



Deactivate Equipment

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. *Asset Assign Grid*

Active Rider - If Leased/Sub-Leased:

- a. **Expand** active assignment to display *Leases / Financial Sub-Grid*
- b. Select **Pencil Icon** on right side of Active Rider
- c. **Populate** fields:
 - i. *Removed from Rider Date*
 - ii. *Actual Return Date*

NOTE** If using today's date car will not show INACTIVE status until midnight.
- d. Select **Save & Close**

Active Asset Status

- a. Select **Pencil Icon** on right side of active Asset Status
 - b. **Populate** fields:
 - i. *Status End Date*
 - c. Select **Save Icon**
6. Select **Save Equipment**

NOTE**

- Equipment will be INACTIVE, however, will be active Fleet and Business Group until assignments are expired.
- If there is an open trip in ADV-RailTrac Module, close trip.

Additional Steps

Deactivate Fleet and Business Group – See Instructions

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