



Route User Guide



© 2024 Railinc. All Rights Reserved.

Last Updated: January 2024

Table of Contents

Learning about Route	1
Overview.....	1
System Requirements.....	1
Accessing the Railinc Customer Success Center.....	1
Getting Started	2
Registering to Use Railinc SSO.....	2
Role-Based Application.....	2
Logging In.....	2
Logging Out.....	3
Query	4
Browsing Routes.....	4
Maintaining Routes	7
Maintaining Route Details.....	7
Expiring a Route.....	8
Mass Expiring a Route.....	9
Voiding a Route.....	9
Cloning a Route.....	10
Resending a Route.....	10
Add a Route	11
Adding a Single Route.....	11
Search for Junction Interchange.....	12
Mass Adding Routes.....	14

List of Exhibits

Exhibit 1. User Roles and Tasks.....	2
Exhibit 2. MidRange IRF Home Page.....	3
Exhibit 3. Browse Route.....	4
Exhibit 4. Add Route Segment.....	5
Exhibit 5. Route Search Results.....	6
Exhibit 6. Route Details.....	7
Exhibit 7. Expire a Route.....	8
Exhibit 8. Warning Message (expiring an active Route in REN).....	8
Exhibit 9. Mass Expire Pop-up.....	9
Exhibit 10. Warning Message (voiding an active Route in REN).....	9
Exhibit 11. Add Route Page (for a Cloned Route).....	10
Exhibit 12. Add Route.....	11
Exhibit 13. Add/Remove Route Segments.....	11
Exhibit 14. Query Interchange.....	12
Exhibit 15. Interchange Search Results.....	13
Exhibit 16. Mass Add Route.....	14
Exhibit 17. Mass Add Template.....	14

Learning about Route

Overview

The Route File (ROUTE) is a carrier-maintained file that was initially designed to support the Rate EDI Network (REN). A route is identified by two rail carrier MARKs and a 5-digit system-generated number. REN uses the Route file as a reference to ensure the revenue route within a rate docket is valid.

With the Route File, chances of misspelled MARKs and Route abbreviations are eliminated. Moreover, changes resulting from abandonments and adoptions can be handled by the IRF central site rather than requiring all carriers to perform this activity individually.

A valid Route must at a minimum contain two roads or MARKs and one valid junction interchange (N, V, or C type interchange) between those two Marks. A local Route is also considered valid, which consists of only two MARKs (both origin and destination are the same) and a junction abbreviation which is "LOCAL".

A Route that is added, expired, or voided by a carrier will generate an EDI 475 message that is then distributed to all carriers in that Route.

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

Access the Route application by using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at <https://public.railinc.com> and select the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Registering to Use Railinc SSO

Each Route user must register to use Railinc Single Sign-On. If you are not already registered, refer to the [Railinc Single Sign-On User Guide](#) for more information. Once you have completed SSO registration, request access to Route within SSO.

Role-Based Application

After you receive authorization to use Railinc SSO, you must request general access to Route by following instructions in the [Railinc Single Sign-On User Guide](#).

Your level of access and authorization for Route is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows a complete list of Route roles as seen in SSO. Your assigned user role determines what functions you can perform.

Exhibit 1. User Roles and Tasks

Task	Description
MRIRF Application Admin	Allows Railinc personnel to manage MRIRF permissions for users.
MRIRF Read Only	Allows users to have read only access to all IRF's.
MRIRF Route Maintainer (MARK required)	Allows external rail carriers to have maintenance capability in Route to add, update, and expire Routes for routes where their MARK is listed (the MARK associated with their SSO User ID). MARK Type must be one of the following: RR, RR2, RR3, STC, and active in the MARK Register.
MRIRF Route Maintainer	Allows internal Railinc users (specifically Interline Product Support) to maintain all routes, regardless the MARK Type (must be RR, RR2, RR3, STC).

User roles are assigned by Railinc through the Single Sign-On interface. Once you receive email notification of access to Route, you can log on and begin using Route.

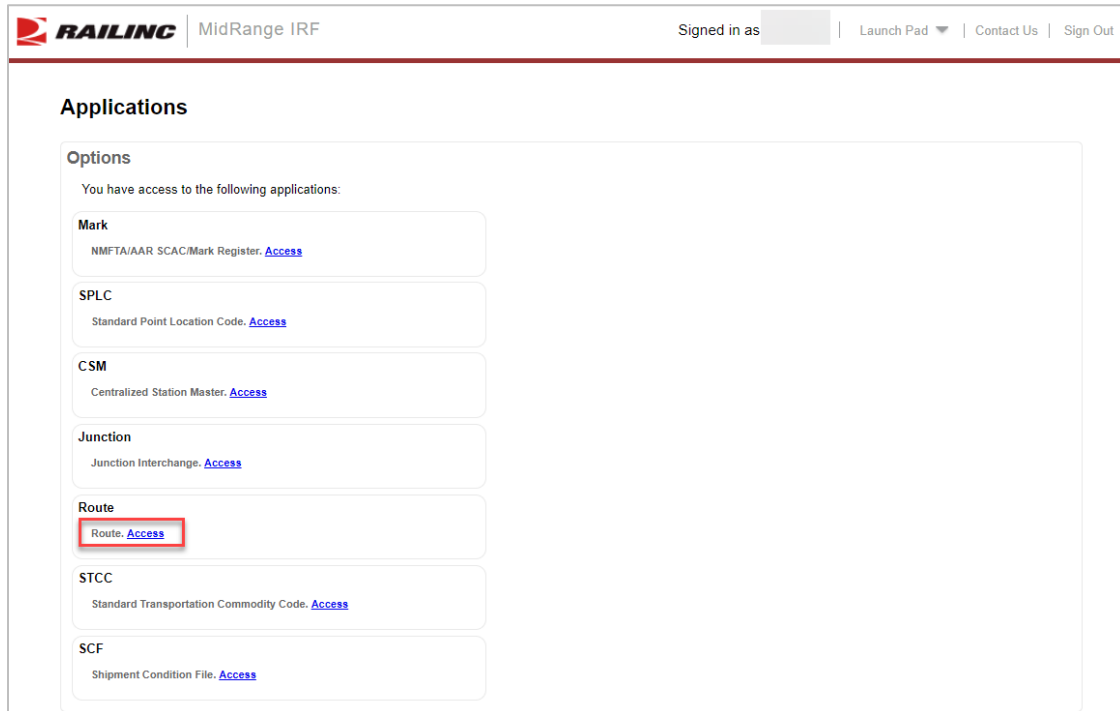
Logging In

Use the following procedure to log into Route:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.

2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. In the Customer Login panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed.
4. Under My Applications, select **MRIRF**. The MidRange IRF Home page is displayed.

Exhibit 2. MidRange IRF Home Page



5. Select the **Access** link for Route. The Browse Route page is displayed ([Exhibit 3](#)).

Logging Out

Select the **Sign Out** link to end a Route session.

Query

The Route application allows users to query for Routes.

Browsing Routes

Use the following procedure to browse for Routes:

1. Log into the Route application. The Browse Route page is displayed ([Exhibit 3](#)). This page is also viewable in the application by selecting the **Query** tab.

Exhibit 3. Browse Route

The screenshot shows the 'Browse Route' application interface. At the top, there is a navigation bar with three tabs: 'Query', 'Add', and 'Documentation'. Below the navigation bar, the main content area is titled 'Browse Route'. This area contains several search sections:

- Route Search:** Includes three input fields: 'Origin MARK:', 'Destination MARK:', and 'Route Number:'.
- Interchange Search:** Includes three input fields: 'MARK:', 'Junction Code:', and 'MARK:'.
- Route Definition:** Includes two pairs of input fields: 'ROAD:' and 'Junction Code:'.
- Search Routes by Carrier:** Includes one input field: 'Carrier MARK:'.

Below the 'Search Routes by Carrier' section, there is a green button with a plus sign labeled 'Add Route Segment'. At the bottom right of the form, there is a 'Status:' dropdown menu currently set to 'Active', and two buttons: 'Clear' (orange) and 'Search' (green).

2. Complete one or more of the following fields:

ROUTE SEARCH:

- **Origin MARK:** the Standard Carrier Alpha Code (SCAC) of the first carrier described in the Route of movement.
- **Destination MARK:** the Standard Carrier Alpha Code (SCAC) of the last carrier described in the Route of movement.
- **Route Number:** a 5-digit system generated number to uniquely define the Route based on origin and destination carrier.

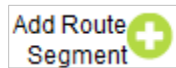
INTERCHANGE SEARCH:

- **Mark:** Enter the two or four-character MARK or SCAC that identifies Mark 1 in the Interchange.
- **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.
- **Mark:** Enter the two or four-character MARK or SCAC that identifies Mark 2 in the Interchange.

ROUTE DEFINITION:

- **Road:** Enter the two or four-character MARK or SCAC that identifies Mark 1 and 2 in the Route Segment.
- **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.

As needed, use the Add Route Segment icon ([Exhibit 4](#)) to add lines for additional Route segments.

Exhibit 4. Add Route Segment**SEARCH ROUTES BY CARRIER:**

- **Carrier Mark:** Enter the two or four-character MARK or SCAC that identifies Mark in any portion of the Route Segment.
3. Along with the selected query criteria, use the **Status** field to help filter results. Select ALL, Active and Future, or Historical (default status filter is set to Active).
 4. Select **Search** to initiate the search for Route records. All found records are displayed.

Exhibit 5. Route Search Results

Query
Add
Documentation ▼

Browse Route

Route Search

Origin MARK: Destination MARK: Route Number:

Interchange Search

MARK: Junction Code: MARK:

Route Definition

ROAD: Junction Code:

ROAD: Junction Code:

Add Route Segment +

Search Routes by Carrier

Carrier MARK:

Status: Clear Search

Export

Showing 1 to 1 of 1 entries

Origin MARK	Destination MARK	Route Number	Effective Date	Expiration Date	Route source
CSXT	NCVA	00001	1991-01-01	9999-12-31	RAIL

5. As needed, the headings above the columns can be selected to sort the data ascending or descending.
6. Perform one of the following additional actions:
 - To clear the results and begin a new search, select the **Clear** button.
 - Select a record by clicking on the row to view full details of that record. The Route Details page is displayed ([Exhibit 6](#)). See [Maintaining Route Details](#) for additional actions.

Maintaining Routes

Maintaining Route Details

Use the following procedure to perform various management functions from within the Route Details page.

1. Perform a query for the Route that you want to manage (see [Browsing Routes](#)). Select the Route that you want to manage. The Route Details page is displayed.

Exhibit 6. Route Details

The screenshot shows a window titled "Route" with a close button (X) in the top right corner. The window is divided into two sections: "Route" and "Reverse Route".

Route

Origin Mark: CSXT
 Destination Mark: NCVA
 Route Number: 00001
 Road : CSXT Junction Code: BOYKN
 Road : NCVA Junction Code:
 Function Code: INTERLINE
 Route Status: ACTIVE
 Effective Date: 1991-01-01
 Expiration Date: 9999-12-31
 Last Updated By: DB2CONV
 Last Updated Date: 1995-07-17 00:00:01

Reverse Route

Origin Mark: NCVA
 Destination Mark: CSXT
 Route Number: 00001
 Road : NCVA Junction Code: BOYKN
 Road : CSXT Junction Code:
 Function Code: INTERLINE
 Route Status: ACTIVE
 Effective Date: 1991-01-01
 Expiration Date: 9999-12-31
 Last Updated By: DB2CONV
 Last Updated Date: 1995-07-17 00:00:01

At the bottom right of the window, there are four buttons: **Expire**, **Void**, **Clone**, and **Resend**.

2. Perform one of the following actions:
 - a. Select **Expire** to expire the displayed Route (see [Expiring a Route](#)).
 - b. Select **Void** to void the displayed Route (see [Voiding a Route](#)).

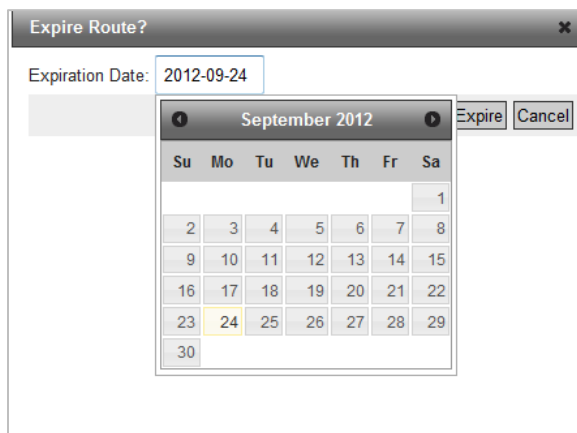
- c. Select **Clone** to clone the displayed Route (see [Cloning a Route](#)).
- d. Select **Resend** to resend the displayed Route (see [Resending a Route](#)).

Expiring a Route

Use the following procedure to expire a Route:

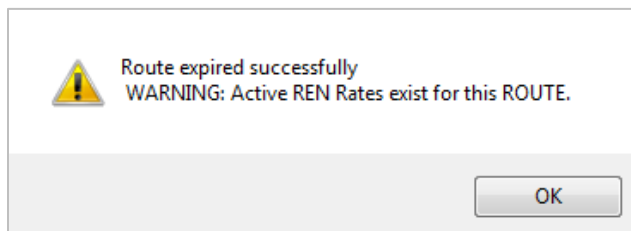
1. Perform a query for the Route that you want to expire and then access its details page (see [Maintaining Route Details](#)).
2. Select **Expire**. An input pop-up is displayed allowing you to specify the expiration date.

Exhibit 7. Expire a Route



3. Either directly enter an expiration date or use the provided calendar to select one. The system allows a Route to be expired with a past, current, or future expiration date (default value is current date).
4. Select **Expire** to complete the process. A message is displayed asking you to confirm the decision. Select **OK**. A confirmation message is displayed: "Route Expired Successfully."
5. If the route that is expired is also part of an active rate in REN, then after the route is expired the confirmation message will also notify the user that Active REN Rates exist for this route.

Exhibit 8. Warning Message (expiring an active Route in REN)

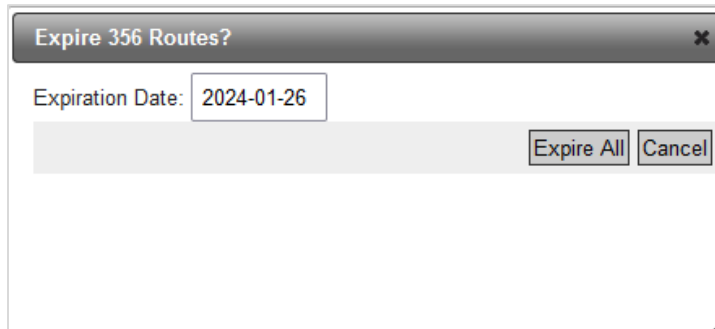


Mass Expiring a Route

Use the following procedure to mass expire a Route:

1. Perform a query for the Route that you want to expire and then access its details page (see [Maintaining Route Details](#)).
2. Select **Mass Expire**. An input pop-up is displayed allowing you to specify the expiration date in YYYY-MM-DD format.
3. Select **Expire All**.

Exhibit 9. Mass Expire Pop-up

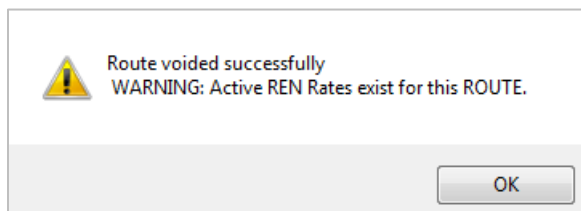


Voiding a Route

Use the following procedure to void a Route:

4. Perform a query for the Route that you want to void and then access its details page (see [Maintaining Route Details](#)).
5. Select **Void**. A message is displayed asking you to confirm your decision. Select **OK**. If successful, a message is displayed: "Route Voided Successfully." Once the route is successfully voided, the expiration date is automatically set to be one day prior to the effective date.
6. If the route that is voided is part of an active rate in REN, then after the route is voided the confirmation message will also notify the user that Active REN Rates exist for this route.

Exhibit 10. Warning Message (voiding an active Route in REN)



Cloning a Route

Use the following procedure to clone a Route:

1. Perform a query for the Route that you want to clone and then access its details page (see [Maintaining Route Details](#)).
2. Select **Clone**. The Add Route page is displayed with selected fields pre-filled based on the displayed record.

Exhibit 11. Add Route Page (for a Cloned Route)

Query	Add	Documentation
Add Route		
Segment 1 Road:	<input type="text" value="UP"/>	Junction Code: <input type="text" value="ESTL"/>
Segment 2 Road:	<input type="text" value="NS"/>	Junction Code: <input type="text" value="BELVU"/>
Segment 3 Road:	<input type="text" value="WE"/>	Junction Code: <input type="text" value="AKRON"/>
Segment 4 Road:	<input type="text" value="AB"/>	
Add Route Segment Remove Route Segment		
Effective Date:	<input type="text" value="2012-09-24"/>	
Expiration Date:	<input type="text" value="9999-12-31"/>	
<input type="button" value="Submit"/>		

3. Complete or edit the displayed fields as needed (see [Add a Route](#) for details).

Resending a Route

Use the following procedure to resend a Route:

1. Perform a query for the Route that you want to resend and then access its details page (see [Maintaining Route Details](#)).
2. Select **Resend**. A message is displayed asking you to confirm your decision. Select **OK**. If successful, a message is displayed stating that the Route was resent successfully.
3. With the resend action an EDI 475 message is sent to all carriers in the route.

Add a Route

Users can either add one route at a time or use an upload option to make mass adds.

Adding a Single Route

Use the following procedure to add a single Route:

1. Select the **Add** tab. The Add Route page is displayed.

Exhibit 12. Add Route

2. Complete the available input fields:
 - a. **Segment Road (1-X):** For each segment, enter the rail carrier MARK (two–four alpha characters) that identifies that road segment in the Route. A route can have up to 13 segments, the default setting is four when first accessing the add screen.
 - b. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location. As needed, use the magnifying glass icon to search for Junction codes (see Search for Junction Interchange).

As needed, use the Add/Remove Route Segment icons to add/remove Route segments:

Exhibit 13. Add/Remove Route Segments



- c. **Effective Date:** Defaults to today's date. Can be back or future dated.
- d. **Expiration Date:** Defaults to 9999-12-31, which is the default future expiration date. Can be changed to a finite date if there is a known expiration date.

3. Select **Submit**.
4. A confirmation message is displayed. Select **OK**.
5. If all validation rules pass (valid railroad mark, each interchange between two carriers is a N, C, or V type) a message is displayed: "Route Added Successfully."

Search for Junction Interchange

The Add page on the Route application allows you to query for Junction Interchange from a magnifying glass icon in order to automatically fill in this field.

Note: The only appropriate Interchange Types for a Route are either C, V, or N. The only exception to this is when the user adds a LOCAL route, which consists of only two carrier marks, both origin and destination is the same mark, and the junction interchange is LOCAL.

Use the following procedure to query for Junction Codes:

1. From the Add Route page ([Exhibit 12](#)), select the magnifying glass icon (🔍) next to the Junction Code input field. The Query Interchange page is displayed.

Exhibit 14. Query Interchange

The screenshot shows a window titled "Query Interchange" with a close button (X) in the top right corner. Inside the window is a form titled "Interchange Search". At the top left of the form is a checkbox labeled "Mark Only". Below this are several input fields: "Mark 1:", "Junction Code:", "Mark 2:", "FSAC 1:", "Interchange Type:" (with a dropdown arrow), "FSAC 2:", "Reporting Mark 1:", and "Reporting Mark 2:". At the bottom right of the form is a "Status:" dropdown menu currently showing "Active", and two buttons: "Clear" (orange) and "Search" (green).

2. Complete one or more of the following fields:
 - a. **Mark Only:** Selecting this option updates the screen to remove the Mark2 input fields. This allows interchanges to be searched irrespective of whether a Mark 1 is identified as 1 or 2 in an interchange agreement.
 - b. **Mark 1:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Mark 1 in the interchange agreement.
 - c. **FSAC 1:** Enter the up to 5-digit Freight Station Accounting Code (FSAC) Number identified as FSAC 1 in the interchange.

- d. **Reporting Mark 1:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Reporting Mark 1 in the interchange agreement.
 - e. **Junction Code:** Enter one or more of the 3 to 5 alphabetic characters assigned to a location.
 - f. **Interchange Type:** Use the drop-down to select a specific interchange type. Details of the only acceptable codes (C, V, or N) are available by hovering the mouse pointer over each code.
 - g. **Mark 2:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Mark 2 in the interchange agreement.
 - h. **FSAC 2:** Enter the up to 5-digit Freight Station Accounting Code (FSAC) Number identified as FSAC 2 in the interchange.
 - i. **Reporting Mark 2:** Enter the 2 to 4 characters in the MARK or SCAC (Standard Carrier Alpha Code) that identifies the transportation entity identified as Reporting Mark 2 in the interchange agreement.
3. Along with the selected query criteria, use the **Status** field to help filter results. Select ALL, Active and Future, or Historical.
 4. Select **Search** to initiate the search for Interchange records. All found records are displayed.

Exhibit 15. Interchange Search Results

Query Interchange
✕

Interchange Search

Mark Only

Mark 1: FSAC 1: Reporting Mark 1:

Junction Code: Interchange Type: Reporting Mark 2:

Mark 2: FSAC 2: Reporting Mark 2:

Status:

Showing 1 to 2 of 2 entries

Junction Code	Mark 1	FSAC 1	Mark 2	FSAC 2	Effective Date	Expiration Date
ELGOR	UP	06571	WURR	00005	2004-05-21	9999-12-31
TOWNE	UP	51452	VST	00080	2006-02-01	9999-12-31

5. Select the desired Junction Interchange by selecting the row containing that record. One note, when selecting a junction interchange to populate within the route application, the route segments will be populated in the order the marks appear in the interchange record that was selected.

Mass Adding Routes

Users can perform mass adds for new routes.

Note: In the event that you need to perform a mass update or mass expire, please export the records that you need changed, and contact Railinc at aar_ps@railinc.com.

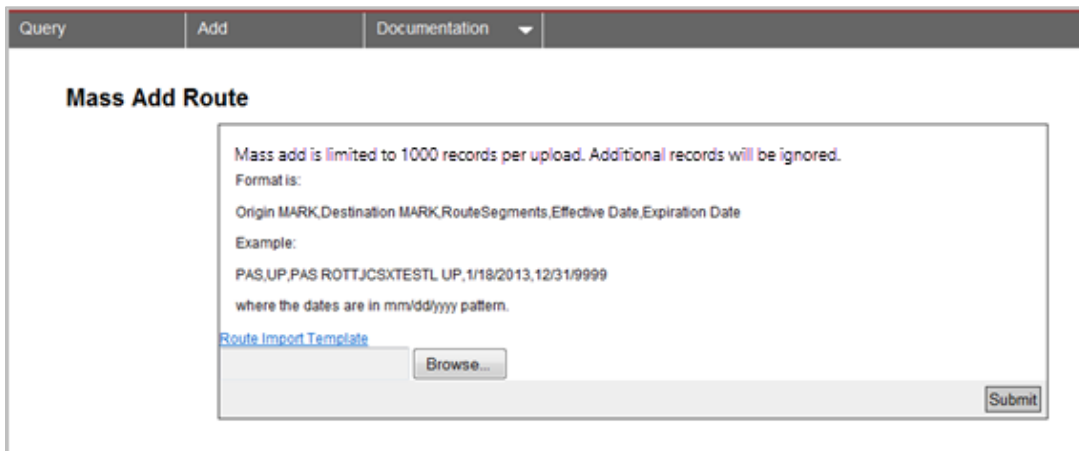
Below are the formatting rules for preparing a mass add file:

- Mass add is limited to 1000 records per upload. Additional records will be ignored.
- Format is:
Origin MARK, Destination MARK, RouteSegments, Effective Date, Expiration Date
- Example:
PAS,UP,PAS ROTTJCSXTESTL UP,1/18/2013,12/31/9999
where the dates are in mm/dd/yyyy pattern.
- It is important to pad with blank spaces for any Marks less than 4 characters when entering the route segment.

Use the following procedure to upload multiple route additions:

1. Select **Add > Mass Add**. The Mass Add Route page is displayed.

Exhibit 16. Mass Add Route



2. Either upload a previously created file (go to step 5) or initiate the creation of a mass add file by downloading the template. Select the Route Import Template link. The mass add template is displayed in your local spreadsheet application.

Exhibit 17. Mass Add Template

	A	B	C	D	E	F
1	Origin MARK	Destinatic	RouteSeg	Effective I	Expiration Date	
2						
3						
4						
5						

3. Add entries to the template making sure to follow the provided formatting guideline.
4. Save the file on your local drive.
5. Select the **Browse** button on the Mass Add page and select the locally saved file.
6. Select **Submit** to submit the file. A message appears at the top of the page regarding the results of the upload. It displays the total number of records added and any possible errors encountered.