SmartWay®
Transport Partnership
U.S. Environmental Protection Agency

Rail Partner 2.0.11 Tool: Data Entry Guide 2011 Data Year - United States Version

Part 3

EPA United States Environmental Protection Agency

SmartWay
Transport Partnership
U.S. ENVIRONMENTAL PROTECTION AGENCY

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Part 3

Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

EPA United States Environmental Protection Agency

Office of Transportation and Air Quality
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Part 3: DATA ENTRY GUIDE

This guide is Part 3 of a three-part series designed to help your company participate fully in the SmartWay Transport Partnership.

In Part 3, you will learn how to enter the company and fleet/division data you collected using Part 2 into the SmartWay Truck Carrier FLEET Tool. This guide covers:

1. Downloading and setting up to tool to run properly
2. Basic organization of the SmartWay Rail Carrier FLEET Tool
3. Entering your data
4. Data validation
5. Viewing fleet/division performance summary data
6. Submitting data to SmartWay
7. Troubleshooting the tool

WARNING!

Completing this tool requires a considerable amount of information about your company, the divisions that are joining SmartWay, and the fleets within those divisions. There are many sections and screens to complete for each fleet/division that you operate. While you will have the ability to save your tool along the way and return to it at anytime, we STRONGLY ENCOURAGE you to review Part 1 to understand key information about joining the partnership and use Part 2 of this series to learn about the data requirements and gather your data BEFORE attempting to use Part 3 to complete the tool.

Downloading and Setting up the Tool

About Microsoft Excel

Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. The SmartWay Rail Carrier FLEET Tool was built using Microsoft Excel Forms.

Downloading the SmartWay Rail Carrier FLEET Tool

The tool can be downloaded from the SmartWay website at:
http://epa.gov/smartway/partnership/rail.htm

Please save the tool in a folder on your hard drive; this folder will house copies of your data and future updates.

Security Settings for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the tool.

Security Settings for Excel 2003 Users

Before you begin, be sure to set your Excel security setting level to "Medium."

1. When using Excel 2003, on the menu bar, select *Tools* → *Macro* →*Security*.

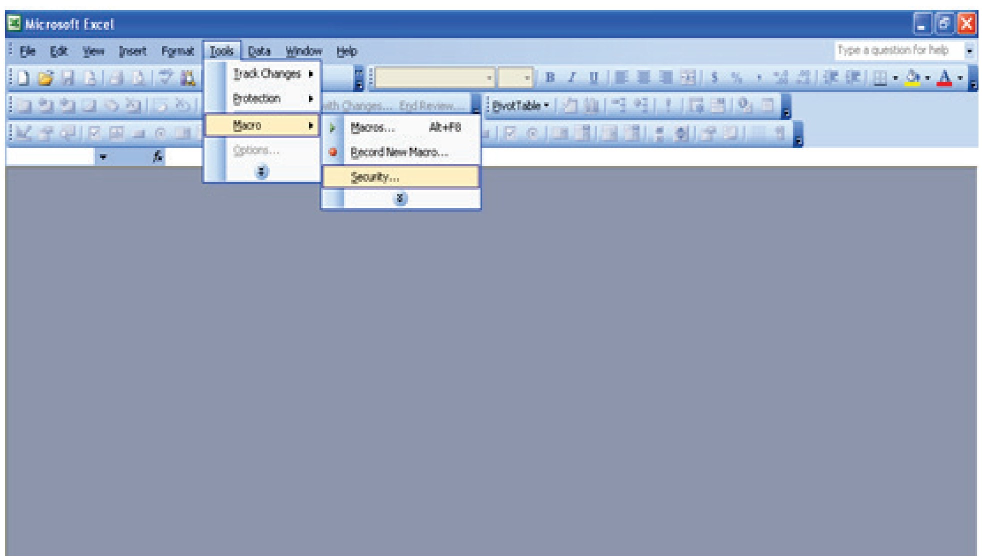


Figure 1: Macro Drop-Down Menu

2. When that window opens, select Medium.

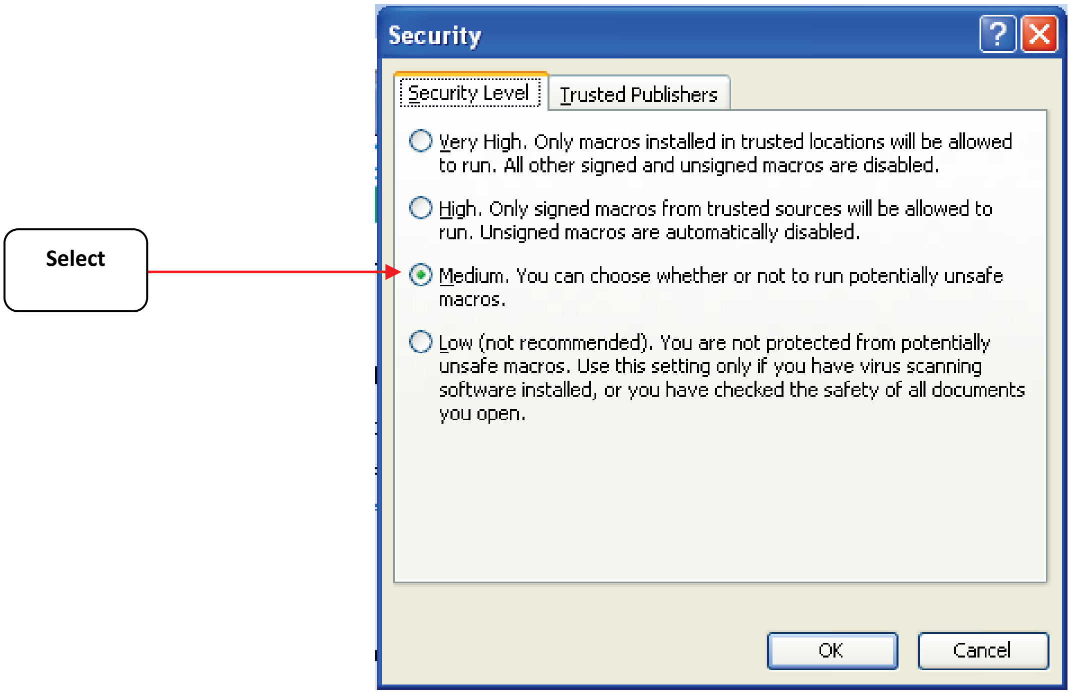


Figure 2: Security Dialog Box

To run the tool:

1) Save the tool to your computer in a folder on your hard drive; and,

2) Double-click on the file to open the tool.

You will see a security warning box appear (**Figure 3**).

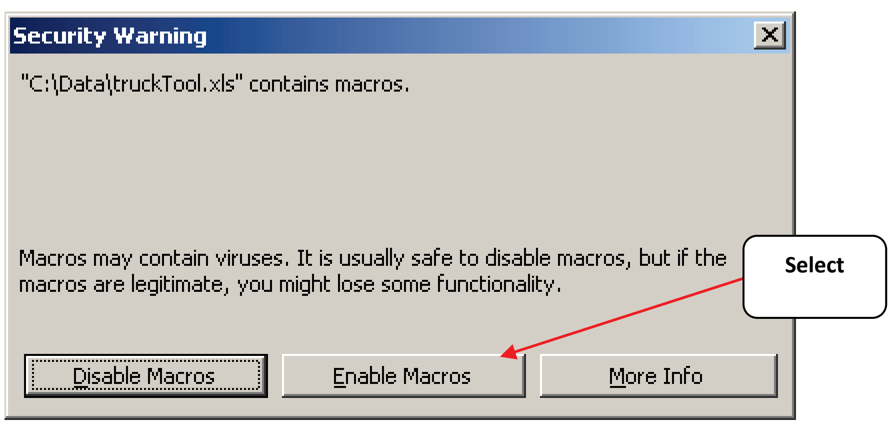


Figure 3: Security Warning Box

3) Select the **Enable Macros** button in the security warning box. The following screen (**Figure 4**) should appear:

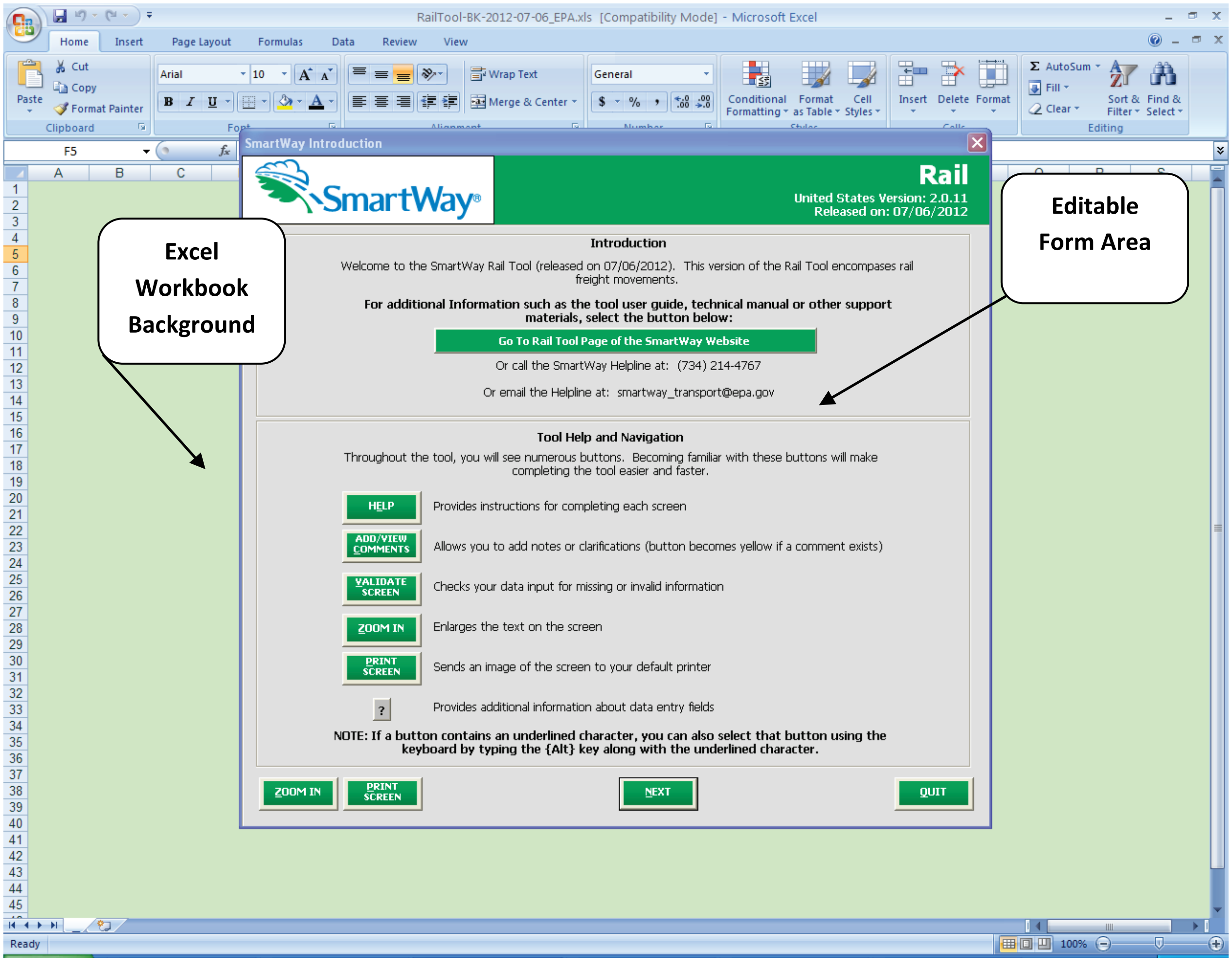


Figure 4: Rail Carrier FLEET Tool Welcome Screen

The part of the tool that you fill out resides in the gray, blue, and dark green forms that appear on the screen. The Excel workbook that remains in the background – and which normally appears as a light green screen as in **Figure 4** – is where all of the data you enter is actually stored. *However, for the purpose of your data entry, please do not enter data in the background workbook.*

Security Settings for Excel 2007 Users

The default settings for Excel 2007 should enable you to run the tool without any changes. To run the tool:

1) Save the tool to your computer; and,

2) Open the file, and select the "Options…" button that appears after the Security Warning just below the menu bar (**Figure 5**). Detailed instructions are also provided on the screen itself.

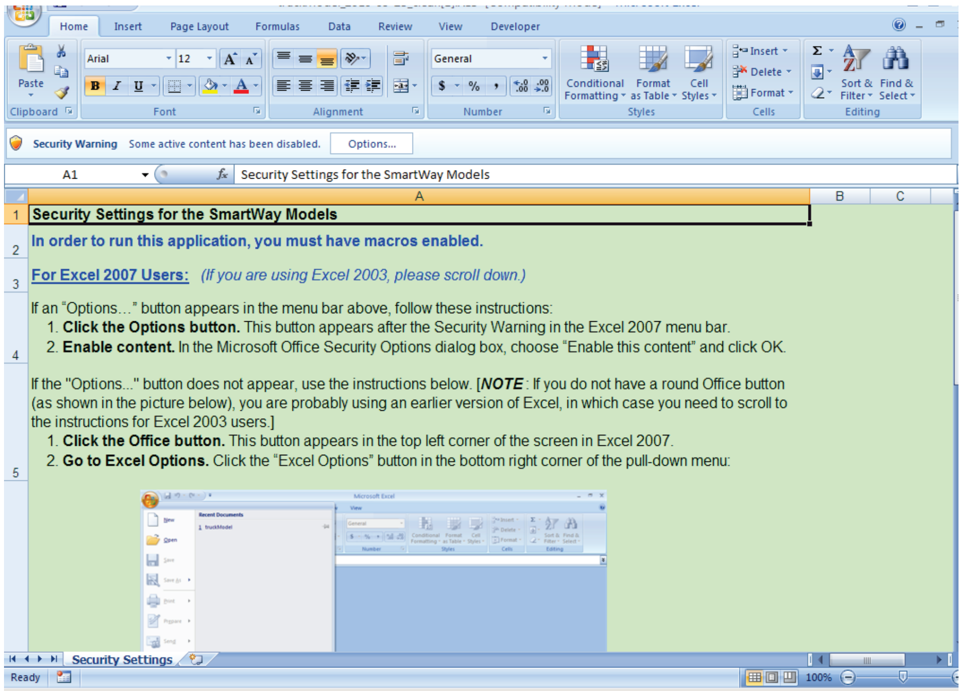


Figure 5 Security Warning Screen

3) In the Microsoft Office Security Options dialog box (**Figure 6**), choose "Enable Macros" and select **OK**.

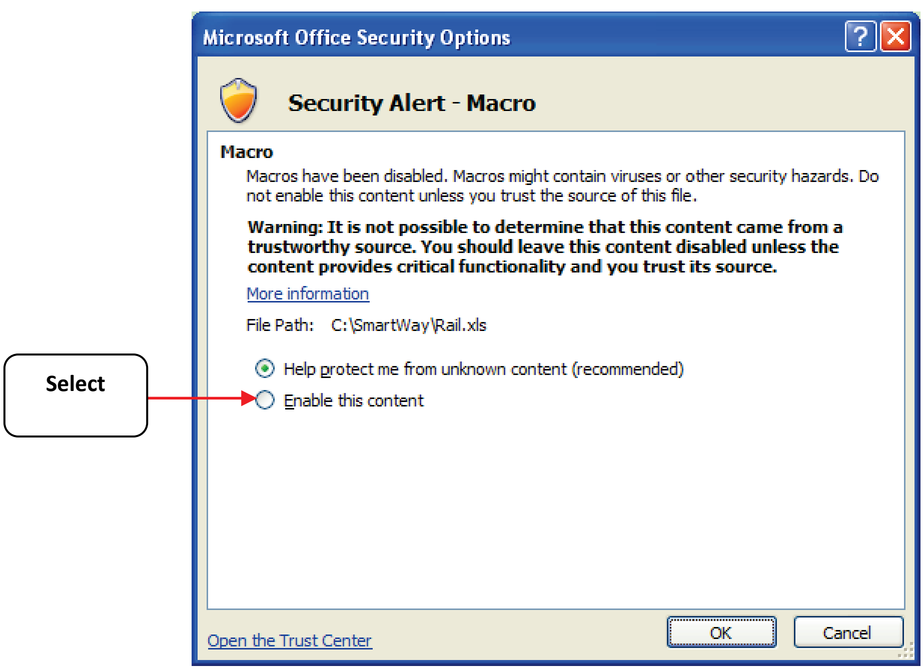


Figure 6 Security Options Dialogue Box

If you reach this point and the tool does not open, please review the "**Software and Hardware Requirements"** on Page 7 of Part 1 of the guidance series. Otherwise, you may have your security set too high. To adjust your security settings, select the **Office** button (in the top left corner of the screen) and then select the "Excel Options" button in the bottom right corner of the pull-down menu (**Figure 7**):

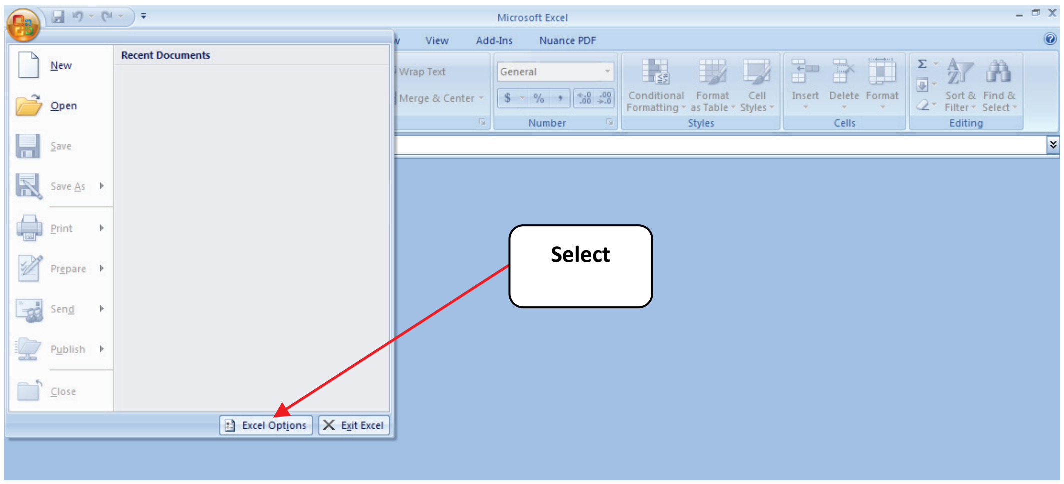


Figure 7 Excel Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 8**):

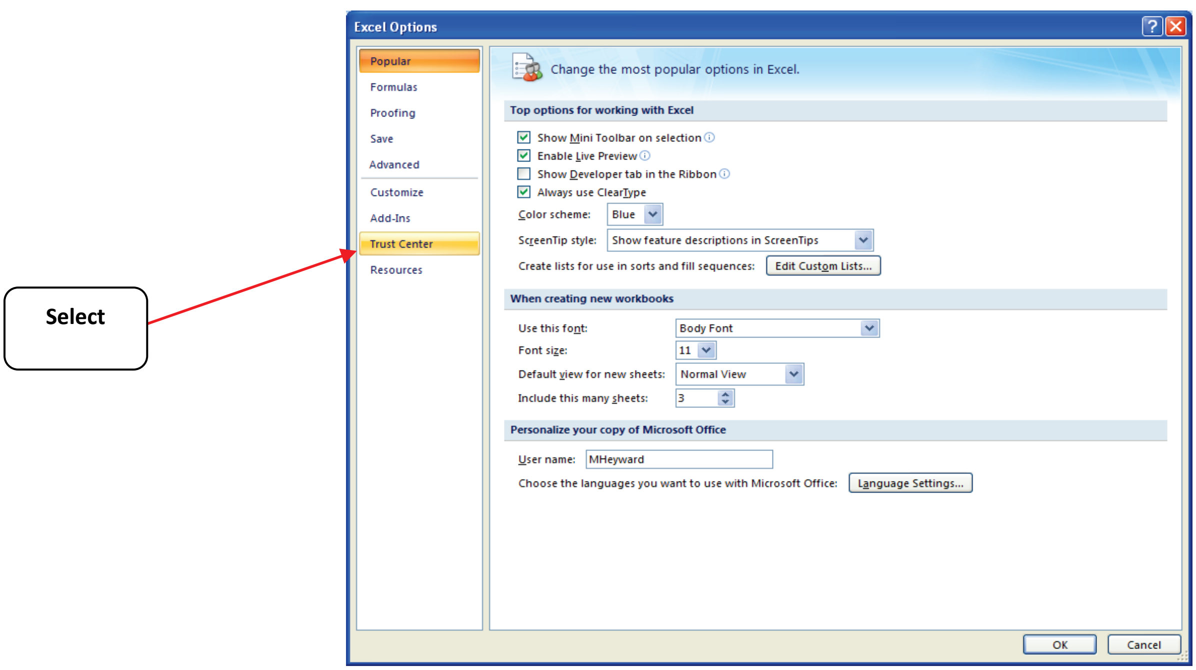


Figure 8 Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 9**):

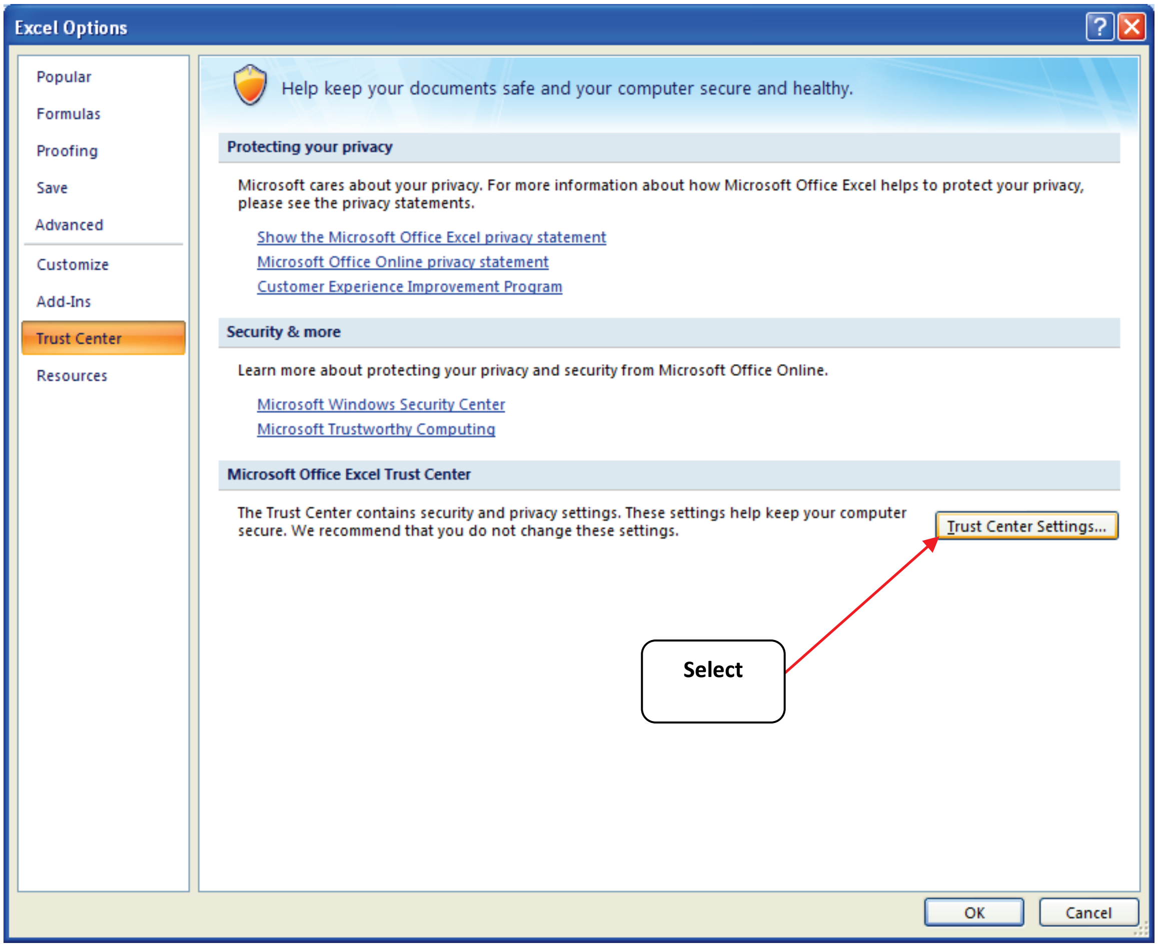


Figure 9 Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 10**) and select **OK**.

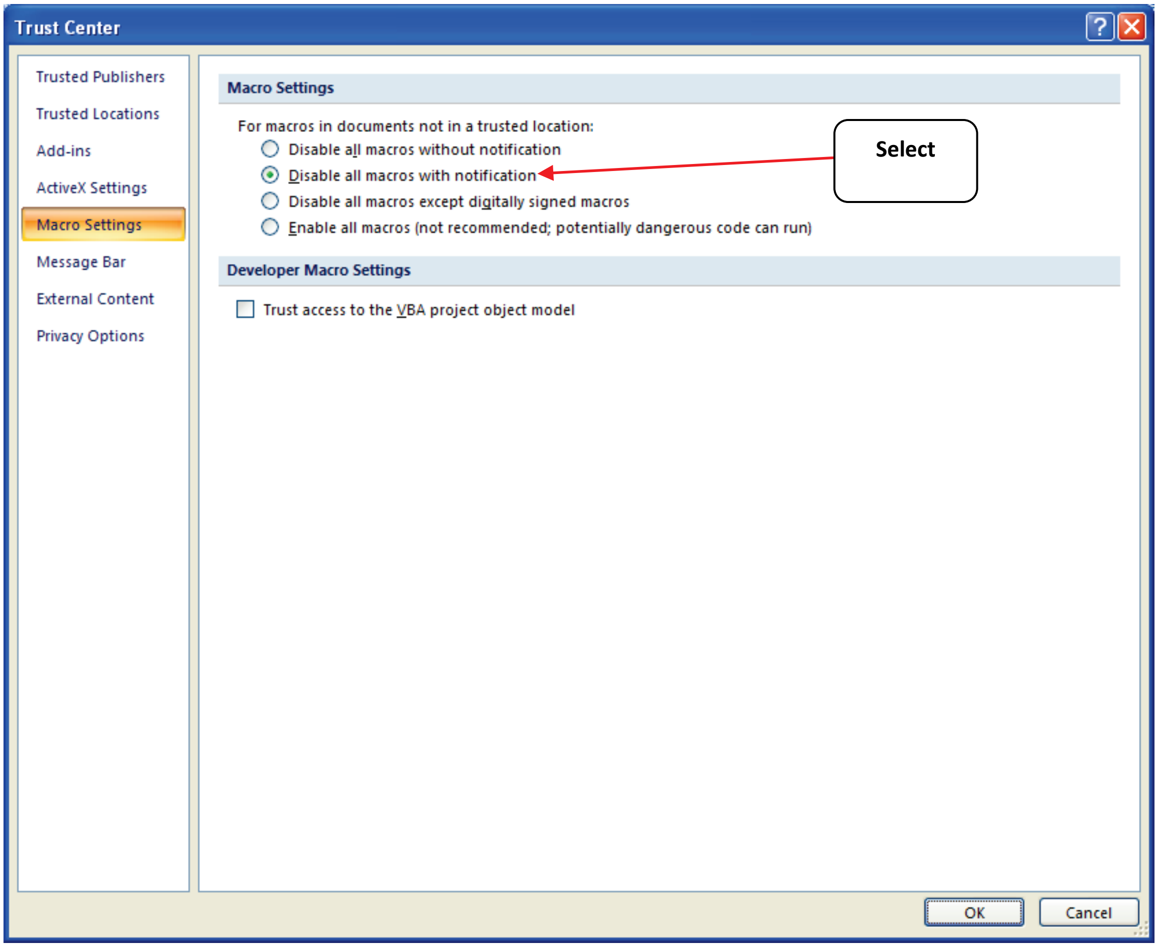


Figure 10 Macro Settings Screen

Now return to the directions on page 3 of this guide.

Basic Organization of the SmartWay Rail Carrier FLEET Tool

Understanding the Tool Format and Structure

The SmartWay Rail Carrier FLEET Tool is organized around (1) information screens, (2) forms or worksheets, and (3) reports/summaries that guide you through the process of joining the SmartWay Transport Partnership and/or providing your annual update to maintain your good standing with the program.

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here:

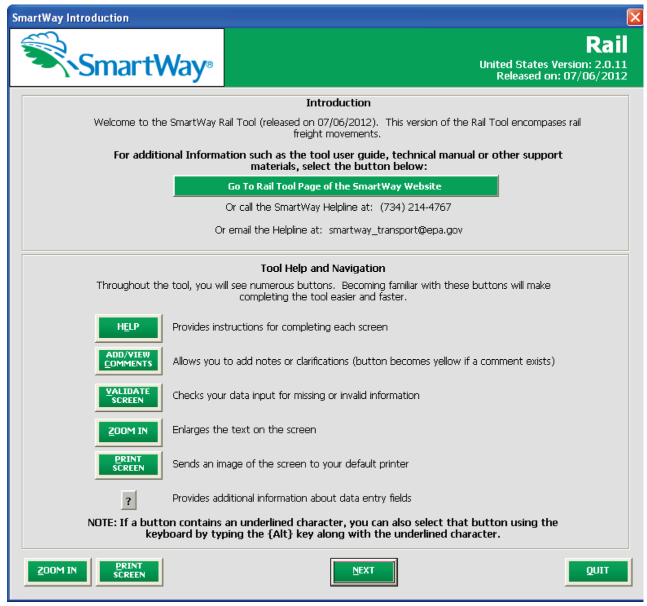


Figure 11 Opening Screen of Rail Carrier FLEET Tool

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar.

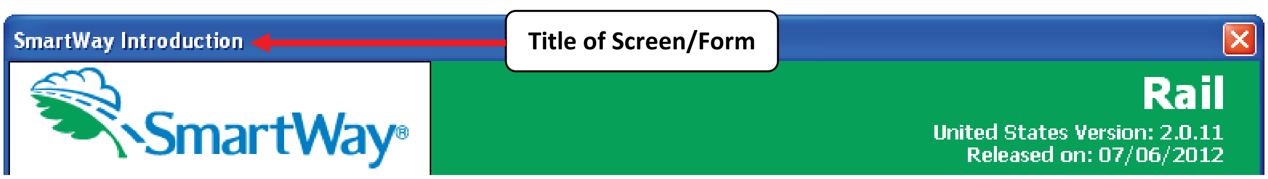


Figure 12 Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons to link to the SmartWay website or other sections of the tool (e.g., the various data entry screens); these buttons are shown in green with white text.

Figure 13 Screenshot of Button Link in the Tool

The screens also contain navigation buttons to direct you through the tool.

Figure 14 Screenshot of Selected Navigation Buttons in the Tool

When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly.

Reviewing the Introductory Screens

Before you reach your data entry section of the tool, you will move through three introductory pages that allow you to review the basics of participation in SmartWay for rail carriers:

- **The "SmartWay Introduction" Screen**
- **The "SmartWay Partnership Annual Agreement" Screen**
- **The "Required Information" Screen**

The features of these three screens are described below.

The "SmartWay Introduction" Screen

The **SmartWay Introduction** screen is the first window that appears when the tool is opened (Figure 15). This screen contains a button linking to the SmartWay website where you can view and download additional information about the program, the tool, and the technical basis for the calculations in the tool.

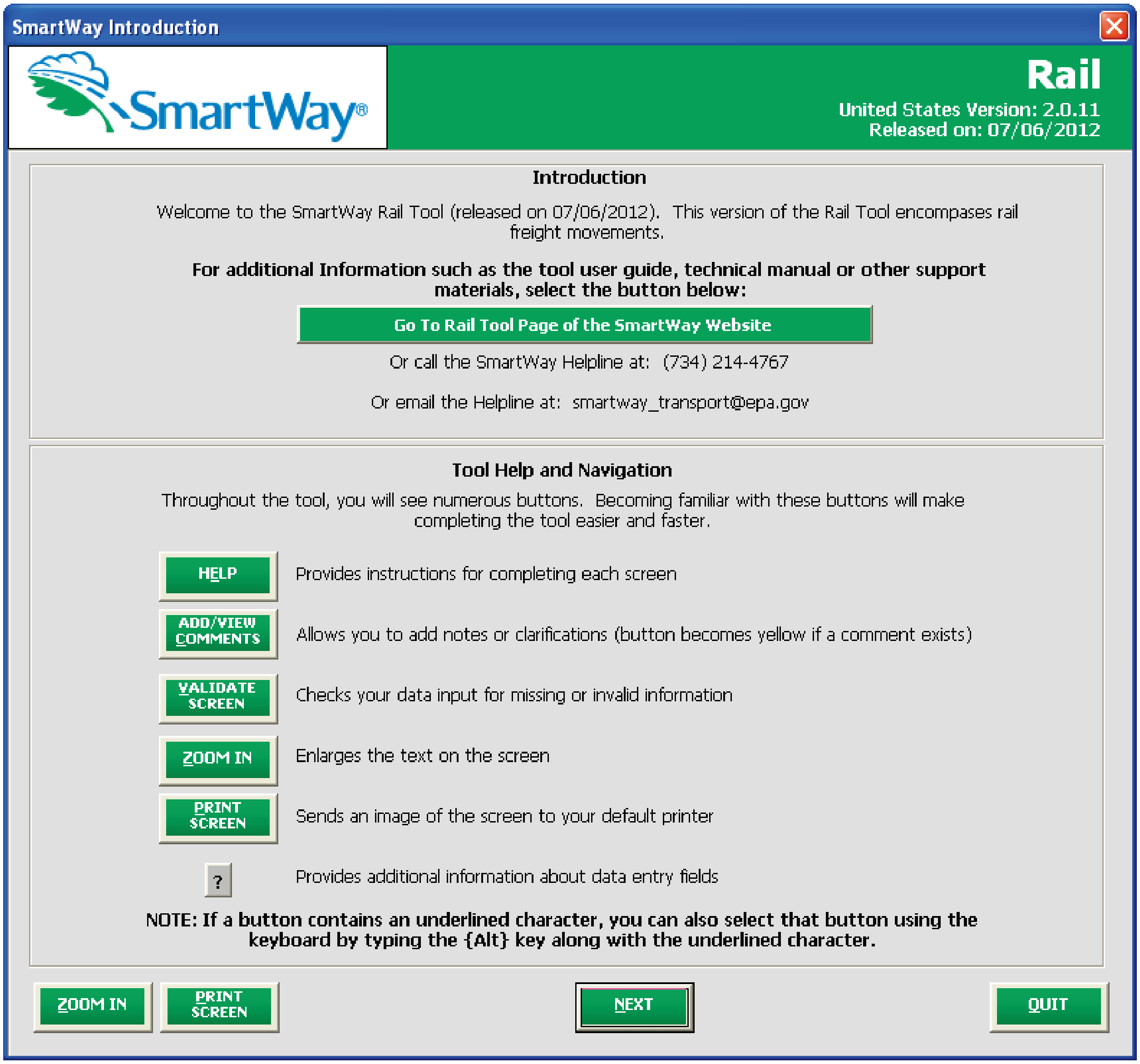


Figure 15: SmartWay Introduction Screen

For your convenience, links to key Rail Tool resources are included here:

- General SmartWay information:
  - http://epa.gov/smartway/index.htm
- SmartWay Rail Tool information:
  - http://www.epa.gov/smartway/partnership/rail.htm

The “SmartWay Partnership Annual Agreement” Screen

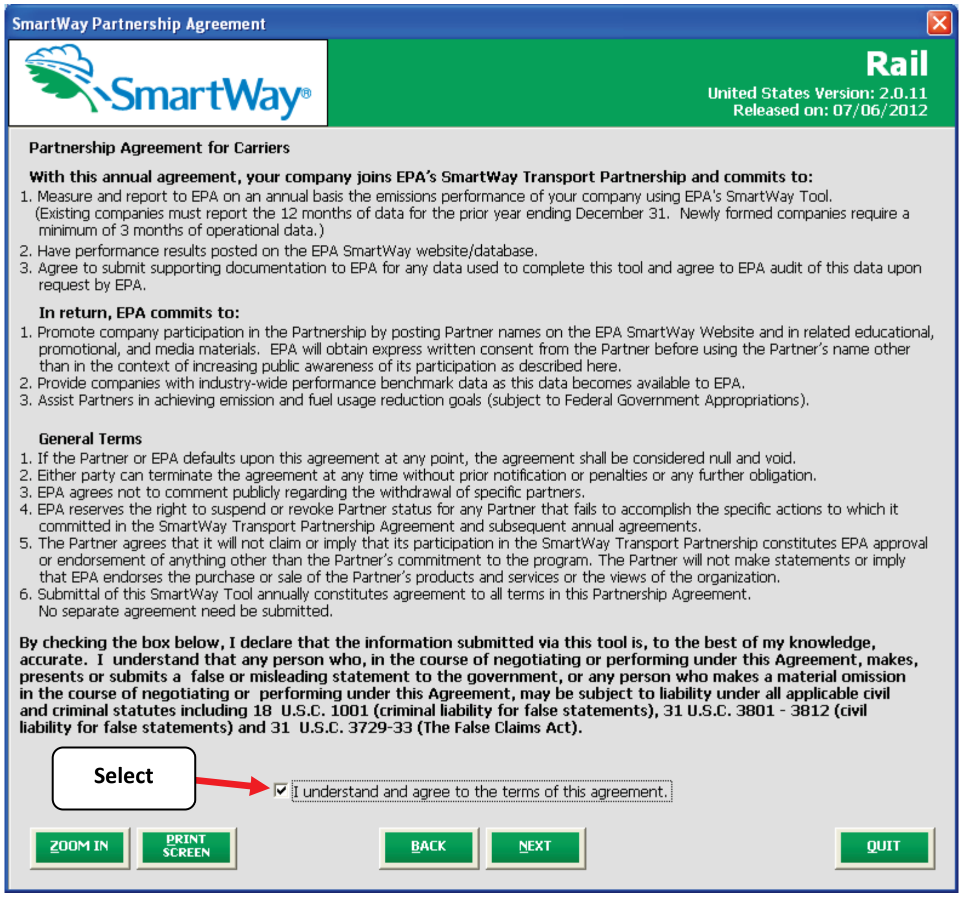


Figure 16: SmartWay Partner Agreement

After selecting the 

button on the **SmartWay Introduction** screen, the **SmartWay Partnership Annual Agreement** will appear. This screen replicates the agreement language found in Part 1 of this users guide series.

Submitting a SmartWay Rail Carrier FLEET Tool to EPA constitutes agreement to all terms in the Partnership Annual Agreement, so please review this screen or the text version in Part 1 of this users guide series ***before*** sending your tool to EPA.

To reach the data entry sections of the tool, you must agree to this language to join the SmartWay Transport Partnership by selecting the check box at the bottom left of the screen.

SmartWay Rail Carrier FLEET Tool submissions are due on an annual basis; therefore, when you submit your tool each year, this will constitute your renewal of your partnership agreement. **Failure to send your annual tool update will constitute a violation of the terms of the agreement and will result in immediate removal of your company name/fleet from the SmartWay partner list.**

NOTE: *While in the past, SmartWay supported a lengthy warning process for partners that were delinquent submitting their partnership materials, due to the large number of partners currently joining and submitting materials to SmartWay, this level of customized service can no longer be supported.*

The "Required Information" Screen

This screen provides a summary listing of the information you will need to collect to complete the SmartWay Rail Carrier FLEET Tool. Each of these items is discussed in detail later in this guide. Please refer to Part 2 of this guide series for a further discussion of the process used to gather the necessary data for the tool.

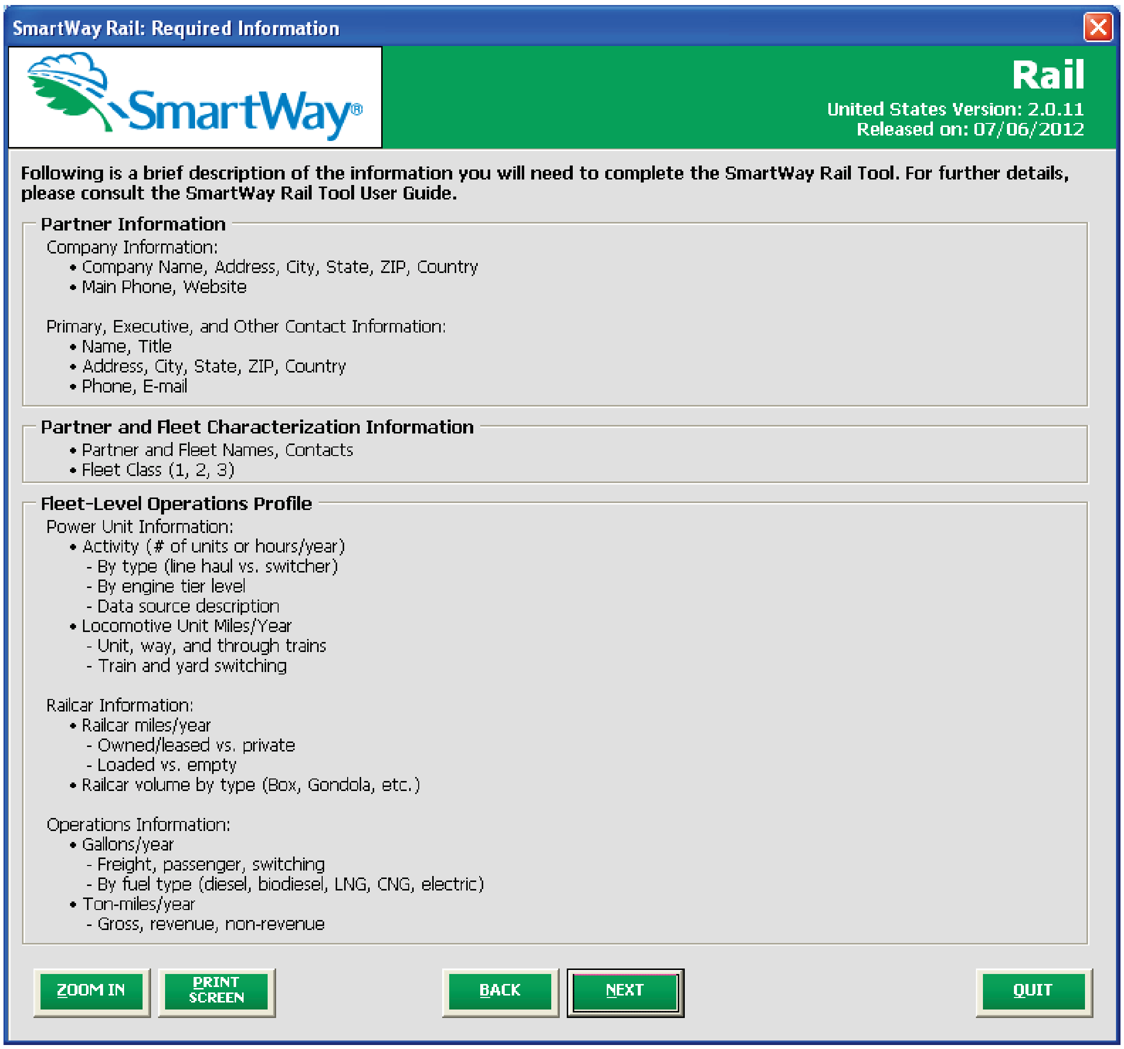


Figure 17: Summary of Required Information

Once you have navigated through the three introductory screens, you will be taken to the SmartWay Rail Carrier FLEET Tool **Home** screen.

Navigating the "Home" Screen

Figure 18 displays the structure of the **Home** screen.

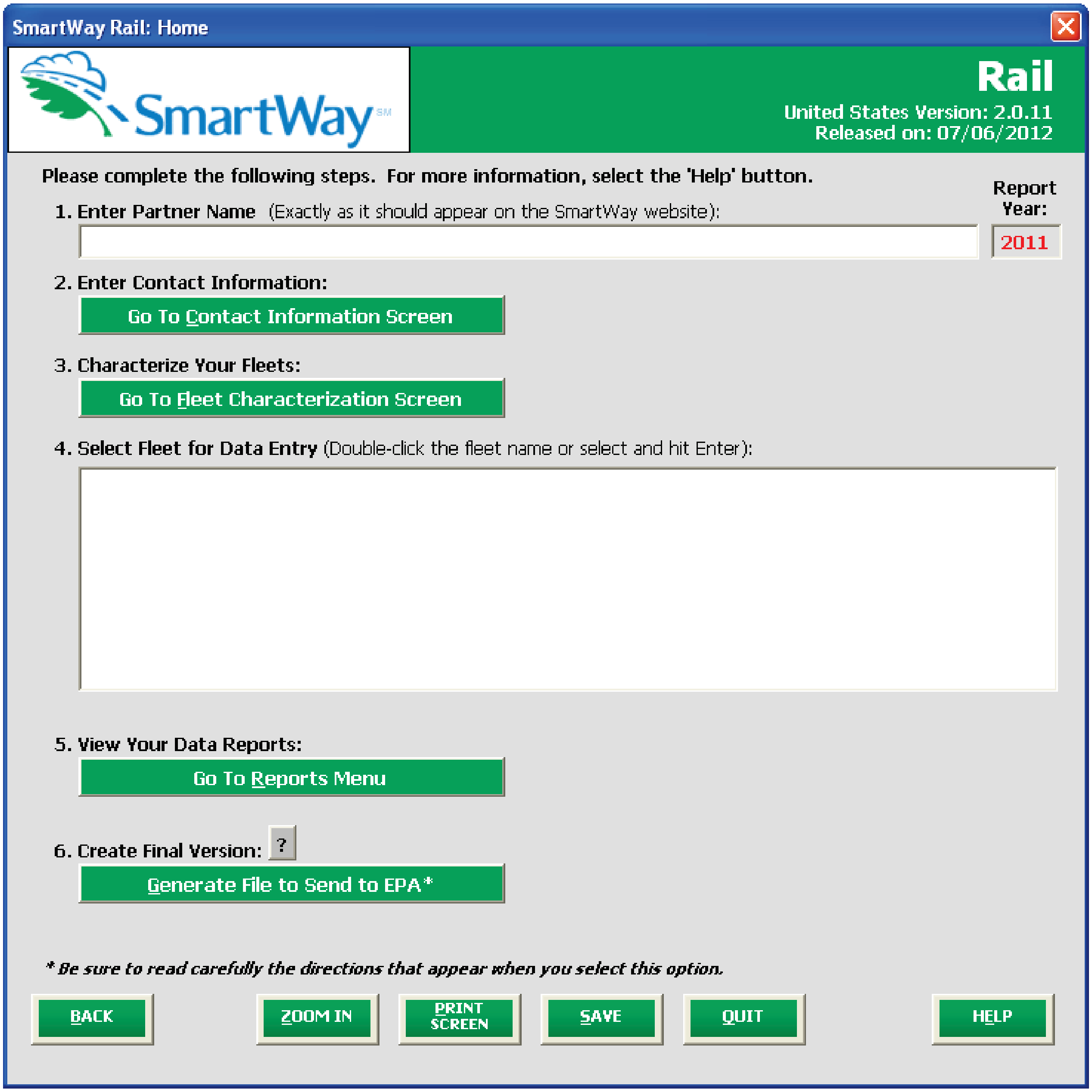


Figure 18: Main Tool Navigation or "Home" Screen

From the **Home** screen, you can:

1) Specify your Partner Name;
2) Fill out company contact information;
3) Characterize your fleet(s)/division(s) and create your blank data entry forms;
4) Enter the required data for each fleet/division;
5) View results of your data entry; and
6) Create final version to submit to EPA.

There are six sections on the **Home** screen. Each section links to additional screens or worksheets within the tool which are described below:

1. **Enter Partner Name:** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
2. **Enter Contact Information**
    a. **Go to Contact Information Screen**: This button takes you to a screen that asks for general company contact information, a primary SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
3. **Characterize your Fleets**
    a. **Go to Fleet Characterization Screen**: On this screen you will define all the fleets/divisions your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each fleet/division.
4. **Select Fleet for Data Entry**

    These screens ask for data relating to the performance and fleet/division composition information necessary to calculate efficiency metrics for your fleet(s)/division(s).
5. **View Your Data Reports**: Here you can see final summaries of your data including all data inputs, fleet/division performance summaries, and a summary of entered comments.
6. **Create Final Version**

    Generate File to Send to EPA: This button creates a version of the tool for you to send as an attachment in an e-mail to your Partner Account Manager (PAM). Selecting the **OK** button on this screen does ***not*** automatically submit the tool to EPA; you still need to submit it to EPA by attaching it in an e-mail.

Entering Your Data

The first four sections of the home screen must be completed in order, and comprise all the steps needed to complete your SmartWay Truck Tool. After they are completed, you can review your output and/or submit your tool to EPA.

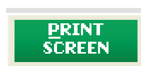
Saving Your Data

At any stage of the process above, you can save the data you have entered by selecting the "Save" button that appears at the bottom of all screens (including the **Home** screen). We recommend saving your data frequently if you are entering information for large numbers of fleets/divisions.

Validating Your Data

The SmartWay carrier tools include a variety of range checks and other validation rules designed to help identify potential data entry errors and/or unusual data values. In order to identify potential problems with your data entry and ensure the highest quality in your data submission, we highly recommend selecting the "Validate Screen" button at the bottom of each screen after completion of each data entry screen. The tool will then identify any potential data problems on that screen for you to modify or to provide a text explanation.

Reviewing Your Data

Each screen within the tool has a 

button. If you need a hard copy of introductory screen text you may select this button to send a copy to your default printer. Selecting the 

button on data entry screens will direct you to a specific report under the **Reports Menu**. The data reports provided by the Rail Carrier FLEET Tool are discussed in detail in the **View Your Data Reports** section of this guide.

Entering Your Data

You must complete the first four sections of the **Home** screen in order. The next four sections of this guide explain how to enter your data on each of the required and optional screens.

Section 1 Data Entry: Enter Partner Name

Here you must specify your company's Partner Name, exactly as you want it to appear on the SmartWay website. For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your Partner Name. Please also pay special attention to proper capitalization, abbreviations, and punctuation.

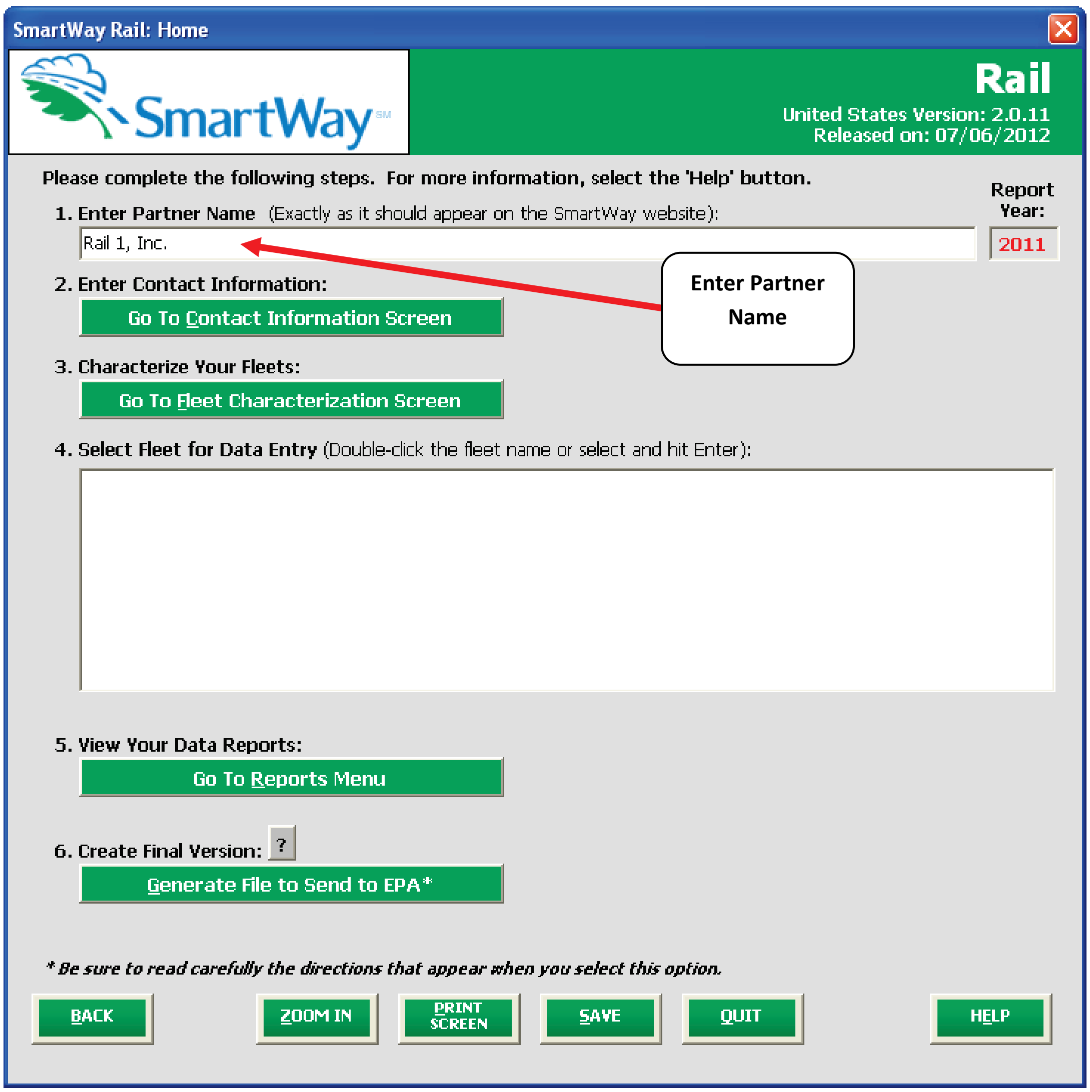


Figure 19: Enter Partner Name on "Home" Screen

Section 2 Data Entry: Enter Company and Contact Information

PLEASE REFER TO **WORKHEET #1: Company Contact Information** from Part 2 of this guidance to complete this section of the Rail Carrier FLEET Tool.

From the **Home** screen, select the button that says "Go to Contact Information Screen".

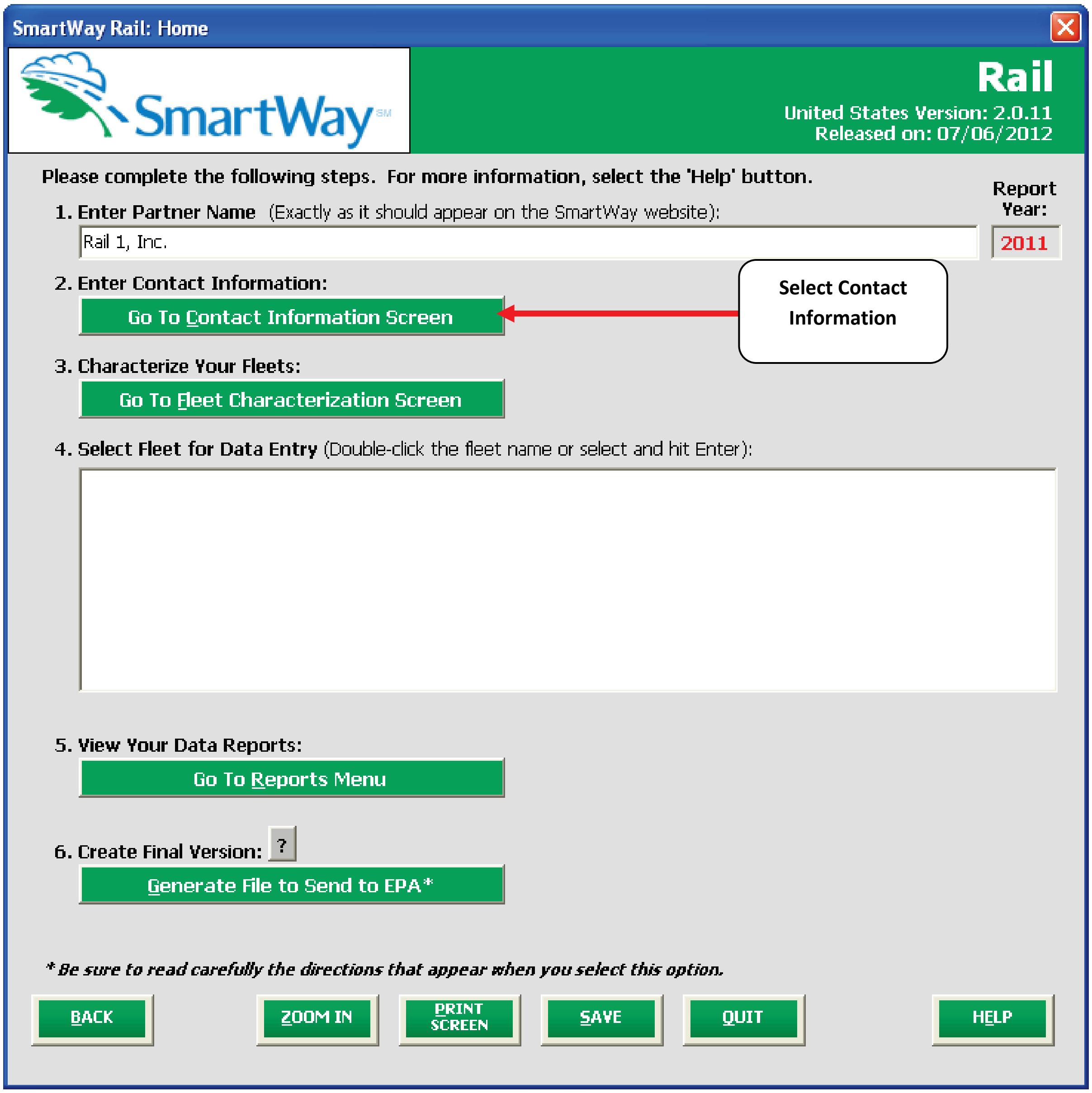


Figure 20: Select Contact Information Button on "Home" Screen

You will then be taken to the **Contact Information** Screen. The Partner Name entered on the **Home** screen will appear automatically at the top (see arrow in **Figure 21**). On this screen you will provide the following information:

1. Company Information
2. Primary Contact information
3. Executive Contact (Vice President or higher)
4. Other Contacts

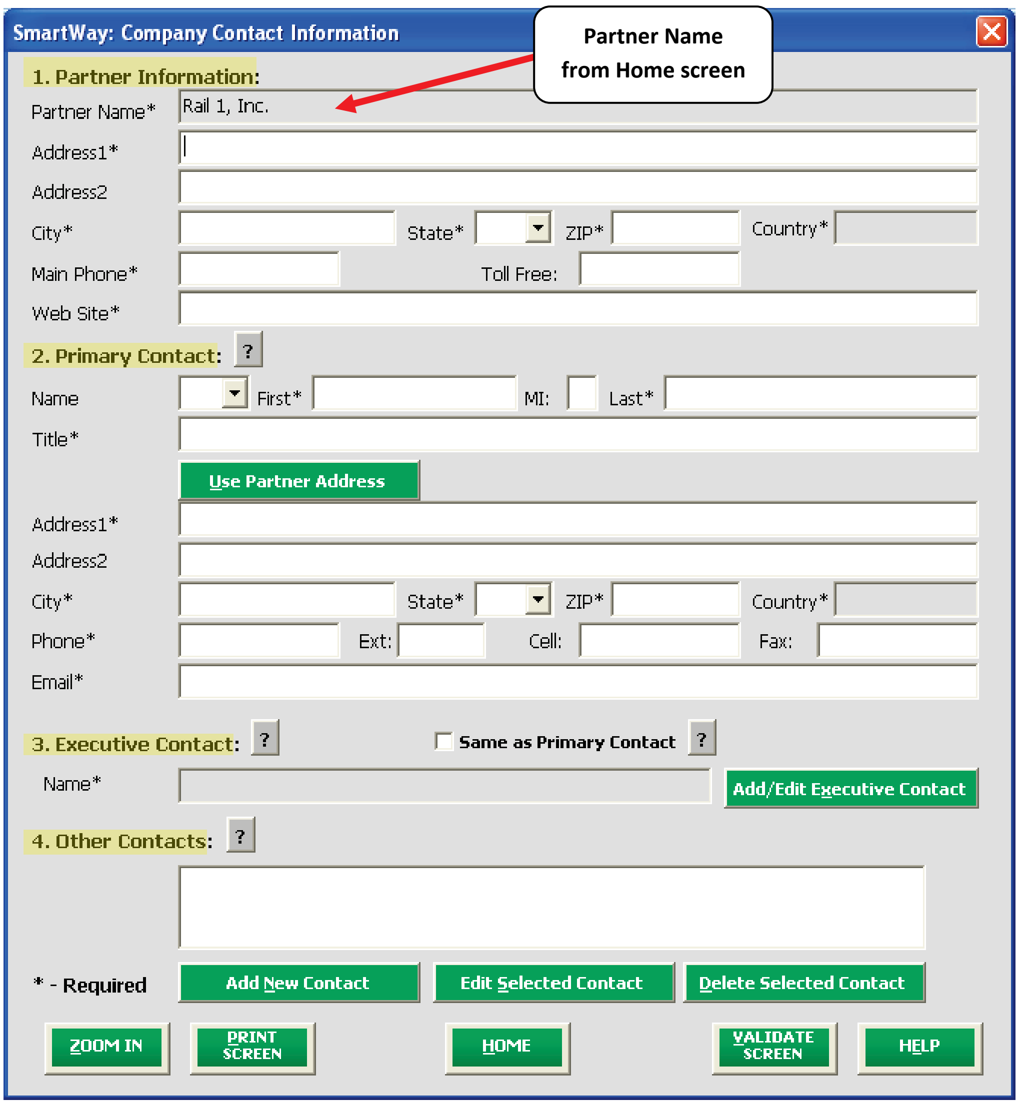


Figure 21: Blank Contact Information Screen

Each field marked with an asterisk must be filled out. You will not be able to submit the tool to SmartWay without this information.

Steps for Entering Contact Information:

- **Enter the Partner Information** in section #1.

- **Enter the Primary Contact** information in section #2.

  The primary contact is the individual designated by the **Executive Contact** to directly interface with SmartWay regarding specific tasks involved in the timely submission of the tool. The **Primary Contact** is responsible for coordinating the assembly of information to complete/update fleet/division data; completing and updating the tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant developments with SmartWay. (NOTE: To ensure that e-mails from SmartWay/EPA are not blocked, new primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

  If the **Primary Contact** shares the same address as the company, you may select the [Use Partner Address] button to auto –populate the address section of this record.

- **Enter the Executive Contact** information in section #3 by selecting the [Add/Edit Executive Contact] button to the right; enter the required data.

  The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the **Primary Contact** (as appropriate), and ensuring the timely submission of the tool to SmartWay. The **Executive Contact** also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

  If the **Primary Contact** and **Executive Contact** are one in the same, simply check the ☐ Same as Primary Contact box to auto-populate the **Executive Contact** information.

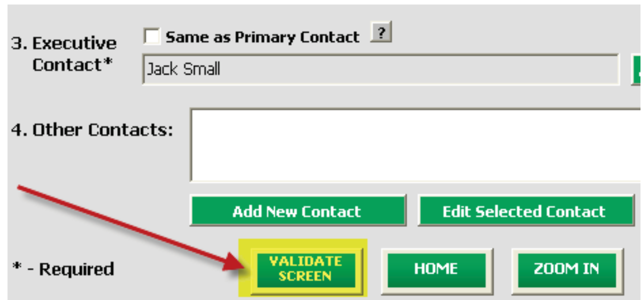
- **Enter Other Contacts** (if applicable) in section #4 by selecting the [Add New Contact] button. A new contact field will appear, labeled **Other Contact Information** (not pictured).

  Enter the first **Other Contact** then select **OK** when done.

  NOTE: In some cases, companies with multiple divisions/business units will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the tool. Also, anyone who is the **Primary Contact** for a particular fleet/division (who is not also either the **Primary** or **Executive Contact**) will need to be entered as an **Other Contact**. This will be important in Step 3 (**Fleet Characterization**).

You can add more names to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the Edit Selected Contact button.

You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.



To make sure you have filled out all required contact information, select VALIDATE SCREEN at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.

When finished select the HOME button to return to the **Home** screen and go to Section 3.

Section 3 Data Entry: Characterize your Fleets

PLEASE REFER TO **WORKHEET #2: Fleet/Division Characterization** of Part 2 of this guidance to complete this section of the Rail Carrier FLEET Tool.

Next, on the **Home** screen select 

to display the **Fleet Characterization** screens. This is the section where you will define the various components of your fleets/divisions.

The **Fleet Characterization** screen is shown below:

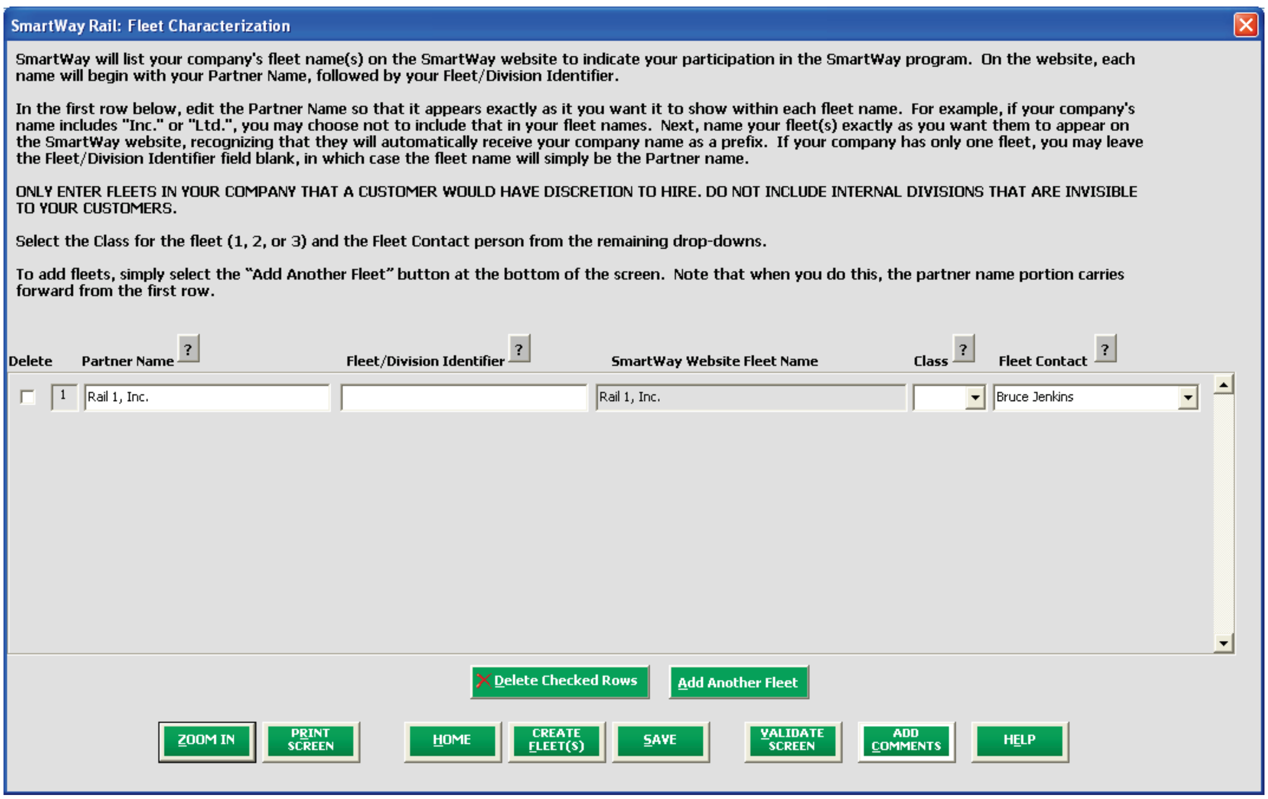


Figure 22: Blank Fleet Characterization Screen

Steps for Completing Fleet Characterization Screen:

For each fleet/division, you will need to specify:

- **Partner Name:** On the SmartWay website, each of your fleet/division names will begin with the name of your company. This fleet/division "prefix" will be whatever you enter in the Partner Name field on the tool screen. By default, this field is automatically populated with the first 50 characters of the Partner Name that is entered on the **Home** screen. You should specify the name so that it appears EXACTLY as it you want it to show within each fleet/division name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet/division names.) Please pay special attention to proper capitalization, abbreviations, and punctuation.

- **Fleet/Division Identifier:** Specify each fleet/division identifier exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Partner Name field.

- **Class:** Enter the Class of the associated rail fleet/division (1, 2, or 3).

- **Fleet Contact:** This contact should be one of the contacts you already identified in the **Contact Information** section as the contact for each fleet/division. **NOTE:** A drop-down menu in the tool will supply this information; if there is a contact for the fleet/division that is not already listed in the Contacts worksheet, you will need to go back to that screen to add the required contact information.

Adding Fleets/Divisions

To enter another fleet/division, select the 

button. To delete a fleet/division, select the box next to the row you wish to delete, and then select the 

button.

Once you have confirmed or modified the Partner Name and specified the Fleet/Division Identifier, the full SmartWay Website Fleet Name will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.

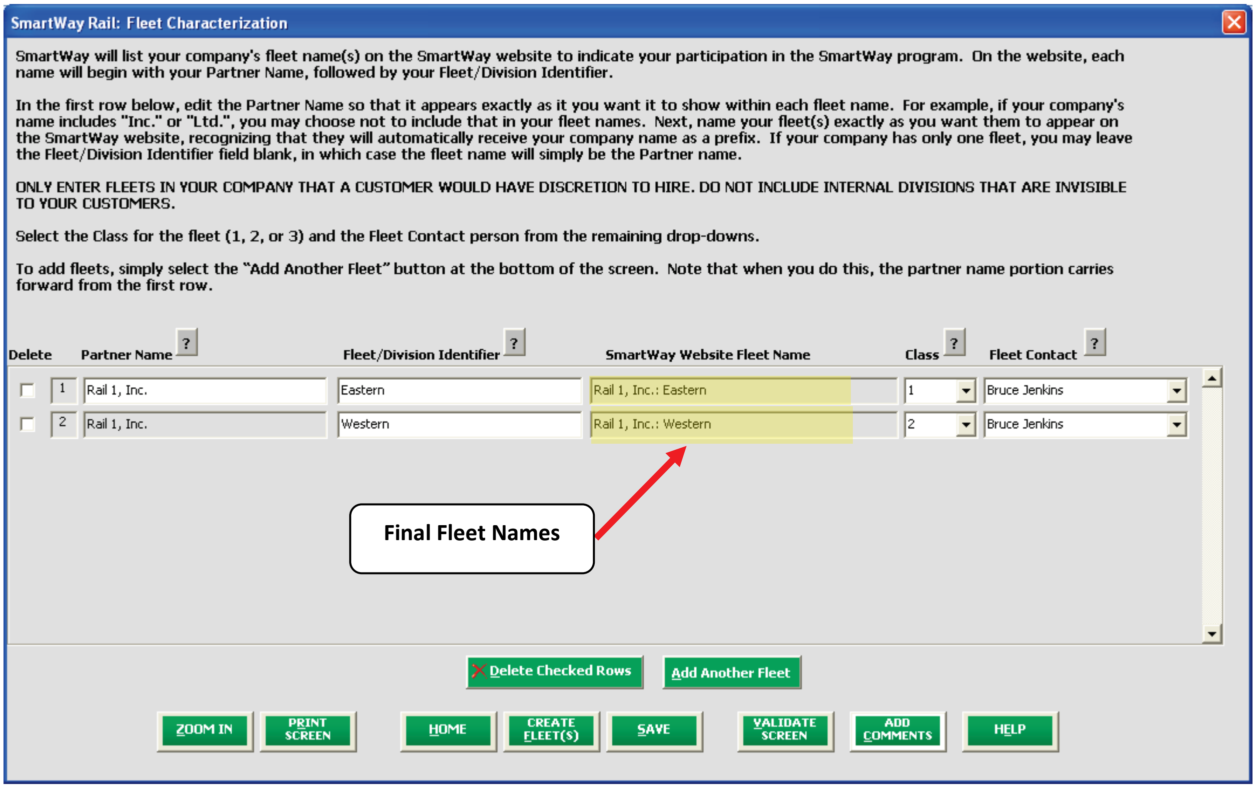


Figure 23: Example Fleet Name Definition

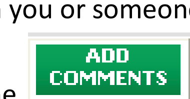
Remember to create separate fleets/divisions for each entity your customers have discretion to hire.

Adding Comments/Notes

Creating useful comments assists SmartWay tool reviewers in approving your tool as quickly as possible. Your comments help reviewers understand your business operations. Any details that you can provide related to your operations will speed up approval time.

Please note the 

button located at the bottom of the screen. This allows you to enter notes about the collection process, your assumptions and methods, data, or other information. These details could prove useful for your reviewer when you or someone else fills out the tool next year.

If comments have been added for a particular screen, the 

button will be highlighted in

yellow on your screen and will now read 

to indicate to your reviewer that there are comments to be read.

A 

button is also available should you need assistance. You will also notice small gray icons with question marks [?] displayed throughout the tool. When selected, these icons provide additional information about specific items located on the screen.

If, at a point later in the data entry process, you realize that you need to add a new fleet/division or delete an existing fleet/division, you can return to the **Fleet Characterization** screen. To add a new fleet, follow all of the instructions on the screen regarding defining your fleets/divisions, including selecting the 

button at the end of the process. When you select this button, the system will create blank data entry forms only for the new fleet(s) /division(s) you have added; the existing fleets will not be affected.

If you need to delete an existing fleet/division, simply check the box next to the fleet/division and then select the **Delete Checked Rows** button.

As on the other screens there is a 

button as well as an 

button. Selecting 

will take you back to the **Home** screen (see **Figure 24**).

Reviewing Fleet/Division Status

On the **Home** screen, you will now see all the fleets/divisions you created listed in the window below item # 4: **Select Fleet for Data Entry**.

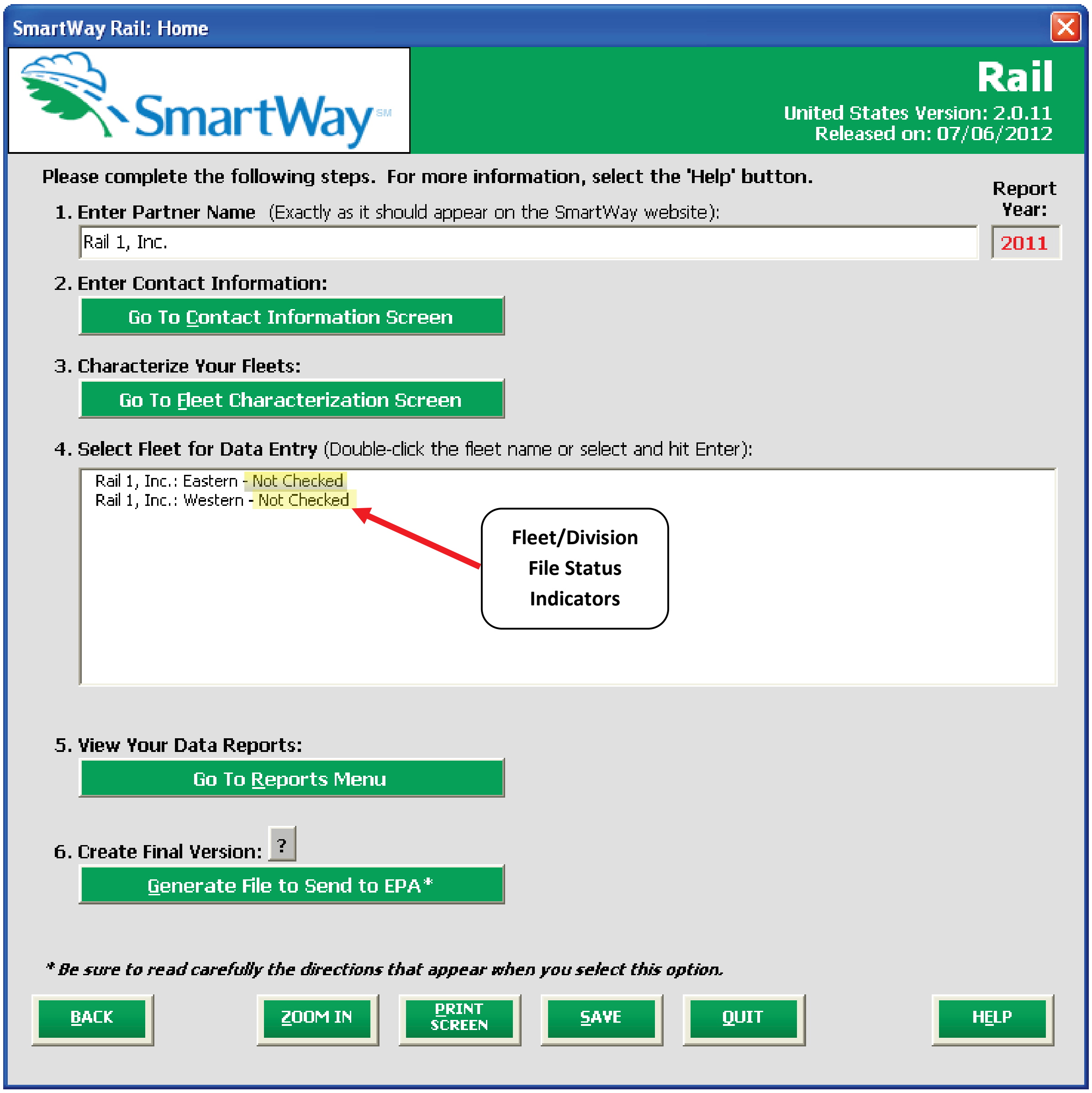


Figure 24 Home Screen – Fleet/Division Status Prior to Activity and Fuel Data Entry

There will be a status message after each fleet/division, indicating whether or not the data entry for that fleet/division is complete. The following information may appear beside a fleet/division name:

- **Not checked** - Data has not been entered yet.
- **Incomplete** - Some data is still missing and/or inconsistent.

- **Complete** - All data requirements have been met and validation has occurred.

In addition to the status indicators above, you may also see an “Error” qualifier. **Errors** will prevent you from generating the **Internal Metrics Reports** and must be addressed before you can submit your tool to EPA.

To add data to a particular fleet/division file, highlight the fleet/division name and then double-click. You will then proceed to the tool **Data Entry Screens**.

Section 4 Data Entry: Enter activity and fuel consumption information for each of your fleets/divisions

Steps for Completing Power Units Screen

At this stage, you will be entering information about each fleet/division separately. For each fleet/division you will first fill out the **Power Units** screen, shown below in **Figure 25**.

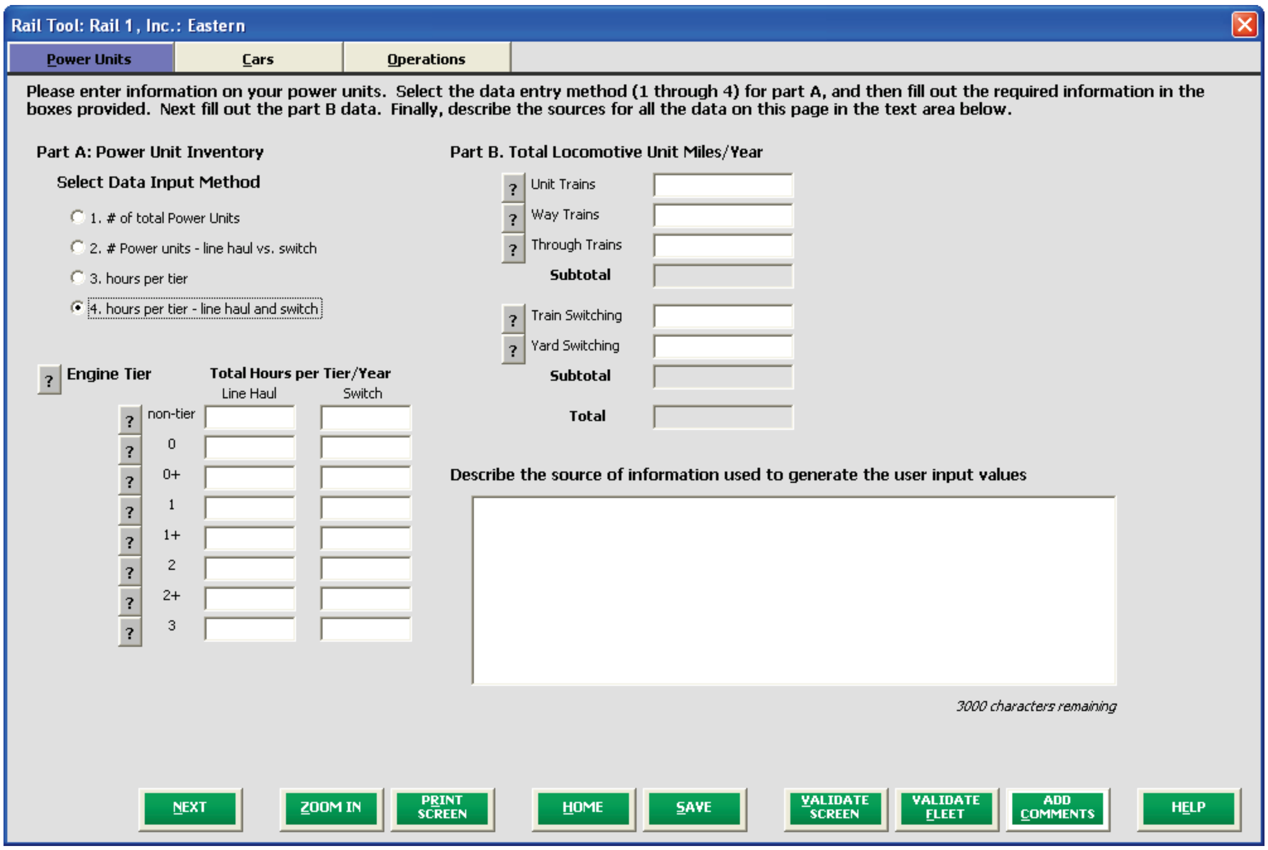


Figure 25 Power Units Screen

PLEASE REFER TO **WORKHEET #3: Power Units** in Part 2 of this guidance to begin data entry for this section of the Rail Carrier FLEET Tool. Use the instructions below if you have questions about filling in the data.

NOTE: If you are a new SmartWay partner you should enter the most recent 12 months of data into the tool. If you do not have a full year of operational data, please collect a minimum of three months' data for input into the SmartWay tool. In your next update year, you will be required to submit a full year's data.

First, select your **Data Input Method**. You may select from four input methods, depending upon the type of data you have available. Methods 1 and 2 only require the input of the number of power units by engine tier level. Under method 1 you may aggregate your fleet's line-haul and switch units together, while method 2 requires that you report the unit type counts separately. Methods 3 and 4 are similar, but require inputting hours of operation by tier, rather than unit counts. **In general, method 4 will provide the most accurate estimate for NOx and PM emissions.**

After selecting your preferred **Data Input Method**, please enter the tier-level data in the cells at the lower left of the screen. These data are used to estimate your fleet's NOx and PM emission performance levels. (See the **Rail Tool Technical Documentation** for details regarding emission performance calculations.) The different engine tier level definitions are provided in the ? help text to the left of the cells.

Next, enter your fleet's **Total Locomotive Unit Miles/Year** data under Part B. Break out your unit miles data by line haul and switching categories, as appropriate. Finally, enter a detailed description of the data sources used to obtain your power unit data (e.g., R-1 Form section and line numbers for Class 1 carriers).

You can select the 

button to make sure you have filled out everything on this screen properly. You can also select 

to check your data entries across all screens for the given fleet. Any data entry gaps or inconsistencies will be identified by the software. However, if validating the fleet/division, note that you will receive additional validation errors unless you have completed the data entry for *all* screens.

Once your **Power Units** data has been validated as complete and correct, select the 

button or select the **Cars** tab at the top of the screen to proceed.

Steps for Completing Power Units Screen

PLEASE REFER TO **WORKHEET #4** in Part 2 of this guidance to complete this section of the Rail Carrier FLEET Tool.

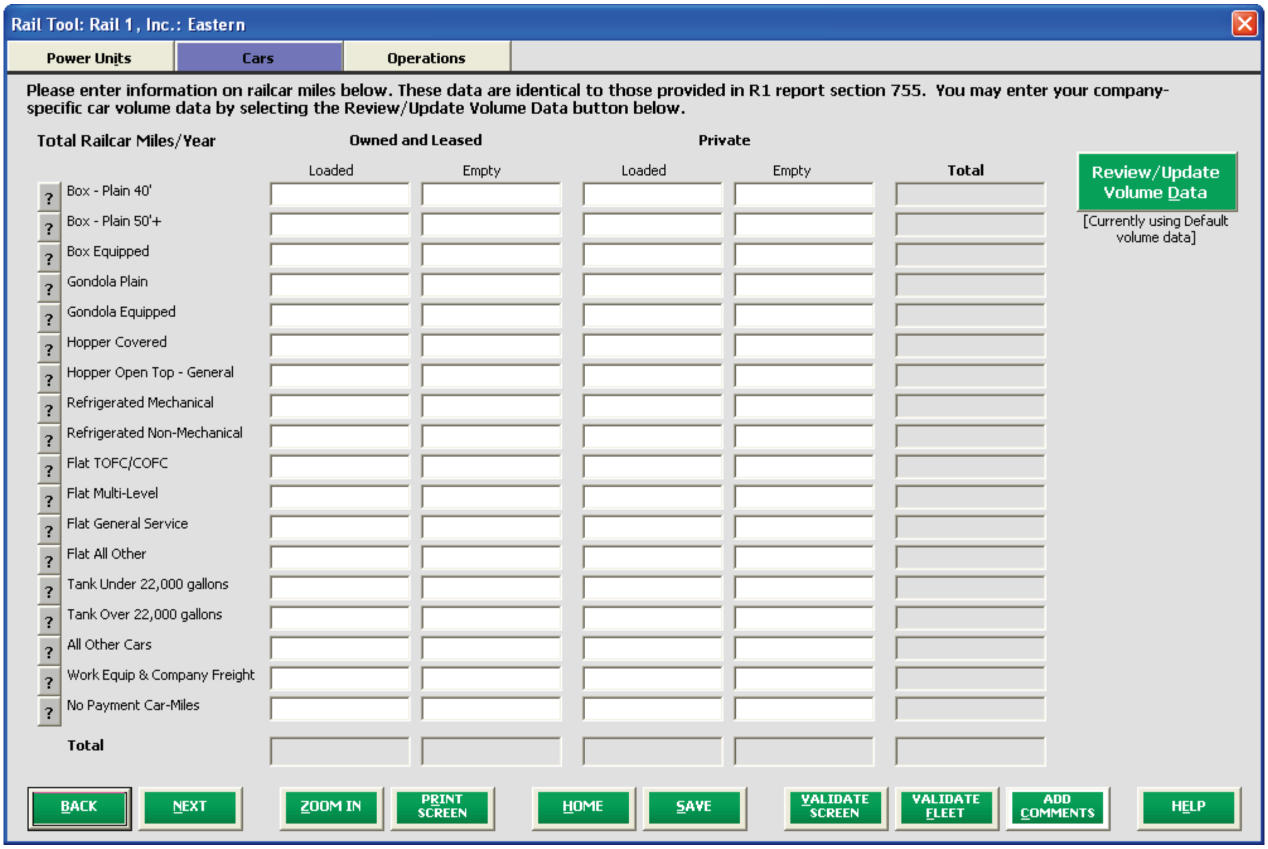


Figure 26 Cars Screen

Enter your fleet's annual railcar miles for the reporting year on this screen, by car type (e.g., box, gondola, etc.) and ownership type (Owned/Leased or Private). These data may be obtained from R1 Report Section 755. If available you can also provide fleet-specific railcar volumes by car type, by selecting the Review/Update Volume Data button (see **Figure 27**).

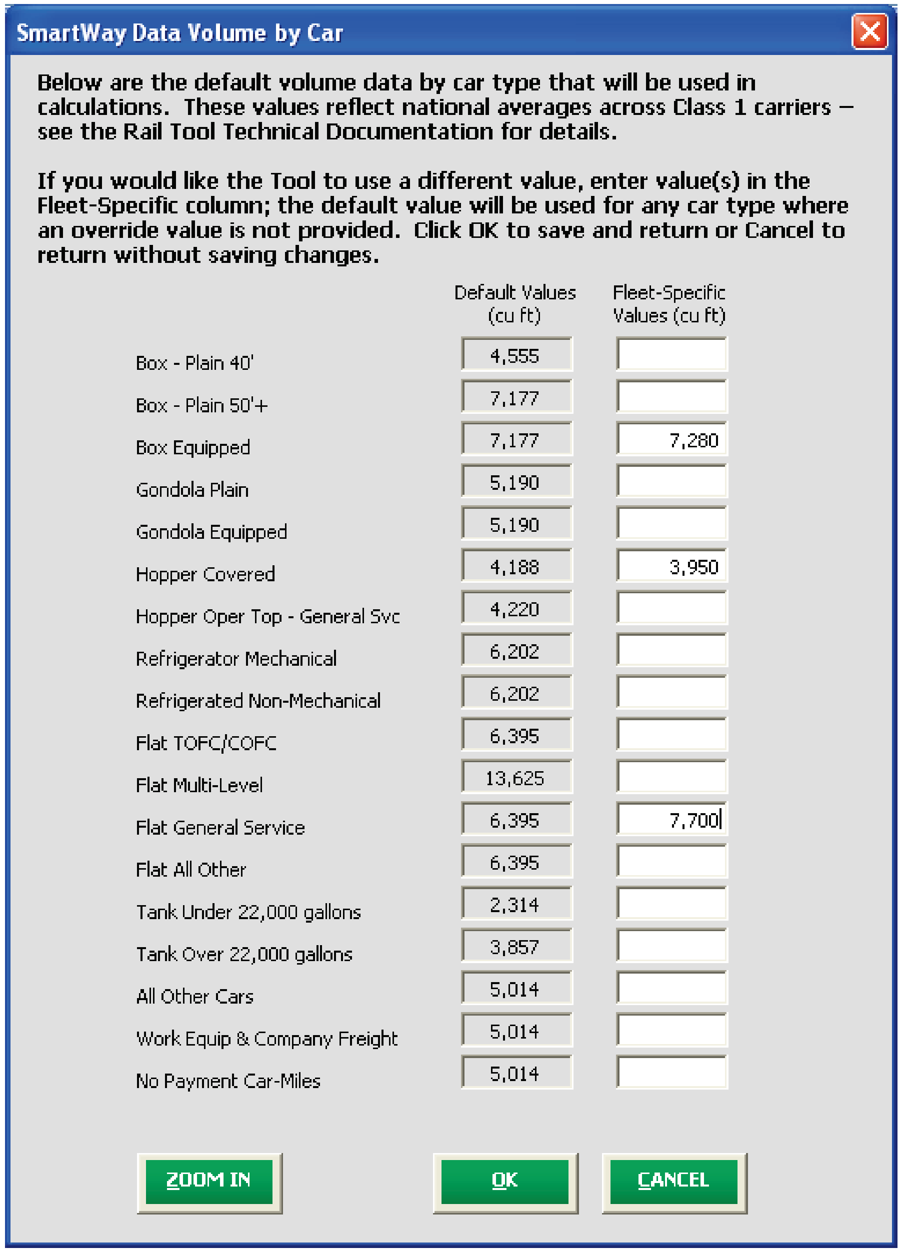


Figure 27 Volume by Railcar Type

The **Volume by Car** screen shows the default (Class 1 national average) railcar volumes used in the Rail Tool. (See the **Rail Tool Technical Documentation** for the sources of this data.) The railcar volume data from this form will be used to estimate the grams per truck-equivalent mile performance metrics for your fleet. You may enter your own fleet-specific volume data in the right hand column in order to override the default values.

Once your **Cars** data has been validated as complete and correct, select the 

button or select the **Operations** tab at the top of the screen to proceed.

Steps for Completing the Operations Screen

PLEASE REFER TO **WORKHEET #5** in Part 2 of this guidance to complete this section of the Rail Carrier FLEET Tool.

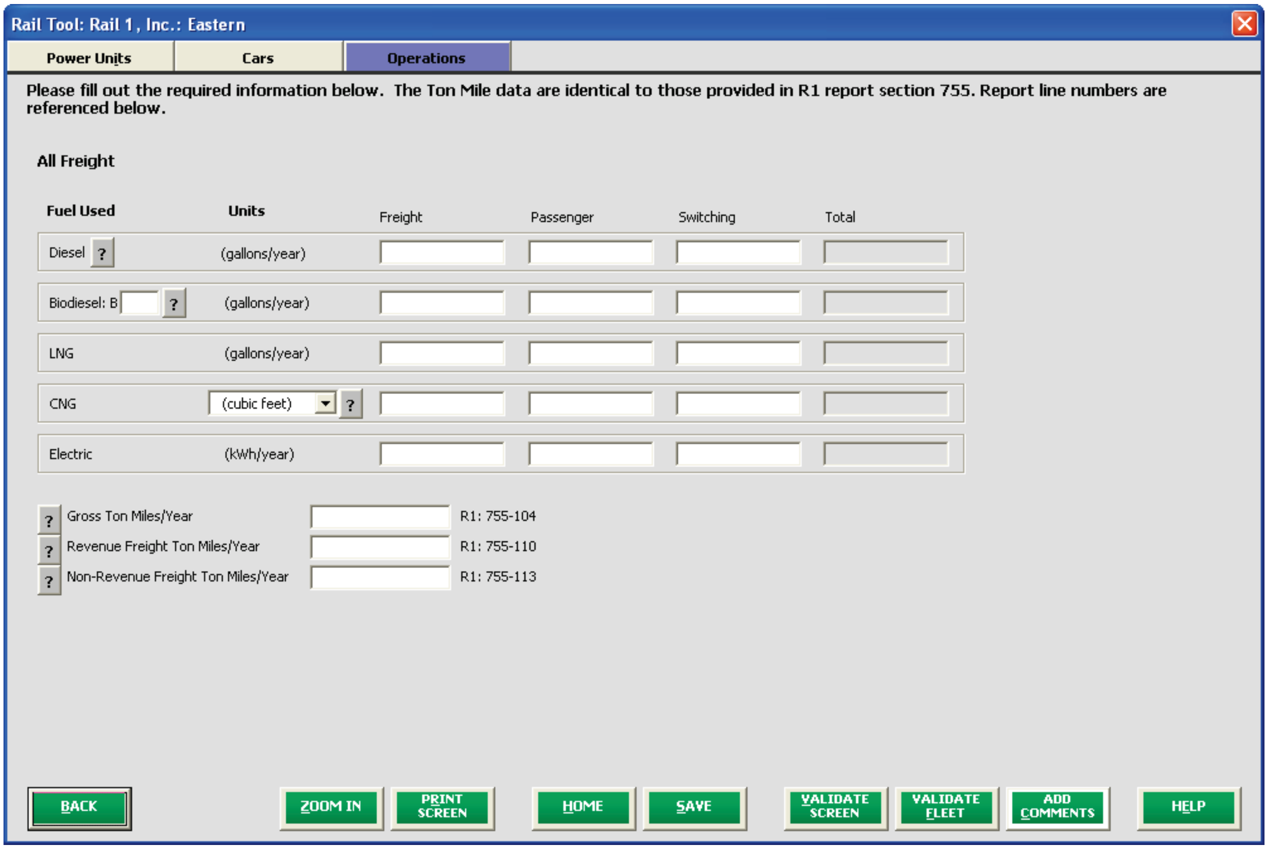


Figure 28 Operations Screen

You will enter your fleets annual fuel consumption and ton-mile data on this screen. First enter annual fuel use per year by fuel type (diesel, biodiesel, LNG, CNG, and electric) and train category (freight, passenger, and switch). Petroleum diesel, biodiesel, and LNG entries must be in gallons per year. Specify your CNG units using the associated drop-down menu, indicating standard cubic feet or gasoline-equivalent gallons per year. Electricity use is specified in kWh/year.

If you enter biodiesel consumption data, you must also specify the blend level (between 0 and 100) in the cell to the left.

Next, enter your gross, revenue, and non-revenue ton-mile data at the bottom of the screen. The corresponding R1 form section and line numbers for these data are indicated on the screen.

Once your **Operations** data has been validated as complete and correct you may return to the **Home** screen.

Viewing Your Fleet Status

Once you have returned to the **Home** screen, notice that the fleet for which you provided data now identifies its status as "Complete." You may now highlight the next fleet if you have another one to complete. Fill out unfinished fleets in the same manner as the previous fleet.

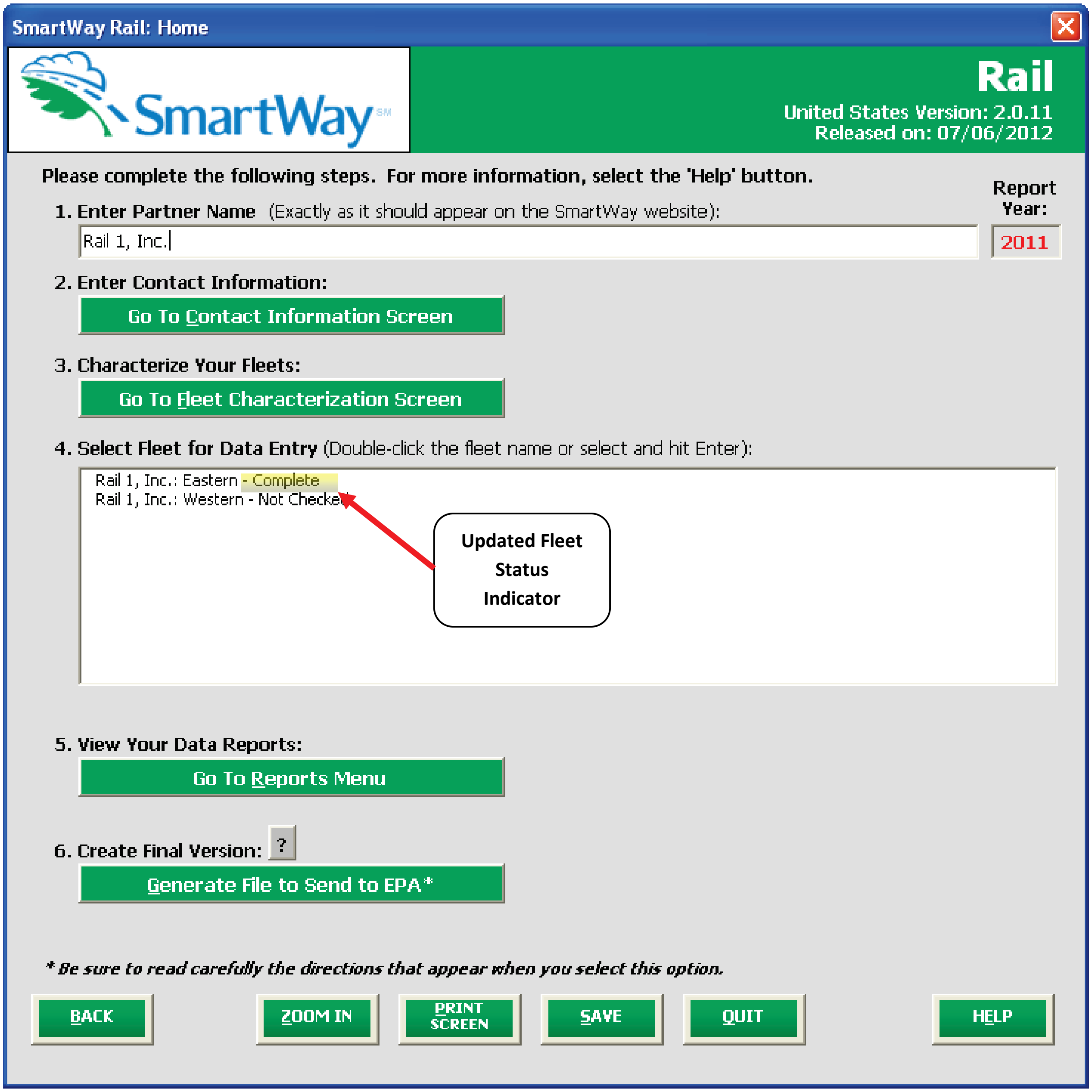


Figure 29 Home Screen after Data Entry for First Fleet

Viewing Reports

Once you are ready to continue, select Go To Reports Menu from the **Home** screen which will take you to the following screen:

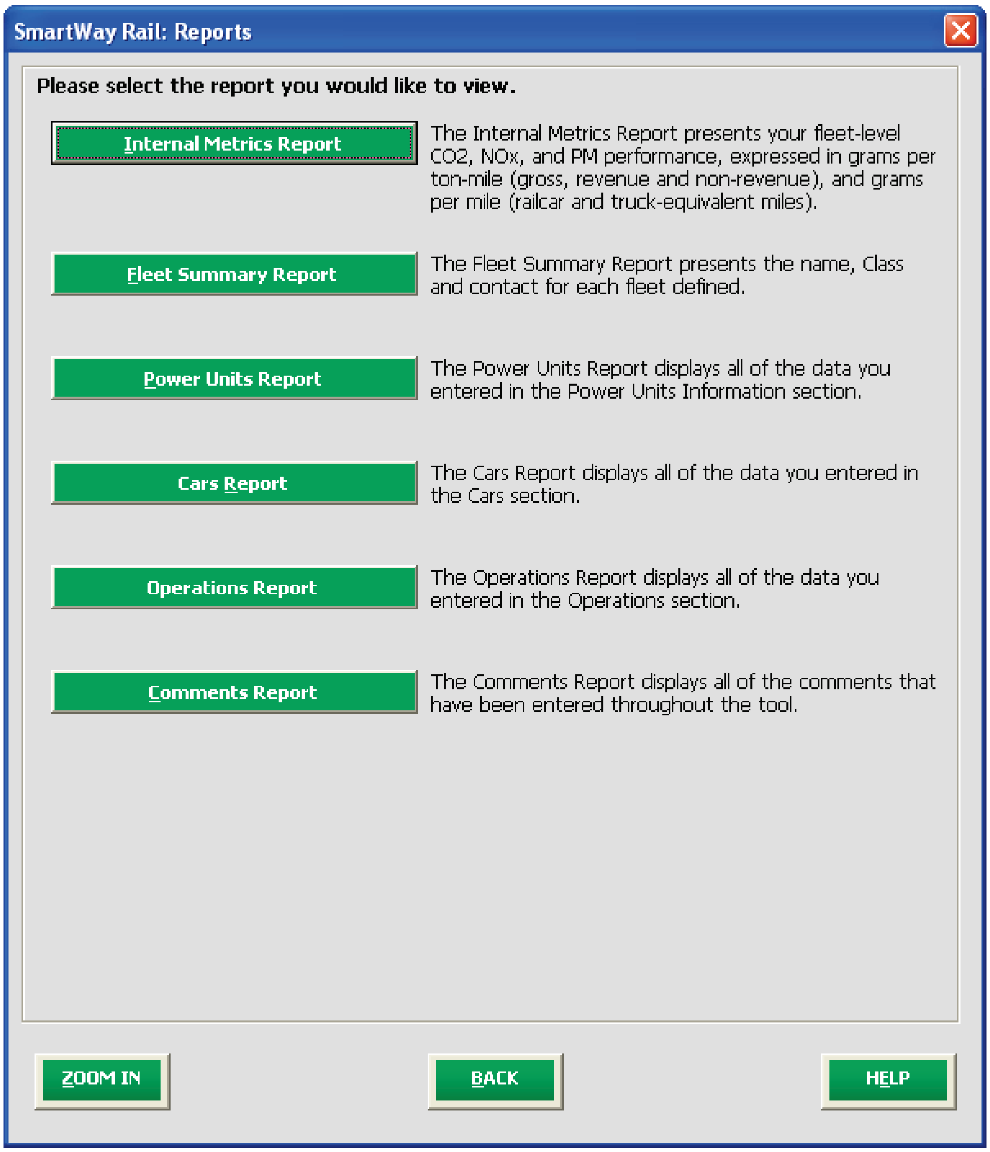


Figure 30 View Fleet Reports Screen

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Power Units, Cars, and Operations Reports.**

NOTE: The **Comments Report** allows you to review any notes and comments made during the compilation of the different data inputs throughout the tool. These comments can provide a useful reference for documenting data sources and assumptions, as well as for preparation of subsequent year submittals. In addition, you can use this report to view questions and comments from your Partner Account Manager after they receive and return your tool.

Select the Internal Metrics Report button to review the performance of your fleet(s) in terms of grams per ton-mile (gross, revenue and non-revenue), and grams per mile (railcar-mile and truck-equivalent mile), by pollutant type.

If you have defined multiple fleets, a drop-down box will appear allowing you to select the desired fleet for a given report type (see **Figure 31** below).

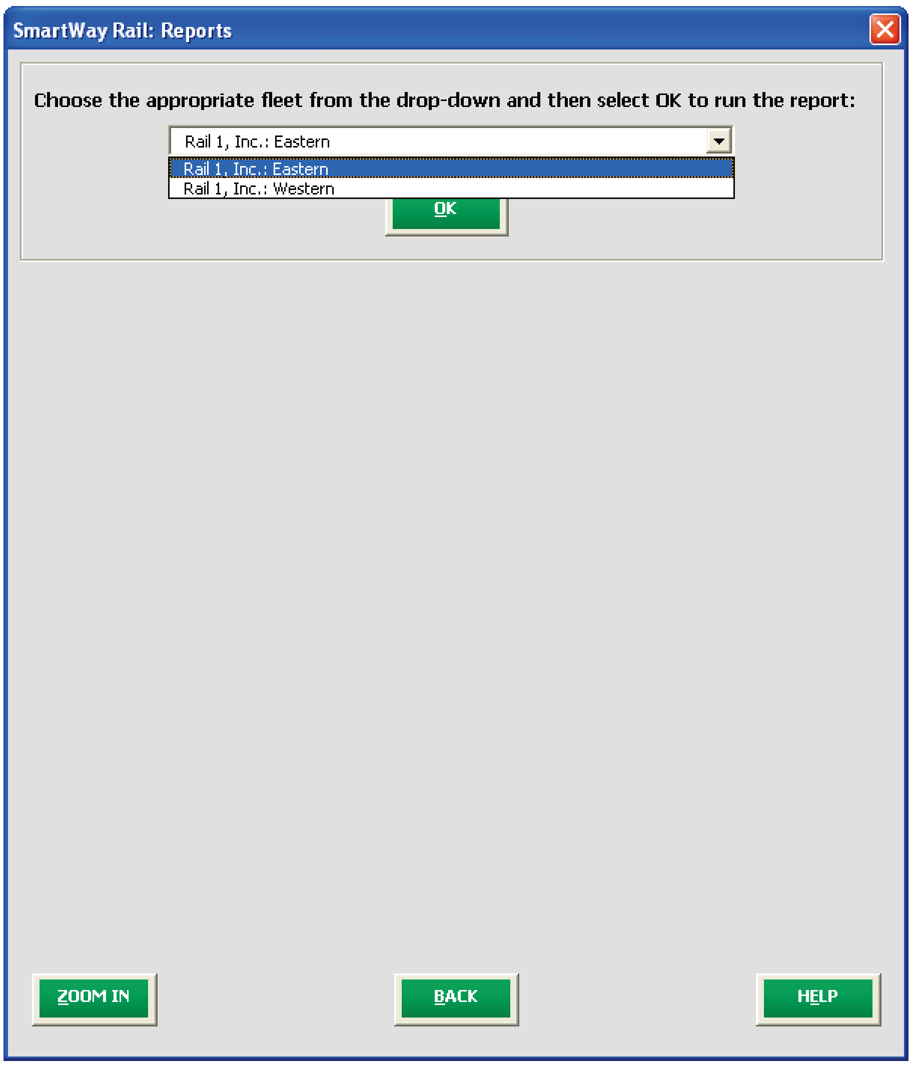


Figure 31 Fleet Selection Screen – Reports Menu

Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Select the Generate File to Send to EPA* button, which will create a file with the following naming convention:

PartnerName_ Year_ Rail_V0.xls

For example, Rail 1_ 2012_Rail_V0.xls

where **PartnerName** is your company's name as entered for Step 1 on the **Home** screen, and **Year** indicates the year for which you are submitting your data.

The system will display a message indicating that an Excel file will be created with your company's name as part of the file name. The file will be saved to the same folder where the tool itself is currently saved. You will need to locate the file and attach it in an e-mail to your Partner Account Manager (PAM).

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

The system will first display a message asking you to confirm your decision to save a copy of your tool on your hard drive (**Figure 32**).

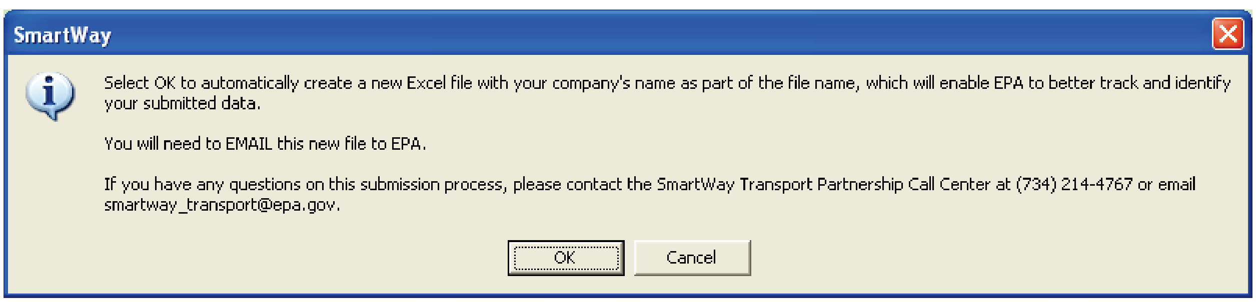


Figure 32 Data Saving Confirmation

Upon selecting **OK**, the file will be saved, and the following instructions will appear. Follow these instructions for submitting your truck tool to SmartWay. Upon selecting CLOSE, a screen will appear allowing you to close the Rail Carrier FLEET tool or return to the **Home** screen.

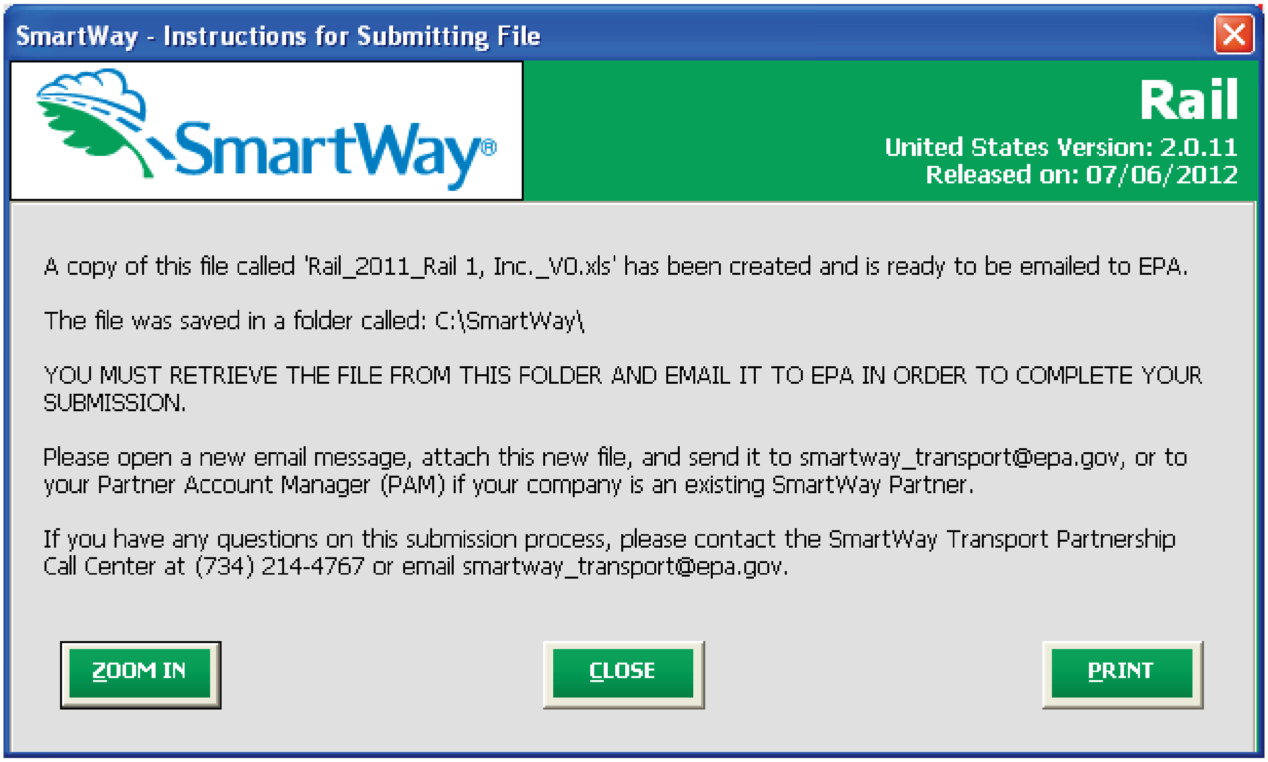


Figure 33 Data Saving Confirmation

If you have any comments about the tool and/or User Guide, please submit these with your tool in a separate document.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the tool directly from the SmartWay website, or from an e-mail, rather than from a drive, or when multiple Excel files or other applications are open simultaneously. If you encounter an error during use of the tool, please try restarting the tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 or 2007).

If you continue to encounter problems, please make a screen capture of the error message, and save the tool at that point. (You can make a screen capture by pressing *Alt-Print Screen*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved tool to your Partner Account Manager for further assistance.