Serving Carrier Reciprocal Switch (SCRS) User Guide

RAILINC

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Serving Carrier Reciprocal Switch (SCRS) User Guide

Welcome to Serving Carrier Reciprocal Switch (SCRS)

The Serving Carrier Reciprocal Switch (SCRS) system is a web application that provides a standardized verification process of determining whether a railroad may serve, or under what conditions a railroad may serve, a specific customer at common service points. SCRS is an industry reference file which provides a foundation for inter- and intra-industry communication.

Exhibit 1. SCRS Home Page

This is the SCRS Home page. From here you can perform the following actions as described in this guide:

- [Add a New SCRS Record](#)
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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 SCRS 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 log into SSO by selecting 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 SCRS user must register to use Railinc's SSO. If you are not already registered for an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner (Exhibit 3). Select the **Create an account now** link. Once you have completed SSO registration, log into SSO to request access to Reciprocal Switch Web.

Requesting Access to SCRS

After you receive authorization to use Railinc's SSO, you must request access to Reciprocal Switch Web by following the instructions in the *Railinc Single Sign-On User Guide*.

Your level of access and authorization for SCRS is determined when you request access through Railinc's SSO. Below is the list of SCRS roles. The user role you choose determines what functions you can perform.

- **SCRS Application User -** Generic user; has the ability to launch SCRS Web application and view public SCRS records and private records associated to own railroad.

- **SCRS Maintenance User -** An authorized SCRS Maintenance user; authorized to launch SCRS Web application and view public SCRS records and private records associated to user railroad and has the ability to add and expire SCRS records associated to own railroad.

Exhibit 2. Reciprocal Switch Web Permission Request

Once you receive email notification of access to Reciprocal Switch Web, you can login and begin using the application.

Logging In

Use the following procedure to log into SCRS:

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.

Exhibit 3. Railinc Login
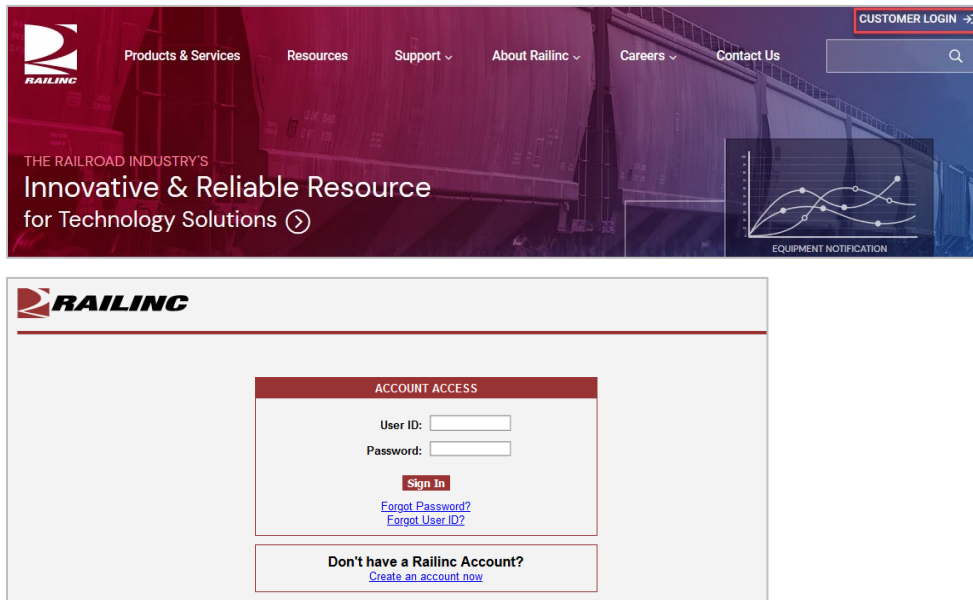
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

4. In **My Applications**, select **SCRS**.

Logging Out

Select the **Sign Out** link in the top right to end a SCRS session.

System Notes

All items in **red** are mandatory. Items that do not have an entry box next to them are display only and will be populated as the mandatory data is entered.

Throughout the application you'll see magnifying glasses next to certain fields. Select the magnifying glass to search for valid data for the corresponding field.

Manage Multiple Railroads

The SCRS application allows users to manage more than one railroad.

Select a Railroad to Manage

Once you have access to Railinc's Single Sign-On and have the appropriate role assigned, you may use the system to manage more than one railroad by selecting the railroad that you want to manage when you log in. If you manage a single railroad, you may request access rights based on your role. If you manage more than one railroad, you may request access based on the role for each separate railroad.

Use the following procedure to select the railroad that you want to manage.

1. Log into the SCRS application. The User Mark Selection pop-up is displayed.

Exhibit 4. Select a Railroad
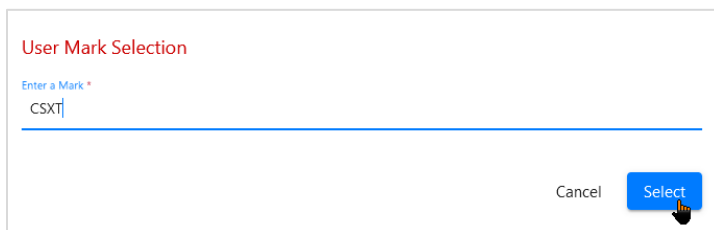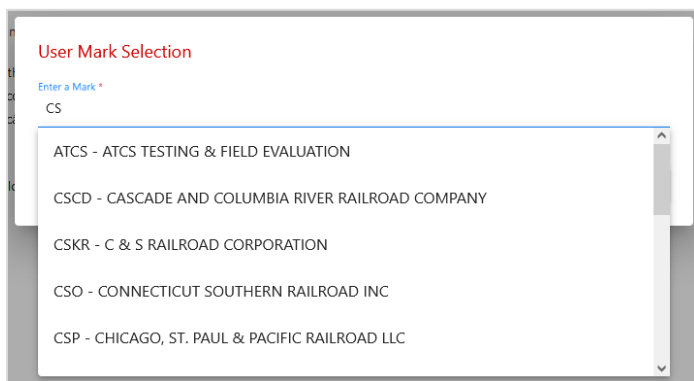
2. Start typing the mark and select the railroad that you want to manage from the list.

3. Select the **Select** button. The Home page for the selected railroad is displayed ([Exhibit 1](#)) allowing you to manage that railroad.

Change the Railroad to Manage

You can change the railroad that you are managing at any point while logged into the SCRS application.

1. Select the company link as indicated in [Exhibit 1](#). The User Mark Selection pop-up is displayed ([Exhibit 4](#)).

2. Perform the steps to select a company (see [Select a Railroad to Manage](#)).

Add a SCRS Record

Add a New SCRS Record

Use the following procedure to add a New SCRS Record.

1. From the application menu, select **Add SCRS Record > Add New Record**. The Add SCRS Record – SCRS Details page is displayed.

Exhibit 5. Add SCRS Record – SCRS Details

2. Complete the available described required fields.

    a. **SCAC** — a two (2) to four (4) alphabetical character Standard Carrier Alpha Code (SCAC) for the rail carrier as registered in the IRF MARK file. This information is used to uniquely identify the rail carrier.

    b. **FSAC** — the five (5) numeric digit Freight Station Accounting Code (FSAC) that uniquely identifies this particular station among others belonging to the same rail carrier (Railroad SCAC above) as is in the Centralized Station Master (CSM).

    c. **CIF ID** — Customer Identification; a unique identifier for the customer and customer location as provided in the CIF; one of the Industry Reference Files. The first nine (9) characters of the CIF ID are numeric in nature and represent the customer's name as identified through Dun & Bradstreet.

Sub-location Identification – the four (4) character extension of the CIF used to uniquely identify the specific location of a customer. The extension may be a combination of alphabetic and numeric characters.

d. **Effective Date** — earliest date for the reciprocal switch information for this customer. The effective date of any publication containing reciprocal switching information for this customer take precedence over any date recorded in the SCRS file. Records become effective at 12:00:01 AM (eastern) on their effective dates. Effective Date can be 1 day prior to the current date, the current date or a future date.

e. **Expiration Date** — the date after which the reciprocal switch information is no longer valid for this customer. When the record has not been expired, a value of 9999-12-31 will appear in this field. A record expires at 11:59:59 PM (eastern) on its expiration date.

f. **Reciprocal Switch Code** — Hovering over over each selection in this drop-down list provides a definition of each status code.

In Windows, to increase the font size on the screen, hold down **Ctrl** and press the **+** key (**Ctrl** and **–** to decrease the font size)

C-Closed = Closed to reciprocal switching. Select when the industry site is served by only one railroad where interchange cn occur with other railroads.

L-Local. Select when only one carrier serves a location that is not within the (reciprocal) switch limits of another station served by multiple carriers.

O-Open = Open to reciprocal switching. Select when the location where the industry is sited is served by more than one railroad where interchange can occur. With this code, tabs are available for **Price Authority** and **Junctions**.

R-Restricted = Restricted or conditionally open to reciprocal switching. Select when the location where the industry is sited is served by more than one railroad where interchange can occur. The customer is accessible to another carrier(s), but only under specified conditions. When this code is selected, at least one (1) and up to twenty (150) conditions describing the restriction(s) will be delineated and tabs are available for **Price Authority**, **Junctions** and **Shipment Conditions**.

g. **Response Code** — indicates if the industry is physically served by the Railroad SCAC.

3. Complete any of the remaining optional fields on the SCRS Detail tab.

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a. **Switch Type Code** – indicates the switch type. Hovering over over each selection in this drop-down list provides a definition of each code. Use **Ctrl** and **+** to increase the font size of your screen.

MA-Multiple Access: Select when two or more carriers have separate tracks and independent access into the same customer facility.

TP-Third Party: Select when a rail operator is anonymously serving an industry for a railroad(s); the railroad acts as the industry serving road even though the third-party switcher physically switches the industry on the railroad's behalf.

HA-Haulage: Select when there is a private agreement between two or more carriers. The industry serving road provides the locomotive power and crew to haul cars over its tracks for the line haul railroad as if interchange had not taken place.

HC-Handling Carrier: Select when a rail carrier is performing rail service for another rail carrier under an operating agreement for a portion of a rail move but does not participate in interline or switching settlement.

JF-Joint Facility: Select when there is a private Joint Facility agreement between two or more carriers. A Joint Facility agreement exists in SCRS when two or more carreiers have agreed to use the same lead track into the facility.

4. For SRCS records with a Reciprocal Switch Code of either an **O** – **Open** or **R**– **Restricted**, continue to step 5. For **C** – **Closed** or **L** – **Local**, go to step 13.

5. Select the **Price Authority** tab. The Add SCRS Record (Price Authority) page is displayed.

Exhibit 6. Add SCRS Record – Price Authority

6. Complete the available optional input fields (some described below).

a. **Reference Information Qualifier** — This code identifies the type of publication in which this customer's reciprocal switching status is identified. The acceptable values are:

CT — **Contract**: Used when the type of publication in which this customer's reciprocal switching status is identified as a contract.

PR — **Price Quote Number**: Used when the type of publication in which this customer's reciprocal switching status is identified as a price quote.

TS — **Tariff Supplement**: Used when the type of publication in which this customer's reciprocal switching status is identified as a tariff.

b. **Reference Identification** — Depending on the Reference Information Qualifier, this will be a tariff number, contract number or price quote number.

c. **Price Authority Suffix** — Identifier of tariff supplement.

7. Select the **Junctions** tab. The Junctions form is displayed.

Exhibit 7. Add SCRS Record – Junctions

8. Select **Add** to add a junction record. A new line is available to add junction information. This is required if the record is **Open** or **Restricted**.

Exhibit 8. Add a Junction/Tariff to a SCRS Record

9. When added and selected, additional tabs to specify Junction/Tariff, Product Commodities, and Shipment Conditions are displayed (Exhibit 8). Start by adding information in the Junction/Tariffs tab (Exhibit 9).

Exhibit 9. Junction Details—Junction/Tariff

a. Complete the available input fields for Junction/Tariff. As needed, select the Product Commodities tab to input commodity details regarding the junction. Select **Add** to add a record. A new line is available to add commodity information (Exhibit 10).

Exhibit 10. Junction Details—Product Commodities

b.   Complete the available input fields for Product Commodities. As needed, select the Shipment Conditions tab to input shipment conditions details regarding the junction. Select **Add** to add a record. A new line is available to add commodity information (Exhibit 11).

Exhibit 11. Junction Details—Shipment Conditions

c.   Complete the available input fields for Shipment Conditions.

10. For SCRS records with a Reciprocal Switch Code of R- Restricted, select the **Shipment Conditions** tab. Otherwise, go to step 13.

11. Select **Add** to add a shipment condition record. A new line is available to add shipment condition information. This is required if the record is Restricted.

Exhibit 12. Add SCRS Record – Shipment Conditions

12. Complete the available input fields:

Connection — This code indicates which interpretation of the Shipment Condition Code is being applied as described in the *SCF Directory*. For full description and rules for use with each condition code, see the *SCF Directory*. This field indicates that either the P – The PLUS interpretation of this condition code or the M – The MINUS interpretation of this condition code is being applied to this industry.

Relationship — This indicates the logic to be applied to this condition code in relation to others in the same group (if any).

- **A – And**: All the conditions in the group must be met before the restriction applies.

- **O – Or**: The restriction is applicable if any one condition in this group applies.

- **I – Independent**: In certain situations, it is necessary to group conditions together in such a way that there exist two or more sets of **And** groups that must all be met in order for the restriction to apply.

Condition Code — Four (4) character alpha code established in the SCF for use in SCRS records when the Status of an industry is described as restricted (R). As many as 20 Condition Codes can be used.

Select a condition code from the drop-down list. To review information on a condition code, select the book icon to open the Condition Code reference tool.

Exhibit 13. Shipment Condition Code Reference Tool
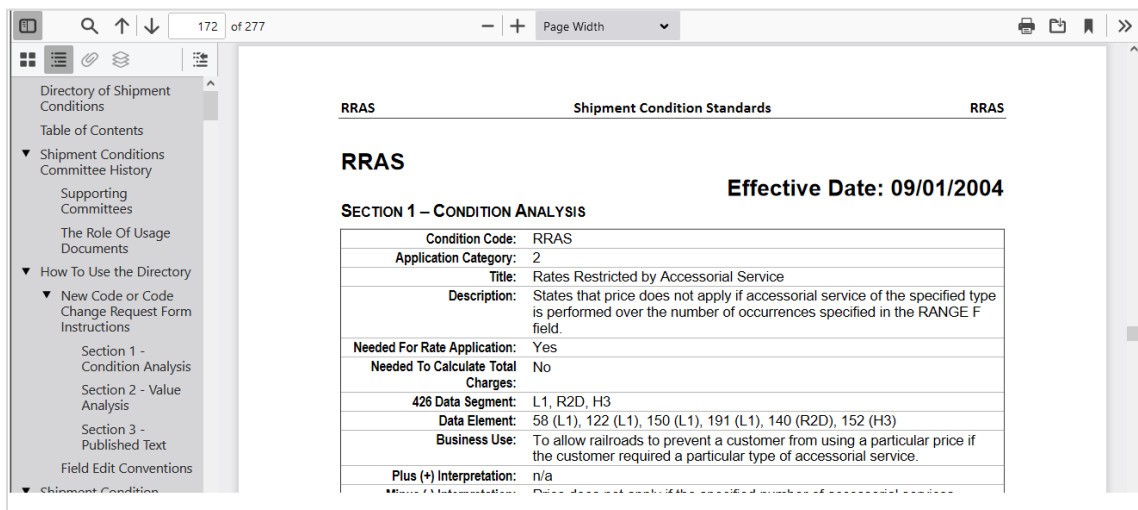
- **Condition Value** — Enter a condition code specific value.

- **From/To** — Use this to indicate a range of values that may apply to the condition code.

13. When you have completed all the necessary input fields, select **Add New Record**. You can also save a partial record by selecting **Save Partial Record** at any time.

Note: At a minimum you must provide a valid SCAC, FSAC and CIF in order to save a partial record.

View Partial Records

Use the following procedure to view and complete partial SCRS records.

1. From the application menu, select **Add SCRS Record > View Partial Records**. The Saved Partial SCRS Records page is displayed.

Exhibit 14. Saved Partial SCRS Records

Saved Partial SCRS Records

Number of records: 3   ☒ Clear Filters

CIF	Sublocation	SCAC	FSAC	Customer Name	Station Name	State	Last Modified	Added By	SCRS Record	SCRS Record
00096027842	0000	KCS	01222		JACKSON	MS	2015-01-06 13:35:28	kcbls01	edit	delete
00A00079327	0000	KCS	00001		KANSAS CITY	MO	2015-01-06 13:45:43	kcbls01	edit	delete
00137648838	9000	KCS	54780		INDEPENDENCE	MO	2021-07-22 15:46:38	MICHDOC	edit	delete

2. Perform one of the following actions:

   a. Select the **edit** link next to a record that you want to resume working on. The Add SCRS Record page is displayed ([Exhibit 5](#)) allowing you to resume work on it.

b. Select the **delete** link next to a record that you want to delete. A Confirmation pop-up is displayed. Select **Yes** to confirm your decision to delete that record or select **Cancel** to keep the record.

Unload/Download SCRS Records

Download SCRS Records (ZIP)

Use the following procedure to download the monthly SCRS records file for your SCAC as a .ZIP file.

1. From the application menu, select **Unload SCRS Records > Download SCRS Records**. A dialog box is displayed, which may differ in appearance depending on your web browser.

Exhibit 15. Download SCRS Records – Dialog Box
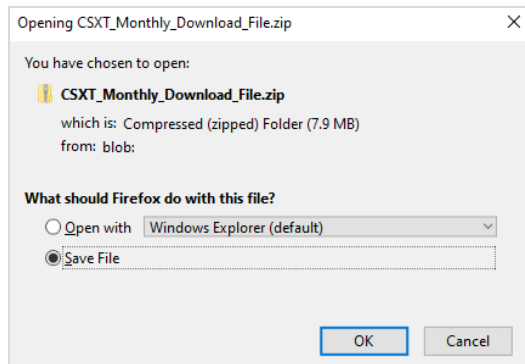
2. Open or save the download file to your local machine.

Download SCRS Records (CSV)

Use the following procedure to download public and private SCRS records file for your SCAC as a .CSV file.

1. From the application menu, select **Download SCRS Records(csv)**. The Download SCRS Records page is displayed.

Exhibit 16. Download SCRS Records (CSV)

2. Select the **Download** link. You'll be redirected to the Home page while the system prepares the download.

3. When the download is ready, the **CSV Ready for Download** button appears on the Download SCRS Records (CSV) page. Return to this page, select it, and open or save the .CSV file to your local machine. File format for this activity is the same file format that's accepted for the import feature. For more information see Import SCRS Records in the section below.

Exhibit 17. Download SCRS Records – CSV Ready for Download

Import SCRS Records

SCRS allows you to import .CSV saved versions of SCRS records into the system. Prior to import, prepare the .CSV file by verifying the first column (Action Code) contains an A, C or E. A is for adding a new record, C is for changing an existing record and E is for expiring a record. For a sample template, open the *SCRS Import Sample Template* and save it to your computer.

Note: The maximum number of records that can be imported <u>per day</u> is 1,000 records. The maximum number of records that can be imported <u>per file</u> is 300 records. After file(s) are uploaded, the records will be added to the system three times per day between outbound jobs.

Use the following procedure to import SCRS Records.

1. From the application menu, select **Import SCRS Records**. The Upload CSV File page is displayed.

Exhibit 18. Upload a CSV File
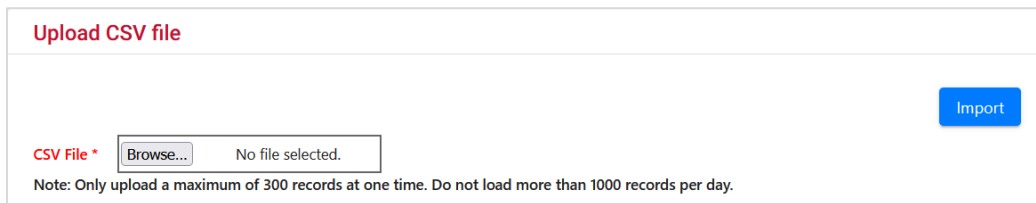
2. Select **Browse**. A dialog box is displayed with options to browse for the file location. Find the file that you want to upload, select it, and select **Open**.

Exhibit 19. Select a CSV File
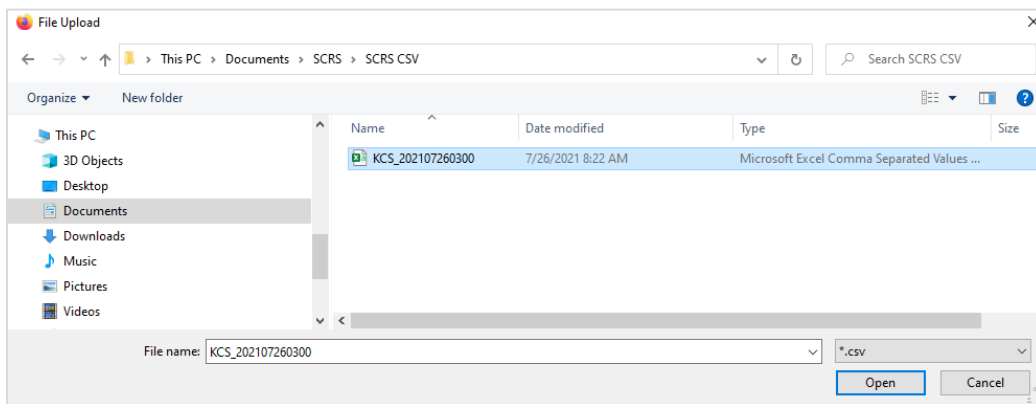
3. The selected filename appears in the **CSV File** field of the Upload CSV File page.

Exhibit 20. CSV File Populated
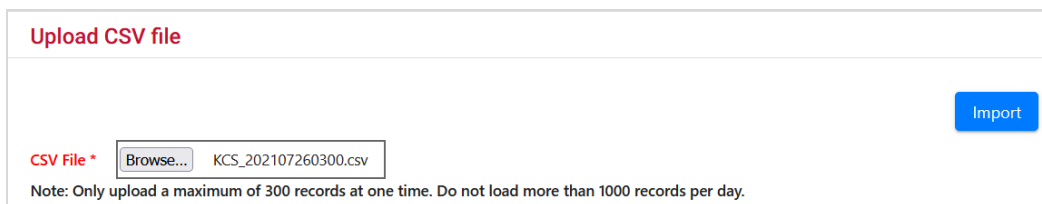
4. Select **Import**. A message is displayed informing you of the results of the upload attempt.

Query SCRS Records

SCRS Query contains multiple ways to query the SCRS database. The Record Type defaults to **Active** to return only active records. You can change this to search **Expired**, **Future** and **All** records.

When a SCAC is entered, then the search returns records only for the SCAC entered. When no SCAC is entered, the search returns records for all SCACs.

There are two options for setting switch limits:

*   Enter **SCAC**, **FSAC** and select the **Switch Limits by Rule260** Junction Code. This will return all the SCRS records within the switch limits for the entered SCAC/FSAC.

    OR

*   Enter the **Switch Limits by Rule 260**. This will return all SCRS records within the switch limits for the entered R260 Junction Code.

Use the following procedure to query SCRS Records.

1. From the application menu, select **Query SCRS Records**. The SCRS Query page is displayed.

Exhibit 21. SCRS Query

2. Complete the available input fields.

3. Select **Search**. The SCRS Query Results page is displayed.

Exhibit 22. SCRS Query Results

4. The following options are available from the SCRS Query Results:

   a. Select a **CIF** number link to view the SCRS Customer Details for a specific company.

Exhibit 23. SCRS Customer Details
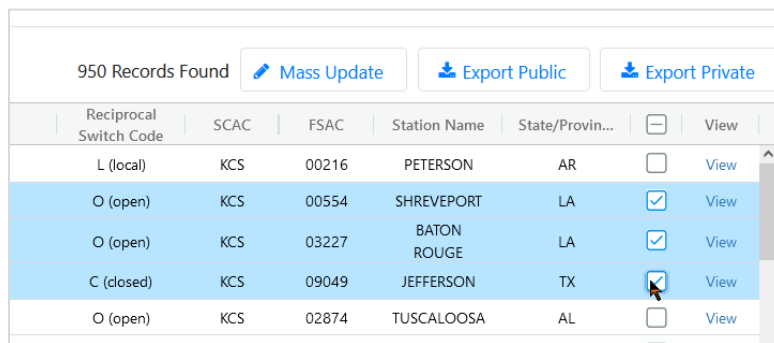
   b. Select a **View** link to view and manage the full charge details for a specific company (see Manage SCRS Details).

   c. Select the **Merge CIF** number link to perform a search for active SCRS records with that CIF number.

   d. Select one or more listed records and select **Mass Update** to perform an update to all selected records at once (see Perform a Mass Update).

Exhibit 24. Select Records From Query Results

e. Select one or more public records and select **Export Public** to export the selected records. A pop-up box is displayed allowing you to open or save the records in .CSV format.

f. Select one or more private records and select **Export Private** to export the selected records. A pop-up box is displayed allowing you to open or save the records in .CSV format.

g. Change the number of records that appear on the page by selecting the number of records per page below the search results on the right. Use the scroll bar to scroll down and view all records in each page of the query.
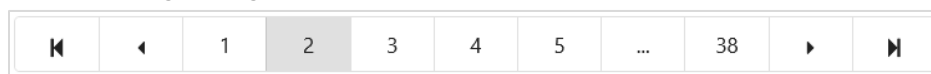
Exhibit 25. Number of Records Per Page

h. Navigate through the pages of records by using the page navigation tool in the bottom left. Use the scroll bar to scroll down and view all records in each page of the query.

Exhibit 26. Page Navigation

i. Select the down arrow in the top right section of SCRS Query to return to your SCRS Query criteria. Select **Clear** to clear your query criteria for a new query.

Manage SCRS Details

Use the following procedure to manage the details of a SCRS record:

1. See Query SCRS Records to run a SCRS query.

2. From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company.

Exhibit 27. Manage SCRS Details

3. The following actions are available:

    a. Select **Change/Expire** to change/expire the displayed Charge Details (see Change/Expire a SCRS Record).

    b. Select **Add Private Deal** to add a private deal. This process is the same as adding a new SCRS record except that **Reciprocal Switch Code** field must indicate **O-Open** and **R-Restricted** (see Add a New SCRS Record).

    c. Select **Resend** to resend the charge record. A message is displayed informing you of the status of the resend request.

    d. Select **Query Results** to return to the SCRS Query Results page (see Exhibit 22).

    e. Select **History Page** to view the history of the displayed charge details. The SCRS History View page is displayed. Select the **View** links of a history record to display their associated SCRS Charge Details. Select the **Back** button to return to the SCRS Details record.

Exhibit 28. SCRS History View
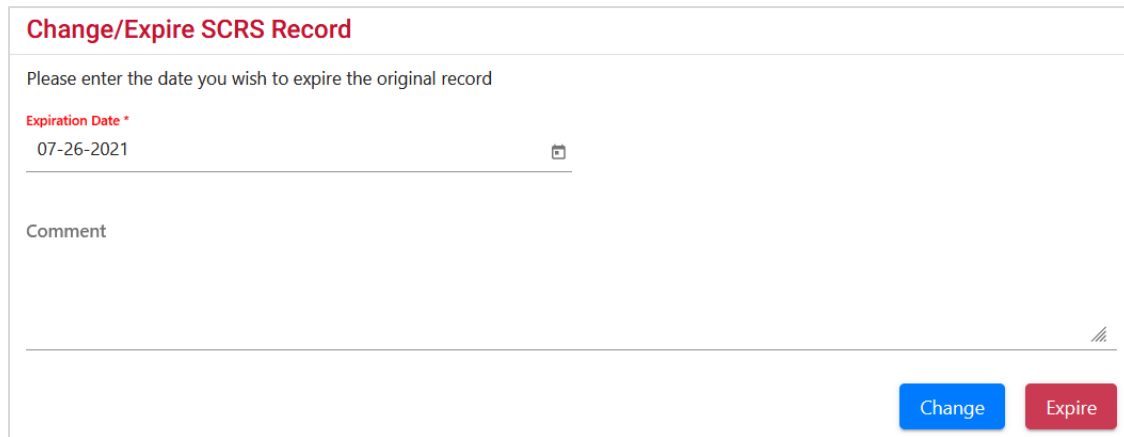
f. Select **Clone** to clone an existing record that can be edited and saved as a new record. (see [Clone a SCRS Record](#)).

Change/Expire a SCRS Record

Use the following procedure to change/expire a SCRS Record.

1. See [Query SCRS Records](#) to run a SCRS query.

2. From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company. The SCRS Details page is displayed.

3. Select the **Change/Expire** button. The Change/Expire SCRS Record page is displayed.

Exhibit 29. Change/Expire SCRS Record

4. The **Expiration Date** defaults to the current date and can be changed. This is the date you wish to expire the original record and is required.

5. Add a **Comment** (optional).

6. Perform one of the following actions:

a. Select **Change** to make changes to the displayed record. The original record will be expired. You will be directed to edit the page to make changes and to re-add.

b. Select **Expire** to expire the selected record.

Clone a SCRS Record

Use the following procedure to clone a SCRS record:

1. See Query SCRS Records to run a SCRS query.

2. From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company. The SCRS Details page is displayed.

3. Select the **Clone** button. The record is copied.

4. Enter the **Effective Date** and follow the steps for adding a SCRS record (see Add a SCRS Record). Effective Date can be 1 day prior to the current date, the current date or a future date.

Perform a Mass Update

Use the following procedure to perform a mass update to multiple SCRS Charge Details.

1. From the SCRS Query Results page (Exhibit 24), select one or more listed records and select **Mass Update**. The SCRS Mass Update page is displayed.

Exhibit 30. SCRS Mass Update

2. Enter a **Charge Value**. This field is required.

3. From the available drop-down, select the qualifier associated with the entered charge (**Fuel Surcharge**, **Hazardous Surcharge**, or **Charge Amount**).

4. Select **Save** to apply the entered charge to all the listed records.

Reports

View Duplicate CIF Report

Use the following procedure to view duplicate CIF Reports:

1. From the application menu, select **Reports > Duplicate CIF Report**. The SCRS Duplicate CIF Reports page is displayed.

Exhibit 31. SCRS Duplicate CIF Reports Page

SCRS Duplicate CIF Reports

Number of records: 398 ☒ Clear Filters ⬇

Customer Id	Sub Location Id	Railroad Scac	Reciprocal Switch Code	Effective Date	SCRS Record
00004000782	0000	CAGY	O	1997-03-15	View
00004000782	0000	KCS	C	2004-12-16	View
00007859630	0000	KCS	O	2007-12-04	View
00007859630	0000	UP	C	2007-04-05	View
00007862824	0000	BNSF	O	2015-01-23	View
00007862824	0000	CPRS	C	2004-09-30	View
00008019473	0000	BNSF	O	2015-01-27	View
00008019473	0000	BNSF	O	2015-01-27	View
00008019473	0000	UP	C	2007-04-05	View
00008019473	0000	UP	C	2007-04-05	View
00008213191	0000	CN	L	2007-06-16	View
00008213191	0000	KCS	C	2004-12-09	View
00008903791	0000	BNSF	O	2015-01-28	View

| ⏮ | ◂ | 1 | 2 | 3 | 4 | 5 | ... | 16 | ▸ | ⏭ | | 10 | 25 | 50 | 100 | 500 | 2000 |

2. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.

3. Select a **View** link associated with a Duplicate CIF Report to view full details of that SCRS record. The SCRS Details page is displayed (see Manage SCRS Details).

View Referential Integrity Report

Use the following procedure to view Referential Integrity Reports.

1. From the application menu, select **Reports > Referential Integrity Report**. The SCRS Referential Integrity Reports page is displayed.

Exhibit 32. SCRS Referential Integrity Reports

SCRS Referential Integrity Reports

Number of records: 1153   ☒ Clear Filters   ⬇

SCAC	FSAC	Auth SCAC	Effective Dt	CSM	CIF	Sub Loc	SCF	Error/SCF	Error/CIF	Error/CSM	New CIF	Error/Inter change	View
AM	92333		1-23-2021	AM/92333	0012218...	0000			CIF				View
AM	92415		6-12-2014	AM/92415	0019636...	0000			CIF				View
AM	92290		1-23-2021	AM/92290	0002409...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0087286...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0082928...	0000			CIF				View
AM	92410		6-11-2012	AM/92410	0008379...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0095819...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0061675...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0000780...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0001323...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0008493...	0000			CIF				View
AM	92410		6-11-2012	AM/92410	0005807...	0000			CIF				View
AM	92410		10-8-2020	AM/92410	0079347...	0000			CIF				View

| ⏮ | ◀ | **1** | 2 | 3 | 4 | 5 | ... | 47 | ▶ | ⏭ | | | 10 | **25** | 50 | 100 | 500 | 2000 |

2. Review the listed reports.

3. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.

4. Select a **View** link associated with a Referential Integrity Report to view the full details of that SCRS record. The SCRS Details page is displayed (see Manage SCRS Details).

View SCRS with Old CIF Report

Use the following procedure to view SCRS with Old CIF Reports:

1. From the application menu, select **Reports > SCRS with Old CIF Report**. The SCRS with Old CIF Reports page is displayed.

Exhibit 33. SCRS with Old CIF Reports

SCRS With Old CIF Reports

SCRS Records With Expired CIF	SCRS Records With Missing CIF
Month, Year	No SCRS Records Found with missing CIFs
Jan2010	
Feb2010	
Mar2010	
Apr2010	
May2010	
Jun2010	
Jul2010	
Aug2010	
Sep2010	
Oct2010	
Nov2010	
Feb2011	
Mar2011	
Apr2011	
May2011	

2. Select a listed month and year to view associated SCRS record details with expired CIFs. The SCRS with Expired CIF Report Details page is displayed.

Exhibit 34. SCRS With Expired CIF Report Details

SCRS With Expired CIF Report Details

Number of records: 4   ☒ Clear Filters   ⬇

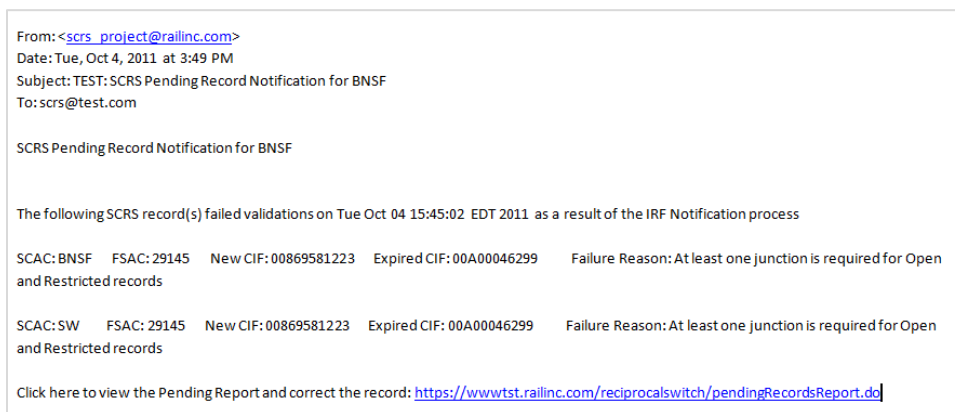| SCAC	FSAC	Customer Id	Sub Location ID	Effective Date	Expiration Date	SCRS Record
BSVY	00001	00A00072625	0000	02/02/2011	02/01/2011	View
CN	23592	00A00060854	8000	05/16/2012	05/25/2012	View
UP	52628	00086302895	0000	04/04/2007	05/25/2012	View
UP	27555	00A00072625	0000	02/02/2011	02/01/2011	View

| 10 | 25 | 50 | 100 | 500 | 2000 |

3. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.

4. The full SCRS record can be viewed by selecting the corresponding **View** link (see Manage SCRS Details).

View Pending Records Report

The SCRS Pending Records Report lists submitted SCRS records that failed validation during a backend process to update the CIF number. When a record fails this process, it is placed in a pending status and displayed in the Pending Records report. It allows users to review these records and take corrective action if necessary.

Users will receive an email with a direct link to the SCRS Pending Records Report when one of their SCRS records fails this validation (see below for an example).

Exhibit 35. SCRS Pending Record Notification Email

From: <scrs_project@railinc.com>
Date: Tue, Oct 4, 2011 at 3:49 PM
Subject: TEST: SCRS Pending Record Notification for BNSF
To: scrs@test.com

SCRS Pending Record Notification for BNSF

The following SCRS record(s) failed validations on Tue Oct 04 15:45:02 EDT 2011 as a result of the IRF Notification process

SCAC: BNSF   FSAC: 29145   New CIF: 00869581223   Expired CIF: 00A00046299   Failure Reason: At least one junction is required for Open and Restricted records

SCAC: SW   FSAC: 29145   New CIF: 00869581223   Expired CIF: 00A00046299   Failure Reason: At least one junction is required for Open and Restricted records

Click here to view the Pending Report and correct the record: https://wwwtst.railinc.com/reciprocalswitch/pendingRecordsReport.do

Use the following procedure to view SCRS Pending Records Reports from within the SCRS application:

1. From the application menu, select **Reports > Pending Records Report**. The SCRS Pending Records Report page is displayed (Exhibit 36).

Exhibit 36. SCRS Pending Records Report

SCRS Pending Records Report

Number of records: 63   ☒ Clear Filters   ⬇

SCAC	FSAC	CIF	CIF Name	Expired CIF	Expired CIF Name	Reciprocal Switch Code	Switch Type Code	Date Failed	Failure Reason	Correct Record
KCS	06710	00A00094...		00045196...		O		2013-12-02	No public record for effecti...	Edit Record
KCS	04010	009686639...		00A00075...		O		2013-06-06	At least one junction is req...	Edit Record
KCS	40649	000444901...	ALABAMA STATE PORT A...	00094473...		O		2013-05-13	At least one junction is req...	Edit Record
KCS	40649	000444901...	ALABAMA STATE PORT A...	00094473...		C		2013-05-13	Duplicate CIF requires a sw...	Edit Record
KCS	08197	00A00084...		00782870...		O		2012-10-29	At least one junction is req...	Edit Record
KCS	08197	00A00084...		00782870...		C		2012-10-29	Duplicate CIF requires a sw...	Edit Record
KCS	06454	00A00083...		00131058...	BERRY GLOBAL INC	O		2012-09-24	At least one junction is req...	Edit Record
KCS	22810	009639713...		00A00076...		C		2012-07-16	PI07 Contract Suffix not va...	Edit Record
KCS	06466	00A00081...	WOOD LUMBER COMP...	00066372...		O		2012-05-30	At least one junction is req...	Edit Record
KCTL	00001	00A00081...	FRANK PAXTON LUMBE...	00044565...		O		2012-05-30	At least one junction is req...	Edit Record
KCS	06480	00A00081...		00113397...		O		2012-04-30	At least one junction is req...	Edit Record
KCTL	00006	00A00079...		00860136...		O		2012-01-30	At least one junction is req...	Edit Record
KCS	00769	00A00079...		00074180...	ARKEMA INC	C		2012-01-30	PI07 Contract Suffix not va...	Edit Record

|◄ ◄ 1 2 3 ► ►| 10 25 50 100 500 2000

2. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.

3. To correct a listed record, select its corresponding **Edit Record** link. The Add SCRS Record page is displayed for the selected record with buttons for **Remove Record** and **Back** (see Exhibit 37).

Exhibit 37. Add SCRS Record with Remove Record and Back Buttons

4. The following actions are available:

   a. Edit the record as necessary to correct errors. Save as a partial record or add a new record (see Add a SCRS Record for details).

   b. Select **Remove Record** to remove the displayed record from the SCRS Pending Records Report. A confirmation message appears. Select **Yes** to continue. The SCRS Pending Records Report screen is re-displayed with a confirmation that it has been removed.

   c. Select **Return** to return to the SCRS Pending Records Report.