



Loading Authority OT-57 User Guide



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Learning about Loading Authority (OT-57)

The Loading Authority (OT-57) system is a web-based application for creating fleets and viewing contact and storage location information.

This document describes how to use the Loading Authority (OT-57) system through the following major sections:

- [Overview](#) provides basic information about the system
- [Getting Started](#) describes how to access and log into the system

Fleet managers have the ability to create and manage fleets. Fleets are created and managed to register private equipment per [Circular OT-57](#) with controlling entities and with equipment contact information and storage locations. Fleet information provides railroads with the needed contact and empty destination information for private equipment. By providing valid contact and storage information in the fleet information section, private rail equipment can be effectively managed when traveling on a railroad's line.

- [Creating Fleets](#) describes how to create a fleet
- [Managing Fleets](#) describes all the functions available for managing a fleet
- [Equipment Search](#) describes how to query an equipment search
- [Requesting Disposition](#) describes how to request dispositions
- [Managing Disposition Requests](#) describes how to manage disposition requests
- [Managing Transfer Requests](#) describes how to manage transfer requests
- [Managing Locations](#) describes how to manage locations
- [Glossary](#) and [Index](#)

To access Loading Authority (OT-57) documentation (i.e., this user guide) at any time, select the **Documentation** menu item from the application menu.

Overview

The Loading Authority OT-57 system provides a centralized, paperless process for the registration of private freight rail equipment. It is a web-based communication system that facilitates the communication between railroads and controlling entities. Private rail equipment must be registered in the Loading Authority OT-57 system with a valid controlling entity contact and storage location information. Refer to the *Association of American Railroads Circular OT-57 for Rules Governing Registration of Private Cars and Controlling Entity Contact & Storage Information* for more information.

The Loading Authority OT-57 system enables private equipment owners, lessees, and shippers to create Loading Authority OT-57 fleets and enables railroads to view contact and storage location information. In addition, the Loading Authority OT-57 system supports data integrity by receiving automated updates from Railinc's Customer Identification File (CIF), the Centralized Station Master (CSM), and Umler®.

The use of a secure and confidential Loading Authority OT-57 database assists all parties in a collaborative effort to ensure needs are met while protecting the railroads' network. By leveraging other applications such as Umler and FindUs.Rail, the Loading Authority OT-57 system offers both railroads and car owners/shippers the ability to accurately define equipment subject to Loading Authority OT-57 and provides a ready means to move empty equipment to an authorized storage location.

The Loading Authority OT-57 system makes use of the Railinc Industry Reference Files (IRF) and the data in Umler to validate that the equipment added to the system is registered and that there are no critical errors associated with the registration.


General Business Rules

The following general business rules apply to Loading Authority OT-57:

- Equipment Owners, Lessees, Shippers, and approved agents/third parties may have access to create a Loading Authority OT-57 Fleet. Single Sign-On rights must be granted that allow access to the Loading Authority OT-57 system.
- A freight car may only be on one active Loading Authority OT-57 fleet at a time.
- A Loading Authority OT-57 fleet has a maximum limit of 50,000 pieces of equipment.
- Information listed in a fleet must be valid; the Railinc Industry Reference Files are used for validation.
- A Loading Authority OT-57 fleet does not expire.
- A fleet manager can manually delete a fleet or remove equipment from fleets.
- Railroads are only be able to view equipment in their company's possession.
- Equipment Owners have the ability to view and remove equipment from any fleet where they are the stenciled mark owner.
- Controlling Entity contact information is maintained in the FindUs.Rail application.

System Interface Notes

The following system interface notes apply to the Loading Authority OT-57 System:

- All sections and fields marked with an asterisk * are mandatory. Items that do not have an entry box next to them are display only and are populated as the mandatory data is entered.
- Certain fields have a corresponding magnifying glass icon . You can select the magnifying glass to search for valid data for the corresponding field. Industry Reference File data lookups also use (*) wildcarding to assist users in looking up data.
- The system is available 24/7 except for scheduled maintenance.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

Loading Authority OT-57 uses Railinc Single Sign-On (SSO) which is accessed from the Railinc portal at <https://public.railinc.com>. Select the **Customer Login** link in the upper right corner of the page. Then, follow these steps:

1. If you do not already have a Railinc SSO user ID and password, refer to the [Railinc Single Sign-On User Guide](#). Once you have access to Railinc SSO, you must request access to Loading Authority (OT-57) within SSO.
2. If you are a controlling entity who will be creating fleets in the Loading Authority (OT-57) application, you need to be setup in the FindUs.Rail database with your email and phone number contact information. Within FindUs.Rail, there is a Loading Authority (OT-57) controlling entity contact type. If this contact information is not setup, then your controlling entity contact information will not be available for selection when your company's fleets are created. If you are not already registered in the FindUs.Rail contact database, go to <https://public.railinc.com> to request permission after establishing your SSO account. See [Appendix A. Adding OT-57 Contacts to FindUs.Rail](#) for additional information. Refer to the [FindUs.Rail User Guide](#) for complete instructions on using the FindUs.Rail system.
3. If you do not have access to the Loading Authority (OT-57) application, request access to Loading Authority (OT-57) by following instructions in the [Railinc Single Sign-On User Guide](#). See [User Roles](#) for information about the available levels of access. When you have received e-mail notification confirming your access to Loading Authority (OT-57), you can log on and begin using Loading Authority (OT-57).

User Roles

Your assigned user role determines the functions you can perform. User roles are assigned by Railinc through the SSO interface, which is described in the [Railinc Single Sign-On User Guide](#).

- **Equipment Owner** – Allows Equipment Owners to remove equipment from fleets. See [Equipment Search](#).
- **Fleet Manager** – Allows Fleet Managers to create and manage fleets, manage locations and search equipment.
- **Railroad User** – Allows Railroad Users to search controlling entity and storage information for equipment. See [Equipment Search](#). When a Railroad User also manages fleets, the user must have Fleet Manager permissions under a different mark than the railroad mark.

Exhibit 1. Request Application Access By Role

Loading Authority (OT-57)
Loading Authority (OT-57) application allows Controlling Entity to Create and Manage Fleet Contact Information

1 Select Roles 2 Confirm 3 Done

Loading Authority (OT-57) Equipment Owner (MARK required)
Allows Equipment Owners to remove equipment from fleets.

Loading Authority (OT-57) Fleet Manager (MARK required)
Allows fleet managers to create fleets.

Loading Authority (OT-57) Railroad User (MARK required)
Allows Railroad users to search controlling entity and storage information for equipment.

Comments...

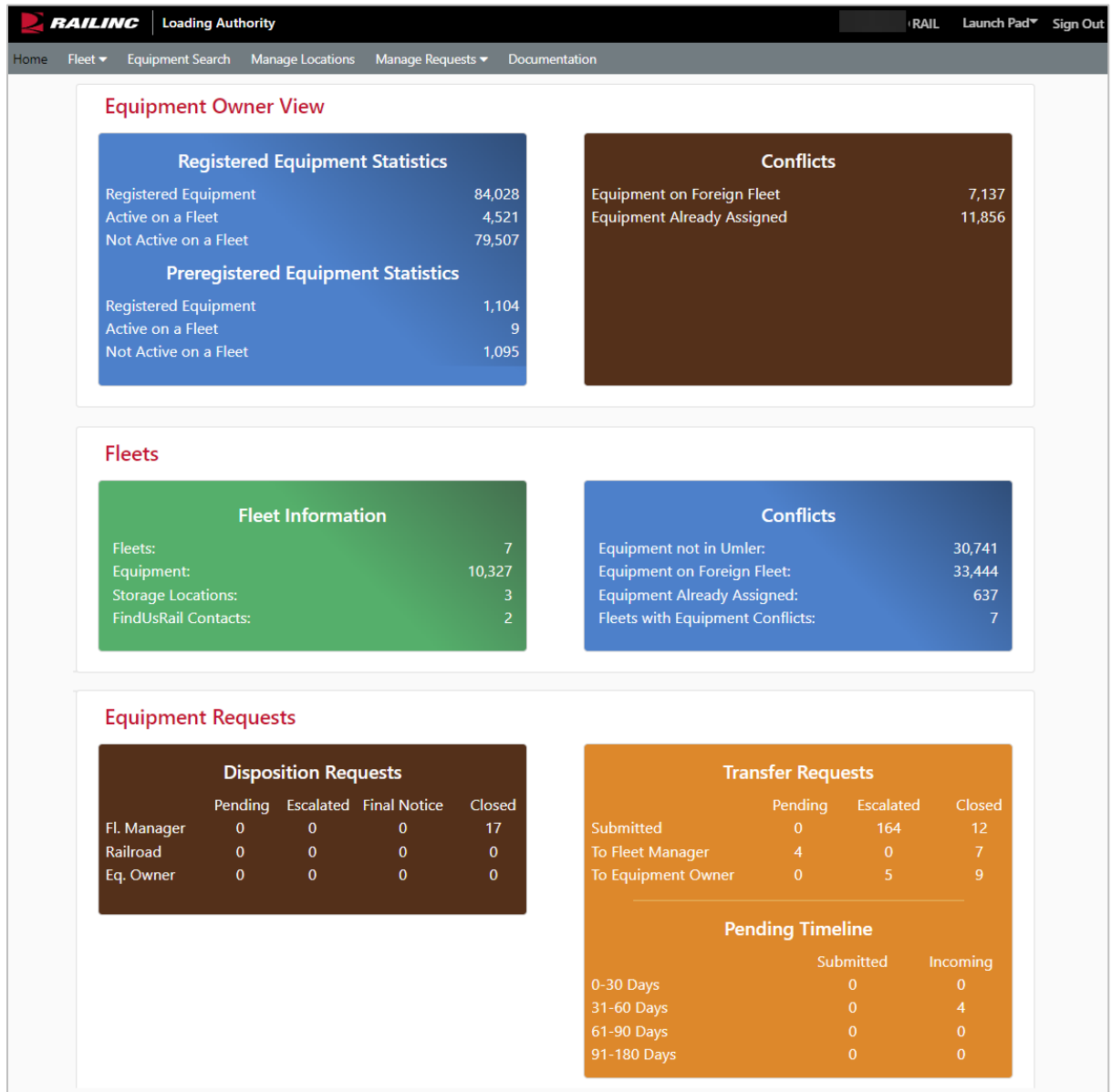
Return Next 0/255

Logging In

To log into Loading Authority (OT-57):

1. Open your internet browser.
2. Enter the following URL: <https://public.railinc.com/>. Select the **Customer Login** link in the upper right corner of the page.
3. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In the **My Applications** section, select **Loading Authority (OT-57)**. The Loading Authority (OT-57) Dashboard page is displayed. The sections that appear in the Dashboard are dependent on your user role ([User Roles](#)). Users with the Equipment Owner and Fleet Manager roles will see the sections that are pictured below.

Exhibit 2. Dashboard – Equipment Owner and Fleet Manager



Managing Multiple Companies

Some Loading Authority (OT-57) users, especially those who work for larger agencies, manage more than one company.

If you manage one company, your company is automatically selected – you do not need to select a company to manage – and the Loading Authority (OT-57) System Dashboard page appears when you log in (see [The Dashboard](#)).

After you have been successfully set up in Railinc’s SSO with the appropriate Loading Authority role assigned, you can then manage more than one company. To do this, at login you must first select the company that you want to manage. If you’re involved with a single company, you can

Getting Started

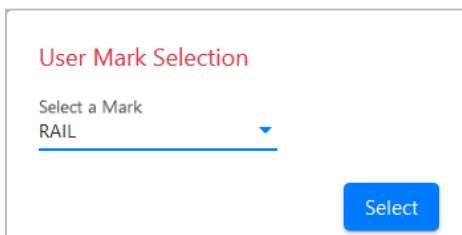
request access based on your role. If you're involved with more than one company, you can request access based on your specific role for each company for which you provide services.

Note: After selecting a listed company, you can only see and manage information for that selected entity until you select another company.

When managing more than one company, use the following procedure to select the company that you want to manage when you login:

1. Log into Loading Authority (OT-57). The **User Mark Selection** pop-up box is displayed ([Exhibit 3](#)).

Exhibit 3. Select a Mark/Company ID



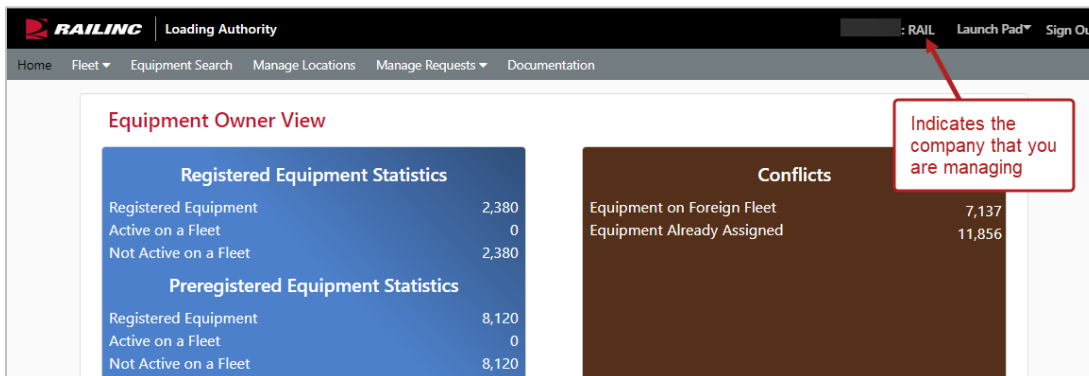
User Mark Selection

Select a Mark
RAIL

Select

2. Select the Mark/Company ID from the drop-down list that you want to manage.
3. Select **Ok**. The Dashboard for the selected company is displayed allowing you to manage that company.

Exhibit 4. Dashboard for Selected Company



RAILINC | Loading Authority

Home Fleet Equipment Search Manage Locations Manage Requests Documentation

RAIL Launch Pad Sign Out

Equipment Owner View

Registered Equipment Statistics	
Registered Equipment	2,380
Active on a Fleet	0
Not Active on a Fleet	2,380

Preregistered Equipment Statistics	
Registered Equipment	8,120
Active on a Fleet	0
Not Active on a Fleet	8,120

Conflicts

Equipment on Foreign Fleet	7,137
Equipment Already Assigned	11,856

Indicates the company that you are managing

Change the company that you are managing at any time while using Loading Authority (OT-57). Simply select the company link as indicated in Exhibit 4 and choose another company.

The Dashboard

The Loading Authority (OT-57) Dashboard is displayed on the Home page immediately following a successful login to the system. From here you can perform system functions by selecting the application menu items. The Dashboard ([Exhibit 2](#)) may appear different, depending on your role. Return to the Dashboard at any time by selecting the **Home** menu item. The Dashboard provides the following sections of data:

- **Equipment Owners View** for equipment owners:

- **Registered/Preregistered Equipment Statistics** provides a summary of registered/preregistered equipment statistics. The number of registered and preregistered equipment are from the Umler system for the stenciled mark, along with the active/non-active equipment on a fleet in Loading Authority. Select a number in this section to view the details in the Equipment Search as shown in [Exhibit 5](#).
- **Conflicts** provides a summary of your company’s equipment registration conflicts. Select a number in this section to view the details in the Equipment Search, similar to [Exhibit 5](#).
- **Fleet** for fleet managers and equipment owners:
 - **Fleet Information** provides a summary of your company’s active, valid fleets and associated information.
 - **Conflicts** provides a summary of your company’s equipment registration conflicts related to fleets.
- **Equipment Requests** for all roles:
 - **Disposition Requests** provides a summary of equipment disposition requests by status and role.
 - **Transfer Requests/Pending Timeline** provides a summary of equipment transfer requests by status and role and pending timeline by number of days for submitted and incoming requests.

Exhibit 5. Statistic Details

Equipment Search

ALHX001000,ALHX001002,ALHX001003,ALHX001005,ALHX001007,ALHX001008,ALHX001009,ALHX001010,ALHX001011,ALHX001015,ALHX001016,ALHX001017,ALHX001018,ALHX001021,ALHX001022,ALHX001024,ALHX001025,ALHX001027,ALHX001029,ALHX001031,ALHX001033,ALHX001034,ALHX001042,ALHX001045,ALHX001046,ALHX001047,ALHX001048,ALHX001050,ALHX001051,ALHX001052,ALHX001053,ALHX001054,ALHX001059,ALHX001062,ALHX001064,ALHX001066,ALHX001067,ALHX001069,ALHX001073,ALHX001074,ALHX001076,ALHX001078,ALHX001079,ALHX001085,ALHX001087,ALHX001090,ALHX001091,ALHX001094,ALHX001095,ALHX001096,ALHX001098,ALHX001099,ALHX001125,ALHX001134,ALHX001137,ALHX001256,ALHX001258,ALHX001268,ALHX001296,ALHX001299,ALHX001303,ALHX001304,ALHX001310,ALHX001311,ALHX001313,ALHX003308,ALHX0033

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).
Click the "Search" button or Shift + Enter to search.

Download Search

Search Results: 0/84028 0 selected Actions

<input type="checkbox"/>	Equipment ID	Fleet Name	Controlling Entity	Primary Contact	Primary P...	Primary Email	Primary Storage
<input type="checkbox"/>	ALHX 001000	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input type="checkbox"/>	ALHX 001002	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input type="checkbox"/>	ALHX 001003	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input type="checkbox"/>	ALHX 001005	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input checked="" type="checkbox"/>	ALHX 001007		Equipment is not currently on ...		(919)		
<input checked="" type="checkbox"/>	ALHX 001008		Equipment is not currently on ...		(919)		
<input type="checkbox"/>	ALHX 001009	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input type="checkbox"/>	ALHX 001010	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...
<input type="checkbox"/>	ALHX 001011	AWS_Fleet			(312)		CREWS - LAMAR, AL - AAA COOPER TR...

Fleets

Fleet managers have the ability to create and manage fleets. Fleets are created and managed to register private equipment per [Circular OT-57](#) with controlling entities and with equipment contact information and storage locations. Fleet information provides railroads with the needed contact and empty destination information for private equipment. By providing valid contact and storage information in the fleet information section, private rail equipment can be effectively managed when traveling on a railroad’s line.

Creating Fleets

Four components are required to complete a fleet in a new Loading Authority: Fleet Name, Controlling Entity Contacts, Storage Location(s) and Equipment ID(s).

1. From the Home page, select **Fleet > Create Fleet** from the menu bar. The Create Fleet page is displayed.

Exhibit 6. Create Fleet

Create Fleet

Fleet Name * 0 / 50 characters Fleet Description 0 / 250 characters

Controlling Entities *

Designate a *required primary contact* by clicking a radio button. Select optional secondary contacts by highlighting the rows. If you do not see the contact(s) you are looking for, please visit [FindUs.Rail](#). Enter Company ID

Name	Company	Phone	Email	Primary Contact
<input type="text"/>	RAILINC CORPORATION	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>
<input type="text"/>	RAILINC CORPORATION	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Storage Locations *

Designate a *required primary storage location* by clicking a radio button. Select optional secondary storage locations by highlighting the rows. If you do not see the storage location(s) you are looking for, please visit the [Manage Locations](#) page. [Manage Locations](#)

Location Name	Delivery Carrier	Destination	Primary Location
<input type="text"/>	CN	Chinoock - AB - TARGET PRODUCTS LTD	<input type="radio"/>
<input type="text"/>	CSXT	Ayden - NC - RAILINC CORP	<input type="radio"/>
<input type="text"/>	CSXT	Folk - NC - RAILINC CORPORATION	<input type="radio"/>
<input type="text"/>	BNSF	Burleigh - ND - ME CARTER OF JONESBORO INC	<input type="radio"/>
<input type="text"/>	BNSF	Texas City - TX - TARKETT INC	<input type="radio"/>
<input type="text"/>	BNSF	El Paso Im Ex - TX - TEXAS UTILITIES SERVICES COMPANY LLC	<input type="radio"/>

Alternate Empty Waybill Instructions (Optional)

Delivery Carrier FSAC Station SPLC CIF

2. Complete the following fields (required are marked with an asterisk (*)):
 - a. **Fleet Name**
 - b. **Fleet Description** (optional)

- c. **Controlling Entities** – designate primary and secondary contacts. These are the contacts to be called with questions about routing the cars. Enter a **Mark** or **Company ID** to pull in controlling entities. If you do not see the contacts you’re looking for visit [FindUs.Rail](#).
 - Select a primary contact by clicking a radio button.
 - Select one or more optional secondary contacts by highlighting the rows (optional).
 - d. **Storage Locations** – designate primary and secondary locations for the cars. If you don’t see the location you’re looking for, see [Managing Locations](#).
 - Select a primary location by clicking a radio button.
 - Select one or more optional secondary locations by highlighting the rows (optional).
3. **Alternate Empty Waybill Instructions** – this section will be available in a future phase.
 4. When all required fields have been entered, the **Save & Continue** button becomes available to select. Select **Save & Continue**. See [Adding Equipment to a Fleet](#) to continue.

Managing Fleets

Manage a fleet by selecting **Fleet > Manage Fleets** from the menu bar. Select the fleet name.

Exhibit 7. Manage Fleets

Manage Fleets					
Clear Filter		Number of fleets: 45		+ Create Fleet	
Fleet	Company	Primary Contact	Storage Location	Number of Equipment	Fleet Status
20191120 Fleet	RAILINC CORPORATION	[blurred]	Mountain Storage	0	Needs Verification
20191122 Fleet	RAILINC CORPORATION	[blurred]	Mountain Storage	3	Needs Verification
Wolf Fleet	RAILINC CORPORATION	[blurred]	A+ Storage	37	Needs Verification
20191203 Fleet	RAILINC CORPORATION	[blurred]	A+ Storage	0	Needs Verification
Fleet	RAILINC CORPORATION	[blurred]	A+ Storage	1049	Needs Verification
TEST	RAILINC CORPORATION	[blurred]	AT Storage	0	Needs Verification
Test 2	RAILINC CORPORATION	[blurred]	Akron Storage 1	0	Active
Test Fleet Karbon - REVISED	RAILINC CORPORATION	[blurred]	TUSC Storage	1	Active
Maintenance Release Fleet #3	RAILINC CORPORATION	[blurred]	KT Cars	2324	Active
Maintenance Fleet #6	RAILINC CORPORATION	[blurred]	Mountain Storage	182	Active
Doug's Armada	RAILINC CORPORATION	[blurred]	Kyle's Canadian Location	135	Active
Railinc Fleet #5	RAILINC CORPORATION	[blurred]	KTS Storage	102	Suspended
20191207 Fleet #1	RAILINC CORPORATION	[blurred]	Mountain Storage	0	Needs Verification

Needs Verification Status

Fleets in the **Needs Verification** status are in danger of suspension. When you select the fleet from the **Manage Fleets** table, the full details of the fleet are displayed, including the amount of days until suspension.

Exhibit 8. Fleet Needs Verification




Scroll to the bottom and select the **Confirm Fleet** button to confirm that you have verified the fleet. Selecting this button confirms verification, activates the fleet for another 11 months and updates the **Last Verified** date to the current date. The status is updated to **Active**.

See [Editing Fleet Information](#) and [Deleting a Fleet](#) for details on saving and deleting fleets.

Suspended Status

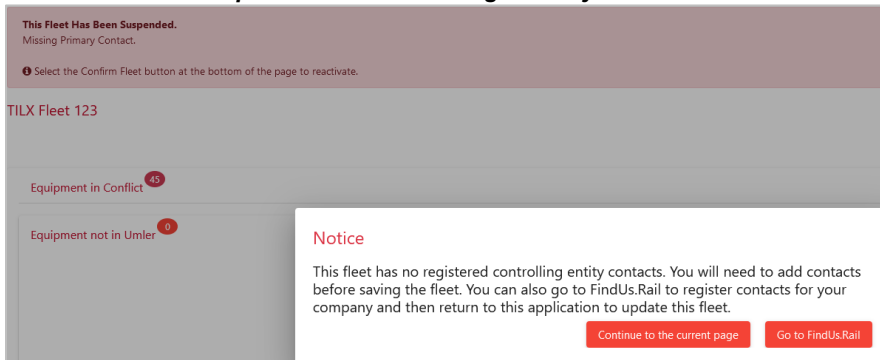
Fleets in **Suspended** status are no longer valid, including the equipment registered to the suspended fleets. When you select the fleet from the **Manage Fleets** table, the full details of the fleet are displayed, including the last verified date at the bottom of the page.

Exhibit 9. Fleet Suspended Due to Inactivity



When a fleet has been inactive for 12 or more months, to activate the fleet, scroll to the bottom and select the **Confirm Fleet** button. Selecting this button activates the fleet for another 11 months and updates the **Last Verified** date to the current date. The status is updated to **Active**.

Exhibit 10. Fleet Suspended Due to Missing Primary Contact



When a fleet is suspended due to missing contacts, you'll need to update the registered controlling entity contacts.

1. All contacts for your company must be registered in FindUs.Rail before you can add them to the application and update the fleet. To register contacts, select the **Go to FindUs.Rail** button (see [Appendix A. Adding OT-57 Contacts to FindUs.Rail](#) for details).
2. Once your company’s contact information is registered in FindUs.Rail, select **Continue to the current page** button.
3. In the **Controlling Entities** section, enter your company ID in the **Enter Company ID** field and click the arrow icon.

Exhibit 11. Add Primary Contact

4. Select a **Primary Contact** by clicking inside the radio button for the name you want to select.
5. Scroll to the bottom and select the **Confirm Fleet** button. Selecting this button activates the fleet and updates the **Last Verified** date to the current date. The status is updated to **Active**.

See [Deleting a Fleet](#) for details on deleting fleets.

Adding Equipment to a Fleet

Loading Authority OT-57 provides the ability to enter up to 50,000 pieces of equipment at a time by upload or manual entry.

Exhibit 12. Add Equipment by CSV Upload or Manual Entry

Add Equipment Switch to CSV Upload Return to fleet

Add Equipment via Text Input

Add Equipment*

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).

Clear Add Equipment

1. **Add Equipment via CSV Upload** – this is the default page for adding equipment
 - Download the template file by clicking the **Download Template** link. Save it to your local machine.
 - Enter the appropriate equipment data underneath the column headers. The file size must be less than 730 KB to upload it.
 - Use the **Select File** button to choose the modified file and select it.
 - Select the **Upload** button to upload the file.
2. **Add Equipment via Text Input** – click on the **Switch to Text Input** toggle button to manually enter equipment
 - Enter equipment in the **Add Equipment** field as a range or delimited by commas or spaces and select the **Add Equipment** button.
 - You can skip this step by selecting the **Return to Fleet** button, but you'll need to add equipment before your fleet can be saved.

Managing Conflicts

The Fleet summary page shows any equipment that is in conflict, including **Equipment not in Umler**, **Equipment on another fleet** and **Equipment already assigned**. The fleet summary page provides you with information to help manage your equipment.

Exhibit 13. Fleet Summary Example

The screenshot displays a web interface for fleet management. At the top, a yellow banner indicates 'Equipment add completed, here is a summary of the results' with statistics: 'Valid - 457', 'Not in Umler - 30', 'Conflict On Another Fleet - 83', 'Conflict On Own Fleet - 19', and 'Invalid Equipment - 155'. Below this, the '20191120a Fleet' is shown with three columns: 'Equipment not in Umler' (listing items like ACFX 08670, ACFX 08740, etc.), 'Equipment on another fleet' (listing items like ADKX 88180, ADKX 48140, etc.), and 'Equipment already assigned' (listing items like SHGX 30327, TAFX 30369, etc.). A 'Manage Fleets' button is in the top right. Below the conflict sections is an 'Equipment Listing' table with columns for equipment IDs and actions like '+ Add Equipment', '- Remove Equipment', 'Replace All Equipment', and 'Download Equipment CSV'. The listing includes a grid of equipment IDs such as ACFX 036944, ACFX 036970, ACFX 040656, etc. Below the listing are sections for 'Controlling Entities' and 'Storage Locations', each with a table of details and a 'Display All' button. At the bottom, there are search fields for 'Delivery Carrier', 'FSAC Station', 'SPLC', and 'CIF', along with 'Delete Fleet' and 'Save Fleet' buttons.

1. **Equipment in Conflict** – this is equipment that may need to be added to Umler or may be part of another fleet or another company may have your equipment assigned to another fleet. Unless fixed, equipment in the Equipment in Conflict sections will not be saved to your fleet. Only equipment that appears in the **Equipment Listing** section will be saved to your fleet.
 - a. **Equipment not in Umler**
 - As needed, update your equipment in Umler and then select the blue refresh icon for an update of the list.
 - Select the red trash icon to remove conflicts in this section.

- b. **Equipment on another fleet**
 - As needed, transfer equipment back to your company by contacting the equipment owner and then select the blue refresh icon for an update of the list.
 - To transfer equipment that is part of another fleet to your fleet, select the green transfer button to initiate the transfer request. For details, see [Requesting Equipment Transfer](#).
 - Select the red trash icon to remove conflicts in this section.
 - c. **Equipment already assigned**
 - Select equipment to move them from another fleet to the current fleet and then select the blue arrow icon.
 - Select equipment and the red trash icon to remove equipment in this section.
2. **Equipment Listing**
 - Equipment appearing in this section has no conflicts and will be automatically saved to the fleet.
 3. **Add Equipment** button: Select this button to [Adding](#) Equipment to a Fleet.
 4. **Remove Equipment** button: Select this button to the [Removing Equipment](#).
 5. **Replace All Equipment** button: Select this button to [Replacing All](#) Equipment.
 6. **Download Equipment CSV** button: Select this button to download the list appearing in Equipment Listing. The list of equipment initials and numbers can be saved as a .csv file.
 7. **Delete Fleet** button: Select this button to [Deleting a Fleet](#).
 8. **Save Fleet** button: When updates are made to the **Fleet Name, Fleet Description, Controlling Entities** and/or **Storage Locations**, select the **Save Fleet** button to save your updates. For **Equipment in Conflict** sections, Loading Authority automatically saves any updates to these lists.

Editing Fleet Information

When one or more updates are made to the **Fleet Name, Fleet Description, Controlling Entities** and/or **Storage Locations**, select the **Save Fleet** button to save your updates.

1. Update any of the following fields (required are marked with an asterisk (*)):
 - a. **Fleet Name**
 - b. **Fleet Description** (optional)
 - c. **Controlling Entities** – designate primary and secondary contacts. These are the contacts to be called with questions about the cars. Enter a **Mark** or **Company ID** to pull in controlling entities. If you do not see the contacts you're looking for visit [FindUs.Rail](#).
 - Select a primary contact by clicking a radio button.
 - Select one or more optional secondary contacts by highlighting the rows (optional).
 - d. **Storage Locations** – designate primary and secondary locations for the cars. If you don't see the location you're looking for, see [Managing Locations](#).

- Select a primary location by clicking a radio button.
 - Select one or more optional secondary locations by highlighting the rows (optional).
2. **Alternate Empty Waybill Instructions** – this section will be available in a future phase.
 3. Select **Save Fleet**.

Exhibit 14. Edit Fleet Information

Fleet Name *
20191122 Fleet1
15 / 50 characters

Fleet Description
Testina fleet updates
21 / 250 characters

Controlling Entities *

Update your contacts using the form below. Use the radio buttons to change the primary contact. Use row selections to update choices for secondary contacts. When you have made your changes, save them using the button above. If you do not see the contact(s) you are looking for, please visit FindUs.Rail.

Name	Company	Phone	Email	Primary Contact
...	RAILINC CORPORATION	<input checked="" type="radio"/>
...	RAILINC CORPORATION	<input type="radio"/>

Storage Locations *

Use the radio buttons to change the *required primary storage location*. Select optional secondary storage locations by highlighting the rows. You can view all of the currently available locations using the *Display All* button. If you do not see the storage location(s) you are looking for, please visit the Manage Locations page.

[Display All](#)

Location Name	Delivery Carrier	Destination	Primary Location
Michelle's Storage Location	CN	Chinook - AB - TARGET PRODUCTS LTD	<input checked="" type="radio"/>
Michelle's Location	CSXT	Ayden - NC - RAILINC CORP	<input type="radio"/>

Alternate Empty Waybill Instructions (Optional)

Delivery Carrier FSAC Station SPLC CIF

Delete Fleet
Save Fleet

Removing Equipment

To remove equipment:

1. Enter equipment in the **Remove Equipment** field as a range or delimited by commas or spaces.
2. Select **Remove Equipment** to remove the equipment you have entered or **Clear** to clear your entry.
3. Select **Proceed** to confirm removing equipment or **Cancel** to cancel.
4. Select **Return to fleet** to return to your fleet summary.

Exhibit 15. Remove Equipment

Remove Equipment Return to fleet

Remove Equipment via Text Input

Remove Equipment*

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).

Clear Remove Equipment

Replacing All Equipment

To replace all equipment that is currently listed for your fleet:

1. Enter equipment in the **Replace Equipment** field as a range or delimited by commas or spaces.
2. Select **Replace Equipment** to replace all equipment for the fleet or **Clear** to clear your entry.
3. Select **Proceed** to confirm replacing all equipment with your entry or **Cancel** to cancel.
4. Select **Return to fleet** to return to your fleet summary.

Exhibit 16. Replace Equipment

Replace Equipment Return to fleet

Replace Equipment via Text Input

Replace Equipment*

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).

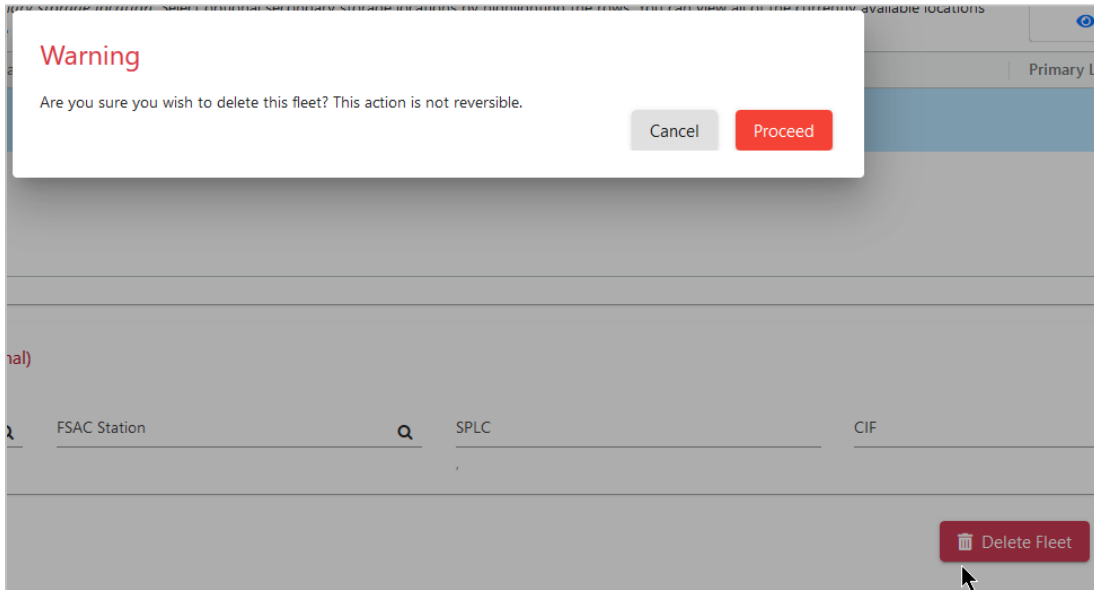
Clear Replace Equipment

Deleting a Fleet

To delete a fleet:

1. Select the **Delete Fleet** button at the bottom of your fleet summary.
2. Confirm that you want to delete the fleet by selecting the **Proceed** button, otherwise select **Clear** to cancel the delete.

Exhibit 17. Delete Fleet

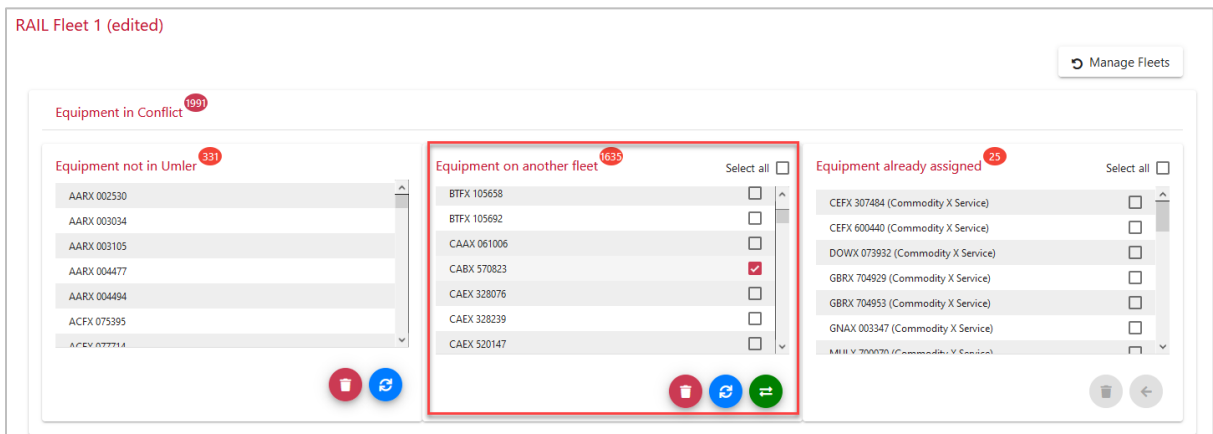


Requesting Equipment Transfers

To transfer equipment that is part of another fleet to your fleet:

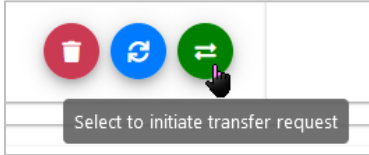
1. In the **Equipment on another fleet** section of your fleet’s summary page (Exhibit 13), select the equipment that you want transferred to your fleet.

Exhibit 18. Transfer Equipment



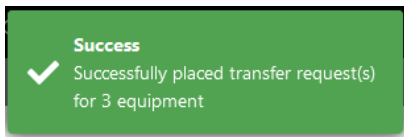
2. Select the blue button to verify the equipment is still on another controlling entity’s fleet.
3. Select the green transfer button to initiate the transfer request.

Exhibit 19. Equipment on Another Fleet Action Buttons



4. A success message will confirm that you have placed a transfer request and the amount of equipment selected.

Exhibit 20. Equipment Request Success Message



5. The **Equipment Requests** section of the **Home** page will be updated with the amounts of all the existing equipment requests and statuses for your MARK. The three requests submitted above are shown in the example below in the **Submitted** row under the **Pending** column.

Exhibit 21. Equipment Transfer Request on the Home Page

Equipment Requests			
Transfer Requests			
	Pending	Escalated	Closed
Submitted	3	0	2
To Fleet Manager	32	17	131
To Equipment Owner	0	0	0

For more details about transfer requests, see [Managing Transfer Requests](#).

Equipment Search

The Equipment Search allows users to search for up to 10,000 pieces of equipment.

- **Equipment owners** can search and download a list of equipment that they own and remove it from its current fleet.
- **Railroad users** can search and download a list of equipment that they possess and request disposition.
- **Fleet managers** can search equipment and download a list of equipment that is assigned to their fleets. For equipment that isn't in one of their fleets, an error message will show the information is confidential.

To search equipment:

1. Select **Equipment Search** from the main menu.
2. Enter equipment in the **Equipment Search** field as a range or delimited by commas or spaces.
3. Select **Search** to view search results or **Download** to download the search results to a .csv file.

Exhibit 22. Equipment Search



The screenshot shows a web interface for equipment search. At the top left, the text "Equipment Search" is displayed in red. Below it is a text input field with the placeholder "Enter Equipment IDs". Underneath the input field, there is a line of small text: "Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100). Click the 'Search' button or Shift + Enter to search." To the right of this text are two buttons: a "Download" button with a download icon and a "Search" button with a magnifying glass icon.

Equipment Owners

As an equipment owner, the **Search Results** page provides you the ability to remove equipment from its current fleet.

Exhibit 23. Equipment Search Results – Equipment Owners View

Equipment Search

Enter Equipment IDs

BRGX 5267
BRGX 1131
BRGX 57747
BRGX 58057
BRGX 66419
BSPX 1502

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).
Click the "Search" button or Shift + Enter to search.

Download Search

Search Results: 237/237 64 selected Remove

<input type="checkbox"/>	Equipment ID	Fleet Name	Controlling Entity	Primary Contact	Primary Phone	Primary Email	Primary Storage
<input type="checkbox"/>	AARX 004340		Equipment is not currently on a fleet.				
<input checked="" type="checkbox"/>	ACFX 027719	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 036625	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 036945	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input type="checkbox"/>	ACFX 037363		Equipment is not currently on a fleet.				
<input checked="" type="checkbox"/>	ACFX 037890	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input type="checkbox"/>	ACFX 038193		Equipment is not currently on a fleet.				
<input checked="" type="checkbox"/>	ACFX 038262	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 038601	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 038621	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 040498	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 040597	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 042753	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD
<input checked="" type="checkbox"/>	ACFX 044702	20191205 Fleet	RAILINC CORPORATION	John Doe	(877) 724-5462	john.doe@railinc.com	Chinook - Canada, AB - TARGET PRODUCTS LTD

To remove equipment from its current fleet:

1. All results that are currently on a fleet are automatically selected. To unselect all, click the checkbox at the top section of the first column.
2. Select all rows or the individual rows that you want to remove and select the **Remove** button.
3. Select **Proceed** to confirm removing the selected equipment or **Cancel** to cancel.

Exhibit 24. Equipment Search Remove Confirmation – Equipment Owners View

Search Results: 237/237

Warning

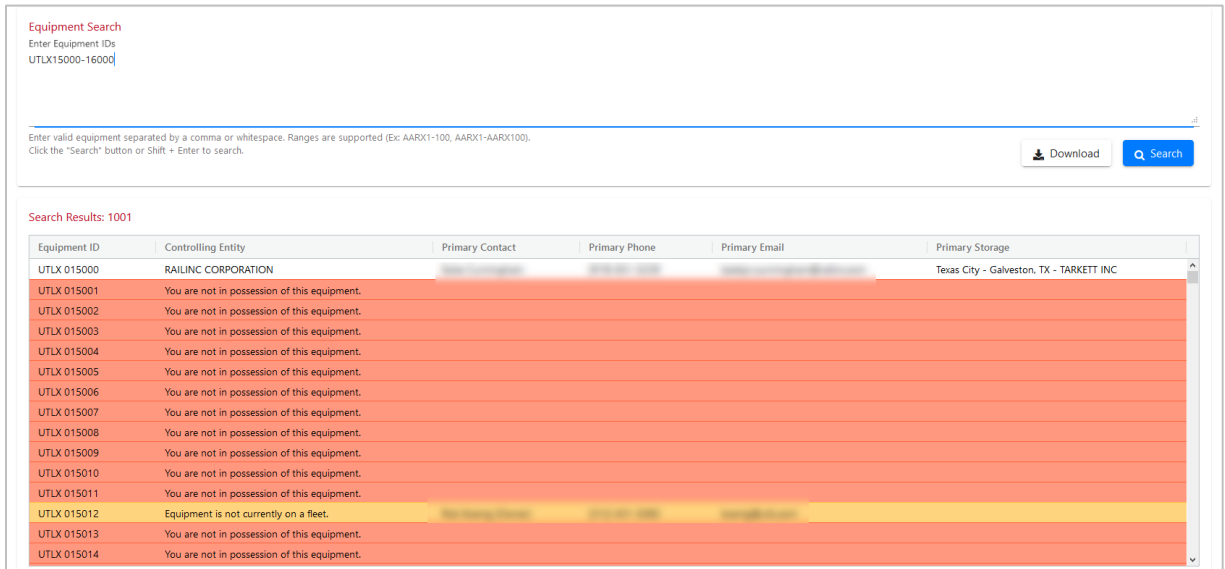
Are you sure you wish to remove (64) equipment from their current fleet(s)?

Cancel Proceed

Railroad Users

As a railroad user, the **Search Results** provides you with the ability to search and download equipment in your possession. When equipment is not in your possession, a message appears next to the equipment ID as pictured below. For equipment that is not assigned to a fleet, a message appears next to the equipment ID with the primary equipment owner listed in FindUs.Rail.

Exhibit 25. Equipment Search Results – Railroad User View



Equipment Search
Enter Equipment IDs
UTLX15000-16000

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).
Click the "Search" button or Shift + Enter to search.

Download Search

Search Results: 1001

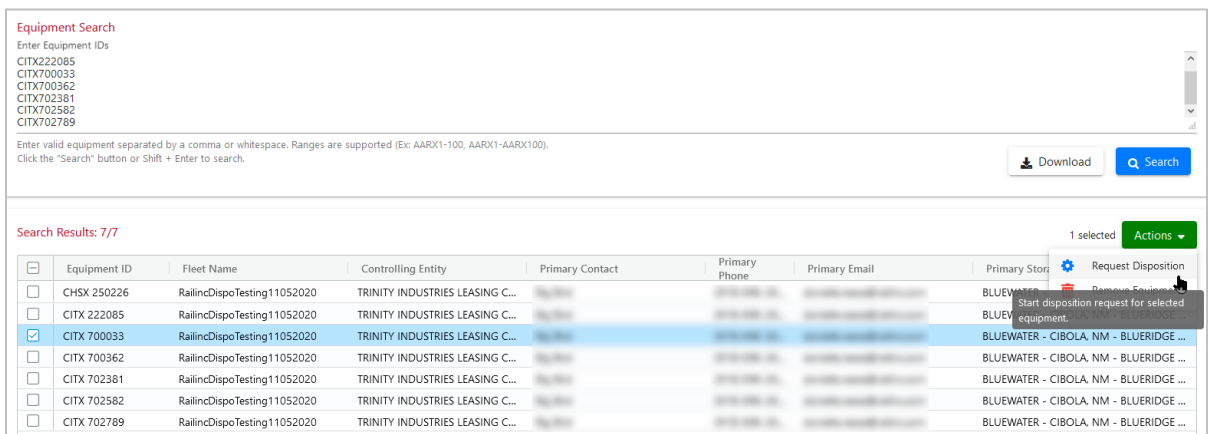
Equipment ID	Controlling Entity	Primary Contact	Primary Phone	Primary Email	Primary Storage
UTLX 015000	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015001	You are not in possession of this equipment.				
UTLX 015002	You are not in possession of this equipment.				
UTLX 015003	You are not in possession of this equipment.				
UTLX 015004	You are not in possession of this equipment.				
UTLX 015005	You are not in possession of this equipment.				
UTLX 015006	You are not in possession of this equipment.				
UTLX 015007	You are not in possession of this equipment.				
UTLX 015008	You are not in possession of this equipment.				
UTLX 015009	You are not in possession of this equipment.				
UTLX 015010	You are not in possession of this equipment.				
UTLX 015011	You are not in possession of this equipment.				
UTLX 015012	Equipment is not currently on a fleet.				
UTLX 015013	You are not in possession of this equipment.				
UTLX 015014	You are not in possession of this equipment.				

Requesting Disposition

When there is no billing instruction or a receiver/loader is unwilling to accept or rejects a car, railroads may choose the option of sending a private car to its storage location. This is called disposition. Railroads notify the car’s controlling entity of the disposition of their car through the following process:

1. From the **Search Results**, select one or more rows by clicking inside the checkbox in the first column.

Exhibit 26. Railroads Request Disposition



Equipment Search
Enter Equipment IDs
CITX222085
CITX700033
CITX700362
CITX702381
CITX702582
CITX702789

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).
Click the "Search" button or Shift + Enter to search.

Download Search

Search Results: 7/7

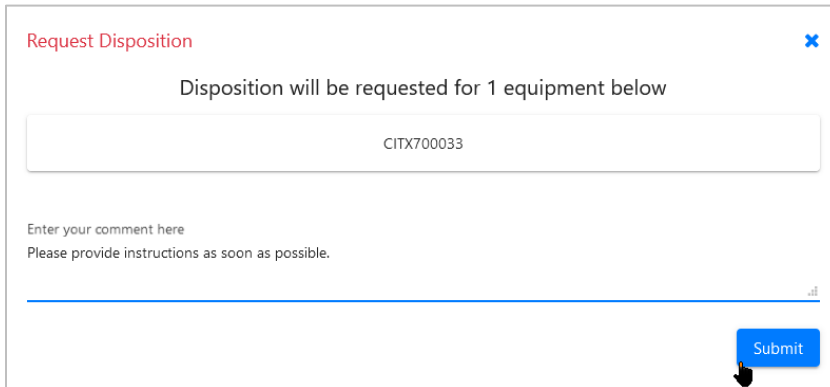
Equipment ID	Fleet Name	Controlling Entity	Primary Contact	Primary Phone	Primary Email	Primary Storage	Request Disposition
<input type="checkbox"/>	CHSX 250226	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input type="checkbox"/>	CITX 222085	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input checked="" type="checkbox"/>	CITX 700033	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input type="checkbox"/>	CITX 700362	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input type="checkbox"/>	CITX 702381	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input type="checkbox"/>	CITX 702582	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	
<input type="checkbox"/>	CITX 702789	RailincDispoTesting11052020	TRINITY INDUSTRIES LEASING C...			BLUEWATER - CIBOLA, NM - BLUERIDGE ...	

1 selected Actions

Request Disposition
Start disposition request for selected equipment.

2. From the **Actions** drop-down list, select **Request Disposition**.
3. The **Request Disposition** pop-up is displayed. Enter a comment (optional) and select **Submit**.

Exhibit 27. Submit Request Disposition



Request Disposition

Disposition will be requested for 1 equipment below

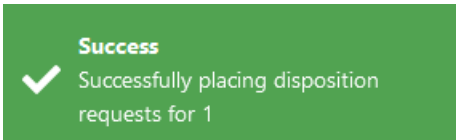
CITX700033

Enter your comment here
Please provide instructions as soon as possible.

Submit

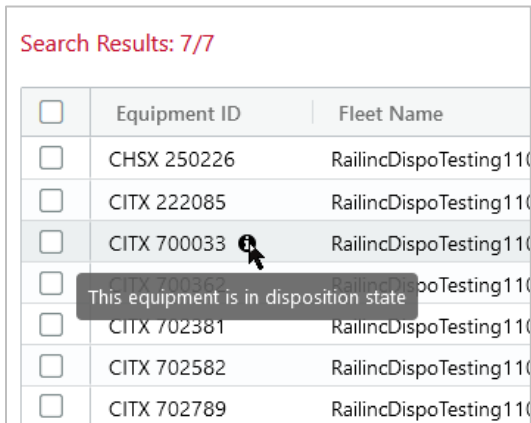
4. A success message will confirm that you have created a disposition request for the amount of equipment selected and you'll receive an email notification.

Exhibit 28. Request Disposition Success Message



5. All equipment in the disposition state are marked on the Search Results page with an informational icon next to the equipment ID.

Exhibit 29. Equipment in Disposition



Search Results: 7/7

<input type="checkbox"/>	Equipment ID	Fleet Name
<input type="checkbox"/>	CHSX 250226	RailincDispoTesting110
<input type="checkbox"/>	CITX 222085	RailincDispoTesting110
<input type="checkbox"/>	CITX 700033	RailincDispoTesting110
<input type="checkbox"/>	CITX 702381	RailincDispoTesting110
<input type="checkbox"/>	CITX 702582	RailincDispoTesting110
<input type="checkbox"/>	CITX 702789	RailincDispoTesting110

6. On the Home page, the dashboard shows an increase in the amount of pending Disposition Requests.

Exhibit 30. Disposition Requests on the Dashboard

Equipment Requests

Disposition Requests				
	Pending	Escalated	Final Notice	Closed
Fl. Manager	0	0	0	0
Railroad	1	1	0	56
Eq. Owner	0	0	0	0

- See [Managing Disposition Requests](#) to validate and add comments to your disposition request.

Fleet Managers

As a fleet manager, you have the ability to search and download equipment that is assigned to your fleets. For equipment that isn't in one of your fleets, a message appears next to the equipment ID.

Exhibit 31. Equipment Search Results – Fleet Managers View

Equipment Search

Enter Equipment IDs
UTLX15000-16000

Enter valid equipment separated by a comma or whitespace. Ranges are supported (Ex: AARX1-100, AARX1-AARX100).
Click the "Search" button or Shift + Enter to search.

Download Search

Search Results: 1001

Equipment ID	Fleet Name	Controlling Entity	Primary Contact	Primary Phone	Primary Email	Primary Storage
UTLX 015000	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015001	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015002	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015003		Equipment is not currently on one of your fleets.				
UTLX 015004	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015005		Equipment is not currently on one of your fleets.				
UTLX 015006		Equipment is not currently on one of your fleets.				
UTLX 015007		Equipment is not currently on one of your fleets.				
UTLX 015008		Equipment is not currently on one of your fleets.				
UTLX 015009	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015010		Equipment is not currently on one of your fleets.				
UTLX 015011		Equipment is not currently on one of your fleets.				
UTLX 015012		Equipment is not currently on one of your fleets.				
UTLX 015013	Railinc Fleet #5	RAILINC CORPORATION				Texas City - Galveston, TX - TARKETT INC
UTLX 015014		Equipment is not currently on one of your fleets.				

Managing Locations

Fleet managers have the ability to manage storage locations.

To view the storage locations for your company:

1. Select **Manage Locations** from the main menu.

Exhibit 32. Manage Storage Locations

Location Name	Delivery Carrier	Destination	Fleets	Edit
Michelle's Storage Location	CN	Chinook, AB - TARGET PRODUCTS LTD	4	Edit
Michelle's Location	CSXT	Ayden, NC - RAILINC CORP	6	Edit
Katie's Storage Location	CSXT	Folck, NC - RAILINC CORPORATION	3	Edit
Katies Cars	BNSF	Burleigh, ND - ME CARTER OF JONESBORO INC	5	Edit
Katies Storage	BNSF	Texas City, TX - TARKETT INC	7	Edit
Test Location 1	BNSF	El Paso Im Ex, TX - TEXAS UTILITIES SERVICES COMPANY LLC	5	Edit
New Storage Location	BNSF	Akron, CO - DNA WASHINGTON	2	Edit

Creating Storage Locations

To add a storage location:

1. Select **Manage Locations** from the main menu.
2. Select the **+ Create Storage Location** button from the main menu.

Exhibit 33. Create Storage Location

Create Storage Location

Location Name *

Delivery Carrier * FSAC Station * SPLC * CIF *

Station Name County, State Customer Name

3. All fields with an asterisk (*) are required to save a location.
 - a. Enter the **Location Name**.
 - b. Enter or search for **Delivery Carrier, FSAC Station, SPLC** and **CIF** by selecting the search icon.

Managing Locations

- To search, enter the minimum required characters. Select the **Search** button to search or **Clear** to clear your entries.
- Choose the appropriate row by selecting the arrow in the right column.

Exhibit 34. Search and Select CIF

Customer Lookup

At least partial customer name, CIF number, or city must be specified.

Customer Name: RAILINC
Minimum 3 characters.

CIF Number: [Empty]
Minimum 9 characters
State/Province

City: [Empty]
Minimum 3 characters.

Entity Type: Select an Entity Type

Clear Search

Number of locations: 2 Clear Filter

CIF	Customer Name	Address	City	St/Prov, Country	Select Customer
001000617580000	RAILINC CORP	7001 WESTON PKWY STE ...	CARY	NC, US	▶
001000617589500	RAILINC CORPORATION	7001 WESTON PKWY STE ...	CARY	NC, US	▶

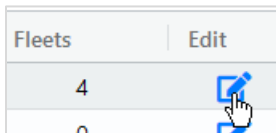
4. Once all required fields are entered, select **Save Location**.

Editing Storage Locations

To edit an existing storage location:

1. Select **Manage Locations** from the main menu.
2. Select the **Edit icon** in the **Edit** column for the storage location you want to edit.

Exhibit 35. Edit Storage Location Icon



3. The **Edit Storage Location** section displays below the list of storage locations. Edit the appropriate fields.
4. Select **Save Location** to save your updated information or select **Reset** to revert your changes back to the original information.

Exhibit 36. Edit Storage Location

The screenshot shows the 'Manage Storage Locations' interface. At the top, there is a 'Clear Filter' button and a 'Number of locations: 7' indicator. A '+ Create Storage Location' button is in the top right. Below is a table with columns: Location Name, Delivery Carrier, Destination, Fleets, and Edit. The table lists seven locations. Below the table is an 'Edit Storage Location' modal with fields for Location Name, Delivery Carrier, FSAC Station, SPLC, and CIF, along with 'Delete Location', 'Reset', and 'Save Location' buttons.

Location Name	Delivery Carrier	Destination	Fleets	Edit
Michelle's Storage Location	CN	Chinook, AB - TARGET PRODUCTS LTD	4	
Michelle's Location	CSXT	Ayden, NC - RAILINC CORP	6	
Katie's Storage Location	CSXT	Folck, NC - RAILINC CORPORATION	3	
Katies Cars	BNSF	Burleigh, ND - ME CARTER OF JONESBORO INC	5	
Katies Storage	BNSF	Texas City, TX - TARKETT INC	7	
Test Location 1	BNSF	El Paso Im Ex, TX - TEXAS UTILITIES SERVICES COMPANY LLC	5	

Deleting Storage Locations

Storage Locations can only be deleted when no fleets are assigned to them.

To delete an existing storage location that has a zero in the Fleets column:

1. Select **Manage Locations** from the main menu.
2. Select the **Edit icon** in the **Edit** column for the storage location you want to edit ([Exhibit 35](#)).
3. Verify that you are deleting the appropriate fleet because deleting the fleet cannot be undone. Select the **Delete Location** button.
4. Select **Proceed** to confirm delete the fleet or **Cancel** to cancel.

Exhibit 37. Edit Storage Location

The screenshot shows the 'Edit Storage Location' modal with a 'Warning' dialog box overlaid. The dialog box contains the text: 'Warning: Are you sure you wish to delete this storage location? This action cannot be undone.' and has 'Cancel' and 'Proceed' buttons. The background shows the 'Edit Storage Location' form with fields for Location Name, Delivery Carrier, FSAC Station, SPLC, and CIF, and a 'Delete Location' button.

Managing Requests

To manage disposition and transfer requests, you must have permission for your role (fleet manager, railroad and/or equipment owner) set up in Loading Authority (OT-57), and you must have your contact information listed in the Loading Authority (OT-57) category in FindUs.Rail. See [Appendix A. Adding OT-57 Contacts to FindUs.Rail](#) for details.

Managing Disposition Requests

Fleet managers, railroads and equipment owners have the ability to add comments to disposition requests. Every time a comment is added, the railroad user, fleet manager and equipment owner are notified by email. Only railroad users can close disposition requests.

To manage disposition requests for your company:

1. Select **Manage Requests > Disposition Requests** from the main menu.
2. Add a comment to one or more disposition requests by selecting checkboxes of one or more request in the **Pending**, **Escalated** or **Final Notice** tabs.
3. Select **Add Comment**. In this example the railroad is adding a second comment.

Exhibit 38. Manage Disposition Requests – Railroad View

The screenshot shows a web interface titled "Disposition Requests | Railroad". At the top, there are four tabs: "Pending" (with a red notification icon), "Escalated" (with a red notification icon), "Final Notice", and "Closed" (with a red notification icon). Below the tabs are two buttons: "Expand/Collapse All" and "Clear Filters". On the right side, there are two buttons: a refresh icon and "Download to CSV". The main content area is a table with the following columns: "Equipment Id", "Fleet Name", "Company M...", "Entity Mark", "Owner Mark", "Road", "Created On", "Last Updated", and "Next Update...". The first row of data is highlighted in blue and contains: "CITX 700033", "RailincDispoTes...", "C007", "C007", "CEFX", "UP", "2020-11-18", "2020-11-18", and "2020-11-23". At the bottom of the table, there are two buttons: "Add Comment" (blue) and "Close Request" (green).

4. Enter the comment and click the airplane icon on the right to submit it.

Exhibit 39. Manage Disposition Requests – Railroad Comment



Comment History | CITX 700033

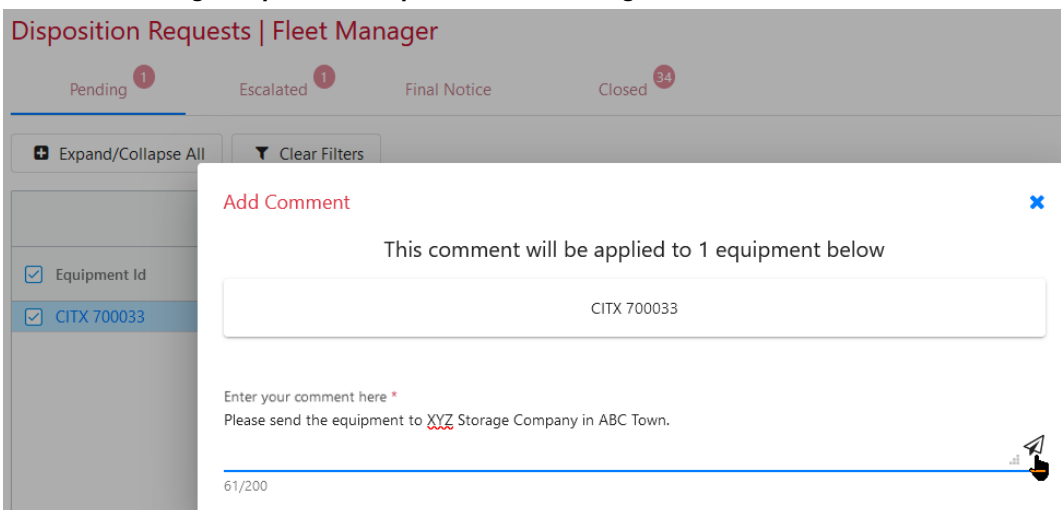
Michelle Ferrar, UP [2020-11-18 08:17]
Please provide instructions as soon as possible.

Enter your comment here *
Adding another comment, urgently need response

46/200

5. In the same manner, the fleet manager or equipment owner should add a comment to provide the railroad with the information on where to disposition the equipment. In this example below, the fleet manager is providing the disposition information.

Exhibit 40. Manage Disposition Requests – Fleet Manager Comment



Disposition Requests | Fleet Manager

Pending ¹ Escalated ¹ Final Notice Closed ³⁴

Expand/Collapse All Clear Filters

Equipment Id
 CITX 700033

Add Comment

This comment will be applied to 1 equipment below

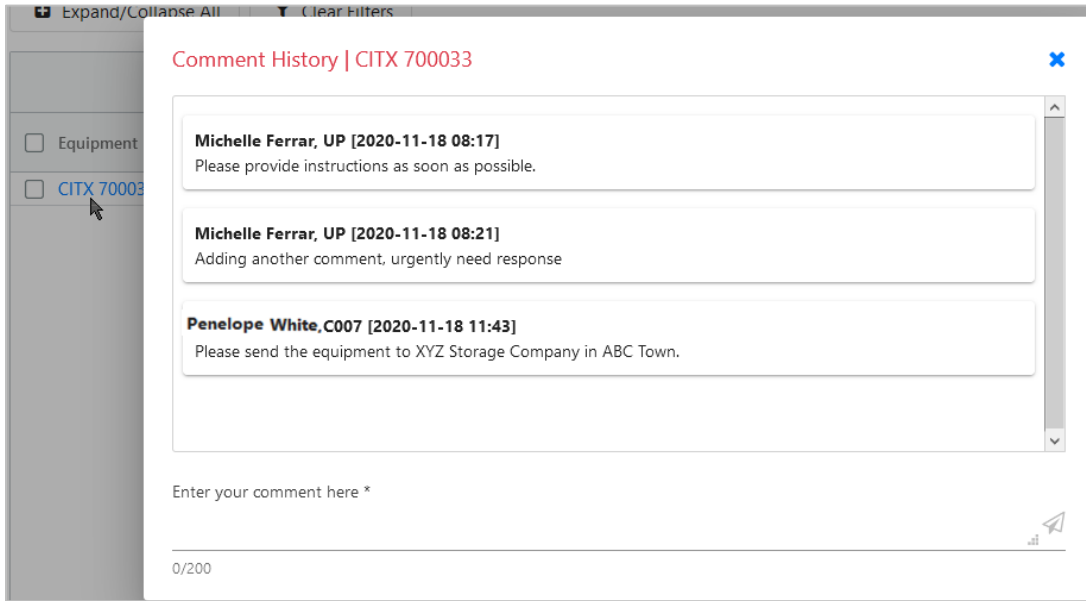
CITX 700033

Enter your comment here *
Please send the equipment to XYZ Storage Company in ABC Town.

61/200

6. To view comment history from all, select the **Equipment ID** link.

Exhibit 41. Manage Disposition Requests – Comment History



The screenshot shows a web application interface with a sidebar on the left containing checkboxes for 'Equipment' and 'CITX 700033'. The main area displays a 'Comment History | CITX 700033' dialog box. The dialog has a title bar with a close button (X) and a scrollable list of comments. The comments are as follows:

- Michelle Ferrar, UP [2020-11-18 08:17]**
Please provide instructions as soon as possible.
- Michelle Ferrar, UP [2020-11-18 08:21]**
Adding another comment, urgently need response
- Penelope White, C007 [2020-11-18 11:43]**
Please send the equipment to XYZ Storage Company in ABC Town.

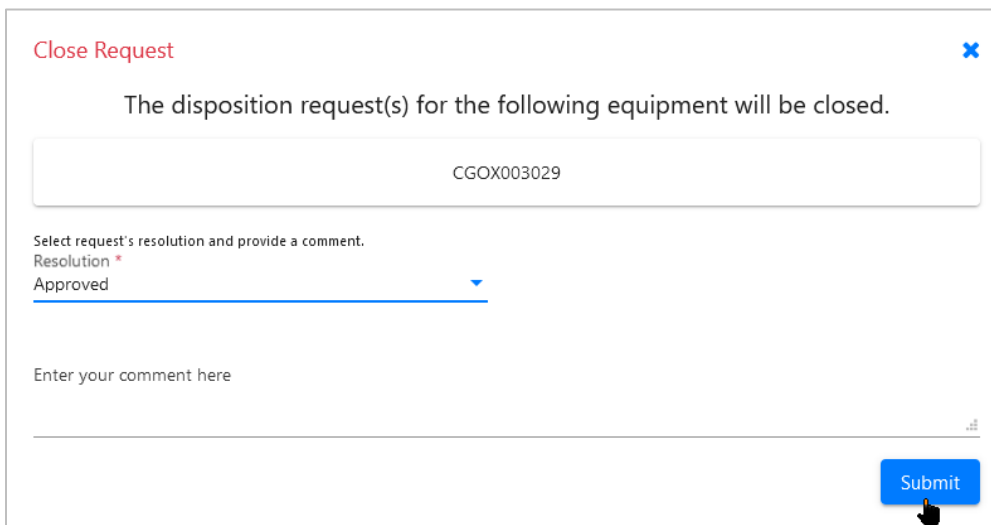
Below the list is a text input field with the placeholder 'Enter your comment here *' and a character count '0/200'. A submit button with a paper plane icon is located at the bottom right of the dialog.

Closing Disposition Requests

Only railroad users have the ability to close disposition requests.

1. Select **Manage Requests > Disposition Requests** from the main menu.
2. Close disposition requests by selecting the checkbox of one or more requests in the **Pending, Escalated** or **Final Notice** tabs.
3. Select **Close Request** ([Exhibit 38](#)).
4. The **Close Request** pop-up displays. Select the **Resolution**.

Exhibit 42. Close Disposition Request



The screenshot shows a 'Close Request' dialog box. The title bar includes the text 'Close Request' and a close button (X). The main content area contains the following elements:

- A message: 'The disposition request(s) for the following equipment will be closed.'
- A text box containing the equipment ID: 'CGOX003029'.
- A label: 'Select request's resolution and provide a comment.'
- A dropdown menu for 'Resolution *' with 'Approved' selected.
- A text input field with the placeholder 'Enter your comment here'.
- A blue 'Submit' button at the bottom right.

When closing a request, the reasons you can select in the **Resolution** drop-down list are:

Managing Requests

- **Approved:** Instructions have been provided and the disposition can be closed
 - **Cancelled:** User has determined that the disposition request is no longer required
5. You can enter a comment (optional). Select **Submit** to close the request.
 6. On the Home page, the dashboard shows an increase in the amount of closed Disposition Requests.

If dispositions are not closed in a timely manner, they are automatically escalated in the Loading Authority system according to the escalation process and calendar provided in [Circular OT-57](#).

When the system generates closures ([Circular OT-57](#)), the following statuses for closure also include:

- **Transferred:** Equipment on the request has been transferred to another fleet
- **Time Exceeded:** Time has been exceeded based on the schedule provided in [Circular OT-57](#)
- **Interchanged:** Equipment on the request has been interchanged to another railroad and a new disposition has been created

Managing Transfer Requests

1. Manage transfers by selecting **Manage Requests > Transfer Requests** from the menu bar. The Transfer Requests | Submitted Requests page is displayed.

Exhibit 43. Verify, Resend, Escalate or Cancel Submitted Requests

Equipme...	Fleet Name	Company Mark	Entity Mark	Created On	Last Updated	Days Since U...	Status	Comment	
<input type="checkbox"/>	BNGX 0200...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 15:...	1	Verified	
<input type="checkbox"/>	BNGX 0201...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 13:...	1	Acknowledged	Car is being Disp...
<input checked="" type="checkbox"/>	BNGX 0200...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	BNGX 0201...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	BNGX 0200...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	BNGX 0201...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	BNGX 0200...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	BNGX 0200...	CN Fleet for AWS	RAIL	RAIL	2023-07-13 12:...	2023-07-13 12:...	1	Pending	
<input type="checkbox"/>	ADMX 0001...	CN Fleet for AWS	RAIL	RAIL	2023-06-29 09:...	2023-07-12 15:...	2	Acknowledged	Car Pending Res...

2. From the left panel, three sections are available by selecting each. Select **Close** to close the panel.
 - a. **Submitted Requests** – this is the default page and it shows your company’s submitted requests. To take action on Submitted Requests in the **Pending** status, select one or more pieces of equipment first by clicking inside the checkbox of the first column. Then select an action button:

- Select **Verify Request** to show that a request is valid and to keep it from being automatically rejected. The request moves to the **Verified** status. A Pending request is automatically rejected after 180 days if it has not been verified. The Pending Timeline appears on the Home page.

Pending Timeline		
	Submitted	Incoming
0-30 Days	8	1
31-60 Days	0	0
61-90 Days	0	0
91-180 Days	0	8

- Select **Resend** to send a reminder notice to the Grantor (Fleet Manager of another fleet). The request remains in **Pending** status.
- Select **Escalate** to escalate your request to the Equipment Owner. The request moves to **Escalated** status.
- Select **Cancel Request** to cancel the request. The request moves to **Closed** status.

Exhibit 44. Acknowledge/Approve/Reject Incoming Requests

The screenshot shows a web interface for managing requests. The main heading is "Transfer Requests | Incoming Requests". There are three tabs: "Pending" (9 items), "Escalated" (3 items), and "Closed" (9 items). The "Pending" tab is active. Below the tabs are buttons for "Expand/Collapse All" and "Clear Filters", along with a refresh icon and a "Download to CSV" button. A table lists requests with columns: Equipme..., Fleet Name, Company Mark, Entity Mark, Created On, Last Updated, Days Since U..., Status, and Comment. The first row is highlighted in blue. At the bottom of the table are three buttons: "Acknowledge" (orange), "Approve" (blue), and "Reject" (red).

Equipme...	Fleet Name	Company Mark	Entity Mark	Created On	Last Updated	Days Since U...	Status	Comment
<input type="checkbox"/>	AABX 201109	CN Fleet for AWS	RAIL	RAIL	2022-01-24 16:...	2023-06-29 11:...	15	Verified
<input checked="" type="checkbox"/>	AABX 200632	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200642	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200631	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200623	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200629	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200634	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200650	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending
<input type="checkbox"/>	AABX 200601	CN Fleet for AWS	RAIL	RAIL	2023-03-31 10:...	2023-03-31 10:...	105	Pending

- Incoming Requests** – these requests require action by your company. To approve or reject Incoming Requests in the **Pending** status, select one or more pieces of equipment by clicking inside the checkbox of the first column. Then select an action button:

 - Select **Acknowledge** and select a **Comment** from the list that reflects why you are waiting to approve the request. This informs the requester of the reason for delay.

Transfer Request Acknowledge

Provide comment for acknowledge

Comment

- No comment for Acknowledgement
- Car pending restencil
- Car is being dispositioned
- Car being held at storage location temporarily
- Car in turn back process

Fleet Name	Company Mark	Entry Mark
CN Fleet for AWS	RAIL	RAIL
CN Fleet for AWS	RAIL	RAIL

- Select **Approve** to approve the move of one or more pieces of equipment from your fleet to another fleet. The equipment is transferred, and the request moves to **Closed** status.
- Select **Reject** and select a **Comment** to reject the move of one or more pieces of equipment from your fleet to another fleet. Rejecting one or more requests escalates them to the Equipment Owner for verification. The request moves to **Escalated** status.

Transfer Request Rejection

Provide comment for rejection

Comment

- Car is held at storage location
- Car is still on lease/No record of lease termination
- Car awaiting repairs
- Invalid request/Wrong car number
- Car in turn back process
- Other

Fleet Name	Company Mark	Entry Mark
RAIL	RAIL	
RAIL	RAIL	

Exhibit 45. Approve/Reject Escalated Requests (Equipment Owners only)

The screenshot displays the 'Transfer Requests | Owner Management' interface. It features a navigation menu on the left with options for Submitted Requests, Incoming Requests, Owner Management, and a Close button. The main area shows a table of requests with columns: Equipment ID, Company Mark, Entity Mark, Grantor Fleet, Grantor Fleet C..., Created On, Last Updated, and Days Since Upd... The 'Escalated' status tab is selected, showing 30 requests. The first row is selected, and 'Approve' and 'Reject' buttons are visible at the bottom.

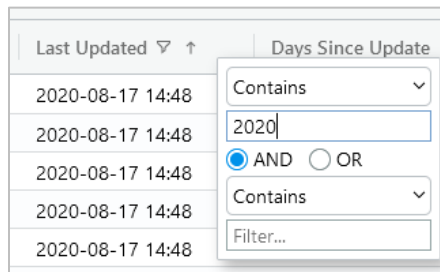
Equipment ID	Company Mark	Entity Mark	Company Mark	Entity Mark	Created On	Last Updated	Days Since Upd...
<input checked="" type="checkbox"/> AHWX 003082	RAIL	RAIL	C007	C007	2020-09-14 15:36	2020-09-15 08:18	0
<input type="checkbox"/> GEMX 005198	C012	C012	C007	C007	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005101	C012	C012	C007	C007	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005127	C012	C012	C007	C007	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> WFRX 975255	C012	C012	RAIL	RAIL	2020-08-20 08:56	2020-08-26 12:24	20
<input type="checkbox"/> WFRX 975276	C012	C012	C007	C007	2020-08-20 08:56	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 004987	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005138	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005059	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005322	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005114	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> GEMX 005002	C012	C012	RAIL	RAIL	2020-08-26 12:17	2020-08-26 12:24	20
<input type="checkbox"/> WFRX 975245	C012	C012	TILX	TILX	2020-08-20 08:56	2020-08-20 08:57	26

- c. **Owner Management** – these requests require Equipment Owner action and are available only to Equipment Owners. While Equipment Owners have the ability to approve or reject requests in **Pending** status and can see these requests before they are escalated, it is strongly recommended to allow the Fleet Manager to manage these requests. Equipment Owners are required to approve or reject requests in **Escalated** status. Select one or more pieces of equipment by clicking inside the checkbox of the first column.
 - Select **Approve** to approve the move of one or more pieces of equipment. The equipment is transferred, and the request moves to **Closed** status.
 - Select **Reject** to reject the move of one or more pieces of equipment. Rejecting one or more requests by the Equipment Owner moves the request to **Closed** status without moving the equipment.
3. For all sections in the previous step, three status tabs are available:
 - a. **Pending** – these require Grantor action.
 - b. **Escalated** – these requests require Equipment Owner action
 - c. **Closed** – these are closed requests that require no action
4. For Submitted requests in the **Pending** status, select one or more pieces of equipment by clicking inside the checkbox of the first column.
 - a. Select the **Resend** button to send a reminder notice to the Grantor (Fleet Manager of another fleet). The request remains in **Pending** status.
 - b. Select the **Escalate** button to escalate your request to the Equipment Owner. The request moves to **Escalated** status.
 - c. Select the **Cancel Request** button to cancel the request. The request moves to **Closed** status.
5. The following options apply to all sections and statuses listed above:

Managing Requests

- a. Initially tables are loaded with a collapsed amount of information about each piece of equipment. Select the **Expand/Collapse All** button to expand the details and use the bottom scroll bar to scroll over to view all columns. Use this button as a toggle to turn off the expanded details.
- b. Sort columns by selecting the column title. An ascending arrow appears. Select the column title again for descending and select it again to turn off sorting.
- c. Select the **Download to CSV** button to save the list to your computer.
- d. Filter on a column by hovering to the right of the column title. Select how you want to filter from the drop-down list and then enter your criteria. Select the **Clear Filters** button to clear all filters.

Exhibit 46. Filter Transfer Requests



The screenshot shows a table with two columns: 'Last Updated' and 'Days Since Update'. The 'Last Updated' column has a dropdown arrow and an upward arrow. A filter menu is open over the 'Last Updated' column, showing a dropdown menu with 'Contains' selected, a text input field containing '2020', radio buttons for 'AND' (selected) and 'OR', another dropdown menu with 'Contains' selected, and a 'Filter...' input field. The table rows all contain the date and time '2020-08-17 14:48'.

Last Updated ▾ ↑	Days Since Update
2020-08-17 14:48	
2020-08-17 14:48	
2020-08-17 14:48	
2020-08-17 14:48	
2020-08-17 14:48	

Appendix A. Adding OT-57 Contacts to FindUs.Rail

FindUs.Rail is a web-based centralized database that allows you to review and manage your company's contact information. It helps railroad departments, private equipment owners, and leasing companies stay connected and query contacts and agency relationships for industry functions and roles.

If you are a controlling entity who will be creating fleets in the Loading Authority (OT-57) application, you need to be setup in the FindUs.Rail database with your e-mail and phone number contact information. Within FindUs.Rail, there is a Loading Authority (OT-57) controlling entity contact type. If this contact information is not setup, then your controlling entity contact information will not be available for selection when your company's fleets are created. If you are not already registered in the FindUs.Rail contact database, go to <https://public.railinc.com> to request permission after establishing your SSO account. Refer to the [FindUs.Rail User Guide](#) for complete instructions on using the FindUs.Rail system.

Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the Loading Authority OT-57 system; these are also determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry. Every Loading Authority OT-57 controlling entity should be listed as a contact in FindUs.Rail.

Use the following procedure to add a Loading Authority OT-57 contact into FindUs.Rail.

Note: This procedure requires that you have set up a Railinc Single Sign-On (SSO) User ID and already have a FindUs.Rail account. See the notes in [Getting Started](#) to access information about SSO.

1. Go to <https://public.railinc.com> to login (see Logging In).
2. From the Launch Pad, in the **My Applications** section, select **FindUs.Rail**.
3. Once inside FindUs.Rail, select the **Contacts** menu, and then select the **Add Contact** link. The Add Contact page is displayed, with the **Contact** section at the top of the page and the **Categories** section at the bottom of the page.

Exhibit 47. FindUs.Rail Add Contact – Contact Section

The screenshot shows the 'Add Contact' form in the FindUs.Rail application. The form is titled 'Add Contact' and includes a navigation bar at the top with 'Home', 'Contacts', 'Categories', 'Relationships', 'Search MARKs', 'Notifications', and 'Help'. The main form area contains several sections: 'Company ID/MARK' (RAIL), 'First Name', 'Last Name', '*Contact Type', '*Title/Position', '*Email', '*Phone - Primary' (with fields for Intl, Area, Number, and Ext.), '*Phone - Secondary' (with fields for Intl, Area, Number, and Ext.), '*Fax' (with fields for Intl, Area, Number, and Ext.), '*Address', '*City', and '*St./Prv'. On the right side, there is a 'Company' section with 'RAILINC CORPORATION', 'Company Reference', 'Website URL', and 'Notes'. The form is designed to collect contact information for a specific company.

4. In the Contact section, complete all the mandatory fields (shown in red).
5. In the **Categories** section, select **Loading Authority (OT-57)** in the drop-down list box.

Exhibit 48. FindUs.Rail Add Contact – Categories

The screenshot shows the 'Categories' section of the FindUs.Rail application. It features a header 'Categories' and a message: 'Any assigned categories must have at least one category function specified.' Below this, there is a list of categories with a red checkmark next to 'Loading Authority (OT-57)'. The 'Category Role' is set to 'Primary'. Under 'Category Functions', there are three checkboxes: 'Controlling Entity', 'Equipment Owner', and 'Railroad'. There is also a checkbox for 'Apply Contact to Additional Marks?'. At the bottom, there are two buttons: 'Delete Category' (red) and 'Add Category' (blue).

6. Check all the appropriate category functions for which you are responsible.
7. Select the **Add** button.
8. Select the **Save** button. The new FindUs.Rail contact information is added. If you receive an error message stating that only one primary contact can exist for a company, select **Secondary** as the Category Role.

Glossary

AAR—Association of American Railroads. The standard setting organization for North America’s railroads.

CIF—Customer Identification File. Carriers use CIF codes to identify customer locations where price and other contract terms apply; to provide accurate delivery instructions; and to improve shipment reservation, booking, and equipment ordering processes.

CSM—Centralized Station Master. A geographic location file that contains data about North American rail and motor carrier point stations. Railroads use this file primarily to plan efficient freight movements from origin to destination.

IRF—Industry Reference Files. These are the North American railroad industry’s official code tables that are used to ensure consistency in data interpretation and facilitate communication among industry partners.

FindUs.Rail—A web-based database of essential rail industry contacts that enables users to review and manage their contact information, enabling railroad departments, private car owners, and leasing companies to communicate effectively.

FSAC—Freight Station Accounting Code. A five-digit code assigned to a station.

Mark—A two-to-four-letter abbreviation for a railroad, shipper, lease agent, shop, etc.

SCAC—Standard Carrier Alpha Code. A two-to-four-letter code used to identify transportation companies.

SPLC—Standard Point Location Code. A six- to nine-digit numeric code used to specify the physical location of a station.

SSO—Single Sign On. The portal for signing into various Railinc applications.

Umler—System for tracking the physical characteristics, transportation management, and pool assignments of virtually every piece of rail equipment in North America.

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