



Populate Mechanical Profile Fields and Equipment Dates

1. Open **Equipment Manager** module
2. Select **Equipment** grid from Left Side Bar
3. Find/select **Railcar** in *Equipment Grid*
4. **Mechanical Profile**
 - a. *First section* – Common standard mechanical fields
 - b. *Subsequent section(s)* – Mechanical fields based on Display Grouping(s) selected and Customer Defined fields (customer fields will display in ALL CAPs)
 - c. Populate fields
5. **Equipment Dates** - Standard equipment test dates based on Display Grouping
 - a. *Populate date(s):*
 - i. Select **Pencil Icon** to open test *Add/Edit Equipment Dates* box
 - ii. Select **Add (+) icon** to add new test information
 - iii. Populate **Date Performed**
 - iv. Populate **Due Date** – is not required if item does require requalification
 - v. Select **Save & Close**

NOTE** As equipment is requalified, follow above steps to add new test dates, grid will display test history for equipment item.

6. Select **Save Equipment**

NOTE** Subsequent Section Mechanical Fields and/or Equipment Test Dates that are not used, can be hidden – See *Managing Display Grouping Fields and Test Dates* instructions

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