

DOCK APPLICATION TRAINING GUIDE



Rev. 01/2022



Go to the Watco Web Site (watco.com) and click on Customer Tools



Home About Services **Customer Tools**

System Map

Team Member Login

Emergency Dispatch (316) 262-1700 | Safety and Ethics Hotline (866) 479-2826

Discover the Difference





Click on the **Dock** from the list of Tools



[Home](#) [About](#) [Services](#) [Customer Tools](#)

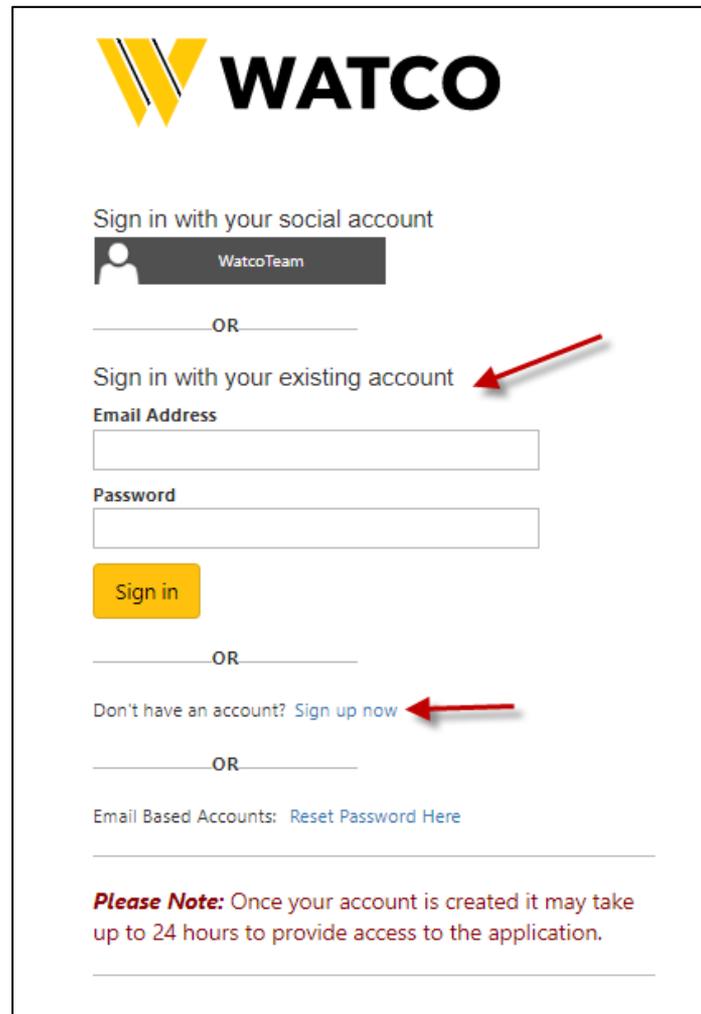
Railroad Tools

- Bill of Lading
- Car Order Form
- Car Storage Request Form
- Credit Application
-  [Dock](#)
- Fleet Management/Railcar Storage
- Freight Claims
- Fuel Surcharge
- ShipperConnect/eBOL
- Tariffs
- Track Capacity Map

Terminal Tools

- Credit Application
- [Dock](#)

If you already have an account created with Watco please sign into Dock. If you need to create an account, click on Sign up now.



The screenshot shows the Watco Dock sign-in interface. At the top left is the Watco logo, consisting of a stylized yellow 'W' followed by the word 'WATCO' in bold black letters. Below the logo, the text 'Sign in with your social account' is displayed. Underneath is a dark grey button with a white person icon and the text 'WatcoTeam'. A horizontal line with 'OR' in the center separates this from the next section. The next section is titled 'Sign in with your existing account' and has a red arrow pointing to it. Below this title are two input fields: 'Email Address' and 'Password'. A yellow 'Sign in' button is positioned below the password field. Another horizontal line with 'OR' in the center follows. Below this is the text 'Don't have an account? Sign up now' with a red arrow pointing to the 'Sign up now' link. A final horizontal line with 'OR' in the center is at the bottom of the main form area. Below this line, the text 'Email Based Accounts: [Reset Password Here](#)' is visible. At the very bottom of the page, a 'Please Note' section states: 'Once your account is created it may take up to 24 hours to provide access to the application.'

When you sign up for a new account, you will be asked to enter an email address and then send verification code to that email.

Once you receive the code, enter the code into the Verification code box and select Verify Code button.

A screenshot of the WATCO registration form. The form is titled 'WATCO' with a logo consisting of three yellow diagonal bars. Below the logo, it says 'Please provide the following details.' The form has four input fields: 'Email Address' (containing 'hbecker@gmail.com'), 'Verification code' (empty), 'New Password' (empty), and 'Confirm New Password' (empty). There are two yellow buttons: 'Verify code' and 'Send new code'. A red arrow points to the 'Verify code' button. Another red arrow points to the 'Verification code' input field.

WATCO

Please provide the following details.

Email Address
hbecker@gmail.com

Verification code

Verify code **Send new code**

New Password

Confirm New Password

DOCK SIGN IN/ NEW ACCOUNT

Next enter all following information, then click **Create**.

The request will be sent for review and once it has been approved and access setup, you will receive an email.

Equipment Inventory - Order in, Release, Switch or Reject equipment.

Invoicing – only if you receive freight invoicing from Watco.



Please provide the following details.

Email Address

mhaabecker@yahoo.com

Send verification code

New Password

.....

Confirm New Password

.....

Company

Your Company

Given Name

First Name

Surname

Last Name

Watco Railroad Or Facility

FOXY or GDLK or WSOR or ACRR

Phone

555-555-5555

Street Address

1234 Your Street

City

Pittsburg

State/Province

KS

Postal Code

66762

Responsibilities (Required)

- Register for Equipment Inventory
 Register for Invoicing

Create

Cancel

Please Note: Once your account is created it may take up to 24 hours to provide access to the application.

DOCK DASHBOARD

Once logged into DOCK, you will see the daily dashboard screen. This dashboard gives you a quick glance of totals: including **pending**, cars **ordered in** and cars **placed**.

Below, the boxes contain “to do” –reminders – of cars to be released or cars that need billing.

To navigate to other areas or screens use the side bar menu options on the left of the screen.

Hide Sidebar

Dashboard

Inventory Management

Pending Equipment

Order In

Placed

Outbound Equipment

Request Switch (IPS)

Reject Equipment

Welcome to Dock!

This tool will allow you to manage your business from anywhere, at any time.

Useful Tips for Navigation

Pending - Cars en route to your facility that have not yet been interchanged to a Watco Railroad.

Order In - Cars that have arrived at a Watco Railroad but have not yet been placed at your facility.

Placed - Cars that have been placed for loading or unloading at your facility.

Outbound - Cars that are released and available to be pulled from your facility.

Request for Switch (IPS) - Request that cars on your tracks be moved to another location.

Reject Equipment - Request cars to be rejected.

Pending			Order In			Placed		
L	E	Total	L	E	Total	L	E	Total
857	0	857	10	0	10	13	1	14

Loaded no bills that need to be released (2)
Please release cars as soon as possible! Release

Equipment Initial	Equipment Number	Commodity	Move Date
KO	20619	CORN,NT SHELLED	01/11/2022
KO	20874	CORN,NT SHELLED	01/11/2022

Empty Cars that have been pulled and need loaded billing (1)
Please provide bill of lading as soon as possible!

Equipment Initial	Equipment Number	Commodity	Move Date
NOKL	819213	SOYBN CK,ML,SCR	01/11/2022

PENDING SCREEN

The pending screen displays railcars that are moving on a Class I RR and are headed to your serving road.

The option to sort columns into ascending or descending order is available by clicking on the arrow at the top of the column

Pending Equipment		🔄 📄 🔍 Actions ☰ ⌘						
0 Selected of 857 Select All								
Equipment	Shipper	Origin Station	Commodity	BOL Number	BOL Date	Loaded Wt	L/E	
AOKX 181833	DELIVERY SWITCH	NEW WALES, FL	DI CALCIUM PHOS	0017336001	03/03/2021 10:13	200550	L	
BNGX 30498	DELIVERY SWITCH	ISLAND PARK, IA	SOYBN CK,ML,SCR	0005320779	10/20/2021 10:30	211600	L	
BNGX 30689	DELIVERY SWITCH	ISLAND PARK, IA	SOYBN CK,ML,SCR	0005320779	10/20/2021 10:30	217100	L	

When you click on the filter icon in the upper right of the screen, the filter box will appear under each column. Type partial text, number, etc. for any columns displayed on the screen. To remove the filter, delete the text in the filter box or click the refresh icon. 🔄

Pending Equipment		🔄 📄 🔍 Actions ☰ ⌘						
0 Selected of 857 Select All								
Equipment	Shipper	Origin Station	Commodity	BOL Number	BOL Date	Loaded Wt	L/E	
<input type="text" value="BN"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
BNGX 30498	DELIVERY SWITCH	ISLAND PARK, IA	SOYBN CK,ML,SCR	0005320779	10/20/2021 10:30	211600	L	
BNGX 30689	DELIVERY SWITCH	ISLAND PARK, IA	SOYBN CK,ML,SCR	0005320779	10/20/2021 10:30	217100	L	
BNGX 30710	DELIVERY SWITCH	ISLAND PARK, IA	SOYBN CK,ML,SCR	0005320779	10/20/2021 10:30	214600	L	

ORDER IN SCREEN

The order in screen displays cars that have arrived on your serving railroad but have not been placed at your facility. This screen can be used to request cars to be brought to your facility if your serving road does not bring them to your facility automatically upon arrival.

To order your cars in, select car or cars and click on the action button in the upper right of the screen.

Order In Equipment

3 Selected of 10 [Select All](#)








Seq Num ↑↓	Equipment ↑	Rec DateTime ↑↓	BOL Date ↑↓	L/E ↑↓	Move Type ↑↓	Commodity ↑↓	Station ↑↓	Track ↑↓	From To Road ↑↓	Req Track ↑↓	Req Spot ↑↓	Loaded Wt ↑↓	Tare Wt ↑↓
2	KO 20752	12/04/2020 21:43	16:42	L	RLO	CORN,NT SHELLED	KS	4402	BNSF			196000	62100
1	KO 20759	03/02/2021 02:00	02/22/2021 21:58	L	ICR	SOYBN CK,ML,SCR	GREAT BEND, KS	100	BNSF			183200	63000
1	KO 21008	10/07/2020 22:10	02/23/2021 16:42	L	RLO	CORN,NT SHELLED	ALEXANDER, KS	4402	BNSF			196000	60100
32	KO 471742	02/13/2021 02:09	06/26/2021 18:18	L	RLO	SOYBN CK,ML,SCR	LEOTI, KS	741	BNSF			177260	62500
3	NAHX 210	02/25/2021 23:15	02/09/2021 11:46	L	ICR	DI CALCIUM PHOS	ALEXANDER, KS	4402	UP	741	SP	199850	62600
5	NOKL 818543	03/02/2021 02:00	02/27/2021 03:28	L	ICR	SOYBN CK,ML,SCR	GREAT BEND, KS	100	BNSF	741-A	SP	172740	65500
4	NOKL 819047	03/02/2021 02:00	02/27/2021 03:28	L	ICR	SOYBN CK,ML,SCR	GREAT BEND, KS	100	BNSF	741-A	SP	177400	62900

ORDER IN CARS



Select the Order in option.

3 Selected of 10 Select All

Seq Num	Equipment	Rec DateTime	BOL Date	L/E	Move Type	Commodity	Station	Track	From To Road	Req Track	Req Spot	Loaded Wt	Tare Wt
1	KO 21008	10/07/2020 22:10	02/23/2021 16:42	L	RLO	CORN,NT SHELLED	ALEXANDER, KS	4402	BNSF			196000	60100
32	KO 471742	02/13/2021 02:09	06/26/2021 18:18	L	RLO	SOYBN CK,ML,SCR	LEOTI, KS	741	BNSF			177260	62500
3	NAHX 210	02/25/2021 23:15	02/09/2021 11:46	L	ICR	DI CALCIUM PHOS	ALEXANDER, KS	4402	UP	741	SP	199850	62600
5	NOKL 818543	03/02/2021 02:00	02/27/2021 03:28	L	ICR	SOYBN CK,ML,SCR	GREAT BEND, KS	100	BNSF	741-A	SP	172740	65500
4	NOKL 819047	03/02/2021 02:00	02/27/2021 03:28	L	ICR	SOYBN CK,ML,SCR	GREAT BEND, KS	100	BNSF	741-A	SP	177400	62900

- Order In
- Umler
- Waybill

A dialogue box will appear. You can choose to apply a track to all cars selected or individually assign a track and spot to the cars. Comments can also be added. Click the X to remove any cars. Click the Order In button to complete the action.

Order In Cars (3) Select a track

Equipment	Commodity	Track	Spot	Comments	Remove
NAHX 210	DI CALCIUM PHOS	Select a track			X
NOKL 818543	SOYBN CK,ML,SCR	741			X
NOKL 819047	SOYBN CK,ML,SCR	741-A			X
		741-B			
		741-C			
		741-D			
		741-E			

Order In Cancel

PLACED SCREEN

The placed screen allows you to take actions to release cars or release and reload cars. To complete this action, select the loaded car or cars, click the action button on the upper right of the screen and select Release or Release & Reload.

Placed Equipment

3 Selected of 14 Select All

↺ ↻ ⌵ Actions ⌵ ⌵

Release
 Release & Reload
 Umler
 Waybill
 Rec DateTime ↕

Seq Num ↕	Equipment ↕	L/E ↕	Commodity ↕	Station ↕	Track ↕	Car Type ↕	From To Road ↕	Loaded Wt(lbs) ↕	Tare Wt ↕	BOL Date ↕	Placement DateTime ↕	Rec DateTime ↕
35	KO 20901	L	CORN,NT SHELLED	LEOTI, KS	741	C113	SKOL	196000	64200	02/23/2021 16:42	01/11/2022 08:31	02/09/2021 16:01
44	KO 460619	L	CORN,NT SHELLED	LEOTI, KS	741	C113	BNSF	196000	60600	02/23/2021 16:42	01/11/2022 08:31	10/07/2020 22:10
41	KO 460661	L	CORN,NT SHELLED	LEOTI, KS	741	C113	BNSF	196000	60900	02/23/2021 16:42	01/11/2022 08:31	10/12/2020 16:36

Verify car or cars to be released. Click Release button. You will see a success message. If an empty car is selected to be released, the system will warn you that the car is empty, and the action cannot be completed.

i **Success** ✕
 Processing placed request.

✕ **Error** ✕
 Cars must be loaded before being released

OUTBOUND - VIEW RELEASED CARS

Once cars are released and available to be pulled from your facility, you will be able to view them on the Outbound screen. Cars will be sorted by the Release Date.

Outbound Equipment

0 Selected of 81 [Select All](#)




 Actions ▾
 


Seq Num ↑↓	Equipment ↑↓	Station ↑↓	Track ↑↓	Car Type ↑↓	L/E ↑↓	Commodity ↑↓	Rel Date ↓↕
36	KO 460680	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:51
41	KO 460661	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:50
44	KO 460619	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:50
35	KO 20901	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:50

Select the car or cars to view Umler information or view and print the waybill for each car.

Outbound Equipment

2 Selected of 81 [Select All](#)




 Actions ▾
 


- Umler
- Waybill

Seq Num ↑↓	Equipment ↑↓	Station ↑↓	Track ↑↓	Car Type ↑↓	L/E ↑↓	Commodity ↑↓	Rel Date ↓↕
36	KO 460680	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:51
41	KO 460661	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:50
44	KO 460619	LEOTI, KS	741	C113	E	CORN,NT SHELLED	01/11/2022 09:50

REQUEST SWITCH

To complete an Intra-plant Switch, select the Request Switch (IPS) screen from the navigation menu. Select a car or cars, click the action button and select Switch.

Switch Equipment

2 Selected of 45 Select All

Refresh Download Filter Actions Print

Seq Num ↑↓	Equipment ↑≡	L/E ↑↓	Commodity ↑↓	Station ↑↓	Track ↑↓	Req Track ↑↓	Req Spot ↑↓	Comments ↑↓
28	KO 12215	E	SOYBN CK,ML,SCR	LEOTI KS	741			
18	KO 20546	E	SOYBN CK,ML,SCR	LEOTI KS	741			
12	KO 20712	E	SOYBN CK,ML,SCR	LEOTI KS	741			

Note: A red arrow points from the 'Actions' button to the 'Switch' option in the dropdown menu.

A dialogue box will appear. You can choose to apply a track to all cars selected or individually assign a track and spot to the cars. Comments can also be added. Click Switch button to complete the action.

Switch Cars (IPS) (2) Select a track ▼

Equipment	Commodity	Track	Spot	Comments	Remove
KO 12215	SOYBN CK,ML,SCR	741	1	SPOT 1	✕
KO 20546	SOYBN CK,ML,SCR	741-A	2	SPOT 2	✕

Note: Red arrows point to the 'Select a track' dropdown, the 'Track' field for the first row, the 'Spot' field for the first row, the 'Comments' field for the first row, and the 'Switch' button.

Switch Cancel

REJECT EQUIPMENT

The reject equipment screen will allow you to reject cars. To complete this process, select the car to be rejected, click on Actions, and select Reject.

Reject Equipment

1 Selected of 45 Select All

Seq Num	Equipment	L/E	Commodity	Station	Track	Car Type	Req Track	Req Spot	Comments
28	KO 12215	E	SOYBN CK,ML,SCR	LEOTI KS	741	C113			
18	KO 20546	E	SOYBN CK,ML,SCR	LEOTI KS	741	C113			

Note: In the original image, a red arrow points to the 'Actions' menu, which is open and shows 'Reject', 'Umler', and 'Waybill' options.

Enter the reason for rejection in the comments box. Please note, a comment is required to complete the request. Click Reject button after entering the comment. The reject message will be sent to Watco's Customer Service Representatives.

Reject Cars (1)

Equipment	Comments	Remove
KO 12215	Door will not open	×

Note: In the original image, a red arrow points to the 'Comments' input field, and another red arrow points to the 'Reject' button.

VIEW, PRINT OR DOWNLOAD UMLER or WAYBILL INFORMATION

To view/print Umler or Waybill information, select a car or cars and click the action button. Click either Umler or Waybill. Once the detail screen appears you can switch between the two options.

Placed Equipment

2 Selected of 10 [Select All](#)

Seq Num ↑↓	Equipment ↑↓	L/E ↑↓	Commodity ↑↓	Station ↑↓	Track ↑↓	Car Type ↑↓	From To Road ↑↓	Loaded Wt(lbs) ↑↓	Tare Wt ↑↓	BOL Date ↑↓	Placement DateTime ↑↓	Rec DateTime ↑↓
3	KO 20619	L	CORN,NT SHELLED	LEOTI, KS	100	C113	BNSF	196000	63100	02/23/2021 16:42	01/11/2022 08:31	09/24/2020 01:45
2	KO 20874	L	CORN,NT SHELLED	LEOTI, KS	100	C113	BNSF	196000	63900	02/23/2021 16:42	01/11/2022 08:31	09/24/2020 01:45
39	KO 460700	L	CORN,NT SHELLED	LEOTI, KS	741	C113	BNSF	196000	60500	02/23/2021 16:42	01/11/2022 08:31	10/12/2020 16:36

Actions: Release, Release & Reload, **Umler**, Waybill

Use the right and left arrow to view multiple cars detail and click Download files to print the details.

WB/Umler Details

Waybill | **Umler**

KO - 20619

AAR Car Type:	C113	Cubic Capacity:	4780
Inside Height:		Inside Length:	
Inside Width:		Load Limit:	199900
Plate Code:	C	Side Door Height:	
Side Door Orientation:		Side Door Type:	
Side Door Width:		Tare Weight:	63100

[Download Files](#)

VIEW, PRINT OR DOWNLOAD WAYBILL INFORMATION



Download Umler information. The file will be in csv format so user can open in Excel.

WB/Umler Details ✕

Waybill Umler

KO - 20619

AAR Car Type:	C113	Cubic Capacity:	4780
Inside Height:		Inside Length:	
Inside Width:		Load Limit:	199900
Plate Code:	C	Side Door Height:	
Side Door Orientation:		Side Door Type:	
Side Door Width:		Tare Weight:	63100



Initial	Number	AAR Car Type	Tare Weight	Load Limit	Inside Height	Inside Length	Inside Width	Side Door Orientation	Side Door Type	Side Door Width	Side Door Height	Plate Code	Cubic Capacity
KO	20619	C113	63100	199900								C	4780
KO	20874	C113	63900	199100								B	4750



VIEW, PRINT OR DOWNLOAD WAYBILL INFORMATION

Download Waybill Information.

Once you open the zipped file it will show the waybills as PDF.

WB/Umler Details

Waybill Umler

WAYBILL

1 / 2 | - 125% + | [Icons]

380 KANSAS & OKLAHOMA RAILROAD, LLC 380

WAYBILL

Page 1 of 2
KO 20619

Car	Kind	No. Cars	Waybill Date	Waybill Number
KO 20619	C	15	2/23/2021	346964

Destination			Origin		
No.	Station	State	No.	Station	State
2175	LEOTI	KS	58450	ALBERT	KS

Route	A/S	BOL Date/Time:	BOL Number:
KO	S	2/23/2021 4:42:00 PM	022321ADC

Consignee	Shipper
SEABOARD FOODS LLC 132 CO RD 14 LEOTI KS 67861	SCOULAR COMPANY 10801 MASTIN ST SUITE 800 OVERLAND PARK KS 66210

Freight Bill Party

[Download Files](#)

36eb291e-6f6e-4ca....zip



Waybill_3035121
Waybill_3060094

DISPLAY EQUIPMENT



Use the icons to change from List view to Card view

Order In Equipment

0 Selected of 129 [Select All](#)

Equipment	L/E	Move Type	Commodity	Station	Track	From To Road	Req Track	Req Spot
ACFX 95119	L	ICHR	WASTE FLAMMABLE	WINFIELD, KS	HAULAGE	UP	03-13	3
ACFX 95129	L	ICHR	WASTE FLAMMABLE	WINFIELD, KS	HAULAGE	UP	03-16	5
ACFX 95149	L	ICHR	WASTE FLAMMABLE	WINFIELD, KS	HAULAGE	UP	03-13	SP
CAEX 32811	E	ICHR	HYDRAULIC CMT	COFFEYVILLE, KS	22	UP	801	

Order In Equipment

0 Selected of 129 [Select All](#)

ACFX 95119

L/E : L

Move Type : ICHR

Commodity : WASTE FLAMMABLE

Station : WINFIELD, KS

Track : HAULAGE

From To Road : UP

Req Track/Spot : 03-13 / 3

ACFX 95127

L/E : L

Move Type : RCPL

Commodity : WASTE FLAMMABLE

Station : CHANUTE, KS

Track : 01-11

From To Road : UP

Req Track/Spot : 03-13 / SP

ACFX 95129

L/E : L

Move Type : ICHR

Commodity : WASTE FLAMMABLE

Station : WINFIELD, KS

Track : HAULAGE

From To Road : UP

Req Track/Spot : 03-16 / 5

ACFX 95134

L/E : L

Move Type : RCPL

Commodity : WASTE FLAMMABLE

Station : CHANUTE, KS

Track : 01-11

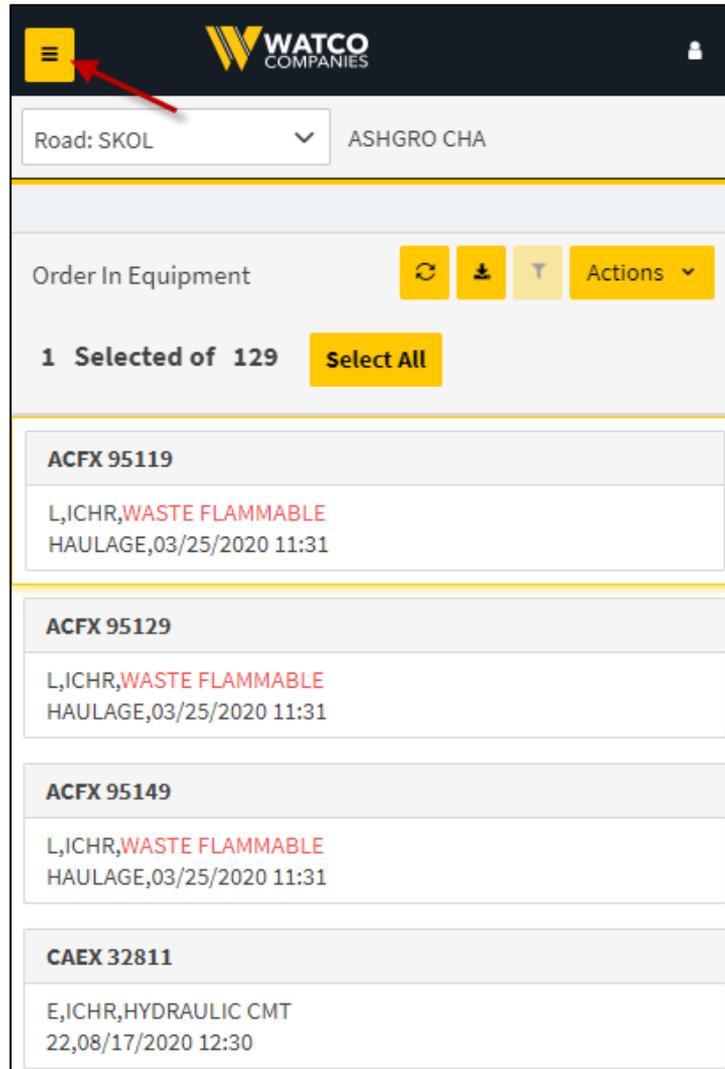
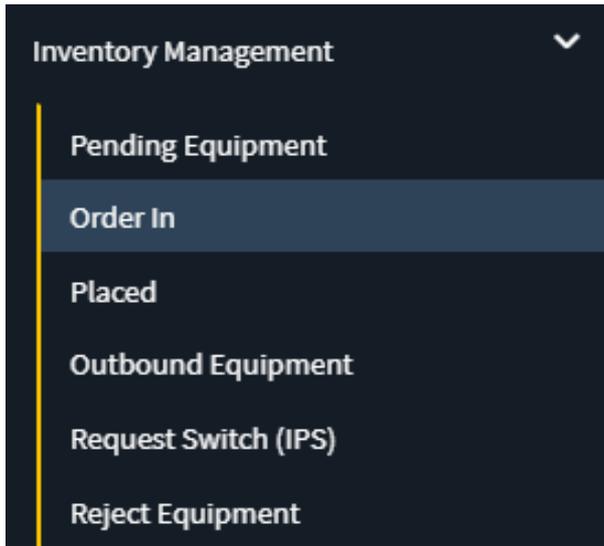
From To Road : UP

Req Track/Spot : 03-15 / SP

MOBILE FRIENDLY



Use the Menu icon to display more options



TOOL TIPS

The DOCK application has many additional features to make using the system simple and efficient.

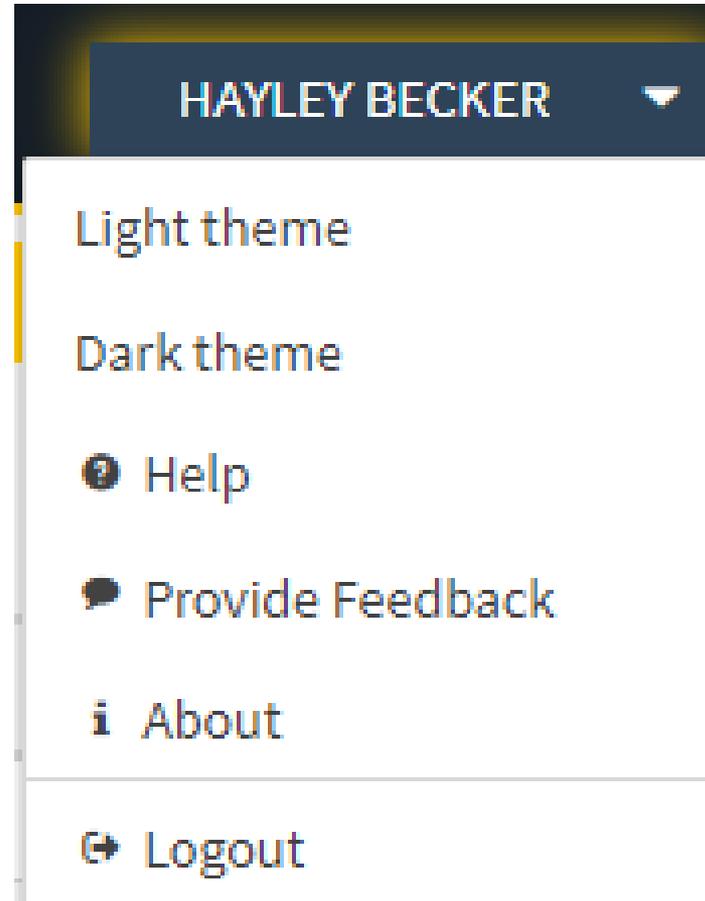
Themes - Choose from light or dark theme

Help – Find contact information and training documentation

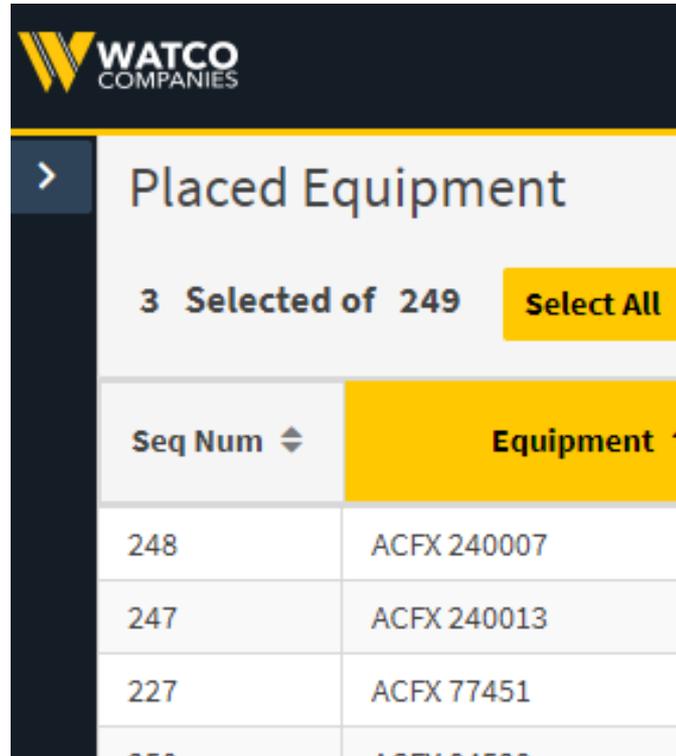
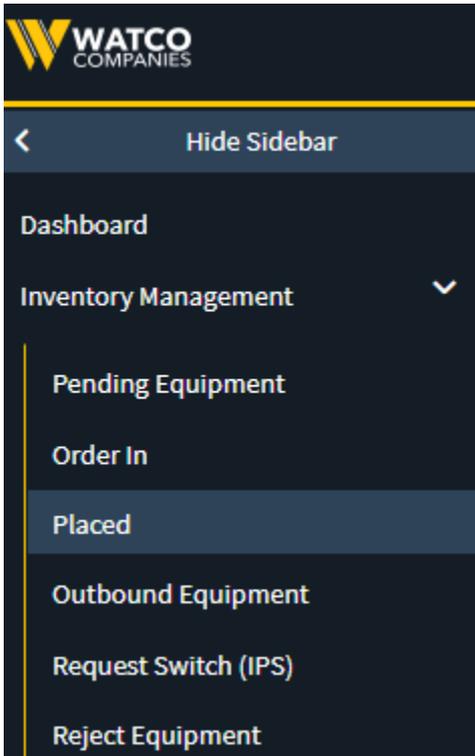
Feedback - Provide feedback to help improve our system

About – To verify the most current version

Logout – Always logout of Dock when you are not using the system



Hide the Sidebar Menu by using the arrow at the top of the Sidebar.



CONTACT



Thank you for completing the Dock training. We hope your experience using the DOCK application is trouble free. However, if you experience any issues, please contact us for support.

If you have any questions or would like further information, please contact Watco Customer Service at 866-889-2826