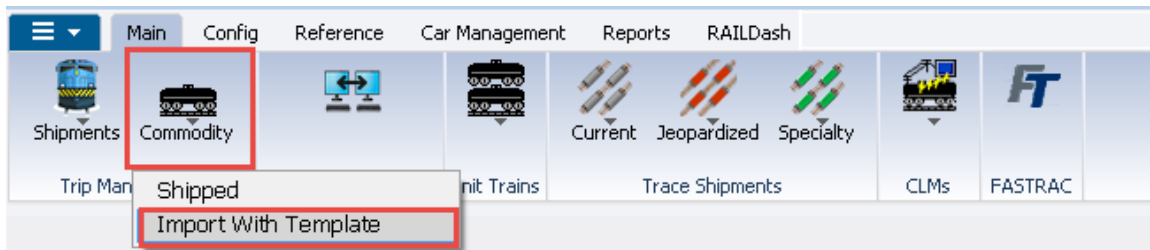**Uploading Data Using the Commodity Template RAILTRAC®**
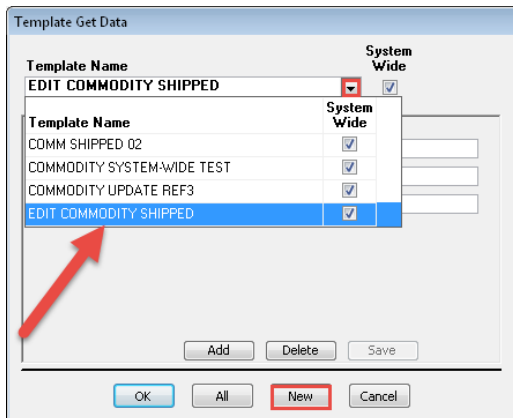**Revision Number 1**
3/8/2017

Before performing this step operation, ensure a Car Profile Update template has been created in RAILTRAC. **All columns in the Excel spreadsheet must match up with the template**.

Once logged into RAILTRAC, click on the Main tab. Next, select Commodity, then Import With Template.
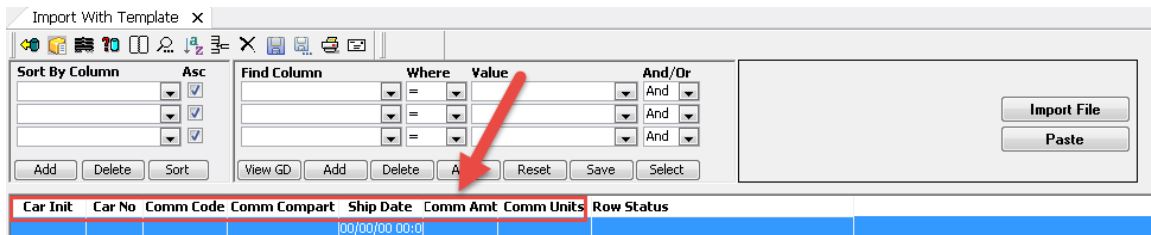

The Template Get Data box will appear. In this screen, use the drop down arrow under the Template Name to select the template to be used to upload data.
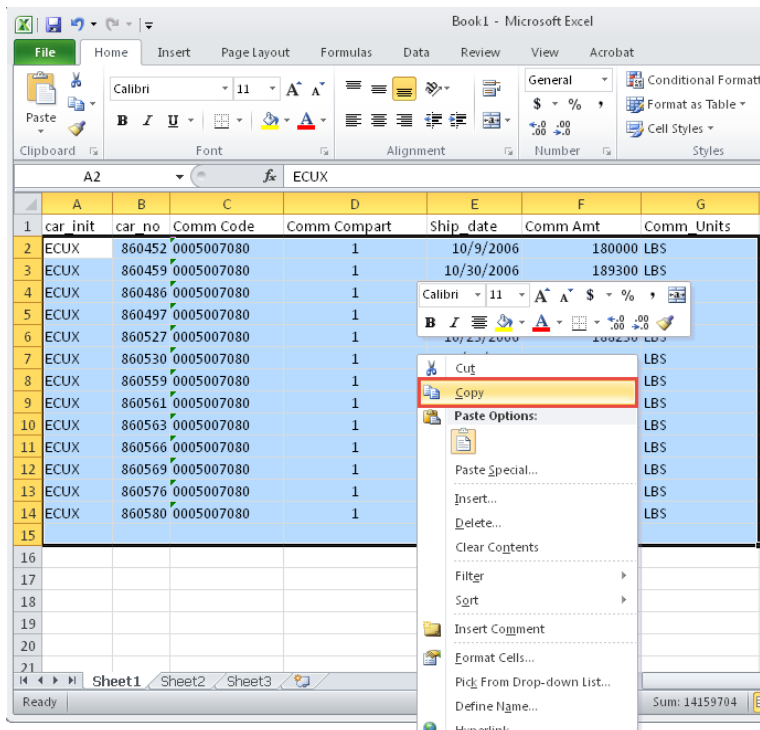
Once template has been selected, click New.

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.

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

Car Init	Car No	Comm Code	Comm Compart	Ship Date	Comm Amt	Comm Units	Row Status
ECUX	860452	0005007080		1 10/09/06 00:0	180000.00	LBS	UPDATE
ECUX	860459	0005007080		1 10/30/06 00:0	189300.00	LBS	UPDATE
ECUX	860486	0005007080		1 10/23/06 00:0	196460.00	LBS	UPDATE
ECUX	860497	0005007080		1 10/25/06 00:0	180000.00	LBS	UPDATE
ECUX	860527	0005007080		1 10/23/06 00:0	188230.00	LBS	UPDATE
ECUX	860530	0005007080		1 10/23/06 00:0	188946.00	LBS	UPDATE
ECUX	860559	0005007080		1 10/23/06 00:0	189662.00	LBS	UPDATE
ECUX	860561	0005007080		1 10/23/06 00:0	190378.00	LBS	UPDATE
ECUX	860563	0005007080		1 10/30/06 00:0	191094.00	LBS	UPDATE
ECUX	860566	0005007080		1 10/23/06 00:0	191810.00	LBS	UPDATE
ECUX	860569	0005007080		1 10/20/06 00:0	192526.00	LBS	UPDATE
ECUX	860576	0005007080		1 10/20/06 00:0	193242.00	LBS	UPDATE
ECUX	860580	0005007080		1 10/18/06 00:0	193958.00	LBS	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	Comm Code	Comm Compart	Ship Date	Comm Amt	Comm Units	Row Status
ECUX	860452	0005007080		1 10/09/06 00:0	180000.00	LBS	SAVED
ECUX	860459	0005007080		1 10/30/06 00:0	189300.00	LBS	SAVED
ECUX	860486	0005007080		1 10/23/06 00:0	196460.00	LBS	SAVED
ECUX	860497	0005007080		1 10/25/06 00:0	180000.00	LBS	SAVED
ECUX	860527	0005007080		1 10/23/06 00:0	188230.00	LBS	SAVED
ECUX	860530	0005007080		1 10/23/06 00:0	188946.00	LBS	SAVED
ECUX	860559	0005007080		1 10/23/06 00:0	189662.00	LBS	SAVED
ECUX	860561	0005007080		1 10/23/06 00:0	190378.00	LBS	SAVED
ECUX	860563	0005007080		1 10/30/06 00:0	191094.00	LBS	SAVED
ECUX	860566	0005007080		1 10/23/06 00:0	191810.00	LBS	SAVED
ECUX	860569	0005007080		1 10/20/06 00:0	192526.00	LBS	SAVED
ECUX	860576	0005007080		1 10/20/06 00:0	193242.00	LBS	SAVED
ECUX	860580	0005007080		1 10/18/06 00:0	193958.00	LBS	SAVED

The Update Complete box will appear, click OK.

Update Complete

13 record(s) saved and
0 record(s) skipped.

OK