

# User Manual

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*RDD-NLF*

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## 1 Introduction

The current document forms the user manual for the Reference Document Database (RDD) system. The RDD system allows entering and managing the classification of the National Technical Rules relating to the authorisation of placing in service a railway vehicle. The RDD system supports the classification process and the creation of the Reference Document cross-referencing all the national rules applied by the 27 Member States.

In addition, a tool had been developed internally by ERA in order to support the collection of the National Legal Frameworks applicable to the authorisation of placing in service of vehicles. This tool has now been integrated into RDD.

It should be mentioned that the access rights of the user depend on the role that is assigned to the user. Different permissions can be assigned/revoked to/from a role. A default role is assigned to all the public users who access the RDD web site. In addition, the user can manage entities (Legal Texts, National Technical Rules, Classifications, and NLF Frames) that belong to his/her own Member State. If the user belongs to the Member State “EU”, the user can manage entities of all Member States.

For the purposes of the current user manual, the user belongs to France (“FR - France”) and has been assigned a role with the following access rights:

- View NTR
- Manage NTR
- Manage NTR Documents
- Manage NTR Structures
- Manage NTR Checking Bodies
- Manage Checking Body Documents
- Manage Checking Body Evidences
- View Legal Text
- Manage Legal Text
- Manage Legal Text Documents
- View Classifications
- Manage Classifications
- Manage Classification Documents
- Manage Notifications
- Manage Own User Profile
- Execute Reports
- Publish Changes
- Publish NLF Changes
- View Publication Content
- View NLF
- Manage NLF
- Administrate NLF

## 1.1 Purpose

The purpose of this user manual is to describe the use and handling of the Reference Document Database. It has been drafted taking into account the needs of the different users (see section 1.3).

## 1.2 Scope

This document contains the detailed steps for using the RDD from an IT point of view. Concerning the business use of the reference document, please refer to the application guide.

## 1.3 Audience

There are 4 categories of users of this user manual:

- Users of NRD/NLF information = Anyone seeking information; Applicant for APS; MS/NSA; ERA;
- Managers of NRD/NLF information = MS/NSA
- Managers of generic NRD/NLF = ERA
- Administrators = ERA

## 1.4 Terms, definitions and abbreviations

### 1.4.1 Abbreviations

Abbreviation	Definition
AMC	Acceptable Means of Conformity
APS	Authorisation for Placing in Service
BP	Basic Parameter
CSM	Common Safety Method
EC	European Commission
ERA	European Railway Agency
EN	European Standard
EU	European Union
Legal Text	Legal text
LoBP	List of Basic Parameters
MS	Member State
NLF	National Legal Framework
NLF Frame	Set of flowcharts representing the national legal framework for authorisation
NRD	National Reference Document
NTR	National Technical Rule
NOTIF-IT	The database for the notification of national rules to EC
NSA	National Safety Authority
PNG	Portable Network Graphics (.png), a bitmap image file format
RDD	Reference Document Database
TSI	Technical Specification for Interoperability

Table 1: Abbreviations

### 1.4.2 Terms and definitions

**Body responsible for publication:** tbc

**Classification card:** page where the user can view and edit the classification of technical rules covering a certain parameter (see section 3.3.2)

**Generic NRD/NLF:** common European structure for the collection of NRDs and NLF

**Issuing Organisation:** tbc

**Legal Text:** tbc

**Master Flowchart:** The main flowchart providing an overview of the stages of the authorisation processes. It does not contain role information.

**National Legal Framework:** The set of rules in a Member State that covers the procedure for the authorisation of placing in service of vehicles.

**National Technical Rule:** tbc

**Parent classification:** classification set at a level of one parameter that has children parameters. Parent classification can be propagated to all child parameters.

**RDD Roles:** A predefined set of RDD IT security rights.

**Stage:** A stage is a part of the authorisation process representing a specific stage of the process eg. "Identify the rules, applicable requirements, conditions of use and assessments".

**Structure:** alternative decomposition/breakdown of the railway vehicles that allows different perspectives (e.g. function groups according to EN 15380-4 and systems according to EN 15380-5).

**Substage:** A symbol in a flowchart which indicates a process that comprises multiple elements and which is outlined in its own flowchart

## 1.5 References

Document Reference	Title	Version
Draft	Part 1 of the Reference Document envisaged by Article 27 of the Railway Interoperability Directive. Application Guide	Draft
ERA-031591-EN	Administration, Operation and Maintenance Manual	Ver.2.7 5 October 2012
ERA_RDD-SAD-120830-SGOUv11-NOTIF-IT integration specifications	NOTIF-IT integration specifications	30 august 2012

Table 2: References

## 2 General features

### 2.1 Software requirements

The NLF can only be run in a browser which can run the Silverlight 5 plug-in (which can be downloaded from <http://www.microsoft.com/silverlight/>). These browsers are listed in the following link: <http://www.microsoft.com/getsilverlight/get-started/install/default.aspx#>.

Compatibility is ensured for the following minimum browser versions

- Chrome version 24 and later
- Mozilla Firefox version 17 and later
- MS IE versions 8, 9, 10 and 11
- Safari version 6 and later

The compatible browsers are displayed in the application's Home page.

### 2.2 User experience

#### 2.2.1 Page composition

The RDD system comprises a web-based user interface and is accessible from any computer with an internet browser and network accessibility. The system functionality is presented in a series of web pages which follow a standard template.

Each web page contains the following parts (see red outlines in Figure 1):

1. Header – contains generic information about the session and the user account. The user has the “Log In” (if the user is not already logged in), “Account Settings” and “Log Out” options.
2. Navigation Bar – contains the navigation options that are available for the current user, i.e. the application Menu.
3. Content section – contains the actual content of the web page. The content of this section depends on the selection made from the navigation bar and the header. Furthermore, breadcrumb information is displayed at the top of the content section.

#### 2.2.2 Common System Navigation

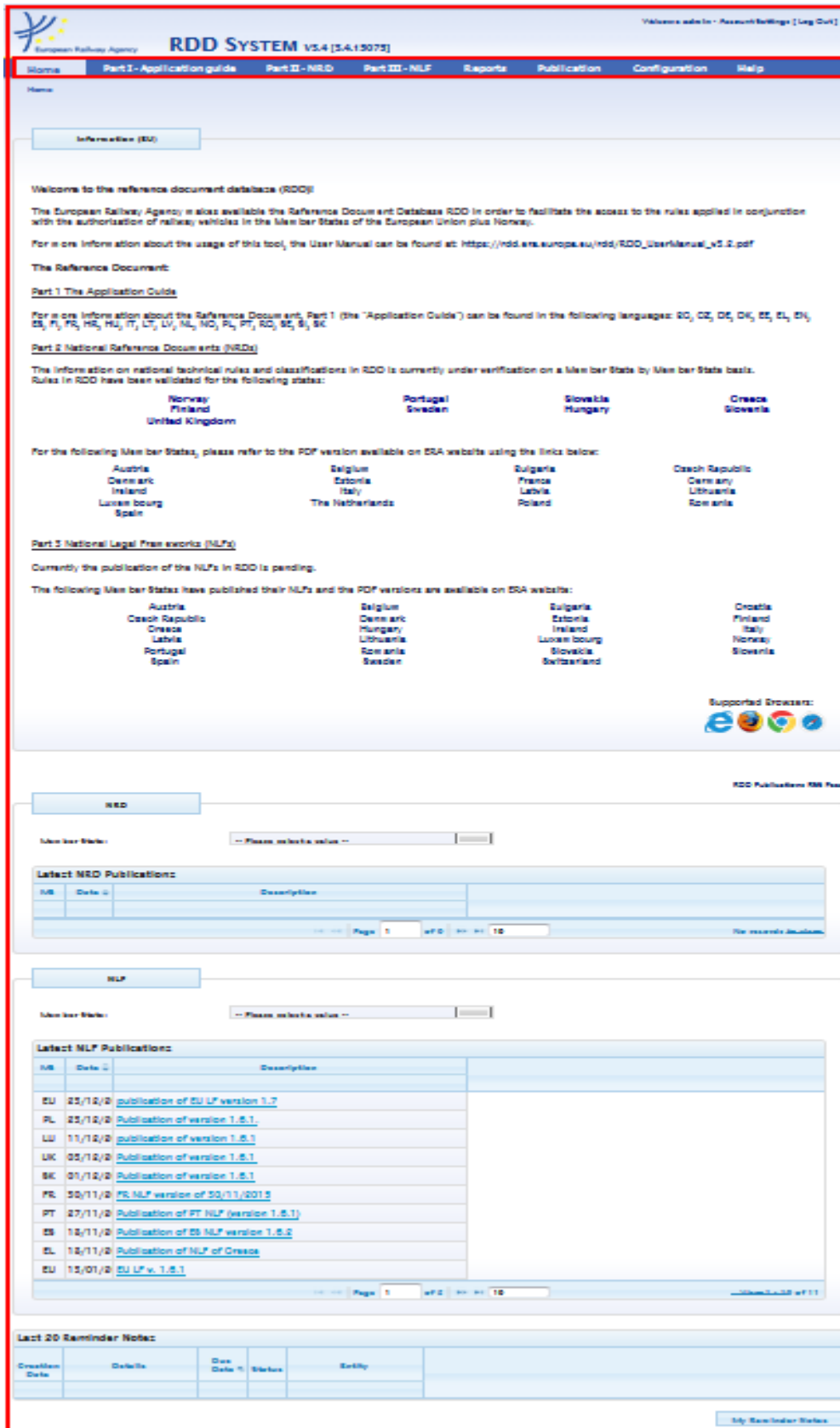
As shown in the above mentioned figure, the user has the following options in the RDD system:

- Header section:
  - Account Settings – allows the user to manage his/her account
  - Logout – allows the user to log out from the RDD system
- Navigation Bar:
  - Home – where the published items are listed
  - Part I – Application Guide – for accessing the Application Guide
  - Part II – NRD – for accessing Legal Texts, National Technical Rules, Classifications and Notifications
  - Part III - NLF – for accessing the Background information, Flowcharts and Comparison sections
  - Reports – for accessing the Reports
  - Publication – for accessing the list of changes and publications



- Help – for accessing feedback and FAQ.

In the following sections, the different available options are described in detail.



**RDD SYSTEM V5.4 [3.4.13073]**

Navigation: Home | Part I - Application guide | Part II - MRD | Part III - NLP | Reports | Publication | Configuration | Help

### Information (EU)

Welcome to the reference document database (RDD)

The European Railway Agency makes available the Reference Document Database RDD in order to facilitate the access to the rules applied in conjunction with the authorisation of railway vehicles in the Member States of the European Union plus Norway.

For more information about the usage of this tool, the User Manual can be found at: [https://rdd.era.europa.eu/rdd/RDD\\_UserManual\\_v5.2.pdf](https://rdd.era.europa.eu/rdd/RDD_UserManual_v5.2.pdf)

The Reference Documents:

**Part 1 The Application Guide**

For more information about the Reference Document, Part 1 (the "Application Guide") can be found in the following languages: RO, CZ, DE, DK, EE, EL, EN, ES, FI, FR, GR, HU, IT, LT, LV, NL, NO, PL, PT, RO, SE, SI, SK

**Part 2 National Reference Documents (NRDs)**

The information on national technical rules and classifications in RDD is currently under verification on a Member State by Member State basis. Rules in RDD have been validated for the following status:

Member State	Member State	Member State	Member State
Norway	Portugal	Slovenia	Greece
Finland	Sweden	Hungary	Slovenia
United Kingdom			

For the following Member States, please refer to the PDF version available on ERA website using the links below:


Member State	Member State	Member State	Member State
Austria	Belgium	Bulgaria	Czech Republic
Denmark	Estonia	France	Germany
Ireland	Italy	Latvia	Lithuania
Luxembourg	The Netherlands	Poland	Romania
Spain			

**Part 3 National Legal Frameworks (NLFs)**

Currently the publication of the NLFs in RDD is pending.

The following Member States have published their NLFs and the PDF versions are available on ERA website:

Member State	Member State	Member State	Member State
Austria	Belgium	Bulgaria	Croatia
Czech Republic	Denmark	Estonia	Finland
Greece	Hungary	Ireland	Italy
Latvia	Lithuania	Luxembourg	Norway
Portugal	Romania	Slovakia	Slovenia
Spain	Sweden	Switzerland	

Supported Browsers: 

### MRD

Select MRD Publications

MRD	Date	Description

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### NLP

Select NLP Publications

NLP	Date	Description
EU	23/12/2	publication of EU LP version 1.2
PL	23/12/2	Publication of version 1.5.1
LU	11/12/2	Publication of version 1.5.1
UK	05/12/2	Publication of version 1.5.1
SK	01/12/2	Publication of version 1.5.1
FR	30/11/2	FR NLP version of 30/11/2015
PT	27/11/2	Publication of PT NLP (version 1.5.1)
ES	13/11/2	Publication of ES NLP version 1.5.2
EL	13/11/2	Publication of NLP of Greece
EU	13/01/2	EU LP v. 1.5.1

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### Last 20 Reminder Notes

Creation Date	Details	Due Date	Status	Entity

My Reminder Notes

Figure 1: RDD web page structure

### 2.2.3 NRD System Navigation

The NRD navigation comprises the following sections: Legal Texts, National Technical Rules, Classifications, and Notifications. When accessing any of the first three sections, the user is directed to the respective list of entities. From within that list, the user can search for an entity, access it in view mode, or edit it. In addition, the user may create a new entity. The Notifications section has 2 sub-sections: Export to NOTIF-IT which is used for sending NTRs to NOTIF-IT for validation and Log of Notifications presenting the status of notified NTRs.

### 2.2.4 NLF System Navigation

The user interface of the NLF application is composed of 3 main areas:

- The top tool bar
- The side tool bar
- The flowchart interaction pane

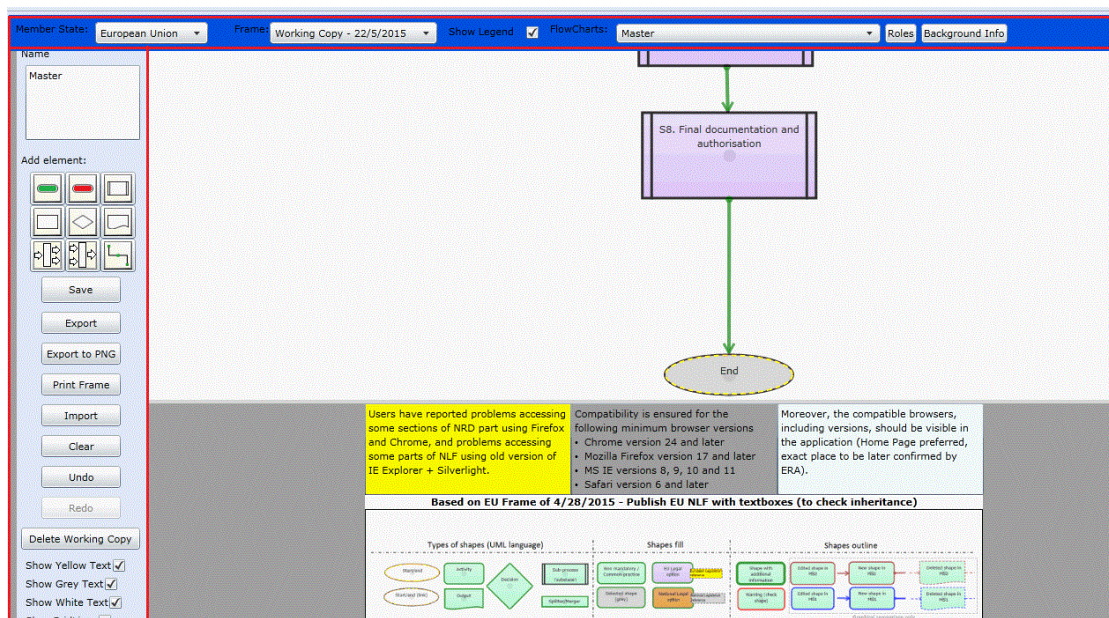


Figure 2: The NLF application user interface

#### 2.2.4.1 The top tool bar

The top tool bar has 4 elements:

- A dropdown list of available countries
- A dropdown list of available frames
- A dropdown list showing the flowcharts within the selected frame
- A “Roles” button
- A “Background Info” button
- A “Go to previous flowchart” button

These are related to 4 main functionalities:

- Opening a flowchart for a specific frame
- Viewing and changing the roles information within a flowchart

- Viewing and changing the background information for a frame
- Going back to the previous flowchart from which the user navigated to the current one

The top toolbar is always visible to the user no matter which part of the flowchart is displayed. Therefore, whenever the user scrolls to the bottom or to the right side of the flowchart, the top toolbar also moves together with the flowchart.

#### 2.2.4.2 The side tool bar

The side tool bar is the main tool bar of the application and provides most of the functionality required during the viewing and editing of flowcharts. The side toolbar contains 4 main sections:

- The flowchart name and renaming text box which shows the name of the presently open flowchart and which can be edited.
- The buttons for adding elements, labels and connections to a flowchart (for more information concerning these see section 2.2.4.3).
- A number of buttons providing miscellaneous functionality concerning the contents and interaction with the flowcharts (Save, Export, Export to PNG, Import, Delete Working Copy, etc.).
- A group of 3 input controls which change the user's view of the flowchart, including the height and width of the viewable window of the flowchart and the ability to add grid lines to the flowchart view (these configurations are not saved with the flowchart).
- A group of the following 3 check boxes that activate the respective coloured text boxes (Yellow, Grey and White) in the bottom of the flowchart, one next to the other, aligned and centred with the legend.

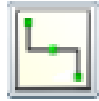
The side toolbar moves together with the flowchart and thus is always visible to the User.

#### 2.2.4.3 Controls for adding elements

The controls for adding elements contained in the side tool bar have the following functionality:



1. Add an intermediate start element to the open flowchart
2. Add an intermediate end element to the open flowchart
3. Add a sub stage element to the open flow chart
4. Add an activity element to the open flow chart
5. Add a decision element to the open flowchart
6. Add an output element to the open flowchart
7. Add a splitter connector to the open flowchart
8. Add a merge connector to the open flowchart



9. Add a polyline connector to the open flow chart

In all cases, the item is added to the flowchart in the top left corner of the flowchart.

#### ***2.2.4.4 The use of the TAB key***

As with most applications, once the mouse cursor is placed in a windows or dialogue the use of the TAB key will cycle through the selection of all interactive interface elements (buttons, dropdown lists, text boxes etc.).

## **2.3 Access**

### **2.3.1 Public access**

To access the application the user has to type the URL of the RDD system in a browser. Then the RDD web site (public web site) is displayed, as the following figure illustrates.



As it is already stated at the “Introduction” section, the displayed options depend on the access rights that have been assigned to the default role that is automatically granted to all the public users.

### 2.3.2 Login

In order to login, the user has to click on the “Log In” option available at the header of the public web site. Afterwards, the Login Page is presented (see Figure 4).



Figure 4: RDD Login form

In the Login Page, the user should follow the next steps:

- Fill-in the “Username” text field.
- Fill-in the “Password” text field.
- Click on the “Log In” button.

Once the user logs in successfully, the home page of the RDD system will be presented (see Figure 1 or Figure 3).

### 2.3.3 Update Account Settings

The user can manage the settings of his/her account by clicking on the “Account settings” link available on the header section (see Figure 5). Then, the profile information page is displayed.

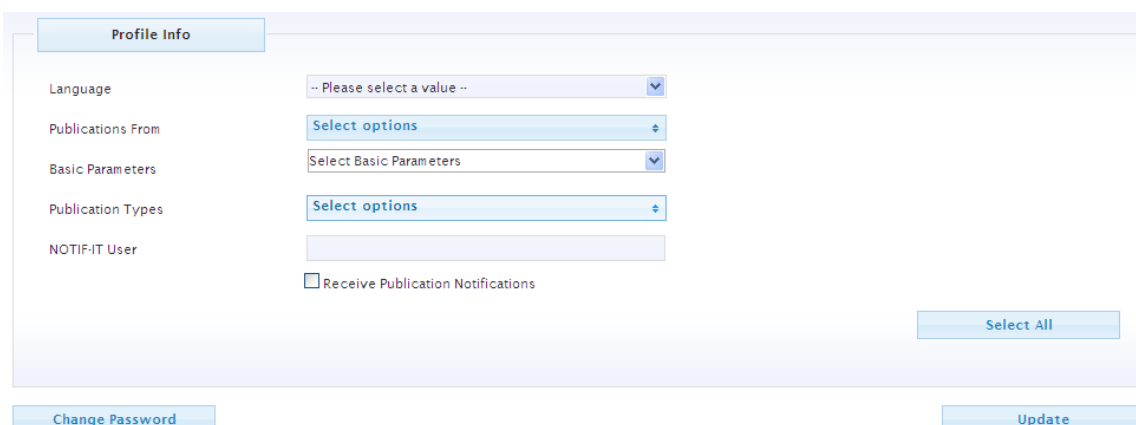
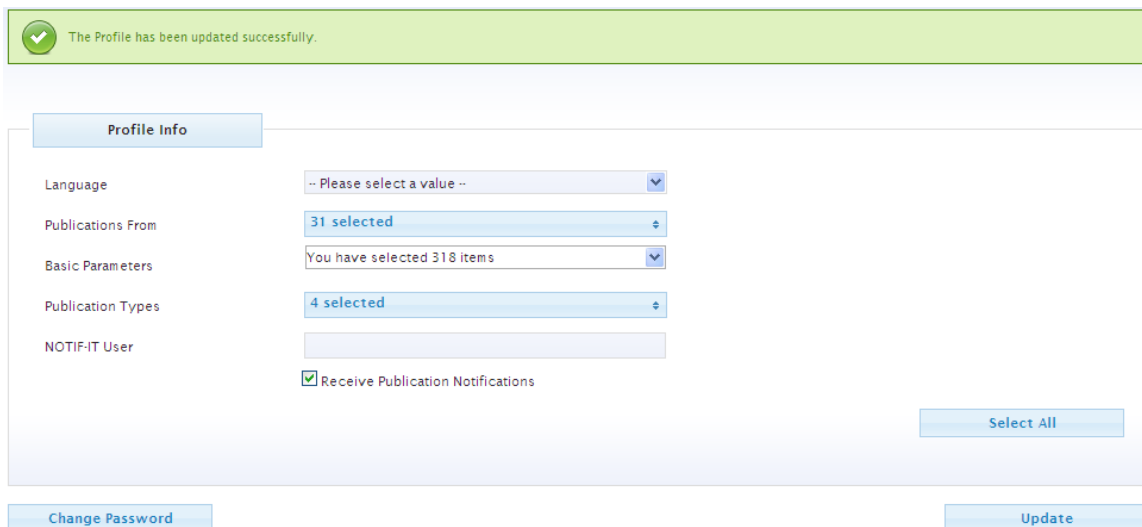


Figure 5: User profile information page

- Select from the “Language” dropdown list, the language that will be the default one when attaching a document (see for example section 4.2.1.3).
- Specify the Countries from which the publications will be displayed at the home page by selecting the desired countries from the “Publications From” dropdown list. If no country is selected, then the publications of all the countries are displayed.

- Select the Basic Parameters for which the user will receive email notifications for the respective publications.
- Select the Publication Types for which the user will receive email notifications for the respective publications.
- Specify the associated user for NOTIF-IT system at the “NOTIF-IT User” text field.
- Check/uncheck the “Receive Publication Notifications” checkbox in order to receive notifications when a publication of the user’s Member State takes place.
- Click on the “Select All” button in order to select all the Countries from which the publications will be displayed at the home page, all the Basic Parameters for which the email notifications for the respective publications will be received and all the Publication Types for which email notifications will be received.
- Click on the “Update” button.

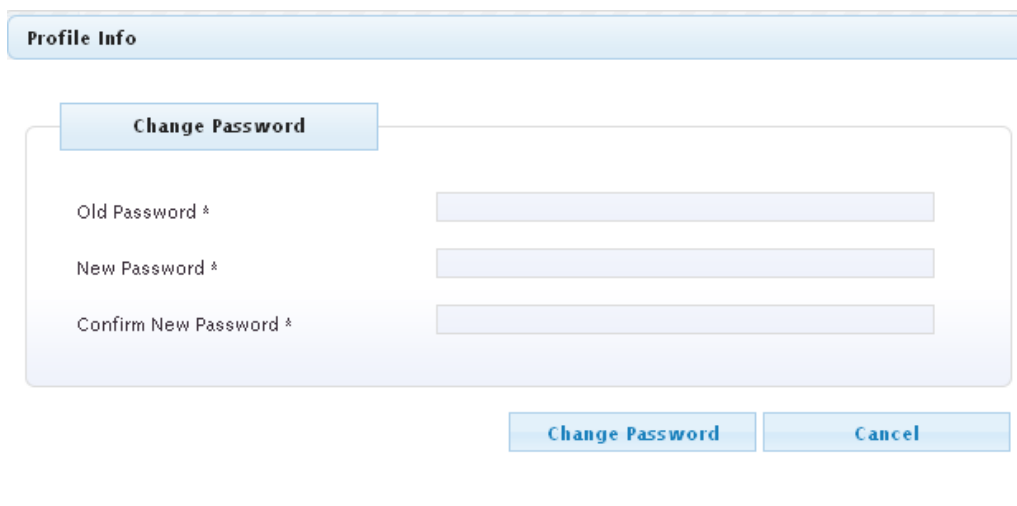
The following figure illustrates an example of the profile information update process.



The screenshot shows a web interface for updating a profile. At the top, a green banner with a checkmark icon states "The Profile has been updated successfully." Below this is a "Profile Info" section with several fields: "Language" (a dropdown menu showing "-- Please select a value --"), "Publications From" (a dropdown menu showing "31 selected"), "Basic Parameters" (a dropdown menu showing "You have selected 318 items"), "Publication Types" (a dropdown menu showing "4 selected"), and "NOTIF-IT User" (a text input field). Below these fields is a checkbox labeled "Receive Publication Notifications" which is checked. To the right of the "NOTIF-IT User" field is a "Select All" button. At the bottom of the form are two buttons: "Change Password" on the left and "Update" on the right.

Figure 6: Successful profile update

Moreover, the user can change his/her password by clicking on the “Change Password” button. Then, the respective pop-up window is displayed (see Figure 7).



The screenshot shows a "Change Password" form. It has a title bar "Profile Info" and a sub-header "Change Password". Below the sub-header are three text input fields: "Old Password \*", "New Password \*", and "Confirm New Password \*". At the bottom of the form are two buttons: "Change Password" and "Cancel".

Figure 7: Change password form



- Type the existing password at the “Old Password” text field.
- Type the new password in the “New Password” text field.
- Retype the new password in “Confirm New Password” text field.
- Click on the “Change Password” button.

If data are correctly validated, the pop-up closes and a success message is displayed at the top of the profile information page (see Figure 8).

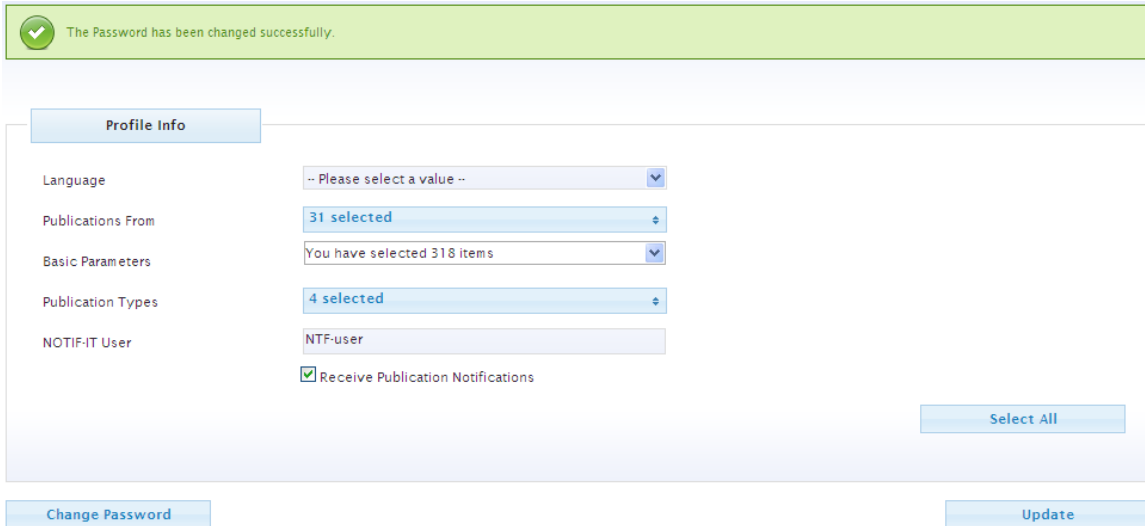


Figure 8: Successful password update process

#### 2.3.4 Forgot password

In case the user has forgotten his/her password, s/he can click on the “Forgot Password” link available at the Login page (see Figure 9). A message will be displayed, informing the user about the process that should be followed.

Please, contact the ERA Helpdesk in order to reset the password.

Figure 9: Forgot password message

#### 2.3.5 Logout

The user may close the session by clicking on the “Log Out” link in the header section.



### 3 Users of NRD/NLF information

#### 3.1 View Legal Text

##### 3.1.1 Search for Legal Texts

The user may fill any of the search criteria available in the search form.

- Select from the “Member States” dropdown list the MS whose Legal Text will be displayed.
- Check the “Published” checkbox in order to view only Legal Text that are in status “Published”.
- Fill-in the “Keyword” text field in order to retrieve the Legal Text that contain the specific term.
- Select from the “Calendar” the Validity date in order to retrieve the Legal Text that are valid at the specified date.
- Fill-in the “Title (National)” text field in order to retrieve the Legal Text that contain the specific term at the National Title.
- Fill-in the “Title (English)” text field in order to retrieve the Legal Text that contain the specific term at the English Title.

The following figure illustrates an example where “EL - Greece” has been selected as additional MS, the “Published” checkbox is checked and the word “GR” has been introduced in the “Title (National)” text field.

Legal Text Search Parameters

Select a saved query: -- Please select a value --

Member States: FR - France, EL - Greece

☒ Published

Keyword:

Validity Date (dd/mm/yyyy):

Title (National): GR

Title (English):

Search

Clear

Legal Texts

MS	Title (English)	Title (National)	NID	Entry into force	Valid until	Published		
EL	Test Ckog2	Test GR Gkog2		24/10/2013		✓	<a href="#">View</a>	<a href="#">Edit</a>
EL	test gkog	test gr gkog		22/10/2013		✓	<a href="#">View</a>	<a href="#">Edit</a>

Export to Excel

Page 1 of 1

View 1 - 2 of 2

Figure 10: Search results for Legal Text

##### 3.1.2 View list of Legal Texts

In order to view the list of Legal Text, the user should expand the “Part II - NRD” menu available at the navigation bar (see Figure 1) and click on the “Legal Texts” option. Then, the respective

page is displayed. The page contains a search form and the list of Legal Texts. The list by default displays the Legal Texts that belong to the same MS with the user (in our example: FR - France).

Legal Text Search Parameters

Select a saved query: -- Please select a value --

Member States: FR - France

☐ Published

Keyword:

Validity Date (dd/mm/yyyy):

Title (National):

Title (English):

Search
Clear

Legal Texts

MS	Title (English)	Title (National)	NID	Entry into force	Valid until	Published		
FR	test	test		18/11/2013			<a href="#">View</a>	<a href="#">Edit</a>
FR	French LT	French LT		15/11/2013		✓	<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1
10
View 1 - 2 of 2

Export to Excel

Figure 11: List of Legal Texts

The subsequent options are available to the user:

- Search for a Legal Text (see section 3.1.1).
- View a Legal Text (see section 3.1.3).
- View a Legal Text History (see section 3.1.4).
- Export the list of Legal Texts in Excel file (see section 3.1.5).

### [3.1.3 View Legal Text](#)

In order to view a Legal Text, the user should click on the “View” link of the desired Legal Text at the Legal Text page (see Figure 10). Then, the “View a Legal Text” page is displayed in read-only mode (see

Legal Text Details

Version Info: Working Copy updated on 15/05/2015

Member State \*  
EL - Greece

Language Versions

Language  
English

Title\*

EL NRD

Language  
Greek

Title\*

EL NRD

Add National Title

Language  
French (ref.)

Title  
Test

Remove Title

National ID  
EL

Legal Form  
Governmental act/decreree/departmental order

Creation Date (dd/mm/yyyy) \*  
25/04/2012

Entry into Force (dd/mm/yyyy) \*  
29/05/2013

Valid until (dd/mm/yyyy)

Comment  
None

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
10.1.1.1	<a href="#">EN 45545</a>	<a href="#">EN 45545</a>			✓
10.1.1.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.1.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.1.1	<a href="#">UIC 576</a>	<a href="#">UIC 576</a>			✓
10.1.1.2	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.1.2	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.2.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.2.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.2.3	<a href="#">UIC 617-5</a>	<a href="#">UIC 617-5</a>			✓
10.1.2.5	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓

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Add a National Technical Rule Attach an existing National Technical Rule

Legal Text Documents			
Description	Language	URL	
Legal Text	Greek	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

Page 1 of 1 View 1 - 1 of 1

Attach a new Document

Reminder Notes		
Details	Due Date	Status

Page 1 of 0 No records to view

Post a Reminder/Note

View Closed Reminders/Notes

Legal text History	
Date	Description
30/08/2013	First publication of National Technical Rules of Greece
26/04/2012	DRAFT published by ERA to be validated. First publication of EL rules based on the National Reference Document

Page 1 of 1 View 1 - 2 of 2

Figure 12).

Legal Text Details

Version Info: Working Copy updated on 15/05/2015

Member State \* EL - Greece

Language Versions

Language English
Title\* EL NRD

Language Greek
Title\* EL NRD

Add National Title

Language French (ref.) Remove Title
Title Test

National ID EL
Legal Form Governmental act/de decree/departamental order
Creation Date (dd/mm/yyyy) \* 25/04/2012
Entry into Force (dd/mm/yyyy) \* 29/05/2013
Valid until (dd/mm/yyyy)
Comment None

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
10.1.1.1	<a href="#">EN 45545</a>	<a href="#">EN 45545</a>			✓
10.1.1.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.1.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.1.1	<a href="#">UIC 576</a>	<a href="#">UIC 576</a>			✓
10.1.1.2	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.1.2	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.2.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓
10.1.2.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			✓
10.1.2.3	<a href="#">UIC 617-5</a>	<a href="#">UIC 617-5</a>			✓
10.1.2.5	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			✓

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Add a National Technical Rule Attach an existing National Technical Rule

Legal Text Documents			
Description	Language	URL	
<a href="#">Legal Text</a>	Greek	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

Page 1 of 1 View 1 - 1 of 1

Attach a new Document

Reminder Notes		
Details	Due Date	Status

Page 1 of 0 No records to view

Post a Reminder/Note

View Closed Reminders/Notes

Legal text History	
Date	Description
30/08/2013	<a href="#">First publication of National Technical Rules of Greece</a>
26/04/2012	<a href="#">DRAFT published by ERA to be validated. First publication of EL rules based on the National Reference Document</a>

Page 1 of 1 View 1 - 2 of 2

Figure 12: View Legal Text

Multilingualism is supported for Legal Texts. Through an expandable list are displayed the available languages. The first listed language is English. When expanding the list, the default language is displayed right below English. Then are listed the reference and non-reference languages associated to the Member State. The reference languages are marked with “(ref)”. The configuration of the languages (reference and non-reference) is accomplished through the “Member state” configuration page. The Administrator is able to mark an associated language to the Member state as “Reference Language” (see 5.5.1).

For all languages the following information is displayed:

- Language
- Title

#### 3.1.4 [View Legal Text history](#)



The user may view the history of a Legal Text while viewing it. The user should click on the desired “Date” link at the History section of the Legal Text (see

Legal Text Details

Version Info: Working Copy updated on 15/05/2015

Member State \*  
EL - Greece

Language Versions

Language  
English

Title\*

EL NRD

Language  
Greek

Title\*

EL NRD

Add National Title

Language  
French (ref.)

Title  
Test

Remove Title

National ID  
EL

Legal Form  
Governmental act/decreet/departamental order

Creation Date (dd/mm/yyyy) \*  
25/04/2012

Entry into Force (dd/mm/yyyy) \*  
29/05/2013

Valid until (dd/mm/yyyy)

Comment  
None

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
10.1.1.1	<a href="#">EN 45545</a>	<a href="#">EN 45545</a>			
10.1.1.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.1.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.1	<a href="#">UIC 576</a>	<a href="#">UIC 576</a>			
10.1.1.2	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.2	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.2.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.3	<a href="#">UIC 617-5</a>	<a href="#">UIC 617-5</a>			
10.1.2.5	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			

[Add a National Technical Rule](#)
[Attach an existing National Technical Rule](#)

Legal Text Documents			
Description	Language	URL	
<a href="#">Legal Text</a>	Greek	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

[Attach a new Document](#)

Reminder Notes		
Details	Due Date	Status
No records to view		

[Post a Reminder/Note](#)

[View Closed Reminders/Notes](#)

Legal text History	
Date	Description
<a href="#">30/08/2013</a>	<a href="#">First publication of National Technical Rules of Greece</a>
<a href="#">26/04/2012</a>	<a href="#">DRAFT published by ERA to be validated. First publication of EL rules based on the National Reference Document</a>

Figure 12 or Figure 13). Afterwards, the details of the Legal Text at the specific date (which is the date when a publication of the Legal Text took place) are displayed in read-only mode.

Legal Text Details

Version Info: Published on 30/08/2013 with Working Copy updated on 15/05/2015

Member State \* EL - Greece

2 Language Versions Available

Language English  
Title\* EL NRD

Language Greek  
Title\* EL NRD

National ID EL

Legal Form Governmental act/decreedepartmental order

Creation Date (dd/mm/yyyy) \* 25/04/2012

Entry into Force (dd/mm/yyyy) \* 29/05/2013

Valid until (dd/mm/yyyy)

Comment None

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
10.1.1.1	<a href="#">EN 45545</a>	<a href="#">EN 45545</a>			
10.1.1.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.1.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.1	<a href="#">UIC 576</a>	<a href="#">UIC 576</a>			
10.1.1.2	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.2	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.2.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.3	<a href="#">UIC 617-5</a>	<a href="#">UIC 617-5</a>			
10.1.2.5	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			

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Legal Text Documents		
Description	Language	URL
Page 1 of 0 10 No records to view		

Reminder Notes		
Details	Due Date	Status
Page 1 of 0 10 No records to view		

View Closed Reminders/Notes

Legal text History	
Date	Description
<a href="#">30/08/2013</a>	<a href="#">First publication of National Technical Rules of Greece</a>
<a href="#">26/04/2012</a>	<a href="#">DRAFT published by ERA to be validated. First publication of EL rules based on the National Reference Document</a>

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Figure 13: Historical view of a Legal Text

The user may also click on the "Description" link in order to see the publication content (see section 3.6.3).

### 3.1.5 Export list of Legal Texts in Excel file

The user clicks on the "Export to Excel" button and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the "Save" button on the dialog.

## 3.2 View NTR

### 3.2.1 Search for National Technical Rules

The user may fill any of the search criteria available in the search form.

- Select from the "Member States" dropdown list the MS whose NTR will be displayed.
- Select from the "Basic Parameters List" dropdown list the desired List of Basic Parameters.
- Select from the "Basic Parameters" hierarchy the desired Basic Parameter(s) in order to view only NTR(s) that are associated with the selected Basic Parameter(s).
- Check the "Published" checkbox in order to view only National Technical Rules that are in status "Published".
- Check the "Include Waste Records" checkbox in order to view only "Waste" National Technical Rules.
- Select from the "Structures" hierarchy the desired Structure in order to view only National Technical Rules that are associated with the selected Structure.
- Select from the "Directives" hierarchy the desired Directive/TSI/TSI item in order to view only National Technical Rules that are associated with the selected Directive/TSI/TSI item.
- Fill-in the "Keyword" text field in order to retrieve the National Technical Rules that contain the specific term.
- Fill in the "Title in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field.
- Fill in the "Description in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field

The following figure illustrates an example where "EL- Greece" has been selected as Member State, the "Published" checkbox is checked, and the word "Greek" has been introduced in the "Keyword" text field.

**NTR Search Parameters**

Select a saved query: -- Please select a value --

Member States: EL - Greece

Basic Parameters List: First Test List

Basic Parameters: Select Basic Parameters

☒ Published ☐ Include Waste Records

Structures: Select Structures

Directives: Select Directives

Keyword: Greek

Title in English

Description in English

Search
Clear

**National Technical Rules**

MS	Basic Param.	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
EL	12.1.1	EL NRD	Greek railways radio system				✔			<a href="#">View</a> <a href="#">Edit</a>

Page 1 of 1    10

[Export to Excel](#)

Create New NTR

Figure 14: Search results for National Technical Rule

### 3.2.2 View list of National Technical Rules

In order to view the list of National Technical Rules (NTR), the user should expand the “Part II - NRD” menu available at the navigation bar (see Figure 1) and click on the “National Technical Rules” option. Then, the respective page is displayed. The page contains a search form and the list of NTRs. The list by default displays the NTRs that belong to the user’s Member State (i.e. FR - France).

NTR Search Parameters

Select a saved query:

-- Please select a value --

Member States:

FR - France

Basic Parameters List:

First Test List

Basic Parameters:

Select Basic Parameters

☐ Published

☐ Include Waste Records

Structures:

Select Structures

Directives:

Select Directives

Keyword:

Title in English

Description in English

Search

Clear

National Technical Rules

MS	Basic Param. +	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
FR	1.1	FR NRD	Décret 2006-1279 et guide Pour un matériel dérivé de Un descriptif du véhicule re STI MR CV § 4.2.10.2.1 STI Loc&Pas § 4.2.12.2 STI SRT § 4.5.2 # Référence Annexe à l'arre 6.2.5 B # end Ref AnnexeMR				✓		<a href="#">View</a>	<a href="#">Edit</a>
FR	1.1	FR NRD	Décret 2006-1279 et guide Pour un matériel dérivé de Matériel existant : Documentation du REX (Re # Référence Annexe à l'arre 6.2.5 B # end Ref AnnexeMR				✓		<a href="#">View</a>	<a href="#">Edit</a>
FR	1.1	FR NRD	Décret 2006-1279 et guide Pour un matériel dérivé de Un descriptif du véhicule re STI MR CV § 4.2.10.2.1 STI Loc&Pas § 4.2.12.2 STI SRT § 4.5.2 # Référence Annexe à l'arre 6.2.5 B # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.1	FR NRD	Décret 2006-1279 et guide Pour un matériel dérivé de Matériel existant : Documentation du REX (Re # Référence Annexe à l'arre 6.2.5 B # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Matériel à grande vitesse: STI MR CV § 4.5, § 4.2.9 et STI SRT § 4.5.2 Les règles de maintenance # Référence Annexe à l'arre 9 # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Matériel conventionnel: STI Loc&Pas § 4.2.12 et § 4 STI SRT § 4.5.2 Les règles de maintenance # Référence Annexe à l'arre 9 # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Matériel existant : Plan de maintenance basé : Les règles de maintenance # Référence Annexe à l'arre 9 # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Pour les essieux: voir EN 11 # Référence Annexe à l'arre 9 # end Ref AnnexeMR						<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Matériel à grande vitesse: STI MR CV § 4.5, § 4.2.9 et STI SRT § 4.5.2 Les règles de maintenance # Référence Annexe à l'arre 9 # end Ref AnnexeMR				✓		<a href="#">View</a>	<a href="#">Edit</a>
FR	1.2	FR NRD	Matériel conventionnel: STI Loc&Pas § 4.2.12 et § 4 STI SRT § 4.5.2 Les règles de maintenance # Référence Annexe à l'arre 9 # end Ref AnnexeMR				✓		<a href="#">View</a>	<a href="#">Edit</a>

Export to Excel

Create New NTR

Page 1 of 111

View 1 - 10 of 1,110

Figure 15: List of National Technical Rules

The subsequent options are available to the user:

- Search for a NTR (see section 3.2.1).
- View a NTR (see section 3.2.3).
- View the history of a NTR (see section 3.2.4).
- Export the list of NTRs in Excel file (see section 3.2.5).

### 3.2.3 View National Technical Rule

In order to view a NTR, the user should click on the “View” link of the desired NTR at the NTR page (see page (see

NTR Search Parameters

Select a saved query: -- Please select a value --

Member States: EL - Greece

Basic Parameters List: First Test List

Basic Parameters: Select Basic Parameters

☒ Published
 ☐ Include Waste Records

Structures: Select Structures

Directives: Select Directives

Keyword: Greek

Title in English

Description in English

Search

Clear

National Technical Rules

MS	Basic Param. ↕	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
EL	12.1.1	EL NRD	Greek railways radio system						<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1

10

View 1 - 1 of 1

[Export to Excel](#)

Create New NTR

Figure 14 or Figure 15). Then, the “View a National Technical Rule” page is displayed in read-only mode (see

Welcome admin - Account Settings [Log Out]

European Railway Agency	<b>RDD SYSTEM V3.5.1 [3.5.1/2001]</b>	Part II - NRD	Part III - NLF	Reports	Publication	Configuration	Help
-------------------------	---------------------------------------	---------------	----------------	---------	-------------	---------------	------

[Home](#) > [PART II - NRD](#) > National Technical Rules > National Technical Rule Details

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### National Technical Rules Details

Version info: Published on 04/04/2012 with Working Copy updated on 17/05/2017

Basic Parameter List	Original List
Basic Parameter *	General documentation
Member State *	IT - Italy

**2 Language Versions Available**

Language	English
Title*	Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"
Description	

Date of effect	
Date of end of validity	

Mandatory	<input type="radio"/> Rule <input checked="" type="radio"/> Acceptable means of conformity
Necessary for Technical Compatibility	<input type="checkbox"/>
Waste	<input type="checkbox"/>

NTR applicable to *	<input checked="" type="checkbox"/> vehicles covered by TSIs <input checked="" type="checkbox"/> vehicles not covered by TSIs
Subsystem:	-- Please select a value --

Speed *	<input checked="" type="checkbox"/> high speed <input checked="" type="checkbox"/> Conventional railway
---------	---

Rule Type / Regime *	<input type="checkbox"/> Open point in TSI <input type="checkbox"/> Specific case identified but not described in TSI <input type="checkbox"/> Legacy systems specification <input type="checkbox"/> Railway vehicles not covered by TSIs
Class B:	-- Please select a value --

Vehicle Category <sup>a</sup>	<input checked="" type="checkbox"/> Locomotives <input checked="" type="checkbox"/> Trainsets <input checked="" type="checkbox"/> Passengers coaches <input checked="" type="checkbox"/> Wagons <input checked="" type="checkbox"/> Track machines
-------------------------------	--

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs	<input type="checkbox"/>
---	--------------------------

TSI Reference	TSI Item Type - TSI Code - TSI Item Code - TSI Item Title -
---------------	--

Legal Form	-- Please select a value --
------------	-----------------------------

Language(s) in which the rule is published	Czech
Language	-- Please select a value --
Language	-- Please select a value --

Status of notification (vehicles covered by TSIs)	
Status of notification (vehicles not covered by TSIs)	

Member State Status	Reviewed, ready for assessment
ERA Status	Reviewed and not accepted

### Legal Text Information

IT NRD	
IT NRD	

### Checking Bodies

Checking Body	Note	No. of documents
--> Page 1 of 0 -->		No records to view

### NTR supporting documents

Description	Language	URL
--> Page 1 of 0 -->		No records to view

### NTR Structures

Structure	Comment
--> Page 1 of 0 -->	No records to view

### Reminder Notes

Details	Due Date	Status
--> Page 1 of 0 -->		No records to view

[View Closed Reminders/Notes](#)

### NTR History

Date	Description
04/04/2012	DRAFT published by ERA to be validated. First publication of IT rules based on the National Reference Document
--> Page 1 of 1 -->	View 1 - 1 of 1

### Associated Rules


Basic Parameter	Title in English	Default National Title	Published
--> Page 1 of 0 -->			No records to view

Figure 16).

At the top of the page the Version Information is displayed:



- Version Info: Working Copy updated on dd/mm/yyyy (the date of the last update of the working copy).
- Version Info: Published on dd/mm/yyyy (the date of the last publication of the working copy).



RDD SYSTEM

V3.5.1 [3.5.17001]

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National Technical Rules Details

Version info: Published on 04/04/2012 with Working Copy updated on 17/05/2017

Basic Parameter List

Original List

Basic Parameter \*

General documentation

Member State \*

IT - Italy

2 Language Versions Available

Language

English

Title\*

Regulation (EC) 1/2003 "Technical and regulatory requirements of rolling stock"

Description

Date of effect

Date of end of validity

Mandatory

☐ Rule
 ☒ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

NTR applicable to \*

☒ vehicles covered by TSI
 ☒ vehicles not covered by TSI

Subsystem:

-- Please select a value --

Speed \*

☒ high speed
 ☒ Conventional railway

Rule Type / Regime \*

☐ Open point in TSI
 ☐ specific case identified but not described in TSI
 ☐ Legacy systems specification
 ☐ railway vehicles not covered by TSI

Class B

-- Please select a value --

Vehicle Category\*

☒ Locomotives
 ☒ Trainsets
 ☒ Passengers coaches
 ☒ Wagons
 ☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSI

☐

TSI Reference

TSI Item Type

-

TSI Code

-

TSI Item Code

-

TSI Item Title

-

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Language

Czech

Language

-- Please select a value --

Language

-- Please select a value --

Status of notification (vehicles covered by TSI)

Status of notification (vehicles not covered by TSI)

Member State Status

Reviewed, ready for assessment

ERA Status

Reviewed and not accepted

Legal Text Information

IT NRD

IT NRD

Checking Bodies

Checking Body

Note

No. of documents

-- Page 1 of 0 -- 10

No records to view

NTR supporting documents

Description

Language

URL

-- Page 1 of 0 -- 10

No records to view

NTR Structures

Structure

Comment

-- Page 1 of 1 -- 10

No records to view

Reminders Notes

Details

Due Date

Status

-- Page 1 of 1 -- 10

No records to view

View Closed Reminders/Notes

NTR History

Date

Description

04/04/2012

DRAFT published by ERA to be validated. First publication of IT rules based on the National Reference Document

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View 1 of 1

Associated Rules

Basic Parameter

Title in English

Default National Title

Published

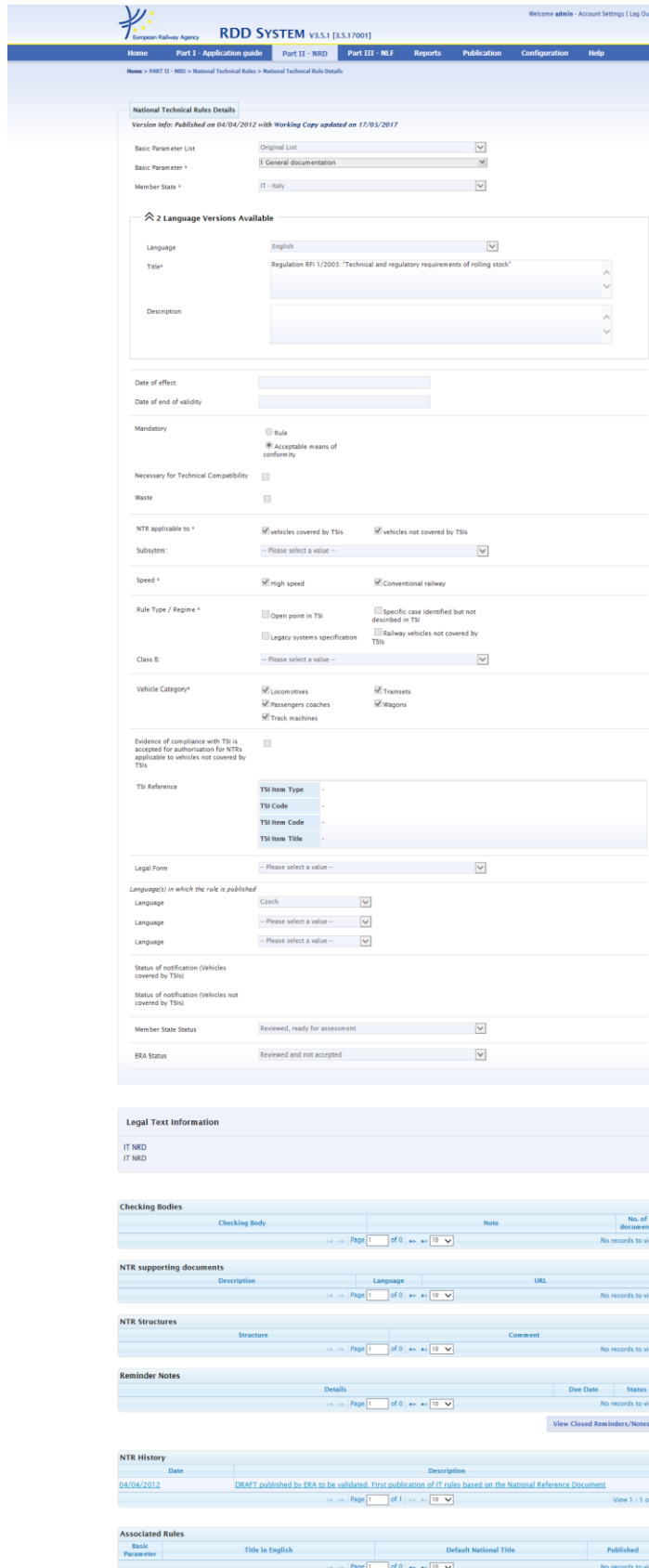
-- Page 1 of 0 -- 10

No records to view

### Figure 16: View National Technical Rule

### 3.2.4 View National Technical Rule history

The user may view the history of a National Technical Rule while viewing it. The user should click on the desired “Date” link at the History section of the National Technical Rule (see



**National Technical Rules Details**  
Version Info: Published on 04/04/2012 with Working Copy updated on 17/05/2017

Basic Parameter List: Original List  
Basic Parameter: General documentation  
Member State: IT - Italy

**2 Language Versions Available**

Language: English  
Title: Regulation RFI 1/2005 "Technical and regulatory requirements of rolling stock"  
Description:

Date of effect:  
Date of end of validity:

Mandatory: ☐ Rule ☒ Acceptable means of conformity

Necessary for Technical Compatibility: ☐  
Waste: ☐

NTR applicable to: ☒ vehicles covered by TSIs ☒ vehicles not covered by TSIs  
Subsystem: Please select a value

Speed: ☒ High speed ☒ Conventional railway

Rule Type / Regime: ☐ Open point in TSI ☐ Specific case identified but not described in TSI  
☐ Legacy systems specification ☐ Railway vehicles not covered by TSIs

Class B: Please select a value

Vehicle Category: ☒ Locomotives ☒ Trainsets  
☒ Passengers coaches ☒ Wagons  
☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs: ☐

TSI Reference: TSI Item Type, TSI Code, TSI Item Code, TSI Item Title

Legal Form: Please select a value

Language(s) in which the rule is published:  
Language: Czech  
Language: Please select a value  
Language: Please select a value

Status of notification (Vehicles covered by TSIs):  
Status of notification (Vehicles not covered by TSIs):

Member State Status: Reviewed, ready for assessment  
ERA Status: Reviewed and not accepted

**Legal Text Information**  
IT NRD  
IT NRD

**Checking Bodies**

Checking Body	Note	No. of documents
Page 1 of 0		

No records to view

**NTR supporting documents**

Description	Language	URL
Page 1 of 0		

No records to view

**NTR Structures**

Structure	Comment
Page 1 of 0	

No records to view

**Reminder Notes**

Details	Due Date	Status
Page 1 of 0		

No records to view  
View Closed Reminders/Notes

**NTR History**

Date	Description
04/04/2012	DRAFT published by ERA to be validated - first publication of IT rules based on the National Reference Document

Page 1 of 1  
View 1 - 3 of 1

**Associated Rules**

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 0			

No records to view

Figure 16).

### 3.2.5 Export list of NTRs in Excel file

The user clicks on the “Export to Excel” button and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the “Save” button on the dialog.

## 3.3 View classification

### 3.3.1 Select Classification Card

In order to view the Classification selection options, the user should expand the “Part II - NRD” menu available at the navigation bar (see Figure 1) and click on the “Classifications” option. Then, the respective page is displayed. The page contains the hierarchy of the BP and a selectable list of the available MS.

Classifications - Selection of Basic Parameter and Member States

Basic Parameters List:

First Test List

Select a Basic Parameter

1 FTL - General documentation

2 FTL - Structure and mechanical parts

2- TTL Test 002

View Classification

Edit Classification

Select at least 2 and up to 8 Member states

Member States

	Code	Name
<input type="checkbox"/>	AT	Austria
<input type="checkbox"/>	BE	Belgium
<input type="checkbox"/>	BG	Bulgaria
<input type="checkbox"/>	HR	Croatia
<input type="checkbox"/>	CZ	Czech Republic
<input type="checkbox"/>	CY	Cyprus
<input type="checkbox"/>	DK	Denmark
<input type="checkbox"/>	EE	Estonia
<input type="checkbox"/>	FI	Finland
<input type="checkbox"/>	FR	France
<input type="checkbox"/>	DE	Germany
<input type="checkbox"/>	EL	Greece
<input type="checkbox"/>	HU	Hungary
<input type="checkbox"/>	IE	Ireland
<input type="checkbox"/>	IT	Italy
<input type="checkbox"/>	LV	Latvia
<input type="checkbox"/>	LT	Lithuania
<input type="checkbox"/>	LU	Luxembourg
<input type="checkbox"/>	MT	Malta
<input type="checkbox"/>	NL	Netherlands
<input type="checkbox"/>	NO	Norway
<input type="checkbox"/>	PL	Poland
<input type="checkbox"/>	PT	Portugal
<input type="checkbox"/>	RO	Romania
<input type="checkbox"/>	SK	Slovakia
<input type="checkbox"/>	SI	Slovenia
<input type="checkbox"/>	ES	Spain
<input type="checkbox"/>	SE	Sweden
<input type="checkbox"/>	CH	Switzerland
<input type="checkbox"/>	UK	United Kingdom(GB)
<input type="checkbox"/>	NI	United Kingdom (NI)

Figure 17: Classification selection page

### 3.3.2 View Classification Card

In order to view a Classification Card, the user can perform the following steps (similar steps as for modifying a classification, see section 4.5.1) at the Classifications selection page (Figure 17):

- Select “Basic Parameters List” from the dropdown list.
- Select “Basic Parameter” from the respective hierarchy.
- Select 2-8 “Member States” from the respective list.
- Click on the “View Classification” button.

Then, the Classification Card would be displayed in read-only mode (see Figure 18).


Member States	FR	EL
NTRs - LegalTexts		<i>Dummy NTR - Import (Publication Date:18/05/2015)</i> <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<div style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;">  To be reviewed.         </div> <div> <input checked="" type="checkbox"/> Class A            1 FR         </div> <div> <input checked="" type="checkbox"/> Class B            12 FR         </div> <div> <input checked="" type="checkbox"/> Class C            123 FR         </div> <div> <a href="#">Documents</a>  <a href="#">Reminder Notes</a>  <a href="#">History</a>            Status:  <input type="button" value="Specific to Basic Parameter"/>  <input type="button" value="Published"/>            Publication Date:            18/05/2015         </div>
EL	<input checked="" type="checkbox"/> Class A Test A	
	<input checked="" type="checkbox"/> Class B Test C 1805	

Figure 18: View Classification Card

When a NTR is published, then the Classification is flagged as “To be reviewed” (see Figure 18).

Basic comparison takes place on the date of the publication of the Classification and the dates of the publications of the rules attached to the Basic Parameter. In case the date of publication of a rule is later than the date of the last publication of the classification, the classification is displayed with the warning “To be reviewed”. Upon mouse-over on the warning, a hint will be displayed (“Rule(s) published after the publication of the classification:...”) showing which rules have been updated since the last classification.

The date of publication of the NTR and of the Classification is displayed along with the NTR/Classification in the Classification card.

The NTRs that have been published later that the Classification are marked in bold and italics. Upon mouse-over on these NTRs, a hint will be displayed (“This NTR was published at a later date from one of the Classifications”).

### 3.3.3 View Classification Documents

In order to view the Documents of a Classification, the user should click on the “Documents” link of the desired classification cell (see Figure 18). Then, the respective pop-up is displayed.

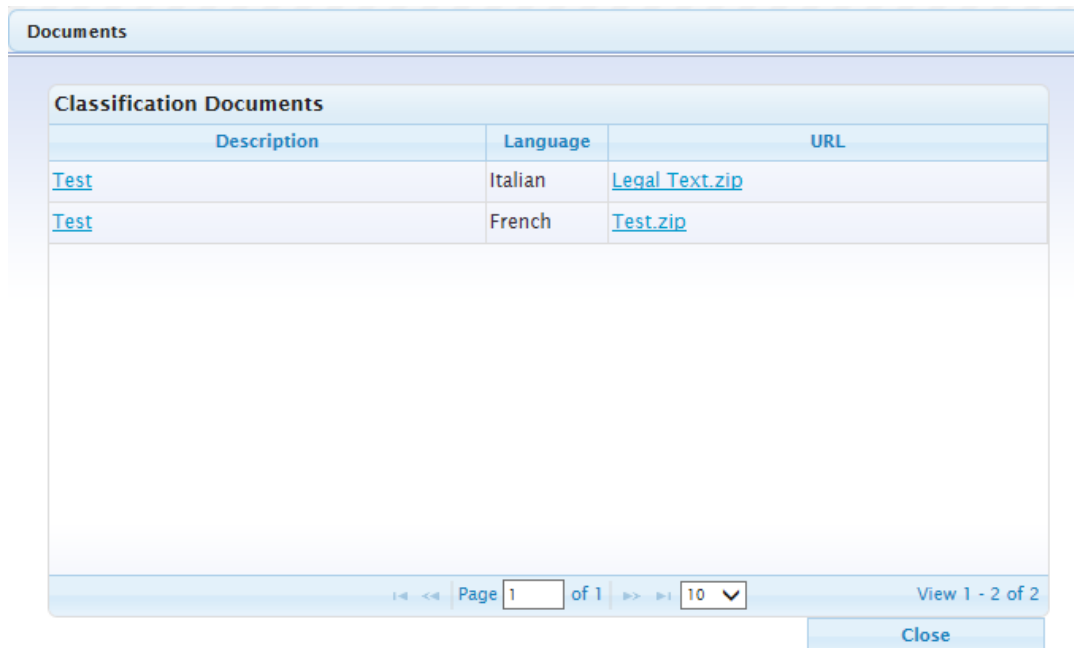


Figure 19: Classification Documents

### 3.3.4 View Classification history

The user may view the history of a Classification while viewing it (see section 3.3.2). The user should click on the “History” link of the desired classification cell (see Figure 18). Then, the “Latest Publications” page is displayed.

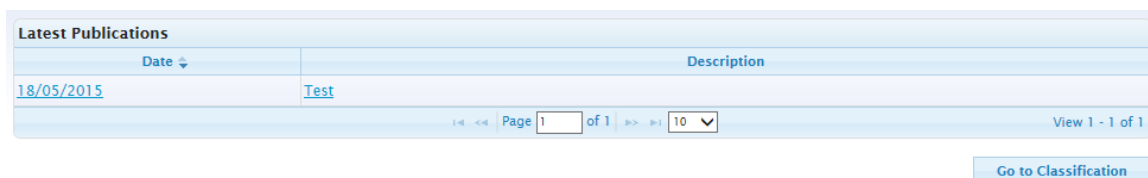


Figure 20: Classification Card publication history

The user may click on the desired “Date” link. Then, the details of the classification cell at the specific date (which is the date when a publication of the Classification took place) are displayed in read-only mode.

Latest Publications	
Date	Description
18/05/2015	<a href="#">Test</a>

Page 1 of 1 | 10 | View 1 - 1 of 1

[Go to Classification](#)

Member state FROM: FR  
Member state TO: EL

☒ Class A

1 FR

☒ Class B

12 FR

☒ Class C

123 FR

[Documents](#)

Figure 21: Classification cell history

The user may also click on the "Description" link in order to see the publication content (see section 3.6). In addition, the user may click on the "Go to Classification" button and return to the viewing of the classification (see section 3.3.2).

### 3.3.5 Navigate among Basic Parameters

From the top part of the Classification Card page (see Figure 22), the user has the possibility to navigate among the various Basic Parameters and as a result access the respective Classification matrix. The user can

- click on the "Next Basic Parameter" button in order to view the Classification Card for the next Basic Parameter, or
- click on the "Previous Basic Parameter" button in order to view the Classification Card for the previous Basic Parameter.

Classification Details	
Parameter Code / Name	1.1 / General documentation
Description	General documentation
Related TSI Items	Directive 2008/57/EC, TSI CR CONTROL COMMAND SIGNALLING, 2.1.5 Interdependence between axle distance and wheel diameter of vehicles operating in Germany
<a href="#">Previous Basic Parameter</a> <a href="#">Next Basic Parameter</a> <a href="#">Search</a>	

Figure 22: Basic Parameter related information at the Classification Card

### 3.3.6 Search Basic Parameter

From the top part of the Classification Card page (see Figure 22), the user has the possibility to search for the desired Basic Parameter from the already selected Basic Parameters List and as a result access the respective Classification matrix. The user should click on the "Search" button. Then, the respective pop-up is displayed.

Basic Parameters

Please, select a Basic Parameter:

Select Basic Parameters

Select



---

**Figure 23: Search Basic Parameter from the Classification Card**

The user can

- select the desired “Basic Parameter” from the respective hierarchy, and
- click on the “Select” button.

Then, the Classification Card for the selected Basic Parameter is displayed.

### **3.3.7 Export Classification Details in Excel file**

The user clicks on the “Export to Excel” button at the bottom of the Classification Card page and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the “Save” button on the dialog.

## **3.4 View NLF**

### **3.4.1 View background information**

#### **3.4.1.1 Select Background Information Card**

In order to view the background information for a frame, the user must select the desired MS from the “Member State” dropdown list in the top part of NLF application (see Figure 2). Upon selection the system displays the latest published version of the Master Flowchart. If the user wants to view an archived version s/he has to select the desired one from the “Frame” dropdown list.

Afterwards, the user must press the “Background Info” button on the top tool bar of NLF application (see Figure 2) in order to view the background information for a frame.

Alternatively, the user may click on the “Background Information” from the “Part III –NLF” menu as shown in Figure 1, select a Member State and a Frame, and click on “OK” button.

#### **3.4.1.2 View background information**

The background information is not associated with a specific flowchart but it is associated with the selected frame.

The Background information dialogue contains three tabbed sections:

- General (a variety of information including contact information, national guidelines data and information about the fees associated with an authorisation).
- Roles (information associated with the roles included in the frame)
- Timeframes (timeframes included in the authorisation process for that country)



### 3.4.2.2 Select Flowchart

In order to view an existing published/archived flowchart, the user must select the desired MS from the “Member State” dropdown list (see Figure 26) in the top part of NLF application (see Figure 2).



Figure 26: Member State dropdown list

Upon selection the system displays the latest published version of the Master Flowchart. If the user wants to view an archived version s/he has to select the desired one from the “Frame” dropdown list.

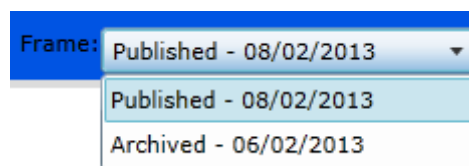


Figure 27: Latest Published and Archived versions of Frame

The user must then select the flowchart s/he wishes to view from the “FlowCharts” dropdown list, which includes both stages and sub-stages of the authorisation process. The displayed flowcharts are sorted alphabetically.

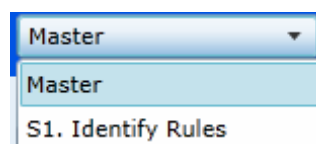


Figure 28: Flowcharts dropdown list

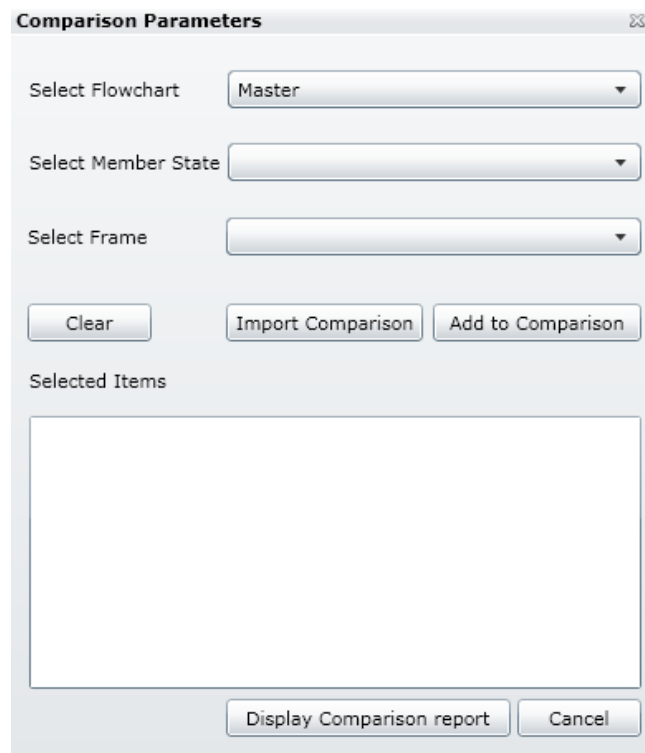
By default, the system will then open the chosen flowchart in read-only status. The user may navigate to the previously seen flowchart by clicking on the “Go to previous flowchart” button.

### 3.4.2.3 View Flowchart

After following the steps described in section 3.4.2.2, the user may double click on an element of the flowchart to view its properties which will be displayed in read-only status.

### 3.4.3 View Comparison

In order to make a comparison, the user should select the “Comparison” option from the “Part III - NLF” menu available at the navigation bar or click on the “Compare” button on the latest published EU frame page. Then, the following popup appears:

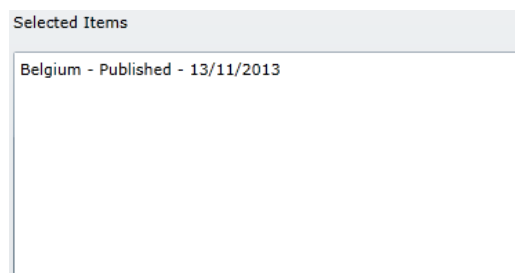


The dialog box titled "Comparison Parameters" contains the following elements:

- Select Flowchart:** A dropdown menu with "Master" selected.
- Select Member State:** An empty dropdown menu.
- Select Frame:** An empty dropdown menu.
- Buttons:** "Clear", "Import Comparison", and "Add to Comparison".
- Selected Items:** A large empty text area for displaying selected items.
- Bottom Buttons:** "Display Comparison report" and "Cancel".

Figure 29: Comparison popup

The user selects a Flowchart, a Member State and a Frame and clicks on the “Add to Comparison” button. The selection will be displayed in the read-only textbox as follows:



The dialog box titled "Selected Items" contains a text area with the following text:

Belgium - Published - 13/11/2013

Figure 30: Comparison textbox

The user may add up to 15 different items and click on the “Display Comparison Report” button to view the selected comparison. Alternatively, the user may click on the “Import Comparison”

button to upload and import a comparison XML file and view the respective comparison. S/he may also click on “Clear” button to clear any selections.

A flowchart comparison example with its colour-country mapping window guide is presented in Figure 31.

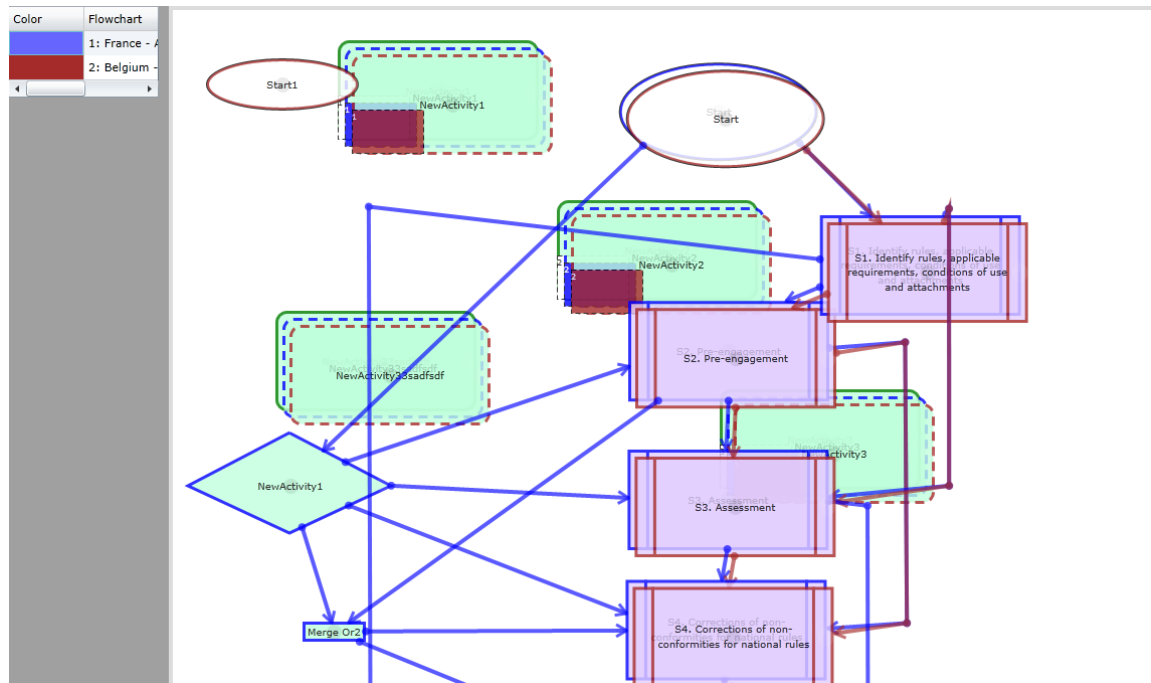


Figure 31: A flowchart comparison

A comparison can take place between any Flowcharts of any Member State. The following display rules exist for the comparison among flowcharts:

- The added elements/arrows/swimlanes (to the displayed flowchart) are displayed with different colour for all Member States
- The deleted elements/arrows/swimlanes (to the displayed flowchart) are displayed with different colour and dashed border for all Member States
- The different elements/arrows (to the displayed flowchart) are displayed with different colour once for each Member State that has a difference in any of the following properties
  - Label text
  - Is mandatory (for Member State mandatory only, as users cannot create EU mandatory shapes)
  - Legislation reference (for Member State mandatory only)
  - Notes: Text in Notes is used to display the white textboxes with dashed border only in EU mandatory shapes
- The added roles (to the displayed flowchart) are displayed with different colour for all Member States

#### 3.4.4 Export Flowchart

In view mode, when the user right clicks on an opened flowchart, the menu displayed in the following figure is opened.

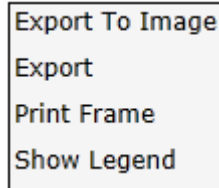


Figure 32: Displayed menu in view mode

The user can export the specific flowchart either in JPG format, by selecting the “Export to Image” option or in XML format, by selecting the “Export” option.

By selecting the “Export to Image” option, a pop up window is displayed to the user in order to define whether the Legend will be included in the exported image. When the user clicks on the “OK” button the Legend is included in the exported image. When the “Cancel” button is clicked, the Legend is excluded from the exported image.

In case of graphical comparison the same pop up window is displayed, when the user selects the “Export to Image” option.

#### 3.4.5 Print Frame

The user can print the entire frame by clicking the “Print Frame” option displayed in Figure 32. The date of publication of the frame is included in each page.

By selecting the “Print Frame” option, a pop up window is displayed to the user in order to define whether the Legend will be included in the printed file. When the user clicks on the “OK” button the Legend is included in the printed file. When the “Cancel” button is clicked, the Legend is excluded from the printed file.

#### 3.4.6 Show Legend

The Legend is presented at the bottom of the Flowchart (outside of the swimlanes), when the check box “Show Legend” at the top toolbar is checked.

Two different Legends could be defined:

- Legend for Regular Flowcharts: for all Flowcharts.
- Legend in case of Graphical comparison: displayed only in case of comparison (along with the legend for regular flowcharts)

The legend is displayed in a pop up window when the user selects the “Show Legend” option displayed in Figure 32.

The legend explains the types of shapes, the shapes fill and the shapes outline in case of graphical comparison. Moreover, a text that describes the base EU Frame upon which that frame has been created is included in the legend. This text is the date of publication of the EU based frame plus the publication description.

#### 3.4.7 Optional text boxes on flowcharts

The following text boxes can be displayed in each Flowchart:

- Yellow text box with dashed borders
- Grey text box with dashed borders
- White text boxes with dashed borders

The text that is displayed in the text boxes can be different for each flowchart. The text boxes are linked to a flowchart, not to any particular object. Moreover, they are not linked to any swimlane.

For each flowchart there can be maximum one text box per type. The Yellow and White text boxes are inherited from the EU frame when creating a working copy, but they can be edited by the User.

The text boxes are located in the bottom of the flowchart, one next to the other; from left to right first is the Yellow, second the Grey and third the White.

The User can select which of the three text boxes will be displayed in the flowchart simply by checking the respective check boxes on the left side toolbar.

### 3.5 View Reports

In order to view the reports available in the RDD system, the user should select the “Reports” option from the navigation bar (see Figure 2). The respective page will be displayed. The page is divided into two grids: one grid for the NRD reports and another one for the NLF reports.

NRD Reports	
Report Title	Report Description
<a href="#">Reference Document</a>	
NLF Reports	
Report Title	Report Description
<a href="#">NLF Global Comparison by KPIs</a>	
<a href="#">Reference Document</a>	

Figure 33: Reports

### 3.6 View Publication Content

#### 3.6.1 View list of changes (RDD and NLF)

In order to view the list of changes, the user should select the “List of changes” option from the “Publication” menu available at the navigation bar (see Figure 34). Then, the respective page is displayed.



Figure 34: Publication menu options

The page is divided into two grids: one grid for the RDD changes and another one for the NLF changes (see Figure 35).

Publish Changes

Member States

FR - France

Is locked for Import

Number of National Technical Rules

530

Number of Legal Texts

2

Number of Classifications

1334

HRD

Type of change:

-- Please select a value --

Member State From:

-- Please select a value --

NRD Changes

Publ	Basic Parameter Code	Name	Type of Change	Date of the Change	MS From	Dependency
<input type="checkbox"/>	8.3.2	# Référence Annexe à l'arrêté MR 01.07.200 3.1.4 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	7.2.3.1	# Référence Annexe à l'arrêté MR 01.07.200 4.3.1.1 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	7.2.3.2	# Référence Annexe à l'arrêté MR 01.07.200 4.3.1.1 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	7.2.3.3	# Référence Annexe à l'arrêté MR 01.07.200 4.3.1.1 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	7.2.3.4	# Référence Annexe à l'arrêté MR 01.07.200 4.3.1.1 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	7.2.3.5	# Référence Annexe à l'arrêté MR 01.07.200 4.3.1.1 B # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	9.1.2	# Référence Annexe à l'arrêté MR 01.07.200 6.3.1 A # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	6.2.3	# Référence Annexe à l'arrêté MR 01.07.200 8.1 # end Ref AnnexeMR	Modified - NTR	07/08/2012	N/A	FR NRD
<input type="checkbox"/>	1.1	1.1 General documentation - FR - BE	New - Classificati	08/01/2013	BE	
<input type="checkbox"/>	1.1	1.1 General documentation - FR - CH	New - Classificati	08/01/2013	CH	

Page 1 of 187

10

View 1 - 10 of 1,866

Comments \*

Select All

Publish

Cancel

NLF

NLF Changes

Publ	Name	Type of Change	Date of the Change
<input type="radio"/> FR		Modified - Frames	15/07/2014

Page 1 of 1

10

View 1 - 1 of 1

Comments \*

Validate

Publish

Cancel

Figure 35: List of changes (RDD and NLF)

### 3.6.2 View list of publications (RDD and NLF)

In order to view the list of publications, the user should select the “List of publications” option from the Publication menu (see Figure 34). Then, the respective page is displayed. The page is



divided into two grids: one grid for the RDD publications and another one for the NLF publications.

NRD

Member State: 

-- Please select a value --

Latest NRD Publications

MS	Date	Description
FR	29/08/2014	<a href="#">publishing French LT &amp; NTRs</a>
EL	18/08/2014	<a href="#">notif-test publish</a>
BE	29/07/2014	<a href="#">Classification of BE for FR NTRs, select all test</a>
BE	29/07/2014	<a href="#">All NTRs of BE to test Select All</a>
RO	23/07/2014	<a href="#">rule for 9.3.1 (for OP)</a>
LU	16/07/2014	<a href="#">publication as rule</a>
LU	08/07/2014	<a href="#">LU classification for BE rules - test</a>
RO	08/07/2014	<a href="#">RSS and e-mail notification test</a>
PT	27/02/2014	<a href="#">asdf</a>
FR	27/02/2014	<a href="#">asd</a>

Page 1 of 5

View 1 - 10 of 56

NLF

Member State: 

-- Please select a value --

Latest NLF Publications

MS	Date	Description
EU	27/08/2014	<a href="#">EU 27/8 test #4</a>
EU	27/08/2014	<a href="#">EU 27/8 test #3</a>
EU	27/08/2014	<a href="#">EU test 27/8 #2</a>
EU	27/08/2014	<a href="#">EU 27/8</a>
EU	25/08/2014	<a href="#">re publ</a>
PT	25/08/2014	<a href="#">PT publ</a>
EU	25/08/2014	<a href="#">republ</a>
EU	25/08/2014	<a href="#">publ</a>
EU	19/08/2014	<a href="#">Publish test 1908_01</a>
EU	19/08/2014	<a href="#">Test publish 01</a>

Page 1 of 9

View 1 - 10 of 90

Figure 36: List of publications


The user may filter the displayed publications (either NRD or NLF publications) by selecting the desired Member State from which s/he wants to view the respective publications from the “Member State” dropdown list.

### 3.6.3 View publication content (RDD)

The user can access the content of a publication with any of the following steps:

- Click on the “Description” link at the “Latest NRD Publications” section of the home page (see Figure 1).
- Click on the “Description” link at the “Latest NRD Publications” section of the list of publications (see Figure 36).

[Click on the “Description” link at the History section of a Legal Text \(see Figure 13\) and/or NTR \(see](#)



RDD SYSTEM

V3.5.1 [3.5.1/001]

Welcome admin - Account Settings (Log Out)

[Home](#)
[Part I - Application guide](#)
[Part II - NRD](#)
[Part III - NLF](#)
[Reports](#)
[Publication](#)
[Configuration](#)
[Help](#)

[Home](#) > [PART II - NRD](#) > [National Technical Rules](#) > [National Technical Rule Details](#)

National Technical Rules Details

Version info: Published on 04/04/2012 with Working Copy updated on 17/01/2017

Basic Parameter List

Original List

Basic Parameter \*

General documentation

Member State \*

IT - Italy

2 Language Versions Available

Language

English

Title\*

Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"

Description

Date of effect

Date of end of validity

Mandatory

☐ Rule
 ☒ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

NTR applicable to \*

☒ vehicles covered by TSIs
 ☒ vehicles not covered by TSIs

Subsystem:

-- Please select a value --

Speed \*

☒ high speed
 ☒ Conventional railway

Rule Type / Regime \*

☐ Open point in TSI
 ☐ Specific case identified but not described in TSI
 ☐ Legacy systems specification
 ☐ Railway vehicles not covered by TSIs

Class B:

-- Please select a value --

Vehicle Category\*

☒ Locomotives
 ☒ Trainsets
 ☒ Passengers coaches
 ☒ Wagons
 ☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs

☐

TSI Reference

TSI Item Type

TSI Code

TSI Item Code

TSI Item Title

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Language

Czech

Language

-- Please select a value --

Language

-- Please select a value --

Status of notification (vehicles covered by TSIs)

Status of notification (vehicles not covered by TSIs)

Member State Status

Reviewed, ready for assessment

ERA Status

Reviewed and not accepted

Legal Text Information

IT NRD

IT NRD

Checking Bodies

Checking Body	Note	No. of documents
<div> <div>-- Page 1 of 0 --</div> <div>15</div> </div>		
No records to view		

NTR supporting documents

Description	Language	URL
<div> <div>-- Page 1 of 0 --</div> <div>15</div> </div>		
No records to view		

NTR Structures

Structure	Comment
<div> <div>-- Page 1 of 0 --</div> <div>15</div> </div>	
No records to view	

Reminder Notes

Details	Due Date	Status
<div> <div>-- Page 1 of 0 --</div> <div>15</div> </div>		
No records to view		

View Closed Reminders/Notes

NTR History

Date	Description
04/04/2012	DRAFT published by ERA to be validated. First publication of IT rules based on the National Reference Document
<div> <div>-- Page 1 of 1 --</div> <div>15</div> </div>	
View 1 - 1 of 1	

Associated Rules

Basic Parameter	Title in English	Default National Title	Published
<div> <div>-- Page 1 of 0 --</div> <div>15</div> </div>			
No records to view			

Figure 16) and/or Classification (see

Latest Publications	
Date	Description
18/05/2015	Test
Page 1 of 1	
View 1 - 1 of 1	
Go to Classification	

- Figure 20).

In any of the above cases, a pop-up containing the publication content (all the items that were published together) is displayed.

25/11/2013 - Test 1		
Publication Content		
Name	Status of notification (TEN)	Status of notification (OFF-TEN)
<a href="#">1.1 General documentation - DE - EL</a>		
<a href="#">1.0 *General documentation - DE - EL</a>		
<a href="#">1.2 Maintenance instructions and requirements - DE - EL</a>		
<a href="#">1.2.1 Maintenance instructions - DE - EL</a>		
<a href="#">1.2.2 The maintenance design justification file - DE - EL</a>		
<a href="#">1.3.1 Instructions for operation in normal and degraded modes of the veh</a>		
<a href="#">1.4 Track side tests of the complete vehicle - DE - EL</a>		
<a href="#">1.3 Instructions and documentation for operation - DE - EL</a>		
Page 1 of 1		
View 1 - 8 of 8		
Close		

Figure 37: Publication content

### 3.6.4 View publication content (NLF)

The user can access the content of a publication with any of the following steps:

- Click on the “Description” link at the “Latest NLF Publications” section of the home page (see Figure 1).
- Click on the “Description” link at the “Latest NLF Publications” section of the list of publications (see Figure 36).
- Select from the “Frame” dropdown list of the “NLF” section an entry that corresponds to a historical version (archived) of a NLF frame (see Figure 2).

In any of the above cases, the respective NLF frame in read-only format is displayed (i.e. the user is redirected to the NLF section).

At the bottom of each flowchart, a legend is included that explains the types of shapes, the shapes fill and the shapes outline in case of graphical comparison. Moreover, a text that describes the base EU Frame upon which that frame has been created is included in the legend. This text is the date of publication of the EU based frame plus the publication description.

## 3.7 Receive Alerts

### 3.7.1 Registered users

Mail Server is used for sending email Notifications after a publish action. An RDD user can select in his/her profile (Account Settings) if s/he wants to receive email notifications in case a publishing is performed for an Entity of his/her Member State or for all Member States in case user belongs to EU (see Figure 5). Publishing Process does not depend on the email functionality and will not stop in case a Mail Server is not available. In this case, publishing will proceed but users will not receive any notification. RDD Web Site can operate without a Mail Server; no other functionality will be affected except the notification emails.

### 3.7.2 Public users

Public users have the possibility to receive publication notifications by registering their email. In order to do so, they have to click on the “[Subscribe e-mail for notification of publications](#)” link available at the top right corner of the “Latest NRD Publications” section of the homepage (Figure 3). Then a form is displayed (see Figure 38).

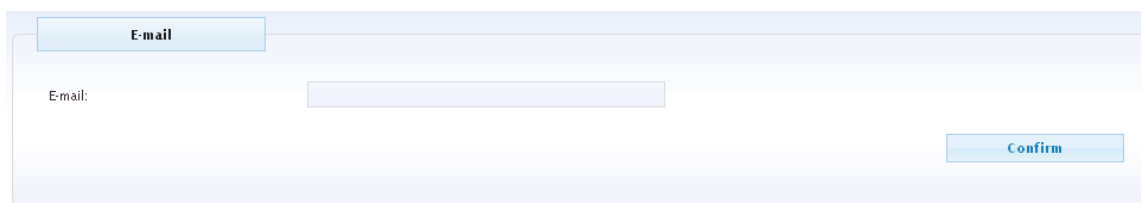


Figure 38: Public user notifications – initial form

The user provides the email and clicks on the “Confirm” button. After a successful validation, the user may proceed to select the desired Member States, Basic Parameters and Publications Types for which s/he wants to receive notification. The user may click on the “Select All” button to select all the available options. Finally, the user has to fill in the CAPTCHA form and click on the “Save” button (see Figure 39).

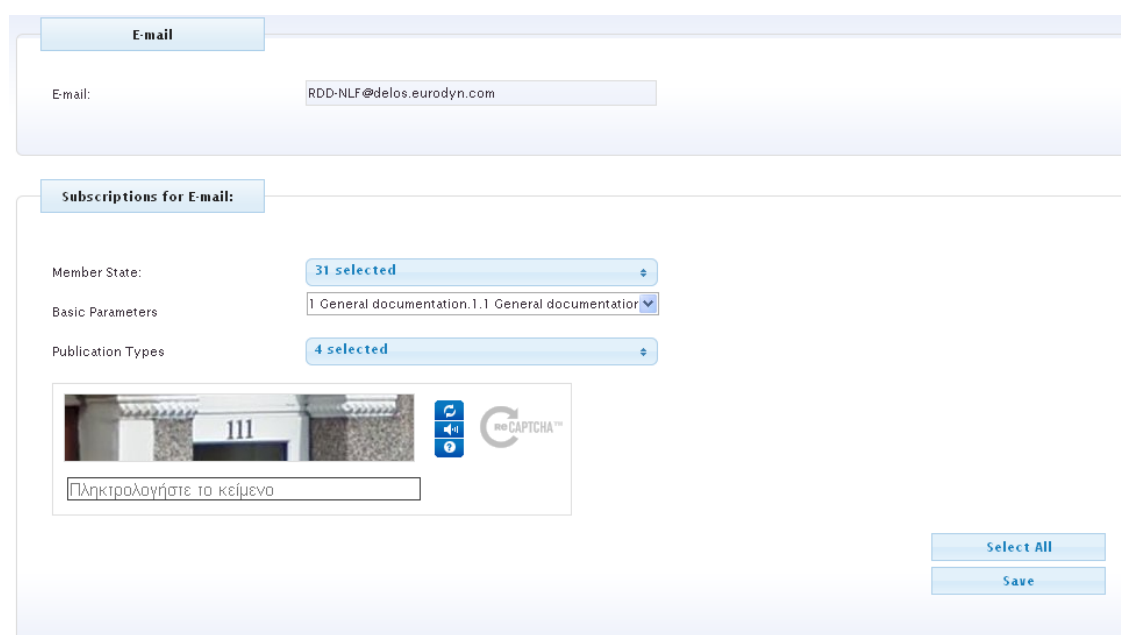
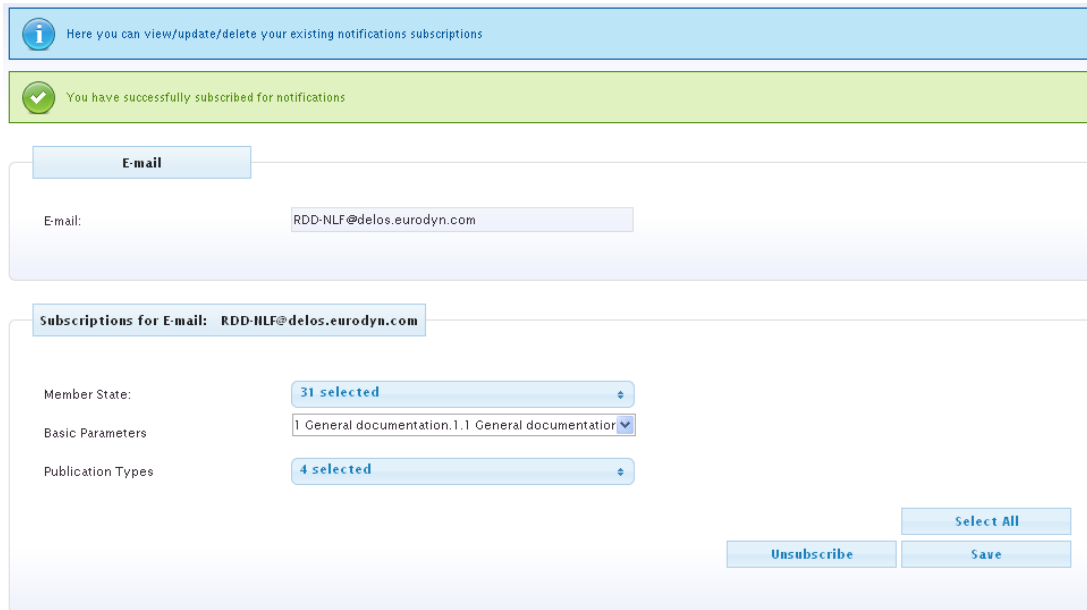


Figure 39: Public user notifications – notification type's selection

After a successful validation, the RDD system saves the user's preferences and displays a success message at the top of the page (Figure 40). Furthermore, a confirmation email is sent to the user's email.



The screenshot shows a web interface for managing notification subscriptions. At the top, there are two horizontal bars: a blue one with an information icon and the text "Here you can view/update/delete your existing notifications subscriptions", and a green one with a checkmark icon and the text "You have successfully subscribed for notifications". Below these is a section titled "E-mail" containing an "Email:" label and a text input field with the value "RDD-NLF@delos.eurodyn.com". Underneath is a section titled "Subscriptions for E-mail: RDD-NLF@delos.eurodyn.com". This section contains three dropdown menus: "Member State:" with "31 selected", "Basic Parameters" with "1 General documentation. 1.1 General documentation", and "Publication Types" with "4 selected". At the bottom right of this section are three buttons: "Unsubscribe", "Select All", and "Save".

Figure 40: Public user notifications – successful registration

## 3.8 Unsubscribe from email notifications

### 3.8.1 Registered users

Registered users can simply stop receiving publication notifications by unchecking the respective checkbox while managing their profile at the "Account Settings" section (see Figure 5).

### 3.8.2 Public users

In order for public users to stop receiving publication notifications, they have to click on the "Click this link to view/update/delete your notification subscriptions." link that is included at the bottom of each publication notification and at the bottom of the registration's confirmation email. Upon clicking on the link the user is redirected at the subscription modification page of RDD.

*i* Here you can view/update/delete your existing notifications subscriptions

E-mail

E-mail:

Subscriptions for E-mail: RDD-NLF@delos.eurodyn.com

Member State: 31 selected

Basic Parameters: 1 General documentation.1.1 General documentation

Publication Types: 4 selected

Unsubscribe

Select All

Save

Figure 41: Public user notifications – edit notification preferences

The user may modify the notification preferences. In order to unsubscribe from the notifications the user has to click on the “Unsubscribe” button. Then the user is redirected to the initial page of the notification subscription and a confirmation message is displayed at the top of the page (see Figure 42).

*✓* You have unsubscribed and will no longer receive notifications

E-mail

E-mail:

Confirm


Figure 42: Public user notifications – unsubscribe from notifications

### 3.9 RDD Publications RSS Feed

The user can access the RSS subscription section of the RDD system by clicking on the “[RDD Publications RSS Feed](#)” link at the top right corner of the “Latest NRD Publications” section of the homepage (Figure 3). The page presented in Figure 43 appears.

**RDD Publications**

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

---

**[publishing French LT & NTRs](#)**

29 August 2014, 15:08:39

**Title of the Publication:** [publishing French LT & NTRs](#)

**Date of the publication:** 8/29/2014 3:08:39 PM

**Member State:** FR

**Section:** NRD

[View list of all Publications in RDD.](#)

---

**[EU 27/8 test #4](#)**

27 August 2014, 17:17:17

**Title of the Publication:** [EU 27/8 test #4](#)

**Date of the publication:** 8/27/2014 5:17:17 PM

**Member State:** EU

**Section:** NLF

[View list of all Publications in RDD.](#)

---

**[EU 27/8 test #3](#)**

27 August 2014, 17:15:43

**Title of the Publication:** [EU 27/8 test #3](#)

**Date of the publication:** 8/27/2014 5:15:43 PM

**Member State:** EU

**Section:** NLF

[View list of all Publications in RDD.](#)

---

**[EU test 27/8 #2](#)**

27 August 2014, 17:11:21

**Title of the Publication:** [EU](#)

**Date of the publication:** 8/27/2014 4:57:27 PM

**Member State:** EU

**Section:** NLF

[View list of all Publications in RDD.](#)

---

**[republ](#)**

25 August 2014, 10:51:56

**Title of the Publication:** [republ](#)

**Date of the publication:** 8/25/2014 10:46:42 AM

**Member State:** EU

**Section:** NLF

[View list of all Publications in RDD.](#)

---

**[notif-test publish](#)**

18 August 2014, 15:59:18

**Title of the Publication:** [Test](#)

**Date of the publication:** 8/18/2014 3:59:18 PM

**Member State:** EU

**Section:** NLF

[View list of all Publications in RDD.](#)

Displaying 146 / 146

• All 146

Sort by:

▼ Date

Title

Filter by category:

- 1 - General docu... 12
- 1.1 - General docu... 36
- 1.2 - Maintenance ... 19
- 1.2.1 - Maintenance... 35
- 1.2.2 - The mainte... 34
- 1.3 - Instructions a... 22
- 1.3.1 - Instructions... 33
- 1.4 - Track side te... 34
- 10 - Fire safety an... 8
- 10.1 - Fire safety 24
- 10.1.1 - Fire prote... 16
- 10.1.1.1 - Fire prot... 31
- 10.1.1.2 - Classific... 31
- 10.1.2 - Fire prote... 20





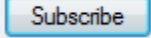
Figure 43: RSS feed page

The feeds that are sent towards the RSS reader contain the following:

- Title of the publication
- Date of the publication
- Member state
- Section
  - NRD
  - NLF
- Link to the list of publications in RDD

On the right menu, the user can filter the results of the RSS feed by category, sort the results by date or title, and search for certain results by typing in the search textbox.

Moreover, the user can subscribe to the RSS feed by clicking on the “ [Subscribe to this feed](#)” link. A popup window (see Figure 44) appears where the user can select where s/he prefers to

embed the RSS subscription (email, web browser, etc.) and click on the “” button to register the selected RSS subscription.

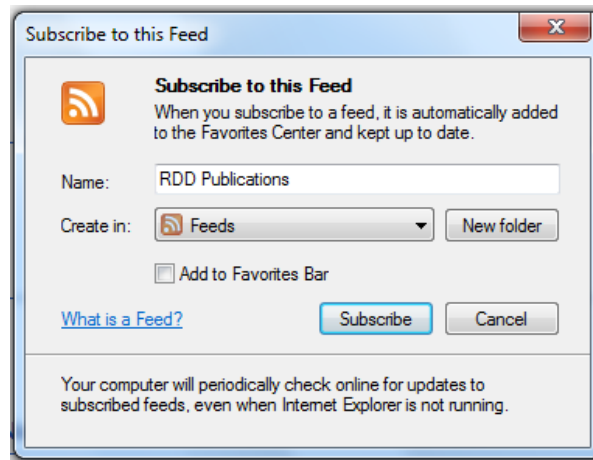


Figure 44: RSS subscription

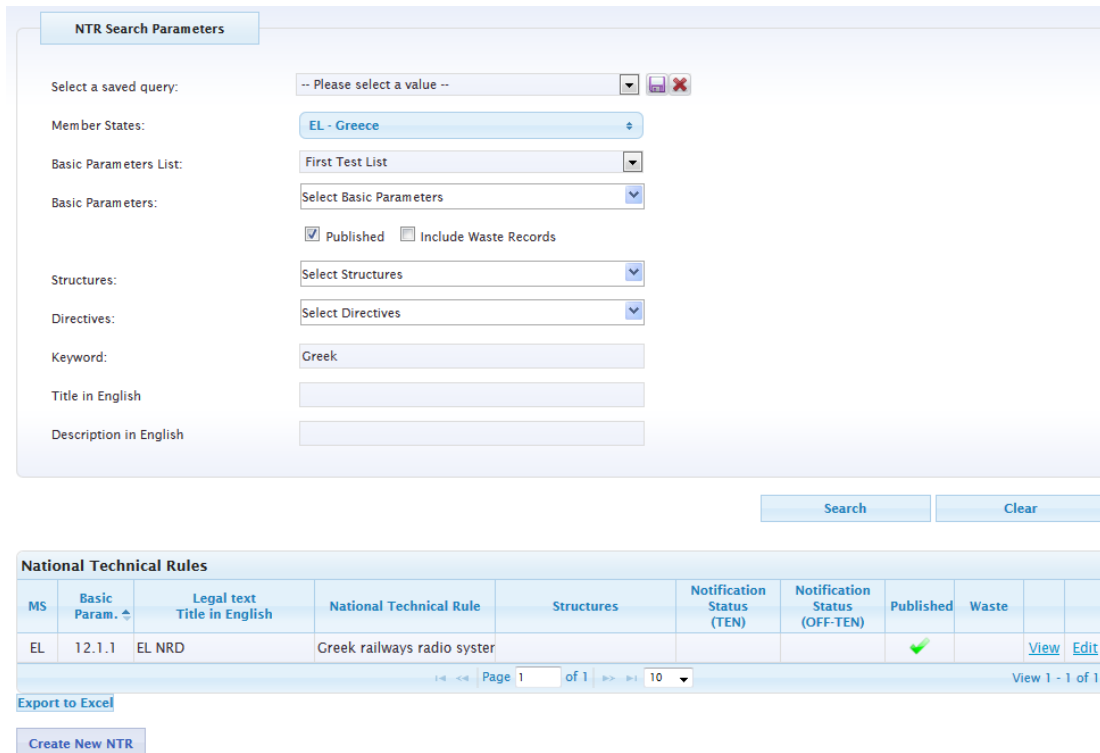


## 4 Managers of NRD/NLF information



### 4.1 Edit legal text search queries

#### 4.1.1 Save a search query

In order to save a search query, the user should click on the save icon (  ) available next to the “Select a saved” “Select a saved query” dropdown list (see



**NTR Search Parameters**

Select a saved query:   

Member States:

Basic Parameters List:

Basic Parameters:

☒ Published ☐ Include Waste Records



Structures:

Directives:

Keyword:

Title in English

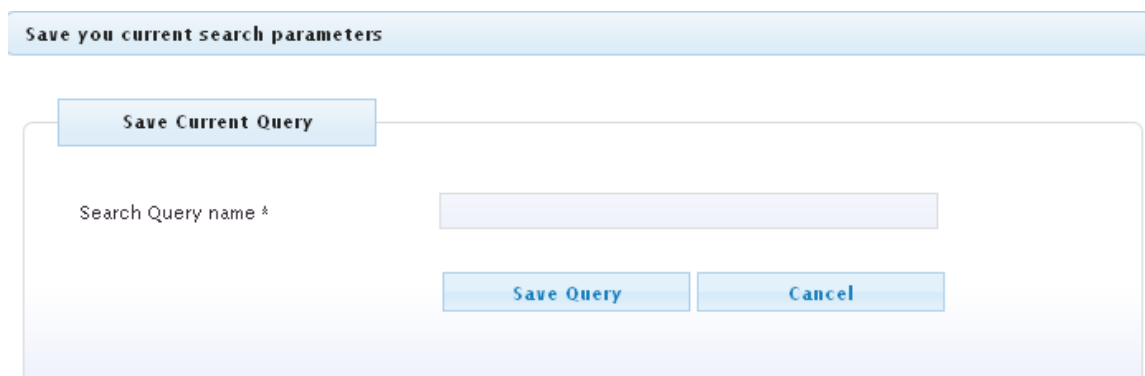
Description in English

MS	Basic Param. 	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
EL	12.1.1	EL NRD	Greek railways radio system						<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1 10 View 1 - 1 of 1

[Export to Excel](#)

Figure 14 or Figure 15). Then a pop-up is displayed as the following figure illustrates.



**Save you current search parameters**

**Save Current Query**

Search Query name <sup>\*</sup>

Figure 45: Save search query

- Provide a name for the query.
- Click on the “Save Query” button.

The pop-up closes, a success message is displayed at the top of the search form and the search is performed retuning the respective results (see Figure 46).

✓ The Query has been saved successfully.

Legal Text Search Parameters

Select a saved query: GR ✕

Member States: FR - France, EL - Greece ⌵

☐ Published

Keyword:

Validity Date (dd/mm/yyyy):

Title (National): GR

Title (English):

Search

Clear

Legal Texts

MS	Title (English)	Title (National)	NID	Entry into force	Valid until	Published		
EL	Test Gkog2	Test GR Ckog2		24/10/2013		✓	<a href="#">View</a>	<a href="#">Edit</a>
EL	test gkog	test gr gkog		22/10/2013		✓	<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1 10 View 1 - 2 of 2

[Export to Excel](#)

Create a legal text

Figure 46: Saved search query

#### 4.1.2 Load a search query

To load a search query the user should select the desired search query from the “Select a saved query” dropdown query” dropdown list (see

NTR Search Parameters

Select a saved query: -- Please select a value -- ✕

Member States: EL - Greece ⌵

Basic Parameters List: First Test List ⌵

Basic Parameters: Select Basic Parameters ⌵

☒ Published ☐ Include Waste Records

Structures: Select Structures ⌵

Directives: Select Directives ⌵

Keyword: Greek

Title in English:

Description in English:

Search

Clear

National Technical Rules


MS	Basic Param.	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
EL	12.1.1	EL NRD	Greek railways radio system				✓		<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1 10 View 1 - 1 of 1



[Export to Excel](#)

Create New NTR

Figure 14). Upon selecting the search query, the respective search is performed. The subsequent figure illustrates the loading of the “GR” search query.

 The Query has been saved successfully.

Legal Text Search Parameters

Select a saved query: GR  

Member States: FR - France, EL - Greece

☐ Published

Keyword:

Validity Date (dd/mm/yyyy):

Title (National): GR

Title (English):

Search Clear

Legal Texts

MS	Title (English)	Title (National)	NID	Entry into force	Valid until	Published		
EL	Test Gkog2	Test GR Gkog2		24/10/2013			<a href="#">View</a>	<a href="#">Edit</a>
EL	test gkog	test gr gkog		22/10/2013			<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1 10 View 1 - 2 of 2

[Export to Excel](#)



[Create a legal text](#)

Figure 47: Load search query

### 4.1.3 Delete a search query

In order to delete a search query the user should select the desired search query from the “Select a saved query” “Select a saved query” dropdown list (see

NTR Search Parameters

Select a saved query: -- Please select a value --  

Member States: EL - Greece

Basic Parameters List: First Test List

Basic Parameters: Select Basic Parameters

☒ Published ☐ Include Waste Records

Structures: Select Structures

Directives: Select Directives

Keyword: Greek

Title in English

Description in English

Search Clear


National Technical Rules


MS	Basic Param.	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN)	Published	Waste		
EL	12.1.1	EL NRD	Greek railways radio system						<a href="#">View</a>	<a href="#">Edit</a>

Page 1 of 1 10 View 1 - 1 of 1

[Export to Excel](#)

[Create New NTR](#)

Figure 14) and click on the delete icon (). The system will prompt the user to confirm the deletion and upon confirmation the query will be deleted and an appropriate message will be displayed at the top of the search form.

 The Query has been deleted successfully.

Legal Text Search Parameters

Select a saved query: -- Please select a value --

Member States: FR - France, EL - Greece

☐ Published

Keyword:

Validity Date (dd/mm/yyyy):

Title (National): GR

Title (English):

Search
Clear

Legal Texts

MS	Title (English)	Title (National)	NID	Entry into force	Valid until	Published	
EL	Test Gkog2	Test GR Gkog2		24/10/2013		✓	<a href="#">View</a> <a href="#">Edit</a>
EL	test gkog	test gr gkog		22/10/2013		✓	<a href="#">View</a> <a href="#">Edit</a>

Page 1 of 1
10
View 1 - 2 of 2

[Export to Excel](#)

Create a legal text

Figure 48: Delete search query

## 4.2 Edit legal text

### 4.2.1 Add a Legal Text

To add a new Legal Text, the user should click on the “Create a Legal Text” link available at the Legal Text page (see Figure 10). The “Create a Legal Text” page is displayed (see Figure 49). The mandatory fields are marked with an asterisk “\*”.

Legal Text Details

Version Info: -

Member State \* FR - France

Language Versions

Language English

Title\*

Language French

Title\*

Add National Title

National ID

Legal Form -- Please select a value --

Creation Date (dd/mm/yyyy) \* 14/05/2015

Entry into Force (dd/mm/yyyy) \* 14/05/2015

Valid until (dd/mm/yyyy)

Comment

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
<div> <div>Page 1 of 0</div> <div>No records to view</div> </div>					
<div> <div>Add a National Technical Rule</div> <div>Attach an existing National Technical Rule</div> </div>					

Legal Text Documents			
Description	Language	URL	
<div> <div>Page 1 of 0</div> <div>No records to view</div> </div>			
<div> <div>Attach a new Document</div> </div>			

Reminder Notes		
Details	Due Date	Status
<div> <div>Page 1 of 0</div> <div>No records to view</div> </div>		
<div> <div>Post a Reminder/Note</div> <div>View Closed Reminders/Notes</div> </div>		

Legal text History	
Date	Description
<div> <div>Page 1 of 0</div> <div>No records to view</div> </div>	

Figure 49: Create Legal Text


The “Member State” field is set automatically to the MS of the user (i.e. FR - France) and is not editable. The user can follow the next steps:

- Fill-in the “Title” textbox for the “English” language (mandatory field).
- Fill-in the “Title” textbox for the “French” language (The language depends on the selected associated language of the Member State) (mandatory field)

- In case when different languages are related to the selected Member State, the field “Title” is not mandatory for these languages.
  - Fill-in the “National ID” text field.
  - Select a Legal Form from the “Legal Form” dropdown list.
  - Select from the “Calendar” the creation date (alternatively, type-in the date in dd/mm/yyyy format).
  - Select from the “Calendar” the date of entry into force (alternatively, type-in the date in dd/mm/yyyy format).
  - Select from the “Calendar” the valid until date (alternatively, type-in the date in dd/mm/yyyy format).
- Also the user is able to apply the valid until date to associated NTRs (working Copies) or create a new one if not exists any.
- Fill-in the “Comment” textbox.
  - Add a NTR (see section 4.4.1).
  - Attach an existing NTR to the Legal Text (see section 4.2.1.2).
  - Attach a Document to the Legal Text (see section 4.2.1.3).
  - Edit an attached Document of the Legal Text (see section 4.2.1.4).
  - Delete an attached Document of the Legal Text (see section 4.2.1.5).
  - Post a Reminder/Note to the Legal Text (see section 4.2.1.6).
  - Edit a posted Reminder/Note of the Legal Text (see section 4.2.1.7).
  - View closed Reminders/Notes of the Legal Text (see section 4.2.1.8).
  - Click on the “Save” button.

If data are correctly validated, the Legal Text is created.

The following figure displays an example of the create Legal Text process.

 The LegalText has been saved successfully.

**Legal Text Details**

*Version Info: New*

Member State \* FR - France

**Language Versions**

Language

English

Title\*

English Legal Text

Language

French

Title\*

French Legal Text

Add National Title

National ID

Legal Form

Industry standard/norm

Creation Date (dd/mm/yyyy) \*

05/01/2015

Entry into Force (dd/mm/yyyy) \*

31/05/2018

Valid until (dd/mm/yyyy)

Comment

This is a comment

**NTRs**

Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
1.2.1	<a href="#">voir item 1.2</a>	<a href="#">voir item 1.2</a>			

<< < > >> Page 1 of 1 >>> 10

Add a National Technical Rule
Attach an existing National Technical Rule

**Legal Text Documents**

Description	Language	URL	
<a href="#">Italian uploaded file</a>	Italian	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

<< < > >> Page 1 of 1 >>> 10

Attach a new Document

**Reminder Notes**

Details	Due Date	Status
No records to view		

Post a Reminder/Note
View Closed Reminders/Notes

**Legal text History**

Date	Description
No records to view	

<< < > >> Page 1 of 0 >>> 10

Save
Cancel

Figure 50: New Legal Text created

#### 4.2.1.1 Add National Title

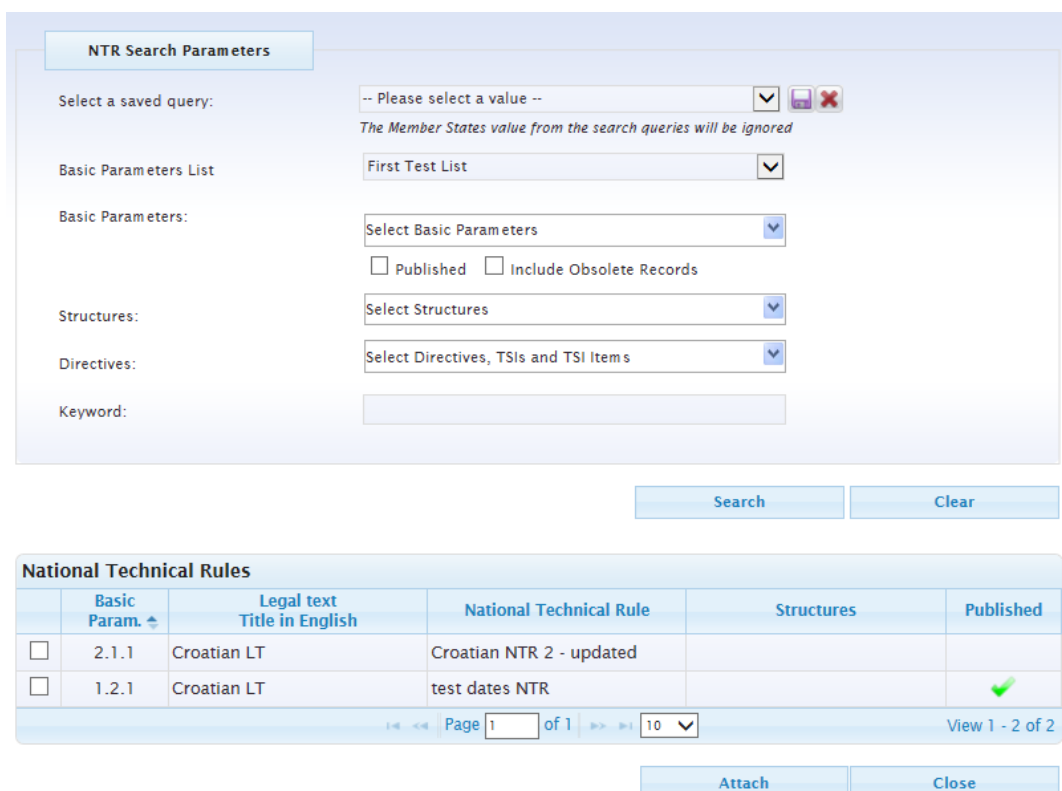
The user may click on the “Add National Title” button and add an additional Title to the Legal Text in any of the associated languages - if they exist - that are related to the selected MS (see also section 5.5) as shown in Figure 51. The user may add as many titles as the languages that are related to the MS are, by clicking again in the “Add National Title” button. To remove a title, the user clicks on the “Remove Title” button.



Figure 51: Add/Remove National Title

#### 4.2.1.2 Attach existing National Technical Rule to Legal Text

For attaching an existing NTR to the Legal Text, the user should click on the “Attach an existing National Technical Rule” link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 52).



**NTR Search Parameters**

Select a saved query: -- Please select a value --

*The Member States value from the search queries will be ignored*

Basic Parameters List: First Test List

Basic Parameters: Select Basic Parameters

☐ Published ☐ Include Obsolete Records

Structures: Select Structures

Directives: Select Directives, TSIs and TSI Items

Keyword:

**Search** **Clear**

National Technical Rules				
	Basic Param. ↕	Legal text Title in English	National Technical Rule	Published
<input type="checkbox"/>	2.1.1	Croatian LT	Croatian NTR 2 - updated	
<input type="checkbox"/>	1.2.1	Croatian LT	test dates NTR	✓

Page 1 of 1 10 View 1 - 2 of 2

**Attach** **Close**

Figure 52: Attach existing NTR to Legal Text

The pop-up contains a search form for searching the desired NTRs and a list of the NTRs that belong to the same MS with the Legal Text (i.e. FR - France). In order to attach a NTR, the user should perform the following:



- Search for the desired NTR by following a process similar to the one described in section 3.2.1 and then select the desired NTR by clicking on the respective checkbox.
- Select directly the desired NTR by clicking on the respective checkbox.
- Click on the “Attach” button.

If data are correctly validated, the system attaches temporality the selected NTR to the Legal Text, and displays it at the NTRs section of the Legal Text as the following figure illustrates.

NTRs					
Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
2.1.1	<a href="#">new test EN</a>	<a href="#">new test FR</a>			✓
1.0	<a href="#">French NTR</a>	<a href="#">NTR Francais</a>			

Page 1 of 1 10 View 1 - 2 of 2

[Add a National Technical Rule](#)
[Attach an existing National Technical Rule](#)

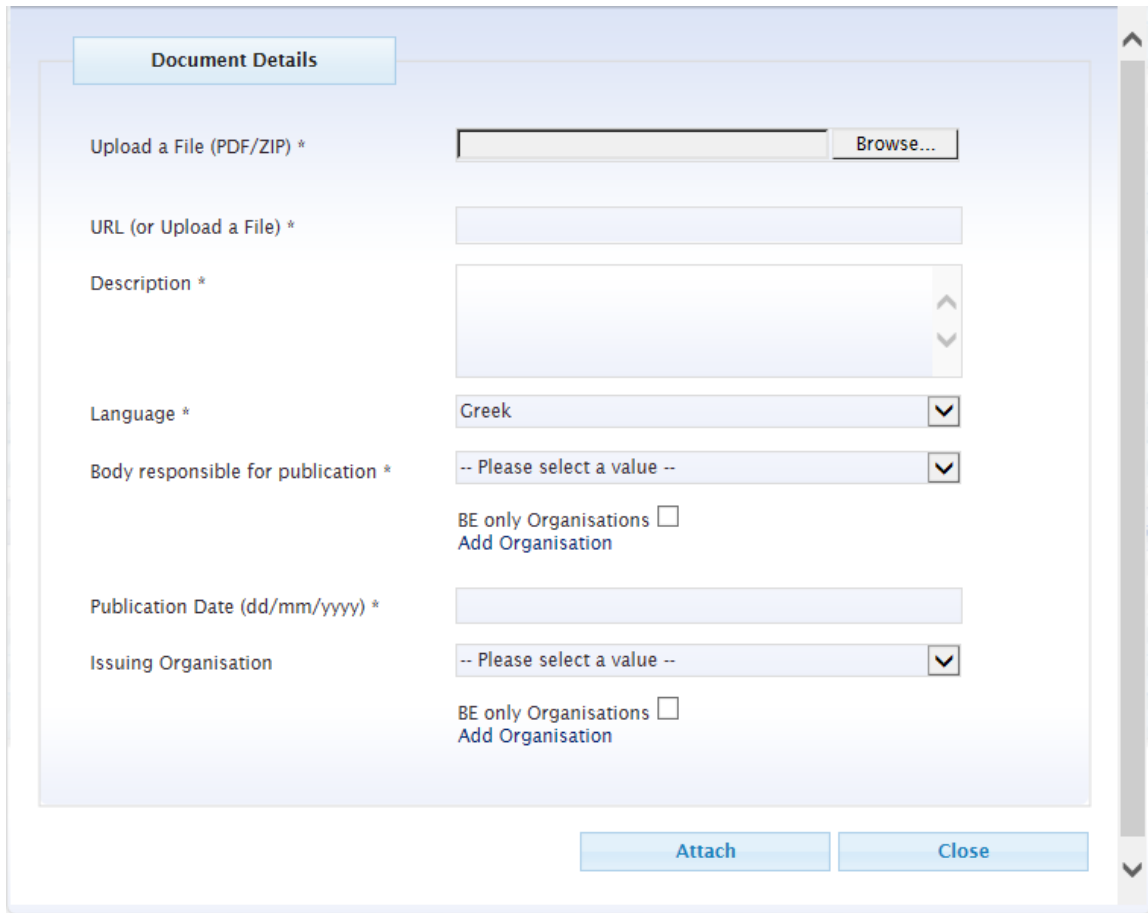
Figure 53: Attached NTR to Legal Text

In order for the NTR to be permanently attached to the Legal Text, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

If the NTR was previously attached to another Legal Text, the NTR will be detached from the previous Legal Text.

#### 4.2.1.3 Attach Document to Legal Text

For attaching a Document to the Legal Text, the user should click on the “Attach a new Document” link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 54). The mandatory fields are marked with an asterisk “\*”.



The screenshot shows a web form titled "Document Details" with the following fields and controls:

- Upload a File (PDF/ZIP) \***: A text input field with a "Browse..." button.
- URL (or Upload a File) \***: A text input field.
- Description \***: A large text area with up and down arrow controls on the right.
- Language \***: A dropdown menu with "Greek" selected.
- Body responsible for publication \***: A dropdown menu with "-- Please select a value --" selected. Below it is a checkbox labeled "BE only Organisations" and a link "Add Organisation".
- Publication Date (dd/mm/yyyy) \***: A text input field.
- Issuing Organisation**: A dropdown menu with "-- Please select a value --" selected. Below it is a checkbox labeled "BE only Organisations" and a link "Add Organisation".

At the bottom right of the form are two buttons: "Attach" and "Close".

Figure 54 Attach Document to Legal Text

The user may perform the following actions:

- Select the desired document for uploading (in PDF or ZIP format) or fill-in the "URL" text field.
- Fill-in the "Description" textbox.
- Select a "Language" from the respective dropdown list (the user's language is pre-selected).
- Click on "[MS] only organisations" checkbox where [MS] are the initials of the selected member state, to filter the Body responsible for publication dropdown by selected MS.
- Select a "Body responsible for publication" from the respective dropdown list or click on the "Add Organisation" link to add a new one (see section 4.2.1.3.1).
- Select from the "Calendar" the Publication Date (alternatively, type-in the date in dd/mm/yyyy format).
- Click on "[MS] only organisations" checkbox where [MS] are the initials of the selected member state, to filter the Body responsible for publication dropdown by selected MS.
- Select an "Issuing Organisation" from the respective dropdown list or click on the "Add Organisation" link to add a new one (see section 4.2.1.3.1).
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporarily the Document to the Legal Text, and displays it at the Documents section of the Legal Text as the subsequent figure illustrates.

Legal Text Documents			
Description	Language	URL	
<a href="#">Directive 2008/57/EC for RDD</a>	English	<a href="#">Dir_2008_57_EN.pdf</a>	<a href="#">De-attach</a>
<a href="#">Decision applicable for RDD</a>	English	<a href="#">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:De-attach</a>	<a href="#">De-attach</a>
<div> Page 1 of 1 10 View 1 - 2 of 2 </div>			
<div> Attach a new Document </div>			

Figure 55: Attached Document to Legal Text

In order for the Document to be permanently attached to the Legal Text, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

#### 4.2.1.3.1 Add Organisation

In order to add an Organisation the user should click on the “Add Organisation” link while attaching a document to a Legal Text (see section 4.2.1.3) or while editing an attached document of a Legal Text (see section 4.2.1.4). Then, the respective pop-up is displayed (see Figure 56). The “Type” of the Organisation is set by default to the Organisation that the user wants to add (i.e. if the user clicked on the “Add Organisation” link below the “Body responsible for publication” field, the “Type” is set to “Publication” but user can add more Organisation types if he wishes. Similar for the “Issuing Organisation” case). The mandatory fields are marked with an asterisk “\*”.

Organisation

Type\* :

Checking Body

Issuing

Publication

Name\* :

Acronym :

Country\* :

-- Please select a value --

City :

Location :

Postal Code :

Phone :

Fax :

HomePage Url :

Email :

Add Organisation

Cancel

Figure 56: Add Organisation while attaching a Document to a Legal Text

The user may perform the following actions:

- Fill-in the “Name” textbox.
- Fill-in the “Acronym” textbox.
- Select a “Country” from the respective dropdown list.
- Fill-in the “City” textbox.
- Fill-in the “Location” textbox.
- Fill-in the “Postal Code” textbox.
- Fill-in the “Phone” textbox.
- Fill-in the “Fax” textbox.
- Fill-in the “HomePage URL” textbox.
- Fill-in the “Email” textbox.
- Click on the “Add Organisation” button.

If data are correctly validated, the system creates the new Organisation, and displays it at the respective Organisation field of the attach/edit Document to Legal Text pop-up as the subsequent figure illustrates.

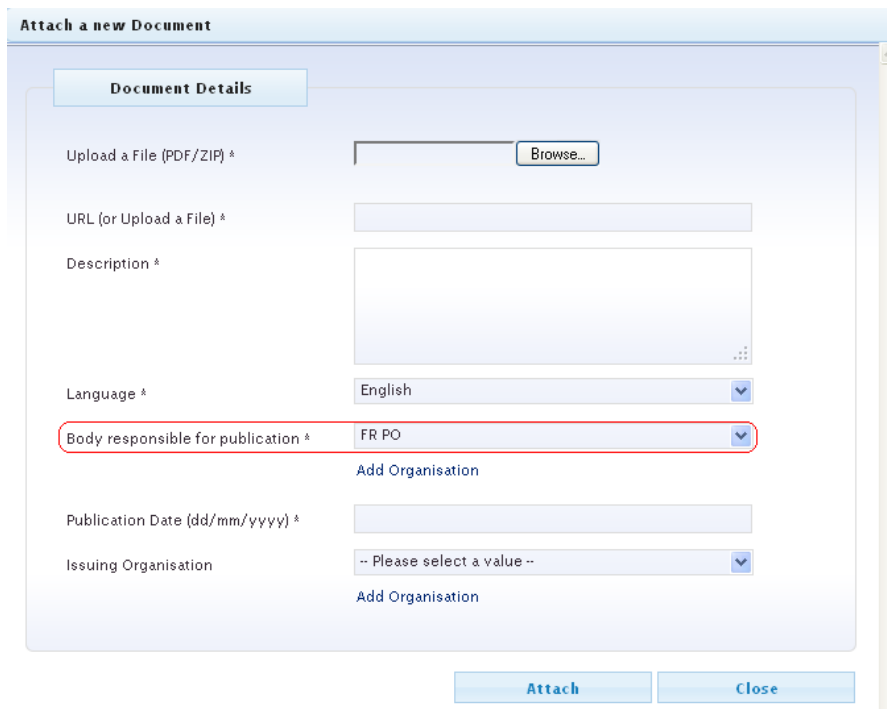


Figure 57: Added Organisation while attaching a Document to a Legal Text

#### 4.2.1.4 Edit Legal Text Document

In order to edit an attached Document of a Legal Text, the user should click on the “Description” link of the desired Document at the Documents section of the Legal Text (see Figure 55). Then, the respective pop-up is presented; this pop-up is identical to the one of the attach Document process (see Figure 54) and it is pre-filled with the data of the selected document. The user may update any of the fields following a similar process as the one for attaching a Document (see section 4.2.1.3). Again, in order for the Document to be permanently updated, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

#### 4.2.1.5 Delete Legal Text Document

In order to delete an attached Document of a Legal Text, the user should click on the “De-attach” link of the desired Document at the Documents section of the Legal Text (see Figure 55). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user’s confirmation the system deletes temporarily the Document from the Legal Text. In order for the Document to be permanently deleted, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

#### 4.2.1.6 Post Reminder/Note to Legal Text

For posting a Reminder/Note to the Legal Text, the user should click on the “Post a Reminder/Note” link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 58) with pre-filled Creation date with the current system’s date (this date is not editable). The mandatory fields are marked with an asterisk “\*”.

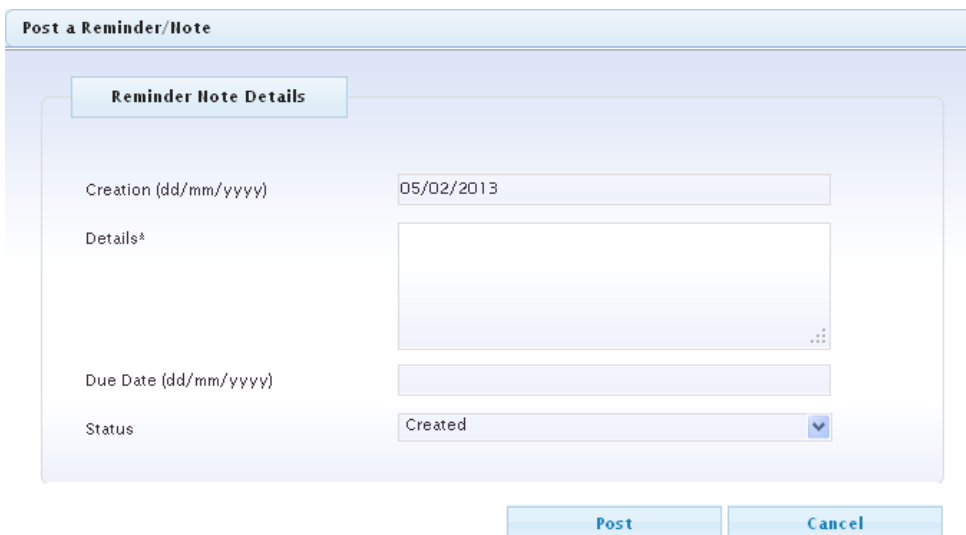


Figure 58: Attach Reminder Note to Legal Text

The user may perform the following actions.

- Fill-in the “Details” textbox.
- Select from the “Calendar” the Due Date (alternatively, type-in the date in dd/mm/yyyy format).
- Select a “Status” from the respective dropdown list.
- Click on the “Post” button.

If data are correctly validated, the system attaches temporarily the Reminder/Note to the Legal Text, and displays it at the Reminder Notes section of the Legal Text as the subsequent figure illustrates.

Reminder Notes	
Details	Due Date      Status
<a href="#">Reminder for publication</a>	28/02/2013      Pending
<a href="#">First Reminder</a>	Created
<div> <span>Page 1 of 1</span> <span>10</span> <span>View 1 - 2 of 2</span> </div>	
<a href="#">Post a Reminder/Note</a>	<a href="#">View Closed Reminders/Notes</a>

Figure 59: Attached Reminder Note to Legal Text

In order for the Reminder/Note to be permanently attached to the Legal Text, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

Then, the Reminder/Note will also be displayed at the Reminder Notes section of the home page.

Last 20 Reminder Notes				
Creation Date	Details	Due Date ↕	Status	Entity
04/02/2013	First reminder		Created	<a href="#">An indicative LT for testing purposes</a>
04/02/2013	Validation Reminder		Pending	<a href="#">mvntr</a>
21/01/2013	A reminder		Created	<a href="#">EE NTR</a>
04/02/2013	Reminder for publication	28/02/2013	Pending	<a href="#">An indicative LT for testing purposes</a>
21/01/2013	Pending 2	29/10/2013	Pending	<a href="#">BE LT</a>
21/01/2013	LT reminder	10/01/2023	Created	<a href="#">BE LT</a>

[My Reminder Notes](#)

Figure 60: Created Reminder Notes displayed at the home page of RDD

#### 4.2.1.7 Edit Legal Text Reminder/Note

In order to edit a posted Reminder/Note of a Legal Text, the user should click on the “Details” link of the desired Reminder/Note at the Reminder Notes section of the Legal Text (Figure 59). Then, the respective pop-up is presented; this pop-up is identical to the one of the post Reminder/Note process (see Figure 58) and it is pre-filled with the data of the selected Reminder/Note. The user may update any of the fields following a similar process as the one for the posting a Reminder Note (see section 4.2.1.6). Again, in order for the Reminder/Note to be permanently updated, the user must click on the “Save” button at the “Create a Legal Text” page (see Figure 49) or at the “Modify a Legal Text” page (see Figure 62).

#### 4.2.1.8 View closed Reminders/Notes of Legal Text

In order to view the Reminders/Notes that are in status “Closed”, the user should click on the “View Closed Reminders/Notes” button at the Reminder Notes section of the Legal Text (see Figure 59). Then, the respective pop-up is displayed.

View Closed Reminders/Notes

Reminder Notes

Details	Due Date	Status
<a href="#">Validated the LT</a>	05/02/2013	Closed

Page 1 of 1
10
View 1 - 1 of 1

Post a Reminder/Note
Close

Figure 61: Closed Reminder Notes of a Legal Text

#### 4.2.2 [Modify a Legal Text](#)



In order to modify a Legal Text, the user should either click on the “Edit” link of the desired Legal Text at the Legal Texts page (see Figure 11) or click on the “Edit” button while viewing a Legal Text (see

Legal Text Details

Version Info: Working Copy updated on 15/05/2015

Member State \*  
EL - Greece

Language Versions

Language  
English

Title\*

EL NRD

Language  
Greek

Title\*

EL NRD

Add National Title

Language  
French (ref.)

Title

Test

Remove Title

National ID  
EL

Legal Form  
Governmental act/decreet/departamental order

Creation Date (dd/mm/yyyy) \*  
25/04/2012

Entry into Force (dd/mm/yyyy) \*  
29/05/2013

Valid until (dd/mm/yyyy)

Comment  
None

NTRs

Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
10.1.1.1	<a href="#">EN 45545</a>	<a href="#">EN 45545</a>			
10.1.1.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.1.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.1	<a href="#">UIC 576</a>	<a href="#">UIC 576</a>			
10.1.1.2	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.1.2	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.1	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			
10.1.2.1	<a href="#">UIC 564-2</a>	<a href="#">UIC 564-2</a>			
10.1.2.3	<a href="#">UIC 617-5</a>	<a href="#">UIC 617-5</a>			
10.1.2.5	<a href="#">UIC 642</a>	<a href="#">UIC 642</a>			

<< < > >>

Page 1 of 52

>> > 10

View 1 - 10 of 513

Add a National Technical Rule

Attach an existing National Technical Rule

Legal Text Documents

Description	Language	URL	
<a href="#">Legal Text</a>	Greek	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

<< < > >>

Page 1 of 1

>> > 10

View 1 - 1 of 1

Attach a new Document

Reminder Notes

Details	Due Date	Status
---------	----------	--------

<< < > >>

Page 1 of 0

>> > 10

No records to view

Post a Reminder/Note

View Closed Reminders/Notes

Legal text History

Date	Description
30/08/2013	<a href="#">First publication of National Technical Rules of Greece</a>
26/04/2012	<a href="#">DRAFT published by ERA to be validated. First publication of EL rules based on the National Reference Document</a>


<< < > >>

Page 1 of 1

>> > 10

View 1 - 2 of 2

Figure 12). Then, the “Modify a Legal Text” page is displayed.

 The LegalText has been saved successfully.

Legal Text Details

*Version Info: New*

Member State \* FR - France

**Language Versions**

Language English

Title\* 

English Legal Text

Language French

Title\* 

French Legal Text

[Add National Title](#)

National ID

Legal Form Industry standard/norm

Creation Date (dd/mm/yyyy) \* 05/01/2015

Entry into Force (dd/mm/yyyy) \* 31/05/2018

Valid until (dd/mm/yyyy)  [Apply Validity end date to NTRs](#)

Comment 

This is a comment

**NTRs**

Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
1.2.1	<a href="#">voir item 1.2</a>	<a href="#">voir item 1.2</a>			

Page 1 of 1 View 1 - 1 of 1

[Add a National Technical Rule](#) [Attach an existing National Technical Rule](#)

**Legal Text Documents**

Description	Language	URL	
<a href="#">Italian uploaded file</a>	Italian	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

Page 1 of 1 View 1 - 1 of 1

[Attach a new Document](#)

**Reminder Notes**

Details	Due Date	Status
Page 1 of 0 No records to view		

[Post a Reminder/Note](#) [View Closed Reminders/Notes](#)

**Legal text History**

Date	Description
Page 1 of 0 No records to view	

[Save](#) [Cancel](#)


---

**Figure 62: Modify Legal Text**

The user may perform the next actions:

- Update the “Title” textbox (in English).
- Update the “Title” textbox (in French).
- Add / Update the “Title in” (i.e. Title in additional language) textbox(es) (see section 4.2.1.1).
- Update the “National ID” text field.
- Update the “Legal Form” by selecting from the “Legal Forms” dropdown list.
- Update the creation date by selecting another date from the “Calendar” (alternatively, type-in the date in dd/mm/yyyy format).
- Update the date of entry into force by selecting another date from the “Calendar” (alternatively, type-in the date in dd/mm/yyyy format).
- Update the valid until date by selecting another date from the “Calendar” (alternatively, type-in the date in dd/mm/yyyy format).
- Update the “Comment” textbox.
- Add a NTR (see section 4.4.1).
- Attach an existing NTR to the Legal Text (see section 4.2.1.2).
- Attach a Document to the Legal Text (see section 4.2.1.3).
- Edit an attached Document of the Legal Text (see section 4.2.1.4).
- Delete an attached Document of the Legal Text (see section 4.2.1.5).
- Post a Reminder/Note to the Legal Text (see section 4.2.1.6).
- Edit a posted Reminder/Note of the Legal Text (see section 4.2.1.7).
- View closed Reminders/Notes of the Legal Text (see section 4.2.1.8).
- Click on the “Save” button in order to apply the performed changes.

The next figure displays an example modification of a Legal Text.

 The LegalText has been saved successfully.

Legal Text Details

*Version Info: New*

Member State \* FR - France

Language Versions

Language

English

Title\*

English Legal Text

Language

French

Title\*

French Legal Text

Add National Title

National ID

Legal Form

Industry standard/norm

Creation Date (dd/mm/yyyy) \*

05/01/2015

Entry into Force (dd/mm/yyyy) \*

31/05/2018

Valid until (dd/mm/yyyy)

Apply Validity end date to NTRs

Comment

This is a comment

NTRs

Basic Param.	Title (English)	Title (National)	Status of notification (TEN)	Status of notification (OFF-TEN)	Published
1.2.1	<a href="#">voir item 1.2</a>	<a href="#">voir item 1.2</a>			

Page 1 of 1

View 1 - 1 of 1

Add a National Technical Rule
Attach an existing National Technical Rule

Legal Text Documents

Description	Language	URL	
<a href="#">Italian uploaded file</a>	Italian	<a href="#">Legal Text.zip</a>	<a href="#">De-attach</a>

Page 1 of 1

View 1 - 1 of 1

Attach a new Document

Reminder Notes

Details	Due Date	Status
Page 1 of 0		

No records to view

Post a Reminder/Note
View Closed Reminders/Notes

Legal text History

Date	Description
Page 1 of 0	

No records to view

Save
Cancel

Figure 63: Modified Legal Text

## 4.3 Edit NTR search queries

### 4.3.1 Save a search query

The process of saving a search query for NTRs is similar to the process that is described in section 4.1.1 for the case of LTs.

### 4.3.2 Load a search query

The process of loading a search query for NTRs is similar to the process that is described in section 4.1.2 for the case of LTs.

### 4.3.3 Delete a search query

The process of deleting a search query for NTRs is similar to the process that is described in section 4.1.3 for the case of LTs.

## 4.4 Edit NTR

### 4.4.1 Add a National Technical Rule

To add a new NTR the user has to click on the “Create New NTR” link available at the NTRs page (see Figure 15). Alternatively, the user can add a NTR while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text by clicking on the “Add a National Technical Rule” button. In both cases, the “Create a National Technical Rule” page is displayed (see Figure 64). In the latter case, information about the Legal Text is displayed at the top of the “Create a National Technical Rule” page. It should be stated that if any mandatory fields are empty at the “Create a Legal Text” page (see Figure 49) and the user clicks on the “Add a National Technical Rule” button, an informative message will be displayed. The user will remain at the “Create a Legal Text” page in order to fill in the empty mandatory fields.

The mandatory fields of the “Create a National Technical Rule” page are marked with an asterisk “\*”.

European Railway Agency

RDD SYSTEM V5.5.1 [3.5.17001]

Welcome admin - Account Settings [Log Out]

Home Part I: Application guide Part II: NTR Part III: NLF Reports Publication Configuration Help

Home > Part II: NTR > National Technical Rules > National Technical Rule Details

### National Technical Rules Details

Version Info:

Basic Parameter List: Original List

Basic Parameter: Select Basic Parameter

Member State: Please select a value

### Language Versions

Language: English

Title:

Description:

Language:

Title:

Description:

Date of effect:

Date of end of validity:

Mandatory: ☐ Rule ☒ Acceptable means of conformity

Necessary for Technical Compatibility: ☐

Waste: ☐

NTR applicable to: ☐ select APT ☐ vehicles covered by TSI ☐ vehicles not covered by TSI

Subsystem: Please select a value

Speed: ☐ select APT ☐ high speed ☐ conventional railway

Rule Type / Regime: ☐ open point in TSI ☐ specific case identified but not described in TSI ☐ legacy system specification ☐ railway vehicles not covered by TSI

Class E: Please select a value

Vehicle Category: ☐ select APT ☐ locomotives ☐ passenger coaches ☐ track machines ☐ trams ☐ regios

Balance of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSI: ☐

TSI Reference:

TSI Item Type:

TSI Code:

TSI Item Code:

TSI Item Title:

Select TSI reference:

Clear TSI reference

Legal Form: Please select a value

Language(s) in which the rule is published:

Language: Please select a value ☒ Attach a document containing the NTR

Language: Please select a value ☒ Attach a document containing the NTR

Language: Please select a value ☒ Attach a document containing the NTR

Status of notification (vehicles covered by TSI):

Status of notification (vehicles not covered by TSI):

Member State Status: under review

Member State Comment:

ERA Status: Not reviewed

ERA Comment:

### Legal Text Information

Associate Legal Text

### Checking Bodies

Checking Body	Name	No. of documents
Page 1 of 5		No records to view

Attach Checking Body

### NTR supporting documents

Description	Language	URL
Page 1 of 5		No records to view

Attach Document

### NTR Structures

Structure	Comment
Page 1 of 5	No records to view

Attach Structure

### Reminder Notes

Details	Due Date	Status
Page 1 of 5		No records to view

Post a Reminder/Note

View Closed Reminder/Notes

### NTR History

Date	Description
Page 1 of 5	No records to view

### Associated Rules

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 5			No records to view

Attach Rule

Save Cancel

Figure 64: Create National Technical Rule

The “Member State” field is set automatically to the MS of the user (i.e. FR - France) and is not editable. The user may follow the next steps:

- Select from the “Basic Parameter List” dropdown list the desired List of Basic Parameters.
- Select from the “Basic Parameter” hierarchy the desired Basic Parameter.
- Fill-in the “Title in English” textbox.
- Fill-in the “Description in English” textbox.
- Fill-in the “Title in French” textbox (The language depends on the selected associated language of the Member State)
- Fill-in the “Description” textbox.
- Select the desired “Date of effect” from the displayed calendar.
- Select the desired “Date of end of validity” from the displayed calendar.
- Select “Mandatory” choosing between the two radio button choices “Rule” and “Acceptable means of conformity”.
- Select “Necessary for Technical Compatibility” by checking the respective option.
- Select “Waste” by checking the respective option.
- Fill –in the newly appeared “Waste Note” textbox in case the “Waste” checkbox is checked
- Select the desired “Area of use” by checking the respective options. Possibility to select all the available options exists (by checking the “Select All” checkbox).
- Select the desired “Subsystem” from the respective dropdown list (the field is enabled when “OFF-TEN” is select as “Area of use”).
- Select the desired “Speed” by checking the respective options. Possibility to select all the available options exists (by checking the “Select All” checkbox).
- Select the desired “Rule Type / Regime” by checking the respective options.
- Select the desired “Class B” from the respective dropdown list (the field is enabled when “OFF-TEN” is select as “Area of use” and “Legacy systems specification” is selected as “Rule Type / Regime”).
- Select the desired “Vehicle Category” by checking the respective options. Possibility to select all the available options exists (by checking the “Select All” checkbox).
- Select “Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN” by checking the respective option.
- Select / Associate “TSI Reference” (see section 4.4.1.21).
- Clear / Disassociate “TSI Reference” (see section 4.4.1.22).
- Select “Legal Form” from the respective dropdown list.
- Select “Language(s) in which the rule is published” from the respective dropdown list.
  - Attach a document containing the NTR to the selected language(s) (similar process to the one described in section 4.2.1.3)
  - Edit an attached document containing the NTR (similar process to the one described in section 4.2.1.4)
  - Delete an attached document containing the NTR (similar process to the one described in section 4.2.1.5)
- Select a value for Member State Comment. Default value: “Under review”.
- Fill in a comment related to the assessment of the NTR (“Member State Comment”).
- Associate a Legal Text with the NTR (see section 4.4.1.2).
- Attach a Checking Body to the NTR (see section 4.4.1.3).
- Edit an attached Checking Body of the NTR (see section 4.4.1.4).

- Delete an attached Checking Body of the NTR (see section 4.4.1.5).
- Attach an Evidence to a Checking Body (see section 4.4.1.6).
- Edit an attached Evidence of a Checking Body (see section 4.4.1.7).
- Delete an attached Evidence of a Checking Body (see section 4.4.1.8).
- Attach a Document to a Checking Body (see section 4.4.1.9).
- Edit an attached Document of a Checking Body (see section 4.4.1.10).
- Delete an attached Document of a Checking Body (see section 4.4.1.11).
- Attach a Document to the NTR (see section 4.4.1.12).
- Edit an attached Document of the NTR (see section 4.4.1.13).
- Delete an attached Document of the NTR (see section 4.4.1.14).
- Attach a Structure to the NTR (see section 4.4.1.15).
- Detach a structure from the NTR (see section 4.4.1.16).
- Post a Reminder/Note to the NTR (see section 4.4.1.17).
- Edit a posted Reminder/Note of the NTR (see section 4.4.1.18).
- View closed Reminders/Notes of the NTR (see section 4.4.1.19).
- Attach a Rule/Acceptable Means of Conformity depending on the selection of the “Mandatory” field (When creating a Rule NTR, an Acceptable Mean of Conformity may be attached, while when an Acceptable Mean of Conformity NTR is created, a Rule may be attached) (see section 4.4.1.20)
- Click on the “Save” button.

If data are correctly validated, the National Technical Rule is created and an additional option is offered to the user

- Duplicate the NTR (see section 4.4.2)

The following figure displays an example of the create NTR process.



**RDD SYSTEM** v3.5.1 [3.5.17001]

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The NTR has been saved successfully.

**National Technical Rules Details**

Version Info: Working Copy updated on 18/05/2017

Basic Parameter List

Original List

Basic Parameter \*

2.1.1 Strength and integrity

Member State \*

LV - Latvia

**Language Versions**

Language

English

Title\*

To be set by the producer Rules of Cabinet of Ministers MK\_1211 chapter 2

Description

LVS EN12663 not applicable for locomotives and freight wagons. For locomotives and freight wagons requirements on compressive and tensile forces are different.

Language

Latvian

Title\*

Kārtotais prasības MK\_1211 2. nodaļa LVS EN12663

Description

LVS EN12663 prasības neattiecinā uz lokomotīvēm un kravas vagoniem. Lokomotīvē un kravas vagoniem atšķirīgi prasības uz sprieguma pārbaudes spēku.

Date of effect

Date of end of validity

Mandatory

☒ Rule  
☐ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

NTR applicable to \*

☒ Select All  
☒ Vehicles covered by TSIs  
☒ Vehicles not covered by TSIs

Subsystem:

-- Please select a value --

Speed \*

☐ Select All  
☐ High speed  
☒ Conventional railway

Rule Type / Regime \*

☐ Open point in TSI  
☐ Legacy systems specification  
☐ Specific case identified but not described in TSI  
☒ Railway vehicles not covered by TSI

Class B

-- Please select a value --

Vehicle Category\*

☒ Select All  
☒ Locomotives  
☒ Passenger coaches  
☒ Track machines  
☒ Trams  
☒ Wagons

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs

☐

TSI Reference

TSI base Type: -

TSI Code: -

TSI base Code: -

TSI base Title: -

Select TSI reference

Clear TSI reference

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Language

Latvian

Attach a document containing the NTR

Language

-- Please select a value --

Attach a document containing the NTR

Language

-- Please select a value --

Attach a document containing the NTR

Status of notification (Vehicles covered by TSI)

Status of validation (Vehicles not covered by TSI)

Member State Status

Under review

Member State Comment

ERA Status

Not reviewed

ERA Comment

**Legal Text Information**

LV NTD

LV NTD

Associate Legal Text

**Checking Bodies**

Checking Body	Note	No. of documents
		No records to view

Attach Checking Body

**NTR supporting documents**

Description	Language	URL
		No records to view

Attach Document

**NTR Structures**

Structure	Comment
	No records to view

Attach Structure

**Reminder Notes**

Details	Due Date	Status
		No records to view

Post a Reminder/Note

View Closed Reminders/Notes

**NTR History**

Date	Description
	No records to view

Basic Parameter	Title in English	Default National Title	Published
			No records to view

Attach Acceptable Mean of Conformity

[Duplicate NTR](#)
[Discard NTR](#)

[Save](#)
[Cancel](#)

Figure 65: New National Technical Rule created

#### 4.4.1.1 Add National Title and Description

The user may click on the “Add National Title and Description” button and add an additional Title and Description to the NTR in any of the associated languages – if they exist - that are related to the selected MS (see also section 5.5) as shown in Figure 66. The user may add as many titles and descriptions as are the languages that are related to the MS, by clicking again in the “Add National Title and Description” button. To remove a title and description, the user clicks on the “Remove” button.

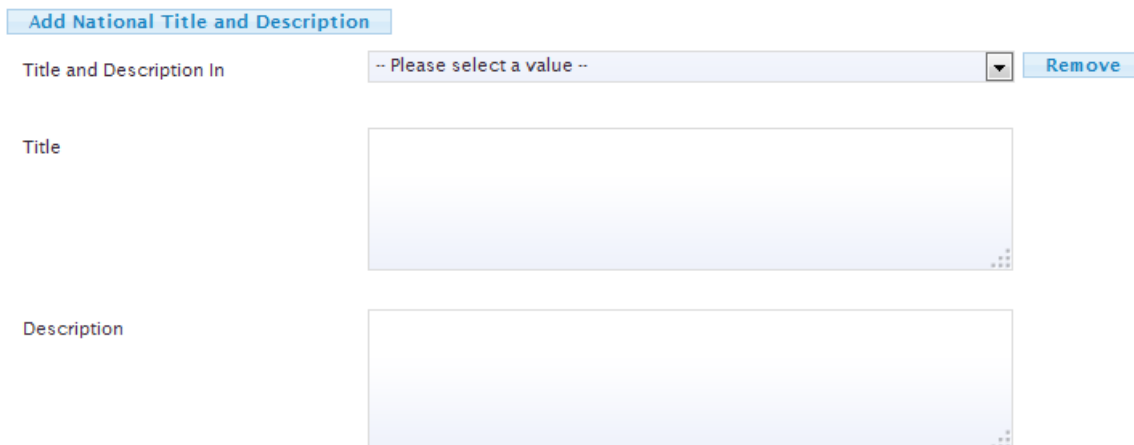
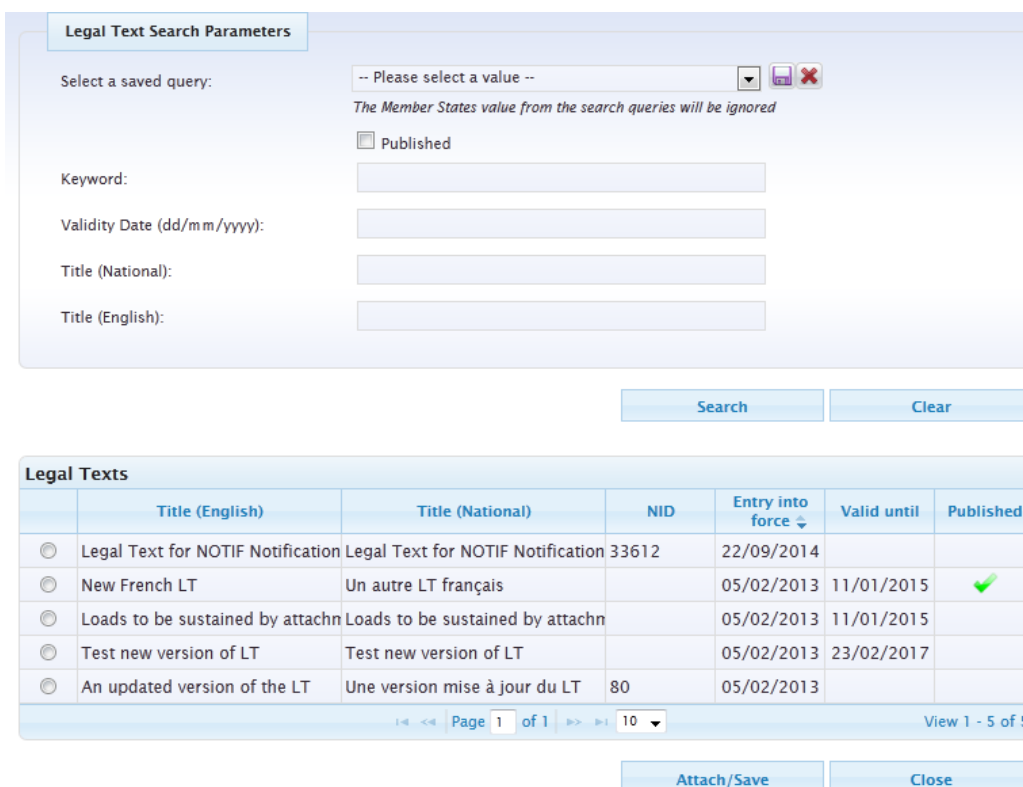


Figure 66: Add/Remove National Title

#### 4.4.1.2 Associate Legal Text to National Technical Rule

For associating a Legal Text with the NTR, the user should click on the “Associate Legal Text” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 67).



	Title (English)	Title (National)	NID	Entry into force	Valid until	Published
<input type="radio"/>	Legal Text for NOTIF Notification	Legal Text for NOTIF Notification	33612	22/09/2014		
<input type="radio"/>	New French LT	Un autre LT français		05/02/2013	11/01/2015	<input checked="" type="checkbox"/>
<input type="radio"/>	Loads to be sustained by attachn	Loads to be sustained by attachn		05/02/2013	11/01/2015	
<input type="radio"/>	Test new version of LT	Test new version of LT		05/02/2013	23/02/2017	
<input type="radio"/>	An updated version of the LT	Une version mise à jour du LT	80	05/02/2013		

Figure 67: Associate a Legal Text with a National Technical Rule

The pop-up contains a search form for searching the desired Legal Text and a list of the LTs that belong to the same MS with the NTR (i.e. FR - France). In order to associate a Legal Text, the user should perform the following:

- Search for the desired Legal Text by following a process similar to the one described in section 3.1.1 and then select the desired Legal Text by clicking on the respective radio box.
- Select directly the desired Legal Text by clicking on the respective radio box.
- Click on the “Attach/Save” button.

If data are correctly validated, the system associates temporarily the Legal Text with the NTR, and displays it at the Legal Text information section of the NTR as the subsequent figure illustrates.

Legal Text Information
Une version mise à jour du Legal Text An updated version of the Legal Text
<input type="button" value="Associate Legal Text"/>

Figure 68: Associated Legal Text with National Technical Rule

In order for the Legal Text to be permanently associated with the NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

If the NTR was previously associated with another Legal Text, the NTR will be disassociated from the previous Legal Text.

#### 4.4.1.3 Attach Checking Body to National Technical Rule

For attaching a Checking Body to the NTR, the user should click on the “Attach Checking Body” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 69). The mandatory fields are marked with an asterisk “\*”.

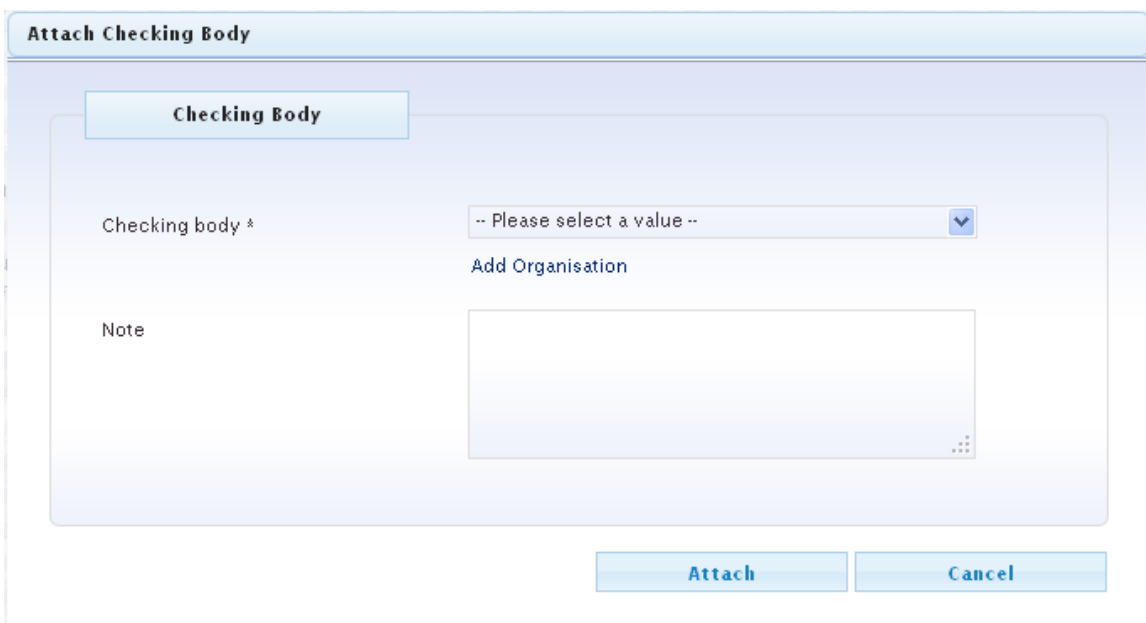



Figure 69: Attach Checking Body to National Technical Rule

The user may perform the following actions:

- Select a “Checking Body” from the respective dropdown list or click on the “Add Organisation” link to add a new one (see section 4.4.1.3.1).
- Fill-in the “Note” textbox.
- Click on the “Attach” button.

If data are correctly validated, the system creates and attaches temporarily the Checking Body to the NTR and the pop-up offers to the user the possibility to attach an Evidence required by Checking Body (see section 4.4.1.6), edit an attached Evidence required by Checking Body (see section 4.4.1.7), delete an attached Evidence required by Checking Body (see section 4.4.1.8), attach a Document related to the Checking Body (see section 4.4.1.9), edit an attached Document related to the Checking Body (see section 4.4.1.10) and delete an attached Document related to the Checking Body (see section 4.4.1.11).


The Checking Body has been attached successfully.

Checking Body

Checking body \*

Norwegian NSA

Add Organisation

Note

Alternative Checking Body for NTR

Update

Cancel

Evidences

Type	Description	Referentials	Procedure
Page 1 of 0 10 No records to view			

Attach Evidence

Documents

Description	Language	URL
Page 1 of 0 10 No records to view		

Attach Document

Close

Figure 70: Created Checking Body to National Technical Rule

The Checking Body is displayed at the Checking Bodies section of the NTR as the following figure illustrates.

Checking Bodies			
Checking Body	Note	No. of documents	
<a href="#">Norwegian NSA</a>	Alternative Checking Body for the NTR	0	<a href="#">De-attach</a>
<a href="#">Transportstyrelsen</a>	Main Checking Body	0	<a href="#">De-attach</a>
Page 1 of 1 10 View 1 - 2 of 2			
Attach Checking Body			

Figure 71: Attached Checking Body displayed at the respective list of a National Technical Rule

In order for the Checking Body to be permanently attached to the NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.3.1 Add Organisation

The process of adding an Organisation while attaching a Checking Body to a NTR is similar to the process that is described in section 4.2.1.3.1 for the case of adding an Organisation while attaching a Document to a Legal Text. In this case, the “Type” of the Organisation is set to “Checking Body”.

#### 4.4.1.4 Edit National Technical Rule Checking Body

In order to edit an attached Checking Body of a NTR, the user should click on the “Checking Body” link of the desired Checking Body at the Checking Bodies section of the NTR (see Figure 71). Then, the respective pop-up is presented which is identical to the one displayed after creating a Checking Body (see Figure 70), and is pre-filled with the data of the selected Checking Body. The user may update any of the fields following a similar process as the one for attaching the Checking Body (see section 4.4.1.3). Again, in order for the Checking Body to be permanently updated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.5 Detach National Technical Rule Checking Body

In order to detach an attached Checking Body of a NTR, the user should click on the “De-attach” link of the desired Checking Body at the Checking Bodies section of the NTR (see Figure 70). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user’s confirmation the system detaches temporarily the Checking Body from the NTR. In order for the Checking Body to be permanently detached, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.6 Attach Evidence required by Checking Body

The user after creating (see section 4.4.1.3) or while modifying (see section 4.4.1.4) a Checking Body may attach an Evidence to the Checking Body by clicking on the “Attach Evidence” button which is available at the Checking Body pop-up (see Figure 70). Then, the respective form is displayed.

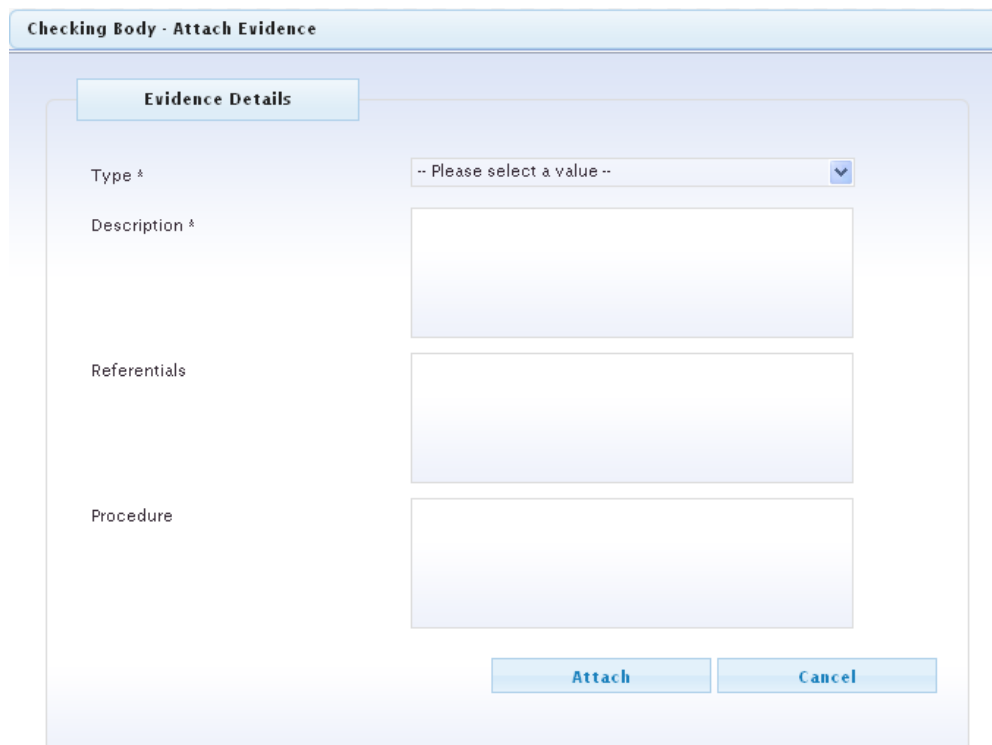


Figure 72: Attach Evidence to National Technical Rule Checking Body

The mandatory fields are marked with an asterisk “\*”.

The user can perform the following steps:

- Select a “Type” from the respective dropdown list.
- Fill-in the “Description” textbox.
- Fill-in the “Referentials” textbox.
- Fill-in the “Procedure” textbox.
- Click on the “Attach” button.

If data are correctly validated, the system attaches temporarily the Evidence to the Checking Body and displays it at the Evidences section of the Checking Body as the subsequent figures presents.

Evidences				
Type	Description	Referentials	Procedure	
<a href="#">Statistical</a>	Statistical Evidence of the N	To be provided	Internal	<a href="#">De-attach</a>
<div> Page 1 of 1 10 View 1 - 1 of 1 </div>				
<div>Attach Evidence</div>				

Figure 73: Attached Evidence to Checking Body

In order for the Evidence to be permanently attached to the Checking Body of the NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.7 Edit Evidence required by Checking Body

In order to edit an Evidence, the user should click on the “Type” link of the desired Evidence at the Evidences section of a Checking Body (see Figure 73). Then, the respective pop-up is presented which is identical to the one of the attach Evidence process (see Figure 72), and is pre-filled with the data of the selected Evidence. The user may update any of the fields following a similar process as the one for attaching the Evidence (see section 4.4.1.6). Again, in order for the Evidence to be permanently updated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.8 Detach Evidence required by Checking Body

In order to detach an attached Evidence of a Checking Body, the user should click on the “De-attach” link of the desired Evidence at the Evidences section of a Checking Body (see Figure 73). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user’s confirmation the system detaches temporarily the Evidence from the Checking Body. In order for the Evidence to be permanently detached, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.9 Attach Document related to Checking Body

The process of attaching a Document to a Checking Body of a NTR is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text. Again, in order for the Document to be permanently attached to the Checking Body, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### ***4.4.1.10 Edit Document related to Checking Body***

The process of editing an attached Document of a Checking Body of a NTR is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. Again, in order for the Document to be permanently updated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### ***4.4.1.11 Detach Document related to Checking Body***

The process of detaching an attached Document of a Checking Body of a NTR is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. Again, in order for the Document to be permanently detached, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### ***4.4.1.12 Attach Document related to National Technical Rule***

The process of attaching a Document to a NTR is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text. Again, in order for the Document to be permanently attached to the NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### ***4.4.1.13 Edit Document related to National Technical Rule***

The process of editing an attached Document of a NTR is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. Again, in order for the Document to be permanently updated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

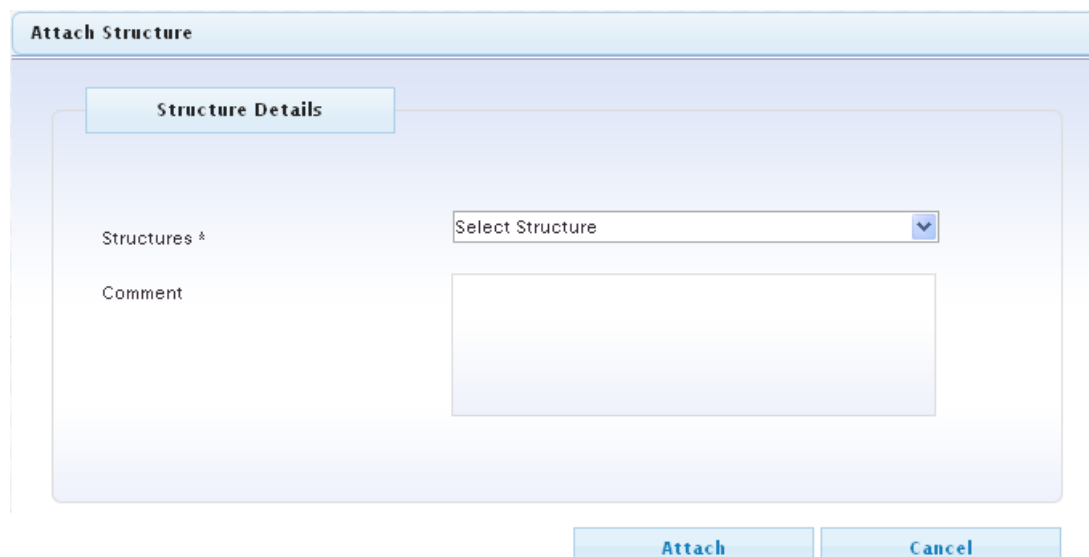
#### ***4.4.1.14 Detach Document related to National Technical Rule***

The process of detaching an attached Document of a NTR is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. Again, in order for the Document to be permanently detached, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### ***4.4.1.15 Attach Structure to National Technical Rule***

For attaching a Structure to the NTR, the user should click on the “Attach Structure” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 74). The mandatory fields are marked with an asterisk “\*”.





The dialog box titled "Attach Structure" contains a section labeled "Structure Details". Inside this section, there is a label "Structures \*" followed by a dropdown menu with the text "Select Structure". Below this, there is a label "Comment" followed by a large empty text area. At the bottom of the dialog, there are two buttons: "Attach" and "Cancel".

Figure 74: Attach Structure to National Technical Rule

The user can perform the following actions:

- Select a "Structure" from the respective dropdown list.
- Fill-in the "Comment" textbox.
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporarily the Structure to the NTR, and displays it at the Structures section of the NTR as the subsequent figure illustrates.

NTR Structures		
Structure	Comment	
<a href="#">Vehicle bearing</a>	Additional Structure	<a href="#">De-attach</a>
<a href="#">Design mass in working order</a>	Primary structure	<a href="#">De-attach</a>
Page 1 of 1		View 1 - 2 of 2

Figure 75: Attached Structure to National Technical Rule

In order for the Structure to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 64) or at the "Modify a National Technical Rule" page (see Figure 83).

#### 4.4.1.16 Detach Structure from National Technical Rule

In order to detach a Structure from a NTR, the user should click on the "De-attach" link of the desired Structure at the Structures section of the NTR (see Figure 75). The system displays a pop-up prompting the user to confirm the action. Upon clicking "OK", the system detaches temporarily the Structure from the NTR. In order for the Structure to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 64) or at the "Modify a National Technical Rule" page (see Figure 83).

#### 4.4.1.17 Post Reminder/Note related to a National Technical Rule

The process of posting a Reminder/Note to a NTR is similar to the process that is described in section 4.2.1.6 for the case of a Legal Text. Again, in order for the Reminder/Note to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 64) or at the "Modify a National Technical Rule" page (see Figure 83).

#### 4.4.1.18 Edit Reminder/Note related to a National Technical Rule

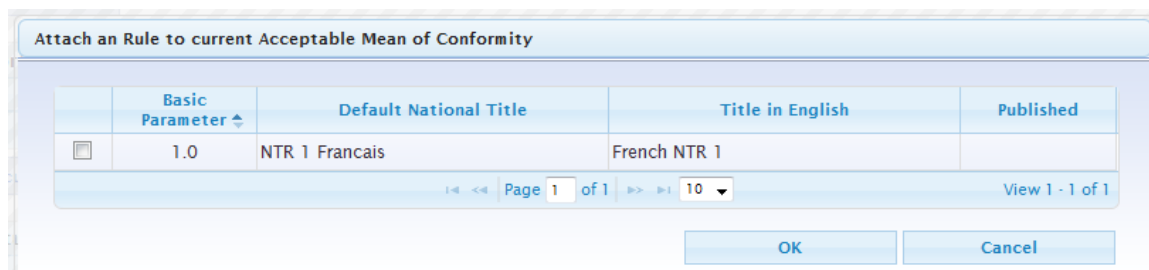
The process of editing a Reminder/Note of a NTR is similar to the process that is described in section 4.2.1.7 for the case of a Legal Text. Again, in order for the Reminder/Note to be permanently updated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.19 View closed Reminders/Notes related to a National Technical Rule

The process of viewing the closed Reminders/Notes of a NTR is similar to the process that is described in section 4.2.1.8 for the case of a Legal Text.

#### 4.4.1.20 Attach a Rule/Acceptable Means of Conformity

For attaching a Rule to an Acceptable Means of Conformity NTR, the user should click on the “Attach Rule” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) an AMC NTR. Afterwards, the respective pop-up is displayed (see Figure 74).



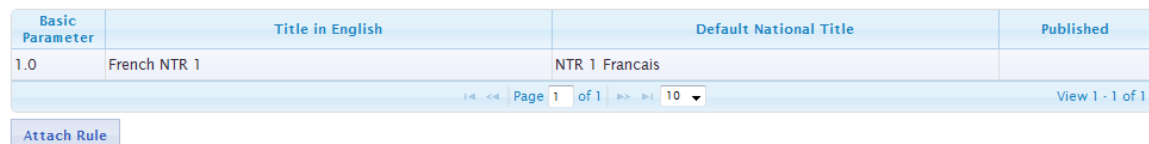
Basic Parameter	Default National Title	Title in English	Published
1.0	NTR 1 Francais	French NTR 1	

Page 1 of 1 View 1 - 1 of 1

OK Cancel

Figure 76: Attach Rule to AMC National Technical Rule

The user selects one or more Rules and clicks on the “OK” button. If data are correctly validated, the system attaches temporarily the Rule(s) to the AMC NTR, and displays it/them as depicted below.



Basic Parameter	Title in English	Default National Title	Published
1.0	French NTR 1	NTR 1 Francais	

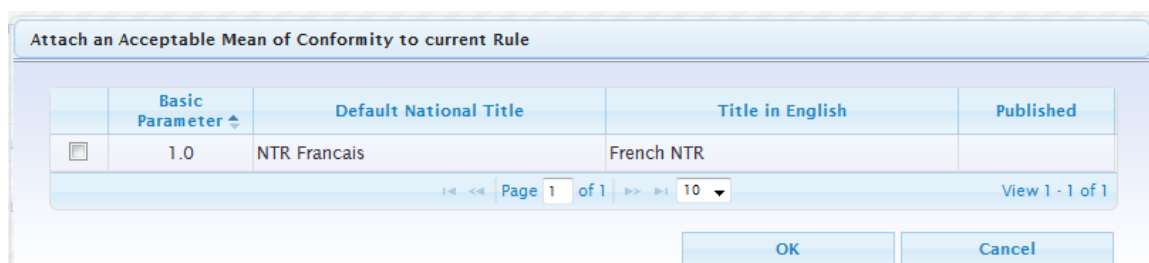
Page 1 of 1 View 1 - 1 of 1

Attach Rule

Figure 77: Attached Rule to AMC National Technical Rule

In order for the Rule(s) to be permanently attached to the AMC NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

For attaching an AMC to a Rule NTR, the user should click on the “Attach Acceptable Mean of Conformity” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a Rule NTR. Afterwards, the respective pop-up is displayed (see Figure 74).



Basic Parameter	Default National Title	Title in English	Published
1.0	NTR Francais	French NTR	

Page 1 of 1 View 1 - 1 of 1

OK Cancel

Figure 78: Attach AMC to Rule National Technical Rule

The user selects one or more AMCs and clicks on the “OK” button. If data are correctly validated, the system attaches temporarily the AMC(s) to the Rule NTR, and displays it/them as depicted below.

Associated Acceptable Means of Conformity			
Basic Parameter	Title in English	Default National Title	Published
1.0	French NTR	NTR Francais	
1.0	French NTR 2	NTR 2 Francais	

Page 1 of 1 10 View 1 - 2 of 2

Attach Acceptable Mean of Conformity

Figure 79: Attached AMC to Rule National Technical Rule

In order for the Rule(s) to be permanently attached to the AMC NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

#### 4.4.1.21 Select TSI reference

For selecting a TSI reference, the user should click on the “Select TSI reference” link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 80).

The user can perform the following functions:

- Navigate through the list of TSI Items.
- Sort the List by the Code, the Description or the Title.
- Filtering data through TSI Item Type and TSI Code.

Select TSI reference

Available TSI Items

	TSI Item Type	TSI Code	TSI Item Code	TSI Item Title
		CR WAG TSI 321		
<input type="radio"/>	Requirements from TSI	CR WAG TSI 321/2013	4.5	Maintenance rules
<input type="radio"/>	Requirements from TSI	CR WAG TSI 321/2013	4.5.1	General documentatio
<input type="radio"/>	Requirements from TSI	CR WAG TSI 321/2013	4.8	Parameters to be reco

Page 1 of 1 10 View 1 - 3 of 3

Attach

Cancel

Figure 80: TSI reference selection for a National Technical Rule

By default the pop-up displays all active TSI items of all types except Class B type. Moreover, the TSI items should belong to the same Member State as the NTR or not have a Member State assigned. Furthermore, the following cases exist:

- When “TEN” is selected as “Area of use” and “Open point in TSI” is selected as “Rule Type / Regime”, then the list displays only the TSI items of type “Open Point”
- When “TEN” is selected as “Area of use” and “Specific case identified but not described in TSI” is selected as “Rule Type / Regime”, then the list displays only the TSI items of type “Specific Case”

In order to select a TSI reference, the user should perform the following:

- Select the desired TSI item by clicking on the respective radio box.
- Click on the “Attach” button.

Afterwards, the system associates temporarily the TSI item with the NTR, and displays it at the TSI Reference section of the NTR as the subsequent figure illustrates.

TSI Reference

TSI Item Type	Specific Case
TSI Code	TSI CR CONTROL COMMAND SIGNALLING
TSI Item Code	2.1.5 Interdependence between axle distance and wheel diameter of vehicles operating in Germany
TSI Item Title	2.1.5 Interdependence between axle distance and wheel diameter of vehicles operating in Germany

Select TSI reference Clear TSI reference

Figure 81: Associated TSI reference with National Technical Rule

In order for the TSI item to be permanently associated to the NTR, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

When “TEN” and “OFF-TEN” are selected as “Area of use”, if the Subsystem selected at “Area of use” and the Subsystem retrieved from the selected TSI item at the “TSI Reference” do not match a warning message is displayed as the following figure illustrates.

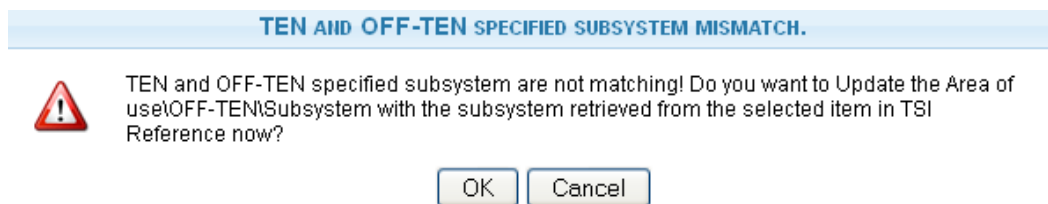


Figure 82: TEN and OFF-TEN subsystems mismatch

By clicking on “OK”, the user has the possibility to update the “OFF-TEN” Subsystem with the Subsystem retrieved from the selected TSI item at the “TSI Reference”. In any case, saving the NTR is not allowed before the two Subsystems match.

#### 4.4.1.22 Clear TSI reference

In order to disassociate a TSI item from a NTR, the user should click on the “Clear TSI reference” link at the TSI Reference section of the NTR (see Figure 81). Upon clicking on it, the system disassociates temporarily the TSI item from the NTR. In order for the TSI item to be permanently disassociated, the user must click on the “Save” button at the “Create a National Technical Rule” page (see Figure 64) or at the “Modify a National Technical Rule” page (see Figure 83).

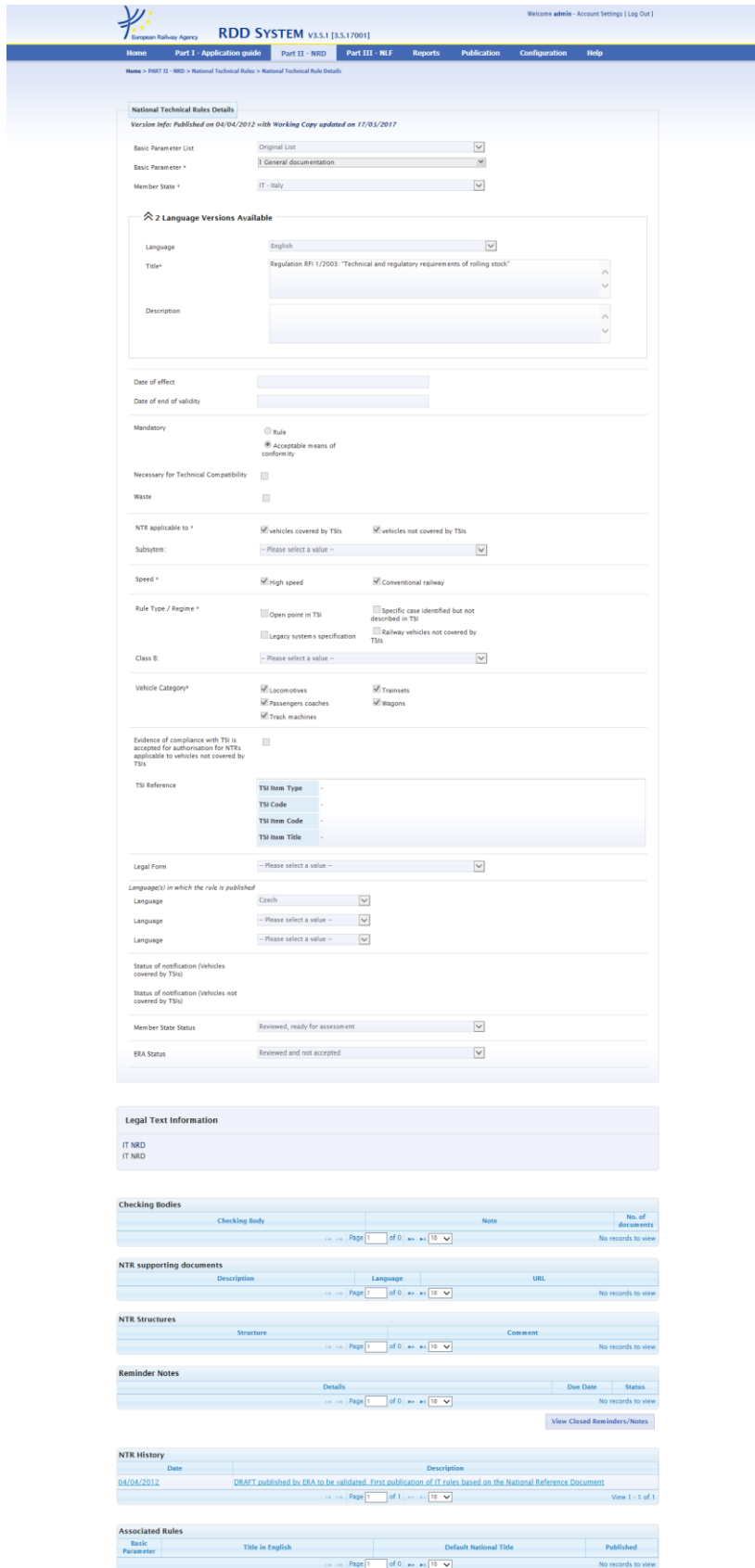
#### 4.4.2 Duplicate a National Technical Rule

For duplicating a NTR, the user should click on the “Duplicate NTR” button after creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Then, a duplicate of the NTR is created containing all the data of the original NTR except for the “TSI Reference” value, the “Member State Status”, “Member State Comment”, “ERA Status”, “ERA Comment”. These fields are reset to their default values. If unsaved modifications exist at the original NTR, the user will be prompt to confirm the action upon clicking on the “Duplicate NTR” button. The user may

update/fill in any field of the “duplicated” NTR by following a process similar to the one described in section 4.4.3.

#### 4.4.3 Modify a National Technical Rule

In order to modify a NTR, the user should either click on the “Edit” link of the desired NTR at the NTRs page (see NTRs page (see Figure 15) or click on the “Edit” button while viewing a National Technical Rule (see



**National Technical Rules Details**  
Version info: Published on 04/04/2012 with Working Copy updated on 17/05/2017

Basic Parameter List: Original List  
Basic Parameter: General documentation  
Member State: IT - Italy

**2 Language Versions Available**

Language: English  
Title: Regulation RFI 1/2003 "Technical and regulatory requirements of rolling stock"  
Description:

Date of effect:  
Date of end of validity:

Mandatory: ☐ Rule ☒ Acceptable means of conformity

Necessary for Technical Competibility: ☐  
Waste: ☐

NTR applicable to: ☒ vehicles covered by TSIs ☒ vehicles not covered by TSIs  
Subsystem: Please select a value

Speed: ☒ high speed ☒ Conventional railway

Rule Type / Regime: ☐ Open point in TSI ☐ Specific case identified but not described in TSI  
☐ Legacy systems specification ☐ Railway vehicles not covered by TSIs

Class B: Please select a value

Vehicle Category: ☒ Locomotives ☒ Transsets ☒ Passengers coaches ☒ Wagons ☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs: ☐

TSI Reference: TSI item Type, TSI Code, TSI item Code, TSI item Title

Legal Form: Please select a value

Language(s) in which the rule is published:  
Language: Czech  
Language: Please select a value  
Language: Please select a value

Status of notification (Vehicles covered by TSI):  
Status of notification (Vehicles not covered by TSI):

Member State Status: Reviewed, ready for assessment  
ERA Status: Reviewed and not accepted

**Legal Text Information**  
IT NRD  
IT NRD

**Checking Bodies**

Checking Body	Note	No. of documents
Page 1 of 0		

No records to view

**NTR supporting documents**

Description	Language	URL
Page 1 of 0		

No records to view

**NTR Structures**

Structure	Comment
Page 1 of 0	

No records to view

**Reminder Notes**

Details	Due Date	Status
Page 1 of 0		

No records to view  
View Closed Reminders/Notes

**NTR History**

Date	Description
04/04/2012	DRAFT published by ERA to be validated. First publication of IT rules based on the National Reference Document
Page 1 of 1	

View 1 - 3 of 3


**Associated Rules**

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 0			

No records to view

Figure 16). Then, the “Modify a National Technical Rule” page is displayed.





**RDD SYSTEM v3.5.1 [3.5.17001]**

[Welcome admin](#) - [Account Settings](#) - [Log Out](#)

[Home](#) | [Part I - Application guide](#) | [Part II - NRD](#) | [Part III - NTF](#) | [Reports](#) | [Publication](#) | [Configuration](#) | [Help](#)

[Home](#) > [NRD](#) > [National Technical Rules](#) > [National Technical Rule Details](#)

✔ The NTF has been saved successfully.

**National Technical Rules Details**

Version Info: Working Copy updated on 18/05/2017

Basic Parameter List

Original List

Basic Parameter \*

2.1.1 Strength and integrity

Member State \*

LV - Latvia

**Language Versions**

Language

English

Title\*

To be set by the producer Rules of Cabinet of Ministers MKL1211 chapter 2

Description

LVS EN12863 not applicable for locomotives and freight wagons. For locomotives and freight wagons requirements on compressive and tensile forces are different.

Language

Latvian

Title\*

Railoģide prasības MKL1211 3. nodaļa LVS EN12863

Description

LVS EN12863 prasības motortransporthu un kravas vagonu Lielumofidum un kravas vagonu atbilstības prasības uzstāda atbilstoši.

Date of effect

Date of end of validity

Mandatory

☒ Rule  
☐ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

NTF applicable to \*

☒ Select all  
☒ Vehicles covered by TSIs ☒ Vehicles not covered by TSIs

Subsystem:

-- Please select a value --

Speed \*

☐ Select all  
☐ High speed ☒ Conventional railway

Rule Type / Regime \*

☐ Open point in TSI ☐ Specific case identified but not described in TSI  
☐ Legacy systems specification ☒ Railway vehicles not covered by TSIs

Class B

-- Please select a value --

Vehicle Category\*

☒ Select all  
☒ Locomotives ☒ Trains  
☒ Passenger coaches ☒ Wagons  
☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTFS applicable to vehicles not covered by TSIs

☐

TSI Reference

TSI Item Type

TSI Code

TSI Item Code

TSI Item Title

Select TSI reference

Clear TSI reference

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Latvian

Attach a document containing the NTF

Language

-- Please select a value --

Attach a document containing the NTF

Language

-- Please select a value --

Attach a document containing the NTF

Status of notification (Vehicles covered by TSIs)

Status of notification (Vehicles not covered by TSIs)

Member State Status

Under review

Member State Comment

NTF is being reviewed by the Member State representative.

ERA Status

Not received

ERA Comment

**Legal Text Information**

LV NRD  
LV NRD

[Associate Legal Text](#)

**Checking Bodies**

Checking Body	Note	No. of documents
<div>Page 1 of 0</div>		
No records to view		

[Attach Checking Body](#)

**NTR supporting documents**

Description	Language	URL
<div>Page 1 of 0</div>		
No records to view		

[Attach Document](#)

**NTR Structures**

Structure	Comment
<div>Page 1 of 0</div>	
No records to view	

[Attach Structure](#)

**Reminder Notes**

Details	Due Date	Status
<div>Page 1 of 0</div>		
No records to view		

[Post a Reminder/Note](#) [View Closed Reminders/Notes](#)

**NTR History**

Date	Description
<div>Page 1 of 0</div>	
No records to view	

**Basic Parameter**

Title in English	Default National Title	Published
<div>Page 1 of 0</div>		
No records to view		

[Attach Acceptable Means of Conformity](#)

[Duplicate NTR](#) [Discard NTR](#)

[Save](#) [Cancel](#)



Figure 83: Modify National Technical Rule

At the top of the page the Version Information is displayed:

- Version Info: Working Copy updated on dd/mm/yyyy (the date of the last update of the working copy).
- Version Info: Published on dd/mm/yyyy (the date of the last publication of the working copy).


The user may perform the following actions:

- Update the “Basic Parameter List” by selecting the desired List of Basic Parameters from the existing dropdown list.
- Update the “Basic Parameter” by selecting from the desired Basic Parameter from the existing hierarchy.
- Update the “Title in English” textbox.
- Update the “Description in English” textbox.
- Update the “Title in French” textbox (The language depends on the selected associated language of the Member State)
- Update the “Description” textbox.
- Add / Update the “Title and Description in” (i.e. Title in additional language and Description in additional language) textbox(es) (see section 4.4.1.1).
- Update the “Date of effect”.
- Update the “Date of end of validity”.
- Update the “Mandatory” by changing the radio button selection between Rule and AMC.
- Update the “Necessary for Technical Compatibility” by checking/unchecking the respective option.
- Update the “Waste” by checking/unchecking the respective option.
- Update the “Waste Note” textbox in case the “Waste” checkbox is checked
- Update the “Area of use” by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Speed” by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Vehicle Type/Regime” by checking/unchecking the respective options.
- Update the “Vehicle Category” by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN” by checking/unchecking the respective option.
- Select / Associate “TSI Reference” (see section 4.4.1.21).
- Clear / Disassociate “TSI Reference” (see section 4.4.1.22).
- Update the Member State Status and the Member State Comment fields
- Update the “Legal Form” by selecting from the “Legal Form” dropdown list.
- Update the “Language(s) in which the rule is published” by selecting from the respective dropdown list.

- Attach a document containing the NTR to the selected language(s) (similar process to the one described in section 4.4.1.11)
- Edit an attached document containing the NTR (similar process to the one described in section 4.4.1.13)
- Delete an attached document containing the NTR (similar process to the one described in section 4.4.1.14)
- Update the Member State status dropdown list and the edit the comments textbox.
- Associate a Legal Text with the NTR (see section 4.4.1.2).
- Attach a Checking Body to the NTR (see section 4.4.1.3).
- Edit an existing Checking Body of the NTR (see section 4.4.1.4).
- Delete an attached Checking Body of the NTR (see section 4.4.1.5).
- Attach an Evidence to a Checking Body (see section 4.4.1.6).
- Edit an attached Evidence of a Checking Body (see section 4.4.1.7).
- Delete an attached Evidence of a Checking Body (see section 4.4.1.8).
- Attach a Document to a Checking Body (see section 4.4.1.9).
- Edit an attached Document of a Checking Body (see section 4.4.1.10).
- Delete an attached Document of a Checking Body (see section 4.4.1.11)
- Attach a new Document to the NTR (see section 4.4.1.12).
- Edit an existing Document of the NTR (see 4.4.1.13).
- Delete an attached Document of the NTR (see section 4.4.1.14).
- Attach a Structure to the NTR (see section 4.4.1.15).
- Detach a Structure from the NTR (see 4.4.1.16).
- Post a Reminder/Note to the NTR (see section 4.4.1.17).
- Edit a posted Reminder/Note of the NTR (see section 4.4.1.18).
- View closed Reminders/Notes of the NTR (see section 4.4.1.19).
- Attach a Rule/Acceptable Mean of Conformity depending on the selection of the “Mandatory” field (When creating a Rule NTR, an Acceptable Mean of Conformity may be attached, while when an Acceptable Mean of Conformity NTR is created, a Rule may be attached) (see section 4.4.1.20)
- Duplicate the NTR (see section 4.4.2).
- Discard the NTR (see section 4.4.5, only for working copies of published NTRs)
- Click on the “Save” button in order to apply the performed changes. Note that when changing the “Mandatory” field from “Rule” to “AMC” the “Save” operation is not allowed (an informative error message is displayed) unless a link to an existing “Rule” is created. All existing links to the AMC NTR are deleted upon clicking on the “Save” button in the NTR page.

On the other hand, when changing the “Mandatory” field from “AMC” to “Rule” all existing links to the Rule NTR are deleted upon pressing the “Save” button in the NTR page.

The next figure displays an example modification of a NTR.

 The NTR has been saved successfully.

### National Technical Rules Details

Version Info: Working Copy updated on 27/04/2013

Basic Parameter List: Original List

Basic Parameter \*: 1.1 \*General documentation

Member State \*: FR - France

#### Language Versions

Language	Title*	Description
English	Décret 2006-1279 et guide d'application EPSF pour les autorisations de mise en exploitation commerciale. Pour un matériel dérivé de véhicules déjà autorisés, la documentation peut se référer à des dossiers déjà autorisés	Un descriptif du véhicule reprenant toutes les caractéristiques techniques du véhicule
French	Décret 2006-1279 et guide d'application EPSF pour les autorisations de mise en exploitation commerciale. Pour un matériel dérivé de véhicules déjà autorisés, la documentation peut se référer à des dossiers déjà autorisés	Un descriptif du véhicule reprenant toutes les caractéristiques techniques du véhicule

Date of effect: 01/01/2014

Date of end of validity: 31/05/2017

Mandatory: ☐ Rule ☒ Acceptable means of conformity

Necessary for Technical Compatibility: ☒

Waste: ☒

Waste Note:

Area of use \*: ☒ Select All ☒ TEN ☒ OFF-TEN

Subsystem: -- Please select a value --

Speed \*: ☒ Select All ☒ High speed ☒ Conventional railway

Rule Type / Regime \*: ☐ Open point in TSI ☐ Specific case identified but not described in TSI ☒ Legacy systems specification ☒ Railway vehicles not covered by TSIs

Class B: -- Please select a value --

Vehicle Category\*: ☒ Select All ☒ Locomotives 2 ☒ Trainsets ☒ passenger coaches ☒ Wagons ☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN: ☐


TSI Reference:


TSI Item Type	TSI Code	TSI Item Code	TSI Item Title
Select TSI reference			


Clear TSI reference

Legal Form: -- Please select a value --

Language(s) in which the rule is published:

Language \*: French  Attach a document containing the NTR

Language: -- Please select a value --  Attach a document containing the NTR

Language: -- Please select a value --  Attach a document containing the NTR

Status of notification (TEN):

Status of notification (OFF-TEN):

#### Legal Text Information

FR NRD

FR NRD

[Associate Legal Text](#)

#### Checking Bodies

Checking Body	Note	No. of documents
Page 1 of 0		

[Attach Checking Body](#)

#### NTR supporting documents

Description	Language	URL
Page 1 of 0		

[Attach Document](#)

#### NTR Structures

Structure	Comment
Page 1 of 0	

[Attach Structure](#)

#### Reminder Notes

Details	Due Date	Status
Page 1 of 0		

[Post a Reminder/Note](#) [View Closed Reminders/Notes](#)

#### NTR History

Date	Description
07/08/2012	DRAFT published by ERA to be validated. First publication of FR rules based on the BeNeFLuCHE file

Page 1 of 1 View 1 - 1 of 1

#### Basic Parameter

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 0			

[Attach Rule](#)

[Duplicate NTR](#) [Discard NTR](#) [Save](#) [Cancel](#)

Figure 84: Modified National Technical Rule

National Technical Rules Details

Version Info: Published on 07/08/2012 with Working Copy updated on 27/04/2015

Basic Parameter List

Original List

Basic Parameter \*

1.1 \*General documentation

Member State \*

FR - France

2 Language Versions Available

Language

English

Title\*

Décret 2006-1279 et guide d'application EPSF pour les autorisations de mise en exploitation commerciale.  
Pour un matériel dérivé de véhicules déjà autorisés, la documentation peut se référer à des dossiers déjà autorisés  
Un descriptif du véhicule reprenant toutes les caractéristiques techniques du véhicule

Description

Date of effect

Date of end of validity

Mandatory

☐ Rule  
☒ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

Area of use \*

☒ TEN  
☒ OFF-TEN

Subsystem:

-- Please select a value --

Speed \*

☒ High speed  
☒ Conventional railway

Rule Type / Regime \*

☐ Open point in TSI  
☐ Legacy systems specification  
☐ specific case identified but not described in TSI  
☐ Railway vehicles not covered by TSIs

Class B:

-- Please select a value --

Vehicle Category\*

☒ Locomotives 2  
☒ Passengers coaches  
☒ Track machines  
☒ Trainsets  
☒ Wagons

Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN

☐

TSI Reference

TSI Item Type

-

TSI Code

-

TSI Item Code

-

TSI Item Title

-

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Language \*

Czech

Language

-- Please select a value --

Language

-- Please select a value --

Status of notification (TEN)

Status of notification (OFF-TEN)

Legal Text Information

FR NRD

FR NRD

Checking Bodies

Checking Body	Note	No. of documents
Page 1 of 0		

No records to view

NTR supporting documents

Description	Language	URL
Page 1 of 0		

No records to view

NTR Structures

Structure	Comment
Page 1 of 0	

No records to view

Reminder Notes

Details	Due Date	Status
Page 1 of 0		

No records to view

View Closed Reminders/Notes

NTR History

Date	Description
07/08/2012	DRAFT published by ERA to be validated. First publication of FR rules based on the BeNeFluCHE file
Page 1 of 1	

View 1 - 1 of 1

Associated Rules

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 0			


No records to view

Figure 85: Historical view of a National Technical Rule

The user may also click on the "Description" link in order to see the publication content (see section 3.6.1).

#### 4.4.4 Modify a National Technical Rule from Classification Card

From the Classification Card, the user can modify various fields of a NTR. The user should click on the "open" link next to the "Title in English" of the desired NTR (see

Member States	FR	DE	EL
NTRs - LegalTexts			<i>Dummy NTR - Import (Publication Date: 18/05/2015)</i> <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 <a href="#">Documents</a> <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed.         </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR <a href="#">Documents</a> <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

[Export to Excel](#)  

[Save/Update](#)
[Cancel](#)

[Back to Classification selection](#)

Figure 88). The NTR should belong to the same MS as the user. Then, the respective pop-up is displayed. The mandatory fields are marked with an asterisk "\*". The "Basic Parameter" and "Legal Text – Title in English" fields are displayed in read-only mode.

NTR - Import - (open)

**NTR Details**

Basic Parameter	1 FTL - General documentation
Legal Text - Title In English	Dummy Legal Text Import
Title In English *	Dummy NTR - Import
Description In English	importer 3.4
Title *	Dummy NTR - Import
Description In English	importer 3.4
Title *	Dummy NTR - Import
Description	importer 3.4 - changing list of param

Date of effect: 25/11/2009

Date of end of validity: 19/10/2019

Mandatory: ☒ Rule ☐ Acceptable Mean of Conformity

Necessary for Technical Compatibility: ☐

Area of use \*: ☒ TEN ☐ OFF-TEN

Vehicle Type / Regime \*: ☐ Open point in TSI ☒ Specific case identified but not described in TSI

☐ Legacy systems specification ☐ Railway vehicles not covered by TSIs

Vehicle Category\*: ☐ Locomotives 2 ☐ Trainsets

☐ Passengers coaches ☒ Wagons

☐ Track machines

Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN: ☐

TSI Reference: -- Please select a value --

Legal Form: -- Please select a value --

Save Cancel


Figure 86: Edit National Technical Rule via the Classification Card

The user can perform the following steps:

- Update the “Title in English” textbox.
- Update the “Description in English” textbox.

- Update the “Title” textbox.
- Update the “Description” textbox.
- Update the “Mandatory” radio button choice (Rule/AMC). It should be noted that a change from Rule to AMC will not be accepted as described in section 4.4.3. Such a change can only be done by following the procedure described in section 4.4.3.
- Update the “Necessary for Technical Compatibility” checkbox.
- Update the “Area of use” checkboxes. Possibility to select/deselect all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Subsystem” by selecting from the dropdown list.
- Update the “Speed” checkboxes. Possibility to select/deselect all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Vehicle Type/Regime” checkboxes.
- Update the “Class B” by selecting from the dropdown list.
- Update the “Vehicle Category” checkboxes. Possibility to select all the available options exists (by checking/unchecking the “Select All” checkbox).
- Update the “Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN” checkbox.
- Update the “TSI Reference” by selecting from the dropdown list. It should be stated that the “TSI Reference” is selected through a dropdown list in this case instead of a new pop-up window as when adding or modifying a NTR (see section 4.4.1 or section 4.4.3 ) due to usability issues. The user friendliness of the application would be compromised if a new pop-up window was displayed on top of another already opened pop-up window.
- Update the “Legal Form” by selecting from the dropdown list.
- Click on the “Save” button.

If data are correctly validated, the pop-up closes and the updated “Title in English” is displayed at the respective section of the Classification Card (see

Member States	FR	DE	EL
NTRs - LegalTexts			<i>Dummy NTR - Import (Publication Date:18/05/2015)</i> <a href="#">open</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed. </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

[Export to Excel](#)  

[Save/Update](#)
[Cancel](#)

[Back to Classification selection](#)

Figure 88 ).

#### 4.4.5 Discard a National technical Rule

For discarding an NTR, a working copy of a published NTR should exist. The user clicks on the “Discard NTR” button and the working copy is deleted, leaving only the published version of the NTR in the system.

### 4.5 Edit Classification

#### 4.5.1 Modify Classification

In order to modify the existing classifications, the user can perform the following steps:

- Select “Basic Parameters List” from the dropdown list.
- Select a “Basic Parameter” from the respective hierarchy.
- Select two (2) minimum to eight (8) maximum “Member States” from the respective list.
- Click on the “Edit Classification” button.

Alternatively, the user may click on the “Edit” button while viewing a Classification Cell (see Figure 18).

Then, the “Classification Card” page is displayed with information about the BP at the top of the page and the “Classification matrix” below it, as the following figures illustrate.



Classification Details

Parameter Code / Name

1 / General documentation

Description

General documentation (including description of new, renewed or upgraded vehicle and its intended use, design, repair, operation and maintenance information, technical file, etc.)

Related TSI Items

Directive 2008/57/EC, TSI CR CONTROL COMMAND SIGNALLING, 1.2.3UK

Directive 2001/16/EC, afsadfsadf, 324234

Previous Basic Parameter

Next Basic Parameter

Search

Figure 87: Basic Parameter related information at the Classification Card

The user can only modify the classification cells that contain information of the MS that s/he belongs to. Furthermore, if the parent BP of the selected BP already contains classification information which has been propagated to the child BPs, then this information will be displayed in the respective cells with a descriptive title above the classification (see Figure 91). The user has the possibility to overwrite the parent classification and to restore the parent classification (see section 4.5.3 and section 4.5.4). The user can follow the next steps:

- Check/Uncheck the desired “Class” checkboxes.
- Fill-in the respective textboxes.
- Click on the “Save/Update” button.

Member States	FR	DE	EL
NTRs - LegalTexts			Dummy NTR - Import (Publication Date:18/05/2015) <a href="#">open</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 <div>Documents Reminder Notes History Status: Specific to Basic Parameter</div> <div>Working Copy</div>	<div>To be reviewed.</div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR <div>Documents Reminder Notes History Status: Specific to Basic Parameter</div> <div>Published</div> <div>Publication Date: 18/05/2015</div>
DE			

Export to Excel

Save/Update


Cancel

Back to Classification selection

Figure 88: Classification matrix at Classification Card

If the classification is performed at parent BP level upon clicking on “Save/Update” the system displays a pop-up prompting the user to confirm whether the classification should be propagated to the child BPs or not (see Figure 89 **Error! Reference source not found.**).

**PROPAGATE CHANGES?**



Do you want to propagate the changes made to all child classification? (Doing so will overwrite any existing classifications for the child basic parameters.)

Yes
No

Figure 89: Classification propagation – confirmation message

The user may click on “Yes” in order for the classification to be propagated to the child BPs and overwrite any existing classification the child BPs might already have. Alternatively, the user may click on “No” in order for the classification to be created only for the parent BP.

Afterwards, the system saves the provided information and reloads the Classification Card presenting the updated information. In case the user tries to navigate away from the “Classification Card” page without saving the modifications, a pop-up with a warning message will be displayed that will prompt the user to remain at the “Classification Card” page. If the user selects to navigate away, the modifications will be lost.

#### 4.5.2 Add Classification

The user may add information into a classification cell by clicking on the “Create Classification” button at the button at the respective cell (see

Member States	FR	DE	EL
NTRs - LegalTexts			<i>Dummy NTR - Import (Publication Date: 18/05/2015) <a href="#">open</a></i> [Dummy Legal Text Import]
FR		<div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class A Test1805 01 </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class B Test1805 </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class C Test1805 02 </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <a href="#">Documents</a>  <a href="#">Reminder Notes</a>  <a href="#">History</a>            Status:            Specific to Basic Parameter  <div style="border: 1px solid #add8e6; padding: 2px; text-align: center;">Working Copy</div> </div>	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #fff9c4;">  To be reviewed. </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class A 1 FR </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class B 12 FR </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <input checked="" type="checkbox"/> Class C 123 FR </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <a href="#">Documents</a>  <a href="#">Reminder Notes</a>  <a href="#">History</a>            Status:            Specific to Basic Parameter  <div style="border: 1px solid #add8e6; padding: 2px; text-align: center;">Published</div> </div> <div style="border: 1px solid #add8e6; padding: 5px;">           Publication Date:  <div style="border: 1px solid #add8e6; padding: 2px;">18/05/2015</div> </div>
DE			

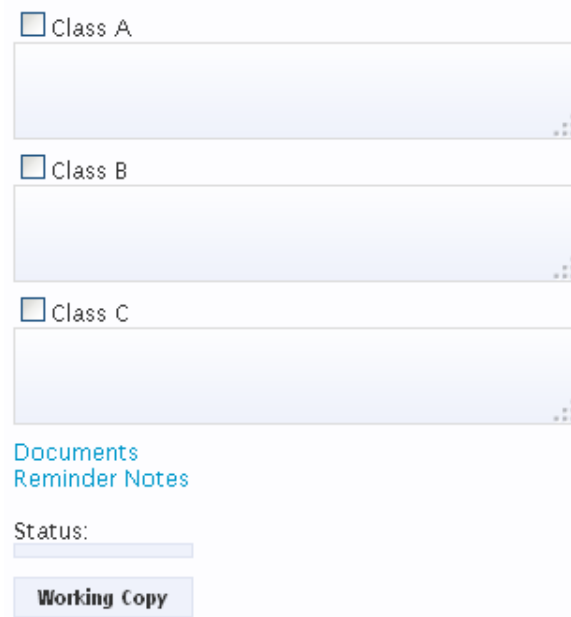
[Export to Excel](#)

Save/Update

Cancel

Back to Classification selection

Figure 88). Then, the respective input fields are displayed in that cell.



The interface shows three checkboxes labeled "Class A", "Class B", and "Class C". Each checkbox is followed by a large, empty text input field. Below these fields, there are two links: "Documents" and "Reminder Notes". At the bottom, there is a "Status:" label followed by a small text input field, and a "Working Copy" button.

Figure 90: Add Classification interface

The user can follow the next steps:

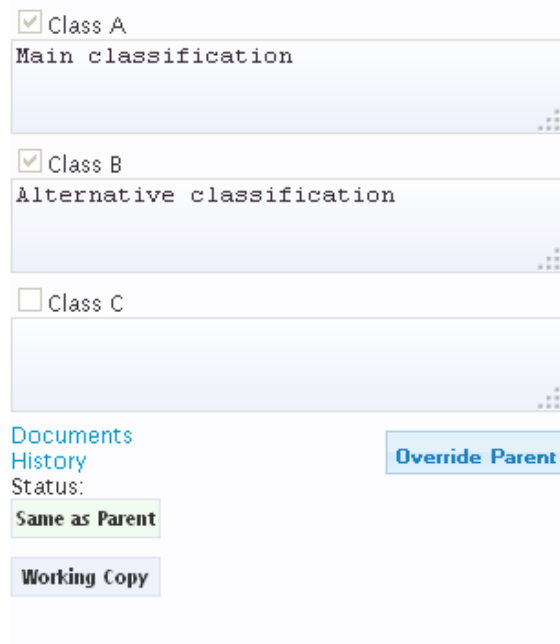
- Check the desired "Class" checkboxes.
- Fill-in the respective textboxes.
- Attach/Edit/Delete Documents.
- Post/Edit Reminder Notes.
- Click on the "Save/Update" button.

Afterwards, the system saves the provided information and reloads the Classification Card presenting the updated information.

The validations mentioned above regarding the propagation of the classification to the child BPs (if any) apply again.

#### 4.5.3 Overwrite parent Classification

A classification cell that displays the parent's Basic Parameter classification has the title "Same as Parent" below the classification cells, as the following figure illustrates.



☒ Class A  
Main classification

☒ Class B  
Alternative classification

☐ Class C

[Documents](#)  
[History](#)  
Status:  
**Same as Parent**

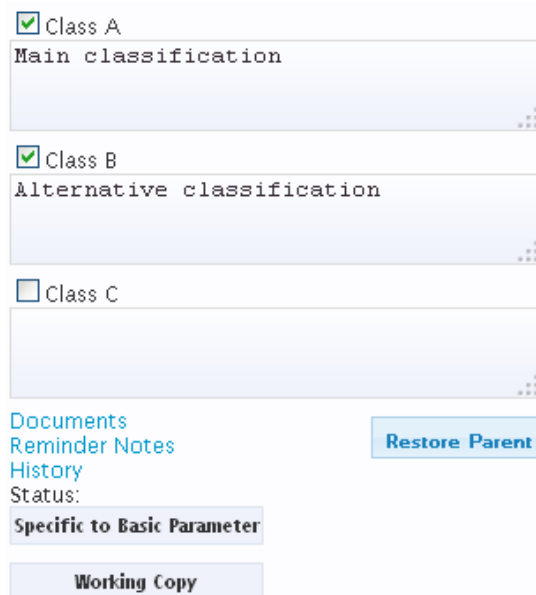
[Working Copy](#)

[Override Parent](#)

Figure 91: Classification propagated from parent Basic Parameter

In order to overwrite the parent's classification the user may follow the next steps:

- Click on the “Override Parent” button. The classification cell becomes editable and contains the title “Specific to Basic Parameter” below the classification cells.



☒ Class A  
Main classification

☒ Class B  
Alternative classification

☐ Class C

[Documents](#)  
[Reminder Notes](#)  
[History](#)  
Status:  
**Specific to Basic Parameter**

[Working Copy](#)

[Restore Parent](#)

Figure 92: Overwriting parent's classification

- Fill-in/Update the respective textboxes.
- Attach/Edit/Delete Documents.
- Post/Edit Reminder Notes.
- Click on the “Save/Update” button.

Upon clicking on the “Save/Update” button, a warning message is displayed prompting the user to confirm the action.

**Saving Classifications**

**Classifications 'Exception from Parent' will be saved for the Basic Parameter 1.1:**

FR - EL will override Basic Parameter 1.0.

Press **Yes** to persist the changes including the exceptions.  
 Press **No** to persist the changes excluding the exceptions. Data for these classifications will be discarded.  
 Press **Cancel** to return to the Classification Card without saving the changes.

Yes
No
Cancel

Figure 93: Warning message regarding overwriting of parent's classification

The user should click on “Yes” button in order to confirm the action. Then, the system saves the provided information and reloads the Classification Card presenting the updated information.

#### 4.5.4 Restore parent Classification

The user has also the option to restore the parent's Classification by clicking on the “Restore Parent” button of an “Specific to Basic Parameter” classification cell (see Figure 92). Upon clicking on it, the parent's Classification is restored (see Figure 91). The user has to click on the “Save/Update” button in order to save the changes permanently.

#### 4.5.5 Attach Document to Classification

From the Classification Documents pop-up (see Figure 19), the user has the possibility to attach a Document to the Classification. The process is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text.

After clicking on the “Close” button at the documents pop-up (see Figure 19), the user has to click on the “Save/Update” button at the classification page (see

Member States	FR	DE	EL
NTRs - LegalTexts			<b>Dummy NTR - Import (Publication Date: 18/05/2015) <a href="#">(open)</a></b> [Dummy Legal Text Import]
FR		<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class A                      Test1805 01                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class B                      Test1805                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class C                      Test1805 02                 </div> <div style="border: 1px solid #ccc; padding: 5px;">                     Documents  <a href="#">Reminder Notes</a>  <a href="#">History</a>                      Status:                      Specific to Basic Parameter  <div style="background-color: #e1f5fe; padding: 2px; text-align: center; margin-top: 5px;">Working Copy</div> </div>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">  To be reviewed.                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class A                      1 FR                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class B                      12 FR                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Class C                      123 FR                 </div> <div style="border: 1px solid #ccc; padding: 5px;">                     Documents  <a href="#">Reminder Notes</a>  <a href="#">History</a>                      Status:                      Specific to Basic Parameter  <div style="background-color: #e1f5fe; padding: 2px; text-align: center; margin-top: 5px;">Published</div> </div> <div style="border: 1px solid #ccc; padding: 5px;">                     Publication Date:                      18/05/2015                 </div>
DE			

Export to Excel


Save/Update
Cancel

Back to Classification selection

Figure 88) in order to save the attached document.

#### 4.5.6 Edit Classification Document

From the Classification Documents pop-up (see Figure 19), the user has the possibility to edit a Document that has been already attached to the Classification. The process is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. After clicking on the “Close” button at the documents pop-up (see Figure 19), the user has to click on the “Save/Update” button at the classification page (see

Member States	FR	DE	EL
NTRs - LegalTexts			<i>Dummy NTR - Import (Publication Date:18/05/2015)</i> <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 Documents Reminder Notes History Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed. </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR Documents Reminder Notes History Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

[Export to Excel](#)  

Save/Update
Cancel


Back to Classification selection

Figure 88) in order to save the edited document.

#### 4.5.7 Detach Classification Document

From the Classification Documents pop-up (see Figure 19), the user has the possibility to detach a Document that has been already attached to the Classification. The process is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. After clicking on the “Close” button at the documents pop-up (see Figure 19),

the user has to click on the “Save/Update” button at the classification page (see

Member States	FR	DE	EL
NTRs - LegalTexts			<b>Dummy NTR - Import (Publication Date: 18/05/2015) <a href="#">(open)</a></b> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01	<div>  To be reviewed.           </div> <input checked="" type="checkbox"/> Class A 1 FR
		<input checked="" type="checkbox"/> Class B Test1805	<input checked="" type="checkbox"/> Class B 12 FR
		<input checked="" type="checkbox"/> Class C Test1805 02	<input checked="" type="checkbox"/> Class C 123 FR
		Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter <div>Working Copy</div>	Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter <div>Published</div> Publication Date: 18/05/2015
DE			

[Export to Excel](#)  


[Save/Update](#)
[Cancel](#)

  
[Back to Classification selection](#)

Figure 88) in order to detach the document permanently.

#### 4.5.8 View Classification Reminders/Notes

In order to view the Reminders/Notes of a Classification, the user should click on the “Reminder Notes” link of the desired classification cell (see

Member States	FR	DE	EL
NTRs - LegalTexts			<i>Dummy NTR - Import (Publication Date: 18/05/2015)</i> <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed.         </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

[Export to Excel](#)  
[Save/Update](#) [Cancel](#)  
[Back to Classification selection](#)

Figure 88). Then, the respective pop-up is displayed.

**Reminder Notes**

Details	Due Date	Status
<a href="#">To be validated shortly</a>	19/02/2013	Created

Page 1 of 1    10    View 1 - 1 of 1


[Post a Reminder/Note](#)
[View Closed Reminders/Notes](#)
[Close](#)

Figure 94: Classification Reminder Notes



#### 4.5.9 Post Reminder/Note to Classification

From the Classification Reminder Notes pop-up (see Figure 94), the user has the possibility to post a Reminder/Note to the Classification. The process is similar to the process that is described in section 4.2.1.6 for the case of a Legal Text. After clicking on the “Close” button at the Reminder Notes pop-up (see Figure 94), the user has to click on the “Save/Update” button at the classification page (see

Member States	FR	DE	EL
NTRs - LegalTexts			Dummy NTR - Import (Publication Date: 18/05/2015) <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 Documents Reminder Notes History Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed. </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR Documents Reminder Notes History Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

[Export to Excel](#)  

Save/Update

Cancel


Back to Classification selection

Figure 88) in order to save the posted Reminder/Note.

#### 4.5.10 Edit Classification Reminder/Note

From the Classification Reminder Notes pop-up (see Figure 94), the user has the possibility to edit a Reminder/Note that has been already posted to the Classification. The process is similar to the process that is described in section 4.2.1.7 for the case of a Legal Text. After clicking on the “Close” button at the Reminder Notes

pop-up (see Figure 94), the user has to click on the “Save/Update” button at the classification page (see

Member States	FR	DE	EL
NTRs - LegalTexts			Dummy NTR - Import (Publication Date: 18/05/2015) <a href="#">(open)</a> [Dummy Legal Text Import]
FR		<input checked="" type="checkbox"/> Class A Test1805 01 <input checked="" type="checkbox"/> Class B Test1805 <input checked="" type="checkbox"/> Class C Test1805 02 Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Working Copy	<div style="background-color: yellow; border: 1px solid orange; padding: 5px; text-align: center;">  To be reviewed. </div> <input checked="" type="checkbox"/> Class A 1 FR <input checked="" type="checkbox"/> Class B 12 FR <input checked="" type="checkbox"/> Class C 123 FR Documents <a href="#">Reminder Notes</a> <a href="#">History</a> Status: Specific to Basic Parameter Published Publication Date: 18/05/2015
DE			

Export to Excel

Save/Update Cancel

Back to Classification selection

Figure 88) in order to save the edited Reminder/Note.

#### 4.5.11 View closed Reminders/Notes of Classification

From the Classification Reminder Notes pop-up (see Figure 94), the user has the possibility to view the closed Reminders/Notes of the Classification. The process is similar to the process that is described in section 4.2.1.8 for the case of a Legal Text.

### 4.6 Edit NLF

#### 4.6.1 Select an existing NLF

In order to edit the NLF (background information/Flowcharts), the user must select the desired MS from the “Member State” dropdown list in the top part of NLF application (see Figure 2). Upon selection the system displays the latest published version of the Master Flowchart.

#### 4.6.2 Create working copy

By default, the system will then open the chosen flowchart in read-only status. The modification of the NLF (background information/Flowcharts) must be carried out on a working copy of the Master Flowchart or in a new version of the Master Flowchart (see section 5.5.1.1). To create a working copy of a published NLF the user has to click on the “Create Working Copy” button from the top toolbar.

Member State: France Frame: Published - 08/02/2013 Create Working Copy

Figure 95: Create Working Copy button at the top toolbar

In case the latest published MS NFL has been published after the latest EU NLF, the system displays a message prompting the user to select whether the working copy will be based on the latest published version of his/her MS or the EU Generic Frame.

If you want a working copy of the last published NLF Frame for France press OK. If you want a working copy of the last EU Generic Frame press Cancel.

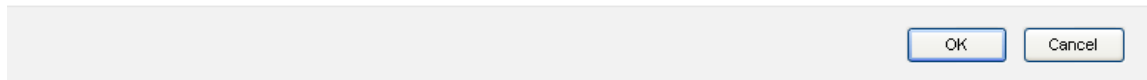
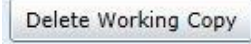


Figure 96: Working copy source selection message

Upon user's selection the respective NLF is displayed in edit status (see Figure 2).

In case the latest published MS NFL has been published before the latest EU NLF or it has not a published version, the system creates the working copy based on the latest EU NLF without asking the user.

#### 4.6.3 Delete working copy

By clicking the  button on the left toolbar (see Figure 2), a user with NLF manage rights can completely delete a working copy.

Upon deletion, the system prompts the user to create a new working copy. If the user decides to create a new working copy, s/he has the possibility to preserve the Background Info and the Additional Information from the existing working copy. Otherwise the new working copy will contain the Background Info and the Additional Information from the latest published frame upon which it will be based (see Figure 97).

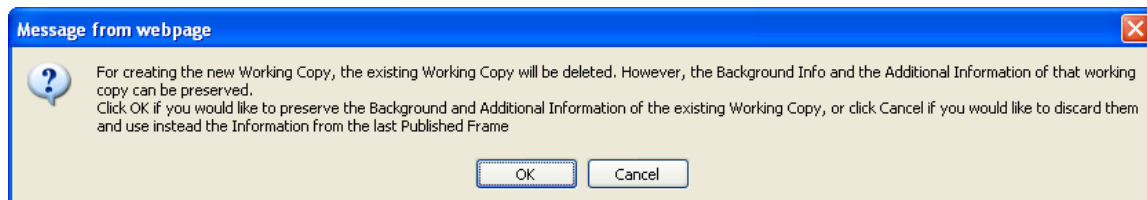


Figure 97: Preserving Background Info and Additional Info when creating a new working copy

According to the user's selection the new working copy is created containing the Background Info and the Additional Information from the respective frame (i.e. existing working copy or latest published).

#### 4.6.4 Edit background information

Once an editable frame (new one or working copy) has been selected according to previous sections (5.5.1.1, 4.6.1 and 4.6.2), the user has to click on the "Modify" button from the top toolbar.



Figure 98: Modify working copy button at the top toolbar

Then, the system displays the working copy in edit status (see Figure 2).

To modify the background information the user must press the “Background Info” button on the top tool bar of NLF application (see Figure 2) in order to edit the background information for a frame.

The modification of the background information is relatively straight forward, each tab contains a number of input fields, some of which contain previously entered data and some of which are empty/inactive. In terms of interacting with the background information, there are three types of fields:

1. A tri-state checkbox, the three states being: yes (with a tick), no (empty box), inactive i.e. it has not be used (line in the box). This is the default state and can be seen in Figure 99.
2. Dropdown list that displays the existing vehicle categories.
3. Text input box which can be changed either by directly typing in the box or by selecting a value from a dropdown or multi-selection list.
4. Numerical input boxes, which can be changed either by directly adding values into the box or by using the increment/decrement buttons.

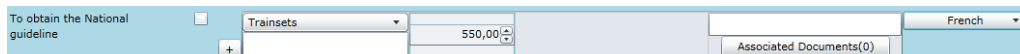



Figure 99: Numerical input boxes

Unlike flowcharts, any changes to background information are automatically saved when the “OK” button is pressed and the Background information dialogue is closed. The user can save any changes made in all three tabs in Background Information, by clicking the “OK” button. Especially for the “E-mail” field in the “General” tab, a valid address of the [text]@[text].[text] format should be filled-in. At this point it should be clarified that only one E-mail address can be provided for each contact.

#### 4.6.4.1 Add Fees

Through the “Fees” section, the user can add more than one amount for one type of vehicle, by clicking the add  button. In this case, a new row in the “Fees” area is displayed.

The “Delete” option is available to the user via right clicking. The user selects the row of the desired amount s/he wishes to delete and right clicks on it. The “Delete” option is displayed in a pop-up and by clicking on it the selected amount is deleted.

#### 4.6.4.2 Roles

Through the tab “Roles”, the user can add a new NLF role simply by clicking the “Add Role” button.

When clicking the “Add Role” button, the “New Specific Role Name” text box is displayed and the buttons “OK” and “Cancel” are activated (see Figure 100).

**Background Info Values**

General Roles Timeframe

test role name				
1808_01_001				
Test role				
1908_01				
Test role				
1908_02				
Test_a				
Test_b				
Test c				
Test d				
Test001				
Test002				
TestRole2008				
Test0109A				
test0209				
test0209A				
test0902B				
Test0209C				

New Specific Role Name:

Notes

test notes

Figure 100: Add new role

The user defines the new role name and clicks on the “OK” button. The new role is added in the existing list. In order to define more information regarding the newly added role (i.e. “Detailed reference of the rule(s)”, “Language(s) that the rule(s) are available in”, “List of acceptance criteria”, “List of actors entitled to act as”) the user must double click on the respective text box.

#### 4.6.4.3 Attach Documents to Background Information

The user can attach files (legal texts) to the Background Information. Wherever in tabs “General” and “Timeframe”, exists the section “Detailed reference of the rule(s)”, the button “Associated Documents (0)” is available (see Figure 101). The number in the parenthesis indicates the number of the documents that have already been associated.

General	Roles	Timeframe			
Is there (Y/N)	Classification: (general, specific, detailed)	Detailed reference of the rule(s)	Language(s) that the rule(s) are available in	MSs	
Interoperability Directive transposed	<input type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	N/A
National guideline	<input type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	N/A
Additional authorisation required	<input checked="" type="checkbox"/>	N/A	Test	Multi (6)	N/A
Vehicle type	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A
Time validity of a type	<input type="checkbox"/>	N/A	<input type="text"/>	<input type="text"/>	N/A
Definitions:					
Upgrading	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A

Figure 101: Associated documents

By clicking the “Associated Documents (0)” button, the “Associate/disassociate documents with current Rule” pop up form is opened. The list of the available documents is displayed and a checkbox next to each document’s name is depicted. Through this pop up form, the user can upload documents by clicking the “Upload document” button. Furthermore, by clicking the “Save association” button the user can associate existing and/or newly uploaded documents to the current rule. By clicking the “Close” button the pop up form closes and no further action takes place.

Associate/disassociate documents with current Rule
23

Documents available in the library

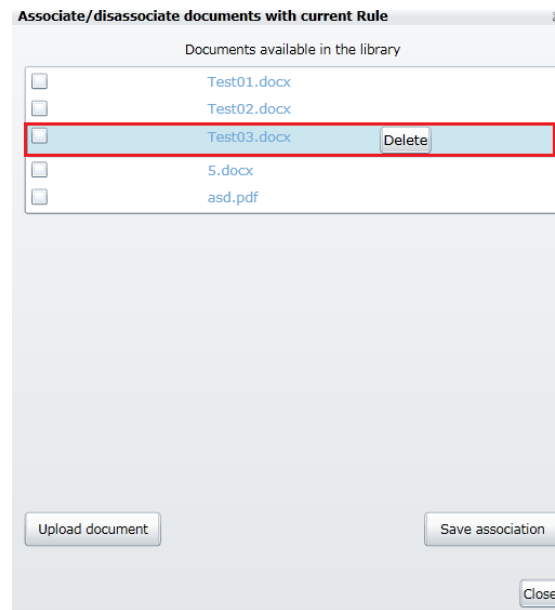
☐ Test01.docx  
☐ Test02.docx  
☐ Test03.docx  
☐ 5.docx  
☐ asd.pdf

Upload document
Save association
Close

Figure 102: Associate/disassociate documents with current Rule

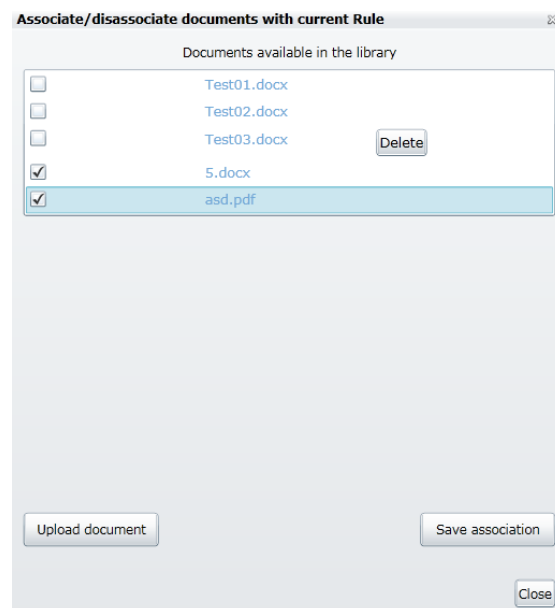
By clicking the “Upload document” button, a File browser opens that displays the “Open” and “Cancel” buttons. The user selects the desired document and clicks on the “Open” button. The

system uploads the document and the “Delete” button is activated next to this document (see Figure 103).



**Figure 103: Uploaded document**

After checking the desired document(s), the user clicks on the “Save association” button, the “Associate/disassociate documents with current Rule” pop up form closes and the system associates the selected document(s) with the Rule.



**Figure 104: Save association**

By clicking the “Save association” button the pop-up form closes, the system associates the selected documents with the current rule and the number of the associated documents is indicated in the existing parenthesis.

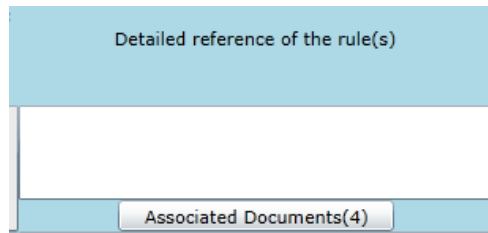


Figure 105: Indication of the associated documents

In order to disassociate the desired document(s) the user simply unchecks the respective checkbox and clicks on the “Save association” button (see Figure 104). The system disassociates the selected documents and closes the pop up form.

The download functionality is also supported. In case when documents have already been associated, by clicking the button “Associated Documents(4)” (see Figure 105), the “Associate/disassociate documents with current Rule” pop up form opens (see Figure 104) and the user can download the desired document simply by clicking on the document’s name.

#### 4.6.4.4 Vehicle category

In the “Fees” section, through the “Comments/ Vehicle category” column, the user must select from the dropdown list the vehicle’s category.

The displayed vehicle categories are aligned with the categories already defined in the NTR section of the RDD application. The list of vehicle categories are unique for both parts of the application (i.e. one single list of categories is used by both parts). If the vehicle categories are changed in the NTR part (e.g. new elements are added), then the NLF part will mirror these changes automatically.

In addition to the list of vehicle categories in the NTR part, the dropdown list in the “Comments/ Vehicle categories” column has included the category “Other”.

Moreover, a text box that allows the user to introduce free text is displayed per row.

#### 4.6.5 Edit Flowchart

See section 3.4.2.1 in order to know key aspects that must be considered when reading a Flowchart in the NLF framework.

Once an editable frame (new one or working copy) has been selected according to previous sections (5.5.1.1, 4.6.1 and 4.6.2), the user has to click on the “Modify” button from the top toolbar (see Figure 98).

Upon clicking on the “Modify” button, a message is displayed in a pop up window that informs the user that the working copy is available for modifications and reminds the user to save her/his changes before exiting.

Upon leaving the NLF page when a flowchart is being edited, a pop up message is displayed that requests from the user to confirm whether s/he wishes to leave the current page and informs her/him that any changes since the last save will be lost.

##### 4.6.5.1.1 Move a shape

To move a shape the user must either position the mouse cursor over the shape they intend to move (to move a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4).



Following this, the user should press their left mouse button and, while keeping it pressed, move the mouse cursor to the position on the flowchart that they would like the shape(s) to be moved to.

When the shapes (including the connectors) are moved near the border, the application scrolls automatically.

#### 4.6.5.1.2 Resize a shape

To resize a shape, the user positions the mouse cursor over the right border of the desired shape and, by keeping the left mouse button pressed, s/he drags the shape border to the desired size. The minimum size of a shape can be set to ½ of the default merger size.

#### 4.6.5.1.3 Select a shape

To select a shape on a flowchart, the user positions their mouse cursor over the shape intended for selection and then presses and releases their left mouse button (single click). The shape will then change colour as shown in Figure 106.

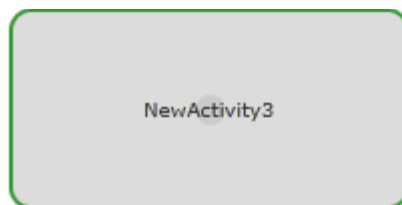


Figure 106: A selected shape

#### 4.6.5.1.4 Select multiple shapes

There are two ways in which to select multiple shapes; the first is by drawing a “Marquee” around a group of shapes, which is quick but not so precise; or by selecting multiple shapes by single click (as with a single shape) modified with the CTRL key.

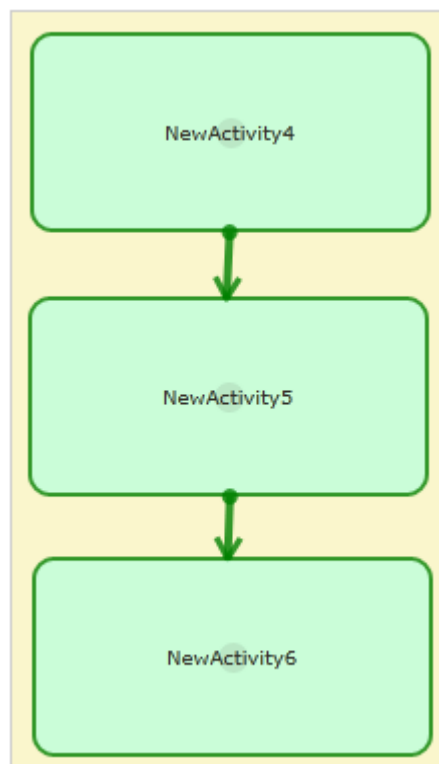


Figure 107: A "Marquee" drawn around a group of shapes

#### *4.6.5.1.4.1 Selecting using a "Marquee"*

To select using a "Marquee" the user positions their mouse cursor at the top left of the group of shapes they wish to select. The user then presses the left button on their mouse and moves the cursor towards the bottom right of the flowchart, diagonally across the group of shapes they want to select (see Figure 107), and then releases the left mouse button. All of the shapes which are within the group will change colour to show that they have been selected.

#### *4.6.5.1.4.2 Selecting multiple shapes using the CTRL key*

Selecting multiple shapes using the CTRL key is the same as selecting single shapes multiple times. The user positions their mouse cursor over each shape intended for selection and presses and release their left mouse button (single click) while holding the CTRL key down.

#### *4.6.5.1.5 Unselecting shapes*

There are two ways to unselect shapes which have previously been selected.

##### *4.6.5.1.5.1 Unselecting all the selected shapes*

The first is to position the mouse cursor away from the selected shapes and then press and release the left mouse button.

##### *4.6.5.1.5.2 Unselecting one shape out of a group of selected shapes*

To unselect one shape out of a group of selected shapes the user should press the "CTRL" key, position the mouse cursor over the shape to be unselected, and press and release their left mouse button (single click).

#### *4.6.5.1.6 Copy a shape*

There are two ways to copy a shape, the first by using the right click context menu and the second by using a keyboard shortcut.

##### *4.6.5.1.6.1 Copy a shape with right click*

The user must either position the mouse cursor over the shape they intend to copy (to copy a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4). The user should then press the right mouse button and select "Copy" from the context menu.

##### *4.6.5.1.6.2 Copy a shape with CTRL+C*

The user must select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4) and press both the "CTRL" and the "C" keys on their keyboard simultaneously.

#### *4.6.5.1.7 Paste a shape*

There are two ways to paste a shape, the first is to use the right click context menu and the second is to use a keyboard shortcut. In both cases, the shape(s) will be pasted towards the bottom right of where the original shape(s) were positioned and the pasted shapes will be automatically added to the selection; they should then be moved to a new position (see section 4.6.5.1.1).

##### *4.6.5.1.7.1 Paste a shape with right click*

The user presses the right mouse button and selects "Paste" from the menu.

#### 4.6.5.1.7.2 *Paste a shape with CTRL+V*

The user presses both the “CTRL” and the “V” keys on their keyboard simultaneously.

#### 4.6.5.1.8 *Delete a shape*

There are two ways to delete a shape, first by using the right click context menu and second by using the “Delete” key.

##### 4.6.5.1.8.1 *Delete a shape with right click*

The user must either position the mouse cursor over the shape they intend to delete (to delete a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4). The user should then press the right mouse button and select “Delete” from the menu.

##### 4.6.5.1.8.2 *Delete a shape with the Delete key*

The user must select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4) and press the “Delete” key on their keyboard.

#### 4.6.5.1.9 *Creating a new flowchart within a frame*

The only way to create a new flowchart is to add the flowchart via the sub stage properties modification interface (see section 4.6.5.2.2). To create a new flowchart for an existing sub stage/start/end element, the user should open the element property modification dialogue and press the “Add Flowchart” button. If this is greyed out, it means a flowchart has already been created for this sub stage (the name of which should be shown). When the new flowchart has been created it will take the name of the associated sub stage as its name. For start/end elements, upon saving the change, their border will become dashed.

The system checks whether there is at least one start element and at least one end element in each flowchart. Upon validation a warning message is displayed to the user in case this criterion is not met.

The user is also warned about start and end elements that contain no link to the relevant stage/sub stage (except end). Both saving and publication of the frame are allowed anyway.

#### 4.6.5.1.10 *Undo a change*

To undo a change to a flowchart, the user can either press the “Undo” button in the side toolbar or simultaneously press both the “CTRL” and “Z” keys. The undo functionality will remove any change made, with the exception of renaming the flowchart and any changes made to the frame’s background information.

#### 4.6.5.1.11 *Redo a change*

To redo an undone change, the user can either press the “Redo” button in the side toolbar or simultaneously press both the “CTRL” and “Y” keys.

#### 4.6.5.1.12 *Export to PNG*

To export an open flowchart as a PNG type image file the user must press the “Export to PNG” button (see Figure 108). The system will then prompt the user to save the open flowchart. If the user presses the “OK” button, the system saves the flow chart and sends the users a PNG image file of the flowchart which the user saves in the normal manner.

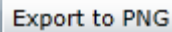


Figure 108: Export as PNG button

#### 4.6.5.1.13 Import a flowchart

By clicking on the “Import” button on the left side toolbar, a File browser is opened, displaying the “Open” and “Cancel” buttons. The file type is set by default to “XML Files (\*.xml)”. The user selects the desired XML file and clicks on the “Open” button. The system validates the provided XML file and after successful validation imports the flowchart.

#### 4.6.5.1.14 Export a flowchart

By clicking on the “Export” button on the left side toolbar, a pop up form opens that requests from the user to verify whether s/he wishes to save the specific flowchart. By clicking the “OK” button, a File browser opens and displays the “File name”, the “Save as type”, the “Save” and “Cancel” buttons. By default the File browser displays the user’s desktop. The “File name” is already completed with the respective NLF Flowchart’s name and the “Save as type” is set to “XML Files (\*.xml)”. The file type cannot be altered. The user clicks on the “Save” button and the flowchart is exported.

#### 4.6.5.1.15 Snap to Grid

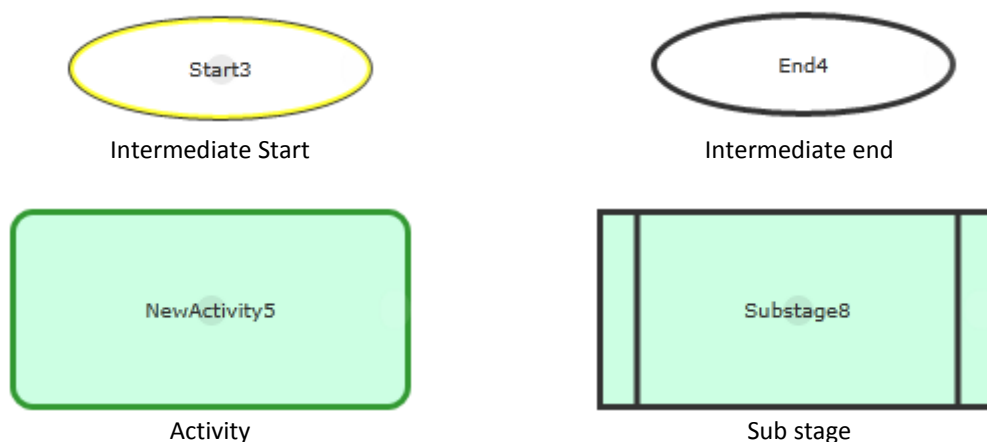
In case the “Snap to Grid” option on the left side toolbar is enabled, when the user is moving shapes around the grid they will automatically adjust to the nearest grid line/corner. The size of the shape will never be altered by the system for alignment purposes.

#### 4.6.5.1.16 Automatic alignment

In case the “Automatic alignment” option on the left side toolbar is enabled, when the user is moving shapes close to other shapes (top/bottom/left/right) the system will align them (centralise). Automatic alignment is always at the center (either vertically or horizontally), not at the sides of the shapes.

### 4.6.5.2 Edit elements

The elements which are available to users are represented by the following shapes:



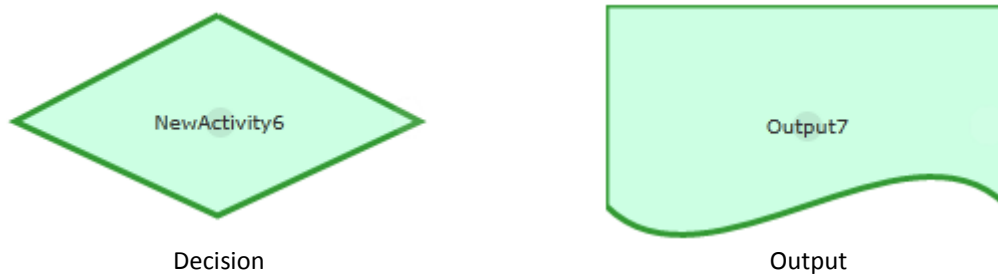


Figure 109: Elements available to users

The information in the following sections applies to all element types unless explicitly specified.

#### 4.6.5.2.1 Adding an element

There are two main ways to add an element; the first is by using one of the buttons in the side tool bar and the second is by using the right click context menu.

##### 4.6.5.2.1.1 Adding an element with side bar buttons

To add an element using a button, the user presses the button associated with the element type they require (see section 2.2.4.3 for a description of which button is associated with which element type). The system then adds an element of the chosen type to the flowchart in the top left of the flowchart.

##### 4.6.5.2.1.2 Adding an element with right click

To add an element using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new element to be added.
2. The user presses the right mouse button.
3. The user places the mouse cursor over the “Add element” option from the main context menu.
4. The user selects the type of element they would like to create from the context sub menu.

The system then adds an element of the chosen type to the flowchart at the point on the flow chart where they placed the mouse cursor.

#### 4.6.5.2.2 Modify an element

There are two ways in which to modify the properties of an element:

- Place the mouse cursor over the element to be modified; and press and release the left mouse button twice in quick succession (double click)
- Place the mouse cursor over the element to be modified (the element must be unselected); press and release the right mouse button; and select “Modify” from the context menu.

In both cases a dialogue for modifying the properties associated with an element will be opened.

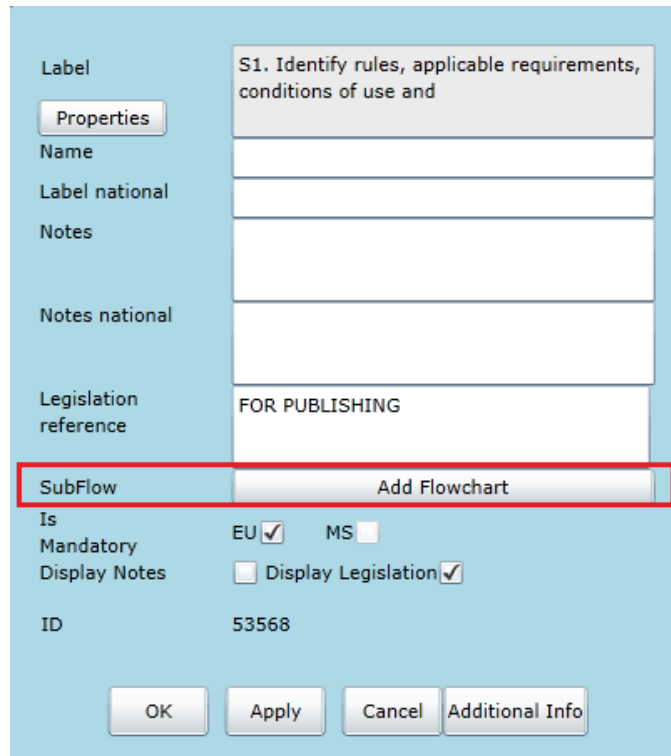


Figure 110: A sub stage modification dialogue

All elements have the following properties:

- a “Label” text box (the English label to be displayed within the shape on the flowchart)
- a “Name” text box (an identifying name that is unique within the flowchart)
- a “Label – national” text box (the national language translation of the label)
- a “Notes” text box (a field for adding extra information concerning the element). Notes are displayed to the user in a white text box, only when the respective “Display Notes” check box is checked
- a “Notes- national” text box (the national language translation of the notes field)
- a “Legislation reference” text box (abbreviated references of the legislation requiring the element rather than full reference). Legislation reference is displayed to the user only when the “Display Legislation” check box is checked. For MS and EU mandatory elements, the Legislation reference must not be empty
- an “Is Mandatory” checkbox (not existing in start/end elements) to show whether an element is mandatory at either the EU level (purple coloured shape upon applying the change) or just at the MS level (orange coloured shape upon applying the change)
- a “Display Notes” checkbox to display the above specified Notes. The check box is activated in case of EU and MS mandatory elements. In case the “Display Notes” checkbox is checked, but the “Notes” text box is empty, then no white box is displayed in the flowchart.
- a “Display Legislation” check box to display the above Legislation reference. If an element is marked as EU or MS mandatory, then the check box for displaying the legislation is enabled automatically and cannot be unchecked
- an “ID” read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.

The “Sub Flow” section highlighted in Figure 110 appears only on the Sub Stage/Start/End element and shows an “Add Flowchart” button and allows the user to create a new flowchart

(see section 4.6.5.1.9).

Once a change has been made, pressing the “OK” button will modify the element and close the modification dialogue, “Apply” will modify the element but without closing the dialogue, and “Cancel” will close the dialogue without making changes. Alternatively, the user may click on the “Additional Info” button to view or modify the additional information of the element (see section 4.6.5.2.2.1) or click on the “Properties” button to change the text style of the label as described in 4.6.5.2.2.2.

#### 4.6.5.2.2.1 Edit Additional Information of an element

The user may view or modify the additional information of an element by clicking on the “Additional Info” button in the modification dialogue. In this case, an “Additional Info” popup dialogue will be displayed (see Figure 111).

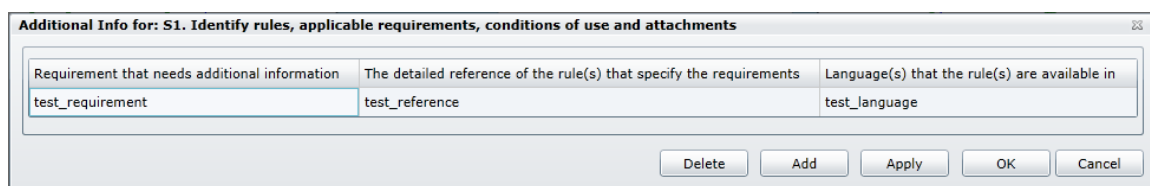


Figure 111: An Additional Information dialogue

The “Additional Info” dialogue comprises a header including the name of the selected element and a possible list of additional information separated in the three columns “Requirement that needs additional information”, “The detailed reference of the rule(s) that specify the requirements” and “Language(s) that the rule(s) are available in”.

The user may double-click on any of the possible fields of the list and change its details. Once any changes have been made, pressing the “OK” button will modify the additional info of the element and close the modification dialogue, “Apply” will modify the additional info of the element without closing the dialogue, and “Cancel” will close the dialogue without saving any changes. The user may also add (see 4.6.5.2.2.1.1) or delete (see 4.6.5.2.2.1.2) additional information from an element.

##### 4.6.5.2.2.1.1 Add Additional Information to an element

The user may add additional information to an element by following the next steps:

1. The user clicks on the “Add” button shown in Figure 111.
2. A new row appears at the bottom of the list with the “<Please Fill in Requirement>” text in the field of the first column as shown in Figure 112.
3. The user double-clicks on this field and fills it in and may continue by filling the other two fields of the new row.
4. The user clicks on the “OK” button. The addition is saved and the dialogue closes.

If no additional information existed before this addition, then by clicking on the “OK” button, the border of the element will also become thicker.

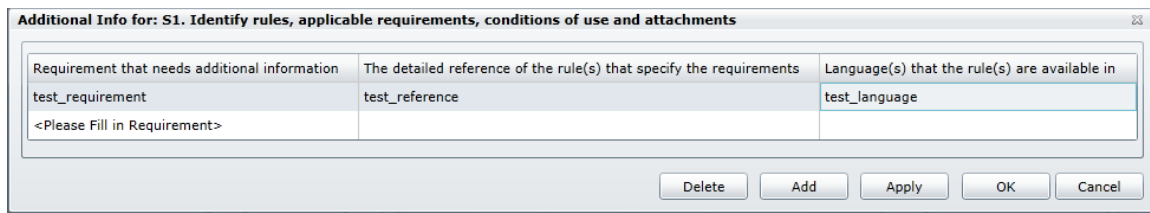


Figure 112: Add Additional Info

#### 4.6.5.2.2.1.2 Delete Additional Information from an element

The user may delete additional information from an element by following the next steps:

1. The user selects a row from the list of additional information of the element and clicks on the “Delete” button shown in Figure 111.
2. The previously selected row is deleted and the list is refreshed.
3. The user clicks on the “OK” button. The deletion is saved and the dialogue closes.

If no additional information exists after the deletion, then by clicking on the “OK” button, the border of the element will also no longer be thicker.

#### 4.6.5.2.2.2 Properties

Upon clicking on the “Properties” button, the following rich text editor is opened in a popup is displayed:

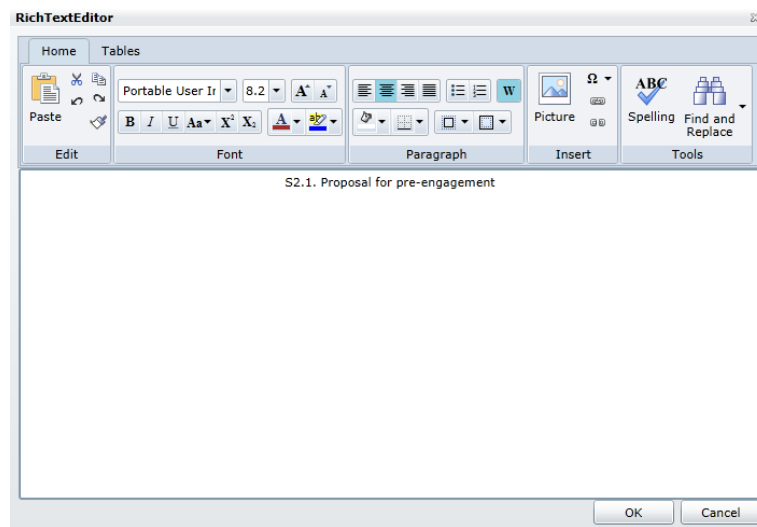


Figure 113: Label Properties

The user may alter the text in the textbox, modify the alignment of the text modify the style of the text ((alter fonts, use coloured fonts, bold, italics, etc), create numbered and bulleted lists, insert tables, pictures and hyperlinks. In case of hyperlink insertion, a context menu is provided allowing the copy-paste functionality by using mouse right clicking.

By clicking the “OK” button the user saves the provided changes. Only by clicking on the buttons “Apply” or “OK” on the popup of Figure 110, the changes will finally take effect. The system will automatically extend the size of the element to adjust the modified Label text, if necessary.

The rich text editor is displayed for all elements, except from mergers, splitters and connectors.



#### 4.6.5.3 Edit Connectors

There are four (4) types of connector available to the user:

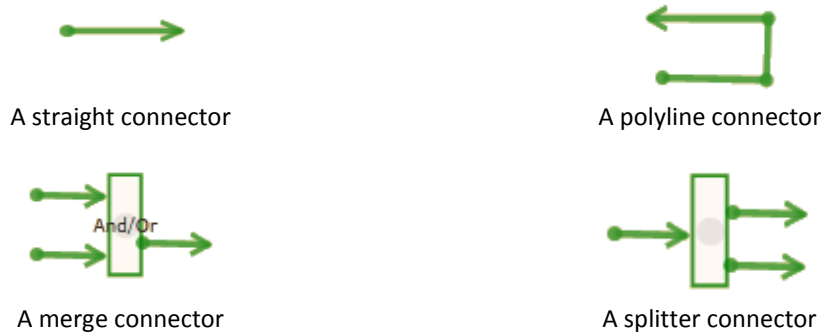


Figure 114: Connectors available to users

Unlike elements, there are a number of differences between the connector types in the way the user interacts with them.

Every shape must have at least one incoming and one outgoing connector, except from outputs that can have only an incoming connector. Additionally, start/end shapes can have only one outgoing/incoming connector.

##### 4.6.5.3.1 Add a Merge and Split connectors

As with elements, there are two main ways to add a merge or split connector; the first is by using the side tool bar buttons and the second is by using the right click context menu.

###### 4.6.5.3.1.1 Adding a Merge or Split connector with side bar buttons

To add a merge or split connector using a button, the user presses the button associated with the connector type they require (see section 2.2.4.3 for a description of which button is associated with which element/connector type). The system adds a connector of the chosen type to the flowchart in the top left of the flowchart.

###### 4.6.5.3.1.2 Adding a Merge or Split connector with right click

To add a merge or split connector using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new connector to be added.
2. The user presses the right mouse button.
3. The user places the mouse cursor over the “Add element” option from the main context menu
4. The user selects the merge or split connector they would like to create from the context sub menu.

The system will then add a composite connector of the chosen type to the flowchart at the point on the flow chart where they placed the mouse cursor.

##### 4.6.5.3.2 Add a straight connector

There are two (2) ways to add a straight connector; the first is by linking elements; the second is by using the right click context menu.

#### 4.6.5.3.2.1 Add a straight connector by linking elements

To add a straight connector by linking two (2) elements involves the following steps:

1. The user places their mouse cursor over the darker centre of the shape they want the connection to start from (origin shape). Figure 115 shows a red circle around the darker centre.
2. The user presses their left mouse button (without releasing it) and then moves their mouse cursor over the shape they want the connection to terminate at (destination shape). While the left mouse button is still pressed, the connection is drawn with a broken line as in Figure 115.
3. The user releases their left mouse button and the system redraws the connector with an unbroken line and fixes the connection to one of the invisible anchors around the edge of the destination shape. In case a connector is not connected properly, it will become red-coloured. Upon publishing of NLF changes, the system does not allow publishing flowcharts with red-coloured connectors.

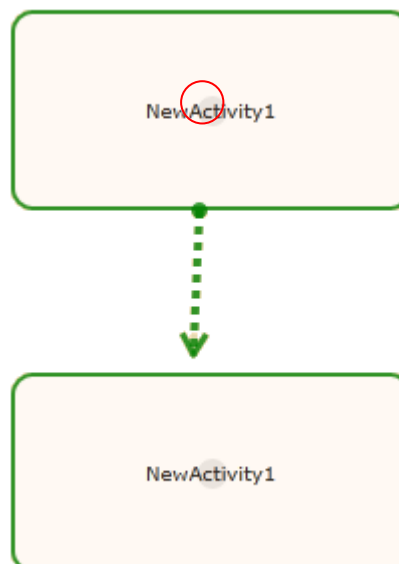


Figure 115: A straight connector being drawn between 2 elements

#### 4.6.5.3.2.2 Add a straight connector with right click

To add a straight connector using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new connector to be added.
2. The user presses the right mouse button.
3. The user selects the “Add line” option from the context menu.

The system will then add a straight connector to the flowchart at the point on the flow chart where the user placed the mouse cursor. This will then need to be manually connected to the origin and destination shapes by positioning the mouse cursor over one end of the connector, pressing the left mouse button and simultaneously moving the mouse cursor to the relevant shape.

#### 4.6.5.3.3 Adding a polyline connector

To add a polyline connector, the user presses the button associated with the polyline connector (see section 2.2.4.3). The system will then add a connector of the chosen type to the flowchart in the top left of the flowchart. The connector then needs to be connected to the relevant shapes. This is done by positioning the mouse cursor over one end of the connector, pressing the left mouse button and simultaneously moving the mouse cursor to the relevant shape, following that, and in the same manner, the two angle points should be moved to the desired position. Please note that a polyline connector can also be added by changing the “Type” property value of a straight line connector or by right-clicking on the flowchart and selecting the “Add Polyline” link. In case a polyline connector is not connected properly, it will become red-coloured. When publishing NLF changes, the system does not allow publishing flowcharts with red-coloured connectors.

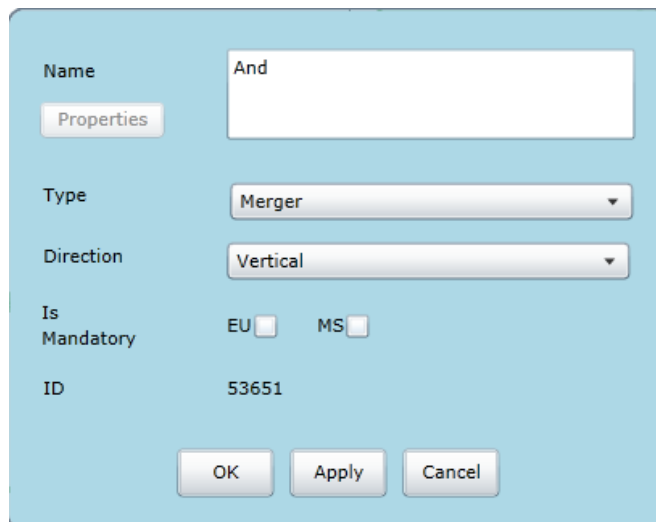
#### 4.6.5.3.4 Modify merge and split connectors

There are two ways in which to modify the properties of a merge or split connector:

- Place the mouse cursor over the merge or split connector to be modified and press and release the left mouse button twice in quick succession (double click)
- Place the mouse cursor over the merge or split connector to be modified (the merge or split connector must be unselected), press and release the right mouse button and select “modify” from the context menu.

In both cases a dialogue for modifying the information associated with the merge or split connector will be opened (see Figure 116). The properties that can be changed include:

- The “Name” element, which is not important for splitters and should be left blank (rather than the default) for splitter connectors; but should be set to “And”, “Or”, or “And/Or” for merge connectors. For changing the properties of the Name text, see section 4.6.5.2.2.2.
- The “Type” property should only be changed if you want to change the type of the connector.
- The “Direction” property allows the user to rotate the shape through 90 degrees and can therefore be used to improve presentation.
- The “Is Mandatory” check box indicates whether the merger/splitter is mandatory at either the EU level (purple coloured shape upon applying the change) or just at the MS level (orange coloured shape upon applying the change).
- The “ID” read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.



A dialog box for configuring a merge and split connector. It has a light blue background. The fields are as follows:

Name	And
Properties	(button)
Type	Merger
Direction	Vertical
Is Mandatory	EU <input type="checkbox"/> MS <input type="checkbox"/>
ID	53651
<div>OK Apply Cancel</div>	

Figure 116: Merge and split connector

Once a change has been made, pressing the “OK” button will modify the element and close the modification dialogue; “Apply” will modify the element but without closing the dialogue; and “Cancel” will close the dialogue without making changes.

#### 4.6.5.3.5 Modifying line connectors

The manner in which to modify the properties of a line connector (regardless of whether it is a straight line or polyline) is to place the mouse cursor over the line connector to be modified and press and release the left mouse button twice in quick succession (double click). A dialogue for modifying the information associated with the line will then be opened (see Figure 117)



A dialog box for configuring a line connector. It has a light blue background. The fields are as follows:

Label	
Type	Line
Name	
Notes	
Legislation Reference	
Is Mandatory	EU <input type="checkbox"/> MS <input type="checkbox"/>
Display Notes	<input type="checkbox"/> Display Legislation <input type="checkbox"/>
ID	62068
<div>OK Apply Cancel</div>	

Figure 117: Line connector properties dialogue

These are the properties available for setting in the line connector properties dialogue:

- The “Label” property which allows the user to provide additional information about the connector.
- The “Type” property which allows the user to change a straight line connector to a polyline connector and vice versa.
- The “Name” property, unlike other shapes, this is not made visible.
- a “Notes” text box (a field for adding extra information concerning the element). Notes are displayed to the user in a white text box, only when the respective “Display Notes” check box is checked.
- a “Legislation Reference” text box (abbreviated references of the legislation requiring the connection rather than full reference). The text box is editable only when the respective “Display Legislation” check box is checked. Legislation reference is displayed to the user only when the “Display Legislation” check box is checked. Mandatory rules must have Legislation Reference.
- an “Is Mandatory” checkbox to define whether a connector is mandatory at either the EU level or just at the MS level. EU and MS connectors have the same colour.
- a “Display Notes” checkbox to display the above specified Notes. The check box is activated in case of EU and MS mandatory connectors. In case the “Display Notes” checkbox is checked, but the “Notes” text box is empty, then no white box is displayed in the flowchart.
- a “Display Legislation” check box to display the above Legislation Reference. If a connector is marked as EU or MS mandatory, then the check box for displaying the legislation is enabled automatically and cannot be unchecked.
- an “ID” read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.

Once a change has been made, pressing the “OK” button will modify the connector and close the modification dialogue; “Apply” will modify the element but without closing the dialogue; and “Cancel” will close the dialogue without making changes.

#### 4.6.5.4 Edit roles

NLF Roles are presented on the flowchart as swim lanes and vital for understanding which NLF user role undertakes which activity, takes which decision or receives which output. The “Flowchart Roles Management” dialogue is opened by pressing the “Roles” button on the top toolbar.

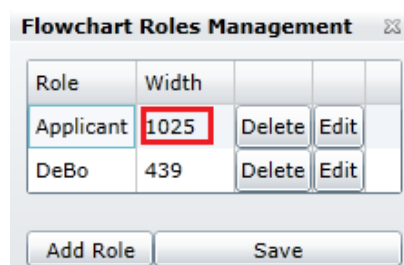
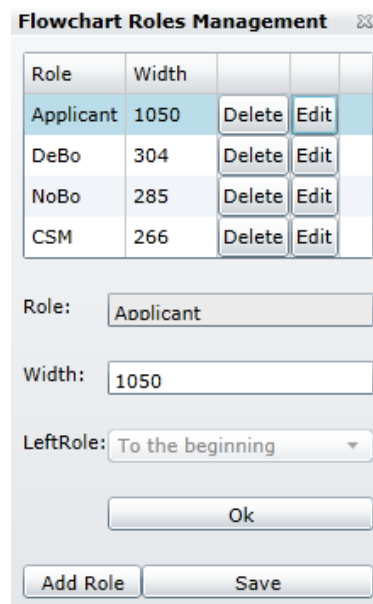


Figure 118: Flowchart Roles Management dialogue

The displayed dialogue shows the NLF roles included in the open flowchart and the percentage of the overall width of the flowchart taken up by the role (highlighted in red).

By clicking the “Edit” button, the pop up form is expanded (see Figure 119) and the user can alter the “Width” of the desired role. Then the user must click on the “OK” button; in order to save the altered width and close the form, the “Save” button must be clicked.



The dialog box titled "Flowchart Roles Management" contains a table with the following data:

Role	Width		
Applicant	1050	Delete	Edit
DeBo	304	Delete	Edit
NoBo	285	Delete	Edit
CSM	266	Delete	Edit

Below the table, there are input fields for "Role:" (containing "Applicant"), "Width:" (containing "1050"), and "LeftRole:" (a dropdown menu set to "To the beginning"). At the bottom, there are buttons for "Ok", "Add Role", and "Save".

Figure 119: Edit role

#### 4.6.5.4.1 Add a role to a Flowchart

Every flowchart must have at least one role (except from the Master flowchart). The user is able to save flowcharts without roles, but upon validation a warning message is displayed. In case there are flowcharts without any role (except from the Master flowchart), it is not possible for the user to publish the frame. In addition, if there are shapes not belonging to any role (with the exception of start/end shapes) a warning upon validation is also displayed to the user. In such cases, the user is not allowed to publish frames with shapes outside roles.

To add a role to a flowchart the user must perform the following tasks:

1. Open the “Flowchart Roles Management” dialogue box.
2. Press the “Add Role” button (see Figure 118).
3. The system opens the “NLF Roles” dialogue (see Figure 120).
4. Select a role that is not already in use.
5. Press the “OK” button.

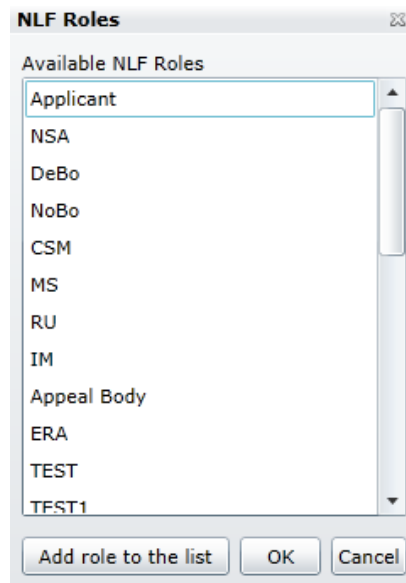


Figure 120: The add roles dialogue

Once the role has been added, the user must ensure the width of the pre-existing and new roles are properly modified (see section 4.6.5.4.4)

#### 4.6.5.4.2 Add a new role to a Flowchart

Every flowchart must have at least one role (except from the Master flowchart). The user is able to save flowcharts without roles, but upon validation a warning message is displayed. In case there are flowcharts without any role (except from the Master flowchart), it is not possible for the user to publish the frame. In addition, if there are shapes not belonging to any role (with the exception of start/end shapes) a warning upon validation is also displayed to the user. In such cases, the user is not allowed to publish frames with shapes outside roles.

To add a new role to a flowchart the user must perform the following tasks:

1. Open the “Flowchart Roles Management” dialogue box.
2. Press the “Add Role” button (see Figure 118).
3. The system opens the “NLF Roles” dialogue (see Figure 120).
4. Click the “Add role to the list” button.
5. The “NLF Roles” pop up window is opened (see Figure 121).
6. In the textbox “New Role Name” the user defines the desired name for the new role and then clicks on the “Save New Role” button.
7. A pop up message is displayed and informs the user that the required information for the new role should be filled in through the Background Information dialogue (see Figure 122).
8. The user must click the “OK” button in order to save the newly added and close the pop up window.
9. The new role is added in the list of the available NLF roles.
10. By clicking the “OK” button the new role is added in the specific flow chart, the pop up form is closed and the “Flowchart Roles Management” dialogue remains opened displaying the already associated NLF roles.
11. The user clicks the “Save” button in order to save the changes and close the “Flowchart Roles Management” dialogue.

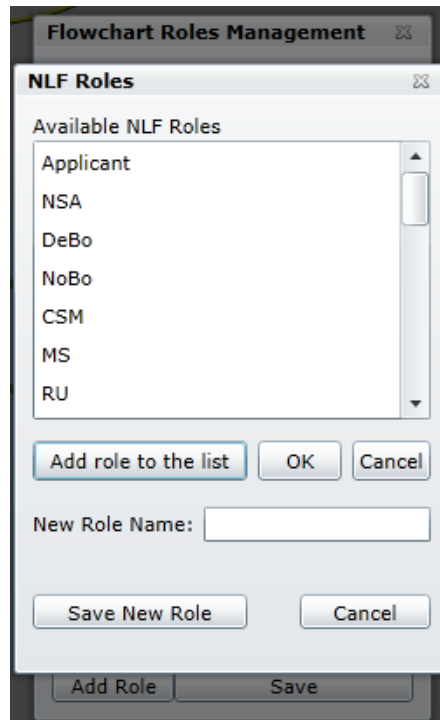


Figure 121: Add new role

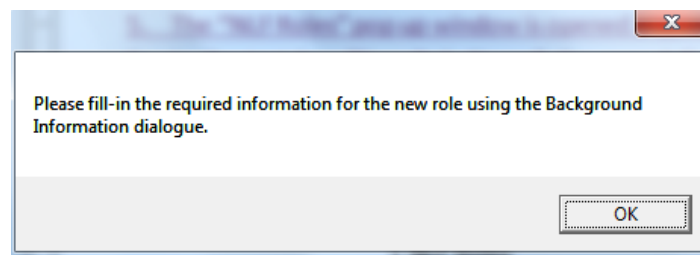


Figure 122: Informative pop up message

#### 4.6.5.4.3 Delete a role

To delete a role the user must undertake the following steps:

1. Open the "Flowchart Roles Management" dialogue box.
2. Select the role to delete
3. Press the "Delete" button.

Once the user has deleted the necessary role or roles, the user must ensure the width of the existing roles are properly modified (see section 4.6.5.4.4).

#### 4.6.5.4.4 Change the width of a role

To change the width of a role, the percentage of the overall flowchart width allocated to the role in the "Width" column needs to be changed. The user should be aware that if the OK button is pressed and the width total for all roles does not equal exactly 100 an error message will appear and the system will not allow the dialogue to close.

#### 4.6.5.5 Clear a Flowchart

To completely remove all elements from the flowchart (including the roles), the user must press the "Clear" button (see Figure 123) and then save the changes in the normal manner (see section 4.6.5.6).



Figure 123: Clear elements button

#### 4.6.5.6 Save a Flowchart

To save any changes made to an open flowchart for modification the user must follow the flow below:

1. Make changes to the open flow chart.
2. Press the “Save” button.

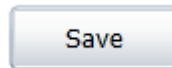


Figure 124: Save

3. Upon saving, all automatic checks implemented in the application (unconnected arrows, unconnected shapes, shapes crossing swimlanes, EU mandatory shapes moved to other swimlanes, mandatory shapes without legislation reference, etc.) are fulfilled, but in case of existing errors they do not prevent the user from saving the flowchart. A warning message is appeared that informs the user about the existing validation errors. In case of existing validation errors, the user is allowed to save the flowchart by clicking on the “Save Flowchart” button and continue the saving process.
4. If the saving process has been undertaken successfully, even in case when the user selects to save the flowchart with the existing validation errors, a message box like the one shown in Figure 125 will be opened.

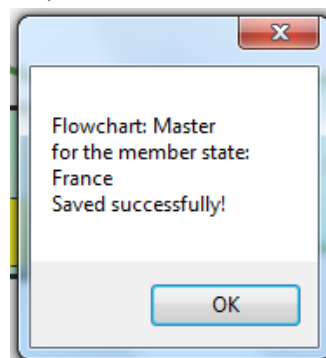


Figure 125: Successful save message box

#### 4.6.5.7 Validate a Flowchart

The user can validate a flowchart either upon saving the flowchart, as described in section 4.6.5.6 (see step 3) or by right clicking on the respective flowchart.

In order to validate a flowchart that is in modification mode, the user right clicks on the flowchart and the menu displayed in the following Figure is opened.

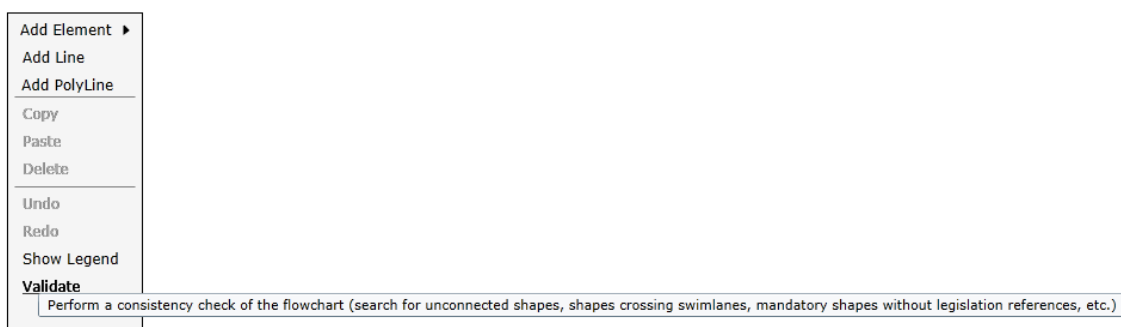


Figure 126: Flowchart validation

The user clicks on the “Validate” option and a pop up window is opened, displaying the existing validation errors (see Figure 127).

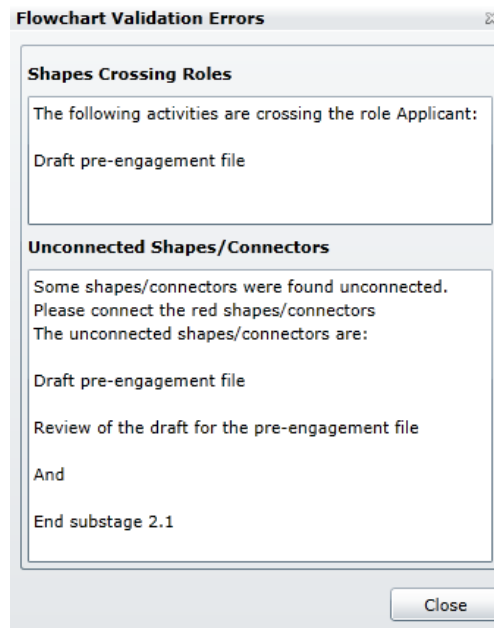


Figure 127: Flowchart validation errors

#### 4.6.5.8 Show optional text boxes on flowcharts

The User has the possibility to introduce in each Flowchart the following text boxes:

- Yellow text box with dashed borders
- Grey text box with dashed borders
- White text boxes with dashed borders

by clicking the respective check boxes on the left side toolbar:

- Show Yellow Text
- Show Grey Text
- Show White Text

The text that is displayed in the text boxes can be different for each flowchart. The text boxes are linked to a flowchart, not to any particular object. Moreover, they are not linked to any swimlane.

For each flowchart there can be maximum one text box per type. The Yellow and White text boxes are inherited from the EU frame when creating a working copy, but they can be edited by the User.

The text boxes are located in the bottom of the flowchart, one next to the other; from left to right first is the Yellow, second the Grey and third the White.

The User can select which of the three text boxes will be displayed in the flowchart simply by checking the respective check boxes.

## 4.7 Create report

The user may create a report either for NRD or for NLF as described in the following sub-sections.

### 4.7.1 Create NRD report

In order to create a report, the user can select the desired type of report from the “Report Title” column. For example, in case of the “Reference Document” report, the following page will be displayed.

NRD Reports	
Report Title	Report Description
<a href="#">Reference Document</a>	

NLF Reports	
Report Title	Report Description
<a href="#">NLF Global Comparison by KPIs</a>	
<a href="#">Reference Document</a>	

MS 
Parameter

Figure 128: National Reference Document report for NRD

In this particular example, the user can select the Parameter and the MS and click on “View Report” button to create the report.

### 4.7.2 Create NLF report

The process for creating a report for NLF is similar to the process described in section 4.7.1 for NRD.

## 4.8 Publish

### 4.8.1 Publish changes (RDD)

In order to publish changes, the user should perform the following steps:

- Filter the list of changes by selecting the desired type of change from the “Type of change” dropdown list.
- For the classifications the additional filter “Member State From” can be applied.
- Select the desired items by checking the respective checkboxes (alternatively the user can click on the “Select All” button in order to select all the items).
  - If a selected item is related to another item the following message will be displayed

DEPENDENCIES




For the selected item there are related items. Do you want to select them too?

Figure 129: Publication items relation message

- The user can select whether the related item will be also selected.
- Fill-in the “Comments” textbox.
- Click on the “Publish” button.

If data are correctly validated and the MS is not locked for Import (see section 4.8.3), the publication takes place, a success message is displayed, and the published items are removed from the list of changes.

 Items have been published successfully.

Publish Changes

Member States FR - France

Number of National Technical Rules 530

Number of Legal Texts 2

Number of Classifications 1337

☐ Is locked for Import

NRD

Type of change: New - Classifications

Member State From: -- Please select a value --

NRD Changes

Publis	Basic Parameter Code	Name ↕	Type of Change	Date of the Change	MS From	Dependency
<input type="checkbox"/>	1	<a href="#">1 General documentation - FR - DE</a>	New - Classificatic	02/09/2014	DE	
<input type="checkbox"/>	1.1	<a href="#">1.1 General documentation - FR - DE</a>	New - Classificatic	02/09/2014	DE	
<input type="checkbox"/>	1.1	<a href="#">1.1 General documentation - FR - LU</a>	New - Classificatic	08/01/2013	LU	
<input type="checkbox"/>	1.1	<a href="#">1.1 General documentation - FR - NL</a>	New - Classificatic	08/01/2013	NL	
<input type="checkbox"/>	1.2	<a href="#">1.2 Maintenance instructions and requiremen</a>	New - Classificatic	08/01/2013	BE	
<input type="checkbox"/>	1.2	<a href="#">1.2 Maintenance instructions and requiremen</a>	New - Classificatic	08/01/2013	ES	
<input type="checkbox"/>	1.2	<a href="#">1.2 Maintenance instructions and requiremen</a>	New - Classificatic	08/01/2013	LU	
<input type="checkbox"/>	1.2	<a href="#">1.2 Maintenance instructions and requiremen</a>	New - Classificatic	08/01/2013	NL	
<input type="checkbox"/>	1.2.1	<a href="#">1.2.1 Maintenance instructions - FR - BE</a>	New - Classificatic	08/01/2013	BE	
<input type="checkbox"/>	1.2.1	<a href="#">1.2.1 Maintenance instructions - FR - CH</a>	New - Classificatic	08/01/2013	CH	

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Publish

Cancel

Select All

Figure 130: Successful publication

In addition, an entry is created in the list of publications (see section 3.6.2), in the home page at the “Latest Publications” section (see Figure 3), and in the history of the published items.

#### 4.8.2 Publish Changes (NLF)

The process of publishing changes for NLF is similar to the process that is described in section 4.8.1 for the case of RDD.

At this point it should be clarified that only validated frames can be published. Frames that contain flowcharts with unconnected shapes and shapes that cross Roles cannot be published and an informative message is displayed to the user (see Figure 131). Furthermore, it is not possible to publish frames with flowcharts without any role and frames with shapes not belonging to any role.

European Railway Agency **RDD SYSTEM V3.3 [3.3.14239]** Welcome **admin** - Account Settings [Log Out]

Home Part I - Application guide Part II - NRD Part III - NLF Reports **Publication** Configuration Feedback

Home > Publication > List of Changes

The frame is not valid for publishing (EU): Frame errors:

1. Frame is being modified by admin!
2. Frame contains flowcharts with unconnected shapes.

Flowchart Master  
NewActivity5

Flowchart S2.1. Proposal for pre-engagement  
Draft pre-engagement file  
Review of the draft for the pre-engagement file  
And  
End substage 2.1

3. Frame contains flowcharts with shapes crossing Roles.

Flowchart S2.1. Proposal for pre-engagement  
Draft pre-engagement file

4. Frame contains flowcharts with invalid Substages.  
Substages without EU Mandatory activities should not be marked as EU mandatory.  
Substages with EU Mandatory shapes activities must be marked as EU mandatory.

Flowchart S7. Processing the application for authorisation  
S7.1 Appeal

**Publish Changes**

Member States:  ☐ Is locked for Import

Number of National Technical Rules

Number of Legal Texts

Number of Classifications

**NRD**

Type of change:

Member State From:

NRD Changes					
Basic	Parameter	Name	Type of Change	Date of the Change	MS From
Publis	Code				Dependency

Page 1 of 0

Comments +

Select All

Publish Cancel

**NLF**

NLF Changes			
Basic	Parameter	Name	Type of Change
Publis	Code		Date of the Change

Page 1 of 1

Comments +

Validate

Publish Cancel

Figure 131: Invalid frame for publishing

#### 4.8.2.1 Validate Flowchart before publishing

The user can click on the “Validate” button (see Figure 131) in order to validate a frame without trying to publish it. In case of existing validation errors, all errors of all the flowcharts of the specific frame are displayed at the top of page.

The same validations are applied when the user clicks on the “Publish” button.

### 4.8.3 Lock Member State for Import

If the checkbox "Is locked for Import" is checked next to the MS field, then the warning message "Selected Member State is locked for import" is displayed and the following actions are not allowed for the respective Member State:

- Create/edit National Technical Rule
- Create/edit Legal Text
- Create/edit Classification
- Export to NOTIF-IT
- Publish changes
- The RDD Importer is not possible to import
- Requests coming from NOTIF-IT are rejected

However, Classifications from other Member States to the locked Member State are allowed.

## 4.9 Notify

### 4.9.1 Export to NOTIF-IT

In order to view the candidate NTR for notification, the user should select the "Export to NOTIF-IT" option from the "Notifications" menu available at the navigation bar (see Figure 3).



Figure 132: Notifications menu options

Then, the respective page is displayed which contains filtering options based on which the candidate notifications are displayed. By default, the list of candidate notifications is empty.

Export to NOTIF-IT

Member State: -- Please select a value -- ▼

Basic Parameters List: First Test List ▼

Basic Parameters: Select Basic Parameters ▼

TSI Items: Select options ⌵

Subsystems: Select options ⌵

☐ Include TEN
 ☐ Include OFF-TEN

Search

National Technical Rules				
Select	Basic Parameter	Legal Text Title (EN)	NTR Title (EN)	Type
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>⏪ ⏩</span> <span>Page 1 of 0</span> <span>⏪ ⏩ 10</span> </div>				
No records to view				

Select All

**Figure 133: Filter criteria for candidate National Technical Rules for notification**

In order to send one or more notifications to NOTIF-IT, the user may perform the following steps:

- Filter the list of the NTR
  - Select Member State from the respective dropdown list (in case the user is an EU user, otherwise the Member State is the Member State of the user and is displayed in read-only mode).
  - Select Basic Parameters List from the respective dropdown list.
  - Select Basic Parameter(s) from the respective tree-view multi selectable dropdown list.
  - Select “TSI item(s)” from the respective multi selectable dropdown list. The list is prefiltered with the selected Basic Parameter(s) if any.
  - Select Subsystem(s) from the respective multi selectable dropdown list. The list is prefiltered with the selected Basic Parameter(s) if any.
  - Select area of use by checking the “Include TEN” and/or “Include OFF-TEN” checkboxes.
  - Click on the “Search” button.

Then, the system displays the candidate NTR(s) according to user’s filtering criteria as the subsequent figure illustrates.

Export to NOTIF-IT

Member State: 

-- Please select a value --

Basic Parameters List: 

Original List

Basic Parameters: 

1 General documentation

TSI Items: 

Select options

Subsystem: 

Select options

☒ Include TEN
 ☒ Include OFF-TEN

Search

National Technical Rules				
Select	Basic Parameter	Legal Text Title (EN)	NTR Title (EN)	Type
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM Decree No 40 of 2006 (VI.26.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM Decree No 40 of 2006 (VI.26.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM - KvVM Decree No 75 of 2005 (IX.29.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM - KvVM Decree No 75 of 2005 (IX.29.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KM Decree No 11 of 1984 (VI.27.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KM Decree No 11 of 1984 (VI.27.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">NFM Decree No 30 of 2010 (XII.23.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">NFM Decree No 30 of 2010 (XII.23.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KHEM Decree No 20 of 2010 (III.12.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KHEM Decree No 20 of 2010 (III.12.)</a>	OFF-TEN

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Select All

Figure 134: Filtered candidate National Technical Rules for notification

- Select the desired NTR(s) from the list by checking the respective checkboxes. Alternatively, the user may click on “Select All” button to select all available candidate NTRs.
- Click on the “Send Notifications to NOTIF-IT” button.

If data are correctly validated, the notification(s) are sent to NOTIF-IT, a success message is displayed at the top of the page, and the notified NTR(s) are removed from the list.



✔ All National Technical Rules Exported to NOTIF-IT successfully.

Export to NOTIF-IT

Member State: -- Please select a value --

Basic Parameters List: Original List

Basic Parameters: 1 General documentation

TSI Items: Select options

Subsystems: Select options

☒ Include TEN ☒ Include OFF-TEN

Search

**National Technical Rules**

Select	Basic Parameter	Legal Text Title (EN)	NTR Title (EN)	Type
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM Decree No 40 of 2006 (VI.26.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM Decree No 40 of 2006 (VI.26.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM - KvVM Decree No 75 of 2005 (IX.29.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">GKM - KvVM Decree No 75 of 2005 (IX.29.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KM Decree No 11 of 1984 (VI.27.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KM Decree No 11 of 1984 (VI.27.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">NFM Decree No 30 of 2010 (XII.23.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">NFM Decree No 30 of 2010 (XII.23.)</a>	OFF-TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KHEM Decree No 20 of 2010 (III.12.)</a>	TEN
<input type="checkbox"/>	1 General documentation	<a href="#">HU NRD</a>	<a href="#">KHEM Decree No 20 of 2010 (III.12.)</a>	OFF-TEN

Page 1 of 2
View 1 - 10 of 20

Select All

Figure 135: Successful notifications send to NOTIF-IT

In addition, the status of the notified NTR is updated (both the NTR and their associated Legal Text become “In preparation”) and is displayed in all cases where the notified NTR are presented as the subsequent figure illustrates (abstract from the “View list of National Technical Rules” (see section 3.2.2).

National Technical Rules							
MS	Basic Param.	Legal text Title in English	National Technical Rule	Structures	Notification Status (TEN)	Notification Status (OFF-TEN) ↕	
BG	1.0	dfzfd	asdfsdf		In preparation	In preparation	<a href="#">View</a>
EL	1.0	AT NRD	TTTT			In preparation	<a href="#">View</a>
EL	1.0	TSET-NOTIF-LT	Notif-Test NTR				<a href="#">View</a>
EL	1.0	TSET-NOTIF-LT	NTR-TEST-NOTIF				<a href="#">View</a>
EL	1.0	TEST TITLE ENGLISH	TEST NTR TITLE ENGLISH		In preparation		<a href="#">View</a>
DE	1.0	Eurodyn Test NTR	Eurodyn test NTR		In preparation		<a href="#">View</a>
AT	1.0	NTR TEST ED	NTR TEST ED		In preparation		<a href="#">View</a>
BE	1.0	NEW TEST ED	NEW TEST ED		In preparation		<a href="#">View</a>
EL	1.0	erg ety rfjydt ysyty tdsyj tu t	sdry sdyt srtrrysfsu dtuy icsdry				<a href="#">View</a>
		erg ety rfjydt ysyty tdsyj tu t	sdry sdyt srtrrysfsu dtuy ic				
		erg ety rfjydt ysyty tdsyj tu t	sdry sdyt srtrrysfsu dtuy icv				
		erg ety rfjydt ysyty tdsyj tu t	sdry sdyt srtrrysfsu dtuy ic				
		erg ety rfjydt ysyty tdsyj tu t	sdry sdyt srtrrysfsu dtuy icsdry				
LU	2.1.1	LT for Lux	NTR for Lux				<a href="#">View</a>

Export to Excel
Page 1 of 3
10
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**Figure 136: Updated status of notified National Technical Rules**

If the user tries to modify a “locked” NTR and/or its associated Legal Text, the user will not be able to modify some<sup>1</sup> of the NTR/Legal Text fields. The following figure presents the modification page of a “locked” NTR (similar case will be for the “locked” Legal Text). The non-editable fields are highlighted with red.

<sup>1</sup> Further details can be found on the NOTIF-IT integration specifications (see references section 1.5)

National Technical Rules Details

Version info: Published on 24/04/2015 with Working Copy updated on 27/04/2015

Basic Parameter List

Second Test List

Basic Parameter \*

2.1.1 STL - Strength and integrity

Member State \*

HR - Croatia

4 Language Versions Available

Language

English

Title\*

Croatian NTR 2 - updated

Description

during creation BR from FTL  
update BR list to Original List  
update to check the version info

Date of effect

14/01/2008

Date of end of validity

19/03/2019

Mandatory

☐ Rule  
☒ Acceptable means of conformity

Necessary for Technical Compatibility

☐

Waste

☐

Area of use \*

☒ TEN
 ☐ OFF-TEN

Subsystem:

-- Please select a value --

Speed \*

☒ High speed
 ☐ Conventional railway

Rule Type / Regime \*

☒ Open point in TSI
 ☐ Specific case identified but not described in TSI  
☐ Legacy systems specification
 ☐ Railway vehicles not covered by TSI

Class B:

-- Please select a value --

Vehicle Category\*

☒ Locomotives 2
 ☐ Trainsets  
☐ Passengers coaches
 ☐ Wagons  
☒ Track machines

Evidence of compliance with TSI is accepted for authorisation for area of use OFF-TEN

☐

TSI Reference

TSI Item Type

-

TSI Code

-

TSI Item Code

-

TSI Item Title

-

Legal Form

-- Please select a value --

Language(s) in which the rule is published

Language \*

Czech

Language

-- Please select a value --

Language

-- Please select a value --

Status of notification (TEN)

Status of notification (OFF-TEN)

Legal Text Information

Croatian LT

Croatian LT

Checking Bodies

Checking Body	Note	No. of documents
Page 1 of 0		

NTR supporting documents

Description	Language	URL
Page 1 of 0		

NTR Structures

Structure	Comment
Page 1 of 0	

Reminder Notes

Details	Due Date	Status
Page 1 of 0		

View Closed Reminders/Notes

NTR History

Date	Description
24/04/2015	Publication of NTR for HR after the addition of Titles and Descriptions
20/03/2015	publication of Croatian NTR with BP from Original List
Page 1 of 1	

View 1 - 2 of 2

Associated Rules

Basic Parameter	Title in English	Default National Title	Published
Page 1 of 0			

No records to view

Figure 137: Modifying a “locked” National Technical Rule

In order to maintain the integrity of the information, if the RDD application sends notifications for an OFF-TEN and TEN rule (originating from the same NTR), the NOTIF-IT guarantees that the change brought to one of the two notifications is reflected in the other. This is implemented by overwriting the inconsistent OFF-TEN fields, in case a TEN notification is sent

When the user receives a notification for TEN, then s/he will overwrite the inconsistent OFF-TEN fields (and vice versa) in the working copy of the NTR. Thus, the above requirement is implemented.

#### 4.9.2 Log of Notifications

In order to view the log of the notifications sent to NOTIF-IT and the status of each notification, the user should select the “Log of Notifications” option from the Notifications menu (see Figure 132). Then, the respective page is displayed.

Log of Notifications				
Id	NTR – LegalText (Title In English)	Date	Time	NOTIF Status
59	TTTT (AT NRD)	18/08/2014	12:52 µµ	In preparation
58	NEW TEST ED (NEW TEST ED)	20/06/2014	6:44 µµ	In preparation
57	NTR TEST ED (NTR TEST ED)	20/06/2014	6:38 µµ	In preparation
56	Eurodyn test NTR (Eurodyn Test NTR)	20/06/2014	5:39 µµ	In preparation
55	TEST NTR TITLE ENGLISH (TEST TITLE ENGLISH)	20/06/2014	4:57 µµ	In preparation
19	asdfsda (dfzfd)	18/06/2014	3:40 µµ	In preparation
18	asdfsda (dfzfd)	18/06/2014	3:39 µµ	In preparation

Figure 138: Log of Notifications

## 5 Managers of generic NRD/NLF

### 5.1 Special configuration cases

#### 5.1.1 Active

Some screens have an 'Active' field. If an entry is specified as 'Active', then it will be available in the various selection lists available throughout the application screens. If an entry is defined as 'Inactive', it will be displayed in the application screens only when the pages are displayed in read-only mode. If a screen is displayed in Edit mode, the inactive entry will not be available for selection (it will be hidden) and the user will be forced to select a new entry (in case the field is mandatory). If the field is not mandatory and user does not select a new entry, an empty entry will be saved.

The BP, the Structures, and the Directives/TSI/TSI Items are special cases. These entities support hierarchy (parent-child dependency). If a parent is defined as 'Inactive', all existing children automatically become 'Inactive'. Furthermore, it will not be possible to set an 'Inactive' entity to active if the respective parent is 'Inactive'. The same applies when creating new entity under an 'Inactive' parent.

#### 5.1.2 Selectable

Structures have an additional 'Selectable' field. When a Structure is not specified as 'Selectable', the respective structure will appear into the selection lists but it will not be possible to select it. It will only be possible to expand/collapse the structure.

### 5.2 Edit List of Basic Parameters

The configuration of the LoBP can be accessed through the Configuration -> Basic Parameters link on the mail menu.

The administrator can perform the following actions:

- Navigate (through the dropdown list) the LoBP.
- Create a new LoBP.
- Edit an existing LoBP.

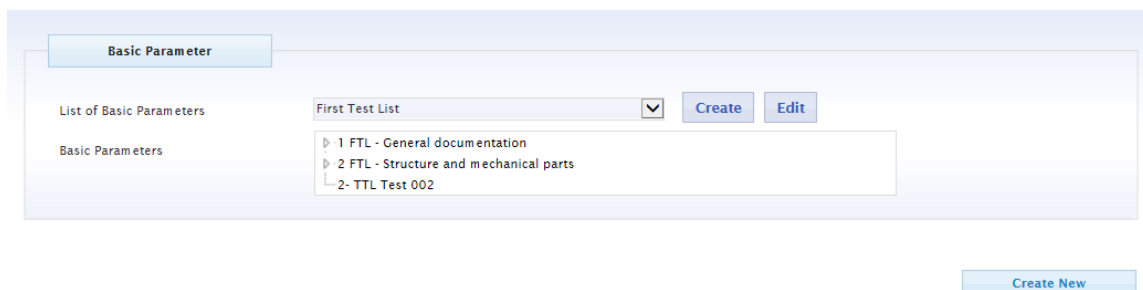


Figure 139: Management of List of Basic Parameters

#### 5.2.1 Add a new List of Basic Parameters

To create a new LoBP, complete the following steps:

1. Click on the "Create" button.

2. In the displayed pop up form enter the name of the LoBP in the “Name” field (mandatory).
3. Enter the code of the LoBP in the “Code” field (mandatory).
4. Select the “Valid From” date from the displayed calendar (mandatory).
5. Select the “Valid Until” date from the displayed calendar (optional).
6. Check the “Default” checkbox in order to define if the created LoBP is active.  
At this point it should be clarified that there must be exactly one active LoBP at any time, therefore the user must check the “Default” checkbox for the desired active list.
7. Click the “Save” button.

### 5.2.2 Update an existing List of Basic Parameters

To update an existing LoBP, complete the following steps:

1. Select the desired LoBP from the dropdown list and click the “Edit” button.
2. Through the displayed pop up form update the “Name” of the LoBP.
3. Update the “Code” of the BoP.
4. Update the “Valid From” date of the BoP.
5. Update the “Valid Until” date of the BoP.
6. Set the specific LoB as default, by checking the “Default” checkbox.
7. Click the “Save” button.

## 5.3 Edit Basic Parameters

The BP configuration section can be accessed through the Configuration->Basic Parameters link on the main menu.

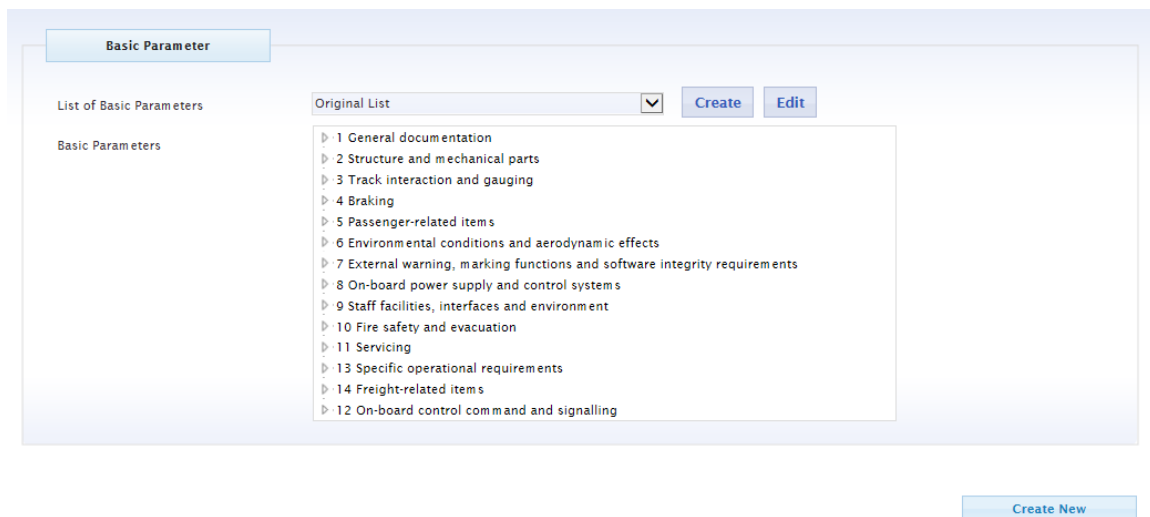


Figure 140: Management of Basic Parameters

The administrator can perform the following functions:

- Navigate (expand/collapse) the hierarchy of BPs.
- Add a new BP.
- Update an existing BP.
- View the details of a BP.

### 5.3.1 Add a new Basic Parameter

To create a new BP, complete the following steps:

1. Select the desired LoBP from the dropdown list.
2. Click on the 'Create New' button.
3. Enter the Code of the BP in the 'Code' field.
4. Enter the Title of the BP in the 'Title' field.
5. Fill-in the "Description" field.
6. Fill-in the "Explanation" field.
7. Fill-in the "NOTIF-Code" field.
8. Select one or more Subsystems from the "Subsystems" dropdown list.
9. Specify if the BP will be Necessary for vehicle-network compatibility or not with the "Necessary for vehicle-network compatibility" field.
10. Specify if the BP will be Active or not with the 'Active' field.
11. Specify the Parent of the BP by selecting from the 'Parent' dropdown list.
12. Specify the Position of the BP by selecting from the 'Position' dropdown list.
13. Fill any other optional field.
14. Click on the 'Save' button.

Upon saving, in all tree views of the Basic Parameters a "\*" symbol is displayed in front of all Basic Parameters that have the "Necessary for vehicle-network compatibility" checkbox checked.

### 5.3.2 Update an existing Basic Parameter

To update an existing BP, complete the following steps:

1. Locate the BP in the desired LoBP and in the basic parameters' hierarchy.
2. Click on the "Edit a Basic Parameter" button.
3. Update the Code of the BP in the 'Code' field.
4. Update the Title of the BP in the 'Title' field.
5. Update the "Description" field.
6. Update the "Explanation" field.
7. Update the "NOTIF-Code" field.
8. Update the Subsystem(s) of the BP by selecting from the "Subsystems" dropdown list.
9. Update the "Necessary for vehicle-network compatibility" status of the BP.
10. Update the 'Active' status of the Basic Parameter.
11. Update the Parent of the BP by selecting from the "Parent" dropdown list.
12. Update the Position of the BP by selecting from the "Position" dropdown list.
13. Click on the "Associate Basic Parameters" button in order to associate the specific BP with parameters from different LoBP.
14. Click on the 'Save' button.

Upon saving, in all tree views of the Basic Parameters a "\*" symbol is displayed in front of all Basic Parameters that have the "Necessary for vehicle-network compatibility" checkbox checked.

### 5.3.3 View the details of a Basic Parameter

To view the details of a BP, complete the following steps:

1. Locate the BP in the desired LoBP and in the basic parameters' hierarchy.





2. Click on the “View” button.

## 5.4 Edit directive / TSI / TSI Items

### 5.4.1 Directives

The Directives configuration section can be accessed through the Configuration->Directives link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Directives.
- Sort the List by the Title or the URL.
- Add a new Directive.
- Update an existing Directive.

Directives				
Title	URL	NOTIF-Code	Active	
<a href="#">Directive 1</a>			✓	
<a href="#">Directive 2</a>			✓	

[Add Directive](#)

Figure 141: Management of Directives

#### 5.4.1.1 Add a new Directive

To create a new Directive, complete the following steps:

1. Click on the ‘Add Directive’ button.
2. Enter the Title of the Directive in the ‘Title’ field.
3. Enter the URL of the Directive in the ‘URL’ field.
4. Enter the NOTIF-Code in the ‘NOTIF-Code’ field.
5. Specify if the Directive will be Active or not with the ‘Active’ field.
6. Fill any other optional field.
7. Click on the ‘Add’ button.

#### 5.4.1.2 Update an existing Directive

To update an existing Directive, complete the following steps:




1. Click on the “Title” of a Directive.
2. Update the Title of the Directive in the ‘Title’ field.
3. Update the URL of the Directive in the ‘URL’ field.
4. Update the NOTIF-Code in the ‘NOTIF-Code’ field.
5. Update the ‘Active’ status of the Directive.
6. Update any other optional field.
7. Click on the ‘Update’ button.

### 5.4.2 TSIs

The TSIs configuration section can be accessed by selecting a Directive from the Directives section. The administrator can perform the following functions:

- Navigate through the list of TSIs.
- Sort the List by the Code or the Title.
- Add a new TSI.
- Update an existing TSI.



TSIs						
Code	Title	Date of entry into force	Date of Application	Date of Repeal	Active	
Abc	Abc		01/04/2015		✓	
qwe	qwe				✓	
TS	TSI test	02/03/2009	10/03/2015	27/03/2019	✓	

[Add TSI](#)

Figure 142: Management of TSIs

#### 5.4.2.1 Add a new TSI

To create a new TSI, complete the following steps:

1. Click on the 'Add TSI' button.
2. Enter the Code of the TSI in the 'Code' field.
3. Enter the Title of the TSI in the 'Title' field.
4. Enter the NOTIF-Code of the TSI in the 'NOTIF-Code' field.
5. Specify if the TSI will be Active or not with the 'Active' field.
6. Fill any of the optional fields:
  - Date of entry into force
  - Date of application
  - Date of repeal
7. Click on the 'Add' button.

#### 5.4.2.2 Update an existing TSI



To update an existing TSI, complete the following steps:

1. Click on the 'Code' of a TSI.
2. Update the Code of the TSI in the 'Code' field.
3. Update the Title of the TSI in the 'Title' field.
4. Update the NOTIF-Code of the TSI in the 'NOTIF-Code' field.
5. Update the 'Active' status of the TSI.
6. Update any of the optional fields:
  - Date of entry into force
  - Date of application
  - Date of repeal
7. Click on the 'Update' button.

#### 5.4.3 TSI Items

The TSI items configuration section can be accessed by selecting a TSI from the TSIs section. The administrator can perform the following functions:

- Navigate through the list of TSI Items.
- Sort the List by the Code or the Description or the Title.
- Add a new TSI item.
- Update an existing TSI item.
- Attach a Basic Parameter to a TSI Item.

TSIItems						
Code	Description	Title	Subsystem	Active	Member State	
TEst9	TEst9	TEst9	Open Point	✓		
TSIt-1	Main TSI item	Testing	Open Point	✓		
1	2					

[Add TSI Item](#)

Basic Parameters			
Code	Description	Title	Active
1	General documentation (including description of new, renewed or upgraded vehicle and its intended use, design, repair, operation and maintenance information, technical file, etc.)	General documentation	✓

[Attach Basic Parameter](#)

Figure 143: Management of TSI Items

#### 5.4.3.1 Add a new TSI Item

To create a new TSI Item, complete the following steps:

1. Click on the 'Add TSI Item' button.
2. Enter the Code of the TSI Item in the 'Code' field.
3. Enter the Description of the TSI Item in the 'Description' field.
4. Enter the Title of the TSI Item in the 'Title' field.
5. Select Member State from the 'Member State' dropdown list.
6. Select Information related to from the 'Information related to' dropdown list.
7. Enter the NOTIF-Code in the 'NOTIF-Code' field.
8. Select NOTIF-Subsystem from the 'NOTIF-Subsystem' dropdown list.
9. Specify if the TSI Item will be Active or not with the 'Active' field.
10. Fill any other optional field.
11. Click on the 'Add' button.

#### 5.4.3.2 Update an existing TSI Item

To update an existing TSI Item, complete the following steps:

1. Click on the "Code" of a TSI Item.
2. Update the Code of the TSI Item in the 'Code' field.
3. Update the Description of the TSI Item in the 'Description' field.
4. Update the Title of the TSI Item in the 'Title' field.
5. Update the Member State from the 'Member State' dropdown list (if the TSI item has not been associated with a NTR).
6. Update the Information related to from the 'Information related to' dropdown list.
7. Update the NOTIF-Code in the 'NOTIF-Code' field.
8. Update the NOTIF-Subsystem from the 'NOTIF-Subsystem' dropdown list.
9. Update the 'Active' status of the TSI Item.
10. Update any other optional field.
11. Click on the 'Update' button.

In case the TSI item has been associated with a NTR (see section 4.4.1.21) then it will not be possible to change the Member State that has been associated to the TSI item. If the Administrator wants to associate a different Member State to the TSI item the following steps should be followed:

1. Mark the current TSI item as 'Inactive'.

2. Create a new 'Active' TSI item with the correct TSI item.
3. Create new working copies of the respective NTRs associated with the 'Inactive' TSI item.
4. Associate to the working copies the newly created 'Active' TSI item.
5. Inform the Member States of the working copies to publish the modified NTRs (i.e. the working copies).

#### 5.4.3.3 Attach Basic Parameter to TSI Item

To attach a Basic Parameter to a TSI Item, complete the following steps:

1. Select a TSI Item by clicking on the 'Selection' icon.
2. Click on the 'Attach Basic Parameter' button.
3. Select Basic Parameter from the 'Basic Parameter' dropdown list.
4. Click on the 'Attach Basic Parameter' button.

## 5.5 Edit MS

The MS configuration section can be accessed through the Configuration->Member States link on the main menu. The administrator can perform the following functions:

- Navigate through the list of MS.
- Sort the List by the Code or the Name of a MS.
- Add a new MS.
- Update an existing MS.

Member States	
Code ↕	Name
<a href="#">AT</a>	<a href="#">Austria</a>
<a href="#">BE</a>	<a href="#">Belgium</a>
<a href="#">BG</a>	<a href="#">Bulgaria</a>
<a href="#">CH</a>	<a href="#">Switzerland</a>
<a href="#">CY</a>	<a href="#">Cyprus</a>
<a href="#">CZ</a>	<a href="#">Czech Republic</a>
<a href="#">DE</a>	<a href="#">Germany</a>
<a href="#">DK</a>	<a href="#">Denmark</a>
<a href="#">EE</a>	<a href="#">Estonia</a>
<a href="#">EL</a>	<a href="#">Greece</a>

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Member State

Code \*

EL

Name \*

Greece

Language

Greek

Select Language

-- Please select a value --

Associated Languages

Greek  
French (ref.)

Associate

Mark/Unmark as Reference Language

Save

Cancel

Figure 144: Management of Member States

### 5.5.1 Add a new Member State

To create a new MS, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the two letter country code into the 'Code' field. Country code cannot be changed afterwards.
3. Enter the name of the country into the 'Name' field.
4. Select a main Language for the MS.
5. Select associated languages from the dropdown list and click on the Associate button. The newly associated languages will be displayed in the respective read-only textbox.
6. Select the desired language and click on the button "Mark/ Unmark as a Reference Language". The respective language is configured as the Member State's reference language.
7. Fill any other optional field.
8. Click on the 'Save' button.

#### 5.5.1.1 Create NLF

When a new MS is created, there is no NLF available by default. When the user accesses the NLF page, an empty screen is displayed.

Therefore it's necessary to click on the "New Frame" button in order to create a NLF based on the latest published EU Generic Frame with status "New" (similar screen to Figure 2).

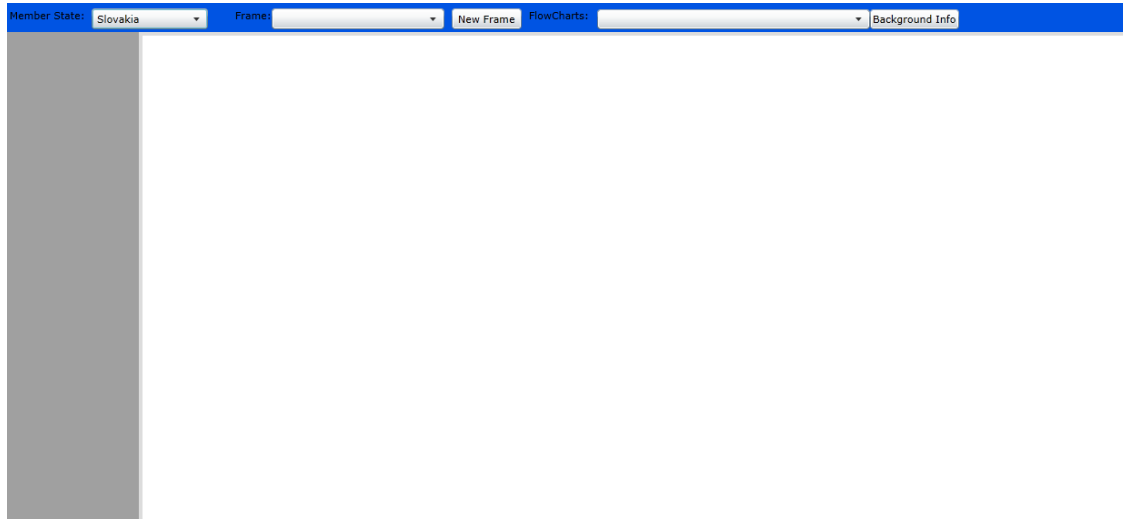


Figure 145: Country without NLF

When a new frame is copied from EU due to an EU LF publication, the Background Information is filled with the previous Frame's Background Information. In addition, when a new frame is copied from EU due to an EU LF publication, the Additional Information for unchanged shapes is filled with the previous Frame's Background Information.

The user is asked whether to use the working copy or the published version for copying the Background Information and Additional Information.

### 5.5.2 Update a Member State






To update an existing MS, complete the following steps:

1. Select a Member State. A details list will be displayed below the Member States list.
2. Enter the two letter country code into the 'Code' field. Country code cannot be changed afterwards.
3. Enter the name of the country into the 'Name' field.
4. Select a main Language for the MS.
5. Select associated languages from the dropdown list and click on the Associate button. The newly associated languages will be displayed in the respective read-only textbox.
6. Select the desired language and click on the button "Mark/ Unmark as a Reference Language" in order to configure the language as the Member State's reference language.
7. Update any other optional field.
8. Click on the 'Save' button.

## 5.6 Edit organisation

The Organisations configuration section can be accessed via the Configuration->Organisations link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Organisations.
- Sort the List by the Name and/or the Organisation Type.
- Add a new Organisation.
- Update an existing Organisation.

Organisations	
Name 	Organisation Type
<a href="#">AAAAA</a>	Issuing
<a href="#">AJAX</a>	Publication
<a href="#">Gkogkolis</a>	Publication
<a href="#">INTER</a>	Publication
<a href="#">JUVENTUS</a>	Issuing
<a href="#">MILAN</a>	Checking Body
<a href="#">PSG</a>	Issuing
<div>   Page 1 of 1   10 </div> <div>View 1 - 7 of 7</div>	

Organisation

Type\* : Publication

Name\* : AJAX

Acronym :

Country\* : NL - Netherlands

City :

Location :

Postal Code :

Phone :

Fax :

HomePage Url :

Email :

Save

Cancel

Figure 146: Management of Organisations

### 5.6.1 Add a new Organisation

To create a new Organisation, complete the following steps:

1. Click on the 'Create New' button.
2. Select the Type of the Organisation from the respective dropdown list.
3. Enter the name of the Organisation in the 'Name' field.
4. Select the Country of the Organisation from the respective dropdown list.
5. Fill in (if needed) any of the rest optional fields.
6. Click on the 'Save' button.

### 5.6.2 Update an existing Organisation

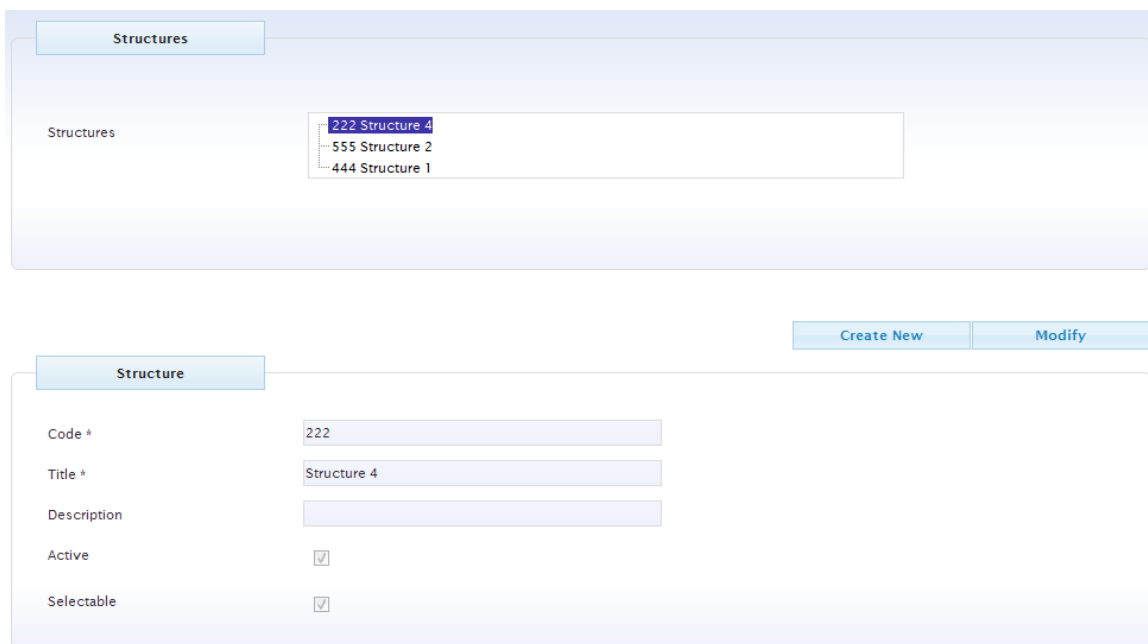
To update an existing Organisation (the Type of the Organisation cannot be updated), complete the following steps:

1. Locate the Organisation on the grid.
2. Click on the name of the Organisation in the 'Name' column of the grid.
3. Update the name of the Organisation into the 'Name' field.
4. Update the Country of the Organisation by selecting from the respective dropdown list.
5. Update (if needed) any of the rest optional fields.
6. Click on the 'Save' button.

## 5.7 Edit structure

The Structures configuration section can be accessed through the Configuration->Structures link on the main menu. The administrator can perform the following functions:

- Navigate (expand/collapse) through the hierarchy of Structures.
- Add a new Structure.
- Update an existing Structure.
- View the details of a Structure.



The screenshot displays the 'Structures' management interface. At the top, there is a tab labeled 'Structures'. Below it, a list of structures is shown: '222 Structure 4', '555 Structure 2', and '444 Structure 1'. To the right of this list are two buttons: 'Create New' and 'Modify'. Below the list, there is a section for editing a specific structure, with a tab labeled 'Structure'. This section contains several fields: 'Code \*' with the value '222', 'Title \*' with the value 'Structure 4', 'Description' (empty), 'Active' with a checked checkbox, and 'Selectable' with a checked checkbox.

Figure 147: Management of Structures

### 5.7.1 Add a new Structure

To create a new Structure, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the Code of the Structure in the 'Code' field.
3. Enter the Title of the Structure in the 'Title' field.
4. Specify if the Structure will be Active or not with the 'Active' field.
5. Specify if the Structure will be Selectable or not with the 'Selectable' field.
6. Specify the Parent of the Structure by selecting from the 'Parent' dropdown list.
7. Specify the Position of the Structure by selecting from the 'Position' dropdown list.
8. Fill any other optional field.
9. Click on the 'Save' button

### 5.7.2 Update an existing Structure

To update an existing Structure, complete the following steps:

1. Locate the Structure in the hierarchy.
2. Click on the 'Modify' button.
3. Update the Code of the Structure in the 'Code' field.
4. Update the Title of the Structure in the 'Title' field.
5. Update the 'Active' status of the Structure.
6. Update the 'Selectable' status of the Structure.
7. Update the Parent of the Structure by selecting from the 'Parent' dropdown list.
8. Update the Position of the Structure by selecting from the 'Position' dropdown list.
9. Update any other optional field.
10. Click on the 'Save' button.

### 5.7.3 View the details of a Structure

To view the details of a Structure, complete the following steps:

1. Locate the Structure in the hierarchy.
2. Click on the Structure.

## 5.8 Edit Legal Forms

The Legal Forms configuration section can be accessed through the Configuration->Legal Forms link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Legal Forms.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Legal Forms.
- Update an existing Legal Form.

Legal Forms		
Code	Name	Active
	<a href="#">Royal act/law</a>	✓
	<a href="#">Parliament act/decreet/law</a>	✓
	<a href="#">Governmental act/decreet/departmental order</a>	✓
	<a href="#">Authority issued rule/regulation</a>	✓
	<a href="#">Infrastructure manager rule/regulation</a>	✓
	<a href="#">Railway undertaking rule/regulation</a>	✓
	<a href="#">Industry standard/norm</a>	✓
	<a href="#">Standard or norm</a>	✓
	<a href="#">Grand father right</a>	✓

Legal Form

Code

Name \*

Authority issued rule/regulation

Active

☒

Save

Cancel

Figure 148: Management of Legal Forms

### 5.8.1 Add a new Legal Form

To create a new Legal Form, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the code of the Legal Form in the 'Code' field.
3. Enter the name of the Legal Form in the 'Name' field.
4. Specify if the Legal Form will be Active or not with the 'Active' field.
5. Fill any other optional field.
6. Click on the 'Save' button.

### 5.8.2 Update an existing Legal Form

To update an existing Legal Form, complete the following steps:

1. Locate the Legal Form on the grid.
2. Click on the name of the Legal Form in the 'Name' column of the grid.
3. Update the code of the Legal Form in the 'Code' field.
4. Update the name of the Legal Form in the 'Name' field.
5. Update the 'Active' status of the Legal Form.
6. Update any other optional field.
7. Click on the 'Save' button.

## 5.9 Edit Scope Type

The Scope Types configuration section can be accessed through the Configuration->Scope Types link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Scope Types.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Scope Type.



- Update an existing Scope Type.

Code	Name *	Active
	<a href="#">Locomotives</a>	✓
	<a href="#">Trainsets</a>	✓
	<a href="#">Passengers coaches</a>	✓
	<a href="#">Wagons</a>	✓
	<a href="#">Track machines</a>	✓

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Scope Type

Code

Name \*

Passengers coaches

Active

☒

Save

Cancel

Figure 149: Management of Scope Types

### 5.9.1 Add a new Scope Type

To create a new Scope Type, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the code of the Scope Type in the 'Code' field.
3. Enter the name of the Scope Type in the 'Name' field.
4. Specify if the Scope Type will be Active or not with the 'Active' field.
5. Fill any other optional field.
6. Click on the 'Save' button.

### 5.9.2 Update an existing Scope Type

To update an existing Scope Type, complete the following steps:

1. Locate the Scope Type on the grid.
2. Click on the name of the Scope Type in the 'Name' column of the grid.
3. Update the code of the Scope Type in the 'Code' field.
4. Update the name of the Scope Type in the 'Name' field.
5. Update the 'Active' status of the Scope Type.
6. Update any other optional field.
7. Click on the 'Save' button.

## 5.10 Edit Evidence Types

The Evidence Types configuration section can be accessed through the Configuration->Evidence Types link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Evidence Types.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Evidence Type.
- Update an existing Evidence Type.

Evidence Types		
Code	Name	Active
	<a href="#">Testimonial</a>	✓
	<a href="#">Physical</a>	✓
	<a href="#">Biological</a>	✓
	<a href="#">Statistical</a>	✓
	<a href="#">Analogical</a>	✓

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Evidence Type

Code

Name \*

Biological

Active

☒

Save

Cancel

Figure 150: Management of Evidence Types

### 5.10.1 Add a new Evidence Type

To create a new Evidence Type, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the code of the Evidence Type in the 'Code' field.
3. Enter the name of the Evidence Type in the 'Name' field.
4. Specify if the Evidence Type will be Active or not with the 'Active' field.
5. Fill any other optional field.
6. Click on the 'Save' button.

### 5.10.2 Update an existing Evidence Type

To update an existing Evidence Type, complete the following steps:

1. Locate the Evidence Type on the grid.
2. Click on the name of the Evidence Type in the 'Name' column of the grid.
3. Update the code of the Evidence Type in the 'Code' field.
4. Update the name of the Evidence Type in the 'Name' field.
5. Update the 'Active' status of the Evidence Type.
6. Update any other optional field.
7. Click on the 'Save' button.

## 5.11 Edit Languages

The Languages configuration section can be accessed through the Configuration->Languages link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Languages.
- Sort the List by the Code or the Name and the flag Active.
- Add a new Language.
- Update an existing Language.

Code	Name	Active
	Swedish	✓
EL	Greek	✓
EN	English	✓

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Language

Code

EL

Title \*

Greek

Active

☒

Save

Cancel

Figure 151: Management of Languages

### 5.11.1 Add a new Language

To create a new Language, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the two letter Language code in the 'Code' field.
3. Enter the name of the Language in the 'Title' field.
4. Specify if the Language will be Active or not with the 'Active' field.
5. Fill any other optional field.
6. Click on the 'Save' button.

### 5.11.2 Update an existing Language

To update an existing Language, complete the following steps:

1. Locate the Language on the grid.
2. Click on the name of the Language in the 'Name' column of the grid.
3. Update the two letter Language code in the 'Code' field.
4. Update the name of the Language into the 'Title' field.
5. Update the 'Active' status of the Language.
6. Update any other optional field.
7. Click on the 'Save' button.

## 5.12 Edit Subsystems

The Subsystems configuration section can be accessed through the Configuration->Subsystems link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Subsystems.
- Sort the List by the Name or the NOTIF-IT code.
- Add a new Subsystem.
- Update an existing Subsystem.

Subsystems	
Name	NOTIF-IT Code
<a href="#">ABS</a>	ABS
<a href="#">CCS</a>	CCS
<a href="#">RST</a>	RST

Page 1 of 1 10 View 1 - 3 of 3

Subsystem

NOTIF-IT Code   
Name

Save Cancel

Figure 152: Subsystems Management

### 5.12.1 Add a new Subsystem

To create a new Subsystem, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the NOTIF-IT Code in the 'NOTIF-IT Code' field.
3. Enter the name of the Subsystem in the 'Name' field.
4. Fill any other optional field.
5. Click on the 'Save' button.

### 5.12.2 Update an existing Subsystem

To update an existing Subsystem, complete the following steps:

1. Locate the Subsystem on the grid.
2. Click on the name of the Subsystem in the 'Name' column of the grid.
3. Update the name of the Subsystem in the 'Name' field.
4. Update any other optional field.
5. Click on the 'Save' button.

## 5.13 Edit EU NRD (TSI Requirements)

The Agency will create **one or more** « TSI » MS, and will upload to the RDD their correspondent NRD, consisting in all the TSI requirements and their links to the basic parameters. These virtual MS will be used for comparative purposes by means of the different tools provided by the application.

In order to create these users and introduce in the database the corresponding NTR/Legal Text, the procedures explained in previous sections of this user guide must be used (e.g. create new MS as explained in section 5.5.1, add NTR as explained in section 4.4, etc.).

## 5.14 Edit EU NLF

Whenever an updated version of the EU LF is published, it's mandatory for all MS to update (and publish) their NLF following the new generic LF. In this case, there is no need to upload again all the background information (it will be kept as it previously was).

MS are not allowed to remove/edit elements which are mandatory (legally required by EU directives). **To check (the application must not allow this)**

## 6 Managers of assessment status of NTRs

Users with the Access right “Manage NTR ERA status” may access the ERA Assessment Status page by navigation via the menu “Publication -> ERA Assessment Status”.

### 6.1 View NTRs with assessment status

#### 6.1.1 Search for NTRs

The user may fill any of the search criteria available in the search form.

- Select from the “Member States” dropdown list the MS whose NTR will be displayed.
- Select from the “Basic Parameters List” dropdown list the desired List of Basic Parameters.
- Select from the “Basic Parameters” hierarchy the desired Basic Parameter(s) in order to view only NTR(s) that are associated with the selected Basic Parameter(s).
- Check the “Published” checkbox in order to view only National Technical Rules that are in status “Published”.
- Check the “Include Waste Records” checkbox in order to view also “Waste” National Technical Rules.
- Select from the “Structures” hierarchy the desired Structure in order to view only National Technical Rules that are associated with the selected Structure.
- Select from the “Directives” hierarchy the desired Directive/TSI/TSI item in order to view only National Technical Rules that are associated with the selected Directive/TSI/TSI item.
- Check the “Vehicles covered by TSIs” checkbox in order to view NTRs where NTR is applicable to Vehicles covered by TSIs.
- Check the “Vehicles not covered by TSIs” checkbox in order to view NTRs where NTR is not applicable to Vehicles covered by TSIs.
- Fill-in the “Keyword” text field in order to retrieve the National Technical Rules that contain the specific term.
- Fill in the “Title in English” text field in order to retrieve the National Technical Rules that contain the specific term in the respective field.
- Fill in the “Description in English” text field in order to retrieve the National Technical Rules that contain the specific term in the respective field

The following figure illustrates an example where “PL-Poland” has been selected as Member State, the “Published” checkbox is checked, and the word “EN 50215” has been introduced in the “Title” text field.

NTR Search Parameters

Member States: PL - Poland

Basic Parameters List: Original List

Basic Parameters: Select Basic Parameters

☒ Published ☐ Include Waste Records

Structures: Select Structures

TSIs: Select TSIs

NTR applicable to: ☒ Vehicles covered by TSIs ☐ Vehicles not covered by TSIs

Keyword:

Title in English: EN 50215

Description in English:

Search
Clear

National Technical Rules									
Mandator	MS	Basic Param.	National Technical Rule	Published	MS Status	MS Comment	ERA Status	ERA Comment	
All				All	All		All		
AMC	PL	1.4	EN 50215						<a href="#">View</a>

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### 6.1.2 Filter list of NTRs with assessment status

The grid view of the NTRs can be filtered by entering values for the following fields

- Mandatory (list of predefined values : All , AMC , Rule )
- Member State Code – MS (text value)
- Basic Param (text value)
- National Techinal Rule (text value)
- Published (list of predefined values : All , Working copy , Published)
- Member State Status (list of predefined values : All , Not Reviewed , Under Review , Reviewed and ready for assessment)
- Member State comments (text value)
- ERA Status (list of predefined values : All , Not Reviewed , Under Review , Reviewed and not accepted , Reviewed and accepted)
- ERA Comment (text value)

The following figure illustrates an example where ERA Status has been filtered to “Not reviewed” and the ERA Comments contain the term “updated”.

National Technical Rules									
Mandator	MS	Basic Param.	National Technical Rule	Published	MS Status	MS Comment	ERA Status	ERA Comment	
All				All	All		Not review	updated	
AMC	IT	1	Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"		Reviewed and accepted	MS Status is OK!!	Not reviewed	Working copy updated, pr...	<a href="#">View</a>
AMC	AT	1.1	Q2		Under review		Not reviewed	Working copy updated, pr...	<a href="#">View</a>
AMC	BE	1.1	second NTR262		Under review	An NTR just created	Not reviewed	Working copy updated, pr...	<a href="#">View</a>

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## 6.2 Record NTR assessment status




Users with the appropriate rights may modify the values of ERA Status and ERA comment by one of the following ways.

### 6.2.1 Inline record of NTR assessment status using the grid

Using the NTRs grid view the user can edit the ERA Status and ERA comment with the following steps :

- Select a row from the grid view that need to be edited
- Click on the “edit” icon on the bottom left of the grid
- Update the value for ERA Status form (list of predefined values : Not Reviewed , Under Review , Reviewed and not accepted , Reviewed and accepted | Default value: Not reviewed)
- Update the text in the ERA Comment text area
- Click on the “save” icon on the bottom left of the grid

National Technical Rules									
Mandator	MS	Basic Param.	National Technical Rule	Published	MS Status	MS Comment	ERA Status	ERA Comment	
All				All	All		Not reviewed		
AMC	PL	1	Order of the Minister for infrastructure of 12 October 2005 on the general technical conditions for the operation of railway vehicles (Journal of Laws, No 212, item 1771 with later amendments)	✓			Not reviewed	Suspendisse tempor sem a...	<a href="#">View</a>
AMC	IT	1	Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"	—	Reviewed and accepted	MS Status is ...	Reviewed and not accepted	Working copy updated, previously reviewed and accepted, comment before update: ERA reviewed the NTR and found it OK on 17/05/2017	<a href="#">View</a>
— AMC	IT	1	A2	—			Not reviewed	test45	<a href="#">View</a>
Rule	HU	1	Annex 4 of GKM Decree No 103 of 2003 (XII.27.): National Railway Regulation Part I.	—			Not reviewed	Previous version of NTR w...	<a href="#">View</a>
Rule	HU	1	Act No 183 of 2005 on Railway Traffic	—	Under review		Not reviewed		<a href="#">View</a>
AMC	BE	1.1	test	—	Under review	n/a	Not reviewed	n/a	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review		Not reviewed	Working copy updated, pr...	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review	TEST	Not reviewed		<a href="#">View</a>
AMC	AT	1.1	Q21	—	Under review		Not reviewed		<a href="#">View</a>
AMC	BE	2.1.1	NTR262 17/05/2017	—	Under review	Initial creatio...	Not reviewed		<a href="#">View</a>

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### 6.2.2 Record of NTR assessment status for a specific NTR

The user may select a specif NTR from the grid by clicking on the View Link for this NTR.



National Technical Rules									
Mandator	MS	Basic Param.	National Technical Rule	Published	MS Status	MS Comment	ERA Status	ERA Comment	
All ▼				All ▼	All ▼		Not review ▼		
AMC	PL	1	Order of the Minister for Infrastructure of 12 October 2005 on the general technical conditions for the operation of railway vehicles (Journal of Laws, No 212, item 1771 with later amendments)	✓			Not reviewed	Suspendisse tempor sem a...	<a href="#">View</a>
AMC	IT	1	Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"	—	Reviewed and accepted	MS Status is OK!!	Not reviewed	Working copy updated, pr...	<a href="#">View</a>
— AMC	IT	1	A2	—			Not reviewed	test45	<a href="#">View</a>
Rule	HU	1	Annex 4 of GKM Decree No 103 of 2003 (XII.27.): National Railway Regulation Part I.	—			Not reviewed	Previous version of NTR w...	<a href="#">View</a>
Rule	HU	1	Act No 183 of 2005 on Railway Traffic	—	Under review		Not reviewed		<a href="#">View</a>
AMC	BE	1.1	test	—	Under review	n/a	Not reviewed	n/a	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review		Not reviewed	Working copy updated, pr...	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review	TEST	Not reviewed		<a href="#">View</a>
AMC	AT	1.1	Q21	—	Under review		Not reviewed		<a href="#">View</a>

The application navigates to a new browser window where the user has the ability to view the specific NTR record and edit the ERA Status and ERA comments fields (Default value for ERA Status: Not reviewed).

### National Technical Rules Details

Version info: Published on 04/04/2012 with Working Copy updated on 24/04/2017

Basic Parameter List: Original List

Basic Parameter \*: General documentation

Member State \*: IT - Italy

2 Language Versions Available

Language: English

Title\*: Regulation RFI 62/2006: "Technical and regulatory requirements applicable to rolling stock for the Technical Acceptance on HS/HC (High Speed/High Capacity) lines of the RFI [Italian Railway Network]"

Description:

Date of effect:

Date of end of validity:

Mandatory: ☐ Rule ☒ Acceptable means of conformity

ERA Status: Reviewed and accepted

ERA Comments: Review is completed. There is no pending action.

Save ERA Status Cancel

The user may save the changes that were made to the ERA Status and ERA Comments fields by clicking on the "Save ERA status" button. This action closes the current browser tab and redirects to the list of NTRs tab with an information message about the save operation .

Title in English									
Description in English									
				Search		Clear			
National Technical Rules									
Mandator	MS	Basic Param.	National Technical Rule	Published	MS Status	MS Comment	ERA Status	ERA Comment	
All				All	All		Not review		
AMC	PL	1	Order of the Minister for Infrastructure of 12 October 2005 on the general technical conditions for the operation of railway vehicles (Journal of Laws, No 212, item 1771 with later amendments)	✓				Suspendisse tempor sem a...	<a href="#">View</a>
AMC	IT	1	Regulation RFI 1/2003: "Technical and regulatory requirements of rolling stock"	—				Working copy updated, pr...	<a href="#">View</a>
— AMC	IT	1	A2	—			Not reviewed	test45	<a href="#">View</a>
Rule	HU	1	Annex 4 of GKM Decree No 103 of 2003 (XII.27.): National Railway Regulation Part I.	—			Not reviewed	Previous version of NTR w...	<a href="#">View</a>
Rule	HU	1	Act No 183 of 2005 on Railway Traffic	—	Under review		Not reviewed		<a href="#">View</a>
AMC	BE	1.1	test	—	Under review	n/a	Not reviewed	n/a	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review		Not reviewed	Working copy updated, pr...	<a href="#">View</a>
AMC	AT	1.1	Q2	—	Under review	TEST	Not reviewed		<a href="#">View</a>
AMC	AT	1.1	Q21	—	Under review		Not reviewed		<a href="#">View</a>
AMC	BE	2.1.1	NTR262 17/05/2017	—	Under review	Initial creation of NTR.	Not reviewed		<a href="#">View</a>
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**ERA Status Update**

Update was successful

Close

## 7 Administrators

### 7.1 Edit Roles

- The Roles configuration section can be accessed through the Configuration->Roles link on the main menu. The administrator can perform the following functions:
- Navigate through the list of Roles.
- Sort the List by the Role Name or the Creation Date.
- Add a new Role.
- Update an existing Role.

Role Name	Creation Date
admin2	11/10/2016
Administradoras	04/01/2012
nlf	12/05/2016
nlfusereu	07/07/2016
nrd	12/04/2017
Psilon	05/09/2016
PublicUsers	24/07/2012
Registered Users	11/05/2016
testRole	15/11/2016
TRole	15/11/2016

Role

Role Name \*

Administradoras

Access Rights

**NTR Management**
☒ View NTR
 ☒ Manage NTR
 ☒ Manage NTR Documents
 ☒ Manage NTR Structures
 ☒ Manage NTR Checking Bodies
 ☒ Manage Checking Body Documents
 ☒ Manage Checking Body Evidences
 ☒ Manage NTR ERA status

**LegalText Management**
☒ View LegalText
 ☒ Manage LegalText
 ☒ Manage Legal Text Documents

**Application Configuration**
☒ View Basic Parameters
 ☒ Manage Basic Parameters
 ☒ View Directives
 ☒ Manage Directives
 ☒ View Roles
 ☒ Manage Roles
 ☒ View User Accounts
 ☒ Manage User Accounts

**NLF Management**

**Classifications**
☒ View Classifications
 ☒ Manage Classifications
 ☒ Manage Classification Documents

**Other**
☒ Manage Notifications
 ☒ Manage Own User Profile
 ☒ Execute Reports
 ☒ Publish Changes
 ☒ Publish NLF Changes
 ☒ View Publication Content
 ☒ Manage Evidence Types
 ☒ Manage Languages
 ☒ Manage Legal Forms
 ☒ Manage Member States
 ☒ Manage Organisations
 ☒ Manage Scope Types
 ☒ Manage Structures
 ☒ Manage Subsystems

Figure 153: Management of Roles

#### 7.1.1 Add a new Role

To create a new Role, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the role name in the 'Role Name' field.
3. Select the permissions that users belonging to this role will have into the RDD System.
4. Click on the 'Save' button.

Most of the access rights are grouped into two main categories; **MANAGE** rights and **VIEW** rights. Furthermore, the access rights are grouped into sections related to the functionality of the RDD Web Application that they cover (i.e. NTR Management, Legal Text Management, Classifications, etc.). Additional rights exist that do not fall under these categories, like for example the 'Publish Changes' right.

A **VIEW** rights always has an accompanying **MANAGE** right, but for a **MANAGE** right the respective **VIEW** right may not exist.

In case a role is assigned a **MANAGE** right, the respective **VIEW** right, if any, is automatically assigned to the role in order for the user belonging to this role to be able to perform the respective actions.

In order for a role to fully utilize the functionality offered through the 'Management of NTR' or the 'Management of Legal Text' or the 'Management of Classification' pages of the RDD Web Application, all the 'MANAGE' rights of the respective sections should be assigned. In addition, for the 'Management of NTR' and the 'Management of Legal Text' pages, both 'Manage NTR' and 'Manage Legal Text' access rights should be assigned. This is necessary as the functionality offered in these two pages overlaps.

### 7.1.2 Update an Existing Role

To update an existing Role, complete the following steps:

1. Locate the Role on the grid.
2. Click on the name of the role in the 'Role Name' column of the grid.
3. Update the role name in the 'Role Name' field (except 'Public Users' role whose name cannot be modified).
4. Update the permissions that users belonging to this role will have in the RDD System (for the 'PublicUsers' role, all the 'MANAGE' permissions are disabled for security reasons).
5. Click on the 'Save' button.

## 7.2 Edit Users

The Users configuration section can be accessed through the Configuration->Users link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Users.
- Sort the List by the User Name, Member State, Role Name, Online status, and Lock status.
- Filtering data through User, Member State and Role.
- Create a new User.
- Update an existing User.
- Delete a User.
- Unlock a Locked user.
- Change the password of a User.

Users								
User	MS	Role	Last login	Last activity	Creation date	Online	Locked	Lockout date
<a href="#">admin</a>	EU	Administradoras	17/05/2017 14:5	User: admin succ	14/12/2011 21:5	✓		
<a href="#">admin2</a>	IT	Administradoras	05/05/2017 16:5	Search for all NTR	11/10/2016 18:1			
<a href="#">amakis</a>	EU	TRole	11/10/2016 16:4		11/10/2016 16:2			
<a href="#">atsili</a>	BE	testRole	17/05/2017 14:1	Search for all NTR	15/11/2016 17:1			
<a href="#">beuser</a>	BE	testRole	17/05/2017 12:4	User: beuser succ	18/07/2016 18:3			
<a href="#">bquser</a>	BG	nlfuseru	11/10/2016 18:1		03/10/2016 12:3			
<a href="#">esuser</a>	ES	nlf	28/09/2016 16:5		22/09/2016 16:0			
<a href="#">hruser</a>	HR	nlf	13/10/2016 11:5		04/10/2016 14:1			
<a href="#">nlfuser</a>	EU	nlf	23/03/2017 15:5	User: nlfuser succ	28/06/2016 14:3			
<a href="#">nlfuserat</a>	AT	nlf	07/07/2016 15:4		06/07/2016 11:0			

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User Details

Username \*

admin

E-mail \*

admin@admin.com

Role \*

Administradoras

Member State \*

EU - European Union

Address

Postal Code

8

Country \*

EL - Greece

Office

Phone

Mobile Phone

Fax

Reports Service User Account Info

Reports Service User Name

Reports Service Domain Name

Reports Service Password

Notification information

Title

Title in English

Reporting Body

Reporter User

Creator User

Contact Person

First Name

Last Name

E-mail

Phone

Save

Cancel

Delete

Unlock

Change Password

Figure 154: Management of Users

### 7.2.1 Add a new User

To create a new User, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the desired Username in the 'Username' field. The Username cannot be changed afterwards.
3. Enter Email of the user in the 'E-mail' field.
4. Enter the password of the user and confirm the password in the 'Password' and 'Confirm Password' fields respectively.
5. Select the Role of the user in the 'Role' field.
6. Select the Member State that the user belongs to in the 'Member State' field.
7. Select the Country of the User in the 'Country' field.
8. Fill any other optional field that is necessary (e.g. Reports Service User Account Info, Notification information, Contact Person).
9. Click on the 'Save' button.

The following validation rules are applied for the definition of the username:

- The username should have minimum 4 characters and maximum 16.
- Valid characters for the username are:
  - A to Z
  - a to z
  - \_ and -

### 7.2.2 Update an Existing User

To update an existing User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Update the desired fields.
4. Click on the 'Save' button.

### 7.2.3 Delete a User

To delete an existing User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Delete' button at the end of the page.
4. Click 'Yes' at the confirmation dialog.

Users are not actually deleted from the database, they are just deactivated. New user cannot be created with the same username as a previously deleted user.

### 7.2.4 Unlock a locked User

Users are locked out of the system when they provide a wrong password in the login form for a pre-configured number of times. The number of failed retries is specified in the RDD Application Configuration file (Web.Config). In order to change the maximum failed attempts, follow the steps below:

- Open the Web.Config file located into the root installation folder of the RDD Web Application.
- Locate the section *System.web/Membership*.

- Change the value of the *maxInvalidPasswordAttempts* parameter. Default value at the installation of the RDD Application is 5 retries.

To unlock a locked User, complete the following steps in the RDD User Management web page:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Unlock' button.

### 7.2.5 Change the password of a User

To change the password of User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Change Password' button.
4. Enter the new password for the User in the 'New Password' field.
5. Confirm the new password in the 'Verify New Password' field.
6. Click on the 'Set New Password' button.

The next time this user will try to login to the system, s/he should use the newly assigned password.

## 7.3 Locked NLF Frames

When a flowchart is opened for modification, it remains locked to the user who performs the modifications, even if s/he is logged off from the application without saving. In this case, other users cannot edit the specific flowchart.

The Locked NLF Frames section can be accessed through the Configuration->Locked Frames link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Locked Frames.
- Sort the List by the Name or the Current Editor.
- Unlock a Locked Frame.

Locked NLF Frames		
Unlock	Name	Current Editor
<a href="#">Unlock</a>	Working Copy for EU-9/5/2014	admin
<a href="#">Unlock</a>	Working Copy for ES-8/5/2014	reproUser
<a href="#">Unlock</a>	Working Copy for BG-8/13/2014	admin
<a href="#">Unlock</a>	New for SK-9/3/2014	admin
<a href="#">Unlock</a>	New for NO-8/25/2014	admin
<a href="#">Unlock</a>	New for HU-8/13/2014	admin


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Figure 155: Locked NLF Frames

The table depicts the list of the locked frames and the current editor.

### 7.3.1 Unlock Frame

To unlock a Locked Frame the administrator should click on the "Unlock" link of the desired Locked Frame. Upon clicking on the "Unlock" link, the respective Frame is unlocked and an informative message is displayed at the top of the page (see Figure 156).

 Frame successfully unlocked

Unlock	Name ↕	Current Editor
<a href="#">Unlock</a>	New for HU-8/13/2014	admin
<a href="#">Unlock</a>	New for NO-8/25/2014	admin
<a href="#">Unlock</a>	New for SK-9/3/2014	admin
<a href="#">Unlock</a>	Working Copy for BG-8/13/2014	admin
<a href="#">Unlock</a>	Working Copy for ES-8/5/2014	reproUser

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Figure 156: Unlocking NLF Frame

## 7.4 Edit report template

RDD reporting feature is based on Microsoft SQL Server 2010 report services. This technology requires building a template (RDL) with Microsoft SQL Server 2010 Visual Studio Business Intelligence tool. This report template must be deployed manually by an administrator of the server where the tool is installed. Currently this activity is performed by the database assistant of Cross Acceptance Unit.

The process to configure access to the reports for specific users is described below. The System administrator must provide the user accounts that will be used for configuring access to the SQL Reporting services.

To configure access for the public users and specific users to specific reports the following steps need to be followed.

1. Open an Internet Explorer browser and navigate to “http://<server-url>/Reports” and Login using an administrator account.



2. Click “Site Settings” on the upper right corner.

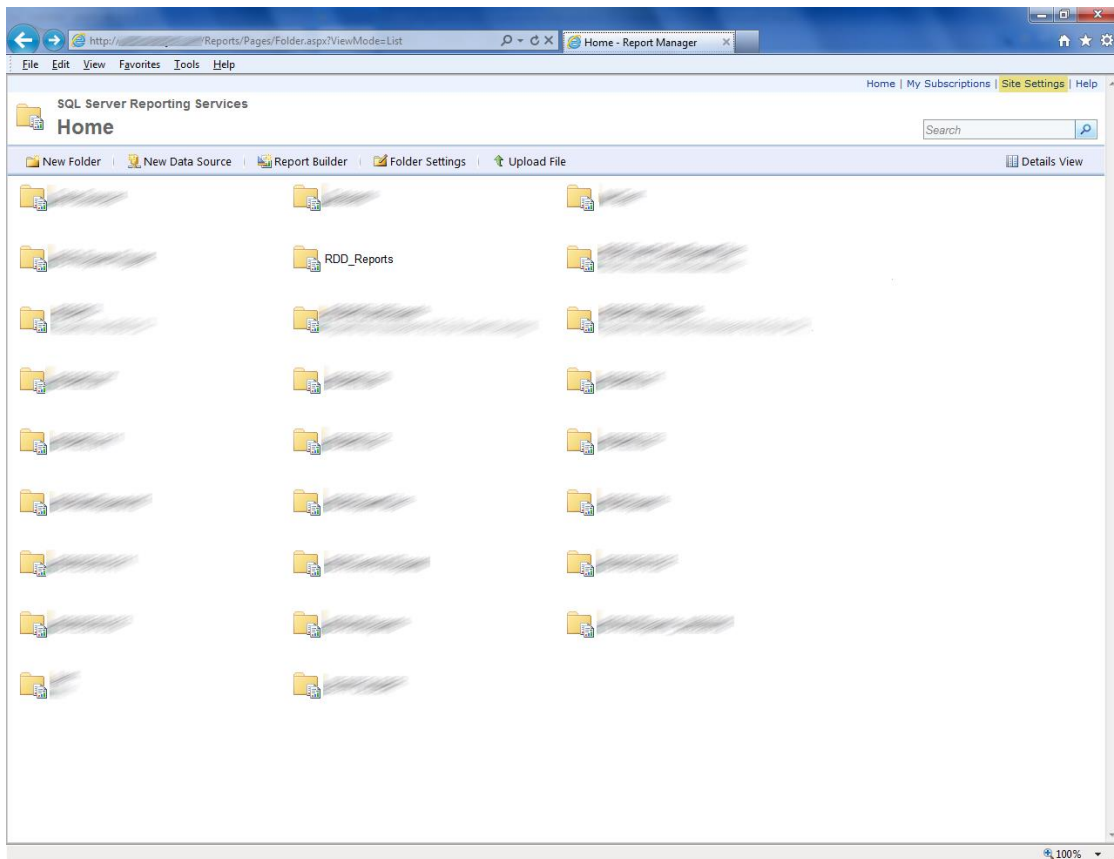


Figure 157

3. In the new page that is displayed, click “Security” in the left column and then “New Role Assignment”.

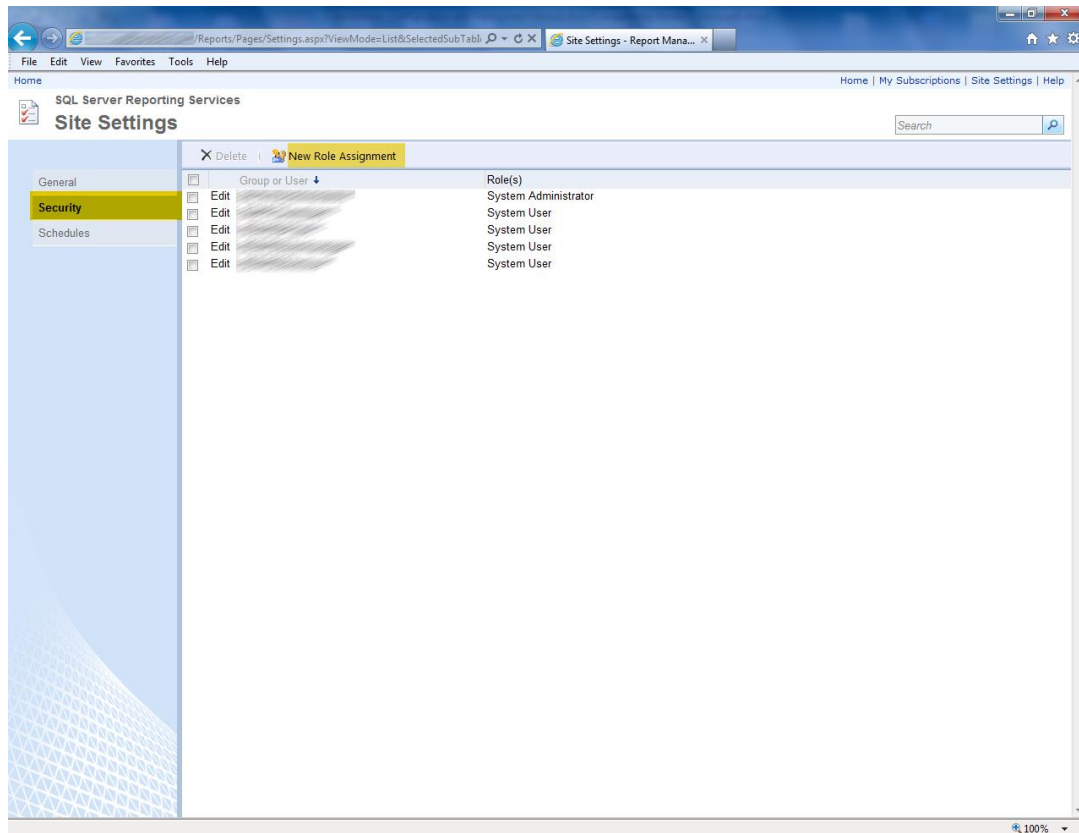


Figure 158

4. Enter the Users or Groups provided by the System administrator, check the “System User” checkbox and press “OK”.

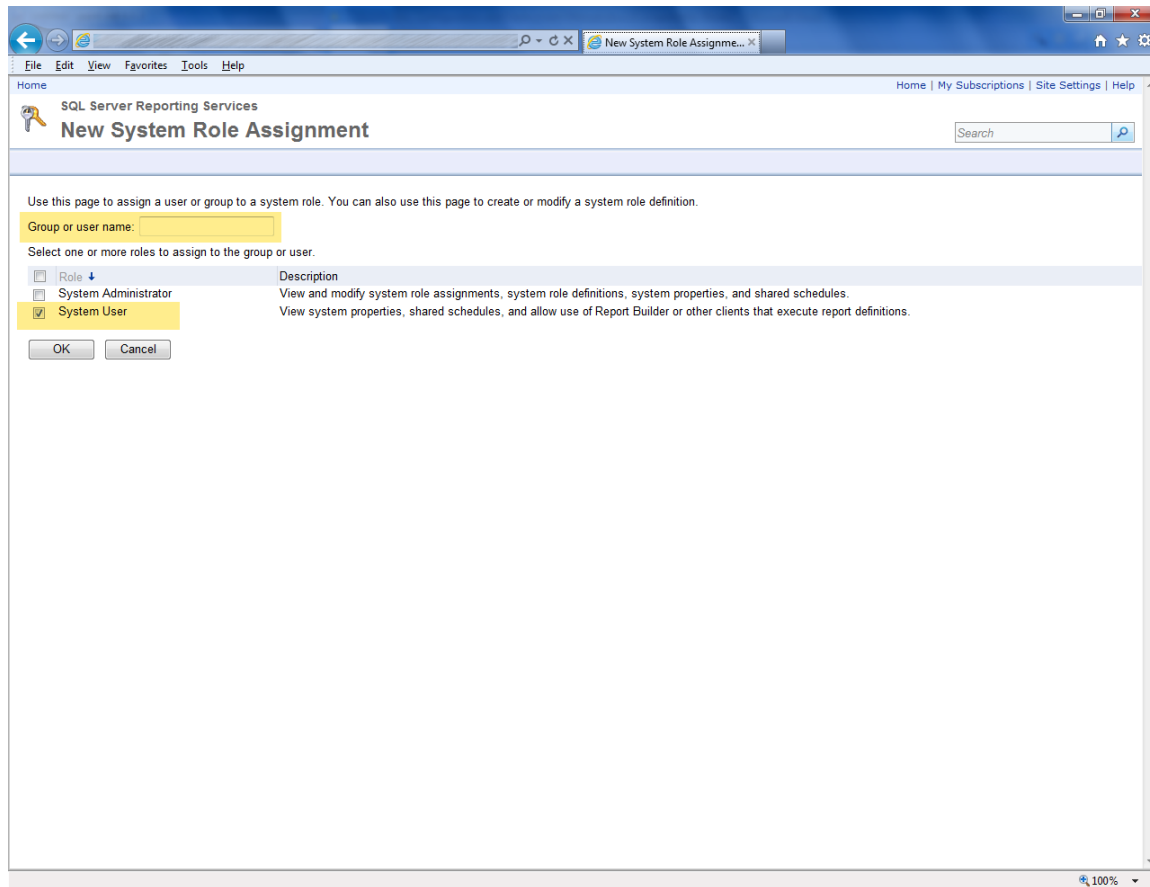
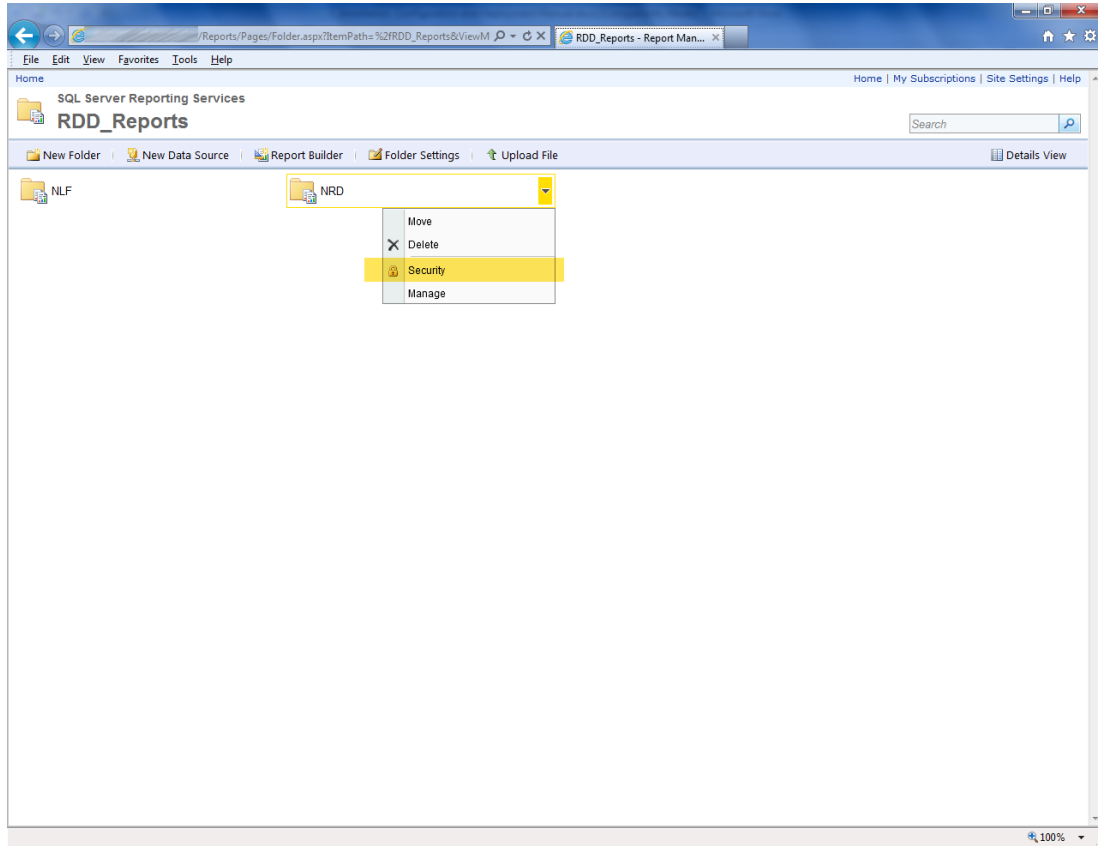


Figure 159

Repeat steps 3 and 4 to add more users or groups as needed.

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5. Navigate to the folder where the reports reside. Click arrow on the right so the menu expands and click "Security" for the "NRD" folder. Click "Edit Item Security".



**Figure 160**

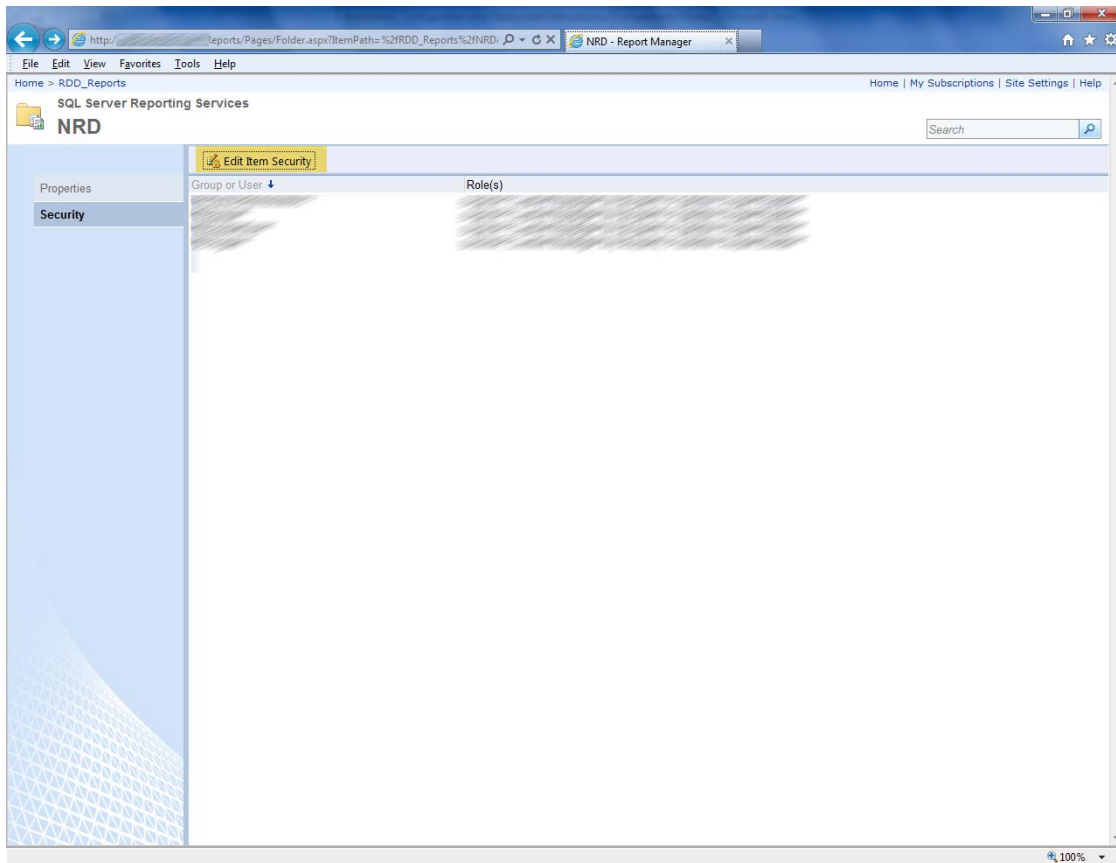


Figure 161

6. Click “New Role Assignment” and insert the users provided. Select the “Browser” role. Click “OK”.

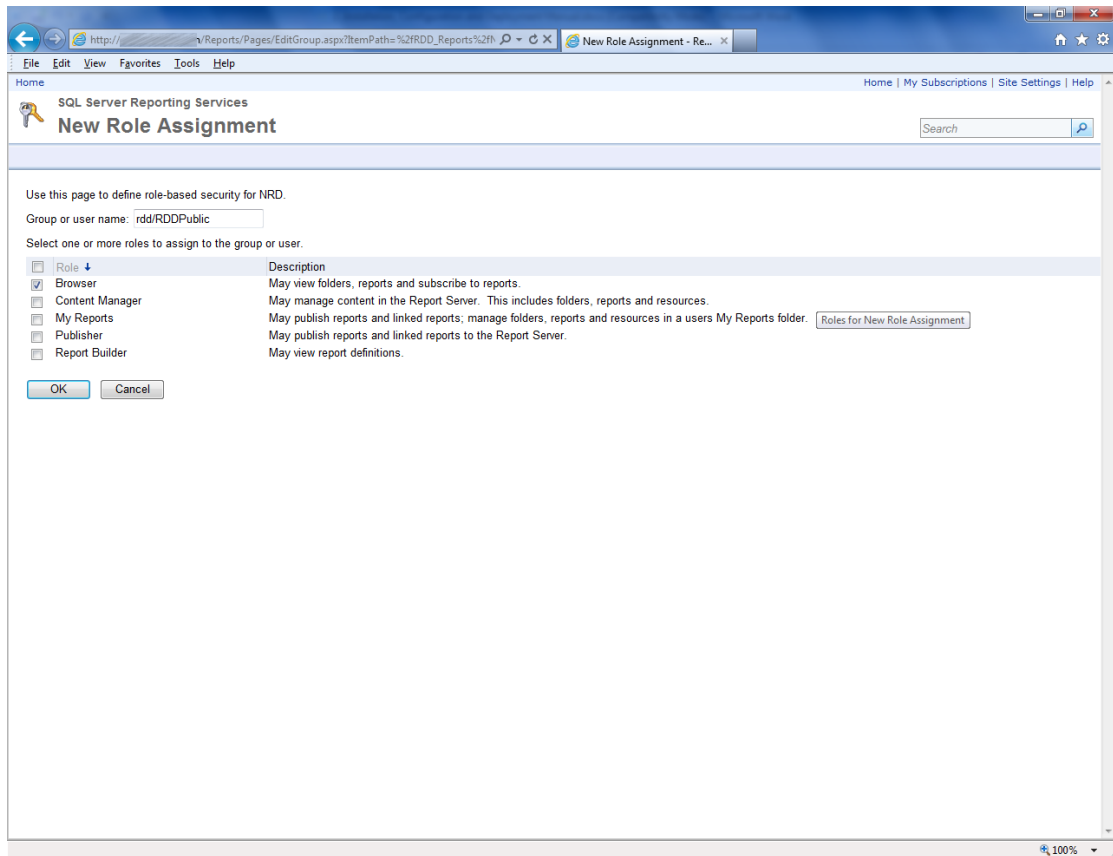


Figure 162

Repeat steps 5 – 6 for the “NLF” Folder.

The above process will grant access to all the reports to all the accounts used. If you want some reports to be available only to specific users, the following steps need to be followed.

1. Navigate to the “NLF” or “NRD” folder containing the report access needs to be restricted on. Click the arrow on the right on the report and then click “Security”.

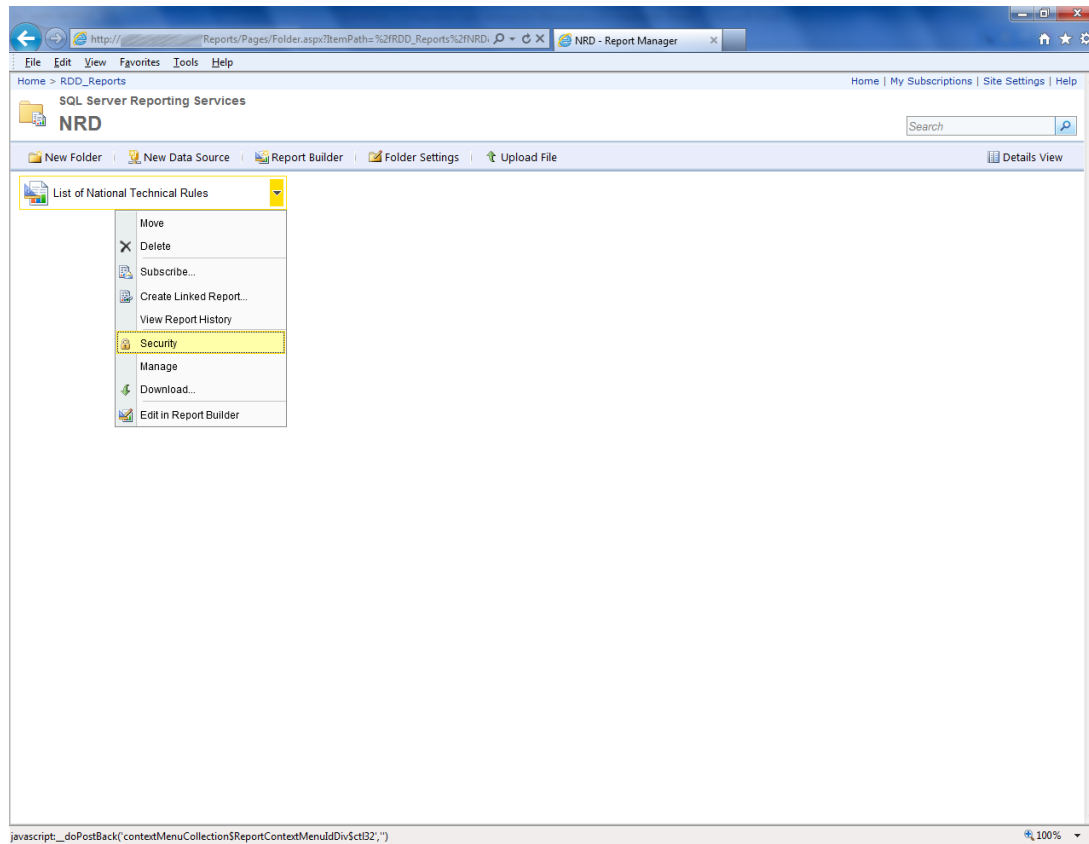


Figure 163

2. Click “Edit Item Security”, check the checkbox next to the user account you don’t want to have access to the report and click “Delete”. If the user you want to grant access to a specific report is not there, add him by clicking “New Role Assignment”, adding the user and selecting the “Browser” role.

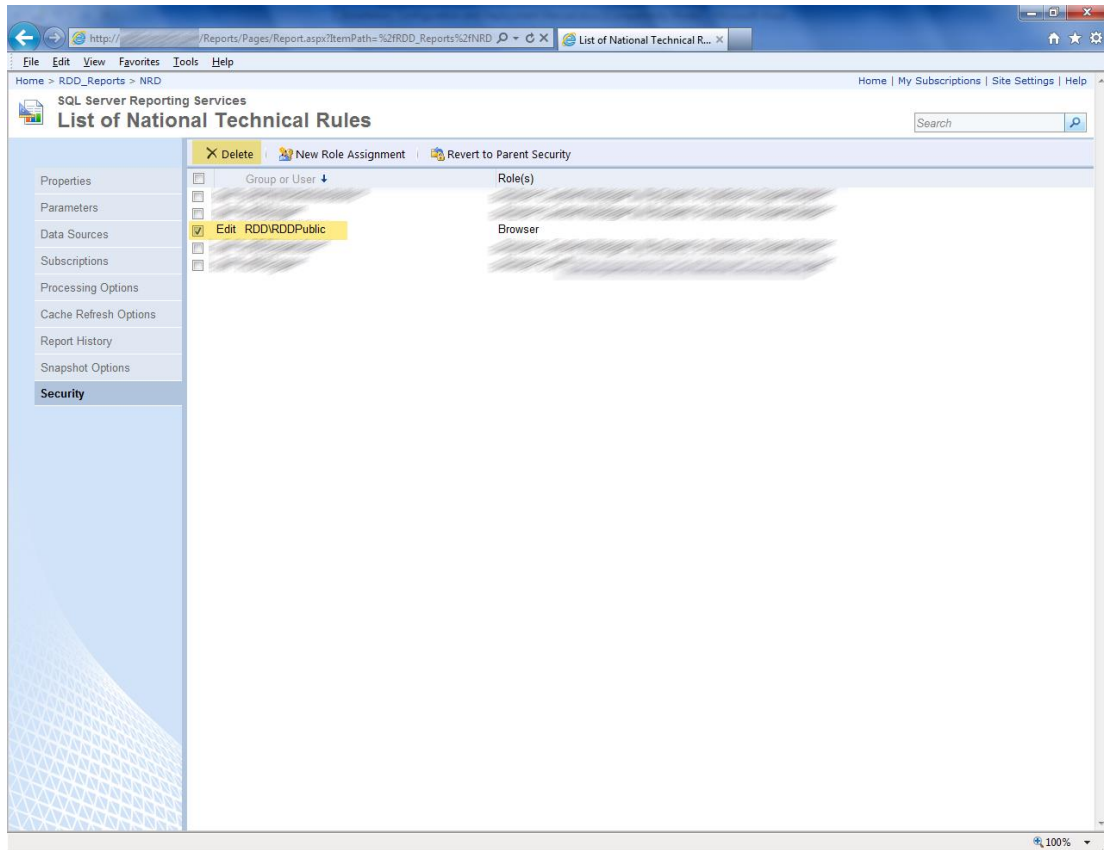


Figure 164



- To give specific access to reports to specific users, login with a user that is assigned the administration role for the site, expand the “Configuration” menu and click on “Users”. Then click on the specific user that needs to be configured.

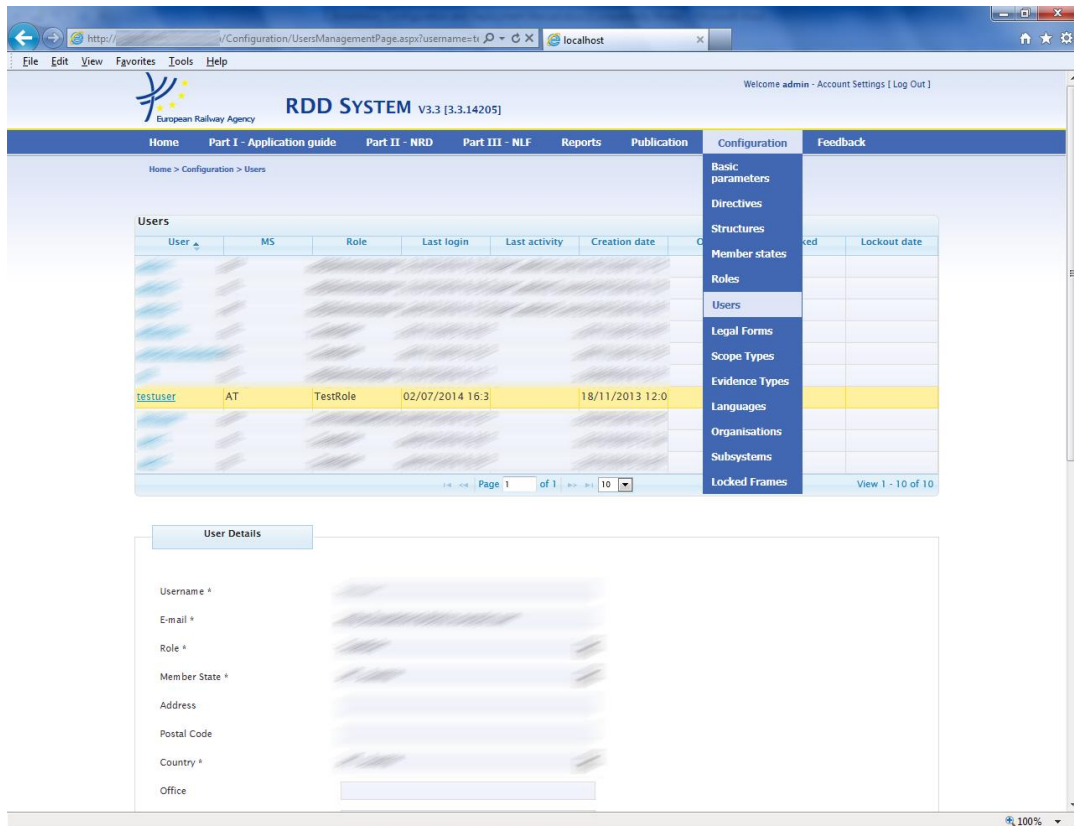


Figure 165

4. In the “Reports Service User Account Info”, fill in the Username, Domain and account fields with the previously configured account information.

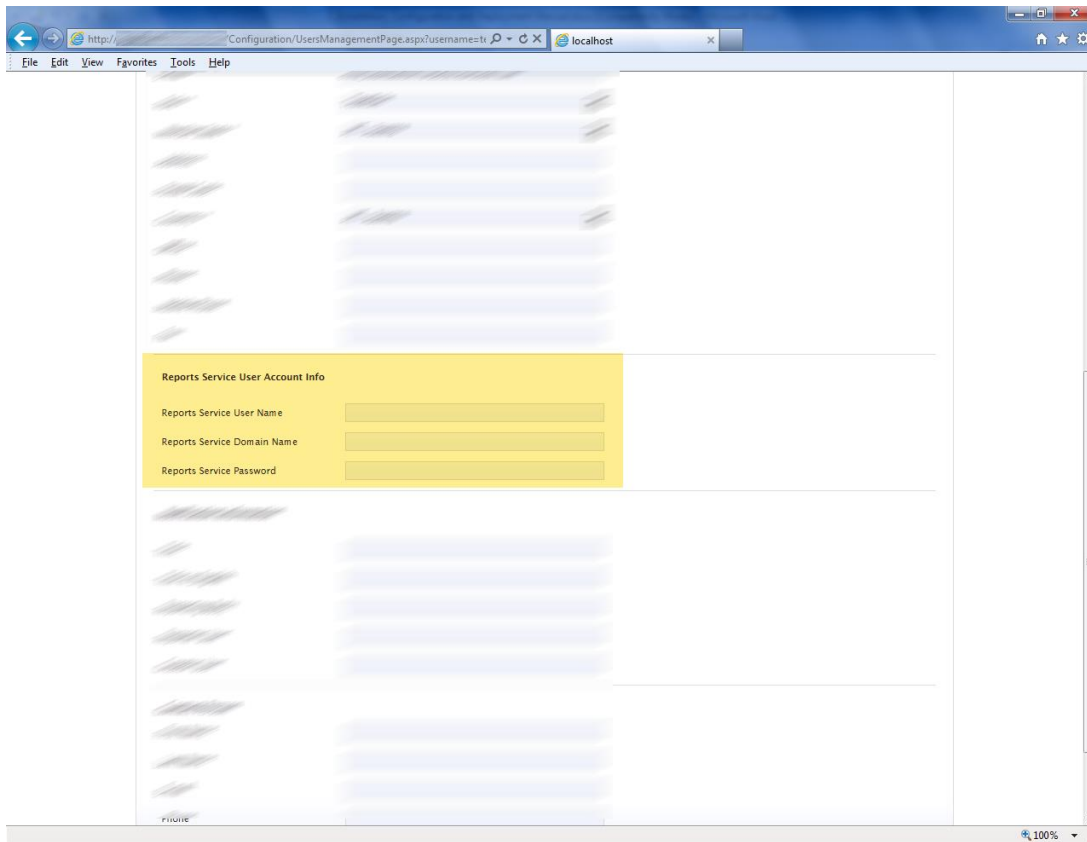


Figure 166

## 7.5 Import NRD

A standalone import tool has been developed in order to enable the massive creation/update of Legal Texts, National Technical Rules and Classifications. The administrator can perform the following functions:

- Import Legal Texts, NTRs and Classifications (during the same import action).
- Import only Legal Texts or NTRs or Classifications.
- Import only NTRs and/or Classifications that correspond to specific Basic Parameter(s) and its children Basic Parameter(s).

Figure 167 figure presents a graphical overview of the import tool.

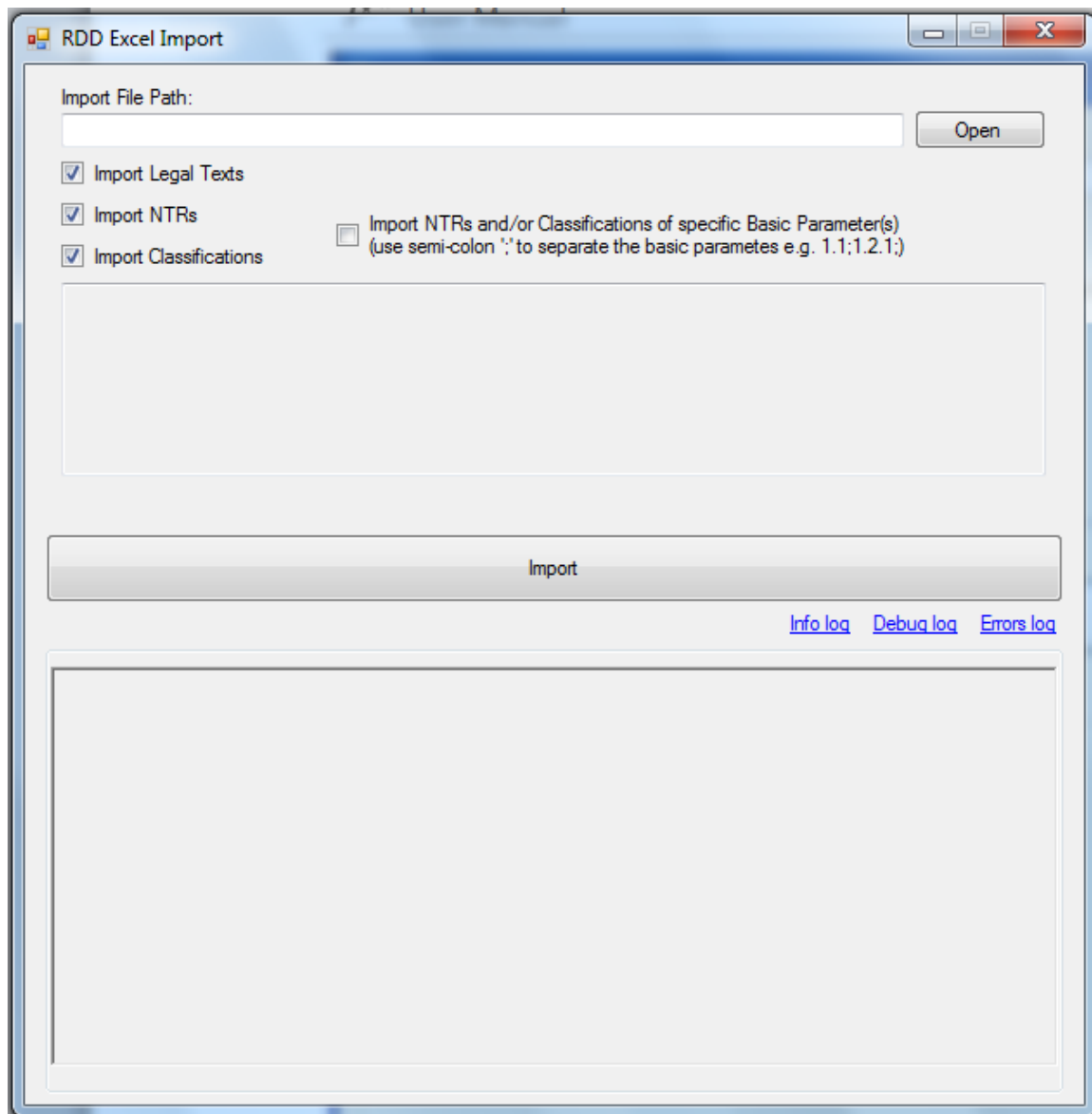


Figure 167: RDD Importer

The administrator should click on the “Open” button in order to select the desired file for importing. Then, s/he may check any of the desired item types to import.

In order for the Import to work, the necessary configuration values must be loaded into the XLS file from the RDD database. More specifically, information must be fed from the following database tables into the respective XLS spreadsheets:

- All the basic parameters from the table “BasicParameters” (Id, Code and Title) must be added to the “Conf-BasicParameters” spreadsheet.
- All the legal forms from the table “LegalForms” (Id, Name) must be added to the “Conf-LegalForms” spreadsheet.
- The TSI Items that are not of type “Class B” from the “TSIItems” table (Id, Code, Title) must be added to the “Conf-TSIItems” spreadsheet.

- The TSI Items of type “Class B” from the “TSIItems” table (Id, Code, Title) must be added to the “Conf-ClassBItems” spreadsheet.
- All the subsystems from the “Subsystems” table (Id, Name) must be added to the “Conf-Subsystems” table.

Upon selecting the “Import NTRs and/or Classifications of specific Basic Parameter(s)” option, a textbox is activated below it, where the administrator must specify the desired Basic Parameter(s). In case of multiple Basic Parameters they should be separated using the semicolon “;” (e.g. 1.2;1.3;2.3;).

Finally, the administrator should click on the “Import” button in order to initiate the import process.

A summary of the import process is provided at the bottom of the importing tool after the end of the process. Moreover, by clicking on the “Info log”, “Debug log” and “Error log” links, the respective logs are displayed providing detailed information about the importing.

```

Import - Summary:
Legal Texts - Summary:
-----
Legal Texts Imported: 1
Legal Texts Failed: 0

NTR - Summary:
-----
NTRs Imported: 0
NTRs Failed: 0

Import started at: 5/12/2013 7:13:55 μμ.
Time required for import: 00:00:15.
Classifications - Summary:
-----
Classifications Imported: 0
Classifications Failed: 0

Import started at: 5/12/2013 7:13:55 μμ.
Time required for import: 00:00:15.

```

Figure 168: Import Summary