

This Quick Guide walks Component Tracking users through adding a new component.

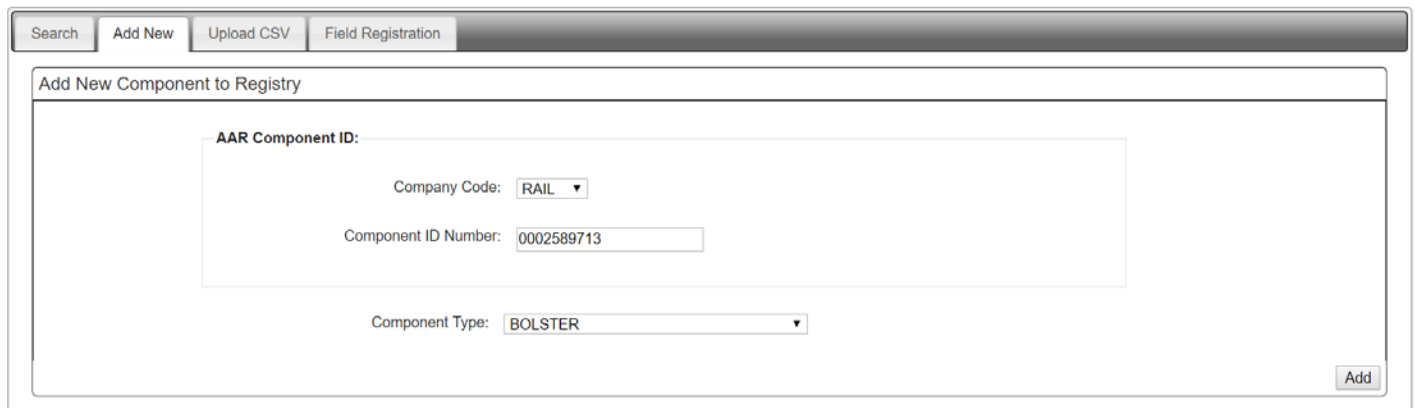
This quick guide provides Component Tracking users with an example of registering a new bolster. For examples on other component types, refer to the [Component Tracking User Guide](#). The Company Administrator controls each user's access to register and associate components to equipment in Component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

Use this procedure to register a new component:

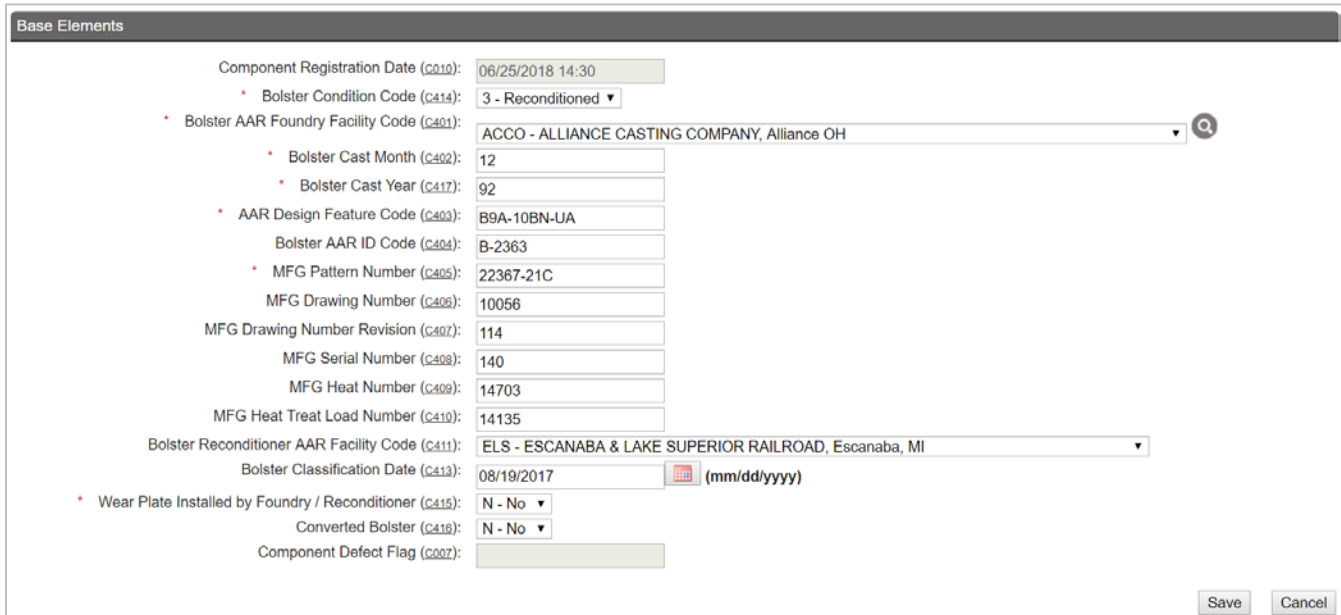
1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Component Registry > Registration**.



3. The **Search Component Registry** tab page will be displayed. Select the **Add New** tab and enter the **Component ID Number** to be assigned to the component (up to 10 digits), and select the **Component Type** from the drop-down list. The **Component Code** defaults to the user's company.

A screenshot of a web application interface for adding a new component. At the top, there are four tabs: 'Search', 'Add New', 'Upload CSV', and 'Field Registration'. The 'Add New' tab is selected. Below the tabs is a form titled 'Add New Component to Registry'. The form contains several fields: 'AAR Component ID:' (a large empty text box), 'Company Code:' (a dropdown menu with 'RAIL' selected), 'Component ID Number:' (a text box containing '0002589713'), and 'Component Type:' (a dropdown menu with 'BOLSTER' selected). There is an 'Add' button in the bottom right corner of the form.

4. Click **Add**. The number is validated and the **Base Elements** section of the info is displayed. (These sections vary by component type.)
 - Select the **Code** link to view element help in a new window. Close the window when finished with help. Elements with a red dot are mandatory.
 - Mandatory elements have an asterisk (*).
 - Use the calendar icon to set dates.
 - Use drop-down lists if provided.
 - Required formats are shown at the right of the field
5. Complete the interface for the bolster. (These sections vary by component type.)
 - Select the trademark lookup icon (🔍) to open the **Trademark Select** panel to select the Foundry Facility Code.
 - The Component Defect Flag (C007) is for Railinc Administrators only.



Base Elements

Component Registration Date (c010): 06/25/2018 14:30

* 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): B-2363

* MFG Pattern Number (c405): 22367-21C

MFG Drawing Number (c406): 10056

MFG Drawing Number Revision (c407): 114

MFG Serial Number (c408): 140

MFG Heat Number (c409): 14703

MFG Heat Treat Load Number (c410): 14135

Bolster Reconditioner AAR Facility Code (c411): ELS - ESCANABA & LAKE SUPERIOR RAILROAD, Escanaba, MI

Bolster Classification Date (c413): 08/19/2017 (mm/dd/yyyy)

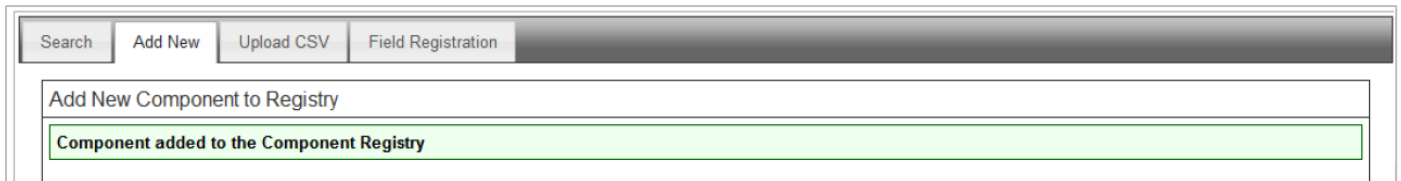
* Wear Plate Installed by Foundry / Reconditioner (c415): N - No

Converted Bolster (c416): N - No

Component Defect Flag (c007):

Save Cancel

- When all mandatory elements are complete, select **Save**.
 - If any input errors have been made, a red error message is displayed at the top of the page.
 - If input is validated, a green success message is displayed at the top of the page along with newly created Component ID Number.



Search Add New Upload CSV Field Registration

Add New Component to Registry

Component added to the Component Registry

- To add another component, select **Add New**. To edit the current component again, select **Edit**. If finished, select another menu item.

Additional Resources

The following additional resources are available:

- 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.