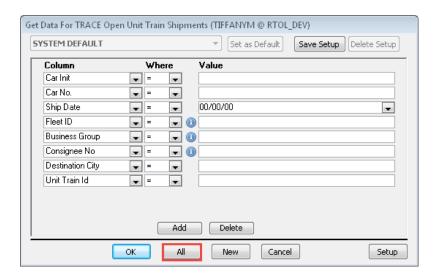


Un-Assigning a Unit Train ID RAILTRAC® Revision Number 1 3/1/2017

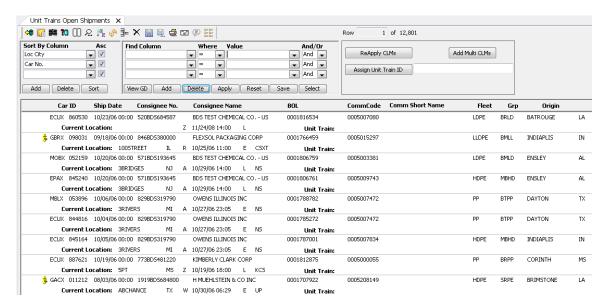
Once logged into RAILTRAC, click on the Main tab. Next, select Unit Trains then Open Shipments.



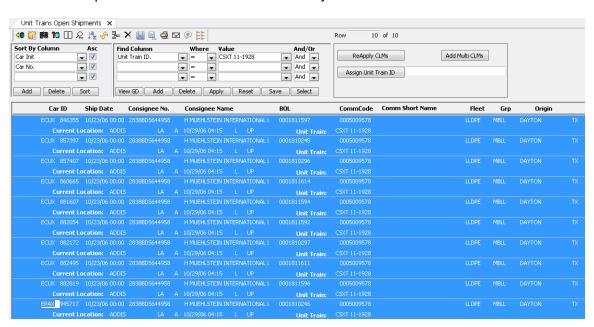
The Get Data box for Trace Open Unit Train Shipments box will appear. In this screen, select All.



All Unit Trains Open Shipments will appear.

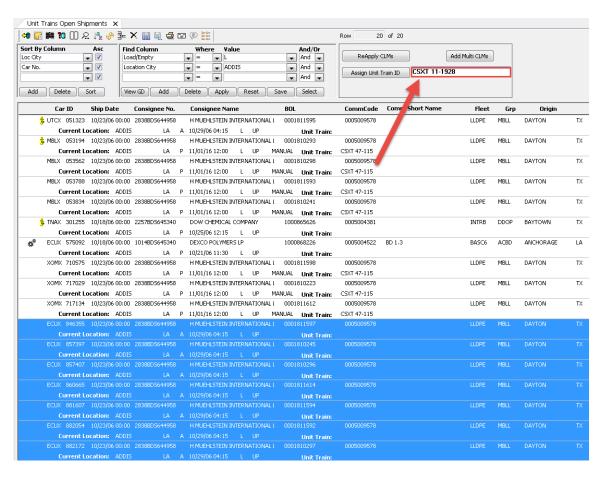


Locate all cars on Unit Train that needs Unit Train ID unassigned and highlight cars. To select a multiple cars hold the Shift button on keyboard and click on the last car.

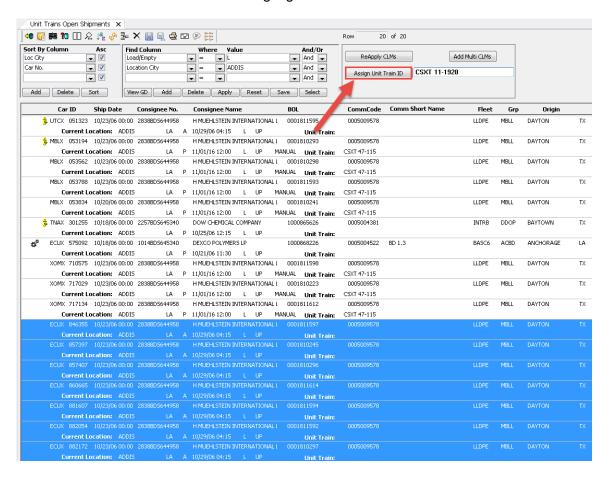


Now that cars have been highlighted, user can assign a new unit train ID for selected cars. By simply typing in the unit train ID in the Unit Train ID field and selecting the Unit Train ID button.

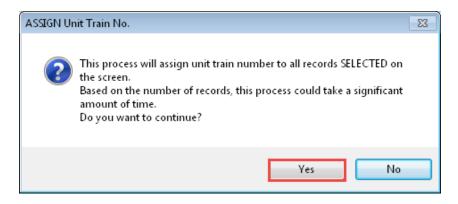
 If user just wants to delete the unit train ID make sure the Unit Train ID field is blank and hit the Unit Train ID button this will blank out the Unit Train ID for selected cars.



Once Unit Train ID has been typed in simply click on the Assign Unit Train ID button and the Unit Train ID will be added to all highlighted cars.



The ASSIGN Unit Train No. box will appear



Unit Train ID will now appear on shipments.

