Steelroads® User Guide

RAILINC

Last Updated: June 2025

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List of Exhibits

Learning about Steelroads

Steelroads® makes it easier to do business within the rail industry by providing sponsored users, who are also waybill parties, with

- a central website to conduct, track, and trace shipments
- a key resource of industry reference information

Tracing in Steelroads is restricted to sponsored users. For supply chain participants who are not a sponsored user and waybill party, TransmetriQ offers a suite of comprehensive applications designed to deliver rail shipment and equipment management data through a flexible framework that can be adapted to changing business needs. Learn more about flexible equipment tracing solutions at TransmetriQ.com.

Getting Started

Users must first register prior to accessing Steelroads. New users should consider these factors:

- **Do you have a sponsor railroad?** This is a railroad that you do business with (meaning the road that hauls your products) that may "sponsor" you.

- **What if you don't have a sponsor railroad?** If you are unable to get a sponsor road to pay for your usage or if you only want to do business with Railinc and not a railroad, contact Railinc at csc@railinc.com.

- **Can you log into Steelroads immediately after registration?** As a new user, you must wait for a road to accept or reject a new access request. The typical turnaround time is 2-3 business days.

Registering for SSO Access

If you already have a Railinc SSO account, skip this section and go to Requesting Access to Steelroads.

Use the following procedure to register for Single Sign-On (SSO) access to become a user of Steelroads:

1. Go to the Steelroads website at https://steelroads.railinc.com. The Steelroads Welcome/Home page is displayed (Exhibit 1).

Exhibit 1. Steelroads Home/Welcome Page
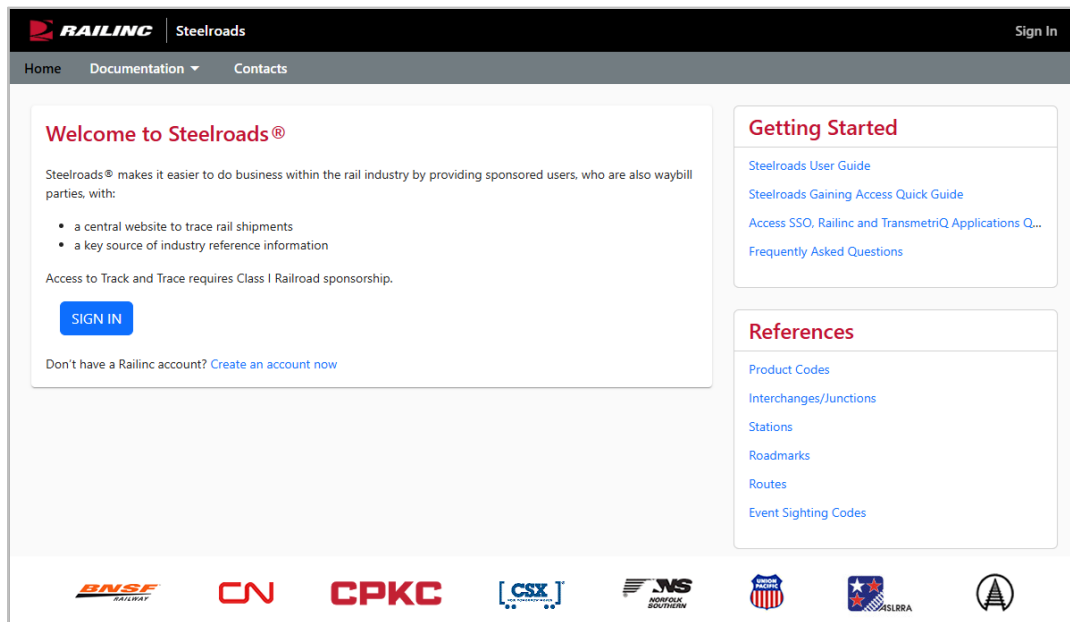
2. Select the **Create an Account Now** link below the **Sign In** button. The Terms of Service is displayed (Exhibit 2).

Exhibit 2. Terms of Service

3. Scroll to the bottom and select **Accept** to continue. The User Information Form is displayed (Exhibit 3).

Exhibit 3. User Information

4. Complete the User Information Form. Required fields are marked with an asterisk (*).

Note: Follow the requirements listed on the screen for **User ID** and **Password**. The **Confirm Password** must exactly match the **Password**.

5. Select your company in the **Employer** field. ([Exhibit 4]).

Exhibit 4. Company Selection Popup

6. Once you have entered all required fields, select **Confirm**. The confirmation page is displayed, and an email is sent to the registered email address with a one-time verification code. Enter this code to verify your registered email address when asked for it on the screen.

Exhibit 5. Enter One-Time Verification Code

Refer to the *Railinc Single Sign-On and Launch Pad User Guide* for more information.
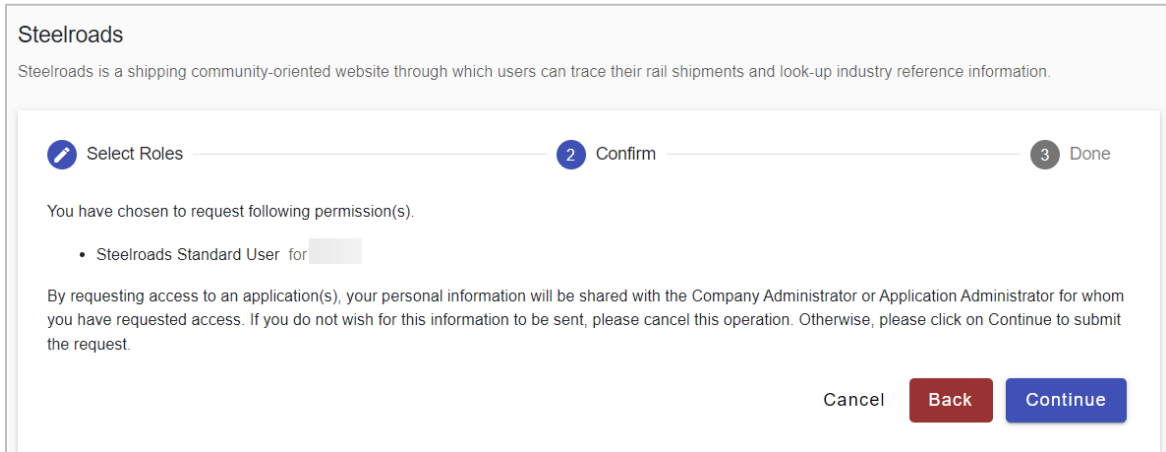
Requesting Access to Steelroads

Track and Trace for Sponsored Users is a fast, easy way to locate freight shipments. You can trace multiple shipments, sort trace output, store traces for future use, view responses via web browser or output to spreadsheet files, receive output in various formats, save response data to your desktop computer. For all non-sponsored users, learn more about flexible equipment tracing solutions at TransmetriQ.

Once you have a Railinc SSO account,

1. Log into Railinc.com using your SSO **User ID** and **Password**.

2. From the Launch Pad, select **View/Request Permissions** in the **My Profile** section.

3. Filter or scroll down to locate **Steelroads** and select the **Request** button on the right.

4. Select the appropriate role and complete all required fields.

5. Enter only <u>one</u> mark for the Class I railroad from which you would like to request sponsorship. Be sure to choose the mark of the railroad that you work with the most. If you enter more than one mark, the first railroad that accepts the request will lock out the other railroads.

6. Select **Next**. A confirmation page is displayed listing the permissions you requested.

Exhibit 6. Request Application Access

7. Select **Continue** to confirm your request. A notification of your request will be sent to appropriate Railinc support team and the selected railroad. You'll be notified upon approval. The typical turnaround time is 2-3 business days.

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.

Unlocking Your Account

Contact the Railinc Customer Success Center (CSC) for assistance if your account is locked. User accounts are locked for the following reasons:

- Nine consecutive failed login attempts
- Nine consecutive failed attempts to verify profile details on the Profile Verification screen
- User ignores, or does not successfully click the link in the registration confirmation email

Logging In

To log into Steelroads directly:

1. Go to the Steelroads website at https://steelroads.railinc.com. The Steelroads Welcome/Home page is displayed (Exhibit 1). Select **Sign In**.
2. Enter your **User ID** and **Password**. Select **Sign In**. The Steelroads Home page is displayed.

To log into Steelroads through the Launch Pad:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. Under My Applications, select **Steelroads**. The Steelroads Home page is displayed.

Logging Out

Select the **Sign Out** link to exit Steelroads and return to the SSO Login Page.

If multiple SSO applications are open (in separate browser windows), and you want to close only one, close the unwanted session window by selecting the **X** at the top right of the window or **Alt +F4**. Selecting the **Sign Out** link will end the entire Single Sign-On session and close *all* open SSO applications.

Track and Trace

With the Track and Trace module in Steelroads, you can trace a unit of equipment in route, based on equipment initial and number. Then you can save the trace parameters that make up the report and schedule the delivery of reports.

- [Creating an Equipment Trace](#)

- [Managing Saved Traces](#)

- [Scheduling a Saved Trace](#)

Exhibit 7. Track and Trace Menu Options
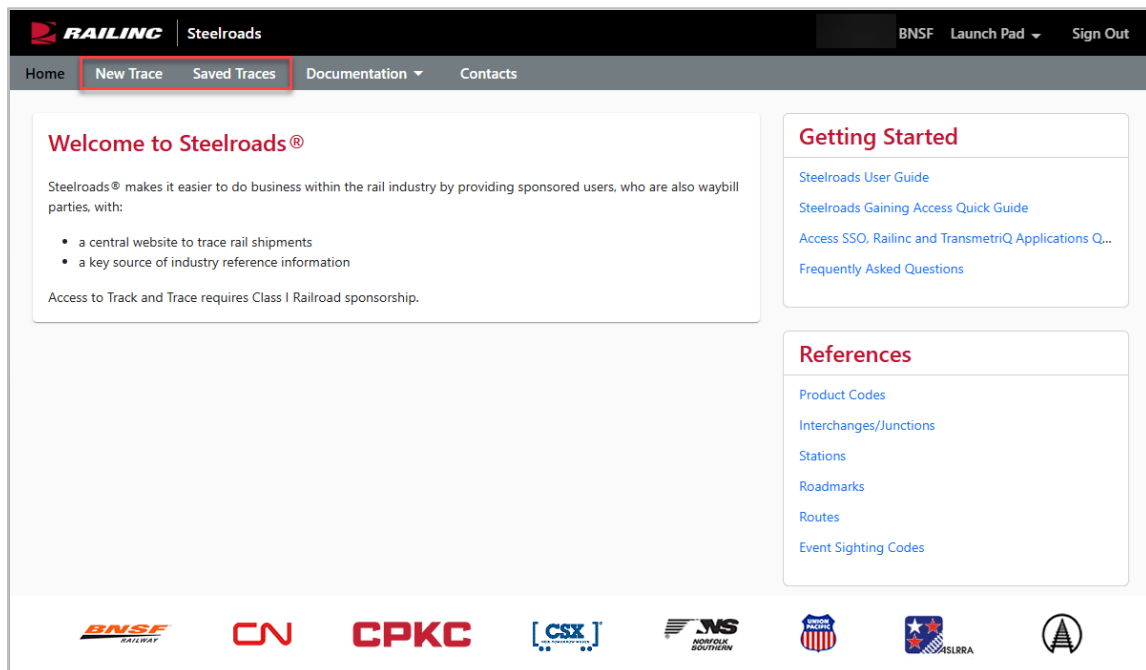
Creating an Equipment Trace

1. Log into Steelroads ([Exhibit 7](#)) and select **New Trace** from the main menu.

Exhibit 8. New Trace

2. Enter one or more of the available query input fields.

   a. **Equipment ID(s):** This field is required. Enter a specific car initial and number or paste in a list of car initials and numbers. You may also trace a range of cars (for example, ABCD1000-1030 will return 30 cars); or enter a wildcard character (ABCD123* will return all cars beginning with ABCD123). The wildcard must be in position 4, 5, or 6 of the equipment number. Use commas or a new line to separate multiple entries. Note that only up to 1,000 cars may be traced at one time.

   b. **CLM Output Format:** Select the Car Location Message format (CLM) from the drop-down list. Below is the list of the available options:

      • **Text Format** – Event Translation (default when no selection is made)
      • **A format** – Location with SPLC
      • **B format** – Train
      • **Blank Format** – Location
      • **C format** – Train with SPLC
      • **D format** – Destination
      • **E format** – Destination with SPLC
      • **F format** – Flatcar
      • **G format** – Flatcar with SPLC
      • **H format** – ETA
      • **I format** – ETA with SPLC
      • **W format** – Scale Weight

   c. **Load/Empty:** Select to view only **Loaded** cars, only **Empty** cars, or **Both**.

   d. **Event Types:** View all events related to the cars you are tracing or specify a particular event by selecting one from the drop-down list. Below is a list of the available options:

• **All Event Types** (default)	• **Junction Received**
• **Actual Placement**	• **Motor Carrier Arrival at Railroad Facility**
• **Bad Order**	• **Railroad Controlled Motor Carrier Arrival**
• **Bad Order Release**	• **Motor Carrier Departure**
• **Constructive Placement/Notify**	• **Motor Carrier Move**
• **Delayed or Held**	• **No Bill**
• **Departure**	• **Offered In Interchange**
• **Deramped**	• **Pull from Patron**
• **Destination Arrival**	• **Ramped**
• **ETA**	• **Released**
• **Intermodal Interchange**	• **Release From Hold or Misc**
• **Intransit Arrival**	• **To Storage**
• **Junction Delivery**	

e. **Type of Trace:**

- Select **Last Event** to view the most recent event that occurred to your specified car(s). This is the default when no selection is made.

- Select **New Events** to receive all events that have been reported for each traced equipment since the last time the trace was run. This option is only available for saved traces. Maximum number of days traced is 4.

f. **Sort Results:** Use the 1st, 2nd and 3rd order options along with the corresponding **Ascending** or **Descending** options to sort trace results. Below are the available options for sort order:

- **Destination**
- **Equip ID**
- **Event Date/Time**
- **Event (status)**
- **Loaded or Empty**
- **Location**
- **Reporting Railroad**

g. **Display Parameters:** Select the toggle (**Yes**) to include a summary of the parameters used in your search results. Select the toggle again (**No**) to not include the parameters.

3. Next, select from the following actions:

a. **Run:** Select **Run** to view your tracing results in your browser. Be patient as the report is compiled.

- Once the trace is complete (Exhibit 9), you can **Download** the results to a CSV or XLS file, **Email** the results or **Close** the results and return to the Home page.

Exhibit 9. Trace Results

b. **Save:** Select **Save** to save the created trace. The Save Trace page is displayed (Exhibit 10). Enter a **Name**, **Description** and select if it is to be a **Shared** or **Private** trace. When complete, select **Save** to save the trace.

Exhibit 10. Name and Save Trace

c. **Reset:** Select **Reset** to clear search input fields and to begin a new search.

d. **Cancel:** Select **Cancel** to cancel the trace and return to the Home page.

Managing Saved Traces

Once created and saved, a trace can be edited, scheduled or run on-demand. Additionally, existing traces can be shared or deleted. When a trace has been shared, anyone from that creating company who has a Steelroads account can open and edit the trace. If someone other than the trace creator company edits the trace and saves it, it will be saved as a new trace. In addition, users cannot delete or schedule to run a shared trace that was created by another user.

1. Log into Steelroads (Exhibit 7) and select **Saved Traces** from the main menu.

2. The Saved Traces page is displayed. Use the filter or page links to find the desired saved trace to manage.

Exhibit 11. Saved Traces

3. Select the **My Traces** radio button to only show your traces.

4. Once traces are scheduled, the **Schedule Status** column provides a color coded designation and this column can be filtered and sorted:
   - Blank: Trace is not scheduled
   - Red clock icon: Trace is scheduled, but schedule is expired.
   - Yellow clock icon: Trace is scheduled but will expire in less than 14 days. Hover over the icon to view number of days before expiration. Example:

   - Green clock icon: Trace is scheduled but will expire in 14 or more days.

5. Select from the action buttons at the top or the links in the Actions column to manage your saved traces:

   a. **Edit:** Select a trace and select **Edit** to edit that trace. Modify the trace as needed. Select **Run** to run the trace. Select **Save** to save the changes. Or to save the modified trace as a separate saved trace, select **Save As** and enter the Save Trace As fields (similar to Exhibit 10) and select **Save** to save the new trace.

   b. **Delete:** This option is only available for traces that you created. Select one or more traces by clicking inside the checkbox in the **Select** column and then select **Delete** to delete them. A confirmation message is displayed. Select **Delete** to proceed. A message verifies that the selected traces have been deleted.

   c. **Share:** This option is only available for traces that you created. Select one or more **Private** traces and then select **Share** to share your traces with anyone from your company with a Steelroads account. This allows them the ability to open and edit your shared traces. A confirmation message is displayed. Select **Share** to proceed. A message verifies that the trace has been shared.

d. **Unshare:** This option is only available for traces that you created. Select one or more traces with a status of **Shared** and then select **Unshare** to unshare traces. A confirmation message is displayed. Select **Unshare** to proceed. A message verifies that the trace is now unshared.

e. **Run:** Select a trace and then select **Run** to run that trace. The traces selected run in the same way as step 3 of Creating an Equipment Trace, opening the Trace Results. Select **Close** to return to Saved Traces.

f. **Schedule**: This option is only available for traces that you created. Select a trace that you have created, and then select **Schedule** to schedule the trace. See Scheduling a Saved Trace for details.

g. **Add/Edit Schedule:** Select the **Add Schedule** or **Edit Schedule** link in the **Actions** column that is associated with the desired trace. See Scheduling a Saved Trace for details.

Scheduling a Saved Trace

1. Open the Track and Trace - Equipment Tracking List page (Exhibit 11), as seen in Managing Saved Traces.

2. **Schedule a new trace:** For traces without a schedule, select the **Add Schedule** link in the **Actions** column for the appropriate trace. The Schedule Trace pop-up displays (Exhibit 12).

Exhibit 12. Schedule a Trace

a. Select how often you would like the trace to run: **Daily**, **Weekly** or **Monthly** (**None** is the default).

- **Daily** allows you to either run the trace or select the hours to run it as shown in Exhibit 13.
- **Weekly** allows you to set one or more days of the week and time for a weekly run. And
- **Monthly** allows you to set a particular day of the month and time for a monthly run.

b. When **Daily** is selected, the Schedule Trace with Daily options are displayed (Exhibit 13).

Exhibit 13. Schedule a Daily Trace

The following applies to daily, weekly or monthly schedules:

- Select an expiration date. The current date is the default expiration date. Change the date if you want the trace to run for more than one day. Trace owners receive an email notification when their trace schedules expire.

- Email is the only sending option for trace results.

- Select the output format (CSV, HTML, PDF or Plain Text).

- The email address in your profile is where the trace results will be sent, but you can also add up to 3 additional email addresses to receive the trace results.

- Select **Save** to save the scheduled trace.

4. **Edit Schedule:** <u>For traces with an existing schedule</u>, select the **Edit Schedule** link. The Schedule Trace page is displayed (<u>Exhibit 14</u>). The process to edit a trace is the same as adding one (see process described previously in this section). Select **Save** to save your changes.

5. **Delete Schedule:** <u>For traces with an existing schedule</u>, select the **Delete Schedule** link. A confirmation box appears asking you to confirm your decision to delete the schedule. Select **Delete**. The schedule is removed.

Exhibit 14. Edit Schedule Trace

Documentation

From the main menu, select **Documentation** to look up **Product Codes**, **Interchanges/Junctions**, **Stations** and other reference links (Exhibit 15). This menu item is available whether or not you have signed into Steelroads.

Exhibit 15. Reference Options
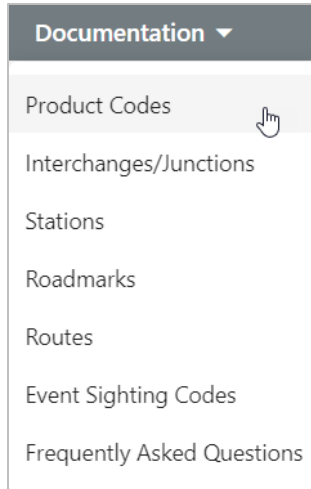
Use the search text input fields to enter an initial string of text. It is not necessary to use the wildcard character (*) when searching.

Hover next to the column title for the menu icon (pictured below). Select the **Contains** or another option from the drop-down list to aid in further narrowing results.

Exhibit 16. Filter Options
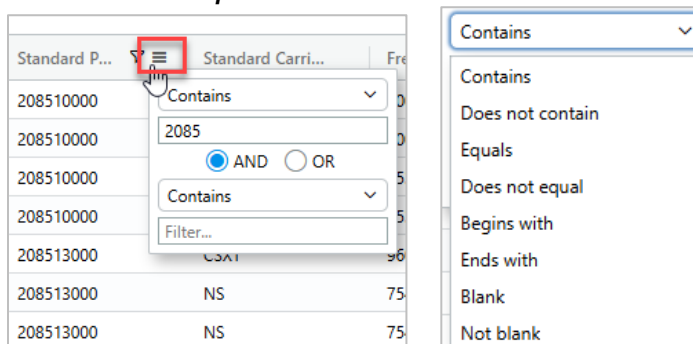
Contains: Search entry can appear anywhere.
Does Not Contain: Search entry does not appear anywhere.
Equals: Search entry is the exact match.
Does Not Equal: Search entry is not an exact match.
Begins With: Search entry appears at the beginning.
Ends With: Search entry appears at the end.
Blank: Search entry is blank.
Not Blank: Search entry is not blank.

Searching Product Codes

1. From the main menu, select **Documentation** > **Product Codes** (Exhibit 15).

2. The Product Codes page is displayed (Exhibit 17).

Exhibit 17. Product Codes Search

Product Codes						
Product Group ▼	Product Code	Product Description			RESET	SEARCH
	First 3 or more digits					
			Search Results Displayed: 0 of 0	Filter any column...		CLEAR FILTERS
Product Code	Product Description		Product Group		Hazardous Mat...	Hazmat Code
		No rows found.				

3. Perform a search by product group or description and/or product code.

   a. **Search by Product Group**: Select the desired group from the drop-down list of available **Product Groups** and select the **Search** button.

   b. **Search by Description or Code:**

   • To search by product description, enter the search string in the **Product Description** field, and select the **Search** button.

   • To search by product code, enter the first 3 or more digits of the product code into the **Product Code** field button. Select the **Search** button.

4. Once you select **Search**, the results are displayed below the criteria you entered (Exhibit 18).

Exhibit 18. Product Search Results

Product Codes						
Product Group ▼	Product Code 111	Product Description			RESET	SEARCH
	First 3 or more digits					
			Search Results Displayed: 5 of 5	Filter any column...		CLEAR FILTERS
Product Code	Product Description		Product Group		Hazardous Mat...	Hazmat Code
1111110	ANTHRACITE COAL TO BREAKERS OR WASHERIES		COAL		No	
1111215	ANTHRACITE COAL, PEA OR SMALLER		COAL		No	
1111220	ANTHRACITE COAL, LARGER THAN PEA		COAL		No	
1111225	COAL, ANTHRACITE, IN WATER SOLUTION		COAL		No	
1111920	ANTHRACITE COAL WASTE		COAL		No	

5. Depending on the browser, the **Product Description** column may not show the entire Product Description. You can widen the column or select the **Product Code** link in the **Code** column. The Product Code details are displayed (Exhibit 19).

Exhibit 19. Product Code Details

Product Code Details

Product Code:	1111110
Product Group:	COAL
Product Short Description:	ANT COAL TO B W
Product Full Description:	ANTHRACITE COAL TO BREAKERS OR WASHERIES
Hazardous Material:	No
Harmonized Code(s):	2701.11.0000

CLOSE

6. Select the **Close** button to return to the search results list page.

Searching Interchanges/Junctions

1. From the main menu, select **Documentation** > **Interchanges/Junctions** (Exhibit 15).

2. The Interchanges/Junctions page is displayed (Exhibit 20).

Exhibit 20. Interchanges/Junctions Search

3. Select one or more of these search elements:

    a. To search by Junction Abbreviation, enter a **Junction Abbreviation**.

    b. To search by Junction Description, enter a **Junction Description**.

    c. To search by Standard Point Location Code (SPLC), enter the first 3 or more digits of the **Standard Point Location Code**.

    d. To search for SCACs involved in the junction agreement, enter the desired SCACs in the **Standard Carrier Alpha Code 1** or **2** fields.

4. Select **Search**. The results are displayed below the search criteria (Exhibit 21).

Exhibit 21. Interchange/Junction Search Results

Searching Stations

1. From the main menu, select **Documentation** > **Stations** ([Exhibit 15](#)).

2. The Stations page is displayed ([Exhibit 22](#)).

Exhibit 22. Stations Search

Stations											
Location*		State* ▾							RESET	SEARCH	
						Search Results Displayed: 0 of 0	Filter any column...		CLEAR FILTERS		
Standard Point ...	Standard Carrie... ≡	Freight Station ...	Open and Prep...	Junction Abbr...	Location	State	Zip C...	Location T...	Effective D...	Expiration ...	
					No rows found.						

3. Perform a search by entering both **Location** and **State**. Both are required to search.

    a. **Location:** Enter partial or full name of location.

    b. **State:** Select a **State/Province** from the drop-down list of states.

4. Select **Search**. The results are displayed below your search criteria ([Exhibit 23](#)).

Exhibit 23. Stations Search Results

Stations											
Location* chester		State* Pennsylvania ▾							RESET	SEARCH	
						Search Results Displayed: 7 of 15	Filter any column...		CLEAR FILTERS		
Standard Po... ▽	Standard Carrie...	Freight Station ...	Open and Prep...	Junction Abbr...	Location	State	Zip C...	Location T...	Effective D...	Expiration ...	
208510000	CSXT	70032	30285.00	CHEST	CHESTER	PA		Operating	2001-03-10	9999-12-31	
208510000	CSXT	70032	30285.00	CHEST	CHESTER	PA		Revenue	2001-03-10	9999-12-31	
208510000	NS	75334	61080.00	CHEST	CHESTER	PA	19013	Revenue	2016-10-20	9999-12-31	
208510000	NS	75334	61080.00	CHEST	CHESTER	PA	19013	Operating	2016-10-20	9999-12-31	
208513000	CSXT	96025	99999.99		CHESTER TILGHMA...	PA		Operating	2003-03-07	9999-12-31	
208513000	NS	75446	61064.00	CHTST	CHESTER TILGHMA...	PA	19013	Operating	2016-10-20	9999-12-31	
208513000	NS	75446	61064.00	CHTST	CHESTER TILGHMA...	PA	19013	Revenue	2016-10-20	9999-12-31	

Searching Roadmarks

1. From the main menu, select **Documentation** > **Roadmarks** ([Exhibit 15](#)).

2. The Roadmarks page is displayed ([Exhibit 24](#)).

Exhibit 24. Roadmark Search

3. Search **Roadmark** or **Owner** Type by selecting the appropriate radio button and then enter a text string in the corresponding textbox.

4. Select **Search**. The details are displayed for the Roadmarks matching your search criteria ([Exhibit 25](#)).

Exhibit 25. Roadmarks Search Results

Searching Routes

1. From the main menu, select **Documentation** > **Routes** ([Exhibit 15](#)).

2. The Route page is displayed ([Exhibit 26](#)).

Exhibit 26. Route Search

3. Enter an **Origin Roadmark** and **Destination Roadmark**.

4. Optionally, select the radio button for a **Junction Abbreviation** <u>or</u> **Route Number** and enter the field based on the selected field.

5. Select **Search**. The Route search results are displayed below your search criteria. Use the scroll bar on the right to scroll through all the search results.

Exhibit 27. Route Results

6. To view additional details, select the link in the **Junctions** column for the route you want to view. The Route Definitions page is displayed (Exhibit 28).

Exhibit 28. Route Definitions

5. Select **Close** to return to the route search results.

Searching Event Sighting Codes

1. From the main menu, select **Documentation** > **Event Sighting Codes** ([Exhibit 15](#)).

2. The list of Event Sighting Codes is displayed.

3. You have the option to filter on these codes by entering your search criteria in the Filter Any Column field in the top right as shown in [Exhibit 29](#). Select **Clear Filters** to clear your filter and view all codes.
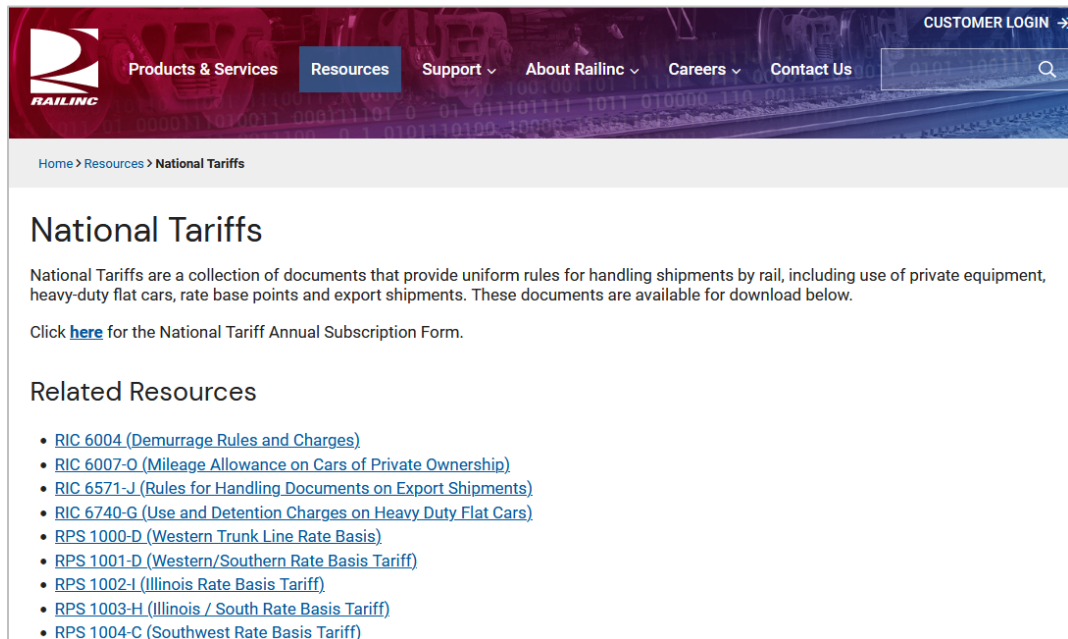
Exhibit 29. Searching Event Sighting Codes

Frequently Asked Questions

To view frequently asked questions about creating an account and requesting sponsorship, select **Documentation** > **Frequently Asked Questions** from the main menu ([Exhibit 15](#)).

National Tariffs

The National Tariffs resources page is available on Railinc.com (Exhibit 30).

Exhibit 30. National Tariffs

User Services

User Services (Exhibit 31) allows you to maintain your account information. It is available by selecting the **Launch Pad** link in the top right and scrolling down to the **User Services** section of the drop-down list. You can also access these services from the My Profile section of the Launch Pad.

Exhibit 31. User Services

Edit Profile

From Steelroads, select **Launch Pad** > **Edit Profile** to make updates to your user profile, or from the Launch Pad select **Edit My Profile** in the **My Profile** section.

View Application Status

Select **User Services** > **View/Request Permissions** or from the Launch Pad select **View/Request Permissions** in the **My Profile** section to view the status of your access to Steelroads.

Exhibit 32. Steelroads Request Examples

Pending:

Approved:

Steelroads

Request

Steelroads is a shipping community-oriented website through which users can trace their rail shipments and look-up industry reference information.

| Steelroads Standard User | BNSF - BNSF RAILWAY COMPANY | 09/23/2024 |