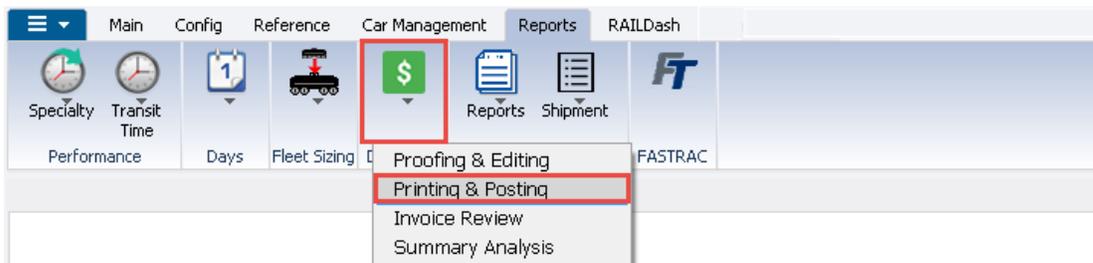




**Setting Up Detention Reporting
(Printing & Posting)
RAILTRAC®
Revision Number 2
4/10/2017**

THIS SETUP CAN ONLY BE DONE ONCE. ENSURE DATA IS CORRECT.
This process sets a flag on the trip to keep you from billing detention more than once.

Once logged into RAILTRAC, click on the Reports Tab and select the Detention icon. Then, select Printing & Posting.



The Get Data for Detention Detail Report box will appear. In this screen, enter the last day of the month for which the reports need to be run. Then, select OK.

Get Data For Detention Detail Report

SYSTEM DEFAULT Set as Default Save Setup Delete Setup

| Column | Where | Value |
|---------------|-------|----------|
| Customer No. | = | |
| Customer Name | = | |
| Ship To City | = | |
| * Rel Date | = | 00/00/00 |

* = R

Fill in the last day of the month of which the reports needs to be run

OK All New Cancel Setup

Save as Excel file and click the Print/ Extract Invoice button.

Detention Detail Report

File Edit Settings View Help

Customer Name = And
 Ship To City = And
 Ship To State = And

Row 1 of 15 **Print / Extract Invoice**

9/20/2016 **Detention Report** 1

Send Invoice to:

Ship to: DOW CHEMICAL CO FREEPORT TX

| Car Init | Car No. | Product | BOL No. | Ship From | Ship Date | Arr Date | Beg Date | Rel Date | Days held | Days Free | Days Charged | Detention Rate | Detention Amount |
|---|---------|--------------------------|------------|----------------------------|-----------|----------|----------|----------|-----------|-----------|--------------|----------------|------------------|
| TILX | 100396 | SULF ACID 98% TECH GRADE | 1100325670 | HOUSTON TX | 08/25/16 | 08/31/16 | 09/10/16 | 09/14/16 | 13 | 10 | 3 | 75.00 | 225.00 |
| TILX | 100429 | SULF ACID 98% TECH GRADE | 1100323751 | HOUSTON TX | 08/18/16 | 08/24/16 | 09/03/16 | 09/10/16 | 16 | 10 | 6 | 75.00 | 450.00 |
| TILX | 100718 | SULF ACID 98% TECH GRADE | 1100325669 | HOUSTON TX | 08/19/16 | 08/24/16 | 09/03/16 | 09/08/16 | 15 | 10 | 5 | 75.00 | 375.00 |
| Customer Level : Number of Shipments : | | | 3 | Average Days Held : | | 14.67 | | | | 44 | 30 | 14 | 1,050.00 |
| Bill To Level : Number of Shipments : | | | 3 | Average Days Held : | | 14.67 | | | | 44 | 30 | 14 | 1,050.00 |