



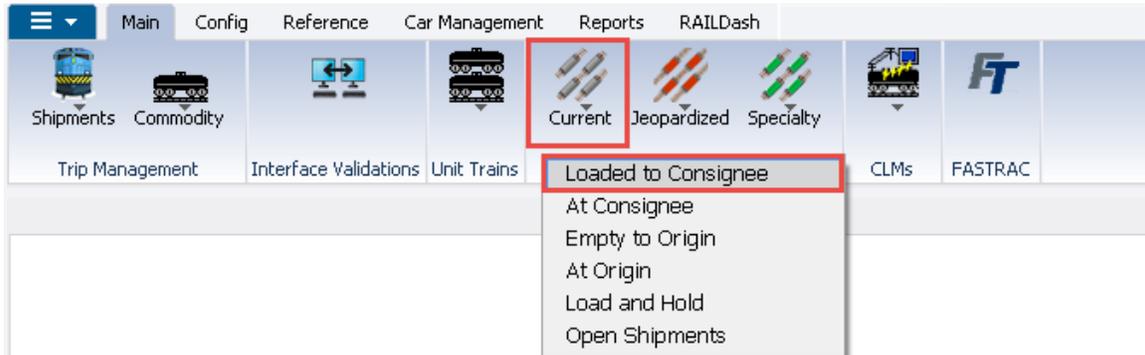
**Set Filter Shortcut
RAILTRAC®
Revision Number 1
2/24/2017**

There are some helpful tips in RAILTRAC. This short cut is available on all main report screens and can be used to quickly find specific information.

Set Filter Shortcut – Use the filter shortcut to narrow report results.

Example: Use this shortcut if the user needs to narrow down a search for all shipments going to the destination city of Watson, CA.

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



The Get Data For Loaded to Consignee will appear. In this screen, select All.

To populate filter, left-click once with your mouse on the row that contains the destination city you want to filter on.

2/24/2017 15:36:53	Ship Date	CLM Date	Trace Loaded to Consignee				Trn Jct	CommCode
Car ID	Ship Date	CLM Date	SC Location	Destination	Road			
ACFX 069412	02/20/17 00:01	02/20/17 00:01	Q AMELIA	TX CARROLLTO	TX UP			
Exp Comnts:			Ship Comnts:					
ABCD 321564	02/17/17 00:00	02/17/17 00:00	Q GLENDALE	AZ FRUITRIDG	CA BNSF			
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:					
ABCD 222222	02/14/17 00:00	02/14/17 00:00	Q WINDFALL	AB LEECREEK	NC CN			
Exp Comnts:			Ship Comnts:					
UTLX 123456	02/14/17 00:00	02/14/17 00:00	Q MTPLEASAN	IA SANDWICH	IL BNSF			
Exp Comnts:			Ship Comnts:					
GCSX 022332	02/04/17 00:00	02/04/17 00:00	Q GIBBSTOWN	NJ CICERO	IL CSXT		0005000011	
Exp Comnts:			Ship Comnts:					
GCSX 022333	02/04/17 00:00	02/04/17 00:00	Q GIBBSTOWN	NJ CICERO	IL CSXT		0005000011	
Exp Comnts:			Ship Comnts:					
ACFX 123456	10/11/16 00:00	10/11/16 00:00	Q BAYONNE	NJ CORDOVA	IL CSXT			
Exp Comnts:			Ship Comnts: 02/20/17 15:44					
TILX 305634	09/01/16 00:00	09/01/16 00:00	Q BILLINGS	MT PARADISE	MT			
Exp Comnts:			Ship Comnts: 02/14/17 14:20					
WJBX 099835	09/01/16 00:00	09/01/16 00:00	Q FEEDER	ON HOUSTON	TX			
Exp Comnts:			Ship Comnts:					
GCCX 095067	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA CN		00008	
Exp Comnts:			Ship Comnts: BO BRAKE 02/01/17 16:12 BRAKE SHOE WEAR					

Then, right-click with mouse on the actual criteria you want to filter by. This will automatically fill in information in the Find Column and select Apply.

2/24/2017 15:39:06 Trace Loaded to Consignee

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ET#
ACFX 069412	02/20/17 00:01	02/20/17 00:01	Q AMELIA	TX CARROLLTO	TX	UP		02/
ABCD 321564	02/17/17 00:00	02/17/17 00:00	Q GLENDALE	AZ FRUITRIDG	CA	BNSF		03/
UTLX 100010	02/15/17 00:00	02/15/17 00:00	Q HANNA	OH DRAGON	MS	WE		02/
UTLX 400020	02/15/17 00:00	02/15/17 00:00	Q EVACITY	PA DRAGON	MS	BNSF		02/
ABCD 123333	02/14/17 00:00	02/14/17 00:00	Q EVACITY	PA DRAGON	MS	BNSF		02/
ABCD 222222	02/14/17 00:00	02/14/17 00:00	Q WINDFALL	AB LEECREEK	NC	CN		03/
UTLX 123456	02/14/17 00:00	02/14/17 00:00	Q MTPLEASAN	IA SANDWICH	IL	BNSF		02/
GCSX 022332	02/04/17 00:00	02/04/17 00:00	Q GIBBSTOWN	NJ CICERO	IL	CSXT	0005000011	02/
GCSX 022333	02/04/17 00:00	02/04/17 00:00	Q GIBBSTOWN	NJ CICERO	IL			02/
ACFX 123456	10/11/16 00:00	10/11/16 00:00	Q BAYONNE	NJ CORDOVA	IL			10/
TILX 305634	09/01/16 00:00	09/01/16 00:00	Q BILLINGS	MT PARADISE	MT			09/
WJBX 099835	09/01/16 00:00	09/01/16 00:00	Q FEEDER	ON HOUSTON	TX			09/
GCCX 095067	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008	08/

Data will now be sorted by the Destination City of Watson, CA.

2/24/2017 15:42:15 Trace Loaded to Consignee

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode
GCCX 095067	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008
GCCX 095068	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008
GNCX 950067	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008
GNCX 950068	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008
GNCX 950070	08/03/16 00:00	08/03/16 00:00	Q BATROUGE	LA WATSON	CA	CN	00008
GCCX 095060	08/02/16 00:00	08/06/16 02:32	A DAYTON	TX WATSON	CA	BNSF	00010
GCCX 095063	08/02/16 00:00	08/05/16 03:00	P BAYTOWN	TX WATSON	CA	BNSF	00010
GNCX 950063	08/02/16 00:00	08/06/16 02:32	A DAYTON	TX WATSON	CA	BNSF	YDYY10 00010
BLGX 031043	07/10/15 00:00	07/10/15 00:00	Q FAIRMONT	NE WATSON	CA	BNSF	4909152