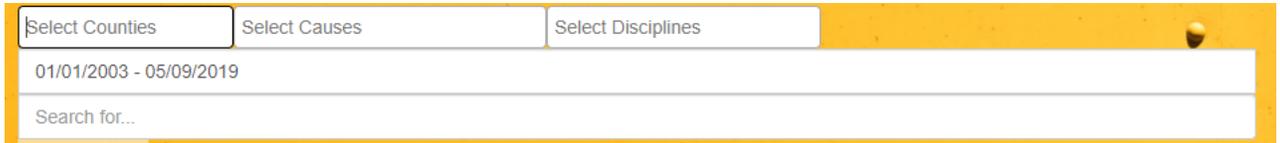


## Rail Safety Tool Documentation

### 1. Available Search Features



The screenshot shows a search interface with a yellow header bar. It contains three dropdown menus: 'Select Counties', 'Select Causes', and 'Select Disciplines'. Below these is a date range '01/01/2003 - 05/09/2019' and a search box labeled 'Search for...'.

a. There are five available search features, including:

i. Select Counties

1. This search feature allows you to narrow records down by reported county.

ii. Select Causes

1. This search feature allows you to narrow records down by reported cause code.

iii. Select Disciplines

1. This search feature allows you to narrow records down by rail discipline. Note: Hazmat reports accident data, but will be updated in the future to include incident reports.

iv. Date Range

1. This search features allows you to narrow records down by date of occurrence.

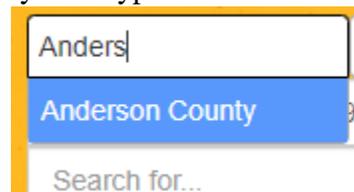
v. Text Search

1. This search features allows you to search records based on keywords.

### 2. How to Use Search Features for Counties, Causes, and Disciplines

a. Option 1: Search by typing

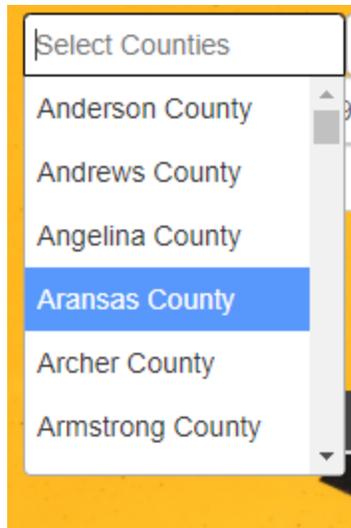
i. You can type your search criteria in the search box. To add another county click enter and it will allow you to type another name.



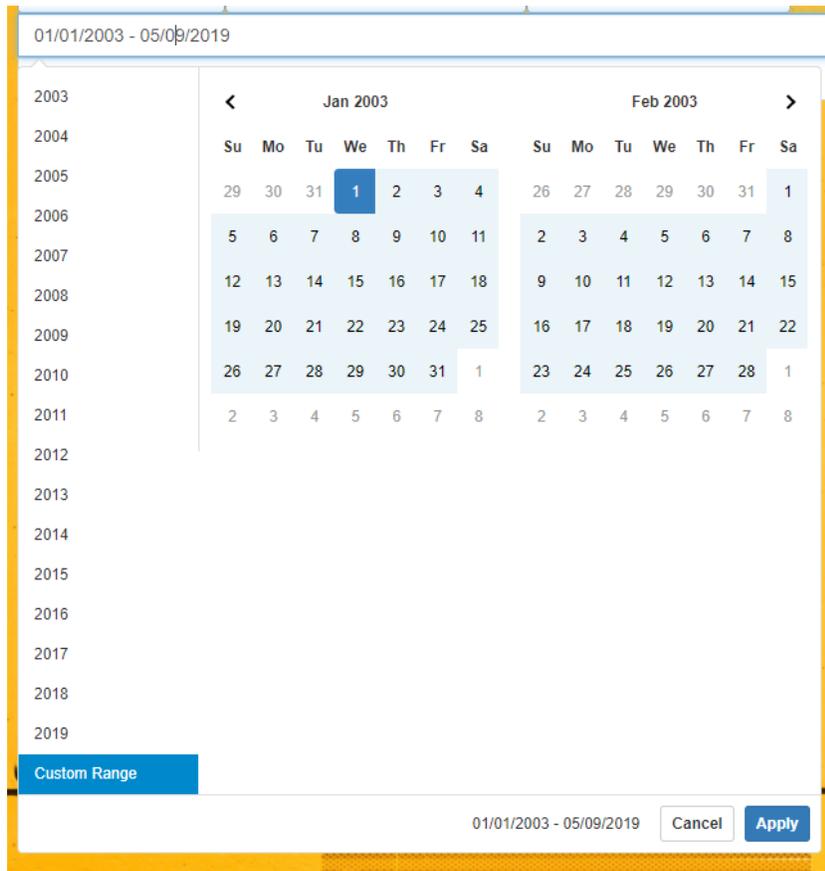
The screenshot shows a search box with the text 'Anders' entered. A dropdown list is visible below the box, with 'Anderson County' selected and highlighted in blue. Below the dropdown is a search box labeled 'Search for...'.

b. Option 2: Use drop down list

i. Click on the search box and a drop-down list will pop up which allows you to select your search criteria by clicking. You add more than one criteria by clicking in the search box again.



### 3. How to Use Date Search Feature



- a. Option 1: Search by typing
    - i. You can type in a date range using MM/DD/YYYY- MM/DD/YYYY
  - b. Option 2: Use drop down list
    - i. Click on the search box and a drop-down list will pop up which allows you to select your dates my clicking.
- ### 4. How to Use Text Search Feature

- a. You use this feature by typing in partial or whole keywords. If you would like to enter more than one you should use a comma to separate.

555 matches

5. How to Download Results

- a. Click on Download Results and a CSV will be downloaded with all matching records.

