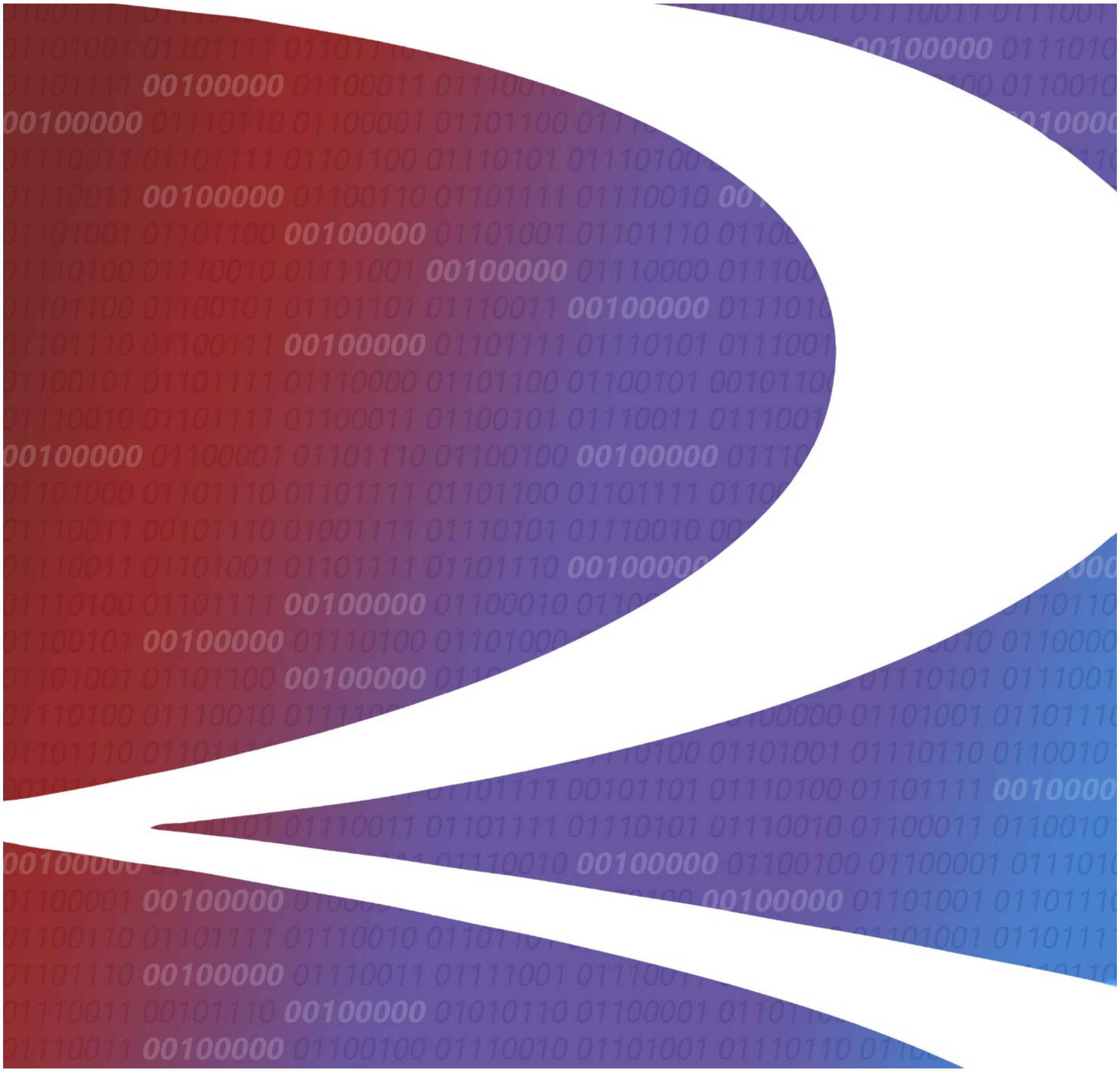

LMIS Traction Motor Recovery Management User Guide

Last Updated: December 2025

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List of Exhibits

Learning about LMIS Traction Motor Recovery Mgmt

LMIS Traction Motor Recovery Management is an application that offers railroads a way to designate specific points of contact and location information when traction motors (TMs) are removed. Parties involved in a TM removal can communicate through the tool ensuring accurate information and updates are provided and necessary action is taken. This promotes faster and more efficient recovery for the owning road and provides the removing road with the information needed to start the initial billing of a traction motor, if necessary.

Traction Motor Recovery Management is an application module within the Locomotive Management Information System (LMIS).

Overview

This document describes how to use Traction Motor Recovery through the following major sections:

- Getting Started describes how to access and login to the system.
- Viewing Traction Motor Removals describes how to view removal submissions from your company and other companies. This is available to all users.
- Creating a Traction Motor Removal Submission describes how to create a removal submission. This is available only to Traction Motor Users.
- Managing Pick Up Information describes how to manage pickup removal information that is used in the removal submission. This is available only to Traction Motor Users.

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

Traction Motor Recovery Management is an application module within the LMIS application suite, which uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, go to the Railinc portal at https://public.railinc.com/ and select the **Customer Login** link in the top right of the page.

Registering to Use Railinc SSO

Each LMIS Traction Motor Recovery user must register to use Railinc 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 Traction Motor Recovery Management within SSO.

Requesting Access to Traction Motor Recovery

After you receive authorization to use Railinc SSO, you must request access to LMIS by following instructions in the *Railinc Single Sign-On and Launch Pad User Guide*.

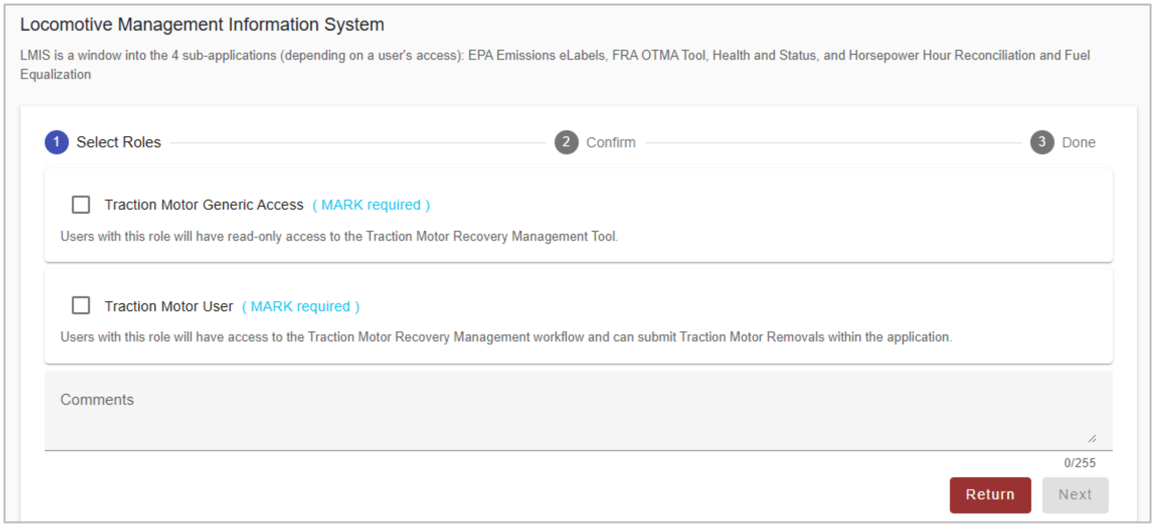
Your level of access and authorization for LMIS Traction Motor Recovery is determined when you request access through Railinc SSO. Exhibit 1 shows the roles specific to Traction Motor Recovery. Only one role should be assigned to a User ID.

Exhibit 1. Traction Motor Recovery User Roles and Tasks

Role	Description
Traction Motor User	Provides access to the Traction Motor Recovery workflow and allows users to submit Traction Motor Removals.
Traction Motor Generic Access	Provides read-only access to the Traction Motor Recovery application.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the SSO interface (Exhibit 2).

Exhibit 2. LMIS Traction Motor Request Permissions



Choose your role and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in to LMIS and begin using Traction Motor Recovery. You can set up your contact information in FindUs.Rail to help in receiving email notifications related to Traction Motor Recovery submissions and to receive the Traction Motor Recovery weekly status report (see Registering to Use FindUs.Rail below for more information).

Registering to Use FindUs.Rail

Important: To set up default contacts (email addresses) for receiving email notifications about submissions created using Traction Motor Recovery and/or to receive the weekly Traction Motor Recovery status report, use FindUs.Rail, a Railinc application that serves as a central directory of contacts for the rail industry.

If you do not have access to FindUs.Rail, you can request access to the FindUs.Rail application as described in the *Single Sign-On and Launch Pad User Guide*. When you are prompted to select a role, select **Contact Company Admin for MARK** unless you need permission to approve FindUs.Rail access requests for other users at your company (in that case, select **FindUsRail Company Admin**). It may take up to two business days to process your request.

Once you have access to FindUs.Rail (or if you already have access), use the following procedure to set up FindUs.Rail to work with Traction Motor Recovery:

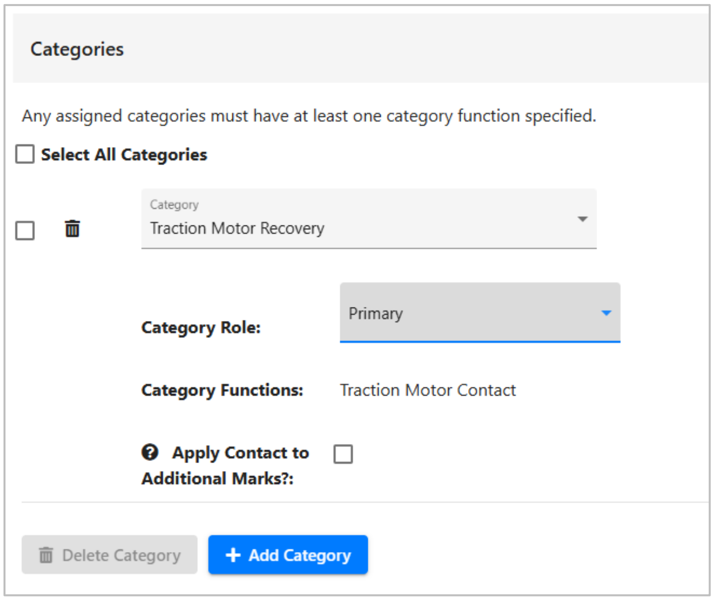
1. Log in to https://public.railinc.com/ and select **FindUs.Rail** in the My Applications portlet.

2. Select **Contacts** from the menu bar, and then select **Add Contact**.

3. Complete the fields in the Contact section. Required fields are labeled in red. In the **Email** field, enter the email address where you would like to receive notifications from Traction Motor Recovery. You can enter a group email in this field if you want multiple contacts to receive notifications.

4. In the Categories section, select **Traction Motor Recovery** from the Category drop-down (see Exhibit 3).

Exhibit 3. FindUs.Rail Add Contact Categories Section



To pre-populate Traction Motor Recovery contact information, set up one email address with the category role of **Primary** for the **Traction Motor Recovery** category and/or **Traction Motor Recovery** function. Adding contact information into FindUs.Rail automatically populates the appropriate contact information into Traction Motor Recovery so that the contact information doesn't need to be reentered every time you use Traction Motor Recovery. Users can add, edit or remove pre-populated contacts while creating the traction motor removals.

5. If you are the primary Traction Motor Recovery contact for your company, select **Primary** in the Category Role field, and then select **Traction Motor Recovery** in the Category Functions area.

   If you are the primary Traction Motor Recovery contact, select **Primary** in the Category Role field, and then select **Traction Motor Contact** in the Category Functions area. Contact emails can be overridden in the Traction Motor Recovery application.

   Note: There can only be one primary contact per category, but there can be many secondary contacts. If a primary contact already exists for a category, simply add yourself as a secondary contact.

6. As needed, set up the remaining category functions. If there is no primary contact specified for a category function, you can select **Primary**. If you want to be a secondary contact for the remaining category functions, select **Add** to add a new category, select **Traction Motor Recovery** from the Category drop-down, select **Secondary**, and select the checkboxes for the remaining category functions.

7. When you have completed the Contact and Categories sections, select **Save** at the bottom right of the page. The contact information is saved and will be used to send email notifications for Traction Motor Recovery submissions.

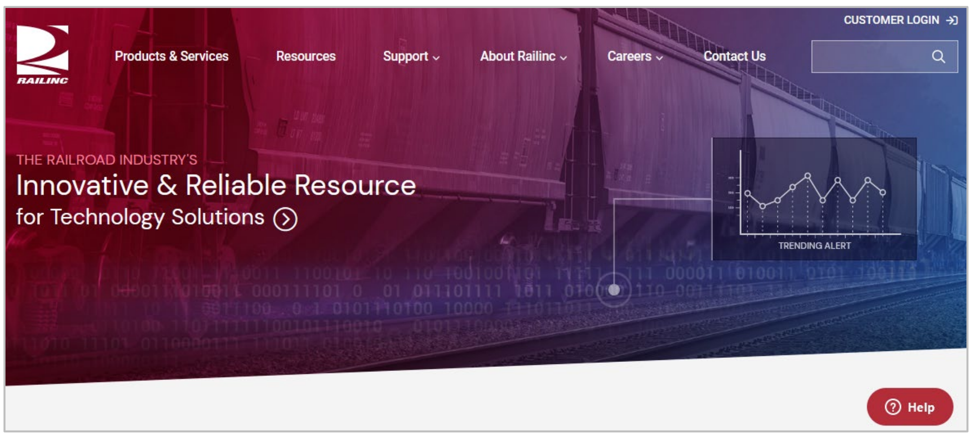
Refer to the [FindUs.Rail web page] for more information, including a user guide and demos.

Logging In

Use the following procedure to log into LMIS Traction Motor Recovery:

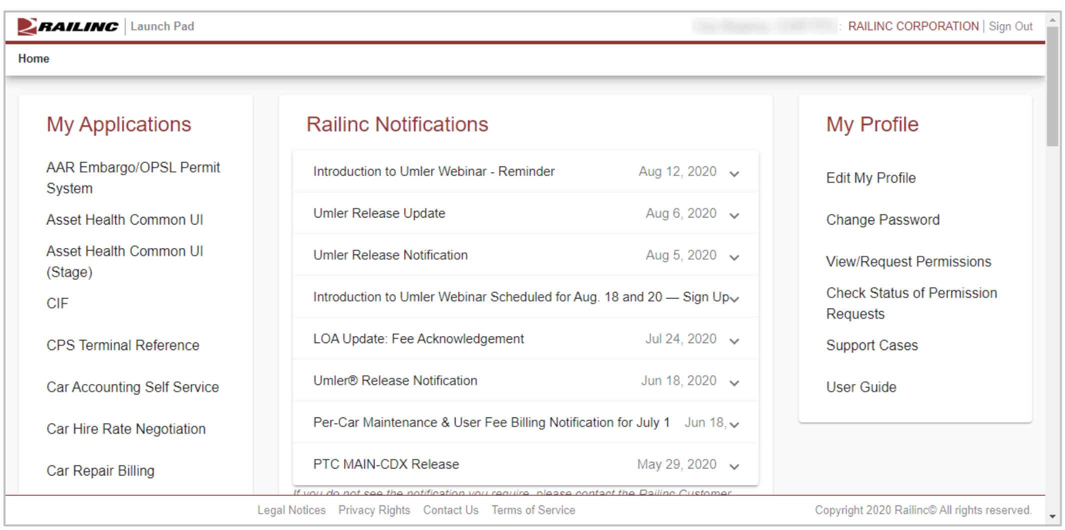
1. Open your internet browser.
2. Enter the following URL: https://public.railinc.com/. The Railinc Welcome page is displayed (Exhibit 4).

Exhibit 4. 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 (Exhibit 5).

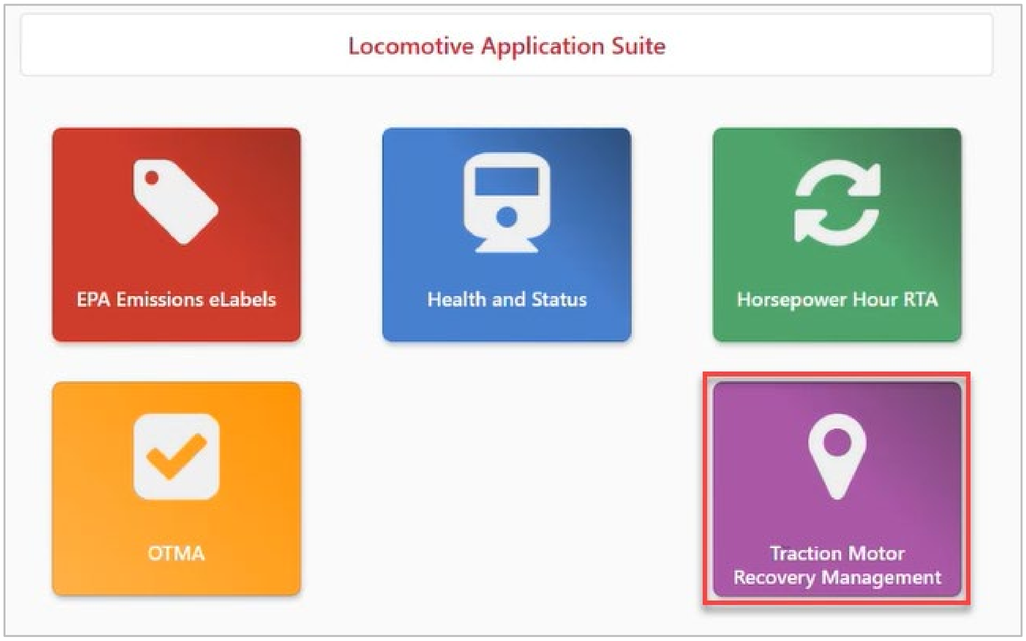
Exhibit 5. Railinc Launch Pad



5. Under **My Applications**, select **Locomotive Management Information System** (you may need to scroll down). If you have access to more than one LMIS module, the Locomotive

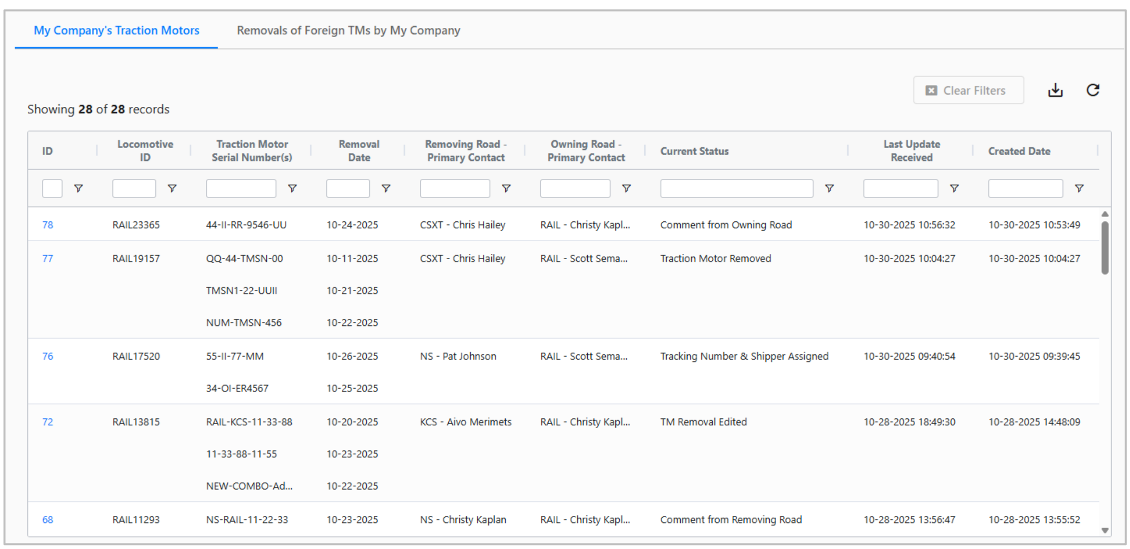
Application Suite page is displayed (Exhibit 6). If you have permission for only one LMIS application module, you are directed to the application module for which you have access, bypassing the suite page.

Exhibit 6. Traction Motor Recovery Icon Highlighted



6. Select the **Traction Motor Recovery Management** icon. The Traction Motor Recovery Removals page is displayed (Exhibit 7).

Exhibit 7. Home/My Company's Traction Motors Tab



The Traction Motor Recovery menu bar contains the following items:

Home Return to the Home/Traction Motor Removals page. This page provides tabs that display traction motors removals created for my company and traction

	motor removals created by my company. See Viewing Traction Motor Removals for column descriptions and additional information.
Create TM Removal	Create a traction motor removal submission. See Creating a Traction Motor Removal Submission for more information.
Manage Pick Up Info	Set traction motor pick up information. This information is used when creating traction motor removal submissions. See Managing Pick Up Information for more information.
User Guide	View the *LMIS Traction Motor Recovery User Guide*.

Logging Out

Select the **Sign Out** link to end a Traction Motor Recovery session.

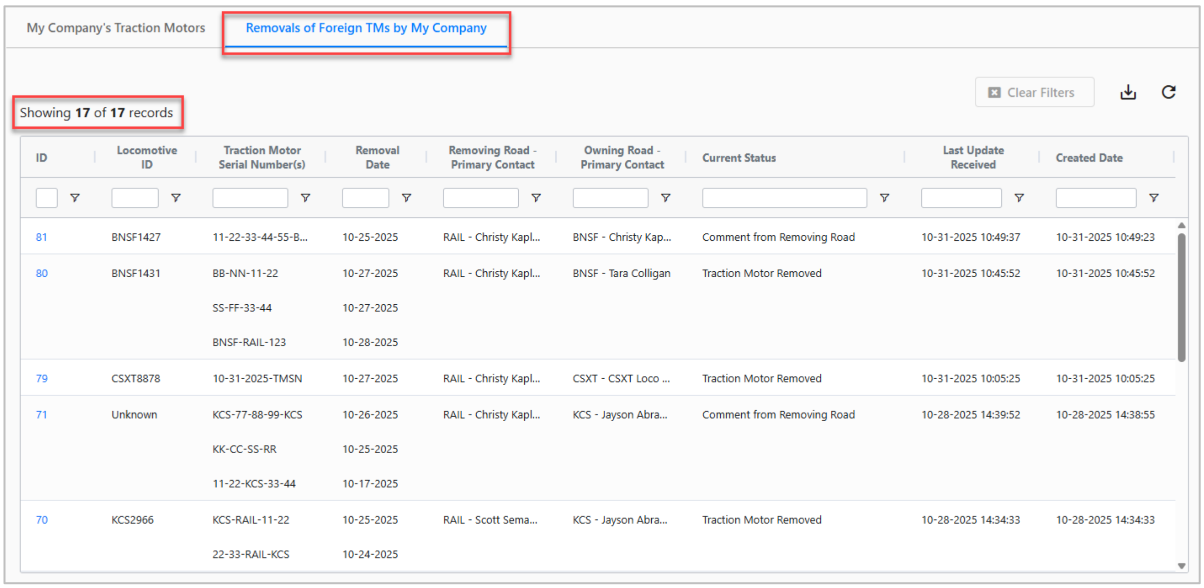
Working with Traction Motor Recovery

The Traction Motor Recovery application module enables all users to view traction motor removal submissions associated with their company.

View Traction Motor Removals

The Home page displays the Traction Motor Removals, which defaults to the **My Company's Traction Motors** tab listing your railroad's Traction Motor Removal submissions (Exhibit 7). Select the **Removals of Foreign TMs by My Company** tab to display submissions made by your company (Exhibit 8). All users can view submissions associated with their company.

Exhibit 8. Home/Removals of Foreign TMs by My Company Tab



ID	Locomotive ID	Traction Motor Serial Number(s)	Removal Date	Removing Road - Primary Contact	Owning Road - Primary Contact	Current Status	Last Update Received	Created Date
81	BNSF1427	11-22-33-44-55-B...	10-25-2025	RAIL - Christy Kapl...	BNSF - Christy Kap...	Comment from Removing Road	10-31-2025 10:49:37	10-31-2025 10:49:23
80	BNSF1431	BB-NN-11-22 SS-FF-33-44 BNSF-RAIL-123	10-27-2025 10-27-2025 10-28-2025	RAIL - Christy Kapl...	BNSF - Tara Colligan	Traction Motor Removed	10-31-2025 10:45:52	10-31-2025 10:45:52
79	CSXT8878	10-31-2025-TMSN	10-27-2025	RAIL - Christy Kapl...	CSXT - CSXT Loco ...	Traction Motor Removed	10-31-2025 10:05:25	10-31-2025 10:05:25
71	Unknown	KCS-77-88-99-KCS KK-CC-SS-RR 11-22-KCS-33-44	10-26-2025 10-25-2025 10-17-2025	RAIL - Christy Kapl...	KCS - Jayson Abra...	Comment from Removing Road	10-28-2025 14:39:52	10-28-2025 14:38:55
70	KCS2966	KCS-RAIL-11-22 22-33-RAIL-KCS	10-25-2025 10-24-2025	RAIL - Scott Sema...	KCS - Jayson Abra...	Traction Motor Removed	10-28-2025 14:34:33	10-28-2025 14:34:33

The Traction Motor Removals tabs list the following columns of information:

ID — A numeric identifier for the submission. Select an ID link to view the details and work with the submission.

Locomotive ID — The equipment ID of the locomotive associated with the traction motor.

Traction Motor Serial Number(s) — The serial number for the traction motor.

Removal Date — The date the traction motor was removed from the locomotive.

Removing Road & Primary Contact — The road that facilitates the removal of the traction motor.

Owning Road & Primary Contact — The owner/lessee of the traction motor.

Current Status	Status of removal and return process.
Removal Date	The date the traction motor was removed from the locomotive.
Last Update Received	The date when the submission was last updated.
Created Date	The date the removal submission was originally submitted.

For both tabs, the current and total number of Traction Motor Removals is displayed at the top right. If the current number is less than the total number, this indicates that a filter has been applied. Select the **Clear Filters** button to clear all of the filters and see all of the Traction Motor Recovery records.

Select the **ID** link for a submission when you want to view or edit the details (see Edit a Traction Motor Removal).

To change the column order, select and drag the column title of the column to the right or left.

Sort any column by selecting the title of a column. An arrow to the right of the column header indicates the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

Filter any column by entering text into a filter box below a column title. Use advanced column filtering options by selecting the filter icon ( ) to the right of a filter box.

Select the download icon ( ) to download the currently displayed list of Traction Motor Removals as a CSV file. Any filters applied at the time of download are reflected in the contents of the CSV file.

In addition, if you have the Traction Motor User permission, you can select **Create TM Removal** from the main menu to create a Traction Motor Removal Submission (see Creating a Traction Motor Removal Submission).

Creating a Traction Motor Removal Submission

The Traction Motor Recovery application module enables you to create traction motor removal.

Only users with the Traction Motor User permission can create locomotive Traction Motor submissions. Generic users have read-only access and can only view these submissions on the Home page.

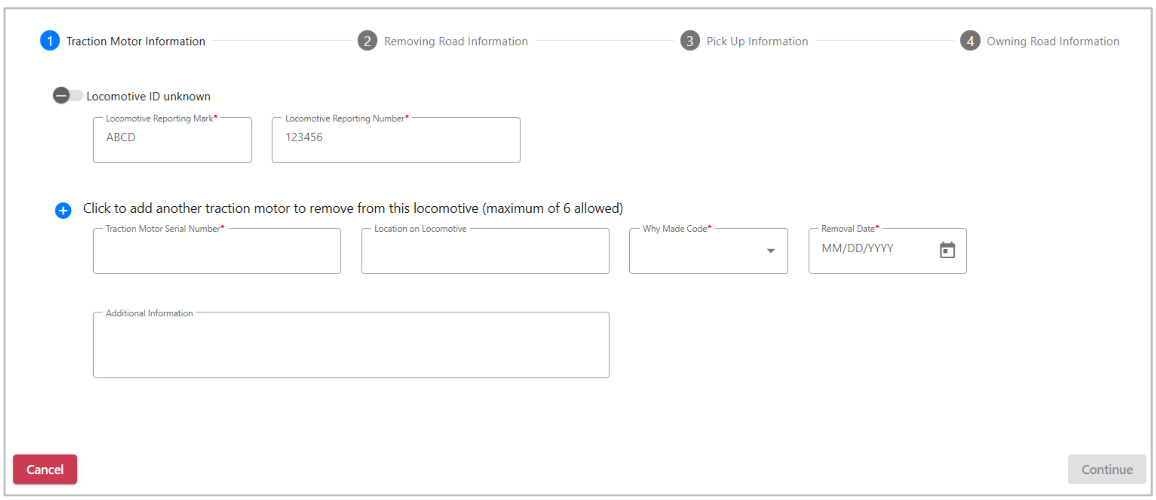
To register and set up your contact information in FindUs.Rail for traction motor removal, see Registering to Use FindUs.Rail prior to creating your first submission.

Create a Traction Motor Removal

Use the following procedure to create a Traction Motor Removal submission:

1. From the main menu, select **Create TM Removal**. The first page of the submission is displayed for Traction Motor Information.

Exhibit 9. Create TM Removal – Traction Motor Information



   a. If the Locomotive ID is known: Enter the **Locomotive Reporting Mark** and **Locomotive Reporting Number**. When these fields are entered, the Locomotive ID is used to verify it is registered in the Umler® system and contact information is pulled from FindUs.Rail to pre-populate the Lessee or Umler Owner for the Owning Road Information fields near the end of the submission. If the Locomotive ID is valid, you can continue to step 2. If not, follow step b to toggle off the Locomotive ID fields, then continue with your submission.

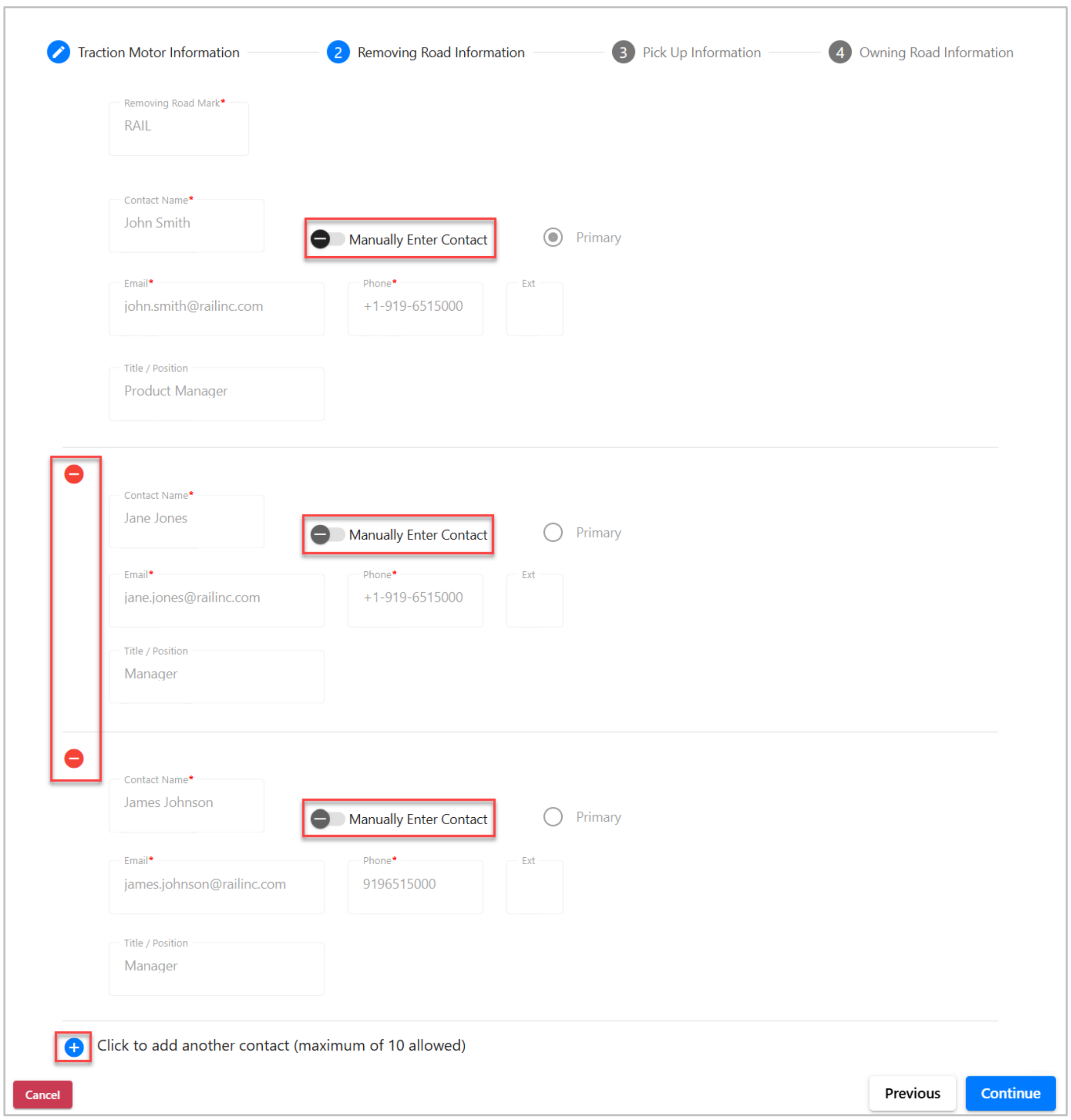
   b. If the Locomotive ID is unknown: Select the **Locomotive ID Unknown** toggle button. The **Locomotive Reporting Mark** and **Locomotive Reporting Number** fields are disabled.

Exhibit 10. Toggle On Locomotive ID Unknown

2. **Traction Motor Serial Number** and **Location on Locomotive** are free form fields. Select the **Why Made Code** (provided by Locomotive Billing Repair) from the drop-down list to provide why the locomotive was removed. Select the calendar icon to choose the **Removal Date**.

3. Once all required fields marked with a red asterisk are entered, select **Continue**. The next section of the submission is displayed for the Removing Road Information with pre-populated contact information from FindUs.Rail associated with your mark.

Exhibit 11. Create TM Removal – Removing Road Information



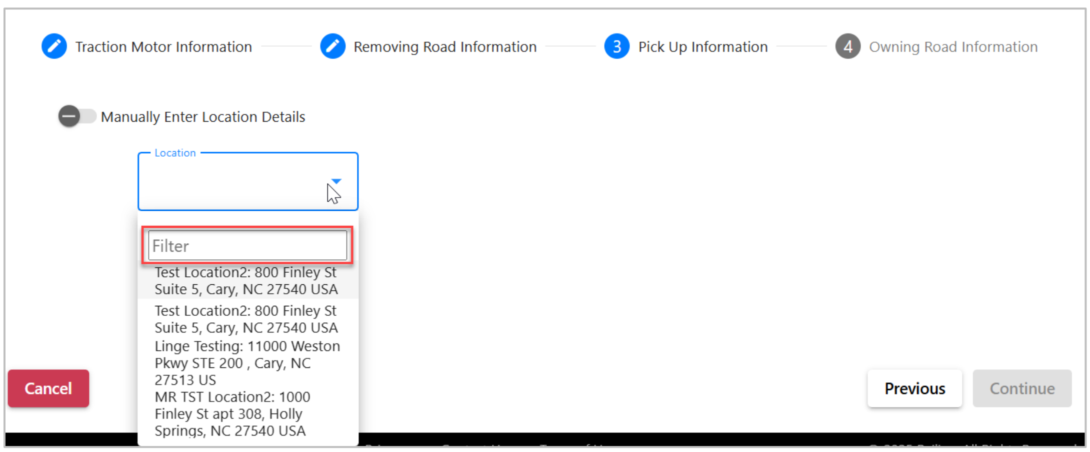
4. Enter the **Removing Road Mark** and **Contact** information. Include the Primary contact, and any additional contacts as appropriate. Click the plus icon at the bottom of the page to add contacts. You must have at least two contacts for the removing road, and you can add up to a total of ten (10) contacts.

5. Pre-populated and added contact information can be edited by selecting the **Manually Enter Contact** toggle button. Use this toggle button if you want to change the **Primary** contact. Changes will be saved for the removal when it is submitted but does not update any information in FindUs.Rail. See Registering to Use FindUs.Rail for details on how to update FindUs.Rail.

   Use the minus icon on the left above a contact to remove the associated contact. Primary contacts cannot be removed, but you can change the primary by using the **Manually Enter Contact** toggle button to select another contact as the primary. Once a contact is no longer the primary contact, it can be removed.

6. Once all required fields have been entered for two or more contacts, select **Continue**. The Pick Up Information page is displayed.

Exhibit 12. Create TM Removal – Pick Up Information

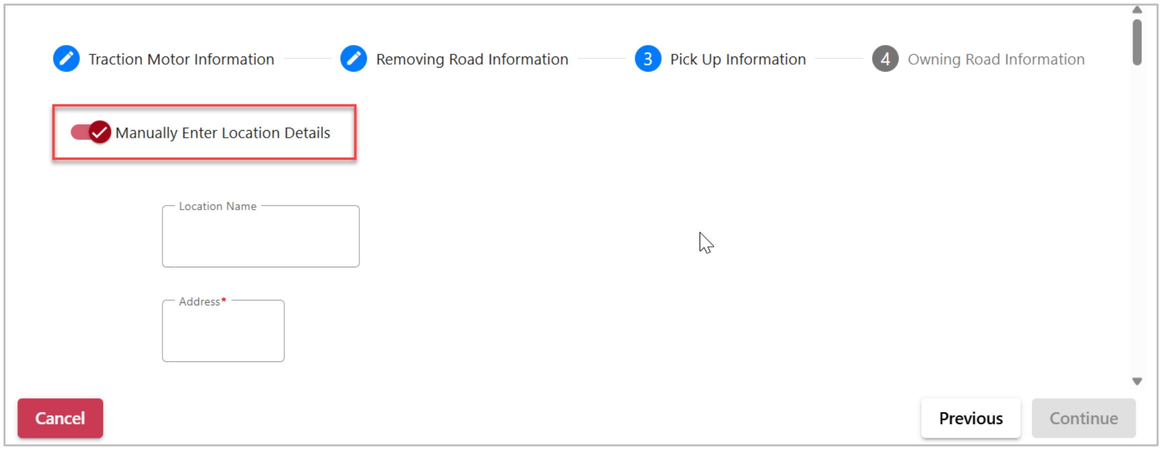


7. Select a pre-set **Location** from the drop-down list. Pre-set locations can be edited as appropriate. Editing it here will only save to the current submission and will not save your changes for future submissions. See Managing Pick Up Information to update a location for any future submissions.

8. To search for a location from the **Location** drop-down list, enter search criteria in the **Filter** field (e.g., the city or name of the shop) to narrow the list.

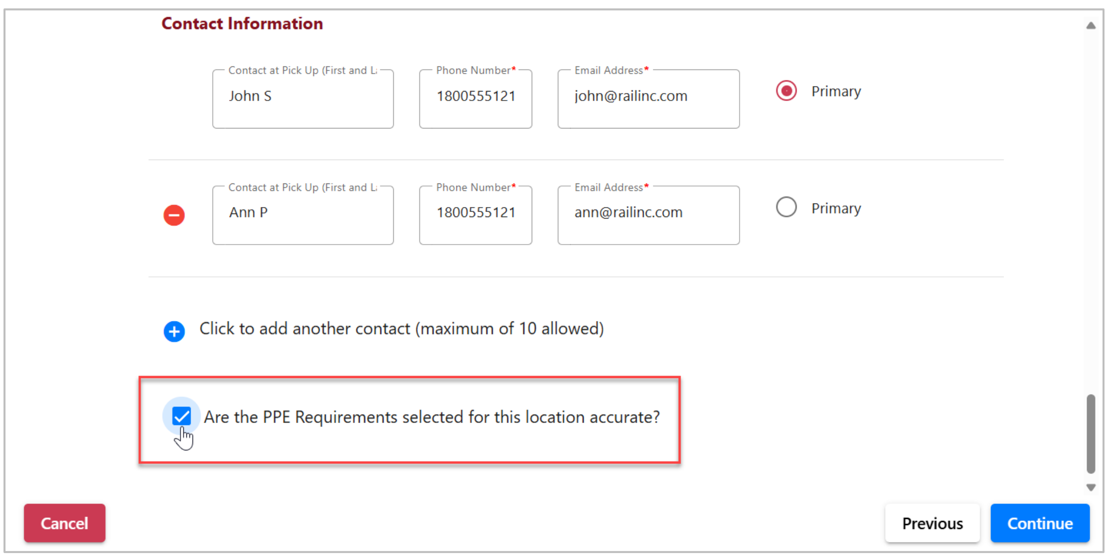
9. If a location is not listed, you can manually enter location details by selecting the toggle and entering all required location details marked with a red asterisk. Adding a location here adds it to the current submission but will not add it to the Locations drop-down list for any future submissions. See Managing Pick Up Information for details on how to add locations that can be selected from the Location drop-down list for any future submissions.

Exhibit 13. Create TM Removal – Manually Enter Location



10. If you selected an existing location, you will be prompted at the bottom of the page to verify that the PPE Requirements selected are accurate by selecting the checkbox. Once this is selected, the Continue button will be activated.

Exhibit 14. Create TM Removal – Acknowledge PPE Requirements are Accurate



11. Select **Continue**. The Owning Road Information page is displayed.

    a. If the Locomotive ID is known and was entered into the Traction Motor Information section, the owner/lessee contacts will be pre-populated from FindUs.Rail (Exhibit 15). To register and set up your contact information in FindUs.Rail for traction motor removal, see Registering to Use FindUs.Rail.

    b. If the Locomotive ID is not known, the owner/lessee contacts must be manually entered (Exhibit 16).

Exhibit 15. Create TM Removal – Owning Road Information – With Locomotive ID

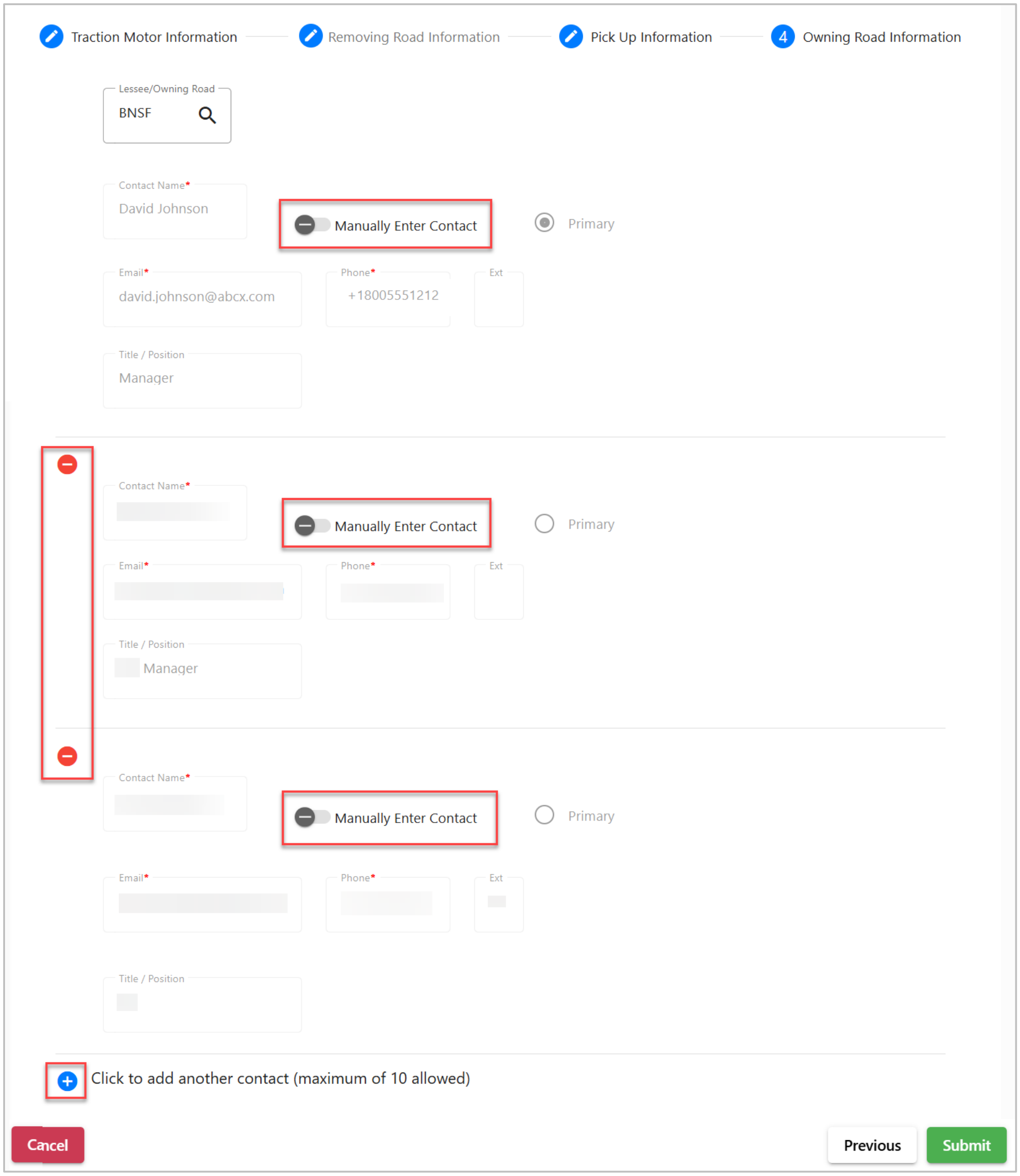
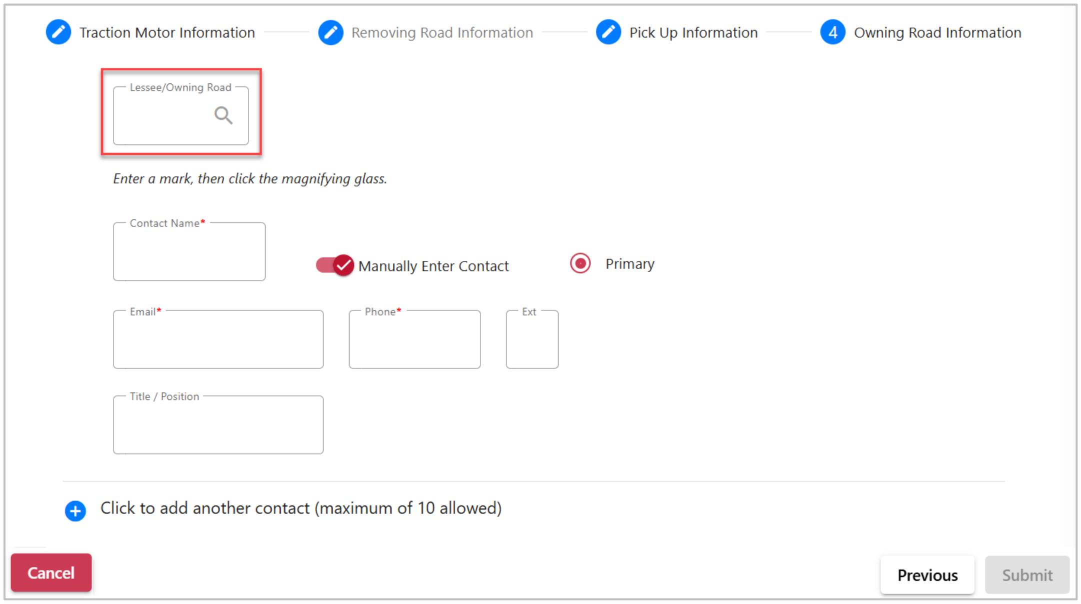


Exhibit 16. Create TM Removal – Owning Road Information – No Locomotive ID



12. Select the **Manually Enter Contact** toggle to add or change contact information and Primary contact.

    To search for a company mark that you believe is related to the removed traction motor, enter the mark and select the search icon.

    Adding or changing any contact information in this submission only updates this submission, and does not change it in future submissions or update FindUs.Rail.

13. Select the + blue icon to enter additional contacts and select the – red icon to remove a contact.

14. Only one Owning Road contact is required and one contact must be selected as the **Primary** contact.

15. Return to previous sections at any time to make changes by selecting the **Previous** button or select one of the tasks at the top of the page.

16. Once all sections are completed, select **Submit** to submit the removal submission. The Traction Motor Removal details page is displayed (Exhibit 17 and Exhibit 18). See Edit a Traction Motor Removal for more information.

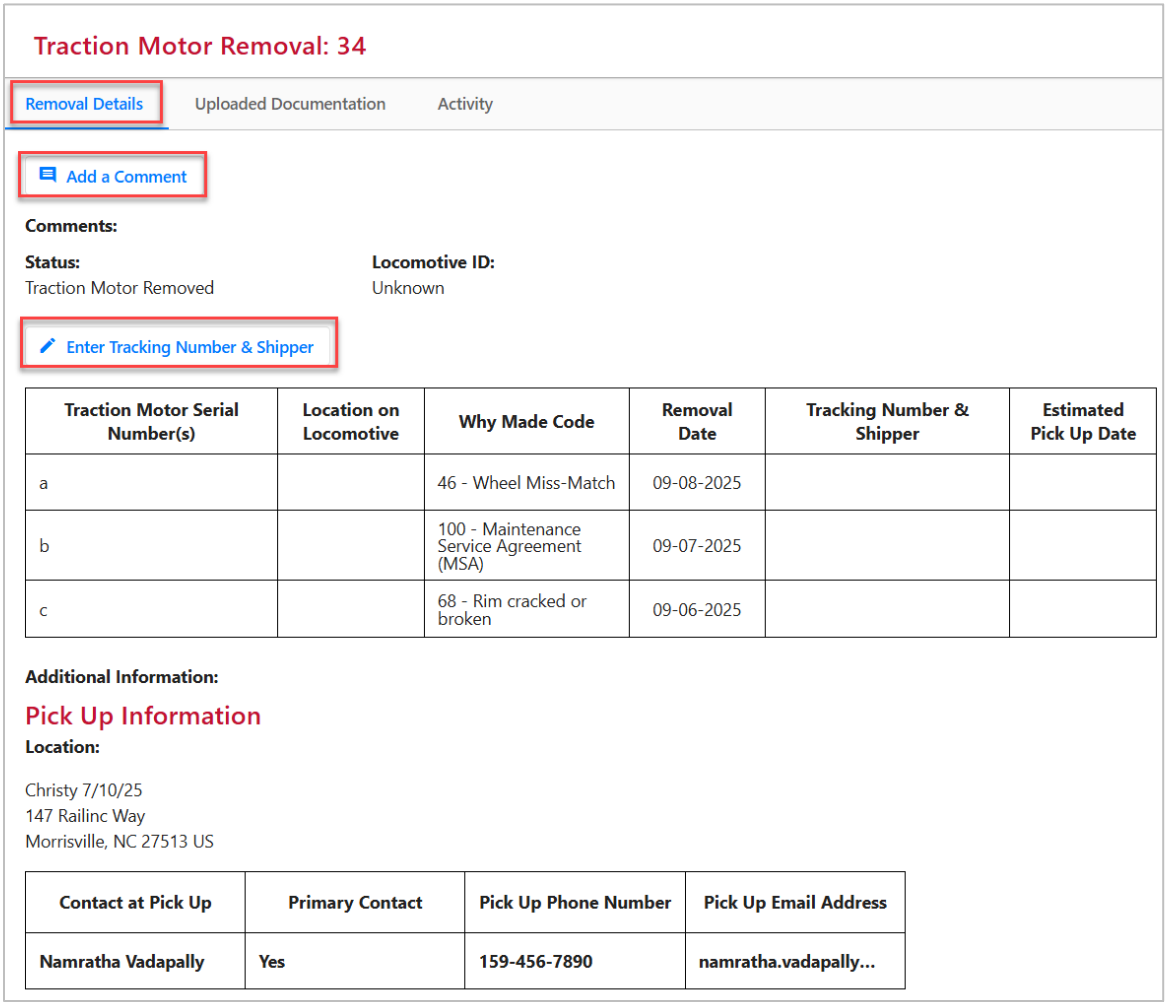
    If the removal submission was submitted for a traction motor owned by another company, it will appear in the **Removals of Foreign TMs by My Company** tab on the Home page (Exhibit 8). If the submission was for a traction motor owned by your company, it will appear in the **My Company's Traction Motors** tab on the Home page (Exhibit 7).

    All contacts will receive an email notification that provides the details of the submission and the details will also be available to you in the application.

Edit a Traction Motor Removal

When you submit a traction motor removal, the removal details page is displayed. Your traction motor removal submissions are also listed on the **Home** page (Exhibit 7). Select the **ID** link of the traction motor you want to view or edit. The Removal Details tab is displayed.

Exhibit 17. Traction Motor Removal Details – Top



Traction Motor Removal: 34

Removal Details | Uploaded Documentation | Activity

Add a Comment

Comments:

Status: Traction Motor Removed

Locomotive ID: Unknown

Enter Tracking Number & Shipper

Traction Motor Serial Number(s)	Location on Locomotive	Why Made Code	Removal Date	Tracking Number & Shipper	Estimated Pick Up Date
a		46 - Wheel Miss-Match	09-08-2025		
b		100 - Maintenance Service Agreement (MSA)	09-07-2025		
c		68 - Rim cracked or broken	09-06-2025		

Additional Information:

Pick Up Information

Location:

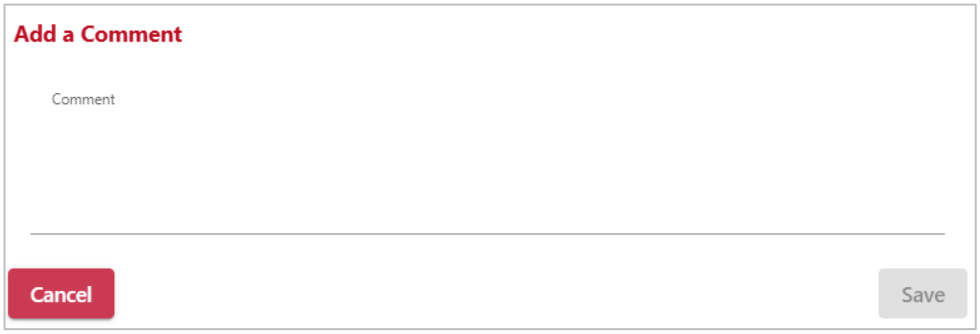
Christy 7/10/25
147 Railinc Way
Morrisville, NC 27513 US

Contact at Pick Up	Primary Contact	Pick Up Phone Number	Pick Up Email Address
Namratha Vadapally	Yes	159-456-7890	namratha.vadapally...

Add a Comment

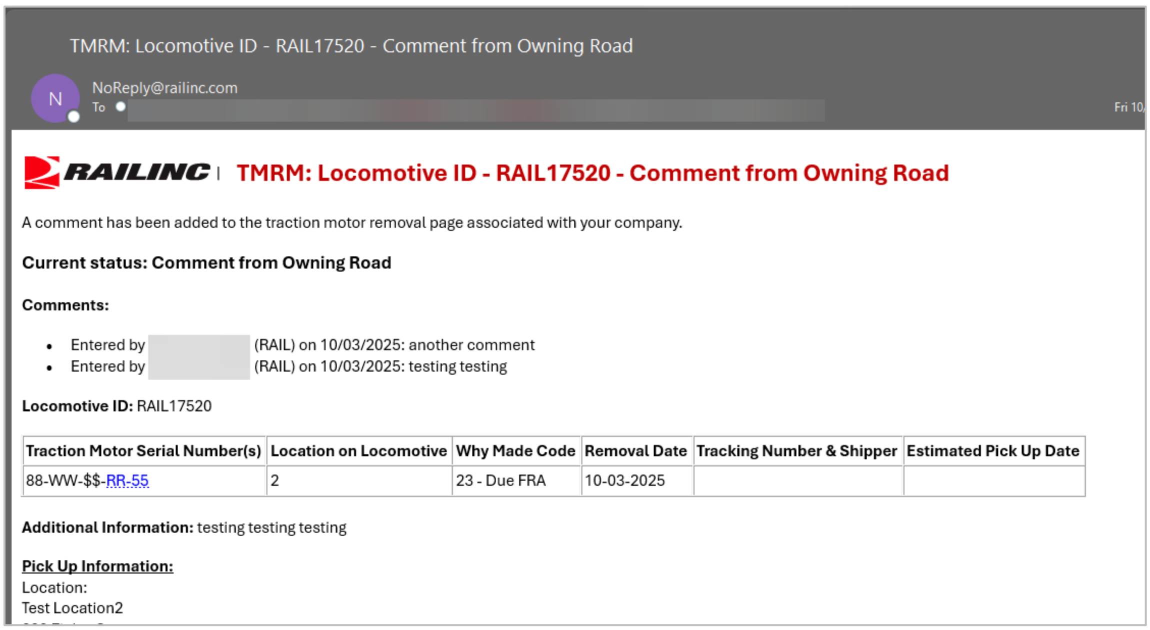
Removing and owning roads associated with the submission can add a comment to communicate with each other about the submission. Select the **Add a Comment** button, enter your comment and select **Save**. Comments appear in descending order, so the most recent comment will be at the top.

Exhibit 18. Add a Comment Pop-Up



When any changes are made to a submission, including adding a comment, an email is sent to all contacts associated with the submission.

Exhibit 19. Traction Motor Removal Email Example



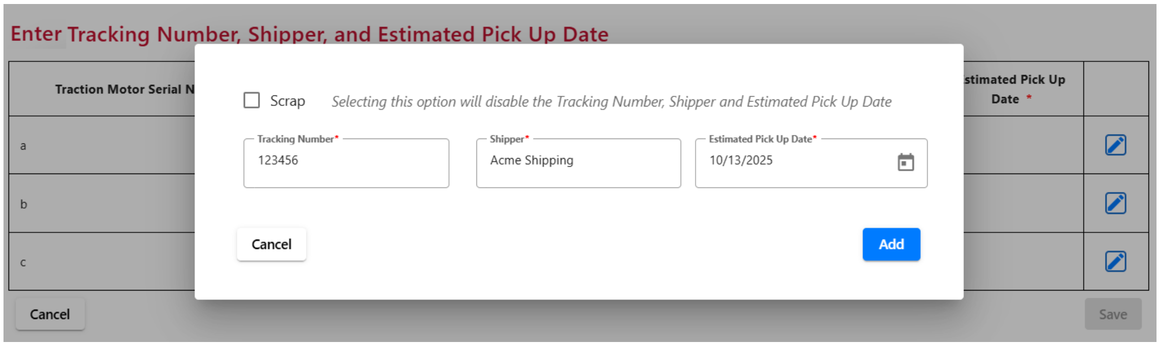
Enter/Edit Tracking Number & Shipper

The Enter/Edit Tracking Number & Shipper button is <u>only available to the owning road</u> associated with a traction motor removal.

Initially, if the Tracking Number and Shipper have not been entered, the button will be **Enter Tracking Number & Shipper** (Exhibit 17). If they have been entered, the button will be **Edit Tracking Number & Shipper**.

1. Select **Enter/Edit Tracking Number & Shipper**. Select the pencil icon in the last column for each serial number that is listed.

Exhibit 20. Add Tracking Number & Shipper



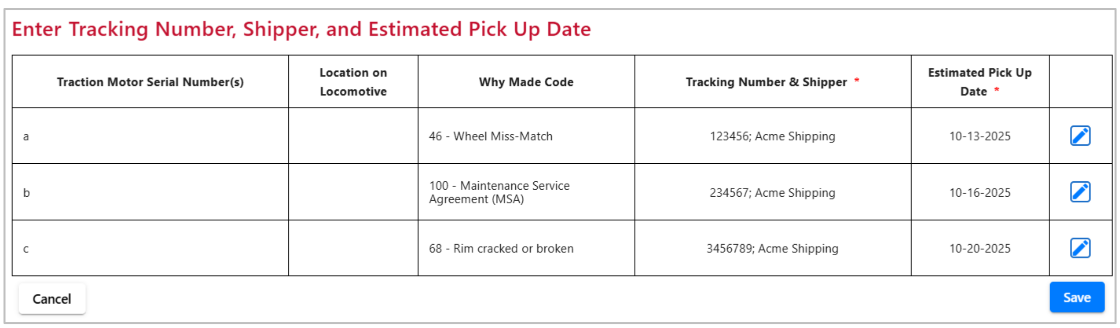
2. Select **Scrap** to scrap the traction motor if you don't want it picked up.

   --or--

   Enter the required fields of **Tracking Number**, **Shipper** and select the **Estimated Pickup Date**.

3. Select **Add** and **Save**.

Exhibit 21. Save Tracking Number & Shipper

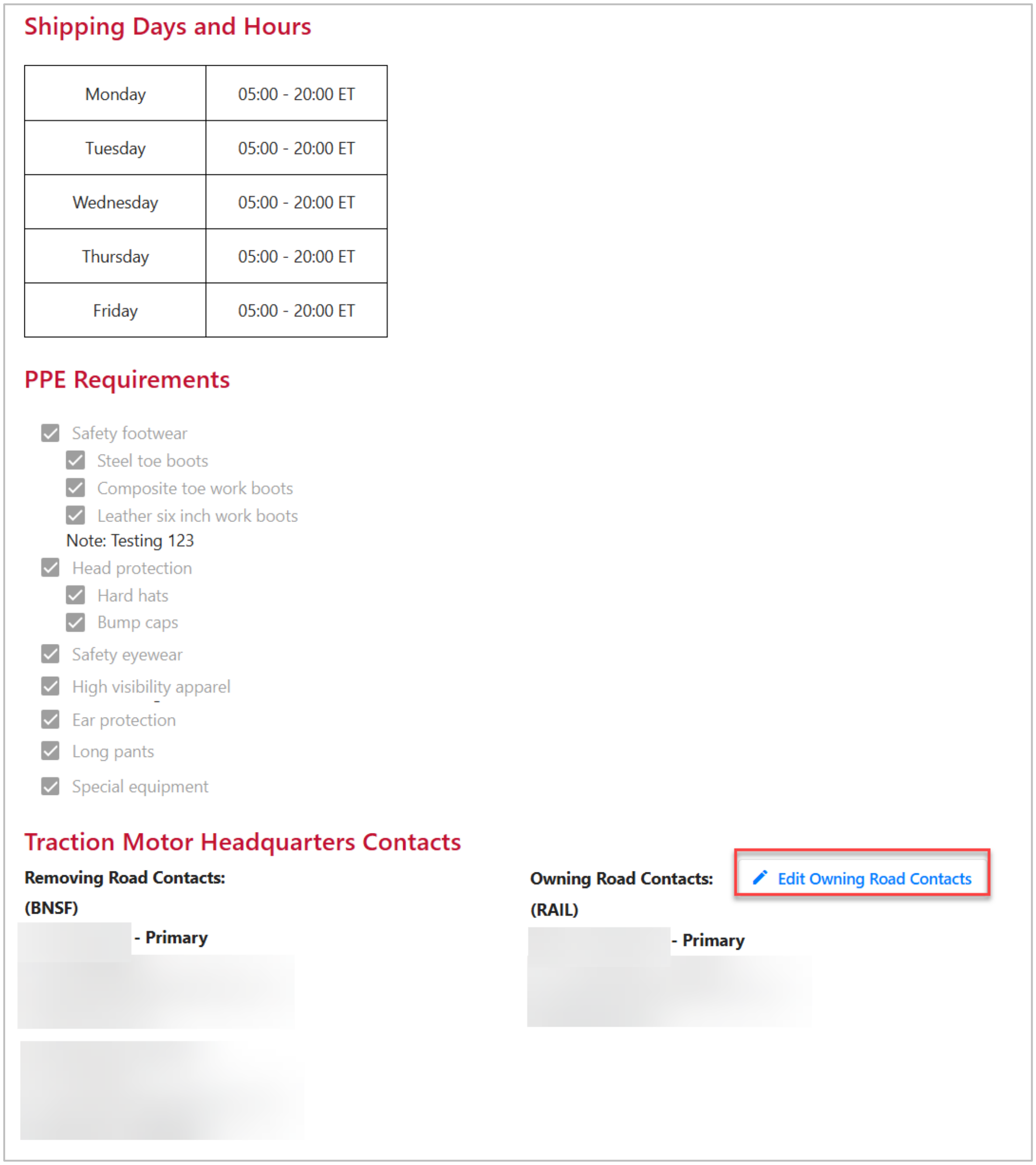


Enter Tracking Number, Shipper, and Estimated Pick Up Date

Traction Motor Serial Number(s)	Location on Locomotive	Why Made Code	Tracking Number & Shipper *	Estimated Pick Up Date *	
a		46 - Wheel Miss-Match	123456; Acme Shipping	10-13-2025	
b		100 - Maintenance Service Agreement (MSA)	234567; Acme Shipping	10-16-2025	
c		68 - Rim cracked or broken	3456789; Acme Shipping	10-20-2025	

Cancel Save

Exhibit 22. Traction Motor Removal Details – Bottom

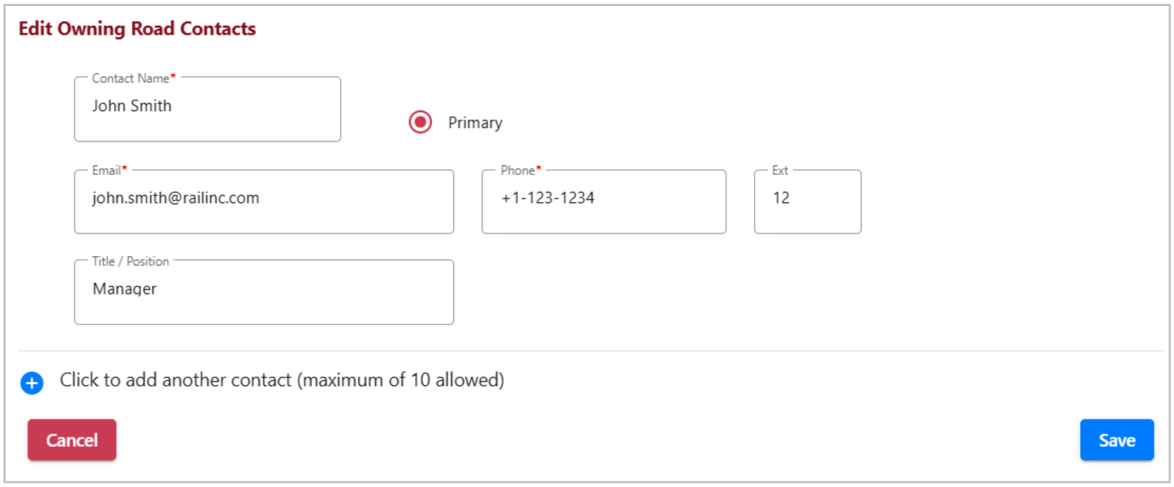


Edit Owning Road Contacts

The Edit Owning Road Contacts button (Exhibit 22) is only available to the owning road associated with a traction motor removal.

1. Select **Edit Owning Road Contacts**. Edit the existing contact(s) as needed.

Exhibit 23. Edit Owning Road Contacts



2. Select the + icon in the bottom left to add up to 10 different contacts as needed.

3. Select **Save**.

Uploaded Documentation Tab

Removing and owning roads can store up to 10 files related to the traction motor recovery. Only users with the same company mark can remove their company's uploaded files. The file types are listed on the page, and the size of each file is limited to 10 MB.

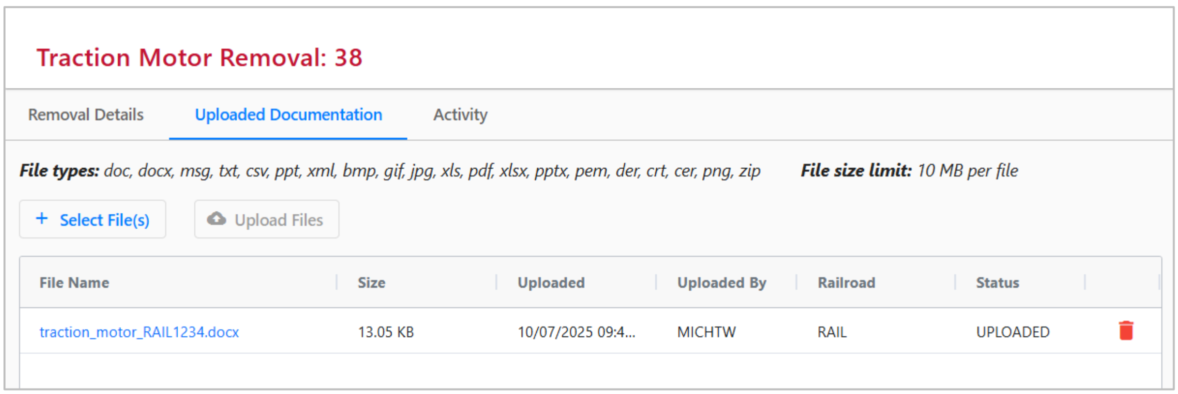
1. Select the **Uploaded Documentation** tab.

2. Select the **Select File(s)** button and choose the file(s) you want to upload. The file(s) will appear in the table with the Status of **QUEUED**.

3. Once you have queued up the files to upload, select **Upload Files**. The Status changes to **UPLOADED**.

4. To remove one of your company's files, select the red trash icon to the right of the files you want to remove and in the confirmation pop-up select **Yes** to confirm.

Exhibit 24. Uploaded Documentation Tab



Activity Tab

Managing Pick Up Information

The Traction Motor Recovery application module enables you to create and manage traction motor specific pick up locations. These locations are typically locomotive shops where traction motors were removed by your company. Use these locations to pre-populate fields within the Pick Up Information (Exhibit 17) section when Creating a Traction Motor Removal Submission.

Note: Only users with the Traction Motor User permission can manage and create locomotive Traction Motor Recovery. Generic users have read-only access and can only view these submissions on the Home page.

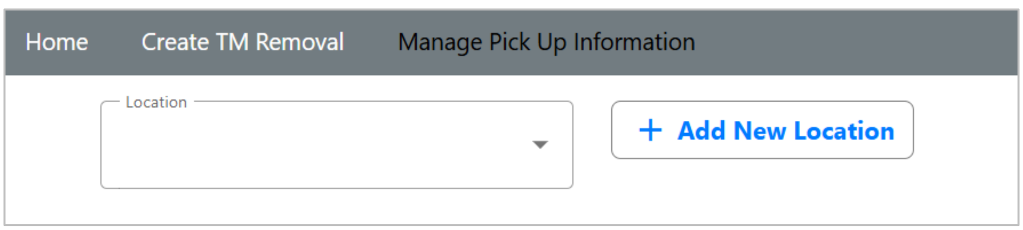
Add Pick Up Information

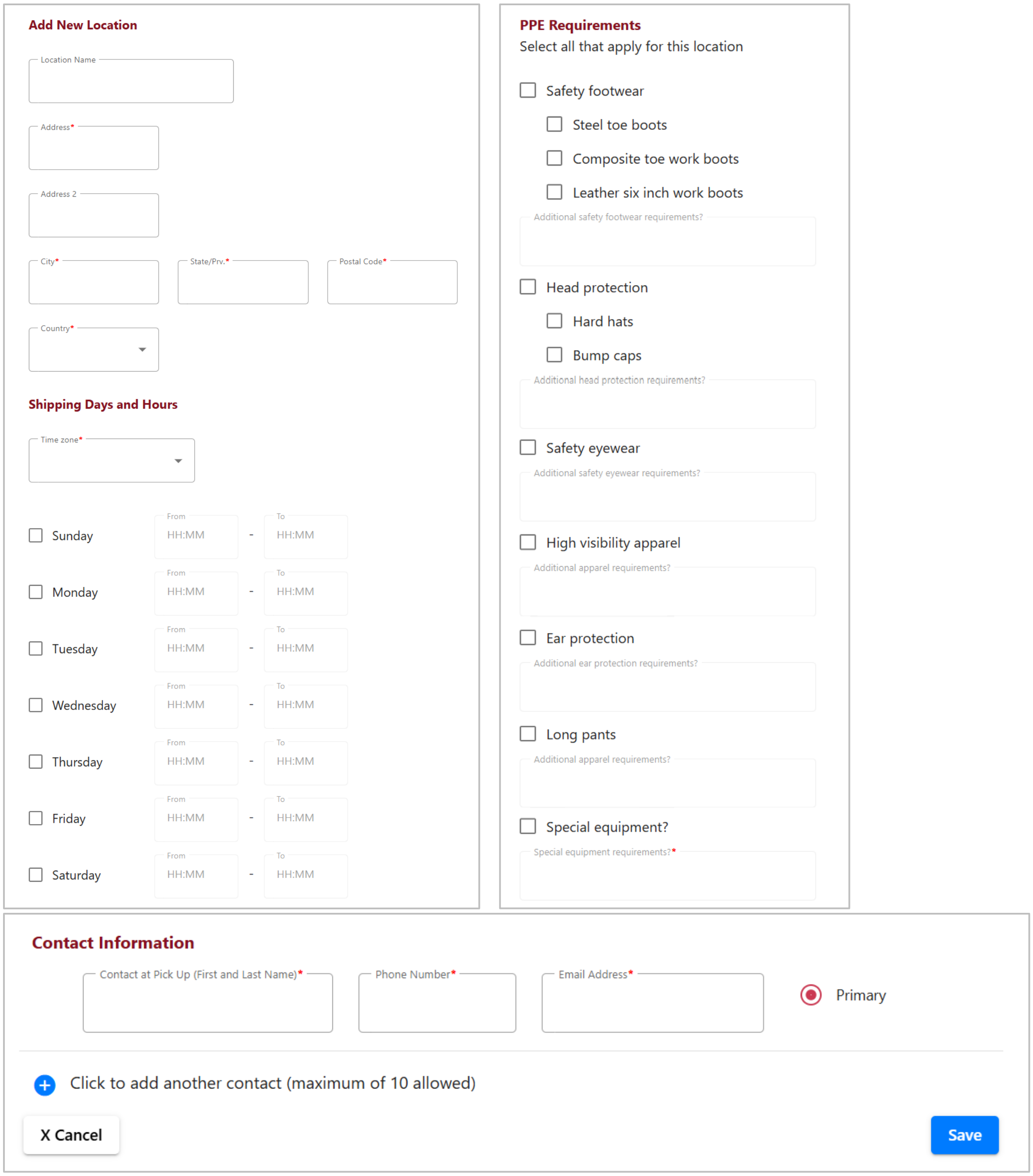
Use the following procedure to add new pick up information:

1. From the main menu, select **Manage Pick Up Information**. Prior to adding a new location for the first time, the **Location** drop-down list will be empty as shown in the exhibit below.

2. Select the **Add New Location** button. There is no limit on the number of locations that you can add.

Exhibit 25. Add Pick Up Information





3. Enter all mandatory fields marked with a red asterisk. **Location Name** isn't required, but you can enter a unique name.

4. Select the **Shipping Days** and enter **Shipping Hours** to show when your company is open for shippers to retrieve traction motors from your shop. For any of the Shipping Days that you select, you must enter the **From** and **To** hours and minutes in military time (e.g., for 1:00 pm enter 13:00).

5. Select the appropriate **PPE** (Personal Protective Equipment) **Requirements** for your shop to inform shippers how to be prepared when they arrive at your shop to retrieve traction motors.

    a. Selecting a parent PPE Requirement will select all the child requirements, but you can unselect requirements as appropriate.

    b. Use the **Additional Requirements?** text boxes to include any additional requirements that are not listed (e.g., for Safety eyewear, shippers should not wear dark lenses).

    c. Any PPE that is not required can remain unselected and blank.

    d. If you select **Special Equipment**, you will be required to enter an explanation of the special equipment required at your location in the **Special Equipment Requirements** textbox before you can save the pick up location.

6. At least one contact is required from your location is required and you can include up to 10 contacts by selecting the + blue icon.

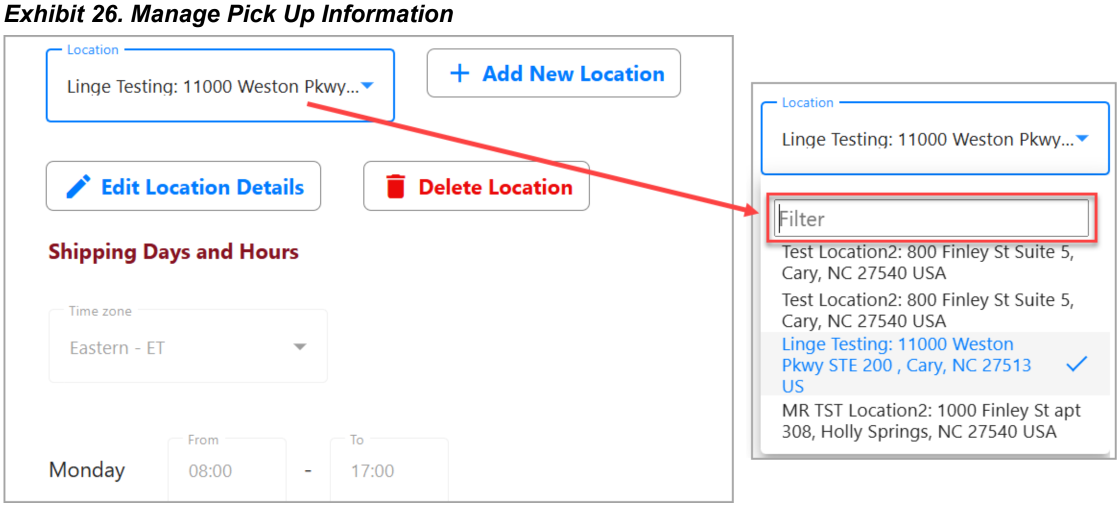
7. Select **Save** to save the location. Everything entered is displayed on the page so that you can see your selections and requirements (Exhibit 18). You can select the appropriate buttons to edit or delete the location as needed.

Edit/Delete Pick Up Information

Use the following procedure to edit or delete existing pick up information:

1. From the main menu, select **Manage Pick Up Information**.

Exhibit 26. Manage Pick Up Information



2. To <u>search</u> for a location, select the Location drop-down list and enter search criteria in the **Filter** field (e.g., the city or name of the shop) to narrow the list.

3. To edit a location, select a location from the **Location** drop-down list that you want to edit, and select the **Edit Location Details** button. Make the appropriate updates and select **Save**. Refer to Add Pick Up Information for field details.

4. To delete a location, select a location from the Location drop-down list that you want to delete, and select the **Delete Location** button. A confirmation pop-up will verify that you want to delete the location. Select **Yes** to delete the location and **No** to keep it.

Exhibit 27. Delete Location Confirmation