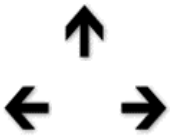
Car Cards Table of Contents

Albion Software



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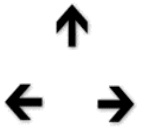
Introduction



Welcome to Ship It! Car Cards. This program can help you in producing car cards, waybills, Form 19's, Form 31's, and switchlists for your model railroad. Without getting into the complexity of computer-generated traffic, this program enables you to utilize your computer and printer to produce some of the nicest-looking railroad paperwork around. The switchlists and Form 19's are based on prototypical samples from a variety of railroads. Ship It! Car Cards gives you the ability to change fonts, add graphical logos, print in color, and design operations the way you want, all at a low cost.

Key Features

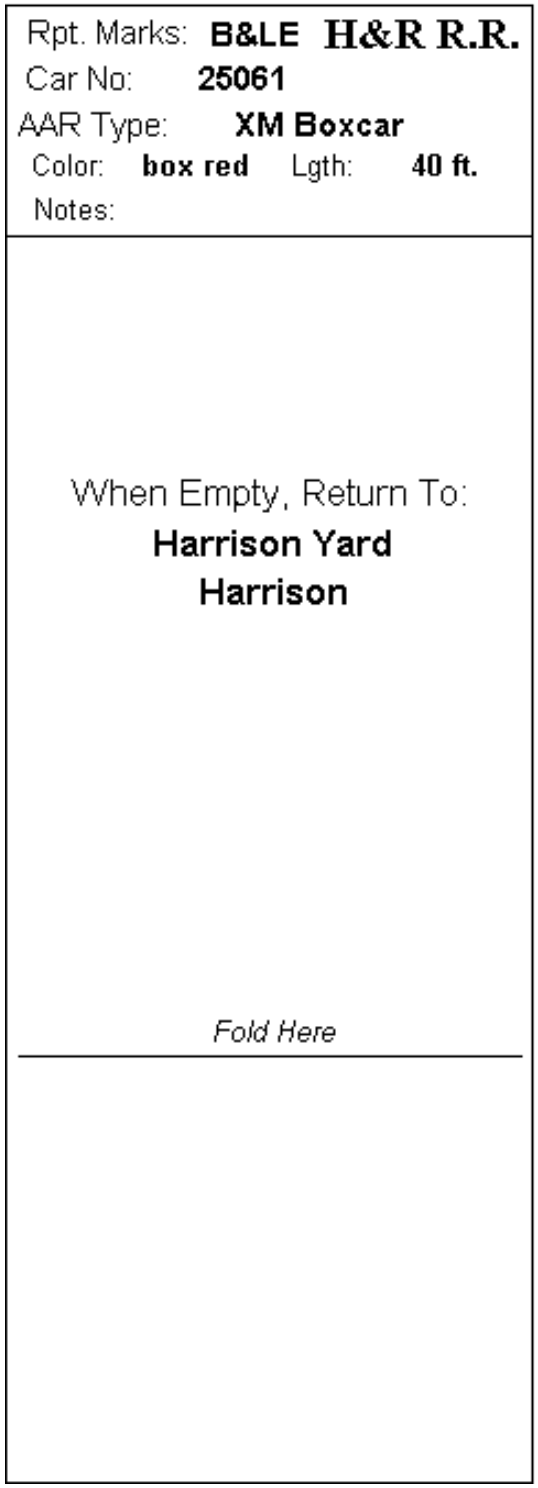
- Create car cards and waybills in two different formats - 2" x 4" vertical and 3"x 5" horizontal.
- Create both 2 position and 4 position waybills.
- Fit much more information per car car card / waybill than on manual systems.
- Include information such as car length, color, and notes on the car cards. Makes it easy to find those cars!
- With a color printer, print your cards in color.
- Print on any paper desired.
- Include town, industry, lading, routing information, and 3 lines of instructions on your waybills.
- Customize nearly every piece of text printed out by the program (font, font style, size, even color!)
- Output the waybill information to prototypical-looking switchlists.
- Within the switchlists, train blocking (even takes into account siding direction and turns.)
- Create prototypical-looking train orders - Form 19's and Form 31's.
- Train orders are stored in a database for easy retrieval, editing, and re-use.
- Database compatible with Ship It! Upgrade later to computer-generated traffic (and keep your data!)
- Database compatible with Railbase Professional - our inventory program.
- Ship It! users can output computer generated traffic into the Car Cards waybill and switchlist databases.

Overview

Ship It! Car Cards prints out three main types of model railroad paperwork.
1. Car cards and waybills, which are used to tell you where cars should be picked up and dropped off on your layout. There is one car card for every car, and one waybill for every car card. The waybill fits into a pocket on the car card or is attached to it with a paperclip
2. Switchlists, which are lists of pickups and setouts (car moves) associated with each train.
3. Train Orders, called Form 19's or Form 31's. On a model railroad, these orders are used to supercede existing timetables, or schedule all meets and passes (in the absence of a timetable). They can also be used to issue special orders, such as running "Extras", or to issue speed restrictions on hazardous trackage.

Car Cards

You will create one car card for every car, and this will contain information such as: AAR code, reporting marks, and car number. Optionally you can add information such as car length, color, and notes to help you identify the car (an important issue in large yards!) Cards can be created in two different sizes: 2"x4" vertical and 3"x5" (index card size) horizontal. Either size can be printed from the database once the data has been entered.



2" x 4" Vertical Car Card

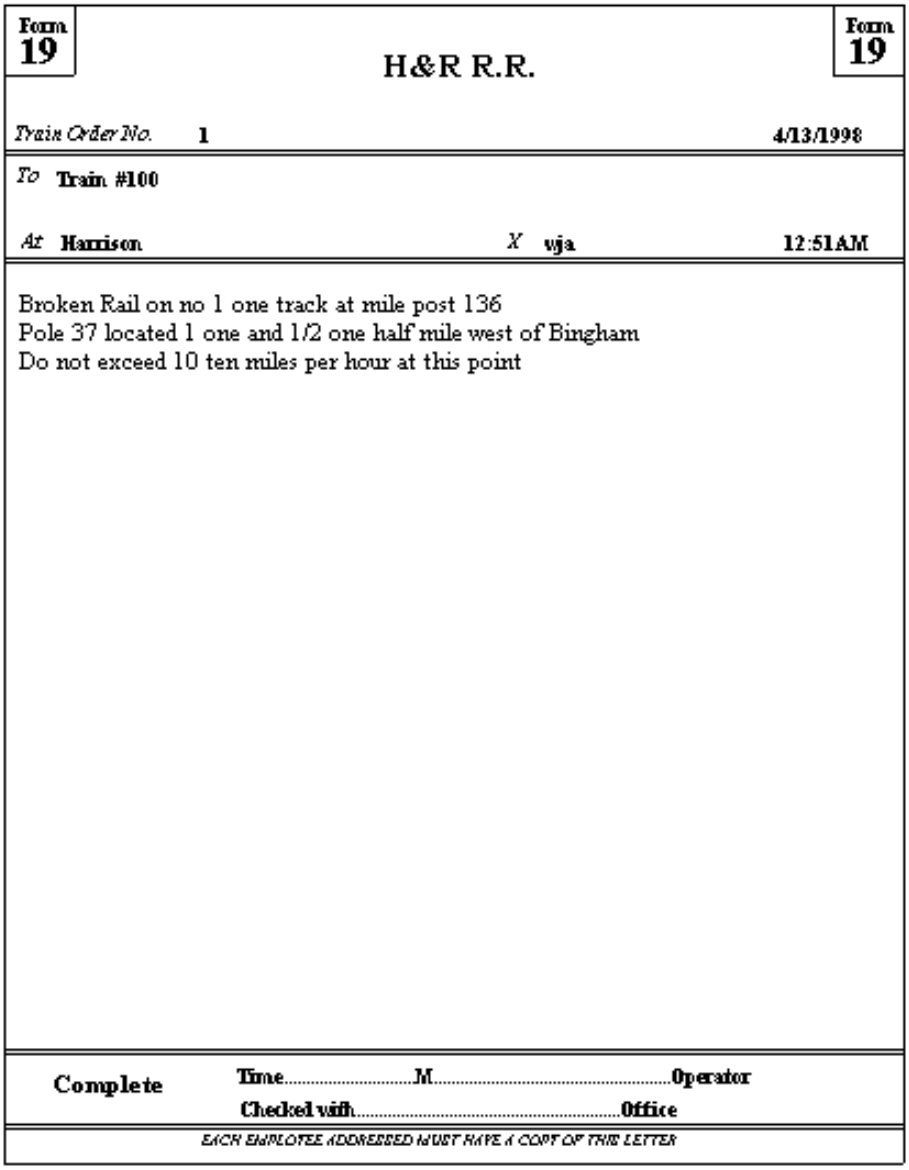
Waybills

You will create one waybill for every car card. This slips into a pocket or attaches to the car card with a paperclip. Minimum information included in the cards are towns and industries for the origin and destination. Lading is optional, but recommended, as it gives a purpose to the car movement. Routing information and three lines of instructions are also available to be filled out. Here you can add information such as the route a car must take, interchanges where the car must be dropped off at, hazardous material identification, and train type designation (restricting the car to pickup by certain types of trains.) There are 2 sizes of waybills to fit the two types of car cards above; either can be printed out once data has been entered. In addition, on the 3"x5" card, you can choose from either 2 or 4 position waybills. This means that there are either 2 or 4 car moves per waybill. The waybills are rotated and flipped over, from positions 1 thru 4, to indicate the next move for the car.

Train Orders

Train orders are used to supercede or supplement the normal train timetable (schedule). If some trains are running late, the dispatcher can issue train orders that alter the times of the meets and passes to take place. In this case, the timetable has been superceded (over-ridden). Extra trains ("Extras") are run via train order. In this case, the timetable has been supplemented (a train has been added.) On some model railroads, all trains are run as "Extras", and meets and passes are scheduled via train orders, instead of timetables. In this case, the train orders function as the timetable. This way, fast clocks are not required. Train orders can also be used to issue special orders, such as speed restrictions on damaged track.

Form 19's and Form 31's are both train orders. The Form 31 is no longer used on today's railroads. When a Form 31 was issued, the train had to stop to receive the order and the train crew had to sign the forms (this was because the form 31 was used to restrict the movement of superior trains (a serious matter.) Form 19's could be delivered on the fly. Form 19's were printed on green tissue paper and were called flimsies. Form 31's were printed on yellow tissue paper. The tissue paper was easier to create duplicates with using carbon paper.



Form 19

H&R R.R.

Form 19

Train Order No. 1 4/13/1998

To Train #100

At Harrison *X* wja 12:51AM

Broken Rail on no 1 one track at mile post 136
Pole 37 located 1 one and 1/2 one half mile west of Bingham
Do not exceed 10 ten miles per hour at this point

Complete Time.....M.....Operator
Checked with.....Office

EACH EMPLOYEE ADDRESSED MUST HAVE A COPY OF THIS LETTER

Form 19 Train Order

Switchlists

Switchlists are lists of cars to be switched. The format included in Ship It! Car Cards is a composite of prototype switchlists. The size is 4" x 11" (two are printed to a page.) They contain the same basic information as the waybills and car cards (car information such as AAR code, reporting marks, car number; "from" and "to" industries and towns, plus lading), with one added advantage: each train has its own switchlist. With one piece of paper, an operator can switch a single train's schedule. Using Ship It! Car Cards, you can create and use both switchlists and car cards if you wish to.

H&R R.R.

Switchlist

100 Thurston Daily

General Freight

Road	Number	AAR	Lading	From	To
B&O	233507	HD	Empty	TH/Foley's Coa	TH/Newman Mine
B&O	267104	XM	Flour	TH/Miller's Gr	HA/Harrison Ya
B&LE	25061	XM	Supplies	HA/Harrison Ya	HA/Harrison Ba
URR	1847	HD	Coal	TH/Newman Mine	TH/Foley's Coa
B&LE	32468	XM	Grain	HA/Harrison Ya	TH/Miller's Gr
URR	1953	HD	Coal	TH/Newman Mine	HA/Harrison Ya
PRR	60111	XM	Flour	TH/Miller's Gr	HA/Harrison Ya
CN	500899	XM	Baked Good	HA/Harrison Ba	HA/Harrison Ya
P&WV	2238	HD	Empty	HA/Harrison Ya	TH/Newman Mine

Switchlist

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2 - A Database Explained

Albion Software

Introduction

Ship It! Car Cards is a database application. Ship It! Car Cards needs to know a lot about the towns, industries, and cars on your layout. In fact, Ship It! Car Cards will force you to define things on your layout you haven't wrestled with yet. Hopefully you will find your layout coming alive, and in the process enjoy it a whole lot more. After all, designing, modeling, and detailing a layout is so much work a lot of us ignore the operating aspect of it. Ship It! Car Cards provides you with a framework to design your layout operations around. This framework is the database within Ship It! Car Cards.

A database (don't let these computer terms fool you) is nothing more than a collection of highly organized information. An empty database is like an empty library - there's lots of shelves, all organized and numbered by a system (the dewey-decimal), just waiting to be filled with books. Ship It Car Cards' database, likewise is organized by a system (the one programmed inside it), and likewise is empty, except for some AAR types already input.

The database within Ship It! Car Cards is a collection of related files or files. There is a file for rolling stock information, towns, industries, products, etc. Within each file however, there are many groups of information called records. For example, in the industries file there will be (after you've typed in the data) a record for each industry. Within each industry record, there will be detailed information such as name, capacity, town, etc. These pieces of information are called fields. It is good to understand this because you will be entering a lot of information into Ship It! Car Cards. However if you are one of those folks saying just now, "Don't give me any of this computer bull, I'm computer illiterate.", don't worry - you'll be able to enter information into the database without understanding the nuts and bolts of it.

	Name Field	Town Field	Capacity Field	Type Field, etc.
Record 1	Millers Granary	Thurston	3	Industry
Record 2	Harrison	Harrison	20	Yard
Record 3	Harrison Bakery	Harrison	3	Industry
Etc.				

3 - Browse and Update Windows

Albion Software

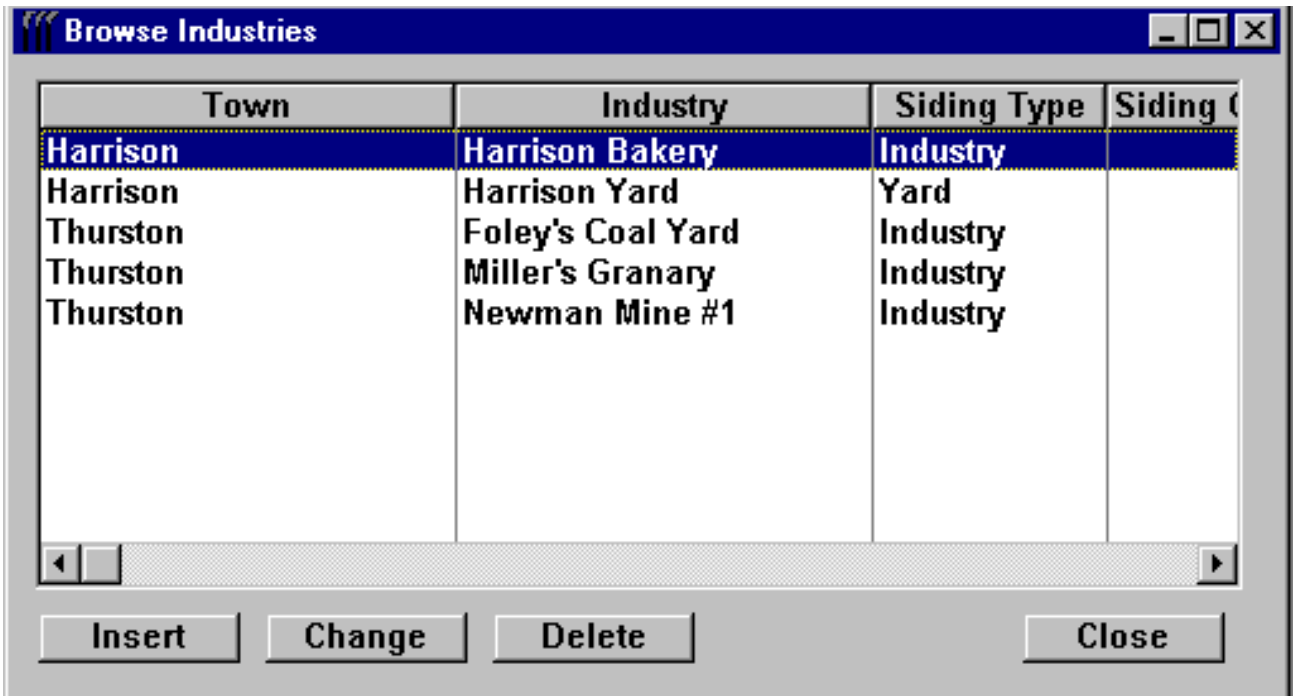
You will be using two main types of windows for entering all the information about your pike - the browse window and the update window.

What Is A Browse Window?

The first picture below shows a typical browse window. A browse window contains a scrolling area that allows you to "browse" through the records of your database. Compare the file from chapter 2 with this browse window. Notice the similarity in information. The browse window is simply a view into your database; with it you can examine all the information you have entered so far. The browse window is also where you insert, change, and delete records within your database.

Tip:

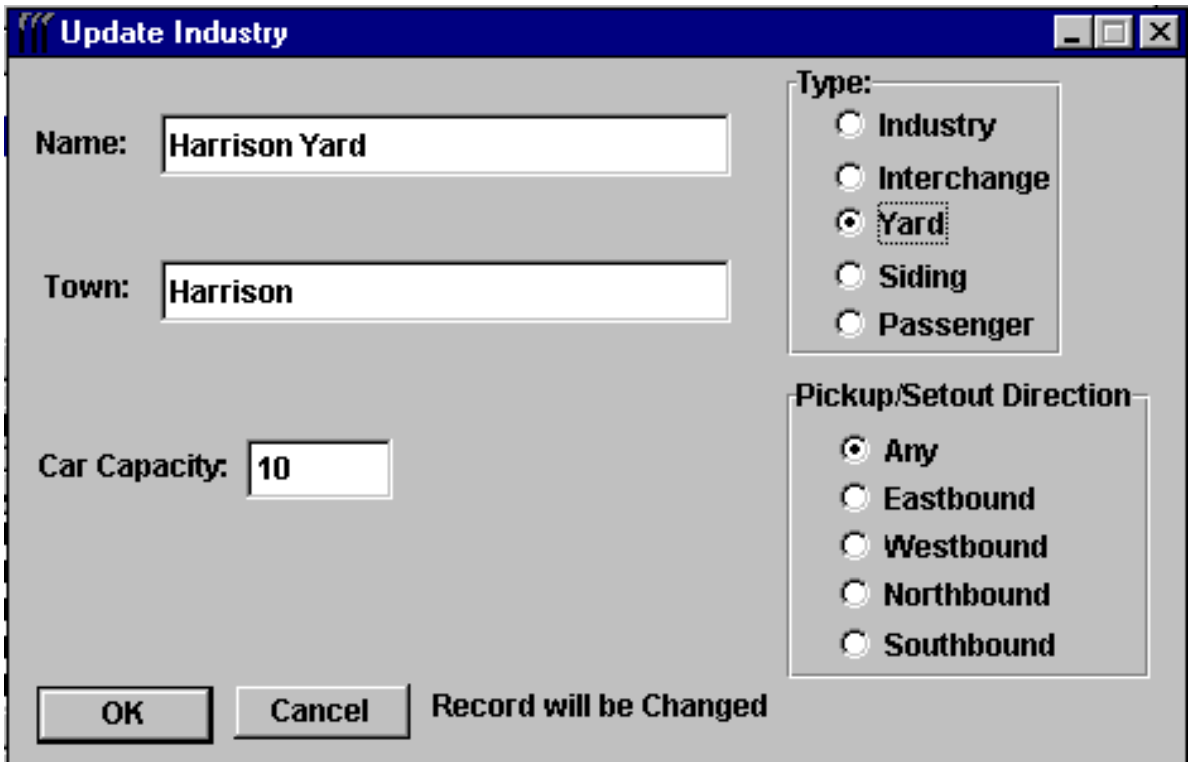
To quickly locate the record you wish to view, press the letter of the first word in the leftmost column. For example, in the screen below you would press the letter "H" if you wanted the highlight bar to jump directly to the record for "Harrison Bakery". This us useful if the data you want to view has scrolled off the screen.



Browse Window

What Is An Update Window?

The next picture shows a typical update window. An update window contains entry fields and/or other window controls such as spin boxes or radio buttons. The purpose of the update window is to allow you to enter or change information in your database records. When you press the insert button on the browse window, a blank update window will appear and wait for you to enter information. If there is a record highlighted in the browse window and you press the change button (on the browse window), the update window will also appear, but this time it will be filled in with the current information for that record. This allows you to change that information.



Update Window

Building Your Layouts Database

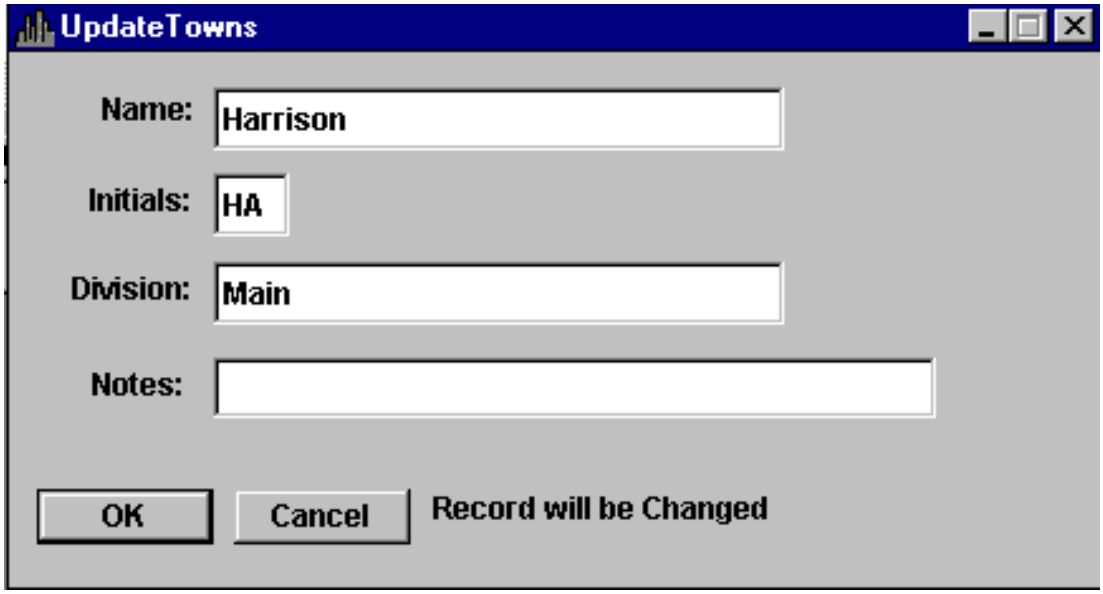
There are many types of information that need to be entered into Ship It! Following is a list of all the files (each has a browse window) of information in Ship It! Car Cards. This list is in order of beginner entry. Because files often build upon information in preceding files, it is easier for beginners to enter data in this order.

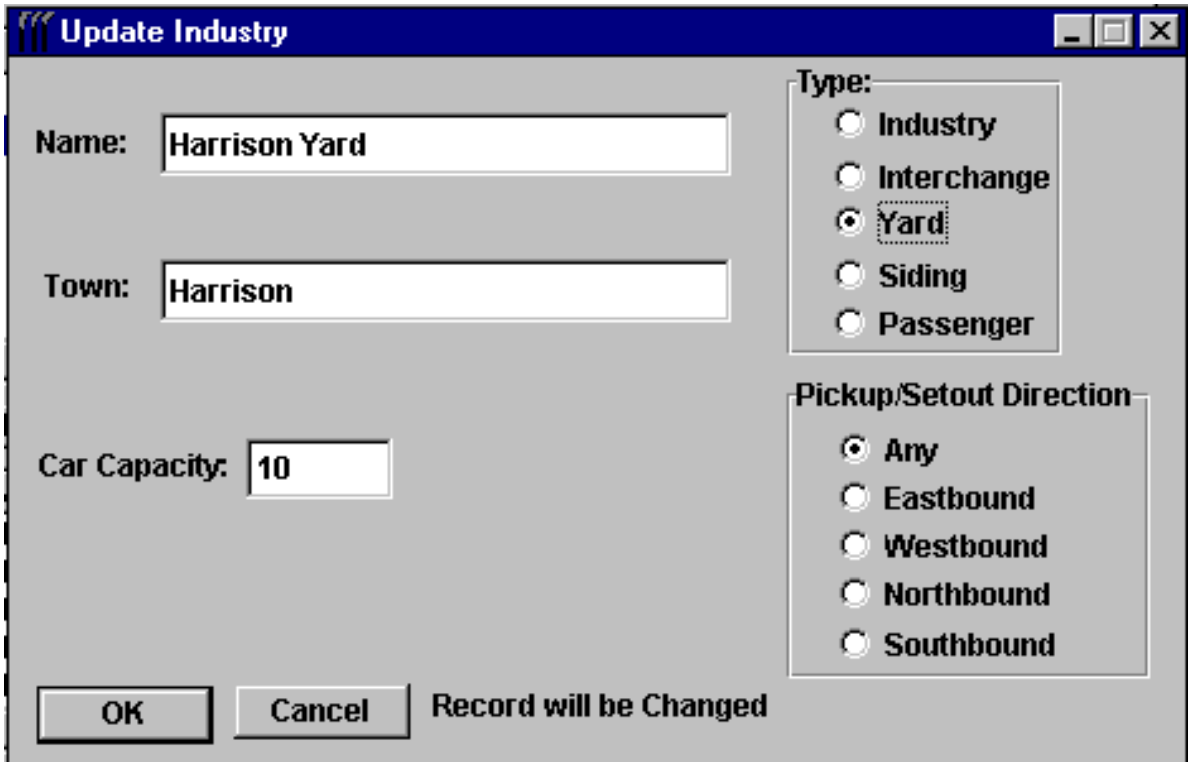
1. Road Names (Reporting Marks)
2. AAR Types
3. Divisions (only necessary to make one titled "Main")
4. Towns
5. Products
6. Industries (and products they ship & receive)
7. Rolling Stock
8. Trains (needed for Switchlists & Train Orders only)
9. Train Schedules (needed only for Switchlist Blocking)
10. Car Cards / Waybills
11. Switchlists
12. Train Orders (Form 19 & Form 31)

Optional:
Train Instructions (for Train Orders)
Car Routes (for Waybills)
Car Instructions (for Waybills)

Related Files Explained

Many of the files in Ship It Car Cards! are related. This keeps you from having to type the same information over and over again when filling out the database. For example, each industry on your layout must belong to a town. Compare the update windows for the town Harrison and Harrison Yard Industry below. Notice the town name appears in each. This data did not have to be typed in twice. When you click on or enter the town field in the update industry window, the industry browse window will appear, allowing you to select a town name.





Which Files Should I Enter Data In First?

Data can be entered in the database "on the fly", that is, at the point it is required. However, for the beginning user it is better to have the data already entered. Then, when you are comfortable with the software, you can try entering data "on the fly". The previous list shows which data files you should fill in first, so that data is available when you need it. Unless of course, you're brave and want to try data entry on the fly.

Entering Data On The Fly

Entering data on the fly is used when you need to select an item from a browse window, but the item has not been entered yet. Let's say you are entering the record for a new industry, and you have entered the town field. The towns browse window appears, allowing you to select the town the industry is located in. The following picture shows the town browse window asking for the user to select the town where the industry resides. At this point, if you do not see the town you need, it can be entered via the insert button. The insert, delete, and change buttons here perform the identical functions as in a normal browse window.

Bypassing The Mouse

The following keys will allow you to insert and delete records, plus hop from field to field, all without the use of the mouse:

- The **Insert** Key
  Similar to pressing the insert button.
- The **Delete** Key
  Similar to pressing the delete button.
- **Tab**
  Advances to the next entry field or control
- **Shift-Tab**
  Goes back to the previous field or control
- **Enter**
  Similar to pressing the OK button.
- **Esc**
  Similar to pressing the cancel button.
- **Page Up**
  Scrolls browse list one "page" up.
- **Page Down**
  Scrolls browse list one "page" down.
- **Ctrl-Page Up**
  Scrolls browse list to top.
- **Ctrl-Page Down**
  Scrolls browse list to bottom.

4 - Deleting and Changing Records

Albion Software

Changing and deleting records for unrelated information is straight-forward. The change button on a browse allows you to change the highlighted record, and the delete button allows you to delete it. However, when the information in the files is related, you should be aware of a few things.

Cascading Changes

When you change a record referenced by other files, that change will "cascade" through all the related records in the database. For example, each record in the towns file is referenced by many other files including the industry, shipper, and consignee files. If a town name was changed from Harrison to Jackson in the towns file, that change would also occur in all the related files. You would not have to call up all the files the town was referenced in and change them manually; the change would occur on its own.

What About Deletes?

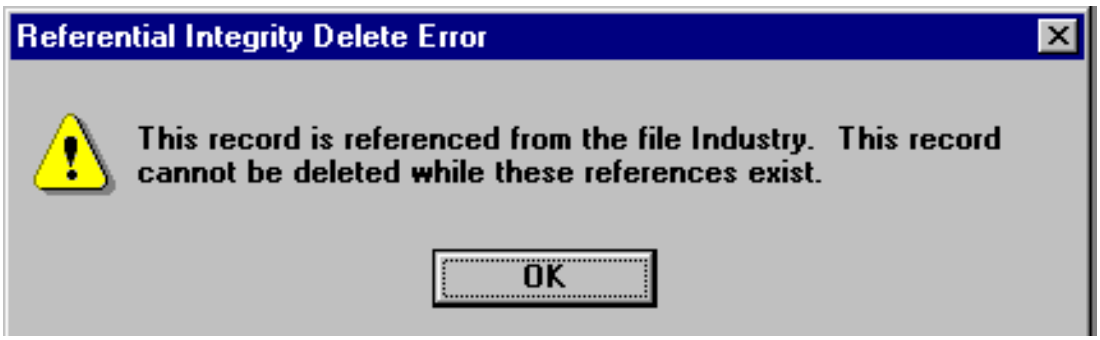
If you attempt to delete records referenced by other files, an error message will appear because the software has been designed to prevent you from mistakenly deleting too much data at once. For example if you attempt to delete a town record that has industries belonging to it, you will be prevented, because deletion of that town record would cause deletion of those industries. In order to delete a town record, you will need to delete all the industries that reside in that town. To delete the town Harrison, for example, you would need to delete all the industries that belong to Harrison.

Delete Related Records Only When Necessary

Delete records that other files refer to only if necessary. If you need to change the name of a town, don't delete it and create it over again - use the change button. Only delete a town if you are eliminating it from your layout.

Delete Error Message

The following error window occurred when a town record deletion was attempted. If you read the message, it will tell you which file has the referenced records in it. In this case it is the industry file that is referencing the town record. If you need to delete that particular town record, you will need to go into the industry file and delete any records there that reference the town record. When that is accomplished you will be able to delete the town record.

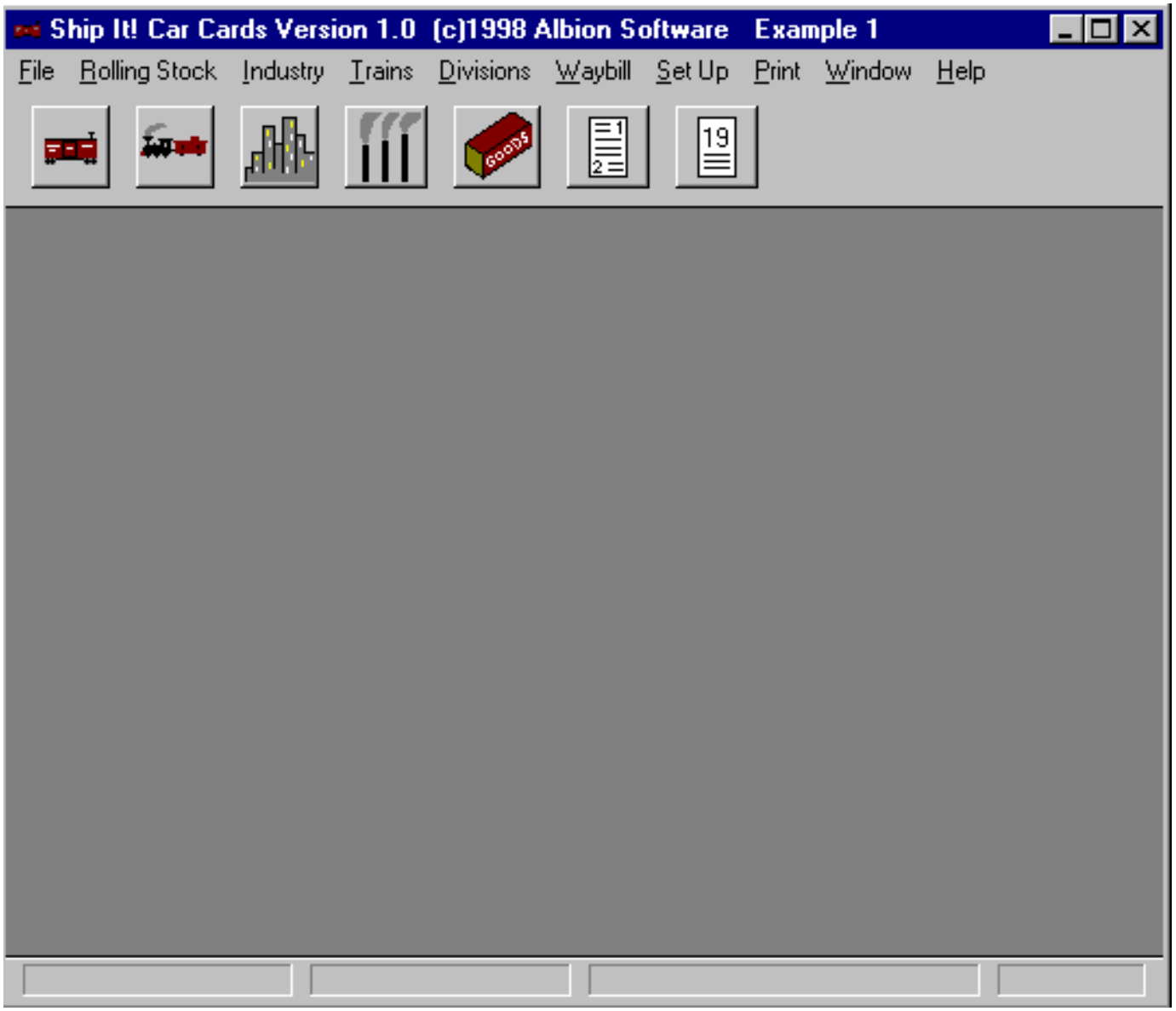


5 - The Main Window

Albion Software

The main window is your work area for Ship It! Car Cards. Here you will open up database windows and print out reports. The Menu Bar contains every function available inside Ship It! Car Cards. The Title Bar lets you see at a glance what database is active.

The row of icons allow you quick entry into files. Not every file has an icon for it, but all files appear in the pull down menus (click on the menus in the Menu Bar below).



6 - The File Menu

Albion Software

The File menu allows you to call up the Options menu and Exit the program. The Options menu provides some choices for you to make on how to configure Ship It! Car Cards.

The setup of consignees and shippers is different in Ship It! Car Cards as compared with Ship It! The Import and Export options in this menu are for converting this data, should you need to. Full Instructions are given in the chapter titled "Ship It! Integration"

Machine Code is the number you call in to us to obtain your passcode.

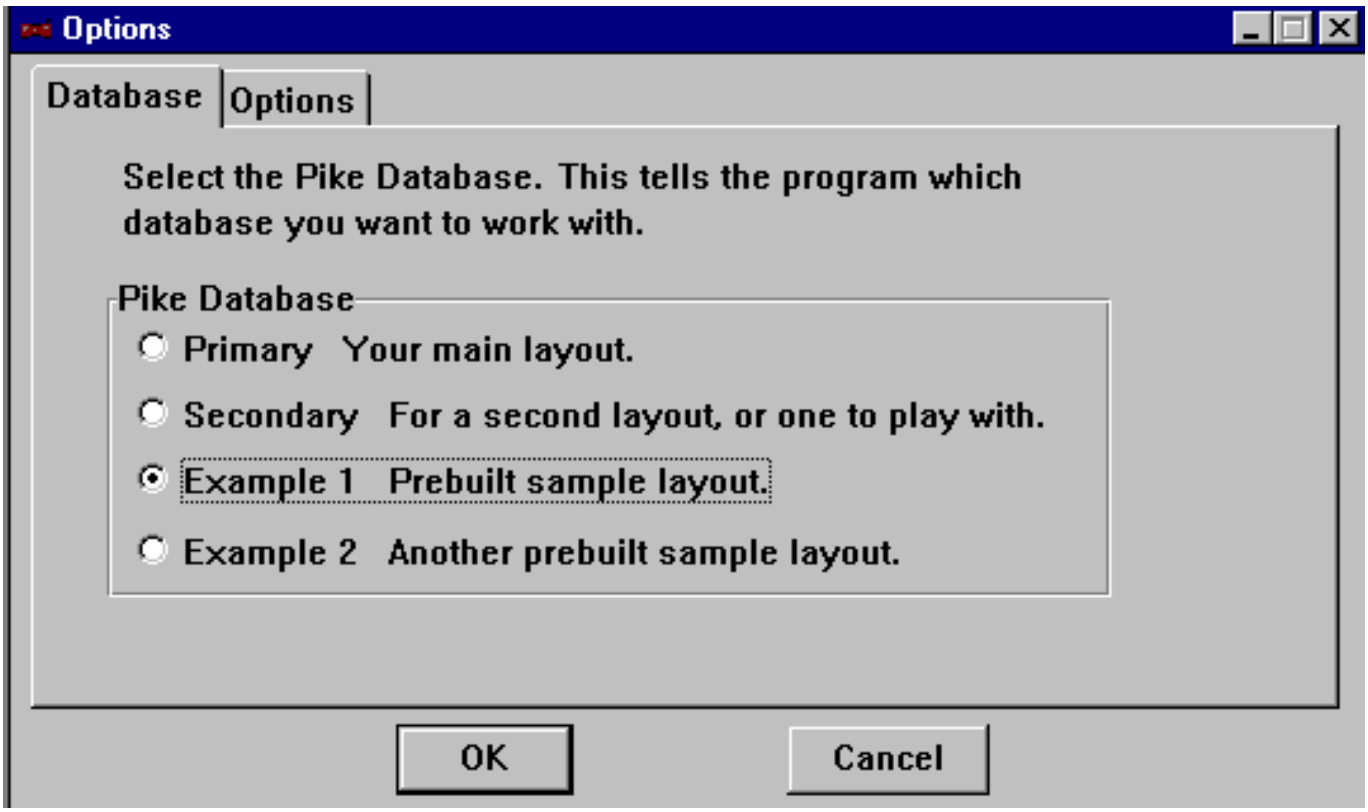
Exit allows you to leave the program.

Introduction

The option window is where you set all your preferences, or options, in Ship It! Car Cards.

Database Tab

There are four databases available to you within Ship It! Car Cards. Two of these (Example 1 and Example 2) are for example databases that come with Ship It! You will most likely be using the Primary database, but you can use the others for other layouts, etc.



Title Bar

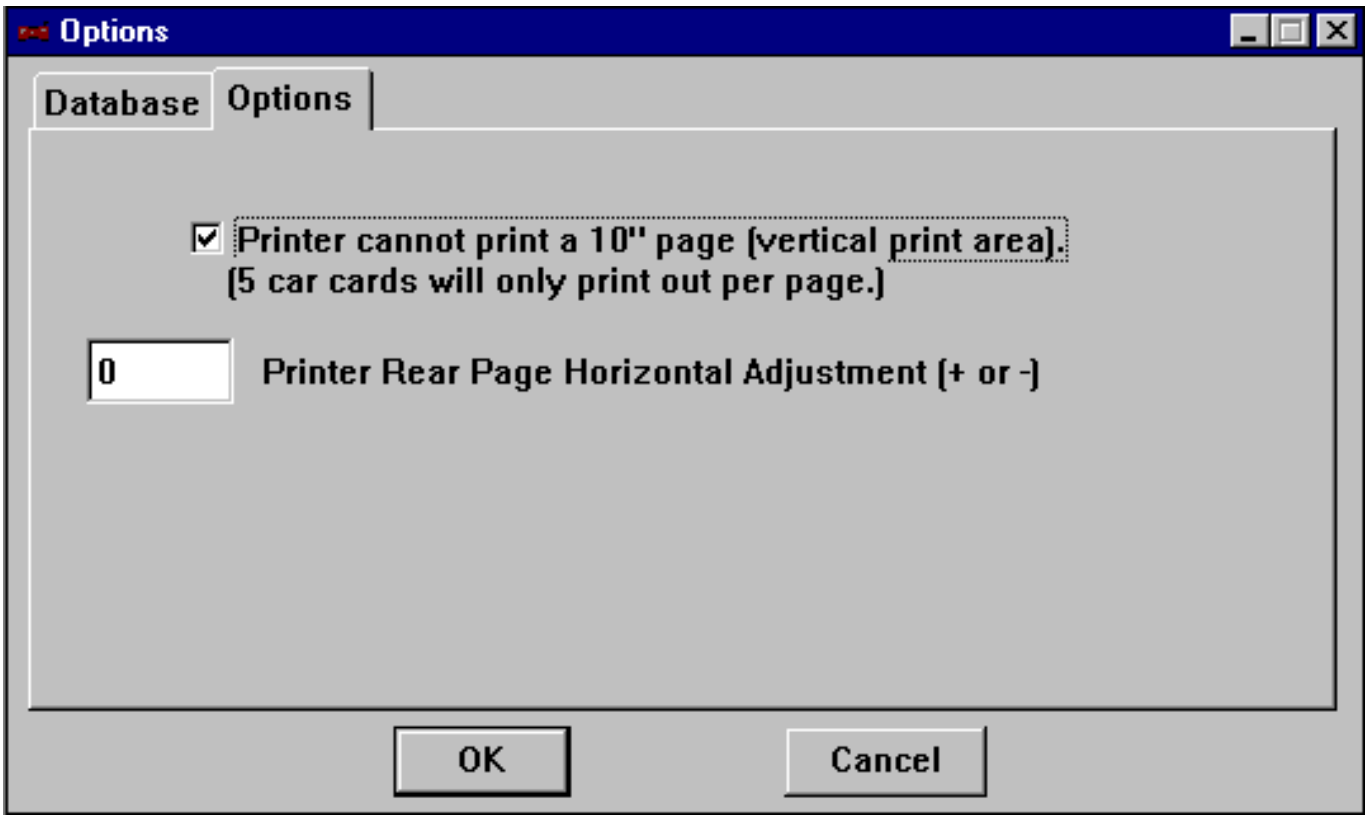
he title bar of the main window always displays the current database.

Options Tab

If your printer cannot print a 10" vertical area on the page, you must check this option so that when car cards are printed, the last position on the page is skipped. You can test your printer for this by simply printing some car cards. If the last car card (the one on the bottom of the page prints okay, your printer is okay and you don't need to check this box.

Printer Rear Page Horizontal Adjustment

This comes into play only if you want to use reverse side printing to avoid folding and taping/gluing your waybills. This allows you to adjust the rear page print-out if it does not line up with the front page (due to differences in the way printers position paper). Looking at the rear side, if you need to move the graphics right, use a positive numer. If you need to move the graphhics left, use a negative number. The measurment is in thousandths of an inch (an adjustment figure of 10 will move the printed page .010 of an inch). Note: For different formats (3x5 vs. 2x4), you may need to change your adjustment value.



7 - Rolling Stock Menu

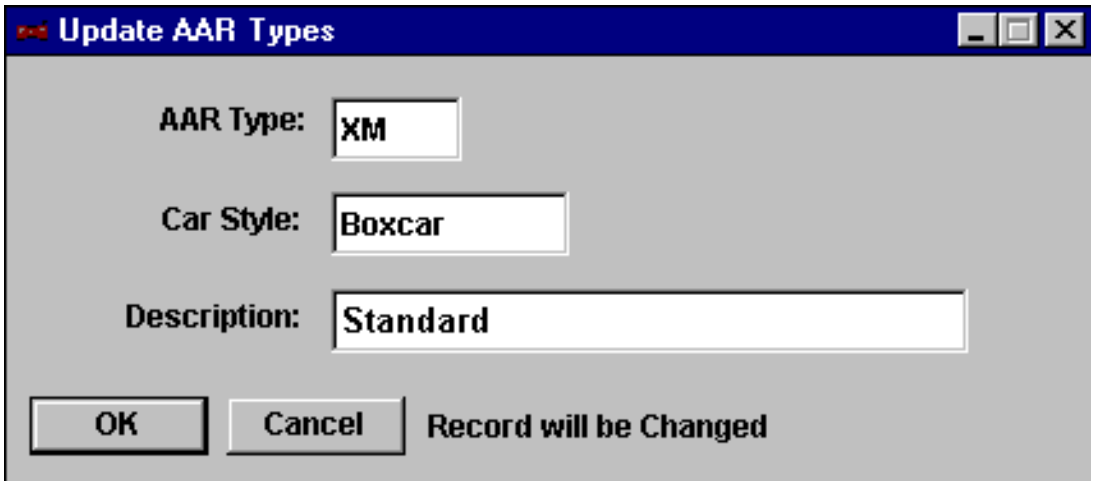
The Rolling Stock menu allows you to view and update the data files pertaining to rolling stock on your layout. The AAR Types window allows you to define all the AAR types that pertain to your era. The Road Names window allows you to input all your road names (this saves you typing later on). Last of all, the Rolling Stock window is where you input all of your car information. The Rolling Stock file uses data from the other files in this menu. Waybills allows you to create waybills. See the end of this chapter for an explanation of Generate a Car Card for Every Car and Car Instructions.

Update AAR Type Window

This window provides AAR Type selection in the product and rolling stock files. AAR Types are used by the products file to determine what type of car is required to ship a product, and are also used by the rolling stock file.
This affects car selection and delivery to industries. If a product, such as coal, calls out an AAR type of HD (hopper), then only hoppers will be used to ship the product.

Fields

- AAR Type AAR Mechanical Designation. Ship It! Car Cards comes with some basic AAR Types already entered into the database. If you need more, see The Official Railway Equipment Register for your era. These can be found at flea markets, etc. Private codes can also be used. Required. In the future, we will be adding a list of AAR Codes to our web site.
- Car Style Boxcar, hopper, etc. Optional.
- Description This is an optional field, used primarily to describe car features more accurately.

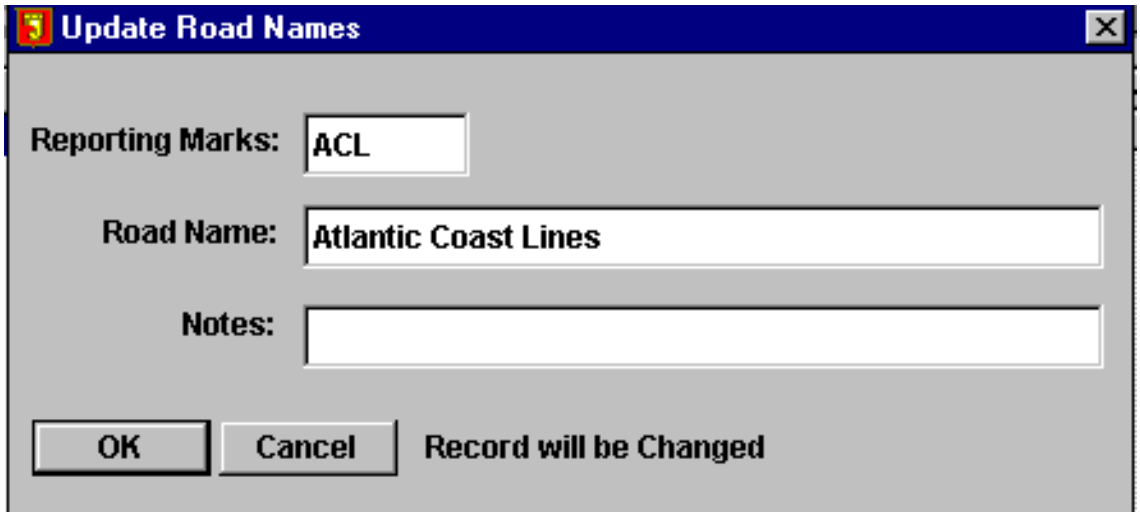


Update Road Names Window

This window allows you to enter road names so you can select the road name from a browse window when entering rolling stock data, rather than having to re-enter it each time.
This file is not related to any other, it is only used to select from. If you change a road name here, that change will not affect any other file.

Fields

- Reporting Marks Enter the initials of the railroad here (as they would be found on a car). Required.
- Road Name Enter the full length railroad name. Optional.
- Notes This is an optional description field.



Update Rolling Stock Window

Each car must be tracked on the layout. The car cards and switchlist identify the car by the reporting marks and the car number.

The AAR type of the car affects car selection and delivery to industries. See the AAR Update Window section for more information.

Required Tab

- Number This is the number for the car. Required.
- Reporting Marks When you select this field, the Road Names Browse Window pops up allowing you to select the reporting marks from a list. Required.
- AAR Type Selecting this field causes the AAR Types Browse Window to pop up. Select the AAR type of the car from this list. Required.
- Car Style This is a display-only field (you can't edit it) controlled by the AAR type selection above. If you wish to change this field, you must change the AAR type of the car.
- Home Yard This designates what yard the car belongs to. This is the yard the car returns to when it is has reached the last waybill position. The industry selected appears on the car card under the text "When Empty, Return To:". Selecting this field causes the Industry Browse Window to appear. Select your choice from this window. Required.
- Available When this box is checked, a car card is generated when the menu selection "Generate a Car Card for Every Car" is selected. Uncheck this box if you don't want a car card generated for the car. Note: "Generate a Car Card..." will not create duplicates.
- Fill With Last Car Data Press this button to fill in most of the fields in this record with data from the last car that was entered or edited. To "set" this data to a particular car, simply call up the form for the car whose data you want to save, and press the OK button. Pressing the

OK button saves this data for recall via the Fill With Last Car Data button. Use this feature to speed up your data entry. The only field that is not filled in is the Number field. If this was filled in with the last car's data, the result could be two cars with the same name. The program can handle this, but if it was not what you wanted you would need to delete one of the records.

Misc Tab

All of the fields here are printed on the car cards.

- Color Enter the color of the car. This is not necessary, but it sure makes it easier to locate the car in a crowded yard!
- Car Length Enter the length of the car. Again, this is not necessary, but knowing the length can also make it easier to locate the car.
- Notes This is optional. You can enter here any special uses for the car or any special description used to describe it for location purposes. If this car normally carries hazardous loads, this could be added here.

Waybills

For information on creating waybills, see the chapter titled "Creating Car Cards & Waybills".

Generate a Car Card for Every Car

This menu item will generate a car card for every car in the rolling stock database. The only rule is that the car must have its "Available" box checked in the Rolling Stock update window. If this box is unchecked, the car will be ignored. When "Generate a Car Card..." runs, each car is examined. If it already has a car card, it will be ignored; if it doesn't have a car card, one will be created (as long as its available box is checked.) This allows you to add cars to the rolling stock database anytime, and generate car cards for them without creating duplicates.

Car Instructions

The Car Instructions browse window and update window allow you to maintain a "library" of car instructions for selection when filling out the car instructions in the Waybill Update window.

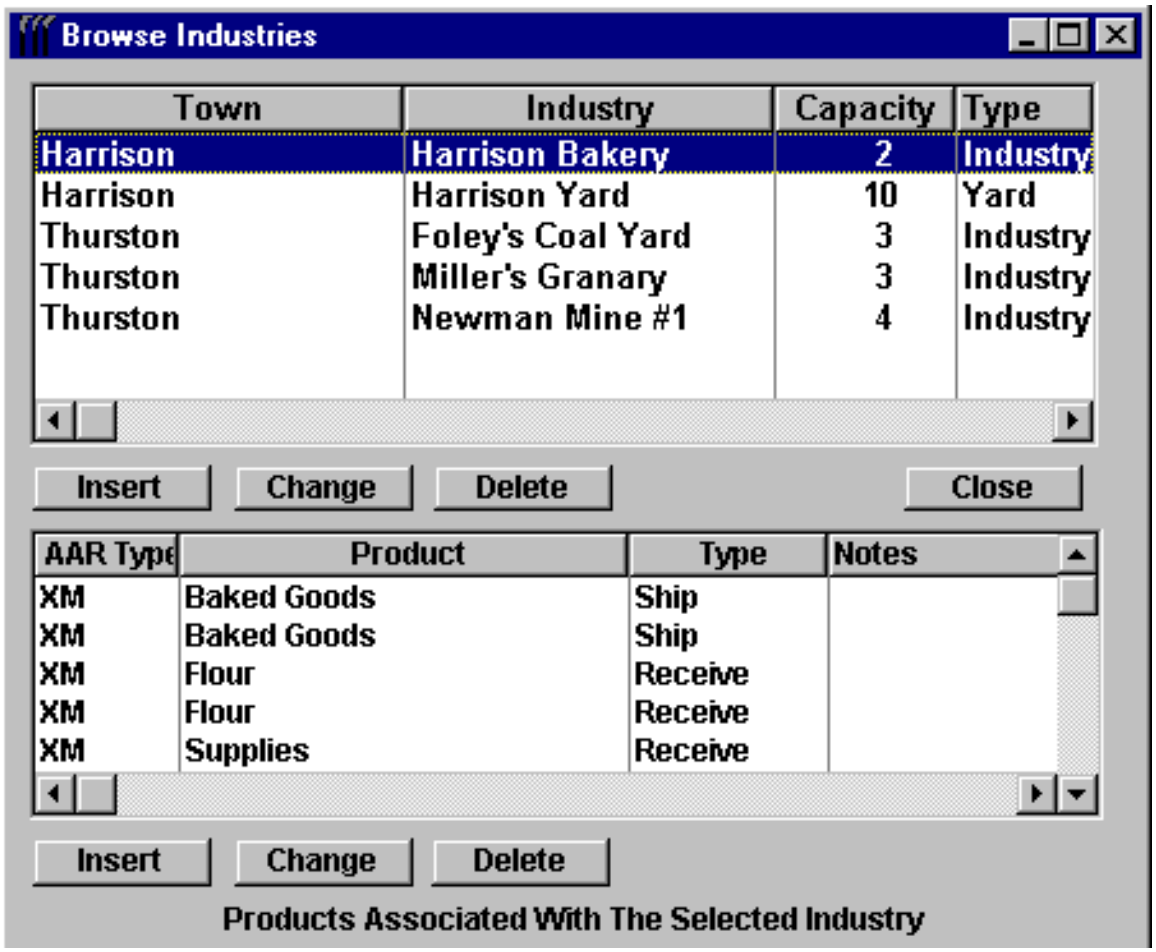
8 - The Industry Menu

Albion Software

The Industry menu allows you to view and update the data files pertaining to the industries on your layout. The Industry window allows you to list and describe all the Industries on your pike. The Products window allows you to list all the products your industries ship and receive.

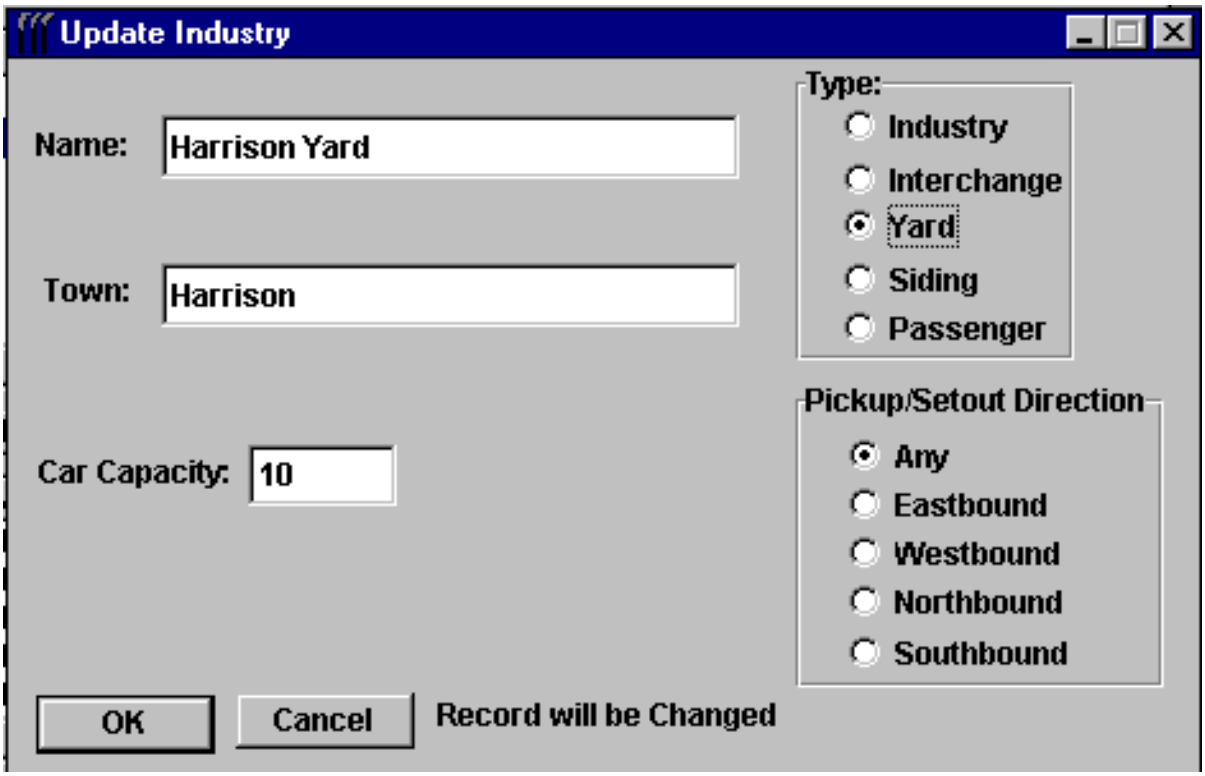
The Browse Industries Window

Below there is a double browse window. In the top part is an industry browse. The bottom part is a products browse. The industry which is highlighted in the top browse displays the products it ships and receives in the bottom browse. This makes it easy to see what products industries ship and receive. Every industry in this browse window must be populated with products that it ships and receives. This helps when you are building your waybills down the road by limiting the selection of products for the lading field in the Update Waybills window. Only the products that match the valid ones for the "To" industry will be shown there.



Update Industry Fields

- Name Enter the name of the industry here.
- Town Selecting this field causes the Browse Towns Window to pop up. Select the town the industry belongs to. Required.
- Capacity This is the number of cars that can occupy the trackage associated with this industry. This field is not required by Ship It! Car Cards, but is left here for your use for documentation purposes.
- Type Select one of the options here. This documents what type of trackage is being referred to. The program does not use this information for anything except documentation. Optional.
- Pickup/Setout Direction This is used in cases where there is no run-around available. For instance, if the industry spur for a westbound train had facing points (preventing a setout), you could disable the setout for the westbound train by selecting eastbound as the pickup/setout direction. The default is any direction. This is used analyzed when your switchlists are blocked via the "Block" button in the Switchlist Browse window.

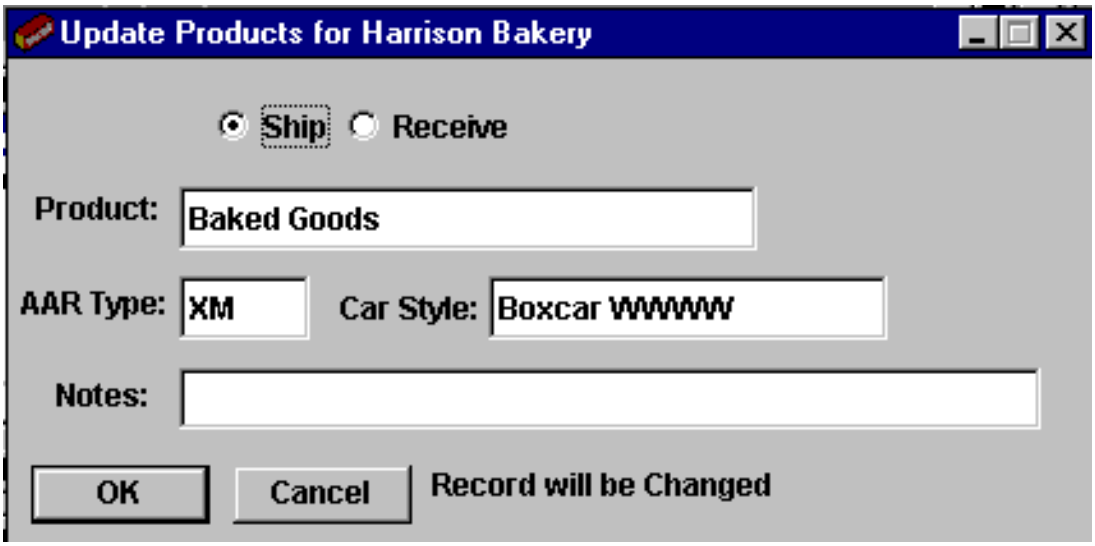


Update Products Window (for the Industry Browse Window)

This window (below) appears when you add products to each industry (using the bottom insert button on the Industry Browse window.)

Fields

- Ship / Receive Choose whether the product is shipped or received by the industry
- Product Enter the name of the product here.
- AAR Type Read only field, initially determined by the AAR Type associated with the product. Note: if you change the products AAR Type later (from the products browse), this change will not be reflected here until you reselect the product in this window.
- Notes Optional description field.
- Car Style This is a display-only field (you can't edit it) controlled by the product selection above.

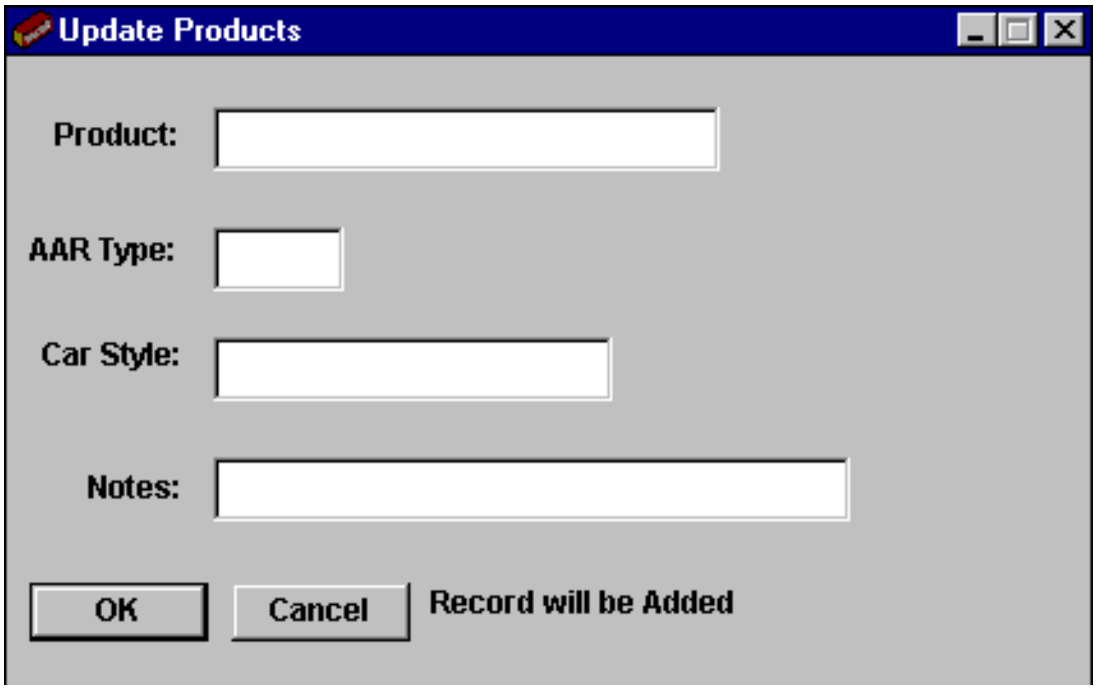


Update Products Window (for the Products Browse Window)

This window (below) appears when you add products to the Products Browse Window. You need to do this before you add products to the Industry Browse Window above. The update products window associates products with the AAR Types of the cars which will carry the products.

Fields

- Product Enter the name of the product here.
- AAR Type Selecting this field causes the AAR Types Browse Window to pop up. Select the AAR type of the car from this list. Required.
- Car Style This is a display-only field (you can't edit it) controlled by the AAR type selection above. If you wish to change this field, you must change the AAR type of the car.
- Notes Optional description field.



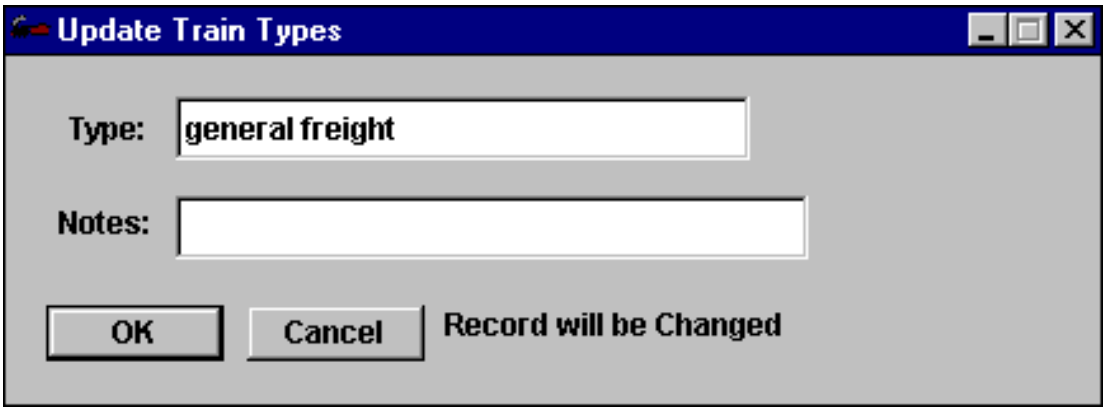
[Home] [Ship It!] [Railbase] [Reviews] [Manuals] [Product Info.] [Ordering] [Support]

9 - Train Menu

The Trains menu allows you to view and update data pertaining to the setup of trains on your layout. The Trains window allows you to define all the trains used. The Train Type window allows you to define the types of trains that run on your layout. You can view Schedules from the Browse Trains window. Form 19's / 31's and Train Instructions are used for creating train orders. See the chapter titled "Creating Form 19's & Form 31's" for more information.

Update Train Types Window

- Train Type This defines the type of train. Common entries would be General Freight, Way Freight, Hot Shot, Through Freight, etc. This is completely up to the modeler. This field is used in the train update window to determine what type of train can pick up or deliver each product.
- Notes This is an optional description field.

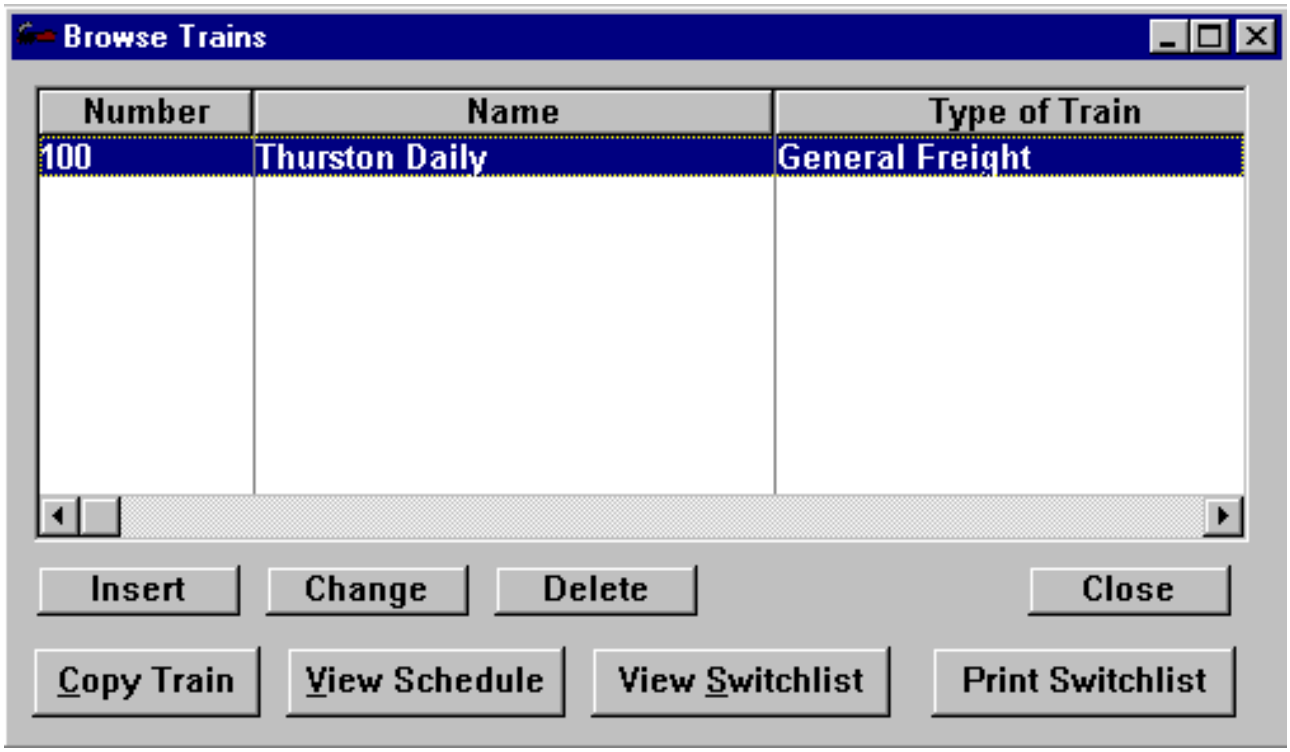


Update Trains Window

- Train Number This is used to identify the train. Required because it is used on the switchlists.
- Train Name This is also used to identify the train, but in a more expressive format. Required only if you want it to appear on the switchlists along with the Train Number.
- Train Type Selecting this field causes the Train Types browse window to appear. Select the train type from this list.
- Train Class Priority - first class, second class, third, etc. Not required.
- Max. Cars This is the maximum number of cars this train can pull.
- Notes This is an optional description field.
- Direction This indicates the direction that the train is heading. This is used for the automatic blocking routine for switchlists.

Viewing Train Schedules

The only way to view train schedules is by first going to the Browse Trains window (from the train icon). Make sure the correct train is highlighted (use your arrow keys, or click on it with your mouse), then click on View Schedule.This will cause the Browse Train Schedules window to appear (see below).



Print Switchlist

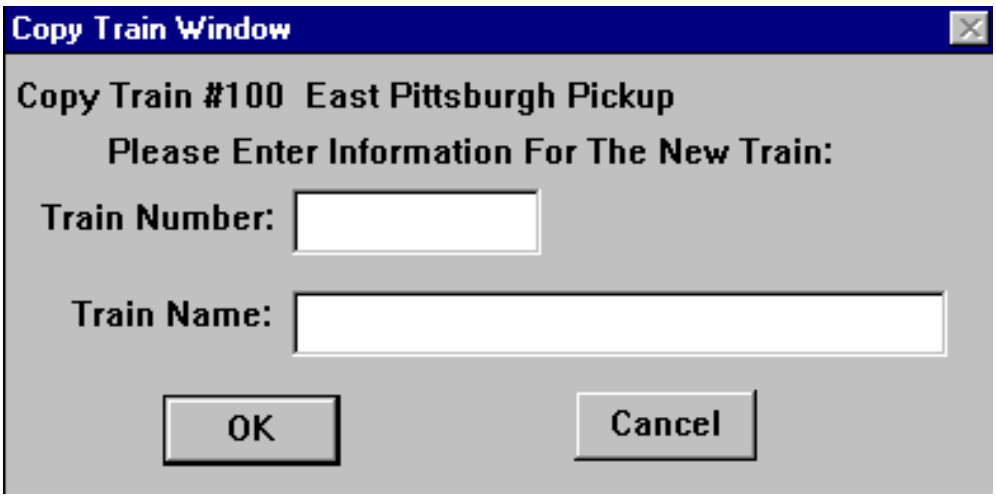
Use this to print a switchlist for the highlighted train.

View Switchlist

Use this to view a switchlist for the highlighted train.

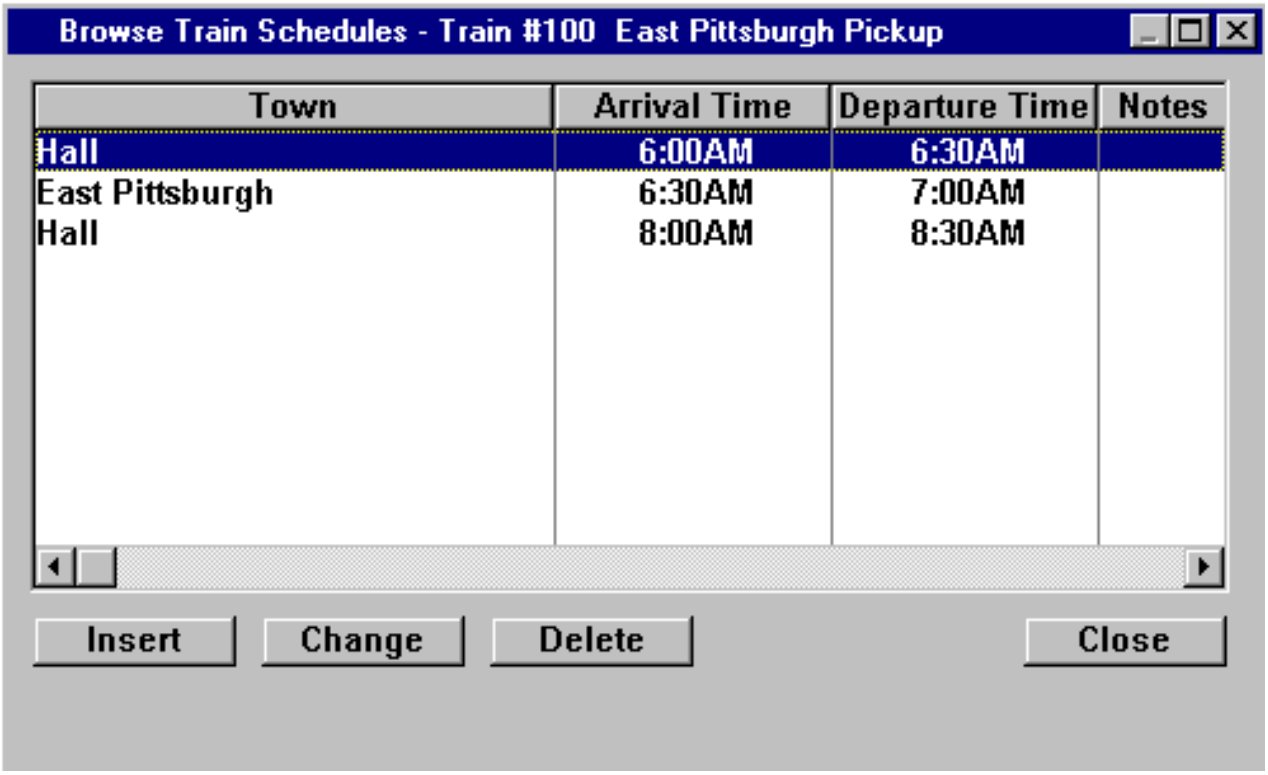
Copy Train

The Copy Train Button in the Browse Trains Window allows you to copy a train and its schedule to a new name and number. The Copy Train Window is seen to the right. Simply highlight the train you wish to copy and press the Copy Train button. Then fill in the new Train Number and Train Name. Press OK to complete.



Browse Train Schedules

This window displays a schedule of the towns a train visits. You can insert, change, or delete towns on the schedule by clicking on the various buttons. If you choose Insert or Add, the Update Train Schedules window appears.



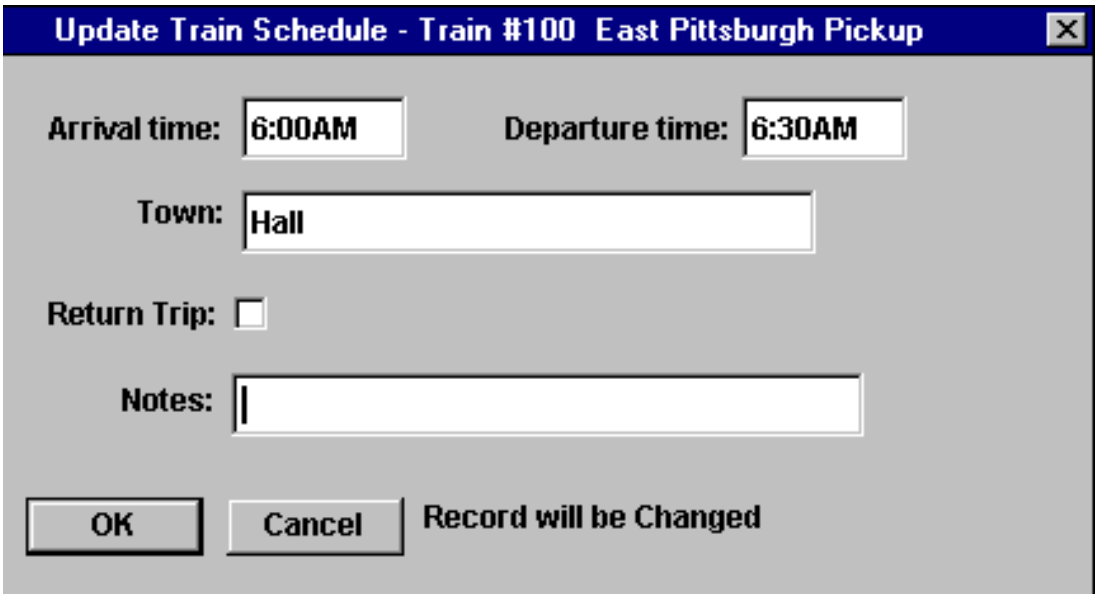
Update Train Schedule

This window allows you to set up the operating schedule for your trains. Each update window filled out becomes a stop on the schedule.

Tip: The order of the towns is set by the Arrival Time field - to change the order, change the arrival time for the towns.

Fields

- Arrival Time This field defines when the train is scheduled to arrive at the town. Enter the time in the following format: 7:30 AM. Required.
- Town Selecting this field causes the Browse Towns window to pop up. Select the town that the train will be arriving at. Required.
- Return Trip Check this box if the train is on its return trip when it stops at this town. If the train is not on its return trip, this box should remain unchecked. This is critical for train blocking!
- Notes This is an optional description field.
- Departure Time: This field defines when the train is scheduled to depart from the town. Enter the time in the following format: 7:30 AM.



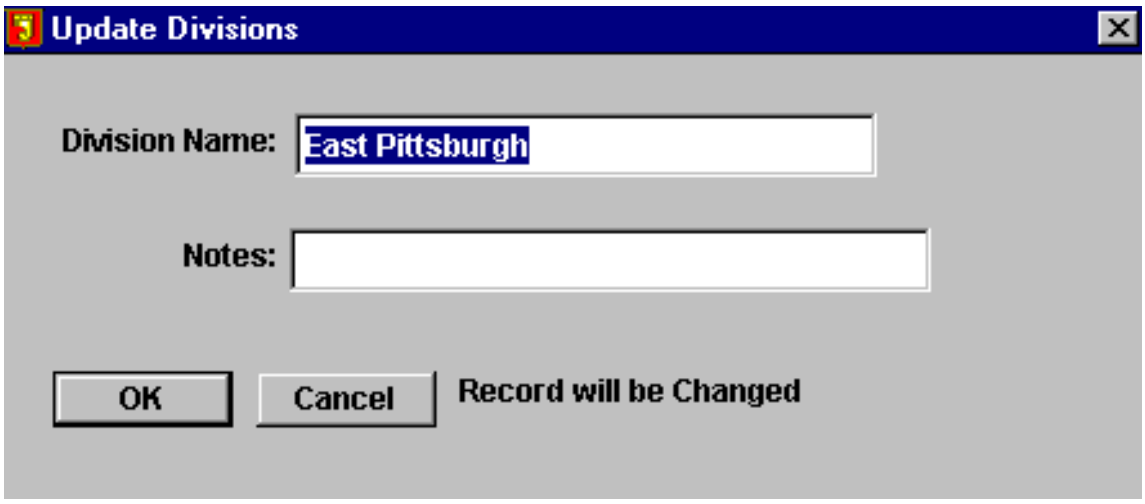
[Home] [Ship It!] [Railbase] [Reviews] [Manuals] [Product Info.] [Ordering] [Support]

Update Divisions

Each town must lie within a division, and each industry must lie within a town. This is necessary for compatibility with Ship It! If you wish, create only one division called main, and place all your towns there.

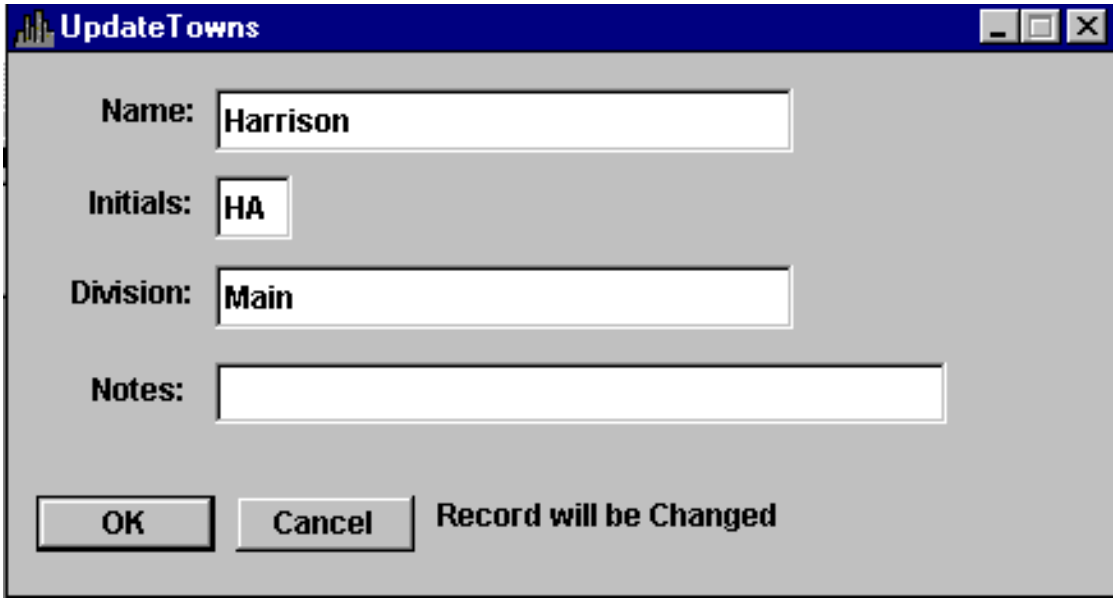
Fields

- Division Name Enter the name of the division here. Required.
- Notes This is an optional description field.



Update Towns Window

- Name Enter the name of the town. Required.
- Initials Enter the initials of the town. This is used for the switchlists.
- Division When you select this field, the Division Browse Window pops up, allowing you to select the name of a division. Required.
- Notes This is an optional description field.



Car Routes

The Car Routes browse and update windows allow you to maintain a "library "of car route information to select from when building your waybills.

[Home] [Ship It!] [Railbase] [Reviews] [Manuals] [Product Info.] [Ordering] [Support]

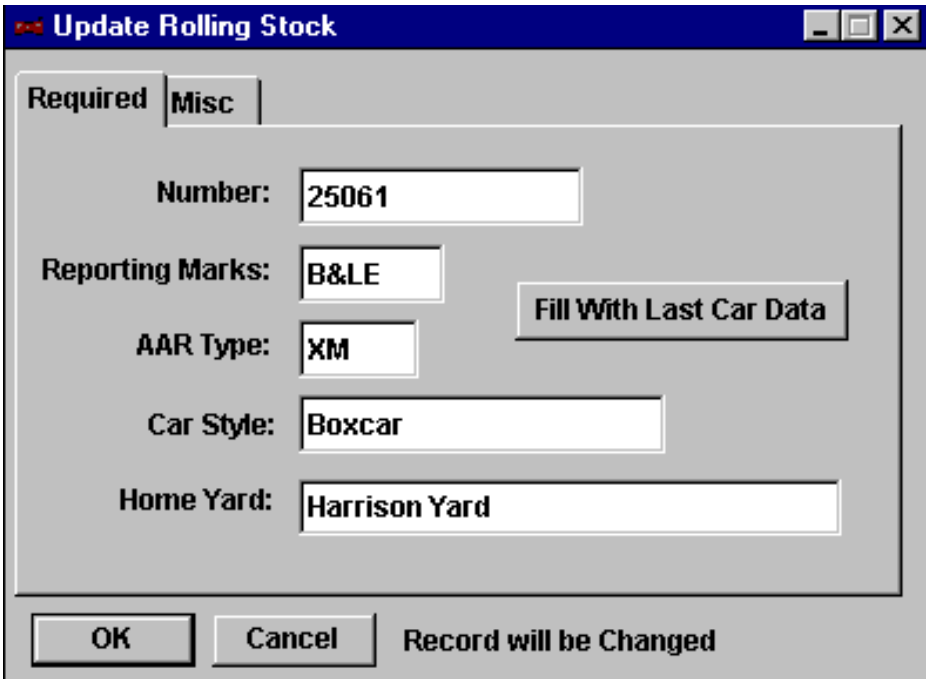
11 - Creating Car Cards and Waybills

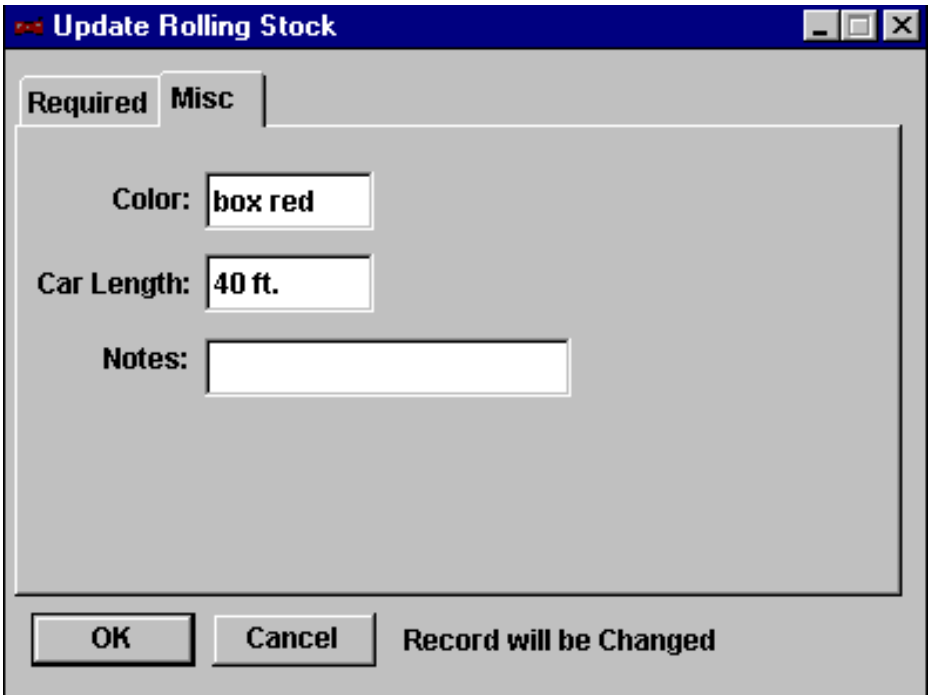
Albion Software

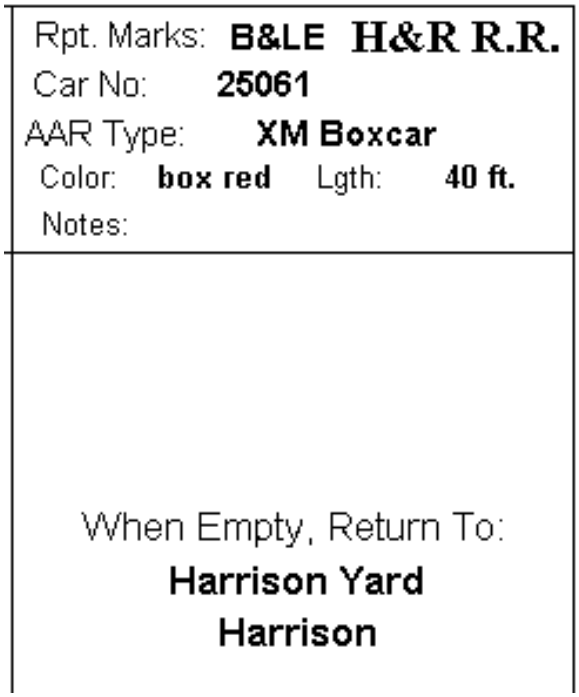
This chapter will explain how to create car cards and waybills using this software. Before tackling this, you should have read chapters 2 through 8, and practiced entering some data into the rolling stock, products, and industry databases. Using the data you have already entered, you can create car cards and waybills and print them out.

Car Cards

When you filled out your rolling stock data, you were filling out car card data also. The screen shots below show the Rolling Stock Update Window for B&LE boxcar #25061. Also shown below is the car card for B&LE 25061. Notice the similarity of information.







Creating Car Cards

It's easy to create the database records for your car cards. In the Rolling Stock Menu, there is an item called **"Generate a Car Card for Every Car"**. Select this, and a car card will be built for every car in your rolling stock database. **For a car to be recognized, it must have its "Available" checkbox checked, or else a car card will not be built for it.** Need to add some cars you bought at a show? Just enter the data into the Rolling Stock Update Window, and select "Generate a Car Card for Every Car". Ship It! Car Cards will examine your car card database and add cards for any new cars you have added to the rolling stock database. Note you can also create these car card records yourself one by one should you wish to do so (by using the Insert button on the Update Waybill Window.)

What's The ID Number For?

The ID number (see below) is a unique number which identifies each car card. Ship It! Car Cards will assign an ID number when you generate the car cards automatically, but you can change this number. The only requirement is that each number be unique. This number is printed on the car cards and on both sides of the waybills to help you keep track of what belongs to what. Also, if you damage a car card or waybill and need to print one out, you can find the card easily in the database using this number.

Is Each Car Always Associated With the Same Car Card or Waybill?

This is up to you. If you wish to change which car is associated with a car card, just select a new car in the Car Card Info tab of the Update Waybills window. Click on the Reporting Marks field to do this. The Rolling Stock Browse will be limited to the AAR Code Associated with the car card. You can change the AAR Code also, by clicking on the AAR Type field. Please note the waybill and car card ID numbers do not have to match. It is the AAR Codes which have to match. You can swap waybills between car cards if you wish, as long as the AAR Codes match. If you are using this program with computer generated traffic from Ship It!, you should keep the numbers matched.

What Are the Length, Color, and Notes field Used For?

These can be used to make it easier to spot a car. Ever try to find reporting marks and car numbers for one car in a crowded yard? With length and color spelled out, this becomes much easier. N gaugers (or Z gaugers!) using numbered stickers on their car (because the car numbers are too hard to read), can use the notes field to contain this number.

Waybills

Once you have generated car cards for your rolling stock, you are ready to enter waybill information. If you are using this program in conjunction with Ship It!, this information can be automatically "dumped" into the waybills every time a session is generated. See the chapter titled "Ship it! Integration" for help on doing this.

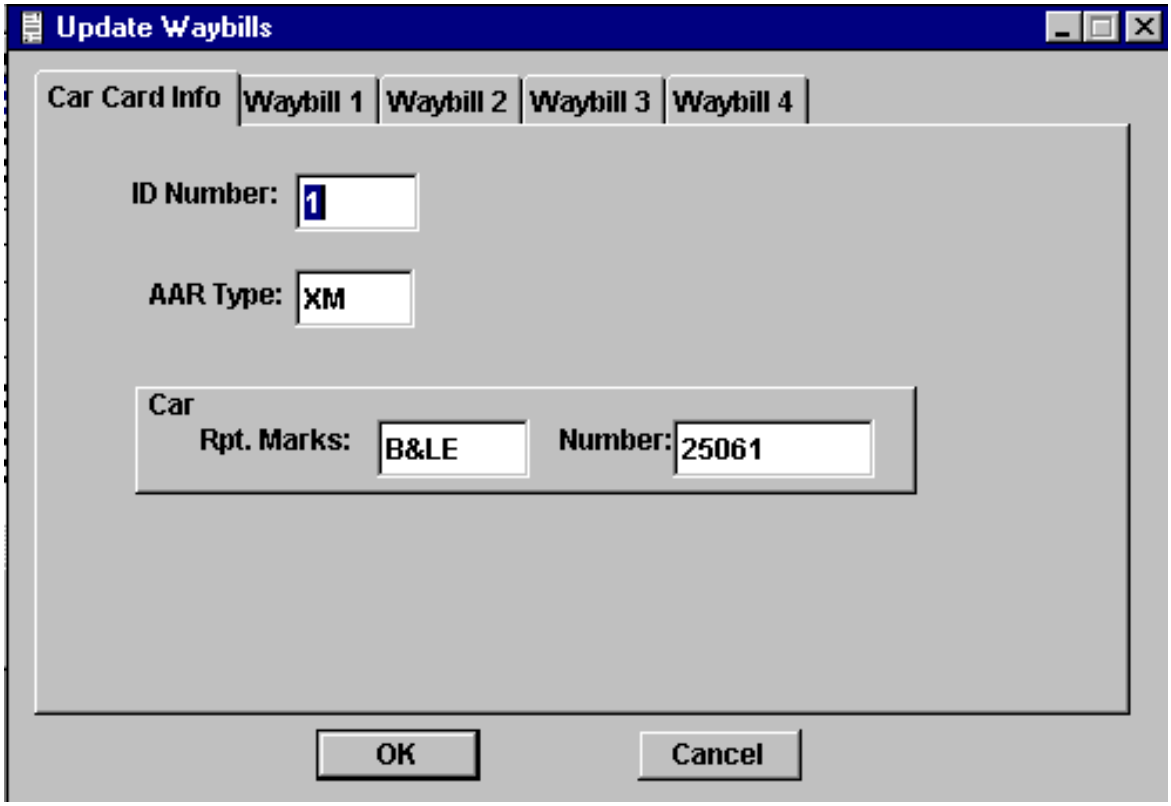
Update Waybills

The update waybill window is accessed from the waybill browse window. The Car Card Info tab contains car card information. The "Waybill 1" tab holds information for the first of four "from-to" sequences available. Each of the four waybill tabs is identical. For waybills two through 4, each waybills "From" is the previous waybills "To". In figure 4, Waybill 1 shows a car move from Harrison Yard to Harrison Bakery. Waybill 2 shows the same car moving from Harrison Bakery back to Harrison Yard.

Car Card Info Tab

The Car Card Info tab is where you set up your car cards if you don't use the automatic generation (see "Generate a Car Card for Every Car" previous in this chapter.)

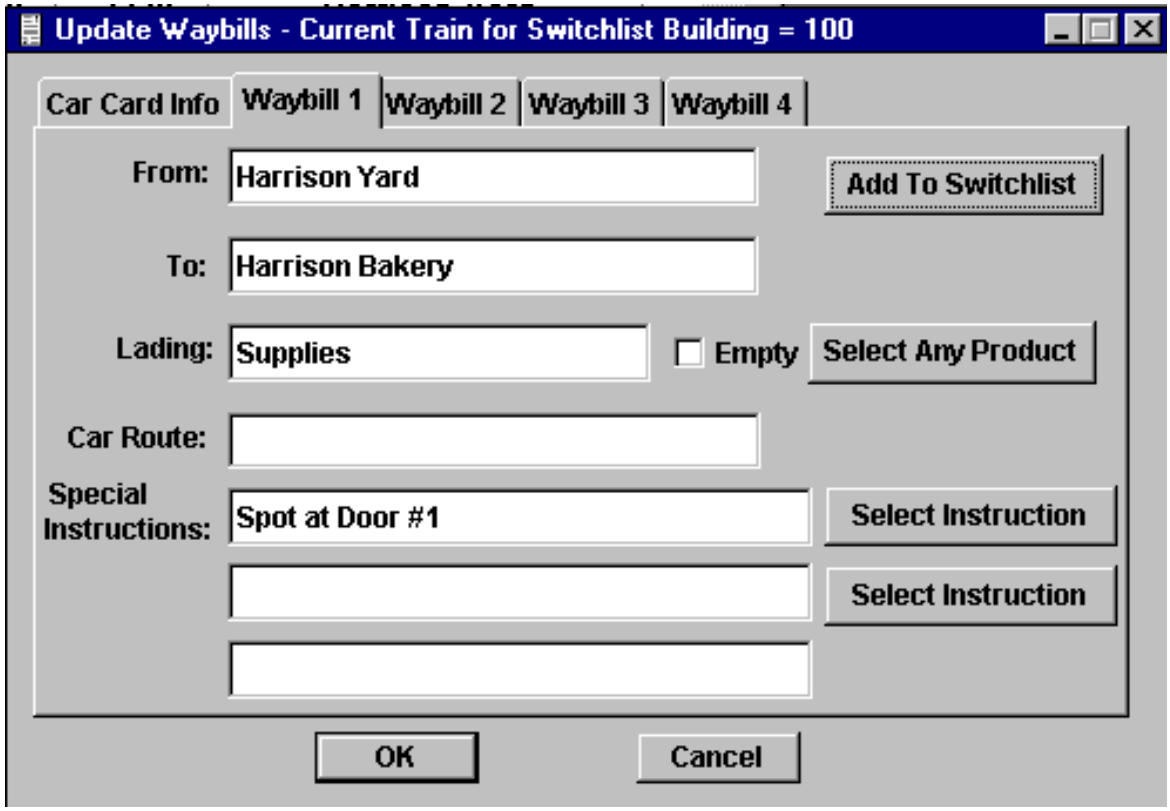
- ID Number This is a unique number which identifies each car card. An ID number will be assigned automatically, but you can change this number. The only requirement is that each number be unique. This number is printed on the car cards and on both sides of the waybills to help you keep track of what belongs to what.
- AAR Type Select an AAR type here for the car card. This also has the effect of limiting the browse window for rolling stock that appears when you select a car for the car card (see item 3 below). Only those cars which are of the AAR type selected here will be available.
- Car (Rpt. Marks, Number) This is where you select the car for the car card. Selecting any of these two fields will cause the Browse Rolling Stock window to appear, where you can select a car. This browse will only display those cars that have the same AAR type as selected in the AAR Type field (item 2). This allows for easier selection. Of course, you can always change your mind and choose a different AAR type in the field above.



Waybill Position Tabs

- From Selecting this field causes the Industry Browse Window to pop up. Select the industry where you wish the car to originate from.
- To Selecting this field also causes the Industry Browse Window to pop up. Select a destination for the car.
- Lading Field - Empty Checkbox Selecting the Lading field causes the Products Browse Window to pop up. This browse will be limited by the AAR Type for this car. In other words, only products that can be shipped on this car will be displayed. If you wish to "cheat" here, see item 7. Select the product which the car is shipping. If you wish the car to be empty, check the empty checkbox. This will clear the Lading field. Note: If the Products Browse Window that appears is blank, you have not filled out the products (with a matching AAR Type) that the "To" industry receives in the Browse Industry window.
- Car Route Selecting the Car Route field causes the Car Route Browse window to pop up. Use this field to indicate a pre-defined car route or use it to list a series of interchanges or Railroads the car will pass through. Leave this field blank if you don't need to specify this information.
- Special Instructions There are three lines for special instructions. Use these lines to designate spotting information (Door # 3 in figure 4), hazardous materials, or a even certain interchange where you want the car dropped off at. If you wish to use canned instructions, use the Select Instruction button.
- Add To Switchlist Selecting this button will cause the car movement described on this waybill tab to be dumped into a switchlist. Before using this button you must select a "current train". The Current Train Field is found in the Setup Menu, under "Logo Images / Text and Misc." See the chapter titled "Creating Switchlists" for further information. Note: The title bar in the Waybill Update window always displays the current train (see below.)
- Select Any Product Selecting this button causes the Products Browse Window to pop up. This browse will not be limited by the AAR Type for this car. Use this button if you want to "cheat". The product selected will be added to the lading field.

- Select Instruction Selecting this button causes the Browse Car Instructions Window to pop up. Use this button to add "canned" instructions to the Special Instructions Field.

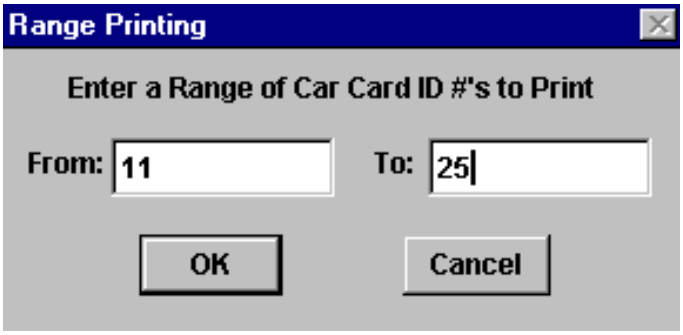


Printing Waybills & Car Cards

There are two car card / waybill styles to choose from. The 2 X 4 inch vertical format has 4 car positions. The 3 X 5 inch horizontal format has 2 or 4 car positions. You do not need pre-printed forms to print these on.

One Side and Two Side Printing

There are also two printing styles to choose from when printing waybills. You can print only on one side (and fold the waybills), or you can choose to print on both sides of the paper (front and rear printing). Car cards do not require folding or reverse side printing - these are printed on one side only. Whenever you print waybills, the window to the right will pop up, asking which style you want to print. If you wish to utilize two side printing you will need to print your waybills first using the "front" option. Then you will need to re-insert the paper into your printer so that the reverse side is printed. This may take some trial and error to determine just how to flip the paper so that the reverse side is printed correctly. You are not limited to printing one page at a time. A whole stack of paper can be reversed and put back into the printer (don't try this until you have reverse side printing down pat!)



I'm printing both sides, and my waybills are out of alignment front to back. What do I do?

There is a field in the options window titled "Printer Rear Page Horizontal Adjustment". By entering an adjustment figure here, you can line up your pages. See chapter 6 for further information. Note: If you are using a laser printer, the intense heat of the printing process can change the size of the paper (due to moisture content) enough so that the waybills do not line up perfectly. If your waybills line up on the top and one side, but do not line up on the bottom and the other side, this is what is happening. Your only option here is to store the paper in a dryer place. If you can figure out a way to send the paper through the laser printer without printing anything first, this may drive the moisture out and cut down on distortion.

Range Printing

This allows you to print out a range of car cards or waybills. This uses the waybill id numbers.

Print All With 2 Positions (or 4 Positions) Filled

This allows you to print only the waybills which have been filled. If you are using 2 position waybills, use the "Print All With 2 Positions" menu selection. If you are using 4 position waybills, use the "Print All With 4 Positions" menu selection. This is useful for Ship It! users, because it allows you to print only those cards which have been filled up.

What Paper Should I Use?

For the waybills that are folded, any paper can be used, because the double thickness of paper lends extra strength. For car cards and two side printed waybills, you may want to try a light cardstock, around 60 lbs. But check in your printer manual to see if it can handle this thickness first. If it cannot, you have several options. You can print out the cards on regular paper and have them copied onto heavier stock at a local copy shop (or you may have access to a copy machine at work - but bring your own, thicker stock). You can use white construction paper. This is stiffer than regular paper but should print on most printers (again, check your manual to make sure). The construction paper will probably be over-sized (9" X 12"), but it can be cut down. Lastly, you may want to try just using regular paper. On the 2 X 4 vertical format, when the bottom pocket is folded up, this adds stiffness. Also, there are various grades of paper available - some are thicker than others.

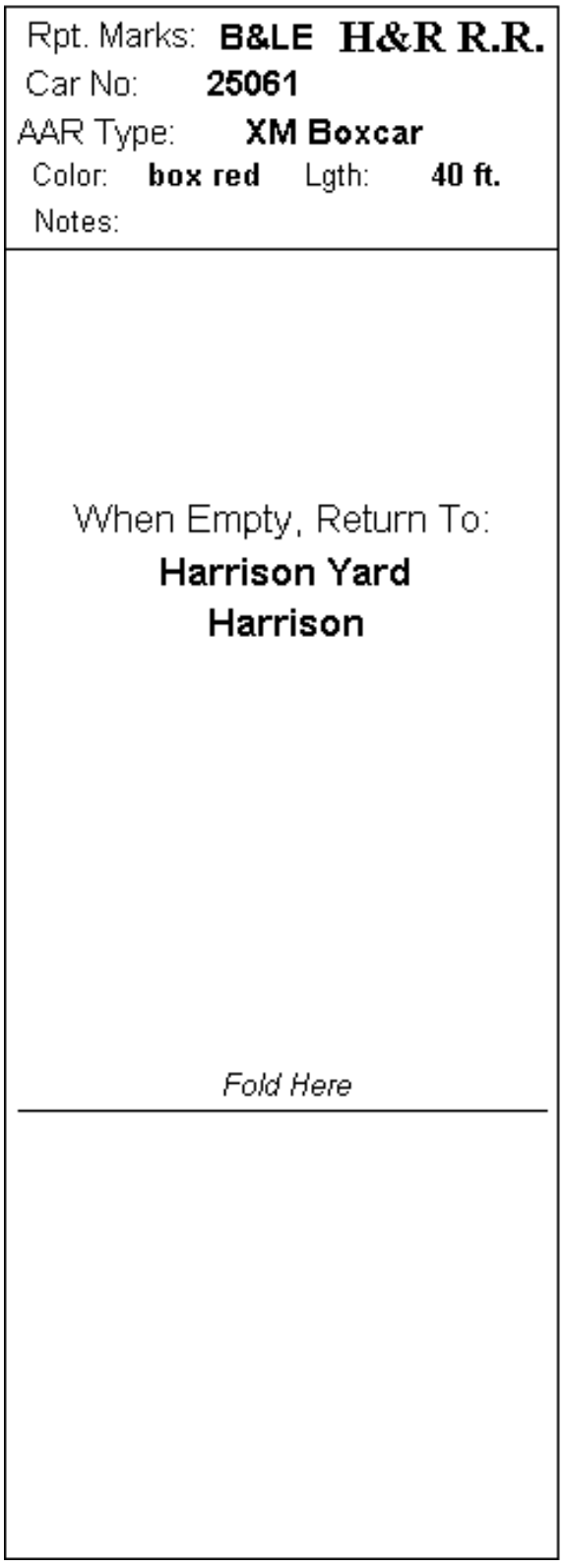
Note: If your printer cannot print out a full 10" of vertical height, you will need to mark the checkbox in the File, Options window titled "Printer cannot print a 10" page". This will keep cards from printing at the bottom.

Printing on One Side

With this option, the waybills will be folded. The diagrams below show you how to fold them. Note: The waybill taping and folding instructions on the following pages are for one side printing only. If you are printing on the reverse sides (two side printing), you can ignore the taping and folding instructions for the waybills. The 2 x 4 car cards will need folded and taped regardless.

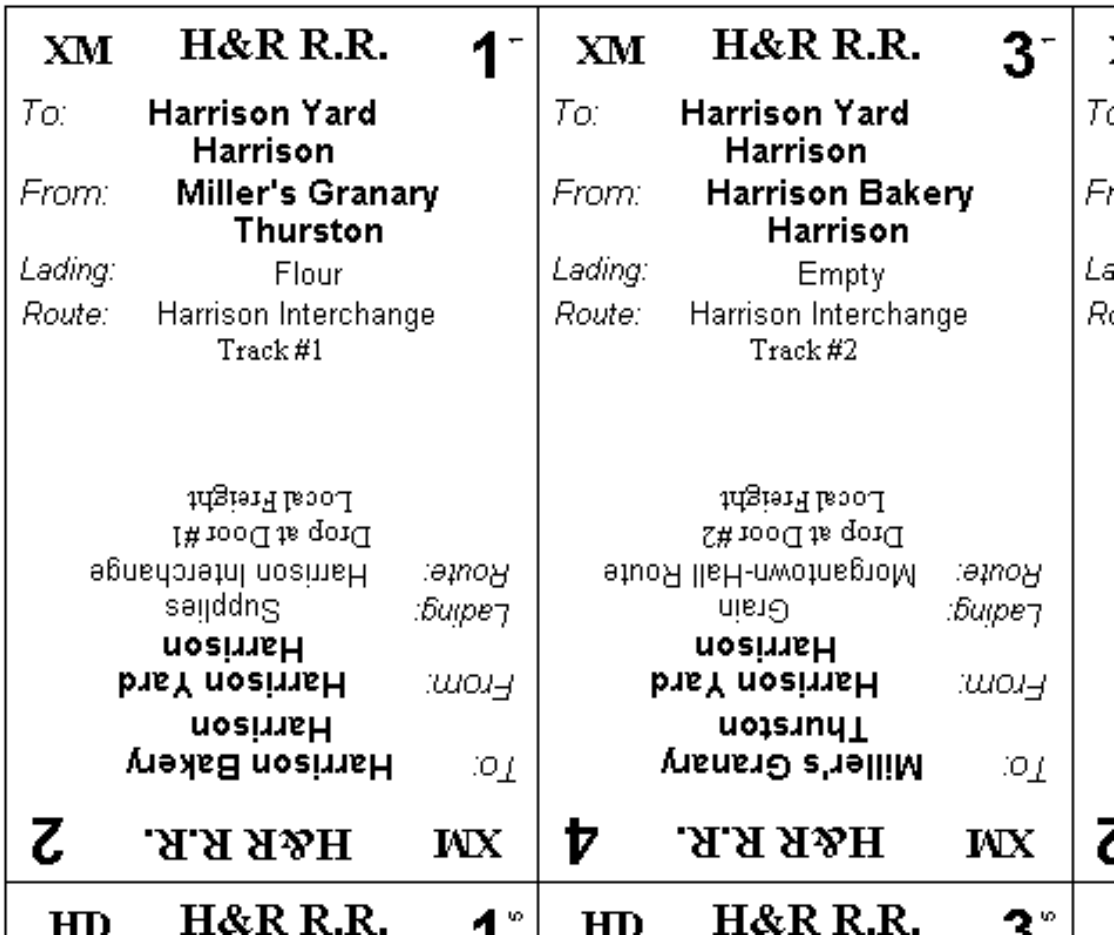
The 2 x 4 Inch Vertical Car Card

The picture below shows a car card (2 X 4 inch vertical format) prior to folding. The bottom of each card folds up (over the front of the card) to form a pocket for the waybill to sit in. Tape the pocket sides to finish the pocket.



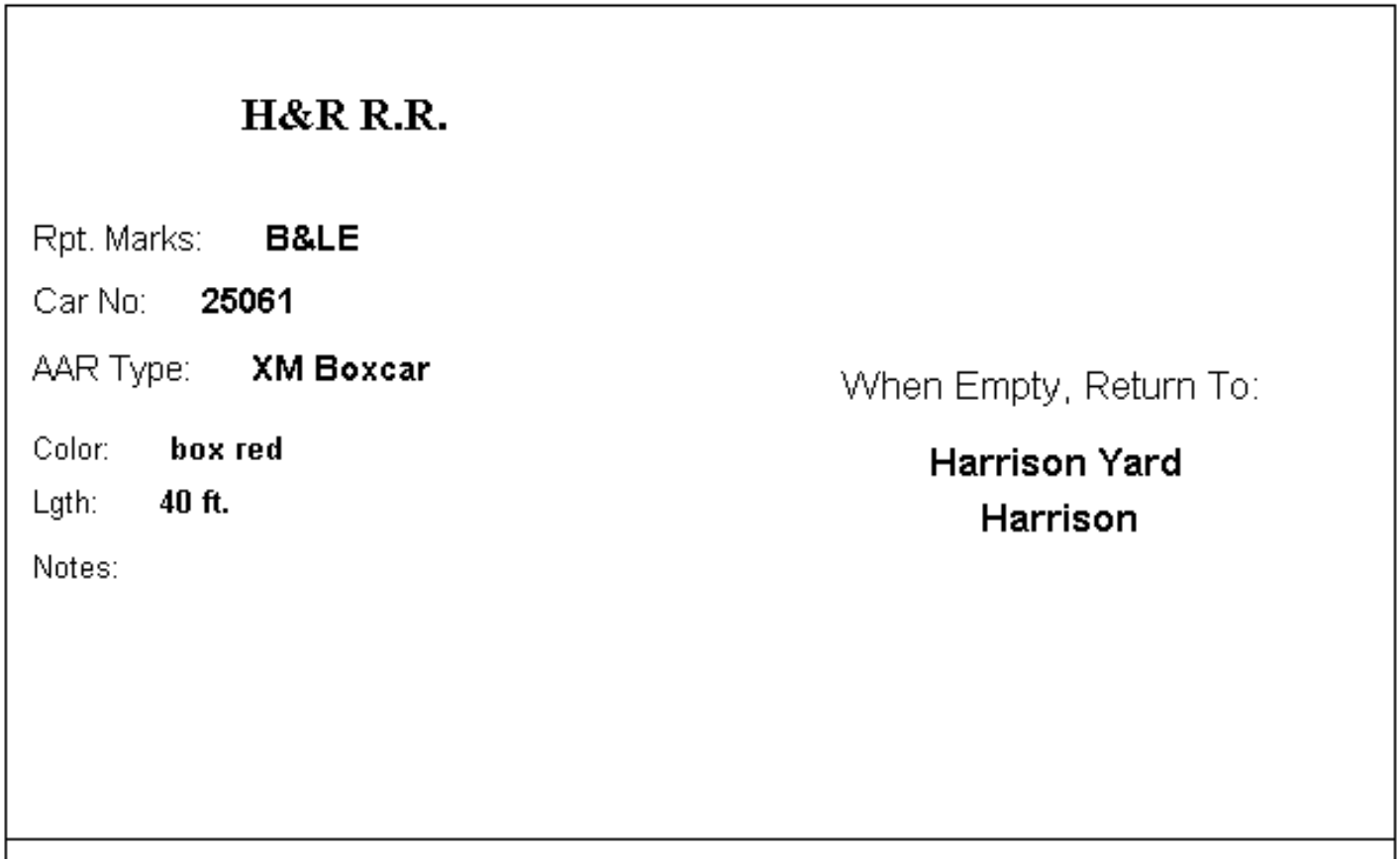
The 2 x 4 Inch Vertical Waybill (folded)

The picture below shows a waybill (printed with the "fold" option) prior to being folded. The right side (positions 3 & 4) folds behind the left side (positions 1 & 2.) Tape where the edges come together to finish the waybill, or use a gluestick (found where childrens school supplies are found) to glue the front to the back. I bet the lowly glue stick has other model railroading uses!



The 3 x 5 Inch Horizontal Car Card

The picture below show the 3 x 5 inch horizontal format car card. There is no folding or taping involved here. Just cut around the edge of each card. Notice that the information on the card is identical between the two formats. This is because it is reading from the same database. You choose whichever format suits you. The text can be made much larger.



The 3 x 5 Inch Horizontal Waybill

The picture below shows the 3 x 5 inch horizontal format waybill. The right side (position 2) folds behind the left side (position 1 .) Tape around the edges to finish the waybill, or use a gluestick.

XM	H&R R.R.	1 -
To:	**Harrison Bakery** **Harrison**	
From:	**Harrison Yard** **Harrison**	
Lading:	Supplies	
Route:		
	Special Instructions: Spot at Door #3	

XM	H&R R.R.	2 -
To:	**Miller's Granary** **Thurston**	
From:	**Harrison Bakery** **Harrison**	
Lading:	Empty	
Route:		
	Special Instructions:	

XM	H&R R.R.	1 - 2

XM	H&R R.R.	2 - 2

[Home] [Ship It!] [Railbase] [Reviews] [Manuals] [Product Info.] [Ordering] [Support]

12 - Creating Switchlists

Albion Software

This chapter will explain how to create car cards and waybills using this software. Before tackling this, you should have read chapters 1 through 11 and practiced entering some data into each of these areas. Using the data you have already entered, you can create switchlists and print them out.

Switchlists

When you filled out your waybills, you were inputting data that can be "dumped" into switchlists. A switchlist is nothing more than a list of from-to movements of cars. If you have created waybills already, it will be easy to create switchlists. Switchlists can also be input "manually" or item by item, without first building car cards. If you own Ship It!, they can also be built by having the computer generated traffic automatically dumped into the switchlists.

The Update Switchlist Window

If you want to build switchlists from scratch, this is where you will do it. This window is also useful for editing switchlist information that was input from the car cards or from computer-generated traffic from Ship It! Once the data is in the switchlist database, it can be edited. To get to this window, you must first go to the Browse Trains window (select the icon that looks like a train). From there, highlight the train you want to access the switchlist for, and press the "View Switchlist" button. The switchlist browse will now appear. The Update Switchlist window will appear when you press the Change or Insert button.

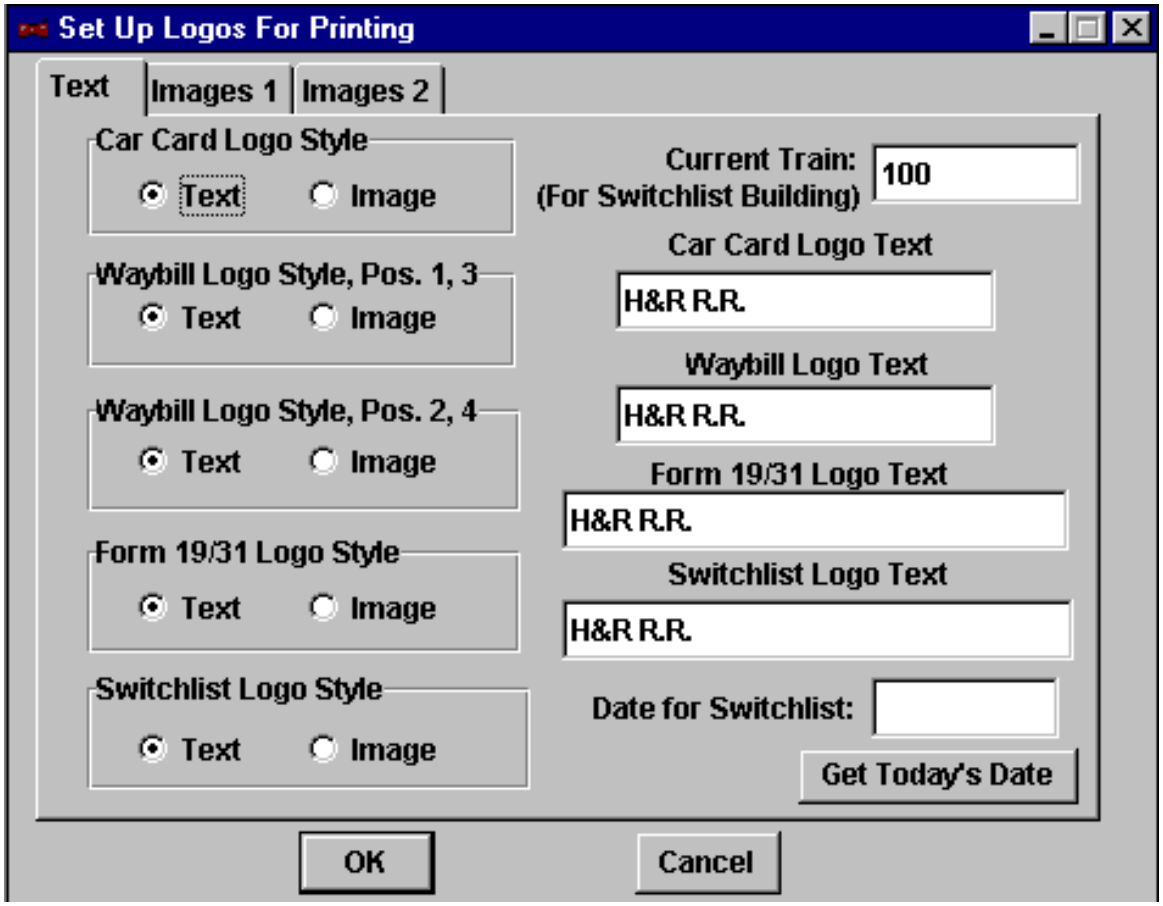
Fields

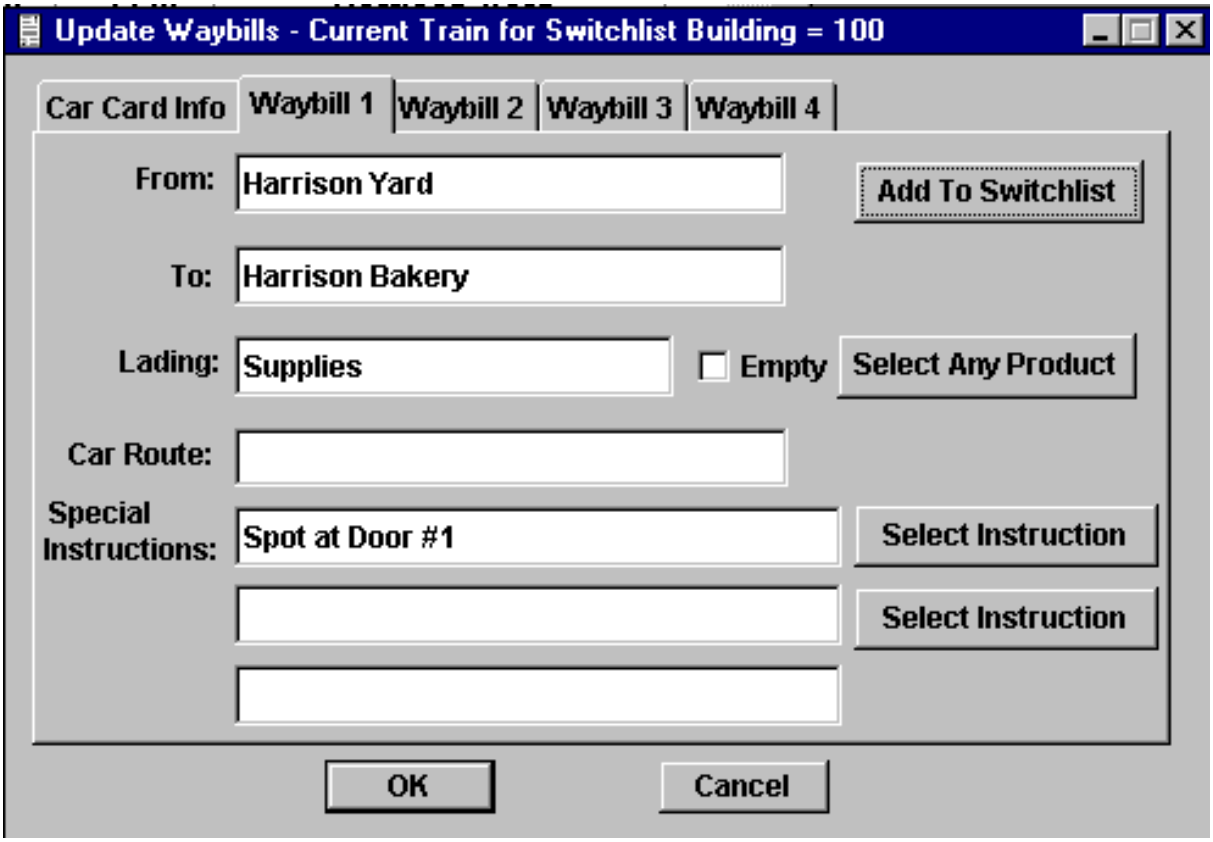
- Order Number This is the order that this entry will appear in both the browse and the printed switchlist. You can adjust this number for blocking, although you must use a unique number for each entry. The order number advances to the next number when an entry is added, but you can change the number if you wish. See the section on blocking later in this chapter.
- Rpt Mrks, Number, AAR Selecting any of these fields will pop up the Rolling Stock browse window, where you can select a car. These fields are filled in automatically when a car is selected.
- Lading / Empty Selecting this field will cause the Browse Products window to pop up. Select a product for the car to ship. If you wish the car to be empty, check the empty checkbox.
- From Industry Selecting this field will cause the Browse Industry window to pop up. Select an industry for the origin of the car.
- To Industry Selecting this field will cause the Browse Industry window to pop up. Select an industry for the destination of the car.

Creating Switchlists From Waybills

Waybill data can be "dumped" into switchlists. First you must select the "Current Train". The entry field for this is found under the Set Up Menu, in the Logo Images/Text and Misc. selection. When you select the Current Train field, the Browse Trains window will appear. Select the train you wish to dump the waybill data to. Once the train is selected, it will remain selected.

Once the Current Train is chosen, proceed to the Update Waybills window for the car card you wish to dump waybill data from. Select any of the Waybill Tabs. You will see a button in the upper right-hand corner of the window titled "Add to Switchlist". Click on this button. The from-to, lading, and car data has just been added to the switchlist. If you view the switchlist and cannot find the data, chances are the Current Train has not been filled in.



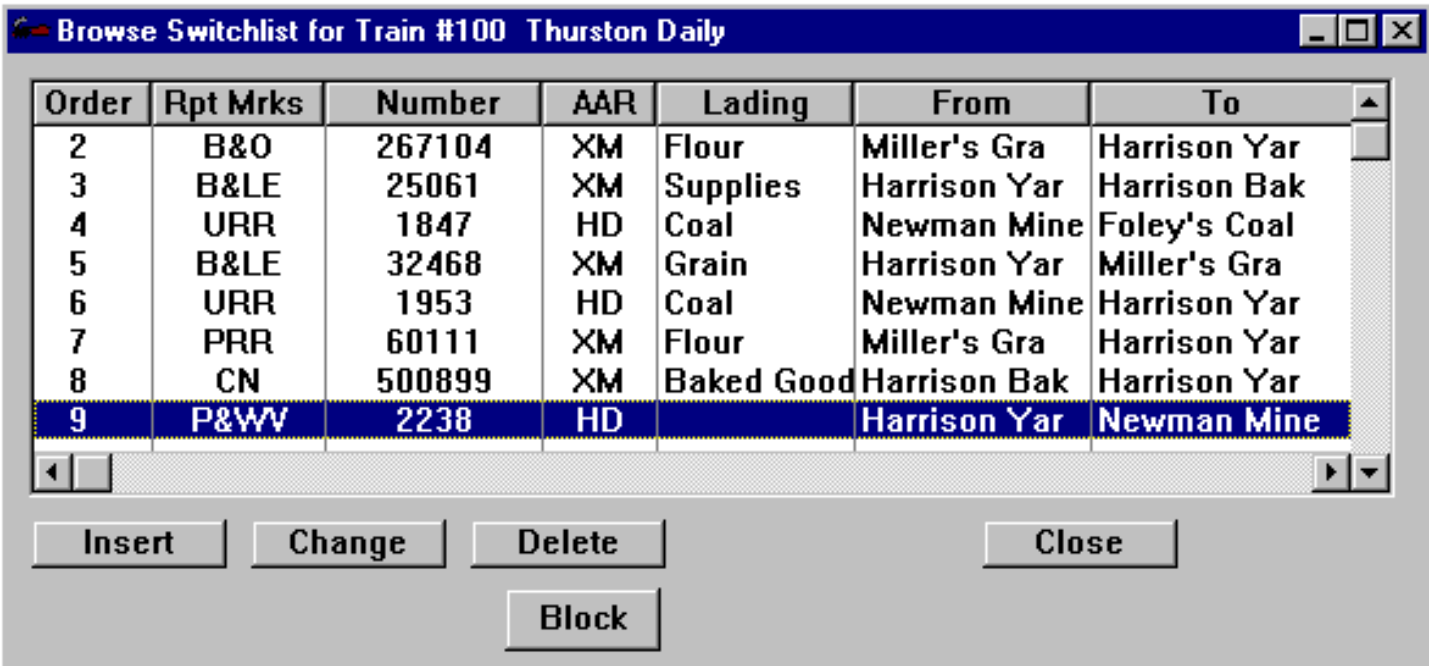


Blocking Your Switchlists

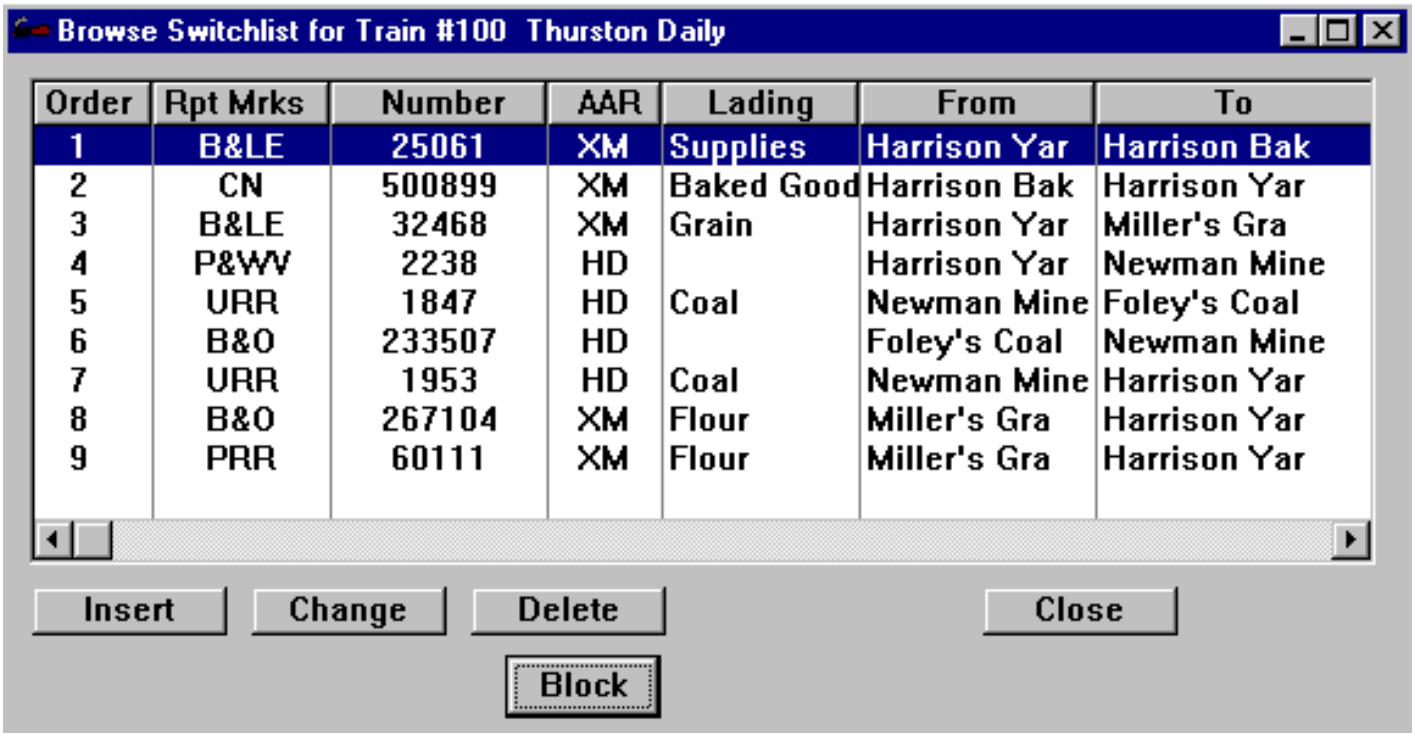
Switchlists can be blocked automatically for delivery to towns along a trains schedule. When a train is blocked, it is re-ordered so that the cars will be in the best order for delivery in towns along the trains schedule. For this to work, you need to have each trains schedule defined. See the chapter titled "Trains Menu" for information on setting this up.

The blocking built into Ship It! Car Cards works by sorting the switchlist from top to bottom, in order of the towns on the trains schedule. The first sort is done using the "From" column. Next, each block of cars associated with each town is sorted by their destination field (again going from top to bottom in the order of the towns on the trains schedule.) For example, let's say we have 2 cars leaving Harrison (the first stop) and 2 cars leaving Thurston (the second stop). The two cars from Harrison would be at the top of the list, and the two cars from Thurston would be at the bottom. Now let's say one car from Harrison was being delivered in Harrison and another car was being delivered in Thurston. The Harrison delivery would appear first in the block of cars from Harrison (because Harrison is the first stop), and the Thurston delivery would appear second (because Thurston appears after Harrison in the trains schedule.) See the pictures below for an example. By the way, the train schedule here is Harrison, Thurston, Harrison. All industries in Harrison have Harrison in their name - all others belong in Thurston.

Blocking will also account for turns and facing point sidings. The trains schedule must have the towns on the return trip marked "Retutn Trip" in the Update Trains window, and the industries must have their direction restricted to "Eastbound", "Westbound", etc. Like Ship It, if a train is visiting a town twice, and a car needs delivered from there to the very last stop, the delivery will be scheduled for the way back, unless the shippers siding has "facing points" on the way back.



Before Blocking



After Blocking

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13 - Creating Form 19's and Form 31's

Form 19's and Form 31's are train orders used by the prototype to issue special orders to trains. Form 31's are seldom used today. Because Form 31's restricted the movement of superior trains, trains had to be stopped for delivery, and the train crew had to sign the orders. Form 19's can be delivered on the fly. See the chapter titled "Overview" for more information on these forms. With Ship It! Car Cards, you can create, edit, print and save train orders. These forms are designed to mimic the prototype, and follows closest a Soo Line Railroad Form 19 given to me by Bob Wundrock. Thanks, Bob! These forms will be good for any prototype, as the forms varied only slightly.

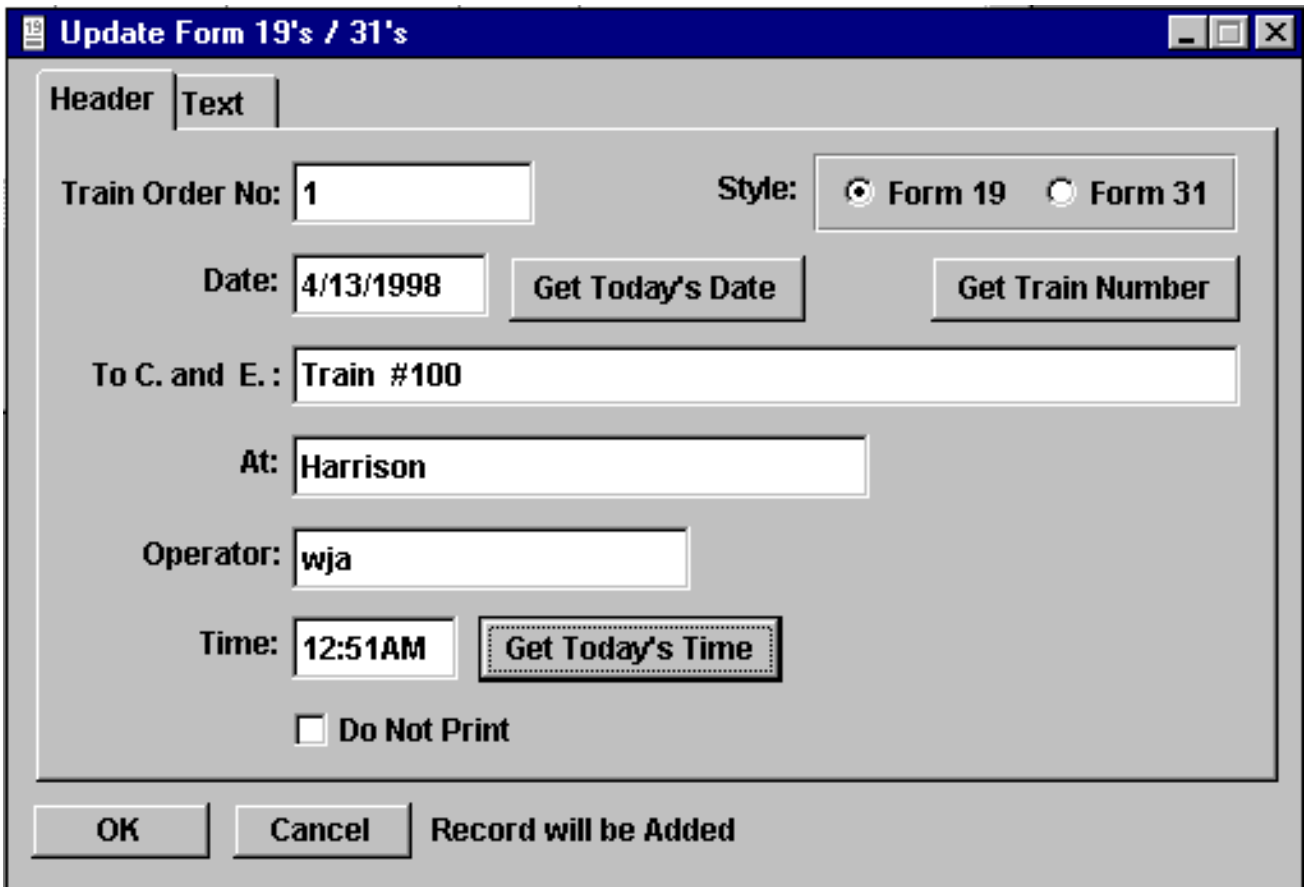
Update Form 19's / 31's Window

Header Tab

This tab contains text printed in the upper portion of the Form 19 / 31.

Fields

- Train Order No. Train Orders are usually numbered consecutively for the day, starting at number 1 after midnight.
- Date This would be the date the train order was issued. Use the "Get Today's Date" button if you wish to use the current date.
- To C. & E. This translates to "To Conductor and Engineer". This field would consist of a list of the trains that are affected by this order. A generic label can also be used, such as "All westward trains".
- At This is the station or tower where the order was issued. Modelers could use a town name if desired.
- Operator This is the name of the person issuing the orders. You could use the owner of the layout or the dispatcher.
- Time Enter the time the order was issued. Use the "Get Today's Time" button if you wish to use the current time on the computer's internal clock.
- Do Not Print Check this button if you do not want to print this order. Otherwise, all orders will be printed when the "Form 19's" menu item is selected from the Print menu.
- Style Select either "Form 19" or "Form 31". This determines what number is displayed in the upper right and upper left corners of the form. The forms are identical except for this number.

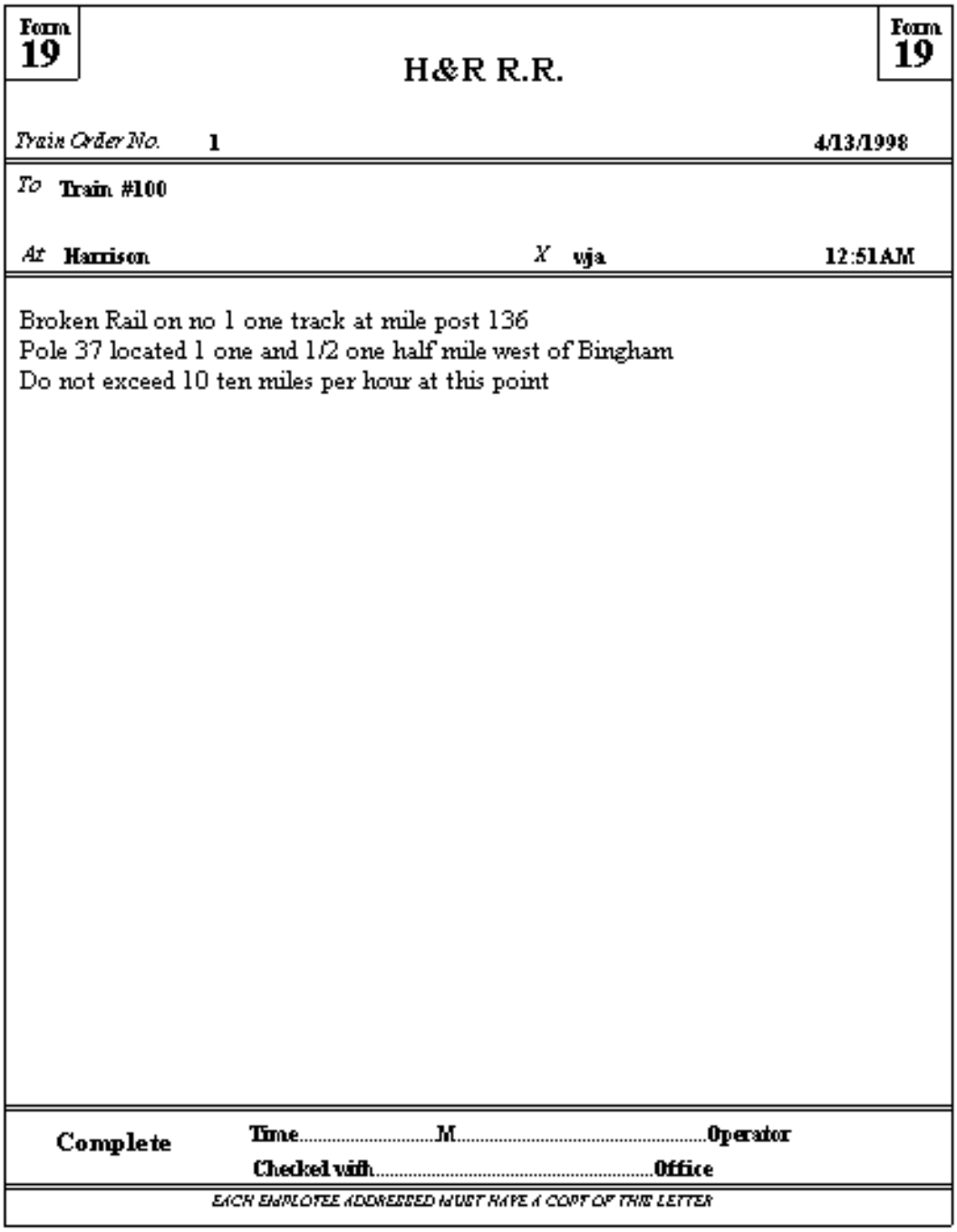


Text Tab

- Get Train Instructions Use this button to access a library of train instructions that you can build to make it easier to create train instructions. The Train Instructions Browse window can be accessed from the Trains menu for adding, changing, and deleting instructions.
- Text Window This is where you type the train order. If you want to insert train instructions from your library, use the "Get Train Instructions" button described previously.

The Completed Form

The printed form is shown below. The information at the bottom of the page (in the section marked "Complete"), is not filled out by the computer. This is for you to fill out by hand if you wish. "Complete" means that the order has been delivered. The "M" in this section is for the time (AM or PM). There is also room for the operator to sign the order (indicating it has been delivered.) I am not at all sure, but I believe the "Checked with.....Office" is for the name of the main dispatchers office where the train order has been logged. In addition, if you are using Form 31's, they should be signed near the bottom by the train crew.



Form 19 | H&R R.R. | Form 19

Train Order No. 1 4/13/1998

To Train #100

At Harrison *X* vja 12:51AM

Broken Rail on no 1 one track at mile post 136
Pole 37 located 1 one and 1/2 one half mile west of Bingham
Do not exceed 10 ten miles per hour at this point

Complete Time.....M.....Operator
Checked with.....Office

EACH EMPLOYEE ADDRESSED MUST HAVE A COPY OF THIS LETTER

Notice in the train order text, how whenever a number is used, the word for the number appears after the number so that no mistakes are made.

Note: The text ("Broken rail...") on this form came from an actual Form 19 from the B&O, dated July 5th, 1960. This was loaned to me by Bruce Hullihen. Thanks, Bruce!

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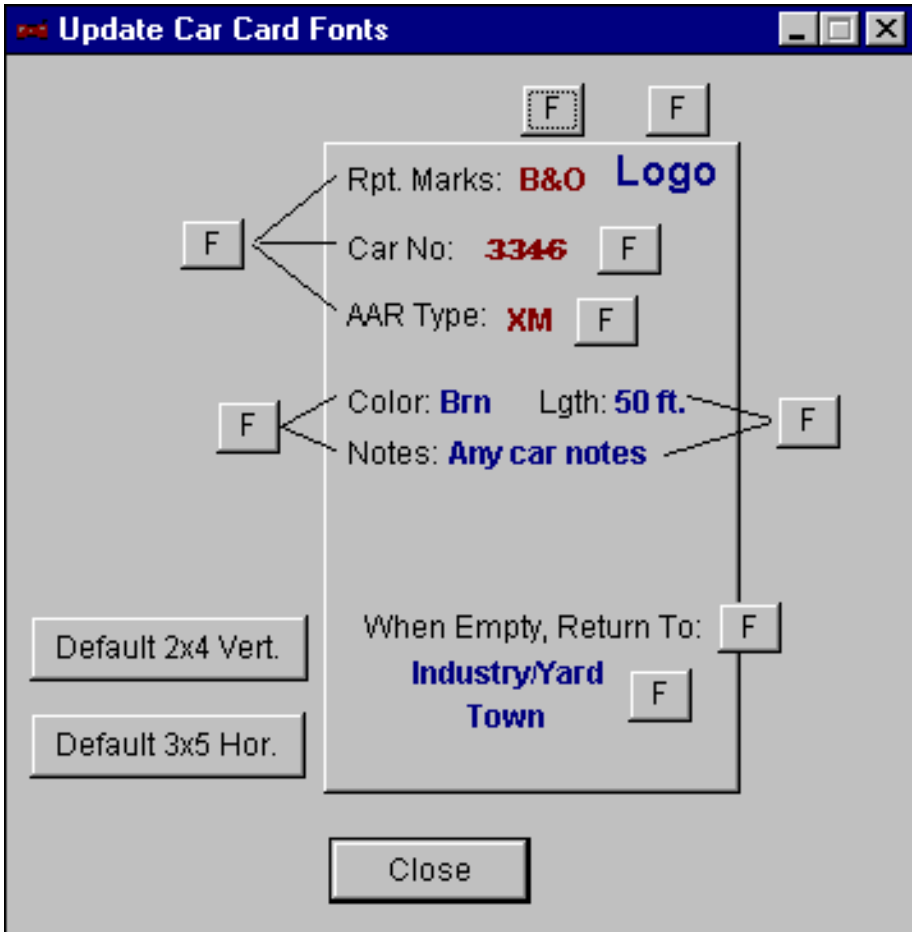
14 - Customizing Your Print-outs

Albion Software

You can customize nearly every font in the paperwork that Ship It! Car Cards prints out. As long as the font has been registered under Windows, it can be used. In addition, the style, size, and color of the font can be changed. Note: there are practical limitations on the size of the fonts that can be used. If too large a font is used, it will interfere with other text or it will be cut-off. Colors can be used to highlight or make text stand out. Be careful not too use too many different fonts in a single form. This can make it confusing to the readers eyes.

Specifying Fonts For Print-outs

The screen shot below shows a typical update window for fonts on a print-out. This particular one is for the car cards. Although the display shows a vertical car card, this one is applicable to the horizontal format as well, because the text is the same. Notice the numerous "F" buttons all over the window. These buttons call up the font dialog box shown in the second picture below. When you click on one of these font buttons, the dialog box show the current font for the text that is closest to the "F" button. There are some cases where some text may not appear to have its own button (such as the "Brn" text next to "Color" in figure 1.) In these cases, the text will have the font of a similar piece of text nearby. In the picture below, "Brn" uses the font from the "50 ft." and "Any car notes".

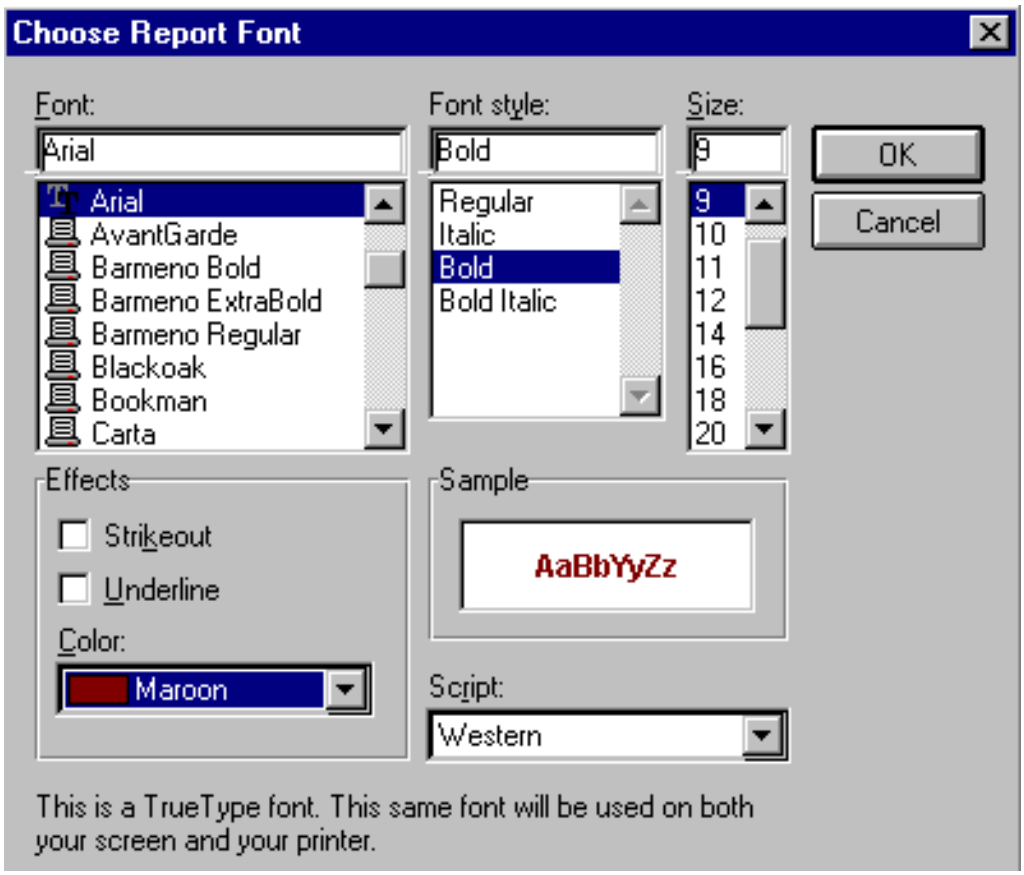


Choosing Your Fonts

As shown below, you can specify the Font, Font style, Size, and Color. If you have a color printer, your text can be printed out in color. The font dialog box always shows the current font for the piece of text nearest the font button. When you choose a new font or font attribute, this is saved in the font database of Ship It! Car Cards, and will be saved from session to session.

Default Font Buttons

These buttons allow you to reset the fonts to their default settings (as set up by us).



The Set Up Menu

The Set Up menu contains font setup windows for every print-out inside Ship It! Car Cards. These act the same way as the window in figure 1. In addition, the "Logo Images/Text and Misc." item allows you to set up custom logos for your print-outs.

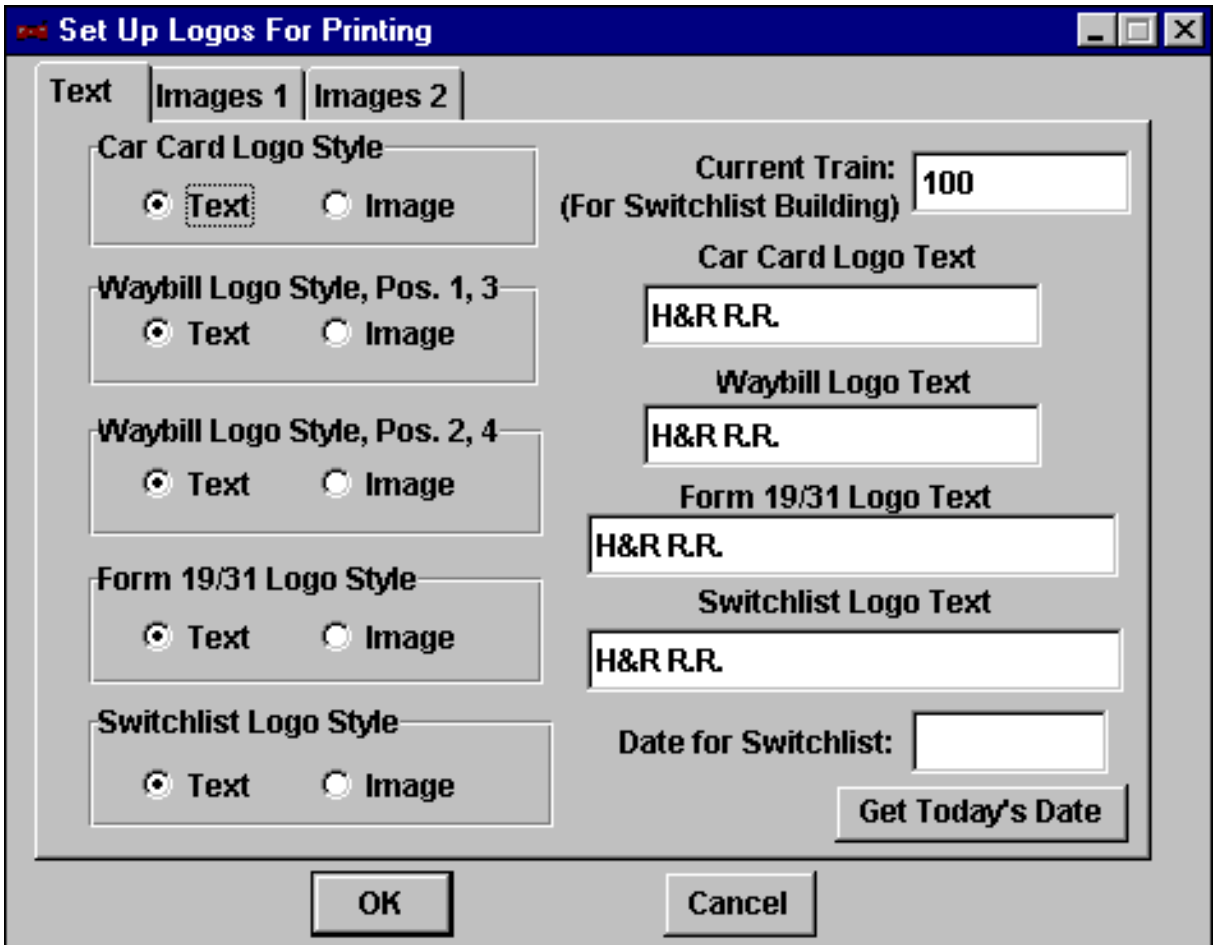
Set Up Logos For Printing Window

The picture below displays the setup window for logos. In addition, here is where you store the "Current Train" designation for building switchlists from waybills. See below or the chapter titled "Creating Switchlists" for more information on what the "Current Train" designation means.

Fields (Text Tab)

Note: for each of the text/graphics selections below, the appropriate text field or graphics image must be entered or selected, or it will not be printed.

- Car Card Logo Style Indicate here whether you want text or a graphical logo on your car cards.
- Waybill Logo Style, Pos 1,3 Indicate here whether you want text or a graphical logo on your waybills. This is for positions 1 & 3 on the waybill (the ones printed right side up.)
- Waybill Logo Style, Pos 2,4 Indicate here whether you want text or a graphical logo on your waybills. This is for positions 2 & 4 on the waybill (the ones printed upside down.) This option is here for those who may not have access to an upside-down image of their logo.
- Form 19/31 Logo Style Indicate here whether you want text or a graphical logo on your forms.
- Switchlist Logo Style Indicate here whether you want text or a graphical logo on your switchlists.
- Current Train This field is necessary when you are building switchlists from waybills, using the "Add to Switchlist" button on the Update Waybills window. This tells the program what trains switchlist to add the waybills information to. See the chapter titled "Creating Switchlists" for more information.
- Car Card Logo Text This is the text used when "Text" is selected for the Car Card Logo Style.
- Waybill Logo Text This is the text used when "Text" is selected for the Waybill Logo Style.
- Form 19/31 Logo Text This is the text used when "Text" is selected for the Form 19/31 Logo Style.
- Switchlist Logo Text This is the text used when "Text" is selected for the Switchlist Logo Style
- Date for Switchlist This date will be printed on your switchlists. Enter any date here.
- Get Today's Date Use this button if you want today's date filled out in the "Date for Switchlist field"



Using Images For Logos

There are several things to be aware of when using images for logos. The first is proportion. The image should be proportional to the size of the image boxes in the images tab. If it is not, the image will be expanded or compressed to fit this box. The actual size of the image does not matter, just the proportion. The proportion ratio is approximately 2.25 to 1 (the long side is about 2.25 times longer then the short side). If you are anywhere close to this, the image should look fine.

The second item to be aware of is when printing 4 position waybills with images, the report preview will not appear. This is because the number of graphic images overwhelms the print preview engine. The waybills will be printed directly to your printer. if you would like to preview them, select "Text" instead of "Image" on the Text tab.

The printing engine in the development software I am using cannot rotate images (at least in the rev. level I am using.) This is why you need separate, rotated images for some of the graphics. In these cases, you will see the degrees in parantheses, like this: (90). In order to fit the maximum number of car cards on a printed sheet, some car cards are rotated (laid horizontal) and some are vertical. This is why you need the 90 degree image. For the waybills, you need the 180 degree image for positions 2 & 4 (upside down).

If you have a color printer, the images can be printed out in full color, which can make for some very nifty car cards!

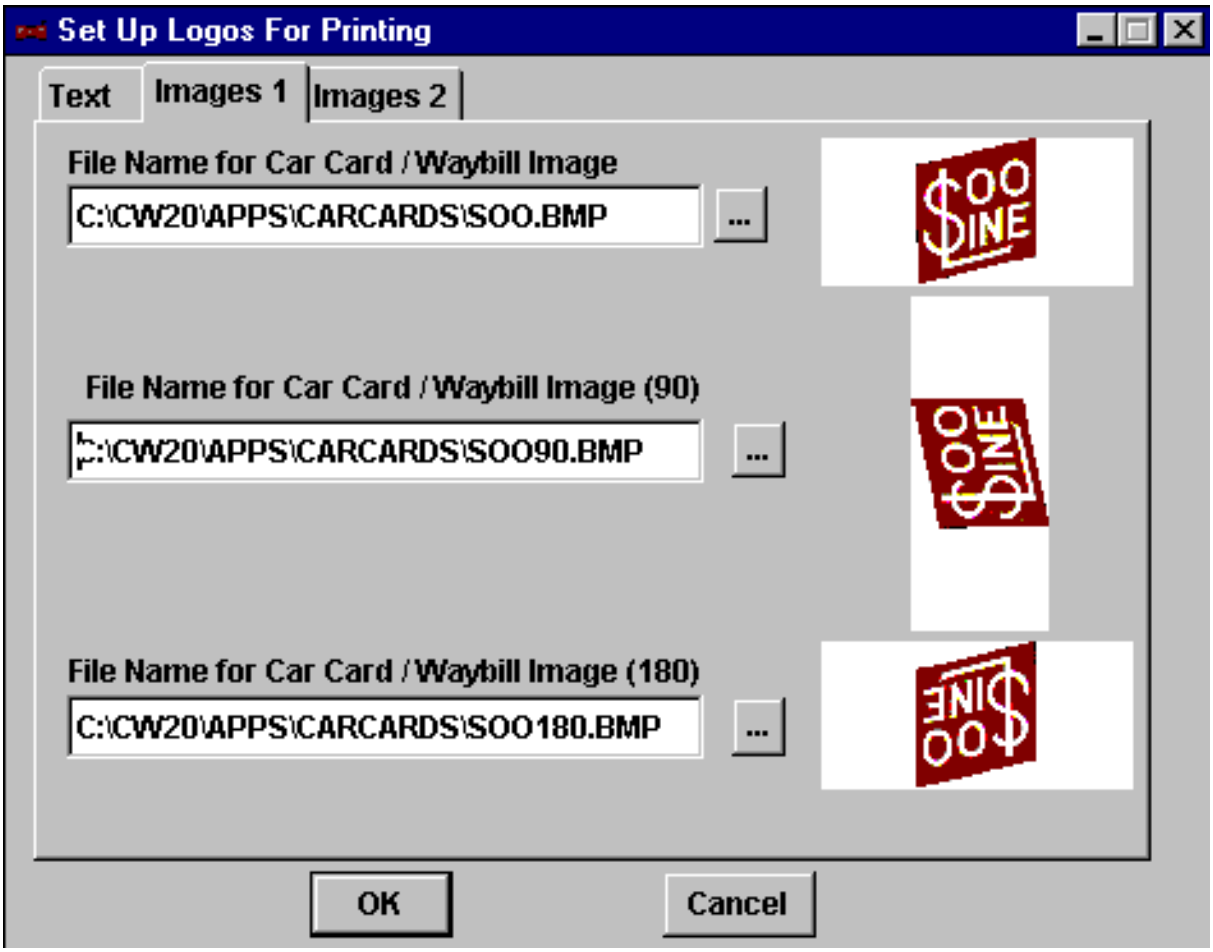
Printing can take a long time with images, even if you are not printing color.

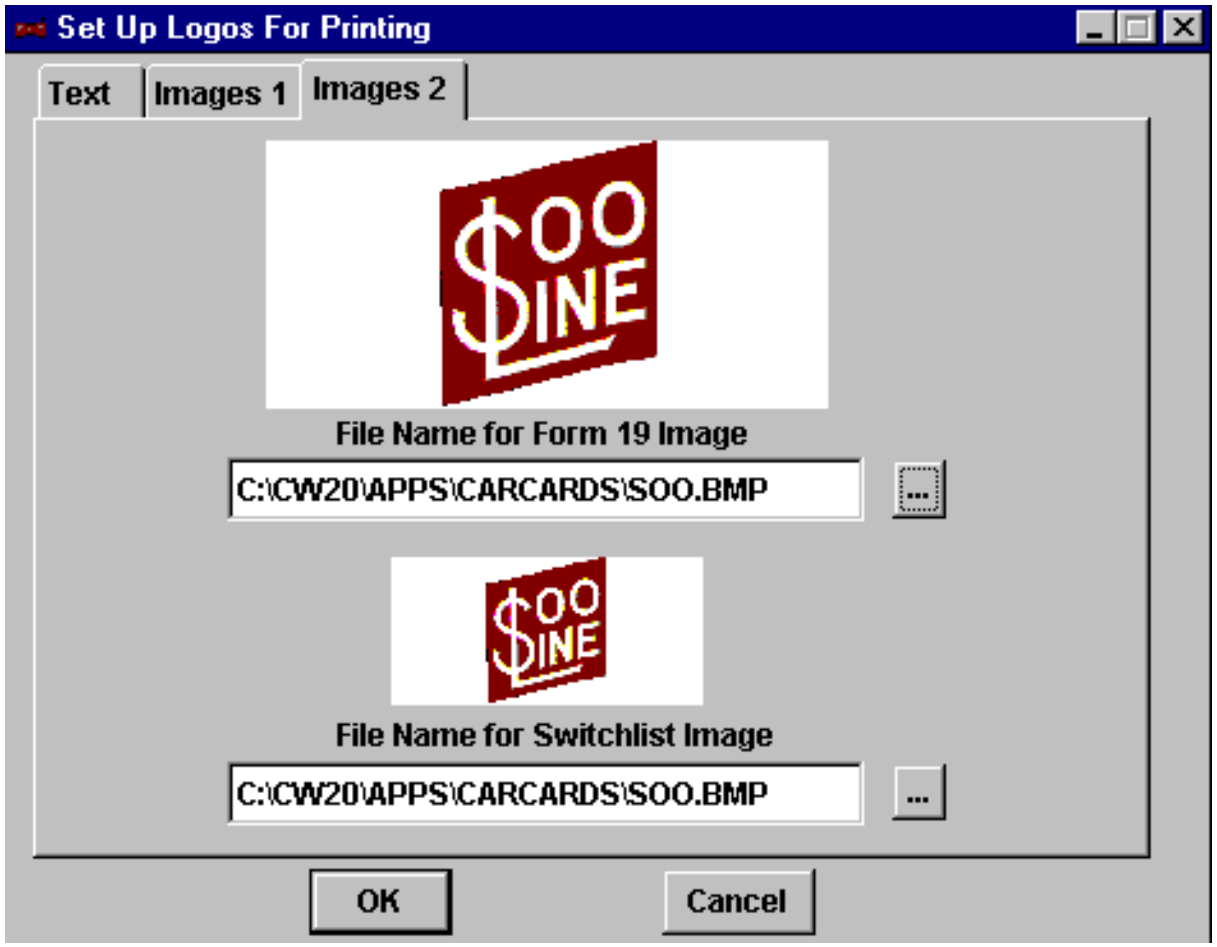
If your images do not look correct, your system may not be set up to display 32,000 colors or more.

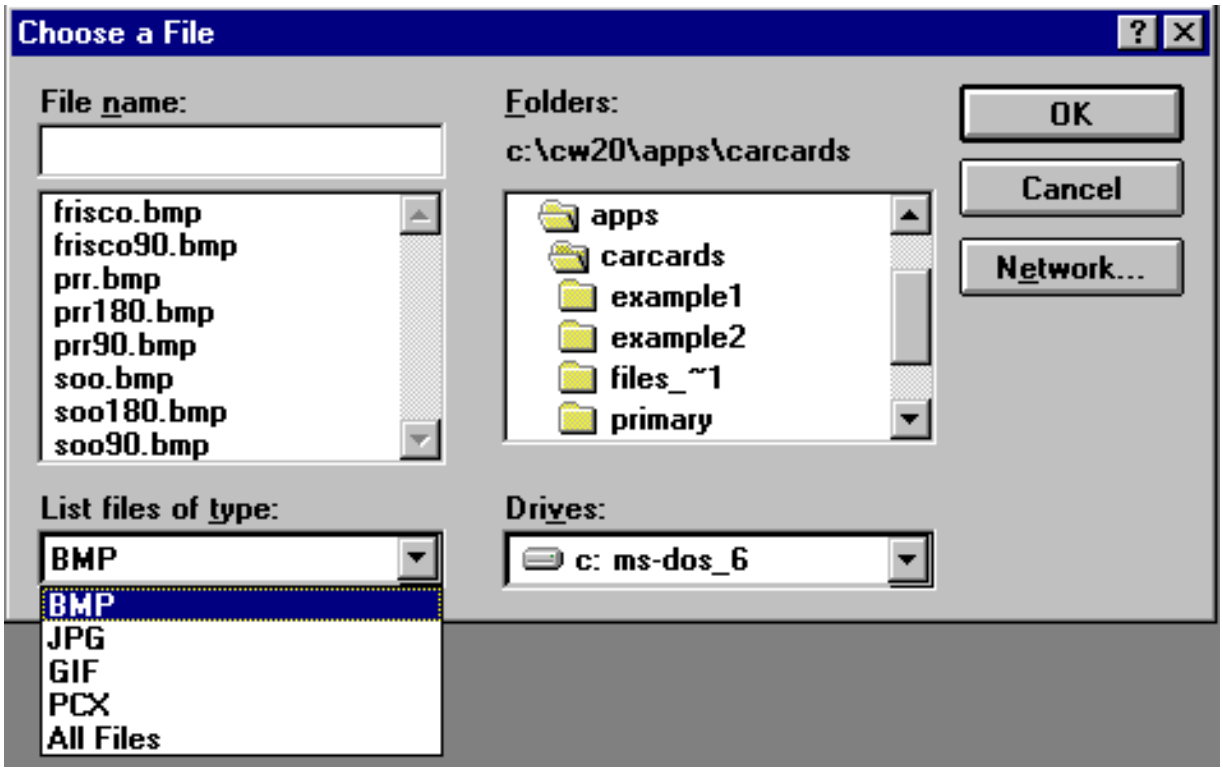
The first two scrren shots below show the images tabs where you select the graphics for your logos. **Clicking the button with the ellipsis (...) will cause a File Lookup window to appear where you can browse through your file system to find your images.** Be aware that the images are not stored in the Ship It! Car Cards database, just the file locations (don't move your images once you have them selected here!)

The last screen shot below shows the file lookup window used to select your graphic images. Notice the file types drop-down window. These indicate the types of graphical images Ship It! Car Cards can utilize (bmp, jpg, gif, pcx).

Note: In the \shipit\example1 directory, there are three sample images (prr.bmp, prr90.bmp, and prr180.bmp) for you to experiment with.







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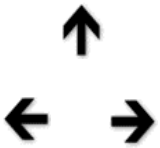
15 - Ship It Integration



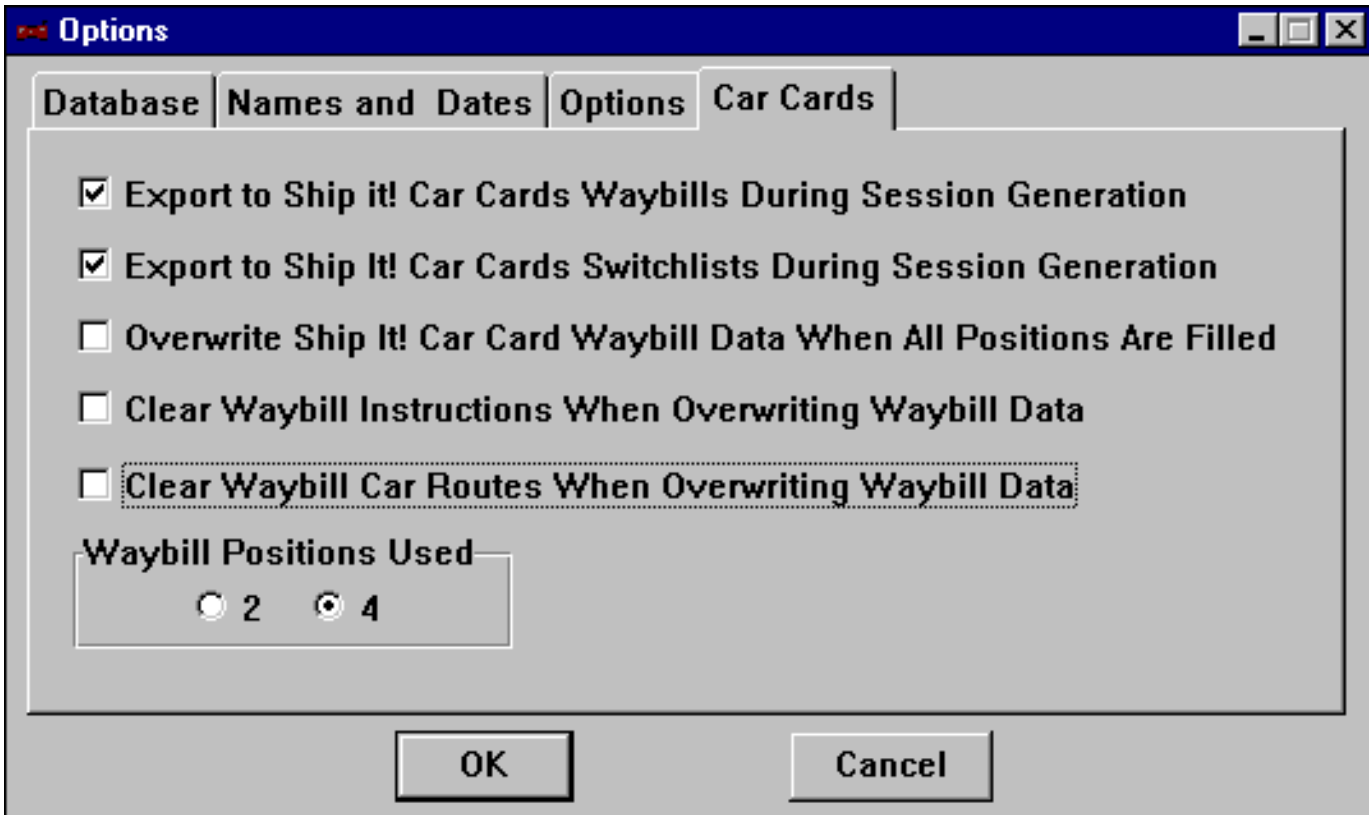
Ship It! can be used to "dump" computer-generated car traffic onto the waybills and/or switchlists produced by Ship It! Car Cards. This chapter will explain how to achieve this integration. Before tackling this, you should make yourself familiar with the car cards, waybills and switchlists by reading chapters 11 and 12, and practiced entering some data into each of these areas. Ship It! integration is done mainly from within Ship It!, although once the waybill and switchlist databases have been generated you will be using Ship It! Car Cards.

At the end of this chapter, import / export of shipper & consignee data from/to Ship It! Car Cards is explained.

Ship It! Options Window

To output computer generated traffic to Ship It! Car Cards, you must set several options found in the Ship It! Options window (found under the File menu.) This window is shown below. Once these options are set, subsequent generation of operating sessions (using "Generate Session", found in the Generate menu inside Ship It!) will output data to the waybill and switchlist databases inside Ship It! Car Cards.

Note: Before generating any Ship It! sessions with these options set, you must have generated the car card database (you can use the Rolling Stock menu item "Generate a Car Card for Every Car" - see the chapter titled "Creating Car Cards & Waybills.) Ship It! data will only be output to those car cards you have created inside Ship It! Car Cards. You could use this to limit car card / waybill creation. Either create only a limited number of car cards (one by one using the insert button on the Browse Waybill window), or create all the car cards using the "Generate a Car Card For Every Car" menu item and delete the ones you don't want waybill information output to.



Export to Ship It! Car Cards Waybills During Session Generation

This option causes Ship It! to output waybill data into the waybill database when operating sessions are generated. If none of the waybill positions are filled (positions 1 through 4, or 1 through 2, depending on the number of positions desired - see below), position 1 is filled first. If the car is moved again during the same session, position 2 will be filled out. If not, position 2 will be filled out when the car is moved next. Because Ship It! does not automatically move every car every session, it may take more than 4 sessions to fill up any given waybill.

When waybills fill out unevenly, you needn't worry. If your goal is only to generate 4 positions (or 2 positions) on your waybills, and you do not wish to keep pace with the Ship It! generated sessions, leave the option titled "Overwrite Ship It! Car Card Waybill Data When All positions Are Filled" unchecked. See the section below explaining this option.

Export to Ship It! Car Cards Switchlists During Session Generation

This option causes Ship It! to output switchlist data into the switchlist database when operating sessions are generated. With this option checked, your switchlists will be filled out automatically each time a session is generated. Because each session generation will empty the switchlist database and start over, you will need to print out the switchlists between session generations. This is no different than what happens with the switchlists within Ship It! The main difference is in the switchlist format, the blocking capabilities (see the chapter titled "Creating Switchlists", and the fact that this switchlist database can be edited. You can add, delete, or change car moves in every switchlist, should you wish to. You can even create car movements for trains that have no moves generated for them.

Overwrite Ship It! Car Card Waybill Data When All positions Are Filled

With this option unchecked, when a waybill fills up, no more data is output to it after it is filled. Subsequent generation of operating sessions will ignore a filled out waybill. Keep this option unchecked if your only goal is to obtain filled out waybills (and you do not want to use the waybills in conjunction with Ship It! switchlists.) With this option unchecked, you will "lose" car moves once any given waybill is filled. Therefore, if you wish to use the car cards alongside Ship It!, you should check this option. If you wish to use the car cards in conjunction with Ship It!, and keep pace with the computer generated sessions, you should check this option.

With this option checked, a warning message will appear when any session generation is attempted which would overwrite any waybill data. You are given the option to cancel the generation (before it is started). You can then print out any waybills that are filled by using the print menu items "Print any waybills filled out to 2 positions" or "Print any waybills with 4 positions filled out". This way you will not lose any car movements.

With this option set, when a waybill reaches 4 positions (or 2, depending on the option "Waybill Positions Used", explained below) and you allow the session generation to continue past the warning message, any waybill filled out will be cleared, and data will again be filled out on it, starting at position 1.

You can keep pace with Ship It! by printing out waybills as they fill up. Thus, each car card may have several waybills. When a car reaches the last position on the waybill, toss out the old card and replace it with the new. The waybill ID numbers will come in handy here to help you keep track of your cards and waybills (you knew those numbers were good for something, didn't you?)

Clear Waybill Car routes When Overwriting Waybill Data

With this option set, the waybill car instructions (the three small lines of text for every waybill position) will be cleared along with the other data in the waybills when the waybills are overwritten (see the options above.) Leave this option unchecked if you wish to save this data. Examples of when you might want to save this data are when you have the car marked "Hazardous Materials" in the car instruction area. Note: Ship It! does not output data into the car instruction fields. You can however, add this data to the waybills after the data is output from Ship It!

Clear Waybill Car routes When Overwriting Waybill Data

With this option set, the waybill car route field will be cleared along with the other data in the waybills when the waybills are overwritten (see the options above.) Leave this option unchecked if you wish to save this data. Note: Ship It! does not output data into the car route field. You can, however, add this data to the waybills after the data is output from Ship It!

Waybill Positions Used

Set this to either 2 or 4, depending on how many positions you want filled out on your waybills. This controls how soon waybill data is overwritten. If 2 is selected, waybills will be overwritten after the second position is filled. This also sets it so that you will get the appropriate warning message when the waybills are about to be overwritten.

Import/Export File Menu Items in Ship It! Car Cards

Import Shipper/Consignee data from Ship It! If you own Ship It!, you can import your shipper and consignee data into Car Cards. If you will just be outputting computer-generated traffic from Ship It!, this is not necessary. If you will be building some waybills by hand, you may want to do this. This menu item is here only because the database for shippers and consignees differs (is simpler) in Car Cards.

Export to Ship It! Shipper and Consignee Files If you upgrade to Ship It!, this menu item will save you some time by building the shipper and consignee databases for Ship It! You will need to enter some more information there (see the Ship It! manual), but this will give you a head start. Your other database information (rolling stock, towns, industries, products, etc.) is directly compatible with Ship It!

16 - Putting It All Together

Albion Software

This chapter contains an overview on using car cards, train orders, and switchlists in an operating session. Tips are also included for setting up your cards and other paperwork.

Car Card Operation

On the prototype, a waybill travels with each car from the shipper to the consignee. On model railroads, car cards and waybills do the same. Each waybill (attached or inserted into the car card) travels with its car. It is the train crew (or lone operator) that carries the cards with them as they switch the various towns along the way.

Layout Preparation

It is convenient (necessary, really) to have small bins or boxes near each town or switching area on your layout for holding the car cards. The cards need a place to stay when the cars associated with them are not being moved on a train. Car cards stacked on adjacent scenery do not look very prototypical! Some layout owners have a bin for each industry and yard track. For smaller switching areas a single bin will do. For a temporary set up, small clasp envelopes (the size that the program disks came in) can be attached to the layout to hold the cards. Label each bin with the name of the industry or industries whose cards belong there and also the town that the industries belong to. If you have multiple bins, one label for the town should suffice, centered on the bins. An extra bin or small shelf is also handy to place the current trains cards in and to hold switchlists and train orders that the crew is working with (it's tough to manipulate a throttle with hands full of paperwork!)

Setting Up For Operation

First make sure you have car cards and waybills for every car you want to switch on your layout. Next take the cards to your layout. Looking at the "From" designation in position 1 of the waybill, place each card at the town and industry located there. One approach is to place a car card in its location, and at the same time place the car (whose reporting marks and number appear on the card) at the appropriate siding also. This way you take care of a card and car combination one at a time. The other approach is to populate your layout with the car cards, and then go through your layout, bin by bin, and find the car for each car card and locate it on the appropriate siding.

Operation at Last

To operate your layout using car cards, you should have some type of train schedule. While you can operate without one, a train schedule gives some type of order to your operation. In its simplest form a train schedule is merely a list of towns that the train visits one by one. You can build your train schedules using Ship It! Car Cards (see the chapter titled "Train Menu".

Start your train at the first town on the schedule. Look at each car card located at this town and see if the "To" location (town) for waybill position 2 is on your train's schedule. If it is, this car will go on your train. There may also be some switching at the current town. This is obvious, because the "From" and "To" towns will be the same. Any time you move a car, you should also move the car card to the appropriate bin for the new location (unless the industry it is going to share the original bin.) With your local switching complete, throttle up your train and move to the next town, making sure you take with you a car card for every car on the train.

Upon arrival at the next town, plan your operating moves. First examine each car card for the cars

located at the town. Is there any local switching to be done? Which cars does the train pick up and which ones stay? Which cars on your train get dropped off at the town? It's all in the cards, as they say. Some cars may already be at their destination (for this operating session). You can tell these because the "To" location matches the cars current location. Complete the local switching, drop off any cars from the current train that the cards direct you to (don't forget to drop off the car cards at the correct bins), and pick up any cars that have destinations on your schedule. Continue through each train on your schedule in this fashion.

When Do I "Flip" the Waybills?

Flipping the waybills means taking the waybill out of the pocket and flipping it upside down (or fronto to back) so the next position is facing up at the top of the pocket. Some layout owners flip the waybills between operating sessions. Some have the operators do it when the car is delivered. If the waybills are flipped during the session, it is hard to know if the car just arrived there - the next train coming down the line may move the car again. This is okay for interchange traffic, or for commodities quickly unloaded, but not so good for other situations that require unloading time. The car instructions on the waybill can be used to tell the operator when to flip the card.

What About Interchange Traffic?

There are several approaches to handling interchange traffic. It is necessary to think about this when entering data for your waybills.

One approach is to use the Consignee (Receiver) in the "To" location (like the prototype), even though the car may be dropped off at several interchanges and moved by several trains. In this case you should include routing information in the Car Route field. You can simply list the interchanges the car passes thru here. If you run out of room, use the car instruction lines.

Another approach is to list each succeeding interchange in the "To" location, so that there is no doubt where the car is to go. The Consignee will appear in the "To" position after the last interchange.

What About Empties?

Your waybills themselves should cycle cars between loaded and empty status (position 1 full, position 2 empty, etc.)

Can I Create Empty Car Orders?

Yes. Leave the "From" location blank for this waybill, and label the card "Empty Card Order", either by entering this text into the car instructions field, or by hand writing (sacrilege!) in the now open space in the "From" area. You can include the number of empties desired in the car instructions also.

What About Cards for Blocks of Cars?

Use the car instruction fields to include the first car and the last car number to be moved. In this case, the waybill stands alone (without the car card). There are 3 lines in the car instruction fields, and a lot of information can be packed in here.

What Happens When I Reach Waybill Position 4?

You have two choices at this point. Route the car back to position 1, or remove the card. Removal of the card reveals the When Empty, Return To: (Home Yard) text. The car can be routed back to the home yard, where a new waybill can be inserted (or it can be utilized by an empty order.)

Operating With Car Cards and Switchlists

Creating switchlists from car cards is easy within Ship It! Car Cards. The bulk of the work entails deciding which waybill moves go onto which switchlists. The best way to do this is as follows: Start by printing out your train schedules. Take one train at a time, and pull all the cards from the bins on the trains schedule. In front of your computer, specify the "Current Train" (the one whose switchlist you are building) in the "Logo Images/Text and Misc." window (found in the Set Up menu.) Next, weed out all the cars that will not be going on this train. Then access each car card / waybill position (for the move that is current, or next) and press the "Add to Switchlist " button. This will add the car move onto the switchlist.

Do this for every town on the trains schedule. Then press the "Block" button on the Browse Switchlist window to block your train.Do this for every train you run. Don't forget to place the cards back in their respective bins. Their "From" locations will tell you where they go.

The drawback here is removing the cards from their bins on the layout and placing them back. If you will be using switchlists and car cards together, there is no way around this. However, if you wish to utilize only switchlists for operating, and car cards to keep track of locations, there is a way around this. Build a dispatchers station (preferably right next to your computer. This station should have bins for all of your locations on your layout. Always keep your cards here. When setting up a new operating session, go through the above instructions (except your cards will not be on the layout.) After a switchlist is complete, it is handed to the dispatcher, who moves the cards (for the cars on the switchlist which were moved) to their new locations. This way you will not be carrying cards back and forth from the layout. If you are wondering, "Why not have the computer keep track of the car locations?", then you may want to investigate upgrading to Ship It!, which does this for you, along with non-random, computer generation of traffic. Your Ship It! Car Cards database is compatible.

Using Train Orders

Perhaps the easiest (but not the most prototypical) way of implementing train orders is to run all of your trains as Extras and schedule all meets and passes through train orders. This alleviates pressure on the dispatcher (if you have one) and gives some direction to your train crews to prevent "cornfield" meets. The other option is to create a timetable which shows the locations of the meets and passes. The bibliography in chapter 1 suggests books which can help you do this. With a timetable in place, train orders are used mainly to supercede (make adjustments to the scheduled meets and passes because of delays) or supplement (add Extras due to increased shipments or misplaced cars) the timetable. Your operators, of course, will each be given a timetable.

Train orders can also be used to issue speed restrictions over trestles, areas with damages track, to schedule special stops, etc. Use these situations to add some variety to your operating sessions.

Version 2.0 Addendum

Albion Software

New Generic Car Card / Waybill

Available in 3 Sizes - 2x4, 3x5, and 2.5 x 3

These can be used to create anything you wish. The cards you create can also be categorized (sorted under a standard name). They consist of 3 data entry items. At the top, there is the standard logo or text, then 2 data entry lines, then a text box filling up the rest of the card. In figure 2, the "Bad Order Card" text was entered in data entry line 1. Data entry line 2 is blank. The rest of the text (starting with "Coupler fell off...") was entered in the text box. The text box fills the generic card completely - in Figure 1, I had no need to fill in more information, but I could have. The 3x5 generic card is similar, except that the text is oriented along the longer axis (5 inch side) of the card.

Setting up the Generic Cards

From the toolbar on the main window, select the icon with the large "G". Press the insert button from the Browse Generic Cards window. Fill out the following fields:

Card Number: Use the number the computer automatically assigns.

Card Type: Use this to categorize (sort) your new types of cards (this does not print on the card).

Line 1: This prints directly below the logo at the top.

Line 2: Prints directly below Line 2.

Card Text: This is the what prints in the text box that fills up the rest of the card (below Line 2).

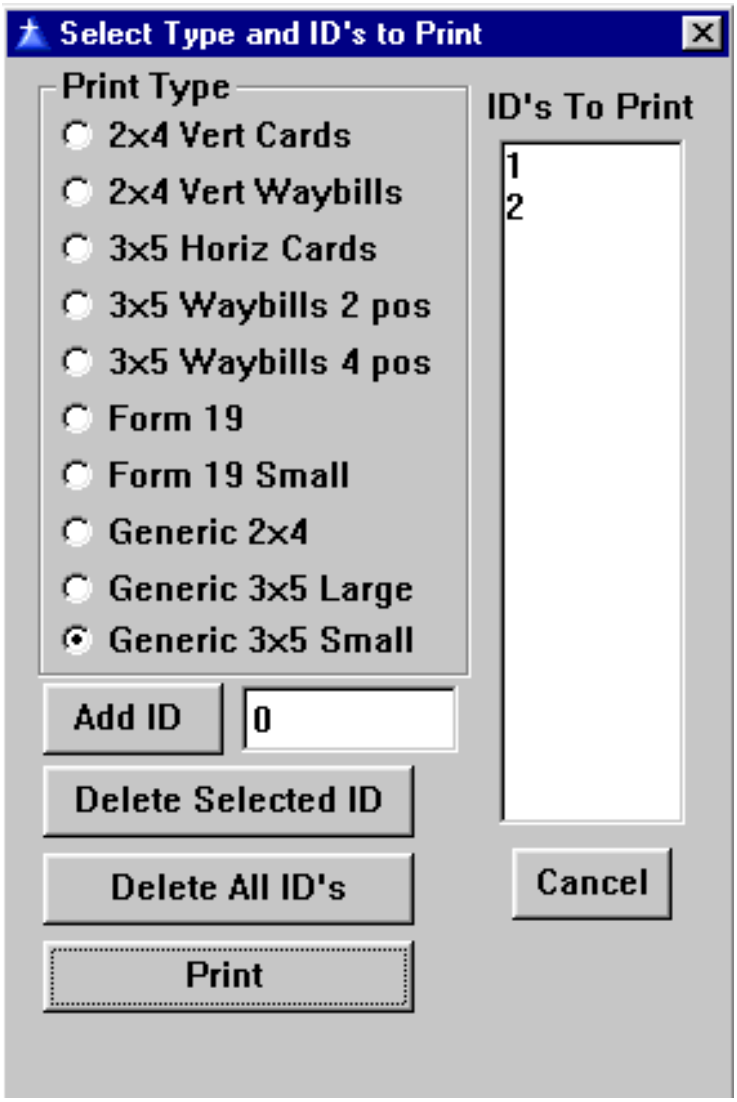
Different fonts, colors, and styles can be applied to these items. To do this, select Setup, Generic Waybill Fonts, from the pull down menu, and click on the F buttons to change the fonts. This card uses the logo set up for waybills, under the Logo Images/Text and Misc. menu (found under Setup)

Generic 2x4 Card

Printing

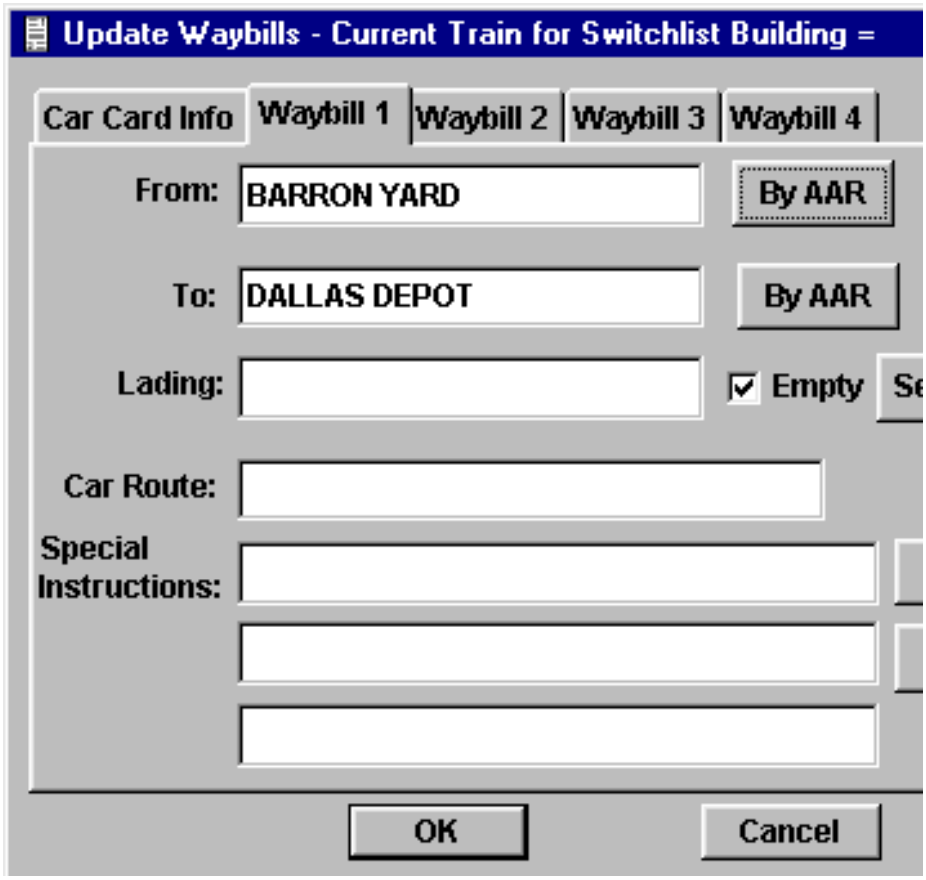
Print Selected Items

Allows you to print selected items for any of the car cards, waybills or train orders. Select the item you wish to print, add it's ID number to the "ID's to Print" window, and select the Print button. You can print as few or as many items as you wish, in any order. To add an ID (each item has an ID number found on both the printed object and the update and browse windows for the item), enter it into the entry box next to the Add ID button, then press the Add ID button.



Browse Industries By AAR Types

In the Update Waybill window (Figure 3), you can now select from a list of industries limited by the AAR type associated to the products that the industry ships and receives. There are two benefits here: ease of selection (much smaller selection list) and increased accuracy of your destinations. To use this new feature, press the By AAR button next to the industry entry box you are filling out. You can still select industries the old way (from the full list) if you wish, by clicking in the entry box itself.



Duplicating Car Cards and Waybills

Using the Duplicate Waybill button found in the Browse Waybills window, you can duplicate car cards and waybills. First, create a blank car card/waybill (remember the ID number for this new one). Next highlight (in the Browse Waybill window) the waybill/car card you wish to duplicate, then press the Duplicate Waybill button and enter the ID number of the new card that was created previously. The data from the highlighted card will then be transferred to the new card.

Duplicating Rolling Stock

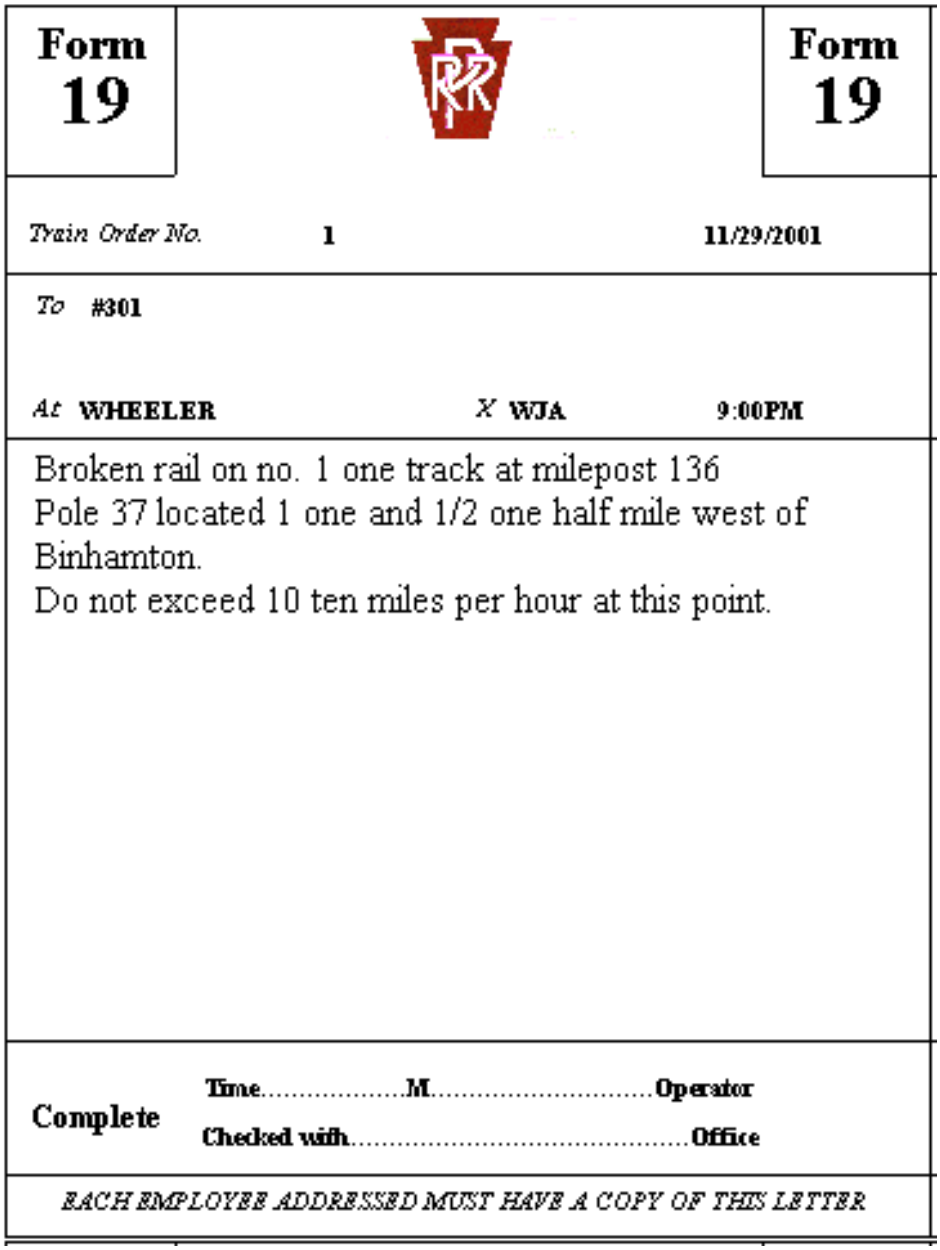
From the Browse Rolling Stock window, highlight the car you wish to copy, press the Duplicate button, then enter a new car number. This will create a new car entry

Creating Multiple Waybills For a Car:

Use the Duplicate button from the Browse Rolling Stock window to create new car numbers in the following fashion: If your car is number is 12345, create the folllowing new car numbers: 12345A ,12345B, 12345C. Use the Generate a Car Card for Every Car menu item in the Rolling Stock pull-down menu to create cards for the new cars. Now you have new cards\waybills created. If you wish, you can use the following technique to make these cards\waybills have the same destinations (in case you just want to have 1 or 2 destinations different): Go to the Browse Waybill window. Use the Duplicate Waybill button to copy the data from the card for 12345 to the new card/waybill you have created. Then print the new waybills.

New, Smaller Size Train Order

The new size is 3 x 4 inches. Except for its size, it is identical to the larger size train order. This size fits nicely with both the 2x4 and 3x5 card sizes. You can choose at printing time which size you wish to use. Now include Train Orders with the stack of cards for each train!



Form 19		Form 19
Train Order No. 1		11/29/2001
To #301		
At WHEELER	*X* WJA	9:00PM

Broken rail on no. 1 one track at milepost 136
Pole 37 located 1 one and 1/2 one half mile west of Binhamton.
Do not exceed 10 ten miles per hour at this point.

Complete Time.....M.....Operator
Checked with.....Office

EACH EMPLOYEE ADDRESSED MUST HAVE A COPY OF THIS LETTER

XP Friendly

All windows have been enlarged to work with WIN XP (so you don't have to run the program in Classic mode).

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