equipment** from Left Side Bar
3. Find/select **Railcar** in *Equipment Grid*
4. **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
5. **Equipment Components** – select Pill or scroll to section
  - a. Select **Component/Part** in *Equipment Component Grid*, detail grid will expand
  - 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 and Close**
6. Select **Save Component** on grid
7. Select **Save Equipment**

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