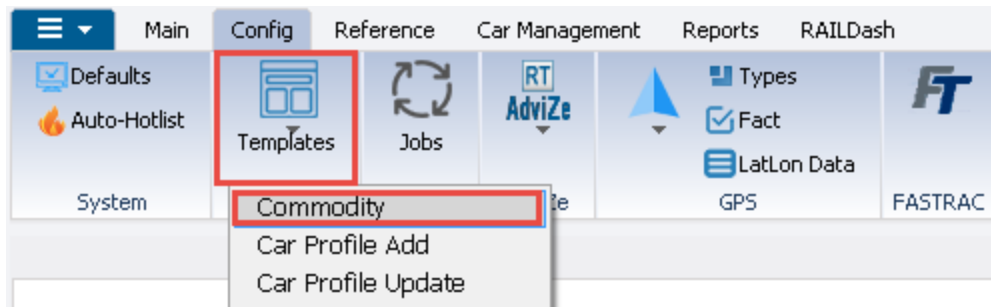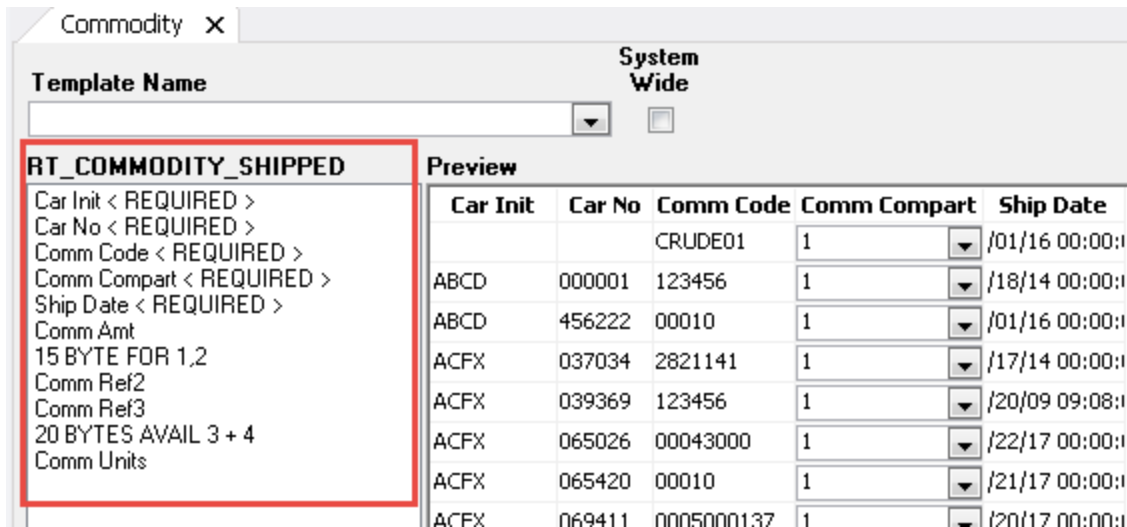Once logged into RAILTRAC, click on the Config tab. Next, select Templates, then Commodity.

In this screen users are able to create a template to mass update commodity shipped records in RAILTRAC.

To start creating a template, the user can select from field names listed under the RT_COMMODITY_SHIPPED column on the left.

Click on the desired field name. The name will highlight blue and the field name will become the column header in template. The example shown below displays adding the Comm Amt, Comm Units, and Comm Ref2 as columns in template.

To remove a column from template, click on field name from the box on the left once. This will unselect the field name and remove the column from template.

Example below shows the removal of Comm Ref 2 column from template.

Once all columns have been added, the user can assign a template name by typing the desired template name in the Template Name field.

Before completing the template set up, the user can check the System Wide box if applicable.

System Wide – Makes templates available and usable for all users.

Once this has been completed, click Save.

Click OK.