BOURQUE LOGISTICS

**PROFESSIONAL TRANSPORTATION SOLUTIONS**

There are two ways to add current CLMs to RAILTRAC. Users can add CLMs from the CLMs option on the Main tab's menu, or from anywhere a current trip resides in the database. First, we'll take a look at adding CLMs from the Main tab's menu.

Once logged into RAILTRAC, click on the Main tab and select CLMs. Then, select Current.
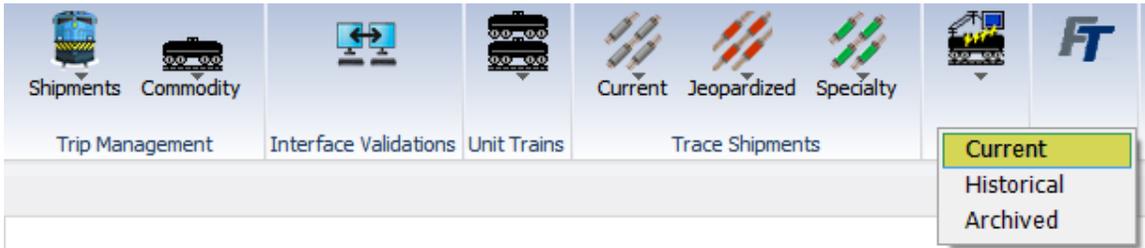
A Get Data For Edit Current CLM box will open. Type in the car number and click OK.

The Current CLMs screen will be displayed containing the most current CLM for the requested car. Select New on the tool bar to add a new current CLM.
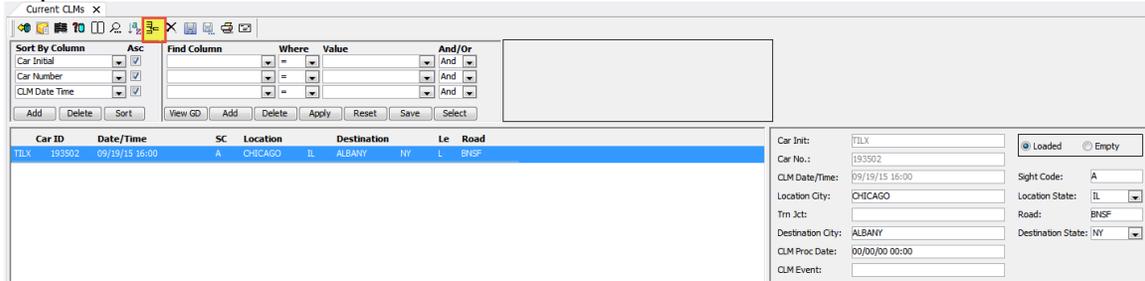
An Add CLM to Car window will open. The user should enter information for the new CLM, including the CLM Date/Time, Sight Code, Location City and State, Road, Destination City and State, and Loaded or Empty Status. If applicable, the user can also add Train Jct information. Once information is added, click OK.
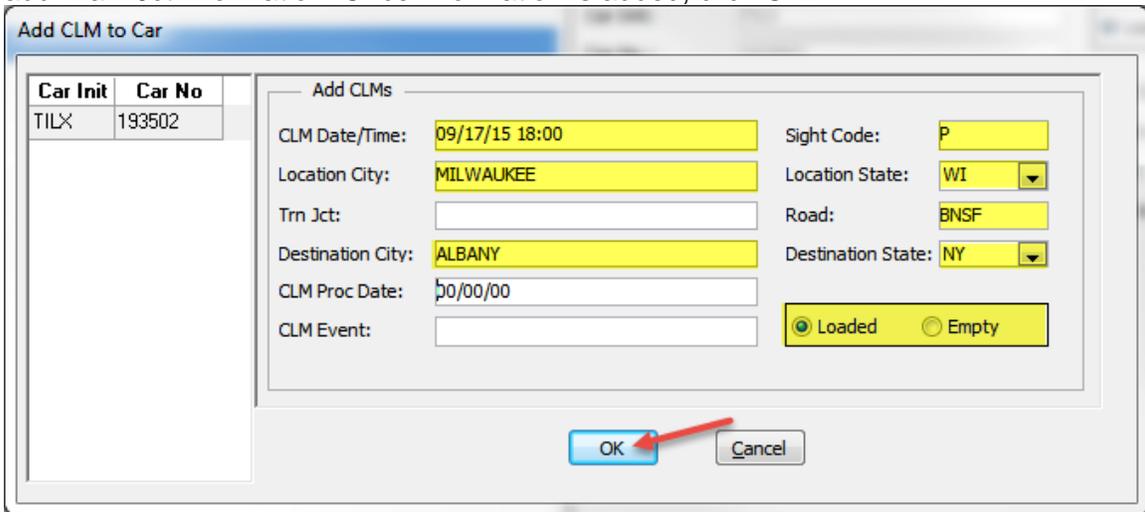
The added CLM will appear as the new Current CLM.
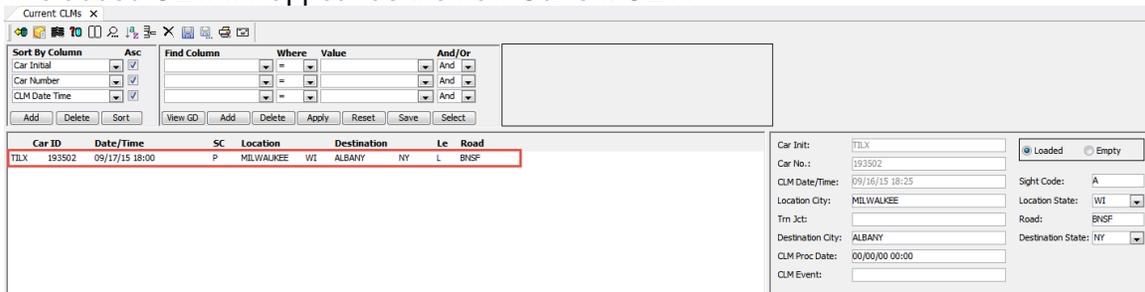
Users can also add a current CLM from wherever a trip resides in RAILTRAC. Let's take a look at the same car in Loaded to Consignee.

Once logged in to RAILTRAC, click on the Main tab and select Current. Then, select Loaded to Consignee.
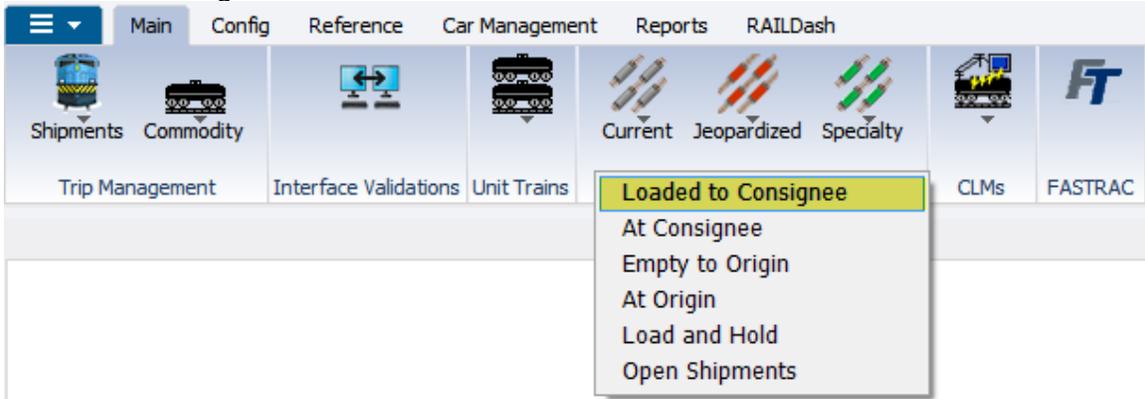
A Get Data For Loaded to Consignee window will open. Type in the Car No. and click OK.
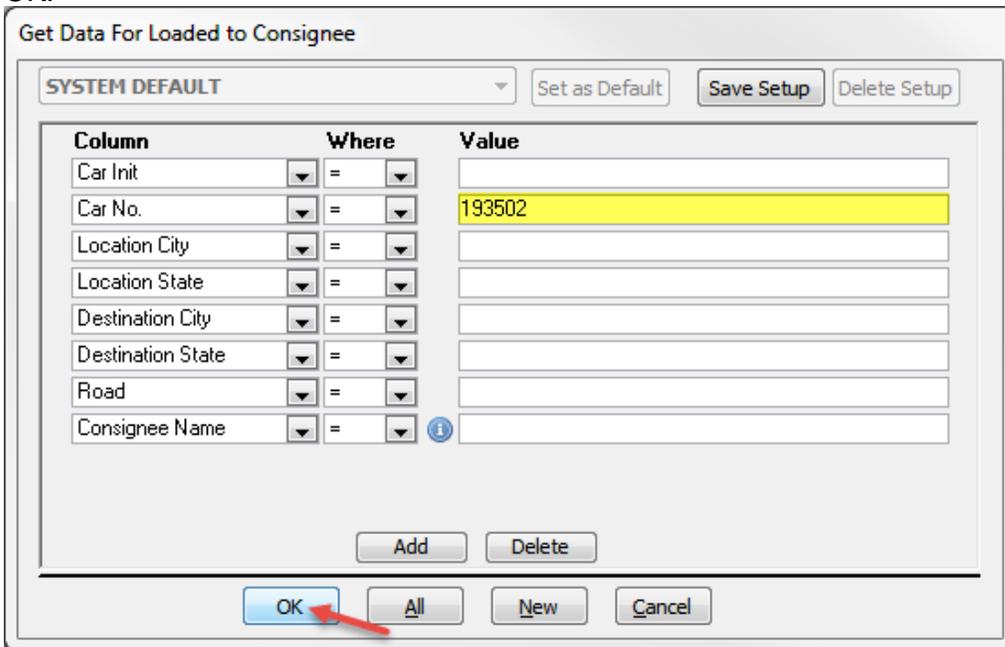
The Loaded to Consignee screen will open. This screen consists of two sections, List Detail and Shipment Detail. When the Loaded to Consignee screen opens, the List Detail portion of the screen will be activated, as shown by the blue box below. The selected trip will appear in the Shipment Detail portion of the screen.
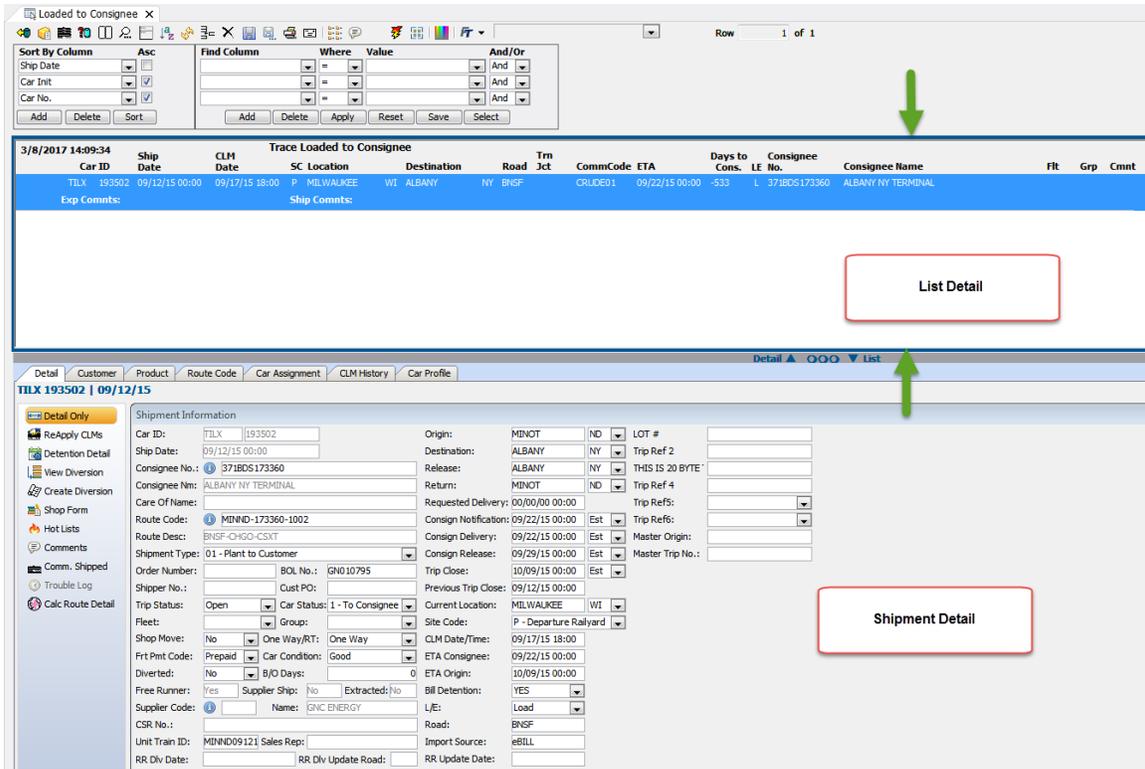
On the Shipment Detail portion of the screen, select the CLM History tab and click CLM History on the options panel. The option CLM History is made up of two screens, Current CLM and CLM History for Last Six (6) Months. When this option is chosen, the CLM History for Last Six (6) Months portion of the screen will be activated, as shown by the blue box below. Highlight the current CLM from CLM History for Last Six (6) Months, or activate the Current CLM portion of the screen.
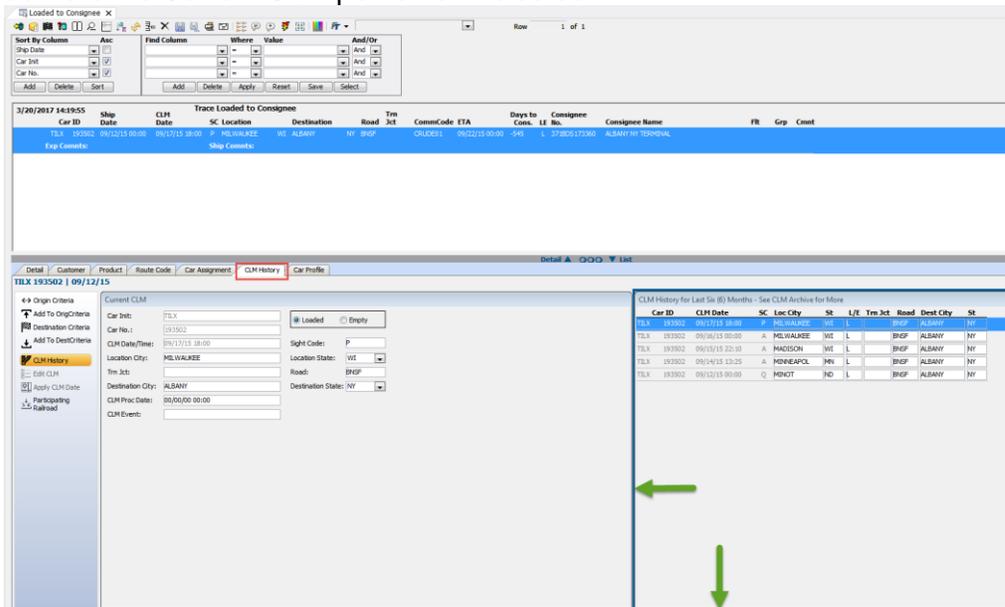
Select New Record from the Tool Bar to insert a Current CLM.
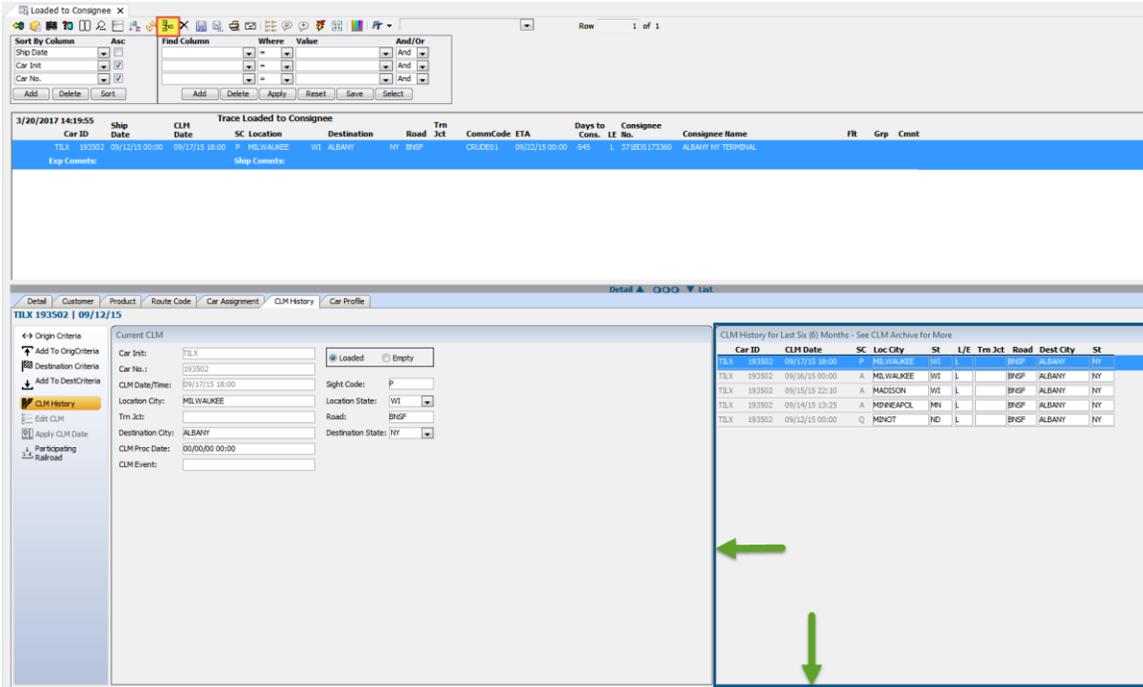
The New Current CLM box will open. Selecting Copy From Current will copy the Loaded or Empty Status, Road, Destination City, and Destination State from the last current CLM. The user should enter the CLM Date/Time, Sight Code, Location City, Location State, and the Trn Jct, if applicable. All of these fields can also be populated manually.
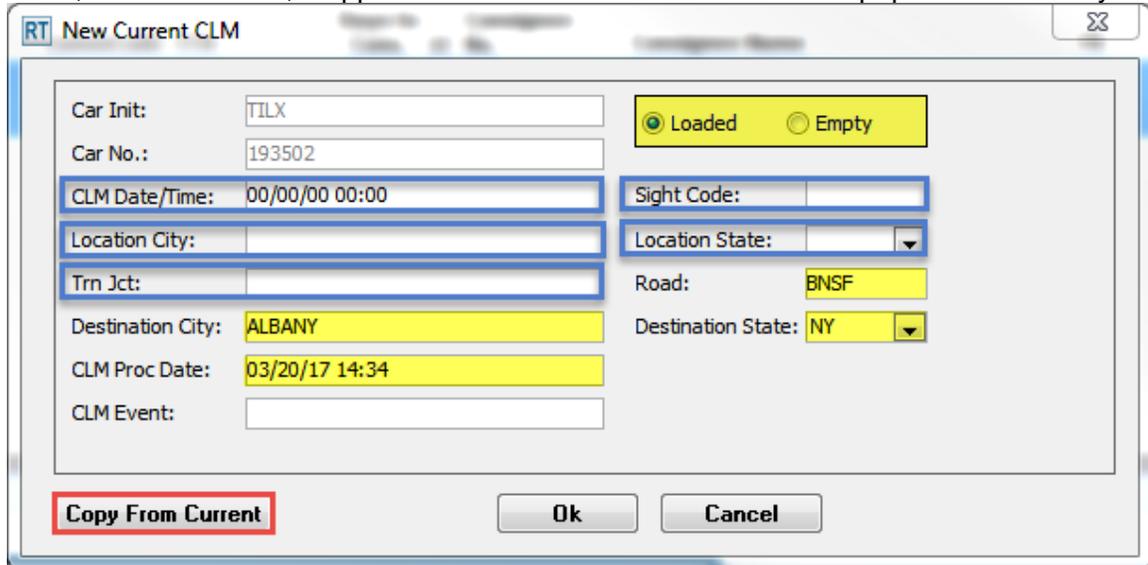
After all the necessary fields are populated, click OK.

The new Current CLM will now appear in the list and detail views.