



MD-12 Reports User Guide



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Overview

MD-12 Report

MD-12 Reports are submitted to Railinc for analysis with the goal of reducing axle related mechanical service interruptions (derailments and other line of road failures) and increasing yard and shop efficiency.

Rule 43 in the *Field Manual of AAR Interchange Rules* establishes the minimum mechanical requirements for removing broken and defective axles. Refer to Rule 43 in the *Field Manual of the AAR Interchange Rules* for more information.

MD-12 forms allows users with permissions to report on broken and defective axles. Rule 43 is governed by the AAR and overseen by the AAR's Wheel, Axle, Bearing and Lubrication Committee (WABL). If you have questions about completing MD-12 forms, send an email to wabl@aar.com. If you experience technical difficulties with these electronic forms, 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-12 Reports Applicable Permissions

The screenshot displays a web interface for requesting MD Reports access. At the top, it says "MD Reports" and "Mechanical Defect Reporter". Below this is a progress bar with three steps: "1 Select Roles", "2 Confirm", and "3 Done". The "1 Select Roles" step is active. There are four role selection options, each with a checkbox and a "(MARK required)" label:

- MD-12 Field Reporter (MARK required)
MD-12 Field Reporter
- MD-12 Lab Reporter (MARK required)
MD-12 Lab Reporter
- MD-12 Report Reviewer (MARK required)
User who can view & edit MD-12 reports belonging to his/her company.
- MD-12 Sponsor (MARK required)
This is the role for a user be authorized to submit a MD-12 report on behave of a railroad

Below the role options is a "Comments..." field with a text area and a character count "0/255". At the bottom right, there are two buttons: "Return" (in red) and "Next" (in grey).

MD-12 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-12 Reports, with the subsequently listed functions:

MD-12 Field Reporter – Non-railroad field reporters must also be set up with Sponsor permissions before they can submit Field Reports on behalf of a railroad (reporter mark). For example, non-railroad Field Reporter (TTX) can submit a report if they have the Sponsor (BNSF) permissions. Railroad field reporters can submit Field Reports on behalf of a company. For railroad users, their mark will be both reporter and performer. This permission is approved by the MD Reports company admin.

- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Delete Reports

MD-12 Lab Reporter – Only available to railroad users: Lab Reporter can submit Lab/Office Reports on behalf of a company (reporter and performer mark). This permission is approved by the MD Reports company admin.

- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Delete Reports

MD-12 Sponsor – Non-railroad users are required to request and be granted this Sponsor permission by the railroad's company admin in order to submit Field Reports on behalf of the railroad (performer mark). A separate Sponsor permission is required for each railroad/mark needed.

- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Delete Reports

MD-12 Report Reviewer – Railroad report reviewers using a field reporting non-railroad mark cannot edit Field Reports, but can edit Lab/Office Reports. Railroad report reviewers

using a field reporting railroad mark can edit Field Reports and Lab/Office Reports. Non-railroad report reviewers cannot submit or edit Lab/Office Reports.

- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports

MD-12 Report Viewer – User (WABL members) can view all submitted MD-12 reports.

- Search Reports
- View Reports

MD-12 Report Editor - User (WABL members) can edit all submitted MD-12 reports.

- Submit Reports
- Search Reports
- View Reports
- Edit Reports
- Upload Images to 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**.
5. The MD Reports Home page is displayed. Menu items for MD-12 may vary depending on your roles and permissions. [Exhibit 2](#) shows the menu items that support MD-12 Reports functionality.

MD Reports Menu

Exhibit 2. MD-12 Menu

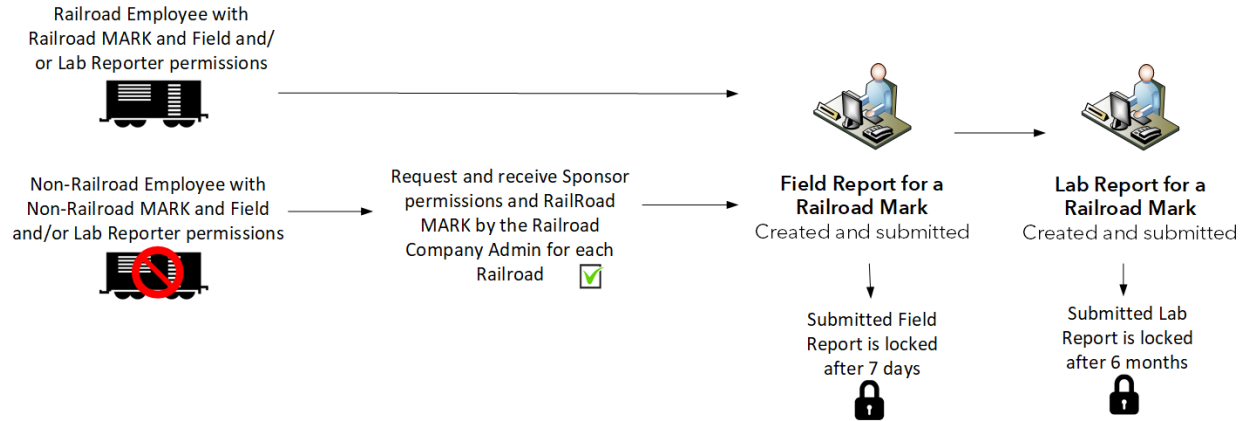


Logging Out

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-12 Report

MD-12 Report Workflow



Submit Field Report

To submit a Field Report, you must be assigned MD-12 Field Reporter permissions. Non-railroad field reporters must be set up with Sponsor permissions before they can submit Field Reports on behalf of a company (reporter mark). For example, non-railroad Field Reporter (TTX) can submit a report if they have the Sponsor (BNSF) permissions. Railroad field reporters can submit Field Reports on behalf of a company (mark is both reporter and performer).

All Field Reports have an editing window of one week.

Attn: Non-railroad users who need to submit the Field Report on behalf of a railroad (Performer MARK field pictured below), must first be granted the MD-12 Sponsor permission by the company admin of the railroad under their mark. You will see this information message when you do not have permissions to report a railroad mark.

Lab/Office Performer

Performer MARK *

ⓘ If you are not employed by the Railroad you are trying to submit the Field Report on behalf of (Performer MARK), you will need a company admin from that Railroad to grant you the MD-12 Sponsor Permission under their MARK.

Use the following procedure to complete MD-12 Field Reports:

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

- From the menu bar, select **MD-12 > Submit Field Report**. The Submit MD-12 Defect Report page is displayed.

Exhibit 3. Submit MD-12 Field Report

Submit MD-12 Defect Report

Reporter Contact Information * Indicates required field

Name *

Phone Number *

Email *

City * Cary State/Province * NC

Country * USA

Railroad/Company *

Lab/Office Performer

Performer MARK *

Equipment Details

Equipment Initial * Equipment Number *

Kind of Equipment *

Axle Position * Gross Rail Load *

Failure Information

Broken or Cracked * Broken Cracked Broken means a fracture resulting in complete separation into parts.

Method of Detection * D - Derailment Number of Equipment Derailed:

Date of Failure Repair Date *

Was Car Loaded or Empty? Loaded Empty Unknown

Bearing Backing Ring Condition *

Axle Image Attachments

It is recommended your attachments include at least 5-6 pictures of the failure. Recommended pictures are: overall of axle, close-up of damaged area (specifically of fracture face), marks on the top, marks on the bottom, reconditioned stamp, Trademark. The following formats are accepted: .JPEG, .GIF, .PNG. Each image must be less than or equal to 5MB in size. A maximum of 15 images are allowed.

Attachment File: No file selected.

Repair Key Information

Repair Key:

3. Complete all required fields (marked with a red asterisk). See the [MD-12 Specification Document](#) for details about expected field values.
4. The **Reporter Contact Information** section 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. Enter the mark for the report into the **Railroad/Company** field. This field is required.
6. Enter the **Equipment Details**: When the equipment initials and number are found in Umler, the **Kind of Equipment** and **Gross Rail Load** are automatically populated. If the car is not found, enter these fields.
7. In the **Failure Information** section, selecting **Broken** means a complete separation of parts. Select the **Method of Detection**. When **Derailment** is selected, enter the **Number of Equipment Derailed**.
8. In the **Axle Image Attachments** section, select **Browse** to attach images. It is recommended that you add at least 5-6 pictures of the failure. Recommended pictures are the overall axle, close-up of damaged area, marks on the bottom, reconditioned stamp and trademark image. Attach up to 15 images.
 - a. Attach files in the following formats: .JPEG, .PNG, .GIF. Each image has a 5 MB size limit.
 - b. Once an image is attached, you have the option to select **Remove** to remove it from the form.
 - c. The recommended attachments are requested but are not required to submit Form MD-12.

Exhibit 4. MD-12 Field Report Attachment

Axle Image Attachments

It is recommended your attachments include at least 5-6 pictures of the failure. Recommended pictures are: overall of axle, close-up of damaged area (specifically of fracture face), marks on the top, marks on the bottom, reconditioned stamp, Trademark. The following formats are accepted: .JPEG, .GIF, .PNG. Each image must be less than or equal to 5MB in size. A maximum of 15 images are allowed.

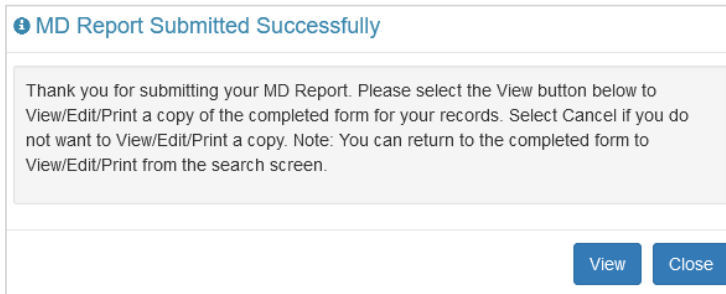
Attachment File: No file selected.

Files Attached:

File No.	File Name	Action
1	broken axle.jpg	<input type="button" value="Remove"/>

9. MD-12 gives you the opportunity to customize a **Repair Key** for each report to help you keep track of each MD-12 axle reported. For example, you may want to name it with your name, the equipment ID and the date. When this field is left blank, the system will auto-generate a Repair Key for you.
10. Save the form as draft by clicking the **Save Draft** button. The draft is kept saved for 7 days. Reporters and Editors have the ability to save, view and edit drafts that they have created. A draft can be saved without entering all the mandatory fields. See [Review Field Report Drafts](#).
11. When you have completed the form, click **Submit**. A submission success message is displayed.

Exhibit 5. MD-12 Field Report Successful Submission



12. Select **View** to View/Edit/Delete the report. Select **Done** to close the box.

Submit Lab/Office Report

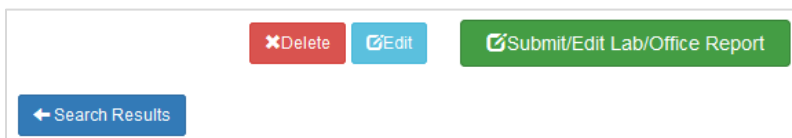
To submit a Lab/Office Report, you must be assigned MD-12 Lab Reporter permissions. Only railroad lab/office reporters can submit Lab Reports on behalf of a company (reporter mark).

All Lab Reports have an editing window of six months.

Use the following procedure to submit a lab report:

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-12 > Lab/Office Reports**. The **Search MD-12 Reports** page is displayed.
3. Select **Search**. See [Exhibit 11](#) for an example of search results. Find a successfully submitted Field Report that needs a Lab Report.
4. Click the **View** link for an appropriate Field report located in the **Details** column.
5. A view of the Field Report is displayed. Scroll to the bottom of the report to see the button panel. Select **Submit/Edit Lab/Office Report**.

Exhibit 6. View Field Report Button Panel



6. Scroll through the read-only Field Report to the **Lab Report** form.

Exhibit 7. Submit MD-12 Lab Report

Submit MD-12 Defect Lab Report

Reporter Contact Information

Name * * Indicates required field

Phone Number *

Email *

City * State/Province *

Country *

Railroad/Company *

Axle Information

Axle Type * 2 4 5
See Specifications Document for Axle Type Reference Images

Journal bearing Size *

Axle Position *

Axle Manufacturer *

Axle Serial Number *

Axle Heat Number *

Axle Manufacture Date *

Axle Grade *

Finish Machining Shop *

Wheel Information

Wheel Mounting Shop *

Wheel Mounting Date *

Bearing Information

Bearing Backing Ring Manufacturer *

Bearing Backing Ring Type *

Bearing Backing Ring Condition *

Axle Repair Information

Journal Repair (V) Information

V * No Information Illegible

Side * Failed Opposite Unkown

V * No Information Illegible

Side * Failed Opposite Unkown

V * No Information Illegible

Side * Failed Opposite Unkown

(According to M-967 Spec) Repair Date *

Conversion Information

Conversion Shop *

Conversion Date *

Failure Information

Failure Origin * Surface Internal

Location of Fracture *

Inches From Serial Number End *

Broken or Cracked * Broken Cracked

Broken means a fracture resulting in complete separation into parts.

Axle Image Attachments

It is recommended your attachments include at least 5-6 pictures of the failure. Recommended pictures are: overall of axle, close-up of damaged area (specifically of fracture face), marks on the top, marks on the bottom, reconditioned stamp, Trademark. The following formats are accepted: .JPEG, .GIF, .PNG. Each image must be less than or equal to 5MB in size. A maximum of 15 labimages are allowed.

Attachment File: No file selected.

7. Complete all required fields (marked with a red asterisk). See the [MD-12 Specification Document](#) for details about expected field values.
8. The **Reporter Contact Information** section 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.
9. Enter the mark for the report into the **Railroad/Company** field. This field is required.
10. Enter the **Axle Information** fields. When the **Axle Manufacturer** is unknown, use the drop-down to choose **XXXXXX – Unknown** located at the bottom of the list. If you need to add a shop to the **Finish Machining Shop**, see [Add Shop Mark](#).
11. In the **Wheel Information** section, select the **Wheel Mounting Shop** and enter the **Wheel Mounting Date**. The **Wheel Mounting Date** must be later than the **Axle Manufacture Date**.
12. Enter the **Bearing Information** fields. Use the text field to provide a description of the **Bearing Backing Ring Condition**.
13. For **Axle Repair Information**, up to 12 characters can be entered into the **V** field. The **V** and **Side** fields may not pertain to every Lab Report. Since these are required fields, when no information is available or required or the information is illegible, select the **No Information** checkbox and the system populates the fields with **X**'s.
14. In the **Failure Information** section, selecting **Broken** means a complete separation into parts.
15. In the **Axle Image Attachments** section, select **Browse** to attach images. It is recommended that you add at least 5-6 pictures of the failure. Recommended pictures are the overall axle, close-up of damaged area, marks on the bottom, reconditioned stamp and trademark image. Attach up to 15 images.
 - a. Attach files in the following formats: .JPEG, .PNG, .GIF. Each image has a 5 MB size limit.
 - b. Once an image is attached, you have the option to select **Remove** to remove it from the form.
 - c. The recommended attachments are requested but are not required to submit Form MD-12.

Exhibit 8. MD-12 Lab Report Attachment

Axle Image Attachments

It is recommended your attachments include at least 5-6 pictures of the failure. Recommended pictures are: overall of axle, close-up of damaged area (specifically of fracture face), marks on the top, marks on the bottom, reconditioned stamp, Trademark. The following formats are accepted: .JPEG, .GIF, .PNG. Each Image must be less than or equal to 5MB in size. A maximum of 15 labImages are allowed.

Attachment File: No file selected.

Files Attached:

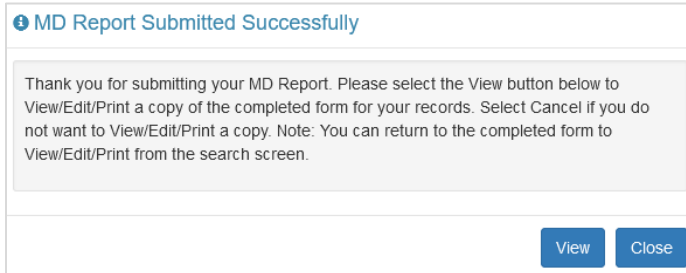
File No.	File Name	Action
1	broken axle.jpg	<input type="button" value="Remove"/>

16. Save the form as draft by clicking the **Save Draft** button. The draft is kept saved for 7 days. Reporters and Editors have the ability to save, view and edit drafts that they have

created. A draft can be saved without entering all the mandatory fields. See [Review Field Report Drafts](#).

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

Exhibit 9. MD-12 Lab Report Successful Submission



18. Select **View** to View/Edit/Delete the report. Select **Done** to close the box.

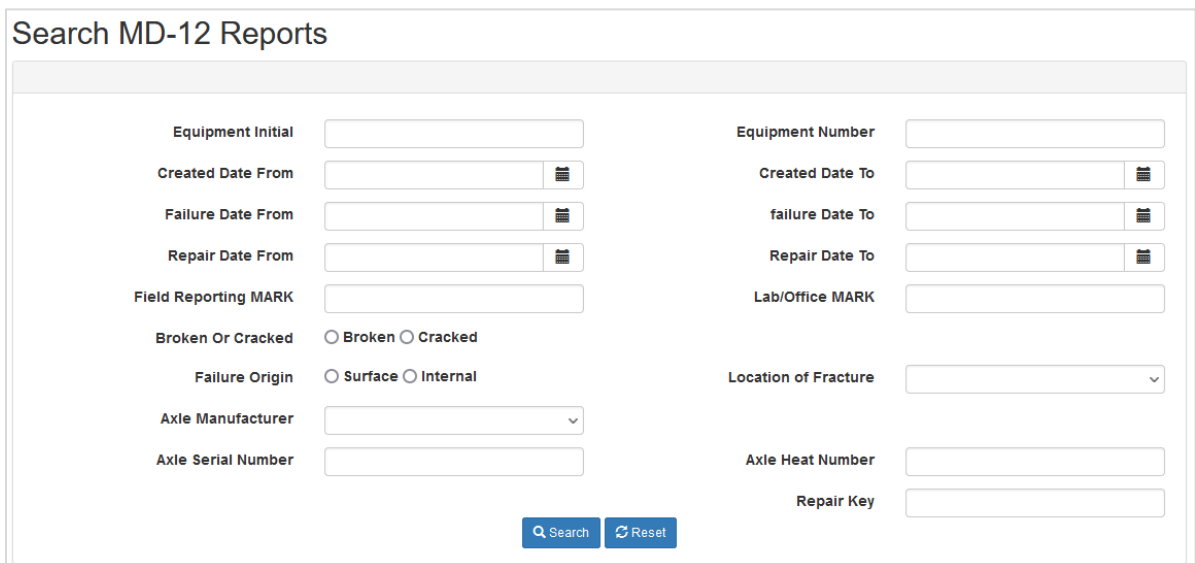
Search MD-12 Reports

To search MD-12 Field and/or Lab Reports, you must be assigned to one or more of these roles: MD-12 Field Reporter, MD-12 Lab Reporter, MD-12 Reporter, MD-12 Report Reviewer or MD-12 Report Viewer.

Use the following procedure to search for MD-12 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-12 > Search Reports**. The **Search MD-12 Reports** page is displayed:

Exhibit 10. Search MD-12 Reports



- To search for one or more MD-12 Reports, enter any or no criteria in the fields and select **Search**. An example of search results is displayed in the image below.
- To view a report, click the **View** link for the appropriate row located in the **Details** column.

Exhibit 11. MD-12 Search Results

Search MD-12 Reports

Equipment Initial

Created Date From

Failure Date From

Repair Date From

Field Reporting MARK

Broken Or Cracked Broken Cracked

Failure Origin Surface Internal

Axle Manufacturer

Axle Serial Number

Equipment Number

Created Date To

failure Date To

Repair Date To

Lab/Office MARK

Location of Fracture

Axle Heat Number

Repair Key

Total Items: 6338 | [Export to CSV](#)

Last Submitted Section	Failure Date	Equipment Initial	Equipment Number	Equipment Type	Field Mark	Lab Mark	Axle Type	Mfr	Mfr Date	Broken or Cracked	Failure Origin	Fracture Location	Field Images	Lab Images	Details
Field Submitted		BNSF	0000000116	X	RAIL								1		View
Field Submitted	2020-Oct-05	UTIX	0000101517	T	MRL								1		View
Lab Submitted	2020-Nov-16	DM	0000113001	O	BNSF	BNSF	5	Axis	XXXXXX	C	I	BS	1	2	View
Lab Submitted		BNSF	0000671000	G	BNSF	BNSF	2	CSGR	042017	C	S	BS	0	0	View
Lab Submitted		BNSF	0000009128	X	BNSF	BNSF	5	CF	XXXXXX	C	S	BS	4	0	View
Lab Submitted	2020-Nov-24	WPST	0000102301	G	BNSF	BNSF	5	XXXXXX	XXXXXX	B	I	BS	0	1	View
Lab Submitted	2020-Nov-24	WPST	0000102301	G	BNSF	BNSF	4	XXXXXX	XXXXXX	B	I	JR	0	0	View

Edit MD-12 Reports

To edit MD-12 Field and/or Lab Reports, you must be assigned to one or more of these roles: MD-12 Field Reporter, MD-12 Lab/Office Reporter, MD-12 Report Reviewer or MD-12 Report Editor.

Keep in mind that Field Reports have an editing window of one week and Lab/Office Reports have an editing window of six months. Once these timelines have passed, the record is read-only and editing is no longer available.

Use the following procedure to edit MD-12 Reports:

- Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed.
- From the menu bar, select **MD-12 > Search Reports**. Search for reports as described in [Search MD-12 Reports](#).

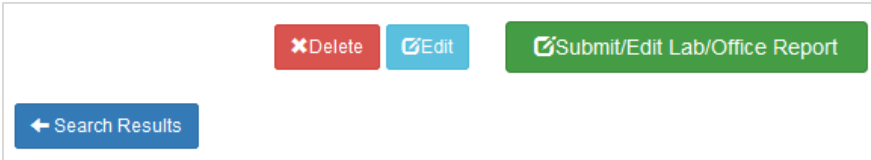
3. To open a report, click the **View** link for the appropriate row located in the **Details** column.
4. Scroll to the bottom of the report and select **Edit** to edit the Field Report. Select **Submit/Edit Lab/Office Report** to edit the Lab Report.

Exhibit 12. View Report Button Panels

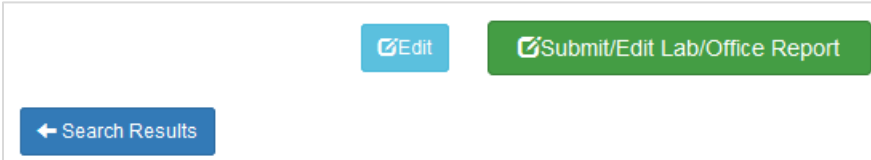
A. Actions Available for Editable Submitted Field Report:



B. Actions Available for Editable Submitted Field Report and Saved as Draft Lab Report:

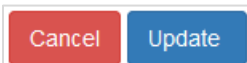


C. Actions Available for Editable Submitted Field and Submitted Lab Report:



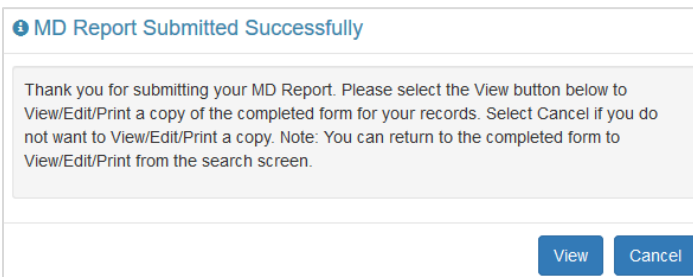
5. The Submit MD-12 Defect Report page displays. All fields are editable except for the Field Report's **Performer Mark** and **Repair Key** fields.
6. When you have made your updates to the form, select **Update**. Otherwise, select **Cancel** to close the record without updating.

Exhibit 13. Update Report Button Panel



7. A submission successful message is displayed. Select **View** to view, edit or print the record. Select **Cancel** to close the the message.

Exhibit 14. MD-12 Update Submission Successful



Review Field Report Drafts

To review MD-12 draft Field Reports, you must be assigned to one or more of these roles: MD-12 Field Reporter, MD-12 Report Reviewer or MD-12 Report Editor.

Keep in mind that draft Field Reports are kept for a maximum of 7 days. Once 7 days have passed, the draft report is no longer available.

Use the following procedure to review MD-12 draft Field Reports:

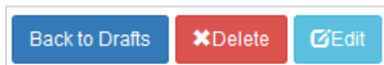
1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-12 > Review Field Report Drafts**. Available draft Field Reports for your company mark are listed on the **MD-12 View Field Report Drafts** page.
3. To open a report, click the **View** link for the appropriate row located in the **Details** column.

Exhibit 15. View Field Report Drafts

MD-12 View Field Report Drafts										Total Items: 1
Create Date	Last Modified Date	Date of Failure	Equipment Initial	Equipment Number	Kind of Equipment	Axle Position	Method of Detection	Attachments	Details	
2021-08-06	2021-08-06		BNSF	0000000117	X	1	W	0	View	

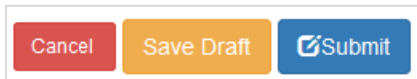
4. Scroll to the bottom of the report and click the **Edit** button. See [Edit MD-12 Reports](#) for details.

Exhibit 16. View Draft Field Report 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.

Exhibit 17. Update Draft Field Report Button Panel



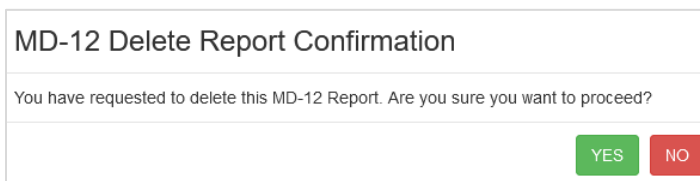
Delete MD-12 Reports

To delete MD-12 Field and/or Lab Reports, you must be assigned to one or more of these roles: MD-12 Field Reporter, MD-12 Lab/Office Reporter or MD-12 Report Editor.

Use the following procedure to delete MD-12 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-12 > Search Reports**. Search for reports as described in [Search MD-12 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 12 A and B](#)).
5. A **Delete Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 18. MD-12 Delete Confirmation

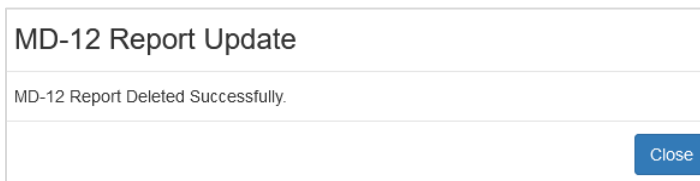


MD-12 Delete Report Confirmation

You have requested to delete this MD-12 Report. Are you sure you want to proceed?

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 Reports page.

Exhibit 19. MD-12 Delete Success Message



MD-12 Report Update

MD-12 Report Deleted Successfully.

Add Shop Mark

To add or edit shop marks for MD-12 Reports, you must be assigned to one or more of these roles: MD-12 Field Reporter, MD-12 Lab/Office Reporter, MD-12 Report Reviewer or MD-12 Report Editor.

Use the following procedure to add a shop mark for MD-12 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-12 > Add Shop Mark**. Existing marks appear in alphabetical order below the form.

Exhibit 20. Add Shop Mark

Add Shop Mark

Shop Mark Details

Shop Mark *

Shop Name

Shop City Shop State

[Reset](#) [Submit Shop Mark](#)

Shop Mark	Shop Name	City	State	Edit
AAX-C	AMERICAN INDUSTRIES (Closed 02-2020)	CLEVELAND	TX	Edit
AAX-S	AMERICAN INDUSTRIES	SHARON	PA	Edit
ACX-H	ACF INDUSTRIES	HUNTINGTON	WV	Edit
ADM-DE	ADM RAILCAR SERVICE	DECATUR	IL	Edit
AEP-A	AMERICAN ELECTRIC POWER (Dropped 2009)	ALLIANCE	NE	Edit
AEX	THE ANDERSONS, INC.	MAUMEE	OH	Edit

3. The **Shop Mark** is the only required field, but entering the **Shop Name** allows you to verify that the shop is not already in the list before you add it. As you enter a shop name, all companies with the your entry as all or part of the name will appear in the results list.
4. Once you've entered the required information, select **Submit Shop Mark**. The new mark will initially appear at the top of the results.

Use the following procedure to edit a shop mark for MD-12 Reports:

1. Find the shop mark you want to edit in the results list. Shop marks are listed in alphabetical order.
2. Select the **Edit** link of the shop mark you want to edit.

Exhibit 21. Update Shop Mark

Update Shop Mark

Shop Mark Details

Shop Mark *

Shop Name

Shop City Shop State

[Cancel](#) [Update Shop Mark](#)

Shop Mark	Shop Name	City	State	Edit
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3. Update the shop mark fields as needed, and select **Update Shop Mark** to save your changes. The updated mark will initially appear at the top of the results.