



## Adding a Shipment Field Value in RAILTRAC® Revision Number 1 2/22/2017

Before starting these additions, please ensure your Field Name has been defined. Only tripref5 and tripref6 will allow the drop down menu in the user defined fields with in RAILTRAC.

Once logged into RAILTRAC, click on the Reference tab. Next, select Shipment Field Values.



The Get Data For Shipment Field Value Maintenance box will appear. In this screen, select New.

Column	Where	Value
Field Name	=	
Field Value	=	

Buttons: Add, Delete, **New**, Cancel, Setup, OK

Use the drop down menu to select the Field Name for this new value to be represented.

The screenshot shows the 'Shipment Field Values' window. At the top, there is a toolbar with various icons. Below the toolbar, there are sections for 'Sort By Column' (with a dropdown and 'Asc' checked) and 'Find Column' (with three rows of 'Find Column', 'Where', 'Value', and 'And/Or' dropdowns). Below these are buttons for 'Add', 'Delete', 'Sort', 'View GD', 'Add', 'Delete', 'Apply', 'Reset', 'Save', and 'Select'. The main area is a table with two columns: 'Field Name' and 'Field Value'. The 'Field Name' dropdown is open, showing a list of options: 'DIVERSION', 'OPERATIONS', and 'DIVERSION'. The 'Field Value' column is currently empty.

Add the Field Value in the corresponding field.

The screenshot shows the 'Shipment Field Value Maintenance' window. It has a menu bar (File, Edit, Settings, View, Help) and a toolbar. The layout is similar to the previous screenshot. The 'Field Name' dropdown in the table is now set to 'DIVERSION'. The 'Field Value' input field is highlighted in yellow, indicating it is the active field for data entry.

Click the Save button to save your changes.

The screenshot shows the 'Shipment Field Values' window. The 'Field Name' dropdown is set to 'DIVERSION' and the 'Field Value' input field contains the text 'COMPLETED'. The 'Save' button in the toolbar is highlighted with a red box, indicating it should be clicked to save the changes.

Go into Shipment Detail and look at Field Name. Use drop down menu and see Field Value of COMPLETED as an available option.

Car ID:	ABCD	000009	Origin:	GLENDALE	AZ
Ship Date:	05/02/16	14:53	Destination:	FRUITRIDG	CA
Consignee No.:	242BDS386212		Release:	FRUITRIDG	CA
Consignee Nm:	3M COMPANY		Return:	GLENDALE	AZ
Care Of Name:			Requested Delivery:	00/00/00	00:00
Route Code:	1G-874454-10023		Consign Notification:	05/02/16	14:53
Route Desc:	BNSF-COLTN-UP		Consign Delivery:	05/02/16	14:53
Shipment Type:	01 - Plant to Customer		Consign Release:	05/09/16	14:53
Order Number:	NEWTEST01	BOL No.:	TEST0001	Trip Close:	05/25/16
Shipper No.:		Cust PO:		Previous Trip Close:	05/02/16
Trip Status:	Open	Car Status:	1 - To Consignee	Current Location:	GLENDALE
Fleet:	3C4	Group:	3CR	Site Code:	Q - Start of Trip
Shop Move:	No	One Way/RT:	Round Trip	CLM Date/Time:	05/02/16
Frt Pmt Code:	Prepaid	Car Condition:	Good	ETA Consignee:	05/02/16
Diverted:	Yes	B/O Days:	0	ETA Origin:	05/25/16
Free Runner:	No	Supplier Ship:	No	Extracted:	No
Supplier Code:		Name:		Bill Detention:	YES
CSR No.:				LOT #	
Unit Train ID:		Sales Rep:		Trip Ref 2	
				Trip Ref 4	
				Master Trip No.:	
Last Comments:					

MANUAL

COMPLETED

EMPTY STORAGE

NANCY'S

ORIGIN SHORTAGE

SHOP BAD ORDER