

RAILTRAC[®] USERS GUIDE

Bourque Logistics RAILTRAC User 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 userdefined 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
- 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



Trip Status and Car Status

The Structure of a Trip in Status 1:

When a trip is in a Status 1, the car is moving to the consignee. Current location is not the destination, and the dates are all still estimated.

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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.

Detai Customer	Product Route Code Car Assignment CLM History	Car Profile									
KX 035109 06/	10/16										
E Detai Only	Shipment Information				CLM History/Arc	chive					
CLM History	Car ID: 40KX 035109	Origin: HOUSTON TX	 LOT # 		Car ID	CLM Date	SC Loc City	St L/E	Trn Jct Road	Dest City	st
ReApply CLMs	Ship Date: 06/10/16 00:00	Destination: GRAPRAIRI AB	 TREF 2 		4ORX 035109	07/03/16 13:54	Z GRAPRAIRI	A8 👤	01	GRAPRAIRI	48
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7 Create Diversion	Care Orname:	Careting Nethersteen 0.202/06.00.00	- WATCHE	-	ACICC 035109	06/21/16 07:17	P DIVERSION		pror	ER ADD A1DT	- PO
Shop Form	Route Desc: ENSE-SUPER-ON	Contign Delivery: 07/03/16 13:54 Act	A per Origin:		ACKX 035109	06/18/16 23:42	P CONGO		BNSE	CRAPRATRI	- 48
Hot Lists	Shipment Type: 01 - Plant to Customer	Consign Release: 06/22/16 00:00 Est	 Master Trip No.: 		ACICK 035109	06/18/16 13:25	P COLUMBUS	KS VI	BISE	GRAPRAIRI	- M8
Comments	Order Number: BOL No.:	Trip Close: 07/02/16 00:00 Est	Import Source:	MANUAL	ACKX 035109	06/14/16 09:36	P ARDMORE		B1GF	GRAPRAIRI	84
Comm. Shipped	Shipper No.: Cust PO:	Previous Trip Close: 06/10/16 00:00	Import Date:	10/11/16 10:20	ACKX 035109	06/12/16 03:00	P HOUSTON	TX .	BNSP	GRAPRAIRI	48
Trouble Log	Trip Status: Open 💽 Car Status: 2 - At Consignee	Current Location: GRAPRAIRI A8	-		ACKX 035109	06/10/16 09:23	W STOYD	TX VL	PTRA	GRAPRAIRI	48
Calc Route Detail	Fleet: FREE Group: FREE	Site Code: Z - Actual Placement	-		ACKX 035109	06/10/16 00:00	Q HOUSTON	TX V	BNSP	GRAPRAIRI	48
	Shop Move: No One Way/RT: One Way	 CLM Date/Time: 07/03/16 13:54 									
	Prepaid V Car Conditions Good	ETA Consignee: 06/20/16 00:00									
	Free Runner: Tos Suppler Ship: Fig. Extracted: No.	Bil Detention: VES *									
	Suppler Code: (1) Name:	L/E: Load V									
	CSR No.:	Road: ON									
	Unit Train ID: Sales Rep:										

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 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.

Customer	Product y Ru	one code car reary ment carminatory ca	- Troine								
WTBX 099844 03/3	25/16										
E Detail Only	Shipment Infr	ormation				CLM History/An	chive				
CLM History	Car ID:	WTBX 099844	Origin:	MARHOOK PA V LOT #		Car ID	CLM Date	SC Loc City	St L/E	Trn Jct Road Do	st City St
ReApply CLMs	Ship Date:	03/25/16 00:00	Destination:	REYBOLD DE . TREF 2		WITEX 099844	04/07/15 00:00	P STOCREEK	PA 💌 🖻	NS M	пноок ра
Detention Detail	Consignee No.:	BD523456	Release:	REYBOLD DE TRIP REF #3		WTEX D99844	04/05/15 00:00	A STOCREEK	PA • F	NS M	RHOOK PA
Vew Diversion	Consignee Nm:	BDS TEST FOR CLASS	Return:	MARHOOK PA TRIP REF #4		WITEX 099844	04/05/16 12:00	P ABRAMS	PA - E	NS MA	RHOOK PA
QR Create Diversion	Care Of Name:		Requested Delivery	00/00/00 00:00 TIPPY1	· ·	WTEX 099844	04/03/16 00:00	W REVBOLD	DE 🔳 E	NS RE	IBOLD DE
Shan Form	Route Code:	MARPA-221268-1034	Consign Notification	04/01/16 09:01 Act OPERATIONS		WTEX 099844		2 REVBOLD		NS RE	BOLD DE
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Carc House Desai	Shop Move:	No V One Way/RT: Round Trip	CLM Date/Time:	04/07/16 00:00							
	Frt Pmt Code:	Prepaid Car Condition: Good	ETA Consignee:	04/06/16 00:00							
	Diverted:	No B/D Days: 0	ETA Origin:	04/13/16 00:00							
	Free Runner:	No Supplier Ship: No Extracted: No	Bill Detention:	YES .							
	Supplier Code:	1 Name: MONROE ENERGY LLC	L/E:	Empty							
	CSR No.:		Road:	24							
	Unit Train ID:	Sales Rep:									
sdv											

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.

St L/E Tm Jct Road Dest City St PA E HS MARHOOK PA PA E HS MARHOOK PA PA E HS MARHOOK PA
St L/E Tm 3ct Road Dest City St PA E NS MARHOOK PA PA E NS MARHOOK PA PA E NS MARHOOK PA
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Click Origin Criteria under the CLM History tab in the Detail View to see this Origin Code and the information stored.



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.

Main Conf	fig Reference C	r Management Rep	orts RAILDas	sh									
Car Profile	Fields Impo	t With Add Template t With Update Templat	Fleet	Parties	Categories	W at List	Allowance	Create Outage Detail	F				
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Fleet ID Fleet Nam	ке —							SYSTEN DEFAULT Column Fleet Name Fleet Name	Where	Value	bete	save setup	

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.

RT RAILT	TRAC® (KELLYA @ RTOL_											
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Busi	ness Groups 🗙											
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								Column Buiness Group Buiness Group Name Fleet ID Group ID	Where = _ <td>Value</td> <td></td> <td></td>	Value		
								0)	C All	New	Cancel	Setup

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.

RT RAILT	TRAC® (KELLYA @ RTOL_DI	:V)								
=-	Main Config Refere	Car Management	Reports RAILDa	sh						
Car Profile	Redefinable Fields	Import With Add Tem	emplate Fleet	Parties Catego	ries 🔥	Allowance	Create Outage Detail	FT		
	Car Pro	file	Car Assign	Lease Operati	onal Hot List	Mileage	Outage Tables	FASTRAC		
Car	Assignment 🗙									
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Add	Delete Sort	View GD Add	Delete Apply	Reset Save	Select	Ge	et Data For Car Assignme	nt Maintenar	ice (KELLYA @ RTOL_DEV	
Car In	nit CarNo. Fleet	Bus. Group C	ar User ID			I	KELLYA 01		bet as Derault	Save Setup Delete Setup
							Column Car Number Car Initial Fleet ID		Value	
							Buriness Group		Delete	

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.

Car Init Car No.	Fleet	Business Group	Service Type
		•	•
		Add Cancel	

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.

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Sort By Column Car Initial Car Number Fleet ID	Asc V V V V V Sort	Find Column	Wher • • • • • • • • • •	re Value	Reset	And	/Or V V ect	G	et Data For Car Assignme	nt Maintena	ance (KELL)	YA @ RTOL_DEV)		
Add Delet		,	-l!						KELLYA 01		•	Set as Default	Save Setup	Delete Setup
Car Init Car N	lo. Fleet	Bus. Group	Car User ID)					KELLYA 01	Where	Value	Set as Default	Save Setup	Delete Setup
Carlnit CarN	lo. Fleet	Bus. Group	Car User ID	1					KELLYA 01 Commen Car Initial Fleet ID Butiness Group Car User ID	Where * * * * * * * * * * * * * * * * * * * * * * * * * * * *		Set as Default	Save Setup	

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 Part	y No. Rider No.	Arrival Date	Status
	-			•	▼ 02/14/18	MISSING REQ FIELDS
				Add Cance	ł	

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.

Column	Wł	nere	Value		
Route Code	-	- (
Route Description	-	-			
Destination City	-				
Destination State	-	-			
Origin City	-	-			
Origin State	-	-			
Return City	-	-			
Return State	-	•			

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

RT Build Route			x
	Build Route	e By Segment	
	🔘 Build Route	e FreeForm	
	ОК	Cancel	

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

Origin: Destination:	SPLC	ERPC City	State	Non-Line Hau Non-Line Hau One Way e origin	Il Origin Carrier: Il Delivery Carrier:	No			
Contract No.		Railr	SPLC box to se origin cit	arch for Y	n Benchmark Hours	Segment Miles	Weight Limit	Active Status	
						<u> </u>			
			OK <u>C</u> ancel						

SPLC Code	ERPC City	ERPC State	City	Stal	Rule e 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	ОН	AKRO
468510	ALBANY	GA	ALBANY	GA	ALBAM
173360	ALBANY	NY	ALBANY	NY	ALBNY
471763	ALCITY	AL	ALABAMA CIT	/ AL	ALAC
684729	ALDINE	TX	ALDINE	TX	
655950	ALEXANDRI	LA	ALEXANDRIA	LA	ALXRA
204370	ALLENTOWN	PA	ALLENTOWN	PA	ALTN
316330	ALMA	MI	ALMA	MI	ALMAI
381346	ALSIP	IL	ALSIP	IL	
264210	ALTAVISTA	VA	ALTAVISTA	VA	ALTA\
063036	ALTONA	MB	ALTONA	MB	
212440	ALTOONA	PA	ALTOONA	PA	ALTOP
876488	ALVARADO	CA	ALVARADO	CA	
672700	AMARILLO	ΤX	AMARILLO	ΤX	AMAR
Search Crite	eria				
City:	TIOGA			State:	ND
ERPC City:				ERPC State:	
SPLC:					
	Search	QK	⊆lose		

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

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 S	SPLC									
SPLC	ERPC	ERPC		Rul						
Code 513942	City TIOGA	State City ND TIOG	A	State 260						
Search Cr City: ERPC City: SPLC:	Sele	ct origin city and ok	click Rec ERPC Close	: ND State:						
		SPLC ERPC	City	Sta	te					
Ori	igin:	513942 TIOGA		ND		Non-	Line Haul Or	igin Carrier:]
De	stination:				-	Non-	Line Haul De	livery Carrier:]
						One	Way		No]
Contra No.	ict		Railroad	Rule 260 Code	ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segme Miles	nt We Lir
								0		0
				OK	Caprel					

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

File Edit Settings	View Help				
] ළ 🕕 🔁 🆛 🛍	i 🕅 🛛 × ⅔=	🛛 🔍 🎟 🤣 🖬 🤩 E	I 🖗 🖓 🛈 🖓 🖓 🖉 🛱	• *** 🗃 🗐 🖉 🛋 🛲	i 🔛 🌗
Sort By Column Route Code	Asc Find	Column When = = = = =	e Value	And v And v And v And v Get	e Detail Segments SPLCs
Origin: Destination:	SPLC ERPC City 513942 TIOGA	State ND v	Non-Line Haul Origin Carr Non-Line Haul Delivery Ca One Way	ier: arrier: No	
Contract No.	Rail	Right click ir Destination SPL search for Dest city	n the C box to ination C Hours	nark Segment Weight Miles Limit 0 0	Active Status 0 Y
		OK Cancel]		

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

Code	ERPC City	ERPC State	City	State	Rule 260
684722	HOUCHANEY	TX	HOUSTON CHANEY	ΤX	CADLE
684854	HOUEXPORT	TX	HOUSTON EXPORT	ΤX	
684800	HOUSTON	TX	HOUSTON	TX	HUSTN
684803	HOUSTONST	TX	HOUSTON ST	ТΧ	
Search Crite	eria				
Search Crite City:	eria Houston		State:	T	x
Search Crite City: ERPC City:	eria HOUSTON		State: ERPC State	T	x

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	HOUCHANEY	ТΧ	HOUSTON CHANEY	TX	CADLE
684854	HOUEXPORT	ТΧ	HOUSTON EXPORT	TX	
684800	HOUSTON	TX	HOUSTON	TX	HUSTN
684803	HOUSTONST	TX	HOUSTON ST	TX	
	Select desti clie	natioı ck ok	n city and		
Search Crite	eria				
City:	HOUSTON		Stat	e: T	~
EDDC City			FDD	C State:	
SPLC:			LKF	e stato.	
	Search	ОК	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: Destination:	513942 684800	TIOGA HOUSTON		State ND 💌 TX 💌	Non- Non- One	-Line Haul O -Line Haul D Way	rigin Carrier: elivery Carrier:	 No			
ontract o.		Railroad	Rule 20 Code	50 ERPC City	ERPC State	Junction SPLC	Benchmark Hours	Segment Miles	^t Weight Limit	Acti Stat	ve
		BNSF	CHGO	CHICAGO	IL	380000		0			

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
ок

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

RT Build Route Segments			23
The new Route Code is:	TIOND-68	4800-13055	
Reverse Route Description :	UP-CHGO	-BNSF	
	ОК	Cancel	
_			

RAILTRAC will then display the Route Summary screen.

Route Code:	TIOND-684800-13	055			Assignment:		•
Route Description:	BNSF-CHGO-UP				Active Status:	Yes	-
- Route Locations				Rout	e Carriers		
Origin City/State:	TIOGA	ND 💌 SPLC:	513942	Depar	ting Carrier:	BNSF	
Dest City/State:	HOUSTON	TX 💌 SPLC:	684800	Delive	ring Carrier:		
Release City/State:	HOUSTON	TX 💌 SPLC:	684800				
Return City/State:	TIOGA	ND 💌 SPLC:	513942	Path (Code:	13055	
- Route Specification	ns						
One Way/Round:	Round Trip 🖉	Auto Close Y/N:	No	Route	Detail Auto Cal	c: Yes	-
Origin Code: 🕕	TIOND	Rule 11 (Y/N):	No	Intl Bo	order Crossing (Y	(/N): No	-
Initiate Car Status:	1- To Consign 👻	Mileage Type:	0	Intl Bo	order Crossing S	PLC:	
Contract No.:							
ETA Specifications	·						
Transit Time Out:	240	Transit Time In:	240				
Date Average Calc:		Recalc Reset Day	ys: 30	Hist Ti	rip 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.

Main Config Reference	Car Management	Reports RAILDash Admin Tes	t
Bill To Consignee Supplier Railroad	÷	Criteria	ld Values IIII 🚑 두
Parties	Products Geography	Route Codes	Measure Comments FASTRAC
		Participating Railroad Path Code Preferred Segment Miles Detail	

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

Column		Whe	ere		Value
Route Code		=		0	
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.

RT Build Route			X
	Build Route By Sec	yment	
	🔘 Build Route FreeFo	orm	
	OK Can	cel	

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

Origin: Destination:	SPLC	ERPC City	State	Non-Line Haul Non-Line Haul One Way	Origin Carrier: Delivery Carrier:	No			
Contract No.		Railr	Right click in the o SPLC box to sear origin city	origin ch for	n Benchmark Hours	Segment Miles	: Weight Limit	Active Status	
		I			<u>i "</u>		I		
		(OK <u>C</u> ancel						

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

SPLC Code	ERPC City	ERPC State	City		State	Rule 260
483170	ABERDEEN	MS	ABERDEEN		MS	ABRDM
678810	ABILENE	TX	ABILENE		TΧ	ABLEN
790151	ADAMANA	AZ	ADAMANA		AZ	
644997	ADDIS	LA	ADDIS		LA	
382219	ADDISON	IL	ADDISON		IL	
344700	AKRON	OH	AKRON		ОН	AKRON
468510	ALBANY	GA	ALBANY		GA	ALBAN
173360	ALBANY	NY	ALBANY		NY	ALBNY
471763	ALCITY	AL	ALABAMA CITY		AL	ALACY
684729	ALDINE	TX	ALDINE		TΧ	
655950	ALEXANDRI	LA	ALEXANDRIA		LA	ALXRA
204370	ALLENTOWN	PA	ALLENTOWN		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	TΧ	AMARILLO		ТΧ	AMARO
Search Crit	eria					
City:	TIOGA			State:	Ν	D
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.

	<u> </u>	/						
Find Origin S	SPLC							
SPLC	ERPC	ERPC		Rule	_			
Code	City	State City	9	itate 260				
513942	TIOGA	ND TIOGA	l.	ID				
Search Cr CRy: ERPC City: SPLC:	TIOSA	NO TIOGA	K State: ERPC State: ie	ND				
Orig Des	in: tination:	SPLC ERPC City 513942 TIOGA	Sta ND	te v	No No On	n-Line Haul C n-Line Haul D ne Way	Drigin Carrier: Velivery Carrier:	No
Contrac No.	t	Railroad	Rule 260 Code	ERPC City	ERPC State	Junctior SPLC	Benchmark Hours	Segment Miles
							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.

File Edit Settings	View H	Help							
ව 🔁 🕫 10		× 🛯 🔛	8. 🖩 💛 🖿	2 🖂 🖗 (⊃ ⊚ ↓ª₂ ₼	🐺 📖 👯	1 🗟 LE d	Ø 🛋 🛲 🎆	I •
Sort By Column Route Code	Asc	Find Co	olumn	Where Ya = • = • = •	lue	And And And And And	l/Or 1 • 1 •	Route Deta Route Segme Get SPLC	ail ents s
Origin: Destination:	59LC E	ERPC City TIOGA	State		Jon-Line Haul Oriq Jon-Line Haul Deli Dne Way	gin Carrier: ivery Carrier:	No		
Contract No.		Railt	Destination search for	SPLC box Destinatio	n ction E	Benchmark Hours 0	Segment Miles 0	: Weight Limit	Active Status
		(ОК	Cancel					

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

ind SPLC					
SPLC Code	ERPC	ERPC	City	5	Rule
875670	LATHROP	CA	LATHROP	C.	A LATHP
Search Crit	eria				
City:	LATHROP			State:	CA
ERPC City:				ERPC State:	
SPLC:					
	Search	OK	Clore		
	bearch	OK	Close		

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

Find SPLC				
SPLC	ERPC	ERPC	61-1-	Rule
875670		CA LATHROP	CA	LATHP
	Select destina click	ation city and ok		
Search Crite	eria			
City:	LATHROP		State: 0	A
ERPC City:			ERPC State:	
SPLC:				
	Search	OK Close		

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

Origin: Destination:	SPLC 513942 875670	ERPC City TIOGA LATHROP	Stal	te V	Non- Non- One	-Line Haul - -Line Haul I Way	Origin Carrier: Delivery Carrier:	NO VI	
Contract No.		Railroad	Rule 260 Code	ERPC City	ERPC State	Junctio SPLC	n Benchma Hours	Segment \ Miles L	Weight Act Limit Sta
		, I	<u>II I</u>	(Use o select a or	drop do ''Yes'' ne way	own menu when build route cod	to ding e.	UY
			ок	<u>C</u> ancel					

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: Destination:	SPLC 513942 875670	ERPC City TIOGA LATHROP		State ND CA	Nor Nor	n-Line Haul C n-Line Haul D e Way	rigin Carrier: elivery Carrier:	Yes			
Contract No.		Railroad	Rule 26 Code	50 ERI Cit	PC ERPC y State	Junction SPLC	Benchmark Hours	Segment Miles	Weight Limit		Active Status
		BNSF	CHGO	CHICAG	O IL	380000	0	0		0	(
		UP					0	0		0	
			~								
J			<u>o</u> k		ncel						

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.



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

RT Build Route Segments				×		
The new Route Code is:	TIOND-87	5670-13056				
Reverse Route Description :	UP-CHGO-BNSF					
C	ОК	Cancel				

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.

Fort By Column Route Code	Asc	Find Colun	nn	Where	Yalue	And/Or
				= •		And And
Add Delete	Sort	View GD	Add De	elete Ap	pply Reset	Save Select
Route Code: Route Description:	TIOND-875670 BNSF-CHGO-U)-13056 P			Assignment: Active Status:	Ves V
 Route Locations Origin City/State: Dest City/State: Release City/State: 		ND V SI	PLC: 513942 PLC: 875670		Route Carriers Departing Carrier: Delivering Carrier:	BNSF
Return City/State:			875670		Path Code:	13056
- Route Specification One Way/Round: Origin Code: (1)	One Way	 ✓ Auto Close ✓ Dulo 1 (Y) 	Y/N: No N): No		Route Detail Auto Ca H Border Crossing (lc: Yes 💌 Y/N): No 💌
Contract No.: – ETA Specifications Transit Time Out:		240 Transit Tim	e In:	Exam Emp	ple of what a ty Route Code look like.	One-Way e should
Date Average Calc:		Recalc Res	et Days: 30			
Consignee Facts

Viewing Consignees

Consi	gnees	can t	be acce	essed b	by clicł	king or	n Refe	rence, Consign	ee, an	d Facts	5.
	Main	Config	Reference	Car Man	agement	Reports	RAILDash				
Bill To	Consignee	Supplier	Railroad		٢	*	Criteria	iiii Shipment Field Values	Units of	#	FT
	Facts Aliases Detenti Types	on Profil	es	Products	Geography	Route		Setup	Measure	Comments	FASTRAC

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.

Get Data For Consignee Ma	aintenance (KEL	LYA @ RTOL_DEV)
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
Column	Where	Value
Consignee No.	- = <u>-</u> ()	
Consignee Name	▾ = 💌 🕕	
Active Status	- = -	
Consignee Type	- -	
Consignee City	- = -	
Consignee State	- -	
Care of Name		
	Add	Delete
	Add	
O	K All	New Cancel Setup

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

Facts X								
🕫 🚎 🗊 🗓) L 🔩 🤣 ፮ 🏭 🗙 🔚 🖳	ê 🗉	🛛 🚽 🖉 Row		896 of 3,706		1	
Sort By Column	Asc Find Column	Where Value	And/Or					
	- V		And 👻					
			And 💌					
	<u> </u>		And 🚽					
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	•
145BDS 191060	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	•
14678DS744300	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-OUAKER STATE COMPAN	Y	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	, - , 5000	Y	CUSTOMER - R	
1489BDS869150	ERGON ASPHALT PRODUCTS INC		LAS VEGAS	NV		Y	CUSTOMER - R	
1488DS194298	CHANNEL PRIME ALL TANCE		SOLITH BRUNSWICK	NI	(000) 000-0000	Y	CUSTOMER - P	
1491805960825	BDS TEST MEXICO DE CV		ΡΔΝΤΔΟΟ	DE	(000) 000 0000	Y	CUSTOMER - P	
1.020000020	DOD TEDT MERICO DE CY		1 ANIAGO	L.A.		1.00	COSTONER - 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.

🕫 😭 🚎 🌮 🗓 🖉 🍫]= 👬 🗙 🗐 🗐 🤤			e≪ Row 976 of 3,706 ► ►
Sort By Column Asc	Find Column	Where Value Image: Constraint of the second s	And/Or And V And V And V Save Select	
Consignee No.: 14808DS272 Consignee Name: PENN2OIL-Q Care Of Name: Consignee Name2: Address Line 1: Address Line 2: CONGO PLAN Address Line 3: Consignee Orby: NEWELL Consignee Phone: (713) 546-43: Cust First Name: Expected Hold Time: Delivery Road: Comments:	2104 UAKER STATE COMPANY NT 174	Consignee Type:	ZUSTOMER ▼ Zip: 26050-000 Active: Yes ▼ 772104	Switching Requirement Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Can ER Plan /Phone: Rail Station: 9 digit SPLC: 272104	Assign R	Rail Siding: Rail Sub Station:		
Assign Bill To Cr	reate Preferred Route	Destination Criteria	Cust Inventory	
Get SPLC	Preferred Route	Shop Facts	Detention Profile	

Adding a Consignee

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

=-	Main	Config	Reference	Car Man	agement	Reports	RAILDash				
Bill To	Consignee	supplier	Railroad	-	٢	÷	Criteria	Shipment Field Values	Units of	*	FT
	Facts Aliases Detention Profiles Types		les	Products	Geography	Route		Setup	Measure	Comments	FASTRAC

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

Get Data For Consignee Mainte	enance (KELLYA	@ RTOL_DEV)							
SYSTEM DEFAULT		▼ Set as Default	Save Setup Delete Setup						
Column	Where \	/alue							
Consignee No. 🖉	= 🖵 🕕								
Consignee Name 🖉	= 🖵 🕕								
Active Status 🖉	=								
Consignee Type 🖉	=								
Consignee City 🖉	=								
Consignee State 🖉	=								
Care of Name 🗨	=								
	Add Delete								
<u> </u>			_						
ОК	All	New 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:	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

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

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

RT Add New Consignee		83							
Coorignee No :	Consignee Type: CLISTOMER - R			of O					
Consigned Name	Consigned Type: Cost of last it.								
Consignee Marine.									
Care Of Name:				-					_
Consignee Namez:			Ŀ	T Find SPLO	3				×
Address Line 1:				SPLC	ERPC	ER	PC .	Rule	
Address Line 2:			٦ŀ	Code	City	Sta	te City	State 260	
Address Line 3:				050000	175TREET	UR	17 11 51	UR	
Consignee City:	State: Jip:			259633	213MILSID 2DDET	VA MA	213 MI SIDING	VA	
Consignee Phone:	Consignee Fax:			003082	JEDUST	PIN	ST PAUL SRD STREET	PC	
Cust First Name:	Cust Last Name:			020400	F HEDMANO	51	EVEDMANOS	ST	
Cust Email:	Shop Y/N: NO 💌 Active: Yes 💌			267774	7MILEORD	51	STIERMANUS	51	
Expected Hold Time:	48 DLV Status: OPEN			20777	04MILISIDI	VA	DA MUE SID	VA	
DI V Road:	SPI C:			020445	ANADIE	10		PO	
				224054	AALARIE	PQ	A ALARIE	PQ	
Comments:				474337		NM Al	ABANDA	ΔI	
Can ER Plan /Phone:	Rail Siding:		ę	Set Filter					
Rail Station:	Rail Sub Station:		ſ	SPLC	ERPC	ER	°C	Rule	
9 diat SPLC:				Code	City	Sta	ite City	State 260	_
s aigit si etc.									
						Ok	Cancel		

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 Find SPLC					×
SPLC Code	ERPC City		ERPC State	City	Rule ^ State 260
496720	VERBEACH		FL	VERO BEAC	H FL
354911	VERONA		ОН	VERONA	ОН
558038	VERONA		NE	VERONA	NE
041009	VERONA		ON	VERONA	ON E
338491	VERONA		WI	VERONA	
576787	VERONA		МО	VERONA	Type in the first few
731571	VERONA		WY	VERONA	letters of the city to
283394	VERONA		KY	VERONA	search
517463	VERONA		ND	VERONA	
481877	VERONA		MS	VERONA	MS
Set Filter					
SPLC Code	ERPC City		ERPC State	City	Rule State 260
				VERO	
		Ok		Cancel	

RT Add New Consigned	ee	×
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	

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.

RT Add New Consigne	e	8	
Consistent No. 1	Canainana Turas CI ISTOMED - D		of 0
Consignee No.:	Consignee rype: Costonick - K		
Consignee Marie:			
Consignee Name?			
Address Line 1:			
Address Line 1.			
Address Line 2:			Consignee Active Consignee
Address Line J.			Phone Status Type
Consignee Lity:	State: v ZIP:		
Consignee Phone:	Consignee Fax:		
Cust Hirst Name:	Cust Last Name:		
Cust Email:	Shop Y/N: NO 💌 Active: Yes		
Expected Hold Time:	0 DLV Status: OPEN		
DLV Road:	SPLC:		
Comments:			Add Customer
			Do you wish to enter a default DYZ Destination Criteria for this new
Can ER Plan /Phone:	Rail Siding:		
Rail Station:	Rail Sub Station:		
9 digit SPLC:			Ves No
1			
	OK Cancel		

Origin Cities

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

Main Config Reference	Car Managemen	t Reports	RAILDash				
Bill To Consignee Supplier Railroad)	Criteria	E Shipment Field Values	Units of	#	Ħ
Parties	Products G C	ityName Aliase	s	Setup	Measure	Comments	FASTRAC
		rigin Cities					
	S	PLC/ERPC					
	S	tate Facts					

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

Get Data For Origin Cities Ma	intenance		
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup	
Column	Where	Value	_
Origin City 👤	= 🔻		
Origin State 👤	= 🔻		
SPLC	= 🔻		
Origin Code 🗨	= 🔻		
	Add	Delete	
	_		-
OK	All	New Cancel Setup	

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.

	Main	Config	Reference	Car Mana	gement	Reports	RAILDash	Admin	Test			
Bill To	Consignee	supplier	Railroad		۲	*	Criteria	III Shipme	ent Field Values	Units of	#	F
	Pa	rties		Products	G CityNa	ame Aliase	is I	Setup	0	Measure	Comments	FASTRAC
					Origin	n Cities						
					SPLC,	/ERPC						
					State	Facts						

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

ISTEM DEFAULT		▼ Set as Default	Save Setup Delete Setup
Column	Where	Value	
Origin City	v = v		
Origin State	•		
SPLC	-		
Origin Code	• = •		
	Add	Delete	

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.

Add Origin Mainte	nance		
Origin City	Origin State SPLC	Origin Code	Master Origin
			NO 🖵
	Add Cance	!	

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. Hightlight the city state combination to add and click OK.

MI FIND SPLC						
SPLC Code	ERPC City		ERPC State	City	State	Rule 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	EDDC		EDDC			Dula
Code	City		State	City	State	260
				SEATTLE	WA	
<u> </u>] [Ok		Cancel	<u>wa</u>	

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.

Add Origin M	laintenance			
Origin City	Origin State	SPLC	Origin Code	Master Origin
SEATTLE	WA	845200	SEAWA	NO 🖵
,	Add		el	

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.

∎▼	Main	Config	Reference	Car Mana	gement	Reports	RAILDash				
Bill To	Consigned	s Supplier	r Railroad		٢	Ť	Criteria	iiii Shipment Field Values	Units of	#	Ħ
	Pa	arties		Comm Comm HAZM STCC	iodity Fac iodity Cla AT Facts Codes	ts ss		Setup	Measure	Comments	FASTRAC

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

Get Data For Commodity Fac	t Maintenanc	e (KELLYA @ RTOL_DEV)	
SYSTEM DEFAULT		 Set as Default 	Save Setup Delete Setup
Column	Where	Value	
Commodity Code 📃 👻	= 🔻		
Commodity Name 💌	= 🔻		
Commodity Class 🗨	= 🔻		
STCC Code 🗨	= 💌		
	Add	Delete	
			1
OK	All	New Cancel	Setup

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

Commodity Fac	cts x						
🦛 🚺 🗱 🔊	🕕 오 🎼 🤣 💺 🧱 🗙 🔛 🔍 🖶				🛯 ┥ 🖌 Row	30 of 40,353	
Sort By Column	Asc Find Column	Where Va	lue	And/Or			
Commodity Code		▼ = ▼		✓ And ✓			
		▼ = ▼		▼ And ▼			
	li li			▼ And ▼			
I		_, _,					
Add Delete	Sort View GD Add	Delete Apply	Reset	Save Select			
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	VN3708 SCRP 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	MCP 1429 PL 5 GAL	23		Yes			
0005000010	MCP1460A DR 55 GAL	22		Yes	•		
0005000011	MCP 1463 DR 55 GAL	23		Yes	•		
0005000013	MCP 1469 DR 55 GAL	23		Yes	•		
0005000014	MCP 1470A 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	MCP 1471D DR 55 GAL	22		Yes	-	-	
0005000023	MCP1471F DR 55 GAI	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.

Column Where Commodity Code =	e Value	
Commodity Code 🗨 =		
Commodity Name 🗨 =		
Commodity Class 📃 =	•	
STCC Code 🛛 🖵 =	▼	
	Add Delete	

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

Commodity Code.		Commod	ity Class:	
Comm Name:		Short Na	ame:	
STCC Code:		UPC Cod	le:	
Non HAZMAT STCC:		HAZMAT	STCC:	
Density:		LBS/GAL	@ 60:	
Business Group:		Intrfce C	Comm Code:	
3rd Party Comm (Y/N):	 Req Lining (Y/N): 	•	Reg Clean (Y/N):	
3rd Party Comm (Y/N):	 Req Lining (Y/N): Waste (Y/N): 	•	Req Clean (Y/N):	
3rd Party Comm (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): 	•	Req Clean (Y/N):	
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: 	v	Req Clean (Y/N):	
3rd Party Comm (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: 		Req Clean (Y/N):	
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: 		Req Clean (Y/N):	
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): Dongerous Wet (Y/N): RQ (Y/N): RQ (Y/N): Marine Polute (Y/N): ADI (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: ADI Tech Name: 		Req Clean (Y/N):	

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

Commodity Code: PROPANED)1	Commodity C	ass:	-
Comm Name:		Short Name:		
STCC Code:		UPC Code:		
Non HAZMAT STCC:		HAZMAT STC	C:	
Density:		LBS/GAL @ 6	0:	
Business Group:		Intrfce Comm	Code:	
3rd Party Comm (Y/N):	 Req Lining (Y/N): 	▼ Rec	ı Clean (Y/N):	•
3rd Party Comm (Y/N):	 Req Lining (Y/N): Waste (Y/N): 	Rec	I Clean (Y/N):	
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): 	Rec Elev DOT	ι Clean (Y/N): vated Temp (Y/N): Γ 113 (Y/N):	v
3rd Party Comm (Y/N): [HAZMAT (Y/N): [Dangerous Wet (Y/N): [NOS (Y/N): [Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: 	Rec Elev DO	I Clean (Y/N): vated Temp (Y/N): Γ 113 (Y/N):	X
3rd Party Comm (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: 	Rec Elev DOT	ι Clean (Y/N):	v
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: 	Rec Elev DO	I Clean (Y/N):	
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N): Marine Polute (Y/N): ADI (Y/N):	 Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: ADI Tech Name: 	Rec Elev DO	I Clean (Y/N):	

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

Commodity Code: PF	ROPANE01			Commodity Class	:	-	
Comm Name:				Short Name:	LPG		
STCC Code:				UPC Code:			
Non HAZMAT STCC:				HAZMAT STCC:			
Density:				LBS/GAL @ 60:			
Business Group:			-	Intrfce Comm Co	de:		
2.12.1.2					0(80)		
3rd Party Comm (Y/N):		Req Lining (Y/N):		Req Cle	an (Y/N):		
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N):		Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N):		Req Cle Elevate DOT 11	an (Y/N): d Temp (Y/N): 3 (Y/N):		
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NQS (Y/N):		Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name:		Req Cle Elevate DOT 11	an (Y/N): d Temp (Y/N): 3 (Y/N):		
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N):		Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name:		Req Cle Elevate DOT 11	an (Y/N): d Temp (Y/N): 3 (Y/N):		
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):		Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name:		Req Cle Elevate DOT 11	an (Y/N): d Temp (Y/N): 3 (Y/N):		
3rd Party Comm (Y/N): HAZMAT (Y/N): Dangerous Wet (Y/N): NOS (Y/N): RQ (Y/N): Marine Polute (Y/N): ADI (Y/N):	× × ×	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: ADI Tech Name:		Req Cle Elevate DOT 11	an (Y/N): d Temp (Y/N): 3 (Y/N):		

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.

Add Commodity Fa	oct						×
Commodity Code:	PROPANE01		Co	mmodity Class:		•	
Comm Name:	LP GAS PROPAN	E	Sh	ort Name:	LPG		
STCC Code:	4905752		UP	C Code:			
Non HAZMAT STCC:			HA	ZMAT STCC:			
Density:			LB	S/GAL @ 60:			
Business Group:			🖵 In	trfce Comm Code	:		
3rd Party Comm (Y/N HAZMAT (Y/N): Dangerous Wet (Y/N NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):		Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name:		 Req Clean Elevated DOT 113 ((Y/N): Femp (Y/N): (Y/N):		
ADI (I/N).	•	ADI TECHNome.					
]		OK Ca	ancel				

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

Commodity Code:	PROPANE01		Commodity Class	: 40	•
Comm Name:	LP GAS PROPAN	NE	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 Co	de:	
	LEUM GAS				
3rd Party Comm (Y/I)	U):	Req Lining (Y/N): Waste (Y/N):	Req Cle	an (Y/N):	
3rd Party Comm (Y/I HAZMAT (Y/N): Dangerous Wet (Y/N	():	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N):	Req Cle Elevate	ean (Y/N):	×
3rd Party Comm (Y/I HAZMAT (Y/N): Dangerous Wet (Y/N NOS (Y/N):	(): •	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name:	Req Cla Elevate DOT 11	ean (Y/N): ed Temp (Y/N): 3 (Y/N):	× ×
3rd Party Comm (Y/I HAZMAT (Y/N): Dangerous Wet (Y/N NOS (Y/N): RQ (Y/N):	(): •	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name:	Req Cla Elevate DOT 11	ean (Y/N):	v
3rd Party Comm (Y/I HAZMAT (Y/N): Dangerous Wet (Y/N NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):	(): ():	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name:	Req Cla Elevata DOT 11	ean (Y/N):	
3rd Party Comm (Y/I HAZMAT (Y/N): Dangerous Wet (Y/N NOS (Y/N): RQ (Y/N): Marine Polute (Y/N):	(): V: V: V: V: V: V: V: V	Req Lining (Y/N): Waste (Y/N): Spill Plan (Y/N): NOS Tech Name: RQ Tech Name: MP Tech Name: ADI Tech Name:	Req Cla Elevate DOT 11	ean (Y/N):	

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.

t Data For Mechanical	Specs Mainte	nance			
SYSTEM DEFAULT		~	Set as Default	Save Setup	Delete Setup
Column	Where	Value			
Car Init	▼ = ▼				
Car Number	▼ = ▼				
Fleet ID	▼ = ▼				
Business Group	▼ = ▼				
Active Status	▼ = ▼				
		• •			
	A	id C	elete		
	ок 🗾	All I	New Cance	4	Setup

Me	chanical S	pecs X																						•
0) # S	200	P. 🔶 🖥	- 🗄 X		4 🖂 🖸				Bet 🛋 Row 🔤	of 22,913	ы												
Sort	By Column	,	Asc F	and Colum	0	Where	Value		And/(27														
		*	R [¥ = 3	•		 And 	-														
L							-		 And 	<u> </u>														
L			- P			<u> </u>	-		■ And	≤														
Ad	d Dele	ste So	rt N	/iew GD	Add	Delete /	kopły Re	eset Save	e Selec	t														
Car I	nit CarNo	Fleet I	Busines	ss Group	Haker	Car Length	Tare	Capacity	Insulated	DOT AAR Spec	Truck Capacity	Truck Center	Coupler Length	Striker Length	Bearing Type	Coupler Type	Valve Type	Lining Type	Colls Type	Bot Protect Type	No. of Compart	Clear Top	Clear Botto	-
ABCD	000006	274	EXAT		тκ	64.50	91,000	23,584	N	1123400//	103		0.00	0.00		contract () pe	1010110	7128	constraints		1	-	0	0
ABCD	000007	00000	B1H			0.00	0	0		TEST	103		0.00	0.00							0		0	0
ABCD	000009	305	3CR			0.00	62,000	26,000)	0.00	0.00	0			ALUMENUM			0		0	0
ABCD	000996	275	42R			0.00	0	0			- ()	0.00	0.00							0	(0	0
ABCD	001009	ASPH	RMAT			0.00	0	0			- ()	0.00	0.00							0		0	0
ABCD	001010	68G	3823			0.00	0	0			d ()	0.00	0.00	0						0		0	0
ABCD	002002	3785	1			0.00	0	0)	0.00	0.00	0						0		0	0
ABCD	123456	GER	HCA		TRIN	59.00	74,900	25,460			c ()	0.00	0.00	LC .				EXTERIOR	A	0	6	0	0
ABCD	654987	001	1310			0.00	0	0)	0.00	0.00							0	C	0	0
ACFX	039369	LP	2FP			60.11	15,000	0		·)	0.00	0.00	•						0	0	0	0
ACFX	039627	LLDPE	BMLL		ACF	64.50	105,000	30,000			103	2	0.00	0.00	0			SIGMA 5476			- 4	0	0	0
ACFX	040408	ACFX			ACF	64.80	66,500			•	10:	2	0.00	0.00)			DUPONT CENTA			4	(0	0
ACFX	040459	HOPE	MBLL		ACF	60.11	67,500				103	2	0.00	0.00	2			SIGMA 5476			4	(0	0
ACFX	040701	PP	BTPP		ACF	64.50	67,600	0			103	2	0.00	0.00	2			SIGMA 7456			4	(0	0
ACPX	064657	ACFX			ACF	65.00	64,800	0			102	2	0.00	0.00	x			SIGMA 5476			4	(0	0
ACPX	064887	HOPE	BMLL		ACF	65.00	68,000		IN	<u> </u>	103	2	0.00	0.00	, ,			SIGMA 5476			4	0	0	0
ACFX	065026	LOPE	BTPP		ACF	63.00	64,500	0	IN	<u> </u>	10:	2	0.00	0.00)			SIGMA 5476			4	(0	0
ACFX	065420	LDPE	BMLL		ACF	64.50	67,400			<u> </u>	10:	2	0.00	0.00				SIGMA 5476			4		0	0
ACFX	065429	ACEX			ACF	64.50	67,500	c			10:	2	0.00	0.00	·			DUPONT CENTA			4	(3	0
ACFX	065668		BTPP		ACE	64.67	67,500			-	12		0.00	0.00				SIGMA 5476			4		3	0
ACFX	065706	pp	MBLL		ACF	64.67	67,400				103		0.00	0.00				SIGNA 5476			4		3	0
ACFX	065741	ACFX			FADE	64.67	67,400				103	-	0.00	0.00				SIGMA 7456			4		3	0
ACFX	066000	PP DDD	8199		ACP	64.67	180,000	32,000			103	1	0.00	0.00				58GMA 5476			1		-	0
AUPX	069382	LUPE	01149			64.67	65,600		TN		102		0.00	0.00				AMEKON 320	N		1			0
ALCEX.	069411	LOPE	MOLL		100	64.67	65,600				10		0.00	0.00			0	CADDOL 35480			1		-	0
AUPX	069722	LOPE	MOLL		ACP	64.67	66,100				10.	4	0.00	0.00				CARBOLINE 89.			1		3	0

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

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

Car Specs 🚔	Lease Specs 🎲	Me	echanical Specs 🌽	Car Capacity	Test Dates	Comments 🔍 UDF 1	Special Fields	Tab 9 Name	UDF 2	Tab11
Car ID: ACFX	065668	F	leet: PP	Group: BTP	P Serv	/ Type: 2 - Leased/Used				
Car Service S	pecifications		Car Physical S	pecifications -					-	
Active Status:	YES	-	Car Type:	HP-HOPP -	Date Built:	04/01/89				
Domestic/Intnl	DOMESTIC	-	UMLER Car Type:	C214	Date Rebuilt:	00/00/00				
Citizenship:	USA	-	No. Compart:	4 💌	SPLC Built:					
Car Owner ID:	GE	-	Car Length:	64.67	Clear Top:	þ				
Assign Origin:			Clear Bottom:	0	Truck Center:					
Status Check:			Truck Capacity:	123	DOT/AAR Spec:		•			
Service USA:		•	Car Spec:		ICC Date:	00/00/00				
Service MEXIC): [•	Maker:	ACF	Odometer Est:					
Service CANAE	A:	•	Car Value:	\$0	Odometer Actl:					
			Car Mile Rate:	0.000	Can Mile Rate:		0.000			
Product Spec	ifications —								7	
Assign Product	:		Prev Product:	0005015624	Prev Pro	od Name: PP9122				

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.

∎▼	Main	Config	Reference	Car Management	Reports	RAILDa	sh					
Căr Profile	🔊 Rede	finable Fiel finable Fiel	ds 🔛	Import With Add Tem Import With Update T	olate emplate	Fleet	Parties	Categories	6	Allowance	Create Outage Detail	FT
			Car Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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

Get Data For Lease Party	Maintenance (F	(ELLYA @ RTOL_DEV)	
SYSTEM DEFAULT		🔻 Set as Default	Save Setup Delete Setup
Column	Where	Value	
Lease Party Number	▼ = ▼		
Lease Party Name	▼ = ▼		
Туре	▼ = ▼		
Contact	▼ = ▼		
Telephone	▼ = ▼		
	Add	Delete	
			1
(OK All	New Cancel	Setup

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

Lease Parties	X															
) 🛛 🖉 🔥 📲 👯 🗙 🔛	S. 😅 🖂														
Sort By Column	Asc A Find Column	v	here Value	And/Or			7									
Type				▼ And ▼	Add New M	onthly Rental										
Lease Party Num	ber 🗉 🗹	-		 And 	View Rental	I History										
Type		-	-	▼ And ▼												
Add Dele	ete Sort 💌 View GD A	dd Delete	Apply Reset	Save Select												
Lease Party No.	Lease Party Name	Туре	Contact	Telephone			1	Le	case			Rent	Active	Lease	Renewal	Total
TES11	TEST11			(000) 000-0000			Rider No.	Type Pa	arty BegDate	EndDate	Rental Currency	Relief	Status	Туре	Notify Date	e Cars
PNCF	PNC FINANCIAL	Financial		(000) 000-0000			TESTING3	L AT	TEST3 01/01/13	12/31/20	\$250.00 US	Y	Active	Net 💌	01/01/20	0
55898	NANCY	Lessor	NANCY	(281) 362-3822												
ARI	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000												
ATEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000												
ATEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(281) 512-3456												
ATEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567												
ATEST3	TESTING3	Lessor	JEFF HENNINGER	(281) 362-1513												
BC50123	BOS	Lessor	KELLY REECE	(000) 000-0000												
BDS 123	BDS	Lessor	KELLY REECE	(000) 000-0000												
FAKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000												
GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000												
GEEX	TEST	Lessor		(618) 943-6978												
GE	GERAIL	Lessor		(000) 000-0000												
GLNX	GLNK RAILCAR CO	Lessor		(000) 000-0000												
GLNX1	GLNK RAILCAR CO TEST	Lessor		(000) 000-0000												
GNC	GNC TANK CARS	Lessor		(000) 000-0000												
GNC TEST	GNC FINANCIAL	Lessor	GERRY	(000) 000-0000												
GNE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000												
GRBX	GREENBRIER	Lessor		(000) 000-0000												
JLH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513												
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4567												
P8	P8	Lessor		(000) 000-0000												
						-										
							Dider No. 4	Increases.	Laker Claber	Active 1	E Basta Data:	bubu/u				
Lease Party No	AIEST3	_					NOTE NO.:	restands	ALIVE STANDS	Decesse 1	• Begin Date:	priori r.				
Lease Party Typ	pe: Lessor	<u>*</u>					Lease Type:	Net	 Rental Relief: 	Yes	 End Date: 	12/31/20				
Lease Party Na	me: [TESTING3						Monthly Rentals		\$250.00 Outrepout	LISA D	Received Motify Date	01/01/20				
Lease Party Co	Intact: DEFF HENNUNGER						Prome by Poerman.	-	and a carrently.	Joon 1		priorize	<u></u>			
Address Line 1:	1610 WOODSTEAD CT.						Comments:	THES IS A TEST.								
Address Line 2:	5 BUTTE 220	_														
City:	THE WOODLANDS	St	ste: TX 💌	Zip: 77380												
Phone:	(281) 362-1513	Fa	x													
Comments:	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.

	Main	Config	Reference	Car Management	Reports	RAILDas	sh					
Căr Profile	🔊 Redef	inable Field inable Field	ds 🍰 I d Values 🏄 I	mport With Add Temp mport With Update Te	late emplate	Fleet	LP Parties	Categories	6	(S) Allowance	E Create Outage Detail	FT
			Car Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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

t Data For Lease Party N	Maintenance (KEL	ILYA @ RTOL_DEV) Set as Default Save Setup Delete Setup
Column	Where	Value
Lease Party Number	▼ = ▼	
Lease Party Name	▼ = ▼	
Туре	▼ = ▼	
Contact		
Telephone	• = •	
	Add	
	OK All	New Cancel Setup

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.

Add Lease Party	•		
Lease Party No.:			
Lease Party Type:	•		
Lease Party Name:			
Lease Party Contact:			
Address Line 1:			
Address Line 2:			
City:		State:	Zip:
Phone:	(000) 000-0000	Fax:	
Comments:			
	L		
	ОК	⊆ancel	

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.

Add Lease Party			
Lease Party No.:	GATX		
Lease Party Type:			
Lease Party Name:	GENERAL AMERICAN RAILCAR		
Lease Party Contact:			
Address Line 1:			
Address Line 2:			
City:		State:	Zip:
Phone:	(000) 000-0000	Fax:	
Comments:			
	OK	Cancel	

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

Lease Party No.:	GATX		
Lease Party Type:			
Lease Party Name:	Lessor		
Lease Party Contact:	SubLease		
Address Line 1:			
Address Line 2:			
City:		State:	- Zin:
Phone:	(000) 000-0000	Fax:	
Comments:			

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

Add Lease Party			
Lease Party No.:	GATX		
Lease Party Type:	Lessor		
Lease Party Name:	GENERAL AMERICAN RAILCAR		
Lease Party Contact:			
Address Line 1:			
Address Line 2:			
City:		State: 💽 Zip:	
Phone:	(000) 000-0000	Fax:	
Comments:			
	L		
	ОК	Cancel	

Then, select Cancel.

Add Lease Party		
Lease Party No.:		
Lease Party Type:		-
Lease Party Name:		
Lease Party Contact:		
Address Line 1:		
Address Line 2:		
City:		State: Zip:
Phone:	(000) 000-0000	Fax:
Comments:		
	ОК	Cancel

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.

≣▼	Main	Config	Reference	Car Management	Reports	RAILDas	sh					
Căr Profile	🔊 Redef	inable Field inable Field	ds 🍰 In d Values 💁 In	mport With Add Temp mport With Update Te	ilate emplate	Fleet	LP Parties	Categories	6	S Allowance	E Create Outage Detail	Ħ
			Car Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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.

Get Data For Lease Party Maint	enance (KELLYA	@ RTOL_DEV)	-
SYSTEM DEFAULT		▼ Set as Default 5	Save Setup
Column	Where Va	alue	
Lease Party Number 🗨	-		
Lease Party Name 🖉	-		
Туре 💌	-		
Contact 🗨	=		
Telephone	=		
	Add	Delete	
	Auu		
ОК	Ali	New Cancel	Setup

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.

Parties 🗙															
a 🔐 🛤 10	1 🛙 L 🛝 💺 🗙 🔛 🔍 🥥 🖸	3													
Sort By Column Lease Party Type Lease Party No. Lease Party Type Add Dele	Asc A Find Column V V V V V V V V V V V V V	W W W W W Delete	here Value	And/Or And And And And And And And And And And											
Lease Party No.	Lease Party Name	Туре	Contact	Telephone	Â	tider No.	Lease Type Party	BegDate	EndDate	Rental Currency	Rent Relief	Active Status	Lease Type	Renewal Notify Date	
GMC TEST	(DAT FINIDAGTA)	Enancial		(000) 000-0000		GE0070	L GE	11/01/99	06/30/13	\$225.00 US	¥	Active	Ful a	00/00/00	_
10191	NANCY	Lessor	NANCY	(281) 362-3822											
AR1	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000											
ATEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000											
ATEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(281) 512-3456											
ATEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567	1										
TEST3	TESTING3	Lessor	JEFF HENNINGER	(281) 362-1513											
AKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000											
SATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000											
386×	TEST	Lessor		(618) 943-6978											
	GERAIL	Lessor													
SUNK	GLNX RAILCAR CO	Lessor		(000) 000-0000											
SLNC1	GLNX RAILCAR CO TEST	Lessor		(000) 000-0000											
GNC	GNC TANK CARS	Lessor		(000) 000-0000											
GNE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000											
GREX	GREENERIER	Lessor		(000) 000-0000											
JUH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513											
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4567											
	20														

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

Image: The Call of Call	Parties ×				
Term Contact North	-0 🔐 #8 70	1 🛛 L 🛝 💺 🗙 📓 🗟 🖬	2		
Instrument Control Type Control Market Mar	Sort By Column Lease Party Type Lease Party No. Lease Party Type	Asc Find Column		here Value	And/Or v And v v And v v And v
HSII Total Francial Fr	Lease Party No.	Lease Party Name	Туре	Contact	Telephone
Storig Number Lower NUMEY CONTRACT Lower CONTRACT Lower CONTRACT Lower CONTRACT Lower CONTRACT Lower Lower CONTRACT Lower Lo	TEST1	TEST11 CNC ERIANCIA	financial		(000) 000-0000
APPE APPENDIXA IAS.CURVIDED Losson MODI 000-00000 ATESTI ATESTI Losson XEPT PORMINGER COND 000-00000 ATESTI TEST Losson XEPT PORMINGER COND 000-00000 COND 000-00000 ATESTI TEST Losson XEPT PORMINGER COND 100-00000 COND 000-00000 ATESTI Losson XEPT PORMINGER COND 100-00000 COND 000-00000 COND 000-00000 ATESTI Losson XEPT PORMINGER COND 000-00000 COND 000-00000 <t< td=""><td>CRU IEST</td><td>NONCY NONCY</td><td>Pendecide</td><td>MARK'Y</td><td>(281) 362-3822</td></t<>	CRU IEST	NONCY NONCY	Pendecide	MARK'Y	(281) 362-3822
ATEST ATEST Laws XP***PARNAGE (001) 005:0000 ATEST Laws XP***PARNAGE (001) 005:0000 (001) 005:0000 ATEST ATEST Laws XP***PARNAGE (001) 123:4657 (001) 123:4657 ATEST MADDRE TEST Laws XP***PARNAGE (001) 123:4657 (001) 005:0001 ATEST MADDRE TEST Laws XP****PARNAGE (001) 005:0001 (001) 005:0001 ATEST MADDRE TEST Laws XP************************************	AD1	AMEDICAN DATICAD LEASING	Lesson	INVER.1	(201) 302-3022
NTEFIL THOST SA TEST Laware 2007 1512-24667 1 <th1< th=""> <th1< th=""> 1</th1<></th1<>	ATEST	ATEST	Lessor	JEFF HENNINGER	(000) 000-0000
Alteriz Alterization Centre	ATEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(281) 512-3456
ATE31 TESTINGI Lease C011 324:151 ATE FAR FAR FAR TESTING Lease C002 000 000 GAT CARDENA APPECATION CONTROLLAGO Lease C000 000 000 GAT CARDENA APPECATION CONTROLAGO Lease CONTRO	ATEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567
HAE HAE HAT FYOR TSTING Lessor (000) 000-0000 CHE HEST AND LESSOR Lessor (001) 000-0000 OBE TST Lessor (001) 000-0000 GBE TST Lessor (001) 000-0000 GBE GBE (001) 000-0000 (001) 000-0000 GAR Lessor (001) 000-0000 (001) 000-0000 GRE GAR/ALLCAR CON TST Lessor (000) 000-0000 GRE GAR/ALLCAR CON TST Lessor (000) 000-0000 GRE GRE (000) 000-0000 (000) 000-0000 GRE GRE Lessor (000) 000-0000 GRE GRE/ALLCAR CON TST Lessor (000) 000-0000 GRE GRE/ALLCAR CON TST Lessor (000) 000-0000 GRE GRE/ALLCAR CON TST Lessor (000) 000-0000 GRE GRE/ALLCAR TST.TST/M Lessor (000) 000-0000 MINTEST MONTERT TELLALER MINTY Lessor (000) 000-0000 MINTEST MONTERT TELALARE MINTY Lessor (000) 000	ATEST3	TESTING3	Lessor	JEFF HENNINGER	(281) 362-1513
CATIC CatIPAL APPECANIAGANE Lensor CDD1000000000 CatIPAL CatIPAL Lensor CDD100000000 CatIPAL CatIPAL Lensor CDD10000000 CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatIPAL CatI	FAKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000
Office TST Lesso (0.01) 943-0470 CB OFFA COND 06-000 COND 06-000 CANC CANC 100-000 Lesso COND 06-000 CANC CANC 100-000 Lesso COND 06-000 CANC OVEC 100-000 COND 06-000 COND 06-000 CARC CARC 100-000 Lesso COND 06-000 CARC 100-000 Lesso COND 06-000 Lesso CARC 100-000 Lesso ZPF+PANINERAR (71) 12-04-067 MINI TST LARC 100-0000 COND Lesso ZEF	GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000
GZ GZALA Lensor OXXX 000 0000 Display Display <thdisplay< th=""> Display D</thdisplay<>	GERX	TEST	Lessor		(610) 943-6970
LINE QLAN SALCAR CO Lensor OXXI 000-8000 GAU QLAN SALCAR CO TS1 Lensor OXXI 000-8000 GAC GAC Marcine Marcine OXXI 000-8000 GAC GAC Marcine Lensor OXXI 000-8000 GAC GAC Marcine DXXI 000-8000 GAC GAR GAC MARC AND TS1555. Lensor OXXI 000-8000 GAR GAC MARC 76 15557. Lensor OXXI 000-8000 GAR GAC MARC 76 15557. Lensor OXXI 000-8000 MART TS1 MARC MARC 76 15557. Lensor OXXI 000-8000 MART TS1 MARC MARC 76 15557. Lensor CXXI 200-8000 MART TS1 MARC MART TS1 14ARI MART Lensor CXXI 200-8000					
GARE GARE ALLONG OT 1871 Lensor 0003 006 00000 GARE GARE MARCANS OT 1871 Lensor 0003 006 0000 GARE GARE MARCANS Lensor 0003 006 0000 GARE GARE MARCANS Lensor 0003 006 0000 STATUS MOVEMENT Lensor 0003 006 0000 STATUS MOVEMENT Lensor MOVEMENT MARCHENT MOVEMENT LEnsor MOVEMENT MARCHENT MOVEMENT LEnsor MOVEMENT	GUNK	GLNX RAILCAR CO	Lessor		(000) 000-0000
GAC GAC TWA CARS Lessor 0000 000-0000 GRAF GRAF LOSS ALCENTETALSSCE Lessor 0000 000-0000 GRAF GRAF LOSS ALCENTETALSSCE Lessor 0000 000-0000 TATEST MOLVERATETALSSCE Lessor 0000 000-0000 MAIN TEST MOLVERATETATATSTON Lessor 2000 000-0000 MAIN TEST MOLVERATETATATSTON Lessor 2000 00000 MAIN TEST MOLVERATETATATSTON Lessor 2000 00000	GLNK1	GLNX RAILCAR CO TEST	Lessor		(000) 000-0000
OPEC OPEC OPEC OPEC OPEC OPEC OPEC OPEC OPEC OPEC OPEC Lessor 0000 0000 JAHTEST Netro LEARE FOR TESTING Lessor XPF H2NNIGED Netro TEST ANOTHER TEST LEARE FARITY Lessor XPF H2NNIGED Netro TEST Monther TEST LEARE FARITY Lessor XPF H2NNIGED	GNC	GNC TANK CARS	Lessor		(000) 000-0000
GRE GREEMERS Lessor COULD 000 000 MITEST MOVINGER TOTETTING Lessor XEV HETA XEV LETA MARINETS ANDMER TEST LIALAST ANTY Lessor XEV HETA VED 100 000 000 MINET ANDMER TEST LIALAST ANTY Lessor XEV HETA VED 100 000 000	GNE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000
AH HIST NOVDER HIST LEASE PARTY Lessor 2007 HEMMIGRA (201) 364:5133 NEW HIST MODDER HIST LEASE PARTY Lessor 2007 HEMMIGRA (201) 324:5137 P8 P8 Lessor Lessor (200) 324:5132	GRBK	GREENBRIER	Lessor		(000) 000-0000
NEW TEST ANOTHER TEST LEASE PARTY Lessor XDFF HENdIWER (713) 123-4567 PB PB Lessor (000) 000-0000	JLH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513
PB PB Lessor (000) 000-0000	NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4567
	PB	PB	Lessor		(000) 000-0000

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.

Add Rider for Lease Party (GE)	
Rider No.: TMGE001	Active Status: Active 🔽 Net / Full Lease: Full 💽 Renewal Notify Date: 00/00/00
Begin Date: 01/01/16	End Date: 12/31/16 Rental Relief Y/N: Yes
Monthly Rental: \$225.00	Currency: USA 🥃
Comments:	
	OK

Click Cancel.

Add Rider for Lease Party (GE)	
Rider No.:	Active Status: Active 💌 Net / Full Lease: 🗨 Renewal Notify Date: 00/00/00
Begin Date: 00/00/00	End Date: 00/00/00 Rental Relief Y/N: Yes 💌
Monthly Rental: \$.00	Currency: USA
Comments:	
	OK

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

Sort By Column Lease Party Type	Asc A Find Column	w • -	here Value	And/Or And w
Lease Party No.	- V =	-	•	• And •
Lease Party Type			*	· And ·
Add Deleti	e Sort + View GD Add	Delete	Apply Reset Si	sve Select
Lease Party No.	Lease Party Name	Туре	Contact	Telephone
TES11	TEST11			(000) 000-0000
GNC TEST	ONC FINANCIAL	Financial		(000) 000-0000
55898	NANCY	Lessor	NANCY	(281) 362-3822
ARI	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000
ATEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000
ATEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(281) 512-3456
ATEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567
ATEST3	TEST DVG3	Lessor	JEFF HENNINGER	(281) 362-1513
FAKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000
GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000
GE8X	TEST	Lessor		(618) 943-6978
Œ	GERAIL	Lessor		(000) 000-0000
GINK	GLNX RAILCAR CO	Lessor		(000) 000-0000
GLNK1	GLNX RAILCAR CO TEST	Lessor		(000) 000-0000
GNC	GNC TANK CARS	Lessor		(000) 000-0000
GINE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000
GRBX	GREENERIER	Lessor		(000) 000-0000
JLH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 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.

≣▼	Main	Config	Reference	Car Management	Reports	RAILDa	sh					
Car Profile	🔊 Redef	inable Field inable Field	ds 🍰 In d Values 💁 In	mport With Add Temp mport With Update Te	ilate emplate	Fleet	LP Parties	Categories	6	S Allowance	E Create Outage Detail	Ħ
			Car Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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.

Get Data For Lease Party Maint	enance (KELLY	A @ RTOL_DEV)
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
Column	Where	Yalue
Lease Party Number 🗨	-	
Lease Party Name 👻	-	
Туре 💌	-	
Contact 🗨	=	
Telephone 🗨	- 🗸	
	٨dd	Delete
<u> </u>	Aud	
ОК	All	New Cancel Setup

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

Parties X				
-10 💽 🛤 10	🛈 L 🕵 💺 🗙 🔛 🍳 🤹 I	2		
Sort By Column Lease Party Type	Asc Asc Find Column	- -	fhere Value	And/Or And
Lease Party No.	- V =			 And
Lease Party Type	- V	-		· And ·
Add Dele	te Sort - View GD Adi	d Delete	Apply Reset	Save Select
Lease Party No.	Lease Party Name	Type	Contact	Telephone
GNC TEST	GNC FINANCIAL	Financial		(000) 000-0000
55898	NANCY	Lessor	NANCY	(281) 362-3822
ARI	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000
ATEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000
ATEST1	THIS IS A TEST	Lessor	JEFF HENNINGER	(201) 512-3456
ATEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567
ATEST3	TESTINGO	Lessor	JEFF HENNINGER	(201) 362-1513
FAKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000
GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000
GBBX	TEST	Lessor		(618) 943-6978
				(000) 000-0000
GLNRC	GLMK RAILCAR CO	Lessor		(000) 000-0000
GLNCI	GLMK RAILCAR CO TEST	Lessor		(000) 000-0000
GNC	GNC TANK CARS	Lessor		(000) 000-0000
GNE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000
GREEK	GREENERJER	Lessor		(000) 000-0000
JLH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4567
MD .	10	Lessor		(000) 000-0000
381	381	Lessor		(000) 000-0000
Lease Party No.	a GE			
Lease Party Typ	ae: Lessor			
Lease Party Na	me: GERAIL			
Lease Party Cor	stact:			
Address Line 1:				
Address Line 2:				
City:		94	ste: 🖉 Zip:	
Phone:	(000) 000-0000	Fa	X:	
Comments:				

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

× 🐖 🛤 10	🛈 은 🎼 💺 🗙 📓 🗟 🗟 🖬	3											
Sort By Column	Asc A Find Column	w	here Value	And/Or	Add New Monthly Bental								
Lease Party No.				• And •	View Rental History								
Lease Party Type	• V			w And w									
Add Delet	e Sort - View GD Add	Delete	Apply Reset	Save Select									
ease Party No.	Lease Party Name	Туре	Contact	Telephone		A	A Lease	Lease	A Lease	Lease	A Lease Rent	Lease Rent Active	Lease Rent Active Lease Renewal
TE511	TEST11			(000) 000-0000		Rider No.	Rider No. Type Party	Rider No. Type Party BegDate	Rider No. Type Party BegDate EndDate	Rider No. Type Party BegDate EndDate Rental Currency	Rider No. Type Party BegDate EndDate Rental Currency Relief	Rider No. Type Party BegDate EndDate Rental Currency Relief Status	Rider No. Type Party BegDate EndDate Rental Currency Relief Status Type Notity Data
GNC TEST	GNC FINANCIAL	Financial	GERRY	(000) 000-0000		IMGEOOS	1962001 L GE	1962001 L GE 01/01/18	1962001 L GE 01/01/18 12/31/16	1 GE 01/01/16 12/31/16 \$225.00 US	COEDOCT L GE U1/01/16 12/31/16 \$225.00 US N	1962001 L GE 01/01/16 12/31/16 \$225.00 05 N K0/46	THGEDUS L GC U1/01/16 12/31/16 \$225.00.05 N #40/46 Fe €000000
52998	NANCY	Lessor	NANCY	(281) 362-3822			C020070 E 02	020070 1 02 11/01/99		Cu20070 L 02 L1]01/99 Ce[30]13 \$250.00 05	Cuelcovo E GE 11/01/99 C6/30/13 \$250.00 05 1	Cuziono i uz 11/01/99 Cejsoj13 \$250.00 05 1 WOWE	Crapping r de rituritate della transmissione da la monte una conjunitate
AR1	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000									
ATEST	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000		I	T	T	T	T	T	T	T
ATESTS	THIS IS A TEST	Lessor	JEFF HEINIDWACK	(201) 512-3456		E .	E	E	E	8	8	8	
ATESTS	TESTING)	Lessor	JEFF HERWARKER	(201) 123-4007									
FAKE	FAKE PARTY FOR TESTING	Lessor	Juli 1 Hurdenbrauer	(000) 000-0000									
GATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000									
GBEX	TEST	Lessor		(618) 943-6978									
œ	GERAIL	Lessor		(000) 000-0000									
GJMK	GLNX RAILCAR CO	Lessor		(000) 000-0000									
GUNK1	GLNK RAILCAR CO TEST	Lessor		0000-000 (000)									
GNC	GNC TANK CARS	Lessor		(000) 000-0000									
GNE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000									
GRBX	GREENBREER	Lessor		(000) 000-0000									
JUH TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513									
NEW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4967									
10	10	restor		(000) 000-0000		*	-	*	*	*	*	*	*
								-					
Lease Party No.	i ce					Rider No.:	Rider No.: DGE0070	Rider No.: CGE0070 Active Status:	Rider No.: CGE0070 Active Status: Active	Rider No.: CEE0070 Active Status: Active Begin Date:	Rider No.: CGE0070 Active Status: Active Beain Date: 11/01/95	Rider No.: CGE0070 Active Status: Active Beain Date: 11/01/99	Rider No.: CGE0070 Active Status: Active Beoin Date: 11/01/99
Lease Party Tun	a: Lessoy	121											
Lease Party Nan	CFRAD					Lease Type:	Lease Type: Pul	Lease Type: Pul 💌 Rental Relief:	Lease Type: Pul Rental Relief: Yes	Lease Type: Pul ve Rental Relief: Yes v End Date:	Lease Type: Pull relater: Yes relater: D6/30/13	Lease Type: Pul _ Rental Relief: Yes _ End Date: D5(30/13	Lease Type: Pul Rental Relef: Yes End Date: D6(30/13
Lease Party Con	tact:	_				Monthly Ren	Monthly Rental: \$25	Monthly Rental: \$250.00 Currency:	Monthly Rental: \$250.00 Currency: USA	Monthly Rental: \$250.00 Currency: USA 💌 Renewal Notify Date:	Monthly Rental: \$250.00 Currency: USA 🐷 Renewal Notify Date: 00/00/00	Monthly Rental: \$250.00 Currency: USA 💌 Renewal Notify Date: 00/00/00	Monthly Rental: \$250.00 Currency: USA Renewal Notify Date: 00(00/00
Address Line 1:						Connects	Connects:	Connects	Compets	Connects	Comments	Connects	Connects
Address Line 2:		_				Commence.	Connerto.	Company.	Connector	- Comments.	Communication of the second se	Control of the second sec	Commence
Otv:		94	te: 2	B:		1							
Phone:	F0003 000-0000	Fa	c										
Comments:		1.0											

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 Lea	ase/Rider (GE/CGE0	070)			
Monthly Rental:	\$225.00	Currency:	USA 💽 USA CAN	Effect Date:	02/01/17
		ОК	Cancel		

Click Cancel.

CIICK Caricei.								
Add Rental for Le	ase/Rider	(GE/CGE0	070)					
Monthly Rental:		\$,00	Currency:	USA	v	Effect Date:	00/00/00	
			ОК	Ca	ncel			

Monthly Rental will now reflect the renewed rental price.

Parties X													
a 💽 🛤 10	🛈 윤 🎼 🦆 🗙 🔛 🔍 🥥 (23											
Sort By Column Lease Party Type	Asc 🔺 Find Column		there Value	And/Or And	Add New Monthly Rental								
Lease Party No. Lease Party Type Add Delet	♥♥ ♥♥ ■ Sort ♥ Wew GD Add	v = v = d Delete	Apply Reset	And And Seve Select	View Bental History								
ease Party No.	Lease Party Name	Туре	Contact	Telephone			Lea	se			Rent Activ	e Lease Renewal	Total
E511	TEST11			(000) 000-0000		Rider No.	Type Par	y BegDate	EndDate	Rental Currency	Rener Statu	s Type Notity Date	Lars
ACTEST	GNC FINANCIAL	Financial	GERRY	(000) 000-0000		1752001	1 60	01/01/10	12231/10	\$220,00 US	in Active		0
5090	MANCY	Lessor	NANCY	(201) 362-3022		0020070	ι ως	11/01/49	05/30/13	BC522100 02	1 80010	Las E octooree	
a	AMERICAN RAILCAR LEASING	Lessor		(000) 000-0000						-			
rest	A TEST	Lessor	JEFF HENNINGER	(000) 000-0000									
.TEST1	THES IS A TEST	Lessor	JEFF HENNINGER	(281) 512-3456									
ITEST2	ANOTHER TEST	Lessor	JEFF HENNINGER	(281) 123-4567									
TEST3	TESTING3	Lessor	JEFF HENNINGER	(281) 362-1513									
AKE	FAKE PARTY FOR TESTING	Lessor		(000) 000-0000									
ATX	GENERAL AMERICAN RAILCAR	Lessor		(000) 000-0000									
28%	TEST	Lessor		(618) 943-6978				-					
6	GERAIL	Lessor		(000) 000-0000									
2.000	GLNX RAILCAR CO	Lessor		(000) 000-0000									
ANK1	GLNX RAILCAR CO TEST	Lessor		(000) 000-0000									
NC	GNC TANK CARS	Lessor		(000) 000-0000									
INE GRP	GNE NEW TEST LESSOR	Lessor		(000) 000-0000									
RBK	GREENERJER	Lessor		(000) 000-0000									
.H TEST	NEW LEASE FOR TESTING	Lessor	JEFF HENNINGER	(281) 362-1513									
EW TEST	ANOTHER TEST LEASE PARTY	Lessor	JEFF HENNINGER	(713) 123-4567				-					
-8	P8	Lessor		(000) 000-0000									
Lease Party No.:	GE					Rider No.:	CGE0070	Active Statu	s: Active	😦 Begin Date:	11/01/99		
Lease Party Typ	e: Lessor					Lease Type:	D.	Reptal Belef	f: Yes	Find Date:	05/20/12		
Lease Party Nan	e: GERAIL												
Lease Party Con	tact:					Monthly Rental	2	225.00 Currency:	USA	 Renewal Notify Date 	n: polooloo		
Address Line 1:						Comments:							
Address Line 2:													
CRv:		34	Re:	201	-								
Phone:	0000-000	Fa	c										
Commercia	(400) 000 0000	ra											
Conners:													

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.

≣ -	Main	Config	Reference	Car Management	Report	s RAILDas	;h					
Car Profile	🔊 Redel	inable Field inable Field	ds 🏊 I d Values 🏂 I	import With Add Temp import With Update Tr	blate emplate	Fleet	LP Parties	Categories	6	S Allowance	E Create Outage Detail	F
All			Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC
Leas	e Detail											
Mech	nanical S	pecs										
SubL	ease Det	tail										
Test	Dates											
User	Defined	Fields										

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.

Column		Whe	re		Value
Car Initial		=	•		
Car Number	-	=	-		
Fleet ID	-	=	-	0	
Business Group	-	=	•	0	
Active Status	•	=	•		
Lessor Number	•	=	-		
Lessor Rider Number	•	=	-		
			Ad	d	Delete

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

Lease Detail 🗙						
] 🏟 🚰 🚎 🜆 🛈 요 🎼 🤣) 🛃 👬 🗙 🔡 📓 🗳 🖾			🛃 ┥ Row	1 of 10,90	00 🕨 🍽 00
Sort By Column Asc	Find Column Whe	ere Value	And/Or	Ass	sign Lease Party/Ride	rs
			And -	Vie	ew Assignment History	y
	• =		And 👻		View Lease History	
Add Delete Sort	View GD Add Delete	Apply Reset Save	Select			
*******	****		Awar Dal	tive Date		Comiso
Car ID Flt Grp 1	ID Rider No.	Rent Beg Date End Date	Date Dal	te Built	Value	Active Type

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.

RT Batch Search		x
Search By:	Car ID (Car Init+Car No.) 🔻	
Enter Data Separated	LUTX667164	
by Comma, Tab or	LUTX667158	
Carriage Return (ex	LUTX667155	
	LUTX667173	
ABCX8976,	LUTX667161	=
ABCX064699	LUTX667170	
	LUTX667159	
or	LUTX667150	
	LUTX667167	
ABCX008976	LUTX667163	
ABCX64699)	LUTX667171	
	LUTX667165	
	LUTX667156	-
	</th <th>Þ.</th>	Þ.
	OK All Cancel	

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.

Lease	e Detail 🔰	<										
40 	🛤 🎦	<u>ی</u> D	ļa v	🔊 🎚 💥 🗙 📓 🗟	- 2 🖂			I - -	Row	20 of 20		▶0
Sort By	Column		Asc	Find Column	Where Value	•	And/Or		Assign Le	ease Party/Rid	ers	
Lessor N	lumber		-		• = •	-	And 👻		View As	signment Histo	rv	
					• = •		And 🖵		View	Lence History	.,	
					V = V		And 🚽		01600	Lease Listory		
Add	Delete		iort	View GD Add	Delete Apply	Reset Save	Select					
		aloiois	*******	operation of the second s	ssor ***********		Arry	Retire	Date	Car	A - b ¹	Service
Ei	ar ID	Fit	Grp	ID Rider N	o. Rent Be <u>c</u>	Date and Date	Date	Date	Built	¥alue	Active	Туре
LUTX	667151	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667154	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667155	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667156	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667157	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667158	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667159	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667160	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667161	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667162	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667163	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667164	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667165	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667166	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667167	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667169	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667170	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00) Y	
LUTX	667171	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667173	CTGT	FATS		0.00	00/00/00	04/01/04	00/00/00	00/00/00	0.00		
LUTX	667150	CTGT	FATS		0.00	00/00/00	04/01/04	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:

RT Assign Lease Party/Riders	×
Do you wish to assign Lease or Sublease	
for the selected Railcars?	
Lease SubLease Cancel	
The Lessor List box will appear. Using the Find field, the user can search for Lease Party to be assigned.

RT Lessor List		×
Lease Party No.	Lease Party Name	
ATEST	A TEST	=
ARI	AMERICAN RAILCAR LEASING	
ATEST2	ANOTHER TEST	
NEW TEST	ANOTHER TEST LEASE PARTY	_
BDS123	BDS	-
BD50123	BDS	
FAKE	FAKE PARTY FOR TESTING	-
GATX	GENERAL AMERICAN RAILCAR	_
GE	GERAIL	
Find:	Assign New Close	- •

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

Lease Party No. Lease Party Name WBTEST WBTEST WGBTEST WGBX	3
WBTEST WBTEST WGBTEST WGBX	-
WGBTEST WGBX	
Find: W <u>Assign</u> <u>N</u> ew <u>Close</u>	

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

Assign Lease Party	23
Do you wish to assign the Rider Num	ber at this time?
Yes	No

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

RT Rider List									X	
Rider No.	Туре	Lease Party	BegDate	EndDate	Rental	Currency	RentRelief	Net/Full	Rnwl Notify Dt	
54321WGB	L	WGBTEST	04/01/04 00:00	04/02/24 00:00	700.00	U	Y	FULL	00/00/00	
789456WGB	L	WGBTEST	04/01/04 00:00	04/02/24 00:00	500.00	U	γ	FULL	00/00/00	
Assign New Close										

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

Maint Car A	ssign	23
?	Do you wish to assign all cars the same lease arrival date?	
	Yes No	

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.

RT Assign Arrival Date	—
Car ID: All Cars-Selected	
Actual Arrival Date for NEW Lease Segment:	07/04/17
ок	

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 🕽	×												
🗢 🔐	예 🗑 🚔 🎒 🕕 요 년 🤣 📑 👯 🗙 📓 🗟 🔁 📃 🛛 😽 🖬 🖉 🐨 🔹 👘													
Sort By Column Asc Find Column Where Value And/Or Assign Lease Party/Riders Image: Sort Ima														
******* Arry Retire Date Car											Car		Service	
Ca	ar ID	Flt	Grp	ID	Rider No.	Rent Beg Date	End Date	Date	Date	Built	¥alue	Active	Туре	_
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	FULI
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	FULI
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	FULI
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	FULI
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	FULI
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	FULI
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	FULI
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	FULI
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	γ	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.

	≣ -	Main	Config	Reference	Car Management	Report	s RAILDa	sh					
Image: Car Redefinable Field Values Import With Update Template Profile Import With Update Template						Fleet	LP Parties	Categories	6	S Allowance	E Create Outage Detail	F	
	All			Profile			Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC
1	Lease	e Detail											
П	Mech	nanical S	pecs										
	SubLease Detail												
	Test Dates												
	User	Defined	Fields										

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.

Column	Who	10	Value
Car Initial	₩ IIC	•	
Car Number			
Fleet ID			D
Business Group			D
Active Status	-	-	
Lessor Number	-	-	
Lessor Rider Number	-		
		Add	Delete

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

Lease Detail 🗙							
] 🍽 🚺 🛤 🕼 🛈 L 🎼 🧇	3= 👬 🗙 🔡 🖾 🔁 🖃			🛃 ┥ Row	1 of 10,9	00 🕨 🕨	•
Sort By Column Asc	Find Column Where	Yalue	And/Or	Assign Le	ase Party/Ride	rs	
GetData - Batch	=	-	And 👻	View Acc	igoment Histor		
		-	And 🖵	VICIV M33	igninent nistor	<u>,</u>	
	 =	-	And 🚽	View L	ease History.		
Add Delete Sort	View GD Add Delete	Apply Reset Save	Select				
	·						
****	Hoteletetetetetetetetetetetetetetetetetet		Arry Re	tire Date	Car		Service
Car ID Flt Grp II	D Rider No. R	ent Beg Date End Date	Date Da	ite Built	¥alue	Active	Туре

Bourque Logistics RAILTRAC User Guide 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.

E	T Batch Search		×
[Search By:	Car ID (Car Init+Car No.) 🔻	
	Enter Data Separated	LUTX667164	
	by Comma, Tab or	LUTX667158	
	Carriage Return (ex	LUTX667155	
		LUTX667173	
	ABCX8976,	LUTX667161	=
	ABCX064699	LUTX667170	
		LUTX667159	
	or	LUTX667150	
		LUTX667167	
	ABCX008976	LUTX667163	
	ABCX64699)	LUTX667171	
		LUTX667165	
		LUTX667156	-
		</th <th>Þ.</th>	Þ.
		OK All Cancel	

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.

	Lease	Detail 🕽	ĸ												
₿	• 😭	🛤 Ю	<u>ی</u> 0	t <mark>a</mark> ⊾	» 🗄 👬 🗡	(🔡 🗟 🚍				14 4	Row	20 of 20	►	▶8	
50	ort By	Column		Asc V	Find Colur	nn Wh	ere ¥alue		And/Or And		<u>A</u> ssign Le	ase Party/Rid	ers ry		
									And 💌		View	Lease History			
									And						
	Add	Delete		iort	View GD	Add Delete	Apply Reset	Save	Suect						
						dededade e dededade		*****							
	Га	er TD	FIF	Grn	то.	Rider No	Rent Beg Date	EntDate	Arry 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	с Э. Ү.		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			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			
	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			
	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			
	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			
	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			
	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			
	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			
	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	D Y		
	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		
	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		
	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		
	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		
	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			
	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	D Y		
	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			
	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		
	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	D Y		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:

RT Assign Lease Party/Riders	×						
Do you wich to assign Lease or SubLease							
for the selected Dailcars?							
Lease SubLease Cancel							

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

RT Lessor List		×
Lease Party No.	Lease Party Name	
ATEST	A TEST	=
ARI	AMERICAN RAILCAR LEASING	
ATEST2	ANOTHER TEST	
NEW TEST	ANOTHER TEST LEASE PARTY	_
BDS123	BDS	
BD50123	BDS	
FAKE	FAKE PARTY FOR TESTING	
GATX	GENERAL AMERICAN RAILCAR	
GE	GERAIL	
Find:	Assign New Close	

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

<u>N</u> ew <u>C</u> lose

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



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

RT Rider List									×	
Rider No.	Туре	Lease Party	BegDate	EndDate	Rental	Currency	RentRelief	Net/Full	Rnwl Notify Dt	
54321WGB	L	WGBTEST	04/01/04 00:00	04/02/24 00:00	700.00	U	γ	FULL	00/00/00	
789456WGB		WGBTEST	04/01/04 00:00	04/02/24 00:00	500.00	U		FULL	00/00/00	
Assign New Close										

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

Maint Car	Assign
?	Do you wish to assign all cars the same lease arrival date?
	Yes No

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.

RT Assign Arrival Date	—
Car ID: All Cars-Selected	
Actual Arrival Date for NEW Lease Segment:	07/06/17
ОК	

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.

RT Assign Retire Date	×
Car ID: All Cars-Selected	
Actual Retire Date to Close OLD Lease Segment:	07/05/17
ОК	

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

Shipments

The Main tab displays all current and historical trip data.



	Shipments	Commodity			Current Jeopardized	Specialty	<u></u>	
Ľ	Edit Shipments		ice Validations	Unit Trains	Trace Shipmen	ts	CLMs	FASTRAC
	Manage	Diversions						
Multi-Diversions		versions						

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

	Main	Config	Reference C	lar M	Manageme	ent Repor	rts	RAILDa	sh		
Shipments	Comr	nodity	<u>.</u>			Current	Jeopa	ardized	/// Specialty	Ţ	FT
Trip Ma	inageme	ent	Interface Validation	sι	Open	Shipments	;		s	CLMs	FASTRAC
					At Ori Unit T	gin Train Summ	nary				

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 Info	rmation	_					
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:	МНКРА	_
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 Rail	yard 💌			
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 Extracted: 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 Info	ormation								
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 CL	ASS		Return:	MARHOOK	PA	-	TRIP REF #4	
Care Of Name:				Requested Delivery:	00/00/00 00:00			TIFFY1	_
Route Code:	MARPA-2212	68-1034		Consign Notification:	04/04/16 00:00	Est	-	OPERATIONS	_
Route Desc:	NS			Consign Delivery:	04/04/16 00:00	Est	-	Master Origin:	МНКРА
Shipment Type:	01 - Plant to Cust	tomer	•	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 Rail	yard	-		
Shop Move:	No 💌 One	e 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/C	Days:	0	ETA Origin:	04/14/16 00:00				
Free Runner:	No Supplier	Ship: No	Extracted: No	Bill Detention:	YES 💌				
Supplier Code:	() N	Name: MOI	NROE ENERGY LLC	L/E:	Load 💌				
CSR No.:				Road:	NS				
Unit Train ID:	Sale	es Rep:							

- 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 Info	ormation						
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:	МНКРА
Shipment Type:	01 - Plant to Customer	•	Consign Release:	04/04/16 00:00	Est 💌	Master Trip No.:	1886
Order Number:	BOL No.: 00	0621MK	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: W	/BTS 💌	Site Code:	A - Arrival at Raily	yard 💌		
Shop Move:	No 💌 One Way/RT: O	ne Way 💌	CLM Date/Time:	03/28/16 09:58			
Frt Pmt Code:	Prepaid 💌 Car Condition: Go	ood 💌	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	Extracted: No	Bill Detention:	YES 💌			
Supplier Code:	Name: MONRO	DE ENERGY LLC	L/E:	Load 💌			
CSR No.:			Road:	NS			
Unit Train ID:	Sales Rep:						

- 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 Info	ormation						
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:	МНКРА
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 Raily	yard 💌		
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	Extracted: No	Bill Detention:	YES 💌			
Supplier Code:	Name: MON	IROE ENERGY LLC	L/E:	Load 💌			
CSR No.:			Road:	NS			
Unit Train ID:	Sales Rep:						

- **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 Shipme	ents											
File Edit Se	ttings Viev	/ Help										
୍ରା 🛛 🔁 🕯	40 î 🕅	×	⊒= [i 🖳 🎟 💛	****	4 🖻 🖗 🖉 🔇) 🔩 🤚 🐬 📻 🥎 📷 篇	Ø 🛛	🌢 🛲 💹	I •		
Sort By Colum	nn	Asc	Find C	olumn	•	Where Value	And/Or		Except		ReApply CLMs	Edit Route Code
Car Init		V		[-	= 👻	And 🗸				Calc Route Det	CLM History
Car No.		V			v	-	✓ And ✓		ETA Graph		Edit Consignee	Edit Comm Ship
Add	Delete So	rt	View G	D Add I	Dele	te Apply Res	set Save Select	Ro	w 0	of O		
Car ID:	WTBX 099	9873				Origin:	MARHOOK	PA [•			
Ship Date:	03/25/16 00:	00				Destination:	REYBOLD	DE [•			
Consignee No.:	() BDS2345	6]	Release:	REYBOLD	DE [•			
Consignee Nm:	BDS TEST FO	R CLASS				Return:	MARHOOK	PA [•			
Care Of Name:						Requested Delivery:	00/00/00 00:00					
Route Code:	() MARPA-	221268-10)34			Consign Notification:	04/04/16 00:00	Estima	ated 🚽			
Route Desc:	NS					Consign Delivery:	04/04/16 00:00	Estima	ated 💂			
Shipment Type:	01 - Plant to	Customer			-	Consign Release:	04/04/16 00:00	Estima	ated 💂			
Order Number:		BOL	No.:	000621MK		Trip Close:	04/14/16 00:00	Estima	ated 💂			
Shipper No.:	0785222	Cus	t PO:			Previous Trip Close:	04/06/16 00:00					
Trip Status:	Open	🕳 Car	Status:	1 - To Consignee	•	Current Location:	ABRAMS	PA [•			
Fleet:	WGTST	🕳 Grou		WBTS	•	Site Code:	A - Arrival at Railyard 🔹	L/E:	Load 👻]		
Shop Move:	No 💌	One Wa	y/RT:	One Way	•	CLM Date/Time:	03/28/16 09:58	Road:	NS			
Frt Pmt Code:	Prepaid 💂	Car Con	dition:	Good	•	ETA Consignee:	04/06/16 00:00	Impor	t Source:	TEST		
Diverted:	No 💌	B/O Day	s:		0	ETA Origin:	04/14/16 00:00	DIVER	SION			•
Free Runner:	No Sup	plier Ship:	No	Extracted: No		Bill Detention:	YES	OPER	ATIONS			
Supplier Code:	0	Name	MON	ROE ENERGY LLC		LOT #		THIS I	S 20 BYTE			
CSR No.:												
Unit Train ID:		Sales Re	p:			Master Trip No.:	1886	Maste	r Origin:	мнкр	A	
Last Comments:	:											

- 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.

	Main	Config	Reference Ca	ar Manageme	nt Repor	rts RAILDa	ash		
Shipments	s Comr	modity	<u>t</u>		Current	Jeopardized	Specialty	Stormous	Ħ
Trip Ma	anagem	ent	Interface Validations	Unit Trains	Т	race Shipmen	ts	Currer	1
								Histori Archiv	ical red

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

Get Data For Edit Current CLN	1	
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
Column	Where	Value
Car Initial 🗨	= 🔻	
Car Number 📃	= 🔻	
	Add	Delete
ОК	All	New Cancel Setup

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

content cons x	
● C 寨 的 [] 2 兆 → 計 註 × 📓 🖳 🕸 🖂	
Sort By Column Asc Find Column Where Value And/Or	
CarNumber V V V And V	
CLM Date Time V V V And V	
Add Delete Sort View GD Add Delete Apply Reset Save Select	
Car ID Date/Time SC Location Destination Le Road	Cer ID: V/18X [7/98/73 C Loaded Empty
WTBX 099873 03/28/16 09:58 A ABRAMS PA REYBOLD DE L NS	CLM Dete/Time: 23/28/16 09:58 Sight Code: A
	Location City: ABRAMS Location State: PA 💌
	Trn Jot: Road: NS
	Destination City: RETBOLD Destination State: DE 💌
	CLM Proc Date: 00,00,00 00:00
1	CLM Event:

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.

≡▼	N	4ain	Config	Reference	Car Man	agement	Report	s RAILDa	ash		
Shipmen	ts	Comr	nodity	F	0.0		Current 1	Deopardized	Specialty	Jan K.	FT
Trip N	4an	agem	ent	Interface Validat	ions Unit 1	Trains	Tra	ace Shipmen	ts	Currer	nt
										Histori	ical
										Archiv	ed

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.

Ge	t Data For Edit CLM Histo	ory	
ſ	SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
[Column	Where	Value
	Car Initial	▼ = ▼	
	Car Number	▼ = ▼	99873
	CLM Begin Date	▼ >= ▼	00/00/00
	CLM End Date	▼ <= ▼	00/00/00
		Add	Delete
÷			
	0		New Cancel Setup

Historical CLMs will be displayed in decending order.

Hi	storical CLMs 🔉	٢											
	🖸 🛤 Ю 🕕) 오 🎝 🤣 🖥	= 👬 🗙 [🔡 🔍 🤩 🖻							🛯 🚽 Row	1 of 4	
Sort Car I Car N CLM	By Column initial Number Begin Date Id Delete	Asc F	Find Column	₩	here 	Value	Reset	Save	And/Or And And And And Select				
	Car ID	Clm Date	SC	Loc City	St	Le	Trn Jct	Road	Dest City				
W	TBX 099873	03/28/16 09:5	8 A	ABRAMS	PA	L		NS	REYBOLD	DE		_	
W	TBX 099873	03/28/16 06:04	4 P	STOCREEK	PA	L		NS	REYBOLD	DE		_	
w	TBX 099873	03/25/16 12:03	2 W	MARHOOK	PA	L		NS	REYBOLD	DE			
w	TBX 099873	03/25/16 00:0	0 Q	MARHOOK	PA	L		NS	REYBOLD	DE			

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.

Main Confi	g Reference Ca	ar Managemen	nt Reports	s RAILDa	ash		
Shipments Commodity	₽ <u></u>		Current J	eopardized	Specialty	ALCHING N	Ħ
Trip Management	Interface Validations	Unit Trains	Tra	ace Shipmen	ts	Currer Histori Archiv	nt ical ed:

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.

Set as [Default Save Setup	Delete Setup
re Value		
_		
▼ 27738		
• 01/01/15		•
• 06/01/15		T
Add Delete		
<u>All</u> <u>N</u> ew	Cancel	Setup
	Value 27738 27738 101/01/15 06/01/15 06/01/15 Add Delete	Set as Default Save Setup Image: Set as Default Save Set as Default Image: Set as Default Save Set as Default <

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.

Get Data For Open Shipm	ents	
KELLYA 01		Set as Default Save Setup Delete Setup
Column	Where	Value
CarID	• = •	
Location City	• = •	
Destination ETA	• = •	00/00/00
Sight Code	• = •	
	Add	Delete
<u> </u>		
	OK All	New Cancel

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

		Ect as Dofault	Sava Satura Dalata Satura
Column	Where Val		Save Setup
Commodity Name		20	
BOL No			
Customer Name	 ▼ = ▼ ()		
		Delete	
	Add	Delete	

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.

KELLY 01	Set as Default Save Setup Delete Set	up
Column	Where Value	_
Destination City	HOUSTON	
Car Init	• = •	
Consignee No.	v = v ()	

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.

Cher the Oct Data Daten icon	Click the	Get	Data	Batch	icon
------------------------------	-----------	-----	------	-------	------

≡ -	Main	Config	Reference	Car Manageme	nt Reports	RAILDas	sh			
Shipmen	ts Comr	modity	<u>₽</u>		Current Jeo	pardized	Specialty	internet in the second s	FT	
Trip M	lanagem	ent I	nterface Validatio	ons Unit Trains	Trace	e Shipmente	s	CLMs	FASTRAC	
0p	en Ship	ments >		≟ X 💷	3 4 🖬	e 🕀 🗄	7 6-6- 10			
Sort By Car Init Car No.	/ Colum	n	Asc	Find Column	₩ ₩ ₩ ₩ ₩ ₩ = ₩ =	here Vi	alue		And/Or And And And	
Add	Del	ete S	Sort	Add	Delete	Apply	Reset	Save	Select	

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

Search By:	Car ID (Car Init+Car No.) 🔻	
Enter Data Separated	WTBX099868	~
by Comma, Tab or	WTBX099869	
Carriage Return (ex	W1BX099870	
ABCX8976	WTBX099871	
ABCX064699	WTBX099873	
or		
ABCX008976		
ADCX04099)		
		-
	4	•

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.

Get Data For Trip Diversion I	laintenance	
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
Column	Where	Value
Car Init 👤 💌	= 💌	
Car No. 💌	= 🔻	69382
Divert Type	= 🔻	
Begin Divert Date 🖉	>= 🔻	00/00/00
End Divert Date 🖉	<= ▼	00/00/00
	٨dd	Delete
<u> </u>	Auu	
ОК	All	New Cancel Setup

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

오 🕕 🎼 🦑 🏍 🎦 📢 🗙	3- 📙 🖳 🏢	🖬 🤹 🖃 🎼	•			Row 1 of 2		
Sort By Column Asc	Find Column Car Init Car No. Divert Type Add	Where = = = = Delete	Value Ani Ani Ani Reset Save Select					
Car ID	Ship Date Time	Divert Date Time	L/E Divert Type	Diversion Location	Prev. Dest. Location	Prev. Return Location	Prev. Order No.	Prev. BOL No.
ACFX 069382	11/05/08 00:00	11/18/08 12:35	E Empty/Origin Diversion	TERHAUTE IN		BRIMSTONE LA	00024745680010	0002824523
ACFX 069382	11/05/08 00:00	11/21/08 23:14	E Empty/Origin Diversion			AMELIA TX	00024745680010	0002824523

Manage Diversi	ons X				
요 🛈 🎝 🤣	🕫 🎦 😭 🗙	3- 🔲 🔍 🎟	🔤 🤮 🖃 🔩	•	
Sort By Column	Asc	Find Column Car Init Car No. Divert Type Add	Where Image: Constraint of the second sec	Value Value Reset Save	And/Or And And And And And And And And And And
Car Init:	ACFX		Road:	CSXT	
Car No.:	069382		Prev Route Code:	BS-373440-10216	
Ship Date Time:	11/5/2008 00:00:0)	Prev Cust No.:	0100036003	
Divert Date Time:	11/18/08 12:35		Prev Cust Name:	AMPACET CORP	
L/E:	F		Prev Order No.:	00024745680010	
Divert Type:	Empty/Origin Divers	sion	Prev BOL No.:	0002824523	
Shipment Type:	15 - Plant to Plant		Prev Dest SPLC:		
Divert Location:	373440 TERH/	AUTE IN	Prev Return SPLC:	658677 BRIMSTONE	LA
Who Pays:	Not Applicable				
Div Route Dscr:	CSXT/ESTL/UP				

Double-clicking a record will display a detailed view of the diversion.

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.

Get	t Data For Edit Shipi	ments				
K	ELLY 01					Set as Default Save Setup Delete Setup
Г	Column		Whe	e		Value
	Car No.	-	=	-		193495
	Car Init		=			
	Ship Date		>=			00/00/00
	Ship Date		<=			00/00/00
	Consignee No.		=	- (D	
				ماط		Deleta
				Ааа	_	
		ОК		<u>A</u> ll		New Cancel

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.

Sort By Column	e ⊨ µ₂ ∲ Asc	∃= × Find Co	📓 🗟 🚭 🖬 Iumn	🛛 🗭 🐬 Where	Value	▼ Ar	nd/Or	•		Row	1 of 2	
Car Init Car No.	, V , V		Add Delete	= v Apply	Reset	Ar Ar Save Select	nd v		ŧ			
Car ID Ship Da	te Consig	n No.	Consign Nan	e	Care	e Of Name	Desti	nation	Extracted?	Order #	BOL #	Consignee PO #
GNCX 193495 03/12/16	00:00 371BDS	173360	ALBANY NY TE	RMINAL	-	_	ALBAN	IY I	NY No		GN010795	
TCBX 193495 09/12/15	00:00 371BDS	173360	ALBANY NY TE	RMINAL			ALBAN	IY I	NY No		GN010795	
											List Detail	
•									III			
					_					D	etail 🔺 🔿〇〇 🔻 Lis	t
Detail Customer	Product Ro	oute Code	Car Assignme	nt CLM I	History Ca	r Profile						
GNCX 193495 03/1	2/16											
🖽 Detail Only	Shipment Info	ormation										
🤮 ReApply CLMs	Car ID:	GNCX	193495			Origin:	MINOT	ND 👻	LOT #			
📸 Detention Detail	Ship Date:	03/12/1	6 00:00			Destination:	ALBANY	NY 🗣	Trip Ref 2			
View Diversion	Consignee No.:	37:	BDS173360			Release:	ALBANY	NY 🖵	THIS IS 20 BYTE			
27 Create Diversion	Consignee Nm:	ALBAN	NY TERMINAL			Return:	MINOT	ND 🖵	Trip Ref 4			
Shop Form	Care Of Name:					Requested Deliver	y: 00/00/00 00:0	0	Trip Ref5:			
A Hot Lists	Route Code:	🕕 MI	IND-173360-1002			Consign Notificatio	in: 03/18/16 08:0	D Act 🗣	Trip Ref6:			
Comments	Route Desc:	BNSF-C	HGO-CSXT			Consign Delivery:	03/18/16 12:0	D Act 🖵	Master Origin:			
- Comm Shinned	Shipment Type	: 01 - Pla	int to Customer			Consign Release:	03/19/16 15:0	D Act 🚽	Master Trip No.:			
Trauble Les	Order Number:		BOL No	.: GN0107	95	Trip Close:	04/08/16 00:0	D Est 👻				
	Shipper No.:	_	Cust PC			Previous Trip Close	e: 03/12/16 00:0	0	-			
m Caic Route Detail	Trip Status:	Open	Car Sta	:us: 3 - To C	Origin 💌	Current Location:	CHICAGO	IL 💌	-			
	Fleet:	GNCX	Group:	GNC Tr. Dourd 1	Tuie	Site Code:	R - JUNCTION R	eceived 🕞	1			
	Ext Dest Code	Droppia	Car Conditio	n: Cood	inh 🛋	ETA Canaianaau	03/24/16 01:0		ſ			
	Diverted:	No	BIO Dave:	n. <u>dood</u>		ETA Origina	03/22/16 05:0	2				
	Free Runner:	No	Supplier Ship:	Extr	acted: No	Bill Detention:	VES	-		Ship	ment Detail	
	Supplier Code:		Name:	NC ENERGY		L/E:	Empty	÷				
	CSR No.:					Road:	BNSF	-				
	Unit Train ID:		Sales Rep:			Import Source:	eBILL	=				
	RR Dlv Date:		RR	Dlv 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. C	onsign Name	Car	e Of Name	Destina	tion	Extracted?	Order #	BOL #	Consignee PO #	C5R	Trip Ref 1
GNCX 193495				BANY NY TERM	INAL									
TCBX 193495	09/12/15 00:00	3718D51	73360 Al	BANY NY TERM	INAL		ALBANY	N	Y No		GN010795			
1														
		_	_	_				_		Dotail A				
Detail C	stomer / Prod		ite Code 🗸 0	ar Assignment		ar Profile				Detail				
GNCX 193495	03/12/16													
	a.	17.6	10											
Detail Only	Ship	ment Infor	mation											•
ReApply C	LMs Carl	D:	GNCX 193	495		Origin:	MINOT	ND 👻	LOT #		_			
Contraction 2010	Detail Ship	Date:	03/12/16 00:0	10		Destination:	ALBANY	NY 👻	TUTC IC 20 DVTC		_			
View Diver	sion Cons	ignee No.:		7336U		Release:	ALBANY	NT V	THIS IS 20 BYTE		_			
🖉 Create Div	ersion Cons	Of Namo	ALDANT NT TO	INFILMEL		Return: Requested Deliveru	00/00/00 00-00		Trip Doff:					
Shop Form	Port	e Code:	MIND-1	73360-1002		Consign Notification	03/18/16 08:00	0 ct	Trip Ref 5:					
👌 Hot Lists	Rout	e Decr	BASE-CHGOL	'SYT		Consign Delivery:	03/18/16 12:00	Act -	Master Origin:					
👂 Comments	Shin	pent Type:	01 - Plant to r	Tushomer		Consign Release:	03/19/16 15:00	Act -	Master Trip No		_			
Comm. Sh	pped Orde	r Number:		BOL No.:	GN010795	Trip Close:	04/08/16 00:00	Est 💌						
O Trouble Lo	g Shipp	er No.:		Cust PO:		Previous Trip Close:	03/12/16 00:00							
Galc Route	Detail Trip	Status:	Open	🖌 Car Status	: 3 - To Origin 💌	Current Location:	CHICAGO	IL 🖵						
-	Fleet	:	GNCX	Group:	GNC 💌	Site Code:	R - Junction Rece	ived 🖵						
	Shop	Move:	No 💌	One Way/RT:	Round Trip	CLM Date/Time:	03/24/16 01:00							
	Frt P	mt Code:	Prepaid 💌	Car Condition:	Good 💌	ETA Consignee:	03/22/16 00:00							
	Diver	ted:	No 💌	B/O Days:	0	ETA Origin:	03/29/16 15:00							
	Free	Runner:	No Supp	olier Ship: No	Extracted: No	Bill Detention:	YES 💌							
	Supp	lier Code:	0	Name: GNO	ENERGY	L/E:	Empty 💌							
	CSR	No.:				Road:	BNSF							
	Unit	Train ID:		Sales Rep:		Import Source:	eBILL							
	RR D	lv Date:		RR D	/ Update Road:	RR Update Date:								
														1
														V
								_						

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	0:00	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. Gr	rp. GNC	-		
Loaded	Diversion	E	mpty/Origin Divers	ion	Empty to Shop	p/Storage Diversion
New Route Code:		New F	Return SPLC:		Customer	:
New Customer No.:					New Return SPLC	:
New Order No.:					New Route Code:	:
New BOL No.:						
-		,		,		
						/
			OK Cano	el	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.

C	ar ID	CLM Date	SC	Location		Destination		LE	Road	Route Code	Trn/Jct
GNCX	193495	03/24/16 01:00	R	CHICAGO	IL	MINOT	ND	Е	BNSF		
GNCX	193495	03/23/16 04:50	J	CHICAGO	IL	MINOT	ND	Е	CSXT	-	
GNCX	193495	03/20/16 15:00	Ρ	ALBANY	NY	MINOT	ND	Е	CSXT		
GNCX	193495	03/20/16 06:00	X	ALBANY	NY	MINOT	ND	Е	CSXT		
GNCX	193495	03/19/16 15:00	W	ALBANY	NY	MINOT	ND	Е	CSXT		
GNCX	193495	03/18/16 12:00	Ζ	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	Ρ	MINOT	ND	ALBANY	ND	L	BNSF		
GNCX	193495	03/12/16 00:00	Q	MINOT	ND	ALBANY	NY	L	BNSF		
Desti	nation Criter	ia Edit C	CLM	Add to Di	version	Add to DestCri	iteria		Add Part	icipating RR	Close

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 01:0	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. G	rp. GNC	-		
Loaded	Diversion	E New I	mpty/Origin Diversion		Empty to Shop	p/Storage Diversion
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.

4	dd Trip Diversion							
	Car ID:	GNCX 193495	Divert Date	Time: 03/24/16 01:0	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. G	rp. GNC	-			
	Loaded	Diversion	E	mpty/Origin Diversion	n	Empty to Shop	p/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		

Add Trip Diversion							
Car ID:	GNCX 193495	Divert Date	Time: 03/24/16 01:0	0	Who Pays:	Not Applicable	•
Ship Date Time:	03/12/16 00:00	Divert Loc:	CHICAGO	IL	Shipment Type:	Plant to Plant	V
Load/Empty:	E	Road: BNSF		Diversion Type:	Empty/Origin Diver	-	
Divert Route Desc:	BNSF-CHGO-NS						
New Fleet ID:	GNCX 💌	New Bus. G	rp. GNC				
New Route Code: New Customer No.: New Order No.: New BOL No.:	E New I	Empty/Origin Diversion New Return SPLC: New Network New Return SPLC: Network			Empty to Shop/Storage Diversion Customer: New Return SPLC: New Route Code:		
			OK Cancel		CLM History		

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

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.

SPLC Code	ERPC City	ERPO	e City	Stat	Rule te 260
191410	NBERGEN	LN CN	N BERGEN	NJ	NBERG
191600	NEWARK	NJ	NEWARK	NJ	NEARK
194237	NEWBRUNSW	NJ	NEW BRUNSWICK	LΝ	NEWBK
Search Crit	eria				
City:	N		State:		L
ERPC City:			ERPC S	tate:	
SPLC:					
	Conrela	OK	Close		
	Search	<u></u>			

Add Trip Diversion							
Car ID:	GNCX 193495	495 Divert Date Time: 03/24/16 01:00 0 Divert Loc: CHICAGO IL		Who Pays:	Not Applicable	•	
Ship Date Time:	03/12/16 00:00			Shipment Type:	Plant to Plant	T	
Load/Empty: E		Road:	Road: BNSF		Diversion Type:	Empty/Origin Diver	•
Divert Route Desc:	BNSF-CHGO-NS						
New Fleet ID:	GNCX 💌	New Bus. G	rp. GNC	-			
New Route Code: [New Customer No.:] New Order No.:] New BOL No.:]	d Diversion	E New 1	impty/Origin Diversion Return SPLC: <mark>(19160</mark>		Empty to Sho Customer New Return SPLC New Route Code	p/Storage Diversion	
			OK Cancel		CLM History		

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

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

		Dir	Diversion Authorization								
From:	<u></u>			Attn :							
Car ID:	GNCX	193495	Ship Date:	3/12/2016	Load/Empty :	Empty					
Current Destination:	MINOT	ND			Current Consignee:	ALBANY NY TERMINAL	=				
Current Route:	BNSF-CHGO-	CSXT				ALBANY	_				
Current BOL #:	GN010795				Current Order #:						
			Diversion Detai	il							
Divert To:	NEWARK	נא			New Consignee:						
Diversion Route:	BNSF-CHGO-	NS									
New BOL#:					New Order #:						
Product:					Freight Charges To:						
Div Charges To:											
							-				

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.

	: MINOI ND	Current Consignee:	: ALBANY NY TERMINAL	^
Current Route:	BNSF-CHGO-CSXT		ALBANY	
Current BOL #:	GN010795	Current Order #:		
	Diver	ion Detail		
Divert To:	NEWARK NJ	New Consignee:		Ē
Diversion Route:	BNSF-CHGO-NS			
New BOL#:		New Order #:		
Product:		Freight Charges To:		
Div Charges To:				
				E
Comments:				
Authorized By :		Date : 2/24/2017 13:55:09	KELLYA	
Comments: Authorized By :		Date : 2/24/2017 13:55:09	KELLYA	

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.

G	et Data For Shipmer	nts		
	KELLY 01		▼ Set as Default	Save Setup Delete Setup
	Column	Where	Value	
	Car No.	▼ = ▼	301125	
	Car Init	▼ = ▼		
	Consignee No.	💌 = 💌 🄇		
		٨dd	Delete	
		Add		
		OK <u>A</u> II	<u>N</u> ew <u>C</u> ance	l Setup
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.

all cold shipments X all cold shipments all cold ship bate Car Init Car No. Add Delete Delet	2 → Asc Fin ✓ ✓ ✓ ✓ ✓ ✓ <th></th> <th></th> <th>And And And And And And Save Select</th> <th>/Or v v e Of Name</th> <th></th> <th>Destination MARTINEZ</th> <th>Row Row</th> <th>1 of 2</th> <th>▶ ▶1 rr# B0L#</th> <th>Consignee PO #</th>			And And And And And And Save Select	/Or v v e Of Name		Destination MARTINEZ	Row Row	1 of 2	▶ ▶1 rr# B0L#	Consignee PO #
TilX Detai Customer TILX 301125 [04/14	301125 4/3/201 Product / Route 5/17	17 00:00 6271752300000	PLAINS LPG SERVICE	Profile			LONSTAR	CA N	Detail x /01	040317C List Detail	
Detail Only	Shipment Inform Car ID: TI Ship Date: J-A Consignee No: Consignee No: Consignee No: Consignee No: Consignee No: Consignee No: Consignee No: Conservation of the North Conserva	hatbon DX 001125 J/6/17 00:00 95573175903 GEL TRADING 95573175903 CLL TRADING 0004576134-1425 LSF Coust PO: Coust PO:	I - To Consignee ¥ BTAN ¥ Round Trip ¥ Good ¥ Extracted 10	Origin: Destination: Release: Return: Requested Delivery: Consign Delivery: Consign Delivery: Consign Delivery: Consign Release: Trip Close: Previous Trip Close: Current Location: Sile Code: ETA Origin: Bil Detention: L/E: Road:	ONESTAR MARTINEZ MARTINEZ ONESTAR DO/DOIDO 00:00 94/26/17 00:00	CA Y CA Y CA Y Est Y Est Y Est Y CA Y CA Y Ard Y	LOT # TREF 2 TRIP REF #3 TRIP REF #4 TIFFY1 OPERATIONS Master Origin: Master Trip No.: Import Source: Import Date:	5+ELITST P4/28/17 (92:34	Shipment Detail	

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

Flags (Car ID Shi	p Date Consign N	o. Consign Name	Care	e Of Name		Destination		Extracted?	Order #	BOL #	Consignee PO #
TILX	301125 4/1	6/2017 00:0 9635731759	003 SHELL TRADING				MARTINEZ	CA	N			
TILX	301125 4/3	/2017 00:00 6271752300	000 PLAINS LPG SERVI	CES LP			LONSTAR	CA	Ν		040317C	
						_		_	D-1-1			
Detail Customer	Product Ro	ute Code Car Assign	ent CIM History C	ar Profile					Detail	x 000	0 LIST	
TILX 301125 04/10	6/17											
101001120 01/1												
🖽 Detail Only	Shipment Inf	ormation	_	•						_		
CLM History	Car ID:	ILX B01125	_	Origin:	LONESTAR		LOT #					T
ReApply CLMs	Ship Date:	04/16/17 00:00		Destination:	MARTINEZ		TREF 2	Ŀ		_		
📸 Detention Detail	Consignee No.:	0 9635731759003		Release:	MARTINEZ		TRIP REF #3	l-		_		
View Diversion	Core Of Normal	PHELL TRADING		Return:	100/00/00 00:00		TREVA	l-		_		•
🖉 Create Diversion	Care Or Marie:	ONES-976134-147	5	Consign Notification	04/26/17 00:00	Fet -		H				
Shop Form	Route Desc:	ENCE	,	Consign Delivery:	04/26/17 00:00	Fet w	Master Origin:	l-		<u> </u>		
👌 Hot Lists	Shinment Type	01 - Plant to Customer		Consign Release:	04/28/17 00:00	Fet w	Master Trip No :	i-		_		
Comments	Order Number:	BOLT	lo.:	Trip Close:	05/08/17 00:00	Est 💌	Import Source:	SHE	LTST	_		
- Comm. Shipped	Shipper No.:	Cust	20:	Previous Trip Close:	04/16/17 10:25		Import Date:	04/2	8/17 09:34	_		
Trouble Lon	Trip Status:	Open 👻 Car S	tatus: 1 - To Consignee 💌	Current Location:	FRESNO	CA 👻		1				
Calc Route Detail	Fleet:	MCLPG V Group	BTAN V	Site Code:	A - Arrival at Raily	ard 🔻						
Calc Route Detail	Shop Move:	No One Way	RT: Round Trip 👻	CLM Date/Time:	04/23/17 08:00							
	Frt Pmt Code:	Car Cond	tion: 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	Bill Detention:	YES 💌							
	Supplier Code:	(1) Name:		L/E:	Load 👻							
	CSR No.:			Road:	BNSF							
	Unit Train ID:	Sales Rep										
												•

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:		•
Ship Date Time:	04/16/17	00:00	Divert Loc:				Shipment Type:		•
Load/Empty:	-		Road:				Diversion Type:	Loaded Diversion	-
Divert Route Desc:									
New Fleet ID:	MCLPG	•	New Bus. G	irp. BT	AN	-]		
1									
Loaded	d Diversior	1	E	mpty/Orig	in Diversion		Empty to Sho	p/Storage Diversion	
New Route Code:			New	Return SP	LC:		Customer	:	
New Customer No.:							New Return SPLC	:	
New Order No.:							New Route Code	:	
New BOL No.:									
,			,						
			_						
				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	50	Location		Destination		L	Road	Route Code	Trn/Jct
TILX	301125	04/23/17 08:00	A	FRESNO	CA	MARTINEZ	CA	L	BNSF		L03
TILX	301125	04/23/17 03:48	Ρ	BAKERSFIE	CA	MARTINEZ	CA	L	BNSF		LCAL03
TILX	301125	04/17/17 04:59	Α	BAKERSFIE	CA	MARTINEZ	CA	L	BNSF	876134-881525-1	001 YBAK30
TILX	301125	04/17/17 04:58	Ρ	LONSTAR	CA	MARTINEZ	CA	L	BNSF	876134-881525-1	001 YBAK30
TILX	301125	04/17/17 03:42	Х	LONSTAR	CA	MARTINEZ	CA	L	BNSF	876134-881525-1	1001
TILX	301125	04/16/17 10:35	W	LONSTAR	CA	MARTINEZ	CA	L	BNSF	876134-881525-1	1001
TILX	301125	04/16/17 10:27	Ζ	LONSTAR	CA	LONSTAR	CA	Е	BNSF	876134-881525-1	1001
TILX	301125	04/16/17 10:26		LONSTAR	CA	LONSTAR	CA	Е	BNSF		
TILX	301125	04/16/17 10:25	W	LONSTAR	CA	LONSTAR	CA	Е	BNSF	876134-881525-1	1001
TILX	301125	04/16/17 00:00	Q	LONESTAR	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	e Time: 04/23/17 08	3:00	Who Pays:	_
Ship Date Time:	04/16/17 00:00	Divert Loc:	FRESNO	CA	Shipment Type:	_
Load/Empty:	ŀ	Road:	BNSF		Diversion Type:	Loaded Diversion 💌
Divert Route Desc:						
New Fleet ID:	MCLPG 💌	New Bus. G	Grp. BTAN	-]	
J Loade	d Diversion		Empty/Origin Diversi	on	Empty to Sho	p/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 Cano	el	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:	-	Road:	BNSF		Diversion Type:	Loaded Diversion 💌
Divert Route Desc:	BNSF					
New Fleet ID:	MCLPG 💌	New Bus. Gr	p. BTAN		·	
1						
Loade	d Diversion	Er	npty/Origin D	version	Empty to Sho	p/Storage Diversion
New Route Code:		New R	eturn SPLC:		Customer	:
New Customer No.:					New Return SPLC	:
New Order No.:					New Route Code	:
New BOL No.:						
		,			,	
				1		
		(DK	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.

Add Trip Diversion						
Car ID:	TILX 301125	Divert Date Ti	me: 04/23/170	8:00	Who Pays:	Not Applicable
Ship Date Time:	04/16/17 00:00	Divert Loc: FF	RESNO	CA	Shipment Type:	Plant to Customer 💌
Load/Empty:	-	Road: BN	ISF		Diversion Type:	Loaded Diversion 💌
Divert Route Desc:	BNSF					
New Fleet ID:	MCLPG	New Bus. Grp.	BTAN	-	1	
1						
Loaded	d Diversion	Emp	oty/Origin Diver	sion	Empty to Sho	p/Storage Diversion
New Route Code:		New Re	turn SPLC:		Customer	:
New Customer No.:					New Return SPLC	:
New Order No.:					New Route Code	:
New BOL No.:						
		,		,		
			_			
		Ok	Can	cel _	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.

de	Ro De	ute scription	Origin		Destination		Delivery Carrier	As
-883683-10000	BNS	SF	LONE STAR	CA	TORRANCE	CA		
								Þ
┌─ Search Crit	teria							Þ
Search Crit	teria							Þ
Search Crii Route Code: Origin FRPC:	teria		Origin S	tate:				Þ
Search Crit Route Code: Origin ERPC:	LON		Origin S	tate:				Þ
Search Crit Route Code: Origin ERPC: Dest ERPC:	teria LON TOR		Origin S Dest Str	tate:				
Search Cri Route Code: Origin ERPC: Dest ERPC:	teria LON TOR		Origin S Dest Sta	tate:				Þ

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. G	rp. BTAN	-]		
J							
Loade	d Diversion	E	mpty/Origin Diversio	n	Empty to Sho	p/Storage Diversion	
New Route Code:	S-883683-10000	New I	Return SPLC:		Customer	:	
New Customer No.:					New Return SPLC	:	
New Order No.:					New Route Code	:	
New BOL No.:							
,		,		,			
		_					
			OK Cance	<u> </u>	CLM History		

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

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	e 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. G	Grp. BTAN	1	-	
Loade	d Diversion		Empty/Origin	Diversion	Empty to Sh	op/Storage Diversion
New Route Code:	S-883683-10000	New	Return SPLC	:	Custome	er:
New Customer No.:					New Return SPL	C:
New Order No.:					New Route Cod	le:
New BOL No.:						
		,			,	
			av 1			
			ОК	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.

ind Customer								
Cust No.	Custom	er Name		City	State	Custome	r Type	Active
1521BDS883683	BDS TEST	REFINERY		TORRANCE	CA	INTERNAL	TRANSFER	Y
								Count:
ſ	Find							
	Cust Name:	_			Cust Type:			
	Custolia	-						
	Cust No.:							
	Cust City:	TORR			Cust State:			
			Search	ОК	Close			
			Jearen					

Comple	ete op	tional f	fields	as	needed	and	click	OK.
--------	--------	----------	--------	----	--------	-----	-------	-----

A	dd Trip Diversion												
	Car ID:	TILX 301125	Divert Date	Time: 04/23/17 0	8:00	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 💌						
l	Divert Route Desc:	BNSF											
l	New Fleet ID:	MCLPG 🗨	New Bus. G	rp. BTAN	-	[
ľ													
	Loaded Diversion Empty/Origin Diversion Empty to Shop/Storage Diversion												
l	New Route Code:	S-883683-10000	New	Return SPLC:		Customer							
l	New Customer No.:	521BDS883683				New Return SPLC							
l	New Order No.:					New Route Code	:						
l	New BOL No.:												
Î			,		,								
				OK Can	cel	CLM History							

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

	Divers	ion Authorization			
From:		At	ttn :		
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:					
Div Charges To:					
Div Charges To:					

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.

Current Destination	MARTINEZ	CA		Current Consignee:	SHELL TRADING	
Current Route:	BNSF				MARTINEZ	CA
Current BOL #:				Current Order #:		
			Diversion Detai	I		
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:						
	1			J		
Comments:	[-
	,					
Authorized By :	<u> </u>			Date : 2/19/2018 10:31:17	KELLYA	

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.

	M	ain	Config	Re	ference	Ca	r Managemen	it Repo	orts	RAILD	ash		
Shipmen	its (Comm	odity					Current	Jeop	// pardized	/// Specialty	Ţ	FT
Edit 9	Shipi	ment	ts		ice Validat	ions	Unit Trains		Trace	Shipmen	ts	CLMs	FASTRAC
Mana	ige (Diver	sions										
Multi	-Dive	ersio	ns										

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.

Column	Where	Value
Car Init	• = •	
Car No.	• = •	
Fleet ID	• = •	
Business Group	• = •	
Customer No.	• = •	
Destination City	• = •	
Destination State	▼ = ▼	
	Add	dd Delete

Next, select the Get Data – Batch icon:

ADD Status Car ID	Ship Date	Multiple Div	iversion Select List	Consignee	2/21/2017 13:45:46 Consignee Name
Sort By Celose Car Stal GetData - Batc Road Car Initial Add Delete	Asc	Find Column Image: Column transform Image: Column	Where Value = _ = _ ete Apply Reset	And/Or And And And And And And And And And And	Divert Check Highlighted Rows Uncheck Highlighted Rows
ر 🗋 📭 🛤 🛐 🕪 🛛	⊇ ↓ <mark>ª</mark> ₂ 🔗]= 🗙 🔚 🗒 🧕 🖻 🖗	Ð		Row of O

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

RT Batch Search		×
Search By:	Car ID (Car Init+Car No.) 🔻	
Enter Data Separated by Comma, Tab or Carriage Return (ex ABCX8976,	LTCX050959 MOBX052180 MOBX052267 MOBX052482 MOBX052910	~
ABCX064699 or ABCX008976 ABCX64699)	MOBX052942 UNPX123860 NAHX580391 ECUX854055	
	<	+
	OK All Cancel	

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

M M	uiu-D	wersion	IS X														
	(🚔 ? 0	<u> こ</u> ら	↓ª₂ 🦑 🗄	= X 📳	8. 4	1 🗆 🤅	Ð					Row 1 of 9	9			
Sorl Car Roa Car A	: By C Statu: J Initial	s	e Sor	Asc Asc Internet of the second	Find Colum	Add	v v Del	Where Val = _ = _ = _ ete Apply	ue F	Reset Save	• • •	And/Or And And And Select	Divert Check Highlighte Uncheck Highlig	ed Rows			
	Multiple Diversion Select List 2/21/2017 13:58:42																
400	Chab		. 10	Ship		Elect	Cro	Ovisio		Dectination		Consignee	Consignee		CompCode	POI	Diverted
ADD	Stat		854055	10/25/06.0	0.00	HDDE	BMO7	NEWINAN	GA	NEWMAN	GA	30568D545941	30 BALLAEROSOLS	SPECIALTY	0005004982	DOL 0001818059	Diverteu
			Current	Location:	WAYCROSS	5		10/29/06 18:1		E CSXT		CLM De	estination: NEWNAN	GA	Unit Trai	n Id:	
	3	MOBX	052180	10/05/06 0	0:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD545943	30 BALL AEROSOL 8	SPECIALTY	0005004982	0001795416	N
			Current	Location:	WAYCROSS	5	GA G	10/28/06 12:2	9	E CSXT		CLM De	stination: NEWNAN	GA	Unit Trai	n Id:	
	3	MOBX	052267	10/13/06 0	0:00	LDPE	BMLD	KINGSPORT	ΤN	KINGSPORT	TN	1296BD54213	50 PORTOLA PACKA	AGING INC.	0005000134	0001807900	N
			Current	Location:	WAYCROSS	5	GA A	10/30/06 03:1	0	E CSXT		CLM De	stination: KINGSPORT	TN	Unit Trai	n Id:	
	3	MOBX	052482	09/06/06 0	0:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTO	GA	2885BD54545	70 PLIANT CORPOR	ATION	0005205160	0001749710	N
			Current	Location:	WAYCROSS	5	GA A	10/28/06 11:5	50	E CSXT		CLM De	stination: WASHINGTO	GA GA	Unit Trai	n Id:	
	3	MOBX	052910	10/20/06 0	0:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD545943	30 BALL AEROSOL 8	SPECIALTY	0005004982	0001817341	N
			Current	Location:	WAYCROSS	5	GA P	10/29/06 18:1	5	E CSXT		CLM De	stination: NEWNAN	GA	Unit Trai	n Id:	
	3	MOBX	052942	09/14/06 0	0:00	LLDPE	BMLL	ENSLEY	AL	WASHINGTO	GA	2885BD54545	70 PLIANT CORPOR	ATION	0005205160	0001760972	N
			Current	Location:	WAYCROSS	5	GA A	10/30/06 05:4	ю	E CSXT		CLM De	estination: WASHINGTO	GA GA	Unit Trai	n Id:	
	3	NAHX	580391	10/23/06 0	0:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD54594	30 BALL AEROSOL 8	SPECIALTY	0005004982	0001818051	N
			Current	Location:	WAYCROSS	5	GA P	10/29/06 18:1	5	E CSXT		CLM De	stination: NEWNAN	GA	Unit Trai	n Id:	
	3	UNPX	123860	09/27/06 0	0:00	LLDPE	BMLL	INDIAPLIS	IN	MANCHESTE	NH	1255BDS1281	10 SUMMIT PACKAG	SING SYSTEM:	0005031472	0001755862	N
			Current	Location:	WAYCROSS	5	GA A	10/29/06 14:5	5	E CSXT		CLM De	stination: MANCHESTE	: NH	Unit Trai	n Id:	
	3	UTCX	050959	10/21/06 0	0:00	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD545943	30 BALL AEROSOL 8	SPECIALTY	0005004982	0001818010	N
		*	Current	Location:	WAYCROSS	5	GA P	10/29/06 18:1	5	E CSXT		CLM De	stination: NEWNAN	GA	Unit Trai	n Id:	

Multi-Diversions ×												
ঋ 🎧 🚔 10 🔲 요 🕂 🤣 로 🗶 🔛 🗟 🔁 👂 🔹 Row	8 of 9											
Sort By Column Asc Find Column Where Value And/Dr Car Status V V V V And V Road V V V V And V Car Initial V V V And V Add Delete Sort View GD Add Delete Apply Reset Save Select	vert ck Highlighted Rows theck Highlighted Rows											
Multiple Diversion Select List 2/21/2017 14:00:23												
Ship Consignee Cor ADD Status Car ID Date Fleet Grp Origin Destination No. Nar	signee CommCode BOL Diverted											
🛛 3 ECUX 854055 10/25/06 00:00 HDPE BMQ7 NEWNAN GA NEWNAN GA 3056BD5459430 BAL	AEROSOL & SPECIALTY / 0005004982 0001818059 N											
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination:	NEWNAN GA Unit Train Id:											
3 MOBX 052180 10/05/06 00:00 HDPE BMQ7 NEWNAN GA NEWNAN GA 3056BD5459430 BAL	AEROSOL & SPECIALTY 0005004982 0001795416 N											
	NEWNAN GA UNIT I'rain Id:											
	VINCEDODT TN Unit Typin Ide											
3 MORY 052482 09/06/06 00:00 LLDPE BMLL ENSIEV AL WASHINGTO GA 28858D5454570 DLL	NT CORPORT IN 0005205160 0001749710 N											
Furrent Location: WAYCROSS GA A 10/28/06 11:50 E CSXT FLM Destination:	WASHINGTO GA Unit Train Id:											
	AEROSOL & SPECIALTY + 0005004982 0001817341 N											
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination:	NEWNAN GA Unit Train Id:											
☑ 3 MOBX 052942 09/14/06 00:00 LLDPE BMLL ENSLEY AL WASHINGTO GA 28858D5454570 PLI	NT CORPORATION 0005205160 0001760972 N											
Current Location: WAYCROSS GA A 10/30/06 05:40 E CSXT CLM Destination:	WASHINGTO GA Unit Train Id:											
🔲 3 NAHX 580391 10/23/06 00:00 HDPE BMQ7 NEWNAN GA NEWNAN GA 3056BD5459430 BAL	AEROSOL & SPECIALTY + 0005004982 0001818051 N											
Current Location: WAYCROSS GA P 10/29/06 18:15 E CSXT CLM Destination:	NEWNAN GA Unit Train Id:											
3 UNPX 123860 09/27/06 00:00 LLDPE BMLL INDIAPLIS IN MANCHESTE NH 12558D5128110 SUM	MIT PACKAGING SYSTEM: 0005031472 0001755862 N											
Current Location: WAYCROSS GA A 10/29/06 14:55 E CSXT CLM Destination:	MANCHESTE NH Unit Train Id:											
3 UTCX 050959 10/21/06 00:00 HDPE BMQ7 NEWNAN GA NEWNAN GA 3056BD5459430 BAL	AEROSOL & SPECIALTY / 0005004982 0001818010 N											
5 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.

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

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Sor Car Roa Car	t By (Statu ad Initial	s Delete	Asc A	Find Column	n Add	v v Dele	Where Value Val	IE)[F	teset) Save	•	And/Or And And And Select		Divert Check Highlight Uncheck Highlig	ed Rows ghted Rows			
					Mult	tiple D	iversion Selec	t Li	st			2/21/	/2017 14:00:23	1			
ADE) Stat	us Carl	Ship ID Date	ŗ	Fleet	Grp	Origin		Destination		Consignee No.		Consignee Name		CommCode	BOL	Diverted
V	3	ECUX 8	354055 10/25/06	00:00 I	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD54594	30	BALL AEROSOL	& SPECIALTY	0005004982	0001818059	N
			Current Location	h: WAYCROSS	(GA P	10/29/06 18:19	5	E CSXT		CLM De	estinal	tion: NEWNAN	GA	Unit Trai	n Id:	
	3	MOBX 0	052180 10/05/06	00:00 H	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD54594	30	BALL AEROSOL	& SPECIALTY	0005004982	0001795416	N
			Current Location	1: WAYCROSS	(BA G	10/28/06 12:29	, 	E CSXI		CLM De	estinal	tion: NEWNAN	GA	Unit Trai	n Id:	
		MOBX (52267 10/13/06	UU:UU I	LDPE		KINGSPORT		KINGSPORT		1296BD54213	50 o skie ol	PORTOLA PACK	AGING INC.	UUU5UUU134	0001807900	
1000	2	MORY C				DMII	ENSLEY	01		60	200500004545	2501140	DI JANT CORPORT	DATION	0005205160	0001749710	N
	3	MODA C	Furrent Location	n: WAYCROSS	LLDFL (GA A	10/28/06 11:50))	E CSXT	GM	CIMD:	estinal	tion: WASHINGT	O GA	Unit Trai	n Id:	
	3	MOBX 0	152910 10/20/06	00:00	HDPE	BM07	NEWNAN	GA	NEWNAN	GA	3056BD54594	30	BALL AEROSOL	& SPECIALTY	+ 0005004982	0001817341	N
ш			Current Location	: WAYCROSS			10/29/06 18:19				CLM De	estinal	tion: NEWNAN		Unit Trai	n Id:	
		MOBX 0	052942 09/14/06	00:00	LLDPE	BMLL	ENSLEY		WASHINGTO		2885BD54545		PLIANT CORPOR	RATION	0005205160	0001760972	
\square			Current Location	h: WAYCROSS							CLM De	estinal	tion: WASHINGT		Unit Trai	n Id:	
	3	NAHX 5	580391 10/23/06	00:00 H	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD54594	30	BALL AEROSOL	& SPECIALTY	0005004982	0001818051	N
		\$	Current Location	a: WAYCROSS	(SA P	10/29/06 18:19	5	E CSXT		CLM De	estinal	tion: NEWNAN	GA	Unit Trai	n Id:	
		UNPX 1				BMLL	INDIAPLIS		MANCHESTE				SUMMIT PACKA				
		\$	Current Location	h: WAYCROSS		SA A	10/29/06 14:5		E CSXT		CLM De	estinal	tion: MANCHEST	E NH	Unit Trai	n Id:	
	3	UTCX 0	50959 10/21/06	00:00 H	HDPE	BMQ7	NEWNAN	GA	NEWNAN	GA	3056BD54594	30	BALL AEROSOL	& SPECIALTY	0005004982	0001818010	N
		35	Current Location	A: WATCROSS	(ан Р	10/29/06 18:15	0	E CSXI		CLM De	estinal	tion: NEWNAN	GA	Unit Trai	n 1d:	

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

RT Diversion Type Selection	—
Select the type of diversion you w	ish to do:
Diversion Type	
Divert to Shop	
Divert to Storage	
© Origin	
OK Cancel	

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

Multiple Shipment Diversi	ion Maintenance							
		Mu	tiple Chipmont Empty (
		Mu	uple Shipment Empty (Urigin Diversion				
Load/Empty: Em	ipty	Divert Date Time	þo/oo/oo oo:oo	Who Pays:				
Diversion Type: Em	ipty / Origin	Shipment Type:						
New Return Location:			New Cu	ustomer:				
1								
CLM REMOVE Car ID Da	M Sig te Coo	ht Current le Location	Route Description				Fleet	Bus. Grp.
Road: CSXT Defau	Ilts Rte Desc:		•			Fleet:	Bus Grp:	•
CUX 854055 10/	29/06 18:15 P	WAYCROSS GA					HDPE 👻	BMQ7 👻
MOBX 052267 10/	30/06 03:10 A	WAYCROSS GA					LDPE 👻	BMLD 👻
MOBX 052910 10/	29/06 18:15 P	WAYCROSS GA					HDPE 👻	BMQ7 👻
MOBX 052942 10/	30/06 05:40 A	WAYCROSS GA					LLDPE 👻	BMLL 💌
UNPX 123860 10/	29/06 14:55 A	WAYCROSS GA					LLDPE 👻	BMLL 👻
· · · · · ·			L					
1								
				OK Cancel]			

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

.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,								
Multiple Shipment Dive	rsion Maintenance							
		Multipl	le Shipment Empty Orig	gin Diversion				
Load/Empty:	Empty	Divert Date Time:	02/21/17 14:00	Who Pays:	Not Applicable			
Diversion Type: E	Empty / Origin	Shipment Type:	Plant to Plant	-				
New Return Location:			10 - Lease Return 11 - Sublease Delivery	^ :				
			12 - Sublease Return	-				
REMOVE Car ID D	LM Sigh Date Cod	nt Current – F le Location – I	13 - Borrowed Car In 15 - Plant to Plant	=			Fleet	Bus. Grp.
Road: CSXT Defa	aults Rte Desc:		17 - On Hand Empty	-		Fleet:	💌 Bus Grp:	•
ECUX 854055 1	0/29/06 18:15 P V	WAYCROSS GA	·				HDPE 🗶	BMQ7 💌
MOBX 052267 1	0/30/06 03:10 A V	WAYCROSS GA					LDPE 👻	BMLD 💌
MOBX 052910 1	0/29/06 18:15 P V	WAYCROSS GA				 	HDPE 👤	BMQ7
MORY 052042 1	0/20/06 05:40 0 0	HANCHOSS CA						DMU
MOBA 032942 1	0/30/08 03:40 M V	MATCROSS GA				 		DMLL
V UNPX 123860 1	0/29/06 14:55 A V	WAYCROSS GA						BMU
								UTILL V
1								
				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.

		Multip	ole Shipment Empty Origin	Diversion		
Load/Empty:	Empty	Divert Date Time:	02/21/17 00:00	Who Pays:	Not Applicable	•
Diversion Type:	Empty / Origin	Shipment Type:	Plant to Plant 🔍]		
New Return Location	:		New Custome	r:		

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 S	PLC			
SPLC Code	ERPC City	ERPC State City	Sta	Rule te 260
681430	LUFKIN	TX LUFKIN	TX	LUFKI
Search Cri	teria			
City:	LUFK		State:	
ERPC City:			ERPC State:	
SPLC:				
	Search		ose	

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			
м	Itinle Shinment Empty Ariain Diversion		
Load/Empty: Empty Divert Date Tim	: 02/21/17 00:00 Who Pays: Not Apolicable		
Diversion Type: Empty / Origin Shipment Type:	Plant to Plant		
New Return Location: 581430 LUFKIN	TX New Customer:		
CLM Sight Current REMOVE Car ID Date Code Location	Route Description	Fleet	Bus. Grp.
Road: CSXT Defaults Rte Desc:		Fleet: 💌 Bus Grp:	
CUX 854055 10/29/06 18:15 P WAYCROSS G		HDPE 💌	BMQ7 💌
MOBX 052267 10/30/06 03:10 A WAYCROSS G	i	LDPE 💌	BMLD 💌
MOBX 052910 10/29/06 18:15 P WAYCROSS G		HDPE 💌	BMQ7
			DML
105X 052572 10/30/06 03:40 A WATCR033 C			DIVILL
▼ UNPX 123860 10/29/06 14:55 A WAYCROSS G		LLDPE	BMLL 💌
1			
	OK Cancel		

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.

			Diversion Autho	orization		
From:				Attn:		
			Diversio	on Detail		
Div Charges To	:			Freight Charges To:	:	
City/State/Zip:				City/State/Zip:		
Comments:						
Authorized By:				Date:	2/21/2017 14:28:29	
					KELLYA	
	C	ar 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			

			Diversion A	uthorization			
From:				Attn:			
			Div	ersion Detail			
Div Charges To	:			Freigh	t Charges To:		
-					-		
City/State/Zip:				City/9	itate/Zip:		
Comments:							
Authorized By:				Date	:	2/21/2017 14:28:29	
-7.						KELLYA	
						·	
	Ca	ar ID	Ship Date	_			
	ECUX	854055	10/25/2006				
	MOBX	052267	10/13/2006				
	MOBX	052910	9/14/2006				
	UNPX	123860	9/27/2006				
	[Mail	Duinh	- d-b-	Class	
	Send	I HIML Form	Mail	Print		Close	

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



Bourque Logistics RAILTRAC User Guide

Processing Multiple Loaded Diversions

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

≣▼	Main	Config	Re	ference	Ca	r Manageme	nt Repo	orts	RAILD	ash		
Shipments	s Comr	nodity					Current	Jeop	// pardized	/// Specialty	×	F
Edit Sł	nipmen	ıts		ice Validat	ions	Unit Trains		Trace	Shipmen	its	CLMs	FASTRAC
Manag	Je Diver	rsions										
Multi-C)iversic	ons										

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.

Get Data For Multiple Div	version Selectio	n (KELLYA @ RT	OL_DEV)	
SYSTEM DEFAULT		🔻 Se	t as Default	Save Setup Delete Setup
Column	Where	Value		
Car Init				
Car No.		•		
Fleet ID		- 🕕		
Business Group	-	- 🕕		
Customer No.		- 🕕		
Destination City		•		
Destination State	-	•		
	A	dd Delet	e	
<u> </u>			<u> </u>	
	ок	All New	Cancel	

Next, select the Get Data Batch icon.

Multi-Diversions >	٢					
40 🛐 🛤 70 🕕	요 🎝 🍕) 📴 🗙 🔡 🗟 🔄 🔛		Row of 0		
Sort By Column	Asc	Find Column Where Valu	ue And/Or			
Car Status	• V		💌 And 💌	Divert		
Road	—	v = v	💌 And 💌	Check Highlighted Rows		
Car Initial	-	v = v	💌 And 💌	Uncheck Highlighted Rows		
Add Delete	Sort	View GD Add Delete Apply	Reset Save Select		5	
		Multiple Diversion Selec	ct List	2/22/2017 14:10:19		
ADD Status Car ID	Ship Date	Fleet Grp Origin	Consignee Destination No.	Consignee Name	CommCode BOL	Diverted

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

RT Batch Search		×
Search By:	Car ID (Car Init+Car No.) 🔻	
Enter Data Separated by Comma, Tab or Carriage Return (ex ABCX8976, ABCX064699 or ABCX008976	CGLX010016 GACX011321 GACX011466 PLCX042557	*
ABCX64699)	< Cancel	+

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

	Mul	ti-Di	version	s 🗙										
	40 🚺	7	🛢 1 0	[] 2 ↓	🖢 🤣 💱 🔛	I 🖾 🗧	. 🖬 🤅	Ð			Row 1 of 4			
	Gort E Car St Road Car In Ado	By Co atus itial	Delet	As	Find Column	mn Add	v v Del	Where Valu =	Je Reset S	And/Or And And And And And And And And And And	Divert Check Highlighted Uncheck Highligh	d Rows		
Γ						Mu	ltiple D	iversion Selec	t List		2/22/2017 14:36:43			
	DD 9			-										
l n		itatu	ıs Car	ID D	hip ate	Fleet	Grp	Origin	Destinatio	Consignee n No.	Consignee Name	CommCode	BOL	Diverted
14	-	itatı 1	is Car CGLX	ID D 010016 10	hip ate 0/13/06 00:00	Fleet HDPE	Grp SRPE	Origin Sarnia	Destinatio	n No. OH 23978D53447	Consignee Name	CommCode ALLIANCE LL 0005011518	BOL 0001805798	Diverted N
ľ		itatı 1	ıs Car CGLX	ID D 010016 10 Current L	hip ate 0/13/06 00:00 ocation: CLEVELAN	Fleet HDPE D	Grp SRPE OH A	Origin SARNIA 05/28/10 15:00	Destination ON AKRON D L CSXT	Consignee n No. OH 2397BD53447 MANUAL CLM De	Consignee Name OO CHANNEL PRIME - estination: FINDLAY	CommCode ALLIANCE LL 0005011518 OH Unit Trai	BOL 0001805798 n Id: GNC 06093	Diverted N 30-1
		itatı 1 1	IS Car CGLX SACX	1D D 010016 10 Current L 011321 10	hip ate 0/13/06 00:00 ocation: CLEVELAN 0/12/06 00:00	Fleet HDPE D HDPE	Grp SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA	Destination ON AKRON D L CSXT ON AKRON	Consignee No. OH 23978D534470 MANUAL CLM De OH 17998D534470	Consignee Name 00 CHANNEL PRIME / estination: FINDLAY 00 A SCHULMAN INC	CommCode ALLIANCE LL 0005011518 OH Unit Train : 00005011518	BOL 0001805798 n Id: GNC 06093 0001802322	Diverted N 30-1 N
		i tatı 1 1	IS Car CGLX GACX SACX	1D D 010016 10 Current L 011321 10 Current L	hip ate)/13/06 00:00 ocation: CLEVELAN)/12/06 00:00 ocation: CLEVELAN	Fleet HDPE D HDPE D	Grp SRPE OH A SRPE OH A	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00	Destination	Consignee No. OH 23978D534477 MANUAL CLM De OH 17998D534477 MANUAL CLM De	Consignee Name CHANNEL PRIME A estimation: FINDLAY 00 A SCHULMAN INC estimation: FINDLAY	CommCode ALLTANCE LL 0005011518 OH Unit Train : 0005011518 OH Unit Train : 0005011518 OH Unit Train	BOL 0001805798 n Id: GNC 06093 0001802322 n Id: GNC 06093	Diverted N 80-1 N 30-1
		itati 1 1	IS Car CGLX GACX GACX GACX	ID D 010016 10 Current L 011321 10 Current L 011466 08	hip ate 0/13/06 00:00 ocation: CLEVELAN 0/12/06 00:00 ocation: CLEVELAN 8/31/06 00:00	Fleet HDPE D HDPE D HDPE	Grp SRPE OH A SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA	ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON	Consignee No. OH 2397/BD534477 MANUAL CLM De OH 1799BD534477 MANUAL CLM De OH 1591BD534477	Consignee Name CHANNEL PRIME A Setination: FINDLAY A SCHULMAN INC Setination: FINDLAY H MUEHLSTEIN &	CommCode ALLIANCE LL 0005011518 OH Unit Trai 0005011518 OH Unit Trai OH Unit Trai OH Unit Trai OH Unit Trai	BOL 0001805798 n Id: GNC 06093 0001802322 n Id: GNC 06093 0001748871	Diverted N 30-1 N 30-1 N
		itatı 1 1	IS Car CGLX GACX GACX GACX	ID D 010016 10 Current L 011321 10 Current L 011466 08 Current L	hip ate 0/13/06 00:00 0cation: CLEVELAN 0/12/06 00:00 0cation: CLEVELAN 3/31/06 00:00 0cation: CLEVELAN	Fleet HDPE D HDPE D HDPE D	Grp SRPE OH A SRPE OH A SRPE OH A	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00	ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON ON L CSXT	Consignee OH 2397B0534477 MANUAL CLM 00 OH 1399B0534477 MANUAL CLM 00 OH 1591B0534477 MANUAL CLM 00 OH 1591B0534477 MANUAL CLM 00	Consignee Name 00 CHANNEL PRIME estimation: FINDLAY 00 A SCHULMAN INC estimation: FINDLAY 00 H MUEHLSTEIN & estimation: FINDLAY	CommCode ALLIANCE LL 0005011518 OH Unit Trait CO INC - UC 0005004982 OH OH Unit Trait	BOL 0001805798 n Id: GNC 06099 0001802322 n Id: GNC 06099 0001748871 n Id: GNC 06099	Diverted N 60-1 N 80-1 N 80-1
		itatı 1 1 1	GACX GACX GACX GACX S CACX	ID D 010016 10 Current L 10 011321 10 Current L 011466 011465 08 Current L 042557	hip ate)/13/06 00:00 ocation: CLEVELAN 0/12/06 00:00 ocation: CLEVELAN 3/31/06 00:00 ocation: CLEVELAN 3/31/06 00:00	Fleet HDPE HDPE D HDPE D HDPE	Grp SRPE OH A SRPE OH A SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA	ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON ON AKRON	Consignee No. OH 23978D534477 MANUAL CLM po OH 17998D534477 MANUAL CLM po OH 15918D534477 MANUAL CLM po OH 15918D534477 MANUAL CLM po OH 15918D534477	Consignee Name CHANNEL PRIME / Estination: FINDLAY CO A SCHULMAN INC Estination: FINDLAY M UEHLSTEIN & Estination: FINDLAY ON H MUEHLSTEIN &	CommCode ALLTANCE LL 0005011518 OH Unit Trail OH Unit Trail OH Unit Trail OH Unit Trail CO INC - UC 0005004982 OH OH Unit Trail CO INC - UC 0005004982 OH	BOL 0001805798 n Id: GNC 06099 0001802322 n Id: GNC 06099 0001748871 n Id: GNC 06099 0001748915	Diverted N 30-1 N 30-1 N 30-1 N

Highlight all cars to divert and select Check Highlighted Rows.

	Multi	-Diversion	ns x										
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	Sort By Car Sta Road Car Init Add	Column :us al Dele	Asc	Find Column	▼ ▼ ▼ Del	Where Valu = v = v ete Apply	e Reset S	And/Or And And And And And And And And And And	Divert Check Highlighte Uncheck Highligh	ed Rows			
				Mu	iltiple D	iversion Selec	t List		2/22/2017 14:37:24				
			Ship					Consignee	Consignee				
	ADD St	atus Ca	Ship r ID Date	Flee	Grp	Origin	Destinatio	Consignee In No.	Consignee Name	Ca	ommCode	BOL	Diverted
	ADD St	atus Ca CGLX	Ship r ID Date 010016 10/13/0	Flee	Grp SRPE	Origin SARNIA	Destinatio	No. OH 2397BD53447	Consignee Name 00 CHANNEL PRIME	Co ALLIANCE LL 000	ommCode 05011518	BOL 0001805798	Diverted N
	ADD St	atus Ca CGLX	Ship r ID Date 010016 10/13/0 Current Locatio	Flee 6 00:00 HDPE on: CLEVELAND	Grp SRPE OH A	Origin SARNIA 05/28/10 15:00	Destination ON AKRON L CSXT	Consignee No. OH 23978D53447 MANUAL CLM Do	Consignee Name 00 CHANNEL PRIME estination: FINDLAY	Co ALLIANCE LL 000 OH	ommCode 05011518 Unit Trair	BOL 0001805798 Id: GNC 060930	Diverted N D-1
	ADD St	atus Ca CGLX \$ GACX	Ship r ID Date 010016 10/13/0 Current Location 011321 10/12/0	Flee 6 00:00 HDPE on: CLEVELAND 6 00:00 HDPE	Grp SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA	Destinatio ON AKRON L CSXT ON AKRON	Consignee No. OH 2397BD53447 MANUAL CLM Do OH 1799BD53447	Consignee Name 00 CHANNEL PRIME estination: FINDLAY 00 A SCHULMAN INC	Co ALLIANCE LL 000 OH	ommCode 05011518 Unit Trair 05011518	BOL 0001805798 Id: GNC 060930 0001802322	Diverted N D-1 N
	ADD 5t ✓ 1	atus Ca CGLX \$ GACX	Ship Date 010016 10/13/0 Current Location 10/12/0 Current Location 10/12/0	Fleet 6 00:00 HDPE on: CLEVELAND 6 00:00 HDPE on: CLEVELAND	Grp SRPE OH A SRPE OH A	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00	Destination ON AKRON L CSXT ON AKRON L CSXT	Consignee No. OH 2397BDS3447 MANUAL CLM DO OH 1799BDS3447 MANUAL CLM DO	Consignee Name 00 CHANNEL PRIME estination: FINDLAY 00 A SCHULMAN INC estination: FINDLAY	Co ALLIANCE LL 000 OH C 000 OH	ommCode 15011518 Unit Train 15011518 Unit Train	BOL 0001805798 Id: GNC 060930 0001802322 Id: GNC 060930	Diverted N D-1 N D-1
	ADD 5t ✓ 1	atus Ca CGLX \$ GACX \$ GACX	Ship Date 010016 10/13/0 Current Location 10/12/0 011321 10/12/0 Current Location 10/12/0 011466 08/31/0	Fleet 6 00:00 HDPE on: CLEVELAND HDPE 6 00:00 HDPE on: CLEVELAND HDPE 6 00:00 HDPE	Grp SRPE OH A SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA	Destination	Consignee No. OH 23978DS3447 MANUAL CLM D OH 17998DS3447 MANUAL CLM D OH 15918DS3447 OH 15918DS3447	Consignee Name CHANNEL PRIME estination: FINDLAY 00 A SCHULMAN INC estination: FINDLAY 00 H MUEHLSTEIN &	Ca ALLIANCE LL 000 OH C 000 OH	ommCode 05011518 Unit Train 05011518 Unit Train 05004982	BOL 0001805798 1d: GNC 060930 0001802322 1d: GNC 060930 0001748871	Diverted N D-1 N D-1 N
	ADD 5t √ 1 1 √ 1	atus Ca CGLX GACX GACX GACX	Ship Date 010016 10/13/0 Current Locatio 10/13/0 Current Locatio 01/13/0 Current Locatio 01/14/0 Current Locatio 08/31/0 Current Locatio 08/31/0	Fleet 6 00:00 HDPE 6 00:00 HDPE 6 00:00 HDPE on: CLEVELAND 6 00:00 6 00:00 HDPE on: CLEVELAND 6 00:00	Grp SRPE OH A SRPE OH A SRPE OH A	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00	Destination ON AKRON L CSXT ON AKRON L CSXT ON AKRON L CSXT	Consigned No. Consigned System OH 23978D53447 MANUAL CLM D OH 17998D53447 MANUAL CLM D OH 15918D53447 MANUAL CLM D OH 15918D53447	Consignee Name OO CHANNEL PRIME estination: FINDLAY OO A SCHULMAN INC estination: FINDLAY OO H MUEHLSTEIN & estination: FINDLAY	Ca ALLIANCE LL 000 OH OH CO INC - UC 000 OH	ommCode)5011518 Unit Train)5011518 Unit Train)5004982 Unit Train	BOL 0001805798 Id: GNC 060930 0001802322 Id: GNC 060930 0001748871 Id: GNC 060930	Diverted N D-1 N D-1 N D-1
1	ADD 5t 1 1 1 1 1 1 1	atus Ca CGLX GACX GACX GACX PLCX	Ship Date 01001 10/13/0 Curret Location 011321 10/12/0 Curret Location 011460 08/31/0 042557 08/31/0	Fleet 6 00:00 HDPE on: CLEVELAND 6 00:00 6 00:00 HDPE on: CLEVELAND 6 00:00 6 00:00 HDPE on: CLEVELAND 6 00:00 6 00:00 HDPE on: CLEVELAND 6 00:00	Grp SRPE OH A SRPE OH A SRPE OH A SRPE	Origin SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA 05/28/10 15:00 SARNIA	Destination ON AKRON L CSXT ON AKRON U L ON AKRON ON AKRON U L ON AKRON ON AKRON ON AKRON ON AKRON	Consigned No. Consigned No. OH 23978D533447 MANUAL CLM Do OH 17998D533447 MANUAL CLM Do OH 15918D53447 MANUAL CLM Do OH 15918D53447 OH 15918D53447	Consignee Name OC CHANNEL PRIME estination: FINDLAY OO A SCHULMAN INC estination: FINDLAY OO H MUEHLSTEIN & estination: FINDLAY	Ca ALLIANCE LL 000 OH CO INC - UC 000 OH CO INC - UC 000	ommCode 05011518 Unit Trair 05011518 Unit Trair 05004982 Unit Trair 05004982	BOL 0001805798 Id: GNC 060930 0001802322 Id: GNC 060930 0001748871 Id: GNC 060930 0001748915	Diverted N D-1 N D-1 N D-1 N

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



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 Sh	ipment D	version Mainter	nance									
					Multi	nle Shinment I oaded Dive	rsion			-		
Load/Empt	v: Loa	ided	Diver	t Date Time:	50/	00/00 00:00	Who Pays:		_			
Diversion 1	ype: Loa	ded Diversion	Shipn	nent Type:]					
New Custo	mer:				_		4					
I												
REMOVE	Car ID	CLM Date	Sigh Code	it Current e Location		Route Description		Order No.	BOL No.	Route Code	Fleet	Bus. Grp.
Road: CSX	T D	efaults Rte D	esc:					Rte Cd:		Fleet:	Bus Grp:	
🔽 CGLX	010016	05/28/10 15:00	Α	CLEVELAND	ОН						HDPE [- SRPE -
🔽 GACX	011466	05/28/10 15:00	Α	CLEVELAND	ОН						HDPE [🗙 SRPE 🗶
PLCX	042557	05/28/10 15:00	Α	CLEVELAND	ОН						HDPE [▼ SRPE ▼
1												
						C	K Cancel]				

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

Multiple Shipment Diversion Maintenance					
	Multiple Shipment Loaded Diver	rsion			
Load/Empty: Loaded Divert Date Tir	e: 02/22/17 00:00	Who Pays: Not Applicable	•		
Diversion Type: Loaded Diversion Shipment Type]			
New Customer:	01 - Plant to Customer				
	03 - Storage to Customer				
CLM Sight Curre REMOVE Car ID Date Code Locat	on 14 - Borrowed Car Out 16 - On Hand Loaded	Order No.	BOL No.	Route Code	Fleet Bus. Grp.
Road: CSXT Defaults Rte Desc:	22 - Product Return	Rte Cd:		Fleet:	Bus Grp: 💌
☑ CGLX 010016 05/28/10 15:00 A CLEVELAR	D OH				HDPE 💌 SRPE 💌
GACX 011466 05/28/10 15:00 A CLEVELAR	D OH				HDPE 💌 SRPE 💌
PLCX 042557 05/28/10 15:00 A CLEVELAR	D OH				HDPE 🗶 SRPE 🗶
1					
	0	K 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:	Loaded	Divert Date Time:	02/22/17 00:00	Who Pays:	Not Applicable	V							
Diversion Type:	Loaded Diversion	Shipment Type:	Plant to Customer										
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.	Custom	er Name		City	State	Customer Type	Active
1841BD5187366	NORWES	CO INC		OWEGO	NY	CUSTOMER	Y
1							Courts 4
							Count: 1
	Find						
	Cust Name:				Cust Type	:	
	Cust No.:						
	Cust City:	OWEGO			Cust State	:	
			Forch		Class		
			Beartin		Ciose		

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 Sh	ipment D	iversion Mainten	iance								
						n			_		
				Multi	ipie Snipment Loaded	Diversion					
Load/Empt	y: Loa	ded	Divert Date Time:	02/	22/17 00:00	Who Pays:	Not Applicable				
Diversion [•]	Type: Loa	ded Diversion	Shipment Type:	Pla	nt to Customer						
New Cust	omer: 184	1BD5187366	NORWESCO INC			OWEGO	NY				
REMOVE	Car ID	CLM Date	Sight Current		Route		Order No	BOL No.	Route Code	Fleet	Bus Gro
Road: CS	<u>т</u> Б.	afaulte Dto D			o escripción		Bto Cd:	DOL NO.	Floot	Rus Grou	
	010016	05/28/10 15:00	A CLEVELAND	ОН			Ktë Cu.				
Cack	010010	03/20/10 13:00	H CLEVELHND	011]	nore	
GACX	011466	05/28/10 15:00	A CLEVELAND	OH						HDPE	▼ SRPE ▼
V PLCX	042557	05/28/10 15:00	A CLEVELAND	ОН						HDPE [🖌 SRPE 🖵
1											
						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.

oute ode	Route Descript	ion	C	Drigin	C)estinatio	n	Delivery Carrier	A
A-187366-10430	CN-BUFF-	NS	9	SARNIA	ON C	OWEGO	NY		
		III							+
- Search Frite	-ia	III							+
Search Criter	ia	III							4
Search Criter Route Code:	ia								ł
Search Criter Route Code: Origin ERPC:	ia SAR	111		Origin Sta	te:				4
Search Criter Route Code: Origin ERPC: Dest ERPC:	ia SAR OWE	III		Origin State	te:				+
Search Criter Route Code: Origin ERPC: Dest ERPC:	ia SAR OWE	111		Origin State	te:				۴

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	Shipme	nt Diversion Mainte	nance										
					Multi	ple Shipment Loaded I	Diversi	on			_		
Load/E	mpty:	Loaded	Divert D	ate Time:	02/2	22/17 00:00		Who Pays:	Not Applicable	•			
Diversi	on Type:	Loaded Diversion	Shipmen	nt Type:	Plar	nt to Customer	-						
New C	ustomer:	1841BD5187366	NORWES	SCO INC			OWEG	iO	NY				
REMOV	E Car	CLM ID Date	Sight Code	Current Location		Route Description			Order No.	BOL No.	Route Code	Fleet	Bus. Grp.
Road:	CSXT	Defaults Rte	Desc:						Rte Cd: 54	-187366-10430	Fleet: 💌	Bus Grp:	-
🔽 ce	LX 010	016 05/28/10 15:00) A CLE	EVELAND	он						5A-187366-10430	HDPE	🔹 SRPE 💌
🔽 GA	CX 011	466 05/28/10 15:00) A CLE	EVELAND	он						5A-187366-10430	HDPE	▼ SRPE ▼
V PL	CX 042	557 05/28/10 15:00) A CLE	EVELAND	он						5A-187366-10430	HDPE	▼ SRPE ▼
							ОК	Cancel]				

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.

	C	Diversion Authorization			
From:		A	ittn:		
Div Chavara Tax		Diversion Detai	l		
Div Charges To:		F	reight Charges To:		
City/State/Zip:			Lity/State/Zip:		
Comments:					
Authorized By:			Date: 2/22/201	7 15:12:24	
			KELLYA		
Car ID	Ship Date Di	ivert To	New Consignee	Duaduat	
	10/12/2006				NIX
CCLV 010016	10/13/20060		NORWESCO INC		
CGLX 010016	000160499300			TIDO/14/17 VK DOLK	
CGLX 010016 0001805798	000160499300			lauraa	
CGLX 010016 0001805798 GACX 011466	000160499300 8/31/2006 OV	WEGO NY	NORWESCO INC	OWEGO	NY
CGLX 010016 0001805798 GACX 011466 0001748871	000160499300 8/31/2006 01 000155726500	WEGO NY CN-BUFF-NS	NORWESCO INC	OWEGO HD6706.17 VR BULK	NY
CGLX 010016 0001805798 GACX 011466 0001748871	000160499300 8/31/2006 01 000155726500	WEGO NY CN-BUFF-NS	NORWESCO INC	OWEGO HD6706.17 VR BULK	NY
CGLX 010016 0001805798 GACX 011466 0001748871	000160499300 8/31/2006 01 000155726500	WEGO NY	NORWESCO INC	OWEGO HD6706.17 VR BULK	NY
CGLX 010016 0001805798 GACX 011466 0001748871	000160499300 8/31/2006 01 000155726500	WEGO NY CN-BUFF-NS	NORWESCO INC	OWEGO HD6706.17 VR BULK	NY

			Diversion	n Authorizatior	l				
From:				'	Attn:]
			Γ	Diversion Deta	1]
Div Charge:	s To:			I	reight Charges To:]
City/State/; Comments:	Zip:				City/State/Zip:]]]
Authorized	ву:	Shin Date	Divert To		Date:	2/22/2017 15: KELLYA	12:24		
New BOL#	10	New Order #	Direitio	Diversion Ro	ute	-	Product		
CGLX	010016	10/13/2006	OWEGO	NY	NORWESCO INC		OWEGO	NY	
000180579	3	000160499300		CN-BUFF-NS			HD6714.17 VR	BULK	
GACX	011466	8/31/2006	OWEGO	NY	NORWESCO INC		OWEGO	NY	
000174887	L	000155726500		CN-BUFF-NS			HD6706.17 VR	BULK	
4									•
				Print	Update	Close			
	Send	HTML Form	Mall	- Tine					

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



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.

∎・	Main Config Reference	Car Management Rep	orts RAILDa	sh					
Căr Profile	Redefinable Fields Redefinable Field Values	Import With Add Template Import With Update Templat	e Fleet	Parties	Categories	•	Allowance	Create Outage Detail	FT
	Car Profile		Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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.

Column	Where	Value
Car Initial	• = •	
Car Number		
Acknowledge Flag	▼ = ▼	
Hot List Date	▼ = ▼	00/00/00
Hot List Type	▼ = ▼	
Comment Type	▼ = ▼	
Comment Code	▼ = ▼	
	Add	Delete

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.

	Main	Config	Reference	Car Management	Reports	RAILDas	sh					
Căr Profile	🔊 Redet	înable Fiek înable Fiek	ds 🍰 I d Values 🏠 I	mport With Add Temp mport With Update T	olate emplate	Fleet	Parties	Categories	•	Allowance	Create Outage Detail	FT
	Car Profile					Car Assign	Lease	Operational	Hot List	Mileage	Outage Tables	FASTRAC

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

Column	When	e	Value		
Car Initial	▼ =	-			
Car Number	▼ =	-			
Acknowledge Flag	▼ =	-			
Hot List Date	▼ =	-	00/00/	00	•
Hot List Type	▼ =	-			
Comment Type	▼ =	-			
Comment Code	▼ =	-			
		Add		elete	

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

Add Car Hot List		
Car ID	Hot List Date	Comments
	02/16/18 09:30	
Comment Type/Code:		
		Add Cancel

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

Loaded to Consignee 🗙	
🦛 😭 薦 🜆 🛈 요 🖻	🎭 🤣 📑 🗙 🔛 🗮 🚭 🖃 👂 🗇 🐬 👬 🔠 📕 🜴 🗸

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.

	🗔 Loa	ded to (Consigne	e X											
<	10 i	i	<u>n</u> 8	🗄 🎝 🗞	≩= X 🔡 🖳	2 🗆	چ چ	7		F - [•	
	Sort By	Column	_	Asc	Find Column		Where	Value		A	nd/Or				
	Ship Dati	e					= _								
ľ	Car No.						- <u> </u>								
ľ	carivo.		<u> </u>												
Ŀ	Add	Dele	te Si	ort	Add	Delete	Apply	Reset	Save	Selec	<u>د</u>				
Г	2/16/2	018 00-3	8-41		Tra	ace Loa	ded to C	Consigne	e						
	2/10/2	Ca	r ID	Ship Date	CLM Date	SC Lo	cation	-	Destinatio	n	Road	Trn Jct	CommCode	ETA	Days to Cons.
		KSRX	250294	02/12/18 00:0	00 02/12/18 00:00	Q TO	LLESON	AZ	HOUSTON	TX	UP			02/24/18 23:00	8
		Ехр Со	mnts:			Ship C	omnts:		02/12	2/18 10:58	TES	т			
		UTLX	068533	01/21/18 00:0	00 01/21/18 00:00	Q BA	TROUGE	LA	KNOXVILLE	IA	KCS			02/04/18 12:00	-12
		Exp Co	mnts:			Ship C	omnts:								
	¢°	BLGX	030732	07/10/17 00:0	00 07/10/17 00:00	Q FA	RMONT	NE	WATSON	CA	BNSF		4909152	07/20/17 00:00	-211
		Ехр Со	mnts:			Ship C	omnts:								
		BLGX	030149	07/01/17 00:0	00 07/01/17 00:00	Q MI	TOI	ND	ALBANY	NY	BNSF		CRUDE01	07/11/17 00:00	-220
		Exp Co	mnts:			Ship C	omnts:		10/03	3/17 08:52	2 ADE	DING A	COMMENT TO SE	E IF DATE CHANG	GES.
		BLGX	030343	07/01/17 00:0	00 07/01/17 00:00	Q MA	NDAN	ND	MINOT	ND	BNSF		CRUDE	07/11/17 00:00	-220

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



Trace Shipments

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

Current							
📃 🗸 Main Confi	g Reference Ca	ar Managemer	nt Repo	rts RAILDa	ash		
Shipments Commodity	<u> <u></u></u>		Current	Jeopardized	// Specialty	Ť	F
Trip Management	Interface Validations	Unit Trains	Loade	d to Consigi	nee	CLMs	FASTRAC
			At Cor	nsignee			
			Empty	to Origin			
			At Ori	gin and Hold		I	
			Open	Shipments			

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

📃 🔽 Main Config) Reference Ca	r Management	Repor	rts RAILDa:	sh		
Shipments Commodity	<u>.</u>		Current	Jeopardized	/// Specialty		F
Trip Management	Interface Validations	Unit Trains	1	Summary			FASTRAC
				Destinatio	n Differen	:e	
				Dest Diff B	3yPass (Ali	as)	
				ETA Varia	nce		
				Mismatch	Status		
				Multiple O	ipen Trips		
				Never Shi	pped Cars		
				No Bills			
				Non-Movir	ng Cars		
				Off-Route	Cars		

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
| Main Coofia Deference Car Management Beneric BAILDach | |
|--|--|
| Main Coning Reference Carmanagement Reports RAIDash | |
| Shipments Commodity | |
| Trip Management Interface Validations Unit Trains Trace Shipment Car Locations By CLMs | |
| Car Status | |
| Shipments by Car Profile | |
| Shipments by Product | |
| Shopped Cars | |
| Supplier Shipments | |

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.

/ 4	🕈 roaq	led to Cor	nsignee	e x											
40	6	🛤 🚱 🕻	D 2	$\boxplus \downarrow^a_{\mathbf{z}} {\boldsymbol{\diamondsuit}}$	3= 🗙 🔡 🗟	2 🖃 🖗	(P) 🐬 🖥	i 🖩 🔛 I	ēt •		-	Row	1 of 3		
So CL Ca Ca	rt By C M Date r Init r No. Add	Column	¥ ¥ So	Asc	Find Column Destination City Add	Whe	re Value MINOT	et Save	And/Or And And And And Select						
2/	16/20	18 09:54: Car I	:32 D	Ship Date	Tr CLM Date	ace Loaded SC Locatio	to Consigi m	nee Destinatio	Trn n Road Jct	CommCo	de ETA	Days to Cons.	Consignee LE No.	Consignee Name	
		BLGX 0 Exp Com	30343 n ts:	07/01/17 00:0	0 07/01/17 00:00	Q MANDA	N NE ts:	MINOT 09/21	ND BNSF 1/17 10:16 TEST ON	CRUDE E LAST TIME	07/11/17 00:00	-220	L 14238DS513670	FARSTAD OIL INC	
Г	¢° 🕴	MBLX 0	02850 nts:	10/25/06 00:0	0 10/30/06 06:42	B KANCIT	r Mi ts:	D MINOT	ND KCS	988738	11/06/06 13:54	-4120	L 15078DS513670	FARSTAD OILD INC	
	¢°	EUSX 4	480 19 nts:	10/27/06 00:0	0 10/27/06 00:00	Q CHAISC Ship Comm	N TX ts:	MINOT	ND KCS	988354	11/12/06 13:00	-4114	L 1507BDS513670	FARSTAD OILD INC	

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

M Create PASTRAC Report						<u>^</u>
🗞 Refresh 🕺 Run FASTRAC 🔚 Save 📓 Save	As 📜 Rename 🚥 Delete 📄 Hide Detail					🚺 🕈 Exit
Sel Report Name	Screen Name	Usage	Created By	Created Date	Run at Startup	Sel Current Shared Users
MINOT LOADS	Loaded to Consignee	0	KELLYA			
						- I
						Add Delete
						Available users
						ALL ROUDOUE/DERECCAR
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						JHONNS
						KELLYA
						KELSEYB
						`
						Search User ID

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.

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

RT Select/Run FASTRAC Repor	rt					×
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TEST MY OPEN SHIPMENTS			WENDYB			
ECUX - HOPEWELL, VA			JEFFH			
FRUITRIDG OPEN SHIPMENT	S		WENDYB			
OPEN SHIPMENTS			JEFFH			
ORIGIN BIRM			JEFFH			
T AS			JHONNS			
LOAD/EMPTY	Summary	10	KELLYA	06/29/2017		
TEST BAD ORDERS	Summary	0	KELLYA	01/12/2018		
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						1EEEH
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						KELLYA
						KELSEYB
						Search User ID

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.

	- I	Main	Config	Reference	Car Management	Report	s RAILDa	ash											
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The Select/Run FASTRAC Report window will open. Select the appropriate FASTRAC Report and click the box under Run at Startup. Then, click Save.

RI Select/Run FASTRAC Report					×
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ECUX - HOPEWELL, VA		JEFFH			
FRUITRIDG OPEN SHIPMENTS		WENDYB			
OPEN SHIPMENTS		JEFFH			
CRIGIN BIRM		JEFFH			
T AS		JHONNS			
LOAD/EMPTY Summ	ary 10	KELLYA	06/29/2017		
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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.

	Main	Config	Reference	Car Management	Repor	ts RAILDa	ish									
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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.

RI Select/Run FASTRAC Report					×
🔗 Refresh 💃 Run FASTRAC 📗 Save (🗐 Save As 🛛 🗽 Rename 🛛 🚎 Delete 📄 Show Detai	I.			🚺 Exit
Sel Report Name	Screen Name	Usage 0 Creat	ed By Created Date	Run at Startup	Sel Current Shared Users
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ECUX - HOPEWELL, VA		JEFFH			
FRUITRIDG OPEN SHIPMENTS		WEND	YB		
OPEN SHIPMENTS		JEFFH			
CRIGIN BIRM		JEFFH			
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LOAD/EMPTY	Summary	10 KELLY	A 06/29/2017		
TEST BAD ORDERS	Summary	0 KELLY	A 01/12/2018		
MINOT LOADS	Loaded to Consignee	0 KELLY.	02/16/2018		
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					BOURQUE\STEVEB
					BRENDAM
					DENNISJ
					DIANNEL
					GERRYC
					JHONNS
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					KELSEYB
					KENNTF
					Search User ID

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.

Get Data For Loaded to Consig	Inee	
SYSTEM DEFAULT		Set as Default Save Setup Delete Setup
Column	Where	Value
Car Init 🗨	- 🗸	
Car No. 💌	-	
Location City 🗨		
Location State 🖉		
Destination City 🖉		
Destination State 🖉		
Road 💌		
Consignee Name 🖉	- 🖵 📵	
	Add	Delete
ОК	All	New Cancel Setup

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

📃 🔻 Main Config	Reference Ca	r Management 🛛 Re	eports RAILDash			
Shipments Commodity	<u>.</u>	Curre	ent Jeopardized Spec	alty	Ŧ	
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Sort By Column	Asc Fin	d Column	Where Value		\nd/Or	
Ship Date 🖉		Sav	ve records as	-	And 👻	
Car Init 🖉	. 🗸		• = •	-	And 👻	
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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.

		Ship Date	Fleet	Bus.	Free								Customer
(Car ID	Time	ID	Group	Runner	Error Description	Shipper No.	Origin		Destinatio	on	Number	Name
GAM	(009879	04/25/10 00	ETC'R					790151		857680		ETCRA857680	ETC'RA
WGB	K 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	ENTER 589 120	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



Specialty

	≣ -	Main Config Reference (Ca	Car Management		Re	ports	RA	ILDash	
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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								
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Performance			Consid Days i Days o Origin	gnee Car F in to Origir out to Con: 1 Idle Days	Retention N signee	F	Other		FASTRAC

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 ≡ -Main Config Reference Car Management Reports RAILDash FT \$ I 1 Reports Shipment Specialty Transit Time Performance Dther F FASTRAC Days. Detail Detail - All Detail - By Query Queries

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

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Performance	Days	Fleet Sizing	C Proofin Printin Invoice Summ	ng & Eo Ig & Po e Revie Nary An	diting sting w alysis		FASTRAC

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

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Specialty Transit	Ţ	÷	Ş	Reports	Shipme	nt	F	
Performance	Days	Fleet Sizing	Detention	Bad	Bad Order History			
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				Cars	With No) Outa	ige Tabl	e
				OffL	ease			
				Oper	ational I	Metric	:s	
				Trip	Comme	nts		

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

≣▼	Main	Config F	eference	Car Manage	ment	Re	eports	RA	AILDash		
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Perfor	mance	Days	Fleet Sizing	Detention		Ot	Car	Situ	ation		•
							Com	plet	ted Shipme	ents	•
							Out	oour	nd & At Cu	stomer	•
							Ship	mer	nt History		•

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.

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System Setup

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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

	Main	Config	Refe	rence	Car Manageme	nt Repoi	ts RAILDa	sh
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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						
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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						
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			Recipi	ent Facts		
			Custor	mer Recipient Relationsh	nips	
			Suppli	er Recipient Relationship	os	

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												
	Main	Config	Refere	ence Ca	r Managemer	nt Rep	orts	RAILDash				
Contracting the second		Templates Create		Jobs RT AdviZe Batch AdviZe		Types Fact LatLon Data Defaults Maintain GPS Railcars Trace Car Sensor Data						
							Trace Current Car Location					
						Trace	e Loca	ition Histor	γ –			

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

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System Setup	Create	Batch	AdviZe	GPS		FASTRAC

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

Contact Information

RAILTRAC Support: <u>RT_Support@railtrac.com</u>

eBILL® Support: <u>EB_Support@railtrac.com</u>

Outage Table Support: OT admin@railtrac.com

Bourque Logistics' IT Department: bds_admin@railtrac.com

YardMaster[®] - <u>ym_support@railtrac.com</u>

Bourque Logistics' Main Phone: 281-362-1513