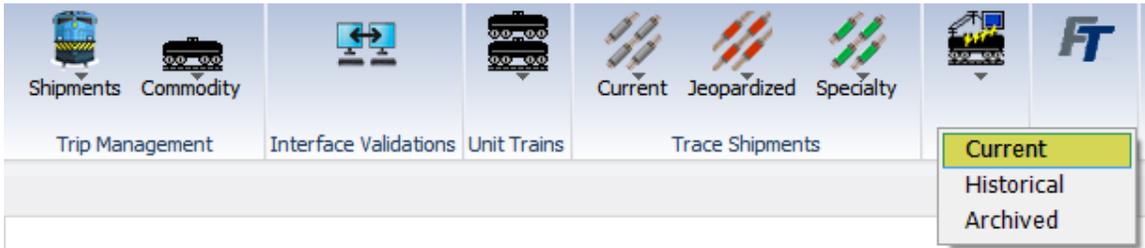




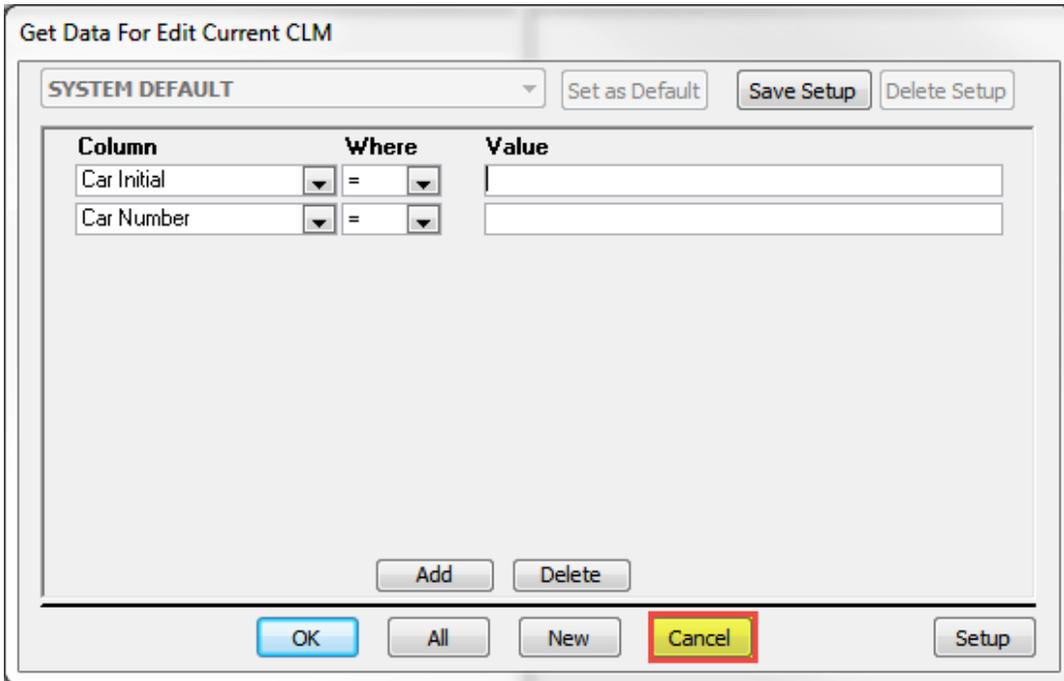
Adding a CLM to Multiple Cars
RAILTRAC®
Revision Number 1
3/27/2017

There are two ways to add CLMs to multiple cars in RAILTRAC. Users can add CLMs from the CLMs option on the Main tab's CLMs menu, or from anywhere trips reside in the database. First, we'll take a look at adding CLMs from the Main tab's CLMs menu.

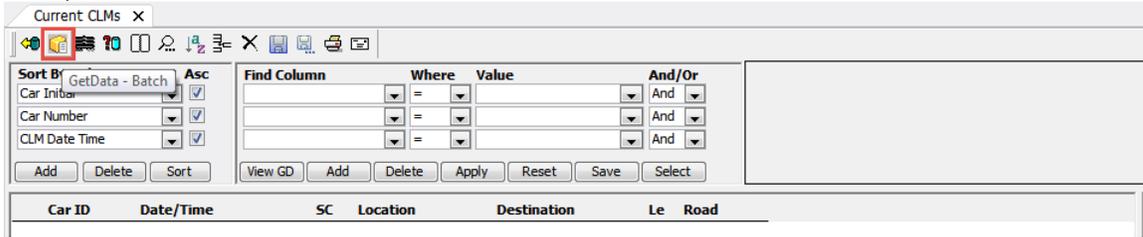
Once logged into RAILTRAC, click on the Main tab and select CLMs. Then select Current.



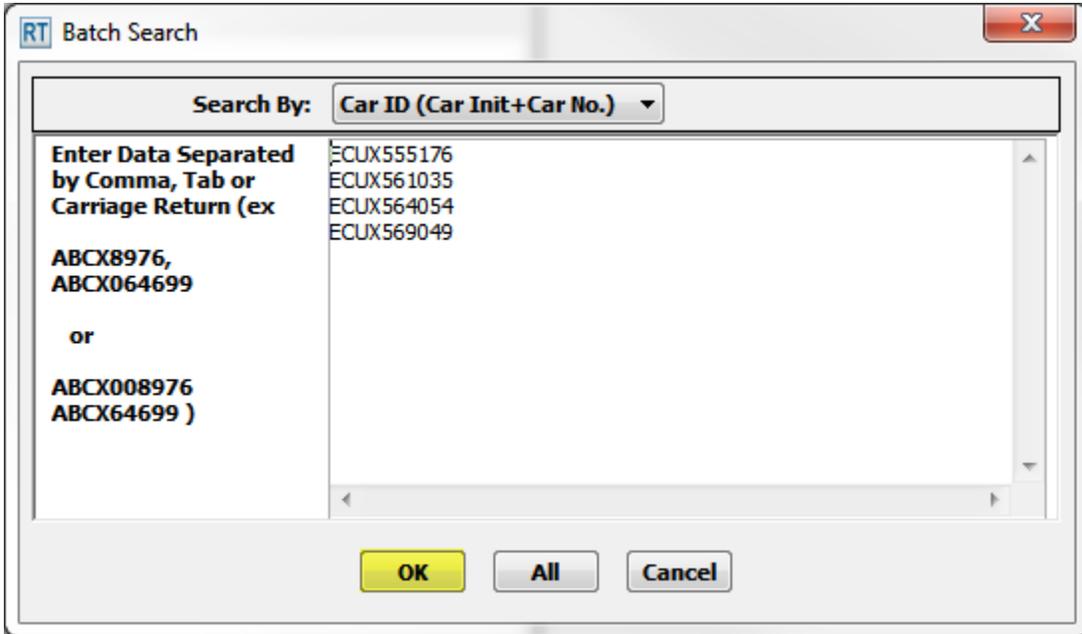
Multiple cars can be selected for CLM entry by querying a batch of car numbers. To query a batch of car numbers, click Cancel on the Get Data For Edit Current CLM window.



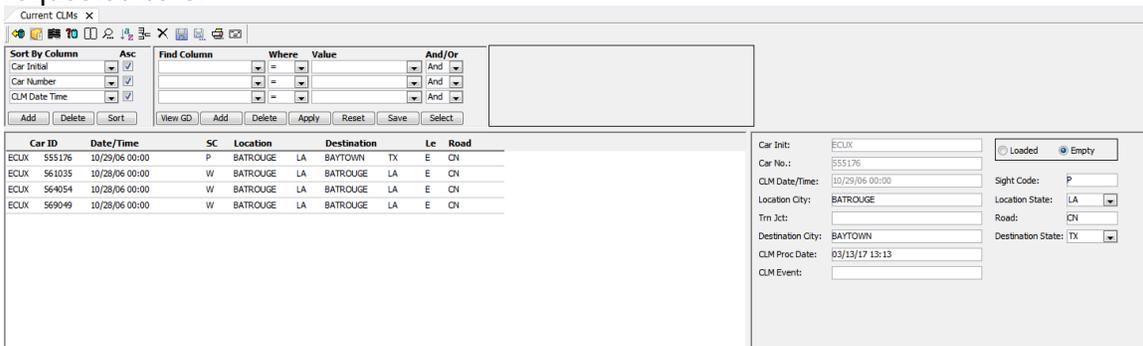
Next, select the GetData – Batch icon.



Any cars on your computer's clipboard will automatically appear in the Batch Search field. Click OK.



The Current CLMs screen will be displayed containing the most current CLMs for the requested cars.



Use CTRL or Shift+Left Click to select cars, and click New on the Tool Bar to add new CLMs.

The screenshot shows the 'Current CLMs' window. On the left is a table with columns: Car ID, Date/Time, SC, Location, Destination, Le, Road. The table contains four rows of data for cars with IDs 555176, 561035, 564054, and 569049. On the right is a form with fields for Car Init, Car No., CLM Date/Time, Location City, Trn Jct, Destination City, CLM Proc Date, and CLM Event. There are also dropdown menus for Sight Code, Location State, Road, and Destination State, and radio buttons for Loaded and Empty status.

An Add CLM to Multiple Cars box will open, displaying the cars selected for CLM entry on the left side of the box. The user should enter information for the new CLMs, including the CLM Date/Time, Sight Code, Location City and State, Road, Destination City and State, Loaded or Empty Status, and Trn Jct, if applicable. After all necessary information is entered, click OK.

The screenshot shows the 'Add CLM to Multiple Cars' dialog box. On the left is a table with columns: Car Init, Car No. It lists the same four cars as the previous screenshot. On the right is a form titled 'Add CLMs' with fields for CLM Date/Time, Location City, Trn Jct, Destination City, CLM Proc Date, and CLM Event. There are also dropdown menus for Sight Code, Location State, Road, and Destination State, and radio buttons for Loaded and Empty status. A red arrow points to the 'OK' button at the bottom.

The CLMs will be added to the cars.

The screenshot shows the 'Current CLMs' window. On the left, there is a table with the following data:

Car ID	Date/Time	SC	Location	Destination	Le	Road
ECLX 555176	10/24/06 00:00	J	BATROUGE LA	BATROUGE LA	L	LP
ECLX 561035	10/24/06 00:00	J	BATROUGE LA	BATROUGE LA	L	LP
ECLX 564054	10/24/06 00:00	J	BATROUGE LA	BATROUGE LA	L	LP
ECLX 569049	10/24/06 00:00	J	BATROUGE LA	BATROUGE LA	L	LP

On the right side of the window, there is a form for adding a new CLM. The fields are:

- Car Init: ECLX
- Car No.: 555176
- CLM Date/Time: 10/24/06 00:00
- Location City: BATROUGE
- Trn Jct: CN
- Destination City: BATROUGE
- CLM Proc Date: 00/00/00 00:00
- CLM Event:

There are also radio buttons for 'Loaded' (selected) and 'Empty'.

Users can also add CLMs from wherever trips reside in RAILTRAC. Let's take a look at the same cars in Loaded To Consignee.

Once logged in to RAILTRAC, click on the Main tab and select Current. Then, select Loaded to Consignee.

The screenshot shows the RAILTRAC main menu. The 'Main' tab is selected. The 'Current' option is highlighted, and a dropdown menu is open showing the following options:

- Loaded to Consignee (highlighted)
- At Consignee
- Empty to Origin
- At Origin
- Load and Hold
- Open Shipments

A Get Data For Loaded to Consignee window will open. Multiple cars can be selected for CLM entry using Get Data parameters, or by querying a batch of car numbers. To paste a list of car numbers for CLM entry, click Cancel.

Next, select the Get Data – Batch icon.

Any cars on your computer's clipboard will automatically appear in the Batch Search field. Click OK.

The Loaded to Consignee screen will open. This screen consists of two sections, the List Detail and the Shipment Detail. When the Loaded to Consignee screen opens, the List Detail portion of the screen will be activated, as shown by the blue box below.

The screenshot shows the 'Loaded to Consignee' interface. At the top, there are search and filter options. Below that is a table titled 'Trace Loaded to Consignee' with columns: Car ID, Ship Date, CLM Date, SC Location, Destination, Road, Trn Jct, CommCode, ETA, Days to Cons., Consignee, Consignee Name, FR, Grp, and Cmt. A red box labeled 'List Detail' is placed over the first row of the table. Below the table is a 'Shipment Detail' section with various fields for shipment information, origin, destination, and dates. A red box labeled 'Shipment Detail' is placed over this section.

Use CTRL or Shift+Left Click to select cars from the List Detail view for which to add CLMs.

This screenshot shows the 'Loaded to Consignee' interface with the 'List Detail' view highlighted in blue. The table has columns: Car ID, Ship Date, CLM Date, SC Location, Destination, Road, Trn Jct, and CommCode/ETA. A red box labeled 'List Detail' is placed over the table. The table contains four rows of data, each with an 'Exp Comnts:' field below it.

Then, select Add CLMs.

Car ID	Ship Date	CLM Date	SC Location	Destination	Road	Trn Jct	CommCode	ETA	Days to Cons.	LE No.	Consignee	Consignee Name	FR	Grp	Cmmt
ECUX 569049	10/25/06 00:00	10/24/06 00:00	BATROUGE	LA BATROUGE	LA LP	CN	000022857	10/23/06 19:38	3609	L	100805644800	BDS TEST CHEMICAL COMPANY	BAISG	BT04	
ECUX 555176	10/12/06 00:00	10/24/06 00:00	BATROUGE	LA BATROUGE	LA LP	CN	000012231	10/21/06 01:30	3812	L	100805644800	BDS TEST CHEMICAL CO. -US	BAISG	BT01	
ECUX 564054	10/11/06 00:00	10/24/06 00:00	BATROUGE	LA BATROUGE	LA LP	CN	000022857	10/14/06 17:56	3817	L	100805644800	BDS TEST CHEMICAL COMPANY	BAISG	AC0H	
ECUX 561035	10/04/06 00:00	10/24/06 00:00	BATROUGE	LA BATROUGE	LA LP	CN	000022857	10/07/06 17:00	3824	L	100805644800	BDS TEST CHEMICAL COMPANY	BAISG	AC0H	

An Add CLM to Multiple Cars window will open. The cars that were chosen for CLM entry will be listed on the left hand side of the window. The user should enter the new CLM Date/Time, Sight Code, Location City and State, Road, Destination City and State, Loaded or Empty status, and Trn Jct, if applicable.

Add CLM to Multiple Cars

Car Init	Car No
ECUX	569049
ECUX	555176
ECUX	564054
ECUX	561035

Add CLMs

CLM Date/Time: 10/25/06 00:00 Sight Code: R

Location City: BATROUGE Location State: LA

Trn Jct: LP Road: CN

Destination City: BATROUGE Destination State: LA

CLM Proc Date: 00/00/00

CLM Event: Loaded Empty

OK **Cancel**

A Save Completed will appear. Click OK.

Save Completed

i The CLM(s) have been added.

OK

Click Cancel after all necessary CLMs have been entered.

Add CLM to Multiple Cars

Car Init	Car No
ECUX	569049
ECUX	555176
ECUX	564054
ECUX	561035

Add CLMs

CLM Date/Time: 10/25/06 00:00

Location City: BATROUGE

Trn Jct: UP

Destination City: BATROUGE

CLM Proc Date: 00/00/00

CLM Event:

Sight Code: R

Location State: LA

Road: CN

Destination State:

Loaded Empty

OK Cancel