

DDCT SYSTEM FOR REPAIR SHOPS AND SCRAP AND STORAGE LOCATIONS—GETTING STARTED OVERVIEW

The Damaged and Defective Car Tracking (DDCT) system is a web-based application that provides a centralized system for tracking damaged and defective rail cars handled under AAR Interchange and Car Hire Rules. Users have real-time access to information through a single standardized source and can easily update, retrieve and share information in a timely manner. The DDCT system interfaces with many of Railinc's products and processes to ensure its users have a near-seamless experience. The result is better communication and collaboration among rail partners for better equipment management, improved rail safety and reduced administrative costs.

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GETTING STARTED

This instructional sheet provides a quick overview of the steps that car repair shops and scrap and storage locations need to take to prepare to use DDCT. The DDCT Getting Started Guide for Repair Shops, Pre-Trip, Scrap and Storage Locations covers these steps in detail and is available online at www.railinc.com/ddct.

STEP 1:

APPLY FOR A RAILINC COMPANY IDENTIFIER

To report repairs or placement at scrap and storage facilities in DDCT, your organization must have a Railinc Company Identifier. These unique codes help to identify railroad-related companies and operations. To apply for a Railinc Company Identifier, send an email to csc@railinc.com. In the email, please include your contact information and note that you need a Railinc Company Identifier for reporting information to DDCT.

STEP 2:

REGISTER IN SINGLE SIGN-ON (SSO)

DDCT system users must establish a Railinc Single Sign-On (SSO) account to access the application and to register in the FindUs.Rail database. Go to www.railinc.com and follow the prompts in the login box at the upper right corner of the page to establish your account and request access to DDCT. An individual user or a company administrator can complete this request.

STEP 3:

REQUEST ACCESS TO FINDUS.RAIL

You can request access to the FindUs.Rail database after completing SSO registration. The selected access rights differ for the company administrator (FindUs.Rail Company Admin) and for regular users who manage contact information in FindUs.Rail (Contact Company Admin).

STEP 4:

ADD A CONTACT IN FINDUS.RAIL

After receiving access to FindUs.Rail, companies should identify each of their physical locations as a new contact within the database. For example, Company ABC might have locations in Chicago, Kansas City and Omaha. Company ABC will need to create three entries with shop couplet information (company ID and Standard Point Location Code) for each location in FindUs.Rail.

STEP 5:

VIEW ONLINE TRAINING DEMOS

Railinc has made available on www.railinc.com/ddct training demos that will help users learn critical DDCT functionality. These demos cover a range of topics, from reporting repairs and pre-trip, scrap and storage locations to truck hunting to handing damaged or destroyed equipment.

To learn more about the DDCT system, call Railinc customer support toll-free at (877) 724-5462 or email csc@railinc.com. You may also visit the Railinc website at www.railinc.com/ddct.