



RAILTRAC[®] USERS GUIDE

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RAILTRAC Overview

Welcome to RAILTRAC, Bourque Logistics' rail fleet management software. RAILTRAC offers corporate transportation departments flexible and cost-effective management of rail equipment. RAILTRAC provides transportation, shipping, sales, and customer service personnel with an abundance of rail shipment information and fleet management tools.

Current and historical shipments, car movements, fleet utilization, route maintenance, ETA calculations, mileage revenue analysis, mechanical statistics, and maintenance tracking are just a few of the tracking and reporting capabilities of this robust system.

RAILTRAC also offers the ability to divide rail equipment into distinct Fleet and Business Groups allowing for analysis of information at several different detail levels. Real-time data provides rail fleet managers the capability to proactively adjust to the fast-paced and ever-changing conditions of rail transportation.

Briefly, some of the benefits of using RAILTRAC include:

- Railcar tracing by customer, route, product, BOL, ETA, and other custom fields
- Reporting of off-route, non-moving, bad ordered shipments
- Historical shipment analysis by route and route segment
- ETAs based on historical traffic lane movements with user-defined sampling parameters
- Customer car retention and origin car retention analysis
- Straight forward route and consignee management
- Segment fleet reporting and shipment analysis by fleet and business group
- Car profiling including lease, test, and mechanical profiles with user-defined values
- Lease contract management
- Best day of week shipment optimization
- Advanced shipment notice to customers and shops

RAILTRAC Definitions

1. Customer – The consignee receiving the shipment
2. Origin – The starting location or shipping point of a railcar
3. Trip – Shipment moving from an origin to a destination and back
4. Car Status
 - 0 = Empty at Origin
 - 1 = Loaded to Consignee
 - 2 = Loaded at Consignee
 - 3 = Empty to Origin
5. Destination Criteria – Predefined criteria, set by your company, to show when a car has arrived and consignee has been notified, car has been constructively placed, and/or actually placed
6. Origin Criteria – Predefined criteria, set by your company, to show when the car has arrived back at an origin, also determined by customer notification, constructive placement, or actual placement
7. SPLC – Standard Point Location Code identifies a city with a number
8. Route – Road(s) the car is moving on, usually defined by the following three components
 - Origin SPLC – Standard Point Location Code of the origin city
 - Destination SPLC – Standard Point Location Code of the destination city
 - Path Code – the path the car is moving with the railroads and interchange(s)
9. Path code – route description – example: CSXT – NEWOR – UP
10. CLM – Car Location Message – A railcar will move from city to city along the tracks. A railcar will pass an AEI scanner and the scanner will read the tag on the side of the car. This information is sent through the electronic railroad system and uploaded into RAILTRAC

Sight Codes

A – Arrival at In Transit Rail Location

Car has arrived at an intermediate rail yard other than that of the destination

B – Bad Order

Car has been reported in bad condition at the current location

D – Arrival at Destination

Car has arrived at its rail destination

G – Bad Order Release

Car reported released from Bad Order status and returned to service

H – Car Delayed or Held

Car delayed or held by railroad

J – Junction Delivery

Delivery from one railroad to another railroad with no intervening highway move

P – Departure

Car has departed from an in-transit railroad location other than the destination

Q – Start of Shipment

RAILTRAC uses a "Q" to record start of a shipment

R – Junction Received

Car received by one railroad from another with no intervening highway move

S – Storage

Car is being stored

W – Released

Car released from patron's siding at date/time and location showed

X – Pulled

Car pulled from patron's siding at date/time and location shown

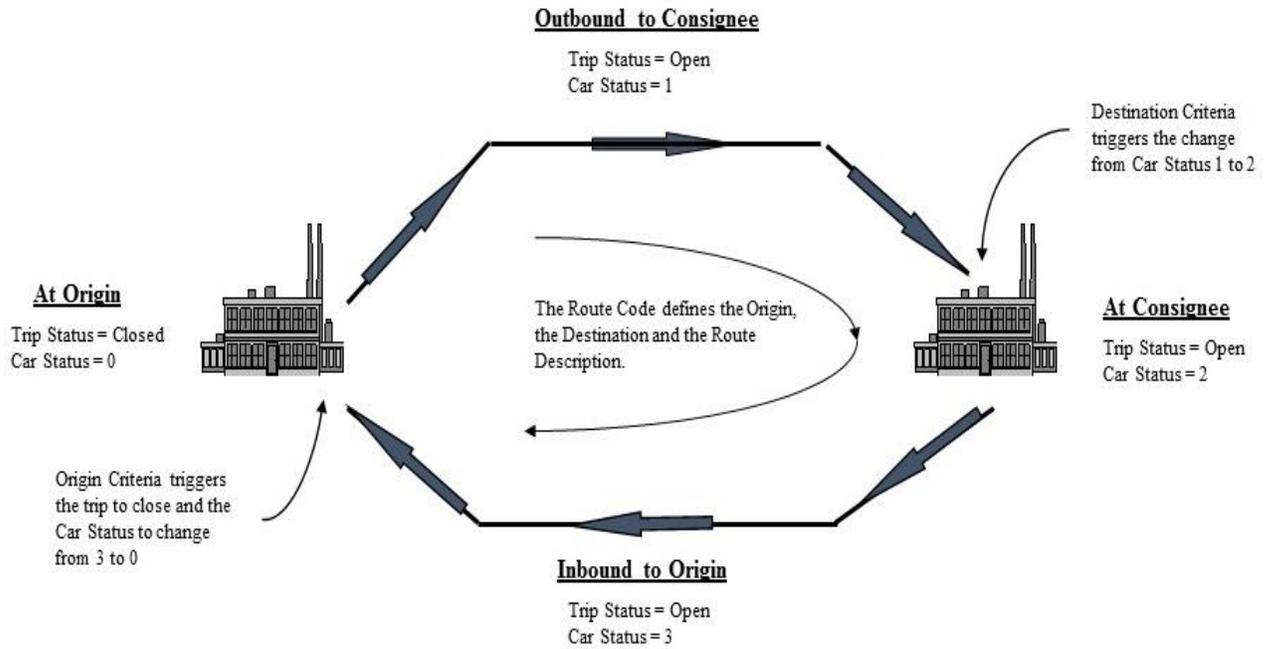
Y – Constructive Placement/Notification

Railroad notifies patron that car is available for placement or container/trailer has arrived by carrier at the final railroad-controlled facility and is available for highway departure

Z – Actual Placement

Car has been placed at the consignee

Anatomy of a Trip



The Structure of a Trip in Status 2:

The railcar has arrived at the consignee. Consign Notification and Consign Delivery have changed to Actual, based on destination criteria predefined for this customer, created using a combination of the sight code with the location city and railroad.

The screenshot displays the RAILTRAC interface for a shipment. On the left, the 'Shipment Information' section shows the following details:

- Car ID: AOKX 035109
- Ship Date: 06/10/16 00:00
- Consignee No: 1234567890
- Consignee Name: TULLY ASSOC
- Route Code: FOLG-087890-13552
- Route Desc: FOLG-SUPER-CN
- Shipment Type: 01 - Plant to Customer
- Order Number: 1234567890
- Shopper No: 1234567890
- Trip Status: Open
- Freez: FREE
- Ship Move: No
- Free Runner: No
- Unit Train ID: 1234567890

On the right, the 'CLM History/Archive' table shows the following data:

Car ID	CLM Date	SC	Loc City	St	L/E	Trm Jct	Road	Dest City	St
AOKX 035109	07/03/16 13:54	F	SHARPSHIRE	AB	1		CN	SHARPSHIRE	AB
AOKX 035109	07/03/16 08:30	D	SHARPSHIRE	AB	1		CN	SHARPSHIRE	AB
AOKX 035109	06/23/16 17:01	B	SUPERIOR	WI	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/21/16 07:17	P	SHULASKA	WI	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/19/16 05:14	P	FTTHADSON	IA	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/18/16 23:40	P	CONGO	MO	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/18/16 13:36	P	COLUMBUS	KS	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/14/16 09:36	P	WICHORE	OK	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/10/16 03:00	P	HOUSTON	TX	1		BRF	SHARPSHIRE	AB
AOKX 035109	06/10/16 09:23	W	STOYD	TX	1		PRA	SHARPSHIRE	AB
AOKX 035109	06/10/16 00:00	Q	HOUSTON	TX	1		BRF	SHARPSHIRE	AB

The D or Y sight code will be used to match the CLM that comes into RAILTRAC with the criteria matching on the railroad and city spelling. If the criteria is met, RAILTRAC will populate the date in the Consign Notification field and change from Estimated to Actual.

The Z sight code will be used to match the CLM that comes into RAILTRAC with that sight code and matches the railroad and city spelling. If the criteria is met, RAILTRAC will populate the date in the Consign Delivery field and change from Estimated to Actual.

The screenshot displays the RAILTRAC interface for destination criteria. On the left, the 'Destination Criteria' section shows the following details:

- Car ID: AOKX 035109
- CLM Date/Time: 07/03/16 13:54
- Location City: SHARPSHIRE
- Location State: AB
- Trm Jct: CN
- Destination City: SHARPSHIRE
- CLM Proc Date: 06/10/16 00:00
- CLM Event: 0

On the right, the 'Destination Criteria' table shows the following data:

Consign Number	Sight Code	Road	Location City	State	Consign City Hrs
1234567890	D	CN	SHARPSHIRE	AB	0
1234567890	Z	CN	SHARPSHIRE	AB	0

The Structure of a Trip in Status 3:

The car has been released empty. When RAILTRAC sees an empty release or empty pull CLM, the date will populate in the consign release changing it from Estimated to Actual. The car status will change from a status 2 to a 3.

The screenshot displays the RAILTRAC software interface for a specific shipment. The left sidebar contains navigation options like 'CLM History', 'ReApply CLM', and 'Detention Detail'. The main area is divided into 'Shipment Information' and 'CLM History/Archive'.

Shipment Information:

- Car ID: JTED 079044
- Origin: MAHOCK PA
- Destination: REHOLD DE
- Release: REHOLD DE
- Return: MAHOCK PA
- Requested Delivery: 03/02/16 00:00
- Consign Notification: 04/01/16 09:01
- Consign Delivery: 04/01/16 00:00
- Consign Release: 04/01/16 00:00
- Trip Close: 04/12/16 00:00
- Current Location: STOCNEK PA
- Site Code: STOCNEK PA
- CLM Date/Time: 04/07/16 00:00

CLM History/Archive Table:

Car ID	CLM Date	SC	Loc City	St	L/B	Trm Jct	Road	Dest City	St
WTEX 099844	04/01/16 00:00	F	STOCNEK PA	21			NS	MAHOCK PA	PA
WTEX 099844	04/01/16 00:00	F	STOCNEK PA	21			NS	MAHOCK PA	PA
WTEX 099844	04/03/16 12:00	F	ABRANG PA	21			NS	MAHOCK PA	PA
WTEX 099844	04/03/16 00:00	F	REHOLD DE	21			NS	REHOLD DE	DE
WTEX 099844	04/01/16 00:00	F	REHOLD DE	21			NS	REHOLD DE	DE
WTEX 099844	04/01/16 09:01	F	REHOLD DE	21			NS	REHOLD DE	DE
WTEX 099844	03/28/16 09:38	F	ABRANG PA	21			NS	REHOLD DE	DE
WTEX 099844	03/28/16 06:04	F	STOCNEK PA	21			NS	REHOLD DE	DE
WTEX 099844	03/28/16 12:02	F	MAHOCK PA	21			NS	REHOLD DE	DE
WTEX 099844	03/28/16 00:00	F	MAHOCK PA	21			NS	REHOLD DE	DE

The Structure of a Trip in Status 0:

The trip close date has changed to Actual based on origin criteria predefined for this route. Origin Criteria is created using a combination of the Sight Code with the Location City and Railroad. The trip closes and the Car Status changes to Car Status 0.

The screenshot shows the 'Detail View' for WTRX 099844 | 03/25/16. The 'CLM History' tab is selected, displaying a table of trip history. A purple arrow points from the 'Origin Criteria' dropdown menu in the 'Trip Status' section to the 'Origin Criteria' column in the 'CLM History' table.

Car ID	CLM Date	SC	Loc City	St	L/E	Trn Jct	Road	Dest City	St
WTRX 099844	04/06/16 00:00	Z	MARHOOK	PA	E		NS	MARHOOK	PA
WTRX 099844	04/07/16 00:00	F	STOCKREEK	PA	E		NS	MARHOOK	PA
WTRX 099844	04/08/16 00:00	A	STOCKREEK	PA	E		NS	MARHOOK	PA
WTRX 099844	04/09/16 12:00	F	ABRAMS	PA	E		NS	MARHOOK	PA
WTRX 099844	04/09/16 00:00	W	RETBOLD	DE	E		NS	RETBOLD	DE
WTRX 099844	04/01/16 10:00	Z	RETBOLD	DE	E		NS	RETBOLD	DE
WTRX 099844	04/01/16 10:00	Y	RETBOLD	DE	E		NS	RETBOLD	DE
WTRX 099844	04/01/16 09:01	Y	RETBOLD	DE	E		NS	RETBOLD	DE
WTRX 099844	03/28/16 09:38	A	ABRAMS	PA	E		NS	RETBOLD	DE
WTRX 099844	03/28/16 06:04	F	STOCKREEK	PA	E		NS	RETBOLD	DE
WTRX 099844	03/25/16 12:02	W	MARHOOK	PA	E		NS	RETBOLD	DE
WTRX 099844	03/25/16 00:00	C	MARHOOK	PA	E		NS	RETBOLD	DE

Click Origin Criteria under the CLM History tab in the Detail View to see this Origin Code and the information stored.

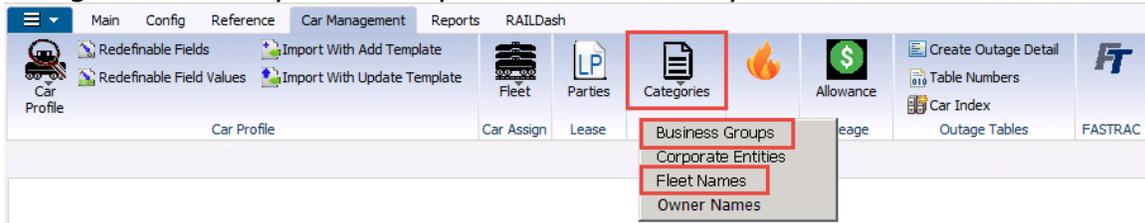
The screenshot shows the 'Detail View' for WTRX 099844 | 03/25/16. The 'Origin Criteria' dropdown menu is open, showing a table of origin criteria. The 'CLM History' tab is also visible in the background.

Origin Code	Sight Code	Road	Loc City	State	Add Hours
MARPA	D	NS	MARHOOK	PA	0
MARPA	F	NS	MARHOOK	PA	0
MARPA	Z	NS	MARHOOK	PA	0

Fleets and Business Groups

Fleet and Business Group Assignment

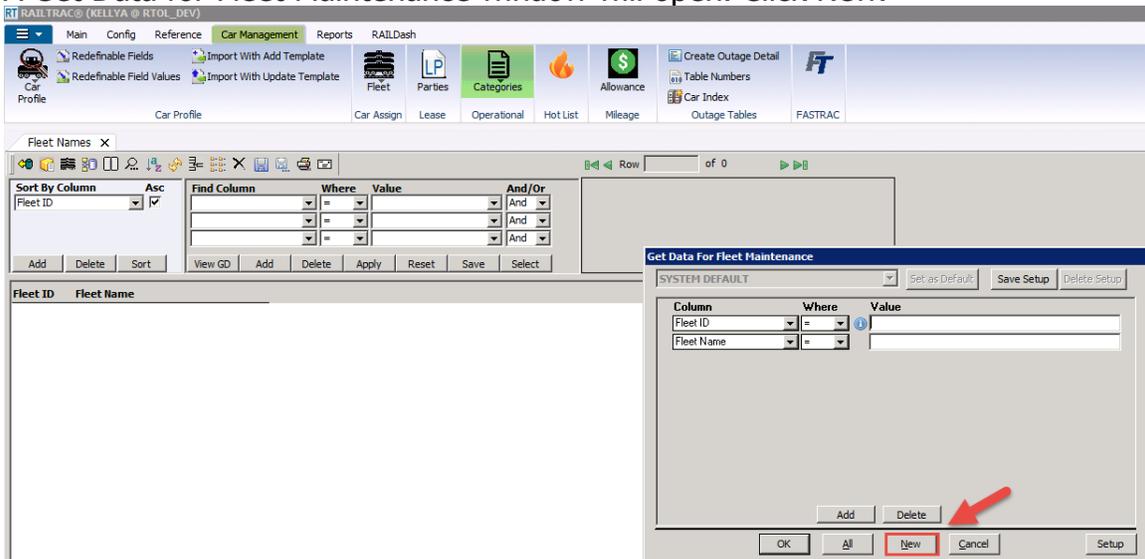
Fleet and Business Group assignments give users the ability to create definable fields to assign to their fleet cars which can assist with car management. This also gives the ability to filter reports more effectively.



Fleets

Fleet Names allow users to add new fleets, and work best if they identify the origin of the car.

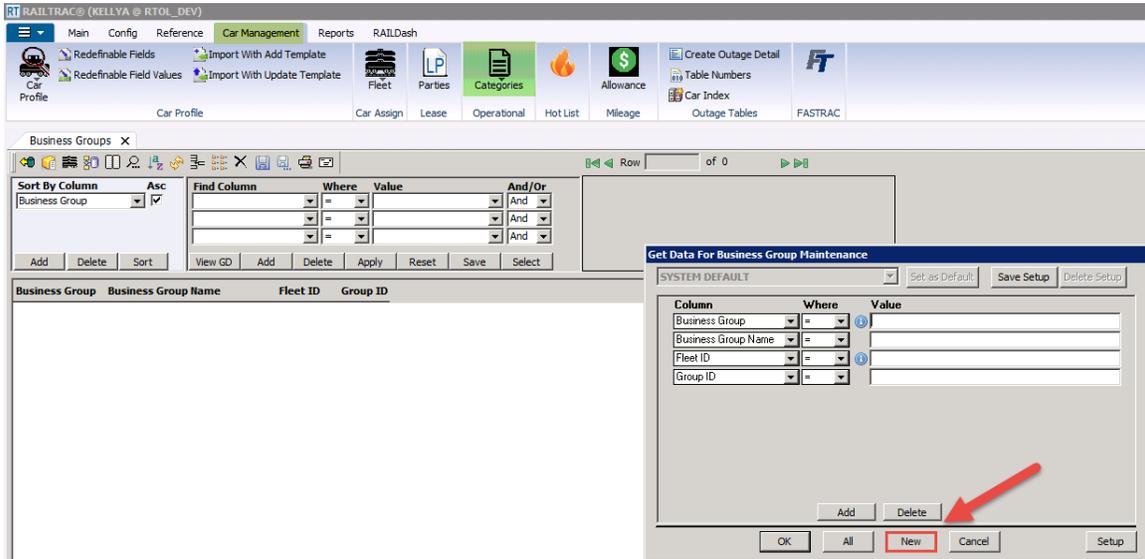
To add a new fleet, click the Car Management tab, Categories, then Fleet Names. A Get Data for Fleet Maintenance window will open. Click New.



Business Groups

Business Groups allow users to add business unit groupings. Business Groups work best if they identify the product the car will be used to ship.

To add a new business group, click the Car Management tab, Categories, then Business Groups. A Get Data for Business Group Maintenance window will open. Click New.



Car Assignment

Once Fleet IDs and Business Groups are identified and created, they can be assigned to cars for appropriate tracking by these identifiers.

Proper car assignment is imperative for accurate reporting. This data should be accurately maintained at all times or reports will not be effective.

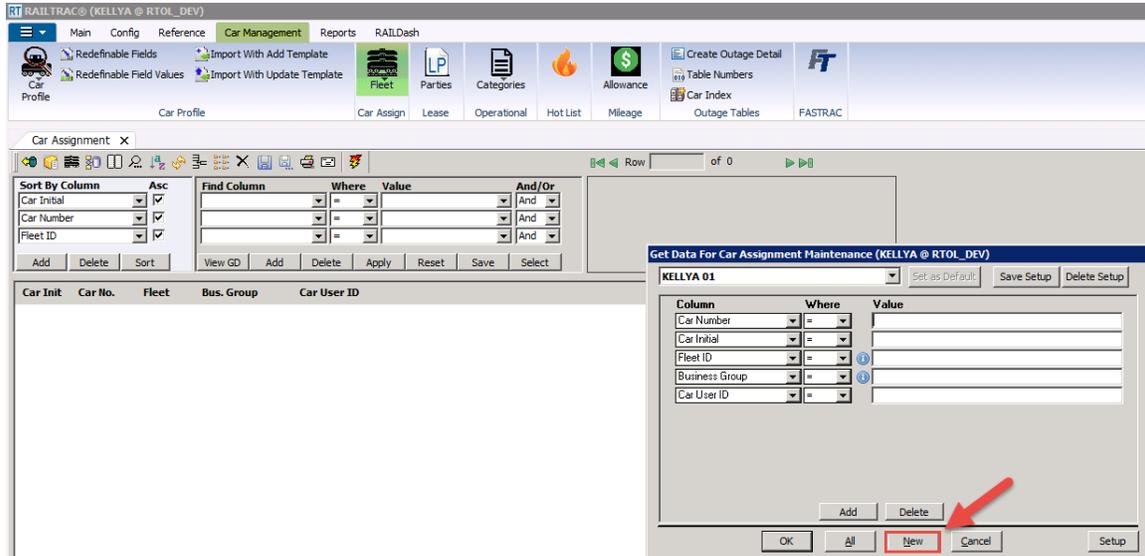
When cars are added to the system through Car Assignment, the following functions will automatically occur:

1. Fleet assignment information is added to the Car Profile area (Car Mechanical Table)
2. Fleet assignment and date information is added to Car Assignment History
3. A record is created in a file and sent to the CLM provider for notification about new cars that require tracing

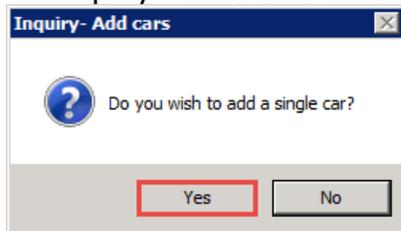
When adding new cars that are leased or subleased, RAILTRAC gives the ability to assign rider information. For this process to work properly, Lease Party Fact information and Rider definitions must be created prior to adding cars.

Adding a Car To Car Assignment

To add a single car to Car Assignment, click the Car Management tab, Fleet, and Car Assignment. A Get Data for Car Assignment Maintenance window will open. Click New.

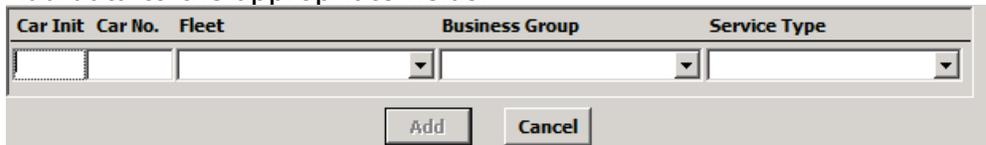


An Inquiry – Add Cars window will open. Click Yes.



If a car is a leased car, have the Lessor and Rider information available at this time.

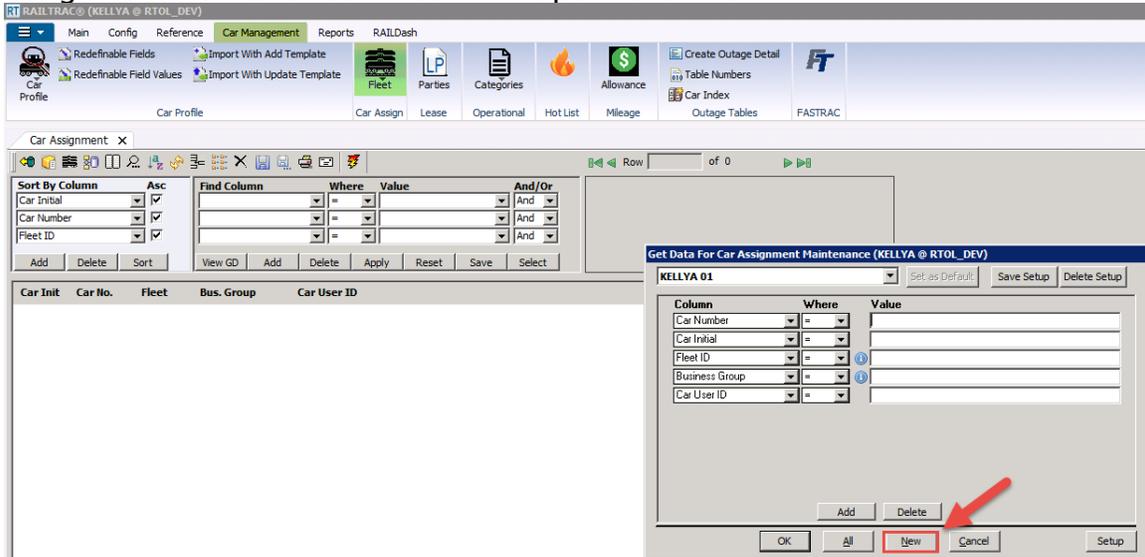
Add data to the appropriate fields.



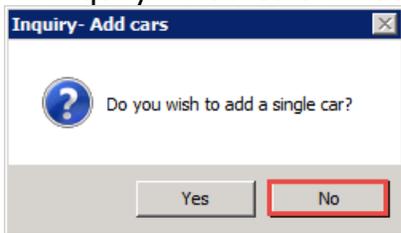
RAILTRAC will ask for Lessor/Lessee and Rider Numbers if the chosen service type is 2 or 3. If Lessor/Lessee information is not available, it can be assigned later and the user can click Cancel.

Adding Multiple Cars to Car Assignment

To add multiple cars to Car Assignment without using the Upload Template, click the Car Management tab, Fleet, and Car Assignment. A Get Data for Car Assignment Maintenance window will open. Click New.



An Inquiry – Add Cars window will open. Click No.



Add data to the appropriate fields and tab to the next line as needed for more cars. Click Add when finished.

Car Init	Car No.	Fleet ID	Bus. Group	Car User ID	Lease Party No.	Rider No.	Arrival Date	Status
							02/14/18	MISSING REQ_FIELDS

Cars can also be removed from car assignment. When cars are removed from car assignment the following happens:

1. The car is removed from car assignment and the active status in the car profile table changes to no
2. A delete record is created in a file called 'rtfleet.dat'. This file is sent to the CLM provider to notify them about cars no longer needing to be traced

Car information can also be edited. A user can change the fleet and business group of the car in car assignment. When this happens the following takes place:

1. Fleet assignment information is changed in the Car Profile area (Car Mechanical Table)
2. Fleet assignment information and date is added to Car Assignment History with the new changes

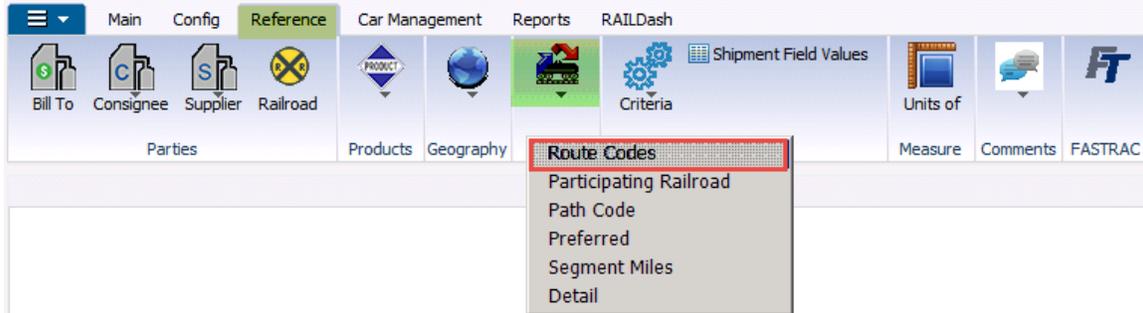
When adding and changing fleets and business groups the trip fleet and business group will be the updated fleet and business group when a new trip appears in RAILTRAC.

Routes

Routes can be created and maintained in the Reference Tab. A typical Route Code consists of an origin SPLC, destination SPLC, and a Path Code.

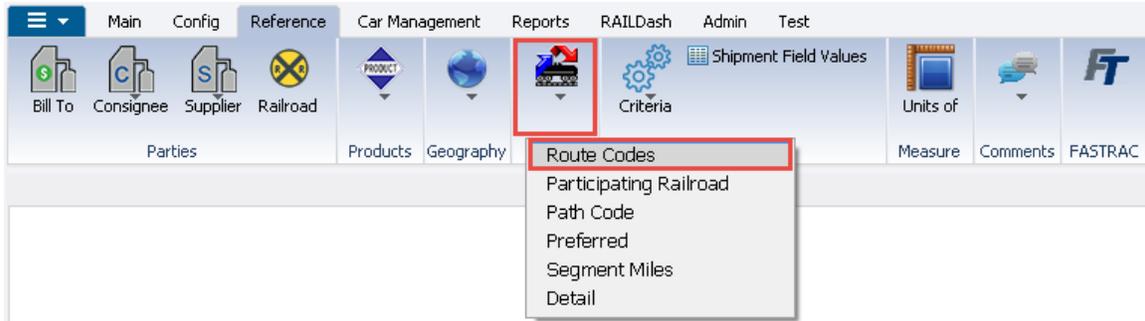
- Origin SPLC – Standard Point Location Code for origin city
- Destination SPLC – Standard Point Location Code for destination city
- Path Code – A numbering method representing a count of the number of unique routes for a specific origin to destination, combined with the railroads present in the route and whether the route is a round-trip or one-way route.

To access Route Codes, click the Reference tab, Route, and then Route Codes.

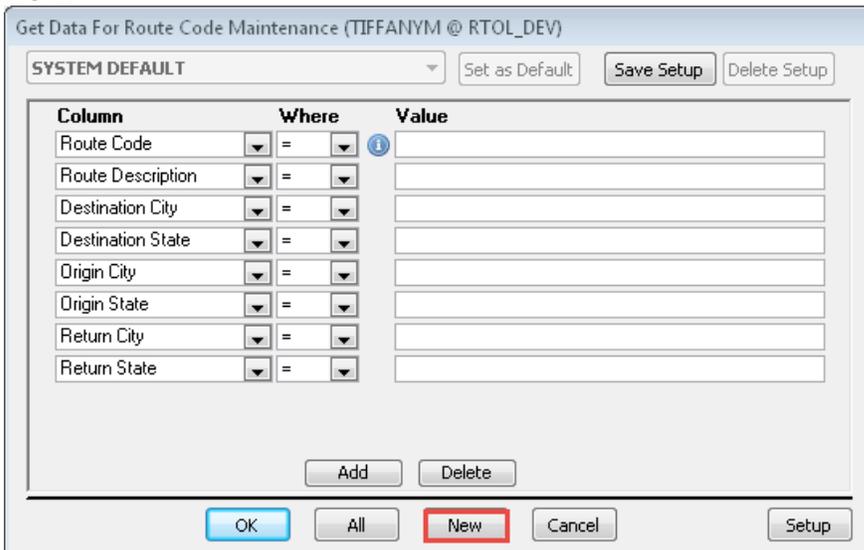


Adding a Round-Trip Route

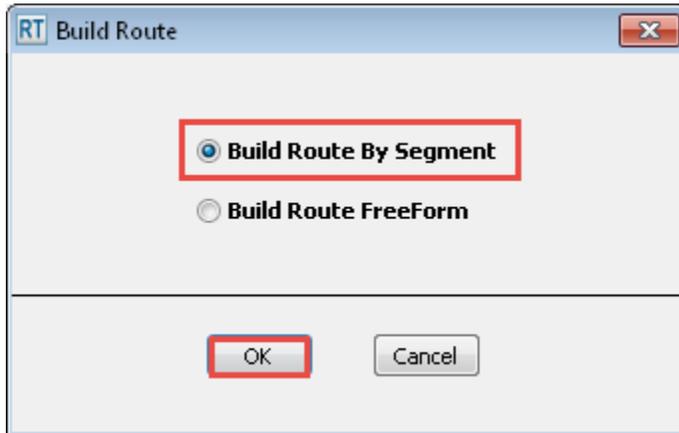
To add a round-trip route, click on the Reference tab. Next, select Routes, then Route Codes.



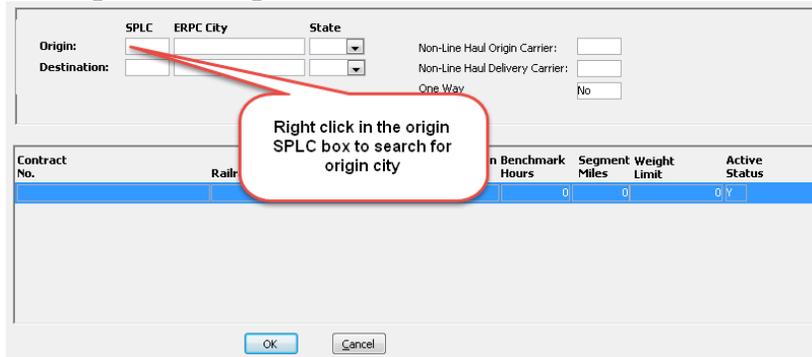
The Get Data For Route Code Maintenance box will appear. In this screen, select New.



The Build Route box will appear. Select the Build Route By Segment option, then click OK.



Enter the Origin ERPC City, if known, or search for the origin's SPLC by right-clicking in the Origin field.



In the Find Origin SPLC box, type all or part of the Origin City/State and click

Find Origin SPLC

SPLC Code	ERPC City	ERPC State	City	State	Rule 260
483170	ABERDEEN	MS	ABERDEEN	MS	ABRDM
678810	ABILENE	TX	ABILENE	TX	ABLEN
790151	ADAMANA	AZ	ADAMANA	AZ	
644997	ADDIS	LA	ADDIS	LA	
382219	ADDISON	IL	ADDISON	IL	
344700	AKRON	OH	AKRON	OH	AKRON
468510	ALBANY	GA	ALBANY	GA	ALBAN
173360	ALBANY	NY	ALBANY	NY	ALBNY
471763	ALCITY	AL	ALABAMA CITY	AL	ALACY
684729	ALDINE	TX	ALDINE	TX	
655950	ALEXANDRI	LA	ALEXANDRIA	LA	ALYRA
204370	ALLEN TOWN	PA	ALLEN TOWN	PA	ALTN
316330	ALMA	MI	ALMA	MI	ALMAM
381346	ALSIP	IL	ALSIP	IL	
264210	ALTAVISTA	VA	ALTAVISTA	VA	ALTAV
063036	ALTONA	MB	ALTONA	MB	
212440	ALTOONA	PA	ALTOONA	PA	ALTOP
876488	ALVARADO	CA	ALVARADO	CA	
672700	AMARILLO	TX	AMARILLO	TX	AMARO

Search Criteria

City: State:

ERPC City: ERPC State:

SPLC:

Search.

Highlight the origin city to be added and click OK. This will automatically fill in the origin SPLC, ERPC City, and State in the route.

Find Origin SPLC

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State	Rule 260
513942	TIOGA	ND	TIOGA	ND	

Select origin city and click ok

Search Criteria

City: TIOGA State: ND

ERPC City: ERPC State:

SPLC:

Search OK Close

	SPLC	ERPC City	State	
Origin:	513942	TIOGA	ND	Non-Line Haul Origin Carrier: <input type="text"/>
Destination:				Non-Line Haul Delivery Carrier: <input type="text"/>
				One Way <input type="text" value="No"/>

Contract No.	Railroad	Rule 260 Code	ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segment Miles	Weight Lbs
						0	0	

OK Cancel

Enter the Destination ERPC City, if known, or search for the destination's SPLC by right-clicking in the Destination field.

The screenshot shows the RAILTRAC software interface. At the top, there is a menu bar (File, Edit, Settings, View, Help) and a toolbar. Below the toolbar, there are sections for 'Sort By Column' (Route Code) and 'Find Column' (Where, Value, And/Or). The main area contains fields for 'Origin' (SPLC: S13942, ERPC City: TIOGA, State: IN) and 'Destination' (SPLC: [empty], ERPC City: [empty], State: [empty]). There are also checkboxes for 'Non-Line Haul Origin Carrier', 'Non-Line Haul Delivery Carrier', and 'One Way'. Below these fields is a table with columns: Contract No., Rail, Action, Benchmark Hours, Segment Miles, Weight Limit, and Active Status. A red callout box points to the Destination SPLC field with the text: "Right click in the Destination SPLC box to search for Destination city". At the bottom, there are 'OK' and 'Cancel' buttons.

In the Find SPLC box, type the all of part of the Destination City/State and click Search.

The screenshot shows the 'Find SPLC' dialog box. It contains a table with the following data:

SPLC Code	ERPC City	ERPC State	City	Rule State	260
684722	HOUCANEY	TX	HOUSTON CHANEY	TX	CADLE
684854	HOUEXPORT	TX	HOUSTON EXPORT	TX	
684800	HOUSTON	TX	HOUSTON	TX	HUSTN
684803	HOUSTONST	TX	HOUSTON ST	TX	

Below the table is the 'Search Criteria' section with the following fields:

- City: HOUSTON
- State: TX
- ERPC City: [empty]
- ERPC State: [empty]
- SPLC: [empty]

At the bottom, there are 'Search', 'OK', and 'Close' buttons. The 'Search' button is highlighted with a red box.

Highlight the destination city to be added and click OK. This will automatically fill in the destination SPLC, ERPC City, and State in the route.

Find SPLC

SPLC Code	ERPC City	ERPC State	City	State	Rule 260
684722	HOUCANEY	TX	HOUSTON CHANEY	TX	CADLE
684854	HOUEXPOR	TX	HOUSTON EXPORT	TX	
684800	HOUSTON	TX	HOUSTON	TX	HUSTN
684803	HOUSTONST	TX	HOUSTON ST	TX	

Select destination city and click ok

Search Criteria

City: HOUSTON State: TX

ERPC City: ERPC State:

SPLC:

Search OK Close

Fill in the necessary fields for the new route code, including Non-Line Haul Origin and/or Non-Line Haul Delivery Carriers, if applicable. Fill in contract numbers coinciding with portions of the route, if applicable. Populate line haul carriers in the Railroad fields on the route, entering any railroad junctions in the Rule 260 Code fields. Rule 260 Codes can be searched for by right-clicking in the appropriate Rule 260 Code box, and entering all or part of the junction city name, state, SPLC code, or a combination of this information.

Origin:	SPLC: 513942	ERPC City: TIOGA	State: MD	Non-Line Haul Origin Carrier:	<input type="text"/>
Destination:	SPLC: 684800	ERPC City: HOUSTON	State: TX	Non-Line Haul Delivery Carrier:	<input type="text"/>
				One Way:	No

Contract No.	Railroad	Rule 260 Code	ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segment Miles	Weight Limit	Active Status
	BNSF	CHGO	CHICAGO	IL	380000	0	0	0	Y
	JP					0	0	0	Y

Generally, it's suggested to let RAILTRAC generate a new path code when a path code doesn't already exist. The numbering method used for creating the path code represents a count of the number of unique routes for a specific origin to destination, combined with the railroads present in the route and whether the route is a round trip or one way route.

There is no previously created Path Code for this Route. You can either:

- Generate a New Path Code**
- Enter a Path Code Manually**
- Return to the Route Segments Screen**

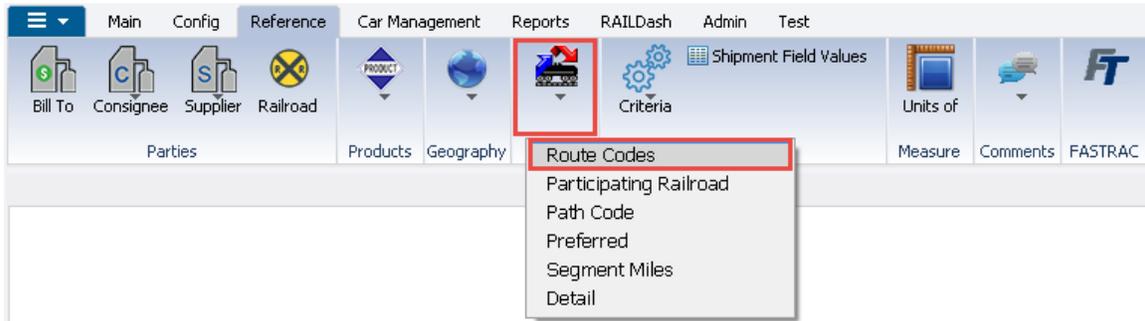
The Build Route Segments box will appear, displaying the Route Code and the Reverse Route Description of the newly created route code. Select OK.

RAILTRAC will then display the Route Summary screen.

Route Code:	TIOND-684800-13055			Assignment:	
Route Description:	BNSF-CHGO-UP			Active Status:	Yes
Route Locations				Route Carriers	
Origin City/State:	TIOGA	ND	SPLC:	513942	Departing Carrier:
Dest City/State:	HOUSTON	TX	SPLC:	684800	Delivering Carrier:
Release City/State:	HOUSTON	TX	SPLC:	684800	
Return City/State:	TIOGA	ND	SPLC:	513942	Path Code:
					13055
Route Specifications					
One Way/Round:	Round Trip	Auto Close Y/N:	No	Route Detail Auto Calc:	Yes
Origin Code:	TIOND	Rule 11 (Y/N):	No	Intl Border Crossing (Y/N):	No
Initiate Car Status:	1- To Consign	Mileage Type:	0	Intl Border Crossing SPLC:	
Contract No.:					
ETA Specifications					
Transit Time Out:	240	Transit Time In:	240		
Date Average Calc:		Recalc Reset Days:	30	Hist Trip Calc Days:	90
Comments					

Adding a One-Way Route

To add a one-way route, click on the Reference tab. Next, select Routes, then Route Codes.

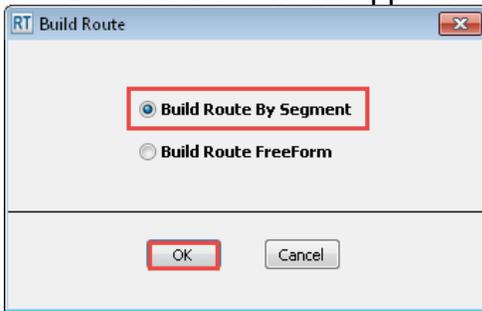


The Get Data For Route Code Maintenance box will appear. In this screen, select New.

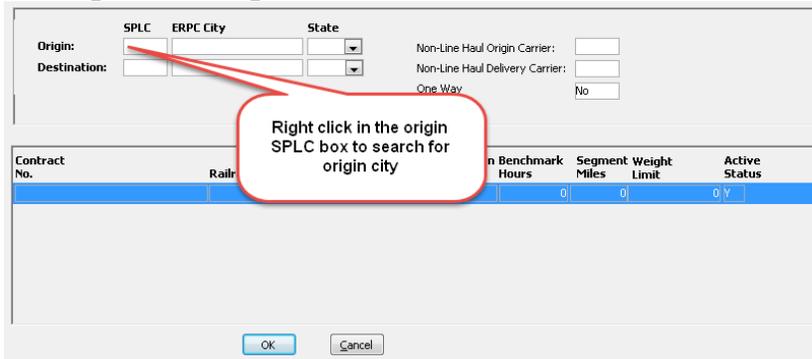
The dialog box is titled 'Get Data For Route Code Maintenance (TIFFANYM @ RTOL_DEV)'. It has a dropdown menu set to 'SYSTEM DEFAULT' and three buttons: 'Set as Default', 'Save Setup', and 'Delete Setup'. Below this is a table with three columns: 'Column', 'Where', and 'Value'. The table has eight rows, each with a dropdown for the column name, an equals sign, a dropdown for the operator, and a text input field for the value. The 'Route Code' row has an information icon (i) next to the operator dropdown. Below the table are 'Add' and 'Delete' buttons. At the bottom of the dialog are 'OK', 'All', 'New', 'Cancel', and 'Setup' buttons. The 'New' button is highlighted with a red box.

Column	Where	Value
Route Code	=	
Route Description	=	
Destination City	=	
Destination State	=	
Origin City	=	
Origin State	=	
Return City	=	
Return State	=	

The Build Route box will appear. Select Build Route By Segment, then click OK.



Enter the Origin ERPC City, if known, or search for the origin's SPLC by right-clicking in the Origin field.



In the Find Origin SPLC box type all or part of the Origin City/State and click Search.

Find Origin SPLC

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State	Rule 260
483170	ABERDEEN	MS	ABERDEEN	MS	ABRDM
678810	ABILENE	TX	ABILENE	TX	ABLEN
790151	ADAMANA	AZ	ADAMANA	AZ	
644997	ADDIS	LA	ADDIS	LA	
382219	ADDISON	IL	ADDISON	IL	
344700	AKRON	OH	AKRON	OH	AKRON
468510	ALBANY	GA	ALBANY	GA	ALBAN
173360	ALBANY	NY	ALBANY	NY	ALBNY
471763	ALCITY	AL	ALABAMA CITY	AL	ALACY
684729	ALDINE	TX	ALDINE	TX	
655990	ALEXANDRI	LA	ALEXANDRIA	LA	ALXRA
204370	ALLEN TOWN	PA	ALLEN TOWN	PA	ALTN
316330	ALMA	MI	ALMA	MI	ALMAM
381346	ALSIP	IL	ALSIP	IL	
264210	ALTAVISTA	VA	ALTAVISTA	VA	ALTAV
063036	ALTONA	MB	ALTONA	MB	
212440	ALTOONA	PA	ALTOONA	PA	ALTOP
876488	ALVARADO	CA	ALVARADO	CA	
672700	AMARILLO	TX	AMARILLO	TX	AMARO

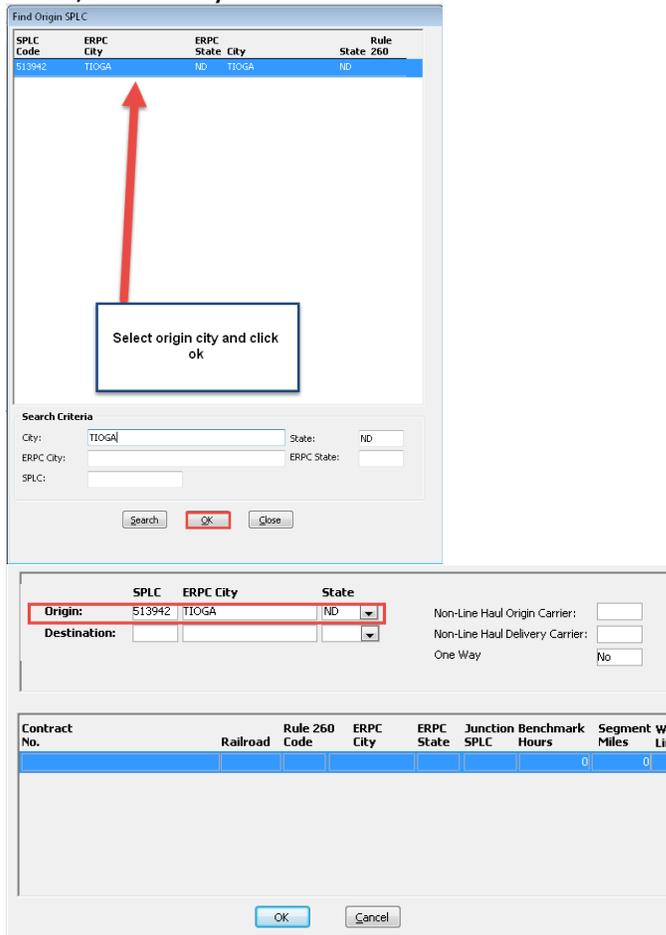
Search Criteria

City: State:

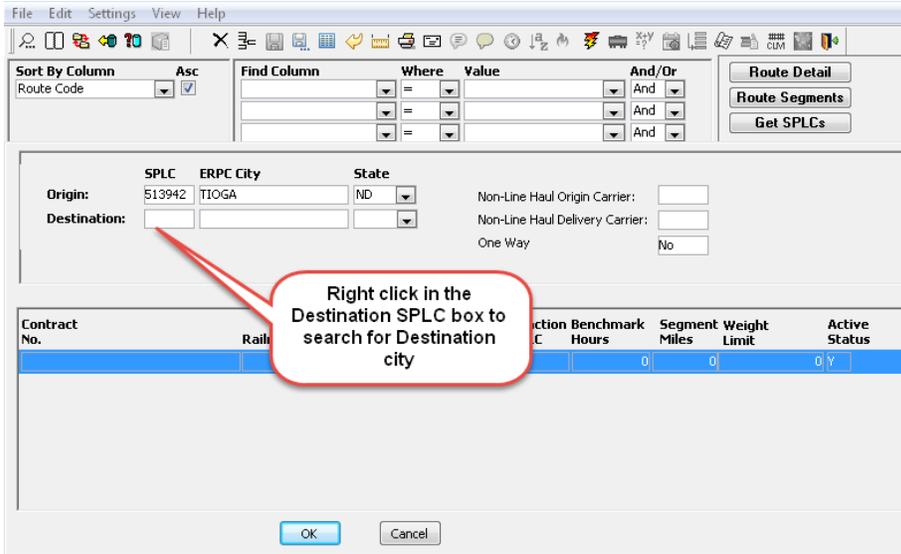
ERPC City: ERPC State:

SPLC:

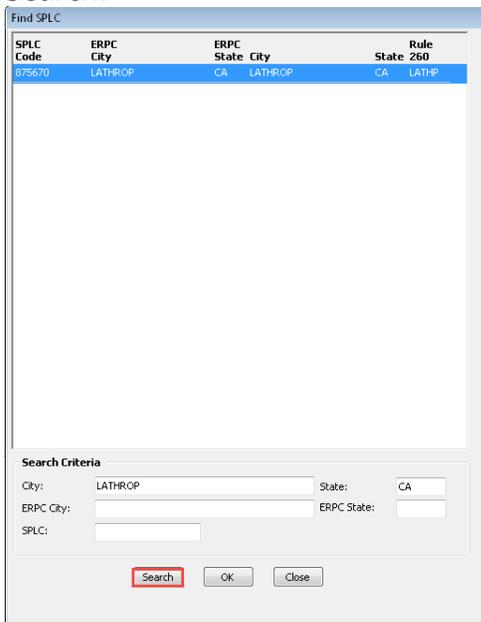
Highlight the origin city and click OK. This will automatically fill in the origin SPLC, ERPC city and State in the route.



Enter the Destination ERPC City, if known, or search for the destination's SPLC by right-clicking in the Destination field.



In the Find SPLC box, type all or part of the Destination City/State and click Search.



Highlight destination city to be added and click OK. This will automatically fill in the destination SPLC, ERPC City and State in route.

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State 260
875670	LATHROP	CA	LATHROP	CA LATHP

Search Criteria

City: LATHROP State: CA

ERPC City: ERPC State:

SPLC:

Search OK Close

In the One Way field, select Yes when building a one-way route code.

Origin: SPLC 513942 ERPC City TIOGA State ND

Destination: SPLC 875670 ERPC City LATHROP State CA

Non-Line Haul Origin Carrier: Non-Line Haul Delivery Carrier: One Way: Yes

Contract No.	Railroad	Rule 260 Code	ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segment Miles	Weight Limit	Acti Stal
							0	0	0 Y

OK Cancel

Fill in the necessary fields for the new route code, including Non-Line Haul Origin and/or Non-Line Haul Delivery Carriers, if applicable. Fill in contract numbers coinciding with portions of the route, if applicable. Populate line haul carriers in the Railroad fields on the route, entering any railroad junctions in the Rule 260 Code fields. Rule 260 Codes can be searched for by right-clicking in the appropriate Rule 260 Code box, and entering all or part of the junction city name, state, SPLC code, or a combination of this information.

Origin:	SPLC: 513942	ERPC City: TIOGA	State: ND	Non-Line Haul Origin Carrier:	<input type="text"/>
Destination:	SPLC: 875670	ERPC City: LATHROP	State: CA	Non-Line Haul Delivery Carrier:	<input type="text"/>
				One Way:	<input checked="" type="checkbox"/> Yes

Contract No.	Railroad	Rule 260 Code	ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segment Miles	Weight Limit	Active Status
	BNSF	CHGO	CHICAGO	IL	380000	0	0	0	Y
	UP					0	0	0	Y

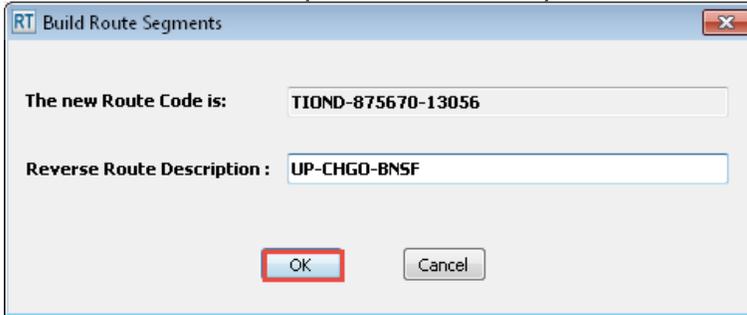
Generally, it's suggested to let RAILTRAC generate a new path code when a path code doesn't already exist. The numbering method used for creating the path code represents a count of the number of unique routes for a specific origin to destination, combined with the railroads present in the route and whether the route is a round trip or one way route.

Click OK.

There is no previously created Path Code for this Route. You can either:

- Generate a New Path Code
- Enter a Path Code Manually
- Return to the Route Segments Screen

The Build Route Segments box will appear, displaying the Route Code and the Reverse Route Description of the newly created route code. Select OK.



Once the route is created, the user will need to change the Return City/State to match Dest City/State and Release City/State. Use the drop-down menus in the Route Specifications to update One Way/Round to One Way, Origin code to match Return City/State and Initiate Car Status to 3- To Origin. Once changes have been done hit the Save icon in tool bar.

The screenshot shows the 'Route Codes' application window. At the top, there is a toolbar with a 'Save' icon highlighted in a red box. Below the toolbar are search and filter options. The main form contains the following fields:

- Route Code:** TIOND-875670-13056
- Route Description:** BNSF-CHGO-UP
- Assignment:** [Dropdown]
- Active Status:** Yes
- Route Locations:**
 - Origin City/State: TIOGA ND SPLC: 513942
 - Dest City/State: LATHROP CA SPLC: 875670
 - Release City/State: LATHROP CA SPLC: 875670
 - Return City/State: LATHROP CA SPLC: 875670
- Route Carriers:**
 - Departing Carrier: BNSF
 - Delivering Carrier: [Empty]
 - Path Code: 13056
- Route Specifications:**
 - One Way/Round: One Way
 - Auto Close Y/N: No
 - Route Detail Auto Calc: Yes
 - Origin Code: LATCA
 - Border Crossing (Y/N): No
 - Initiate Car Status: 3- To Origin
 - Contract No.: [Empty]
- ETA Specifications:**
 - Transit Time Out: 240
 - Transit Time In: [Empty]
 - Date Average Calc: [Empty]
 - Recalc Reset Days: 30
- Comments:** [Text Area]

A red callout box with a white background and a red border contains the text: "Example of what a One-Way Empty Route Code should look like." Three red arrows point from this box to the 'Return City/State', 'One Way/Round', and 'Initiate Car Status' fields.

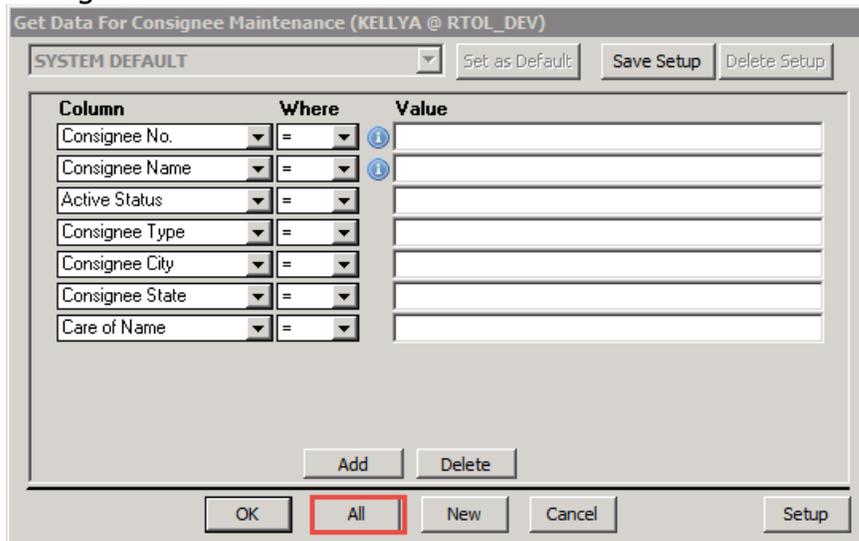
Consignee Facts

Viewing Consignees

Consignees can be accessed by clicking on Reference, Consignee, and Facts.



A Get Data for Consignee Maintenance window will open. Get data parameters can be entered to see specific consignee information. Clicking All will show all consignees in the database.



Double-clicking a record will open to the detail screen and show more information.

Facts X

Row 896 of 3,706

Sort By Column Asc

Find Column Where Value And/Or

Add Delete Sort View GD Add Delete Apply Reset Save Select

Consignee No.	Consignee Name	Care Of Name	Consignee City/State	Consignee Phone	Active Status	Consignee Type
1454BDS798190	WEYERHAEUSER COMPANY		YUMA	AZ	Y	CUSTOMER - R
1455BDS883032	GENERAL WAX & CANDLE CO		NORTH HOLLYWOOD	CA	Y	CUSTOMER - R
1456BDS876185	LUX INTERNATIONAL CORPOR		RICHMOND	CA	Y	CUSTOMER - R
1457BDS658660	CITGO PETROLEUM CORPORATION		LAKE CHARLES	LA	Y	CUSTOMER - R
1458BDS684775	LUBRIZOL CORP		PASADENA	TX	Y	CUSTOMER - R
1459BDS504547	LUBRICATION TECHNOLOGIES		GOLDEN VALLEY	MN	Y	CUSTOMER - R
145BDS191060	UNITED POLYCHEM		PATERSON	NJ (000) 000-0000	Y	CUSTOMER - R
1460BDS305590	MENOMINEE PAPER		MENOMINEE	MI	Y	CUSTOMER - R
1461BDS358215	CANDLE-LITE		LEESBURG	OH	Y	CUSTOMER - R
1462BDS444780	INTERNATIONAL PAPER CO.		GEORGETOWN	SC	Y	CUSTOMER - R
1463BDS218714	GORDON TERMINAL SERVICE		MCKEES ROCKS	PA	Y	CUSTOMER - R
1464BDS849660	WILSON OIL		LONGVIEW	WA	Y	CUSTOMER - R
1465BDS738180	RED HORSE OIL		ROCK SPRINGS	WY	Y	CUSTOMER - R
1466BDS556330	SLAFTER OIL COMPANY		SCOTTSBLUFF	NE	Y	CUSTOMER - R
1467BDS744300	SIEGEL OIL COMPANY		DENVER	CO	Y	CUSTOMER - R
1468BDS797000	PHOENIX FUEL CO INC		PHOENIX	AZ	Y	CUSTOMER - R
1469BDS456200	MCPHERSON OIL CO INC		ATLANTA	GA (888) 802-7500	Y	CUSTOMER - R
146BDS684779	UNITED POLYCHEM		LA PORTE	TX (000) 000-0000	Y	CUSTOMER - R
1470BDS336000	MOORE OIL CO		MILWAUKEE	WI	Y	CUSTOMER - R
1471BDS504547	LUBRICATION TECHNOLOGIES		GOLDEN VALLEY	MN	Y	CUSTOMER - R
1472BDS699380	LUBRIZOL DE MEXICO		LAREDO	TX	Y	CUSTOMER - R
1473BDS499600	YOUNG OIL CO INC		MIAMI	FL (954) 942-3033	Y	CUSTOMER - R
1474BDS684800	J.A.M. DISTRIBUTING		HOUSTON	TX	Y	CUSTOMER - R
1475BDS341800	COMMERCIAL-ULLMAN LUBRIC		CLEVELAND	OH	Y	CUSTOMER - R
1476BDS764325	RHINEHART OIL COMPANY		AMERICAN FORK	UT	Y	CUSTOMER - R
1477BDS341800	COMMERCIAL-ULLMAN LUBRIC		CLEVELAND	OH	Y	CUSTOMER - R
1478BDS207507	CRYSTAL INC		LANSDALE	PA (215) 368-1661	Y	CUSTOMER - R
1479BDS262600	DOMINION CHEMICAL COMPANY		PETERSBURG	VA	Y	CUSTOMER - R
147BDS608180	UNITED POLYCHEM		RUSSELLVILLE	AR (000) 000-0000	Y	CUSTOMER - R
1480BDS272104	PENNZOIL-QUAKER STATE COMPANY		NEWELL	WV (713) 546-4174	Y	CUSTOMER - R
1481BDS276632	WEYERHAEUSER COMPANY		HEATERS	WV	Y	CUSTOMER - R
1482BDS191880	INFINEUM USA LP		LINDEN	NJ	Y	CUSTOMER - R
1483BDS856180	IMPERIAL OIL		EDMONTON	AB	Y	CUSTOMER - R
1484BDS381280	BDS TEST LUBES & SPECIALTIES		CICERO	IL	Y	CUSTOMER - R
1486BDS262600	DOMINION CHEMICAL COMPANY		PETERSBURG	VA	Y	CUSTOMER - R
1487BDS499600	YOUNG OIL CO INC		MIAMI	FL (954) 942-3033	Y	CUSTOMER - R
1488BDS191480	GARDNER ASPHALT		KEARNY	NJ	Y	CUSTOMER - R
1489BDS869150	ERGON ASPHALT PRODUCTS INC		LAS VEGAS	NV	Y	CUSTOMER - R
148BDS194298	CHANNEL PRIME ALLIANCE		SOUTH BRUNSWICK	NJ (000) 000-0000	Y	CUSTOMER - R
1491BDS960825	BDS TEST MEXICO DE CV		PANTACO	DF	Y	CUSTOMER - R

Destination Criteria is stored with the consignee details. Expected Hold Time can also be defined and used to view At Consignee car retention data. Switching requirements can also be stored here, along with any related to the consignee, such as reminders regarding rail yards, additional phone numbers, or other information.

The screenshot shows the 'Facts' application interface. At the top, there is a toolbar with various icons and a status bar indicating 'Row 976 of 3,706'. Below the toolbar is a search and filter section with 'Sort By Column' set to 'Asc' and a 'Find Column' section with three rows of filters. The main data entry area contains the following fields:

- Consignee No.: 1480BDS272104
- Consignee Type: CUSTOMER
- Consignee Name: PENNZOIL-QUAKER STATE COMPANY
- Care Of Name: (empty)
- Consignee Name2: (empty)
- Address Line 1: (empty)
- Address Line 2: CONGO PLANT
- Address Line 3: (empty)
- Consignee City: NEWELL
- State: WV
- Zip: 26050-000
- Consignee Phone: (713) 546-4174
- Consignee Fax: (empty)
- Cust First Name: (empty)
- Cust Last Name: (empty)
- Cust Email: (empty)
- Shop Y/N: NO
- Active: Yes
- Expected Hold Time: 168 (highlighted with a red box)
- SPLC: 272104
- Delivery Road: (empty)
- Delivery Status: (empty)
- Comments: (empty text area, highlighted with a red box)
- Can ER Plan /Phone: (empty)
- Rail Siding: (empty)
- Rail Station: (empty)
- Rail Sub Station: (empty)
- 9 digit SPLC: 272104

On the right side, there is a 'Switching Requirement' panel with the following options:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

At the bottom of the window, there is a row of buttons: 'Assign Recipient(s)', 'Assign Bill To', 'Create Preferred Route', 'Destination Criteria' (highlighted with a red box), 'Cust Inventory', 'Get SPLC', 'Preferred Route', 'Shop Facts', and 'Detention Profile'.

Adding a Consignee

To add a new consignee in RAILTRAC, click on the Reference tab. Next, select Consignee, then Facts.



The Get Data For Consignee Maintenance box will appear. In this screen, select New.

The screenshot shows a dialog box titled 'Get Data For Consignee Maintenance (KELLYA @ RTOL_DEV)'. At the top, there is a dropdown menu set to 'SYSTEM DEFAULT' and three buttons: 'Set as Default', 'Save Setup', and 'Delete Setup'. Below this is a table with three columns: 'Column', 'Where', and 'Value'. The table contains seven rows of data entry fields. At the bottom of the dialog, there are four buttons: 'OK', 'All', 'New', and 'Cancel'. The 'New' button is highlighted in yellow.

Column	Where	Value
Consignee No.	=	
Consignee Name	=	
Active Status	=	
Consignee Type	=	
Consignee City	=	
Consignee State	=	
Care of Name	=	

Required fields are highlighted below, but more details can be added as needed.

RT Add New Consignee

Consignee No.: Consignee Type: CUSTOMER - R

Consignee Name:

Care Of Name:

Consignee Name2:

Address Line 1:

Address Line 2:

Address Line 3:

Consignee City: State: Zip:

Consignee Phone: Consignee Fax:

Cust First Name: Cust Last Name:

Cust Email: Shop Y/N: NO Active: Yes

Expected Hold Time: 48 DLV Status: OPEN

DLV Road: SPLC:

Comments:

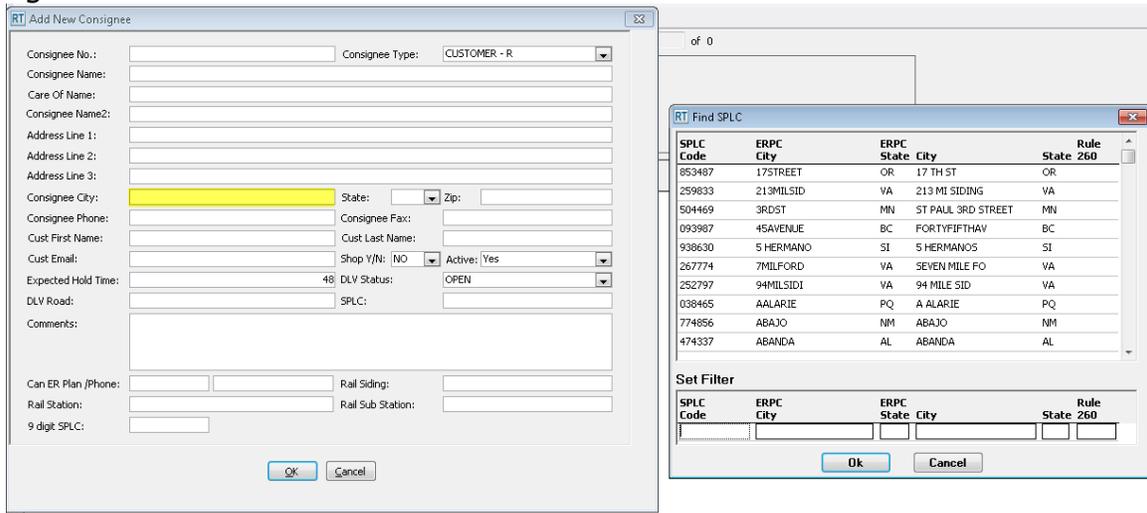
Can ER Plan /Phone: Rail Siding:

Rail Station: Rail Sub Station:

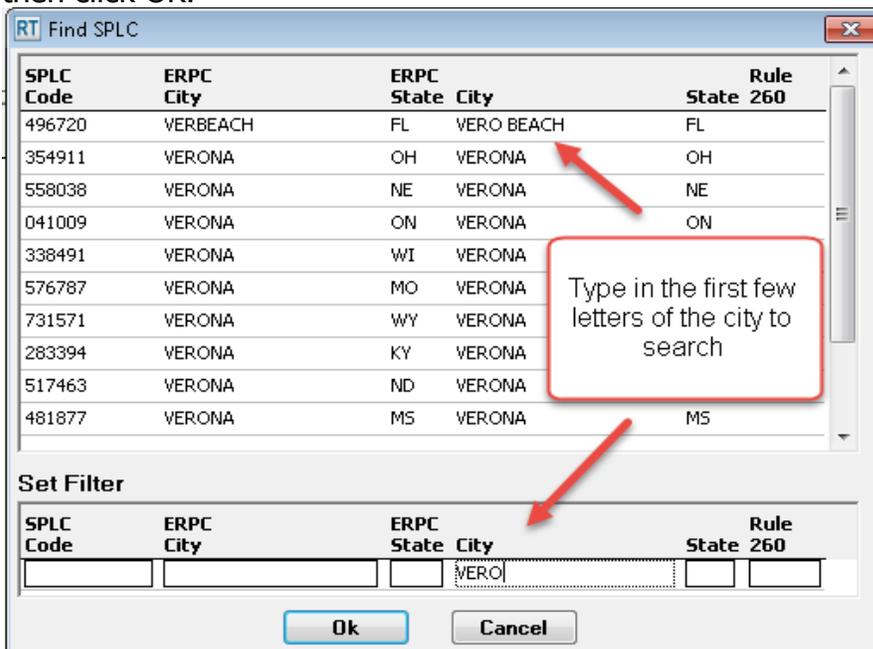
9 digit SPLC:

OK Cancel

To search for a Consignee City, move the cursor to the Consignee City field and right-click.



A Find SPLC search box will appear, allowing the user to find and assign the correct city/state combination. Using this search function will also auto-fill the SPLC field on the Add New Consignee screen. Click on the desired SPLC, and then click OK.



RT Add New Consignee

Consignee No.: Consignee Type:

Consignee Name:

Care Of Name:

Consignee Name2:

Address Line 1:

Address Line 2:

Address Line 3:

Consignee City: State: Zip:

Consignee Phone: Consignee Fax:

Cust First Name: Cust Last Name:

Cust Email: Shop Y/N: Active:

Expected Hold Time: DLV Status:

DLV Road: SPLC:

Comments:

Can ER Plan /Phone: Rail Siding:

Rail Station: Rail Sub Station:

9 digit SPLC:

When finished entering the required information, choose OK. RAILTRAC will then ask if the user wishes to enter default DYZ Destination Criteria for the new Customer Number.

The image shows two overlapping windows from the RAILTRAC software. The primary window is titled "Add New Consignee" and contains a form with the following fields:

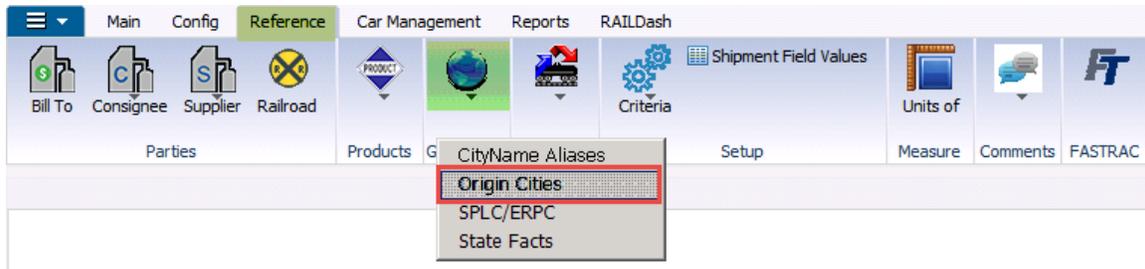
- Consignee No.:
- Consignee Name:
- Care Of Name:
- Consignee Name2:
- Address Line 1:
- Address Line 2:
- Address Line 3:
- Consignee City:
- State:
- Zip:
- Consignee Phone:
- Consignee Fax:
- Cust First Name:
- Cust Last Name:
- Cust Email:
- Shop Y/N: NO
- Active: Yes
- Expected Hold Time: 0
- DLY Status: OPEN
- DLY Road:
- SPLC:
- Comments:
- Can ER Plan /Phone:
- Rail Siding:
- Rail Station:
- Rail Sub Station:
- 9 digit SPLC:

At the bottom of this window are "OK" and "Cancel" buttons. The "Consignee Type" dropdown menu is set to "CUSTOMER - R".

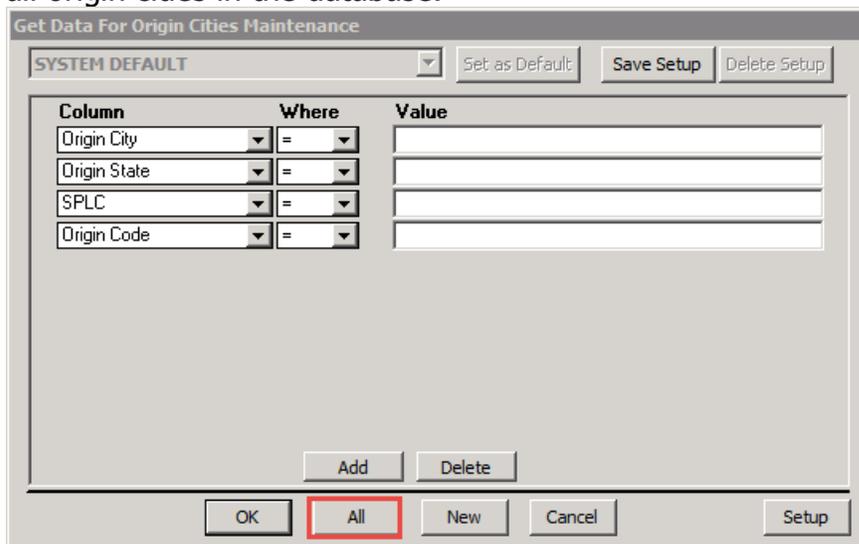
The secondary window, titled "Add Customer", is a confirmation dialog box with a question mark icon and the text: "Do you wish to enter a default DYZ Destination Criteria for this new Customer Number?". It has "Yes" and "No" buttons at the bottom.

Origin Cities

Origin cities can be accessed by clicking Reference, then Geography, and Origin Cities.



A Get Data For Origin Cities Maintenance window will open. Clicking All will show all origin cities in the database.

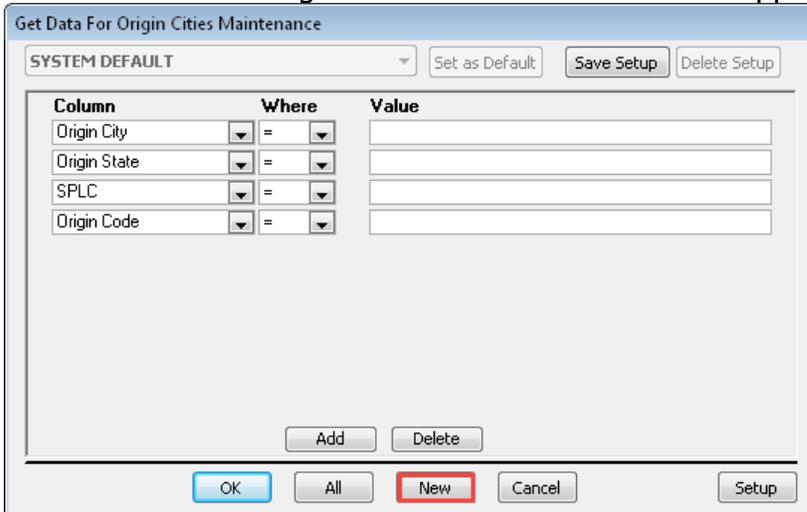


Adding a New Origin City

To add a new Origin City, click on the Reference tab and select the Geography icon. Then, select Origin Cities.



The Get Data For Origin Cities Maintenance box will appear. Click New.



In the Add Origin Maintenance box, right-click in the Origin City box highlighted below. This will open up the Find SPLC box allowing the user to search for the city/state combination needing to be added into RAILTRAC.

Origin City	Origin State	SPLC	Origin Code	Master Origin
				NO

Buttons: Add, Cancel

To use the search tool in the Find SPLC box, type the city or part of city name in the City field. The user can also type in State field to narrow down their search. Highlight the city state combination to add and click OK.

SPLC Code	ERPC City	ERPC State	City	Rule State	260
845200	SEATTLE	WA	SEATTLE	WA	SEATL
845202	SEATTLEEX	WA	SEATTLE EXP	WA	
845201	SEATTLEIM	WA	SEATTLE IMP	WA	
845225	SEAWHARF	WA	SEATTLE WHARF	WA	SEATW

Set Filter

SPLC Code	ERPC City	ERPC State	City	Rule State	260
			SEATTLE	WA	

Buttons: Ok, Cancel

Typically, the first three letters of the city and the two letters of the state are used to define the origin code. However, the user can define the origin code. It is a five-character alpha numeric field and must be unique.

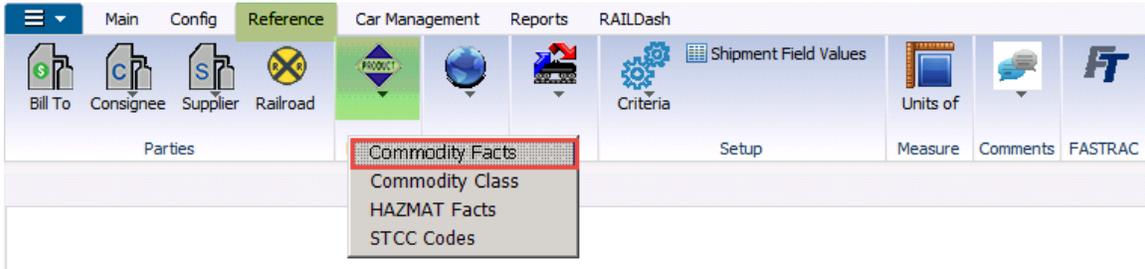
Origin City	Origin State	SPLC	Origin Code	Master Origin
SEATTLE	WA	845200	SEAWA	NO

Buttons: Add, Cancel

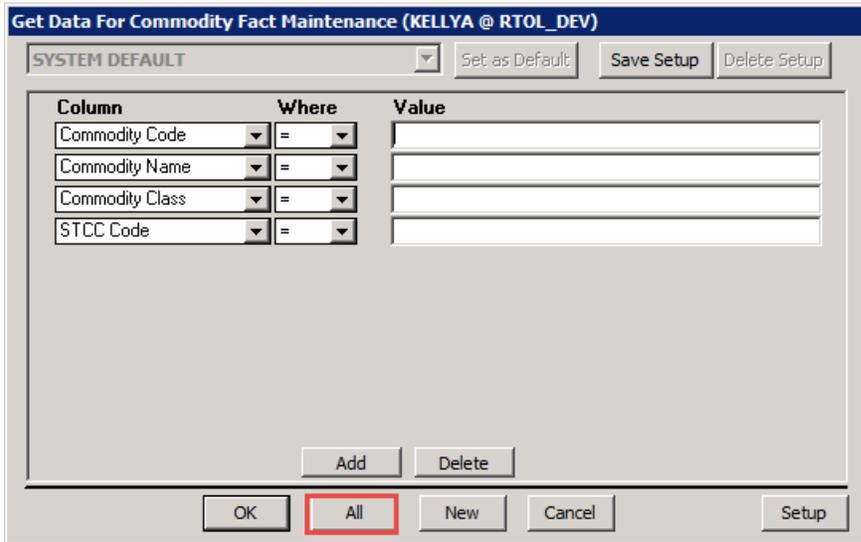
The Master Origin field should be marked Yes if the origin being added is one of the customer's plant locations.

Commodity Facts

Commodity Facts contains rail-shipped commodity or product information. To access Commodity Facts, click the Reference Tab, Products, then Commodity Facts.



A Get Data For Commodity Fact Maintenance window will open. Click All to view all commodities in the database.



The Commodity Facts list screen contains the following information:

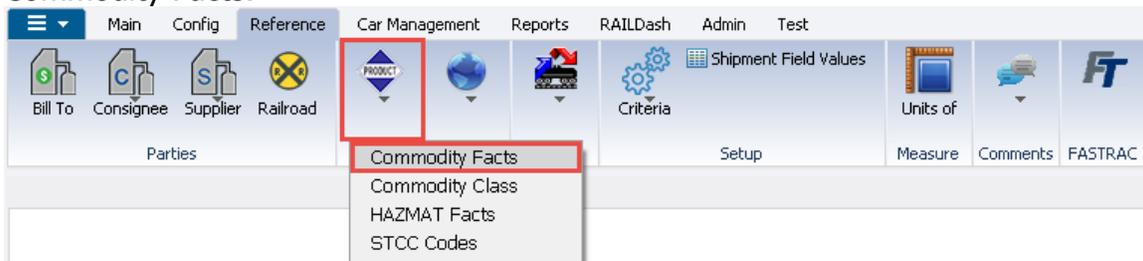
- Commodity Code – The product’s user-defined alphanumeric code
- Comm Name – The product’s user-defined name
- Comm Class – The product’s user-defined product classification
- STCC Code – Standard Transportation Commodity Code for the product
- HAZMAT Yorn – Defines whether or not the product is hazardous
- Business Group – Allows the user to assign the product to a specific Business Group

The screenshot shows the 'Commodity Facts' application window. At the top, there is a search and filter section with 'Sort By Column' set to 'Commodity Code' and 'Asc'. Below this is a 'Find Column' section with three rows for filtering, each with 'Where' and 'Value' dropdowns and 'And/Or' options. The main data table has the following columns: Commodity Code, Comm Name, Comm Class, STCC Code, HAZMAT Yorn, and Business Group. The table contains 23 rows of data, with the 'Business Group' column having a dropdown menu for each row.

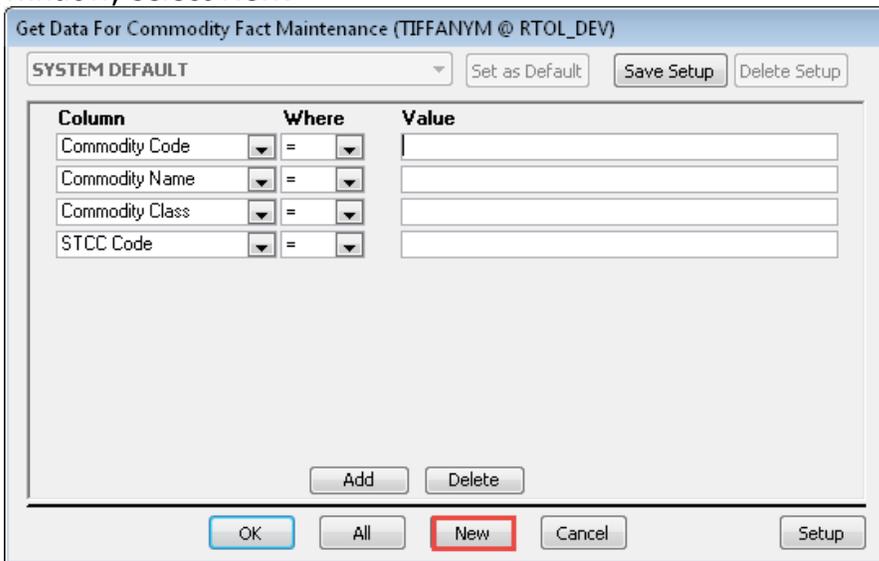
Commodity Code	Comm Name	Comm Class	STCC Code	HAZMAT Yorn	Business Group
00	NORMAL BUTANE		4905752	Yes	
00003	LP GAS PROPANE (W/O ODORANT)		4905752	Yes	1310
00007	BUTANE-PROPANE MIX (ODORIZED)		4905752	Yes	
00008	BUTANE-PROPANE MIX (W/O ODORANT)		4905752	Yes	
00010	BUTYLENE BUTANE MIX		4905752	Yes	
0001052488	CARB DSL ULS 15 D		4914166	Yes	
0001059087	CARB DSL ULS 15 DW			No	
00015	COMMERCIAL ISOBUTANE	40	4905752	Yes	
00020	REFINERY GRADE MIXED BUTANES		4905752	Yes	
00043000	ARBREAK 2154-D	1		No	
0005000001	WN3708 SCRCP CC SCRAP BOX BRCP	34		Yes	
0005000002	ADDIT ANTI-CONGELANTE BZL	20		Yes	
0005000003	ESCZ5600 CF 2100LB_SF BRFP	32		Yes	
0005000004	CARBON MONOXIDE VL	NS		Yes	
0005000005	ESCZ5000 DUST CF VAR BRFP	32		Yes	
0005000006	VARSOL DX3139 AS SRN VL	20		Yes	
0005000007	C6 CRUDE ALCOHOL	NS		Yes	
0005000009	MCP1429 PL 5 GAL	23		Yes	
0005000010	MCP1460A DR 55 GAL	22		Yes	
0005000011	MCP1463 DR 55 GAL	23		Yes	
0005000013	MCP1469 DR 55 GAL	23		Yes	
0005000014	MCP1470A DR 55 GAL	22		Yes	
0005000015	MCP1471A DR 55 GAL	22		Yes	
0005000016	MCP1471B DR 55 GAL	22		Yes	
0005000017	TC220 OC 700KG	30		Yes	
0005000020	HYDROGEN: MID PURITY 97.5%	48		Yes	
0005000022	MCP1471D DR 55 GAL	22		Yes	
0005000023	MCP1471F DR 55 GAL	22		Yes	

Adding a New Commodity

To add a new Commodity, click on the Reference tab. Next, select Products, then Commodity Facts.



The Get Data For Commodity Fact Maintenance window will appear. In this window, select New.



The Add Commodity Fact window will appear. Required fields will vary based on customer-specific requirements or other utilized Bourque applications.

RT Add Commodity Fact

Commodity Code:	<input type="text"/>	Commodity Class:	<input type="text"/>	<input type="button" value="v"/>
Comm Name:	<input type="text"/>	Short Name:	<input type="text"/>	
STCC Code:	<input type="text"/>	UPC Code:	<input type="text"/>	
Non HAZMAT STCC:	<input type="text"/>	HAZMAT STCC:	<input type="text"/>	
Density:	<input type="text"/>	LBS/GAL @ 60:	<input type="text"/>	
Business Group:	<input type="text"/>	<input type="button" value="v"/>	Intrfce Comm Code:	<input type="text"/>

BOL Description

3rd Party Comm (Y/N):	<input type="text"/>	<input type="button" value="v"/>	Req Lining (Y/N):	<input type="text"/>	<input type="button" value="v"/>	Req Clean (Y/N):	<input type="text"/>	<input type="button" value="v"/>
HAZMAT (Y/N):	<input type="text"/>	<input type="button" value="v"/>	Waste (Y/N):	<input type="text"/>	<input type="button" value="v"/>	Elevated Temp (Y/N):	<input type="text"/>	<input type="button" value="v"/>
Dangerous Wet (Y/N):	<input type="text"/>	<input type="button" value="v"/>	Spill Plan (Y/N):	<input type="text"/>	<input type="button" value="v"/>	DOT 113 (Y/N):	<input type="text"/>	<input type="button" value="v"/>
NOS (Y/N):	<input type="text"/>	<input type="button" value="v"/>	NOS Tech Name:	<input type="text"/>				
RQ (Y/N):	<input type="text"/>	<input type="button" value="v"/>	RQ Tech Name:	<input type="text"/>				
Marine Polute (Y/N):	<input type="text"/>	<input type="button" value="v"/>	MP Tech Name:	<input type="text"/>				
ADI (Y/N):	<input type="text"/>	<input type="button" value="v"/>	ADI Tech Name:	<input type="text"/>				

OK **Cancel**

Enter the commodity code. This is an alpha numeric code based on customer preference.

RT Add Commodity Fact

Commodity Code: **PROPANE01** Commodity Class:

Comm Name: Short Name:

STCC Code: UPC Code:

Non HAZMAT STCC: HAZMAT STCC:

Density: LBS/GAL @ 60:

Business Group: Infrce Comm Code:

BOL Description

3rd Party Comm (Y/N): <input type="checkbox"/>	Req Lining (Y/N): <input type="checkbox"/>	Req Clean (Y/N): <input type="checkbox"/>
HAZMAT (Y/N): <input type="checkbox"/>	Waste (Y/N): <input type="checkbox"/>	Elevated Temp (Y/N): <input type="checkbox"/>
Dangerous Wet (Y/N): <input type="checkbox"/>	Spill Plan (Y/N): <input type="checkbox"/>	DOT 113 (Y/N): <input type="checkbox"/>
NOS (Y/N): <input type="checkbox"/>	NOS Tech Name: <input type="text"/>	
RQ (Y/N): <input type="checkbox"/>	RQ Tech Name: <input type="text"/>	
Marine Polute (Y/N): <input type="checkbox"/>	MP Tech Name: <input type="text"/>	
ADI (Y/N): <input type="checkbox"/>	ADI Tech Name: <input type="text"/>	

OK **Cancel**

Next, enter the commodity short name in the Short Name field, as this is a required field.

RT Add Commodity Fact

Commodity Code:	PROPANE01	Commodity Class:	
Comm Name:		Short Name:	LPG
STCC Code:		UPC Code:	
Non HAZMAT STCC:		HAZMAT STCC:	
Density:		LBS/GAL @ 60:	
Business Group:		Intrfce Comm Code:	

BOL Description

3rd Party Comm (Y/N): Req Lining (Y/N): Req Clean (Y/N):

HAZMAT (Y/N): Waste (Y/N): Elevated Temp (Y/N):

Dangerous Wet (Y/N): Spill Plan (Y/N): DOT 113 (Y/N):

NOS (Y/N): NOS Tech Name:

RQ (Y/N): RQ Tech Name:

Marine Polute (Y/N): MP Tech Name:

ADI (Y/N): ADI Tech Name:

OK **Cancel**

It's generally suggested to also use a Commodity Name and STCC Code that coincides with the commodity being created. These should be added in the Comm Name and STCC code fields.

RT Add Commodity Fact

Commodity Code: PROPANE01 Commodity Class: [dropdown]

Comm Name: LP GAS PROPANE Short Name: LPG

STCC Code: 4905752 UPC Code: [text]

Non HAZMAT STCC: [text] HAZMAT STCC: [text]

Density: [text] LBS/GAL @ 60: [text]

Business Group: [dropdown] Infrfce Comm Code: [text]

BOL Description

[Large text area]

3rd Party Comm (Y/N): [dropdown]	Req Lining (Y/N): [dropdown]	Req Clean (Y/N): [dropdown]
HAZMAT (Y/N): [dropdown]	Waste (Y/N): [dropdown]	Elevated Temp (Y/N): [dropdown]
Dangerous Wet (Y/N): [dropdown]	Spill Plan (Y/N): [dropdown]	DOT 113 (Y/N): [dropdown]
NOS (Y/N): [dropdown]	NOS Tech Name: [text]	
RQ (Y/N): [dropdown]	RQ Tech Name: [text]	
Marine Polute (Y/N): [dropdown]	MP Tech Name: [text]	
ADI (Y/N): [dropdown]	ADI Tech Name: [text]	

OK Cancel

Other fields may be populated as necessary. When all necessary fields are populated, click OK.

RT Add Commodity Fact

Commodity Code:	PROPANE01	Commodity Class:	40
Comm Name:	LP GAS PROPANE	Short Name:	LPG
STCC Code:	4905752	UPC Code:	
Non HAZMAT STCC:	2912190	HAZMAT STCC:	4905752
Density:		LBS/GAL @ 60:	1.23
Business Group:	LPG	Intrfce Comm Code:	

BOL Description
LIQUIFIED PETROLEUM GAS

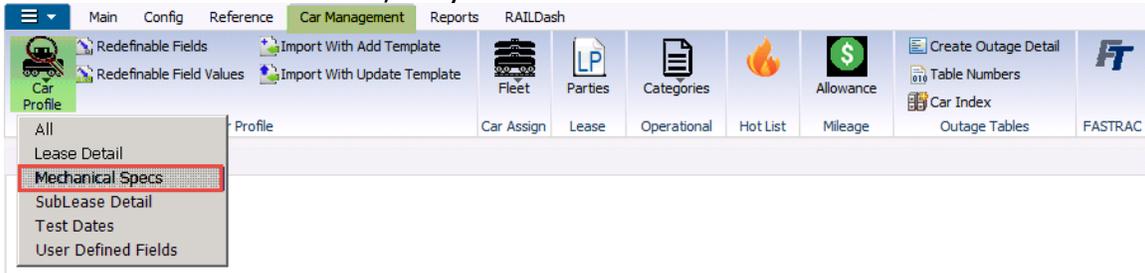
3rd Party Comm (Y/N):	<input type="checkbox"/>	Req Lining (Y/N):	<input type="checkbox"/>	Req Clean (Y/N):	<input type="checkbox"/>
HAZMAT (Y/N):	<input checked="" type="checkbox"/>	Waste (Y/N):	<input type="checkbox"/>	Elevated Temp (Y/N):	<input type="checkbox"/>
Dangerous Wet (Y/N):	<input type="checkbox"/>	Spill Plan (Y/N):	<input type="checkbox"/>	DOT 113 (Y/N):	<input type="checkbox"/>
NOS (Y/N):	<input type="checkbox"/>	NOS Tech Name:			
RQ (Y/N):	<input type="checkbox"/>	RQ Tech Name:			
Marine Polute (Y/N):	<input type="checkbox"/>	MP Tech Name:			
ADI (Y/N):	<input type="checkbox"/>	ADI Tech Name:			

OK **Cancel**

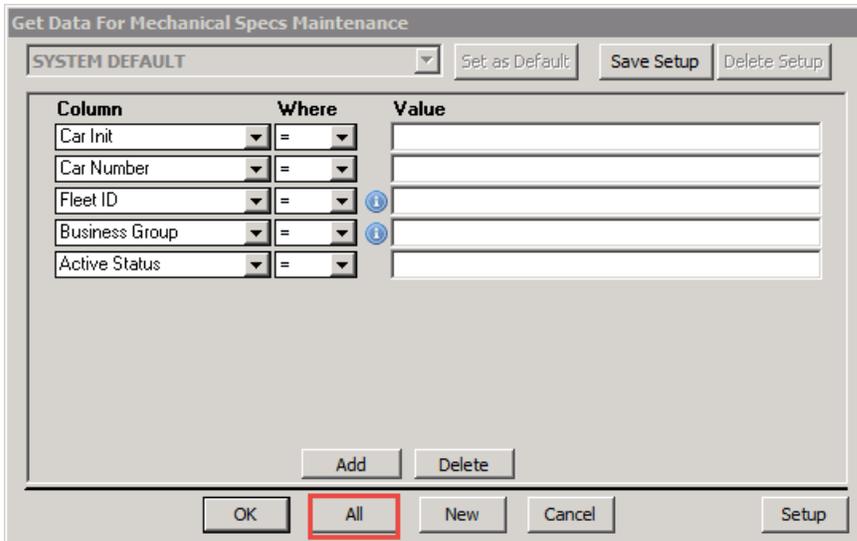
Car Management

Information such as mechanical specifications, lease information, and test dates is stored in Car Management.

Mechanical information can be accessed by clicking the Car Management tab, then Car Profile, and Mechanical Specs. If cars are in car assignment, they will be listed as Active here. If not, they'll be listed as Inactive.



A Get Data For Mechanical Specs Maintenance window will open. Select All to view mechanical information for all cars in the database.



Double-clicking a record will open the detail screen and show more information.

The screenshot shows a data table with columns: Car Inst, Car No., Fleet ID, Business Group, Make, Car Length, Year, Capacity, Insulated, DOT AAR Spec, Truck Capacity, Truck Center, Coupler Length, Stroke Length, Reaming Type, Coupler Type, Valve Type, Lining Type, Cals Type, Bolt Protect Type, No. of Compart, Clear Top, and Clear Bottom. A red arrow points to the record with Car No. 065668 and Fleet ID PP.

The detail screen for the car contains multiple mechanical specification tabs.

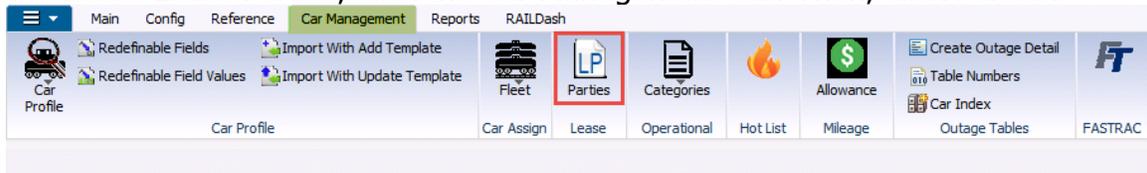
The detail screen for Car ID: ACFX 065668, Fleet: PP, Group: BTTP, Serv Type: 2 - Leased/Used. It features several tabs: Car Specs, Lease Specs, Mechanical Specs, Car Capacity, Test Dates, Comments, UDF 1, Special Fields, Tab 9 Name, UDF 2, and Tab 11. The Mechanical Specs tab is active, showing Car Service Specifications and Car Physical Specifications. Below these are Product Specifications.

Lease Parties

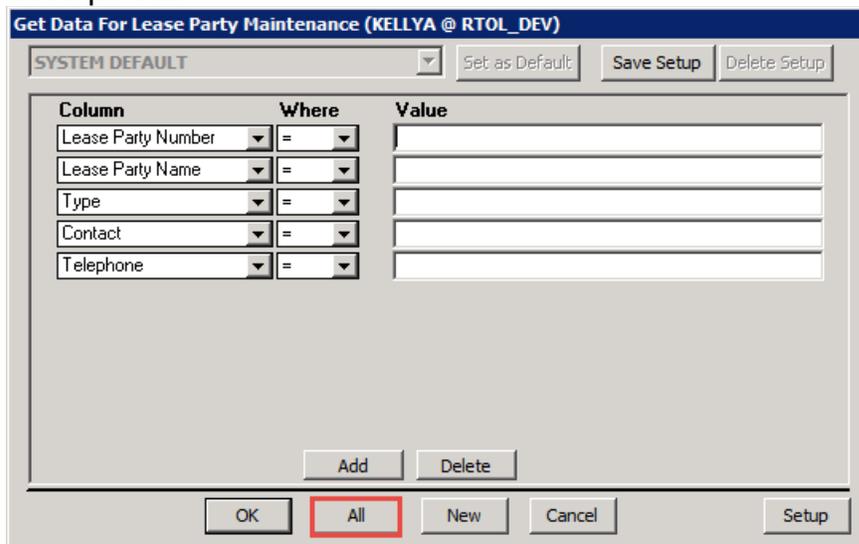
A Lease Party is an entity railcars are leased from or sublet to. Lease Parties allow the user to maintain information related to companies they've leased railcars from or companies to which they've leased railcars.

Maintenance of lease contract information for each Lease Party can also be maintained in Lease Parties.

To access Lease Parties, click the Car Management tab. Then, click Parties.



A Get Data For Lease Party Maintenance window will open. Click All to view all lease parties.



The Lease Parties window is divided into 4 sections, Lease Parties, Riders, Lease Party Details, and Rider Details.

The screenshot shows the 'Lease Parties' window with the following sections:

- Top Section:** Includes a toolbar with icons for search, refresh, and other actions. Below it is a 'Sort By Column' dropdown set to 'Type'. A 'Find Column' search box is present, along with 'Add New Monthly Rental' and 'View Rental History' buttons.
- Table Section:** A table listing lease parties with columns: Lease Party No., Lease Party Name, Type, Contact, and Telephone. The table contains various entries such as 'TEST11', 'PHCF', 'S008', 'ARI', 'ATEST1', 'ATEST2', 'ATEST3', 'B00123', 'B00122', 'FASE', 'GATX', 'GREX', 'GE', 'GLNX', 'GLNX1', 'GNC', 'GNC TEST', 'GNC GP', 'GREX', 'JH TEST', 'NEW TEST', and 'RE'.
- Bottom-Left Section:** A form for 'Lease Party No.' (TEST1) and 'Lease Party Name' (TESTING3). It includes fields for 'Lease Party Contact' (JEFF HENNINGER), 'Address Line 1' (5510 WOODSTEAD CT.), 'Address Line 2' (SUITE 220), 'City' (THE WOODLANDS), 'State' (TX), 'Zip' (77380), and 'Phone' (5213 362-1513). A 'Comments' field contains 'THIS IS A TEST'.
- Bottom-Right Section:** A form for 'Rider No.' (TESTING3) with 'Active Status' (Active), 'Begin Date' (1/18/13), 'Lease Type' (Net), 'Rental Relief' (Yes), 'End Date' (12/31/20), 'Monthly Rental' (\$250.00), 'Currency' (USA), and 'Renewal Notify Date' (1/18/20). A 'Comments' field contains 'THIS IS A TEST'.

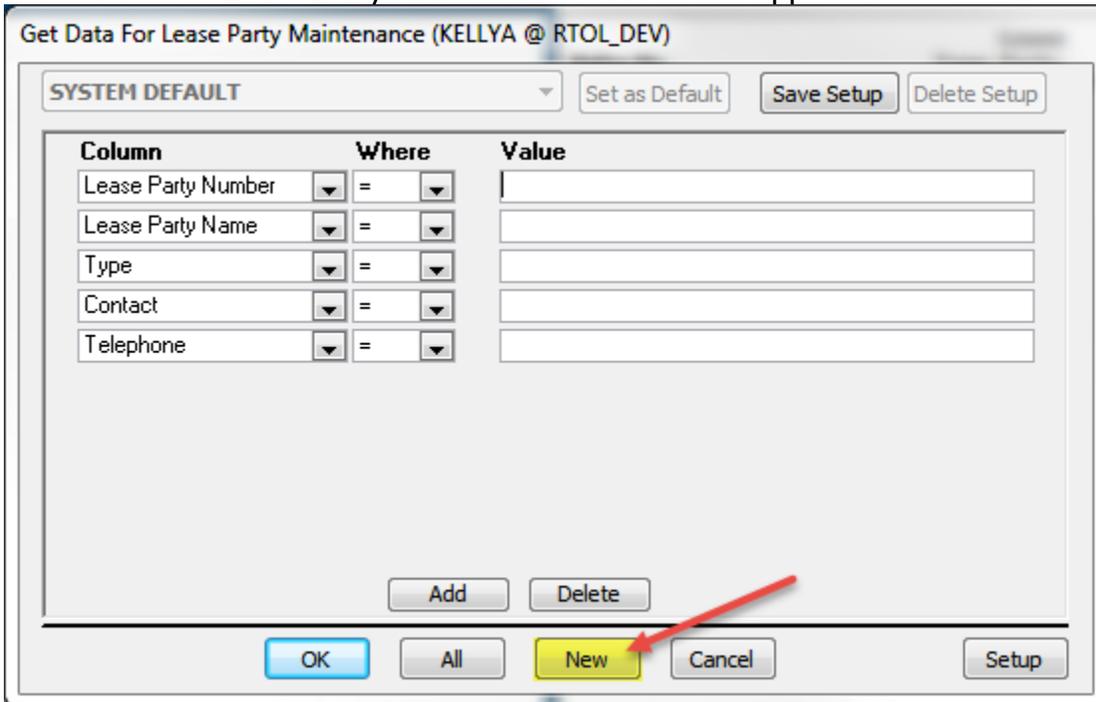
Adding a New Lease Party

To add a new Lease Party, click on the Car Management tab. Next, select Lease Parties.

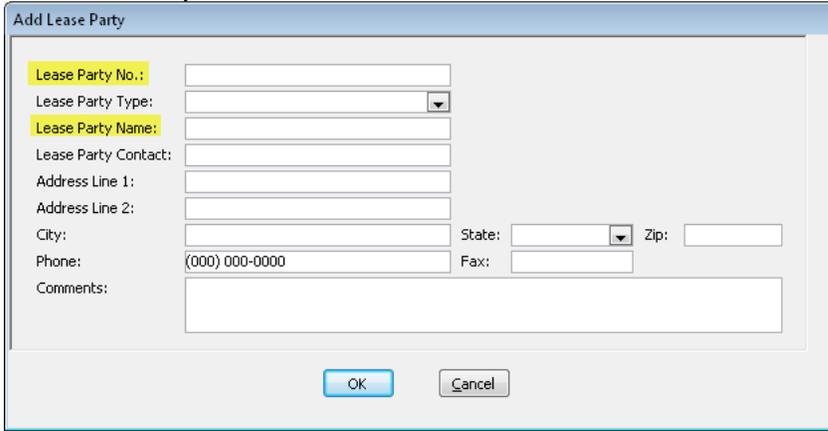
The system administrator will be supplied with the password for this section of the database.



A Get Data For Lease Party Maintenance window will appear. Select New.

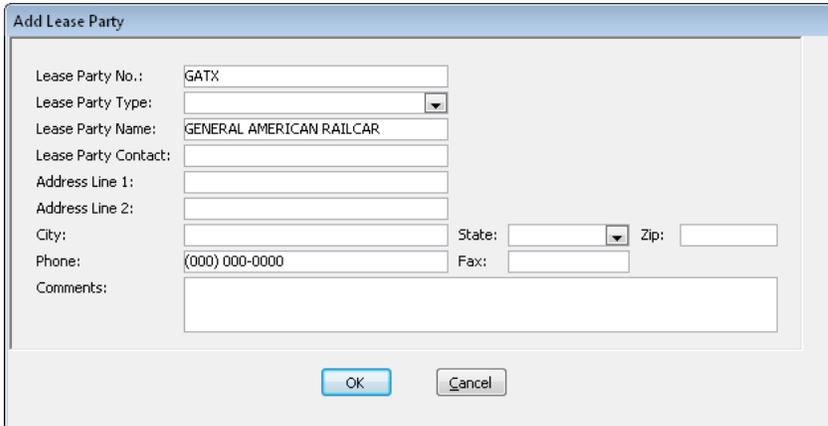


An Add Lease Parties window will appear. In the Add Lease Party box, add the Lease Party No. and Lease Party Name in the required fields highlighted below. The user may add more details as needed.



The screenshot shows the 'Add Lease Party' dialog box. The fields 'Lease Party No.:' and 'Lease Party Name:' are highlighted in yellow. Other fields include 'Lease Party Type:', 'Lease Party Contact:', 'Address Line 1:', 'Address Line 2:', 'City:', 'State:', 'Zip:', 'Phone:', 'Fax:', and 'Comments:'. There are 'OK' and 'Cancel' buttons at the bottom.

The Lease Party No. is an abbreviation of the Lease Party Name. For the example shown below, Lease Party No. GATX has a Lease Party Name of General American Railcar.



The screenshot shows the 'Add Lease Party' dialog box with example data entered. 'Lease Party No.:' contains 'GATX' and 'Lease Party Name:' contains 'GENERAL AMERICAN RAILCAR'. Other fields are empty. There are 'OK' and 'Cancel' buttons at the bottom.

A user can assign a Lease Party Type by using the drop down menu and selecting:

- Lessor – Leasing equipment from
- Sublease – Leasing equipment to
- Financial – Lease without control of car

The screenshot shows the 'Add Lease Party' dialog box. The 'Lease Party No.' field contains 'GATX'. The 'Lease Party Type' dropdown menu is open, showing three options: 'Lessor', 'SubLease', and 'Financial'. The 'Lease Party Name' field contains 'Lessor'. The 'Lease Party Contact' field contains 'Financial'. The 'Address Line 1' and 'Address Line 2' fields are empty. The 'City' field is empty, the 'State' dropdown is open, and the 'Zip' field is empty. The 'Phone' field contains '(000) 000-0000' and the 'Fax' field is empty. The 'Comments' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.

Once all required fields are populated and additional information has been added, click OK.

The screenshot shows the 'Add Lease Party' dialog box. The 'Lease Party No.' field contains 'GATX'. The 'Lease Party Type' dropdown menu is set to 'Lessor'. The 'Lease Party Name' field contains 'GENERAL AMERICAN RAILCAR'. The 'Lease Party Contact' field is empty. The 'Address Line 1' and 'Address Line 2' fields are empty. The 'City' field is empty, the 'State' dropdown is open, and the 'Zip' field is empty. The 'Phone' field contains '(000) 000-0000' and the 'Fax' field is empty. The 'Comments' field is empty. The 'OK' and 'Cancel' buttons are at the bottom, with the 'OK' button highlighted by a red box.

Then, select Cancel.

The screenshot shows a dialog box titled "Add Lease Party". It contains the following fields and controls:

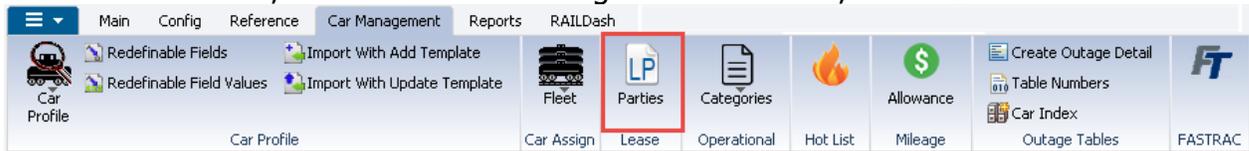
- Lease Party No.:
- Lease Party Type:
- Lease Party Name:
- Lease Party Contact:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- Phone:
- Fax:
- Comments:

At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a red rectangular border.

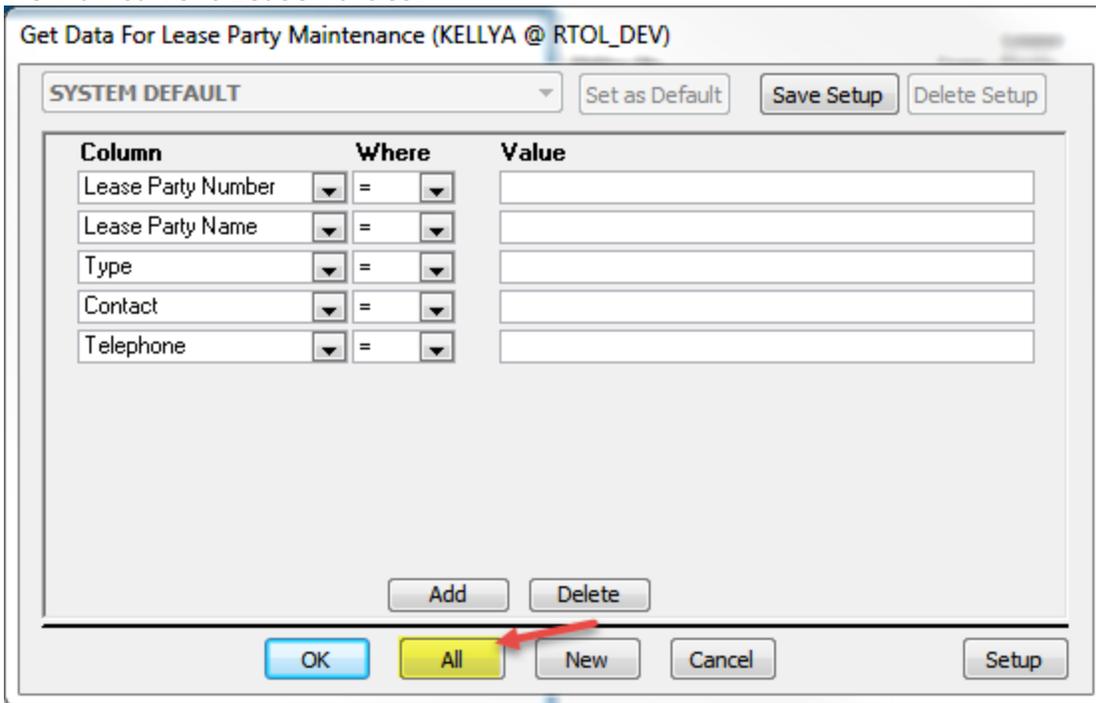
The new GATX Lease Party is now visible in the Parties screen.

Adding a New Rider

To add a new rider, click on the Car Management tab. Next, select LP Parties.



A Get Data For Lease Parties Maintenance window will open. Use Get Data Parameters to search for the Lease Party that requires a Rider, or select All to view all current Lease Parties.



Highlight the Lease Party Name that needs the Rider added. The Rider Maintenance screen for this Lease Party Name will appear to the right-hand side.

The screenshot shows a software interface with a search bar at the top and a table of lease parties. The table has columns for Lease Party No., Lease Party Name, Type, Contact, Telephone, Rider No., Lease Type, Party, BeginDate, EndDate, Rental, Currency, Rent Relief, Active Status, Lease Type, Renewal Notify Date, and Total Cars. The 'ERAC' row is highlighted in blue. A red arrow points from this row to the 'Rider No.' field in the table on the right.

To activate the Rider Maintenance, click inside this screen and it will be highlighted blue. Select the New icon in the tool bar.

This screenshot is similar to the previous one, but the 'ERAC' row is now highlighted in blue. A red arrow points to the 'New' icon (represented by a plus sign) in the toolbar above the table.

In the Add Rider for Lease Party screen fill in the Rider No., Active Status, Net/Full Lease, Begin Date, End Date, Rental Relief, Monthly Rental, Currency, and any additional applicable information. Once complete, click OK.

The screenshot shows a form titled 'Add Rider for Lease Party (GE)'. It contains several input fields and dropdown menus:

- Rider No.: TMGE001
- Active Status: Active (dropdown)
- Net / Full Lease: Full (dropdown)
- Renewal Notify Date: 00/00/00
- Begin Date: 01/01/16
- End Date: 12/31/16
- Rental Relief Y/N: Yes (dropdown)
- Monthly Rental: \$225.00
- Currency: USA (dropdown)
- Comments: A large empty text area.
- Buttons: 'OK' and 'Cancel' at the bottom.

Click Cancel.

Add Rider for Lease Party (GE)

Rider No.: Active Status: Net / Full Lease: Renewal Notify Date:

Begin Date: End Date: Rental Relief Y/N:

Monthly Rental: Currency:

Comments:

The New Rider No. TMGE001 is now visible in the Rider Maintenance screen.

Parties X

Sort By Column: Asc Find Column: Where: Value: And/Or

Lease Party No. Lease Party Type

Add Delete Sort New QD Add Delete Apply Reset Save Select

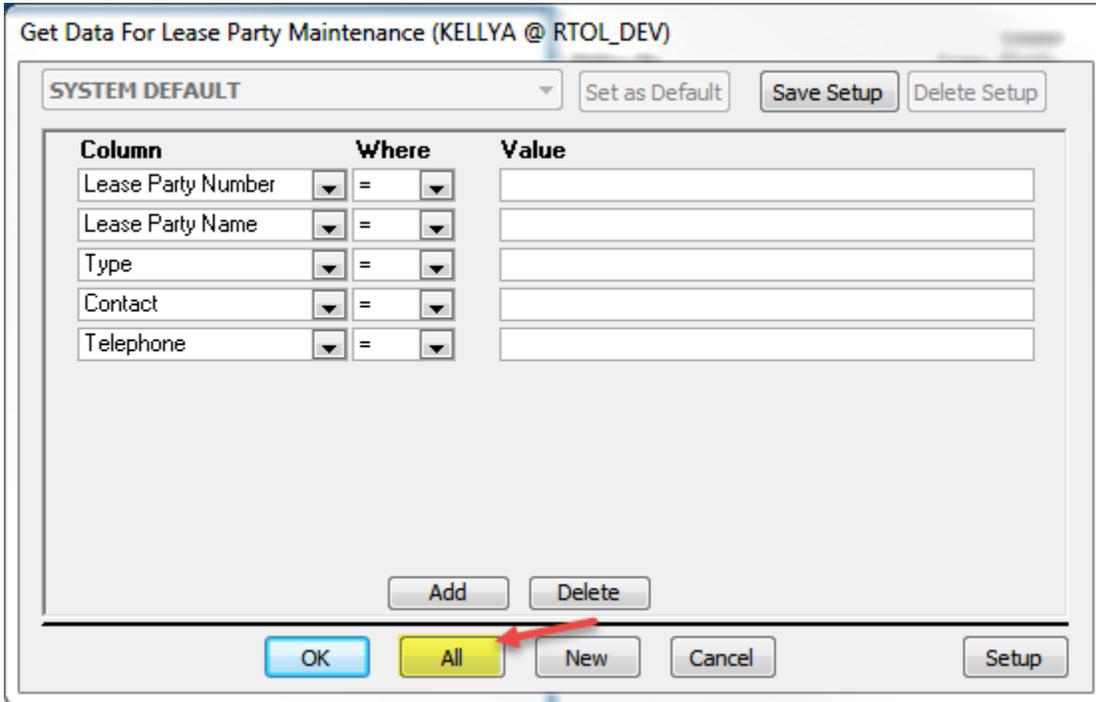
Lease Party No.	Lease Party Name	Type	Contact	Telephone	Rider No.	Lease Type	Party	BeginDate	EndDate	Rental	Currency	Rent Relief	Active Status	Lease Type	Renewal Notify Date	Total Cars
TEST1	TEST1			(000) 000-0000												
QFC TEST	QFC FINANCIAL	Financial		(000) 000-0000												
SD09B	NAVY	Lessor	NAVY	(201) 362-3622												
ARJ	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000												
A TEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000												
A TEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(201) 512-4567												
A TEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(201) 123-4567												
A TEST3	TESTING	Lessor	JEFF HENNINGER	(201) 362-1513												
PAFT	LEASE PARTY FOR TESTING	Lessor		(000) 000-0000												
GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000												
GREX	TEST	Lessor		(610) 943-6979												
GLAC	GENI RAILCAR CO	Lessor		(000) 000-0000												
GLR01	GENI RAILCAR CO TEST	Lessor		(000) 000-0000												
QNC	QNC TANK CARS	Lessor		(000) 000-0000												
QNE GPP	QNE NEW TEST LESSOR	Lessor		(000) 000-0000												
GRDK	GREENBERG	Lessor		(000) 000-0000												
JIN TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(201) 362-1513												
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(718) 123-4567												
PB	PB	Lessor		(000) 000-0000												

Renewing a Rider

To renew a rider, click on the Car Management tab. Next, select Lease Parties.



A Get Data For Lease Parties Maintenance window will open. Use Get Data Parameters to search for the Lease Party that requires rider renewal, or select All to view all current Lease Parties.



Highlight the Lease Party No. that needs the Rider renewal. The Rider Maintenance screen will appear in the screen to the right.

The screenshot shows a software interface with a list of lease parties on the left and a table of lease details on the right. The 'LEASE PARTY NO.' column in the list is highlighted in blue for the entry 'GE'. A red arrow points from this entry to the 'Rider No.' column in the table. The table has columns: Rider No., Lease Type, Party, BegDate, EndDate, Rental, Currency, Rent Relief, Active Status, Lease Type, Renewal Notify Date, and Total Cars.

Rider No.	Lease Type	Party	BegDate	EndDate	Rental	Currency	Rent Relief	Active Status	Lease Type	Renewal Notify Date	Total Cars
TR2301	L	GE	10/01/16	12/31/16	\$225.00	US	N	Active	Full	00/00/00	0
C60070	L	GE	11/01/99	06/30/13	\$225.00	US	Y	Active	Full	00/00/00	0

Highlight the Rider No. that needs the Rider renewal. Then, click the Add New Monthly Rental button.

The screenshot shows the same software interface as before, but now the 'Rider No.' table is visible. The entry 'C60070' is highlighted in blue. A red arrow points to the 'Add New Monthly Rental' button located above the table. The table has columns: Rider No., Lease Type, Party, BegDate, EndDate, Rental, Currency, Rent Relief, Active Status, Lease Type, Renewal Notify Date, and Total Cars.

Rider No.	Lease Type	Party	BegDate	EndDate	Rental	Currency	Rent Relief	Active Status	Lease Type	Renewal Notify Date	Total Cars
TR2301	L	GE	01/01/16	12/31/16	\$225.00	US	N	Active	Full	00/00/00	0
C60070	L	GE	01/01/99	06/30/13	\$225.00	US	Y	Active	Full	00/00/00	0

In the Add Rental for Lease/Rider screen fill in the Monthly Rental, Currency, and the Effect Date. Effect Date is the date of the new lease rider renewal. Once the information has been added, click OK.

Add Rental for Lease/Rider (GE/CGE0070)

Monthly Rental: Currency: Effect Date:

Click Cancel.

Add Rental for Lease/Rider (GE/CGE0070)

Monthly Rental: Currency: Effect Date:

Monthly Rental will now reflect the renewed rental price.

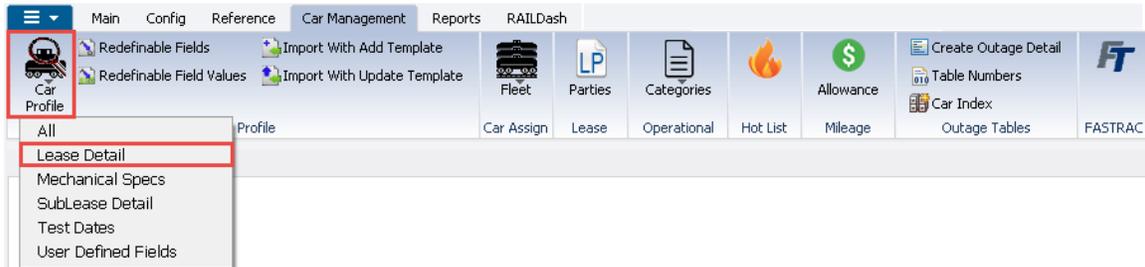
The screenshot shows the software interface with a list of lease parties on the left and a table of riders on the right. A red arrow points to the 'Monthly Rental' field in the rider details, which now shows '\$225.00'.

Rider No.	Lease Type	Party	BeginDate	EndDate	Renal Currency	Rent	Active	Lease Renewal	Total
29K2001	L	GE	01/01/16	12/31/16	\$225.00 US	N	Active	Full	0
CGE0070	L	GE	11/01/19	02/01/17	\$225.00 US	Y	Active	Full	0

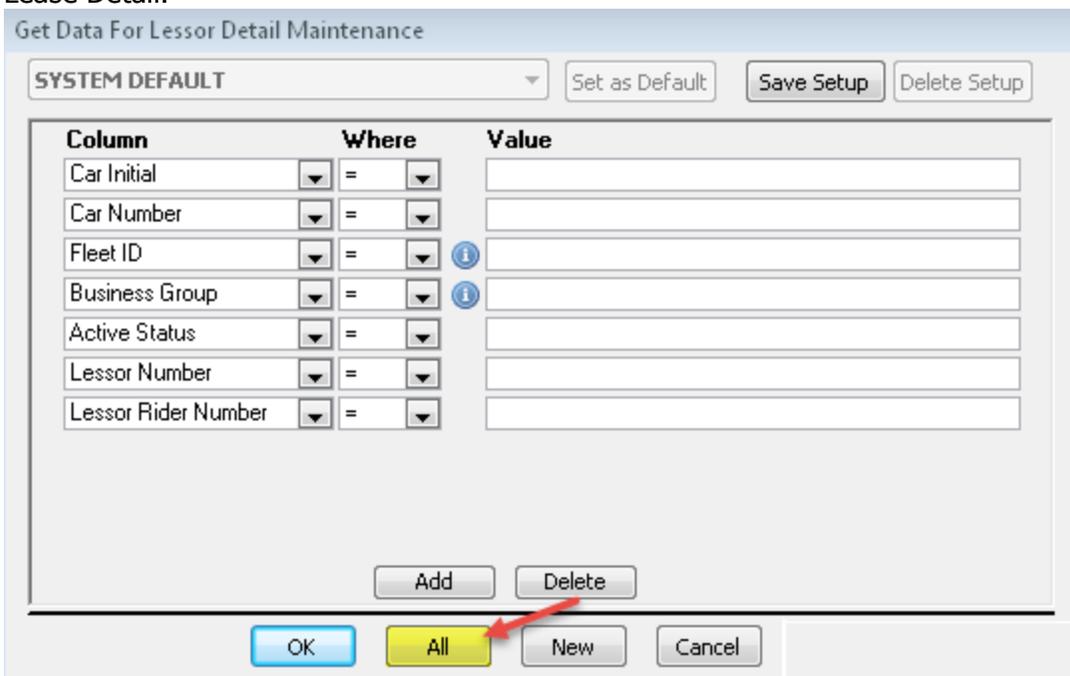
Rider No.: CGE0070 Active Status: Active Begin Date: 11/01/19
 Lease Type: Full Rental Rider: Yes End Date: 02/01/17
 Monthly Rental: \$225.00 Currency: USA Renewal Notify Date: 02/01/17

Assigning Railcars to a Rider

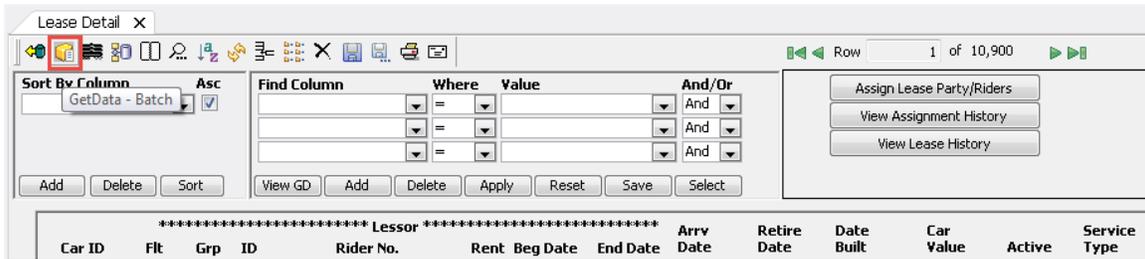
To assign railcars to a rider, click on the Car Management tab. Next, select Car Profile and click on Lease Detail.



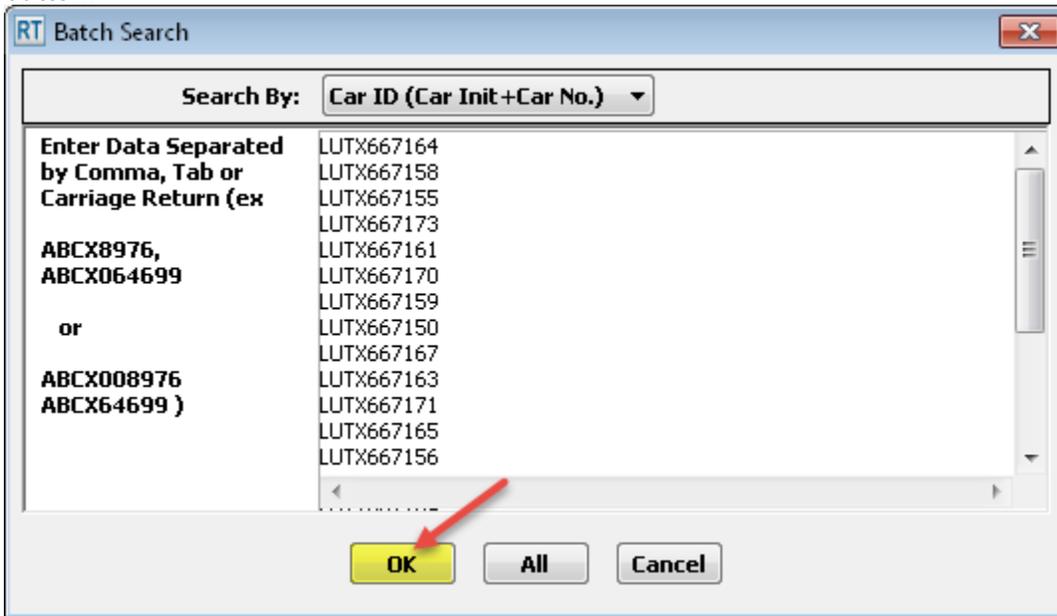
A Get Data For Lessor Detail Maintenance window will open. Use Get Data Parameters to search for the railcar that requires rider to be assigned, or select All to view all current Lease Detail.



Once the Lease Detail screen appears, the user can select the GetData - Batch icon to paste railcars needing to have riders assigned.



If user has copied cars into their clipboard, they will automatically appear in the Get Data - Batch. Otherwise, user can copy and paste cars. Once complete click the OK button.

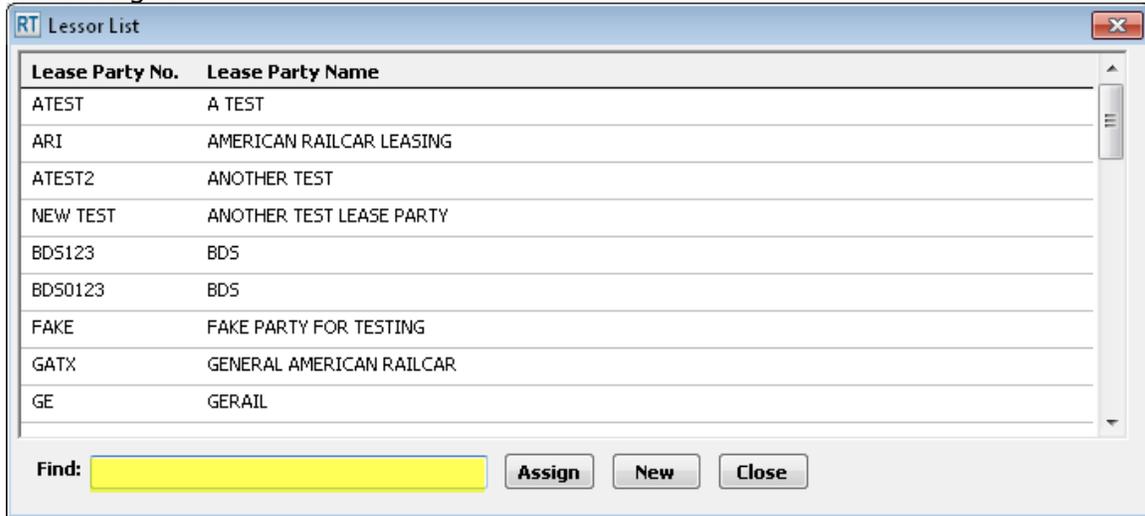


Highlight the Railcars needing the Rider assigned. To highlight railcars, select the first railcars. Then, hold the Shift button on the keyboard and select the last railcar needed on the list. Then, click on the Assign Lease Party/Riders button.

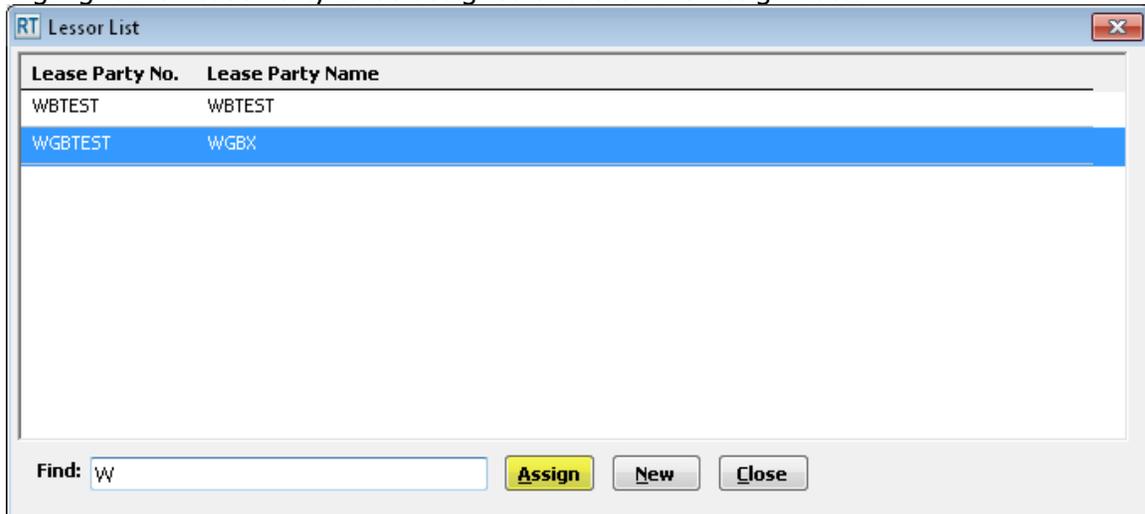
Car ID	Flt	Grp	ID	Rider No.	Rent	Beg Date	End Date	Arry Date	Retire Date	Date Built	Car Value	Active	Service Type
LUTX	667151	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667154	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667155	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667156	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667157	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667158	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667159	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667160	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667161	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667162	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667163	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667164	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667165	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667166	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667167	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667169	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667170	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667171	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667173	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2
LUTX	667150	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	00/00/00	0.00	Y	2

The Assign Lease Party/Riders box will appear. Select which button is applicable to the type of lease with which the user is assigning railcars. For this example, the lease button will be selected:

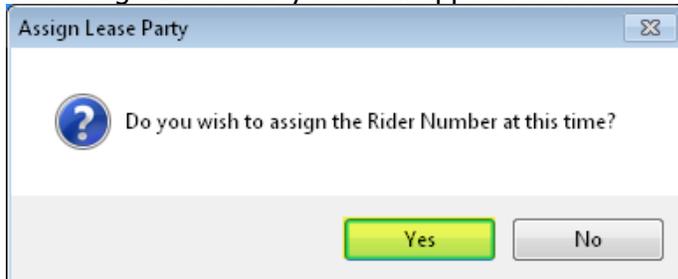
The Lessor List box will appear. Using the Find field, the user can search for Lease Party to be assigned.



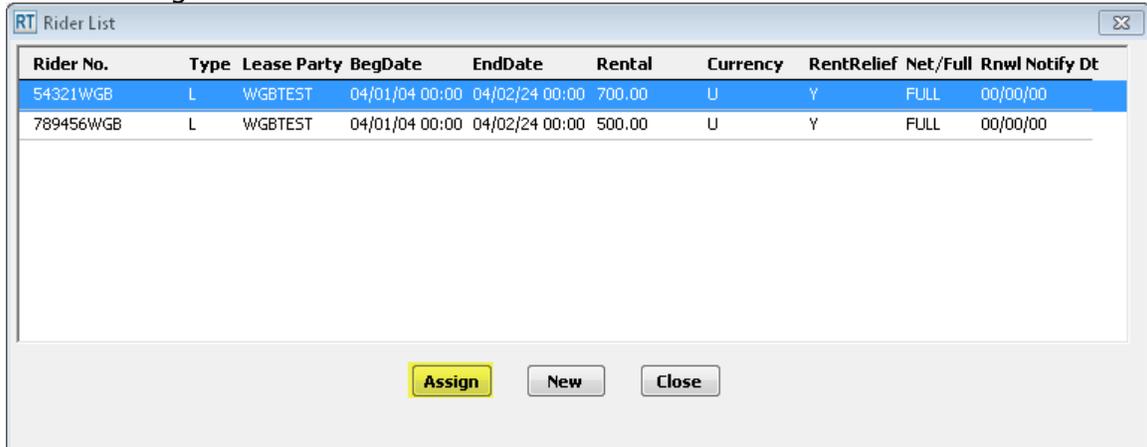
Highlight the Lease Party to be assigned and click the Assign button:



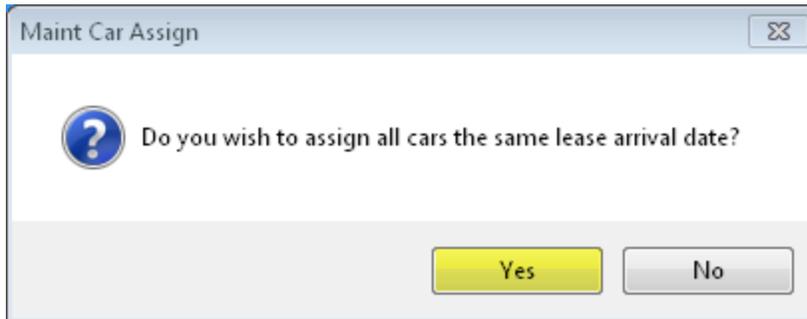
The Assign Lease Party box will appear. Select Yes to assign a Rider Number.



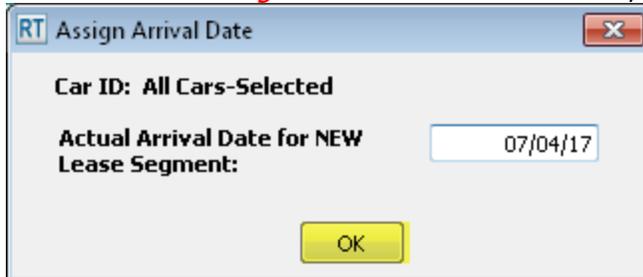
The Rider List box will appear. Highlight the Rider No. railcars will be assigned to. Then, click the Assign button.



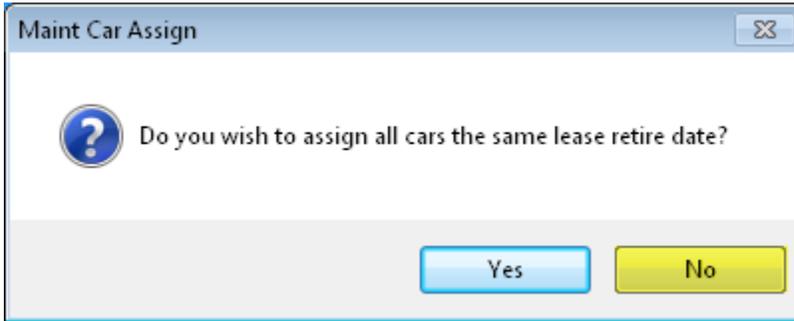
The Maint Car Assign box will appear. Click Yes to assign the date railcars arrived on this lease.



The Assign Arrival Date box will appear. Fill in the date the railcars will arrive on this lease. *****Not the begin date of the lease***** Then, click OK.



The Maint Car Assign box will appear. Click No if railcars have never been assigned to a lease before.



Data will update according to the lease assigned to railcars.

Lease Detail x

Row 1 of 20

Sort By Column Asc

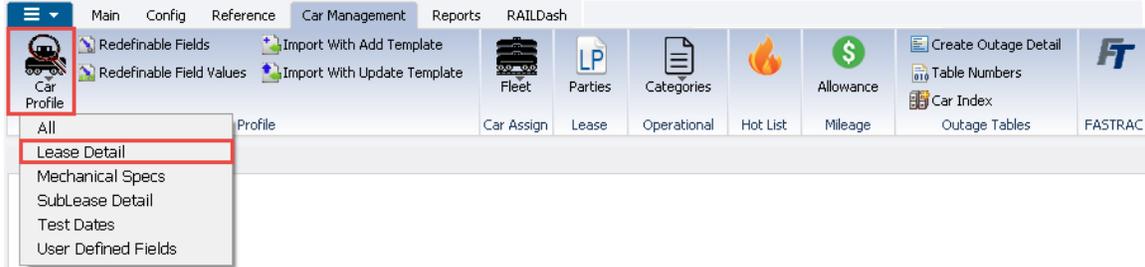
Find Column Where Value And/Or

Assign Lease Party/Riders
View Assignment History
View Lease History

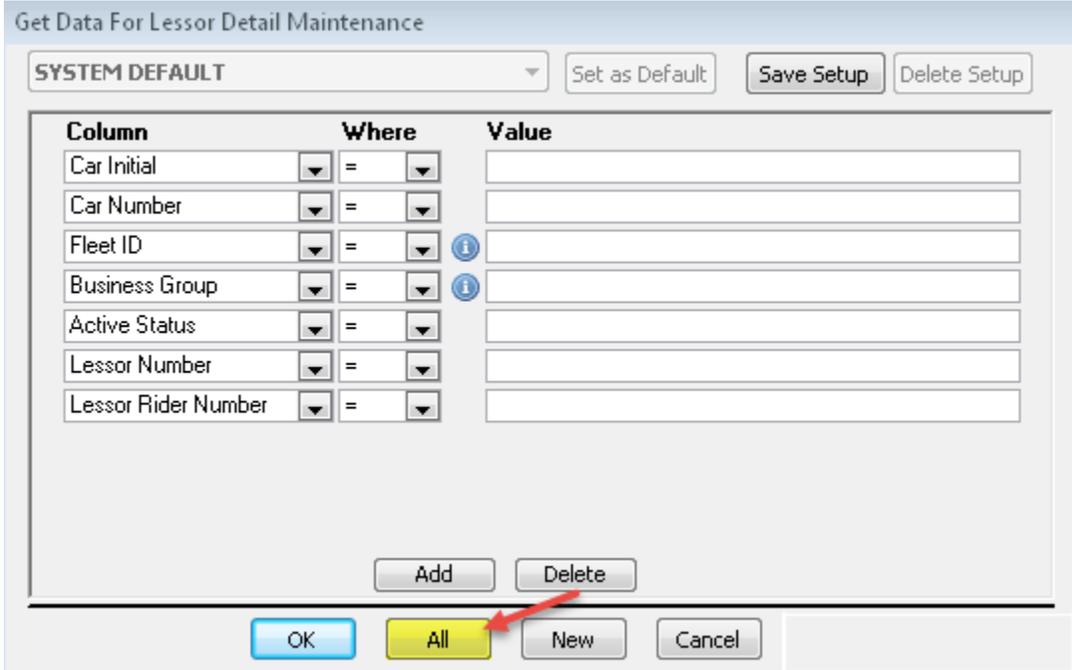
Car ID	Flt	Grp	ID	Rider No.	Rent	Beg Date	End Date	Arrv Date	Retire Date	Date Built	Car Value	Active	Service Type		
LUTX	667150	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667151	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667154	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667155	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667156	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667157	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667158	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667159	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667160	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667161	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667162	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667163	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667164	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667165	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667166	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667167	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667169	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667170	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667171	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667173	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL

Reassigning Railcars to a Different Rider

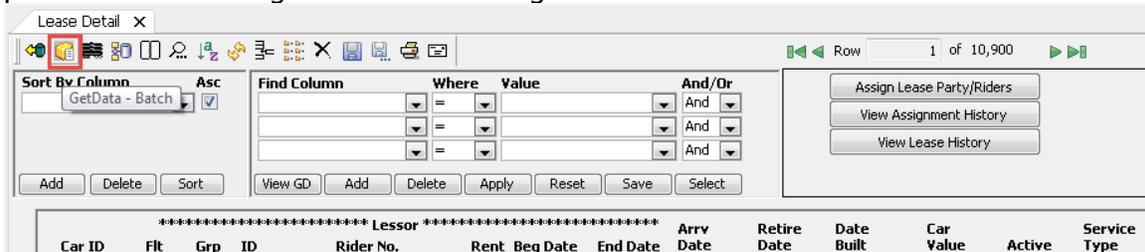
To reassign railcars to a different rider, click on the Car Management tab. Next, select Car Profile and click on Lease Detail.



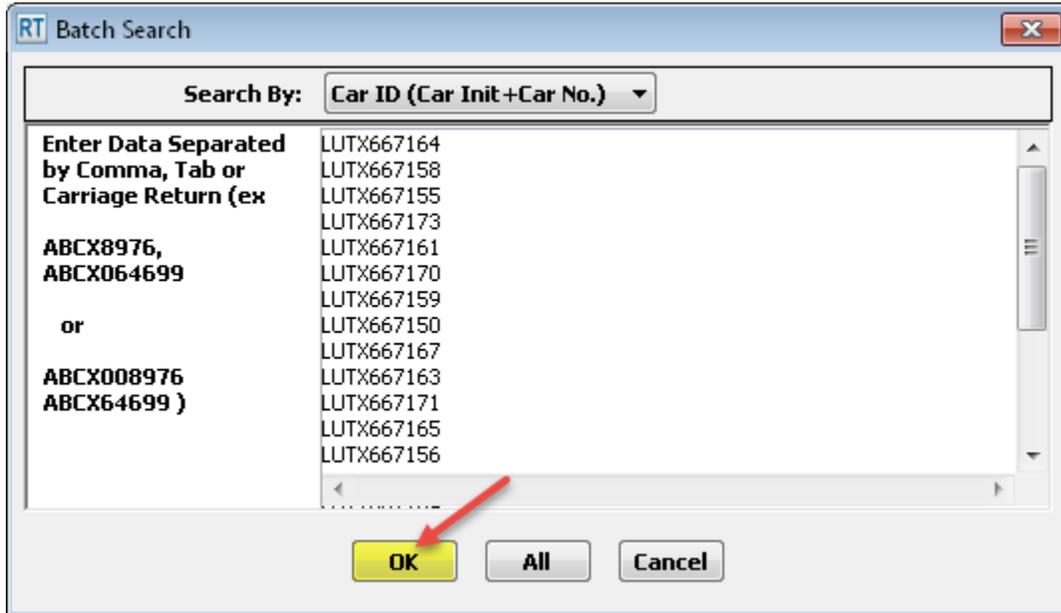
A Get Data For Lessor Detail Maintenance window will open. Use Get Data Parameters to search for the railcar which requires riders to be assigned, or select All to view all current Lease Detail.



Once the Lease Detail screen appears, the user can select the GetData - Batch icon to paste railcars needing to have riders assigned.



If user has copied cars into their clipboard, they will automatically appear in the Get Data – Batch. Otherwise, user can copy and paste cars. Once complete click the OK button.



Highlight the Railcars needing to be reassigned to a different Rider. To highlight railcars, select the first railcars. Then, hold the Shift button on the keyboard and select the last railcar needed on the list. Then, click on the Assign Lease Party/Riders button.

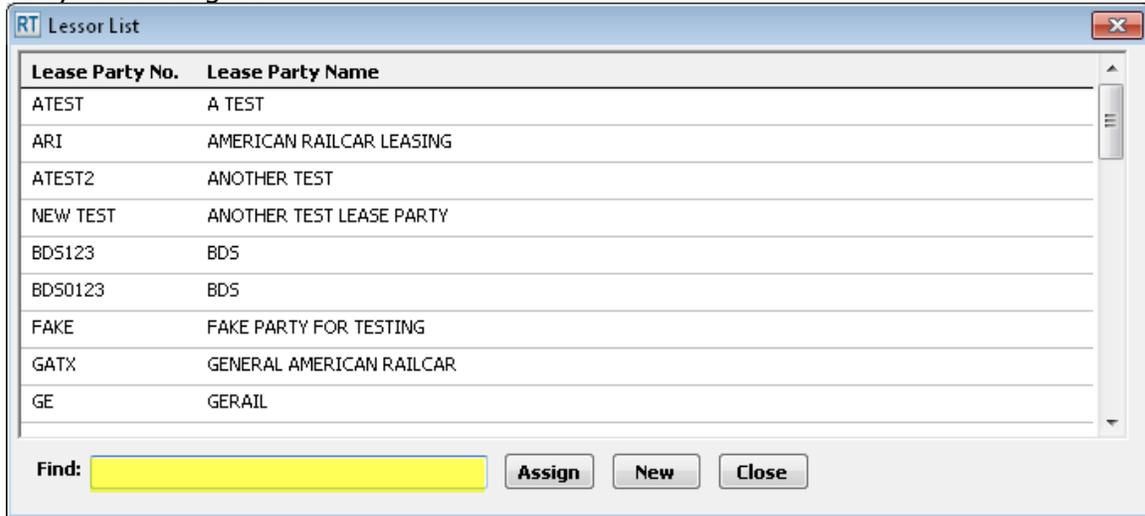
The screenshot shows the 'Lease Detail' application window. At the top, there are navigation icons and a 'Row 20 of 20' indicator. Below this is a search and filter section with 'Sort By Column' set to 'Asc' and a 'Find Column' section with 'Where' and 'Value' fields. A floating menu is open over the table, containing three buttons: 'Assign Lease Party/Riders' (highlighted in yellow), 'View Assignment History', and 'View Lease History'. A red arrow points from the 'Assign Lease Party/Riders' button in the menu to the 'End Date' column of the first row in the table below.

***** Lessor *****															
Car ID	Flt	Grp	ID	Rider No.	Rent	Beg Date	End Date	Arrv Date	Retire Date	Date Built	Car Value	Active	Service Type		
LUTX	667150	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667151	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667154	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667155	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667156	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667157	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667158	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667159	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667160	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667161	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667162	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667163	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667164	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667165	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667166	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667167	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667169	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667170	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667171	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL
LUTX	667173	CTGT	FATS	WGBTEST	54321WGB	700.00	04/01/04	04/02/24	04/01/04	00/00/00	00/00/00	0.00	Y	2	FULL

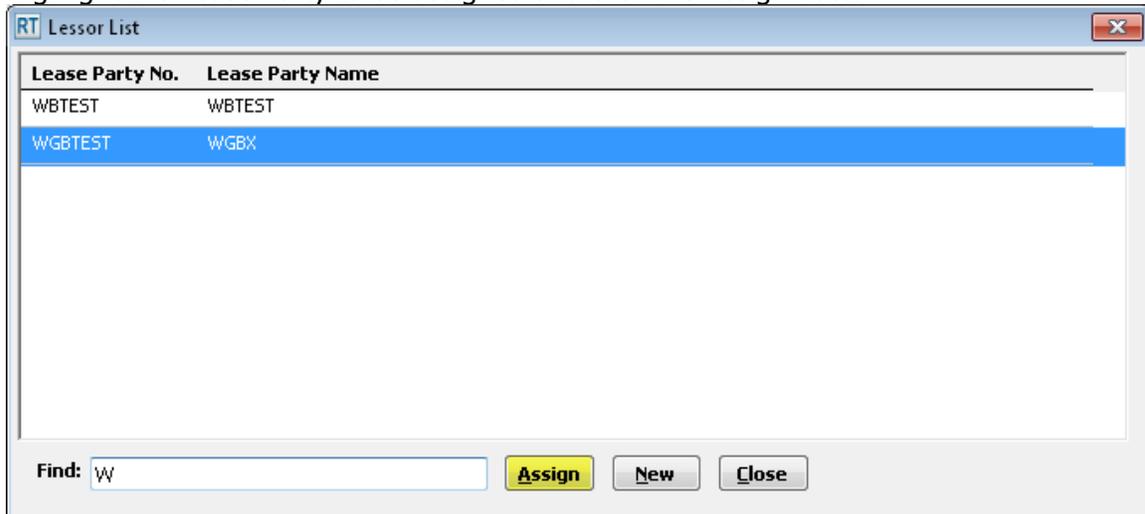
The Assign Lease Party/Riders box will appear. Select which button is applicable to the type of lease the user is assigning railcars to. For this example, the lease button will be selected:

The screenshot shows a dialog box titled 'RT Assign Lease Party/Riders'. The dialog contains the text: 'Do you wish to assign Lease or SubLease for the selected Railcars?'. Below the text are three buttons: 'Lease' (highlighted in yellow), 'SubLease', and 'Cancel'.

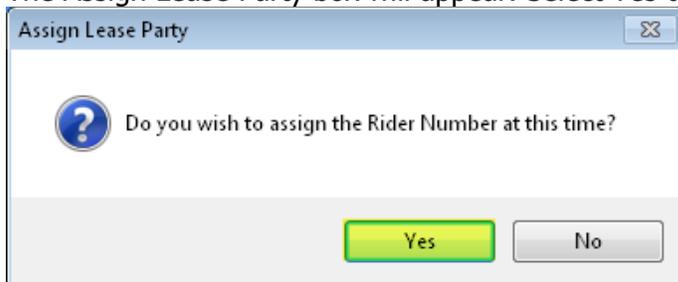
The Lessor List box will appear. Using the Find section, the user can search for Lease Party to be assigned.



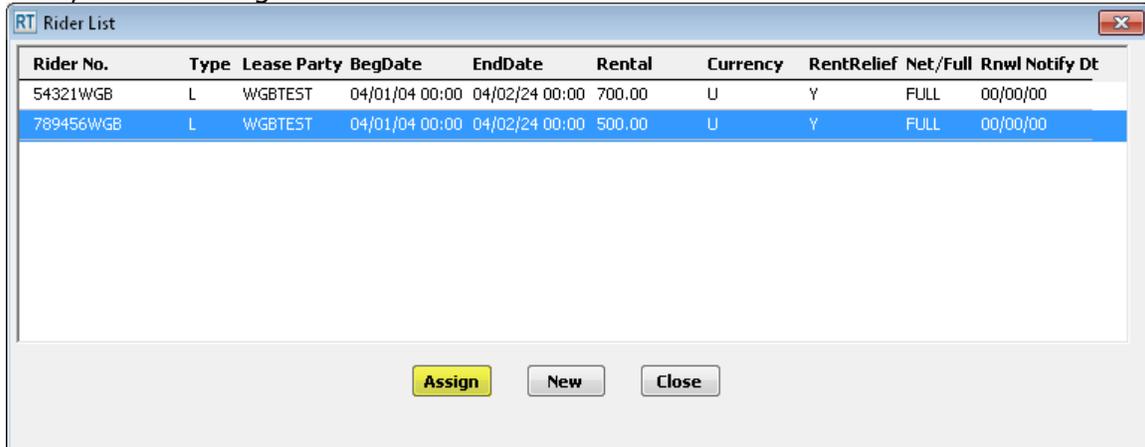
Highlight the Lease Party to be assigned and click the Assign button:



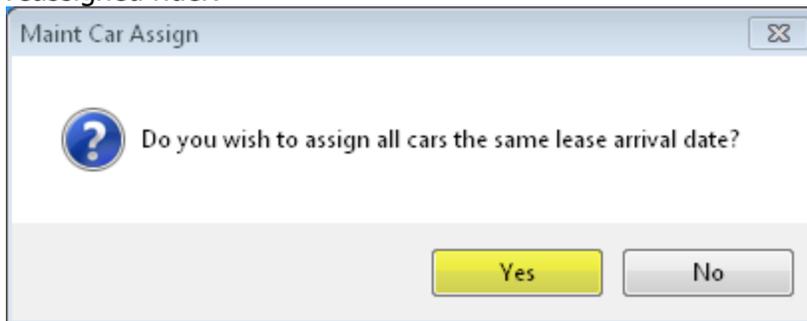
The Assign Lease Party box will appear. Select Yes to assign a different Rider Number.



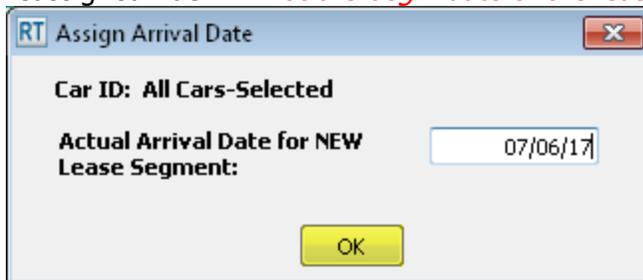
The Rider List box will appear. Highlight the new Rider No. railcars to be reassigned. Then, click the Assign button.



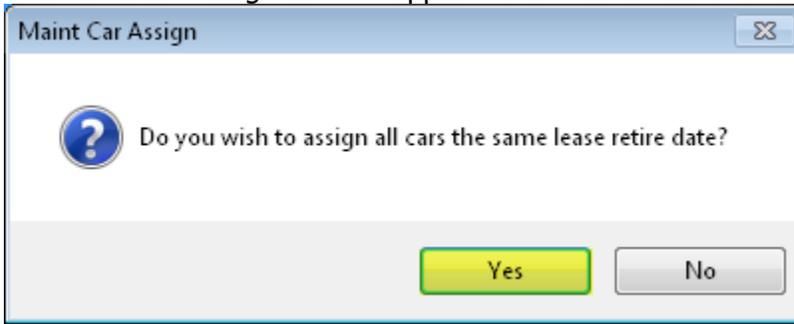
The Maint Car Assign box will appear. Click Yes to assign the date railcars arrived on this reassigned rider.



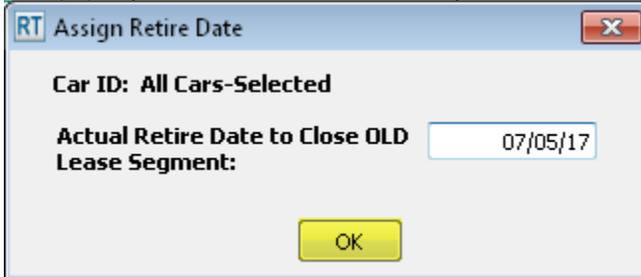
The Assign Arrival Date box will appear. Fill in the date the railcars will arrive on this reassigned rider. ***Not the begin date of the lease*** Then, click OK.



The Maint Car Assign box will appear. Click Yes to retire railcars from the previous rider.



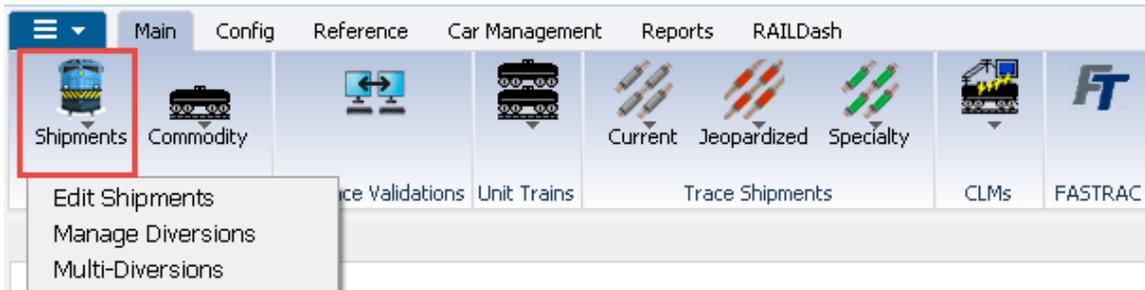
The Assign Retire Date box will appear. For example, if cars are moving to a new rider on 7/6/17, then the retire date for previous rider needs to be a day before, 7/5/17.



Data will update according and show the new rider information for railcars.

Shipments

The Main tab displays all current and historical trip data.



The Shipments icon contains current and historical shipment viewing and management.

By selecting the Shipments icon, users can access:

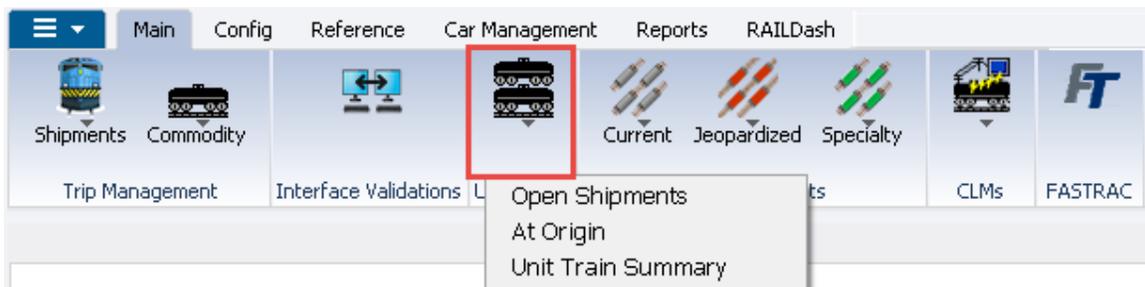
- Edit Shipments – Multiple shipment records using various data parameters
- Manage Diversions – Diversions created in RAILTRAC based on various Get Data parameters
- Multi-Diversions – Performing multiple diversions on shipment records to match diversions made with railroads



The Commodity icon contains each shipment’s commodity data viewing and management.

The Commodity icon allows users to access:

- Shipped – View a specified commodity for a shipment record based on Get Data parameters
- Import With Template – Import commodity data into shipment records using templates



The Unit Trains icon contains viewing and management for all unit train shipments.

By selecting the Unit Trains icon, users can access:

- Open Shipments – allows a unit train ID to be assigned to multiple cars
- At Origin – enables viewing of the unit train upon arrival at origin
- Unit Train Summary – enables a user to view a unit train as a single record

Shipment Detail Screen Review

Shipment Information								
Car ID:	WTBX	099873	Origin:	MARHOOK	PA	LOT #		
Ship Date:	03/25/16 00:00		Destination:	REYBOLD	DE	TREF 2		
Consignee No.:	BDS23456		Release:	REYBOLD	DE	TRIP REF #3		
Consignee Nm:	BDS TEST FOR CLASS		Return:	MARHOOK	PA	TRIP REF #4		
Care Of Name:			Requested Delivery:	00/00/00 00:00		TIFFY1		
Route Code:	MARPA-221268-1034		Consign Notification:	04/04/16 00:00	Est	OPERATIONS		
Route Desc:	NS		Consign Delivery:	04/04/16 00:00	Est	Master Origin:	MHKPA	
Shipment Type:	01 - Plant to Customer		Consign Release:	04/04/16 00:00	Est	Master Trip No.:	1886	
Order Number:		BOL No.:	000621MK	Trip Close:	04/14/16 00:00	Est	Import Source:	TEST
Shipper No.:	0785222	Cust PO:		Previous Trip Close:	04/06/16 00:00		Import Date:	03/25/16 11:00
Trip Status:	Open	Car Status:	1 - To Consignee	Current Location:	ABRAMS	PA		
Fleet:	WGTST	Group:	WBTS	Site Code:	A - Arrival at Railyard			
Shop Move:	No	One Way/RT:	One Way	CLM Date/Time:	03/28/16 09:58			
Frt Pmt Code:	Prepaid	Car Condition:	Good	ETA Consignee:	04/06/16 00:00			
Diverted:	No	B/O Days:	0	ETA Origin:	04/14/16 00:00			
Free Runner:	No	Supplier Ship:	No	Bill Detention:	YES			
Supplier Code:		Name:	MONROE ENERGY LLC	L/E:	Load			
CSR No.:				Road:	NS			
Unit Train ID:				Sales Rep:				

- **Car ID** – railcar shipping on this detail record
- **Ship Date** – date railcar is shipping
- **Consignee No.** – consignee railcar is moving to (ship to)
- **Consignee Nm** –
- **Care Of Name** –
- **Route Code** – route car is moving on
- **Route Desc** – description of route car is moving on
- **Shipment Type** – identifies the type of shipment of this trip
- **Order Number** – order number identified by your company
- **BOL No.** – Bill of Lading number associated with shipment
- **Shipper No.** – shipper identified by your company
- **Cust PO** – customer PO number provided by your company
- **Trip Status** – identifies if the trip is active and open or completed and closed
- **Car Status** – identifies if car is moving to customer, sitting at customer, moving back to origin, or sitting at origin

Shipment Information			
Car ID:	WTBX 099873	Origin:	MARHOOK PA
Ship Date:	03/25/16 00:00	Destination:	REYBOLD DE
Consignee No.:	BDS23456	Release:	REYBOLD DE
Consignee Nm:	BDS TEST FOR CLASS	Return:	MARHOOK PA
Care Of Name:		Requested Delivery:	00/00/00 00:00
Route Code:	MARPA-221268-1034	Consign Notification:	04/04/16 00:00 Est
Route Desc:	NS	Consign Release:	04/04/16 00:00 Est
Shipment Type:	01 - Plant to Customer	Trip Close:	04/14/16 00:00 Est
Order Number:		Previous Trip Close:	04/06/16 00:00
Shipper No.:	0785222	Current Location:	ABRAMS PA
	BOL No.: 000621MK	Site Code:	A - Arrival at Railyard
	Cust PO:	CLM Date/Time:	03/28/16 09:58
Trip Status:	Open	ETA Consignee:	04/06/16 00:00
Fleet:	WGTST	ETA Origin:	04/14/16 00:00
Shop Move:	No	Bill Detention:	YES
One Way/RT:	One Way	L/E:	Load
Frt Pmt Code:	Prepaid	Road:	NS
Car Condition:	Good		
Diverted:	No		
B/O Days:	0		
Free Runner:	No		
Supplier Ship:	No		
Extracted:	No		
Supplier Code:			
Name:	MONROE ENERGY LLC		
CSR No.:			
Unit Train ID:			
Sales Rep:			

Continued...

- **Fleet** – identifies the fleet that the car is assigned to from car assignment
- **Group** – identifies the business group the car is assigned to by car assignment
- **Shop Move** – identifies if the consignee is a shop consignee
- **One Way/RT** – identifies if the trip is one way or round trip
- **Frt Pmt Code** – identifies the freight payment type
- **Car Condition** – identifies the car condition
- **Diverted** – identifies if there has been a diversion done in RAILTRAC
- **B/O Days** – how many days the car was bad ordered

Shipment Information			
Car ID:	WTBX 099873	Origin:	MARHOOK PA
Ship Date:	03/25/16 00:00	Destination:	REYBOLD DE
Consignee No.:	BDS23456	Release:	REYBOLD DE
Consignee Nm:	BDS TEST FOR CLASS	Return:	MARHOOK PA
Care Of Name:		Requested Delivery:	00/00/00 00:00
Route Code:	MARPA-221268-1034	Consign Notification:	04/04/16 00:00 Est
Route Desc:	NS	Consign Delivery:	04/04/16 00:00 Est
Shipment Type:	01 - Plant to Customer	Consign Release:	04/04/16 00:00 Est
Order Number:		Trip Close:	04/14/16 00:00 Est
Shipper No.:	0785222	Previous Trip Close:	04/06/16 00:00
Trip Status:	Open	Current Location:	ABRAMS PA
Fleet:	WGTST	Site Code:	A - Arrival at Railyard
Shop Move:	No	CLM Date/Time:	03/28/16 09:58
One Way/RT:	One Way	ETA Consignee:	04/06/16 00:00
Frt Pmt Code:	Prepaid	ETA Origin:	04/14/16 00:00
Car Condition:	Good	Bill Detention:	YES
Diverted:	No	L/E:	Load
B/O Days:	0	Road:	NS
Free Runner:	No	Supplier Ship:	No
Supplier Code:		Extracted:	No
CSR No.:		Name:	MONROE ENERGY LLC
Unit Train ID:		Sales Rep:	

Continued...

- **Free Runner** – identifies if the car is a fleet car or a customer car
- **Supplier Ship** – identifies if trip is a supplier shipment
- **Supplier Code** – code for the supplier shipment
- **Name** – supplier name
- **CSR No.** – identifies the CSR number passed to RAILTRAC by your company
- **Unit Train ID** – identifies the Unit Train number
- **Sales Rep** – identifies the sales rep number
- **Origin** – location / Plant the car shipped from
- **Destination** – destination car is moving to
- **Release** – when car is released empty location of release
- **Return** – where the car will return

Shipment Information			
Car ID:	WTBX 099873	Origin:	MARHOOK PA
Ship Date:	03/25/16 00:00	Destination:	REYBOLD DE
Consignee No.:	BDS23456	Release:	REYBOLD DE
Consignee Nm:	BDS TEST FOR CLASS	Return:	MARHOOK PA
Care Of Name:		Requested Delivery:	00/00/00 00:00
Route Code:	MARPA-221268-1034	Consign Notification:	04/04/16 00:00 Est
Route Desc:	NS	Consign Delivery:	04/04/16 00:00 Est
Shipment Type:	01 - Plant to Customer	Consign Release:	04/04/16 00:00 Est
Order Number:		Trip Close:	04/14/16 00:00 Est
Shipper No.:	0785222	Previous Trip Close:	04/06/16 00:00
Trip Status:	Open	Current Location:	ABRAMS PA
Fleet:	WGTST	Site Code:	A - Arrival at Railyard
Shop Move:	No	CLM Date/Time:	03/28/16 09:58
Frt Pmt Code:	Prepaid	ETA Consignee:	04/06/16 00:00
Diverted:	No	ETA Origin:	04/14/16 00:00
Free Runner:	No	Bill Detention:	YES
Supplier Code:		L/E:	Load
CSR No.:		Road:	NS
Unit Train ID:			

Continued...

- **Requested Delivery** – requested delivery determined by your company
- **Consign Notification** – date customer was notified of availability of car
- **Consign Delivery** – actual placement date of car
- **Consign Release** – date car was empty released
- **Trip Close** – date car arrived back at origin
- **Previous Trip Close** – date of previous trip arrival back at origin
- **Current Location** – current CLM location
- **Sight Code** – current event of CLM for car
- **CLM date** – current event date of car

Edit Shipments

File Edit Settings View Help

Sort By Column Asc
 Ship Date
 Car Init
 Car No.

Find Column Where Value And/Or
 =
 =
 =

Buttons: Add, Delete, Sort, View GD, Add, Delete, Apply, Reset, Save, Select

Buttons: Except, ReApply CLMs, Edit Route Code, Calc Route Det, CLM History, ETA Graph, Edit Consignee, Edit Comm Ship

Row 0 of 0

Car ID:	W/TBX 099873	Origin:	MARHOOK PA
Ship Date:	03/25/16 00:00	Destination:	REYBOLD DE
Consignee No.:	BDS23456	Release:	REYBOLD DE
Consignee Nm:	BDS TEST FOR CLASS	Return:	MARHOOK PA
Care Of Name:		Requested Delivery:	00/00/00 00:00
Route Code:	MARPA-221268-1034	Consign Notification:	04/04/16 00:00 Estimated
Route Desc:	NS	Consign Delivery:	04/04/16 00:00 Estimated
Shipment Type:	01 - Plant to Customer	Consign Release:	04/04/16 00:00 Estimated
Order Number:		Trip Close:	04/14/16 00:00 Estimated
Shipper No.:	0785222	Previous Trip Close:	04/06/16 00:00
Carrier No.:		Current Location:	ABRAMS PA
Shop Move:	No	Site Code:	A - Arrival at Railyard L/E: Load
Fleet:	WGTST	CLM Date/Time:	03/28/16 09:58 Road: NS
Group:	WBTS	ETA Consignee:	04/06/16 00:00 Import Source: TEST
Car Status:	1 - To Consignee	ETA Origin:	04/14/16 00:00 DIVERSION
Prepaid:		Bill Detention:	YES OPERATIONS
Car Condition:	Good	LOT #	THIS IS 20 BYTE
Diverted:	No	Master Trip No.:	1886
B/O Days:	0	Master Origin:	MHKPA
Supplier Ship:	No		
Supplier Code:			
Name:	MONROE ENERGY LLC		
CSR No.:			
Unit Train ID:			
Sales Rep:			

Last Comments:

Continued...

- **ETA Consignee** – calculated ETA based on customer historical shipments
- **ETA Origin** – calculated ETA based historical shipments back to origin
- **Bill Detention** – default is yes but detention is not calculated unless there is a detention profile set up for customer
- **Sales Person** - sales person passed to RAILTRAC by your company
- **CAR Name** – CAR person passed to RAILTRAC by your company
- **Master Trip No.** – If the origin city in the origin city section is set to Yes then a trip id will identify a trip and enable you to track the cycle back to another master origin
- **L/E** – current load empty status of car
- **Road** – current railroad car is moving on
- **Import Source** – where the trip originates from
- **SHOP Inspection** – populated by user defined data your company passes to RAILTRAC
- **Shop Inst Sent** - populated by user defined data your company passes to RAILTRAC
- **Shop POD** - populated by user defined data your company passes to RAILTRAC
- **Master Origin** – if identified in the origin cities table the master origin will populate the last master origin that this car has been to and keep this information until it arrives at another master origin.

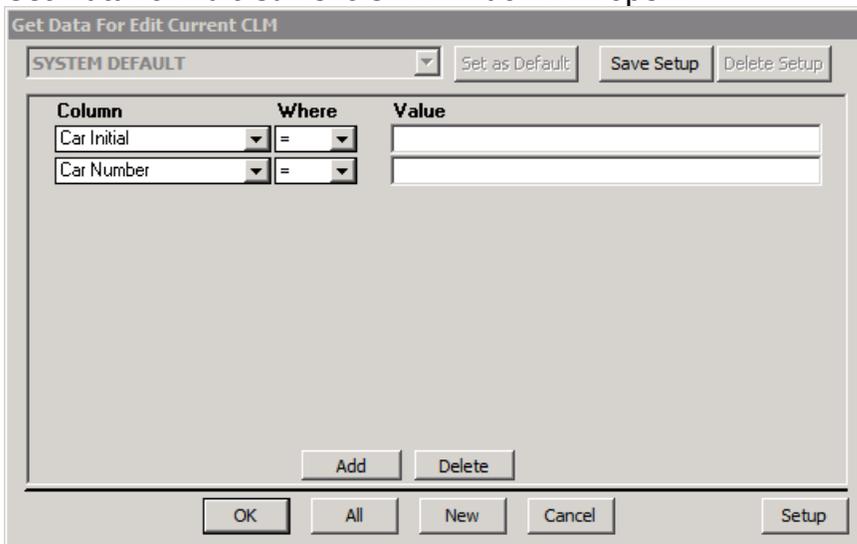
CLM Lookup

Current CLMs

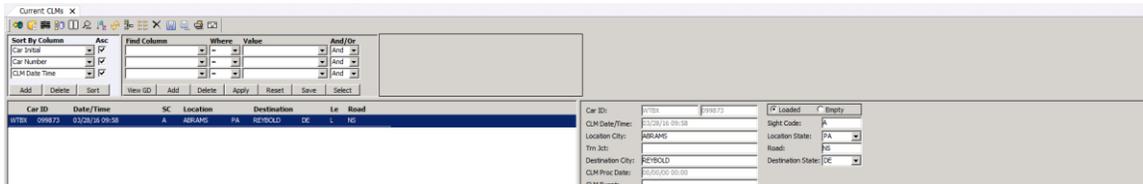
Current CLMs can be accessed by clicking on the Main tab, then CLMs, and Current CLMs.



This will display the last CLM received for each railcar currently being reported. A Get Data for Edit Current CLM window will open.



Entering a Car Initial along with a Car Number will return the most current information about that car.

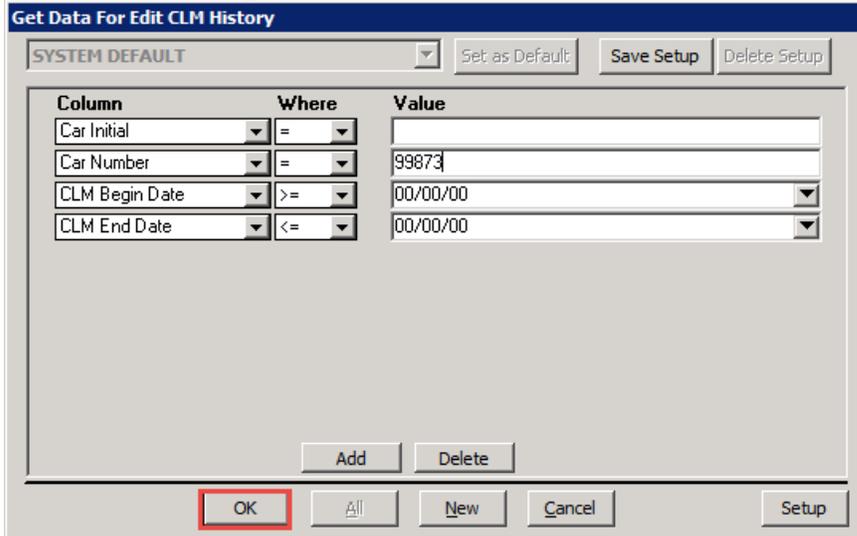


Historical CLMs

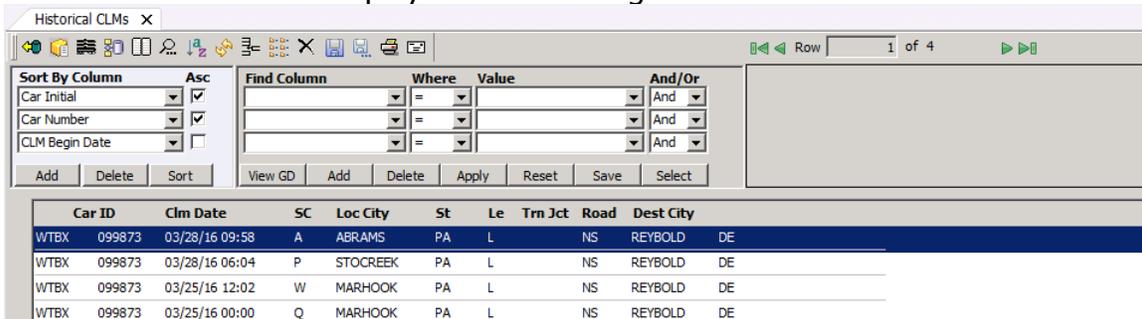
Historical provides the ability to view CLM data that has accumulated over the past six months. The default sort order for CLM records is in descending order by CLM Date. Historical CLMs can be accessed by clicking the Main tab, then CLMs, and Historical CLMs.



A Get Data For Trace CLM History window will open. Add car number and optional date range criteria and select OK to view historical CLMs.



Historical CLMs will be displayed in descending order.

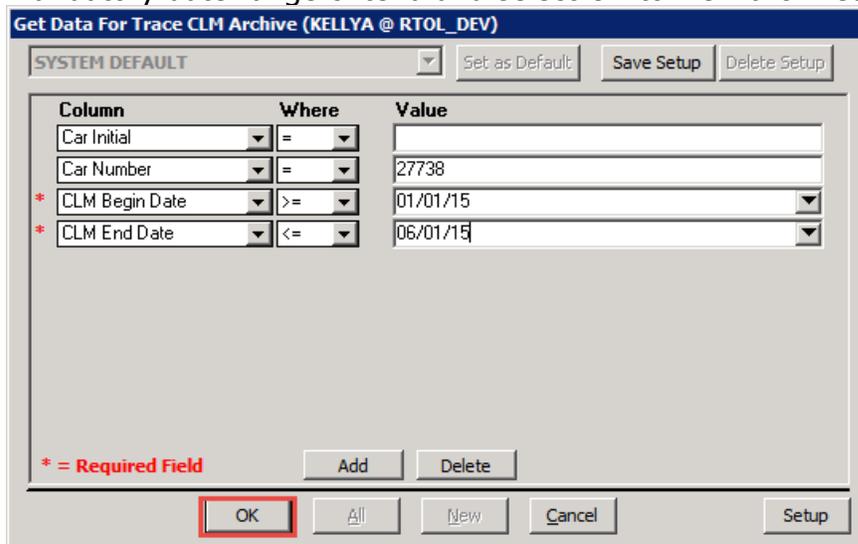


Archived CLMs

Archived CLMs shows CLM data that is more than six months old. Archived CLMs can be accessed by clicking the Main tab, then CLMs, and Archived CLMs.



A Get Data For Trace CLM Archive window will open. Add car number and mandatory date range criteria and select OK to view archived CLMs.



Get Data Parameters

Get Data Parameters are queries for trace details of particular shipments or railcars.

RAILTRAC allows users to locate groups of railcars and individual railcars by utilization of Get Data Parameters. Get Data Parameters can be CLM related such as Car ID, Location City, Destination ETA, or Sight Code.

The screenshot shows a dialog box titled "Get Data For Open Shipments" with a dropdown menu set to "KELLYA 01". At the top right are buttons for "Set as Default", "Save Setup", and "Delete Setup". The main area contains a table with three columns: "Column", "Where", and "Value".

Column	Where	Value
Car ID	=	
Location City	=	
Destination ETA	=	00/00/00
Sight Code	=	

Below the table are "Add" and "Delete" buttons. At the bottom of the dialog are "OK", "All", "New", and "Cancel" buttons.

They can also be shipment related, such as Commodity Name, BOL No, or Customer Name.

The screenshot shows a dialog box titled "Get Data For Open Shipments" with a dropdown menu set to "KELLYA 01". At the top right are buttons for "Set as Default", "Save Setup", and "Delete Setup". The main area contains a table with three columns: "Column", "Where", and "Value".

Column	Where	Value
Commodity Name	=	
BOL No	=	
Customer Name	=	

Below the table are "Add" and "Delete" buttons. At the bottom of the dialog are "OK", "All", "New", and "Cancel" buttons.

Get Data Parameters allow users to find records based on defined characteristics. A Get Data window is made up of three sections: Column, Where, and Value. By defining these three functions, filters can be built so only requested information will be displayed.

- **Column** – Click the down arrow to the right of a Column box for a listing of all available column headings. Then, click on the heading to sort.
- **Where** – Use different where functions to manipulate data output.
- **Value** – The value box is used for entry of user-defined values.

Column	Where	Value
Destination City	<>	HOUSTON
Car Init	=	
Consignee No.	=	

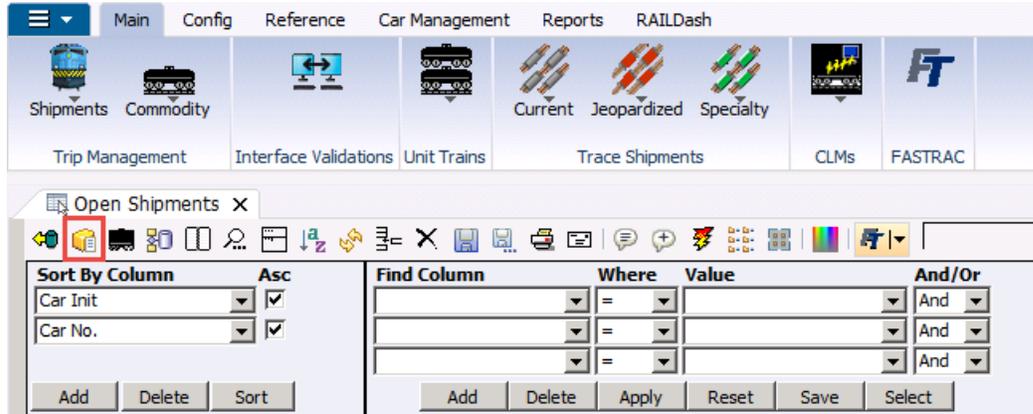
In this example, we're asking RAILTRAC to show up us shipments where the Destination City is not equal to Houston.

Column setups and default settings can be defined by using the Save Setup and Set as Default buttons. To save a setup, choose the Column heading names and arrangement, and then click Save Setup. The first setup's name will be defaulted. After that, the system will prompt the user to name additional setups manually. Using the Set as Default option will set the current arrangement as the default for the corresponding Get Data window.

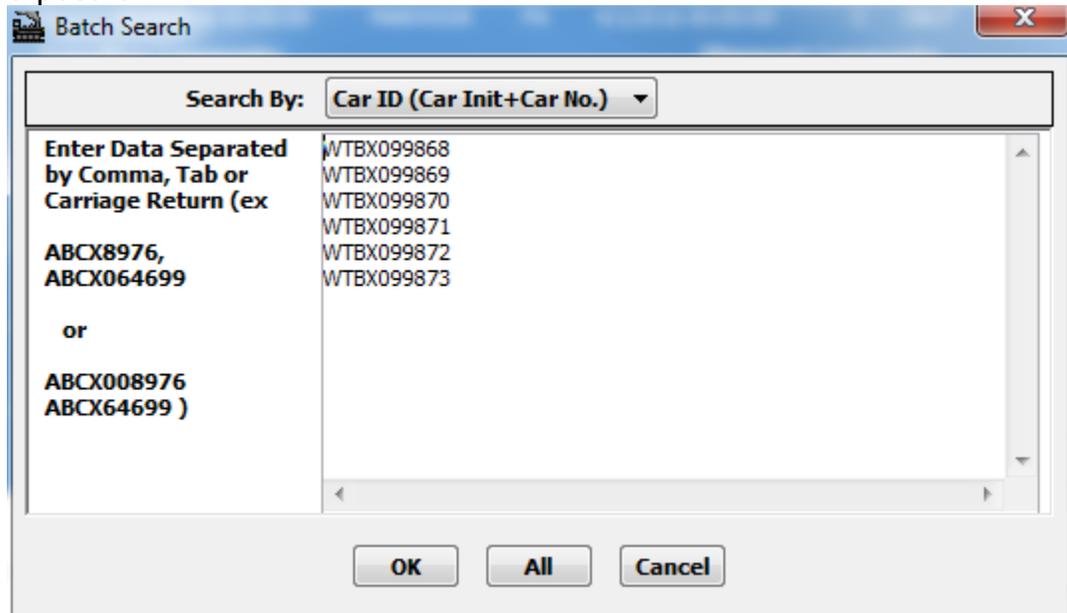
Get Data Batch

The Get Data batch can be used if there is a list of cars needing to be viewed. Open an email or document containing the car numbers. Copy them onto your computer's clipboard.

Click the Get Data Batch icon.



A Batch Search window will open and display the cars pasted to your computer's clipboard.



Clicking OK will display the results from the Batch Search.

Shipment Diversions

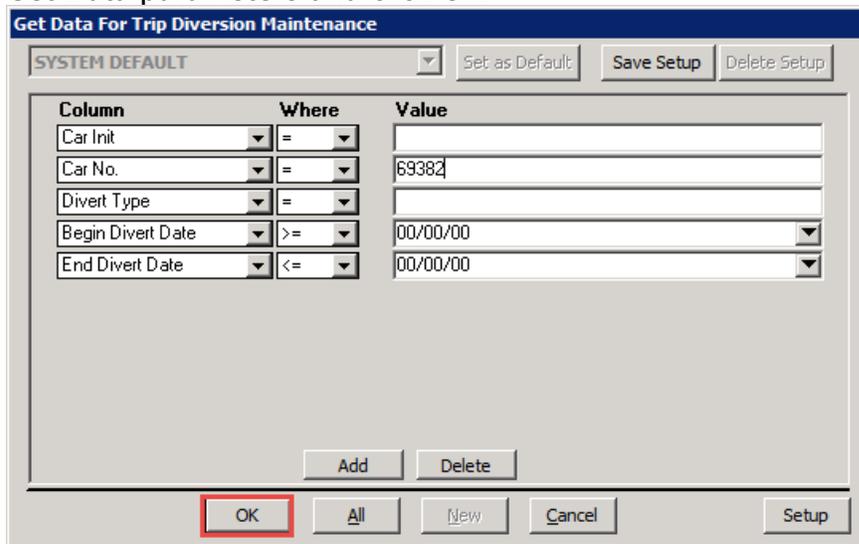
Shipment diversions should be entered in RAILTRAC when cars have been diverted with the railroad to keep RAILTRAC data consistent with real-time events.

Viewing Diversions

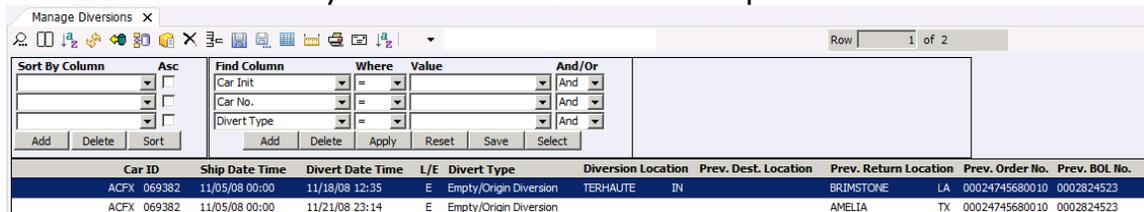
To view diversions that have already been entered, click on the Main tab. Then, click Shipments, and Manage Diversions.



A Get Data For Trip Diversion Maintenance box will appear. Enter appropriate Get Data parameters and click OK.



RAILTRAC will list every diversion entered for the requested car number.



Diverting an Empty Railcar

To divert an empty railcar, click on the Main tab. Then, select Shipments, and Edit Shipments.

A Get Data For Edit Shipments box will open. Enter the car to be diverted in the Car No. field and click OK.

Column	Where	Value
Car No.	=	193495
Car Init	=	
Ship Date	>=	00/00/00
Ship Date	<=	00/00/00
Consignee No.	=	

The Edit Shipments screen will open. This screen consists of two sections, the List Detail and the 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 window. At the top, there is a search and filter section with 'Sort By Column' (Ship Date, Car Init, Car No.) and 'Find Column' (Where, Value, And/Or) options. Below this is a table listing shipments. A red arrow points to the first row, which is highlighted in blue. A red box labeled 'List Detail' is positioned below the table. A green arrow points to the 'Detail' tab in the top navigation bar. Below the navigation bar, the 'Shipment Information' section is visible, containing various fields for shipment details. A red box labeled 'Shipment Detail' is positioned to the right of this section.

Car ID	Ship Date	Consign No.	Consign Name	Care Of Name	Destination	Extracted?	Order #	BOL #	Consignee PO #
GNCX 193495	03/12/16 00:00	371BD5173360	ALBANY NY TERMINAL		ALBANY NY	No		GN010795	
TCBX 193495	09/12/15 00:00	371BD5173360	ALBANY NY TERMINAL		ALBANY NY	No		GN010795	

Shipment Information

Car ID: GNCX 193495 Origin: MINOT ND LOT #

Ship Date: 03/12/16 00:00 Destination: ALBANY NY Trip Ref 2

Consignee No.: 371BD5173360 Release: ALBANY NY THIS IS 20 BYTE

Consignee Nm: ALBANY NY TERMINAL Return: MINOT ND Trip Ref 4

Care Of Name: Requested Delivery: 00/00/00 00:00 Trip Ref 5

Route Code: MINND-173360-1002 Consign Notification: 03/18/16 08:00 Act Trip Ref 6

Route Desc: BNSF-CHGO-CSXT Consign Delivery: 03/18/16 12:00 Act Master Origin:

Shipment Type: 01 - Plant to Customer Consign Release: 03/19/16 15:00 Act Master Trip No.:

Order Number: BOL No.: GN010795 Trip Close: 04/08/16 00:00 Est

Shipper No.: Cust PO: Previous Trip Close: 03/12/16 00:00

Trip Status: Open Car Status: 3 - To Origin Current Location: CHICAGO IL

Fleet: GNCX Group: GNC Site Code: R - Junction Received

Shop Move: No One Way/RT: Round Trip CLM Date/Time: 03/24/16 01:00

Frt Pmt Code: Prepaid Car Condition: Good ETA Consignee: 03/22/16 00:00

Diverted: No B/O Days: 0 ETA Origin: 03/29/16 15:00

Free Runner: No Supplier Ship: No Extracted: No Bill Detention: YES

Supplier Code: 1 Name: GNC ENERGY L/E: Empty

CSR No.: Road: BNSF

Unit Train ID: Sales Rep: Import Source: eBILL

RR Div Date: RR Div Update Road: RR Update Date:

Click anywhere inside the Shipment Detail box to activate the Shipment Detail screen. Then, click Create Diversion.

Car ID	Ship Date	Consign No.	Consign Name	Care Of Name	Destination	Extracted?	Order #	BOL #	Consignee PO #	CSR	Trip Ref 1
GNCX 193495	03/12/16 00:00	371805173360	ALBANY NY TERMINAL		ALBANY NY	No		GN010795			
TGBX 193495	09/12/15 00:00	371805173360	ALBANY NY TERMINAL		ALBANY NY	No		GN010795			

Detail Customer Product Route Code Car Assignment CLM History Car Profile

GNCX 193495 | 03/12/16

Shipment Information

Car ID: GNCX 193495 Origin: MINOT ND LOT #

Ship Date: 03/12/16 00:00 Destination: ALBANY NY

Consignee No.: 371805173360 Release: ALBANY NY THIS IS 20 BYTE

Consignee Nm: ALBANY NY TERMINAL Return: MINOT ND

Care Of Name: Requested Delivery: 00/00/00 00:00 Trip Refs:

Route Code: MINND-173360-1002 Consign Notification: 03/18/16 08:00 Act Trip Refs:

Route Desc: BNSF-CHGO-CSX Consign Delivery: 03/18/16 12:00 Act Master Origin:

Shipment Type: 01 - Plant to Customer Consign Release: 03/19/16 15:00 Act Master Trip No.:

Order Number: BOL No.: GN010795 Trip Close: 04/08/16 00:00 Est

Shipper No.: Cust PO: Previous Trip Close: 03/12/16 00:00

Trip Status: Open Car Status: 3 - To Origin Current Location: CHICAGO IL

Fleet: GNCX Group: GNC Site Code: R - Junction Received

Shop Move: No One Way/RT: Round Trip CLM Date/Time: 03/24/16 01:00

Frt Pmt Code: Prepaid Car Condition: Good ETA Consignee: 03/22/16 00:00

Diverted: No B/O Days: 0 ETA Origin: 03/29/16 15:00

Free Runner: No Supplier Ship: No Extracted: No Bill Detention: YES

Supplier Code: Name: GNC ENERGY L/E: Empty

CSR No.: Road: BNSF

Unit Train ID: Sales Rep: Import Source: eBILL

RR Div Date: RR Div Update Road: RR Update Date:

The Add Trip Diversion box will open. To complete this type of diversion in RAILTRAC, the highlighted fields shown below need to be populated. Click CLM History.

Add Trip Diversion

Car ID: GNCX 193495 Divert Date Time: 00/00/00 00:00 Who Pays:

Ship Date Time: 03/12/16 00:00 Divert Loc: Shipment Type:

Load/Empty: E Road: Diversion Type: Empty/Origin Diver

Divert Route Desc:

New Fleet ID: GNCX New Bus. Grp. GNC

Loaded Diversion **Empty/Origin Diversion** **Empty to Shop/Storage Diversion**

New Route Code: New Return SPLC: Customer:

New Customer No.: New Return SPLC:

New Order No.: New Route Code:

New BOL No.:

OK Cancel CLM History

Since car number GNCX193495 was queried, the View CLM History for GNCX193495 box will open. Select the appropriate CLM event from which the diversion should begin and click Add to Diversion.

Car ID	CLM Date	SC Location	Destination	LE Road	Route Code	Trn/Jct
GNCX 193495	03/24/16 01:00	R CHICAGO	IL MINOT	ND E	BNSF	
GNCX 193495	03/23/16 04:50	J CHICAGO	IL MINOT	ND E	CSXT	
GNCX 193495	03/20/16 15:00	P ALBANY	NY MINOT	ND E	CSXT	
GNCX 193495	03/20/16 06:00	X ALBANY	NY MINOT	ND E	CSXT	
GNCX 193495	03/19/16 15:00	W ALBANY	NY MINOT	ND E	CSXT	
GNCX 193495	03/18/16 12:00	Z ALBAY	NY ALBANY	NY L	CSXT	
GNCX 193495	03/18/16 08:00	D ALBANY	NY ALBANY	NY L	CSXT	
GNCX 193495	03/15/16 05:15	R CHICAGO	IL ALBANY	NY L	CSXT	
GNCX 193495	03/15/16 05:00	J CHICAGO	IL ALBANY	NY L	CSXT	
GNCX 193495	03/13/16 02:00	P MINOT	ND ALBANY	ND L	BNSF	
GNCX 193495	03/12/16 00:00	Q MINOT	ND ALBANY	NY L	BNSF	

The Add Diversion Criteria box will open informing the user that the diversion criteria has been added successfully for the selected record. Click OK.

The Add Trip Diversion box will now be populated with criteria from the selected CLM, including the Divert Date Time, Divert Loc, and Road.

Add Trip Diversion

Car ID:	GNCX 193495	Divert Date Time:	03/24/16 01:00	Who Pays:	
Ship Date Time:	03/12/16 00:00	Divert Loc:	CHICAGO IL	Shipment Type:	
Load/Empty:	E	Road:	BNSF	Diversion Type:	Empty/Origin Diver
Divert Route Desc:					
New Fleet ID:	GNCX	New Bus. Grp.:	GNC		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code:	New Return SPLC:	Customer:
New Customer No.:		New Return SPLC:
New Order No.:		New Route Code:
New BOL No.:		

OK Cancel CLM History

Enter appropriate choices in the fields Who Pays, Shipment Type, and Divert Route Desc.

Add Trip Diversion

Car ID:	GNCX 193495	Divert Date Time:	03/24/16 01:00	Who Pays:	Not Applicable
Ship Date Time:	03/12/16 00:00	Divert Loc:	CHICAGO IL	Shipment Type:	Plant to Plant
Load/Empty:	E	Road:	BNSF	Diversion Type:	Empty/Origin Diver
Divert Route Desc:	BNSF-CHGO-NS				
New Fleet ID:	GNCX	New Bus. Grp.:	GNC		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code:	New Return SPLC:	Customer:
New Customer No.:		New Return SPLC:
New Order No.:		New Route Code:
New BOL No.:		

OK Cancel CLM History

To search for a New Return SPLC, right-click the New Return SPLC box.

Add Trip Diversion

Car ID:	<input type="text" value="GNCX"/> <input type="text" value="193495"/>	Divert Date Time:	<input type="text" value="03/24/16 01:00"/>	Who Pays:	<input type="text" value="Not Applicable"/>
Ship Date Time:	<input type="text" value="03/12/16 00:00"/>	Divert Loc:	<input type="text" value="CHICAGO"/> <input type="text" value="IL"/>	Shipment Type:	<input type="text" value="Plant to Plant"/>
Load/Empty:	<input type="text" value="E"/>	Road:	<input type="text" value="BNSF"/>	Diversion Type:	<input type="text" value="Empty/Origin Diver"/>
Divert Route Desc:	<input type="text" value="BNSF-CHGO-NS"/>				
New Fleet ID:	<input type="text" value="GNCX"/>	New Bus. Grp.:	<input type="text" value="GNC"/>		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: <input type="text"/>	New Return SPLC: <input type="text"/>	Customer: <input type="text"/>
New Customer No.: <input type="text"/>		New Return SPLC: <input type="text"/>
New Order No.: <input type="text"/>		New Route Code: <input type="text"/>
New BOL No.: <input type="text"/>		

OK Cancel CLM History

A Find Origin SPLC box will open. Type all or part of the known city criteria and select Search. Then, highlight the return city and click OK.

Find Origin SPLC

SPLC Code	ERPC City	ERPC State	City	State	Rule 260
191410	NBERGEN	NJ	N BERGEN	NJ	NBERG
191600	NEWARK	NJ	NEWARK	NJ	NEARK
194237	NEWBRUNSW	NJ	NEW BRUNSWICK	NJ	NEWBK

Search Criteria

City: State:

ERPC City: ERPC State:

SPLC:



The new Return SPLC will be populated in the Add Trip Diversion box. Click OK.

Add Trip Diversion

Car ID:	GNCX	193495	Divert Date Time:	03/24/16 01:00	Who Pays:	Not Applicable
Ship Date Time:	03/12/16 00:00	Divert Loc:	CHICAGO	IL	Shipment Type:	Plant to Plant
Load/Empty:	E	Road:	BNSF	Diversion Type:	Empty/Origin Diver	
Divert Route Desc:	BNSF-CHGO-NS					
New Fleet ID:	GNCX	New Bus. Grp.:	GNC			

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: <input type="text"/>	New Return SPLC: 191600	Customer: <input type="text"/>
New Customer No.: <input type="text"/>		New Return SPLC: <input type="text"/>
New Order No.: <input type="text"/>		New Route Code: <input type="text"/>
New BOL No.: <input type="text"/>		

The Trip Diversion Information for Car (GNCX 193495) box will appear summarizing the diversion information.

RT Trip Diversion Information for Car (GNCX 193495)

Diversion Authorization			
From:	<input type="text"/>	Attn:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Car ID:	GNCX 193495	Ship Date:	3/12/2016
Load/Empty:	Empty	Current Consignee:	ALBANY NY TERMINAL
Current Destination:	MINOT ND	Current Consignee:	ALBANY NY
Current Route:	BNSF-CHGO-CSXT	Current Order #:	<input type="text"/>
Current BOL #:	GNO10795		
Diversion Detail			
Divert To:	NEWARK NJ	New Consignee:	<input type="text"/>
Diversion Route:	BNSF-CHGO-NS		<input type="text"/>
New BOL#:	<input type="text"/>	New Order #:	<input type="text"/>
Product:	<input type="text"/>	Freight Charges To:	<input type="text"/>
Div Charges To:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Selecting Update will stamp the diversion with the user's ID and date and time of diversion. Scroll down in the box to see this information.

RT Trip Diversion Information for Car (GNCX 193495)

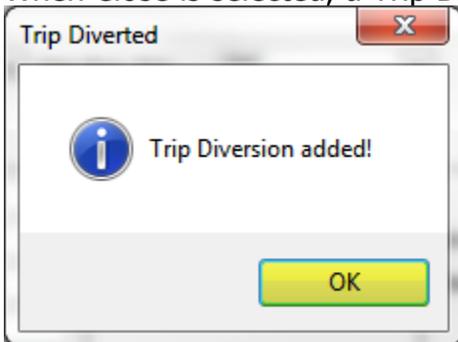
Current Destination: MINOT ND Current Consignee: ALBANY NY TERMINAL
Current Route: BNSF-CHGO-CSXT ALBANY NY
Current BOL #: GN010795 Current Order #:

Diversion Detail

Divert To: NEWARK NJ New Consignee:
Diversion Route: BNSF-CHGO-NS New Order #:
New BOL #: Freight Charges To:
Product:
Div Charges To:
Comments:
Authorized By : Date : 2/24/2017 13:55:09 KELLYA

Send HTML Form Mail Print Save As Update Close

When Close is selected, a Trip Diverted message will appear. Click OK.



Diverting a Loaded Railcar

To divert a loaded railcar, click on the Main tab. Then, select Shipments, and Edit Shipments.

A Get Data For Edit Shipments box will open. Enter the car to be diverted in the Car No. field and click OK.

Column	Where	Value
Car No.	=	301125
Car Init	=	
Consignee No.	=	

The Edit Shipments screen will open. This screen consists of two sections, the List Detail and the 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 shows the 'Edit Shipments' application window. The top section, labeled 'List Detail', displays a table of shipment records. The second row is selected, and a red arrow points to the 'Care Of Name' column. A green arrow points down from the top of the window to the table. The bottom section, labeled 'Shipment Detail', displays a detailed form for the selected trip (Car ID: TILX 301125, Ship Date: 04/16/17). The form includes fields for Shipment Information, 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 green arrow points up from the 'Shipment Detail' label to the 'Detail' tab in the navigation bar. A red box highlights the 'List Detail' label in the top section, and another red box highlights the 'Shipment Detail' label in the bottom section.

Click anywhere inside the Shipment Detail box to activate the Shipment Detail screen. Then, click Create Diversion.

Flags	Car ID	Ship Date	Consign No.	Consign Name	Care Of Name	Destination	Extracted?	Order #	BOL #	Consignee PO #
TLX	301125	4/16/2017 00:00	9635731759003	SHELL TRADING		MARTINEZ	CA	N		
TLX	301125	4/3/2017 00:00	6271752300000	PLAINS LPG SERVICES LP		LONSTAR	CA	N		040317C

Detail | ○○○ | List

TLX 301125 | 04/16/17

- Detail Only
- CLM History
- ReApply CLMs
- Detention Detail
- View Diversion
- Create Diversion
- Shop Form
- Hot Lists
- Comments
- Comm. Shipped
- Trouble Log
- Calc Route Detail

Shipment Information

Car ID: TLX 301125	Origin: LONESTAR CA	LOT #
Ship Date: 04/16/17 00:00	Destination: MARTINEZ CA	TREF 2
Consignee No.: 9635731759003	Release: MARTINEZ CA	TRIP REF #3
Consignee Nm: SHELL TRADING	Return: LONESTAR CA	TRIP REF #4
Care Of Name:	Requested Delivery: 00/00/00 00:00	TIFFY 1
Route Code: LONES-876134-1425	Consign Notification: 04/26/17 00:00	Est OPERATIONS
Route Desc: BNSF	Consign Delivery: 04/26/17 00:00	Est Master Origin:
Shipment Type: 01 - Plant to Customer	Consign Release: 04/28/17 00:00	Est Master Trip No.:
Order Number:	Trip Close: 05/08/17 00:00	Est Import Source: SHELLTST
Shipper No.:	Previous Trip Close: 04/16/17 10:25	Est Import Date: 04/28/17 09:34
Trip Status: Open	Car Status: 1 - To Consignee	Current Location: FRESNO CA
Fleet: MCLPG	Group: BTAN	Site Code: A - Arrival at Railyard
Shop Move: No	One Way/RT: Round Trip	CLM Date/Time: 04/23/17 08:00
Frt Pmt Code:	Car Condition: Good	ETA Consignee: 04/26/17 00:00
Diverted: No	B/O Days: 0	ETA Origin: 05/08/17 00:00
Free Runner: No	Supplier Ship: No	Extracted: No
Supplier Code:	Name:	Bill Detention: YES
CSR No.:		L/E: Load
Unit Train ID:	Sales Rep:	Road: BNSF

The Add Trip Diversion box will open. To complete this type of diversion in RAILTRAC, the highlighted fields shown below need to be populated. Click CLM History.

Add Trip Diversion

Car ID: TILX 301125 Divert Date Time: 00/00/00 00:00 Who Pays: [Dropdown]
Ship Date Time: 04/16/17 00:00 Divert Loc: [Dropdown] Shipment Type: [Dropdown]
Load/Empty: [Dropdown] Road: [Dropdown] Diversion Type: Loaded Diversion [Dropdown]
Divert Route Desc: [Text Area]
New Fleet ID: MCLPG [Dropdown] New Bus. Grp.: BTAN [Dropdown]

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: [Text]	New Return SPLC: [Text]	Customer: [Text]
New Customer No.: [Text]		New Return SPLC: [Text]
New Order No.: [Text]		New Route Code: [Text]
New BOL No.: [Text]		

OK Cancel **CLM History**

Since car number TILX301125 was queried, the View CLM History for TILX301125 box will open. Select the appropriate CLM event from which the diversion should begin and click Add to Diversion.

Car ID	CLM Date	SC Location	Destination	LE Road	Route Code	Trm/Jct
TILX 301125	04/23/17 08:00	A FRESNO	CA MARTINEZ	CA L BNSF		L03
TILX 301125	04/23/17 03:48	P BAKERSFIE	CA MARTINEZ	CA L BNSF		LCAL03
TILX 301125	04/17/17 04:59	A BAKERSFIE	CA MARTINEZ	CA L BNSF	876134-881525-100:	YBAK30
TILX 301125	04/17/17 04:58	P LONSTAR	CA MARTINEZ	CA L BNSF	876134-881525-100:	YBAK30
TILX 301125	04/17/17 03:42	X LONSTAR	CA MARTINEZ	CA L BNSF	876134-881525-100:	
TILX 301125	04/16/17 10:35	W LONSTAR	CA MARTINEZ	CA L BNSF	876134-881525-100:	
TILX 301125	04/16/17 10:27	Z LONSTAR	CA LONSTAR	CA E BNSF	876134-881525-100:	
TILX 301125	04/16/17 10:26	LONSTAR	CA LONSTAR	CA E BNSF		
TILX 301125	04/16/17 10:25	W LONSTAR	CA LONSTAR	CA E BNSF	876134-881525-100:	
TILX 301125	04/16/17 00:00	Q LONSTAR	CA MARTINEZ	CA L BNSF		

The Add Diversion Criteria box will open informing the user that the diversion criteria has been added successfully for the selected record. Click OK.

The Add Trip Diversion box will now be populated with some criteria from the selected CLM, including the Divert Date Time, Divert Loc, and Road.

Add Trip Diversion

Car ID: TILX 301125 Divert Date Time: 04/23/17 08:00 Who Pays:

Ship Date Time: 04/16/17 00:00 Divert Loc: FRESNO CA Shipment Type:

Load/Empty: L Road: BNSF Diversion Type: Loaded Diversion

Divert Route Desc:

New Fleet ID: MCLPG New Bus. Grp. BTAN

Loaded Diversion *Empty/Origin Diversion* *Empty to Shop/Storage Diversion*

New Route Code: New Return SPLC: Customer:

New Customer No.: New Return SPLC:

New Order No.: New Route Code:

New BOL No.:

OK Cancel CLM History

Enter appropriate choices in the fields Who Pays, Shipment Type, and Divert Route Desc.

Add Trip Diversion

Car ID: TILX 301125 Divert Date Time: 04/23/17 08:00 Who Pays: Not Applicable

Ship Date Time: 04/16/17 00:00 Divert Loc: FRESNO CA Shipment Type: Plant to Customer

Load/Empty: L Road: BNSF Diversion Type: Loaded Diversion

Divert Route Desc: BNSF

New Fleet ID: MCLPG New Bus. Grp. BTAN

Loaded Diversion *Empty/Origin Diversion* *Empty to Shop/Storage Diversion*

New Route Code: New Return SPLC: Customer:

New Customer No.: New Return SPLC:

New Order No.: New Route Code:

New BOL No.:

OK Cancel CLM History

Next, the New Route Code and New Customer No. fields need to be populated under the Loaded Diversion section of the Add Trip Diversion window. The Route Code can be entered if known, or it can be searched by right-clicking the in the New Route Code field as shown below in the highlighted box.

The screenshot shows the 'Add Trip Diversion' window with the following fields and values:

- Car ID: TILX 301125
- Divert Date Time: 04/23/17 08:00
- Who Pays: Not Applicable
- Ship Date Time: 04/16/17 00:00
- Divert Loc: FRESNO CA
- Shipment Type: Plant to Customer
- Load/Empty: [Empty]
- Road: BNSF
- Diversion Type: Loaded Diversion
- Divert Route Desc: BNSF
- New Fleet ID: MCLPG
- New Bus. Grp.: BTAN

The 'Loaded Diversion' section contains the following fields:

- New Route Code: [Highlighted yellow box]
- New Customer No.: [Empty]
- New Order No.: [Empty]
- New BOL No.: [Empty]

The 'Empty/Origin Diversion' section contains the following field:

- New Return SPLC: [Empty]

The 'Empty to Shop/Storage Diversion' section contains the following fields:

- Customer: [Empty]
- New Return SPLC: [Empty]
- New Route Code: [Empty]

Buttons at the bottom: OK, Cancel, CLM History

A Find Route Code box will open. Type all or part of the known Route Code criteria and select Search. Then, highlight the correct Route Code and click OK.

Find Route Code

Route Code	Route Description	Origin	Destination	Delivery Carrier	As
LS-883683-10000	BNSF	LONE STAR	CA TORRANCE	CA	

Search Criteria

Route Code:

Origin ERPC: Origin State:

Dest ERPC: Dest State:

The New Route Code field will be populated in the Add Trip Diversion box.

Add Trip Diversion

Car ID:	TILX 301125	Divert Date Time:	04/23/17 08:00	Who Pays:	Not Applicable
Ship Date Time:	04/16/17 00:00	Divert Loc:	FRESNO CA	Shipment Type:	Plant to Customer
Load/Empty:		Road:	BNSF	Diversion Type:	Loaded Diversion
Divert Route Desc:	BNSF				
New Fleet ID:	MCLPG	New Bus. Grp.:	BTAN		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: S-883683-10000	New Return SPLC:	Customer:
New Customer No.:		New Return SPLC:
New Order No.:		New Route Code:
New BOL No.:		

OK Cancel CLM History

The New Customer No. can be entered if known, or it can be searched for by right-clicking in the New Customer No. field.

Add Trip Diversion

Car ID:	TILX 301125	Divert Date Time:	04/23/17 08:00	Who Pays:	Not Applicable
Ship Date Time:	04/16/17 00:00	Divert Loc:	FRESNO CA	Shipment Type:	Plant to Customer
Load/Empty:		Road:	BNSF	Diversion Type:	Loaded Diversion
Divert Route Desc:	BNSF				
New Fleet ID:	MCLPG	New Bus. Grp.:	BTAN		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: S-883683-10000	New Return SPLC:	Customer:
New Customer No.:		New Return SPLC:
New Order No.:		New Route Code:
New BOL No.:		

OK Cancel CLM History

A Find Customer box will open. Type all or part of known customer criteria and select Search. Then, highlight the correct customer and click OK.

Cust No.	Customer Name	City	State	Customer Type	Active
1521BDS883683	BDS TEST REFINERY	TORRANCE	CA	INTERNAL TRANSFER	Y

Count: 1

Find

Cust Name: Cust Type:

Cust No.:

Cust City: Cust State:

Complete optional fields as needed and click OK.

Add Trip Diversion

Car ID:	TILX 301125	Divert Date Time:	04/23/17 08:00	Who Pays:	Not Applicable
Ship Date Time:	04/16/17 00:00	Divert Loc:	FRESNO CA	Shipment Type:	Plant to Customer
Load/Empty:		Road:	BNSF	Diversion Type:	Loaded Diversion
Divert Route Desc:	BNSF				
New Fleet ID:	MCLPG	New Bus. Grp.:	BTAN		

Loaded Diversion	Empty/Origin Diversion	Empty to Shop/Storage Diversion
New Route Code: LS-883683-10000	New Return SPLC:	Customer:
New Customer No.: 1521BDS883683		New Return SPLC:
New Order No.:		New Route Code:
New BOL No.:		

OK Cancel CLM History

The Trip Diversion Information for Car (TILX 301125) box will appear summarizing the diversion information.

RT Trip Diversion Information for Car (TILX 301125)

Diversion Authorization

From: _____ Attn: _____

Car ID: TILX 301125 Ship Date: 4/16/2017 Load/Empty: Loaded

Current Destination: MARTINEZ CA Current Consignee: SHELL TRADING

Current Route: BNSF MARTINEZ CA

Current BOL #: _____ Current Order #: _____

Diversion Detail

Divert To: TORRANCE CA New Consignee: BDS TEST REFINERY

Diversion Route: BNSF TORRANCE CA

New BOL #: _____ New Order #: _____

Product: NORMAL BUTANE Freight Charges To: _____

Div Charges To: _____

Send HTML Form Mail Print Save As Update Close

Selecting Update will stamp the diversion with the user's ID and date and time of diversion. Scroll down in the box to see this information.

Trip Diversion Information for Car (TILX 301125)

Current Destination: MARTINEZ CA Current Consignee: SHELL TRADING
Current Route: BNSF MARTINEZ CA
Current BOL #: Current Order #:

Diversion Detail

Divert To: TORRANCE CA New Consignee: BDS TEST REFINERY
Diversion Route: BNSF TORRANCE CA
New BOL #: New Order #:

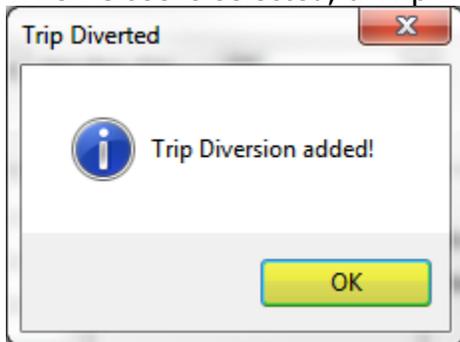
Product: NORMAL BUTANE Freight Charges To:
Div Charges To:

Comments:

Authorized By : Date : 2/19/2018 10:31:17 KELLYA

Send HTML Form Mail Print Save As Update **Close**

When Close is selected, a Trip Diverted message will appear. Click OK.

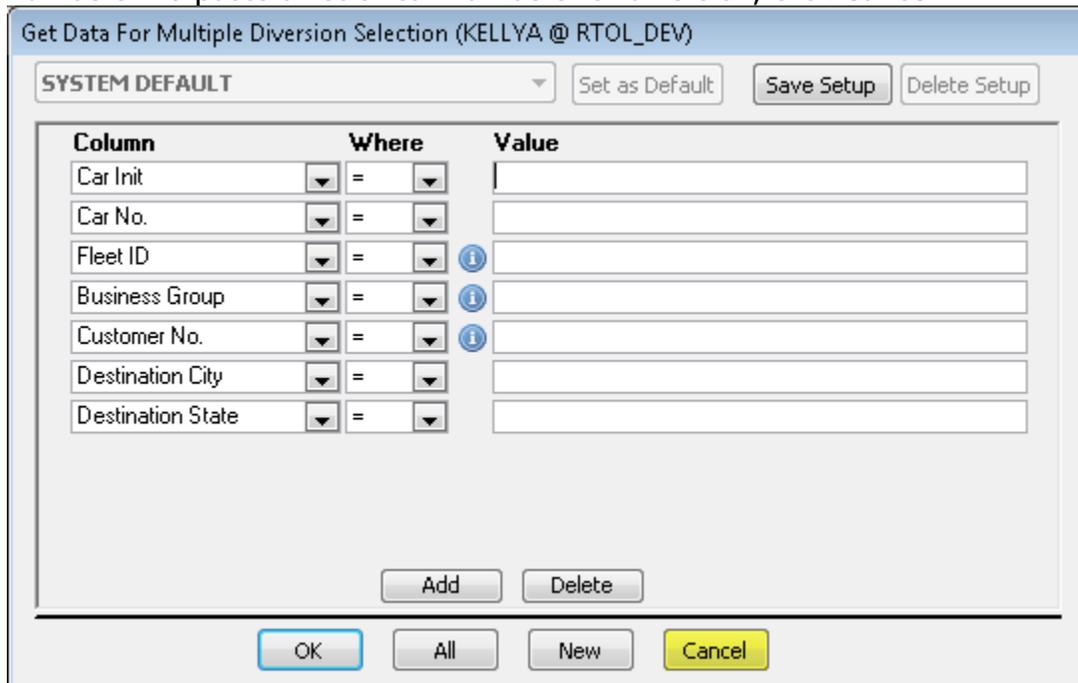


Processing Multiple Empty Diversions

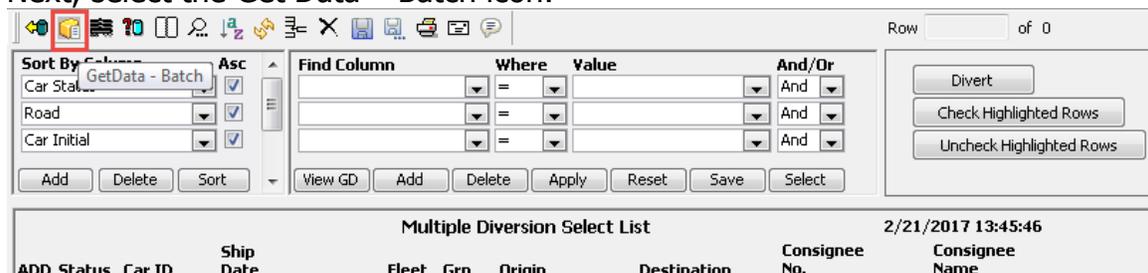
To process multiple empty diversions, click on the Main tab. Then, select Shipments, and Multi-Diversions.



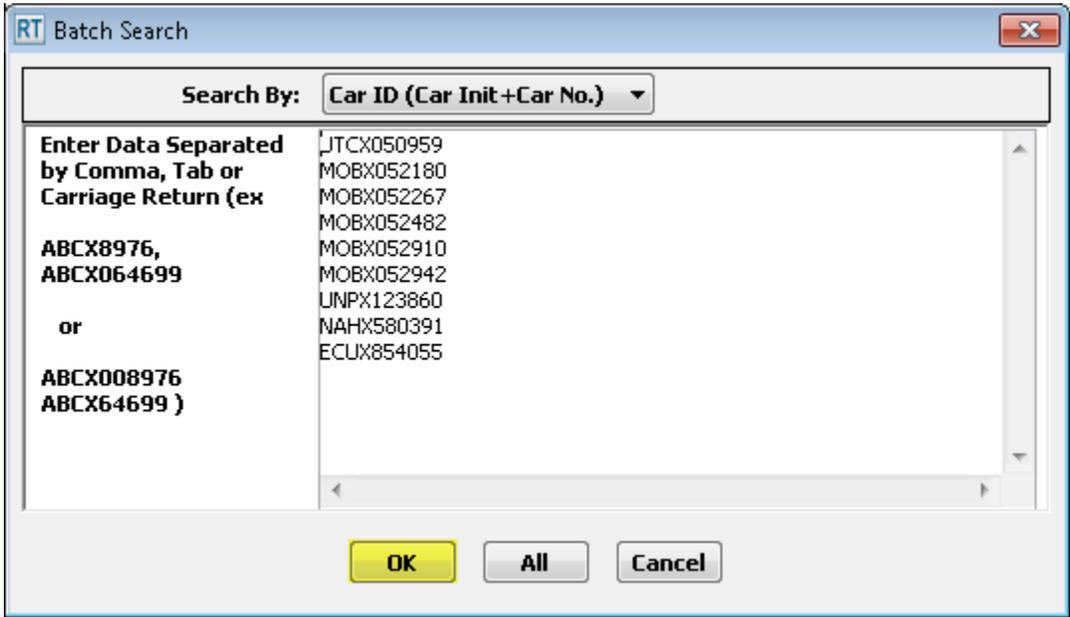
A Get Data For Multiple Diversion Selection box will open. Cars can be selected for multiple diversions using Get Data parameters or by querying a batch of car numbers. To paste a list of car numbers for diversion, click Cancel.



Next, select the Get Data – Batch icon:



Any cars on your computer's clipboard will automatically appear in the Batch Search field. Click OK.



A Multiple Diversion Select List will open and display all cars from the Get Data Batch.

Multi-Diversions X

Row 1 of 9

Sort By Column: Car Status, Road, Car Initial. Asc. Find Column, Where, Value, And/Or. Divert, Check Highlighted Rows, Uncheck Highlighted Rows. View GD, Add, Delete, Apply, Reset, Save, Select.

ADD	Status	Car ID	Ship Date	Fleet	Grp	Origin	Destination	Consignee No.	Consignee Name	CommCode	BOL	Diverted
<input type="checkbox"/>	3	ECLX 854055	10/25/06 00:00	HDPE	BMQ7	NEWNAN	GA NEWNAN	GA 3056BD5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818059	N
			Current Location: WAYCROSS	GA	P	10/29/06 18:15	E CSXT		CLM Destination: NEWNAN	GA	Unit Train Id:	
<input type="checkbox"/>	3	MOBX 052180	10/05/06 00:00	HDPE	BMQ7	NEWNAN	GA NEWNAN	GA 3056BD5459430	BALL AEROSOL & SPECIALTY	0005004982	0001795416	N
			Current Location: WAYCROSS	GA	G	10/28/06 12:29	E CSXT		CLM Destination: NEWNAN	GA	Unit Train Id:	
<input type="checkbox"/>	3	MOBX 052267	10/13/06 00:00	LDPE	BMLD	KINGSPORT	TN KINGSPORT	TN 1296BD5421350	PORTOLA PACKAGING INC.	0005000134	0001807900	N
			Current Location: WAYCROSS	GA	A	10/30/06 03:10	E CSXT		CLM Destination: KINGSPORT	TN	Unit Train Id:	
<input type="checkbox"/>	3	MOBX 052482	09/06/06 00:00	LLDPE	BMLL	ENSLEY	AL WASHINGTON	GA 2885BD5454570	PLIANT CORPORATION	0005205160	0001749710	N
			Current Location: WAYCROSS	GA	A	10/28/06 11:50	E CSXT		CLM Destination: WASHINGTON	GA	Unit Train Id:	
<input type="checkbox"/>	3	MOBX 052910	10/20/06 00:00	HDPE	BMQ7	NEWNAN	GA NEWNAN	GA 3056BD5459430	BALL AEROSOL & SPECIALTY	0005004982	0001817341	N
			Current Location: WAYCROSS	GA	P	10/29/06 18:15	E CSXT		CLM Destination: NEWNAN	GA	Unit Train Id:	
<input type="checkbox"/>	3	MOBX 052942	09/14/06 00:00	LLDPE	BMLL	ENSLEY	AL WASHINGTON	GA 2885BD5454570	PLIANT CORPORATION	0005205160	0001760972	N
			Current Location: WAYCROSS	GA	A	10/30/06 05:40	E CSXT		CLM Destination: WASHINGTON	GA	Unit Train Id:	
<input type="checkbox"/>	3	NAHX 580391	10/23/06 00:00	HDPE	BMQ7	NEWNAN	GA NEWNAN	GA 3056BD5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818051	N
			Current Location: WAYCROSS	GA	P	10/29/06 18:15	E CSXT		CLM Destination: NEWNAN	GA	Unit Train Id:	
<input type="checkbox"/>	3	UNPX 123860	09/27/06 00:00	LLDPE	BMLL	INDIAPLIS	IN MANCHESTE	NH 1255BD5128110	SUMMIT PACKAGING SYSTEM	0005031472	0001755862	N
			Current Location: WAYCROSS	GA	A	10/29/06 14:55	E CSXT		CLM Destination: MANCHESTE	NH	Unit Train Id:	
<input type="checkbox"/>	3	UTCX 050959	10/21/06 00:00	HDPE	BMQ7	NEWNAN	GA NEWNAN	GA 3056BD5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818010	N
			Current Location: WAYCROSS	GA	P	10/29/06 18:15	E CSXT		CLM Destination: NEWNAN	GA	Unit Train Id:	

Highlight all cars to divert and select Check Highlighted Rows.

Multi-Diversions X

Row 8 of 9

Sort By Column: Car Status, Road, Car Initial. Asc. Find Column, Where, Value, And/Or. Buttons: Add, Delete, Sort, View GD, Add, Delete, Apply, Reset, Save, Select.

Buttons: Divert, Check Highlighted Rows (highlighted), Uncheck Highlighted Rows.

ADD	Status	Car ID	Ship Date	Fleet	Grp	Origin	Destination	Consignee No.	Consignee Name	CommCode	BOL	Diverted				
<input checked="" type="checkbox"/>	3	ECLX	854055	10/25/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818059	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input type="checkbox"/>	3	MOBX	052180	10/05/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001795416	N
Current Location: WAYCROSS GA G 10/28/06 12:29 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052267	10/13/06	00:00	LDPE	BMLD	KINGSPORT	TN	KINGSPORT	TN	12968D5421350	PORTOLA PACKAGING INC.	0005000134	0001807900	N
Current Location: WAYCROSS GA A 10/30/06 03:10 E CSXT CLM Destination: KINGSPORT TN Unit Train Id:																
<input type="checkbox"/>	3	MOBX	052482	09/06/06	00:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTON	GA	28858D5454570	PLIANT CORPORATION	0005205160	0001749710	N
Current Location: WAYCROSS GA A 10/28/06 11:50 E CSXT CLM Destination: WASHINGTON GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052910	10/20/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001817341	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052942	09/14/06	00:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTON	GA	28858D5454570	PLIANT CORPORATION	0005205160	0001760972	N
Current Location: WAYCROSS GA A 10/30/06 05:40 E CSXT CLM Destination: WASHINGTON GA Unit Train Id:																
<input type="checkbox"/>	3	NAHX	580391	10/23/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818051	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	UNPX	123860	09/27/06	00:00	LLDPE	BMLL	INDIAPLIS	IN	MANCHESTE	NH	12558D5128110	SUMMIT PACKAGING SYSTEM	0005031472	0001755862	N
Current Location: WAYCROSS GA A 10/29/06 14:55 E CSXT CLM Destination: MANCHESTE NH Unit Train Id:																
<input type="checkbox"/>	3	UTCX	050959	10/21/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818010	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																

Checkmarks will appear in the boxes corresponding with the selected trips. Once the desired trips are selected for diversion, click Divert.

Multi-Diversions X

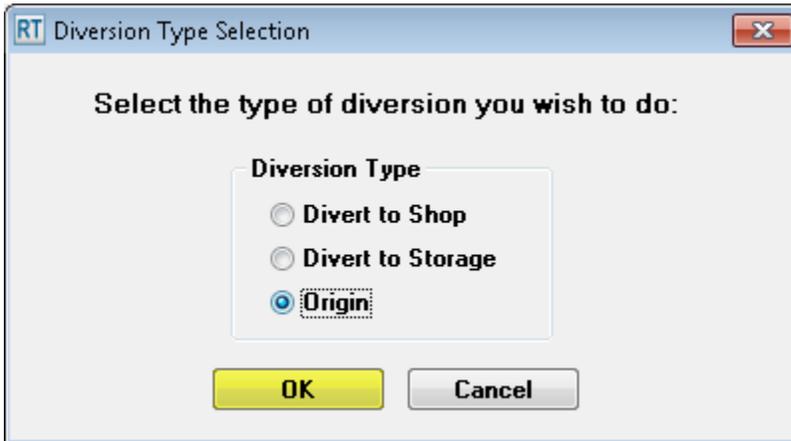
Row 8 of 9

Sort By Column: Car Status, Road, Car Initial. Asc. Find Column, Where, Value, And/Or. Buttons: Add, Delete, Sort, View GD, Add, Delete, Apply, Reset, Save, Select.

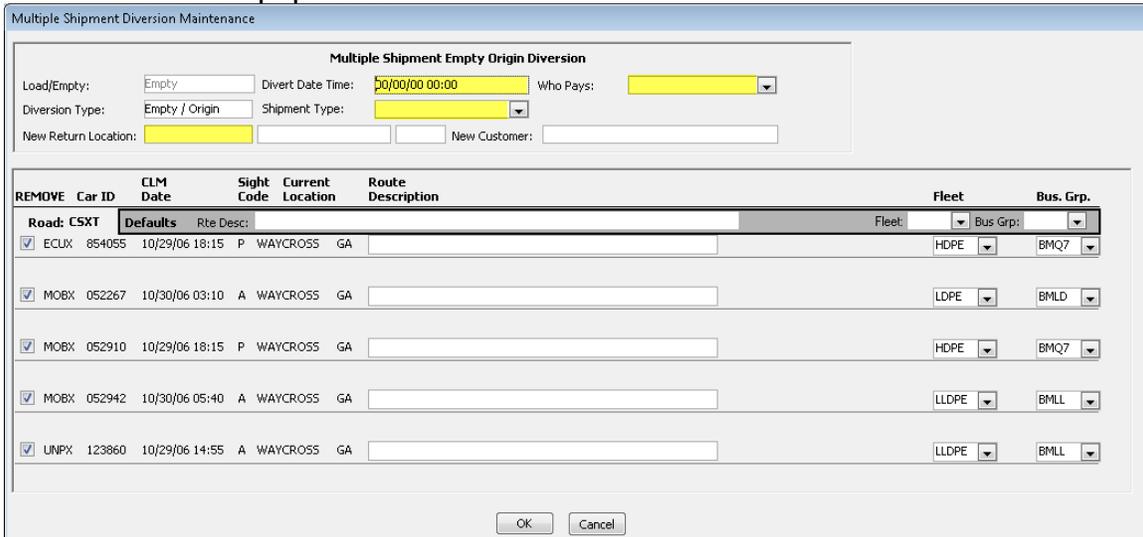
Buttons: Divert (highlighted), Check Highlighted Rows, Uncheck Highlighted Rows.

ADD	Status	Car ID	Ship Date	Fleet	Grp	Origin	Destination	Consignee No.	Consignee Name	CommCode	BOL	Diverted				
<input checked="" type="checkbox"/>	3	ECLX	854055	10/25/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818059	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input type="checkbox"/>	3	MOBX	052180	10/05/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001795416	N
Current Location: WAYCROSS GA G 10/28/06 12:29 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052267	10/13/06	00:00	LDPE	BMLD	KINGSPORT	TN	KINGSPORT	TN	12968D5421350	PORTOLA PACKAGING INC.	0005000134	0001807900	N
Current Location: WAYCROSS GA A 10/30/06 03:10 E CSXT CLM Destination: KINGSPORT TN Unit Train Id:																
<input type="checkbox"/>	3	MOBX	052482	09/06/06	00:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTON	GA	28858D5454570	PLIANT CORPORATION	0005205160	0001749710	N
Current Location: WAYCROSS GA A 10/28/06 11:50 E CSXT CLM Destination: WASHINGTON GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052910	10/20/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001817341	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	MOBX	052942	09/14/06	00:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTON	GA	28858D5454570	PLIANT CORPORATION	0005205160	0001760972	N
Current Location: WAYCROSS GA A 10/30/06 05:40 E CSXT CLM Destination: WASHINGTON GA Unit Train Id:																
<input type="checkbox"/>	3	NAHX	580391	10/23/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818051	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																
<input checked="" type="checkbox"/>	3	UNPX	123860	09/27/06	00:00	LLDPE	BMLL	INDIAPLIS	IN	MANCHESTE	NH	12558D5128110	SUMMIT PACKAGING SYSTEM	0005031472	0001755862	N
Current Location: WAYCROSS GA A 10/29/06 14:55 E CSXT CLM Destination: MANCHESTE NH Unit Train Id:																
<input type="checkbox"/>	3	UTCX	050959	10/21/06	00:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	30568D5459430	BALL AEROSOL & SPECIALTY	0005004982	0001818010	N
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination: NEWNAN GA Unit Train Id:																

A Diversion Type Selection box will open. Select Diversion Type Origin, and click OK.



To complete this type of diversion in RAILTRAC, the highlighted fields shown below need to be populated.



Make choices as needed in the fields Divert Date Time, Who Pays, and Shipment Type.

Multiple Shipment Diversion Maintenance

Multiple Shipment Empty Origin Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Return Location:

10 - Lease Return
11 - Sublease Delivery
12 - Sublease Return
13 - Borrowed Car In
14 - Plant to Plant
15 - Plant to Plant
17 - On Hand Empty

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Fleet	Bus. Grp.
<input checked="" type="checkbox"/>	ECLUX 854055	10/29/06 18:15	P	WAYCROSS GA	HDPE	BMQ7
<input checked="" type="checkbox"/>	MOBX 052267	10/30/06 03:10	A	WAYCROSS GA	LDPE	BMLD
<input checked="" type="checkbox"/>	MOBX 052910	10/29/06 18:15	P	WAYCROSS GA	HDPE	BMQ7
<input checked="" type="checkbox"/>	MOBX 052942	10/30/06 05:40	A	WAYCROSS GA	LLDPE	BMLL
<input checked="" type="checkbox"/>	UNPX 123860	10/29/06 14:55	A	WAYCROSS GA	LLDPE	BMLL

OK Cancel

The New Return Location contains three fields: one for the SPLC code, one for the City, and one for the State. The SPLC code can be entered if known, or it can be searched by right-clicking in the SPLC field.

Multiple Shipment Empty Origin Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Return Location: New Customer:

A Find Origin SPLC box will open. Type all or part of the known city criteria and select Search. Then, highlight the correct return city and click OK.

Find Origin SPLC

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State	Rule 260
681430	LUFKIN	TX	LUFKIN	TX	LUFKI

Search Criteria

City: State:

ERPC City: ERPC State:

SPLC:



The new return city will then be populated on the Multiple Shipment Diversion Maintenance screen. Updated Fleets and Business Groups can also be chosen at this time if needed. Update Fleets and Bus. Grp. by selecting appropriate choices in the Fleet and Bus. Grp. drop down menus. Click OK.

Multiple Shipment Diversion Maintenance

Multiple Shipment Empty Origin Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Return Location: New Customer:

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Route Description	Fleet	Bus. Grp.
Road: CSXT		Defaults	Rte Desc:		Fleet: <input type="text"/> Bus Grp: <input type="text"/>		
<input checked="" type="checkbox"/>	ECLX 854055	10/29/06 18:15	P	WAYCROSS GA	<input type="text"/>	HDPE	BMQ7
<input checked="" type="checkbox"/>	MOBX 052267	10/30/06 03:10	A	WAYCROSS GA	<input type="text"/>	LDPE	BMLD
<input checked="" type="checkbox"/>	MOBX 052910	10/29/06 18:15	P	WAYCROSS GA	<input type="text"/>	HDPE	BMQ7
<input checked="" type="checkbox"/>	MOBX 052942	10/30/06 05:40	A	WAYCROSS GA	<input type="text"/>	LLDPE	BMLL
<input checked="" type="checkbox"/>	UNPX 123860	10/29/06 14:55	A	WAYCROSS GA	<input type="text"/>	LLDPE	BMLL



A Multiple Shipment Diversion Information for Diversion Form box will open. Selecting Update will stamp the diversion with the user's ID and date and time of diversion.

RT Multiple Shipment Diversion Information for Diversion Form (243)

Diversion Authorization

From:

Attn:

Diversion Detail

Div Charges To:

Freight Charges To:

City/State/Zip: City/State/Zip:

Comments:

Authorized By: Date: 2/21/2017 14:28:29
KELLYA

	Car ID	Ship Date
	ECUX 854055	10/25/2006
	MOBX 052267	10/13/2006
	MOBX 052910	10/20/2006
	MOBX 052942	9/14/2006
	UNPX 123860	9/27/2006

When Close is selected, a Trip Diverted message will appear. Click OK.

RT Multiple Shipment Diversion Information for Diversion Form (243)

Diversion Authorization

From:

Attn:

Diversion Detail

Div Charges To:

Freight Charges To:

City/State/Zip: City/State/Zip:

Comments:

Authorized By: Date: 2/21/2017 14:28:29
KELLYA

	Car ID	Ship Date
	ECLX 854055	10/25/2006
	MOBX 052267	10/13/2006
	MOBX 052910	10/20/2006
	MOBX 052942	9/14/2006
	UNPX 123860	9/27/2006

Send HTML Form Mail Print Update **Close**

Trip Diverted

 Trip Diversion added!

OK

Processing Multiple Loaded Diversions

To process multiple loaded diversions, click on the Main tab. Then select Shipments, and Multi-Diversions.

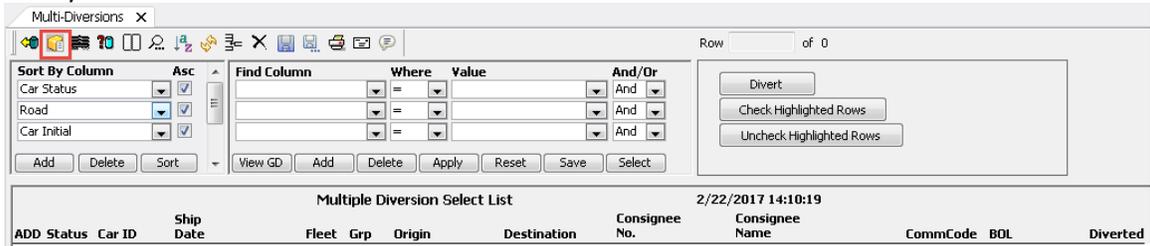


A Get Data For Multiple Diversion Selection box will open. Cars can be selected for multiple diversions using Get Data parameters or by querying a batch of car numbers. To paste a list of car numbers for diversion, click Cancel.

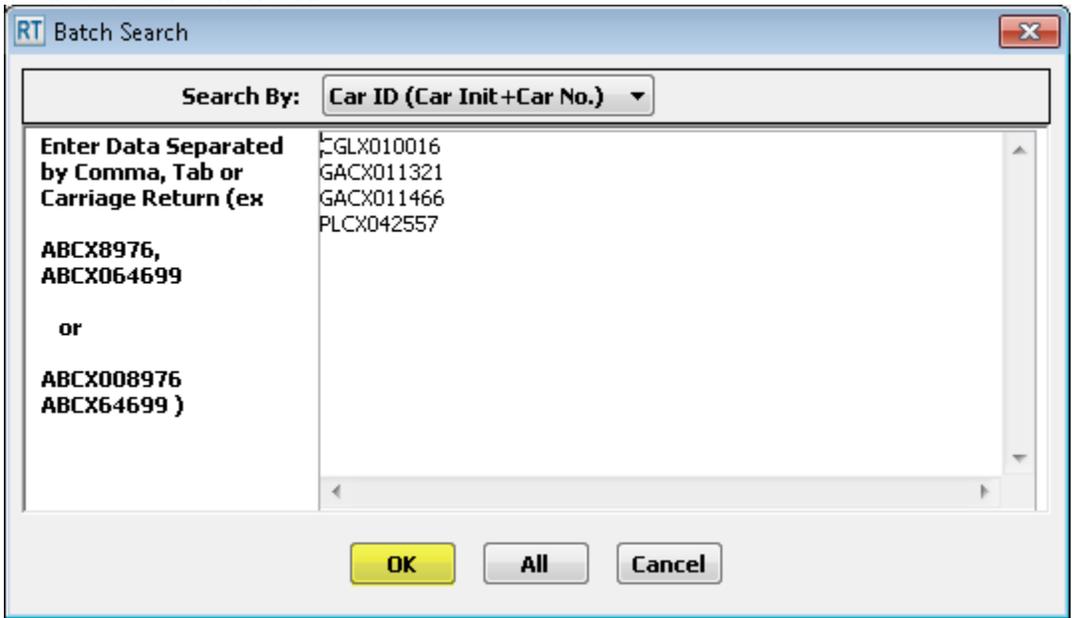
The screenshot shows the 'Get Data For Multiple Diversion Selection (KELLYA @ RTOL_DEV)' dialog box. It features a dropdown menu set to 'SYSTEM DEFAULT' and buttons for 'Set as Default', 'Save Setup', and 'Delete Setup'. The main area contains a table with columns for 'Column', 'Where', and 'Value'. The table has seven rows, each with a dropdown for the column name, an equals sign, a dropdown for the operator, and a text input field for the value. Information icons are present next to the Fleet ID, Business Group, and Customer No. rows. At the bottom of the table are 'Add' and 'Delete' buttons. Below the table are 'OK', 'All', 'New', and 'Cancel' buttons.

Column	Where	Value
Car Init	=	
Car No.	=	
Fleet ID	=	
Business Group	=	
Customer No.	=	
Destination City	=	
Destination State	=	

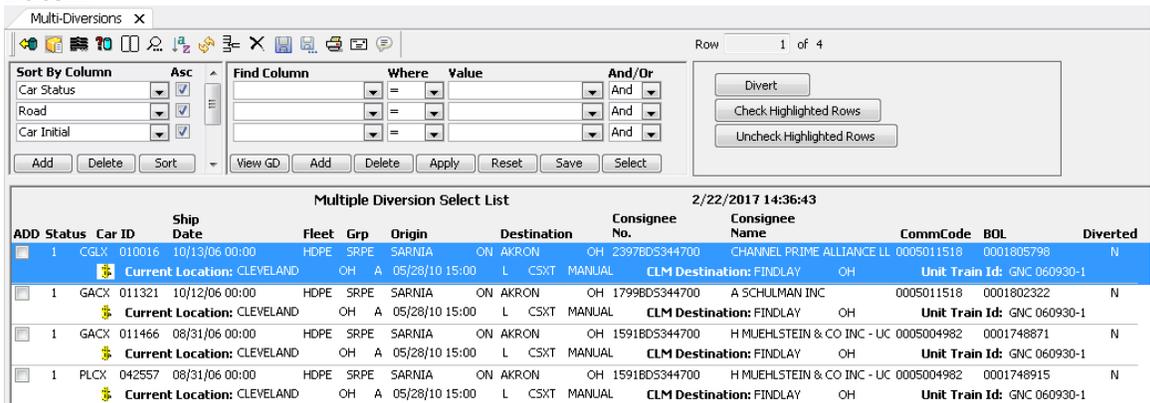
Next, select the Get Data Batch icon.



Any cars on your computer's clipboard will automatically appear in the Batch Search field. Click OK.



A Multiple Diversion Select List will open and display all cars from the Get Data Batch.



Highlight all cars to divert and select Check Highlighted Rows.

Multi-Diversions X

Row 4 of 4

Sort By Column Asc: Car Status, Road, Car Initial

Find Column Where Value And/Or

Buttons: Divert, Check Highlighted Rows, Uncheck Highlighted Rows

Multiple Diversion Select List 2/22/2017 14:37:24

ADD	Status	Car ID	Ship Date	Fleet	Grp	Origin	Destination	Consignee No.	Consignee Name	CommCode	BOL	Diverted
<input checked="" type="checkbox"/>		CGLX 010016	10/13/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 2397BDS344700	CHANNEL PRIME ALLIANCE LL	0005011518	0001805798	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input type="checkbox"/>		GACX 011321	10/12/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1799BDS344700	A SCHULMAN INC	0005011518	0001802322	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input checked="" type="checkbox"/>		GACX 011466	08/31/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1591BDS344700	H MUEHLSTEIN & CO INC - UC	0005004982	0001748871	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input checked="" type="checkbox"/>		PLCX 042557	08/31/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1591BDS344700	H MUEHLSTEIN & CO INC - UC	0005004982	0001748915	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										

Checkmarks will appear in the boxes corresponding with the selected trips. Once all of the desired trips are selected for diversion, click Divert.

Multi-Diversions X

Row 4 of 4

Sort By Column Asc: Car Status, Road, Car Initial

Find Column Where Value And/Or

Buttons: Divert, Check Highlighted Rows, Uncheck Highlighted Rows

Multiple Diversion Select List 2/22/2017 14:37:24

ADD	Status	Car ID	Ship Date	Fleet	Grp	Origin	Destination	Consignee No.	Consignee Name	CommCode	BOL	Diverted
<input checked="" type="checkbox"/>		CGLX 010016	10/13/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 2397BDS344700	CHANNEL PRIME ALLIANCE LL	0005011518	0001805798	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input type="checkbox"/>		GACX 011321	10/12/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1799BDS344700	A SCHULMAN INC	0005011518	0001802322	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input checked="" type="checkbox"/>		GACX 011466	08/31/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1591BDS344700	H MUEHLSTEIN & CO INC - UC	0005004982	0001748871	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										
<input checked="" type="checkbox"/>		PLCX 042557	08/31/06 00:00	HDPE	SRPE	SARNIA	ON AKRON	OH 1591BDS344700	H MUEHLSTEIN & CO INC - UC	0005004982	0001748915	N
		Current Location: CLEVELAND OH A 05/28/10 15:00 L CSXT MANUAL CLM Destination: FINDLAY OH Unit Train Id: GNC 060930-1										

A Multiple Shipment Loaded Diversion Maintenance box will open. To complete a Multiple Loaded Shipment Diversion, the highlighted fields shown below need to be populated.

Multiple Shipment Loaded Diversion Maintenance

Multiple Shipment Loaded Diversion

Load/Empty: Loaded Divert Date Time: 00/00/00 00:00 Who Pays: [Dropdown]

Diversion Type: Loaded Diversion Shipment Type: [Dropdown]

New Customer: [Input]

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Route Description	Order No.	BOL No.	Route Code	Fleet	Bus. Grp.
	CGLX 010016	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE
	GACX 011466	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE
	PLCX 042557	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE

Buttons: OK, Cancel

Input information as needed in the fields Divert Date Time, Who Pays, and Shipment Type.

Multiple Shipment Diversion Maintenance

Multiple Shipment Loaded Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Customer:

01 - Plant to Customer
02 - Plant to Storage
03 - Storage to Customer
14 - Borrowed Car Out
16 - On Hand Loaded
22 - Product Return

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Order No.	BOL No.	Route Code	Fleet	Bus. Grp.
<input checked="" type="checkbox"/>	CGLX 010016	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HDPE SRPE
<input checked="" type="checkbox"/>	GACX 011466	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HDPE SRPE
<input checked="" type="checkbox"/>	PLCX 042557	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HDPE SRPE

OK Cancel

The New Customer contains four fields: one for the Customer Number, one for the Customer Name, one for the City, and one for the State. The Customer Number can be entered if known, or it can be searched for by right-clicking in the New Customer field.

Multiple Shipment Loaded Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Customer:

A Find Customer box will open. Type all or part of known customer criteria and select Search. Then highlight the correct customer and click OK.

Find Customer

Cust No.	Customer Name	City	State	Customer Type	Active
1841BD5187366	NORWESCO INC	OWEGO	NY	CUSTOMER	Y

Count: 1

Find

Cust Name: Cust Type:

Cust No.:

Cust City: Cust State:

The New Customer Number will then be populated on the Multiple Shipment Diversion Maintenance screen. Next, the Route Code can be entered if known, or it can be searched by right-clicking the in the Rte Cd. field as shown below in the highlighted box.

Multiple Shipment Diversion Maintenance

Multiple Shipment Loaded Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Customer:

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Route Description	Order No.	BDL No.	Route Code	Fleet	Bus. Grp.
Road: CSXT		Defaults		Rte Desc:		Rte Cd:		Fleet:		Bus Grp:
<input checked="" type="checkbox"/>	CGLX 010016	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE
<input checked="" type="checkbox"/>	GACX 011466	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE
<input checked="" type="checkbox"/>	PLCX 042557	05/28/10 15:00	A	CLEVELAND OH					HDPE	SRPE

OK Cancel

A Find Route Code box will open. Type all or part of the known Route Code criteria and select Search. Then, highlight the correct Route Code and click OK.

Find Route Code

Route Code	Route Description	Origin	Destination	Delivery Carrier	As
SA-187366-10430	CN-BUFF-NS	SARNIA	ON OWEGO	NY	

Search Criteria

Route Code:

Origin ERPC: SAR Origin State:

Dest ERPC: OWE Dest State:



The new Route Code will then be populated on the Multiple Shipment Diversion Maintenance screen. Updated Fleets and Business Groups can also be chosen at this time if needed. Update Fleets and Bus Grp by selecting appropriate choices in the Fleet and Bus. Grp. drop down menus. Click OK.

Multiple Shipment Diversion Maintenance

Multiple Shipment Loaded Diversion

Load/Empty: Divert Date Time: Who Pays:

Diversion Type: Shipment Type:

New Customer:

REMOVE	Car ID	CLM Date	Sight Code	Current Location	Route Description	Order No.	BDL No.	Route Code	Fleet	Bus. Grp.
Road: CSXT		Defaults		Rte Desc:		Rte Cd:	SA-187366-10430		Fleet: <input type="text" value=""/>	Bus Grp: <input type="text" value=""/>
<input checked="" type="checkbox"/>	CGLX 010016	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	SA-187366-10430	HDPE <input type="text" value=""/>	SRPE <input type="text" value=""/>
<input checked="" type="checkbox"/>	GACX 011466	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	SA-187366-10430	HDPE <input type="text" value=""/>	SRPE <input type="text" value=""/>
<input checked="" type="checkbox"/>	PLCX 042557	05/28/10 15:00	A	CLEVELAND OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	SA-187366-10430	HDPE <input type="text" value=""/>	SRPE <input type="text" value=""/>

A Multiple Shipment Diversion Information for Diversion Form box will open. Selecting Update will stamp the diversion with the user's ID and date and time of diversion.

RT Multiple Shipment Diversion Information for Diversion Form (245)

Diversion Authorization

From:

Attn:

Diversion Detail

Div Charges To:

Freight Charges To:

City/State/Zip: City/State/Zip:

Comments:

Authorized By: Date: 2/22/2017 15:12:24
KELLYA

Car ID	Ship Date	Divert To	New Consignee	
New BOL#	New Order #	Diversion Route	Product	
CGLX 010016	10/13/2006	OWEGO NY	NORWESCO INC	OWEGO NY
0001805798	000160499300	CN-BUFF-NS	HD6714.17 VR BULK	
GACX 011466	8/31/2006	OWEGO NY	NORWESCO INC	OWEGO NY
0001748871	000155726500	CN-BUFF-NS	HD6706.17 VR BULK	

When Close is selected, a Trip Diverted message will appear. Click OK.

Multiple Shipment Diversion Information for Diversion Form (245)

Diversion Authorization

From:

Attn:

Diversion Detail

Div Charges To:

Freight Charges To:

City/State/Zip: City/State/Zip:

Comments:

Authorized By: Date: 2/22/2017 15:12:24
 KELLYA

Car ID	Ship Date	Divert To	New Consignee		Product
New BOL#	New Order #	Diversion Route			
CGLX 010016	10/13/2006	OWEGO NY	NORWESCO INC		OWEGO NY
0001805798	000160499300	CN-BUFF-NS			HD6714.17 VR BULK
GACX 011466	8/31/2006	OWEGO NY	NORWESCO INC		OWEGO NY
0001748871	000155726500	CN-BUFF-NS			HD6706.17 VR BULK

Trip Diverted ✕

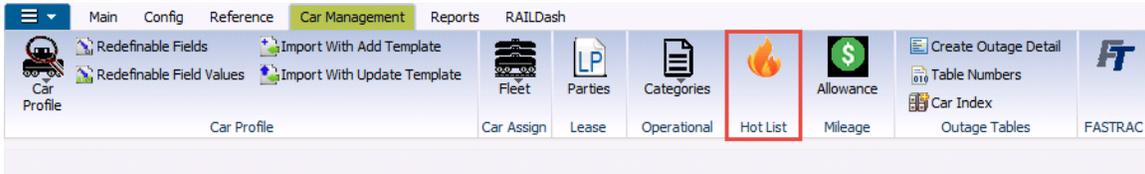
Trip Diversion added!

Car Hot List

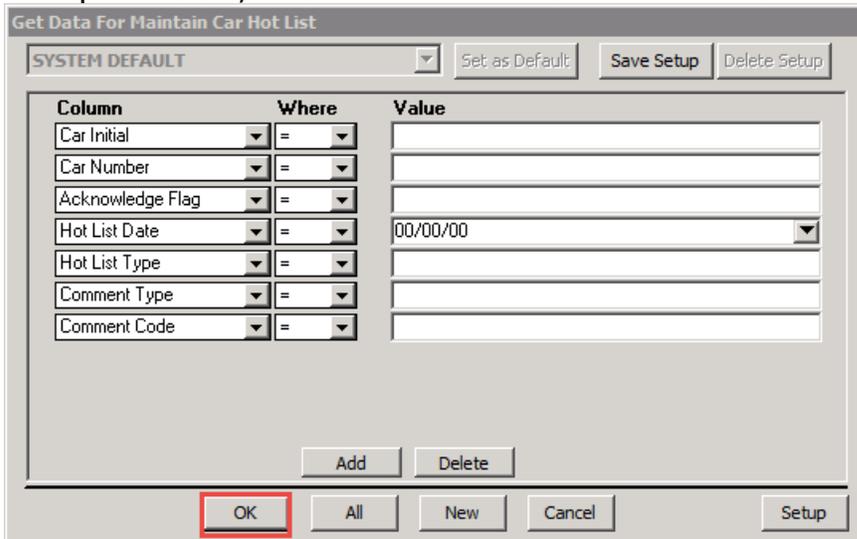
Viewing Hot Listed Cars

The purpose of the Hot List is to quickly see a list of cars that require immediate attention. Hot List data can be accessed in YardMaster® and will stay with the car until the Hot List is checked acknowledged (completed).

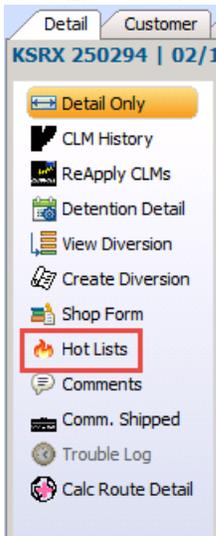
To view the Car Hot List, click the Car Management tab. Then, click Hot List.



A Get Data For Maintain Car Hot List window will open. Enter appropriate Get Data parameters, or click All to see a list of all hot listed cars.

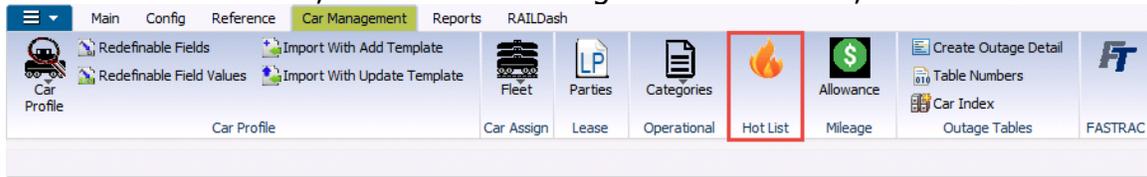


Hot List data can also be accessed from the Panel View on the Trip Detail screen.

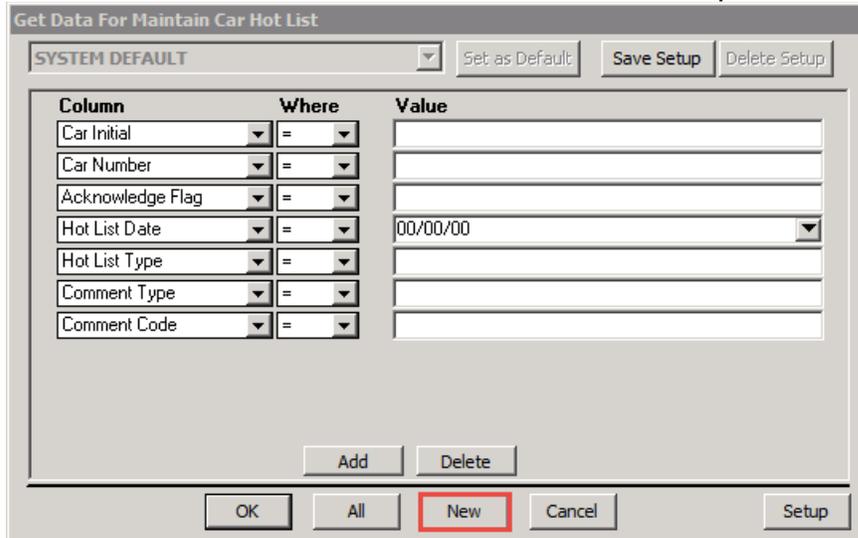


Adding a Hot List

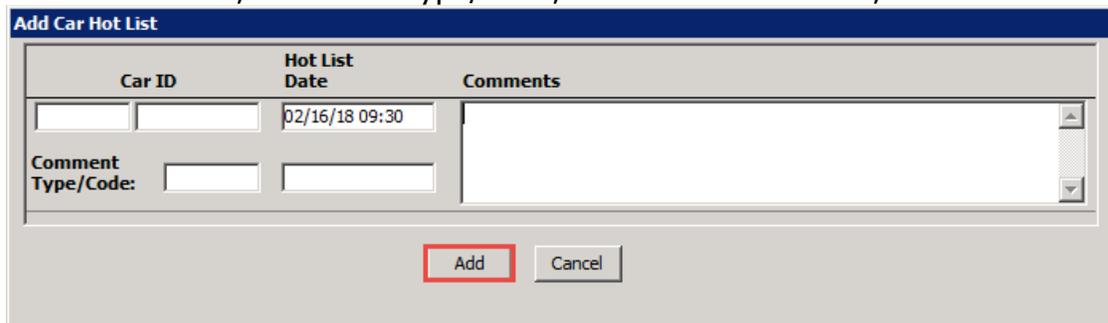
To add a new Hot List, click the Car Management tab. Then, click Hot List.



A Get Data For Maintain Car Hot List window will open. Click New.



Enter the Car ID, Comment Type/Code, and Comments. Then, click Add.



Hot List data can also be added using the Hot List Toolbar Icon on various tracing screens.



Shipment Comments

Shipment Comments can be added to trips and viewed at any time during the trip cycle. They can be accessed from multiple tracing screens.

Shipments Comments can be viewed or added to trips using the View Comments and Add Comments icon.

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ETA	Days to Cons.
KSRX 250294	02/12/18 00:00	02/12/18 00:00	Q TOLLESON	AZ HOUSTON	TX	UP		02/24/18 23:00	8
Exp Comnts:			Ship Comnts: 02/12/18 10:58 TEST						
UTLX 068533	01/21/18 00:00	01/21/18 00:00	Q BATROUGE	LA KNOXVILLE	IA	KCS		02/04/18 12:00	-12
Exp Comnts:			Ship Comnts:						
BLGX 030732	07/10/17 00:00	07/10/17 00:00	Q FAIRMONT	NE WATSON	CA	BNSF	4909152	07/20/17 00:00	-211
Exp Comnts:			Ship Comnts:						
BLGX 030149	07/01/17 00:00	07/01/17 00:00	Q MINOT	ND ALBANY	NY	BNSF	CRUDE01	07/11/17 00:00	-220
Exp Comnts:			Ship Comnts: 10/03/17 08:52 ADDING A COMMENT TO SEE IF DATE CHANGES.						
BLGX 030343	07/01/17 00:00	07/01/17 00:00	Q MANDAN	ND MINOT	ND	BNSF	CRUDE	07/11/17 00:00	-220
Exp Comnts:			Ship Comnts: 09/21/17 10:16 TEST ONE LAST TIME						

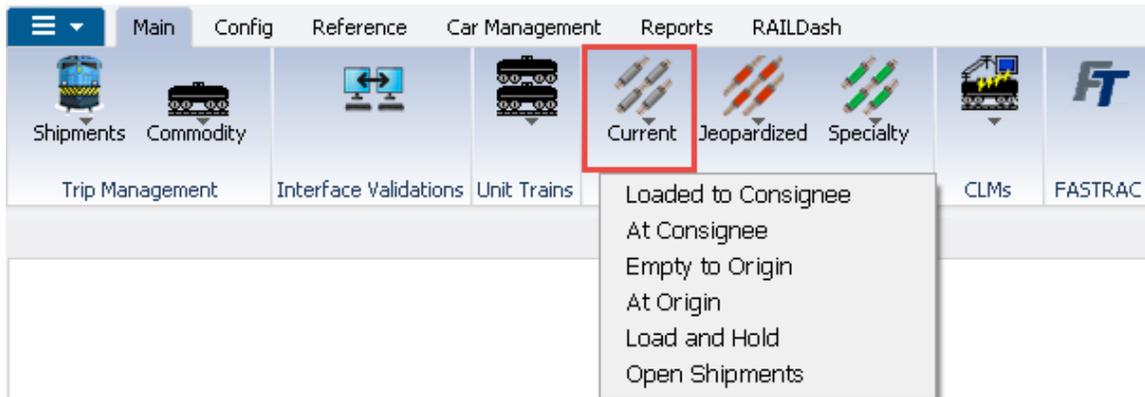
Shipment Comments can also be accessed from the Panel View on the Trip Detail screen.

User ID	Comment Date	Comments	Available
HELLA	02/12/18 10:58	TEST	Available

Trace Shipments

To access different tracing screens, click the Main Tab. The Trace Shipments section is divided into Current, Jeopardized, and Specialty.

Current

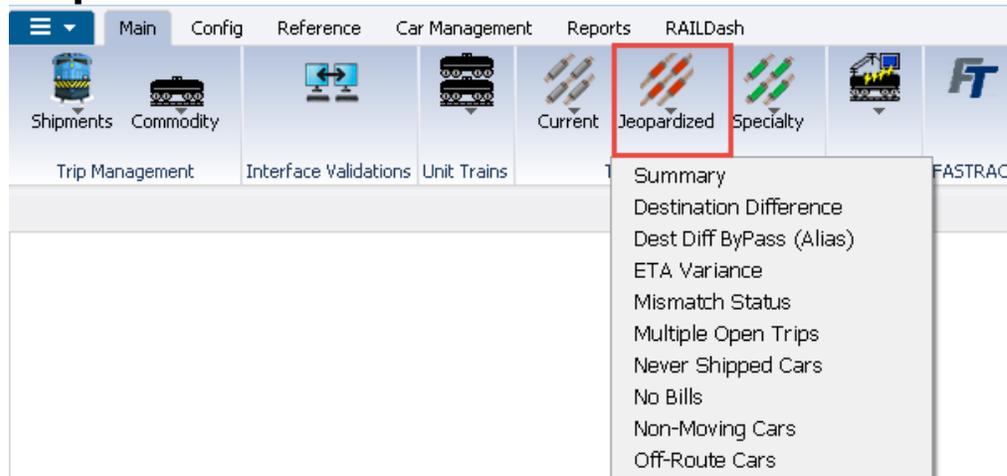


The Current icon contains viewing and management of current shipments.

By selecting the Current icon, users can access:

- Loaded to Consignee – shipments in transit to the consignee
- At Consignee – loaded shipments at the consignee
- Empty to Origin – emptied cars moving back to an origin
- At Origin – cars at origin
- Load and Hold – shipments
- Open Shipments – currently open in RAILTRAC in Status 1, 2, or 3

Jeopardized

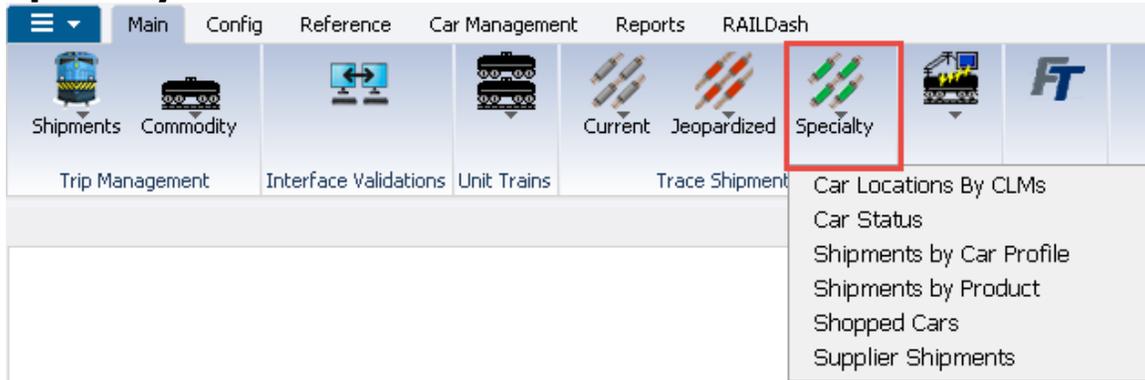


The Jeopardized icon contains viewing and management of problem cars.

By selecting the Jeopardized icon, users can access:

- Summary – an overview of all jeopardized shipments
- Destination Difference – cars that have been billed to one location but the railroad is sending to another
- Dest Diff ByPass (Alias) – an Alias tool for Destination Difference
- ETA Variance – displays the difference in hours between the ETA and actual arrival at origin or destination
- Mismatch Status – displays shipments closed in a car status other than 0
- Multiple Open Trips – displays cars that have more than one open trip
- Never Shipped Cars – cars in Car Assignment that have no shipment history in RAILTRAC
- No Bills – a car collecting CLMs in RAILTRAC without an associated open trip
- Non-Moving Cars – displays cars that haven't moved within the last 48-72 hours
- Off-Route Cars – cars traveling outside the route plan, according to assigned routes

Specialty



The Specialty icon allows users to view shipments in various ways.

By selecting the specialty icon, users can access:

- Car Locations by CLMs – list of current CLMs for all railcars that have a current shipment
- Car Status – quick access to shipment details on a per car basis
- Shipments by Car Profile – shipments with corresponding car profile data
- Shipments by Product – shipments with corresponding commodity data
- Shopped Cars – contains cars that are currently enroute to, or at a shop
- Supplier Shipments – shipments with corresponding supplier data

FASTRAC Reports

After a set of data is sorted and filtered, it can be saved as a FASTRAC.

How to Save a FASTRAC

To save as a FASTRAC, sort and filter a set of data and click the Save button under the Filter Bar.

The screenshot shows a window titled "Loaded to Consignee" with a toolbar at the top. Below the toolbar is a filter bar with "Sort By Column" and "Find Column" sections. The "Save" button in the filter bar is highlighted in red. Below the filter bar is a data table with the following columns: Car ID, Ship Date, CLM Date, SC Location, Destination, Road, Trn Jct, CommCode, ETA, Days to Cons., LE No., and Consignee Name. The table contains three rows of data, each with "Exp Commts:" and "Ship Commts:" sub-rows.

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ETA	Days to Cons.	LE No.	Consignee Name
BLGX 030343	07/01/17 00:00	07/01/17 00:00	Q MANDAN	ND MINOT	ND BNSF	CRUDE	07/11/17 00:00	-220	L	1423806513670	FARSTAD OIL INC
MBLX 002850	10/25/06 00:00	10/30/06 06:42	B KANCITY	MO MINOT	ND KCS	988738	11/06/06 13:54	-4120	L	1507805513670	FARSTAD OIL INC
EUSX 448019	10/27/06 00:00	10/27/06 00:00	Q CHAISON	TX MINOT	ND KCS	988154	11/12/06 13:00	-4114	L	1507805513670	FARSTAD OIL INC

A Create FASTRAC Report window will open. Name the FASTRAC and click Save.

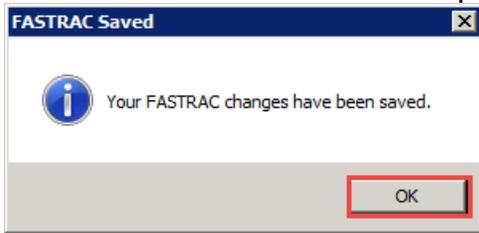
The screenshot shows a window titled "Create FASTRAC Report" with a toolbar at the top. Below the toolbar is a table with the following columns: Sel, Report Name, Screen Name, Usage, Created By, Created Date, Run at Startup, Sel, and Current Shared Users. The "Save" button in the toolbar is highlighted in red. Below the table is a large empty area. On the right side, there is a list of "Available Users" with a search box below it.

Sel	Report Name	Screen Name	Usage	Created By	Created Date	Run at Startup	Sel	Current Shared Users
<input checked="" type="checkbox"/>	MINOT LOADS	Loaded to Consignee	0	KELLYA		<input type="checkbox"/>		

Available Users

- ALL
- BOURQUE\REBECCAB
- BOURQUE\STEVES
- BRENDAM
- DENNISJ
- DIANNEL
- GERRYCY
- JEFFH
- JHONNS
- KELLYA
- KELSEYB

A FASTRAC Saved window will open. Click OK.



Accessing Saved FASTRACs

To access a saved FASTRAC, click FASTRAC from the menu bar, or click the FASTRAC icon. The dropdown to the right of the FASTRAC icon contains pertinent FASTRACs for the current screen.

The screenshot shows the RAILTRAC application interface. At the top, there is a menu bar with options: Main, Config, Reference, Car Management, Reports, and RAILDash. Below the menu bar is a toolbar with various icons. The FASTRAC icon, which is a blue square with white letters 'FT', is highlighted with a red box. A dropdown menu is open next to the FASTRAC icon, showing two options: 'Create FASTRAC' and 'Manage FASTRAC', both also highlighted with a red box. Below the toolbar, there is a window titled 'Loaded to Consignee'. This window contains a search and filter section with 'Sort By Column' (CLM Date, Car Init, Car No.) and 'Find Column' (Destination City) sections. Below this is a table of traces. The table has columns: CLM Date, Ship Date, CLM Date, SC Location, Destination, Road, Trn Jct, CommCode, ETA, Days to Cons., LE, Consignee No., and Consignee. The table contains three rows of trace data.

CLM Date	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ETA	Days to Cons.	LE	Consignee No.	Consignee
2/16/2018 10:00:42												
BLGX 030343	07/01/17 00:00	07/01/17 00:00	Q MANDAN	ND MINOT	ND BNSF		CRUDE	07/11/17 00:00	-220	L	1423BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								
MBLX 002850	10/25/06 00:00	10/30/06 06:42	B KANCITY	MO MINOT	ND KCS		988738	11/06/06 13:54	-4120	L	1507BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								
EUSX 448019	10/27/06 00:00	10/27/06 00:00	Q CHAISON	TX MINOT	ND KCS		988354	11/12/06 13:00	-4114	L	1507BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								

The Select/Run FASTRAC Report window will open. Select the appropriate FASTRAC Report and click Run FASTRAC.

The screenshot shows the 'Select/Run FASTRAC Report' window. The window title is 'Select/Run FASTRAC Report'. It has a toolbar with buttons: Refresh, Run FASTRAC (highlighted with a red box), Save, Save As, Rename, Delete, and Show Detail. Below the toolbar is a table with columns: Sel, Report Name, Screen Name, Usage, Created By, Created Date, Run at Startup, Sel, and Current Shared Users. The table contains several rows of report data. The 'MINOT LOADS' report is selected, indicated by a checkmark in the 'Sel' column. Below the table is a section for 'Available Users' with a list of user names and a search box for 'Search User ID'.

Sel	Report Name	Screen Name	Usage	Created By	Created Date	Run at Startup	Sel	Current Shared Users
<input type="checkbox"/>	TEST MY OPEN SHIPMENTS			WENDYB		<input type="checkbox"/>		
<input type="checkbox"/>	EQUX - HOPEWELL, VA			JEFFH		<input type="checkbox"/>		
<input type="checkbox"/>	FRUITRIDG OPEN SHIPMENTS			WENDYB		<input type="checkbox"/>		
<input type="checkbox"/>	OPEN SHIPMENTS			JEFFH		<input type="checkbox"/>		
<input type="checkbox"/>	ORIGIN BIRM			JEFFH		<input type="checkbox"/>		
<input type="checkbox"/>	AS			JHONNS		<input type="checkbox"/>		
<input type="checkbox"/>	LOAD/EMPTY	Summary	10	KELLYA	06/29/2017	<input type="checkbox"/>		
<input type="checkbox"/>	TEST BAD ORDERS	Summary	0	KELLYA	01/12/2018	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	MINOT LOADS	Loaded to Consignee	0	KELLYA	02/16/2018	<input checked="" type="checkbox"/>		

Running a FASTRAC At Startup

To set a FASTRAC to run when RAILTRAC is opened, click FASTRAC from the menu bar, or click the FASTRAC icon. The dropdown to the right of the FASTRAC icon contains pertinent FASTRACs for the current screen.

The screenshot shows the RAILTRAC interface with the FASTRAC icon highlighted in the menu bar. A dropdown menu is open, showing options for 'Create FASTRAC' and 'Manage FASTRAC'. Below the menu, a table titled 'Trace Loaded to Consignee' is visible. The table has columns for Car ID, Ship Date, CLM Date, SC Location, Destination, Road, Trn Jct, CommCode, ETA, Days to Cons., LE, Consignee No., and Consignee.

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ETA	Days to Cons.	LE	Consignee No.	Consignee
BLGX 030343	07/01/17 00:00	07/01/17 00:00	Q MANDAN	ND MINOT	ND BNSF		CRUDE	07/11/17 00:00	-220	L	1423BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								
MBLX 002850	10/25/06 00:00	10/30/06 06:42	B KANCITY	MO MINOT	ND KCS		988738	11/06/06 13:54	-4120	L	1507BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								
EUSX 448019	10/27/06 00:00	10/27/06 00:00	Q CHAISON	TX MINOT	ND KCS		988354	11/12/06 13:00	-4114	L	1507BDS513670	FARSTAD C
Exp Comnts:				Ship Comnts:								

The Select/Run FASTRAC Report window will open. Select the appropriate FASTRAC Report and click the box under Run at Startup. Then, click Save.

The screenshot shows the 'Select/Run FASTRAC Report' window. The 'Save' button is highlighted. A table lists various reports with columns for 'Sel', 'Report Name', 'Screen Name', 'Usage', 'Created By', 'Created Date', and 'Run at Startup'. The 'MINOT LOADS' report is selected, and its 'Run at Startup' checkbox is checked.

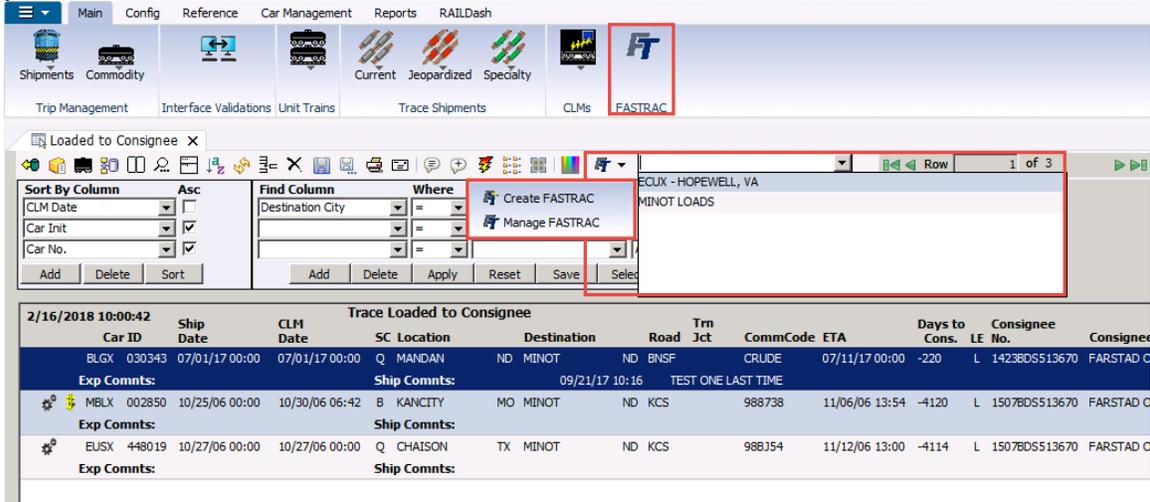
Sel	Report Name	Screen Name	Usage	Created By	Created Date	Run at Startup
<input type="checkbox"/>	TEST MY OPEN SHIPMENTS			WENDYB		<input type="checkbox"/>
<input type="checkbox"/>	EQUX - HOPEWELL, VA			JEFFH		<input type="checkbox"/>
<input type="checkbox"/>	FRUITRIDG OPEN SHIPMENTS			WENDYB		<input type="checkbox"/>
<input type="checkbox"/>	OPEN SHIPMENTS			JEFFH		<input type="checkbox"/>
<input type="checkbox"/>	ORIGIN BIRM			JEFFH		<input type="checkbox"/>
<input type="checkbox"/>	AS			JHONNS		<input type="checkbox"/>
<input type="checkbox"/>	LOAD/EMPTY	Summary	10	KELLYA	06/29/2017	<input type="checkbox"/>
<input type="checkbox"/>	TEST BAD ORDERS	Summary	0	KELLYA	01/12/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MINOT LOADS	Loaded to Consignee	0	KELLYA	02/16/2018	<input checked="" type="checkbox"/>

Available Users:

- ALL
- BOURQUE\REBECCAB
- BOURQUE\STEVEB
- BRENDAM
- DENNISJ
- DIANNEL
- GERRYCY
- JEFFH
- JHONNS
- KELLYA
- KELSEYB

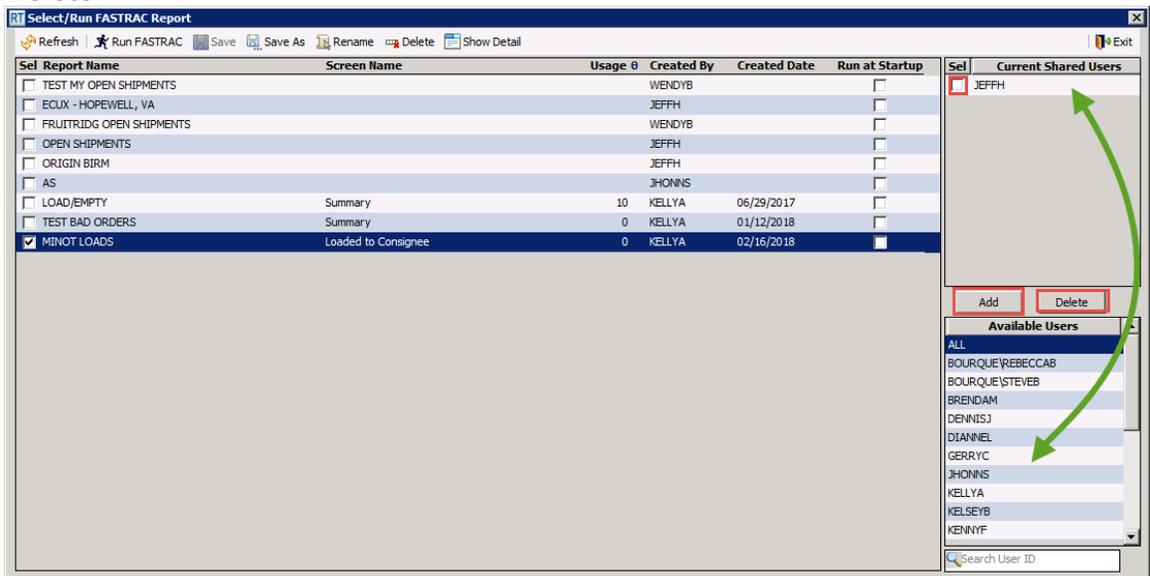
Sharing a FASTRAC

To share a FASTRAC with other users, click FASTRAC from the menu bar, or click the FASTRAC icon. The dropdown to the right of the FASTRAC icon contains pertinent FASTRACs for the current screen.



The Select/Run FASTRAC Report window will open. Select the appropriate FASTRAC and drag Available Users to Current Shared Users. Available Users can also be added to Current Shared Users by highlighting the User ID and clicking Add.

To remove a FASTRAC report from a user the report was previously shared with, select the appropriate FASTRAC and drag the Current Shared User to Available Users. Current Shared Users can also be moved to Available Users by clicking Delete.

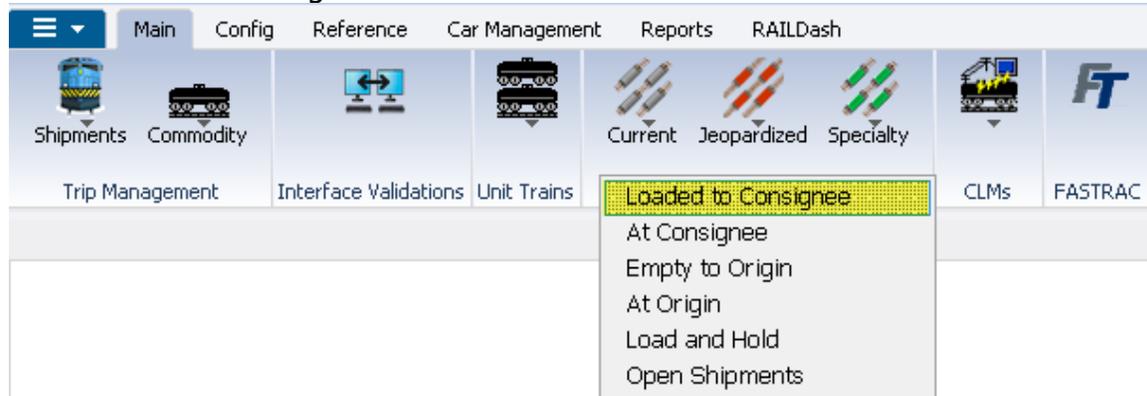


Saving Data from RAILTRAC

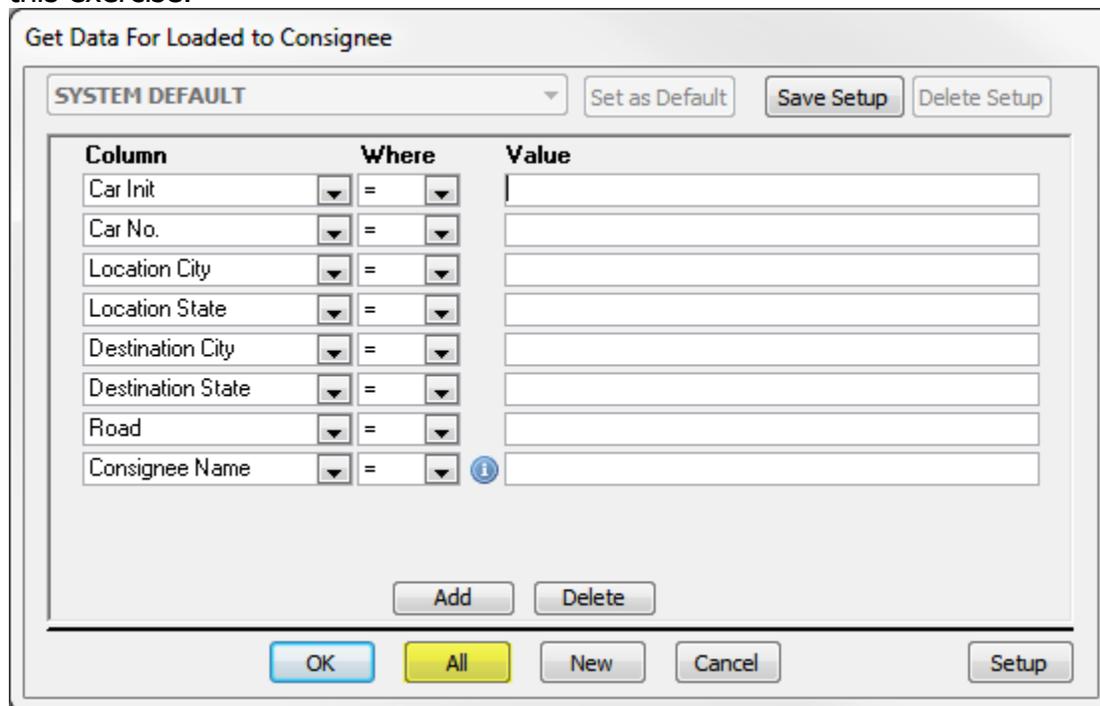
Data from RAILTRAC can be exported to Excel for sorting and analysis.

For the purposes of this exercise, data from the Main tab of RAILTRAC will be used.

Once logged into RAILTRAC, click on the Main tab. Next, select the Current icon, then Loaded to Consignee.



A Get Data For Loaded to Consignee box will open. Click All for the purposes of this exercise.



To export a data set to Excel from RAILTRAC, click on the Save records as... icon on the Tool Bar.

2/21/2017 12:49:05	Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommC
	ACFX 069412	02/20/17 00:01	02/20/17 00:01	Q AMELIA	TX CARROLLTO	TX	UP	
	Exp Comnts:		Ship Comnts:					
	UTLX 100010	02/15/17 00:00	02/15/17 00:00	Q HANNA	OH DRAGON	MS	WE	
	Exp Comnts:		Ship Comnts:					
	UTLX 400020	02/15/17 00:00	02/15/17 00:00	Q EVACITY	PA DRAGON	MS	BNSF	
	Exp Comnts:		Ship Comnts:					
	ABCD 123333	02/14/17 00:00	02/14/17 00:00	Q EVACITY	PA DRAGON	MS	BNSF	
	Exp Comnts:		Ship Comnts:					

Find your User ID in the drop down Save As menu, and choose the Save as type Excel with headers.

Save in: Users

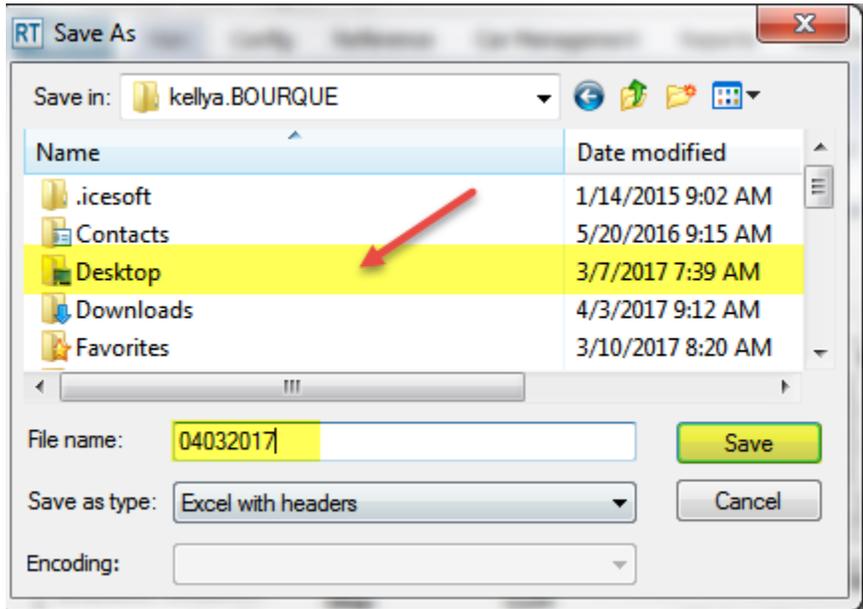
Name	Date modified
kellya.BOURQUE	2/17/2017 1:57 PM
lauries	2/25/2017 12:01 PM
Public	11/21/2010 1:17 AM
randyb	2/17/2017 3:50 PM
robs	2/17/2017 3:50 PM

File name:

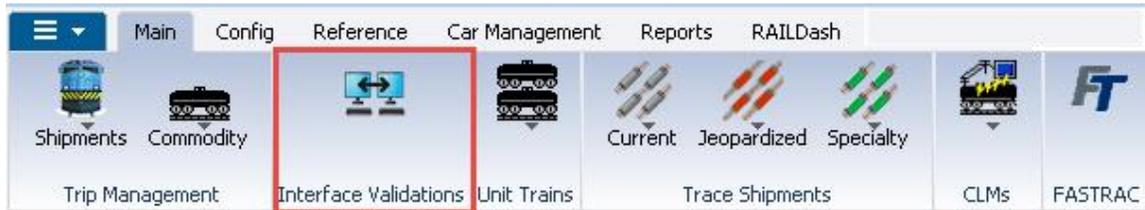
Save as type: **Excel with headers**

Encoding:

Choose a location from your computer to save the file, name the file, and select Save.



Interface Validations



The Interface Validations icon is the updated version of the Shipment Exception process.

When a trip is unable to import, data will need to be validated in Interface Validations before trips can be processed into RAILTRAC.

Types of interface validations and descriptions

1. Car Already Exists for this Date/Time – Shipment already in RAILTRAC. These need to be verified in case they come in with a different customer, or route code.
2. Car Cannot be Added – If a shipment is being processed and the user clicks “No” when asking if they would like to add a free runner shipment.
3. Previous Trip Not Closed – The previous trip in RAILTRAC cannot cycle properly due to missing criteria or missing CLMs.
4. Route Code Not Found – RAILTRAC is unable to create the route due to the default setting not set to auto create or a missing SPLC city or misspelling of the city.
5. Route Code Not Found – No Pref Route
6. Customer NBR not Found – The customer number is not set up in RAILTRAC and needs to be created before the shipment can come in.

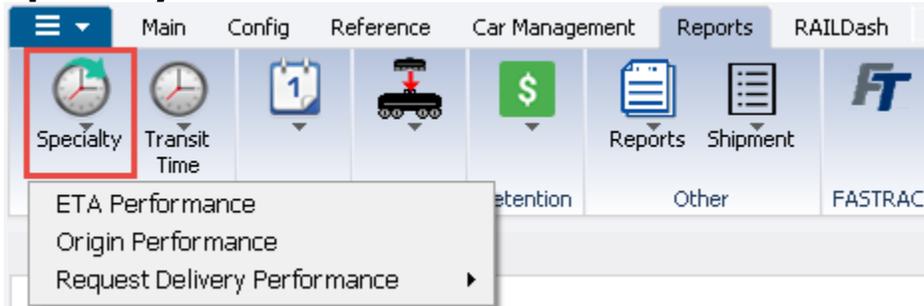
Car ID	Ship Date Time	Fleet ID	Bus. Group	Free Runner	Error Description	Shipper No.	Origin	Destination	Number	Customer Name		
GAMY	009879	04/25/10 00	ETCRA	LPG	Y	Car Cannot be Added	790151	AZ	857680	OR	ETCRA857680	ETCRA
WGBX	333333	05/01/17 00	BPEPT	B15A	N	Customer nbr not found - NO CUST	513670	ND	173360	NY	NO CUST	
EPCX	001035	04/25/10 00	ENTPR	LPG	Y	Previous trip not closed	187366	NY	589120	KS	ENTER589120	ENTERPRISE PRODUCTS
ACFX	037580	11/17/14 00			Y	Route Code is required	483170				FP	CN - AXIAL C/O ROYAL PLATICS
EPCX	001035	02/25/10 00	ENTPR	LPG	Y	Route Code Not Found - NO PREF ROUTE	187366	NY	589120	KS	NO CUST	

Reports

To access Reports, click on the Reports Tab.



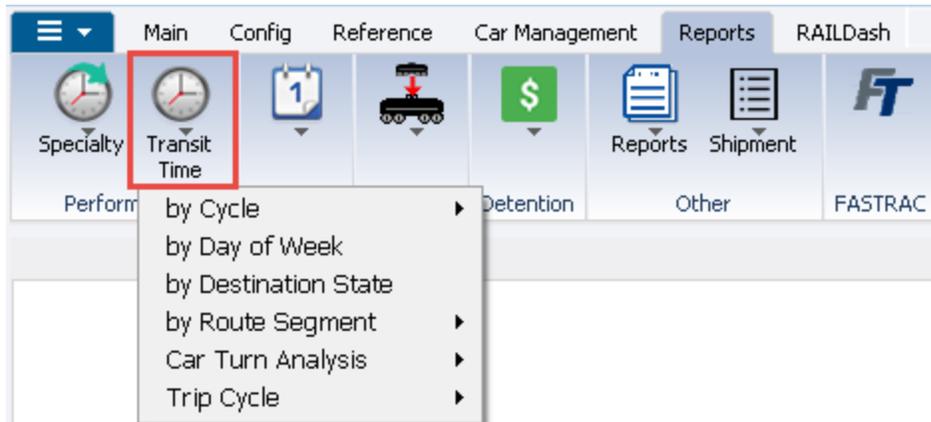
Specialty



The Specialty icon allows user to see railcar Performance reporting. This includes:

- ETA Performance – provides a comparison analysis between the estimated time of arrival and the actual time of arrival
- Origin Performance – allows users to view the difference in days between prior origin arrival and a car's next ship date
- Requested Delivery Performance – if the Requested Delivery Date feature is utilized, this report enables a user to view the difference between an requested delivery date and an actual delivery date

Transit Time



The Transit Time icon allows users to analyze transit times calculated in days for cars that have reached a consignee, and for cars that are back at origin. Users can view this data in a variety of ways, including:

- by Cycle – provides turnaround data on individual shipments based on route code
- by Day of Week – defines the optimum day of the week shipments should move from plant to plant
- by Destination State – provides a summary of transit times for the total number of shipments from an origin to all customers in a specific state or province
- by Route Segment – provides trip segment turnaround data on individual shipments based on route segment
- Car Turn Analysis – provides information by fleet, business group, or both, the number, and metrics for, groups of trips within a date range
- Trip Cycle – tracks the transit time for each segment of a trip from the beginning Master Origin until the car returns empty to the same or another Master Origin. A Master Origin is a designated location where the product being shipped is first produced

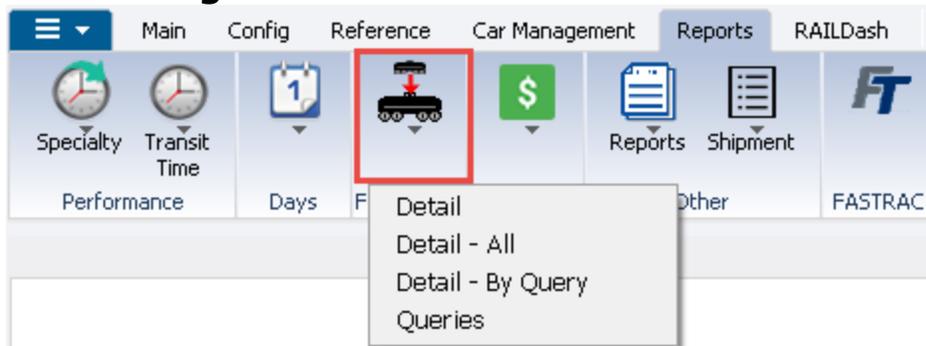
Days



The Days icon allows a user to view:

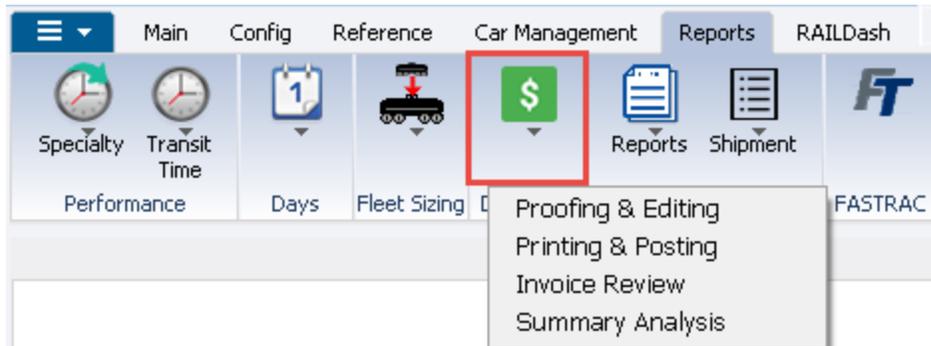
- Consignee Car Retention – provides reports showing all shipments released from a customer’s location within a date range
- Days in to Origin – provides summary reporting on how many days in to an origin
- Days out to Consignee – provides summary reporting on how many days out to a consignee
- Origin Idle Days – provides an analysis of the amount of time a car spent idle at a loading facility until the time a new shipment record is entered

Fleet Sizing



The Fleet Sizing icon enables users to create various fleet sizing analysis scenarios. The scenarios determine car requirements for a single customer, fleet, business group, or fleet/business group combination for complete car requirements and can be saved for future reference.

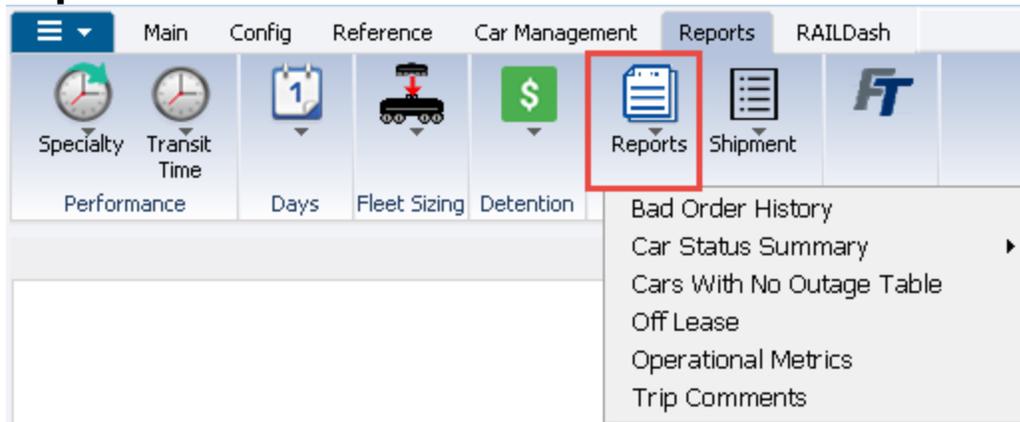
Detention



The Detention icon lists the following screens:

- Proofing & Editing – allows editing and proofing of detention
- Printing & Posting – prints detention invoices
- Invoice Review – allows users to view detention by invoice
- Summary Analysis – allows users to view detention by date range

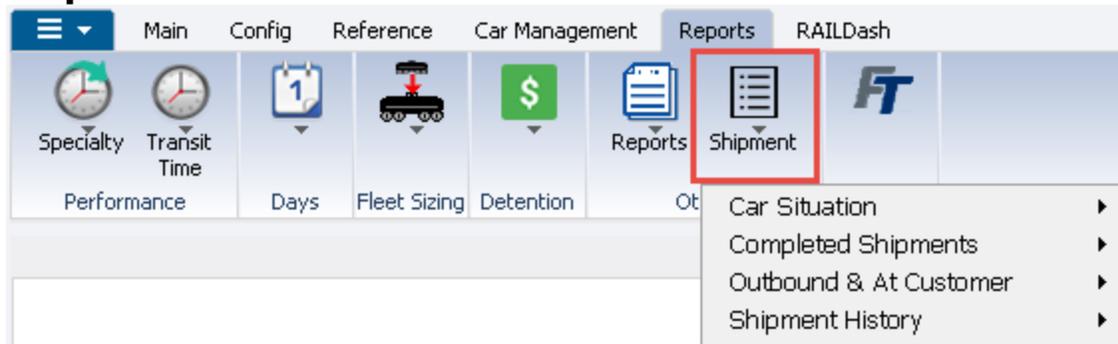
Reports



The Reports icon allows users to view reporting in various ways, including:

- Bad Order History – displays historical bad order reporting for railcar shipments
- Car Status Summary – allows a user to view different reports including car count at origin, to customer, and inbound to origin with both current and historical data
- Cars With No Outage Table – displays railcars without an outage table in Mechanical Specs
- Off Lease – lists cars currently on a rider up for renewal or expiring
- Operational Metrics
- Trip Comments – allows reporting by comments on shipments by date range

Shipment



The Shipment icon displays the following:

- Car Situation – allows users to view reporting on current shipments
- Completed Shipments – provides reporting on completed shipments based on Get Data parameters
- Outbound & At Customer – provides detailed reporting that includes current CLM data for cars in statuses To Consignee and At Consignee
- Shipment History – displays historical shipments based on Get Data parameters

Config Administrative Functions

The Config tab allows System Administrators to set up company specific parameters.



System Setup



System Administrators can use these icons for RAILTRAC system defaults and Auto-Hotlist set up. A System Administrator password is required.

- System Defaults (Sys Def) – a function allowing your RAILTRAC System Administrator to configure RAILTRAC according to the needs of the particular site installation.
- Auto-Hotlist – a process allowing users to create and maintain mechanical or lease Hotlist records on active cars scheduled for maintenance or tests, or have a lease about to expire or slated for renewal.
- Import History – provides historical information on the number of records processed through the import procedure during a given time.

Templates



The Templates icon allows users to create templates for uploading purposes based on specific categories.

By selecting the Template icon a user is able to create or update the following:

- Commodity - templates for entry or updating of commodities
- Car Profile Add - templates for car profile entry and/or Fleet and Business Group assignment
- Car Profile Update - templates for updating existing car profiles and/or Fleet and Business Group assignment

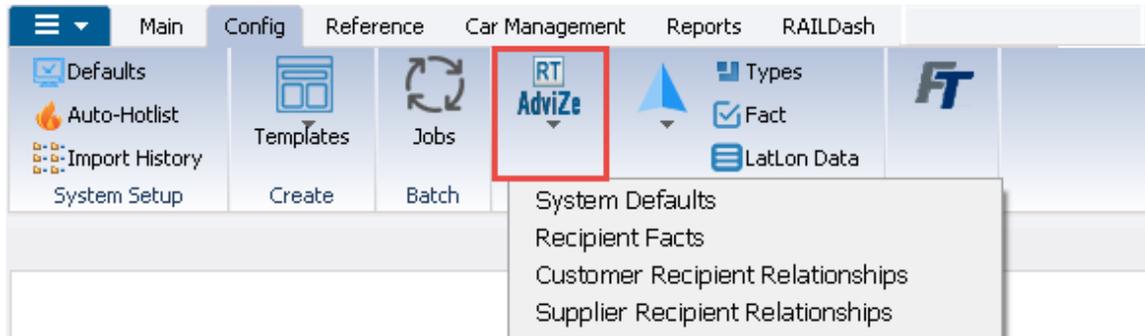
Jobs



The Jobs icon allows users to update information in tables used for calculations of procedures run on a daily, weekly, or monthly basis.

By selecting the Jobs icon, users are able to run batch jobs for Route Details and Fleet File Maintenance. This may require access to other Bourque Logistics applications.

RT Advize

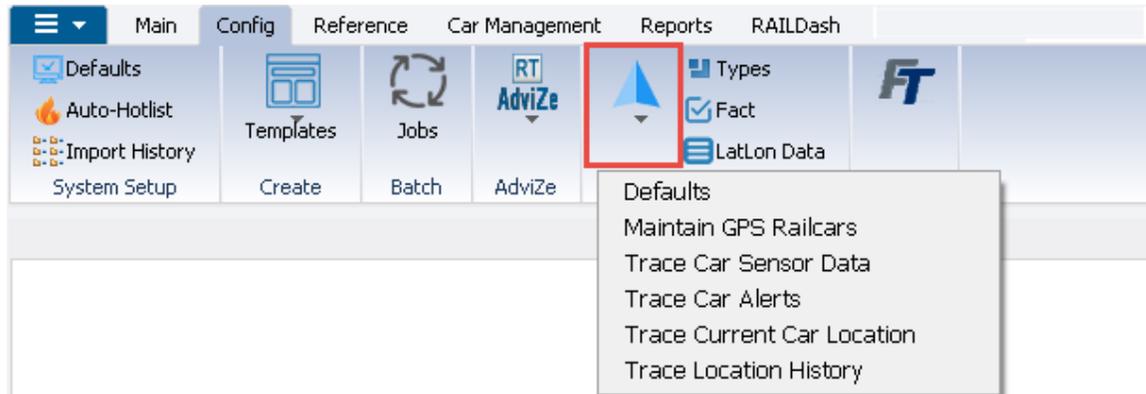


The RT Advize icon allows System Administrators to set up and/or manage shipment and detention notifications. A System Administrator password is required.

By selecting RT Advize, a System Administrator is able to:

- Maintain recipients information
- Create or update customers to receive notifications
- Create or update suppliers to receive notifications

GPS



The GPS icon provides specialized services collaborating with GPS vendors, which allow users the ability to report and manage shipments of railcars equipped with GPS tracking devices.

GPS Fact Icon



The GPS Fact icon contains the initial setup screens for managing GPS shipments.

Contact Information

RAILTRAC Support: RT_Support@railtrac.com

eBILL® Support: EB_Support@railtrac.com

Outage Table Support: OT_admin@railtrac.com

Bourque Logistics' IT Department: bds_admin@railtrac.com

YardMaster® - ym_support@railtrac.com

Bourque Logistics' Main Phone: 281-362-1513