

2025

RFP INTERNAL ADMIN MANUAL



Version	Description	Who
v.01	Initial draft	cb
v.1	First version	Jerónimo PAdilla(RNE)

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1 Introduction

This document is intended to describe the use of Railway Infrastructure System (RIS)) to manage Rail Facilities Portal (RFP) system. All RFP-specific functions are detailed. All additional functions, such as user and role management or the management functions for the base topology, are described in the RIS manual.

2 System Access

RFP system is accessible to the public through the URL <u>https://railfacilitiesportal.eu</u>. There is also a staging environment that the administrators can use as a test environment: <u>https://stage.railfacilitiesportal.eu</u>.

To manage RFP data, the admin should access RIS using the following URLs

- Staging: for test purposes
- https://ris-stage.rne.eu/
- Production: for all purposes in production environment
- https://ris-online.rne.eu/

Note: The URL does not contain the term RFP because RFP-specific functionalities are part of the RIS system and are subject to specific role's permissions.

3 Login / Logout and Change Password

This topic provides information on how to Login and Logout of the application. It also mentions what to do if you forgot your password, and the method to change your password and your profile details.

3.1 Precursor

To be able to access the application via Web-User-Interface you have to be set up as a user in RNE's active directory first.

To achieve please contact RNE using the following option



- Email: <xxxxxxxxxxxxxxx<>
- Tel: <xxxxxxxxxxxxxxxxxx<>

3.2 Login

Normally you are automatically logged in by means of your user you are logged in on your device. In case this user deviates from your user set up in RNE's active directory (AD) or you logged out from RIS system, you will be directed to the AD login screen



You can either use a proposed account or in case it is not listed chose other account.

Then you have to enter your account credentials

3.3 Logout

In RIS you will see always in the upper right corner your account under which you launched the application





Clicking on your user you get an option to logout.

	Carl En (
		Modern D Classic
	≡ Properties	Logout
They a	A start	
0	Par 2	Segreth alons
E-	Ciepe Siepe	A Part

Logout will redirect you to the RNE AD Login screen (see above)

3.4 Change Password

Can be chosen when you log in with your user account

[evolit] Construction Kennwort eingeben Construction Kennwort vergessen	lden
We make IT yours.	



You will receive an email with a link that will direct you to a web site to set a new password.

4 Language

The application shows at the top right a language symbol. Currently, the application provides English as system language. Further languages may be provided in future.

5 RFP navigation logic

The RFP application is structured, clear and menu-driven. Which functions are visible via the respective menu items depends on the permissions as RFP user. For the sake of simplicity, the screenshots resulting from the assignment of all RFP-related rights are shown below.

The menu is structured in the following functional groups:

- Topology: Contains all functionalities that are provided to access the base topology, predominantly presented in the map and to manage the rail-freight corridors within the map.
- RFP Information: contains all specific functionalities rail facility portal that are not topology related.

6 Notification panel

Notification panel is displayed whenever an action is performed in RFP. If the action is successful, the notification panel is green, if the input in the user interface is not sufficient to carry out the action correctly the notification panel is orange; if the action is not successful or any error occurs during its execution, the notification panel is red.

e.g.



					_
(ID: 223959)					
General Information	Services	SF Description	Charges	Access Conditions	Ca
Introduction					
Facility Name					
INTERMODAL TERM	INAL "PLOVDIV"				
Facility/sparator exempted	according Reg. (EU) 2017/2	2177, Art. 2			
No					
Facility invalued in					
Seaport: Unknown					
Inland Port: Yes					
Freight Village: Uni	known				
Link where additional docur	ments are published				
Service facility oper-	ator and owner				
Facility operator					
"TERMINALI" EAD					
Operator type					
Other					
Tel					
+359882644177					
fmal					
office@terminali.b	9				
Evolution of the values of		if each and			
	Nevrola and a sparate	, it removants			
Owner type					
Unknown					
Validity and reference	e to Regulation (E	U) 2017/2177			
ST data is valid from					
Jan 1, 2000					
Update process of SF inter	maten				
Facility versions					
. aciny versions					
-					
Action was successful					
		_			-

7 Topology – Interactive Map

This is the presentation part of the base topology and the service facilities in map form.

The image below shows the topological view of the RFP layer with the localization of all active service facilities in the system.





The interactive map is structured as follows:

- Central part: shows the map (derivative of open street map as background) with the topological entities selected, respectively.
- Display options: Shows different filter options on the facilities to be shown
- Search: searches for names of service facilities in the topological network
- Map Tools Centrally at the top in the middle:
- +/-: Zoom in / out in the map
- Export Map: let the user export the shown section of the map into a file.
- Map Overview: shows list of facilities shown on the map, the legend of facility types and the properties of a selected service facility

7.1 General map functionalities

7.1.1 Zoom, Zoom level, and coordinates

By means of the 2 central icons $\textcircled{\textcircled{C}}$ and $\boxdot{\textcircled{C}}$, the map can be zoomed in and out. The same can be achieved using the mouse-wheel.



The current map scale can be read off the km scale, which is permanently displayed on the map

in the lower left corner. For example low zoom level:



In the lower right corner the user sees steadily the actual longitudinal and lateral coordinates of

the mouse arrow: 46.657274, 11.242971

7.1.2 Hover over the service facility

If you hover the mouse over a service facility on the map, a tooltip appears with the type and name of the service facility. Example:



7.1.3 Grouping

If service facilities are too close together to be displayed separately on the map, they are grouped together and displayed symbolically in a circle. The number in the circle indicates how many service facilities have been grouped together.





7.1.4 Map overview

If you select this menu item, a panel opens to the right of the map in which all service facilities currently shown on the map section are listed (in this case 41). Selecting it a again, the panel closes.

If the zoom level is adjusted, the list of service facilities displayed on the map section is also updated automatically

A legend is also displayed below the list, showing the different types of service facilities and the symbols used.





7.1.5 Service facility types

Various types of service facilities are managed in the application. Each type is assigned a symbol for the map display so that they are easier to distinguish and easier to filter for.



7.1.6 Export Map

If this function is selected, a pop-up window appears in which the currently displayed map section is exported to an image file (PNG). The user also has the option of exporting with a background (i.e. with the map underlaid) or without a background (i.e. only the service facilities).





The file is stored in the standard download directory of the operating system (usually "Download").

7.1.7 Search

A keyword can be entered via the search field and all service facilities whose name contains this keyword and which are active in the system are displayed.



If you only want to limit the search to the map section shown, you can do this by activating the section frame in the search field (symbol ^[1]):





If you select a service facility from the results list, the map section is centred around it and the selected service facility is highlighted with a yellow circle.



At the same time, the panel with the service facility details is opened and displayed on the righthand side (see below).



7.1.8 Display Options

Clicking on the menu item opens a panel on the left-hand side. If you click a second time, it closes again. This menu item allows the user to make various settings as to which service facilities should be displayed on the map:

7.1.8.1 Filter facility types

Specific facility types that are to be displayed on the map can be selected here



7.1.8.2 Advanced Filters

Selecting this filter function opens up further filter options that can be used to configure which service facilities are to be displayed on the map.





For example:

- Show all Inland Ports and that offer Service Wagon Parking at the same time..
- Show all Inland Ports <u>or</u> show all Service Facilities that offer Service Wagon Parking:





7.1.8.3 Select a service facility on the map

By selecting a service facility with a mouse click, a panel with more detailed information on the selected service facility appears on the right-hand side of the window. At the same time, the selected service facility is highlighted on the map with a yellow circle:





In addition to the name of the service facility, the panel on the right-hand side contains other details such as a PLC, the operator and owner, etc.

All other service facilities that are currently visible on the map are displayed in a list below.

This list can also be displayed without explicitly selecting a service facility by selecting the "Map Overview" menu item.

7.1.9 Service Facility Details

The user can call up the details of a service facility by clicking on the ^O-icon in the panel on the right above the service facility properties.

My Dashboard Adriater S.t.I.	Welcome News	About Imprint Legal notice Help Feedback
(D: 209644) Grenz Meruton Bertess DF Description Charges Access Coditions Capacity Allocation Laks And Documents	[Bookmark DExport to PDF Send feedback
Concert Merchange Description Capacity Capacity Capacity Capacity And and a	Tana nga ata Sana Pasana nga Sana Pasana nga Sana Pasana nga Sana Pasana Sana Sana Pasanana Pasana Pasana Pa	
Jan 1.200 Waling proving of Y-Internet The data is updated when necessary Facility versions		
Back to Overview		

The tabs above the detailed data can be used to switch between different groups of information, such as which services are offered, in addition to special infrastructure facilities or access conditions. The exact location of the service facility is shown on the map on the right. this can also be zoomed out or in using the +/- buttons in the map.

7.1.10 Bookmark

The user can bookmark this service facility. This makes it easier to find them again (under My Bookmarks or the icon next to My Searches in Display Options on the map.

7.1.11 Export to PDF

This creates a PDF document with detailed data of the service facilities, which is opened in a separate tab of the browser. From there, it can be printed out directly or saved as a PDF.



7.1.12 Send Feedback

A pop-up window opens, which can be used to create feedback on the currently open service facility and send it to the operator of the service facility

Purpose of this SF description Presentation of the Service Facility
Feedback Feedback regarding Deutsch Wagram Name *
Message *
Website https://www.oebb.at/de/reiseplanung

This function can be used to request any missing information or to point out missing data

8 **RFP Information**

All RFP-relevant information and user functions apart from map presentations are managed in this main menu. This is described in detail here.



8.1 My Dashboard

8.1.1 Organisations

8.1.1.1 My organisations

This overview shows all organisations I am assigned to.

My Dashboard		Welcome News	About Imprint Legal notice Help Feedback
REP Information > Organization detail			
Organizations ~			D. Attended on Charge
My Organizations	Int UnixAntications (2)	Artines	U Voo organization
Request membership			
My Bookmarks	Adulter S.L © Aproved	12	
My Saved searches	© Oganization sener TRAMMART ADD		
my Notifications	⊖ Approad ⇔ Opproad on oner	1 20	
		Izra	per page: 10 \rightarrow 1-2 ef 2 $ \langle \langle \rangle \rangle$

You can search for a keyword in the field above the organizations. The list of organizations is updated immediately and only shows the organizations whose name contains the keyword.

Note: Further information is displayed below the name of the organization:

- Status of my membership (e.g. waiting for approval, approved, declined)
- Type of my membership (owner allowed to manage the organisation, thus change organisation data; manage membership, thus approve user membership requests and user who are allowed to edit or create organisation's service facilities)

Actions

Columns

a column selector is opened by means of which the shown columns can be changed.

Ø	
---	--

opens organisation's detail information. The user is allowed to change the data of the organisation

Add organization

Create a new organisation: a dialogue opens by means of which the user can create a new organisation. The organisation must be approved by RFP administrators, though.

8.1.1.2 Request membership

As a registered user, I can apply for user membership with another organization at any time. An overview of all organizations for which I can request membership is displayed here.



My Dashboard Adriater S.r.L		Welcome News About Imprint Legal notice Help Feedback
REP Information > Organization detail		
Organizations ~		III Columns
My Organizations		Actions
Request membership	1	
My Bookmarks	Textory 4	4
My Saved searches	test for mandatory fields	4
My Notifications	International Union for Road-Rail Combined Transport (URR)	4
	Hacon Ingenieurgesallschaft mbH	4
	Rail Cargo Operator - Austria GrebH	4
	Trinna AB	4
	International Rail Freight Business Association (BS)	4
	Rail Freight Comdor Rhine - Alpine (RFC1)	4
	Rail Freight Condor Scandinavian - Mediterranean (IPCC)	4
	Rail Freight Contder Meditemanean (IFC6)	4
		hem.per.page. <u>1</u> − 31.0/214 – С

You can search for a keyword in the field above the organizations. The list of organizations is updated immediately and only shows the organizations whose name contains the keyword.

Actions:



a column selector is opened by means of which the shown columns can be changed.



If you click on the button, a membership request is sent to the organization's email address. At the same time, the owners of the organization receive notifications, which they can see in the My Notifications menu item.

8.1.2 My Bookmarks

In this overview the bookmarks of the user are managed. It shows the overview of all facilities which have bookmarked by the user.

Administration Organization My Da	hboard							
RFP Information > Organization.detail								
My Organizations	MY BOOKMARKS		T Columns					
My Bookmarks	Type Name	Last updated	Actions					
My Saved searches	P Domažlice kolej č. 17a Správa železnic, státní organizace (SZCZ)	2024-04-23 13:54	10					
		items per pag	± 10 ▼ 1-1 of 1 < < > >					

The user can directly jump to the details of the facility via this overview by means of clicking on the facility name.





8.1.3 My Saved Searches

In this overview the saved filter criteria of the user are managed. It shows the overview of all set filters which have been saved by the user.

My Dashboard Adriafer S.t.l.			Welcome News	About	Imprint Legal notic	Help Feedback
REP.Information > Organization detail						
Organizations \lor	MY SEARCHES					Columns
My Organizations	Name	Send			Actens	
Request membership		κ*		t	1	
My Saved searches	tes2	2024-07-24 11:50-49			10	
My Notifications	test	2024-07-24 11:50:18			Û	
	wagon cleaning	2024-07-24 12:33:52			Ē	
			ter	ns per page:	10 ¥ 1-3of3	. < > >1

When the user clicks on a name, the map display is opened and the filter criteria that were saved are applied immediately. This allows a user to filter all WagonCleaning Facilities along a specific corridor with a single click, for example.

The saved filter criteria will be deleted.

8.1.4 My Notifications

All notifications that I as a user have also received via email are listed here. These can be, for example, approvals for membership of an organization. All notifications that have not yet been read are displayed in bold, all notifications that have already been read are displayed in normal font

My Dashboard Adriafer S.r.l.			Welcome News About Imprint Legal notice Help Feedback
REP.Information > Organization.detail			
Organizations ~ My Organizations	MY NOTIFICATIONS		Settings Columns
Request membership	Supd	Received	Actions
My Bookmarks	RIS-TEST: Rail Facilities Portal - Organization request notification	2024-07-24 11:33:45	◎ 笥
My Notifications	RIS-TEST: Rail Facilities Portal - Organisation membership notification	2024-07-24 09:46:04	© 1
	RIS-TEST: Rail Facilities Portal - Organisation membership notification	2824-07-24 09:46:19	@ 🗓
			Петарирара <u>11. – т</u> 1–1113. < - < ->>

Actions:



Π

View: Opens a pop up with details of the notification. The same happens by clicking on the subject name

The notification will be deleted.

Settings A panel opens, by means of which the user can configure the notifications. See below

8.1.5 Notification configuration

In the My Notifications overview the user can do the following configurations:



Email notification: The user can switch off or switch on the notification via email

<u>Notifications on bookmarks</u>: The user can configure whether he wants to get notifications of changes of bookmarked facilities on a daily, weekly or monthly basis.

8.1.6 My Organization's detail

If the user opens one of their organizations via the My Organizations overview, the details screen of the organization opens.



My Dashboard Adriater S.r.I.		Welcome News About Imprint Legal notice Help Feedback							
1872 Homoton > Operations and									
Details	EDIT ORGANIZATION								
Statistics	- New I	- Antophylic Level							
Users	Adriafer S.r.L.	* M / Service Facility Operator							
Facilities	Enal 1	/ Plase surber 1							
Import facilities									
Organization documents	/ Address ¹	/ Podal code *							
	Co.'	Louty *							
	RES Cole D	Other Interestion A							
	Save Cancel Reset								

Here the user can add or change detailed data of the organization, provided he is the owner of the organization.

8.1.6.1 Statistics

This submenu summarizes certain KPIs of the organization in a graphical overview.

<figure><pre>status > detauses</pre></figure>	My Dashboard Adriater S.r.L.			Welcome News About Imprint Legal notice Help Feedback
	REP Information > Organization detail			
	Details	Organization members	Organization facilities	
Data set update	Statistics Users Pacifies Import facilities Organization decuments	5 Payment metals () 4 bringenetic) 105	Theoremeters for billing and the second	
The case of the ca		Data set updates	Opening of facility details	
12 12 12 12 12 12 12 12 12 12		2014-040 2014-023 End data 2020-01-24 End data 2020-01-24	2024-07-24	
			D	

Essentially 4 dimensions are shown:

- Number of organisation members (approved, not approved)
- Number of assigned facilities differentiated into quality index groups. Sub selection to specific facility types is possible.
- Data set updates in defined period.
- Opening of new facilities with respect to their facility type in defined period.

8.1.6.2 Users

This is the overview of all users assigned to the organization



My Dashboard Adrialer S.r.I.					Welcome News About In	nprint Legal notice Help Feedback
REP_Information > Organization_detail						
Details Statistics	USERS					Columns
Users	Username	Pirst name	Last name	Approved	*	Actions *
Facilities	aktivi.gkampoura@me.eu	Akrivi	Gkampoura			
Organization documents	maton.harsch@me.eu	Marton	Harsch			
	christoph bonelli@evolit.com	Christoph	Bonelli	5	12	
	scomachin@adriafer.com	Adhiafer	S.r.L	8	5	
	matej hudak@evolit.com	Matej	Hudák			
					læra per pape: 10	

Owners of the organization can confirm membership via the checkboxes. The user then becomes a user of the organization with its rights to change facility data or create facilities for the organisation. The owner can also assign owner rights to the user. This authorizes the user to approve other users or assign them owner rights, as well as to make changes to the organization.

The filling and quality index in the overview shows the user the quality regarding the degree of filling of the detailed information as well as an indication of the data quality (combination of degree of filling and degree of updating) of the facility information. Details of the calculation can be found at the end of this manual.

8.1.6.3 Facilities

All service facilities assigned to the organization are displayed here. The status can be used to filter for specific facility version statuses, e.g. only active.

My Dashboard Adriater S.r.L.						Welcome News About Imprint Legal notice	Help Feedback
REP Information > Organization detail							
Details Statistics	FACILITIES (18)					Create new facility	Columns
Users	Status	Facility name	Filing index	Quality index	Created At	Created By	Actions
Facilities	ACTIVE	Adriafer S.r.I.	0.88	0.62	2020-11-24 11:02:58	crd@me.eu	0
Organization documents	OLD	Adriafer S.t.I.			2019-10-23 12:03:35	crd@me.eu	Ø
	OLD	Adriafer S.t.I.			2019-10-25 12:49:06	crd@me.eu	Ø
	OLD	Adriafer S.r.I.			2020-11-10 09:09:30	crd@me.eu	Ø
	OLD	Adriafer S.t.I.			2020-11-10 09:50.23	crd@me.eu	0
	OLD	Adriafer S.r.I.			2020-11-24 10:50:44	crd@me.eu	0
	OLD	Adriafer S.r.I.			2020-11-24 11:02:36	crd@me.eu	Ø
	DRAFT	Adriafer S.r.I.	0.38	0.27	2015-10-23 11:44:17	crd@me.eu	Ø
	DRAFT	Adriafer S.t.I.	0.38	0.27	2019-10-23 11:47:12	crd@me.eu	0
	DRAFT	Adriafer S.r.I.	0.38	0.27	2019-10-23 12:01:40	crd@me.eu	0
	Export all 18 entries	Export to EXCEL				Been per page: 10 − − 10 of 10 = ζ	< > >1

The pencil icon takes you directly to the facility details of this version and you can edit them in the facility detail screen (see below).





8.1.6.4 Import facilities

Here the user can import facility data via a standard RFP facility excel file

My Dashboard Adriafer S.r.I.						Welcome News	About Imprint	Legal notice Help F	Feedback
REP Information > Organization datail									
Details Statistics Users	IMPORT FACILITIES (0) Filename	Status	Into	Errors	Uploaded by	Uploaded at	Revision	e Import Actions	lumns
Facilities	facility_import_test_valid xlsx	IMPORTED	Imported 1 changed facilities.	No errors	christoph bonelli@evolit.com	2024-04-24 10:34	0		
Organization documents	adany_mpor_cos_ma_onorseos	100 OTT_71120	importos o citangos comos, na provisina reco rouna.	- 14	ansoproving or an out	LOLISTICIST		8	
							ens per page: 10	• 0of0 < < >	ы

Actions



A column selector is opened by means of which the shown columns can be changed.

A dialogue opens by means of which the user can select an import file of facilities to be imported or updated.

In the last column of the excel sheet the user has to indicate what operation shall be performed on import.:

Status Parameter	description		
of last column			



Empty	The data of the facility will be imported as draft version (cre- ate new or if it already exists update existing)
0	will leave the facility as is (default)
1	reactivate the facility; will find the deactivated facility and change status to "active"
2	will deactivate the facility

In the example above the <u>12</u> means that the import threw some validation errors. The user can click on that error indicator and a pop-up window opens and the errors are listed in detail:

Errors	(12)	Export to EXCEL
Row	Column	Info
6	purposeOfSfDeclaration	Row 6: URL is not valid for purposeOfSfDeclaration. URL: ://railfacilitiesportal.eu:5000//documents/6838db86-de59-4741-ad17- a6b75074fc85/60317871-6e8a-4264-893c-bo5d51065bb3/Document.pdf
6	operatorType	Row 6: Invalid data in operatorType
6	Locomotive cleaning	Row 6: Service Locomotive cleaning (type 2) is not allowed as for facility type: Intermodal terminal
6	Wagon cleaning	Row 6: Invalid data for service: Wagon cleaning
6	Locomotive parking	Row 6: Service Locomotive parking (type 1) is not allowed as for facility type: Intermodal terminal
6	Wagon parking	Row 6: Service Wagon parking (type 3) is not allowed as for facility type: Intermodal terminal
6	Locomotive repair/maintenance (light maintenance)	Row 6: Service Locomotive repair/maintenance (light maintenance) (type 2) is not allowed as for facility type: Intermodal terminal
6	Train boarding deboarding	Row 6: Service Train boarding deboarding (type 1) is not allowed as for facility type: Intermodal terminal
6	Ticketing services	Row 6: Service Ticketing services (type 2) is not allowed as for facility type: Intermodal terminal
6	Pre-heating and pre-cooling of passenger trains	Row 6: Service Pre-heating and pre-cooling of passenger trains (type 1) is not allowed as for facility type: Intermodal terminal
		Items per page: 10
Close		

The user can than change the excel according to this report and try to import the data again. Export to Excel: the user can export the content of the errors to an excel file.

In case an import was successful, and it led to the creation of facility draft versions the user can directly activate all drafts in this screen as a bulk. The application then set the imported draft version to active. In case an active version existed (update of a facility) the active version is then set to the status old



discards the import: The import will be deleted and is not shown any more in the list. This can be applied to all imports that were not published yet

8.1.6.5 Organisation documents

General documents of the organization can be managed in this overview.

In the detailed data of a service facility, it is possible to provide specific documents, hyperlinks and a reference to general documents of the organization.

This allows an organization to conveniently update generally valid documents without having to update them in each individual service facility in which this document is used.

My Dashboard					Welcome Ne	ws About Imp	rint Legal notice	Help Feedback
REP Information > Organization detail								
Details Statistics	ORGANIZATION DOCUMENTS					D Up	load new document	Columns
Users	Filename	Uploaded	Uploaded By (first name)	Uploaded By (lost name)	Translations		Actions	
Import facilities	facilities- Adriafer Sri-2024-07-24 1307,xlsx	2024-07-24T13:50:08.194828	Christoph	Bonelli				m
Organization documents	Export all 1 entries 💿 Export to EXEL.					tens per page: 10 - 1 - 1 of 1 - 1 < < > >1		

Actions:

Upload new document

a new document of the organisation can be added via a file picker



Upload translation files:

Every document uploaded from the Organization will be interpreted by the application as being in Englisch by Default. The application does not check the content, and the document is saved in the system as Englisch version. If the user wants to upload the translation to that document, he must click on the icon. A pop-up dialog will open, indicating the naming convention of the translated document.



Upload translation document
Organization Adriafer S.r.I.
Parent document facilities- Adriafer Srl-2024-07-24 1307.xlsx
Please upload organization documents in custom language (other than English). The file name has to correspond to an existing organization document as follows: <original (english)="" filename=""><_><iso 2="" code="" language="" letter=""> (e.g. Original: testfile pdf, corresponding version in French: testfile_fr.pdf).</iso></original>
Save Cancel

The user can now click on the grey-blue Text, which will open a file selection where we could upload the translated document. If the upload is successful, there will be no additional line in document overview, only existing translation is displayed according to the ISO-Code.

Here is the example for French:

My Dashboard					Welcome	Vews About Imprint Legal notice Help Feedback	
Details	ORGANIZATION DOCUMENTS					Upload new document Columns	
Statistics Users	Fierarre	Uploaded	Uploaded By (Brat name)	Upiteded By (lest name)	Translations	Actors	
Facilities Import facilities	facilities- Adriafer Sri-2024-07-24 1307.xtsx	2024-07-24T13:50:08.194828	Christoph	Bonelli	FR	I 🕆 🗑	
Organization documents	Expert al 1 entries 🔒 Expert to ECCL here provide a 1+1x1 < < > >						

8.1.7 Service facility details

Facility details can be accessed via different starting points: either via the map selecting a specific facility, via the facility overview of my organisation's details, or via the user's bookmarks.



Administrat	Annexes Operate Difference				
\$1560y (0: 26837)					
Gene	el Information Services SP Description Charges Access Condition	te Cepacity Allocation Links And Documents			
_					
Intro	luction				
Faci	ty Name KOV		Facility type Passenger station		
Facility/operator exemptined according Reg. (EU) 2017/2177, Art. 2 No.			Purpose of this SF description No data available		
Fasily toared in			Presentation of the Service Facility		
Inla	port: No nd Port: No ndt Villang: No		No data available		
Link	yerk ennegel i ee				
No	fata available				
Servi	ce facility operator and owner		LRC company code (IRCD)		
Spr	iva železnic, státni organizace (SZCZ)		0		
Operator type Infrastructure manager			Constant person No data available		
Tel. No	fata available		*ex. No data available		
OR	HAsek@spravazeleznic.cz		Weisels No data available		
Expl No	nation of the relation between several operators. If relevant data available		Patify ones Czech Republic		
Own Gen	r tyse ennment				
Valid	ty and reference to Regulation (EU) 2017/2177				
SF 4 No	na is valid undi data available		Upsaw process of SF internation The data is updated when necessary		
Data No	provision according to Reg. (EU) 2017/2177				
Faci	ity versions				
0	ated At	Created By	201.0		Adions
20	94-01-09 14:02	od@ne.eu	Det		0 B
28	13-46-20 00 19	Of@re.eu	Active		0
20	12-46-16 12:07	cró@rre.eu	ON CON		P

The facility details are organised in 6 different tabs of this dialogue:

If the facility is of the user's organisation or if the user is owner of the facility's organisation he can see at the bottom the history of the facility:

Each Update of a facility leads to a new version of the facility.

A facility can, thus, run through several status:

- Draft: Is a version of the facility that was saved but which is not published. Hence, the facility of version = draft will not be seen on interactive map.
- Active: Is the version of the facility that is also shown in the interactive map and which is the official version of the facility.
- Old: All versions of a facility that are deprecated due to new published versions are put to status "old"
- Deactived: If a facility is deactivated the version with status "active" becomes deactivated. The facility is no more accessible via the interactive map
- Change request: If a user calls a change request, a new version of the facility is created which has a status "change request". The owner of the facility will then check the data, correct it and publish it as new version of the facility.

Furthermore, it shall be noted here that

- Every facility exists not more often than one time in status active.
- Every update of a facility via action "publish" changes the actual active facility version to status "old" and puts the update into status active.



• Every update of a facility via action "save as draft" saves this facility version as draft to the system, whilst the current active version of the facility remains unchanged.

General rule to update a facility:

It is possible to take any version of the facility and publish it as new version (which has than the status active). This enables the user that he can take an older version of the facility and re-publish it without losing the data of the actual active version (which then change to status de-active)

<u>Actions</u>



opens the respective version of the facility. The user can then change the data of that version and saves it as draft, or publish it or discard the changes

T	1	1	1	
I	I	I	I	

only if the version is of status "draft". The user can delete this version. This is a possibility to keep the version history clean of not-usable drafts

8.1.8 Creation and Update service facilities

After the user performs the action "create new facility" or when the user opens a version of an existing facility via the facility detail screen a dialogue with all facility data opens, similar to that of facility details, and the user can enter or change facility data:

Administration Organization My Dashboard				
General Information Services SF Description Charges Acce	ss Conditions Capacity Allocation Links And Documents			
CREATE NEW FACILITY:				
General facility information				Facility Name
r Facility Name	Facility type			Facility type Latitude
			· ·	Longitude
				Facility operator (name)
Lattude	Longitude			
Data provision according to Reg. (EU) 2017/2177				
Facility/operator exempted according Reg. (EU) 2017/2177, Art. 2				
Facility located in				
Seaport	Main Data Source	Link where additional documents are published		
Inland Port				
Freight Village				
Service facility operator and owner				
	Enrilly exercise (0)P0	Describer has		
Administrador de Infraestructuras Ferroviarias (ADIF)	0	operime (pro	-	
Other type of operator	Cantact person	Phone		
Fax	E-mail	Website		
Facility owner	Owner type	Other type of owner		
		*		
O Mars David David David David Strange				
Save Uran Back to Overview				



For both, the creation of a new facility as well as the update of an existing version, comprises a set of obligatory fields. For better support of the user the application shows the set of obligatory data on the right side of the facility detail screen. All fields that contain data and which are obligatory, are checked with a green checkmark respectively.

Basically, two different sets are considered in RFP depending on whether the facility is marked as:

 Data provision according to Reg. (EU) 2017/2177: The following set of data are mandatory:

	Access line electrification
	Access line max. aXle load [t]
	Access line max. train length [m]
	Electrified rail access possible
	Length of access/branch line [km]
	Max. permitted axle load (t) Facility Name
	Facility type
	Latitude
	Longitude
0	Facility operator (name)
	Connection of facility to public
	rail network
	Country
	Address
	City
	Postal Code
	Other tracks: max. usable
	length [m]
	Opening hours
	Operation status
	Other tracks: thereof
	electrified
	Other tracks: number

 Facility/operator exempted Reg. (EU) 2017/2177, Art.2: the set of mandatory fields is again:

Facility Name
Facility type
Latitude
Longitude
Facility operator (name)



- <u>Note:</u> It may happen that fields become mandatory which are not mandatory by default. E.g. if "dangerous goods" in Access Conditions is selected, the user has also to fill in the RID class information obligatorily.
- Facility operator (name):
- This field is always prefilled and cannot be changed. Depending on the organisation from which I want to create the new facility, the field is prefilled with this organisation.
- Action:

•	Back	to Overvie	The dialogue closes without saving the changes or entered data
			Publish The current data of the facility will be stored as new active ver- sion. The previously active version of the facility is set to old
	•		Save Draft The current data of the facility will be stored as a draft version. The user can later continue to work on it or publish it as new version at later date.
	8.1.9	Delet	ion of a service facility

A facility cannot be completely deleted. Deletion is carried out using the "deactivate facility" action in the facility details.



8.2 Calculation of the quality index of a service facility



Explanation and Calculation of Quality Index

Filling Index

In the Excel-File for Import/Export of service facilities in row 30 is defined the schema of points that have to be considered for the data quality index:

All provided fields of category 2, 3, 4 are counted for filling index

Scores can be defined for category 2, 3, 4. E.g. 40/40/10. This means each filled field that is of category 2 or 3 counts 40 points. each filled field that is of category 4 counts 10 points. Filled means really filled or in case of URL - if it is a valid URL.

The max amount of points is calculated in the following way:

- Take facility type
- Consider only fields that are relevant (defined in row 16-29 in attached excel). E.g. for passenger station the field "Seaport" is not relevant but it is for Freight terminal
- Count the points according to its category. E.g. "Purpose of this SF description" is relevant for all types and of category 2, thus it counts 40 points for any facility type. Field "Facility operator (RICS)" is of category 4, thus it counts 10 points for any facility type. Field "Conditions for road access" is relevant for types "Passenger station" and "Freight terminals" and of category 4, thus it counts 10 points for those 2 types but 0 for the other. The result gives the max. achieveable points with respect to facility type
- Special Exception: For the Checkboxes Services (basic, additional and ancilary) the following rule counts:
 - the max points reachable are the point for "very important" category set by filling index; thus in the above example 40 points
 - if a SF comprises at least 1 basic service these points are reached. If it comprises, however, no basic service 0 points are counted

Put the score of a specific facility in relation to the max number. e.g. 740points are counted and max points are 1220 for this type: 740points / 1220points = 60,66%. This is the filling index for this facility

Aging index

Ad

A facility shall be updated regularily.

If an update does not take place over a longer period the index is set to a specified parameter:

- time interval defines three zones: zone 1 index=1, zone 2 index = medium value, zone 3 index=0
- medium value: defines the index for zone 2

Three zones of the aging index define the colour of the aging index.



Weights:

Defines the normalized proportion of filling and aging index.

Filling index thresholds:

defines the coloring for the facility with regards to the calculated filling index.

Overall Quality Index:

=filling index * weight(filling index) + aging index * weight(aging index)

e.g. filling index = 0.6; aging index = 0.8; weight = 70%/30%

Overall Quality Index:

=filling index * weight(filling index) + aging index * weight(aging index)

e.g. filling index = 0,6; aging index = 0,8; weight = 70%/30%

overall quality index = 0,6*0,7 + 0,8*0,3 = 0,66

Three zones of overall quality index define the colour of the overall quality index