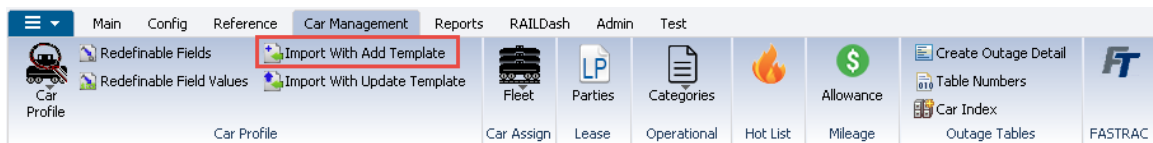




**Uploading Data Using Car  
Profile Add Template  
RAILTRAC®  
Revision Number 1  
3/1/2017**

Before performing this step ensure a Car Profile Add template has been set up in RAILTRAC. **All columns in Excel spreadsheet must match up with template.**

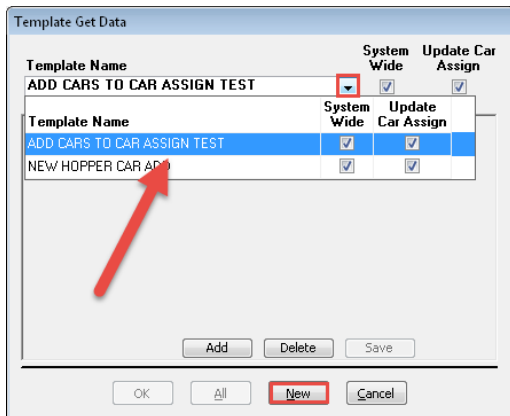
Once logged into RAILTRAC, click on the Car Management tab. Next, select Import With Add Template.



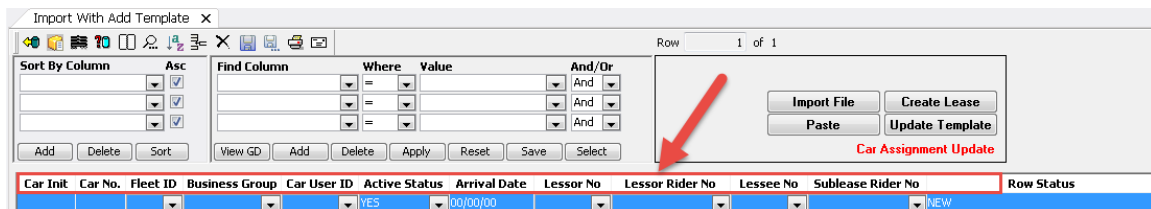
The Template Get Data box will appear. In this screen, use the drop down arrow under the Template Name to select the template to be used to upload data.

Column	Where	Value
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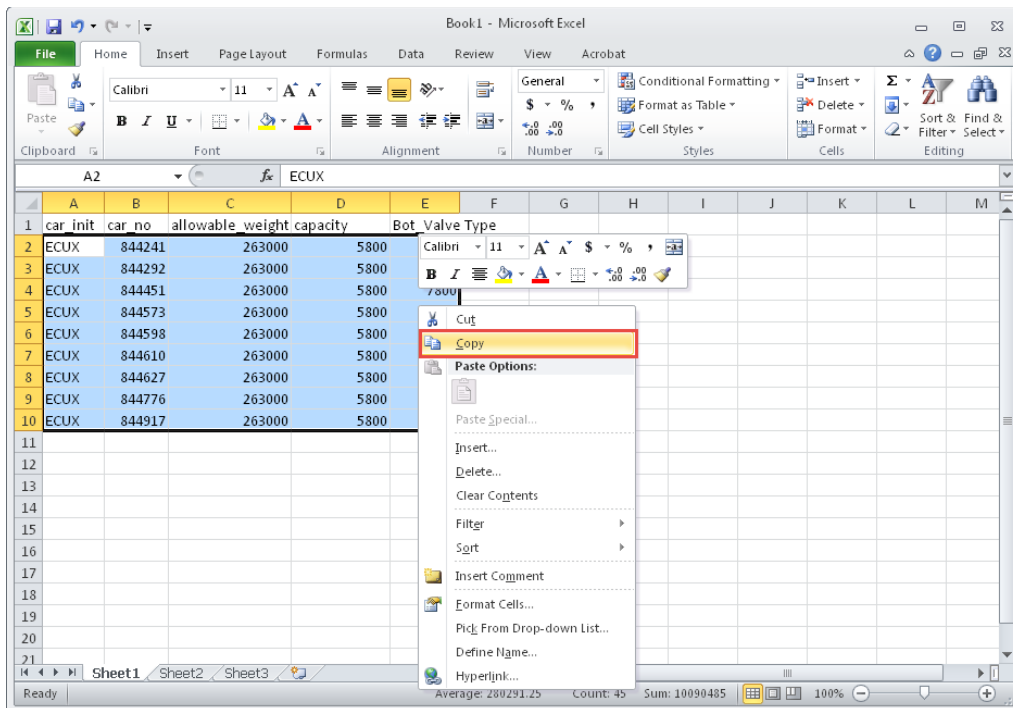
Once template has been selected, click New.



The template will appear. **All columns in the Excel spreadsheet must match up with the template selected.**



Go to the Excel spreadsheet and highlight data (without column headers) that needing to be imported. Right click and copy data. Then, go back to template.



Data should be saved in clipboard. Simply click on the Paste button.

Car Init	Car No.	Allowable Weight	Capacity	Bot Valve Type	Row Status
					NEW

Data from Excel is now in the template. Verify that all data is correct.

Car Init	Car No.	Allowable Weight	Capacity	Bot Valve Type	Row Status
ECLUX	844241	263000.0000	5800	7800	UPDATE
ECLUX	844292	263000.0000	5800	7800	UPDATE
ECLUX	844451	263000.0000	5800	7800	UPDATE
ECLUX	844573	263000.0000	5800	7800	UPDATE
ECLUX	844598	263000.0000	5800	7800	UPDATE
ECLUX	844610	263000.0000	5800	7800	UPDATE
ECLUX	844627	263000.0000	5800	7800	UPDATE
ECLUX	844776	263000.0000	5800	7800	UPDATE
ECLUX	844917	263000.0000	5800	7800	UPDATE

Once the user has ensured all data is accurate, click the Save icon in the tool bar to complete the upload process. Data will be loaded into RAILTRAC and Row Status will change from Update to Saved.

Car Init	Car No.	Allowable Weight	Capacity	Bot Valve Type	Row Status
ECLUX	844241	263000.0000	5800	7800	SAVED
ECLUX	844292	263000.0000	5800	7800	SAVED
ECLUX	844451	263000.0000	5800	7800	SAVED
ECLUX	844573	263000.0000	5800	7800	SAVED
ECLUX	844598	263000.0000	5800	7800	SAVED
ECLUX	844610	263000.0000	5800	7800	SAVED
ECLUX	844627	263000.0000	5800	7800	SAVED
ECLUX	844776	263000.0000	5800	7800	SAVED
ECLUX	844917	263000.0000	5800	7800	SAVED

The Update Complete box will appear, click OK.

