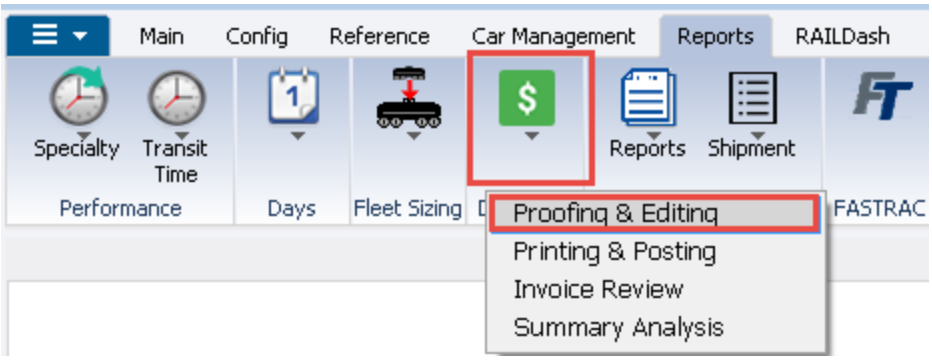
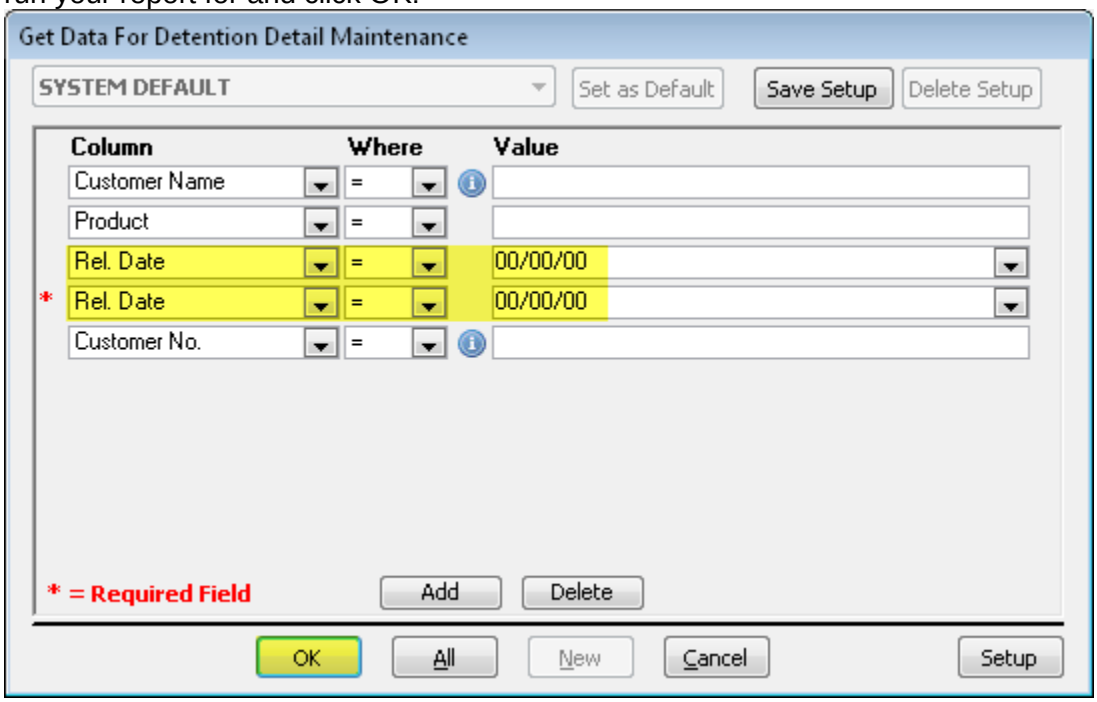
Setting Up Detention Reporting (Proofing & Editing)
RAILTRAC®
Revision Number 1
2/20/2017

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



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



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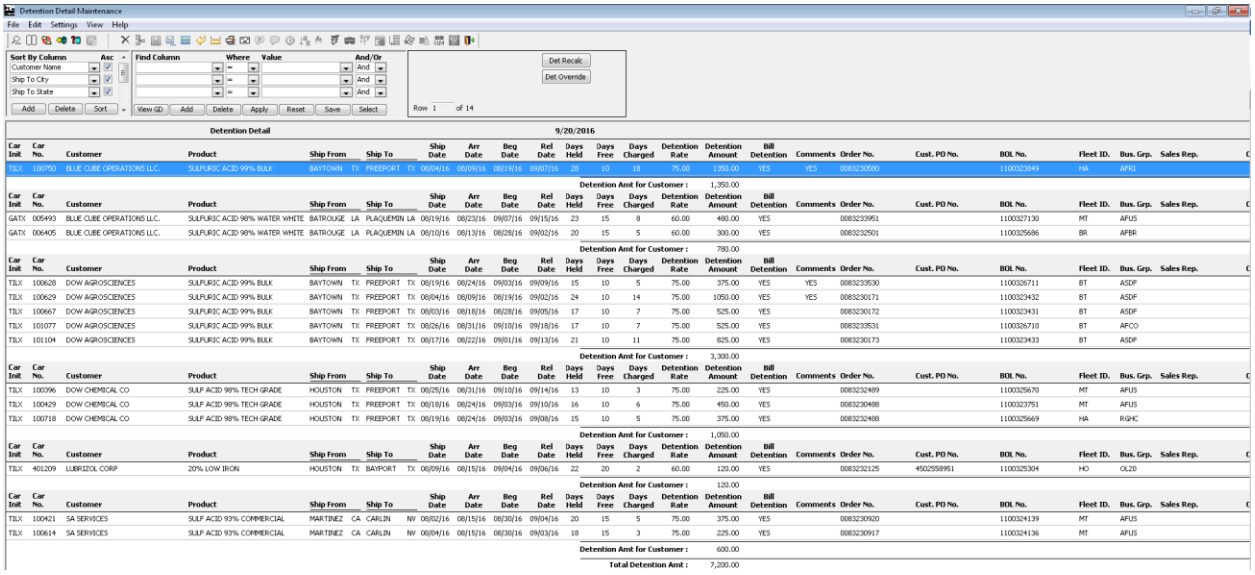
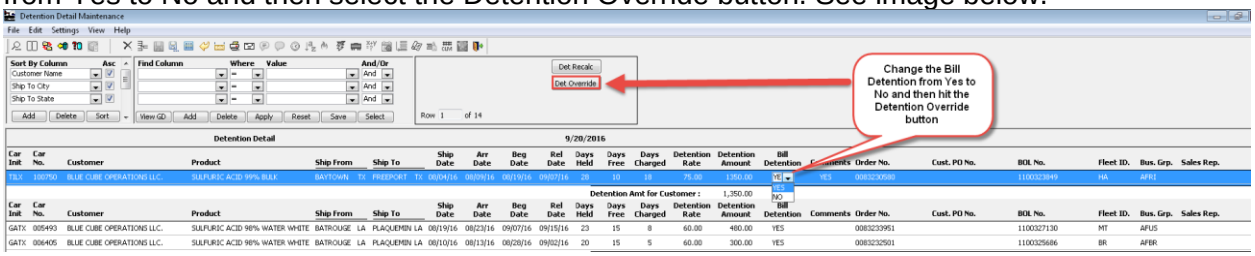
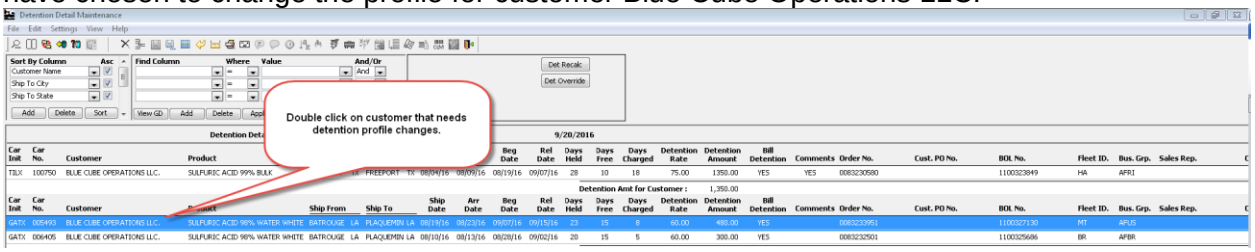
The Review screen is now visible. The user should review the information at this time. Once the information has been examined, download into Excel.



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.



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.



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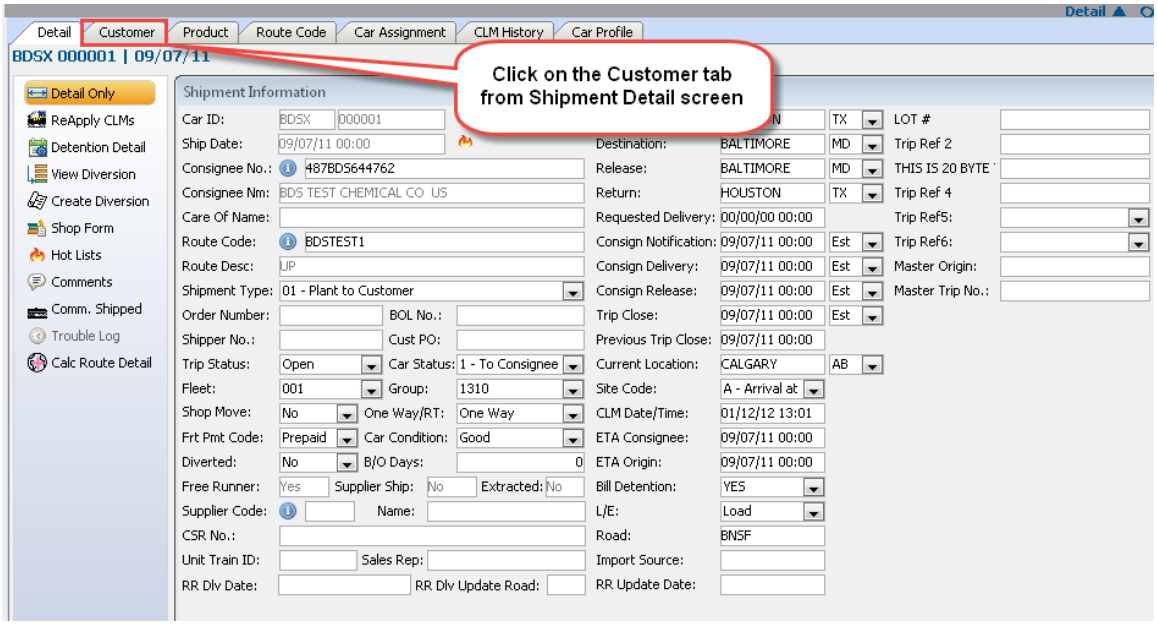
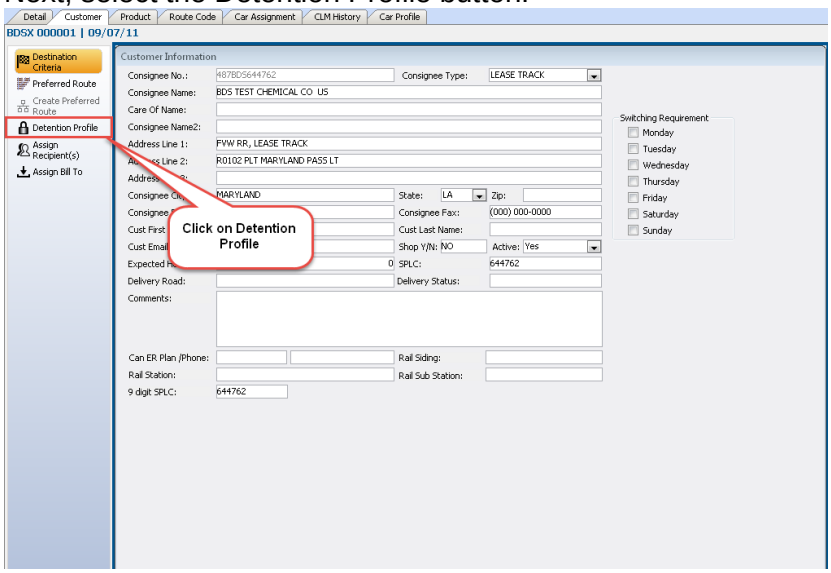
Select the Customer tab from the Shipment Detail screen.



Next, select the Detention Profile button:



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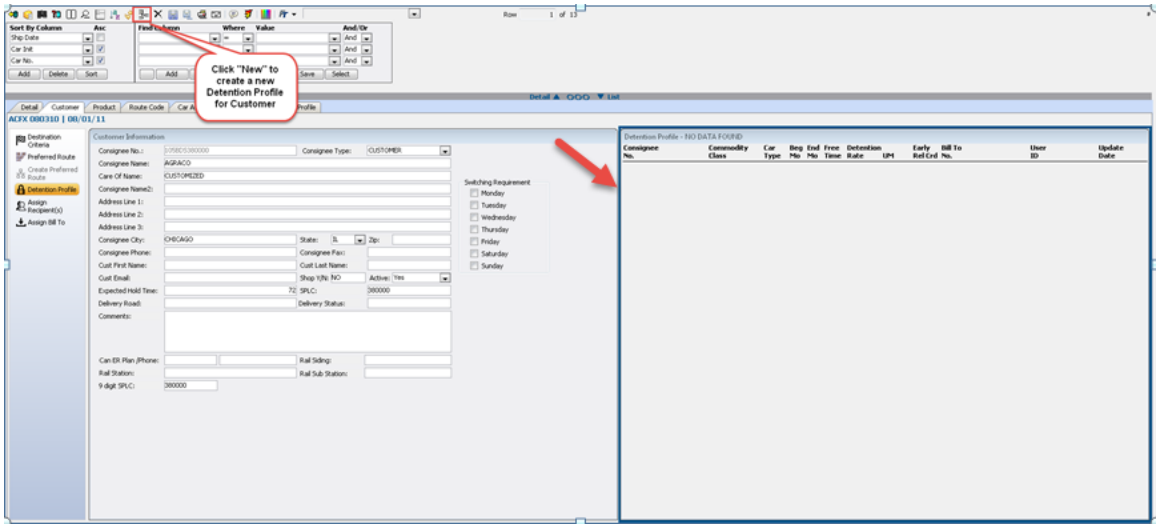
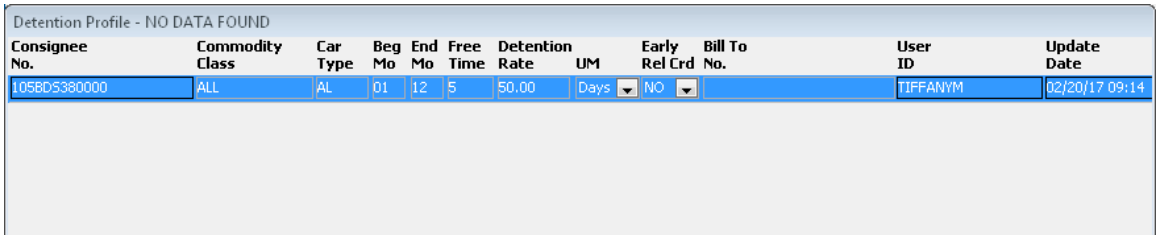
Make sure the Detention Profile box is highlighted blue and click on the New icon in the tool bar:

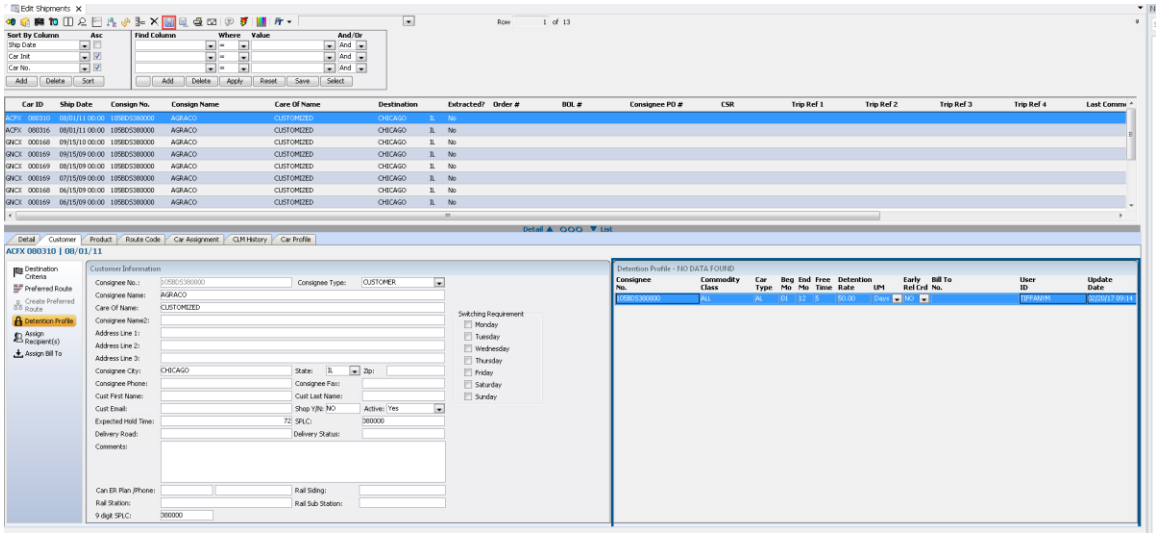


Make all necessary changes to detention and click Save. The user can then close the tab.



Detention Profile - NO DATA FOUND

Consignee No.	Commodity Class	Car Type	Beg Mo	End Mo	Free Time	Detention Rate	UM	Early Rel Crd	Bill To No.	User ID	Update Date
105BDS380000	ALL	AL	01	12	5	50.00	Days	NO		TIFFANYM	02/20/17 09:14



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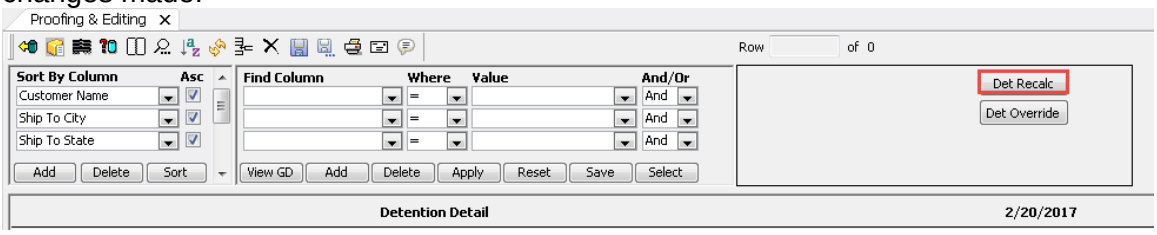
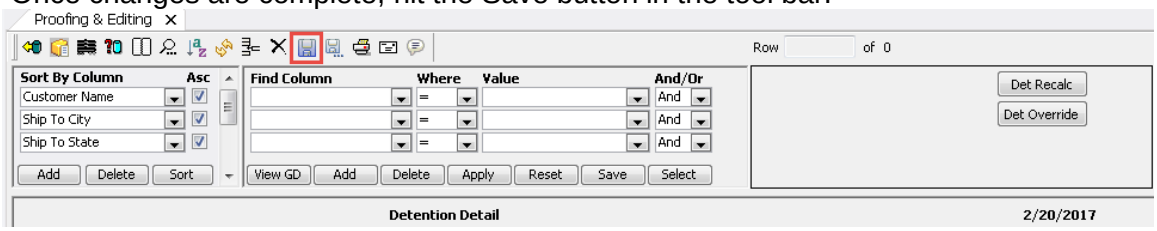
When the user is done editing all the Customer Detention Profiles select the Detention Recalc button. This will use the Customer Profile to calculate detention based on changes made.



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



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