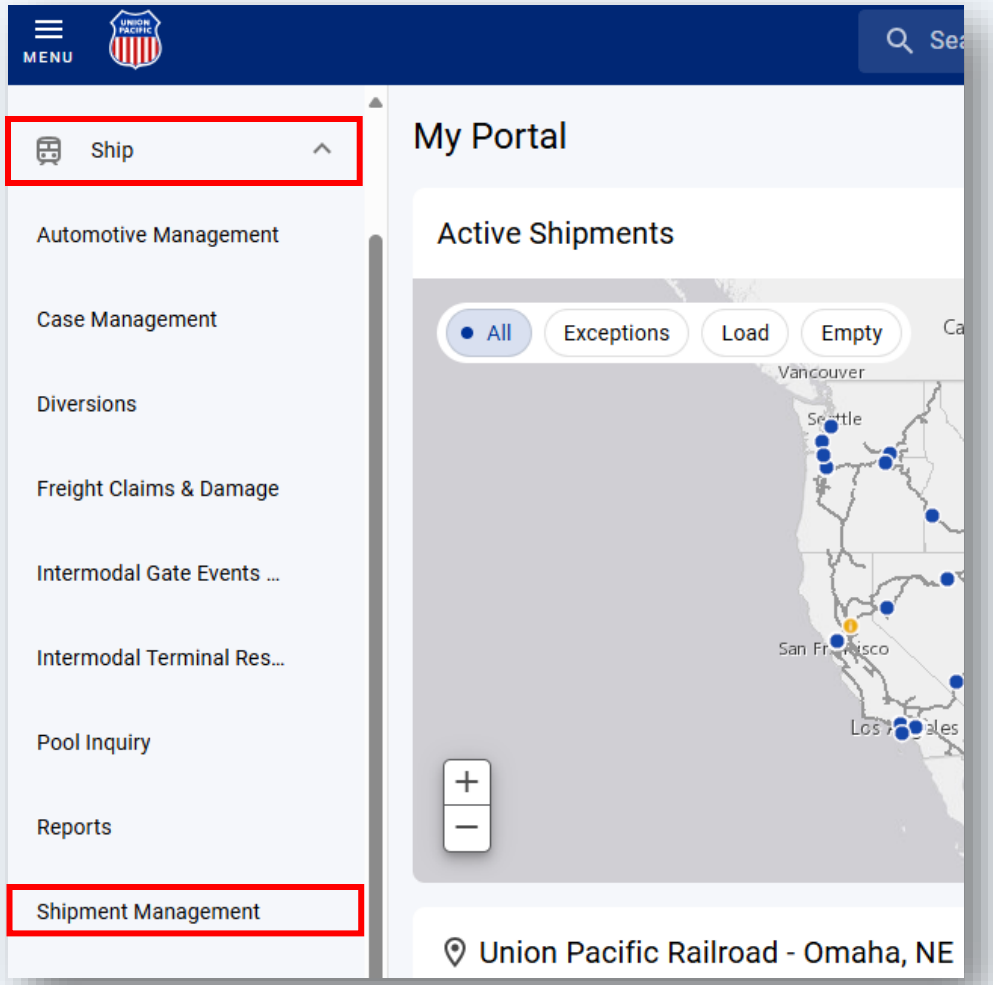
USING THE CUTOFF TIMES FEATURE

A guide to viewing cutoff information and managing shipment planning in Shipment Management

Accessing Cutoff Times

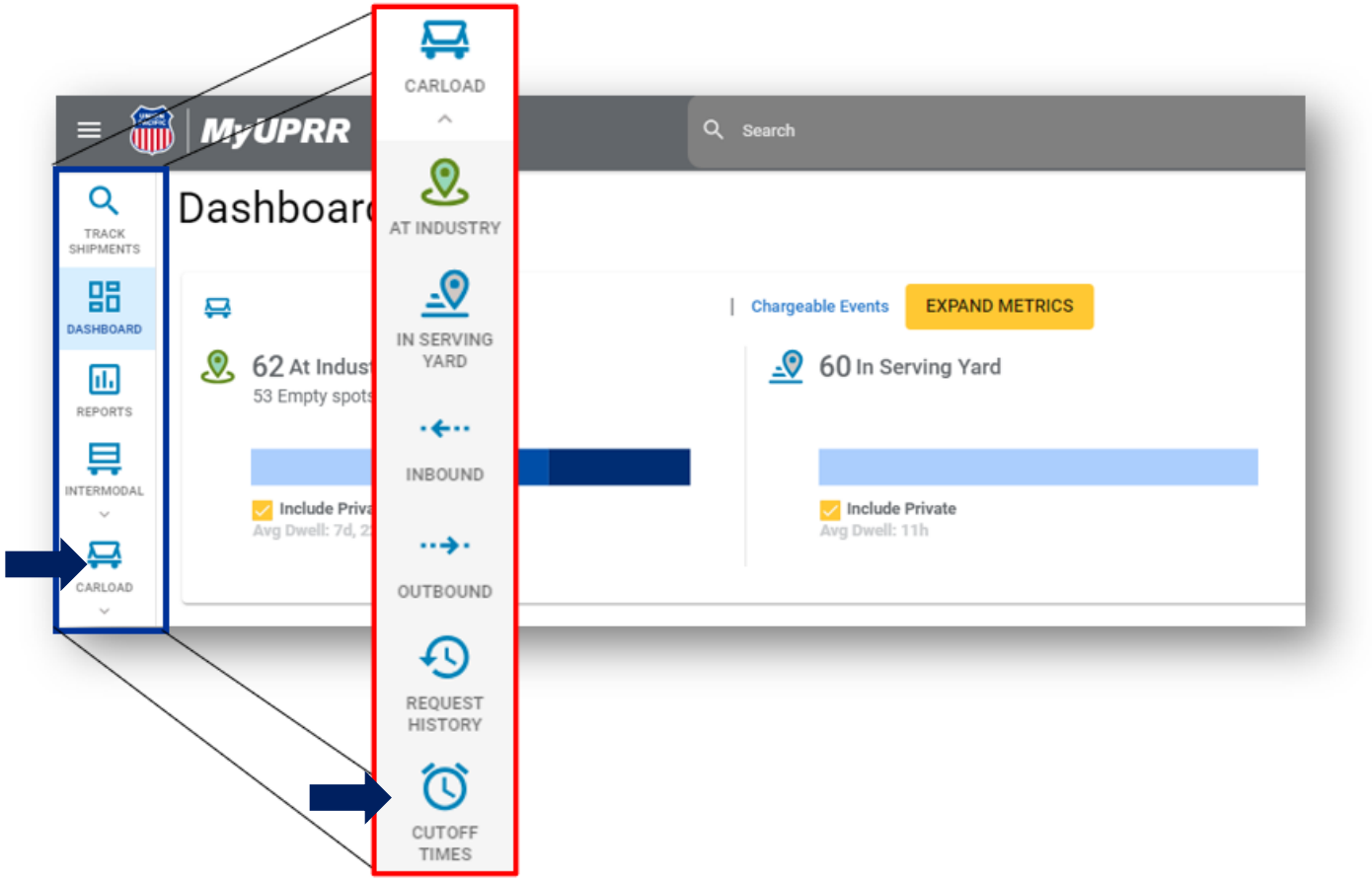
Using Shipment Management



To access Shipment Management, go to the menu on the left side of the portal.

Click on the “Ship” dropdown menu and select “Shipment Management” from the list of options.

Navigation



Use the left-side navigation column.

Click on the Carload icon to reveal additional navigation options.

Select Cutoff Times.

Cutoff Times

A quick guide to finding and using location-specific service cutoff information

Find the deadline.
Understand the service window.

Use Cutoff Times to view cutoff deadlines, scheduled service days, and estimated service times for a selected location.

In this guide

1. Select a location
2. Read cutoff results
3. Customize columns
4. Apply filters
5. Export to Excel

Times shown are the earliest you could be served.

Service times shown are estimates and may change.

1. Select a Location

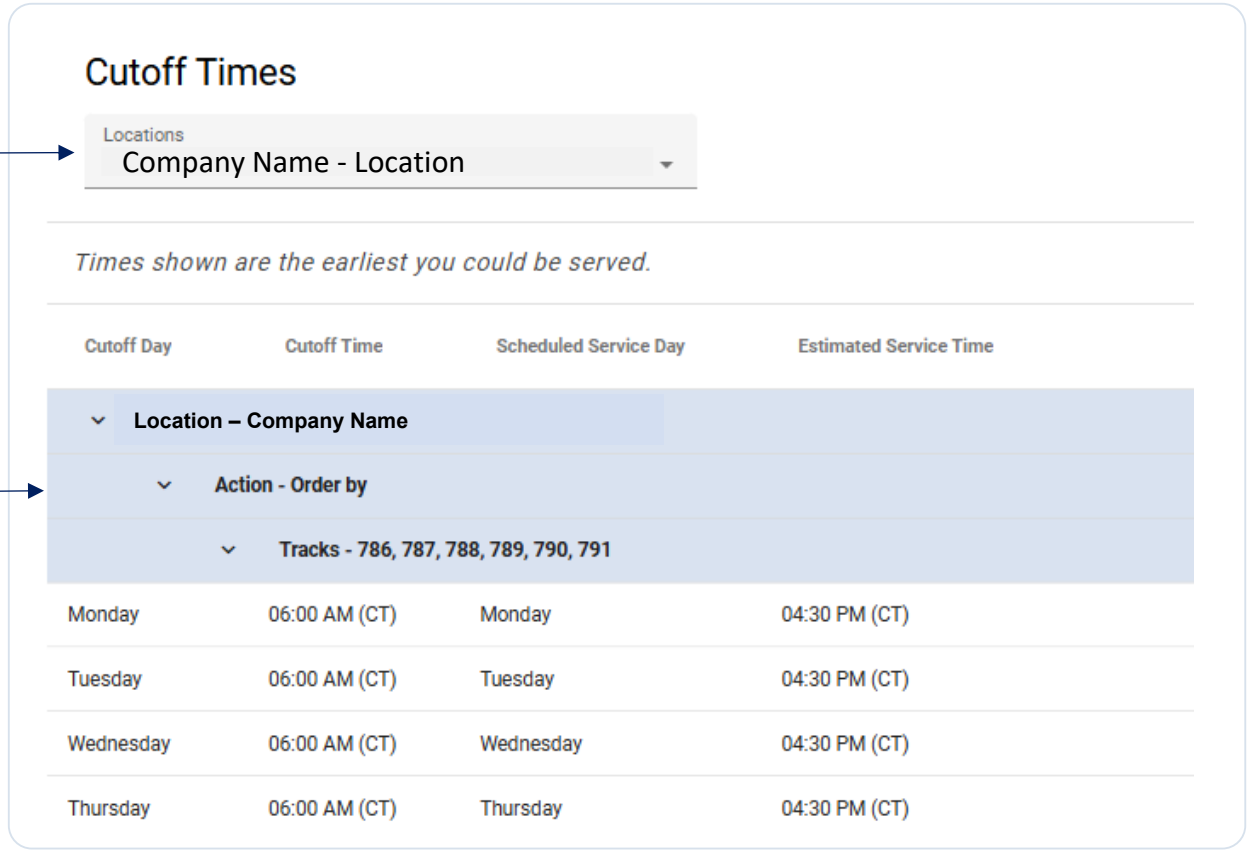
Use the controls at the top of the page to find cutoff information.

Select the location

Choose the desired location from the dropdown to display results.

Review the returned information

Results are organized by Location → Action → Tracks.



Tip: Confirm the facility name and location before using a deadline.

2. Key Components of the Cutoff Times Page

Compare the action deadline with its scheduled service day and estimated service time.

Cutoff Day	The day associated with the cutoff deadline.
Cutoff Time	The deadline for the specified action and day.
Scheduled Service Day	The day service is scheduled.
Estimated Service Time	The estimated time of service, not a guaranteed appointment.

Know the actions

Order In by

Deadline to place an order for the applicable service period.

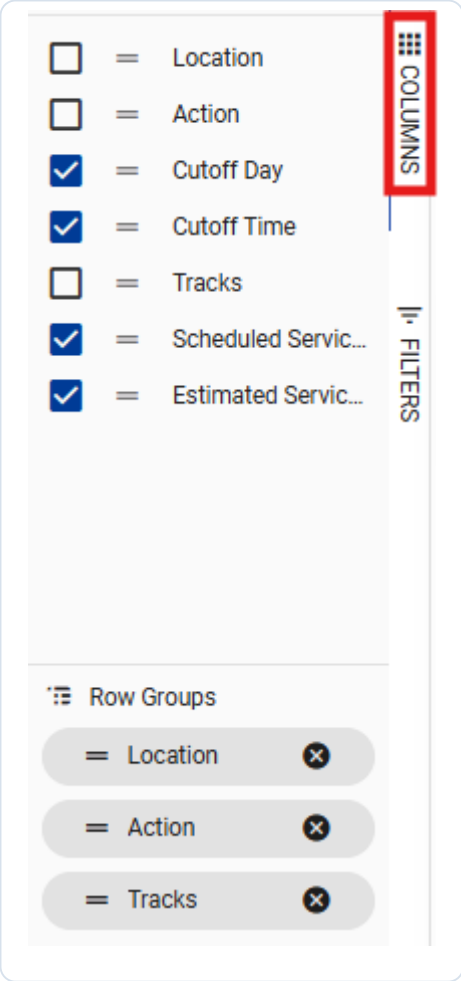
Release / Switch by

Deadline to release equipment or request switching, as applicable.

Check the time zone shown beside each time (CT in the example).

3. Show, Hide, and Group Columns

Use COLUMNS at the right edge of the results grid.



Show or hide a field

Check a field to show its column; clear the box to hide it.

Available fields

Location, Action, Cutoff Day, Cutoff Time, Tracks, Scheduled Service Day, Estimated Service Time, Train Symbol, Train Blocks, and Yard Blocks.

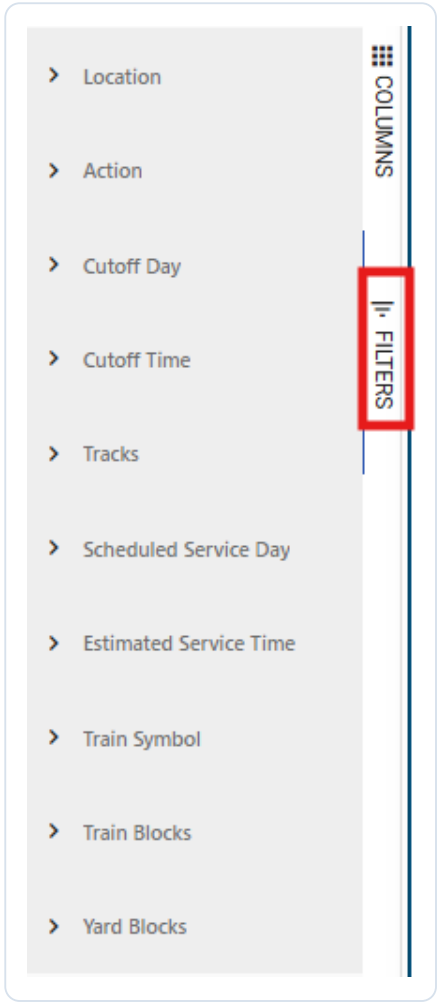
Control row groups

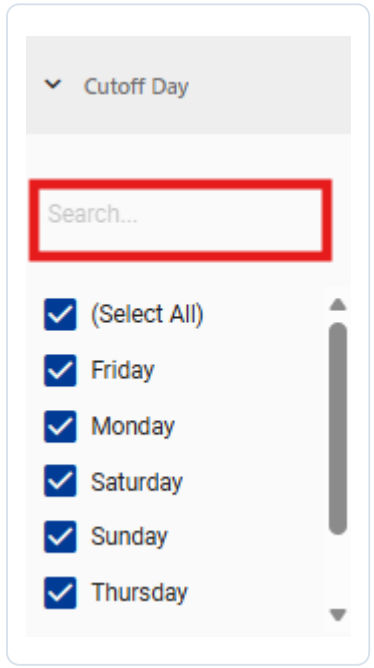
The Row Groups area sets the hierarchy shown in the grid: Location → Action → Tracks in the example.

Fields used as row groups may not appear as separate standalone columns.

4. Filter Results

Use FILTERS to narrow the displayed information.





Open the Filters panel

Select FILTERS on the right edge of the results grid.

Expand a field

Select a chevron next to a field such as Action, Tracks, Cutoff Day, or Scheduled Service Day.

Apply or remove criteria

Use available filter controls to focus your results. Clear or adjust them to restore a broader view. Each field has a search option.

Available filter controls vary by field and data.

5. How to Read Cutoff Times

Two examples showing how cutoff times determine when service can be expected.

Cutoff Day	Cutoff Time	Scheduled Service Day	Estimated Service Time
Action - Order by			
Tracks - 791, 792			
Monday	03:55 PM (PT)	Monday	07:55 PM (PT)

Cutoff Day	Cutoff Time	Scheduled Service Day	Estimated Service Time
Action - Release / Switch by			
Tracks - 827			
Monday	11:00 AM (CT)	Monday	11:00 PM (CT)

Order In By:

Scenario: I need a specific railcar spotted on track 792 on Monday evening.

What the cutoff time means:
To have the railcar spotted Monday evening, I must submit my order **by 3:55 PM (PT) on Monday**.

Expected Service: Monday at approximately 7:55 (PT).

Release or Switch By:

Scenario: I need cars pulled from track 827 or an intraplant switch completed Monday evening.

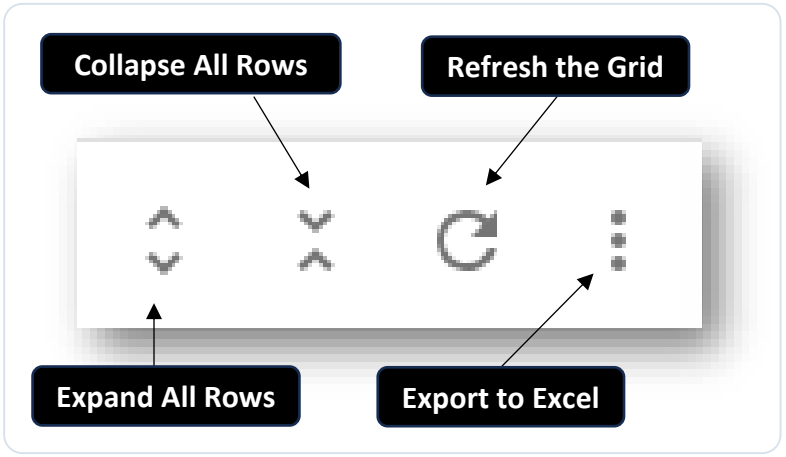
What the cutoff time means:
To receive service Monday evening, I must **release my cars or submit a switch request by 11:00 AM (CT) on Monday**.

Expected Service: Monday at approximately 11:00 PM (CT).

Order In functionality is not available at all locations.

5. Use the Command Bar

Expand or collapse rows, refresh the results, or export the information to Excel.



1. Select **Expand All Rows** to view additional details for every result or **Collapse All Rows** to return to the summary view.

2. Select **Refresh the Grid** to update the displayed information.

3. Select the **three-dot menu (⋮)** and then choose **Export to Excel**. Open the downloaded file to review or analyze the results.

Before reviewing or exporting cutoff information

Verify the location, track, action, time zone, and any active filters. Estimated times may change.