Freight Rail 411 User Guide



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Learning about Freight Rail 411

Overview

Freight Rail 411 provides railroads and related businesses real-time access to currently active reference information. The following modules are available through the Freight Rail 411 website:

Stations	The Stations module contains the Centralized Station Master (CSM) and Junction Interchange File (JUNC). Use this module to search for station and junction interchange information to help plan efficient freight movements from origin to destination.
Mark	Marks are equipment identifiers for all electronic interfaces between railroads, their customers and Railinc systems and files. Marks identify the names of railroads and private companies. Use this module to find the Mark you need.
Route	The Route File identifies valid routes by combining station location codes for the origin and destination. ROUTE data can be used to request prices from the Rate EDI Network.
Commodity	The Commodity module contains Standard Transportation Commodity Codes. Search for commodities by STCC, Product Description, or Product Group. Use this module to get the right STCC code for your shipment.
Rail Service Finder (RSF)	Railinc maintains the Serving Carrier Reciprocal Switch (SCRS) system, which is a web application that provides a standardized verification process for determining whether and under what conditions a railroad may serve a specific customer at common service points. SCRS is a permissions-based data file used by railroads. RSF is a dedicated, streamlined version of the search feature within the SCRS industry reference file. Use this module to identify customers' information and the rail carriers that serve them.
FindUs.Rail	FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles.

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 Railinc Customer Support

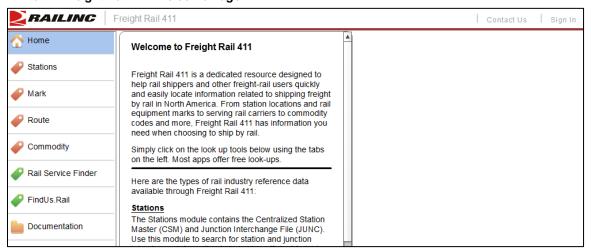
The Railinc Customer Support Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to 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

Use the following procedure to access Freight Rail 411:

- 1. Open your web browser.
- 2. Enter the following URL: http://www.railinc.com/freightrail411. The Freight Rail 411 Welcome page is displayed (Exhibit 1).

Exhibit 1. Freight Rail 411 Welcome Page



Continue by selecting a particular Freight Rail 411 module to search the corresponding reference file (refer to Exhibit 2).

Exhibit 2. Available Freight Rail 411 Reference Files

<u>Stations</u>	Provides access to Centralized Station Master (CSM) data. The interface allows users to search and view station and junction information.
<u>Mark</u>	Provides access to Mark Register data. The interface allows users to search and view Mark information.
Route	Provides access to Route data. The interface allows users to search and view Route information.
Commodity	Provides access to Standard Transportation Commodity Code (STCC) data. The interface allows users to search and view STCC information.
FindUs.Rail	FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles.
Rail Service Finder	The SCRS file provides a standardized verification process of whether and under what conditions a railroad may serve a specific customer at common service points.

Stations Overview

Stations

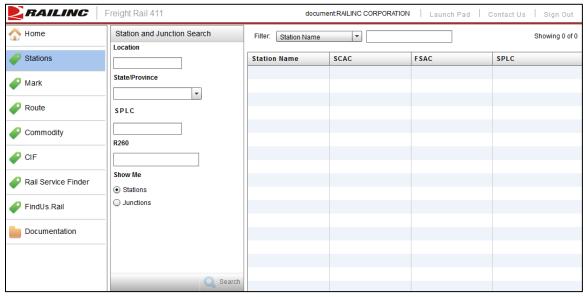
Overview



The Stations module provides access to Centralized Station Master (CSM) and Junction (JUNC) IRF data. The interface allows user to search and view station data. The Centralized Station Master (CSM) is a geographic location file which contains data about rail and motor carrier points for North America and international areas. This file is primarily used by railroads to help plan freight movements from origin to destination in an efficient and timely manner.

To open the Stations module, select **Stations** from the Freight Rail 411 menu. The Station and Junction interface is displayed (see Exhibit 3).

Exhibit 3. Station and Junction Interface



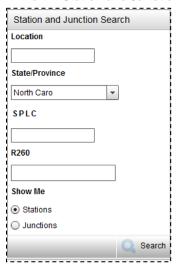
Station and Junction Interface

The station and junction interface allows users to search for stations and junctions or to navigate directly to their locations by using the available mapping tools. The interface consists of the Station Search Tool and the Search Results Window.

Station Search Tool

The search tool allows users to find a station or junction by entering details directly into the available input fields. The search tool appears in Exhibit 4.

Exhibit 4. Station and Junction Search Tool



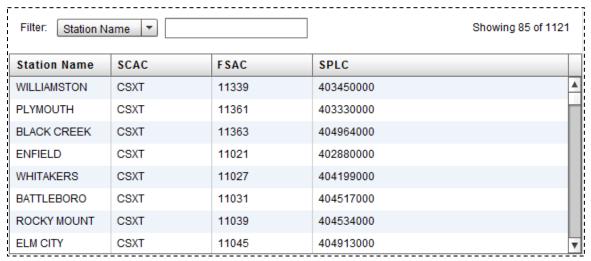
The input fields allow user to specify a **Location** (actual name); **State/Province** (drop-down contains US, Canadian and Mexican locations, in that order); **SPLC** (Standard Point Location Code); **R260** (Rule 260 Code). The radio buttons at the right allow users to specify if the search should return **stations or junctions**. The **Search** button initiates a search.

Note: The Search button is disabled until at least one search criterion is entered.

Search Results Window

The search results window displays the results of a search. The search results window appears in Exhibit 5.

Exhibit 5. Station and Junction Search Results Window



The results window allows users to perform two functions: filter results and display details of displayed stations or junctions.

Searching Stations and Junctions

This section describes how to perform searches for stations and junctions. It additionally describes how to filter search results and view result details.

Use the following procedure to search for stations or junctions:

- 1. Using the stations and junctions search tool (Exhibit 4), complete one or more of the available fields:
 - **Location** (enter all or part of the actual name of location)
 - **State** (select state from the drop-down)
 - SPLC (enter all of a Standard Point Location Code)
 - **R260** (enter all of part of a Rule 260 code)
- 2. In the Show Me section of the search tool, select to restrict the results to either **stations** or **junctions** (using the available radio buttons).
- 3. Select the **Search** button. The search results window (<u>Exhibit 5</u>) is updated with the results (see sample results in <u>Exhibit 6</u>).

Note: The Search button is disabled until at least one search criterion is entered.

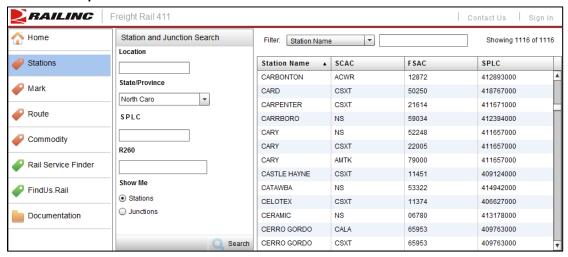


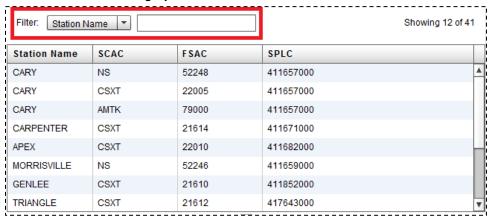
Exhibit 6. Sample Station Search Results

4. Use the **filter** option to filter the displayed data (see <u>Filtering Data</u>).

Filtering Data

Following a successful search, the filtering option can be used to narrow search results (see Exhibit 7).

Exhibit 7. Station Filtering Option



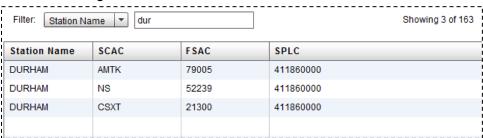
Use the following procedure to filter search result data:

1. Select the drop down arrow to display the available filtering options.



- 2. Select the desired filtering option (For stations: Station Name, SCAC, FSAC or SPLC).
- 3. Use the available input field to enter the desired filtering criteria. Partial input is acceptable. The list is automatically updated to reflect the filtering input.

Exhibit 8. Filtering Results



Displaying Station or Junction Details

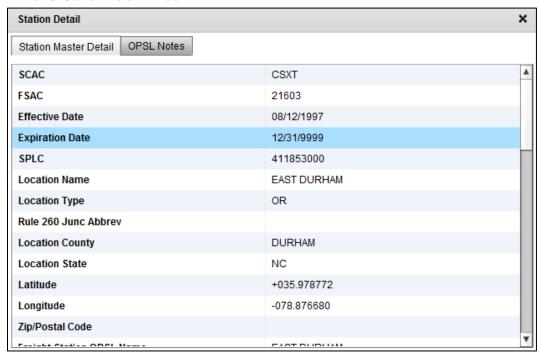
From a successful search for station or junction records, details can be viewed from the list of search results or by clicking a station.

Note: This feature is only available to users who are configured through SSO.

Use the following procedure to display the details of a found station or junction:

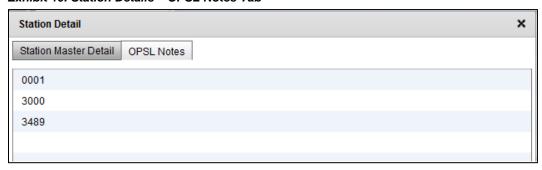
1. Select a found record in the search results window to display its details. The Station Detail window is displayed (Exhibit 9).

Exhibit 9. Station Detail Window



- 2. Use the available scroll bar to view details that extend beyond the visible window.
- 3. Select the OPSL Notes tab to view any OPSL Notes associated with the displayed station.

Exhibit 10. Station Details - OPSL Notes Tab



4. Full text descriptions of the associated OPSL Notes are available by selecting the hyperlink of a listed note number.

Mark Overview

Mark

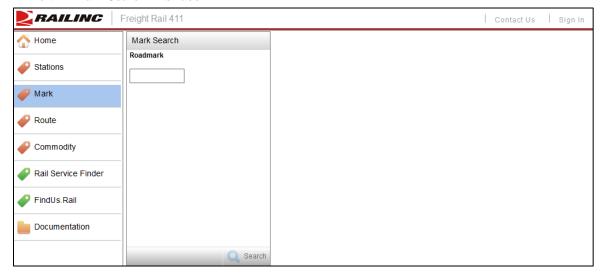
Overview



The Mark module provides access to Mark Register IRF data. The interface allows the user to search, view and extract Mark information. Reporting Marks are stenciled on owned and leased equipment. Marks are used as equipment ID's for all electronic interfaces between railroads, their customers, and Railinc systems and files. Equipment Marks identify the names of railroads or private companies, junction points, stations, and interchange points. In addition, they are used for revenue accounting purposes like car hire and car repair billing.

To open the Mark module, select **Mark** from the Freight Rail 411 menu. The Mark Search interface is displayed (see Exhibit 11).

Exhibit 11. Mark Search Interface



Mark Searching Marks

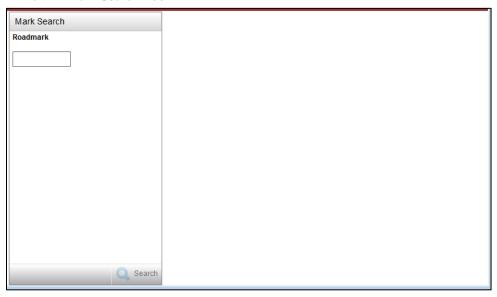
Searching Marks

This section describes how perform searches for Marks. It additionally describes how to view result details.

Use the following procedure to search for Marks:

1. Using the Mark search tool (Exhibit 12), complete the available field for the Roadmark.

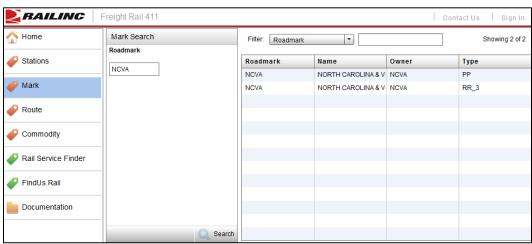
Exhibit 12. Mark Search Tool



2. Select the **Search** button to initiate the search. Search results are displayed (Exhibit 13).

Note: The Search button is disabled until a Roadmark is entered.

Exhibit 13. Mark Search Results



- 3. Perform one of the following actions:
 - a. Use the **filter** option to filter the displayed data (see <u>Filtering Data</u>).
 - b. Select a listed Mark to display its details (see <u>Displaying Mark Details</u>).

Mark Searching Marks

Displaying Mark Details

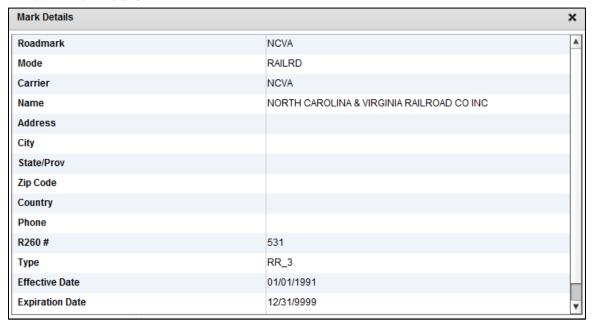
From a successful search for Mark records, details can be viewed from the search results window (see Exhibit 13).

Note: This feature is only available to users who are configured through SSO.

Here is how to display the details of a found Mark.

1. Select a found Mark in the search results window. The Mark Details window is displayed (Exhibit 14).

Exhibit 14. Mark Details



2. Use the available scroll bar to view details that extend beyond the visible window.

Route Overview

Route

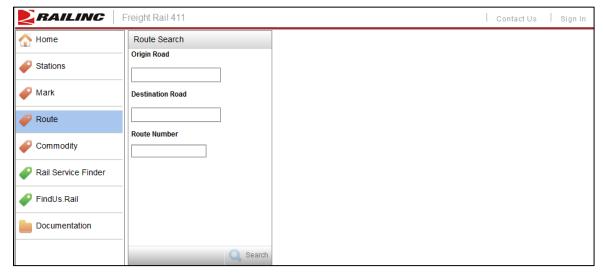
Overview



The Route module provides access to Route IRF data. The interface allows a user to search, view and extract Route information. The Route File (ROUTE) was initially designed to support the Rate EDI Network (REN). The route code is an amalgamation of two Standard Point Location Codes (origin and destination) with a sequential 4-digit number that identifies revenue routes. Routes in this file may also be utilized to request prices from the REN.

To open the Route module, select **Route** from the Freight Rail 411 menu. The Route Search interface is displayed (see Exhibit 15).

Exhibit 15. Route Search Interface



Searching Routes

Searching Routes

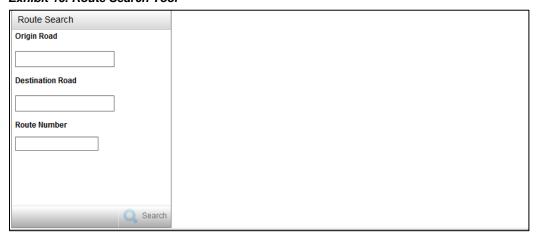
Route

This section describes how perform searches for Routes. It additionally describes how to view result details.

Use the following procedure to search for Routes:

1. Using the Route search tool (Exhibit 16), complete the available field for the **Origin Road** and **Destination Road**. Optionally, provide input for the **Route Number**.

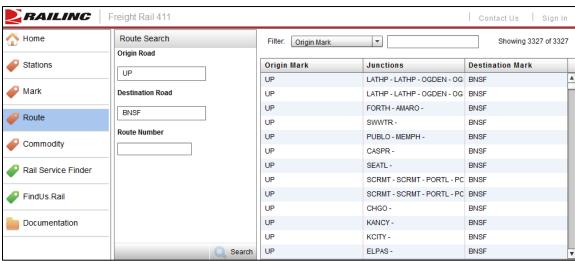
Exhibit 16. Route Search Tool



2. Select the **Search** button to initiate the search. Search results are displayed (Exhibit 17).

Note: The Search button is disabled until both an Origin and Destination Road have been entered.

Exhibit 17. Route Search Results



- 3. Perform one of the following actions:
 - a. Use the **filter** option to filter the displayed data (see <u>Filtering Data</u>).
 - b. Select a listed Route to display its details (see <u>Displaying Route Details</u>).

Route Searching Routes

Displaying Route Details

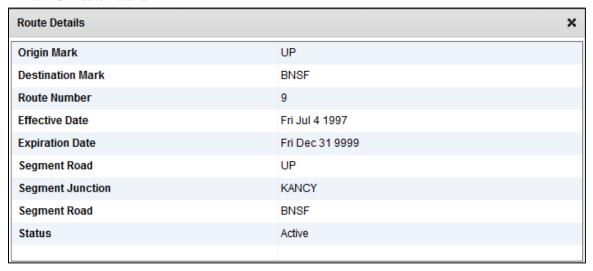
From a successful search for Route records, details can be viewed from the search results window (see Exhibit 17).

Note: This feature is only available to users who are configured through SSO.

Use the following procedure to display the details of a found Route:

1. Select a found Route in the search results window. The Route Details window is displayed (Exhibit 18).

Exhibit 18. Route Details



2. Use the available scroll bar to view details that extend beyond the visible window.

Commodity

Commodity

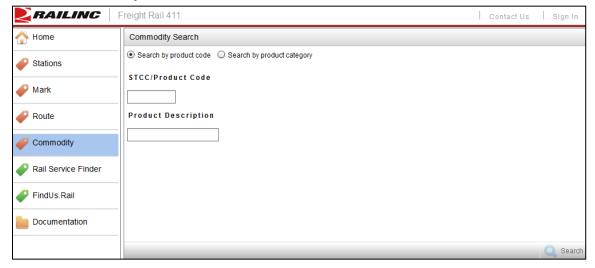
Overview



The Commodity module provides access to Standard Transportation Commodity Codes (STCC) IRF data. Standard Transportation Commodity Codes contain specific product information used on waybills and other shipping documents. A STCC code is a seven digit numeric code representing 38 commodity groupings. The interface allows the user to search and view Commodity information.

To open the Commodity module, select **Commodity** from the Freight Rail 411 menu. The Commodity Search interface is displayed (see <u>Exhibit 19</u>).

Exhibit 19. Commodity Search Interface



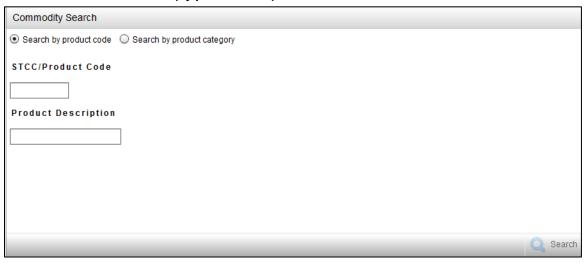
Searching Commodities

This section describes how perform searches for Commodities. It additionally describes how to view result details.

Use the following procedure to search for Commodities:

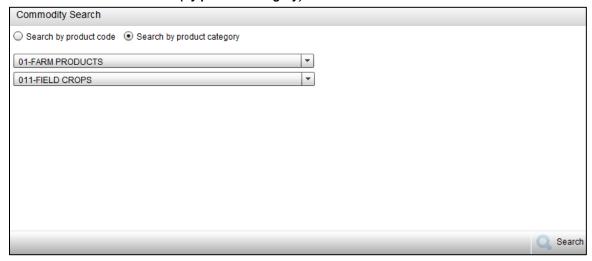
- 1. Use the radio button to select to search by either **Product Code** (see <u>Exhibit 20</u>) or **Product Category** (see <u>Exhibit 21</u>).
- 2. Complete the search fields for either a search by Product Code or by Product Category.
 - a. For a Product Code search, complete the available field for the **STCC/Product Code** and **Product Description**.

Exhibit 20. STCC Search Tool (by product code)



b. For a Product Category search, use the drop downs to select the primary and subproduct group.

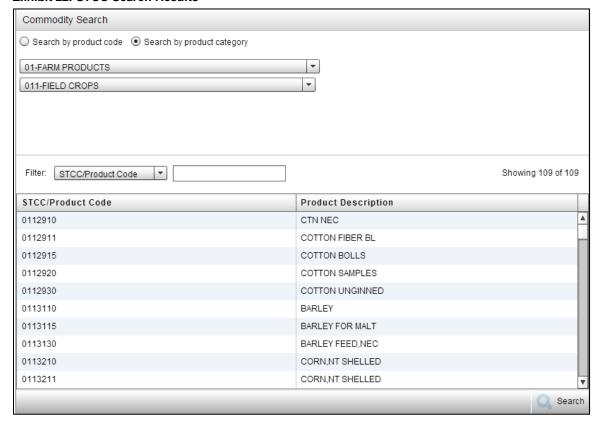
Exhibit 21. STCC Search Tool (by product category)



3. Select the **Search** button to initiate the search. Search results are displayed (Exhibit 22).

Note: The **Search** button is disabled until at least one search criterion is entered.

Exhibit 22. STCC Search Results



- 4. Perform one of the following actions:
 - a. Use the **filter** option to filter the displayed data (see <u>Filtering Data</u>).
 - b. Select a listed STCC to display its details (see <u>Displaying STCC Details</u>).

Displaying STCC Details

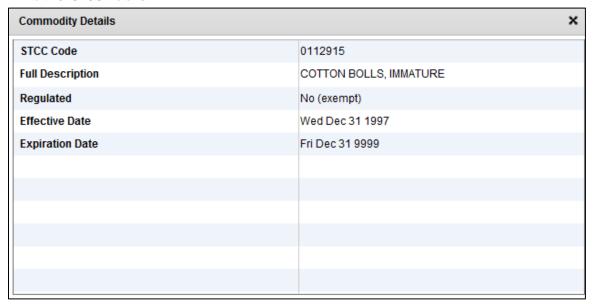
From a successful search for STCC records, details can be viewed from the search results window (see Exhibit 22).

Note: This feature is only available to users who are configured through SSO.

Use the following procedure to display the details of a found STCC:

1. Select a found STCC in the search results window. The STCC Details window is displayed (Exhibit 23).

Exhibit 23. STCC Details



2. Use the available scroll bar to view details that extend beyond the visible window.

FindUs.Rail

FindUs.Rail is a web-based centralized database that allows users to review and manage their company's contact information. It helps railroad departments, private car owners, and leasing companies stay connected. Users are able to query contacts and agency relationships for industry functions and roles.

With FindUs.Rail, contacts are organized under various categories, each managed by Company Administrators. Administrators can add, update, and delete contacts for the categories they manage. The Railinc Application Administrator is responsible for adding and removing categories.

The FindUs.Rail free look-up tool lets you conduct first level searches of contacts, agencies and railcar marks at no charge.

To open FindUs.Rail from Freight Rail 411, select **FindUs.Rail** from the Freight Rail 411 menu. FindUs.Rail opens in a new browser tab.

Click here to use the FindUs.Rail free look-up tool. (https://www.railinc.com/findusrail/pub/homeAction.do)

Rail Service Finder Overview

Rail Service Finder

Overview

Rail Service Finder (RSF) gives rail customers and railroads convenient access to data required for shipping by rail through a single, easy-to-use tool. RSF's primary benefits are:

Convenience: With RSF, users have a single tool where they can look up and view critical information for shipping freight by rail.

Productivity: The ability to identify and view company contact data and their serving carriers via a single tool improves productivity by enabling rail shippers to make shipping decisions quickly.

Time Savings: RSF saves time by eliminating the need for users to search many resources and contacts to execute tasks that are routine but required for shipping by rail.

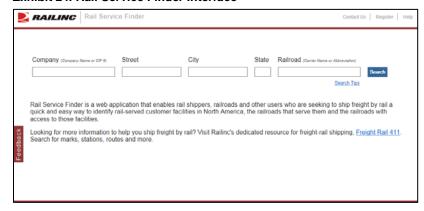
RSF gives rail shippers, railroads, and car owners convenient access to required data for shipping by rail through a single application. With RSF, users can:

- Access company contact information (including full mailing address) through a single location
- Identify serving and connecting carriers for their own or their customers' location(s)
- View a list of summary results for companies by location
- View a detailed result for each company location and its serving carriers
- View switch status
- Verify customer name, rail station names and receiving party address
- Access a company's ship-to locations in North America
- View the shortline railroads that serve a particular customer

Rail customers and others interested in shipping by rail previously had to log in to an increasing number of applications to access the required shipping data. RSF gives rail shippers, in particular, convenient access to data required for shipping by rail through a single source, enabling them to save time and enhance productivity. RSF data comes from the Railinc-maintained industry Serving Carrier/Reciprocal Switch (SCRS) file. Updated by railroads, this file requires special permissions and is geared toward a railroad audience. RSF uses the same robust data found in SCRS to provide rail shippers and other interested parties with an easy-to-use and easy-to-understand, single resource for shipping freight by rail.

To open the Rail Service Finder module, select **Rail Service Finder** from the menu (Exhibit 24).

Exhibit 24. Rail Service Finder Interface



Searching Rail Service Records

This section describes how to perform searches for Rail Service records. It additionally describes how to view result details. Only public records that have both a CIF and SCRS record are displayed.

Use the following procedure to search for companies with Rail Service records:

- 1. Complete one of the available search fields (see Exhibit 24). The Railroad field requires input in one of the other fields first. Follow these search tips, which are available through the Search Tips link. In the Company, Street, City, and State fields, your search will return all results that contain the search term you enter. To narrow your results, use an asterisk (*) at the front of your search term to get the results that end with the term. Use the asterisk at the end to get results that begin with the term.
 - a. **Company Name** or **CIF** #: Enter full or partial company name or nine-digit Customer Identification Number (CIF), if available.
 - Street, City or State: City and State searches return results for Company and Rail Stations that match.
 - c. **Railroad:** This is a type-ahead field. Begin by entering the first letter of the carrier for a list of roads that begin with the character. Enter a carrier's full abbreviation to get an instant match. Use this field in conjunction with one or both of the other search parameters to further narrow the search results by Railroads that act as serving and/or connecting carriers.
- 2. Select the **Search** button to initiate the search or select Enter/Return on the keyboard. Search results are displayed (Exhibit 25).

Note: If no search results are found, a page is displayed with links to railroad contact information for Class 1 railroads (Exhibit 26).



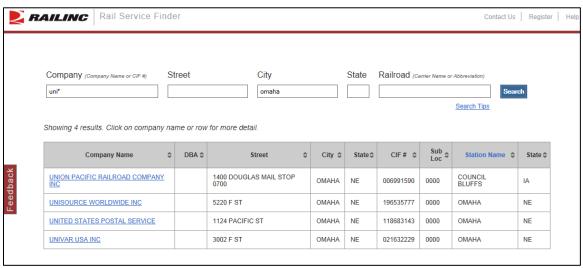
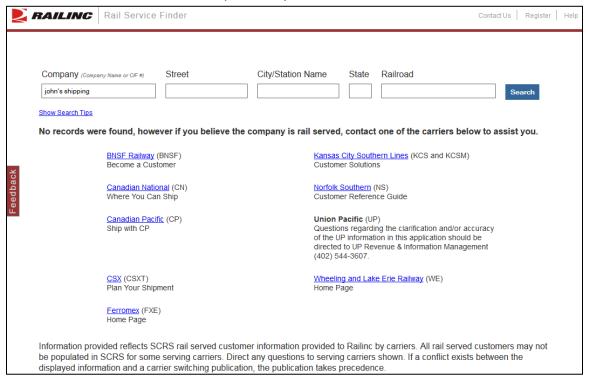


Exhibit 26. Rail Service Finder Search (no results)



3. Select one of the displayed search results to view its details (Exhibit 27).

Exhibit 27. Rail Service Finder Details



- 4. The Details page for a company contains information regarding the serving and connecting carriers (when applicable) and describes service restrictions if any exist. This information can be used to identify which carrier(s) to contact for freight rate and routing information.
- 5. Select the **X** to close the Details page and return to the search results.

Documentation Overview

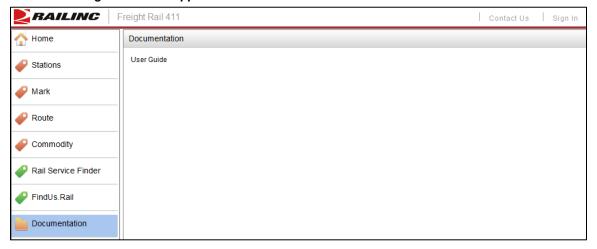
Documentation

Overview

The Documentation module allows users to download the latest version of this user guide.

To open the Documentation module, select **Documentation** from the menu (Exhibit 28).

Exhibit 28. Freight Rail 411 Support Documentation



Downloading the User Guide

Use the following procedure to download the Freight Rail 411 User Guide:

1. From the Freight Rail 411 Support Documentation page (see Exhibit 28), select the <u>User Guide</u> link. The User Guide PDF opens in Adobe Acrobat (see Exhibit 29).

Exhibit 29. Freight Rail 411 User Guide PDF



2. Use the tools within Acrobat to print or save the User Guide.