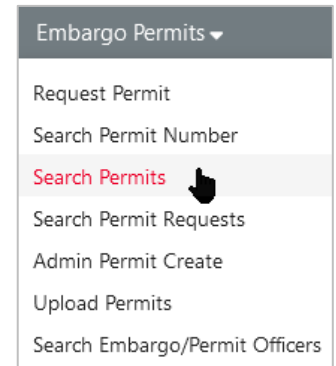


The AAR Embargo system is used by railroads to issue instructions to temporarily control traffic movements. At times you may need to search for an approved or requested permit. You can only view permits and permit requests for railroads to which you have access (except for circumstances in which you know the permit number – see step 2 below). Permits are requested when specific shipments need to proceed to an embargoed destination. For more information, contact your company administrator. See [Additional Resources](#) at the bottom for more information.

Use this procedure to search for permits and utilize other services:

1. Sign in to **Launch Pad** and navigate to the **AAR Embargo/OPSL Permit System**.
2. From the menu bar, select **Embargo Permits > Search Permits**.
  - To search for an OPSL note permit, select **OPSL Note Permits > Search Permits**.
  - If you know the permit number, you can select **Embargo Permits > Search Permit Number** or **OPSL Note Permits > Search Permit Number** to view any single permit regardless of status.
3. Note the **permit status** and check the appropriate status and search criteria. Then click **Search**.



Permit Status:  All  Approved/Effective  Cancelled  Expired  Used

- You can sort the list in ascending or descending order by clicking the heading title of a column. You can also save the list by selecting **Export As CSV**.
4. To **view** a permit, select the appropriate link in the permit number column and the permit is displayed. Scroll to the bottom to see the available action buttons for the permit.
    - **Printable View** allows you to view a printable version of the permit.
    - **Return** takes you back to the permit search results.
    - **Cancel Permit** is available for effective permits and allows them to be cancelled.
    - **View Audit Log** allows you to view and export permit changes.
  5. To **search** for a **permit request**, select **Embargo Permits > Search Permit Requests**. Searching for permit requests is more direct in nature, reporting only on whether your permit was approved or rejected.
    - Search results are limited to **30 days**. Results can be sorted by column. View details for both the permit request and the embargo by clicking on the appropriate link.

| Request ID            | Embargo Number             |
|-----------------------|----------------------------|
| <a href="#">71427</a> | <a href="#">CALA000720</a> |
| <a href="#">71428</a> | <a href="#">CALA000720</a> |

### Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information about data field definitions and business rules.
- Consult the [Single Sign-On \(SSO\) Administrator Guide](#) for information on how company administrators manage users' permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or [csc@railinc.com](mailto:csc@railinc.com) if you need assistance.