

How to...

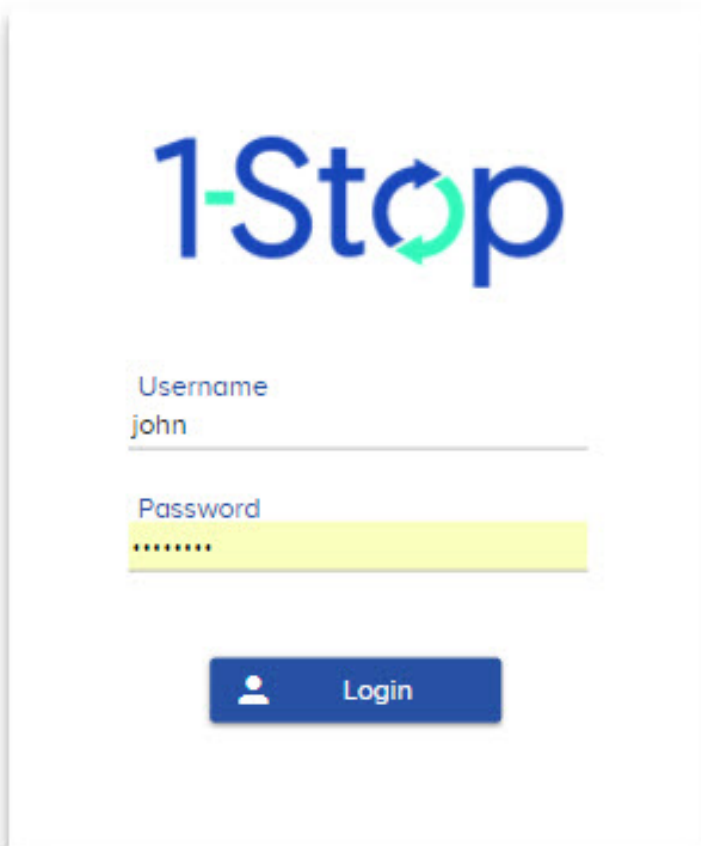
This section provides Instructions on how to use the Train Consist web screens.

Login and access

- Access Train Consist web application at <https://www.1-stop.biz/rail>
- Logon with your username & password provided by 1-Stop at registration.

Alternatively, you will be able to access the application from 1-Stop web site as well, after the pilot run of the new application.

Step 1: Logon with your username & password provided by 1-Stop at registration.

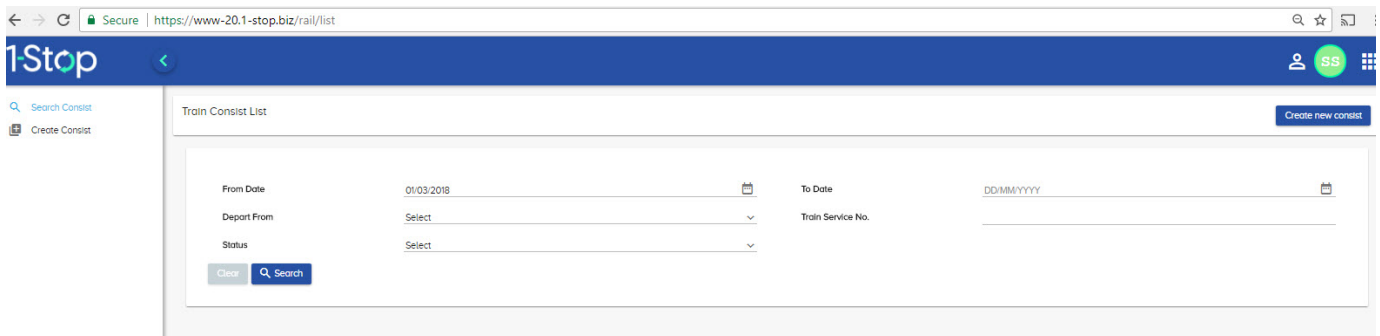


The image shows a login form for the 1-Stop application. At the top is the 1-Stop logo, where the 'o' in 'Stop' is a green circle with a white arrow. Below the logo are two input fields: 'Username' with the text 'john' and 'Password' with masked characters (seven dots). A blue button with a white user icon and the text 'Login' is centered below the fields.

Step 2: Select your company code. If your user account is configured to access data for multiple companies, you will see all of the companies in the list below.



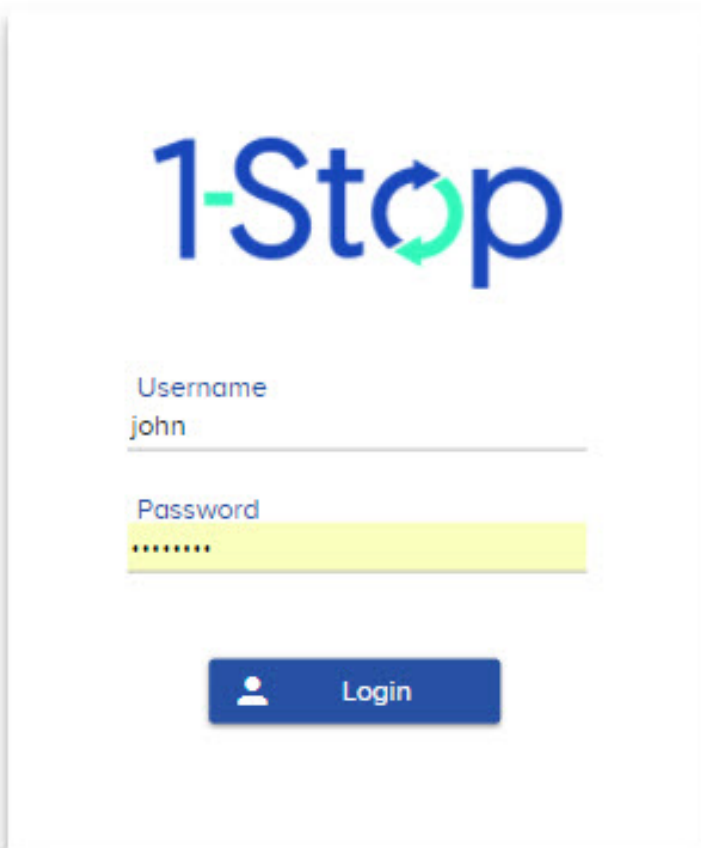
When you successfully login to the application, you will come to the following search screen.



Password Reset

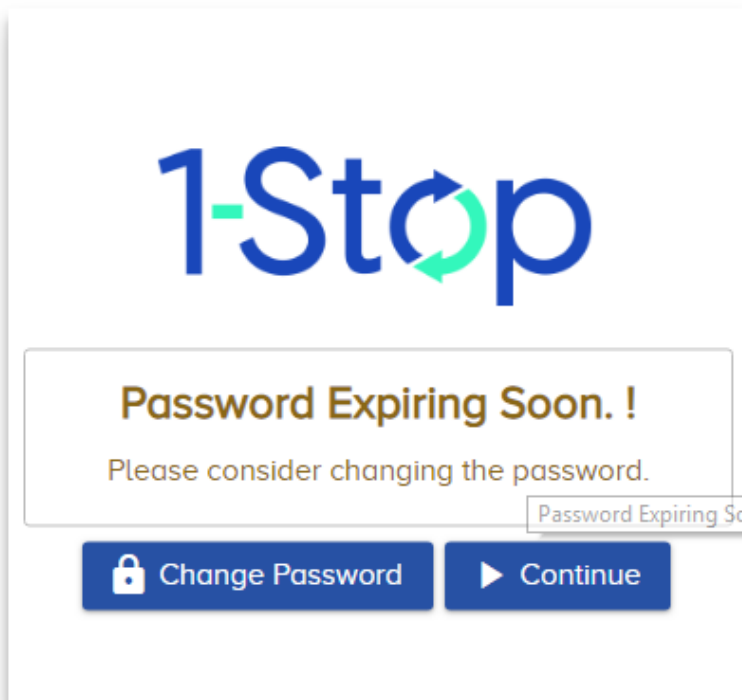
- For security reasons password expires every 2 months. The system will prompt you 5 days in advance to reset the password.
- Access Train Consist web application at <https://www.1-stop.biz/rail>

Step 1: Logon with your username & password .



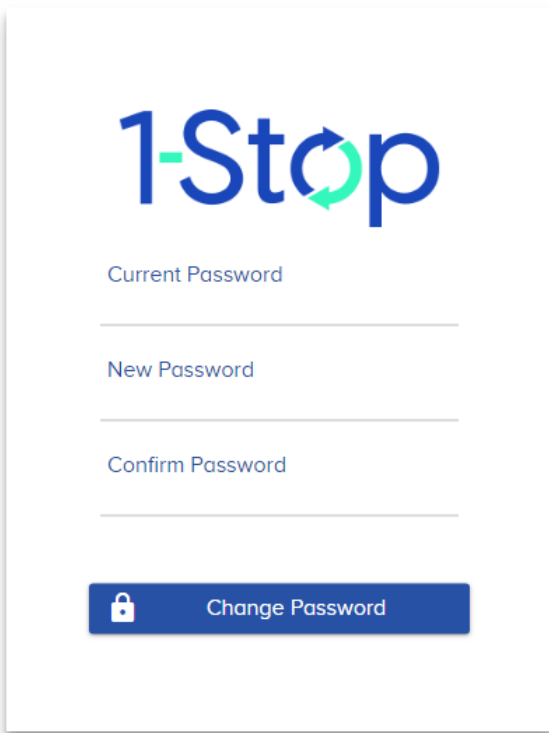
The image shows a login form for '1-Stop'. At the top is the '1-Stop' logo, where the 'o' is a green circle with a white arrow pointing clockwise. Below the logo are two input fields: 'Username' with the text 'john' and 'Password' with seven asterisks. A blue button with a white person icon and the text 'Login' is positioned below the password field.

Step 2: If your password is expiring in next 5 days a system prompt will be displayed. To change password, click "Change Password" button. If your password has already expired, you will be asked to reset password as shown in Step 3.



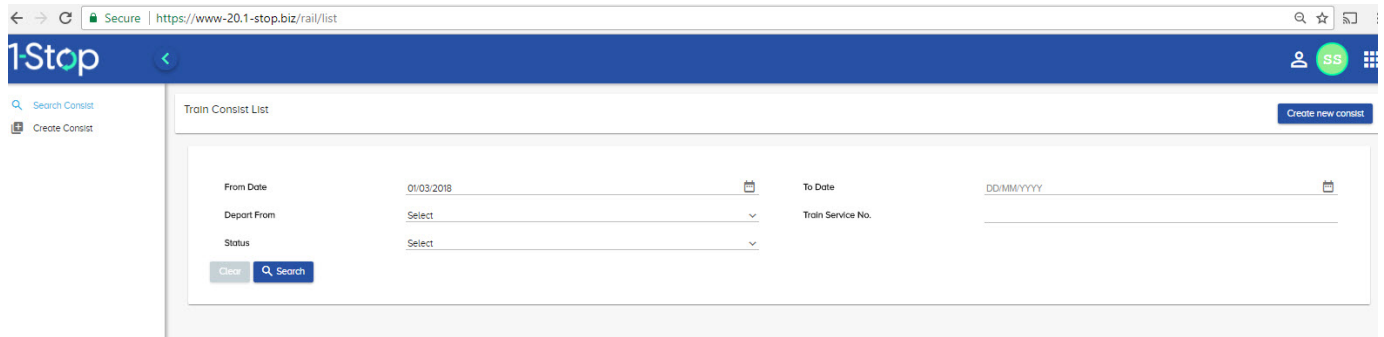
The image shows a password expiration prompt for '1-Stop'. At the top is the '1-Stop' logo. Below it is a white box with a brown border containing the text 'Password Expiring Soon. !' and 'Please consider changing the password.' Below this box are two blue buttons: 'Change Password' with a white lock icon and 'Continue' with a white play button icon. A tooltip with the text 'Password Expiring Soon. !' is positioned over the 'Continue' button.

Step 3: Reset the password by entering the current and desired new password.



The screenshot shows a web form for password reset. At the top is the '1-Stop' logo, where the '1' is blue and 'Stop' is blue with a green circular arrow around the 'o'. Below the logo are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom is a blue button with a white lock icon and the text 'Change Password'.

Step 4: Password change will be confirmed and you can now continue using the system.



The screenshot shows a web browser window with the URL 'https://www-20.1-stop.biz/rail/list'. The page has a blue header with the '1-Stop' logo and a user profile icon. Below the header is a search bar with 'Search Consist' and a 'Create Consist' button. The main content area is titled 'Train Consist List' and contains a search form with the following fields: 'From Date' (01/03/2018), 'To Date' (DDMMYYYY), 'Depart From' (Select), and 'Status' (Select). There is also a 'Train Service No.' field. At the bottom of the form are 'Clear' and 'Search' buttons.