

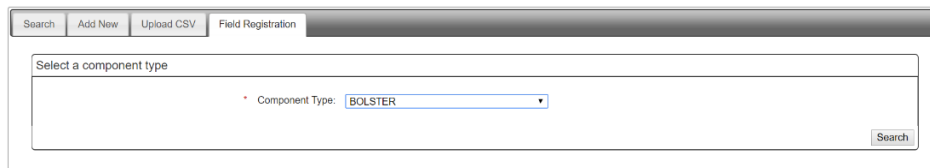
This Quick Guide walks Component Tracking users through field registration.

This quick guide provides an example of field registration for a bolster. For examples on other component types, refer to the [Component Tracking User Guide](#). The Company Administrator controls each user's access to register and associate components to equipment in Component Tracking. The user managing the equipment must have "Umler Access for Maintenance" and "Component Maintenance Access" and must be granted Equipment Rights in Umler. See Additional Resources at the bottom. To register a new component, refer to the [Component Tracking Register a New Component Quick Guide](#).

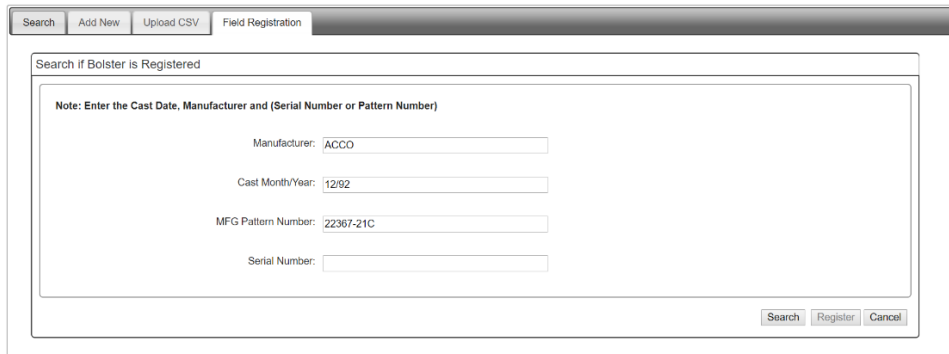
Use this procedure to register inventoried components:



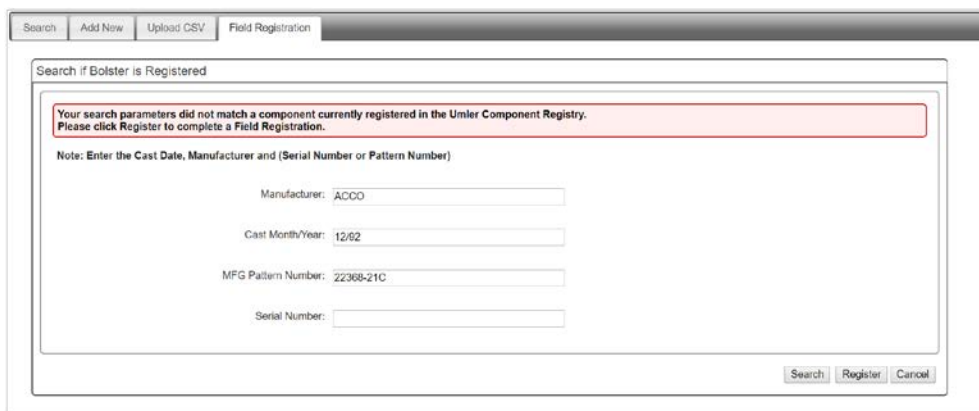
1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Component Registry > Registration**.
3. Choose the **Field Registration** tab, then select the Component Type from the drop-down and select **Search**.



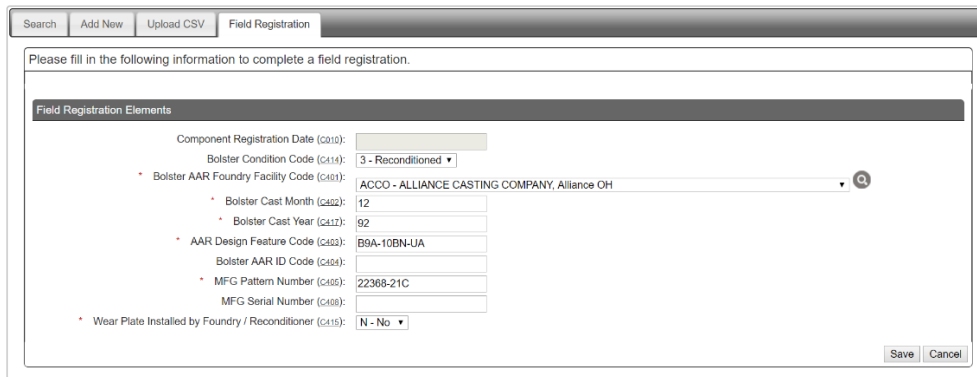
4. Type in the **Manufacturer**. Type in the **Cast Month/Year**. Enter either the **MFG Pattern Number** or the **Serial Number**.



5. Select **Search**. If a matching component is found, no field registration is necessary and the bolster can be associated with the Equipment ID. If no matching component is found, select **Register**. The Field Registration Elements panel is displayed.



6. Complete all required elements for the bolster (marked with an *). Select the trademark lookup icon (🔍) to open the Trademark Select panel to select the Foundry Facility Code.

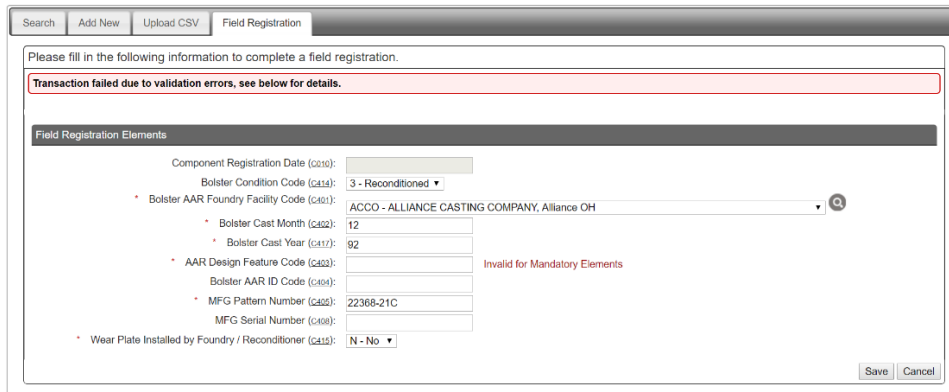


The screenshot shows the 'Field Registration' form with the following data entered:

- Component Registration Date (c010): [Empty]
- Bolster Condition Code (c414): 3 - Reconditioned
- Bolster AAR Foundry Facility Code (c401): ACCO - ALLIANCE CASTING COMPANY, Alliance OH
- Bolster Cast Month (c402): 12
- Bolster Cast Year (c417): 92
- AAR Design Feature Code (c403): B9A-10BN-UA
- Bolster AAR ID Code (c404): [Empty]
- MFG Pattern Number (c405): 22368-21C
- MFG Serial Number (c408): [Empty]
- Wear Plate Installed by Foundry / Reconditioner (c415): N - No

Buttons: Save, Cancel

- When all mandatory data is completed, select **Save**.
- If validation fails, an error message is shown beside the invalid entry.



The screenshot shows the 'Field Registration' form with a red error message at the top: "Transaction failed due to validation errors, see below for details." The form data is the same as in the previous screenshot, but the 'AAR Design Feature Code (c403)' field is highlighted in red with the text "Invalid for Mandatory Elements" next to it.

Buttons: Save, Cancel

- If validation is successful, a green success message is displayed and Component Tracking generates a unique bolster component ID. The bolster can now be associated with an Equipment ID. To add another bolster registration, select **Add New**. The **Search if Bolster is Registered** panel is displayed. To edit the current component again, select **Edit**. If finished, select another menu item.



The screenshot shows the 'Field Registration' form with a green success message at the top: "Component added to the Component Registry 8RIC0005205624".

Buttons: Add New, Edit

Additional Resources

- Consult the [Component Tracking Data Specification Manual](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.
- Consult the [Component Tracking Associating Components Quick Guide](#) for information on how associate a component to equipment.
- View the [Component Tracking Reference Material](#) page to access other essential resources for using Component Tracking.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.