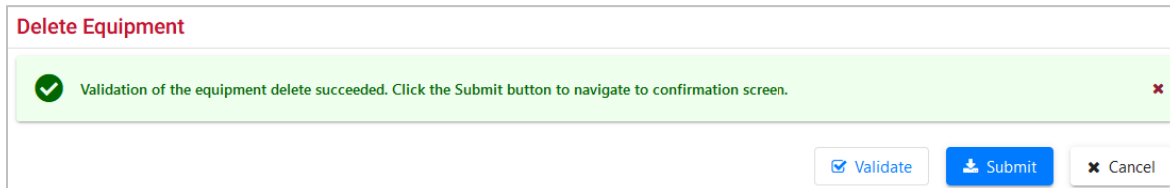


This Quick Guide shows how to delete equipment in Umler.

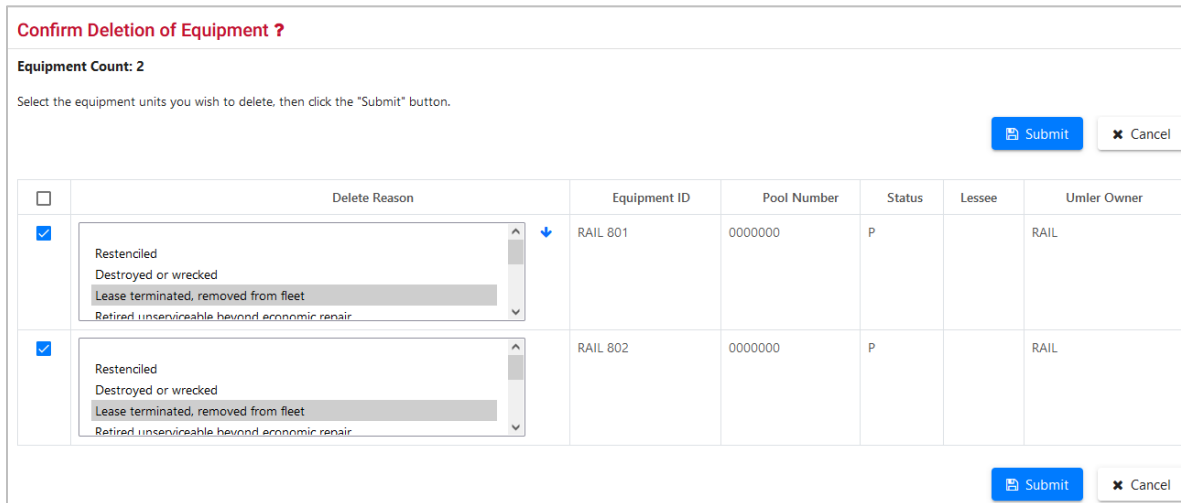
The Company Administrator controls each user’s access to add, modify, or delete equipment in the Umler system. The user managing the equipment must have “Umler Access for Maintenance” and must be granted Equipment Rights in Umler. See **Additional Resources** below.

Use this procedure to delete one or more pieces of existing equipment:

1. Sign in to Launch Pad and navigate to **Umler**.
1. From the Umler menu bar, select **Maintenance > Add/Change/Delete > Delete Equipment**.
2. On the Delete Equipment screen, enter one or more Equipment ID(s). Enter specific values in this text box separated by commas or enter a range of values separated by a hyphen or enter a combination of both comma-separated values and ranges (e.g., RAIL401, RAIL404, RAIL500–RAIL599).
3. Click **Validate** to verify that you do not receive any red error messages indicating that you entered an already deleted ID.
4. When you receive a green validation successful message, click **Submit**.



5. On the data table that appears, check each equipment row to confirm that you want to delete it, or the top check box.



| <input type="checkbox"/> | Delete Reason | Equipment ID | Pool Number | Status | Lessee | Umler Owner |
|-------------------------------------|--|--------------|-------------|--------|--------|-------------|
| <input checked="" type="checkbox"/> | <div>Restenciled Destroyed or wrecked Lease terminated, removed from fleet Retired, unserviceable beyond economic repair</div> | RAIL 801 | 0000000 | P | | RAIL |
| <input checked="" type="checkbox"/> | <div>Restenciled Destroyed or wrecked Lease terminated, removed from fleet Retired, unserviceable beyond economic repair</div> | RAIL 802 | 0000000 | P | | RAIL |

Note: Select a value in the topmost row of the data table and then select the arrow (↓) button to copy that value to the same data field in all other rows below the topmost.

6. Select **Submit** to delete the checked equipment. Select **OK** on the final confirmation message that is displayed.

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 if you need assistance.

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