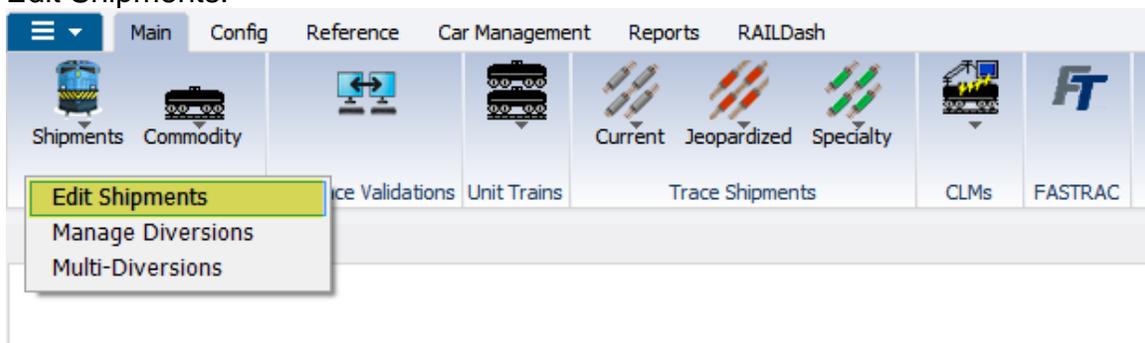




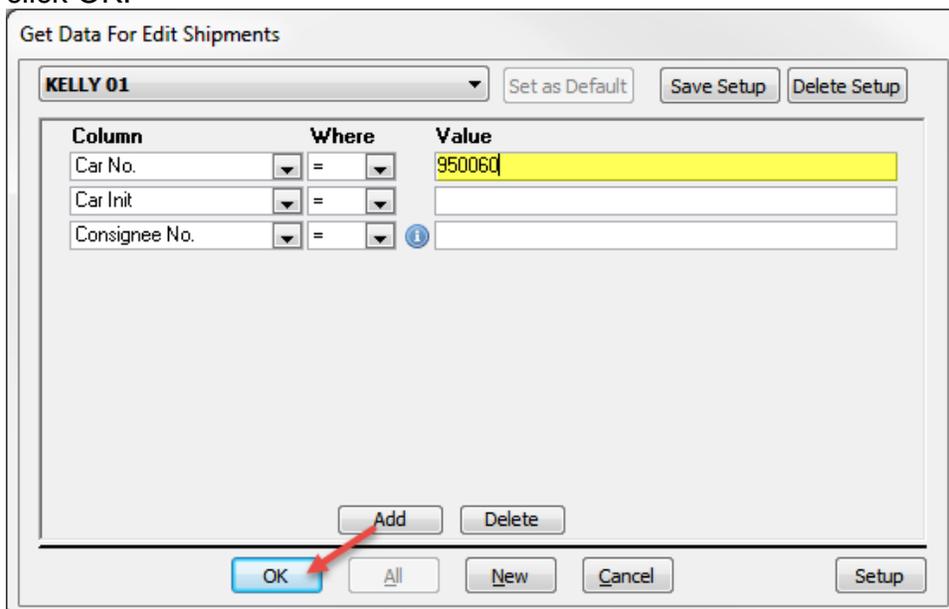
Deleting and Re-adding a Trip with the Wrong Ship Date
RAILTRAC®
Revision Number 1
2/20/2017

When a ship date is entered incorrectly, it cannot be changed. If a ship date needs to be changed, the trip will need to be deleted and re-added with the correct ship date.

Once logged into RAILTRAC, click on the Main tab. Then, select Shipments, and Edit Shipments.



A Get Data For Edit Shipments window will open. Type in the car number, and click OK.



The Edit Shipments screen will open. This screen consists of two sections, List Detail and Shipment Detail. When the Edit Shipments 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.

The screenshot displays the 'Edit Shipments' application interface. At the top, there is a navigation menu with options like 'Main', 'Config', 'Reference', 'Car Management', 'Reports', and 'RAILDash'. Below this is a toolbar with icons for 'Shipments', 'Commodity', 'Interface Validations', 'Unit Trains', 'Trace Shipments', 'CLMs', and 'FASTRAC'. The main area is divided into two sections: a 'List Detail' section at the top and a 'Shipment Detail' section at the bottom. The 'List Detail' section contains a table with columns for 'Flags', 'Car ID', 'Ship Date', 'Consign No.', 'Consign Name', 'Care Of Name', 'Destination', 'Extracted?', 'Order #', 'BOL #', and 'Consignee P'. The first row is highlighted in blue. Below the table, there are two green arrows: one pointing left and one pointing down. The 'Shipment Detail' section is titled 'GNCX 950060 | 02/20/17' and contains a 'Shipment Information' form with various fields for 'Car ID', 'Ship Date', 'Consignee No.', 'Origin', 'Destination', 'Release', 'Return', 'Requested Delivery', 'Consign Notification', 'Consign Delivery', 'Consign Release', 'Trip Close', 'Previous Trip Close', 'Current Location', 'Site Code', 'CLM Date/Time', 'ETA Consignee', 'ETA Origin', 'Bill Detention', 'Load', and 'Road'. A left-hand sidebar contains a 'Detail Only' menu with options like 'CLM History', 'ReApply CLMs', 'Detention Detail', 'View Diversion', 'Create Diversion', 'Shop Form', 'Hot Lists', 'Comments', 'Comm. Shipped', 'Trouble Log', and 'Calc Route Detail'.

Flags	Car ID	Ship Date	Consign No.	Consign Name	Care Of Name	Destination	Extracted?	Order #	BOL #	Consignee P
GNCX	950060	2/20/2017 00:00	7998DS539153	3M COMPANY		GLENDAL	AZ	No		
GNCX	950060	6/13/2006 00:00	28D5684800	JACOB STERN		HOUSTON	TX	No	003662HG	66668
GNCX	950060	3/28/2006 00:00	568DS380000	UNICHEMA		CHICAGO	IL	No	029313CA	402515
GNCX	950060	2/13/2006 00:00	598DS439900	CHEMTURA INC.		MEMPHIS	TN	No	028791CA	4500641758

Select the trip with the incorrect ship date. Next, click in the Shipment Detail portion of the screen to activate the selected trip. Click Comm. Shipped on the Options Panel to view commodity details on the selected trip.

The screenshot shows the 'Edit Shipments' application. At the top, there is a search and filter section with 'Sort By Column' and 'Find Column' dropdowns. Below this is a table of shipments with columns: Flags, Car ID, Ship Date, Consign No., Consign Name, Care Of Name, Destination, Extracted?, Order #, BOL #, Consignee PO #, CSR, Trip Ref 1, and Trip Ref 2. The table contains four rows of shipment data.

Below the table is a detailed view for shipment GNXC 950060 on 02/20/17. The left sidebar has a menu with 'Comm. Shipped' highlighted. The main area shows 'Shipment Information' with various fields like Car ID, Ship Date, Consignee No., Care Of Name, Route Desc, Shipment Type, Order Number, Shipper No., Trip Status, Fleet, Ship Moves, Free Runner, Supplier Code, and CSR No. Two green arrows point to the 'Comm. Shipped' button in the sidebar and the 'Commodity Shipped' table on the right.

The 'Commodity Shipped' table has columns: Compart, Comn Code, Quantity, Units, TripRef2, TripRef3, and TripRef4. It contains one row with 'B' in the Compart column and 'PLANS' in the Comn Code column.

Take a screen shot of the trip. This will be used for reference when reentering the trip with the correct ship date.

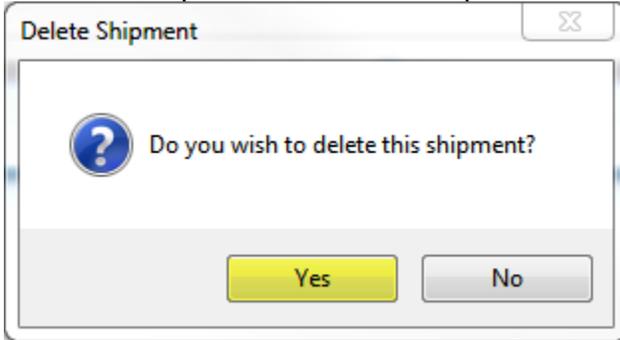
This screenshot shows a detailed view of a shipment in the 'Edit Shipments' application. The left sidebar has 'Comm. Shipped' highlighted. The main area displays 'Shipment Information' for a shipment with Car ID EFTX 110468. Fields include Ship Date (01/26/17 00:00), Consignee No. PFP513794, Care Of Name STAROSEL STAROSEL TRAFERPER LLC, Route Desc 01-CHSD-CHSD, Shipment Type 01 - Plant to Customer, Order Number, Shipper No., Trip Status Open, Fleet CTLD, Ship Moves No, Free Runner Yes, Supplier Code PFP HOLDING COMPANY LLC, and CSR No. LP.

On the right side, there is a 'Commodity Shipped' table with columns: Compart, Comn Code, Quantity, Units, TripRef2, TripRef3, and TripRef4. The table is currently empty.

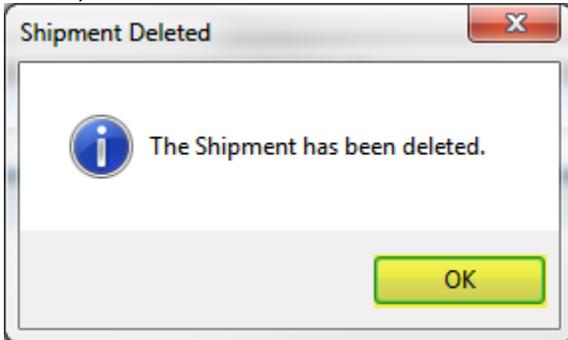
Click to activate the Shipment Information portion of the screen, which is indicated by the blue box below. Then, click Delete Record.

The screenshot shows a software interface for managing shipments. At the top, there is a search and filter section. Below it is a table of shipments with columns for Car ID, Ship Date, Consignee No., Consignee Name, BOL, Fleet, Grp, Origin, Origin ETA, Destination, Destination ETA, Status, Commodity, Comm Name, Trip Ref 1, Trip Ref 2, and Trip Ref 3. The table contains three rows of shipment data. Below the table, there is a 'Detail' section for a specific shipment (CBTX 740468 | 01/26/17). This section is divided into 'Shipment Information' and 'Commodity Shipped'. The 'Shipment Information' section is highlighted with a blue box, and green arrows point to it from the text above. The 'Commodity Shipped' section shows a table with columns for Compart, Comm Code, Quantity, Units, and Upref2.

A Delete Shipment window will open. Click Yes to delete the shipment.



Then, click OK.

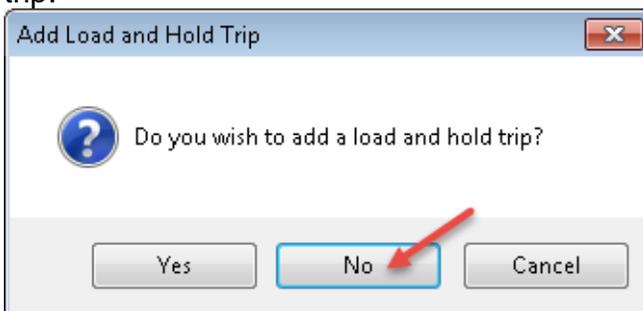


On the Tool Bar, select New Record.

The screenshot shows the 'Edit Shipments' application window. At the top, there is a toolbar with various icons, including a 'New Record' icon (a document with a plus sign) which is highlighted with a red box. Below the toolbar is a search and filter section with 'Sort By Column' and 'Find Column' dropdowns, and 'Where' and 'Value' input fields. Below this is a data table with columns: Flags, Car ID, Ship Date, Consign No., Consign Name, Care Of Name, Destination, Extracted?, Order #, and BOL #. The table contains three rows of shipment data. Below the table is a navigation bar with tabs for 'Detail', 'Customer', 'Product', 'Route Code', 'Car Assignment', 'CLM History', and 'Car Profile'. The 'Detail' tab is selected, showing a 'Shipment Information' view for 'GNCX 950060 | 02/13/06'. A sidebar on the left contains a list of actions: Detail Only, CLM History, ReApply CLMs, Detention Detail, View Diversion, Create Diversion, Shop Form, Hot Lists, Comments, Comm. Shipped (highlighted), Trouble Log, and Calc Route Detail.

Flags	Car ID	Ship Date	Consign No.	Consign Name	Care Of Name	Destination	Extracted?	Order #	BOL #
GNCX	950060	2/20/2017 00:00	7998D5539153	3M COMPANY		GLENDAL	AZ	No	
GNCX	950060	6/13/2006 00:00	38D5684800	JACOB STERN		HOUSTON	TX	No	003662HG
GNCX	950060	3/28/2006 00:00	568D5380000	UNICHEMA		CHICAGO	IL	No	029313CA

An Add Load and Hold Trip box will appear. Select No when adding a standard trip.



In the New Shipment screen, add the components of the new trip with the updated ship date using the screenshot of the old trip as a guide. Click OK.

RT New Shipment

Car ID: GNCX 950060
 Ship Date: 08/04/16 00:00
 Consignee No.: 282BDS883160
 Consignee Nm: GNCX PHILLIPS
 Route Code: BT-883160-1425
 Route Desc: BNSF
 Shipment Type: 01 - Plant to Customer
 Order Number: BOL No.:
 Shipper No.: Cust PO:
 Trip Status: Open Car Status: 1 - To Consignee
 Fleet: CTGT Group: FATS
 Supplier Code: Supplier Name:
 CSR No.:
 Unit Train ID:
 LOT #
 THIS IS 20 BYTE
 Requested Dlv: 00/00/00 00:00
 Frt Pmt Code: Prepaid One Way/Round: Round Trip
 Bill Detention: Yes L/E: L
 Shop Move: No Supplier Shipment: No

Origin:
 Destination:
 Release:
 Return:
 Consign Notification:
 Consign Delivery:
 Consign Release:
 Trip Close:
 Previous Trip Close:
 Current Location:
 Site Code: Q - Start of Trip
 CLM Date/Time: Road:
 ETA Consignee:
 ETA Origin:
 DIVERSION
 OPERATIONS
 Sales Rep:
 Car Condition: Good Bad Order Days: 0
 Diverted: No Free Runner: No Extracted: No

Find Consignee Find Route Code Find Supplier **OK** Cancel Multi-Shipment Entry

Add the commodity details and select Add.

Add Commodity Information

Compant	Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
1	00010	28,105.00	GAL				

Find Commodity **Add** Cancel Commodity Fact

When all commodities have been entered into the Add Commodity Information screen, select Cancel.

Add Commodity Information

Compant	Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
2			GAL				

Find Commodity Add **Cancel** Commodity Fact