



RAIL FACILITIES PORTAL

<https://railfacilitiesportal.eu/>



Co-financed by the Connecting Europe Facility of the European Union

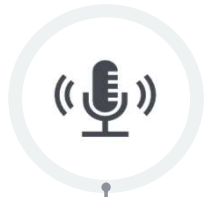
Rail Facilities Portal Training

3rd session – 27.09.2023

**Please note that
this training will
be recorded !**



— Rules for a successful training session



Pssst!

Participants without a speech use the mute function to avoid disturbing background noises



Respect timing

The respective speaker keeps to the given speaking time



Ask questions in the chat

Questions are asked in the chat and observed by the moderators



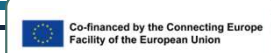
Company specific questions

Questions with a specific, private topic will be answered after the session or later by email



— Agenda – 3rd training session on 27.09.2023

1. Review of the tasks and Q&A
2. Uploading your data to the portal
 1. Live demo of the data upload
 2. Test upload by all participants to stage environment
 3. How to solve the most frequent uploading errors
3. How to update data entries (data maintenance)
4. Additional functionalities of the portal
5. Outlook to the future of RFP



– 1. Review of the tasks and Q&A

- ✓ Content of the last session (3 ways to upload data, different identifier codes,...)
- ✓ Preparing the Excel import sheet with your data
- ✓ Registering in the stage environment



Please raise your hand and ask your question once it is your turn .



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— Upload your data to stage environment

- Step 1: Login to <https://stage.railfacilitiesportal.eu>
- Step 2: Click on your organization and scroll down to the section “Import Facilities”
- Step 3: Click on the button “IMPORT NEW FILE” and select your prepared EXCEL-Sheet
- Step 4: Click on the button of the circling arrow to get an updated status of the import process.
- Step 5: Check for errors and if there are some correct them and repeat the process for the concerning lines
- Step 6: Click on the publish-button



— How to solve the most frequent uploading errors

What you should do when publishing data in RFP

- ✓ Fill out data import sheet provided by RNE based on the defined data formats
- ✓ When a service is not offered, leave field in data sheet empty (do not enter “0” or “no”)
- ✓ Use “https://” in front of URLs
- ✓ Once uploaded, data is first saved as draft ! You can further edit it until ready for publication
- ✓ To publish your data, you must press the respective button next to your uploaded file version

Additional recommendations:

Prepare your terminal website

- Update and/or all relevant information regarding your terminal services
- Check if website link is accepted by standard internet browsers (SSL-certificate)
- ✓ Use the [Rail Facilities Portal handbook](#) in case of doubt
- ✓ For info, or support (if you do not know how to start or you are stuck) reach out to:
 - ✓ Erik Nieuwenhuis TAG-Speaker (over-all info)
 - ✓ Michael Spannlang from RNE (technical support)
 - ✓ Mateusz Nowak (users support)



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— 3. How to update data entries

- Option 1: Directly in the portal with manual correction

Quality index	Filling index	Alerts	Status	Created by	Created	Actions
0.15	0.22		Active	Portal Administration	2019-04-26 08:45	

- Option 2: Down- and upload via Excel file

Name	Quality index	Filling index	Alerts	Status	Created by	Created	Actions
BCTN Terminal Meerhout	0.15	0.22	1	Active	Portal Administration	2019-04-26 08:45	

Filename	Status	Info	Errors	Uploaded by	Uploaded ↓	Revision	Actions
No data available							



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— 4. Additional functionalities of the portal

- stored searches
- bookmarking ServiceFacilities and notifications
- Handing over as SF to another organization
- User acceptance for organizations and notifications
- Print out a single ServiceFacility
- Handling the difference between „Owner“ and „Operator“
- How to handle multiple Owners and operators for a single SF
- Data Quality Index
- adding data by RNE



– 5. Outlook to the future of RFP

- To substitute several existing systems (CCS CRD, Geo Editor, CIP, RFP) their data and functionality is merged into one consistent entity – Rail Infrastructure System (RIS) – lowering operational and managing costs:
 - Central Reference Database (CRD) : Country Codes, Company Codes, List of primary and subsidiary locations, List of NCPs and NAEs
 - Geo Editor: Segments, Sections, Layers, Properties
 - CIP: Line Properties, ETCS Deployment, Projects, Terminals
 - **RFP**: Service Facilities
- RIS Implementation phase is ongoing, Operation phase planned for Q1-2024





— We want to hear your opinion !

Rail Facilities Portal Training Webinar 2023 Feedback Questionnaire

Dear participant,

Please, use this opportunity to share detailed information about your experience and suggestions about the RFP Training Webinar.

START SURVEY NOW



— Closure of the training

Knowledge sharing

- You will receive the presentation via email.
- All sessions can be rewatched on the event website.
- Share your learnings with others!

RFP Support

- User manuals & other helping documents are available on the portal website in several languages.
- In case of questions, you can contact us via email or phone.

Outlook

- Share your feedback via the questionnaire.
- Provide suggestions for new fields or other changes to us.
- Fill out more data in the upcoming weeks and take advantage of RFP as business tool !



**Thank you for your
participation !**