MD-115 Reports
User Guide

RAILINC

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Exhibits

Overview

MD-115 Report

MD-115 Reports are submitted 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.

The MD-115 Report must be submitted to Railinc within 15 days of wheel removal for each wheel removed for WHY MADE CODES 66, 68, 69, 71, 83, 85 and 1D.

Rule 41 in the *Field Manual of AAR Interchange Rules* establishes the minimum mechanical requirements for removing defective wheels. Refer to Rule 41 in the *Field Manual of the AAR Interchange Rules* for more information.

Mechanical Defects are overseen by the AAR's Wheel, Axle, Bearing and Lubrication Committee (WABL). If you have questions about completing Form MD-115, 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 877-724-542.

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 Reports Applicable Permission Requests

MD-115 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-115 Reports, with the subsequently listed functions:

MD-115 Reporter - User can submit MD-115 forms on behalf of a company (reporter mark). The permission is approved by the MD Reports company admin.
- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Delete Reports

MD-115 Report Reviewer - User can view and edit MD-115 reports belonging to his/her company (reporter mark).
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports

MD-115 Report Viewer - User (WABL members) can view all submitted MD-115 reports.
- Search Reports
- View Reports

MD-115 Report Editor - User (TTCI) can edit all submitted MD-115 reports.
- Search Reports
- View Reports
- Edit Reports
- Delete 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**.

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5. The MD Reports Home page is displayed. The menu items available differ depending on your role. Exhibit 2 shows the menu items that support MD Reports functionality.

MD Reports Menu

Exhibit 2. MD-115 Menu
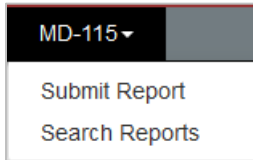
Logging Out

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-115 Report

Submit MD-115 Reports

You must be assigned to the MD-115 Reporter role to submit MD-115 Reports.

Use the following procedure to complete Form MD-115:

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

2. From the menu bar, select **MD-115 > Submit Report**. The Submit MD-115 Report page is displayed.

Exhibit 3. Submit MD-115 Report

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.

The **Railroad/Company** field is prepopulated with your MARK/Company ID for all roles except the Editor role. This field must be completed to proceed.

3. Complete all required fields (marked with a red asterisk).
4. To add attachments, select **Choose File** at the bottom of the Submit MD-115 Report page. It is recommended that you add at least three pictures of the failure and one picture of the locking plate. You can attach up to five files.
   a. Attach files in the following formats: .JPG, .PNG, .GIF. There is a 10 MB size limit for each individual image.
   b. Select **Remove** to remove an attached file from the form.
   c. The recommended attachments are requested but are not required to submit Form MD-115.

Exhibit 4. MD-115 Attachment

5. When you have completed the form, click **Submit**. A submission success/failure message is displayed.

Exhibit 5. MD-115 Successful Submission

6. Select **View** to View/Edit/Print a copy of the completed form for your records. Select **Cancel** if you do not want to View/Edit/Print a copy.
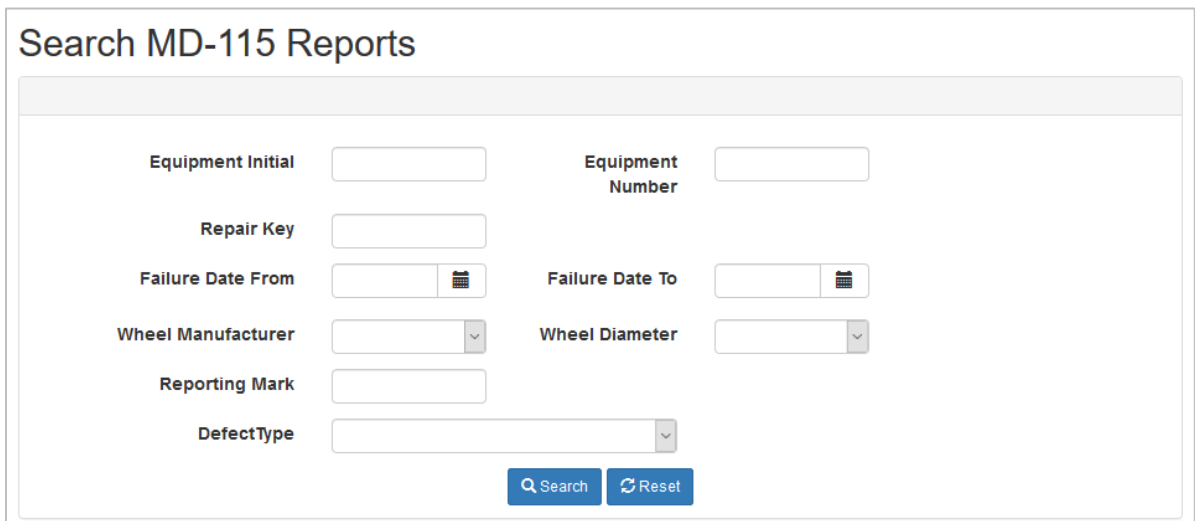
Search MD-115 Reports

To search MD-115, you must be assigned to one or more of these roles: the MD-115 Reporter, MD-115 Report Reviewer, MD-115 Report Viewer or MD-115 Report Editor.

Use the following procedure to search for MD-115 Reports:

1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see <u>Exhibit 2)</u>.
2. From the menu bar, select **MD-115** > **Search Reports**. The **Search MD-115 Report** page is displayed:

Exhibit 6. Search MD-115 Reports

1. To search for one or more MD-115 Reports, enter any or no criteria in the fields and select **Search**.
2. An example of search results are displayed in the image below.

Exhibit 7. MD-115 Search Results

3. To view a report, click the **View** link for the appropriate row located in the **Details** column.
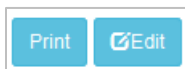
Edit MD-115 Reports

To edit MD-115 Reports, you must be assigned to one or more of these roles: the MD-115 Reporter, MD-115 Report Reviewer or MD-115 Report Editor.

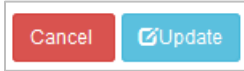Use the following procedure to edit MD-115 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (see Exhibit 2).
2. From the menu bar, select **MD-115** > **Search Reports**. Search for reports as described in Search MD-115 Reports.
3. To open a report, click the **View** link for the appropriate row located in the **Details** column.
4. Scroll to the bottom of the report and click **Edit**.

Exhibit 8. MD-115 View Button Panel

5. The Update MD-115 Report page displays. All fields are editable except for **Repair Key** and **Railroad/Company** (Reporter Mark).
6. Edit the necessary fields, then scroll to the bottom of the report. Click **Update**.

Exhibit 9. MD-115 Update Button Panel

7. An **Edit Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 10. MD-115 Edit Confirmation
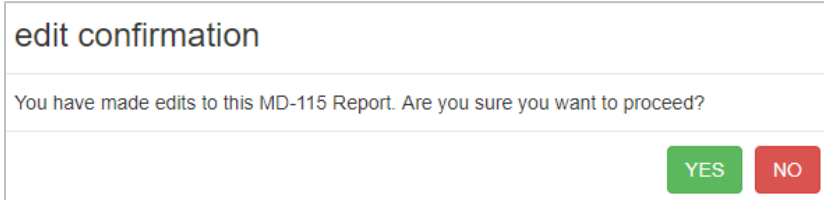
8. If you click **Yes**, a confirmation pop-up box appears to indicate the report has been successfully updated. Click **Close** to return to the updated report.
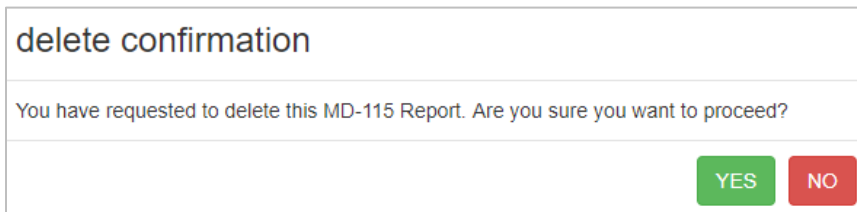
Exhibit 11. MD-115 Update Success Message

Delete MD-115 Reports

You must be assigned to the MD-115 Reporter and/or MD-115 Report Editor roles to perform delete functions in MD-115 Reports.

Use the following procedure to delete MD-115 Reports:

1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (see Exhibit 2).
2. From the menu bar, select **MD-115** > **Search Reports**. Search for reports as described in Search MD-115 Reports.
3. To open a report, click the **View** link for the appropriate row located in the **Details** column.
4. Scroll to the bottom of the report and click the **Delete** button (Exhibit 8).
5. A **Delete Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 12. MD-115 Delete Confirmation

delete confirmation

You have requested to delete this MD-115 Report. Are you sure you want to proceed?

YES   NO

6. If you click **Yes**, a confirmation pop-up box appears to indicate the report has been successfully deleted. Click **Close** to return to the Search Report page.

Exhibit 13. MD-115 Delete Success Message

MD Report Delete

MD Report Deleted Successfully.

Close