



# End of Train Self Service (EOTSS) User Guide



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Last Updated: November 2023

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# Learning about EOT Self Service

## Overview

EOTSS enables railroad EOT managers and car accountants to customize event searches and EOT liability file searches and in-transit file searches by common carrier and manage railroad relationships to apply liability and exception management for end of train devices.

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

- [Getting Started](#) describes how to access and log in to the system.
- [Dashboard](#) describes how to use the EOTSS dashboard components on the Home page.
- [Event Search](#) describes how to query EOT movement events.
- [File Search](#) describes how to query the Monthly Liability File, Daily In-Transit File and the Daily Estimation File.
- [Utilization Query](#) describes how to the Life Movement Query and the Non-Subscriber Query.
- [Exceptions](#) describes show to bulk upload exceptions and how to manage exceptions submitted by and to my company.
- [Messages](#) describes how to create interchange messages.
- [Settlements](#) describes how to run settlement reports.
- [Map](#) describes how to use the map to find EOT devices.
- [Admin](#) describes how to manage railroad relationships and various device requests.

**Exhibit 1. Settlement and Exception Timeline Example**

	Current Month											
Service Month	January	February	March	April	May	June	July	August	September	October	November	December
January		Create Exceptions	Approve	Rebuttals	RCH							
February			Create Exceptions	Approve	Rebuttals	RCH						
March				Create Exceptions	Approve	Rebuttals	RCH					
April					Create Exceptions	Approve	Rebuttals	RCH				
May						Create Exceptions	Approve	Rebuttals	RCH			
June							Create Exceptions	Approve	Rebuttals	RCH		
July								Create Exceptions	Approve	Rebuttals	RCH	
August	RCH								Create Exceptions	Approve	Rebuttals	RCH
September	Rebuttals	RCH								Create Exceptions	Approve	Rebuttals
October	Approve	Rebuttals	RCH								Create Exceptions	Approve
November	Create Exceptions	Approve	Rebuttals	RCH								Create Exceptions
December	Create Exceptions	Approve	Rebuttals	RCH								

Create Exceptions
Approve Exceptions
Submit Rebuttals
Settle via RCH

---

## 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](#).

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## 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](mailto:csc@railinc.com).

## Getting Started

The EOTSS application uses Railinc Single Sign-On (SSO) which is accessed from the Railinc portal at <https://public.railinc.com>. Select the **Customer Login** link in the upper right corner of the page.

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## Registering to Use Railinc SSO

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

---

## Requesting Access to EOTSS

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

Your level of access and authorization for EOTSS is determined when you request access through Railinc Single Sign-On. [Exhibit 2](#) shows a complete list of EOTSS roles as seen in SSO.

### *Exhibit 2. User Roles and Tasks*

Task	Description
<b>EOTSS Company Administration</b>	This role is for the Carrier to assign permissions to the End of Train Self Service system for their company. This role will also allow the ability to query EOT events and create Liability Acceptance Message (If Railroad).
<b>EOTSS Event Query</b>	This role allows the user to query EOT events only.
<b>EOTSS Maintenance</b>	This role allows the user to create EOT Liability Acceptance Messages (LAM), Package Event Tracking Messages and Exception Management.
<b>EOTSS Map User</b>	This role is for access to the EOT Map function.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface (see [Exhibit 3](#)).

### Exhibit 3. EOTSS Request Permission

RAILINC | Launch Pad (MICHDOC) : RAILINC CORPORATION | Sign Out

Home / Request Application Access by Role

(MICHDOC) ACTIVE

#### End of Train Self Service (EOTSS)

The End of Train Self Service (EOTSS) application enables EOT managers access to research and analyze data around EOT liability.

1 Select Roles 2 Confirm 3 Done

EOTSS Company Administrator ( MARK required )  
This EOTSS role is for the Carrier to assign permissions to the End of Train Self Service system for their company. This role will also allow the ability to query EOT events and create Liability Acceptance Message (if Railroad).

EOTSS Event Query ( MARK required )  
This EOTSS role will allow query of EOT events only.

EOTSS Maintenance ( MARK required )  
This EOTSS role will allow creation of EOT Liability Acceptance Messages (LAM), Package Event Tracking Messages, and Exception Management.

EOTSS Map User ( MARK required )  
This EOTSS role is for access to the EOT Map function of the application.

Comments...

Return Next 0/255

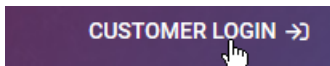
Once you receive e-mail notification of access to EOTSS, you can log on and begin using EOTSS.

## Logging In

Use the following procedure to log into EOTSS:

1. Open your internet browser.
2. Enter the following URL: <https://public.railinc.com/>. Select the **Customer Login** link in the upper right corner of the page.

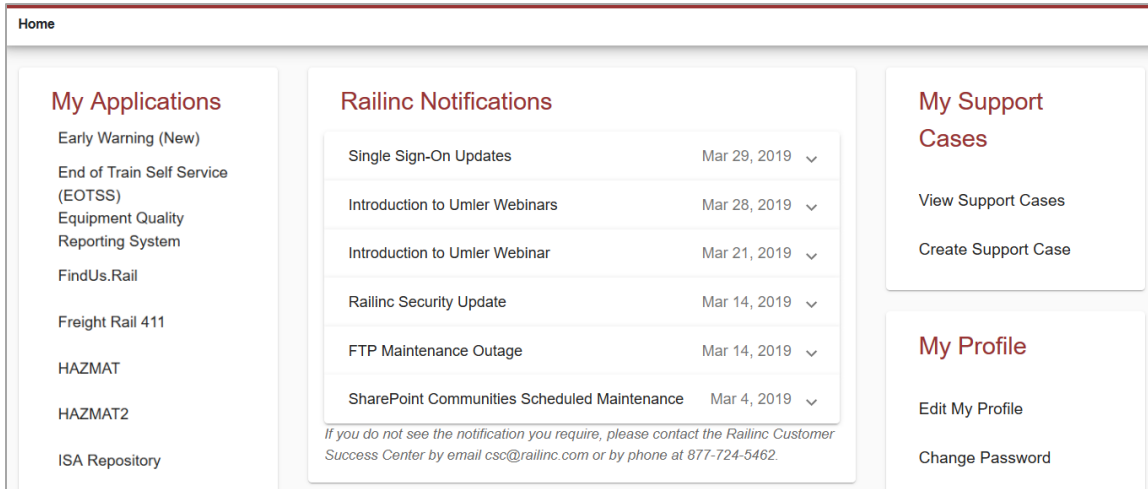
### Exhibit 4. Railinc Login Link





3. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed.

**Exhibit 5. Railinc Launch Pad**



4. In the **My Applications** section, select **End of Train Self Service (EOTSS)**. The EOT Self Service Home page is displayed.

Exhibit 6. EOT Self Service Home Page

**Umler Registrations**

EOT's registered in Umler	2927
---------------------------	------

**In Transit EOT's**

Hand Interchange	29
Package Interchange	253

**LCS Liability Assignments**

	Payable	Receivable
System	162	
Foreign Subscriber	68	102
NonSubscriber	9	4

**Online and Offline EOT's**

	Online	Offline
System	2237	
Foreign Subscriber	287	400
NonSubscriber	14	236

**Liability Exceptions**

	Pending	Approved	Rejected	Rebuttal
Submitted to my company	0	0	0	0
Submitted by my company	0	0	0	0

**Admin Requests**

	Lost	Destroyed	Damaged	Adjustments
Submitted to my company	2	1	1	2
Submitted by my company	3	2	4	5

**This Month**

Settle	NOV 2022	APR 5
Rebut	DEC 2022	APR 1 - APR 30
Approve	JAN 2023	APR 1 - APR 30
Exception 1	FEB 2023	APR 1 - APR 30
Exception 2	MAR 2023	APR 1 - MAY 31

Continue by selecting one of the following EOTSS menu options:

- Dashboard** Umler registrations, in-transit EOTs, liability assignments and online/offline EOTs
- Search > Event Search** Search for events
- Search > File Search** Search for monthly liability files, daily in-transit files and daily estimation files
- Utilization Query** Query last movements and non-subscribers.
- Exceptions** Functions to be added at a later date
- Reports** Functions to be added at a later date
- Documentation** Retrieve EOTSS support documentation.

## Logging Out

Select the **Sign Out** link to end an EOTSS session.

# Dashboard

The EOTSS dashboard is divided into four sections as seen in [Exhibit 6](#):

- [Umler Registrations](#) – provides a total of the EOTs registered in Umler by subscribed users for the logged in railroad.
- [In-Transit EOTs](#) – includes the ability to select listed roads to view details ([Exhibit 7](#))
- [Liability Assignments](#) – includes the ability to select listed roads to view details ([Exhibit 7](#))
- [Online and Offline EOTs](#) – includes the ability to select listed roads to view details ([Exhibit 7](#))
- [Liability Exceptions](#) – includes the ability to select exception totals by status for a rolling 4-month window of time from the current date such as November thru February or December thru March.
- [Admin Requests](#) – provides a summary of Adjustment, Lost, Disable, and Adjustment/Damaged/Destroyed requests submitted to and by my company, categorized by status. Viewable only by company administrators.
- [Settlement Timeline](#) – provides the action items for the current month, the settlement month for those actions and the range and due date for the action.

**Exhibit 7. Dashboard Details of Listed Roads**

The screenshot displays two main components of the dashboard. On the left, a window titled 'In Transit EOT's' shows a table of 'Package Interchange | Delivered' for BNSF - 16. The table lists various EOTs with their initial, number, location, date, and road details. On the right, the main dashboard view shows a summary for 'Umler Registrations' with a 'Package Interchange' dropdown menu open, showing counts for 'Pending Receipt' and 'Delivered' across different railroads.

EOT Initial	EOT Number	City / State	Event Date	From Road	To Road
BNQ	0000045701	Wyltx,TX	05/13/2020	KCS	BNSF
BNQ	0000043671	Cemci,CO	12/02/2019	KCS	BNSF
BNQ	0000042660	Wyltx,TX	06/19/2020	KCS	BNSF
BNQ	0000043052	Wyltx,TX	06/08/2020	KCS	BNSF
BNQ	0000043163	Kansas City,MO	05/02/2020	KCS	BNSF
BNQ	0000042293	Shrpt,LA	07/07/2020	KCS	BNSF
BNQ	0000042297	Wyltx,TX	07/08/2020	KCS	BNSF
BNQ	0000003182	Wyltx,TX	07/08/2020	KCS	BNSF
BNQ	0000047746	Ptsbg,KS	07/10/2020	KCS	BNSF
BNQ	0000045631	Corpu,TX	07/17/2020	KCS	BNSF
BNQ	0000046311	Corpu,TX	07/20/2020	KCS	BNSF
BNQ	0000001538	Shrpt,LA	07/21/2020	KCS	BNSF
BNQ	0000003087	Shrpt,LA	07/21/2020	KCS	BNSF
BNQ	0000090062	Shreveport Yard,...	07/22/2020	KCS	BNSF

---

## Umler Registrations

The Umler Registrations section of the EOTSS Dashboard provides a total of the EOTs registered in Umler by subscribed users for the logged in railroad. In this example, the user has logged in with access to KCS. 521 EOTs are registered in Umler for KCS.

**Exhibit 8. Umler Registered EOTs**



Umler Registrations <span style="float: right;">i</span>	
EOT's registered in Umler	521

---

## In-Transit EOTs

The In-Transit EOTs section of the EOTSS Dashboard provides the number of EOTs sent by you through hand or package delivery and EOTs sent to you through hand or package delivery.

Clicking on a number in the In-Transit EOTs section opens the details. Selecting a listed road in the pop-up provides further details ([Exhibit 7](#)).

- **Hand Interchange** are OTs with a reported hand delivery expected to be received and delivered. None, one or several railroads may appear with the number of EOTs being sent.
  - **Pending Receipt** are your hand delivered EOTs to be received, the railroad and the number of EOTs your railroad can expect to receive. For example, BNSF - 1 means that BNSF is sending you 1 EOT by hand delivery. In the example below, other railroads are listed for a total of 4 EOTs (pending receipt and delivered).
  - **Delivered** are EOTs that your railroad has reported for hand delivery, showing the railroads you are sending to and the number of EOTs to be delivered. For example, KCSM – 1 means that you have sent KCSM 1 EOT by hand delivery. In the example below, a total of 4 EOTs are listed (pending receipt and delivered).

**Exhibit 9. In-Transit Hand Interchange EOTs**

Hand Interchange	
Pending Receipt	Delivered
BNSF - 1	KCSM - 1
CPRS - 1	
NS - 1	

Hand Interchange	4
Package Interchange	44

- **Package Interchange** are EOTs with a reported package interchange expected to be received and delivered. None, one or several railroads may appear with the number of EOTs being sent.
  - **Pending Receipt** are your package EOTs to be received, the railroad and the number of EOTs your railroad can expect to receive. In the example below, BNSF – 6 means that BNSF is sending you 6 EOTs by package interchange. Several other railroads are listed for a total of 44 EOTs (pending receipt and delivered).
  - **Delivered** are EOTs that your railroad has reported for package interchange, showing the railroads you are sending to and the number of EOTs to be delivered. In the example below, BNSF – 16 means that you have sent BNSF 16 EOTs by package interchange. Several other railroads are listed for a total of 44 EOTs (pending receipt and delivered).

**Exhibit 10. In-Transit Package Interchange EOTs**

Package Interchange	
Pending Receipt	Delivered
BNSF - 6	BNSF - 16
CSXT - 1	NS - 7
NS - 2	UP - 7
UP - 5	

Hand Interchange	4
Package Interchange	44

# Liability Assignments

The Liability Assignments section of the EOTSS Dashboard provides a high-level view of your railroad's EOT Hire Payables and Receivables. This section is broken into two columns:

- Payables – the EOTs that you are liable for
- Receivables – the EOTs that you own

**Payables** represents the number of EOTs that your railroad is liable for based on EOT LCS decisions. These numbers are based on data from your production file each day after 11am. None, one or several railroads may appear in these columns with the number of EOTs for which you are liable.

Clicking on a number in the Liability Assignments section opens the details. Selecting a listed road in the pop-up provides further details ([Exhibit 7](#)).

- **System** EOTs are your EOTs where liability is assigned back to you via LCS decisions. In the example below, 2 of your EOTs are liable to you because of LCS Code-D decisions, and 9 of your EOTs are liable to you because of LCS Code-G decisions.

**Exhibit 11. System Payable Liability EOTs**

The screenshot shows a dashboard titled "Liability Assignments" with an information icon. Below the title is a table with two columns: "Payable" and "Receivable". Under "Payable", there are three rows: "System" with the value "19", "Foreign", and "Subscriber". Under "Receivable", there is one row: "NonSubscriber". A pop-up window titled "System - Payable" is open, showing a table with five columns: "LCS - D", "LCS - G", "LCS - O", "LCS - V", and "LCS - W". The corresponding values are "KCS - 2", "KCS - 9", "SHOP - 3", "KCS - 1", and "KCS - 4".

- **Foreign** EOTs are other subscriber EOTs where liability is assigned to you via one or more LCS decisions.
  - **Subscribers** are participants to [Circular OT-18](#), the Operating Practices For Control of End of Train (EOT) Devices.
  - **Non-Subscribers** are not participants to Circular OT-18.

**Receivables** represents the number of EOT liabilities the owner is receiving from other railroads. These numbers are based on data from your production file each day after 11am. None, one or several railroads may appear in these columns with numbers of EOTs for which you are liable.

- **Foreign** EOTs are your EOTs where liability is assigned to another subscriber via LCS decisions.
  - **Subscribers** are participants to [Circular OT-18](#), the Operating Practices For Control of End of Train (EOT) Devices. In the example below, there are a total of 29 EOT receivables due to LCS decisions. Clicking on the number opens the details of the decision types. LCS-B, -D, -G, -O, -R, -V, -W are categorized with

the railroad (BNSF, CN, KCSM, UP, CPRS, UP and NS) and number of EOTs and the name of the railroad liable, under each corresponding decision.

- **Non-Subscribers** are not participants to Circular OT-18.

**Exhibit 12. Foreign Subscriber Receivable Liability EOTs**

The screenshot shows a dashboard section titled "Liability Assignments" with columns for "System", "Foreign", "Subscriber", and "NonSubscriber". The "Foreign" row shows a total of 27, with a sub-row for "Subscriber" showing 39. A pop-up window titled "Foreign - Subscriber - Receivable" is open, displaying a table of liability assignments:

LCS - D	LCS - G	LCS - R	LCS - V	LCS - W
BNSF - 1	BNSF - 2	BNSF - 1	BNSF - 1	BNSF - 2
KCSM - 8	CN - 1			
	KCSM - 5			
	NS - 1			
	UP - 5			

## Online and Offline EOTs

The Online and Offline EOTs section of the EOTSS Dashboard provides the number of EOTs on your railroad and on another railroad's tracks.

**Online** is the number of EOTs on your railroad. **Offline** is the number of your EOTs on another railroad. These numbers are based on data from your production file each day after 11am. None, one or several railroads may appear in these columns.

Clicking on a number in the Online and Offline EOTs section opens the details. Selecting a listed road in the pop-up provides further details ([Exhibit 7](#)).

- **System** EOTs are your railroad's EOTs moving on your tracks. They appear as a total number in the **Online** column. In the example below, KCS has 301 EOTs moving on their tracks.

**Exhibit 13. System Online EOTs**

The screenshot shows a dashboard section with columns for "System", "Foreign", "Subscriber", and "NonSubscriber". The "System" row shows a total of 301. A pop-up window titled "System - Online" is open, displaying a table of System Online EOTs:

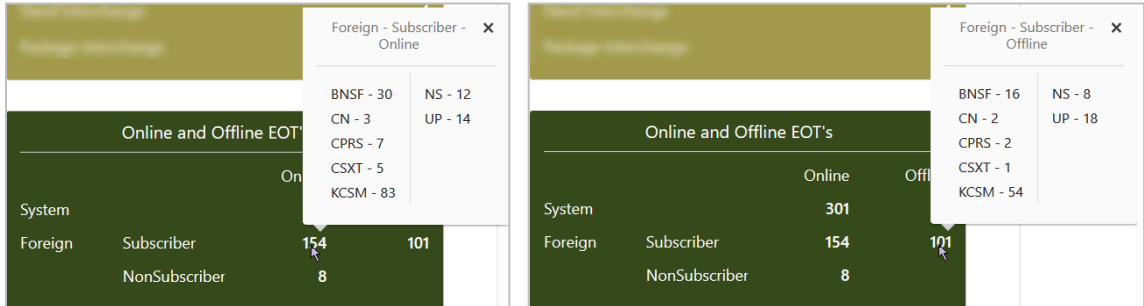
KCS - 301
-----------

- **Foreign** EOTs are other **Subscriber** or **Non-Subscriber** EOTs.
  - The **Subscriber Online** column shows the total number of subscriber EOTs moving on your railroad. Clicking on the number opens the details. In the example on the left, 30 of BNSF's EOTs are moving on your track, along with



several other railroads and their number of EOTs for a total of 154. The **Subscriber Offline** column shows the total number of your EOTs moving on another subscriber’s tracks. In the example on the right, 16 of your EOTs are moving on BNSF, along with several other railroads for a total of 101.

**Exhibit 14. Foreign Online and Offline Subscriber EOTs**



- The **Non-Subscriber Online** column shows the total number of non-subscriber EOTs moving on your railroad. Clicking on the number opens the details. For example, IAIS – 1 means that 1 of IAIS’s EOTs is moving on your railroad. In the example pictured above, the total number of EOTs is 8. The **Non-Subscriber Offline** column shows the total of your EOTs moving on a nonsubscriber’s railroad. For example, ABS – 2 means that 2 of your EOTs are moving on ABS.

## Liability Exceptions

The Liability Exceptions section of the EOTSS Dashboard provides the number of exceptions by status for the previous 4 months from the current date either submitted to my company or submitted by my company.

**Exhibit 15. Liability Exceptions**

Liability Exceptions <span style="float: right;">i</span>				
	Pending	Approved	Rejected	Rebuttal
Submitted to my company	0	2	0	0
Submitted by my company	32	31	5	0

Clicking on a number in the Liability Exceptions dashboard takes you to the list of records for the selected row and status. Mostly likely you’ll need to change the **Service Month** to find all the counted records, because the number represents the number of exceptions within the past four months.

**Exhibit 16. Liability Exceptions – Selecting Service Month**

Exceptions submitted by KCS

Summary Net Details

Draft Pending Approved Rejected Rebuttal

Expand All Contract All Export To CSV

Current Payment <				Approval Details	Rebuttal Details <	Rejection Details <	Liabile Adjusted				
EOTLF Key	EOT Initial	EOT Number	Total Amount	Approval Date	Rebuttal Status	Rejection Reason	Submitted To Road	Start Day	End Day	Days at Rate 1	Days at Rate 2
				05/12/2021 11:11:20				16	17	0	0
				05/12/2021 16:28:27				28	29	0	0
				05/12/2021 16:28:27				4	5	0	0
				05/12/2021 16:28:27				25	26	0	0
				05/12/2021 16:28:27				15	16	0	0
				05/27/2021 12:58:31	Approved	Incorrect Amount		20	21	0	0
				05/27/2021 13:09:51	Approved	Incorrect Amount		3	4	0	0
				05/14/2021 07:56:38				26	30	3	0
				05/03/2021 12:57:39				1	1	0	0
				05/03/2021 12:57:39				1	24	14	0

Service Month: 03/2021 02/2021 01/2021 12/2020

For more information about these exceptions and statuses, see [Submitted to my Company](#) and [Submitted by my Company](#).

## Admin Requests

The Admin Requests section is a summary of Adjustment, Lost, Destroyed, Damaged and Adjustments requests submitted to and by my company, categorized by status. Only Company Administrators have access to this section of the dashboard.

Clicking on a number in the Admin Requests section opens a pop-up of the breakdown for that category and the number of requests in each status.

**Exhibit 17. Admin Requests**

Admin Requests

	Lost	Destroyed	Damaged	Adjusted
Submitted to my company	2	1	1	0
Submitted by my company	0	5	6	4

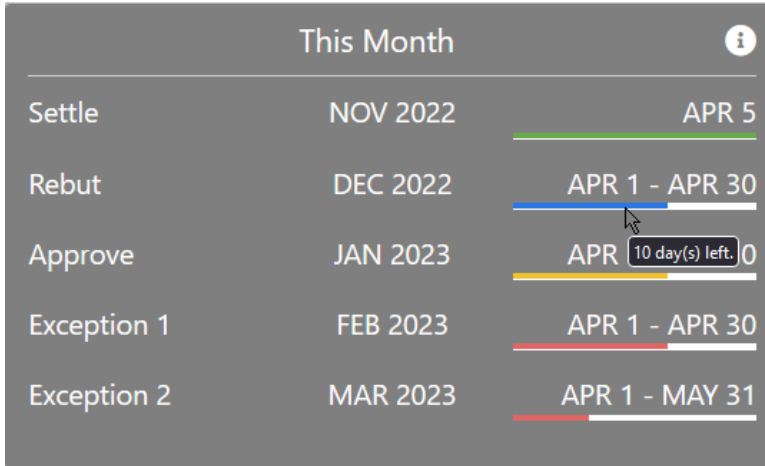
Submitted - Adjustment Requests

- Submitted - 3
- Approved - 1
- Rejected - 0

## Settlement Timeline

The Settlement Timeline section provides the action items for the current month, the settlement month for those actions and the range and due date for the actions. Hovering over of the progress bar on the right with your mouse shows the specific number of days remaining for that action.

**Exhibit 18. Settlement Timeline**



## Event Search

Similar to Car Accounting Self Service, EOTSS enables users to search for EOT events by entering an EOT and a start and end date range into search criteria. A search returns all events for up to a 90-day date range.

Once the initial search criteria are entered, EOTSS allows users to perform a search for the records either 90 days before or after the entered **From/To Dates**, using the arrows on either side of the **Search** button as pictured below.

**Exhibit 19. Event Search Previous/Next 90 Days**

The screenshot shows the 'Event Query' form with the following fields: EOT Initial\* (BNQ), EOT Number\* (1518), Choose a From Date\* (6/14/2016), and Choose a To Date\* (9/12/2016). Below the fields are buttons for 'Clear', '<<', 'Search', and '>>'. A 'Search next 90 days' button is located at the bottom right of the form.

From a successful search results screen, additional options exist to view full record details, to download a CSV version of displayed events and filter on each column.

Use the following procedure to search for events:

1. From the main menu, select **Search > Event Search**. The Event Search page is displayed.

**Exhibit 20. Event Search Page**

The screenshot shows the top navigation bar with the RAILINC logo, 'EOT Self Service', and user information 'MICHDOC : KCS'. Below the navigation bar are links for 'Home', 'Search', 'Exceptions', 'Reports', and 'Documentation'. The main content area shows the 'Event Query' form with fields for EOT Initial\*, EOT Number\*, Choose a From Date\* (3/16/2019), and Choose a To Date\* (6/14/2019). Buttons for 'Clear', '<<', 'Search', and '>>' are visible at the bottom of the form.

2. Complete the following fields:
  - EOT Initial
  - EOT Number
  - Choose a From Date (MM/DD/YYYY)
  - Choose a To Date (MM/DD/YYYY)
3. Select **Search** or the **Enter** key to initiate the search. If results are found, they are displayed below the criteria ([Exhibit 21](#)). Select **Clear** if the search fields and results need to be cleared.

**Exhibit 21. Event Search Results**

**Event Query:**

EOT Initial\*  EOT Number\*  Choose a From Date\*  Choose a To Date\*

**Search Results:**

Toggle for Legend   Number of records: 165

Event	Event Time	From Road	To Road	Posting Road	Liable Road	Location	LCS Code
DFLC	2019-03-22 16:55:00	BNSF		BNSF	BNSF	HESPER, MT	A
DFLC	2019-03-22 21:28:00	BNSF		BNSF	BNSF	MOSSMAIN, MT	A
ARIL	2019-03-22 22:30:00	MRL		MRL	BNSF	HUNTLEY, MT	A
DFLC	2019-03-24 18:49:00	MRL		MRL	BNSF	HUNTLEY, MT	A
DFLC	2019-03-24 18:57:00	BNSF		BNSF		HUNTLEY, MT	X
DFLC	2019-03-24 19:16:00	BNSF		BNSF	BNSF	HUNTLEY, MT	A
ARIL	2019-03-24 23:52:00	BNSF		BNSF	BNSF	SHERIDAN, WY	A
DFLC	2019-03-25 01:07:00	BNSF		BNSF	BNSF	SHERIDAN, WY	A
DFLC	2019-03-25 01:30:00	BNSF		BNSF	BNSF	ARNO, WY	A
DFLC	2019-03-25 03:26:00	BNSF		BNSF	BNSF	ORIVA, WY	A
DFLC	2019-03-25 03:52:00	BNSF		BNSF	BNSF	GILLETTE, WY	A

- Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Click the **Clear Filters** button to clear all filter data.
- If when performing a search, no results are returned for the specified search parameters, a message appears ([Exhibit 22](#)). Select **Yes** to search for events within three years of current date using the From Date of the original search.

**Exhibit 22. Message: No records found for search criteria provided**

**Extended Search**

---

No Records found for search criteria provided.

Click 'Yes' to search for events within three years of the current date using the from date of the original search, 03-14-2019. If events are found, results will contain the last event prior to the from date plus up to 90 days from the prior events.

If no events are returned, the search will display the last event from the current date for the car plus up to 10 prior interchange

Clicking 'No' returns to Event Search.

- To view the legend, click **Toggle for Legend**. This will help you better understand EOT event types by matching the colors in the results page with the colors in the legend. Click it again to toggle off the legend to hide it.

Exhibit 23. EOT Event Types Legend

Search Results:

Toggle for Legend
 LCS Evaluated
Hand Delivery
Hand Receipt
Package Delivery
Package Receipt
Export To CSV
Clear Filters
Number of records: 165

Event	Event Time	From Road	To Road	Posting Road	Liabile Road	Location	LCS Code
DFLC	2019-05-03 16:00:00	BNSF		BNSF	BNSF	HOLLIDAY, KS	A
ARIL	2019-05-03 16:35:00	BNSF		BNSF	BNSF	KANSAS CITY, KS	A
ICHD	2019-05-06 22:00:00	BNSF	KCTL	BNSF		KANSAS CITY, KS	I
ICHR	2019-05-14 17:11:00	KCTL	UP		UP	KANSAS CITY, MO	A
ICHD	2019-05-14 23:35:59	BNSF	UP	AARG	UP	KANSAS CITY, KS	G
DFLC	2019-05-14 23:36:00	UP		UP	UP	KANSAS CITY, MO	A
ICHR	2019-05-15 00:35:00	UP	NS	NS	NS	KANSAS CITY, MO	A
ICHD	2019-05-15 03:14:59	NS	UP	AARG	UP	KANSAS CITY, MO	G
HAND	2019-05-15 03:15:00	UP	NS	UP	NS	KANSAS CITY, MO	D
ICHD	2019-05-15 03:15:00	UP	NS	UP	NS	KANSAS CITY, MO	A
PKGD	2019-05-17 15:08:00	NS	BNSF	NS	BNSF	KANSAS CITY, MO	D

- To download the displayed EOT events as a CSV, select the **Export to CSV** button. Select to either open or download the events to a file.
- To view event details, click the link in the **Event** column for the appropriate EOT event. The **Event Details** box is displayed. For PKGD events, the posting road will have the option to enter the tracking number and carrier within 120 hours of the original event timestamp. When a tracking number exists, select the tracking number link to view tracking history.

Exhibit 24. View Event Details

Search Results:

Toggle for Legend
 Export To CSV Clear Filter

Event	Event Time	From Road	To Road	Posting Road	Liabile Road	Location	LCS Code
DFLC	2019-08-13 07:03:00	CPRS				BLAKESBURG, IA	A
ARIL	2019-08-13 07:39:00	CPRS				OTTUMWA, IA	A
ARIL	2019-08-13 16:00:00	CPRS				NAHANT, IA	A
DFLC	2019-08-13 18:19:00	CPRS				NAHANT, IA	A
ARIL	2019-08-14 02:47:00	CPRS				MARQUETTE, IA	A
PKGD	2019-08-28 08:14:00	BNSF				HAVRE, MT	A

**Event Details**

**Equipment ID:** CPT0000039424      **Event Type:** PKGD  
**From Road:** BNSF                      **Event Description:** EOT PACKAGE DELIVERY  
**To Road:** CPRS                          INTERCHANGE  
**Posting Road:** BNSF                      **Event Time:** 2019-08-28 08:14:00  
**SPLC:** 702843000                        **Posting Time:** 2019-08-28 12:07:52  
**Location:** HAVRE, MT                      **LCS Code:** A

**Tracking Update**

Search Results:

Toggle for Legend
 Export To CSV Clear Filter

Event	Event Time	From Road	To Road	Posting Road	Liabile Road	Location	LCS Code
DFLC	2019-08-12 21:00:00	KCSM				EMPALME ESCOBEDO, GJ	
ARIL	2019-08-12 21:43:00	KCSM				JOCOQUI Y ANEXAS, GJ	
DFLC	2019-08-12 21:45:00	KCSM				JOCOQUI Y ANEXAS, GJ	
ARIL	2019-08-12 21:55:00	KCSM				MARISCALA, GJ	
DFLC	2019-08-12 23:25:00	KCSM				MARISCALA, GJ	
ARIL	2019-08-12 23:30:00	KCSM				QUERETARO, QA	
DFLC	2019-08-13 02:10:00	KCSM				QUERETARO, QA	
ARIL	2019-08-13 02:40:00	KCSM				AHORCADO, QA	
DFLC	2019-08-13 02:52:00	KCSM				AHORCADO, QA	
DFLC	2019-08-13 03:20:00	KCSM				AHORCADO, QA	
DFLC	2019-08-17 20:04:00	BNSF				NTON, TX	
PKGD	2019-09-05 14:02:00	BNSF				CHICAGO, IL	

**Event Details**

**Equipment ID:** KCSM0000050218      **Event Type:** PKGD  
**From Road:** BNSF                          **Event Description:** EOT PACKAGE DELIVERY  
**To Road:** KCSM                              INTERCHANGE  
**Posting Road:** BNSF                          **Event Time:** 2019-09-05 14:02:00  
**SPLC:** 380000000                              **Posting Time:** 2019-09-05 16:19:58  
**Location:** CHICAGO, IL                        **LCS Code:** A

**Tracking Number:** [EZ3000000003](#)     

**Tracking History:**      **Estimated Delivery:** 09/06/2019

Status	Message	Location	Updated At
out_for_delivery	Out For Delivery	Radnor, PA	08/10/2019 04:14:09
in_transit	Arrived at Distributio...	Radnor, PA	08/09/2019 10:28:09
in_transit	Departed Sort Facility	Chicago, IL	08/09/2019 05:35:09
in_transit	Arrived at Sort Facility	Chicago, IL	08/08/2019 04:55:09
in_transit	Picked Up	Oakland, CA	08/07/2019 10:28:09
pre_transit	Shipping label created		08/07/2019 05:17:09

## File Search

File Search enables users to search for the following files:

- [Monthly Liability File](#)
- [Daily In-Transit File](#)
- [Daily Estimation File](#)

### Exhibit 25. File Search Page

## Monthly Liability File

The Monthly Liability File search provides a user interface view of your monthly liability file for the month. Each file will be available after the file is delivered on the 10<sup>th</sup> of the month. Files are available as far back as July 2018.

Use the following procedure to search Monthly Liability Files:

1. From the main menu, select **Search > File Search**. The **File Query** page is displayed.
2. In the **EOT File** field, select **Monthly Liability File**, and **Service Month** from the drop-down lists. Both are required fields.
3. The **Duration** field is added when Monthly Liability File is selected and is optional.
  - a. When a Duration is selected, at least one search criteria must be selected in the **Toggle** area.
  - b. The Service Month is the last month of the duration. For example, when September is the Service Month and the **Last 3 Months** is selected, the duration covers July, August, September.
4. Click on the **Toggle** to enter additional search options. Depending on the EOT File selected, additional fields are available to narrow your query. For each of the fields on the last row, you can enter one value or a range of values (as pictured below). The query returns data equal to the criteria selected (i.e., equals Start Date and/or End Date, this is not a range of dates).
5. Select **Download** to automatically download the search results to your computer and there is no cap on the number of records that can be downloaded. Or, select **Search** to show the results on the screen.

**Exhibit 26. Monthly Liability File Query**

**File Query:**

Select EOT file\* Monthly Liability File Service Month\* 09/2021 Duration Last 3 Months

Toggle for more Search Criteria (Optional)

Equipment Initial Equipment Numbers Owner Mark CN Liabile Road Liabile Road Possession Road Possession Road

Start Source Code Start Source Type Start Event Type Start Location City Start Date Start Date

End Source Code End Source Type End Event Type End Location City End Date End Date

Total Days 15-30 Cumulative Total Amount 225-1000 Total Amount Rate 1 Total Amount Rate 2 Total Amount Current Month 1500

Clear Search Download

- When **Search** is selected, **Search Results** for the selected file are displayed. The **Search Criteria** is hidden, but you can open it by clicking on the down arrow in the upper right corner of the page (highlighted).

**Exhibit 27. Monthly Liability File Results**

**File Query:**

**Search Results:**

Expand All Contract All Create Exceptions Save Query Export To CSV Clear Filters Number of records: 1,380

Liability	Start	End	Rate
EOTLF Key	Equipment Owner	Equipment Number	Possession Road
> 20230510AF000...	KCS	0000050090	KCS
> 20230510AF000...	KCS	0000050091	KCS
<input checked="" type="checkbox"/> 20230510AF000...	KCS	0000050091	NS

Event	Event Time	From Road	To Road	Posting Road	Liabile Road	Location	LCS Code
DFLC	2023-04-21 04:06:00	KCS		KCS	KCS	SHREVEPORT YARD, LA	A
ARIL	2023-04-21 05:32:00	KCS		KCS	KCS	SIMSBORO, LA	A
DFLC	2023-04-21 05:38:00	KCS		KCS	KCS	SIMSBORO, LA	A
ARIL	2023-04-21 06:17:00	KCS		KCS	KCS	MONROE, LA	A
DFLC	2023-04-21 06:19:00	KCS		KCS	KCS	MONROE, LA	A
ARIL	2023-04-21 07:51:00	KCS		KCS	KCS	VICKSBURG, MS	A
DFLC	2023-04-21 07:59:00	KCS		KCS	KCS	VICKSBURG, MS	A
ARIL	2023-04-21 08:59:00	KCS		KCS	KCS	MONUMENT, MS	A

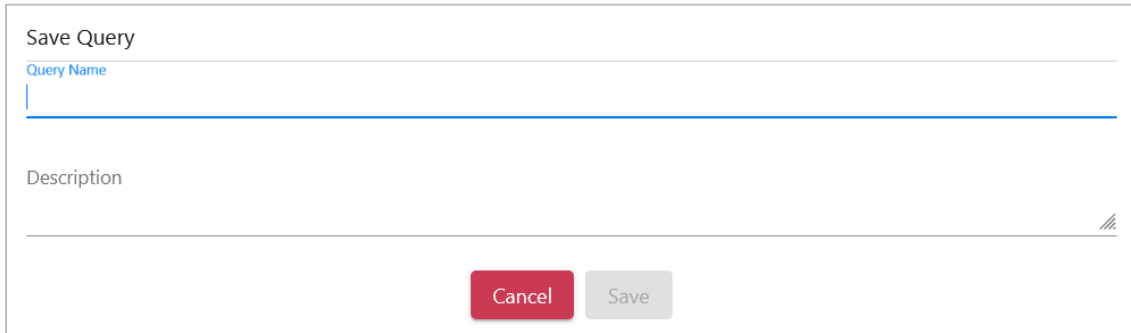
- Select a checkbox in the first column for one or more rows for results from the previous two months with values that can be exceptions. When rows are selected for exception, select the **Create Exceptions** button to create exceptions. Then select the **Manage Exceptions** button to open exceptions [Submitted by my Company](#).
- Select the arrow in the **EOTLF Key** column to open a view of the events and event source data that led to the liability decision for that row. Select the arrow again to hide the view of events.
- The **Expand All** and **Contract All** buttons allow you to expand or contract each category in the first row of the table: **Liability, Start, End, Rate, Prior** and **Tracking**. Within these



categories, Expand All shows and Contract All hides the availability of some of the columns listed in the second row. Scroll to the right to view all categories and their columns.

10. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Click the **Clear Filters** button to clear all filter data.
11. Queries that return valid search results can be saved. To save your query, select **Save Query**.
  - a. Enter the query name and description and select **Save**.

**Exhibit 28. Monthly Liability File Save Query**



Save Query

Query Name

Description

Cancel Save

- b. Find your list of saved queries by selecting **Search > Saved Queries**.
12. To download the displayed Monthly Liability events as a CSV file, select the **Export to CSV** button. Select to either open or download the events to a file.

---

## Daily In-Transit File

The Daily In-Transit File search provides a user interface view of your EOTs that are in-transit as of that day. Each file will be available after the file is delivered each morning. Files can be queried as far back as 7 days.

Use the following procedure to search Daily In-Transit Files:

1. From the main menu, select **Search > File Search**. The **File Query** page is displayed.
2. In the **EOT File** field, select **Daily In-Transit File** and select a **File Date** from the drop-down list.
3. Click on the **Toggle** to enter additional search options. Depending on the EOT File selected, additional fields are available to narrow your query.
4. Select **Download** to automatically download the search results to your computer and there is no cap on the number of records that can be downloaded. Or, select **Search** to show the results on the screen.

**Exhibit 29. Daily In-Transit File Query**

**File Query:**

Select EOT file\* Service Month\*

Daily In-Transit File 10/27/2020

Toggle for more Search Criteria (Optional)

Equipment Initial  Liabile Road  Tracking Status

- When **Search** is selected, **Search Results** for the selected file are displayed. The query date is hidden, but you can open it by clicking the down arrow in the upper right corner of the page (highlighted).

**Exhibit 30. Daily In-Transit File Results**

**File Query:** ▼

**Search Results:**

Number of records: 426

Equipment Initial	Equipment Number	Possession Road	Liabile Road	Start Event Type	Start Date	Start Road	Start Location	Start Location City	Start Location State	Start Day	No. of Days in Transit
BNQ	0000001373	BNSF	BNSF	4060	2020-10-01 00:0...	BNSF	538460000	OTTUMWA	IA	0	33
BNQ	0000001381	BNSF	BNSF	4060	2020-10-21 11:4...	BNSF	517224000	EDRLN	ND	21	443
BNQ	0000001382	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	061200000	WINPG	MB	0	211
BNQ	0000001443	CSXT	CSXT	4060	2020-10-21 01:2...	CSXT	605153000	MARION	AR	21	6
BNQ	0000001481	BNSF	BNSF	4060	2020-10-20 11:0...	BNSF	748521000	AVNDL	CO	20	7
BNQ	0000001497	BNSF	BNSF	4062	2020-10-07 09:2...	BNSF	428880000	CHATT	TN	7	20
BNQ	0000001541	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	684800000	HOUSTON	TX	0	189
BNQ	0000001546	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	556554000	NORTH PLATTE ...	NE	0	78
BNQ	0000001563	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	191560000	CROXT	NJ	0	61
BNQ	0000001592	BNSF	BNSF	4062	2020-10-15 09:0...	BNSF	566900000	KANSAS CITY	MO	15	12
BNQ	0000001599	BNSF	BNSF	4062	2020-10-08 14:0...	BNSF	380000000	CHGO	IL	8	19
BNQ	0000001627	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	381248000	PROVI	IL	0	32
BNQ	0000001647	BNSF	BNSF	4062	2020-10-14 12:3...	BNSF	684711000	HUFFMAN	TX	14	13
BNQ	0000001660	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	883716000	LNGBC	CA	0	89
BNQ	0000001739	BNSF	BNSF	4062	2020-10-14 13:1...	BNSF	684800000	HOUSTON	TX	14	13
BNQ	0000001740	BNSF	BNSF	4060	2020-10-22 02:2...	BNSF	093900000	VANCOUVER	BC	22	5
BNQ	0000001748	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	689100000	CORPU	TX	0	40
BNQ	0000001803	BNSF	BNSF	4060	2020-10-01 00:0...	BNSF	684800000	HOUSTON	TX	0	64
BNQ	0000001807	BNSF	BNSF	4060	2020-10-02 18:4...	BNSF	380000000	CHGO	IL	2	25
BNQ	0000001818	BNSF	BNSF	4062	2020-10-01 00:0...	BNSF	581520000	KANCY	KS	0	43

- Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Click the **Clear Filters** button to clear all filter data.
- To download the displayed Daily In-Transit events as a CSV, select the **Export to CSV** button. Select to either open or download the events to a file.

## Daily Estimation File

The Daily Estimation File provides you with an estimation of your liabilities for the month. For example, if today is the last day of the month, querying this file will provide an estimate of what your liabilities will be for the month. The Daily Estimation File search provides a user interface view of your daily estimation file.

Use the following procedure to search Daily Estimation Files:

## File Search

1. From the main menu, select **Search > File Search**. The **File Query** page is displayed.
2. In the **EOT File** field, select **Daily Estimation File** and select a **File Date** from the drop-down list.
3. The **Duration** field is added when Daily Estimation File is selected and is optional.
  - a. When a Duration is selected, at least one search criteria must be selected in the **Toggle** area.
  - b. The Duration days available in the drop-down list are dependent to fall within the current Service Month selected.
4. Click on the **Toggle** to enter additional search options. Depending on the EOT File selected, additional fields are available to narrow your query. For each of the fields on the last row, you can enter one value or a range of values (as pictured below). The query returns data equal to the criteria selected (i.e., equals Start Date and/or End Date, this is not a range of dates).
3. Select **Download** to automatically download the search results to your computer and there is no cap on the number of records that can be downloaded. Or, select **Search** to show the results on the screen.

### Exhibit 31. Daily Estimation File Query

**File Query:**

Select EOT file*	Service Month*	Duration
Daily Estimation File	11/18/2021	Last 11 Days

Toggle for more Search Criteria (Optional)

Equipment Initial	Equipment Numbers	Owner Mark	Liabile Road	Possession Road
Start Source Code	Start Source Type	Start Event Type	Start Location City	Start Date
End Source Code	End Source Type	End Event Type	End Location City	End Date
Total Days	Cumulative Total Amount	Total Amount Rate 1	Total Amount Rate 2	Total Amount Current Month
15-30	225-1000			225

Clear Search Download

4. When **Search** is selected, **Search Results** for the selected file are displayed. The **Search Criteria** is hidden, but you can be open it by clicking on the down arrow in the upper right corner of the page (highlighted).

**Exhibit 32. Daily Estimation File Results**

File Query: ▼

Search Results:

Expand All   Contract All   Save Query   Export To CSV   Clear Filters   Number of records: 4,446

Liability <				Start <			Tracking <		End <
Equipment Number	Possession Road	Liabile Road	Equipment Owner	Road	Location City	Location State	Tracking Number	Road	Loca
0000001364	KCS	KCS	BNSF	KCS	ESTL	IL		UP	K
0000001364	KCS	KCS	BNSF	KCS	ESTL	IL		UP	K
0000001364	KCS	KCS	BNSF	KCS	ESTL	IL		UP	K
0000001365	KCS	KCS	BNSF	KCS	LAREDO	TX		KCS	L
0000001365	KCS	KCS	BNSF	KCS	LAREDO	TX		KCS	L
0000001365	KCS	KCS	BNSF	KCS	LAREDO	TX		KCS	L
0000001365	KCS	KCS	BNSF	KCS	LAREDO	TX		KCS	L
0000001365		KCS	BNSF						
0000001490	KCS	KCS	BNSF	KCS	ROBST	TX		KCS	R
0000001490	KCS	KCS	BNSF	KCS	ROBST	TX		KCS	R
0000001490	KCS	KCS	BNSF	KCS	ROBST	TX		KCS	R
0000001490	KCS	KCS	BNSF	KCS	ROBST	TX		KCS	R

5. The **Expand All** and **Contract All** buttons allow you to expand or contract each category in the first row of the table: **Liability, Start, End, Rate, Prior** and **Tracking**. Within these categories, **Expand All** shows and **Contract All** hides the availability of some of the columns listed in the second row. Scroll to the right to view all categories and their columns.
6. Optionally, filter results by using the available spaces above appropriate column headings. Type in all or part of a filter criteria and results are dynamically updated. You can filter on multiple values using a comma. Click the **Clear Filters** button to clear all filter data.
7. Queries that return valid search results can be saved. Daily Estimate File queries can also be scheduled to run and be emailed out daily for up to a year or less. To save your query, select **Save Query**.
  - a. To just save the query, enter the **Query Name** and **Description** and select **Save**.
  - b. To set up a schedule to email the query results to up to 6 email addresses, select **Daily** and adjust the **Recurrence Effective Date** for up to one year (default). Enter one or more Email Addresses with commas only (and no spaces) between each email address. If there are any spaces in the Email Addresses field, the Save button will not be available. Select **Save**.

**Exhibit 33. Daily Estimation File Save Query**

Save Query

Query Name

Description

Schedule  No Recurrence  Daily

Recurrence

Recurrence Effective Date  
11/22/2021 – 11/22/2022

Email Addresses:

\*Multiple email addresses separated by commas and no spaces

Cancel Save

- c. Find your list of saved queries by selecting **Search > Saved Queries**.
8. To download the displayed Daily Estimation events as a CSV, select the **Export to CSV** button. Select to either open or download the events to a file.

## Utilization Query

Utilization Query enables users to run the following pre-determined queries:

- Last Movement Query
- Non-Subscriber Query

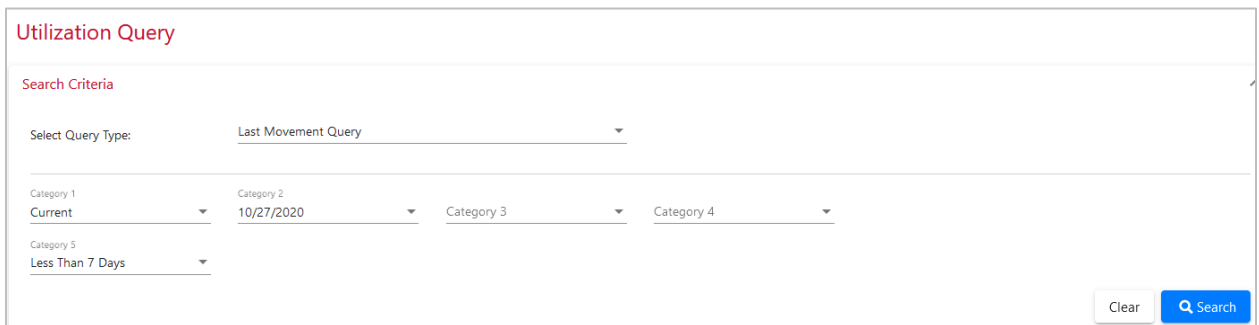
## Last Movement Query

Last Movement Query allows you to query a current or historical version of your liability based on last movement of 7, 14, or 28 days, or less than or greater than 1 year. These results assist with the management of a fleet based on last movement.

Use the following procedure for Last Movement Query:

2. From the main menu, select **Search > Utilization Query**. The **Utilization Query** page is displayed.
5. In the **Select Query Type** field, select **Last Movement Query**.

### Exhibit 34. Last Movement Query



The screenshot shows the 'Utilization Query' form. At the top, the title 'Utilization Query' is displayed in red. Below it, the 'Search Criteria' section contains several dropdown menus. The 'Select Query Type' dropdown is set to 'Last Movement Query'. Below this, there are four dropdown menus labeled 'Category 1', 'Category 2', 'Category 3', and 'Category 4'. 'Category 1' is set to 'Current', 'Category 2' is set to '10/27/2020', 'Category 3' is set to 'Category 3', and 'Category 4' is set to 'Category 4'. Below these, there is a 'Category 5' dropdown set to 'Less Than 7 Days'. At the bottom right of the form, there are 'Clear' and 'Search' buttons.

6. When query type is selected, the form automatically updates to show the appropriate fields for the form selected. **Category 1** defaults to **Current** with today's date in **Category 2**, but **Historical** can be selected.
  - a. **Category 1 as Current:** When Category 1 is Current, the search is for the current day's Daily Estimate File and Category 2 defaults to today's date.
  - b. **Category 1 as Historical:** When Category 1 is Historical, you can query historical Monthly Liability Files based on the date you select in Category 2.
7. Selections made to Category 3, 4 and 5 will further narrow your search.
  - a. Use Category 3 to customize your query to last movement events of **Online**, **Offline** or **Both**.
  - b. Use Category 4 to query **Subscriber** events, **Non-Subscriber** events or **Both**.
  - c. Use Category 5 to query last movements within the last 7, 14, 21, 28 days, or EOTs that haven't moved in less or greater than 1 year.


## Utilization Query

6. Select **Search** to run the query or select **Clear** to clear your search criteria and start a new query.

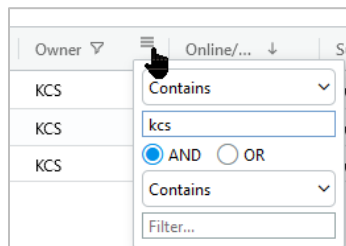
**Exhibit 35. Last Movement Query Results**

The screenshot shows the 'Utilization Query' interface. At the top, there is a 'Search Criteria' section with a dropdown arrow. Below it, the text 'Last Movement Query Results | Counts: 60' is displayed. A 'Clear Filters' link is on the left, and an 'Export To CSV' button is on the right. The main area contains a table with the following columns: EOT Initial, EOT Number, Owner, Online/..., Subscriber/..., Possession..., Location, Online Tim..., Time Since Last Movement, and No. of Days. The 'Online/...' column header is highlighted with a red box. The table lists 15 rows of data, including EOT Initial, EOT Number, Owner, Online status, Subscriber type, Possession, Location, Online Time, Time Since Last Movement, and No. of Days.

EOT Initial	EOT Number	Owner	Online/...	Subscriber/...	Possession ...	Location	Online Tim...	Time Since Last Movement	No. of Days
BNQ	000003194	BNSF	Online	Subscriber	BNSF	KANSAS CITY,MO	2020-10-25 12:...	Less Than 7 Days	6
BNQ	0000043448	BNSF	Online	Subscriber	BNSF	CHGO,IL	2020-10-25 19:...	Less Than 7 Days	6
BNQ	0000046313	BNSF	Online	Subscriber	BNSF	ROBST,TX	2020-10-25 07:...	Less Than 7 Days	6
BNQ	0000090093	BNSF	Online	Subscriber	BNSF	NEW ORLEANS,LA	2020-10-25 07:...	Less Than 7 Days	6
BNQ	0000090458	BNSF	Online	Subscriber	BNSF	CHGO,IL	2020-10-25 04:...	Less Than 7 Days	6
BNQ	0000090485	BNSF	Online	Subscriber	BNSF	TOLED,OH	2020-10-25 16:...	Less Than 7 Days	6
CNQ	0000832232	CN	Online	Subscriber	BNSF	ELKHART,IN	2020-10-25 17:...	Less Than 7 Days	6
CPT	0000039286	CP	Online	Subscriber	BNSF	STPAU,MN	2020-10-25 08:...	Less Than 7 Days	6
CPT	0000039581	CP	Online	Subscriber	BNSF	STLOU,MO	2020-10-25 22:...	Less Than 7 Days	6
CSXE	0000004315	CSXT	Online	Subscriber	BNSF	CHGO,IL	2020-10-25 08:...	Less Than 7 Days	6
CSXE	0000005529	CSXT	Online	Subscriber	BNSF	MCCOO,IL	2020-10-25 23:...	Less Than 7 Days	6
CSXE	0000044844	CSXT	Online	Subscriber	BNSF	EOLA,IL	2020-10-26 01:...	Less Than 7 Days	5
KCS	0000957829	KCS	Online	Subscriber	BNSF	ROBST,TX	2020-10-25 15:...	Less Than 7 Days	6
KCS	0000957922	KCS	Online	Subscriber	BNSF	KANSAS CITY,MO	2020-10-25 06:...	Less Than 7 Days	6

7. The Last Movement Query results are displayed. The following options are available:
  - a. Select **Export to CSV** to export the results to a CSV/Excel file.
  - b. Select the top right arrow in the Search Criteria section to unhide your search criteria.
  - c. Select column headers to display columns in ascending or descending order (as shown in Online/Offline column).
  - d. Hover over the column header and select  to filter the column. Enter filter criteria in the form. Select the **Clear Filters** link to clear your filters.

**Exhibit 36. Column Filters**



- e. Select the separating line between columns to widen or narrow a column's width.
- f. Move columns around by selecting the column header, then move the column header to the left or to the right.

# Non-Subscriber Query

Non-Subscriber Query allows you to query a current or historical version of your liability for a device when the possession road is not a subscriber to Circular OT-18.

Use the following procedure for Last Movement Query:

1. From the main menu, select **Search > Utilization Query**. The **Utilization Query** page is displayed.
2. In the **Select Query Type** field, select **Non-Subscriber Query**.


**Exhibit 37. Non-Subscriber Query**

4. When query type is selected, the form automatically updates to show the appropriate fields for the form selected. **Category 1** defaults to **Current** with today's date in **Category 2**, but **Historical** can be selected.
  - a. **Category 1 as Current:** When Category 1 is Current, the search is for the current day's Daily Estimate File and Category 2 defaults to today's date.
  - b. **Category 1 as Historical:** When Category 1 is Historical, you can query historical Monthly Liability Files based on the date you select in Category 2.
5. Select **Search** to run the query or select **Clear** to clear your search criteria and start a new query.

**Exhibit 38. Non-Subscriber Query Results**

EOTLF Key	Equip Initial	Equip Number	Possessi...	Liabile	Subscri... NonSub...	Start Date	Start Location City	Start State/Pr...	Start Source Code	End Date	End Location City	Total Amount Current Month	Current Days	Total Days	Cumula... Total Amount
20201027E...	BM	0000087601	ST	BNSF	Non Subscr...	2020-10-01 ...	E DEER	MA	S	2020-10-31 ...	E DEER	0	31	4913	0
20201027E...	BNQ	000001314	DSRC	BNSF	Non Subscr...	2020-10-01 ...	KIMBAL	SD	S	2020-10-31 ...	KIMBAL	0	31	181	0
20201027E...	BNQ	0000001323	PTRA	BNSF	Non Subscr...	2020-10-22 ...	HOUSTON	TX	A	2020-10-31 ...	HOUSTON	450	9	88	3875
20201027E...	BNQ	0000011359	IHB	BNSF	Non Subscr...	2020-10-01 ...	BLUIS	IL	S	2020-10-31 ...	BLUIS	0	31	73	0
20201027E...	BNQ	0000001375	IHB	BNSF	Non Subscr...	2020-10-01 ...	MCCOO	IL	S	2020-10-31 ...	MCCOO	0	31	159	0
20201027E...	BNQ	0000001410	BOCT	CSKT	Non Subscr...	2020-10-16 ...	CHGO	IL	O	2020-10-31 ...	CHGO	400	15	20	475
20201027E...	BNQ	0000001490	ALS	NS	Non Subscr...	2020-10-20 ...	MITCH	IL	B	2020-10-31 ...	MITCH	550	11	30	975
20201027E...	BNQ	0000001667	PAS	CSKT	Non Subscr...	2020-10-01 ...	ROTTJ	NY	S	2020-10-31 ...	ROTTJ	1255	31	74	3130
20201027E...	BNQ	0000001750	MRL	BNSF	Non Subscr...	2020-10-01 ...			S	2020-10-31 ...		0	31	120	5475
20201027E...	BNQ	0000001756	KRR	BNSF	Non Subscr...	2020-10-24 ...	MADIL	OK	A	2020-10-31 ...	MADIL	350	7	71	3025



6. The Non-Subscriber Query results are displayed. The following options are available:
  1. Additional columns are available to view in the Liability row by selecting **Start** >, **End** > and **Rate** >. To hide these additional columns, select the arrow again, or select the **Expand/Collapse All** link.
  2. Select **Export to CSV** to export the results to a CSV/Excel file.
  3. Select the top right arrow in the Search Criteria section to unhide your search criteria.
  4. Select column headers to display columns in ascending or descending order.
  5. Hover over the column header and select  to filter the column ([Exhibit 36](#)). Enter filter criteria in the form. Select **Clear Filters** to clear your filters.

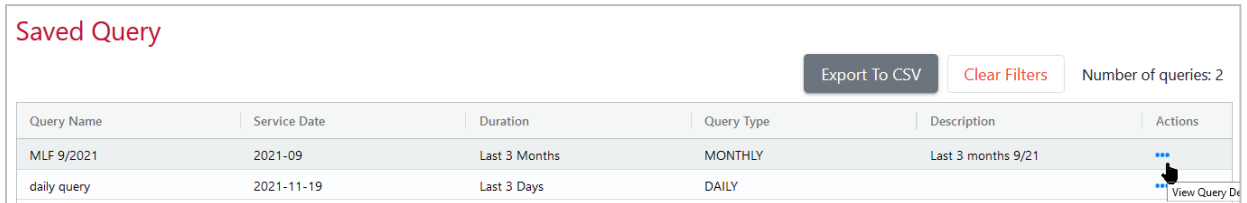
---

## Saved Queries

Use the following procedure for find your saved queries:

1. From the main menu, select **Search** > **Saved Queries**. The Saved Query page is displayed.
2. Select a query by selecting the three dots in the **Action** column on the right side of the table.

### Exhibit 39. Saved Queries



Saved Query

Export To CSV Clear Filters Number of queries: 2

Query Name	Service Date	Duration	Query Type	Description	Actions
MLF 9/2021	2021-09	Last 3 Months	MONTHLY	Last 3 months 9/21	...
daily query	2021-11-19	Last 3 Days	DAILY		... View Query Details

3. The Query Details page is displayed. For Daily Estimation Files, ten days of history will rotate in the **Query Recurrence History** section with a link to the report in the **Actions** column (blue icon). If you receive an email notification saying your query is too large to email, you can open the report here.

**Exhibit 40. Query Details**

Query Details





<b>Query Name:</b> BNSF Liability for my devices	<b>Query Type:</b> DAILY	<b>Recurrence Frequency:</b> DAILY
<b>Service Date:</b> 2021-11-15	<b>Query Creation Date:</b> 2021-11-17	<b>Recurrence Effective:</b> 2021-11-17 - 2022-11-17
<b>Duration:</b>	<b>Query Created By:</b> tddl01	

**Description:** CSXT devices where BNSF is liable

**Emails:** doni.reece@railinc.com

**Criteria:** { "fileType": "DAILY", "liableRoad": "BNSF", "fileMonth": "11", "fileDay": "15", "fileYear": "2021", "selectedMark": "CSXT" }

Query Recurrence History

Run Date	Actions
2021-11-23	
2021-11-24	
2021-11-25	
2021-11-26	

4. Select **View Query** to automatically run and open the query results (example in [Exhibit 27](#)).
5. Select **Delete Query** to delete the query. This action cannot be undone. When a query is deleted, it will no longer be available in the list of saved queries.

# Exceptions

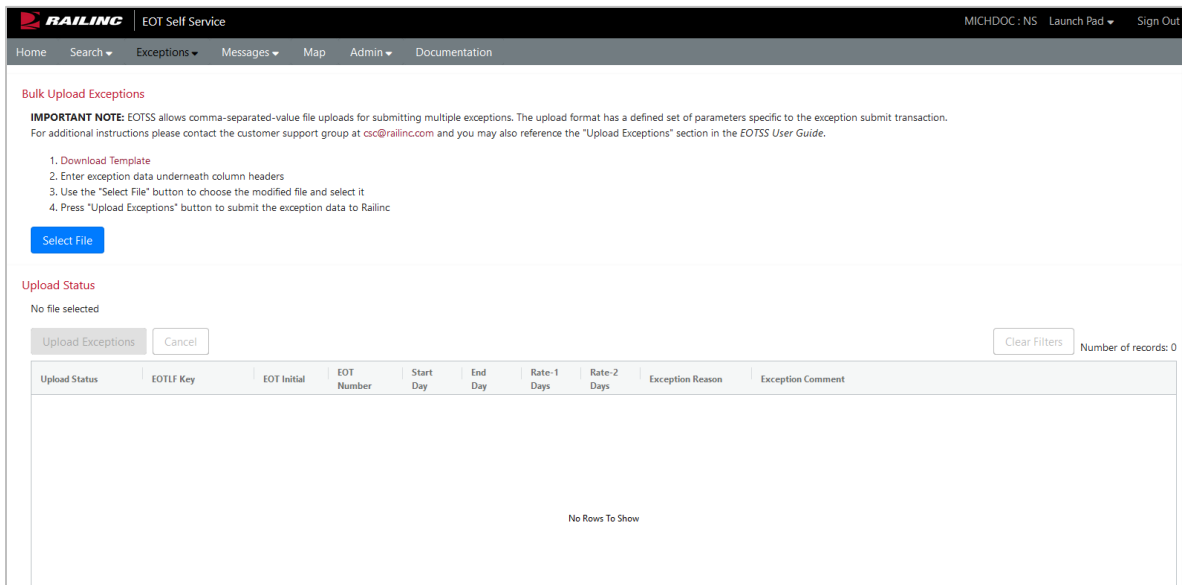
## Bulk Upload Exceptions

EOTSS allows .CSV (comma-separated-value) file uploads for submitting multiple exceptions.

Use the following procedure to upload exceptions:

1. From the main menu, select **Exceptions > Bulk Upload Exceptions**. The **Bulk Upload Exceptions** page is displayed.
2. Download the template file by clicking the **Download Template** link. Save it to your local machine.
3. Enter the appropriate exception data underneath the column headers.
4. Use the **Select File** button to choose the modified file and select it.
5. Review the details of the file and select the **Upload Exceptions** button to upload the file or **Cancel** to clear the data.

### Exhibit 41. Bulk Upload Exceptions



After the upload, the **Upload Status** appears in the first column. Exceptions successfully loaded appear with status of “Successfully Loaded” (pictured below). To submit exceptions, select the **Draft** tab of exceptions [Submitted by my Company](#).

## Exhibit 42. Bulk Upload Exceptions Successful

**Bulk Upload Exceptions**

**IMPORTANT NOTE:** EOTSS allows comma-separated-value file uploads for submitting multiple exceptions. The upload format has a defined set of parameters specific to the exception submit transaction. For additional instructions please contact the customer support group at [csc@railinc.com](mailto:csc@railinc.com) and you may also reference the "Upload Exceptions" section in the *EOTSS User Guide*.

1. Download Template
2. Enter exception data underneath column headers
3. Use the "Select File" button to choose the modified file and select it
4. Press "Upload Exceptions" button to submit the exception data to Railinc

NS bulk upload EOTSS.csv

**Upload Status**

Completed: Upload of 9 exceptions completed, and there were 0 errors. You can edit and submit the exceptions from draft status via your "Submitted by my company" page

Number of records: 9

Upload Status	EOTLF Key	EOT Initial	EOT Number	Start Day	End Day	Rate-1 Days	Rate-2 Days	Exception Reason	Exception Comment
✓ Successfully Loaded	20191110AF00023500	KCS	0000957775	24	25	1	0	Phantom Interchange	Typing Details here should account for up to 250 Positions
✓ Successfully Loaded	20191110AF00023517	KCS	0000957796	0	0	0	0	Phantom Interchange	Reason Detail Required when Other is the Exception Reason
✓ Successfully Loaded	20191110AF00023613	KCS	0000957836	8	10	2	0	Other	Logging Detail Here
✓ Successfully Loaded	20191110AF00023615	KCS	0000957836	15	19	4	0	Inside Shipping Conta...	Reason Detail Required when Other is the Exception Reason Reason Detail Required when Other is the Exce
✓ Successfully Loaded	20191110AF00023626	KCS	0000957840	24	25	1	0	Redundant Device	Typing Details here should account for up to 250 Positions
✓ Successfully Loaded	20191110AF00023638	KCS	0000957849	0	1	0	1	Phantom Interchange	
✓ Successfully Loaded	20191110AF00023640	KCS	0000957849	20	31	11	0	Other	Detail required when other is selected
✓ Successfully Loaded	20191110AF00023704	KCS	0000957890	21	21	0	0	Inside Shipping Conta...	
✓ Successfully Loaded	20191110AF00023711	KCS	0000957897	0	20	0	20	Redundant Device	

## Submitted to my Company

Once exceptions are submitted from another company, they appear in your company's **Pending** folder. Access exceptions by selecting **Exceptions > Submitted to my Company** from the menu and then select the **Pending** folder.

All statuses of exceptions can be expanded or contracted, depending on the amount of detail you want to view. Select **Expand All** to show all column details and **Contract All** to show less. Columns can be moved by dragging the column header. The details of each tab can be exported to a CSV file by selecting the **Export to CSV** button.

## Approved

Select the **Approved** tab. These are exceptions approved by your company. This information is read-only.

## Rejected

Select the **Rejected** tab. These are exceptions rejected by your company. They may include supporting documentation for the rejection. This information is read-only.

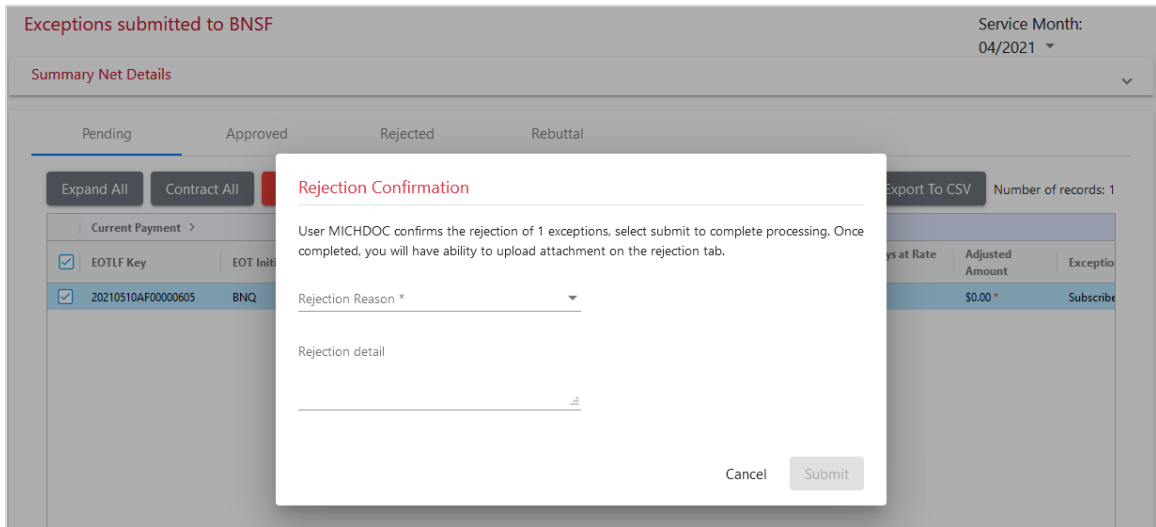
## Pending

Select the **Pending** tab. These are exceptions that your company needs to approve or reject. The system automatically approves any pending exceptions that have not been approved or rejected at the end of the third month, and they will move to the **Approved** tab.

Approve exceptions by selecting the appropriate row(s) and then select the **Approve Exceptions** button. Select **Submit** to confirm approval.

Reject exceptions by selecting the appropriate row(s) and then select the **Reject Exceptions** button. Select a reason and any detail you want to include, then select **Submit**. You have the option to include attachments once the rejection is submitted.

**Exhibit 43. Rejection Reason**



## Rebuttal

Select the **Rebuttal** tab. A rebuttal exception can be created when a subscriber chooses to provide additional information to support a rejected exception request for reconsideration. These are rebuttals that your company needs to approve or reject for another company. The system automatically approves any rebuttals that have not been approved or rejected on the fifth day of the fifth month (when files are settled), and they will move to the **Approved** tab.

Once you've reviewed them, select one or more rebuttals and select the **Reject Rebuttals** button to reject or the **Approve Rebuttals** button to approve them. Rejected rebuttals move to the **Rejected** tab and Approved rebuttals move to the **Approved** tab (example pictured below).

**Exhibit 44. Rebuttal Approved**

Exceptions submitted to BNSF											Service Month:																																											
Summary Net Details											04/2021																																											
Pending											Approved	Rejected	Rebuttal																																									
Expand All											Contract All											Create Exceptions											Export To CSV											Number of records: 2										
Current Payment >											Approval Details											Rebuttal Details >											Rejection Det... >											Liabe Adjusted										
EOTLF Key	EOT Initial	EOT Number	Total Amount	Approval Date	Rebuttal Status	Rejection Reason	Submitted By Road	Start Day	End Day	Days at R...																																												
<input type="checkbox"/>			\$1,305.00	05/04/2021 18:47:17	Approved	Invalid		1	24	7																																												
<input type="checkbox"/>			\$165.00	05/24/2021 10:21:31	Approved	Incorrect Amount		20	30	10																																												
<input checked="" type="checkbox"/>			\$450.00	06/01/2021 13:16:01	Approved	Incorrect Amount		1	9	0																																												
<input type="checkbox"/>			\$60.00	05/27/2021 12:50:47	Approved	Incorrect Amount		11	12	1																																												

## Submitted by my Company

Once exceptions are bulk loaded successfully, they appear in your company's **Draft** folder. Access exceptions by selecting **Exceptions > Submitted by my Company** from the menu. All statuses of exceptions can be expanded or contracted, depending on the amount of detail you want to view. Select **Expand All** to show all column details and **Contract All** to show less. Columns can be moved by dragging the column header. The details of each tab can be exported to a CSV file by selecting the **Export to CSV** button.

## Approved

Select the **Approved** tab. These are approved exceptions submitted by your company. This information is read-only.

## Rejected

Select the **Rejected** tab. These are exceptions submitted for approval by your company that have been rejected by the other company. They may include supporting documentation for the rejection. This information is read-only.

## Pending

Select the **Pending** tab. These are exceptions that are awaiting the other company to approve or reject them. Pending exceptions can be canceled by selecting the appropriate row(s) and then select the **Cancel Exceptions** button. The system automatically approves any pending exceptions that have not been approved or rejected at the end of the third month, and they will move to the **Approved** tab.

## Rebuttal

To view rebuttals, select the **Rebuttal** tab. A rebuttal exception can be created when a subscriber chooses to provide additional information to support a rejected exception request for reconsideration. The system automatically approves any rebuttals that have not been approved or rejected on the fifth day of the fifth month (when files are settled), and they will move to the **Approved** tab.

Use the following procedure to create a rebuttal to an exception rejected by the other company:

1. Select the **Rejected** tab. Exceptions in this status have been rejected by the other company.
2. Choose one or more exceptions to rebuttal by selecting the checkbox in the first column. Selecting one or more exceptions enables the **Submit Rebuttals** button.
3. Select **Submit Rebuttals**.

### Exhibit 45. Create Rebuttal

The screenshot shows a web interface for 'Exceptions submitted by KCS'. At the top right, 'Service Month: 03/2021' is displayed. Below the title, there is a 'Summary Net Details' section. The main area features a navigation bar with tabs for 'Draft', 'Pending', 'Approved', 'Rejected', and 'Rebuttal'. The 'Rejected' tab is selected. Below the tabs are three buttons: 'Expand All', 'Contract All', and 'Submit Rebuttals' (which is highlighted in blue). To the right of these buttons is an 'Export To CSV' button and the text 'Number of records: 4'. Below the buttons is a table with columns: 'Current Payment', 'Rebuttal Details', 'Rejection Details', and 'Liabe Adjusted'. The table has several rows, each with a checkbox in the first column. The last row is selected and highlighted in blue, with a checked checkbox. The table data is as follows:

Current Payment	Rebuttal Details	Rejection Details	Liabe Adjusted					
EOTLF Key	EOT Initial	EOT Number	Total Amount	Rebuttal Status	Rejection Reason	Submitted To Road	Start Day	End Day
			\$30.00	Rejected	Invalid		18	20
<input type="checkbox"/>			\$210.00		Events State Otherwise		17	31
<input type="checkbox"/>			\$180.00		Events State Otherwise		4	16
<input checked="" type="checkbox"/>			\$450.00		Incorrect Amount		1	9

4. Enter the **Rebuttal Description**. This is required.

**Exhibit 46. Enter Rebuttal Description**

**Exception Rebuttal**

---

You are submitting 1 exception(s) for rebuttal.

[Enter Rebuttal description here](#)

Sorry, adding details that are included in the \$450 amount:  
Details 1, Details 2  
Please approve.

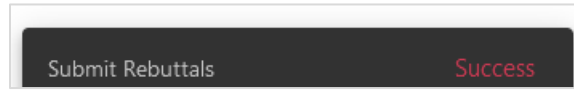
---

96/200

Cancel

## Exceptions

- A success message appears at the bottom of the screen and the exception no longer appears in the Rejected tab.



- Select the **Rebuttal** tab to view the submitted rebuttal. Toggle Rebuttal Details on/off by selecting the **Rebuttal Details** arrow in the column header. Toggle Rejection Details on/off by selecting the **Rejection Details** arrow in the column header. Arrows pointing left mean the details have been contracted and arrows pointing right mean the details are expanded. To view all records, use the scroll bar on the right to scroll down to the bottom of the page. Use the scroll bar at the bottom of the page to scroll over to the right.

### Exhibit 47. Submitted Rebuttal

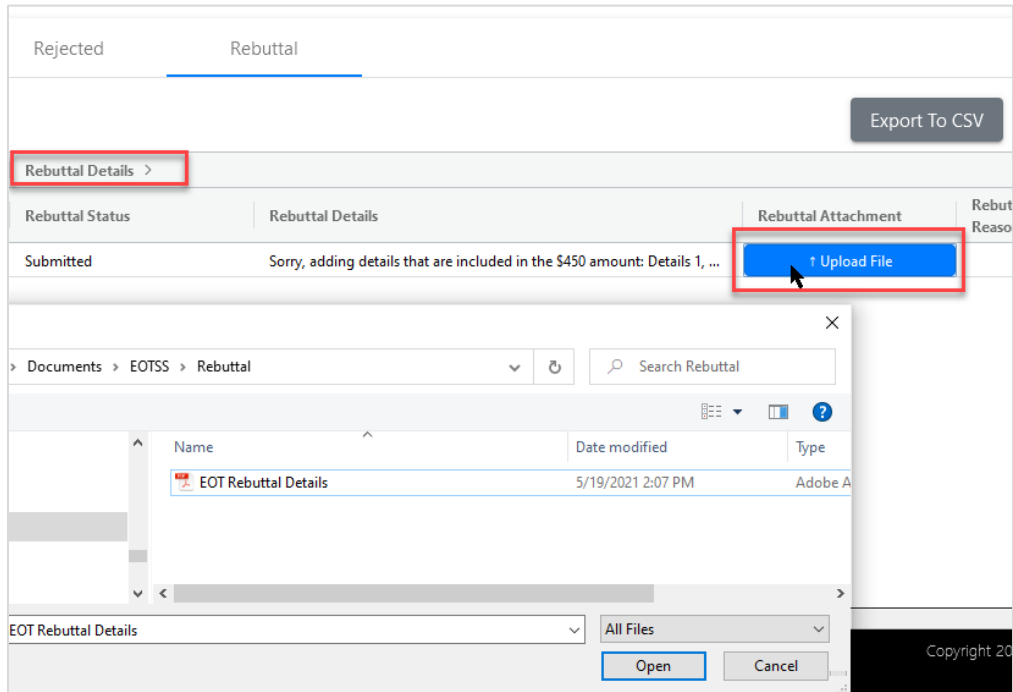
The screenshot shows a web application interface for managing exceptions. At the top, it says "Exceptions submitted by KCS" and "Service Month: 03/2021". Below this is a "Summary Net Details" section with a dropdown arrow. The main area has tabs for "Draft", "Pending", "Approved", "Rejected", and "Rebuttal", with "Rebuttal" being the active tab. There are buttons for "Expand All", "Contract All", "Cancel Rebuttals", and "Export To CSV". A table below shows one record with columns for "Current Payment", "EOTLF Key", "EOT Initial", "EOT Number", "Total Amount", "Rebuttal Status", "Rejection Reason", "Submitted To Road", "Start Day", "End Day", and "Days at Rate". The record shows a total amount of \$450.00, a status of "Submitted", and a rejection reason of "Incorrect Amount".

Current Payment <				Rebuttal Details <	Rejection Details <	Liable Adjusted				
<input type="checkbox"/>	EOTLF Key	EOT Initial	EOT Number	Total Amount	Rebuttal Status	Rejection Reason	Submitted To Road	Start Day	End Day	Days at Rate
<input type="checkbox"/>				\$450.00	Submitted	Incorrect Amount		1	9	0

- Add rebuttal attachments by expanding **Rebuttal Details** (see step #6).
- Select inside the **Rebuttal Attachment** column for the appropriate rebuttal.
- Select the **Upload File** button.
- Select and open a file from your local computer.
- When a file has been attached, you'll see **Download** and **Delete** buttons.
  - Select **Download** to download the file.
  - Select **Delete** to delete the file.



**Exhibit 48. Rebuttal Attachments**



## Draft

Select the **Draft** tab. These are exceptions waiting to be submitted.

- A checkbox displays in the first column for results from the previous two months for values that can be exceptions. Use this checkbox to select appropriate exceptions for canceling, submitting or creating exceptions.
- To create an exception, select one EOT, then select the **Create Exception** button to create an exception. A copy of the exception is created. Click inside the fields of the copied row to make appropriate updates to it or remove it by selecting the red **x** next to the EOTLF Key.
- Draft exceptions can be canceled by selecting the appropriate row(s) and then select the **Cancel Exceptions** button.

**Exhibit 49. Exceptions Submitted by my Company - Draft**

Exceptions submitted by NS Service Month: 11/2020

Summary Net Details

Draft Pending Approved Rejected Rebuttal

Expand All Contract All Cancel Exceptions Submit Exceptions Create Exception Export To CSV Number of records: 23

	Liabilities Adjusted											
<input type="checkbox"/>	Stal	EOT Number	Total Amount	Submitted To Road	Start Day	End Day	Days at Rate 1	Days at Rate 2	Adjusted Amount	Exception Reason	Reason Details	Attachment
<input type="checkbox"/>					5	10	1	0	\$15.00	*	PKGD 11/10 1287256E0398579447	
<input type="checkbox"/>					1	14	1	0	\$15.00	other	PKGD 11/14 1287256E0398602610	
<input type="checkbox"/>					5	17	1	0	\$15.00	other	PKGD 11/17 1287256E03986113210	
<input type="checkbox"/>					1	1	0	0	\$0.00	*	no moves on NS	
<input type="checkbox"/>					1	1	0	0	\$0.00	other	no moves on NS	
<input type="checkbox"/>					1	1	0	0	\$0.00	Other	no AEI Scans on NS	
<input type="checkbox"/>					1	1	0	0	\$0.00	Other	no moves NS, ARIL CPRES, ICHD 5 mins later on 10/5	
<input type="checkbox"/>					1	7	1	0	\$15.00	Other	11/7 PKGD 1287256E039946325	
<input type="checkbox"/>					24	27	1	0	\$15.00	Other	11/27 PKGD 1287256E0392705847	
<input type="checkbox"/>					1	1			\$0.00	Other	no moves on NS	

### Add Attachments

You have option to add attachments that support your submission. Most file types are supported, but it is recommended that you select a standard image or document file (e.g., .gif, .png, .jpg, .jpeg, .pdf, .docx).

Use the following procedure to attach a file to an exception:

1. Find the EOT and hover over the **Attachment** field of the exception. The **Upload File** button appears.
2. Select **Upload File**.
3. Select and open a file from your local computer.
4. When a file has been attached, hover over the file name to see **Download** and **Delete** buttons.
  - Select **Download** to the download the file.
  - Select **Delete** to delete the file.

**Exhibit 50. Exceptions Submitted by my Company – Add Attachment**

Draft												
Expand All Contract All Cancel Exceptions Submit Exceptions Create Exception Export To CSV Number of records: 23												
Liabile Adjusted												
<input type="checkbox"/> Total	EOT Number	Total Amount	Submitted To Road	Start Day	End Day	Days at Rate 1	Days at Rate 2	Adjusted Amount	Exception Reason	Reason Details	Attachment	
<input type="checkbox"/>				5	10	1	0	\$15.00	*	PKGD 11/10 122872560398579447		1 Upload File
<input type="checkbox"/>				1	14	1	0	\$15.00	other	PKGD 11/14 12287256039862610		
<input type="checkbox"/>				5	17	1	0	\$15.00	other	PKGD 11/17 122872560396113210		
<input type="checkbox"/>				1	1	0	0	\$0.00	*	no moves on NS		
<input type="checkbox"/>				1	1	0	0	\$0.00	other	no moves on NS		
<input type="checkbox"/>				1	1	0	0	\$0.00	Other	no ABI Scans on NS		
<input type="checkbox"/>				1	1	0	0	\$0.00	Other	no moves NS, ARIL CPRS, ICHD 5 mins later on 10/5		

## Submit Draft Exceptions

Use the following procedure to submit one or more exceptions to another company:

1. From the main menu, select **Exceptions > Submitted by my Company**. Exceptions submitted by my company are displayed.
2. Select one or more exceptions by clicking inside the checkbox in the first column.
3. Select the **Submit Exceptions** button. The exceptions move from **Draft** to **Pending** status.
4. Select the **Pending** tab to see the submitted exceptions. Pending exceptions are added to the payable amounts as seen in the expanded **Summary Net Details** section. The amount is added because it is assumed the pending exception will be approved. If the exception is rejected by the other company, the amount will no longer be part of the payable amounts.

**Exhibit 51. Pending Exception Added to Summary Net Details**

Exceptions submitted by KCS								Service Month: 04/2021
Summary Net Details								
Subscriber	Original Amount Payable	Exception Total Payable	Payable Total Amount	Original Amount Receivable	Exception Total Receivable	Receivable Total Amount	Monthly Net Total	
		\$15.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$15.00						

Draft											
Expand All Contract All Cancel Exceptions Export To CSV Number of records: 1											
Current Payment < Liabile Adjusted											
<input type="checkbox"/> EOTL Key	EOT Initial	EOT Number	Total Amount	Submitted To Road	Start Day	End Day	Days at Rate 1	Days at Rate 2	Adjusted Amount	Exception Reason	Reason Details
<input type="checkbox"/>			\$15.00		0	0	0	0	\$0.00	Event Reporting	exception for user t

# Messages

## Create Interchange

LCS has a 120-hour window to evaluate an event, so you have 5 days to report an event.

Use the following procedure to create an interchange message:

1. From the main menu, select **Messages > Create Interchange**.
2. Choose the **Interchange Type** and enter the other required fields marked with an asterisk.
  - a. The **Date/Time** cannot be in the future. Select the arrows or clock icon to adjust the hour and minutes.
  - b. When a **Tracking Number** is entered, the **Shipping Carrier** is required.
3. Once all required fields are entered, select **Submit** to submit the interchange message.

**Exhibit 52. Create Interchange Message**

The screenshot shows the 'Interchange Message' form in the RAILING EOT Self Service application. The form is titled 'Interchange Message' and contains several input fields. The 'Interchange Type' field is a dropdown menu. The 'Submitting Road' field contains the value 'KCS'. The 'EOT Initial' field is empty. The 'Event Date/Time' field contains the date '12/9/2019' and a time picker set to '12 : 00'. The 'From Road' field contains the value 'KCS'. The 'To Road' field is empty. The 'FSAC' field contains the value 'FSAC'. The 'SPLC' field is empty. There are 'Clear' and 'Submit' buttons at the bottom right of the form.

## Settlements

EOTSS provides the ability to run four types of **Estimated** and **Settled** Settlement reports:

- **Net Summary** – provides the overall summary of monthly Net amounts for multiple months
- **Net Details** – provides the details of monthly Net amounts for multiple months
- **Receivable Details** – provides details of the monthly receivable amounts due to your company by other subscribers
- **Payable Details** – provides details of the monthly payable amounts due by your company to other subscribers

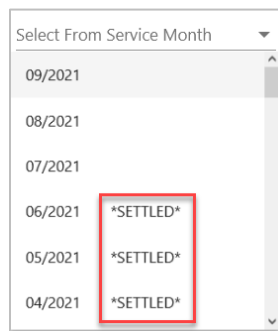
Use the following procedure to query settlement reports:

1. From the main menu, select **Settlements**. The **Settlement Reports** page is displayed.
2. Select the **File Type**, **From Service Month** and **To Service Month**. **File Type** and **From Service Month** must be selected for the **Search** button to become available. **From Service Month** shows all available months, and months that have settled are marked.

---

**Note:** If a range is selected that includes an estimated month, keep in mind that search results may change once the month is settled.

---



3. Select **Search**.
4. All reports can be exported and saved on your local computer. For exporting the Net Summary and Details reports, select the **Export to PDF** link on the right above the results. For exporting the Receivable and Payable Details reports, select the **Export to CSV** link on the right above the results.
5. Select the **Clear** button to clear the search criteria for a new search.

**Exhibit 53. Net Summary Settlement Reports**

### Settlement Reports

**Search Criteria**

Select File Type: Net Summary | Select From Service Month: 08/2021 | Select To Service Month: 09/2021 | Clear Search

---

**Search Results** [Export To PDF](#)

Subscriber	RCH	Amount Payable	Amount Receivable	Net Amount
BNSF	Yes			
CN	Yes			
CPRS	No			
CSXT	Yes			
FXE	No			
KCSM	Yes			
NS	Yes			
UP	No			
Total				
	-			

The **Net Summary** results provides an overview of:

- The **Subscriber** and whether or not they are an **RCH** participant (No = not a participant, Yes = participant).
- **Amount Payable** due to other subscribers by your company. Credits appear in red inside parentheses.
- **Amount Receivable** due to your company by other subscribers. Credits appear in red inside parentheses.
  - a. **Net Amount** by company for the date range and net totals at the bottom.

When a range is queried, the PDF title includes the range:

KCS

EOT Liability Settlement Statement - Net Summary

Service Month: 07-2021 - 08-2021

Settlement Date: N/A

Subscriber	RCH	Amount Payable	Amount Receivable	Net Amount
------------	-----	----------------	-------------------	------------

**Exhibit 54. Net Details Settlement Reports**

### Settlement Reports

**Search Criteria**

Select File Type: Net Details | Select From Service Month: 07/2021 | Select To Service Month: 09/2021 | Clear | Search

**Search Results** [Export To PDF](#)

Subscri...	Original Amount Payable	Exception Total Payable	Exception Agreed Payable	Adjustm... Lost, & Damaged Payable	Payable Total Amount	Original Amount Receivable	Exception Total Receivable	Exception Agreed Receivable	Adjustm... Lost, & Damaged Receivable	Receivable Total Amount	Monthly Net Total
BNSF											
CN											
CPRS											
CSXT											
FXE											
KCSM											
NS											
UP											
Total											

The **Net Details** results provides original and exception amount details for the selected month by subscriber. Adjustment, Lost & Damaged Receivable Total will display your approved Admin Requests.

**Exhibit 55. Receivable Details Settlement Reports**

### Settlement Reports

**Search Criteria**

Select File Type: Receivable Details | Select From Service Month: 08/2021 | Select To Service Month:  | Clear | Search

**Search Results** [Export To CSV](#)

EOTLF Key	EOT Initial	EOT Number	Owner	User	Service Month	Settlement Date	Payment Type	RCH Participant	Amount
20210910AF00...	KCS	0000050005	KCS	CSXT	202108	202110	Original Record	No	\$15.00
20210910AF00...	KCS	0000050006	KCS	KCSM	202108	202110	Original Record	No	\$1,025.00
20210910AF00...	KCS	0000050009	KCS	KCSM	202108	202110	Original Record	No	\$1,550.00
20210910AF00...	KCS	0000050011	KCS	CPRS	202108	202110	Original Record	No	\$50.00
20210910AF00...	KCS	0000050011	KCS	BNSF	202108	202110	Original Record	No	\$75.00
20210910AF00...	KCS	0000050011	KCS	KCSM	202108	202110	Original Record	No	\$180.00
20210910AF00...	KCS	0000050011	KCS	BNSF	202108	202110	Original Record	No	\$90.00
20210910AF00...	KCS	0000050012	KCS	BNSF	202108	202110	Original Record	No	\$200.00
20210910AF00...	KCS	0000050016	KCS	BNSF	202108	202110	Original Record	No	\$30.00
Total									\$89,705.00

The **Receivable Details** results provides original record, reversal and exception amount details for the selected month by owner. For this report, be sure to scroll all the way down to view all the available rows. Exporting this report to CSV will allow you to sort or filter on any of the columns.

**Exhibit 56. Payable Details Settlement Reports**

**Settlement Reports**

**Search Criteria**

Select File Type: Payable Details | Select From Service Month: 07/2021 | Select To Service Month: | Clear | Search

**Search Results** [Export To CSV](#)

EOTLF Key	EOT Initial	EOT Number	Owner	User	Service Month	Settlement Date	Payment Type	RCH Participant	Amount
20210810AF0000...	BNQ	0000001355	BNSF	KCS	202107	202109	Original Record	No	\$15.00
20210810AF0000...	BNQ	0000001546	BNSF	KCS	202107	202109	Original Record	No	\$975.00
20210810AF0000...	BNQ	0000001556	BNSF	KCS	202107	202109	Original Record	No	\$15.00
20210810AF0000...	BNQ	0000001565	BNSF	KCS	202107	202109	Original Record	No	\$725.00
20210810AF0000...	BNQ	0000001595	BNSF	KCS	202107	202109	Original Record	No	\$15.00
20210810AF0000...	BNQ	0000001687	BNSF	KCS	202107	202109	Original Record	No	\$15.00
20210810AF0000...	BNQ	0000001744	BNSF	KCS	202107	202109	Original Record	No	\$15.00
20210810AF0000...	BNQ	0000001783	BNSF	KCS	202107	202109	Original Record	No	\$60.00
20210810AF0000...	BNQ	0000001858	BNSF	KCS	202107	202109	Original Record	No	\$15.00
Total									\$185,805.00

The **Payable Details** results provides original record, reversal and exception amount details for the selected month owed by your company. For this report, be sure to scroll all the way down to view all the available rows. Exporting this report to CSV, allows you to sort or filter on any of the columns.

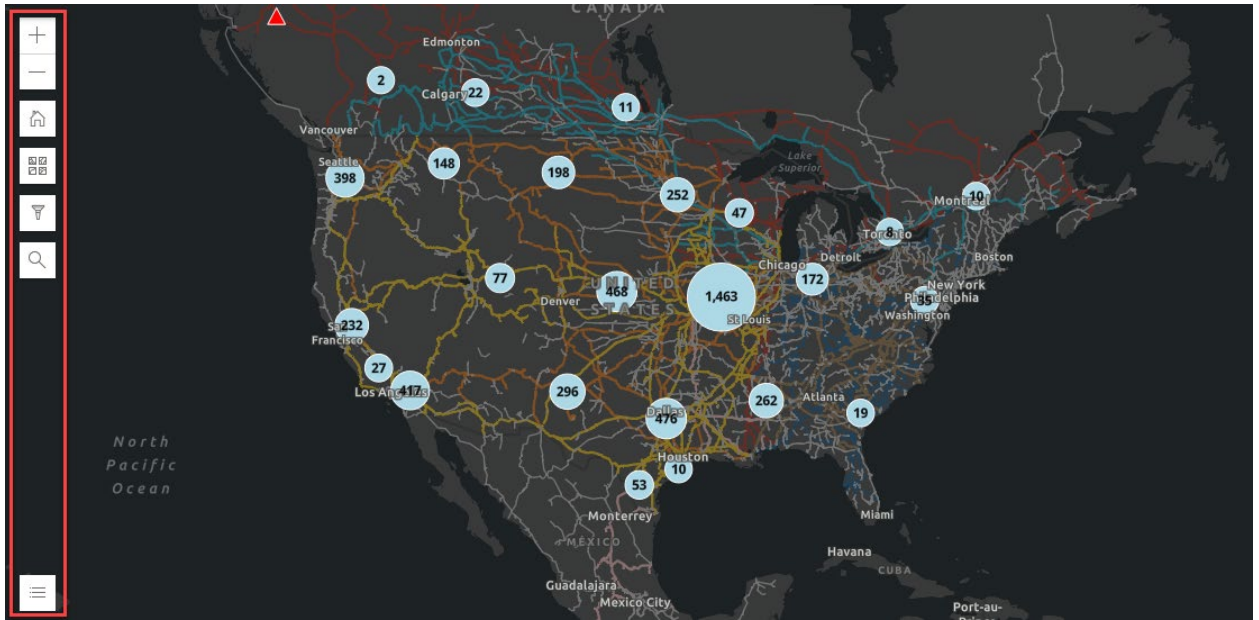


## Map

The EOTSS Map helps railroads locate and manage system and foreign devices by providing their location and status information. EOTSS provides a simple view of EOT devices plotted on the map, showing their latest locations by equipment ID. Location data includes Movement, AEI, GPS events and sightings. Devices appear as they are assigned in Umler for the equipment you are authorized to view.

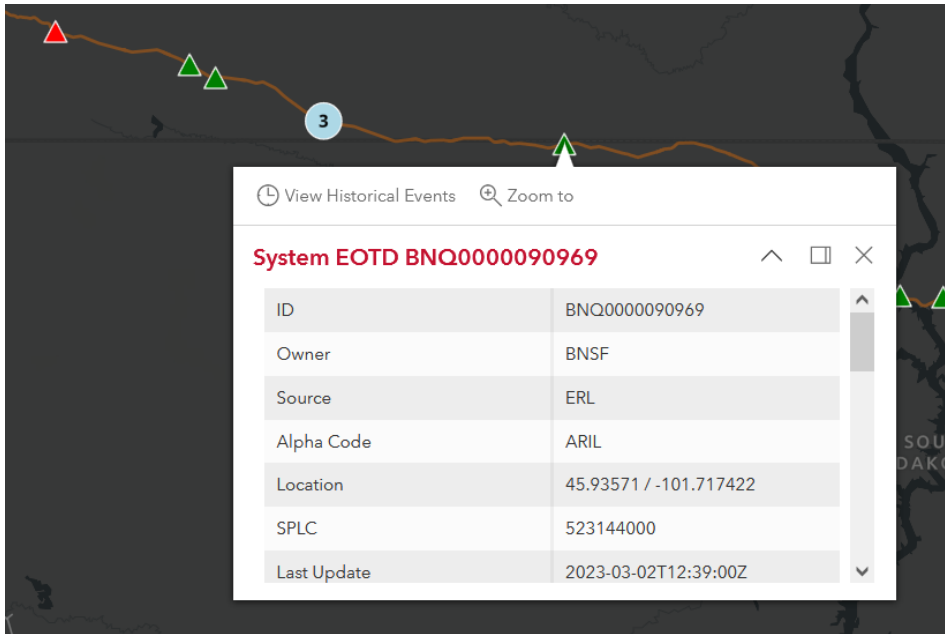
- From the main menu, select **Map**.

**Exhibit 57. EOTSS Map**


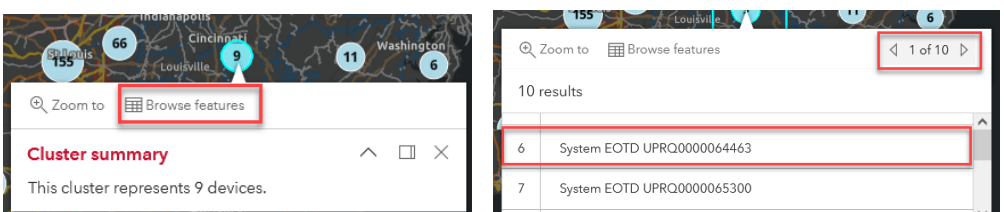


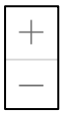






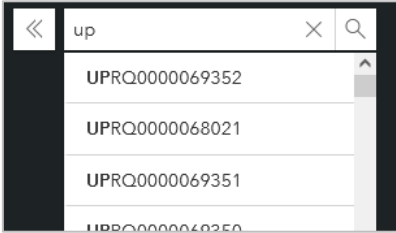

- Select a red or green triangle to display device details, zoom in on the location and [View Historical Events](#).

Exhibit 58. Device Details



## Navigating the Map

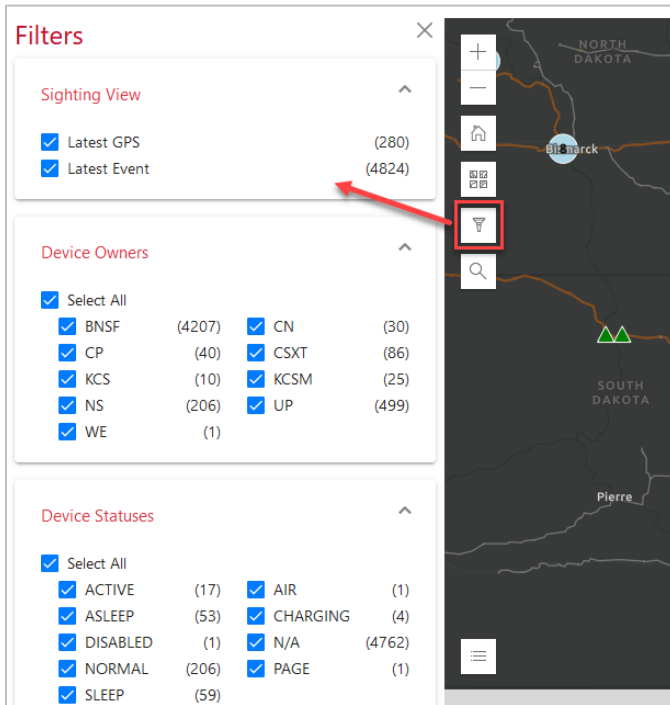
	<p>Select a blue dot to view a cluster of devices known as a Cluster Summary. Zoom in or browse through the details of each device. Each dot shows the number of devices represented in the cluster area. Select <b>Browse Features</b> to show the devices included in the cluster and select from the list or click through each using the arrows.</p> 
	<p>Select a red triangle to view the details of a <u>foreign</u> device. A foreign device is a device not owned by the railroad.</p>
	<p>Select a green triangle to view the details of a <u>system</u> device. A system device is a device owned by the railroad.</p>
	<p>Select the plus (+) and minus (-) buttons located on the top left of the map to zoom in and out. Other options include:</p> <ul style="list-style-type: none"> <li>• Double-click on the map to zoom in</li> <li>• Use the scroll wheel of your mouse to zoom in (scroll up) and zoom out (scroll down)</li> <li>• Left-click with your mouse on the map to grab and drag it up/down and left/right</li> </ul>

	Select the home icon to reset filters and return the map back to the default map view.
	Select the base map icon to choose from a variety of map views and select the double arrow that appears in its place to close. Some of the options are: <ul style="list-style-type: none"><li>• <b>Imagery</b> or <b>Imagery Hybrid</b> for a satellite imagery view</li><li>• <b>Streets</b> for a basic street map view that displays positions and street names</li><li>• <b>Topographic</b> for a view that shows natural and man-made features</li></ul>
	Select the filter icon to filter devices. See <a href="#">Filters</a> for details.
	Select the search icon to search by equipment ID and begin entering the mark for a list of equipment IDs that match. Select the double arrow that appears in its place to close. 
	Select the list icon located in the bottom left to view the legend. Select the double arrow that appears in its place to close.

## Filters

Filters provide ways to narrow or expand the results of your search. Use the filter icon for additional ways to filter the map. By default, all filters are selected. Click on a checked box to deselect it.

**Exhibit 59. Filter Options**



## Sighting View

Choose GPS and event locations for the devices.

- Select **Latest GPS** for the most recent GPS locations reported.
- Select **Latest Event** for the most recent event locations reported.
- Select both to show the latest locations reported (latest GPS and Event).

## Device Owners

Choose the owners of the devices that you want to see on the map. Individually select owners of interest, or:

- To show only **system** devices, select your railroad and deselect other railroads.
- To show only **foreign** devices, select all railroads except your railroad.
- Choose **Select All** to select all (system and foreign) devices on the map.

## Device Statuses

Choose the statuses of the devices that you want to see on the map. Each status is described below.

- **Active:** Last reported as awake and communicating
- **Air:** Last reported as paired with a head of train and on air

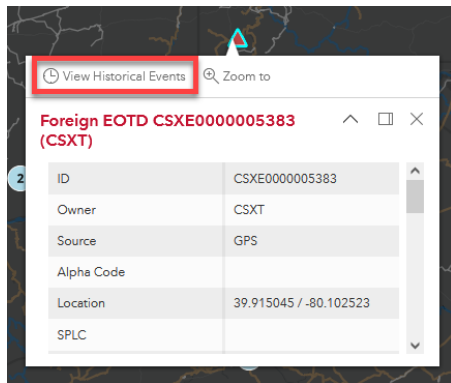
- **Asleep / Sleep:** Last reported in battery saving mode and not communicating
- **Charging:** Last reported as being charged
- **Disabled:** Last reported as disabled by the owner
- **Normal:** Unit is powered on, may or may not have air pressure, no motion
- **N/A:** The record type is ERL, and status is not reported to Railinc in ERL messages
- **Page:**

## View Historical Events

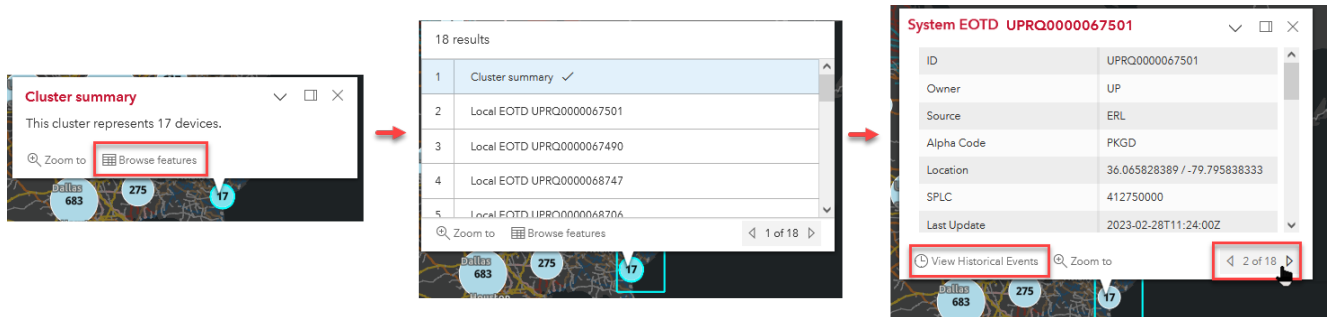
EOTSS provides a way to view historical events when viewing the details of the device for a specific equipment ID. You can access the **View Historical Events** link by:

### Exhibit 60. View Historical Events Link

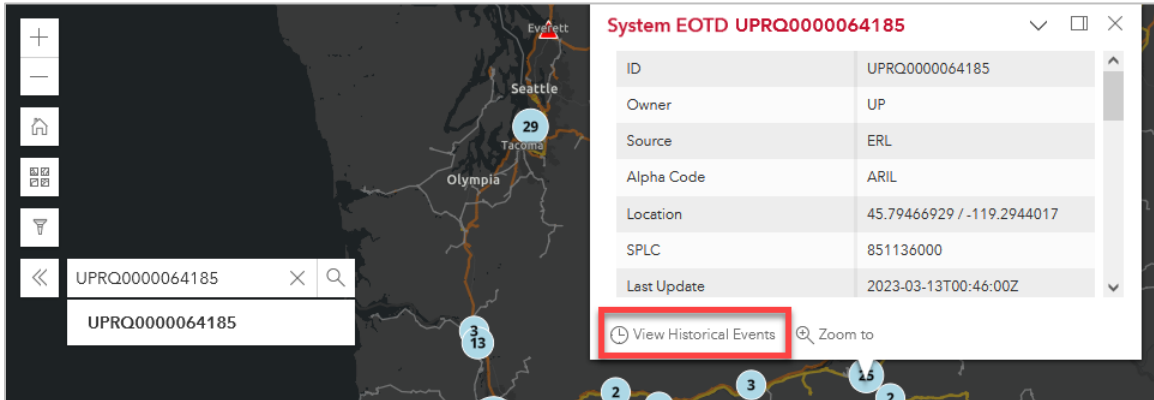
1. Selecting a triangle on the map:



2. Selecting a specific equipment ID from a cluster through the **Browse Features** link:

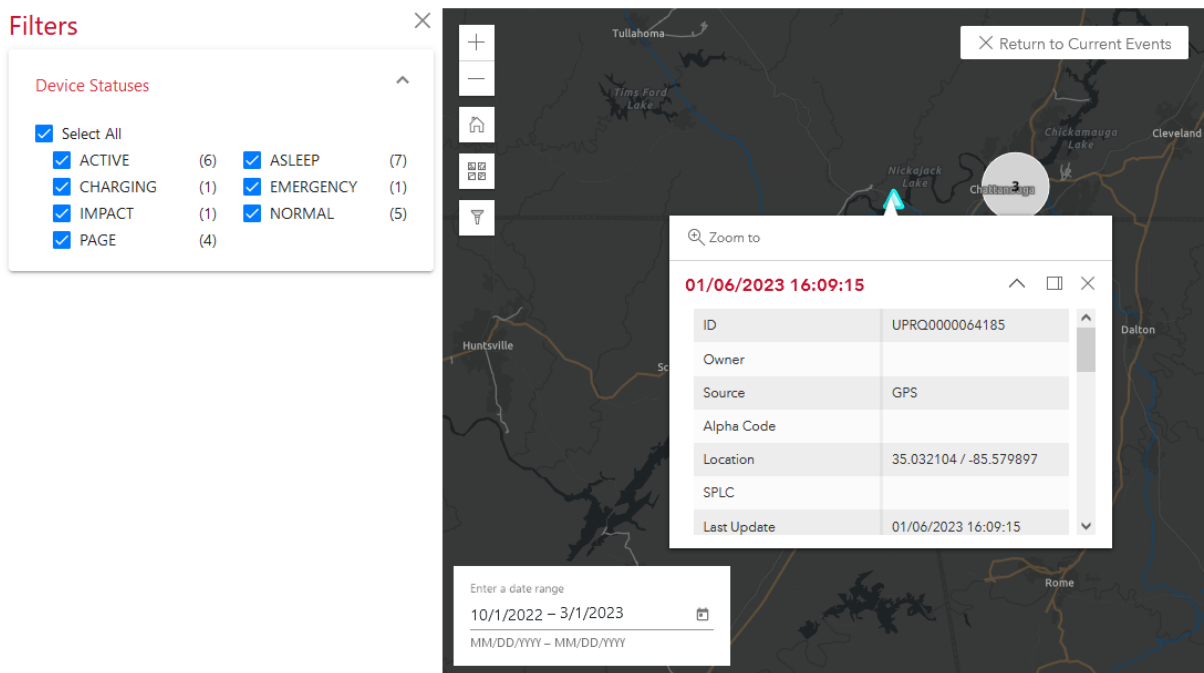


3. Selecting a specific equipment ID using the search icon:



Select the **View Historical Events** link. The Historical Events map displays and defaults to a range of five months in the lower left corner of the page. You can change the date to your preferred date range.

**Exhibit 61. Historical Events Map**



Since this map is showing the device for one specific equipment ID, the triangles and clusters on this map are white and only the device statuses filtering is available.

Select a triangle or a cluster. Selecting a cluster displays the historical results in that cluster with timestamps for each. Select a timestamp or an individual triangle to display the details.

Select **Return to Current Events** at the top to close the Historical Events map and return to the EOTSS map.

## Admin

### Manage Railroad Relationships

EOTSS provides the ability to create and expire railroad relationships to customize EOT liability scenarios with class 2/3 railroads, alleviating the need to create exceptions.

From the main menu, select **Admin > Manage Railroad Relationships**.

To create a new railroad relationship, select **Create New Relationship** and enter the roads. **Effective Date** defaults to the next day but can be changed to a future date.

#### Exhibit 62. Create New Railroad Relationship

**Manage Railroad Relationship**  
Utilizing the manage railroad relationship table provides company administrators the ability to manage their railroad relationship as EOT liability can be applied under these customized scenarios, alleviating the need to create exceptions.

Buttons: **Create New Relationship** (highlighted), **Expire Relationship**, **Export To CSV**, **Clear Filters**, Number of records: 0

**New Relationship**

Liabile Road: KCS  
Possession Road: \_\_\_\_\_  
Effective Date: 12/10/2019

Buttons: **Cancel**, **Submit**

To export the list of your company's railroad relationships to a CSV file, select the **Export to CSV** button and save the file to your computer.

To expire existing railroad relationships, select one or more checkboxes of relationships from the table and select the **Expire Relationship** button. The relationship is removed immediately without a prompt.

#### Exhibit 63. Expire an Existing Railroad Relationship

**Manage Railroad Relationship**  
Utilizing the manage railroad relationship table provides company administrators the ability to manage their railroad relationship as EOT liability can be applied under these customized scenarios, alleviating the need to create exceptions.

Buttons: **Create New Relationship**, **Expire Relationship** (highlighted), **Export To CSV**, **Clear Filters**, Number of records: 1

	Liabile Road	Possession Road	Effective Date	Expiration Date
<input checked="" type="checkbox"/>	NS	AGR	12/10/2019	12/31/9999

## Manage Shared Locations

EOTSS provides the ability to create and expire shared locations to customize EOT liability scenarios with Class II and III railroads, alleviating the need to create exceptions.

From the main menu, select **Admin > Manage Shared Locations**.

To create a new shared location:

1. Select **Create New Location** and enter the Possession Road.

### Exhibit 64. Create New Shared Location

**Manage Shared Locations**

Shared locations provide company administrators the ability to manage areas where two or more railroads serve and adjust global liability for those locations allowing the need to create exceptions.

**Export To CSV** **Clear Filters** Number of records: 28

**Create Shared Location**

Expire Relationship

	Liabile Road	Possession Road	Effective Date	Expiration Date	SPLC	Location Name	County	State/Province
	CPRS	BNSF	11/01/2023	11/30/2033	744132000	BENNETT	ADAMS	CO
	CPRS	BNSF	11/01/2023	11/30/2033	744134000	SIMPSON	ADAMS	CO
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	165292000	CHURCHWOOD	NEW LONDON	CT
<input type="checkbox"/>	BNSF	CSXT	11/01/2023	11/30/2023	168463000	GLENBROOK	FAIRFIELD	CT
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	401163000	MAPLE	CURRITUCK	NC
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	401186000	GRANDY	CURRITUCK	NC
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2024	412838000	CRUTCHFIELD CROSSROADS	CHATHAM	NC

**Create Shared Location**

Liabile Road: BNSF Possession Road \*: CSXT Effective Date \*: 12/2023 Expiration Date \*: 12/2033

SPLC:

<input checked="" type="checkbox"/>	SPLC	Location Name	County	State/Province
<input checked="" type="checkbox"/>	566906000	KANSAS CITY UNION STATION	JACKSON	MO

**Save Location**

2. Use the calendar icon to select an **Effective Date** which can be set to the next or future month. The **Expiration Date** defaults to ten years from next month but can be changed by selecting the calendar icon and choosing a future date.
3. Enter a SPLC by selecting the search icon to open the SPLC search. Enter a **SPLC, Location Name** or **State/Province** for the **Search** button to become active. Select **Search**. Scroll to view all the results and select one or more SPLCs or use the checkbox in the header to select all SPLCs in the list. Select **Add** to add your selected SPLCs.
4. Select **Save Location**. The location is added to Manage Shared Locations.

To export the list of your company's shared locations to a CSV file, select the **Export to CSV** button and save the file to your computer.



You can expire shared locations where your company is the liable road, and you have read-only access to shared locations where you are the possession road (these locations will not have a checkbox as pictured in the example below). To expire existing shared locations, select one or more checkboxes of locations from the table and select the **Expire Relationship** button. The location is removed immediately without a prompt.

**Exhibit 65. Expire an Existing Shared Location**

**Manage Shared Locations**

Shared locations provide company administrators the ability to manage areas where two or more railroads serve and adjust global liability for those locations allowing the need to create exceptions.

[Create Shared Location](#) [Expire Relationship](#) [Export To CSV](#) [Clear Filters](#) Number of records: 29

	Liable Road	Possession Road	Effective Date	Expiration Date	SPLC	Location Name	County	State/Province
<input type="checkbox"/>	CPRS	BNSF	11/01/2023	11/30/2033	744132000	BENNETT	ADAMS	CO
<input type="checkbox"/>	CPRS	BNSF	11/01/2023	11/30/2033	744134000	SIMPSON	ADAMS	CO
<input checked="" type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	165292000	CHURCHWOOD	NEW LONDON	CT
<input type="checkbox"/>	BNSF	CSXT	11/01/2023	11/30/2023	168463000	GLENBROOK	FAIRFIELD	CT
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	401163000	MAPLE	CURRITUCK	NC
<input type="checkbox"/>	BNSF	CSXT	12/01/2023	12/31/2033	401186000	GRANDY	CURRITUCK	NC

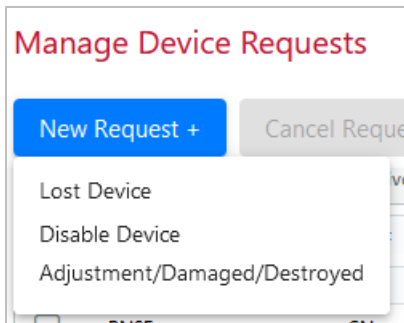
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## Manage Device Requests

EOTSS provides Company Administrators the ability to manage device requests.

From the main menu, select **Admin > Manage Device Requests**. The Manage Device Requests page defaults to the **Submitted Requests** tab.


**Exhibit 66. New Request Menu**



## Lost Device Request

EOTSS provides a way to create a lost device request from a list of EOT devices that you are liable for where the **Max Indicator** equals **True**. A lost device is an EOT device that hasn't moved anymore or is presumed lost. These steps will not delete the device from Umler, but this will remove it from your settlement file.

Use the following procedure to submit a lost device request to the equipment owner:

1. Select the **New Request +** button and select **Lost Device** ([Exhibit 66](#)).
2. The Create Lost Request pop-up opens. Use the scroll bar on the right to scroll through the records.
  - a. Select **Export to CSV** to export the results to a CSV/Excel file to open or save to your computer.
  - b. Select column headers to display columns in ascending or descending order (as shown in Original Liability Date column). Select once for ascending (arrow up), twice for descending (arrow down) and three times to remove the sort.
  - c. Hover over a column header and select  to filter the column ([Exhibit 36](#)). Enter filter criteria in the form.

**Exhibit 67. Create Lost Request**

Create Lost Request Export To CSV

Eot Initial	Eot Number	Equip Owner	Liable Road	Total Days	Original Liability D...	
<input type="checkbox"/>	0000091633			165		↓
<input type="checkbox"/>	0000047452			73		
<input type="checkbox"/>	0000068424			73		
<input type="checkbox"/>	0000066478			74		
<input type="checkbox"/>	0000069518			74		
<input type="checkbox"/>	0000046700			73		
<input type="checkbox"/>	0000090029			73		
<input type="checkbox"/>	0000069429			73		

Attachment 📎

Request Details ⌵

Cancel
Create Request

3. Select a row to create the lost request. Only one row can be selected with each request.
4. Add an **Attachment** and **Request Details**. While these fields are not required, they are recommended.
5. Select **Create Request** to submit the lost request to the equipment owner or **Cancel** to return to the Manage Request page.
6. The new lost request appears in the Manage Device Requests table in the Submitted status.

**Exhibit 68. Lost Device Request Submitted**

Manage Device Requests Submitted Requests Incoming Requests

New Request +
Cancel Request


Email Alerts
Export To CSV
Clear Filters
Number of records: 9

	Submitter	Receiver	EOT Initial	EOT Number	Request Type	Adjustment ...	Service Mon...	Service Year	Request Det...	Total Amount	Request Att...	Request Stat...
<input type="checkbox"/>				000001346	Disable		7	2023	This device is di...	0		Submitted
<input type="checkbox"/>				000001000	Disable		7	2023	opened new re...	0		Rejected
<input type="checkbox"/>				000001096	Lost		7	2023	opened new re...	0		Rejected
<input type="checkbox"/>				000001507	Destroyed		7	2023	opened request...	3100		Submitted
<input checked="" type="checkbox"/>				000001302	Lost		7	2023		0		Submitted
<input type="checkbox"/>				000001300	Disable		7	2023		0		Submitted
<input type="checkbox"/>				000001506	Damaged		7	2023	opened request...	3100		Submitted
<input type="checkbox"/>					Adjustment		7	2023	opened request...	36500		Submitted
<input type="checkbox"/>				000001002	Damaged		7	2023	opened request...	1550		Submitted

## Disable Device Request

EOTSS provides a way to create a disable device request from a list of EOT devices for which you are in possession or are liable. A disabled device is an EOT device that can be disabled by the equipment owner, rendering the device unusable. These steps will not disable the device, but this request will alert the owner that you are requesting the device to be disabled so you may capture it and return the device to the equipment owner.

Use the following procedure to submit a disable device request to the equipment owner:


1. Select the **New Request +** button and select **Disable Device** ([Exhibit 66](#)).
2. The Create Disable Request pop-up opens. Use the scroll bar on the right to scroll through the records.
  - a. Select **Export to CSV** to export the results to a CSV/Excel file to open or save to your computer.
  - a. Select column headers to display columns in ascending or descending order (as shown in Original Liability Date column). Select once for ascending (arrow up), twice for descending (arrow down) and three times to remove the sort.
  - c. Hover over a column header and select  to filter the column ([Exhibit 36](#)). Enter filter criteria in the form.

**Exhibit 69. Create Disable Report**

Create Disable Request

Export To CSV

Eot Initial	Eot Number	Equip Owner	Liable Road	Total Days	Original Liabilit..
<input type="checkbox"/>	0000087601			4913	↓
<input type="checkbox"/>	0000001000			261	
<input type="checkbox"/>	0000001096			1848	
<input type="checkbox"/>	0000001097			1250	
<input type="checkbox"/>	0000001300			960	
<input type="checkbox"/>	0000001302			1758	
<input type="checkbox"/>	0000001303			731	
<input type="checkbox"/>	0000001306			179	
<input type="checkbox"/>	0000001307			147	

Attachment 

---

Request Details

---

Cancel
Create Request

3. Select a row to create the disable request. Only one row can be selected with each request.
4. Add an **Attachment** and **Request Details**. While these fields are not required, they are recommended.
5. Select **Create Request** to submit the disable request to the equipment owner or **Cancel** to return to the Manage Request page.
6. The new disable request appears in the Manage Device Requests table in the Submitted status.

**Exhibit 70. Disable Device Request Submitted**

Manage Device Requests

Submitted Requests   Incoming Requests

  
    
    
    
    
 Number of records: 8

	Submitter	Receiver	EOT Initial	EOT Number	Request Type	Adjustment ...	Service Month	Service Year	Request Det...	Total Amount	Request Atta...	Request Status
<input checked="" type="checkbox"/>				000001346	Disable		7	2023	This device is di...	0		Submitted
				000001000	Disable		7	2023	opened new req...	0		Rejected
				000001096	Lost		7	2023	opened new req...	0		Rejected
<input type="checkbox"/>				000001507	Destroyed		7	2023	opened request ...	3100		Submitted
<input type="checkbox"/>				000001300	Disable		7	2023		0		Submitted
<input type="checkbox"/>				000001506	Damaged		7	2023	opened request ...	3100		Submitted
<input type="checkbox"/>					Adjustment		7	2023	opened request ...	36500		Submitted
<input type="checkbox"/>				000001002	Damaged		7	2023	opened request ...	1550		Submitted

## Adjustment/Damaged/Destroyed Device Request

EOTSS provides a way to create an adjustment/damaged/destroyed device request from a list of EOT devices that you own. This request should be used when an EOT device has been damaged by another subscriber, destroyed by another subscriber, or you need to settle an adjustment amount for a reason outside of any current features or functions in the application, i.e., exception timeline, damaged, destroyed. The amounts contained in these requests will be settled via RCH.

Use the following procedure to submit an Adjustment, Damaged or Destroyed device request:

1. Select the **New Request +** button and select **Adjustment/Damaged/Destroyed** ([Exhibit 66](#)).
2. The Create Request pop-up opens.

### Exhibit 71. Create Adjustment/Damaged/Destroyed Request

The screenshot shows a 'Create Request' form with the following fields and controls:

- Submitter:** KCS
- Receiver:** (Dropdown menu)
- EOT Initial:** (Text input)
- EOT Number:** (Text input)
- Request Type:** Destroyed (Dropdown menu)
- Service Month:** 05/2023
- Total Amount:** (Text input) with a **Calculate DV** button next to it.
- Attachment:** (Text input) with a file upload icon.
- Request Details:** (Text area)
- Buttons:** Cancel (red) and Create Request (blue).

3. The **Service Month** defaults to the current liability month.
4. Enter the **Receiver**.
5. Select from one of these **Request Types** and enter any other important information:
  - **Adjustment** is used to settle monies between railroads for many reasons, including but not limited to managing shared assets or settling EOTs outside of predefined timelines listed in OT-18. For Adjustment Requests, an **EOT Initial/Number** is not required.

### Exhibit 72. Adjustment Request – Adjustment Type

The screenshot shows the 'Adjustment Request' form with the following fields and controls:

- Request Type:** Adjustment (Dropdown menu)
- Service Month:** 08/2021
- Adjustment Type:** (Dropdown menu) with options: Shared Asset, Railroad Relationship, and Other.

- **Damaged** is used to settle on an amount for damages made to an EOT device by another railroad.
- **Destroyed** is used to settle on an amount for an unrepairable (destroyed, not damaged) EOT device caused by another railroad. **Total Amount** is not required if the total amount has already been paid (i.e., Max Indicator equals True).

For this type of request, the **Calculate DV** button (shown in [Exhibit 71](#)) can provide a calculation from the original cost in Umler<sup>®</sup> and standard calculations based on the AAR Office Manual Rule 107. To use this calculator, enter required fields **EOT Initial** and **EOT Number**. Using the calculator is optional, but when selected, the amount it provides cannot be edited. To change this amount, you'll be required to cancel out of the current request and open a new request (refer back to step 1).

5. Select **Create Request** to submit the request to the Receiver or **Cancel** to return to the Manage Request page.

### Exhibit 73. Destroyed Device Request Submitted

The screenshot shows the 'Manage Device Requests' interface. At the top, there are tabs for 'Submitted Requests' and 'Incoming Requests'. Below the tabs are buttons for 'New Request +', 'Cancel Request', 'Email Alerts', 'Export To CSV', and 'Clear Filters'. The 'Number of records: 8' is displayed on the right. The main table has columns: Submitter, Receiver, EOT Initial, EOT Number, Request Type, Adjustment..., Service Mon..., Service Year, Request Det..., Total Amount, Request Att..., and Request Stat... The row with EOT Number 000001507 and Request Type 'Destroyed' is highlighted in blue and has a checked checkbox in the Submitter column.

Submitter	Receiver	EOT Initial	EOT Number	Request Type	Adjustment ...	Service Mon...	Service Year	Request Det...	Total Amount	Request Att...	Request Stat...
<input type="checkbox"/>			000001346	Disable		7	2023	This device is di...	0		Submitted
<input type="checkbox"/>			000001000	Disable		7	2023	opened new re...	0		Rejected
<input type="checkbox"/>			000001096	Lost		7	2023	opened new re...	0		Rejected
<input checked="" type="checkbox"/>			000001507	Destroyed		7	2023	opened request...	3100		Submitted
<input type="checkbox"/>			000001300	Disable		7	2023		0		Submitted
<input type="checkbox"/>			000001506	Damaged		7	2023	opened request...	3100		Submitted
<input type="checkbox"/>				Adjustment		7	2023	opened request...	36500		Submitted
<input type="checkbox"/>			000001002	Damaged		7	2023	opened request...	1550		Submitted

## Email Alerts

Email alerts can be sent to the email address that is associated with your Railinc SSO ID when there are pending requests that require your attention, such as requests in the submitted status in the Incoming Requests tab awaiting approval. The email comes from Railinc and provides a list of pending device requests and includes the submitter, request type, service month and year, and the date the request was created.

Use the following procedure to set up email alerts for incoming device requests:

1. From the Manage Device Requests page, select the **Submitted Requests** or **Incoming Requests** tab. You can sign up for alerts from either page.
2. Select the **Email Alerts** button for the selected tab.

**Exhibit 74. Schedule Email Alerts**

**Receive Alerts about Pending Device Requests**

Select a recurrence to receive an email to the email address associated with your Railinc SSO ID when there are pending device requests requiring your attention

Schedule Recurrence  Daily  Weekly(Mondays)  No email alerts

Save

3. Select the schedule recurrence. Select **Daily** for daily emails or **Weekly (Mondays)** for weekly emails on Mondays. Or select **No email alerts** to unsubscribe from emails. All request types are included.
4. Select **Save**.
5. Emails are sent early Monday morning when there are requests in submitted status in your Incoming Request tab.

## Cancel Requests

You can cancel a request before it has been approved by selecting the request and the **Cancel Request** button. Approved requests cannot be canceled.

## Approve/Reject Requests

Any request that has not been approved or rejected when the service month is set to settle will automatically be approved on the 5<sup>th</sup> day of the month of settlement (e.g., June Service Month will settle November).

When a lost device is approved, the EOT is no longer displayed in the Daily Estimate File beginning the following day and any future Monthly Liability Files.

Use the following procedure to approve or reject incoming requests:

1. From the Manage Device Requests page, select the **Incoming Requests** tab.

**Exhibit 75. Incoming Requests**

Manage Device Requests

Submitted Requests Incoming Requests


Approve Reject

Email Alerts Export To CSV Clear Filters Number of records: 8

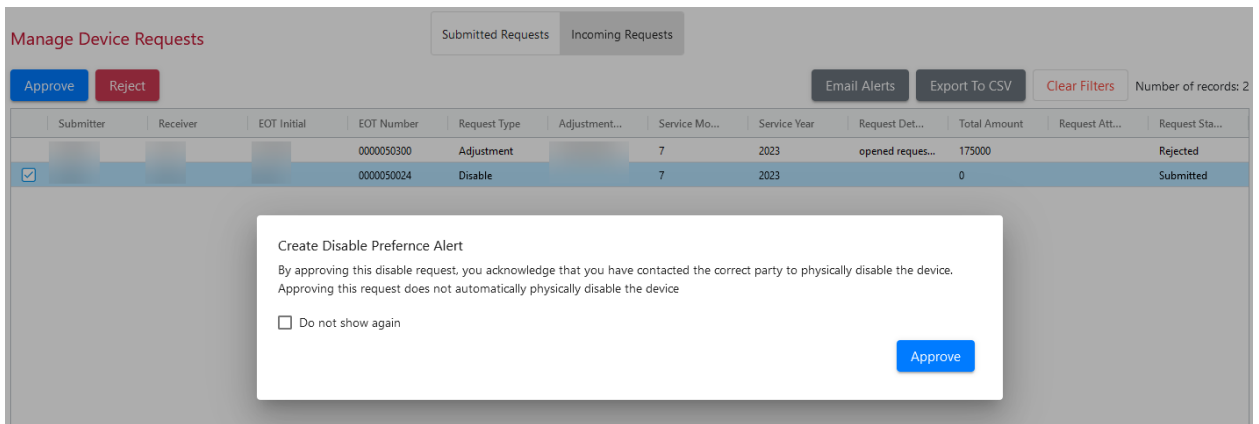
Submitter	Receiver	EOT Initial	EOT Number	Request Type	Adjustment ...	Service Mon...	Service Year	Request Det...	Total Amount	Request Att...	Request Stat...
			0000001319	Disable		7	2023		0		Approved
			0000001623	Disable		7	2023		0		Approved
<input checked="" type="checkbox"/>			0000001346	Disable		7	2023	This device is di...	0		Submitted
			0000001000	Disable		7	2023	opened new re...	0		Rejected
			0000001096	Lost		7	2023	opened new re...	0		Rejected
			0000001487	Disable		7	2023		0		Approved
<input type="checkbox"/>			0000001302	Lost		7	2023		0		Submitted
<input type="checkbox"/>			0000001300	Disable		7	2023		0		Submitted

2. The Incoming Requests are displayed. The following options are available:



- a. Select **Export to CSV** to export the results to a CSV/Excel file.
  - b. Select column headers to display columns in ascending or descending order (as shown in **Request Status** column).
  - c. Hover over the column header and select  to filter the column. Enter filter criteria in the form. Select the **Clear Filters** link to clear your filters.
3. Select one checkbox to **Approve** or **Reject** a Submitted request. Only one checkbox can be selected to be approved or rejected.
  4. When approving a disable device request, you'll see a reminder to physically disable the device outside of the EOTSS system before approving the request in EOTSS. You can choose to approve and keep getting the reminder or disable future reminders by selecting **Do not show again**.

**Exhibit 76. Disable Alert**



The screenshot displays the 'Manage Device Requests' interface. At the top, there are tabs for 'Submitted Requests' and 'Incoming Requests'. Below the tabs are buttons for 'Approve' (blue) and 'Reject' (red). To the right, there are buttons for 'Email Alerts', 'Export To CSV', and 'Clear Filters', along with the text 'Number of records: 2'. A table with columns for Submitter, Receiver, EOT Initial, EOT Number, Request Type, Adjustment..., Service Mo..., Service Year, Request Det..., Total Amount, Request Att..., and Request Sta... is shown. Two rows are visible: one with EOT Number 000050300 and Request Type 'Adjustment', and another with EOT Number 000050024 and Request Type 'Disable'. A pop-up dialog titled 'Create Disable Preference Alert' is overlaid on the table. The dialog contains the text: 'By approving this disable request, you acknowledge that you have contacted the correct party to physically disable the device. Approving this request does not automatically physically disable the device.' Below this text is a checkbox labeled 'Do not show again' and an 'Approve' button.

5. When the request has been approved or rejected, the **Request Status** changes from **Submitted** to **Approved** or **Rejected** without any message pop-up.

# Documentation

The Documentation menu item enables users to download the latest version of the [EOTSS User Guide](#) (this document) and the [FAQ](#) (a list of frequently asked questions).

From the main menu, select **Documentation** and select the appropriate document links from the drop-down list.

To open a document, select the corresponding link. The document opens as a PDF. Use the tools within your browser to print or save the document.

**Exhibit 77. EOTSS User Guide PDF**

