



Populate Equipment Component Grid

1. Open **Equipment Manager** module
2. Select **Equipment** grid from Left Side Bar
3. Find/select **Railcar** in *Equipment Grid*
4. Select **Equipment Components Pill**
5. Select **Add (+) Icon**
6. A sub-grid will appear, **populate** the following:
 - a. **Component / Part** – Drop down list
 - b. **Install Date**
 - c. **Equipment Component Date** – as applicable, depends on type of component/part selected
 - i. **Test Date** – will auto-populate based on install date, modify if needed
 - ii. **Due Date** – if item does not have a due date for next testing, it can be left blank
7. Select **Save Component**
8. Select **Save Equipment**

NOTE** If lining is selected, Spark Test Date will auto-populate, this date can be removed if spark test is not performed/required.

NOTE** If component already exists in grid and a new test has been completed follow – *Add & Edit Test Date – Quick Guide*.