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# User Manual for Registration Entities

European Vehicle Register (EVR)

Released by European Union Agency for railways

The present document represents the views of the European Union Agency for Railways and is a non-legally binding document. It does not represent the view of other EU institutions and bodies. Furthermore, a binding interpretation of EU law is the sole competence of the Court of Justice of the European Union. This manual provides explanations to facilitate the use of the European Vehicle Register.

This manual is publicly available and will be kept updated.

The reader should refer to the website of the European Union Agency for railways for information about the latest available edition.

#### Document History

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## 1. Introduction

#### 1.1. About EVR

The European Vehicle Register (EVR) is a web-based tool that is used by Keepers to submit applications for vehicle registration and by Registration Entities (REs) to manage the allocation of vehicle numbers and to record vehicle registrations and their updates.

As with the ECVVR, the EVR vehicle registration process is managed at national level.

The EVR will enable:

- Keepers and other stakeholders to request access to the application;
- Keepers to submit applications for vehicle registration and their updates to the RE of the relevant Member State (MS)
- REs to manage user accounts;
- REs to manage submitted applications for vehicle registration and allocation of EVNs
- Other stakeholders to consult vehicle registrations

Acronym/Abbreviation	Definition
Agency	European Union Agency for Railways established by the Regulation (EU) 2016/796 of the European Parliament and of the Council
Applicant	A natural or legal person requesting an authorisations for placing a vehicle on the market
Area of use of a vehicle	A network or networks within a Member State or a group of Member States in which a vehicle is intended to be used, as referred to in Article 2 of Directive (EU) 2016/797
ARS function	Application, Registration and data Storage functions
ATMF	Uniform Rules concerning the Technical Admission of Railway Material used in International Traffic (ATMF — Appendix G to COTIF)
Authorising entity	Entity (NSA or the Agency) that authorised the vehicle for placing on the market
Authorisation	Authorisation for placing on the market
C-ARS function	Application, Registration and data Storage (ARS) function (centralised)
COTIF	Convention concerning International Carriage by Rail
D-ARS function	Application, Registration and data Storage (ARS) function (decentralised)
DSC function	Data Search and Consultation function
ECM	Entity in Charge of Maintenance
ECVVR	European Centralised Virtual Vehicle Register, as defined in Decision 2007/756/EC
EIN	European identification number
EVN	European vehicle number

#### **1.2.** Definitions and Abbreviations

Acronym/Abbreviation	Definition
EVR	European Vehicle Register, as referred to in Article 47 of Directive (EU) 2016/797
ERA	European Union Agency for railways. See above "Agency"
ERATV	European Register of Authorised Types of Vehicles, as referred to in Article 48 of Directive (EU) 2016/797
GDPR	Regulation (EU) 2016/679
IM	Infrastructure Manager
ISO	International Organisation for Standardisation
IT	Information Technology
NSA	National Safety Authority
NVR	National vehicle register referred to in Article 47 of Directive (EU) 2016/797
OPE TSI	Technical specification for interoperability relating to the operation and traffic management subsystem of the rail system within the European Union
OTIF	Intergovernmental Organisation for International Carriage by Rail
RDA function	Reference Data Administration function
RE	Registration Entity, which is the body designated by each Member State in accordance with Decision (EU) 2018/1614
RIC	Regulations governing the reciprocal use of carriages and brake vans in international traffic
RIV	Regulations concerning the reciprocal use of wagons in international traffic
RU	Railway Undertaking
TAF (TSI)	Telematics Applications for Freight (TSI)
TAP (TSI)	Telematics Applications for Passengers (TSI)
TSI	Technical Specification for Interoperability
UCA function	User Creation and Administration function
VKM	Vehicle Keeper Marking
VKMR	Vehicle Keeper Marking Register
VVR	Virtual Vehicle Register, as defined in Decision 2007/756/EC

#### 2. User Manual

The present User Manual provides a description of the EVR application from the perspective of the Registration Entity (RE) user. The following chapters include descriptions of the User Interface, as well as step by step descriptions of how the RE user may complete certain tasks.

#### 2.1. Homepage

#### 2.1.1. Page composition

The European Vehicle Register (EVR) system has a web-based user interface and is accessible from any computer with an internet browser and network accessibility, provided that the user has an approved account. The system features are separated into a series of web pages based on the same standard template.

EUROPEAN UNION AGENCY FOR RALWAYS	
Vehicles Applications Administration	Account
	European Vehicle Register
	Welcome to European Vehicle Register. Please select your action from the menu

Figure 1: EVR Homepage

Each web page has the following sections (see Figure 1 above):

- 1. Header. This section is always visible and contains functionality that will always be available to the user, such as "Account", "Logout" and help options. The menu options to navigate to the different application features are also displayed here.
- 2. Content. This section varies according to the Web page more details provided in the following Chapters of the User Manual.

## 2.1.2. System navigation

From the EVR Homepage, users can navigate the application pages by clicking on the respective Header Menu options (see Figure 1)

2.1.3. Info

.

The user can access application help by clicking on the *icon* icon on the top right corner of the web page. This will open a new pop-up window with information relevant to the particular Web page that the User is in.

EUROPEAN EUROPEAN VEHICLE REGISTER		Ø
Vehicles Applications		Account Logout
	European Vehicle Register	
	Welcome to European Vehicle Register. Please select your action from the menu	
	Figure 2: Help Icon	
	🔇 Account - Google Chro — 🗆 🗙	
	A Not secure   evr.local/help/html/ch41	
	Account	
	On this page you are able to change your password.	
	You can do the following:	
	<ul> <li>Enter your current password. This field is mandatory.</li> </ul>	
	<ul> <li>Enter the new password of the user twice (for confirmation). These fields are mandatory.</li> </ul>	
	<ul> <li>Click on the Change Password button in order to save the new password.</li> </ul>	

Figure 3: "Information" Icon pop-up window Example from "Account" Page

#### 2.2. Access to EVR

#### 2.2.1. EVR Account for Registration Entities

Registration Entities who wish to have access to EVR, should send an email to <u>servicedesk@era.europa.eu</u> and include in the email their organization codes, first name, last name and professional email addresses. Organization codes are a pre-requisite to EVR account creation and to have access to EVR.

Organisation codes are allocated to Registration Entities by the Agency. Registration Entities can request organisation codes by following the procedure described <u>here</u>.

With the organisation code in hand, ERA EVR Administrators will be able to create EVR account with Registration Entity and Administrator roles.

With this account the Registration Entities will be to create further accounts for their stakeholders (e.g. NSA,Other RE colleagues...) by logging into EVR.

#### 2.2.2. Login

By entering the EVR URL in their browsers, the user can access the Login Page. Within the Login Page. The user should follow the below steps:

- Fill-in the "User name" 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 EVR system will be presented (see Figure 1).

European Vehicle Register		
Login		
Username		
1		
Password		
Login ↔		
) Ask for an EVR account	Did you forget your password? $\leftrightarrow$	

Figure 4: Login Page

#### 2.2.3. Password Recovery

If a user has forgotten his/her password, he/she can click on the "Did you forget your password?" option on the Login Page. In this case, the following page is opened:

European Vehicle Register		
Password recovery		
Enter your username to receive your	password	
1		
Word verification	yXDj Jpxv	
Submit 🗸		
⇔Return to login page	Return to start page $\leftrightarrow$	

#### Figure 5: Password Recovery

The user should follow the below steps:

- Fill-in the text fields: "Enter your username to receive your password" and "Word verification" (Captcha)
- Click on the "Submit" button.

The user receives an email with a link that redirects him to the password reset page as shown in Figure 7 below:

European Vehicle R	EGISTER
Password reset	
Username	
AT_Keeper	
New password	
Password confirmation	
The New Password must be at least 10 characters le capital, one small letter, one number and one syr	
Word verification	0.01.00
5	oSAk j8Lu
Change password	✓
⇔ Return to start page	Return to login page ↔

Figure 6: Password Reset

The user should follow the below steps:

- Fill-in the fields: "New Password", "Password confirmation" and "Word verification" (Captcha)
- Click the "Change password" button.

The user can return to the Login Page by clicking on the "Return to login page" or the "Return to start page" options.

#### 2.2.4. Logout

Having already logged in to the EVR application, the user can logout by clicking the **Logout** button which is available on the right side of the Heading ribbon, on all the EVR Web pages.

EUROPEAN EUROPEAN VEHICLE REGISTER	D
Vehicles Applications Account	Logout
European Vehicle Register	
Welcome to European Vehicle Register. Please select your action from the menu	

Figure 7: Logout

## 2.3. User Management by Registration Entities

- Users (e.g. Keepers, Owners, ECMs, ...) who need to have access to EVR, need to request an account via EVR (login page), select the roles they wish to have and enter their organization code. Based on the entered organization code, EVR will select the Registration Entity that will handle the request.
- The RE will receive the requests and approve or reject them

#### 2.3.1. Approval or rejection of user accounts requests

The RE finds the user account that needs to be examined following the process for User Search in chapter 2.1.5.

The RE presses the Edit that his status is changed	Button and ir	n the pop-up Menu he presses the	<b>8</b>	Unnaproved k	outton so
Status Unnaproved	Unlocked	,	(Cancel	Update L	Jser √
	Figur	e 8: Approve-Reject User.			

The respective User that their account has been approved receives an email to set a password.

#### 2.3.2. Users accounts Creation by Registration Entities

In certain particular cases, REs may need to directly create accounts in EVR. For instance accounts for their colleagues.

In order to create a new EVR user, the RE user has to follow the steps described below:

**Step 1:** From within the "Administration" menu, click on the dialogue:

dministration Users				
				Add user
Filter Criteria				
Username	contains		Expired equals All	
Full Name	contains		Admin IBs & RBs Keeper Other	RE
mail	contains		Roles contain 🗸 🗌 Applicant 🗌 IMs 🔹 NSA 🔹 Owned	r 🗌 RUs
Organisation Code	includes 👻		ECM	
Lock status	equals	All	Order Ascending by Username	

Figure 9: Add user

#### Step 2: Complete the provided fields below:

- Username
- Email

- First and Last Name
- Comments (optional)
- Account Expiration Date (optional)

Create a new EVR user Username			
1		Email	
First Name		Last Name	
AT - Austria	v	Account Expiration Date	<u> </u>
	Access	Profile	
Organisation Code*		Country managing profile*	•
Role	v	Profile Expiration Date	<u>.</u>
Comments			

#### Figure 10: Create a new EVR user dialogue

Step 3: Complete the required fields for the "Access Profile" to be created

• Add the Organisation Code that the new user belongs to by using the search functionality, clicking on the button. The Country Managing profile is automatically filled and becomes non-editable and the Organisation Name as well as the Organisation Name Aliases fields appear.

	Acces	s Profile	
Organisation Code*		Country managing profile*	
00AT		AT - Austria	× v
Organisation Name			
Test EVR Company AT ×			v
Organisation Name Aliases			
Test EVR Company AT			

#### Figure 11: Organisation Details after inputting Org. Code

- Complete the "Role" field by selecting from the provided drop-down menu. More than one roles can be selected.
- Profile Expiration Date (optional)
- Comments (optional)

Step 4: Determine the user status:

- If the new user is already approved and can be granted immediate access upon the creation of their account, leave the "Status" option as
   Approved
- If it is not certain yet, and has to be decided at a later date, click on the Approved button to turn the status into Unnaproved.

Status Approved 🔒 Unlocked	X Cancel Add User ✓
Figure 12: Approval buttons	



the	button.			
Status	Approved	Unlocked	X Cancel	Add User ✓

#### Figure 13: Add User button

The user that has been approved receives an notification email that his account has been approved and to set his password.

## 2.3.3. Update of User data

2.3.3.1. Update User: Modify User Details

To modify the details of a user account, the RE user has to follow the next steps:

**Step 1:** From within the "Administration" menu, search for the user you wish to edit.

EUROPEAN UNION AGENCY FOR RAILWAYS	opean Veh	IICLE REGISTER						D
Vehicles Applications	Administra	tion					Ac	count Logout
Administration Users								
Filter Criteria								Add user 🕹
Username	contains		Expired	equals	All			~
Full Name	contains			Admin	IBs & RBs	Keeper	Other	RE RE
Email	contains		Roles contain 👻 🗌	Applicant	IMs	NSA NSA	Owner	RUs
Organisation Code	includes 👻			ECM				
Lock status	equals	All	Order Ascending	by	Username	~		



**Step 2:** From the user search results table, identify the particular user and click on the icon under the "Edit" tab. The dialogue to Edit the user will open, as shown in Figure 15 below:

Username	Name	Email	Country	Roles	Logged	Created	Exp	Edit	Status	Delete
AT_APPLICANT	AT Applicant	alonecomp+AT_APPLICANT@gmail.com	AT		25/08/2020	29/06/2020	28/02/2025	ß	dî 🛛	<b>ů</b>
AT_RE	AT RE	alonecomp+AT_RE@gmail.com	AT	✓ Admin AT 0010 ✓ RE AT 0010	22/02/2021	26/06/2020		۵	D)	Ŵ
EUadmin	fi la	alonecomp@gmail.com	AT	↑ Applicant AT 3045 ↓ Admin EU 1448692032 ↓ ERA EU 54781340 ↓ Keeper AT 00AT 2025-01-29 ↓ Keeper BE 00BE ↓ Keeper AT A182 ↓ Maintainer EU 1186959089 ↓ IBS & RBS AT 00AT 2020-11-29	16/02/2021	21/12/2015		Ľ	đ	đ
ewr28qw	qwewq ewr	werwerw1e5w@gmail.com	AT	✓ Applicant FI 0010 ✓ Applicant AT 00AT	26/11/2020	27/07/2020		ß	D)	Û
testkeeperuserTD	testkeeperuserT testkeeperuserD	THIS CONTRACT THE TOTAL	AT	✓ Keeper FR Demo 2021-04-30	20/02/2021	16/02/2021	30/04/2021	Ľ	10	命



Usernar	ne			Email				
Test_user First Name Firstname				testuser@somemail.com				
				Last Name				
				Lastname				
AT - A	ustria			Account Ex	piration Date			
Acces	s Profiles					1		
	Authority	Organisation Code	Organisat	tion Name	Exp Status	Actions		
СМ	AT	2181	Alias 3 Alias:	1 Alias2	1	Revoke 🖾		
CM AT			V V		Edit			
(eeper AT	AT	2181	Alias1 Alias2 Alias 3		1	Revoke 🖾		
						Edit		
Passwo	ord			Password C	onfirmation			
The N	lew Password mus	st be at least <b>10 characters</b> long	containing at leas	t one <b>capital</b> , on	e <b>small letter</b> , one <b>num</b>	iber and one symbol		
Comm	ents							
		roved 🦰 Unlocked				cel Update User 🗸		

Figure 16: Search Results-Edit Dialogue

Step 3: From the user details, edit the desired fields and then click

#### 2.3.3.2. Edit User: Add New Access Profile

To add a new Access Profile to an existing user account, the RE user has to follow the next steps:

#### EUROPEAN VEHICLE REGISTER i, Administration Administration Users Add user 🕹 Filter Criteria contains Expired IBs & RBs Keepe Full Name contains Other Owner RE RUS Admin Applic ECM contains Email Organisation Code includes ~ All Lock status equals Order Ascending

#### **Step 1:** From within the "Administration" menu, search for the user you wish to edit.



**Step 2:** From the user search results table, identify the particular user and click on the icon under the "Edit" tab. The dialogue to Edit the user will open as seen Figure 18 below.

Username	Name	Email	Country	Roles	Logged	Created	Exp	Edit	Status	Delete
AT_APPLICANT	AT Applicant	alonecomp+AT_APPLICANT@gmail.com	AT		25/08/2020	29/06/2020	28/02/2025	ß	a î	葷
AT_RE	AT RE	alonecomp+AT_RE@gmail.com	AT	✓ Admin AT 0010 ✓ RE AT 0010	22/02/2021	26/06/2020		ß	Ø	ŵ
EUadmin	fi la	alonecomp@gmail.com	AT	↑ Applicant AT 3045 ↓ Admin EU 1448692032 ↓ ERA EU 549781340 ↓ Keeper AT 00AT 2025-01-29 ↓ Keeper BE 00BE ↓ Keeper AT A1B2 ↓ Maintaimer EU 1186595089 ↓ IBS & R BS T 00AT 2020-11-29	16/02/2021	21/12/2015		Ľ	đ	曲
ewr28qw	qwewq ewr	werwerw1e5w@gmail.com	AT	✓ Applicant FI 0010 ✓ Applicant AT 00AT	26/11/2020	27/07/2020		Ľ	E)	Ŵ
testkeeperuserTD	testkeeperuserT testkeeperuserD	thomas.despotis@arhs-dev-hellas.com	AT	✓ Keeper FR Demo 2021-04-30	20/02/2021	16/02/2021	30/04/2021	Ľ	10	量

#### Figure 18: Search Results-Edit Button

ne			Email						
iser			testuser@	some	mail.com				
me			Last Name						
ame			Lastname	Lastname					
ustria			Account E	xpiratio	n Date				
s Profiles							1		
Authority	Organisatio	n Code Organ	isation Name	Ехр	Status	Actions			
ECM AT 2181 Alias 3 Alia					,	Revoke <	×		
			IIIdSI AIIdS2		v	Edit			
eeper AT 2181 /		Aliact Ali	Alias1 Alias2 Alias 3			Revoke <	X		
~	2101	Alidat Ali	1032 All03 5		¥ [	Edit			
ord			Password	Confirm	ation				
ew Password mus	st be at least <b>10 chara</b>	acters long containing at	t least one <b>capital</b> , o	ne <b>small</b>	letter, one nun	nber and one symbol			
ents									
🔍 Аррі	roved 🗛 Un	locked			X Car				
	iser me ame ustria Profiles Authority AT AT aT ew Password mus	iser me ame ustria Profiles Authority Organisation AT 2181 AT 2181 AT 2181 at context at	Isser me ame Ustria Profiles Authority Organisation Code Organ AT 2181 Alias 3 A AT 2181 Alias 1 Al ation 1 Alias 1 Al	Isser Ime ILast Name Last	Inser testuser@some me ame Last Name Last Name Last Name Last Name Last Name Account Expiration Account Expiration Profiles At 2181 Alias 3 Alias1 Alias2 AT 2181 Alias 3 Alias1 Alias2 AT 2181 Alias1 Alias2 Alias 3 rd ew Password must be at least 10 characters long containing at least one capital, one small ents	Interview Password must be at least 10 characters long containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital, one small letter, one numerical containing at least one capital containing at least	Isser Ime Iast Name Last Name Last Name Last Name Last Name Iastria Account Expiration Date Profiles Att organisation Code Organisation Name Exp Status Actions AT 2181 Alias 3 Alias1 Alias2 ✓ Edit AT 2181 Alias1 Alias2 Alias 3 ✓ Edit It Revoke < Edit It Revoke		

Figure 19: Edit Dialogue

Step 3: To add a new Access Profile, click on the souther button. This will expand the menu to reveal the following fields to be completed, in the manner described in chapter Figure 20

Access Profiles	*
Add	new Profile
Organisation Code*	
	Country managing profile*
Role	Profile Expiration Date
	Add Access Profile

Figure 20: Edit EVR user: Add Access Profile

<b>Step 4:</b> Then click on the edit action.	Add Access Profile	and Update User 🗸 to complete
Status 🏼 🦳 Unnap	roved 🔒 Unlocked	X Cancel Update User ✓

Afterwards, the user receives a notification email that his account has been created.

	2.3.3.3.	Edit User:	<b>Revoke Access</b>	Profile.
--	----------	------------	----------------------	----------

To revoke an Access Profile from an existing user account, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to edit.

EUROPEAN UNION AGENCY FOR RAILWAYS	opean Vef	IICLE REGISTER						۵
Vehicles Applications	Administra	tion					^	ccount Logout
Administration Users								
Filter Criteria								Add user 🕹
Username	contains		Expired	equals	All			~
Full Name	contains			Admin	IBs & RBs	Keeper	Other	RE
Email	contains		Roles contain 🗸	Applicant	IMs	NSA	Owner	RUs
Organisation Code	includes 👻			ECM				
Lock status	equals	All	<ul> <li>Order Ascend</li> </ul>	ling by	Username	~		



**Step 2a:** From the user search results table, identify the particular user and click on the icon under the "Edit" tab.

Username	Name	Email	Country	Roles	Logged	Created	Exp		Status	Delete
AT_APPLICANT	AT Applicant	alonecomp+AT_APPLICANT@gmail.com	AT		25/08/2020	29/06/2020	28/02/2025	Ľ	nî 🛛	ŵ
AT_RE	AT RE	alonecomp+AT_RE@gmail.com	AT	✓ Admin AT 0010 ✓ RE AT 0010	22/02/2021	26/06/2020		ß	D)	1
EUadmin	fi la	alonecomp@gmail.com	AT	Applicant AT 3045           Applicant AT 3045           Admin EU 144869202           YERA EU 54970340           V Keeper AT 00AT 2025-01-29           16/02/2021           V Keeper AT 00AT 2025-01-29           V Keeper AT 00AT 2025-01-29		21/12/2015		Ľ	đ	做
ewr28qw	qwewq ewr	werwerw1e5w@gmail.com	AT	✓ Applicant FI 0010 ✓ Applicant AT 00AT	26/11/2020	27/07/2020		ß	۲ <b>۵</b>	葷
testkeeperuserTD	testkeeperuserT testkeeperuserD	thomas.despotis@arhs-dev-hellas.com	AT	✓ Keeper FR Demo 2021-04-30	20/02/2021	16/02/2021	30/04/2021	D	10	暈

Figure 22: Search Results-Edit Button

**Step 3a**: From the displayed list of Access Profiles granted to this account, identify the one(s) that need to be revoked and click on the **Revoke** subtron under the "Actions" tab.

	me			Email						
Test_				testuser@	somemail.com					
irst Na	ime			Last Name						
Firstn	ame			Lastname						
AT - A	ustria			Account Ex	piration Date					
Acces	s Profiles									
	Authority	Organisation Code	Organisat	ion Name	Exp Status	Actions				
CM	AT	2181	Alias 3 Alias1 Alias2		<b>√</b>	Revoke 🛛				
CM		2101			v	Edit				
eeper AT 2:	2181	Alias1 Alias2	Alias 3	1	Revoke 🖾					
coper	eper AT 2181	2101		Ando o	•	Edit				
Passwo	New Password mu	st be at least <b>10 characters</b> long	g containing at least		Confirmation	er and one <b>symbol</b>				

**Step 4:** Then click on Update User ✓ to complete the edit action.

Alternatively, the user can press the in the Status column of the Results and Revoke the account. This button changes to . The actor can undo this operation.

## 2.3.3.4. Edit access profile: adding, updating and removing aliases

To edit access profiles of users, please display the user details, and use "Edit" button as depicted in the screen below and then click on Update user.

Edit user	
Username	Email
Test_user	testuser@somemail.com
First Name	Last Name
Firstname	Lastname
AT - Austria	Account Expiration Date
Access Profiles	\$
Edit the User	Access Profile
Roles	
ECM .	Profile Expiration Date
Organisation Code*	Country managing profile*
2181	AT - Austria
Organisation Name Aliases	
Alias 3 Alias1 Alias2	
	Save
Status 🔍 Approved 🔒 Unlocked	X Cancel Update User 🗸

#### 2.3.3.5. Edit User: Change User Password

To change the password of an existing user account, the RE user has to follow the next steps:

**Step 1:** From within the "Administration" menu, search for the user you wish to edit.

EUROPEAN UNION AGENCY FOR RAILWAYS	opean Veh	ICLE REGISTER						D
Vehicles Applications	Administra	lon					Ac	count Logout
Administration Users								
								Add user 🕹
Filter Criteria								
Username	contains		Expired	equals	All			~
Full Name	contains			Admin	IBs & RBs	Keeper	Other	RE
Email	contains		Roles contain 👻 🗌	Applicant	IMs	NSA NSA	Owner	RUs
Organisation Code	includes 👻			ECM				
Lock status	equals	All	<ul> <li>Order Ascending</li> </ul>	by	Username	~		



**Step 2:** From the user search results table, identify the particular user and click on the icon under the "Edit" tab.

Username	Name	Email	Country	Roles	Logged	Created	Exp		Status	Delete
AT_APPLICANT	AT Applicant	alonecomp+AT_APPLICANT@gmail.com	AT		25/08/2020	29/06/2020	28/02/2025		nî -	ŵ
AT_RE	AT RE	alonecomp+AT_RE@gmail.com	AT	✓ Admin AT 0010 ✓ RE AT 0010	22/02/2021	26/06/2020		Ľ	D)	葷
EUadmin	fi la	alonecomp@gmail.com	AT	↑ Applicant AT 3045 ✓ Admin EU 1448692032 ✓ ERA EU 54781340 ✓ Keeper AT 00AT 2025-01-29 ✓ Keeper BE 00BE ✓ Keeper AT A182 ✓ Maintainer EU 1186959089 ✓ IBS & RBS AT 00AT 2020-11-29	16/02/2021 21/12/2015		Ľ	ជ	ŵ	
ewr28qw	qwewq ewr	werwerw1e5w@gmail.com	AT	✓ Applicant FI 0010 ✓ Applicant AT 00AT	26/11/2020	27/07/2020		ß	<b>D</b>	葷
testkeeperuserTD	testkeeperuserT testkeeperuserD	thomas.despotis@arhs-dev-hellas.com	AT	✓ Keeper FR Demo 2021-04-30	20/02/2021	16/02/2021	30/04/2021	D	E C	童

#### Figure 25: Search Results-Edit Button

**Step 3:** Enter the new password in the provided "Password" and "Password Confirmation" text fields and click on **Update User v** to complete the action.

Afterwards, the user receives a notification email regards the changes made to his account.

#### 2.3.4. Unlock User

When an EVR User attempts to login by entering an incorrect password more than 2 times, or the expiration date of the account validity has passed

The RE user, in order to unlock an EVR user account, has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to lock/unlock

EUROPEAN EUROPEAN EUROPEAN E	uropean Vehicle Register						I
Vehicles Applicatio	ons Administration					Ľ	Account Logou
ministration Users							
unite de contra							
							Add user
ilter Criteria							
Isername	contains		Expired equals	All	_	-	-
ull Name	contains		Admin	IBs & RBs	Keeper	Other	RE
Email	contains		Roles contain 👻 🗌 Applicant	IMs	NSA NSA	Owner	RUs
Organisation Code	includes 👻		ECM				
Lock status	equals All		<ul> <li>Order Ascending</li> <li>by</li> </ul>	Username	~		
		Figure 26: A	dministration-Search				

**Step 2a:** From the user search results table, identify the particular user and click on the icon under the "Status" tab.

Users										
Username	Name	Email	Country	Roles	Logged	Created 1	Ехр	Edit	Status	Delete
test user	Test User	testuser@gmail.com	AT	✓ ECM AT 00AT ✓ Keeper AT 00AT	23/04/2021	23/04/2021		Ľ		1



Afterwards, the user receives a notification email regards the changes made to his account.

2.3.5. Locking User accounts

Locking user account means the user won't be able to access EVR.

To lock an EVR user, the RE user has to follow the next steps:

#### Step 1: From within the "Administration" menu, search for the user you wish to unlock

EUROPEAN UNION AGENCY FOR RAILWAYS Vehicles Application	ions Administrati	on	_	_	_	_	_	Ľ	iccount Logo
ministration Users									
									Add user
ilter Criteria									
Isername	contains			Expired	equals	All			
ull Name	contains				Admin	IBs & RBs	Keeper	Other	RE
mail	contains			Roles contain 👻 🗌	Applicant	IMs	NSA NSA	Owner	RUS
rganisation Code	includes 🛩				ECM				
ock status	equals	All		Order Ascending	by	Username	~		

#### Figure 29: Administration-Search

**Step 2:** From the user search results table, identify the particular user and click on the ficon under the "Status" column.



Figure 30: Lock User

#### 2.3.6. Search of User accounts

#### Vehicles Applications Administration Account Logout Administration Users Add user 🎝 Filter Criteria contains Expired All Username equals IBs & RBs Admin RE RUs Keeper Other Full Name contains Applicant ECM Owner Email contains Roles contain NSA Organisation Code includes ~ equals All ✓ □ Order Ascending bv Username ~ Lock status

#### **Step 1:** The user inserts the criteria upon which his search will be based. Those filter criteria are shown below:

•

Export 🗠	5	▪ Items/page ①	ত Reset	🔑 Search



**Step 2b:** After inserting the desired criteria, the user can perform the search by clicking on the button and view the results:

	) Other ) Owner		d user ) RE ) RUs
seriame contains cont	Owner		RE
all Name       contains	Owner		RE
mail contains contains Applicant App	Owner		
rganisation Code includes • Inclu			RUs
ock status       equals       All       Order Ascending       by       Username       Vusername       Vusername       Country       Roles       Logged       Created       Expo         DAT_Keeper       00AT Keeper       Baurentiu.macovel@gmail.com       AT       ✓ Keeper AT 00AT       12/11/2020			
sers     Logged     Created     Exp       DAT_Keeper     00AT Keeper     laurentiu.macove@gmail.com     AT     ✓ Keeper AT 00AT     12/11/2020     12/11/2020       dad@coldmail.com     AT     ✓ Keeper AT 00AT     22/04/2021     22/04/2021     22/04/2021       rhsTestAccessProfiles     Arhstest AccessProfiles     arhstestaccessprofiles@gmail.com     AT     X ERA AT 00AT     05/04/2021     31/07/202       rhsTestAccessProfiles     Arhstest AccessProfiles     arhstestaccessprofiles@gmail.com     AT     X KEAPEr AT 00AT     05/04/2021     31/07/202			
Username         Name         Email         Country         Roles         Logged         Created         Exp           OAT_Keeper         00AT Keeper         laurentiu.macovel@gmail.com         AT         ✓ Keeper AT 00AT         12/11/2020         12/11/2			
Username         Name         Email         Country         Roles         Logged         Created         Exp           OAT_Keeper         00AT Keeper         laurentiu.macovel@gmail.com         AT         ✓ Keeper AT 00AT         12/11/2020         12/11/2			
DAT_Keeper     00AT Keeper     laurentiu.macovei@gmail.com     AT     ✓ Keeper AT 00AT     12/11/2020     12/11/2020       ds     sA sasa     dad@coldmail.com     AT     ✓ Keeper AT 00AT     22/04/2021     22/04/2021       xX Admin AT 00AT     xX Admin AT 00AT     xX Admin AT 00AT     22/04/2021     22/04/2021     22/04/2021       rhsTestAccessProfiles     Arhstest AccessProfiles     arhstestaccessprofiles@gmail.com     AT     XX EGM AT 00AT     05/04/2021     05/04/2021     31/07/202       vX ERA AT 00AT     xX EAA T0 0AT     xX EAA T0 0AT     05/04/2021     05/04/2021     31/07/202       vX Exper AT 00AT     xX EAA T0 0AT     xX EAA T0 0AT     xX EAA T0 0AT     xX EAA T0 0AT     20/04/2021     31/07/202       vX Exper AT 00AT     xX EAA T0 0AT     xX EAA T0 0AT     xX EAA T0 0AT     20/04/2021     31/07/202			
ds sA sasa dad@coldmail.com AT -/ Keeper AT 00AT 22/04/2021 22/04/2021 XX Admin AT 00AT 22/04/2021 22/04/2021 XX Admin AT 00AT XX Applicant AT 00AT XX ECM AT 00AT 00AT XX ECM AT 00AT 05/04/2021 05/04/2021 31/07/202 XX Maintainer AT 00AT XX Montraliner AT 00AT XX Mether AT 00AT XX Re AT 00AT XX R	Edit	it Statu	us Dele
rhsTestAccessProfiles Arhstest AccessProfiles arhstestaccessprofiles@gmail.com AT XX Admin AT 00AT XX ECA AT 00AT XX Maintainer AT 00AT XX Maintainer AT 00AT XX Maintainer AT 00AT XX Reper A	Ľ		
hsTestAccessProfiles Anhstest AccessProfiles anhstestaccessprofiles@gmail.com AT X ECM AT 00AT XX Keeper AT 00AT AT 00AT XX Maintainer AT 00AT XX Womer AT 00AT XX Methods AT 00AT XX RE AT 00AT	Ľ	<b>D</b>	
hsTestAccessProfiles Arhstest AccessProfiles arhstestaccessprofiles@gmail.com AT XX ERA AT 00AT 05/04/2021 05/04/2021 31/07/202 XX Keeper AT 00AT 05/04/2021 05/04/2021 31/07/202 XX Maintainer AT 00at XX Owner AT 00AT XX REA AT 00AT 23/04/2021 31/07/202 XX REA T 00AT 23/04/2021 31/07/202			
x X Keeper A1 00A1 X Minitainer AT 00at X X Owner AT 00AT X X RE AT 00AT X X RE AT 00AT X Keeper AT 00AT	1 0	n	
XX Owner AT DOAT XX RE AT 00AT Activity of the activity of the		0	
beteettd Arbeteet Td arbeteettd@amail.com AT √ Keeper AT 00AT 23/04/2021 23/04/2021			
	Ľ	_	
hstesttd2 Arhstest Td2 arhstesttd2@gmail.com AT 🗸 Keeper FI 0010 22/04/2021 22/04/2021	Ľ	<b>D</b>	
			Pa
1 2 3	4		

#### Figure 32: User Search Results

**Step 3:** The user optionally can navigate in the through the pages of the results through pressing each page's number 1 1 2 3 4 and use the drop down 10 **v** Results 1-5 of 5 1 list to change the number of result the system displays per page

**Step4:**Optionally and in case the results are not the desired and a new criteria insertion is required click on the **GRESET** button. Press ok in the confirmation text-dialog message.

Vehicles /	Applications	Administration							Aco	ount	Logout
dministration	Users										
										Add	user 🞝
Filter Criteria										Add t	iser 🛶
Username		contains		E	Expired equ	uals All					~
Full Name		contains			Admin	IBs & R	Bs Kee	per 🗌 C	)ther	F	٤E
Email		contains		F	Roles contain 🗸 🗌 Applicant	IMs	NS/	A 🗌 C	wner	F	≀Us
Organisation C	Code	includes 🗸			ECM						
Lock status		equals All		~	<ul> <li>Order Ascending by</li> </ul>	Usernan	ne	~			
Users											
Useri	name	Name	Email	Count	ry Roles	Logged	Created	Ехр	Edit	Status	Delete
00AT_Keeper		00AT Keeper	laurentiu.macovei@gmail.com	AT	✓ Keeper AT 00AT	12/11/2020	12/11/2020		Ľ	â	Û Û
ads		sA sasa	dad@coldmail.com	AT	✓ Keeper AT 00AT X X Admin AT 00AT	22/04/2021	22/04/2021		Ľ	<b>D</b>	Ť
					X X Applicant AT 00AT						
					X X ECM AT 00AT X X ERA AT 00AT						
ArhsTestAccess	sProfiles	Arhstest AccessProfiles	arhstestaccessprofiles@gmail.com	AT	X X Keeper AT 00AT	05/04/2021	05/04/2021	31/07/2021	Ľ	<b>D</b>	Ť
					XX Maintainer AT 00at XX Owner AT 00AT						
					XX RE AT 00AT						
arhstesttd		Arhstest Td	arhstesttd@gmail.com	AT	✓ Keeper AT 00AT ✓ Owner AT 00AT	22/04/2021	22/04/2021		Ľ	<b>D</b>	<b></b>
arhstesttd2		Arhstest Td2	arhstesttd2@gmail.com	AT	✓ Gwner Al 00Al	22/04/2021	22/04/2021		Ľ	D)	ŵ
			-								
1											Page
		1		2		3		_	4		
Export 🗠							5 Y Result	s 1-5 of :9 🛈	് Reset	, • s	Search

Figure 33: Reset Results



**Step 4:** In case that Results Export is needed then press the following button and decide on the the format of the exported data as shown below:

											-
ilter Criteria										Add	iser
Jsername	contains			Expir	red e	quals All					
ull Name	contains				Admin	IBs &	RBs Ke	eeper 🗌	Other	F	١E
mail	contains			Role	s contain 👻 🗌 Applica	nt 🗌 IMs	NS NS	SA 🗌	Owner	F	۱Us
rganisation Code	includes 👻				ECM						
ock status	equals All			•	Order Ascending b	y Usern	ame	~			
								Exp			D
Sers Username DAT_Keeper	Name 00AT Keeper	Email	Cou	untry	Roles ✓ Keeper AT 00AT	Logged	Created	Ехр	Ľ	Status	De
					✓ Keeper AT 00AT	22/04/2021	22/04/2021		Ľ		
5	sA sasa	dad@coldmail.com	AT		X X Admin AT 00AT X X Applicant AT 00AT X X ECM AT 00AT	22/04/2021	LLIUTILULI				
	sA sasa Arhstest AccessProfile		AT		XX Admin AT 00AT XX Applicant AT 00AT	05/04/2021	05/04/2021	31/07/2021	Ľ	đ	
hsTestAccessProfiles					XX Admin AT 00AT XX Applicant AT 00AT XX ECM AT 00AT XX ERA AT 00AT XX Keeper AT 00AT XX Maintainer AT 00AT XX Maintainer AT 00AT XX RE AT 00AT X Keper AT 00AT			31/07/2021	Ľ	eî eî	
ads ArhsTestAccessProfiles					XX Admin AT 00AT XX Applicant AT 00AT XX ECM AT 00AT XX ERA AT 00AT			31/07/2021	Ľ		đ
les	Arhstest AccessProfile	s arhstestaccessprofiles@gmail.com	AT		XX Admin AT 00AT XX Applicant AT 00AT XX ECM AT 00AT XX ERA AT 00AT XX Keeper AT 00AT XX Maintainer AT 00at XX Owner AT 00AT XX RE AT 00AT	05/04/2021	05/04/2021	31/07/2021		_	
	Arhstest AccessProfile Arhstest Td	s arhstestaccessprofiles@gmail.com arhstesttd@gmail.com	AT		X X Admin AT 00AT X Applicant AT 00AT X ECM AT 00AT X ERA AT 00AT X Keeper AT 00AT X Minitainer AT 00AT X RE AT 00AT X RE AT 00AT V Gwner AT 00AT	05/04/2021 22/04/2021	05/04/2021 22/04/2021	31/07/2021	Ľ	EÎ	

Figure 35: Export Results



Figure 36: Export Search Results Options

#### 2.4. Search and management of Vehicle Applications

#### 2.4.1. Search for Application for Vehicle Registration

By clicking on the "Applications" menu option on the ribbon that is available in all EVR pages, EVR will display the following screen, as shown in the Figure 37:

EUROPEAN EUROPEAN VEHICLE REGISTER		
Vehicles Applications		
Applications		
	Select your Regi	stration Entity
	AT - AT	¥
	View Applications	Create Application



The user has to select the Registration Entity from the drop-down menu and then click on the View Applications option. The user will be directed to the Applications search page.

#### 2.4.1.1. Search Criteria

To perform an Application Search, the User has the option to use the following criteria:

Search										
Filter Criteria										
Application type	equals	Pre-Reservation	<ul> <li>Stub Number</li> </ul>	contains	Number of Vehicles	matches 🗸	Submision Date	equals •	-	-
Application ID	equals		Application contains EVN	contains 🖌	Created by	contains	Approval Date	equals	•	-
State of Application	equals	All	<ul> <li>Letter Marking</li> </ul>	contains	Creation Date	equals 🗸	🛛 Order Descending	by	Submision Date	~

#### Figure 38: Application Search Criteria

#### 2.4.1.2. Search Results

After clicking on the **Search** button, the system returns the Application results in the format presented in the below Figure 39:

Applicatio	ons								
ID	Application type	State of Application	Created by	Creation Date	Submision Date 1	Approval Date	Stub Number	Number of Vehicles	Actions
			State of the	Application			Appl	ication Details	
222901	PreReservation	Submitted	k.styliaras	20/10/2021 09:51	20/10/2021 09:51:28		01815000SSSX	1	<u>_</u>
222900	PreReservation	Submitted	k.styliaras	20/10/2021 09:10	20/10/2021 09:10:19		40815100SSSX	1	
222899	PreReservation	Submitted	k.styliaras	20/10/2021 09:08	20/10/2021 09:08:41		40815100SSSX	1	
222896	VehicleWithdrawal	Rejected	AT_Keeper	18/10/2021 14:06	18/10/2021 14:06:39			1	
222894	VehicleWithdrawal	Rejected	AT_Keeper	18/10/2021 14:00	18/10/2021 14:00:27			1	
222893	VehicleWithdrawal	Registered	AT_Keeper	18/10/2021 10:11	18/10/2021 10:11:28	18/10/2021 12:12:56		1	
222892	VehicleWithdrawal	Rejected	AT_Keeper	18/10/2021 09:55	18/10/2021 09:55:19			1	
222891	VehicleWithdrawal	Rejected	AT_Keeper	18/10/2021 09:53	18/10/2021 09:53:19			1	
				13/10/2021 17:45	13/10/2021 17:45:07				<b>.</b>
222886	VehicleRegistration	Registered	AT_RE	13/10/2021 14:38	13/10/2021 14:38:35	13/10/2021 16:41:01	09815900SSSX	5	
1									Pag
	1 2	3	4	5 6	7 8	9	10	>>	•
							10 Y Result	s 1-10 of 1611 ① <b>J Reset</b>	🔎 Search

Figure 39: Application Search Results

The User can navigate the result pages as well as change the number of results displayed per page using the 10 • Results 1-2 of 2 ① functionality. Also they can reset the search using the other button.

#### 2.4.2. Application Details View

Actions

By clicking icon in the last column, Registration Entities can view more details of a particular Application. By selecting this icon, a new browser tab is opened that displays the Application details. The view will vary according to some characteristics of the application. This view contains the Tabs "Vehicle Characteristics" and "Standard Form" that will be shown in the next chapters. However, the elements that are presented throughout all the Tabs are listed below:

Colour-coded Ribbon:

Application Type	Current Application State	Created by
Registration	Draft	AT_Keeper

Figure 40: Application Details Ribbon

This contains information about the "Application Type", "Current Application State" and "Created by" and changes colour according to the Current Application State.

#### 2.4.2.1. Vehicle Characteristics

Application Details			
Vehicle Characteristics Standard Form			
	Application Type	Current Application Stat	te Created by
	Withdrawal	Draft	testkeeperuserTD
EVNs			
Techincal Characteristics Documentation			
Choose Files No file chosen			

Figure 41: Application Details: Vehicle Characteristics Tab

On this Tab the user can:

- View the Vehicle(s) related to the Application
- Attach and/or View any Documentation (depending on the Current Application State)

#### 2.4.2.2. Standard Form

On this Tab the user can view all the standard EVR Vehicle Details for the EVNs that are associated with this particular Application:

Application Details       Vehicle Characteristics     Standard Form	
	Application Type Registration
1 EVN - Vehicle #1 1.1 European Vehicle Number	
1.2 Previous Vehicle Number	
5.1 Manufacturing Year*	2020
5.2 Manufacturing Serial Number	12345
5.3 ERATV Reference	22-333-4444-1-333
5.4 Series	12345678
Custom Fields - Vehicle #1	
12.1 CUSTOM DATE (DateTime)	2021/06/09
12.2 Custom TEXT field	custom text
12.3 CUSTOM BIT / BOOLEAN column	
12.4 CUSTOM LIST (Green, Red, Blue)	GREEN v
12.5 CUSTOM NUMBER (LONG / BIGINT / INT64)	5
2 Member State of Registration	
2.1 Member State of Registration	at (Austria)
3 Member States where the vehicle is authorised 3.1 Resulting Area of Use	Austria
4 Additional conditions* 4.1 Additional conditions applicable to the vehicle	
□ RIC □ RIV □ TEN □ TEN-CW <b>▼ TEN-GE</b> □ <b>OTHER</b>	
6.a Rolling stock subsystem. References to 'EC' Declarations of verification	1 (3)
6.1 Date of 'EC' declaration	
6.2 'EC' declaration reference	
6.3.1 Organisation name	Demo ERA organisation 1
6.3.2 Registered Business Number	
6.3.3 Address	1, Boulevard de Paris
6.3.4 Town	Valenciennes
6.3.5 Country Code	
	FR - France X v

6.3.7 E-mail address	servicedesk@era.europa.eu	
6.3.8 Organisation Code	00AT	іа ≓ ≽
6.b On-board CCS subsystem. References to 'EC' Declarations of veri	fication (3)	
6.1 Date of 'EC' declaration	(-)	
6.2 'EC' declaration reference		
6.3.1 Organisation name*	Demo ERA organisation 1	
6.3.2 Registered Business Number*	12345678	
6.3.3 Address*	1, Boulevard de Paris	
6.3.4 Town*	Valenciennes	
6.3.5 Country code*	FR - France	× v
6.3.6 Post code*	53900	
6.3.7 E-mail address*	servicedesk@era.europa.eu	
6.3.8 Organisation Code*	00AT	≥ ≡ 🐱
/ Owner*		
7.1 Organisation Name*	Demo ERA organisation 1	
7.2 Registered business number*	12345678	
7.3 Address*	1, Boulevard de Paris	
.5 Country code*	FR - France	× v
.6 Post code*	53900	
.7 E-mail address*	servicedesk@era.europa.eu	
7.8 Organisation Code*	00AT	▶ = 🕿
Keeper*		
1. Organisation name*	Demo ERA organisation 1	
.2 Registered Business Number*	12345678	
3.3 Address*	1, Boulevard de Paris	
.4 Town*	Valenciennes	
3.5 Country Code*	FR - France	X .*
8.6 Post code*	53900	
8.8 Organisation Code*	servicedesk@era.europa.eu	
8.8 Organisation Code~	00AT	≈ ≓ 🕿
	12345678	
Entity in charge of maintenance* 0.1 Organisation name*	Demo ERA organisation 1	
.2 Registered business number*	12345678	

9.4 Town*	Valenciennes	
9.5 Country code*	FR - France	× .*
9.6 Post code*	53900	
9.7 E-mail address*	servicedesk@era.europa.eu	
9.8 Organisation Code*	00AT	≥ ≈
1 Authorisations for placing on the market #1		+
11.1 Name of authorising entity*	AustrianAuth	
11.2 Member State of Authorising Entity*	AT - Austria	×
11.3 European identification number (EIN)*	1121213232	
11.4 Area of use*	Austria	
11.5 Date of authorisation*	2021/06/09	<u> </u>
11.6 Authorisation valid until (if specified)	2021/06/09	·
1.9 Conditions for use of the vehicle and other restrictions on how the vehicle. 11.9.1 Coded conditions for use and restrictions 2.2.1	vehicle may be used	k
11.9.2 Non-coded conditions for use and restrictions		

Figure 42: Application Details: Standard Form Tab

#### 2.4.3. Decision on Vehicle Applications

Registration Entities can review, approve or reject vehicle applications that have already been submitted . The RE needs to follow the following steps before starting reviewing the applications

#### 2.4.3.1. Decision on New Pre-Reservation

The user can review and decide on whether he will approve or reject new Pre-Reservation application following the below steps:

**Step 1:** Search for a Pre-Reservation Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Filter Ci	riteria									
Applicat	tion type	equals	Pre-Reservation	on	~	<ul> <li>Application ID</li> </ul>	equals			
State of	f Application	equals	Submitted		~	Stub Number	contains			
Applicat	tion contains EVN	contains 🛩				Letter Marking	contains			
Number	r of Vehicles	matches 🛩				Created by	contains			
Creation	n Date	equals 🗸				Submision Date	equals 🗸			
Approva	al Date	equals 🛩				Order Descending	by	Creation Date		~
Applicat	tions									
ID	Application typ	e State o	f Application	Created by	Creation Date 1	Submision Date	Approval Date	Stub Number	Number of Vehicles	Actions
				State of the Ap	plication			Applic	cation Details	
221441	PreReservation	Submitted		EUadmin	01/02/2021 14:23	01/02/2021 14:23:28		8881TGGGSSSX	1	

Figure 43: Submitted Pre-Reservation Application: Search

**Step 2:** Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

	EUROPEAN UNION AGENCY FOR RAILWAY		Vehicle Register
AT	Vehicles	Applications	
Applic	ation Details		
Vehicle	Characteristics	Standard Form	EVNs

Figure 44: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

#### a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

Allocate EVNs to the application

Select the 'EVNs' tab, the content of which can be viewed below:

Applicatio		s	Standard Form	EVNs	
Venicie ena	ractoristic	.9	otandard i onn	LVIIIS	
A	-1 /6 1		1 00047		2
Available E	EVNs gr	oup fo	or stub 88811	rgggss	SX
	-			rgggss	SX
STUB	Availab	le Use		rgggss	SX
	Availab			rgggss	SX
STUB	Availab 1000	le Use		rgggss	SX
STUB 88810000	Availab 1000	le Use 0		rgggss	SX



i. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range ✓ :

Availab	ole EVNs gr	oup f	for stub	8881TC
STUB 888100	Availab 000 1000	le Us 0	ed	
Use	Range √			
8881	00000007			
8881	00000015			
8881	00000023			
8881	00000031			
8881	00000049			
8881	00000056			
8881	00000064			
8881	00000072			
	00000080 001 1000	0	•	

#### Figure 46: Submitted Application Decision: EVNs tab - Select EVNs

ii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and manually input the Vehicle Number in the 1.1 parameter.







Click on

iii.

iv. The following dialog box is displayed

Accept	×
A Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?	
Choose Files No file chosen	
Contraction of the second seco	
If you want to upload more files or different extensions, please archive them in a .zip first	
Approve Cancel	

-----

#### Figure 48: Pre-Reservation Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - $\circ \quad \text{Dialog box is closed}$
  - b. <u>To Reject the Application</u>

<b>Step 3b:</b> If the provided information reviewed in Step 2 are not acceptable, press	кејест 🛛	button.
the following dialog box is displayed		

	coopt
	Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?
Г	
	Choose Files No file chosen
	① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx
	If you want to upload more files or different extensions, please archive them in a .zip first

#### Figure 49: Reason for rejecting the Pre-Reservation application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - o Action is cancel
  - Dialog box is closed

#### 2.4.3.2. Application for Vehcile Registration

The user can review and decide on whether he will approve or reject an application for vehicle registration following the below steps:

**Step 1:** Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

Filter Cri	teria										
Applicatio	on type	equals	Registration			✓ App	olication ID	equals			
State of	Application	equals	Submitted			✓ Stu	ıb Number	contains			
Application	on contains EVN	contains 🗸				Let	ter Marking	contains			
Number	of Vehicles	matches 🗸				Cre	ated by	contains			
Creation	Date	equals 🗸				Sul	omision Date	equals 🗸			
Approval	Date	equals 🗸				•	Order Descending	bγ	Creation Date		`
Applicati	ions										
ID	Application typ	e State o	of Application	Created by	Creation Date 1	s	ubmision Date	Approval Date	Stub Number	Number of Vehicles	Action
				State of the Ap	plication				Applic	ation Details	
231560	VehicleRegistration	Submitted		EUadmin	02/04/2021 14:30	02/04/	2021 14:30:25		39815901SSSX	1	D

Figure 50: Submitted Reservation Application: Search

**Step 2:** Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

EUROPEAN UNION AGENCY FOR RAILWAYS	EUROPEAN VEHICLE REGISTER
AT Vehicles	Applications
Application Details	
Vehicle Characteristics	Standard Form EVNs

Figure 51: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

#### a. <u>To approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

Available EVNs group for stub 01815401SSSX
STUB         Available Used           01815302 982         18
Use Range √
018153020005
018153020013
018153020203
018153020211
018153020229
018153020237
018153020245
018153020252
<b>T</b>



ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers, select on from the list, and click on Use Range ✓ :

Available EVNs gr				
38810000 1000	0	"▲		
Use Range √				
888100000007				
888100000015				
888100000023				
888100000031				
888100000049				
888100000056				
888100000064				
888100000072				
888100000080 38810001 1000	0	•		

Figure 53: Submitted Application Decision: EVNs tab - Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.



#### Figure 54: Submitted Application Decision: Standard Form Tab- 1.1 Parameter



iv.

v. The following dialog box is displayed

Accept	x
A Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?	
Choose Files No file chosen	
You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
If you want to upload more files or different extensions, please archive them in a .zip first	
Approve Canc	-
Approve Canc	21

#### Figure 55: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - o Action is cancel
  - Dialog box is closed
- b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2are not acceptable, **Reject** button. the following dialog box is displayed

	in application can no longer	e edited or rejected	d. Do you confirm you	ur application approval?
				14
Choose Files No	file chosen			
	maximum 10 files of allowe	types: .zip, .pdf, .j	ipg, .jpeg, .png, .tiff,	.txt, .csv, .xlsx, .xls, .doc,
docx			chive them in a zin f	Teret
	load more files or different e			

#### Figure 56: Reason for rejecting the Registration application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - $\circ$  The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

#### 2.4.3.3. Update of Registration Data

The user can review and decide on whether he will approve a new Update of Registration Data application following the below steps:
**Step 1:** Search for an Update of Registration Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Applica	Applications Dashboard Create Application												
Sea	rch												
Filter (	Criteria												
Applica	ation type	equals		All		~	App	olication ID		equals			
State o	of Application	equals		All ~			Stu	Stub Number contains					
Applica	ation contains EVN	contains	~				Let	ter Marking		contains			
Numbe	er of Vehicles	matches	~				Cre	Created by contains					
Creatio	on Date	equals	~				Submision Date			equals	~		
Approv	val Date	equals	~					Order Descending		by	Submision D	Submision Date	
Applica	ations												
ID Application typ		type		State of Application					Арр	roval Date	Stub Number	Number of Vehicles	Actions
			State of the Application						Application Details				
58845	VehicleModification, UpdateRegistration		ŝ	Submitted	EUadmin	22/04/20 09:33	021	22/04/2021 09:33:22				1	
			0			22/04/20	021				Applicatio	on Details 1	

Figure 57: Submitted Update Registration: Search

Step 2: Review the changes that were made in the "New Values" Column of the "Standard Form" Tab.

Application Details			
Vehicle Characteristics Standard	Form		
		Application Type	Current Application State
		VehicleModification, UpdateRegistratio	on Submitted

Figure 60: Update of Registration: Vehicle Characteristics and Standard Form Review

a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on

In case you click on Approve, the following dialog box is displayed

Choose Files No file chosen Tou can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	Accept	3
🕞 You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	Once confirmed an application can no l	longer be edited or rejected. Do you confirm your application approval?
🕞 You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	<b></b>	
🕥 You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,		
🕥 You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,		
🕥 You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,		
You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	Choose Files, No file chosen	
		allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,
	docx	
If you want to upload more files or different extensions, please archive them in a .zip first	If you want to upload more files or diffe	erent extensions, please archive them in a .zip first
Approve Cancel		Approve Cancel

## Figure 58: Update of Registration Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

#### b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

Re	eject	
A	Enter a reason for rejecting this application	
L		
	Choose Files No file chosen	
	① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
	If you want to upload more files or different extensions, please archive them in a .zip first	
	Reject Cancel	

## Figure 59: Reason for rejecting the Update Of Registration application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

## 2.4.3.4. Change of Keeper

The user can review and decide on whether he will approve a new Change of Keeper application following the below steps:

# **Step 1:** Search for a Change of Keeper Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Applicatior	ns Dashboard										Create Applie	cation
Search												
Filter Crite	eria											
Applicatior	n type	equals		Change of Keeper		~	Applica	tion ID	equals			
State of Ap	pplication	equals		Submitted		~	Stub N	umber	contains			
Applicatior	n contains EVN	contains	~				Letter Marking		contains			
Number of	f Vehicles	matches	~				Created by		contains			
Creation D	Date	equals	~				Submision Date		equals	~		
Approval Date equals ~					<ul> <li>Order Descending</li> </ul>		by	Submision Date		~		
Applicatio	ons											
ID	Application type			State of Application	Created by		eation Date	Submision Date 1	Approval Date	Stub Number	Number of Vehicles	Action
			State of the A	State of the Application					Applic	ation Details		
VehicleModification, UpdateChangeOfKeeper		Submitted	EUadmin	14/04 10:54	4/2021 14/04/2021 4 10:54:36				1			

Figure 60: Submitted Change of Keeper: Search

**Step 2:** Review the changes that were made in the "New Values" Column for the Keeper Paremeter of the "Standard Form" Tab

Application Details		
Vehicle Characteristics	Standard Form	
Venicle Characteristics	Standard Form	

Figure 61: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step,:click on

Then the following dialog box is displayed

Ac	ccept	x
A	Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?	
ſ		
1		
	Choose Files No file chosen	
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	
	$\checkmark$ .docx If you want to upload more files or different extensions, please archive them in a .zip first	
	Approve Cancel	

#### Figure 62: Change of Keeper Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - o Dialog box is closed
- b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable, button.

Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

• "Reject" to finalize the rejection.

R	eject	x
A	Enter a reason for rejecting this application	
ſ		
l		
	Choose Files No file chosen	
'	① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
	If you want to upload more files or different extensions, please archive them in a .zip first	
-	Reject Cancel	

## Figure 63: Reason for rejecting the Update Of Registration application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

The Keeper is notified via email on the outcome of the examination of his application.

## 2.4.3.5. Change of ECM

The user can review and decide on whether he will approve a new Pre-Reservation application following the below steps:

**Step 1:** Search for a Change of ECM Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Search															
Filter Crite	eria														
Application	i type	equals		Change of ECM	~	Ap	plication II	0	equals						
State of Ap	oplication	equals		All	~	Stu	ub Number		contains						
Application	contains EVN	contains	~			Letter Marking		contains							
Number of Vehicles matches 🗸				Created by		contains									
Creation Date equals ~				Su	Submision Date		equals	~							
Approval Da	ate	equals	~				Order I	Descending	by		Creatio	n Date		~	
Application	ns														
ID		Applicatio	on 1	type	State o Applicat		Created by	Creation Date 1	Submision Date		proval Date	Stub Number	Number of Vehicles	Action	s
				State of the App	lication							Applicati	on Details		
58851 VehicleModification, UpdateChangeOfECM Submi					Submitte	d	EUadmin	22/04/2021 10:36	22/04/2021 10:36:54				2		N

Figure 64: Submitted Change of ECM: Search

**Step 2:** Review the changes that were made in the "New Values" Column for the ECM Paremeter of the "Standard Form" Tab

Application Details	
Vehicle Characteristics	Standard Form

Figure 65: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the

Approve 🗹

review done in the previous step, click on

Then the following dialog box is displayed

button.

Accept	3
Once confirmed an application can no longer be edited or rejected. Do you confirm y	our application approval?
	le le
Choose Files No file chosen	
You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tif	f, .txt, .csv, .xlsx, .xls, .doc,
If you want to upload more files or different extensions, please archive them in a .zip	o first
	Approve Cancel

## Figure 66: Change of ECM Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

#### b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2are not acceptable,

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

R	eject
A	Enter a reason for rejecting this application
	Choose Files No file chosen
	① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,
	If you want to upload more files or different extensions, please archive them in a .zip first
	Reject Cancel
	<ul> <li>You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx</li> <li>If you want to upload more files or different extensions, please archive them in a .zip first</li> </ul>

## Figure 67: Reason for rejecting the Change of ECM application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

#### 2.4.3.6. Change of Owner

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

**Step 1:** Search for a Change of Owner Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

Sear	rch											
Filter C	Criteria											
Applica	tion type	equals		Change of Owner		~	Applica	ation ID	equals			
State o	of Application	equals		Submitted		~	Stub N	lumber	contains			
Applica	tion contains EVN	contains	~				Letter	Marking	contains			
Numbe	er of Vehicles	matches	~				Create	ed by	contains			
Creatio	on Date	equals	~				Submi	sion Date	equals	~		
Approv	al Date	equals	~					Order Descending	by	Creation	Date	~
A												
Applica	ations											
ID	Application	n type		State of Application	Created by		ation ite î	Submision Date	Approval Date	Stub Number	Number of Vehicles	Actions
				State of the A	Application	1				Applic	ation Details	
58852	VehicleModification, UpdateChangeOfOwne	er		Submitted	AT_RE	22/04/ 10:40	2021	22/04/2021 10:40:13			1	

Figure 68: Submitted Change of Owner Applicatin: Search

**Step 2:** Review the changes that were made in the "New Values" Column for the Owner Parameter of the "Standard Form" Tab.



Figure 69: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

When you click on Approve, the following dialog box is displayed

Accept	x
Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval	?
Choose Files No file chosen	
① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .c	doc,
$\overset{\smile}$ .docx If you want to upload more files or different extensions, please archive them in a .zip first	
Approve C	Cancel

## Figure 70: Change of Owner Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - o Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed
- b. <u>To Reject the Application</u>

**Step 3b:** If the provided information reviewed in Step 2are not acceptable, button.

Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

• "Reject" to finalize the rejection.

Re	eject	x
A	Enter a reason for rejecting this application	
ſ		
L		
	Choose Files No file chosen	
	Tou can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
	If you want to upload more files or different extensions, please archive them in a .zip first	
	Deject	
	Reject Cancel	

Figure 71: Reason for rejecting the Change of Owner application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

## 2.4.3.7. Update of Organisation Data

The user can review and decide on whether he will approve a new Update of Organisation Data application following the below steps:

**Step 1:** Search for an Update of Registration Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Sear	rch											
Filter C	Criteria											
Applica	ation type	equals		Update Organisatio	on Data	~	Applic	ation ID	equals			
State o	of Application	equals		Submitted		~	Stub N	Number	contains			
Applica	ation contains EVN	contains	~				Letter	Marking	contains			
Numbe	er of Vehicles	matches	~				Create	ed by	contains			
Creatio	on Date	equals	~				Submi	ision Date	equals	~		
Approv	val Date	equals	~					Order Descending	by	Creation	n Date	~
Applica	ations											
ID	Application	n type		State of Application	Created by		eation ate î	Submision Date	Approval Date	Stub Number	Number of Vehicles	Actions
				State of the A	pplication					Appli	cation Details	
58857	VehicleModification, UpdateOrganisationDa	ata		Submitted	EUadmin	22/04 10:45	/2021	22/04/2021 10:45:14			1	

Figure 72: Submitted Update of Organisation Data Application: Search

**Step 2:** Review the changes that were made in the "New Values" Column for the Update Fields of the "Standard Form" Tab.



Figure 73: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

#### a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

When you click on Approve, the following dialog box is displayed

Ac	ccept	x
A	Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?	
Г		
L		
	Choose Files No file chosen	
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
	If you want to upload more files or different extensions, please archive them in a .zip first	
	Approve Cancel	

## Figure 74: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

#### b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

R	eject	×
A	Enter a reason for rejecting this application	
ſ		
	Choose Files No file chosen	
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx	
	If you want to upload more files or different extensions, please archive them in a .zip first	
	Reject Cance	I

#### Figure 75: Reason for rejecting the Update of Organisation Data application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

#### 2.4.3.8. Withdrawal

The user can review and decide on whether he will approve a new Withdrawal application following the below steps:

**Step 1:** Search for a Withdrawal Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Sea	rch												
Filter (	Criteria												
Applica	ation type	equals		Withdrawal		~	Application ID		equals				
State o	of Application	equals		Submitted		~	Stub Number		contains				
Applica	ation contains EVN	contains	~				Letter Marking		contains				
Numbe	er of Vehicles	matches	~				Created by		contains				
Creatio	on Date	equals	$\sim$				Submision Date		equals	~			
Approv	/al Date	equals	~				<ul> <li>Order Descer</li> </ul>	nding	by		Creatio	on Date	~
Applica	ations												
ID	Application type	State of Applicat		Create by	d Creation Date 1		Submision Date	Appro Dat		Stu Num		Number of Vehicles	Actions
				State of th	e Application						Applica	ation Details	
58858	VehicleWithdrawal	Submitted		EUadmin	22/04/2021 10:47		22/04/2021 L0:47:39					1	

Figure 76: Submitted Withdrawal Application: Search

**Step 2:** Review the information in the Registration Status Fields in the "Standard Form" Tab.

Vehicle Characteristics Standard Form
Venicie Gharacteristics

Figure 77: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on

When you click on Approve, the following dialog box is displayed

Once confirmed an application can no longer be edited or rejected. Do you confirm your application ap	oproval?
Choose Files No file chosen	
<sup>(1)</sup> You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx,	.xls, .doc,
If you want to upload more files or different extensions, please archive them in a .zip first	
Approve	e Cance

Figure 78: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - $\circ \quad \text{Dialog box is closed}$
- b. To Reject the Application

**Step 3b** information reviewed in Step 2 are not acceptable,

Reject ∞ button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

R	eject
A	Enter a reason for rejecting this application
ſ	
	Choose Files No file chosen
	① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx
	If you want to upload more files or different extensions, please archive them in a .zip first
	Reject Cancel

#### Figure 79: Reason for rejecting the Withdrawal application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

## 2.4.3.9. Suspension

The user can review and decide on whether he will approve a new Suspension application following the below steps:

**Step 1:** Search for an Suspension Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Sea	rch												
Filter (	Criteria												
Applica	ation type	equals	/	All		~	Applic	ation ID	equals				
State o	of Application	equals		Submitted		~	Stub	Number	contains				
Applica	ation contains EVN	contains	~				Letter	<sup>-</sup> Marking	contains				
Numbe	er of Vehicles	matches	~				Creat	ed by	contains				
Creatio	on Date	equals	~				Subm	ision Date	equals	~			
Approv	val Date	equals	~					Order Descending	by		Creation Da	ate	
Applica	ations												
ID	Application	n type		State of Application	Created by	Crea Dat	ation te î	Submision Date	Approval Date	Stu	ıb Number	Number of Vehicles	Action
				State of the A	pplication						Applicatio	on Details	
58859	VehicleSuspension		5	Submitted	EUadmin	22/04/2	2021	22/04/2021				1	

Figure 80: Submitted Suspension Application: Search

**Step 2:** Review the information in the Registration Status Fields in the "Standard Form" Tab.

Application Details			
Vehicle Characteristics	Standard Form	J	

Figure 81: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

## a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

the following dialog box is displayed

cce	pt
Or	nce confirmed an application can no longer be edited or rejected. Do you confirm your application approval?
С	Choose Files No file chosen
<b>(</b>	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,
If	you want to upload more files or different extensions, please archive them in a .zip first
	Approve Cancel

Figure 82: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
  - If you click on Cancel

•

- Action is cancel
- Dialog box is closed
- b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

Then specify the reason for rejecting the application by completing the text field on the dialog.

button.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

eject ×	
Enter a reason for rejecting this application	
Choose Files No file chosen	
You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	
If you want to upload more files or different extensions, please archive them in a .zip first	
Reject Cancel	
	Enter a reason for rejecting this application Choose Files No file chosen  You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx

#### Figure 83: Reason for rejecting the Suspension application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

## 2.4.3.10. Reactivation

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

**Step 1:** Search for an Suspension Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

Sea	Criteria												
		a guala		All		~	Anni	insting ID	a guala				
Аррпса	ation type	equals		All		~	Аррі	ication ID	equals				
State of Application equals			Submitted ~			Stub	Number	contains	contains				
Application contains EVN contains ~			~				Letter Marking contains						
Numbe	Number of Vehicles matches ~		~				Created by		contains				
Creatio	Creation Date equals 🗸		~				Submision Date		equals ~				
Approv	Approval Date equals ~		~			Order Descending		by		Creation Date		`	
Applica	ations												
ID	Application type			State of Application	Created by		ation te î	Submision Date	Approval Date St		ıb Number	Number of Vehicles	Action
				State of the	Application						Applicatio	n Details	_
58871	VehicleReactivation			Submitted	EUadmin	22/04/ 11:31	2021	22/04/2021 11:31:11				1	

## Figure 84: Submitted Reactivation Application: Search

**Step 2:** Review the information in the Registration Status Fields in the "Standard Form" Tab.

Application Details		
Vehicle Characteristics	Standard Form	

Figure 85: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

the following dialog box is displayed

	once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?
-	
	Choose Files No file chosen
	Versee later start 10 flags followed by a single for single start star
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc
	you want to upload more files or different extensions, please archive them in a .zip first
	Approve Can

## Figure 86: Reactivation Approval Dialog Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - o Action is cancel
  - Dialog box is closed
- b. To Reject the Application

button.

Step 3b: If the provided information reviewed in Step 2are not acceptable,

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

Reject ×
Enter a reason for rejecting this application
Choose Files No file chosen
① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc, .docx
If you want to upload more files or different extensions, please archive them in a .zip first
Reject Cancel

## Figure 87: Reason for rejecting the Reactivation application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

#### 2.4.3.11. Change of EVN following technical modifications

The user can review and decide on whether he will approve or reject a Change of EVN following Technical Modification application following the below steps:

**Step 1:** Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

ilter Criteria											
Application type	equals	Change of EVN follow	ing technical modificatio	ns •	<ul> <li>Application ID</li> </ul>		equals				
State of Application	equals	Submitted			Stub Number		contains				
Application contains EVN	cation contains EVN contains 🗸						contains				
Number of Vehicles			Created by	Created by contains							
Creation Date			Submision Date ed		equals	~					
Approval Date	equals 🗸				Order Des	cending	by	Creation Da	te		
Applications											
ID	Application	ı type	State of Application	Created by	Creation Date 1	Submisio	on Date	Approval Date	Stub Number	Number of Vehicles	Action
			State of the Applic	ation					Application	Details	_
222027 VehicleModific ChangeOfEVNI	ation, FollowingTechnical	Modifications	Submitted	EUadmin	06/05/2021 08:49	06/05/202 08:49:34	1			1	

Figure 88: Submitted Change of EVN following Technical Modification Application: Search

**Step 2:** Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

EUROPEAN UNION AGENCY FOR RAILWAYS	European Vehicle Register
AT Vehicles	Applications
Application Details	
Vehicle Characteristics	Standard Form EVNs

Figure 89: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

#### a. <u>To approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed:

Available EVNs group for stub 01815401SSSX
STUB         Available Used           01815302 982         18
Use Range ✓
018153020005
018153020013
018153020203
018153020211
018153020229
018153020237
018153020245
018153020252

Figure 90: Submitted Registration Application Decision: EVNs tab

For each one of the proposed Vehicle Numbers, click on the 💌 button next to it to expand the ii. Use Range available Vehicle Numbers and select on from the list, and click on **Application Details** Vehicle Characteristics Standard Form **EVNs** Available EVNs group for stub 21818606SSSX Available Used STUB 21818606 1000 0 Use Range 🗸 218186060008 218186060016 218186060024 218186060032 218186060040 218186060057 218186060065 218186060073 218186060081

Figure 91: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.



v. The following dialog box is displayed

iv.

Accept	×
A Once confirmed an application can no longer be edited or rejected. Do you confirm your	application approval?
0	
	1
Choose Files No file chosen	
① You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .t	xt, .csv, .xlsx, .xls, .doc,
If you want to upload more files or different extensions, please archive them in a .zip fir	st
	Approve Cancel

## Figure 93: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

#### b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2are not acceptable,

Step 2are not acceptable, **Reject w** button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

Re	eject
A	Enter a reason for rejecting this application
_ ر	
L	
	Choose Files No file chosen
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,
	If you want to upload more files or different extensions, please archive them in a .zip first
	Reject Cancel
	Reject Cancel

#### Figure 94: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

#### Figure 95: Reason for rejecting the application

## 2.4.3.12. Change of EVN and registering MS

#### Part A: Decision on Change of EVN and registering MS + New Registration

The RE user of the **New Registering MS** can review and decide on whether he will approve or reject a Change of EVN and registering MS + New Registration application following the below steps:

**Step 1:** Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

Search													
Filter Criteria													
Application type	9	equals	All			~	Applicat	tion ID	equals				
State of Applica	tion	equals	All			~	Stub Nu	umber	contains				
Application contains EVN contains 👻							Letter N	1arking	contains				
Number of Vehi	cles	matches 🗸					Created	i by	contains				
Creation Date		equals 🗸					Submis	ion Date	equals 🗸				
Approval Date		equals 🗸					<b>Z</b> C	Order Descending	by	Crea	tion Date		~
Applications													
ID	Appl	lication type		State of Application	Created by		eation ate 1	Submision Date	Approval D	ate	Stub Number	Number of Vehicles	Actions
				State of the A	pplication						Applicati	on Details	
	Registration, OfFVNandRe	aisterinaMS		Submitted	EUadmin	06/05/		06/05/2021			89886015SSSX	1	<u>_</u>

Figure 96: Submitted Change of EVN and registering MS + New Registration Application: Search

**Step 2:** Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

	EUROPEAN UNION AGENCY FOR RAILWAY		Vehicle Register
AT	Vehicles	Applications	
Applic	ation Details		
Vehicle	Characteristics	Standard Form	EVNs

Figure 97: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

Available EVNs group for stub 89886015SSSX



Figure 98: Submitted Application Decision: EVNs tab

ii. For each one of the proposed Vehicle Numbers, click on the button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range ✓:

Available EVNs group for stub 89886015	Available	<b>EVNs</b>	aroup	for	stub	89886015SSSX	
--	-----------	-------------	-------	-----	------	--------------	--



Figure 99: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.

E <b>VN - Vehicle #1</b> .1 European Vehicle Number*	1	
Figure 100: Submitted Application	on Decision: Standard Form Tab- 1.1 Parameter	
Approve 🖌		
e following dialog box is displayed		
Accept		
Accept A Once confirmed an application can no lo	onger be edited or rejected. Do you confirm your application approval?	,
Once confirmed an application can no lo	onger be edited or rejected. Do you confirm your application approval?	
Once confirmed an application can no lo	onger be edited or rejected. Do you confirm your application approval?	,
•	onger be edited or rejected. Do you confirm your application approval?	,
Once confirmed an application can no lo	onger be edited or rejected. Do you confirm your application approval?	
Choose Files No file chosen		
Choose Files No file chosen	onger be edited or rejected. Do you confirm your application approval?	
A Once confirmed an application can no lo Choose Files No file chosen O You can select maximum 10 files of a .docx		
A Once confirmed an application can no lo Choose Files No file chosen O You can select maximum 10 files of a .docx	allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .d	

#### Figure 101: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

• If you click on Approve

iv.

- Application is approved
- The submitter of the application is notified via email about the approval of their application

- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

## b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,Reject ∞button.Then specify the reason for rejecting the application by completing the text field on the dialog.User can optionally upload one or more files as part of the justification for rejection.Item (Complete)

User then clicks on:

• "Reject" to finalize the rejection.

Reject	×
Enter a reason for rejecting this application	
Choose Files No file chosen	
Tou can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .do	C,
$\overset{\sim}{}$ .docx If you want to upload more files or different extensions, please archive them in a .zip first	
Reject Car	icel

## Figure 102: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

 "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

## Part B: Decision on Change of EVN and registering MS + Withdrawal

The RE user of the **Previous Registering MS** can review and decide on whether he will approve or reject a Change of EVN and registering MS + Withdrawal application following the below steps:

**Step 1:** Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

Filter Criteria											
Application type	equals	All		~	Application II	)	equals				
State of Application	equals	All		~	Stub Number		contains				
Application contains EVN	contains 🖌				Letter Markin	g	contains				
Number of Vehicles	matches 🗸				Created by		contains				
Creation Date	equals 🗸				Submision Da	ate	equals 🗸				
Approval Date	equals 🗸				✓ Order	Descending	by	Creatio	n Date		
Applications											
ID	Application typ	e	State of Application	Created by	Creation Date 1	Submision D	ate Approva	l Date	Stub Number	Number of Vehicles	Actio
		S	ate of the Applica	tion					Applicatio	on Details	
222034 VehicleWithdrawal,	ChangeOfEVNand	dRegisteringMS	Submitted	EUadmin	06/05/2021 14:01	06/05/2021 14:01:10				1	

Figure 103: Submitted Change of EVN and registering MS + Withdrawal Application: Search

**Step 2:** Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

	EUROPEAN UNION AGENCY FOR RAILW	LURUPEA	N VEHICLE REGISTER
at	Vehicles	Applications	Administration
Appl	ication Detai	ls	
Vehic	le Characteristic	s Standard For	n

Figure 104: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

## a. <u>To approve the Application</u>

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. click on

The following dialog box is displayed

Accept	×
A Once confirmed an application can no longer be edited or rejected. Do you confirm your application approval?	
Choose Files No file chosen	
Tou can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,	
$^{igvee}$ .docx If you want to upload more files or different extensions, please archive them in a .zip first	
Approve Cance	el

#### Figure 105: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - o Application is approved
  - o The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - $\circ \quad \text{Action is cancel} \quad$
  - Dialog box is closed

## b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2are not acceptable, **Reject** button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

• "Reject" to finalize the rejection.

Re	eject
A	Enter a reason for rejecting this application
_ ر	
L	
	Choose Files No file chosen
	You can select maximum 10 files of allowed types: .zip, .pdf, .jpg, .jpeg, .png, .tiff, .txt, .csv, .xlsx, .xls, .doc,
	If you want to upload more files or different extensions, please archive them in a .zip first
	Reject Cancel
	Reject Cancel

#### Figure 106: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

• "Cancel" - to cancel the action EVR will close the dialog box and action is cancelled.

#### 2.4.4. Create Application

As described in the previous chapters, the user can select the **Create Application** option. By clicking on this button, a new window will open in the browser, that will allow the user to select the Application type. The content of this window is displayed below:

_	Application Type		
A	pplication Type	New pre-reservation ()	
		New registration 🔘	
			pdate of Registration hange of Keeper hange of ECM hange of Organisation Data
		Change of registration status 🔘 🗹 Si	uspension eactivation
			hange of EVN following technical modifications hange of EVN and registering MS

Figure 107: Create Application: Application Types

Details for the available Application types, and the steps required by the user to complete them are presented in the following chapters. To proceed to the next stage, the user must select the required Application type

and click on on the options menu bar at the bottom of the page. Alternatively they can click on **Discard?** or **Close** to exit.

The RE that will be have to examine the application will receive a notification email to examine the application.

The user that applied will be notified for the outcome of the examination.

In case of acceptance, the other stakeholders that are referred to the application will notified for changes on the Vehicle. This happens if the respective users have opted in for the respective notifications.

#### 2.4.4.1. Suspension

It is possible for a RE user to apply for the Suspension of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can apply for a vehicle Suspension by following the next steps:

**Step 1:** In the Applications page, click on the **Create Application** button.

EUROPEAN UNION AGENCY FOR RAILWAYS	uropean Ve	chicle Register					
AT Vehicles Ap	plications						Account Logout
Applications Dashboard	đ						Create Application
Search							
Filter Criteria		All	Stub Number	contains	Number of Vehicles	matches 🗸	
Application type	equals	All				matches 🗸	
Application ID	equals		Application contains EVN	contains 🖌	Created by	contains	
State of Application	equals	All	<ul> <li>Letter Marking</li> </ul>	contains	Creation Date	equals 🗸	
Applications							

#### Figure 108: Create Application

**Step 2:** Select the "Suspension" checkbox from the Application Type page and click on

Application Type	
Application Type	New pre-reservation 🔿
	New registration ()
	Update O Update of Registration Change of Keeper Change of ECM Change of Organisation Data
	Change of registration status ( Z Suspension Reactivation
	Change of EVN O Change of EVN following technical modifications Change of EVN and registering MS

Figure 109: Suspension: Application Type

**Step 3:** In the "Vehicle Characteristics" tab, provide the EVNs that are related to the application, by typing them in the "EVNs" text field.

Application Details Vehicle Characteristics Standard Form				
		Application Type	Current Application State	Created by
Title Type as parts the desired fittle Berning of	laida bha lagu du ill anna bha Fhilis ta ba nalidatad			
408153000000 408153000018				
Techincal Characteristics Documentation Choose Files No file chosen				

Figure 110: Suspension: EVNs field

**Step 4:** If applicable, in the "Vehicle Characteristics" tab, upload any Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Qpen.

Application Type	 Current Application Sta	ite Created by
Suspension	Draft	AT_RE
		田
	Suspension	Suspension Dreft

Figure 111: Suspension: Upload Documentation (1)

📀 Open								×
← → ~ ↑ 🗖	> This PC > Desktop				~ Ō	Search Desktop		9
Organize 👻 Nev	w folder						•	?
<ul> <li>✓ Cuick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>This PC</li> <li>→ Network</li> </ul>	Name	~	Date modified No items mat	Type ch your search.	Size			
	File <u>n</u> ame: S				~	Custom Files <u>O</u> pen	Cancel	× 

Figure 112: Suspension: Upload Documentation (2)

**Step 5:** In the "Standard Form" tab, complete field "10.1 Registration Status" by using the drop down menu of Parameter 10.1. In case of multiple Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the "Vehicle details Preview" drop-down menu:

EUROPEAN EUROPEAN VEHICLE REGISTER		Ø
AT Vehicles Applications		Account
Application Details While Characteristics Standard Form	Vehicle details Preview 498167000005	Current Application State Created by Draft AT_RE
10 Application for Registration Status 10.1 Registration Status	13 - Suspended The vehicle registration is suspended at th +	
10.2 Registration status date		
10.3 Registration status reason	1	



13 - Suspended The vehicle registration is suspended at th
13 - Suspended The vehicle registration is suspended at the request of the NSA of the registering Member State.
<b>14</b> - <b>Suspended</b> The vehicle registration is suspended by decision of the RE.

Figure 114: Suspension: Registration Status Drop-down menu options

#### **Step 6:** Complete field "10.2 Registration status date" by selecting a date >= today's date.

EUROPEAN EUROPEAN VEHICLE REGISTER				۵
AT Vehicles Applications			Account Logo	out
Application Details Vehicle Characteristics Standard Form				
	Vehicle details Preview	Application Type	Current Application State Created by	
	498167000005 +	Suspension	Draft AT_RE	
10 Application for Registration Status				
10.1 Registration Status	13 - Suspended The vehicle regist	ration is suspended at th 🔻		
10.2 Registration status date		<b></b>		
10.3 Registration status reason	1			

Figure 115: Suspension: Standard Form – Registration Status Date

**Step 7:** Complete field "10.3 Registration status reason" by filling in the text field. Depending on the user selection in field "10.1 Registration Status" there are the following 2 cases:

- If "13 The vehicle registration is suspended at the request of the NSA of the Registering Member State " is selected, then field 10.3 remains empty.
- If "14 –The vehicle registration is suspended by decision of the RE" is selected, field 10.3 is mandatory

EUROPEAN UNION AGENCY FOR RAILWAYS	AN VEHICLE REGISTER	D
AT Vehicles Applicatio	5	Account Logout
Application Details Vehicle Characteristics Standard	orm	
10 Application for Registrati 10.1 Registration Status 10.2 Registration status date	Vehicle details Preview 498167000005 * Application Type Cu Suspension D	rrent Application State Created by AT_RE
10.3 Registration status reas	1	
<b>Step 8:</b> Click o submission.	Figure 116: Suspension: Standard Form – Registration Status Reason Save $\checkmark$ to revisit the application at a later stage, or Submit to RE $\Rightarrow$	if it is ready for
Alternatively,	here are the following options at the bottom of the screen:	
۲ Clos	e : to close the application without saving the progress	m.
X Close o Refresh	Discard?	Submit to RE ⇒ Save ✓

#### Figure 117: Suspension: Standard Form – Action buttons

After submitting the application, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

## 2.4.4.1. Reactivation

It is possible for a RE user to apply for the reactivation of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can complete the Application for Reactivation by following the next steps:



EUROPEAN UNION AGENCY FOR RAILWAY		/ehicle Regis	STER					D
AT Vehicles	Applications							Account Logout
Applications Dashb	oard							Create Application
Search								
Filter Criteria								
Application type	equals	All	~	Stub Number	contains	Number of Vehic	les matches 🗸	
Application ID	equals			Application contains EVN	contains 🖌	Created by	contains	
State of Application	equals	All	~	Letter Marking	contains	Creation Date	equals 🗸	
Applications								

## Figure 118: Create Application

## **Step 2:** Select the "Reactivation" checkbox from the Application Type page and click on

Application Type	
Application Type	New pre-reservation ()
	New registration 🔿
	Update of Registration Change of Keeper Change of CMM Change of Owner Change of Organisation Data
	Change of registration status 🖲 🗌 Suspension
	Change of EVN C Change of EVN following technical modifications Change of EVN and registering MS

Figure 119: Reactivation: Application Type

**Step 3:** In the "Vehicle Characteristics" tab, provide the Vehicle Numbers that are related to the application, by typing them in the "EVNs" text field.

Application Details Vehicle Characteristics Standard Form			
	Application Type		on State Created by
-	VehicleReactivation	Draft	AT_RE
548116130004 548116130012	- L'ANS-LO DE VANUALEU		
Techincal Characteristics Documentation			



**Step 4:** If applicable, in the "Vehicle Characteristics" tab, upload any Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Open

Application Details			
Vehicle Characteristics Standard Form			
	Application Type	Current Application State	Created by
	VehicleReactivation	Draft	AT_RE
EVNs - Type or paste the desired EVNs. Pressing outside the input will cause the EVNs to be validated			
548116130004 548116130012			÷
Techincal Characteristics Documentation			
Choose Files No file chosen			
A 7 want to uprodu more mes or unrerent extensions, prease archive			

Figure 121: Reactivation: Upload Documentation (1)

Open									×
← → • ↑ 🗖	> This PC > Desktop				~ Ō	Search Desktop	p		٩
Organize 👻 Nev	w folder								?
<ul> <li>✓ # Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>&gt; ■ This PC</li> <li>&gt; ● Network</li> </ul>	<ul> <li>Name</li> <li>★</li> <li>★</li> <li>★</li> </ul>	^	Date modified No items mat	Type ch your search.	Size				
	File <u>n</u> ame: S				~	Custom Files		Cancel	<b>~</b>

Figure 122: Reactivation: Upload Documentation (2)

**Step 5:** In the "Standard Form" tab, complete field "10.2 Registration status date" by selecting a date >= today's date. This is a mandatory field. In case of multiple Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the "Vehicle details Preview" drop-down menu:

Application Details Vehicle Characteristics Standard Form		
10 Application for Registration Status	Vehicle details Preview Application Type VehicleReactivation VehicleReactivation	Current Application State Created by Draft AT_RE
10.1 Registration Status	00 - Valid The vehicle has a valid registration.	
10.2 Registration status date		
10.3 Registration status reason		

Figure 123: Reactivation: Standard Form – Registration Status Date

Step 6: Complete field "10.3 Registration status reason" by filling in the text field. This is a mandatory field.



Alternatively, there are the following options at the bottom of the screen:

- **Close**: to close the application without saving the progress
- CRefresh : to refresh the application page and clear all the fields
- **Discard?** : to close the application and also delete the Draft created in the system.

The RE that will be have to examine the application will receive a notification email to examine the application.

The user that applied will be notified for the outcome of the examination.

In case of acceptance, the other stakeholders that are referred to the application will notified for changes on the Vehicle. This happens if the respective users have opted in for the respective notifications.

## 2.5. Vehicles

## 2.5.1. Search Vehicles

The user can open the "Vehicles" menu by clicking on the respective button on the Heading that is available in all the EVR Web pages.

#### 2.5.1.1. Search Criteria

There is a number of Search Criteria that the user can define in order to perform their Vehicle search, as shown in Figure 125 below:

Vehicles						show Stats			New Search 1
Search									
Filter Criteria									
EVN	matches	~	Ľ	Registering Member State(s)	matches	All Countries ×	Owner Org. Code *	matches	
1.2 Previous EVN	matches	~		Authorizing Member States		All Countries ×	Owner's RBN	matches	
Registration Status	matches		~	Additional conditions	contains		Keeper's Name	matches	
Registration regime	matches	(EU)     (EU)     O     (2018/1614 2007/756/E0	~	Vehicle Type ID	matches		Keeper's Org. Code *	matches	
Date of the authorisation	<	×		EIN	matches		Keeper's RBN	matches	
Date of revocation of authorisation	<	v	-	Area of use	matches		VKM	matches	
Registration Status Date	<	<b>~</b>	-	EC declaration reference	matches		ECM's Name	matches	
Suspension of authorization		● All ○ Yes ○ No		EC Issuing Body	matches		ECM's Org. Code *	matches	
Authorisation valid until (if specified)	<	v	-	EC Issuing Body Org. Code *	matches		ECM's RBN	matches	
Manufacturing Year	matches	~		Owner's Name	matches				

#### Figure 125: Vehicle Search Criteria



#### 2.5.1.2. Search Results

Once the user has clicked on the search button, any corresponding search results will be returned in a table format as show in Figure 126 below:

EVN I	Previous EVN	Manufacturing Year	Vehicle Type ID	Series	Registration regime	Registering Member State(s)	Status	Additional Conditions applicable to the vehicle	EIN	Details
028859020019		2024			Decision (EU) 2018/1614	BE	00 - Valid	TEN-CW	BE84848	
1 Export ~	Export All 🗠							10 - Results 1-1 of 1 🛈 C Res	et 🔎	Page Gearch

#### Figure 126: Vehicle Search Results

At the top, the user can see an indication of successful search and offline countries. At the bottom, the user can navigate the different result pages, and can also use this drop-down menu 10 
• Results 1-10 of 337 
• to change the number of results that the system is displaying per page.

#### 2.5.1.3. Export Option

The user has the option to export the search results by clicking either clicking on the **Export** or **Export All** o button.

If User clicks on Export ? button:

• EVR exports to Excel or CSV file that search results with the columns visible on the search result grid.

User clicks on **Export All** • button:

• EVR exports to Excel or CSV file that search results with vehicle data including information like Keeper's, Owner's, ECM's, Home authorisation's data.

In either cases, the system presents the following 3 options (XLSX, CSV and Cancel) as shown in Figure 127 below:

EVN I	Previous EVN	Manufacturing Year	Vehicle Type ID	Series	Registration regime	Registering Member State(s)	Status	Additional Conditions applicable to the vehicle	EIN	Details
028859020019		2024			Decision (EU) 2018/1614	BE	00 - Valid	TEN-CW	BE84848	
1 Export ~ I	Export All 🗠							10 - Results 1-1 of 1 (1) () Res	et 🔎 S	Page Gearch



Details



Figure 128: Export Search Results Options

#### 2.5.2. Vehicle Details View

From the Search Results table page, the user has the option to select the icon in the last column, in order to view more details of a particular Vehicle. By selecting this icon, a new browser tab is opened that displays the Vehicle details as shown in Figure 129: Vehicle Details PageFigure 129 below:

Vehicle Details of EVN 018159000001	
1. European Identification	
1.1. Vehicle Number	018159000001
1.2. Previous Vehicle Number	
2. Member State of Registration	
2.1. Member State of Registration	at
3. Member States where the vehicle is authorized	
3.1. Resulting area of use	Austria
Shar hosting drea of doc	
4. Additional conditions	
4.1. Additional conditions applicable to the vehicle	EU RIC RIV TEN TEN-CW Z TEN-GE OTHER
5. Manufacturing	
5. Manufacturing year	2020
5.2. Manufacturing serial number	2121133
5.3. ERATV Reference	22-333-4444-1-333
5.4. Series	3232323
6. EC Declaration Reference	
a. Rolling stock subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3 EC Declaration of verification issuing body	
6.31. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.4. Address of organisation, street and number	12 Strasse, str 2, str 3
6.34. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code	12345
6.3.7. Email address	office@test-evr.era
6.3.8. Organisation code	OOAT
b. On-board CCS subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3. EC Declaration of verification issuing body	
6.3.1. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.3. Address of organisation, street and number	12 Strasse, str 2, str 3
6.3.4. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code	12345
6.3.7. Email address	office@test-evr.era
6.3.8. Organisation code	OOAT
0.5.0. Organisatori code	U U U U U U U U U U U U U U U U U U U

b. On-board CCS subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3. EC Declaration of verification issuing body	
6.3.1. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.3. Address of organisation, street and number	12 Strasse, str 2, str 3
6.3.4. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code 6.3.7. Email address	12345 office@test-evr.era
6.3.8. Organisation code	00AT
0.5.0. Organisation code	ODAT
- 7. Ourses	
7. Owner 7.1. Name of organisation	Test EVR Company AT
7.2. Registered Business Number	AT123456
7.3. Address of organisation, street and number	12 Strasse, str 2, str 3
7.4. Town	Wien, W suburb
7.5. Country code	AT
7.6. Postal Code	12345
7.7. Email address	office@test-evr.era
7.8. Organisation code	OOAT
8. Keeper	
8.1. Name of organisation	Test EVR Company AT
5.2. Registered Business Number	AT123456
8.3. Address of organisation, street and number	12 Strasse, str 2, str 3
8.4. Town	Wien, W suburb
8.5. Country code	AT
S.6. Postal Code	12345
8.7. Email address	office@test-evr.era
8.8. Organisation code	OOAT
8.9. Vehicle Keeper Marking (VKM)	232323
9. Entity in Charge of Maintenance	
9.1. Name of organisation	Test EVR Company AT
9.2. Registered Business Number	AT123456
9.3. Address of organisation, street and number	12 Strasse, str 2, str 3
9.4. Town	Wien, W suburb
9.5. Country code	AT
9.6. Postal Code	12345
9.7. E-mail address	office@test-evr.era
9.8. Organisation code	OOAT
10. Registration status	
10.1. Registration status	00
10.2. Registration status date	
10.3. Registration status reason	
11 Authorisations for placing on the market	
11. Authorisations for placing on the market	AustrianAuth
11.1 Name of authorising entity	AustrianAuth at
11.1 Name of authorising entity 11.2 Member State numeric code	at
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN)	at 12121212
11.1 Name of authorising entity           11.2 Member State numeric code           11.3 Authorisation Number (EIN)           11.4 Area of use	at 12121212 Austria
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of use 11.5 Date of authorisation of placing in service	at 12121212
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of use 11.5 Date of authorisation or placing in service 11.5 Authorisation valid until (fs pecified)	at 12121212 Austria 15/06/2021
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of use 11.5 Date of authorisation of placing in service	at 12121212 Austria 15/06/2021
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of use 11.5 Date of authorisation of placing in service 11.6 Authorisation valid until (if specified) 11.7 Date of suspension of authorisation 11.8 Date of revocation of authorisation	at 12121212 Austria 15/06/2021
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.4 Area of use         11.5 Obter of suthorisation of placing in service         11.6 Authorisation valid until (if specified)         11.7 Obter of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Conditions for use and other restrictions	at 121212122 Austria 15/06/2021 -
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of use 11.5 Date of authorisation of placing in service 11.6 Authorisation valid until (if specified) 11.7 Date of suspension of authorisation 11.8 Date of revocation of authorisation 11.9 Conditions for use and other restrictions 11.9.1 Coded conditions for use and restrictions	at 12121212 Austria 15/06/2021
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.4 Area of use         11.5 Obter of suthorisation of placing in service         11.6 Authorisation valid until (if specified)         11.7 Obter of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Conditions for use and other restrictions	at 121212122 Austria 15/06/2021 -
11.1 Name of authorising entity 11.2 Member State numeric code 11.3 Authorisation Number (EIN) 11.4 Area of vae 11.5 Date of authorisation of placing in service 11.5 Date of authorisation of placing in service 11.7 Date of suspension of authorisation 11.7 Date of revocation of authorisation 11.7 Date of revocation of authorisation 11.8 Date of revocation of authorisation 11.9 Date of revocation of authorisation 11.9 Locded conditions for use and restrictions 11.9.2 Non-coded conditions for use and restrictions 11.9.2 Non-coded conditions for use and restrictions 11.9.2 Non-coded conditions for use and restrictions	at 121212122 Austria 15/06/2021 -
11.1 Name of authorising entity      11.2 Member State numeric code      11.3 Authorisation Number (EIN)      11.4 Area of use      11.5 Authorisation and until (if specified)      11.6 Authorisation valid until (if specified)      11.7 Date of suspension of authorisation      11.8 Date of revocation of authorisation      11.9 Conditions for use and other restrictions      11.9.2 Non-code conditions for use and restrictions      11.9.2 Non-code conditions for use and restrictions      12.9.2 Vehicle Additional fields	at 121212122 Austria 15/06/2021 -
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.4 Area of use         11.5 Authorisation of placing in service         11.6 Authorisation value and until (if specified)         11.7 Date of supension of authorisation         11.8 Date of revocation of authorisation         11.9 Coded conditions for use and other restrictions         11.9.1 Coded conditions for use and restrictions         11.9.2 Non-coded conditions for use and restrictions         12.1 Custof UpArt	at 121212121 Austria 15/06/2021 - 1.1.2, 2.2.1
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.5 Authorisation Number (EIN)         11.6 Authorisation valid until (if specified)         11.7 Authorisation valid until (if specified)         11.8 Date of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Conditions for use and other restrictions         11.9.2 Non-code conditions for use and restrictions         11.9.2. Vehicle Additional fields         12.1 CUSTOM_DATE         12.2 CUSTOM_DATE	at 121212121 Austria 15/06/2021 - 1.1.2, 2.2.1 - evn 1 test string
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.5 Authorisation valid until (if specified)         11.7 Date of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Date of revocation of authorisation         11.9 Conditions for use and other restrictions         11.9.2 Non-code conditions for use and restrictions         11.9.2 Non-code conditions for use and restrictions         12.1 USTOM_DATE         12.1 CUSTOM_DATE         12.2 CUSTOM_TEXT         12.3 CUSTOM_ENT	at 121212121 Austria 1506/2021 - - 1.1.2, 2.2.1 - evn 1 test string True
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.5 Authorisation Number (EIN)         11.6 Authorisation valid until (if specified)         11.7 Authorisation valid until (if specified)         11.8 Date of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Conditions for use and other restrictions         11.9.2 Non-code conditions for use and restrictions         11.9.2 Non-code conditions for use and restrictions         12.1 Custom Land Text         12.2 (USTOM_DATE         12.3 Custom_DATE         12.4 CUSTOM_LIST	at 12121212 Austria 15/06/2021 - - 1.1.2, 2.2.1 - evn 1 test string True RED
11.1 Name of authorising entity         11.2 Member State numeric code         11.3 Authorisation Number (EIN)         11.4 Area of use         11.5 Authorisation valid until (if specified)         11.7 Date of suspension of authorisation         11.8 Date of revocation of authorisation         11.9 Date of revocation of authorisation         11.9 Conditions for use and other restrictions         11.9.2 Non-code conditions for use and restrictions         11.9.2 Non-code conditions for use and restrictions         12.1 USTOM_DATE         12.1 CUSTOM_DATE         12.2 CUSTOM_TEXT         12.3 CUSTOM_ENT	at 121212121 Austria 1506/2021 - - 1.1.2, 2.2.1 - evn 1 test string True

## Figure 129: Vehicle Details Page

From this page the user can click on the	X Close	button to exit or the	Load ECM data from ERADIS	?	next to
field "9. Entity in Charge of Maintenance"			n ERADIS.		TIEXT TO

#### 2.5.2.1. Vehicle History

From within the Vehicle Details Page, the user can click on the	venicie instory 🗆	button on the bottom
right part of the screen.		

Walting history [7]

URIOPEAN EUROPEAN VEHICLE REGISTER AGENCY FOR RAILWAYS i, istration Mainte hicles Applicat Account Logout 15 A Vehicle Details of EVN 00000000005 1. European Identification 1.1. Vehicle Number 1.2. Previous Vehicle Number 00000000005 2. Member State of Registration 2.1. Member State of Registration AT 3. Member States where the vehicle is authorized 3.1. Resulting area of use з Additional conditions
 Additional conditions applicable to the vehicle 5. Manufacturing 5.1. Manufacturing year 5.2. Manufacturing serial number 5.3. ERATV Reference 5.4. Series 2026 6. EC Declaration Reference
 a. Rolling stock subsystem
 6.1. Date of declaration
 6.2. EC Declaration Reference
 6.3. EC Declaration Reference
 6.3. EC Declaration of verification issuing body
 (applicant)
 6.3. EC Declaration of verification issuing body
 (applicant)
 6.3.2. Registered Business Number
 6.3.4. Address of organisation, street and number
 6.3.5. Ocntry code
 6.3.7. Email address
 6.3.8. Organisation code
 7. Or-board CCS subsystem
 6.4. Date of declaration
 6.2. EC Declaration Reference
 6.3.2. Registered Business Number
 6.3.4. Form
 6.3.4. Form
 6.3.5. Ocntry code
 6.1. Date of declaration
 6.2. EC Declaration Reference
 6.3.6. Ocganisation, street and number
 6.3.6. Address of organisation, street and number
 6.3.6. Address of organisation, street and number
 6.3.6. Address of organisation, street and number
 6.3.6. Octation Code
 6.3.7. Enail address
 6.3.6. Octation Code
 6.3.7. Registered Business Number
 6.3.8. Organisation code
 6.3.7. Enail address
 6.3.8. Organisation, street and number
 6.3.6. Octation Code
 6.3.7. Enail address
 6.3.6. Octation Code
 6.3.7. Enail address
 6.3.6. Organisation, street and number
 6.3.6. Octation
 6.3.7. Enail address
 6.3.7. Enail address
 6.3.8. Organisation code 6. EC Declaration Reference Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wien, W suburb AT 12345 office@test-evr.era 00AT 00AT Vehicle history X Close

Figure 130: Vehicle Details: Vehicle History

Alternatively, the Keeper can press the Vehicle History Button in the initial page as seen below:

EUROPEAN UNION AGENCY FOR RAILWAYS	REGISTER	۵
Applications Vehicles Vehicle history		Account Logout
	European Vehicle Register	
	Welcome to European Vehicle Register. Please select your action from the menu	

Figure 131: Vehicle History in the Initial Page

#### This opens a new window that contains the following:

EUROPEAN UNION AGENCY FOR RAILWAYS	/ehicle Register					D
Vehicles Applications Adminis	stration Maintenance	_				Account Logout
Query Please enter the EVN you wish to search 008150000050	for					
Results		The followin	g countries were offline: IT			
Application type	State of Application	EVN	Vehicle Type ID	EIN	Creation Date	Authorising NSA
VehicleRegistration VehicleRegistration	Registered Registered	008150000050 008150000050	22-222-2222-2-222 22-222-2222-2-222		5.20 14:43:26 5.20 14:43:26	at be
Export 4						Activate Windows
X Close						🕕 🗷 Reset 📁 🔎 Refresh

Figure 132: Vehicle History New Window Content

- Query field: the user can enter a different Vehicle Number and then click on the button to trigger a new History search, or reset the search results by clicking on the button.
- **Export**: this functionality is as described in chapter 2.5.1.3 Export Option.
- **Results**: presented in a table, listing previous entries of the same Vehicle Number, with information as displayed in Figure 132. Also they can click on the "EVN" hyperlink to open the Vehicle Details view (Chapter 2.5.2 Vehicle Details View). The user can also change the number of displayed results per

page and navigate in case of multiple results returned 10 • Results 1-2 of 2 and close the tab

by clicking on the button. The user can click on the hyperlinks under the "Application type" column that will open the details of the Parameters introduced by that particular Application. For instance, if the user clicks on an application of the type "New Registration", the respective registration details of that application will open. An example for an application for modification is shown in Figure 133 below:

EUROPEAN EUROPEAN VEHICLE REGISTER		
FOR RAILWAYS ehicles Applications Administration Maintenance		
application for modification		
N - Vehicle #0 1.1 European Vehicle Number	018150000000	018150000000
1.2 Previous EVN		
5.1 Manufacturing Year 5.2 Manufacturing Serial Number	2020 12345	2020 12345
5.3 ERATV Reference	22-333-4444-1-333	22-333-4444-1-333
5.4 Series	12345	12345
2 Vehicle Additional fields #0 1.12.1 CUSTOM_DATE 1.12.2 CUSTOM_TEXT	1234	12345
1.12.3 CUSTOM_BIT	1234	12343
1.12.4 CUSTOM_LIST 1.12.5 CUSTOM_NUMBER	RED 1	GREEN 2
N - Vehicle #1 1.1 European Vehicle Number	018150000018	018150000018
1.2 Previous EVN	018150000018	01815000018
5.1 Manufacturing Year	2020	2020
5.2 Manufacturing Serial Number 5.3 ERATV Reference	12345 22-333-4444-1-333	12345 22-333-4444-1-333
5.4 Series	1	1
2 Vehicle Additional fields #1 1.12.1 CUSTOM_DATE		
1.12.2 CUSTOM_TEXT	1234	12345
1.12.3 CUSTOM_BIT 1.12.4 CUSTOM_LIST	RED	GREEN
1.12.5 CUSTOM_NUMBER	1	2
I - Vehicle #2		
1.1 European Vehicle Number 1.2 Previous EVN	018150000026	018150000026
1.2 Previous EVN 5.1 Manufacturing Year	2020	2020
5.2 Manufacturing Serial Number	12345	12345
5.3 ERATV Reference 5.4 Series	22-333-4444-1-333 1234	22-333-4444-1-333 1234
Vehicle Additional fields #2		
12.1 CUSTOM_DATE 12.2 CUSTOM_TEXT	1234	12345
.12.3 CUSTOM_BIT		<b>Z</b>
.12.4 CUSTOM_LIST .12.5 CUSTOM_NUMBER	1 RED	GREEN 2
mber State of Registration		
.1 Member State of Registration	AT	AT
8.1 Resulting Area of Use	Austria, Belgium	Austria, Belgium
<ol> <li>1 Resulting Area of Use</li> <li>Iditional conditions</li> <li>1 Additional conditions applicable to the vehicle</li> </ol>		Austria, Belgium
amber States where the vehicle is authorised 5.1 Resulting Area of Use difficinal conditions 6.1 Additional conditions applicable to the vehicle Rolling stock subsystem. References to 'EC' Declarations of verification (3) 5.1 Date of 'EC' declaration		08/06/2021
3.1 Resulting Area of Use  Iditional conditions 4.1 Additional conditions applicable to the vehicle  Rolling stock subsystem. References to 'EC' Declarations of verification (3) 5.1 Date of 'EC' declaration 5.2 'EC' declaration reference	08/06/2021 1234	08/06/2021 1234
1.1 Resulting Area of Use ditional conditions 1.1 Additional conditions applicable to the vehicle Rolling stock subsystem. References to 'EC' Declarations of verification ( <sup>3</sup> ) 1.0 Date of 'EC' declaration		08/06/2021
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1 Resulting Area of Use Intronal conditions 1 Additional conditions applicable to the vehicle olling stock subsystem. References to 'EC' Declarations of verification (3) 1 Date of 'EC' declaration 2 'EC' declaration reference 3.1 Organisation name 3.2 Registered Business Number 3.3 Address 3.4 Town	06/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, atr 2, str 3 Wien, W suburb	08/06/2021 1234 Test EVR Company AT AT123456
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1 Resulting Area of Use ditional conditions 1 Additional conditions applicable to the vehicle tolling stock subsystem, References to 'EC' Declarations of verification (*) 1 Date of 'EC' declaration 2 EC' declaration reference 3.1 Organisation name 3.2 Registered Business Number 3.3 Address 3.4 Town 3.5 Country Code 3.6 Fond tode 3.7 E-mail address 3.7 E-mail address	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wien, W suburb AT	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wien, W suburb AT
1 Resulting Area of Use	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, atr 2, str 3 Wen, W suburb AT 12345 dffce@test-evr.era	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wien, W solurb AT 12345
1 Resulting Area of Use Ititional conditions 1 Additional conditions applicable to the vehicle olling stock subsystem. References to 'EC' Declarations of verification (3) 1 Date of 'EC' declaration 2 'EC' declaration reference 3.1 Organisation name 3.2 Registered Business Number 3.3 Address 3.4 Town 3.5 Country Code 3.6 Post code 3.7 E-mail address 3.8 Organisation Code n-board CCS subsystem. References to 'EC' Declarations of verification (3) 1 Date of 'EC' declaration	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, atr 2, str 3 Wen, W suburb AT 12345 office@test=evr.era 00AT 08/06/2021	08/06/2021 1234 Tast EVR Company AT AT123455 12 Strasse, str 2, str 3 Wen, W solurio AT 12345 office@test-evr.era - 08/06/2021
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	08/06/2021         1234         Test EVR Company AT         AT12355         12 Strasse, str 2, str 3         Wen, W suburb         AT         12345         06/06/2021         12345         0706/2021         12345         office@test-ev.era         00AT         08/06/2021         12345         office@test-ev.era         00AT         08/06/2021         1234         Test EVR Company AT         AT         12345         office@test-ev.era         00AT         Test EVR Company AT         AT         12345         office@test-ev.era         00AT         Test EVR Company AT         AT         12345         office@test-ev.era         00AT         Test EVR Company AT         AT123456         12 Strasse, str 2, str 3         Wen, W suburb         AT         12345         Office@test-ev.era         00AT	08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wen, W suburb AT 08/06/2021 1234 Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wen, W suburb AT 12345 office@test-evr.era - Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wen, W suburb AT 12345 office@test-evr.era 0AT Test EVR Company AT AT123456 12 Strasse, str 2, str 3 Wen, W suburb AT 12345 office@test-evr.era 0AT
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10 Application for Registration Status		
10.1 Registration Status	00 - Valid - The vehicle has a valid registration.	00 - Valid - The vehicle has a valid registration.
10.2 Registration status date		
10.3 Registration status reason		-
11 Authorisations for placing on the market		
11.1 Name of authorising entity	AustrianAuthority	AustrianAuthority
11.2 Member State of Authorising Entity	AT	AT
11.3 Authorisation Number (EIN)	12345	12345
11.4 Area of use	Austria	Austria
11.5 Date of authorisation	08/06/2021	08/06/2021
11.6 Authorisation valid until (if specified)	26/06/2021	26/06/2021
11.7 Date of suspension of authorisation		
11.8 Date of revocation of authorisation		
11.9 Conditions for use and other restrictions		
11.9.1 Coded conditions for use and restrictions	1.2	1.2
11.9.2 Non-coded conditions for use and restrictions	123	123
11. Authorisations for placing on the market (#2)		
11.1 Name of authorising entity	BeliganAuth	BeliganAuth
11.2 Member State of Authorising Entity	BE	BE
<ul> <li>11.3 Authorisation number (EIN)</li> </ul>	123456	123456
11.4 Area of use	Belgium	Belgium
11.5 Date of authorisation	08/06/2021	08/06/2021
11.6 Authorisation valid until (if specified)	26/06/2021	26/06/2021
11.7 Date of suspension of authorisation		
11.8 Date of revocation of authorisation		
11.9. Conditions for use and other restrictions		
11.9.1 Coded conditions for use and restrictions	2.3	2.3
11.9.2 Non-coded conditions for use and restrictions	334	334

Figure 133: Vehicle History: "Application for modification" history details view

Depending on the application type that the user will select, the details view will vary as indicated below:

- Update of Registration, Change of Keeper, Change of Owner, Change of ECM, Change of Organisation Data, Change of EVN following technical modifications, Change of EVN and registering MS → Modifications Detail View (Parameters before and after) with the changes introduced by that "update" application.
- Withdrawal, Suspension, Reactivation → Withdrawal Detail View (Parameter 10 Registration Status, before and after values) with the change introduced by that application.

## 2.6. Allocation of EVNs to applications

#### 2.6.1. Manually by the Registration Entity

The Registration Entity user can manually allocate the EVN by filling in the parameter 1.1 European Vehicle Number.

#### 2.6.2. Via the EVNs tab

i. Browse in the EVNs tab, the content of which can be viewed below:



Figure 134: Submitted Registration Application Decision: EVNs tab

STUB	Availab	le Use	ed		
8810000	0 1000	0	•		
Use R	ange 🗸				
8881000					
8881000					
8881000	000023				
8881000	000031				
8881000	000049				
8881000	000056				
8881000	000064				
8881000	000072				
8881000	000080		•		
8881000	1000	0	•		

Figure 135: Submitted Application Decision: EVNs tab - Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.