

How to Create a New Consist Message

Access

You need to be a **rail operator** user to be able to create train consist messages.

If you are a **terminal user**, then you will have read-only access to consists, created for your terminal.

	Create new consist	Modify existing consist	View consist (read only)
Rail operator users	YES	YES	YES
Terminal users	NO	NO	YES

Steps

The following steps will assist you in creating a new consist message to a container terminal.

- Step 1: Click "Create Consist" menu or button.
- Step 2: Enter Train and Trip details
- Step 3: Add Locomotive(s)
- Step 4: Add Wagons and Slots
- Step 4: Submit to terminal

Step 1: Click "Create Consist" menu or button.

If you are a rail operator user, you will see the "Create Consist" menu.

Step 2: Enter Train and Trip details

Enter the following details for the consist header.

Train Details

All train details are mandatory to create a consist.

1. Enter the Train Number or change it. You cannot enter a train number with a space, e.g, 8178 2 is not accepted.
2. Train Service Number is auto generated for you, however, you can change this value. The Train Service Number must be a unique number for the train. You cannot have the same Train Service Number for the same Train Number more than once.
3. Select the rail operator. This drop-down list is maintained by the 1-Stop Helpdesk. Please advise them if your organisation is not in this list

Trip Details

1. Select the origin and destinations from the drop down list.
The drop downs show the origin and destination locations configured for your company. If you need to add or change any location, please contact the [1-Stop Help desk](#) .
2. Select Schedule departure date or Actual departure date if you know them. One of the two fields is mandatory.
3. Select Schedule arrival date. This field is mandatory.

Press the **Save** button. This will create the Train Consist header record. You can now add locomotives, wagons and slots to the train. Train

consist status will be in **DRAFT** status.

Step 3: Add Locomotive(s)

Click "**Add Locomotive**" button and enter the locomotive details,

Locomotives are not mandatory to submit a train consist, however, if you know the locomotive details you should add them to help identify the train.

Locomotive number and class are mandatory fields if you add locomotives. All other fields are optional and enter the values if you know them. In future these details may become mandatory if the data is sent to rail authorities.

Click
to save the locomotive.

You can change the locomotives details by using Edit and Remove buttons.

Step 4: Add Wagons and Slots

Click "**Add Wagon**" button,

Wagons

- Wagon sequence number is generated by the application. It starts with one (1).
- Enter the **Wagon Number** and **Wagon Class**. Both are mandatory fields.
- If the **Wagon Class** data is found in our Wagon database, the screen will auto populate the **Length** and **Tare Weight** fields, otherwise you must enter the Wagon Length field.
- The new wagon will be added to our wagon database so next time you do not have to enter the length again.
- Gross weight, Tare weight or Rake are optional fields for Wagon. If you know them, you can enter the values. In future these details may become mandatory if the data is sent to rail authorities.
- Click
to save the wagon

Useful Tip: You can use CTRL+ENTER shortcut keys once you enter the wagon class and number to save the wagon data.

Slots

- When you save the wagon, the screen will auto create the first slot and your cursor will come to "Discharge At" drop down in the slot.
- Alternatively, you can click "Add Empty Slot" button as shown below.

- Select the terminal from the drop down where the container will be discharged at.
- Enter the container number and enter tab key.
- The following table describes fields in the slot level.

- **Slot #** - Is a sequence number that is auto generated on the screen.
- **Discharge At** - From the drop down select the container discharge location. If you do not see the discharge location, please advise the [1-Stop Help desk](#) team.

If a PRA found, and if the PRA has a different terminal to the one you selected, the Train Consist application will automatically change to the terminal in PRA and this becomes a read only field. You will see a warning message on the screen. If you believe that the discharge Terminal is incorrect then you must contact the PRA sender and have the PRA information corrected otherwise the container may not be removed from the train at the terminal.

- **Container #** - When you enter the container number, the Train Consist application will validate the following in this order:-
 1. Pattern of the container number
 2. PRA availability
 3. Vessel cut off dates

You will see warning messages if there are any validation errors.

- **Door Facing** - From the drop down select container door direction (door facing forward or aft). Please provide this information if it is for Patrick Port Botany terminal.

Train consist message without this information will be rejected by Patrick Port Botany Terminal .

- **Empty Container** - If an accepted PRA is found, then you can see F (Full) or E (Empty) values . This is a read-only field.
- **Container Size** - Wagon Slots are designed for 20 foot or 40 foot containers. You need to select the pin configuration for the wagon slot. Default value is 20. This is required to be specify even if the slot is empty.

If you change the size to 40, then the system automatically increase the next sequence number by one, e.g, the following screen shows slot 1 and 3 only. Slot 2 does not exist as the container size in slot 1 is 40 feet.

- **PRA Status** - This will show the status of the PRA in 1-Stop gateway. Values can be "NOT FOUND", "ACCEPTED" or "REJECTED". This is a read-only field.

If you see any status other than above, e.g, PENDING, SENT, OVERDUE, etc, that means the PRA has been submitted to the terminal and we have not received the response yet. Normally, terminals respond within 5-10 mins. You can click the refresh button (see below) to refresh the PRA status.

- **ISO Code** - If an accepted PRA is found, the value will be auto populated from PRA details. This is a read-only field.
- **Weight** - If an accepted PRA is found, this will show the gross weight of the container. This is a read-only field.

- Click icon to save your slot

Useful Tips:

- Instead of clicking the save button to save a wagon or slot, you can use **CNTRL+ENTER** buttons together (shortcut keys).
- Remember you can use the 'Show/Hide' the Train Details. This will provide you with more space on the Web Browser when you are entering Wagon Data

How to remove slots

- "Remove Slot" sub menu in the slots will perform two functions:-
 1. If you have a container in the slot, you can clear the slot to make it an empty slot by clicking "Remove Slot" sub menu.
 2. You can remove empty slots at the end of the wagon.
- For example, see the wagon below with 4 slots:-
 1. "Remove Slot" menu on slot #3, will clear the container on the slot.
 2. "Remove Slot" menu on slot #4 will remove the empty slot, as this is the last slot in the wagon and it is empty.
 3. You cannot remove the first two empty slots as there is a container in the 3rd slot. You will see an error message, "*Cannot remove the slot. First, clear the containers in all subsequent slots if you want to remove this slot*"

How to add an empty slot

- Do not fill Discharge at or Container number fields.
- Select the container size, if it is not 20. An Empty slot needs the container size as it will be used as the pin-config for the slot.
- Click icon to save the empty slot
- The Train Consist application saves the empty slot.

How to move Wagon(s) with the consist.

- You are required to re-sequence the wagons to ensure that the wagons are in the correct order.
- Click "**Change Order**" button under "**Add Wagon**" button.
- You will see all the wagons in the consist as shown below. Each box is a wagon and you can see the wagon sequence number on the top.
- You can select one or multiple wagons and move left or right using the arrow keys.
- Once you complete the move, press "Save" button so it will re-order the wagons in the consist.

Step 4: Submit to terminal

- The consist will be in **DRAFT** status until you submit the consist to the facility.
- Click '**Submit Consist**' menu in "Action" button, when you have finished entering all the data.
- This will create a Consist EDI message and send to your train destination facility(s).

