

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI - RAIL TRACKING PROCEDURE FOR CSX RAIL CARS	Page : 1 of 2	Date : Revision : 05/25/04
Author: Katherine C. Smith	ADM-PROC-CSR-RAILT	

GCI - RAIL TRACKING PROCEDURE FOR CSX RAIL CARS

RAIL CARS WILL GENERALLY BE TRACED DAILY WHEN THEY ARE MOVING FROM ONE LOCATION TO ANOTHER.

1. INTERNET EXPLORER
2. CLICK
3. LINKS (Welcome to CSX)
4. CLICK
5. ENTER PASSWORD (different for each CSR (Debbie's is: sassy815 or sassy417)
6. GO
7. RAIL TRACING (CLICK)
8. KEY IN RC NUMBER (ACFX74100)
9. TRACE EQUIPMENT (CLICK)
10. FILE
11. PRINT (NUMBER OF COPIES)
12. BASICS
13. CLICK (LANDSCAPE)
14. PRINT
15. TO TRACE MORE CARS CLICK (RAILCAR TRACKING)
16. REPEAT STEPS 8 - 14
17. WHEN FINISHED PRINTING
18. Click (logout)
19. FILE, CLOSE, FILE, CLOSE

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Debbie Souderes	CSR Team Leader		
2	Donna Moody	CSR		
3	Pam Moser	CSR		
4	Julia Green	AP/AR Clerk		
5	Dean Castaldo	Tech Support		
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