Facility Information Management System (FIMS) User Guide

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Table of Contents

Learning about the Facility Information Mgmt System 1
Overview 1
System Requirements 1
Accessing the Railinc Customer Success Center 1
Getting Started 2
Registering to Use Railinc SSO 2
Requesting Access to FIMS 2
Logging In 3
Logging Out 4
Facilities Registry 5
Viewing Facilities Registry 5
Deleting a Facility 7
Editing Facilities Details 8
Creating Facilities 10

List of Exhibits

Exhibit 1. User Role Descriptions 2
Exhibit 2. FIMS Request Permission 3
Exhibit 3. Railinc Login 3
Exhibit 4. Railinc Launch Pad 4
Exhibit 5. FIMS Home Page 4
Exhibit 6. Facilities Registry 5
Exhibit 7. Facilities Registry Advanced Search 6
Exhibit 8. Export Options 6
Exhibit 9. Facility Details – Company Admin View 7
Exhibit 10. Edit Facility Details 9
Exhibit 11. Add New Facility 10
Exhibit 12. Facility Registry Fields/Descriptions 11

Learning about the Facility Information Mgmt System

Overview

Facility Information Management System (FIMS) is a web-based application that stores freight car facility information in a centralized database. Each facility record captures the facility's identification, location, capabilities, operational details, and contact information. Authorized users can review and update their company's facility records directly in the application. This centralized repository of facility information supports mechanical inspections and benefits railroads, car repair facilities, and inspection and review personnel across the rail industry.

Who uses it: Facility owners and company administrators who maintain their own facility records and AAR/MxV staff who review facility information.

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, 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.

Getting Started

Access FIMS by using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Registering to Use Railinc SSO

Each FIMS user must register to use Railinc's SSO. If you are not already registered for an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner (Exhibit 3). Select the **Create an account now** link. Once you have completed SSO registration, log into SSO to request access to FIMS.

Requesting Access to FIMS

After you receive authorization to use Railinc's SSO, you must request general access to FIMS by following the instructions in the *Railinc Single Sign-On User Guide*.

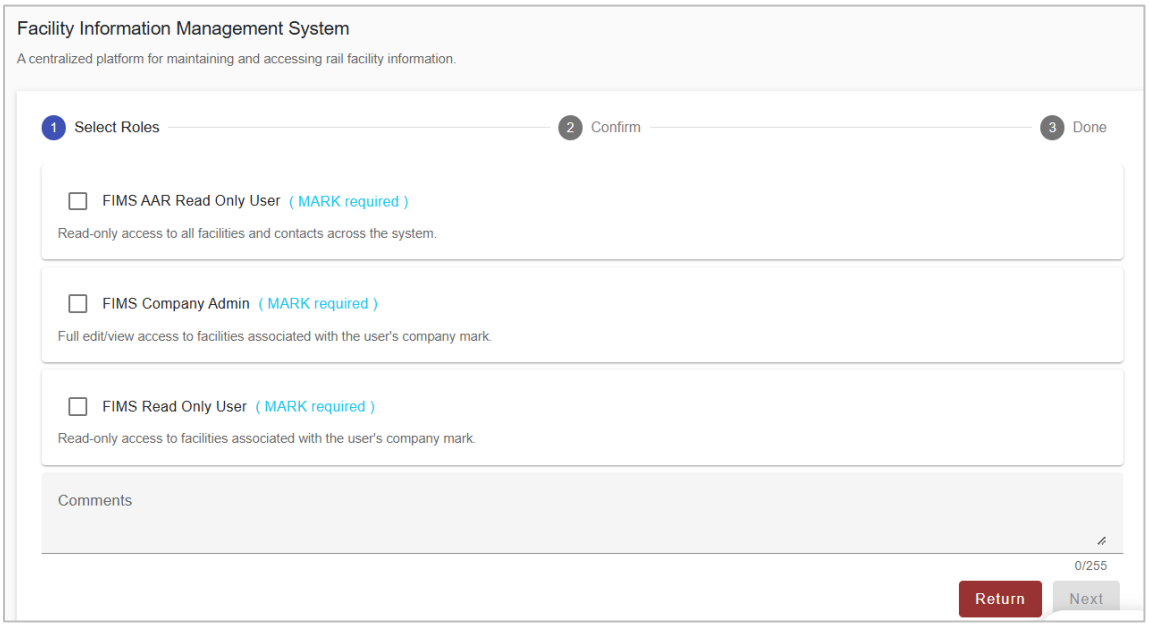
Your level of access and authorization for FIMS is determined when you request access through Railinc's SSO. Below is a list of FIMS roles. The user role you choose determines what functions you can perform.

Exhibit 1. User Role Descriptions

Role	Who is the role for	Can view	Can create / edit / delete facilities
Company Admin	Facility owners managing their own records	Facilities tied to their company mark, running repair agents and their company sponsors	Yes, for their own marks
Company Read Only User	This user has read-only access to facilities associated with the user's company mark.	Facilities tied to their company mark, running repair agents and their company sponsors	No
AAR Read Only User	This user has read-only access to view all facilities.	All facilities	No

Upon receipt of your request in SSO as shown below, user roles are assigned by Railinc or your company administrator.

Exhibit 2. FIMS Request Permission



Once you receive email notification of access, you can login and begin using FIMS.

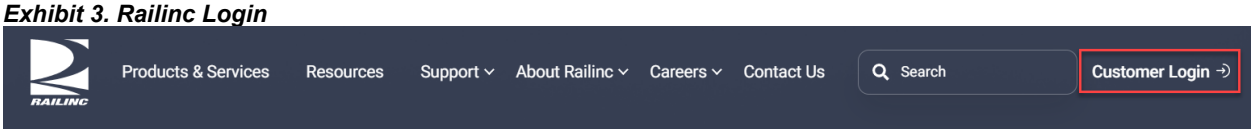
If you have any trouble accessing FIMS, contact us by Accessing the Railinc Customer Success Center.

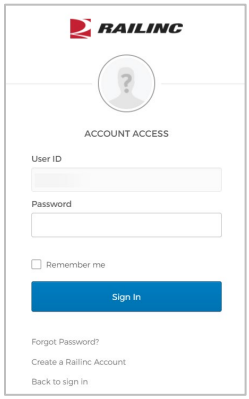
Logging In

Use the following procedure to log into FIMS:

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.

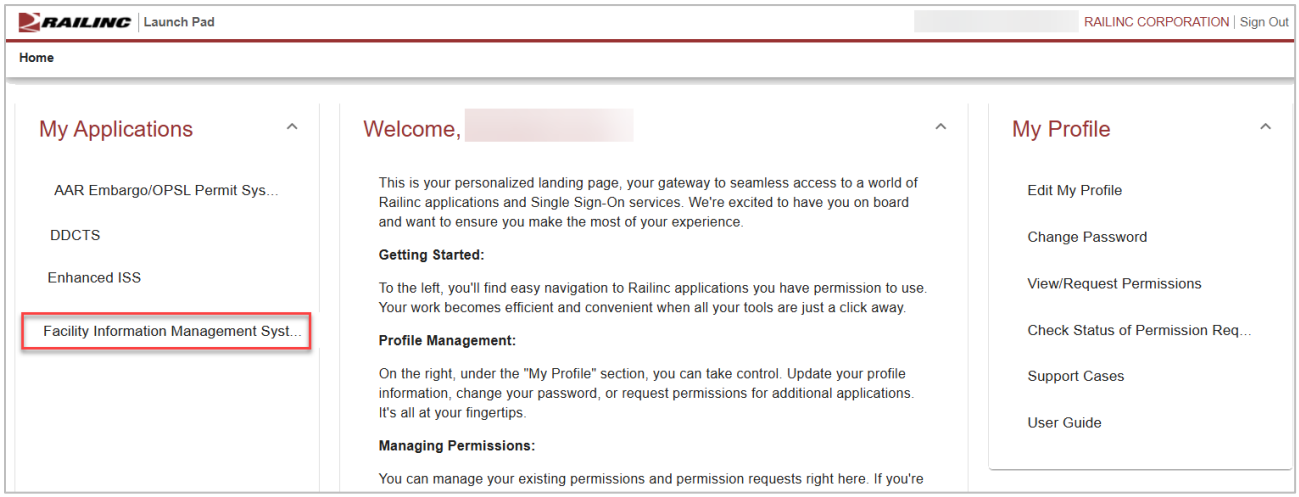
Exhibit 3. Railinc Login





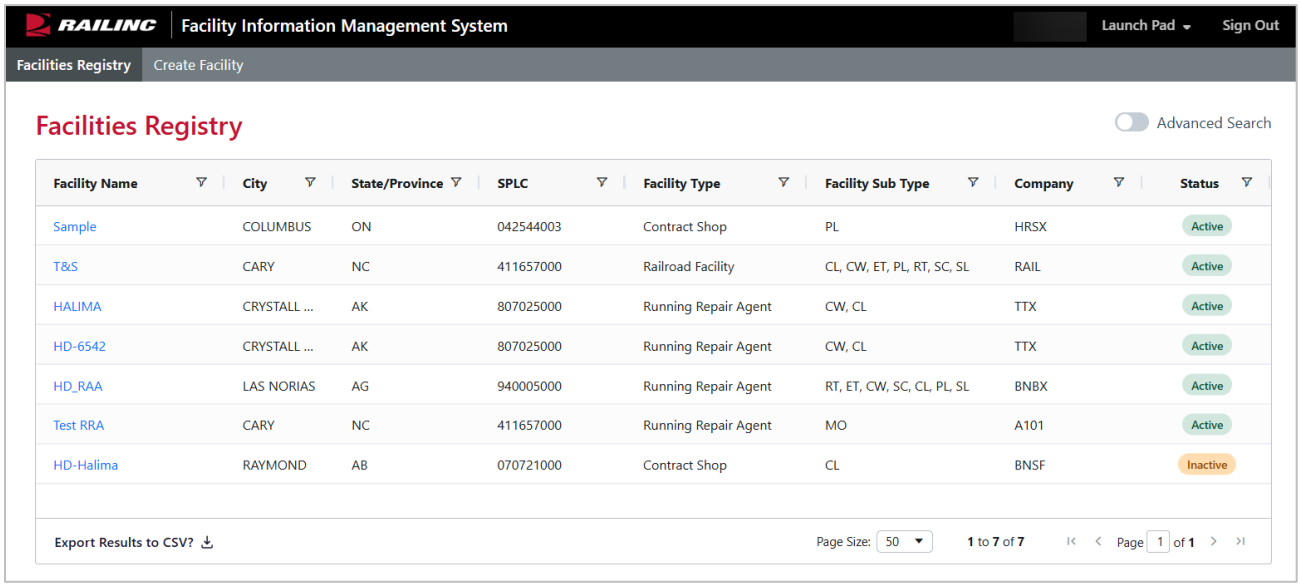
3. From the Account Access page, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

Exhibit 4. Railinc Launch Pad



4. Under My Applications, select **Facility Information Management System**. The FIMS Home page is displayed.

Exhibit 5. FIMS Home Page



Logging Out

Select the **Sign Out** link in the top right to end a FIMS session.

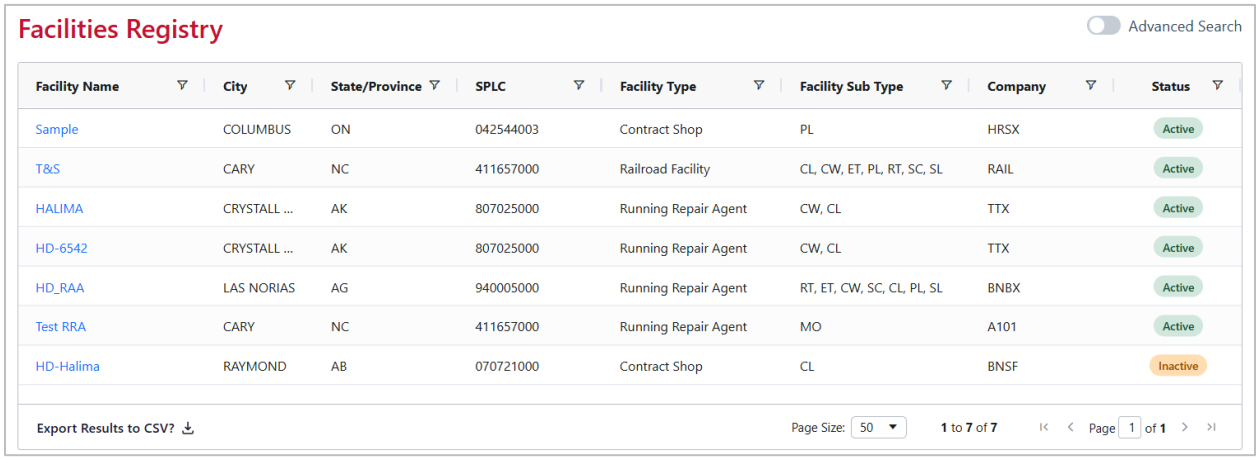
Facilities Registry

Viewing Facilities Registry

Use the follow procedure to view the Facility Registry:

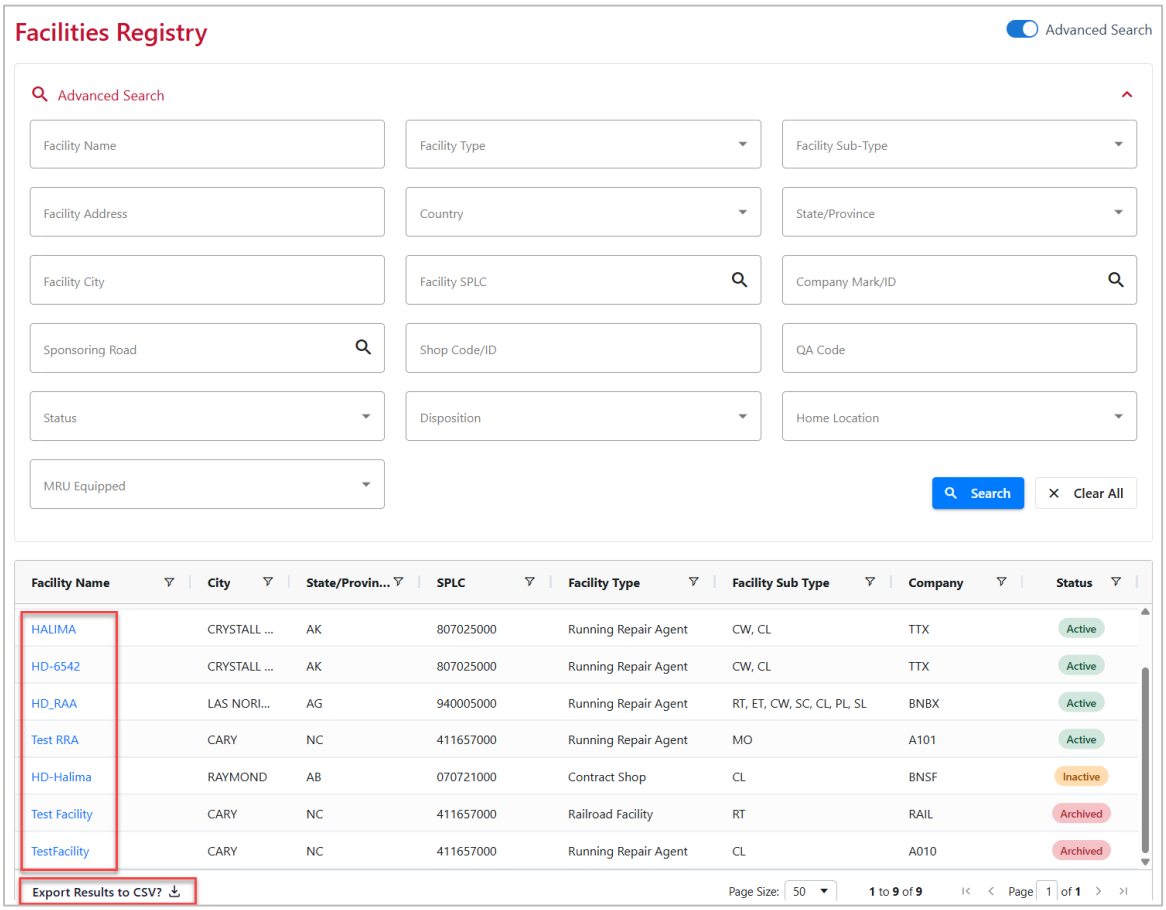
1. When you select FIMS from the Launch Pad, the application displays the Facility Registry by default. To view Facilities Registry from another place in the application, select **Facilities Registry** from the menu bar. The Facilities Registry list is displayed.

Exhibit 6. Facilities Registry



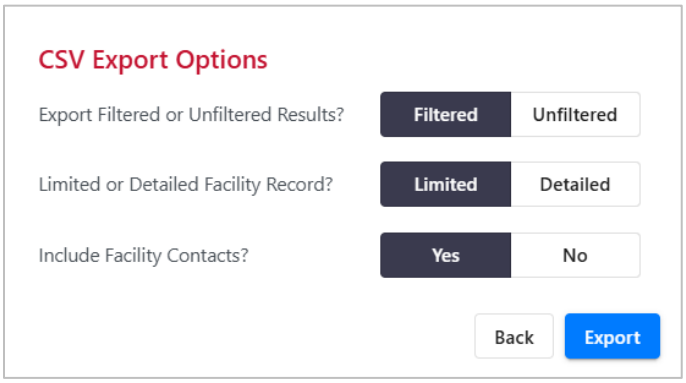
2. By default, the Facilities Registry displays facilities with the status of **Active** and **Inactive**. To view **Archived** facilities, toggle on the **Advanced Search** button. Select **Search** without entering any criteria to see all facilities, or enter criteria into the fields to narrow your search.

Exhibit 7. Facilities Registry Advanced Search



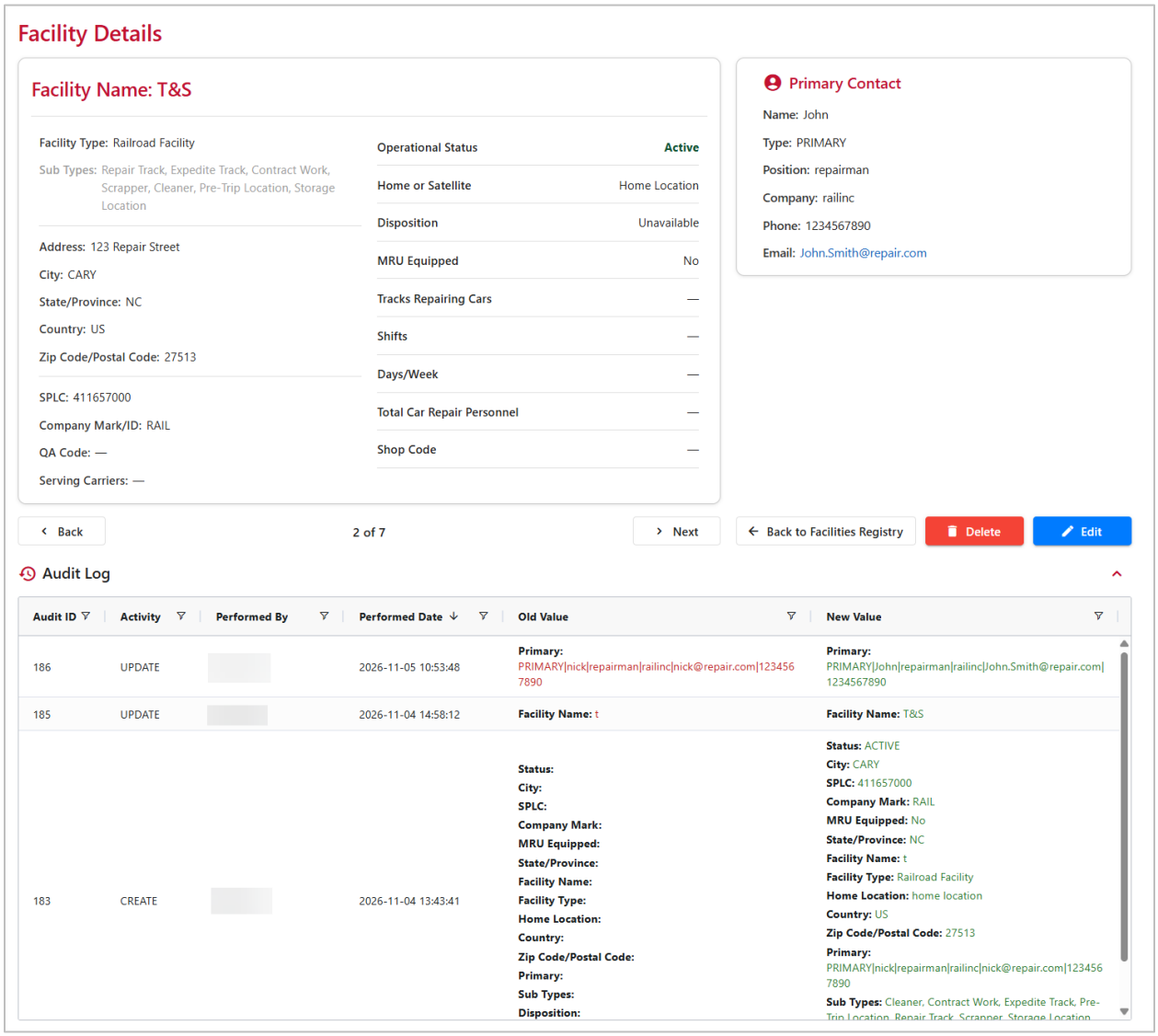
3. To download a list of the results, select the **Export Results to CSV** link in the bottom right. Choose from the options and select **Export**.

Exhibit 8. Export Options



4. To view facility details, select a **Facility Name** link. The actions (Edit, Delete) available may be different, depending on your permissions.

Exhibit 9. Facility Details – Company Admin View



5. To delete a facility,

6. To edit a facility, see Editing Facilities Details for details.

7. You can carousel through the facilities list by selecting the **Next** and **Back** buttons.

8. To return to the Facilities Registry list, select **Back to Facilities Registry**.

Deleting a Facility

If you have permission (Exhibit 1) to delete facilities, use the follow procedure to delete a facility:

1. Select **Facilities Registry** from the menu bar. The Facilities Registry list is displayed (Exhibit 6).
2. Select a **Facility Name** link from the list to open the facility details (Exhibit 9).

3. Once a facility is deleted it is no longer available. Select the **Delete** button. A Delete Facility pop-up window is displayed to confirm that you want to delete the facility. Select **Delete** to delete the facility.

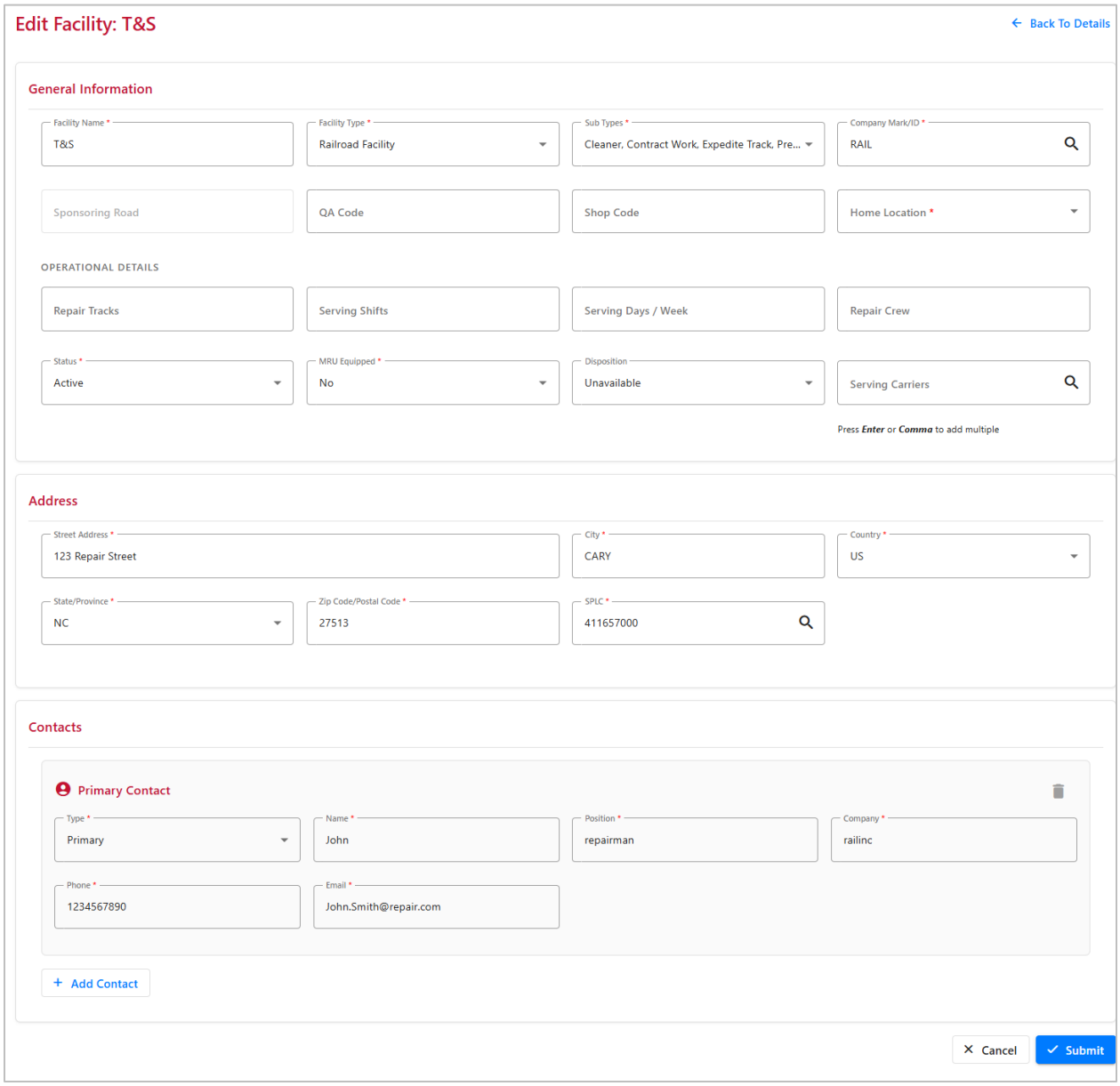
Editing Facilities Details

If you have permission (Exhibit 1) to edit facilities, use the follow procedure to edit a facility:

1. Select **Facilities Registry** from the menu bar. The Facilities Registry list is displayed (Exhibit 6).
2. Select a **Facility Name** link from the list to open the facility details (Exhibit 9).

3. To edit the facility details, select the **Edit** button. See Exhibit 12 for field descriptions,

Exhibit 10. Edit Facility Details



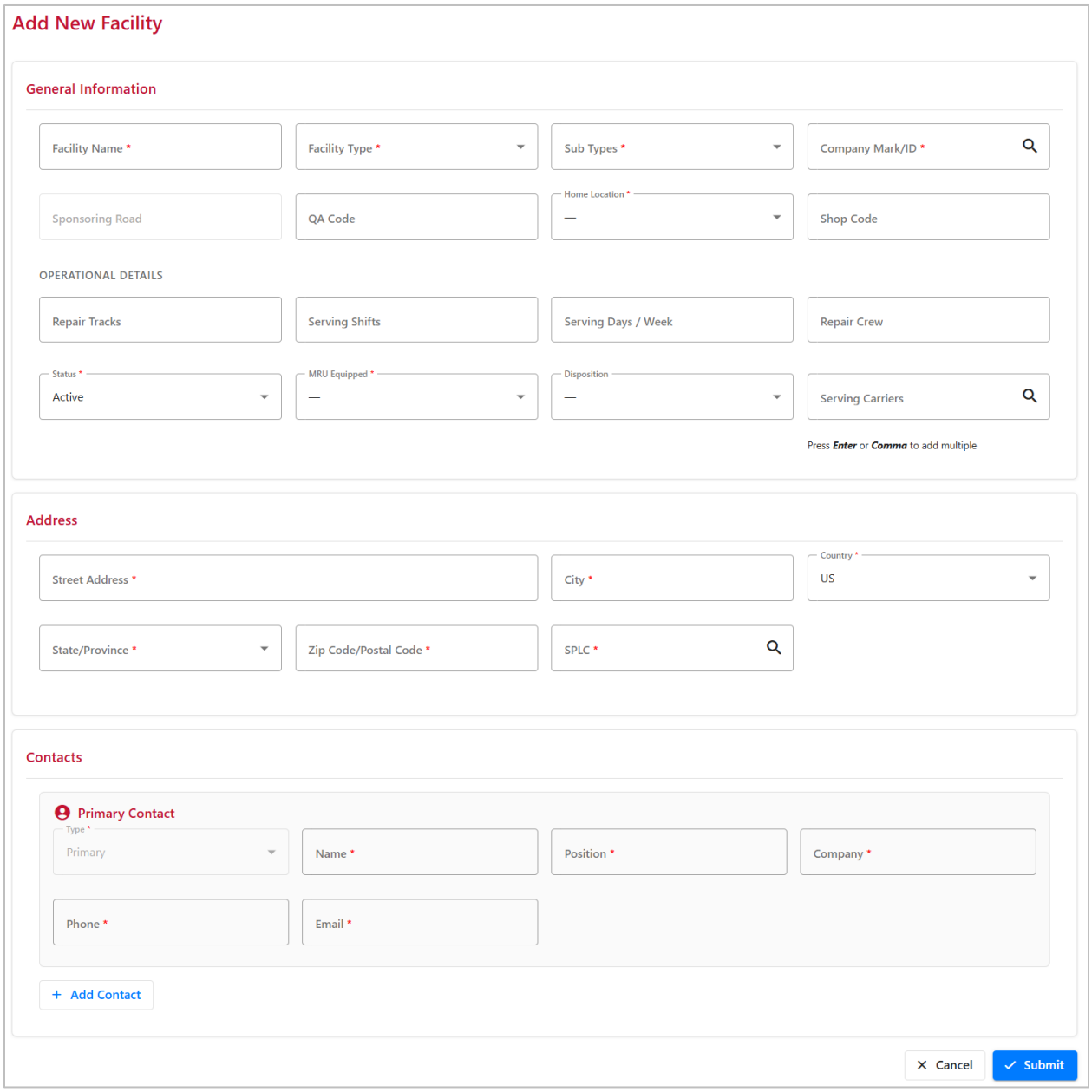
4. All fields with an asterisk (*) are required. Make the appropriate changes and select **Submit**. The updates appear on the details page and are listed in the **Audit Log** at the bottom of the page showing who made the change, when and the old and new values.

Creating Facilities

If you have permission to create facilities (Exhibit 1), use the following procedure to create a facility:

1. Select **Create Facility** from the menu bar. The Add New Facility page is displayed.

Exhibit 11. Add New Facility



All fields with an asterisk (*) are required. Make the appropriate changes and select **Submit**.

See below for field descriptions:

Exhibit 12. Facility Registry Fields/Descriptions

Field	Description
Facility Name	Name of the facility must be unique, i.e., UP Repair Shop Albina.
Facility Type	Type of the facility based on ownership:
	Railroad Facility – A facility owned and operated by a railroad.
	Running Repair Agent (RRA) – A railroad's running repair agent is a running repair contractor as listed in FindUs.Rail performing the work of running repairs on freight cars. Must enter a **Sponsoring Road**. See Appendix A of the *AAR Field/Office Manual* for the full definition.
	Contract Shop – A repair facility designated by car owner to perform repairs to interchange freight cars. Must enter a **Serving Carrier**. See Appendix A of the *AAR Field/Office Manual* for the full definition.
	Non Repair Shop – A facility that handles cars for cleaning, storage or scrapping, but does not repair them.
Facility Sub Type	**Repair Track** – A repair location on railroad/subscriber property that is properly equipped, primarily and regularly used for repair of freight cars. See Appendix A of the *AAR Field/Office Manual* for the full definition. Applies to Railroad, RRA and Contract Shops.
	Expedite Track – A repair location on railroad/subscriber property not meeting the definition of a repair track (mobile repair vehicles and tracks performing repairs not requiring full repair equipment). Applies to Railroad, RRA and Contract Shops.
	Contract Work – Facility contracted to perform work outside of CRB billed repairs. Applies to Railroad, RRA and Contract Shops.
	Scrapper – Facility capable of scrapping rail cars. Applies to Railroad, RRA. Non Repair Shops and Contract Shops.
	Cleaner – Facility capable of cleaning rail cars. Applies to Railroad, RRA. Non Repair Shops and Contract Shops.
	Pre-Trip Location – Facility designated as a pre-trip location. Applies to Railroad, RRA. Non Repair Shops and Contract Shops.
	Storage Location – Facility capable of storing rail cars. Applies to Railroad, RRA. Non Repair Shops and Contract Shops.
	Mobile Only – Facility performing mobile only repairs, if this sub-type is selected then no other sub-types can be selected on that facility record. Applies to Railroad, RRA and Contract Shops.
	Intermodal – Facility capable of handling intermodal rail cars Applies to Railroad and RRA.
Company Mark/ID	Company Mark/ID associated with the facility. This field is automatically validated when using the search icon and selecting a mark.
Sponsoring Road	A railroad that has established a relationship with a running repair agent to make running repairs while on the railroad's property. This field is required when **Running Repair Agent** is selected as the Facility Type. See Appendix A of the *AAR Field/Office Manual* for the full definition.
QA Code	Unique Shop Identifier, tied to M-1003/M-1002 certifications.
Operational Status	Operational status of the facility: **Active**, **Inactive**, **Archived**
Home or Satellite	**Home Location** is a facility where personnel and repair equipment are based. **Satellite Location** is a facility that is staffed as needed.
MRU Equipped	Designates if a facility is equipped with mobile repair units like repair trucks (**Yes**) or not (**No**).
Disposition	Designates if facility is accepting cars for disposition (**Available**) or not (**Unavailable**).
Serving Carriers	The mark(s) for the railroad(s) who typically use the facility, must be entered when **Contract Shop** is selected as the Facility Type. One or more marks can be entered.
Shop Code/ID	Unique identifier for facilities, typically stenciled on doors.
Repair Tracks/Tracks Repairing Cars	Number of repair tracks the facility is operating.

Field	Description
Repair Crew/Total Car Repair Personnel	Number of car repair personnel at the facility.
Shifts	Number of shifts the facility operates per day.
Days/Week	Number of days out of the week the facility typically operates.
Street Address	Physical address of the facility, required for all types except Running Repair Agent.
City	City where the facility is located.
State	State where the facility is located.
Zipcode	Zipcode where the facility is located.
Country	Country where the facility is located.
Standard Point Location Code (SPLC)	Numeric code indicating the geographic station where repair(s) are performed for a given shopping. When using the search icon, the system will automatically update **City** and **State** based on the SPLC selected. See Appendix A of the *AAR Field/Office Manual* for the full definition.
Contacts	One Primary Contact is required per facility. For Company, enter either the name or mark of the company. Secondary contacts are optional.