

Tank Car Integrated Database (TCID) User Guide



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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.

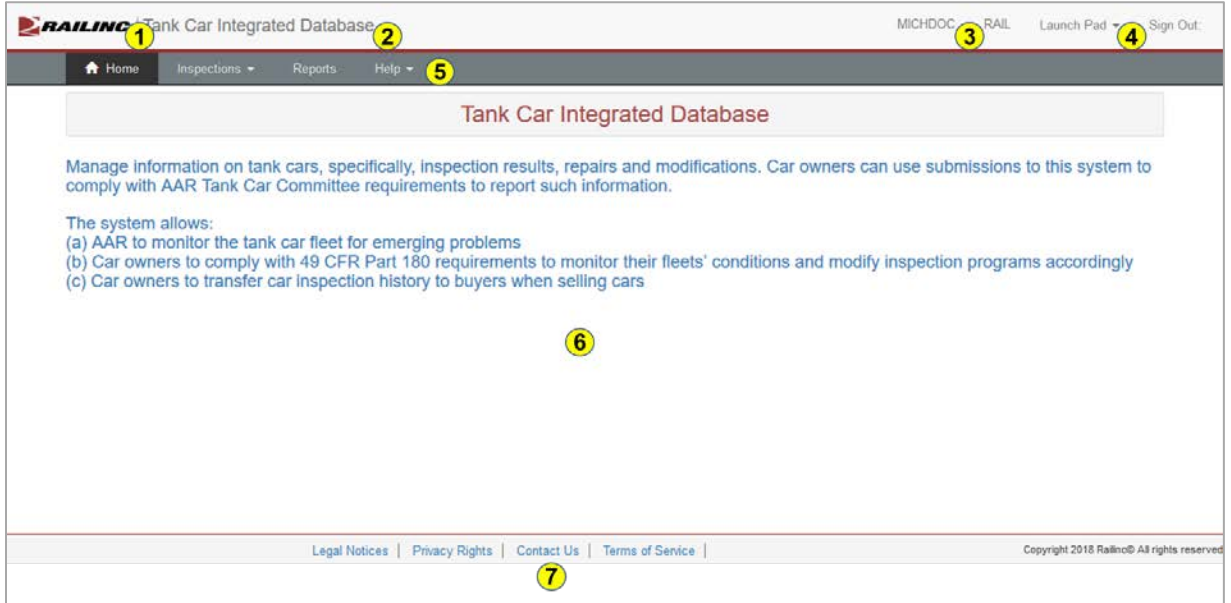
General Users Interface and System Requirements

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

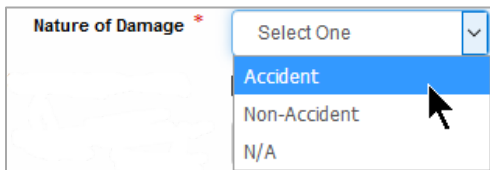
Application Menu

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

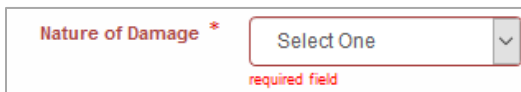


Longer drop-down lists can have a scroll bar at the right, and most longer lists also offer first letter navigation, where typing a letter or number scrolls to that part of the list.

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.

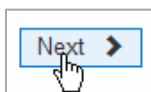
Exhibit 4. Checked Check Box



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

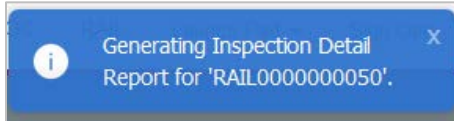
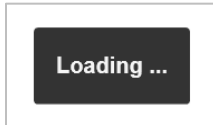


Exhibit 8. Page Loading Message Display



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

Inspections										
EIN	Built Date	Equip Initial	Equip Number	Builder	Miles (x1000)	Inspection Date	Modified Date	Status	Actions	Report
0010413982	May 2, 2011	RAIL	000006658	TRIN	20	May 13, 2020	May 13, 2020, ...	Open	Edit/Delete	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Nov 26, 2018	May 26, 2020, ...	Submitted	View/Unsubmit	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Nov 26, 2018	May 15, 2020, ...	Submitted	View/Unsubmit	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Nov 25, 2018	May 13, 2020, 1...	Submitted	View/Unsubmit	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Dec 1, 2018	May 13, 2020, ...	Submitted	View/Unsubmit	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Dec 1, 2018	May 13, 2020, ...	Submitted	View/Unsubmit	
0010413982	May 1, 2011	RAIL	000006658	TRIN	18	Dec 1, 2018	May 13, 2020, ...	Submitted	View/Unsubmit	
0010413982	Apr 6, 2017	RAIL	000006658	TRIN	18	Sep 25, 2018	May 12, 2020, ...	Submitted	View/Unsubmit	
0010387982	Aug 1, 2019	RAIL	0000900115	GUNM	1	Apr 9, 2020	Apr 9, 2020, 2.5...	Submitted	View/Unsubmit	
0010387982	Aug 1, 2019	RAIL	0000900115	GUNM	1	Dec 5, 2019	Mar 24, 2020, 4...	Submitted	View/Unsubmit	
0010179953	Jul 8, 2018	RAIL	0000000001	GENS	44	Jul 16, 2018	Mar 24, 2020, 1...	Submitted	View/Unsubmit	
0010179953	Feb 5, 2020	RAIL	0000000001	ACFX	1	Feb 6, 2020	Feb 10, 2020, 9...	Submitted	View/Unsubmit	
0010179953	Oct 29, 2019	RAIL	0000000001	ACFX	1	Nov 12, 2019	Nov 15, 2019, 1...	Submitted	View/Unsubmit	
0010179953	Aug 1, 2019	RAIL	0000000001	AB	1	Aug 7, 2019	Aug 15, 2019, 1...	Submitted	View/Unsubmit	

- 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	<ul style="list-style-type: none"> Access to all inspections, regardless of company Run reports Full access to the database 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Add and edit users Approve and decline user permission requests for their company 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Create, edit, submit an inspection for a delegated company Run reports and view inspections they submitted 	<ul style="list-style-type: none"> Requires Mark Has authority to enter facility-specific data and view their own submissions
Tank Car Inspection Owner Delegate	<ul style="list-style-type: none"> Implement a batch import for their company Create, edit, submit an inspection for a delegated company Run reports and see inspections for that company 	<ul style="list-style-type: none"> 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

The screenshot shows the Railinc web application interface. At the top, there is a header with the Railinc logo and 'Launch Pad'. The user is identified as '(MICHDOC)' with a status of 'ACTIVE'. The page title is 'Request Application Access by Role'. Below this, the user's name '(MICHDOC)' and status 'ACTIVE' are displayed. The main content area is titled 'Tank Car Integrated Database (TCID)' and is described as a 'Preprod module for Tank Car Inspection Application'. A progress bar indicates the current step is '1 Select Roles', with '2 Confirm' and '3 Done' following. There are four role options, each with a checkbox and a description: 'Tank Car Inspection AAR Member', 'Tank Car Inspection Company Administrator (MARK required)', 'Tank Car Inspection Facility User (MARK required)', and 'Tank Car Inspection Owner Delegate (MARK required)'. A 'Comments' field is located below the role options. At the bottom right, there are 'Return' and 'Next' buttons.

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

Next >

Inspection/Report Type * <input type="checkbox"/> Tank Qualification <input type="checkbox"/> Stub Sill Inspection <input type="checkbox"/> Alteration <input type="checkbox"/> Conversion <input type="checkbox"/> Welded Repair <input type="checkbox"/> Other	
Equipment Initial *	Equipment Number *
Station Stencil *	Stencil Class *
Shop Location (City) *	Shop Location (State) *
Built Date *	Inspection Date *
Car Jacketed *	Reserved 1 (design specific)
Reserved 2 (design specific)	Original AAR Cert. of Construction No. *
Builder *	Stub Sill Design (as inspected) *
Stub Sill Design Variation *	Miles (actual cumulative miles in thousands of miles) *
Constructed Car Spec. *	Car Spec. After Modification
Nature of Damage *	Railroad Responsibility *
Stub Sill Deformation <input type="checkbox"/> A End <input type="checkbox"/> B End	Year of Last Tank Qualification *
Tank Containment Failure	No. of Compartments *
Facility Rep. Name *	Submitted By *

Next >

Inspections

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

[+ Add Drawing Inspection](#)

Alterations and Conversions	Compartment No.	Change Category	Drawing No.	AAR Approval Reference No.	Comment	Actions
No drawings found						

[+ Add Weld Inspection](#)

Weld Inspection Results											
Compartment No.	Inspection Results	Weld Code	Weld Location	Inspection Technique	No. of Defects	Max Defect Length (in.)	Defect Orientation Code 1	Defect Orientation Code 2	Defect Orientation Code 3	How Repaired (Weld)	Actions
No Inspection Found											

[+ Add Shell/Sill Damage](#)

Shell/Sill Inspection Results									
Compartment No.	Failed Component	Failure Type	Failure Cause	How Repaired (Shell)	Defect Length (in.)	Defect Area	Repair Location	Inspection Method	Actions
No Inspection Found									

Facility Rep. Name *

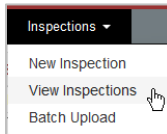
Submitted By *

Close Save Inspection Submit Inspection

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



RAILINC Tank Car Integrated Database

MICHDOC RAIL Launch Pad Sign Out

Home Inspections Reports Help

Inspections										
EIN	Built Date	Equip Initial	Equip Number	Builder	Miles (x1000)	Inspection Date	Modified Date	Status	Actions	Report
0010179953		RAIL	0000000001	9	1000	Feb 11, 2019	Feb 12, 2019, 7...	Open	Edit/Delete	
0010179953		RAIL	0000000001	GENS	44	Jul 15, 2018	Jan 16, 2019, 5...	Re-open	Edit/Delete	
0010179953		RAIL	0000000001	AB	1	Aug 7, 2019	Aug 15, 2019, 1...	Submitted	View/Unsubmit	
0010179953		RAIL	0000000001	TRIN	271	Oct 8, 2018	Feb 21, 2019, 3...	Submitted	View/Unsubmit	
0010179953		RAIL	0000000001	UTLX	64	Jul 21, 2018	Jan 17, 2019, 1...	Submitted	View/Unsubmit	
0010179953	Jan 27, 2000	RAIL	0000000001	V	123	Nov 23, 2017	Jan 17, 2019, 1...	Submitted	View/Unsubmit	
0010179953	Dec 1, 1997	RAIL	0000000001	UTLX	64	Jul 21, 2018	Nov 13, 2018, 1...	Submitted	View/Unsubmit	
0010179953	Jan 27, 2000	RAIL	0000000001	V	123	Nov 23, 2017	Nov 13, 2018, 1...	Submitted	View/Unsubmit	
0010179953	Jan 27, 2000	RAIL	0000000001	V	123	Nov 23, 2017	Nov 13, 2018, 1...	Submitted	View/Unsubmit	
0010179953	Dec 1, 1997	RAIL	0000000001	UTLX	64	Jul 21, 2018	Nov 13, 2018, 1...	Submitted	View/Unsubmit	
0010179953	Jan 27, 2000	RAIL	0000000001	V	123	Nov 23, 2017	Nov 13, 2018, 1...	Submitted	View/Unsubmit	
0010179953	Dec 1, 1997	RAIL	0000000001	UTLX	64	Jul 21, 2018	Nov 13, 2018, 1...	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 unsubmitted the submitted inspection and then edits the re-opened inspection.

Exhibit 17. Edit 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

Equipment Initial * RAIL

Station Stencil * AAST

Shop Location (City) Cary

Built Date * 02/01/2019

Car Jacketed * Yes

Reserved 2 (design specific)

Builder * 9 - NorfolkSouthernRay

Stub Sill Design Variation * Continuous

Constructed Car Spec. * 103EW

Nature of Damage * Accident

Stub Sill Deformation A End B End

Tank Containment Failure No

EIR * 0010179953

Equipment Number * 000000001

Stencil Class * 103

Shop Location (State) North Carolina

Inspection Date * 02/11/2019

Reserved 1 (design specific)

Original AAR Cert. of Construction No. * 12345

Stub Sill Design (as inspected) * CHT001

Miles (actual cumulative miles in thousands of miles) 1000

Car Spec. After Modification 105A200ALW

Railroad Responsibility * Yes

Year of Last Tank Qualification * 2018

No. of Compartments * 1

Stenciled Mark Owner * RAIL

+ Add Drawing Inspection

Alterations and Conversions	Compartment No.	Change Category	Drawing No.	AAR Approval Reference No.	Comment	Actions
No drawings found						

+ Add Weld Inspection

Weld Inspection Results	Compartment No.	Inspection Results	Weld Code	Weld Location	Inspection Technique	No. of Defects	Max Defect Length (in.)	Defect Orientation Code 1	Defect Orientation Code 2	Defect Orientation Code 3	How Repaired (Weld)	Actions
1	Defect(s) Found	A1	AL	[AE] Acoustical Emission	1	1000000	BBPU	BBPU	BBPU	Grinding and Blending with no Weld Buildup		

+ Add Shell/Sill Damage

Shell/Sill Inspection Results	Compartment No.	Failed Component	Failure Type	Failure Cause	How Repaired (Shell)	Defect Length (in.)	Defect Area	Repair Location	Inspection Method	Actions
No inspection found										

Facility Rep. Name * Rory

Submitted By * Rory

Close Delete Save Inspection Submit 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 [Exhibit 17](#).

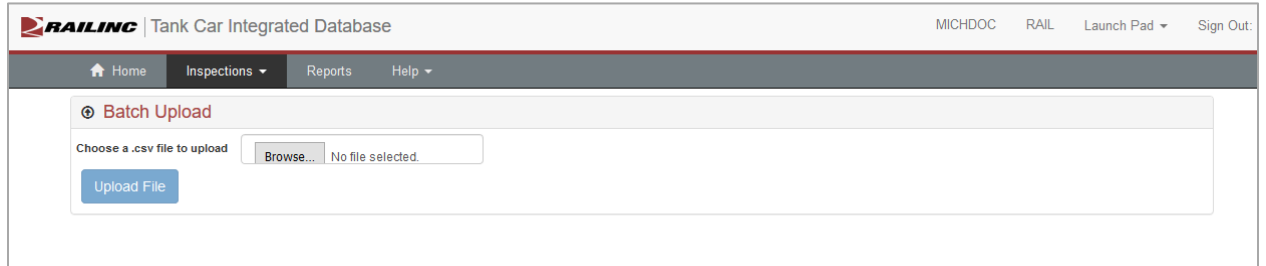
7. **Submitted** inspections can be viewed, unsubmitted or deleted, but not edited initially. Click the appropriate button and **Ok** to confirm. Submitted inspections can be edited if the user unsubmitted the submitted inspection and then edits the re-opened inspection.

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 [TCID Data Specification Manual](#). The frequency of submission is up to the submitting entity.

An example file is available on the [Railinc Tank Car Integrated Database](#) page in the **Related Support Documents** section.

Exhibit 18. Batch Upload



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.
 - Accepted inspections are noted
 - Rejected inspections are noted with errors messages
 - 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

Reports			
Report Name	Report Description	User Input	Run
Inspection Detail	<p>All inspection information on a single piece of Equipment, Equipment Range, or Date Range can be requested.</p> <p>Equipment specific inspections can be requested singularly or via comma separation or a range indicated by a dash. Example: Equipment Numbers 1,5,10-12 would return all inspections for Equipment Numbers 1, 5,10, 11, 12.</p> <p>All inspection information on a Date Range can be requested. Date Range can be a single day (MM/DD/YYYY) or a range (MM/DD/YYYY-MM/DD/YYYY) Note: Date Range inspection requests do not require Equipment Numbers.</p>	<input type="text" value="Equipment Initial"/> <input type="text" value="Equipment Number"/> <input type="text" value="Inspection Date (Day or Range)"/>	 
Inspection Summary	Summary of all inspections associated with your company.		
Service History by Company	This report will create a CSV file of all inspections for the associated company.		

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.

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

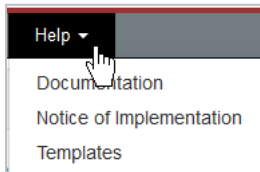
The Service History by Company report provides all submitted inspection information within the database for the selected company. For users who represent multiple marks, select the appropriate mark from the drop-down list at the top right of the screen. Then click the report icon in the **Run** column 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

Select **Help** from the main menu.

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

Exhibit 20. Help Menu Item



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