



EHMS Notification User Guide



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Learning about the EHMS Notification Portlet

This document describes how to use the EHMS (Equipment Health Management System) Notification Portlet in the following major sections:

- [Maintain Subscriptions](#) – Available to all users for requesting subscriptions available to your company.
- [Subscription Requests](#) – Available to Notification Administrators for managing requests within your company.
- **Go to EHMS** – Links to the EHMS application (when your SSO ID has access to the EHMS Generic Access role).
- **Documentation** – Provides training materials for EHMS.

Overview

The EHMS Notification allows users to manage their own subscriptions and EHMS Notification setups. This portlet is a separate application from the EHMS (Equipment Health Management System).

Notification Administrators have the ability to receive your company's Notification Subscription(s) and are able to activate and inactivate your company's approved subscriptions at any time. As administrators, you have the ability to set up email, FTP and MQ delivery configurations. Your subscription requests in My Subscriptions are automatically accepted, and you will begin receiving notifications to the delivery configuration associated to your subscription.

Notification Users have the ability to receive your company's Notification Subscription(s). Once approved by your company's Notification Administrator, you will receive notifications to the email address entered into the **Address** field of the Delivery Configuration tab for your request. Users can activate (to begin receiving subscriptions) and inactivate (to stop receiving subscriptions) approved subscriptions at any time.

System Requirements

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

Accessing the Railinc Customer Success Center

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

Getting Started

Access EHMS Notifications by using Railinc Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc Portal at <https://public.railinc.com> and select the **Customer Login** in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

If you do not already have a Railinc SSO user ID and password, refer to the [Railinc Single Sign-On User Guide](#). Once you have access to Railinc SSO, you must request access to EHMS Notification within SSO.

If you do not have access to EHMS Notification, request access by following instructions in the [Railinc Single Sign-On User Guide](#). See [Learning about User Roles](#) below for information about the available levels of access. When you have received email notification confirming your access, you can login and begin using EHMS Notifications.

Learning about User Roles

Your assigned user role determines the functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface (see [Exhibit 1](#)).

Exhibit 1. SSO Request Permission

The screenshot shows a web form titled "EHMS Notification" with the subtitle "EHMS notification subscriptions help inform of changes in the health of the equipment that you are responsible for, on a schedule that you select." The form is divided into three steps: "1 Select Roles", "2 Confirm", and "3 Done". Under "1 Select Roles", there are two checkboxes, both marked as "required":
- "EHMS Notification Admin (MARK required)" with a description: "EHMS Notification Administrator who will manage the edit/update of the notification subscription for the company. Will also manage email subscription requests for authorized users."
- "EHMS Notification User (MARK required)" with a description: "Allows users to view EHMS Company and User notification subscriptions." Below these is a "Comments" text area and a character count "0/255". At the bottom right are "Return" and "Next" buttons.

The following user roles can be assigned to users of EHMS Notification:

- **EHMS Generic Access** – Required prerequisite role to access the **Go to EHMS** menu item from the EHMS Notification portlet.
- **EHMS Notification Admin** – This role is for the company administrator(s) to manage EHMS Notification Subscription Requests for users within their company. When this permission is granted, the EHMS Notification Admin is responsible for reviewing

EHMS Notification Portlet User Guide

Subscription Requests from users within their company. Notification Admins have the ability to request, activate and inactivate notification subscriptions on behalf of their company.

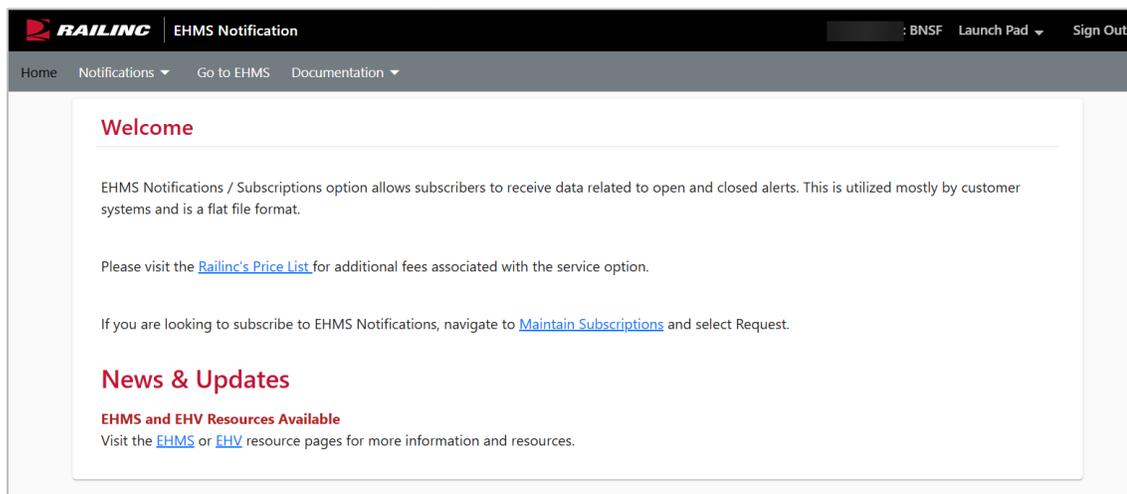
- **EHMS Notification User** – This role allows users to request to subscribe to EHMS Notification Subscriptions that are active within their company without making any updates. Once their request to subscribe is accepted, the user’s email address is added to the distribution list for the EHMS Notification setup. These users do not have the ability to modify EHMS Notification Subscriptions on behalf of their company.

Logging In

To log into EHMS Notification:

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

Exhibit 2. EHMS Notification Home Page



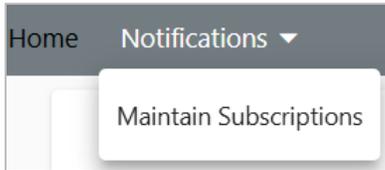
Logging Out

Select the **Sign Out** link to close EHMS Notification and return to the SSO Login Page.

Notifications

Maintain Subscriptions

Exhibit 3. Maintain Subscriptions Menu Item



The Maintain Subscriptions menu item is accessible to users and administrators and includes tabs for:

- [Company Subscriptions](#)
- [Equipment Population](#)
- [My Subscriptions](#)
- [Delivery Configuration](#)

Company Subscriptions

This tab displays the list of subscriptions available to your company. Users can view the list of active subscriptions, as shown in the example below. Notification Administrators can add, activate and inactivate these subscriptions (see [Add Company Subscriptions](#), [Activate/Inactivate Company Subscriptions](#)).

Exhibit 4. Company Subscriptions Tab

A screenshot of the 'Company Subscriptions' tab. It shows a table with columns: Event, Message Type, Data Level, Transport, Format, Time, Population, Active, and Owner. The table contains several rows of subscription data. At the bottom right, there is a 'Page Size' dropdown set to '10', a page indicator '1 to 10 of 46', and navigation arrows.

Event	Message Type	Data Level	Transport	Format	Time	Population	Active	Owner
SAUENT_WHEEL_IM...	Update Events	Detailed	Message Queue	XML v2007.2	Immediate	All Equipment	Yes	b165246
ALL_ALERTS	Alert Open and Close Events	Summary	EMAIL	Flat Record v2006.1	Immediate	All Equipment	Yes	BDESAI
WILD	All Detector Events	Detailed	File Transfer Protocol	Flat Record v2007.1	Immediate	All Equipment	Yes	BDESAI
ALL_ALERTS	Alert Close Events	Summary	File Transfer Protocol	XML v2006.1	Immediate	All Equipment	Yes	BDESAI
ALL_ALERTS	Alert Open and Close Events	Detailed	File Transfer Protocol	XML v2007.1	Immediate	All Equipment	Yes	BDESAI
ALL_ALERTS	Alert Open and Close Events	Detailed	File Transfer Protocol	XML v2007.2	Every Hour	All Equipment	Yes	BDESAI

Add Company Subscriptions

Notification Administrators have the ability to add new company subscriptions for their company (Mark).

Use the following procedure to add a company subscription:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **Company Subscription** tab.
2. Select the **Request** button. Your contact information from your SSO profile displays but cannot be updated on this page. Verify this information is correct. If this information is incorrect, update your SSO profile (from the Launch Pad select **Edit Profile**).
3. Select **Next** and enter the Subscription Details. All fields with an asterisk (*) are required.

Exhibit 5. Subscription Request

The screenshot shows a multi-step form titled "Subscription Request". The current step is "2 Subscription Details". The form contains several dropdown menus for configuration:

- Event Type*: TRUCK_HTG
- Message Type*: Open Events
- Data Type*: Summary
- Delivery Type*: EMAIL
- Delivery Format*: Flat Record
- Delivery Format Version*: 2018.1
- Delivery Timing*: Every Hour
- Population*: All Equipment

Navigation buttons for "< Back" and "Next >" are located at the bottom right of the form.

4. Select **Next**. Verify that all details of your request are accurate prior to saving the subscription. To make edits, select the **Back** button.
5. Once the subscription request has been verified, select **Submit Request**. The request is pending and is submitted to the Application Administrator (Railinc) for approval.

Exhibit 6. Pending Company Subscription

The screenshot shows the "Maintain Subscriptions" page with a table of subscriptions. The "Company Subscriptions" tab is selected. The table has the following data:

Event	Message Type	Data Level	Transport	Format	Time	Population	Active	Owner
TRUCK_HTG	Open Events	Summary	EMAIL	Flat Record v2018.1	Every Hour	All Equipment	Pending	MICHDOC

At the bottom of the table, there are three action buttons: "Inactivate", "Activate", and "Request".

6. Once the request is approved:

- a. The Notification Administrator has the ability to deactivate and activate it as needed (see [Activate/Inactivate Company Subscriptions](#)). Once it is activated, users will be able to subscribe to it.
- b. Once it is activated, follow the instructions in [My Subscriptions](#) to add the Company Subscription to your subscriptions.

Activate/Inactivate Company Subscriptions

Notification Administrators have the ability to activate and deactivate any company subscriptions for their company that have been approved by the Application Administrator.

- **Activating** a Company Subscription starts notifications for the subscription and makes the subscription available for your company's users to request them (Active = **Yes**).
- **Inactivating** a Company Subscription halts notifications for the subscription and all profile subscriptions associated with it, and hides these subscriptions from users (Active = **No**).

Use the following procedure to activate or deactivate one or more company subscriptions:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **Company Subscriptions** tab.

Exhibit 7. Manage Company Subscriptions

Maintain Subscriptions

Company Subscriptions Equipment Population My Subscriptions Delivery Configuration

Total items: 207 X Clear Filters

Event	Message Type	Data Level	Transport	Format	Time	Population	Active	Owner
SALIANT_WHEEL_IM...	Update Events	Detailed	Message Queue	XML v2007.2	Every 4 hours	BSDCS01_Test3	Yes	BSDCS01
ALL_ALERTS	All Events	Detailed	Message Queue	XML v2007.1	Immediate	DO NOT MODIFY - IQ SUB	Yes	BSCXK02
THD	All HSD Events	Detailed	Message Queue	XML v2009.1	Everyday	DO NOT MODIFY - IQ SUB	Yes	BSDCS01
CONFIG	Configuration Events	Detailed	EMAIL	Flat Record v2006.1	Immediate	DO NOT MODIFY - IQ SUB	Yes	document
ALL_ALERTS	Alert Open and Close Events	Detailed	EMAIL	Flat Record v2018.1	Immediate	Jackson Testing	Yes	BXJSD01

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2. Select the appropriate action, either **Inactivate** or **Activate**.
3. From the list select one or more checkboxes of company subscriptions. When inactivating a subscription, select the checkbox at the bottom to confirm that you understand the request includes the subscription and any associated profile subscriptions. Then select the available action button (**Inactivate** or **Activate**) to complete the request.

Exhibit 8. Inactivate Company Subscription Example

Inactivate Company Subscriptions

Select subscriptions to be Inactivated. Total items: 204

<input type="checkbox"/>	Event	Message Type	Data Level	Transport	Format	Time	Population	Acti...	Owner
<input type="checkbox"/>	SALIENT_WHEEL_L...	Update Events	Detailed	Message Queue	XML v2007.2	Every 4 hours	BSDCS01_Test3	Yes	BSDCS01
<input type="checkbox"/>	ALL_ALERTS	All Events	Detailed	Message Queue	XML v2007.1	Immediate	DO NOT MODIFY - IQ SUB	Yes	BSCXK02
<input type="checkbox"/>	THD	All HSD Events	Detailed	Message Queue	XML v2009.1	Everyday	DO NOT MODIFY - IQ SUB	Yes	BSDCS01
<input type="checkbox"/>	CONFIG	Configuration Events	Detailed	EMAIL	Flat Record v2006.1	Immediate	DO NOT MODIFY - IQ SUB	Yes	document
<input type="checkbox"/>	ALL_ALERTS	Alert Open and Close Events	Detailed	EMAIL	Flat Record v2018.1	Immediate	Jackson Testing	Yes	BXJSD01
<input checked="" type="checkbox"/>	WILD	Alert Open And	Detailed	EMAIL	Flat Record v2007.1	Immediate	Tremaine AARE10	Yes	TREMAINE

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I understand that by checking this box and submitting, I am requesting to inactivate my Company Subscription and any associated profile subscriptions.

4. A success message will confirm the update and the Active column will change to show the company subscription has either been activated (Active = **Yes**) or inactivated (Active = **No**).

Equipment Population

This tab displays the populations of equipment IDs that your company has chosen for the EHMS notifications that can be received. This list is read only for users as shown below. Notification Administrators can add, activate and inactivate equipment populations (see [Add Equipment Populations](#), [Activate/Inactivate Equipment Populations](#)).

Exhibit 9. Equipment Population Tab

Maintain Subscriptions			
Company Subscriptions	Equipment Population	My Subscriptions	Delivery Configuration
Total items: 6			<input type="button" value="Clear Filters"/>
Population Name	Population Criteria	Population	Active
All Equipment	All Equipment		Yes
Test	Equipment Ranges	BNSF 0000500000 0000560000	Yes
CP1000-1700	Equipment Ranges	CP 0000001000 0000001700	Yes
RAIL	Equipment Ranges	RAIL 0000000001 0000009999	Yes
md report	Umler Equipment Parties	Owner Lessee MRP Equipment Mark Owner	Yes
testing	Equipment Ranges	RAIL 0000000500 0000000600	Yes
Page Size: 10 1 to 6 of 6 < > Page 1 of 1 > >			

Add Equipment Populations

Notification Administrators have the ability to add new equipment populations for their company to help filter notifications. Once a population is added and active, it is available for selection when requesting new [Company Subscriptions](#).

The Population Criteria is defined as follows:

- **All Equipment** enables notifications for all equipment registered in Umler.
- **Umler Equipment Parties** enables notifications for specific equipment initials (marks) for Owner, Lessee, Repair Party or Equipment Mark Owner. Allows selection of specific equipment initials. Once added to the population, notifications will only contain information for equipment IDs with the marks added.
- **Equipment Ranges** enables notifications for a range of equipment numbers that share a mark.
- **Equipment Marks** enables notifications for specific equipment marks, separated by a space.

Exhibit 10. Add Equipment Population

Maintain Subscriptions

Company Subscriptions **Equipment Population** My Subscriptions Delivery Configuration

Total items: 31 Clear Filters

Population Name	Population Criteria	Population	Active
DO NOT MODIFY - IQ SUB	All Equipment		Yes
RMI Cars	All Equipment		Yes
GEMM Cars	Umler Equipment Parties	Equipment Mark Owner Lessee MRP Owner	Yes
All Equipment	All Equipment		Yes
BSDCS01_test2	Umler Equipment Parties	Lessee	Yes
BSDCS01_Test3	Umler Equipment Parties	Equipment Mark Owner Lessee MRP	Yes

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Inactivate **Activate** **Add**

Use the following procedure to add an equipment population:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **Equipment Population** tab.
2. Select the **Add** button. Enter a **Population Name** and select the appropriate **Population Criteria**.

Note:

- Equipment populations cannot have the same name.
 - An active Letter of Authorization is required for approval of an Equipment Population that includes equipment not owned by your company.
3. Based on criteria selected, enter the parameters for the equipment that should be included. All required fields are marked with an asterisk (*).

Exhibit 11. Equipment Population Details

Equipment Population Details

Population Name* Population Criteria*

RAIL Equipment Ranges

Equipment Ranges:

Equip. Initial* Start* End*

+ Add Range

Cancel **Save**

- Once all required fields are entered, select **Save**. The newly saved equipment population is added to the list.

Activate/Inactivate Equipment Populations

Notification Administrators have the ability to inactivate and activate Equipment Populations.

- Activating** an Equipment Population enables selection of the Equipment Criteria when requesting a new Company Subscription (Active = **Yes**).
- Inactivating** an Equipment Population disables selection of the Equipment Criteria when requesting a new Company Subscription (Active = **No**).

Use the following procedure to activate or inactivate one or more equipment populations:

- From the main menu, select **Notifications > Maintain Subscriptions** and select the **Equipment Population** tab.

Exhibit 12. Activate/Inactivate Equipment Population

Maintain Subscriptions

Company Subscriptions **Equipment Population** My Subscriptions Delivery Configuration

Total items: 32 X Clear Filters

Population Name	Population Criteria	Population	Active
Test 456	Equipment Marks	BNSF FURX RAIL DTTX TTX UP	Yes
Rail Only Equipment	Equipment Marks	RAIL	Yes
WE	Equipment Marks	WE	Yes
David's Pop	All Equipment		No
riley testinf	Equipment Ranges	RAIL 0000000001 0000000100	
testing march 12	Equipment Marks	RAIL	
CHAN SEQ TEST	Equipment Ranges	RAIL 0000000001 0000000002	Yes
Jackson Testing	Equipment Ranges	RAIL 0000000001 0000000100	Yes
RILEY TESTING	All Equipment		Yes
testing population	Equipment Marks	RAIL TTX	

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Inactivate **Activate** **+ Add**

- Select the appropriate action, either **Inactivate** or **Activate**.
- From the list select one or more checkboxes of equipment populations to inactivate or activate and select the available action button (**Inactivate** or **Activate**) to complete the request.

Exhibit 13. Activate Equipment Population Example

Activate Equipment Population

Select subscriptions to be Activated. Total items: 6

<input type="checkbox"/>	Population Name	Population Criteria	Population	Active
<input type="checkbox"/>	David's Pop	All Equipment		No
<input type="checkbox"/>	riley testinf	Equipment Ranges	RAIL 0000000001 000000100	
<input type="checkbox"/>	testing march 12	Equipment Marks	RAIL	
<input checked="" type="checkbox"/>	testing population	Equipment Marks	RAIL TTX	
<input type="checkbox"/>	Riley Testing	Equipment Ranges	RAIL 0000000850 0000000860	No
<input type="checkbox"/>	Riley's Testing	Equipment Ranges	RAIL 0000000850 0000000860	No

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4. A success message will confirm the update and the Active column will change to show the equipment population has either been activated (Active = **Yes**) or inactivated (Active = **No**).

My Subscriptions

Users and admins can request subscriptions. Before requesting your first subscription, users must set up your [Delivery Configuration](#) by adding your email address. This is a one-time set up unless your email address changes. Once your delivery configuration has been set up, use the following procedure to request a subscription:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **My Subscriptions** tab.

Exhibit 14. My Subscriptions Tab

Maintain Subscriptions

Company Subscriptions Equipment Population **My Subscriptions** Delivery Configuration

Total items: 0 [Clear Filters](#)

Company Mark	Event	Message Type	Data Level	Transport	Format	Time	Population	A...
You have no subscriptions. Request a subscription to start receiving notifications								

Page Size: 10 0 to 0 of 0 [K](#) < Page 0 of 0 > [I](#)

[Inactivate](#) [Activate](#) [Request](#)

2. Select **Request**. A list of your company’s active subscriptions is displayed.
3. Select the checkbox for the subscription(s) you want to subscribe to and select **Request**.

Exhibit 15. Request My Subscriptions

Request My Subscriptions

Select subscriptions to be requested. Total items: 13 [Clear Filters](#)

<input type="checkbox"/>	Company Mark	Event	Message Type	Data Level	Transport	Format	Time	Populat...	A...
<input type="checkbox"/>	BNSF	REPAIR	All Close Events	Detailed	EMAIL	Flat Record v2018.1	Immediate	All Equipment	Yes
<input type="checkbox"/>	BNSF	TPDG	All Detector Events	Summary	EMAIL	Flat Record v2018.1	Immediate	All Equipment	Yes
<input type="checkbox"/>	BNSF	WILD	All Detector Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	All Equipment	Yes
<input type="checkbox"/>	BNSF	ALL_ALERTS	Alert Open and Close Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	AOK_Pop_A...	Yes
<input checked="" type="checkbox"/>	BNSF	WILD	All Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	All Equipment	Yes

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[Cancel](#) [Request](#)

4. User requests display as **Pending** in the Active column until reviewed and approved by your company's Notification Administrator. If you do not know who this is, contact the Railinc Customer Success Center at csc@railinc.com. Once your request is approved, it displays as **Yes** in the Active column and the email address set up in your Delivery Configuration will begin receiving notifications according to the schedule associated with the subscription.

Notification Administrator requests are activated automatically, and display as **Yes** in the Active column. You will begin receiving notifications to the email address associated with your SSO ID.

Exhibit 16. Pending Subscription Request Example

The screenshot shows the 'Maintain Subscriptions' interface. At the top, there are four tabs: 'Company Subscriptions', 'Equipment Population', 'My Subscriptions' (which is selected and highlighted in blue), and 'Delivery Configuration'. Below the tabs, there is a summary bar indicating 'Total items: 1' and a 'Clear Filters' button. A table displays the subscription details:

Company Mark	Event	Message Type	Data Level	Transport	Format	Time	Populati...	Active
BNSF	WILD	All Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	All Equipment	Pending

Below the table, there is a 'Page Size' dropdown set to '10', a '1 to 1 of 1' indicator, and navigation arrows. At the bottom right, there are three buttons: 'Inactivate' (with a circle and slash icon), 'Activate' (with a checkmark icon), and 'Request' (with an envelope icon).

Activate/Inactivate My Subscriptions

Once you have one or more active subscriptions, you have the ability to inactivate or activate your subscriptions at any time.

- **Activating** a subscription in My Subscriptions enables the email distribution to the associated email address (Active = **Yes**). This will not affect the status of the Company Subscription.
- **Inactivating** a subscription in My Subscriptions disables the email distribution to associated email address (Active = **No**). This will not affect the status of the Company Subscription.

Use the following procedure to activate or inactivate one or more equipment populations:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **My Subscriptions** tab.

Exhibit 17. Activate/Inactivate Subscription

The screenshot shows the 'Maintain Subscriptions' interface. At the top, there are four tabs: 'Company Subscriptions', 'Equipment Population', 'My Subscriptions' (which is selected), and 'Delivery Configuration'. Below the tabs, there is a 'Total items: 1' indicator and a 'Clear Filters' button. A table lists the subscription details:

Company Mark	Event	Message Type	Data Level	Transport	Format	Time	Populati...	Active
BNSF	WILD	All Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	All Equipment	Yes

Below the table, there is a 'Page Size: 10' dropdown, '1 to 1 of 1' pagination, and navigation arrows. At the bottom, there are three buttons: 'Inactivate' (with a refresh icon), 'Activate' (with a checkmark icon), and 'Request' (with a mail icon).

2. Select the appropriate action, **Inactivate** or **Activate**.
3. From the list select one or more checkboxes of subscriptions to inactivate or activate and select the available action button (**Inactivate** or **Activate**) button to complete the request.

Exhibit 18. Inactivate Subscription Example

The screenshot shows the 'Inactivate My Subscriptions' interface. At the top, there is a title 'Inactivate My Subscriptions' and a subtitle 'Select subscriptions to be Inactivated.'. Below this, there is a 'Total items: 2' indicator and a 'Clear Filters' button. A table lists the subscription details, with the first row selected (highlighted in blue):

<input type="checkbox"/>	Company Mark	Event	Message Type	Data Level	Transport	Format	Time	Populati...	Active
<input checked="" type="checkbox"/>	BNSF	WILD	All Events	Detailed	EMAIL	Flat Record v2007.1	Immediate	All Equipment	Yes

Below the table, there is a 'Page Size: 10' dropdown, '1 to 2 of 2' pagination, and navigation arrows. At the bottom, there are two buttons: 'Cancel' (with an 'X' icon) and 'Inactivate' (with a refresh icon).

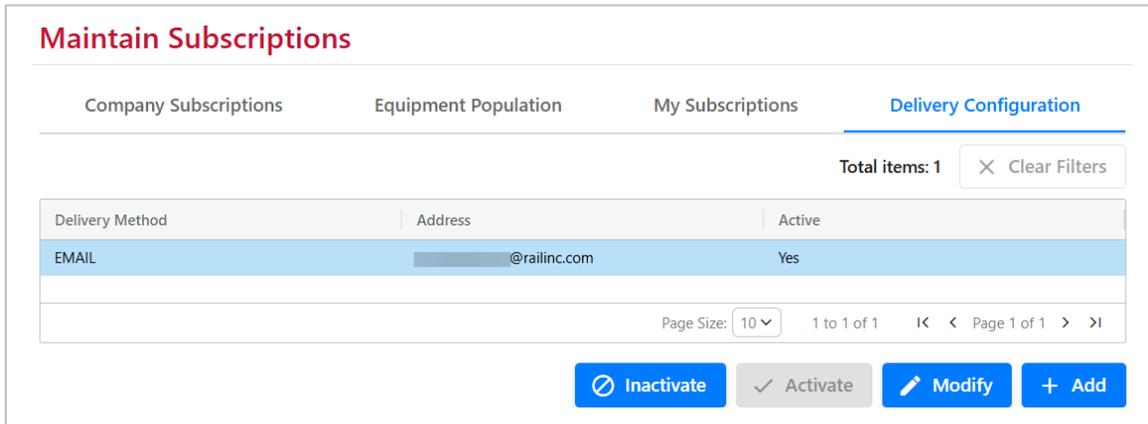
Delivery Configuration

A Delivery Configuration is the address that EHMS Notifications are delivered to. To receive email notifications, users must enter an email address in the **Address** field in the Delivery Configuration tab. Notification Administrators can set up other available delivery options (see [Add Delivery Configurations](#)).

Use the following procedure to add your email address to your Delivery Configuration:

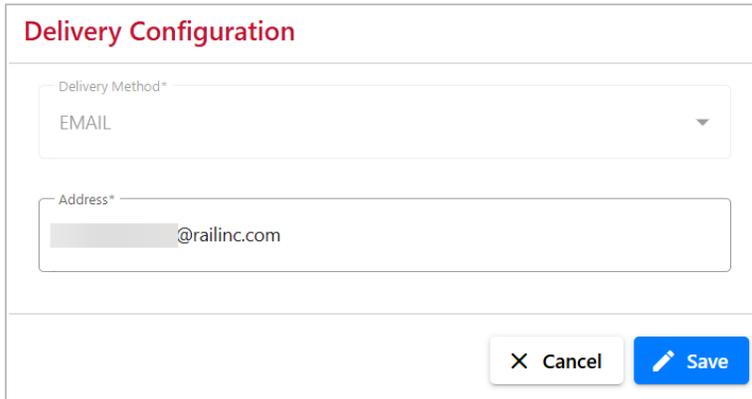
1. From the main menu, select **Notifications** > **Maintain Subscriptions** and select the **Delivery Configuration** tab.

Exhibit 19. Delivery Configuration Tab



2. Select **Add** and choose the delivery method and enter the address. Select **Save**.

Exhibit 20. Delivery Configuration Details



3. Select **Modify** to make any changes to your address and then select **Save**.

Activate/Inactivate Delivery Configurations

You must have an active Delivery Configuration for your email address to request Company Subscriptions and receive notifications by email.

- **Activating** a Delivery Configuration enables delivery to an address when requesting a new Company Subscription (Active = **Yes**).
- **Inactivating** a Delivery Configuration disables delivery to an address when requesting a new Company Subscription (Active = **No**).

Use the following procedure to activate or inactivate one or more equipment populations:

1. From the main menu, select **Notifications > Maintain Subscriptions** and select the **Delivery Configuration** tab.

Exhibit 21. Activate/Inactivate Delivery Configuration

Maintain Subscriptions

Company Subscriptions Equipment Population My Subscriptions **Delivery Configuration**

Total items: 3 X Clear Filters

Delivery Method	Address	Active
EMAIL	@railinc.com	Yes
MQ		No
FTP		Yes

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Inactivate **Activate** **Modify** **+** Add

2. Select the appropriate configuration row, and then select **Activate** to activate the configuration or select **Inactivate** to inactivate the configuration.

Exhibit 22. Inactivate Delivery Configuration Example

Inactivate Delivery Configuration

Select subscriptions to be Inactivated. Total items: 2 X Clear Filters

<input type="checkbox"/>	Delivery Method	Address	Active
<input checked="" type="checkbox"/>	EMAIL	@railinc.com	Yes
<input type="checkbox"/>	FTP		Yes

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X Cancel **Inactivate**

3. Select the available action button (**Inactivate** or **Activate**) button to complete the request.

Add Delivery Configurations

Notification Administrators are responsible for monitoring and ensuring the Delivery Configurations for your company are accurate and current. Available options include:

- File Transfer Protocol (FTP)
- Message Queue (MQ)
- Email

Use the same procedure in the [Delivery Configuration](#) section above to manage configurations.

Active Delivery Configuration(s) that are configured to an EHMS Notification Subscription will begin receiving the associated alert/message types on the selected delivery interval once it has been assigned to a profile.

Approve/Reject Subscription Requests

Notification Administrators are responsible for reviewing and approving or rejecting subscription requests that have been submitted by users within your company. Once you approve a request, users will begin receiving EHMS notifications to the email address that has been entered in their [Delivery Configuration](#).

Use the following procedure to manage subscription requests:

1. From the main menu, select **Notifications > Subscription Requests**.
2. Select one or more requests to either approve or reject.

Exhibit 23. Subscription Requests

RAIL Notification Subscription Requests

Total items: 10 ✕ Clear Filters

<input type="checkbox"/>	Requestor	Email Address	Event	Message Type	Data Level	Transport	Population	Request Date
<input type="checkbox"/>	NOTIFTST	riley.swart@railin...	ALL_ALERTS	Alert Open and Close Events	Detailed	EMAIL	Jackson Testing	04-08-2025
<input type="checkbox"/>	NOTIFTST	riley.swart@railin...	ALL_ALERTS	Alert Open and Close Events	Detailed	EMAIL	All Equipment	04-08-2025
<input type="checkbox"/>	NOTIFTST	riley.swart@railin...	ALL_DS_TYPES	Close Events	Detailed	EMAIL	CSXT Care Table	04-08-2025
<input checked="" type="checkbox"/>	NOTIFTST	riley.swart@railin...	ALL_DS_TYPES	Open Events	Detailed	EMAIL	CSXT Care Table	04-08-2025
<input checked="" type="checkbox"/>	NOTIFTST	riley.swart@railin...	CONFIG	Configuration Events	Detailed	EMAIL	DO NOT MODIFY - IQ SUB	04-08-2025
<input checked="" type="checkbox"/>	NOTIFTST	riley.swart@railin...	REPAIR	All Close Events	Detailed	EMAIL	CSXT Care Table	04-08-2025
<input type="checkbox"/>	NOTIFTST	riley.swart@railin...	THD	Alert Open And Close Events	Detailed	EMAIL	RAIL_TEST_CARS	04-08-2025
<input type="checkbox"/>	NOTIFTST	riley.swart@railin...	WILD	Alert Open And	Detailed	EMAIL	Tremaine AARE10	04-08-2025

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✖ Reject
✔ Approve

3. Select the appropriate action button for the requests selected (**Reject** or **Approve**).

Exhibit 24. Approve Subscription Example

Approve Comments For Selected Subscriptions

CONFIG Configuration Events - NOTIFTST

↵

Apply to all

REPAIR All Close Events - NOTIFTST

↵

ALL_DS_TYPES Open Events - NOTIFTST

↵

✕ Cancel
✔ Approve

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4. You can add a comment and when you have selected more than one request, you can click on the **Apply to all** toggle to populate all the comment fields with the same comment, or enter different comments for each request.
5. Select the available action button (**Reject** or **Approve**) button to complete the request.