Tank Car Integrated Database (TCID) User Guide

RAILINC

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List of Exhibits

Tank Car Integrated Database

The Tank Car Integrated Database was designed to consolidate the information on the AAR forms R-1, R-2, stubsill inspections, plus report additional features.

Depending on user access, Tank Car Integrated Database provides the ability to create a new inspection, implement a batch import, and delete, edit, submit, or download an open inspection. Data Analysts can input data and run reports for their group.

Tank Car Integrated Database uses inspection templates to accurately report cracks found in the stub sill attachment welds.

User Guide Structure

This document has been organized to reflect the application menu order of the Tank Car Integrated Database. It describes use and interpretation of interface elements in TCID.

Railinc Single Sign-On (SSO) information is included, and references to the Railinc Single Sign-On User Guide added. SSO information for the TCID administrators is also in the *Railinc Single Sign-On User Guide*.

Whenever possible the term "select" is used to indicate making a choice using either the mouse or keyboard. Left-clicking generally activates a control or selects an item. Where a double-click is required, it is specified.

Underlined blue links are functional links to go to another location in the user guide.

Web Interface

The TCID interface provides the same navigational tools found in most Windows applications and Internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks. Mouse and keyboard equivalents are discussed for each element.

General Users Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the *Railinc UI Dictionary*. Application-specific interface information is described in the next section.

Home Page Layout

Each page in TCID has the same structure; however menu items are different depending on the user's role.

Exhibit 1. TCID Home Page Layout
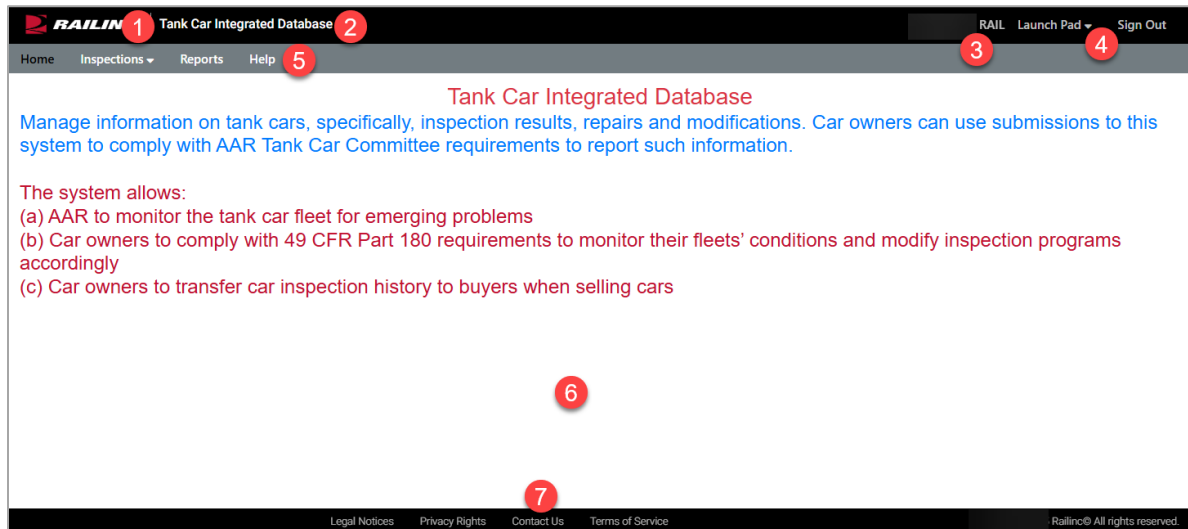
1   **Logo**—Railinc logo

2   **Application Title**—Tank Car Integrated Database

3   **Sign-On Information**— Shows the current user id and mark. For users who represent multiple marks, select the appropriate mark from the drop-down list.

4   **Navigational Links**—Links for the following functions:

- *Launch Pad*—opens user's Launch Pad page in a new window. Close the window to return to TCID

- *Sign Out*—logs out of all SSO applications and returns to the Railinc SSO Login page

5   **Main Menu**—The options on this menu allow user to perform the various functions of the application. Selecting populates the content area at the right. Different menu options are available depending on assigned access rights.

6   **Page content area**—The area of the page where data is displayed and tasks are executed. These vary and may include a number of different elements, which are described in the next sections.

7   **Contact Us Link**—opens a page of contact information for the Railinc Customer Success Center in a new window. Close the window to return to TCID.
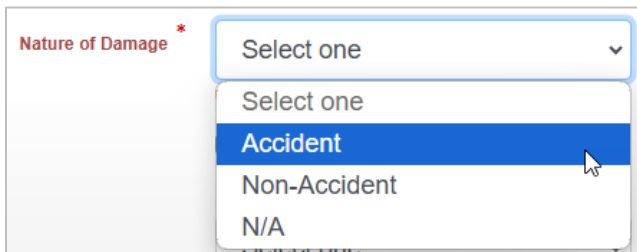
Interface Elements

Application Menu

The TCID menu has different choices based on assigned access rights, including Home, Inspections, Reports and Help. Selecting an item populates the content area at the right. Menu items must be selected using a pointing device (e.g., mouse or touchpad).

Drop-Down Text Boxes

Some text boxes have arrows located on the right side. These arrows indicate that predetermined input options are available for that text box. Selecting the arrow displays a list of the available data entry options. Alternatively, press **Ctrl+ ↓** (down arrow key) to open a focused drop-down. Use the up and down cursor movement keys (↑↓) to navigate through the choices. Select one of the available choices by clicking it, or pressing Enter when the item is highlighted.
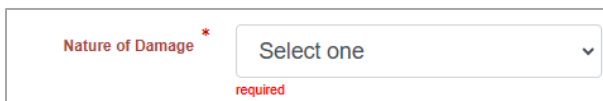
Exhibit 2. Drop-Down Text Box

Longer drop-down lists can have a scroll bar at the right, and most longer lists also offer first letter navigation, where typing a letter or number scrolls to that part of the list.

Mandatory Fields

Fields that are mandatory have a red asterisk beside the field name. Additionally, when exiting an incomplete mandatory field, a warning is displayed.

Exhibit 3. Mandatory Field Warning

Check Boxes

Select an empty check box by clicking with mouse or pressing the spacebar when the check box is focused. A selected check box contains a check mark. To uncheck, select again.

Exhibit 4. Checked Check Box

Command Buttons

Command buttons are used to execute tasks on web pages. Command buttons are generally at the bottom of TCID content areas. To activate a command button, select the button with a left mouse click when the button has focus as shown below.

Exhibit 5. Command Button (Next button has focus)
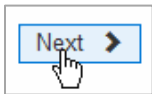
[Exhibit 6](#) contains general descriptions of buttons found throughout the Tank Car Application for Approval and Certificate of Construction interfaces.

Exhibit 6. Command Button Descriptions

Name	Function
Add Drawing	Allows user to add a drawing for an Alteration or Conversion
Add Weld Inspection	Allows user to add weld inspection results
Delete	Allows user to delete an inspection in open or reopen status
Edit	Allows user to edit an inspection in open or reopen status
Next	Proceeds to the next screen
Add Shell / Sill Damage	Allows user to add shell/sill inspection results
Save Inspection	Allows user to save entered data for inspection
Submit Inspection	Submits completed inspection
Unsubmit	Allows user to unsubmit a submitted inspection
Upload	Allows user to submit inspections via file upload
View	Allows user to view submitted inspection

Message Areas

When an action has been requested and confirmed, TCID displays a success message at the top of the content area.

- Messages in green are generally confirmations of success.
- Messages in blue confirm report generation.
- Messages in red are warnings or errors (input validation errors).
- Messages in yellow are informational.

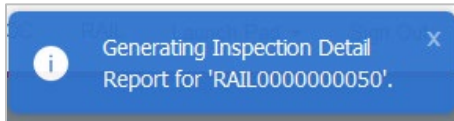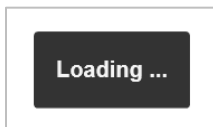***Exhibit 7. Generating Report Message***

Exhibit 8. Page Loading Message Display

Icons

Icons are graphic images used to display conditions, status, or to invoke secondary searches.

Exhibit 9. Icons

Icon	Description
↑	Sort Column Descending. Appears when table column headings are selected.
↓	Sort Column Ascending. Appears when table column headings are selected.
▼	Filter column data
📅	Click the calendar icon to choose a date
🗎	Symbol for CSV file
🗎	Symbol for PDF file

Tables

Many web pages use tables to display complex lists, and to organize data.

Exhibit 10. Table

EIN	Equip Initial ▼	Equip Number	Builder	Built Date
▼	RAIL ▼	▼	▼	▼
0010736680	RAIL	0000351004	BETH	08/01/2023
0010575601	RAIL	0000011394	BETH	10/10/2024
0010575593	RAIL	0000011386	BETH	08/01/2023
0010575565	RAIL	0000011358	BETH	08/01/2023
0010575642	RAIL	0000011435	BETH	08/01/2023
0010575555	RAIL	0000011348	GUND	08/01/2013
0010575555	RAIL	0000011348	GENS	09/23/2024
0010739158	RAIL	0000250152	BETH	08/01/2023
0010739113	RAIL	0000250130	ACFX	09/01/2015
0010739138	RAIL	0000250142	BETH	08/01/2023

- Tables longer than one screen have a scroll bar at the right.

- Heading links at the top of some table columns provide *sorting* capability, ascending or descending.

Getting Started

The Tank Car Integrated Database is accessed using Railinc Single Sign-On (SSO). If you have an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Register to Use Railinc Single Sign-On (SSO)

Every user of the Tank Car Integrated Database must register with Railinc for a SSO account. It is beyond the scope of this document to describe the use of SSO. Refer to *Railinc Single Sign-On User Guide*. Once SSO registration is complete, then users must request access to Tank Car Application for Approval and Certificate of Construction within SSO.

Role-Based Application

Access and authorization for Tank Car Integrated Database is determined when requesting access through Railinc SSO. Below is a complete list of user roles as seen in SSO.

Exhibit 11. User Roles and Tasks

Roles	Task	Description
Tank Car Inspection AAR Member	• Access to all inspections, regardless of company • Run reports • Full access to the database	• Car owners or designees who have access across all company marks • Has authority to view all submitted data, regardless of company or facility submission • Does not have access to enter data
Tank Car Inspection Company Administrator	• Add and edit users • Approve and decline user permission requests for their company	• Requires Mark • Has authority to approve and decline company specific user permission requests • Does not have access to enter or view data • Typically included with the Tank Car Owner Delegate permissions
Tank Car Inspection Facility User	• Create, edit, submit an inspection for a delegated company • Run reports and view inspections they submitted	• Requires Mark • Has authority to enter facility-specific data and view their own submissions
Tank Car Inspection Owner Delegate	• Implement a batch import for their company • Create, edit, submit an inspection for a delegated company • Run reports and see inspections for that company	• Requires Mark Has authority to view and enter data on behalf of a company-specific designee

Requesting TCID Access

After authorization to use Railinc SSO is received, the user must request general access to Tank Car Application for Approval and Certificate of Construction following instruction in the *Railinc Single Sign-On User Guide*.

Exhibit 12. Request Permission by new user

Note: Requesting a role does NOT imply automatic approval for the selected roles.

When email notification of access to TCID is received, the user can login and begin using TCID.

Logging In

To log into TCID:

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.

Note: For more information about the Launch Pad, refer to the *Railinc Single Sign-On User Guide*.

4. In **My Applications**, select **Tank Car Integration Database**. The Home page is displayed (Exhibit 1).

A main menu is displayed at the top. Continue by selecting a TCID application menu item. Depending on user access, the TCID Home page can have the following menu items:

Exhibit 13. Menu Item Functions

Home	Returns to the Home Page (Exhibit 1)
Inspections	Allows users to create new inspections, view existing inspections and upload a batch file – these menu items are available depending on user role and permissions.
Reports	Allows all users to run reports – these menu items are available depending on user role and permissions.
Help	Points users to the latest reference materials including the user guide, notices of implementation and templates.

Note: Menu content varies based on SSO role-based permissions granted. Refer to Exhibit 11.

Logging Out

Select the **Sign Out** link in the upper right corner to end a TCID session.

If multiple SSO applications are open (in separate browser windows), and the users wants to close only one, close the unwanted session window by **X**ing out or pressing **Alt +F4**. Do NOT select the **Sign Out** link. The Sign Out link ends the entire Single Sign-On session and closes **all** open SSO applications.

If the user session has been idle for over 30 minutes, the system will automatically time out and the user must log back in to continue working.

Inspections

These tasks can be performed by user with either the Owner Delegate or Facility role assigned. Authorized users can create a new inspection, save, edit or submit or delete open inspections and implement a batch import.

New Inspections

To create a new inspection, select the **Inspections** from the main menu

1. Select the **New Inspections** menu item.

2. Enter all the required fields that are marked with a red asterisk (*****). Use the allowable data rules to ensure accuracy.

3. When all required fields are entered, select **Next** to continue.

Exhibit 14. Create New Inspection

Create Inspection

M-1002   Report of Alterations, Conversions, Welded Repairs, and Stub Sill Inspections   * denotes a required field

Inspection/Report Type *   ☐ Tank Qualification ☐ Stub Sill Inspection ☐ Alteration ☐ Conversion ☐ Welded Repair ☐ Other   Next ›

Field	Value	Field	Value
Equipment Initial *		Equipment Number *	
Station Stencil *	Select one	Stencil Class *	Select one
Shop Location (City) *		Shop Location (State) *	Select One
Built Date *		Inspection Date *	
Car Jacketed *	Select one	Reserved 1 (design specific)	
Reserved 2 (design specific)		Original AAR Cert. of Construction No. *	
Builder *	Select one	Stub Sill Design (as inspected) *	Select one
Stub Sill Design Variation *	Select one	Miles (actual cumulative miles in thousands of miles) *	
Constructed Car Spec. *	Select one	Car Spec. After Modification	Select one
Nature of Damage *	Select one	Railroad Responsibility *	Select one
Stub Sill Deformation	☐ A End ☐ B End	Year of Last Tank Qualification *	Select one
Tank Containment Failure	Select one	No. of Compartments *	Select one
Facility Rep. Name *		Submitted By *	

Next ›

4. Additional fields appear at the bottom of the page to attach drawings, weld inspections or record shell/sill damage. All three of these catagories have options to add additional records, edit or remove records. Fill these out when appropriate.

5. Once the inspection is complete and all required data entered, select the **Save Inspection** button at the bottom to save the inspection so that it can be reviewed and submitted at a later date or select **Submit Inspection** to submit the inspection.

Exhibit 15. Create New Inspection Additional Fields

View/Edit/Delete/Unsubmit Inspections

1. To view and edit inspections, select the **Inspections** from the main menu.

2. Select the **View Inspections** menu item. The results are of all open (unsubmitted) inspections, followed by re-opened inspections and then submitted inspections entered by users from that company (or only inspections that user submitted) for AAR Members.

Exhibit 16. View Inspections
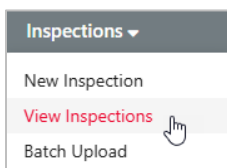
EIN	Equip Initial	Equip Number	Builder	Built Date	Inspection Date	Modified Date	Status	Actions	Report
0010736680	RAIL	0000351004	Contains	08/01/2023	08/01/2024	10/10/2024 11:11:42 AM	Open	Edit Delete	
0010575601	RAIL	0000011394	Filter...	10/10/2024	10/10/2024	10/10/2024 10:47:23 AM	Open	Edit Delete	
0010575593	RAIL	0000011386	BETH	08/01/2023	08/01/2024	10/10/2024 10:46:43 AM	Open	Edit Delete	
0010575565	RAIL	0000011358	BETH	08/01/2023	08/01/2024	10/10/2024 10:44:40 AM	Open	Edit Delete	
0010575642	RAIL	0000011435	BETH	08/01/2023	08/01/2024	10/10/2024 10:43:07 AM	Open	Edit Delete	
0000932279	GATX	0000003343	CURR	07/01/2024	08/01/2024	08/13/2024 10:04:30 AM	Open	Edit Delete	
0000667932	GATX	0000000022	GATX	08/09/2022	08/09/2023	08/13/2024 10:27:53 AM	Re-open	Edit Delete	
0000667932	GATX	0000000022	GATX	08/09/2022	08/09/2023	08/13/2024 10:26:45 AM	Re-open	Edit Delete	
0010575555	RAIL	0000011348	GUND	08/01/2013	02/01/2024	08/13/2024 10:01:49 AM	Re-open	Edit Delete	
0010575555	RAIL	0000011348	GENS	09/23/2024	01/01/2025	01/30/2025 10:21:37 AM	Submitted	View Unsubmit	
0010739158	RAIL	0000250152	BETH	08/01/2023	10/28/2024	10/28/2024 12:45:47 PM	Submitted	View Unsubmit	
0010739113	RAIL	0000250130	ACFX	09/01/2015	12/02/2020	10/28/2024 12:43:30 PM	Submitted	View Unsubmit	
0010739138	RAIL	0000250142	BETH	08/01/2023	10/28/2024	10/28/2024 12:42:59 PM	Submitted	View Unsubmit	
0010740943	RAIL	0000351003	ACFX	09/01/2015	12/02/2020	10/28/2024 12:42:21 PM	Submitted	View Unsubmit	
0010739226	RAIL	0000250185	ACFX	09/01/2015	12/02/2020	10/28/2024 12:41:57 PM	Submitted	View Unsubmit	
0010739172	RAIL	0000250159	ACFX	09/01/2015	12/02/2020	10/28/2024 12:35:32 PM	Submitted	View Unsubmit	
0010739126	RAIL	0000250136	BETH	08/01/2023	10/28/2024	10/28/2024 12:36:05 AM	Submitted	View Unsubmit	
0010739077	RAIL	0000250103	ACFX	09/01/2015	12/02/2020	10/28/2024 12:31:44 AM	Submitted	View Unsubmit	
0010739210	RAIL	0000250177	BETH	08/01/2023	10/28/2024	10/28/2024 12:31:13 AM	Submitted	View Unsubmit	

3. Filter on columns by entering criteria in the field below the column header or click the filter icon for a list of additional filtering options.

4. To download the details of an inspection as a PDF, click the PDF icon in the **Report** column.

5. Choose from three types of inspection statuses are available to review from the **View Inspections** page:
   - **Open** – Click the **Edit/Delete** link in the **Actions** column to edit, submit or delete an open inspection. See Exhibit 17.
   - **Re-open** – Click the **Edit/Delete** link in the **Actions** column to re-open a submitted inspection. Re-open status inspections can be edited, submitted or deleted. See Exhibit 17.
   - **Submitted** – Click the **View/Unsubmit** link in the **Actions** column to view, unsubmit, or delete a submitted inspection.

Inspections with the status **Open** or **Re-open** can be edited or deleted. **Submitted** inspections can be viewed, unsubmitted or deleted.

Note: Submitted inspections can be edited if the user unsubmits the submitted inspection and then edits the re-opened inspection.

Exhibit 17. Edit Inspection

6. For **Open** and **Re-open** inspections, edit by entering all the required fields that are marked with a red asterisk (*). Use the allowable data rules to ensure accuracy. Click **Save**

Inspection to save your work, **Submit Inspection** to submit the inspection or **Delete** to delete the inspection as seen in <u>Exhibit 17</u>.
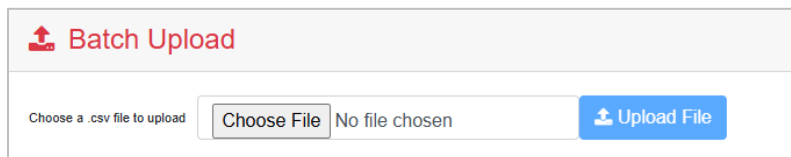
7. **Submitted** inspections can be viewed, unsubmitted or deleted, but not edited initially. Click the appropriate button and **Ok** to confirm. Submitted inspections can be edited if the user unsubmits the submitted inspection and then edits the re-opened inspection.

Batch Upload

Another way to add inspection data to TCID is by uploading a batch file. Batch files must follow file and data format as outlined in the *<u>TCID Data Specification Manual</u>*. The frequency of submission is up to the submitting entity.

An example file is available on the <u>Railinc Tank Car Integrated Database</u> page in the **Related Support Documents** section.

Exhibit 18. Batch Upload

Note: For a successful upload to TCID, your file must be a CSV file that is less than or equal to 1 MB in size.

Once your batch file is ready and follows the TCID batch file specifications:

1. Log into Railinc.com and navigate to TCID.
2. Select **Inspections** from the main menu and select the **Batch Upload** menu item.
3. Select **Browse** and choose the appropriate CSV file on your computer. Select **Open**.
4. Select **Upload File** to upload your file to TCID.

After uploading is complete, TCID:

1. Analyzes the file contents to verify data follows industry standards.
2. Imports the inspection records that contain valid data.
3. Rejects any inspection records that contain incorrect data.
4. Provides results of the import process in an email to the logged in user.
    o   Accepted inspections are noted
    o   Rejected inspections are noted with errors messages
    o   Warnings are provided on optional fields with invalid data. Warnings inform submitters of future data errors.

Reports

Report availability depends on user permission and access granted. Some reports are available to AAR Members, Owner Delegates and Facilities. To access reports, select **Reports** from the main menu.

Exhibit 19. Reports

These three types of reports are available to retrieve information from the database within a company or as submitted to the user:

Inspection Detail

Equipment Range
The Inspection Detail report provides details for the most recent tank car inspection submitted. To run this report, enter the **Equipment Initial** and **Equipment Number(s)** and select the PDF icon in the **Run** column. Choose **Open**, **Save** or **Save As** to download the PDF with the inspection details that can also be printed. Equipment Numbers can be entered as a range and/or separated by a comma (e.g., 1-10, 23, 30).

Date Range
The Inspection Detail report provides details for the most recent tank car inspection submitted. To run this report, enter the **Equipment Initial**, **Equipment Number** and/or **Inspection Day or Range of Days**. Select the PDF icon in the **Run** column. Choose **Open, Save** or **Save As** to download the PDF with the inspection details that can also be printed.

Equipment IDs
The Inspection Detail report provides details for the most recent tank car inspection submitted. To run this report, enter the **Equipment Initial** and **Equipment Number**. Select the PDF icon in the **Run** column. Choose **Open, Save** or **Save As** to download the PDF with the inspection details that can also be printed. Inspection Detail report by Equipment IDs allows the user to input various Equipment Initials.

EIN
The Inspection Detail report provides details for the most recent tank car inspection submitted. To run this report, enter the **EIN**. Select the PDF icon in the Run column. Choose **Open**, **Save** or **Save As** to download the PDF with inspection details that can also be printed. Inspection Detail
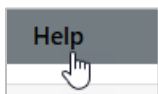
report by EIN allows the user to generate reports for a car that has multiple different Equipment Initials and Equipment Numbers.

Inspection Summary

The Inspection Summary report provides a summary list of all submitted inspections for the selected company or the logged in user. To run this report, select the PDF icon in the **Run** column. Choose **Open, Save** or **Save As** to download the PDF with the inspection details that can also be printed.

Service History by Company

The Service History by Company report provides all submitted inspection information within the database for the selected company. For users who represent multiple marks, select the appropriate mark from the drop-down list at the top right of the screen. Then click the report icon in the **Run** column to run the report. When the report has finished, an email notification is sent to the logged in user with the CSV file attached.

Help

To open the [TCID product page](#) on Railinc.com, select **Help** from the main menu. The following is available:

- TCID information and reference materials
- Notice of Implementation for a list of historical Notices of Implementation
- A list of all the templates. Select each template to open, save or print.

Exhibit 20. Help Menu Item

Index