

# How to Search, Copy, Replace and Cancel Train Consists

## Access

Terminal users and rail operator users have different access to the functionalities.

	Search	Replace	Cancel	Copy	Merge
Rail operator users	*Yes	No	No	No	No
Terminal users	Yes	Yes	Yes	Yes	Yes

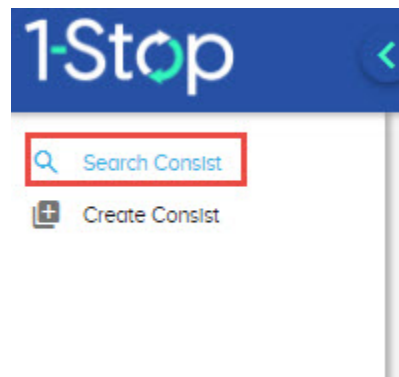
*\*Terminal users are able to search all the train consists for their terminal*

## Search train consist

- Step 1: Click search menu
- Step 2: Fill search criteria
- Step 3: View the full consist

### Step 1: Click search menu

To search your train consists, click **"Search Consist"** menu in the web application.



### Step 2: Fill search criteria

Enter any or all search criteria that you need to:

- Select **"Date from"** and **"Date to"** from the calendar. This is a mandatory field to search. Default to 1 week.
- Select **"Depart from"** from the drop down.
- Enter the **"Train service number"** if you know it.
- Select **"Status"** from the drop down.
  - **DRAFT** - Consist is created but not finalized and submitted to the terminal yet.
  - **SENT** - Consist created and submitted to the terminal
  - **PENDING** - Consist created and submitted, but not delivered to the terminal yet.

Click **"Search"** button.

ServiceNumber	Train Number	Facilities	Arrival Scheduled Date	Depart Actual Date	Status	
20180221128	1128	PATRICK NS PORT BOTANY	21/02/2018 11:28 am	20/02/2018 11:28 am	CANCELLED	
20180221115	1115	DP WORLD NS PORT BOTANY	21/02/2018 11:15 am	20/02/2018 11:15 am	CANCELLED	
20180221030	1030	DP WORLD NS PORT BOTANY	21/02/2018 10:30 am	20/02/2018 10:30 am	SENT	
201802201451	TrainNo1451	DP WORLD NS PORT BOTANY	20/02/2018 2:51 pm	13/02/2018 2:51 pm	DRAFT	
20180221009	1009	DP WORLD NS PORT BOTANY	21/02/2018 10:09 am	20/02/2018 10:09 am	DRAFT	
201802210940	0940	PATRICK NS PORT BOTANY DP WORLD NS PORT BOTANY	21/02/2018 9:40 am	14/02/2018 9:40 am	DRAFT	
201802201	2106	DP WORLD NS PORT BOTANY	20/02/2018 4:58 pm	13/02/2018 4:58 pm	CANCELLED	
020220184	8146	PATRICK NS PORT BOTANY DP WORLD NS PORT BOTANY HUTCHISON PORTS - PORT BOTANY	28/02/2018 4:32 pm	01/01/0001 11:00 am	DRAFT	
20180220	8146	DP WORLD NS PORT BOTANY	21/02/2018 1:45 pm	01/01/0001 11:00 am	SENT	
201802201404	TrainNo1404	DP WORLD NS PORT BOTANY	20/02/2018 2:04 pm	13/02/2018 2:04 pm	SENT	

Use the "Global filter" text box, if you want to further filter the search results.

### Step 3: View the full consist

Click on record in the search results to view the full consist.

- If the status is **DRAFT**, you can modify the consist and submit to the terminal.
- Otherwise, it will be only be read only

## Copy, Replace or Cancel Consist

As a rail operator you can perform the following functions. These functions will be explained further in the following sub sections

- **Copy a message** - to copy an existing consist message
- **Replace an existing message** - to replace an existing consist message
- **Cancel a message** - this will advise the terminal that the train is cancelled