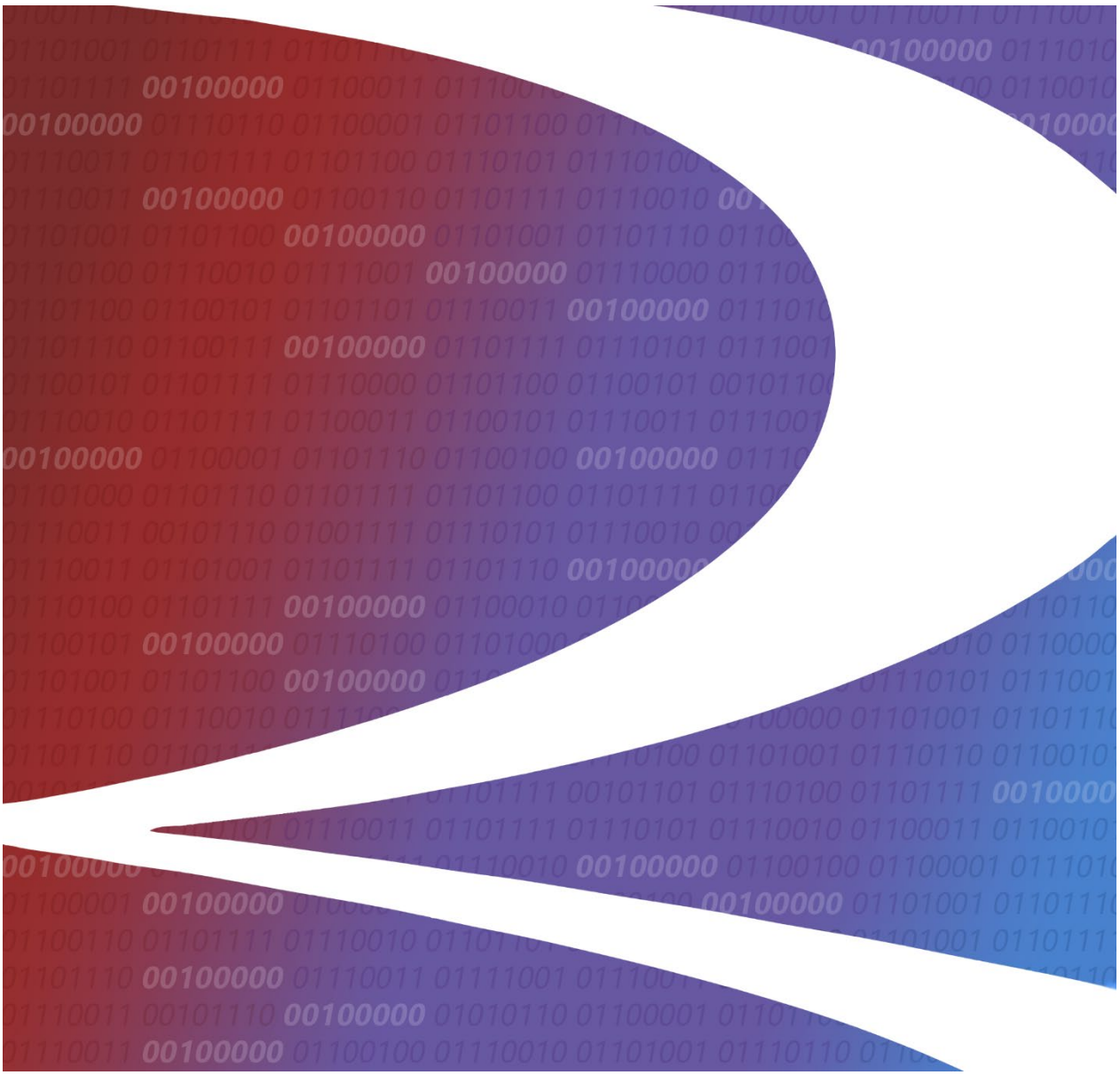

# MD-115 Reports User Guide

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# 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 1-877-724-5462.

## 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

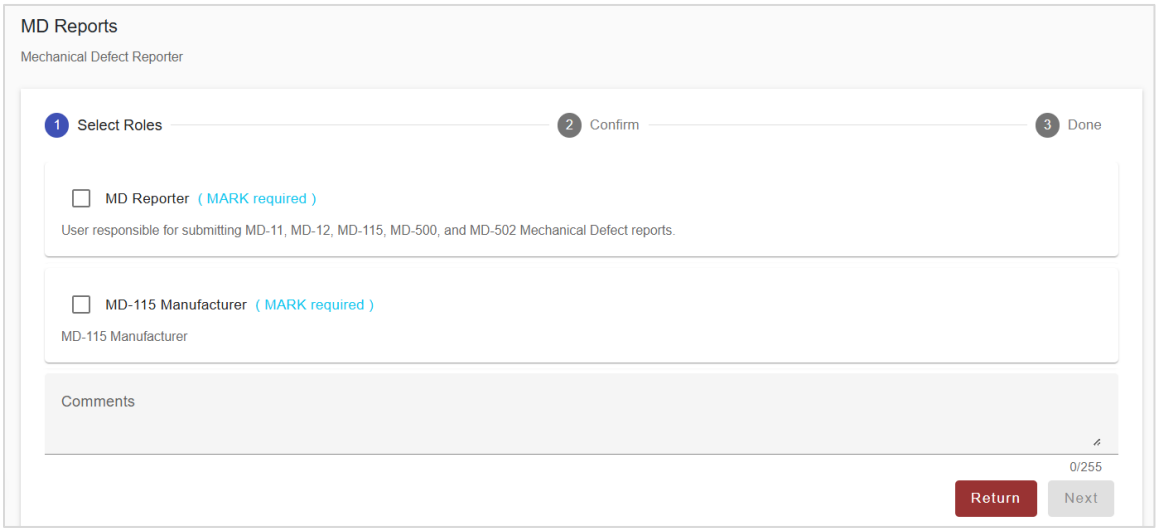
For access to MD Reports and other Railinc applications, register to use Railinc Single Sign-On. Refer to the *Railinc Single Sign-On/Launch Pad User Guide* for information about the use of Railinc Single Sign-On.

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-115 Reports Applicable Permissions***




# 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 Reporter** – User can submit MD-115 forms on behalf of a company (reporter mark). This permission is approved by the MD Reports company admin.

- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Save Draft
- View (your own) Drafts
- Update Draft
- Delete Reports

**MD-115 Manufacturer** – User can search and view manufactured parts from their company. This permission is approved by the MD Reports company admin.

- Search Reports
- View Reports

**MD 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 WABL Editor** – User (MxV) can edit all submitted MD-115 reports.

- Search Reports
- View Reports
- Edit Reports
- Save Draft
- View Drafts
- Update Draft
- Delete Reports

**MD WABL Viewer** – User (WABL members) can view all submitted MD-115 reports.

- Search Reports
- View Reports

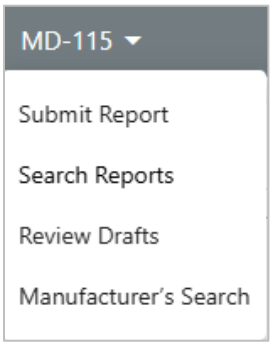
# Logging In

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. The menu items available differ depending on your role. Exhibit 2 shows the menu items that support MD Reports functionality.

# MD-115 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 Report

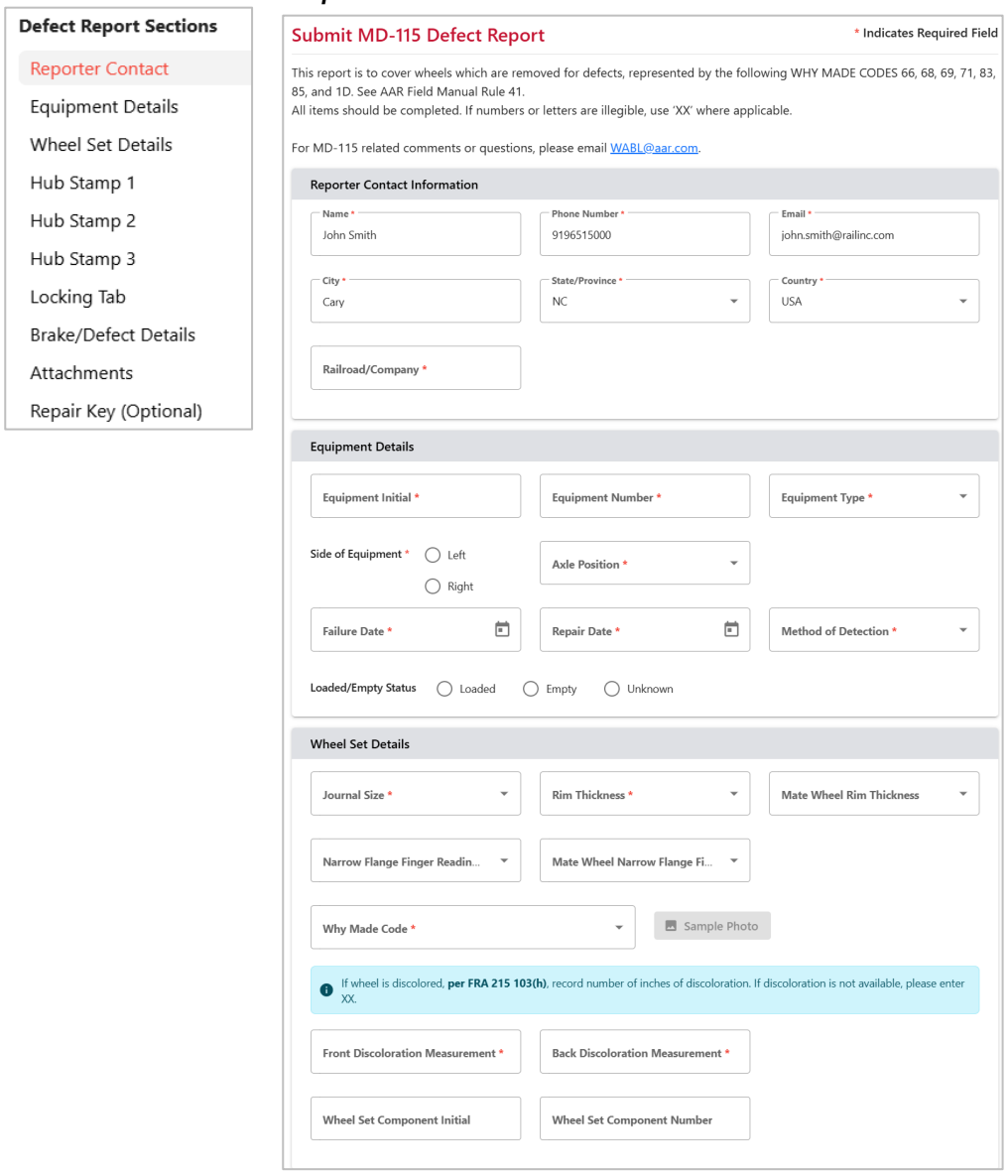
You must be assigned to the MD Reporter role to submit MD-115 Reports.

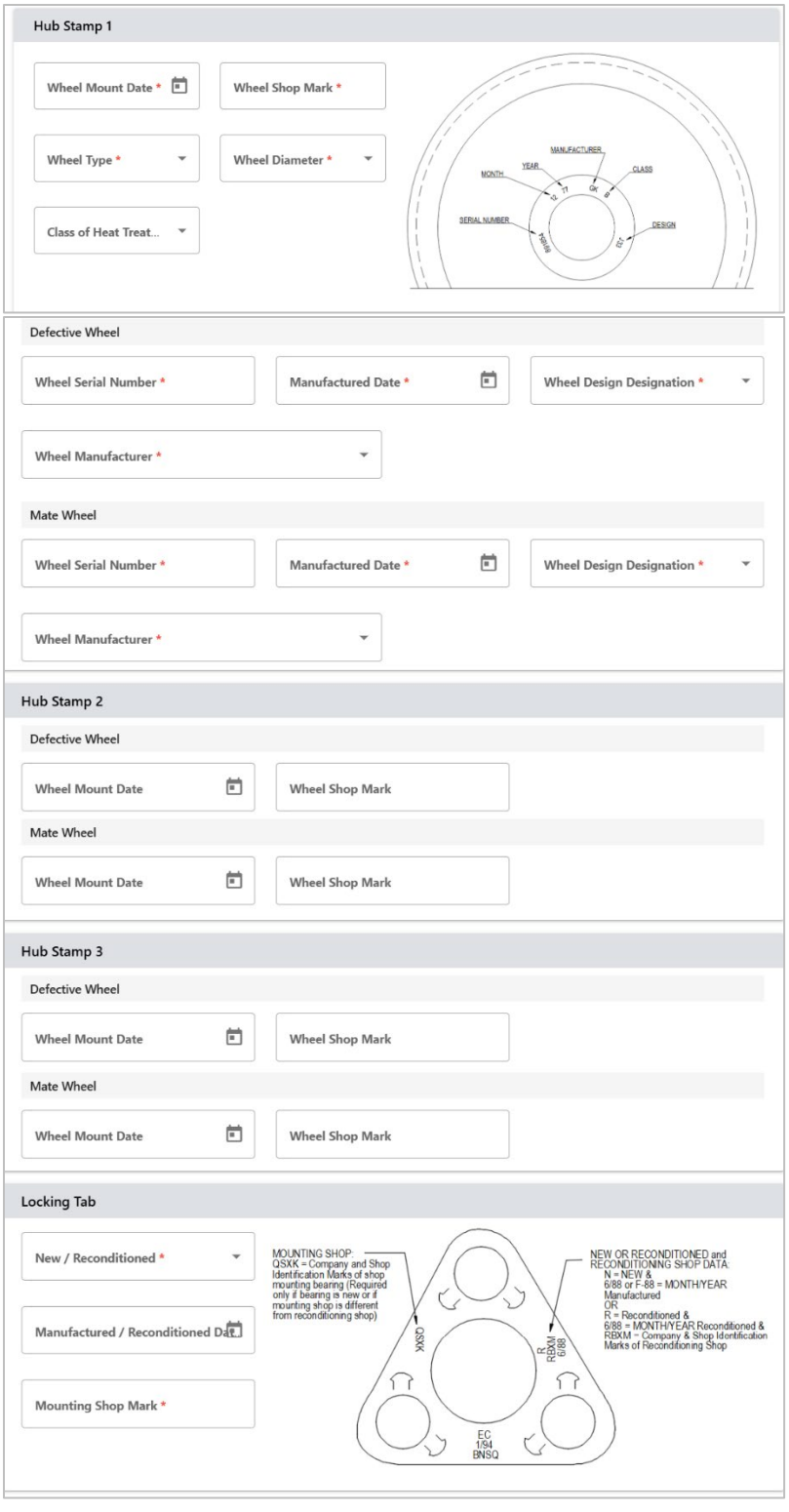
Use the following procedure to complete Form MD-115:

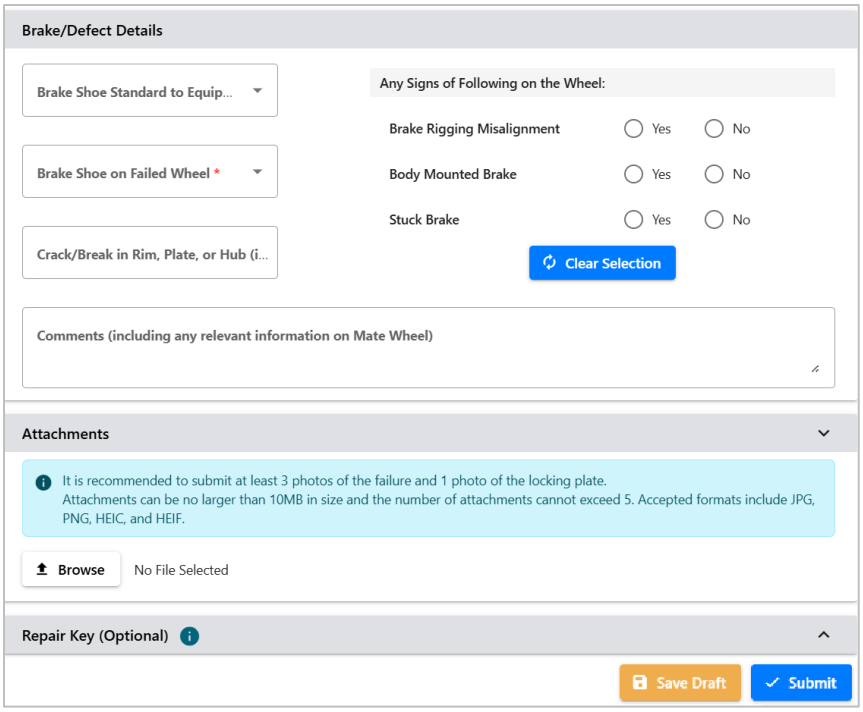
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).

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

***Exhibit 3. Submit MD-115 Report***




Hub Stamp 1
Wheel Mount Date *
Wheel Shop Mark *
Wheel Type *
Wheel Diameter *
Class of Heat Treat...
MANUFACTURER
YEAR
MONTH
CLASS
SERIAL NUMBER
DESIGN
Defective Wheel
Wheel Serial Number *
Manufactured Date *
Wheel Design Designation *
Wheel Manufacturer *
Mate Wheel
Wheel Serial Number *
Manufactured Date *
Wheel Design Designation *
Wheel Manufacturer *
Hub Stamp 2
Defective Wheel
Wheel Mount Date
Wheel Shop Mark
Mate Wheel
Wheel Mount Date
Wheel Shop Mark
Hub Stamp 3
Defective Wheel
Wheel Mount Date
Wheel Shop Mark
Mate Wheel
Wheel Mount Date
Wheel Shop Mark
Locking Tab
New / Reconditioned *
Manufactured / Reconditioned Da...
Mounting Shop Mark *
MOUNTING SHOP:
QSXK = Company and Shop Identification Marks of shop mounting bearing (Required only if bearing is new or if mounting shop is different from reconditioning shop)
NEW OR RECONDITIONED and RECONDITIONING SHOP DATA:
N = NEW &
6/88 or F-88 = MONTH/YEAR Manufactured
OR
R = Reconditioned &
6/88 = MONTH/YEAR Reconditioned &
RBXM = Company & Shop Identification Marks of Reconditioning Shop
QSXK
R
RBXM
6/88
EC
1/94
BNSQ

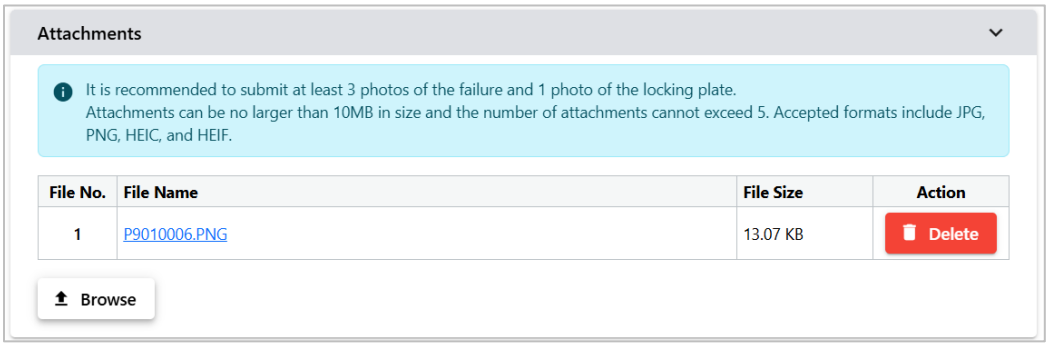



Reporter Contact Information on this page is prepopulated based on information in your SSO profile. Changing your contact information for this report does not change the information in your SSO profile.

The **Railroad/Company** field is required and must be completed to proceed.

3. Complete all required fields (marked with a red asterisk).
4. To add attachments, select **Browse** in the **Attachments** section of the Submit MD-115 Report page. It is recommended that you add at least 3 pictures of the failure and one picture of the locking plate. You can attach up to 5 files.
   a. Attach files in the following formats: .JPG, .PNG, .HEIC, HEIF. There is a 10 MB size limit for each individual image.
   b. Select **Delete** 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***

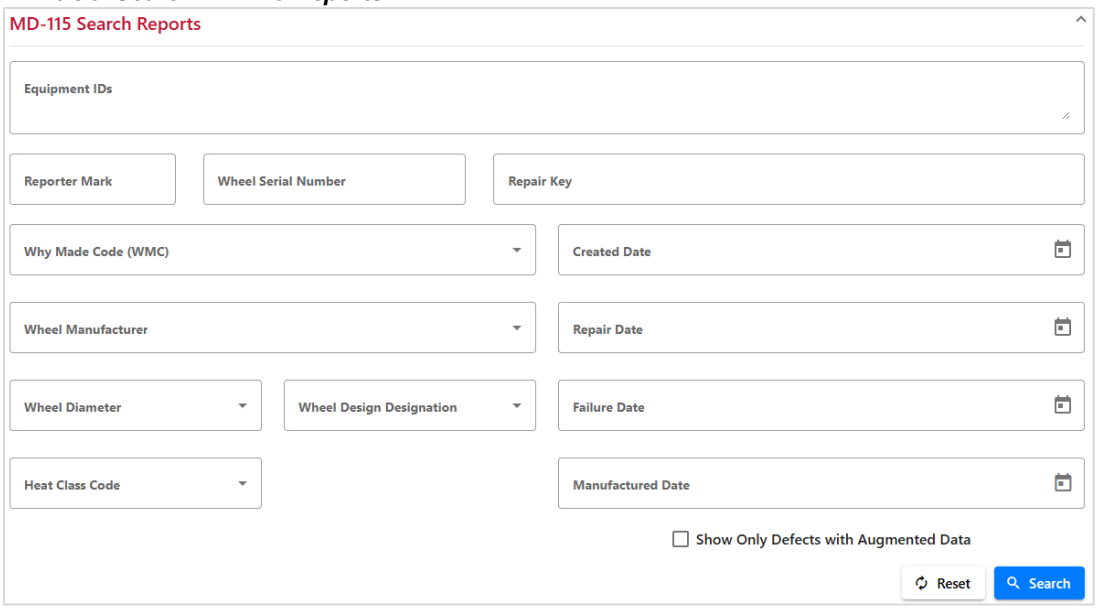
# Search Reports

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

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

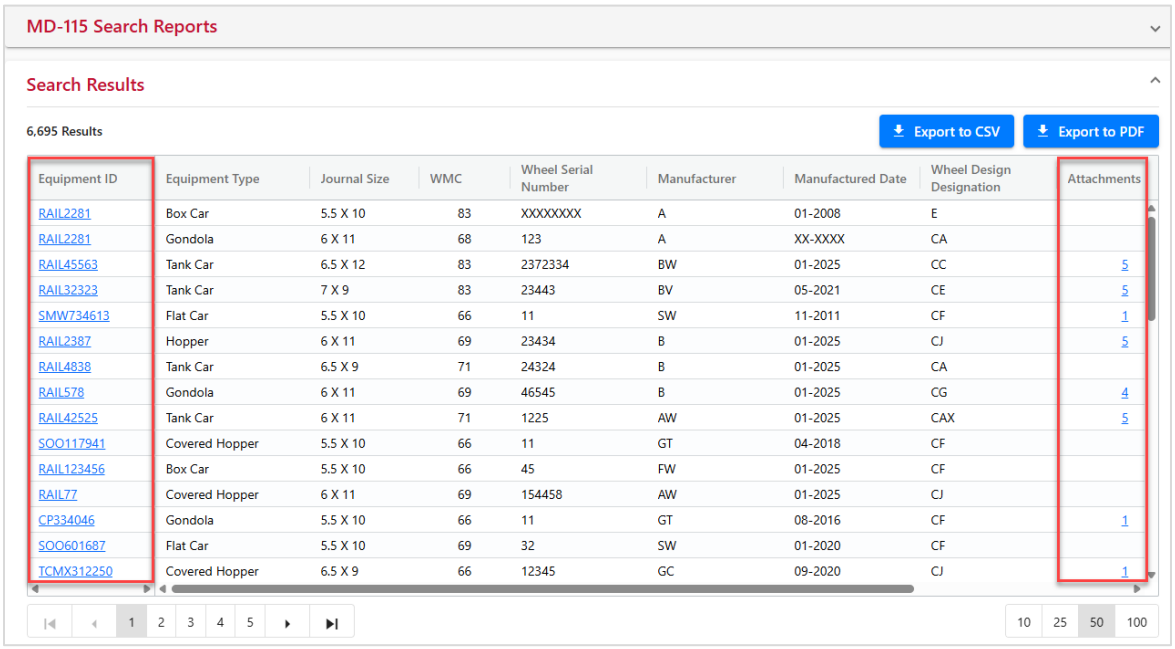
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-115** > **Search Reports**. The **Search MD-115 Reports** page is displayed.
3. Enter your search criteria. For example, select a defect type from the **Defect Type** drop-down field and click **Search**.

***Exhibit 6. Search MD-115 Reports***



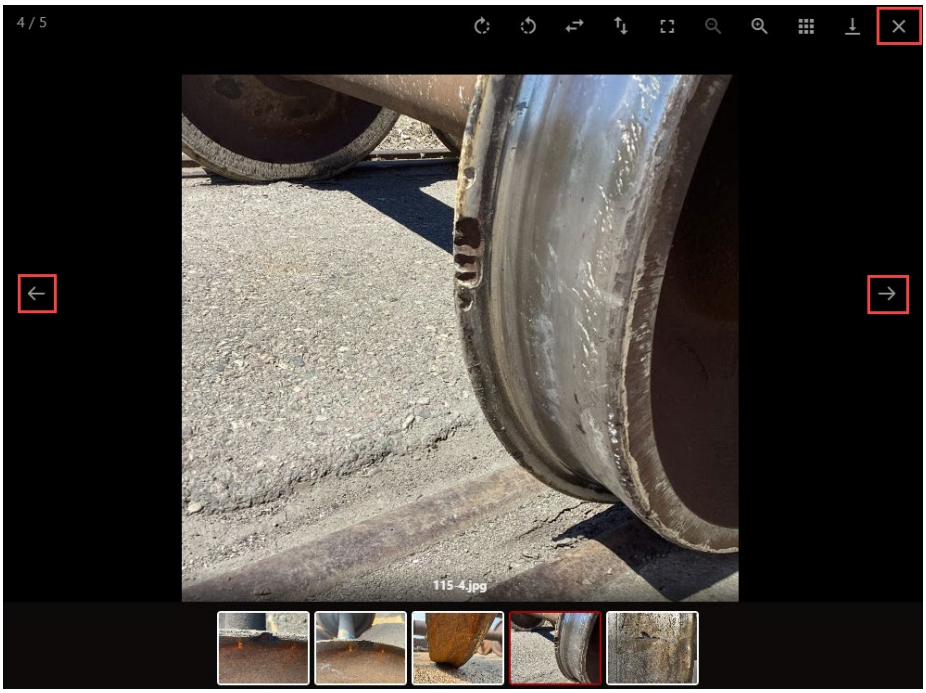

4. A Search Results example is displayed in the image below.

***Exhibit 7. MD-115 Search Results***




5. To view the file attachments, select the numbered link in the **Attachments** column where available for the appropriate row. The number represents the amount of attachments for the report. The attachments open in the table view. Click on an attachment to use the image carousel view (Exhibit 8). Use the X in the top right to close both views.

***Exhibit 8. Carousel View of Attachments***




6. To view a report, select the **Equipment ID** link for the appropriate row located in the **Equipment ID** column.

# Edit Reports

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

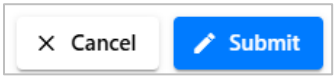
Use the following procedure to edit MD-115 Reports:

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

***Exhibit 9. MD-115 View Button Panel***

5. The Update MD-115 Report page displays. All fields are editable except for **Repair Key**.
6. Edit the necessary fields, then scroll to the bottom of the report and select **Submit**.

***Exhibit 10. MD-115 Update Button Panel***




7. A submission successful message is displayed.

***Exhibit 11. Update Successful Message***

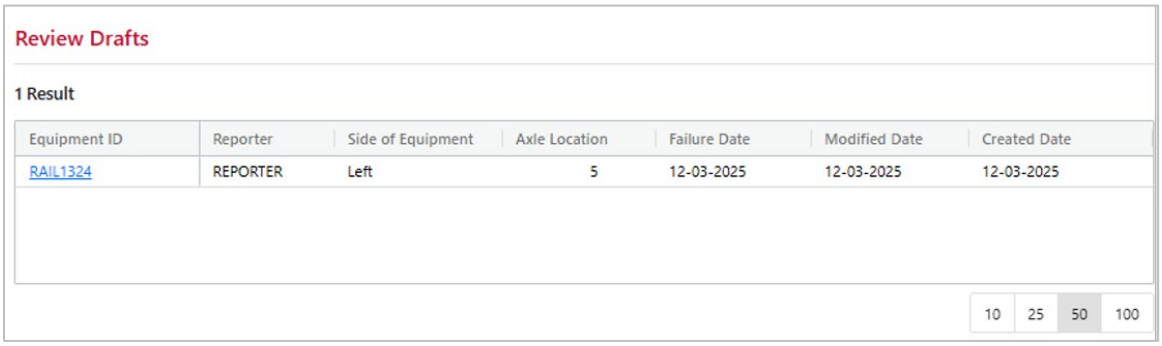
# Review Drafts

To review MD-115 draft reports, you must be assigned to the MD Reporter or MD WABL Editor role for the company mark.

Use the following procedure to review MD-115 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-115** > **Review Drafts**. Available draft reports for your company mark are listed on the **Review Drafts** page.
3. To open a report, select the **Equipment ID** link for the appropriate row located in the **Equipment ID** column.

***Exhibit 12. View Drafts***




4. Scroll to the bottom of the report and click the **Edit** button (Exhibit 9). See Edit Reports for details.
5. Once you've made your updates to the draft, select **Save Draft** to save your draft or **Submit** to submit the report (Exhibit 13). Once the report is submitted, the **Save Draft** button is no longer available when viewing the report.

***Exhibit 13. Edit Draft Button Panel***

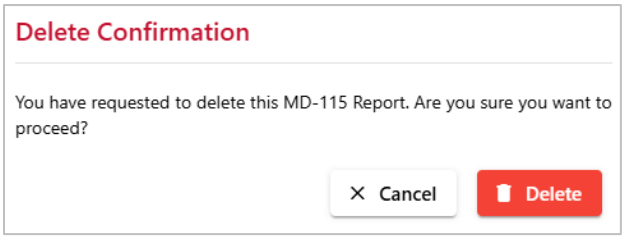
# Delete Reports

You must be assigned to the MD Reporter or MD WABL 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 (Exhibit 2).
2. From the menu bar, select **MD-115** > **Search Reports**. Search for reports as described in Search Reports.
3. To open a report, select the **Equipment ID** link for the appropriate row located in the **Equipment ID** column.
4. Scroll to the bottom of the report and select the **Delete** button (Exhibit 9).
5. A **Delete Confirmation** pop-up box appears. Select **Delete** to delete the report or **Cancel** to cancel.

***Exhibit 14. MD-115 Delete Confirmation***



6. If you select **Delete**, a message appears to indicate the report has been successfully deleted.

***Exhibit 15. Delete Successful Message***

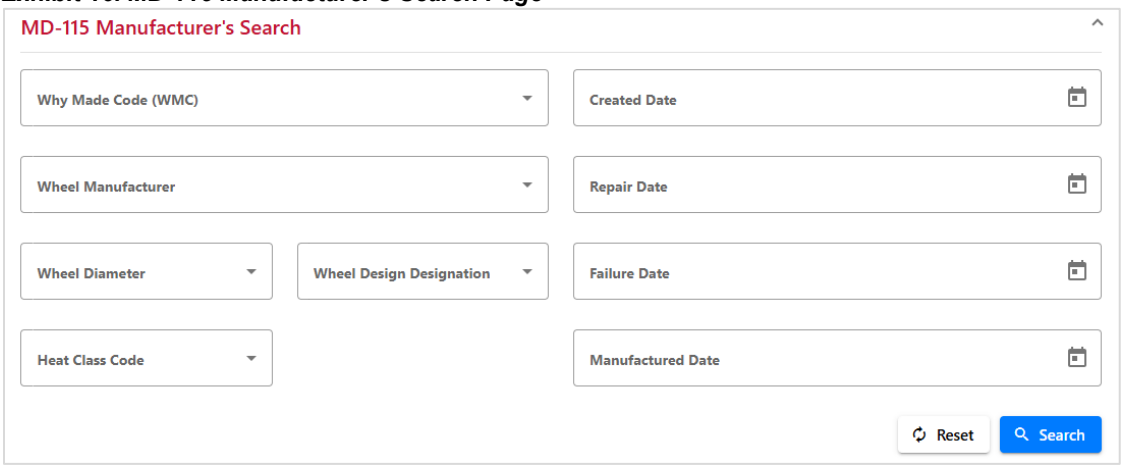
# Manufacturer's Search Page

To use the Manufacturer's search, you must be assigned to the MD-115 Manufacturer role.

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

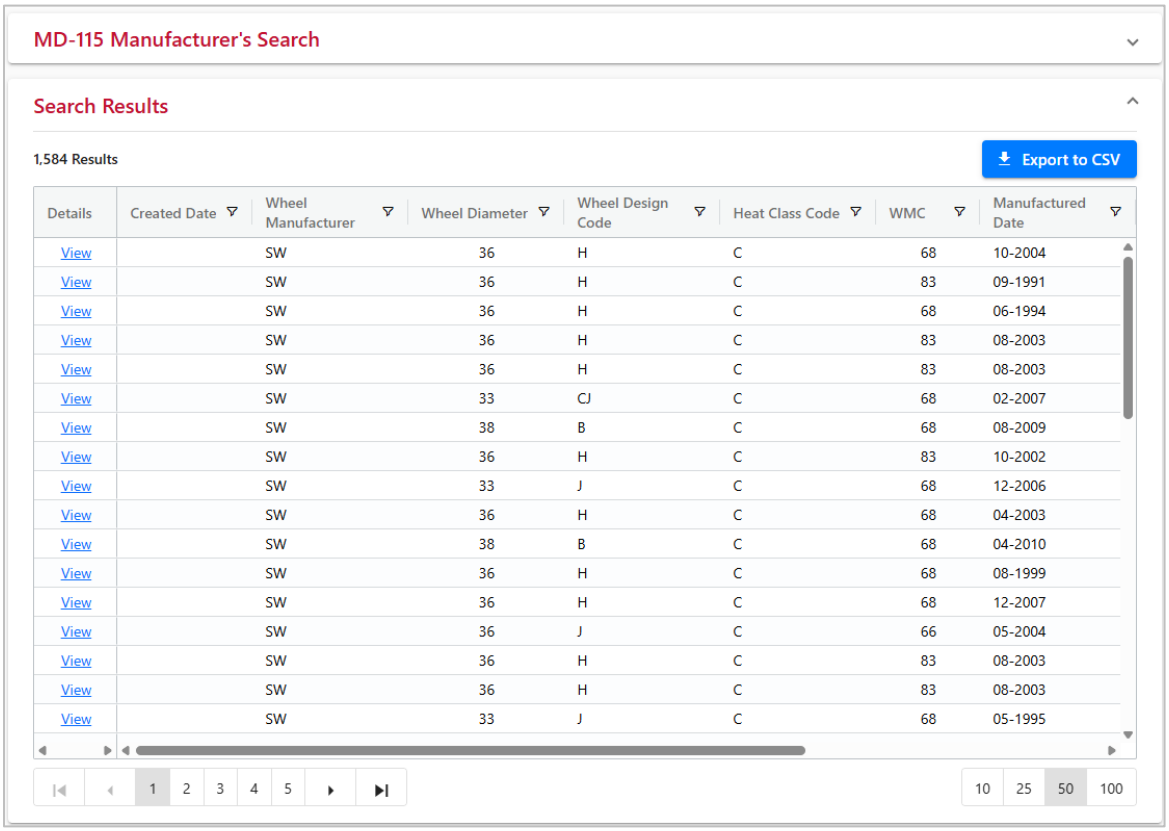
1. Log into the MD Reports as described in Logging In. The MD Reports Home page is displayed (Exhibit 2).
2. From the menu bar, select **MD-115** > **Manufacturer's Search Page**. The **Manufacturer's Search** is displayed.
3. Enter your search criteria. For example, select a Why Made Code from the **Why Made Code (WMC)** drop-down list and click **Search**.

***Exhibit 16. MD-115 Manufacturer's Search Page***




4. The Search returns data for all MD-115 parts from your company for the selected Defect Type.
5. To view the details of a part, select the **View** link located in the **Details** column of the Search Results. Select the **Back to Search** button to return to the search results.
6. Select **Export to CSV** to export the results list to a file.

***Exhibit 17. Manufacturer's Search Results***




| Details | Created Date | Wheel Manufacturer | Wheel Diameter | Wheel Design Code | Heat Class Code | WMC | Manufactured Date |
|---|---|---|---|---|---|---|---|
| View | | SW | 36 | H | C | 68 | 10-2004 |
| View | | SW | 36 | H | C | 83 | 09-1991 |
| View | | SW | 36 | H | C | 68 | 06-1994 |
| View | | SW | 36 | H | C | 83 | 08-2003 |
| View | | SW | 36 | H | C | 83 | 08-2003 |
| View | | SW | 33 | CJ | C | 68 | 02-2007 |
| View | | SW | 38 | B | C | 68 | 08-2009 |
| View | | SW | 36 | H | C | 83 | 10-2002 |
| View | | SW | 33 | J | C | 68 | 12-2006 |
| View | | SW | 36 | H | C | 68 | 04-2003 |
| View | | SW | 38 | B | C | 68 | 04-2010 |
| View | | SW | 36 | H | C | 68 | 08-1999 |
| View | | SW | 36 | H | C | 68 | 12-2007 |
| View | | SW | 36 | J | C | 66 | 05-2004 |
| View | | SW | 36 | H | C | 83 | 08-2003 |
| View | | SW | 36 | H | C | 83 | 08-2003 |
| View | | SW | 33 | J | C | 68 | 05-1995 |