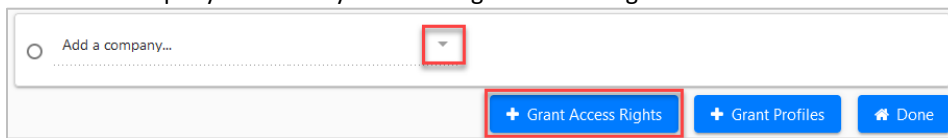


This Quick Guide helps Company Administrators transfer ownership and replaces the AAR Form 88-C.

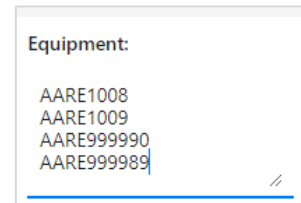
The Company Administrator controls each user’s access to modify data within the Umler system. By default, new users can perform basic queries of their own company’s data without needing access to another company’s confidential data or incurring charges per record (i.e., the “Umler Access for Query” role). Security Management rights also control another mark’s or company’s access to a company’s data, including confidential data if desired. This quick guide does not address managing access rights using profiles. See the [Umler User Guide](#) for details.

Selecting Equipment and Granting Rights:

1. Sign in as the Company Administrator, navigate to **Umler**, and select the company whose rights you want to manage.
2. From the Umler menu bar, select **Account Administration > Security Management**.
3. Select the **Manage Inter-Company Access Rights / Profiles Granted by My Company** link.
4. Select the company for whom you want to grant access rights and select **Grant Access Rights**.

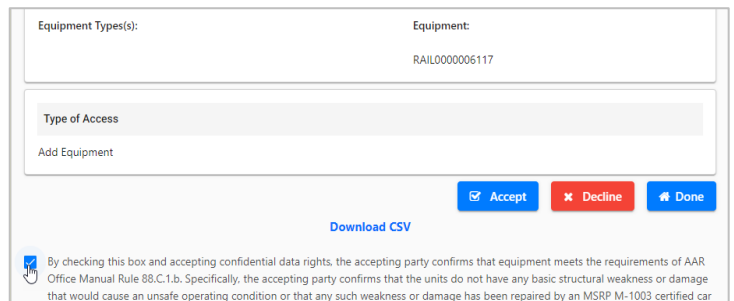


5. Select the **Add View Confidential Data Right** button to grant rights to the other company to view the confidential data of the company that you are managing.
6. Enter the required fields. To edit **Range of Equipment**, uncheck **All Equipment** and enter list of equipment in the **Equipment** textbox.
7. Select **Save**.



Viewing Equipment and Accepting Rights

1. Sign in as the Company Administrator, navigate to **Umler**, and select the company whose rights you want to manage.
2. From the Umler menu bar, select **Account Administration > Security Management**.
3. Select the **Manage Inter-Company Access Rights Granted to My Company** link.
4. Select an access right granted to your company and select **View**. Newly granted rights appear at the bottom of the list with a status of **Pending**.
5. Select the **Download CSV** link to review equipment details ensuring equipment currently meet all applicable interchange requirements.
6. If access is in a **Pending** status click **Accept** or **Decline**.
 - If **Accepting** rights, select the checkbox at the bottom accepting confidential data rights. The **Accept** button will not be available until the checkbox is selected.
7. Select **Done** to complete the process.



Additional Resources

The following additional resources are available:

- 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.
- Consult the [Umler Restenciling Equipment Quick Guide](#) for information on how to restencil equipment.
- View the [Umler page on Railinc.com](#) 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 if you need assistance.