Before performing this step ensure a Car Profile Add template has been set up in RAILTRAC. This template can be used to upload car profiles.

First, prepare an Excel spreadsheet where all column headers match the template being used. Fill in data on the spreadsheet as necessary.
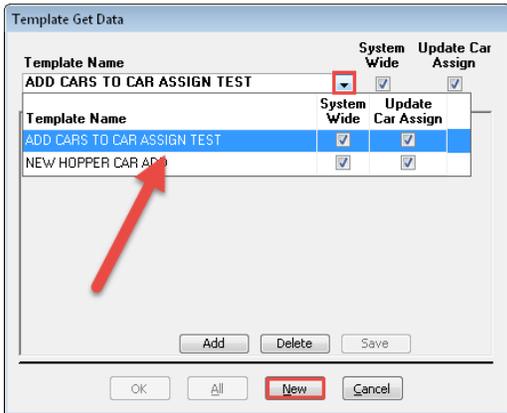
Once logged into RAILTRAC, click on the Car Management tab. Next, select Import With Add Template.

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.
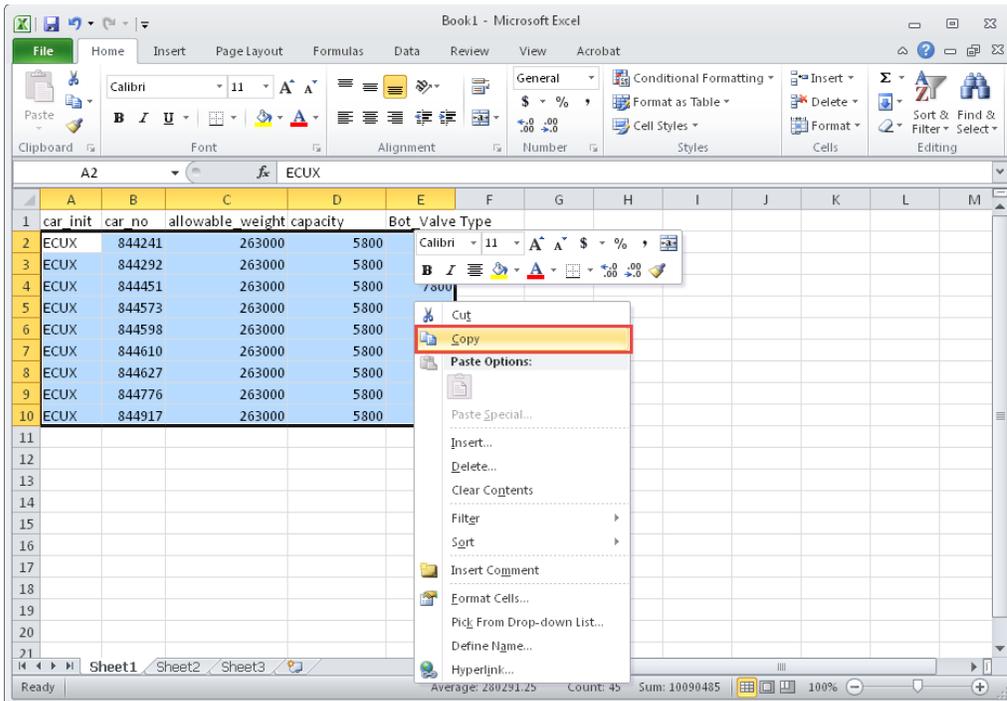
Once template has been selected, click New.

The template will appear, displaying all column headers needed for upload. These column headers must match your spreadsheet column headers.
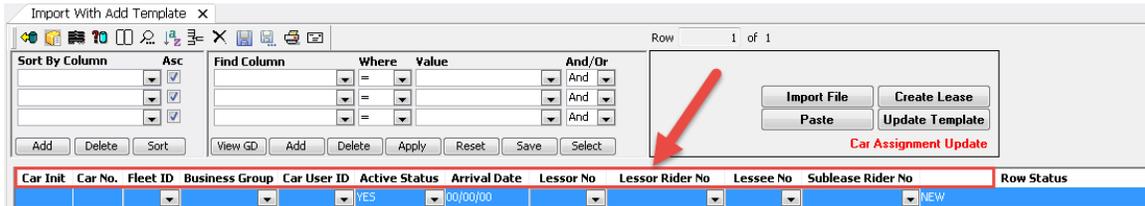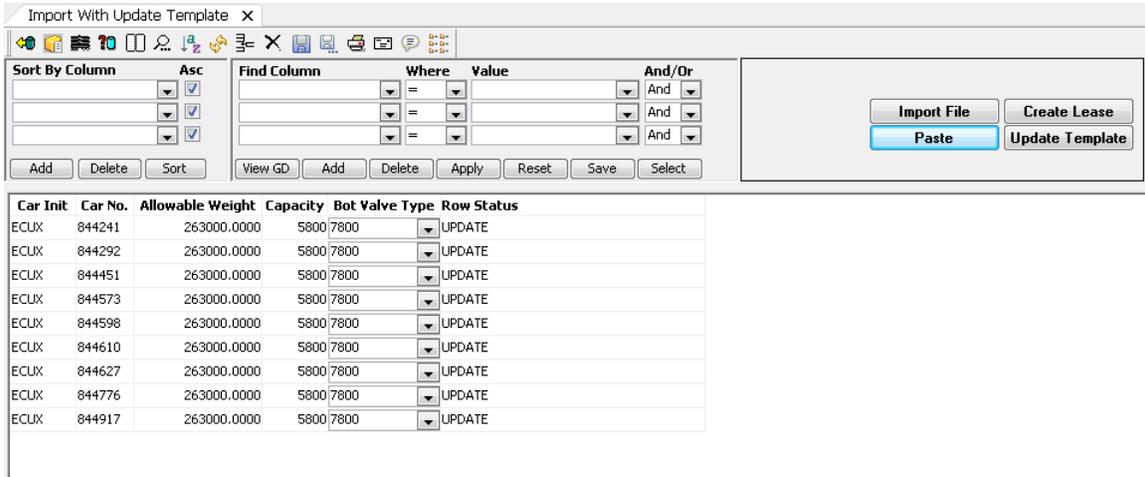

Go to the Excel spreadsheet and highlight data (without column headers) that needing to be imported. Right click and copy data. Then, go back to template.
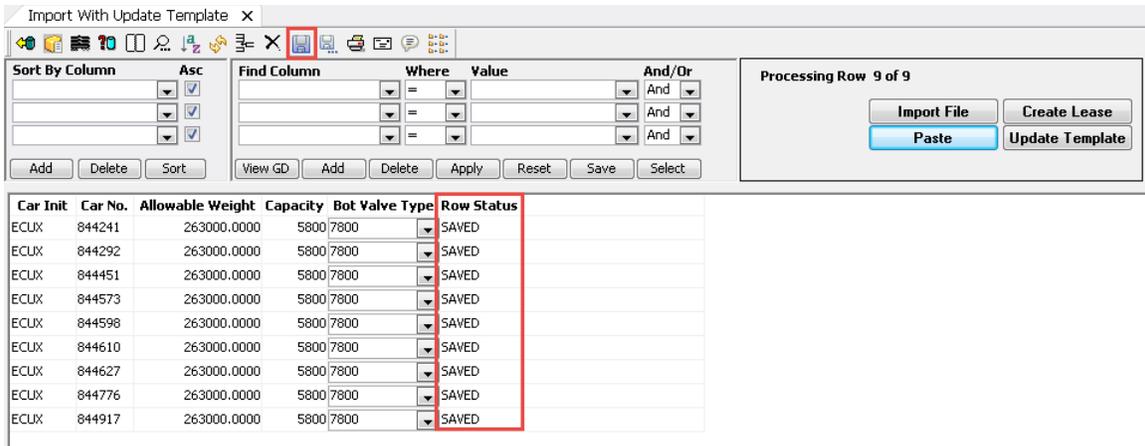
Data should be saved in clipboard. Simply click on the Paste button.
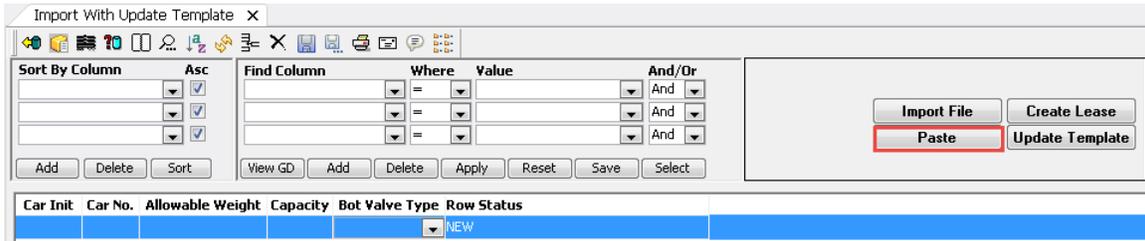
Data from Excel is now in the template. Verify that all data is correct.

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.

The Update Complete box will appear, click OK.