

Updating a Memphis, TN Circ 7

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



- Then enter your search term (for this example Circ7 is being used):

Create/Edit Hand Off

Manager: Deasy,Chad Manager ID: 0400623

Hand-Off Circ-7: XG093 Service Unit: All

Show expanded area?

Railroad: All Train ID: ABCDE 01

Equipment ID: ABCD 123456 Type Move: All

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

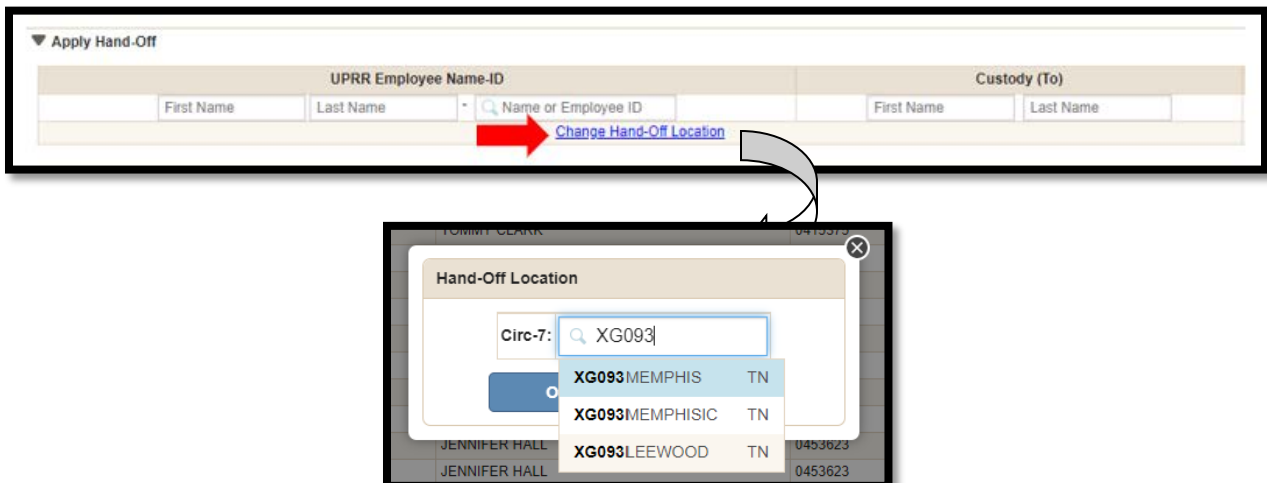
Employee ID: Name or Employee ID Status: All

Board ID: Records Per Page: 100

Submit

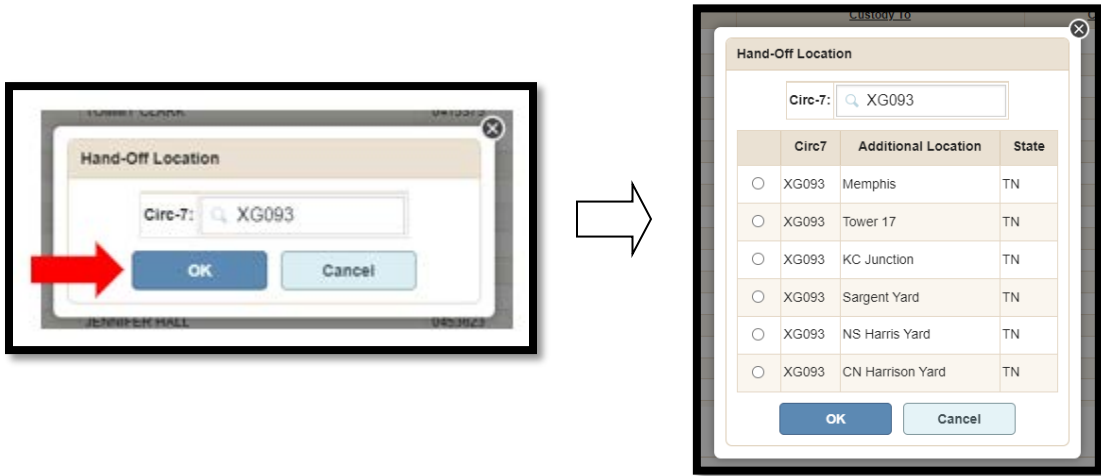
Enter any search parameter that Fits what you are Looking for

- Note: if you are changing the Hand-Off Location, click on that hyperlink to bring up the Circ7 Box



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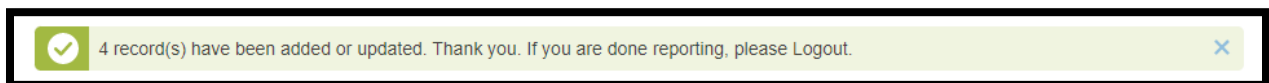
- Once you select 'Memphis TN' and press 'OK' it will give you an additional choice of yards. *Select yard then click OK.*



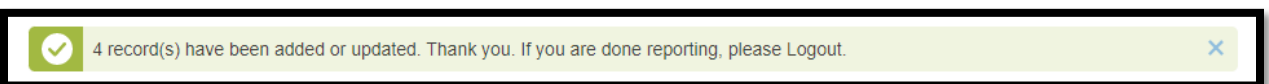
- Then just click 'Submit' and it will update the record (if changing Circ7, you will not see your correction until you click 'Submit')



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



- It will not to have appeared on the current screen you are on, but when you do a search, you will see the change has taken affect (as long as you got the 'Updated records' box at the top once you clicked 'Submit':



Delivered(5) | Received(0) | Picked(0) | Placed(0)

Interchange Delivery (ID)
1 - 5 of 5 Records

Collapse All

	Equipment ID	Train ID	Carrier	Custody To	Custody From	Circ-7 - City, St	Hand-Off Date/Time	STCC	Exception	Status
▼ MID AMERICA										
<input type="checkbox"/>	PPNX_1302	MNLCN 26	CN	JENNIFER HALL	Eli Carpenter(0453623)	XG093 - CN Harrison Yard, TN	01/26/2023 13:35	4930024		Closed
<input type="checkbox"/>	PPNX_1334	MNLCN 26	CN	JENNIFER HALL	Eli Carpenter(0453623)	XG093 - CN Harrison Yard, TN	01/26/2023 13:35	4930024		Closed
<input type="checkbox"/>	PPNX_1321	MNLCN 26	CN	JENNIFER HALL	Eli Carpenter(0453623)	XG093 - CN Harrison Yard, TN	01/26/2023 13:35	4930024		Closed
<input type="checkbox"/>	PPNX_1345	MNLCN 26	CN	JENNIFER HALL	Eli Carpenter(0453623)	XG093 - CN Harrison Yard, TN	01/26/2023 13:35	4930024		Closed
<input type="checkbox"/>	PPNX_1320	MNLCN 26	CN	BRIAN FELTS	Kevin Cole(0513322)	XG093 - CN Harrison Yard, TN	12/26/2022 14:43	4930024		Closed