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

Rail Sec	urity-S	Sensitive	Materia	Positive H	land-Off
Positive Han	d-Off ▼	Search 🔻	Reports 🔻	Administration <b>v</b>	Help 🔻
Create/Edit	+				PHO - RSSM
Delete					Positive Hand-Off
					Making and Documenting a Positive Hand-off o
					A. A positive hand-off of a RSSM shipment must
					1. Receiving a RSSM shipment from the sl
					2. Receiving/delivering a RSSM shipment
					3. Delivering a RSSM shipment within a Hi
					B. A positive hand-off must be:
					<ol> <li>Attended by an employee or representa as 'physically present during the positive</li> </ol>
					Note : If entrance to the shipper's or receiver's faci rail car being attended.
					2. Documented by the railroad employee o
					a. Car initial and number;

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

Manager:	Deasy,Chad	Manager ID:	0400623	•
Hand-Off Circ-7:	Q, Circ-7	Service Unit:	All -	
	Show expanded area?			
Railroad:	All •	Train ID:	MARAS 15	Enter any search parameter that
Equipment ID:	ABCD 123456	Type Move:	All 🔹	Fits what you are
From Date :	MM/DD/YYYY	To Date :	MM/DD/YYYY	Looking for
Employee ID:	Q, Name or Employee ID	Status:	All -	
Board ID:		Records Per Page:	100-	J

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

										+ Prev
2	Love	GLIMMELID	Traen ID	CHC-T	Catter	Custody.lto	Castody, Eron	Hand-Off Date-Time	Exceosor	39
	9FLX 23023		MARAS 15	C 003	ALS	BEAN MCBRIDE	0434643	01/17/2923 00 55		Cosed
5	5FLX 23032		MARAS 15	£ 000	ALS	BEAN MCBRIDE	(43464)	01/17/2023 00 50		Cosed
	SFLX 23017		MARAS 15	c.003	ALS	SEAN MCBRIDE	0434543	01/17/2023 00:50		Coted
₩ Appl	ly Hand-Off	UPRR Frequer	weer Namue JD			Custody (Te)	Train D	Next-Off Date Timod	4 MMb Carrier	Exception
	Fest Name	Last Name	+ C, Name of Employee ID		404	N SMITH	ABCDE 01	MANDDOOON TO HIS	VIM Choose One ·	None
			Chance Har	6.Oft.location				Add Related Comme	ata .	

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

V Apply Hand-Off											_
	SPRR Employ	yee Name ID	0	study (%a)	Trein ID	Hand-Off Date	Time(24.MM)	Carter		Exception	
Fishhane	Last Name	C. Name or Employee 10	First Name	Leit Name	ABCDE 01	MMDD/YYYYY (***)	101344	Choose One	+ None		
		Charge Hard-Off Location		1		Adt Rule	ied Comments				
			Back	National Add Car	Cancel						

• You will then see the below at the top to indicate the records have been update:



• Your records will them be updated:

Old:

10	Faujoment ID	Train ID	Cur.7	Carrier	Custody To	Custody Error	Hand Off Date Time	Facestion	Status
	Kangeninititine	March .	NUX1	Solution	COMPACTO .	Susserie Contra	CHERRON AND LINK	Addressell.	100100
2									
2	SFLX 23023	MARAS 15	C 003	ALS	SEAN MCBRIDE	0434543	01/17/2023 00:50		Closed
23	SFLX 23032	MARAS 15	€ 003	ALS	SEAN MCERIDE	0434643	01/17/2023 00:50		Closed
2	SFLX 23017	MARAS 15	c 003	ALS	SEAN MCBRIDE	0434643	01/17/2023 00:50		Closed
	New:								
Record	New:								· Prov. 1
Reco	New:	Train ID	Circ-7	Cartier	Custody To	Cuttorly From .	Hand-Off Date/Time	Exception	, Prov. 1 Status
Recor	New:	Train.ID	<u>Circ-I</u>	Cartier	Cantody Jo	Castork From	Hand-Off Date:Time	Exception	« Prov. 1 Status
Recor	ds Esutoment ID	Train 10 MARAS 15	Circ.Z	Cartier	Custody, Tre JOHN SMITH	Custorix From	Hand_Off Date/Time	Exception	s Prev 1 Statists Closed
Record	ds Eputoment ID SFLX 23023 SFLX 23023	Train ID MARAS 15 MARAS 15	Circ.2 C 603 c 003	Carrier ALS ALS	OI vectorial	Custody From 0434043 0439613	Hand-Off Date/Time 01/17/2023 00 50 01/17/2023 00 50	Exceditor	# Prev f Status Closed Closed