Clear Path™ System
User Guide

7001 Weston Parkway, Suite 200
Cary, North Carolina 27513

© 2014 Railinc Incorporated. All Rights Reserved.

Last Updated: December 2014
# Table of Contents

**Welcome to the Clear Path System**................................................................................................. 1  
Definition of Terms .......................................................................................................................... 1  
Web Interface ..................................................................................................................................... 2  
System Requirements ....................................................................................................................... 3  
Accessing Railinc Customer Support .......................................................................................... 3  

**Getting Started** .......................................................................................................................... 4  
Register to Use Railinc SSO ............................................................................................................ 4  
Requesting Clear Path System Access ............................................................................................ 4  

**Metrics** ......................................................................................................................................... 6  
Viewing the Scorecard .................................................................................................................... 6  
Scorecard Overview .......................................................................................................................... 9  
Report Status .................................................................................................................................... 13  

**Interchanges** ............................................................................................................................... 14  
Viewing Interchange Plans ............................................................................................................. 14  
Creating a New Interchange Plan ................................................................................................. 15  
Editing an Existing Interchange Plan ........................................................................................... 18  
Accepting or Rejecting a Proposed Interchange Plan ................................................................ 20  
Viewing the Audit Trail .................................................................................................................. 20  
Adding Comments, Completing, and Deleting Plans ..................................................................... 22  
Manage Train Symbols ..................................................................................................................... 22  

**Bulletins** ..................................................................................................................................... 25  
Viewing Bulletin Activity ................................................................................................................. 25  
Requesting Bulletins ....................................................................................................................... 26  
Resending a Bulletin Request .......................................................................................................... 31  
Editing a Bulletin Request .............................................................................................................. 32  
Printing a Bulletin Request ............................................................................................................. 34  
Viewing Bulletins ............................................................................................................................. 35  
Accessing Daily Operating Bulletins .............................................................................................. 36  

**Administration** ............................................................................................................................ 37  
Managing Trains ............................................................................................................................... 37  
Creating a New Train ...................................................................................................................... 40  
Adding Trains .................................................................................................................................... 42  
Managing Dispatch Locations ........................................................................................................ 43  
Managing EDI Profiles .................................................................................................................. 46  
Managing Bulletins ......................................................................................................................... 47  
Managing Scorecards ..................................................................................................................... 49  

**Getting Set Up to Send EDI to the Clear Path System**............................................................... 51  

**Reference** ................................................................................................................................... 52  

**APPENDIX A: Getting Started with EDI Transmissions**.......................................................... 54  
Header ................................................................................................................................................ 54  
Fields Required and Utilized by the Clear Path System ............................................................... 55  
Required Elements and Clear Path System Logic ......................................................................... 58
# List of Exhibits

Exhibit 1. Clear Path System Application Page Layout | 2
Exhibit 2. SSO Request Permission | 4
Exhibit 3. Clear Path Bulletin Activity | 5
Exhibit 4. Clear Path System Menu Functions (for a Clear Path User) | 5
Exhibit 5. Scorecard (part 1) | 7
Exhibit 6. Scorecard (part 2) | 8
Exhibit 7. Scorecard Date Selection | 9
Exhibit 8. Scorecard Specific Date Selection | 9
Exhibit 9. Full MOW Report | 9
Exhibit 10. Report Status | 13
Exhibit 11. Report Status Confirmation Message | 13
Exhibit 12. Interchange Activity Page | 14
Exhibit 13. New Interchange Plan Page | 16
Exhibit 14. Interchange Plan Fields and Descriptions | 16
Exhibit 15. Actions Menu Showing the Edit Button | 18
Exhibit 16. Edit Interchange Plan | 19
Exhibit 17. Last Action Popup | 20
Exhibit 18. Actions Menu | 21
Exhibit 19. Add Comment Interchange Plan Page | 21
Exhibit 20. Complete Interchange Plan Page | 22
Exhibit 21. Manage Trains - Interchange Page | 23
Exhibit 22. Manage Train Symbol Page | 23
Exhibit 23. Manage Train Symbols Fields and Descriptions | 24
Exhibit 24. Status Icons | 25
Exhibit 25. Train ID expanded to show yards | 26
Exhibit 26. Bulletin Activity—“I want to...” drop-down menu | 26
Exhibit 27. Bulletin Activity—View Bulletins | 26
Exhibit 28. Electronic Train Sheet | 27
Exhibit 29. Market Data Query Input Fields | 27
Exhibit 30. Bulletin Submission Confirmation | 30
Exhibit 31. Example Bulletin Request Email | 30
Exhibit 32. Example Bulletin Request Fax | 31
Exhibit 33. Resend Bulletin Request | 32
Exhibit 34. Electronic Train Sheet (with editable fields) | 33
Exhibit 35. Print Bulletin Request | 34
Exhibit 36. View Multiple Bulletins | 35
Exhibit 37. Daily Operating Bulletins Selection | 36
Exhibit 38. Daily Operating Bulletin | 36
Exhibit 39. Manage Trains | 37
Exhibit 40. Manage Trains (with filtered results) | 38
Exhibit 41. Edit Train Pop-up | 39
Exhibit 42. Delete Train Dialog | 40
Exhibit 43. New Train Pop-up | 40
Exhibit 44. Train ID Sequencing Options Drop-down | 41
Exhibit 45. New Train Pop-up (refreshed with additional input fields) | 42
Exhibit 46. Received EDI Bulletin Request (without assigned Train IDs) | 43
Welcome to the Clear Path System

Railinc’s Clear Path™ System enables users to request bulletins from multiple carriers with a single electronic train sheet through the web-based application. It also provides terminal management with a scorecard of operational metrics. Options available for regular Clear Path System Users include:

- **Metrics** - Allows you to view scorecard metrics. Also allows you to report operational status for your road, including trains held/staged, power, crews, and recrews, which feeds the scorecard metrics.
- **Interchanges** - Allows you to view train lineups and negotiate and document updates to Interchange Plans.
- **Bulletins** - Allows you to review bulletin activity, create a bulletin request, and view daily operating bulletins.

Additional options available for Clear Path System approved users include:

- **Manage Scorecard** – Allows users with Manage Scorecard permission to edit Scorecard goals, alerts levels, duty officer, and upload the Maintenance of Way (MOW) file.
- **Manage Trains** - Allows users with Manage Trains permission to add new trains and delete or edit existing trains for approved road mark(s).
- **Manage Dispatch Locations** - Allows users with Manage Trains permission to add new dispatch locations and edit existing dispatch locations for approved road mark(s).
- **Managing EDI Profiles** - Allows users with Manage Trains permission to manage EDI profile for approved road mark.
- **Manage Bulletin** – Allows users with Manage Bulletins permission to remove and change the expiration date for bulletins for approved road mark(s).

The Clear Path System Road Admin role is also available. To request this role, contact Railinc at **csc@railinc.com**. In addition to the regular Clear Path System User features, the Road Admin can view all activity by other Clear Path Users for their approved road mark(s).

**Definition of Terms**

- **Bulletin** - A daily or hourly report supplied by a railroad to the crew of trains traversing that railroad. The bulletin contains information on track conditions, planned maintenance, and safety alerts.

- **Bulletin Request or Request Bulletin** - The act of submitting an electronic train sheet for the purpose of receiving a bulletin in return.

- **Electronic Train Sheet** - The form used in this application to request a bulletin.
Welcome to the Clear Path System

**Foreign Dispatch** - A carrier that is in the route of another carrier’s train. The foreign dispatch is responsible for responding to bulletin requests by providing a bulletin to the requesting road.

**Web Interface**

The Clear Path System interface provides the same navigational tools found in most Windows applications and Internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks.

Each page in the Clear Path System application has the same structure.

*Exhibit 1. Clear Path System Application Page Layout*

1. **Logo**—Railinc logo. The logo is linked to the Railinc corporate website.

2. **Application Title**—Name of the application.

3. **Sign-On Information**—Shows the currently logged on user ID and road-specific information.

4. **Navigational Links**—Links for the following functions:
Welcome to the Clear Path System

- **Launch Pad**—displays a drop-down allowing user to switch to one of their other Railinc applications or to access the Single Sign-On (SSO) User Services options.
- **Contact Us**—opens a page of options for contacting Railinc Customer Support.
- **Sign Out**—logs the user out of SSO and returns to the Railinc home page.

5 **Application Menu**—The top of the Railinc page displays the application menu options. The options on this menu allow you to perform the various functions of the application.

6 **Page Title and Content Area**—The title of the specific application task page. The area of the page where tasks are executed (shown outlined with red dashes). These vary and may include a number of different elements, which are described in the next sections.

---

**System Requirements**

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the Railinc UI Dictionary.

---

**Accessing Railinc Customer Support**

The Railinc Customer Support Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.
Getting Started

The Clear Path System application is accessed using Railinc Single Sign On (SSO), which can be accessed from the Railinc portal at http://www.railinc.com. The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO


Once SSO registration is complete, the user must request access to Clear Path System within SSO.

Requesting Clear Path System Access

After authorization to use Railinc SSO is received, the user can then request access to Clear Path System.

When e-mail notification of access to Clear Path System is received, the user can log on and begin using the application.

User Roles are assigned through the Single Sign On interface. Your assigned user role determines what functions you can perform in the application. You can request access to both roles at the same time if you need train and dispatch management capabilities in addition to regular user capabilities.

Exhibit 2. SSO Request Permission
Getting Started

Here is an overview of permission levels assigned to users of the Clear Path System.

- **Clear Path Road Admin** – Gives access to view all user activity for approved Company ID.
- **Clear Path User** – Regular access rights to submit and view bulletin requests for your company.
- **Manage Bulletins** – Adds capability to view, expire, and remove bulletins for approved Company ID.
- **Manage Scorecard** – Adds capability to manage the scorecard including goals, alert levels, MOW, etc.
- **Manage Trains** – Adds capability to manage train and dispatch locations. This role also provides the ability to work with Interchange Plans.

To log into the Clear Path System:

1. Open the browser.
3. Log in to SSO.
4. Under the Your Applications heading, select **Clear Path System**. The Clear Path System Bulletin Activity page is displayed (Exhibit 3).

**Exhibit 3. Clear Path Bulletin Activity**

![Clear Path Bulletin Activity](image)

Continue by selecting a Clear Path System application menu item (refer to Exhibit 4).

**Exhibit 4. Clear Path System Menu Functions (for a Clear Path User)**

- **Metrics**
  
  Allows you to view the scorecard.

- **Bulletins**
  
  Allows you to request bulletins and view bulletin activity.

- **Reference**
  
  Allows you to download the latest copy of this Guide or the Quick Start Guide. It also provides access to Alert Plans and to the MOW Report.

- **Administration**
  
  Allows you to manage trains, bulletins, scorecards, and dispatch locations. (Requires additional permission roles.)

- **Help**
  
  Allows you to contact support and to give application feedback.
The Metrics option enables users to ascertain a yard’s capacities and terminal fluidity. It allows users to see the contents of today's scorecard and be able to view scorecards from the past.

**Viewing the Scorecard**

To view the Scorecard, select the **Metrics > Scorecard** menu option. The most current Scorecard page is displayed (shown here in two parts). See **Exhibit 5** and **Exhibit 6**.
Exhibit 5. Scorecard (part 1)
### Exhibit 6. Scorecard (part 2)

#### Trains Held Detail

<table>
<thead>
<tr>
<th>Train ID</th>
<th>Location</th>
<th>Power</th>
<th>Crew</th>
<th>Reason</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>21G14</td>
<td>CP 518</td>
<td>Select</td>
<td>Select</td>
<td>Congestion - Line</td>
<td>2/1E moves first</td>
</tr>
</tbody>
</table>

#### Intermediate Carrier Indicators

<table>
<thead>
<tr>
<th>Metric</th>
<th>BRC Clear</th>
<th>IHB BI</th>
<th>Total</th>
<th>7-Day Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;9 Hrs Prev 24</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Enroute 24 Hours</td>
<td>2,524</td>
<td>0</td>
<td>2,524</td>
<td>2,719</td>
</tr>
<tr>
<td>Departed Prev 24</td>
<td>2,715</td>
<td>0</td>
<td>2,715</td>
<td>2,343</td>
</tr>
<tr>
<td>On Hand to Hump</td>
<td>1,341</td>
<td>0</td>
<td>1,341</td>
<td>1,534</td>
</tr>
<tr>
<td>Dept Performance</td>
<td>61%</td>
<td>0%</td>
<td>31%</td>
<td>44%</td>
</tr>
</tbody>
</table>

#### Terminal Indicators

<table>
<thead>
<tr>
<th>Metric</th>
<th>Prev Day</th>
<th>7-Day Avg</th>
<th>Prev Week</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1C Cars Delivered</td>
<td>15,179</td>
<td>11,598</td>
<td>16,048</td>
<td>8,000</td>
</tr>
<tr>
<td>Cars Enroute to I1C</td>
<td>52,812</td>
<td>52,305</td>
<td>49,501</td>
<td>496,790</td>
</tr>
</tbody>
</table>

#### Corral Report

<table>
<thead>
<tr>
<th>Metric</th>
<th>Prev Day</th>
<th>7-Day Avg</th>
<th>Prev Week</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Transit (hrs - Total)</td>
<td>38</td>
<td>14.86</td>
<td>0.00</td>
<td>&lt;31</td>
</tr>
<tr>
<td>Manifest Transit (hrs)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>&lt;32</td>
</tr>
<tr>
<td>Unit Transit (hrs)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>&lt;33</td>
</tr>
<tr>
<td>Avg Daily late Meta trains</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>&lt;0</td>
</tr>
</tbody>
</table>

#### Important Outages

- **IH8**: Signal cutover at MP 2.88 - CP 28 to CP House from 0700 - 1900, Monday thru Friday, 10/13 to 10/17. Switch tender on duty from 1900 - 0700.

- **IH8 / CSX**

#### Future Important Outages

- **BRC**: Grand Avenue Bridge work (micropile and concrete work): RT2 at MP 0.8 - 2.0 will be out of service continuously from 0800 on Monday, 10/20 through Thursday, 10/23 at 1700.

---

Download Full MOW Report

**Weather**

- **Current**: 53 F, Humidity: 89%, Visibility: 8 mi, Wind: WNW at 7 MPH, Windchill: 51 F
- **Today**: 61 F, 51 F
- **Tonight**: 63 F
- **Friday**: 46 F
- **Friday Night**: 51 F

Today cloudy, with a high near 61. West-southwest wind 5 to 10 mph.
Scorecard Overview

This section provides an overview of the Scorecard, which is shown in Exhibit 5 and Exhibit 6.

You can perform the following Scorecard actions:

- Use the **Report Status** button to report your road’s status for the next scorecard report. See Report Status.
- Use the date dropdown to select the date of the scorecard you want to see (Exhibit 7). If looking for a specific date in the past, select the **Specific Date** option.

**Exhibit 7. Scorecard Date Selection**

**Exhibit 8. Scorecard Specific Date Selection**

- Select **Download Full MOW Report** to display the full MOW file (Exhibit 9).

**Exhibit 9. Full MOW Report**
Here is a description of the Scorecard fields:

**Yard Inventories (Auto-generated)**

**Definition:** Total number of cars on-hand at time of report.

**Business Rules:**
- For IHB Autos, include Autoracks only.
- For other yards:
  - Include all car types except intermodal (%U and %Z). Exclude locomotives and EOTs
  - For Proviso, exclude UPY%.
  - For IHB Blue Island, exclude Autoracks.

**Data Sources:** BRC data is used for Clearing. Railinc data is used for all other yards.

**Yard Dwell (Auto-generated)**

**Definition:** Average time (in hours) to process cars through the yard.

**Business Rules:**
- Calculate hours between latest arrival-type event and earliest departure-type event.
- Departures occurring between midnight current day and midnight the previous day are reported on the next day’s dwell report.
- Calculate dwell for all car types. Exclude EOTs and locomotives.
- Exclude cars that are in the yard less than two hours as these are likely thru trains.
- Kick out outliers – anything over 120 hours and negative numbers.
- “Total” is the average of all the yard dwell times

**Data Sources:** BRC data is used for Clearing. Railinc data is used for all other yards.

**Resources (Manually Reported)**

**Definition:** Carriers report the adequacy of power and crews. The IHB and BRC report foreign power and crew adequacy in addition to their own.

**Business Rules:**
These are subjective measures – adequate or inadequate – but the carriers report based on the following:
- POWER – ADEQUATE – sufficient power on-hand to protect outbound trains at time of call.
- POWER – INADEQUATE – Insufficient power to protect outbound trains at time of call.
- CREWS – ADEQUATE – Sufficient amount of train crews to handle road/yard/transfer assignments at time of call.
- CREWS – INADEQUATE – Insufficient amount of train crews to handle road/yard/transfer assignments at time of call.

**Data Sources:** Carriers manually enter the data for these metrics via the Clear Path web application.

**Recrews (Manually Reported)**

**Definition:** The number of relief crews called to protect trains that failed to make final terminal by plan. Intermodal trains are reported separately from all other trains.

**Data Sources:** Carriers manually enter the data for these metrics via the Clear Path web application.
Metrics

Trains Held (Manually Reported)

Definition: Any train that is at or within the final crew change point prior to interchange or destination in the terminal, and is being held by the delivering carrier or refused by an intermediate or receiving carrier.

Business Rules:

- Trains are reported as held for Power, Crew, Terminal Congestion, Mainline Congestion, or Other as defined here:
  - Sufficient power on hand and/or planned to be in place in the next four hours to protect outbound trains at times of scheduled order or call.
- Originating Trains at terminals must be beyond scheduled departure time by the 2 hours.
- Any train that is currently operating on the terminal switch carriers’ trackage or commonly used trackage within the terminal, as defined below that is being held for Power, Crew, Terminal Congestion, Mainline Congestion, or Other at the time of the call, the train must have been holding a minimum of 2 hours to be included on this report.
- Belt railway reporting includes:
  - BRC – All Mainlines, Sidings and Yards*
  - IHB – All Mainlines, Sidings and Yards*
  - B&OCT – Blue Island Sub and Sidings.
* Coal trains being held in support yards, specifically for customers such as BRC Commercial Ave and IHB Lake Front or Michigan Ave Yard, will not be considered.

Data Sources: Carriers manually enter the data for these metrics via the Clear Path web application.

Limitations (Manually Reported)

Definition: Any activity, condition, or event that may restrict the ability to process or handle trains. Examples: Future Crew/Power Shortages, Maintenance of Way (MOW) work, Full Receiving Yards, etc.

Trains Held Details (Manually Reported)

Definition: The Train ID, Location, and Reason(s) for being held.

Intermediate Carrier Indicators (Manually Reported)

>9 hrs Prev 24
Definition: Trains that are ready for departure, but haven't yet departed.
Data Sources: Direct from carrier via data feed.

Enroute 24 Hrs
Definition: Traffic projected to arrive off Class Is to be delivered in the next 24 hours.
Data Sources: Direct from carrier via data feed.

Departed Prev 24
Definition: Trains that have reported a departure event within the last 24 hours.
Data Sources: Direct from carrier via data feed.

On Hand to Hump
Definition: Amount of cars in receiving yard(s). Tells them how full the receiving yards are.
Data Sources: Direct from carrier via data feed.
**Dept Performance**  
**Definition:** The percent of trains that depart on time. “On Time” is defined as trains that depart within two hours of scheduled departure time.  
**Data Sources:** Direct from carrier via data feed.

**Terminal Indicators (Auto-generated)**

**I/C Cars Delivered**  
**Definition:** Number of cars delivered to the terminal.  
**Business Rules:** Count the number of actual interchanges reported on the previous day at one of the Chicago Metro SPLCS.  
**Data Source:** Railinc (Industry-reported Interchange Events).

**Cars Enroute to I/C**  
**Definition:** Number of cars headed to, but not yet delivered to the terminal.  
**Business Rules:** Using Carrier-provided (and when necessary Railinc-generated) Trip Plans, count the number of ETAs and ETIs scheduled to arrive in Chicago. Stop counting a given car when the Trip Plan is updated to indicate it has reached or passed through Chicago.  
**Data Source:** Railinc (Industry & Railinc-generated Trip Plans).

**Corral Report (Auto-generated)**

**Car Transit (hrs – Total)**  
**Definition:** Average number of hours it takes a car to travel through the terminal.  
**Data Source:** Railinc data is used for the published scorecard.

**Manifest Transit (hrs)**  
**Definition:** Average number of hours it takes a manifest train car to travel through the terminal.  
**Data Source:** Railinc data is used for the published scorecard.

**Unit Transit (hrs)**  
**Definition:** Average number of hours it takes a unit train car to travel through the terminal.  
**Data Source:** Railinc data is used for the published scorecard.

**Important Outages (Manually Reported by CTCO Administrator)**  
**Definition:** Current MOW with significant impact to the terminal.

**Future Important Outages (Manually Reported by CTCO Administrator)**  
**Definition:** Future MOW that will have significant impact to the terminal.

**Weather (Auto-generated)**  
**Definition:** Current and forecasted weather conditions including temperature, humidity, visibility, wind, wind chill, and precipitation.  
**Business Rules:** Report current and forecasted weather on latest scorecard and save only the “Current” weather when the scorecard is archived.  
**Data Sources:** weather.gov with location set to Chicago Midway airport.
Report Status

The Report Status option allows you to report your road’s status for held/staged trains, crew, power, and recrew counts on the scorecard. Data can be entered and edited on this form until 09:15 Central Time for the morning Scorecard and until 19:30 Central Time for the evening Scorecard. The Scorecard is generated and distributed twice daily – 09:30 CT and 19:45 CT.

NOTE: The report block for Class I carriers does not include foreign crews or foreign power.

Use the following procedure to access the Report Status option:

1. Select the Metrics > Report Status menu option. The Report Status page is displayed (Exhibit 10).

Exhibit 10. Report Status

2. Perform one of the following:

   - Select your yard’s status for power, crew, recrews, limitations, and trains held/staged. Enter details for trains held/staged, and type your name into the “Reported by” field.

   Click SAVE. A message appears informing you that the status has been reported successfully (Exhibit 11).

Exhibit 11. Report Status Confirmation Message

   Status has been reported successfully

   - Select CANCEL to return to the Scorecard page (Exhibit 5 and Exhibit 6).
Interchanges

The Interchanges menu option enables carriers to view train lineups, negotiate and document updates to Interchange Plans, and streamline multi-carrier communication.

Viewing Interchange Plans

The Interchanges option enables users to view all trains where their carrier is part of the route (From RR, To RR, or Bridge). New trains are added via automatic data feed as new data becomes available. (Users can also add new trains manually as described in “Creating a New Interchange Plan” on page 15.) Each column of information can be sorted and filtered to accommodate customized views of the lineup as desired. The status of each plan is indicated by color coding.

To view the current list of Interchange Plans, select the Interchanges > Interchange Activity menu option. The Interchange Activity page is displayed (see Exhibit 12).

Exhibit 12. Interchange Activity Page

The Interchange Activity page shows a summary of inbound and outbound trains planned to interchange in Chicago within the next 72 hours, including train IDs, to and from locations, and planned interchange times. Trains are auto-populated via data feed from carrier systems. By default, the Interchange Activity page is sorted by Planned Time and shows the next occurring Interchange Plan at the top of the page.

Note: The Planned Time appears in the time zone of the clock on each user’s computer.

From the Interchange Activity page, users can perform the following tasks:

- View all interchange activity. The shading/background colors indicate:
  
  GREEN - Carrier proposed or accepted the plan
Interchanges

- RED - Carrier rejected the plan
- YELLOW - Plan is awaiting action from the carrier
- BLUE - Interchange has been completed
- GRAY - Plan has been deleted

- Set filters and sort columns by selecting the filter and sort controls in the column header. Use the Clear Filters button to clear all the filters.

- Use the Direction drop-down to specify the direction of the trains they want to view (inbound, outbound, or both).

- Use the Status drop-down to specify the status of the Interchanges they want to view (Proposed, Under Review, Committed, Completed, Deleted, or Unplanned). By default, the Interchange Activity page displays all interchange statuses.

- Select the Trains link to view additional details about the train, such as the total weight of the train and additional information about locomotives and the train crew.

- Use the Actions drop-down to edit an existing Interchange Plan, add a comment, mark an Interchange Plan as complete, or delete an Interchange Plan. See “Editing an Existing Interchange Plan” on page 18 or “Adding Comments, Completing, and Deleting Plans” on page 20 for more information.

- Select the Last Action link to view the audit trail, which contains a history of all updates to the Interchange Plan, including who updated it and when. See “Viewing the Audit Trail” on page 20 for more information.

- Add new trains manually by selecting the New Plan button as described in “Creating a New Interchange Plan” on page 15.

Creating a New Interchange Plan

Create a new Interchange Plan if the data feed is incomplete or if an unplanned or extra interchange is anticipated. The new plan must include the train ID, to and from locations, and the planned interchange time.

Users can create a new Interchange Plan by selecting the New Plan button from the Interchange Activity page (see Exhibit 12). The New Interchange Plan page is displayed (see Exhibit 13).
**Exhibit 13. New Interchange Plan Page**

Complete the fields described in **Exhibit 14** to manually create a new Interchange Plan.

**Note:** An asterisk (*) indicates that the field is required.

**Exhibit 14. Interchange Plan Fields and Descriptions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Train ID</td>
<td>The symbol used by the “from” (delivering) carrier to identify a train.</td>
</tr>
<tr>
<td>Alternate ID</td>
<td>The symbol used by the “to” (receiving) carrier to identify a train.</td>
</tr>
<tr>
<td>*Train Type</td>
<td>Select the type of train (Auto, Coal, Crude, Ethanol, Grain, Intermodal, Merchandise, or Unit).</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>*Cars</td>
<td>The number of cars on the train.</td>
</tr>
<tr>
<td>*Planned Time</td>
<td>The estimated time of interchange, consisting of hour and minutes (HH:MM).</td>
</tr>
<tr>
<td>Dimensional Equipment</td>
<td>An indication that the train contains abnormal dimensional equipment that requires special attention.</td>
</tr>
</tbody>
</table>
| Key Train             | A Key Train is any train with:  
  • One tank car load of Poison or Toxic Inhalation Hazard (PIH or TIH) (Hazard Zone A, B, C, or D), anhydrous ammonia (UN1005), or ammonia solutions (UN3318).  
  • 20 car loads or intermodal portable tank loads of any combination of hazardous material.  
  • One or more car loads of Spent Nuclear Fuel (SNF), High Level Radioactive Waste (HLRW)  |
| *From RR              | The carrier delivering the train in interchange.                                                                                                                                                             |
| Bridge RR             | A carrier whose track must be used in order for the train to pass from the “From RR” to the “To RR.”                                                                                                          |
| *To RR                | The carrier receiving the train in interchange.                                                                                                                                                              |
| *From Location        | A location, operated by the “From RR”, that will originate the train, or will be passed by the train on its route through the Chicago Gateway to the “To Location”.                                                    |
| *To Location          | A location, operated by the “To RR” that will receive the train in interchange, or will be passed by the train on its way out of the Chicago Gateway.                                                              |
| *Tons                 | The estimated total weight of the train in tons.                                                                                                                                                             |
| *Feet                 | The estimated total length of the train in feet.                                                                                                                                                             |
| Comment               | Free form comment field to communicate additional information.                                                                                                                                               |
| Lead Locomotive       | The Initial and Number of the lead locomotive on the train.                                                                                                                                                 |
| Locomotive            | The Initial and Number of an additional locomotive on the train.                                                                                                                                             |
| Placement             | An indication of the order of the locomotives.                                                                                                                                                              |
| Lead Ind              | An indicator to identify the lead locomotive of the train.                                                                                                                                                   |
| Engineer              | The first name, middle initial and last name of the Engineer on the train.                                                                                                                                   |
**Interchanges**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conductor</td>
<td>The first name, middle initial and last name of the Conductor on the train.</td>
</tr>
<tr>
<td>On Duty</td>
<td>The time the Crew members came on duty.</td>
</tr>
<tr>
<td>Hours of Service</td>
<td>The time when the Crew members will run out of hours and need to go off-duty.</td>
</tr>
<tr>
<td>Notes</td>
<td>Free form comment field to communicate additional information.</td>
</tr>
</tbody>
</table>

When you have completed the New Interchange Plan fields, select **Save** to add your proposed plan to the Interchange Activity page or select **Cancel** to close the page without saving.

**Editing an Existing Interchange Plan**

The primary reason to edit an Interchange Plan is to change the Planned Time. Only the Sending Carrier can make certain changes such as the Planned Time, Train Type, Number of Cars, and train weight and length. The Receiving Carrier can make other changes such as the locomotives and the crew.

To edit an Interchange Plan, select the **Actions** button for the plan you want to modify. The Actions menu is displayed (see **Exhibit 15**).

*Exhibit 15. Actions Menu Showing the Edit Button*

From the Actions menu, select **Edit**. The Edit Interchange Plan page is displayed (see **Exhibit 16**).
Exhibit 16. Edit Interchange Plan

The Edit Interchange Plan page is essentially the same as the New Interchange Plan page. See Exhibit 14 for a description of the fields.

After you have finished making changes using the Edit Interchange Plan page, select Save to save your changes and update the Interchange Activity page or select Cancel to close the page without saving.

When a new Interchange Plan is added to the list or if an Interchange Plan is updated (either by data feed or manually by another carrier), the Refresh Notification box is displayed at the top of the Interchange Activity page and provides a count of the additions or changes.
Accepting or Rejecting a Proposed Interchange Plan

The Bridge or the To RR can choose to accept or reject a proposed Interchange Plan as follows:

- Select ✅ in the To RR column to accept an Interchange Plan. Optionally add a comment and select **Accept**.

- Select ✗ in the To RR column to reject an Interchange Plan. Add a comment (required), optionally select the checkbox to propose a new time, and select **Reject**.

If an Interchange Plan is rejected, the carriers in the route renegotiate the Interchange Plan.

Viewing the Audit Trail

Select the **Last Action** link on the Interchange Activity page to view the audit trail, which contains a history of all updates to the Interchange Plan, including who updated it and when (see **Exhibit 17**).

**Exhibit 17. Last Action Popup**

Select the “x” at the top right to close the popup.

Adding Comments, Completing, and Deleting Plans

To add comments, complete, or delete an Interchange Plan, select the **Actions** button for the plan you want to work with. The Actions menu is displayed (see **Exhibit 18**).
Adding Comments

Adding a comment enables users to add any type of additional information about the Interchange Plan. To add a comment, select the Actions menu, and then select Add Comment. The Add Comment Interchange Plan page is displayed (see Exhibit 19).

Exhibit 18. Actions Menu

Exhibit 19. Add Comment Interchange Plan Page

Enter the comment and select Save. The comment is displayed in the Last Action section of the Interchange Activity page. See “Viewing the Audit Trail” on page 20 for more information.

Completing Plans

Completed Interchange Plans are automatically removed from the Interchange Activity page 48 hours after the Planned Time. To remove a completed plan manually, select the Actions menu, and then select Complete to mark the Interchange Plan as completed and remove the train from the list. The Complete Interchange Plan page is displayed (see Exhibit 20).
Enter a comment (optional) and select **Complete** to complete the Interchange Plan.

Once completed, the Interchange Plan is shaded blue and is moved to the bottom of the list where it will remain for 4 hours. After 4 hours, it is moved to a list of historical interchanges.

**Deleting Plans**

Interchange Plans are automatically removed from the Interchange Activity page 48 hours after the Planned Time. To remove a plan manually, select the **Actions** menu, and then select **Delete** to remove the Interchange Plan from the Interchange Activity page. Use this function if an interchange was planned but then voided, or if there was a duplicate in the data feed.

Enter a comment (optional) and select **Delete** to remove the Interchange Plan.

**Manage Train Symbols**

Use this function to set up a repeating incoming train symbol so that the Interchange Activity page is automatically populated when data is received for that train symbol. Select **Interchanges > Manage Trains – Interchange**. The Manage Trains – Interchange page is displayed, which is used to associate route and train type data with a train symbol (see **Exhibit 21**).
Exhibit 21. Manage Trains - Interchange Page

The following functions are available from the Manage Trains – Interchange page:

Select **Edit** from the **Actions** menu to modify existing route and train type data associated with a train symbol. The Manage Train Symbol page is displayed (see Exhibit 22).

Select **Delete** from the **Actions** menu to remove the existing route and train type data associated with a train symbol.

Select **New Train Symbol** to set up a new train symbol with route and train type data. The Manage Train Symbol page is displayed (see Exhibit 22).

Exhibit 22. Manage Train Symbol Page
Complete the fields shown in Exhibit 22 to set up a train symbol. Exhibit 23 describes the fields that are unique to this function.

**Note:** An asterisk (*) indicates that the field is required.

### Exhibit 23. Manage Train Symbols Fields and Descriptions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Symbol</td>
<td>The portion of a train ID that does not change based on the day the train runs.</td>
</tr>
<tr>
<td>*Type</td>
<td>Select the type of train (Auto, Coal, Crude, Ethanol, Grain, Intermodal, Merchandise, or Unit).</td>
</tr>
<tr>
<td>*Ignore</td>
<td>If the Ignore flag is set to yes, the train will not appear on the Interchange Activity page even if an automatic data feed is received for that train. Use this if you do not want to manage a particular train using the Interchange Activity page.</td>
</tr>
<tr>
<td>*From RR</td>
<td>The carrier delivering the train in interchange.</td>
</tr>
<tr>
<td>*From Location</td>
<td>A location, operated by the “From RR”, that will originate the train, or will be passed by the train on its route through the Chicago Gateway to the “To Location”.</td>
</tr>
<tr>
<td>Bridge</td>
<td>A carrier whose track must be used in order for the train to pass from the “From RR” to the “To RR.”</td>
</tr>
<tr>
<td>*To RR</td>
<td>The carrier receiving the train in interchange.</td>
</tr>
<tr>
<td>*To Location</td>
<td>A location, operated by the “To RR” that will receive the train in interchange, or will be passed by the train on its way out of the Chicago Gateway.</td>
</tr>
<tr>
<td>Cutoff (Min)</td>
<td>Minutes entered in the cutoff field are added to the ETA of all incoming trains with that train symbol when the train ID is added to the Interchange Activity page. Use this to account for extra time required to deliver trains to their interchange destination.</td>
</tr>
<tr>
<td>Loco Length (Ft)</td>
<td>Feet entered in the Loco Length field are added to the overall length of incoming trains with that train symbol when the train ID is added to the Interchange Activity page. Since the automated feed only includes the length of the cars on the train, use this field to add the length of the locomotive(s) to the train.</td>
</tr>
</tbody>
</table>
Viewing Bulletin Activity

The Bulletin Activity page enables you to view and manage activity. You can get an overview of pending and past bulletin request activity (last 7 days), and create a new bulletin request.

Special icons are used to indicate the status of bulletin requests (see Exhibit 24). Explanations of each icon are available by hovering the mouse over the icon.

### Exhibit 24. Status Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟</td>
<td>This indicator appears for a carrier that needs to complete an electronic train sheet that another carrier has initiated.</td>
</tr>
<tr>
<td>📄</td>
<td>Send Success – indicates that the electronic train sheet was sent to carriers associated with entered Train ID.</td>
</tr>
<tr>
<td>⏳</td>
<td>In Queue – indicates that the electronic train sheet is awaiting its time to be sent. All train sheets are sent forty-five minutes prior to the date and time entered in the On Duty fields. If the train sheet is submitted within forty-five minutes of the On Duty time, then the request is sent immediately (allow fifteen minutes for system processing).</td>
</tr>
<tr>
<td>🔗</td>
<td>Fax attempt in progress – indicates that the system is attempting to send a fax to the dispatch location. If the dispatch location also includes an email address, the email is sent at the time the fax attempt begins.</td>
</tr>
<tr>
<td>🚨</td>
<td>Send Failure – indicates that the electronic train sheet did not send properly. If the issue is fax-related, the error detail can be seen by hovering over the icon. When this occurs, click “Resend” to reattempt. If the problem persists, contact Railinc Customer Support at <a href="mailto:csc@railinc.com">csc@railinc.com</a>.</td>
</tr>
<tr>
<td>🧨</td>
<td>Train sheets in error due to invalid train ID sent via EDI161. Once a user adds the missing Train ID, any requests outstanding for that Train ID are automatically sent.</td>
</tr>
<tr>
<td>🔥</td>
<td>This indicator appears for both the original bulletin requester and foreign dispatch and indicates the foreign dispatch has completed the electronic train sheet.</td>
</tr>
<tr>
<td>📚</td>
<td>Bulletin Available – indicates that a bulletin sent to Clear Path by a foreign carrier is available to view and print.</td>
</tr>
<tr>
<td>⏪</td>
<td>Expired Bulletin – indicates that a bulletin provided by a foreign carrier has expired.</td>
</tr>
</tbody>
</table>

Hyperlinks are available to edit electronic train sheets. Use the following procedure to view Bulletin Activity:

1. Select the Bulletins > Bulletin Activity menu option. The Clear Path System Bulletin Activity page is displayed (Exhibit 3).

2. Perform one of the following:
   - Select the New Bulletin Request to create a new electronic train sheet. See Requesting Bulletins.
• Select a plus icon to view yards associated with a Train ID and to display Resend Train sheet and View Bulletin options (Exhibit 25). Select Resend to resend a bulletin request. See Resending a Bulletin Request. Select View to view a bulletin. See Viewing Bulletins.

Exhibit 25. Train ID expanded to show yards

• Use the “I want to...” drop-down menu (see Exhibit 26) to select the Edit Train Sheet option to edit a current bulletin request. See Editing a Bulletin Request.

Exhibit 26. Bulletin Activity—“I want to...” drop-down menu

• Use the “I want to...” drop-down menu (see Exhibit 26) to select the Print Train Sheet option to print a current bulletin request. See Printing a Bulletin Request.

• Use the “I want to...” drop-down menu (see Exhibit 27) to select the View Bulletins option to view all available bulletins for the Train. See Viewing Bulletins.

Exhibit 27. Bulletin Activity—View Bulletins

Requesting Bulletins

Use the following procedure to request a bulletin:

1. Select the Bulletins > Request Bulletin menu option. The process can also be started by selecting the New Bulletin Request button on the Bulletin Activity page (Exhibit 3). The Electronic Train Sheet page is displayed (Exhibit 28).
**Exhibit 28. Electronic Train Sheet**

![Electronic Train Sheet Diagram]

Note: If the Origin Departure Date is not incorporated in Train ID, a new field appears below the Train ID to enable users to select the Origin Departure Date.

2. At a minimum, complete the required fields (Exhibit 29). As necessary, the Clear hyperlink can be used to clear the entry on the fields next to the link.

**Exhibit 29. Market Data Query Input Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Road Mark</strong></td>
<td>The road mark associated with the train for which you are submitting the train sheet. Many times this field will be auto-populated based on your user ID.</td>
</tr>
<tr>
<td><strong>Train ID</strong></td>
<td>Free-form train identifier. Can be up to 10 characters. Once a valid Train ID has been entered, the Request Bulletin From field is populated with all dispatch locations associated with that entered ID. The type-ahead feature will assist you in entering a valid train ID.</td>
</tr>
<tr>
<td><strong>Train Type:</strong></td>
<td>Select the type of train from the available drop-down. By default, this field is populated with “Manifest Train.”</td>
</tr>
<tr>
<td><strong>Origin Departure Date:</strong></td>
<td>Enter the day of the month the train departed from its origin location. This field only displays if the Train ID was not configured to include the day of the month appended at the end.</td>
</tr>
</tbody>
</table>
**Bulletins**

<table>
<thead>
<tr>
<th>* Request Bulletin From</th>
<th>Populated with dispatch locations once a valid Train ID has been entered. Select the check box of the dispatch location(s) you wish to receive bulletins from for the Crew you will specify next.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong></td>
<td>The road selected here must match the road selected in the Request foreign dispatch to complete train information field.</td>
</tr>
</tbody>
</table>

**CREW**

<table>
<thead>
<tr>
<th><strong>CREW</strong></th>
<th><strong>CREW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Engineer</td>
<td>Allows you to specify the name of the engineer. Middle Initial (MI) is not required.</td>
</tr>
<tr>
<td>* On Duty</td>
<td>Date and time for engineer to be on duty. Time is expressed in 24 hour format (example: 1500) MM DD HHMM. Be sure to check that the appropriate time is selected from the dropdown. Each crew member can specify a unique on duty time. However, if all on duty times are the same, the Sync All On Duty Time link can be selected to pre-fill all other crew members with this selected on duty time. The system uses the earliest selected on duty time to send out notifications--45 minutes before movement is to begin</td>
</tr>
<tr>
<td>* Conductor</td>
<td>Allows you to specify the name of the conductor. Middle Initial (MI) is not required.</td>
</tr>
<tr>
<td>* On Duty</td>
<td>Date and time for conductor to be on duty. Time is expressed in 24 hour format (example: 1500) MM DD HHMM. Be sure to check that the appropriate time is selected from the dropdown. Each crew member can specify a unique on duty time. This field may be pre-filled if the Sync All On Duty Time link has been selected for the engineer. Additional on duty input fields appear for each added crew member. The system uses the earliest selected on duty time to send out notifications--45 minutes before movement is to begin</td>
</tr>
<tr>
<td>Crew Member</td>
<td>Use the Add More Names hyperlink in order to add additional crew members. Allows you to specify the position and names of additional crew. Select the appropriate position from the available drop down. Up to 10 crew members can be added. Additional on duty input fields appear for each added crew member.</td>
</tr>
</tbody>
</table>
### TRAIN

<table>
<thead>
<tr>
<th>Request foreign dispatch to complete train information</th>
<th>Allows you to flag an electronic train sheet for completion by the road originating the train. Check the box, then select the foreign dispatch you wish to receive the completion request. This electronic train sheet will appear on that road’s dashboard for completion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Locomotive</td>
<td>Initial and number of the lead locomotive.</td>
</tr>
<tr>
<td>Locomotive</td>
<td>Additional Locomotive fields are available to enter the initial, numbers and placement of additional locomotives. As necessary, the Add More Locomotives hyperlink can be used to add more locomotives (up to seven more). Select the Head, Middle or Rear options to indicate distributed power unit (DPU).</td>
</tr>
<tr>
<td>Loads</td>
<td>Number of loaded cars.</td>
</tr>
<tr>
<td>Empties</td>
<td>Number of empty cars.</td>
</tr>
<tr>
<td>Tonnage</td>
<td>Total tonnage of train.</td>
</tr>
<tr>
<td>Length</td>
<td>Total length of train.</td>
</tr>
<tr>
<td>Dimensional Equipment</td>
<td>Radio button to select if equipment included is high or wide.</td>
</tr>
<tr>
<td>Restricted Commodity</td>
<td>Radio button to select if equipment included contains restricted commodities.</td>
</tr>
<tr>
<td>Key Train</td>
<td>Radio button to select if equipment included contains a key train. As defined in Circular OT-55, a key train is one of the following:</td>
</tr>
<tr>
<td></td>
<td>- One tank car load of Poison or Toxic Inhalation Hazard (PIH or TIH) (Hazard Zone A, B, C, or D), anhydrous ammonia (UN1005), or ammonia solutions (UN3318)</td>
</tr>
<tr>
<td></td>
<td>- 20 car loads or intermodal portable tank loads of any combination of hazardous material</td>
</tr>
<tr>
<td></td>
<td>- One or more car loads of Spent Nuclear Fuel (SNF), High Level Radioactive Waste (HLRW)</td>
</tr>
<tr>
<td>Notes</td>
<td>Free form field to specify notes.</td>
</tr>
</tbody>
</table>

3. Select **Submit**. A confirmation box appears asking you to confirm your decision to submit the bulletin request (*Exhibit 30*).
After successful submission, a message confirming electronic train sheet submission is displayed. The bulletin request is sent via email (Exhibit 31) and/or fax (Exhibit 32) to the appropriate contact(s) based on the train and dispatch configuration (as set up in the Administration function).

**Exhibit 31. Example Bulletin Request Email**

```
FAX BULLETINS TO:
BRC 919-651-5405

ELECTRONIC TRAIN SHEET
Train ID  BRGLND01
Train Type Passenger Service

CREW
Engineer  Henry McCarthy
On Duty  09/19/2013 14:15 Central (GMT-6)
Conductor  Dwayne Sullivan
On Duty  09/19/2013 14:15 Central (GMT-6)
Brakemen  Andy E Preston
On Duty  09/19/2013 18:15 Central (GMT-6)

TRAIN
Lead  BRC 001
Head  BRC 002
Rear  BRC 003
Loads  2
Empty  0
Tons  100
Length  50
Dimensional Equip.  No
Restricted Commodity  Yes
Key Train  Yes

NOTES
Available
```
Exhibit 32. Example Bulletin Request Fax

RESENDING A BULLETIN REQUEST

When a bulletin request fails to be delivered (as indicated by the Send Failure icon) or when a bulletin request must be edited with new information, use the following procedure to resend the bulletin request:

1. From the Clear Path System Bulletin Activity page (Exhibit 3), select a plus icon to view yards associated with a Train ID and to display resend options (Exhibit 25). Select Resend to resend a bulletin request. The Resend Bulletin Request pop-up box is displayed (Exhibit 33).
2. Select **Resend**. The dashboard is displayed with a confirmation message that the request has been resubmitted.

---

### Editing a Bulletin Request

Use the following procedure to edit an existing bulletin request:

1. From the Clear Path System Bulletin Activity page (**Exhibit 3**), use the “I want to...” drop-down menu (see **Exhibit 26**) to select the **Edit Train Sheet** option to edit a current bulletin request. The Electronic Train Sheet page is displayed with editable fields (**Exhibit 34**).
2. Make any needed changes to the input fields (see Exhibit 29 for field definitions).

3. Select **Submit** to submit the edited bulletin request. A confirmation box is displayed.

4. Select **Yes** to submit the edited request. The dashboard is displayed with a confirmation message that the bulletin has been submitted.
Printing a Bulletin Request

Use the following procedure to print an existing bulletin request:

1. From the Clear Path System Bulletin Activity page (Exhibit 3), use the “I want to...” dropdown menu (see Exhibit 26) to select the Print Train Sheet option to print a current bulletin request. The Print Bulletin request page is displayed (Exhibit 34).

Exhibit 35. Print Bulletin Request

2. Select Print. A dialog box is displayed allowing you to choose your preferred local printer.
Viewing Bulletins

From the Bulletin Activity screen, locate the train that you want to work with. Go to the Actions column and use the “I want to…” drop-down to select **View Bulletins**.

**Note:** The View Bulletins option only appears if there is a bulletin.

If multiple bulletins are available, use the Multiple Bulletins Available screen to select the bulletin(s) to view (see **Exhibit 36**).

**Exhibit 36. View Multiple Bulletins**

Select **OK** to view the selected bulletin(s).
Accessing Daily Operating Bulletins

Daily operating bulletins are published daily and available to all carriers.

Use the following procedure to access daily operating bulletins:

1. Select the Bulletins > Daily Operating Bulletins menu option. The Daily Operating Bulletins Selection page is displayed (Exhibit 37).

Exhibit 37. Daily Operating Bulletins Selection

2. Select the link of the daily operating bulletin that you want to view. The selected daily operating bulletin is displayed (Exhibit 38).

Exhibit 38. Daily Operating Bulletin

A) Temporary Speed Restrictions and Other Conditions in effect:

Kenton Line Subdivision:
- MT1 MT2 MT3
- 001 MP 0.1 to MP 0.4 10 10
- 002 MP 14.2 to MP 14.4 Loomis St. Bridge 10

Kenton Line Subdivision - Siding:
- SDG

003 None
59th St. Subdivision:
- MT1 MT2

004 None

B) Roadway Worker - Kenton Line Subdivision:
- 005 June 5, 2014
- 006 None

Roadway Worker - 59th St. Subdivision:
- 007 June 5, 2014
- 008 None

C) Tracks out of Service - Kenton Line Subdivision:
- 009 June 5, 2014
- 010 MP 12.8 to MP 13.0 MT 2 from 0730 until 1130

Tracks out of Service - 59th St. Subdivision:
- 011 June 5, 2014
- 012 None
Administration

This section describes tasks that are only performed by users with the Clear Path System Manage Trains, Manage Bulletins, or Manage Scorecard roles.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Trains</td>
<td>Manage Trains and Manage Dispatch Locations</td>
</tr>
<tr>
<td>Manage Bulletins</td>
<td>Manage Bulletins</td>
</tr>
<tr>
<td>Manage Scorecard</td>
<td>Manage Scorecard and input goals. Upload weekly MOW file.</td>
</tr>
</tbody>
</table>

Managing Trains

Use the following procedure to manage trains.

1. Select the Administration > Manage Trains menu option. The Manage Trains page is displayed (Exhibit 39).

Exhibit 39. Manage Trains

<table>
<thead>
<tr>
<th>Train ID</th>
<th>Fax Bulletin To</th>
<th>Dispatch Location</th>
<th>Dispatch Location</th>
<th>Dispatch Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>E505&quot;</td>
<td>312-542-8387</td>
<td>BNSF - Chillicothe East...</td>
<td>NS - CJ</td>
<td></td>
</tr>
<tr>
<td>E900&quot;</td>
<td>312-542-8367</td>
<td>UP - GENEVA P-11</td>
<td>NS - CJ</td>
<td>IHB - West</td>
</tr>
<tr>
<td>G041&quot;</td>
<td>312-542-8365</td>
<td>UP - GENEVA P-11</td>
<td>NS - CJ</td>
<td>IHB - West</td>
</tr>
<tr>
<td>G042&quot;</td>
<td>312-542-8364</td>
<td>UP - GENEVA P-11</td>
<td>NS - CJ</td>
<td>IHB - West</td>
</tr>
<tr>
<td>K001&quot;</td>
<td>312-542-8367</td>
<td>BNSF - Chillicothe East...</td>
<td>NS - CJ</td>
<td></td>
</tr>
<tr>
<td>K011&quot;</td>
<td>312-542-8367</td>
<td>BNSF - Chillicothe East...</td>
<td>NS - CJ</td>
<td></td>
</tr>
<tr>
<td>K042&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K495&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K607&quot;</td>
<td>312-542-8358</td>
<td>UP - GENEVA P-11</td>
<td>NS - CJ</td>
<td>IHB - West</td>
</tr>
<tr>
<td>K611&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K633&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K635&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K655&quot;</td>
<td>312-542-8379</td>
<td>BNSF - Chillicothe East...</td>
<td>NS - CJ</td>
<td></td>
</tr>
<tr>
<td>K659&quot;</td>
<td>312-542-8359</td>
<td>UP - GENEVA P-11</td>
<td>NS - CJ</td>
<td>IHB - West</td>
</tr>
<tr>
<td>K660&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K826&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
<tr>
<td>K831&quot;</td>
<td>312-542-8350</td>
<td>CP - Elgin</td>
<td>IHB - West</td>
<td>BRC - South</td>
</tr>
</tbody>
</table>
2. Perform one of the following actions:

   a. **FILTER** the available list by entering a Train ID (or partial ID) in the Train ID field. If you have access to more than one mark, you can also select a specific Mark from the available drop-down to see train IDs associated with each mark. The displayed results are narrowed (**Exhibit 40**).

   **Exhibit 40. Manage Trains (with filtered results)**

   ![Exhibit 40](image)

   b. **EDIT** an existing train by selecting its radio button and then selecting the **Edit** button. The Edit Train pop-up is displayed (**Exhibit 41**). Complete edits to the displayed fields. Optionally, you can select one of the dispatch locations as the default foreign road so that each time a bulletin is requested for the specified train, the foreign road will be selected by default and receive the request to complete your train sheet. Select **Save** to save the modified record. A message is displayed informing you that the record has been updated in the system.
c. **CREATE** a new train by selecting the **New Train** button. The New Train Pop-up is displayed (Exhibit 43). See **Creating a New Train**.

d. **DELETE** an existing train by selecting its radio button and then selecting the **Delete** button. The Delete Train confirmation dialog is displayed (new exhibit). Select **Yes** to confirm the delete. A message is displayed informing you that the train ID has been deleted from the system (Exhibit 42).
Creating a New Train

Use the following procedure to add new trains to the system:

1. Select the **Administration > Manage Trains** menu option. The Manage Trains page is displayed (Exhibit 39).

2. Select the **New Train** button. The New Train Pop-up is displayed (Exhibit 43).

3. Enter a Train ID.

4. Select a sequencing option from the available drop-down (Exhibit 44).
Here is an explanation of the sequencing options and the symbols that help represent them in the list of available trains:

- When trains run daily, weekly, or monthly, a count is typically appended to the end of the Train ID. An * indicates a Day Count, and a + indicates a Rolling Count.

- The Day Count indicates the day of the month the train runs. For example, the MARK00024 runs on the 24th of the month. To create this train ID, MARK000 was entered in the Train ID field and “Day Count (01-31)” was the selected sequence.

- The Rolling Count is used to keep a yearly count of trains that run over the course of the year. For example, the MARK00154 has run 154 times since January 1 of the current year. To create this train ID, MARK00 was entered in the Train ID field and “Rolling Count (001-999)” was the selected sequence.

- If no sequencing is needed, simply select “None” for the sequencing option and your train ID will be saved exactly as entered in the Train ID field with no sequencing.

5. Once a sequencing option has been selected, the New Train Pop-up is refreshed to reveal additional input fields (Exhibit 45).
6. Enter the Bulletin Request Fax number. This is where you want the bulletins to be faxed.

7. Select one or more Dispatch Locations from the available drop-downs. These are the dispatch locations where you want the bulletin request (the electronic train sheet) to be sent.

8. Select Save to save the new train. A message is displayed indicating that the new train has been added to the system.

Adding Trains

When users submit a bulletin request and the Train IDs don’t match Train IDs in the system, the transactions show up on the dashboard with an option in the Actions Menu to add Train IDs (Exhibit 46).
Exhibit 46. Received EDI Bulletin Request (without assigned Train IDs)

Use the following procedure to add Train IDs to bulletin requests sent via EDI that didn’t match Train IDs in the system:

1. From the dashboard, select the Add Train link of the bulletin request received via EDI whose Train IDs didn’t match ones in the system (see Exhibit 46). The New Train pop-up box is displayed (Exhibit 43).

2. Go to step 3 of Adding Trains to add a new train. As long as the Train IDs match ones in the system, then the bulletin request is assigned a working status.

Managing Dispatch Locations

Use the following procedure to manage dispatch locations:

1. Select the Administration > Manage Dispatch Locations menu option. The Manage Dispatch Locations page is displayed (Exhibit 47).

Exhibit 47. Manage Dispatch Locations

2. Perform one of the following actions:

   a. CHANGE MARK: If you have access to more than one mark, type the desired Mark in the available Mark input field to update the displayed dispatch locations to match the selected Mark.

   b. EDIT an existing dispatch location by selecting its radio button and then selecting the Edit button. The Edit Dispatch Location pop-up is displayed (Exhibit 48). Complete edits to the displayed fields. If you don’t want the electronic train sheet to be faxed to the dispatch location, leave the fax fields blank. Select Save to save the modified record. A message is displayed informing you that the record has been updated in the system.
c. **CREATE** a new dispatch location by selecting the **New Dispatch** button. The New Dispatch Location Pop-up is displayed (**Exhibit 49**). Complete the displayed input fields. If you don’t want the electronic train sheet to be faxed to the dispatch location, leave the fax fields blank. Select **Save** to save the modified record. A message is displayed informing you that the record has been added to the system.

**Exhibit 49. New Dispatch Location Pop-Up**

```
<table>
<thead>
<tr>
<th>Dispatch Location Name:</th>
<th>South Dispatched</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Fax:</td>
<td>919 - 651 - 5405</td>
</tr>
<tr>
<td>Secondary Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:cole.koff@railinc.com">cole.koff@railinc.com</a></td>
</tr>
</tbody>
</table>
```

**Exhibit 48. Edit Dispatch Location Pop-up**

d. **DELETE** a listed dispatch location by selecting its radio button and then selecting the **Delete** button. One of two things will happen:

- If the selected dispatch location has Train IDs assigned to it, then a pop up is displayed. Select the View Details link to view the associated Train IDs (**Exhibit 50**). Select **Yes** to continue with the deletion of the dispatch location. If you select Yes,
the dispatch location is removed from all listed Train IDs. If a Train ID has more than one dispatch location, then it is removed from this list but the Train ID remains valid. However, if the Train ID references this dispatch location and no others, then the Train ID is also deleted from the system. The only way to get it back is to add it as a new Train ID.

Exhibit 50. Delete Dispatch Location (with assigned Train IDs)

- If there are no Train IDs associated with the dispatch location then a confirmation message is displayed (Exhibit 51). Select Yes to confirm the decision to delete the dispatch location.

Exhibit 51. Delete Dispatch Location (with no assigned Train IDs)
Managing EDI Profiles

Clear Path allows administrators to manage EDI profiles for their railroad. Use the following procedure to manage the EDI profile:

1. Select the **Administration > EDI Profile** menu option. The EDI Profile pop-up is displayed (Exhibit 52).

   ![Exhibit 52. EDI Profile](image)

2. Fill in the Email field to indicate your road's main EDI point of contact and business contact so they will receive notifications of invalid Train IDs which will be sent to the email address(es) listed in this field. The field has a 100 character limit.

3. Select one or more ways your road wishes to receive bulletin requests from other roads by selecting the corresponding radio button (either “On” or “Off”). At least one method must remain “On” at all times.

   **NOTE:** When “Off” is selected for any category, existing Resend actions on dashboard are removed for records associated with that carrier's EDI dispatch location. When both fax AND email are turned off, any existing Resend actions on dashboard associated with that carrier's dispatch locations that have fax and/or email associated with it are removed. If only fax is turned off, but dispatch locations remain with email associated with them, Resend actions remain on dashboard for these records. The same is true for email setting.

   a. **EDI 161**

      - When **On**, the Clear Path System will send that road EDI 161 for bulletin requests.
      - When **Off**, the Clear Path System will not send that road EDI 161 for bulletin requests. Any existing Resend actions on dashboard associated with that carrier's
EDI dispatch location are removed.  
**Note:** the profile road can still send in EDI 161 to request bulletins from other roads.

b. Email

- When **On**, the Clear Path System will send that road email bulletin requests to email addresses associated with the road's dispatch locations. If no email addresses are listed, no emails are sent.
- When **Off**, any email addresses listed in the dispatch locations will be ignored and no email requests will be sent by the Clear Path System.

c. Fax

- When **On**, the Clear Path System will send that road faxes to the fax numbers associated with the road's dispatch locations. If no fax numbers are listed, no faxes are sent.
- When **Off**, any email addresses listed in the dispatch locations will be ignored.

4. Select **Save Changes** to save changes to the EDI Profile. Select **Cancel** to cancel changes.

### Managing Bulletins

As an administrator, you can remove bulletins and change bulletin expiration dates.

To manage bulletins, select the Administration menu item and then select **Manage Bulletin**. The Manage Bulletins page is displayed showing the Train-Specific tab (see Exhibit 53). You can use either this tab or the Daily Operating tab (see Exhibit 54) to manage bulletins. The Train-Specific tab is organized by Train ID, while the Daily Operating tab shows information for carriers who do not provide train-specific bulletins.

**Note:** You can use the arrow controls to the right of each column heading to sort the list of bulletins by that column.
Exhibit 53. Manage Bulletins - Train Specific tab

Exhibit 54. Manage Bulletins - Daily Operating tab

To remove a bulletin, select its bullet at the left of the Bulletin Effective Date, and then select Remove Bulletin. The selected bulletin is removed.

To change a bulletin’s expiration date, select its bullet at the left of the Bulletin Effective Date, and then select Change Expiration. Use the resulting popup to set the new expiration date and time (see Exhibit 55).

Exhibit 55. Change Expiration

Select Save to save your changes.
Managing Scorecards

As a CTCO administrator, you can input goals for the Scorecard Metrics and upload the weekly MOW file for all users to view. Using this functionality requires the Manage Scorecard role.

To set goals, select the Administration menu item and then select Manage Scorecard. The Manage Scorecard window is displayed (see Exhibit 56). You can use this window to set Fluid (desired conditions), Level 3 (severely adverse conditions), and other goals between these two levels. If a given metric is below Fluid goals, icons appear green. If a given metric is between the Fluid goal and Level 3, icons appear yellow. If a given metric is above Level 3 goals, icons appear red.

Note: Setting goals for the Scorecard Metrics should be coordinated with the carriers.

Select Choose File under Upload Maintenance of Way (MOW) to upload the weekly MOW file.

Select Save to save your changes when you have completed inputting goal information.
Exhibit 56. Manage Scorecard Window
Getting Set Up to Send EDI to the Clear Path System

Clear Path System users can be set up to send and receive EDI to the Clear Path System for processing EDI 161 bulletin requests. The EDI 161 transaction set is used to allow railroads to exchange train sheet information and ensure that crews operating equipment on other railroads are aware of current operating conditions.

In order to initiate EDI set up, please contact the Railinc Customer Support Center by email at csc@railinc.com or by phone at 877-724-5462.

Additional information is available in APPENDIX A: Getting Started with EDI Transmissions.
The reference menu options allow users to download the latest version of the Quick Start Guides, the User Guide, and the Alert Plan.

- To download the Quick Start Guide, select **Reference > Quick Start Guide**. The Quick Start Guide is displayed in PDF (Exhibit 57).

**Exhibit 57. Clear Path System Quick Start Guide**

To download the User Guide, select **Reference > User Guide**. The User Guide is displayed in PDF (Exhibit 58).

**Exhibit 58. Clear Path System User Guide**
To download the Alert Plan, select Reference > Alert Plan. The Alert Plan is displayed in PDF (Exhibit 59).

Exhibit 59. Alert Plan

CHICAGO TERMINAL ALERT PLAN

Chicago Terminal / Intermediate and Class One Carriers
APPENDIX A: Getting Started with EDI Transmissions

The EDI 161 Train Sheet is used by carriers to request bulletins from foreign line carriers to ensure crews operating equipment are aware of current operating conditions. Follow the instructions below to format your EDI such that the Clear Path System (CPS) can recognize your message for the purpose of bulletin requests.

**Note:** At this time, only EDI161’s that are for the purpose of bulletin request should be addressed to “CPSX” (to the Clear Path System) as the following instructions describe. EDI161 messages for other gateways and/or event types can be sent to Railinc and will be passed on to the carrier(s) indicated in the message header.

Each EDI 161 is comprised of a **Header**, ten **Segments**, and a **Transaction Set Trailer**. The following sections walk you through the required elements of the EDI161 for interpretation by the Clear Path System.

### Header

In the example shown in Figure 1, the message is being sent by BNSF with an ISA header to the Clear Path System.

**Figure 1. Example of ISA Header**

```
ISA*04*SW161     *00*          *02*BNSF           *02*CPSX           * 130716*1132*U*00403*000000006*0*P**
GS*TR*BNSF*CPSX*20130707*0004*2284662*X*004030
ST*161*846620001
```

Simply ensure the sending carrier and receiving values match between the ISA and GS header segments. The EDI version also appears in both header segments. Notice that the format of the ISA header segment drops the final digit on the EDI type. This is correct formatting.

In the example shown in **Figure 2**, the message is being sent by IHB with and TRAIN header to the Clear Path System. (Railinc converts the TRAIN header to an ISA header automatically.)

**Figure 2. Example of TRAIN Header**

```
#IHB     1137SWTRS001306110607CPSX    /
GS*TR*IHB*CPSX*20130611*0607*1137*X*006040
ST*161*113701
```

Simply ensure the sending carrier and receiving system values match between the first segment and the GS header segment. Here, the EDI version appears in only the GS segment.
Fields Required and Utilized by the Clear Path System

The following illustrates the parts of the message that are required (red callouts) by Railinc for bulletin requests to be recognized as well as those that are optional and used (green callouts) by the Clear Path System. If any other segments/values are populated, the system will simply ignore them and pass them on to the receiving carrier in the EDI.
Figure 3. The same EDI as above, but without the callouts.

ISA*04*SW161 *00* *02*BNSF *02*CPSX * 
130716*1132*U*00403*000000006*0*P** 
GS*TR*BNSF*CPSX*20130707*0004*2284662*X*004030 
ST*161*846620001 
BTS*MGALBRC101*45*L*5*E*40*1000*500*BNSF*00*R5*N*20130707*MGALIHB*1 
V9*CCT**20130707*0130*****385930****CT 
H3*HW 
H3*RC 
FAC*BNSF*1001*2D*F*O*Y 
FAC*BNSF*607*2E*F*O*N 
NM1*86*1*HALLAM*JOAN*M 
DTM*150*20130707*0130*CT 
DTM*036*20130707*1330*CT 
NM1*EG*1*MCCURRY*DAN*M 
DTM*150*20130707*0130*CT 
DTM*036*20130707*1330*CT 
SE*12*846620001 
GE*1*2284662 
IEA*1*000000006
Figure 4. The Train Sheet that resulted from the above EDI as seen in the Clear Path System web application.
Required Elements and Clear Path System Logic

Event Detail (V9)
- The Event Code (V901) must be “CCT” for Crew Call for CPS to utilize the message.
- The Event Detail (V903, V904, and V913) is not required by the Clear Path System. Any incoming Event Detail will be ignored by the Clear Path System in order to support multiple On Duty Times (one for each crew member). Likewise, outgoing EDI 161 messages generated by the Clear Path System will not have values in the V9 segment.

Individual Name (NM1) for Crew Members
- CPS requires at least the Engineer and Conductor
- The Entity Identifier Code (NM101), Last Name (NM103), and First Name (NM104) are required for each crew member.

Date/Time Reference (DTM) for On Duty Time
- CPS requires an On Duty Time for each crew member. CPS will respond with an EDI -997 reject message if there are less than two NM1 and/or less than two DTM in the EDI 161 message.
- CPS requires only the Service Period Start Time (150) in the DTM for each crew member. The Expiration (036) can be sent, but it will simply be ignored by CPS.
- If a crew member is sent in without an On Duty Time, CPS will automatically assign a time as follows:
  - If missing On Duty is for Engineer, CPS will assign the current time as the Engineer’s On Duty Time (date and time message received by CPS).
  - If missing On Duty is for any other crew member, CPS will assign the same time as the Engineer’s On Duty time.

Facing Direction (FAC03)
- EDI allows multiple 2D values for FAC03, however, since 2D indicates the control car/lead locomotive, the Clear Path System only accepts one instance of 2D in any one EDI 161. If more than one “2D” is sent in the FAC03, the Clear Path System will pick one and ignore the other.

Other Train Indicators (H301 and BTS)
- Indicators for trains with dimensional equipment or restricted commodities are defaulted to No and value is passed via the Special Handling Code (H301) segment. Yes values are “HW” for High Wide and “RC” for Restricted Commodity.
- Indicator for Key Train defaults to “N” for No and is passed in the Beginning Segment (BTS12). A value of “Y” is passed in the BTS12 for Yes.
Index

Administration, 37
Adobe Acrobat Viewer, 3
application title, 2
browser, 3
Bulletin, 1, 5, 25
Bulletin Request, 1
Bulletins, managing, 47
Clear, 5
computer requirements, 3
contacting Railinc, 3
content area, 3
Crew Member, 28
CSV format, 3
Customer Support Center, 3
day Count, 41
dimensionl Equipment, 29
electronic Train Sheet, 1
empties, 29
icons, 25
Interchanges, 14
Key Train, 29
Lead Locomotive, 29
Length, 29
link
navigational, 2
loads, 29
Locomotive, 29
log in, 5
logo, Railinc, 2
menu
application, 3
Microsoft Excel Viewer, 3
MOW file, 37
navigational link, 2
Notes, 29
On Duty, 28
page title, 3
PDF viewer, 3
Railinc logo, 2
Railinc, contacting the Customer Support Center, 3
Request Bulletin, 1
Restricted Commodity, 29
Road Mark, 27
Rolling Count, 41
Scorecard, 5, 6
Scorecards, managing, 49
Sign-on Information, 2
Single Sign On (SSO), 4
system requirements, 3
title
application, 2
Tonnage, 29
Train ID, 27
Train ID sequencing, 40
Train Type, 27
viewing the Interchange Plan, 14
web browser, 3
web interface
page layout, 2