

Hello and welcome to RFC 5, 7, 9 individual training activities! Please **look for your name on the table and mark that row**. You might need those values (dossier id, IM1, IM2) later on.

On the following pages, you will find some tasks that lead you through basic or advanced dossier editing challenges. Sometimes after the tasks, you will also find questions, please answer them, later we will evaluate. No pressure, it's not an exam and anyhow it's anonymous.

But now, get ready...set...go!

1. (Basic) **Log into PCS Test1** (<https://pcstest1.rne.eu/pcs/login>) **with your IM1 account**
2. (Basic) **Find your dossier with quick search entering there your dossier's dossier id**. After you found the dossier, please **annotate the number from the dossier name**, you may use that in further steps
3. (Basic) In order to find your dossier fast, you should put a label on it. Please select your dossier with the check-box and **add a new label**.
 - For the label name please use your own name ;)
 - Via editing the label (select the label and click edit), you can also **define a description for your label**. In this case please **write the following**: "It's my test label in the RFC training to get more familiar with PCS"

Could you tell us a bit about your experience with labels?

- ***Do you use labels in PCS? Yes/No***
 - *(If yes) Based on what do you group some dossiers with a label (e.g. route, customer)? ...*
 - *Have you ever shared a label with your colleague? Yes/No*
 - *Have you ever received a shared label from one of your colleagues? Yes/No*
4. (Basic) Before opening your individual dossier let's check the available loco types in PCS. For sure you will need to enter loco type in the dossier, but let's see how can you navigate among the locos. Please **open the "Loco types" menu from "Administration"**. Here you can see all the published loco types organized by timetable periods. We will work on a dossier in timetable period 2018, so first, please **select 2018 from the list**. The task is the following:
 - You need to **create a new loco in Slovakia**
 - The available details of the new traction are the following:
 - **Loco type number: 579 and your name**

- **Explanation: RFC Training**
- **Top speed: 160 km/h**
- **Type: hybrid**
- **Weight: 80 t**
- **Length: 20 m**
- **Multiple unit: No**

A missing loco could be a nightmare. It blocks the RU in his work, he cannot finish the dossier. What do you think how can you help them? (more answers are possible)

- *As IM I can add a new loco type anytime*
- *Unfortunately, I cannot help them, locos can be published only at the beginning of November*
- *As IM I can do anything I want: create new one or even edit an existing loco that RU used in the dossier*
- *If I'm not sure, I can contact the PCS Support with the details and ask them to help me out*

5. **(Advanced)** Traffic periods give a possibility in PCS to prepare calendars in advance considering for example holidays, weekdays, etc. If you do it, it will be visible for every agency in your country.

Please **select "Traffic periods" in "Administration" and add a new period for timetable period 2018**. Please **write your name as the period code**. For running days please **define days 1-4 from 1st May 2018 until the end of the timetable period**.

6. (Basic) Now it's time to open the dossier. Please **go to the IM timetable**. As you can see we have a quite simple main timetable with 2 RUs and 2 IMs. In the first task, you can practice how to edit a timetable and prepare the offer. As an IM1 in this timetable, you will fix some issues in the first part.
- Please **click the "Edit" button**
 - First of all, **add STUROVO ST.HR. to the timetable after STUROVO and define 08:00 as arrival time**
 - At 08:00 the train should be already at the state border, please **change the timetable of STUROVO to 7:50/7:55**

Funny note: please notice when you added STUROVO ST. HR. to the timetable, PCS automatically copied the parameters from STUROVO, so the only thing you have to do is

to **change the activity type of STUROVO ST. HR. to "Run through"** (via Edit train parameters)

7. Setting the running days and editing of the calendar is a privilege of an IM unless the capacity is reserved by a RFC. In this case in Slovakia, it's a tailor-made section (feeder), the IM has full access to the timetable and also in the calendar. As you can see the request was created for day 1-5, but unfortunately, on day 5 you cannot provide an offer to the customer.
 - **Basic:** Please **"Edit the calendar" and remove day 5, then save the dossier.**
 - **Advanced:** please **select the created traffic period, then save the dossier.**

Do you create traffic periods for your RUs? Yes/No

8. (Basic) You are done for the time being with the first part, let's move to the Hungarian part. The dossier is in Path Elaboration so VPE has also access. **Logout of the system and login now as vpe.**
9. (Basic) Labels are only valid inside one company so you can use **quick search** to find the dossier or you should see it at the top of the Recent Activity. Please **open the dossier and check its Basic data.**

Please tell us a bit about your IM parameters (more than one answer and other answers are possible):

- *I don't create them*
 - *I have dossier level parameters*
 - *I have path section level parameters*
 - *I make sometimes conditional relationship between two parameters*
10. (Basic) Now you can check the timetable. Please **go to IM timetable and scroll to SZOB.** Before editing the timetable, we will check the editing of parameters. Please **click on "Edit train parameters" below SZOB.** The Hungarian RU has made some mistakes with the train parameters and now it's the IM's task to fix those issues. Please **fix the train parameters** according to the following instructions:
 - **Braking ratio: change from 50 to 70**
 - **Loco type: change to 185**

Save the parameters.

11. (Basic) When the parameters have been saved the "Copy parameters to" option becomes to enabled on the left bottom corner of the screen. Click on this option and **copy the parameters to all Hungarian operation points**. On the top of the screen **among the "Copying options" please select the loco type**. With this you will also copy the freshly selected loco and then apply the changes to the selected path sections.

Do you think the copy parameters option in PCS is user-friendly enough?

1 - not at all, 5 - yes, I like it very much

12. (Basic) Now it's time to work on the timetable. Please **open the timetable for editing and add SZOB OH. above SZOB**. As the timetable should be harmonized with the partner, please **enter 08:00 as the departure time indicating that the train will run through** the state border.
13. (Basic) Although parameters were copied by PCS automatically from SZOB and it's great, you still need to modify the activity type. Please **edit the train parameters at SZOB OH. and change the activity type to Run through**.
14. (Basic) Alright, enough from the timetables and parameters, let's do something finally with PaPs as we or on an RFC training. The question is what can you do with a PaP when it's reserved by the RFC?

Please tell us about the PaP editing option in PCS. Select the true statements from the following:

- *In Flex PaP IM can always edit the times and parameters*
 - *Parameters are always editable regardless the type of the PaP*
 - *In a Fix PaP IM cannot delete the first or the last operation point*
 - *In a Flex PaP IM cannot delete an operation point from the middle*
15. Before finishing the job in Hungary, please open again the timetable for editing and define the operational train numbers in the train number fields. You can add there for example "579".
16. Let's pretend that there is nothing to do with the timetable in Hungary because it's perfect as it is. To indicate your status, please **go to Control and change your acceptance indicator to green**. After that **login again as zsr-i and open the dossier**.
17. (**Advanced**) VPE finished the work, it's obvious from the acceptance indicator. You can also see that according to RFC reservation they offer day 5 on the other side of the border. Now the dossier is inconsistent and the customer wouldn't be happy to receive this. Imagine that you receive some news from the region that there might be a solution for day 5.

On day 5 the direct line between BRATISLAVA-NOVE MESTO and NOVE ZAMLY is closed, but there might be enough capacity to use the delta and go via SURANY. What are the impacts of the news? Put back the day 5 on your main calendar, you will provide an offer, but you will use a subsidiary for that. Please **create a subsidiary for day 5 and add SURANY between BRATISLAVA-NOVE MESTO and NOVE ZAMKY**. It would need 60 minutes more time, but you have to reach the border at 08:00, so please **change the times in BRATISLAVA-NOVE MESTO, NOVE ZAMKY accordingly**. SURANY is 15 minutes from NOVE ZAMKY, **please define the timetable accordingly including there 20 minutes dwell time. In SURANY the train needs to change direction, so please don't forget to define the proper activity type**.

As you know you have two options to do this:

- Quick subsidiary: it makes an immediate copy of the selected timetable
- Add subsidiary: you can create subsidiary step by step using the wizard

Please select the option that is suitable for you and **create the subsidiary for the Fridays**.

Regardless your selection, in this particular case what do you think which option is the better or faster one to finish that subsidiary? Quick sub/Add sub

18. (Basic) The dossier finally seems to be ready, so there is nothing else to do, only change the light to green indicating to the C-OSS that the construction is ready. **Please go to the Control, change your light to green**. To send draft offer is the task of the C-OSS

After all these tasks, please answer a few questions.

How often do you update your timetable in PCS?

Do you have an electronic connection to PCS or you do the updates manually?

Do the RUs have to request also in the national tool or they can do it only via PCS?

- *National tool only*
- *PCS only*
- *Both are supported*

Imagine that a train has a lot of variants. How would you prefer to receive the request?

- *In one dossier with subsidiary timetables*
- *In more dossiers using only main timetable*