

Mechanical Reference Repository (MRR)

New Running Repair Agent Application
Process Webinar

Railinc Corporate

Cary, NC

Jan 30th, 2015

Mechanical Reference Repository and Running Repair Agent Process

- The Mechanical Reference Repository (MRR) centralizes and automates elements of the Running Repair Agent (RRA) process
- **This new online application process will**
 - Help car owners, Railroads and shop owners to reduce the amount of time and manual work
 - Validate select data against industry reference files and other Railinc systems such as FindUs.Rail
- **Sponsoring Railroad can**
 - Initiate an association with RRA at specific location for approval by the AAR
 - Identify existing Running Repair Agents
- Approved associations are displayed in FindUs.Rail in real time, before they appear in the printed quarterly update to Appendix H of the AAR Interchange Rules
- This helps to keep information up to date across systems and reduces data inconsistencies, inefficiencies and redundancies

Running Repair Agent – current process

The current process involves

- Manual intervention for the Running Repair Agent (RRA) process with an inconsistent workflow
- Communication gaps with completing association between Sponsoring Railroad and the Running Repair Agent
- Required forms and AAR RRA Interchange Agreements are not received in a timely manner
- Delayed visibility into Appendix H of the AAR Office Manual

Running Repair Agent – **NEW PROCESS**

The new process will

- Be initiated **only by the sponsoring Railroad**
- Allow the sponsoring Railroad to **search for existing RRA's**
- Allow the sponsoring Railroad to **request the prospective RRA** to apply for a Railinc registered Company ID
- Generate **electronic Interchange Agreement** submitted by RRA and will no longer require to have a notarized document
- Send **email notifications** to the RRA and sponsoring Railroad upon association between both the parties
- Send **electronic assignment letter and association email** to the sponsoring Railroad, RRA and AAR upon approval
- Update the association between sponsoring Railroad and RRA in **FindUs.Rail**
 - This is visible by searching contacts in RRA FindUs.Rail category
- Allow real time update for Appendix H information in FindUs.Rail
 - Appendix H in the AAR Office Manual will still exist with a link to FindUs.Rail

Sponsoring Railroad and RRA Application Process

Accessing MRR

- MRR Application is accessible from Railinc's corporate page at www.railinc.com
- Existing customers must enter User ID and Password
- New customers must register for a Railinc SSO ID by clicking the "Need to Register" link under the Login button





The screenshot shows the Railinc website's customer login interface. At the top left is the Railinc logo. To the right is a search bar with the text "Search" and a right-pointing arrow. Below the logo is a navigation menu with links: "ABOUT US / WORKING WITH RAILINC / PRODUCTS & SERVICES / CAREERS / CONTACT US". The main content area features a large background image of a train passing through a mountainous landscape. Overlaid on the bottom left of this image is the text "Railinc Keeps You Moving". On the right side, there is a red sidebar containing the "CUSTOMER LOGIN >" section. This section includes a "User ID" input field with a "Forgot User ID?" link below it, and a "Password" input field with a "Forgot Password?" link below it. At the bottom of the sidebar are two buttons: a red "LOGIN" button and a black "Need to Register?" button.



Requesting Access to MRR

- The sponsoring Railroad must request RRA Sponsor permission and provide their Railinc Company ID
- Access will be granted per the Railinc Data Access policy

🔍 Mechanical Reference Repository
no permission granted

Request

RRA Sponsor (company required)
RRA Sponsor
Effective Date 11/19/2014  Expiration Date 

TCC Consultant
TCC Consultant who reviews the Rule88 application
Effective Date 11/19/2014  Expiration Date 

* Mark Search

Comment

Submit Return

Accessing MRR

- The Mechanical Reference Repository application will display under your applications once access is granted

The screenshot displays the RAILINC Launch Pad interface. At the top left is the RAILINC logo and the text "Launch Pad". At the top right, it shows the user ID "RRWEBIN : RAIL - RAILINC CORPORATION" and links for "Contact Us" and "Sign Out".

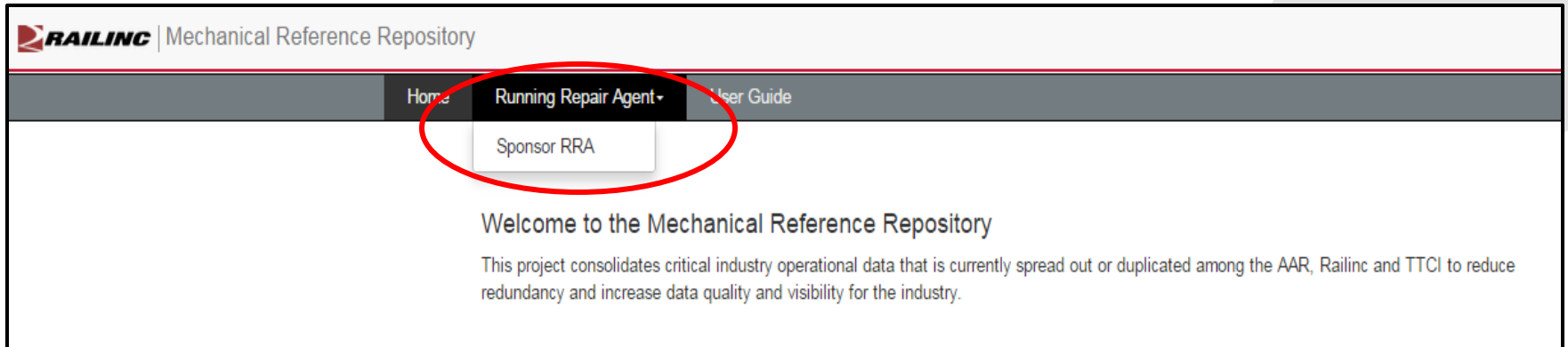
The main content area is divided into several sections:

- Your Applications:** A list of applications with "Mechanical Reference Repository" highlighted by a red circle.
- Your Notifications:** A section with tabs for "Current Notifications" and "Past Notifications". Below the tabs is a table with columns "Date", "Type", and "Subject". The table is currently empty, showing "No Notifications".
- My Support Cases:** A section with tabs for "Your Open Cases", "All Your Cases", and "Search Your Cases". Below the tabs is a table with columns "Case #", "Last Updated", "Title", and "Status". The table is empty, with the text "There are no matching cases." and "Customer Support 1-877-RAILINC Support Hours: Monday - Friday, 0700 - 1900 Eastern Time". A "Create a New Case" button is located at the bottom right of this section.
- My Subscriptions:** A section with a table with columns "Application" and "Type". Below the table is a link "Subscribe to more...".
- User Services:** A section with a list of links: "Edit My Profile", "Edit My Profile", "Change Password", "View/Request Permissions", "Check Status of Permission Requests", and "User Guide".

At the bottom of the page, there are links for "legal notices", "privacy rights", "terms of service", and "contact us". On the right side, it says "© 2010 Railinc. All rights reserved."

Sponsor RRA

- ❖ The sponsoring Railroad will view the home page with the below tabs on the menu bar
 - **Home**
 - **Running Repair Agent**
 - **User guide**
- ❖ Select the **Sponsor RRA** option to initiate the Running Repair Agent association process



The screenshot shows the top navigation bar of the RAILINC Mechanical Reference Repository. The bar includes the RAILINC logo and the text 'Mechanical Reference Repository'. The navigation menu has three items: 'Home', 'Running Repair Agent', and 'User Guide'. The 'Running Repair Agent' item is expanded, showing a dropdown menu with the option 'Sponsor RRA' highlighted by a red circle. Below the navigation bar, the main content area displays a welcome message: 'Welcome to the Mechanical Reference Repository' followed by a paragraph: 'This project consolidates critical industry operational data that is currently spread out or duplicated among the AAR, Railinc and TTCI to reduce redundancy and increase data quality and visibility for the industry.'

Sponsoring Railroad Initiates Request

- Sponsoring Railroad logs into MRR to begin the association process

I. Railroad sponsoring for a company that has a Railinc RRA Mark (An EXISTING RRA)

- Search of existing Running Repair Agents by the Sponsoring Railroad
 - ❖ If Running Repair Agent has no Company ID, the process still allows the Sponsoring Railroad to contact the prospective Agent
- Utilizes Standard Point Location Code (SPLC) to identify the sponsored locations
- Upon submission, the request will be sent to the AAR for approval
- An association email is sent to RRA and sponsoring Railroad upon approval
- A copy of the assignment letter is sent to the Sponsoring Railroad for all new RRA via email

Running Repair Agent Search

- Provide Running Repair Agent Contact Details
 - Search for registered RRA company ID (example: A001)

Home Running Repair Agent User Guide

RUNNING REPAIR AGENT DETAILS SPONSORING RAILROAD DETAILS

Running Repair Agent Contact Details

i If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup: ←

Running Repair Company ID:

Running Repair Company Name: *

RRA Email Address: *

Max 15 stations
Add station SPLC to application

RRA Search Results

- Sponsoring Railroad searches for RRA by company name or by Railinc company ID
- The Railinc company ID must be defined as a Running Repair Agent (example: A001)

Search Company

Company Name Company ID

	Company ID	Company Name
<input checked="" type="radio"/>	A001	TTX COMPANY RUNNING REPAIR AGENT MARK

RRA Search Results

- Company ID, name and email address are populated for the selected RRA
- Utilizes contact information from FindUs.Rail

RUNNING REPAIR AGENT DETAILS **SPONSORING RAILROAD DETAILS**

Running Repair Agent Details

i If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup:

Running Repair Company ID:

Running Repair Company Name: *

RRA Email Address: *

Max 15 stations

Add station SPLC to application:

SPLC Search

- The Sponsoring Railroad can search for desired station locations to be associated with the RRA
- Standard Point Location Code (SPLC) can be searched by city, state or 9-digit SPLC code
- The Sponsoring Railroad can associate up to 15 different SPLC's per application
 - If more than 15 SPLC's are required, a new application will have to be created
- The Sponsoring Railroad must provide an Effective and Termination Date for each associated SPLC
- These dates reflects the association between Sponsoring Railroad and RRA

Sponsoring Railroad – SPLC Search

- Select “Add SPLC” button

RUNNING REPAIR AGENT DETAILS **SPONSORING RAILROAD DETAILS**

Running Repair Agent Details

i If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup:

Running Repair Company ID:

Running Repair Company Name: *

RRA Email Address: *

Max 15 stations

Add station SPLC to application:

Sponsoring Railroad – SPLC Search

- This is an example of a SPLC search by City and the results
- Select the appropriate SPLCs and click “Add selected SPLCs”

Search SPLC

City State SPLC

	SPLC	City	State
<input checked="" type="checkbox"/>	111740000	CARY	ME
<input type="checkbox"/>	291617000	CARY	KY
<input type="checkbox"/>	382238000	CARY	IL
<input checked="" type="checkbox"/>	411657000	CARY	NC
<input type="checkbox"/>	463457000	CARY	GA
<input type="checkbox"/>	485872000	CARY	MS

Selecting Effective and Termination Dates

- Provide Effective and Termination Dates for the chosen SPLC Locations

Station Details

Effective Date	Termination Date
<input type="text" value="2014/11/24"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="2014/11/24"/>	<input type="text" value="YYYY/MM/DD"/>

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
43	26	27	28	29	30	01
44	02	03	04	05	06	07
45	09	10	11	12	13	14
46	16	17	18	19	20	21
47	23	24	25	26	27	28
48	30	01	02	03	04	05

Today Clear Close

Back Continue

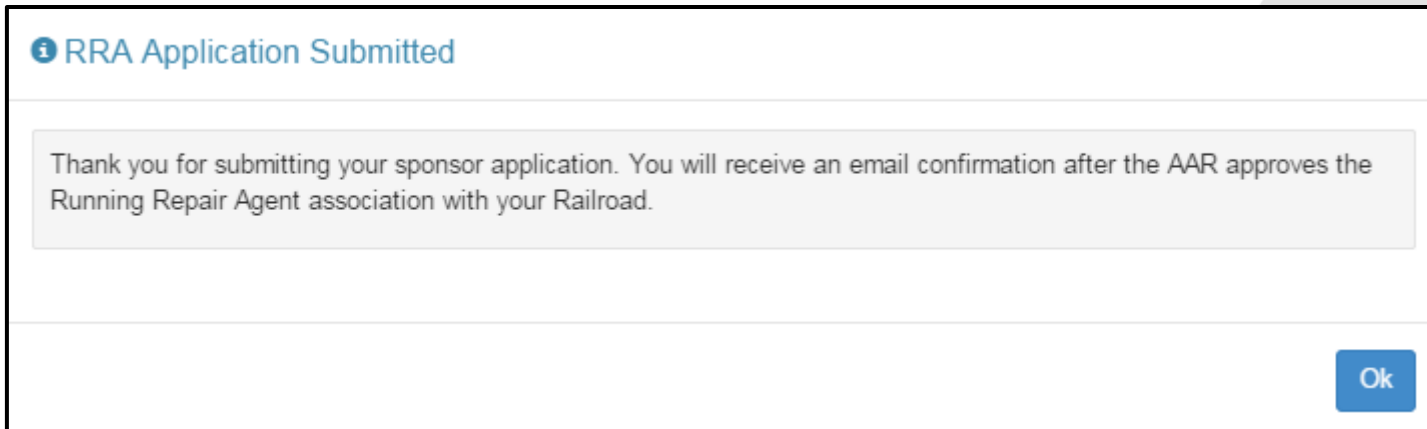
Sponsoring Railroad Contact Information

- Sponsoring Railroad confirms the contact information
 - updates can be made as necessary
- Click the Submit button to continue

RUNNING REPAIR AGENT DETAILS	SPONSORING RAILROAD DETAILS
Sponsoring Railroad Details	
Company Name:	RAILINC CORPORATION
Doing Business As(D/B/A) Name:	
Contact First Name: *	John
Contact Last Name: *	Kozlowski
Contact Title: *	Business Analyst
Contact Phone: *	1-9195551212
Contact Email: *	John.Kozlowski@railinc.com
Contact Website:	
Contact Address Line 1: *	7001 Westin Parkway Ste. 200
Contact Address Line 2:	
City: *	Cary
State: *	NC
Country: *	United States ▼
Postal Code: *	27513
Exit	Back Submit

Success Message

- A confirmation message will display after submission
- An email is sent to AAR who will review and approve the request of association
- Sponsoring Railroad, RRA and AAR will receive an association email after approval



Sponsoring Railroad and New Running Repair Agent

Company Without RRA Company ID

II. Railroad sponsoring a brand new company to be prospective RRA (NON-EXISTING RRA)

- Sponsoring Railroad provides email address for Running Repair Agent
 - This email will be used to send email on process to create new Railinc Company ID
- Sponsoring Railroad completes process of associating station location by Standard Point Location Code (SPLC)
- Running Repair Agent will receive email with instructions to request a Railinc Running Repair Agent Company ID
 - An encrypted key is emailed that is required to complete process and maintain association with request from sponsoring railroad
- Once Running Repair Agent obtains Railinc Company ID, the association will continue through validation process

Search Company

- Company not found with valid RRA Mark
- Close the modal window to proceed further

Search Company

There are no companies matching your search criteria. You may still proceed by closing the window and entering the email of the company you wish to sponsor as a Running Repair Agent.

Company Name Company ID

RRA Email Address: *

Enter new RRA information

- Enter RRA company Name
- Enter RRA email address

RUNNING REPAIR AGENT DETAILS **SPONSORING RAILROAD DETAILS**

Running Repair Agent Details

i If this company is not already registered as an RRA, they will be notified to register themselves at the end of this process.

Running Repair Agent Company Lookup:

Running Repair Company ID:

Running Repair Company Name: *

RRA Email Address: *


Max 15 stations

Add station SPLC to application:


New Company Registration Request

- The prospective RRA receives an email with encrypted key and instructions on how to apply for new RRA application
- The link will navigate you to the registration process

TEST: Submit your Running Repair Application at RAILINC

 mrr.noreply@railinc.com

Sent: Tue 11/18/2014 4:31 PM

To:  Hamida, Sophie

Dear Apple Rails

The sponsoring railroad RAILINC CORPORATION has initiated the Running Repair Agent process. The sponsoring railroad was unable to locate Running Repair Agent ID for your company. In order to complete the Running Repair Agent process, you must register for a Railinc Company ID specific for Running Repair Agents. This process involves completing the necessary forms and receipt of payment for the Running Repair Agent Company ID to Railinc. The steps below will assist you in completing this process.

Steps to complete Running Repair Agent Company ID process

1. You will register for the Running Repair Agent ID using Railinc's Onboarding application. Click on this link: <https://wwwtst.railinc.com/rportal/web/guest/onboarding#/>
2. The encryption key is required to complete the process. You will need to copy this Encrypted key: 517DF07F-9C2C-48ED-9730-6F37C06C62C8 and enter in the appropriate field.
3. Complete Running Repair Agent application form. Your request will be reviewed and you will be contacted if additional information is required.
4. Assignment of the Running Repair Agent Company ID **will not occur until payment is received**. Refer to Railinc's Price List for fees associated with company ID.
 1. <https://wwwtst.railinc.com/rportal/web/guest/make-a-payment>
 2. If you would like to pay by check, please mail payment (in US funds) to

RAILINC

Apply for new Running Repair Agent Mark

- The registration process is completed in a separate application
- The identification key must be entered to proceed

RAILINC Search >

HOME / ONBOARD ADMIN / ONBOARDING CUSTOMER LOGIN >

Railinc Corp. // Customer Service // onboarding

1 Running Repair Agent 2 Interchange Agreement Letter 3 Confirmation

Request for a Company ID for RailRoad Running Repair Agent

Company Information

Company name that will be registered as owner of the Running Repair Agent Reporting Mark *

Identification Key *

You must enter the Identification Key you received in the email in order to proceed with applying for a Running Repair Agent Mark.

Person that will receive correspondence for the assignment of the reporting mark:

View Appendix H information in
FindUs.Rail

Running Repair Agent Contact

- FindUs.Rail is the industry's source for contacts
- Allows users to search for Running Repair Agents
- New process adds Running Repair Agent contact information to FindUs.Rail
 - **New Category- Running Repair Agent**
- Running Repair Agent cannot make changes to RRA category in FindUs.Rail
- Provides **real-time access to associations** with Sponsoring Railroad and Running Repair Agent locations

Search RRA Contacts

- FindUs.Rail now has the capability to search for Running Repair Agents and their associated contact information

RAILINC FindUs.Rail

User JPK9598 is signed in as **Company Administrator** [Category Administrator](#) | managing RAIL - RAILINC CORPORATION

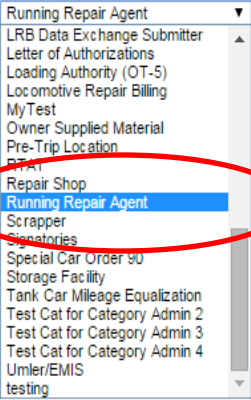
Home | **Contacts** | Categories | Agency | Search MARKs | Notifications

Search Contacts

Quick Search | **Advanced Search**

+ At least one field indicated by (+) must be specified for quick search.

+Company ID/MARK: MARK ▾ 🔍

+Category: 

Company:
Company Agents: Include agent contacts
Company Hierarchy: Include parent company contacts
 Include child company contacts

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Search RRA Contacts

- Example of FindUs.Rail contact information with RRA associations

Home | Contacts | Categories | Agency | Search MARKs | Notifications

View Contact

Contacts

Company ID/MARK:	A000
Contact Type:	PER
First Name:	Sophie
Last Name:	Bolla
Title/Position:	BA
Email:	sophie.hamida@railinc.com
Phone - Primary:	540.282.7814
Phone - Secondary:	
Fax:	
Address:	7001 Weston Pkwy
City:	Cary
St./Prv.:	NC
Postal Code:	27560
Country:	US

Categories

- **Running Repair Agent**

Category Role:	Primary
Category Functions:	• RRA
Effective Date:	10-10-2014
Expiration Date:	11-10-2099
SPLC:	797000000
Sponsoring Railroad:	Railinc Corp (test ID)

Contacting Railinc

Railinc Customer Service

csc@railinc.com

1-877-RAILINC (1-877-724-5462)

7001 Weston Parkway, Suite 200
Cary, NC 27513

Questions & comments

Thanks for attending!