

Deleting and Re-adding a Trip with the Wrong Ship Date RAILTRAC[®] Revision Number 1 2/20/2017

When a ship date is entered incorrectly, it cannot be changed. If a ship date needs to be changed, the trip will need to be deleted and re-added with the correct ship date.

Once logged into RAILTRAC, click on the Main tab. Then, select Shipments, and Edit Shipments.

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A Get Data For Edit Shipments window will open. Type in the car number, and click OK.

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The Edit Shipments screen will open. This screen consists of two sections, List Detail and 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.

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Select the trip with the incorrect ship date. Next, click in the Shipment Detail portion of the screen to activate the selected trip. Click Comm. Shipped on the Options Panel to view commodity details on the selected trip.

Edit Shipmen	ts x																	
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Take a screen shot of the trip. This will be used for reference when reentering the trip with the correct ship date.

CBTX 740468 01/2	6/17															
EIII Detail Only	Shipment Info	rmation							Commodit	y Shipped						
CLM History	Car ID:	CBTX 740468	*** COMMENTS ***	Origin:	REYBOLD	DE 💌			Compart	Comm Code	Quantit	y Units		tripref2	tripref3	trip
ReApply CLMs	Ship Date:	01/26/17 00:00		Destination:	NEWTOWN	ND .	tripref2						•			
Detention Detail	Consignee No.:	0 P8F513794		Release:	NEWTOWN	ND 💌	tripref3									
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All Create Diversion	Care Of Name:	STROBEL STAROSTKA TRA	NSFER LLC	Requested Delivery	00/00/00 00:00		Trip Ref5:									
Shap Form	Route Code:	0 221268-513794-2566		Consign Notification	01/26/17 00:00	Est 👻	Trip Ref6:									
A Hot Lists	Route Desc:	NS-CHGO-CPRS	_	Consign Delivery:	01/26/17 00:00	Est 💌	Master Origin:	PEDC								
(E) Comments	Shipment Type:	01 - Plant to Customer		Consign Release:	01/26/17 00:00	Est 💌	Master Trip No.:	152673								
- Come Shinned	Order Number:	BOL No.:	: NONE	Trip Close:	02/18/17 00:00	Est 🛥	Import Source:	417 - S(CPRS)								
Contraction Long	Shipper No.:	Cust PU:	Ta Origin	Previous Trip Close:	01/26/17 05:15		Import Date:	01/26/17/05:02								
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Click to activate the Shipment Information portion of the screen, which is indicated by the blue box below. Then, click Delete Record.

10 (승규 왕 10 () 유 Sort By Column Car Int (교 Car No. 교 Add () Delete () Sc	Asc Find C SC Car St Car St Trace	Add Delete	Vhere Value v 3 Apply Reset	 Fr ~ Fr ~ Save Sele 5/2017 13:59:50 	And/Or And • And • et			Row	5 of 1,	295						
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A Delete Shipment window will open. Click Yes to delete the shipment.



Then, click OK.



On the Tool Bar, select New Record.

◆ ① 計 記 □ 2. Sort By Column Ship Date Car Init Car No. Add Delete So	Asc S O O O O O O O O O O O O O	Image: Second	EF Value Value Apply Reset Save	Ifr And/Or And And And And And And Select Select	×	Ro	w 4	of 4	
Flags Ca	ar ID 🤅	Ship Date Consign No.	Consign Name	Care Of Name	Destination		Extracted?	Order #	BOL #
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Detail Customer	Product	Route Code Car Assignment	CLM History Car Profile				Deall 1		
GNCX 950060 02/13	3/06								
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An Add Load and Hold Trip box will appear. Select No when adding a standard trip.

Add Load and Hold Trip	×								
Do you wish to add a load and hold trip?									
Yes No K	Cancel								

RT New Shipme	nt	
Car ID:	GNCX 950060	Origin:
Ship Date:	08/04/16 00:00	Destination:
Consignee No.:	282BD5883160	Release:
Consignee Nm:	GNCX PHILLIPS	Return:
Route Code:	BT-883160-1425	Consign Notification:
Route Desc:	BNSF	Consign Delivery: E
Shipment Type:	01 - Plant to Customer	Consign Release:
Order Number:	BOL No.:	Trip Close:
Shipper No.:	Cust PO:	Previous Trip Close:
Trip Status:	Open 💽 Car Status: 1 - To	o Consigne:
Fleet:	CTGT Group: FATS	Site Code: Q - Start of Trip
Supplier Code:	Supplier Name:	CLM Date/Time: Road:
CSR No.:		ETA Consignee:
Unit Train ID:		ETA Origin:
LOT #		DIVERSION
		OPERATIONS 📃
THIS IS 20 BYTE		Sales Rep:
		Car Condition: Good 🚽 Bad Order Days: 0
Requested DIv	00/00/00 00:00	Diverted: No 🚽 Free Runner: No Extracted: No
Frt Pmt Code:	Prepaid 🚽 One Way/Round: Ro	ound Trip
Bill Detention:	Yes L/E: L	x
Shop Move:	No 💽 Supplier Shipment: No	
Find Consign	ee Find Route Code Find	nd Supplier

In the New Shipment screen, add the components of the new trip with the updated ship date using the screenshot of the old trip as a guide. Click OK.

Add the commodity details and select Add.

Add Comr	nodity Information						
Compart	Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
1	00010	28,105.0	0 GAL 👻				
				Find Commodity	Add Cancel		Commodity Fact

When all commodities have been entered into the Add Commodity Information screen, select Cancel.

Add Co	nmodity Inform	ation					
Compa	rt Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
2			GAL	•			
						-	
				Find Commodity	Add Cancel		Commodity Fact