

Setting Up Detention Reporting (Proofing & Editing) RAILTRAC® Revision Number 1 2/20/2017

Once logged into RAILTRAC, click on the Reports Tab and select the Detention icon. Then, select Proofing & Editing.

| 📃 🗸 Main 🤇 | Config R | eference | Car Manager | ment | Reports | RA | ILDash |
|-------------------|----------|--------------|-------------|---------|------------|----|---------|
| Specialty Transit | Ĩ | ÷ | Ş Ť | Repo | rts Shipme | nt | F |
| Performance | Days | Fleet Sizing | Proofin | iq & Ei | diting | | FASTRAC |
| | | | Printing | g & Po | isting | | |
| | | | Invoice | e Revie | 9W | | |
| | | | Summa | ary An | alysis | | |

In the Get Data For Detention Detail Maintenance box enter the date range you want to run your report for and click OK:

| Ge | t Data For Detention Detail N | Aaintenance | |
|----|-------------------------------|-------------|--|
| 9 | YSTEM DEFAULT | | Set as Default Save Setup Delete Setup |
| Γ | Column | Where | Value |
| | Customer Name 🖉 | - 🖵 🕕 | |
| | Product 🗨 | = | |
| | Rel. Date 🗨 | = | 00/00/00 |
| 4 | Rel. Date | = | 00/00/00 |
| | Customer No. | - 🖬 🕕 | |
| | * = Required Field | Add | Delete |
| | ОК | All | New Cancel Setup |

The Review screen is now visible. The user should review the information at this time. Once the information has been examined, download into Excel.

| E D | Detention Detail Materiance | | | | | | | | | | | | | | | | | | | | | | |
|-------------|--------------------------------------|-----------------------------|-------------------------------|-----------|-------------|--------------|--------------|-------------|-------------|--------------|--------------|-----------------|-------------------|---------------------|-------------------|----------|---|--------------|--------------|-----------|-----------|------------|---|
| File | ile Edit Settings View Help | | | | | | | | | | | | | | | | | | | | | | |
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| Sort | By Colun | n Asc ^ Find Column | Where Value | | And/Or | | | | De | t Recalc |] | 7 | | | | | | | | | | | |
| Cust | omer Nami | | | | And | | | | Det | Override | í | | | | | | | | | | | | |
| Sip | To Sate | | | | And - | | | | | | , | | | | | | | | | | | | |
| | 44 0 | | | | | Dam 1 | 10.14 | | | | | | | | | | | | | | | | |
| | 00 [U | eete Sort + New GD | Add Dexece Apply Reset | c Save | Select | L NOW 1 | 0.14 | | | | | | | | | | | | | | | | |
| | | | Detention Detail | | | | | | 9 | /20/20 | 16 | | | | | | | | | | | | |
| Car Init | Car No. | Customer | Product | Ship From | Ship To | Ship Date | Arr Date | Beg Date | Rel Date | Days Held | Days Free | Days Charged | Detention Rate | Detention Amount | Bill Detention | Comments | Order No. | Cust. PO No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. | c |
| TILX | 100750 | BLUE CUBE OPERATIONS LLC. | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/04/16 | 08/09/16 | 08/19/16 | 09/07/16 | 28 | 10 | 18 | 75.00 | 1350.00 | YES | YES | 0083230580 | | 1100323849 | HA | AFRI | | |
| | Detention Amt for Customer: 1,350.00 | | | | | | | | | | | | | | | | | | | | | | |
| Car | Car | 6-1 | P | a | a | Ship | Arr | Beg | Rel | Days | Days | Days | Detention | Detention | Bill | e | o. t | C | 0.01 8 | d | | c.1 | |
| CATH | 005400 | | PRODUCT | BATDOLIVE | | Date | Date | Date | Date | neio | rree | chargeo | Kate | 490.00 | Decencion | comments | 000000000000000000000000000000000000000 | CUSC PD No. | 110000071100 | MT | AGUE | Sales Kep. | |
| CATY | 000495 | BUE CUE OPERATIONS LC. | SUPPORT ACD 90% WATER WHETE | BATDOLKE | LA PLAQUENT | LA 00/19/16 | 00/23/16 | 09/07/16 | 09/10/16 | 20 | 10 | 0 E | 60.00 | 200.00 | VEC | | 0083233951 | | 1100327130 | 80 | AFUS | | |
| GAIN | 000100 | BUDE CODE OF DIVITIOND BUE. | Job Grac Map 10 N WHILE WHILE | DATEODAL | DA PERQUENT | 1 04 001010 | 00713/10 | 00120110 | 03[02]10 | | 10 | | | 300.00 | 100 | | 0007636301 | | 1100323000 | UR. | AL DR. | | |
| Car. | [ar | | | | | Chin | Arr | Beg | Pel | Dave | tention a | Amt for Lu | Stomer: | 780.00 | D.II | | | | | | | | |
| Init | No. | Eustomer | Product | Ship From | Ship To | Date | Date | Date | Date | Held | Free | Charged | Rate | Amount | Detention | Comments | Order No. | Cust. PD No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. | c |
| TILX | 100628 | DOW AGROSCIENCES | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/19/16 | 08/24/16 | 09/03/16 | 09/09/16 | 15 | 10 | 5 | 75.00 | 375.00 | YES | YES | 0083233530 | | 1100326711 | BT | ASDF | | |
| TILX | 100629 | DOW AGROSCIENCES | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/04/16 | 08/09/16 | 08/19/16 | 09/02/16 | 24 | 10 | 14 | 75.00 | 1050.00 | YES | YES | 0083230171 | | 1100323432 | BT | ASDF | | |
| TILX | 100667 | DOW AGROSCIENCES | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/03/16 | 08/18/16 | 08/28/16 | 09/05/16 | 17 | 10 | 7 | 75.00 | 525.00 | YES | | 0083230172 | | 1100323431 | BT | ASDF | | |
| TILX | 101077 | DOW AGROSCIENCES | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/26/16 | 08/31/16 | 09/10/16 | 09/18/16 | 17 | 10 | 7 | 75.00 | 525.00 | YES | | 0083233531 | | 1100326710 | BT | AFCO | | |
| TILX | 101104 | DOW AGROSCIENCES | SULFURIC ACID 99% BULK | BAYTOWN | TX FREEPORT | TX 08/17/16 | 08/22/16 | 09/01/16 | 09/13/16 | 21 | 10 | 11 | 75.00 | 825.00 | YES | | 0083230173 | | 1100323433 | BT | ASDF | | |
| | | | | | | | | | | De | tention i | Amt for Cu | stomer: | 3,300.00 | | | | | | | | | |
| Car Init | Car No. | Customer | Product | Ship From | Ship To | Ship Date | Arr Date | Beg Date | Rel Date | Days Held | Days Free | Days Charged | Detention Rate | Detention Amount | Bill Detention | Comments | Order No. | Cust. PO No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. | c |
| TILX | 100396 | DOW CHEMICAL CO | SULF ACID 98% TECH GRADE | HOUSTON | TX FREEPORT | TX 08/25/16 | 08/31/16 | 09/10/16 | 09/14/16 | 13 | 10 | 3 | 75.00 | 225.00 | YES | | 0083232489 | | 1100325670 | MT | AFUS | | |
| TILX | 100429 | DOW CHEMICAL CO | SULF ACID 98% TECH GRADE | HOUSTON | TX FREEPORT | TX 08/18/16 | 08/24/16 | 09/03/16 | 09/10/16 | 16 | 10 | 6 | 75.00 | 450.00 | YES | | 0083230488 | | 1100323751 | MT | AFUS | | |
| TILX | 100718 | DOW CHEMICAL CO | SULF ACID 98% TECH GRADE | HOUSTON | TX FREEPORT | TX 08/19/16 | 08/24/16 | 09/03/16 | 09/08/16 | 15 | 10 | 5 | 75.00 | 375.00 | YES | | 0083232488 | | 1100325669 | HA | RGHC | | |
| | | | | | | | | | | De | tention a | Amt for Cu | stomer : | 1,050.00 | | | | | | | | | |
| Car Init | Car No. | Customer | Product | Ship From | Ship To | Ship | Arr | Beg | Rel Date | Days | Days | Days Charged | Detention | Detention | Bill | Comments | Order No. | Cust, PD No. | BOL No. | Fleet ID. | Bus, Grp. | Sales Rep. | c |
| TILX | 401209 | LUBRIZOL CORP | 20% LOW IRON | HOUSTON | TX BAYPORT | TX 08/09/16 | 08/15/16 | 09/04/16 | 09/06/16 | 22 | 20 | 2 | 60.00 | 120.00 | YES | | 0083232125 | 4502558951 | 1100325304 | HO | OL20 | | _ |
| | | | | | | | | | | De | tention | Amt for Cu | stomer : | 120.00 | | | | | | | | | |
| Car | Car | | | | | Ship | Arr | Beg | Rel | Days | Days | Days | Detention | Detention | Bill | | | | | | | | |
| Init | No. | Customer | Product | Ship From | Ship To | Date | Date | Date | Date | Held | Free | Charged | Rate | Amount | Detention | Comments | Order No. | Cust. PD No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. | 0 |
| TILX | 100421 | SA SERVICES | SULF ACID 93% COMMERCIAL | MARTINEZ | CA CARLIN | NV 06/02/16 | 08/15/16 | 08/30/16 | 09/04/16 | 20 | 15 | 5 | 75.00 | 375.00 | YES | | 0083230920 | | 1100324139 | MT | AFUS | | |
| TAX | 100614 | SA SERVICES | SULF ACID 93% COMMERCIAL | MARTINEZ | CA CARLIN | NV 08/04/16 | 00/15/16 | 08/30/16 | 0al03\16 | 18 | 15 | 3 | 75.00 | z25.00 | YES | | 0083230917 | | 1100324136 | MI | APUS | | |
| I | | | | | | | | | | De | tention i | Amt for Cu | stomer: | 600.00 | | | | | | | | | |
| I | | | | | | | | | | _ | Tot | al Detenti | ion Amt : | 7,200.00 | | | | | | | | | |

Example #1: To exclude a car from detention, the user would change the Bill Detention from Yes to No and then select the Detention Override button. See image below.

| File | e Edit Settings View Help | | | | | | | | | | | | | | | | | | | |
|------------------------------|---|---------------------------|-------------------------------|----------------------------|--------------------|-----------------------|-------------|-------------|--------------------|--------------|-----------------|-------------------|---------------------|-------------------|------------|---|------------|-----------|-----------|------------|
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| Sort Cust Ship Ship | By Colum omer Name To Oty To State | n Asc A VV | Where Value | An v Ar v Ar v Ar | d/Or d • d • | w 1 of 14 | | Det I | Recalc Override | + | | | _ | | (| Change the Bill Detention from Yes to No and then hit the Detention Override | | | | |
| | | inter ant + new ap . | Had j Delece j Apply j Reser | J Save 5 | HOLE IN | | | | | | | | | | | button | | | | |
| | | | | | | 9 | /20/201 | 6 | | | | | | | · | | | | | |
| Car Init | Car No. | Customer | Product | Ship From | Ship To | Ship Arr Date Date | Beg Date | Rel Date | Days Held | Days Free | Days Charged | Detention Rate | Detention Amount | Bill Detention | Coments 0 | rder No. Cust. PO No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. |
| TILX | | | | | FREEPORT TX 0 | | | | | | | | | ¥E 💌 | YES 0 | | | | | |
| | | | | | | | | | De | tention A | mt for Cu | istomer : | 1,350.00 | VES NO | | | | | | |
| Car Init | Car No. | Customer | Product | Ship From | Ship To | Ship Arr Date Date | Beg Date | Rel Date | Days Held | Days Free | Days Charged | Detention Rate | Detention Amount | Bill Detention | Comments 0 | rder No. Cust. PO No. | BOL No. | Fleet ID. | Bus. Grp. | Sales Rep. |
| GATX | 005493 | BLUE CUBE OPERATIONS LLC. | SULFURIC ACID 98% WATER WHITE | BATROUGE LA | PLAQUEMIN LA 0 | 08/19/16 08/23/16 | 09/07/16 | 09/15/16 | 23 | 15 | 8 | 60.00 | 480.00 | YES | 0 | 083233951 | 1100327130 | MT | AFUS | |
| GATX | 006405 | BLUE CUBE OPERATIONS LLC. | SULFURIC ACID 98% WATER WHITE | BATROUGE LA | PLAQUEMIN LA D | 08/10/16 08/13/16 | 08/28/16 | 09/02/16 | 20 | 15 | 5 | 60.00 | 300.00 | YES | 0 | 083232501 | 1100325686 | BR | AFER | |

Example #2: If the user must change a customer profile and wants to include it in this report, select the record of the customer needing to be changed. For the example, we have chosen to change the profile for customer Blue Cube Operations LLC.



| Detail Customer | Product Pou | ite Code | Assignment | CLM History | Car | r Drofile | | | | | Detail 🔺 🔿 | | |
|---------------------|------------------------|-------------------|---------------|-----------------------|---------|--|------------------|-----|----------------|-------------------|------------|--|--|
| BDSX 000001 09/07 | absx 000001 09/07/11 | | | | | | | | | | | | |
| 📼 Detail Only | Shipment Info | rmation | | Click on from Ship | th m | :he Customer tab ment Detail screen | | | | | | | |
| ReApply CLMs | Car ID: | BDSX 00000: | 1 | | | | N | ΤX | v | LOT # | | | |
| 📷 Detention Detail | Ship Date: | 09/07/11 00:00 | | è | | Destination: | BALTIMORE | MD | | Trip Ref 2 | | | |
| View Diversion | Consignee No.: | 487BDS6447 | 62 | | | Release: | BALTIMORE | MD | - | THIS IS 20 BYTE ' | | | |
| 27 Create Diversion | Consignee Nm: | BDS TEST CHEMI | CAL COLUS | | | Return: | HOUSTON | ΤX | - | Trip Ref 4 | | | |
| Shop Form | Care Of Name: | | | | | Requested Delivery: | 00/00/00 00:00 | | | Trip Ref5: | • | | |
| A Hot Lists | Route Code: | BDSTEST1 | | | | Consign Notification: | 09/07/11 00:00 | Est | - | Trip Ref6: | • | | |
| () forests | Route Desc: | UP | | | | Consign Delivery: | 09/07/11 00:00 | Est | $ \mathbf{v} $ | Master Origin: | | | |
| | Shipment Type: | 01 - Plant to Cus | stomer | | T | Consign Release: | 09/07/11 00:00 | Est | - | Master Trip No.: | | | |
| Comm. Shipped | Order Number: | | BOL No.: | | | Trip Close: | 09/07/11 00:00 | Est | | | | | |
| (3) Trouble Log | Shipper No.: | | Cust PO: | | | Previous Trip Close: | 09/07/11 00:00 | | | | | | |
| 🚱 Calc Route Detail | Trip Status: | Open 💌 | Car Status: | 1 - To Consignee | V | Current Location: | CALGARY | AB | T | | | | |
| | Fleet: | 001 💌 | Group: | 1310 | ¥ | Site Code: | A - Arrival at 💌 | | | | | | |
| | Shop Move: | No 💌 Or | ne Way/RT: | One Way | V | CLM Date/Time: | 01/12/12 13:01 | | | | | | |
| | Frt Pmt Code: | Prepaid 👿 Ca | ar Condition: | Good [| • | ETA Consignee: | 09/07/11 00:00 | | | | | | |
| | Diverted: | No 💌 B/ | O Days: | | 0 | ETA Origin: | 09/07/11 00:00 | | | | | | |
| | Free Runner: | Yes Supplier | r Ship: No | Extracted: No | | Bill Detention: | YES 💌 | | | | | | |
| | Supplier Code: | | Name: | | | L/E: | Load 👻 | | | | | | |
| | CSR No.: | | | | | Road: | BNSF | | | | | | |
| | Unit Train ID: | Sal | les Rep: | | | Import Source: | | | | | | | |
| | RR Dlv Date: | | RR DIV | Update Road: | | RR Update Date: | | | | | | | |
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Select the Customer tab from the Shipment Detail screen.

Next, select the Detention Profile button:

| na Requirement |
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| londay |
| uesday |
| Vednesday |
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Make sure the Detention Profile box is highlighted blue and click on the New icon in the tool bar:

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|---------------------|----------------------|---------------------|------------------|-------------|---|-----------------------|------------------------|------------|----------------------------|---------------|------|--------|
| Seet By Column | Av Ende | where Value | And | 0 | | | | | | | | |
| Ship Date | 10 | | And | | | | | | | | | |
| Car Int | | | · And | | | | | | | | | |
| Car No. | | 6 | · Avd | | | | | | | | | |
| Add Delete S | ot I | Add Click "New" to | Save Select | _ | | | | | | | | |
| | | create a new | | | | | | | | | | |
| | | Detention Profile | | | | Detail A OOO V U | 4 | | | | | |
| Detail Customer | Product Route Cod | e CarA for Customer | Profile | | | | | | | | | |
| ACFX 080310 08/01 | 1/11 | | | | | | | | | | | |
| gg Destination | Customer Information | a | | | | - | Detention Profile - NO | DATA FOUND | | | | |
| Otteria | Consignee No.: | | Consignee Type: | CUSTOMER. | | | Consignee | Commodity | Car Beg End Free Detention | Early Bill To | User | Update |
| Preferred Route | Consignee Name: | AGRACO | | | | | N6. | Class | Type No No Time Rate UM | Rel Crd No. | ID | Date |
| g. Create Preferred | Care Of Name: | CURSCHERED. | | | | | | | | | | |
| A Detection Deallin | Consignee Name? | | | | | Switching Requirement | | | | | | |
| Contraction of the | Address line 1: | | | | | Monday | | | | | | |
| E Recipient(s) | Address Line 7: | | | | | Tuesday | | | | | | |
| Assign Bill To | Address Line 3: | | | | _ | Wednesday | | | | | | |
| | Consistent Chr. | ineraso | Bater B D | | - | Thursday | | | | | | |
| | Consigner Cky. | 0.0000 | Consistent Real | 2 | _ | E Priday | | | | | | |
| 5 | Carl End Name | | Carblact Fact | - | - | Selvery | | | | | | |
| 2 | Cust Prist Name: | | Cost Late Name: | Autom The | _ | □ sunday | | | | | | |
| | Cust Email | | Ship the Ho | Active: 195 | | | | | | | | |
| | Expected Hold Table: | | re seuci | 200000 | | | | | | | | |
| | Delivery Road | - | Dervery Status: | | _ | | | | | | | |
| | Comments: | | | | | | | | | | | |
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| | Can ER Plan /Phone: | | Ral Siding: | | | | | | | | | |
| | Ral Station: | | Ral Sub Station: | | | | | | | | | |
| | 9 digit SPLC: | 380000 | | | | | | | | | | |
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| 5 I | | | | | | | | | | | | |

Make all necessary changes to detention and click Save. The user can then close the tab.

| Detention P | rofile - N | D DATA FOUND |) | | | | | | | | | | | | |
|---|------------------------------------|--|--|-------------|-----------|--------------|------------------|----------|--|----------------|-----------------------|------------|------------|------------|-----------------|
| Consignee No. | | Commodi Class | ty Car Type | Beg Mo | End Mo | Free Time | Detentio Rate | uM | Early Rel Crd | Bill To No. | | Us ID | er | Up Da | date Ite |
| 1058DS38000 | 00 | ALL | AL | 01 | 12 | | 50.00 | Days | 🖵 NO 🖵 | | | TIF | FANYM | 02, | /20/17 09:14 |
| | | | | | | | | | | | | | | | |
| Belt Stipments X G G B TO 2 2 Set By Column Ship Date Car Int Car No. Add Delete Sort | isc Pind Col | Inn Where Value w w w w w w w w w w W w w Add Dekte Appr Re | Pr • And/Or • And • • And • • And • • And • • And • | | | | Row 1 of | 13 | | | | | | | |
| Car ID Ship Date | Consign No. | Consign Name | Care Of Name | Destina | tion | Extracted? | Order # | 80L # | Consignee PO # | CSR | Trip Ref 1 | Trip Ref 2 | Trip Ref 3 | Trip Ref 4 | Last Commi ^ |
| ACPX 080316 08/01/11:00: | 00 105805380000 | AGRACO | CUSTOMIZED | CHICAGO | > 1 | No | | | | | | | | | |
| GNCX 000168 09/15/10.00: | 00 105005380000 | AGRACO | CUSTOMEZED | CHECAGO | > 1 | No | | | | | | | | | 1 |
| GNCX 000169 09/15/09 00: | 100 1058D5380000 | AGRACO | CUSTOMIZED | CHICAGO | | No | | | | | | | | | |
| GNCX 000169 07/15/09 00: | 00 105805380000 | AGRACO | CUSTOMIZED | CHICAGO | > 1 | No | | | | | | | | | |
| GNCX 000168 D6/15/09 00: | 00 105ED5380000 | AGRACO | CUSTOMIZED | CHECAGO | 2 1 | No | | | | | | | | | |
| GNCX 000169 06/15/09 00: | 00 105805380000 | AGRACO | CUSTOMIZED | CHICAGO | > 11 | No | | | | | | | | | |
| · | _ | | | _ | _ | | Detail 🛦 | 000 7 18 | | _ | | | _ | | , |
| Detail Customer Pri | roduct 🚩 Route Code | Car Assignment CLM History | Car Profile | | | | | | | | | | | | |
| ACXX 080310 08/01/1 | | | | | | | | | | | | | | | |
| Criteria | ustomer Information | hosenesenen | Constraint Trans. | LISTONED | | - | | | Detention Profile - NO DA Consignee | Commodity (| Car Beg End Free Dete | ntion Earl | v Bill To | User | Update |
| Preferred Route | Consignee Name: | AGRACO | Consignee Type: | CODITIONER | | 1 | | | No. | Class | Type Mo Mo Time Rate | UM Rel | Crd No. | ID | Date |
| Create Preferred | Care Of Name: | CUSTOMIZED | | | | Subching 6 | in a second | | | <u> </u> | | | | | Person in which |
| Contention Profile | Consignee Name2: | | | | | E Mond | lay | | | | | | | | |
| Recipient(s) | Address Line 1: Address Line 2: | | | | | Tues | day | | | | | | | | |
| 🛨 Assign Bill To | Address Line 3: | | | | | Thur | vesday iday | | | | | | | | |
| | Consignee City: | CHICAGO | State: 1. 💌 | Zip: | | 🖂 Frida | y | | | | | | | | |
| | Consignee Phone: | | Consignee Fax: | | | Satur | day | | | | | | | | |
| | Cust Email: | | Shop Y/N: NO | Active: Yes | | Suno | ay | | | | | | | | |
| | Expected Hold Time: | | 72 SPLC: 3 | 00008 | | | | | | | | | | | |
| | Delivery Road: Comments: | | Delivery Status: | | | | | | | | | | | | |
| | Cao ER Plan (Phone) | | Rail Sidno: | | | | | | | | | | | | |
| | Rall Station: | я | Rail Sub Station: | | | | | | | | | | | | |
| · · · · · · · · · · · · · · · · · · · | 9 digit SPLC: | 000000 | | | | | | | | | | | | | |

When the user is done editing all the Customer Detention Profiles select the Detention Recalc button. This will use the Customer Profile to calculate detention based on changes made.

| Proofing & Editing X | |
|---|----------------------------|
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| Sort By Column Asc Find Column Where Value And/Or Customer Name Image: Customer Name <th>Det Recalc Det Override</th> | Det Recalc Det Override |
| Detention Detail | 2/20/2017 |

Once changes are complete, hit the Save button in the tool bar.

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