MD-500 Reports User Guide



7001 Weston Parkway, Suite 200 Cary, North Carolina 27513

© 2020 Railinc Corp. All Rights Reserved.

Last Updated: June 2020

Table of Contents

Overview	
Accessing the Railinc Customer Success Center	
Getting Started	2
Register to Use Railinc SSO	
Requesting MD Reports Access	
MD-500 User Roles	
Logging In	
MD Reports Menu	
Logging Out	
MD-500 Report	
Submit Report	
Search Reports	
Edit Reports	
Review Drafts	
Delete Reports	
Add/Edit Trademark	
Add/Edit Reconditioner	. 14
Exhibit 1. MD Reports Applicable Permission Requests	2
Exhibit 2. MD Reports Home Page	
Exhibit 3. Submit MD-500 Report	6
Exhibit 4. Attachment Added	8
Exhibit 5. Successful MD Report Submission	
Exhibit 6. Search MD-500 Reports	9
Exhibit 7. Search Results	
Exhibit 8. View Report from Search Results Button Panel	
Exhibit 9. Edit/Delete Button Panel	
Exhibit 10. Update Button Panel	
Exhibit 11. Update Successful Submission	
Exhibit 12. View Drafts	
Exhibit 13. View Button Panel	
Exhibit 14. Delete Report Confirmation	
Exhibit 15. Delete Report Success Message	
Exhibit 16. Add Trademark	
Exhibit 17. Trademark Submitted Successfully	
Exhibit 18. Update Trademark	
Exhibit 19. Add Reconditioner Stamp	
Exhibit 20. Stamp Submitted Successfully	
Exhibit 21. Update Reconditioner Stamp	. 10

Overview

MD-500 Report

MD-500 Reports are submitted to Railinc for analysis with the goal of reducing side frame and bolster related mechanical service interruptions (derailments and other line of road failures) and increasing yard and shop efficiency.

The MD-500 Report must be submitted to Railinc within 15 days of side frame or bolster removal.

Rules 47-E and 48-E in the *Field Manual of AAR Interchange Rules* establish the minimum mechanical requirements for removing broken and defective side frames and bolsters. Refer to Rules 47-E and 48-E in the *Field Manual of the AAR Interchange Rules* for more information.

Mechanical Defects for couplers are overseen by the AAR's Coupling System and Truck Casting Committee (CSTCC). For MD-500 related comments or questions, send an email to castings@aar.com. If you have questions about completing Form MD-500, send an email to castings@aar.com. If you experience any technical difficulties, call Railinc at 1-877-724-5462 or email the Customer Success Center.

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.

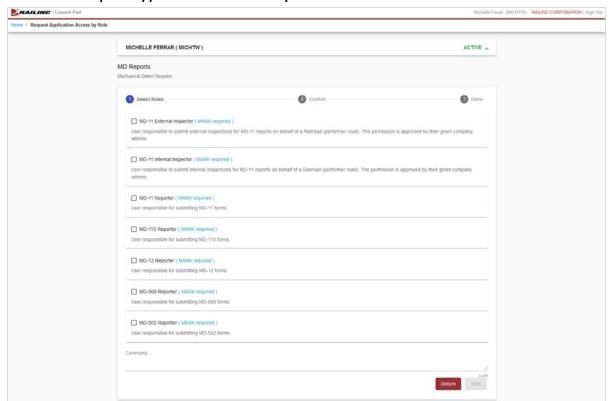


Exhibit 1. MD Reports Applicable Permission Requests

MD-500 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-500 Reports, with the subsequently listed functions:

MD-500 Reporter - User can submit MD-500 forms on behalf of a company (reporter mark). The following access is available for this role within the user's company 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 Drafts
- Update Draft
- Delete Reports
- Add/Edit Trademarks
- Add/Edit Reconditioner

MD-500 Report Reviewer - User can view and edit MD-500 reports belonging to their company (reviewer mark).

- Search Reports
- View Reports
- Edit Reports
- Upload Images to Reports
- Save Draft
- View (your own) Drafts
- Update Draft
- Add/Edit Trademarks
- Add/Edit Reconditioner

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 Reports Menu

Exhibit 2. MD Reports Home Page



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-500 Report

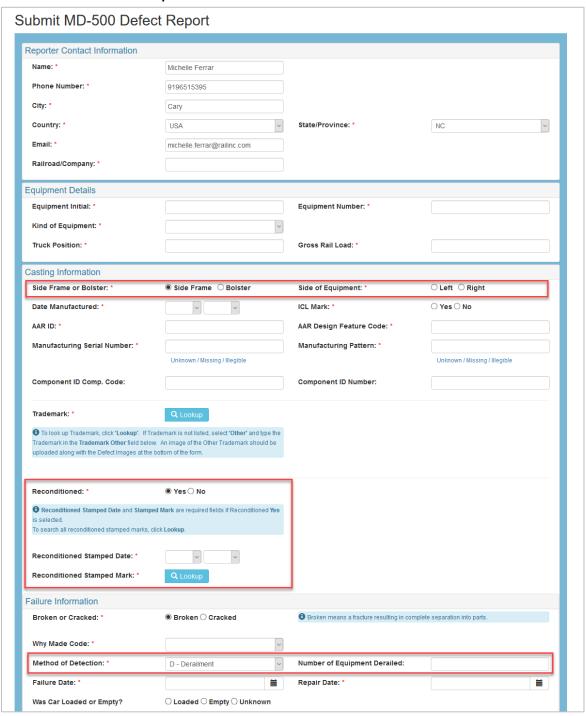
Submit Report

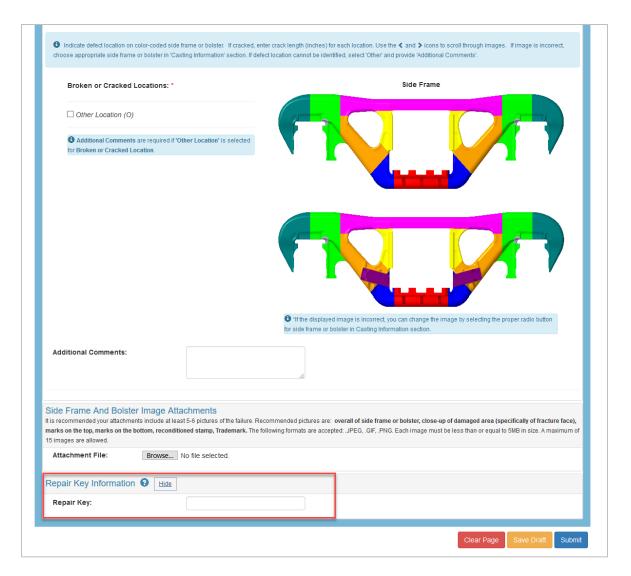
You must be assigned to the MD-500 Reporter role to save drafts and submit MD-500 Reports.

Use the following procedure to complete Form MD-500:

- 1. Log into 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-500** > **Submit Report**. The Submit MD-500 Report page is displayed (see <u>Exhibit 3</u>). All required fields are marked with a red asterisk (*). See the <u>MD-500 Specification Document</u> for details about expected field values.

Exhibit 3. Submit MD-500 Report





- 3. 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. Enter the **Railroad/Company**.
- 4. 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. Enter the **Truck Position** (i.e., **A** or **B**).
- 5. In the **Casting Information** section, select **Side Frame** or **Bolster**. Only one can be selected per submission. When **Side Frame** is selected, the **Side of Equipment** field is added and is required.
- 6. The **Manufacturing Serial Number** and the **Manufacturing Pattern** must be up to 6 characters. When they are missing, enter **XXXXXX** or click the **Unknown/Missing/Illegible** link.
- 7. Click the **Lookup** button to select the **Trademark**. If the **Trademark** is not listed, scroll to the bottom and save your report as draft. From the menu, select **MD-500** > **Add/Edit the Trademark** to add the trademark. See Add/Edit Trademark for more details.

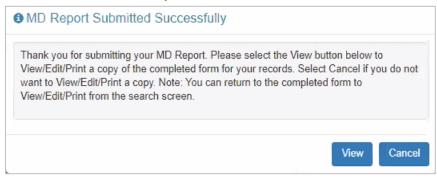
- 8. When **Reconditioned** is **Yes**, the **Reconditioned Stamped Date** and **Mark** fields are required. When the **Reconditioned Stamped Date** month and/or year is unknown, then select **XX** for month and **XXXX** for the year from the drop-down list. Click the **Lookup** button to select the **Reconditioning Stamp**. If the **Stamp** is not listed, scroll to the bottom and save your report as draft. From the menu, select **MD-500** > **Add/Edit Reconditioner** to add the stamp. See Add/Edit Reconditioner for more details.
- 9. In the **Failure Information** section, selecting **Broken** means a complete separation of parts. Select the **Why Made Code** and **Method of Detection**. When **Derailment** is selected, enter the **Number of Equipment Derailed**.
- 10. Enter **Failure** and **Repair Dates**. The **Repair Date** must be after the **Failure Date** and **Reconditioned Date**.
- 11. Click through the **Broken or Cracked Locations** and select the color-coded area of the image that best represents the broken or cracked location of the side frame or bolster. If cracked, enter the length of the crack in inches (e.g., .5). If the broken or cracked area is not represented by any of the colors, choose **Other Location** and enter the location in the **Additional Comments** field, along with comments for the any other information in the form that you want to provide.
- 12. To add attachments, select **Browse** near the bottom of the Submit MD-500 Report form. It is recommended that you attach at least 5-6 pictures of the failure. Recommended pictures are the overall side frame or bolster, 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. Select **Remove** to remove an attached file from the form.
 - c. The recommended attachments are requested but are not required to submit Form MD-500.

Exhibit 4. Attachment Added



- 13. MD-500 gives you the opportunity to customize a **Repair Key** for each report to help you keep track of each MD-500 submission. For example, you may want to name it with your name, the equipment ID and the date. Select the **Show** link to enter the field. When this field is left blank, the system will auto-generate a Repair Key for you.
- 14. 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 that they have created.
- 15. When you have completed the form and are ready to submit, click **Submit**. A submission success message is displayed.

Exhibit 5. Successful MD Report Submission



16. Select **View** to View/Edit/Print a copy of the completed form for your records. Select **Cancel** to close the box.

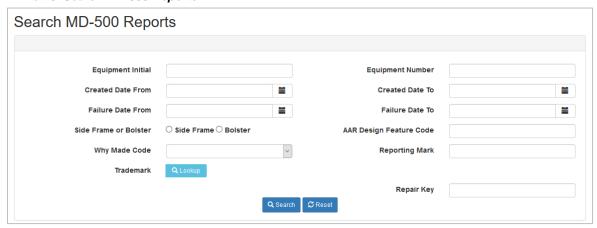
Search Reports

To search MD-500, you must be assigned to one or more of these roles: the MD-500 Reporter or MD-500 Report Reviewer for the company mark.

Use the following procedure to search for MD-500 Reports:

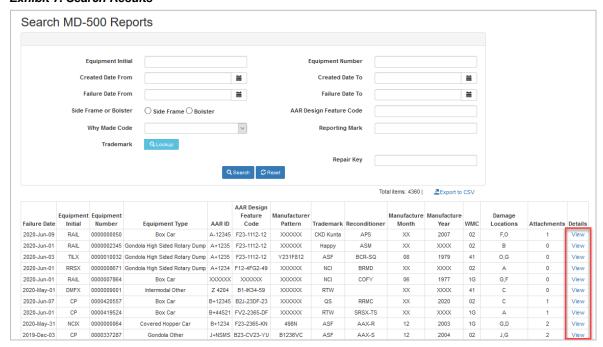
- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see <u>Exhibit 2</u>).
- 2. From the menu bar, select MD-500 > Search Reports. The Search MD-500 Reports page is displayed:

Exhibit 6. Search MD-500 Reports



- 3. To search for one or more MD-500 Reports, enter any or no criteria in the fields and select **Search**.
- 4. An example of search results are displayed in the image below.

Exhibit 7. Search Results



5. To view a report, click the **View** link for the appropriate row located in the **Details** column.

Exhibit 8. View Report from Search Results Button Panel



- 6. Scroll to the bottom of the page and select the appropriate button to **Print** or return to **Search Results**.
- 7. Select **Delete** to delete the report. See <u>Delete MD-500 Reports</u> for details about deleting reports.
- 8. Select **Edit** to edit the report. See <u>Edit MD-500 Reports</u> for details about editing reports.

Edit Reports

To edit MD-500 Reports, you must be assigned to one or more of these roles: the MD-500 Reporter or MD-500 Report Reviewer for the company mark.

Use the following procedure to edit MD-500 Reports:

- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see Exhibit 2).
- 2. From the menu bar, select **MD-500** > **Search Reports**. Search for reports as described in <u>Search MD-500 Reports</u>.
- 3. To open a report, click the **View** link for the appropriate row located in the **Details** column.

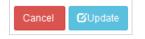
4. Scroll to the bottom of the report and click the **Edit** button.

Exhibit 9. Edit/Delete Button Panel



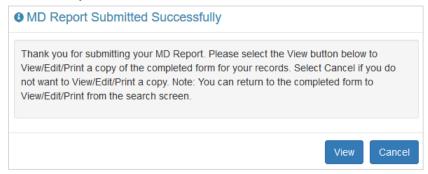
- 5. The Update MD-500 Report page displays. All fields are editable except for **Repair Key** and **Railroad/Company** (Reporter Mark).
- 6. Edit the necessary fields, then scroll to the bottom of the report. Click **Update**.

Exhibit 10. Update Button Panel



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

Exhibit 11. Update Successful Submission



Review Drafts

To review MD-500 draft reports, you must be assigned to the MD-500 Reporter role for the company mark.

Use the following procedure to review MD-500 draft reports:

- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see Exhibit 2).
- 2. From the menu bar, select **MD-500** > **Review Drafts**. Available draft reports for your company mark are listed on the **MD-500 View Drafts** page.
- 3. To open a report, click the **View** link for the appropriate row located in the **Details** column.

Exhibit 12. View Drafts



4. Scroll to the bottom of the report and click the **Edit** button. See <u>Edit MD-500 Reports</u> for details.

Exhibit 13. View Button Panel



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

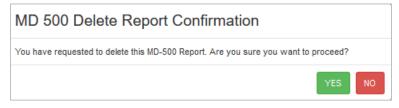
Delete Reports

Users with MD-500 Reporter permissions have access rights to perform delete functions for their company mark in MD-500 Reports. However, users with MD-500 Report Reviewer permissions do not have access to delete reports.

Use the following procedure to delete MD-500 Reports:

- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see Exhibit 2).
- 2. From the menu bar, select **MD-500** > **Search Reports**. Search for reports as described in Search MD-500 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 14. Delete Report Confirmation



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 15. Delete Report Success Message



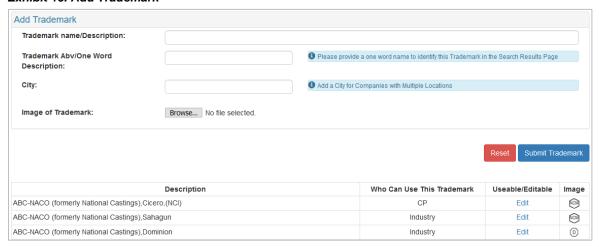
Add/Edit Trademark

To add or edit a trademark in MD-500 Reports, you must be assigned to one or more of these roles: the MD-500 Reporter or MD-500 Report Reviewer for the company mark. Both roles can add trademarks and both roles can edit their own. Reviewers can edit any trademarks for their company.

When the **Trademark** is not listed in the MD-500 form, or if an existing trademark needs to be updated, use the following procedure:

- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see Exhibit 2).
- 2. From the menu, select **MD-500** > **Add/Edit Trademark**.

Exhibit 16. Add Trademark



- 3. To add a new trademark to MD-500:
 - a. Enter the Trademark Name/Description.
 - b. Enter the Trademark Abbreviation/One Word Description.
 - c. For companies with multiple locations, enter the City.
 - d. Select **Browse** to upload the **Image of Trademark**. Find and select the image on your computer.
 - e. Select **Submit Trademark**. The Trademark Submitted message appears. If the trademark is not used by the end of the day, it will be automatically deleted.

Exhibit 17. Trademark Submitted Successfully

Trademark Submitted. If the Trademark is not used by the end of the day, the Trademark will be automatically deleted.

- 4. To edit a trademark that exists in MD-500:
 - a. Select the **Edit** button to open and update the trademark.
 - b. Make your updates and select **Update Trademark** to save your changes. The Trademark Submitted message appears. MD-500 reports that use the trademark will be automatically updated. If the trademark is not used in at least one MD-500 report by the end of the day, it will be automatically deleted.
 - c. Select **Reset** to clear form and messages.

Exhibit 18. Update Trademark



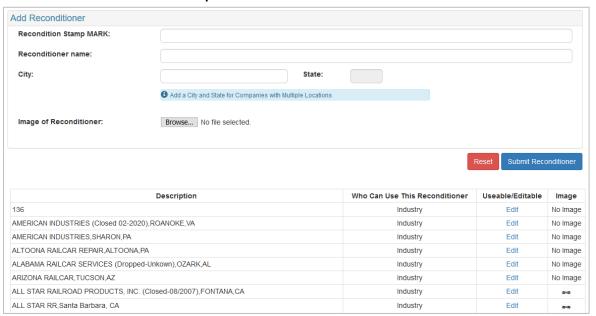
Add/Edit Reconditioner

To add or edit a reconditioner stamp in MD-500 Reports, you must be assigned to one or more of these roles: the MD-500 Reporter or MD-500 Report Reviewer for the company mark. Both roles can add stamps and both roles can edit their own. Reviewers can edit any stamps for their company.

When the **Reconditioner Stamp** is not listed in the MD-500 form, or if an existing stamp needs to be updated, use the following procedure:

- 1. Log into the MD Reports as described in <u>Logging In</u>. The MD Reports Home page is displayed (see Exhibit 2).
- 2. From the menu, select. From the menu, select MD-500 > Add/Edit Reconditioner.

Exhibit 19. Add Reconditioner Stamp



- 1. To add a new stamp to MD-500:
 - a. Enter the **Recondition Stamp MARK**.
 - b. Enter the **Reconditioner Name**.
 - c. For companies with multiple locations, enter the City and State.
 - d. Select **Browse** to upload the **Image of Reconditioner**. Find and select the image on your computer.
 - e. Select **Submit Reconditioner**. The Reconditioner Submitted message appears. If the reconditioner is not used by the end of the day, it will be automatically deleted.

Exhibit 20. Stamp Submitted Successfully

Reconditioner Submitted. If the Reconditioner is not used by the end of the day, the Reconditioner will be automatically deleted.

- 2. To edit a stamp that exists in MD-500:
 - a. Select the **Edit** button to open and update the trademark.
 - b. Make your updates and select **Update Reconditioner** to save your changes. The Reconditioner Submitted message appears. MD-500 reports that use the reconditioner stamp will be automatically updated. If the stamp is not used in at least one MD-500 report by the end of the day, it will be automatically deleted.
 - c. Select **Reset** to clear form and messages.

Exhibit 21. Update Reconditioner Stamp

