

RFP INTERNAL ADMIN MANUAL

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

Content

1	Introduction	4
2	System Access.....	4
3	Login / Logout and Change Password	4
3.1	Precursor.....	4
3.2	Login	5
3.3	Logout	5
3.4	Change Password	6
4	Language	7
5	RFP navigation logic	7
6	Notification panel.....	7
7	Topology – Interactive Map	8
7.1	General map functionalities	9
7.1.1	Zoom, Zoom level, and coordinates	9
7.1.2	Hover over the service facility	10
7.1.3	Grouping.....	10
7.1.4	Map overview.....	11
7.1.5	Service facility types.....	12
7.1.6	Export Map	12
7.1.7	Search	13
7.1.8	Display Options	15
7.1.9	Service Facility Details	18
7.1.10	Bookmark	18

7.1.11	Export to PDF	18
7.1.12	Send Feedback	19
8	RFP Information	19
8.1	My Dashboard	20
8.1.1	Organisations	20
8.1.2	My Bookmarks	21
8.1.3	My Saved Searches	22
8.1.4	My Notifications	22
8.1.5	Notification configuration	23
8.1.6	My Organization's detail	23
8.1.7	Service facility details	29
8.1.8	Creation and Update service facilities	31
8.1.9	Deletion of a service facility	33
8.2	Calculation of the quality index of a service facility	34

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 <https://railfacilitiesportal.eu>. There is also a staging environment that the administrators can use as a test environment: <https://stage.railfacilitiesportal.eu>.

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

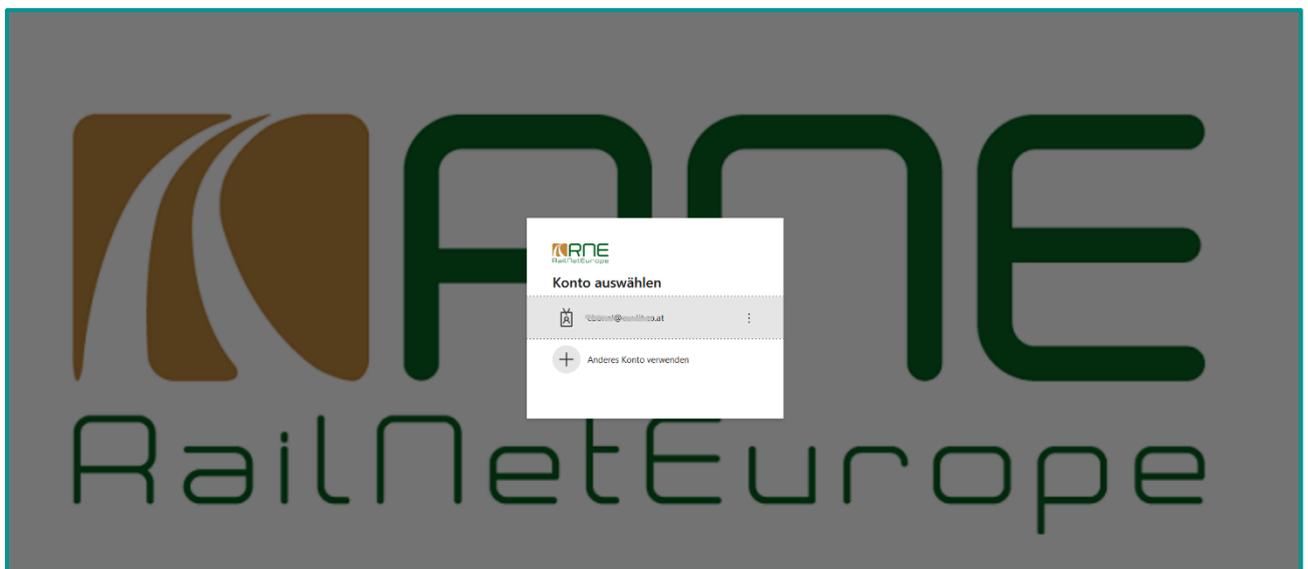
To be able to access the application via Web-User-Interface you have to be set up as a user in RNE's active directory first.

To achieve please contact RNE using the following option

- Email: <xxxxxxxxxxxx>
- Tel: <xxxxxxxxxxxxxx>

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

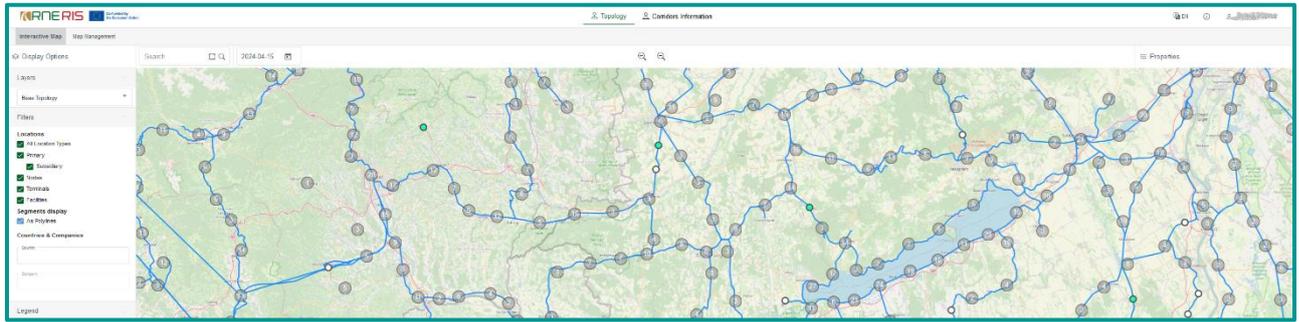


You can either use a proposed account or in case it is not listed chose other account.

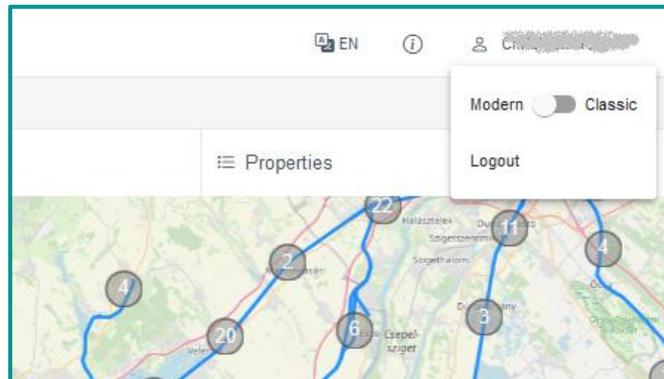
Then you have to enter your account credentials

3.3 Logout

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



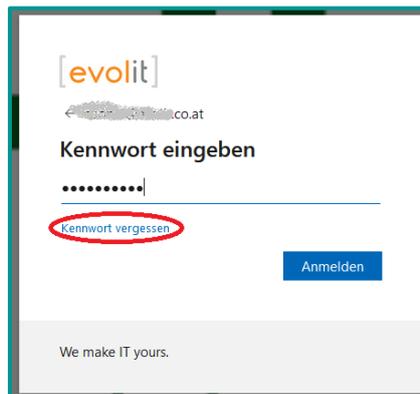
Clicking on your user you get an option to logout.



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



Add any other information

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.

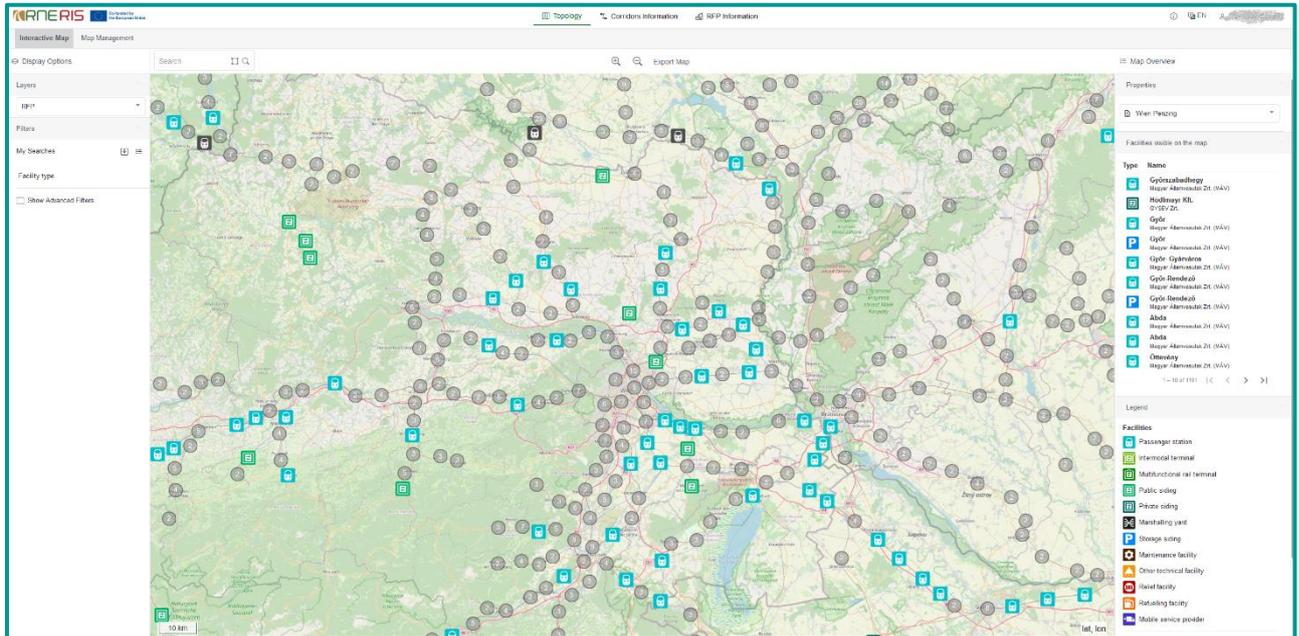
e.g.



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  and , 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:

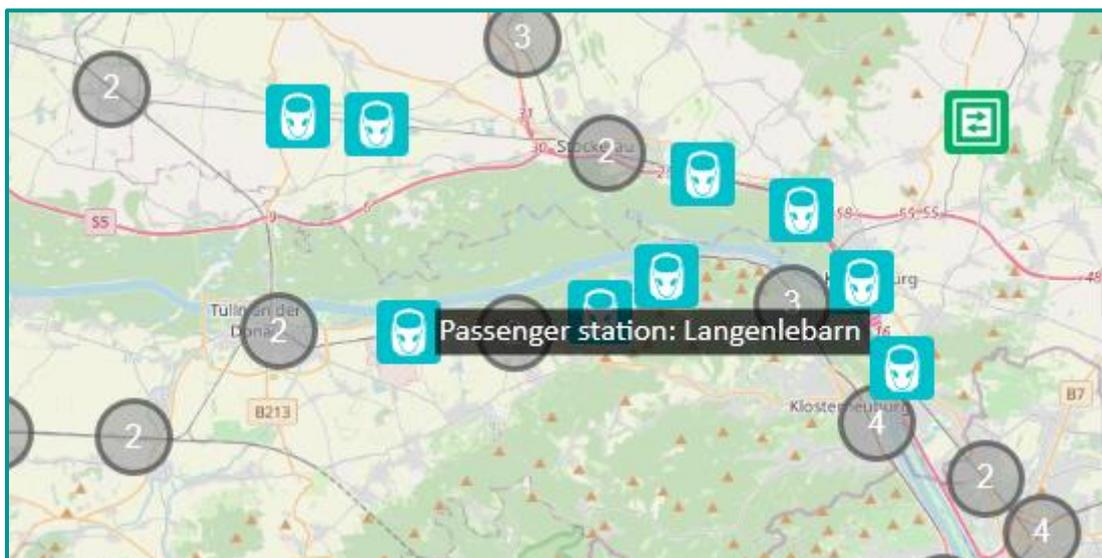


In the lower right corner the user sees steadily the actual longitudinal and lateral coordinates of



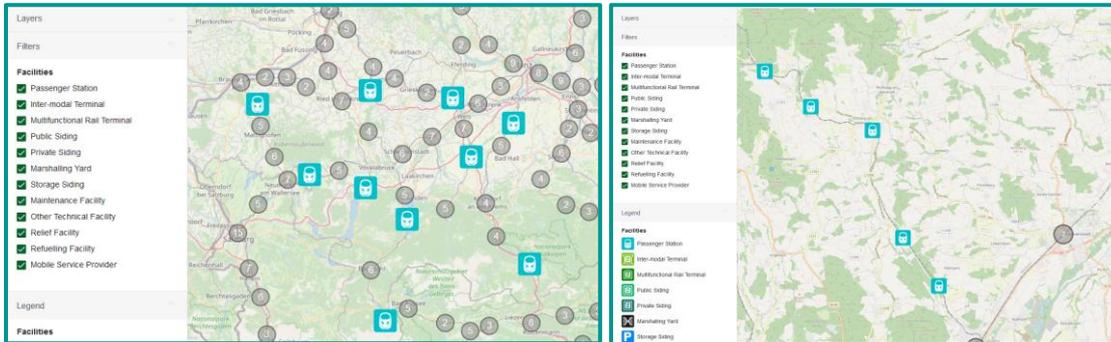
7.1.2 Hover over the service facility

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.

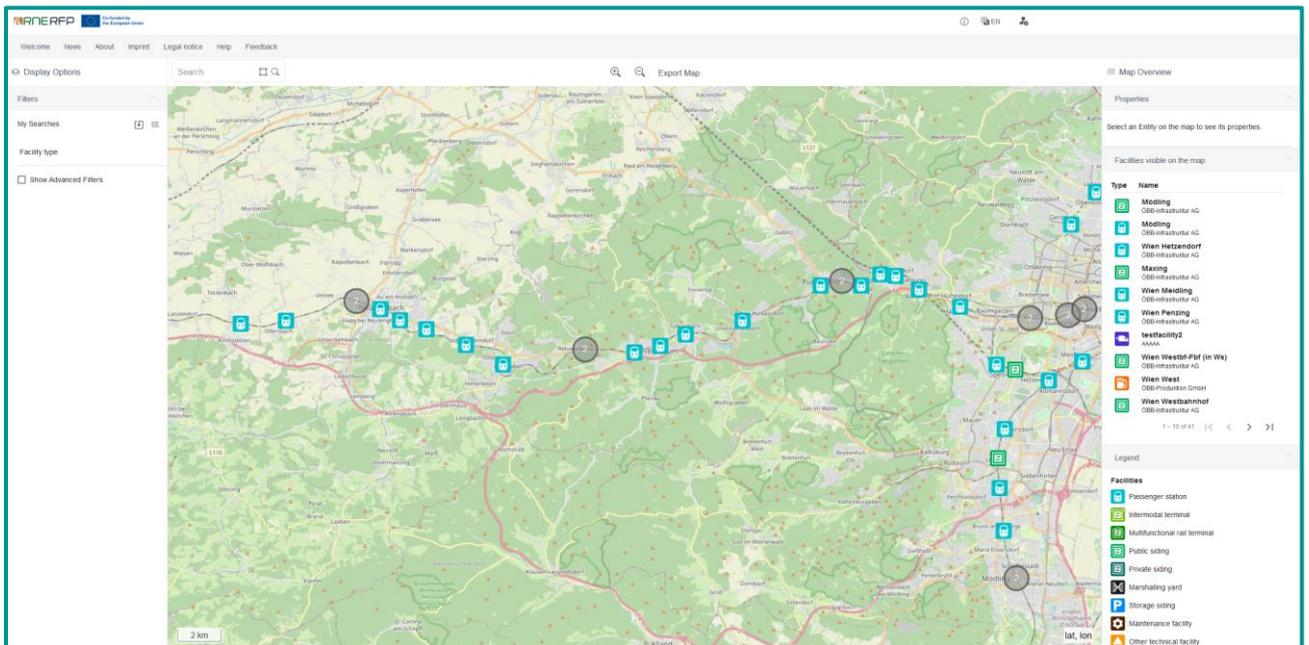


7.1.4 Map overview

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.

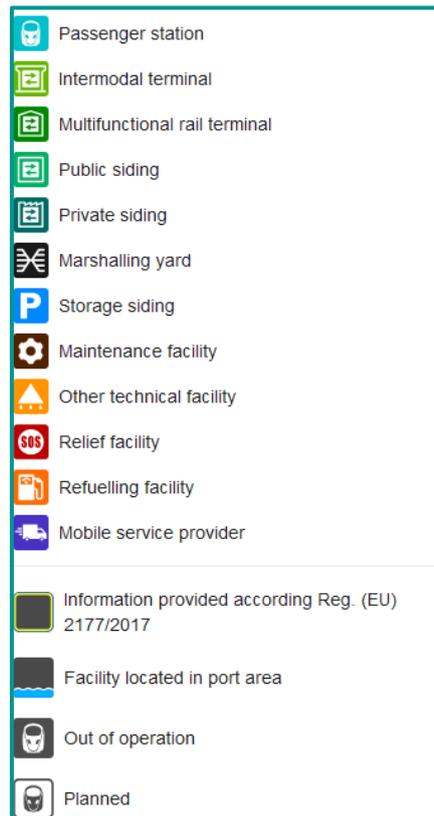
If the zoom level is adjusted, the list of service facilities displayed on the map section is also updated automatically

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



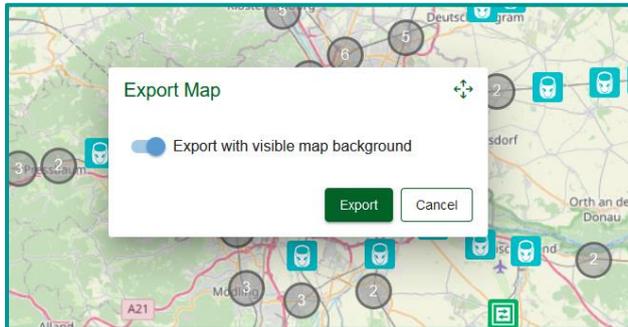
7.1.5 Service facility types

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

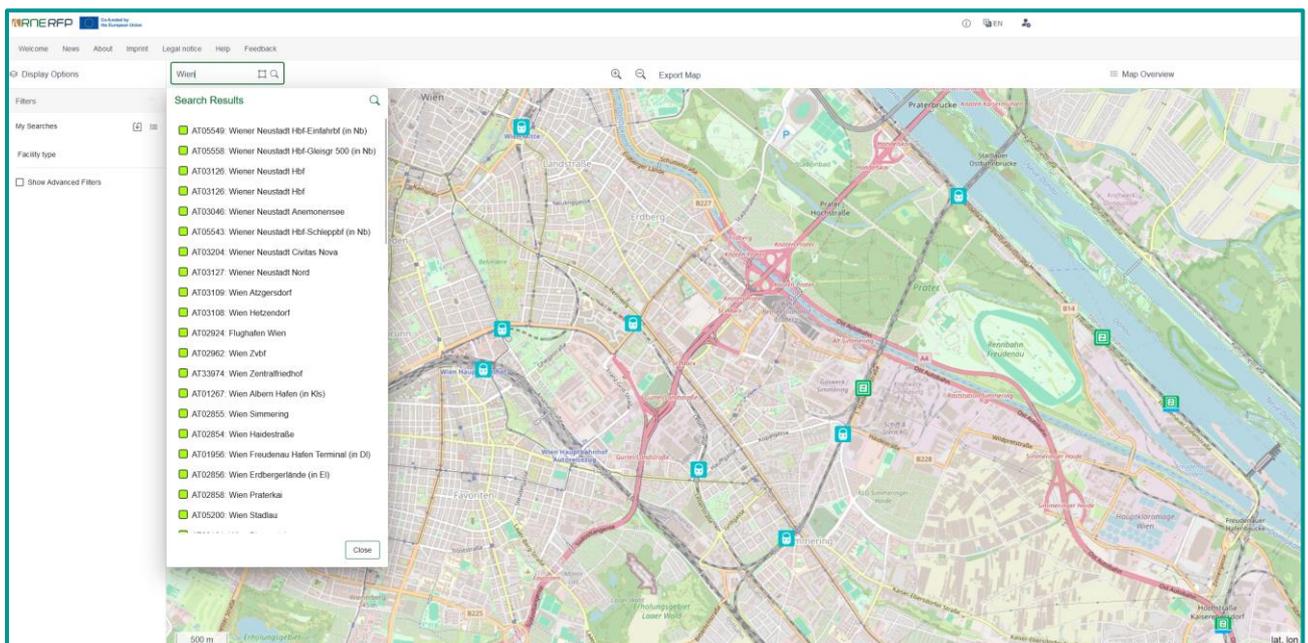
If this function is selected, a pop-up window appears in which the currently displayed map section is exported to an image file (PNG). The user also has the option of exporting with a background (i.e. with the map underlaid) or without a background (i.e. only the service facilities).



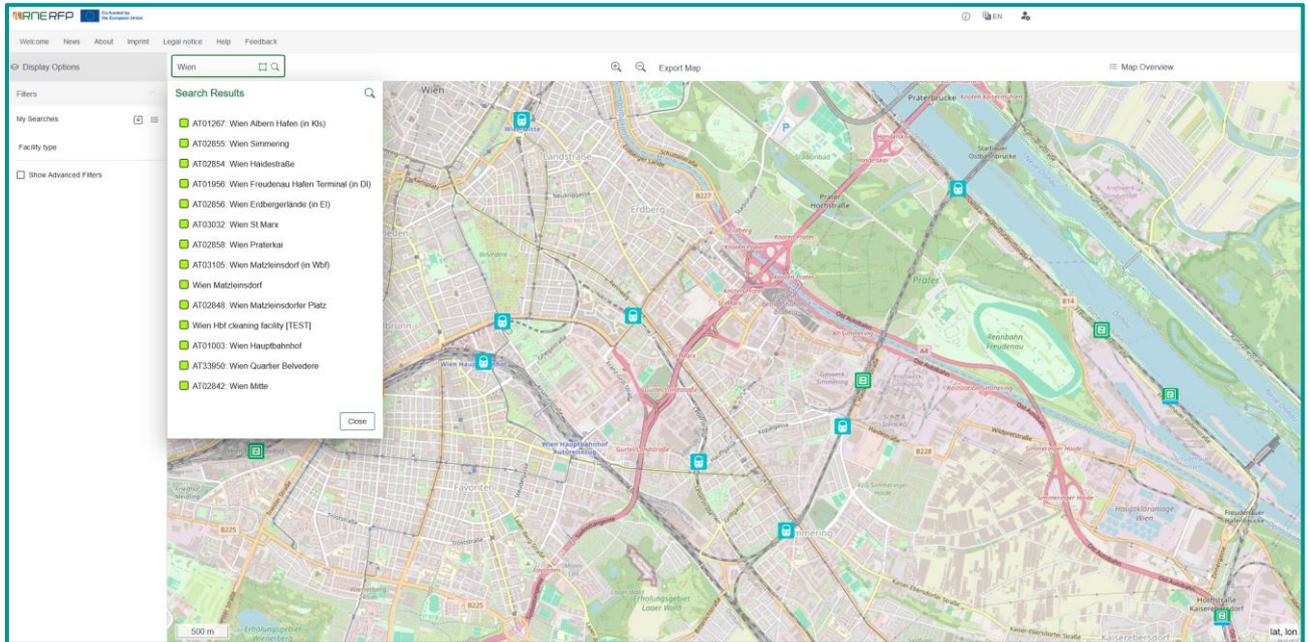
The file is stored in the standard download directory of the operating system (usually "Download").

7.1.7 Search

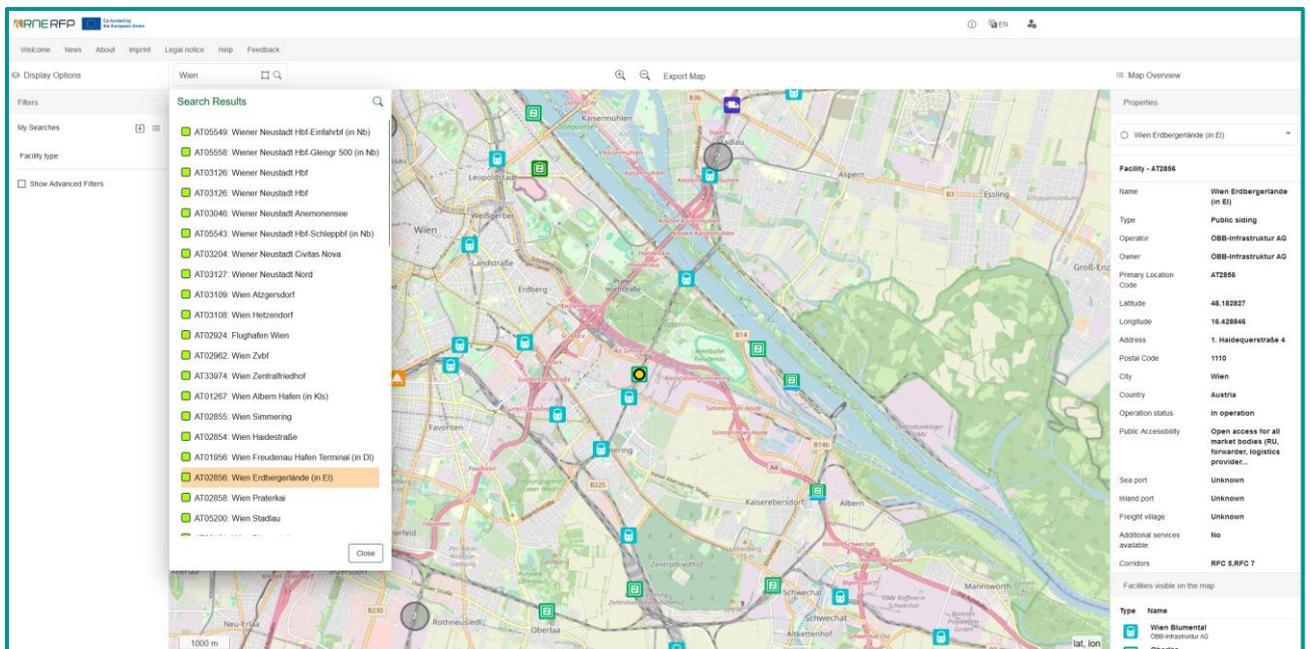
A keyword can be entered via the search field and all service facilities whose name contains this keyword and which are active in the system are displayed.



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 ):



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.



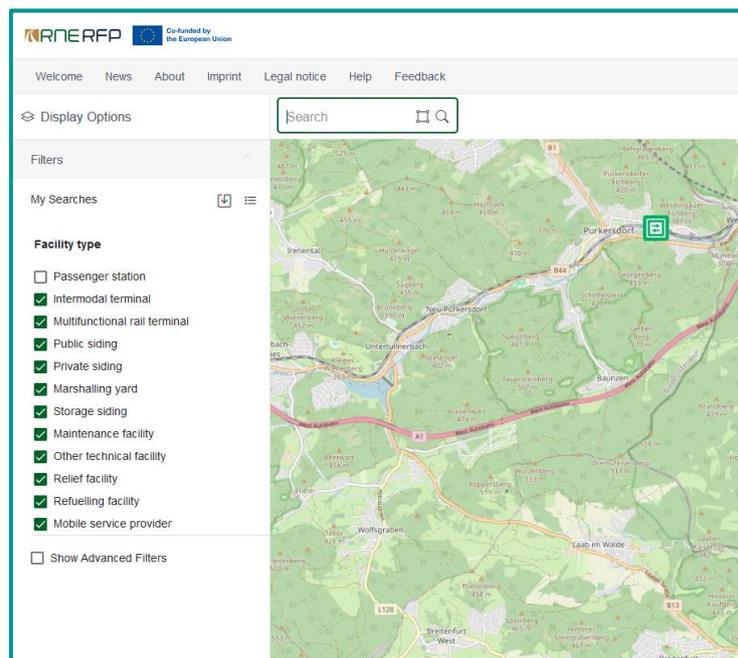
At the same time, the panel with the service facility details is opened and displayed on the right-hand side (see below).

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:

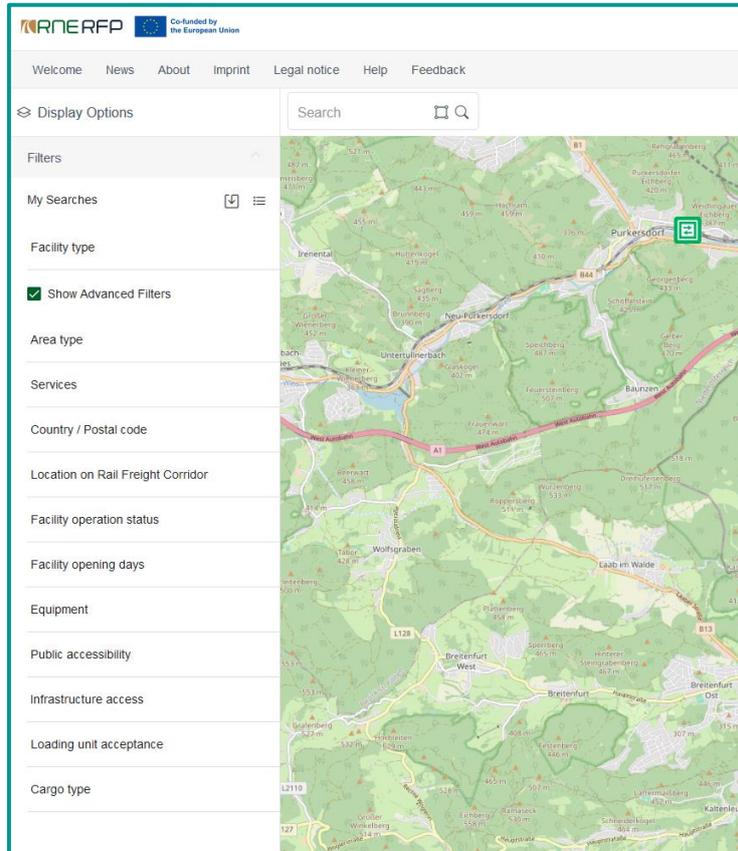
7.1.8.1 Filter facility types

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



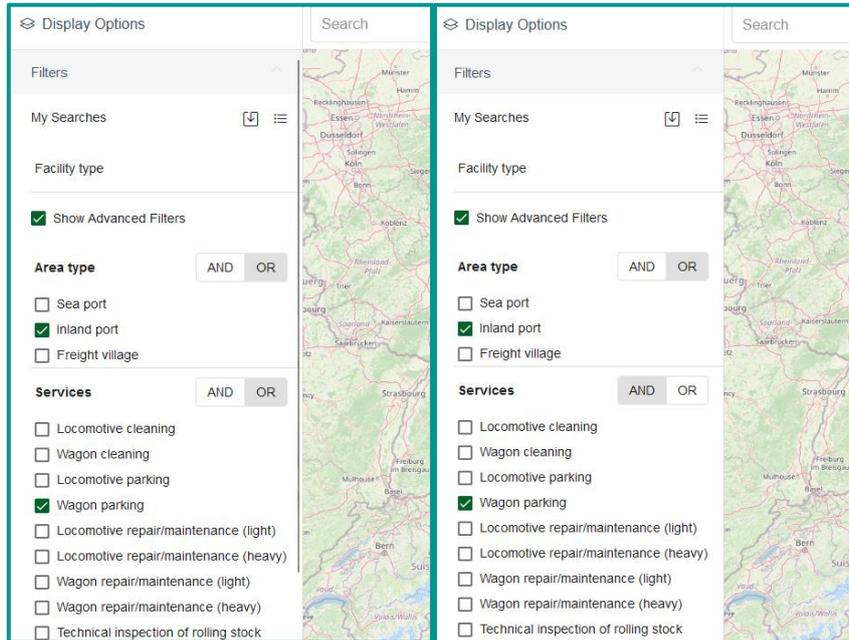
7.1.8.2 Advanced Filters

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.



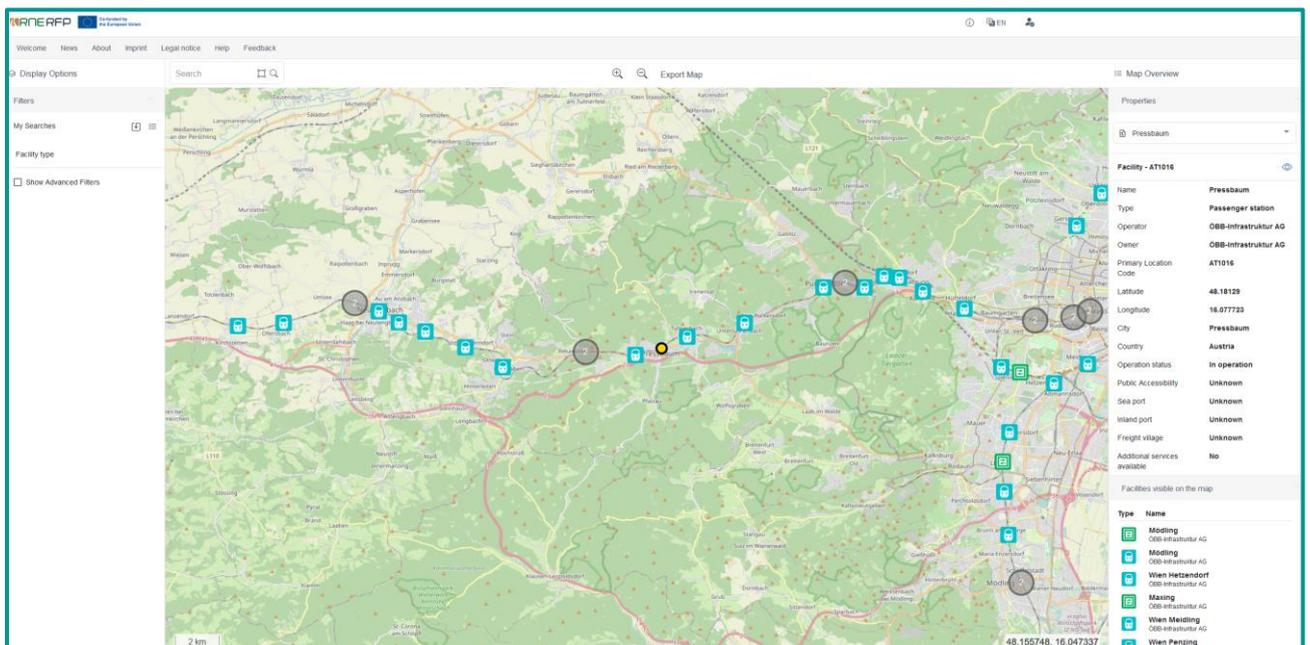
For example:

- Show all Inland Ports and that offer Service Wagon Parking at the same time..
- Show all Inland Ports or 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:



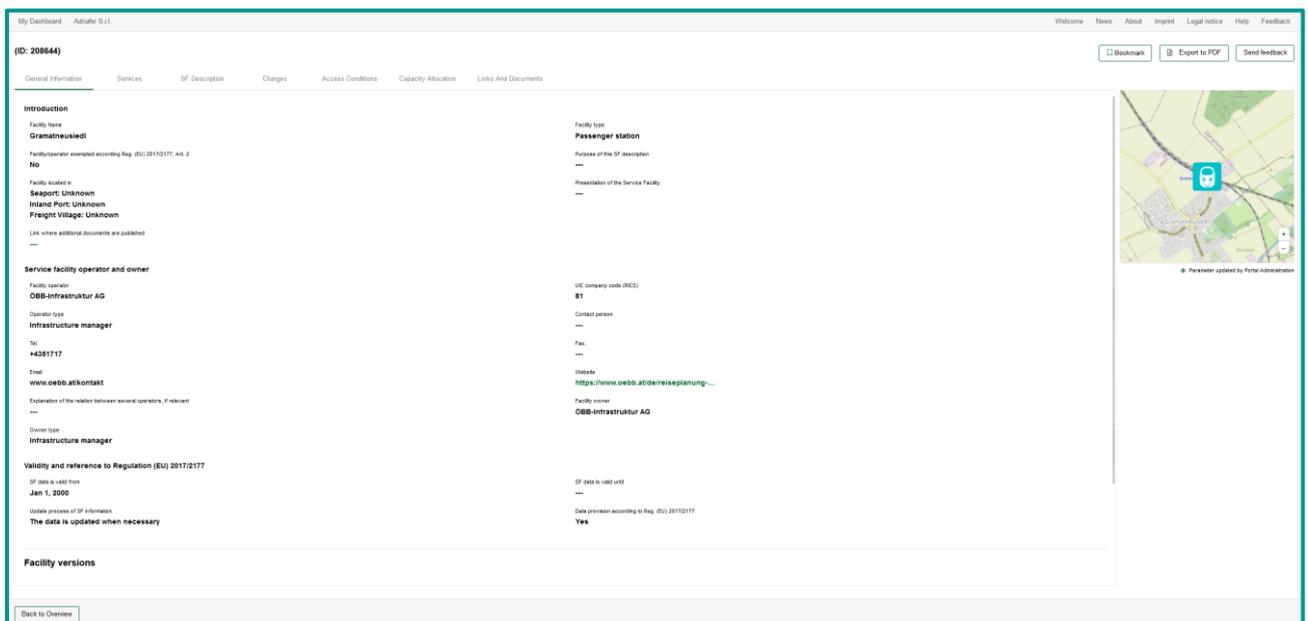
In addition to the name of the service facility, the panel on the right-hand side contains other details such as a PLC, the operator and owner, etc.

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  -icon in the panel on the right above the service facility properties.



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

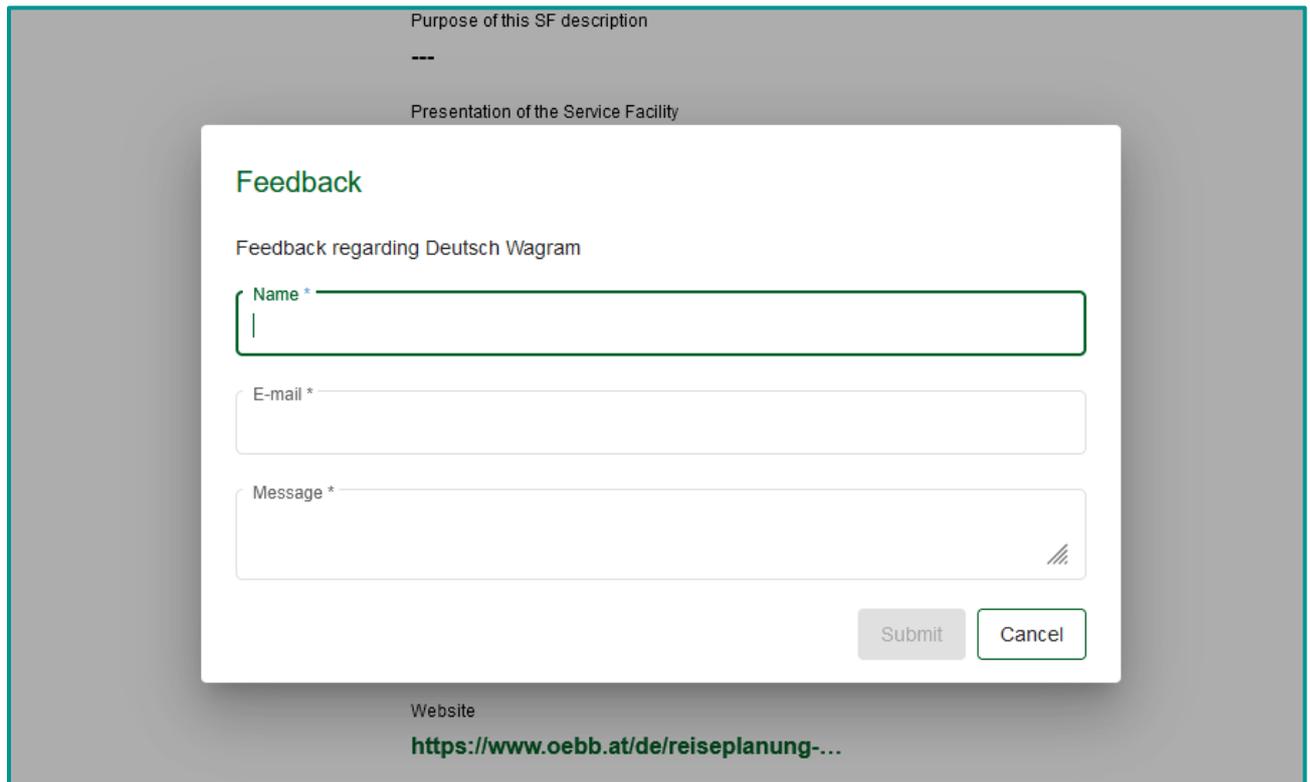
The user can bookmark this service facility. This makes it easier to find them again (under My Bookmarks or the icon next to My Searches in Display Options on the map).

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



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

8 RFP Information

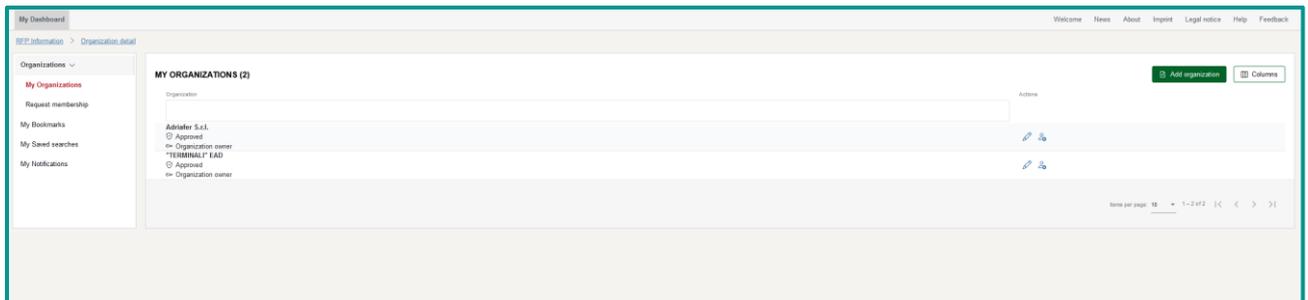
All RFP-relevant information and user functions apart from map presentations are managed in this main menu. This is described in detail here.

8.1 My Dashboard

8.1.1 Organisations

8.1.1.1 My organisations

This overview shows all organisations I am assigned to.



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



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



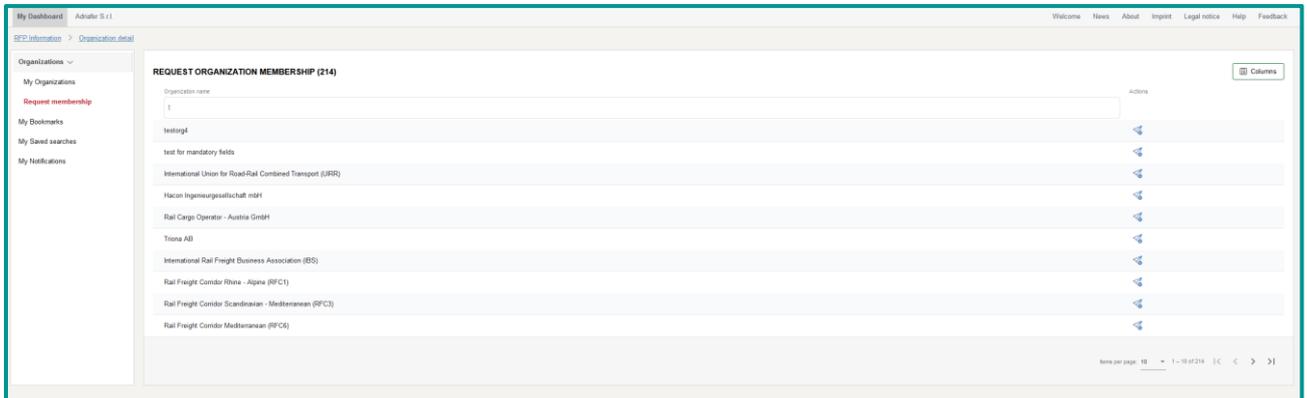
opens organisation’s detail information. The user is allowed to change the data of the organisation



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.



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:



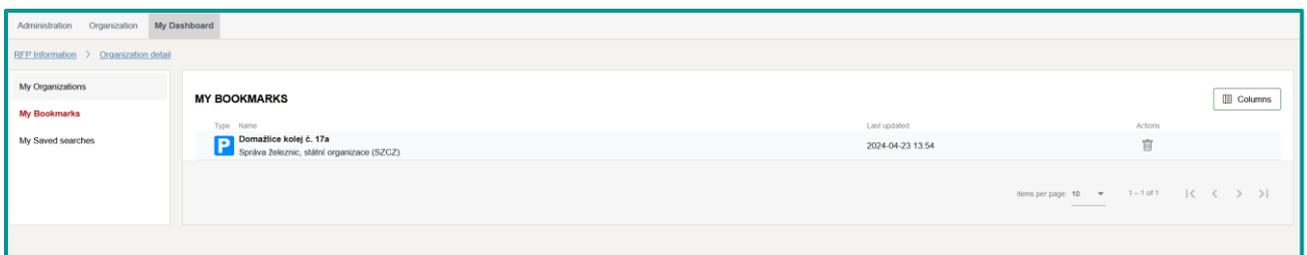
a column selector is opened by means of which the shown columns can be changed.



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.



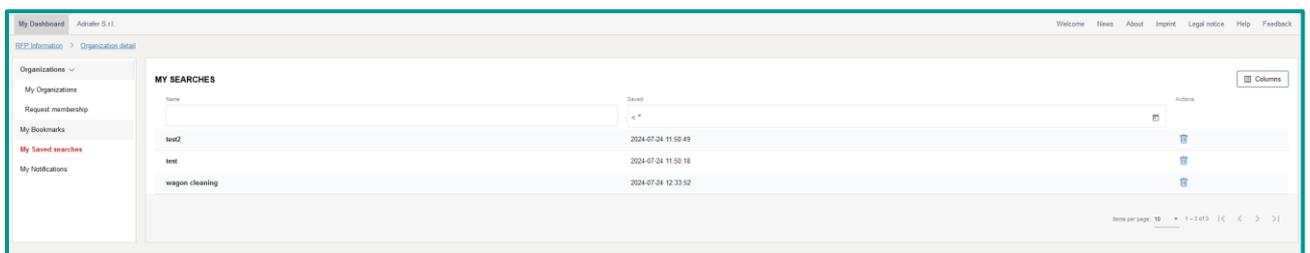
The user can directly jump to the details of the facility via this overview by means of clicking on the facility name.



The bookmark will be deleted.

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.



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



Actions:



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



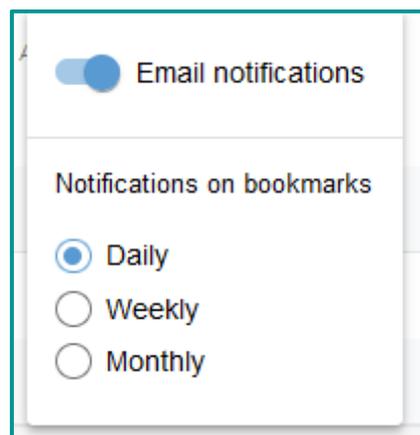
The notification will be deleted.



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:

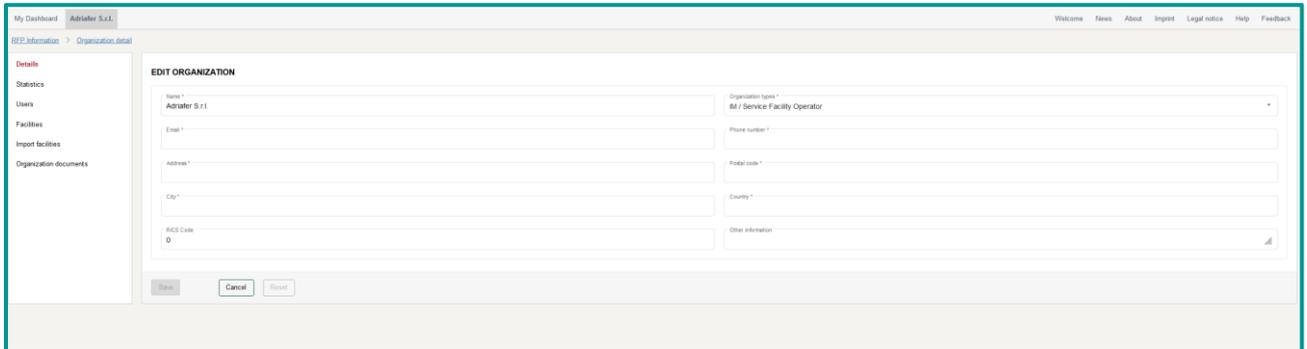


Email notification: The user can switch off or switch on the notification via email

Notifications on bookmarks: 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

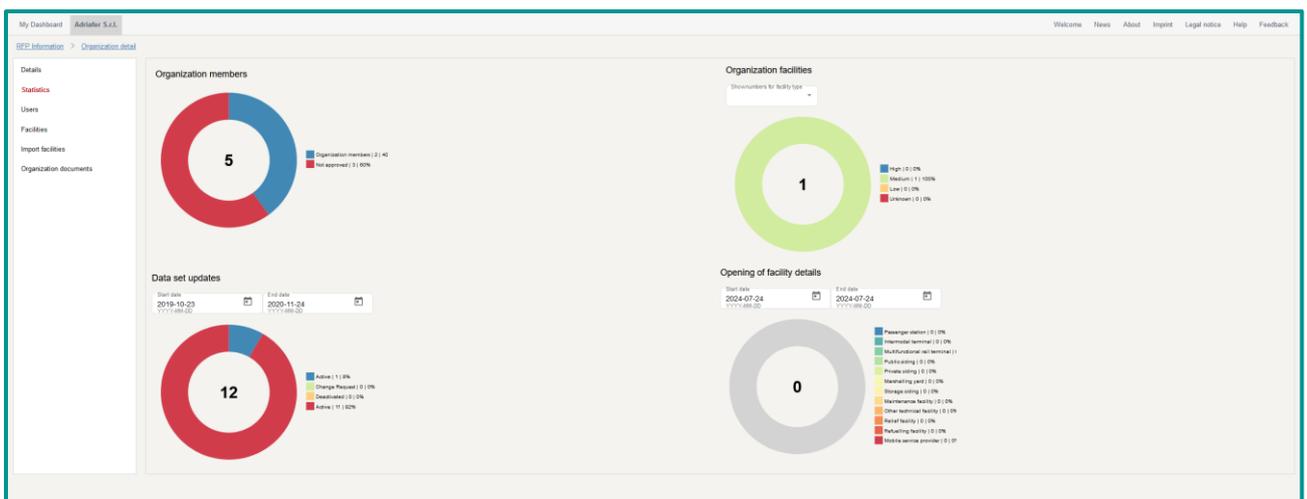
If the user opens one of their organizations via the My Organizations overview, the details screen of the organization opens.



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.

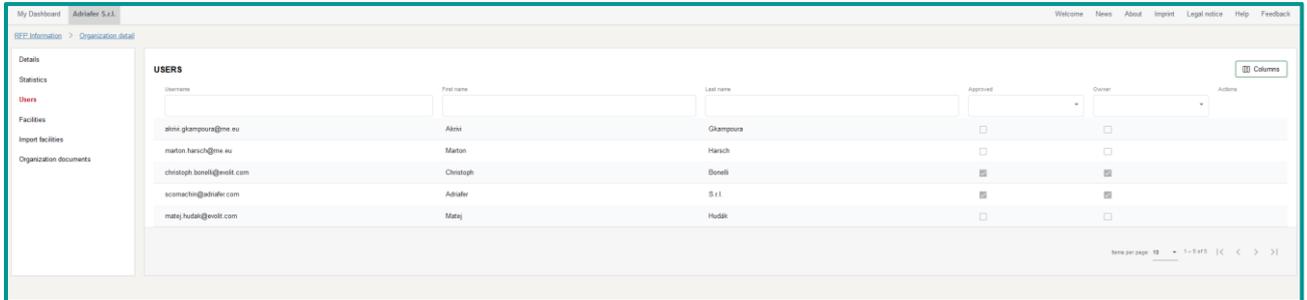


Essentially 4 dimensions are shown:

- 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

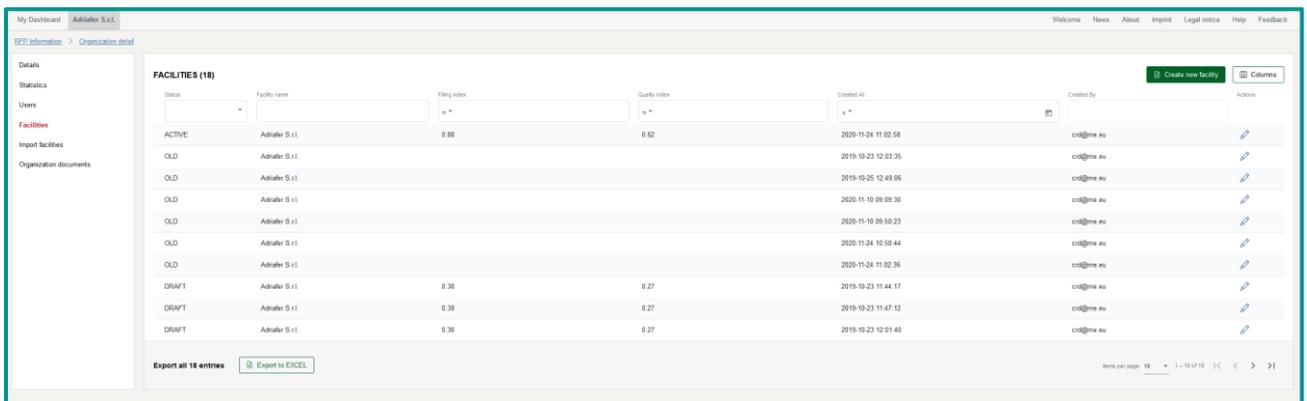


Owners of the organization can confirm membership via the checkboxes. The user then becomes a user of the organization with its rights to change facility data or create facilities for the organisation. The owner can also assign owner rights to the user. This authorizes the user to approve other users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

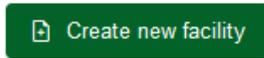
All service facilities assigned to the organization are displayed here. The status can be used to filter for specific facility version statuses, e.g. only active.



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).



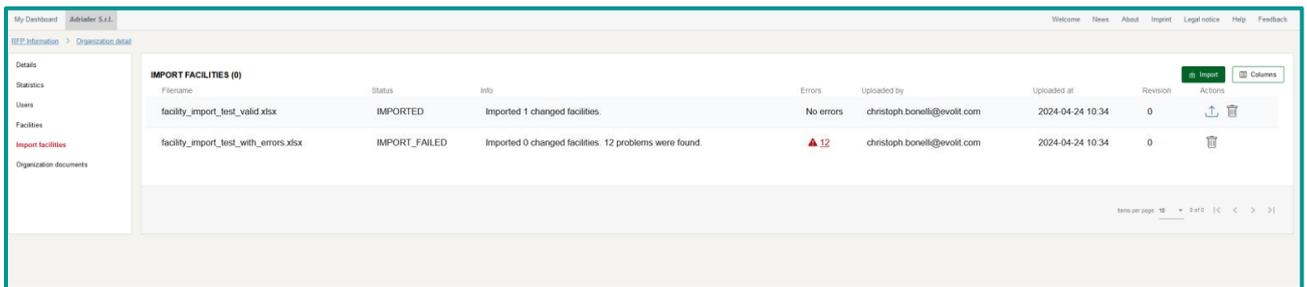
Exports the active version of the facilities of the overview. The format is important to be kept in case the export is used to change data in the excel and re-import it.



A new facility can be created. Clicking this button will open the facility detail screen in edit mode and the user can start to enter all details of the facility to be created (s.a. below).

8.1.6.4 Import facilities

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

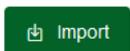


Filename	Status	Info	Errors	Uploaded by	Uploaded at	Revision	Actions
facility_import_test_valid.xlsx	IMPORTED	Imported 1 changed facilities.	No errors	christoph.bonelli@evolt.com	2024-04-24 10:34	0	Import, Columns, Download, Delete
facility_import_test_with_errors.xlsx	IMPORT_FAILED	Imported 0 changed facilities. 12 problems were found.	12	christoph.bonelli@evolt.com	2024-04-24 10:34	0	Download, Delete

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 of last column	description
---------------------------------	-------------

Empty	The data of the facility will be imported as draft version (create 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  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	purposeOfSIDeclaration	Row 6: URL is not valid for purposeOfSIDeclaration. URL: //railfacilitiesportal.eu:5000/documents/6838db86-de59-4741-ad17-a6b75074fc85/60317871-6e8a-4264-893c-b05d51065bb3/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 1 – 10 of 12 |< < > >|

Close

The user can then 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



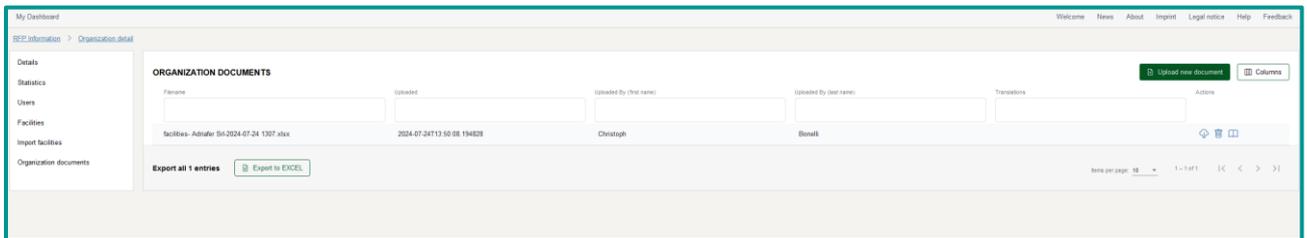
discards the import: The import will be deleted and is not shown any more in the list. This can be applied to all imports that were not published yet

8.1.6.5 Organisation documents

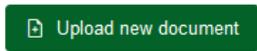
General documents of the organization can be managed in this overview.

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.



Actions:



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



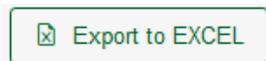
the respective document will be downloaded



the respective document will be deleted and is, thus, not available to the service facilities.



a corresponding translation of the document can be uploaded (s. below)



The organisation documents overview is exported to an excel file

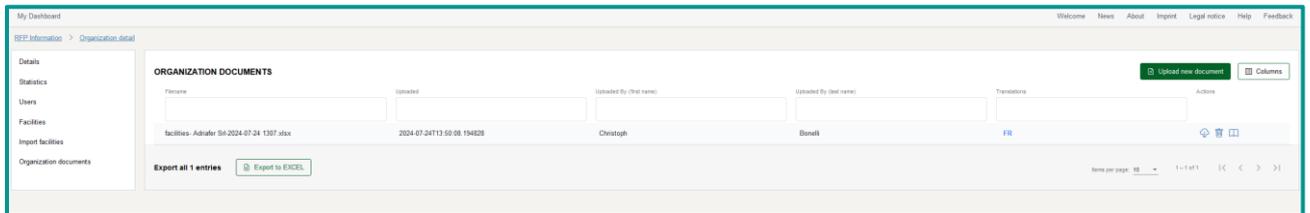
Upload translation files:

Every document uploaded from the Organization will be interpreted by the application as being in English by Default. The application does not check the content, and the document is saved in the system as English 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.



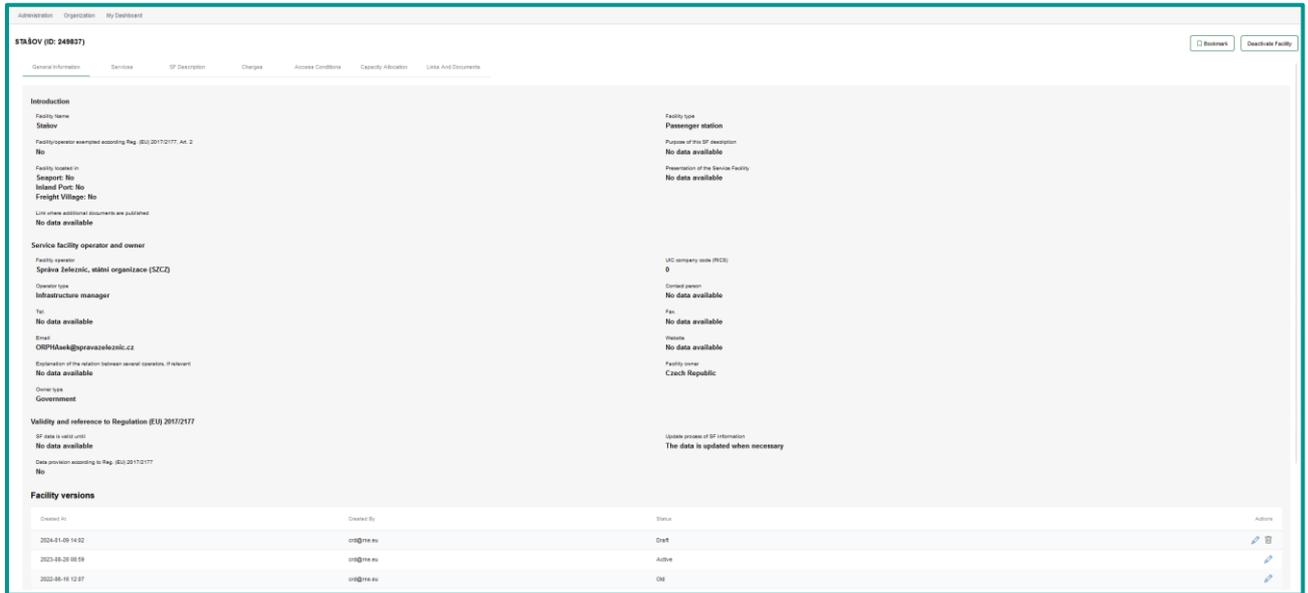
The user can now click on the grey-blue Text, which will open a file selection where we could upload the translated document. If the upload is successful, there will be no additional line in document overview, only existing translation is displayed according to the ISO-Code.

Here is the example for French:



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.



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”
- **Deactivated:** 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)

Actions



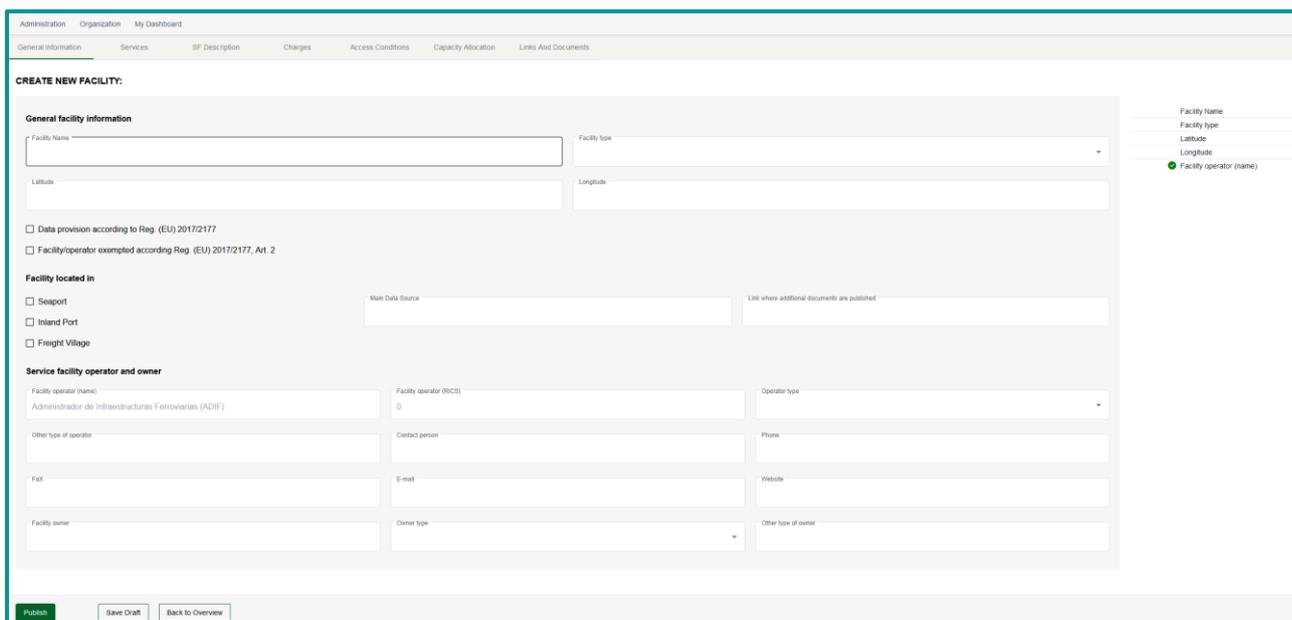
opens the respective version of the facility. The user can then change the data of that version and saves it as draft, or publish it or discard the changes



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:



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:

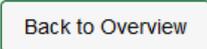
- Data provision according to Reg. (EU) 2017/2177: The following set of data are mandatory:

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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Facility operator (name)

- **Note:** 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:**
-  The dialogue closes without saving the changes or entered data
-  The current data of the facility will be stored as new active version. The previously active version of the facility is set to old
-  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 Deletion 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. achievable points with respect to facility type
- Special Exception: For the Checkboxes Services (basic, additional and ancillary) 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: $740\text{points} / 1220\text{points} = 60,66\%$. This is the filling index for this facility

Aging index

A facility shall be updated regularly.

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