

Leading Applicant

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The Applicant who creates the dossier always becomes the leading Applicant of the dossier for the first time. This role can be changed later among the Applicants, but only in the Harmonization phase. The creator Applicant must remain as leading Applicant during the Open phase.

The leading Applicant is in contact with the end customer and he is responsible for the management of the dossier during the whole timetable process. It means he has higher access in the dossier than the others. It can also choose its partners.

In Open phase, the leading Applicant can edit everything in the dossier, except the national parameters on the other IMs. Those might not be even visible for the leading Applicant. Important to mention that regardless of the position of the leading Applicant, it always has access to the origin (reference) point even in Harmonization phase.

You can find below the transitions that are enabled by the leading Applicant.

Allowed transitions of leading Applicant

Release harmonization: This function is at disposal in the Open phase. It is used to release a dossier for processing for the other participating Applicants. That means that all participating Applicants receive the dossier in their dashboard and can change the timetable on their assigned sections. The dossier is not yet visible for the IM's. Once a dossier has been released to Harmonization phase, it CANNOT be withdrawn back to Open phase.

Start Harmonization Conference: This function is at disposal in Harmonization phase. With this step the Feasibility Study is started, the dossier is visible to all participating Applicants and IMs.

Submit feasibility study request: This function is at disposal in Harmonization Conference phase, if all Applicant related lights are set to green then the feasibility study delivered to the IMs for elaboration.

Back to harmonization: This function is at disposal in the following feasibility study phases: Harmonization Conference, Feasibility Study Request, Feasibility Study Elaboration and Feasibility Study Result phases. With the last one, the feasibility study ends, and the dossier returns to Harmonization phase.

Acknowledge Feasibility Study Result: This function is at disposal in Feasibility Study Result phase. Applicant acknowledges the study response and dossier returns to Harmonization phase of original path request process.

Submit path request (new, late, ad hoc path request): This function is at disposal in Harmonization phase, when Applicants have reached an agreement, all Applicants have green lights (all mandatory parameters were entered), the dossier is submitted to the IMs, forwards it to the leading IM or C-OSS Managers then it becomes read-only for the Applicants.

Withdraw path request (new, late, ad hoc path request): This function is at disposal in the following phases: Path Request, Path Elaboration, Pre-booking. A submitted path request can be withdrawn. When withdrawing a request all participating companies will receive a message informing them about the withdrawal and all the Applicant lights will go

back to blue.

Accept/reject alternative offer: This function is at disposal in a specific case, when Applicant submitted path request with PaP and as a reaction C-OSS offers an alternative PaP. Applicant receives e-mail notification about this offer. Applicant has to open the dossier, where the alternative PaP is provided. Applicant has to decide if he accepts or rejects the alternative offer. According to the Applicants' decision, the C-OSS will process further to path elaboration (alternative reserved or tailor-made solution).

Release Post-processing: This function is at disposal in Observation phase. Post-processing should be released when the Applicants finished the observations. There is no constraint regarding lights.

Accept Ad-hoc request offer or Late request offer: This function is at disposal in Acceptance phase. With this step the next two phases (Post-Processing and Final offer) are skipped. It is possible to use it only if there are no comments and all Applicants agree with the offer by setting their lights to green.

Accept final offer: This function is at disposal in the Final offer phase. With this step, the offer is accepted by the Applicants and path is finally allocated to them. This could be done only if all path related Applicant lights are green.

Close dossier: This function is at disposal in Open, Harmonization, Observations and Active timetable phases. Leading Applicant can close the dossier if the timetable period expired or do not need the dossier anymore. If the dossier is in Closed phase, it is not displayed on the dashboard anymore, but it is still accessible for copying or to get information when using quick search.

Path modification/alteration processes

The following actions are parts of the path modification/alteration process. Basically, the initiator Applicant-IM pair could be any of path-related participating Applicant-IM pairs in the dossier. Then this initiator overtakes the role of leading Applicant-IM pair for the path modification/alteration process. So, from the Applicants' side it is possible to perform the following:

Submit path modification conference: This function is at disposal in Active timetable phase. Initiator Applicant starts creating the modification of the request on the current agreed path.

Submit path modification request: This function is at disposal in Path modification conference. It is possible when all Applicants affected by any changes (it could be initiator only) set up their lights on green. The dossier is submitted to the affected IMs.

Withdraw path modification conference: This function is at disposal in Path modification conference. A modification request that has been submitted can be withdrawn by the Initiator Applicant. All affected companies will receive a message informing them about the withdrawn request.

Withdraw path modification elaboration: This function is at disposal in Path modification elaboration. A modification request that has been submitted can be withdrawn by Initiator Applicant. All affected companies will receive a message informing them about the withdrawn request.

Accept path modification/alteration offer: This function is at the disposal in Path modification/alteration offer. It could be done only if all path related lights are on green. Then dossier is moved to the phase Active timetable with the updated content.

Ask for offer adaptation: This function is at disposal in Path modification/alteration offer. When some of the affected Applicants ask for offer adaptation, the Initiator Applicant can send it back to Elaboration, and the dossier returns one step back to Path Modification Elaboration/Path alteration conference phase.

Reject path modification/alteration offer: This function is at the disposal in Path modification/alteration offer. When some of the affected Applicants disagree with the offer, the




Initiator Applicant can reject the offer, and the dossier returns to the Active timetable phase into the originally agreed state.

Summary of phases with reading and writing rights for leading Applicant into the dossier data fields: Open, Harmonization, Harmonization Conference, Conference mode in Path Study Elaboration phase, Observations and Acceptance (only Comment part for observations), Path modification conference.

In all other phases is dossier read-only. For further details please check the particular phase.

There is one exception of these rights. Applicants have every time possibility to change train composition. The writing right into this part of the dossier is not restricted. But inserted train composition has to correspond with inserted train parameters every time.

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▼ **Translations**

No translations