Event Reporting Tool
User Guide

RAILINC

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Learning about the Event Reporting Tool

The Event Reporting Tool is a Railinc application that enables shortline railroads to manually report events and generate EDI messages, which are then sent to the Railinc Messaging Service.

As an Event Reporting Tool user, you can perform the following tasks:

- Viewing the Reporting History
- Reporting Car Movement Events
- Reporting Intermodal Events

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 (CSC) 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 RailSight_Support@railinc.com.

Getting Started with the Event Reporting Tool

Access the Event Reporting Tool 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** link at the top right to sign into SSO. Enter your user ID and password in the fields and select **Sign In**.

Register to Use Railinc SSO

Each Event Reporting Tool user must register to use Railinc Single Sign On (SSO). If you do not already have a Railinc SSO user ID and password, refer to the *Single Sign-On and Launch Pad User Guide*. Once you have access to Railinc SSO, you must request access to the Event Reporting Tool within SSO.

Requesting Event Reporting Tool Access

After you receive authorization to use Railinc SSO, you must request access to the Event Reporting Tool as described in the *Single Sign-On and Launch Pad User Guide*.

On the SSO Request Permissions page, select the **Event Reporting Tool Application Standard User** role and specify a Mark, which is required.

After you select a role and specify a Mark, submit your application access request for evaluation. If your request is approved, you will receive an approval email.

Once you receive email notification of access to the Event Reporting Tool, you can log in and begin using the Event Reporting Tool.

Note: You can use the Request Permissions page to set up access for multiple Marks.

Logging In

To log in to the Event Reporting Tool:

1. Open your internet browser.

2. Go to the Railinc web portal at https://public.railinc.com.

3. Select the **Customer Login** link (in the upper right) and log into SSO. The Railinc Launch Pad showing your authorized Railinc applications is displayed (see Exhibit 1).

Exhibit 1. Launch Pad Showing the Event Reporting Tool as an Authorized Application

Note: For more information about the Launch Pad, refer to the *Single Sign-On and Launch Pad User Guide*.

4.   Select **Event Reporting Tool**.

The Event Reporting Tool Reporting History page is displayed once you successfully log in (see Exhibit 2).

Exhibit 2. Event Reporting Tool Reporting History Page

If you have more than one Mark set up, you can return to the Reporting History page and select the **Mark** link at the top right to switch to a different Mark (you *must* return to the Reporting History page to switch to a different Mark).

Note: For detailed instructions about using the Railinc interface elements such as menus, calendar tools, and drop-down text boxes, refer to the *Railinc UI Dictionary.*

Viewing the Reporting History

When first opened, the Event Reporting Tool displays the Reporting History page, which shows a history of the equipment events that have been submitted by your railroad during the past year (see Exhibit 3).

Note: To view the Reporting History page after switching to another page, select **Reporting History** from the Event Reporting Tool menu bar.

Exhibit 3. Reporting History Page

The Reporting History page shows the following columns of information:

Equipment	The equipment ID associated with the event.
Event Type	The type of car movement or intermodal event. Note that you can use the four-character event code to cross reference information in the *Train II User Manual*.
Event Date	The date of the event.
L/E	The loaded/empty status of the equipment.
IC Road	The interchange road (only populated if an interchange delivery or interchange receipt is reported).
Station, State (FSAC)	Location where the event occurred. Non-interchange events show the FSAC.
418?	Either blank or "Y" (if the user chose to generate a 418 message

when reporting an interchange delivery).

Reported By	The SSO user ID of the person who reported the event using the Event Reporting Tool.
Submitted	The date and time the event was submitted.
Status	The status of the submission (Submitted or Received).
Error Message	Can be blank or "Yes".

You can sort and filter these columns of information as described below:

Sorting

You can sort the rows by selecting the heading of the column by which you want to sort. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with "1", and the column heading for the secondary sort is appended with "2", etc.

Filtering

You can filter using two different methods – whole table filtering and column filtering.

- For whole table filtering, go to the **Filter…** field at the top and simply begin typing the string that you want to see. The table displays only the rows that contain the characters you typed (in any column). The count to the left of the Filter field reflects the number of currently displayed rows and the number of rows in the entire list. Using this method, if you type "LO", you might see an L/E column containing "EMPTY". To return to viewing the entire table, delete the Filter field content.

- For column filtering, select the column filter icon (≡) at the top of any column to filter the data in that column. A tool is displayed that enables you to select parameters such as "Contains", "Equals", "Starts with", and "Ends with", and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (≡) is displayed in the column heading to remind you about the filter. The count to the left of the Filter field at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (≡) and delete the text in the Filter field.

Select **Clear All Filters** at the top to remove all of the filters.

Tip: You can apply filters to multiple columns at once. For example, you could apply a column filter containing "LO" on the L/E Status column, and another column filter containing "Raleigh" on the Station, State (FSAC) column. This would enable you to display rows for all loaded equipment interchanged in Raleigh.

Reporting Car Movement Events

To report car movement events, you use the Event Reporting Tool to select the type of event you want to report, enter the equipment IDs associated with that event type, specify the event data for the selected equipment, and send the collection of events to the Railinc Message Service as EDI messages.

Use the following procedure to report car movement events:

1. Select **Car Movements** from the Event Reporting Tool menu bar. The Car Movement Events page is displayed (see Exhibit 4).

Exhibit 4. Car Movement Events Page
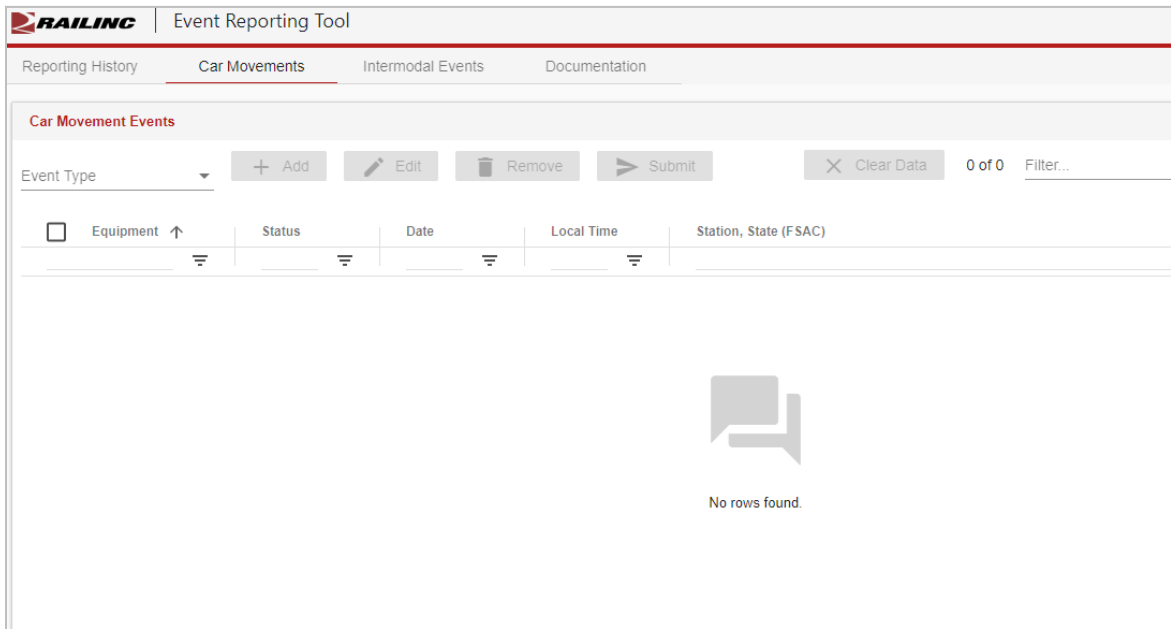
2. Select the **Event Type** drop-down and choose one of the following event types:

   Interchange Receipt (ICHR)

   Interchange Delivered (ICHD)

   Station to Station Movement

        Departure from Location (DFLC)

        Arrival Intransit (ARIL)

        Interchange Arrival (ARRI)

   Releases Load (RLOD)

   Releases Empty (RMTY)

   Actual Placement (PACT)

   Constructive Placement (PCON)

   Pull (PFPS)
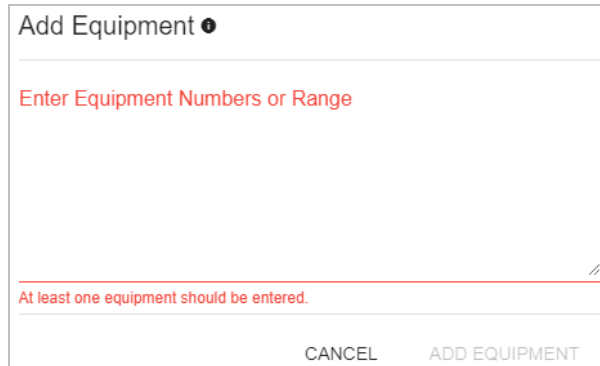
Bad Order (BOHR)

Hold (HMIS)

Note: Refer to the *Train II User Manual* for information about event types (search for the four-character event code associated with the event type).

3. Select **Add**. The Add Equipment pop-up is displayed, which enables you to enter the equipment associated with the event (see Exhibit 5).

Exhibit 5. Add Equipment Pop-up
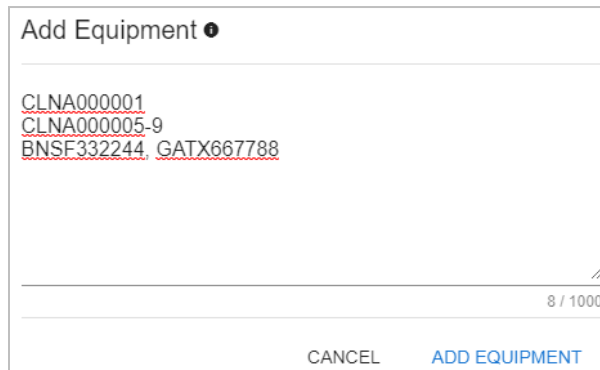
4. Enter the equipment associated with the event. You can enter up to 1000 pieces of equipment, and you can use equipment ranges (see Exhibit 6).

Exhibit 6. Add Equipment Pop-up (Showing Equipment)

5. Select **Add Equipment**. The selected equipment is added to the event being created (see Exhibit 7).

Exhibit 7. Car Movement Events Page (Showing Equipment Added)

6. Select **Edit**. The Edit Events pop-up is displayed, which enables you to specify event data for the selected rows (see Exhibit 8).

Exhibit 8. Edit Events Pop-up

7. Select the toggle switches and specify the required information. Different information may be required depending on the event type (see Exhibit 9).

Note: You cannot report an event more than 30 minutes in the future.

Exhibit 9. Edit Events Pop-up (Showing Event Data Specified)

8. Select **Update Events**. The event data are added to the event being created (see Exhibit 10).

Exhibit 10. Car Movement Events Page (Showing Event Data Added)

At this point, the car movement events are ready to be sent to the Railinc Messaging Service (RMS).

If you need to modify the event data, you can select a row or rows by using the checkbox icon to the left (or select all rows by selecting the checkbox icon in the heading row), and then select the **Edit** or **Remove** buttons to make modifications. You can also select the **Add** button to add additional equipment.

You can sort the rows by selecting the heading of the column by which you want to sort. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with "1", and the column heading for the secondary sort is appended with "2", etc.

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

You can also filter using two different methods – whole table filtering and column filtering.

- For whole table filtering, go to the **Filter…** field at the top and simply begin typing the string that you want to see. The table displays only the rows that contain the characters you typed (in any column). The count to the left of the Filter field reflects the number of currently displayed rows and the number of rows in the entire list. Using this method, if you type "LO", you might see a Status column containing "LOADED", but you might also see an IC Road – Station, State column containing "Lodi". To return to viewing the entire table, delete the Filter field content.

- For column filtering, select the column filter icon (▽) at the top of any column to filter the data in that column. A tool is displayed that enables you to select parameters such as "Contains", "Equals", "Starts with", and "Ends with", and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (▽) is displayed in the column heading to remind you about the filter. The count to the left of the Filter field at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (▽) and delete the text in the Filter field.

Select **Clear All Filters** at the top to remove all of the filters.

Tip: You can apply filters to multiple columns at once. For example, you could apply a column filter containing "LO" on the Status column, and another column filter containing "Raleigh" on the IC Road – Station, State column. This would enable you to display rows for all loaded equipment interchanged in Raleigh.

9. When you are ready to send the selected car movement events to the Railinc Messaging Service (RMS), select **Submit**. The Confirm Submission pop-up is displayed (see Exhibit 11).

Exhibit 11. Confirm Submission Pop-up

Equipment	Event Type	Event Date	L / E	IC Road	Station, State (FSAC)
CLNA000005	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
CLNA000006	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
CLNA000007	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
CLNA000008	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
CLNA000009	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
CLNA000001	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
BNSF332244	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC
GATX667788	ICHR - Interchange Received	11-15-2018 18:00	LOADED	NS	RALEIGH, NC

10. Select **Submit** to confirm the submission. A pop-up message confirms the submission.

The car movement events are submitted to the Railinc Event Repository for consumption by the rail industry. You can review the submitted events on the Reporting History page (see Viewing the Reporting History).

Reporting Intermodal Events

To report intermodal events, you use the Event Reporting Tool to select the type of event you want to report, enter the equipment IDs associated with that event type, specify the event data for the selected equipment, and send the collection of events to the Railinc Message Service as EDI messages.

Use the following procedure to report intermodal events:

1. Select **Intermodal Events** from the Event Reporting Tool menu bar. The Intermodal Events page is displayed (see Exhibit 12).

Exhibit 12. Intermodal Events Page
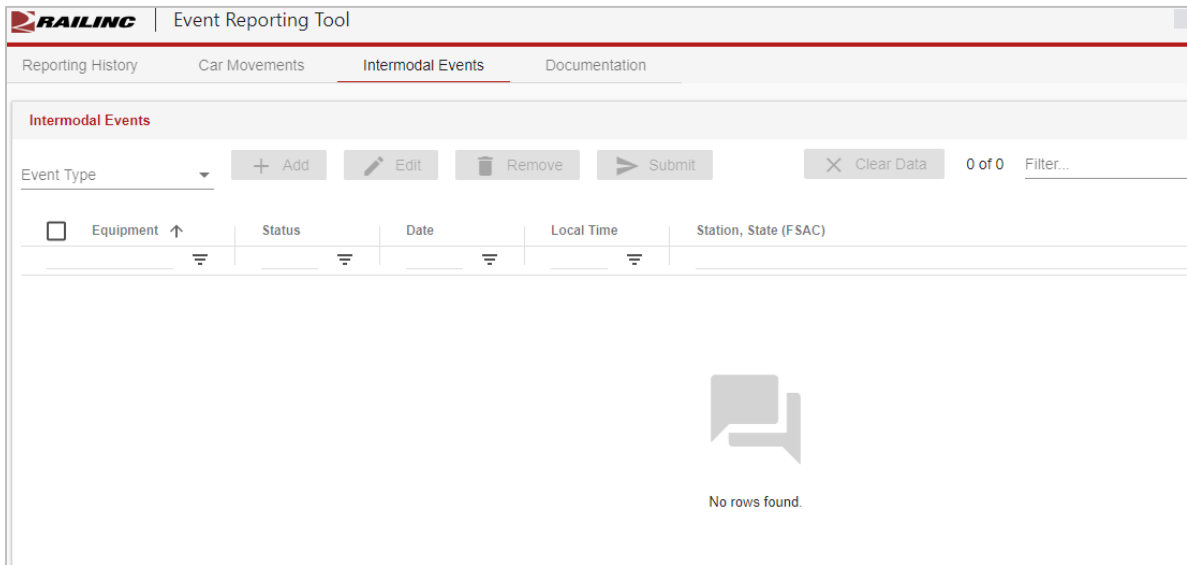
2. Select the **Event Type** drop-down and choose one of the following event types:

> Ramp (RAMP)
>
> Deramp (DRMP)
>
> Ingate from Customer (HHAR)
>
> Ingate from Railroad (HIGT)
>
> Outgate to Customer (HADR)
>
> Outgate to Railroad (HOGT)
>
> Notified Destination Party (NOTP)
>
> Interchange to TRUK (ICHD)
>
> Interchange from TRUK (ICHR)

Note: Refer to the *Train II User Manual* for information about event types (search for the four-character event code associated with the event type).

3. Select **Add**. The Add Equipment pop-up is displayed, which enables you to enter the equipment associated with the event (see Exhibit 13).

Exhibit 13. Add Equipment Pop-up

4. Enter the equipment associated with the event. You can enter up to 1000 pieces of equipment, and you can use equipment ranges (see Exhibit 14).

Exhibit 14. Add Equipment Pop-up (Showing Equipment)

5. Select **Add Equipment**. The selected equipment is added to the event being created (see Exhibit 15).

Exhibit 15. Intermodal Events Page (Showing Equipment Added)

6. Select **Edit**. The Edit Events pop-up is displayed, which enables you to specify event data for the selected rows (see Exhibit 16).

Exhibit 16. Edit Events Pop-up

7. Select the toggle switches and specify the required information. Different information may be required depending on the event type (see Exhibit 17).

Note: You cannot report an event more than 30 minutes in the future.

Exhibit 17. Edit Events Pop-up (Showing Event Data Specified)

8. Select **Update Events**. The event data are added to the event being created (see Exhibit 18).

Exhibit 18. Intermodal Events Page (Showing Event Data Added)

Intermodal Events - Ramp					

| Event Type | | + Add | ✎ Edit | 🗑 Remove | ➤ Submit | ✕ Clear Data | 8 of 8 | Filter... |
| Ramp ▾ | | | | | | | | |

☑	Equipment ↑	Status	Date	Local Time	Station, State (FSAC)
	☰	☰	☰	☰	
☑	BNSF332244	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000001	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000005	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000006	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000007	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000008	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	CLNA000009	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)
☑	GATX667788	LOADED	11-15-2018	18:30	FARMVILLE, NC (00160)

At this point, the intermodal events are ready to be sent to the Railinc Messaging Service (RMS).

If you need to modify the event data, you can select a row or rows by using the checkbox icon to the left (or select all rows by selecting the checkbox icon in the heading row), and then select the **Edit** or **Remove** buttons to make modifications. You can also select the **Add** button to add additional equipment.

You can sort the rows by selecting the heading of the column by which you want to sort. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with "1", and the column heading for the secondary sort is appended with "2", etc.

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- For column filtering, select the column filter icon (☰) at the top of any column to filter the data in that column. A tool is displayed that enables you to select parameters such as "Contains", "Equals", "Starts with", and "Ends with", and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (☰) is displayed in the column heading to remind you about the filter. The count to the left of the Filter field at the

top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (≡) and delete the text in the Filter field.

Select **Clear All Filters** at the top to remove all of the filters.

Tip: You can apply filters to multiple columns at once. For example, you could apply a column filter containing "LO" on a Status column, and another column filter containing "Raleigh" on the Station, State (FSAC) column. This would enable you to display rows for all loaded equipment interchanged in Raleigh.

9. When you are ready to send the selected intermodal events to the Railinc Messaging Service (RMS), select **Submit**. The Confirm Submission pop-up is displayed (see Exhibit 19).

Exhibit 19. Confirm Submission Pop-up

Confirm Submission

Please confirm that these are the events to be reported to the AAR.

Equipment	Event Type	Event Date	L / E	IC Road	Station, State (FSAC)
CLNA000005	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
CLNA000006	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
CLNA000007	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
CLNA000008	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
CLNA000009	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
CLNA000001	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
BNSF332244	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)
GATX667788	RAMP - Ramp	11-15-2018 18:30	LOADED		FARMVILLE, NC (00160)

CANCEL   **SUBMIT**

10. Select **Submit** to confirm the submission. A pop-up message confirms the submission.

ⓘ 8 events submitted

The intermodal events are submitted to the Railinc Event Repository for consumption by the rail industry. You can review the submitted events on the Reporting History page (see Viewing the Reporting History).