



## RAILTRAC Advance®: Managing Diversions

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## Steps to Create a Diversion

1. In the SHIPMENTS or DIVERTIBLE SHIPMENTS module, select the trip to be diverted from the grid.
2. In the SHIPMENT DETAILS section, select the DIVERSIONS pill button to navigate to the DIVERSIONS section.

The screenshot shows the RAILTRAC SHIPMENTS interface. At the top, there's a navigation bar with 'Shipments - RAILTRAC' and user information 'USER DEMO' and 'BDS User'. Below is a sidebar with various navigation options like 'Home', 'FASTRAC', 'Shipments', 'Manage Diversions', etc. The main area displays a table of shipments with columns: Car Initial, Car Number, Ship Date Time, Cust Number, Cust Name, Care Of Name, BOL Number, Order Number, Fleet ID, Business Group, Origin City, Origin State, Origin ETA, and Destination C. A red circle '1' highlights the first row of the table. Below the table, a detailed view for shipment 'BLFX 010121 01/02/2021 00:00:00' is shown. A red circle '2' highlights the 'Diversion' button in the navigation tabs. Below the tabs, there's a 'Jeopardized Shipment' notification box stating 'This shipment is jeopardized: NON MOVING'.

3. Select Create Diversion.
4. Add Trip Diversion Information Form will open. You will need to enter in the diversion information. Required fields are listed below in **BOLD**.
  - a. **Select Diversion type**
    - i. The system will only display Diversion types allowed for that trip.
  - b. **Enter Divert Date Time** (will become Ship Date on newly created diverted trip)
    - i. You can use an existing CLM by selecting the + (plus) icon and choosing a CLM in CLM history. The system will add one second for the Divert Date Time if the Q CLM is used.
      1. Current Location will become the Diverted trips Origin. Ensure you are choosing a CLM that has the correct origin of the diversion.
      2. The Load/Empty Status comes from the selected CLM.
    - ii. You may also enter a Divert Date time by selecting the Calendar icon or manually entering information into the data field.
  - c. **Select Who Pays**
  - d. **Select Shipment type**
  - e. **New Return Location**
    - i. For Consignees that are configured to initiate in Status 1, this will populate based on the Route Code entered in the Diversion form. This field can be changed.
    - ii. For Consignees that are configured to initiate in Status 3, this will populate the customer location. This will be read only.
  - f. **Select New Consignee.**
  - g. You may update your Order No and BOL No

## h. Select New Route Code

- i. Diverted trip Destination comes from Route Code destination except for Storage and Shop Diversions where the Destination is determined by the Consignee.
- i. You may update your Fleet and/or Business Group.
  - i. To change the Fleet and/or Business Group for the trip only, select from the drop down menu in those fields.
  - ii. To update the Fleet and/or Business Group at the Fleet level, check the box labeled "Update Fleet Assign". This will update the Equipment level assignments as well as the trip level.

ABCD 1234 07/10/2024 10:54:00

Shipment Grid | Shipment Details | Products Shipped | CLM History | **Diversions** | Route | Customer | Comments | Reporting Categories | Hot Lists

### Add Trip Diversion

Save Diversion | Cancel

Diversion Type\* **DESTINATION DIVERSION** (1) | Divert Date Time **07/16/2024 07:25** (2) | Who Pays\* (3)

Load/Empty\* **E** | Required Shipment Type (4) | Required New Return Location

Consignee (5) | Consignee City | Required State

Road Car ID	CLM Date	Sight Code	Current Location	Order No.	BOL No.	Route Code	Route Description	Fleet	Bus. Grp.	Update Fleet Assign?
UP						Route	Route Description	Fleet	Bus...	
AOKX 497764	07/16/2024 07:25	A	NLITROCK AR	Order No.	BOL No.	Route (6)	Route Description	Fleet UNKN	Bus... UNKN	<input type="checkbox"/>

## Multi-car Diversions

1. Currently for multi-car diversions the cars must all be in the same Car Status.
2. In the SHIPMENTS or DIVERTIBLE SHIPMENTS module, Select the trips to be diverted from the grid. To select individual cars, hold CTRL and click on each car. To select a list of cars, hold SHIFT and select the first and last car in a list.
3. In the SHIPMENT DETAILS section, select the DIVERSIONS pill button to navigate to the DIVERSIONS section

Shipment Grid

SYSTEM TRIP

Car Init...	T 1	Car Num...	T 2	Ship Date T...	Cust Name	Cust Number	Origin City	Origin State	Destination City	Destination State	Fleet ID	Business Group	Trip Status	Car Status	Car Status Description	Commodity Code	Com...
ADK		854691		05/14/2020	CUST565	205435	BRITT	IA	CHACITY	IA	3792	9999	C	3	TO ORIGIN	0113215	0113
ADK		854692		04/23/2020	CUST565	205435	BRITT	IA	CHACITY	IA	ADISS	9999	C	3	TO ORIGIN	0113215	0113
ADK		854700		01/31/2020	CUST 030	ETH-030	BRITT	IA	HARTLEY	IA	ADISS		C	3	TO ORIGIN	0113215	0113
ADK		854725		01/31/2020	CUST 030	ETH-030	BRITT	IA	HARTLEY	IA	ADISS		C	3	TO ORIGIN	0113215	0113
ADK		854725		01/31/2020	CUST 030	ETH-030	BRITT	IA	HARTLEY	IA	ADISS		C	3	TO ORIGIN	0113215	0113
ATSF		085943		07/07/2020	CUST1702	CASSETON	HOUSTON	TX	CASSETON	ND	ADISS		C	1	TO CONSIGNEE	1441310	1441
ATSF		313166		06/22/2020	CUST29	WATCO-HTX	HOLBROOK	AZ	HOUSTON	TX			C	3	TO ORIGIN	1441315	1441
BISX		231010		01/27/2020	CUST1702	CASSETON	FTWORTH	TX	CASSETON	ND			C	3	TO ORIGIN	1441310	1441
BISX		252001		08/06/2020	CUST1702	CASSETON	FTWORTH	TX	CASSETON	ND			C	0	AT ORIGIN	1441310	1441
BKTY		152811		02/19/2020	CUST2248	BRUDERHEIM	GUFFEY	TX	BRUDERHEI	AB			C	3	TO ORIGIN	SAND	SANC
BLFX		010121		01/02/2021	CUST1316	S7901	PAULSBORO	NJ	HOUSTON	TX	AGP	ACR	O	3	TO ORIGIN		
BLFX		010321		01/02/2021	CUST1316	S7901	PAULSBORO	NJ	HOUSTON	TX	AGP	ACE	O	3	TO ORIGIN		
BLFX		011021		01/05/2021	CUST1351	STG-032	AURORA	SD	ARLINGTON	SD	AGP	ACE	O	3	TO ORIGIN	2814158	RCS

Total Count: 1,570

Edit 5 Trips for Mass Update

Shipment Grid | Shipment Details | Products Shipped | Diversions | Reporting Categories | Comments | Not Lists

4. Select Create Diversion.
5. Add Trip Diversion Information Form will open. You will need to enter in the diversion information. Required fields are listed below in **BOLD**.
  - a. **Select Diversion type**
    - i. The system will only display Diversion types allowed for that trip.
  - b. **Enter Divert Date Time** (will become Ship Date on newly created diverted trip)
    - i. You can use an existing CLM by selecting the + (plus) icon and choosing a CLM in CLM history. *For multi-car diversions, the system will display the CLMs for the first car selected.* The system will add one second to Divert Date Time if the Q CLM is selected.
      1. Current Location will become the Origin of Diverted trips.
      2. The Load/Empty Status comes from the selected CLM.
    - ii. You may also enter a Divert Date time by selecting the Calendar icon or manually entering into the data field.
  - c. **Select Who Pays**
  - d. **Select Shipment type**
  - e. **New Return Location**
    - i. For Consignees that are configured to initiate in Status 1, this will populate based on the Route Code entered in the Diversion form. This field can be changed.
    - ii. For Consignees that are configured to initiate in Status 3, this will populate the customer location. This will be read only.
  - f. **Select New Consignee.**
  - g. You may update your Order No and BOL No
  - h. **Select New Route Code** *List is maintained in Reference Manager*
    - i. To apply the same Route Code to all cars, enter the Route in the top row and the data will apply to all cars.
    - ii. Diverted trip Destination comes from Route Code destination except for Storage and Shop Diversions where the Destination is determined by the Consignee.

Road	Car ID	CLM Date	Sight Code	Current Location	Order No.	BOL No.	Route Code	Route Description	Fleet	Bus. Grp.
BNSF							Route 015330-021741-1550	CN	Fleet	Bus...
	IARX 531030	10/14/2020 12:37	B	STOCKTON CA	Order No.	BOL No.	Route 015330-021741-1550	CN	Fleet	Bus...
	IARX 531035	10/13/2020 19:12	A	STOCKTON CA	Order No.	BOL No.	Required Route 015330-021741-1550	CN	Fleet	Bus...
	IARX 531037	10/12/2020 12:27	A	STOCKTON CA	Order No.	BOL No.	Required Route 015330-021741-1550	CN	Fleet	Bus...

- i. You may update your Fleet and/or Business Group.
  - i. To apply the same Fleet/Business Group to all cars, enter the information in the top row and the data will apply to all cars.
  - ii. To change the Fleet and/or Business Group for the trip only, select from the drop down menu in those fields.
  - iii. To update the Fleet and/or Business Group at the Fleet level, check the box labeled "Update Fleet Assign". This will updated the Equipment level assignments as well as the trip level.

## **Destination Diversions**

Used when a car is diverted to a new destination.

Only Open trips in Car Status 1 or 3 can be diverted.

Not allowed on Empty trips where the Trip initiated in Car Status 1 and the current Car Status is 3. (The empty return leg of a round trip shipment). Diversions that fit this category should be processed as a [Return Diversion](#).

- o The Original trip will close with the following information:
  - For cars currently in Status 1:
    - One Way
    - Car Status 2 (At Consignee)
    - Divert Date and Time will be used as the Actual (ACT) Consignee Notification and Trip Close Date
    - Is Diverted Flag = Y
    - Is Trip Diverted = Y
  - For cars currently in Status 3:
    - Car Status 0 (At Origin)
    - Divert Date and Time will be used as the Actual (ACT) Trip Close Date
    - Is Diverted Flag = Y
    - Is Trip Diverted = Y
- o The New Diverted Trip will be created with the following information:
  - Ship Date will be the Divert Date Time
  - Origin City will be the CLM Location chosen during the diversion process or the Current Location in RT when creating the Diversion
  - Destination and Return City will be determined by the Route Selection
  - Initiating Car Status is determined by the Consignee information found in Customer Types settings in Reference Manager

- Is Diverted Flag = Y
- Is Trip Diverted = N

## **Storage Diversions**

Used to divert a car to a storage location.

Only Open trips in Car Status 1 or 3 can be diverted.

No additional restrictions for Storage Diversions.

- Route Code will prepopulate as DIVERT TO STORAGE and be read only
  - The Original trip will close with the following information:
    - For cars currently in Status 1:
      - One Way
      - Car Status 2 (At Consignee)
      - Divert Date and Time will be used as the Actual (ACT) Consignee Notification and Trip Close Date
      - Is Diverted Flag = Y
      - Is Trip Diverted = Y
    - For cars currently in Status 3:
      - Car Status 0 (At Origin)
      - Divert Date and Time will be used as the Actual (ACT) Trip Close Date
      - Is Diverted Flag = Y
      - Is Trip Diverted = Y
  - The New Diverted Trip will be created with the following information:
    - Ship Date will be the Divert Date Time
    - Origin City will be the CLM Location chosen during the diversion process or the Current Location in RT when creating the Diversion
    - Destination and Return City will be determined by the Consignee Selection
    - Initiating Car Status is determined by the Consignee information found in Customer Types settings in Reference Manager
    - Is Diverted Flag = Y
    - Is Trip Diverted = N

## **Shop Diversions**

Used to divert a car to a Shop.

Only Open trips in Car Status 1 or 3 can be diverted.  
Not allowed on loaded trips.

- Route Code will prepopulate as DIVERT TO SHOP and be read only
  - The Original trip will close with the following information:
    - For cars currently in Status 1:
      - One Way
      - Car Status 2 (At Consignee)
      - Divert Date and Time will be used as the Actual (ACT) Consignee Notification and Trip Close Date
      - Is Diverted Flag = Y
      - Is Trip Diverted = Y
    - For cars currently in Status 3:
      - Car Status 0 (At Origin)
      - Divert Date and Time will be used as the Actual (ACT) Trip Close Date
      - Is Diverted Flag = Y
      - Is Trip Diverted = Y
  - The New Diverted Trip will be created with the following information:
    - Ship Date will be the Divert Date Time
    - Origin City will be the CLM Location chosen during the diversion process or the Current Location in RT when creating the Diversion
    - Destination and Return City will be determined by the Consignee Selection
    - Initiating Car Status is determined by the Consignee information found in Customer Types settings in Reference Manager
    - Is Diverted Flag = Y
    - Is Trip Diverted = N

## **Return Diversions**

Used to divert a car to a new Return location.

This should be used if you want to close the original trip and create a new diverted trip.

***To do a route correction or data updates, you can simply update the Return City on the trip. If you update the Return City, it will not show up as a Diverted trip for reporting purposes.***

Only allowed on Trips that initiated in Car Status 1 and the current Car Status is 3. (The empty return leg of a round trip shipment)

- The Original trip will close with the following information:
  - Car Status 0 (At Origin)
  - Divert Date and Time will be used as the Actual (ACT) Trip Close Date
  - Is Diverted Flag = Y
  - Is Trip Diverted = Y
- The New Diverted Trip will be created with the following information:
  - Ship Date will be the Divert Date Time
  - Origin City will be the CLM Location chosen during the diversion process or the Current Location in RT when creating the Diversion
  - Destination and Release City will be determined by the Route Code
  - Initiating Car Status is determined by the Consignee information found in Customer Types settings in Reference Manager
  - Is Diverted Flag = Y
  - Is Trip Diverted = N