Positive Train Control Interoperable Train Sheet (PTC ITS) User Guide

RAILINC

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Learning about PTC ITS

Positive Train Control Interoperable Train Sheet (PTC ITS) is a web-based application that enables non-EDI railroads to submit and receive train sheet and consist information through EDI, enabling all parties to initialize PTC for foreign host/tenant operations automatically as well as view consist information.

Overview

PTC ITS provides a standard method for railroads without Electronic Data Interchange (EDI) capabilities to send and receive EDI 161 and EDI 824 train sheet messages and EDI 418J consist messages via a graphical user interface.

EDI 161 is known as a "Train Sheet", which informs the receiver that a train will be travelling on their track at a certain time. EDI 824 is the acceptance or rejection of the EDI 161 message.

EDI 418J contains consist information (information that describes the make-up of the train) that is shared between a tenant and a host railroad. This information may be useful in an emergency.

Note: Refer to Railinc's Messaging Service web page for more information about messages.

In PTC ITS, the railroad whose locomotive is traversing on tracks owned by another railroad is referred to as the "tenant". The railroad that owns the tracks being traversed is referred to as the "host". Tenant railroads send EDI 161 messages to host railroads. Host railroads send EDI 824 messages to tenant railroads.

In support of PTC Interoperability, PTC ITS enables both EDI and non-EDI capable railroads to submit EDI 161 and EDI 824 messages. Users are notified by email (based on identification information associated with their Railinc/SSO ID) when their mark receives an EDI 161 or EDI 824 message. PTC ITS also enables both EDI and non-EDI capable railroads to view and submit EDI 418J messages.

This document describes how to use PTC ITS through the following major sections:

- "Getting Started" on page 3 describes how to access and log in to the system.

- "Working with the PTC ITS Dashboards" on page 6 describes how to use the PTC ITS dashboards in the following sections:

  - "Working with the Interoperable Train Sheet Dashboard" on page 6.

  - "Working with the Consist Dashboard" on page 20.

- "Creating and Submitting an Interoperable Train Sheet" on page 24 describes how to create and submit a new Train Sheet.

- "Creating and Submitting a 418J Consist" on page 35 describes how to create and submit a new or updated consist.

For additional information, contact the Railinc Customer Success Center (see "Accessing the Railinc Customer Success Center" on page 2).

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 the Railinc Customer Success Center

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

Getting Started

PTC ITS uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at http://www.railinc.com and select **Customer Login** at the top right of the page.

Registering to Use Railinc SSO

Each PTC ITS user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the *Railinc Single Sign-On and Launch Pad User Guide* for more information. Once you have completed SSO registration, request access to PTC ITS within SSO.

Requesting Access to PTC ITS

After you receive authorization to use Railinc SSO, you must request general access to PTC ITS by following instructions in the *Railinc Single Sign-On and Launch Pad User Guide*.

Your level of access and authorization for PTC ITS is determined when you request access through Railinc SSO. Exhibit 1 shows a complete list of PTC ITS roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
Train Sheet Service Company Admin	This role is for administrators at a company who can approve application access for other users at the same company.
Train Sheet Service User	This role is the standard user role that has access to all modules of the application.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface (see Exhibit 2).

Exhibit 2. PTC ITS Request Permission

Choose your role and enter the mark for your railroad. Select **Next** to proceed. Once you receive e-mail notification of access, you can log in and begin using PTC ITS.

Logging In

Use the following procedure to log into PTC ITS:

1. Open your internet browser.

2. Enter the following URL: http://www.railinc.com. The Railinc Welcome page is displayed (see Exhibit 3).

Exhibit 3. Railinc Welcome Page

3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.

4. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed (see Exhibit 4).

Exhibit 4. Railinc Launch Pad

5. Under My Applications, select **PTC Interoperable Train Sheet** (you may need to scroll down). The PTC Interoperable Train Sheet (PTC ITS) Home page is displayed (see Exhibit 5).

Exhibit 5. PTC Interoperable Train Sheet (PTC ITS) Home Page

PTC ITS has a menu bar with the following options:

Dashboard	Provides access to the PTC ITS dashboards, which enable you to work with Interoperable Train Sheets and Consists. See "Working with the PTC ITS Dashboards" on page 6 for more information.
Submit 161 Train Sheet	Enables you to create and submit an Interoperable Train Sheet. See "Creating and Submitting an Interoperable Train Sheet" on page 24 for more information.
Submit 418J Consist	Enables you to create and submit a consist. See "Creating and Submitting a 418J Consist" on page 35 for more information.
Resources	Enables you to view the *PTC ITS User Guide* (this document) as well as download the 418J Excel Template and its Excel-based user guide.

Logging Out

Select the **Sign Out** link to end a PTC ITS session.

Working with the PTC ITS Dashboards

When first opened, PTC ITS displays the Interoperable Train Sheet Dashboard (the default dashboard). This page contains two buttons at the top, which enable you to switch between the different PTC ITS dashboards:

- Select the **Train Sheet Dashboard** button to work with the Interoperable Train Sheet Dashboard (the default dashboard) and perform tasks such as viewing and responding to Interoperable Train Sheets. See "Working with the Interoperable Train Sheet Dashboard" on page 6 for more information.

- Select the **Consist Dashboard** button to view the Consist Dashboard and see detailed 418J information. See "Working with the Consist Dashboard" on page 20 for more information.

Working with the Interoperable Train Sheet Dashboard

See the following sections for information about the Interoperable Train Sheet Dashboard:

- "Viewing the Interoperable Train Sheet Dashboard" on page 6
- "Viewing Train Sheet Information" on page 10
- "Viewing 824 Information" on page 12
- "Viewing 418J Information" on page 13
- "Responding to and Updating an Interoperable Train Sheet" on page 13

Viewing the Interoperable Train Sheet Dashboard

The Interoperable Train Sheet Dashboard (see Exhibit 6) enables you to view and respond to EDI 161 messages. This dashboard displays a list of every EDI 161 message to which you are a party.

Exhibit 6. Interoperable Train Sheet Dashboard

The Interoperable Train Sheet Dashboard consists of a table with a row (record) for every EDI 161 message that identifies your railroad as either a tenant or a host. These rows contain the following columns:

Train Sheet ID
Displays the numeric train sheet identifier. This identifier is a link, which you can select to view additional train sheet and EDI 824 information (see "Viewing Train Sheet Information" on page 10 and "Viewing 824 Information" on page 12).

SDD Event Date/Time (ET)
Displays the date and time, in Eastern Time, of the Scheduled Departure Date (SDD) as noted in the EDI 161 message.

Tenant Carrier
Lists the mark of the tenant carrier (i.e., the railroad whose locomotive is traversing on tracks owned by another railroad).

Host Carrier
Lists the mark of the host carrier (i.e., the railroad that owns the tracks being traversed).

Tenant Train ID
Lists the tenant's train ID.

Host Train ID
Lists the host's train ID.

824 Status
Displays the status of the EDI 824 response message. Valid values are: TA (Total Acceptance) or TR (Total Rejection).

824 Reject Reason
For an SDD event with an EDI 824 status of "TR", displays the reason for the rejection.

824 Date/Time (ET)
Displays the date and time, in Eastern Time, of the EDI 824 message.

Status
Displays the status of the EDI 161 message (SDD event). Valid values are:

Submitted — An EDI 161 SDD has been submitted. The host can submit an EDI 824. The tenant can submit all additional events prior to the host's response if requested by the host.

Acknowledged — An EDI 824 Acceptance has been received. The tenant and host can submit all events.

Rejected — An EDI 824 Rejection has been received. The host has rejected the EDI 161 SDD. Per the needs of the tenant/host relationship, the tenant can send another SDD or submit additional events. The host can replace the rejection by submitting an 824 TA. This will move the train to an Acknowledged status.

In Progress — An EDI 161 update has been submitted. The tenant and the host can submit all events.

	Cancelled	An EDI 161 Annulment has been submitted. No more events can be reported.
	Closed	EDI 161 TMA has been submitted indicating that the train has arrived at its final destination. Trackage has ended. No more events can be reported.

Note: See "Updating the Train Sheet When You Represent the Tenant Railroad" on page 16 for more information about events.

Modified Date/Time (ET)   Displays the date and time, in Eastern Time, of any modifications to the EDI 161 message.

Actions   Use the Select Actions drop-down list to see a list of actions that your railroad can take. These actions vary depending on the status of the EDI 161 message and whether your railroad is the tenant or the host. You can select an action and then select another part of the page to reveal an arrow (➡) to the right of the Actions column. Select this arrow to perform the selected actions. See "Responding to and Updating an Interoperable Train Sheet" on page 13 for more information.

By default, the Interoperable Train Sheet Dashboard displays all EDI 161 messages in reverse chronological order, with the most recent SDD event displayed at the top of the list. The Number of Records field at the top right indicates the number of messages you are currently working with and the total number of messages in the list. These numbers are the same unless a filter is set.

You can quickly drill down to the messages you need by sorting and/or filtering the rows of information in the Dashboard.

Sorting
To sort the rows in ascending or descending order by a specified column, select the heading of the column by which you want to sort. An up or down arrow is displayed to indicate the sort direction. To remove the sort, select the heading again until the arrow disappears. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with "1", and the column heading for the secondary sort is appended with "2", etc.

Filtering
You can filter using two different methods – simple column filtering and advanced column filtering.

- For simple column filtering, enter a character or string in the text box field below the column heading. The table displays only the rows that contain the character or string you specified (in that column). A filter icon (▽) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, simply delete the text in the Filter field.

- For advanced column filtering, select the column filter icon (▽) next to the text box field below any column heading to filter the data in that column. A tool is displayed that enables you to select parameters such as "Contains", "Not contains", "Equals", "Not equal" "Starts

with", and "Ends with", and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (▽) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (▽) and delete the text in the Filter field.

Note: Once you apply a filter, that filter remains in effect throughout your use of the application. Select **Clear Filters** at the top right to remove all of the filters. Use your browser refresh function to update the table.

> **Tip!** You can apply filters to multiple columns at once. For example, you could apply a column filter containing "RAIL" on the Host Carrier column, and another column filter containing "TR" on the 824 Status column. This would enable you to only display rows for SDD events where the host railroad is RAIL and the 824 status is TR.

To see all the rows in the table, use the vertical scroll bar. Use the horizontal scroll bar to view any data that exceeds the width of the viewable area.

Select the Download icon (⤓) to save the Interoperable Train Sheet Dashboard contents to a CSV file for viewing in a spreadsheet.

Select the Refresh icon (⟳) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.

Viewing Train Sheet Information

To view Train Sheet information, select the Train Sheet ID link on the Train Sheet Dashboard. The Train Sheet Information page is displayed (see Exhibit 7 and Exhibit 8).

Exhibit 7. View Train Sheet Information Page (Part 1)

Exhibit 8. View Train Sheet Information Page (Part 2)

The Train Sheet consists of a number of sections containing fields that are populated and modified as new information becomes available. The View Train Sheet Information page is the default tab and serves as a live picture of the Train Sheet as it grows throughout the Trackage Cycle. New information is continually added as subsequent events are reported.

You can select the View 824 Information tab to view host-provided information or select the View 418J Information tab to link to related consists. Host-provided content such as the Train ID, Schedule, and Section Number displays on the View 824 Information screen and on the View Train Sheet Information Page.

Viewing 824 Information

To see information about the EDI 824 response message, select the **View 824 Information** tab at the top of the Train Sheet Information page. The View 824 Information page is displayed (see Exhibit 9).

Exhibit 9. View 824 Information Page

The View 824 Information page displays information provided by the host railroad about the EDI 824 message including the following fields:

Acknowledgement Type	Indicates whether the EDI 161 was accepted or rejected.
Status	Displays the status of the EDI 161 message.
Host Train ID	Displays the host's train ID.
Host Carrier Section Number	Displays the host's carrier section number.
Host Train Departure Date	Displays the host's train departure date.

Note: 824 information is only available for EDI 161 messages that have been accepted or rejected.

Viewing 418J Information

To see information about the EDI 418J consist message, select the **View 418J Information** tab at the top of the Train Sheet Information page. The View 418J Information page is displayed (see Exhibit 10).

Exhibit 10. View 418J Information Page

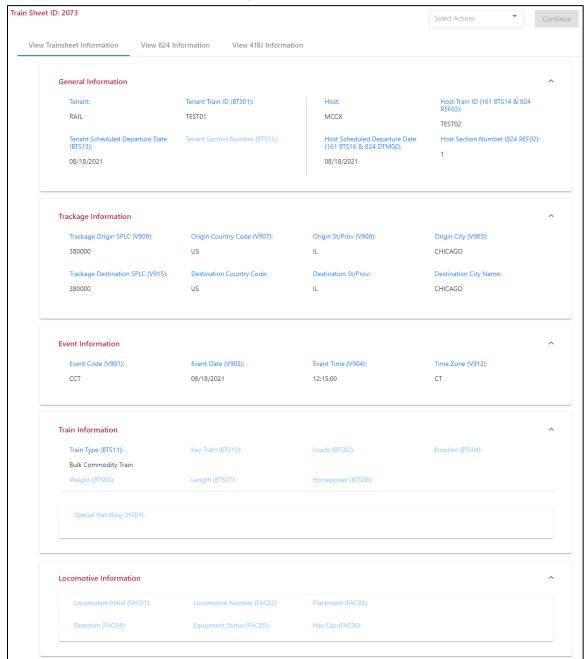The View 418J Information page displays the Consist ID's for the consists associated with the train sheet. Select a Consist ID link to view the consist details, which are described in "Select the Refresh icon (↻) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.

Viewing 418J Consist Details" on page 21.

Responding to and Updating an Interoperable Train Sheet

Responding to an Interoperable Train Sheet differs depending on whether your railroad is listed as the host railroad or the tenant railroad on the Train Sheet. Host railroads respond and tenant railroads perform updates.

See the following sections for detailed information:

- "Responding When You Represent the Host Railroad" on page 14

- "Updating the Train Sheet When You Represent the Tenant Railroad" on page 16

Responding When You Represent the Host Railroad

A host railroad can send an EDI 824 message in response to receiving an Interoperable Train Sheet (EDI 161). If you represent a host railroad and receive an EDI 161 message, select the SDD Event link on the Dashboard to view the Train Sheet (see Exhibit 11 and Exhibit 12).

Exhibit 11. View Train Sheet Information (Part 1, Showing the Host Actions Menu)

Exhibit 12. View Train Sheet Information (Part 2)

If you represent the host railroad, use the Actions drop-down list to select **Send 824 TA/TR** and then select **Continue**. The 824 Train Sheet popup is displayed (see Exhibit 13).

Exhibit 13. 824 Train Sheet Popup

Use the Acknowledgement Type drop-down list to select either Total Acceptance or Total Rejection. Complete the additional required fields, which are indicated with red asterisks. Select **Submit** to send the EDI 824 message.

Updating the Train Sheet When You Represent the Tenant Railroad

As the tenant railroad, your railroad created the Interoperable Train Sheet, and your railroad is able to update the Interoperable Train Sheet as new information becomes available (see Exhibit 14 and Exhibit 15).

Exhibit 14. View Train Sheet Information (Part 1, Showing the Tenant Actions Menu)

Exhibit 15. View Train Sheet Information (Part 2)

If you represent the tenant railroad, the Actions drop-down list enables you to select one of the following options:

Report Scheduled Departure Date (SDD)	This option is available prior to the Train Sheet being accepted by an EDI 824 Acceptance. It enables you to re-send the EDI 161 Scheduled Departure Date.
Report Annulment (ANL)	Notification of Intent to Annul Train.
Report Anticipated Pick Up (APU)	Notification of Intent to Pick Up Cars on Host Carrier Track.
Report Anticipated Set Out (ASO)	Notification of Intent to Set Out Cars on Host Carrier Track.

Report Crew Information (CCT)   Notification of Crew Information.

Report Estimated Arrival Date (EAD)   Notification of Estimated Arrival of Tenant Train
                                            to Destination Trackage Segment.

Report Estimated Departure Date (EDD)   Notification of Estimated Departure Date. The
                                            primary use of this message is to notify that the
                                            Estimated Departure Date has changed from the
                                            time/date indicated in the SDD Message.

Report Train Delay (TDL)   Notification of Train Delay.

Report Train Move Arrival (TMA)   Notification of Arrival at Location on Host Road
                                            within Trackage Segment.

Report Train Move Departure (TMD)   Notification of Departure at Location on Host
                                            Road within Trackage Segment.

Report Train Passing (TRP)   Notification of Train Passing at Location on Host
                                            Road within Trackage Segment.

Report Additional Information (ZZZ)   Notification to Update Basic Consist Information
                                            when no Other Event is Applicable.

Each of these options generates a Train Sheet Submission popup that contains fields that are
appropriate for the associated event type. For example, select **Report Annulment** and then select
Continue. The Report Annulment popup is displayed (see Exhibit 16).

Exhibit 16. Report Annulment Popup

Complete the fields on the popup and use the Event Information box to enter the date and time of the event being reported. Then select **Submit**. PTC ITS generates an update to the Train Sheet.

As needed, select other reporting options based on the needs defined between the tenant and the host to continually update the Train Sheet.

Note: PTC ITS maintains current field values, but does not save any historical field values. The displayed Train Sheet always represents the current status.

Working with the Consist Dashboard

The Consist Dashboard (see [Exhibit 17](#)) enables you to view EDI 418J messages. This dashboard displays a list of every EDI 418J message to which you are a party.

Exhibit 17. Consist Dashboard

The Consist Dashboard consists of a table with a row (record) for every EDI 418J message that identifies your railroad as either a tenant or a host. These rows contain the following columns of basic information:

Consist ID	Displays the numeric consist identifier. This identifier is a link, which you can select to view additional detailed EDI 418J information (see "[Select the Refresh icon](#) (⟳) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.
	Viewing 418J Consist Details" on page 21).
Tenant Carrier	Lists the mark of the tenant carrier (i.e., the railroad whose locomotive is traversing on tracks owned by another railroad).
Host Carrier	Lists the mark of the host carrier (i.e., the railroad that owns the tracks being traversed).
Tenant Train ID	Lists the tenant's train ID.
Host Train ID	Lists the host's train ID.
Tenant Train Date	Displays the date and time, in Eastern Time, of the scheduled departure of the tenant train.
Receipt Timestamp	Displays the date and time, in Eastern Time, of the receipt of the EDI 418J message.

By default, the Consist Dashboard displays all EDI 418J messages in reverse chronological order, with the most recent consist displayed at the top of the list. The Number of Records field at the top right indicates the number of messages you are currently working with and the total number of messages in the list. These numbers are the same unless you have a filter set.

You can quickly drill down to the messages you need by sorting and/or filtering the rows of information in the Dashboard.

Sorting
To sort the rows in ascending or descending order by a specified column, select the heading of the column by which you want to sort. An up or down arrow is displayed to indicate the sort direction. To remove the sort, select the heading again until the arrow disappears. You can also sort by multiple columns by pressing and holding the Shift key while selecting additional columns. If you sort by multiple columns, the column heading for the primary sort is appended with "1", and the column heading for the secondary sort is appended with "2", etc.

Filtering
You can filter using two different methods – simple column filtering and advanced column filtering.

- For simple column filtering, enter a character or string in the text box field below the column heading. The table displays only the rows that contain the character or string you specified (in that column). A filter icon (▽) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, simply delete the text in the Filter field.

- For advanced column filtering, select the column filter icon (▽) next to the text box field below any column heading to filter the data in that column. A tool is displayed that enables you to select parameters such as "Contains", "Not contains", "Equals", "Not equal" "Starts with", and "Ends with", and type characters into a Filter field. The table displays only the rows that meet the filter rule you set up (in that column). A filter icon (▽) is displayed in the column heading to remind you about the filter. The count at the top right reflects the number of currently displayed rows and the number of rows in the entire table. To return to viewing the entire table, select the filter icon (▽) and delete the text in the Filter field.

Note: Once you apply a filter, that filter remains in effect throughout your use of the application. Select **Clear Filters** at the top right to remove all of the filters. Use your browser refresh function to update the table.

> **Tip!** You can apply filters to multiple columns at once. For example, you could apply a column filter containing "RAIL" on the Tenant Carrier column, and another column filter containing "MCCX" on the Host Carrier column. This would enable you to only display rows for consists where the tenant railroad is RAIL and the host railroad is MCCX.

To see all the rows in the table, use the vertical scroll bar. Use the horizontal scroll bar to view any data that exceeds the width of the viewable area.

Select the Download icon (⤓) to save the Dashboard contents to a CSV file for viewing in a spreadsheet.

Select the Refresh icon (↻) to refresh the Interoperable Train Sheet Dashboard contents without reloading the application.

Viewing 418J Consist Details

To see detailed information about the EDI 418J consist message, select a Consist ID link on the Consist Dashboard. The View 418J Consist page is displayed (see Exhibit 18).

Note: You can also access the 418J Consist page by selecting the **View 418J Information** tab at the top of the Train Sheet Information page and then selecting a consist link (see "Viewing 418J Information" on page 13).

Exhibit 18. View 418J Consist

The View 418J Consist page displays detailed information about the associated consist. The top section displays general (BAX) information. The bottom section displays blocks of equipment information.

You can select the Expand icon (▼) for a piece of equipment to see additional information and hazardous information for that piece of equipment if available (see Exhibit 19). Once the expanded information is displayed, you can select the Details link (if available) to see a popup with additional details (for example, Consignee Information and Reference Information).

Exhibit 19. View 418J Consist (Showing Expanded Details and Reference Information)

Collapse any expanded sections and select **Cancel** when you have finished viewing the consist details.

Creating and Submitting an Interoperable Train Sheet

Select **Submit 161 Train Sheet** from the PTC ITS menu bar to create a new Interoperable Train Sheet. The Submit 161 Train Sheet page is displayed (see Exhibit 20).

Exhibit 20. Submit 161 Train Sheet Page

The Submit 161 Train Sheet page allows you to complete the fields required for an EDI 161 message (an Interoperable Train Sheet). This page is divided into the following sections:

- General Information
- Trackage Location
- Event Information
- Locomotive Information
- Train Information
- Crew Information (this section is only displayed if "Send SDD + CCT" is selected)

Completing the General Information Section

The General Information section of the Submit 161 Train Sheet page contains basic information about the request to travel on foreign tracks (see Exhibit 21).

Exhibit 21. Create Train Sheet Page – General Information Section

When you select **Submit 161 Train Sheet** from the menu bar, your railroad's mark is automatically entered in the Tenant field. You need to complete the following fields:

Tenant Train ID	Enter the 1 to 10-character alphanumeric train ID (required).
Tenant Scheduled Departure Date	Select the calendar tool (📅) and enter the planned departure date for the tenant train (required).
Tenant Section Number	Enter the 1 to 9-character numeric tenant carrier section number (optional).
Host	Use the drop-down list to select the host mark (required). If the host to whom you need to send a message is not listed, contact the Railinc Customer Success Center.
Host Train ID	Enter the 1 to 10-character host alphanumeric train ID (optional for SDD; required for other events).
Host Scheduled Departure Date	Select the calendar tool (📅) and enter the host planned departure date (optional for SDD; required for other events).
Host Section Number	Enter the 1 to 9-character numeric host section number (optional for SDD; required for other events).

Exhibit 22 shows an example of a completed General Information section.

Exhibit 22. Submit 161 Train Sheet Page – General Information Section (Completed)

Completing the Trackage Location Section

The Trackage Location section of the Submit 161 Train Sheet page contains detailed location and time information about the request to travel on foreign tracks (see Exhibit 23).

Exhibit 23. Submit 161 Train Sheet Page – Trackage Location Section

Complete the following fields:

Trackage Origin SPLC	Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage origin (required). If you select the Search icon, the SPLC Search popup is displayed (see Exhibit 24).

Exhibit 24. SPLC Search Popup

Enter a location or select a state or province and select **Search**. Once you locate the appropriate SPLC, select it and then select the **Select** button to populate the Trackage Origin SPLC field.

Trackage Origin Country Code	*This field is completed automatically once you select the Trackage Origin SPLC.*
Trackage Origin St/Prov	*This field is completed automatically once you select the Trackage Origin SPLC.*
Trackage Origin City Name	*This field is completed automatically once you select the Trackage Origin SPLC.*
Trackage Destination SPLC	Enter a known 6 to 9-character numeric SPLC or select the Search icon (🔍) to identify the SPLC of the trackage destination (required). If you select the Search icon, the SPLC Search popup is displayed (see Exhibit 24). Enter a location or select a state or province and select **Search**. Once you locate the appropriate SPLC, select it and then use the **Select** button to populate the Trackage Destination SPLC field.

Trackage Destination Country Code	*This field is completed automatically once you select the Trackage Destination SPLC.*
Trackage Destination St/Prov	*This field is completed automatically once you select the Trackage Destination SPLC.*
Trackage Destination City Name	*This field is completed automatically once you select the Trackage Destination SPLC.*

Exhibit 25 shows an example of a completed Trackage Location section.

Exhibit 25. Submit 161 Train Sheet Page – Trackage Location Section (Completed)

Completing the Event Information Section

The Event Information section of the Submit 161 Train Sheet page contains date and time information about the request to travel on foreign tracks (see Exhibit 26).

Exhibit 26. Submit 161 Train Sheet Page – Event Information Section

"SDD" is automatically entered in the Event Code field.

Complete the following fields:

Event Date	Select the calendar tool (📅) and enter the scheduled departure date from the Trackage Origin SPLC (required).
Event Time	Enter the scheduled departure time from the Trackage Origin SPLC in HH:MM format (required).
Event Time Zone	*This field is completed automatically once you select the Trackage Origin SPLC.*

Exhibit 27 shows an example of a completed Trackage Location section.

Exhibit 27. Submit 161 Train Sheet Page – Event Information Section (Completed)

Completing the Locomotive Information Section

The Locomotive Information section of the Submit 161 Train Sheet page contains additional detailed information about the locomotive(s) requesting to travel on foreign tracks (see Exhibit 28).

Exhibit 28. Submit 161 Train Sheet Page – Locomotive Information Section

Complete the following fields for each locomotive on the train:

Locomotive Initial	Enter a 2 to 4-character alphabetic locomotive initial to identify the locomotive in the train.
Locomotive Number	Enter the 1 to 10-character numeric locomotive number (required if the Locomotive Initial field is populated).
Placement	Use the drop-down list to select the placement (required if the Locomotive Initial field is populated).
Direction	Use the drop-down list to select the direction of the locomotive (required if the Locomotive Initial field is populated).
Equipment Status	Use the drop-down list to select the equipment status of the locomotive (required if the Locomotive Initial field is populated).
Has Cab	Use the drop-down list to select whether the locomotive has a cab (required if the Locomotive Initial field is populated).

Note: If there is more than one locomotive on the train, select the plus icon (⊕) to add another set of Locomotive Information fields for each additional locomotive.

Exhibit 29 shows an example of a completed Locomotive Information section.

Exhibit 29. Submit 161 Train Sheet Page – Train Information Section (Completed)

Completing the Train Information Section

The Train Information section of the Submit 161 Train Sheet page contains additional detailed information about the train that is requesting to travel on foreign tracks (see Exhibit 30).

Exhibit 30. Submit 161 Train Sheet Page – Train Information Section

Complete the following fields for each locomotive on the train:

Train Type	Use the drop-down list to select the train type.
Key Train	Use the drop-down list to select whether the train is a key train.
Loads	Enter the 1 to 3-character numeric number of loaded railcars on the train.
Empties	Enter the 1 to 3-character numeric number of empty railcars on the train.
Weights	Enter the 1 to 8-character numeric number representing the weight of the train in tons (decimals are allowed).
Length	Enter the 1 to 8-character numeric number representing the length of the train in feet (decimals are allowed).
Horsepower	Enter the 1 to 16-character numeric number representing the total horsepower of the train.
Special Handling	Use the drop-down list to select any special handling applicable to the train.

Note: As needed, select the plus icon (⊕) to add another set of Special Handling fields.

Exhibit 31 shows an example of a completed Train Information section.

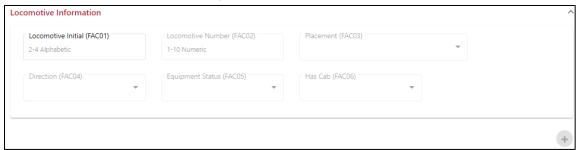*Exhibit 31. Submit 161 Train Sheet Page – Train Information Section (Completed)*

Completing the Crew Information Section

The Crew Information section of the Submit 161 Train Sheet page contains additional detailed information about the train crew (see Exhibit 32).

Note: This section is only displayed if the "Send SDD + CCT" toggle at the top of the page is switched to the "on" position. See "Using the "Send SDD + CCT" Toggle" on page 34 for more information.

Exhibit 32. Submit 161 Train Sheet Page – Crew Information Section

Complete the following fields for each crew member:

Crew Member Identity	Use the drop-down list to select the role of the crew member.
Owner Mark	This field is pre-filled with the currently logged in Mark. If you need to change this, enter a known 2 to 4-character alphanumeric mark or select the Search icon ( ) to identify the mark of the railroad that owns the track planned to be traversed (required). If you select the Search icon, the Mark Search popup is displayed (see Exhibit 33).

Exhibit 33. Mark Search Popup

Enter a mark or company name and select **Search**. Once you locate the appropriate mark, select it and then select the **Select** button to populate the Host RR Mark field.

First Name	Enter the 1 to 35-character first name of the crew member.
Middle Name	Enter the 1 to 25-character middle name of the crew member.
Last Name	Enter the 1 to 60-character last name of the crew member.
On Duty Date	Use the calendar tool to select the date the crew member is scheduled to go on duty.
On Duty Time	Enter the time (HH:MM format) when the crew member is scheduled to go on duty.
On Duty Time Zone	Use the drop-down list to select the time zone used for the crew member's on-duty time.
Off Duty Date	Use the calendar tool to select the date the crew member is scheduled to go off duty.
Off Duty Time	Enter the time (HH:MM format) when the crew member is scheduled to go off duty.
Off Duty Time Zone	Use the drop-down list to select the time zone used for the crew member's off-duty time.

Note: As needed, select the plus icon (➕) to add another set of Crew Information fields.

Exhibit 34 shows an example of a completed Crew Information section.

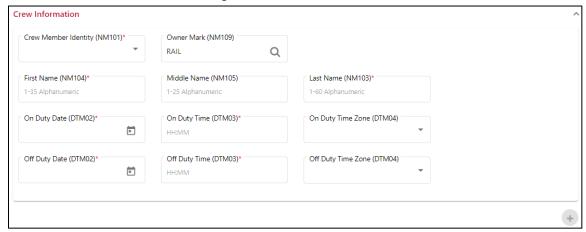*Exhibit 34. Submit 161 Train Sheet Page – Crew Information Section (Completed)*

Submitting the Train Sheet

Once you have completed the required information, select **Submit** at the bottom right to submit the Train Sheet as an EDI 161 message (see Exhibit 35).

Exhibit 35. Submit 161 Train Sheet Page Completed

After the Train Sheet is submitted, a confirmation popup is displayed (see Exhibit 36).

Exhibit 36. Train Sheet Successfully Submitted Confirmation Popup

The newly created Train Sheet is added to the Interoperable Train Sheet Dashboard.

Using the "Send SDD + CCT" Toggle

The "Send SDD + CCT" toggle, located at the top right of the Submit 161 Train Sheet page (see Exhibit 37), enables you to save crew information that is automatically sent when a request is received from the host railroad.

Exhibit 37. Submit 161 Train Sheet Page (Showing the "Send SDD + CCT" Toggle)

When you switch the "Send SDD + CCT" toggle to the "on" position, the Crew Information section is added to the Submit 161 Train Sheet page (see Exhibit 38).

Exhibit 38. Submit 161 Train Sheet Page – Crew Information Section

To save crew information, populate the fields in the Crew Information section (see "Completing the Crew Information Section" on page 30) and submit the Train Sheet (see "Submitting the Train Sheet" on page 33). When an EDI 824 message is received from the host railroad, PTC ITS automatically sends an EDI 161 CCT (Crew Call) message containing the crew information.

Note: The host must provide three host-specific fields (Host Train ID, Host Train Scheduled Departure Date, and Host Section Number) for the CCT message to be sent. If the host rejects the initial SDD with a "TR", but provides the appropriate host fields, PTC ITS still generates the EDI 161 CCT message.

Once the CCT message has been sent, the Train Sheet is listed as "In Progress" on the Interoperable Train Sheet Dashboard.

Creating and Submitting a 418J Consist

Select **Submit 418J Consist** from the PTC ITS menu bar to create and submit a new consist. The following buttons are displayed, which enable you to select a method for submitting a consist (see Exhibit 39):

Exhibit 39. Submit 418J Consist Buttons

| Upload Consist | Import Consist from EDI 418 Repository |

The methods for submitting a consist are described in the following sections:

- Submitting a 418J Consist through Uploading
- Submitting a 418J Consist through Importing

Submitting a 418J Consist through Uploading

Use this procedure to locate and upload an Excel file containing consist information that has been prepared in the approved format:

Note: Use the 418J Excel Template and the 418J Excel Template User Guide to prepare the consist information. These files are located under the PTC ITS Resources menu.

1. Select **Submit 418J Consist** from the menu bar. The Submit 418J Consist buttons are displayed (see Exhibit 39).

2. Select the **Upload Consist** button. A Locate File popup is displayed, which enables you to drag and drop or browse for a prepared Excel file (see Exhibit 40).

   Exhibit 40. Locate File Popup

   Please save the 418J Excel Template in the standard .xls format. Use this upload location to import the .xls file

   ↑

   Drag and drop file here

   or

   Browse for file

   ✕ Cancel

3. Drag and drop or browse and open a prepared Excel file. The file is verified and checked for errors (see Exhibit 41).

Exhibit 41. File Uploaded Popup

File Uploaded:418J_Template_v1.6 - Simple Example Upload.xls

Error Log

No Errors

✕ Cancel   **Import**

4. If there are no errors, select **Import** to import the file. The Submit 418J Consist page is displayed (see Exhibit 42). If there are errors, edit your Excel file, correct the errors, and repeat the upload process.

Exhibit 42. Submit 418J Consist Page

Submit 418J Consist

Tenant RR Mark*	Host RR Mark*	Consist Qualifier*	Service Level Code	
RAIL	2-4 Alphanumeric	139 - Estimated	01 - Bulk Commodity Train	**Link to 161 TrainSheet**
Tenant TRAIN ID*	Tenant Train Date*	Tenant Train Time*	Host Train ID*	
170LC	2/9/2021	06:10	CSXT123	
Trackage Origin SPL...	Trackage Destination SPLC*	Host Departure D...	Host Section Number*	
411657	411700	2/9/2021	1	

Block Identifier	Equipment	Equipment Description Code	Equipment Status Code	Commodity Code	Net Weight	Car Type Code	Additional Information Present	Hazmat Information Present	
⌄ **DBLOCK (5)**									
	RAIL1	LO - Locomot...	O - Operatin...	8999	210	U221	Yes	No	▼
	RAIL2	LO - Locomot...	O - Operatin...	8999	240	U222	Yes	No	▼
	RAIL3	LO - Locomot...	O - Operatin...	999999	240	U223	Yes	No	▼
	RAIL4	RR - Rail Car	E - Empty	2815130	210	U224	Yes	No	▼
	RAIL5	TN - Tank Car	L - Load	4960196	101	U225	Yes	No	▼

✕ Cancel   Submit 418J

5. Select the **Submit 418J button** to generate an EDI message and send it to the host railroad.

Submitting a 418J Consist through Importing

Use this procedure to locate and import a consist from the 418 Repository to use as a template:

1. Select **Submit 418J Consist** from the menu bar. The Submit 418J Consist buttons are displayed (see Exhibit 39).

2. Select the **Import Consist from EDI 418 Repository** button. The Import Consist from EDI 418 Repository page is displayed, which enables you to select a consist to import (see Exhibit 43).

Exhibit 43. Import Consist from EDI 418 Repository Page

This page lists existing EDI 418 and EDI 418J messages that you can use as a template for your new EDI 418J message.

3. Select the box to the left of the message you want to use as your template, and then select the **Import** button. The Submit 418J Consist page is displayed (see Exhibit 44).

Exhibit 44. Submit 418J Consist Page

You need to edit the general information fields (the BAX information) at the top to match the train sheet. You can do this by editing the fields directly or by selecting the **Link to 161 TrainSheet** button.

Note: You cannot edit the equipment that makes up the train in the bottom (block) section, but once you expand a block by selecting its Expand icon (▼), you can delete certain types of sensitive information in the bottom section such as Consignee Information and Hazardous Identification Information. To delete information, select the Delete icon (✕) associated with that information and then confirm the deletion.

4. Edit the general information fields (the BAX information) at the top as needed.

   − or −

   Select the **Link to 161 TrainSheet** button. The TrainSheet Data page is displayed (see).

Exhibit 45. TrainSheet Data Page

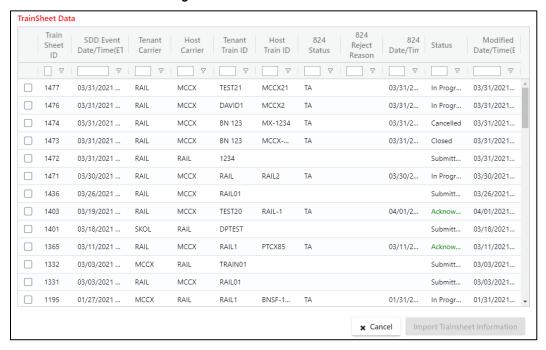|	Train Sheet ID	SDD Event Date/Time(ET	Tenant Carrier	Host Carrier	Tenant Train ID	Host Train ID	824 Status	824 Reject Reason	824 Date/Tim	Status	Modified Date/Time(E
☐	1477	03/31/2021 ...	RAIL	MCCX	TEST21	MCCX21	TA		03/31/2...	In Progr...	03/31/2021...
☐	1476	03/31/2021 ...	RAIL	MCCX	DAVID1	MCCX2	TA		03/31/2...	In Progr...	03/31/2021...
☐	1474	03/31/2021 ...	RAIL	MCCX	BN 123	MX-1234	TA		03/31/2...	Cancelled	03/31/2021...
☐	1473	03/31/2021 ...	RAIL	MCCX	BN 123	MCCX-...	TA		03/31/2...	Closed	03/31/2021...
☐	1472	03/31/2021 ...	RAIL	RAIL	1234					Submitt...	03/31/2021...
☐	1471	03/30/2021 ...	RAIL	MCCX	RAIL	RAIL2	TA		03/30/2...	In Progr...	03/30/2021...
☐	1436	03/26/2021 ...	RAIL	MCCX	RAIL01					Submitt...	03/26/2021...
☐	1403	03/19/2021 ...	RAIL	MCCX	TEST20	RAIL-1	TA		04/01/2...	Acknow...	04/01/2021...
☐	1401	03/18/2021 ...	SKOL	RAIL	DPTEST					Submitt...	03/18/2021...
☐	1365	03/11/2021 ...	RAIL	MCCX	RAIL1	PTCX85	TA		03/11/2...	Acknow...	03/11/2021...
☐	1332	03/03/2021 ...	MCCX	RAIL	TRAIN01					Submitt...	03/03/2021...
☐	1331	03/03/2021 ...	RAIL	MCCX	RAIL01					Submitt...	03/03/2021...
☐	1195	01/27/2021 ...	MCCX	RAIL	RAIL1	BNSF-1...	TA		01/31/2...	In Progr...	01/31/2021...

✖ Cancel   Import Trainsheet Information

Select the box to the left of the train sheet associated with the consist and then select the **Import Trainsheet Information** button to change the general information (BAX) fields at the top to match the information on the selected Train Sheet. The Submit 418J Consist page is redisplayed with the updated information.

5. Select the **Submit 418J button** to generate an EDI message and send it to the host railroad.