

Equipment Advisory User Guide



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Learning about Equipment Advisory

Equipment Advisory (formerly Early Warning) is a web-based application that enables the rail industry to identify mechanical problems on rail equipment that could impact the safe movement or handling of the equipment. Authorized users can create Equipment Instructions (EI), Informational Notice (IN) and Special Handling (SH) advisories, issue supplements to advisories, assign equipment to advisories, report inspections and repairs for equipment, and perform queries of advisories and equipment.

This system consists of three processes:

- The *first process* is the creation of an EI/IN/SH advisory. The EI/IN/SH advisory provides the rail industry a description of the mechanical problem, its severity, and other information applicable to the advisory. When the initial advisory is updated to provide additional information about the mechanical problem, a supplemental advisory is created. Supplemental advisories are inclusive and supersede all prior advisories. The Association of American Railroads (AAR), Safety & Operations Department is responsible for the creation of EI/IN/SH and Supplemental advisories.
- The *second process* is the assignment of equipment to the EI/IN/SH advisory identified by the industry as having the applicable mechanical problem. The authority to assign equipment to an advisory is determined by the AAR Safety & Operations Department when the EI/IN/SH advisory is created. The AAR Safety & Operations Department personnel may permit equipment owners or specific companies to assign equipment to the advisory or restrict the assignments to AAR Safety & Operations Department personnel. The Umler Component Registry can automate the assignment of equipment to component-related advisories by associating a Component Registry recall query with an EI/IN/SH advisory.
- The *third process* is locating the equipment and performing the work defined in the EI/IN/SH. If the work cannot be done at its present location, a preliminary inspection may be reported to the system. A preliminary inspection provides a 'movement' status of the equipment (i.e., car moving to shop). Once the defined work on the equipment is performed, a final inspection is reported to the system and the equipment is removed from the EI/IN/SH advisory.

Equipment Advisory enables the creation of the EI/IN/SH advisory, the assignment of equipment to the advisory, and the reporting of inspections and repairs performed on the equipment. The system includes a set of notifications to alert users when EI/IN/SH advisories have been created, when their equipment has been added to or removed from an advisory, and when an advisory is approaching escalation. Additionally, users have the ability to interact with Equipment Advisory via Web Services, enabling them to perform queries of the system and report equipment inspections.

Equipment Advisory automatically distributes updated information via XML outbound messages to rail industry subscribers. A subscriber to these messages may receive all updates to the Equipment Advisory system (known as broadcast messages) or they may elect to receive only updates on their equipment (known as direct addressed messages).

There is also an Equipment Advisory batch message system, which may be used as an alternative for reporting updates to the Equipment Advisory system. The Equipment Advisory batch message

system processes inbound Equipment Advisory assignment and inspection messages and distributes the updated information via XML outbound messages to rail industry subscribers.

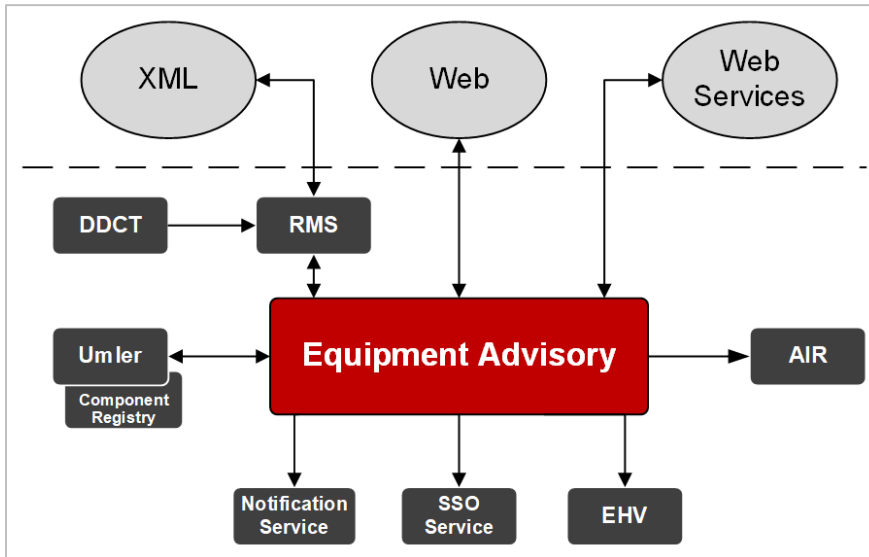
Although the batch message system processes inbound Equipment Advisory assignments and inspections, it does not accept inbound EI/IN/SH advisories. EI/IN/SH advisories can only be created by the AAR using the Equipment Advisory user interface as described in this document.

Additional processing is required in the Equipment Advisory batch system. The batch processing must edit the inbound message to ensure the message is formatted properly. As part of this process, if errors are found in the inbound message structure, the originator/submitter of the message may elect to receive Envelope Error Messages, which identify applicable errors. For example, if the detail count defined in the summary record did not match with the accumulated system count, an envelope error message would be generated. Although receipt of this message is optional, it is highly recommended that all submitters of inbound messages request receipt of this message to ensure proper handling of the inbound message.

Inbound message submitters may also elect to receive Acknowledgment Messages. An Acknowledgement Message is returned to the originator of the inbound message acknowledging that Equipment Advisory received the inbound message.

Equipment Advisory Integrated System

Exhibit 1. Equipment Advisory Integrated System

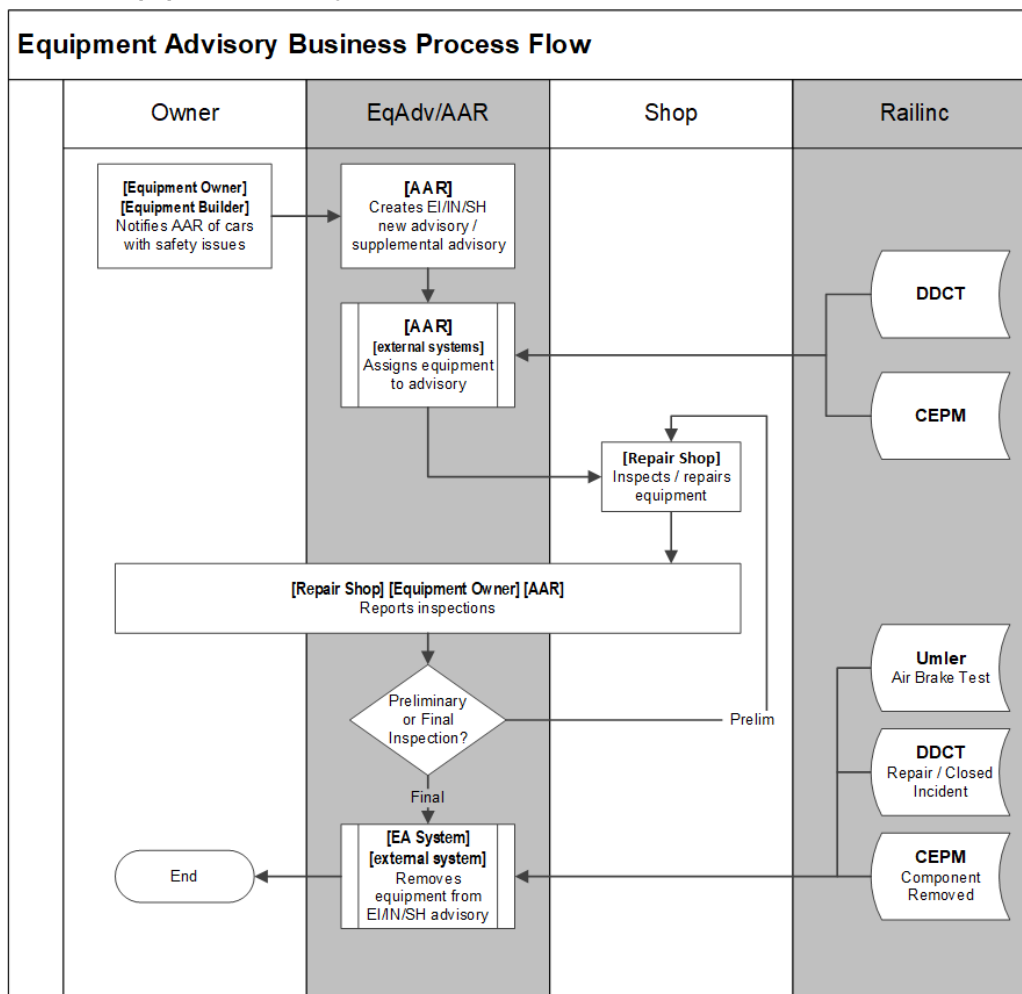


Related Documents

- *AAR Office Manual Rule 125*—Order via <http://www.aarpublications.com/>.
- [Component Tracking User Guide](#).
- *Equipment Advisory User Guide*—Available from the References menu item in Equipment Advisory.
- *Equipment Advisory XML and Equipment Advisory Web Services Documentation*—Contact the Railinc Customer Success Center (CSC): call (877) 724-5462 or email csc@railinc.com to request these documents.

Process Flow

Exhibit 2. Equipment Advisory Business Process Flow



User Roles

Equipment Advisory enables *Query* users to:

- Query existing EI/IN/SHs ([Exhibit 3](#))
- View Transaction Logs and details
- View Configure Notifications and edit email addressees
- View User documentation

Equipment Advisory enables *Report Inspections* users to:

- Query existing EI/IN/SHs
- View Transaction Logs and details
- View Configure Notifications and edit email addressees
- View User documentation
- Report Inspections for EI/IN/SHs (including backouts and equipment unassignments)

Equipment Advisory enables *Company Administrators* users to:

- Query existing EI/IN/SHs
- View Transaction Logs and details
- Report Inspections for EI/IN/SHs (including backouts and equipment unassignments)
- View Configure Notifications and edit email addressees
- View User documentation
- Assign other SSO users *within their company* (except themselves) Equipment Advisory tasks in SSO:
 - Query (shown for new users only)
 - Assigning Equipment to advisories
 - Reporting Inspections (includes backing out inspections and unassigning equipment via inspection reporting interface)
 - Creating Advisories (includes creating supplements and working with attachments, but does NOT include assigning equipment to those advisories)
 - Create other Company Admins (e.g., a company admin backup)

General User Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the [Railinc UI Dictionary](#).

Note: Mandatory fields are indicated with an asterisk (*).

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

The Equipment Advisory application is accessed using the Railinc Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Register to Use Railinc SSO

Each Equipment Advisory user must register to use Railinc Single Sign-On. Refer to the [Railinc Single Sign-On User Guide](#) for detailed instructions.

Once your SSO registration is complete, you must request access to Equipment Advisory within SSO.

Requesting Equipment Advisory Access

After authorization to use Railinc SSO is received, you must request general access to Equipment Advisory with a specified Company ID by following instructions in the [Railinc Single Sign-On User Guide](#).

Exhibit 3. Equipment Advisory Request Permission Form for New Users

Equipment Advisory - AWS
New Early Warning

1 Select Roles 2 Confirm 3 Done

Equipment Advisory Query (MARK required)
General access to Equipment Advisory.

Equipment Advisory Rept Inspections (MARK required)
Equipment Advisory Report Inspections. Granted by an application or company administrator to permit a user to report and back out inspections on equipment. Also allows removal of incorrectly assigned equipment.

Comments...

Return Next 0/255

Once you receive an email notification that access has been granted to Equipment Advisory, you can then log on and begin using Equipment Advisory.

Logging In

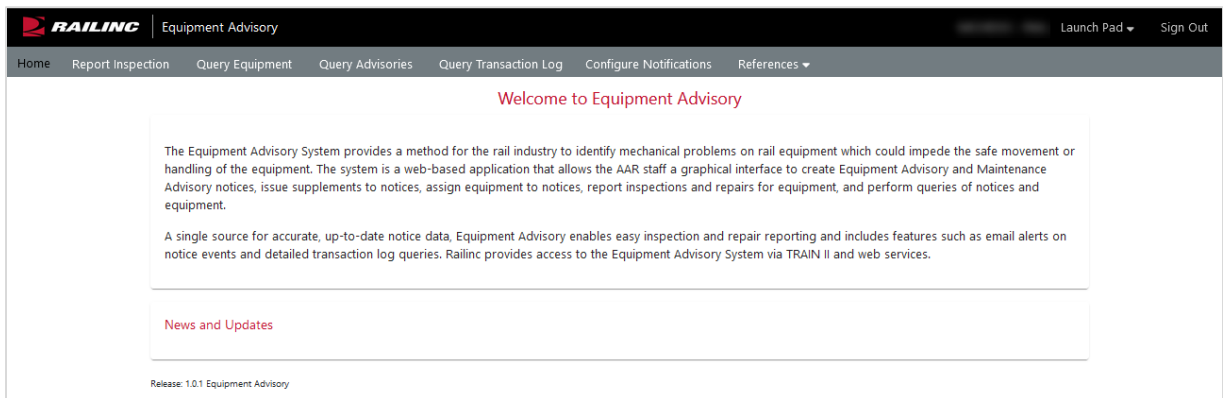
To log into Equipment Advisory:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

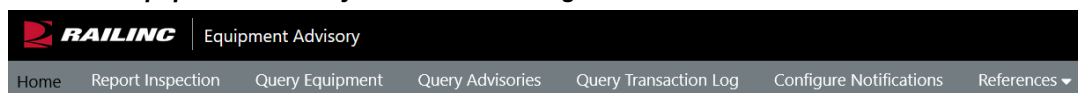
Note: For more information about the Launch Pad, refer to the [Railinc Single Sign-On User Guide](#).

4. In **My Applications**, select **Equipment Advisory**. The Equipment Advisory Welcome page is displayed ([Exhibit 4](#)).

Exhibit 4. Welcome Page for the Standard Query User



The main menu is displayed ([Exhibit 5](#) or [Exhibit 6](#)). Continue by selecting a menu item (see [Exhibit 7](#)).

Exhibit 5. Equipment Advisory Main Menu for Regular Users**Exhibit 6. Equipment Advisory Menu for Company Admin Authorized Users**

The Equipment Advisory Welcome page can have the following menu items:

Exhibit 7. Equipment Advisory Application Menu Functions

Home	Returns to your Home Page from anywhere in the application.
Create Advisory	Opens the Create Advisory form.
Create Private Advisory	Opens the Create Private Advisory form for your mark only.
Report Inspection	Opens the Report Inspections form.
Query Equipment	Opens the Query Equipment Search.
Query Advisories	Opens the Query Advisories Search.
Query Transaction Log	Opens the Transaction Log Search.
Configure Notifications	Opens Configure Notifications to set up email ticklers.
References	Opens a list of available training materials including the Equipment Advisory User Guide.

Note: Menu content varies based on role-based permissions granted by the Railinc Application SSO Administrator. See the Company SSO Administrator to request additional permissions beyond Query.

Logging Out

Select the **Launch Pad** link to end an Equipment Advisory session. You are returned to the Launch Pad, but you are still signed in.

To close one SSO application when multiple applications are open in separate browser windows, close the unwanted session window by selecting the **Launch Pad** link or **X**. Do NOT select the **Sign Out** link—it ends the entire Single Sign On session (and *all* open SSO applications).

Create Advisory

Only users authorized to create and maintain equipment advisories in SSO can perform these processes. If you are authorized, the **Create Advisory** menu item is displayed ([Exhibit 5](#)).

Authorized users can create equipment advisories, including the following:

- [Create Advisory](#)
- [Preview](#)
- [Assign Equipment](#)—This is not required for Component Registry Advisories to be associated with a Component Registry Recall Query.
- [Edit Advisory](#)
- [Assign Equipment after Submitting](#)
- [Create a Supplement](#)

Create Advisory

Use the following procedure to create an advisory that is visible to all companies. To create a private advisory that is only visible to your company, use [Create Private Advisory](#).

1. Select **Create Advisory** on the main menu. The Create Advisory form is displayed ([Exhibit 8](#)).

Exhibit 8. Create Advisory

Create Advisory

Advisory Info

Advisory Title *

Advisory Category *
 EI - Equipment Instructions

Sev. Level A2
 A1
 XX

Component Registry Notice

Advisory PDF File (3.5 MB max) *
 File Number * 1234 6789012
 Eff Date * 1/14/2021

Escalation Method

Escalation from A2 to A1
 Escalation Type I - Interval of Cars to Esc...
 Quota Amount 365
 Time Period * 90
 Time Unit * Days

Equipment Priority Score Factors

Commodity

Hazmat Score (0-100)

Non Hazmat Score (0-100)

Car Type Select Car Type Score (0-100)

Last Mvmt

0-99 days Score (0-100)

91-180 days Score (0-100)

181+ days Score (0-100)

Initial Escalation

Initial Prioritization

Max Percent By Road Score (0-100)

Initial Escalation Delay (days) Score (0-100)

Assign / Report

Assg Reporter Marks Select Assg Reporter Marks *
 AAR Only Enter Assg Reporter Marks

Final Inspection Marks Select Final Inspection Marks *
 Open Enter Final Inspection Marks

Final Inspection Codes

MH-Car Repaired, return to service
 MR-Car Inspected, return car to service
 MO-Car Inspected, does not meet the requirements of the Advisory

Periodic Inspection

Allow Periodic Inspection
 Inspection Interval Time Unit


Mechanical Designations

Equipment Locations



Preview Reset

2. Complete the fields for the new advisory. Mandatory fields are marked with an asterisk (*). Descriptions of the Create Advisory fields are below.

Exhibit 9. Create Advisory Field Descriptions

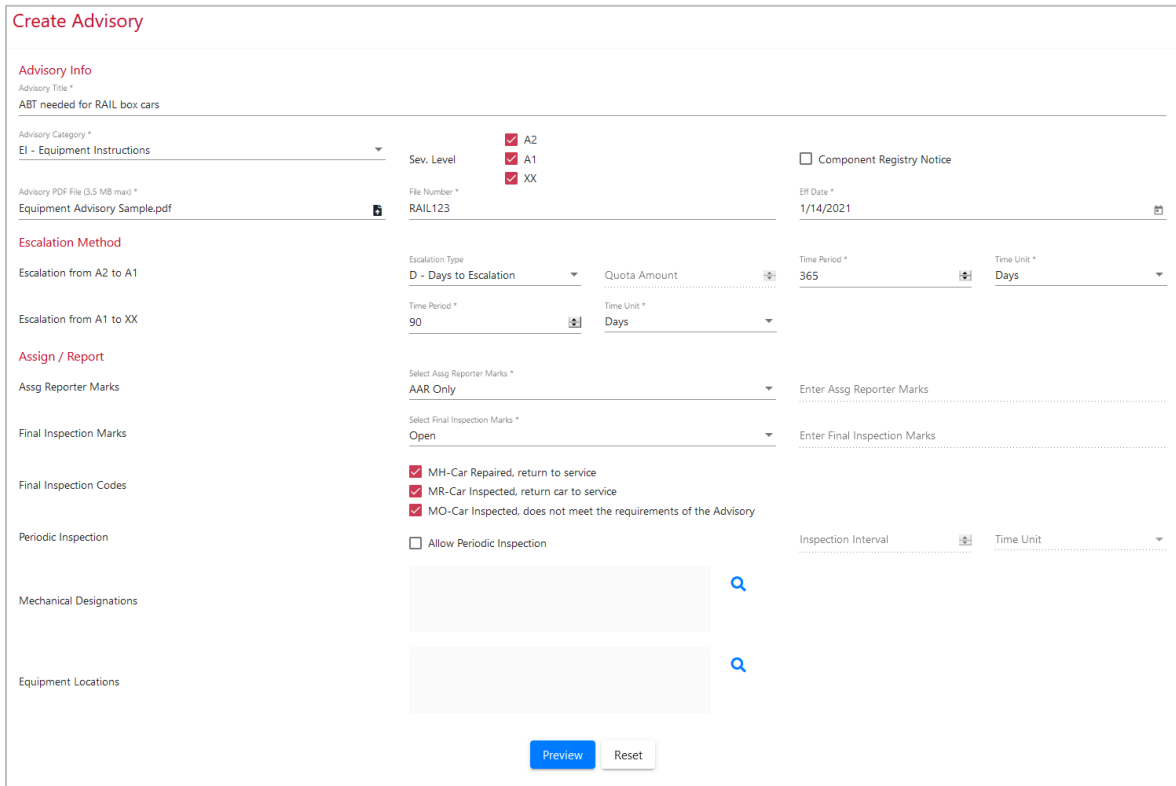
Field	Description
Advisory Title	Up to 80 characters that simply identifies the advisory content.
Advisory Category	Select from: <ul style="list-style-type: none"> • EI – Equipment Instructions • IN – Informational Notice • SH – Special Handling
Component Registry Notice	Check the box to indicate a component recall is involved. No manual assignment of Equipment IDs is involved when this box is checked.
Advisory PDF	Upload the PDF to use. When a PDF is uploaded, it shows the PDF that is being used and can be overridden by selecting a new file. Every time the form is validated and refreshed, the selected PDF may be dropped and may need to be added again.
Severity Code	<p>Values are dependent on the Advisory Category selected. One advisory can hold multiple severity levels. A1 must be selected when both A2 and XX are selected.</p> <p>For EI – Equipment Instructions and SH – Special Handling:</p> <ul style="list-style-type: none"> • A2 – Condemnable when car is on shop or repair track for any reason • A1 – Condemnable at any time • XX – Restricted at Interchange <p>For IN – Informational Notice:</p> <ul style="list-style-type: none"> • A9 – Informational Notices <p>Exhibit 10. EI Severity Codes</p> 
File Number	Your assigned file number in accordance with company standards. Up to 12 characters and spaces. Cannot contain special characters like \$ % & * + = ? or /.
Effective Date	Use the calendar icon or enter the date the advisory becomes effective in MM/DD/YYYY format. The date cannot be earlier than today.

<p>Escalation from A2 to A1</p>	<p>These escalation fields appear when A2 and A1 severity levels are selected.</p> <p>Escalation Type:</p> <ul style="list-style-type: none"> • D – Days of Escalation (default) • Q – Quota of Cars at Escalation Level • I – Interval of Cars to Escalate <p>Quota Amount is available to enter when Q is selected for Escalation Type.</p> <p>Time Period defaults to 365 (days) and can be changed.</p> <p>Time Unit:</p> <ul style="list-style-type: none"> • Days (default) • Weeks • Months • Years
<p>Escalation from A1 to XX</p>	<p>These escalation fields appear when A1 and XX severity levels are selected.</p> <p>Time Period defaults to 90 (days) and can be changed.</p> <p>Time Unit:</p> <ul style="list-style-type: none"> • Days (default) • Weeks • Months • Years
<p>Equipment Priority Score Factors</p>	<p>Enter scores as appropriate for Commodity, Car Type, Last Movement and Initial Escalation.</p>
<p>Assign Reporter Marks</p>	<p>Select from:</p> <ul style="list-style-type: none"> • AAR Only • Equipment Owner • Internal • Specify - When Specify is selected, enter the Reporter Marks in the Enter Assg Reporter Marks field (each mark should be 1-4 characters separated by space; there is no mark limit)
<p>Final Inspection Marks</p>	<p>Select from:</p> <ul style="list-style-type: none"> • Open • Internal • Specify – When Specify is selected, also make appropriate entry in the text box (each mark should be 1–4 characters separated by spaces; there is no mark limit).
<p>Final Inspection Codes</p>	<p>Check the appropriate boxes to indicate which final inspection codes can be used. All are selected as the default:</p> <ul style="list-style-type: none"> • MH-Car Repaired, return car to service • MR-Car Inspected, return car to service • MO-Car Inspected, does not meet the requirements of the Advisory

Periodic Inspection	Select Allow Periodic Inspection when applicable and select the Inspection Interval and Time Unit for the interval.
Mechanical Designations	If known, enter Mechanical Designations to restrict the advisory to those groups (1–4 characters per designation separated by spaces, no limit). Use the search icon  for a list of Mechanical Designations.
Equipment Locations	If known, enter Equipment Locations to restrict the advisory to those groups (1–4 characters per designation separated by spaces, no limit). Use the search icon  for a list of Equipment Locations.

A sample Advisory entry is shown below.

Exhibit 11. Sample Advisory Prior to Preview



The screenshot shows the 'Create Advisory' form with the following details:

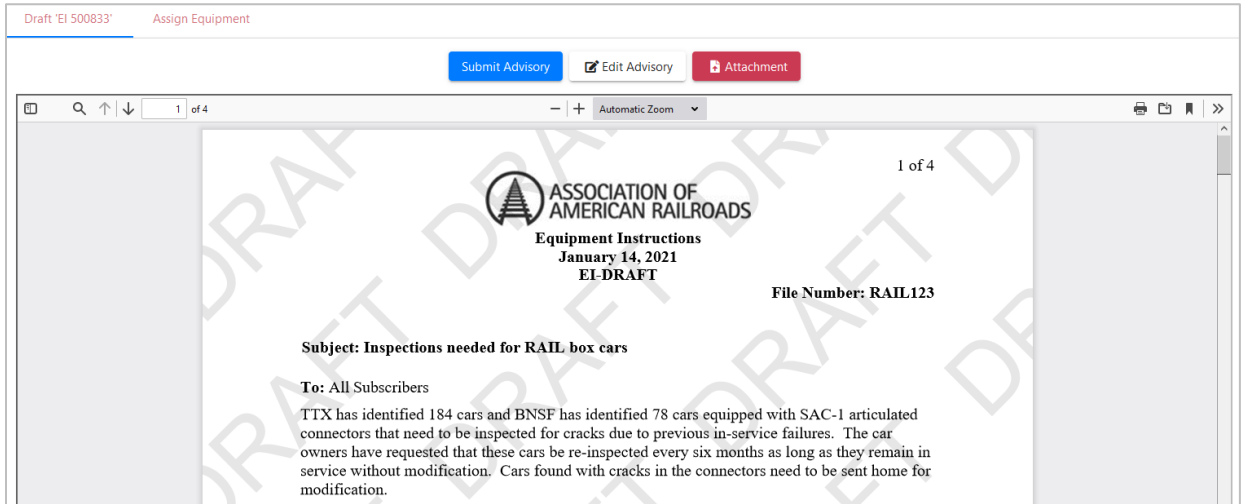
- Advisory Info:** Title 'ABT needed for RAIL box cars', Category 'EI - Equipment Instructions', File 'Equipment Advisory Sample.pdf', File Number 'RAIL123', Eff Date '1/14/2021'.
- Escalation Method:** Escalation from A2 to A1 (Type: D - Days to Escalation, Quota Amount: 365, Time Period: 90, Time Unit: Days).
- Assign / Report:** Assg Reporter Marks 'AAR Only', Final Inspection Marks 'Open'.
- Final Inspection Codes:** Checked options include 'MH-Car Repaired, return to service', 'MR-Car Inspected, return car to service', and 'MO-Car Inspected, does not meet the requirements of the Advisory'.
- Periodic Inspection:** 'Allow Periodic Inspection' is unchecked.
- Mechanical Designations and Equipment Locations:** Searchable input fields with search icons.

- Any errors in the form must be fixed before the draft advisory is generated. When the fields are completed and no errors are found, the **Preview** button becomes available. Select **Preview**. See [Preview](#) for details.

Preview

When you select **Preview**, a draft advisory letter is displayed (in the **Draft** tab), similar to the sample below.

Exhibit 12. Sample Preview



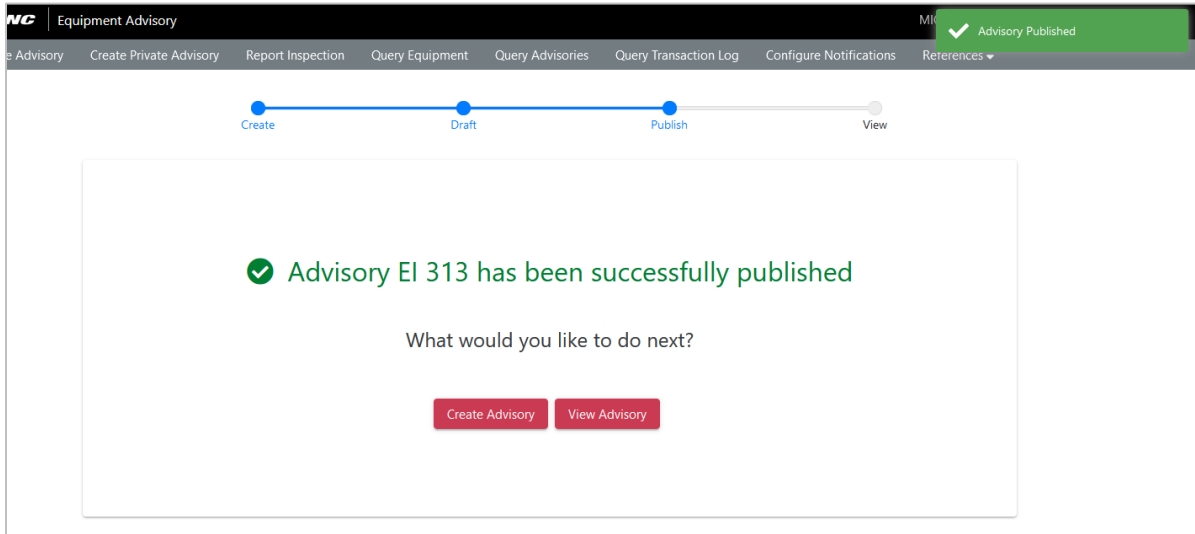
1. Read the advisory thoroughly for accuracy. The following actions are available from the Preview:

Exhibit 13. Preview Actions

Action	Description
Submit Advisory	Submits the advisory for publication as is shown.
Edit Advisory	If errors or omissions have been identified and you want to correct them, this returns you to the Create Advisory form (Exhibit 8) to make corrections and preview again.
Attachment	If you want to replace the current attachment with a new template, select Attachment and upload a new file.

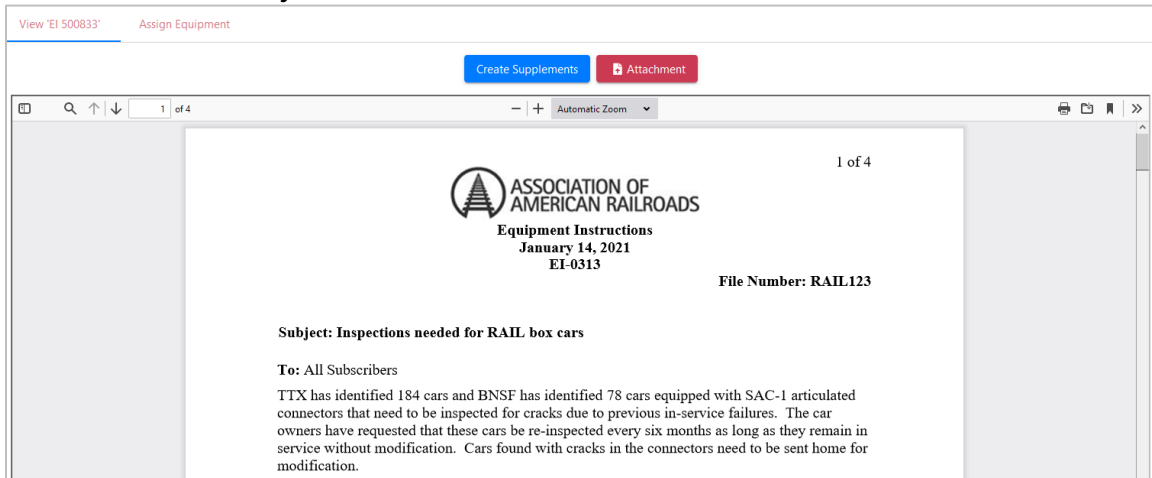
2. To assign equipment before submitting the advisory, see [Assign Equipment](#).
3. If you want to publish the advisory at another time, see [Query Advisories](#) to return to it at a later time.
4. When the advisory is ready for publication, select **Submit Advisory** to submit the advisory.

Exhibit 14. Advisory Published



5. Select **View Advisory** to view the advisory. The published advisory displays with options to create supplements, assign equipment and/or change the attachment.

Exhibit 15. View Advisory



Cars Remaining on EI-0313 List
Total Assigned: 6
Total Remaining: 6
Severity XX: 0
Severity A1: 6
Severity A2: 0

EI-0313
Equipment List as of: 15:56:07 on Jan 14, 2021

Equipment ID	Sev	Esc	Date
FBOX 506857	A1		2021-04-15
FBOX 506858	A1		2021-04-15
RAIL 21	A1		2021-04-15
RAIL 31	A1		2021-04-15
RAIL 32	A1		2021-04-15
UMXU 887769	A1		2021-04-15

Assign Equipment

Note: You must have the Assign Equipment permission in SSO to perform this task. If authorized, the **Assign Equipment** tab appears in the top left. This step is not required for Component Registry advisories being associated with a Component Registry Recall Query, which automatically assigns affected equipment. Refer to the Umler Component Registry Administrator Guide (available to authorized users).

Equipment can be assigned to an advisory before or after it's published. Use the following procedure to assign equipment:

1. Select the **Assign Equipment** tab in the top left next to the draft or published advisory letter (see [Exhibit 12](#) and [Exhibit 15](#)). The Assign Equipment form is displayed.

Exhibit 16. Assign Equipment

Draft 'EI 500835' Assign Equipment

Assign Equipment

Search Criteria

Severity Level: A1

Equipment IDs: [Empty field]

Validate

2. Enter or paste equipment initials and numbers in the **Equipment IDs** field(s) at left (e.g., BNSF123456). Separate multiple entries by commas, spaces or return (ENTER key). Equipment IDs fields support the wildcard (*) search (e.g., BN*, BNSF*, BNSF211*). When equipment IDs have been entered in the field, the **Validate** become active.

Exhibit 17. Enter Equipment IDs to Assign Equipment

Draft 'EI 500835' Assign Equipment

Assign Equipment

Search Criteria

Severity Level: A1

Equipment IDs: RAIL21,RAIL31,RAIL32

Validate

3. Select **Validate**. The system validates the Equipment IDs against Umler and posts the results in the columns in the table.

Exhibit 18. Assign Equipment after Validation

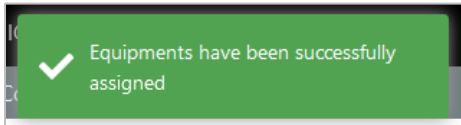
Search Results

Eligible Counts: 3 Ineligible Counts: 0

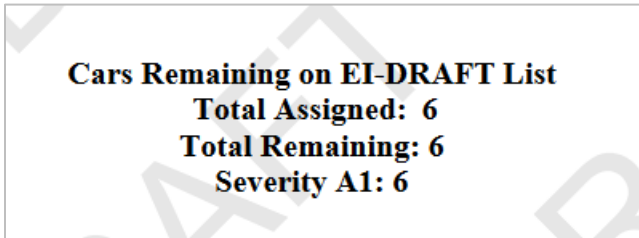
ASSIGNED EQUIPMENT

Equipment ID	Eligible For Assignment	Severity Code	Equipment Score	Reason
RAIL0000000021	✓	A1	0	The following cars are in Umler with the same EIN as [RAIL0000000021] and will be assigned to the ...
RAIL0000000032	✓	A1	0	The following cars are in Umler with the same EIN as [RAIL0000000032] and will be assigned to the ...
RAIL0000000031	✓	A1	0	The following cars are in Umler with the same EIN as [RAIL0000000031] and will be assigned to the ...

4. If any IDs entered are eligible for assignment, select **Assign Equipment** link.

Exhibit 19. Equipment Successfully Assigned Message

5. Select the **Draft** or **View** tab in the top left. The advisory is displayed. Scroll to the bottom where the equipment IDs that have been assigned appears.

Exhibit 20. Advisory Letter with Equipment IDs

Edit Advisory

The **Edit Advisory** button is only available during the [Create Advisory](#) and [Preview](#) process. Once the advisory has been submitted (published), you must use either of two editing functions:

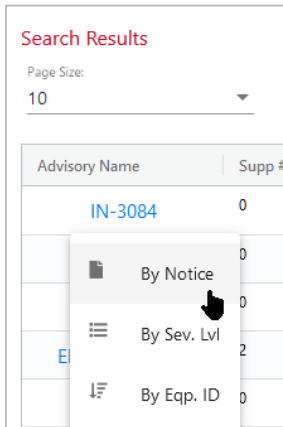
- [Assign Equipment after Submitting](#)
- [Create a Supplement](#)

Assign Equipment after Submitting

The **Assign Equipment** tab enables you to add equipment IDs to a submitted advisory without changing the body of the advisory itself. This action does NOT create a supplement.

Use the following procedure to assign equipment after submitting:

1. Search and find the advisory using [Query Advisories](#).
2. Select the advisory by clicking on the **Advisory Name** in the search results and select **By Notice** from the drop-down list.

Exhibit 21. Select Advisory by Notice

The screenshot shows a 'Search Results' window with a 'Page Size' dropdown set to '10'. Below is a table with columns 'Advisory Name' and 'Supp #'. The first row is 'IN-3084' with '0' in the 'Supp #' column. A context menu is open over this row, showing three options: 'By Notice' (selected), 'By Sev. Lvl', and 'By Eqp. ID'.

Advisory Name	Supp #
IN-3084	0
	0
	0
	0
	2
	0

3. The Advisory Letter displays. Select the **Assign Equipment** tab in the top left and follow the steps in [Assign Equipment](#).

Create a Supplement

The **Create Supplement** function enables you to create a supplement that supersedes the original advisory (or previous supplement). Assigned Equipment IDs do not change. Effective Date and Advisory Type remain the same. A supplement can be used to alter escalation dates, or other remaining fields. Assigning additional Equipment IDs must be done separately, either before or after a supplement is created.

Use the following procedure to create a supplement:

1. Search and find the existing advisory using [Query Advisories](#).
2. Select the advisory by clicking on the **Advisory Name** in the search results and select any option from the drop-down list.
3. The Advisory Letter displays. Select **Create Supplement**. The **Edit Advisory [Advisory Name]** form is displayed with editable fields.

Exhibit 22. Create Supplement Advisory

Edit Advisory EI-0313

Advisory Info
 Advisory Title *
 Inspections needed for RAIL box cars

Advisory Category *
 EI - Equipment Instructions

Sev. Level A2 A1 XX Component Registry Notice

Advisory PDF File (0.5 MB max) *
 SAC-1 Connectors.pdf

File Number *
 RAIL123

Eff Date *
 1/14/2021

Escalation Method

Escalation from A2 to A1
 Escalation Type: D - Days to Escalation Quota Amount: 365 Time Period: 90 Time Unit: Days

Escalation from A1 to XX
 Time Period: 90 Time Unit: Days

Assign / Report

Assg Reporter Marks
 Select Assg Reporter Marks *
 AAR Only Enter Assg Reporter Marks

Final Inspection Marks
 Select Final Inspection Marks *
 Open Enter Final Inspection Marks

Final Inspection Codes
 MH-Car Repaired, return to service
 MR-Car Inspected, return car to service
 MO-Car Inspected, does not meet the requirements of the Advisory

Periodic Inspection
 Allow Periodic Inspection Inspection Interval: Time Unit:

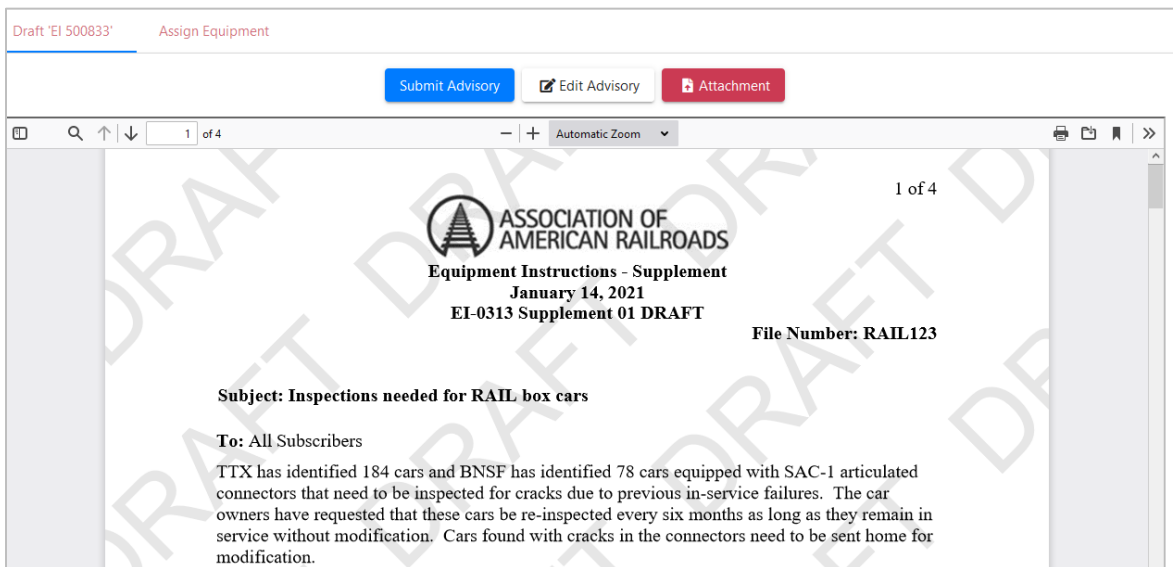
Mechanical Designations

Equipment Locations

[Preview](#) [Reset](#)

4. Make the necessary changes. See [Exhibit 9](#) for field descriptions.
5. Select **Preview**. The **Create Supplement Preview** is displayed.

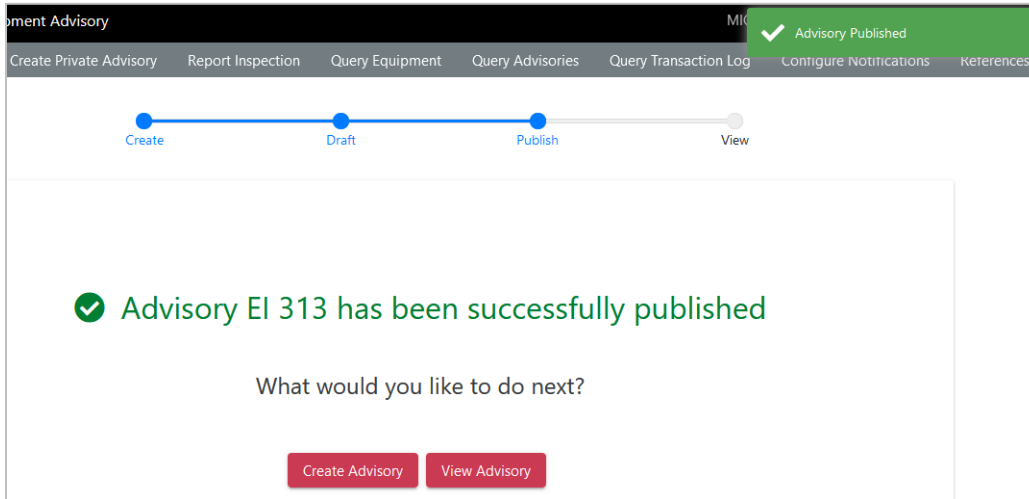
Exhibit 23. Create Supplement Preview



Cars Remaining on EI-0313 Supplement 01 DRAFT List
Total Assigned: 6
Total Remaining: 6
Severity A1: 6

- Review the changes and select an action button ([Exhibit 23](#)). See [Exhibit 13](#) for Preview action descriptions.
- When the supplement letter is ready to submit/publish, select **Submit Advisory**.

Exhibit 24. Supplement Published Confirmation



- Select **View Advisory** to return to the Supplement View.

Exhibit 25. View of Published Supplement

Create Draft Publish View

View 'EI 500833' Assign Equipment

Create Supplements Attachment

1 of 4

ASSOCIATION OF AMERICAN RAILROADS
Equipment Instructions - Supplement
January 14, 2021
EI-0313 Supplement 01
File Number: RAIL123

Subject: Inspections needed for RAIL box cars

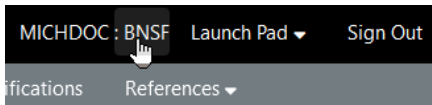
To: All Subscribers

TTX has identified 184 cars and BNSF has identified 78 cars equipped with SAC-1 articulated connectors that need to be inspected for cracks due to previous in-service failures. The car owners have requested that these cars be re-inspected every six months as long as they remain in service without modification. Cars found with cracks in the connectors need to be sent home for modification.

Create Private Advisory

The steps, fields and options for creating a private advisory are the same as [Create Advisory](#). The difference is that submitting this advisory makes it private and only available to the company mark used at login. If you are assigned to multiple marks and want to change the mark after opening the application, select the mark in the top right corner of the page next to your ID and select the appropriate mark for a private advisory.

Exhibit 26. Changing Assigned Mark



1. Select **Create Private Advisory** on the main menu. The Create Private Advisory form is displayed.
2. The **Assigning Report Marks** and **Final Inspection Marks** sections are different from the Create Advisory form. The **Assigning Report Mark** will be the mark selected at login and this field cannot be changed. The **Final Inspection Marks** field can be edited.

Exhibit 27. Create Private Advisory

3. Other differences when creating private advisories include:
 - a. The **XX (Restricted at Interchange) Severity Level** is not listed for **EI** or **SH** advisories
 - b. The **Component Registry** checkbox is not included in the form.
4. Create private advisories by following the same steps and processes for [Create Advisory](#).

5. When using Equipment Advisory queries ([Query Equipment](#), [Query Advisories](#) and [Query Transaction Log](#)), check the **Show Private** checkbox to include your mark's private advisories in the search results.

Exhibit 28. Check Private Advisory in Queries



Report Inspection

The Report Inspection function is restricted to authorized users as established by each Company Equipment Advisory or SSO Administrator and is not displayed to unauthorized users. Inspection updates may also be further restricted to specific equipment marks, as determined by the associated advisory. See [Exhibit 9](#) for more information on inspection authorizations.

Reporting Inspections can be done directly from the menu as described below or from a query ([Report Inspections from a Query](#)).

Report Inspections

Select **Report Inspections** on the main menu. The Report Inspections panel is displayed.

Exhibit 29. Report Inspections



The screenshot shows a web interface window titled "Select Equipments". Inside the window, there is a sub-section titled "Validate Equipments". Below this title is a text input field with the placeholder text "Enter equipment(s)". At the bottom of the window, there are two buttons: "Validate" and "Continue".

Use the following procedure to report inspections. Reporting Inspections has multiple steps that must be completed to submit inspections:

1. [Enter Equipment IDs](#)
2. [Validate Equipment IDs](#)
3. [Enter Inspection Data](#)
4. [Validate Inspections](#)
5. [Submit Inspections](#)

1. Enter Equipment IDs

1. Enter or paste one or more Equipment IDs from a spreadsheet or list. They can be separated by comma, space, hyphen or Enter key. Up to 50 equipment IDs can be validated at one time (e.g., RAIL500-549).

Exhibit 30. Report Inspections after entering Equipment ID

2. Select **Validate** and continue with [Validate Equipment IDs](#).

2. Validate Equipment IDs

When you have entered one or more Equipment IDs and selected Validate, the validation results are displayed.

Exhibit 31. Report Inspection after Validation

Eligible for inspection	Not eligible for inspecti...	Reason
RAIL0000000056		

If equipment is identified in the Eligible for Inspection column, select **Continue** and continue to the next step with [Enter Inspection Data](#).

3. Enter Inspection Data

When the Equipment ID(s) validate successfully and you have selected Continue, the Report Inspection panel displays a table of Equipment IDs with their related advisory types and numbers.

Exhibit 32. Report Inspections Eligible Equipment

Report Inspection

Inspection Report

Validate Inspection(s)
Submit Inspection(s)

Eligible Equipments

Equipmen...	Advisory Category	Advisory Number	Location On Car	Inspection Date	Inspection Code	Message
RAIL0000000...	IN	3003		Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	164		Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	108		Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	263	1	Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	263	2	Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	263	3	Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	263	4	Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	13		Inspection Date	Inspection Code ▼	Add Location
RAIL0000000...	EI	259	1	Inspection Date	Inspection Code ▼	Add Location

1. For each occurrence of the equipment ID, select the following:
 - a. **Inspection Date.** Select the calendar icon to select the correct date of inspection. The date cannot be in the future.
 - b. **Inspection Code.** Valid values and definitions are listed in the table below. For further details, refer to AAR Interchange Rule 125 in the *Office Manual of the AAR Interchange Rules*.

Note: For information about ordering the *AAR Interchange Rules*, call 1-877-999-8824 or visit www.aarpublications.com.

Exhibit 33. Activity Codes and Definitions

Activity Code	Definition	Advisory Status
MH	Car inspected, defect found, repaired and returned to service.	Close
MR	Car inspected, no defect found, and returned to service.	Close
MO	Car inspected, does not meet the requirements of the Advisory.	Close
ME	Car inspected, defect found, and owner contacted for disposition through DDCT. Moving to shop for attention.	Open
MW	Car inspected; defect found; to be dismantled.	Open
MZ	Car inspected; moving unrepaired for unloading.	Open
MP	An Activity Code was reported in error. The Activity Code is nullified, and the car is reverted to prior severity code. A nullification can only be reported by the reporter of the prior activity code or the AAR.	Open
Activity Code	Definition (AAR Use Only)	Advisory Status
MB	Advisory cancelled by AAR.	Close
MI	Car deleted from Umler.	Close
MN	Car incorrectly added to Advisory.	Close

- When all entries have been made, select **Validate Inspection**. Continue with [Validate Inspections](#).

4. Validate Inspections

After you select **Validate Inspections**, the system compares the Inspection Code selected to the requirements of the related advisory, and displays the results in the **Message** column ([Exhibit 34](#)).

Exhibit 34. Report Inspections Validated

Equipment ID	Advisory Category	Advisory Number	Location On Car	Inspection Date	Inspection Code	Message	
RAIL0000000056	EI	13		1/14/2021	ME - CAR INSPECTED AND MOVING TO SHOP.	Inspection Validation Successful.	Add Location
RAIL0000000056	EI	13					Add Location
RAIL0000000056	SH	4008		1/15/2021	MN - EQUIPMENT WAS INCORRECTLY ADDED.	Inspection Validation Successful.	Add Location

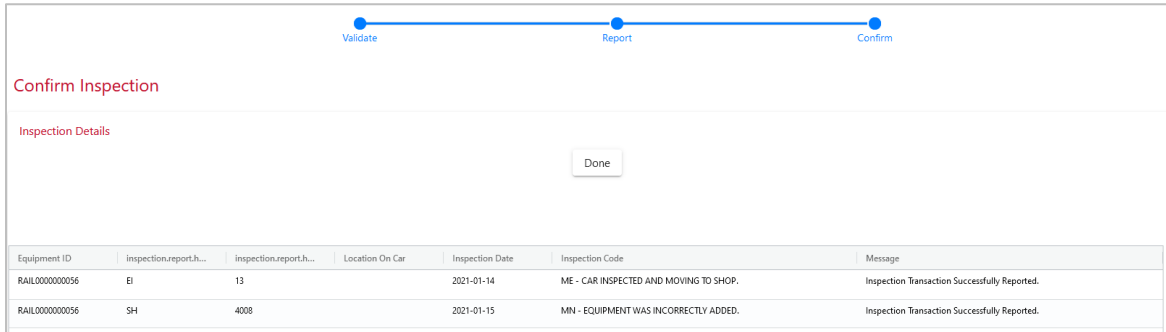
If all validate properly, continue with [Submit Inspections](#).

Note: If validation is not possible, view the advisory to see what restrictions might have been involved in the advisory for the car.

5. Submit Inspections

When inspections have validated successfully, select **Submit Inspection**, and the panel redisplay with a successful submission message.

Exhibit 35. Report Inspections Successful Submission



The screenshot shows a confirmation screen for an inspection. At the top, a progress bar indicates three steps: 'Validate', 'Report', and 'Confirm'. Below the progress bar, the text 'Confirm Inspection' is displayed in red. Underneath, there is a section titled 'Inspection Details' containing a 'Done' button. At the bottom of the screen is a table with the following data:

Equipment ID	inspection.report.h...	inspection.report.h...	Location On Car	Inspection Date	Inspection Code	Message
RAIL0000000056	EI	13		2021-01-14	ME - CAR INSPECTED AND MOVING TO SHOP.	Inspection Transaction Successfully Reported.
RAIL0000000056	SH	4008		2021-01-15	MN - EQUIPMENT WAS INCORRECTLY ADDED.	Inspection Transaction Successfully Reported.

Note: If the inspection was submitted incorrectly, it can be rolled back using the Query Transaction Log task. See [Rollback Inspection](#).

Select **Done** to return to the Home page.

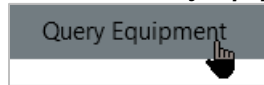
Report Inspections from a Query

Note: The Report Inspections button is only displayed in query results to users authorized in SSO to report inspections.

Use the following procedure to report inspections from an equipment query:

1. Select **Query Equipment** from the main menu.

Exhibit 36. Query Equipment Menu Item



2. To narrow your search:
 - a. Enter one or more known **Equipment IDs** delimited by space, comma, hyphen or Enter key. A list of IDs can be pasted in this field from a spreadsheet.
 - b. Enter one or more **Advisory Numbers**. Use the search icon to search for and view multiple Advisory Numbers.
3. Select **Search**. The Search Results are shown below the Search Criteria.

Exhibit 37. Query Equipment Search Results

Query Equipment

Search Criteria

Basic Search

Equip ID

Advisory Numbers

Toggle Adv. Search

Partial Title / Text

Advisory Type

EI

IN

SH

Private Advisory Show Private

Search Count Reset

Search Results

Max Number of Results 1000

REPORT INSPECTION

EXPORT TO CSV REFRESH

Equipment ID	Advisory ID	Mark Owner	UmlerOwner	Lessee	Mech Desig	Equip Status	Assign Date	EIN
<input type="checkbox"/> RAIL0000000001	EI-0001						2020-03-19	0009899883
<input type="checkbox"/> RAIL0000000056	EI-0001	RAIL	RAIL		RB	I	2020-03-19	0010194399
<input type="checkbox"/> RAIL0000000008	EI-0001	CRDX	CRDX		T	A	2020-03-20	0010262710
<input type="checkbox"/> RAIL0000000004	EI-0001	RAIL	RAIL		T	P	2020-03-19	0010269812
<input type="checkbox"/> RAIL0000000002	EI-0002	RAIL	CP	AARE	XM	A	2020-03-18	0010161029
<input type="checkbox"/> RAIL0000000108	EI-0002	CEFX	CEFX		LO	A	2020-03-20	0010168747
<input type="checkbox"/> RAIL0000000109	EI-0002	CEFX	CEFX		LO	A	2020-03-20	0010168748
<input type="checkbox"/> RAIL0000000110	EI-0002	CEFX	CEFX		LO	A	2020-03-20	0010168749

4. Select one or more rows by clicking inside the checkbox of the appropriate Equipment ID(s) in the first column. Use the scroll bar on the right to view the entire list. You can also use the **Ctrl** key to select nonadjacent rows or the **Shift** key to select a block of IDs.
5. Select **Report Inspections**.
6. Follow the remaining [Report Inspections](#) steps starting in step [2. Validate Equipment IDs](#).

Query Equipment

Equipment Advisory has an equipment query that enables you to search for equipment using:

- [Basic Equipment Query](#)
- [Advanced Query](#)

To query on advisories instead of equipment, see [Query Advisories](#).

Note: Tasks available from the query results panels vary depending on your permissions.

Basic Equipment Query

Use the following procedure to query advisories:

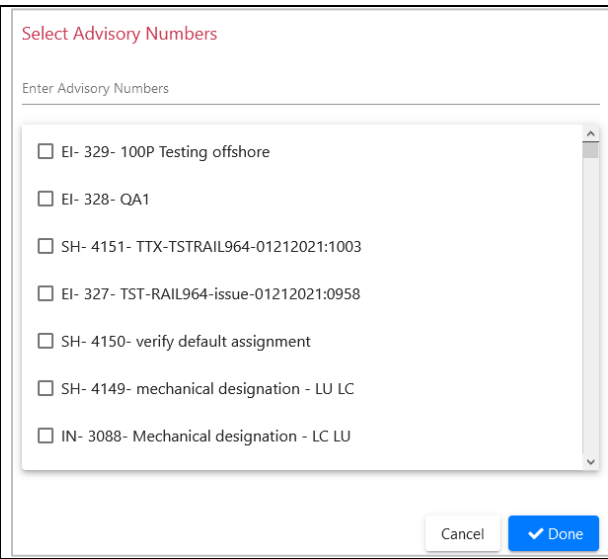
1. Select the **Query Equipment** menu item. The Search Criteria page for Query Equipment is displayed for a basic query.

Exhibit 38. Basic Equipment Query

1. Enter any appropriate fields that may narrow your search. Fields for the Basic Search are shown below.

Exhibit 39. Equipment Basic Search Field Descriptions

Field	Description
Equipment ID	Enter known Equipment IDs separated by commas, hyphen, space or Enter key. Ranges are supported (e.g., RAIL301-305). End wildcard (*) is also supported (RAIL00000003*).
Advisory Numbers	Enter known advisory numbers or partial advisory numbers separated by a space or commas. To view a multiple selection list, select the search icon. <i>Exhibit 40. Select Advisory Numbers</i>

		
Partial Title	Enter a string of text that is part of the title or text within advisories.	
Advisory Type	Select one or more advisory types: Equipment Instructions , Informational Notice and/or Special Handling to include them in the search results. All three are selected as the default.	
Private Advisory	Select Show Private to include private advisories for your mark in the search results.	

3. Select the **Toggle Adv. Search** link to include advanced fields. See [Advanced Query](#) for details.
4. Select **Search**. Descriptions for the action buttons are in the table below.

Exhibit 41. Query Equipment Action Buttons

Action	Description
Search	Executes the search with limit of 1000 records.
Count	Counts the number of records a search would produce. Use this when there is the possibility the numbers might exceed 1000 records.
Reset	Resets the Search Criteria to its defaults.

5. The **Search Results** page is displayed. Use the scrollbar and page arrows at the bottom to view all advisories.

Exhibit 42. Equipment Query Search Results

Query Equipment

Search Criteria

Search Results

Max Number of Results 1000

REPORT INSPECTION EXPORT TO CSV REFRESH

Equipment ID	Advisory ID	Equip Sta...	Assign D...	Severity	Next Escalation D...	Location	Equipment Gro...	Mech Desig	Mark Owner	Umlier Owner	Lessee	EIN
<input type="checkbox"/> RAIL0000000666	EI-0029	I	2022-10-17	A2	2023-10-18		BOXC	RB	RAIL	RAIL		0010410462
<input type="checkbox"/> RAIL0000000002	SH-4002	A	2021-06-08	A2	2022-06-09		LOCO	D	RAIL	RAIL		0010161029
<input type="checkbox"/> RAIL0000000222	EI-0200	P	2021-06-23	XX		3, 4	LOCO	D	RAIL	RAIL		0010476993
<input type="checkbox"/> RAIL0000000367	EI-0200	I	2021-06-23	XX		3, 4	FLAT	MWVF	RAIL	RAIL		0009525290
<input type="checkbox"/> RAIL0000000641	EI-0200	P	2021-06-23	XX		3, 4	FLAT	MWVF	RAIL	RAIL		0009525290
<input type="checkbox"/> RAIL0000000303	EI-0200	I	2021-06-23	XX		3, 4	BOXC	XL	RAIL	RAIL		0010113229
<input type="checkbox"/> RAIL0000000024	EI-0241	I	2021-06-29	XX		1, 2, 3	HOPP	LO	RAIL	RAIL		0010456674
<input type="checkbox"/> RAIL0000000025	EI-0241	A	2021-06-29	XX		1, 2, 3	FLAT	FD	RAIL	RAIL		0010327583
<input type="checkbox"/> RAIL0000000013	EI-0183	I	2021-10-22	A1	2023-01-22		BOXC	RB	RAIL	RAIL		0010230901
<input type="checkbox"/> RAIL0000000900	EI-0183	I	2021-10-22	A1	2023-01-22		BOXC	RB	RAIL	AARE		0010230901
<input type="checkbox"/> RAIL0000000025	IN-3022	A	2022-10-24	A9			FLAT	FD	RAIL	RAIL		0010327583
<input type="checkbox"/> RAIL0000000024	EI-0297	I	2021-08-22	XX		1, 3, 6, AR	HOPP	LO	RAIL	RAIL		0010456674
<input type="checkbox"/> RAIL0000000025	EI-0297	A	2021-08-22	XX		1, 3, 6, AR	FLAT	FD	RAIL	RAIL		0010327583
<input type="checkbox"/> RAIL0000000081	IN-3000	A	2021-08-23	A9			BOXC	RB	RAIL	RAIL		0010306660

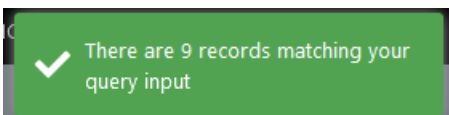
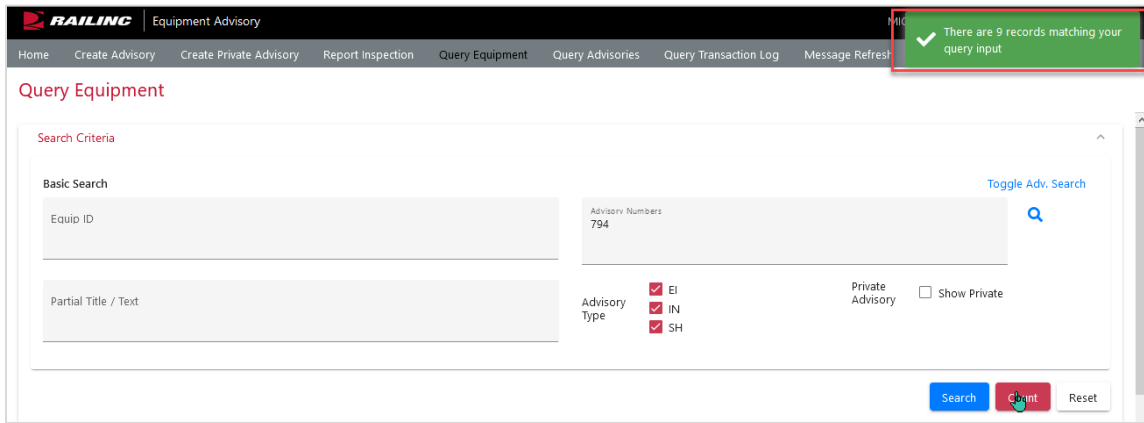
Actions allowed on this page include:

- a. Sort data by selecting the appropriate column heading.
- b. Export the results to a spreadsheet by selecting the **Export to CSV** link. See [Export to CSV](#) for details.
- c. Refresh the results by selecting the **Refresh** link.
- d. Report Inspections for listed equipment (authorized users only):
 - Select equipment ID rows by clicking inside of the checkbox in the first column. Use the **Ctrl** key while selecting nonadjacent rows or use the **Shift** key to select a block of IDs.
 - Report inspections by selecting **Report Inspections**. See [Report Inspections](#) for details.

Count Results

Search results can be quite large, so it’s recommended that you check the count of the results before running the query. Enter your query criteria and select the **Count** button. The count will appear in a green message in the top right corner.

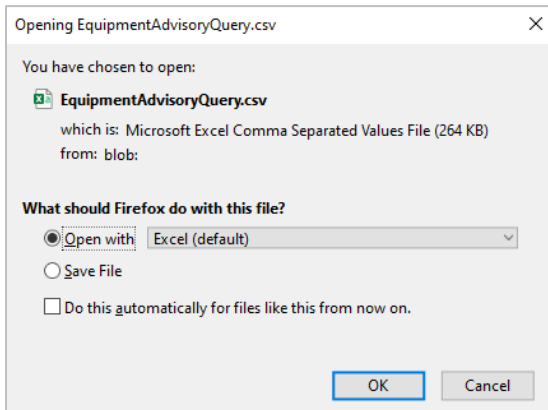
Exhibit 43. Equipment Query Count Results



Export to CSV

Select **Export to CSV**. The File Download panel is displayed ([Exhibit 44](#)).

Exhibit 44. File Download



If you select **Open**, the file downloads to a temporary directory and then opens in the local spreadsheet application (e.g., Excel) for immediate viewing. Select **Save** to save the downloaded file to a specified local directory. **Save** is recommended for files with large counts.

Note: When a spreadsheet is opened directly, you must intentionally save the output file while in the spreadsheet before exiting.

Exhibit 45. CSV file opened in Excel

	A	B	C	D	E	F	G	H	I
1	Equipment ID	Advisory ID	Mark Owner	UmlerOwner	Lessee	Mech Desig	Equip Status	Assign Date	EIN
2	AARE0000000022	EI-0279	AARE	AARE		XP	A	12/11/2020	1798930
3	AARE00000000333	EI-0105	AARE	AARE		D	P	6/15/2020	9976908
4	AARE00000000333	EI-0108	AARE	AARE		D	P	6/17/2020	9976908
5	AARE00000000333	EI-0110	AARE	AARE		D	P	6/19/2020	9976908
6	AARE00000000333	EI-0164	AARE	AARE		D	P	8/16/2020	9976908
7	AARE00000000333	EI-0166	AARE	AARE		D	P	8/6/2020	9976908
8	AARE00000000333	EI-0167	AARE	AARE		D	P	8/6/2020	9976908
9	AARE00000000333	EI-0169	AARE	AARE		D	P	8/7/2020	9976908
10	AARE00000000333	EI-0169	AARE	AARE		D	P	8/6/2020	9976908
11	AARE00000000333	EI-0171	AARE	AARE		D	P	8/6/2020	9976908

Advanced Query

An advanced query can be used to incorporate some of the search criteria used in Umler to find specific advisories. Processing occurs as described in the Basic Query section of all the query types and the fields available are the same: [Query Equipment](#), [Query Advisories](#) and [Query Transaction Log](#). The additional criteria can help restrict equipment lists for further processing.

When you click on the **Toggle Adv. Search** link in the upper right corner, **Umler Data** fields are displayed to the right of the **Basic Search**. Click on it again to hide these additional fields.

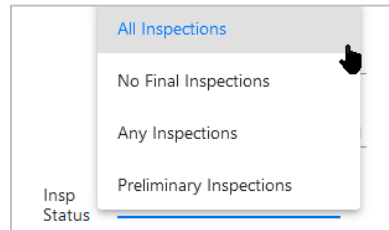
Exhibit 46. Advanced Query Fields

The screenshot shows the 'Transaction Log Query' interface. It is divided into two main sections: 'Basic Search' and 'Umler Data'.
Basic Search: Includes fields for Start Date (1/20/2020), Time (12:00 AM), End Date (1/20/2021), and Time (11:59 PM). There are checkboxes for 'Equipment Instructions', 'Informational Notice', and 'Special Handling'. A search box labeled 'Advisory Numbers' and 'Enter equipment(s)' is present. A 'Toggle Adv. Search' link is highlighted with a red box.
Umler Data: This section is only visible when the advanced search is toggled on. It includes several optional fields: 'Mech Degn', 'Umler Owner', 'EINs', 'Lessees', 'Maint Parties', and 'Mark Owners'. There are also checkboxes for 'Equip Status' (Active, Inactive, Pre-Registered).
Equip Data: This section includes date pickers for 'Equip Asgn' (From and To) and 'Equip Insp' (From and To), along with a dropdown for 'Insp Status' set to 'All Inspections'.
 At the bottom, there are 'Search', 'Count', and 'Reset' buttons.

All **Umler Data** fields are optional and are described in the [Umler User Guide](#). These include:

- **Mechanical Designations**
- **Umler Owners**
- **EINs**
- **Lessees**
- **Maintenance Parties**

- **Mark Owners** (Stenciled Mark Owner)
- **Equipment Status**—Active, Inactive or Pre-Registered
- **Equipment Assigned** – Enter **From:** and **To:** dates or use the calendar icons 📅 to select a range of dates the equipment was added/assigned to the advisory.
- **Equipment Inspected** – Enter **From:** and **To:** dates or use the calendar icons 📅 to select a range of dates when the equipment was inspected.
- **Inspection Status** can be selected from the drop-down. Valid values are:



Query Advisories

Equipment Advisory has an advisories query function that enables you to search for advisories using:

- [Basic Advisories](#)
- [Advanced Query](#)

To query on equipment instead of advisories, see [Query Equipment](#).

Note: Tasks available from the query results panels vary depending on your permissions.

Basic Advisories Query

Use the following procedure to query advisories:

2. Select the **Query Advisories** menu item. The Search Criteria page for Query Advisories is displayed for a basic query.

Exhibit 47. Query Advisories Basic Query With Defaults

The screenshot shows the 'Query Advisories' search interface. At the top, there's a 'Search Criteria' section with a 'Toggle Adv. Search' link. Below this, there are three main filter areas: 'Private Advisory' with a 'Show Private' checkbox; 'Advisory Type' with three checked options: 'Equipment Instructions', 'Informational Notice', and 'Special Handling'; and 'Advisory Status' with three unchecked options: 'Published', 'Draft', and 'Submitted'. There are three input fields: 'Advisory Numbers', 'Partial Title', and 'Enter equipment(s)'. At the bottom right, there are 'Search', 'Count', and 'Reset' buttons. Below the search area, the 'Search Results' section displays 'No Equipment Found'.

3. Enter any appropriate fields that may narrow your search. Fields for the Basic Search are shown below.

Exhibit 48. Advisories Basic Search Field Descriptions

Field	Description
Private Advisory	Select Show Private to include private advisories for your mark in the search results.
Advisory Type	Select one or more advisory types: Equipment Instructions , Informational Notice and/or Special Handling to include them in the search results. All three are selected as the default.
Advisory Status	Select one or more advisory statuses: Published , Draft and/or Submitted to include them in the search results. Published is selected as the default.
Advisory Numbers	Enter known advisory numbers or partial advisory numbers separated by a space or commas. To view a multiple selection list, select the search icon (Exhibit 40).
Enter Equipment	Enter known Equipment IDs separated by commas, hyphen, space or Enter key. Ranges are supported (e.g., RAIL301-305). End wildcard (*) is also supported

	(RAIL0000003*).
Partial Title	Enter a string of text that is part of the title or text within advisories.

6. Select the **Toggle Adv. Search** link to include advanced fields. See [Advanced Query](#) for details.
7. Select **Search**. Descriptions for the action buttons are in the table below.

Exhibit 49. Query Advisories Action Buttons

Action	Description
Search	Executes the search.
Count	Counts the number of records a search would produce. Use this when there is the possibility the numbers might exceed 1000 records.
Reset	Resets the Search Criteria to its defaults.

8. The **Search Results** page is displayed. Use the scrollbar and page arrows at the bottom to view all advisories.

Exhibit 50. Query Advisories Search Results

Query Advisories

Search Criteria

Search Results

Page Size: 10

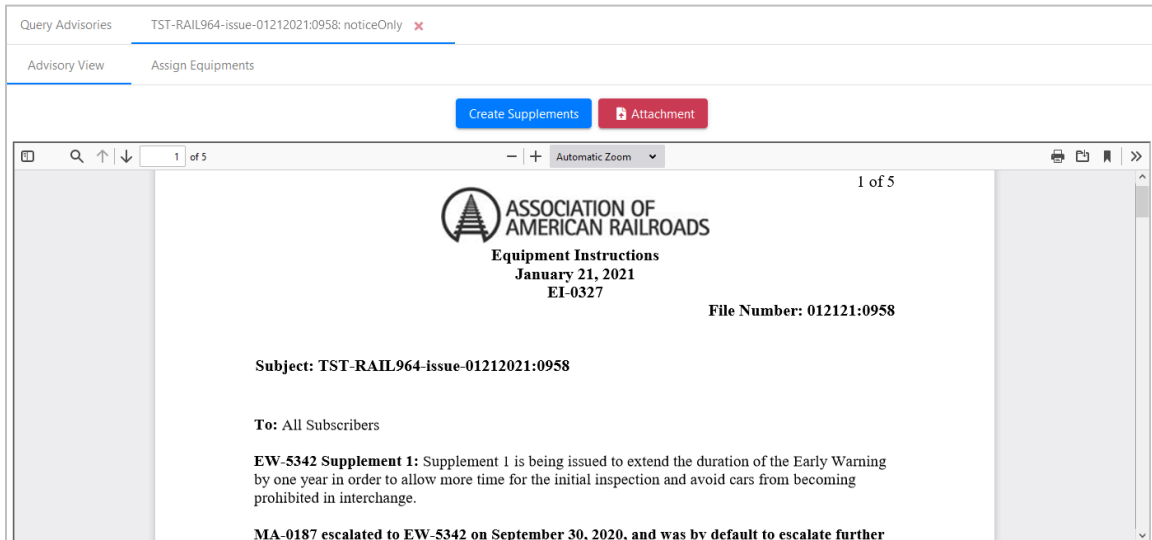
EXPORT TO CSV REFRESH

Advisory Name	Title	Supp #	Effective Date	Equip. Assl...	Equip. Curr. Assl...	Escalation Crite...	XX Count	A1 ...	A2 ...	A9 ...	Component ...	File #	Status
EI-0377	EFM Test 2	0	2022-11-09	1	1	Duration	0	0	1	0	false	123456	PUBLISHED
EI-0376	QA	0	2022-10-24	6	5	Duration	1	0	4	0	false	1245	PUBLISHED
EI-0375	QA	0	2022-10-24	0	0	Duration	0	0	0	0	false	111	PUBLISHED
EI-0374	QATest JMS	0	2022-10-05	3	2	Duration	0	1	1	0	false	23565	PUBLISHED
EI-0373 Supplem	QA test	1	2022-09-30	20	10	Replenish	0	0	10	0	false	123	PUBLISHED
EI-0372	QA-testattachment	0	2022-09-21	0	0	Duration	0	0	0	0	false	98765	PUBLISHED
EI-0371	DDCT-EA Integration	0	2022-09-02	1	0	Duration	0	0	0	0	false	7865	PUBLISHED

1 to 10 of 428 Page 1 of 43



9. Select an **Advisory Name** link in the first column to open the advisory. The advisory view is displayed.

Exhibit 51. Advisory View of Equipment Instruction



10. Select an Advisory View action. See the available actions below.

Exhibit 52. Advisory View Processing Options

Action	Description
Assign Equipment	The Assign Equipment tab opens the Assign Equipment page as seen in Exhibit 16 . See Assign Equipment after Submitting for more information. Note: You must be authorized to add equipment.
Create Supplement	The Create Supplements button opens the Create Supplements page as seen in Exhibit 22 . Use this form to adjust the advisory content creating a supplement to the advisory. See Create a Supplement for details.
Attachment	The Attachment button opens the Attachment window so you can view existing, attach new, or remove unneeded files for the advisory. See Attachments for details.
Download a PDF	  Depending on the browser used, clicking on the save or download icon starts the download process to save the PDF to your local computer (Firefox and Chrome pictured). See Download a PDF .

Count Results

Count results for Advisory View are generally quite low, as seen in ([Exhibit 53](#)). Equipment counts are higher (see [Exhibit 43](#)).

Exhibit 53. Count Results for Advisory View

The screenshot shows the RAILING Equipment Advisory interface. At the top, a navigation bar includes links for Home, Create Advisory, Create Private Advisory, Report Inspection, Query Equipment, Query Advisories, Query Transaction Log, and Message Refresh. A green notification box in the top right corner states: "There are 1 records matching your query input". Below the navigation bar, the "Query Advisories" section is active. It features a "Search Criteria" area with the following options:

- Basic Search:** Private Advisory Show Private
- Advisory Type:**
 - Equipment Instructions
 - Informational Notice
 - Special Handling
- Advisory Status:**
 - Published
 - Draft
 - Submitted

Search fields include "Advisory Numbers" (containing "794"), "Enter equipment(s)", and "Partial Title". A "Toggle Adv. Search" link is located on the right. At the bottom right, there are buttons for "Search", "Count", and "Reset".

Attachments

You can add or remove attachments from the **Advisory View** ([Exhibit 51](#)) without having to issue a Supplement. When you select the **Attachment** button on the Advisory View page, an Attachments window opens ([Exhibit 54](#)) allowing you to:

- [Add Attachments](#)
- [View Attachments](#)
- [Delete Attachments](#)

Exhibit 54. Attachments

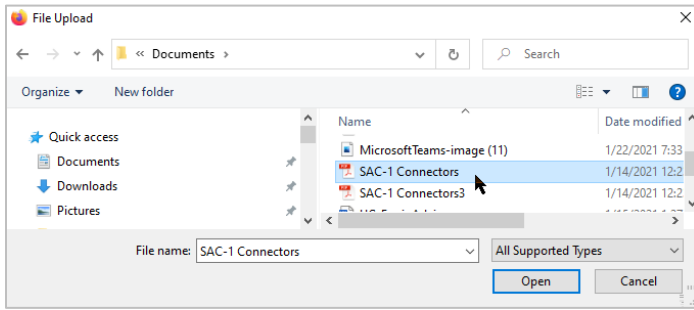
The screenshot shows the "Attachments | EI 500873" window. It contains a "File" field with a "Choose File (1 MB max) *" button and a file upload icon. Below it is a "Comment" field. An "Attach File" button is located below the comment field. At the bottom of the window, it displays "No Attachment Found" and two buttons: "Cancel" and "Upload".

Add Attachments

Attachments up to 1 MB can be uploaded to Equipment Advisory. Accepted file formats include DOC, PDF, JPG, PNG, BMP, XLS, CSV, and TXT. Use the following procedure to attach a file:

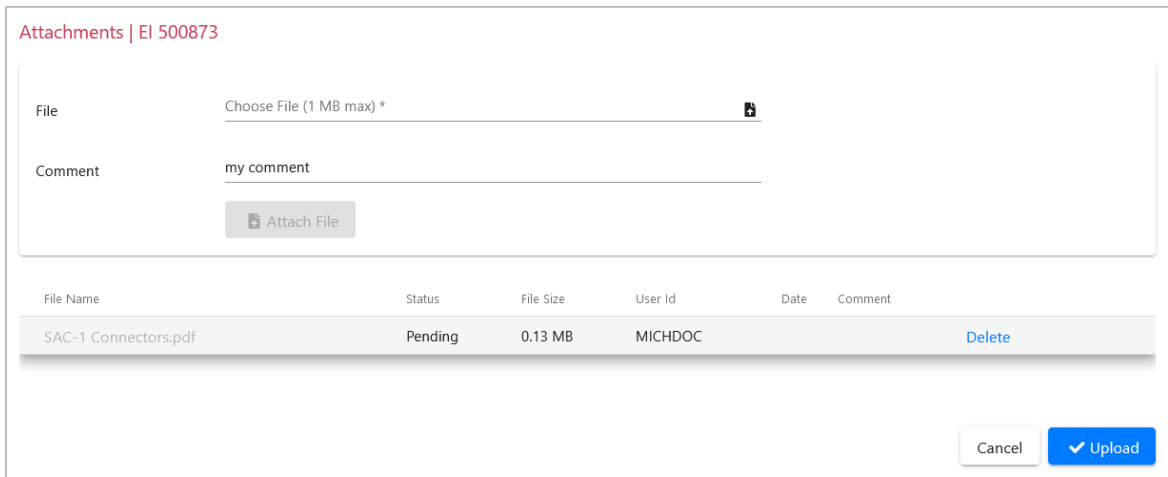
1. While in Advisory View, select the **Attachment** button.
2. The Attachments window opens. Select the upload icon ([Exhibit 54](#)) to browse for files.
3. The File Upload for File Explorer is displayed ([Exhibit 55](#)). Choose the file and select **Open**.

Exhibit 55. Select File



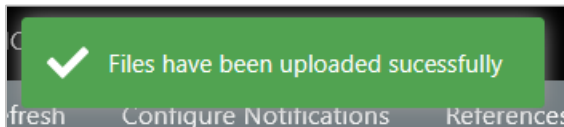
4. Select **Attach** to attach the file and enter a comment to explain the attached file.

Exhibit 56. File Attached Prior to Upload



5. Select **Upload**. A success message is displayed in the upper right.

Exhibit 57. File Upload Success Message



View Attachments

Once an attachment has been uploaded to an advisory, they are available to view in Advisory View.

1. While in Advisory View, select the **Attachment** button. If attachments exist, the Attachments window shows attached files in the table ([Exhibit 58](#)).

Exhibit 58. Attachments with a Single File Attached

Attachments | EI 500873

File

Comment

File Name	Status	File Size	User Id	Date	Comment
SAC-1 Connectors.pdf	Uploaded	0.13 MB	ITCXB01	01/22/2021	Delete

2. Select the **File Name** link to view the attachment. You can choose to **Open** or **Save** the attachment.
 - a. When **Open** is selected, the attachment launches the appropriate application to view the file.
 - b. When **Save** is selected, you can save the downloaded file to a specified local directory.
3. When finished viewing or saving the attached file, select **Cancel** to close the Attachments window.


Delete Attachments

Attachments that are no longer needed, or added accidentally, can be deleted.

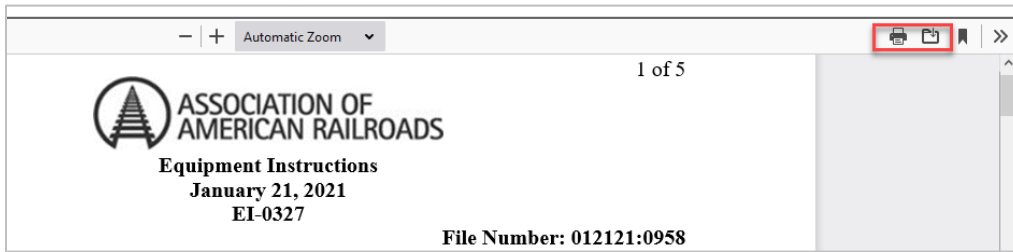
1. While in Advisory View, select **Attachment**. If attachments exist, the Attachments window shows attached files in the table ([Exhibit 58](#)).
2. Select the **Delete** link for the file you want to delete. The file is deleted from the Attachment window without a confirmation.
3. Select **Cancel** to close the Attachments window.

Download a PDF

When in **Advisory View**, you can save the PDF to your local computer by selecting the Download icon. The Download icon may be different depending on the browser used:

 for Firefox and  for Chrome (Internet Explorer is not supported by Railinc)

See [Exhibit 59](#) for the Firefox example. The printer icon, which appears next to the download icon, enables you to print the PDF.

Exhibit 59. Print or Download a PDF

Using the copy/paste function in the PDF, you can copy the equipment list from the bottom of the PDF to paste into Equipment Advisory or other applications and documents.

When finished viewing, printing, or saving the PDF, close the window by clicking the **X** in the top right corner.

Query Transaction Log

The Query Transaction Log function is used to view the transaction log of activity over a specified period of time. It can also be used by authorized users to back out incorrectly reported inspections or to see what had changed for a supplement.

- [Basic Advisories](#)
- [Advanced Query](#)

Basic Transaction Log Query

Use the following procedure to view a transaction log:

1. Select **Query Transaction Log**. The Transaction Log page is displayed ([Exhibit 60](#)).

Exhibit 60. Transaction Log Defaults and Advisory Number Entry

2. Enter your search criteria:
 - a. Default **Date/Time** is one year from the current date. Change as appropriate.

- b. Select the **Advisory Type** (all selected as the default).
 - c. Select **Show Privacy** to show private advisories that match your criteria.
 - d. (Optional) Enter **Advisory Numbers**. Use the Search icon to view a multiple selection pick list ([Exhibit 40](#)).
 - e. (Optional) Enter **Equipment ID(s)**. These can be pasted in from a spreadsheet.
 - f. For entering advanced criteria, select the **Toggle Adv Search** link in the top right corner of the page. Only Umler Data can be specified. For more information, see [Advanced Query](#).
3. When criteria are set, select **Search**. The **Transaction Log Query** page displays a list of records matching the input ([Exhibit 61](#)).

Exhibit 61. Transaction Log Query Results

The screenshot shows a web interface for 'Transaction Log Query' with a 'Results' tab. It includes a 'Page Size' dropdown and an 'EXPORT TO CSV' button. The main table lists various equipment IDs, transaction types (Inspection or Assignment), advisory numbers, locations, companies, user IDs, assignment and inspection dates, inspection categories, EINs, system generation status, and log timestamps.

Equip ID	Transaction ...	Advisory Type	Advisory Number	Location	Company	User ID	Assignment ...	Inspection D...	Inspection C...	EIN	System Generated	Log TS
<input type="checkbox"/> CSYX0000013304	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001737549	Y	12/8/2022, 10:07:3...
<input type="checkbox"/> TTGX0000992509	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0000094394	Y	12/8/2022, 10:07:0...
<input type="checkbox"/> TTGX0000992509	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0000094394	Y	12/8/2022, 10:06:4...
<input type="checkbox"/> BNSF0000300170	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001140463	Y	12/8/2022, 9:46:58...
<input type="checkbox"/> TTGX0000710684	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001608978	Y	12/8/2022, 9:46:56...
<input type="checkbox"/> TTGX0000992205	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0000094108	Y	12/8/2022, 9:46:48...
<input type="checkbox"/> TTGX0000710684	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001608978	Y	12/8/2022, 9:46:42...
<input type="checkbox"/> WACX0000151147	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001676628	Y	12/8/2022, 9:39:04...
<input type="checkbox"/> HMBX0000292910	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001762249	Y	12/8/2022, 8:56:52...
<input type="checkbox"/> HMBX0000292910	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001762249	Y	12/8/2022, 8:56:39...

Content can be sorted, selected, unselected, and details viewed. For selected records, inspections can be rolled back with users who have the appropriate permission.

Rollback Inspection

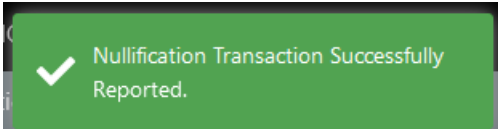
Use the following procedure to view and rollback inspections:

Exhibit 62. Transaction Log Query for Inspection Rollback

Equip ID	Transaction...	Advisory Type	Advisory Number	Location	Company	User ID	Assignment...	Inspection ...	Inspection ...	EIN	System Genera...	Log TS
<input type="checkbox"/> CSYX00000133...	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001737549	Y	12/8/2022, 10:07...
<input type="checkbox"/> TTGX000009925...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0000094394	Y	12/8/2022, 10:07...
<input type="checkbox"/> TTGX000009925...	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0000094394	Y	12/8/2022, 10:06...
<input type="checkbox"/> BNSF00003001...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001140463	Y	12/8/2022, 9:46...
<input type="checkbox"/> TTGX000007106...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001608978	Y	12/8/2022, 9:46...
<input type="checkbox"/> TTGX000009922...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0000094108	Y	12/8/2022, 9:46...
<input checked="" type="checkbox"/> TTGX000007106...	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001608978	Y	12/8/2022, 9:46...
<input type="checkbox"/> WACX00000151...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001676628	Y	12/8/2022, 9:39...
<input type="checkbox"/> HMBX00000292...	Assignment	IN	3000		DDUN	DDUN	2022-12-08			0001762249	Y	12/8/2022, 8:56...
<input type="checkbox"/> HMBX00000292...	Inspection	IN	3000		DDUN	DDUN		2022-12-08	MH	0001762249	Y	12/8/2022, 8:56...

1. To view details of an inspection, select the **Inspection** link in the **Transaction Type** column ([Exhibit 64](#)).
2. To rollback an inspection, select the checkbox of the record, and then select **Rollback Transaction**. The transaction is nullified, and this message is displayed.

Exhibit 63. Rollback Message



View Transaction Log Query Details

Transaction Log Query details can be used to determine exactly what had changed in a supplement. Use the following procedure to view Transaction Log Query details:

1. Search on a Transaction Log Query as described previously in [Exhibit 60](#).
2. From the Transaction Log Search Results ([Exhibit 61](#)), select the **Inspection** link in the **Transaction Type** column to view the transaction details.

Exhibit 64. Transaction Log Details - Inspection

Transaction Log Details - INSPECTION

Advisory Type: IN **Log ID:** 2020833 **Company:** DDUN
Advisory Number: 3000 **Log Timestamp:** 12/8/2022, 9:46:42 AM **User ID:** DDUN

Equip ID	EIN	Inspection Code	Inspection Location	Inspection Date
TTGX0000710684	0001608978	MH		2022-12-08

3. Select **Cancel** to return to the **Transaction Log Query** results or select **Rollback Transaction** to roll back the inspection.

Message Refresh

Message Refresh is used to recreate XML messages going out to the industry that may have been missed or that didn't sync properly with your system. The four different methods of messages include:

- Advisory Messages
- Equipment Assignments Messages
- Final Equipment Inspections Messages
- All Messages (set time within the last 7 days)

Exhibit 65. Message Refresh Requested

Message Refresh

Please specify message type to receive

Advisory
 All Messages (7 Day Maximum)

Equipment Assignments
 From: 5/19/2021
Time: --:--:--

Final Equipment Inspections
 To: 5/25/2021
Time: --:--:--

Advisory Numbers:
 Public
 Private

Equipment IDs:

NOTES:

Specify Equipment IDs to receive all assignments or inspections for the specified Equipment
 Provide an advisory number along with an Equipment ID to narrow down your results

Refresh Timing

Immediately distribute refresh messages

Schedule Refresh for:

Schedule Date Time: --:--:--

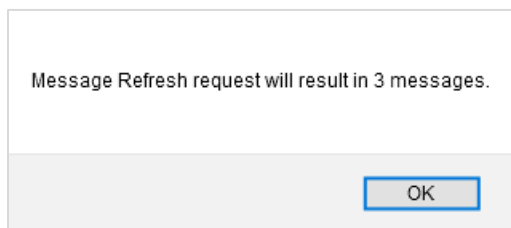
For a total refresh, please contact Railinc Customer Success Center by email at csc@railinc.com or by phone at 877-724-5462

Refresh History (Past 30 days and future)

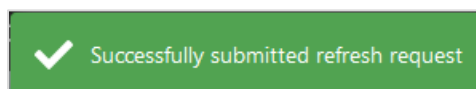
Created Date	Scheduled D...	Message Type	Private	Advisory Nu...	Equipment I...	From Date	To Date	Run Date	Completed D...	Status
5/25/21, 9:10 ...	5/25/21, 9:10 ...	All Messages	No	918		5/19/21, 12:00...	5/25/21, 12:00...			REQUESTED
5/21/21, 3:11 P...	5/21/21, 3:11 ...	Assignments	No	918				5/21/21, 3:12 ...	5/21/21, 3:12 ...	FINISHED
5/21/21, 2:31 P...	5/21/21, 2:31 ...	Advisory	No	918				5/21/21, 2:31 ...	5/21/21, 2:31 ...	FINISHED
5/21/21, 2:25 P...	5/21/21, 2:25 ...	Advisory	No	913				5/21/21, 2:26 ...	5/21/21, 2:26 ...	FINISHED
5/20/21, 4:21 P...	5/20/21, 4:21 ...	Advisory	No	4183				5/20/21, 4:21 ...	5/20/21, 4:21 ...	FINISHED
5/19/21, 1:07 P...	5/19/21, 1:07 ...	Assignments	No	264				5/19/21, 1:08 ...	5/19/21, 1:08 ...	FINISHED
5/19/21, 1:00 P...	5/19/21, 1:00 ...	Advisory	No	264				5/19/21, 1:01 ...	5/19/21, 1:01 ...	FINISHED
5/19/21, 12:18 ...	5/19/21, 12:18...	Advisory	No	263				5/19/21, 12:19...	5/19/21, 12:19...	FINISHED
5/17/21, 3:50 P...	5/17/21, 3:50 ...	Advisory	No	418				5/17/21, 3:50 ...	5/17/21, 3:50 ...	FINISHED
5/3/21, 2:18 PM	5/3/21, 2:18 PM	Inspections	No	794				5/3/21, 2:18 PM		ERROR
5/3/21, 2:18 PM	5/3/21, 2:18 PM	Advisory	No	794				5/3/21, 2:18 PM	5/3/21, 2:18 PM	FINISHED
5/3/21, 2:17 PM	5/3/21, 2:17 PM	Assignments	No	794				5/3/21, 2:18 PM		ERROR
5/3/21, 2:06 PM	5/3/21, 2:06 PM	Advisory	No	794				5/3/21, 2:10 PM	5/3/21, 2:10 PM	FINISHED
5/3/21, 2:04 PM	5/3/21, 2:04 PM	Advisory	No	794				5/3/21, 2:05 PM	5/3/21, 2:05 PM	FINISHED
5/3/21, 10:18 ...	5/3/21, 10:18 ...	Advisory	No	794				5/3/21, 1:53 PM	5/3/21, 1:53 PM	FINISHED

1. Select the Message Type. Selecting **All Messages** includes all types of messages (Equipment Advisory, Assignments and Final Equipment Inspections) within the previous 7 days. This is useful if your system was down for a day or three hours on a certain day. You can retrieve every type of message sent out during a specific period of time within the last 7 days by selecting the **From/To Date** and **Time**.
2. Select **Public** or **Private** notices. Select this first before selecting from **Advisory Numbers**.
3. Enter one or more **Advisory Numbers** or choose the search icon on the right of the **Advisory Numbers** entry field. Select the checkbox for one or more advisory and select **Done**. The choices in the drop-down list are dependent on whether you selected to search for **Public** or **Private** notices.
4. Specify one or more **Equipment IDs** to receive messages for just those equipment IDs.
5. To narrow your search, specify both **Advisory Numbers** and **Equipment IDs**.
6. Choose to distribute refresh messages immediately or schedule them to be sent for a specific date/time. This is useful when you want to send them out at a time when your traffic is slower.
7. The **Request History** section is a list of requests for message refresh for your mark from the past 30 days, including any future scheduled message refreshes.
8. Select **Count** for a pop-up box with the number of messages that will be sent out when your request is submitted. Select **OK** to close the pop-up box.

Exhibit 66. Message Refresh Count



9. Select **Submit** to submit your request. The count pop-up box appears with the number of messages. Select **OK** to submit the message refresh request or **Cancel** to cancel the request.



When a Message Refresh is successfully submitted a success message appears in the top right and the status of the request in the **Status** column is set to **Requested** as shown in [Exhibit 65](#). Refresh your browser page to view the updated status of **Finished** in the **Status** column. If the **Status** returns as **Error**, or if a total refresh is required, contact Railinc at csc@railinc.com or (877) 724-5462.

Exhibit 67. Message Refresh Finished

Refresh History (Past 30 days and future)

Created Date	Scheduled D...	Message Type	Private	Advisory Nu...	Equipment I...	From Date	To Date	Run Date	Completed D...	Status
5/25/21, 9:10 ...	5/25/21, 9:10 ...	All Messages	No	918		5/19/21, 12:00...	5/25/21, 12:00...	5/25/21, 9:11 ...	5/25/21, 9:11 ...	FINISHED

Configure Notifications

Configure Notifications is used to view a list of notification configurations used by Equipment Advisory.

Use the following procedure to set up users to receive email notifications:

1. Select **Configure Notifications**. The Configure Tickler Email page is displayed ([Exhibit 68](#)).

Exhibit 68. Configure Tickler Emails

The screenshot shows a web interface titled "Configure Tickler Emails". It contains a table with the following columns: Code, Description, Email Address, and Delete. Below the table is a blue button labeled "Add Subscription".

Code	Description	Email Address	Delete
310	Equipment Severity has escalated	[Redacted]	Delete
220	Equipment has been removed from a notice	[Redacted]	Delete
110	Notice has been created.	[Redacted]	Delete
110	Notice has been created.	[Redacted]	Delete
110	Notice has been created.	[Redacted]	Delete
210	Equipment has been assigned to a notice	[Redacted]	Delete
220	Equipment has been removed from a notice	[Redacted]	Delete
310	Equipment Severity has escalated	[Redacted]	Delete
120	Supplemental Notice has been created	[Redacted]	Delete
210	Equipment has been assigned to a notice	[Redacted]	Delete
120	Supplemental Notice has been created	[Redacted]	Delete

Notifications for these events are sent by email to the recipient email address shown in the Email Address column. All users with access to configure ticklers can add new and remove existing subscriptions.

2. To add new subscriptions, select **Add Subscription**.

Exhibit 69. Configure Tickler Emails

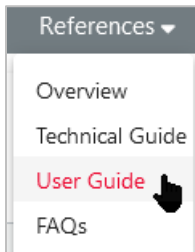
The screenshot shows a form for adding a subscription. It features a dropdown menu labeled "Select Tickler *" with the selected option "110 - Notice has been created.". Below the dropdown is a text input field labeled "Enter Email *". At the bottom right of the form are two buttons: "Cancel" and "Done".

- a. **Select Tickler** from the drop-down list.
 - b. Enter one or more valid email addresses separated by a semi-colon in the **Enter Email** field.
 - c. Select **Done**. A confirmation message displays and your entry appears in the list.
3. To remove subscriptions, select **Delete** in the **Delete** column for each entry you want to remove.

References

Select **References** on the main menu to view all training materials available for Equipment Advisory. Select **User Guide** to open the Equipment Advisory User Guide.

Exhibit 70. Equipment Advisory User Guide



To exit, close the document window by clicking the **X** in the top right corner.

Glossary

Term	Description
AAR	Association of American Railroads
Car Hire	Car Hire is a usage charge paid to car owners by railroads for the use of freight cars and appurtenances
EI/IN/SH Severity Level	The code used to represent the current severity of the EI/IN/SH equipment. These codes are indicative of the severity and inspection codes currently used in the TC/TCC fields of the Umler master record.
EI/IN/SH Advisory Status	Advisory statuses are Published, Draft or Submitted.
EI	Equipment Instructions is an Equipment Advisory that provides information about a safety issue or mechanical defect.
IN	Informational Notice is an Equipment Advisory that provides information about equipment for which action is not required; for example a Rule 115 DDCT incident.
SH	Special Handling is an Equipment Advisory that provides special car handling instructions when equipment should be treated in a specific manner; for example an approved waiver, qualification, or test program.
Mark	2–4 character abbreviation for a railroad, shipper, lease agent, shop, etc.
Pool Assignment Transaction	The Umler transaction set used for assigning equipment to an equipment pool, as qualified by a pool header transaction.
Pool Header Transaction	The Umler transaction set used to establish an equipment pool, usually for a specific type of equipment or equipment utilization.
SCAC	Standard Carrier Alpha Code. Uniform alphabetic code for railroad identification.
SPLC	Standard Point Location Code
TC/TCC	Transportation Code/ Transportation Condition Code Alphabetic codes used in Umler master record indicating type of car loading and interchange restrictions, respectively.
Umler	Umler is the industry's leading source for equipment management, reporting tools and data.
Umler Administrator	The individuals within Railinc responsible for providing business support services for the Umler system.

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