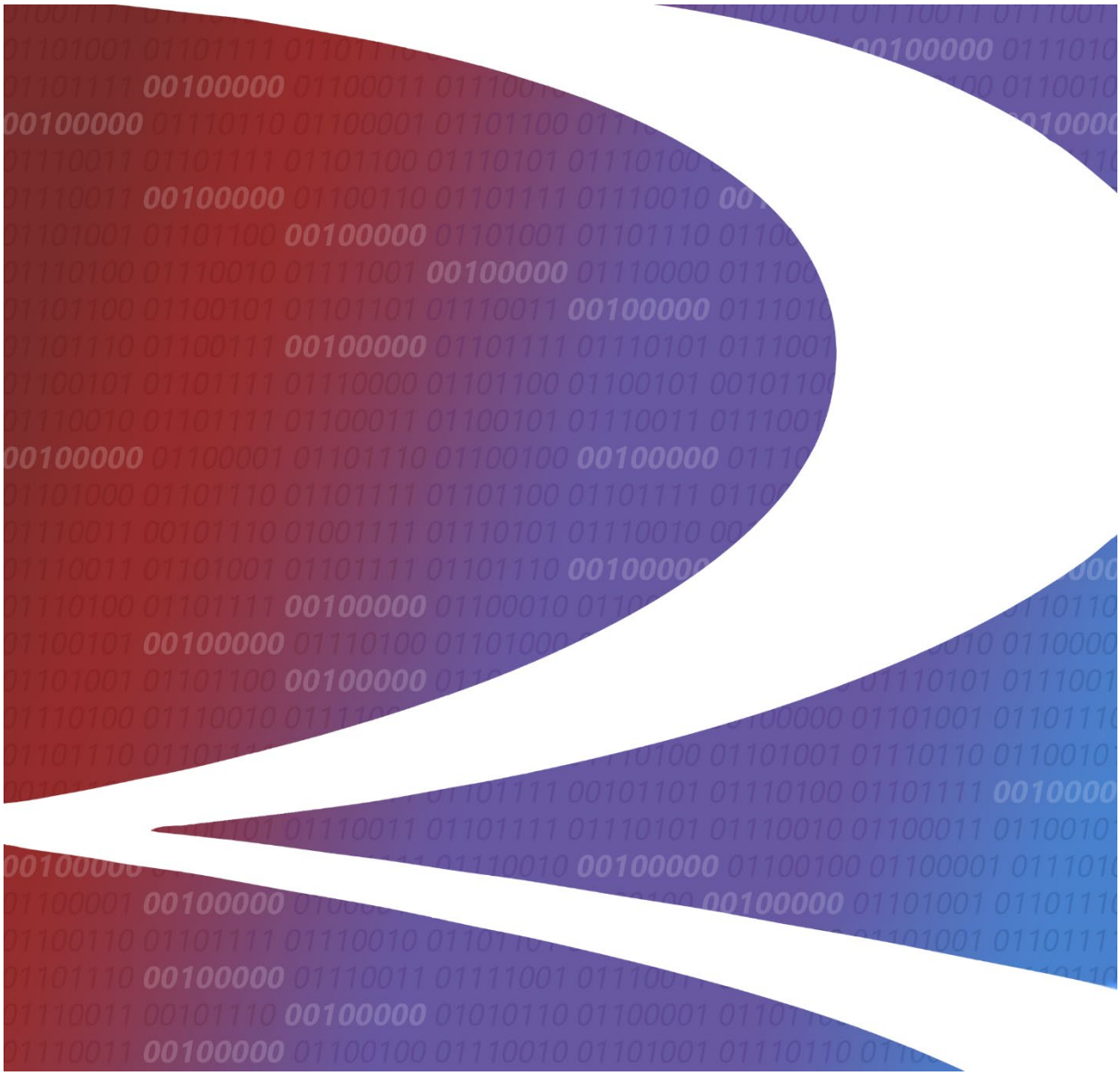

MD-11 Reports User Guide

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Overview

MD-11 Report

The MD-11 Report provides Railinc with reporting information on defective bearings for Why Made Codes 50, 51, 52, 91 and 95.

Rule 36 in the *Field Manual of AAR Interchange Rules* establishes the minimum mechanical requirements for removing roller bearings. MD Reports automates elements of Rule 36 and Mechanical Defect processes and enables railroads and shops to submit Mechanical Defect Form MD-11 to Railinc for analysis with the goal of reducing mechanical service interruptions (derailments and other line of road failures) and increasing yard and shop efficiency.

Form MD-11 enables the mechanical defect user role to report information about defective bearings. Rule 36 is governed by the AAR and overseen by the AAR's Wheel, Axle, Bearing and Lubrication Committee (WABL). If you have questions about completing Form MD-11, send an email to wabl@aar.com. If you experience technical difficulties with the electronic form, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

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.

Getting Started

MD Reports is accessed using the Railinc Single Sign-On (SSO), which is accessed from the Railinc portal at https://public.railinc.com. The SSO Login is located at the upper right of the screen.

Register to Use Railinc SSO

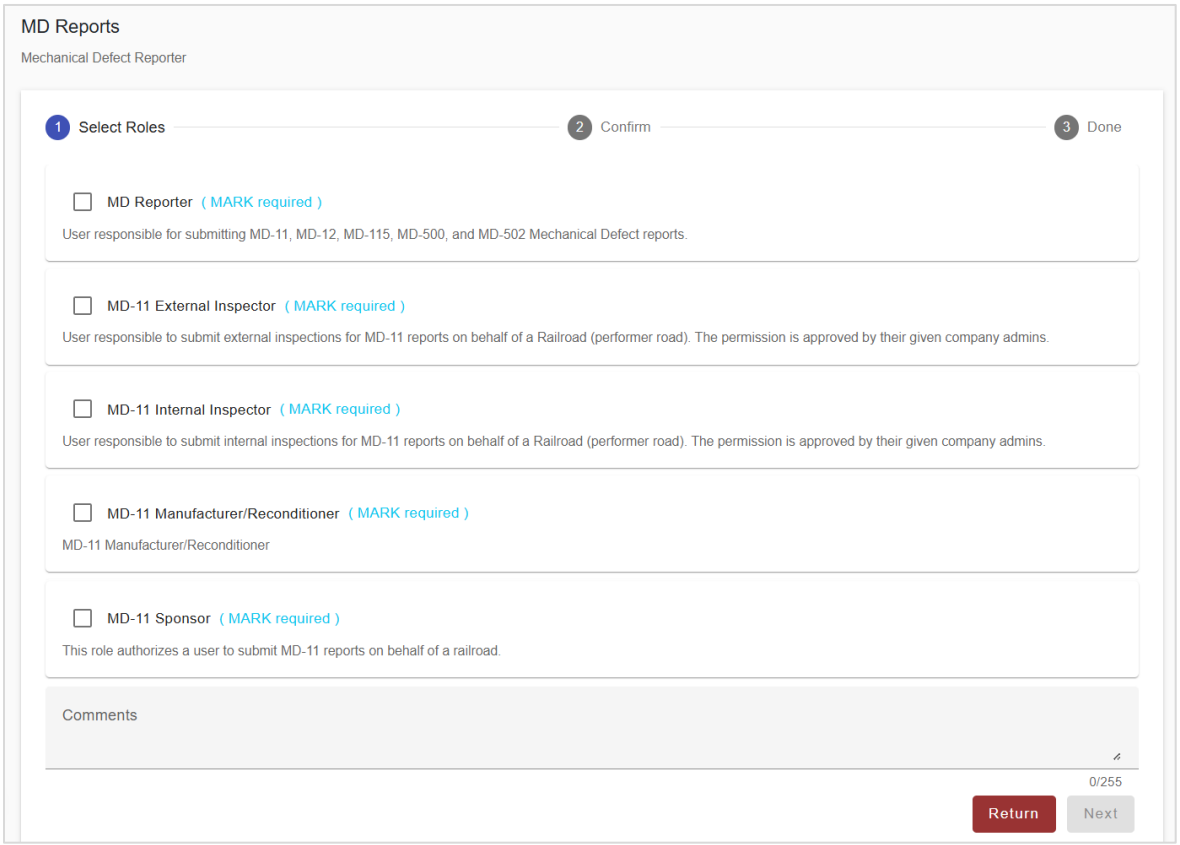
For access to MD Reports and other Railinc applications, register to use Railinc Single Sign-On. Refer to the *Railinc Single Sign-On/Launch Pad User Guide* for information about the use of Railinc Single Sign-On.

Once SSO registration is complete, you request access to MD Reports within SSO.

Requesting MD Reports Access

After you receive authorization to use Railinc SSO, you must request general access to MD Reports by following instructions in the *Railinc Single Sign-On/Launch Pad User Guide*. To access MD Reports, select one or more of the available roles. Your level of access to the MD Reports is determined when you request access through Railinc Single Sign-On. Exhibit 1 shows a complete list of available roles as seen in SSO.

Exhibit 1. MD-11 Reports Applicable Permissions



MD-11 User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface. The following user roles can be assigned to users of MD-11 Reports, with the subsequently listed functions:

MD Reporter – User can submit any MD Reports forms on behalf of a Railroad (detector owner). This permission is approved by the Railroad MD Reports company admins.

- Submit Reports
- Search Reports
- Save Drafts
- Review Drafts
- View Reports
- Edit Reports
- Delete Reports

MD-11 Sponsor – Non-railroad users are required to request and be granted the Sponsor permission by the railroad's company admin in order to submit MD-11 Defect Reports on behalf of the railroad (performer mark). A separate Sponsor permission is required for each railroad/mark needed.

MD-11 Manufacturer/Reconditioner – Manufacturers can search and view parts that are manufactured by their company. Reconditioners can search and view parts that are reconditioned by their company. This permission is approved by the Railroad MD Reports company admins.

- Search Reports
- View Reports

MD-11 External Inspector – User can submit external inspections for MD-11 reports on behalf of a Railroad (performer road). This permission is approved by the Railroad MD Reports company admins.

- Download External Inspector CSV
- Upload External Inspector CSV

MD-11 Internal Inspector – User can submit internal inspections for MD-11 reports on behalf of a Railroad (performer road). This permission is approved by the Railroad MD Reports company admins.

- Download Internal Inspector CSV
- Upload Internal Inspector CSV

MD-11 Private Car Owner – User can view all reports for cars with your company MARK that have been submitted to our system.

- Search Reports
- View Reports

MD Reviewer – User can view and edit MD-11 reports belonging to your company (performer mark).

- Search Reports
- View Reports
- Edit Reports

MD WABL Editor – User (MxV) can edit all submitted MD-11 reports.

- Search Reports
- View Reports
- Edit Reports
- Delete Reports

MD WABL Viewer – User (WABL members) can view all submitted MD-11 reports.

- Search Reports
- View Reports

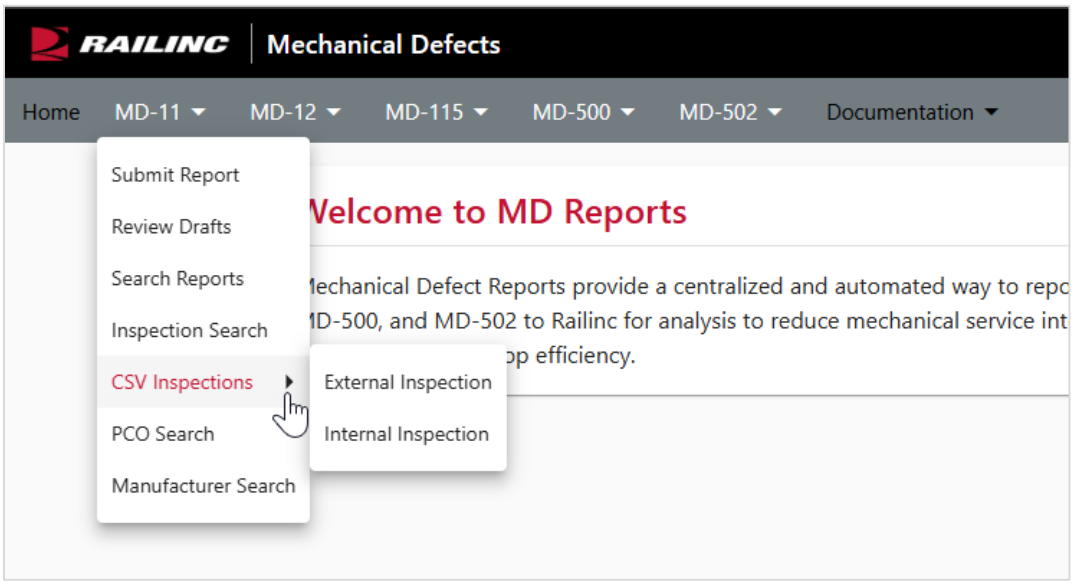
Logging In

To log into the MD Reports:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications**, select **MD Reports**.
5. The MD Reports Home page is displayed. Menu items may vary depending on your roles and permissions. Exhibit 2 shows the menu items that support MD-11 Reports functionality.

MD Reports Menu

Exhibit 2. MD -11 Menu



Logging Out

Select the **Sign Out** link in the upper right corner to end a MD Reports session. You are returned to the SSO Login Page.

MD-11 Report

Submit MD-11 Report

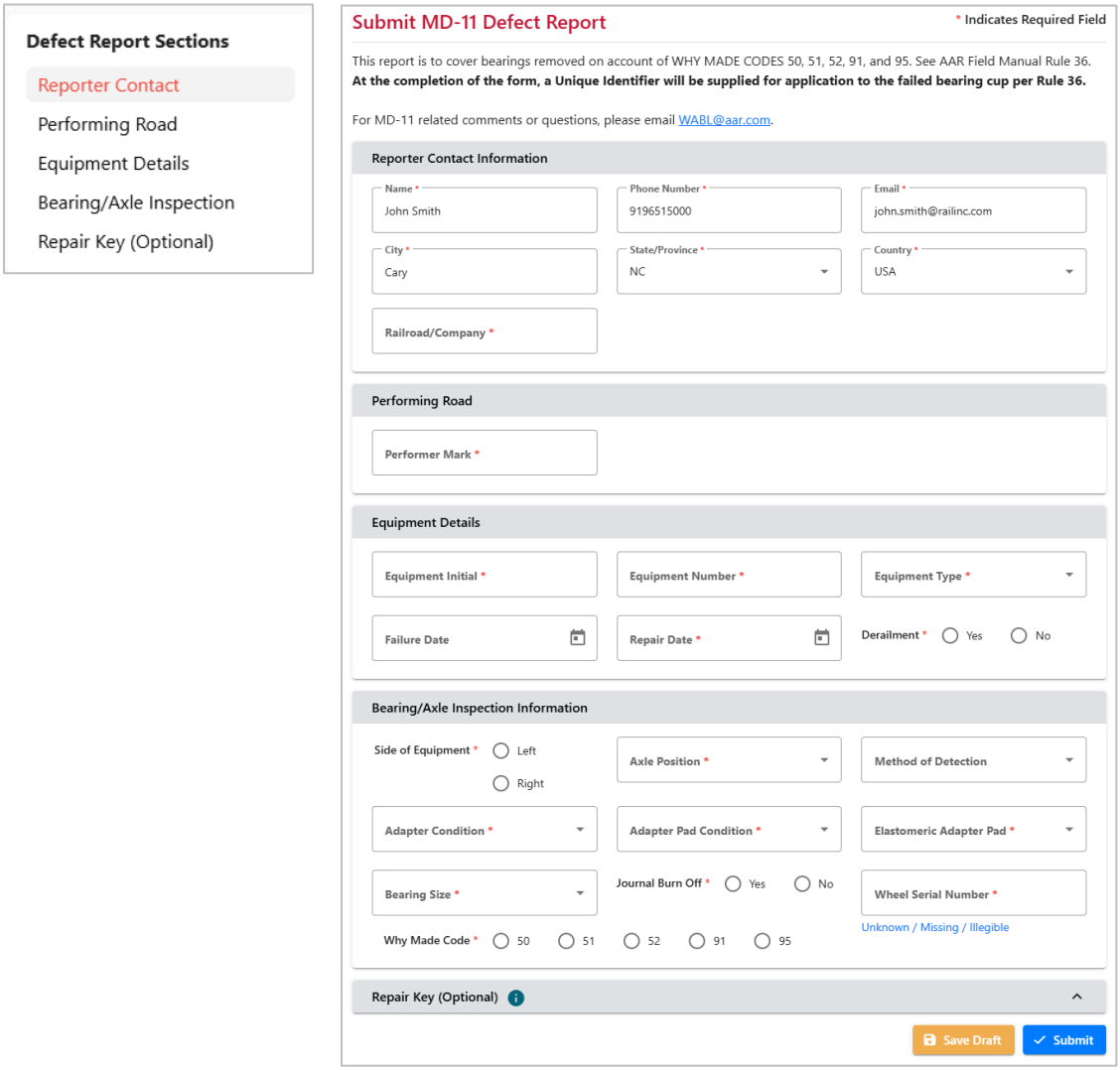
You must be assigned to the MD Reporter role to save drafts and submit MD-11 Defect Reports. Non-railroad reporters must be set up with MD-11 Sponsor permissions before they can submit MD-11 Defect Reports on behalf of a railroad (performer mark). For example, a non-railroad Reporter (TTX) can submit an MD-11 Defect Report if they have the MD-11 Sponsor (BNSF) permission. Railroad reporters can submit MD-11 Defect Reports for their railroad (their mark is both the reporter and performer mark).

Use the following procedure to complete Form MD-11:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).

2. From the menu bar, select **MD-11** > **Submit Report**. The Submit MD-11 Defect Report page is displayed:

Exhibit 3. Submit MD-11 Defect Report



3. Use the menu on the left to jump to the various sections of the page.
4. **Reporter Contact Information** on this page is prepopulated based on information in your SSO profile. Changing your contact information for this report does not change the information in your SSO profile.

5. The **Railroad/Company** field is not prepopulated with your MARK/Company ID and must be completed to proceed.

6. The Repair Key (Optional) is a unique identifier for this report that you can assign. Or leave it blank and the system will automatically generate it.

7. Save the form as draft by clicking the **Save Draft** button. The draft is kept for 7 days. Reporters have the ability to save, view and edit drafts. See Review Drafts for details.
8. Complete all required fields marked with a red asterisk on the Submit MD-11 Defect Report page. When you have completed the form, select **Submit**. A submission success/failure message is displayed.

Exhibit 4. Successful Submission Message

9. Scroll to the bottom and select **Print** to print or save a copy of the completed form as a PDF for your records. For **Destination**, choose a printer or **Save as PDF** and select **Save**.

Exhibit 5. Print/Save Report

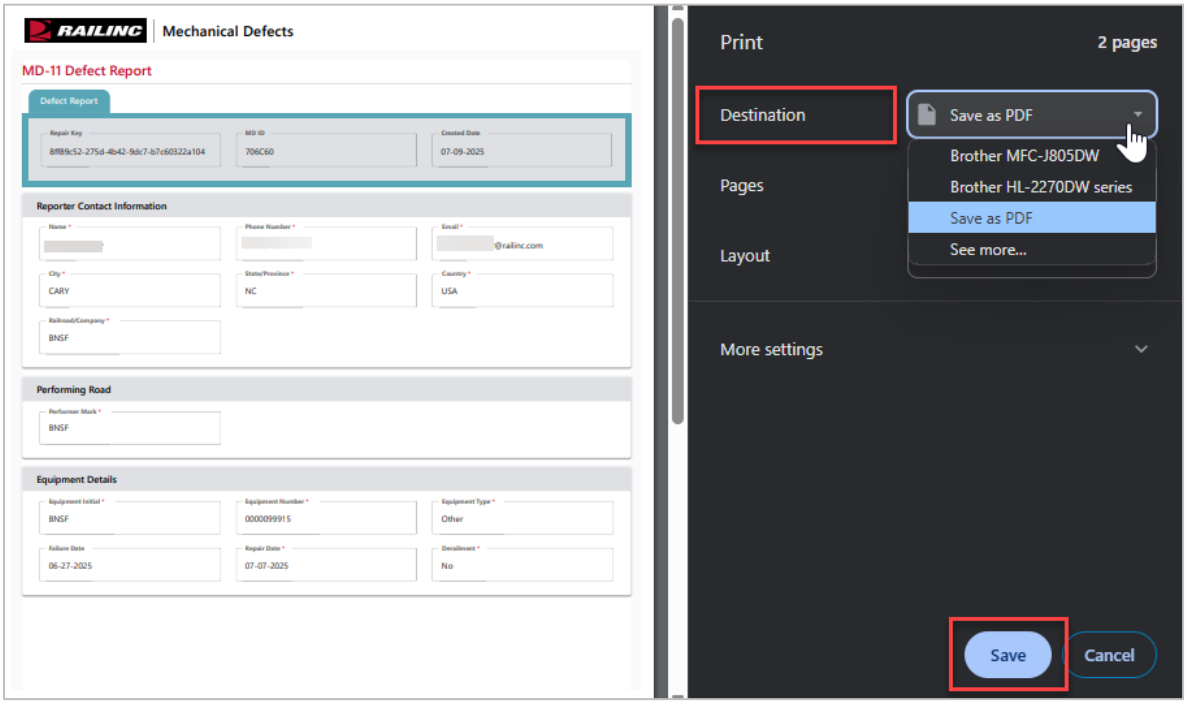
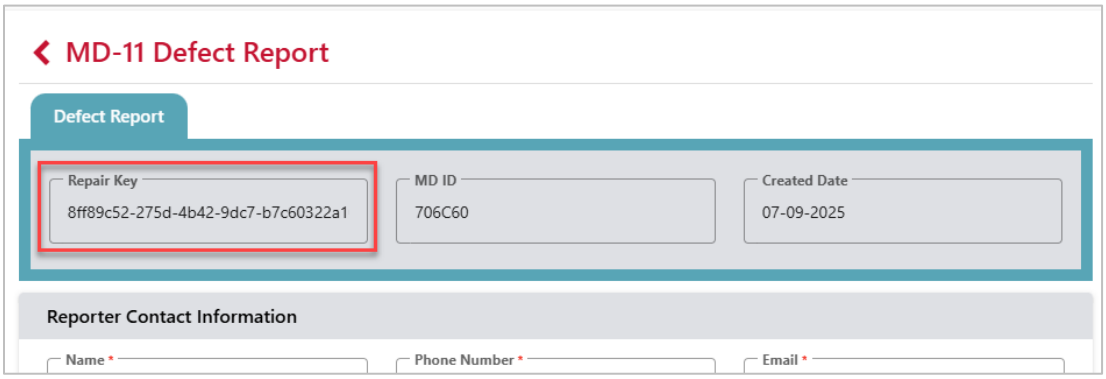


Exhibit 6. Defect Report View After Submission



10. Verify the report has been assigned auto-generated **Repair Key** and **MD ID**, located at the top of the report view, respectively. The MD ID is generated using the Car Initial/Car Number/Axle Position/Side of Equipment/Repair Date combined. For more details about the MD ID algorithm, see the note below and the *MD-11 Specifications Document*.

Note: The MD ID algorithm approved by the TAG follows these standards for all roads:

- The system will generate a unique MD ID for Car Initial/Car Number/Axle Position/Side of Equipment/Repair Date combination
- Characters permitted: 0,1,2,3,4,5,6,7,9, A, B, C, D, E, F, H, J, K, M, P, Q, R, T, U, W, X, Y
- Validation has been added to prevent the use of these letters: I, S, G, O
- MD ID is 6 characters in length, preceded by a zero when 5 characters
- Current and previously generated MD IDs are not affected by the updated algorithm

Review Drafts

To review MD-11 draft reports, you must be assigned to the MD Reporter role for the company mark.

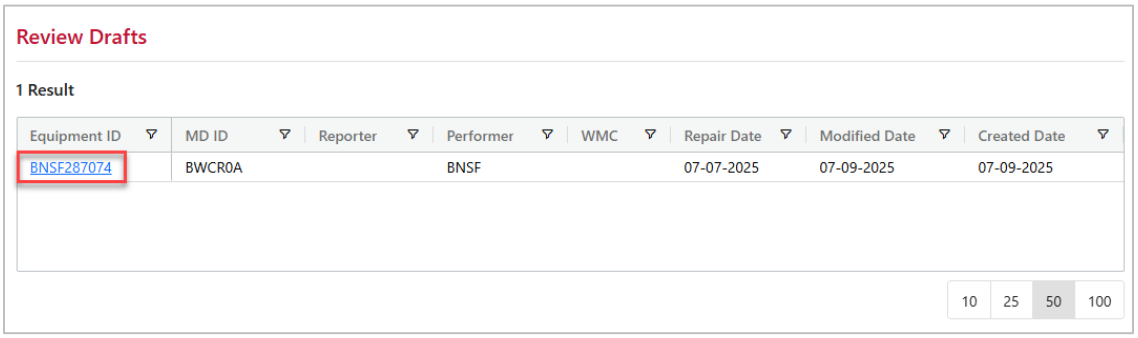
Use the following procedure to review MD-11 draft reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).

2. From the menu bar, select **MD-11** > **Review Drafts**. Available draft reports for your company mark are listed on the **Review Drafts** page.

3. To open a report, click the **Equipment ID** link for the appropriate row located in the Equipment ID column.

Exhibit 7. Review Drafts



4. Scroll to the bottom of the report and select the **Edit** button. See Edit MD-11 Reports for details.

Exhibit 8. View Button Panel

5. Once you've made your updates, select **Save Draft** to save your draft or **Submit** to submit the report. Once the report is submitted, the **Save Draft** button is no longer available when viewing the report.

Search MD-11 Reports

You must be assigned to one or more of the following roles to perform search functions in MD-11 Reports: MD Reporter, MD Reviewer, MD WABL Editor or MD WABL Viewer.

Use the following procedure to search for MD-11 Reports:

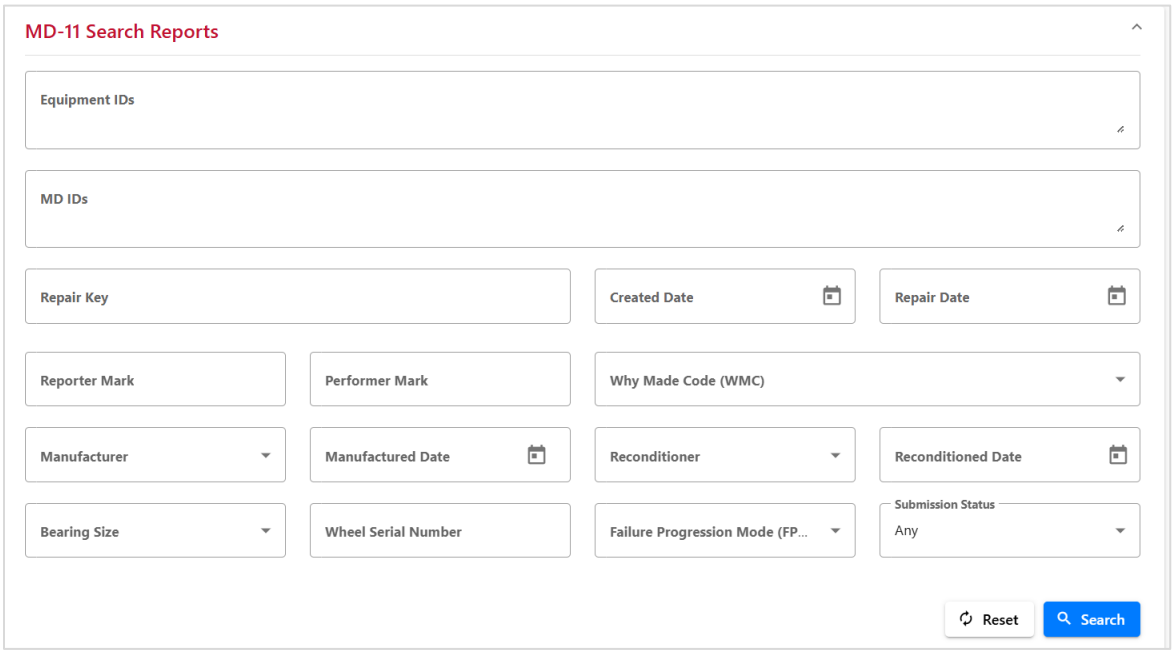
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).

2. From the menu bar, select **MD-11** > **Search Reports**.

Exhibit 9. MD-11 Search Reports Menu Item

3. Enter your search criteria. For example, select a Why Made Code from the **Why Made Code** drop-down list and click **Search**. The Search Results returns with all MD-11 reports for the given Why Made Code.

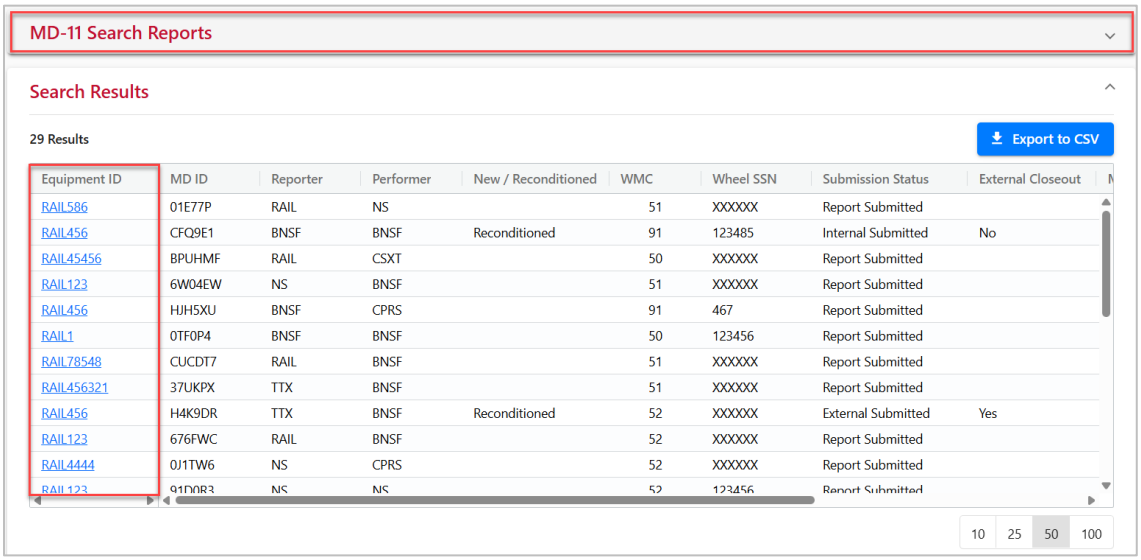
Exhibit 10. MD-11 Search Reports



4. To view a report, select a report link in the **Equipment ID** column of the Search Results.

5. Select **Export to CSV** to export the results list to a file.

Exhibit 11. MD-11 Search Results



6. Select the top portion of the page to show the search criteria to submit a new search.

Edit MD-11 Reports

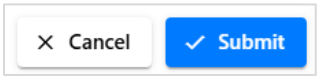
You must be assigned to one or more of the following roles to perform edit functions in MD-11 Reports: MD Reporter, MD Reviewer or MD WABL Editor.

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **Search Reports**. Seach reports as described in Search MD-11 Reports.
3. To edit a report, select the appropriate report link in the **Equipment ID** column of the Search Results (Exhibit 11).
4. Scroll to the bottom of the report and select the **Edit** button.

Exhibit 12. Edit/Delete Button Panel

5. The Edit MD-11 Defect Report page is displayed. All fields are editable except for **Railroad/Company** (Railroad Mark), **Repair Key** and **Performer Mark**.
6. Edit the necessary fields, then scroll to the bottom of the report and select **Submit**.

Exhibit 13. Update Button Panel



7. A submission success/failure message is displayed.

Exhibit 14. Successful Update Message

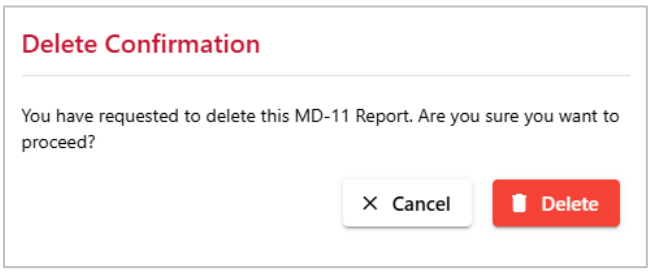
Delete MD-11 Reports

You must be assigned to the MD Reporter and/or MD WABL Editor to perform delete functions in MD-11 Reports.

Use the following procedure to delete MD-11 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **Search Reports**. Seach reports as described in Search MD-11 Reports.
3. To delete a report, select the appropriate report link in the **Equipment ID** column of the Search Results (Exhibit 11).
4. Scroll to the bottom of the report and select **Delete** (Exhibit 12).
5. A **Delete Confirmation** pop-up box appears. Select **Delete** to delete the report or **Cancel** to cancel.

Exhibit 15. Delete Confirmation



6. If you select **Delete**, a successful delete message is displayed.

Exhibit 16. Successful Delete Message

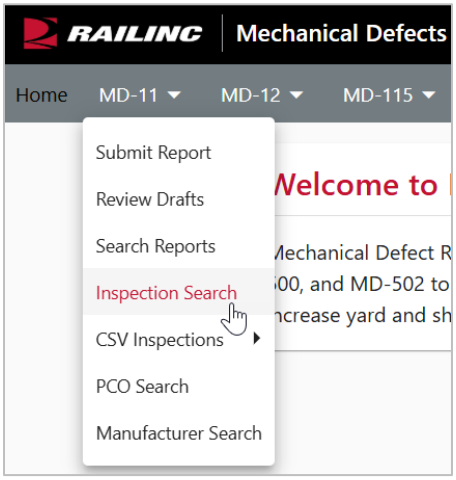
External/Internal Inspection

MD Reports allows users to submit a single external or internal inspection.

Use the following procedure to download reports for external inspection for MD-11 Reports:

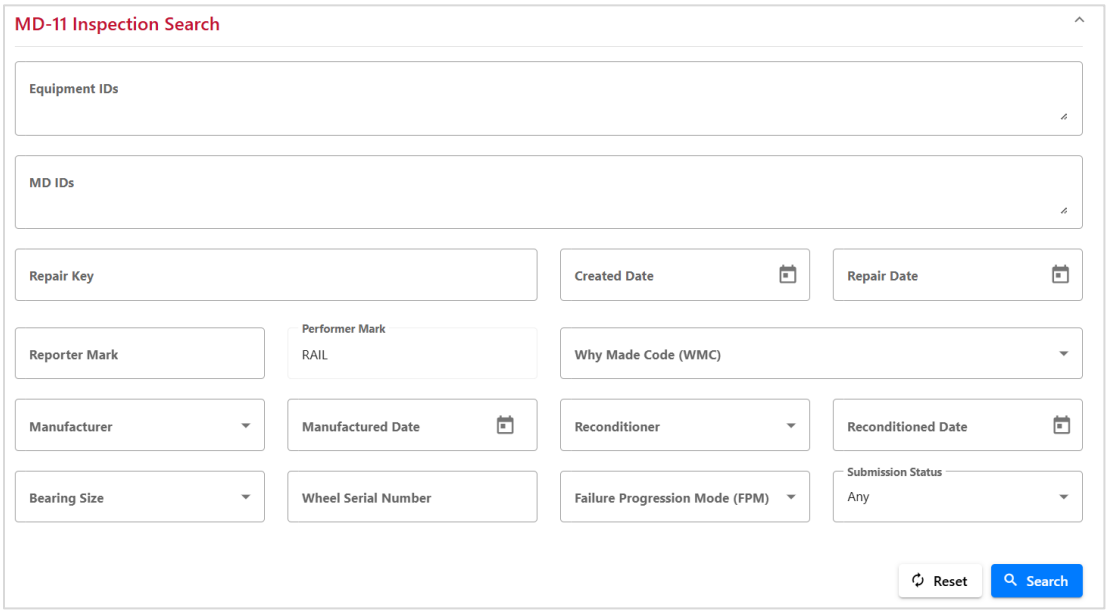
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **Inspection Search**.

Exhibit 17. MD-11 External/Internal Inspection Search Menu Item



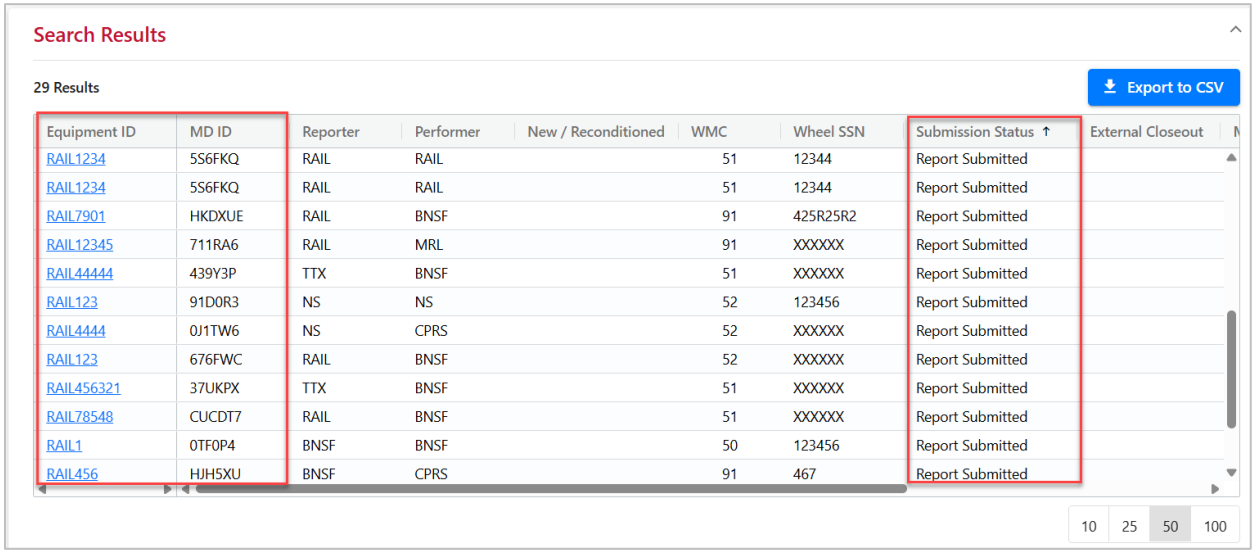
3. Search MD-11 Reports for external/internal inspections displays. Enter your search criteria and click **Search**.

Exhibit 18. Search External/Internal Inspections



4. All report types appear in the search results, including initial submitted reports and external and internal submitted reports, and drafts of external and interal reports. These types can be identified in the **Submission Status** column.
5. Select the top portion of the page to show/change the search criteria.
6. To view a report, select the **Equipment ID** link located in the **Equipment ID** column of the Search Results for the report you want to update.
7. For External Inspections, open a report that was initially submitted (shown in the **Submission Status** column as **Report Submitted**) by clicking on the **Equipment ID**. This report can be edited, saved as draft and submitted for external inspection.

Exhibit 19. Search Results with Report Submitted Examples



Search Results

29 Results

Export to CSV

Equipment ID	MD ID	Reporter	Performer	New / Reconditioned	WMC	Wheel SSN	Submission Status ↑	External Closeout
RAIL1234	5S6FKQ	RAIL	RAIL		51	12344	Report Submitted	
RAIL1234	5S6FKQ	RAIL	RAIL		51	12344	Report Submitted	
RAIL7901	HKDXUE	RAIL	BNSF		91	425R25R2	Report Submitted	
RAIL12345	711RA6	RAIL	MRL		91	XXXXXX	Report Submitted	
RAIL44444	439Y3P	TTX	BNSF		51	XXXXXX	Report Submitted	
RAIL123	91D0R3	NS	NS		52	123456	Report Submitted	
RAIL4444	0J1TW6	NS	CPRS		52	XXXXXX	Report Submitted	
RAIL123	676FWC	RAIL	BNSF		52	XXXXXX	Report Submitted	
RAIL456321	37UKPX	TTX	BNSF		51	XXXXXX	Report Submitted	
RAIL78548	CUCDT7	RAIL	BNSF		51	XXXXXX	Report Submitted	
RAIL1	0TF0P4	BNSF	BNSF		50	123456	Report Submitted	
RAIL456	HJH5XU	BNSF	CPRS		91	467	Report Submitted	

10 25 50 100

a. From the view page, scroll to the bottom to select the **Submit External Inspection** button at the bottom of the report.

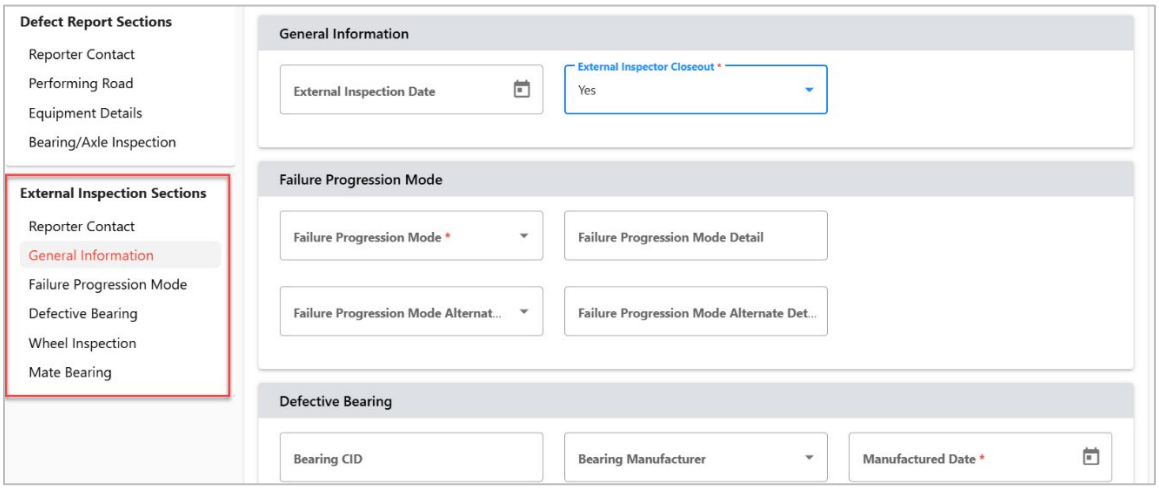
Exhibit 20. Reports View Button Panel

Back To Search | Print | Submit External Inspection

b. Complete all required fields marked with a red asterisk for the **External Inspection Sections** of the page. Refer to the *MD-11 Specifications Document* for field formats and values.

c. When **External Inspection Closeout** is **Yes** in the **General Information**, the required fields are automatically added in the **Failure Progression Mode** section.

Exhibit 21. External Inspection Data

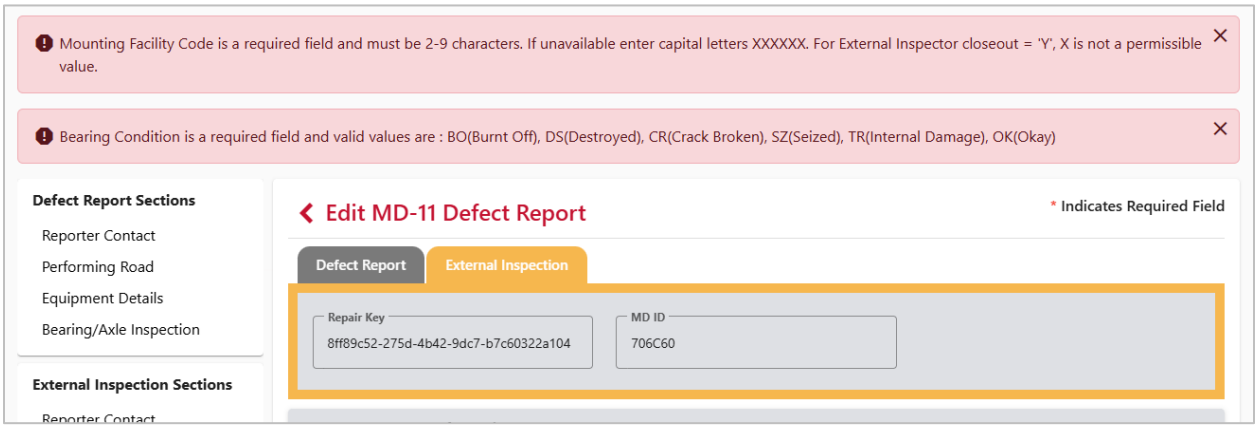


d. Once all appropriate fields have been entered, select **Save Draft** to save as draft or **Submit** to submit the inspection.

Exhibit 22. External Inspection Data Button Panel

e. When a submission is not successful, error messages display at the top of the page to provide specific instructions on the fields that need to be fixed. Make the updates and select **Submit**.

Exhibit 23. Error Message Examples

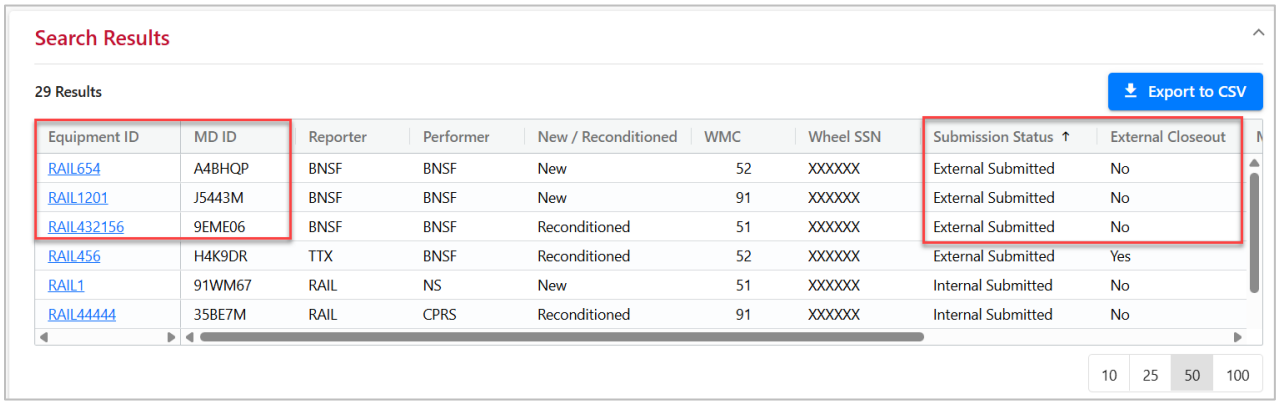


f. When a submission is successful, the successful update message is displayed

Exhibit 24. Successful Update Message

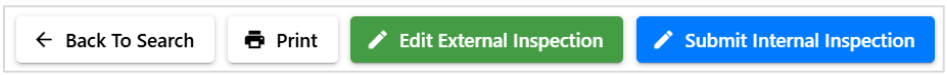
8. For Internal Inspections, choose a report that was externally submitted (shown in the **Submission Status** column as **External Submitted**) with no external closeout (**External Closeout** = **No**). This report can be edited, saved as draft and submitted for internal inspection.

Exhibit 25. Search Results with External Submitted Examples



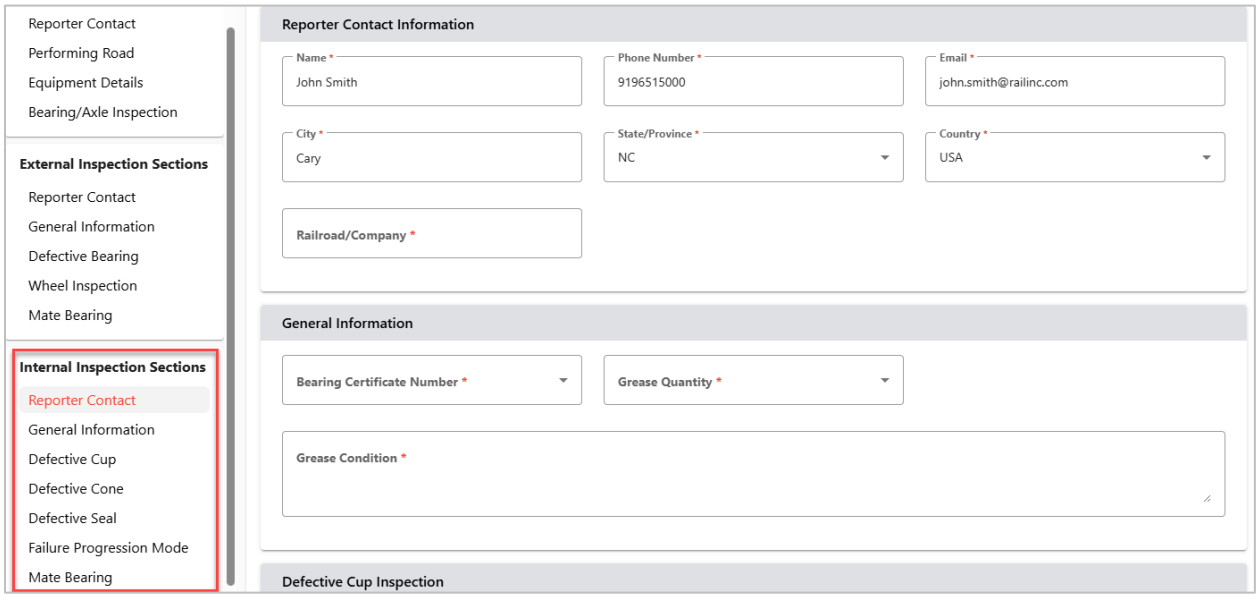
a. From the view page, scroll to the bottom to select the **Submit Internal Inspection** button at the bottom of the report.

Exhibit 26. Reports View Button Panel



b. Scroll to the **Internal Inspection Sections** and complete all required fields marked with a red asterisk. Refer to the *MD-11 Specifications Document* for field formats and values.

Exhibit 27. Internal Inspection Data



c. Once all appropriate fields have been entered, select **Save Draft** to save as draft or **Submit** to submit the inspection.

Exhibit 28. Internal Inspection Data Button Panel

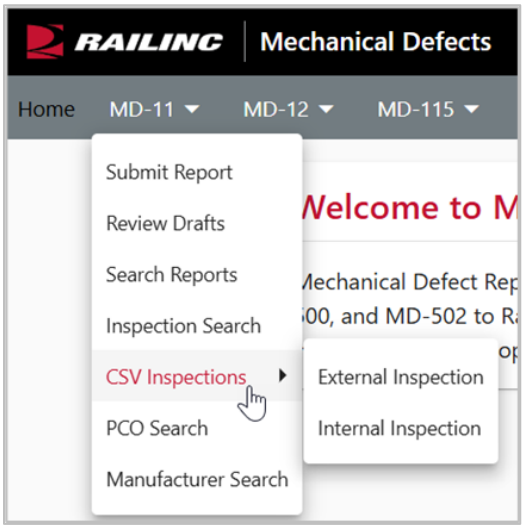
d. When a submission is successful, the successful update message is displayed.

Exhibit 29. Successful Update Message

CSV Upload/Download

MD Reports allows users to download reports for external and internal inspections, and upload completed multiple external and internal inspections.

Exhibit 30. MD-11 CSV Inspections Menu Item

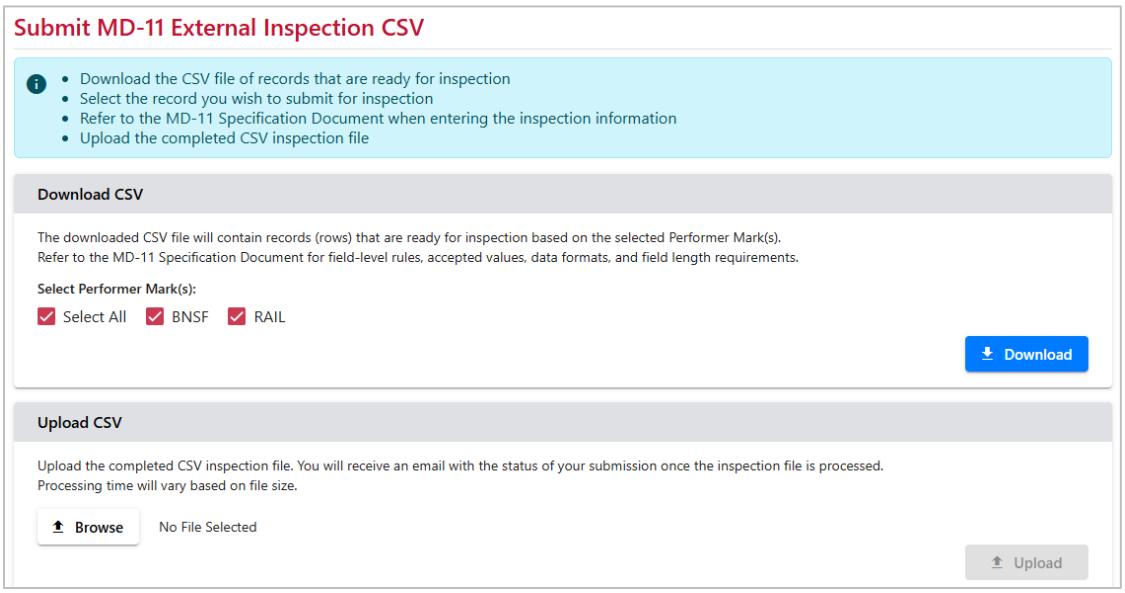


External Inspection

MD Inspectors must have permission for given performer road(s) to submit external inspections. To request permissions, submit your role requests at MD Reports application.

You must be assigned to the MD-11 External Inspector role to perform the following functions for MD-11 Reports.

Exhibit 31. External Inspection CSV

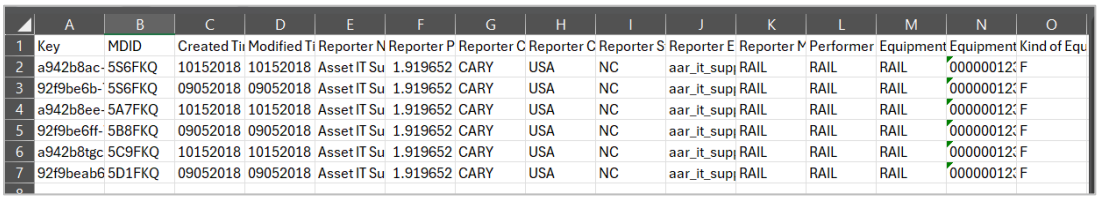


Download Reports for External Inspection

Use the following procedure to download reports for external inspection for MD-11 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **CSV Inspections** > **External Inspection**.
3. Select your performer mark(s) by clicking inside the checkbox(es) and click the **Download** button.
4. Open or save the CSV file to your computer. The CSV file includes all completed fields that the MD-11 Reporter has submitted and empty fields for the MD-11 External Inspector to enter.

Exhibit 32. External Inspection File Download



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Key	MDID	Created Ti	Modified Ti	Reporter N	Reporter P	Reporter C	Reporter C	Reporter S	Reporter E	Reporter M	Performer	Equipment	Equipment	Kind of Equ
2	a942b8ac-	5S6FKQ	10152018	10152018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F
3	92f9be6b-	5S6FKQ	09052018	09052018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F
4	a942b8ee-	5A7FKQ	10152018	10152018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F
5	92f9be6ff-	5B8FKQ	09052018	09052018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F
6	a942b8tgc	5C9FKQ	10152018	10152018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F
7	92f9beab6	5D1FKQ	09052018	09052018	Asset IT Su	1.919652	CARY	USA	NC	aar_it_sup	RAIL	RAIL	RAIL	00000012	F

5. Once the External Inspector has entered the appropriate fields, follow steps for Upload Completed External Inspections. Refer to the *MD-11 Specifications Document* for field formats and values.

Upload Completed External Inspections

Use the following procedure to upload completed external inspections to MD-11 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **CSV Inspections** > **External Inspection**.
3. Browse and select your completed MD-11 Report for External Inspections. Keep in mind:
   - The file is in CSV format and there can be multiple records in one file.
   - Validation takes place during the upload process and even if one record is incorrect, the entire file is rejected.
   - When a file is rejected, an email is sent to the External Inspector with the status of **Rejected** with an attachment of the error messages and codes for making appropriate corrections and uploading again.
   - When a file is accepted, it has passed all the validations and an email is sent to the External Inspector with the status of **Accepted**.
   - Long numbers like serial numbers may display as scientific numbers (e.g., 1.23E3+13). This is Microsoft Excel's way of translating long numbers into scientific notations. If widening the affected column does not change it back to a standard number, use these steps before saving and uploading your file:

a. Select the column that has the long number and right-click.

b. Select **Format Cells** > **Custom** (Category).

c. Select **0** (Type) and select **OK**.

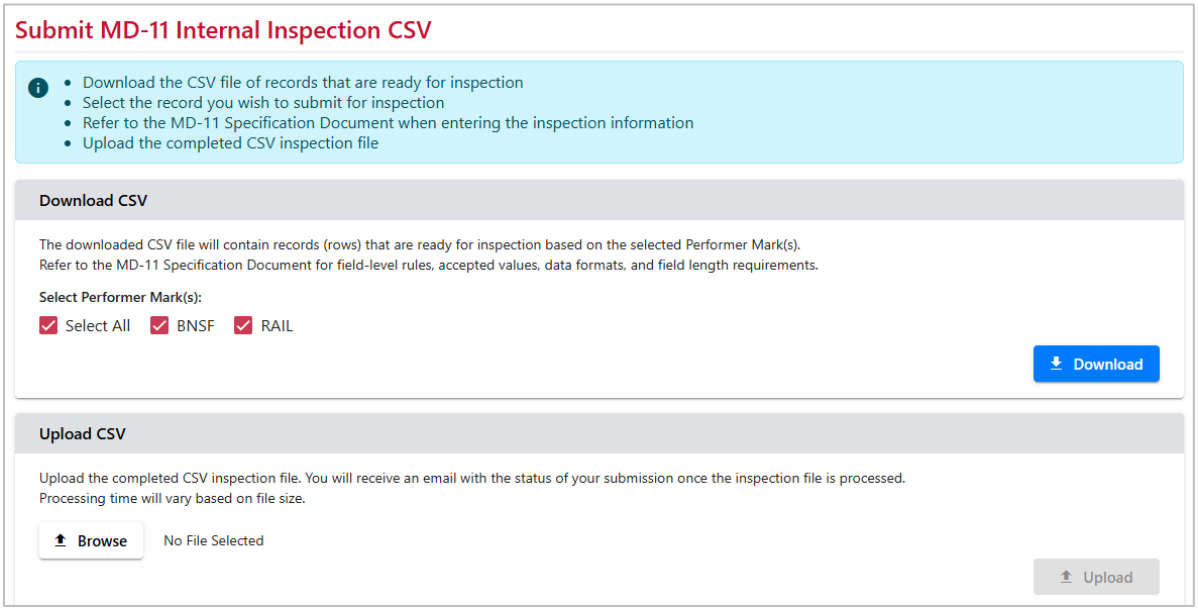
- Refer to the *MD-11 Specifications Document* for field formats and values.

Internal Inspection

MD Inspectors must have permission for given performer road(s) to submit internal inspections. To request permissions, submit your role requests at MD Reports application.

You must be assigned to the MD-11 Internal Inspector role to perform the following functions for MD-11 Reports.

Exhibit 33. Internal Inspection CSV



Download Reports for Internal Inspection

Use the following procedure to download reports for internal inspection from MD-11 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **CSV Inspections** > **Internal Inspection**.
3. Select your performer mark(s) by clicking inside the checkbox(es) and select the **Download** button.
4. Open or save the CSV file to your computer. The CSV file includes all completed fields that the MD Reporter and MD-11 External Inspector have submitted and empty fields for the MD-11 Internal Inspector to enter (similar to Exhibit 32).
5. Once the Internal Inspector has entered the appropriate fields, follow steps for Upload Completed Internal Inspections. Refer to the *MD-11 Specifications Document* for field formats and values.

Upload Completed Internal Inspections

Use the following procedure to upload completed internal inspections to MD-11 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **CSV Inspections** > **Internal Inspection**.
3. Browse and select your completed MD-11 Report for Internal Inspections. Keep in mind:
   - The file is in CSV format and there can be multiple records in one file.
   - Validation takes place during the upload process and even if one record is incorrect, the entire file is rejected.
   - When a file is rejected, an email is sent to the Internal Inspector with the status of **Rejected** with an attachment of the error messages and codes for making appropriate corrections and uploading again.
   - When a file is accepted, it has passed all the validations and an email is sent to the Internal Inspector with the status of **Accepted**.
   - Long numbers like serial numbers may display as scientific numbers (e.g., 1.23E3+13). This is Microsoft Excel's way of translating long numbers into scientific notations. If widening the affected column does not change it back to a standard number, use these steps before saving and uploading your file:
     a. Select the column.
     b. Select **Format Cells** > **Custom** (Category).
     c. Select **0** (Type) and click **OK**.
   - Refer to the *MD-11 Specifications Document* for valid field formats and values.

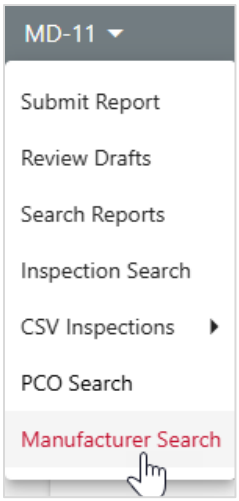
Manufacturer Search

You must be assigned to the MD-11 Manufacturer/Reconditioner role to use the Manufacturer's/Reconditioner's search function in MD-11 Reports. Manufacturers can only view parts that are manufactured by their company and Reconditioners can only view parts that are reconditioned by their company. If your company's data does not appear in the search results, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

Use the following procedure to search for parts by your company:

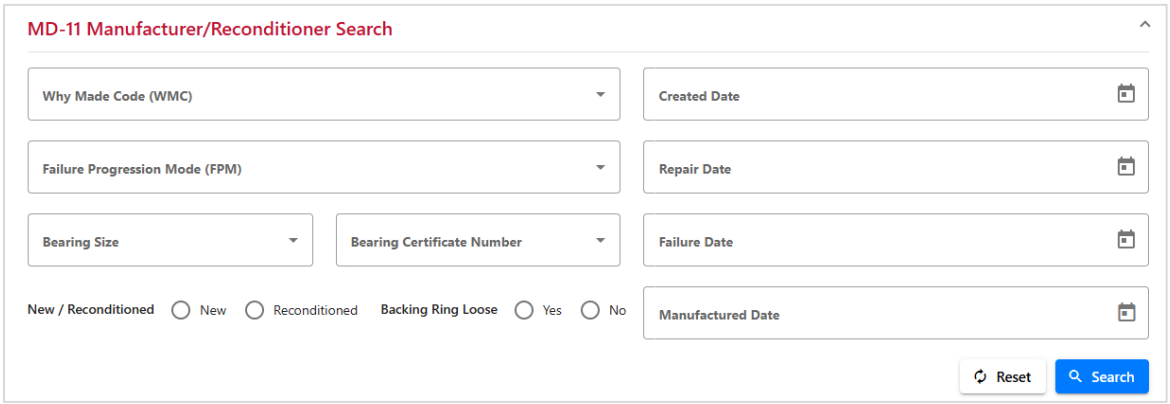
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **Manufacturer Search**.

Exhibit 34. Manufacturer Search Menu Item



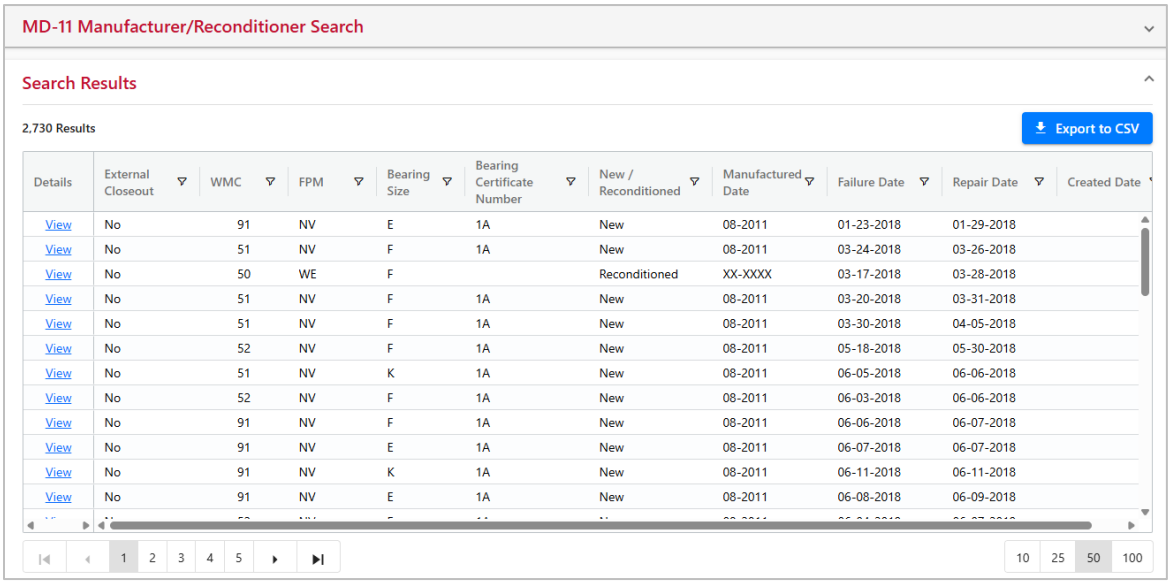
3. Enter your search criteria. For example, select a Why Made Code from the **Why Made Code** drop-down field and click **Search**.

Exhibit 35. Manufacturer/Reconditioner Search



4. The Search returns data for all MD-11 parts from your company for the selected Why Made Code. Result fields are slightly different for manufacturer and reconditioner.

Exhibit 36. Manufacturer/Reconditioner Search Results



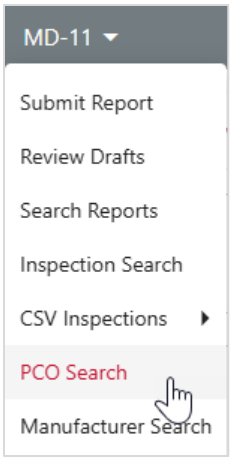
5. To view the read-only details of a part, select the **View** link located in the **Details** column of the Search Results.

6. Select **Export to CSV** to export the results list to a file.

Private Car Owner Search

You must be assigned to the MD-11 Private Car Owner role to use the Private Car Owner search function in MD-11 Reports. PCOs can only view equipment that is owned by their company with the Why Made Code of 91. If your company's data does not appear in the search results, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

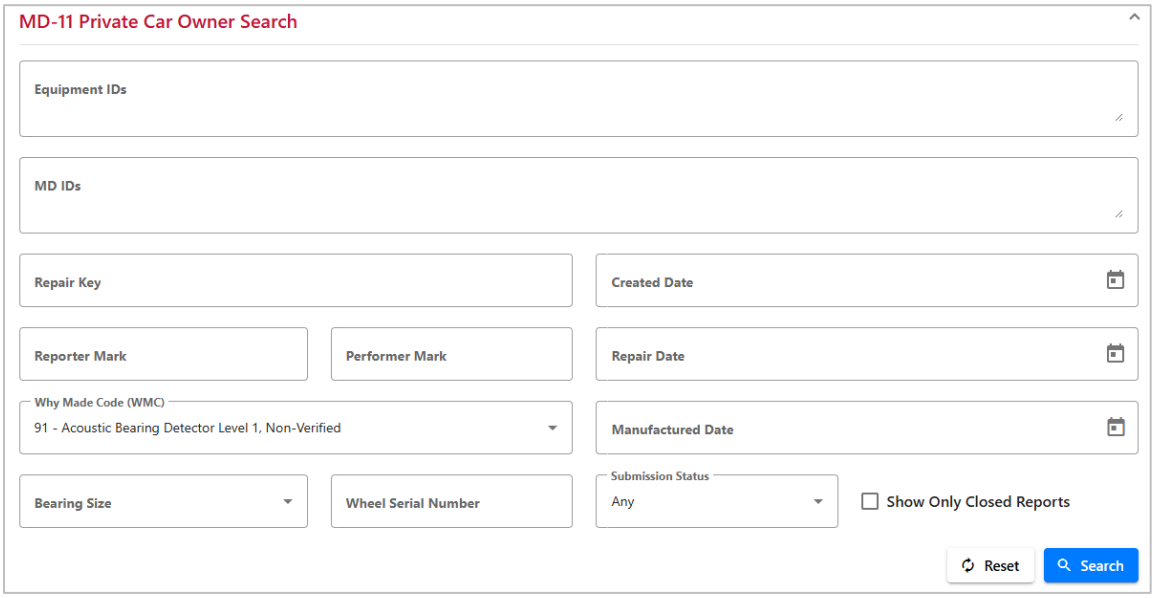
Exhibit 37. MD-11 Private Car Owner Search Menu Item



Use the following procedure to search for parts by your company:

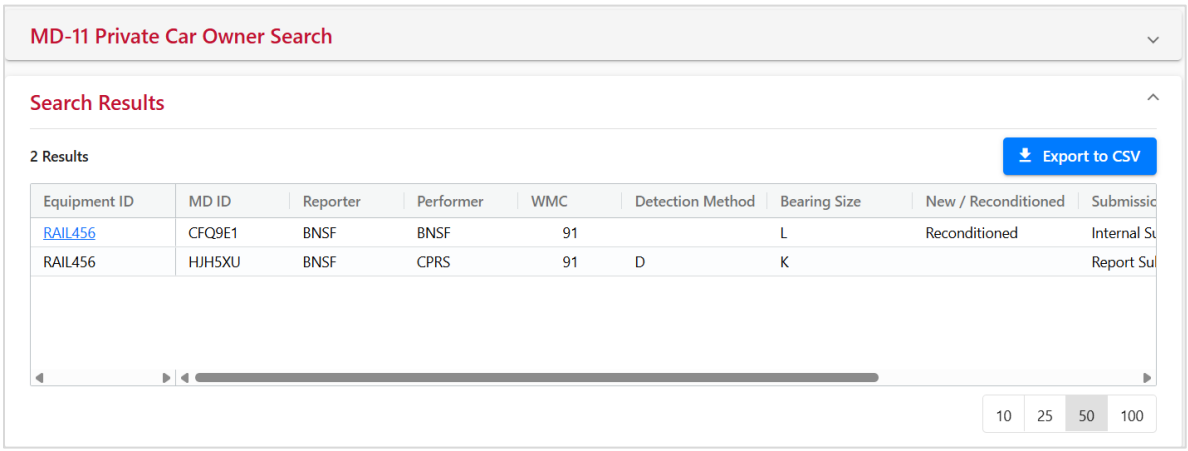
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-11** > **PCO Search**.

Exhibit 38. Private Car Owner Search



3. Entering search criteria is not required, but can be used to narrow your search.
   a. Equipment Numbers and MD IDs can be entered individually or as a list.
   b. To search on the submission status, select the status from **Submission Status** drop-down list.
   c. For only closed reports, select the **Show only Closed Reports** checkbox.
4. Click **Search**.

Exhibit 39. Private Car Owner Search Results



5. The Search returns data for all MD-11 equipment from your company within the search criteria for Why Made Code 91 only.

6. To view the defect report details, click on the **Equipment ID** link located in the **Equipment ID** column of the Search Results. The link appears once the report has completed.

7. Select **Export to CSV** to export the results list to a file. The CSV file will only contain the report details that have completed.