



Freight Loss Data Exchange Rail Document Interchange User Guide



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Learning about FLDX RDI

Freight Loss Data Exchange Rail Document Interchange (FLDX RDI) is the central repository for all documentation required for freight claims interline settlement.

Overview

FLDX RDI centralizes the delivery, management, and storage of freight claims documents for the Rail Industry through a paperless process. It enables one-to-one sharing of freight loss documentation between parties to a freight loss. These documents may include abstracts, invoices, receipts, accident reports, photos, etc.

FLDX RDI enables users to exchange documents with other users while following their normal FLDX process.

After securely logging into FLDX RDI, you can view and download any documents to which you are a party. You can also upload and delete documents for your carrier.

This document describes how to use FLDX RDI through the following major sections:

- [Getting Started](#) describes how to access and log in to the system.
- [Managing Documents in FLDX RDI](#) describes how to browse folders and files in FLDX RDI as well as manage your carrier's files.

For additional information, contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#)).

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

FLDX RDI uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at <http://www.railinc.com> and select **Customer Login** at the top right of the page.

Registering to Use Railinc SSO

Each FLDX RDI user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the [Railinc Single Sign-On and Launch Pad User Guide](#) for more information. Once you have completed SSO registration, request access to FLDX RDI within SSO.

Requesting Access to FLDX RDI

After you receive authorization to use Railinc SSO, you must request general access to FLDX RDI by following instructions in the [Railinc Single Sign-On and Launch Pad User Guide](#).

Your level of access and authorization for FLDX RDI is determined when you request access through Railinc SSO. [Exhibit 1](#) shows a complete list of FLDX RDI roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
RDI Freight Claims User	This role enables Freight Loss Data Exchange Rail Document Interchange (FLDX RDI) users to create and manage documentation for Freight Loss Data Exchange through the Rail Document Interchange. Users must request access under the mark that they represent.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface (see [Exhibit 2](#)).

Exhibit 2. FLDX RDI Request Permission

FLDX Rail Document Interchange

FLDX Rail Document Interchange

1 Select Roles 2 Confirm 3 Done

☐ RDI Freight Claims User (MARK required)

Access to create and manage documentation for Freight Loss Data Exchange through the Rail Document Interchange.

Comments...

Return Next 0/255

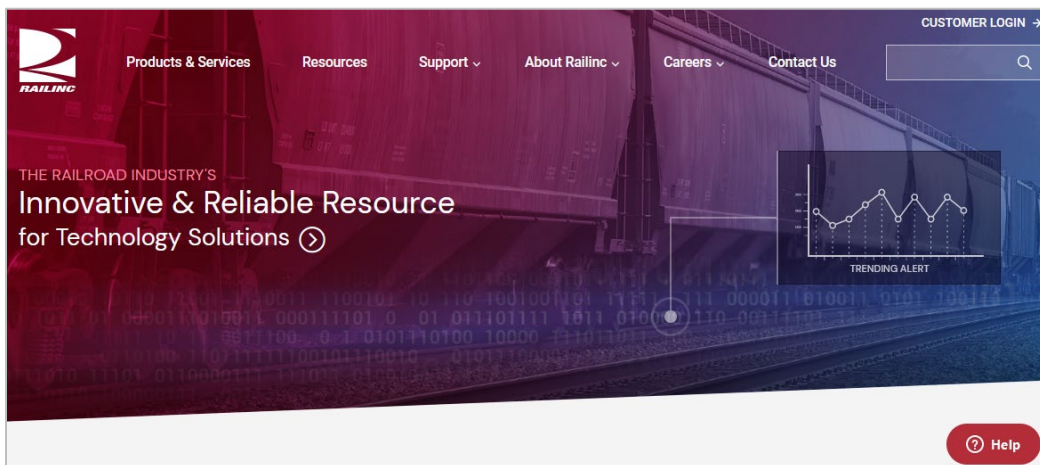
Once you receive e-mail notification of access to FLDX RDI, you can log on and begin using FLDX RDI.

Logging In

Use the following procedure to log into FLDX RDI:

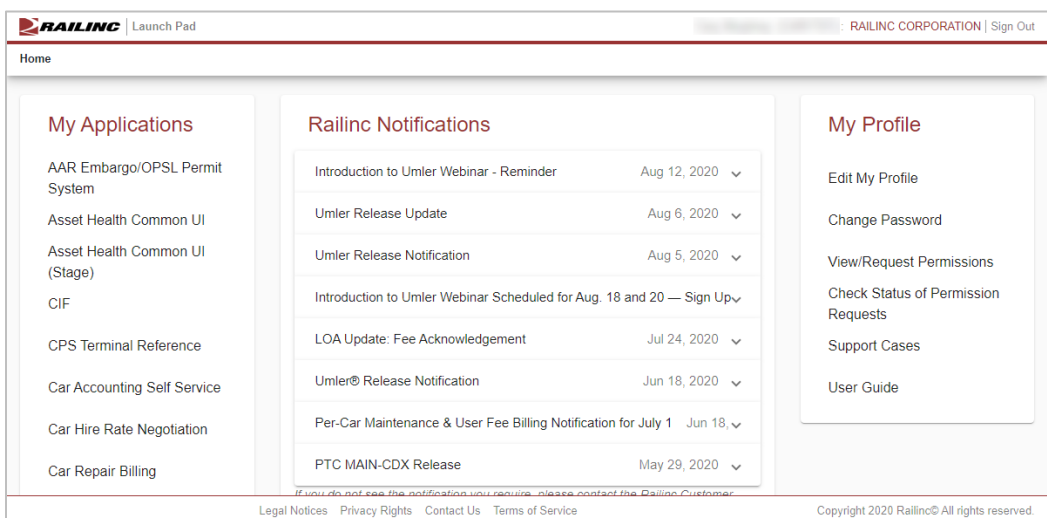
1. Open your internet browser.
2. Enter the following URL: <http://www.railinc.com>. The Railinc Welcome page is displayed (see [Exhibit 3](#)).

Exhibit 3. Railinc Welcome Page



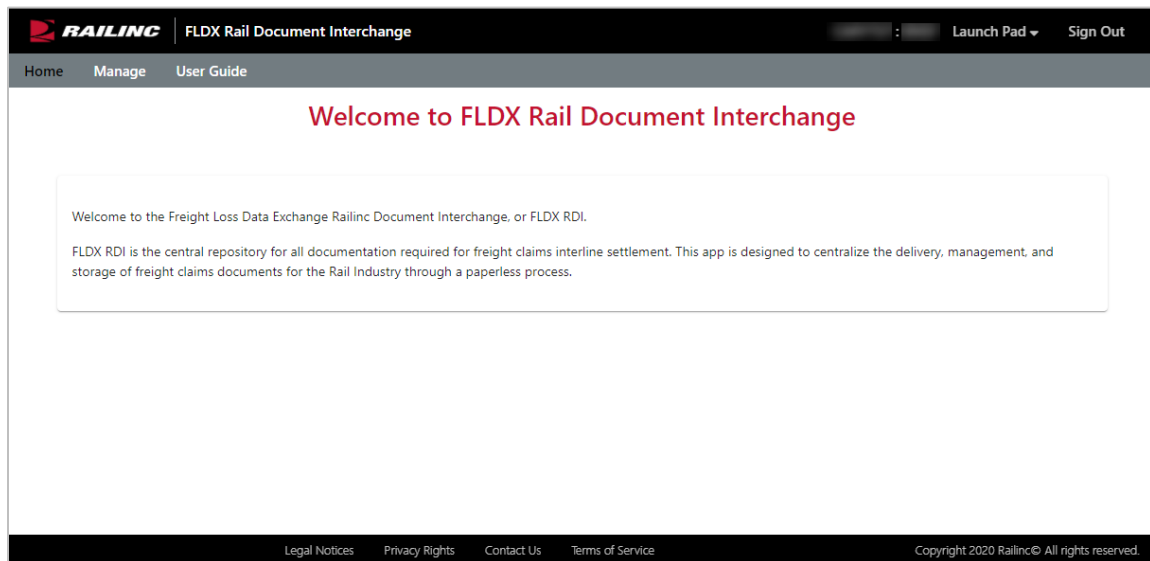
3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.
4. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed (see [Exhibit 4](#)).

Exhibit 4. Railinc Launch Pad



5. Under My Applications, select **FLDX Rail Document Interchange** (you may need to scroll down). The Freight Loss Data Exchange Rail Document Interchange (FLDX RDI) Home page is displayed (see [Exhibit 5](#)).

Exhibit 5. FLDX Rail Document Interchange Home Page



FLDX RDI has a menu with the following options:

Home	View the Home Page.
Manage	Browse folders and manage files in folders owned by your carrier.
User Guide	View the <i>FLDX RDI User Guide</i> (this document).

Logging Out

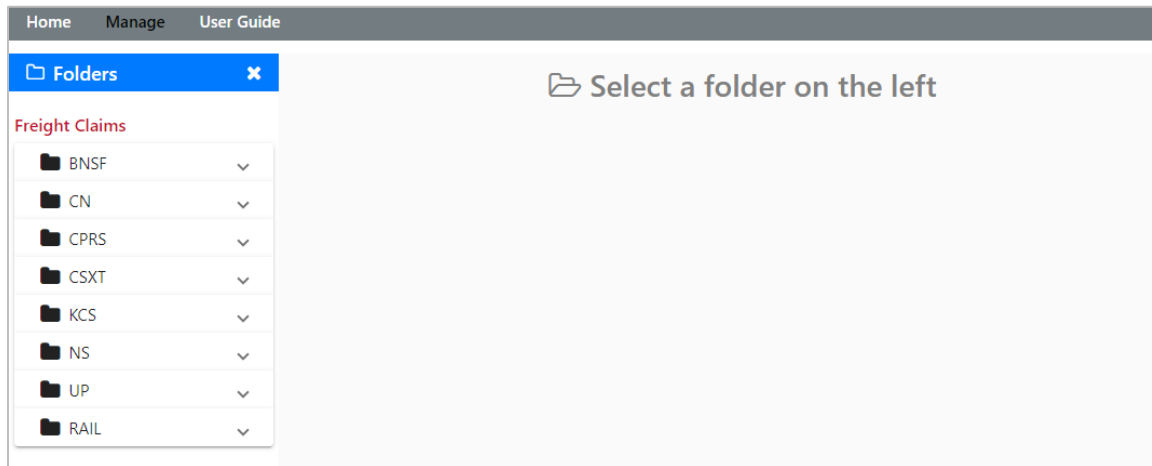
Select the **Sign Out** link to end an FLDX RDI session.

Managing Documents in FLDX RDI

In FLDX RDI, documents are organized into folders based on service periods (months). These folders are created automatically by FLDX RDI.

Select **Manage** from the FLDX RDI menu bar to view folders and files in FLDX RDI. The Manage Files page is displayed (see [Exhibit 6](#)).

Exhibit 6. Manage Files Page



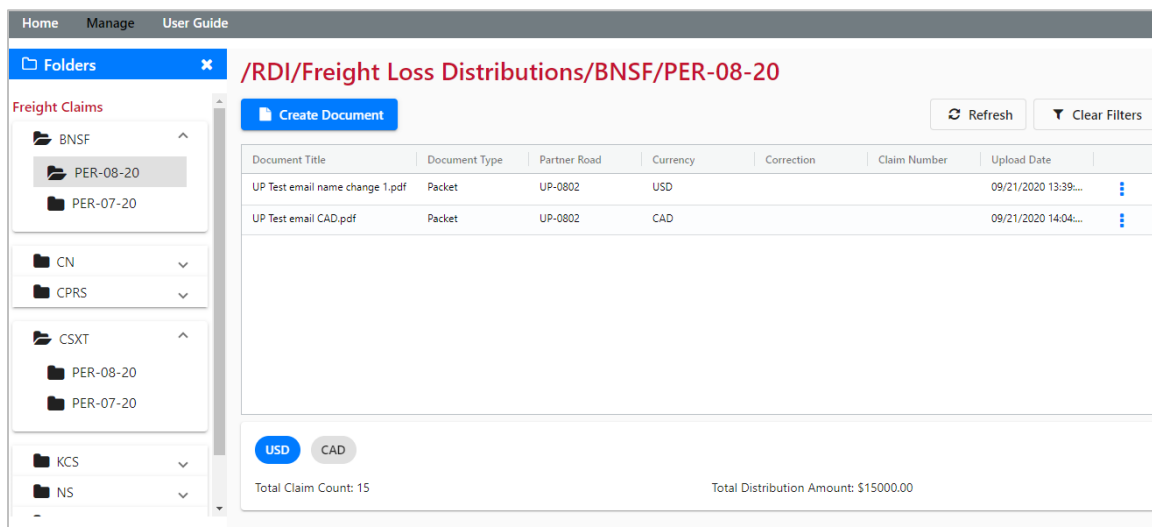
The tasks you can perform depend on whether your carrier owns the folders and files. See the following sections:

- [Working with Documents Owned by Your Carrier](#)
- [Working with Documents Owned by Another Carrier](#)

Working with Documents Owned by Your Carrier

If you represent the carrier that owns the folder you are viewing (as shown in [Exhibit 7](#)), you can perform several management tasks.

Exhibit 7. Manage Files Page With Folders Owned by Your Carrier



When working with documents in a folder, you can perform the following tasks:

- Select **Create Document** to create (upload) a document in the currently selected folder.
- Select **Refresh** to update the display of folder contents.
- Sort the document list:

You can sort a column in ascending or descending order by selecting its column heading. Once a column is sorted, an arrow is displayed in the column heading to indicate the sort direction: ascending (↑) or descending (↓). 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.

- Apply a filter to the document list:

Move your mouse to any column heading to see the filter menu icon (≡). Select this icon to display the filter tool, which enables you to select a parameter such as “Contains”, “Not Contains”, “Equals”, “Not Equal”, “Starts with”, or “Ends with”, and type characters into a Filter field. Once the filter is set up, the document list displays only the rows that contain the characters you typed (in that column). A filter icon (▼) is displayed in the column heading to remind you about the filter. You can further refine your document list by applying filters to multiple columns at once.

- Select **Clear Filters** to remove all of the filters that you may have set.

- Select the vertical ellipsis (⋮) to view a menu that may include the following functions: [Download Document](#), [View Properties](#), [Edit Properties](#), [Replace Document](#), and [Delete Document](#).
- Select **USD** or **CAD** to view the total number of claims and the total distribution amount for the listed documents (e.g., some claims are generated using US dollars and some claims are generated using Canadian dollars – FLDX RDI does not perform currency conversions).

Note: If a filter has been applied, this field reflects the filtered documents.

- View the Total Claim Count, which is displayed at the bottom of the screen.

Note: If a filter has been applied, this field reflects the filtered documents.

- View the Total Distribution Amount, which is displayed at the bottom of the screen.

Note: If a filter has been applied, this field reflects the filtered documents.

Creating (Uploading) a Document

You can create (upload) a new document in any folder owned by your carrier. From the Manage Files page, select a folder owned by your carrier, and then select **Create Document**. The Upload Document popup is displayed (see [Exhibit 8](#) and [Exhibit 9](#)).


Note: The fields shown in the Upload Document popup differ depending on the document type you select. [Packet and Abstract](#) have one set of fields; [Supporting Documentation and Distribution Statement](#) have a different set of fields.

Packet and Abstract Upload Fields


[Exhibit 8](#) shows the upload fields for the Packet and Abstract document types.


Exhibit 8. Upload Document Popup for Packet and Abstract


Upload Document

Document * 

Folder: /RDI/Freight Loss Distributions/BNSF/PER-08-20

Origin Road: BNSF-0777 Partner Road * 

Service Period: PER-08-20 Currency * 

Document Type *
Packet 

Document Title *

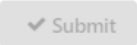

Correction Number

Claim Count *


\$ Total Distribution Amount *

Comment

0/200

Complete the fields in the Upload Document popup:

1. Select the upload file icon () and locate the file you want to upload to FLDX RDI.
2. Select the Partner Road drop-down and select the railroad with whom you want to share the file. The four-digit number appended to the mark includes the R260 number, which is commonly referred to as the “Road Code”.
3. Select the Currency drop-down and select the type of currency to use (CAD for Canadian Dollars or USD for United States Dollars).
4. Select the Document Type drop-down list to select the document type.

Note: The fields that you need to complete differ depending on the document type you select. Packet and Abstract have one set of fields; and Supporting Documentation and Distribution Statement have a different set of fields.

5. The Document Title field is automatically populated with the upload file name; however, you can modify this field if needed. The Document Title can be 1 to 200 alphanumeric

characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Note: The Document Title should include the file extension (e.g., .txt, .pdf, or .docx) to prevent issues when downloading the file.

6. Optionally, enter the correction number in the Correction Number field. The Correction Number is an integer from 0 to 99. If a correction number is included, you must enter a comment in the Comment field.
7. Enter the claim count (number of claims) in the Claim Count field.
8. Enter the total distribution amount from the document in the Total Distribution Amount field. The Distribution Amount is a dollar amount with two decimals.
9. Optionally, enter a descriptive comment in the Comment field. The Comment can be 1 to 200 alphanumeric characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.


Select **Submit** to upload the new document and its properties to the FLDX RDI repository. The document is uploaded immediately, and the Total Claim Count and Total Distribution Amount fields are updated. Select **Close** if you want to cancel uploading the document.

Supporting Documentation and Distribution Statement Upload Fields

[Exhibit 9](#) shows the upload fields for the Supporting Documentation and Distribution Statement document types.

Exhibit 9. Upload Document Popup for Supporting Document and Distribution Statement

Upload Document

Document *


Folder: /RDI/Freight Loss Distributions/CSXT/PER-07-20

Origin Road: CSXT-0712

Partner Road *
CPRS-0105

Service Period: PER-07-20

Currency *
USD

Document Type *
Distribution Statement

Document Title *


Correction Number

Claim Number *

Equipment Initial

Waybill Number

Equipment Number

Waybill Date


VIN Number

\$ Distribution Amount


Comment

0/200

Submit

Close

Complete the fields in the Upload Document popup:

1. Select the upload file icon () and locate the file you want to upload to FLDX RDI.
2. Select the Partner Road drop-down and select the railroad with whom you want to share the file. The four-digit number appended to the mark includes the R260 number, which is commonly referred to as the “Road Code”.
3. Select the Currency drop-down and select the type of currency to use (CAD for Canadian Dollars or USD for United States Dollars).
4. Select the Document Type drop-down list to select the document type.

Note: The fields that you need to complete differ depending on the document type you select. Packet and Abstract have one set of fields; Supporting Documentation and Distribution Statement have a different set of fields.

5. The Document Title field is automatically populated with the upload file name; however, you can modify this field if needed. The Document Title can be 1 to 200 alphanumeric characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Note: The Document Title should include the file extension (e.g., .txt, .pdf, or .docx) to prevent issues when downloading the file.

6. Optionally, enter the correction number in the Correction Number field. The Correction Number is an integer from 0 to 99. If a correction number is included, you must enter a comment in the Comment field.
7. Enter the claim number in the Claim Number field. The Claim Number is 5 to 15 alphanumeric characters with spaces () or hyphens (-).
8. Enter the equipment initial in the Equipment Initial field. The Equipment Initial is 2 to 4 letters. Either the Equipment Initial or the VIN Number is required.
9. Enter the waybill number in the Waybill Number field. The Waybill Number is 6 to 10 digits.
10. Enter the equipment number in the Equipment Number field. The Equipment Number is 1 to 6 digits and is required if the equipment initial is included.
11. Enter the waybill date in the Waybill Date field. Use the date picker or enter the date in the mm/dd/yyyy format.
12. Enter the VIN number in the VIN Number field. The automobile VIN Number must be 17 alphanumeric characters. Either the Equipment Initial or the VIN Number is required.
13. Enter the distribution amount in the Distribution Amount field. The Distribution Amount is a dollar amount with two decimals.
14. Optionally, enter a descriptive comment in the Comment field. The Comment can be 1 to 200 alphanumeric characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Select **Submit** to upload the new document and its properties to the FLDX RDI repository. The document is uploaded immediately, and the Total Claim Count and Total Distribution Amount fields are updated. Select **Close** if you want to cancel uploading the document.

Downloading a Document

Select the vertical ellipsis (⋮) and then select **Download** to download and save the document.

Check the bottom of your browser window or your Downloads folder to locate the downloaded document.

Viewing Document Properties

Select the vertical ellipsis (⋮) and then select **View Properties** to view the properties of the document (see [Exhibit 10](#) and [Exhibit 11](#)).

Note: The fields shown in the document properties differ depending on the document type. Packet and Abstract document types show one set of fields; Supporting Documentation and Distribution Statement document types show a different set of fields.

Exhibit 10. Document Properties Popup for Packet Document Type

Document Properties ✕

Document Title	UP Test email CAD.pdf
Document Type	Packet
Folder	/RDI/Freight Loss Distributions/BNSF/PER-08-20
Origin Road	BNSF-0777
Partner Road	UP-0802
Service Period	PER-08-20
Currency	CAD
Correction Number	
Claim Count	1
Total Distribution Amount	\$100.00

If the Comment field is completed, a comment history is displayed (see [Exhibit 11](#)).

Exhibit 11. Document Properties Popup for Supporting Document With Comment History

Document Properties ✕

Document Title	TEST DOC.docx
Document Type	Supporting Document
Folder	/RDI/Freight Loss Distributions/CSXT/PER-07-20
Origin Road	CSXT-0712
Partner Road	CPRS-0105
Service Period	PER-07-20
Currency	USD
Claim Number	CLA123456
Equipment Initial	aar
Equipment Number	123456
VIN Number	
Waybill Number	123456
Waybill Date	09/02/2020
Correction Number	
Distribution Amount	

Comment History

PAULBRAY 08/31/2020 15:03:57

updated dist amount in edit properties

CMORAL3S 09/02/2020 13:50:31

test cmm

PAULBRAY 09/09/2020 14:21:50

Added waybill number and removed distribution amount

Select the “x” at the top right to close the Document Properties popup.

Editing Document Properties

Select the vertical ellipsis (⋮) and then select **Edit Properties** to display the Edit Properties popup, which enables you to make changes to certain fields that are associated with a document.

Note: The fields shown in the document properties differ depending on the document type. [Packet and Abstract](#) document types have one set of fields; [Supporting Documentation and Distribution Statement](#) document types have a different set of fields.

Packet and Abstract Document Properties

[Exhibit 12](#) shows the document properties for the Packet and Abstract document types.

Exhibit 12. Edit Properties Popup for Packet and Abstract

Edit Properties

Folder: /RDI/Freight Loss Distributions/BNSF/PER-08-20

Origin Road: BNSF-0777

Partner Road *: UP-0802

Service Period: PER-08-20

Currency *: CAD

Document Type: Packet

Document Title *: UP Test email CAD.pdf

Correction Number:

Claim Count *: 1

Total Distribution Amount *: \$ 100.00

Comment *:

0/200

Submit Close

You can modify the following:

- Partner Road – Select the drop-down list to choose a different partner road. The four-digit number appended to the mark includes the R260 number, which is commonly referred to as the “Road Code”.
- Currency – Select the drop-down list to choose a different currency (CAD for Canadian Dollars or USD for United States Dollars).
- Document Type – Select the drop-down list to choose a different document type.

- Document Title – Enter a different document title. The Document Title can be 1 to 200 alphanumeric characters and spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Note: The Document Title should include the file extension (e.g., .txt, .pdf, or .docx) to prevent issues when downloading the file.

- Correction Number – This is not editable. To upload a corrected document, you must create a new document.
- Claim Count – Enter a different number of claims covered in the document.
- Total Distribution Amount – Enter a different total distribution amount. The Distribution Amount is a dollar amount with two decimals.
- Comment – Enter a comment (required if you make changes) to describe the document or the changes to the document. The Comment can be 1 to 200 alphanumeric characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Select **Submit** to save your changes or **Close** to cancel.

Supporting Documentation and Distribution Statement Document Properties

[Exhibit 13](#) shows the document properties for the Supporting Documentation and Distribution Statement document types.

Exhibit 13. Edit Properties Popup for Supporting Document and Distribution Statement

Edit Properties

Folder: /RDI/Freight Loss Distributions/CSXT/PER-07-20

Origin Road: CSXT-0712	Partner Road * CPRS-0105
Service Period: PER-07-20	Currency * USD
Document Type Supporting Document	
Document Title * TEST DOC.docx	
Correction Number	Claim Number * CLA123456
Equipment Initial aar	Waybill Number 123456
Equipment Number 123456	Waybill Date 09/02/2020
VIN Number	\$ Distribution Amount
Comment *	

0/200

✓ Submit
✕ Close

You can modify the following:

- Partner Road – Select the drop-down list to choose a different partner road. The four-digit number appended to the mark includes the R260 number, which is commonly referred to as the “Road Code”.
- Currency – Select the drop-down list to choose a different currency (CAD for Canadian Dollars or USD for United States Dollars).
- Document Type – Select the drop-down list to choose a different document type.
- Document Title – Enter a different document title. The Document Title can be 1 to 200 alphanumeric characters and spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Note: The Document Title should include the file extension (e.g., .txt, .pdf, or .docx) to prevent issues when downloading the file.
- Claim Number – Enter a different claim number.
- Equipment Initial – Enter a different equipment initial. The Equipment Initial is 2 to 4 letters. Either the Equipment Initial or the VIN Number is required.

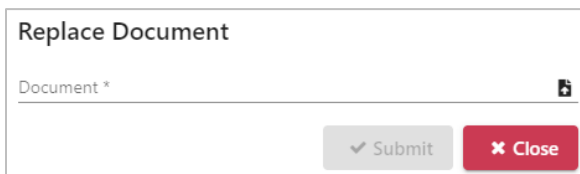
- Waybill Number – Enter a different waybill number. The Waybill Number is 6 to 10 digits.
- Equipment Number – Enter a different equipment number. The Equipment Number is 1 to 6 digits and is required if the equipment initial is included.
- Waybill Date – Enter or select a different waybill date. Use the date picker or enter the date in the mm/dd/yyyy format.
- VIN Number – Enter a different VIN number. The automobile VIN Number must be 17 alphanumeric characters. Either the Equipment Initial or the VIN Number is required.
- Distribution Amount – Enter a different distribution amount. The Distribution Amount is a dollar amount with two decimals.
- Comment – Enter a comment (required if you make changes) to describe the document or the changes to the document. The Comment can be 1 to 200 alphanumeric characters. Spaces (), underscores (_), hyphens (-), and periods (.) are the allowed special characters.

Select **Submit** to save your changes or **Close** to cancel.

Replacing a Document

Select the vertical ellipsis (⋮) and then select **Replace Document** to display the Replace Document popup, which enables you to replace an existing document with a different document (see [Exhibit 14](#)).

Exhibit 14. Replace Document Popup



Select the upload file icon (📎) and then locate the document that should replace the existing document.

Select **Submit** to replace the document or select **Close** to cancel.

Deleting a Document

Select the vertical ellipsis (⋮) and then select **Delete Document** to display the Delete Document popup (see [Exhibit 15](#)).

Exhibit 15. Delete Document Popup

Delete Document

Are you sure you want to delete this document?

Yes
No

Select **Yes** to delete the existing document or select **No** to cancel.

Working with Documents Owned by Another Carrier

If you are working with documents owned by another carrier, checkboxes are displayed to the left of the document name (as shown in [Exhibit 16](#)).

Exhibit 16. Manage Files Page With Folders Owned by Another Carrier

The screenshot shows the 'Manage Files' page in FLDX RDI. The breadcrumb path is '/RDI/Freight Loss Distributions/CPRS/PER-07-20'. On the left, a 'Freight Claims' sidebar shows a tree of folders: BNSF (expanded), PER-08-20, PER-07-20, CN, CPRS (expanded), PER-08-20, PER-07-20, CSXT, KCS, and NS. The main area displays a table of documents with checkboxes for selection. The table has columns: Document Title, Document T..., Partner Road, Currency, Correction, Claim Number, and Upload Date. Two documents are listed: 'FileUploadTest_emailADD.pdf' and 'BNSF TEST DOC', both as 'Packet' type, with 'BNSF-0777' as the Partner Road and 'USD' as the Currency. At the bottom, there are buttons for 'USD' and 'CAD', and summary text: 'Total Claim Count: 22' and 'Total Distribution Amount: \$112.12'.

<input type="checkbox"/>	Document Title	Document T...	Partner Road	Currency	Correction	Claim Number	Upload Date
<input type="checkbox"/>	FileUploadTest_emailADD.pdf	Packet	BNSF-0777	USD			09/09/2020 10:4...
<input type="checkbox"/>	BNSF TEST DOC	Packet	BNSF-0777	USD			08/25/2020 17:4...

When working with documents in a folder owned by another carrier, you can perform the following tasks:

- Select the checkboxes for the document(s) you want to download and then select **Download** to download (save) the selected document(s).
- Select **Refresh** to update the display of folder contents.
- Sort the document list:

You can sort a column in ascending or descending order by selecting its column heading. Once a column is sorted, an arrow is displayed in the column heading to indicate the sort

direction: ascending (↑) or descending (↓). 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.

- Apply a filter to the document list:

Move your mouse to any column heading to see the filter menu icon (≡). Select this icon to display the filter tool, which enables you to select a parameter such as “Contains”, “Not Contains”, “Equals”, “Not Equal”, “Starts with”, or “Ends with”, and type characters into a Filter field. Once the filter is set up, the document list displays only the rows that contain the characters you typed (in that column). A filter icon (🔍) is displayed in the column heading to remind you about the filter. You can further refine your document list by applying filters to multiple columns at once.

- Select **Clear Filters** to remove all of the filters that you may have set.
- Select the vertical ellipsis (⋮) to view a menu that may include the following functions: [Download Document](#) and [View Properties](#).
- Select **USD** or **CAD** to view the total number of claims and the total distribution amount for the listed documents (e.g., some claims are generated using US dollars and some claims are generated using Canadian dollars – FLDX RDI does not perform currency conversions).

Note: If a filter has been applied, this field reflects the filtered documents.

- View the Total Claim Count, which is displayed at the bottom of the screen.

Note: If a filter has been applied, this field reflects the filtered documents.

- View the Total Distribution Amount, which is displayed at the bottom of the screen.

Note: If a filter has been applied, this field reflects the filtered documents.

Downloading a Document

Select the vertical ellipsis (⋮) and then select **Download** to download and save the document.

Check to bottom of your browser window or your Downloads folder to locate the downloaded document.

Viewing Document Properties

Select the vertical ellipsis (⋮) and then select **View Properties** to view the properties of the document (see [Exhibit 17](#) and [Exhibit 18](#)).

Note: The fields shown in the document properties differ depending on the document type. Packet and Abstract document types show one set of fields; Supporting Documentation and Distribution Statement document types show a different set of fields.

Exhibit 17. Document Properties Popup for Packet Document Type

Document Properties
✕

Document Title	UP Test email CAD.pdf
Document Type	Packet
Folder	/RDI/Freight Loss Distributions/BNSF/PER-08-20
Origin Road	BNSF-0777
Partner Road	UP-0802
Service Period	PER-08-20
Currency	CAD
Correction Number	
Claim Count	1
Total Distribution Amount	\$100.00

If a user completes the Comment field, a comment history is displayed (see [Exhibit 18](#)).

Exhibit 18. Document Properties Popup for Supporting Document With Comment History

Document Properties
✕

Document Title	TEST DOC.docx
Document Type	Supporting Document
Folder	/RDI/Freight Loss Distributions/CSXT/PER-07-20
Origin Road	CSXT-0712
Partner Road	CPRS-0105
Service Period	PER-07-20
Currency	USD
Claim Number	CLA123456
Equipment Initial	aar
Equipment Number	123456
VIN Number	
Waybill Number	123456
Waybill Date	09/02/2020
Correction Number	
Distribution Amount	

Comment History

PAULBRAY
08/31/2020 15:03:57

updated dist amount in edit properties

CMORAL3S
09/02/2020 13:50:31

test cmm

PAULBRAY
09/09/2020 14:21:50

Added waybill number and removed distribution amount

Select the **X** at the top right to close the Document Properties popup.