

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:

Year of Issuance	<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.**

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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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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.

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

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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. If it 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.**

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