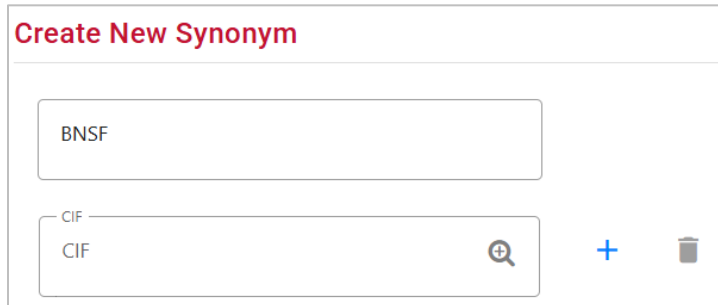
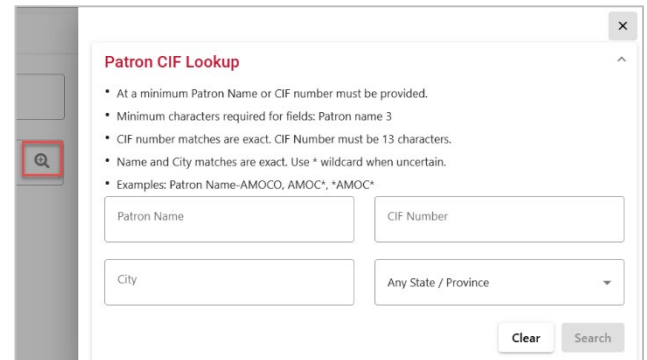


The AAR Embargo System is used by railroads to issue instructions to temporarily control traffic movements. Using CIF synonyms helps Embargo Officers and OPSL Note Officers to manage traffic movements when restrictions are warranted more effectively.

Use this procedure to **create a new synonym**:

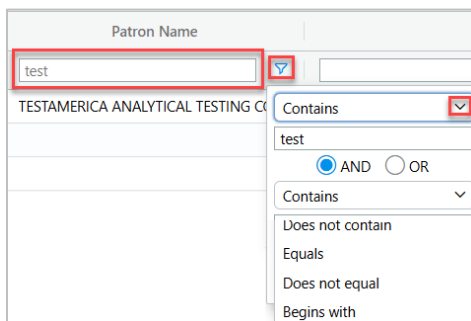
1. From the main menu, select **Tools > CIF Synonym Table > Create New Synonym**. The Create New Synonym page displays with your mark automatically entered.

2. Enter a **CIF** number or select the search icon and enter a **Patron Name** or **CIF Number** to search and select a checkbox and select the **Select** button. The selected CIF is added to the page.
3. Select the **+** plus sign to add additional CIF numbers and use the delete icon to remove them.
4. Enter one or more synonyms into the box on the right, each on a separate line.
5. Select **Save** to save the synonym(s). The My Road's CIF Synonyms page displays, and the new synonym appears in the list for the road.

To **view, edit** or **delete** My CIF synonyms:

1. From the main menu, select **Tools > CIF Synonym Table > My Road's CIF Synonyms** to display the My Road's CIF Synonyms page.
2. Enter the mark for the road you represent in the **Road** field to view your road's synonyms.
3. To filter on a column, enter criteria in the field or select the filter icon in the row below the column header that you want to filter. Use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** or **Refresh** button to clear all filters.

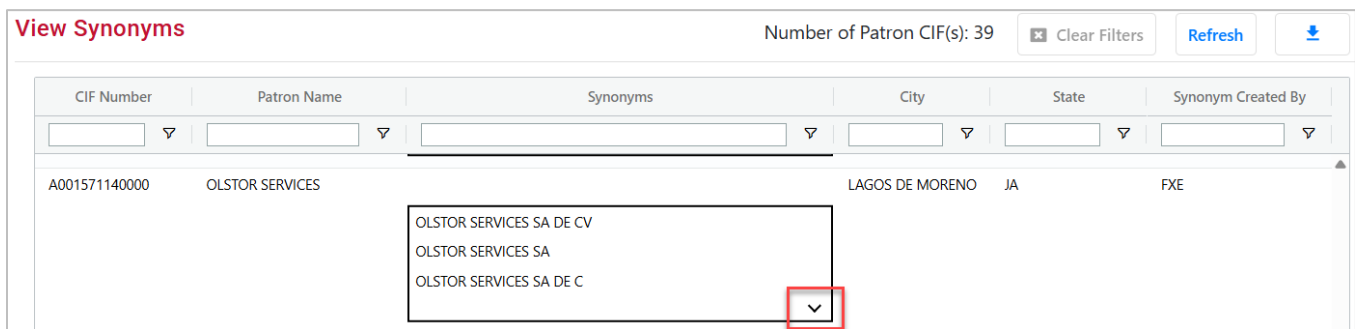



Select All	CIF Number	Patron Name	Synonym Names	City	State
<input checked="" type="checkbox"/>	810001150000	RAGASA INDUSTRIAS SA DE CV	RAGASA INDUSTRIAS	MONTERREY	NL
<input type="checkbox"/>	8100112130000	ENVASES ELOPAK SA DE CV		GOMEZ PALACIO	DG
<input type="checkbox"/>		ENVASES ELOPAK			
<input type="checkbox"/>	8125193580000	PROTEINA ANIMAL SA DE CV		SAN JUAN DE LOS L...	JA

4. Select the **Download** icon to open or save your search results in a spreadsheet.
5. To edit an existing synonym, select inside the cell and update the text. Once updates are made to one or more synonyms, select **Save**. All officers from the road entered will receive an email alerting them of the update.
6. To delete one or more existing synonyms, select **Delete**. A confirmation pop-up will confirm that you want to delete the selected synonym(s). Select **Yes** to delete the synonym(s) or **No** to return without deleting. All officers from the road entered will receive an email alerting them of the delete.

To **view** synonyms for all roads:

1. From the main menu, select **Tools > CIF Synonym Table > View Synonyms**. The View Synonyms page displays.
2. Only three synonyms appear per CIF number, but when more are available, an arrow appears in the bottom right corner of the Synonyms box. Select the arrow to view all synonyms.
3. The **City** and **State** are the location associated with the **Patron Name**.
4. The roads listed in the **Synonyms Created By** column created each synonym for the CIF.
5. To filter on a column, enter criteria in the field or select the filter icon in the row below the column header that you want to filter. Use the drop-down list to select how you want to filter on the content and enter your filter criteria. Select the **Clear Filters** or **Refresh** button to clear all filters.
6. Select the **Download** icon to open or save the list of synonyms as a spreadsheet.
7. Select **Refresh** to close extended Synonyms and refresh the page.



View Synonyms Number of Patron CIF(s): 39

CIF Number	Patron Name	Synonyms	City	State	Synonym Created By
A001571140000	OLSTOR SERVICES	OLSTOR SERVICES SA DE CV OLSTOR SERVICES SA OLSTOR SERVICES SA DE C	LAGOS DE MORENO	JA	FXE

Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.

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