RIDE ON RAILWAYS LTD

RailStock Register

SITE ADMINISTRATOR
USER MANUAL

For miniature railway organisations

Managing rolling stock, users, inspections, running notes and safety alerts

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Website: https://www.rideonrailways.co.uk/register/

Scope: This guide describes the Site Administrator functions and associated site-user workflows. Menu labels and available controls may vary with permissions and software updates.

1. Introduction

RailStock Register is an online system for recording miniature railway locomotives, coaches, wagons and other rolling stock. Each railway organisation has a private site with its own records.

A Site Administrator is responsible for the accuracy of the railway’s information, user access, inspections, maintenance records and reported safety issues.

2. Signing in

1. Visit www.rideonrailways.co.uk/register/.
2. Sign in with your registered email address and password.
3. If invited by email, follow the secure activation link and complete the account setup.
4. Check the railway site name displayed in the header before making changes.

Use an individual account; do not share passwords. Sign out after using a shared computer.

3. User roles

Role	Typical access
Site Administrator	Manage users, rolling stock and site records.
Manager	Manage rolling stock and inspections within assigned permissions.
User / Inspector	Access records and inspection functions where authorised.
Driver / Reporter	Record operational observations and running notes.

Site Administrators can appoint other Site Administrators and Managers for their own railway site. Permissions should match each person’s duties.

4. Site dashboard

The dashboard provides an overview of fleet condition and outstanding issues. Review it regularly, particularly before operating sessions.

- STOP / Emergency — DO NOT USE: an active safety restriction.
- ACTION required: an item requiring attention.
- Overdue annual service: a service due date has passed.
- Missing service information: a record may need updating.

Important: Never clear an alert merely to remove it from the dashboard. Resolve the underlying issue and record the action.

5. Managing users

1. Open Users from the site administration area.
2. Choose the option to add or invite a user.
3. Enter the person’s name and email address.
4. Select the appropriate role for this railway.
5. Save the user or send the invitation, as appropriate.

Review access when someone changes duties or leaves the railway. Avoid assigning administrator permissions unless required.

6. Managing rolling stock

Each vehicle has a unique RailStock registration number, for example RoR0034. A record may include its type, name, running number, manufacturer, model, gauge, owner, year of construction, photograph, operating status and history.

Adding rolling stock

1. Open Rolling Stock and choose Add Rolling Stock.
2. Choose the type (Locomotive, Coach, Wagon or Other).
3. Enter the vehicle name and running number.
4. Select the gauge, then manufacturer and model.
5. Complete the remaining fields and save.

Ride on Railways models are selected from the Product Library and are associated with a gauge. For other manufacturers, enter the manufacturer and model information.

Editing and photographs

Open a vehicle record and select Edit where authorised. Use Change Picture to replace the vehicle photograph where the control is available. Check existing details before saving.

7. Inspections and annual servicing

1. Open the rolling stock record.
2. Select New Inspection.
3. Check that the correct inspection checklist is selected.
4. Mark each item PASS, FAIL or N/A.
5. Add relevant notes and submit the completed inspection.

Available standard checklists may include Rolling Stock, Locomotive (Electric), Locomotive (Steam) and Locomotive (Diesel/Petrol). Sections may include a mark-all facility.

Where appropriate, an inspection can be marked as an annual service. Only select this option when the required servicing has actually been completed. Completed inspections are available in the vehicle’s inspection history.

8. Running notes and reporting

Running Notes provide a dated record of observations, defects and actions. The red Report button can be used to create a new report.

- NOTE: general operational information.
- ACTION: a matter requiring attention.
- Emergency — DO NOT USE: a serious defect requiring the vehicle to be taken out of service.

1. Select Report.
2. Choose the relevant rolling stock record.
3. Select the report category.
4. Describe the issue clearly, including what happened and any immediate action taken.
5. Submit the report.

9. STOP restrictions and clearance

Do not operate a vehicle with an active STOP / DO NOT USE restriction. The restriction remains in force until the issue is addressed and an authorised clearance is recorded.

An authorised Site Administrator or Manager may clear an applicable restriction following the necessary repairs and checks. The clearance note should identify the problem, work completed, checks carried out and the reason the vehicle is considered fit to return to service.

Where an inspection includes a STOP-clearance option, use it only following a satisfactory inspection. The original report should remain part of the vehicle’s history.

10. Inspection templates

Ride on Railways Ltd provides standard inspection templates. These can be used by participating railway sites without changing the published originals.

Site Administrators may create and edit separate site-specific templates for local equipment and requirements. Completed inspections should retain the checklist version used when they were submitted.

11. Operators’ manuals

Where available, an Operators’ Manual link appears on the rolling stock details page. Ride on Railways product manuals are maintained centrally. Applicable manual links for other manufacturers may be managed by authorised site staff.

Always consult the correct operating instructions before using unfamiliar equipment.

12. Certificates of Fitness

Ride on Railways Ltd may issue a Certificate of Fitness for a vehicle. When linked to the rolling stock record, authorised site users can view or print the certificate.

Certificates are issued by Ride on Railways Ltd. A certificate does not override a current STOP restriction or the need for appropriate inspections and maintenance.

13. Good record-keeping practice

- Keep vehicle identification, gauge, manufacturer and ownership details accurate.
- Record inspections and annual servicing promptly.
- Report faults and safety concerns without delay.
- Review outstanding ACTION and STOP reports regularly.
- Keep photographs, manuals and user permissions up to date.
- Record the reason for safety clearance and preserve the original report history.

RailStock supports the railway’s management processes; it does not replace local operating rules, risk assessments or the responsibility to maintain safe equipment.

14. Support

For assistance with RailStock, contact Ride on Railways Ltd.

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