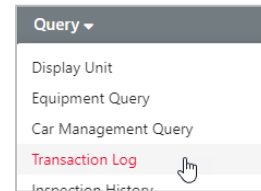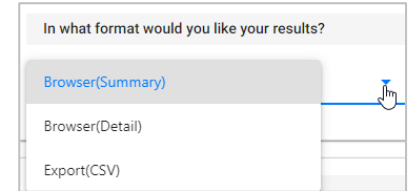Railinc's Umler system provides a way for users to query equipment transactions (e.g., inspections, nullifications, equipment record updates). Anyone with "Umler Access for Query" permissions may perform queries. To download query results as CSV (Excel) files, the user must also have "Umler Advanced Query Access" permissions. See **Additional Resources** below for more information. Use this procedure to query transaction logs for one or more pieces of equipment:

1. Sign in to Launch Pad and navigate to **Umler**.

2. From the Umler menu bar, select **Query > Transaction Log**.

3. Tips for searching Transaction Logs:

   - Selecting **Browser** formats limits your results to 1000 rows. Browser Summary and Detail options determine how many data elements appear in the results.

   - Selecting **Export (CSV)** has no row limit and no charge.

   - One or more of these fields are required: **Starting/Ending Dates**, **Search All Dates** checkbox, one or more **Equipment ID(s)** or **Equipment Group**.

   - To query a lengthy period of dates, it is faster to select **Search All Dates** instead of searching a date range.

   - Enter one or more **Equipment ID(s)** as specific values separated by spaces or commas or enter a range of values separated by a hyphen or a combination of both space/comma-separated values and ranges (e.g., RAIL401, RAIL404, RAIL500-RAIL599).

   - Selecting additional criteria narrows search results.

   - **Count** returns the number of results without actually displaying or downloading them.

   - **Search** runs the query and displays the results based on your **Output To** selection.

4. On the Transaction Search Log Results screen, the Company is always visible, and the User ID is visible if the transaction was submitted by your company. Click a transaction's **ID** link for details.

5. On the Transaction Details screen, review the complete system information about the transaction, including the Element ID, Name, Transaction Element Value and Previous Element Value if present. For more information about the **Nullify** button if one is present, refer to the *Nullifying Inspections Quick Guide*. Click **Previous** and **Next** to navigate through transactions in chronological order. Click **Done** to return to the Search Results page.

6. To further narrow search results, select the **Search Criteria** tab. Then return to step 3 to add more criteria.

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.
- Access the *Umler Reference Materials* 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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