



Positive Train Control Interoperable Train Sheet (PTC ITS) User Guide



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Learning about PTC ITS

Positive Train Control Interoperable Train Sheet (PTC ITS) is a web-based application that enables non-EDI railroads to submit and receive train sheet and consist information through EDI, enabling all parties to initialize PTC for foreign host/tenant operations automatically as well as view consist information.

Overview

PTC ITS provides a standard method for railroads without Electronic Data Interchange (EDI) capabilities to send and receive EDI 161 and EDI 824 train sheet messages and EDI 418J consist messages via a graphical user interface.

EDI 161 is known as a “Train Sheet”, which informs the receiver that a train will be travelling on their track at a certain time. EDI 824 is the acceptance or rejection of the EDI 161 message.

EDI 418J contains consist information (information that describes the make-up of the train) that is shared between a tenant and a host railroad. This information may be useful in an emergency.

Note: Refer to [Railinc’s Messaging Service web page](#) for more information about messages.

In PTC ITS, the railroad whose locomotive is traversing on tracks owned by another railroad is referred to as the “tenant”. The railroad that owns the tracks being traversed is referred to as the “host”. Tenant railroads send EDI 161 messages to host railroads. Host railroads send EDI 824 messages to tenant railroads.

In support of PTC Interoperability, PTC ITS enables both EDI and non-EDI capable railroads to submit EDI 161 and EDI 824 messages. Users are notified by email (based on identification information associated with their Railinc/SSO ID) when their mark receives an EDI 161 or EDI 824 message. PTC ITS also enables both EDI and non-EDI capable railroads to view and submit EDI 418J messages.

This document describes how to use PTC ITS through the following major sections:

- [Getting Started](#) describes how to access and log in to the system.
- [EDI Messaging](#) describes how to use the PTC ITS dashboards in the following sections:
 - [Managing Existing Train Sheets](#)
 - [Viewing Existing 418J Consists](#)
 - [Creating and Submitting an Interoperable Train Sheet](#) describes how to create and submit a new Train Sheet.
 - [Creating and Submitting a 418J Consist](#) describes how to create and submit a new or updated consist.

- [Railroad Management](#)
 - [Managing Existing Routes](#)
 - [Managing Existing Trains](#)
 - [Adding Routes](#)
 - [Adding Trains](#)

For additional information, contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#)).

System Requirements

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

Accessing the Railinc Customer Success Center

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

Getting Started

PTC ITS uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at <http://www.railinc.com> and select **Customer Login** at the top right of the page.

Registering to Use Railinc SSO

Each PTC ITS user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the [Railinc Single Sign-On and Launch Pad User Guide](#) for more information. Once you have completed SSO registration, request access to PTC ITS within SSO.

Requesting Access to PTC ITS

After you receive authorization to use Railinc SSO, you must request general access to PTC ITS by following instructions in the [Railinc Single Sign-On and Launch Pad User Guide](#).

Your level of access and authorization for PTC ITS is determined when you request access through Railinc SSO. [Exhibit 1](#) shows a complete list of PTC ITS roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
ITS Company Admin	This role is for administrators at a company who can manage single sign-on permission requests for the assigned mark.
ITS Messaging User	This role is the standard user role that has access to EDI Messaging functions, including EDI 161 Train Sheet and EDI 418J Consist.
ITS Railroad Manager	This role is for Railroad Management users to manage routes and trains.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface ([Exhibit 2](#)).

Exhibit 2. PTC ITS Request Permission

PTC Interoperable Train Sheet

PTC ITS provides a user interface to exchange train sheet and consist information through Electronic Data Interchange (EDI)

1 Select Roles 2 Confirm 3 Done

ITS Company Admin (MARK required)
This role will allow the user to manage Single Sign-On permission requests for the assigned Mark. This role does not provide the user any access to the PTC ITS Application.

ITS Messaging User (MARK required)
This role will provide the user access to the EDI Messaging Functionality within PTC ITS. This includes EDI 161 Train Sheet, EDI 824 for Train Sheet, and EDI 418J Consist.

ITS Railroad Manager (MARK required)
This role will provide the user access to Management Functions within PTC ITS. This includes Route and Train Management.

Comments

0/255

Return Next

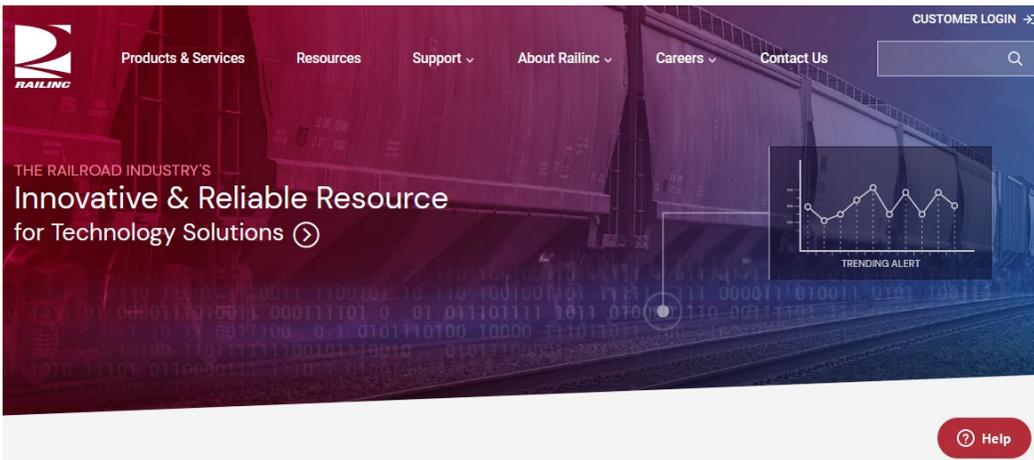
Choose your role and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in and begin using PTC ITS.

Logging In

Use the following procedure to log into PTC ITS:

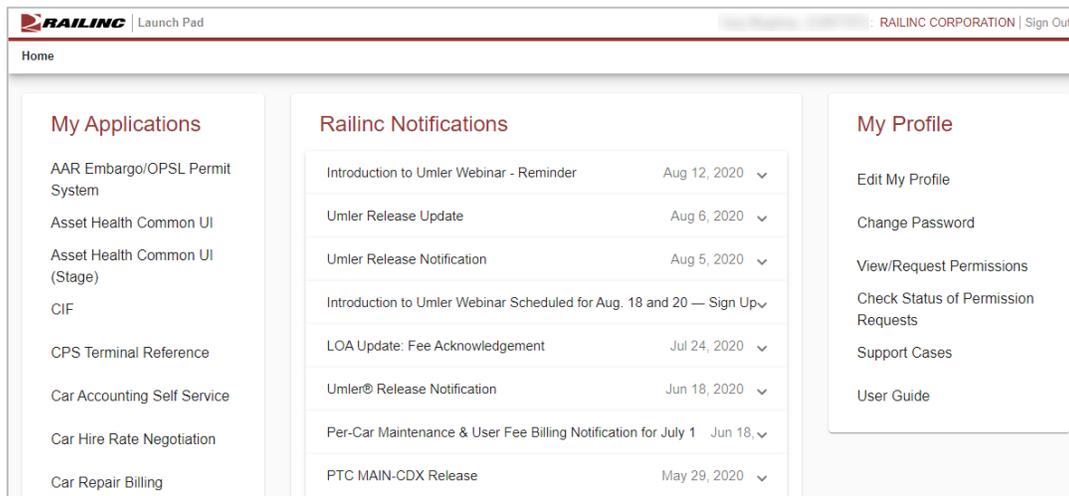
1. Open your internet browser.
2. Enter the following URL: <http://www.railinc.com>. The Railinc Welcome page is displayed ([Exhibit 3](#)).

Exhibit 3. Railinc Welcome Page



3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.
4. In the Account Access panel, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed ([Exhibit 4](#)).

Exhibit 4. Railinc Launch Pad



5. Under My Applications, select **PTC Interoperable Train Sheet** (you may need to scroll down). The PTC Interoperable Train Sheet Home page is displayed ([Exhibit 5](#)). Depending on your user role/access, you may see one or more PTC modules as part of the PTC suite of applications.

Exhibit 5. PTC ITS Home Page



Logging Out

Select the **Sign Out** link at the top right to end a PTC ITS session.

EDI Messaging

EDI Messaging has a menu bar with the following options:

Dashboards	Provides access to the EDI Messaging dashboards, which enable you to work with Interoperable Train Sheets and Consists. See EDI Messaging for more information.
Submit 161 Train Sheet	Enables you to create and submit an Interoperable Train Sheet. See Creating and Submitting an Interoperable Train Sheet for more information.
Submit 418J Consist	Enables you to create and submit a consist. See Creating and Submitting a 418J Consist for more information.
Resources	Enables you to view the <i>PTC ITS User Guide</i> (this document) as well as download the 418J Excel Template and its Excel-based user guide.

The EDI Messaging home page ([Exhibit 6](#)) contains two tabs at the top, enabling you to switch between the different EDI Messaging dashboards:

- Select the **Train Sheet Dashboard** tab to work with the Interoperable Train Sheet Dashboard (the default dashboard) and perform tasks such as viewing and responding to Interoperable Train Sheets. See [Managing Existing Train Sheets](#) for more information.
- Select the **Consist Dashboard** tab to view the Consist Dashboard and see detailed 418J information. See [Viewing Existing 418J Consists](#) for more information.

Managing Existing Train Sheets

See the following sections for managing the Interoperable Train Sheet Dashboard:

- [Viewing the Train Sheet Dashboard](#)
- [Viewing Train Sheet Information](#)
- [Viewing 824 Information](#)
- [Viewing 418J Information](#)
- [Responding to/Updating an Interoperable Train Sheet](#)

Viewing the Train Sheet Dashboard

The Train Sheet Dashboard ([Exhibit 6](#)) enables you to view and respond to EDI 161 messages. This dashboard displays a list of every EDI 161 message to which you are a party.

Exhibit 6. EDI Messaging Train Sheet Dashboard

Train Sheet ID	SDD Event Date/Time(ET)	Tenant Carrier	Host Carrier	Tenant Train ID	Host Train ID	824 Status	824 Reject Reason	824 Date/Time(ET)	Status	Modified Date/Time(ET)	Actions
3568	10/18/2024 14:58	RAIL	KCS	RAIL18	KCS14	TA		10/18/2024 ...	Acknowledged	10/18/2024 ...	Select Actions
3567	10/18/2024 14:20	RAIL	KCS	RAIL10	KCS11	TA		10/18/2024 ...	Acknowledged	10/18/2024 ...	Select Actions
3564	10/18/2024 12:58	RAIL	MCCX	HCD914					Submitted	10/18/2024 ...	Select Actions
3563	10/18/2024 12:45	RAIL	MCCX	RAIL11					Submitted	10/18/2024 ...	Select Actions
3562	10/18/2024 12:20	RAIL	KCS	RAIL22	KCS22				In Progress	10/18/2024 ...	Select Actions
3561	10/18/2024 12:01	RAIL	MCCX	RAIL2211	MCCX2...				Closed	10/18/2024 ...	Select Actions
3560	10/18/2024 11:42	RAIL	KCS	RAIL101...	TEST10...				Cancelled	10/18/2024 ...	Select Actions
3220	09/11/2023 16:13	RAIL	CSXT	DAVID1					Submitted	09/11/2023 ...	Select Actions
3080	08/11/2023 09:18	RAIL	MCCX	TEST01					Submitted	08/11/2023 ...	Select Actions
2870	05/23/2023 14:59	RAIL	MCCX	TEST01					Submitted	05/23/2023 ...	Select Actions
2869	05/23/2023 12:19	RAIL	MCCX	TEST123					Submitted	05/23/2023 ...	Select Actions
2868	05/23/2023 12:19	RAIL	MCCX	TEST123					Submitted	05/23/2023 ...	Select Actions
2701	08/10/2022 13:08	RAIL	MCCX	TEST01					Submitted	08/10/2022 ...	Select Actions
2634	05/06/2022 14:49	RAIL	MCCX	TEST01					Submitted	05/06/2022 ...	Select Actions

The Interoperable Train Sheet Dashboard consists of a table with a row (record) for every EDI 161 message that identifies your railroad as either a tenant or a host. These rows contain the following columns:

- Train Sheet ID** Displays the numeric train sheet identifier. This identifier is a link, which you can select to view additional train sheet and EDI 824 information (see [Viewing Train Sheet Information](#) and [Viewing 824 Information](#)).
- SDD Event Date/Time (ET)** Displays the date and time, in Eastern Time, of the Scheduled Departure Date (SDD) as noted in the EDI 161 message.
- Tenant Carrier** Lists the mark of the tenant carrier (i.e., the railroad whose locomotive is traversing on tracks owned by another railroad).
- Host Carrier** Lists the mark of the host carrier (i.e., the railroad that owns the tracks being traversed).
- Tenant Train ID** Lists the tenant’s train ID.
- Host Train ID** Lists the host’s train ID.
- 824 Status** Displays the status of the EDI 824 response message. Valid values are: TA (Total Acceptance) or TR (Total Rejection).
- 824 Reject Reason** For an SDD event with an EDI 824 status of “TR”, displays the reason for the rejection.
- 824 Date/Time (ET)** Displays the date and time, in Eastern Time, of the EDI 824 message.

Status	Displays the status of the EDI 161 message (SDD event). Valid values are: <ul style="list-style-type: none">Submitted An EDI 161 SDD has been submitted. The host can submit an EDI 824. The tenant can submit all additional events prior to the host's response if requested by the host.Acknowledged An EDI 824 Acceptance has been received. The tenant and host can submit all events.Rejected An EDI 824 Rejection has been received. The host has rejected the EDI 161 SDD. Per the needs of the tenant/host relationship, the tenant can send another SDD or submit additional events. The host can replace the rejection by submitting an 824 TA. This will move the train to an Acknowledged status.In Progress An EDI 161 update has been submitted. The tenant and the host can submit all events.Cancelled An EDI 161 Annulment has been submitted. No more events can be reported.Closed EDI 161 TMA has been submitted indicating that the train has arrived at its final destination. Trackage has ended. No more events can be reported. <p>Note: See Updating the Train Sheet as the Tenant Railroad for more information about events.</p>
Modified Date/Time (ET)	Displays the date and time, in Eastern Time, of any modifications to the EDI 161 message.
Actions	Use the Select Actions drop-down list to see a list of actions that your railroad can take. These actions vary depending on the status of the EDI 161 message and whether your railroad is the tenant or the host. You can select an action and then select another part of the page to reveal an arrow (➡) to the right of the Actions column. Select this arrow to perform the selected actions. See Responding to/Updating an Interoperable Train Sheet for more information.

By default, the Interoperable Train Sheet Dashboard displays all EDI 161 messages in reverse chronological order, with the most recent SDD event displayed at the top of the list. The **Number of Records** field at the top right indicates the number of messages you are currently working with and the total number of messages in the list. These numbers are the same unless a filter is set.

You can quickly drill down to the messages you need by sorting and/or filtering the rows of information in the Dashboard.

Sorting

To sort the rows in ascending or descending order by a specified column, select the heading of the column by which you want to sort. An up or down arrow is displayed to indicate the sort direction. To remove the sort, select the heading again until the arrow disappears. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with “1”, and the column heading for the secondary sort is appended with “2”, etc.

Filtering

You can filter using two different methods – simple column filtering and advanced column filtering.

- For simple column filtering, enter a character or string in the text box field below the column heading. The table displays only the rows that contain the character or string you specified (in that column). A filter icon (▼) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, simply delete the text in the Filter field.
- For advanced column filtering, select the column filter icon (▼) next to the text box field below any column heading to filter the data in that column. A tool is displayed that enables you to select parameters such as “Contains”, “Not contains”, “Equals”, “Not equal”, “Starts with”, and “Ends with”, and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (▼) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (▼) and delete the text in the Filter field.

Note: Once you apply a filter, that filter remains in effect throughout your use of the application. Select **Clear Filters** at the top right to remove all of the filters. Use your browser refresh function to update the table.

Tip! You can apply filters to multiple columns at once. For example, you could apply a column filter containing “RAIL” on the Host Carrier column, and another column filter containing “TR” on the 824 Status column. This would enable you to only display rows for SDD events where the host railroad is RAIL and the 824 status is TR.

To see all the rows in the table, use the vertical scroll bar. Use the horizontal scroll bar to view any data that exceeds the width of the viewable area.

Select the Download icon (↓) to save the Interoperable Train Sheet Dashboard contents to a CSV file for viewing in a spreadsheet.

Select the Refresh icon (↻) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.

Viewing Train Sheet Information

To view Train Sheet information, select the Train Sheet ID link on the Train Sheet Dashboard. The Train Sheet Information page is displayed ([Exhibit 7](#) and [Exhibit 8](#)).

Exhibit 7. View Train Sheet Information Page (Part 1)

Train Sheet ID: 2073 Select Actions ▼ Continue

View Trainsheet Information
View 824 Information
View 418J Information

General Information ^

Tenant: RAIL	Tenant Train ID (BTS01): TEST01	Host: MCCX	Host Train ID (161 BTS14 & 824 REF03): TEST02
Tenant Scheduled Departure Date (BTS13): 08/18/2021	Tenant Section Number (BTS15):	Host Scheduled Departure Date (161 BTS16 & 824 DTM02): 08/18/2021	Host Section Number (824 REF02): 1

Trackage Information ^

Trackage Origin SPLC (V909): 380000	Origin Country Code (V907): US	Origin St/Prov (V906): IL	Origin City (V905): CHICAGO
Trackage Destination SPLC (V915): 380000	Destination Country Code: US	Destination St/Prov: IL	Destination City Name: CHICAGO

Event Information ^

Event Code (V901): CCT	Event Date (V903): 08/18/2021	Event Time (V904): 12:15:00	Time Zone (V913): CT
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Train Information ^

Train Type (BTS11): Bulk Commodity Train	Key Train (BTS12):	Loads (BTS02):	Empties (BTS04):
Weight (BTS06):	Length (BTS07):	Horsepower (BTS08):	

Special Handling (H301):

Locomotive Information ^

Locomotive Initial (FAC01):	Locomotive Number (FAC02):	Placement (FAC03):
Direction (FAC04):	Equipment Status (FAC05):	Has Cab (FAC06):

Exhibit 8. View Train Sheet Information Page (Part 2)

Crew Information ^

Crew Member Identity (NM101): Conductor	Owner Mark (NM109): RAIL	
First Name (NM104): JOE	Middle Name (NM105):	Last Name (NM103): SMITH
On Duty Date (DTM02): 08/18/2021	On Duty Time (DTM03): 12:15:00	On Duty Time Zone (DTM04): Central Time
Off Duty Date (DTM02): 08/18/2021	Off Duty Time (DTM03): 12:15:00	Off Duty Time Zone (DTM04): Central Time

APU Information ^

Total Car Loads Picked Up (V917):	Total Car Empties Picked Up(V918):	Total Weight of Cars Picked Up (V919):
Total Length of Cars Picked Up (V920):		

ASO Information ^

Total Car Loads Set Out (V917):	Total Car Empties Set Out (V918):	Total Weight of Cars Set Out (V919):
Total Length of Cars Set Out (V920):		

Delay Information ^

Train Delay Reason (V911):	Delay Length (V910):	Train Delay Description (V912):
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The Train Sheet consists of a number of sections containing fields that are populated and modified as new information becomes available. The View Train Sheet Information page is the default tab and serves as a live picture of the Train Sheet as it grows throughout the Trackage Cycle. New information is continually added as subsequent events are reported.

You can select the [View 824 Information](#) tab to view host-provided information or select the [View 418J Information](#) tab to link to related consists. Host-provided content such as the Train ID, Schedule, and Section Number displays on the View 824 Information screen and on the View Train Sheet Information Page.

Viewing 824 Information

To see information about the EDI 824 response message, select the **View 824 Information** tab at the top of the Train Sheet Information page. The View 824 Information page is displayed ([Exhibit 9](#)).

Exhibit 9. View 824 Information Page

The screenshot shows a web interface for viewing EDI 824 information. At the top left, it says "Train Sheet ID: 1477". There are three tabs: "View Trainsheet Information", "View 824 Information" (which is selected), and "View 418J Information". Below the tabs, there is a section titled "View824" containing the following data:

Acknowledgement Type:	Status:	
Accepted	In Progress	
Host Train ID:	Host Carrier Section Number:	Host Train Departure Date:
MCCX21	1	03/31/2021

At the bottom right of the form, there is a "Cancel" button.

The View 824 Information page displays information provided by the host railroad about the EDI 824 message including the following fields:

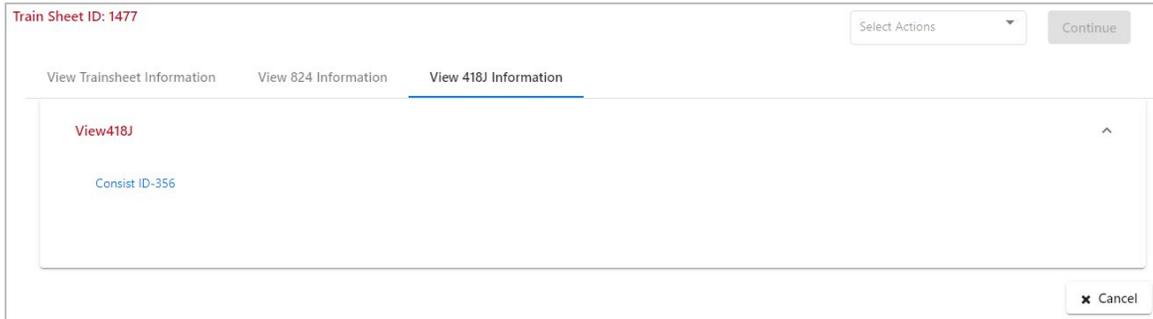
- Acknowledgement Type** Indicates whether the EDI 161 was accepted or rejected.
- Status** Displays the status of the EDI 161 message.
- Host Train ID** Displays the host’s train ID.
- Host Carrier Section Number** Displays the host’s carrier section number.
- Host Train Departure Date** Displays the host’s train departure date.

Note: 824 information is only available for EDI 161 messages that have been accepted or rejected.

Viewing 418J Information

To see information about the EDI 418J consist message, select the **View 418J Information** tab at the top of the Train Sheet Information page. The View 418J Information page is displayed ([Exhibit 10](#)).

Exhibit 10. View 418J Information Page



The View 418J Information page displays the Consist ID's for the consists associated with the train sheet. Select a Consist ID link to view the consist details, which are described in [Viewing 418J Consist Details](#).

Responding to/Updating an Interoperable Train Sheet

Responding to an Interoperable Train Sheet differs depending on whether your railroad is listed as the host railroad or the tenant railroad on the Train Sheet. Host railroads respond and tenant railroads perform updates.

See the following sections for detailed information:

- [Responding as the Host Railroad](#)
- [Updating the Train Sheet as the Tenant Railroad](#)

Responding as the Host Railroad

A host railroad can send an EDI 824 message in response to receiving an Interoperable Train Sheet (EDI 161). If you represent a host railroad and receive an EDI 161 message, select the SDD Event link on the Dashboard to view the Train Sheet ([Exhibit 11](#) and [Exhibit 12](#)).

Exhibit 11. View Train Sheet Information (Part 1) with the Host Actions Menu

Train Sheet ID: 2070

View Trainsheet Information

General Information ^

Tenant: RAIL	Tenant Train ID (BTS01): TEST1	Host: MCCX	Host Train ID (161 BTS14 & 824 REF03):
Tenant Scheduled Departure Date (BTS13): 08/18/2021	Tenant Section Number (BTS15):	Host Scheduled Departure Date (161 BTS16 & 824 DTM02):	Host Section Number (824 REF02):

Trackage Information ^

Trackage Origin SPLC (V909): 380000	Origin Country Code (V907): US	Origin St/Prov (V906): IL	Origin City (V905): CHICAGO
Trackage Destination SPLC (V915): 380000	Destination Country Code: US	Destination St/Prov: IL	Destination City Name: CHICAGO

Event Information ^

Event Code (V901): SDD	Event Date (V903): 08/18/2021	Event Time (V904): 12:15:00	Time Zone (V913): CT
----------------------------------	---	---------------------------------------	--------------------------------

Train Information ^

Train Type (BTS11): Bulk Commodity Train	Key Train (BTS12):	Loads (BTS02):	Empties (BTS04):
Weight (BTS06):	Length (BTS07):	Horsepower (BTS08):	

Special Handling (H301):

Exhibit 12. View Train Sheet Information (Part 2)

Locomotive Information ^

Locomotive Initial (FAC01):	Locomotive Number (FAC02):	Placement (FAC03):
Direction (FAC04):	Equipment Status (FAC05):	Has Cab (FAC06):

Crew Information ^

Crew Member Identity (NM101):	Owner Mark (NM109):	
First Name (NM104):	Middle Name (NM105):	Last Name (NM103):
On Duty Date (DTM02):	On Duty Time (DTM03):	On Duty Time Zone (DTM04):
Off Duty Date (DTM02):	Off Duty Time (DTM03):	Off Duty Time Zone (DTM04):

APU Information ^

Total Car Loads Picked Up (V917):	Total Car Empties Picked Up(V918):	Total Weight of Cars Picked Up (V919):
Total Length of Cars Picked Up (V920):		

ASO Information ^

Total Car Loads Set Out (V917):	Total Car Empties Set Out (V918):	Total Weight of Cars Set Out (V919):
Total Length of Cars Set Out (V920):		

Delay Information ^

Train Delay Reason (V911):	Delay Length (V910):	Train Delay Description (V912):
----------------------------	----------------------	---------------------------------

✕ Cancel

If you represent the host railroad, use the Actions drop-down list to select **Send 824 TA/TR** and then select **Continue**. The 824 Train Sheet popup is displayed ([Exhibit 13](#)).

Exhibit 13. 824 Train Sheet Popup

824 Train Sheet

Acknowledgement Type* ▼	Reason* ▼	Description 1-60 Alphanumeric
✕ Cancel Submit		

Use the Acknowledgement Type drop-down list to select either Total Acceptance or Total Rejection. Complete the additional required fields, which are indicated with red asterisks. Select **Submit** to send the EDI 824 message.

Updating the Train Sheet as the Tenant Railroad

As the tenant railroad, your railroad created the Interoperable Train Sheet, and your railroad is able to update the Interoperable Train Sheet as new information becomes available ([Exhibit 14](#) and [Exhibit 15](#)).

Exhibit 14. View Train Sheet Information (Part 1) with the Tenant Actions Menu

Train Sheet ID: 2070

View Trainsheet Information

General Information

Tenant: RAIL	Tenant Train ID (BTS01): TEST1	Host: MCCX
Tenant Scheduled Departure Date (BTS13): 08/18/2021	Tenant Section Number (BTS15):	Host Scheduled Departure Date (161 BTS16 & 824 DTM02):

Trackage Information

Trackage Origin SPLC (V909): 380000	Origin Country Code (V907): US	Origin St/Prov (V906): IL	Origin City (V905): CHICAGO
Trackage Destination SPLC (V915): 380000	Destination Country Code: US	Destination St/Prov: IL	Destination City Name: CHICAGO

Event Information

Event Code (V901): SDD	Event Date (V903): 08/18/2021	Event Time (V904): 12:15:00	Time Zone (V913): CT
----------------------------------	---	---------------------------------------	--------------------------------

Train Information

Train Type (BTS11): Bulk Commodity Train	Key Train (BTS12):	Loads (BTS02):	Empties (BTS04):
Weight (BTS06):	Length (BTS07):	Horsepower (BTS08):	

Special Handling (H301):

- Report Scheduled Departure Date Continue
- Report Annulment
- Report Anticipated Pick Up
- Report Anticipated Set Out
- Report Crew Information
- Report Estimated Arrival Date
- Report Estimated Departure Date
- Report Train Delay
- Report Train Move Arrival
- Report Train Move Departure
- Report Train Passing
- Report Additional Information

Exhibit 15. View Train Sheet Information (Part 2)

Locomotive Information ^

Locomotive Initial (FAC01):	Locomotive Number (FAC02):	Placement (FAC03):
Direction (FAC04):	Equipment Status (FAC05):	Has Cab (FAC06):

Crew Information ^

Crew Member Identity (NM101):	Owner Mark (NM109):	
First Name (NM104):	Middle Name (NM105):	Last Name (NM103):
On Duty Date (DTM02):	On Duty Time (DTM03):	On Duty Time Zone (DTM04):
Off Duty Date (DTM02):	Off Duty Time (DTM03):	Off Duty Time Zone (DTM04):

APU Information ^

Total Car Loads Picked Up (V917):	Total Car Empties Picked Up(V918):	Total Weight of Cars Picked Up (V919):
Total Length of Cars Picked Up (V920):		

ASO Information ^

Total Car Loads Set Out (V917):	Total Car Empties Set Out (V918):	Total Weight of Cars Set Out (V919):
Total Length of Cars Set Out (V920):		

Delay Information ^

Train Delay Reason (V911):	Delay Length (V910):	Train Delay Description (V912):
----------------------------	----------------------	---------------------------------

✕ Cancel

If you represent the tenant railroad, the Actions drop-down list enables you to select one of the following options:

Report Scheduled Departure Date (SDD)

This option is available prior to the Train Sheet being accepted by an EDI 824 Acceptance. It enables you to re-send the EDI 161 Scheduled Departure Date.

Report Annulment (ANL)

Notification of Intent to Annul Train.

Report Anticipated Pick Up (APU)

Notification of Intent to Pick Up Cars on Host Carrier Track.

Report Anticipated Set Out (ASO)

Notification of Intent to Set Out Cars on Host Carrier Track.

Report Crew Information (CCT)	Notification of Crew Information.
Report Estimated Arrival Date (EAD)	Notification of Estimated Arrival of Tenant Train to Destination Trackage Segment.
Report Estimated Departure Date (EDD)	Notification of Estimated Departure Date. The primary use of this message is to notify that the Estimated Departure Date has changed from the time/date indicated in the SDD Message.
Report Train Delay (TDL)	Notification of Train Delay.
Report Train Move Arrival (TMA)	Notification of Arrival at Location on Host Road within Trackage Segment.
Report Train Move Departure (TMD)	Notification of Departure at Location on Host Road within Trackage Segment.
Report Train Passing (TRP)	Notification of Train Passing at Location on Host Road within Trackage Segment.
Report Additional Information (ZZZ)	Notification to Update Basic Consist Information when no Other Event is Applicable.

Each of these options generates a Train Sheet Submission popup that contains fields that are appropriate for the associated event type. For example, select **Report Annulment** and then select **Continue**. The Report Annulment popup is displayed ([Exhibit 16](#)).

Exhibit 16. Report Annulment Popup

Report Annulment (ANL)

Event Code*
ANL

General Information

Tenant* RAIL	Tenant Train ID (BTS01)* TEST1	Host* MCCX	Host Train ID (BTS14)* 1-10 Alphanumeric
Tenant Schedule... 8/18/2021	Tenant Section Num... 1-9 Numeric	Host Scheduled ... 8/18/2021	Host Section Number ... 1-9 Numeric

Trackage Location

Trackage Origin SPL... 380000	Trackage Origin Country ... US	Trackage Origin St/Prov (...) IL	Trackage Origin City (V9...) CHICAGO
Trackage Destination... 380000	Trackage Destination Co... US	Trackage Destination St/... IL	Trackage Destination Cit... CHICAGO

Event Information

Event Code (V901)* ANL	Event Date (V903)* 8/18/2021	Event Time (V904)* HH:MM	Event Time Zone (V913)* Central Time
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Train Information

Train Type (BTS11)* Bulk Commodity Train	Key Train (BTS12) -	Loads (BTS02) 1-3 Numeric	Empties (BTS04) 1-3 Numeric
Weight (BTS06) 1-8 Decimal	Length (BTS07) 1-8 Decimal	Horsepower (BTS08) 1-16 Numeric	

Complete the fields on the popup and use the Event Information box to enter the date and time of the event being reported. Then select **Submit**. PTC ITS generates an update to the Train Sheet.

As needed, select other reporting options based on the needs defined between the tenant and the host to continually update the Train Sheet.

Note: PTC ITS maintains current field values but does not save any historical field values. The displayed Train Sheet always represents the current status.

Viewing Existing 418J Consists

The Consist Dashboard ([Exhibit 17](#)) enables you to view EDI 418J messages. This dashboard displays a list of every EDI 418J message to which you are a party.

Exhibit 17. EDI Messaging Consist Dashboard

Train Sheet Dashboard		Consist Dashboard				
						Number of Record(s): 55 of 55
						Clear Filters
Consist ID ↓	Tenant Carrier	Host Carrier	Tenant Train ID	Host Train ID	Tenant Train Date	Receipt Timestamp
469	RAIL	MCCX	BNSF123	MCCX123	03/24/2021	05/18/2021 11:52
468	RAIL	MCCX	BNSF123	KCT123	03/24/2021	05/18/2021 11:51
434	RAIL	MCCX	TEST21	MCCX21	03/31/2021	04/26/2021 08:24
356	RAIL	MCCX	TEST21	MCCX21	03/31/2021	03/31/2021 13:30
355	RAIL	MCCX	DAVID1	MCCX2	03/31/2021	03/31/2021 11:39
354	RAIL	MCCX	TEST03	PTC TEST	09/03/2020	03/31/2021 11:38
322	RAIL	MCCX	RAIL1	PTCX85	03/11/2021	03/30/2021 09:29
313	RAIL	MCCX	RAIL1	RAIL 1	03/24/2021	03/30/2021 08:58
312	RAIL	MCCX	RAIL1	PTCX85	03/11/2021	03/30/2021 08:38
309	RAIL	MCCX	170LC	CSXT123	02/09/2021	03/30/2021 08:20
307	RAIL	MCCX	170LC	CSXT123	02/09/2021	03/29/2021 16:03
270	RAIL	MCCX	170LC	CSXT123	02/09/2021	03/26/2021 13:19

The Consist Dashboard consists of a table with a row (record) for every EDI 418J message that identifies your railroad as either a tenant or a host. These rows contain the following columns of basic information:

- Consist ID** Displays the numeric consist identifier. This identifier is a link, which you can select to view additional detailed EDI 418J information (see [Viewing 418J Consist Details](#)).
- Tenant Carrier** Lists the mark of the tenant carrier (i.e., the railroad whose locomotive is traversing on tracks owned by another railroad).
- Host Carrier** Lists the mark of the host carrier (i.e., the railroad that owns the tracks being traversed).
- Tenant Train ID** Lists the tenant’s train ID.
- Host Train ID** Lists the host’s train ID.
- Tenant Train Date** Displays the date and time, in Eastern Time, of the scheduled departure of the tenant train.
- Receipt Timestamp** Displays the date and time, in Eastern Time, of the receipt of the EDI 418J message.

By default, the Consist Dashboard displays all EDI 418J messages in reverse chronological order, with the most recent consist displayed at the top of the list. The Number of Records field at the top right indicates the number of messages you are currently working with and the total number of messages in the list. These numbers are the same unless you have a filter set.

You can quickly drill down to the messages you need by sorting and/or filtering the rows of information in the Dashboard.

Sorting

To sort the rows in ascending or descending order by a specified column, select the heading of the column by which you want to sort. An up or down arrow is displayed to indicate the sort direction. To remove the sort, select the heading again until the arrow disappears. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with “1”, and the column heading for the secondary sort is appended with “2”, etc.

Filtering

You can filter using two different methods – simple column filtering and advanced column filtering.

- For simple column filtering, enter a character or string in the text box field below the column heading. The table displays only the rows that contain the character or string you specified (in that column). A filter icon (▼) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, simply delete the text in the Filter field.
- For advanced column filtering, select the column filter icon (▼) next to the text box field below any column heading to filter the data in that column. A tool is displayed that enables you to select parameters such as “Contains”, “Not contains”, “Equals”, “Not equal”, “Starts with”, and “Ends with”, and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (▼) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (▼) and delete the text in the Filter field.

Note: Once you apply a filter, that filter remains in effect throughout your use of the application. Select **Clear Filters** at the top right to remove all of the filters. Use your browser refresh function to update the table.

Tip! You can apply filters to multiple columns at once. For example, you could apply a column filter containing “RAIL” on the Tenant Carrier column, and another column filter containing “MCCX” on the Host Carrier column. This would enable you to only display rows for consists where the tenant railroad is RAIL and the host railroad is MCCX.

To see all the rows in the table, use the vertical scroll bar. Use the horizontal scroll bar to view any data that exceeds the width of the viewable area.

Select the Download icon (↓) to save the Dashboard contents to a CSV file for viewing in a spreadsheet.

Select the Refresh icon (↻) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.

Viewing 418J Consist Details

To see detailed information about the EDI 418J consist message, select a Consist ID link on the Consist Dashboard. The View 418J Consist page is displayed ([Exhibit 18](#)).

Note: You can also access the 418J Consist page by selecting the **View 418J Information** tab at the top of the Train Sheet Information page and then selecting a consist link (see [Viewing 418J Information](#)).

Exhibit 18. View 418J Consist

View 418J Consist ^

Consist Qualifier:	Service Level Code:	Tenant Train Date/Time:	Tenant Train ID:
140 - Actual	01 - Bulk Commodity Train	03/31/2021 19:15:00	TEST21
Trackage Origin SPLC:	Trackage Destination SPLC:	Host Train Date:	Host Train ID:
485872000	459883000	03/31/2021	MCCX21
			Host Section Number:
			1

Block Identifier	Equipment	Equipment Description Code	Equipment Status Code	Commodity Code	Net Weight	Car Type Code	Additional Information Present	Hazmat Information Present	
▼ BLOCK1 (2)									
	RAIL1	LO - Locomot...	O - Operating...	8999	210	U221	Yes	No	▼
	RAIL2	LO - Locomot...	O - Operating...	8999	240	U222	Yes	No	▼
▼ BLOCK2 (3)									
	RAIL3	LO - Locomot...	O - Operating...	999999	210	U223	Yes	Yes	▼
	RAIL4	RR - Rail Car	E - Empty	2815130	210	U224	Yes	Yes	▼
	RAIL5	TN - Tank Car	L - Load	4960196	101	U225	Yes	Yes	▼

✕ Cancel

The View 418J Consist page displays detailed information about the associated consist. The top section displays general (BAX) information. The bottom section displays blocks of equipment information.

You can select the Expand icon (▼) for a piece of equipment to see additional information and hazardous information for that piece of equipment if available ([Exhibit 19](#)). Once the expanded information is displayed, you can select the Details link (if available) to see a popup with additional details (for example, Consignee Information and Reference Information).

Exhibit 19. View 418J Consist with Details and Reference Information Expanded

The screenshot shows the 'View 418J Consist' application interface. At the top, there is a title bar 'View 418J Consist'. Below it is a table with columns: Block Identifier, Equipment, Equipment Description Code, Equipment Status Code, Commodity Code, Net Weight, Car Type Code, Additional Information Present, and Hazmat Information Present. The first row is expanded, showing details for 'BLOCK1 (2)' with equipment 'RAIL1'. The details are organized into several sections:

- W4 - Consignor Information:** Customer: NSTRACKAGE, SCAC: NS, FSAC: 59870, City: GILLIAM, State/Province: NC.
- IMA - Interchange Move Authority:** IMA01 - Movement Authority Code: HM, IMA02 - SCAC: BNSF, IMA03 - Tariff Application Code: D, IMA04 - Tariff Application Code: N, IMA05 - Reject Reason Code: AD.
- W5 - Carrier and Route Information:** SCAC: NS, City: RALEIGH, SCAC: NS, City: WCOLT, SCAC: NS, City: WCOLT.
- W6 - Special Handling Information:** Special Handling: NH, DCD, Special Handling: PRO, TN.
- PS - Protective Service Instructions:** Protective Service Rule Code: 710, M, Unit for Measurement: FA, Temperature: 32, SCAC: BNSF, FSAC: 59870, City: RALEIGH, State/Province: NC, Pre-Cooled (Rule 710) Code: Y, Yes/No Condition: Y, Temperature: 32.
- REF - Reference Information (Expanded):** Reference Identification: BN, Reference Number: YM UNICORN, Qualifier: NS BOX CAR, Description: NS BOX CAR.
- W1/W2/PER - Administrative Communications Contact:** Contact Function Code: HM, Name: CCN 824417, Communication Number: 8004249296.
- LH2 - Hazardous Classification Information:** Hazardous Placard Notation: PLACARDED POISON.
- LHR - Hazardous Material Identifying Reference Numbers:** Reference Identification: MDN, Reference Identification: 12345, Date: 02/09/2021.

A callout box with a red border and a red arrow points to the 'REF - Reference Information' details panel, containing the text: 'Select Details to see Reference Information'.

Below the expanded details, the main table continues with 'BLOCK2 (3)' and lists items RAIL2, RAIL3, RAIL4, and RAIL5 with their respective details.

Collapse any expanded sections and select **Cancel** when you have finished viewing the consist details.

Creating and Submitting an Interoperable Train Sheet

Select **Submit 161 Train Sheet** from the EDI Messaging menu bar to create a new Interoperable Train Sheet. The Submit 161 Train Sheet page is displayed ([Exhibit 20](#)).

Exhibit 20. Submit 161 Train Sheet

The screenshot shows a web form for creating an Interoperable Train Sheet. The form is organized into several sections, each with a collapse/expand arrow on the right side. Annotations include:

- A red box around the **Import Train** button in the top right corner.
- A red box with the text "Select these arrows to collapse and expand each section." with arrows pointing to the collapse/expand arrows of the **General Information** and **Trackage Location** sections.
- A red box with the text "Select a plus icon to add another instance to a section as needed." with arrows pointing to the plus icons at the bottom right of the **Train Information** section.

The form sections and their fields are:

- General Information:** Tenant*, Tenant Train ID (BTS01)*, Host*, Host Train ID (BTS14), Tenant Scheduled Departure..., Tenant Section Number (BTS15), Host Scheduled Departure..., Host Section Number (BTS15).
- Trackage Location:** Trackage Origin SPLC (V909)*, Trackage Origin Country Code (V907), Trackage Origin St/Prov (V906), Trackage Origin City (V905), Trackage Destination SPLC (V91...), Trackage Destination Country Code, Trackage Destination St/Prov, Trackage Destination City Name.
- Event Information:** Event Code (V901)*, Event Date (V903)*, Event Time (V904)*, Event Time Zone (V913)*.
- Locomotive Information:** Locomotive Initial (FAC01), Locomotive Number (FAC02), Placement (FAC03), Direction (FAC04), Equipment Status (FAC05), Has Cab (FAC06).
- Train Information:** Train Type (BTS11)*, Key Train (BTS12), Loads (BTS02), Empties (BTS04), Weight (BTS06), Length (BTS07), Horsepower (BTS08), Special Handling (H301).

Buttons for **Cancel** and **Submit** are located at the bottom right of the form.

The Submit 161 Train Sheet page allows you to complete the fields required for an EDI 161 message (an Interoperable Train Sheet). This page is divided into the following sections:

- [Importing Train Details](#)
- [General Information](#)
- [Trackage Location](#)
- [Event Information](#)
- [Locomotive Information](#)

- [Train Information](#)
- [Crew Information](#) (this section is only displayed if **Send SDD + CCT** is selected)

Importing Train Details

To save time when entering train details, you can select from associated trains that have been set up by your railroad management to pull into your train sheet as an initial template and then edit the details as needed.

Select the **Import Train** button ([Exhibit 20](#)) in the top right. The Import Train popup displays ([Exhibit 21](#)).

Choose a train by clicking inside a row and (optionally) select the checkbox of an associated route. Select the **Import** button.

Exhibit 21. Import Train

Import Train

Associated Trains

ID ↓	Tenant Train Symbol	Tenant Section Number	Created By	Created Date/Time(ET)	Modified By	Modified Date/Time(ET)
38	TEST12	5273	TSSROOT	03-06-2025 09:42	TSSROOT	03-06-2025 09:42
37	TEST123	50273	TSSROOT	03-06-2025 09:42	TSSROOT	03-06-2025 09:42
36	TEST123	5273	TSSROOT	03-06-2025 09:42	TSSROOT	03-06-2025 09:42
1	TEST123		TSSROOT	03-06-2025 09:42	TSSROOT	03-06-2025 09:42

Associated Routes

ID ↓	Trackage Origin SPLC	Trackage Destination SPLC	Origin Country Code	Origin State/Provinc Code	Origin City Name	Destination Country Code	Destination State/Provinc Code	Destination City Name
<input checked="" type="checkbox"/>	380000	380000	US	IL	OAKDALE	US	IL	OAKDALE

Exhibit 22. Train Successfully Imported Confirmation Popup



The Train Sheet is displayed with the selected details automatically populated to be edited where appropriate. Each part of the Train Sheet is described in the sections below.

Completing the General Information Section

The General Information section of the Submit 161 Train Sheet page contains basic information about the request to travel on foreign tracks ([Exhibit 23](#)).

Exhibit 23. Create Train Sheet Page – General Information Section

When you select **Submit 161 Train Sheet** from the menu bar, your railroad’s mark is automatically entered in the Tenant field. You need to complete the following fields:

- Tenant Train ID** Enter the 1 to 10-character alphanumeric train ID (required).
- Tenant Scheduled Departure Date** Select the calendar tool (📅) and enter the planned departure date for the tenant train (required).
- Tenant Section Number** Enter the 1 to 9-character numeric tenant carrier section number (optional).
- Host** Use the drop-down list to select the host mark (required). If the host to whom you need to send a message is not listed, contact the Railinc Customer Success Center.
- Host Train ID** Enter the 1 to 10-character host alphanumeric train ID (optional for SDD; required for other events).
- Host Scheduled Departure Date** Select the calendar tool (📅) and enter the host planned departure date (optional for SDD; required for other events).
- Host Section Number** Enter the 1 to 9-character numeric host section number (optional for SDD; required for other events).

[Exhibit 24](#) shows an example of a completed General Information section.

Exhibit 24. Submit 161 Train Sheet Page – General Information Section Completed

Completing the Trackage Location Section

The Trackage Location section of the Submit 161 Train Sheet page contains detailed location and time information about the request to travel on foreign tracks ([Exhibit 25](#)).

Exhibit 25. Submit 161 Train Sheet Page – Trackage Location Section

Complete the following fields:

Trackage Origin SPLC

Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage origin (required). If you select the Search icon, the SPLC Search popup is displayed ([Exhibit 26](#)).

Exhibit 26. SPLC Search Popup

Enter a location or select a state or province and select **Search**. Once you locate the appropriate SPLC, select it and then select the **Select** button to populate the Trackage Origin SPLC field.

Trackage Origin Country Code

This field is populated automatically once you select the Trackage Origin SPLC.

Trackage Origin St/Prov

This field is populated automatically once you select the Trackage Origin SPLC.

Trackage Origin City Name

This field is populated automatically once you select the Trackage Origin SPLC.

Trackage Destination SPLC

Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage destination (required). If you select the Search icon, the SPLC Search popup is displayed (see [Exhibit 26](#)). Enter a location or select a state or province and select **Search**. Once you locate the appropriate SPLC, select it and then use the **Select** button to populate the Trackage Destination SPLC field.

Trackage Destination Country Code This field is populated automatically once you select the Trackage Destination SPLC.

Trackage Destination St/Prov This field is populated automatically once you select the Trackage Destination SPLC.

Trackage Destination City Name This field is populated automatically once you select the Trackage Destination SPLC.

[Exhibit 27](#) shows an example of a completed Trackage Location section.

Exhibit 27. Submit 161 Train Sheet Page – Trackage Location Section Completed

Completing the Event Information Section

The Event Information section of the Submit 161 Train Sheet page contains date and time information about the request to travel on foreign tracks ([Exhibit 28](#)).

Exhibit 28. Submit 161 Train Sheet Page – Event Information Section

“SDD” is automatically entered in the Event Code field.

Complete the following fields:

Event Date Select the calendar tool (📅) and enter the scheduled departure date from the Trackage Origin SPLC (required).

Event Time Enter the scheduled departure time from the Trackage Origin SPLC in HH:MM format (required).

Event Time Zone This field is populated automatically once you select the Trackage Origin SPLC.

[Exhibit 29](#) shows an example of a completed Trackage Location section.

Exhibit 29. Submit 161 Train Sheet Page – Event Information Section Completed

Completing the Locomotive Information Section

The Locomotive Information section of the Submit 161 Train Sheet page contains additional detailed information about the locomotive(s) requesting to travel on foreign tracks ([Exhibit 30](#)).

Exhibit 30. Submit 161 Train Sheet Page – Locomotive Information Section

Complete the following fields for each locomotive on the train:

- Locomotive Initial** Enter a 2 to 4-character alphabetic locomotive initial to identify the locomotive in the train.
- Locomotive Number** Enter the 1 to 10-character numeric locomotive number (required if the Locomotive Initial field is populated).
- Placement** Use the drop-down list to select the placement (required if the Locomotive Initial field is populated).
- Direction** Use the drop-down list to select the direction of the locomotive (required if the Locomotive Initial field is populated).
- Equipment Status** Use the drop-down list to select the equipment status of the locomotive (required if the Locomotive Initial field is populated).
- Has Cab** Use the drop-down list to select whether the locomotive has a cab (required if the Locomotive Initial field is populated).

Note: If there is more than one locomotive on the train, select the plus icon (+) to add another set of Locomotive Information fields for each additional locomotive.

[Exhibit 31](#) shows an example of a completed Locomotive Information section.

Exhibit 31. Submit 161 Train Sheet Page – Train Information Section Completed

Completing the Train Information Section

The Train Information section of the Submit 161 Train Sheet page contains additional detailed information about the train that is requesting to travel on foreign tracks ([Exhibit 32](#)).

Exhibit 32. Submit 161 Train Sheet Page – Train Information Section

Complete the following fields for each locomotive on the train:

- Train Type** Use the drop-down list to select the train type.
- Key Train** Use the drop-down list to select whether the train is a key train.
- Loads** Enter the 1 to 3-character numeric number of loaded railcars on the train.
- Empties** Enter the 1 to 3-character numeric number of empty railcars on the train.
- Weights** Enter the 1 to 8-character numeric number representing the weight of the train in tons (decimals are allowed).
- Length** Enter the 1 to 8-character numeric number representing the length of the train in feet (decimals are allowed).

Horsepower Enter the 1 to 16-character numeric number representing the total horsepower of the train.

Special Handling Use the drop-down list to select any special handling applicable to the train.

Note: As needed, select the plus icon (+) to add another set of Special Handling fields.

[Exhibit 33](#) shows an example of a completed Train Information section.

Exhibit 33. Submit 161 Train Sheet Page – Train Information Section Completed

The screenshot shows a 'Train Information' section with the following fields and values:

- Train Type (BTS11)*: Coal Train
- Key Train (BTS12): Yes
- Loads (BTS02): 67
- Empties (BTS04): 3
- Weight (BTS06): 20000
- Length (BTS07): 4500
- Horsepower (BTS08): 10000
- Special Handling (H301): High Value Load

A plus icon (+) is visible in the bottom right corner of the form area.

Completing the Crew Information Section

The Crew Information section of the Submit 161 Train Sheet page contains additional detailed information about the train crew (see [Exhibit 34](#)).

Note: This section is only displayed if the Send SDD + CCT toggle at the top of the page is switched to the “on” position. See [Using the Send SDD + CCT Toggle](#) for more information.

Exhibit 34. Submit 161 Train Sheet Page – Crew Information Section

The screenshot shows a 'Crew Information' section with the following fields and values:

- Crew Member Identity (NM101)*: (Empty)
- Owner Mark (NM109): RAIL
- First Name (NM104)*: 1-35 Alphanumeric
- Middle Name (NM105): 1-25 Alphanumeric
- Last Name (NM103)*: 1-60 Alphanumeric
- On Duty Date (DTM02)*: (Calendar icon)
- On Duty Time (DTM03)*: HH:MM
- On Duty Time Zone (DTM04): (Dropdown arrow)
- Off Duty Date (DTM02)*: (Calendar icon)
- Off Duty Time (DTM03)*: HH:MM
- Off Duty Time Zone (DTM04): (Dropdown arrow)

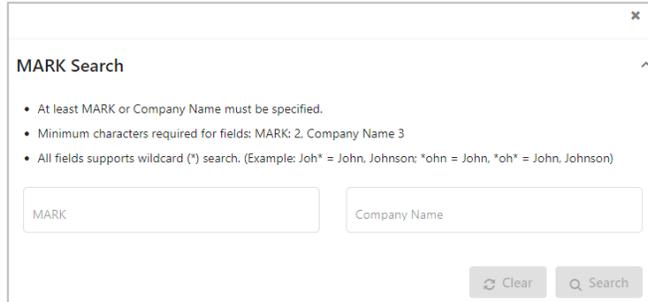
A plus icon (+) is visible in the bottom right corner of the form area.

Complete the following fields for each crew member:

Crew Member Identity Use the drop-down list to select the role of the crew member.

Owner Mark This field is pre-filled with the currently logged in Mark. If you need to change this, enter a known 2 to 4-character alphanumeric mark or select the Search icon (🔍) to identify the mark of the railroad that owns the track planned to be traversed (required). If you select the Search icon, the Mark Search popup is displayed ([Exhibit 35](#)).

Exhibit 35. Mark Search Popup



Enter a mark or company name and select **Search**. Once you locate the appropriate mark, select it and then select the **Select** button to populate the Host RR Mark field.

First Name Enter the 1 to 35-character first name of the crew member.

Middle Name Enter the 1 to 25-character middle name of the crew member.

Last Name Enter the 1 to 60-character last name of the crew member.

On Duty Date Use the calendar tool to select the date the crew member is scheduled to go on duty.

On Duty Time Enter the time (HH:MM format) when the crew member is scheduled to go on duty.

On Duty Time Zone Use the drop-down list to select the time zone used for the crew member's on-duty time.

Off Duty Date Use the calendar tool to select the date the crew member is scheduled to go off duty.

Off Duty Time Enter the time (HH:MM format) when the crew member is scheduled to go off duty.

Off Duty Time Zone Use the drop-down list to select the time zone used for the crew member's off-duty time.

Note: As needed, select the plus icon (+) to add another set of Crew Information fields.

[Exhibit 36](#) shows an example of a completed Crew Information section.

Exhibit 36. Submit 161 Train Sheet Page – Crew Information Section Completed

Crew Information

Crew Member Identity (NM101)* Engineer	Owner Mark (NM109) RAIL	
First Name (NM104)* JONATHAN	Middle Name (NM105) DAVID	Last Name (NM103)* SMITH
On Duty Date (DTM02)* 9/15/2021	On Duty Time (DTM03)* 16:00	On Duty Time Zone (DTM04) Central Time
Off Duty Date (DTM02)* 9/16/2021	Off Duty Time (DTM03)* 02:00	Off Duty Time Zone (DTM04) Central Time

+

Submitting the Train Sheet

Once you have completed the required information, select **Submit** at the bottom right to submit the Train Sheet as an EDI 161 message ([Exhibit 37](#)).

Exhibit 37. Submit 161 Train Sheet Page Completed

General Information			
Tenant*	Tenant Train ID (BTS01)*	Host*	Host Train ID (BTS14)
RAIL	AB12345	MCCX	789101112
Tenant Scheduled Departur...	Tenant Section Number (BTS15)	Host Scheduled Departure ...	Host Section Number (BTS15)
9/15/2021	2300	9/15/2021	432567

Trackage Location			
Trackage Origin SPLC (V909)*	Trackage Origin Country Code (V907)	Trackage Origin St/Prov (V906)	Trackage Origin City (V905)
522248000	US	SD	EUREKA
Trackage Destination SPLC (V91...)	Trackage Destination Country Code	Trackage Destination St/Prov	Trackage Destination City Name
528110000	US	SD	EPIPHANY

Event Information			
Event Code (V901)*	Event Date (V903)*	Event Time (V904)*	Event Time Zone (V913)*
SDD	9/15/2021	19:00	Central Time

Locomotive Information		
Locomotive Initial (FAC01)*	Locomotive Number (FAC02)*	Placement (FAC03)*
AB	710	Locomotive
Direction (FAC04)*	Equipment Status (FAC05)*	Has Cab (FAC06)*
Forward	Operating Locomotive or Cab...	Yes

Train Information			
Train Type (BTS11)*	Key Train (BTS12)	Loads (BTS02)	Empties (BTS04)
Coal Train	Yes	67	3
Weight (BTS06)	Length (BTS07)	Horsepower (BTS08)	
20000	4500	10000	
Special Handling (H301)			
High Value Load			

After the Train Sheet is submitted, a confirmation popup is displayed ([Exhibit 38](#)).

Exhibit 38. Train Sheet Successfully Submitted Confirmation Popup



The newly created Train Sheet is added to the [Interoperable Train Sheet Dashboard](#).

Using the Send SDD + CCT Toggle

The Send SDD + CCT toggle, located at the top right of the Submit 161 Train Sheet page ([Exhibit 39](#)), enables you to save crew information that is automatically sent when a request is received from the host railroad.

Exhibit 39. Submit 161 Train Sheet Page with the Send SDD + CCT Toggle

The screenshot shows the 'General Information' section of the Submit 161 Train Sheet page. It contains several input fields for tenant and host information, including Tenant Train ID, Host, Tenant Scheduled Departure, Tenant Section Number, Host Scheduled Departure, Host Train ID, and Host Section Number. A toggle switch labeled 'Send SDD + CCT' is located in the top right corner of this section and is highlighted with a red rectangular box.

When you switch the Send SDD + CCT toggle to the “on” position, the Crew Information section is added to the Submit 161 Train Sheet page ([Exhibit 40](#)).

Exhibit 40. Submit 161 Train Sheet Page – Crew Information Section

The screenshot shows the 'Crew Information' section of the Submit 161 Train Sheet page. It contains several input fields for crew member details, including Crew Member Identity, Owner Mark, First Name, Middle Name, Last Name, On Duty Date, On Duty Time, On Duty Time Zone, Off Duty Date, Off Duty Time, and Off Duty Time Zone.

To save crew information, populate the fields in the Crew Information section (see [Completing the Crew Information Section](#)) and submit the Train Sheet (see [Submitting the Train Sheet](#)). When an EDI 824 message is received from the host railroad, PTC ITS automatically sends an EDI 161 CCT (Crew Call) message containing the crew information.

Note: The host must provide three host-specific fields (Host Train ID, Host Train Scheduled Departure Date, and Host Section Number) for the CCT message to be sent. If the host rejects the initial SDD with a “TR”, but provides the appropriate host fields, PTC ITS still generates the EDI 161 CCT message.

Once the CCT message has been sent, the Train Sheet is listed as “In Progress” on the [Interoperable Train Sheet Dashboard](#).

Creating and Submitting a 418J Consist

Select **Submit 418J Consist** from the EDI Messaging menu bar to create and submit a new consist. The following buttons are displayed, which enable you to select a method for submitting a consist ([Exhibit 41](#)):

Exhibit 41. Submit 418J Consist Buttons



The methods for submitting a consist are described in the following sections:

- [Submitting a 418J Consist through Uploading](#)
- [Submitting a 418J Consist through Importing](#)

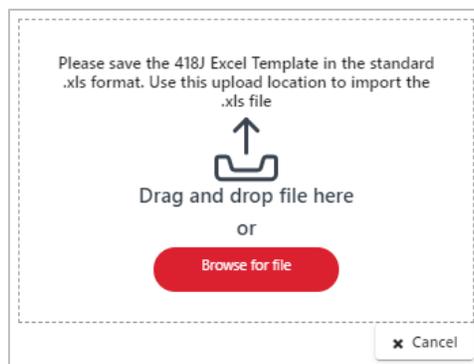
Submitting a 418J Consist through Uploading

Use this procedure to locate and upload an Excel file containing consist information that has been prepared in the approved format:

Note: Use the 418J Excel Template and the 418J Excel Template User Guide to prepare the consist information. These files are located under the PTC ITS Resources menu.

1. Select **Submit 418J Consist** from the menu bar. The Submit 418J Consist buttons are displayed ([Exhibit 41](#)).
2. Select the **Upload Consist** button. A Locate File popup is displayed, which enables you to drag and drop or browse for a prepared Excel file ([Exhibit 42](#)).

Exhibit 42. Locate File Popup



3. Drag and drop or browse and open a prepared Excel file. The file is verified and checked for errors ([Exhibit 43](#)).

Exhibit 43. File Uploaded Popup



4. If there are no errors, select **Import** to import the file. The Submit 418J Consist page is displayed ([Exhibit 44](#)). If there are errors, edit your Excel file, correct the errors, and repeat the upload process.

Exhibit 44. Submit 418J Consist Page

Submit 418J Consist

Tenant RR Mark*
RAIL

Host RR Mark*
2-4 Alphanumeric

Consist Qualifier*
139 - Estimated

Service Level Code
01 - Bulk Commodity Train

Link to 161 TrainSheet

Tenant TRAIN ID*
170LC

Tenant Train Date*
2/9/2021

Tenant Train Time*
06:10

Host Train ID*
CSXT123

Trackage Origin SPL*
411657

Trackage Destination SPL*
411700

Host Departure D...
2/9/2021

Host Section Number*
1

Block Identifier	Equipment	Equipment Description Code	Equipment Status Code	Commodity Code	Net Weight	Car Type Code	Additional Information Present	Hazmat Information Present	
DBLOCK(5)									
	RAIL1	LO - Locomot...	O - Operatin...	8999	210	U221	Yes	No	▼
	RAIL2	LO - Locomot...	O - Operatin...	8999	240	U222	Yes	No	▼
	RAIL3	LO - Locomot...	O - Operatin...	999999	240	U223	Yes	No	▼
	RAIL4	RR - Rail Car	E - Empty	2815130	210	U224	Yes	No	▼
	RAIL5	TN - Tank Car	L - Load	4960196	101	U225	Yes	No	▼

Cancel Submit 418J

5. Select the **Submit 418J** button to generate an EDI message and send it to the host railroad.

Submitting a 418J Consist through Importing

Use this procedure to locate and import a consist from the 418 Repository to use as a template:

1. Select **Submit 418J Consist** from the menu bar. The Submit 418J Consist buttons are displayed (see [Exhibit 41](#)).
2. Select the **Import Consist from EDI 418 Repository** button. The Import Consist from EDI 418 Repository page is displayed, which enables you to select a consist to import ([Exhibit 45](#)).

Exhibit 45. Import Consist from EDI 418 Repository

Import Consist from 418 Repository

Number of Record(s): 89 of 89 Clear Filters Download Refresh

Select Consist For Import	Consist ID ↓	BAX06 - Train ID	BAX04 - Date	BAX05 - Time	BAX02 - Consist Type	Receipt Timestamp
<input type="checkbox"/>	469	BNSF123	03/24/2021	12:00	J	05/18/2021 11:52
<input type="checkbox"/>	468	BNSF123	03/24/2021	12:00	J	05/18/2021 11:51
<input type="checkbox"/>	434	TEST21	03/31/2021	19:15	J	04/26/2021 08:24
<input type="checkbox"/>	397	RAIL1 02	09/03/2020	14:12	T	04/12/2021 08:50
<input type="checkbox"/>	356	TEST21	03/31/2021	19:15	J	03/31/2021 13:30
<input type="checkbox"/>	355	DAVID1	03/31/2021	19:00	J	03/31/2021 11:39
<input type="checkbox"/>	354	TEST03	09/03/2020	14:12	J	03/31/2021 11:38
<input type="checkbox"/>	353	RAIL1 02	09/03/2020	14:12	T	03/31/2021 11:37
<input type="checkbox"/>	328	RAIL1 02	09/03/2020	14:12	T	03/31/2021 08:40

Cancel Import

This page lists existing EDI 418 and EDI 418J messages that you can use as a template for your new EDI 418J message.

3. Select the box to the left of the message you want to use as your template, and then select the **Import** button. The Submit 418J Consist page is displayed ([Exhibit 46](#)).

Exhibit 46. Submit 418J Consist Page

Submit 418J Consist

Tenant RR Mark* RAIL	Host RR Mark* MCCX	Consist Qualifier* 140 - Actual	Service Level Code 01 - Bulk Commodity Train
Tenant TRAIN ID* TEST21	Tenant Train Date* 3/31/2021	Tenant Train Time* 19:15	Host Train ID* MCCX21
Trackage Origin SPL* 485872000	Trackage Destination SPL* 459883000	Host Departure D... 3/31/2021	Host Section Number* 1

[Link to 161 TrainSheet](#)

Block Identifier	Equipment	Equipment Description Code	Equipment Status Code	Commodity Code	Net Weight	Car Type Code	Additional Informator Present	Hazmat Informator Present	
▼ BLOCK1 (2)									
	RAIL1	LO - Locomo...	O - Operatin...	8999	210	U221	Yes	No	
	RAIL2	LO - Locomo...	O - Operatin...	8999	240	U222	Yes	No	
▼ BLOCK2 (3)									
	RAIL3	LO - Locomo...	O - Operatin...	999999	210	U223	Yes	Yes	
	RAIL4	RR - Rail Car	E - Empty	2815130	210	U224	Yes	Yes	
	RAIL5	TN - Tank Car	L - Load	4960196	101	U225	Yes	Yes	

Cancel Submit 418J

You can edit any of the fields in this section except the Tenant RR Mark

You need to edit the general information fields (the BAX information) at the top to match the train sheet. You can do this by editing the fields directly or by selecting the **Link to 161 TrainSheet** button.

Note: You cannot edit the equipment that makes up the train in the bottom (block) section, but once you expand a block by selecting its Expand icon (▼), you can delete certain types of sensitive information in the bottom section such as Consignee Information and Hazardous Identification Information. To delete information, select the Delete icon (✖) associated with that information and then confirm the deletion.

- Edit the general information fields (the BAX information) at the top as needed.

– or –

Select the **Link to 161 TrainSheet** button. The TrainSheet Data page is displayed ([Exhibit 47](#)).

Exhibit 47. TrainSheet Data Page

TrainSheet Data											
Train Sheet ID	SDD Event Date/Time(ET)	Tenant Carrier	Host Carrier	Tenant Train ID	Host Train ID	824 Status	824 Reject Reason	824 Date/Tir	Status	Modified Date/Time(E	
<input type="checkbox"/>	1477	03/31/2021 ...	RAIL	MCCX	TEST21	MCCX21	TA	03/31/2...	In Progr...	03/31/2021...	
<input type="checkbox"/>	1476	03/31/2021 ...	RAIL	MCCX	DAVID1	MCCX2	TA	03/31/2...	In Progr...	03/31/2021...	
<input type="checkbox"/>	1474	03/31/2021 ...	RAIL	MCCX	BN 123	MX-1234	TA	03/31/2...	Cancelled	03/31/2021...	
<input type="checkbox"/>	1473	03/31/2021 ...	RAIL	MCCX	BN 123	MCCX-...	TA	03/31/2...	Closed	03/31/2021...	
<input type="checkbox"/>	1472	03/31/2021 ...	RAIL	RAIL	1234				Submitt...	03/31/2021...	
<input type="checkbox"/>	1471	03/30/2021 ...	RAIL	MCCX	RAIL	RAIL2	TA	03/30/2...	In Progr...	03/30/2021...	
<input type="checkbox"/>	1436	03/26/2021 ...	RAIL	MCCX	RAIL01				Submitt...	03/26/2021...	
<input type="checkbox"/>	1403	03/19/2021 ...	RAIL	MCCX	TEST20	RAIL-1	TA	04/01/2...	Acknow...	04/01/2021...	
<input type="checkbox"/>	1401	03/18/2021 ...	SKOL	RAIL	DPTST				Submitt...	03/18/2021...	
<input type="checkbox"/>	1365	03/11/2021 ...	RAIL	MCCX	RAIL1	PTCX85	TA	03/11/2...	Acknow...	03/11/2021...	
<input type="checkbox"/>	1332	03/03/2021 ...	MCCX	RAIL	TRAIN01				Submitt...	03/03/2021...	
<input type="checkbox"/>	1331	03/03/2021 ...	RAIL	MCCX	RAIL01				Submitt...	03/03/2021...	
<input type="checkbox"/>	1195	01/27/2021 ...	MCCX	RAIL	RAIL1	BNSF-1...	TA	01/31/2...	In Progr...	01/31/2021...	

Select the box to the left of the train sheet associated with the consist and then select the **Import Trainsheet Information** button to change the general information (BAX) fields at the top to match the information on the selected Train Sheet. The Submit 418J Consist page is redisplayed with the updated information.

- Select the **Submit 418J** button to generate an EDI message and send it to the host railroad.

Railroad Management

Railroad managers can add and manage pre-determined routes and trains to be imported into Interoperable Train Sheets.

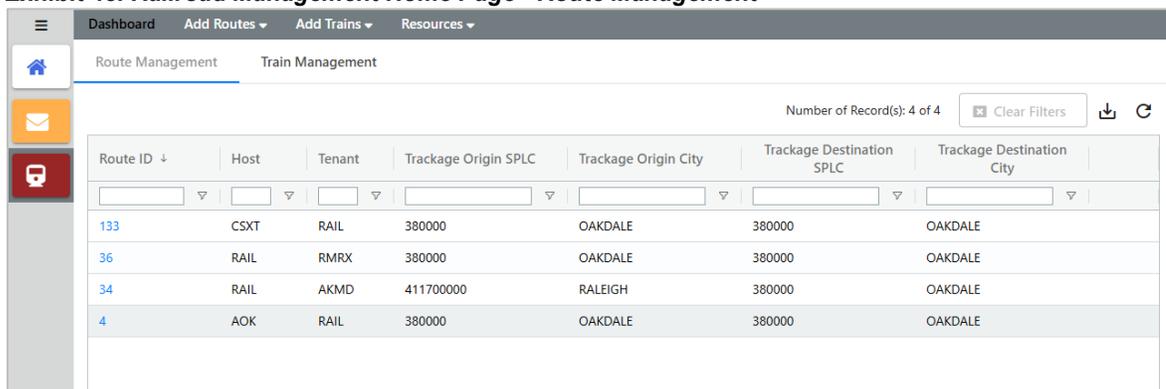
Railroad Management provides a menu bar with the following options:

- Dashboards** Provides access to the Railroad Management dashboards, which enable you to work with Routes and Trains. See Railroad Management for more information.
- Add Routes** Enables you to add pre-determined routes templates to Associated Routes that can be imported into Interoperable Train Sheets. See [Adding Routes](#) for more information.
- Add Trains** Enables you to add pre-determined train templates to Associated Trains that can be imported into Interoperable Train Sheets. See [Adding Trains](#) for more information.
- Resources** Enables you to view the *PTC ITS User Guide* (this document) as well as download the 418J Excel Template and its Excel-based user guide.

The Railroad Management home page ([Exhibit 48](#)) contains two tabs at the top, enabling you to switch between the Route and Train Management dashboards:

- Select the **Route Management** tab to manage existing routes (the default dashboard). See [Managing Existing Routes](#) for more information.
- Select the **Train Management** tab to manage existing trains. See [Managing Existing Trains](#) for more information.

Exhibit 48. Railroad Management Home Page - Route Management



Route ID ↓	Host	Tenant	Trackage Origin SPLC	Trackage Origin City	Trackage Destination SPLC	Trackage Destination City
133	CSXT	RAIL	380000	OAKDALE	380000	OAKDALE
36	RAIL	RMRX	380000	OAKDALE	380000	OAKDALE
34	RAIL	AKMD	411700000	RALEIGH	380000	OAKDALE
4	AOK	RAIL	380000	OAKDALE	380000	OAKDALE

Managing Existing Routes

The Route Management Dashboard ([Exhibit 49](#)) enables you to view and edit existing routes that can be added to a Train Sheet. This dashboard displays a list of every route to which you are a party.

Tenant is the railroad operating on the **Host** track.

Exhibit 49. Route Management Dashboard

Route ID	Host	Tenant	Trackage Origin SPLC	Trackage Origin City	Trackage Destination SPLC	Trackage Destination City
266	UP	SCAX	411700000	RALEIGH	257500000	RICHMOND
265	UP	SCAX	411700000	RALEIGH	417500000	CHARLOTTE
232	UP	SCAX	411700000	RALEIGH	411657000	CARY
199	UP	SCAX	380000	OAKDALE	380000	OAKDALE
166	BNSF	UP	380000	OAKDALE	380000	OAKDALE
100	UP	CSXT	380000	OAKDALE	380000	OAKDALE
67	UP	CSXT	486670000	RALEIGH	380000	OAKDALE
35	UP	BNSF	380000	OAKDALE	175461000	BLOOMINGTON
7	UP	SJVR	881550000	BAKERSFIELD	881550000	BAKERSFIELD
5	UP	NS	380001	ASHLAND AVENUE	381248	PROVISO

Select the Route ID link for the record you want to edit. The Edit Route popup is displayed.

Exhibit 50. Edit Route Details

Edit Route:266

Tenant* SCAX HostMark* UP Tenant Acknowledgement

Trackage Origin SPLC (V9... 411700000 Trackage Origin Country Cod... US Trackage Origin St/Prov (V906) NC Trackage Origin City (V905) RALEIGH

Trackage Destination SPL... 257500000 Trackage Destination Country... US Trackage Destination St/Prov VA Trackage Destination City Na... RICHMOND

Added by: BSDXP01 Added Timestamp: 2025-03-04 13:43 Edited by: BSDXP01 Edited Timestamp: 2025-03-04 13:43

Cancel Submit

See [Adding Routes](#) for field description details. Make the appropriate updates and select **Submit** to submit your changes.

Managing Existing Trains

The Train Management Dashboard ([Exhibit 49](#)) enables you to view and edit existing trains that can be imported into a Train Sheet. This dashboard displays a list of every train to which you are a party.

Exhibit 51. Train Management Dashboard

Route Management		Train Management	
<input type="button" value="Delete Train"/>		Number of Record(s): 3 of 3 <input type="button" value="Clear Filters"/> <input type="button" value="Download"/> <input type="button" value="Refresh"/>	
Train Record ↓	Tenant Train Symbol	Tenant Section Number	
<input type="checkbox"/> 364	TESLA1		
<input type="checkbox"/> 331	TEST1234		
<input type="checkbox"/> 298	TEST123		

To remove a train, select the checkbox a train that you want to delete. The **Delete Train** button is displayed. Select the **Delete Train** button. If you confirm **Yes** to the confirmation popup, your train will be deleted permanently and will no longer appear in the Train Dashboard.

To edit a train, select the **Train Record** link for the record you want to edit. The Edit Train popup is displayed ([Exhibit 52](#)).

Exhibit 52. Edit Train Details

Edit Train:331

General Information

Tenant Train Symbol*
TEST1234

Tenant Section Number (BTS15)
1-9 Numeric

Locomotive Information

Locomotive Initial (FAC01)*
TEST

Locomotive Number (FA...
1234

Placement (FAC03)
Locomotive

Direction (FAC04)
Forward

Equipment Status (FAC05)
Operating Locomotiv...

Has Cab (FAC06)
Yes

Train Information

Train Type (BTS11)
Manifest Freight

Key Train (BTS12)
No

Loads (BTS02)
15

Empties (BTS04)
1-3 Numeric

Weight (BTS06)
1-8 Decimal

Length (BTS07)
1-8 Decimal

Horsepower (BTS08)
1-16 Numeric

Special Handling (H301)

Assigned Routes

Route ID :	Host :	Tenant :	
232	UP	SCAX	
Trackage Origin SPLC :	Trackage Destination SPLC :		
411700000	411657000		

See [Adding Trains](#) for field description details. Make the appropriate changes and select **Submit** to submit your updates.

Adding Routes

When you have several trains using the same route, it is recommended to create one route ([Exhibit 53](#)) and add a train for each train using the route (see [Adding Trains](#)).

When routes are set up to include another railroad (tenant or host), then those routes will be visible and available to the other railroad to add to a Train Sheet.

Required fields are marked with a red asterisk (*).

Exhibit 53. Add Route

To add a route, complete the following fields:

- | | |
|--|--|
| Trackage Origin SPLC | Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage origin (required). If you select the Search icon, the SPLC Search popup is displayed (Exhibit 26). Enter a location or select a state or province and select Search . Once you locate the appropriate SPLC, select it and then select the Select button to populate the Trackage Origin SPLC field. |
| Trackage Origin Country Code | This field is populated automatically once you select the Trackage Origin SPLC. |
| Trackage Origin St/Prov | This field is populated automatically once you select the Trackage Origin SPLC. |
| Trackage Origin City Name | This field is populated automatically once you select the Trackage Origin SPLC. |
| Trackage Destination SPLC | Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage destination (required). If you select the Search icon, the SPLC Search popup is displayed (see Exhibit 26). Enter a location or select a state or province and select Search . Once you locate the appropriate SPLC, select it and then use the Select button to populate the Trackage Destination SPLC field. |
| Trackage Destination Country Code | This field is populated automatically once you select the Trackage Destination SPLC. |

**Trackage
Destination St/Prov** This field is populated automatically once you select the Trackage
Destination SPLC.

**Trackage
Destination City
Name** This field is populated automatically once you select the Trackage
Destination SPLC.

When you have completed all required fields, select **Submit** to add a route.

After the route is submitted, a confirmation popup is displayed ([Exhibit 54](#)).

Exhibit 54. Route Saved Successfully Confirmation Popup with ID



The newly created route is added to the Route Management Dashboard (see [Managing Existing Routes](#)) and can be imported when creating Train Sheets (see [Importing Train Details](#)).

Adding Trains

As Railroad Management, you have the option to add pre-determined trains to choose from when creating Train Sheets.

When you have several trains using the same route, it is recommended to create one route (see [Adding Routes](#)) and add a train for each train using the route ([Exhibit 55](#)).

Required fields are marked with a red asterisk (*).

Exhibit 55. Add Train

Add Train

General Information

Tenant Train Symbol* <small>1-10 AlphaNumeric</small>	Tenant Section Number (BTS15) <small>1-9 Numeric</small>
--	---

Locomotive Information

Locomotive Initial (FAC01) <small>2-4 ALPHABETIC</small>	Locomotive Number (FAC02) <small>1-10 Numeric</small>	Placement (FAC03)
Direction (FAC04)	Equipment Status (FAC05)	Has Cab (FAC06)

Train Information

Train Type (BTS11)	Key Train (BTS12)	Loads (BTS02) <small>1-3 Numeric</small>	Empties (BTS04) <small>1-3 Numeric</small>
Weight (BTS06) <small>1-8 Decimal</small>	Length (BTS07) <small>1-8 Decimal</small>	Horsepower (BTS08) <small>1-16 Numeric</small>	

Special Handling (H301)

✕ Cancel
Submit

To add a train, complete the following fields:

Tenant Train Symbol Enter the 1 to 10-character alphanumeric train ID (required).

Tenant Section Number	Enter the 1 to 9-character numeric tenant carrier section number (optional).
Locomotive Initial	Enter a 2 to 4-character alphabetic locomotive initial to identify the locomotive in the train.
Locomotive Number	Enter the 1 to 10-character numeric locomotive number (required if the Locomotive Initial field is populated).
Placement	Use the drop-down list to select the placement (required if the Locomotive Initial field is populated).
Direction	Use the drop-down list to select the direction of the locomotive (required if the Locomotive Initial field is populated).
Equipment Status	Use the drop-down list to select the equipment status of the locomotive (required if the Locomotive Initial field is populated).
Has Cab	Use the drop-down list to select whether the locomotive has a cab (required if the Locomotive Initial field is populated).
Train Type	Use the drop-down list to select the train type.
Key Train	Use the drop-down list to select whether the train is a key train.
Loads	Enter the 1 to 3-character numeric number of loaded railcars on the train.
Empties	Enter the 1 to 3-character numeric number of empty railcars on the train.
Weights	Enter the 1 to 8-character numeric number representing the weight of the train in tons (decimals are allowed).
Length	Enter the 1 to 8-character numeric number representing the length of the train in feet (decimals are allowed).
Horsepower	Enter the 1 to 16-character numeric number representing the total horsepower of the train.
Special Handling	Use the drop-down list to select any special handling applicable to the train.

Select the + button to add **Locomotives** and **Train Information**. Once you have added a section, use the trash can icon to remove a section.

When you have completed all required fields, select **Submit** to add a train.

After the train is submitted, a confirmation popup is displayed ([Exhibit 56](#)).

Exhibit 56. Train Saved Successfully Confirmation Popup with ID



The newly created train is added to the Train Management Dashboard (see [Managing Existing Trains](#)) and can be imported when creating Train Sheets (see [Importing Train Details](#)).