Quick Start Guide :

Adding a car to the **Operations** roster

This step-by-step guide should be used to enter cars into the **Operations** database. As cars are the fundamental basis of **Operations**, the user should learn how to effectively, and quickly, add cars to the roster. It should be noted that the **Add Car** window has several additional "Edit" buttons that can alter the cars different attributes. These are addressed on page 2 and can be managed per the user's preference.

Step-by-step "How-To":

1. If not open already, open **PanelPro**.
2. From the main menu, select "**Operations**--->**Cars**".
3. At the bottom left, click on "Add".
    a. This should open the "Add Car" window.
    b. Using the drop-menu, choose a reporting mark for the car.
        i. If a RR's report mark is not listed, use the "Edit" button to add it. (see page 2 for "Edit" step-by-step instructions)
    c. Enter the car's number in the fill-in box labeled "Road Number".
    d. Under "Type", use the drop-menu to choose the car's type. (there are many types listed, best to choose the closest to the intended use for the car.)
        i. If the type desired is not listed, use the "Edit" button to add it. (see page 2 for "Edit" step-by-step instructions)
    e. Choose scale length. (but don't include the couplers and if a length is not listed, use the "Edit" button to add it. See Note* below).

Cars may be entered without an initial location, then "Set" later to a desired location. However, it is suggested to skip step (f.) below until after entering at least one location into the **Locations** window of the **Operations** menu.

    f. Use the drop-menu to select a location (and track if shown).
    g. Weight can be entered manually or check the box labeled "Auto".
    h. Choose a color for the car.
        i. If the color is not listed, add it using the "Edit" button. (see page 2 for "Edit" step-by-step instructions) < Hint: color can also be abbrev.>
    i. Select the load type from the drop-menu list. (the default "E" or "L" can be edited later if custom loads become desired)
    j. Click on "Add Car". If more identical cars (with new numbers) are to be added, simply change the number in the fill-box and click "Add Car" again.
4. Close the **Add Car** window.
5. Close the **Cars** window or click on "Add" to enter another car or type of car.
6. Close **PanelPro**, or continue to develop other **Operations** sections.

Upon completion of this task, the user should be able to call up the **Cars** window from the **Operations** menu and see the list of cars so methodically entered above. As the user's experience with the program grows, this guide can be referenced repeatedly to add/change info about any item of a car. If updating a car's info using this guide, click on "Save" rather than "Add Car" after making the changes.

*Note: The program will automatically add 4 feet to every car to account for the coupler length. This is important when setting the length of any track, as the user must count the extra coupler length for calculation of total length.

Quick Start Guide :

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(continued)

This section covers the "Edit" feature referred to by some of the steps above, including editing the load type, which requires a slightly different process (see the 2nd guide below). This is not the same as entering info about the car.   This applies to editing the default attributes themselves (E.g. adding a car-type not found in the list, like "Chipgon" or replacing a color, like "Tuscan" with "Tan").

Step-by-step "How-To": Editing the default choices of a car's attribute

1. While in the **Add Car** window, click "Edit" for any attribute (except "***Load***").
   a. Fill in the name for the new road, type, length, or color.
   b. Click "Add" and the new name will now be listed in the drop-menu.
      i. Click "Yes" two times, and close the "Modify…" windows. (see Note**)
   c. To delete an existing name, select it from the drop-menu and click "Delete".
   d. To replace an existing name, type the new name in the fill-in box, then select the old name from the drop-menu and click "Replace". Click "Yes" to confirm.
   e. Close the "Edit" window.
2. Continue to edit other attributes or Close the **Add Car** window.

If editing a car's specific attribute (i.e. road, type, length, color) at a later time, the **Add Car** window referred to in Step 1 above will read "**Edit Car**" instead.

Step-by-step "How-To": Editing a car's "Load" type (for use with custom loads)

1. While in the **Add Car** window, click the "Edit" button for *"**Load**"* (note: this will add a new load *only* to the specific *car-type* being edited).
   a. Fill in the name for the new load type (a custom load).
   b. Click "Add" and the new load will now be listed in the drop-menu.
   c. To delete an existing load, select it from the drop-menu and click "Delete".
   d. To replace an existing load, type the new load in the fill-in box, then select the old load from the drop-menu and click "Replace". Click "Yes" to confirm.
   e. If adding a custom Empty (as may be desired), be sure to select "Empty" from the drop-menu under **Load Type**.
   f. If preferred, decide the **Priority** for the load.
   g. Click "save" and close the edit window, or repeat this task to add more loads.
2. Close the **Add Car** window.

** When adding a new car-type, the program will prompt the user to update the locations/tracks and the trains that might use the new car type. The "Modify Locations by Car Type" window will ask which locations/tracks should allow the new car-type. And the "Modify Trains by Car Type" window will ask which trains should service the new car-type. These windows will only have choices listed if Locations and/or Trains have been previously created.

All these quick-start guides are intended for use with OpsPro, a stand-alone app accessed from within PanelPro. No other PanelPro functions need be used if so preferred.