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# Single Sign-On and Launch Pad Administrator Guide



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### Using Single Sign-On and the Launch Pad for Company Admin Tasks

The Single Sign-On (SSO) system enables Railinc users to register for Railinc access, manage their user profile, and request and access Railinc applications. These functions are described in the *Railinc Single Sign-On User Guide*.

If you are a *company administrator* for a Railinc application, you have access to additional Permissions and Tools tasks, which are listed in the Administrator functions of the Launch Pad (<u>Exhibit 1</u>). This Administrator Guide describes these administrator tasks.

Your authorized tasks and applications can be accessed from the Launch Pad. To access the Launch Pad, enter the following link in your browser:

https://www.railinc.com/rsso/ Log in at the prompt.

Exhibit 1. Launch Pad (Company Admin)

| My Applications                           | Railinc Notifications  |   | My Profile                          |
|---|--|---|-------------------------------------|
| AAR Embargo/OPSL Permit System            | New Support Portal on Launch Pad   | Mar 24, 2020 🗸                                | Edit My Profile                     |
| CIF                                       | Update on Railinc COVID-19 Actions   | Mar 18, 2020 🗸                                | Change Password                     |
| Car Hire Rate Negotiation                 | Umler Release Notification   | Mar 18, 2020 🗸                                | View/Request Permissions            |
| Car Repair Billing                        | Embargo Release  | Feb 25, 2020 🗸                                | Check Status of Permission Requests |
| Clear Path System                         | Umler® Release Notification  | Feb 11, 2020 🗸                                | Support Cases                       |
| DDCTS                                     | Railinc Ticketing System Update  | Jan 17, 2020 🗸                                | User Guide                          |
| EHMS                                      | Reminder: Circular OT-57 Becomes Effective on Feb. 1   | Jan 14, 2020 🗸                                |                                     |
| Early Warning                             | If you do not see the notification you require, please contact<br>csc@railinc.com or by phone at 877-724-5462. | the Raillinc Customer Success Center by email | Accounts                            |
| Equipment Health View                     |  |   | Edit User Profile                   |
| FindUs.Rail                               | Permissions  | Tools   | Change User Password                |
| Letter of Authorization                   | Manage My Permissions  | Advanced User Query                           | Manage User Status                  |
| Multi-Level Pool Billing (Committee Site) | Manage User Permissions  | Find Admin Contacts for Application           | Manage User Type                    |
| REN Web                                   | Manage Permission Requests   | Manage Companies                              | View User Audit Log                 |
| RailSight                                 | Clone User Permissions   | Search Company(s)                             |                                     |
| SCRS                                      |  | Manage Application News and Updates           | View User Compliance Run            |
| Single Sign On System                     |  | Edit Application Description                  | Confirm Email for a User            |
| Umler                                     |  | Edit Role Description                         | IT Owned                            |
|   |  | View Compliance Run                           | IT Support                          |
|   |  | View Compliance Exemptions                    | Compare Local User to LDAP          |
|   |  | Admin User Guide                              |                                     |
|   |  | Internal User Admin Guide                     |                                     |
|   |  |   |                                     |

## Approving and Rejecting Permission Requests

The company administrator is responsible for responding to requests for access to a specific application. The following sections describe how to approve or reject application access requests.

1

### **Individual Requests**

- 1. Log into SSO as described in the *<u>Railinc Single Sign-On User Guide</u>*. The Launch Pad is displayed.
- 2. Select Manage Permission Requests in the Permissions portlet. The Manage Permission Requests page is displayed (see Exhibit 2).

Exhibit 2. Manage Permission Requests

| Home / Manage Permissio                     | n Requests      | Filter All         |                    |            |                             |              |           |                  |                               |
|---|-----------------|--------------------|--------------------|------------|-----------------------------|--------------|-----------|------------------|-------------------------------|
| Filter<br>Total Items : 3                   | Select/Deselect | t All Rows         |                    | C          | Filter One Column           | ]            |           |                  |                               |
| Reference                                   | Application     | Permission         | Mark/Company       | User Id    | User Name                   | Request Date | Status    | User Comment     | End Date                      |
| ٣   |                 | τ                  | ۲                  |            | т т                         |              | ۲         | т т              |                               |
| 13871                                       | FindUs Rail     | FindUsRail Company | RAIL - RAILINC COR | Role04     | Dennis Kovner               | 12/26/2018   | Requested | testing - DK     |                               |
| 13870                                       | FindUs Rail     | Contact Company Ad | RAIL - RAILINC COR | (i) Role04 | Dennis Kovner               | 12/26/2018   | Requested | testing - DK     |                               |
| 13915                                       | FindUs Rail     | Contact Company Ad | RAIL - RAILINC COR | BSCXB02    | Cameron Bumgarner           | 1/7/2019     | Requested |                  |                               |
| Selected Permission Re<br>13915<br>Comments | quest(s)        | elect One Row      |                    | Selec      | t for Requestor Information | ,            |           | Select to Edit D | ate                           |
| Required for rejecting permisal             | on request(s)   |                    |                    |            |                             |              |           | Cancel Reject    | al<br>9255<br>Pending Approve |

- 3. Review the requests:
  - a. As needed, select the user ID hyperlink to open the Manage User Permissions function (see <u>Managing User Permissions</u>).
  - b. As needed, select the information icon ( ) to open a pop-up window with SSO user information about the requester. Click outside the pop-up window to return to the **Manage Permissions Requests** page.
  - c. Read the User Comments the requester might have written to clarify the need for access.
- 4. To approve or reject individual requests, select the checkbox to the left of the request. To approve or reject all requests, select the checkbox at the top of the form.
- 5. To reject one or more requests, enter **Comments** explaining why the request is being rejected. The **Reject** button becomes available once a comment has been entered.
- 6. (Optional) For approvals, you have the option to use the calendar icon ( 💼 ) to add an End Date for access as appropriate. The start date begins the day the request is approved.
- 7. (Optional) Enter **Comments** as appropriate (see <u>Exhibit 3</u> for an example). This entry is included in the notification email.

| Items         | s : 3           |             |   |                    |                    |            |                  |              |   |           |   |              |         |     |
|---------------|-----------------|-------------|---|--------------------|--------------------|------------|------------------|--------------|---|-----------|---|--------------|---------|-----|
|               | Reference       | Application |   | Permission         | Mark/Company       | User Id    | User Name        | Request Date |   | Status    |   | User Comment | End D   | ate |
|               | Ŧ               |             | Ŧ | <b>.</b>           | Ŧ                  | <b>.</b>   | Ŧ                |              | Ŧ |           | Ŧ |              | Ŧ       |     |
|               | 13871           | FindUs.Rail |   | FindUsRail Company | RAIL - RAILINC COR | (i) Role04 | Dennis Kovner    | 12/26/2018   |   | Requested |   | testing - DK |         |     |
|               | 13870           | FindUs.Rail |   | Contact Company Ad | RAIL - RAILINC COR | (i) Role04 | Dennis Kovner    | 12/26/2018   |   | Requested |   | testing - DK |         |     |
| 7             | 13915           | FindUs.Rail |   | Contact Company Ad | RAIL - RAILINC COR | BSCXB02    | Cameron Bumgamer | 1/7/2019     |   | Requested |   |              | <b></b> |     |
|               |                 |             |   |                    |                    |            |                  |              |   |           |   |              |         |     |
|               |                 |             |   |                    |                    |            |                  |              |   |           |   |              |         |     |
| and and       | Permission Requ | uest(s)     |   |                    |                    |            |                  |              |   |           |   |              |         |     |
|               |                 |             |   |                    |                    |            |                  |              |   |           |   |              |         |     |
| 3915<br>ments |                 |             |   |                    |                    |            |                  |              |   |           |   |              |         |     |

Exhibit 3. Manage Permission Requests Example for Approve/Reject

8. Select one of the following options:

**Approve**—Approves the request for the specified period, sends an approval email to the user, and makes the application link available on the user's Launch Pad. Request status is set to **Approved**.

**Reject**—Rejects the request, sends a rejection email to the user. The application link is NOT available on the user's Welcome page and the request status is set to **Rejected**.

**Pending**—Pends the request, sends an email to the user. The application link is NOT available on the user's Welcome page. Use Pending when a determination about the access cannot be made without further investigation or information. The request status is set to **Pending**.

Cancel—Returns to the Launch Pad (Exhibit 1). The request status is Cancelled.

**Note:** Requests that have been approved or rejected are removed from the **Manage Permission Requests** page. Those that are **Pending** remain in the list.

#### **Managing User Permissions**

The Manage User Permissions function enables the company administrator to grant access that has not officially been requested. You can use this function to quickly grant application accesses to new personnel whose SSO access has been established. You can also quickly remove access when it is no longer needed.

### **Adding a Permission**

- 1. Log into SSO as described in the <u>Railinc Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Manage User Permissions in the Permissions portlet. The User Search page is displayed (Exhibit 4).

#### Exhibit 4. User Search

| Home / User Search                  |   |  |           |             |          |
|-------------------------------------|---|--|-----------|-------------|----------|
| Enter your search criteria and clic | k on the "Search" button to retrieve the users. You may | y use a wildcard (*) for all criteria except employer. |           |             | ^        |
| User Id                             | First Name  | Last Name  | Name Mark | Employer    | _        |
|                                     |   |  |           | Cancel Rese | t Search |

- 3. There are multiple ways to search for users to manage their permissions:
  - a. Enter the User ID and select Search.
  - b. Begin entering the User ID and select the appropriate ID from the drop-down list and select Search.
  - c. Enter part of the User ID, First Name or Last Name using asterisk (\*) for a wildcard and select Search (see Exhibit 5).

Note: Select the arrow ( $\checkmark$ ) in the top right corner to view or hide your search criteria.

4. Select Search. Results are listed in the table.

Exhibit 5. User Search with Criteria and Results

| rld<br>T*   |                   | First Name         | Last Name | Name     Mark | Employer |            |
|-------------|-------------------|--------------------|-----------|---------------|----------|------------|
|             |                   |                    |           |               | Cancel   | Reset Sear |
|             |                   |                    |           |               |          |            |
| Found 9 use | r(s) matching the | e search criteria. |           |               |          |            |
| Found 9 use | r(s) matching the | e search criteria. |           |               |          | •          |

- **Note:** If the first name begins with Eve, enter **eve\*** in the field for the query. Case is ignored. Enter **\*eve\*** to show users named Steve, Beverly, or other names that contain **eve**. You can use wildcards for partially-known fields, or when internal characters are unknown. For example, typing **joh\*ns\*on** finds Johnson, Johanson, Johanson, and Johnston.
- 5. Select the link of the desired **User ID**. Links are available only for active user IDs. The user's **Permissions** page is displayed (see <u>Exhibit 6</u>).

| Home / User Search | / Permissions  |   |   |         |
|--------------------|--|---|---|---------|
|                    |  |   |   |         |
|                    | JOHN SMITH ( CBTEST )  |   | ACT   | IVE ^   |
|                    | User ID: CBTEST<br>Name: John Smith<br>Employer: RAILINC CORPORATION<br>Business Title: Tester<br>User Type: Web | Email: john.smith@railinc.com<br>Phone: 9195555555<br>Address: 7001 Weston Parkway,<br>Cary, NC 27613 US<br>Member Since: 08/31/2017<br>Password Expiration: 05/13/2019 (126 days | Last Updated: 01/07/2019 18:56:13 By BSC<br>Last Sign in: 01/07/2019 09:20:59<br>Last Failed Login: 11/27/2018 14:02:21<br>Incorrect Login Count: 0 | XB02    |
|                    | User Actions   |   |   | · ·     |
|                    |  |   |   |         |
|                    | Filer<br>DDCTS   |   |   |         |
|                    | DDCTS<br>Provides the North American Rail Industr<br>and 107   | ry with an centralized Repository to track/manage Damaged an  | d Defective cars governed by AAR Interchange Rules 1,   | Add     |
|                    | Handling Carrier Admin   | RAIL - RAILINC CORPORATION  | 11/16/2018  |         |
|                    | DDCTS DEC  |   |   | Add     |
|                    | Provides the North American Rail Industr<br>and 107  | ry with an centralized Repository to track/manage Damaged an  | d Defective cars governed by AAR Interchange Rules 1,   | 108, 95 |
|                    | Handling Carrier Admin   | RAIL - RAILINC CORPORATION  | 11/16/2018  |         |
|                    |  |   |   |         |
|                    | Comments   |   |   |         |
|                    |  |   |   | .d      |
|                    |  |   | Cancel Remove selected permis   | 0/4000  |
|                    |  |   |   |         |

**Note:** The only applications listed on this page are those the administrator is authorized to administer.

- 6. Select Add. The Manage Permissions for Application page is displayed (Exhibit 7).
- 7. Select the checkboxes for the appropriate roles.
- 8. If required, select the appropriate **Name** or **Mark** (Company ID). Multiple marks can be entered and selected one at a time, so that they appear in the **Selected Mark(s)** section.

| lanage Permissions for App    | licauon  |  |
|-------------------------------|--|--|
| -                             | and and a second s | ACTIVE                                     |
| DDCTS                         |  |  |
| Provides the North American R | ail Industry with an centralized Repository to track/manage Damaged and Defective cars governed by AAR   | Interchange Rules 1, 108, 95 and 107       |
| Car Owner Admin ( M           | ARK required )   |  |
| Car Owner Administrator       | that manages all incidents including approving settlement process for Rule 107 Incidents.  |  |
| 🔿 Name 🔘 Mark                 | Mark<br>AARE   | Apply to all                               |
|                               | AARE - RAILINC CORPORATION - TEST  |  |
| Selected Mark(s)              |  |  |
| RAIL 🛞                        |  |  |
| Effective Date                |  |  |
| 1/25/2021                     | Expiration Date  |  |
|                               | Car User (MARK required)<br>ers that need access and update capabilities to work with Rule 95/107 Incidents.   |  |
| Car Owner Defective           | Car User ( MARK required )   |  |
| Car Owner back office use     | ers that need access and update capabilities to work with Rule 1/96/108 Incidents.   |  |
| 🗌 Interchange Bureau U        | ser ( MARK required )  |  |
| Interchange Bureau users      | s that need the capability to create ICB records in DDCT. User must be a defined Interchange Bure  | au by the industry for DDCT.               |
| Shop User ( MARK red          | quired )   |  |
| Access required for Shop      | functionality in DDCT including reporting cars on hand and repairs. This is needed by car owner to   | o report unexpected shop arrivals in DDCT. |
| omments                       |  |  |
|                               |  |  |
|                               |  |  |

Exhibit 7. Manage Permissions for Application

- 9. Click **Apply to All** to apply the Name or Mark(s) to all selected roles.
- 10. Enter or use the calendar icon to select the **Effective Date** and **Expiration Date**. The default **Effective Date** is today. You have the option to leave the **Expiration Date** field blank or enter it as needed.
- 11. Scroll to the bottom of the page.
- 12. (Optional) Enter Comments.
- 13. Select Submit. The Permissions page is redisplayed with the added permission (Exhibit 8).

Exhibit 8. Permissions Example of Added Role

| JOHN SMITH ( CBTEST )               |  |   | ACTIVE 🗸 |
|-------------------------------------|--|---|----------|
| ilter                               |  |   |          |
|                                     |  |   |          |
| DDCTS                               |  |   | Add      |
|                                     | ndustry with an centralized Repository to track/manage Damag | ged and Defective cars governed by AAR Interc               |          |
| Provides the North American Rail In | dustry with an centralized Repository to track/manage Damag  | ged and Defective cars governed by AAR Interc<br>01/07/2019 |          |

- 14. If other listed application permissions are needed, select Add to repeat the process.
- 15. Otherwise, select Cancel. The Launch Pad is displayed (Exhibit 1).

### **Removing a Permission**

This function enables an administrator to remove access for a specified user ID. To remove application access:

- 1. Log into SSO as described in the <u>Railinc Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Manage User Permissions in the Permissions portlet.

The User Search page is displayed (Exhibit 4).

- 3. There are multiple ways to search for users to manage their permissions:
  - a. Enter the User ID and select Search.
  - b. Begin entering the **User ID** and select the appropriate ID from the drop-down list and select **Search**.
  - c. Enter part of the User ID, First Name or Last Name using asterisk (\*) for a wildcard and select Search (Exhibit 5).

Note: Select the arrow ( $\checkmark$ ) in the top right corner to view or hide your search criteria.

- 4. Select Search. Results are listed in the table (Exhibit 5).
- 5. The **Permissions** page is displayed (<u>Exhibit 9</u>).

| JOHN SMITH (CBTEST)                            |   | AC  | TIVE ^ |
|--|---|---|--------|
|  |   |   |        |
| User ID: CBTEST<br>Name: John Smith            | Email: john.smith@railinc.com<br>Phone: 9195555555        | Last Updated: 01/07/2019 18:56:13 By BSC                                    | CXB02  |
| Employer: RAILINC CORPORATION                  | Address: 7001 Weston Parkway,                             | Last Sign in: 01/07/2019 09:20:59<br>Last Failed Login: 11/27/2018 14:02:21 |        |
| Business Title: Tester                         | Cary, NC 27513 US   | Incorrect Login Count: 0  |        |
| User Type: Web                                 | Member Since: 08/31/2017                                  | inconcer Login Count. O   |        |
|  | Password Expiration: 05/13/2019 (125 days)                |   |        |
| User Actions                                   |   |   | *      |
| ≝<br>dUs.Rail                                  |   |   |        |
|  |   |   |        |
| FindUs.Rail                                    |   |   | Add    |
|  | a central directory of contacts across business functions | I   | Add    |
|  | a central directory of contacts across business functions | 11/14/2018  |        |
| Provides the North American Rail Industry with |   | 11/14/2018  |        |

Exhibit 9. Remove Permissions

- 6. Scroll to the permission/role to be removed and select the checkbox to the right of the specific permissions to be removed.
- 7. Select **Remove Selected Permission(s)** at the bottom of the page. The **Permissions** page is redisplayed showing only the remaining permissions.
- 8. Select **Cancel** to return to the Launch Pad (<u>Exhibit 1</u>).

### Managing Your Own Permissions

An administrator can manage their own personal permissions for authorized applications. When an administrator selects **Manage My Permissions**, the **Manage My Permissions** page is displayed (<u>Exhibit 10</u>).

Exhibit 10. Manage My Permissions

| AILINC User Services                   |  | John Smith (CBTEST) : RA | LINC CORPORATION   Launch Pad   Sign Out    |
|--|--|--------------------------|---|
| Manage My Permissions                  |  |                          |   |
| JOHN SMITH ( CBTEST )                  |  |                          | ACTIVE 🗸                                    |
| Filter                                 |  |                          |   |
| FindUs.Rail                            |  |                          | Add   |
| Provides the North American Rail Indus | stry with a central directory of contacts across business function | S                        |   |
| FindUsRail Company Admin               | CSXT - CSX TRANSPORTATION  | 11/14/2018               |   |
| Comments                               |  | Cancel Ret               | .d<br>0/4000<br>move selected permission(s) |

The administrator can add or remove permissions as described in the previous sections. Unauthorized applications must be requested by selecting **View/Request Permissions** as described in the <u>Railine Single Sign-On User Guide</u>.

Select Cancel when finished with permission. The Launch Pad is displayed (Exhibit 1).

### Performing an Advanced User Query

The **Advanced User Query** enables company administrators to locate specific users of specific applications. Criteria can include:

- Application
- Roles
- User ID
- Email
- First Name/Last Name
- Title
- Country
- User Status (active, inactive, etc.)
- User Type
- Name/Mark (company for specific Roles)
- Mark
- Company
- Employer
- Last Login Start Date
- Last Login End Date

To find a user using a query:

- 1. Log into SSO as described in the *<u>Railinc Single Sign-On User Guide</u>*. The Launch Pad is displayed.
- 2. Select Advanced User Query in the Tools portlet. The Advanced User Query page is displayed (Exhibit 11).

#### Exhibit 11. Advanced User Query

|  |             |  | John Smith (CBT      | EST) : RAILINC CORPORATION    | I   Launch Pad   Sign Out |
|--|-------------|--|----------------------|-------------------------------|---------------------------|
| Home / Advanced User Query   |             |  |                      |                               |                           |
| Enter your search criteria and click on the "Search" button to retrieve the users. You n | nay use a v | vildcard (*) for all criteria except a | pplication, role, co | ompany, user status, user typ | e and dates.              |
| Application<br>Find Us. Rall   | *           | User Id                                |                      | Email                         |                           |
| Roles  | *           | First Name                             |                      | Last Name                     |                           |
| Marks<br>CSXT  | *           | Title                                  |                      | Country                       | *                         |
| Name O Mark Company Selected Companie  |             | User Status                            | *                    | User Type                     |                           |
| Name O Mark Employer   |             | Last Login Start                       | Ē                    | Last Login End                | •                         |
|  |             |  |                      |                               |                           |
|  |             |  |                      | Cancel                        | Reset Search              |

**Hint:** At least *one* criteria must be specified to produce a successful search. Always use the minimum, optimal criteria for efficient searches. First and last names together generally

produce a short results list (unless the last name is common–like Smith). Other unique criteria include user IDs. Specifying too many criteria can result in no match found. Use asterisks (\*) as wildcards to overcome spelling variations. For example, entering \*JOHNS\*N\* finds the names Johnson, Johnsen, Johnston, Johnsten, etc.

3. Select the **Application** for the user from the drop-down.

**Note:** If the administrator has only one authorized application, then only one application will appear in the drop-down list.

The **Roles** drop-down list populates with applicable roles (<u>Exhibit 12</u>) for the application selected.

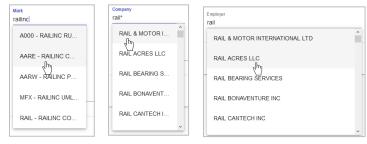
Exhibit 12. Application Selected (with Roles drop-down list displayed)

| Application                                 |   |
|---|---|
| FindUs.Rail                                 | • |
| nutre -                                     |   |
| Contact Company Admin For CIF               | ^ |
| վեղ   |   |
| Contact <sup>2</sup> Company Admin For MARK |   |
|   |   |
| FindUsRail App Admin                        |   |
| Findusrail Category Admin                   |   |
| _ · ···                                     |   |
| FindUsRail Company Admin                    |   |
|   |   |
| FindUsRail IT Support                       |   |
|   | ~ |

- 4. Select one or more **Roles** for the user by clicking inside more than one checkbox. Click again to unselect.
- 5. Begin entering a **Mark** and a drop-down list appears with possible selections to choose from. One or more marks can be selected and will appear to the right of the field. Entries can be removed by deleting them from **Selected Marks**.
- 6. Begin entering a **Company** and a drop-down list appears with possible selections to choose from. One or more companies can be selected and will appear to the right of the field. Entries can be removed by deleting them from **Selected Companies**.
- 7. Begin entering an **Employer** and a drop-down list appears with possible selections to choose from. Entry can be removed from the **Employer** field at any time.

**Note:** The **Mark** and **Company** fields are the mark and the name of the company for which the user is authorized to act, not necessarily the user's employer. **Employer** is the user's employer as shown in their User Profile.

#### Exhibit 13. Mark, Company and Employer Fields



8. Enter the User ID, Email, First Name, Last Name and Title fields as appropriate to add them to the query. Remove entries by deleting them.

- 9. Select **Country** from the drop-down list.
- 10. Select **User Status** from the drop-down list by clicking inside the checkbox(es). If no status is specified, all statuses are used as the default. Valid values for status include:
  - Active
  - Non-Recoverable (cannot be activated; must be recreated)
  - Hard Locked
  - Inactive
  - Password Expired
  - Locked
  - Suspended
- 11. Select User Type from the drop-down list. Valid values for type include:
  - System User
  - Web User
  - Ghost User
- 12. Enter the Last Login Start and Last Login End dates in the MM/DD/YYYY format or click

the calendar ( 💼 ) icon to select dates.

13. When you have specified one or more search criteria, select **Search**. The **Advanced User Query** page redisplays with a table of search results. See <u>Viewing Query Search Results</u>. If no users are found, remove some of the search criteria and search again.

**Note:** Use an asterisk (\*) as a wildcard for a partially-known field. For example, if the first name begins with Nel, type nel\* in the field for the query. Case is ignored. Surrounding the string with asterisks on both sides is recommended for internal strings. Date fields *cannot* have wildcards.

### **Viewing Query Search Results**

When you execute a successful user search, the results are displayed in a table at the bottom of the **Advanced User Query** page. The following sections show samples of various types of queries and a detailed description of the Search Results table navigation and tasks.

#### Performing a Simple Last Name Query

The query in Exhibit 14 shows how to find users with the last name of "TEST".

#### Exhibit 14. Last Name Only Query Results

| Home / Advanced User Query   |                               |                                |  |                                    |                                |                   |                     |
|------------------------------|-------------------------------|--------------------------------|--|------------------------------------|--------------------------------|-------------------|---------------------|
| Enter your search criteria a | and click on the "Search" but | ton to retrieve the users. You | rmay use a wildcard (*) for all criteria excep | ot application, role, company, use | r status, user type and dates. |                   | ^                   |
| Application<br>FindUs.Rail   |                               |                                |  | - User Id                          |                                | Email             |                     |
| Roles                        |                               |                                |  | ✓ First Name                       |                                | Last Name<br>TEST |                     |
| Marks<br>CSXT                |                               |                                |  | ▼ Title                            |                                | Country           | -                   |
| 🖲 Name 🔵 Mark                | Company                       |                                | Selected Companies                             | User Status                        | •                              | User Type         | ·                   |
| 🖲 Name 🔵 Mark                | Employer                      |                                |  | _at<br>Last Login Start            | Ĕ                              | Last Login End    | 8                   |
|                              |                               |                                |  |                                    |                                |                   | Cancel Reset Search |
| Found 1 user(s)              | ) matching the se             | arch criteria.                 |  |                                    |                                |                   | ٥                   |
| ld F                         | irst Name                     | Last Name                      | Employer                                       | Phone                              | Email                          | Type St           | atus Actions        |
| Ŧ                            |                               | T                              | τ  | т т                                |                                | Ŧ                 | Ŧ                   |
| CBTEST1 T                    | TEST                          | TEST                           | RAILINC CORPORATION                            | 9999999999                         | cameron.bumgarner@railinc.c    | Web AC            | STIVE Select +      |

In this example, only one user has the last name of TEST. For a description of the search results table, see <u>Working with Search Results</u>.

From the **Select** drop-down in the **Actions** column of the table, select **Manage Permissions** to see all the selected user's active permissions on the **Manage Permissions** page.

Exhibit 15. Select Manage User Permissions in Actions Column

| Туре | Status |   | Actions  | Гуре | Status | Actions                 |
|------|--------|---|----------|------|--------|-------------------------|
|      |        | Ŧ |          | Ŧ    |        | ÷                       |
| Web  | ACTIVE |   | Select • | Neb  | ACTIVE | Manage User Permissions |

| TEST TEST (CBTEST5)         |   | ACTIVE |
|-----------------------------|---|--------|
| Filter                      |   |        |
|                             |   |        |
| AskRail                     |   | Add    |
| Ask Rail                    |   |        |
| Ask Rail Comp Admin         | KCSM - KANSAS CITY SOUTHERN DE MEXICO S DE R L DE C V 11/16/2018  |        |
| ASKRAILUM                   |   | Add    |
|                             |   | Add    |
| Ask Rail User Management    |   |        |
| Car Accounting Self S       | Service   | Add    |
| Car Accounting Self Service |   |        |
| Car Hire Negative Pa        | valles  | Add    |
|                             | ar hire participants to set their negative payable thresholds each month and also allows for the manual s |        |
| build an exchange file.     |   |        |
| Car Hire Rate Negotia       |   | _      |

#### Exhibit 16. Manage Permissions

The same user with the last name of "TEST" is shown with all active permissions. For a description of the search results table, see <u>Working with Search Results</u>.

#### Working with Search Results

The search results table is a fixed size and has a scroll bar at the right for viewing records. Each results record is divided by a horizontal line.

Tables are sorted by selecting the links in the table headings. The default sort is by User ID. Move columns around by dragging the header of a column to a new place.

Exhibit 17. Search Results

| ound 1 user(s) matching t | Total Records | Filter One Column   |            |                       | Expe        | ort Records to CSV File |         |
|---------------------------|---------------|---------------------|------------|-----------------------|-------------|-------------------------|---------|
| Filter All                | Last Name     | Employer            | Phone      | Email                 | Туре        | Status                  | Actions |
| User Information          | Ŧ             | T                   | τ τ        |                       | Manage Perm | nissions                | Ŧ       |
| CBTEST1 TEST              | TEST          | RAILINC CORPORATION | 9999999989 | test.test@railinc.com | Web         | ACTIVE                  | Select  |

Select the cloud (  $\triangle$  ) icon at the upper right to export the query results to a comma separated value (CSV) file that can be opened in Microsoft Excel for printing.

In the Actions column, click **Select** and **Manage Permissions** to view the available user actions. For company administrators, the only available user action is **Manage User Permissions**. See <u>Managing User Permissions</u> for more information. Select the information icon ( 0 ) to open a view only pop-up window with the user's User **Profile** (see Exhibit 18). Click outside the window to close it when finished viewing.

#### Exhibit 18. User Information

#### TEST TEST ( CBTEST1 )

User ID: CBTEST1 Name: TEST TEST Employer: RAILINC CORPORATION Business Title: TEST User Type: Web

 Email: testtest@railinc.com
 Last Updated: 12/13/201

 Phone: 999999989
 Last Sign in: 01/07/2019

 Address: 7001 West Parkway,Cary, NC 27513 US
 Last Failed Login: None

 Member Since: 03/15/2018
 Incorrect Login Count: 0

 Password Expiration: 05/20/2019 (132 days)
 Pasword Expiration: 05/20/2019

Last Updated: 12/13/2018 15:08:07 By BSCXB02 Last Sign in: 01/07/2019 17:27:45 Last Failed Login: None Incorrect Login Count: 0

### **Finding Administrator Contacts for Applications**

The **Find Admin Contacts for Application** function enables administrators to determine who is an administrator for specific Railinc applications.

- 1. Log into SSO as described in the <u>Railine Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Find Admin Contacts for Application in the Tools portlet.

The Find Contact(s) for Application page is displayed (Exhibit 19).

#### Exhibit 19. Find Contact(s) for Application

Home / Find Contact(a) for Application
Select an application to show its application administrators. If you also enter a mark, the respective company administrators will be displayed instead.
Application

- 3. Select an application from the **Application** drop-down list. Matches will appear below the selection. <u>When no company is provided</u>, only application administrators are displayed.
- 4. (Optional) Choose the **Name** or **Mark** radio button to search on the name or mark (company ID) and start entering a name or a mark in the **Mark** field. A drop-down list matching your entry appears. Select a Mark from the list. Matches will appear below the selection. <u>When a company is provided</u>, only company administrators are displayed.
- 5. The Find Contact(s) for Application page is redisplayed with a list of administrators:
  - <u>Exhibit 20</u> shows Railinc application administrators only. No company was specified in the search.
  - <u>Exhibit 21</u> shows results when a Company ID is added to the search. The list shows administrators for the RAIL company.

Information shown includes phone numbers and email addresses for the administrator contacts. Tables are sorted by selecting the links in the table headings.

#### Exhibit 20. Find Contact(s) for Application (with AskRail Application Administrators

| Select an application to show its application administrators. If you also enter a mark, the respective company administrators will be displayed instead.  Application AskRail    Name  Mark   Mark    Filter   Filter |            |
|---|------------|
| AskRail    Name   Mark  Mark  Mark  Found 7 user(s) matching the search criteria.   |            |
|   |            |
|   | c          |
|   |            |
| Filter  | 6          |
| Filter  |            |
|   |            |
|   |            |
| First Name Last Name Title Employer Email   | Phone      |
|   |            |
| T T T T T T T T T   | <b>.</b>   |
| Brandon Waffle csc RAILINC CORPORA brandon.waffle@raili   | 9195555555 |
|   |            |

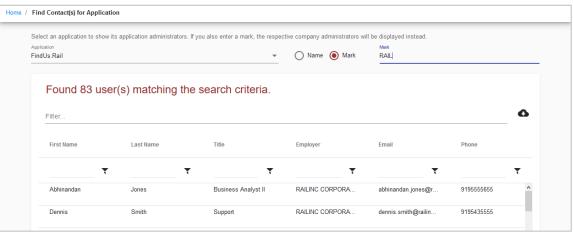


Exhibit 21. Find Contact(s) for Application (with Company Administrators)

### Viewing the SSO and Launch Pad Admin User Guide

Select the Admin User Guide link to open the <u>SSO and Launch Pad Administrator Guide</u> in a new tab or window.

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