



ADDING / CREATING A PHO RECORD

—
Questions? Contact Chad M. Deasy – cmdeasy@up.com or 402-544-8825



Adding a car without an open record



Adding / creating a car

- Create/Edit
- Delete



Use the Create / Edit Function

Create/Edit Hand Off

Manager:	Deasy, Chad	Manager ID:	0400623
Hand-Off Circ-7:	<input type="text" value="Circ-7"/>	Service Unit:	<input type="text" value="All"/>
	<input type="checkbox"/> Show expanded area?		
Railroad:	<input type="text" value="All"/>	Train ID:	<input type="text" value="ABCDE 01"/>
Equipment ID:	<input type="text" value="TPDX 123456"/>	Type Move:	<input type="text" value="All"/>
From Date :	<input type="text" value="MM/DD/YYYY"/> 	To Date :	<input type="text" value="MM/DD/YYYY"/> 
Employee ID:	<input type="text" value="Name or Employee ID"/>	Status:	<input type="text" value="All"/>
Board ID:	<input type="text"/>	Records Per Page:	<input type="text" value="100"/>



Enter car #

Submit



Click Submit

Adding a car without an open record

Adding / creating a car

There will be no cars found / or not the car in question – complete the below to add the car(s)

Edit Positive Hand-Off

Delivered(0) **Recieved(0)** Pulled(0) Placed(0) ← **Make sure you are using the correct tab**

Interchange Receipt (IR)

1 - 0 of 0 Records « Prev Next »

<input type="checkbox"/>	Equipment ID	Train ID	Circ-7	Carrier	Custody From	Custody To	Hand-Off Date/Time	Exception	Status
<input type="checkbox"/>	No Records Found								

▼ Apply Hand-Off

UPRR Employee Name-ID				Custody (From)		Train ID	Hand-Off Date	Time(24:MM)	Carrier	Exception
First Name	Last Name	-	<input type="text" value="Name or Employee ID"/>	First Name	Last Name	ABCDE 01	MM/DD/YYYY <input type="text" value=""/>	HH:MM	Choose One ▾	None ▾
Change Hand-Off Location							Add Related Comments			

← **Click 'Add Car'**

Note: You can add as many cars as needed to apply to the Hand-off info



Adding a car without an open record

Adding / creating a car

Box in the middle will appear after your click the 'Add Cars' button

Delivered(0) Recieved(0) Pulled(0) Placed(0)

Interchange Receipt (IR)

1 - 0 of 0 Records « Prev Next »

<input type="checkbox"/>	Equipment ID	Train ID	Circ-7	Carrier	Custody From	Custody To	Hand-Off Date/Time	Exception	Status
Fill out the below info									
No Records Found									

<input type="checkbox"/>	Equipment ID	Train ID	Circ-7	Carrier	Remove
<input type="checkbox"/>	ABCD 123456	ABCDE 01	<input type="text" value="Q Circ-7"/>	Choose One ▾	<input type="button" value="X"/>

Check this box →

▼ Apply Hand-Off

UPRR Employee Name-ID			Custody (From)		Train ID	Hand-Off Date	Time(24:MM)	Carrier	Exception
First Name	Last Name	- <input type="text" value="Q Name or Employee ID"/>	First Name	Last Name	ABCDE 01	MM/DD/YYYY <input type="button" value="Calendar"/>	HH:MM	Choose One ▾	None ▾
Change Hand-Off Location						Add Related Comments			

Fill out the above info

Adding / creating a car

Edit Positive Hand-Off

Delivered(0) Recieved(0) Pulled(0) Placed(0)

Interchange Receipt (IR)

1 - 0 of 0 Records « Prev Next »

<input type="checkbox"/>	Equipment ID	Train ID	Circ-7	Carrier	Custody From	Custody To	Hand-Off Date/Time	Exception	Status
No Records Found									

<input type="checkbox"/>	Equipment ID	Train ID	Circ-7	Carrier	Remove
<input checked="" type="checkbox"/>	TPDX 123456	LVNX12 23	<input type="text" value="BH000"/>	ALS	<input type="button" value="X"/>

▼ Apply Hand-Off

UPRR Employee Name-ID	Custody (From)	Train ID	Hand-Off Date	Time(24:MM)	Carrier	Exception
Chad Deasy - <input type="text" value="0400623"/>	JOHN SMITH	ABCDE 01	04/08/2020 <input type="button" value="Calendar"/>	06:20	Choose One ▾	None ▾

[Change Hand-Off Location](#) [Add Related Comments](#)

Once info entered – Click Submit



Adding a car without an open record

Adding / creating a car

Search Result



Delivered(0) Received(1) Pulled(0) Placed(0)

Interchange Receipt (IR)

1 - 1 of 1 Records « Prev 1 Next »

[Collapse All](#)

<input type="checkbox"/>	<u>Equipment ID</u>	<u>Train ID</u>	<u>Carrier</u>	<u>Custody From</u>	<u>Custody To</u>	<u>Circ-7 - City, St</u>	<u>Hand-Off Date/Time</u>	<u>STCC</u>	<u>Exception</u>	<u>Status</u>
▼ GULF COAST										
<input type="checkbox"/>	TPDX 123456	LVNX12 23	ALS	JOHN SMITH	Chad Deasy(0400623)	BH000 - FREEPORT, TX	04/08/2020 06:20			Closed

[Export To Excel](#)  [Print](#) 



This is an example of the record created after the info from the previous screen was entered.