

Route User Guide



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Welcome to Route

Overview

The Route File (ROUTE) is a carrier maintained file that was initially designed to support the Rate EDI Network (REN). A route is identified by two rail carrier MARKs and a 5 digit system-generated number. REN uses the Route file as a reference to ensure the revenue route within a rate docket is valid.

With the Route File, chances of misspelled MARKs and Route abbreviations are eliminated. Moreover, changes resulting from abandonments and adoptions can be handled by the IRF central site rather than requiring all carriers to perform this activity individually.

A valid Route must at a minimum contain two roads or MARKs and one valid junction interchange (N, V, or C type interchange) between those two Marks. A local Route is also considered valid, which consists of only two MARKs (both origin and destination are the same) and a junction abbreviation which is "LOCAL".

A Route that is added, expired, or voided by a carrier will generate an EDI 475 message that is then distributed to all carriers in that Route.

Getting Started

The Route application uses Railinc Single Sign On (SSO) to manage permissions. It can be accessed from the Railinc portal at <http://www.railinc.com>. The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO

Each Route user must register to use Railinc Single Sign On. It is beyond the scope of this document to describe the use of Railinc Single Sign On. Refer to *Railinc Single Sign On User Guide*.

Once SSO registration is complete, the user must request access to Route within SSO.

System Requirements

Here are some basic computer requirements for Route.

Exhibit 1. Route Computer Requirements

Supported Browser Types:	Internet Explorer, Mozilla Firefox and Chrome
Screen Resolution:	1024 × 768 or larger (optimal)

Web Browser

Route requires a web browser to display its data. Most computers have Internet Explorer installed.

- Internet Explorer:
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie-8>

PDF Viewer

Some functions of Route require Adobe Acrobat Viewer to view Portable Document Format (PDF) documents. For example, updates to this manual are available in PDF. Here is the download site for a free and current version of Acrobat Reader:

- <http://www.adobe.com/products/acrobat/readstep2.html>

Role-Based Application

Access and authorization for Route is determined when requesting access through Railinc Single Sign On. Refer to [Exhibit 2](#) for a complete list of Route roles as seen in SSO.

Exhibit 2. User Roles and Tasks

Task	Description
MRIRF Application Admin	Allows Railinc personnel to manage MRIRF permissions for users.

Task	Description
MRIRF Read Only	Allows users to have read only access to all IRF's.
MRIRF Route Maintainer	Allows user to have maintenance capability in Route, so that the user has the ability to add/update/expire Routes for the respective MARK their SSO user id is associated with. The MARK the SSO id is associated with must be a rail carrier MARK (type must be one of the following: RR, RR2, RR3, STC) and active in the MARK Register.

Logging In

To log into Route:

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

Exhibit 3. Railinc Welcome Page

The screenshot displays the Railinc website's home page. At the top, the Railinc logo is on the left, and navigation links for 'Sign In', 'Careers', and 'Contact Us' are on the right. Below the logo is a horizontal menu with tabs for 'ABOUT RAILINC', 'PRODUCTS & SERVICES', 'COLLABORATION', and 'REFERENCE FILES'. A search bar with a 'GO' button is positioned to the right of the menu. The main content area features a large banner image of a train crossing a bridge over a river, with the text 'Railinc is there for you.' Below the banner are several sections: 'QUICK LINKS' with a list of links; 'WELCOME TO RAILINC.COM' with a brief introduction; 'RAILINC SHORT LINE INDEX' and 'UMLER EQUIPMENT INDEX' with data for July 2011, July 2010, and 2nd/1st Qtr 2011; 'ACCOUNT ACCESS' with input fields for 'User ID:' and 'Password:', a 'Sign In' button, and links for 'Register Here', 'Forgot User ID?', and 'Forgot Password?'; 'PRODUCTS & SERVICES RailSight' with a sub-header and description; 'REFERENCE FILES FindUs.Rail' with a sub-header and description; and 'CONTACT US' with a 'CUSTOMER SUPPORT CENTER' contact card including a photo of a support agent, phone number '1-877-RAILINC', email 'csc@railinc.com', and address '7001 Weston Parkway, Cary, NC 27513, (877) 724-5462'.

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

Exhibit 4. Railinc Launch Pad

The screenshot shows the Railinc Launch Pad interface. The top navigation bar includes the Railinc logo, 'Launch Pad', the user name 'illydawg: RAIL - RAILINC C', and a 'Welcome Paul Ransdell!' message. The left sidebar lists various applications, with 'MRIRF' highlighted. The main content area is divided into three sections:

- Your Notifications:** Includes tabs for 'Current Notifications' and 'Past Notifications'. A table shows a notification on 01/01/2012 with the subject 'Per-car billing maintenance notification'.
- Your Support Cases:** Includes tabs for 'Your Open Cases' and 'All Your Cases'. A message states 'There are no cases to show' and provides a 'Create a New Case' button.
- Your Subscriptions:** A table listing subscriptions with columns for Application, Type, and an unsubscribe link.

Application	Type	
Single Sign On System	Outage	[unsubscribe]
10th IRF	Release	[unsubscribe]
CIF	Release	[unsubscribe]
Circular OT-5	Release	[unsubscribe]
UMLER/EMIS	Release	[unsubscribe]
AAR Embargo/OPSL Permit System	Release	[unsubscribe]
FindUs Rail	Release	[unsubscribe]

- Under Your Applications, select MRIRF. The MidRange IRF Applications page is displayed ([Exhibit 5](#)).

Exhibit 5. MidRange IRF Applications

The screenshot shows the Railinc MidRange IRF Applications page. The top navigation bar includes the Railinc logo, 'MidRange IRF', and the user name 'Signed in as WRITEON'. The page title is 'Applications'. The main content area is titled 'Options' and contains the text 'You have access to the following applications.' Below this text is a list of applications, each with an 'Access' link:

- MARK:** NMFTA/AAR SCAC/Mark Register [Access](#)
- SPLC:** Standard Point Location Code [Access](#)
- CSM:** Centralized Station Master [Access](#)
- Junction:** Junction Interchange [Access](#)
- Route:** Route [Access](#)
- STCC:** Standard Transportation Commodity Code [Access](#)

- Select the Access link for Route. The Browse Route page is displayed ([Exhibit 6](#)).

Logging Out

Select the Sign Out link to end a Route session. The user returns to the Railinc Welcome Page.

Query

The Route application allows users to query for Routes.

Browsing Routes

Here is how to browse for Routes:

1. Log into the Route application. The Browse Route page is displayed ([Exhibit 6](#)). This page is also viewable in the application by selecting the **Query** tab.

Exhibit 6. Browse Route

The screenshot shows the RAILINC Route application interface. The top navigation bar includes the RAILINC logo, the word 'Route', and user information: 'Signed in as WRITEON | Launch Pad | Contact Us | Sign Out'. Below the navigation bar are three tabs: 'Query' (selected), 'Add', and 'Documentation'. The main content area is titled 'Browse Route' and contains several search sections:

- Route Search:** Includes input fields for 'Origin MARK', 'Destination MARK', and 'Route Number'.
- Interchange Search:** Includes input fields for 'MARK', 'Junction Code', and 'MARK'.
- Route Definition:** Includes input fields for 'ROAD' and 'Junction Code'.
- Search Routes by Carrier:** Includes an input field for 'Carrier MARK'.

At the bottom of the form, there is a 'Status' dropdown menu set to 'Active', a 'Clear' button, and a 'Search' button.

2. Complete one or more of the following fields:

ROUTE SEARCH:

- a. **Origin MARK:** the Standard Carrier Alpha Code (SCAC) of the first carrier described in the Route of movement.
- b. **Destination MARK:** the Standard Carrier Alpha Code (SCAC) of the last carrier described in the Route of movement.
- c. **Route Number:** a 5-digit system generated number to uniquely define the Route based on origin and destination carrier.

INTERCHANGE SEARCH:

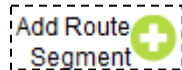
- d. **Mark:** Enter the two or four-character MARK or SCAC that identifies Mark 1 in the Interchange.

- e. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.
- f. **Mark:** Enter the two or four-character MARK or SCAC that identifies Mark 2 in the Interchange.

ROUTE DEFINITION:

- g. **Road:** Enter the two or four-character MARK or SCAC that identifies Mark 1 and 2 in the Route Segment.
- h. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.

As needed, use the Add Route Segment icon ([Exhibit 7](#)) to add lines for additional Route segments.

Exhibit 7. Add Route Segment**SEARCH ROUTES BY CARRIER:**

- i. **Carrier Mark:** Enter the two or four-character MARK or SCAC that identifies Mark in any portion of the Route Segment.
3. Along with the selected query criteria, use the **Status** field to help filter results. Select ALL, Active and Future, or Historical (default status filter is set to Active).
 4. Select **Search** to initiate the search for Route records. All found records are displayed ([Exhibit 8](#)).

Exhibit 8. Route Search Results

RAILING | Route | Signed in as WRITEON | Launch Pad | Contact Us | Sign Out

Query | Add | Documentation

Browse Route

Route Search
 Origin MARK: | Destination MARK: | Route Number:

Interchange Search
 MARK: | Junction Code: | MARK:

Route Definition
 ROAD: | Junction Code:
 ROAD: | Junction Code:

Add Route Segment

Search Routes by Carrier
 Carrier MARK:

Status:

Showing 1 to 1 of 1 entries

Origin MARK ↕	Destination MARK ↕	Route Number ▾	Effective Date ↕	Expiration Date ↕	Route source
CSXT	NCVA	00001	1991-01-01	9999-12-31	RAIL

5. As needed, the headings above the columns can be selected to sort the data ascending or descending.
6. Perform one of the following additional actions:
 - a. To clear the results and begin a new search, select the **Clear** button.
 - b. Select a record by clicking on the row to view full details of that record. The Route Details page is displayed ([Exhibit 9](#)). See [Maintaining Route Details](#) for additional actions.

Maintaining Routes

Maintaining Route Details

Here is how to perform various management functions from within the Route Details page.

1. Perform a query for the Route that you want to manage (see [Browsing Routes](#)). Select the Route that you want to manage. The Route Details page is displayed (see [Exhibit 9](#)).

Exhibit 9. Route Details

The screenshot displays a window titled "Route" with a close button (X) in the top right corner. The window is divided into two sections: "Route" and "Reverse Route".

Route

Origin Mark: CSXT
Destination Mark: NCVA
Route Number: 00001
Road : CSXT Junction Code: BOYKN
Road : NCVA Junction Code:
Function Code: INTERLINE
Route Status: ACTIVE
Effective Date: 1991-01-01
Expiration Date: 9999-12-31
Last Updated By: DB2CONV
Last Updated Date: 1995-07-17 00:00:01

Reverse Route

Origin Mark: NCVA
Destination Mark: CSXT
Route Number: 00001
Road : NCVA Junction Code: BOYKN
Road : CSXT Junction Code:
Function Code: INTERLINE
Route Status: ACTIVE
Effective Date: 1991-01-01
Expiration Date: 9999-12-31
Last Updated By: DB2CONV
Last Updated Date: 1995-07-17 00:00:01

At the bottom right of the window, there are four buttons: **Expire**, **Void**, **Clone**, and **Resend**.

2. Perform one of the following actions:
 - a. Select **Expire** to expire the displayed Route (see [Expiring a Route](#)).
 - b. Select **Void** to void the displayed Route (see [Voiding a Route](#)).

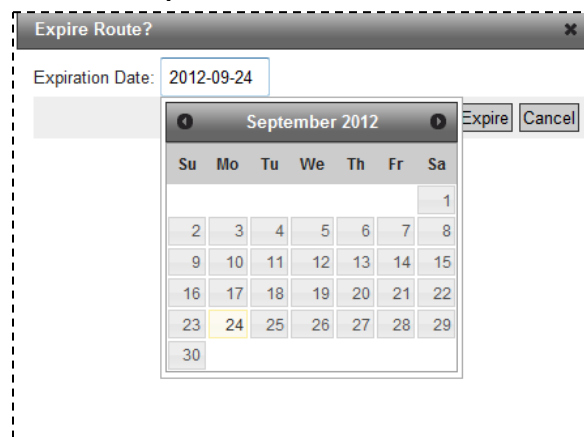
- c. Select **Clone** to clone the displayed Route (see [Cloning a Route](#)).
- d. Select **Resend** to resend the displayed Route (see [Resending a Route](#)).

Expiring a Route

Here is how to expire a Route:

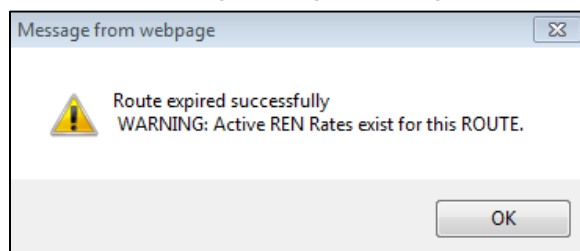
1. Perform a query for the Route that you want to expire and then access its details page (see [Maintaining Route Details](#)).
2. Select **Expire**. An input pop-up is displayed allowing you to specify the expiration date.

Exhibit 10. Expire a Route



3. Either directly enter an expiration date or use the provided calendar to select one. The system allows a Route to be expired with a past, current, or future expiration date (default value is current date).
4. Select **Expire** to complete the process. A message is displayed asking you to confirm the decision. Select **OK**. A confirmation message is displayed: “Route Expired Successfully.”
5. If the route that is expired is also part of an active rate in REN, then after the route is expired the confirmation message will also notify the user that Active REN Rates exist for this route (see [Exhibit 11](#)).

Exhibit 11. Warning Message (expiring an active Route in REN)

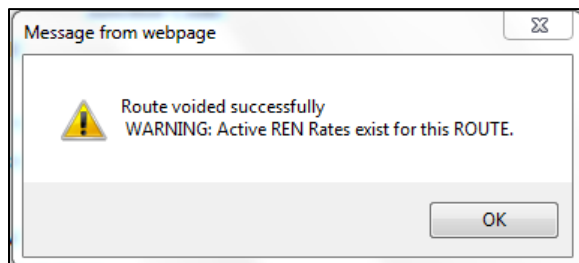


Voiding a Route

Here is how to void a Route:

1. Perform a query for the Route that you want to void and then access its details page (see [Maintaining Route Details](#)).
2. Select **Void**. A message is displayed asking you to confirm your decision. Select **OK**. If successful, a message is displayed: "Route Voided Successfully." Once the route is successfully voided, the expiration date is automatically set to be one day prior to the effective date.
3. If the route that is voided is part of an active rate in REN, then after the route is voided the confirmation message will also notify the user that Active REN Rates exist for this route (see [Exhibit 12](#)).

Exhibit 12. Warning Message (voiding an active Route in REN)



Cloning a Route

Here is how to clone a Route:

1. Perform a query for the Route that you want to clone and then access its details page (see [Maintaining Route Details](#)).
2. Select **Clone**. The Add Route page is displayed with selected fields pre-filled based on the displayed record ([Exhibit 13](#)).

Exhibit 13. Add Route Page (for a Cloned Route)

The screenshot shows the 'Add Route' page in the RAILINC system. The page header includes the RAILINC logo and the word 'Route'. The user is signed in as 'document' and has access to a 'Launch Pad', 'Contact Us', and 'Sign Out' options. The main navigation bar has 'Query', 'Add', and 'Documentation' tabs. The 'Add Route' section contains a form with the following fields:

Segment 1 Road:	UP	Junction Code:	ESTL
Segment 2 Road:	NS	Junction Code:	BELVU
Segment 3 Road:	WE	Junction Code:	AKRON
Segment 4 Road:	AB		
Add Route Segment (+)		Remove Route Segment (-)	
Effective Date:	2012-09-24		
Expiration Date:	9999-12-31		
Submit			

3. Complete or edit the displayed fields as needed (see [Add a Route](#) for details).

Resending a Route

Here is how to resend a Route:

1. Perform a query for the Route that you want to resend and then access its details page (see [Maintaining Route Details](#)).
2. Select **Resend**. A message is displayed asking you to confirm your decision. Select **OK**. If successful, a message is displayed stating that the Route was resent successfully.
3. With the resend action an EDI 475 message is sent to all carriers in the route.

Add a Route

Users can either add one route at a time or use an upload option to make mass adds.

Adding a Single Route

Here is how to add a single Route:

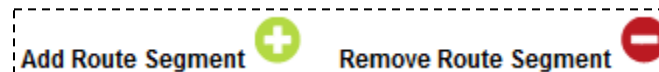
1. Select the **Add** tab. The Add Route page is displayed ([Exhibit 14](#)).

Exhibit 14. Add Route

2. Complete the available input fields:
 - a. **Segment Road (1-X):** For each segment, enter the rail carrier MARK (two–four alpha characters) that identifies that road segment in the Route. A route can have up to 13 segments, the default setting is four when first accessing the add screen.
 - b. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location. As needed, use the magnifying glass icon to search for Junction codes (see [Search for](#)).

As needed, use the Add/Remove Route Segment icons ([Exhibit 15](#)) to add/remove Route segments:

Exhibit 15. Add/Remove Route Segments



- c. **Effective Date:** Defaults to today's date. Can be back or future dated.
- d. **Expiration Date:** Defaults to 9999-12-31, which is the default future expiration date. Can be changed to a finite date if there is a known expiration date.

3. Select **Submit**.
4. A confirmation message is displayed. Select **OK**.
5. If all validation rules pass (valid railroad mark, each interchange between two carriers is a N, C, or V type) a message is displayed: "Route Added Successfully."

Search for Junction Interchange

The Add page on the Route application allows you to query for Junction Interchange from a magnifying glass icon in order to automatically fill in this field.

Note: The only appropriate Interchange Types for a Route are either C, V, or N. The only exception to this is when the user adds a LOCAL route, which consists of only two carrier marks, both origin and destination is the same mark, and the junction interchange is LOCAL.

Here is how to query for Junction Codes:

1. From the Add Route page ([Exhibit 14](#)), select the magnifying glass icon (🔍) next to the Junction Code input field. The Query Interchange page is displayed ([Exhibit 16](#)).

Exhibit 16. Query Interchange

The screenshot shows a web form titled "Query Interchange". Inside the form, there is a section titled "Interchange Search". At the top left of this section is a checkbox labeled "Mark Only". Below this are several input fields: "Mark 1:", "Junction Code:", "Mark 2:", "FSAC 1:", "FSAC 2:", "Reporting Mark 1:", and "Reporting Mark 2:". There is also a dropdown menu for "Interchange Type:". At the bottom right of the form, there is a "Status:" dropdown menu currently set to "Active", and two buttons: "Clear" (orange) and "Search" (green).

2. Complete one or more of the following fields:
 - a. **Mark Only:** Selecting this option updates the screen to remove the Mark2 input fields. This allows interchanges to be searched irrespective of whether a Mark 1 is identified as 1 or 2 in an interchange agreement.
 - b. **Mark 1:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Mark 1 in the interchange agreement.
 - c. **FSAC 1:** Enter the up to 5 digit Freight Station Accounting Code (FSAC) Number identified as FSAC 1 in the interchange.

- d. **Reporting Mark 1:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Reporting Mark 1 in the interchange agreement.
 - e. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.
 - f. **Interchange Type:** Use the drop-down to select a specific interchange type. Details of the only acceptable codes (C, V, or N) are available by hovering the mouse pointer over each code.
 - g. **Mark 2:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Mark 2 in the interchange agreement.
 - h. **FSAC 2:** Enter the up to 5 digit Freight Station Accounting Code (FSAC) Number identified as FSAC 2 in the interchange.
 - i. **Reporting Mark 2:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Reporting Mark 2 in the interchange agreement.
3. Along with the selected query criteria, use the **Status** field to help filter results. Select ALL, Active and Future, or Historical.
 4. Select **Search** to initiate the search for Interchange records. All found records are displayed ([Exhibit 17](#)).

Exhibit 17. Interchange Search Results

Query Interchange
✕

Interchange Search

Mark Only

Mark 1:

Junction Code:

Mark 2:

FSAC 1:

Interchange Type:

FSAC 2:

Reporting Mark 1:

Reporting Mark 2:

Status: Clear Search

Showing 1 to 2 of 2 entries

Junction Code	Mark 1	FSAC 1	Mark 2	FSAC 2	Effective Date	Expiration Date
ELGOR	UP	06571	WURR	00005	2004-05-21	9999-12-31
TOWNE	UP	51452	VST	00080	2006-02-01	9999-12-31

5. Select the desired Junction Interchange by selecting the row containing that record. One note, when selecting a junction interchange to populate within the route application, the route segments will be populated in the order the marks appear in the interchange record that was selected.

Mass Adding Routes

Users can perform mass adds for new routes.

NOTE: In the event that you need to perform a mass update or mass expire, please export the records that you need changed, and contact Railinc at aar_ps@railinc.com.

Here are the formatting rules when preparing a mass add file:

- Mass add is limited to 100 records per upload. Additional records will be ignored.
- Format is:
Origin MARK, Destination MARK, RouteSegments, Effective Date, Expiration Date
- Example:
PAS,UP,PAS ROTTJCSXTESTL UP,1/18/2013,12/31/9999
where the dates are in mm/dd/yyyy pattern.
- It is important to pad with blank spaces for any Marks less than 4 characters when entering the route segment.

Here is how to upload multiple route additions:

1. Select **Add > Mass Add**. The Mass Add Route page is displayed ([Exhibit 18](#)).

Exhibit 18. Mass Add Route

The screenshot shows the Railinc web interface for adding routes. At the top, there's a navigation bar with the Railinc logo and 'Route' selected. Below that, a sub-menu has 'Query', 'Add', and 'Documentation'. The main content area is titled 'Mass Add Route'. It contains a text box with the following text: 'Mass add is limited to 100 records per upload. Additional records will be ignored.' Below that, it says 'Format is: Origin MARK, Destination MARK, RouteSegments, Effective Date, Expiration Date'. An example is provided: 'PAS,UP,PAS ROTTJCSXTESTL UP,1/18/2013,12/31/9999' with a note that dates are in mm/dd/yyyy pattern. There is a link for 'Route Import Template', a 'Browse...' button, and a 'Submit' button.

2. Either upload a previously created file (go to step [5](#)) or initiate the creation of a mass add file by downloading the template. Select the Route Import Template link. The mass add template is displayed in your local spreadsheet application ([Exhibit 19](#)).

Exhibit 19. Mass Add Template

	A	B	C	D	E	F
1	Origin MARK	Destinatic	RouteSeg	Effective I	Expiration Date	
2						
3						
4						
5						

3. Add entries to the template making sure to follow the provided formatting guideline.
4. Save the file on your local drive.
5. Select the **Browse** button on the Mass Add page and select the locally saved file.
6. Select **Submit** to submit the file. A message appears at the top of the page regarding the results of the upload. It displays the total number of records added and any possible errors encountered.