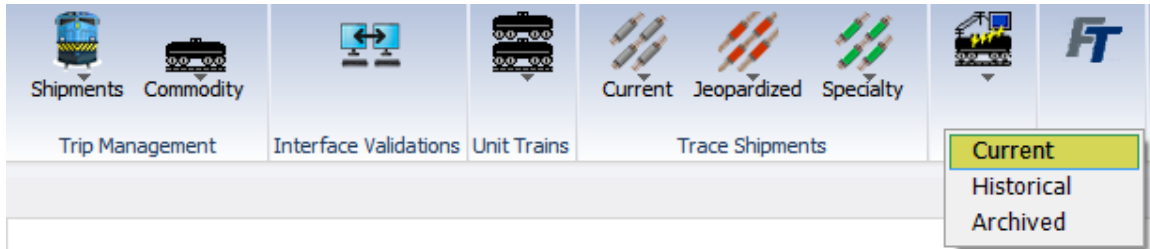
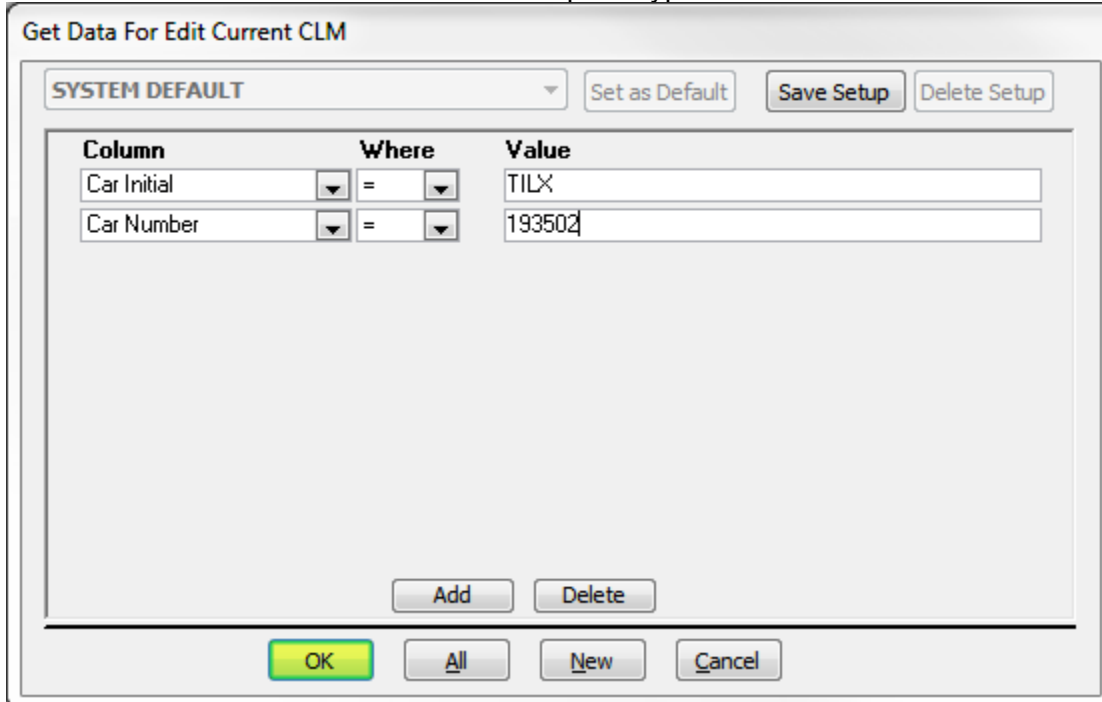


There are two ways to add current CLMs to RAILTRAC. Users can add CLMs from the CLMs option on the Main tab's menu, or from anywhere a current trip resides in the database. First, we'll take a look at adding CLMs from the Main tab's menu.

Once logged into RAILTRAC, click on the Main tab and select CLMs. Then, select Current.



A Get Data For Edit Current CLM box will open. Type in the car number and click OK.



The dialog box is titled 'Get Data For Edit Current CLM'. It features a dropdown menu set to 'SYSTEM DEFAULT' with buttons for 'Set as Default', 'Save Setup', and 'Delete Setup'. Below this is a table with three columns: 'Column', 'Where', and 'Value'.

Column	Where	Value
Car Initial	=	TILX
Car Number	=	193502

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

The Current CLMs screen will be displayed containing the most current CLM for the requested car. Select New on the tool bar to add a new current CLM.

The 'Current CLMs' window displays a table with the following data:

Car ID	Date/Time	SC	Location	Destination	Le	Road
TILX 193502	09/19/15 16:00	A	CHICAGO IL	ALBANY NY	L	BNSF

On the right, the 'Add CLM to Car' form is visible with the following fields:

- Car Init: TILX
- Car No.: 193502
- CLM Date/Time: 09/19/15 16:00
- Location City: CHICAGO
- Trn Jct:
- Destination City: ALBANY
- CLM Proc Date: 00/00/00 00:00
- CLM Event:
- Sight Code: A
- Location State: IL
- Road: BNSF
- Destination State: NY
- Loaded/Empty: Loaded (selected)

An Add CLM to Car window will open. The user should enter information for the new CLM, including the CLM Date/Time, Sight Code, Location City and State, Road, Destination City and State, and Loaded or Empty Status. If applicable, the user can also add Train Jct information. Once information is added, click OK.

The 'Add CLM to Car' dialog box contains the following fields:

- Car Init: TILX
- Car No: 193502
- CLM Date/Time: 09/17/15 18:00
- Location City: MILWAUKEE
- Trn Jct:
- Destination City: ALBANY
- CLM Proc Date: 00/00/00
- CLM Event:
- Sight Code: P
- Location State: WI
- Road: BNSF
- Destination State: NY
- Loaded/Empty: Loaded (selected)

A red arrow points to the 'OK' button at the bottom right of the dialog.

The added CLM will appear as the new Current CLM.

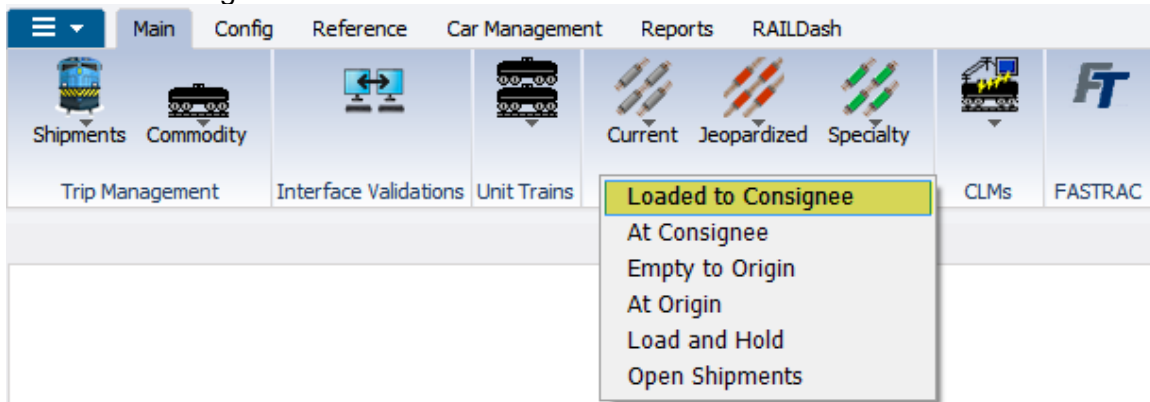
The 'Current CLMs' window now shows the updated table:

Car ID	Date/Time	SC	Location	Destination	Le	Road
TILX 193502	09/17/15 18:00	P	MILWAUKEE WI	ALBANY NY	L	BNSF

The right-hand form remains the same as in the previous screenshot.

Users can also add a current CLM from wherever a trip resides in RAILTRAC. Let's take a look at the same car in Loaded to Consignee.

Once logged in to RAILTRAC, click on the Main tab and select Current. Then, select Loaded to Consignee.



A Get Data For Loaded to Consignee window will open. Type in the Car No. and click OK.

The image shows the 'Get Data For Loaded to Consignee' window. It has a title bar with the text 'Get Data For Loaded to Consignee'. Below the title bar, there is a 'SYSTEM DEFAULT' dropdown menu and three buttons: 'Set as Default', 'Save Setup', and 'Delete Setup'. The main area of the window contains a table with three columns: 'Column', 'Where', and 'Value'. The table has the following rows:

Column	Where	Value
Car Init	=	
Car No.	=	193502
Location City	=	
Location State	=	
Destination City	=	
Destination State	=	
Road	=	
Consignee Name	=	

At the bottom of the window, there are four buttons: 'Add', 'Delete', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red arrow.

The Loaded to Consignee screen will open. This screen consists of two sections, List Detail and Shipment Detail. When the Loaded to Consignee 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.

Loaded to Consignee X

Sort By Column: Ship Date, Car Init, Car No. (Asc)

Find Column: Where, Value, And/Or

Row: 1 of 1

3/8/2017 14:09:34

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Tm Jct	CommCode	ETA	Days to Cons.	LE	Consignee No.	Consignee Name	Frt	Grp	Cmnt
TLX 193502	09/12/15 00:00	09/17/15 18:00	P MILWAUKEE	WI ALBANY	NY	BNSF	CRUDE01	09/22/15 00:00	-533	L	371BDS173360	ALBANY NY TERMINAL			

Exp Commts: Ship Commts:

List Detail

Detail Customer Product Route Code Car Assignment CLM History Car Profile

TLX 193502 | 09/12/15

Shipment Information

Car ID: TLX 193502 Origin: MINOT ND LOT #

Ship Date: 09/12/15 00:00 Destination: ALBANY NY Trip Ref 2

Consignee No.: 371BDS173360 Release: ALBANY NY THIS IS 20 BYTE

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

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

Route Code: MINND-173360-1002 Consign Notification: 09/22/15 00:00 Est Trip Refs:

Route Desc: BNSF-CHGO-CSXT Consign Delivery: 09/22/15 00:00 Est Master Origin:

Shipment Type: 01 - Plant to Customer Consign Release: 09/29/15 00:00 Est Master Trip No.:

Order Number: BOL No.: GN010795 Trip Close: 10/09/15 00:00 Est

Shipper No.: Cust PO: Previous Trip Close: 09/12/15 00:00

Trip Status: Open Car Status: 1 - To Consignee Current Location: MILWAUKEE WI

Fleet: Group: Site Code: P - Departure Railyard

Shop Move: No One Way/RT: One Way CLM Date/Time: 09/17/15 18:00

Frt Pmt Code: Prepaid Car Condition: Good ETA Consignee: 09/22/15 00:00

Diverted: No B/O Days: 0 A Origin: 10/09/15 00:00

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

Supplier Code: GNC ENERGY L/E: Load

CSR No.: Road: BNSF

Unit Train ID: MINND09121 Sales Rep: Import Source: eBILL

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

Shipment Detail

On the Shipment Detail portion of the screen, select the CLM History tab and click CLM History on the options panel. The option CLM History is made up of two screens, Current CLM and CLM History for Last Six (6) Months. When this option is chosen, the CLM History for Last Six (6) Months portion of the screen will be activated, as shown by the blue box below. Highlight the current CLM from CLM History for Last Six (6) Months, or activate the Current CLM portion of the screen.

Loaded to Consignee X

Sort By Column: Ship Date, Car Init, Car No. (Asc)

Find Column: Where, Value, And/Or

Row: 1 of 1

3/28/2017 14:19:55

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Tm Jct	CommCode	ETA	Days to Cons.	LE	Consignee No.	Consignee Name	Frt	Grp	Cmnt
TLX 193502	09/12/15 00:00	09/17/15 18:00	P MILWAUKEE	WI ALBANY	NY	BNSF	CRUDE01	09/22/15 00:00	-545	L	371BDS173360	ALBANY NY TERMINAL			

Exp Commts: Ship Commts:

Detail Customer Product Route Code Car Assignment CLM History Car Profile

TLX 193502 | 09/12/15

Current CLM

Car ID: TLX 193502 Loaded Empty

Ship Date: 09/12/15 00:00 Location State: WI

CLM Date/Time: 09/17/15 18:00 Sight Code: P

Location City: MILWAUKEE Road: BNSF

Destination City: ALBANY Destination State: NY

CLM Proc Date: 00/00/00 00:00

CLM Event:

CLM History for Last Six (6) Months - See CLM Archive for More

Car ID	CLM Date	SC Loc City	SC	L/E	Tm Jct	Road	Dest City	St
TLX 193502	09/16/15 00:00	A MILWAUKEE	WI	L	BNSF	ALBANY	NY	
TLX 193502	09/15/15 22:00	A MADISON	WI	L	BNSF	ALBANY	NY	
TLX 193502	09/14/15 13:25	A MINNEAPOLIS	MN	L	BNSF	ALBANY	NY	
TLX 193502	09/12/15 00:00	Q MINOT	ND	L	BNSF	ALBANY	NY	

Select New Record from the Tool Bar to insert a Current CLM.

The screenshot shows the 'Loaded to Consignee' window. At the top, there's a toolbar with various icons. Below it, a table lists CLM records with columns: Car ID, CLM Date, SC, Loc City, ST, L/E, Trn Jct, Road, Dest City, ST. The table contains several rows of data. On the left side, there's a 'Current CLM' form with fields for Car Init, Car No., CLM Date/Time, Location City, Trn Jct, Destination City, CLM Proc Date, and CLM Event. There are also radio buttons for 'Loaded' and 'Empty'. A green arrow points to the 'New Record' button in the toolbar.

The New Current CLM box will open. Selecting Copy From Current will copy the Loaded or Empty Status, Road, Destination City, and Destination State from the last current CLM. The user should enter the CLM Date/Time, Sight Code, Location City, Location State, and the Trn Jct, if applicable. All of these fields can also be populated manually.

The screenshot shows the 'New Current CLM' dialog box. It contains fields for Car Init, Car No., CLM Date/Time, Location City, Trn Jct, Destination City, CLM Proc Date, and CLM Event. There are also radio buttons for 'Loaded' and 'Empty'. The 'Copy From Current' button is highlighted with a red box. The 'Ok' and 'Cancel' buttons are at the bottom right.

After all the necessary fields are populated, click OK.

RT New Current CLM

Car Init: TILX

Car No.: 193502

CLM Date/Time: 09/19/15 16:00

Location City: CHICAGO

Trn Jct:

Destination City: ALBANY

CLM Proc Date: 03/20/17 14:34

CLM Event:

☒ Loaded ☐ Empty

Sight Code: A

Location State: IL

Road: BNSF

Destination State: NY

Copy From Current Ok Cancel

The new Current CLM will now appear in the list and detail views.

Loaded to Consignee

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	Comm Code	ETA	Days to Cons.	LE No.	Consignee	Consignee Name	FR	Grp	Cmt
TILX 193502	09/12/15 00:00	09/19/15 16:00	A CHICAGO	IL ALBANY	NY BNSF		CHLDE01	09/22/15 00:00	-546	L	37JED017390	ALBANY NY TERMINAL			

Detail | Customer | Product | Route Code | Car Assignment | CLM History | Car Profile

TILX 193502 | 09/12/15

Current CLM

Car Init: TILX

Car No.: 193502

CLM Date/Time: 09/19/15 16:00

Location City: CHICAGO

Trn Jct:

Destination City: ALBANY

CLM Proc Date: 00/00/00 00:00

CLM Event:

☒ Loaded ☐ Empty

Sight Code: A

Location State: IL

Road: BNSF

Destination State: NY

CLM History for Last Six (6) Months - See CLM Archive for More

Car ID	CLM Date	SC Loc City	ST	L/E	Trn Jct	Road	Dest City	ST
TILX 193502	09/19/15 16:00	A CHICAGO	IL	L		BNSF	ALBANY	NY
TILX 193502	09/17/15 18:00	P MILWAUKEE	WI	L		BNSF	ALBANY	NY
TILX 193502	09/16/15 00:00	A MILWAUKEE	WI	L		BNSF	ALBANY	NY
TILX 193502	09/15/15 22:10	A MADISON	WI	L		BNSF	ALBANY	NY
TILX 193502	09/14/15 13:25	A MINNEAPOLIS	MN	L		BNSF	ALBANY	NY
TILX 193502	09/12/15 00:00	Q MINOT	ND	L		BNSF	ALBANY	NY