



Railinc User Interface Dictionary



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Overview

Most web Railinc applications use Java or XML (HTML-based) interfaces. A link to this guide is provided in most Railinc user guides to give you all aspects of the user interface that is similar across applications. See the [System Requirements](#) listed below for links to free downloads of recommended browsers and other tools.

System Requirements

To use Railinc applications, follow the basic requirements below.

Web Browsers

Railinc applications require a web browser to display data. Most computers have Mozilla Firefox or Google Chrome installed. To ensure optimum performance of Railinc applications, we recommend you use the latest versions of these browsers. If your browser is not compliant with the list below, expect to have a degraded experience or be unable to access Railinc applications.

Exhibit 1. Browser Requirements

Browser	Version
Mozilla Firefox	Last 5 versions, current version is recommended
Google Chrome	Last 5 versions, current version is recommended
Microsoft Edge	Last 5 versions, current version is recommended

PDF Viewer

To view PDF (Portable Document Format) documents, Railinc applications require [Adobe Reader](#). For example, this manual is available in PDF. Check the [Adobe Reader](#) page for the free, current download of Adobe Reader.

CSV Format

Many Railinc applications with download functions use the CSV (Comma Separated Value) file format. This format is supported by Microsoft Excel versions 97 and higher. If you do not own Excel or a compatible spreadsheet application, to continue viewing Microsoft Office files for free, Microsoft recommends installing the Office apps or storing documents in OneDrive or Dropbox, where Word Online, Excel Online or PowerPoint Online opens them in your browser. Check the [Free Microsoft 365 Online](#) page for more information.

User Interface

Railinc web applications use a JAVA or XML interface. Although there are slight variations in each application, most user interface elements are similar. Each application provides the same navigational tools found in most Windows applications and internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks.

Railinc Page Layout

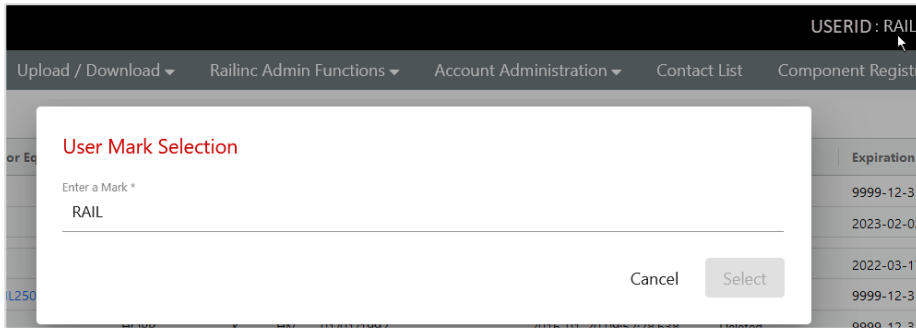
Each page in a Railinc web application has a similar structure. Below is an example of the Umler application.

Exhibit 2. Railinc Application Layout

The screenshot shows the Railinc Umler application interface. The top navigation bar includes the Railinc logo (1), the application title 'Umler' (2), the user ID 'USERID: RAIL' (3), a 'Launch Pad' dropdown (4), and a 'Sign Out' link (5). Below the navigation bar is a menu with links: Home, Query, Maintenance, Upload / Download, Railinc Admin Functions (7), Account Administration, Contact List, Component Registry, Help (6), and References. The main content area displays 'Historical Lineage Query Results' (8). Below this is a search criteria section with a search results tab. A message states '13 items found, displaying all items.' (9). A table of results is shown with columns: EIN, Equipment ID, Prior Equip..., Equip Gr..., Built D..., Rebuilt..., Effective Date, Status, Expiration Date, and Most Re... (10). The table contains 10 rows of data. At the bottom of the page are links for Legal Notices, Privacy Rights, Contact Us, Terms of Service (11), and a copyright notice 'Copyright 2023 Railinc® All rights reserved.' (12).

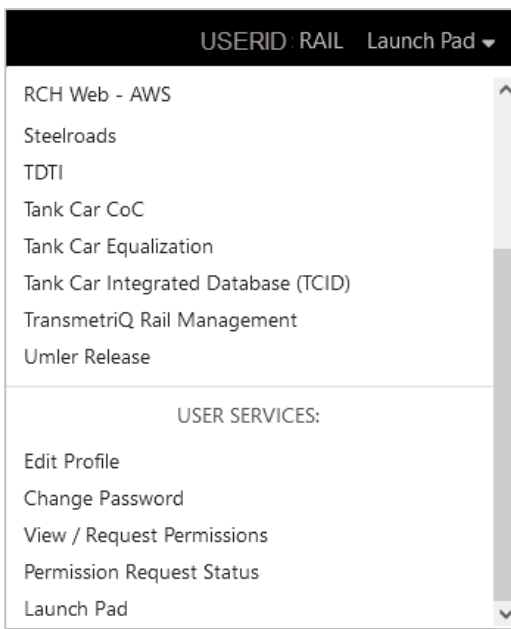
- 1 **Logo**—Railinc logo. The logo is a link to the Railinc Corp website.
- 2 **Application Title**—Name of the application. This is also a link to the Home page of the application.
- 3 **User ID**—Logged in user.
- 4 **Company**—Company the user represents. This is for individuals representing more than one road. Select the road link next to your User ID in the top right, while logged in (RAIL is the mark used in the example below) to open the **User Mark Selection** pop-up. Enter the company on whose behalf of the company you want to represent—without logging out.

Exhibit 3. Company Selection Link



- 5 Launch Pad**—Clicking on this provides a drop-down menu of Launch Pad links to switch to other authorized Railinc applications (top) or go to User Services functions (bottom), e.g., change passwords, request other applications.

Exhibit 4. Launch Pad Drop-Down Menu



- 6 Sign Out**—Logs out of current application and returns to the Railinc SSO login page.
- 7 Application Menu**—The top of the Railinc page displays the application menu options. The options on this menu allow you to perform the various functions of the application. Some specific options include:
- **Help**—Opens a new window with page-specific help. This varies by application, and a few will have a Help button on the right side of the screen.
 - **References**—Opens a page with links to various reference documents (e.g., user guide, specification manual, etc.). This varies by application and may have another name like Documentation.
- 8 Page Title**—The title of the specific application task page.
- 9 Message Area**—Area under the page title which displays messages as needed (shown outlined in blue).

- 10 Page content area**—The area of the page where tasks are executed (shown outlined in red). These vary and may include different elements, which are described in the next sections.
- 11 Legal Links**—This area at the bottom of each page contains links to applicable legal notices, privacy rights and terms of service.
Contact Us—Opens a page of contact information (local road, Railinc support).
- 12 Copyright**—This area at the bottom right of each page shows copyright information.

Railinc Interface Elements

Application Menu

Each menu item in an application can be a single task or a drop-down list of tasks. When no menu exists, the task opens immediately after selection. Otherwise, a drop-down list displays (see [Exhibit 6](#)). Using your mouse to select menu items is the recommended way to navigate an application.

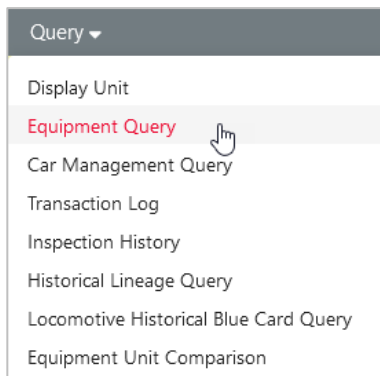
Exhibit 5. Application Menu Example



Menu Items

Menus represent a list of tasks that you select by using the mouse to choose a selection or press **Enter** to choose the first selection in the list. If the task has a right arrow (>), a submenu appears whenever the mouse moves over the indicated menu. [Submenus](#) represent tasks that can be selected with the mouse as shown in [Exhibit 7](#).

Exhibit 6. Menu Example

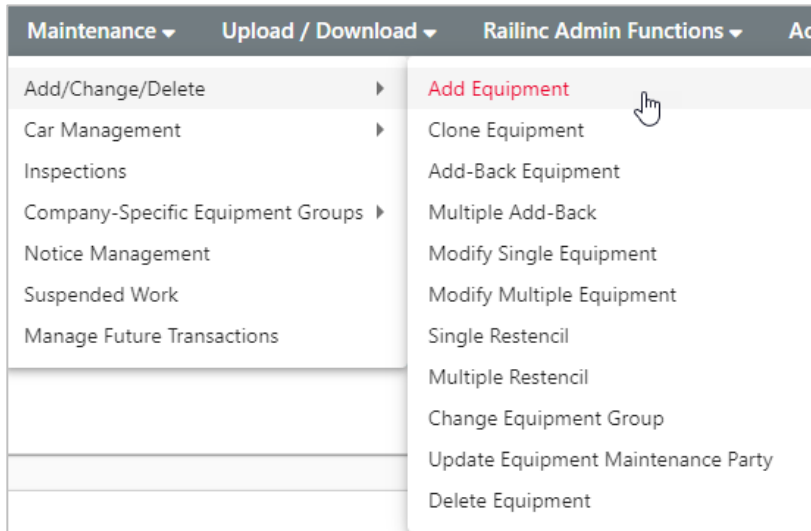


Tasks in menus and submenus vary by user, based on user permissions set in SSO. See your company administrator to request additional menu items. Menu items that appear disabled are being developed for future releases and are not available.

Submenus

Submenus appear whenever the mouse moves over the indicated menu item or while tabbing through the menu items. Submenus represent a list of tasks that you select with the mouse as shown below.

Exhibit 7. Submenu Example

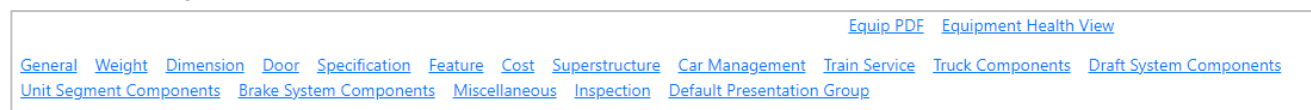


Tasks in menus and submenus vary by user, based on user permissions set in SSO. See your company administrator to request additional menu items.

Links

Links appear in the application as underlined text. Selecting a link displays information (frequently additional details) or a page related to that subject or a tool to perform the indicated task. To select a link, click the link with your mouse.

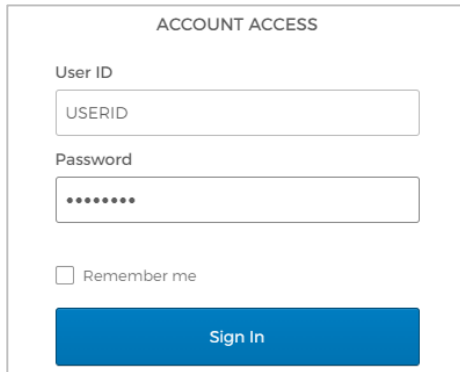
Exhibit 8. Example Links



Text Fields

Text are empty fields that allow you to enter information. For example, the fields that allow you to enter your User ID and Password are text fields as shown below. When entering a password, the entry is encrypted, and the password appears as a series of asterisks or dots.

Exhibit 9. Text Field Examples of Railinc Login



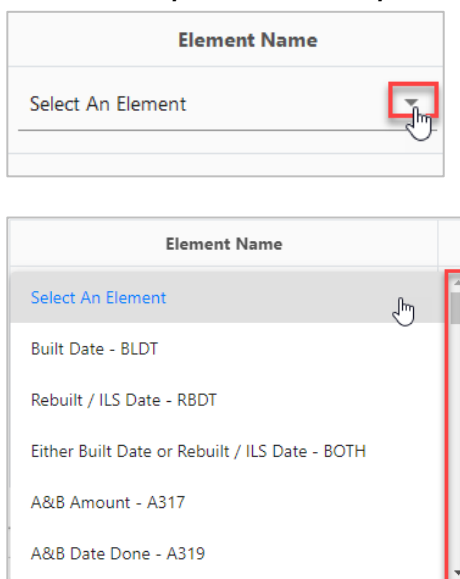
The screenshot shows a login form titled "ACCOUNT ACCESS". It contains two text input fields: "User ID" with the placeholder text "USERID", and "Password" with a series of dots representing an encrypted password. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In".

Text fields may have limits for the type of data that can be entered (i.e., alpha, numeric, special characters), and/or the amounts of input (e.g., 255 characters), and the formatting allowed (e.g., date and time, use of hyphens/slashes).

Drop-Down Lists

Some fields have arrows located on the right side. These arrows indicate that predetermined input options are available for your selection. Selecting the arrow displays a list of the available data entry options. Select one of the available choices by clicking it with your mouse.

Exhibit 10. Drop-Down List Example



The screenshot shows two examples of a drop-down list. The top example shows a field labeled "Element Name" with a placeholder "Select An Element" and a small downward arrow icon on the right, which is highlighted with a red box and a mouse cursor. The bottom example shows the same field with the drop-down menu open, displaying a list of options: "Select An Element", "Built Date - BLDT", "Rebuilt / ILS Date - RBDT", "Either Built Date or Rebuilt / ILS Date - BOTH", "A&B Amount - A317", and "A&B Date Done - A319". A red box highlights the scroll bar on the right side of the list.

Long drop-down lists have a scroll bar at the right. Longer lists may also offer first letter navigation, where entering a letter or number, scrolls to that part of the list ([Exhibit 11](#)). Scroll through the list using the scroll bar and mouse button is described in [Scroll Bars/Buttons](#).

Exhibit 11. Drop-Down List With Selection Example

Selecting the blank entry at the top of the list indicates no choice. Some drop-down lists allow multiple selections. Use the **Shift** key to select a range of options or the **Ctrl** key to select multiple, non-sequential items in a list. To select all items in the drop-down list, press **Ctrl+A**. Scrolling in a multiple selection text field does not select or deselect items. To deselect a single highlighted item, press **Ctrl** and select the item.

Exhibit 12. Multiple Selection Example

Checkboxes

Checkboxes appear in the first column on the left side of many results lists/tables. Select the empty checkbox beside the appropriate item by clicking inside the box with your mouse until the check mark appears. A selected checkbox contains a check mark as seen in the example below where two records are selected. Select as many checkboxes as needed. To uncheck, select the box again. To select all or unselect all, select the checkbox at the top of the column (called out in red in the example below). Selecting the top checkbox selects all. Unselecting it, unselects all checkboxes.

To perform an action on records, first select one or more checkbox, and then click the desired command button, such as **View** or **Validate**.

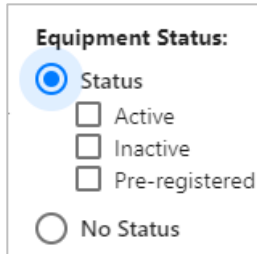
Exhibit 13. Selected Checkbox Examples

☐	Equipment Id	Pool Number	Equipment Group
☒	RAIL 27	0000000	BOXC
☒	RAIL 39	9930006	BOXC
☐	RAIL 46	0000000	BOXC
☐	RAIL 56	0000000	BOXC

Radio Buttons

Radio buttons are similar to checkboxes, except only one choice can be made. When a radio button is selected, a dot appears in the marked circle. Selecting one radio button unselects any other that may have been previously selected.

Exhibit 14. Radio Button Status Indicator Example



Equipment Status:

☒ Status

☐ Active

☐ Inactive

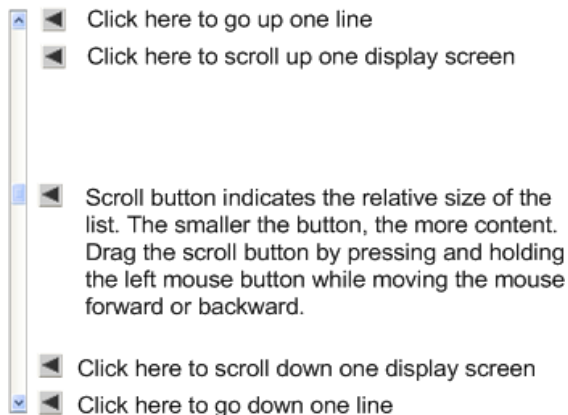
☐ Pre-registered

☐ No Status

Scroll Bars/Buttons

Many Railinc applications have scroll bars and buttons. Some pages may have multiple scroll bars (page scroll bars and list scroll bars). These can be very close, so make sure to navigate using the correct scroll bar.

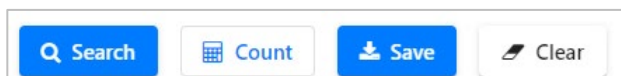
Exhibit 15. Scroll Bar/Button and Usage



Action Buttons

Use action buttons to execute an action or task on web pages. Action buttons are generally at the top and/or bottom of web pages. To complete an action, select the button with your mouse.

Exhibit 16. Action Buttons Example



Search Count Save Clear

The table below contains general descriptions of action buttons available in Railinc applications:

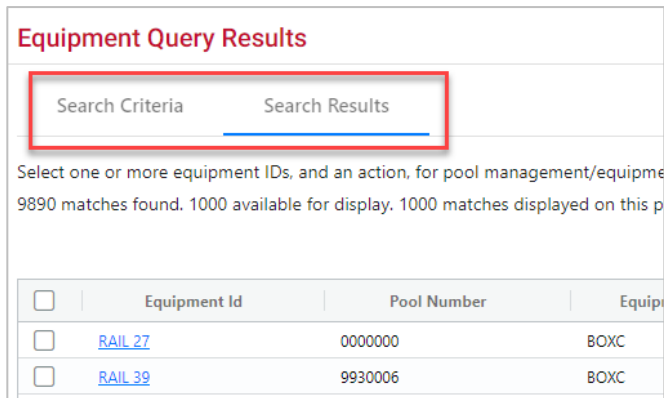
Exhibit 17. Action Button Descriptions

Name	Function
Cancel	Causes the system to discard any work performed on the current page. The system returns to the page representing the beginning of the current task or subtask.
Clear	Removes all entered values displayed on the current page.
Count	Determines the number of resulting records when performing a search.
Delete	Deletes the selected item.
Done	The system returns to the page representing the beginning of the current task or subtask.
Edit	Moves the user from a read only view to an editable view. Also used as a shortcut to allow a user to edit a particular item in a list.
Next / Previous	Moves a user forward or backward within the workflow. The Next button may save elements to a session instance when working in a wizard context, or a procedural workflow. Typically, the Next button is available in conjunction with the Previous button.
OK	Confirm or acknowledge an action.
Reset	The system refreshes currently displayed data. The system returns the page fields to their default value before any changes were made.
Search	The system searches for all data (e.g., transactions) matching specified search criteria. The Output Type field determines whether the system displays the search results in the browser or sends the results to a file in CSV format.
Save	The system saves the data on the current page. In general, the system allows the user to save non-transactional data (e.g., tickler configuration, access rights, etc.).
Submit	Sends a request to the system to process a transaction. The system performs validation as a preliminary step to the submit process. If validation errors are found, the submit function cannot continue and the data is not submitted. If no validation errors are found, the data is submitted.
Suspend	Allows the user to save the current task data to the company work area without applying the data to the system. The user can then return and resume that work at a later time.
Validate	The system validates all business and security rules for proposed changes. If validation succeeds, the system redisplay the current page with a Validation Succeeded message. If validation fails, the system displays the error(s), and asks how you wish to proceed. Validate does NOT save or submit the data to the system.

Workflow Tabs

Multiple-step workflows can be navigated with tabs to provide a logical, stepwise sequence of user activity that corresponds to a business process. Tabs allow users to toggle between related pages like **Search Criteria** and **Search Results** for consecutive searches in Umler as seen below. The tab with the blue line is currently active.

Exhibit 18. Workflow Tabs Example

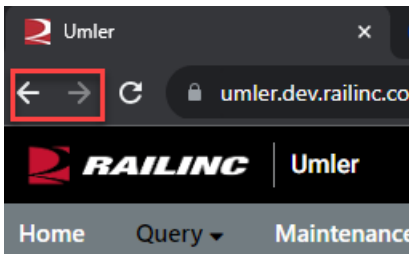


Back and Forward Buttons

The back and forward buttons in the browser toolbar can be used to move between pages when no navigation is provided. Use caution when trying to navigate back to previously viewed screens. Once a transaction has been submitted to the system, it is not possible to reverse or undo the transaction by using the back button.

Note: Railinc recommends that you not use the Back button, since it will not dynamically update a cached page.

Exhibit 19. Back and Forward Buttons



Icons

Icons are graphic images used to display conditions, status, or to invoke secondary searches.

Exhibit 20. Icons

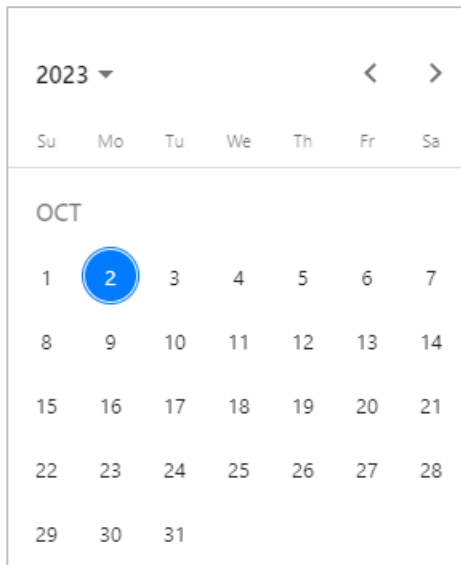
Icon	Description
Notifications	
	Used to emphasize an approval.
	Used to emphasize a warning.

	Used to emphasize an error.
	Used to emphasize a case where an unknown state exists.
	Used to indicate a neutral message or provide additional information.
Searches/Lookups	
	Use as a lookup search. For example, SPLC, Elements.
	Use to select dates from a calendar pop-up.
Line-Item Manipulation	
	Delete a line item.
	Export/download data on the screen to a file.
	Copy icon to repeat the entry/value to all remaining fields.

Calendar

Most Railinc calendars operate in the same way to select a date required in a date field. The default date is usually today. Using the calendar automates correct date formatting. Use the arrow < > buttons to move backward or forward by month. Use the year drop-down list to select the year. Once you have selected the appropriate date from the calendar, the date appears in the Date field.

Exhibit 21. Calendar Example



Tables

Most applications use tables to display complex lists after searches, or to organize data.

Exhibit 22. Table Example

Equipment Query Results

Search Criteria Search Results

Select one or more equipment IDs, and an action, for pool management/equipment management. You may also click an equipment ID to display it.
10016 matches found. 1000 available for display. 1000 matches displayed on this page.

AFMC Inspection ▼ ✓ Apply ✕ Clear Filters

☐	Equipment Id ↑	Pool Number	Equipment Group	Equipment Type Code	Mechanical Designation	Stenciled Mark Owner	Less
☐	RAIL 23064	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 23096	0000000	BOXC	B417	XM	RAIL	
☐	RAIL 23156	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 23304	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 23331	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 23656	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 23786	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 2394	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 24128	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 24183	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 24281	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 24305	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 2441	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 24525	0000000	BOXC	A432	XL	RAIL	
☐	RAIL 24563	0000000	BOXC	B634	XM	RAIL	
☐	RAIL 24856	0000000	BOXC	R510	RBL	RAIL	

- Tables longer than one screen have a scroll bar at the right. Tables that have additional columns to view will have a scroll bar at the bottom. Scroll to the right to view all the columns in a table.
- Selecting a column header (title) may provide sorting capabilities. Selecting the column header once is ascending order, represented by the arrow pointing up (pictured above next to the Equipment Id column). Selecting the column header twice is descending order, represented by the down arrow. Selecting the column header a third time removes the sort.
- Hovering over a column header displays the stack icon (pictured above). Select this icon to filter on the selected column.
- Links within the table structure open other pages or pop-ups with additional detailed information for the record item when selected. See [Links](#) for more information.

Application Interface Elements

This section describes the application-specific interface elements.

Menu

Once you have logged into the Launch Pad and selected the appropriate application, the menu ([Exhibit 6](#)) provides the functions and tasks of that application. These functions and tasks are described in user guides and videos specific to the application. Most Railinc user guides and other training materials are available by [products](#) and [resources](#) on the [Railinc.com](#) website. Some applications provide links to documentation within the application.

Not all menu options may be available to every role. Check with your company administrator for additional menu items.

Icons and Indicators

Each application may use application-specific icons which are shown and described in the application's user guide. Most Railinc user guides and other training materials are available by [products](#) and [resources](#) on the [Railinc.com](#) website.

Action Buttons

Each application may use some application-specific action buttons. These are generally described in the application's user guide. Most Railinc user guides and other training materials are available by [products](#) and [resources](#) on the [Railinc.com](#) website.

Mandatory Fields

Mandatory fields are required fields that must be entered to submit or save your work. Most mandatory fields have an asterisk (*) next to them or the field name appears in **red**. In some cases, fields may become mandatory dependent on the values of other fields. If all mandatory fields are not entered when you try to submit or save your work, the application will provide an error message with information about which fields need to be entered to successfully save or submit your work.