



# THE BELT RAILWAY COMPANY OF CHICAGO

## TRANSPORTATION- CLERICAL NOTICE

### #2019-C004

Effective 0001, March 27, 2019

**To: All Concerned, Transportation – Clerical Employees**

**Subject: Parallel Testing of SWC Applications**

To support development of the Belt Apps Suite of Applications, employees working on Transportation-Clerical Assignments as noted below are required to assist in parallel testing. Parallel testing is required to assure that the system is working as intended.

#### Inbound Clerks

- Inbound Clerks are to ensure that all trains processed in the AS/400 system are entered into Belt Apps. All work done in Belt Apps will need to be documented in the shared spreadsheet.

#### Chief Clerks

- Chief Clerks will arrange to process outbound paperwork in both the AS/400 and in Belt Apps. The work completed in Belt Apps must be documented in the shared spreadsheet.

When issues are encountered with Parallel Testing, employees are directed to contact the Director-Agency and Customer Service by phone to escalate the issue.

M. M. Martinez  
Director of Agency and Customer Service  
The Belt Railway Company of Chicago

Transportation - Clerical Notices in Effect:

<b>Year of</b>	<b>Number</b>
<b>2016</b>	<b>001</b>
<b>2017</b>	<b>001, 003, 007, 008, 009</b>
<b>2018</b>	<b>001, 002, 003, 004, 005, 006, 007, 008, 009,</b>
<b>2019</b>	<b>001, 002, 004</b>