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About This Manual

The TMS Guide: Quick Reference is an instructional document designed to be used as a reference while using RailConnect, TMS, RMS, ShipperConnect Rail Carrier Interface, and Cash Application applications, products of RMI.

This version of the TMS Guide includes changes made to the system for TMS Release 18.3.

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Quick Reference Guide

Getting Started

The TMS Guide: Quick Reference introduces you to TMS and the most commonly used features in the system. If you have any questions regarding the use of TMS or this manual, please contact RMI Customer Support for assistance. RMI offers TMS training classes in Atlanta or on-site at your road. This training provides invaluable assistance for setting up and using TMS correctly. You can find more detailed information on the subjects covered in this guide in the other TMS Guides.

Customer Support

RMI Customer Support is available during office hours Monday through Friday, 7 am – 7 pm (Eastern Time), to answer questions about TMS. RMI 24-Hour Customer Support is available whenever RMI’s offices are closed. You can contact Customer Support at the following:

- **office hours phone**: 404.350.6497
- **24 Hour customer support**: 404.351.0349
- **fax**: 404.352.6783
- **internet**: www.rmiondemand.com
- **e-mail**: support@rmiondemand.com

Operations Support

RMI Operations Support is available 24 hours a day, 7 days a week to answer questions about the AS/400 system. You can contact Operations Support at 404.351.0349.
Measurements

TMS uses standard procedures for taking measurements (lengths and tonnages) and using them in the system:

1. Each time a railcar is received in interchange in TMS, TMS looks up the car in the Equipment Information File (EIF).

   The response from EIF provides TMS with the latest physical characteristics (including car dimensions, capacities, pool assignments, and grades) for each car you are interchanging online. Therefore, the length and tonnage of cars shown on tracks and trains on TMS windows should be very close to accurate.

   For cars not registered in EIF, such as system or non-interchange cars, you can set up your own EIF file using the System EIF master file. You might also consider doing this for locomotives, MOW equipment, and EOT devices.

2. In determining car length, TMS looks for the outside length of the car in the EIF file. If the car is not found, TMS uses one of the two following defaults:
   • Default for each car type as set up in the car type master, or
   • 50-foot outside length.

3. TMS determines light (tare) weight in the same manner it determines outside length. If TMS cannot find a tare weight in EIF, it uses the default weights set up for railcars and intermodals that are maintained in the client profile.

4. For loaded cars, TMS adds the net weight captured in the waybill to the tare weight (either actual or estimated). If the weight is missing from the waybill, TMS uses the default weights set up for railcars and intermodals that are maintained in the railroad profile.

   TMS Tips: You can set a flag in the System Administration menu that will flag all cars in inventory that exceed a certain weight. For example, if 270,000 pounds is the maximum weight allowed on your operation, you can enter this weight in your client profile. All cars exceeding that weight will be flagged on windows that display track inventory.

   TMS Tips: If you enter the actual track length when setting up your yard and industry tracks in the Tracks master, TMS displays occupied and remaining free space for each track when you use the Yard Manager windows. It will not, however, prevent you from moving more cars to that track than the track is capable of holding.
Equipment History

Reviewing Equipment History

You can look at the movement history for a car from almost any list window in TMS by simply entering an H to the left of a car. One of the most common paths is from the Yard Inventory window.

To review equipment history:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the names of the Station and Track you want to work with, then select Cars on Track.

3. On the Yard Inventory window type H next to any car.

The Equipment History window shows each movement made by the car and the Date/Time and From/To stations for each move. You can also see the Load/Empty status and associated Commodity of the car. (Figure 1)

Tips: There are several views available for the Equipment History window; each view gives you different information about the cars on the track. Select Alternate View to see the different views.
4. You can perform the following functions from the *Equipment History* window:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>review advance notices for intermodal equipment</td>
<td>type A next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>build a reverse route empty for the car</td>
<td>type B next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review incidental charges</td>
<td>type D next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view the car's dimensional or capacity information</td>
<td>type E next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>reset a history record for car hire transmission</td>
<td>type H next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view containers attached to an intermodal conveying car</td>
<td>type I next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>modify the date and time of a move</td>
<td>type M next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>enter notifications for a move</td>
<td>type N next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review or enter the pickup number</td>
<td>type P next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>enter free-form remarks for the car</td>
<td>type R next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review special instructions</td>
<td>type S next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the waybill</td>
<td>type W next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the RWC seeding history</td>
<td>type Y next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review additional detail for a move</td>
<td>type 1 next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the weight history</td>
<td>type 2 next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view the AMS transaction history</td>
<td>type 3 next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>remove local movements from the window so that you can more easily review moves critical to understanding a car’s history</td>
<td>select <strong>Compress Moves</strong>.</td>
</tr>
</tbody>
</table>
5. If you want to review waybill and movement detail for a particular move, type **C** to the left of the car at that point in its trip and select **OK**.

![Customer Support Information Window](image)

**Figure 2**

The *Customer Support Information* window summarizes the most important waybill and movement information for that point in the trip. (Figure 2) The information on this window is especially useful if you are providing information to customers tracing cars.
Tracing Cars by Keying a List

This function is useful when customers request the latest move for a group of cars.

To enter a list of cars to trace:

1. Go to the Enter List for History Inquiry window.
   TMS Main Menu → 1 Rail Operations → 11 Enter List to Trace Cars
   Fast Path = TRL

2. On the Enter List for History Inquiry window, enter the car initials and numbers you want to trace and select OK.

TMS Tips: If you are entering a list of cars with the same initial, you can enter the initial for the first one only. TMS will automatically duplicate the initial of the first car for subsequent ones.

On the Enter List for History Inquiry window, TMS displays the latest movement record for each car you specified. (Figure 3) Information includes the date, time, move type, loaded/empty status, car type, STCC, and track. By using the Alt View function, you can also see activity indicators and switch to and block to destinations.
**TMS Tips:** The default view of the *Enter List for History Inquiry* window shows only the last moves as designated by the Last Moves table. You can use the Hide/Show ‘Last Moves’ option to see all moves for the car(s) you entered. In addition, TMS offers a Client System Option to set the default for this window to show all moves first. Please contact RMI Support to set this option.

**TMS Troubleshooting:** If the car you are tracing has never been handled by your railroad, TMS highlights the car and displays a message at the bottom of the window.
Tracing All Online Cars

The Trace Online Railcar option allows you to look at all cars online in initial/number sequence. This allows you to find a specific online car or series of cars easily.

To trace cars online by initial/number:

1. Go to the Cars Online window.
   
   TMS Main Menu → 1 Rail Operations → 5 Trace Online Railcars
   
   Fast Path = TRACE

![Figure 4]

- **TMS Tips:** You can also reach this window by taking option 1 Trace Online Railcars from the Car Orders menu.

- **TMS Tips:** There are several views available for the Cars Online window; each view gives you different information about the cars. Select Alternate View to see the different views.

2. Enter information in the header fields of the Cars Online window (Figure 4) to filter the list of equipment and narrow your search. For example, if you are looking for all empty SOU-marked boxcars, enter SOU in the Car field, B in the KD field, and E in the LE field.

   Select OK. TMS shows the cars that match the search information you entered.
3. You can also perform the following trace functions from the *Cars Online* window:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>review customer support information for a car</td>
<td>type C next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the movement history for a car</td>
<td>type H next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view containers attached to an intermodal conveying car</td>
<td>type I next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>print the waybill for a car</td>
<td>type P next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review special instructions for a car</td>
<td>type S next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view the car’s dimensional or capacity information</td>
<td>type E next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the waybill for a car</td>
<td>type W next to the car and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>toggle between a view showing only active cars, a view showing only inbound cars, and a view showing all cars</td>
<td>select <strong>Active/Inbound/Both</strong>.</td>
</tr>
</tbody>
</table>
Tracing All Cars Handled by Your Railroad

You can use the TMS Car Movement History option from the Rail Operations menu to look at movements for all cars handled by your railroad, including cars currently online and cars handled in the past. For more details, see the TMS Guide: Customer Service.

Tracing Cars by AAR Car Type

The Cars Online by Car Type option from the Rail Operations menu is useful if you are responsible for distributing cars or finding equipment to fill customer orders. The AAR Car Type code is a four-position code representing the industry-recognized car type.
Interchange Consists

You can use interchange consists to move cars into and out of inventory in TMS. You must interchange a car online before you can move, load, or unload that car. The car will remain in online inventory until you use the outbound interchange consist function to deliver it off-line.

Inbound Consists

You can use inbound consists to plan how to handle cars to be received by your railroad. You can print switch lists, resequence cars, and enter blocking or switching instructions. You can also mark up consists to generate switching or junction settlement billing.

TMS automatically creates an inbound consist when you receive an EDI 418 message from your connecting carrier. These messages contain the cars’ actual standing order in the consist as well as waybills for cars in the consist. TMS can also create an inbound consist from an AEI site reader. When TMS builds an interchange consist, the cars on the consist automatically match up to their EDI waybill (417) if it has been received by your road.

If you do not receive an inbound electronic consist, you can manually enter the cars to interchange online.

Outbound Consists

Outbound consists provide your connecting carriers with a list of the cars you will interchange to them. You can transmit these consists in advance of the actual delivery or you can transmit them at the time you finalize (deliver) the interchange. After you deliver an outbound interchange, TMS removes the cars from inventory and you can no longer manage them in yards or trains on your operation. You can also choose to deliver a consist for TRAIN II or car hire reporting, yet still retain the cars in your inventory.

Consist History

TMS maintains a history of all cars and their associated billing for both inbound and outbound interchanges. Interchange records can be reported to TRAIN II and other tracing systems such as Kleinschmidt. Interchange records can also be reported to RMI’s Car Hire Payable and Receivable services.

Automatic Interchange

Using the automatic interchange tables, you can instruct TMS on a station-by-station and road-by-road basis which cars should be automatically brought online or delivered offline. For more information on how to set up automatic interchange, see the TMS Guide: Advanced Automation.
Basic Procedures

The following steps describe normal daily procedures you might use to manage interchange consists:

1. **Review advance inbound consists:** Throughout the day, you should periodically review consists delivered to your road. If you see a new inbound consist listed, you can then check the cars on that consist and plan for interchanging and blocking cars as they are received.

   - **Update cars flagged as *NO BILL***: Cars without waybill information must be researched. When you receive billing for those cars, you can update the waybill from the consist windows.
   - **Enter Repetitive Waybill Codes**: In most cases, RWC codes are automatically assigned by TMS using the Blocking Tables. You should make sure that all loaded or revenue cars to be interchanged on-line have an RWC (or an automatic charge). This is particularly important if your road is a switching or junction settlement road, because revenue is assigned to cars at inbound interchange using the information found in their RWCs. See the *TMS Guide: Customer Service* for more information about RWCs.

2. **Inbound interchange the cars**: This process involves using the inbound consist to officially accept the cars in interchange and move them into inventory on your railroad. You cannot move cars in TMS until you interchange them online. After you inbound the cars from a consist, they can then be managed automatically or manually with the TMS Yard Manager and Train functions.

3. **Transmit Offering**: If the connecting carrier cannot accept the cars, you can transmit an offering through TMS.

4. **Outbound interchange the cars**: When you are ready to deliver cars from your railroad, you must deliver them using outbound interchange consists. You can transmit the consists in advance of the actual delivery, or you can transmit them at the time you deliver the interchange. Once you deliver an outbound interchange, the cars are removed from your inventory in TMS, and you can no longer manage them in yards or trains on your operation.
Reviewing Inbound Consists

One of the most important uses of the Inbound Consist function in TMS is to review the cars being interchanged to you before you bring the cars online.

Using the Work with Cars option you can review the standing order sequence of cars and look at the waybills for those cars. You can add cars to or delete cars from a consist, and you can resequence the consist before you bring the cut online.

To review inbound consists:

1. Go to the list window for inbound or outbound consists.
   **TMS Main Menu → 1 Rail Operations → 22 Inbound Interchange**
   **Fast Path = ICI**

2. On the Inbound Advance Consist (Interchanges) window (Figure 5), you can enter values in the header filter fields to view only consists for a particular Station, Train ID, or Car Initial/Number.

The following information is available for review:

- **Station**: Station at which the interchange will occur.
- **Train ID**: Train delivering the consist.
- **From Road**: Road interchanging the inbound cars to you.
- **Date/Time**: Interchange date and time.
Interchange Consists

3. You can use the following options to review and update the consists before you interchange them online or deliver them offline:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>modify elements of the consist such as station, road, date, or time</td>
<td>type 1 next to the consist and select OK.</td>
</tr>
<tr>
<td>enter blocking for cars in a consist</td>
<td>type 6 next to the consist and select OK.</td>
</tr>
<tr>
<td>update the switch to, block to, or activity indicator for cars in a consist</td>
<td>type 7 next to the consist and select OK.</td>
</tr>
<tr>
<td>enter Repetitive Waybill Codes (RWCs) for cars in a consist</td>
<td>type 8 next to the consist and select OK.</td>
</tr>
<tr>
<td>move a consist to the AMS Customs System for cross-border interchanges</td>
<td>type 9 next to the consist and select OK.</td>
</tr>
<tr>
<td>resequence a consist based on an AEI read</td>
<td>type A next to the consist and select OK.</td>
</tr>
<tr>
<td>review consist summary information such as total length and tonnage</td>
<td>type C next to the consist and select OK.</td>
</tr>
<tr>
<td>If you want to</td>
<td>then</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>move all cars in one consist to another</td>
<td>type F next to the consist to move cars from, type T next to the consist to move cars to and select OK.</td>
</tr>
<tr>
<td>review the advance movements received for a consist</td>
<td>type G next to the consist and select OK.</td>
</tr>
<tr>
<td>build multicar waybills</td>
<td>type M next to the consist and select OK.</td>
</tr>
<tr>
<td>print a switch list, train list, or interchange report for a consist</td>
<td>type P next to the consist and select OK.</td>
</tr>
<tr>
<td>resequence cars in a consist</td>
<td>type R next to the consist and select OK.</td>
</tr>
<tr>
<td>review, add or modify switching instructions for cars in a consist</td>
<td>type S next to the consist and select OK.</td>
</tr>
<tr>
<td>run a blocking summary report for a consist</td>
<td>type U next to the consist and select OK.</td>
</tr>
<tr>
<td>check that EDI information is correct for a consist</td>
<td>type V next to the consist and select OK.</td>
</tr>
<tr>
<td>enter weights for cars in a consist</td>
<td>type W next to the consist and select OK.</td>
</tr>
<tr>
<td>toggle between a list of all inbound consists and a list of only Rule 15 consists</td>
<td>select All/Rule 15s.</td>
</tr>
<tr>
<td>manually add a new inbound consist</td>
<td>select Add.</td>
</tr>
</tbody>
</table>
4. To review cars in a consist, type 5 next to the consist you want to work with and select OK.

![Figure 6](image)

**TMS Tips:** You can also view the cars on an inbound consist using the Trace Cars in Inbound Consist Option from the TMS Car Orders menu.

5. On the Cars on Inbound Consist window (Figure 6), you can enter a value in the Find Car header filter field to view a particular car.

**TMS Tips:** Several views of this window are available; each displays different information about the cars. You can move between the various views by selecting Alt View.

The following information is available for review:

- **Car**
  Car initial and number.

- **LE**
  Loaded (L) or empty (E) status.

- **KD**
  Car type.

- **Commodity**
  Commodity contained in the car. Conveying cars show the number of intermodal units. Cars received without billing show "NO BILL". Cars containing hazardous material are highlighted.
Block To

Final destination of the car on your railroad. For inbound consists, these fields are usually completed based on the *Care of or Consignee* field contained in the waybill. You can manually add the blocking code in order to block the car to its final destination. You can also use RWCs to assign the blocking code automatically.

W/B Type

The waybill source of an inbound consist:

- **417 M**: Manually entered waybill
- **404 M**: Manually entered bill of lading
- **417 Y**: Electronically received EDI waybill
- **404 Y**: Electronically received EDI bill of lading
- **418**: Electronically received in the consist with no associated waybill. In this case, TMS will create a waybill for you based on the inbound 418 EDI message.

Product Group

Product group to which the commodity contained in the car belongs.

Tons

Gross weight of the car in tons.

RWC

RWC associated with the car

Consignee

Consignee to which the car is destined.

Next Road

Next road in the car’s route.

Destination City/State

City and state to which the car is destined.

SI

Y indicates the car has special instructions.

DV

Y indicates the car has diversions.

AN

AN indicates there is an advance notification for the car.

SH

H indicates the car is moving as a haulage car; S indicates it is a switch.

MC

L indicates the car is the lead car for a multi-car waybill. T indicates the car is a trailing car in a multi-car waybill.

EW

EW indicates that there is an “Early Warning” on the car. The warning may be due to a maintenance advisory having been received for the car.
You should check for missing waybills. For more information see the *TMS Guide: Transportation*.

Check to be sure that blocking codes have been applied appropriately and that billing information is correct.

Junction settlement, handling line, or switching railroads should apply Repetitive Waybill Codes (RWCs) for each inbound movement handled. Interline railroads may need to apply RWCs to recognize cars subject to car hire relief or traffic handled in switching service. You should also check that all cars that require an inbound RWC have been assigned one.

You can set up the TMS blocking tables to assign RWCs automatically, or you can apply RWCs manually to cars before they are interchanged online. See the *TMS Guide: Advanced Automation* for more details.

The values in the *Switch To* and *Block To* fields are crucial to how a car is handled in TMS. They represent a car's destination on your railroad on windows, switch lists, and reports throughout TMS.

When you receive cars in interchange, TMS will attempt to populate these fields for you. The system looks at the *Consignee* or *Care-of* party in the waybill and, if it finds that these are customers served by your railroad, will assign those values to the *Switch To/Block To* fields. In addition, the inbound blocking table can further define the blocking points for cars in the consist.

You can manually add or change the Block To value directly on the *Cars on Inbound Consist* window. You can also modify block information by taking the *Blocks* option.

**TMS Tips:** You can use destination blocks to represent special switching instructions. For example, you can apply a destination block of HOLDLOAD WWA to represent cars to be held for loading for a particular station. This code would be set up in the customer master file as a transportation patron. Special instructions such as “Hold for Car Loading” can be attached to the customer code. These instructions then print on switch lists for the cars.

**TMS Tips:** The *Show Intermodals* flag at the top right corner of the window shows how the flag is set. With the display set to **NO**, only railcars appear. You can rapidly scroll through the consist to review equipment with this flag turned off.
6. You can use the following options to review and update the cars before you interchange them online or deliver them offline:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>copy a block code from one car to another</td>
<td>type ' in the blank Block To field and select OK. The previous blocking code will copy into the blank field.</td>
</tr>
<tr>
<td>add cars to the consist after a certain car</td>
<td>type A next to the car after which you want to add cars and select OK.</td>
</tr>
<tr>
<td>delete a car from a consist</td>
<td>type D next to the car and select OK.</td>
</tr>
<tr>
<td>review dimensional and other information for a car</td>
<td>type E next to the car and select OK.</td>
</tr>
<tr>
<td>review or add advance special instructions for a car</td>
<td>type I next to the car and select OK.</td>
</tr>
<tr>
<td>move a car to another consist</td>
<td>type M next to the car and select OK.</td>
</tr>
<tr>
<td>review the advance notice for a car</td>
<td>type N next to the car and select OK.</td>
</tr>
<tr>
<td>print the waybill for a car</td>
<td>type P next to the car and select OK.</td>
</tr>
<tr>
<td>review the waybill or bill of lading for a car</td>
<td>type W next to the car and select OK.</td>
</tr>
<tr>
<td>review or add special instructions for a car</td>
<td>type S next to the car and select OK.</td>
</tr>
<tr>
<td>enter diversions for a car</td>
<td>type V next to the car and select OK.</td>
</tr>
<tr>
<td>review the blocking history of a car</td>
<td>type T next to the car and select OK.</td>
</tr>
<tr>
<td>review the RWC seeding history for a car</td>
<td>type Y next to the car and select OK.</td>
</tr>
<tr>
<td>review details of any early warning messages associated with a car</td>
<td>type 8 next to the car and select OK.</td>
</tr>
<tr>
<td>turn on or off the view that shows the intermodal unit check digit</td>
<td>select Show/Hide Check.</td>
</tr>
<tr>
<td>interchange a consist online</td>
<td>select Interchange.</td>
</tr>
<tr>
<td>print a switch list, train list, or interchange report for cars in the consist</td>
<td>select Print Menu.</td>
</tr>
<tr>
<td>enter blocks for cars on the consist</td>
<td>select Enter Block.</td>
</tr>
<tr>
<td>manually add cars to the consist</td>
<td>select Add.</td>
</tr>
<tr>
<td>If you want to</td>
<td>then</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>resequence the cars on the consist</td>
<td>select <strong>Resequence</strong>.</td>
</tr>
<tr>
<td>show intermodal trailers or containers in the consist</td>
<td>select <strong>Show Intermodals</strong> to turn the display on and off.</td>
</tr>
<tr>
<td>review switch instructions for the cars</td>
<td>select <strong>Switch Instructions</strong>.</td>
</tr>
<tr>
<td>assign a <em>Load/Empty</em> status of <strong>L</strong> to all cars you have entered when you are manually adding cars to the consist</td>
<td>select <strong>Default Load</strong>.</td>
</tr>
<tr>
<td>add or modify waybill weights of cars on the consist</td>
<td>select <strong>Weights</strong>.</td>
</tr>
<tr>
<td>assign a <em>Load/Empty</em> status of <strong>E</strong> to all cars you have entered when you are manually adding cars to the consist</td>
<td>select <strong>Default Empty</strong>.</td>
</tr>
<tr>
<td>view a list of cars on the consist that are marked as being due for an air brake test</td>
<td>select <strong>AB Test Due</strong>.</td>
</tr>
<tr>
<td>add inbound RWCs to cars on the consist</td>
<td>select <strong>Enter RWC</strong>.</td>
</tr>
<tr>
<td>update the switch to, block to, or activity indicator for cars on the consist</td>
<td>select <strong>Enter Switch To</strong>.</td>
</tr>
</tbody>
</table>
Manually Adding Cars to an Inbound Consist

An inbound consist may not always be complete when you receive it via an EDI 418 transmission from a connecting carrier. If the consist is missing cars, you can insert them manually.

To add cars to an inbound consist manually:

1. Go to the Inbound Advance Consist (Interchanges) window.
   TMS Main Menu → 1 Rail Operations → 22 Inbound Interchange
   Fast Path = ICI

2. Type 5 next to the consist to which you want to add cars and select OK.

3. On the Cars on Inbound Consist window (Figure 7), type A next to the car after which the new cars should be positioned. For example, in Figure 7 cars are being inserted into the consist after CN 13015.

   **TMS Tips:** You can also select Add to add cars directly to the end of the consist.
4. Select **OK**.

5. On the *Add Unit to Inbound Consist* window (Figure 8), type in the car initial and number to add to the consist.

6. Select **OK** to add the car to the consist.

---

**TMS TROUBLESHOOTING:** TMS checks for errors on the cars entered. Cars with missing waybills are flagged as **NO BILL** and TMS forces you to complete the empty/loaded status field. If the car you enter is not found in the Equipment Information File (EIF), TMS forces you to complete the car type field. The most common cause for these errors is an incorrect initial/car number.

7. Continue adding new cars, if needed, or select **Exit**.
Building a New Outbound Consist

Outbound consists contain cars to be delivered to a connecting carrier at a particular date and time. You can transmit outbound consists so that your interchange partner has a list of cars scheduled to be received in interchange.

You can transmit these consists in advance of the actual delivery, or you can transmit them at the time you deliver the interchange. Once you deliver an outbound interchange, the cars are removed from your TMS inventory, and you can no longer manage them in yards or trains on your operation.

**TMS Tips:** You can build and manage outbound consists in TMS in the same manner you do pending trains.

**TMS Tips:** You can also build a new outbound consist directly from a track. On the Yard Manager window, take the K=Interchange option. All cars on the track will automatically be selected for the consist.

**TMS Tips:** You can deliver a consist for TRAIN II or car hire reporting purposes, yet still keep the cars physically in your inventory. For more information, see “Retaining Inventory Online after Delivery” in the TMS Guide: Transportation.
To build a new outbound consist:

1. Go to the *Outbound Consist (Interchange)* window.
   
   **TMS Main Menu → 1 Rail Operations → 23 Outbound Interchange**
   
   **Fast Path = ICO**

2. Select **Add** to add a new consist.

---

**Figure 9**

**Figure 10**
3. Enter information in the following fields on the *Outbound Consist Header* window (Figure 10):

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Train ID</strong></td>
<td>Train that will deliver the cars.</td>
</tr>
<tr>
<td><strong>Include:</strong></td>
<td>Y indicates that you can add locomotives and end-of-train devices to the consist.</td>
</tr>
<tr>
<td><strong>Locomotive/EOT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>From Station</strong></td>
<td>Station at which the interchange will be delivered.</td>
</tr>
<tr>
<td><strong>To Road or Other EDI Receiver</strong></td>
<td>Road or other EDI receiver to which the interchange will be delivered.</td>
</tr>
<tr>
<td><strong>Date/Time</strong></td>
<td>Estimated or actual interchange date and time.</td>
</tr>
<tr>
<td><strong>Rule 15 Offering Consist</strong></td>
<td>Selecting this field indicates the interchange is a Rule 15 offering. The offering will be transmitted to your connecting carrier(s) to provide them a list of cars that you are ready, willing, and able to deliver but they have indicated they are unable to receive.</td>
</tr>
<tr>
<td><strong>Require Locomotives</strong></td>
<td>Selecting this field instructs TMS to require a locomotive for the consist. If this field is selected, TMS will not outbound interchange the consist unless it includes at least one locomotive.</td>
</tr>
<tr>
<td><strong>Ignore Auto AEI Process</strong></td>
<td>Selecting this field instructs TMS to ignore any outbound instructions made via AEI. If the train passes a scanner that prompts for outbound interchange, TMS will ignore that instruction. Outbound interchange must be done manually.</td>
</tr>
<tr>
<td><strong>Default Train Report</strong></td>
<td>Default report type to be used when printing the consist.</td>
</tr>
<tr>
<td><strong>Commentary</strong></td>
<td>Optional free-form field that describes the consist.</td>
</tr>
</tbody>
</table>
4. Select Add Cars to add cars to the consist.

5. On the Select to Build Outbound Consist window (Figure 11), enter the station and track, the work list, or the train where the cars to be included in the consist are located, then use one of the following methods to select cars:

- To select specific cars from a track, train, or work list, choose Select Individual Cars.
- To select all cars from a track, train, or work list, choose Select All Cars. Selection status appears in the bottom left-hand corner of the window.
- To select cars by Block To, choose Select Cars by Block To.

**TMS TROUBLESHOOTING:** You can add cars to the consist from any track and station. However, you cannot deliver the consist until the cars have been moved to the station where the outbound interchange takes place.
6. If you chose to select individual cars, the **Select Cars for Outbound Consists** window appears (Figure 12).

![Figure 12](image)

If you chose to select cars by Block To instructions, the **Select Cars by Block To** window appears (Figure 13).

![Figure 13](image)

For either option, click on each car you want to select (1 appears next to each selected car).
Quick Reference Guide
Interchange Consists

7. Select **OK**. A message appears at the bottom of the window showing cars being added to the consist.

**TMS TROUBLESHOOTING:** Cars being added do not actually move from where they are sitting. Cars move only when the outbound consist has been delivered and interchanged offline.

With any of these methods, after cars have been assigned to the consist, you can use the resequence option to update the standing order of the consist. You can also use an AEI read to resequence the cars.
Delivering an Outbound Consist Offline

After you build the outbound consist, the last step is to deliver the cars off-line. When you do this, the cars in the consist are removed from online inventory. A record of the delivered move is written to Car Movement History for each car in the consist.

Switching and/or junction settlement charges are created automatically for cars billed with Repetitive Waybill Codes (RWCs) set up to generate these charges. In addition, if any unused bills of lading exist for the cars being delivered, TMS will automatically delete them.

To deliver an outbound consist off-line:

1. Go to the Outbound Consist (Interchange) window.

   TMS Main Menu → 1 Rail Operations → 23 Outbound Interchange
   Fast Path = ICO

2. Type D to the left of the consist to deliver and select OK.

3. Review the interchange road and date and time that appears at the top of the Outbound Interchange window. (Figure 14) Update this information if necessary.

4. Select OK to deliver the consist.

💡 TMS TROUBLESHOOTING: You cannot deliver cars offline until they have arrived at the station where the interchange will occur.
**TMS TROUBLESHOOTING:** When you send a 418 advanced outbound consist, TMS checks for hazmat cars missing an LH1 or LH2 segment. If any are found on the consist, TMS will not send the 418 and will highlight that 418 on the list window.

**TMS TROUBLESHOOTING:** Before you take this step, be sure that the cars have actually been physically removed from your property. Once you have delivered the interchange, you can no longer review the cars in your yard using TMS.

**TMS TIPS:** You can deliver a consist for TRAIN II or car hire reporting purposes, yet still keep the cars physically in your inventory. For more information, see “Retaining Inventory Online after Delivery” in the *TMS Guide: Transportation*. 
Printing a Consist

Some operations print consists to provide the mechanical department or train crews with a list of cars to pull or inspect. TMS offers several formats and options for you to print a consist.

To print a consist:

1. Go to the list window for inbound or outbound consists.
   - **TMS Main Menu → 1 Rail Operations → 22 Inbound Interchange or 23 Outbound Interchange**
   - **Fast Path = ICI or ICO**

2. Type **P** next to the consist you want to print and select **OK**.

3. Enter the type of report you want to print in the **Report Type** field of the **Train Report Menu** (Figure 15):

   **Train Lists:**
   
   **E** Consist with blocking and switching instructions.
   
   **F** Train list with chassis information.
   
   **2** Train list that shows the product group and tonnage.
   
   **3** Industry Placement Instructions.
T Consist in switch list format. This list shows the train in an abbreviated form. It is one of the more commonly used lists, because it can be carried easily by trainmen or conductors when they switch out the train.

S Standard consist. This list also includes emergency handling information and a tonnage graph. It is most commonly used to give engineers a train list to be kept with them in the cab.

U Standard consist #2. Similar to a standard consist, but includes Destination, Net Tonnage, Length, and Junction.

B Combination of standard consist and switch list information described under formats S and T.

D Consist that shows destination stations.

P Switch list by destination station.

L Train by length and tonnage summary format.

X Additional consist in interchange report format.

Y Consist in yard switch list format.

C Train list with intermodal consists.

Z List of cars to pick up on your railroad at stations the train will work.

Waybills/Notify

A Advance notices for cars in the consist. This report gives your receivers information about the traffic coming into their operations. You must manually add all advance notices.

N Notifications for cars in the consist. This report lists the cars coming into your yard.

H Hazmat waybills only for cars in the consist. This report includes waybills for all cars in the consist carrying hazardous materials.

W All waybills for cars in the consist. This report includes waybills for all cars in the consist.

Customs Reports

1 AMS (Automated Manifest System) customs consist.

4 Canadian Customs Manifest, Southbound.

5 Canadian Customs Manifest, Northbound.

6 Notification report for customs brokers.

I In bond waybills for cars in the consist.
Barge Reports
- K  Sailing Deck Plan for the consist.
- V  Loading Plan for the consist.
- M  Voyage Dangerous Cargo Manifest for the consist.

TMS Tip: Barge reports appear on this selection window only if you are using the TMS functions to manage railcars moving on barges

4. Enter information in the following fields:

- **Print Hazmat Response?** Selecting this field includes hazardous response information vertically; **H** includes it horizontally. Leave blank if you do not want hazmat information on the report.
- **Print Daily Operating Instructions** Selecting this field includes daily operating instructions on the report.
- **Train Exception/ Code** If you want TMS to check the consist against a train exception pattern, select this field and enter a pattern code.
- **Block/Switch To** **B** indicates that the report should include block to information; **S** indicates that the report should include switch to information.
- **Print Queue** Name of the printer to print the report. Leave blank to print to the default printer. Type **EMAIL** in the field to send the report via e-mail.
- **Copies** Number of copies to print.

5. Select **OK** to generate and print your report.
Reviewing Tracks at a Station

Most users find the Yard Manager window one of the most powerful tools in TMS. It gives you an overview of all tracks at a station. You can easily choose a track and then review cars, move cars, print lists, and load or unload cars from that track.

To review tracks on the Yard Manager window:

1. Go to the Select Station/Track window.

   TMS Main Menu → 1 Rail Operations → 1 Yard Manager

   Fast Path = YARD

2. Enter the name of the Station you want to work with, then select Manage Yard.

   TMS Tips: TMS highlights any track that contains Hot or Delayed cars. You can use the Hot/Delayed Car work queue to review such cars. See the TMS Guide: Customer Service for more information. TMS also highlights any track that has a current classification list built for it.
**TMS Tips:** You can select Alt View to change the view so that the Track Description field shows instead of the Track Name field. If track descriptions are displayed, you can select the Track Description option to modify them directly from the yard manager.

3. You can enter values in the header fields to filter the information that appears. For example, enter a Zone to see only tracks in that zone.

4. In addition to the standard functions available from the Select Station/Track window, you can perform the following car management tasks from the Yard Manager window:

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>assign cars on a track to a train</td>
<td>type A next to the track, then select OK.</td>
</tr>
<tr>
<td>add track comments</td>
<td>type C next to the track, then select OK.</td>
</tr>
<tr>
<td>manually send EDI messages for cars on a track</td>
<td>type E next to the track, then select OK.</td>
</tr>
<tr>
<td>move cars from one track to another</td>
<td>type F next to the track cars are to be moved from and T next to the track cars are to be moved to, then select OK.</td>
</tr>
<tr>
<td>update product groups for the commodities contained in the cars on a track</td>
<td>type G next to the track, then select OK.</td>
</tr>
<tr>
<td>create an outbound consist for the cars on a track</td>
<td>type K next to the track, then select OK.</td>
</tr>
<tr>
<td>load/unload cars currently on a track</td>
<td>type L or U next to the track, then select OK.</td>
</tr>
<tr>
<td>run a train exception query against the cars on a particular track</td>
<td>type Q next to the track, then select OK.</td>
</tr>
</tbody>
</table>

**TMS Tips:** You can use the a train exception query to check any track according to guidelines you establish for measurements such as proper length, tonnage, or placement of cars in the train. For more information about running train exception queries, see the TMS Guide: Transportation.
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>create a new switch request for cars on a track or add cars from a track to an existing switch request</td>
<td>type O next to the track, then select OK.</td>
</tr>
<tr>
<td>view or enter waybill weights for cars on a track</td>
<td>type W next to the track, then select OK.</td>
</tr>
<tr>
<td>review classification tracks</td>
<td>type V next to the track, then select OK.</td>
</tr>
<tr>
<td>re-set totals for a track</td>
<td>type Y next to the track, then select OK.</td>
</tr>
<tr>
<td>manage outbound consists</td>
<td>select Outbound Consists.</td>
</tr>
<tr>
<td>switch between viewing track totals in metric measurements and viewing totals in feet and tons</td>
<td>select Tons Unit of Measure.</td>
</tr>
</tbody>
</table>
Moving Cars

The *Move Equipment* window is commonly used to record car movements.

To make a car movement from the *Move Equipment* window:

1. Go to the *Select Station/Track* window.
   
   **TMS Main Menu → 1 Rail Operations → 1 Yard Manager**
   **Fast Path = YARD**

2. Enter the *Station* where the cars are located and select *Yard Manager*.

3. On the *Yard Manager* window, type *M* next to the track where the cars are located and select *OK*.

   **TMS Tips:** You can also reach the *Move Equipment* window directly from the *Select Station/Track* window by entering the *Track* and *Station*, then selecting *Move Cars*.

4. Enter the destination *Track* and *Station*, the movement *Date* and *Time*, and the *Move Type* at the top of the *Move Equipment* window. (Figure 17)

5. Click on each car you want to move (1 appears next to each selected car). In the example in Figure 17, the first five cars on the track are being moved within *Station* INDY, from *Track* CHEMICAL to *Track* GEOPAC.
6. Select **OK** to complete the movement.

- **TMS Tips:** You can also resequence the cars on the tracks as you make a movement. If you enter a range of sequence numbers for cars you want to move in the **Select Cars/To** field in the **Move Equipment** window header, the selected cars will be moved in the order in which they were selected. Repeat as necessary until all cars you want to move are selected and in the proper sequence for movement. The **Track/Move Seq** function allows you to toggle between a view showing the selected sequence and a view showing the actual sequence.
Moving Cars on All Tracks

The Select Cars to Move windows serves as one of the most versatile and powerful tools in TMS. From this window you can select cars across an entire station and then move or modify information for all cars you have selected.

To move cars from the Select Cars to Move window:

1. Go to the Select Station/Track window.
   
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the name of the Station you want to work with, then choose Select Cars to Move.

3. You can enter values in the header fields to filter the information that appears. For example, enter a Track ID to see the cars on that track.
4. Click on each car you want to move (1 appears next to each selected car) or use the Select Cars/To field to select cars by sequence. You can also use the following options as you select cars:

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>select all cars matching criteria you enter in the header fields</td>
<td>choose Select All.</td>
</tr>
<tr>
<td>view a list of the cars you have selected</td>
<td>choose Show Select.</td>
</tr>
<tr>
<td>change the sequence of the cars you have selected</td>
<td>choose Move Sequence.</td>
</tr>
<tr>
<td>remove all selections</td>
<td>choose Deselect.</td>
</tr>
<tr>
<td>resequence as you select cars</td>
<td>choose One/Two.</td>
</tr>
<tr>
<td>select a work list</td>
<td>choose Select List.</td>
</tr>
<tr>
<td>review a compiled list cars you have selected: loads, empties, operating cars, and hazardous cars, including total length and weight</td>
<td>choose Selected Totals.</td>
</tr>
</tbody>
</table>

5. Choose OK to select the cars.

6. Select Move. The Move Equipment window appears showing the cars you have selected.

7. Complete the header fields as necessary, then select OK to move the cars. For more information on the Move Equipment window, see “Moving Cars” on page 41.

8. You can also use the Select Cars to Move window to perform other car management tasks:

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>enter waybill weights for the cars you have selected</td>
<td>select Weights.</td>
</tr>
<tr>
<td>modify blocking/switching information for the cars you have selected</td>
<td>select Re-Block.</td>
</tr>
<tr>
<td>remove all selections</td>
<td>select Deselect.</td>
</tr>
<tr>
<td>create a work list from the cars you have selected</td>
<td>select Save to List.</td>
</tr>
<tr>
<td>add instructions to a work list you have selected</td>
<td>select List Notes.</td>
</tr>
</tbody>
</table>
Manually Keying a List of Cars to Move

Usually you move cars in TMS by selecting blocks of cars. At times, however, it may be easier simply to type in a list of the cars you want to move.

To enter a list of cars to move:

1. Go to the Select Station/Track window.
   
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   
   Fast Path = YARD

2. Enter the Station where the cars are located and select Key List/Move.

3. Enter the initials and numbers of the cars to move on the Key List pop-up window. (Figure 19)

   TMS Tips: If you are entering a list of cars with the same initial, TMS will automatically duplicate the initial of the first car for subsequent blank ones if you leave the initial field blank.

4. Select OK. The Move Equipment window appears, showing only those cars you manually entered. From this window you can move cars using the available header fields. See “Moving Cars” on page 41 for instructions on using the Move Equipment window.
**TMS Tips:** When you take this option to move cars from track to track, a LOC move will appear in the *Move Type* field on using the *Move Equipment* window. When you make the move, however, TMS will actually determine whether a LOC or WHL movement is necessary, based on car status and destination.

**TMS Troubleshooting:** TMS will not allow you to move any of the cars until all errors have been resolved.
Placing Cars

Placement is the movement of a car (or block of cars) to an online customer. This movement starts demurrage in TMS.

To place cars from the Move Equipment window:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the Track and Station where the cars are located and select Move Cars.

3. Enter the destination Track/Station and the movement Date/Time at the top of the Move Equipment window. (Figure 20)

4. Enter PACT (actual placement) in the Move Type header field.

5. Click on each car you want to move (1 appears next to each selected car).

6. Select OK to place the cars.

TMS TROUBLESHOOTING: You can place cars only on tracks tied to an online customer.

TMS TIPS: When you place (PACT) all equipment on a track to a customer, the locomotives will not be placed, even if they have been selected.
Releasing Cars

A release move is usually made when you load or unload cars in TMS. You will, however, occasionally have to release cars from the Move Equipment window if this does not occur. For example, a customer may load cars, but be unable to provide billing until later. For more information on loading and unloading, see the TMS Guide: Customer Service.

TMS Tips: TMS stops demurrage when a car is released.

To release cars from the Move Equipment window:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the Track and Station where the cars are located and select Move Cars.

3. Enter the destination Track/Station and the movement Date/Time at the top of the Move Equipment window. (Figure 21)

4. Enter RLS in the Move Type header field.

5. Click on each car you want to move (1 appears next to each selected car).

6. Select OK to release the cars.
Wheeling Cars

Wheeling is a way to move cars from station to station without using the TMS train management functions. Although many users prefer to move cars in trains, short distance, station-to-station moves are often made with the WHL movement.

To wheel cars from the Move Equipment window:

1. Go to the Select Station/Track window.
   
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager  
   Fast Path = YARD

2. Enter the Track and Station where the cars are located and select Move Cars.

3. Enter the destination Track/Station and the movement Date/Time at the top of the Move Equipment window. (Figure 22)

4. Enter WHL in the Move Type header field.

5. Click on each car you want to move (1 appears next to each selected car).

6. Select OK to wheel the cars.
Moving Cars In and Out of Storage

TMS allows you to move cars in and out of storage without regard to most moves already recorded in history. You can insert storage moves between other history events, if necessary. However, you cannot insert an out of storage move prior to a received interchange or an into storage move. TMS flags cars moved into storage for reports, regardless of the in storage move type.

To move cars in and out of storage:

1. Go to the Select Station/Track window. 

TMS Main Menu → 1 Rail Operations → 1 Yard Manager 

Fast Path = YARD

2. Enter the Track and Station where the cars are located and select Move Cars.

![Figure 23](image)

3. Enter the destination Track/Station and the movement Date/Time at the top of the Move Equipment window. (Figure 23)

4. Enter one of the storage moves in the Move Type header field: STEA, STEX, STPL, STSE, STSU, STUN.

5. Click on each car you want to move (1 appears next to each selected car). In the example, the three cars in positions 5-7 are being moved into storage. (Figure 23)

If you have set up TMS to generate storage charges, a window will appear for you to enter the storage customer and contract code. For more information about storage charges, see the TMS Guide: Charges and Demurrage.
6. Select **OK** to make the storage move.

**TMS Tips:** To remove a car from storage, follow the same steps, but use the movement type **OSTH**.
Moving Cars In and Out of Bad Order

When a car is defective and needs repair, it should be placed into bad order.

**TMS Tips:** TMS recognizes many specific bad order move types available noting specific damage, most railroads use only the two basic moves: BLGT (bad order light) and BHVY (bad order heavy). For a complete list of bad order codes, see the *TMS Guide: Transportation.*

**TMS Tips:** You can apply a bad order code to a car and move it to a different track in the same station at the same time.

To move cars in and out of bad order:

1. Go to the *Select Station/Track* window.
   
   **TMS Main Menu → 1 Rail Operations → 1 Yard Manager**
   
   *Fast Path = YARD*

2. Enter the *Track* and *Station* where the cars are located and select *Move Cars.*

3. Enter the destination *Track/Station* and the movement *Date/Time* at the top of the *Move Equipment* window. (Figure 24)

4. Enter one of the bad order moves in the *Move Type* header field: usually **BLGT** or **BHVY**.
5. Click on each car you want to place on bad order (1 appears next to each selected car). In the example the three cars in positions 5-7 are being placed on light bad order. (Figure 24)

After you make this move, TMS will flag that car as being on bad order on windows and reports throughout the system.

6. Select OK to move the car into bad order.

⚠️ **TMS Tips:** To remove a car from bad order, follow the same steps, but use the movement type **BFRM.**

⚠️ **TMS Tips:** If the car must go out to a shop for repairs, you can set up an Interchange to Shop move to stop car hire calculations.
Fanning a Track

The Fan a Track option allows you to break up or classify a long cut of railcars rapidly to many tracks within station limits. This option is particularly useful if you are switching train consists to multiple tracks in a yard.

To fan a track:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the name of the Track and Station you want to work with, then select Fan Cars.

3. On the Fan Cars window (Figure 25), enter a new track to the left of each car to move. You can use ' to copy the new track from one car to the next.

4. Leave the field blank if you are not moving the car.

5. Select OK to fan the track.

**TMS Tips:** If the car’s switching instructions contain a track name, the track name automatically appears on the New Track field.
Resequencing Cars on a Track

You can use the Resequence option to update the standing order sequence of cars on a track. The procedure for resequencing cars on a track is the same as that for resequencing trains or consists. When you use this option to move cars on a track, keep in mind that these moves are not written to car movement history as local moves.

To resequence cars on a track:

1. Go to the Select Station/Track window.  
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager  
   Fast Path = YARD

2. Enter the name of the Track and Station you want to work with, then select Resequence Track.

![Resequence Window](image)

**TMS Tips:** The Resequence window offers several views of the track, each with different options. You can move between the various views by selecting Alt View.
3. The Resequence window (Figure 26) provides several options that you can use to move or flip cars. You should experiment with each method to find the one that best suits your needs.

- To move cars by block, use the header fields at the top of the window to do the following:
  
  Type in the beginning and ending position numbers of the cars you want to move in the **Move cars in position** range fields.

  In the **After car in position** field, enter the position number of the car you want to move the cars after, or type that car’s initial and number in the **After Car** field.

- To select individual cars to move, do the following:
  
  Click on each car you want to move (1 appears next to each selected car).

  Type **A** next to the car **after** which you want to insert the selected cars, or type **B** next to the car **before** which you want to insert the selected cars.

- To type in new sequence numbers for the cars on the track, select **Alt View** until a view similar to the one in Figure 27 appears.

  Type in the order you want the cars to have. In the example, the cars currently in positions 3, 4, and 5 will be moved positions 3, 1, and 2, respectively.

- To resequence cars by car initial and number, select **Init/Car Seq**.

  This is a useful option for yards or industries in which the actual sequence of cars on the track is not maintained. The ability to resequence by initial and number allows you to quickly scan tracks for particular equipment.

4. Select **OK**. TMS will resequence the cars as you have specified.

5. **Exit** when you are done.
Car Billing

Loading Cars

When you load cars, the following checks will apply:

- You can only load cars that have been placed. (The exception is a car that has been marked as a Company Service car in the waybill. This flag permits you to load a car with lading such as ballast or ties at any point on the railroad.)
- You cannot load bad order cars if you have set the flag in the Railroad Profile prohibiting loading of bad ordered cars. (See the TMS Guide: System Maintenance for more information.)
- When you release cars, the release time must occur after the placement time.
- You can also set a flag in the Railroad Profile that forces you to release a car when you load it.

To load cars:

1. Go to the Select Station/Track window.
   
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the name of the Station you want to work with, then select Manage Yard.

3. On the Yard Manager window, type M next to the track containing the cars to load, then select OK.
4. On the **Move Cars** window, select **Load**.

![Figure 28](image)

5. On the **Load Cars** window (Figure 53), enter the **Release Date** and **Time** if the cars have been released back to the railroad.

6. If the cars being loaded have already been pulled to a new location, enter the **Track**, **Station**, and **Move Date**, **Time**, and **Type** in the header fields.

**TMS Tips:** The **Move** option in the window header provides a powerful way to load, release, and move the cars all in one step. You can use the **Type** field to identify the next move you are making. For example, if you enter **PACT** in this field, the cars can be automatically placed at the next customer once the empty release has occurred. This is a useful option for short-haul local moves or in-plant switches.

7. If you want to use an RWC to bill the car, enter that RWC code in the field provided at the top of the window. If you do not know the RWC, enter a **?** in the **RWC** field. TMS will show you a list of all valid RWCs for that station.

**TMS Troubleshooting:** Although this is a helpful tool for switching or junction railroads, interline railroads should exercise caution when billing cars using an RWC from this window. If the RWC is complete, you will not go to **Waybill Screen 1** and will not have visual confirmation that the RWC is sufficient for your billing purposes. You should check to make sure the waybill has been sent.
TMS Tips: If a car already has a bill of lading, an asterisk (*) appears in the BL column of the Load Cars window. You can set a switch in the railroad profile to instruct TMS to not allow an RWC to be applied to cars with a bill of lading.
8. Click on each car you want to load (1 appears next to each selected car) and select **OK**.

- If the RWC you entered in step 7 is complete, the car is automatically loaded and all billing will be completed. Go to step 12.
- If the RWC entered in step 7 is incomplete, or if you did not enter an RWC as described in step 7, **Waybill Screen 1** appears (Figure 29).

9. In the **RWC** field, enter a Repetitive Waybill Code (RWC) and select **Seed RWC**.

   TMS quickly copies billing information from the RWC Master into the waybill.

10. Enter non-repetitive information such as weight information and the bill of lading numbers to finish billing the move.

   If you are billing the lead car on a multi-car waybill, set the **Multi (L/T)** flag to **L**.

   For more information on completing the **Waybill Screens**, see the **TMS Guide: Customer Service**.

11. Select **OK** to accept the information.

   TMS checks the waybill for errors. If no errors are found, TMS prompts you to confirm the update. If errors are found, the system displays an error message prompting you to correct the errors.

12. Select **OK** again to confirm the waybill and then **Exit**.
Creating a Multi-Car Waybill

Creating a multi-car waybill is a two-step operation. You must first create a lead car. Then, you need to select the trailing cars that will be included on the multi-car waybill.

⚠️ **TMS TROUBLESHOOTING:** Note that TMS only allows multi-car billing for loaded cars.

To create a multi-car waybill:

1. To bill the lead car, follow the instructions in “Car Billing” on page 57. When entering waybill values, be sure to L in the Multi (L/T) field on Waybill Screen 1.

2. When the lead car has been loaded and billed, select Multi on Waybill Screen 1.
3. On the View a Multicar window (Figure 30), select **Add Cars**.

**TMS Tips:** You can also reach the Multicar Waybill window to add cars by selecting Multicar Waybills from Load Cars Window. You will need to enter the lead car for the multi-car waybill before you add trailing cars.
4. On the *Multicar Waybill* window (Figure 31), choose one of the options listed to add cars to the waybill.

- If you choose options 1, 3, 5, or 8 to select the cars to be included on the multicar, the *Select Online Cars For Multicar Waybill* window appears (Figure 32).

![Select Online Cars For Multicar Waybill](image-url)
You can either click on each car you want to be associated with the multi-car bill with which you are working (1 appears next to each selected car) or type A next to any car to select all cars on the same track as that car.

- If you choose options 2, 4, 6, or 8 to key cars, the Enter Cars for Multicar window appears for you to key in the list of cars you want to add to the waybill. (Figure 33)

![Figure 33](image)

You can enter information in the following fields:

- **Car**: Initial and number of car to add to the multi-car waybill.
- **Knd**: Type of car.
- **Weight**: Car weight.
- **Cd**: Code for weight entered. The following are valid options:
  - E: Estimated net weight
  - G: Gross weight
  - N: Net weight
- **Tare Wt**: Empty weight of car if different from the UMLER weight.
- **Seal 1/Seal 2**: Two fields for entering seals.

5. When you have finished entering or selecting the cars, select **OK** to save.
6. When you have selecting the cars you want to be part of the waybill, choose one of the following options:

- **Unit Train**: Build a unit train waybill.
- **One Waybill # for All**: Build a multi-car waybill.
- **One Waybill # for Each**: Build a movement waybill for each car with a single accompanying revenue bill.

When you select one of these options, TMS loads the empty trailing cars based on the waybill carried by the lead car. TMS records the release and pull times to Car Movement History and the demurrage record for that customer.

**TMS Tips**: You can update the weights and seals for cars on a multi-car waybill, directly from the multi-car waybill. Select **Multi** from any waybill window, then select **Multicar Weights**. The **Enter Waybill Weights** window appears, showing only those cars attached to the multi-car waybill. From this window, you can modify weights following the steps described in “Entering Weights and Seals for Multiple Cars” in the *TMS Guide: Transportation*. 
Unloading Cars

When you unload a car in TMS, the system automatically reverse routes the car. The only time you should have to enter empty car billing is to divert the car to another location.

To unload cars:

1. Go to the Select Station/Track window.
   
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   
   Fast Path = YARD

2. Enter the name of the Station you want to work with, then select Manage Yard.

3. On the Yard Manager window, type M next to the track containing the cars to load, then select OK.

4. On the Move Cars window, select Unload.

5. On the Unload Cars window (Figure 34), enter the Release Date and Time if the cars have been released back to the railroad.

6. If the cars being unloaded have already been pulled to a new location, enter the Track, Station, and Move Date, Time, and Type in the header fields.
7. Take one of the following options:

- Click on each car you want to unload (1 appears next to each selected car) and select OK.
- Type U next to any car to unload all cars on the track and select OK.

Once a car is unloaded, the equipment status converts from loaded (L) to empty (E). Release and move times record to Car Movement History and the demurrage record for that customer. As you unload cars, TMS automatically generates reverse routes.

⚠️ **TMS Tips:** You can set options in the Railroad Profile to force users to release cars when you unload them or to enter a pull time when moving cars from the customer’s track.

💡 **TMS Troubleshooting:** With the exception of company service cars, you can only unload cars that have been placed. The placement times display at the far right of each car. You must enter a release time that occurs after the place time.
Work Lists and Switch Lists

The TMS work list is a block of cars used for any purpose. It can be used to manage local trains or industry switch jobs for which the work instructions are basically the same every day. Cars on work lists can also be assigned to trains or interchange consists. Work lists are also helpful if you move the same block of cars several times. You can also store a work list to history. This is useful when auditing or reviewing the work assigned to a crew.

Basic Procedures

1. **Create a new Work List** — The Trains Master contains a list of valid work list IDs. You can use these IDs to assign an ID and date to a work order. You can then quickly add information such as train crews and on-duty times.

2. **Enter instructions on the Work List** — After assigning a work list ID and date, you can enter free-form instructions on the work order. TMS provides an unlimited number of lines for instructions. For example, you can give crews a list of industries to switch or provide them with the safety message of the day.

3. **Assign cars to the Work List** — After you create the work list header, you can begin adding cars to the list. Either select cars from tracks at the station where the list is being produced or manually enter the cars directly onto the list. You can also automatically select cars for the list if that particular list regularly serves specific tracks or industries on the railroad.

4. **Print the Work List** — Use one of the print options available from the work list to give crews a list of cars to switch.

5. **Use the Work List to move cars** — Use the work list to build trains or consists rapidly. For example, you can give a local yard crew a work list containing cars to switch into local industries. When the crew goes off-duty, you can use the work order to update TMS with the work they performed. If the crew used the list to build a train for departure, for instance, you can assign cars on the list to the pending train.
Reviewing Work Lists

To manage work lists:

1. Go to the *Work Lists* window.
   
   TMS Main Menu → 1 Rail Operations → 2 Work Lists
   
   Fast Path = WORK

2. On the *Work Lists* window (Figure 35), you can enter values in the header fields to find a particular work list by *Work List ID*, *Date*, *Time*, *Car*, or *Description*.

3. You can perform the following functions from the *Work Lists* window:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>review header information for the work list</td>
<td>type 1 next to the list and select OK.</td>
</tr>
<tr>
<td>review, add, or delete cars in the work list</td>
<td>type 5 next to the list and select OK.</td>
</tr>
<tr>
<td>work with tracks assigned to the list and assign cars from those tracks</td>
<td>type 7 next to the list and select OK.</td>
</tr>
<tr>
<td>bill empty cars on the work list</td>
<td>type B next to the list and select OK.</td>
</tr>
<tr>
<td>review or add charges associated with the work list</td>
<td>type C next to the list and select OK.</td>
</tr>
</tbody>
</table>
### Quick Reference Guide

#### Work Lists and Switch Lists

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>view work list history</td>
<td>type H next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>move cars from a work list</td>
<td>type M next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view print menu options to print a work list</td>
<td>type P next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>move cars from one work list to another</td>
<td>type F by the list to move cars from and T by the list to move cars to and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>save a permanent copy of the work list</td>
<td>type S next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>update the Switch To, Block To, or Activity Indicator for cars on the list</td>
<td>type U next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>view or modify weights</td>
<td>type W next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>resequence equipment in the work list</td>
<td>type R next to the list and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>copy header information from an old work list to a build a new list</td>
<td>type X next to the list to copy the header information from and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>run a train exception query against the cars on a work list</td>
<td>type Q next to the work list, then select <strong>OK</strong>.</td>
</tr>
</tbody>
</table>

**TMS TIPS:** You can use the a train exception query to check any work list according to guidelines you establish for measurements such as proper length, tonnage, or placement of cars in the train. For more information about running train exception queries, see the *TMS Guide: Transportation*.

| assign cars on the the work list to a train              | type A next to the list and select **OK**.                           |
| add a new work list from the work list master file       | select **Add from Master**.                                         |
| add a new work list without using the master file        | select **Add New List**.                                            |
| review work list history                                 | select **List History**.                                            |
Creating a New Work List

When you create a new work list header, you can choose to create it from scratch, or you can build from a pattern already created in the work list master file. For more information about the work list master file, see the *TMS Guide: System Maintenance*.

To create a work list header:

1. Go to the *Work Lists* window.
   
   TMS Main Menu → 1 Rail Operations → 2 Work Lists
   
   Fast Path = WORK

2. Take one of the following options:

   • Select **Add from Master** to select a work list from your Work List master file.
     Type a 1 next to the list you want to work with on the *Select Work List Master* window, then select **OK** to choose a work list from the master file. TMS will complete most of the information on the *Work List Header* window based on the record you selected from the master file.

   • Select **Add New List** to add a new work list that is not set up in the master file.

![Figure 36](image-url)
3. Complete or modify the information on the Work List Header window (Figure 36):

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work List</td>
<td>Work list name and description.</td>
</tr>
<tr>
<td>Origin</td>
<td>Station where the crew goes on duty.</td>
</tr>
<tr>
<td>Destination</td>
<td>Station where the crew goes off duty.</td>
</tr>
<tr>
<td>Date</td>
<td>On-duty date for the work list. (optional)</td>
</tr>
<tr>
<td>Time</td>
<td>On-duty time for the work list. (optional)</td>
</tr>
<tr>
<td>Conductor/Engineer/Trainman</td>
<td>Crew's names or initials. (optional)</td>
</tr>
<tr>
<td>Default Work List Report Type</td>
<td>Report type to be used when you print the work list.</td>
</tr>
<tr>
<td>Mark Cars Complete in Work List after Movements are Made</td>
<td>Selecting this field instructs TMS to complete the list after you have moved all cars.</td>
</tr>
<tr>
<td>Auto-Close after ___ Days</td>
<td>Value indicating how long a work list should remain open with no activity. For example, if you enter 3 in this field, the work list will automatically be closed after three days of inactivity.</td>
</tr>
</tbody>
</table>

4. Select OK to save the work list.

After you create the work list, you can assign cars or tracks to the list. You can print the list to provide crews with a list of cars to switch. You can also enter as many lines of instructions as necessary to provide your crews with directions for work to be performed.
Adding Cars to a Work List

Once you have created a new work list header, you must add cars to the list.

To review cars or add cars to a work list:

1. Go to the Work Lists window.
   - TMS Main Menu → 1 Rail Operations → 2 Work Lists
     - Fast Path = WORK

2. Type a 5 next to the work list to which you want to add cars and select OK.

   ![Figure 37]

   **TMS Tips:** You can also remove, resequence, and review waybill and history information for cars on a list from the Work with Cars on a List window.

3. Choose Select Cars from the Work with Cars on List window. (Figure 37)

   **TMS Tips:** You can choose to add cars at a particular spot on the list. Type A or B next to a car on the Work with Cars on List window to add cars before or after that car on the list. You can also select Key List to simply key a list of initials and numbers directly.
4. On the Select Cars for Work List window (Figure 38), you can enter values in the header fields to narrow down the list to only those cars with which you want to work. For example, if you want to see only loaded cars at a particular station, enter an L in the LE field and the station id in the Station field, then select OK.

- To select individual cars, type 1 beside the cars you want to add to the work list and choose OK.
- To select all cars in the list, choose Select All.

5. Select Add to List when you have finished selecting cars. TMS returns you to the Work With Cars on List window.
Moving Cars from a Work List

Once you have added cars to a work list, you can move those cars directly from the list.

To move cars from a work list:

1. Go to the Work Lists window.
   
   TMS Main Menu → 1 Rail Operations → 2 Work Lists
   
   *Fast Path = WORK*

2. Type an M next to the work list for which you want to move cars and select OK.

3. Complete the header fields as necessary on the Move Equipment window (Figure 39), then click on each car you want to move (1 appears next to each selected car) or use the Move All option to move each car on the list.

4. Select OK to move the cars. For more information on using the Move Equipment window, see “Moving Cars” on page 41.

Figure 39
Adding Switching Instructions

To add switching instructions to a car or group of cars:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the name of the Station you want to work with, then select Manage Yard.

3. Type S on the Yard Manager window next to the track where the cars are located and select OK.

4. Enter the switch instructions or new blocking point as needed on the Switching Instructions window. (Figure 40)

   Use ' to copy the instructions from one car to the next.

5. Select OK to save the new information.
Printing Switch Lists and Work Lists

To use the Report Menu to print switch and work lists:

1. You can reach the Report Menu (Figure 41) from several windows in TMS:
   - From the Work Lists window, type P next to the work list you want to print and select OK.
   - From the Select Station/Track window, enter the station and track you want to print, then select Print Menu.
   - From the Switching Instructions window, type a 6 next to any car on the track, then select OK and select the track(s) to print.
   - From the Move Equipment window, select Print.
   - From the Yard Manager window, type P next to the track or tracks for which you want to print a switch list and select OK.
   - From the Yard Review window, type P next to the track or tracks for which you want to print a switch list and select OK.
   - From the Train Report Menu, select Q=Print Work List as your Report Type.

[Diagram of Report Menu]
2. Enter the report you want to print in the Report Type field in the header. The following are valid options:

**Switch Lists** print the actual car-by-car details for equipment located on a track.


2 – 15 Various switch list formats are available in the system. The option description provides a brief overview of the field order of the list. For example, switch list #4 has the Block To field on the left side of the page when folded, and the Switch Instructions with destination station for the car on the right.

W Conductor’s Wheel Report – double-spaced switch list often used for local work trains.

C Conductor’s Switch List – switch list similar to the Conductor’s Wheel Report. Blank space is provided at the top of the list for writing train arrival and departure information.

J Conductor’s Journal - overview list of train and car details.

I Yard Inventory List - double-spaced switch list often used for yard checks.

CL Classification List - list that includes classification track information for cars to be switched in a classification yard.

HL Hump List - list that includes classification track information for tracks in a hump yard.

**Waybills:** print waybills for cars on the track

WB Prints Waybills - list of waybills for all cars on track.

**Station Summary Reports:** print summary blocking and destination information for a yard.

L Track Summary – Report that summarizes the number of cars on each track at a station.

B Blocking Summary – Report that summarizes cars in a station by blocking points.

T Yard Turnover Report - Summary of tracks in a yard with free-form information available. Used at shift change to provide yard managers with overall status.
3. Use the other header fields to enter specifications for printing the report:

**Cars Printed** Indicates the order in which car information will be printed; the default is from the front of the track to the back of the track.

**Detail/Summary**
- D prints Detail information; S prints Summary information.

**Spacing**
- 1 prints the report single spaced, 2 prints double spaced, 3 prints triple spaced.

**Page Break** Selecting this field instructs TMS to begin the data for each track on a new page.

**In Reverse** Selecting this field instructs TMS to print back to front; otherwise the cars will be printed front to back.

**Show Hazmat** Selecting this field instructs TMS to include hazardous material information on the report.

**Print Options** Selecting this field allows you to set additional printing options before the report is printed.

**Print/Copies** Name of the printer to send the invoice and number of copies of each invoice to print. If you want to e-mail the invoice, type EMAIL in the Print field.

4. Select OK.

![Figure 42](image-url)

**TMS Tips:** You can also reach this window by taking Report Print Options from the Report Menu.
5. If you selected the Report Print Options field, you can also specify printing criteria in the following fields on the Report Print Options window (Figure 42):

**Page Break By** Selecting this field indicates whether to begin a new page of the report with every Station and/or every Track. For example, select the Page Break: Track field to skip to the next page when the track changes. This option would result in only one track per page when the list prints.

**Cars Printed** Indicates the sequence in which cars will be printed. The default is the order specified in your railroad profile.

**Sort Sequence** T sorts data by station then by track; U sorts by user track sequence. This option is valid only for switch lists that cover multiple tracks.

- **TMS Tips**: If you choose to print by user track sequence, you should use the Track Print Sequence option to specify the order in which you want the tracks to print. If you do not change this sequence, the tracks will print in the order in which you selected them.

**Calculate Tons** G calculates weight by gross tons; N calculates weight by net tons.

**Total Tons Label** Wording you want to appear above the weight column on the switch list.

**Include Locos in Total** Selecting this field instructs TMS to include locomotives in the total weight.

**Print Fields:**

**Switch To/Block To**
- S includes Switch To information for all equipment on the list;
- B includes Block To information.

**Break Line/for** Indicates when to print a dashed line that represents a change in blocking for the cars on the track. If you leave this field blank, no lines will print. If you select this field, you can then use one of the following options to instruct TMS what field to use to separate cars on the list:
- B Block To
- C Car
- S Switch To
- T Classification Track.

For example, to have TMS include a line on the list every time the Switch To field changes, enter an S in the For field.
Special Instructions/Spacing  
Selecting this field instructs TMS to include special instructions on the switch list. You must also indicate in the Spacing field whether to single space or double space the instructions.

Operational Instructions/Spacing  
Selecting this field instructs TMS to include operational instructions on the report. You must also indicate in the Spacing field whether to single space or double space the instructions.

Intermodals  
Selecting this field instructs TMS to include trailers and containers on the switch list if it contains Intermodal flatcars. If you do not select this field, only the flatcars will print on switch lists.

Alt Format  
For certain switch lists, you can specify that the list should appear in an alternate format that includes more or different information. The valid values vary for this field depending on the list you are printing. Some lists allow you to include the number of hours a car has been online or under a particular status, while others allow you to include equipment dimension data or track information.

Track Totals  
Selecting this field instructs TMS to print totals for the number of cars and tonnage beneath each track.

Final Totals  
Selecting this field instructs TMS to print totals for the number of cars and tonnage at the bottom of the report.

HAZMAT After  
Placement of hazardous material information on the report:

- **C**: Beneath each individual hazardous car
- **T**: At the end of the track for all hazardous cars on that track
- **E**: At the end of the last car on the switch list
- **R**: At the end of the track for all hazardous cars on that track; include emergency response information.

Train Exception/Code  
These fields allow you to run a train exception query on the work list. Select the _Train Exception_ field and the pattern you want to use for your query in the _Train Exception Code_ field. For more information, see the _TMS Guide: Transportation_.

Work List Fields:

Print Seq
Number Type
T prints the cars in the order in which they appear on the track; W prints the cars in the order in which they appear on the work list.

For Work List Seq Sort, Print Car’s Location
If you specify that the cars should be printed in work list sequence, select this field to also include the track location of each car on the work list.

⚠️ TMS TIPS: You can make your selections on this window your switch list printing defaults by selecting Set as New Print Defaults, or you can remove any changes you have made by selecting Set to RMI Print Defaults.

6. Select OK to print.
Charges for Online Movements

You can use the incidental billing functions to generate billing moves not related to an interchange. For example, if you provide extra plant switching to a large industry, you can use the incidental billing functions to quickly generate billing for these moves. Some examples of online billing include the following:

- Intra-plant switches
- Extra switching costs
- Weighing charges
- Car cleaning
- Moves handled as a switch between two customers located online
- Extra crew costs
- Local industry to industry moves not handled through the freight billing process.
Applying Charges to Cars on a Track

TMS allows you to apply new charges directly to cars at your facility.

To apply charges to cars on a track:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the name of the Station where the cars are located, then select Manage Yard.

3. On the Yard Manager window, type I (Charges) next to the track where the cars are located and select OK.

4. The Incidental Charges window (Figure 43) shows miscellaneous and switch charges already applied to cars. To create new charges, enter the Charge Code and the Date and Time of the charge in the header fields.

   **TMS Tips:** To see more detail about existing charges, type 5 next to the car and select OK.

5. Select OK. TMS completes the remaining fields based on the charge code.
6. Type 1 (generate the charge without confirmation) or 2 (confirm before generating the charge) next to each car for which you want to generate charges. You can also select Charge All to apply the charge to all cars on the track.

7. Select OK. TMS will generate a charge for each car selected.

8. Exit to return to the Yard Manager.
Trains

Basic Procedures for Managing Trains

You can use TMS to manage any regularly planned train or job that operates on your railroad. Using the TMS train functions provides the following advantages:

- TMS records each train move in a history. You can reprint or view a train consist at any point in its trip.
- Consist printouts show the standing order of cars in a train. The length and tonnage of a train at any point in its trip is always available.
- TMS can print a graph of the train that shows the weight distribution in the train, the location of hazardous cars, and the total length.
- As you arrive and depart trains, you capture not only the cars moving in the train, but also the crews and locomotives that move the train. You can also capture time spent at stations as well as reasons for delay over the road.
- Reports are available that summarize the activity of a train or group of trains over a given period of time. Other reports provide a summary of trains, cars, and tonnage moving between stations.

Train Types

TMS has three train types that you can use to manage your operation:

- Planned trains are used to measure ISM compliance. If you use RMI's Planned Train feature you can also assign cars to trains in advance and make plans based on assigned cars and tonnage.
- A pending train is a train that has been assigned but has not yet departed its origin station. A pending train contains basic information such as planned departure time, crew, and cars the train should take with it on its initial departure.
- An active train is any train that has departed its initial origin station and is moving on the railroad. A train will remain active until it has arrived at its final destination.

Train Master File

Before you can build a train, a valid train ID for that train must exist in the Train master file. You can use the Train master to set up any train scheduled to work on your railroad. You can also use the Train master to set up regularly called local jobs that you manage using either the TMS train or work list functions.
Common Procedures

Several common procedures must be performed to manage a train from the time it is created until it arrives at its final destination:

1. **Build a Planned Train:** You can build a planned train manually, or you can set up TMS to build planned trains automatically from the Train Master file. Use planned trains to review the cars to be moved on your operation and to adjust the trains and work accordingly. You do not need to use planned trains in order to use the rest of the train module.

2. **Create a Pending Train:** You can create a pending train manually or convert a planned train to pending. While a train is pending you can finalize the equipment and crews and print a train consist. A train remains pending until you depart it from its origin station.

3. **Depart the Pending Train:** When you have finished building the pending train, you can depart the train and it becomes active.

4. **Manage the Active Train:** You can arrive and depart active trains at stations along the route. You can set out and pick up cars as the train progresses. At any point on the route, you can print the consist or resequence the train. You can record train delays as the train moves over the road.

   Agents at stations up and down the line can look at the train in TMS and print waybills for cars destined to their stations. They can begin entering notifications for intermodal equipment moving in the train.

5. **Arrive the Train at Final Destination:** The final step in working with an active train is to arrive the train at its final destination. All cars remaining on the train when it arrives at its final destination are automatically set out at that station.

6. **Review Train History:** Once a train arrives at the destination station, it is no longer an active train. From that point, you can review the train using the Train History options. You can print a consist of the train at any point in its trip, review equipment that moved on that train, and look at the waybill for each car, trailer, or container.
Creating Pending Trains

The first step in building a pending train is to enter basic information such as train ID, crew call times, crew members, and scheduled departure date and time. Once you set up this information in the train header, you can begin adding cars or other equipment to the train.

**TMS Tips:** You can create pending trains automatically from planned trains that originate from the Train master. See the *TMS Guide: Transportation* for more information about the Train master file and creating trains automatically.

**TMS Tips:** You can also create a train using selections from the online inventory report. See *TMS Guide: Reporting* for more information.

To create a pending train:

1. Go to the *Pending Trains* window.
   
   TMS Main Menu → 1 Rail Operations → 20 Pending Trains
   
   Fast Path = TRP

2. Select **Add** to create a new pending train.

3. Type a *Train ID* on the *Pending Train Header* window (Figure 44) and select **OK**. TMS copies basic information for the train from the Train master file.
TMS Tips: If the train master you choose allows for changing the train ID to rename the train, you can enter an Alternate Train ID. This allows you to save the train under a new name, then change some of the assigned work.

4. Enter or modify the following information required for the train:

- **Station Origin**: Station from which the train is scheduled to depart.

- **Station Destination**: Station at which the train is scheduled for final arrival.

- **Bypass Arrival (Local)**: When a train is defined as a local train, TMS will automatically arrive it back at the origin station immediately after it departs so that you can work pick-ups and set-outs. Select this field to have TMS bypass this automatic arrival.

- **Ignore Auto AEI Process**: Selecting this field instructs TMS not to use AEI to automate any movement functions.

- **Date/Time**: Date and time the train is scheduled to depart.

- **Report Date**: Date the train will appear on the morning status report.

- **Train Schedule Delay**: Selecting this field indicates that train delays will be used on this train. Choose **F8** to work with train delays.

- **Require Locomotives**: Selecting this field requires a locomotive for the train. If the field is selected, TMS will not depart the train until at least one locomotive has been entered.

- **Create Train on Prior Date**: Selecting this field instructs TMS to create the train on the day prior to the date of departure. This is useful if a train has pick events on the day before it is scheduled to depart.

- **Default Train Report**: Default report type to be used when printing the train.

- **Conductor/Engineer/Trainman**: Names or initials of the crew assigned to the train.

- **Commentary**: Free-form commentary for the train.

- **Time: Crew on Duty**: Time the crew went on duty.

- **Time: Crew Relieved**: Time the crew should be relieved.

- **Time: 12 Hours Up**: If you enter a crew on duty time, TMS will add 12 hours to that time to determine crew relief time.
**TMS TROUBLESHOOTING:** You can build a pending train without knowing the crew or on-duty times and add this information later. However, you cannot depart the pending train until you complete these fields.

5. Select **OK** to save the new pending train, then **Exit**.

Once you have created the pending train header, you can begin to add equipment and instructions to the train.
Adding Cars to a Pending Train

TMS offers three ways to add cars to a pending train: adding from tracks, trains, and work lists, manually keying the cars, or choosing from a scheduled list. The most common method is to choose from a track, train, or work list.

**TMS TROUBLESHOOTING:** When you add cars to the pending train, TMS does not transfer them from the tracks where they are sitting. TMS moves the cars from those tracks only when you depart the train from its origin station.

To add cars to a pending train from tracks, trains, or work lists:

1. Go to the Pending Trains window.
   
   **TMS Main Menu → 1 Rail Operations → 20 Pending Trains**
   
   *Fast Path = TRP*

2. Enter 5 next to the train you want to add cars to and select **OK**.

3. If the train already has cars attached to it, the *Work with Cars on Pending Train* window appears. (Figure 45) Select a point in the train at which you would like to add cars:

   - Enter either **A** (Add After) or **B** (Add Before) next to a car to add cars to a point within the train. Select **OK**.
   - Select **Add to End** to add cars to the end of the train.
If the train does not already have cars attached to it, the Select Cars for Pending Train window will immediately appear. (Figure 46)

Figure 46

**TMS Tips:** If you have just created a new pending train and that train currently contains no cars, you can select Add Cars from the Pending Train Header window to reach the Select Cars for Pending Train window.

4. From the Select Cars for Pending Train window (Figure 46), use one of the following methods to select cars from tracks, trains, or work lists:

- To select individual cars from a track, another train, or a work list, complete the field(s) at the top of the window to indicate where the cars are located, then choose Select Cars. Go to step 5.
  
  For example, to select cars on track 001 at the Chicago station, enter Chicago in the Station field and 001 in the Track field and choose Select Cars.

- To select all cars from a track, another train, or a work list, complete the field(s) at the top of the window to indicate where the cars are located, then choose Select All Cars. A message appears in the bottom left of the window showing that cars are being added to the train. When all cars have been added, a message appears indicating the total number of cars assigned to the train. Go to step 6.
  
  For example, to add all cars on track 001 at the Chicago station, enter Chicago in the Station field and 001 in the Track field and press F11.
5. If you chose to select individual cars, the *Select Car to Build Pending Train* window appears showing the cars you specified (Figure 47). Click on each car you want to add (1 appears next to each selected car), then select **OK**.

![Select Car to Build Pending Train](image_url)

Figure 47

The cars appear in order of their sequence on the track. You can use the **PgUp** and **PgDn** keys to scroll through the list and pick cars for your train.

6. Select **OK** to save, then **Exit**.

**TMS Tips:** You can add locomotives, EOT devices, or cabooses to a train in the same manner that you add other equipment, using the **Select Cars** option. You can also use the **Select Locomotives** option to add operating equipment (locomotives) to a train. This method is particularly useful if you do not know the track where the locomotive is sitting. Simply enter **Station** from which you want to choose a locomotive in the header of the *Select Cars for Pending Train* window. When you take the **Select Locomotives** option, TMS will display the locomotives available at the station you entered.
Departing Pending Trains

You can keep a train in pending status for as long as you need to build the train, and you can add or remove cars while the train is in pending status. When the pending train departs, it becomes an active train.

**TMS Tips:** Before departing a pending train, you can print a train list and physically check it against the train that is actually leaving the yard. Railroad personnel can compare an advance printout of the train consist to the actual, physical construction of the train as it rolls by. Then you can make any final adjustments necessary to the pending train before you depart the train in TMS.

**TMS Tip:** If you use AEI, you can also compare your train list to the AEI scan of the train to make sure the train list is accurate. If needed, you can resequence the cars before departure.

To depart a pending train:

1. Go to the *Pending Trains* window.
   
   **TMS Main Menu → 1 Rail Operations → 20 Pending Trains**
   
   *Fast Path = TRP*
   
2. Enter 5 next to the train you want to depart and select **OK**.

3. On the *Work with Cars on Pending Train* window, check the equipment assigned to the train to make sure the consist is correct.

4. Select **Depart**.

---

*Figure 48*
5. TMS checks the cars assigned to the train to make sure there are no problems.

   • If errors appear, see “Correcting Pending Train Errors” in the TMS Guide: Transportation for information on how to correct common problems.

   • If the consist has no errors, the Depart Train window appears (Figure 48). Review the information in the header block for accuracy. You can modify the crew and dates to show the train status accurately before it departs.

6. Select OK to depart the train, then confirm the departure.

   The pending train is removed from pending status and becomes active. All equipment assigned to the train move from their on-line locations into the active train.
Arriving a Train at a Station

To arrive a train:

1. Go to the Active Trains window.
   TMS Main Menu → 1 Rail Operations → 21 Active Trains
   Fast Path = TRA

2. Type 2 to the left of the train you want to arrive and select OK.

3. On the Arrive/Depart Train window (Figure 49), complete the following:
   - Type in the arrival Station and the Date and Time when the train arrived.
   - To make automatic set-outs for cars in the train, select the Automatic Setout field. TMS will prompt you for a setout track and a flag to indicate whether the cars should be placed on the front or the back of the track.
     TMS can make an automatic setout for any car with a left-at station that matches the station at which the train arrived. The left-at station is carried in the Block To field on the waybill.

4. To work with train delays and record reasons the train arrived late at the station, select Sched Event Train Delays. For more information about using train delays, see the TMS Guide: Transportation.

5. Select OK to arrive the train, then confirm the arrival.
Setting Out Cars from a Train

Although TMS can automatically set out cars destined for a station, you can also manually set out cars from a train. Before you set out cars, you must first arrive the train at the station where the cars are to be set out.

To make manual setouts from a train:

1. Go to the Active Trains window.
   
   TMS Main Menu → 1 Rail Operations → 21 Active Trains
   
   Fast Path = TRA

2. Type 5 to the left of the train you want to set out and select OK.

3. In the header of the Work with Cars on Active Train window (Figure 26), enter the Track and Station to which the cars are to be set out. You must also enter a Date/Time for the set out.
4. Type one of the following options to the left of the cars to be set out:

- **S**  **Setout**: set cars out at a yard track or siding.
- **P**  **Placement**: place cars at a customer siding.
- **C**  **Constructive Placement**: constructively place cars as you set them out.

In the example, two cars are being set out on the YD1 track at station INDY.

🔍 **TMS Tips**: You can also use the **Setout All** option to set out all cars on the train.

5. Select **OK** to set the cars out from the train.
Picking Up Cars for a Train

You can add cars to an active train on TMS. Before you can perform this function, you must first arrive the train at the station where the cars are sitting in inventory.

To pick up cars from a train:

1. Go to the *Active Trains* window.

   **TMS Main Menu → 1 Rail Operations → 21 Active Trains**
   
   **Fast Path = TRA**

2. Type 5 to the left of the train you want to add cars to and select *OK*.

3. On the *Work with Cars on Active Train* window, type *A* next to the car after which the pick-up cars will be added to the train and select *OK*.

4. On the *Select Cars for Pick Up: Active Train* window (Figure 51), enter the *Track* or *Work List* where the cars are to be picked up.

![Select Cars for Pick Up: Active Train](image-url)
5. Choose one of the following two methods for picking up cars:

- To select individual cars from the track/work list to add to the train, choose Select Individual Cars. Go to step 6.
  
  For example, to select some of the cars on the YD1 track to pick up, enter YD1 in the Track field and choose Select Individual Cars.

- To select all cars on the specified track to add to the train, choose Select All Cars. A message will appear in the bottom left-hand corner of the window showing that cars are being added to the train. When all cars have been added, a message will appear indicating the total number of cars assigned to the train. Go to step 7.
  
  For example, if all cars on track YD1 are to be added to a train, enter YD1 in the Track field and choose Select All Cars.

6. If you used Select Individual Cars, Click on each car you want to add (1 appears next to each selected car) from the Pick Up Cars for Active Train window (Figure 52), then select OK.

   The cars you selected are added to the train and removed from on-line inventory at that station.

7. The Pick Up Cars for Active Train window re-appears. You can repeat these steps to add more cars to the train. Exit when you have added all the cars needed.
Printing a Train

TMS provides you with several different formats for printing. These printing functions are useful for active trains as well as pending trains.

RMI recommends that you experiment with the available options to determine which ones are best for your operation.

To print a train report:

1. Go to the list window for pending or active trains.
   
   **TMS Main Menu → 1 Rail Operations → 20 Pending Trains or 21 Active Trains**
   
   **Fast Path = TRP or TRA**

2. Type **P** next to the train you want to print and select **OK**.

3. Enter the type of list you want to print in the **Report Type** field on the **Train Report Menu** (Figure 53). You can also print waybill, notification, or barge reports from this window.
4. Enter information in the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Hazmat Response?</td>
<td>Selecting this field includes hazardous response information vertically; <strong>H</strong> includes it horizontally. Leave blank if you do not want hazmat information on the report.</td>
</tr>
<tr>
<td>Print Cover Sheet</td>
<td>Selecting this field if you want to include a cover sheet on your report.</td>
</tr>
<tr>
<td>Print Daily Operating Instructions</td>
<td>Selecting this field includes daily operating instructions on the report.</td>
</tr>
<tr>
<td>Train Exception/ Code</td>
<td>If you want TMS to check the consist against a train exception pattern, select the field and enter and a pattern code.</td>
</tr>
<tr>
<td>Print Queue</td>
<td>Name of the printer to print the report. Leave blank for the report to go to the default printer. If you want to e-mail the report, type <strong>EMAIL</strong> in the field.</td>
</tr>
<tr>
<td>Copies</td>
<td>Number of copies to print.</td>
</tr>
<tr>
<td>Block/Switch To</td>
<td><strong>B</strong> indicates that the report should include block to information; <strong>S</strong> indicates that the report should include switch to information.</td>
</tr>
</tbody>
</table>

5. Select **OK** to generate and print the report.
Reporting

Online Inventory

The Online Inventory Report is one of the most powerful reports available in TMS. You can use it to print an inventory of cars on your operation, including foreign, private, system, total cars on each track, and number of loads vs. empties. This report has several format choices and many select/exclude options that you can use for customization. For example, you could select a particular station and print a list of all loaded tank cars at that station that have not moved in 15 days.

This report is available from several menus in the system. The instructions below describe how to run the report from the Print Menu. You can also set it up to run as an automatically scheduled job.

To run the report:

1. Go to the Online Inventory Report window.
   TMS Main Menu → 13 Print Menu → 1 Online Inventory
   Fast Path = RONL

2. Enter a Report Title and select the type of report online inventory report you want to create. Select OK.

   D Hours Since Last Move Detail: Prints a list similar to Hours Since Last Move, but with release and station information.

   E Early Warning Report: Prints a list similar to the Cars by Station and Track, but with early warning and air brake test information.

   F Fleet Distribution Extract: Creates an extract file that lists all your fleets and breaks each down according to the number of cars and their active status according to move category.

   L Fleet Distribution Report: Includes the same information as the Fleet Distribution Extract, plus car utilization information, cars offline, cars that are usable, and offline cars.

   H Hours Since Last Move: Prints a list of cars that have not been moved in a specified amount of time.

   I Inhalation Hazard: Prints a list of inhalation hazard cars as selected by the commodity groups you specify.

   Q Cars on Hold Queue: Prints a list of cars on the Hold Queue.

   S Online Station Summary: Prints summary information of cars on tracks. This report does not include individual car numbers.
X **Online Inventory Extract**: Produces an extract file for the cars which meet the selection criteria you specify on this window.

T **Road Crew Switch List with Spot**: Prints a list similar to the Road Crew Switch List, but with Switch Station, Track, and Spot, as well as Hazardous and Activity Indicator fields.

1 **Cars by Station/Track**: Prints a listing of cars in station/track order. This is the most commonly used report.

2 **Summary of Cars By Type**: Summarizes cars by station by car type. This report does not include initials and numbers.

3 **Car Hire Format**: Prints a list of cars with car hire information on the detail line.

4 **Yard Switch List**: Prints a list of cars in switch list format. This report is useful for reviewing a large number of tracks at one time.

5 **Road Crew Switch List**: Prints a switch list in a format useful for road crews.

6 **Hazmat Summary Report**: Prints a report showing cars and their associated hazmat information.

7 **Road Crew List w/Hazmat**: Prints a list similar to the Road Crew Switch List, but with hazardous material information.

8 **Online Car Summary**: Prints summary information of cars on tracks. This report does not include individual car numbers.

9 **EIF Dimensions and Specifications**: Prints a list of cars with UMLER car dimensional data.

G **Hours Since Last Move with Train ID**: Prints a list similar to Hours Since Last Move, but with the ID of the inbound consist.

W **Build Work List/Train**: Prints the results of the options you enter to a work list.

Z **Hazmat Online Inventory**: Highlights time-sensitive materials or toxic inhalation hazard materials that are on your road. The report includes a T column that indicates if the hazardous material is time sensitive - twenty days (T20), time sensitive - thirty days (T30), or a toxic/poisonous inhalation hazard (PIH).

P **Positive Transfer Document**: Prints two copies of positive transfer document to be used for verification/signature at interchange. This option is primarily used for hazardous materials.

A **TIH (Toxic Inhalation Hazard)**: Prints a list of cars designated as TIH/PIH toxic inhalation hazard cars as specified by STCC. In addition to TIH loaded cars, the report includes all empties for which the last contained commodity was an inhalation risk.
**B TIH Extract:** Creates an extract file of cars designated as TIH/PIH toxic inhalation hazard cars as specified by STCC.

**R Switch Report SL13:** Duplicates switch list type 13, available from the switch list *Report Menu.*

**V Switch Report SL15:** Duplicates switch list type 15, available from the switch list *Report Menu.*

3. Complete the fields to select the records you want to include on your report. Use the *PgDn* and *PgUp* keys to toggle between the two *Online Inventory Report Control* windows. (Figure 54 and Figure 55)
4. Select **Display Report on Screen** to see the report on your TMS window or select **OK** to print the report.

**Field Definitions**

**Detail Type**
Customize the information that appears on the detail line of the report. These selects apply to report types **1, 8, and H** only. The following options are valid:
- **A** Show air brake test detail
- **C** Show car hire detail
- **G** Show product group detail
- **I** Show interchange information
- **N** Show consignee
- **O** Show Car Order Number and Want Date
- **P** Show pending train to which cars are assigned
- **S** Show shipper detail
- **T** Show track detail
- **1** Show commodity detail
- **2** Show customer detail
- **3** Show block to detail.

**Sort Report By**
Sort the report in a variety of sequences. Use this field to indicate if you want the report to print in other than station/track/position on track sequence. These selects apply to report types **1, 2, 3, 4, 5, 8, 9, H, S, and X** only.

**Print:**

**Special Instructions**
Selecting this field includes special instructions on your report. The special instructions will print beneath the detail line on the report.

**Ground Inventory**
Selecting this field includes ground inventory on your report.

**EW/MA Detail**
Selecting this field includes early warning and maintenance advisory detail information on the report.

**Notification Text**
If you choose a move event in this field, the type of notification text associated with that event appears on the report. This field is only valid for the Cars by Station/Track report type (**1**).

**Print HS Pos Trans**
Selecting this field instructs TMS to print out Homeland Security Positive Handoff papers. These are the forms that must be signed when inhalation hazard cars are handed off to another road or customer.
Car Count

Range of number of cars that match selection criteria. The online inventory report will print only if the number of cars that match other criteria falls within this range. This is a useful option for monitoring the number of cars in a particular status. For example, you could use this report to stay on top of customers who have leased storage track for a particular number of cars. If you enter 20 as the minimum value, then enter the other criteria to select cars under constructive placement in the yard, the list will generate only if the number of cars exceeds 20, and you can easily report the overage back to the customer.

Block To/ Switch To

B includes Block To information. S includes Switch To information.

Prod Group Override

Selecting this field instructs TMS to print the product group code instead of the contents on the report.

Brake Test

Selecting this field includes dates (within the next 30 days) or overdue status for air brake tests. This option is valid only for report type 7 (Road Crew List with HazMat).

Track Totals

Selecting this field prompts TMS to include summary line totals on the report for Loads, Empties, Hazmat, Length, and Tons.

Days Online From/To

Range of number of days for cars on line (for example, 2 to 5). This is a useful option for selecting cars that have been online for more than a specified number of days. The upper range can be used to limit the list so that cars that have been around for a considerable period of time, such as storage, derelict or bad order cars, do not appear.

Last Move

Select cars whose last move was a particular move type. For example, PACT prints only cars that have been placed.

From Road

Road from which cars were interchanged. This option is useful for selecting cars received from a particular interchange carrier.

Hours/Type

Number of hours and a type of event to print only the cars that meet that criteria. The following are valid Type options:

I Hours since Interchange
M Hours since Last Move
S Hours at Station.

For example, if you enter 24 in the Hours field and S in the Type field, only cars that have been at a particular station for over 24 hours will be selected for the report.

Inbound Consist Type

T includes only advance consists, Y includes only actual interchanges, or B includes both types of consist.
**Select Inbound Type**

Leave this field blank to include only online cars on the report. **I** includes only inbound consists. **B** includes both active and inbound consists.

**Exclude/Select:**

- **Bad Order**
  - **E** excludes cars on bad order. **S** selects those cars only.

- **Storage Cars**
  - **E** excludes cars in storage. **S** selects those cars only.

- **In Bond**
  - **E** excludes cars in bond. **S** selects those cars only.

- **System Cars**
  - **E** excludes cars considered to be system cars on your operation. **S** selects only system cars.
    
    A system car is any car bearing your own reporting marks or any car set up in the System Fleet Master as a system car.

- **Const Place**
  - **E** excludes cars under constructive placement. **S** selects those cars only.

- **At Customer**
  - **E** excludes cars at a customer location. **S** selects those cars only.

- **Operating Eq**
  - **E** excludes locomotives. **S** selects locomotives only.

- **Priority Codes**
  - **E** in any of the *Priority Code A-E* fields excludes cars with those priority codes. **S** selects those cars only.

- **On Order**
  - **E** excludes cars assigned to customer car orders. **S** selects those cars only.

- **Co Matl**
  - **E** or **S** excludes or selects company materials data.

- **Cars Delayed/ GT**
  - **E** excludes delayed cars more than the number of hour indicated in the Greater Than (GT) field. **S** selects those cars only.

- **Hrs ICHH**
  - **E** excludes cars in retained inventory. **S** selects those cars only.

- **Reclaim Code:**
  - **S/E, From/To**
    
    If you enter either **E** or **S** in the first field, then enter a range of Reclaim Codes, TMS either excludes or selects cars with reclaim codes falling in that range. For example, to select only cars subject to Rule 22 reclaims, enter an **S** in the select field and then **22** in the *From/To* fields.
Car Hire Flag: S/E, From/To
If you enter either E or S in the first field, then enter a range of Car Hire Flags, TMS either excludes or selects cars with car hire flags in that range. The following are valid car hire flags:
  D  Do not Extract
  F  Fixed Rate
  H  Haulage
  N  Suppress Car Hire
  P  Zero Rate Private
  U  Pay up to Rate

Location Selection:
Train ID/Train Type
Include only cars on a particular train. In addition to a Train ID, you must also specify a Train Type to indicate whether the train is Active (A) or Pending (P).

District Code
Select only cars in a particular station district. In order to use this feature, you must have set up districts using the District master file.

Station From/To
Station (or range of stations) you want to include in the report. Leave blank to look at all cars on the railroad.

Zone From/To
Zone (or range of zones) you want to include in the report. Leave the field blank to include all cars on the railroad.

Track From/to
Track (or range of tracks) you want to include in the report. Leave the field blank to include all cars on the railroad.

Track Group
Track group you want to include in the report. Leave the field blank to include all cars on the railroad.

FSAC From/To
Beginning and ending range of Freight Station Accounting Codes.

Milepost From/to
Beginning and ending milepost range. Mileposts are determined by the Milepost field entered in the Station Master.

Waybill Selection:
Load/Empty
L selects only loaded cars. E selects only empty cars. Leave blank to include both.

Weigh Flag
Selecting this field prints only those cars flagged to be weighed.

Switch/Haulage
S prints switch traffic only. H prints haulage traffic only. Leave blank to print both.
MOP | Select cars using a specific method of payment:  
| CC Collect  
| NC Service freight no charge  
| NR Non Revenue  
| PP Prepaid  
| 11 Rule 11

STCC From/To | Beginning and ending STCC range to select cars by contents.

Commodity Group | Select only cars carrying the commodities within a specific group. For example, if you have a group set up in the Commodity Group master file containing all agricultural products, you can enter that group in this field.

Hazardous Only | Selecting this field prints only a list of cars carrying hazardous material.

STCC Ind | Select only cars carrying particular types of hazardous material, based on the STCC Security Indicator:  
| SP Security PIH  
| SR Security Radioactive  
| PP Security Explosive.

Product Group | Print only cars carrying commodities in a specific product group.

Print No Bills | A includes all no bill cars online. R includes only revenue no bills. This is a useful option for interline railroads to look for cars moving on the railroad without complete billing.

Activity Indicator, S/E | If you enter either E or S in the E/S field, then enter one or more activity indicators, TMS excludes or selects cars marked with those specific activity indicator codes. For example, to print only those cars making an intra-plant movement, enter IP in the Activity Indicator field, then enter S in the select field.

Origin St/City | Select cars originating from a particular city and state.

Dest St/City | Select cars destined for a particular city and state.
Supertrip Traffic Types

Print only equipment of a particular Supertrip type. The following are valid values:

- **F**: Forward (originated)
- **B**: Bridge (overhead)
- **R**: Received
- **L**: Local
- **E**: Received and delivered empty at same station
- **O**: Locomotive
- **U**: Unidentified -- Supertrip cannot determine the traffic type due to poor waybill or car movement information.

**NOTE:** Normally Supertrip assigns traffic type based on the waybill route. Switching and handling line railroads are often not included in the route on the waybill, so TMS cannot accurately identify traffic type. A switch is available in the customer master file to instruct Supertrip to determine traffic type based on car moves. RMI highly recommends that switching carriers select this switch. **Traffic type** can also be derived from an indicator in the RWC.

For more information, see the *TMS Supertrip Guide*.

Special Handling Codes

Select only equipment containing particular special handling codes in the waybill. You can choose multiple codes to include.

Hold Queues

Select only equipment currently in a hold queue. You can choose multiple hold queues to include.

Early Warning Ind

Select cars under a particular early warning or maintenance advisory:

- **E**: Early Warning
- **M**: Maintenance Advisory
- **B**: Both.

Equipment Selection

- **Car Initial**: Select equipment with a particular car mark.
- **Car Numbers From/To**: Beginning/ending numbers to inquire on a particular car series. You must enter a reporting mark if you use these fields.
- **Owner Mark**: Road mark of an owner organization includes only cars owned by that entity. For example, enter **NS** to select all equipment owned by Norfolk Southern, including NS-, SOU-, and NW-marked cars.
| **Car Kind** | Range of equipment kinds prints information for only the kinds of equipment in that range. |
| **From/To** |  |
| **Group** | Select by car kind group. These groups are set up in the car kind group master file. |
| **Car Type** | AAR car type includes only that type of cars. |
| **Rail/IM/Flat** | R selects railcars, X selects intermodal containers, or C selects conveying cars. Leave this field blank to include all cars in your report. |
| **Foreign/Private/TTX** | F includes only foreign cars. P includes only private cars. T includes only TTX cars. Leave blank to include all. |
| **Per Diem Cars Only** | Selecting this field includes only cars subject to hourly car hire on the report. |
| **Per Diem Grp** | If you enter a Per Diem group code TMS selects only cars using rates that fall in a particular car hire grouping. |
|  | These groups are established using the Car Hire Group master file. This option enables you to pick cars quickly based on a range of hourly car hire costs. For example, you can set up a group called “HG” to represent cars that have an hourly rate in excess of $.90 per hour. You can then run an online inventory report to look for empty cars with a high per diem. |
| **Fleet Name** | Print only cars belonging to a particular fleet. The fleet name is given to cars based on their assignment in the Fleet master file. For more information, see the TMS Guide: System Maintenance. |
| **AAR Pool** | AAR Pool code selects cars belonging to that equipment pool. |

**Customer Selection:**

**TMS Tips:** You can use a pre-defined customer group for any of the fields on the Online Inventory Report Control windows that call for a customer code. To use a customer group in one of these fields, enter IG in the customer suffix field, then enter the customer code in the first field. For example, CARGIL /G will select all customer records grouped under the name CARGIL.

For more information about creating customer groups, see the TMS Guide: System Maintenance.

**Block To** | Select cars moving to a particular Block To customer or online destination. |
### Block To Type
Select cars making a particular type of blocking move.

### Switch To
Select cars that are switching at a particular Switch To customer/location. Use this option only if you are using the Switch To field in TMS to designate the next destination for cars.

### Consignee
Select cars moving to a particular consignee.

### The Customer
Choose cars assigned to a particular customer for traffic reporting.

### Shipper
Select cars moving from a particular shipper.

### Print Queue / Number of Copies
Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type **EMAIL** in the Print Queue field.

### Suppress Empty Report?
Selecting this field instructs TMS to not print a report that does not contain any data. This options is particularly useful for automatically scheduled reports.

**TMS Tips:** Once you have run the report, your selection criteria will be saved in Job History. If you need to run the report again using the same selection criteria at a later date, you can use the **Job History** option from either of the **Online Inventory Report Control** selection windows. For more information about this option, see “Working with Report Parameters in Job History” on page 139.
Selecting Equipment Based on Dimension

You can use the online inventory report to select equipment based on almost any UMLER characteristic. For example, you can use the report to select only empty boxcars that have an inside length greater than sixty feet and an inside height greater than eleven feet. You can also select cars based on door dimensions, body type, and cushioning. Coupled with the Build Work List function on the Online Inventory Report Control (Screen 2), you can use this function to create a work list containing cars of a particular size or capacity.

**To select equipment based on dimensions:**

1. Go to the selection window for the Online Inventory report. Enter selection criteria as usual to choose the cars you want to include on the report.

2. Select EIF.

3. On the Dimension/Capacity Selects window (Figure 56), enter height, width, capacity, and/or clearance ranges to select cars that fall within those ranges. You can also choose according to car type information or transportation code.

Figure 56
4. Select **OK**, and run the report or build work list as usual. TMS will include only equipment that falls within the dimension and capacity ranges you specified.

For example, to select only boxcars with a 50 foot interior length and 10 foot doors you could enter these values in the following fields:

- **Inside Length Feet From:** 50 to 59
- **Door Width From:** 10 to 11.

When the report is created, only boxcars with those dimensions will be selected. You can also use the work list feature to drive the cars to a work list so they can be marked for switching or blocking.
Creating Work Lists, Trains, Consists

You can use the online inventory report to create work lists, trains, and consists based on the selections you specify. Once the work list, train, or consist has been created, you can use it like any other to perform functions such as modifying or moving those cars.

This option is very powerful. For example, you can set up a scheduled work list to run each morning and print a listing of empty boxcars. As the report runs, you can also have TMS create a work list you can use to move or block those cars to an industry.

For more information about automatically creating and interchanging outbound consists, see the *TMS Guide: Transportation*.

To use the online inventory report to create work lists, trains, or consists:

1. Go to the selection window for the Online Inventory report. Enter selection criteria as usual to choose the cars you want to include on the report.

2. Select **Build Consists/Work Lists**.

![Figure 57](image)
3. Enter values for one of the following options:

- If you include a work list name in the Work List field, the selected records will populate that work list when you run the report.

- If you specify a Train ID, a pending train will be created containing the specified cars when you run the report. You can also include comments for this train.

- If you complete the fields under the Outbound Consist option, a consist will be created containing the specified cars when you run the report. You can then outbound interchange these cars automatically using the auto-interchange function. For more information about this option, see the TMS Guide: Transportation.

4. Select OK to save your choices and return to the Online Inventory Report Control window to run the report.
Inbound Waybills

The Inbound Waybills report allows you to print a report listing cars moving to your railroad. When you run this report, TMS searches the inbound waybill file and retrieves records based on certain selection criteria you specify. Note that the inbound waybill file is populated by EDI messages coming to your road. This report will only be as accurate and complete as your inbound EDI.

To run the report:

1. Go to the Inbound Waybill Report window. (Figure 58)
   TMS Main Menu → 13 Print Menu → 11 Inbound Waybills
   Fast Path = RINWB

2. Complete the fields to select the records you want to include on your report.

3. Select Display Report on Screen to see the report on your TMS window or select OK to print the report.

⚠️ TMS Tips: You can schedule this report to run automatically each day. This is a great way to provide customers with a daily report of cars that are in transit to them.

⚠️ TMS Troubleshooting: Users should regularly purge the inbound waybill file of old data in order to keep this report free of older or invalid EDI waybills.
Field Definitions

Sort By  Report sort order. 1 sorts by Block To, STCC, then Equipment. 2 sorts by Origin Road, Block To, then Equipment.

Block To  Select cars moving to a particular Block To customer or online destination.

Empty or Loaded  L selects only loaded cars. E selects only empty cars. Leave blank to include both.

Include STCC/Range  Beginning and ending STCC range to select cars by contents.

Exclude STCC/Range  Range of STCCs to exclude from the report.

This option is useful if one product group represents the bulk of your traffic but you wish to run the report for the remaining products transported by your railroad. For example, if coal makes up 90% of your traffic, you can exclude coal from this report to provide a list of inbound cars for the remainder of your customers.

Origin Road/Exclude  You can enter up to three origin roads. The report will exclude these roads from the report if you select the Exclude field. The report will include only those roads if you leave the Exclude field blank.

Lead Cars Only  Selecting this field instructs TMS to print only the lead car of multi-car waybills.

Revenue Only  Selecting this field instructs TMS to include revenue waybills only, or leave blank for all.

Waybill Create Date  Date in this field selects only waybills created on that date.

Print Queue/Number of Copies  Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.
History Activity Report/Extract

You can use the History Activity Report/Extract to examine your railroad's car movement history records for events falling within a particular date range. You can either run a report or create an extract file with the information you request. For example, you can produce a report or a file showing

- loaded cars interchange inbound on a particular line
- empty cars placed for loading at a particular customer on a particular date range
- grain cars received loaded on a particular date.

**TMS Tips:** To view the file layout of the History extract, see the *TMS Guide: Reporting*.

**TMS Tips:** Once you have run the report, your selection criteria will be saved in Job History. If you need to run the report again using the same selection criteria at a later date, you can use the Job History option from the History Activity Report/Extract selection window. For more information about this option, see “Working with Report Parameters in Job History” on page 139.

To run the report:

1. Go to the History Activity Report/Extract window. (Figure 59)
   
   **TMS Main Menu → 13 Print Menu → 13 History Activity Report/Extract**
   **Fast Path = HARPT**

   ![Figure 59]

2. Complete the fields to select the records you want to include on your report.
3. Take one of the following actions:

- To see the report on your TMS window, select **Display Report on Screen**.
- To print the report, enter the name of the printer that will print the report and the number of copies you want. Select **OK** to run the report.
- If you want to e-mail the report, type **EMAIL** in the **Print Queue** field and select **OK** to send.
- To create an extract, enter a **PC Doc** name and select **OK**.

**Field Definitions**

**Report Type**

The following options are valid:

1. **Standard Report** prints a detail listing based on the records you selected.
2. **From/To Report** prints a pair of history records. You can only run this report if you have entered a move type in the second **Move Type** select field. Use this report to select records that have a matching pair, such as cars that were placed and released during the time frame selected.

**E** Extract option builds the history extract file.
3. **Weight Report** includes both current and historical weight values.
4. **History Activity Report by Date** allows you to specify the history you want to include according to date.
5. **Scheduled/Actual Report** allows you to choose scheduled or actual train activity.

**B** Block Summary Report includes all information on the From/To report, plus subtotals of car counts and average dwell times by block codes.

**O** Offer Report includes all information on your inbound/outbound Rule 15 offerings.

**Report Title**

Free-form report title.

**Date Range**

If you enter beginning and ending dates, records that fall in that range are selected.

**Sort by**

Sort order for your report:

1. **Station**, then **Track**
2. **Date**, then **Station** and **Track**
3. **Shipper** (report type 5 only)
4. **Block To** value (report type 5 only)
5. **Scheduled (Planned) Train** (report type 5 only)

**Car Initial**

Select equipment with a particular car mark.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Number: From/To</td>
<td>Select cars with car numbers that fall in a specified range.</td>
</tr>
<tr>
<td>Pool ID</td>
<td>Select equipment according to UMLER pool ID.</td>
</tr>
<tr>
<td>Move Type and Move Type 2</td>
<td>Move type to include in the report. You can select up to two different move types and their corresponding stations and tracks.</td>
</tr>
<tr>
<td>Station From/to</td>
<td>Station (or range of stations) where the car activity took place. Leave the station blank to look at all cars on the railroad.</td>
</tr>
<tr>
<td>Track From/to</td>
<td>Track (or range of tracks) you want to include in the report. Leave the field blank to include all cars on the railroad.</td>
</tr>
<tr>
<td>Car Kind From/to</td>
<td>Select equipment that falls in a specified range of car kinds.</td>
</tr>
<tr>
<td>Empty Weight Sts</td>
<td>Use this option with the Weight Report (report type 3). An E in this field instructs TMS to include any previous empty weights. If you leave the field blank, the report will include any previous loaded weights.</td>
</tr>
<tr>
<td>System Cars</td>
<td>E excludes cars considered to be system cars on your operation. S selects only system cars. A system car is any car bearing your own reporting marks or any car set up in the System Fleet master as a system car.</td>
</tr>
<tr>
<td>Block To</td>
<td>Select cars moving to a particular Block To customer or online destination.</td>
</tr>
<tr>
<td>Switch To</td>
<td>Select cars that are switching at a particular Switch To customer/location. Use this option only if you are using the Switch To field in TMS to designate the next destination for cars.</td>
</tr>
<tr>
<td>TMS Tips: You can use wildcards in any customer-related field to widen the scope of your search. Simply enter the first part of a customer name, plus an asterisk, to include all customer records that begin with the value you entered.</td>
<td></td>
</tr>
<tr>
<td>Product Group</td>
<td>Product group code selects by products.</td>
</tr>
<tr>
<td>Train</td>
<td>Use this option with the Schedule/Actual Report (report type 5). A train ID includes history information about that train.</td>
</tr>
<tr>
<td>Act/Sched</td>
<td>If a train ID is entered in the previous field, you can specify whether you want to view planned train activity (S) or actual train activity (A). This field is required if a value has been entered in the Train field.</td>
</tr>
<tr>
<td>STCC From/to</td>
<td>Beginning and ending STCC range to select cars by contents.</td>
</tr>
</tbody>
</table>
Commodity Group
Select only cars carrying the commodities within a specific group. For example, if you have a group set up in the Commodity Group master file containing all agricultural products, you can enter that group in this field.

Load/Empty
**L** selects only loaded cars. **E** selects only empty cars. **W** selects revenue empty shipments. Leave blank to include all.

Comp Materials
Selects cars transporting company materials (ballast, ties, etc.) that are being transported for local non-revenue movements.

Traffic Type
Select the type(s) of traffic to include on the report.

Supertrip Traffic Type
Print only equipment of a particular Supertrip type. The following are valid values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Forward (originated)</td>
</tr>
<tr>
<td>B</td>
<td>Bridge (overhead)</td>
</tr>
<tr>
<td>R</td>
<td>Received</td>
</tr>
<tr>
<td>L</td>
<td>Local</td>
</tr>
<tr>
<td>E</td>
<td>Received and delivered empty at same station</td>
</tr>
<tr>
<td>O</td>
<td>Locomotive</td>
</tr>
<tr>
<td>U</td>
<td>Unidentified -- Supertrip cannot determine the traffic type due to poor waybill or car movement information.</td>
</tr>
</tbody>
</table>

**NOTE:** Normally Supertrip assigns traffic type based on the waybill route. Switching and handling line railroads are often not included in the route on the waybill, so TMS cannot accurately identify traffic type. A switch is available in the customer master file to instruct Supertrip to determine traffic type based on car moves. RMI highly recommends that switching carriers set this switch to Selecting this field. Traffic type can also be derived from an indicator in the RWC.

For more information, see the *TMS Supertrip Guide*.

Control Road
Select equipment with a particular controlling road. Used only for railroads running multiple railroads under one database.

Shipper
Select cars moving from a particular shipper.

Consignee
Select cars moving to a particular consignee.

Cust
Select equipment by The Customer.

Equipment Type
**R** print records only for rail equipment, **X** prints records only for intermodal equipment, and **C** prints records only for conveying equipment. Leave blank to print records for all equipment types.

Show IM Under CC
Selecting this field includes containers as well as flatcars when reporting intermodal equipment.
Quick Reference Guide

Reporting

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Charges For Service Type or Service Group</td>
<td>Service type or service group prints charges only for that type/group.</td>
</tr>
<tr>
<td>Suppress Empty Report</td>
<td>Selecting this field instructs TMS to not print a report that does not contain any data. This option is particularly useful for automatically scheduled reports.</td>
</tr>
</tbody>
</table>
Cars for Loading by Customer

The *Cars for Loading by Customer* report is particularly useful for roads that originate large numbers of boxcar loads. The report lists all empty on-line cars blocked for a specific customer. The report also includes pertinent data, such as interior length, height, and door type, for each car.

To run the report:

1. Go to the *Cars for Loading by Customer* window. (Figure 60)
   
   TMS Main Menu → 13 Print Menu → 15 Cars for Loading by Customer
   
   Fast Path = LDRPT

   ![Figure 60](image)

2. Enter a *Block To* code for the customer for which the empty cars are blocked, or leave blank for all empty cars.

3. Enter the name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type *EMAIL* in the *Print Queue* field.

4. Select **OK** to run the report.
Station Summary

You can use the Station Summary report to analyze cars moving through a particular station. This allows you to see how long cars spend in a station.

To compile the report, TMS examines interchange and train moves into and out of a station. It also analyzes placement and release records of customers and excludes the time cars spend on a customer’s siding.

To run the report:

1. Go to the Station Summary Reports window. (Figure 61)
   TMS Main Menu → 13 Print Menu → 22 Station Summary
   Fast Path = RSTA

2. Complete the fields to select the records you want to include on your report.

3. Select OK to run the report.
### Field Definitions

<table>
<thead>
<tr>
<th>Field Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Type</strong></td>
<td>1 creates a summary of moves in and out of a station. 2 creates a detailed listing of cars that were in the station over a particular time frame. B includes both.</td>
</tr>
<tr>
<td><strong>From Date/To Date</strong></td>
<td>Beginning and ending dates from which to select cars.</td>
</tr>
<tr>
<td><strong>From Station/To Station</strong></td>
<td>Station (or range of stations) you want to include in the report. Leave blank to look at all cars on the railroad.</td>
</tr>
<tr>
<td><strong>Reporting Mark</strong></td>
<td>Includes only cars that have a particular reporting mark.</td>
</tr>
<tr>
<td><strong>Empty or Load Status</strong></td>
<td>L selects only loaded cars. E selects only empty cars. Leave blank to include both.</td>
</tr>
<tr>
<td><strong>Exclude System Equip</strong></td>
<td>Selecting this field instructs TMS to exclude equipment considered to be system equipment on your operation. If you leave this field blank, TMS includes all equipment whether or not it is system equipment. System equipment is any equipment bearing your own reporting marks or any car set up in the System Fleet Master as a system car.</td>
</tr>
<tr>
<td><strong>Per Diem Cars Only</strong></td>
<td>Selecting this field includes only cars subject to hourly car hire on the report.</td>
</tr>
<tr>
<td><strong>Include Intermodal Flats</strong></td>
<td>Selecting this field includes intermodal flatcars on the report.</td>
</tr>
<tr>
<td><strong>Cars at Station longer than</strong></td>
<td>Minimum number of hours a car should be at the station to be included in the report. This field is used only when you are running an exception report. (Report Type 2 or B.)</td>
</tr>
<tr>
<td><strong>Print Queue / Number of Copies</strong></td>
<td>Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.</td>
</tr>
</tbody>
</table>

**TMS Tips:** When entering a range of stations, it is highly recommended that the stations be located physically very close to each other. The results of this report will make very little sense for stations located some distance from each other which are serviced by different trains or switch crews.
Placed/Released

The Placed/Released report is a very useful tool that you can use to manage the cars moving over your railroad. Its primary purpose is to examine car movements and identify exceptions in which cars may have been delayed either by your railroad’s operations or at the customer’s siding. For example, managers can use this report to print a list of cars that

- have been placed but not released within 72 hours,
- have been released but not moved by train crews in 24 hours, or
- have been on Constructive Placement for more than 48 hours.

To run the report:

1. Go to the Placed/Released Report window. (Figure 62)
   TMS Main Menu → 13 Print Menu → 25 Placed/Released
   Fast Path = RPLC

   ![Figure 62](image)

2. Complete the fields to select the records you want to include on your report.

3. Select Display Report on Screen to see the report on your TMS window or select OK to print the report.
Field Definitions

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Type of report you want to run:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Placed but not released – Prints all cars placed but not released by the customer. Use this option to catch demurrage problems before they occur.</td>
</tr>
<tr>
<td>2</td>
<td>Placed and released but not moved – Prints cars released by the customer but not pulled from their siding. Use this option to monitor cars that have been sitting too long at a customer after being released.</td>
</tr>
<tr>
<td>3</td>
<td>Placed and released – Prints all cars placed and released.</td>
</tr>
<tr>
<td>4</td>
<td>Placed and released but not delivered – Prints cars released by the customer but not delivered off-line (excluding constructive placement cars). Use this option to monitor cars that are released and loaded but not delivered off-line in interchange.</td>
</tr>
<tr>
<td>5</td>
<td>Constructive placed – Prints cars that have been constructively placed but not actually moved to the customer.</td>
</tr>
<tr>
<td>6</td>
<td>Received not placed - Prints all cars that have been received but not placed.</td>
</tr>
<tr>
<td>7</td>
<td>Cars not at customer - Prints all on-line cars not on placement or constructive placement.</td>
</tr>
</tbody>
</table>

Station From/To
Station (or range of stations) at which activity occurred you want to include in the report. Leave blank to look at all stations on the railroad.

Track From/to
Track (or range of tracks) you want to include in the report. Leave the field blank to include all cars on the railroad.

Traffic Type
Select the type(s) of traffic to include on the report.

Report Type Hours
Number of hours to serve as an exception for the report. For example, enter 48 and the report type 4 to print a list of cars released but not delivered off-line in 48 hours.

Car Type From/to
Range of car types to include in the report.

Block To
Select cars moving to a particular Block To customer or online destination.

Destination Station
Select by station to which the cars are destined.

Shipper
Select cars moving from a particular shipper.

Consignee
Select cars moving to a particular consignee.
TMS Tips: You can use a pre-defined customer group for any of the fields on the Placed/Release Report window that call for a customer code. To use a customer group in one of these fields, enter /G in the customer suffix field, then enter the customer code in the first field. For example, **CARGIL / G** will select all customer records grouped under the name CARGIL. For more information about creating customer groups, see *TMS Guide: System Maintenance*.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Load/Empty</strong></td>
<td>L selects only loaded cars. E selects only empty cars. Leave blank to include both.</td>
</tr>
<tr>
<td><strong>Equipment Type</strong></td>
<td>R selects only railcars. C selects only conveying cars (intermodal).</td>
</tr>
<tr>
<td><strong>Exclude/Select Cars</strong></td>
<td>E excludes or S selects any of the following: System Cars, Bad Order Cars, Storage Cars.</td>
</tr>
<tr>
<td><strong>Foreign/Private/TTX</strong></td>
<td>F includes only foreign cars. P includes only private cars. T includes only TTX cars. Leave blank to include all.</td>
</tr>
<tr>
<td><strong>Commodity Group</strong></td>
<td>Select only cars carrying the commodities within a specific group. For example, if you have a group set up in the Commodity Group master file containing all agricultural products, you can enter that group.</td>
</tr>
<tr>
<td><strong>Origin ST/City</strong></td>
<td>Selects by city and state in which shipment originated.</td>
</tr>
<tr>
<td><strong>Destin ST/City</strong></td>
<td>Selects by city and state to which shipment is destined.</td>
</tr>
<tr>
<td><strong>Reporting Mark</strong></td>
<td>Includes only cars that have a particular reporting mark.</td>
</tr>
<tr>
<td><strong>Detail Type</strong></td>
<td>1(Car Hire) prints estimated car hire amounts for each car. 2 (Hours Since Activity) prints the number of hours since the last activity for each car.</td>
</tr>
<tr>
<td><strong>Per Diem Cars Only</strong></td>
<td>Selecting this field includes only cars subject to hourly car hire on the report.</td>
</tr>
<tr>
<td><strong>Print Queue / Number of Copies</strong></td>
<td>Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.</td>
</tr>
</tbody>
</table>
Interchange Summary

You can use the Interchange Summary Report to summarize the cars interchanged from or to your railroad. The report includes a locomotive count. You can choose cars for the report based on a particular station or interchange road.

To run the report:

1. Go to the Interchange Summary/Detail Report window. (Figure 63)
   TMS Main Menu → 13 Print Menu → 26 Interchange Summary
   Fast Path = RIC

   ![Figure 63]

2. Complete the fields to select the records you want to include on your report.

3. Select Display Report on Screen to see the report on your TMS window or select OK to print the report.
Field Definitions

Type of Interchange  
I reports on inbound interchanges or O reports on outbound interchanges. B includes both on the report.

Transportation Method  
Type R for railcars, X for intermodal containers, or C for conveying cars. Leave this field blank to include all cars in your report.

Road  
Select by road with which the interchange was made.

Station  
Select by station at which the interchange was made.

From Date/Time  
If you enter beginning and ending dates and times, interchanges that fall in that range are selected. If you leave the time field blank, all interchanges for the given date are included.

Print Summary w/ Detail  
S includes only summary information on the report. B includes both summary and detail information.

L/E Status  
L selects only loaded cars. E selects only empty cars. Leave blank to include both.

STCC From/To  
Beginning and ending STCC range to select cars by contents.

Car Initial/Number  
Beginning/ending initial and numbers to inquire on a particular car series.

Car Type From/To  
AAR car type (or range of car types) includes only those types of cars on the report.

The Customer  
Choose cars assigned to a particular customer for traffic reporting.

Car Sort By  
Sort order for your report: Consist/Car (blank), Waybill (W), STCC (S), Car Type (T), The Customer (C).

Suppress Empty Report  
Selecting this field instructs TMS to not print a report that does not contain any data. This options is particularly useful for automatically scheduled reports.

Print Queue / Number of Copies  
Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.
Blocking Summary

The Blocking Summary report summarizes on-line cars by final destination. Managers can use this report to determine the volume of traffic moving over the railroad and plan how to move the traffic to the consignee or off-line interchange point. This report can be sorted or summarized in many different ways.

To run the report:

1. Go to the Blocking Summary Report window. (Figure 64)
   
   TMS Main Menu → 13 Print Menu → 30 Blocking Summary
   
   Fast Path = BSUM

2. Select the Sort By option you want to use for your report, and complete the fields to select the records you want to include.

3. Select Display Report on Screen to see the report on your TMS window or select OK to print the report.
Field Definitions

Sort Report By
Sort order for your report. For example, enter 1 in this field to have the report sorted by Block To, then Station, then Commodity.

Station From/To
Station (or range of stations) you want to include in the report. Leave blank to look at all cars on the railroad.

District
Select only cars in a particular station district. In order to use this feature, you must have set up districts using the District master file.

Track From/To
Track (or range of tracks) you want to include in the report. Leave the field blank to include all cars on the railroad.

Traffic Type
Select only equipment of a particular traffic type. Click on the traffic type(s) you want to include on the report.

Car Type From/To
Selecting this field instructs TMS to include only those AAR car type(s) of cars on the report.

Block To
Select cars moving to a particular Block To customer or online destination.

Switch To
Select cars that are switching at a particular Switch To customer/location. Use this option only if you are using the Switch To field in TMS to designate the next destination for cars.

**TMS Tips:** You can use a pre-defined customer group for any of the fields on the Online Inventory Report Control windows that call for a customer code. To use a customer group in one of these fields, enter /G in the customer suffix field, then enter the customer code in the first field. For example, CARGIL /G will select all customer records grouped under the name CARGIL.

For more information about creating customer groups, see the TMS Guide: System Maintenance.

Dest Station
Select cars destined for a particular station.

Shipper
Select cars moving from a particular shipper.

Consignee
Select cars moving to a particular consignee.

Load or Empty
L selects only loaded cars. E selects only empty cars. Leave blank to include both.
Exclude/Select  E excludes cars considered to be system cars on your operation.  S selects only system cars.

A system car is any car bearing your own reporting marks or any car set up in the System Fleet master as a system car.

Foreign/  F includes only foreign cars.  P includes only private cars.  T includes only TTX cars. Leave blank to include all.

Private/ TTX

Reporting  Includes only cars that have a particular reporting mark.

Mark

Per Diem Cars Only

Selecting this field includes only cars subject to hourly car hire on the report.

Print Queue / Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.

Number of Copies
Data Entry Performance Report

The Data Entry Performance Report measures the time between when movement events occur in the field and when they are entered into TMS. The information from this report can help you improve your TRAIN II reporting. Because TMS is connected to the TRAIN II system via an always-available pipeline, the data you enter into the system is updated to the industry on a close to real-time basis. Therefore, using the Data Entry Performance report allows you to measure accurately the timeliness of the data you enter into the system and when it is reported to TRAIN II.

The ultimate goal is to improve the timeliness of the events reported to rail customers. This reports is useful because it identifies where improvements might be made in data entry on your operation. You can see which individual records were not reported within industry guidelines, and this enables you to evaluate your data entry patterns so that you can look for areas of possible improvement.

You can set up the report to summarize either all movements or only those that fall outside a certain tolerance level. For example, you could set up the report to inform you only when received and delivered interchange moves were entered in TMS 24 hours or more after they took place in the field.

To run the report:

1. Go to the Print Performance Report window. (Figure 65)
   TMS Main Menu → 13 Print Menu → 31 Data Entry Performance Report
   Fast Path = PERPT

2. Complete the fields to select the records you want to include on your report.

3. Select OK to run the report.
Field Definitions

Date From/To
If you enter beginning and ending dates, records that fall in that range are selected.

Summary/Detail
Select one of the following report types:

S = Summary Only
Print only the summary statement. No detailed data will be included.

E = Exception Detail & Summary
Print the detail records of only car movements entered that fall below the requested exception level. It will then print a summary of all records entered.

D = Details & Summary
Print all detail data and a summary record of all requested records.

Include
Selecting any of the following move type categories instructs TMS to check those moves. If a category is left blank, TMS will not include those moves on your report.

Interchanges: Instructs the system to include only interchanges (ICHRI and ICHD).

Customer Moves: Instructs the system to include only customer moves (PACT, PCON, RLOD, RMTY, PFPS).

Train Events: Instructs the system to include train events (ARIL, ARRI, DEPT).

Other events: Instructs the system to include other moves such as bad order or storage.

⚠️ TMS Tips: TMS does not check all car movement history records. In particular, movement records not reported to TRAIN II will not be checked. These include LOAD, UNLD, SET, PICK, LOC, and MSET.
**Late Hours**  
For each move type you want to include in your report, enter the number of hours after which the railroad considers each movement to have been entered late.

For example, if 24 were entered next to the Interchange column, all interchanges entered more than 24 hours after the event occurred would be flagged.

**Print Queue / Number of Copies**  
Name of the printer that will print the report and the number of copies you want. If you want to e-mail the report, type EMAIL in the Print Queue field.
Working with Report Parameters in Job History

You may find that you need to run the same reports repetitively. For example, you might want to see an online inventory report of cars loaded with a certain commodity at a particular station on a regular basis.

You can use the scheduler to print that report automatically every day or every week (for more information, see the TMS Guide: Reporting), or you can save the report parameters in job history to run the report manually whenever you need it without re-entering the same report parameters. This option is available for reports with a variety of selection parameters, such as the Online Inventory Report and the History Activity Report/Extract.

To use the Job History option:

1. Go to the selection window for the report you want to run. Select Job History.

The Job History window lists each time you have run that report recently. (Figure 66) Each entry in the list includes the parameters you specified when you ran the report.
2. To save a set of existing report parameters to use repeatedly, enter 2 next to that report and select OK.

3. On the *Change Descriptions* window (Figure 67), change the titles in the *Description* fields as needed. To save the report parameters for future use, enter a Y in the *Save* header field and select OK to return to the *Job History* window. The report parameters will remain in the list until you delete them.

   ![Figure 67](image)

- **TMS Tips:** When you run a report from the *Job History* window, any date fields used for selection will default to today’s date. To set a constant date range based on date type values (for example, MTHBEGIN to CURRENT), use the **Date Types** option on the *Change Descriptions* window. This option is primarily used for the History Activity Report/Extract.

4. To run a report using an existing set of report parameters, enter a 1 next to that report and select OK.

5. The selection window for that report appears, with the selection fields already populated. Make any necessary changes to the report parameters, and run the report as usual.