



Assign Asset Assignment

1. Open **Equipment Manager** module
2. Select **Equipment** grid from Left Side Bar
3. Find/select **Railcar** in *Equipment Grid*
4. Select **Asset Assignment Pill**
5. Select **add (+) icon** on *Asset Assignment Grid*
6. Populate required fields:
 - a. **Status Begin Date**
 - b. **Asset Status** – Select status from drop down
 - c. **Status Arrival Date**
 - d. If leased or subleased, populate required fields in *Associated Leases sub-grid*:
 - i. **Lease/Sublease Party No**
 - ii. **Lease/Sublease Rider No**
 - iii. **Actual Arrival Date**
7. Select **Save and Close**
8. Select **Save Equipment**

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