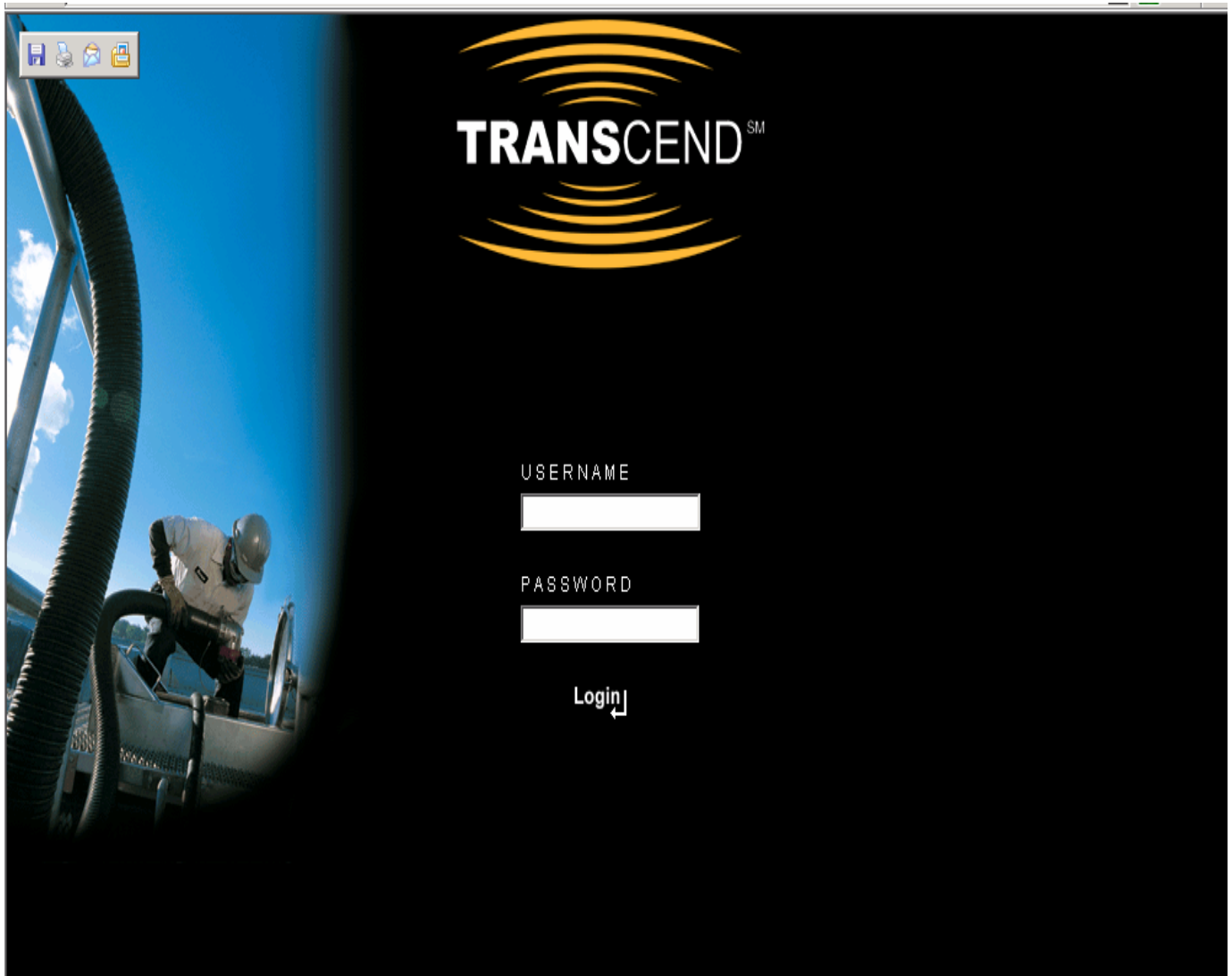




TRANSCEND User Guide

July 2007



1. Getting Started

- a. Open an Internet Browser
- b. Type in the address: <https://mytransflo.net>
- c. Enter your User Name and Password
- d. If you are unable to access the site, contact 1-866-TRANSFLO (872-6735) option 3

2. Homepage (A General overview)

- a. Once logged in, the homepage initially displays all terminals and products (Traffic Overview). Note: Only terminals that currently have product on hand will be displayed, similarly only products that are on hand will be displayed for each terminal.
- b. The Product Inventory report is also displayed as well as links to ShipCSX and the TRANSFLO website.
- c. In the upper left you will find a menu bar listing "Home, Personalize, Help, Contact Us, & Sign Out."
 - i. Home – Returns you to the homepage from any screen in the application.
 - ii. Personalize – Gives you the ability to add or remove homepage reports as well as customize the terminals and products you want to see displayed.
 - iii. Help – Help will contain a copy of this Quick Start Guide.
 - iv. Contact Us- A link to send comments via email to TRANSFLO.
 - v. Sign Out – Signs you out of the application.
- d. Also on the homepage, you will find the *View By* filters which allow you to view data by terminal or by product. *View By* will be discussed in detail later.
- e. *Reports* and *Searches* are also found as drop down boxes on the homepage. Both of these will also be discussed in detail.
- f. A screen shot is provided below to try and give you an overall feel for the site.

The screenshot displays the TRANSFLO homepage interface. At the top, there is a navigation bar with links for Home, Personalize, Help, Admin, Contact Us, and Sign Out. Below this is a search and filter area with dropdown menus for 'View By' (Select Product, Select Terminal) and 'Report' (Select Report), along with a 'Search' dropdown. The main content area is divided into several sections:

- Traffic Overview:** Shows a flow diagram for three terminals: DETROIT PRODUCT 1, DETROIT PRODUCT 2, and FT LAUDERDALE PRODUCT 3. Each terminal has a box for 'Transfers Scheduled' and 'Transfers Completed', with an 'Add' button. Arrows indicate the flow from 'Origin' (1 Car En Route) to 'Destination' (0 Transfers Last 7 Days).
- Product Inventory:** A table showing product details for TAMPA, including 'Awaiting Switch', 'Available', and 'Allocated' quantities.
- Car Aging Report:** A table showing the number of cars in different age categories (<31 Day, 31-60, 61-90, 91-120, >120) for TAMPA.
- Scheduled Orders:** A table listing scheduled orders for TAMPA, including shipper and consignee information.
- Open Orders:** A table listing open orders for TAMPA, including shipper and consignee information.

3. Homepage (A Detailed Description)

a. View By

- i. As mentioned earlier, *View By* gives you the ability to filter the data being displayed. You can either filter by product or by terminal.
 1. If you view by product, all terminals that currently have the selected product in them will be displayed on the left half of the screen. Notice the product name is in the heading of the box with all relevant terminals listed below with their pipeline data.
 2. If you view by terminal, all products currently on hand at the terminal will be displayed on the left half of the screen. Notice the terminal name has taken the place of the product name in the heading and all products on hand are listed below with their pipeline data.

b. Reports

- i. The report drop down list provides all of the reports provided in TRANSCEND. Click on the desired report you want and you will be directed to it. Most reports allow you to refine your criteria based on date range, product, terminal, etc. Simply modify the search criteria to meet your needs.
- ii. The reports are listed below. Please note all reports except for the Shipper Inventory are exportable into Excel by clicking the *Export Data* button after you have performed the search. You can e-mail or fax the data by clicking the *Fax* or *E-mail* buttons.
 1. **Open Orders** – Provides summary information for all orders that are currently open at the terminal; meaning they do not have a railcar scheduled to them.
 2. **Scheduled Orders** – Provides summary information for all orders that are currently scheduled at the terminal; meaning they have a railcar assigned and product allocated to them for transfer. Most scheduled orders will take place the day you run the report or a few days in the future.
 3. **Car Aging** – Provides aging information for all cars currently on track in the terminal. A car will continue to age as long as it is still in the terminal. Note: TRANSFLO Track Occupancy billing ends on Final Transfer Date, not Depart Date, therefore a car can continue to age but not accrue track occupancy.
 4. **Product Inventory** – It shows a snapshot of the amount of product currently at the selected terminal or if you are filtering by product it will show the amount of that specific product at each terminal. Good to use for an overview of how much product is at a given terminal.
 5. **Railcars En-route** – Provides information on cars that are currently en-route to the terminal, includes product type and weight in each car.
 6. **Railcars to Release** – Provides summary information for cars that have been emptied (Ok Released) but have yet to be requested to be pulled out of the terminal. Cars will only stay on this report for a brief period of time, usually less than a day.
 7. **Shipper Inventory** – Provides detailed information on transfers that occurred during a defined date range (usually monthly) broken down by product. Also, included is summary data such as Inventory brought forward, Inventory received during the period and Inventory carried forward.
 8. **Daily Track** – Provides information on cars currently enroute to or on track at the selected TRANSFLO location. If filtering by product it will show all cars for each terminal where the product is handled.
 9. **Transfer Activity** – Provides detailed information on transfers that occurred during a given date range. Included is a summary of the amount of pounds and tons transferred.
 10. **Car Arrival** – Shows information on cars that arrived during a certain period of time. Included is the Arrival Weight, CP Date, Release Date, and Depart

Date. Note: When defining a time frame, CP date is the trigger for pulling the cars.

11. **Operations Dwell** – Provides dwell information for cars in a defined terminal or for a defined product. It is similar to the Car Aging report except that Operations Dwell provides the spot date and the final transfer date.

iii. Searches

1. Railcars

- a. Select *Railcars* from the Search drop down box.
- b. The *Railcar Search* screen will be displayed with a variety of options.
- c. Choose the desired terminal or leave it set to *All* to view all terminals.
- d. Choose the *Car Status*.
 - i. Arrived – the railcar has been physically placed at a track where transfers can occur.
 - ii. CP – the destination terminal has received a “Constructive Placement” notice from CSXT indicating that the railcar is available for placement, however, the railcar has not been placed on a transfer track inside the TRANSFLO terminal.
 - iii. Enroute – the railcar’s shipment data has been inputted into the system however, the railcar has not been CP’d.
 - iv. OK Release – usually when the car has been physically emptied. The CSR has indicated that the last transfer has occurred.
 - v. Pending – the railcar’s shipment data is waiting to be processed by a TRANSFLO Customer Service Representative (CSR). Only EDI transactions will be shown as pending.
 - vi. Released – the CSR has indicated the railcar may be moved out of the TRANSFLO terminal.
 - vii. All – shows all statuses except “Departed”.
 - viii. Departed – the railcar is no longer at the TRANSFLO terminal. (Note: to see departed cars, you must specify the *Departed* status.)
- e. Choose the *Shipper*.
 - i. *All* will normally be selected since each customer will only be able to see their own products’.
 - ii. Choose the *Product*.
 - iii. Choose the *Railcar Initial and #*.
 1. This is optional. To view all railcars simply leave blank.
 - iv. Click *Search*.
 - v. All railcars matching your criteria will be displayed.
 - vi. The first and last transfer dates, age, and current weight are displayed along with all of the above mentioned search criteria.
- f. Good search to use when you are looking for current weights and final transfer dates.

2. Orders

- a. Select *Orders* from the Search drop down box.
- b. Choose the *Terminal*.
 - Leave as *All* to show all.
- c. Choose the *Order Status*.
- d. Choose the *Consignee*.
 - Leave as *All* to show all.
- e. Choose the *Commodity*.
 - Leave as *All* to show all.
- f. Choose *Your Product*.

– Leave as *All* to show all.

- g. Choose *Shipper #, Order #, Railcar Initial and #* to narrow down your search or it may be left blank.
- h. Click *Search*.
- i. All orders will be displayed that match the search criteria.
- j. Good search when you want to see how much product is being ordered from each railcar.

3. Product

- a. Select *Product* from the Search drop down box.
- b. Choose the *Terminal*.
- c. Choose from the *Available Products*.
- d. Type in *Product Name*, this is optional and normally will not be used.
- e. Type in the *Car Initial and #* to look for products in a specific railcar or leave blank.
- f. Click *Search*.
- g. The products matching your search criteria will be displayed.
- h. This search is ideal when you need to know the amount of available, allocated, red tagged and reserved pounds of product in your terminal.

4. Consignee

- a. Select *Consignee* from the Search drop down box.
- b. Choose the *Terminal*.
- c. Choose the *Shipper*.
 - Leave as *All* to show all.
- d. Choose the *Consignee*.
 - Leave as *All* to show all.
- e. Choose the *Product*.
 - Leave as *All* to show all.
- f. The consignees and shippers matching your search criteria will be displayed.
- g. Data displayed shows every consignee for each shipper, the product for each consignee is displayed along with the product amount and total # of orders.
- h. Ideal for showing the amount of product for each consignee.

5. Add Order

- a. Gives the ability to input a transfer order into TRANSCEND that will feed TRANSFLO's internal CIMS system.
- b. Click on *Add Order* from the drop down list.
- c. Select desired terminal and transfer type. (Outbound = railcar to truck, Inbound = truck to railcar).
- d. Click *Next*.
- e. Fill out all necessary fields. (Fields marked with a * are required).
- f. Click *Save* and the information will populate CIMS.

6. Add Railcar

- a. Gives the ability to input a shipment notice for an en-route railcar into TRANSCEND which will feed CIMS.
- b. Click on *Add Railcar* from the drop down list.
- c. Fill out all necessary fields. (Fields marked with a * are required).
- d. Click *Add Shipment* and the information will populate CIMS.
- e. Click *Add another product to car* if the railcar has multiple bins with different products in each.

c. Traffic Overview Walkthrough

- i. Origin to Destination

- ii. The traffic overview is designed to walk you through the product life cycle from the point cars are en-route to the time transfers are scheduled and finally to transfers completed for the day.
- iii. This can be found on the left hand side of the homepage starting with Origin on the left and ending with Destination on the right.
- iv. Begin by starting from the Origin (left) where the number of cars en-route is displayed. You can click on *cars en-route* and the details of all cars en-route for that particular terminal or product is displayed.
- v. The *Add Shipment* button allows you to add a new railcar shipment notice.
- vi. Follow through to the right and the next box is *Transfers Scheduled*. If there are transfers scheduled for today, the Shipment Number along with the amount of the transfer will be displayed in the box.
 - If you click on the shipment number the details of the order are displayed.
- vii. If you click on *Transfers Scheduled* (on top of the box) then a snapshot of all scheduled orders is displayed.
- viii. The *Add* button to the right of transfers scheduled allows you to enter a new transfer order.
- ix. The box to the right of transfers scheduled is transfers completed and all the Shipment Number for all the transfers that have been completed today will be displayed.
 - You can click on the shipment number and details of the completed shipment will be displayed, along with the opportunity to print the associated Bill of Lading.
- x. Finally the number of transfers that occurred in the last seven days is displayed on the right, just before destination.
 - If you click on the link it will show a snapshot of the orders completed in the last seven days.