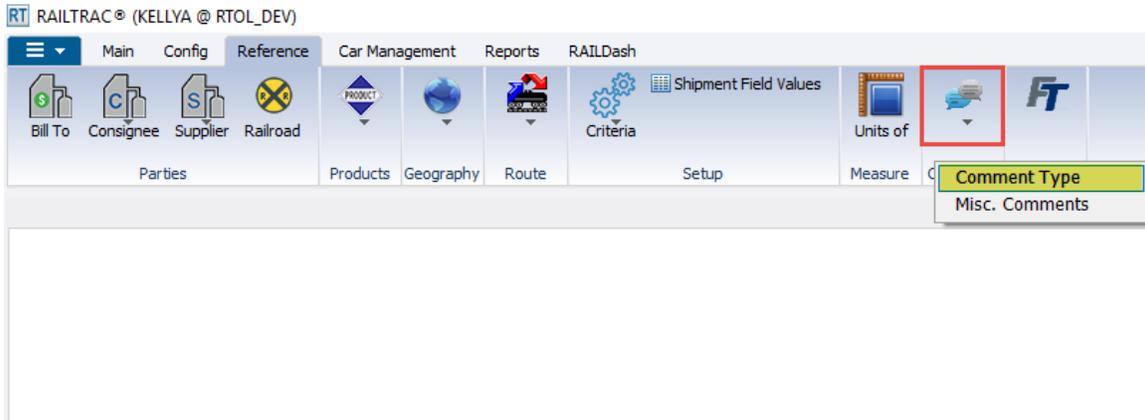


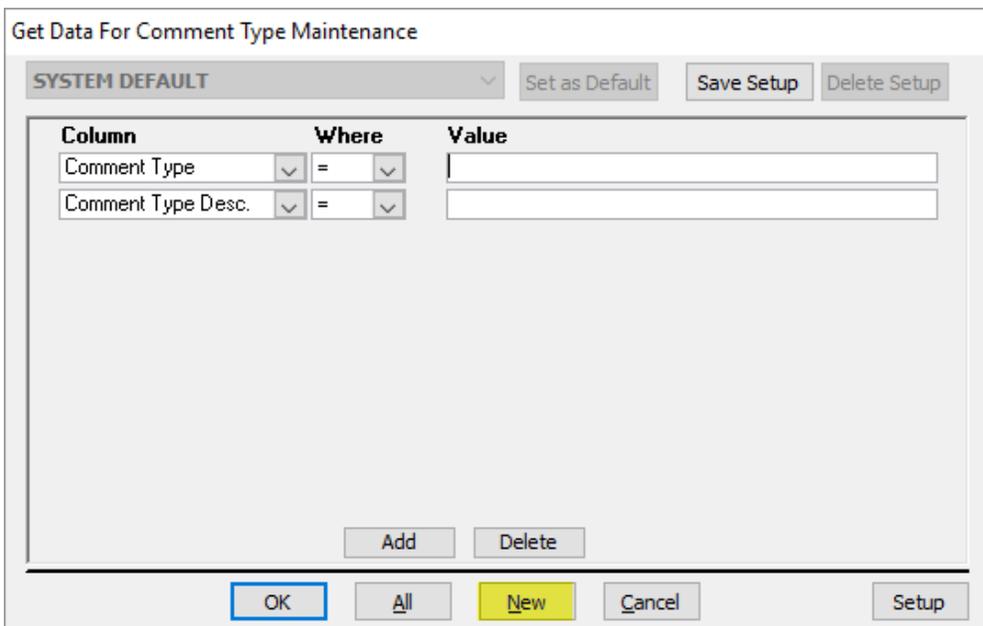


**Adding Comment  
Codes/Types, and Misc  
Comments  
RAILTRAC®  
Revision Number 1  
10/29/2018**

Once logged into RAILTRAC, click on the Reference tab. Next, select Comments, then Comments Type.



The Get Data For Comment Type Maintenance window will appear. In this screen, select New.



An Add Data box will appear. Add a two-character Comment Type and a Comment Type Description. The description can be fifteen characters in length. Then, click Add. When all Comment Types are entered, click Cancel.

Comment Type	Comment Type Description
TS	TEST COMMENT

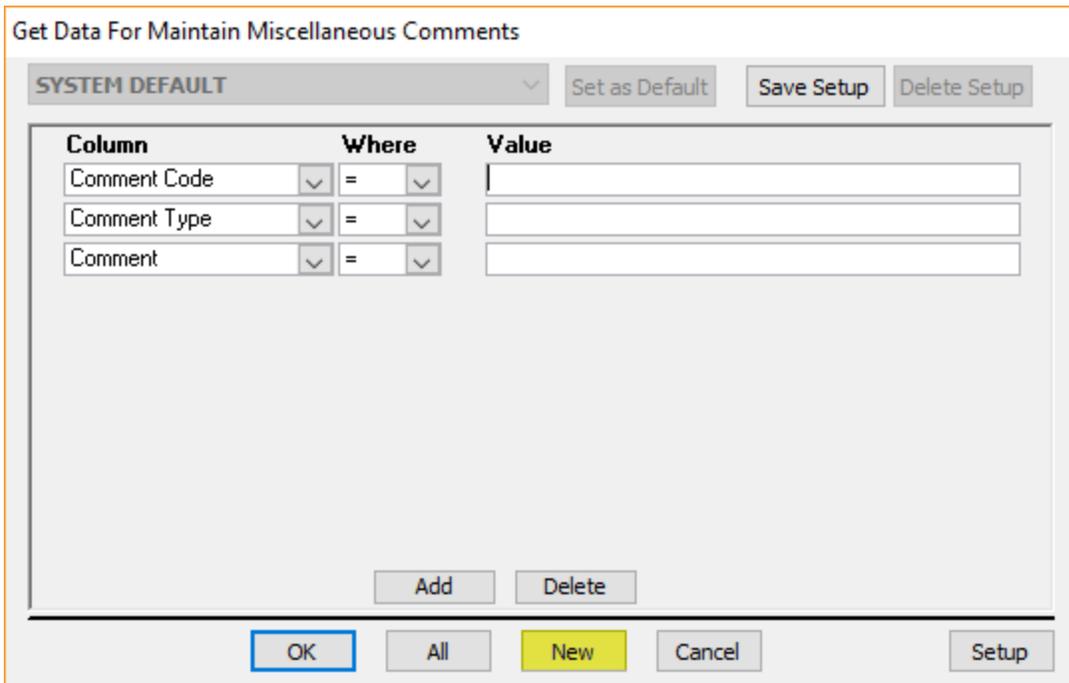
The Comment Type screen will be displayed listing all Comment Types.

Comment Type	Comment Type Description
AC	ALERT COMMENTS
BO	BAD ORDER
DI	DIVERSION
DR	DERAILED
KE	KELLY TEST
MA	MAINTENANCE
NM	NON MOVING LOAD
PL	PROBLEM LOG
RD	RAILROAD DELAY
TS	TEST COMMENT
WE	WEATHER DELAY
XX	XXXXXXXXXXXXXXXX

To add a default Comment in conjunction with an existing Comment Code/Comment Type, click Reference. Then, click Misc. Comments.



The Get Data For Maintain Miscellaneous Comments box will appear. In this screen, select New.



An Add Data window will appear. Enter the Comment Code and Comment Type to be used with the Comment, enter the Comment, and click Add. When all Comments are entered for the desired Comment Codes/Comment Types, click Cancel.

Comment Code	Comment Type	Comment
WE	WEATHER DELAY	HURRICANE FLORENCE

The Misc. Comments screen will be displayed listing all Misc. Comments with their corresponding Comment Codes and Types.

RAILTRAC® (KELLYA @ RTOL\_DEV)

Main Config Reference Car Management Reports RAILDash

Bill To Consignee Supplier Railroad Products Geography Route Criteria Shipment Field Values Units of Measure Comments

Misc. Comments X

Sort By Column Asc  
 Comment Type   
 Comment Code

Find Column Where Value And/Or  
 = = = And  
 = = = And  
 = = = And

Add Delete Sort View GD Add Delete Apply Reset Save Select

Comment Code	Comment Type	Comment
DERAIL	ALERT COMMENTS	EMAIL SENT TO GARY ZIMMER, TOM AND JOHN
GAS	ALERT COMMENTS	EMAIL SENT TO GARY ZIMMER
BO	BAD ORDER	TEST
BRAKE	BAD ORDER	BRAKE SHOE WEAR
SVTLK	BAD ORDER	SAFETY VALVE LEAK
TEST	BAD ORDER	THIS IS A BAD ORDER TEST.