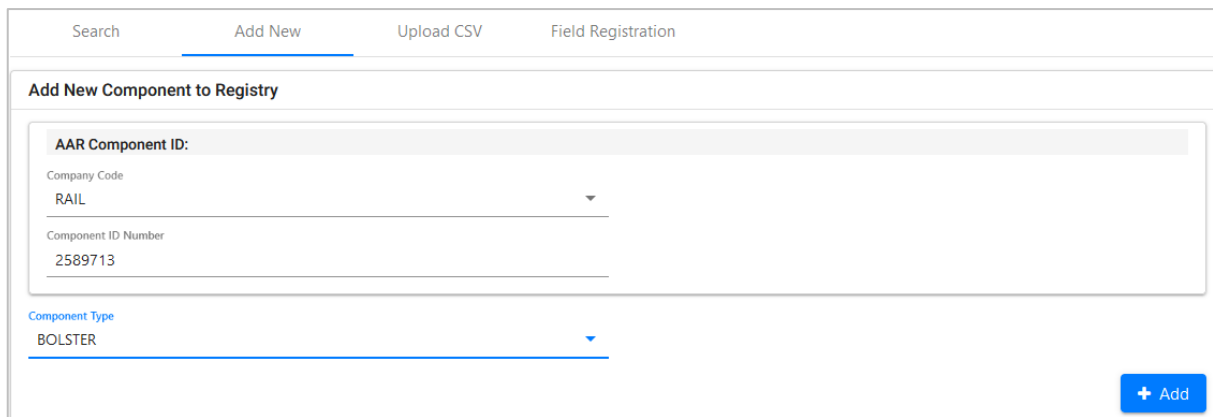
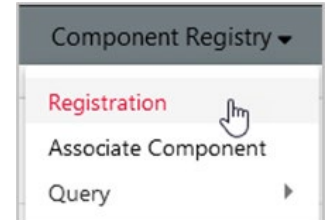



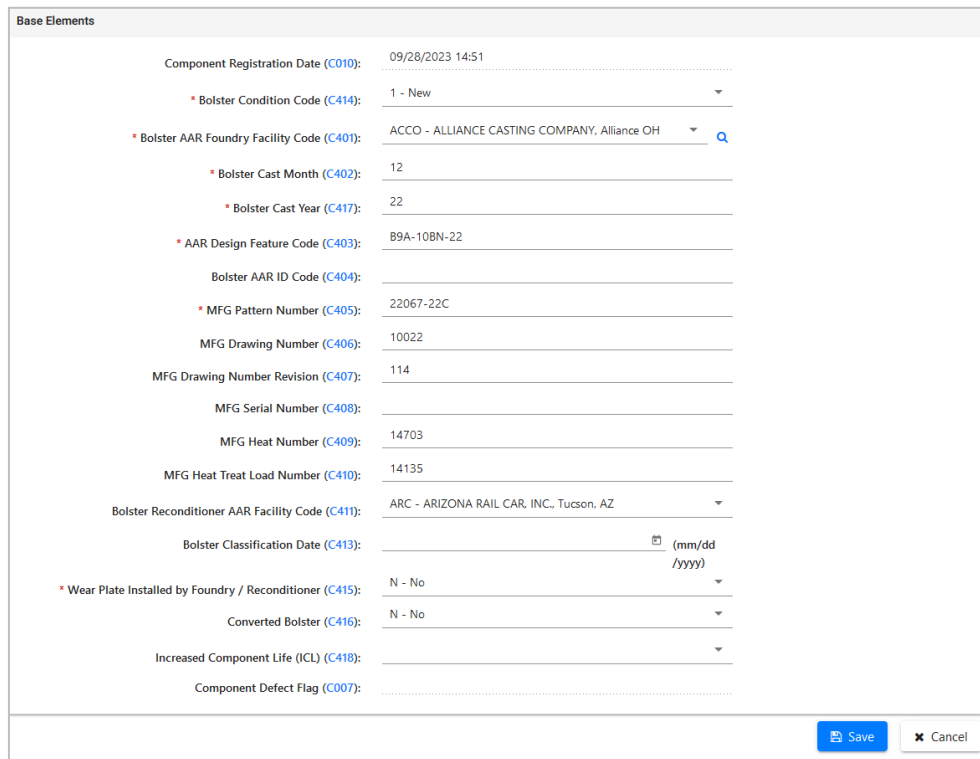
Component Tracking is used to add new components. This quick guide provides an example of adding a new bolster. For examples on other component types, refer to the [Component Tracking User Guide](#). The Company Administrator controls user access to add, register, and associate components to equipment in Component Tracking. To add a new component, you must have “Umler Access for Query” and “Component Maintenance Access.” See [Additional Resources](#) at the bottom. To register an inventoried component, refer to the [Component Tracking Field Registration Quick Guide](#).

Use this procedure to add a new component:

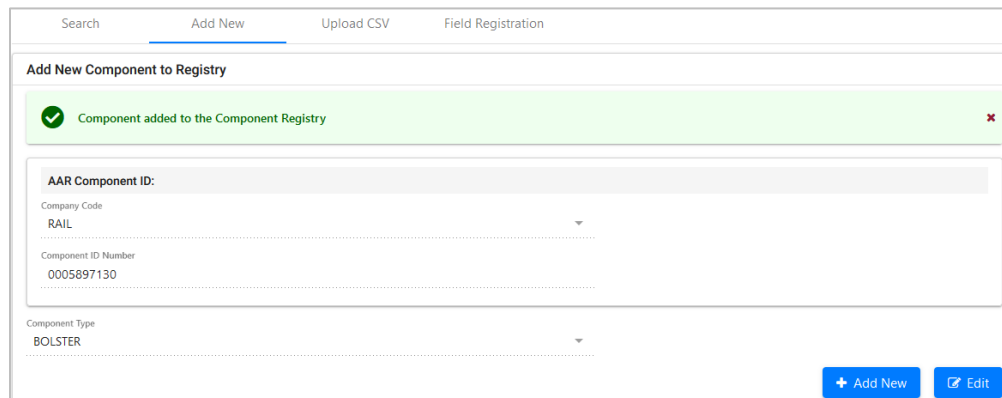
1. Sign in to **Launch Pad** and navigate to **Umler**.
2. From the Umler menu bar, select **Component Registry > Registration**.
3. The **Search Component Registry** tab is displayed. Select the **Add New** tab. The **Component Code** defaults to the user’s company or select from the drop-down list if you manage more than one. 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.



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 link with the element code (e.g., C010) 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.
5. Enter all required fields for the bolster.
 - Select the trademark lookup icon () to open the Trademark Select pop-up and select the **Foundry Facility Code**.
 - The Component Defect Flag (C007) is for Railinc Administrators only.



6. When all mandatory elements are entered, select **Save**.
- If the component has errors, a red error message is displayed at the top of the page. Fix the error and select **Save**.
 - If the component has no errors, a green success message is displayed at the top of the page.



7. 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 permissions in SSO.
- Consult the [Component Tracking Associating Components Quick Guide](#) for information on how associate a component to equipment.
- View the [Component Tracking product 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.