

Tips For First Time Rail City Users;

Your ID and temporary password will have been supplied by the company if not contact a local manager for information on obtaining them. When you first log on you will be asked to create a new password, your new password must be at least 7 characters and contain both numbers and letters, at least one letter must be upper case. You will need to use the shift key on the virtual keyboard to provide an upper case letter.

Once you are on the Rail City site it is easier to access the various resources if you click on the menu items on the tool bar at the top of the page which loads a related index page rather than relying on the drop down menus which open up.

For example to access CMA Logon click on **"Work Tools"** on the top bar menu. When the Work Tools menu window opens select **"Mainframe Access"** which is listed in the **"Remote Internet Access"** index. On the resulting page click again on the hyperlinked **"Mainframe Access"** text, the next page that is presented has two options select the first one titled **"MainFrame (System2 - 24line) 10.16.80.1"**

How To Expand The CMA Window

The CMA window can be expanded or reduced by pressing the **"Alt"** and **"+"** keys at the same time or the **"Alt"** and **"-"** keys respectively. This feature will only work with the **"+"** or **"-"** keys on the numeric keypad. For some reason the **+** or **-** keys on the main keyboard do not work for this function, if you have a laptop without the numeric keypad you won't be able to use this function.

On a laptop there is a function key **"FN"** that you should be able to use to expand the CMA window. Using the **"FN"** converts the **"?/"** to the **"+"** key and **":;"** is converted to the **"-"** for the purposes of expanding or reducing the CMA window. For the **"Alt+"** use **"FN Alt + (?/ key)"** for the **"Alt-"** use **"FN Alt - (:; key)"**.

How To Copy Information From CMA

To copy information on a Rail City CMA screen: Place your cursor in the top left corner of the window, left click and hold while you mouse down and right to highlight the text, text

will be highlighted in white, release left mouse and press "alt' and "c", you text has now been copied and can be pasted wherever you like.