Mechanical Reference Repository Admin User Guide

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Welcome to Mechanical Reference Repository

The Mechanical Reference Repository (MRR) centralizes and automates elements of the Rule 88 and Running Repair Agent (RRA) processes in a single, easy-to-use, web-based application. MRR helps car mark owners, shop owners and railroads reduce the manual work required to complete these processes.

This *Mechanical Reference Repository Admin User Guide* describes how to perform MRR administrator tasks. See the following sections for instructions:

- "EEC Manager Tasks" on page 2 describes how to review and approve Rule 88 applications.

- "Running Repair Admin Tasks" on page 6 describes how to view and approve Running Repair Agent associations.

Refer to the *Mechanical Reference Repository User Guide* for general user information, including an overview and login instructions.

EEC Manager Tasks

The EEC Manager is responsible for reviewing and approving submitted applications. The EEC Manager receives an application in "Submitted" or "Resubmitted" status and uses the MRR user interface to change the application status. See "Application Statuses" on page 2 and "Approving Applications" on page 3 for more information.

Application Statuses

A Rule 88 application can have one of the following statuses:

Submitted: When the applicant submits a new Rule 88 application, the status is set to "Submitted". The EEC Manager receives a notification email.

Corrective Action Required: When this status is set, the applicant will receive an email notification with a note from the EEC Manager. This status requires the applicant to update the application based on the EEC Manager's comments, and then resubmit the application. The applicant can access the given application from the "My Applications" menu item.

Resubmitted: When the applicant updates a previously submitted Rule 88 application (for example, after a corrective action), the status is set to "Re-submitted". The EEC Manager receives a notification email.

TCC Review: When this status is set, the Tank Car Committee will review the given application. The applicant should expect to be contacted by the EEC or TCC Manager.

AAR Review: When this status is set, the AAR will review the given application. The applicant should expect to be contacted by the EEC Manager or an AAR Consultant.

FRA Pending: This status indicates initial project approval only for Rule 88 ILS applications. When this status is set, the applicant will receive a project approval letter via email from the AAR. The applicant is required to submit an FRA Approval Letter to complete the program approval process.

FRA Submitted: This status is set when the applicant submits the FRA Approval Letter (only for Rule 88 ILS applications).

MID Inspection: When this status is set, the Mechanical Inspection Department will schedule an Inspection with the applicant. The applicant should expect to be contacted by the EEC Manager or an AAR Consultant.

Approved: When this status is set, the system generates an approval letter and sends emails to the applicant and the EEC Manager. Once an application is approved, it cannot be updated.

Denied: When this status is set, the application is set to "Denied". The applicant may expect to get contacted by the EEC Manager or by the AAR. Once an application is denied, it cannot be updated.

Cancelled: When this status is set, the applicant or EEC Manager has cancelled the application. An email is sent to the applicant and the EEC Manager with a cancelled case number. Once an application is cancelled, it cannot be updated. If an applicant wants to make changes and have a cancelled application reconsidered, they must create and submit a new application.

Approving Applications

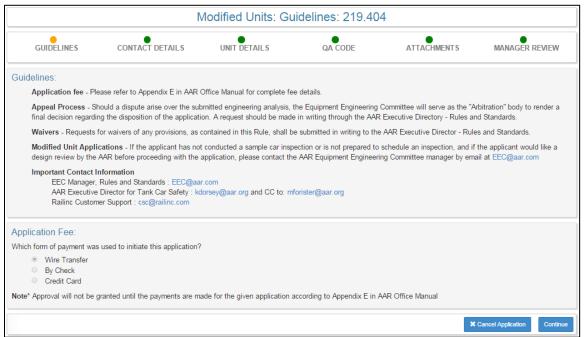This section describes how to approve a submitted application.

1. Log into Mechanical Reference Repository as described in the *Mechanical Reference Repository User Guide*. The Mechanical Reference Repository Welcome page is displayed with the menu options for an EEC Manager.

2. Select **Rule 88 Applications**. The Manager Dashboard page is displayed (Exhibit 1).

Exhibit 1. Manager Dashboard

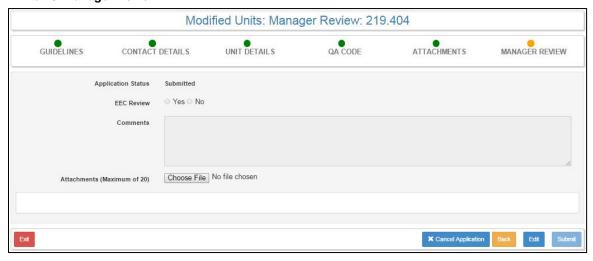| Case Number	Submitting Company	Application Type	Submission Date	Equipment Group	Application Status	Evaluation Type	EEC Review	Evaluation Sent Date
203.50	RAILINC CORPORATION	ILS - Inspection Method	02/21/2016	GOND - 1 car(s)	Approved			
203.40	RAILINC CORPORATION	ILS - Inspection Method	02/21/2016	GOND - 1 car(s)	Approved		C	
203.30	RAILINC CORPORATION	ILS - Inspection Method	02/04/2016	GOND - 3 car(s)	FRA Submitted			
203.20	THE DAVID J JOSEPH COMPANY	ILS - Inspection Method	01/29/2016	FLAT - 1 car(s)	Submitted			
203.10	RAILINC CORPORATION	ILS - Inspection Method	01/21/2016	HOPP - 1 car(s)	FRA Pending			
195.140	RAILINC CORPORATION	IGRL - Code 1	02/08/2016	BOXC - 7 car(s)	Submitted			
219.529	RAILINC CORPORATION	Rebuilt Units	02/08/2016	TANK - 6 car(s)	Approved		C	
219.528	RAILINC CORPORATION	Modified Units	02/08/2016	TANK - 6 car(s)	Submitted			
219.527	RAILINC CORPORATION	Rebuilt Units	02/08/2016	GOND - 3 car(s)	Submitted			
219.526	RAILINC CORPORATION	Modified Units	02/08/2016	BOXC - 8 car(s)	Submitted			
219.525	RAILINC CORPORATION	Modified Units	01/14/2016	HOPP - 1 car(s)	Submitted			
203.52	RAILINC CORPORATION	ILS - Fatigue Method	02/24/2016	BOXC - 1 car(s)	Submitted			

Manager Dashboard

3. Select the listed Case Number for the application that you want to review/approve. The application opens with an extra tab for Manager Review (Exhibit 2).

Exhibit 2. Displayed Application (with Manager Review tab)

4. Move through the tabs of the application either by selecting the **Continue** navigation button or by selecting the tab name as it appears at the top of the application. When ready, select the Manager Review tab to input the results of your review. The Manager Review page is displayed (Exhibit 3).

Exhibit 3. Manager Review

5. Select **Edit** to make the available input fields active.

6. Complete the available input fields (for example, see Exhibit 4):

   a) Select an application status.
   b) Select **Yes** or **No** to indicate whether the application has received an EEC Review.
   c) Enter any necessary comments.
   d) Attach any necessary documents, photos, or inspection results.

Exhibit 4. Manager Review (showing completed fields)

7. Select **Submit**. The Manager Dashboard is redisplayed (Exhibit 5).
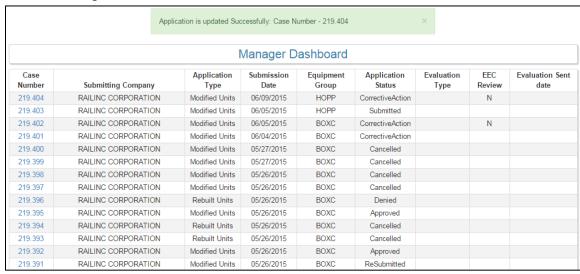
Exhibit 5. Manager Dashboard

Case Number	Submitting Company	Application Type	Submission Date	Equipment Group	Application Status	Evaluation Type	EEC Review	Evaluation Sent date
219.404	RAILINC CORPORATION	Modified Units	06/09/2015	HOPP	CorrectiveAction		N	
219.403	RAILINC CORPORATION	Modified Units	06/05/2015	HOPP	Submitted			
219.402	RAILINC CORPORATION	Modified Units	06/05/2015	BOXC	CorrectiveAction		N	
219.401	RAILINC CORPORATION	Modified Units	06/04/2015	BOXC	CorrectiveAction			
219.400	RAILINC CORPORATION	Modified Units	05/27/2015	BOXC	Cancelled			
219.399	RAILINC CORPORATION	Modified Units	05/27/2015	BOXC	Cancelled			
219.398	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Cancelled			
219.397	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Cancelled			
219.396	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Denied			
219.395	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Approved			
219.394	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Cancelled			
219.393	RAILINC CORPORATION	Rebuilt Units	05/26/2015	BOXC	Cancelled			
219.392	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	Approved			
219.391	RAILINC CORPORATION	Modified Units	05/26/2015	BOXC	ReSubmitted			

Running Repair Admin Tasks

See the following sections for information about the processes completed by the Running Repair Admin:

- "Viewing Existing RRA Sponsor Applications" on page 6

- "Viewing New RRA Sponsor Applications" on page 7

Viewing Existing RRA Sponsor Applications

1. Log into the Mechanical Reference Repository as described in the *Mechanical Reference Repository User Guide*. The Mechanical Reference Repository Welcome page is displayed with the menu options for a Running Repair Admin/Sponsor.

2. Select **Running Repair Agent > Approve RRA Sponsorship**. The Running Repair Agent Sponsor Applications Pending Approval page is displayed (Exhibit 6).

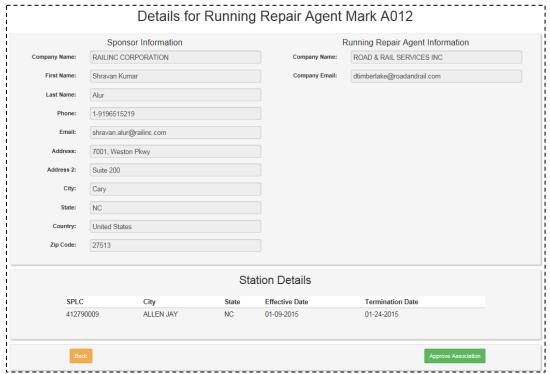*Exhibit 6. Running Repair Agent Sponsor Applications Pending Approval*

3. Select **View** for one of the listed applications with an RRA Status of "Existing". The Details for RRA Agent Mark (existing) page is displayed (Exhibit 7).

   NOTE: The RRA Admin can access FindUs.Rail from the Admin Dashboard by selecting the "click here" link above the list of applications.

Exhibit 7. Details for RRA Agent Mark (existing)

4. Review the details for accuracy. When ready, select **Approve Association**. A message is displayed showing the successful approval (Exhibit 8).

Exhibit 8. Approved AAR Association

Select **OK** to return to the "Pending" tab.

Once the application is approved, it is viewable in the "Approved Applications" tab.

Viewing New RRA Sponsor Applications

1. Log onto Mechanical Reference Repository as described in the *Mechanical Reference Repository User Guide*. The Mechanical Reference Repository Welcome page is displayed with the menu options for a Running Repair Admin/Sponsor.

2. Select **Running Repair Agent > Approve RRA Sponsorship**. The Running Repair Agent Sponsor Applications Pending Approval page is displayed (Exhibit 6).
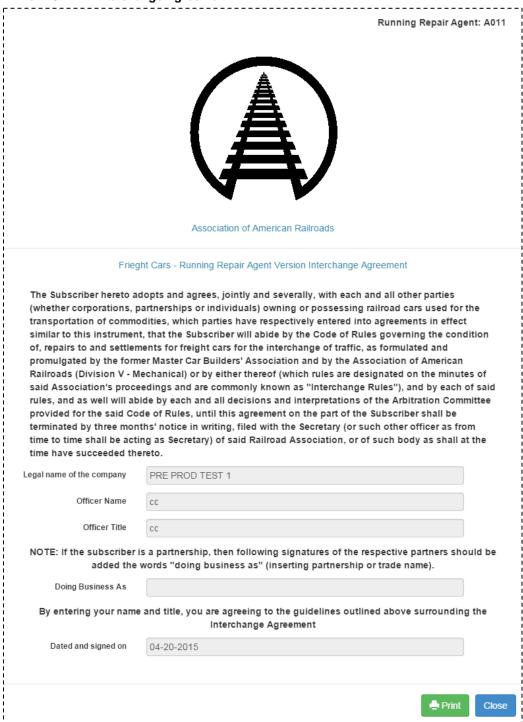
3. Select **View** for one of the listed applications with an RRA Status of "New". The Details for
    RRA Agent Mark (new) page is displayed (Exhibit 9).

Exhibit 9. Details for RRA Agent Mark (new)

4. As necessary, select **View Interchange Agreement** to view the interchange agreement
    (Exhibit 10).

Exhibit 10. RRA Interchange Agreement

5. As necessary, use the **Print** button to print the displayed RRA Interchange Agreement. Select **Close** to close it. The Details for RRA Agent Mark (new) page is redisplayed (Exhibit 9).

6. Select **Approve Association** to approve the association. A message is displayed showing the successful approval (Exhibit 8).