

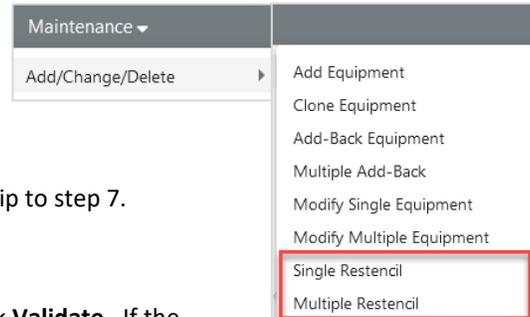
This Quick Guide shows how to restencil equipment in Umler.

Railinc’s Umler system provides a way for users to perform restenciling for single or multiple equipment units. When equipment is restenciled (generally for a change in ownership), the losing company or mark must grant View Confidential Data Rights for the Umler record to the gaining company. The gaining company must then accept the rights and assign them to a user that has “Umler Access for Maintenance” permissions and Equipment Rights to add equipment. See Additional Resources at the bottom.

Only Active or Inactive equipment can be restenciled (i.e., equipment cannot be in Pre-Registered status). Even if the equipment is Inactive, it cannot be restenciled if it has never been in Active status. When equipment is restenciled, it is put into Pre-Registered status and is automatically made Active after three qualifying movements are reported.

Use this procedure to restencil one or more pieces of equipment for the company that you are managing:

1. Sign in to Launch Pad and navigate to **Umler**.
2. From the Umler menu bar, select one of these menu options:
  - **Maintenance > Add/Change/Delete > Single Restencil** – Proceed to step 3.
  - **Maintenance > Add/Change/Delete > Multiple Restencil** – Skip to step 7.



### Single Restencil

3. Enter the Source Equipment ID and the Target Equipment ID. Then click **Validate**. If the source ID is in conflict, the validation will fail. Fix any conflicts.
4. When you receive a green Validation Succeeded message, click **Submit** to continue.
5. On the data fields screen, enter a value for **Owner**. Even if it is the same owner, this entry is mandatory. Update other values at this time as well, which will be checked against current business rules. Then click **Validate**.
6. When you receive a green Validation Succeeded message, click **Submit**. A confirmation message that the equipment has been added to the system in Pre-Registered status will appear.



### Multiple Restencil

7. Enter the Source Equipment ID(s) and the Target Equipment ID(s). For both fields, values can be entered as specific values separated by commas, or as a range of values separated by a hyphen, or as a combination of both comma-separated values and ranges (e.g., RAIL401, RAIL404, RAIL500–RAIL599). Then click **Submit**.  
If any of the source IDs is in conflict, the validation will fail. Also, if a source equipment ID has been deleted and added back at any time, you must perform a single restencil for that unit.
8. On the data fields screen, **Owner** is a mandatory element. Update other values at this time as well.
9. Click **Submit** to start a batch process. A batch process is when a group of transactions is submitted to Umler to be completed in the order received. Sign up for Tickler 450 to be notified by email when batch processes have completed.

#### Additional Resources

The following additional resources are available:

- Consult the [Umler 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 [Umler Managing Access Rights Quick Guide](#) for information on how company administrators manage user’s access rights.
- View the [Umler Reference Material page](#) to access other essential resources for using the Umler system.

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

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