

Umler[™] - Equipment Management Information System (EMIS)

ADMINISTRATOR'S QUICK START GUIDE



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EMIS ADMINISTRATOR'S QUICK START GUIDE

EMIS Administrator's Quick Start Guide

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Overview

This document explains the steps that a new EMIS Administrators needs to follow in order to set up new users for the system under their administration. These start-up processes are presented here in the order in which they are typically completed. These processes assume that Railinc has already been contacted and has set up the needed Administrative account. Each individual Administrator is responsible for establishing and maintaining user's for their company/railroad.

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Creating a User Account

A company's Administrator has the ability to create new user profiles or a user can create their own account. An Administrator may also create additional administrator accounts.

→ To CREATE a New User -

- 1) Access the Single Sign-On User Services screen by clicking on the [User Services](#) link on the navigation menu. The Single Sign-On Services screen is displayed.

The screenshot displays the Railinc Single Sign On interface. At the top, the Railinc logo is on the left, and navigation links for 'sign out', 'user services', 'help', and 'contact us' are on the right. Below the header, a red bar indicates 'User document is signed in.' The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for 'My Applications' (listing ISS Vision, Car Repair Billing, AAR Embargo and Permit System, EHMS, and UMLER/EMIS), 'Other Applications' (listing Chicago Gateway Website, Early Warning, and REN Web), and 'Welcome Anthony Will!'. The main panel is titled 'My Profile Management' and includes sections for 'Administrator Functions' (with sub-sections 'Permissions' and 'Tools'), and 'Accounts'. The 'Accounts' section contains a single bullet point: 'Create New User'.

- 2) Click on the [Create New User](#) hyperlink. The Registration Form is displayed.

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 **Railinc Single Sign On** [help](#) | [contact us](#)

Step 1 ✓ Agree to the Terms of Service

Step 2 → Complete contact information

Step 3 □ Request access to applications (optional)

Complete User Profile

Contact Info | **User Background**

User ID Requirements:

- Must be between 6 and 8 characters long.
- Can contain any alphanumeric characters.
- Can contain hypens (-) and underscores (_).

Password Requirements:

- Must be between 6 and 8 characters long.
- Must contain at least one number.
- Must contain at least one upper case alpha character.
- Must contain at least one lower case alpha character.
- Your password cannot be your user id.

Red field names represent mandatory fields.

User Id **Check** to see if this User ID is available

Password Confirm Password must exactly match the Password.

Confirm Password

You must choose a security question and answer. If you forget your password, the system will ask you your security question and require that you answer it exactly as you type it in below.

Personal Question **Personal Answer**

First Name

Last Name

Business Title

Address1

Address2

City **State/Province**

Zip/Postal Code **Country**

Telephone Intl Code **Area Code** **Number** **Ext.** International Code is not required for users in USA or Canada Example: 919 6515000

Fax

Email Address

Please ensure the accuracy of your email address.
Example: yourname@company.com

Employer **(No employer chosen)**

Enter search criteria. Can be part of a company name or company ID.
 Search

Select Company **Cancel**

Continue **Cancel**

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- 3) Complete the available profile input fields. The red labels indicate required fields.

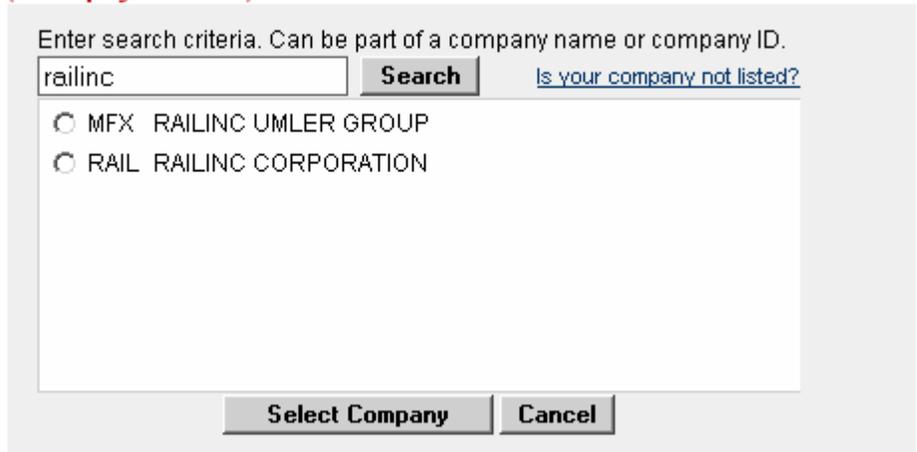
NOTE: At the top of the screen are various requirements for the proper formatting of User ID and Password.

NOTE: The **CHECK** button (pictured below) can be used to ensure that the user ID that you have entered isn't already being used by someone else.

 to see if this User ID is available

- 4) At the bottom of the form is the Primary Employer input field.

Primary Employer (No employer chosen)



Enter search criteria. Can be part of a company name or company ID.

railinc [Is your company not listed?](#)

MFX RAILINC UMLER GROUP

RAIL RAILINC CORPORATION

Use the search input field and the **SEARCH** button to find your company, place a check next to your company and click the **SELECT COMPANY** button. If your company is not included in the list, click on the [Is your company not listed?](#) link. This allows you to input your company information.

- 5) Click on the **User Background** tab to provide optional user profile information. Included here is an option to be notified of new website features and news.

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RAILINC Railinc Single Sign On [help](#) | [contact us](#)

Complete User Profile

Contact Info **User Background**

What is your role in the shipment process?

Shipper IMC
 Consignee Shipper (Domestic)
 Broker Consignee (Domestic)
 Forwarder 3rd Party
 Carrier Equipment Owner

What types of products do you ship?

Consumer Goods Chemicals
 Grain or Grain Products Petroleum Products
 Automotive Lumber, Pulp or Paper
 Ores, Minerals, Metals Coal, Sulphur, or Fertilizer
 Overseas Containers

No, I would NOT like to be notified of new website features and news.
 Yes, I would like to be notified of new website features and news.

Continue **Cancel**

- 6) Once all input fields have been completed, click the **CONTINUE** button. A message appears letting you know that the user registration has been accepted.

Success

The user tester42 has been successfully created.

Continue

- 7) Click **CONTINUE**. The user is created.

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Manage User Permissions

An administrator will create a user's permissions. A user's permissions determine what functions can be performed in the application.

→ To MANAGE User Permissions

- 1) Enter the URL for Single Sign-On into your browser. The welcome screen is displayed. Login to the application. The My Profile Management screen is displayed with additional links to perform administrative functions.
- 2) Click on the Manage User Permissions link. The Choose a User screen is displayed.

The screenshot shows the 'Choose a User' screen. At the top, it says 'RAILINC Railinc Single Sign On' and 'User Test89 is signed in.' Below this, there is a search box labeled 'User Id' with a magnifying glass icon. To the right of the search box are 'Continue' and 'Cancel' buttons. The page also has links for 'sign out', 'user services', 'help', and 'contact us'.

- 3) Enter the name of the user whose permissions you wish to manage. Click the **CONTINUE** button. The Manage User Permissions screen is displayed showing all applications and the entered user's current permissions.

The screenshot shows the 'Manage User Permissions' screen. At the top, it says 'RAILINC Railinc Single Sign On' and 'User document is signed in.' Below this, there is a table with user information:

Manage User Permissions	
User Id	tester42 ⓘ Anthony Thrill
Company	RAIL
Next Password Expiration	05-02-2007
Member Since	02-01-2007
User Status	Active
Last Sign-in	
Next Revalidation	02-01-2008

Below the table, there is a section for 'User Permissions' with 'Effective Dates'.

User Permissions	Effective Dates
EHMS no permission granted	Add
UMLER:EMIS no permission granted	Add

At the bottom of the permissions section is a 'Done' button. At the very bottom of the page, there are links for 'LEGAL NOTICES', 'TERMS OF SERVICE', and 'PRIVACY', and a copyright notice: 'Copyright © 2007 Railinc. All Rights Reserved.'

- 4) Existing permissions can be removed by selecting the Remove check box to the right of the listed permission and clicking the **REMOVE SELECTED PERMISSIONS** button. The selected permission is removed.
- 5) Permissions can be added by clicking the **ADD** button to the right of the application to which permissions need to be added. The Add Permission screen for the selected application is displayed. It lists all the possible roles which could be assigned in the application.

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UMLER/EMIS

UMLER/EMIS Add Permission

User Id	tester42 	Anthony Thrill	User Status	Active
Company	RAIL		Last Sign-in	
Next Password Expiration	05-02-2007		Next Revalidation	02-01-2008
Member Since	02-01-2007			

Select a Role for this application.

Select Role

- EMIS Access: (company required):**
Allows generic access to EMIS.
Effective Date: Expiration Date:
- EMIS Advanced Query Access: (company required):**
Running and scheduling built-in advanced query reports, as well as creating customized reports.
Effective Date: Expiration Date:
- EMIS Bulk Upload: (company required):**
Upload transactions in CSV format. Upload corrected notices in CSV format.
Effective Date: Expiration Date:
- EMIS CSEG Access: (company required):**
Create, modify, or delete company-specific equipment group headers. Add or remove equipment from a company-specific equipment group.
Effective Date: Expiration Date:
- EMIS Company Admin Access: (company required):**
Qualify as a Company Administrator. Create, modify or delete security profiles. Associate/Disassociate users to/from security profiles. Configure ticklers.
Effective Date: Expiration Date:
- EMIS Manage Future Trans: (company required):**
Create, view, and delete transactions that the system will process at a specified future date.
Effective Date: Expiration Date:
- EMIS Refresh Request Access: (company required):**
Allows a company to resynchronize its local copy of pool and equipment data following an interruption of messaging or an error occurring at the company site.
Effective Date: Expiration Date:
- EMIS Simple Equipment Query: (company required):**
Creating simple customized reports.
Effective Date: Expiration Date:
- EMIS Update Access: (company required):**
Users can access the Notice Management Module, Access the Transaction Log and Perform Equipment and Pool transactions.
Effective Date: Expiration Date:

Company Id

Enter Comment

The listed available permissions depend on which application is selected. Additional input fields allow you to specify the **Effective and Expiration Dates** for the selected permission.

- 6) Select the role which you want to assign and enter a **Company ID** in the available input field. If desired, enter comments regarding the assigned rights. Click the **SUBMIT** button. The Manage User Permissions screen is redisplayed showing the newly assigned permission. Or click the **DONE** button to cancel the addition of the permission.

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Manage Intra-Company User Access

An administrator can update a user's access rights. The administrator may grant new access rights, modify existing access rights, delete existing access rights, or copy access rights from another user.

NOTE: You must be logged into the EMIS application in order to perform these procedures.

WARNING: Before assigning access rights, check to see what rights that user already has to make sure you don't duplicate or contradict rights already granted.

→ To ACCESS a User's Intra-Company Access Rights -

- 1) Log into EMIS. Click on the Account Administration tab on the Navigation Menu and then click the Security Management option. The Security Management menu is displayed.
- 2) Click on the [Manage Intra-Company User Access Rights](#) hyperlink. The Intra Company Users List screen is displayed. It displays the user ID(s) and name(s) for each user administered by the administrator (or other administrators of the same equipment owner).

RAILINC Equipment Management Information System [sign out](#) | [user services](#) | [help](#) | [contact us](#)

document is signed on for company **RAIL - RAILINC CORPORATION**

Home | Equipment | Notices | Suspended Work | Transactions | Upload/Download | **Account Administration** | Contact List

Update A User's Access Rights

Select the user to update.

Select	User ID	Name
<input checked="" type="radio"/>	BCoupe	Coupe Bill
<input type="radio"/>	CIFADM	Admin CIF
<input type="radio"/>	CaUser	CAUser Joyce
<input type="radio"/>	CarLee	Wells Lee
<input type="radio"/>	Demo00	Kumar Victoria
<input type="radio"/>	Demo01	Kumar Victoria
<input type="radio"/>	EHMSUser	User EHMS
<input type="radio"/>	EMISsso	Maples Sara
<input type="radio"/>	EMISsso2	Maples Sara
<input type="radio"/>	Keaneo	Devarapalli Prasanth
<input type="radio"/>	MEEMIS1	clark monita

Select Cancel

- 3) Select a listed user ID that you want to update and click the **SELECT** button. The Update a User's Access Rights screen is redisplayed listing a summary of the user's existing access rights and several option buttons.

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Home | Equipment | Notices | Suspended Work | Transactions | Upload/Download | Account Administration | Contact List

Update A User's Access Rights

Currently editing access rights for security profile: [BCoupe](#)

Select	Company	Effective Date	Expiration Date	Type	Description
<input checked="" type="checkbox"/>	RAIL	11-13-2006	12-31-9999	Inspection	Railinc Inspection Rights

NOTE: If rights have already been accepted then no further action is required. Click **DONE** to exit the Update a User's Access Rights screen.

- 4) From this screen the following actions are possible:
 - **Add Pool Right**
 - **Add Equipment Right**
 - **Add Inspection Right**
 - **Edit (an existing access right)**
 - **Delete (an existing access right)**
 - **Clone Rights from another User**(See the following procedures for steps to complete these actions).
- 5) Here are a few additional items to keep in mind:
 - You can click on any of the column headings to sort the list of access rights by that attribute. Click once for ascending alphabetical order or twice for descending.
 - For any expired access rights, the system displays the **Expiration Date in red**.
- 6) Click the **DONE** button to exit the Update a User's Access Rights screen.

→ To ADD Intra-Company Pool Rights -

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Click on the **ADD POOL RIGHT** button. The Pool Access Right screen is displayed.

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document is signed on for company **RAIL - RAILINC CORPORATION**

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Pool Access Right

Currently editing access rights for: [BCoupe](#)
Edit the details of the user's access right.

Description of Access Right
Description:

Timeframe of Authority
Effective Date: **Expiration Date:**

Range of Pool
 All Pools: Pool ID(s):

Type of Access
Add a Pool Header
Update a Pool Header
Delete a Pool Header
Pool Assignment / Unassignment

3) Provide the following information to specify the user's pool access rights:

SCREEN FIELD	DESCRIPTION
* Description	Enter a description of the access rights.
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted pool right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Range of Pool	Select either the All Pools radio button or the Pool ID(s) radio button. For Pool ID(s) you can enter either specific Pool ID(s) or a range.
Type of Access	Select one or more of the available access types to assign: <ul style="list-style-type: none">▪ Add a Pool Header▪ Update a Pool Header▪ Delete a Pool Header▪ Pool Assignment / Unassignment

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- 4) **A.** Click the **SAVE** button to complete the assignment of pool access rights. The Update a User's Access Rights screen is redisplayed with the new access rights included in an accepted status.

OR

- B.** Click the **CANCEL** button to cancel the assignment.

→ To ADD Intra-Company Equipment Rights –

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Click on the **ADD EQUIPMENT RIGHT** button. The Equipment Access Right screen is displayed.

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document is signed on for company **RAIL - RAILINC CORPORATION**

Home | **Equipment** | Notices | Suspended Work | Transactions | Upload/Download | Account Administration | Contact List

Equipment Access Right

Currently editing access rights for: [BCoupe](#)
 Edit the details of the user's access right.

Description of Access Right

'Description:

Timeframe of Authority

'Effective Date: 'Expiration Date:

Range of Equipment

All Equipment: SCAC(s): Initial(s): Equipment Group(s): Equipment:

Type of Access

Update Equipment Management Codes
 Remove Lessee
 Pool Assignment
 Pool Unassignment

- 3) Provide the following information to specify the user's equipment access rights:

SCREEN FIELD

DESCRIPTION

Description of Access Right

Enter a **description** of the access rights.

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SCREEN FIELD	DESCRIPTION
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted equipment right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Range of Equipment	Select one of the radio buttons to specify the range of equipment: <ul style="list-style-type: none">▪ All Equipment▪ SCAC(s) – Select one or more listed railroad marks.▪ Initial(s) – Select one or more listed equipment initials.▪ Equipment Group(s) – Select one or more listed equipment types.▪ Equipment – Enter specific equipment Marks and number(s).
Type of Access	Select one or more of the available access types to assign: <ul style="list-style-type: none">▪ Update Equipment Management Codes▪ Remove Lessee▪ Pool Assignment / Unassignment▪ Update Equipment Maintenance Party

- 4) **A.** Click the **SAVE** button to complete the assignment of equipment access rights. The Update a User's Access Rights screen is redisplayed with the new access rights included in an accepted status.

OR

- B.** Click the **CANCEL** button to cancel the assignment.

→ To ADD Intra-Company Inspection Rights –

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Click on the **ADD INSPECTION RIGHT** button. The Inspection Access Right screen is displayed.

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document is signed on for company **RAIL - RAILINC CORPORATION**

Home | Equipment | Notices | Suspended Work | Transactions | Upload/Download | Account Administration | Contact List

Inspection Access Right

Currently editing access rights for: [BCoupe](#)
 Edit the details of the user's access right.

Description of Access Right

'Description:

Timeframe of Authority

'Effective Date: 'Expiration Date:

Authorize reporting as the following marks / Authorize reporting for the following inspections

All Marks: Mark(s): All Inspections: Inspections Types(s):

Range of Equipment

All Equipment: SCAC(s): Initial(s): Equipment Group(s): Equipment:

3) Provide the following information to specify the user's inspection access rights:

SCREEN FIELD	DESCRIPTION
Description of Access Right	Enter a description of the access rights.
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted inspection right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Authorize reporting as the following marks	Use the All Marks check box to select all marks or uncheck this box and select individual listings under the Mark(s) heading.
Authorize reporting for the following inspections	Use the All Inspections check box to select all inspection types or uncheck this box and select individual listings under the Inspection Type(s) heading.

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SCREEN FIELD	DESCRIPTION
Range of Equipment	Select one of the radio buttons to specify the range of equipment: <ul style="list-style-type: none">▪ All Equipment▪ SCAC(s) – Select one or more listed railroad marks.▪ Initial(s) – Select one or more listed equipment initials.▪ Equipment Group(s) – Select one or more listed equipment types.▪ Equipment – Enter specific equipment Marks and number(s).

- 4) **A.** Click the **SAVE** button to complete the assignment of inspection access rights. The Update a User's Access Rights screen is redisplayed with the new access rights included in an accepted status.

OR

- B.** Click the **CANCEL** button to cancel the assignment.

→ To EDIT Intra-Company Access Rights –

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Select the radio button for the existing access right that you want to edit.
- 3) Click the **EDIT** button. Depending on which access right is selected, the Pool Access Rights, Equipment Access Rights, or Inspection Access Rights screen is displayed.
- 4) Modify the user's access rights in the same manner as adding new access rights.
- 5) **A.** Click the **SAVE** button to complete the editing of access rights. The Update a User's Access Rights screen is redisplayed with the edited access rights included.

OR

- B.** Click the **CANCEL** button to cancel the edits.

→ To DELETE Intra-Company Access Rights –

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Select the radio button for the existing access right that you want to delete.

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- 3) Click the **DELETE** button. The Confirm – Delete an Access Right screen is displayed

The screenshot shows the RAILINC Equipment Management Information System interface. At the top, there is a navigation bar with links for Home, Equipment, Notices, Suspended Work, Transactions, Upload/Download, Account Administration, and Contact List. Below the navigation bar, there is a red banner indicating the user is signed on for company RAIL - RAILINC CORPORATION. The main content area displays the title 'Confirm - Delete an Access Right' and a yellow warning box asking 'Are you sure you want to delete this access right?'. Below this, it states 'Currently editing access rights for security profile: BCoupe'. At the bottom of the dialog, there are two buttons: 'Delete' and 'Cancel'.

- 4) A. Click the **DELETE** button to proceed with the deletion of the access right. The Update a User's Access Rights screen is redisplayed with the access right removed.

OR

- B. Click the **CANCEL** button to cancel the deletion.

IMPORTANT NOTE: Deleted access rights cannot be restored

→ To CLONE Intra-Company Access Rights –

- 1) Access the desired user's intra-company access rights. The Update a User's Access Rights screen is displayed.
- 2) Select the **CLONE RIGHTS FROM ANOTHER USER** button. The Select Access Right Source screen is displayed.

The screenshot shows the RAILINC Equipment Management Information System interface. At the top, there is a navigation bar with links for Home, Equipment, Notices, Suspended Work, Transactions, Upload/Download, Account Administration, and Contact List. Below the navigation bar, there is a red banner indicating the user is signed on for company RAIL - RAILINC CORPORATION. The main content area displays the title 'Select Access Right Source' and a text box stating 'Currently editing access rights for: BCoupe'. Below this, it says 'Select the user whose access rights will be cloned.' A table with columns 'Select', 'User ID', and 'Name' is displayed. The table contains the following data:

Select	User ID	Name
<input checked="" type="radio"/>	CIFADM	Admin CIF
<input type="radio"/>	CaUser	CAUser Joyce
<input type="radio"/>	CarLee	Wells Lee
<input type="radio"/>	Demo00	Kumar Victoria
<input type="radio"/>	Demo01	Kumar Victoria
<input type="radio"/>	EHMSUser	User EHMS
<input type="radio"/>	EMISsso	Maples Sara
<input type="radio"/>	EMISsso2	Maples Sara
<input type="radio"/>	Keaneo	Devarapalli Prasanth
<input type="radio"/>	MEEMIS1	clark monita
<input type="radio"/>	Priya05	Subramanian Sripriya

At the bottom of the dialog, there are two buttons: 'Clone Rights' and 'Cancel'.

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- 3) Select the radio button for the user whose access rights you want to clone.
- 4) Click the **CLONE RIGHTS** button. A confirmation screen is displayed asking you to confirm your intention to clone the selected access rights.

The screenshot shows the RAILINC Equipment Management Information System interface. At the top, there is a navigation bar with the RAILINC logo and the text 'Equipment Management Information System'. To the right of the logo, there are links for 'sign out', 'user services', 'help', and 'contact us'. Below the navigation bar, there is a red banner with the text 'document is signed on for company RAIL - RAIL INC CORPORATION'. Below the banner, there is a navigation menu with buttons for 'Home', 'Equipment', 'Notices', 'Suspended Work', 'Transactions', 'Upload/Download', 'Account Administration', and 'Contact List'. The main content area is titled 'Confirm Clone Access Rights'. It displays 'Currently editing access rights for security profile: BCoupe' and asks 'Are you sure you want to grant the following access rights?'. Below this, there is a table with the following data:

Company	Effective Date	Expiration Date	Type	Description
RAIL	12-04-2006	12-31-9999	Inspection	RAIL Inspection Rights

At the bottom of the dialog box, there are two buttons: 'Confirm Clone Rights' and 'Cancel'.

- 5) **A.** Click the **CONFIRM CLONE RIGHTS** button to complete the clone process. The system copies the access rights of the source user and adds them to the target user's list of access rights. The Update a User's Access Rights screen is redisplayed including the newly-added/cloned access rights. The effective date will be defaulted to today's date.

OR

- B.** Click the **CANCEL** button to cancel the clone process.

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Manage Inter-Company Access Rights Granted by My Company

An administrator grants access rights for equipment, lessee removal, inspection rights and pools controlled by your company (grantor) to another company (grantee).

The grantor's administrator (you) select a grantee (by company) from the list of EMIS-participating companies. You then update the grantee's access rights to your equipment or pools. The grantor's administrator (you) may grant new access rights to the grantee or revoke any of the grantee's existing access rights.

There is a "handshake" required for Inter-Company access rights. A grantee must accept a grant before it becomes effective.

NOTE: You must be logged into the EMIS application in order to perform these procedures.

→ To ACCESS Inter-Company Access Rights (granted by my company) -

- 1) Log into EMIS. Click on the Account Administration tab on the Navigation Menu and then click the Security Management option. The Security Management menu is displayed.
- 2) Select the Manage Inter-Company Access Rights Granted by My Company hyperlink. The Inter-Company Access Rights Granted by My Company screen is displayed.

Select	Company	Company Name
<input checked="" type="radio"/>	TILX	TRINITY INDUSTRIES LEASING COMPANY

Add a company...

Add a company...

- 0000 - Roadmark/Company ID - not found
- AA - ANN ARBOR RAILROAD
- AAAU - ASIA CONTAINER LEASING CO LTD
- AACU - ABLE LOGISTICS (EUROPE) GMBH
- AAFU - BUNDESMINISTERIUM FUR LANDESVORTEIDIGUNG
- AAIX - ACS INTERNATIONAL INC
- AAMU - MINISTERO FINANZE
- AAMX - INGENIERIA Y DESARROOLLO EN EQUIPO FERROVIARIO SA DE CV
- AAPV - AMERICAN ASSOCIATION OF PRIVATE RAILCAR OWNERS INC
- AAR - ASSOCIATION OF AMERICAN RAILROADS

NOTE: If the company that you want to grant Inter-Company Access Right to is not listed, you can select the **Add a Company** radio button and use the drop-down box to add a listed company.

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- 3) Select a listed company that you want to grant access rights to and click the **SELECT** button. The Update Access Rights screen is displayed.

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document is signed on for company **RAIL - RAILINC CORPORATION**

Home | Equipment | Notices | Suspended Work | Transactions | Upload/Download | Account Administration | Contact List

Update Access Rights

Currently editing access rights for: [TILX](#)

Select	ID	Effective Date	Expiration Date	Type	Description	Status
<input checked="" type="radio"/>	3545	01-31-2006	12-31-9999	Inspection	test inter-company rights for TILX	Pending
<input type="radio"/>	4084	02-27-2006	12-31-9999	Pool	Test	Accepted

- 4) From this screen the following actions are possible:
 - **Add Pool Right**
 - **Add Equipment Right**
 - **Add Inspection Right**
 - **View (Access Right)**
 - **Revoke (Access Right)**

NOTE: Click on any of the column headings to sort the list of access rights by that attribute. For any expired access rights, the system displays the **Expiration Date in red**.

- 5) Click **DONE** to exit the Update Access Rights screen.

→ To ADD Inter-Company Pool Rights -

- 1) Access the desired user's inter-company access rights. The Update Access Rights screen is displayed.
- 2) Click on the **ADD POOL RIGHT** button. The Pool Access Right screen is displayed.

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Pool Access Right

Currently editing access rights for: [TILX](#)
 Edit the details of the user's access right.

Description of Access Right

Description:

Timeframe of Authority

Effective Date: **Expiration Date:**

Range of Pool

All Pools: Pool ID(s):

Type of Access

Add a Pool Header
 Update a Pool Header
 Delete a Pool Header
 Pool Assignment / Unassignment

3) Provide the following information to specify the user's pool access rights:

SCREEN FIELD	DESCRIPTION
Description of Access Right	Enter a description of the access rights.
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted pool right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Range of Pool	Select either the All Pools radio button or the Pool ID(s) radio button. For Pool IDs enter individual IDs or specify a range of pool IDs.
Type of Access	Select one or more of the available access types to assign: <ul style="list-style-type: none"> ▪ Add a Pool Header ▪ Update a Pool Header ▪ Delete a Pool Header ▪ Pool Assignment / Unassignment

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SCREEN FIELD	DESCRIPTION
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted equipment right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Range of Equipment	Select one of the radio buttons to specify the range of equipment: <ul style="list-style-type: none">▪ All Equipment▪ SCAC(s) – Select one or more listed railroad marks.▪ Initial(s) – Select one or more listed equipment initials.▪ Equipment Group(s) – Select one or more listed equipment types.▪ Equipment – Enter specific equipment Marks and number(s).
Type of Access	Select one or more of the available access types to assign: <ul style="list-style-type: none">▪ Update Equipment Management Codes▪ Remove Lessee▪ Pool Assignment / Unassignment▪ Update Equipment Maintenance Party

- 4) **A.** Click the **SAVE** button to complete the assignment of equipment access rights. The Update a User's Access Rights screen is redisplayed with the new access rights listed. The system sends an informational tickler notice to the grantee. The notice informs the grantee of the newly-granted inter-company access right.

OR

- B.** Click the **CANCEL** button to cancel the assignment.

→ To ADD Inter-Company Inspection Rights -

- 1) Access the desired user's inter-company access rights. The Update Access Rights screen is displayed.
- 2) Click on the **ADD INSPECTION RIGHT** button. The Inspection Access Right screen is displayed.

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Inspection Access Right

Currently editing access rights for: [TILX](#)
 Edit the details of the user's access right.

Description of Access Right
 *Description:

Timeframe of Authority
 *Effective Date: *Expiration Date:

Authorize reporting as the following marks / Authorize reporting for the following inspections

All Marks: Mark(s):

All Inspections: Inspections Types(s):

Range of Equipment

All Equipment: SCAC(s): Initial(s): Equipment Group(s):

 Equipment:

3) Provide the following information to specify the user's inspection access rights:

SCREEN FIELD	DESCRIPTION
Description of Access Right	Enter a description of the access rights.
Timeframe of Authority	Specify the Effective Date and the Expiration Date for the granted inspection right. The Effective date will default to today's date, and must be greater than or equal to today's date. The Expiration Date must be greater than or equal to the Effective Date.
Authorize reporting as the following marks	Use the All Marks check box to select all marks or uncheck this box and select individual listings under the Mark(s) heading.
Authorize reporting for the following inspections	Use the All Inspections check box to select all inspection types or uncheck this box and select individual listings under the Inspection Type(s) heading.

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SCREEN FIELD	DESCRIPTION
Range of Equipment	Select one of the radio buttons to specify the range of equipment: <ul style="list-style-type: none">▪ All Equipment▪ SCAC(s) – Select one or more listed railroad marks.▪ Initial(s) – Select one or more listed equipment initials.▪ Equipment Group(s) – Select one or more listed equipment types.▪ Equipment – Enter specific equipment Marks and number(s).

- 4) **A.** Click the **SAVE** button to complete the assignment of inspection access rights. The Update a User's Access Rights screen is redisplayed with the new access rights listed. The system sends an informational tickler notice to the grantee. The notice informs the grantee of the newly-granted inter-company access right.

OR

- B.** Click the **CANCEL** button to cancel the assignment.

→ To VIEW Inter-Company Access Rights –

- 1) Access the desired user's inter-company access rights. The Update Access Rights screen is displayed.
- 2) Select the radio button for the existing access right that you want to view.
- 3) Click the **VIEW** button. Depending on which access right is selected, Pool, Equipment or Inspection Access Right screen is displayed.
- 4) Click the **DONE** button when finished viewing the selected access right.

→ To REVOKE Inter-Company Access Rights –

- 1) Access the desired user's inter-company access rights. The Update Access Rights screen is displayed.
- 2) Select the radio button for the existing access right that you want to revoke.
- 3) Click the **REVOKE** button. The Confirm – Revoke an Access Right screen is displayed.

EMIS ADMINISTRATOR'S QUICK START GUIDE

The screenshot shows the RAILINC Equipment Management Information System interface. At the top left is the RAILINC logo and the text "Equipment Management Information System". At the top right are links for "sign out", "user services", "help", and "contact us". Below this is a red header bar with the text "document is signed on for company RAIL - RAILINC CORPORATION". Underneath is a navigation menu with tabs for "Home", "Equipment", "Notices", "Suspended Work", "Transactions", "Upload/Download", "Account Administration", and "Contact List". The main content area is titled "Confirm - Revoke an Access Right" and contains the text "Currently editing access rights for: TILX" and "Are you sure you want to revoke this access right?". At the bottom of the dialog are two buttons: "Revoke" and "Cancel".

- 4) **A.** To complete the revoke process, click the **REVOKE** button. The Update Access Right screen is redisplayed with the status of the selected access right changed to “Revoked.” The system sends an informational tickler notice to the grantee. The notice informs the grantee of the revoked inter-company access right. If the grantee’s administrator previously granted the (now-deleted) access right to users within the grantee’s company, then the system likewise removes the corresponding access rights of the grantee’s users.

OR

- B.** To cancel the revoke process, click the **CANCEL** button.

NOTE: Revoked rights are still displayed on the list of granted rights, but they are labeled as “revoked”.

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Manage Inter-Company Access Rights Granted to My Company

A company administrator views the inter-company access rights granted to his company by other Railinc Umler participating companies. For access rights that have a status of "accepted" there are functions available to assign or relinquish these rights.

NOTE: You must be logged into the EMIS application in order to perform this procedure.

→ To VIEW Inter-Company Access Rights (granted to my company) -

- 1) Click on the Account Administration tab on the Navigation Menu and then click the Security Management option. The Security Management menu is displayed.
- 2) Click on the Manage Inter-Company Access Rights Granted to My Company hyperlink. The Inter-Company Access Rights Granted to My Company screen is displayed.

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Inter-Company Access Rights Granted to My Company

View Done

Select	ID	Grantor	Effective Date	Expiration Date	Type	Description	Status
<input checked="" type="radio"/>	3164	MDW	01-18-2006	12-31-9999	Inspection	mdw inter-company inspection rights	Accepted
<input type="radio"/>	3704	BNSF	02-13-2006	12-31-9999	Inspection	Railinc Craeted Test Rights Granted to RAIL	Accepted
<input type="radio"/>	3705	BNSF	02-13-2006	12-31-9999	Equipment	Railinc CreAted Test Equip Rights Granted to RAIL	Accepted
<input type="radio"/>	4849	BNSF	12-06-2006	12-31-9999	Pool	Pool	Pending
<input type="radio"/>	4857	CSXT	12-06-2006	12-31-9999	Pool	Pool Rights	Revoked
<input type="radio"/>	4861	CSXT	12-06-2006	12-31-9999	Inspection	Insp Rights	Pending

View Done

NOTE: Click on any of the column headings to sort the list of access rights by that attribute. For any expired access rights, the system displays the **Expiration Date in red**.

- 3) Select the access right that you want to view and click the **VIEW** button. The access rights screen of the selected access rights type (pool, equipment, or inspection) is displayed.

EMIS ADMINISTRATOR'S QUICK START GUIDE

The screenshot shows the RAILINC Equipment Management Information System interface. At the top, there is a navigation menu with tabs: Home, Equipment, Notices, Suspended Work, Transactions, Upload/Download, Account Administration, and Contact List. Below the navigation menu, the user is logged in as 'document' for company 'RAIL - RAILINC CORPORATION'. The main content area is titled 'Equipment Access Right' and contains the following details:

- Details:**
 - Status: Accepted
 - Company: [BNSF](#)
 - Description: Railinc CreAted Test Equip Rights Granted to RAIL
- Timeframe of Authority:**
 - Effective Date: 02-13-2006
 - Expiration Date: 12-31-9999
- Range of Equipment:**
 - All Equipment:
- Type of Access:**
 - Remove Lessee
 - Update Equipment Maintenance Party
 - Pool Assignment
 - Pool Unassignment
 - Update Equipment Management Codes

At the bottom of the details section, there are four buttons: 'Assign to User', 'Assign to Profile', 'Relinquish', and 'Cancel'.

- 4) Click **CANCEL** to return to the Inter-Company Access Rights Granted to My Company screen.

NOTE:

- If the Access Right selected has a “**pending**” status, the options available are to **ACCEPT** or **DECLINE** the granted access right.
- If the Access Right selected has an “accepted” status, the options available are to **ASSIGN TO USER**, **ASSIGN TO PROFILE**, or **RELINQUISH** the access right.

Accepting/Declining Access Rights Granted to My Company

The system notifies you of an inter-company access right granted by another company by sending you an Email tickler. You must accept the inter-company access right to make it active. You may also decline a granted access right.

NOTE: You must be logged into the EMIS application in order to perform this procedure.

→ To **ACCEPT / DECLINE** Inter-Company Access Rights (granted to my company) -

- 1) Click on the Account Administration tab on the Navigation Menu and then click the Security Management option. The Security Management menu is displayed.
- 2) Click on the Manage Inter-Company Access Rights Granted to My Company hyperlink. The Inter-Company Access Rights Granted to My Company screen is displayed.

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Inter-Company Access Rights Granted to My Company

View Done

Select	ID	Grantor	Effective Date	Expiration Date	Type	Description	Status
<input type="radio"/>	3164	MDW	01-18-2006	12-31-9999	Inspection	mdw inter-company inspection rights	Accepted
<input type="radio"/>	3704	BNSF	02-13-2006	12-31-9999	Inspection	Railinc Craeted Test Rights Granted to RAIL	Accepted
<input type="radio"/>	3705	BNSF	02-13-2006	12-31-9999	Equipment	Railinc CreAted Test Equip Rights Granted to RAIL	Accepted
<input type="radio"/>	4849	BNSF	12-06-2006	12-31-9999	Pool	Pool	Pending
<input type="radio"/>	4857	CSXT	12-06-2006	12-31-9999	Pool	Pool Rights	Revoked
<input type="radio"/>	4861	CSXT	12-06-2006	12-31-9999	Inspection	Insp Rights	Pending

View Done

NOTE: Click on any of the column headings to sort the list of access rights by that attribute. For any expired access rights, the system displays the **Expiration Date** in red.

- Select the access right with a **pending status** that you want to accept or decline and click the **VIEW** button. The access rights screen of the selected access rights type (pool, equipment, or inspection) is displayed.

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document is signed on for company **RAIL - RAILINC CORPORATION**

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Inspection Access Right

Details

Status: Pending
 Company: CSXT
 Description: Insp Rights

Timeframe of Authority

Effective Date: 12-06-2006 Expiration Date: 12-31-9999

Authorize reporting as the following marks / Authorize reporting for the following inspections

All Marks: All Inspections:

Range of Equipment

All Equipment:

Accept Decline Cancel

- A.** Review the granted access right and click the **ACCEPT** button to accept the right. The system updates the access right status to "accepted." The system sends an informational tickler notice to the grantor, indicating that the grantee has accepted the inter-company access. The Equipment Access Right screen is displayed with an indication that the access right has been accepted. From here you can either **RELINQUISH** or **ASSIGN** the accepted access right to an intra-company user.

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B. Click the **DECLINE** button to decline the new inter-company access right. The system does not activate the grantee's (your) new inter-company access right. The system updates the access right status to "declined." The system sends an informational tickler notice to the grantor, indicating that the grantee (you) have declined the new inter-company access right.

Assign Inter-Company Access Rights Granted to My Company

Once a granted access right has been accepted the next step is to assign the granted access right to a user.

NOTE: You must be logged into the EMIS application in order to perform this procedure.

→ To ASSIGN Inter-Company Access Rights (granted to my company) -

- 1) Follow the steps to accept a granted access right or click on an access right with a status of "accepted" and click **VIEW**. Depending on the type of access right selected, the pool, equipment, or inspection access right screen is displayed.
- 2) Click the **ASSIGN** button on the Equipment or Pool Access Rights screen for an accepted access right. The Update a User's Access Rights screen is displayed.
- 3) Select the user to assign the access right to by clicking in the corresponding radio button and clicking the **SELECT** button. The Equipment, Pool, or Inspection Access Right screen is displayed. This allows you to modify the granted access right, such as the timeframe of authority.
- 4) Click on the **SAVE** button to save the assigned access right.

Relinquish Inter-Company Access Rights Granted to My Company

You can surrender access rights granted and accepted by your company.

NOTE: You must be logged into the EMIS application in order to perform this procedure.

→ To RELINQUISH Inter-Company Access Rights (granted to my company) -

- 1) Access the Inter-Company Access Rights Granted to My Company screen.
- 2) Select a listed access right with a status of "Accepted." Click the **VIEW** button. Depending on the type of access right the Equipment, Pool, or Inspection Access Rights screen is displayed.

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- 3) Click on the **RELINQUISH** button. The Confirm – Relinquish An Access Right screen is displayed.

The screenshot shows the RAILINC Equipment Management Information System interface. At the top, there is a navigation bar with the RAILINC logo and the text "Equipment Management Information System". To the right of the logo, there are links for "sign out", "user services", "help", and "contact us". Below the navigation bar, a red banner displays "document is signed on for company RAIL - RAILINC CORPORATION". Underneath the banner is a menu with the following items: Home, Equipment, Notices, Suspended Work, Transactions, Upload/Download, Account Administration, and Contact List. The main content area is titled "Confirm - Relinquish An Access Right" and contains the text "Are you sure you want to relinquish the selected access right?". At the bottom of this area, there are two buttons: "Relinquish" and "Cancel".

- 4) **A.** Click the **RELINQUISH** button to proceed with the relinquishment. The system removes the selected access right. The system updates the access right status to relinquished. The system sends an informational tickler notice to the grantor, indicating that you have relinquished this access right. The access right is removed if it has been assigned to a user.

OR

- B.** Click the **CANCEL** button to cancel the relinquishment.