



Steelroads® User Guide



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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, [RailSight®](#) 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 RailSight Demand Trace for flexible equipment tracing at [TransmetriQ.com](https://www.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, then you may request “Railinc – Direct Bill” in this category.
- **Can you log into Steelroads immediately after registration?** As a new user, you must wait for a road or Railinc to accept or reject a new access request. The typical turnaround time is 2-3 business days.

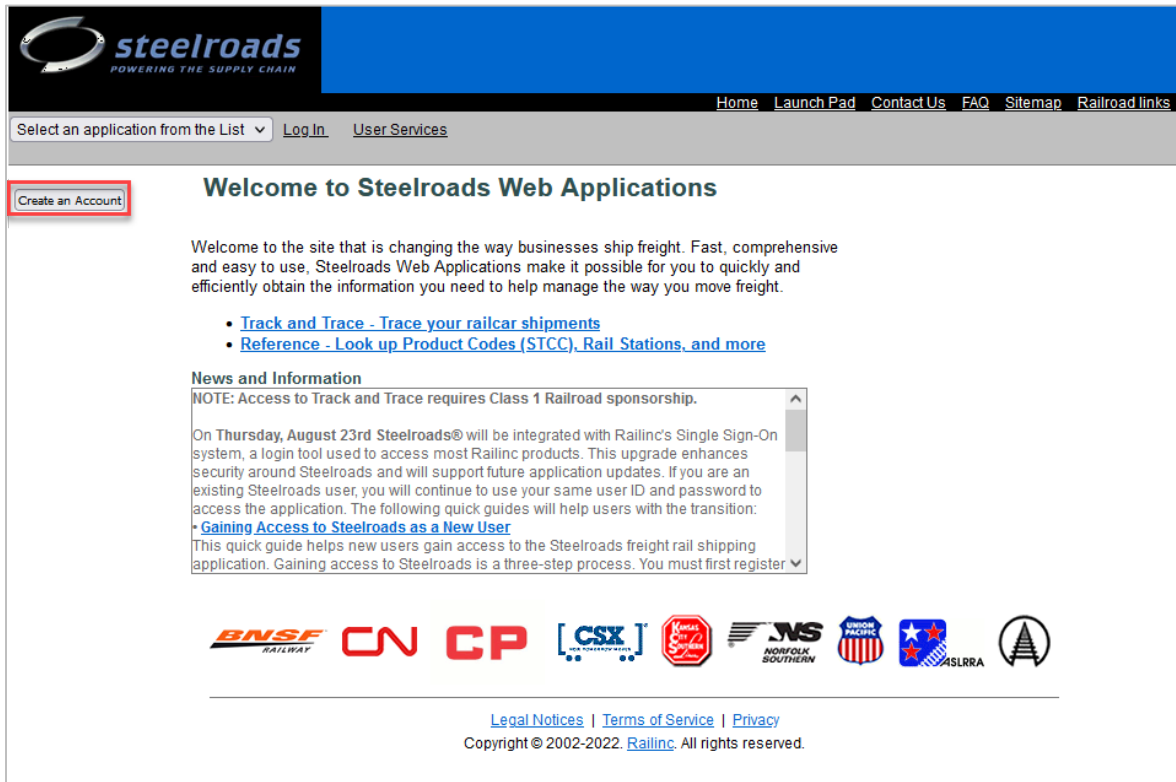
Registering for SSO Access

If you already have a Railinc SSO account, skip this section and go to [Requesting Track and Trace Railroad Sponsorship](#).

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** button. The Terms of Service is displayed ([Exhibit 2](#)).

Exhibit 2. Terms of Service

1 Terms Of Service ————— 2 User Information ————— 3 Confirmation

Before You Register...

Is your company new to Railinc? If so, and your company is a Railroad, Equipment Owner, Repair Shop, Shipper/Fleet Manager, or a Running Repair Agent, please visit our [Onboarding Application](#) to request an identifier and register to receive a Single Sign-On (SSO) User ID.

If you already have a SSO User ID to access one or more other Railinc applications, then you do not have to register again. [Sign in](#) to request access to additional applications. Otherwise, please continue to register for your SSO User ID.

These Terms of Use ("Terms") apply to and shall govern your use of and/or reliance upon this website or affiliated Railinc Corp. ("Railinc" or "We") websites ("Site(s)"), your purchase(es) and/or continued use of any material, software, products and/or services ("Service(s)") published and/or made available for purchase or otherwise through the Site.

If you are using Railinc's Services on behalf of, or in the service of an organization, corporation or any other legal entity ("Company"), then you are agreeing to these Terms on behalf of that Company. You represent and warrant that you are duly authorized and have legal capacity to create binding and enforceable legal obligations that apply to your Company and that by accessing the provisions on this Site and/or manually clicking assent hereto you are agreeing to the Terms and are creating legal obligations for you and your Company. As used herein, "you" and "your" refers to both that Company and you as an agent of that Company.

These Terms constitute a legal agreement between you and Railinc. By accessing, purchasing, and/or using the Site and/or Services, you acknowledge you have read, understood, and agree to be bound by the Terms, including all terms and conditions stated in or incorporated by reference herein. By signing up for an account, you are indicating your consent to receiving marketing emails from Railinc. If you wish to be removed from this list, please email Railinc at corpcomms@railinc.com and request to opt out from the marketing messages.

Railinc may modify the Terms from time to time. When modifications are made, we will notify you by making the modified version available on this Site, which will indicate the date on which modifications were last made and became effective. You agree that all purchases and/or usage of Services are governed by the version of these Terms available on the Site at the time of such purchase and/or usage. If you have questions or wish to report a violation of these Terms, please contact legal@railinc.com.

Read and scroll to the bottom of the Terms and Conditions in order to Accept.

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

Exhibit 3. User Information

1 Terms Of Service 2 **User Information** 3 Confirmation

Is your company already registered with Railinc? If so, please search for your company using the tool below:

Name Mark Employer * 0/255

If your company is not listed above and you need to obtain a Reporting Mark or Company ID, please access our [Onboarding application](#), and select the appropriate type of Mark or Company ID based on your company needs.

Please note that there is a one-time setup charge for registering a Reporting Mark or Company ID with Railinc. If you do not believe you need a Reporting Mark or Company ID or if you have any questions, please contact our Customer Success Center at csc@railinc.com or 1-877-724-5462.

User ID Requirements:

- Must start with a letter
- Must be between 6 and 8 characters long.
- Can contain any alphanumeric characters.
- Can contain hyphens (-) and underscores (_)

Password Requirements:

- Must be between 8 and 32 characters long.
- Must contain at least 1 number.
- Must contain at least 1 uppercase character.
- Your password cannot be your User ID.
- Your password cannot contain your first or last name.

User ID *

Password *

Confirm Password *

<p>First Name * <input type="text"/> 0/25</p> <p>Last Name * <input type="text"/> 0/25</p> <p>Business Title * <input type="text"/> 0/30</p> <p>Email * <input type="text"/> 0/64</p> <p>United Sta... <input type="text"/> Phone Number * <input type="text"/> Extension <input type="text"/> 0/26 0/6</p> <p><input type="text"/> Fax Number <input type="text"/> Extension <input type="text"/> 0/26 0/6</p>	<p>Country * United States <input type="text"/></p> <p>Address * <input type="text"/> 0/40</p> <p>Address 2 <input type="text"/> 0/40</p> <p>City * <input type="text"/> 0/32</p> <p>State/Province * Alaska <input type="text"/></p> <p>Zip/Postal Code * <input type="text"/> 0/10</p> <p>Personal Question * <input type="text"/></p> <p>Personal Answer * <input type="text"/> 0/50</p>
---	--

Cancel

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 railroad in the **Employer** field. ([Exhibit 4](#)).

Exhibit 4. Railroad 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 Track and Trace Railroad Sponsorship

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. All non-sponsored users are directed to [RailSight Demand Trace](#).

1. Log into Railinc.com using your SSO User ID and Password and select **Steelroads** from the **My Applications** section of the Launch Pad.
2. Select **User Services**.
3. Select **Request Access to a website Application**.
4. Select the **Request Sponsorship for Equipment Tracking** link.

Exhibit 6. Request Application Access

Request Application Access [help]		
Module Name	Description	Links
Track and Trace	Trace your railcar shipments by entering equipment numbers... (Learn more)	Request Sponsorship for Equipment Tracking

5. Select the railroad from which you would like to request sponsorship (choose the railroad with which you do the most business).

Exhibit 7. Request Sponsorship to Track and Trace

Request Sponsorship to Track and Trace [\[help\]](#)

If you would like to be considered for railroad sponsorship, select the railroad you want to submit your request to and click "Submit Request" below

BNSF RAILWAY COMPANY
 CANADIAN NATIONAL RAILWAYS
 CANADIAN PACIFIC RAILWAY
 CSX TRANSPORTATION
 FLORIDA EAST COAST RAILWAY, LLC
 KANSAS CITY SOUTHERN RAILWAY COMPANY
 NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN
 RAILINC INTERNAL TESTING

OR

Enter the origin city/state you are shipping from

City: State:

[\[back\]](#)

6. Select **Submit Request**. Your request is submitted to that railroad for review. 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

Track and Trace

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

Terms of Use

The Steelroads **Terms of Use** is available as a link under **Options** when the Track and Trace application is selected from either **Track and Trace** from the application list option or the **Track and Trace – Trace your railcar shipments** link on the Home page ([Exhibit 9](#)).

Exhibit 8. Track and Trace Terms of Use

Options

- Terms Of Use
- Equipment Tracking
- Create Equipment Trace
- Trace List (Paged)
- Trace List (All)
- Equipment Trace Demo

steelroads
POWERING THE SUPPLY CHAIN

Track & Trace Usage

Conditions for Usage:

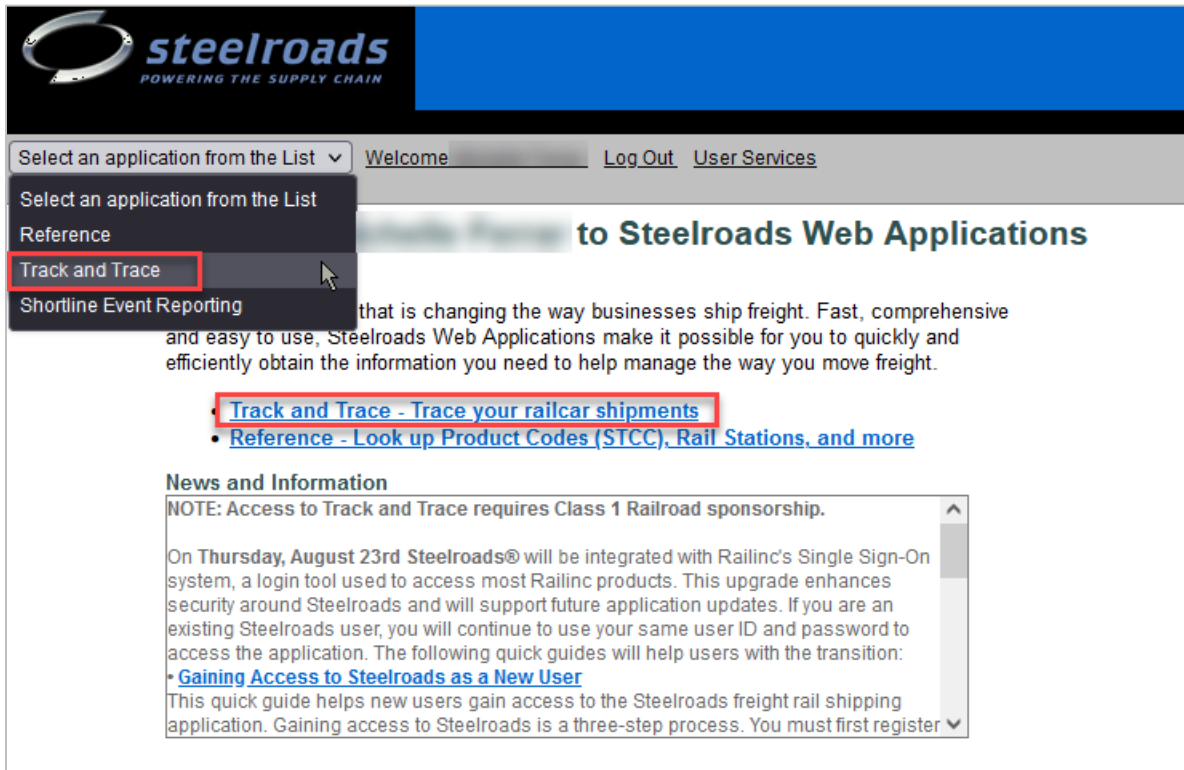
- Only railroads and Railinc may register customers.
- The use of Advanced Track & Trace data is not permitted for any commercial purpose without prior authorization from the sponsoring entity. Commercial purposes include re-selling the data, using the data to enhance the value of any shipment monitoring or logistics service sold to others, and the like.
- Steelroads User IDs are approved for use within one company only. Steelroads User IDs and Passwords must not be provided for use by other companies or by individuals from other companies.
- As relates to billing for services, there will be three categories:
 - * Category 1 is composed of Advanced Track & Trace participant railroads who've agreed to be sponsors and to serve as first level customer support as well as be financially responsible for customer traces based on location of shipment. Customers sponsored by railroads under category 1 MUST have their company clearly shown as the shipper, consignee, notify party, beneficial owner, care of party, or send freight bill to party on the waybill of all rail equipment traced by their user.
 - * Category 2 is composed of Others, such as non-participant railroads or third parties, who will be financially responsible for all traces made by their user.
 - * Category 3 is composed of Others, such as non-participant railroads or third parties, where the sponsoring railroad will be financially responsible for traces made by the user.
- If a sponsoring entity "goes out of business" in a merger, the surviving entity(ies) will choose the appropriate billing category status for users previously sponsored by the merging entity.

Close

Creating an Equipment Trace

1. Once logged in to Steelroads, select either **Track and Trace** from the application list option or the **Track and Trace – Trace your railcar shipments** link on the Home page ([Exhibit 9](#)).

Exhibit 9. Track and Trace Navigation Options




2. Once one of the navigation options is selected, the Track and Trace – Equipment Tracking page is displayed ([Exhibit 10](#)).

Exhibit 10. Track and Trace - Equipment Tracking

3. Complete one or more of the available query input fields.
 - a. **Enter Car Numbers:** Type in a specific car initial/number or paste in a list of cars initial/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. **Select CLM format:** Select the Car Location Message format (CLM) from the drop-down box. Below is a 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. **Show only selected events:** 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 Events (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. **Response Option:** Select **Last Event** to see the most recent event that occurred to your specified car and is the default when no selection is made. Select **New Event** to see only the events that have changed since the last time you ran this trace on this car.
- f. **Select a Sort Order for Your Trace:** 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 Summary:** Select this checkbox to have summary statistics included in your search results.
4. Select one of the following actions:
- a. **Run:** Select **Run** to view your tracing results in your browser. While running, the Building Trace Report window is displayed ([Exhibit 11](#)). Remain patient as the report is compiled. A separate window similar to the one below will open with your trace results. Within this window, you may select other methods to view your trace results.

Exhibit 11. Building Trace Report



Track and Trace Results

Building Trace Report...

Please do not click on any other Track and Trace related buttons or links * until this report is complete, or until you close this window. Prematurely running another trace or clicking on other Track and Trace related buttons or links may produce unpredictable trace report results.

Track and Trace Results

View trace results via: and Output to a format.
 Modify address(es) or fax number(s) of your report output.

Trace Name unknown,
 Description unknown, completed 09/26/2022 17:15:16 EDT, by [REDACTED]
 The search returned: 14 events.

Equipment Init Number	Location	Pr St	Date MM DD	Time(EST) HH MM E	L Event	Train/BO/HLD	Destination	Pr St	RR SCAC
BNSF 001478	KANSAS CITY	MO			Departure				KCS
BNSF 001456	LAKE YARD	OR			Junction Delivery	PTRC			BNSF
BNSF 001430	FORT WORTH	TX			Junction Received	BNSF			UP
BNSF 001406	LAKE YARD	OR			Junction Delivery	PTRC			BNSF
BNSF 001303	KANSAS CITY	MO			Departure				KCS
BNSF 001234	HOUSTON	TX			Junction Delivery	BNSF			UP
BNSF 001126	TACOMA	WA			Arrive In-Transit				BNSF
BNSF 001122	UTTING	AZ			Departure				ARZC
BNSF 001121	MEMPHIS	TN			Arrive In-Transit	A43291			CN
BNSF 001107	WEST REDONDO	CA			Arrive In-Transit	63TDRJ			UP
BNSF 001100	GALESBURG	IL			Junction Received	TPW			BNSF
BNSF 001099	KANSAS CITY	MO			Junction Received	NS			BNSF
BNSF 001093	MOJAVE	CA			Junction Delivery	BNSF			UP
BNSF 001086	CICERO	IL			Junction Delivery	NS			BNSF

Trace Parameters
 Car Numbers = BNSF1478 , BNSF1456 , BNSF1430 , BNSF1406 , BNSF1303 , BNSF1234 , BNSF1126 , BNSF1122 , BNSF1121 , BNSF1107 , BNSF1100 , BNSF1099 , BNSF1093 , BNSF1086
 Response Option = Last Event
 Selected Events = All Events
 Format : = T
 Loaded/Empty = Both
 Sort Order 1st = None
 Sort Order 2nd = None
 Sort Order 3rd = None

- b. **Save Trace:** Select **Save Trace** to save the created trace. The Track and Trace – Equipment Tracking – Saved Trace page is displayed ([Exhibit 12](#)). Enter a trace name, description and select if it is to be a shared or private trace. When complete, select **OK** to save the trace.

Exhibit 12. Track and Trace – Equipment Tracking – Saved Trace

Track and Trace - Equipment Tracking - Saved Trace

Enter a name and description to finish saving your Equipment Trace. [\[help\]](#)

7 - Enter a trace name (mandatory, 25 characters max.).
 Trace Name

8 - Enter a trace description (mandatory, 25 characters max.).
 Trace Description

9 - Select either 'Share Trace' or 'Private Trace' ('Private Trace' is the default):
 Share Trace Private Trace

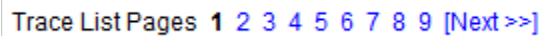
- c. **Reset:** Select **Reset** to clear search input fields and to begin a new search.

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 company.

1. Once logged in to Steelroads, select either **Track and Trace** from the application list option or the **Track and Trace – Trace your railcar shipments** link on the Home page ([Exhibit 9](#)).
2. The Track and Trace – Equipment Tracking page is displayed ([Exhibit 10](#)). From the left navigation under **Equipment Tracking**, select **Trace List (Paged)** for a paged representation of saved traces, or select **Trace List (All)** for a list of saved traces. Both provide all of your available saved traces, but the Paged version allows you to move through multiple pages of saved searches by selecting page number links or the **Next** link ([Exhibit 13](#)) at the top and bottom of the page. Page links do not appear when there is only one page of saved traces.

Exhibit 13. Trace List (Paged) Page Links



Trace List Pages 1 2 3 4 5 6 7 8 9 [Next >>]

3. For the paged screen (pictured below), use the page links to find the desired saved trace to manage.

Exhibit 14. Track and Trace - Equipment Tracking List (Paged)

Track and Trace - Equipment Tracking List

Select the trace(s) that you would like to execute or modify.

List Actions:

Trace List Pages [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >>]

[\[Help\]](#)

View All
 View My Saved Traces Only

Select	Name/Description	Last Run (ET)	User ID	Sharing	Scheduled/Expiration	Trace Actions
<input type="checkbox"/>	jph save2 jphsave2	03-20-2013 15:22	SRADMC1	Private	No	View/Edit Trace Schedule View Schedule Run Now
<input type="checkbox"/>	JPH_SVE3 Save Test		SRADMC1	Private	No	View/Edit Trace Schedule View Schedule Run Now
<input type="checkbox"/>	_2 Range Expansion	05-27-2013 05:01	SRADMC1	Private	Expired 05-31-2013	X View/Edit Trace Schedule View Schedule Renew Schedule Run Now
<input type="checkbox"/>	1000 test	07-16-2014 16:13	nefird	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	1000 events no more, no less	07-16-2014 16:14	vdees001	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	1000+ 1000++	07-26-2006 16:33	ingle	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	999 999	06-16-2005 12:16	cpaye	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	a one car trace translated from netredi	06-15-2004 16:37	opusjack	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	a six car trace translated from netredi	06-15-2004 16:37	opusjack	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	a ten car trace a format translated from netredi	06-15-2004 16:37	opusjack	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	a two car trace translated from netredi	11-27-2007 11:53	opusjack	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	a-shared sched test	06-15-2004 16:37	vdees001	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	abcdefg tetsing	11-14-2007 09:50	vdees001	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	akinll DJX 29 Cars Save As	06-15-2004 16:37	nefird	Shared		View/Edit Trace Run Now
<input type="checkbox"/>	AP/DK Trace Email Delivery email	06-06-2014 23:00	BSAXP05	Shared		View/Edit Trace Run Now

Trace List Pages [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >>]

List Actions:

4. You can further filter the displayed traces by selecting the **View My Saved Traces Only** radio button.
5. Perform one of the following actions to manage your saved traces:
 - a. **Delete:** 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 **Continue** to proceed. A message verifies that the selected traces have been deleted.
 - b. **Share:** 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

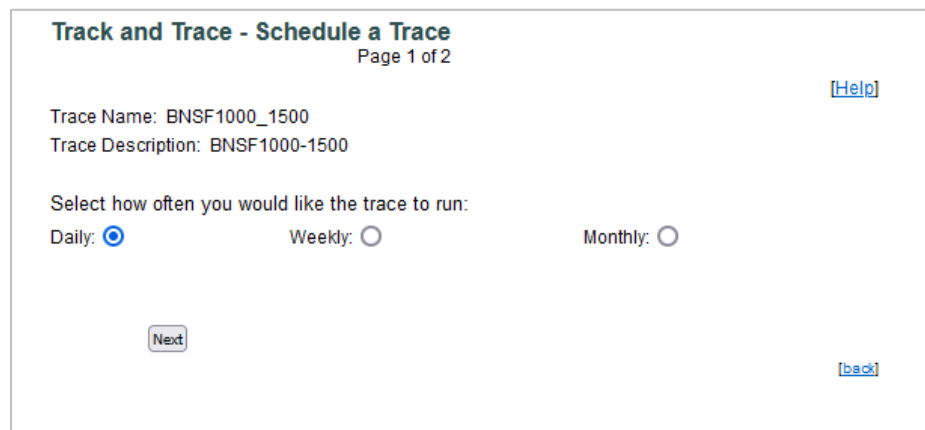
open and edit your shared traces. A confirmation message is displayed. Select **Continue** to proceed. A message verifies that the trace has been shared.

- c. **Unshare:** Select one or more traces with a status of **Shared** and then select **Unshare** to unshare traces. A confirmation message is displayed. Select **Continue** to proceed. A message verifies that the trace is now unshared.
- d. **Run/Run Now:** Select a trace and then select **Run** to run that trace or select the **Run Now** link in the **Trace Actions** column associated with the desired trace. In either case, the traces selected run in the same way as step [4](#) of Creating an Equipment Trace.
- e. **View/Edit Trace:** Select the **View/Edit Trace** link in the **Trace Actions** column that is associated with the desired trace. The Track and Trace – Equipment Tracking page is displayed (similar to [Exhibit 10](#)). Modify the trace as needed. Select **Save Trace** to save the changes or select **Save Trace As** to save the modified trace as a separate saved trace. The Track and Trace – Equipment Tracking – Saved Trace page is displayed (similar to [Exhibit 12](#)). Complete the available input fields and select **OK** to save the trace.
- f. **Schedule/Renew Schedule:** Select the **Schedule** or the **Renew Schedule** link in the **Trace Actions** column that is associated with the desired trace. See [Scheduling a Saved Trace](#) for details.
- g. **View Schedule:** To view/modify a scheduled trace, select the **View Schedule** link. See [Scheduling a Saved Trace](#) for details.

Scheduling a Saved Trace

1. Open the Track and Trace - Equipment Tracking List page ([Exhibit 14](#)), as seen in [Managing Saved Traces](#).
2. Perform one of the following steps to schedule, reschedule, or view/modify an existing scheduled trace:
 - a. **Schedule:** For traces without a schedule, select the **Schedule** link in the **Trace Actions** column. The Track and Trace – Schedule a Trace page (Page 1 of 2) is displayed ([Exhibit 15](#)).

Exhibit 15. Track and Trace - Schedule a Trace - Page 1 of 2



Track and Trace - Schedule a Trace
Page 1 of 2

[Help]

Trace Name: BNSF1000_1500
Trace Description: BNSF1000-1500

Select how often you would like the trace to run:

Daily: Weekly: Monthly:

[Next] [back]

Select how often you would like to trace to run (**Daily** is the default, **Weekly** or **Monthly**). **Daily** allows you to either run the trace every hour or select only certain hours to run it (pictured in [Exhibit 16](#)). **Weekly** allows you to set up a particular day of the week and time for a weekly run. And **Monthly** allows you to set up a particular day of the month and time for a monthly run.

Select the **Next** button. When **Daily** is selected, the Track and Trace – Schedule a Daily Trace (Page 2 of 2) page is displayed ([Exhibit 16](#)).

Exhibit 16. Track and Trace – Schedule a Daily Trace - Page 2 of 2

Track and Trace - Schedule a Daily Trace
Page 2 of 2

Trace Name: BNSF1000_1500
Trace Description: BNSF1000-1500

Select the time of day you wish to schedule: Eastern Time

every hour

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14	15	16	17	18	19	20	21	22	23	00

Select an expiration date for the scheduled trace: Sep. 27 2022

View trace results via: email and Output to html format.

Enter up to 3 additional addresses below. Separate distinct addresses with returns.

Save Reset

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.
- Email is the only sending option for trace results.
- Select the output format (html, plain text, comma delimited, or PDF).
- 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.

- b. **View/Edit Schedule/Unschedule:** For traces with an existing schedule, select the **View Schedule** link. The Track and Trace - Schedule Trace Information page is displayed ([Exhibit 17](#)).

Exhibit 17. Track and Trace - Schedule Trace Information

Track and Trace - Schedule Trace Information											
Select	Name	Trace Interval	Day of Week	Day of Month	Trace Time	Expiration Date	Delivery Type	Delivery Format	Email Address 1	Email Address 2	Email Address 3
<input type="checkbox"/>	BNSF1000_1500	Daily	NA	NA	9:00 ET	2022-09-27	email	html		No Email Address	No Email Address

Edit: As desired, select the displayed trace and select **Edit**. The process to edit a trace is the same as creating one (see process described previously in this section).

Unschedule: As desired, select the displayed trace and select **Unschedule**. A confirmation box appears asking you to confirm your decision to delete the schedule. Select **Continue**. A message appears confirming the deletion. Select **Return to schedule list**.

- c. **Renew Scheduling:** For traces with an expired schedule, select the **Renew Scheduling** link. A message is displayed stating that the selected trace has a new expiration date of one year in the future.

Reference

The Reference module provides users access to helpful industry information. This includes product shipping codes, interchange and junctions, station data, roadmarks and routes.

Note: Keep the following in mind when searching:

Many search text input fields allow the use of the wildcard character. Using the wildcard character (*) at the end of an initial string of text will provide results for all entries that start with those characters.

Use the following options to aid with narrowing down the results:

Contains: Searched item can appear anywhere in the description.

Begins With: Searched item appears at the beginning of the description.

Exact Match: Searched item is the exact match of the description.

Ends With: Searched item appears at the end of the description.

Accessing References

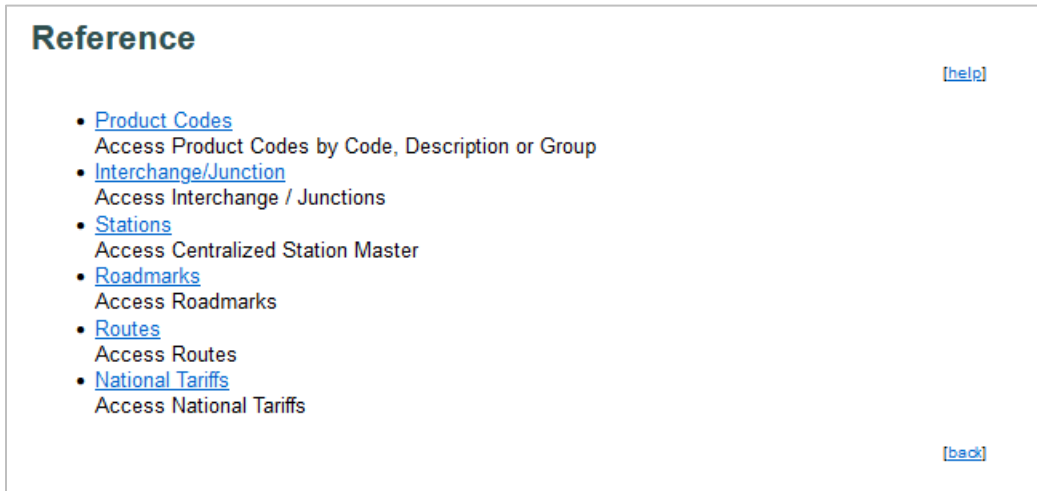
1. Once logged in to Steelroads, select either **Reference** from the application list option or the **Reference – Look up Product Codes (STCC), Rail Station and more** link on the Home page ([Exhibit 18](#)).

Exhibit 18. Reference Navigation Options

The screenshot shows the Steelroads web application interface. At the top left is the Steelroads logo with the tagline "POWERING THE SUPPLY CHAIN". Below the logo is a navigation bar with a dropdown menu labeled "Select an application from the List". The dropdown menu is open, showing options: "Reference", "Track and Trace", and "Shortline Event Reporting". The "Reference" option is highlighted with a red box. To the right of the dropdown are links for "Welcome", "Log Out", and "User Services". Below the navigation bar is a main content area with a heading "to Steelroads Web Applications". Underneath, there is a paragraph of text and a bulleted list of links. The link "Reference - Look up Product Codes (STCC), Rail Stations, and more" is highlighted with a red box. Below the list is a "News and Information" section with a "NOTE" and a scrollable text area.

2. Once one of the navigation options is selected, the Reference page is displayed ([Exhibit 19](#)).

Exhibit 19. Reference

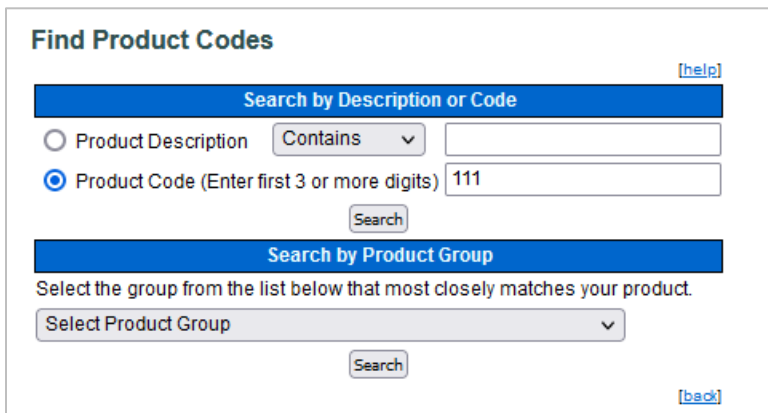


3. Select one of the listed links to display the associated reference lookup.

Searching Product Codes

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **Product Codes** link. The Find Product Codes page is displayed ([Exhibit 20](#)).

Exhibit 20. Find Product Codes



3. Perform a search by description, code or product group.
 - a. **Search by Description or Code:**
 - To search by product description, select the **Product Description** radio button. Next, select the type of search by choosing one of the options to narrow down results (search options are described in [Reference](#)), enter the search string in the textbox, and select the **Search** button.

- To search by product code, select the **Product Code** radio button. Enter at least the first 3-digits of the desired product code in the textbox and select the **Search** button.
 - b. **Search by Product Group:** Select the desired group from the drop-down list of available **Product Groups** and select the **Search** button.
4. Once a Search is selected, the results will appear on the Product Search Results page ([Exhibit 21](#)).

Exhibit 21. Product Search Results

Product Codes [help]				
Code	Description	Group	Hazardous Material	HazMat Code
1111110	ANTHRACITE COAL TO BREAKERS O	Coal	No	
1111215	ANTHRACITE COAL, PEA OR SMALLER	Coal	No	
1111220	ANTHRACITE COAL, LARGER THAN PEA	Coal	No	
1111225	COAL, ANTHRACITE, IN WATER SOLU	Coal	No	
1111920	ANTHRACITE COAL WASTE	Coal	No	

[Back](#)

* Note: Click on the Product Code to see more details [\[back\]](#)

5. The **Description** column only shows the first 30 characters of the Product Description. To view the entire Description, select the **Product Code** link in the **Code** column. The full description is displayed ([Exhibit 22](#)).

Exhibit 22. Product Code Details

Product Codes [help]	
1. Product Code:	1111110
2. Product Group:	Coal
3. Hazmat Code:	
4. Product Description:	ANTHRACITE COAL TO BREAKERS OR WASHERIES
5. Harmonized Codes:	2701.11.0000;

[Back](#)

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

Searching Interchanges/Junctions

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **Interchange/Junction** link. The Find Interchange/Junction page is displayed ([Exhibit 23](#)).

Exhibit 23. Find Interchange/Junction

Find Interchange/Junction [\[help\]](#)

Select One Search Element Below

Junction Abbreviation

Junction Description

Standard Point Location Code (first 3 or more digits)

None

(Optional) Add Additional Search Elements Below

Standard Carrier Alpha Code (1)

Standard Carrier Alpha Code (2)

[\[back\]](#)

3. Select one of these search elements in the top section of the page:
 - a. **Search by Junction Abbreviation:** Choose the **Junction Abbreviation** radio button. Next, select the type of search from the drop-down list to further narrow your search results (described in [Reference](#)) and enter the search string in the textbox.
 - b. **Search by Junction Description:** Choose the **Junction Description** radio button. Next, select the type of search from the drop-down list to further narrow your search results (described in [Reference](#)) and enter the search string in the textbox.
 - c. **Search by Standard Point Location Code (SPLC):** Choose the **Standard Point Location Code** radio button and enter at least 3-digits of the SPLC in the textbox in order to search.
 - d. **None:** If you do not wish to search on any of the above items, choose the **None** radio button and make a selection from the items below.
4. Select additional search elements in the bottom section of the page:
 - a. **(Optional) Additional Search Elements:** In addition to the items listed in the top section, you can choose to search for SCACs involved in the junction agreement. Enter the desired SCACs in the **Standard Carrier Alpha Code (1)** or **(2)** fields.
5. Select **Search** to execute the search. The search results are displayed ([Exhibit 24](#)).

Exhibit 24. Interchange/Junction Search Results

[\[help\]](#)

Interchange/Junction

Standard Point Location Code	Junction Abbreviation	Junction Description	Junction State	(1) Standard Carrier Alpha Code	(1) Freight Station Accounting Code	(2) Standard Carrier Alpha Code	(2) Freight Station Accounting Code	Interchange Type	Revenue?	Effective Date	Expiration Date
396298000	VENIC	VENICE	IL	BNSF	23147	CN	58110	Operating	No	2003-09-26	9999-12-31
396298000	VENIC	VENICE	IL	BNSF	23147	KCS	92790	Indirect Haulage	Yes	2003-07-01	9999-12-31
396298000	VENIC	VENICE	IL	BNSF	23147	NS	24190	Normal	Yes	1997-07-04	9999-12-31
396298000	VENIC	VENICE	IL	CN	58110	KCS	92790	Normal	Yes	2003-07-01	9999-12-31
396298000	VENIC	VENICE	IL	CN	58110	NS	24190	Normal	Yes	2000-10-01	9999-12-31
396298000	VENIC	VENICE	IL	CN	58110	REAL		Per Diem Relief	No	2000-10-01	9999-12-31
396298000	VENIC	VENICE	IL	CN	58110	UP	57030	Operating	No	2004-12-06	9999-12-31
396298000	VENIC	VENICE	IL	CN	58110	XTRA		Rubber	No	2000-10-01	9999-12-31
396298000	VENIC	VENICE	IL	KCS	92790	NS	24190	Normal	Yes	2003-07-01	9999-12-31
396298000	VENIC	VENICE	IL	NS	24190	UP	57030	Normal	Yes	1997-08-01	9999-12-31

* NOTE: Items in aqua signify an Interchange/Junction with a future effective date.

[Back](#)

[\[back\]](#)

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

Searching Stations

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **Stations** link. The Find Stations page is displayed ([Exhibit 25](#)).

Exhibit 25. Find Stations

[\[help\]](#)

Find Stations

Enter Both Search Elements Below

Location

State

[\[back\]](#)

3. Perform a search by entering both **Location** and **State**. Both are required to search.
 - a. **Location:** Select the type of search by selecting an option in the drop-down list to further narrow your search results (described in [Reference](#)) and enter the search string in the textbox.
 - b. **State:** Select a State/Province from the drop-down list of states.
4. Select **Search**. The search results are displayed ([Exhibit 26](#)).

Exhibit 26. Stations Search Results

[\[help\]](#)

Stations

Standard Point Location Code	Standard Carrier Alpha Code	Freight Station Accounting Code	Open and Prepay Station List	Junction Abbreviation	Location	State	Zip	Location Type	Effective Date	Expiration Date
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
208513000	CSXT	96025	99999.99		CHESTER TILGHMAN ST	PA		Operating	2003-03-07	9999-12-31
208715000	NS	72334	64100.00		CHESTERBROOK	PA	19312	Operating	2016-10-20	9999-12-31
208715000	NS	72334	64100.00		CHESTERBROOK	PA	19312	Revenue	2016-10-20	9999-12-31
208510000	NS	75334	61080.00	CHEST	CHESTER	PA	19013	Operating	2016-10-20	9999-12-31
208510000	NS	75334	61080.00	CHEST	CHESTER	PA	19013	Revenue	2016-10-20	9999-12-31
208513000	NS	75446	61064.00	CHTST	CHESTER TILGHMAN ST	PA	19013	Operating	2016-10-20	9999-12-31
208513000	NS	75446	61064.00	CHTST	CHESTER TILGHMAN ST	PA	19013	Revenue	2016-10-20	9999-12-31

* Note: Items in aqua signify a Station with a future effective date.

[Back](#)

[\[back\]](#)

5. Select the **Back** button to return to the search results list page.

Searching Roadmarks

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **Roadmarks** link. The Find Roadmark page is displayed ([Exhibit 27](#)).

Exhibit 27. Find Roadmark

[\[help\]](#)

Find Roadmark

Please Select One Search Element Below

To view a Roadmark's details, enter either a Roadmark or the Roadmark's owner below, then press details.

Roadmark

Owner

[Details](#)

[\[back\]](#)

3. Search by either **Roadmark** or **Owner** by selecting the appropriate radio button and then enter a text string in the corresponding textbox.
4. Select **Details** to initiate the search. The search results are displayed ([Exhibit 28](#)).

Exhibit 28. Roadmark Search Results

[\[help\]](#)

Roadmark

Select	Roadmark	Type	Owner	Effective Date	Expiration Date
<input type="radio"/>	RAIL	PP	RAIL	2000-02-15	9999-12-31
<input type="radio"/>	RAIL	STC	RAIL	2000-02-15	9999-12-31

[Details](#) [Back](#)

[\[back\]](#)

5. Select one Roadmark and select **Details** to display the Roadmark's details ([Exhibit 29](#)).

Exhibit 29. Roadmark Details

[\[help\]](#)

Roadmark

Roadmark	RAIL
Mode	AGENTS
Carrier	RAIL
Name	RAILINC CORPORATION
Street	7001 WESTON PARKWAY STE 200
City	CARY
State/Prov	NC
Zip Code	27513
Country	
Phone	9196515054
R260 #	
Type	PP
Sub-Location	
Effective Date	2000-02-15
Expiration Date	9999-12-31

[Back](#)

[\[back\]](#)

6. Select **Back** to return to the roadmark search results.

Searching Routes

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **Routes** link. The Find Route page is displayed ([Exhibit 30](#)).

Exhibit 30. Find Route

Find Route [\[help\]](#)

Search By Origin/Destination Roadmark

To view a Route's details, enter Origin and Destination Roadmark, then press the Details button.

Origin Roadmark

Destination Roadmark

(Optional) Add An Additional Search Element Below

No Additional Search Elements

Junction Abbreviation

Route Number

[\[back\]](#)

3. Enter an **Origin Roadmark** and **Destination Roadmark**.
4. Optionally, select the radio button for either **Junction Abbreviation** or **Route Number** and enter into the corresponding textbox.
5. Select **Details** to execute the search. The Route Search Results page is displayed.

Exhibit 31. Route Results

Route [\[help\]](#)

Select	Origin Roadmark	Destination Roadmark	Route#	Effective Date	Expiration Date	Junction
<input type="radio"/>	UP	NS	1	1991-01-01	9999-12-31	CHGO
<input type="radio"/>	UP	NS	2	1995-08-21	9999-12-31	ESTL
<input type="radio"/>	UP	NS	4	1991-01-02	9999-12-31	KCITY
<input type="radio"/>	UP	NS	11	1999-06-01	9999-12-31	CBLUF
<input type="radio"/>	UP	NS	11	1999-06-01	9999-12-31	CHGO
<input type="radio"/>	UP	NS	51	2014-01-01	9999-12-31	CBLUF
	UP	NS	51	2014-01-01	9999-12-31	CHGO
	UP	NS	51	2014-01-01	9999-12-31	CINTI
<input type="radio"/>	UP	NS	52	2014-01-01	9999-12-31	CBLUF
	UP	NS	52	2014-01-01	9999-12-31	CHGO
	UP	NS	52	2014-01-01	9999-12-31	KENOV
<input type="radio"/>	UP	NS	53	2014-01-01	9999-12-31	CBLUF
	UP	NS	53	2014-01-01	9999-12-31	CHGO
	UP	NS	53	2014-01-01	9999-12-31	LYNCH
<input type="radio"/>	UP	NS	138	1991-01-01	9999-12-31	KCITY
	UP	NS	138	1991-01-01	9999-12-31	ESTL
	UP	NS	138	1991-01-01	9999-12-31	ATLA
<input type="radio"/>	UP	NS	139	1991-01-01	9999-12-31	KCITY
	UP	NS	139	1991-01-01	9999-12-31	ESTL
	UP	NS	139	1991-01-01	9999-12-31	CHATT
<input type="radio"/>	UP	NS	140	1991-01-01	9999-12-31	KCITY

[\[back\]](#)

6. To view route details, select the radio button that corresponds with the results record and select **Details**. The Route Details page is displayed ([Exhibit 32](#)).

Exhibit 32. Route Details

Route

[\[help\]](#)

Origin	UP
Destination	NS
Route#	52
Effective Date	2014-01-01
Expiration Date	9999-12-31
Route Source	CSXT
Last Maintained	2014-06-16T15:43:49-912:912

Route Definition

Segment	Road	Junction
1	UP	CBLUF
2	IAIS	CHGO
3	CSXT	KENOV
4	NS	

[\[back\]](#)

7. Select **Back** to return to the route search results.

National Tariffs

1. Select **Reference** from the application list ([Accessing References](#)).
2. Select the **National Tariffs** link. The [National Tariffs resources page](#) on Railinc.com is displayed ([Exhibit 33](#)).

Exhibit 33. National Tariffs

CUSTOMER LOGIN →

[Products & Services](#) |
 Resources |
 [Support](#) |
 [About Railinc](#) |
 [Careers](#) |
 [Contact Us](#)

[Home](#) > [Resources](#) > **National Tariffs**

National Tariffs

National Tariffs are a collection of documents that provide uniform rules for handling shipments by rail, including use of private equipment, heavy-duty flat cars, rate base points and export shipments. These documents are available for download below.

Click [here](#) for the National Tariff Annual Subscription Form.

Related Resources

- [RIC 6004 \(Demurrage Rules and Charges\)](#)
- [RIC 6007-O \(Mileage Allowance on Cars of Private Ownership\)](#)
- [RIC 6571-J \(Rules for Handling Documents on Export Shipments\)](#)
- [RIC 6740-G \(Use and Detention Charges on Heavy Duty Flat Cars\)](#)
- [RPS 1000-D \(Western Trunk Line Rate Basis\)](#)
- [RPS 1001-D \(Western/Southern Rate Basis Tariff\)](#)
- [RPS 1002-I \(Illinois Rate Basis Tariff\)](#)
- [RPS 1003-H \(Illinois / South Rate Basis Tariff\)](#)
- [RPS 1004-C \(Southwest Rate Basis Tariff\)](#)

User Services

User Services ([Exhibit 34](#)) allows you to maintain your account information. It is available by selecting the **User Services** link in the Steelroads menu.

Exhibit 34. User Services

User Services

[\[help \]](#)

The services section allows you to maintain your account information.

User Services

[Update User Profile](#)
- Update/Change your user profile.

[Change Password](#)
- Update/Change your password.

[Request Access to a website Application](#)
- Submit your request to a railroad in order to access to a restricted website application.

[View Application Status](#)
- View the status of your application request.

[\[back \]](#)

Update User Profile

Select **User Services** and **Update User Profile** to make updates to your user profile. The Launch Pad is opened. Select **Edit My Profile** in the **My Profile** section.

Request Access to a Website Application

Tracing in Steelroads is restricted to sponsored users. See [Requesting Track and Trace Railroad Sponsorship](#) for setting up sponsorship for Track and Trace.

If you are not sponsored, TransmetriQ's [RailSight®](#) offers a comprehensive suite of applications designed to deliver rail shipment and equipment management that can be adapted to support your changing business needs. Learn more about RailSight Demand Trace for flexible equipment tracing at [TransmetriQ.com](#).

View Application Status

Select **User Services** and **View Application Status** to view the status of your access to Track and Trace.

Exhibit 35. My Application Access Request Status

My Application Access Request Status [\[help\]](#)

Click on the Application Name below to view the details.

Pending Requests

Application Name	Permission Name	Road Mark	Action Date	Reference Number
No Records Found				

Approved Requests

Application Name	Permission Name	Road Mark	Action Date	Reference Number
Track and Trace	Generic Access	BBSI	Sep 22, 2022	1663879226196

Rejected Requests

Application Name	Permission Name	Road Mark	Action Date	Reference Number
No Records Found				

[Back](#)

Where available (Pending, Approved or Rejected), select the link in the **Application Name** column for a summary of the application access request details.

Exhibit 36. Application Access Request Details

Application Access Request Details [\[help\]](#)

Application Name : Track and Trace

Permission Name : Generic Access

Road Mark : BBSI

Action Date : Sep 22, 2022

Reference Number : 1663879226196

Comments :

Action User : ITSXG01

[back](#)

[\[back\]](#)