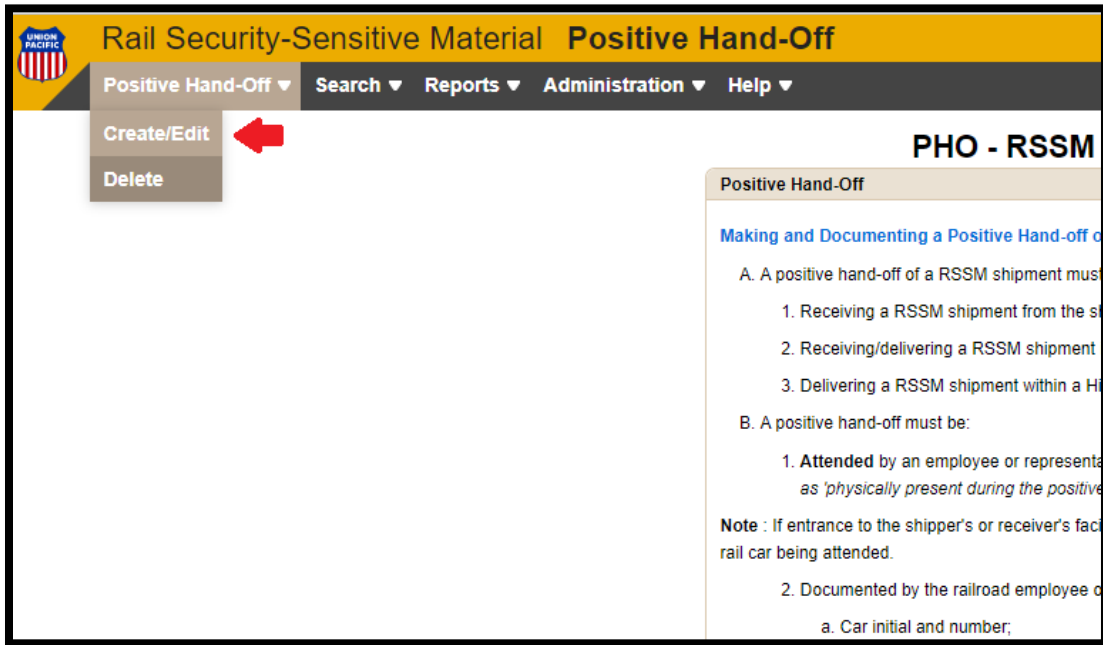


Updating a PHO Record after it has been Closed

- Select the 'Positive Hand-Off' Selection, then select 'Create / Edit':



- Then enter your search term (for this example Train ID is being used):

Create/Edit Hand Off

Manager: Deasy,Chad Manager ID: 0400623

Hand-Off Circ-7: Circ-7 Service Unit: All

Railroad: All Train ID: MARAS 15

Equipment ID: ABCD 123456 Type Move: All

From Date: MM/DD/YYYY To Date: MM/DD/YYYY

Employee ID: Name or Employee ID Status: All

Board ID: Records Per Page: 100

Submit

Enter any search parameter that Fits what you are Looking for

- Select the record(s) you want to edit, then select the item you want to correct and type in the correct item in 'Apply Hand-Off' field then click 'Submit':

ID	Equipment ID	Train ID	Circ-7	Carrier	Custody To	Custody From	Hand-Off Date/Time	Exception	Status
<input type="checkbox"/>	SFLX 23023	MARAS 15	C 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 09:55		Closed
<input type="checkbox"/>	SFLX 23012	MARAS 15	C 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 09:55		Closed
<input type="checkbox"/>	SFLX 23017	MARAS 15	C 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 09:55		Closed

Apply Hand-Off

SPWR Employee Name ID: First Name Last Name Name or Employee ID JOHN SMITH

Custody (To): ABCDE 01

Train ID: ABCDE 01

Hand-Off Date: MM/DD/YYYY

Time(24:MM): HH:MM

Carrier: Choose One

Exception: Name

Back Submit Add Car Cancel

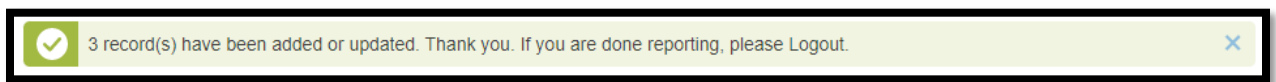
Updating a PHO Record after it has been Closed

- Then just click 'Submit' and it will update the record (if changing Circ7, you will not see your correction until you click 'Submit')



The screenshot shows the 'Apply Hand-Off' form. It contains fields for 'SPRR Employee Name ID' (with sub-fields for First Name and Last Name), 'Custody (To)' (with sub-fields for First Name and Last Name), 'Train ID' (value: ABCDE 01), 'Hand-Off Date' (value: MM/DD/YYYY), 'Time (24 Hr)' (value: HH:MM), 'Carrier' (value: Choose One), and 'Exception' (value: None). There are also links for 'Change Hand-Off Location' and 'Add Related Comments'. At the bottom, there are buttons for 'Back', 'Submit', 'Add Car', and 'Cancel'. A red arrow points to the 'Submit' button.

- You will then see the below at the top to indicate the records have been updated:



- Your records will then be updated:

Old:



The screenshot shows a table with 3 records. The 'Custody To' column is highlighted with a red box. A blue arrow points from this box to the 'New' screenshot below.

Equipment ID	Train ID	Circ-7	Carrier	Custody To	Custody From	Hand-Off Date/Time	Exception	Status
SFLX 23023	MARAS 15	C 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 00:50		Closed
SFLX 23032	MARAS 15	c 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 00:50		Closed
SFLX 23017	MARAS 15	c 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 00:50		Closed

New:



The screenshot shows the same table as above, but the 'Custody To' column now contains 'JOHN SMITH' for all three records. The 'Custody To' column is highlighted with a red box.

Equipment ID	Train ID	Circ-7	Carrier	Custody To	Custody From	Hand-Off Date/Time	Exception	Status
SFLX 23023	MARAS 15	C 003	ALS	JOHN SMITH	0434643	01/17/2023 00:50		Closed
SFLX 23032	MARAS 15	c 003	ALS	JOHN SMITH	0434643	01/17/2023 00:50		Closed
SFLX 23017	MARAS 15	c 003	ALS	JOHN SMITH	0434643	01/17/2023 00:50		Closed