

Hello and welcome to RFC 5, 7, 9 individual training activities! Please look for your name on the table and highlight that row. You will need those values (dossier id, RU1, RU2, PaP id) later.

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 and later we will evaluate them. No pressure, it's not an exam and anyway it's anonymous.

## Now, get ready...set...go!

1. (Basic) Log into **PCS Test1** (<https://pcstest1.rne.eu/pcs/login>) with your **RU1** account
2. (Basic) **Find your dossier with quick search entering your dossier's dossier id.** After finding the dossier, please **annotate the number from the dossier name**, you will use it in further steps
3. (Basic) In order to find your dossier fast, you should give it a label. Please select your dossier with the check-box and **add a new label**.
  - For the label name please write there your 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 there 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 **find one particular loco type published by VPE**
  - Please **find the loco "id"** which is in the first column of the table of the loco type "1047"
  - Hint: you may use the filters for agency and for loco type to speed up your search ;)

- To finish the task please **write the id you have found here** (id: \_\_\_\_\_) and then continue the survey

*A missing loco could be a nightmare. It blocks you in your work, you cannot finish the dossier. However, do you think the PCS Support could fix it?*

- *No, they can't add new locos*
  - *It might take at least a day for them*
  - *Sure, in a couple minutes*
5. (Basic) Now it's time to **open the dossier**. Please open your dossier and check what do we have for you in Basic Data. As you can see, **we are missing the "Int. Train no."**. Even though it's an optional field in PCS, **please define a number** in this field. Before jumping to the timetable, let's **change also the leading IM. Click edit agencies and put the blue star from ZSR-I to VPE**. Then save the dossier.
6. (Basic) Please **go now to the RU 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. As RU1 in this timetable, you will fix some issues in Slovakia.
- Please **click the "Edit" button**
  - **Add "NOVE-ZAMKY" as new operation point above between BRATISLAVA-NOVE MESTO and STUROVO**

Note: the blue star at Bratislava is the reference point of your timetable. It is the selected operation point where you defined the calendar for your train. PCS also generates the automatic offsets (midnight crossing) from this point. Usually the most crucial point in the timetable.

- Now you have to only put there some timings. Don't worry, if you are not familiar with this area, we prepared some recommendation for you on what to enter. Please **add 06:45 as arrival time and 7:00 as departure time to NOVE ZAMKY**.
- When you finished the editing, please **click the save button**. We will handle the Hungarian part in a further step.

Funny note: please notice when you added NOVE-ZAMKY to the timetable, PCS automatically copied the parameters from BRATISLAVA-NOVE MESTO, so you don't have to do there anything.

7. (Basic) Setting the running days and editing of the calendar is also a duty of the leading RU, so let's do that now. We are staying in the RU timetable, but now please **select the "Calendar" option**. As you can see currently the train runs on day 1,3,5 from May to December. If there is no running day before May, why should we have the validity period from January? Let's change it. Please **click on "Edit calendar"** option. Now on the top of the calendar, you can see a from and to date. Let's **change the from date to 1st May 2018**. As a result, you can see that days before 1st of May 2018 became grey. **Save now your work** and check the next step.

*Do you usually set also the validity period according to the running days? Yes/No*

8. We have just fixed the validity period, but we should also work with the running days. Let's assume that your train would run on more days. In this case, you can add there more running days. This is the first step when we have to differentiate between basic and advanced use cases. **Please use below the case that fits you best**. Note that this task won't be more difficult in the advanced case, but it has an impact on further tasks.
- **Basic: please add day 2 and 4 too as running day from May to December and save the calendar**
  - **Advanced: please add day 2, 4 and 6 too as running day from May to December and save the calendar.**
9. (Basic) You are done for the time being with Slovakia, let's move to the Hungarian part. Note that the dossier is now in Open phase, meaning only the leading RU has access. In order to let other RUs work on the dossier, you need to release Harmonization. Please **go to Control** (last option on the left side of the screen) **and click the button to release the dossier to Harmonization**. When you do that, RU2 will get access to its part in Hungary. Let's check it immediately. **Log out of the system and log in now as RU2**.
10. (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**. Where you see the involved RUs and IMs of the dossier. Here the area is almost empty, however in Production you could see that VPE has some dossier level IM parameters. In their case these parameters provide you the possibility to request some services during the train run. You can edit the dossier level parameter during the dossier creation or now in Basic Data.

From 1 to 5, please tell us how much do you understand in general the IM's specific national parameters?

1 - not at all, 5 - it's clear

11. (Basic) Now you can check the timetable. Please **go to RU timetable and scroll SZOB**. Before editing the timetable, we will check the editing of parameters. Please **click on "Edit train parameters" below SZOB**. The leading RU has made some mistakes with the train parameters and now it's RU2's task to fix those issues. Please **fix the train parameters** according to the following instructions:

- **Activity type: change from Operational Stop to Loco Driver Change and Change engine**
- **Brake type: change from R to P**
- **Braking ratio: change from 10 to 50**
- **Loco type: change to "1047"**. Please notice when you select the other loco, PCS automatically updates the weight and length of the train according to the new loco.
- **Train max speed: 120 km/h**

**Save the parameters.**

12. (Basic) When the parameters have been saved, the "Copy parameters to" option becomes available on the left bottom corner of the screen. **Click on "Copy parameters to" and copy the parameters to DREGELYPALANK**. On the top of the screen **among the "Copying options" please select the loco type**. With this action, you will also copy the freshly selected loco to DREGELYPALANK. **Apply the changes to the selected path sections (DREGELYPALANK)**.

*Do you think the copy parameters option in PCS is user-friendly enough (from 1 to 5)?*

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

13. (Basic) Now it's time to work on the timetable. Please **open the timetable for editing and delete DREGELYPALANK**. The train won't go there, but rather to VAC, so please **add VAC below SZOB**. For arrival time please add 09:00.

Note: if you don't want to define precise time or you want to give freedom for the IM in the timetable construction, you can also indicate the earliest/latest times that would still fit to your needs. To show these possibilities there is a check-box on the top of the timetable window.

13.(Basic) Although parameters were copied by PCS automatically from SZOB to VAC and it's great, you still need to modify the activity type. Please **edit the train parameters in VAC and change the activity type to Operational stop**.

14. (Basic) Alright, enough from the timetables and parameters, let's do something finally with PaPs as we are on an RFC training. As you know, there are two ways to include PaP in a dossier. You can start dossier creation already with PaPs directly or as in this case you can add PaP to an existing dossier. Please **select the "Add PaP" option** somewhere on the top of the screen. It will bring you to the PaP search area. Here the task is simple, **find the appropriate PaP**. Everybody has his/her own PaP, you have details on the paper in the table (**PaP ID**). One hint: if you like to specify also the RFC, you may look select Orient/East-Med corridor. When you found it, please select with the check-box and add to the existing dossier.

*Do you plan to request a PaP for TT2019? Yes/No*

*Do you like to approach of RFCs to focus more and more on short-term path request? Yes/No*

16. The order is probably correct (as you know you can drag & drop the PaP to its correct place), so please **move to the Calendar step**. The system should have already pre-filled the calendar with your running days 1-5 or 1-6 depending on the selected difficulty level.

- **Basic: save the calendar and go to the next step**
- **Advanced:** as in your case the train runs also on day 6, but the PaP is not available, PCS marks those days. You have two options:
- Fix the calendar and change the days to 1-5
- **Ask PCS to create subsidiary timetables to cover the not available days.**

Please proceed with the second option and ask the system to create subsidiary timetables.

Please note that you won't be able to edit those subsidiaries, everything is propagated from the main timetable.

*Do you like the function when PCS creates automatically subsidiary timetables to cover the not available days of the PaP? (more answer is possible)*

- *No, the function is not clear to me*
- *Yes, but the function should be improved, it's hard to figure out*
- *Yes, but I would like to edit the subsidiaries*
- *Yes, keep it as it is now*

17. (Basic) In the further steps, you have the chance to edit again dossier-level data and train parameters. As everything is set already in the PaPs, you don't have to worry about them. In the **train parameter step** just **select please SZOB** and **copy the parameters from this point to the PaP point**.

Apart from that you can finish the steps and go back to the dossier, but now with a PaP in the timetable.

18. The PaP is basically fine as we prepared almost everything properly for the training, but let's do some timetable editing just for fun. Please **change the arrival at LOEKOESHAZA to 15:20. Advanced: propagate the changes to the subsidiary timetables.**

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

- *In Flex PaP RU can always edit the times and parameters*
  - *Parameters are always editable regardless the type of the PaP*
  - *In a Fix PaP RU cannot delete the first or the last operation point*
  - *In a Flex PaP RU cannot delete an operation point from the middle*
19. (Basic) RU2 seems to be ready for its task, so please **go to Control and change your acceptance indicator to green.** After that **login again as RU1 and open the dossier.**
20. (Advanced) RU2 finished the work, it's obvious from the acceptance indicator. Imagine that you as RU1 receive some news from the shipper that the goods to Bratislava will not arrive always the same time. On **Tuesdays** it will be there **half an hour earlier**, meaning you have to modify your timetable keeping the border times but only on certain days. How to do that? Please **create a subsidiary timetable only in Slovakia** to solve this problem. As you know you have two options to do this:
- Quick subsidiary: it makes an immediate copy of the selected timetable (including also the calendar)
  - 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 Tuesdays.**

*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*

21. (Basic) The dossier finally seems to be ready, so there is nothing else to do, only to submit path request. As Leading RU, before sending the request, please always do a last check on the dossier, whether everything is entered properly. After that please **go to Control, change your light to green and send path request.** If you are the first one from the training participants with RU1 who tries to submit the path request, it might happen that you have to accept the General Terms and Conditions of Orient/East-Med. In this case please **click on the link and accept the GTC.** Then **use the back button of the browser to get back to Control.** Then you will be able to **send path request.**

*WARNING: please note that in test system it might happen that dossiers have been already created for RFC7 before the activation of the GTC for the particular timetable period. In this case, PCS won't allow you to accept the GTC, but don't worry, you did everything fine and this situation cannot happen in Production system as there the timeline is always respected.*