This Quick Guide helps Umler users report inspections on equipment.

The Company Administrator controls each user's access to report inspections on equipment in the Umler system. The user reporting the inspections must have "Umler Access for Maintenance" permissions and must be granted Inspection Rights in Umler. See **Additional Resources** below.

Use this procedure to report inspections on equipment:

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

2. From the Umler menu bar, select **Maintenance > Inspections**.

3. On the Inspections screen, select the type of inspection that you want to report from the list.

4. Complete all fields on the inspection screen. Below are some common fields required when reporting inspections (for example, Air Brake Test and Reflectorization Event).

   - **Equipment ID(s)** – When entering more than one ID, enter specific values 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`).

   - For many inspections, the system provides multiple rows so that you can report inspections that have different values. For example, you might be reporting ABT inspections for equipment IDs that had different Inspection Performer or Inspection Date Done values.

   - Select a value in the topmost row of the data table and then select the **Copy Down** ↓ icon to copy that value to the same data field in all rows below the topmost.
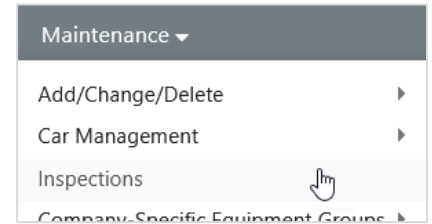

   - **Inspection Reporter** – Only the Stenciled Mark Owner or Inspection Performer can report an inspection. Select a mark from the drop down. If there is nothing available then you need Inspection Rights access. Speak with your company administrator.

   - **Inspection Performer** – This value must be the mark for the company who performed the inspection.

   - **Inspection Date Done** – The inspection date done can be no more than 60 days prior to the equipment built date and cannot be earlier than the current inspection date reported on the equipment.

   - **Location/SPLC** (Standard Point Location Code) – Enter a SPLC number in the text box or use the search button to look up a SPLC. If you search for the SPLC and select a result it will automatically populate the Location/SPLC field.

5. Click **Validate** to confirm that all mandatory fields have entries that conforms to applicable business rules.

6. Once you receive the green **Validation Succeeded** message, click **Submit**.
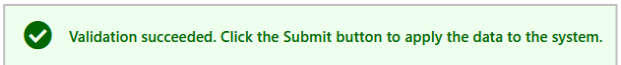
Additional Resources

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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