

Basic Data

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Basic Data is the default opening screen of any dossier, this setting can be changed by the user to any other dossier segment via Personal Settings.

Basic Data contains essential data for the whole dossier, having there the following fields:

- **Requester:** the Applicant that created the dossier, the field cannot be changed.
- **International train number:** It can be changed at any time by any participant of the dossier with editing rights
- **Dossier name:** The Dossier name serves as basic identification and it's mandatory to fulfill. It is set by the requester but can be changed at any time. On the Dashboard, the dossier name serves as a link for opening the dossier.
- **Timetable period:** Dossier can be assigned only to one timetable period. This period is selected by the requester during dossier creation and it cannot be changed later. According to the selected period and current date system sets the process type for the dossier.
- **Dossier type:** User can select from a few dossier types that classify a dossier. The following types are implemented:
 - Default: This dossier type is automatically set by the system if no other type is needed. It is usually the case for the new dossiers.
 - Change: A change means a changed dossier from the previous year's timetable.
 - Fault: The dossier with this type will not be promoted to the next phases! The Applicants and IMs can use this type in order to show that the dossier has a wrong input which cannot be used for further processing.
 - Status quo: A "Status quo" dossier refers to a dossier from the previous timetable period which is requested again in the same form.
 - Change to the current timetable: This Dossier type is for changes/modifications to existing paths in the current timetable year.
- **Train type:** This field defines if the train in this dossier is a passenger or freight train. The type is assigned automatically by the system based on the requester Applicant.
- **Special agreements:** This data field is for special agreements e.g. resulting from route meetings.
- **IM details:** The IMs can save details of their agreement in this data field. In particular, the field is used for confirming connecting trains which were requested by the Applicants.
- **Participating companies:** There are a few kinds of agencies and their roles, which could be part of the processing the dossier. There are path related agencies set up according to Applicant-IM paradigm. Colored acceptance indicators show the current state of approval from the particular agency. If there is a chosen agency, which does not use PCS and is not able to make any changes to a dossier, the acceptance indicator for an agency like this is always shown as grey. The highlighted star next to the agency name serves for the marking of leading Applicant or leading IM. The Applicant which opened the Dossier is already entered as the leading Applicant.
 - **Applicant-IM pairs:** The system recognizes to which IM is responsible for the particular operation point, once entered into the requested Applicant timetable. Now, when the IM is recognized, the Applicant that is responsible for the traffic on the operation point is assigned by the leading Applicant, the system builds the Applicant-IM pair. This pair serves as the basis for further coordination between the particular Applicant and the particular IM. If one Applicant uses two infrastructure networks (if the access to the network of the neighboring country is legally provided for the Applicant), two pairs (Applicant-IM1 and Applicant-IM2) will be created in the request.
 - **Other agencies:** Under the path-related Applicant-IM pairs are displayed production-related acceptance indicators of the agencies, which are participating in the dossier, but they are not involved in path-related coordination. These acceptance indicators are foreseen for commercial negotiations only. The status of these indicators does not have any influence on the timetable process. All these agencies without path-related indicators have read-only access to the whole dossier all the

time. Production-only Applicants are e.g. agencies with through coaches, or connections or other relation to the dossier. Service agencies provide services like e.g. cleaning or shunting. Production agencies provide e.g. the locomotive traction or container reloading.

- **Dossier level parameters:** These parameters are opened by clicking on the corresponding Applicant-IM pair. Each IM could define these specific parameters on his own. There are shown defined the so-called National IM parameters for the particular Applicant-IM pair. They are valid for the whole dossier. The mandatory fields have to be filled in. Dossier level parameters can be edited only by the Applicant who is involved in the pair.

Even if the user is on another dossier segment, the following Basic Data information is always presented in the dossier header:

- International train number
- Dossier name
- Process type: The current process type for the dossier. For further details check the Process types.
- Dossier phase: The current phase in which the dossier is being processed. For further details please check the chapter Phases.
- Dossier id: This number is the unique identifier of a dossier and serves as the crucial number for data exchange with PCS.
- Dossier version: The current version number of the dossier. Data in PCS is always updated, no information is replaced. Each time a Dossier is saved, a new version is created. All versions of a Dossier can be called up and viewed by selecting the corresponding number.

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No translations