



# THE BELT RAILWAY COMPANY OF CHICAGO

*Office of the Director, Agency and Customer Service*

## TRANSPORTATION - CLERICAL NOTICE

### #2017-C007

Effective 0001, September 29, 2017

**To: All Concerned, Transportation – Clerical Employees**

**Subject: Document Scanning Instructions**

Transportation-Clerical Notice 2017-C004 is cancelled and replaced with these instructions.

Processes related to Scanning of Work Orders and Time Slips are summarized in the following instructions.

Assistance with scanning issues or questions related to specific instructions in the document scanning process should be referred to the MIS Department.

Employees responsible for the handling of these documents must ensure they are handled in a timely manner, as outlined in the specific instructions for each document type that are included with the instructions for each document.

Time Slips are considered Federal Hours of Service Documentation, with potential civil liability to the Belt Railway Company of Chicago if handled improperly.

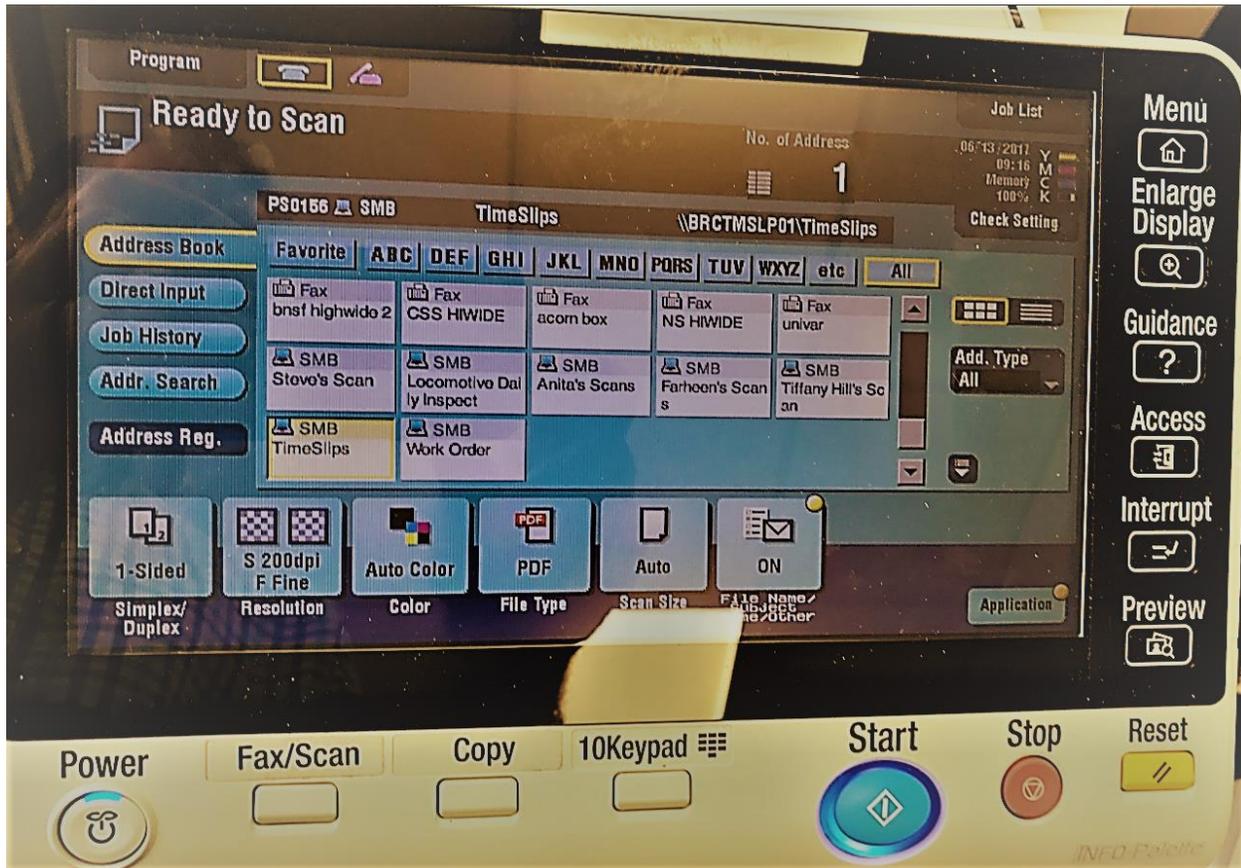
M. M. Martinez  
Director of Agency and Customer Service  
The Belt Railway Company of Chicago

Transportation - Clerical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001
2017	001, 003, 005, 007

# Work Order Scanning Instructions:

1. The Work Order is scanned into the program from any Belt Railway MFP by selecting the **Work Orders** button and then press **Start**.



2. Once scanned, DocuWare will recognize the document as a Work Order and a pdf will appear in the "**Time Slips – QC**" queue on the web-based application.

Docuware Steven Mazurski The Belt Railway Company of Chicago

Document trays Time Slips Lists

QC x Trouble Report QC

Time Slips - QC 6

Time Slips - Trouble Report QC 2

Type	Document Type	Assignment	Duty	Document Date	Crossing Dot	Street	Status	Job Code
	Time Slip						New	
	Work Order			04/11/2017			New	SCI2
	Time Slip	0630WH	HUMP	02/02/2017			New	
	Time Slip	0630WH	HUMP	02/02/2017			New	
	Time Slip	0630W11	HUMP	02/02/2017			New	
	Time Slip	0630WH	HUMP	02/01/2017			New	

3. Double-Click on the Document in the queue and the PDF will open on the right side of the screen.

Docuware Steven Mazurski The Belt Railway Company of Chicago

Document trays Time Slips Lists

QC x Trouble Report QC

Type	Document Type	Assignment	Duty	Document Date	Crossing Dot	Street	Status
	Work Order			04/11/2017			New
	Time Slip	0630WH	HUMP	02/02/2017			New
	Time Slip	0630WH	HUMP	02/02/2017			New
	Time Slip	0630W11	HUMP	02/02/2017			New
	Time Slip	0630WH	HUMP	02/01/2017			New

Tools

100%

Annotations

THE BELT RAILWAY CO OF CHICAGO  
FRA Reporting Requirement Print Document

Assignment On Duty Date/Time On Duty Location  
0630WH 02/02/2017 06:30 HUMP

EAST YARD 192-168-27

Craft	Number	Name	Prev Off	On Duty Date / Time	Release Date/Time	Final Off Date/Time	Hrs of Svc. on Duty	Tot Time on Duty
CT	6270	WALEN, DR	02:30	02/02/2017 06:30	02/02/2017 14:55	02/02/2017 14:55	08:25	08:25
RC	7748	KREFT, CD	01:50	02/02/2017 06:30	02/02/2017 14:55	02/02/2017 14:55	08:25	08:25
HP	7208	BARTZ, MJ	01:50	02/02/2017 06:30	02/02/2017 14:55	02/02/2017 14:55	08:25	08:25
R1	6818	STREJC, RG	01:50	02/02/2017 06:30	02/02/2017 14:55	02/02/2017 14:55	08:25	08:25

I CERTIFY THIS REPORT TO BE CORRECT

Signature *Cham* Occupation *Checker*

Signature *Alan (7748) / HC (Fam. no. 4220)* Occupation

Remarks *No limit allow (7748) / HC (Fam. no. 4220)*

Authorized By:

Place On Duty *WH* Date Location From Time From Location To Time

Place Off Duty *WH* Date Location From Time From Location To Time

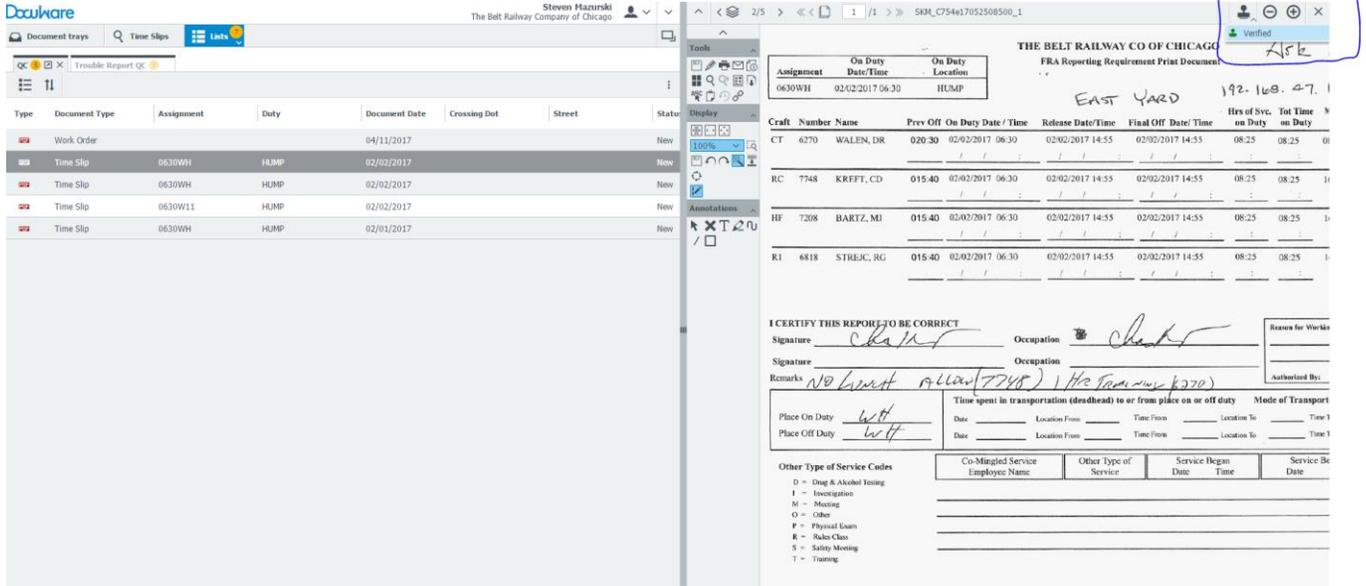
Time spent in transportation (deadhead) to or from place on or off duty

Other Type of Service Codes

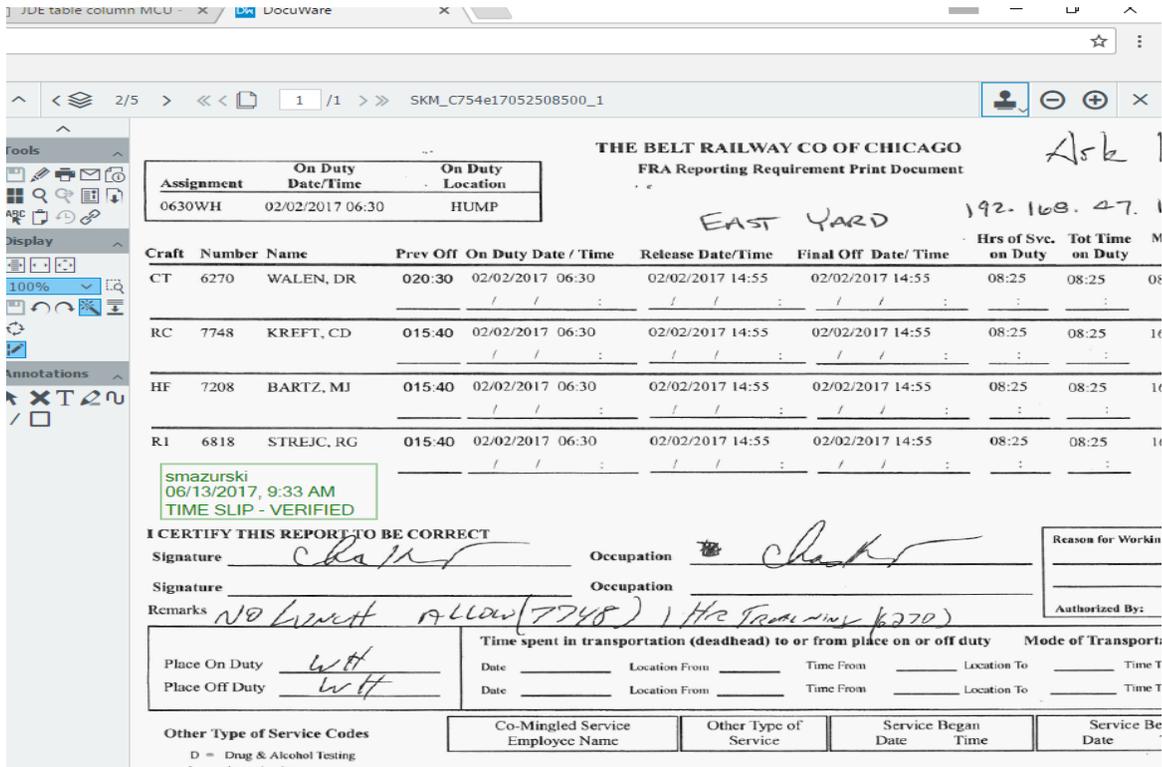
Co-Mingled Service Employee Name	Other Type of Service	Service Began Date	Service Began Time	Service B Date

D = Drug & Alcohol Testing  
I = Investigation  
M = Meeting  
O = Other  
P = Physical Exam  
R = Rules Class  
S = Safety Meeting  
T = Training

4. Once the document has been reviewed and you want to verify, click the icon in the top right of the screen and select "Verified".



5. Once you select the Verified option, a verified stamp will appear and you can drag the stamp wherever you want on the document and click once to save the stamp date and time and who verified it.



6. The status will change from ***New*** to ***Verified*** and the document will disappear from the queue. To search for the historical record of the document, click on the magnifying glass (**Located next to the List tab**) and select the **Standard Search Dialog**.

The screenshot shows a web application interface for searching time slips. At the top, there are tabs for 'Document trays', 'Time Slips', and 'Lists'. The 'Time Slips' tab is active, and a search icon is visible next to it. Below the tabs, there is a search bar with a magnifying glass icon and a 'Search' button. The search dialog is open, showing a form with various fields. The fields are: Document Type, Assignment, Craft (with a '+ Add a new entry' link), Duty, Document Date (with a calendar icon), Employee Number (with a '+ Add a new entry' link), Crossing Dot, Street, Job Code, Industry, Group, Status, Modification Date (with a calendar icon), Modification User, Store Date (with a calendar icon), Store User, and Fulltext. The 'Search' button is located in the top right corner of the dialog.

7. Enter the specific information needed to find the specific document you're looking for and click **Search**.

The screenshot shows the DocuWare interface for 'The Belt Railway Company of Chicago'. The user is Steven Mazurski. The search results are displayed in a table with the following columns: Type, Assignment, Duty, Document Date, Document Type, Crossing Dot, Street, and Job C. The results include a 'Trouble Report' from 05/04/2017, a 'Work Order' from 04/11/2017, and several 'Time Slip' entries from 02/01/2017 and 02/02/2017.

Type	Assignment	Duty	Document Date	Document Type	Crossing Dot	Street	Job C
				Trouble Report			
			05/04/2017	Trouble Report	843810V	63RD & KENTON	
			04/11/2017	Work Order			SCI2
	0630WH	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
	0630W11	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/01/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
	0700MR	CB	02/01/2017	Time Slip			
	1559XH	HUMP	02/01/2017	Time Slip			
	1430EH	HUMP	02/01/2017	Time Slip			
	0630WH	HUMP	02/01/2017	Time Slip			

8. The results will appear, and you can print or retain any pdf as needed.

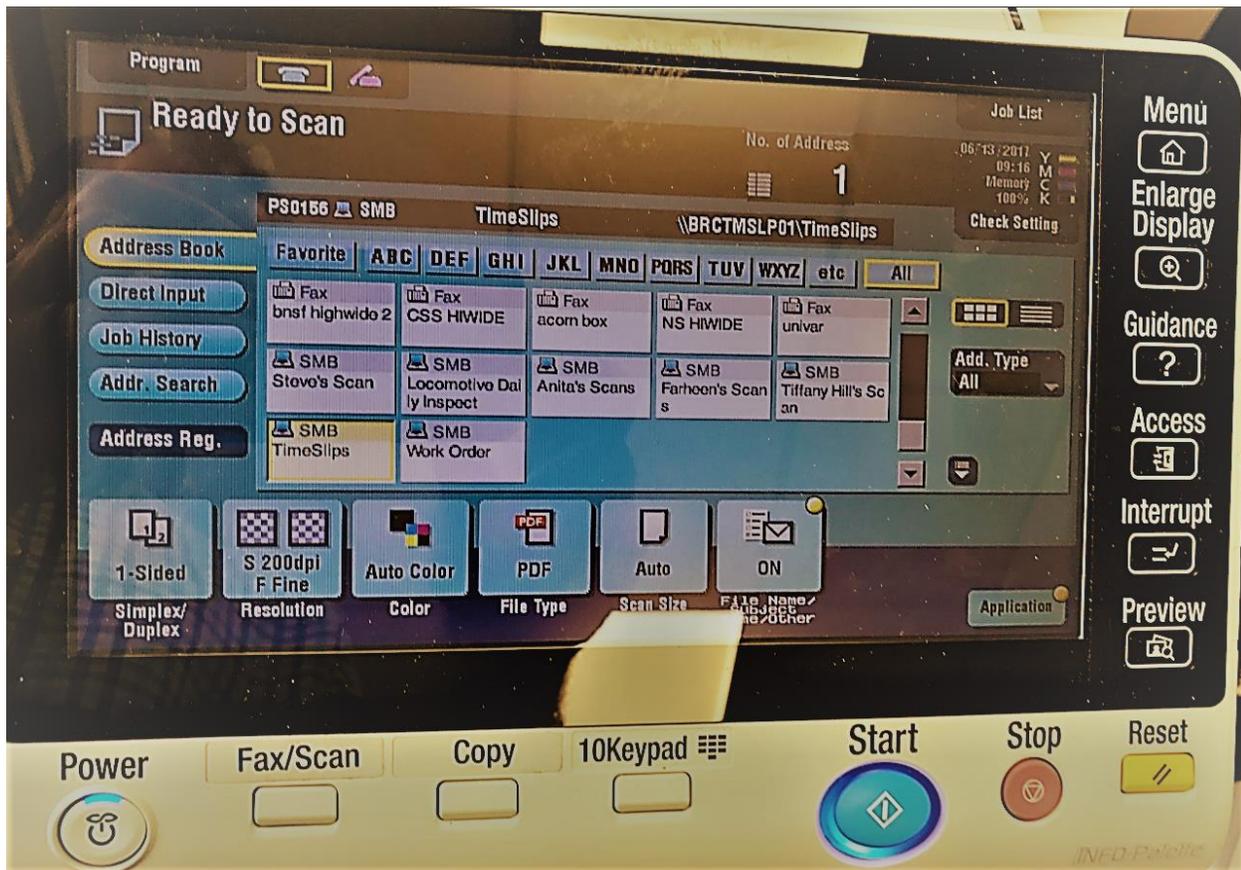
### Clerical Employee Responsibilities:

Work Orders are to be verified by the Crew Caller not less than twice per shift. It is the responsibility of the On-Duty Crew Caller to ensure that all Work Orders in the Queue have been approved before the end of their assigned work shift.

If items remain at the end of shift, any remaining items must be covered in a turnover discussion with the incoming crew caller, and resolved as soon as practicable, but prior to the end of the next shift.

# Time Slip Instructions:

1. The Time Slip is scanned into the program from any Belt Railway MFP by selecting the **Time Slips** button and then press **Start**.



2. Once scanned, DocuWare will recognize the document as a Time Slip and a pdf will appear in the "**Time Slips – QC**" queue on the web-based application.

Docuware Steven Mazurski The Belt Railway Company of Chicago

Document trays Time Slips Lists

QC x Trouble Report QC

Time Slips - QC 6

Time Slips - Trouble Report QC 2

Type	Document Type	Assignment	Duty	Document Date	Crossing Dot	Street	Status	Job Code
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	Time Slip	0630WH	HUMP	02/02/2017			New	
	Time Slip	0630WH	HUMP	02/02/2017			New	
	Time Slip	0630W11	HUMP	02/02/2017			New	
	Time Slip	0630WH	HUMP	02/01/2017			New	

3. Double-Click on the Document in the queue and the PDF will open on the right side of the screen.

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Document trays Time Slips Lists

QC x Trouble Report QC

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	Time Slip	0630W11	HUMP	02/02/2017			New
	Time Slip	0630WH	HUMP	02/01/2017			New

Tools

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Annotations

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FRA Reporting Requirement Print Document

Assignment On Duty Date/Time On Duty Location  
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EAST YARD 192-168-27

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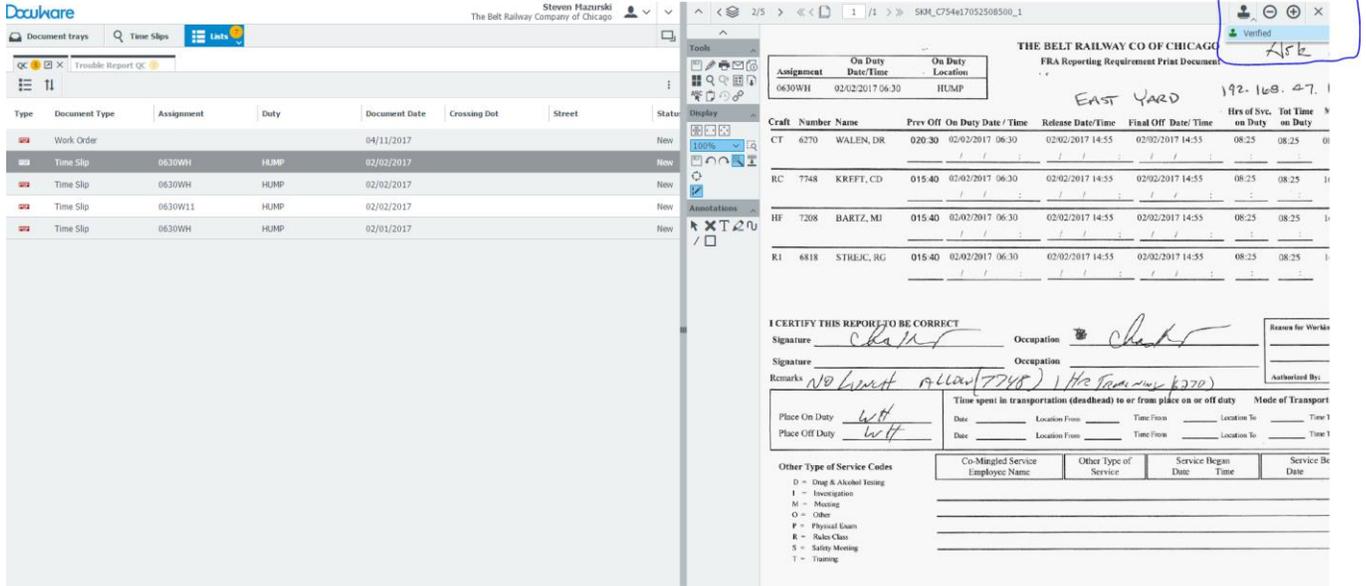
Place On Duty *WH* Date Location From Time From Location To Time  
Place Off Duty *WH* Date Location From Time From Location To Time

Other Type of Service Codes

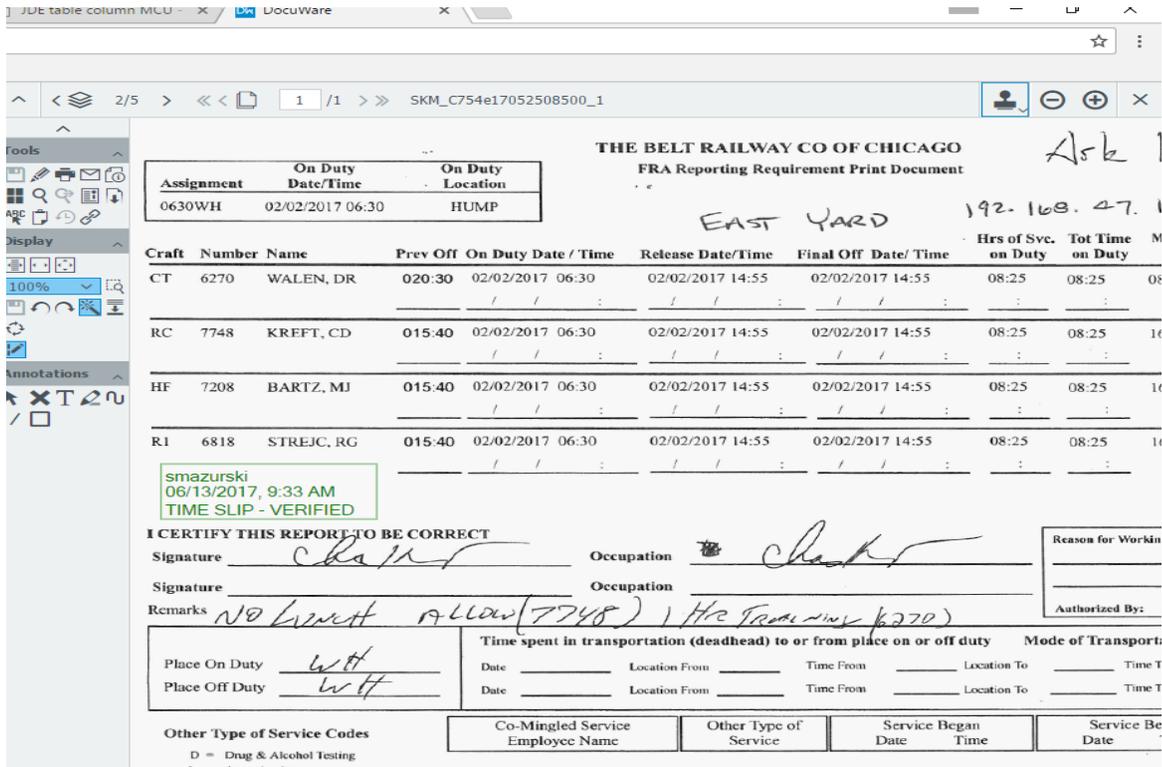
Co-Mingled Service Employee Name	Other Type of Service	Service Began Date	Service Began Time	Service B Date

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The screenshot shows a software interface for searching time slips. The main window is titled 'Document trays' and has a 'Time Slips' tab selected. A search dialog is open, titled 'Time Slips - Standard Search Dialog'. The dialog has a 'Reset' button on the left and a 'Search' button on the right. The search criteria are listed on the left side of the dialog, each with a dropdown arrow or a plus icon for adding new entries. The criteria include: Document Type, Assignment, Craft (with 'Add a new entry' and a plus icon), Duty, Document Date (with calendar icons), Employee Number (with 'Add a new entry' and a plus icon), Crossing Dot, Street, Job Code, Industry, Group, Status, Modification Date (with calendar icons), Modification User, Store Date (with calendar icons), Store User, and Fulltext. A 'Recent searches' dropdown is located at the top of the search area.

7. Enter the specific information needed to find the specific document you're looking for and click **Search**.

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			04/11/2017	Work Order			SC12
	0630WH	HUMP	02/02/2017	Time Slip			
	0630WH	HUMP	02/02/2017	Time Slip			
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