



**Adding New Customers
RAILTRAC®
Revision Number 1
2/14/2017**

Once logged into 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 for different consignee fields. At the bottom of the dialog, there are buttons for 'Add', 'Delete', '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.

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

RT Find SPLC

SPLC Code	ERPC City	ERPC State	City	State	Rule 260
853487	17STREET	OR	17 TH ST	OR	
259833	213MILSID	VA	213 MI SIDING	VA	
504469	3RDST	MN	ST PAUL 3RD STREET	MN	
093987	45AVENUE	BC	FORTYFIFTHAV	BC	
938630	5 HERMANO	SI	5 HERMANOS	SI	
267774	7MILFORD	VA	SEVEN MILE FO	VA	
252797	94MILSIDI	VA	94 MILE SID	VA	
038465	AALARIE	PQ	A ALARIE	PQ	
774896	ABAJO	NM	ABAJO	NM	
474337	ABANDA	AL	ABANDA	AL	

Set Filter

SPLC Code	ERPC City	ERPC State	City	State	Rule 260
<input type="text"/>					

OK Cancel

A 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 Find SPLC

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State	260
496720	VERBEACH	FL	VERO BEACH	FL	
354911	VERONA	OH	VERONA	OH	
558038	VERONA	NE	VERONA	NE	
041009	VERONA	ON	VERONA	ON	
338491	VERONA	WI	VERONA		
576787	VERONA	MO	VERONA		
731571	VERONA	WY	VERONA		
283394	VERONA	KY	VERONA		
517463	VERONA	ND	VERONA		
481877	VERONA	MS	VERONA	MS	

Type in the first few letters of the city to search

Set Filter

SPLC Code	ERPC City	ERPC State	ERPC City	Rule State	260
			VERO		

Ok Cancel

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: VERO BEACH State: FL 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: 496720

Comments:

Can ER Plan /Phone: Rail Siding:

Rail Station: Rail Sub Station:

9 digit SPLC:

OK Cancel

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 a software application. The primary window is titled "Add New Consignee" and contains a form with the following fields:

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

At the bottom of the "Add New Consignee" window are "OK" and "Cancel" buttons. A secondary window titled "Add Customer" is overlaid on top, containing a question mark icon and the text: "Do you wish to enter a default DYZ Destination Criteria for this new Customer Number?". Below the text are "Yes" and "No" buttons.