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User Manual

NRD-NLF

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TABLE OF CONTENTS

TABLE OF FIGURES

1 Introduction

The current document forms the user manual for the Reference Document Database (RDD) system. The RDD system allows entering and managing the classification of the National Technical Rules relating to the authorisation of placing in service a railway vehicle. The RDD system supports the classification process and the creation of the Reference Document cross-referencing all the national rules applied by the 27 Member States.

In addition, a tool had been developed internally by ERA in order to support the collection of the National Legal Frameworks applicable to the authorisation of placing in service of vehicles. This tool has now been integrated into RDD.

It should be mentioned that the access rights of the user depend on the role that is assigned to the user. Different permissions can be assigned/revoked to/from a role. A default role is assigned to all the public users who access the RDD web site. In addition, the user can manage entities (Legal Texts, National Technical Rules, Classifications, and NLF Frames) that belong to his/her own Member State. If the user belongs to the Member State "EU", the user can manage entities of all Member States.

For the purposes of the current user manual, the user belongs to France ("FR - France") and has been assigned a role with the following access rights:

- View NTR
- Manage NTR
- Manage NTR Documents
- Manage NTR Structures
- Manage NTR Checking Bodies
- Manage Checking Body Documents
- Manage Checking Body Evidences
- View Legal Text
- Manage Legal Text
- Manage Legal Text Documents
- View Classifications
- Manage Classifications
- Manage Classification Documents
- Manage Notifications
- Manage Own User Profile
- Execute Reports
- Publish Changes
- Publish NLF Changes
- View Publication Content
- View NLF
- Manage NLF
- Administrate NLF

1.1 Purpose

The purpose of this user manual is to describe the use and handling of the Reference Document Database. It has been drafted taking into account the needs of the different users (see section 1.3).

1.2 Scope

This document contains the detailed steps for using the RDD from an IT point of view. Concerning the business use of the reference document, please refer to the application guide.

1.3 Audience

There are 4 categories of users of this user manual:

- Users of NRD/NLF information = Anyone seeking information; Applicant for APS; MS/NSA; ERA;
- Managers of NRD/NLF information = MS/NSA
- Managers of generic NRD/NLF = ERA
- Administrators = ERA

1.4 Terms, definitions and abbreviations

1.4.1 Abbreviations

Abbreviation	Definition
AMNC	Acceptable National Means of Compliance
APS	Authorisation for Placing in Service
BP	Basic Parameter
CSM	Common Safety Method
EC	European Commission
ERA	European Railway Agency
~~EN~~	~~European Standard~~
EU	European Union
LT	Legal text
LoBP	List of Basic Parameters
MS	Member State
NLF	National Legal Framework
NLF Frame	Set of flowcharts representing the national legal framework for authorisation
NRD	National Reference Document
NTR	National Technical Rule
NOTIF-IT	The database for the notification of national rules to EC
NSA	National Safety Authority
PNG	Portable Network Graphics (.png), a bitmap image file format
RDD	Reference Document Database
TSI	Technical Specification for Interoperability

Table 1: Abbreviations

1.4.2 Terms and definitions

Body responsible for publication: tbc

Classification card: page where the user can view and edit the classification of technical rules covering a certain parameter (see section 3.3.2)

Generic NRD/NLF: common European structure for the collection of NRDs and NLF

Issuing Organisation: tbc

Legal Text: tbc

Master Flowchart: The main flowchart providing an overview of the stages of the authorisation processes. It does not contain role information.

National Legal Framework: The set of rules in a Member State that covers the procedure for the authorisation of placing in service of vehicles.

National Technical Rule: tbc

Parent classification: classification set at a level of one parameter that has children parameters. Parent classification can be propagated to all child parameters.

RDD Roles: A predefined set of RDD IT security rights.

Stage: A stage is a part of the authorisation process representing a specific stage of the process eg. "Identify the rules, applicable requirements, conditions of use and assessments".

Structure: alternative decomposition/breakdown of the railway vehicles that allows different perspectives (e.g. function groups according to EN 15380-4 and systems according to EN 15380-5).

Substage: A symbol in a flowchart which indicates a process that comprises multiple elements and which is outlined in its own flowchart

1.5 References

Document Reference	Title	Version
Draft	Part 1 of the Reference Document envisaged by Article 27 of the Railway Interoperability Directive. Application Guide	Draft
ERA-031591-EN	Administration, Operation and Maintenance Manual	Ver.2.7 5 October 2012
ERA_RDD-SAD-120830-SGOUv11-NOTIF-IT integration specifications	NOTIF-IT integration specifications	30 august 2012

Table 2: References

2 General features

2.1 Software requirements

The NLF can only be run in a browser which can run the Silverlight 5 plug-in (which can be downloaded from http://www.microsoft.com/silverlight/). These browsers are listed in the following link: http://www.microsoft.com/getsilverlight/get-started/install/default.aspx#.

Compatibility is ensured for the following minimum browser versions

- Mozilla Firefox version 17 and later
- MS IE versions 8, 9, 10 and 11

The compatible browsers are displayed in the application's Home page.

2.2 User experience

2.2.1 Page composition

The RDD system comprises a web-based user interface and is accessible from any computer with an internet browser and network accessibility. The system functionality is presented in a series of web pages which follow a standard template.

Each web page contains the following parts (see red outlines in Figure 1):

1. Header – contains generic information about the session and the user account. The user has the "Log In" (if the user is not already logged in), "Account Settings" and "Log Out" options.
2. Navigation Bar – contains the navigation options that are available for the current user, i.e. the application Menu.
3. Content section – contains the actual content of the web page. The content of this section depends on the selection made from the navigation bar and the header. Furthermore, breadcrumb information is displayed at the top of the content section.
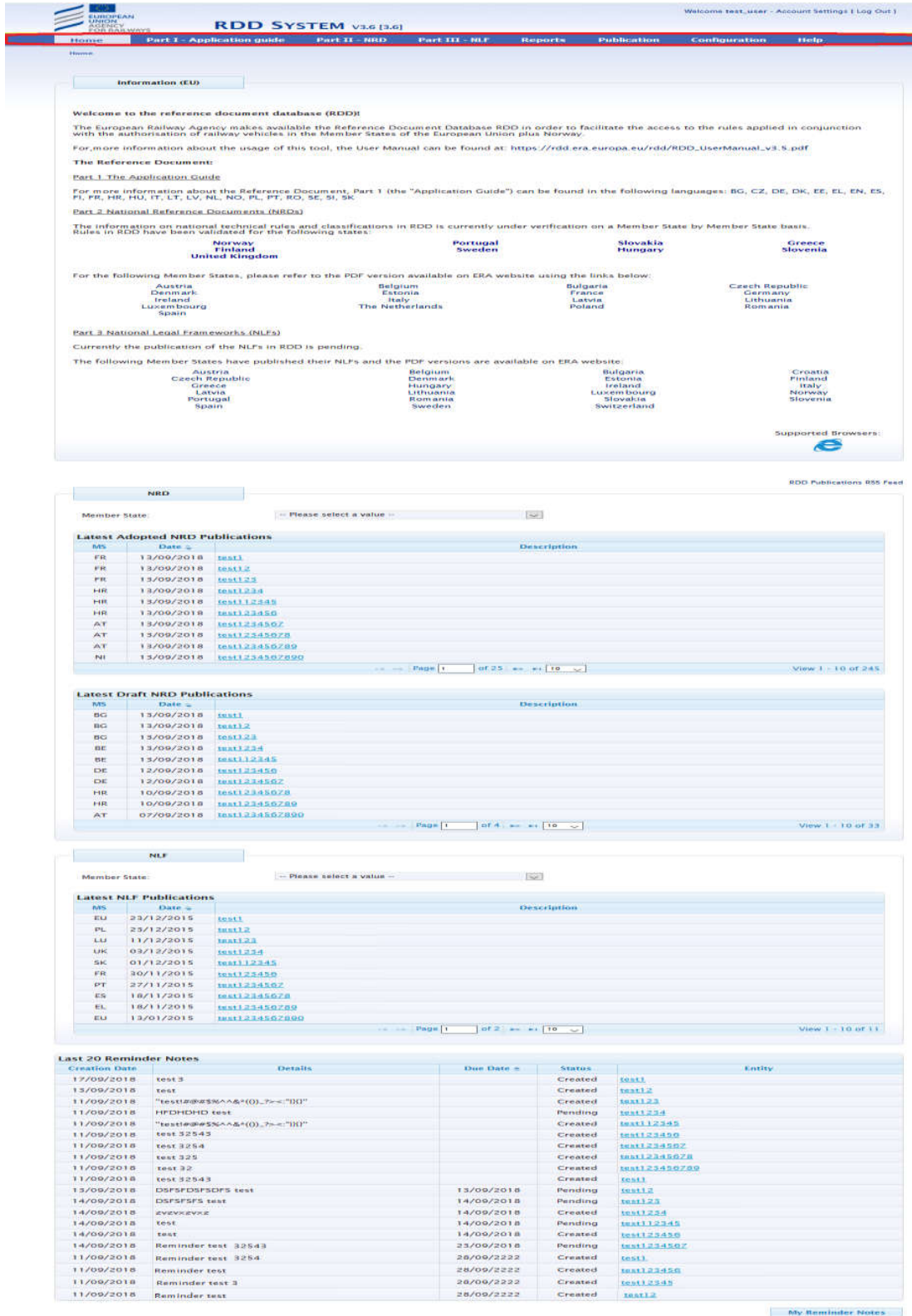
2.2.2 Common System Navigation

As shown in the above mentioned figure, the user has the following options in the RDD system:

- Header section:
  - Account Settings – allows the user to manage his/her account
  - Logout – allows the user to log out from the RDD system
- Navigation Bar:
  - Home – where the published items are listed
  - Part I – Application Guide – for accessing the Application Guide
  - Part II – NRD – for accessing Legal Texts, National Technical Rules, Classifications and Notifications
  - Part III - NLF – for accessing the Background information, Flowcharts and Comparison sections
  - Reports – for accessing the Reports
  - Publication – for accessing the list of changes and publications
  - Configuration – for accessing the configuration parameters (access only to authorized users)

o Help – for accessing feedback, FAQ, and What's new

In the following sections, the different available options are described in detail.

Figure 1: RDD web page structure

2.2.3   NRD System Navigation

The NRD navigation, which is distinguished into two parts (Latest Adopted and Draft NRD Publication), comprises the following sections: Legal Texts, National Technical Rules, Classifications, and Notifications. When accessing any of the first three sections, the user is directed to the respective list of entities. From within that list, the user can search for an entity, access it in view mode, or edit it. In addition, the user may create a new entity. The Notifications section has 2 sub-sections: Export to NOTIF-IT which is used for sending NTRs to NOTIF-IT for validation and Log of Notifications presenting the status of notified NTRs.

2.2.4   NLF System Navigation

The user interface of the NLF application is composed of 3 main areas:

- The top tool bar
- The side tool bar
- The flowchart interaction pane
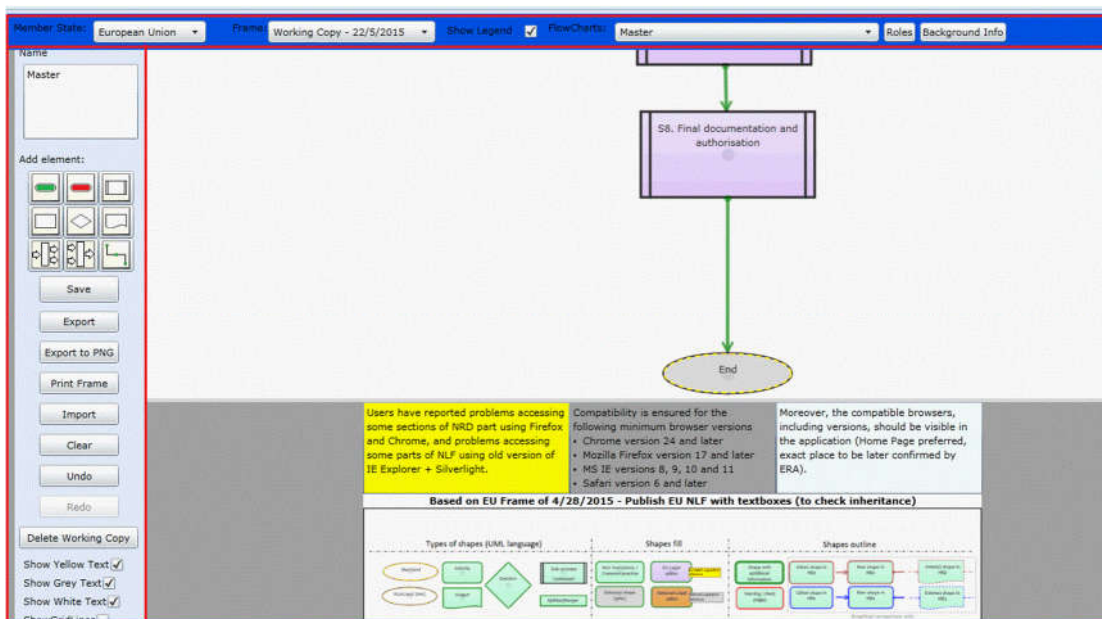
Figure 2: The NLF application user interface

2.2.4.1   The top tool bar

The top tool bar has 4 elements:

- A dropdown list of available countries
- A dropdown list of available frames
- A dropdown list showing the flowcharts within the selected frame
- A "Roles" button
- A "Background Info" button
- A "Go to previous flowchart" button

These are related to 4 main functionalities:

- Opening a flowchart for a specific frame

- Viewing and changing the roles information within a flowchart
- Viewing and changing the background information for a frame
- Going back to the previous flowchart from which the user navigated to the current one

The top toolbar is always visible to the user no matter which part of the flowchart is displayed. Therefore, whenever the user scrolls to the bottom or to the right side of the flowchart, the top toolbar also moves together with the flowchart.

2.2.4.2 The side tool bar

The side tool bar is the main tool bar of the application and provides most of the functionality required during the viewing and editing of flowcharts. The side toolbar contains 4 main sections:

- The flowchart name and renaming text box which shows the name of the presently open flowchart and which can be edited.
- The buttons for adding elements, labels and connections to a flowchart (for more information concerning these see section 2.2.4.3).
- A number of buttons providing miscellaneous functionality concerning the contents and interaction with the flowcharts (Save, Export, Export to PNG, Import, Delete Working Copy, etc.).
- A group of 3 input controls which change the user's view of the flowchart, including the height and width of the viewable window of the flowchart and the ability to add grid lines to the flowchart view (these configurations are not saved with the flowchart).
- A group of the following 3 check boxes that activate the respective coloured text boxes (Yellow, Grey and White) in the bottom of the flowchart, one next to the other, aligned and centred with the legend.

The side toolbar moves together with the flowchart and thus is always visible to the User.

2.2.4.3 Controls for adding elements

The controls for adding elements contained in the side tool bar have the following functionality:

1. Add an intermediate start element to the open flowchart

2. Add an intermediate end element to the open flowchart

3. Add a sub stage element to the open flow chart

4. Add an activity element to the open flow chart

5. Add a decision element to the open flowchart

6. Add an output element to the open flowchart

7. Add a splitter connector to the open
   flowchart

8. Add a merge connector to the open
   flowchart

9. Add a polyline connector to the open
   flow chart

In all cases, the item is added to the flowchart in the top left corner of the flowchart.

2.2.4.4 The use of the TAB key

As with most applications, once the mouse cursor is placed in a windows or dialogue the use of the TAB key will cycle through the selection of all interactive interface elements (buttons, dropdown lists, text boxes etc.).

2.3 Access

2.3.1 Public access

To access the application the user has to type the URL of the RDD system in a browser. Then the RDD web site (public web site) is displayed, as the following figure (Figure 3) illustrates.

Figure 3: RDD (public) web site

As it is already stated at the"Intoduction" section, the displayed options depend on the access rights that have been assigned to the default role that is automatically granted to all the public users.

2.3.2 Login

In order to login, the user has to click on the "Log In" option available at the header of the public web site. Afterwards, the Login Page is presented (see Figure 4).

Figure 4: RDD Login form

In the Login Page, the user should follow the next steps:
- Fill-in the "Username" 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 RDD system will be presented (see Figure 1 or Figure 3).

2.3.3 Update Account Settings

The user can manage the settings of his/her account by clicking on the "Account settings" link available on the header section (see Figure 5). Then, the profile information page is displayed.
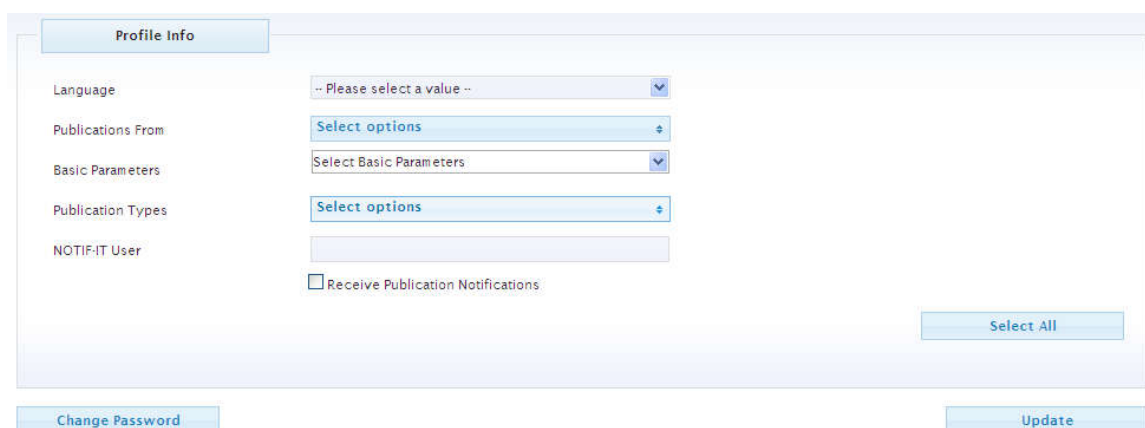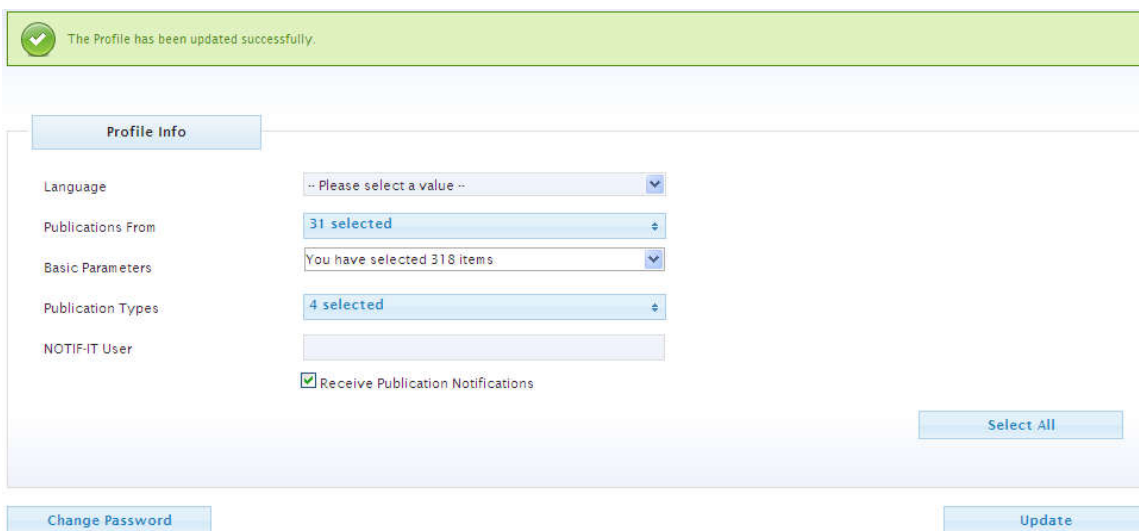
Figure 5: User profile information page

- Select from the "Language" dropdown list, the language that will be the default one when attaching a document (see for example section 4.2.1.3).

- Specify the Countries from which the publications will be displayed at the home page by selecting the desired countries from the "Publications From" dropdown list. If no country is selected, then the publications of all the countries are displayed.
- Select the Basic Parameters for which the user will receive email notifications for the respective publications.
- Select the Publication Types for which the user will receive email notifications for the respective publications.
- Specify the associated user for NOTIF-IT system at the "NOTIF-IT User" text field.
- Check/uncheck the "Receive Publication Notifications" checkbox in order to receive notifications when a publication of the user's Member State takes place.
- Click on the "Select All" button in order to select all the Countries from which the publications will be displayed at the home page, all the Basic Parameters for which the email notifications for the respective publications will be received and all the Publication Types for which email notifications will be received.
- Click on the "Update" button.

The following figure (Figure 6) illustrates an example of the profile information update process.

Figure 6: Successful profile update

Moreover, the user can change his/her password by clicking on the "Change Password" button. Then, the respective pop-up window is displayed (see Figure 7).
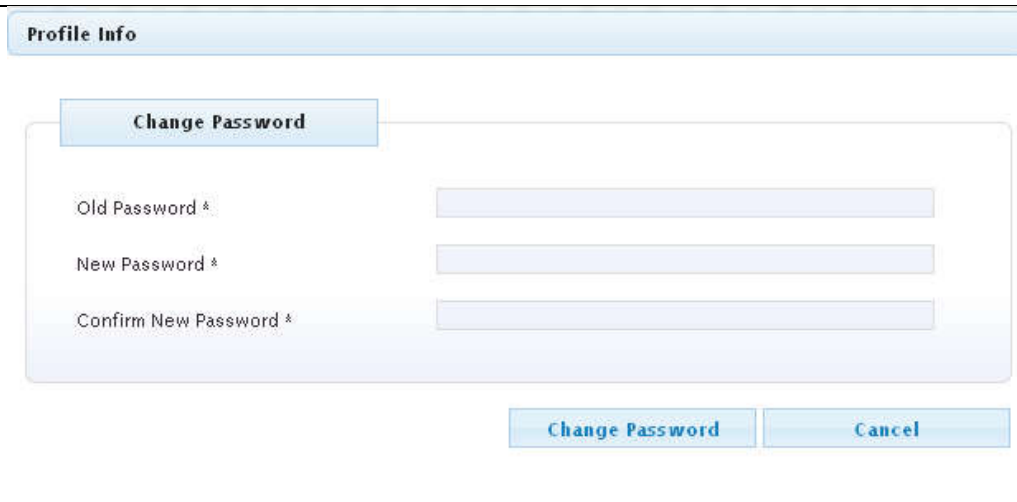
Figure 7: Change password form

- Type the existing password at the "Old Password" text field.
- Type the new password in the "New Password" text field.
- Retype the new password in "Confirm New Password" text field.
- Click on the "Change Password" button.

If data are correctly validated, the pop-up closes and a success message is displayed at the top of the profile information page (see Figure 8).
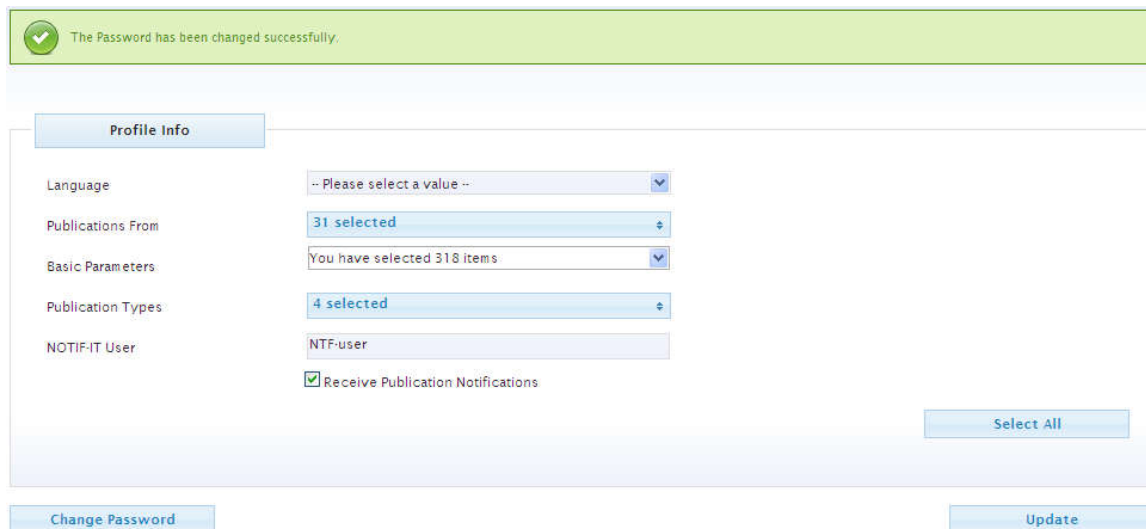
Figure 8: Successful password update process

2.3.4 Forgot password

In case the user has forgotten his/her password, s/he can click on the "Forgot Password" link available at the Login page (see Figure 9). A message will be displayed, informing the user about the process that should be followed.

Please, contact the ERA Helpdesk in order to reset the password.

Figure 9: Forgot password message

2.3.5   Logout

The user may close the session by clicking on the "Log Out" link in the header section.

3 Users of NRD/NLF information

3.1 View Legal Text
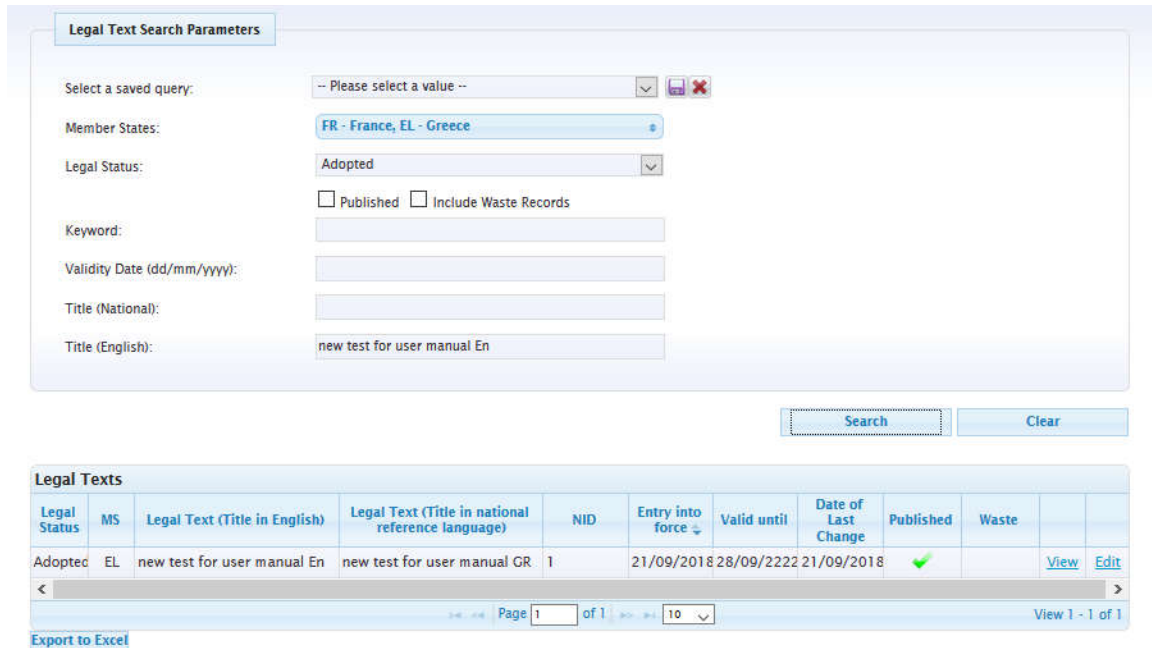
3.1.1 Search for Legal Texts

The user may fill any of the search criteria available in the search form.

- Select from the "Member States" dropdown list the MS whose Legal Text will be displayed.
- Select from the "Legal Status" dropdown list the Legal Status of the Legal Text (either "Draft" or "Adopted").
- Check the "Published" checkbox in order to view only Legal Text that are in status "Published".
- Check the "Include Waste Records" checkbox so as to view results that are flagged as "Waste".
- Fill-in the "Keyword" text field in order to retrieve the Legal Text that contain the specific term.
- Select from the "Calendar" the Validity date in order to retrieve the Legal Text that are valid at the specified date.
- Fill-in the "Title (National)" text field in order to retrieve the Legal Text that contain the specific term at the National Title.
- Fill-in the "Title (English)" text field in order to retrieve the Legal Text that contain the specific term at the English Title.

Public users see only the records which are "Published" and "Active" ("Not Wasted"). Alongside, Legal Status characterisation for both NTRs and LTs was incorporated in version 3.6. and the possible values of Legal Status are "Draft" and "Adopted". Hence, all existing LTs and NTRs prior to version 3.6 have been characterised as adopted.

The following figure (see Figure 10) illustrates an example where "EL - Greece" has been selected as additional "Member State" (alongside with "FR - France"), "Adopted" has been selected as "Legal Status", and the phrase "new test for user manual En" has been introduced in the "Title (National)" text field.

Figure 10: Search results for Legal Text

3.1.2   View list of Legal Texts

In order to view the list of Legal Text, the user should expand the "Part II - NRD" menu available at the navigation bar (see Figure 1 or Figure 3) and click on the "Legal Texts" option. Then, the respective page is displayed. The page contains a search form and the list of Legal Texts. The list by default displays the Legal Texts that belong to the same MS with the user (in our example: FR - France).

Figure 11: List of Legal Texts

The subsequent options are available to the user:

- Search for a Legal Text (see section 3.1.1).
- View a Legal Text (see section 3.1.3).
- View a Legal Text History (see section 3.1.4).
- Export the list of Legal Texts in Excel file (see section 3.1.5).

3.1.3   View Legal Text

In order to view a Legal Text, the user should click on the "View" link of the desired Legal Text at the Legal Text page (see Figure 10 or Figure 11). Then, the "View a Legal Text" page is displayed in read-only mode (see Figure 12).

Figure 12: View Legal Text

Multilingualism is supported for Legal Texts. Through an expandable list are displayed the available languages. The first listed language is English. When expanding the list, the default

language is displayed right below English. Then are listed the reference and non-reference languages associated to the Member State. The reference languages are marked with "(ref)". The configuration of the languages (reference and non-reference) is accomplished through the "Member state" configuration page. The Administrator is able to mark an associated language to the Member state as "Reference Language" (see 5.5.1).

For all languages the following information is displayed:
- Language
- Title

3.1.4 View Legal Text history

The user may view the history of a Legal Text while viewing it. The user should click on the desired "Date" link at the History section of the Legal Text (see Figure 13). Afterwards, the details of the Legal Text at the specific date (which is the date when a publication of the Legal Text took place) are displayed in read-only mode.

Legal Text Details

Version Info: Published on 24/09/2018 with Working Copy updated on 24/09/2018

Member State *	EL - Greece
Legal Status *	Adopted

⌃ 2 Language Versions Available

Language	English
Title*	new test for user manual En

National ID	1
Legal Form	Parliament act/decree/law
Waste	☐

Publication Date (dd/mm/yyyy) **	21/09/2018
Entry into Force (dd/mm/yyyy) **	21/09/2018
Valid until (dd/mm/yyyy)	28/09/2222
Comment	Comment of new test for user manual

NTRs

Legal Status	Basic Param.	Title (English)	Title (National)	Status of notification (Vehicles covered by TSIs)	Status of notification (Vehicles not covered by TSIs)	Published	Waste
							All ⌄
Adopted	4	test ~!@$#%$^%&^*&^(*()) _+?><":"}{] En	test ~!@$#%$^%&^*&^(*()) _+?><":"}{] EL			✔	

Page 1 of 1   10 ⌄   View 1 - 1 of 1

Legal Text Documents

Description	Language	URL

Page 1 of 0   10 ⌄   No records to view

Reminder Notes

Details	Due Date	Status

Page 1 of 0   10 ⌄   No records to view

View Closed Reminders/Notes

Legal text History

Legal Status	Date	Description
Adopted	24/09/2018	test
Adopted	21/09/2018	new test for user manual En

Page 1 of 1   10 ⌄   View 1 - 2 of 2

Figure 13: Historical view of a Legal Text

The user may also click on the "Description" link in order to see the publication content (see section 3.6.3).

3.1.5   Export list of Legal Texts in Excel file

The user clicks on the "Export to Excel" button and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the "Save" button on the dialog.

3.2 View NTR

3.2.1   Search for National Technical Rules

The user may fill any of the search criteria available in the search form.

- Select from the "Member States" dropdown list the MS whose NTR will be displayed.
- Select from the "Legal Status" dropdown list the Legal Status of the Legal Text (either "Draft" or "Adopted").
- Select from the "Basic Parameters List" dropdown list the desired List of Basic Parameters.
- Select from the "Basic Parameters" hierarchy the desired Basic Parameter(s) in order to view only NTR(s) that are associated with the selected Basic Parameter(s).
- Check the "Published" checkbox in order to view only National Technical Rules that are in status "Published".
- Check the "Include Waste Records" checkbox so as to view results that are flagged as "Waste".
- Select from the "Structures" hierarchy the desired Structure in order to view only National Technical Rules that are associated with the selected Structure.
- Select from the "TSIs" hierarchy the desired Directive/TSI/TSI item in order to view only National Technical Rules that are associated with the selected Directive/TSI/TSI item.
- Check the "Vehicles covered by TSIs" checkbox in order to view National Technical Rules that are applicable for Vehicles covered by TSIs (TEN).
- Check the "Vehicles not covered by TSIs" checkbox in order to view National Technical Rules that are applicable for Vehicles not covered by TSIs (OFF-TEN).
- Fill-in the "Keyword" text field in order to retrieve the National Technical Rules that contain the specific term.
- Fill in the "Title in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field.
- Fill in the "Description in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field

Public users see only the records which are "Published" and "Active" ("Not Wasted"). Alongside, Legal Status characterisation for both NTRs and LTs was incorporated in version 3.6. Possible values of Legal Status are "Draft" and "Adopted". Hence, all existing LTs and NTRs prior to version 3.6 have been characterised as adopted.

The following figure (see Figure 14) illustrates an example where "EL - Greece" has been selected as "Member State" (alongside with "FR - France"), "Adopted" has been selected as "Legal Status", and both the checkboxes "Vehicles covered by TSIs" and "Vehicles not covered by TSIs" have been checked. Alongside, the word "test" has been introduced in the "Keyword" text field and "4. Braking"" has been selected as "Basic Parameter".

Figure 14: Search results for National Technical Rule

3.2.2 View list of National Technical Rules

In order to view the list of National Technical Rules (NTR), the user should expand the "Part II - NRD" menu available at the navigation bar (see Figure 1) and click on the "National Technical Rules" option. Then, the respective page is displayed. The page contains a search form and the list of NTRs (the results are split in two grids, the first displays the list of valid NTRs, while the second diplays the NTRs Out Of Validity based on the Date of Effect and Date of end of Validity of each NTR). Each list by default displays the NTRs that belong to the user's Member State (i.e. FR - France).

National Technical Rules									
Legal Status	Mandatory	MS	Basic Param. ↑	Legal text Title in English	National Technical Rule (Title in English)	National Technical Rule (Title in national reference language)	Date of Last Change	Published	Waste	
Adopted	Rule	EL	4	new test for user manual En	test ~!@$#%$^%&^*&* (*())_+?><":"}[] En	test ~!@$#%$^%&^*&* (*())_+?><":"}[] EL	24/09/2018	✔		View Edit
Adopted	Rule	EL	4	new test for user manual En	test ~!@$#%$^%&^*&* (*())_+?><":"}[] En	test ~!@$#%$^%&^*&* (*())_+?><":"}[] EL	24/09/2018	▬		View Edit

Page 1 of 1   10 ⌄   View 1 - 2 of 2

Export to Excel

| National Technical Rules Out Of Validity Dates | | | | | | | | | |
| Legal Status | Mandatory | MS | Basic Param. ↑ | Legal text Title in English | National Technical Rule (Title in English) | National Technical Rule (Title in national reference language) | Date of Last Change | Published | Waste | |

Page 1 of 0   10 ⌄   No records to view

Export to Excel

Create New NTR

Figure 15: List of National Technical Rules

The subsequent options are available to the user:
- Search for a NTR (see section 3.2.1).
- View a NTR (see section 3.2.3).
- View the history of a NTR (see section 3.2.4).
- Export the list of NTRs in Excel file (see section 3.2.5).

3.2.3   View National Technical Rule

In order to view a NTR, the user should click on the "View" link of the desired NTR at the NTR page (see Figure 14 or Figure 15). Then, the "View a National Technical Rule" page is displayed in read-only mode (see Figure 16).

At the top of the page the Version Information is displayed:
- Version Info: Working Copy updated on dd/mm/yyyy (the date of the last update of the working copy).
- Version Info: Published on dd/mm/yyyy (the date of the last publication of the working copy).

Figure 16: View National Technical Rule

3.2.4   View National Technical Rule history

The user may view the history of a National Technical Rule while viewing it. The user should click on the desired "Date" link at the History section of the National Technical Rule (see Figure 16).

3.2.5   Export list of NTRs in Excel file

The user clicks on the "Export to Excel" button and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the "Save" button on the dialog.

3.3 View classification

3.3.1   Select Classification Card

In order to view the Classification selection options, the user should expand the "Part II - NRD" menu available at the navigation bar (see Figure 1) and click on the "Classifications" option. Then, the respective page is displayed. The page contains the hierarchy of the BP and a selectable list of the available MS.

Figure 17: Classification selection page

3.3.2 View Classification Card

In order to view a Classification Card, the user can perform the following steps (similar steps as for modifying a classification, see section 4.5.1) at the Classifications selection page (Figure 17):

- Select "Basic Parameters List" from the dropdown list.
- Select "Basic Parameter" from the respective hierarchy.
- Select 2-8 "Member States" from the respective list.
- Click on the "View Classification" button.

Then, the Classification Card would be displayed in read-only mode (see Figure 18).
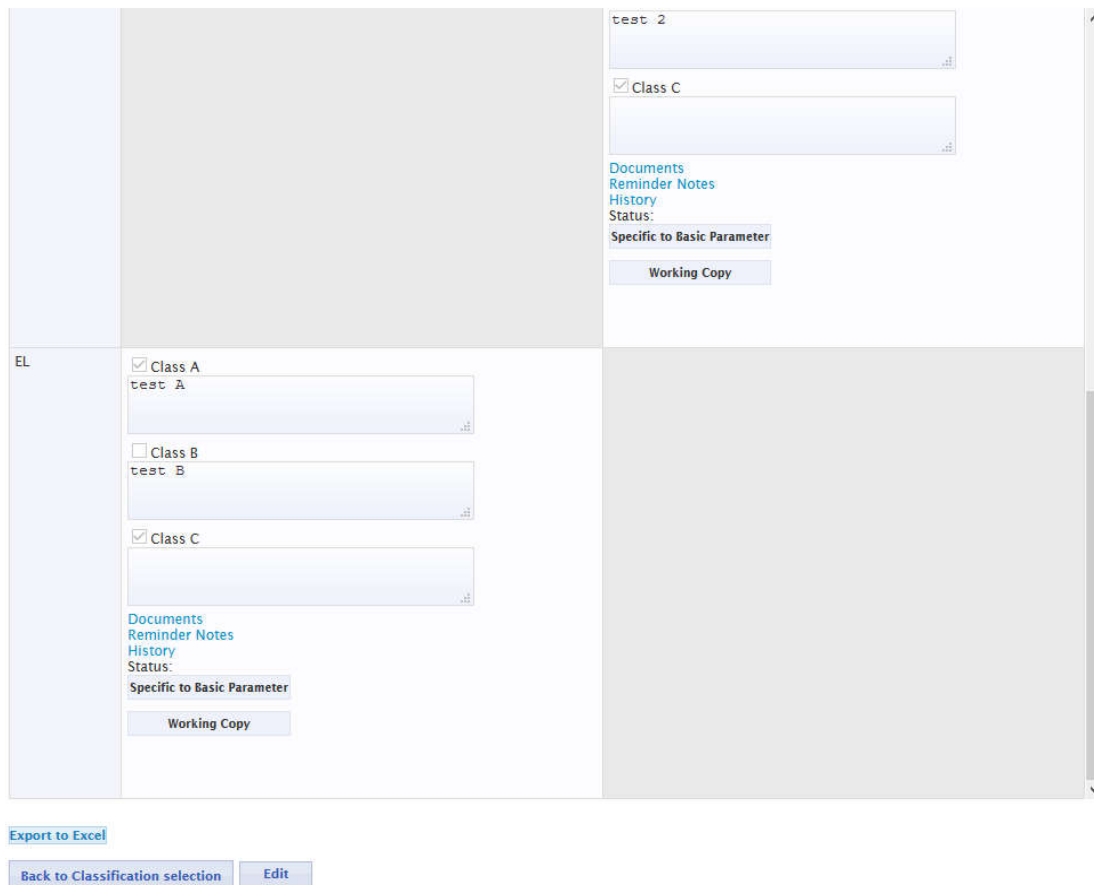
Figure 18: View Classification Card

When a NTR is published, then the Classification is flagged as "To be reviewed" (see Figure 18).

Basic comparison takes place on the date of the publication of the Classification and the dates of the publications of the rules attached to the Basic Parameter. In case the date of publication of a rule is later than the date of the last publication of the classification, the classification is displayed with the warning "To be reviewed". Upon mouse-over on the warning, a hint will be displayed ("Rule(s) published after the publication of the classification:…") showing which rules have been updated since the last classification.

The date of publication of the NTR and of the Classification is displayed along with the NTR/Classification in the Classification card.

The NTRs that have been published later that the Classification are marked in bold and italics. Upon mouse-over on these NTRs, a hint will be displayed ("This NTR was published at a later date from one of the Classifications").

3.3.3 View Classification Documents

In order to view the Documents of a Classification, the user should click on the "Documents" link of the desired classification cell (see Figure 18). Then, the respective pop-up is displayed.
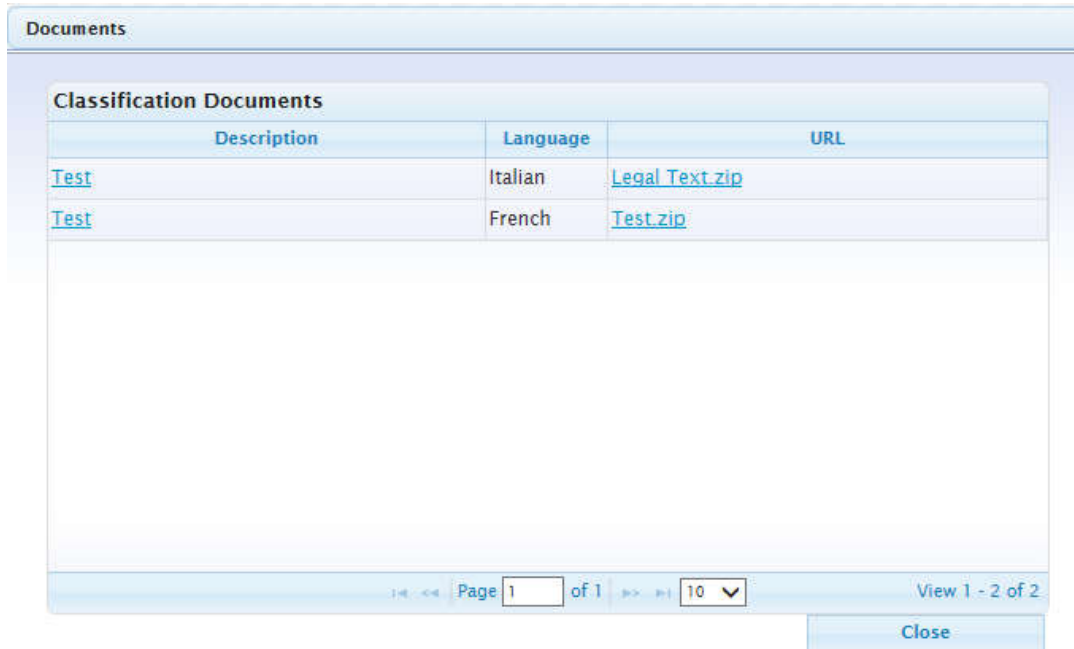
Figure 19: Classification Documents

3.3.4 View Classification history

The user may view the history of a Classification while viewing it (see section 3.3.2). The user should click on the "History" link of the desired classification cell (see Figure 18). Then, the "Latest Publications" page is displayed.
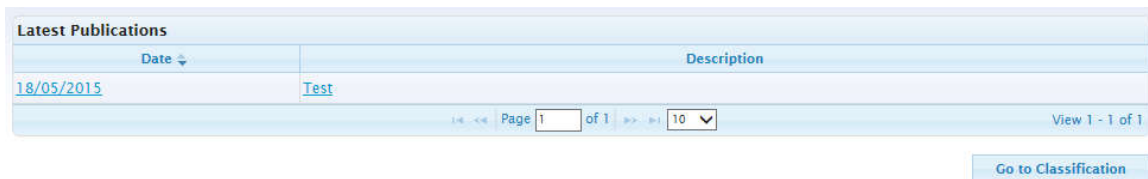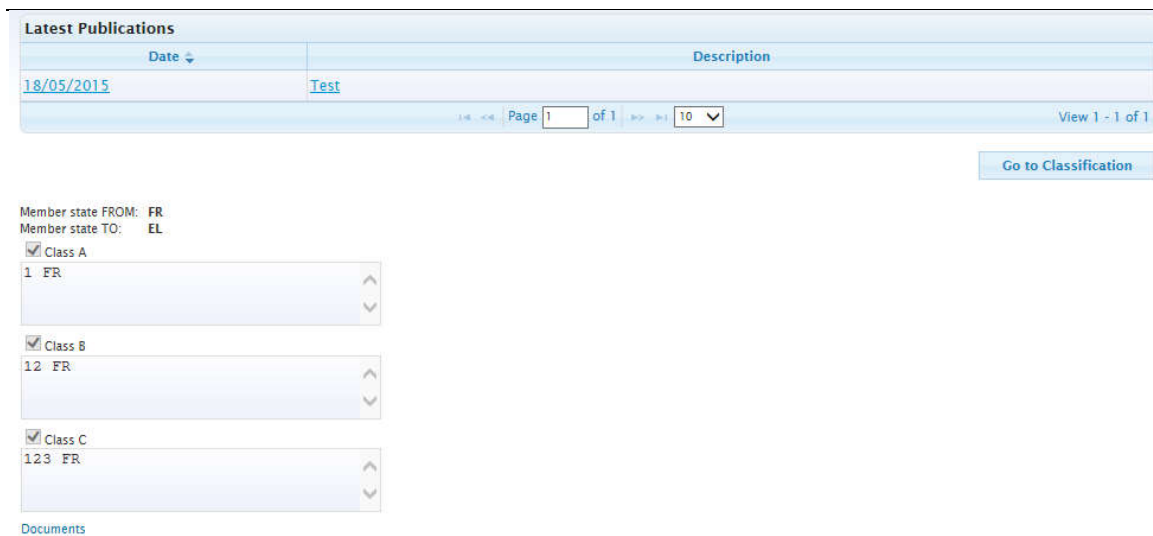
Figure 20: Classification Card publication history

The user may click on the desired "Date" link. Then, the details of the classification cell at the specific date (which is the date when a publication of the Classification took place) are displayed in read-only mode.

Figure 21: Classification cell history

The user may also click on the "Description" link in order to see the publication content (see section 3.6). In addition, the user may click on the "Go to Classification" button and return to the viewing of the classification (see section 3.3.2).

3.3.5 Navigate among Basic Parameters

From the top part of the Classification Card page (see Figure 22), the user has the possibility to navigate among the various Basic Parameters and as a result access the respective Classification matrix. The user can

- click on the "Next Basic Parameter" button in order to view the Classification Card for the next Basic Parameter, or
- click on the "Previous Basic Parameter" button in order to view the Classification Card for the previous Basic Parameter.
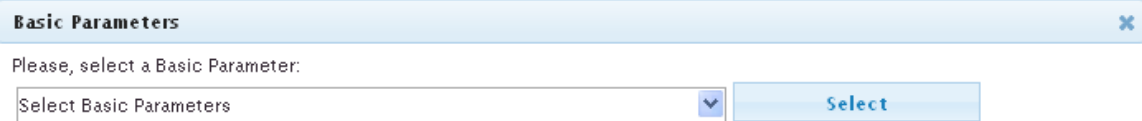
Figure 22: Basic Parameter related information at the Classification Card

3.3.6 Search Basic Parameter

From the top part of the Classification Card page (see Figure 22), the user has the possibility to search for the desired Basic Parameter from the already selected Basic Parameters List and as a result access the respective Classification matrix. The user should click on the "Search" button. Then, the respective pop-up is displayed.

Figure 23: Search Basic Parameter from the Classification Card

The user can

- select the desired "Basic Parameter" from the respective hierarchy, and
- click on the "Select" button.

Then, the Classification Card for the selected Basic Parameter is displayed.

3.3.7   Export Classification Details in Excel file

The user clicks on the "Export to Excel" button at the bottom of the Classification Card page and a standard Windows dialog is displayed prompting the user to save the file. The user confirms the save action by clicking on the "Save" button on the dialog.

3.4 View NLF

3.4.1   View background information

3.4.1.1   Select Background Information Card

In order to view the background information for a frame, the user must select the desired MS from the "Member State" dropdown list in the top part of NLF application (see Figure 2). Upon selection the system displays the latest published version of the Master Flowchart. If the user wants to view an archived version s/he has to select the desired one from the "Frame" dropdown list.

Afterwards, the user must press the "Background Info" button on the top tool bar of NLF application (see Figure 2) in order to view the background information for a frame.

Alternatively, the user may click on the "Background Information" from the "Part III –NLF" menu as shown in Figure 1, select a Member State and a Frame, and click on "OK" button.

3.4.1.2   View background information

The background information is not associated with a specific flowchart but it is associated with the selected frame.

The Background information dialogue contains three tabbed sections:

- General (a variety of information including contact information, national guidelines data and information about the fees associated with an authorisation).
- Roles (information associated with the roles included in the frame)
- Timeframes (timeframes included in the authorisation process for that country)
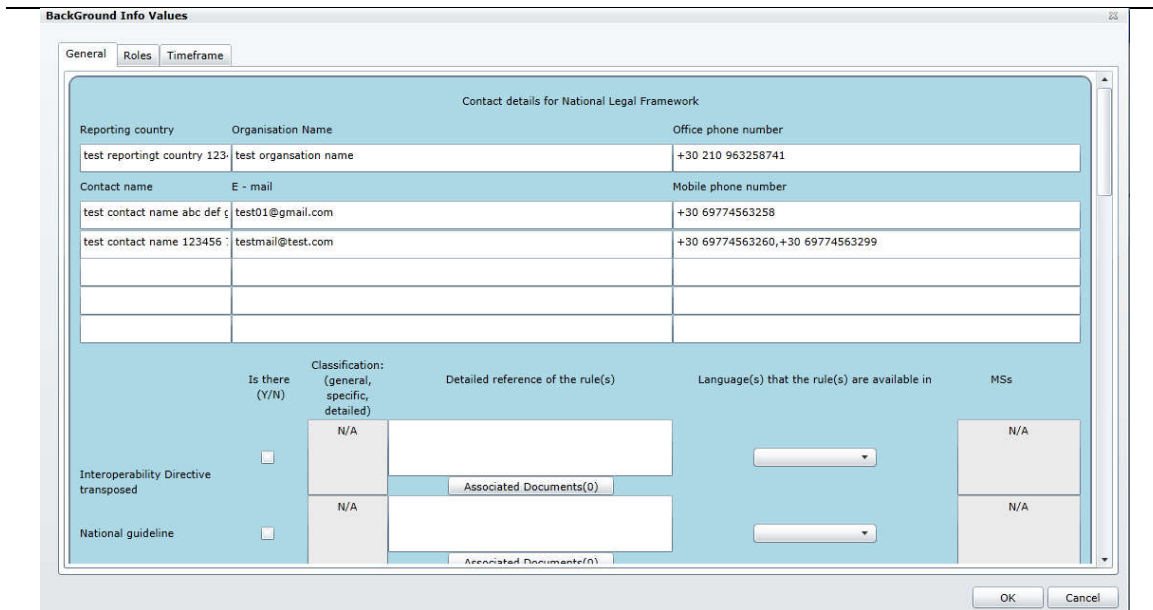
Figure 24: Background information dialogue tabs

3.4.2   View Flowchart

3.4.2.1   *How to read the flowcharts*

Please refer to section XYZ of the application guide.

Beyond the elements included in a flow chart, there are a number of visual cues the user can read to understand extra information concerning the contents of the flow chart. Figure 25 shows the following extra visual cues:

1. A connection; connections have labels that provide additional information about them.
2. A non-mandatory element; all elements that are not legally required to be included in an authorisation flow (given that the authorisation case fits that flow) are presented with a green colouring.
3. An EU mandatory element; all elements that are legally required by EU directives to be included in an authorisation flow (given that the authorisation case fits that flow) are presented with a purple colouring, if the element is mandatory only in the relevant EU state is shown with orange colouring .
4. A reference to the legislation references which make an element mandatory is included in a box next to the element. For legislation that makes the element mandatory at the EU level the box is coloured yellow, for elements mandatory at the member state level it is grey.
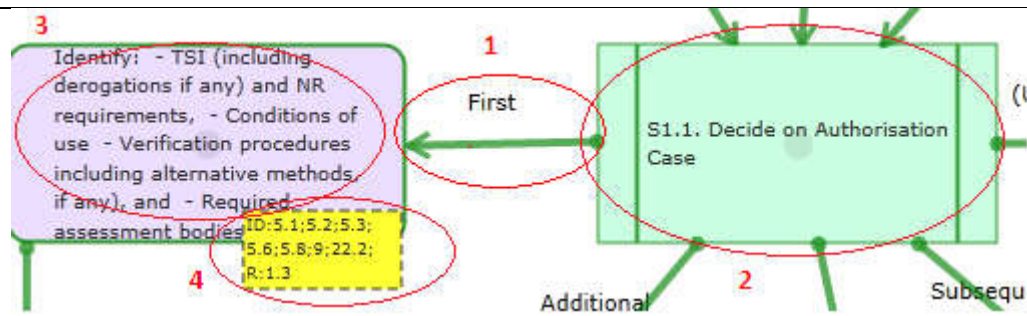
Figure 25: Visual cues on a flow chart

3.4.2.2 Select Flowchart

In order to view an existing published/archived flowchart, the user must select the desired MS from the "Member State" dropdown list (see Figure 26) in the top part of NLF application (see Figure 2).
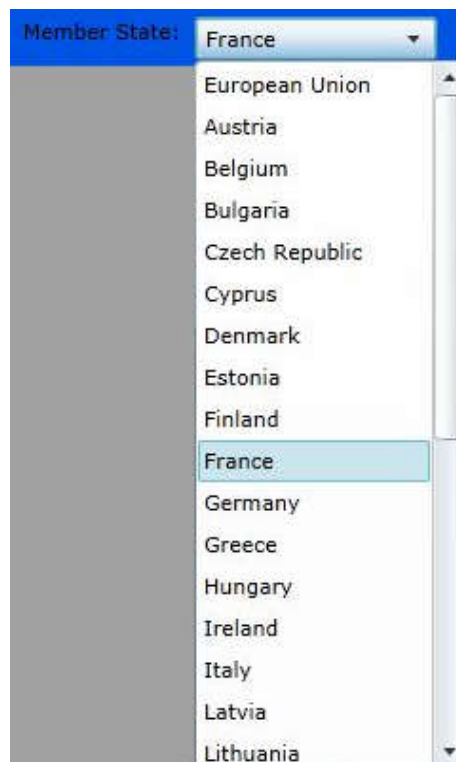
Figure 26: Member State dropdown list

Upon selection the system displays the latest published version of the Master Flowchart. If the user wants to view an archived version s/he has to select the desired one from the "Frame" dropdown list.
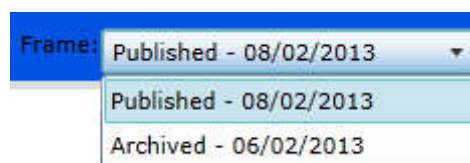
Figure 27: Latest Published and Archived versions of Frame

The user must then select the flowchart s/he wishes to view from the "FlowCharts" dropdown list, which includes both stages and sub-stages of the authorisation process. The displayed flowcharts are sorted alphabetically.
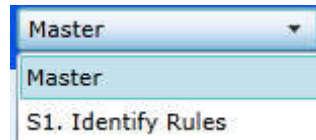
Figure 28: Flowcharts dropdown list

By default, the system will then open the chosen flowchart in read-only status. The user may navigate to the previously seen flowchart by clicking on the " Go to previous flowchart " button.

3.4.2.3 View Flowchart

After following the steps described in section 3.4.2.2, the user may double click on an element of the flowchart to view its properties which will be displayed in read-only status.

3.4.3 View Comparison

In order to make a comparison, the user should select the "Comparison" option from the "Part III - NLF" menu available at the navigation bar or click on the " Compare " button on the latest published EU frame page. Then, the following popup appears:
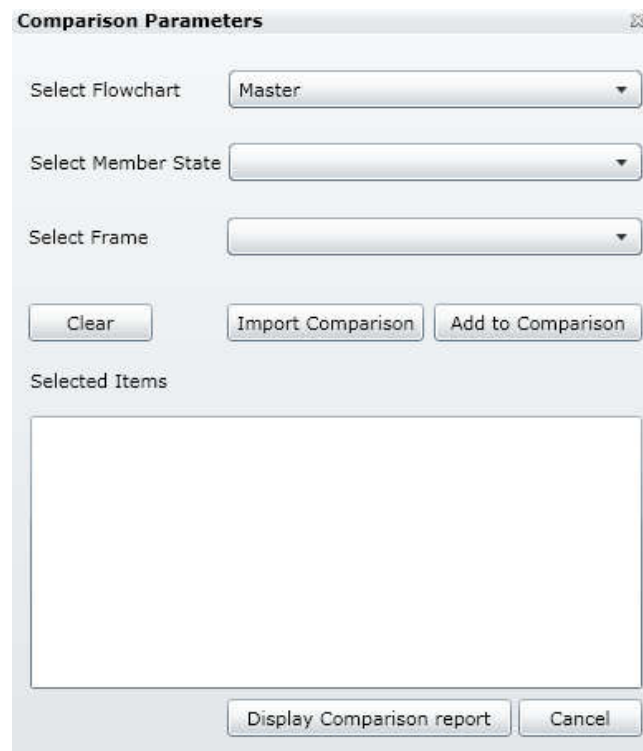
Figure 29: Comparison popup

The user selects a Flowchart, a Member State and a Frame and clicks on the "Add to Comparison" button. The selection will be displayed in the read-only textbox as follows:
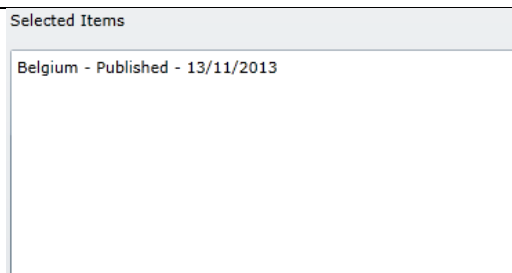
Figure 30: Comparison textbox

The user may add up to 15 different items and click on the "Display Comparison Report" button to view the selected comparison. Alternatively, the user may click on the "Import Comparison" button to upload and import a comparison XML file and view the respective comparison. S/he may also click on "Clear" button to clear any selections.

A flowchart comparison example with its colour-country mapping window guide is presented in Figure 31.
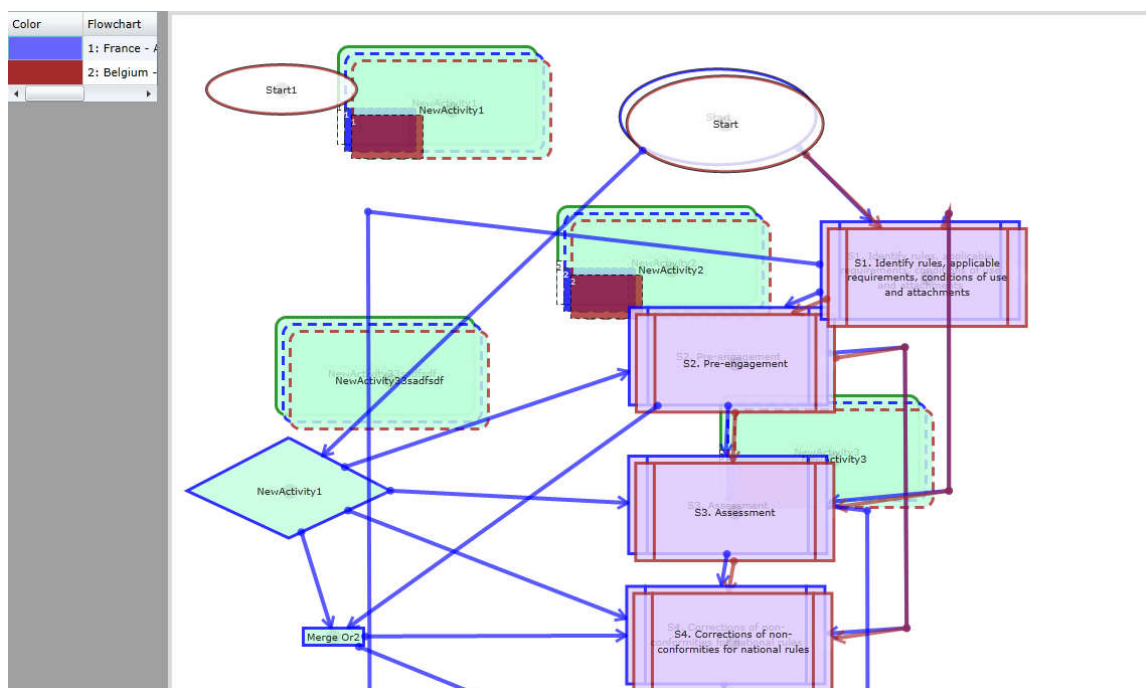
Figure 31: A flowchart comparison

A comparison can take place between any Flowcharts of any Member State. The following display rules exist for the comparison among flowcharts:

- The added elements/arrows/swimlanes (to the displayed flowchart) are displayed with different colour for all Member States
- The deleted elements/arrows/swimlanes (to the displayed flowchart) are displayed with different colour and dashed border for all Member States
- The different elements/arrows (to the displayed flowchart) are displayed with different colour once for each Member State that has a difference in any of the following properties

- o Label text
- o Is mandatory (for Member State mandatory only, as users cannot create EU mandatory shapes)
- o Legislation reference (for Member State mandatory only)
- o Notes: Text in Notes is used to display the white textboxes with dashed border only in EU mandatory shapes
- The added roles (to the displayed flowchart) are displayed with different colour for all Member States

3.4.4 Export Flowchart

In view mode, when the user right clicks on an opened flowchart, the menu displayed in the following figure is opened.
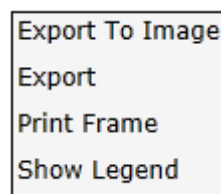
Figure 32: Displayed menu in view mode

The user can export the specific flowchart either in JPG format, by selecting the "Export to Image" option or in XML format, by selecting the "Export" option.

By selecting the "Export to Image" option, a pop up window is displayed to the user in order to define whether the Legend will be included in the exported image. When the user clicks on the "OK" button the Legend is included in the exported image. When the "Cancel" button is clicked, the Legend is excluded from the exported image.

In case of graphical comparison the same pop up window is displayed, when the user selects the "Export to Image" option.

3.4.5 Print Frame

The user can print the entire frame by clicking the "Print Frame" option displayed in Figure 32. The date of publication of the frame is included in each page.

By selecting the "Print Frame" option, a pop up window is displayed to the user in order to define whether the Legend will be included in the printed file. When the user clicks on the "OK" button the Legend is included in the printed file. When the "Cancel" button is clicked, the Legend is excluded from the printed file.

3.4.6 Show Legend

The Legend is presented at the bottom of the Flowchart (outside of the swimlanes), when the check box "Show Legend" at the top toolbar is checked.

Two different Legends could be defined:
- Legend for Regular Flowcharts: for all Flowcharts.

- Legend in case of Graphical comparison: displayed only in case of comparison (along with the legend for regular flowcharts)

The legend is displayed in a pop up window when the user selects the "Show Legend" option displayed in Figure 32.

The legend explains the types of shapes, the shapes fill and the shapes outline in case of graphical comparison. Moreover, a text that describes the base EU Frame upon which that frame has been created is included in the legend. This text is the date of publication of the EU based frame plus the publication description.

3.4.7 Optional text boxes on flowcharts
The following text boxes can be displayed in each Flowchart:
- Yellow text box with dashed boarders
- Grey text box with dashed boarders
- White text boxes with dashed boarders

The text that is displayed in the text boxes can be different for each flowchart. The text boxes are linked to a flowchart, not to any particular object. Moreover, they are not linked to any swimlane.

For each flowchart there can be maximum one text box per type. The Yellow and White text boxes are inherited from the EU frame when creating a working copy, but they can be edited by the User.

The text boxes are located in the bottom of the flowchart, one next to the other; from left to right first is the Yellow, second the Grey and third the White.

The User can select which of the three text boxes will be displayed in the flowchart simply by checking the respective check boxes on the left side toolbar.

3.5 View Reports
In order to view the reports available in the RDD system, the user should select the "Reports" option from the navigation bar (see Figure 2). The respective page will be displayed. The page is divided into two grids: one grid for the NRD reports and another one for the NLF reports.

Figure 33: Reports

3.6 View Publication Content

3.6.1 View list of changes (NRD and NLF)

In order to view the list of changes, the user should select the "List of changes" option from the "Publication" menu available at the navigation bar (see Figure 34). Then, the respective page is displayed.
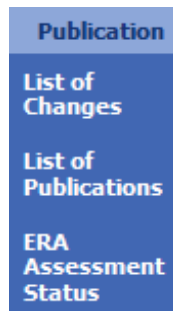
Figure 34: Publication menu options

The page is divided into two grids: one grid for the NRD changes and another one for the NLF changes (see Figure 35).

Figure 35: List of changes (RDD and NLF)

3.6.2 View list of publications (RDD and NLF)

In order to view the list of publications, the user should select the "List of publications" option from the Publication menu (see Figure 34). Then, the respective page is displayed. The page is divided into two grids: one grid for the NRD publications (distinguished into two subcategories (Draft and Adopted)) and another one for the NLF publications.

NRD

Member State: -- Please select a value -- ▾

Latest Adopted NRD Publications

MS	Date ↓	Description
EL	24/09/2018	test1
EL	21/09/2018	test12
LU	19/09/2018	test123
UK	19/09/2018	test1234
LU	14/09/2018	test112345
UK	14/09/2018	test123456
SK	14/09/2018	test1234567
FR	14/09/2018	test12345678
PT	14/09/2018	test123456789
ES	14/09/2018	test1234567890

◄◄ ◄ Page 1 of 33 ►► ►| 10 ▾   View 1 - 10 of 323

Latest Draft NRD Publications

MS	Date ↕	Description
EL	19/09/2018	test1
LU	14/09/2018	test12
UK	14/09/2018	test123
LU	14/09/2018	test1234
SK	14/09/2018	test112345
FR	14/09/2018	test123456
PT	14/09/2018	test1234567
ES	14/09/2018	test12345678
EL	14/09/2018	test123456789
EU	14/09/2018	test1234567890

◄◄ ◄ Page 1 of 12 ►► ►| 10 ▾   View 1 - 10 of 111

NLF

Member State: -- Please select a value -- ▾

Latest NLF Publications

MS	Date ↕	Description
EU	23/12/2015	test1
PL	23/12/2015	test12
LU	11/12/2015	test123
UK	03/12/2015	test1234
SK	01/12/2015	test112345
FR	30/11/2015	test123456
PT	27/11/2015	test1234567
ES	18/11/2015	test12345678
EL	18/11/2015	test123456789
EU	13/01/2015	test1234567890

◄◄ ◄ Page 1 of 2 ►► ►| 10 ▾   View 1 - 10 of 11

Figure 36: List of publications
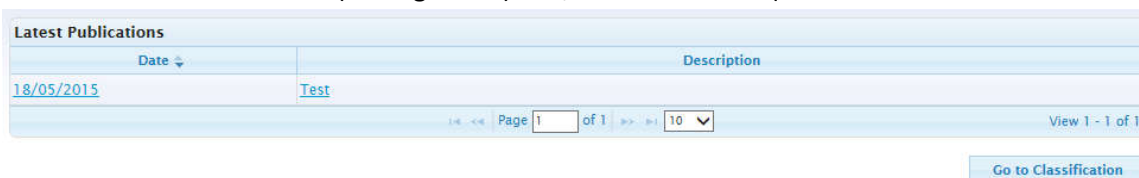
The user may filter the displayed publications (either NRD or NLF publications) by selecting the desired Member State from which s/he wants to view the respective publications from the "Member State" dropdown list.

3.6.3   View publication content (NRD)

The user can access the content of a publication with any of the following steps:

- Click on the "Description" link at either the "Latest Draft NRD Publications" or the "Latest Adopted NRD Publications" section of the home page (see Figure 1).
- Click on the "Description" link at either the "Latest Draft NRD Publications" or the "Latest Adopted NRD Publications"section of the list of publications (see Figure 36).

Click on the "Description" link at the History section of a Legal Text (see Figure 13) and/or NTR (see Figure 16) and/or Classification (see
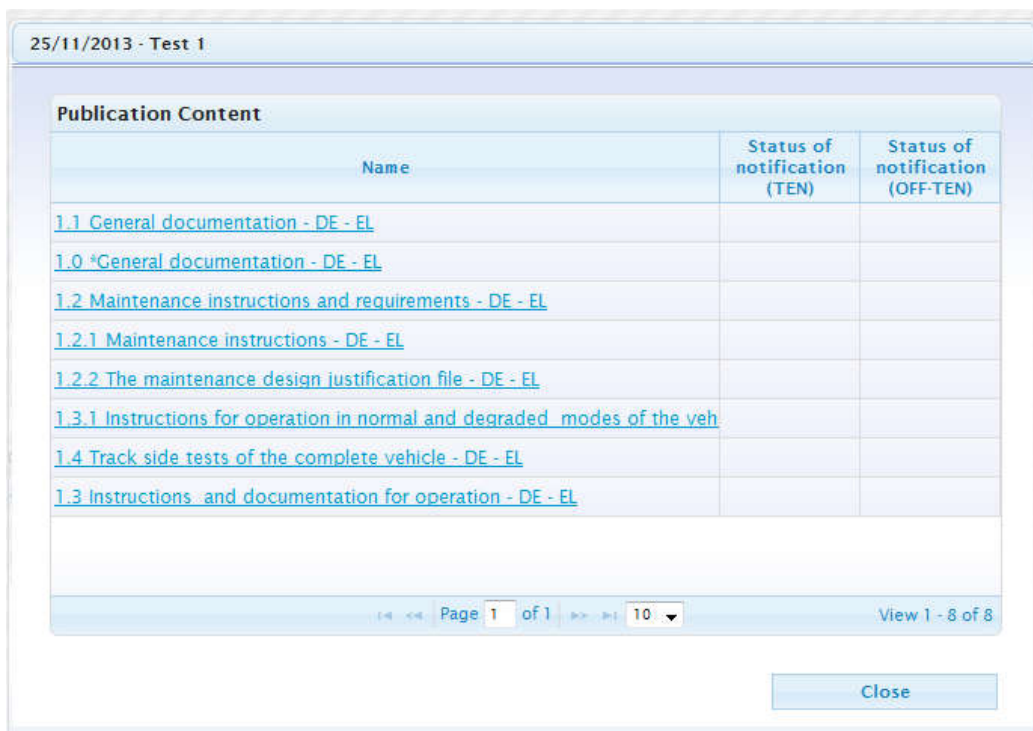
Latest Publications	
Date ⬍	Description
18/05/2015	Test

View 1 - 1 of 1

Go to Classification

- Figure 20).

In any of the above cases, a pop-up containing the publication content (all the items that were published together) is displayed.

25/11/2013 - Test 1

Publication Content

Name	Status of notification (TEN)	Status of notification (OFF-TEN)
1.1 General documentation - DE - EL		
1.0 *General documentation - DE - EL		
1.2 Maintenance instructions and requirements - DE - EL		
1.2.1 Maintenance instructions - DE - EL		
1.2.2 The maintenance design justification file - DE - EL		
1.3.1 Instructions for operation in normal and degraded modes of the veh		
1.4 Track side tests of the complete vehicle - DE - EL		
1.3 Instructions and documentation for operation - DE - EL		

View 1 - 8 of 8

Close

Figure 37: Publication content

3.6.4   View publication content (NLF)

The user can access the content of a publication with any of the following steps:

- Click on the "Description" link at the "Latest NLF Publications" section of the home page (see Figure 1).
- Click on the "Description" link at the "Latest NLF Publications" section of the list of publications (see Figure 36).
- Select from the "Frame" dropdown list of the "NLF" section an entry that corresponds to a historical version (archived) of a NLF frame (see Figure 2).

In any of the above cases, the respective NLF frame in read-only format is displayed (i.e. the user is redirected to the NLF section).

At the bottom of each flowchart, a legend is included that explains the types of shapes, the shapes fill and the shapes outline in case of graphical comparison. Moreover, a text that describes the base EU Frame upon which that frame has been created is included in the legend. This text is the date of publication of the EU based frame plus the publication description.

3.7 Receive Alerts

3.7.1 Registered users

Mail Server is used for sending email Notifications after a publish action. An RDD user can select in his/her profile (Account Settings) if s/he wants to receive email notifications in case a publishing is performed for an Entity of his/her Member State or for all Member States in case user belongs to EU (see Figure 5). Publishing Process does not depend on the email functionality and will not stop in case a Mail Server is not available. In this case, publishing will proceed but users will not receive any notification. RDD Web Site can operate without a Mail Server; no other functionality will be affected except the notification emails.

3.7.2 Public users

Public users have the possibility to receive publication notifications by registering their email. In order to do so, they have to click on the " Subscribe e-mail for notification of publications " link available at the top right corner of the "Latest Adopted NRD Publications" section of the homepage (Figure 3). Then a form is displayed (see Figure 38).
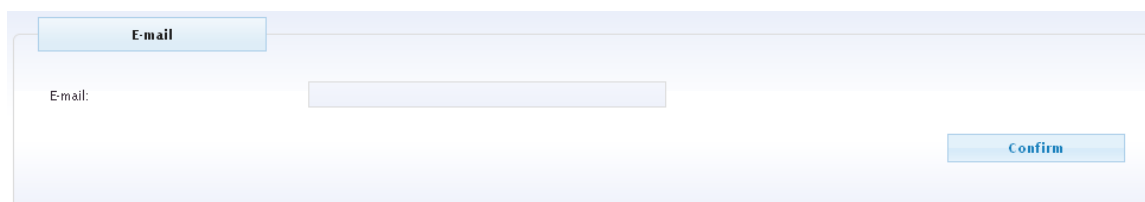
Figure 38: Public user notifications – initial form

The user provides the email and clicks on the "Confirm" button. After a successful validation, the user may proceed to select the desired Member States, Basic Parameters and Publications Types for which s/he wants to receive notification. The user may click on the "Select All" button to select all the available options. Finally, the user has to validate the Google CAPTCHA V2 control and click on the "Save" button (see Figure 39).
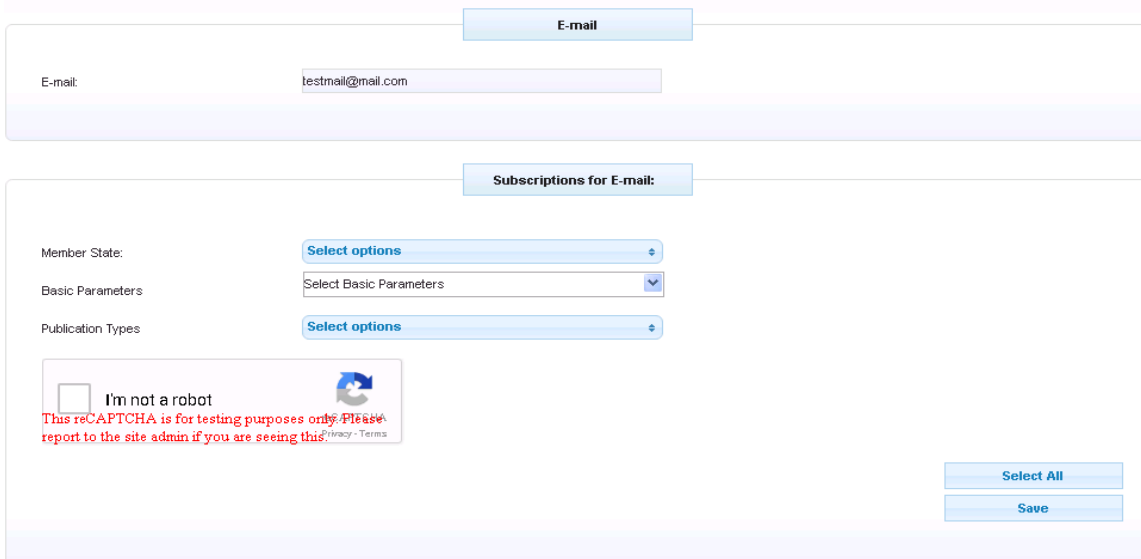
Figure 39: Public user notifications – notification type's selection

After a successful validation, the RDD system saves the user's preferences and displays a success message at the top of the page (Figure 40). Furthermore, a confirmation email is sent to the user's email.
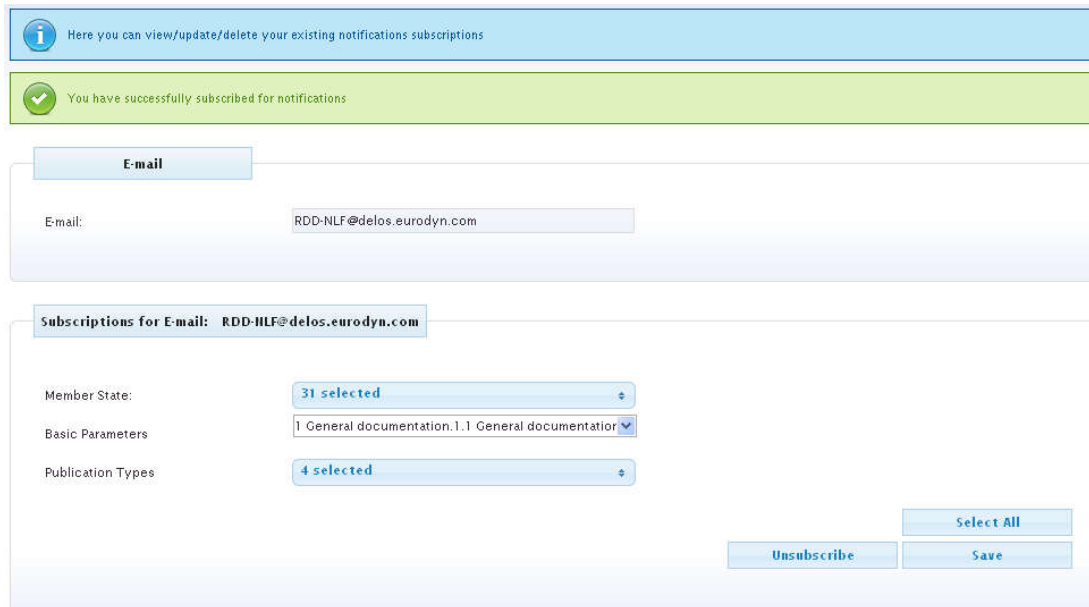
Figure 40: Public user notifications – successful registration

3.8 Unsubscribe from email notifications

3.8.1 Registered users

Registered users can simply stop receiving publication notifications by unchecking the respective checkbox while managing their profile at the "Account Settings" section (see Figure 5).

3.8.2 Public users

In order for public users to stop receiving publication notifications, they have to click on the "Click this link to view/update/delete your notification subscriptions." link that is included at the bottom of each publication notification and at the bottom of the registration's confirmation email. Upon clicking on the link the user is redirected at the subscription modification page of RDD.
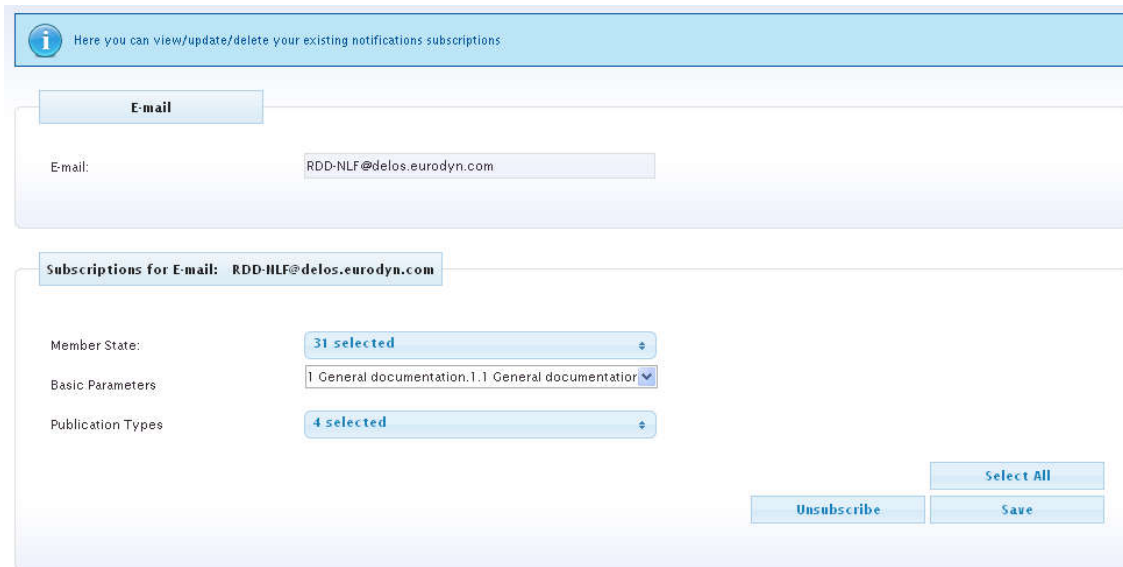
Figure 41: Public user notifications – edit notification preferences

The user may modify the notification preferences. In order to unsubscribe from the notifications the user has to click on the "Unsubscribe" button. Then the user is redirected to the initial page of the notification subscription and a confirmation message is displayed at the top of the page (see Figure 42).
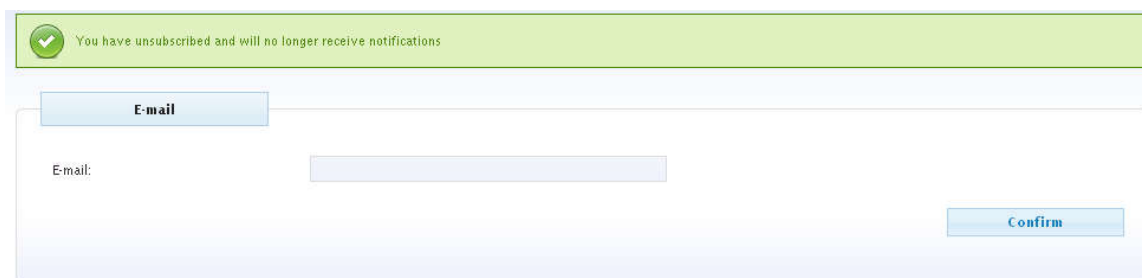
Figure 42: Public user notifications – unsubscribe from notificationss

3.9 RDD Publications RSS Feed

The user can access the RSS subscription section of the RDD system by clicking on the " RDD Publications RSS Feed " link at the top right corner of the "Latest Adopted NRD Publications" section of the homepage (see Figure 3). The page presented in Figure 43 appears.

Figure 43: RSS feed page

The feeds that are sent towards the RSS reader contain the following:

- Title of the publication
- Date of the publication
- Member state
- Section
  - NRD
  - NLF
- Link to the list of publications in RDD

On the right menu, the user can filter the results of the RSS feed by category, sort the results by date or title, and search for certain results by typing in the search textbox.

Moreover, the user can subscribe to the RSS feed by clicking on the "   Subscribe to this feed " link. A popup window (see Figure 44) appears where the user can select where s/he prefers to

embed the RSS subscription (email, web browser, etc.) and click on the "![Subscribe]" button to register the selected RSS subscription.
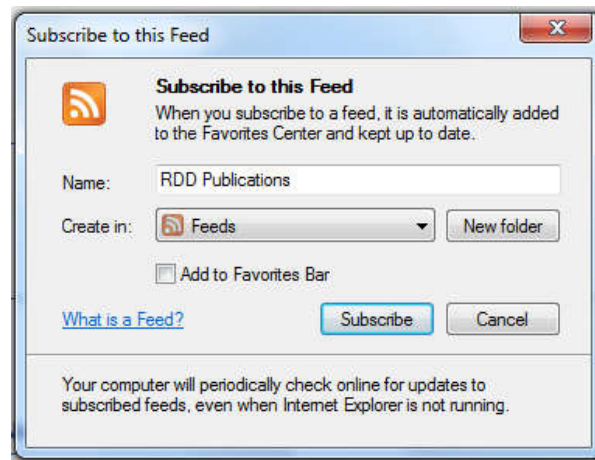
Figure 44: RSS subscription

4 Managers of NRD/NLF information

4.1 Edit legal text search queries

4.1.1 Save a search query

In order to save a search query, the user should click on the save icon (💾) available next to the "Select a saved query" dropdown list (see Figure 46). Then a pop-up is displayed as the following figure illustrates.
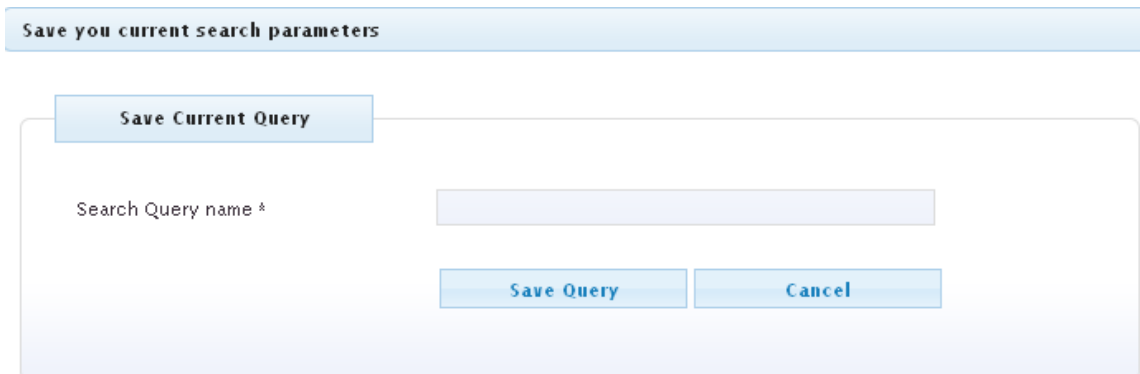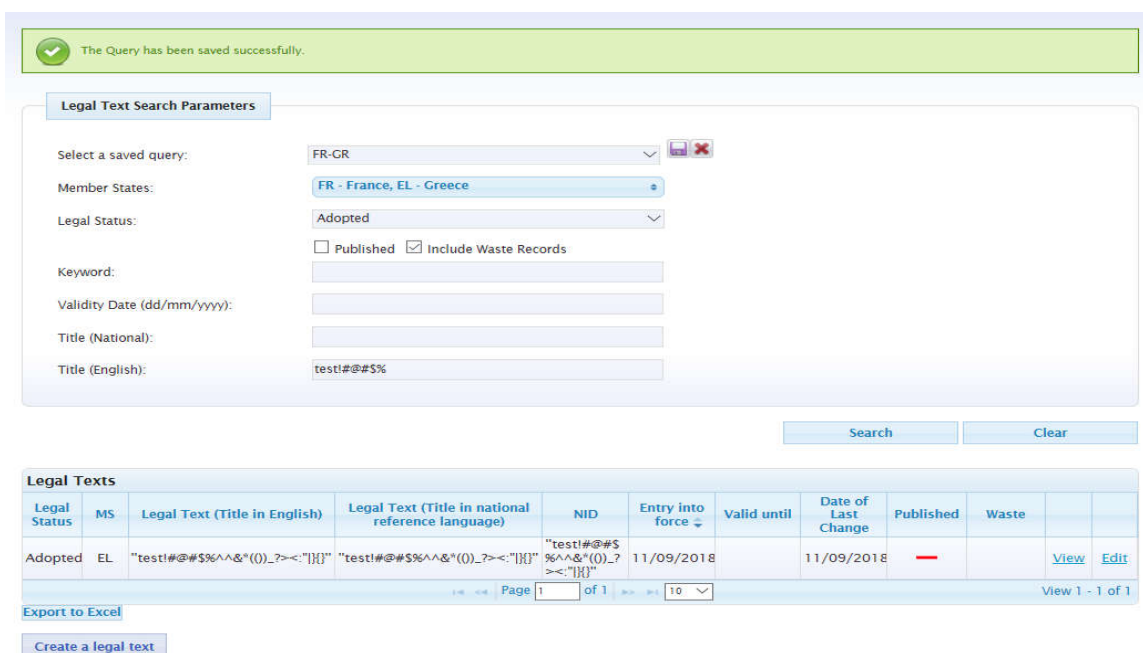
Figure 45: Save search query

- Provide a name for the query.
- Click on the "Save Query" button.

The pop-up closes, a success message is displayed at the top of the search form and the search is performed retuning the respective results (see Figure 46).

Figure 46: Saved search query

4.1.2 Load a search query

To load a search query the user should select the desired search query from the "Select a saved query" dropdown list (see Figure 46). Upon selecting the search query, the respective search is performed. The subsequent figure illustrates the loading of the "FR-GR" search query.

Figure 47: Load search query

4.1.3 Delete a search query

In order to delete a search query the user should select the desired search query from the "Select a saved query" dropdown list (see Figure 47) and click on the delete icon (✖). The system will prompt the user to confirm the deletion and upon confirmation the query will be deleted and an appropriate message will be displayed at the top of the search form.

Figure 48: Delete search query

4.2 Edit legal text

4.2.1 Add a Legal Text

To add a new Legal Text, the user should click on the "Create a Legal Text" link available at the Legal Text page (see Figure 11). The "Create a Legal Text" page is displayed (see Figure 49). The mandatory fields are marked with an asterisk "*".

Legal Text Details

Version Info: -

Member State *	FR - France
Legal Status *	-- Please select a value --

Language Versions

Language	English
Title*	
Language	French
Title*	

National ID	
Legal Form	-- Please select a value --
Waste	☐

Publication Date (dd/mm/yyyy)	25/09/2018
Entry into Force (dd/mm/yyyy)	25/09/2018
Valid until (dd/mm/yyyy)	
Comment	

NTRs

Legal Status	Basic Param.	Title (English)	Title (National)	Status of notification (Vehicles covered by TSIs)	Status of notification (Vehicles not covered by TSIs)	Published	Waste
							All

Page 1 of 0 ▶▶ ▶ 10 No records to view

Add a National Technical Rule **Attach an existing National Technical Rule**

Legal Text Documents

Description	Language	URL	

Page 1 of 0 ▶▶ ▶ 10 No records to view

Attach a new Document

Reminder Notes

Details	Due Date	Status

Page 1 of 0 ▶▶ ▶ 10 No records to view

Post a Reminder/Note **View Closed Reminders/Notes**

Legal text History

Legal Status	Date	Description

Page 1 of 0 ▶▶ ▶ 10 No records to view

Save **Cancel**

Figure 49: Create Legal Text

The "Member State" field is set automatically to the MS of the user (i.e. FR - France) and is not editable. The user can follow the next steps:

- Select a Legal Status from the "Legal Status" dropdown list (mandatory field).
- Fill-in the "Title" textbox for the "English" language (mandatory field).
- Fill-in the "Title" textbox for the "French" language (The language depends on the selected associated language of the Member State) (mandatory field)
  - In case when different languages are related to the selected Member State, the field "Title" is not mandatory for these languages.
- Fill-in the "National ID" text field.
- Select a Legal Form from the "Legal Form" dropdown list.
- Select from the "Calendar" the Publication date (mandatory if Legal Status = "Adopted"; default to current day, type-in the date in dd/mm/yyyy format).
- Select from the "Calendar" the date of entry into force (mandatory if Legal Status = "Adopted"; default to current day, type-in the date in dd/mm/yyyy format).
- Select from the "Calendar" the valid until date (alternatively, type-in the date in dd/mm/yyyy format).
  Also the user is able to apply the valid until date to associated NTRs (working Copies) or create a new one if not exists any.
- Fill-in the "Comment" textbox.
- Add a NTR (see section 4.4.1).
- Attach an existing NTR to the Legal Text (see section 4.2.1.2).
- Attach a Document to the Legal Text (see section 4.2.1.3).
- Edit an attached Document of the Legal Text (see section 4.2.1.4).
- Delete an attached Document of the Legal Text (see section 4.2.1.5).
- Post a Reminder/Note to the Legal Text (see section 4.2.1.6).
- Edit a posted Reminder/Note of the Legal Text (see section 4.2.1.7).
- View closed Reminders/Notes of the Legal Text (see section 4.2.1.8).
- Click on the "Save" button.

If data are correctly validated, the Legal Text is created.

The following figure displays an example of the create Legal Text process.

The LegalText has been saved successfully.

Legal Text Details

Version Info: New

Member State *	FR - France
Legal Status *	Adopted

Language Versions

Language	English
Title*	test Add new LT Title En
Language	French
Title*	test Add new LT Title Fr

National ID	1
Legal Form	Royal act/law
Waste	☐

Publication Date (dd/mm/yyyy) **	25/09/2018
Entry into Force (dd/mm/yyyy) **	25/09/2018
Valid until (dd/mm/yyyy)	26/11/2025 Apply Validity end date to NTRs
Comment	test Add new LT Comment

NTRs

Legal Status	Basic Param.	Title (English)	Title (National)	Status of notification (Vehicles covered by TSIs)	Status of notification (Vehicles not covered by TSIs)	Published	Waste
							All
Adopted	4	test FR	test FR			—	

Page 1 of 1   10   View 1 - 1 of 1

Add a National Technical Rule   Attach an existing National Technical Rule

Legal Text Documents

Description	Language	URL	
test FR	English	test FR	De-attach

Page 1 of 1   10   View 1 - 1 of 1

Attach a new Document

Reminder Notes

Details	Due Date	Status
test FR	25/09/2018	Created

Page 1 of 1   10   View 1 - 1 of 1

Post a Reminder/Note   View Closed Reminders/Notes

Legal text History

Legal Status	Date	Description

Page 1 of 0   10   No records to view

Save   Cancel

Figure 50: New Legal Text created

4.2.1.1 Add National Title
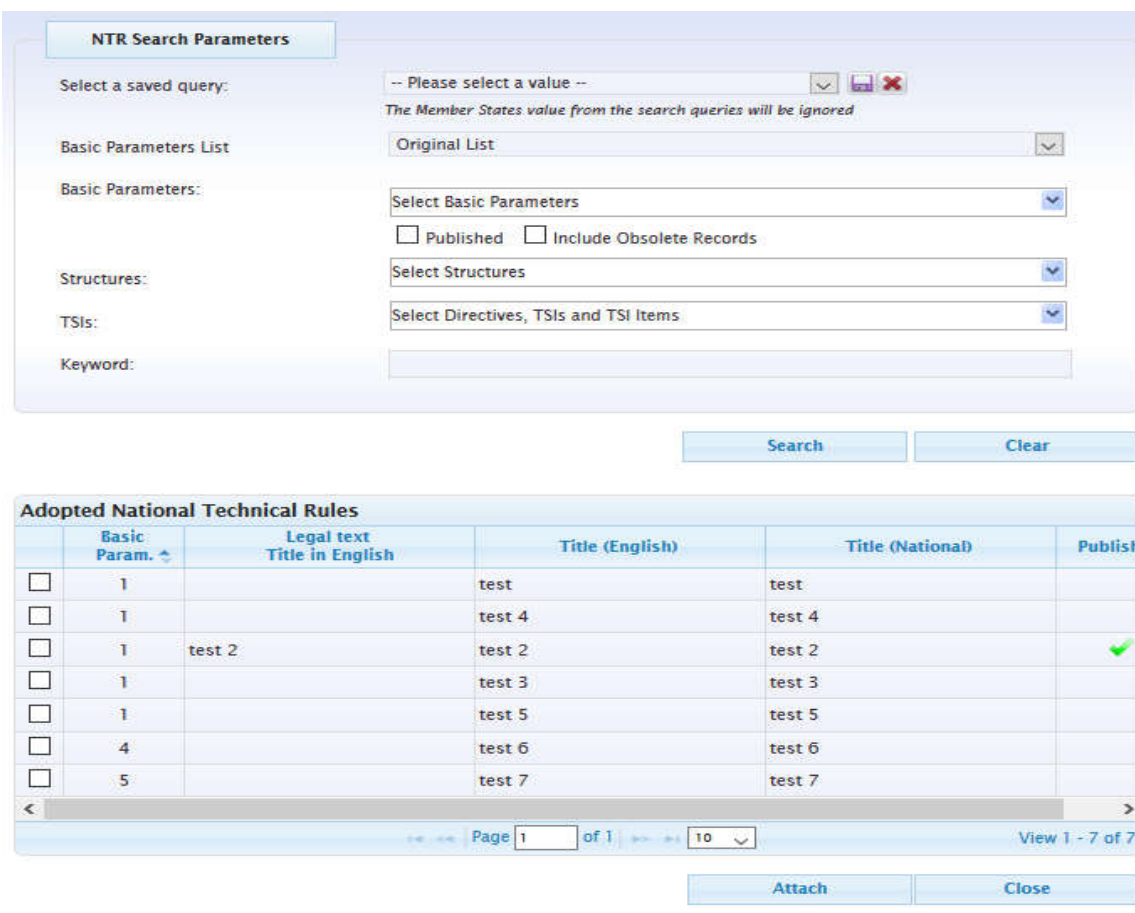
The user may click on the "Add National Title" button and add an additional Title to the Legal Text in any of the associated languages - if they exist - that are related to the selected MS (see also section 5.5) as shown in Figure 51. The user may add as many titles as the languages that are related to the MS are, by clicking again in the "Add National Title" button. To remove a title, the user clicks on the "Remove Title" button.

<div align="center">Figure 51: Add/Remove National Title</div>

4.2.1.2 Attach existing National Technical Rule to Legal Text

For attaching an existing NTR to the Legal Text, the user should click on the "Attach an existing National Technical Rule" link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 52).

<div align="center">Figure 52: Attach existing NTR to Legal Text</div>

The pop-up contains a search form for searching the desired NTRs and a list of the NTRs that belong to the same MS State and the same Legal Status with the Legal Text (i.e. FR - France). In order to attach a NTR, the user should perform the following:

- Search for the desired NTR by following a process similar to the one described in section **Error! Reference source not found.** and then select the desired NTR by clicking on the respective checkbox.
- Select directly the desired NTR by clicking on the respective checkbox.
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporality the selected NTR to the Legal Text, and displays it at the NTRs section of the Legal Text as the following figure illustrates.
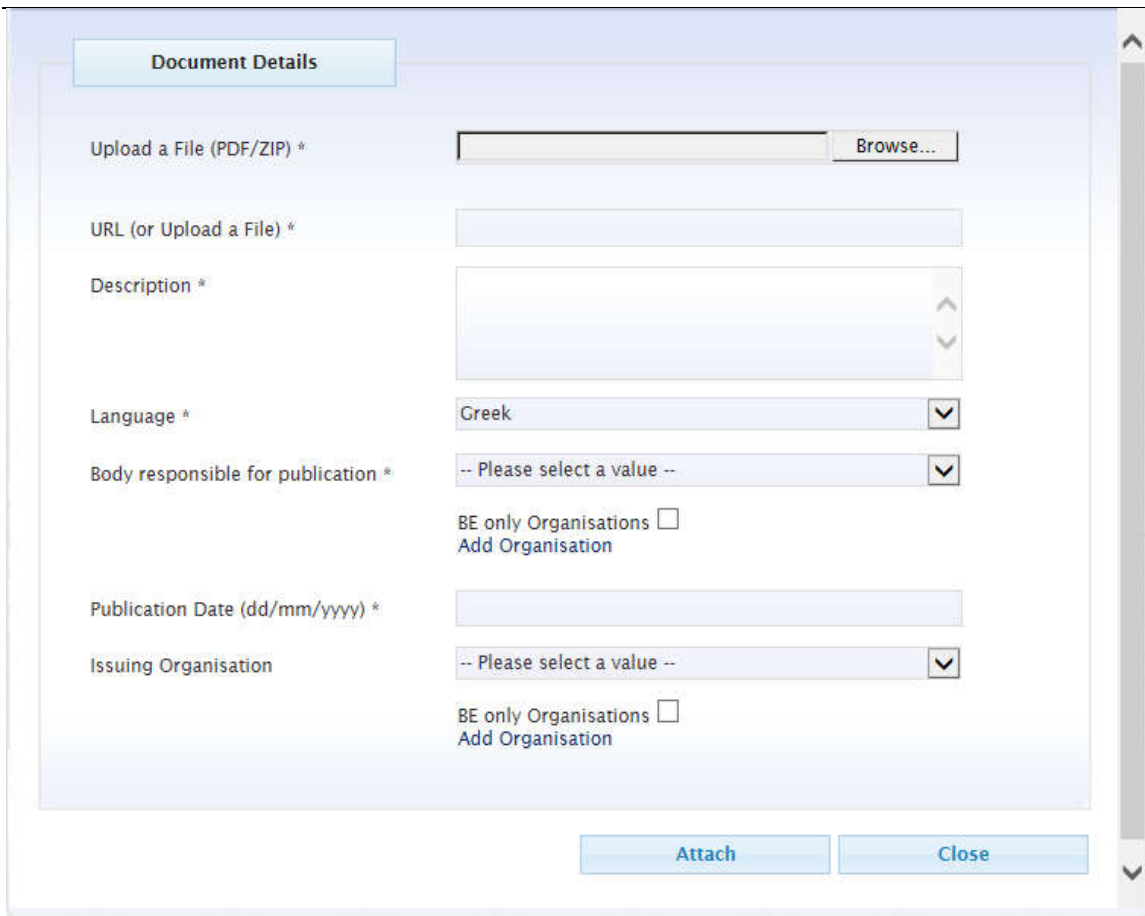
Figure 53: Attached NTR to Legal Text

In order for the NTR to be permanently attached to the Legal Text, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

If the NTR was previously attached to another Legal Text, the NTR will be detached from the previous Legal Text.

4.2.1.3 Attach Document to Legal Text

For attaching a Document to the Legal Text, the user should click on the "Attach a new Document" link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 54). The mandatory fields are marked with an asterisk "*".

Figure 54 Attach Document to Legal Text

The user may perform the following actions:

- Select the desired document for uploading (in PDF or ZIP format) or fill-in the "URL" text field.
- Fill-in the "Description" textbox.
- Select a "Language" from the respective dropdown list (the user's language is pre-selected).
- Click on " [MS] only organisations" checkbox where [MS] are the initials of the selected member state, to filter the Body responsible for publication dropdown by selected MS.
- Select a "Body responsible for publication" from the respective dropdown list or click on the "Add Organisation" link to add a new one (see section 4.2.1.3.1).
- Select from the "Calendar" the Publication Date (alternatively, type-in the date in dd/mm/yyyy format).
- Click on " [MS] only organisations" checkbox where [MS] are the initials of the selected member state, to filter the Body responsible for publication dropdown by selected MS.
- Select an "Issuing Organisation" from the respective dropdown list or click on the "Add Organisation" link to add a new one (see section 4.2.1.3.1).
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporarily the Document to the Legal Text, and displays it at the Documents section of the Legal Text as the subsequent figure illustrates.

Legal Text Documents

Description	Language	URL	
test FR	English	test FR	De-attach
	⊪ ⊲ Page 1 of 1 ⊳ ⊪ 10 ⌄		View 1 - 1 of 1

Attach a new Document

Figure 55: Attached Document to Legal Text

In order for the Document to be permanently attached to the Legal Text, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

4.2.1.3.1   Add Organisation

In order to add an Organisation the user should click on the "Add Organisation" link while attaching a document to a Legal Text (see section 4.2.1.3) or while editing an attached document of a Legal Text (see section 4.2.1.4). Then, the respective pop-up is displayed (see Figure 56). The "Type" of the Organisation is set by default to the Organisation that the user wants to add (i.e. if the user clicked on the "Add Organisation" link below the "Body responsible for publication" field, the "Type" is set to "Publication" but user can add more Organisation types if he wishes. Similar for the "Issuing Organisation" case). The mandatory fields are marked with an asterisk "*".

Organisation

Type* :	Checking Body Issuing **Publication**
Name* :	
Acronym :	
Country* :	-- Please select a value -- ⌄
City :	
Location :	
Postal Code :	
Phone :	
Fax :	
HomePage Url :	
Email :	

Add Organisation   Cancel
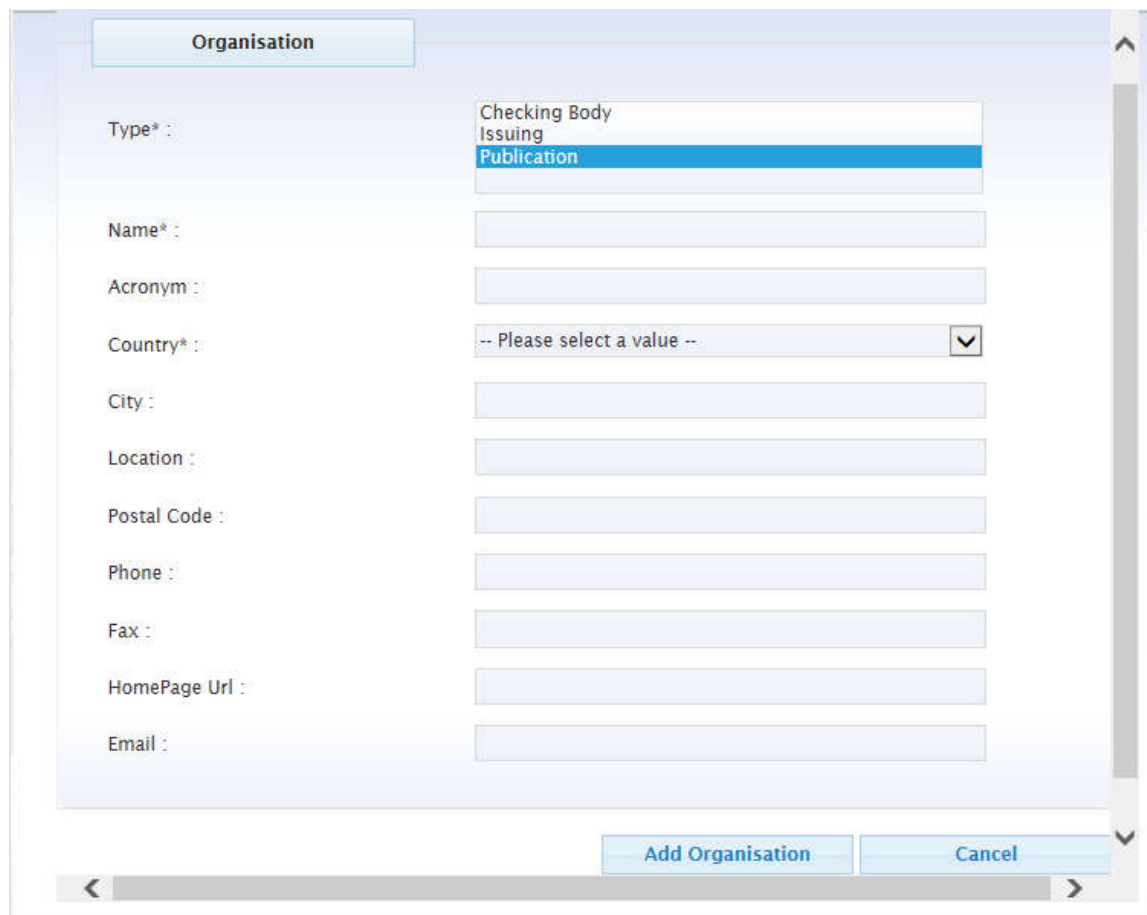
Figure 56: Add Organisation while attaching a Document to a Legal Text

The user may perform the following actions:

- Fill-in the "Name" textbox.
- Fill-in the "Acronym" textbox.
- Select a "Country" from the respective dropdown list.
- Fill-in the "City" textbox.
- Fill-in the "Location" textbox.
- Fill-in the "Postal Code" textbox.
- Fill-in the "Phone" textbox.
- Fill-in the "Fax" textbox.
- Fill-in the "HomePage URL" textbox.
- Fill-in the "Email" textbox.
- Click on the "Add Organisation" button.

If data are correctly validated, the system creates the new Organisation, and displays it at the respective Organisation field of the attach/edit Document to Legal Text pop-up as the subsequent figure illustrates.
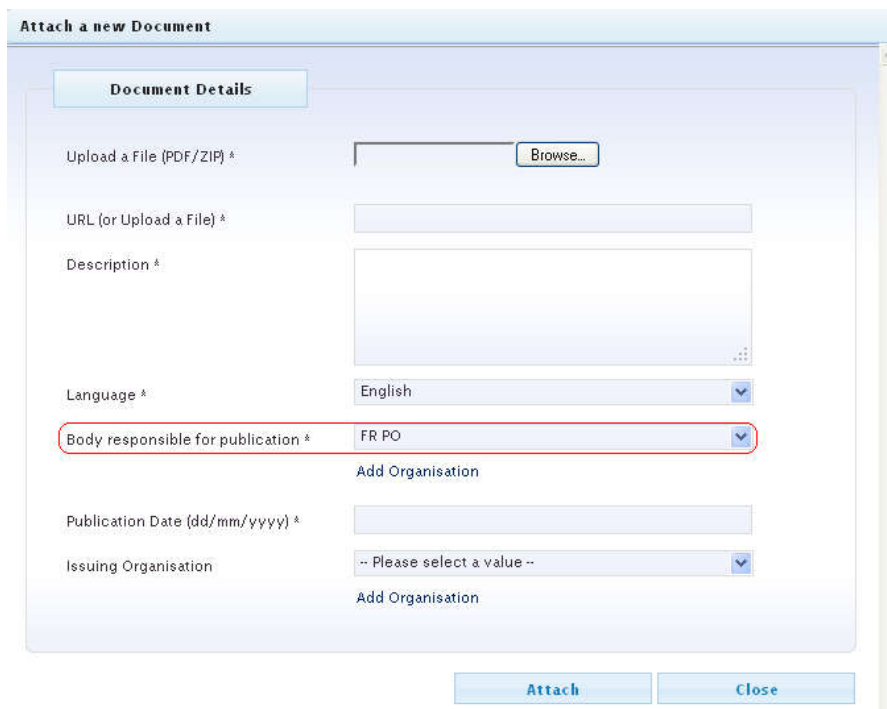
Figure 57: Added Organisation while attaching a Document to a Legal Text

4.2.1.4   Edit Legal Text Document

In order to edit an attached Document of a Legal Text, the user should click on the "Description" link of the desired Document at the Documents section of the Legal Text (see Figure 55). Then, the respective pop-up is presented; this pop-up is identical to the one of the attach Document process (see Figure 54) and it is pre-filled with the data of the selected document. The user may update any of the fields following a similar process as the one for attaching a Document (see section 4.2.1.3). Again, in order for the Document to be permanently updated, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

4.2.1.5 Delete Legal Text Document

In order to delete an attached Document of a Legal Text, the user should click on the "De-attach" link of the desired Document at the Documents section of the Legal Text (see Figure 55). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user's confirmation the system deletes temporarily the Document from the Legal Text. In order for the Document to be permanently deleted, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

4.2.1.6 Post Reminder/Note to Legal Text

For posting a Reminder/Note to the Legal Text, the user should click on the "Post a Reminder/Note" link while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text. Afterwards, the respective pop-up is displayed (see Figure 58) with pre-filled Creation date with the current system's date (this date is not editable). The mandatory fields are marked with an asterisk "*".
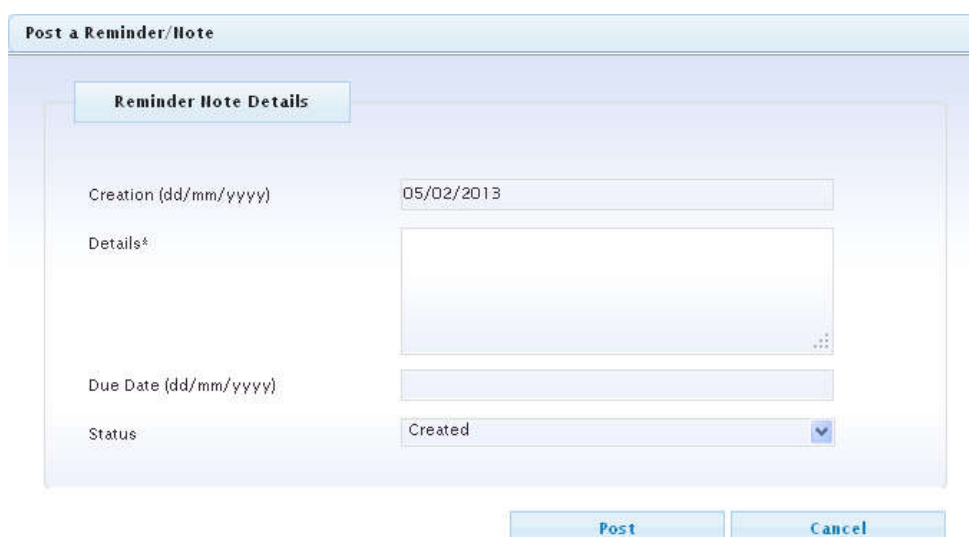
Figure 58: Attach Reminder Note to Legal Text

The user may perform the following actions.

- Fill-in the "Details" textbox.
- Select from the "Calendar" the Due Date (alternatively, type-in the date in dd/mm/yyyy format).
- Select a "Status" from the respective dropdown list.
- Click on the "Post" button.

If data are correctly validated, the system attaches temporarily the Reminder/Note to the Legal Text, and displays it at the Reminder Notes section of the Legal Text as the subsequent figure illustrates.

Figure 59: Attached Reminder Note to Legal Text

In order for the Reminder/Note to be permanently attached to the Legal Text, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

Then, the Reminder/Note will also be displayed at the Reminder Notes section of the home page.

Last 20 Reminder Notes

Creation Date	Details	Due Date ⬍	Status	Entity
04/02/2013	First reminder		Created	An indicative LT for testing purposes
04/02/2013	Validation Reminder		Pending	mvntr
21/01/2013	A reminder		Created	EE NTR
04/02/2013	Reminder for publication	28/02/2013	Pending	An indicative LT for testing purposes
21/01/2013	Pending 2	29/10/2013	Pending	BE LT
21/01/2013	LT reminder	10/01/2023	Created	BE LT

My Reminder Notes

Figure 60: Created Reminder Notes displayed at the home page of RDD

4.2.1.7   Edit Legal Text Reminder/Note

In order to edit a posted Reminder/Note of a Legal Text, the user should click on the "Details" link of the desired Reminder/Note at the Reminder Notes section of the Legal Text (Figure 59). Then, the respective pop-up is presented; this pop-up is identical to the one of the post Reminder/Note process (see Figure 58) and it is pre-filled with the data of the selected Reminder/Note. The user may update any of the fields following a similar process as the one for the posting a Reminder Note (see section 4.2.1.6). Again, in order for the Reminder/Note to be permanently updated, the user must click on the "Save" button at the "Create a Legal Text" page (see Figure 49) or at the "Modify a Legal Text" page (see Figure 67).

4.2.1.8   View closed Reminders/Notes of Legal Text

In order to view the Reminders/Notes that are in status "Closed", the user should click on the "View Closed Reminders/Notes" button at the Reminder Notes section of the Legal Text (see Figure 59). Then, the respective pop-up is displayed.
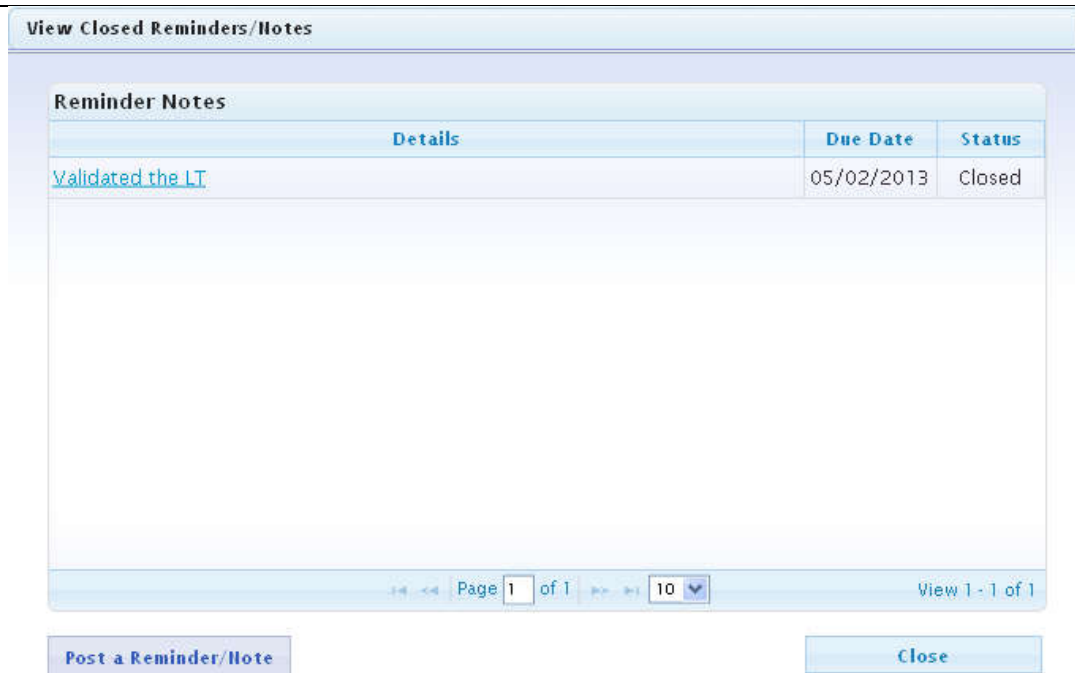
Figure 61: Closed Reminder Notes of a Legal Text

4.2.1.9   Select "Waste" option

In order to flag or detach all the associated NTRs, the user should check the "Waste" checkbox (see Figure 62).
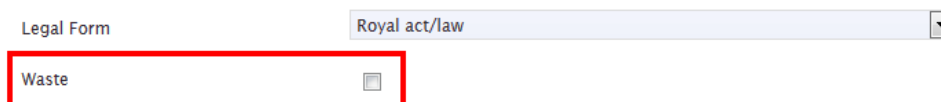
Figure 62: Select waste checkbox on a Legal Text

Then, if any associated NTR exists, the respective dialogue is displayed.

Figure 63: Update associated NTRs to LT while waste option is selected

The user is able to select between three actions:

1. Detaching all the associated NTRs from the Legal Text.
2. Flag as "waste" all the associated NTRs from the Legal Text.
3. Cancel this action.

The system alerts the user with a confirmation message for Detaching or flagging as "waste" and the action is performed by saving the Legal Text.

If the user selects to uncheck the "waste" checkbox the respective dialogue is displayed.
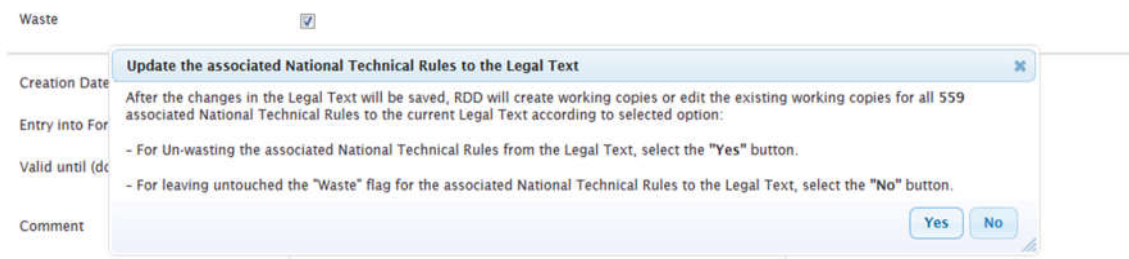
Figure 64: Update associated NTRs to LT while waste option is deselected

The user is able to select between two actions:

1. Un-wasting all the associated NTRs from the Legal Text.
2. Leaving untouched all the associated NTRs from the Legal Text.

The system alerts the user with a confirmation message for Un-wasting or leaving untouched and the action is performed by saving the Legal Text.

4.2.1.10 Apply Validity end date to NTRs

In order to apply validity end date to the associated NTRs, the user should fill the "Valid until" date and press the "Apply Validity end date to NTRs" button (see Figure 65).

Figure 65: Select apply validity end date on a Legal Text

Then, if any associated NTR exists, the respective dialogue is displayed.
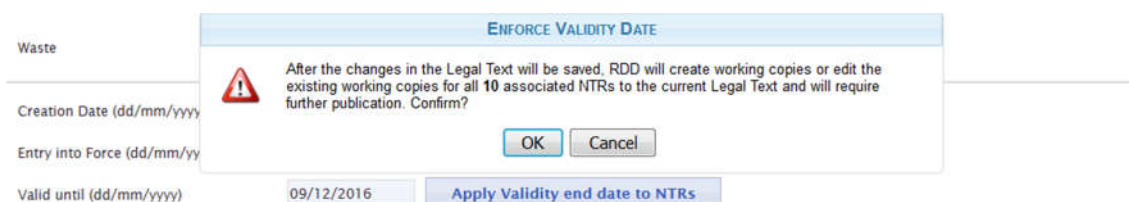
Figure 66: Enforce Validity end date to NTRs

The user is able to select between two actions:

1. Applying the validity end date to all associated NTRs from the Legal Text.
2. Cancel the action.

The action is performed by saving the Legal Text.

4.2.2 Modify a Legal Text

In order to modify a Legal Text, the user should either click on the "Edit" link of the desired Legal Text at the Legal Texts page (see Figure 11) or click on the "Edit" button while viewing a Legal Text (see Figure 12). Then, the "Modify a Legal Text" page is displayed.

Legal Text Details

Version Info: New

Member State *	FR - France
Legal Status *	Adopted

Language Versions

Language	English
Title*	test Add new LT Title En updated
Language	French
Title*	test Add new LT Title Fr updated

National ID	2
Legal Form	Royal act/law
Waste	☐

Publication Date (dd/mm/yyyy) **	25/09/2018
Entry into Force (dd/mm/yyyy) **	25/09/2018
Valid until (dd/mm/yyyy)	26/11/2025 **Apply Validity end date to NTRs**
Comment	test Add new LT Comment updated

NTRs

Legal Status	Basic Param.	Title (English)	Title (National)	Status of notification (Vehicles covered by TSIs)	Status of notification (Vehicles not covered by TSIs)	Published	Waste
							All
Adopted	4	test FR 2	test FR 2			—	✔

Page 1 of 1   10   View 1 - 1 of 1

Add a National Technical Rule   **Attach an existing National Technical Rule**

Legal Text Documents

Description	Language	URL	
test FR 2	English	test FR 2	De-attach

Page 1 of 1   10   View 1 - 1 of 1

Attach a new Document

Reminder Notes

Details	Due Date	Status
test FR 2	25/09/2018	Pending

Page 1 of 1   10   View 1 - 1 of 1

Post a Reminder/Note   **View Closed Reminders/Notes**

Legal text History

Legal Status	Date	Description

Page 1 of 0   10   No records to view

Save   **Cancel**

Figure 67: Modify Legal Text

The user may perform the next actions:

- Update the "Legal Status". User will not be able to modify the current Legal Status of either a published adopted LT or a working copy (not new) of a published adopted LT. Alongside, User is prohibited to modify the current Legal Status of an adopted LT which is associated to NTR(s). Hence, in that case the Legal Status is a disabled and non-editable field.
- Update the "Title" textbox (in English).
- Update the "Title" textbox (in French).
- Add / Update the "Title in" (i.e. Title in additional language) textbox(es) (see section 4.2.1.1).
- Update the "National ID" text field.
- Update the "Legal Form" by selecting from the "Legal Forms" dropdown list.
- Update the Publication date by selecting another date from the "Calendar" (alternatively, type-in the date in dd/mm/yyyy format).
- Update the date of Entry into Force by selecting another date from the "Calendar" (alternatively, type-in the date in dd/mm/yyyy format).
- Update the Valid until date by selecting another date from the "Calendar" (alternatively, type-in the date in dd/mm/yyyy format).
- Update the "Comment" textbox.
- Add a NTR (see section 4.4.1).
- Attach an existing NTR to the Legal Text (see section 4.2.1.2).
- Attach a Document to the Legal Text (see section 4.2.1.3).
- Edit an attached Document of the Legal Text (see section 4.2.1.4).
- Delete an attached Document of the Legal Text (see section 4.2.1.5).
- Post a Reminder/Note to the Legal Text (see section 4.2.1.6).
- Edit a posted Reminder/Note of the Legal Text (see section 4.2.1.7).
- View closed Reminders/Notes of the Legal Text (see section 4.2.1.8).
- Click on the "Save" button in order to apply the performed changes.

The next figure displays an example modification of a Legal Text.

The LegalText has been saved successfully.

Legal Text Details

Version Info: New

Member State *	FR - France
Legal Status *	Adopted

Language Versions

Language	English
Title*	test Add new LT Title En updated
Language	French
Title*	test Add new LT Title Fr updated

National ID	2
Legal Form	Royal act/law
Waste	☐

Publication Date (dd/mm/yyyy) **	25/09/2018
Entry into Force (dd/mm/yyyy) **	25/09/2018
Valid until (dd/mm/yyyy)	26/11/2025 **Apply Validity end date to NTRs**
Comment	test Add new LT Comment updated

NTRs

Legal Status	Basic Param.	Title (English)	Title (National)	Status of notification (Vehicles covered by TSIs)	Status of notification (Vehicles not covered by TSIs)	Published	Waste
							All
Adopted	4	test FR 2	test FR 2			—	✔

|◄ ◄◄ Page 1 of 1 ►► ►| 10 ∨   View 1 - 1 of 1

Add a National Technical Rule   **Attach an existing National Technical Rule**

Legal Text Documents

Description	Language	URL	
test FR 2	English	test FR 2	De-attach

|◄ ◄◄ Page 1 of 1 ►► ►| 10 ∨   View 1 - 1 of 1

Attach a new Document

Reminder Notes

Details	Due Date	Status
test FR 2	25/09/2018	Pending

|◄ ◄◄ Page 1 of 1 ►► ►| 10 ∨   View 1 - 1 of 1

Post a Reminder/Note   **View Closed Reminders/Notes**

Legal text History

Legal Status	Date	Description

|◄ ◄◄ Page 1 of 0 ►► ►| 10 ∨   No records to view

Save   **Cancel**

Figure 68: Modified Legal Text

4.3 Edit NTR search queries

4.3.1 Save a search query

The process of saving a search query for NTRs is similar to the process that is described in section 4.1.1 for the case of LTs.

4.3.2 Load a search query

The process of loading a search query for NTRs is similar to the process that is described in section 4.1.2 for the case of LTs.

4.3.3 Delete a search query

The process of deleting a search query for NTRs is similar to the process that is described in section 4.1.3 for the case of LTs.

4.4 Edit NTR

4.4.1 Add a National Technical Rule

To add a new NTR the user has to click on the "Create New NTR" link available at the NTRs page (see Figure 15). Alternatively, the user can add a NTR while creating (see section 4.2.1) or while modifying (see section 4.2.2) a Legal Text by clicking on the "Add a National Technical Rule" button. In both cases, the "Create a National Technical Rule" page is displayed (see Figure 69). In the latter case, information about the Legal Text is displayed at the top of the "Create a National Technical Rule" page. It should be stated that if any mandatory fields are empty at the "Create a Legal Text" page (see Figure 49) and the user clicks on the "Add a National Technical Rule" button, an informative message will be displayed. The user will remain at the "Create a Legal Text" page in order to fill in the empty mandatory fields.

The mandatory fields of the "Create a National Technical Rule" page are marked with an asterisk "*".

Figure 69: Create National Technical Rule

The "Member State" field is set automatically to the MS of the user (i.e. FR - France) and is not editable. The user may follow the next steps:

- Select a Legal Status from the "Legal Status" dropdown list (mandatory field).
- Select from the "Basic Parameter List" dropdown list the desired List of Basic Parameters.
- Select from the "Basic Parameter" hierarchy the desired Basic Parameter.
- Select from the "Basic Parameter Tags" list the desired Tags.
- Fill-in the "Title in English" textbox.
- Fill-in the "Description in English" textbox.
- Fill-in the "Title in French" textbox (The language depends on the selected associated language of the Member State)
- Fill-in the "Description" textbox.
- Select the desired "Date of effect" from the displayed calendar.
- Select the desired "Date of end of validity" from the displayed calendar.
- Select "Mandatory" choosing between the two radio button choices "Rule" and "Acceptable National Means of Compliance".
- Select "Necessary for Technical Compatibility" by checking the respective option.
- Select "Waste" by checking the respective option.
- Fill –in the newly appeared "Waste Note" textbox in case the "Waste" checkbox is checked
- Select the desired "NTR applicable to" by checking the respective options. Possibility to select all the available options exists (by checking the "Select All" checkbox).
- Select the desired "Subsystem" from the respective dropdown list (the field is enabled when "vehicles not covered by TSIs" is select as "NTR applicable to").
- Select the desired "Speed" by checking the respective options. Possibility to select all the available options exists (by checking the "Select All" checkbox).
- Select the desired "Rule Type / Regime" by checking the respective options.
- Select the desired "Class B" from the respective dropdown list (the field is enabled when "vehicles not covered by TSIs" is select as "NTR applicable to", "Legacy systems specification" is selected as "Rule Type / Regime", and "Control Command Signaling On Board" is selected as "Subsystem").
- Select the desired "Vehicle Category" by checking the respective options. Possibility to select all the available options exists (by checking the "Select All" checkbox).
- Select "Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs" by checking the respective option.
- Select / Associate "TSI Reference" (see section 4.4.1.21).
- Clear / Disassociate "TSI Reference" (see section 4.4.1.22).
- Select "Legal Form" from the respective dropdown list.
- Select "Language(s) in which the rule is published" from the respective dropdown list.
  - Attach a document containing the NTR to the selected language(s) (similar process to the one described in section 4.2.1.3)
  - Edit an attached document containing the NTR (similar process to the one described in section 4.2.1.4)
  - Delete an attached document containing the NTR (similar process to the one described in section 4.2.1.5)

- Select a value for Member State Comment. Default value: "Under review".
- Fill in a comment related to the assessment of the NTR ("Member State Comment").
- Associate a Legal Text with the NTR (see section 4.4.1.2).
- Attach a Checking Body to the NTR (see section 4.4.1.3).
- Edit an attached Checking Body of the NTR (see section 4.4.1.4).
- Delete an attached Checking Body of the NTR (see section 4.4.1.5).
- Attach an Evidence to a Checking Body (see section 4.4.1.6).
- Edit an attached Evidence of a Checking Body (see section 4.4.1.7).
- Delete an attached Evidence of a Checking Body (see section 4.4.1.8).
- Attach a Document to a Checking Body (see section 4.4.1.9).
- Edit an attached Document of a Checking Body (see section 4.4.1.10).
- Delete an attached Document of a Checking Body (see section 4.4.1.11).
- Attach a Document to the NTR (see section 4.4.1.12).
- Edit an attached Document of the NTR (see section 4.4.1.13).
- Delete an attached Document of the NTR (see section 4.4.1.14).
- Attach a Structure to the NTR (see section 4.4.1.15).
- Detach a structure from the NTR (see section 4.4.1.16).
- Post a Reminder/Note to the NTR (see section 4.4.1.17).
- Edit a posted Reminder/Note of the NTR (see section 4.4.1.18).
- View closed Reminders/Notes of the NTR (see section 4.4.1.19).
- Attach a Rule/Acceptable National Means of Compliance depending on the selection of the "Mandatory" field (When creating a Rule NTR, anAcceptable National Means of Compliance may be attached, while when an Acceptable National Means of Compliance NTR is created, a Rule may be attached) (see section 4.4.1.20)
- Click on the "Save" button.

If data are correctly validated, the National Technical Rule is created and an additional option is offered to the user

- Duplicate the NTR (see section 4.4.2)

The following figure displays an example of the create NTR process.

Figure 70: New National Technical Rule created

4.4.1.1 Add National Title and Description

The user may click on the "Add National Title and Description" button and add an additional Title and Description to the NTR in any of the associated languages – if they exist - that are related to the selected MS (see also section 5.5) as shown in Figure 71. The user may add as many titles and descriptions as are the languages that are related to the MS, by clicking again in the "Add National Title and Description" button. To remove a title and description, the user clicks on the "Remove" button.

Figure 71: Add/Remove National Title

4.4.1.2 Associate Legal Text to National Technical Rule

For associating a Legal Text with the NTR, the user should click on the "Associate Legal Text" link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 72).

Figure 72: Associate a Legal Text with a National Technical Rule

The pop-up contains a search form for searching the desired Legal Text and a list of the LTs that belong to the same MS and the same Legal Status with the NTR (i.e. FR - France). In order to associate a Legal Text, the user should perform the following:

- Search for the desired Legal Text by following a process similar to the one described in section 3.1.1 and then select the desired Legal Text by clicking on the respective radio box.
- Select directly the desired Legal Text by clicking on the respective radio box.
- Click on the "Attach/Save" button.

If data are correctly validated, the system associates temporarily the Legal Text with the NTR, and displays it at the Legal Text information section of the NTR as the subsequent figure illustrates.

Figure 73: Associated Legal Text with National Technical Rule

In order for the Legal Text to be permanently associated with the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

If the NTR was previously associated with another Legal Text, the NTR will be disassociated from the previous Legal Text.

4.4.1.3   Attach Checking Body to National Technical Rule

For attaching a Checking Body to the NTR, the user should click on the "Attach Checking Body" link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 74). The mandatory fields are marked with an asterisk "*".
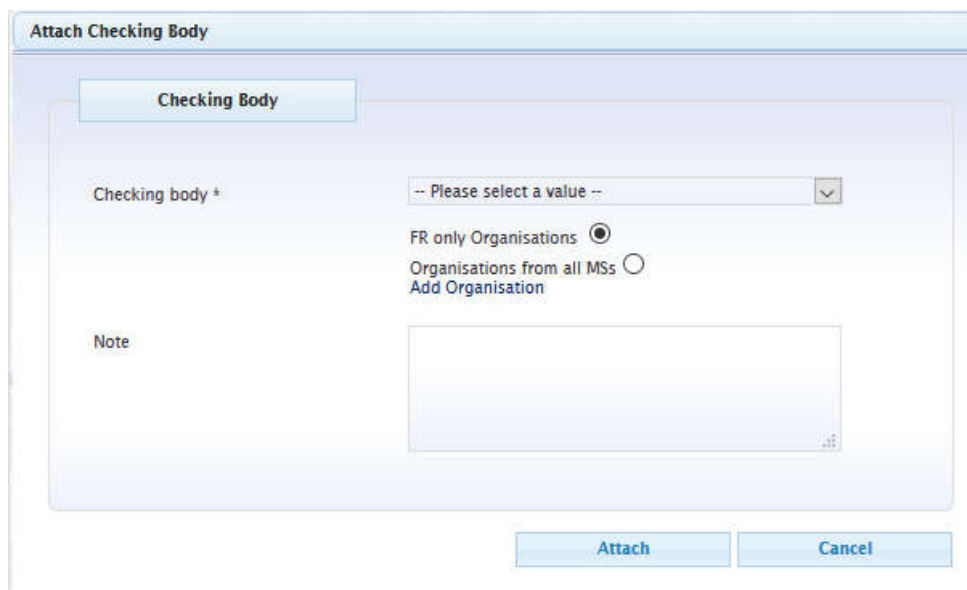
Figure 74: Attach Checking Body to National Technical Rule

The user may perform the following actions:
- Select a "Checking Body" from the respective dropdown list or click on the "Add Organisation" link to add a new one (see section 4.4.1.3.1).
- Fill-in the "Note" textbox.
- Click on the "Attach" button.

If data are correctly validated, the system creates and attaches temporarily the Checking Body to the NTR and the pop-up offers to the user the possibility to attach an Evidence required by Checking Body (see section 4.4.1.6), edit an attached Evidence required by Checking Body (see section 4.4.1.7), delete an attached Evidence required by Checking Body (see section 4.4.1.8), attach a Document related to the Checking Body (see section 4.4.1.9), edit an attached Document related to the Checking Body (see section 4.4.1.10) and delete an attached Document related to the Checking Body (see section 4.4.1.11).

Figure 75: Created Checking Body to National Technical Rule

The Checking Body is displayed at the Checking Bodies section of the NTR as the following figure illustrates.

Figure 76: Attached Checking Body displayed at the respective list of a National Technical Rule

In order for the Checking Body to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.3.1 Add Organisation

The process of adding an Organisation while attaching a Checking Body to a NTR is similar to the process that is described in section 4.2.1.3.1 for the case of adding an Organisation while

attaching a Document to a Legal Text. In this case, the "Type" of the Organisation is set to "Checking Body".

4.4.1.4   Edit National Technical Rule Checking Body

In order to edit an attached Checking Body of a NTR, the user should click on the "Checking Body" link of the desired Checking Body at the Checking Bodies section of the NTR (see Figure 76).Then, the respective pop-up is presented which is identical to the one displayed after creating a Checking Body (see Figure 75), and is pre-filled with the data of the selected Checking Body. The user may update any of the fields following a similar process as the one for attaching the Checking Body (see section 4.4.1.3). Again, in order for the Checking Body to be permanently updated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.5   Detach National Technical Rule Checking Body

In order to detach an attached Checking Body of a NTR, the user should click on the "De-attach" link of the desired Checking Body at the Checking Bodies section of the NTR (see Figure 75). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user's confirmation the system detaches temporarily the Checking Body from the NTR. In order for the Checking Body to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.6   Attach Evidence required by Checking Body

The user after creating (see section 4.4.1.3) or while modifying (see section 4.4.1.4) a Checking Body may attach an Evidence to the Checking Body by clicking on the "Attach Evidence" button which is available at the Checking Body pop-up (see Figure 75). Then, the respective form is displayed.
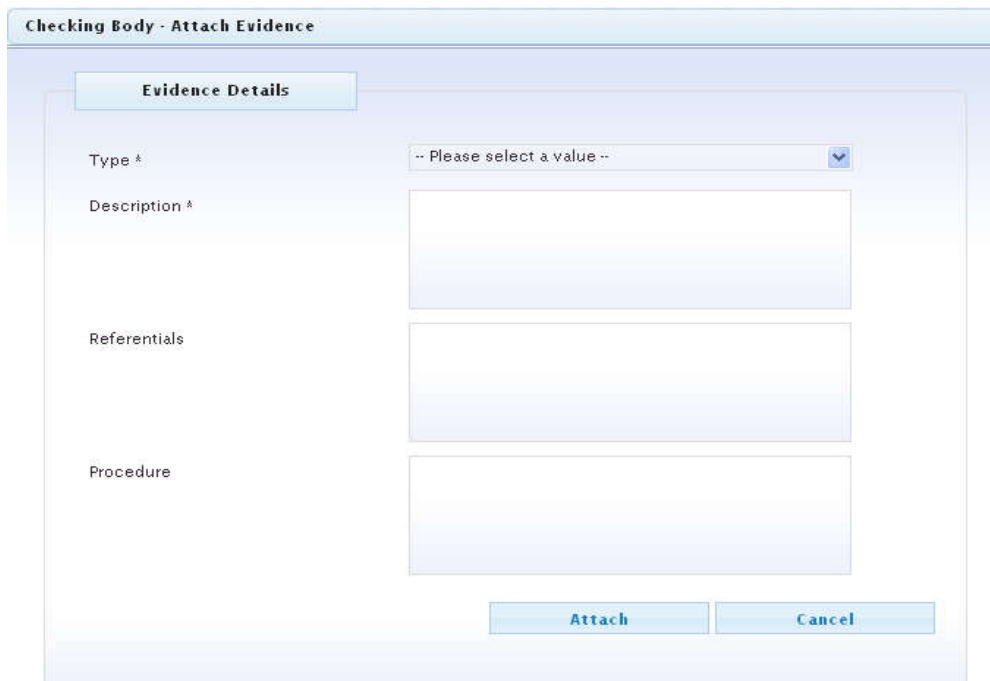
Figure 77: Attach Evidence to National Technical Rule Checking Body

The mandatory fields are marked with an asterisk "*".

The user can perform the following steps:

- Select a "Type" from the respective dropdown list.
- Fill-in the "Description" textbox.
- Fill-in the "Referentials" textbox.
- Fill-in the "Procedure" textbox.
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporarily the Evidence to the Checking Body and displays it at the Evidences section of the Checking Body as the subsequent figures presents.

Figure 78: Attached Evidence to Checking Body

In order for the Evidence to be permanently attached to the Checking Body of the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.7   Edit Evidence required by Checking Body
In order to edit an Evidence, the user should click on the "Type" link of the desired Evidence at the Evidences section of a Checking Body (see Figure 78). Then, the respective pop-up is presented which is identical to the one of the attach Evidence process (see Figure 77), and is pre-filled with the data of the selected Evidence. The user may update any of the fields following a similar process as the one for attaching the Evidence (see section 4.4.1.6). Again, in order for the Evidence to be permanently updated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.8   Detach Evidence required by Checking Body
In order to detach an attached Evidence of a Checking Body, the user should click on the "De-attach" link of the desired Evidence at the Evidences section of a Checking Body (see Figure 78). Then, a pop-up is displayed prompting the user to confirm the deletion. Upon user's confirmation the system detaches temporarily the Evidence from the Checking Body. In order for the Evidence to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.9   Attach Document related to Checking Body
The process of attaching a Document to a Checking Body of a NTR is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text. Again, in order for the Document to be permanently attached to the Checking Body, the user must click on the "Save" button at the

"Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.10 Edit Document related to Checking Body

The process of editing an attached Document of a Checking Body of a NTR is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. Again, in order for the Document to be permanently updated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.11 Detach Document related to Checking Body

The process of detaching an attached Document of a Checking Body of a NTR is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. Again, in order for the Document to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.12 Attach Document related to National Technical Rule

The process of attaching a Document to a NTR is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text. Again, in order for the Document to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.13 Edit Document related to National Technical Rule

The process of editing an attached Document of a NTR is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. Again, in order for the Document to be permanently updated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.14 Detach Document related to National Technical Rule

The process of detaching an attached Document of a NTR is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. Again, in order for the Document to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.15 Attach Structure to National Technical Rule

For attaching a Structure to the NTR, the user should click on the "Attach Structure" link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 79). The mandatory fields are marked with an asterisk "*".
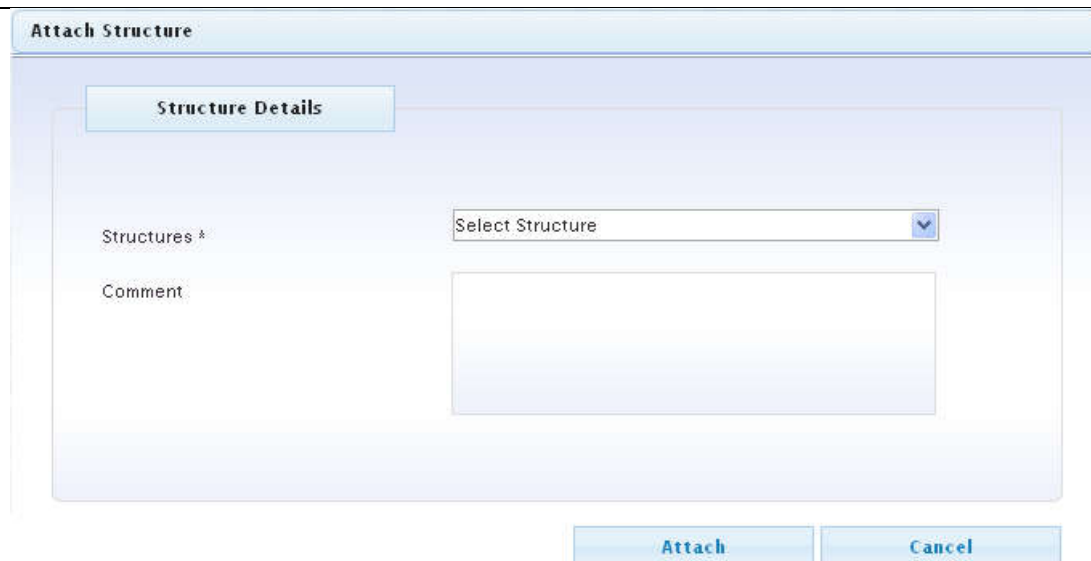
Figure 79: Attach Structure to National Technical Rule

The user can perform the following actions:

- Select a "Structure" from the respective dropdown list.
- Fill-in the "Comment" textbox.
- Click on the "Attach" button.

If data are correctly validated, the system attaches temporarily the Structure to the NTR, and displays it at the Structures section of the NTR as the subsequent figure illustrates.

Figure 80: Attached Structure to National Technical Rule

In order for the Structure to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.16 Detach Structure from National Technical Rule

In order to detach a Structure from a NTR, the user should click on the "De-attach" link of the desired Structure at the Structures section of the NTR (see Figure 80). The system displays a pop-up prompting the user to confirm the action. Upon clicking "OK", the system detaches temporarily the Structure from the NTR. In order for the Structure to be permanently detached, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.17 Post Reminder/Note related to a National Technical Rule

The process of posting a Reminder/Note to a NTR is similar to the process that is described in section 4.2.1.6 for the case of a Legal Text. Again, in order for the Reminder/Note to be permanently attached to the NTR, the user must click on the "Save" button at the "Create a

National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.18 Edit Reminder/Note related to a National Technical Rule

The process of editing a Reminder/Note of a NTR is similar to the process that is described in section 4.2.1.7 for the case of a Legal Text. Again, in order for the Reminder/Note to be permanently updated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.19 View closed Reminders/Notes related to a National Technical Rule

The process of viewing the closed Reminders/Notes of a NTR is similar to the process that is described in section 4.2.1.8 for the case of a Legal Text.

4.4.1.20 Attach a Rule/ Acceptable National Mean of Compliance

For attaching a Rule NTR to an Acceptable National Mean of Compliance NTR, the user should click on the "Attach Rule" link while creating (see section 4.4.1) or while modifying (see section 4.4.3) an ANMC NTR. Afterwards, the following pop-up is displayed.
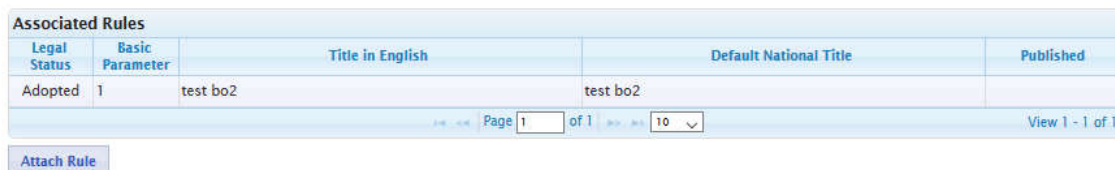
Figure 81: Attach Rule to ANMC National Technical Rule

The user selects one or more Rules and clicks on the "OK" button. If data are correctly validated, the system attaches temporarily the Rule(s) to the ANMC NTR, and displays it/them as depicted below.

Figure 82: Attached Rule to ANMC National Technical Rule

In order for the Rule(s) to be permanently attached to the ANMC NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

For attaching an ANMC NTR to a Rule NTR, the user should click on the "Attach an Acceptable National Mean of Compliance to current Rule " link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a Rule NTR. Afterwards, the respective pop-up is displayed (see Figure 83).

Figure 83: Attach ANMC to Rule National Technical Rule

The user selects one or more ANMCs and clicks on the "OK" button. If data are correctly validated, the system attaches temporarily the ANMC(s) to the Rule NTR, and displays it/them as depicted below.

Figure 84: Attached ANMC to Rule National Technical Rule

In order for the Rule(s) to be permanently attached to the ANMC NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.21 Select TSI reference

For selecting a TSI reference, the user should click on the "Select TSI reference" link while creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Afterwards, the respective pop-up is displayed (see Figure 85).

The user can perform the following functions:

- Navigate through the list of TSI Items.
- Sort the List by the Code, the Description or the Title.
- Filtering data through TSI Item Type and TSI Code.

Figure 85: TSI reference selection for a National Technical Rule

By default the pop-up displays all active TSI items of all types except Class B type. Moreover, the TSI items should belong to the same Member State as the NTR or not have a Member State assigned. Furthermore, the following cases exist:

- When "vehicles covered by TSIs" is selected as "NTR applicable to" and "Open point in TSI" is selected as "Rule Type / Regime", then the list displays only the TSI items of type "Open Point"
- When "vehicles covered by TSIs" is selected as "NTR applicable to" and "Specific case identified but not described in TSI" is selected as "Rule Type / Regime", then the list displays only the TSI items of type "Specific Case"

In order to select a TSI reference, the user should perform the following:
- Select the desired TSI item by clicking on the respective radio box.
- Click on the "Attach" button.

Afterwards, the system associates temporarily the TSI item with the NTR, and displays it at the TSI Reference section of the NTR as the subsequent figure illustrates.

TSI Item Type	Specific Case
TSI Code	TSI CR CONTROL COMMAND SIGNALLING
TSI Item Code	2.1.5 Interdependence between axle distance and wheel diameter of vehicles operating in Germany
TSI Item Title	2.1.5 Interdependence between axle distance and wheel diameter of vehicles operating in Germany

Select TSI reference   Clear TSI reference

Figure 86: Associated TSI reference with National Technical Rule

In order for the TSI item to be permanently associated to the NTR, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.1.22 Clear TSI reference

In order to disassociate a TSI item from a NTR, the user should click on the "Clear TSI reference" link at the TSI Reference section of the NTR (see Figure 86). Upon clicking on it, the system disassociates temporarily the TSI item from the NTR. In order for the TSI item to be permanently disassociated, the user must click on the "Save" button at the "Create a National Technical Rule" page (see Figure 69) or at the "Modify a National Technical Rule" page (see Figure 87).

4.4.2 Duplicate a National Technical Rule

For duplicating a NTR, the user should click on the "Duplicate NTR" button after creating (see section 4.4.1) or while modifying (see section 4.4.3) a NTR. Then, a duplicate of the NTR is created containing all the data of the original NTR except for the "TSI Reference" value, the "Member State Status", "Member State Comment", "ERA Status", "ERA Comment". NTR History of the initial NTR is not copied in the new NTR. Legal Status is prefilled with the value of the initial NTR and it is editable, regardless of the value of the initial NTR. If unsaved modifications exist at the original NTR, the user will be prompt to confirm the action upon clicking on the "Duplicate NTR" button. The user may update/fill in any field of the "duplicated" NTR by following a process similar to the one described in section 4.4.3.

4.4.3 Modify a National Technical Rule

In order to modify a NTR, the user should either click on the "Edit" link of the desired NTR at the NTRs page (see Figure 15) or click on the "Edit" button while viewing a National Technical Rule (see Figure 16). Thence, the "Modify a National Technical Rule" page is displayed.

Figure 87: Modify National Technical Rule

At the top of the page the Version Information is displayed:
- Version Info: Working Copy updated on dd/mm/yyyy (the date of the last update of the working copy).
- Version Info: Published on dd/mm/yyyy (the date of the last publication of the working copy).

The user may perform the following actions:
- Update the "Legal Status". User will not be able to modify the current Legal Status of either a published adopted NTR or a working copy (not new) of a published adopted NTR. Hence, in that case the Legal Status is a disabled and non-editable field.
- Update the "Basic Parameter List" by selecting the desired List of Basic Parameters from the existing dropdown list.
- Update the "Basic Parameter" by selecting from the desired Basic Parameter from the existing hierarchy.
- Update the "Basic Parameter Tags" by selecting from the desired Tags.
- Update the "Title in English" textbox.
- Update the "Description in English" textbox.
- Update the "Title in French" textbox (The language depends on the selected associated language of the Member State)
- Update the "Description" textbox.
- Add / Update the "Title and Description in" (i.e. Title in additional language and Description in additional language) textbox(es) (see section 4.4.1.1).
- Update the "Date of effect".
- Update the "Date of end of validity".
- Update the "Mandatory" by changing the radio button selection between Rule and ANMC.
- Update the "Necessary for Technical Compatibility" by checking/unchecking the respective option.
- Update the "Waste" by checking/unchecking the respective option.
- Update the "Waste Note" textbox in case the "Waste" checkbox is checked
- Update the "NTR applicable to" by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the "Select All" checkbox).
- Select the desired "Subsystem" from the respective dropdown list (the field is enabled when "vehicles not covered by TSIs" is select as "NTR applicable to").
- Update the "Speed" by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the "Select All" checkbox).
- Update the "Rule Type / Regime" by checking/unchecking the respective options.
- Update the desired "Class B" from the respective dropdown list.
- Update the "Vehicle Category" by checking/unchecking the respective options. Possibility to select/deselect all the available options exists (by checking/unchecking the "Select All" checkbox).
- Update the "Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs" by checking/unchecking the respective option.

- Select / Associate "TSI Reference" (see section 4.4.1.21).
- Clear / Disassociate "TSI Reference" (see section 4.4.1.22).
- Update the Member State Status and the Member State Comment fields
- Update the "Legal Form" by selecting from the "Legal Form" dropdown list.
- Update the "Language(s) in which the rule is published" by selecting from the respective dropdown list.
    - Attach a document containing the NTR to the selected language(s) (similar process to the one described in section 4.4.1.12)
    - Edit an attached document containing the NTR (similar process to the one described in section 4.4.1.13)
    - Delete an attached document containing the NTR (similar process to the one described in section 4.4.1.14)
- Update the Member State status dropdown list and the edit the comments textbox.
- Associate a Legal Text with the NTR (see section 4.4.1.2).
- Attach a Checking Body to the NTR (see section 4.4.1.3).
- Edit an existing Checking Body of the NTR (see section 4.4.1.4).
- Delete an attached Checking Body of the NTR (see section 4.4.1.5).
- Attach an Evidence to a Checking Body (see section 4.4.1.6).
- Edit an attached Evidence of a Checking Body (see section 4.4.1.7).
- Delete an attached Evidence of a Checking Body (see section 4.4.1.8).
- Attach a Document to a Checking Body (see section 4.4.1.9).
- Edit an attached Document of a Checking Body (see section 4.4.1.10).
- Delete an attached Document of a Checking Body (see section 4.4.1.11)
- Attach a new Document to the NTR (see section 4.4.1.12).
- Edit an existing Document of the NTR (see 4.4.1.13).
- Delete an attached Document of the NTR (see section 4.4.1.14).
- Attach a Structure to the NTR (see section 4.4.1.15).
- Detach a Structure from the NTR (see 4.4.1.16).
- Post a Reminder/Note to the NTR (see section 4.4.1.17).
- Edit a posted Reminder/Note of the NTR (see section 4.4.1.18).
- View closed Reminders/Notes of the NTR (see section 4.4.1.19).
- Attach a Rule/ Acceptable National Means of Compliance depending on the selection of the "Mandatory" field (When creating a Rule NTR, an Acceptable National Means of Compliance may be attached, while when an Acceptable National Means of Compliance NTR is created, a Rule may be attached) (see section 4.4.1.20)
- Duplicate the NTR (see section 4.4.2).
- Discard the NTR (see section 4.4.5, only for working copies of published NTRs)
- Click on the "Save" button in order to apply the performed changes. Note that when changing the "Mandatory" field from "Rule" to "ANMC" the "Save" operation is not allowed (an informative error message is displayed) unless a link to an existing "Rule" is created. All existing links to the ANMC NTR are deleted upon clicking on the "Save" button in the NTR page. On the other hand, when changing the "Mandatory" field from "ANMC"

to "Rule" all existing links to the Rule NTR are deleted upon pressing the "Save" button in the NTR page.

The next figure displays an example modification of a NTR.

Figure 88: Modified National Technical Rule

National Technical Rules Details

Version Info: Published on 10/08/2018 with Working Copy updated on 25/09/2018

Member State *	FR - France
Legal Status *	Adopted
Basic Parameter List	Original List
Basic Parameter *	6 Environmental conditions and aerodynamic effects
Basic Parameter Tags:	Name

Page 1 of 0 — 5 — No records to view

2 Language Versions Available

Language	English
Title*	test 1
Description	test 1

Date of effect	10/08/2018
Date of end of validity	24/08/2028

Mandatory
- ○ Rule
- ○ Acceptable National Means of Compliance

Necessary for Technical Compatibility ☐

Waste ☐

NTR applicable to * ☐ vehicles covered by TSIs ☑ vehicles not covered by TSIs

Subsytem: -- Please select a value --

Speed * ☑ High speed ☐ Conventional railway

Rule Type / Regime (mandatory if Vehicles covered by TSIs is selected)
- ☐ Open point in TSI ☑ Specific case identified but not described in TSI
- ☐ Legacy systems specification ☐ Railway vehicles not covered by TSIs

Class B: -- Please select a value --

Vehicle Category*
- ☐ testaki st ☐ Locomotives
- ☑ Trainsets ☐ Passengers coaches
- ☐ Wagons ☐ Track machines

Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs ☐

TSI Reference
TSI Item Type	-
TSI Code	-
TSI Item Code	-
TSI Item Title	-

Legal Form -- Please select a value --

Language(s) in which the rule is published
Language	-- Please select a value --
Language	-- Please select a value --
Language	-- Please select a value --

Status of notification (Vehicles covered by TSIs)

Status of notification (Vehicles not covered by TSIs)

Member State Status	Reviewed, ready for assessment
Member State Comment	test 1

ERA Status	Not reviewed
ERA Comment	

Legal Text Information

test 3
test 3

Checking Bodies

Checking Body	Note	No. of documents
	Page 1 of 0 — 10	No records to view

NTR supporting documents

Description	Language	URL
	Page 1 of 0 — 10	No records to view

NTR Structures

Structure	Comment
	Page 1 of 0 — 10 — No records to view

Reminder Notes

Details	Due Date	Status
	Page 1 of 0 — 10	No records to view

View Closed Reminders/Notes

NTR History

Legal Status	Date	Description
Adopted	10/08/2018	yeap 583

Page 1 of 1 — 10 — View 1 - 1 of 1

Associated Acceptable National Means of Compliance

Legal Status	Basic Parameter	Title in English	Default National Title	Published
		Page 1 of 0 — 10		No records to view

Figure 89: Historical view of a National Technical Rule

The user may also click on the "Description" link in order to see the publication content (see section 3.6.1).

4.4.4   Modify a National Technical Rule from Classification Card

From the Classification Card, the user can modify various fields of a NTR. The user should click on the "open" link next to the "Title in English" of the desired NTR (see Figure 92). The NTR should belong to the same MS as the user. Then, the respective pop-up is displayed. The mandatory fields are marked with an asterisk "*". The "Basic Parameter" and "Legal Text – Title in English" fields are displayed in read-only mode.

Figure 90: Edit National Technical Rule via the Classification Card

The user can perform the following steps:

- Update the "Title in English" textbox.
- Update the "Description in English" textbox.
- Update the "Title" textbox.
- Update the "Description" textbox.
- Update the "Date of effect".
- Update the "Date of end of validity".
- Update the "Mandatory" radio button choice (Rule/ANMC). It should be noted that a change from Rule to ANMC will not be accepted as described in section 4.4.3. Such a change can only be done by following the procedure described in section 4.4.3.
- Update the "Necessary for Technical Compatibility" checkbox.
- Update the "NTR applicable to" checkboxes. Possibility to select/deselect all the available options exists (by checking/unchecking the "Select All" checkbox).
- Update the "Subsystem" by selecting from the dropdown list.
- Update the "Speed" checkboxes. Possibility to select/deselect all the available options exists (by checking/unchecking the "Select All" checkbox).
- Update the "Vehicle Type/Regime" checkboxes.
- Update the "Class B" by selecting from the dropdown list.
- Update the "Vehicle Category" checkboxes. Possibility to select all the available options exists (by checking/unchecking the "Select All" checkbox).
- Update the "Evidence of compliance with TSI is accepted for authorisation for NTRs applicable to vehicles not covered by TSIs" checkbox.
- Update the "TSI Reference" by selecting from the dropdown list. It should be stated that the "TSI Reference" is selected through a dropdown list in this case instead of a new pop-up window as when adding or modifying a NTR (see section 4.4.1 or section 4.4.3) due to usability issues. The user friendliness of the application would be compromised if a new pop-up window was displayed on top of another already opened pop-up window.
- Update the "Legal Form" by selecting from the dropdown list.
- Click on the "Save" button.

If data are correctly validated, the pop-up closes and the updated "Title in English" is displayed at the respective section of the Classification Card (see Figure 92).

4.4.5   Discard a National technical Rule

For discarding an NTR, a working copy of a published NTR should exist. The user clicks on the "Discard NTR" button (see Figure 88) and the working copy is deleted, leaving only the published version of the NTR in the system.

4.5   Edit Classification

4.5.1   Modify Classification
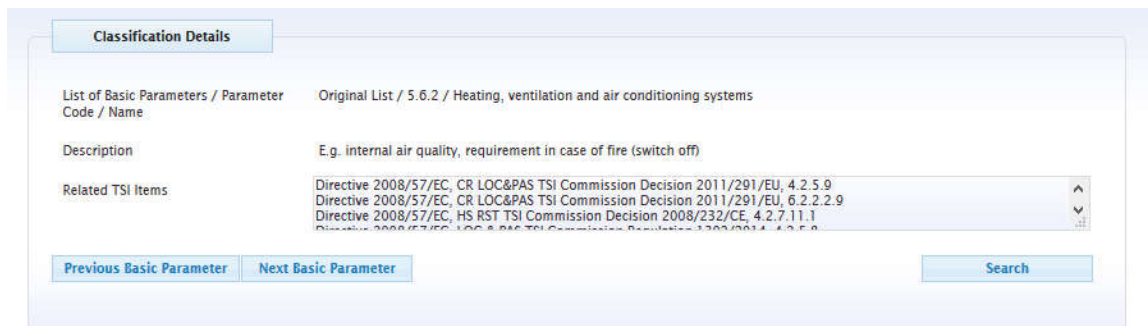
In order to modify the existing classifications, the user can perform the following steps:

- Select "Basic Parameters List" from the dropdown list.
- Select a "Basic Parameter" from the respective hierarchy.
- Select two (2) minimum to eight (8) maximum "Member States" from the respective list.

- Click on the "Edit Classification" button.

Alternatively, the user may click on the "Edit" button while viewing a Classification Cell (see Figure 18).

Then, the "Classification Card" page is displayed with information about the BP at the top of the page and the "Classification matrix" below it, as the following figures illustrate.

Figure 91: Basic Parameter related information at the Classification Card

The user can only modify the classification cells that contain information of the MS that s/he belongs to. Furthermore, if the parent BP of the selected BP already contains classification information which has been propagated to the child BPs, then this information will be displayed in the respective cells with a descriptive title above the classification (see Figure 95). The user has the possibility to overwrite the parent classification and to restore the parent classification (see section 4.5.3 and section 4.5.4). The user can follow the next steps:

- Check/Uncheck the desired "Class" checkboxes.
- Fill-in the respective textboxes.
- Click on the "Save/Update" button.

Figure 92: Classification matrix at Classification Card

If the classification is performed at parent BP level upon clicking on "Save/Update" the system displays a pop-up prompting the user to confirm whether the classification should be propagated to the child BPs or not (see Figure 93).

Figure 93: Classification propagation – confirmation message

The user may click on "Yes" in order for the classification to be propagated to the child BPs and overwrite any existing classification the child BPs might already have. Alternatively, the user may click on "No" in order for the classification to be created only for the parent BP.

Afterwards, the system saves the provided information and reloads the Classification Card presenting the updated information. In case the user tries to navigate away from the "Classification Card" page without saving the modifications, a pop-up with a warning message will be displayed that will prompt the user to remain at the "Classification Card" page. If the user selects to navigate away, the modifications will be lost.

4.5.2   Add Classification

The user may add information into a classification cell by clicking on the "Create Classification" button at the respective cell (see Figure 94). Then, the respective input fields are displayed in that cell.
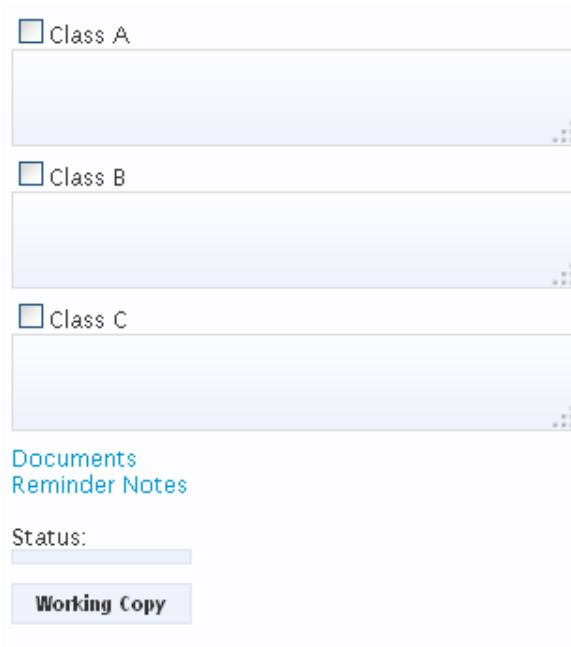
Figure 94: Add Classification interface

The user can follow the next steps:
- Check the desired "Class" checkboxes.
- Fill-in the respective textboxes.
- Attach/Edit/Delete Documents.
- Post/Edit Reminder Notes.
- Click on the "Save/Update" button.

Afterwards, the system saves the provided information and reloads the Classification Card presenting the updated information.

The validations mentioned above regarding the propagation of the classification to the child BPs (if any) apply again.

4.5.3   Overwrite parent Classification

A classification cell that displays the parent's Basic Parameter classification has the title "Same as Parent" below the classification cells, as the following figure illustrates.

Figure 95: Classification propagated from parent Basic Parameter

In order to overwrite the parent's classification the user may follow the next steps:

- Click on the "Override Parent" button. The classification cell becomes editable and contains the title "Specific to Basic Parameter" below the classification cells.

Figure 96: Overwriting parent's classification

- Fill-in/Update the respective textboxes.
- Attach/Edit/Delete Documents.
- Post/Edit Reminder Notes.
- Click on the "Save/Update" button.

Upon clicking on the "Save/Update" button, a warning message is displayed prompting the user to confirm the action.
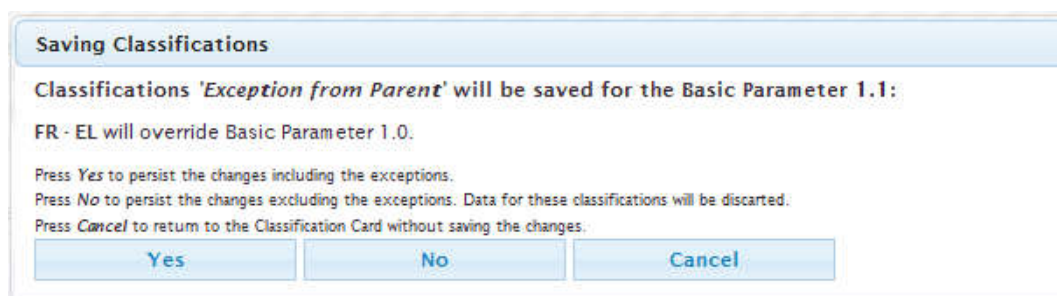
Figure 97: Warning message regarding overwriting of parent's classification

The user should click on "Yes" button in order to confirm the action. Then, the system saves the provided information and reloads the Classification Card presenting the updated information.

4.5.4   Restore parent Classification

The user has also the option to restore the parent's Classification by clicking on the "Restore Parent" button of an "Specific to Basic Parameter" classification cell (see Figure 96). Upon clicking on it, the parent's Classification is restored (see Figure 95). The user has to click on the "Save/Update" button in order to save the changes permanently.

4.5.5   Attach Document to Classification

From the Classification Documents pop-up (see Figure 19), the user has the possibility to attach a Document to the Classification. The process is similar to the process that is described in section 4.2.1.3 for the case of a Legal Text. After clicking on the "Close" button at the documents pop-up (see Figure 19), the user has to click on the "Save/Update" button at the classification page (see Figure 92) in order to save the attached document.

4.5.6   Edit Classification Document

From the Classification Documents pop-up (see Figure 19), the user has the possibility to edit a Document that has been already attached to the Classification. The process is similar to the process that is described in section 4.2.1.4 for the case of a Legal Text. After clicking on the "Close" button at the documents pop-up (see Figure 19), the user has to click on the "Save/Update" button at the classification page (see Figure 92) in order to save the edited document.

4.5.7   Detach Classification Document

From the Classification Documents pop-up (see Figure 19), the user has the possibility to detach a Document that has been already attached to the Classification. The process is similar to the process that is described in section 4.2.1.5 for the case of a Legal Text. After clicking on the "Close" button at the documents pop-up (see Figure 19), the user has to click on the "Save/Update" button at the classification page (see Figure 92) in order to detach the document permanently.

4.5.8   View Classification Reminders/Notes

In order to view the Reminders/Notes of a Classification, the user should click on the "Reminder Notes" link of the desired classification cell (see Figure 92). Then, the respective pop-up is displayed.
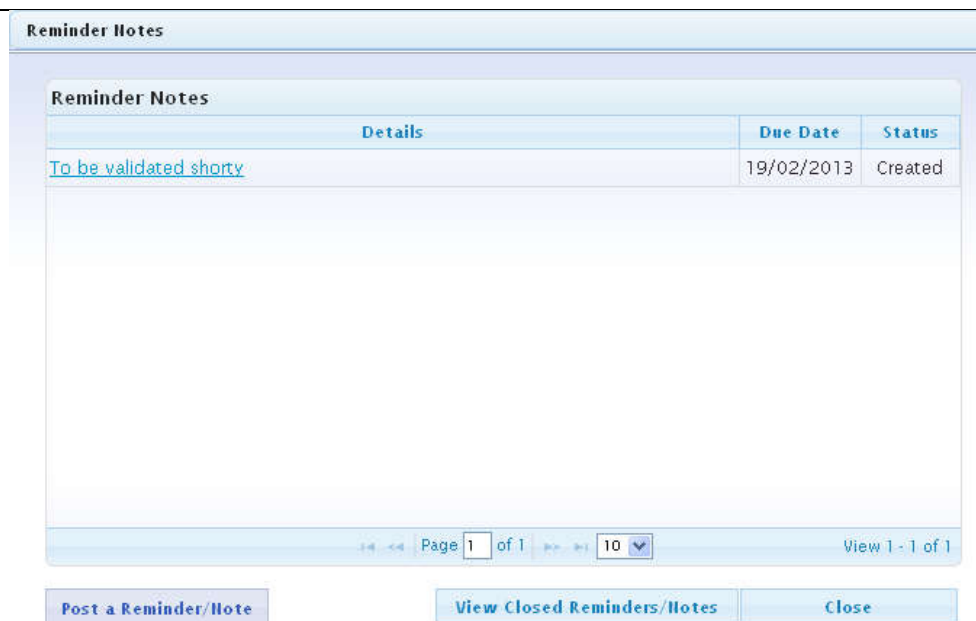
Figure 98: Classification Reminder Notes

4.5.9   Post Reminder/Note to Classification

From the Classification Reminder Notes pop-up (see Figure 98), the user has the possibility to post a Reminder/Note to the Classification. The process is similar to the process that is described in section 4.2.1.6 for the case of a Legal Text. After clicking on the "Close" button at the Reminder Notes pop-up (see Figure 98), the user has to click on the "Save/Update" button at the classification page (see Figure 92) in order to save the posted Reminder/Note.

4.5.10   Edit Classification Reminder/Note

From the Classification Reminder Notes pop-up (see Figure 98), the user has the possibility to edit a Reminder/Note that has been already posted to the Classification. The process is similar to the process that is described in section 4.2.1.7 for the case of a Legal Text. After clicking on the "Close" button at the Reminder Notes pop-up (see Figure 98), the user has to click on the "Save/Update" button at the classification page (see Figure 92) in order to save the edited Reminder/Note.

4.5.11   View closed Reminders/Notes of Classification

From the Classification Reminder Notes pop-up (see Figure 98), the user has the possibility to view the closed Reminders/Notes of the Classification. The process is similar to the process that is described in section 4.2.1.8 for the case of a Legal Text.

4.5.12   Clear (Waste) Classification

In order to clear (waste) the existing classifications, the user can perform the following steps:
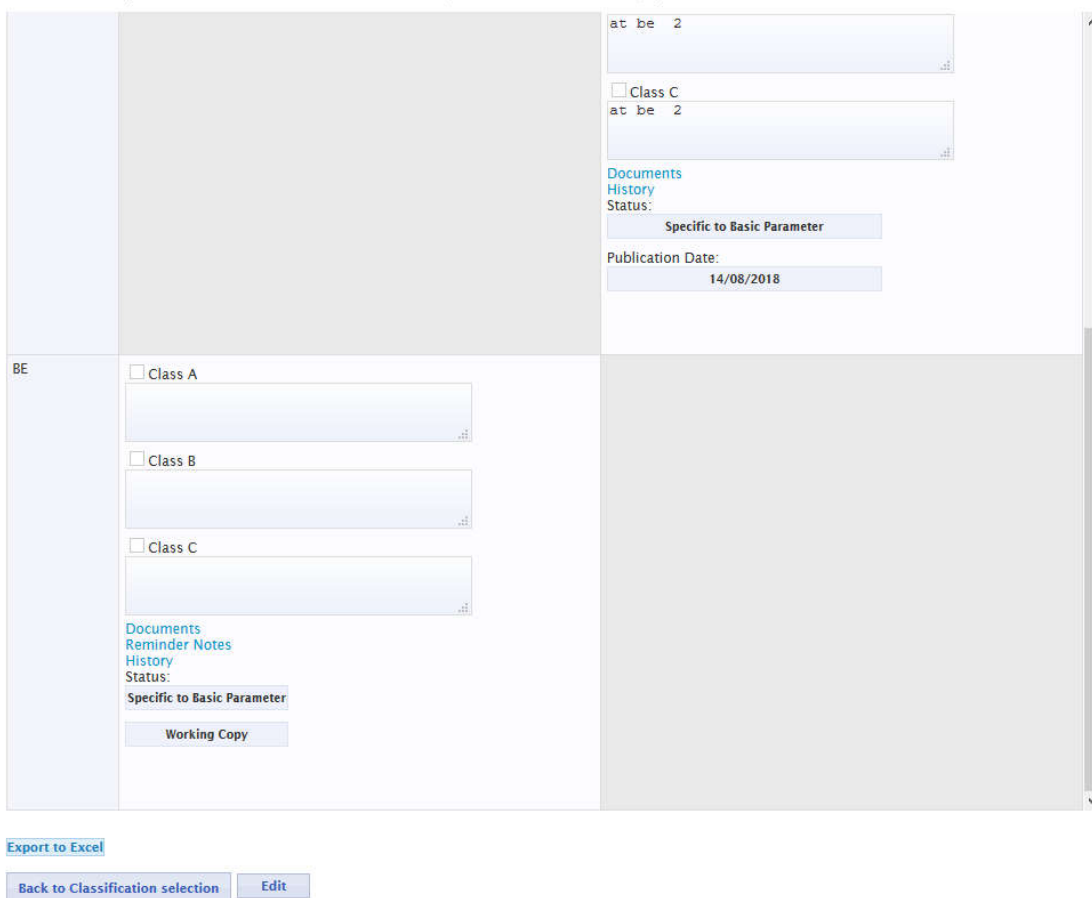
- Select "Basic Parameters List" from the dropdown list.
- Select a "Basic Parameter" from the respective hierarchy.
- Select two (2) minimum to eight (8) maximum "Member States" from the respective list.
- Click on the "Edit Classification" button or click on the "Edit" button while viewing a Classification Cell.

Then, the "Classification Card" page is displayed with information about the BP at the top of the page. The user can clear (waste) the classification cells that contain information of the MS that s/he belongs to.

- Uncheck all the "Class" checkboxes of the classification.
- Delete the content of all the correlated textboxes.
- Click on the "Save/Update" button.

Afterwards, the system saves the provided information and reloads the Classification Card presenting the updated information (all checkboxes and textboxes are cleared).

Figure 99: Clear Classification

4.6   Edit NLF

4.6.1   Select an existing NLF

In order to edit the NLF (background information/Flowcharts), the user must select the desired MS from the "Member State" dropdown list in the top part of NLF application (see Figure 2). Upon selection the system displays the latest published version of the Master Flowchart.

4.6.2 Create working copy

By default, the system will then open the chosen flowchart in read-only status. The modification of the NLF (background information/Flowcharts) must be carried out on a working copy of the Master Flowchart or in a new version of the Master Flowchart (see section 5.5.1.1). To create a working copy of a published NLF the user has to click on the "Create Working Copy" button from the top toolbar.

Figure 100: Create Working Copy button at the top toolbar

In case the latest published MS NFL has been published after the latest EU NLF, the system displays a message prompting the user to select whether the working copy will be based on the latest published version of his/her MS or the EU Generic Frame.
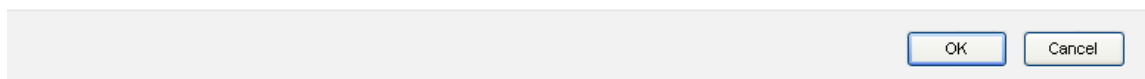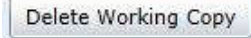
Figure 101: Working copy source selection message

Upon user's selection the respective NLF is displayed in edit status (see Figure 2).

In case the latest published MS NFL has been published before the latest EU NLF or it has not a published version, the system creates the working copy based on the latest EU NLF without asking the user.

4.6.3 Delete working copy

By clicking the [Delete Working Copy] button on the left toolbar (see Figure 2), a user with NLF manage rights can completely delete a working copy.

Upon deletion, the system prompts the user to create a new working copy. If the user decides to create a new working copy, s/he has the possibility to preserve the Background Info and the Additional Information from the existing working copy. Otherwise the new working copy will contain the Background Info and the Additional Information from the latest published frame upon which it will be based (see Figure 102).
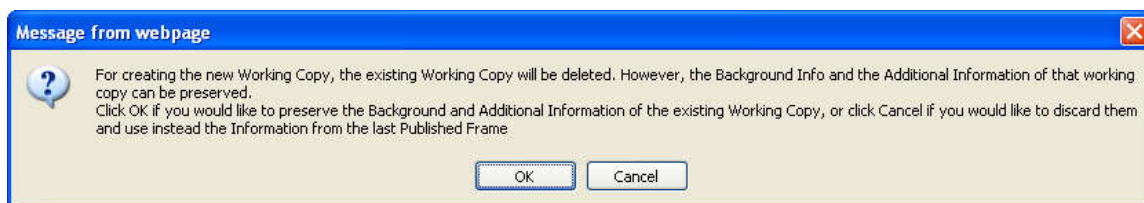
Figure 102: Preserving Background Info and Additional Info when creating a new working copy

According to the user's selection the new working copy is created containing the Background Info and the Additional Information from the respective frame (i.e. existing working copy or latest published).

4.6.4 Edit background information

Once an editable frame (new one or working copy) has been selected according to previous sections (5.5.1.1, 4.6.1 and 4.6.2), the user has to click on the "Modify" button from the top toolbar.

Figure 103: Modify working copy button at the top toolbar

Then, the system displays the working copy in edit status (see Figure 2).

To modify the background information the user must press the "Background Info" button on the top tool bar of NLF application (see Figure 2) in order to edit the background information for a frame.

The modification of the background information is relatively straight forward, each tab contains a number of input fields, some of which contain previously entered data and some of which are empty/inactive. In terms of interacting with the background information, there are three types of fields:

1. A tri-state checkbox, the three states being: yes (with a tick), no (empty box), inactive i.e. it has not be used (line in the box). This is the default state (see Figure 104).
2. Dropdown list that displays the existing vehicle categories.
3. Text input box which can be changed either by directly typing in the box or by selecting a value from a dropdown or multi-selection list.
4. Numerical input boxes, which can be changed either by directly adding values into the box or by using the increment/decrement buttons.
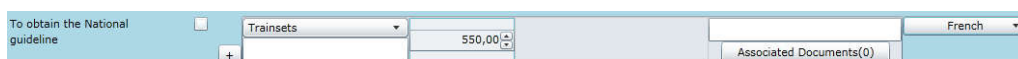
Figure 104: Numerical input boxes

Unlike flowcharts, any changes to background information are automatically saved when the "OK" button is pressed and the Background information dialogue is closed. The user can save any changes made in all three tabs in Background Information, by clicking the "OK" button. Especially for the "E-mail" field in the "General" tab, a valid address of the [text]@[text].[text] format should be filled-in. At this point it should be clarified that only one E-mail address can be provided for each contact.

4.6.4.1 Add Fees
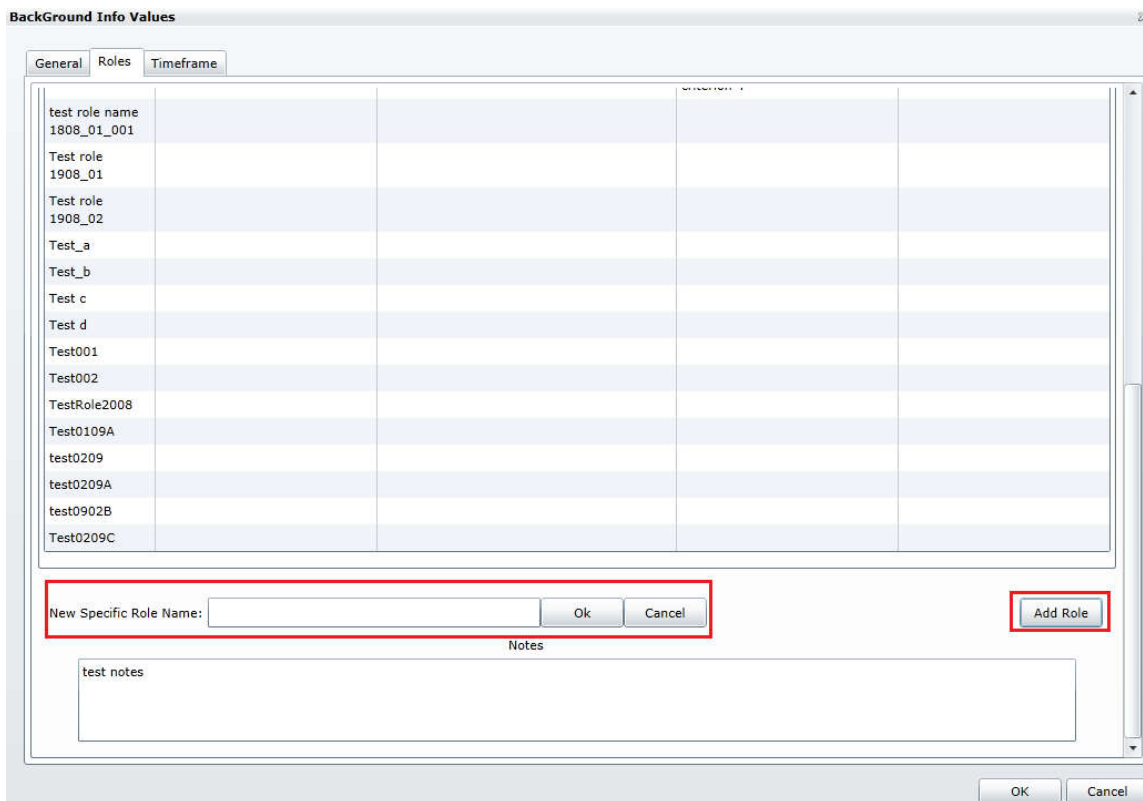
Through the "Fees" section, the user can add more than one amount for one type of vehicle, by clicking the add [+] button. In this case, a new row in the "Fees" area is displayed.

The "Delete" option is available to the user via right clicking. The user selects the row of the desired anount s/he wishes to delete and right clicks on it. The "Delete" option is displayed in a pop-up and by clicking on it the selected amount is deleted.

4.6.4.2 Roles

Through the tab "Roles", the user can add a new NLF role simply by clicking the "Add Role" button.

When clicking the "Add Role" button, the "New Specific Role Name" text box is displayed and the buttons "OK" and "Cancel" are activated (see Figure 105).

Figure 105: Add new role

The user defines the new role name and clicks on the "OK" button. The new role is added in the existing list. In order to define more information regarding the newly added role (i.e. "Detailed reference of the rule(s)", "Language(s) that the rule(s) are available in", "List of acceptance criteria", "List of actors entitled to act as") the user must double click on the respective text box.

4.6.4.3   Attach Documents to Background Information
The user can attach files (legal texts) to the Background Information. Wherever in tabs "General" and "Timeframe", exists the section "Detailed reference of the rule(s)", the button "Associated Documents (0)" is available (see Figure 106). The number in the parenthesis indicates the number of the documents that have already been associated.

Figure 106: Associated documents

By clicking the "Associated Documents (0)" button, the "Associate/disassociate documents with current Rule" pop up form is opened. The list of the available documents is displayed and a checkbox next to each document's name is depicted. Through this pop up form, the user can upload documents by clicking the "Upload document" button. Furthermore, by clicking the "Save association" button the user can associate existing and/or newly uploaded documents to the current rule. By clicking the "Close" button the pop up form closes and no further action takes place.
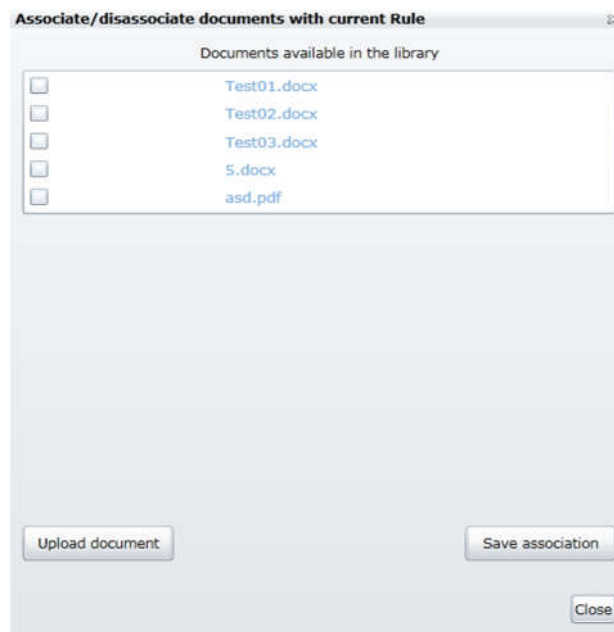
Figure 107: Associate/disassociate documents with current Rule

By clicking the "Upload document" button, a File browser opens that displays the "Open" and "Cancel" buttons. The user selects the desired document and clicks on the "Open" button. The system uploads the document and the "Delete" button is activated next to this document (see Figure 108).
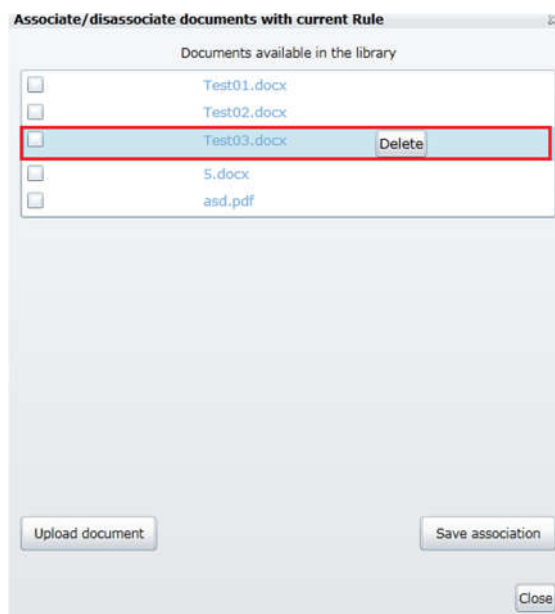
Figure 108: Uploaded document

After checking the desired document(s), the user clicks on the "Save association" button, the "Associate/disassociate documents with current Rule" pop up form closes and the system associates the selected document(s) with the Rule.
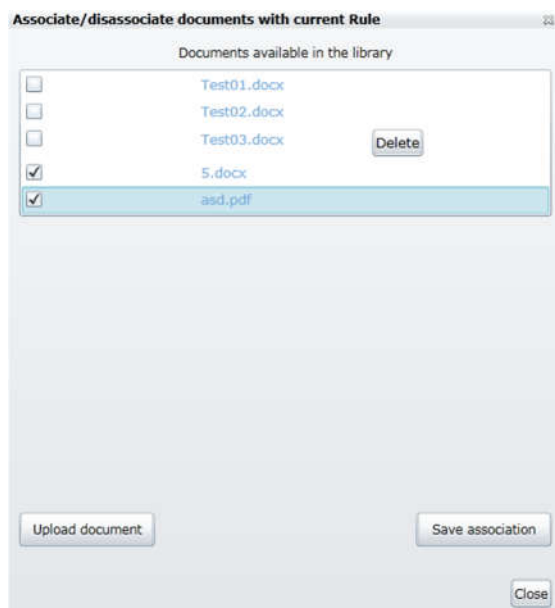
Figure 109: Save association

By clicking the "Save association" button the pop-up form closes, the system associates the selected documents with the current rule and the number of the associated documents is indicated in the existing parenthesis.
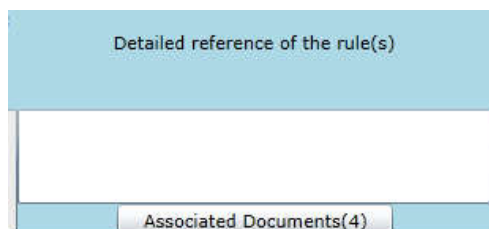
Figure 110: Indication of the associated documents

In order to disassociate the desired document(s) the user simply unchecks the respective checkbox and clicks on the "Save association" button (see Figure 109). The system disassociates the selected documents and closes the pop up form.

The download functionality is also supported. In case when documents have already been associated, by clicking the button "Associated Documents(4)" (see Figure 110), the "Associate/disassociate documents with current Rule" pop up form opens (see Figure 109) and the user can download the desired document simply by clicking on the document's name.

4.6.4.4   Vehicle category

In the "Fees" section, through the "Comments/ Vehicle category" column, the user must select from the dropdown list the vehicle's category.

The displayed vehicle categories are aligned with the categories already defined in the NTR section of the RDD application. The list of vehicle categories are unique for both parts of the application (i.e. one single list of categories is used by both parts). If the vehicle categories are changed in the NTR part (e.g. new elements are added), then the NLF part will mirror these changes automatically.

In addition to the list of vehicle categories in the NTR part, the dropdown list in the "Comments/ Vehicle categories" column has included the category "Other".

Moreover, a text box that allows the user to introduce free text is displayed per row.

4.6.5   Edit Flowchart

See section 3.4.2.1 in order to know key aspects that must be considered when reading a Flowchart in the NLF framework.

Once an editable frame (new one or working copy) has been selected according to previous sections (5.5.1.1, 4.6.1 and 4.6.2), the user has to click on the "Modify" button from the top toolbar (see Figure 103).

Upon clicking on the "Modify" button, a message is displayed in a pop up window that informs the user that the working copy is available for modifications and reminds the user to save her/his changes before exiting.

Upon leaving the NLF page when a flowchart is being edited, a pop up message is displayed that requests from the user to confirm whether s/he wishes to leave the current page and informs her/him that any changes since the last save will be lost.

4.6.5.1.1 Move a shape

To move a shape the user must either position the mouse cursor over the shape they intend to move (to move a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4). Following this, the user should press their left mouse button and, while keeping it pressed, move the mouse cursor to the position on the flowchart that they would like the shape(s) to be moved to.

When the shapes (including the connectors) are moved near the border, the application scrolls automatically.

4.6.5.1.2 Resize a shape

To resize a shape, the user positions the mouse cursor over the right border of the desired shape and, by keeping the left mouse button pressed, s/he drags the shape border to the desired size. The minimum size of a shape can be set to ½ of the default merger size.

4.6.5.1.3 Select a shape

To select a shape on a flowchart, the user positions their mouse cursor over the shape intended for selection and then presses and releases their left mouse button (single click). The shape will then change colour as shown in Figure 111.
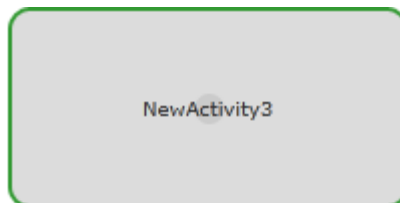
Figure 111: A selected shape

4.6.5.1.4   Select multiple shapes

There are two ways in which to select multiple shapes; the first is by drawing a "Marquee" around a group of shapes, which is quick but not so precise; or by selecting multiple shapes by single click (as with a single shape) modified with the CTRL key.
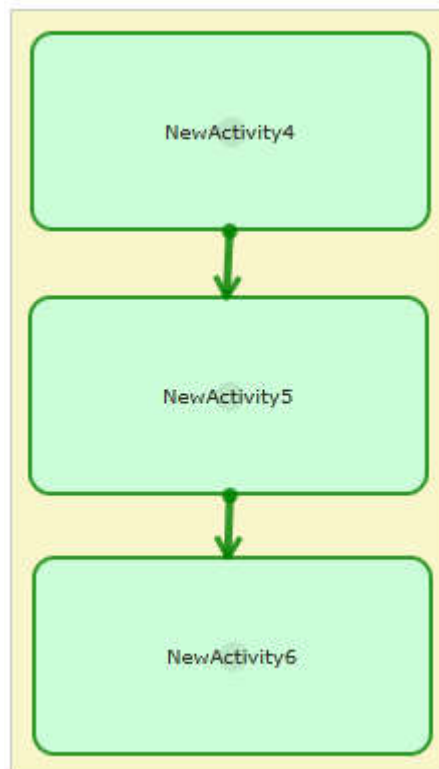
Figure 112: A "Marquee" drawn around a group of shapes

4.6.5.1.4.1   Selecting using a "Marquee"

To select using a "Marquee" the user positions their mouse cursor at the top left of the group of shapes they wish to select. The user then presses the left button on their mouse and moves the cursor towards the bottom right of the flowchart, diagonally across the group of shapes they want to select (see Figure 112), and then releases the left mouse button. All of the shapes which are within the group will change colour to show that they have been selected.

4.6.5.1.4.2   Selecting multiple shapes using the CTRL key

Selecting multiple shapes using the CTRL key is the same as selecting single shapes multiple times. The user positions their mouse cursor over each shape intended for selection and presses and release their left mouse button (single click) while holding the CTRL key down.

4.6.5.1.5   Unselecting shapes

There are two ways to unselect shapes which have previously been selected.

4.6.5.1.5.1   Unselecting all the selected shapes

The first is to position the mouse cursor away from the selected shapes and then press and release the left mouse button.

4.6.5.1.5.2   *Unselecting one shape out of a group of selected shapes*

To unselect one shape out of a group of selected shapes the user should press the "CTRL" key, position the mouse cursor over the shape to be unselected, and press and release their left mouse button (single click).

4.6.5.1.6   Copy a shape

There are two ways to copy a shape, the first by using the right click context menu and the second by using a keyboard shortcut.

4.6.5.1.6.1   *Copy a shape with right click*

The user must either position the mouse cursor over the shape they intend to copy (to copy a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4). The user should then press the right mouse button and select "Copy" from the context menu.

4.6.5.1.6.2   *Copy a shape with CTRL+C*

The user must select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4) and press both the "CTRL" and the "C" keys on their keyboard simultaneously.

4.6.5.1.7   Paste a shape

There are two ways to paste a shape, the first is to use the right click context menu and the second is to use a keyboard shortcut. In both cases, the shape(s) will be pasted towards the bottom right of where the original shape(s) were positioned and the pasted shapes will be automatically added to the selection; they should then be moved to a new position (see section 4.6.5.1.1).

4.6.5.1.7.1   *Paste a shape with right click*

The user presses the right mouse button and selects "Paste" from the menu.

4.6.5.1.7.2   *Paste a shape with CTRL+V*

The user presses both the "CTRL" and the "V" keys on their keyboard simultaneously.

4.6.5.1.8   Delete a shape

There are two ways to delete a shape, first by using the right click context menu and second by using the "Delete" key.

4.6.5.1.8.1   *Delete a shape with right click*

The user must either position the mouse cursor over the shape they intend to delete (to delete a single shape) or select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4). The user should then press the right mouse button and select "Delete" from the menu.

4.6.5.1.8.2   *Delete a shape with the Delete key*

The user must select one or more shapes (see section 4.6.5.1.3 or 4.6.5.1.4) and press the "Delete" key on their keyboard.

4.6.5.1.9   Creating a new flowchart within a frame

The only way to create a new flowchart is to add the flowchart via the sub stage properties modification interface (see section 4.6.5.2.2). To create a new flowchart for an existing sub stage/start/end element, the user should open the element property modification dialogue and press the "Add Flowchart" button. If this is greyed out, it means a flowchart has already been

created for this sub stage (the name of which should be shown). When the new flowchart has been created it will take the name of the associated sub stage as its name. For start/end elements, upon saving the change, their border will become dashed.

The system checks whether there is at least one start element and at least one end element in each flowchart. Upon validation a warning message is displayed to the user in case this criterion is not met.

The user is also warned about start and end elements that contain no link to the relevant stage/sub stage (except end). Both saving and publication of the frame are allowed anyway.
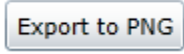
4.6.5.1.10 Undo a change

To undo a change to a flowchart, the user can either press the "Undo" button in the side toolbar or simultaneously press both the "CTRL" and "Z" keys. The undo functionality will remove any change made, with the exception of renaming the flowchart and any changes made to the frame's background information.

4.6.5.1.11 Redo a change

To redo an undone change, the user can either press the "Redo" button in the side toolbar or simultaneously press both the "CTRL" and "Y" keys.

4.6.5.1.12 Export to PNG

To export an open flowchart as a PNG type image file the user must press the "Export to PNG" button Export to PNG. The system will then prompt the user to save the open flowchart. If the user presses the "OK" button, the system saves the flow chart and sends the users a PNG image file of the flowchart which the user saves in the normal manner.

4.6.5.1.13 Import a flowchart

By clicking on the "Import" button on the left side toolbar, a File browser is opened, displaying the "Open" and "Cancel" buttons. The file type is set by default to "XML Files (*.xml)". The user selects the desired XML file and clicks on the "Open" button. The system validates the provided XML file and after successful validation imports the flowchart.

4.6.5.1.14 Export a flowchart

By clicking on the "Export" button on the left side toolbar, a pop up form opens that requests from the user to verify whether s/he wishes to save the specific flowchart. By clicking the "OK" button, a File browser opens and displays the "File name", the "Save as type", the "Save" and "Cancel" buttons. By default the File browser displays the user's desktop. The "File name" is already completed with the respective NLF Flowchart's name and the "Save as type" is set to "XML Files (*.xml)". The file type cannot be altered. The user clicks on the "Save" button and the flowchart is exported.

4.6.5.1.15 Snap to Grid

In case the "Snap to Grid" option on the left side toolbar is enabled, when the user is moving shapes around the grid they will automatically adjust to the nearest grid line/corner. The size of the shape will never be altered by the system for alignment purposes.

4.6.5.1.16 Automatic alignment

In case the "Automatic alignment" option on the left side toolbar is enabled, when the user is moving shapes close to other shapes (top/bottom/left/right) the system will align them (centralise). Automatic alignment is always at the center (either vertically or horizontally), not at the sides of the shapes.

4.6.5.2 Edit elements

The elements which are available to users are represented by the following shapes:
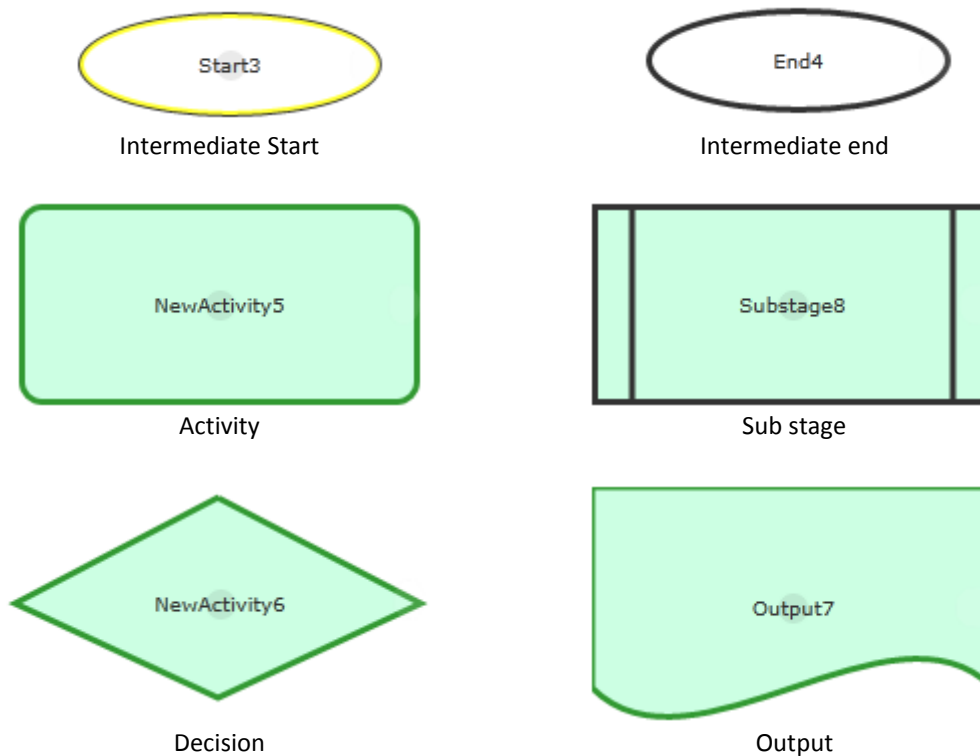
Figure 113: Elements available to users

The information in the following sections applies to all element types unless explicitly specified.

4.6.5.2.1 Adding an element

There are two main ways to add an element; the first is by using one of the buttons in the side tool bar and the second is by using the right click context menu.

4.6.5.2.1.1 Adding an element with side bar buttons

To add an element using a button, the user presses the button associated with the element type they require (see section 2.2.4.3 for a description of which button is associated with which element type). The system then adds an element of the chosen type to the flowchart in the top left of the flowchart.

4.6.5.2.1.2 Adding an element with right click

To add an element using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new element to be added.
2. The user presses the right mouse button.

3. The user places the mouse cursor over the "Add element" option from the main context menu.

4. The user selects the type of element they would like to create from the context sub menu.

The system then adds an element of the chosen type to the flowchart at the point on the flow chart where they placed the mouse cursor.

4.6.5.2.2 Modify an element

There are two ways in which to modify the properties of an element:

- Place the mouse cursor over the element to be modified; and press and release the left mouse button twice in quick succession (double click)
- Place the mouse cursor over the element to be modified (the element must be unselected); press and release the right mouse button; and select "Modify" from the context menu.

In both cases a dialogue for modifying the properties associated with an element will be opened.
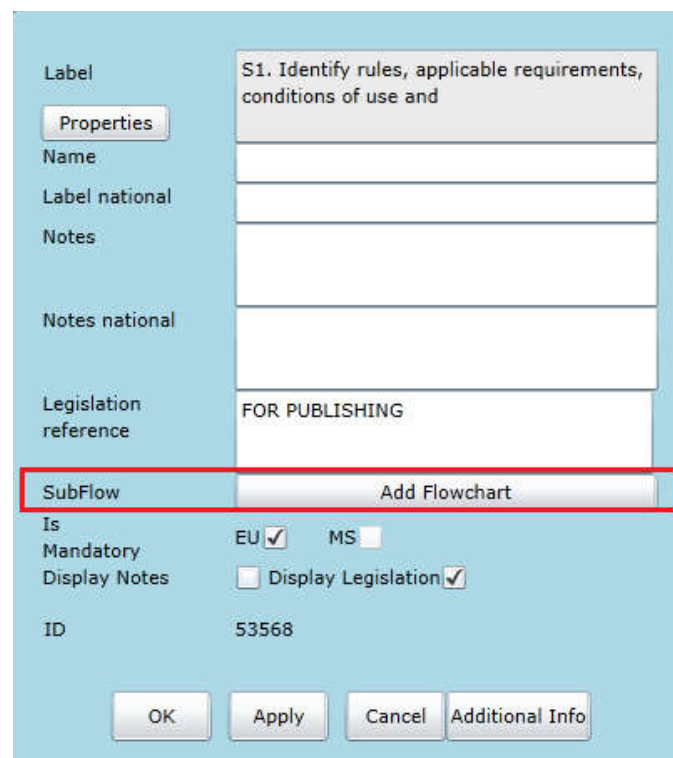
Figure 114: A sub stage modification dialogue

All elements have the following properties:

- a "Label" text box (the English label to be displayed within the shape on the flowchart)
- a "Name" text box (an identifying name that is unique within the flowchart)
- a "Label – national" text box (the national language translation of the label)
- a "Notes" text box (a field for adding extra information concerning the element). Notes are displayed to the user in a white text box, only when the respective "Display Notes" check box is checked
- a "Notes- national" text box (the national language translation of the notes field)
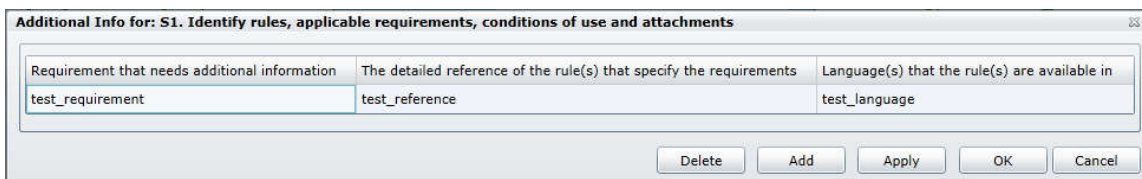
- a "Legislation reference" text box (abbreviated references of the legislation requiring the element rather than full reference). Legislation reference is displayed to the user only when the "Display Legislation" check box is checked. For MS and EU mandatory elements, the Legislation reference must not be empty
- an "Is Mandatory" checkbox (not existing in start/end elements) to show whether an element is mandatory at either the EU level (purple coloured shape upon applying the change) or just at the MS level (orange coloured shape upon applying the change)
- a "Display Notes" checkbox to display the above specified Notes. The check box is activated in case of EU and MS mandatory elements. In case the "Display Notes" checkbox is checked, but the "Notes" text box is empty, then no white box is displayed in the flowchart.
- a "Display Legislation" check box to display the above Legislation reference. If an element is marked as EU or MS mandatory, then the check box for displaying the legislation is enabled automatically and cannot be unchecked
- an "ID" read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.

The "Sub Flow" section highlighted in Figure 114 appears only on the Sub Stage/Start/End element and shows an "Add Flowchart" button and allows the user to create a new flowchart (see section 4.6.5.1.9).

Once a change has been made, pressing the "OK" button will modify the element and close the modification dialogue, "Apply" will modify the element but without closing the dialogue, and "Cancel" will close the dialogue without making changes. Alternatively, the user may click on the "Additional Info" button to view or modify the additional information of the element (see section 4.6.5.2.2.1) or click on the "Properties" button to change the text style of the label as described in 4.6.5.2.2.2.

4.6.5.2.2.1   Edit Additional Information of an element

The user may view or modify the additional information of an element by clicking on the "Additional Info" button in the modification dialogue. In this case, an "Additional Info" popup dialogue will be displayed (see Figure 115).

Figure 115: An Additional Information dialogue

The "Additional Info" dialogue comprises a header including the name of the selected element and a possible list of additional information separated in the three columns "Requirement that needs additional information", "The detailed reference of the rule(s) that specify the requirements" and "Language(s) that the rule(s) are available in".

The user may double-click on any of the possible fields of the list and change its details. Once any changes have been made, pressing the "OK" button will modify the additional info of the element and close the modification dialogue, "Apply" will modify the additional info of the element without closing the dialogue, and "Cancel" will close the dialogue without saving any changes.

The user may also add (see 4.6.5.2.2.1.1) or delete (see 4.6.5.2.2.1.2) additional information from an element.

4.6.5.2.2.1.1 Add Additional Information to an element

The user may add additional information to an element by following the next steps:

1. The user clicks on the "Add" button shown in Figure 115.
2. A new row appears at the bottom of the list with the "<Please Fill in Requirement>" text in the field of the first column as shown in Figure 116.
3. The user double-clicks on this field and fills it in and may continue by filling the other two fields of the new row.
4. The user clicks on the "OK" button. The addition is saved and the dialogue closes.

If no additional information existed before this addition, then by clicking on the "OK" button, the border of the element will also become thicker.
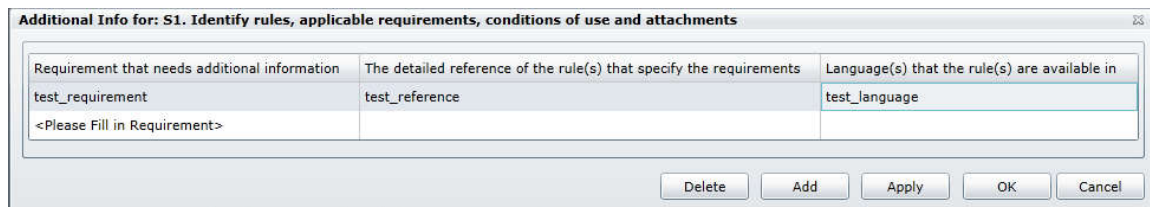
Figure 116: Add Additional Info

4.6.5.2.2.1.2 Delete Additional Information from an element

The user may delete additional information from an element by following the next steps:

1. The user selects a row from the list of additional information of the element and clicks on the "Delete" button shown in Figure 115.
2. The previously selected row is deleted and the list is refreshed.
3. The user clicks on the "OK" button. The deletion is saved and the dialogue closes.

If no additional information exists after the deletion, then by clicking on the "OK" button, the border of the element will also no longer be thicker.

4.6.5.2.2.2 Properties

Upon clicking on the "Properties" button, the following rich text editor is opened in a popup is displayed:
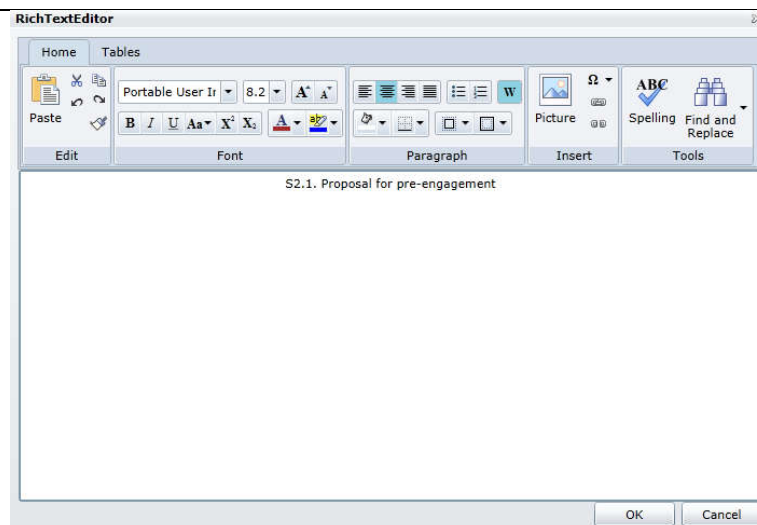
Figure 117: Label Properties

The user may alter the text in the textbox, modify the alignment of the text modify the style of the text ((alter fonts, use coloured fonts, bold, italics, etc), create numbered and bulleted lists, insert tables, pictures and hyperlinks. In case of hyperlink insertion, a context menu is provided allowing the copy-paste functionality by using mouse right clicking.

By clicking the "OK" button the user saves the provided changes. Only by clicking on the buttons "Apply" or "OK" on the popup of Figure 114, the changes will finally take effect. The system will automatically extend the size of the element to adjust the modified Label text, if necessary.

The rich text editor is displayed for all elements, except from mergers, splitters and connectors.

4.6.5.3 Edit Connectors
There are four (4) types of connector available to the user:

A straight connector   A polyline connector

A merge connector   A splitter connector

Figure 118: Connectors available to users

Unlike elements, there are a number of differences between the connector types in the way the user interacts with them.

Every shape must have at least one incoming and one outgoing connector, except from outputs that can have only an incoming connector. Additionally, start/end shapes can have only one outgoing/incoming connector.

4.6.5.3.1 Add a Merge and Split connectors

As with elements, there are two main ways to add a merge or split connector; the first is by using the side tool bar buttons and the second is by using the right click context menu.

4.6.5.3.1.1 Adding a Merge or Split connector with side bar buttons

To add a merge or split connector using a button, the user presses the button associated with the connector type they require (see section 2.2.4.3 for a description of which button is associated with which element/connector type). The system adds a connector of the chosen type to the flowchart in the top left of the flowchart.

4.6.5.3.1.2 Adding a Merge or Split connector with right click

To add a merge or split connector using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new connector to be added.
2. The user presses the right mouse button.
3. The user places the mouse cursor over the "Add element" option from the main context menu
4. The user selects the merge or split connector they would like to create from the context sub menu.

The system will then add a composite connector of the chosen type to the flowchart at the point on the flow chart where they placed the mouse cursor.

4.6.5.3.2 Add a straight connector

There are two (2) ways to add a straight connector; the first is by linking elements; the second is by using the right click context menu.

4.6.5.3.2.1 Add a straight connector by linking elements

To add a straight connector by linking two (2) elements involves the following steps:

1. The user places their mouse cursor over the darker centre of the shape they want the connection to start from (origin shape). Figure 119 shows a red circle around the darker centre.
2. The user presses their left mouse button (without releasing it) and then moves their mouse cursor over the shape they want the connection to terminate at (destination shape). While the left mouse button is still pressed, the connection is drawn with a broken line as in Figure 119.
3. The user releases their left mouse button and the system redraws the connector with an unbroken line and fixes the connection to one of the invisible anchors around the edge of the destination shape. In case a connector is not connected properly, it will become red-coloured. Upon publishing of NLF changes, the system does not allow publishing flowcharts with red-coloured connectors.
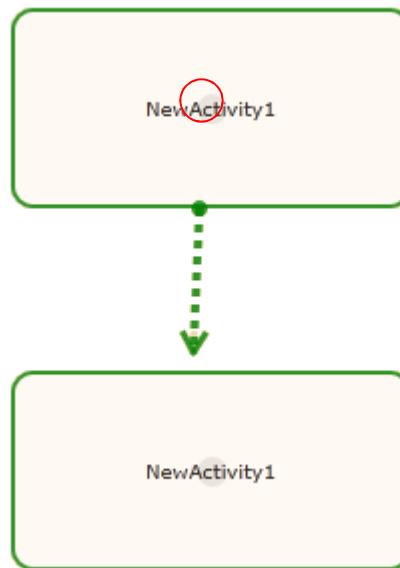
Figure 119: A straight connector being drawn between 2 elements

4.6.5.3.2.2   *Add a straight connector with right click*

To add a straight connector using the right-click context menu, the user undertakes the following steps:

1. The user positions the mouse cursor where they would like the new connector to be added.
2. The user presses the right mouse button.
3. The user selects the "Add line" option from the context menu.

The system will then add a straight connector to the flowchart at the point on the flow chart where the user placed the mouse cursor. This will then need to be manually connected to the origin and destination shapes by positioning the mouse cursor over one end of the connector, pressing the left mouse button and simultaneously moving the mouse cursor to the relevant shape.

4.6.5.3.3   Adding a polyline connector

To add a polyline connector, the user presses the button associated with the polyline connector (see section 2.2.4.3). The system will then add a connector of the chosen type to the flowchart in the top left of the flowchart. The connector then needs to be connected to the relevant shapes. This is done by positioning the mouse cursor over one end of the connector, pressing the left mouse button and simultaneously moving the mouse cursor to the relevant shape, following that, and in the same manner, the two angle points should be moved to the desired position. Please note that a polyline connector can also be added by changing the "Type" property value of a straight line connector or by right-clicking on the flowchart and selecting the "Add Polyline" link. In case a polyline connector is not connected properly, it will become red-coloured. When publishing NLF changes, the system does not allow publishing flowcharts with red-coloured connectors.

4.6.5.3.4   Modify merge and split connectors

There are two ways in which to modify the properties of a merge or split connector:

- Place the mouse cursor over the merge or split connector to be modified and press and release the left mouse button twice in quick succession (double click)

- Place the mouse cursor over the merge or split connector to be modified (the merge or split connector must be unselected), press and release the right mouse button and select "modify" from the context menu.

In both cases a dialogue for modifying the information associated with the merge or split connector will be opened (see Figure 120). The properties that can be changed include:

- The "Name" element, which is not important for splitters and should be left blank (rather than the default) for splitter connectors; but should be set to "And", "Or", or "And/Or" for merge connectors. For changing the properties of the Name text, see section 4.6.5.2.2.2.

- The "Type" property should only be changed if you want to change the type of the connector.

- The "Direction" property allows the user to rotate the shape through 90 degrees and can therefore be used to improve presentation.

- The "Is Mandatory" check box indicates whether the merger/splitter is mandatory at either the EU level (purple coloured shape upon applying the change) or just at the MS level (orange coloured shape upon applying the change).

- The "ID" read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.
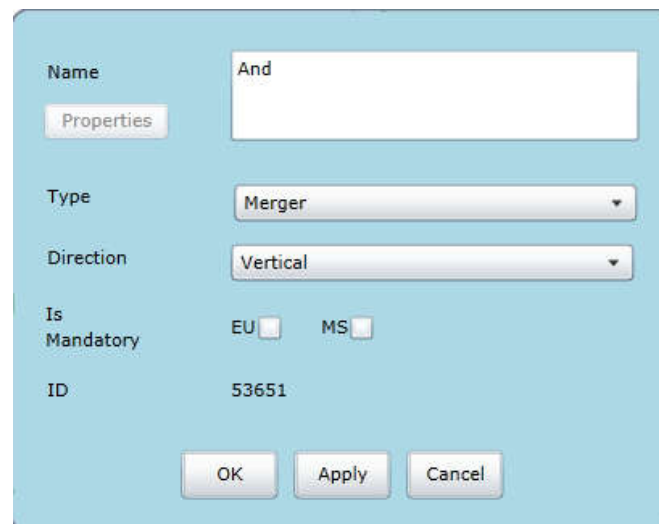
Figure 120: Merge and split connector

Once a change has been made, pressing the "OK" button will modify the element and close the modification dialogue; "Apply" will modify the element but without closing the dialogue; and "Cancel" will close the dialogue without making changes.

4.6.5.3.5   Modifying line connectors

The manner in which to modify the properties of a line connector (regardless of whether it is a straight line or polyline) is to place the mouse cursor over the line connector to be modified and press and release the left mouse button twice in quick succession (double click). A dialogue for modifying the information associated with the line will then be opened (see Figure 121)

Figure 121: Line connector properties dialogue

These are the properties available for setting in the line connector properties dialogue:

- The "Label" property which allows the user to provide additional information about the connector.
- The "Type" property which allows the user to change a straight line connector to a polyline connector and vice versa.
- The "Name" property, unlike other shapes, this is not made visible.
- a "Notes" text box (a field for adding extra information concerning the element). Notes are displayed to the user in a white text box, only when the respective "Display Notes" check box is checked.
- a "Legislation Reference" text box (abbreviated references of the legislation requiring the connection rather than full reference). The text box is editable only when the respective "Display Legislation" check box is checked. Legislation reference is displayed to the user only when the "Display Legislation" check box is checked. Mandatory rules must have Legislation Reference.
- an "Is Mandatory" checkbox to define whether a connector is mandatory at either the EU level or just at the MS level. EU and MS connectors have the same colour.
- a "Display Notes" checkbox to display the above specified Notes. The check box is activated in case of EU and MS mandatory connectors. In case the "Display Notes" checkbox is checked, but the "Notes" text box is empty, then no white box is displayed in the flowchart.
- a "Display Legislation" check box to display the above Legislation Reference. If a connector is marked as EU or MS mandatory, then the check box for displaying the legislation is enabled automatically and cannot be unchecked.

- an "ID" read-only field, which is a unique element ID automatically assigned by the system when the flowchart where the element belongs to is saved.

Once a change has been made, pressing the "OK" button will modify the connector and close the modification dialogue; "Apply" will modify the element but without closing the dialogue; and "Cancel" will close the dialogue without making changes.

4.6.5.4 Edit roles

NLF Roles are presented on the flowchart as swim lanes and vital for understanding which NLF user role undertakes which activity, takes which decision or receives which output. The "Flowchart Roles Management" dialogue is opened by pressing the "Roles" button on the top toolbar.

Figure 122: Flowchart Roles Management dialogue

The displayed dialogue shows the NLF roles included in the open flowchart and the percentage of the overall width of the flowchart taken up by the role (highlighted in red).

By clicking the "Edit" button, the pop up form is expanded (see Figure 123) and the user can alter the "Width" of the desired role. Then the user must click on the "OK" button; in order to save the altered width and close the form, the "Save" button must be clicked.

Figure 123: Edit role

4.6.5.4.1 Add a role to a Flowchart

Every flowchart must have at least one role (except from the Master flowchart). The user is able to save flowcharts without roles, but upon validation a warning message is displayed. In case there are flowcharts without any role (except from the Master flowchart), it is not possible for the user to publish the frame. In addition, if there are shapes not belonging to any role (with the exception of start/end shapes) a warning upon validation is also displayed to the user. In such cases, the user is not allowed to publish frames with shapes outside roles.

To add a role to a flowchart the user must perform the following tasks:

1. Open the "Flowchart Roles Management" dialogue box.
2. Press the "Add Role" button (see Figure 122).
3. The system opens the "NLF Roles" dialogue (see Figure 124).
4. Select a role that is not already in use.
5. Press the "OK" button.
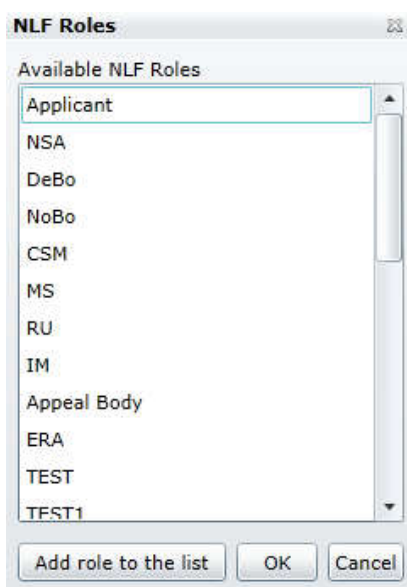
Figure 124: The add roles dialogue

Once the role has been added, the user must ensure the width of the pre-existing and new roles are properly modified (see section 4.6.5.4.4)

4.6.5.4.2 Add a new role to a Flowchart

Every flowchart must have at least one role (except from the Master flowchart). The user is able to save flowcharts without roles, but upon validation a warning message is displayed. In case there are flowcharts without any role (except from the Master flowchart), it is not possible for the user to publish the frame. In addition, if there are shapes not belonging to any role (with the exception of start/end shapes) a warning upon validation is also displayed to the user. In such cases, the user is not allowed to publish frames with shapes outside roles.

To add a new role to a flowchart the user must perform the following tasks:

1. Open the "Flowchart Roles Management" dialogue box.
2. Press the "Add Role" button (see Figure 122).
3. The system opens the "NLF Roles" dialogue (see Figure 124).

4. Click the "Add role to the list" button.
5. The "NLF Roles" pop up window is opened (see Figure 125).
6. In the textbox "New Role Name" the user defines the desired name for the new role and then clicks on the "Save New Role" button.
7. A pop up message is displayed and informs the user that the required information for the new role should be filled in through the Background Information dialogue (see Figure 126).
8. The user must click the "OK" button in order to save the newly added and close the pop up window.
9. The new role is added in the list of the available NLF roles.
10. By clicking the "OK" button the new role is added in the specific flow chart, the pop up form is closed and the "Flowchart Roles Management" dialogue remains opened displaying the already associated NLF roles.
11. The user clicks the "Save" button in order to save the changes and close the "Flowchart Roles Management" dialogue.

Figure 125: Add new role
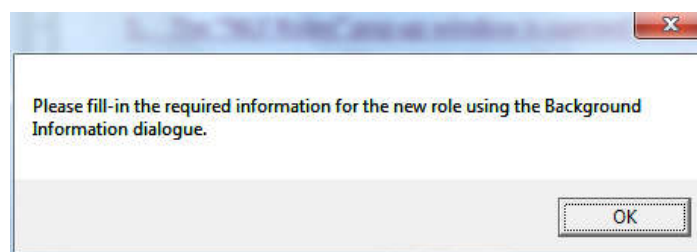
Figure 126: Informative pop up message

4.6.5.4.3   Delete a role

To delete a role the user must undertake the following steps:

1.   Open the Flowchart Roles Management" dialogue box.
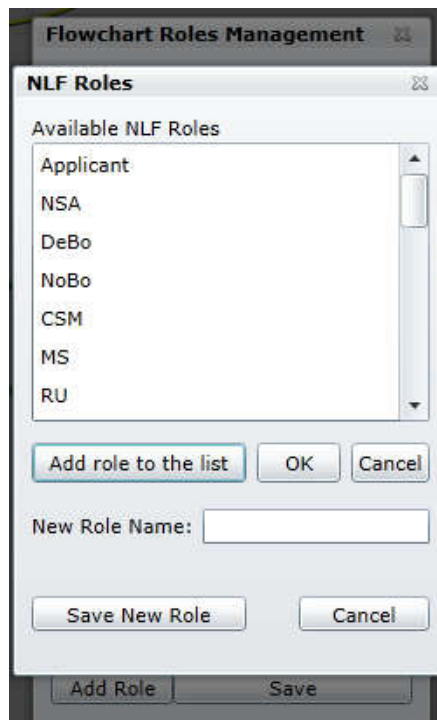2.   Select the role to delete
3.   Press the "Delete" button.

Once the user has deleted the necessary role or roles, the user must ensure the width of the existing roles are properly modified (see section 4.6.5.4.4).

4.6.5.4.4   Change the width of a role

To change the width of a role, the percentage of the overall flowchart width allocated to the role in the "Width" column needs to be changed. The user should be aware that if the OK button is pressed and the width total for all roles does not equal exactly 100 an error message will appear and the system will not allow the dialogue to close.

4.6.5.5   Clear a Flowchart

To completely remove all elements from the flowchart (including the roles), the user must press the "Clear" button (see Figure 127) and then save the changes in the normal manner (see section 4.6.5.6).

Figure 127: Clear elements button

4.6.5.6   Save a Flowchart

To save any changes made to an open flowchart for modification the user must follow the flow below:

1.   Make changes to the open flow chart.
2.   Press the "Save" button.
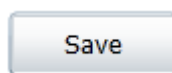
Figure 128: Save

3.   Upon saving, all automatic checks implemented in the application (unconnected arrows, unconnected shapes, shapes crossing swimlanes, EU mandatory shapes moved to other swimlanes, mandatory shapes without legislation reference, etc.) are fulfilled, but in case of existing errors they do not prevent the user from saving the flowchart. A warning message is appeared that informs the user about the existing validation errors. In case of existing validation errors, the user is allowed to save the flowchart by clicking on the "Save Flowchart" button and continue the saving process.
4.   If the saving process has been undertaken successfully, even in case when the user selects to save the flowchart with the existing validation errors, a message box like the one shown in Figure 129 will be opened.
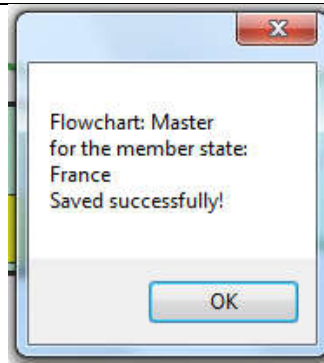
Figure 129: Successful save message box

4.6.5.7 Validate a Flowchart

The user can validate a flowchart either upon saving the flowchart, as described in section 4.6.5.6 (see step 3) or by right clicking on the respective flowchart.

In order to validate a flowchart that is in modification mode, the user right clicks on the flowchart and the menu displayed in the following Figure is opened.
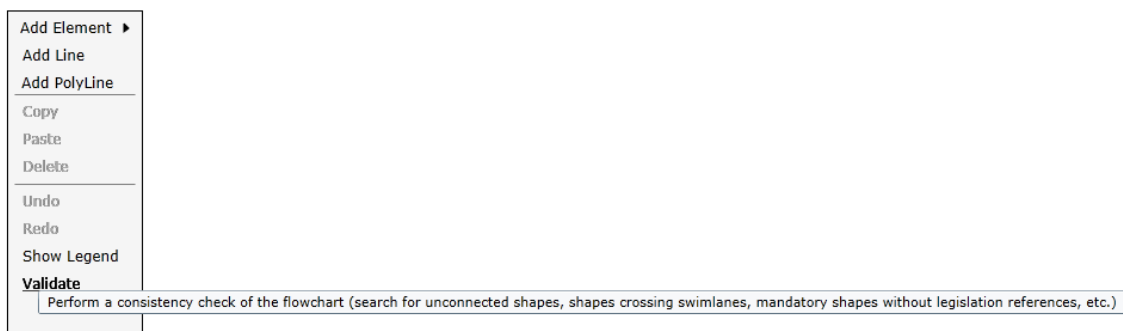
Figure 130: Flowchart validation

The user clicks on the "Validate" option and a pop up window is opened, displaying the existing validation errors (see Figure 131).
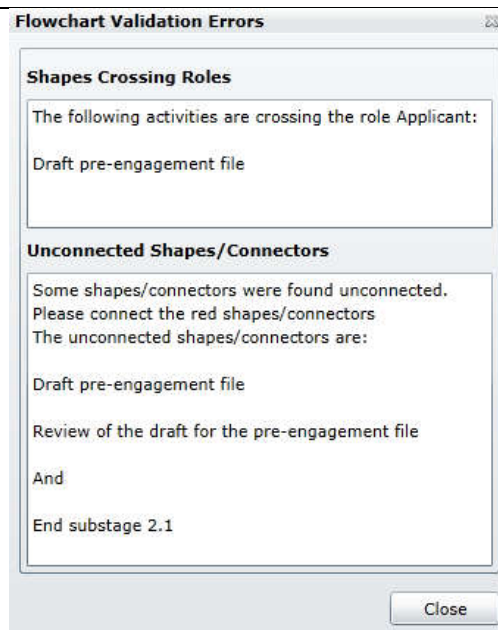
Figure 131: Flowchart validation errors

4.6.5.8 Show optional text boxes on flowcharts

The User has the possibility to introduce in each Flowchart the following text boxes:
- Yellow text box with dashed boarders
- Grey text box with dashed boarders
- White text boxes with dashed boarders

by clicking the respective check boxes on the left side toolbar:
- Show Yellow Text
- Show Grey Text
- Show White Text

The text that is displayed in the text boxes can be different for each flowchart. The text boxes are linked to a flowchart, not to any particular object. Moreover, they are not linked to any swimlane.

For each flowchart there can be maximum one text box per type. The Yellow and White text boxes are inherited from the EU frame when creating a working copy, but they can be edited by the User.

The text boxes are located in the bottom of the flowchart, one next to the other; from left to right first is the Yellow, second the Grey and third the White.

The User can select which of the three text boxes will be displayed in the flowchart simply by checking the respective check boxes.

4.7   Create report

The user may create a report either for NRD or for NLF as described in the following sub-sections.

4.7.1 Create NRD report

In order to create a report, the user can select the desired type of report from the "Report Title" column. For example, in case of the "Reference Document" report, the following page will be displayed.

NRD Reports	
Report Title	**Report Description**
⊟ MS - 3 item(s)	
Classifications By MS	
MS Comparison	Provides a comparison table of national technical rules and their classifications for 2 to 5 Member States
Rules By MS	
⊟ NTRs - 3 item(s)	
List of National Technical Rules	
List of National Technical Rules - Detailed - Criteria - TSI	
Remaining NTRs on top of the latest TSIs in force	
⊟ Other - 1 item(s)	
Cross Reference Table between List of parameters and TSIs	

NLF Reports	
Report Title	**Report Description**
⊟ KPIs - 1 item(s)	
NLF Global Comparison by KPIs	

Figure 132: National Reference Document report for NRD

In this particular example, the user can select the Parameter and the MS and click on "View Report" button to create the report. All the available reports are grouped automatically in categories depending on the folders names they are saved.

4.7.2 Create NLF report

The process for creating a report for NLF is similar to the process descried in section 4.7.1 for NRD.

4.8 Publish

4.8.1 Publish changes (RDD)

In order to publish changes, the user should perform the following steps:
- Filter the list of changes by selecting the desired type of change from the "Legal Status" dropdown list.
- Filter the list of changes by selecting the desired type of change from the "Type of change" dropdown list.
- For the classifications the additional filter "Member State From" can be applied.
- Select the desired items by checking the respective checkboxes (alternatively the user can click on the "Select All" button in order to select all the items).
  - If a selected item is related to another item one of the following messages will be displayed

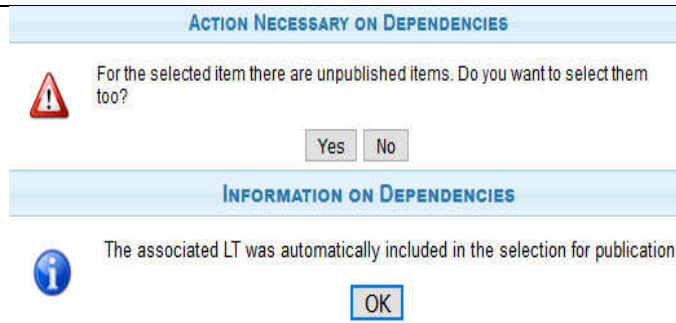**Figure 133: Publication items relation message**

- o The user can select whether the related item will be also selected.
- Fill-in the "Comments" textbox.
- Click on the "Publish" button.

If data are correctly validated and the MS is not locked for Import (see section 4.8.3), the publication takes place, a success message is displayed, and the published items are removed from the list of changes.

Figure 134: Successful publication

In addition, an entry is created in the list of publications (see section 3.6.2), in the home page at the "Latest Publications" section (see Figure 3), and in the history of the published items.

4.8.2 Publish Changes (NLF)

The process of publishing changes for NLF is similar to the process that is described in section 4.8.1 for the case of RDD.

At this point it should be clarified that only validated frames can be published. Frames that contain flowcharts with unconnected shapes and shapes that cross Roles cannot be published and an informative message is displayed to the user (see Figure 135). Furthermore, it is not

possible to publish frames with flowcharts without any role and frames with shapes not belonging to any role.

Figure 135: Invalid frame for publishing

4.8.2.1   Validate Flowchart before publishing

The user can click on the "Validate" button (see Figure 135) in order to validate a frame without trying to publish it. In case of existing validation errors, all errors of all the flowcharts of the specific frame are displayed at the top of page.

The same validations are applied when the user clicks on the "Publish" button.

4.8.3   Lock Member State for Import

If the checkbox "Is locked for Import" is checked next to the MS field, then the warning message "Selected Member State is locked for import" is displayed and the following actions are not allowed for the respective Member State:

- Create/edit National Technical Rule
- Create/edit Legal Text
- Create/edit Classification
- Export to NOTIF-IT
- Publish changes
- The RDD Importer is not possible to import
- Requests coming from NOTIF-IT are rejected

However, Classifications from other Member States to the locked Member State are allowed.

4.9   Notify

4.9.1   Export to NOTIF-IT

In order to view the candidate NTR for notification, the user should select the "Export to NOTIF-IT" option from the "Notifications" menu available at the navigation bar (see Figure 3).

Figure 136: Notifications menu options

Then, the respective page is displayed which contains filtering options based on which the candidate notifications are displayed. By default, the list of candidate notifications is empty.

Figure 137: Filter criteria for candidate National Technical Rules for notification

In order to send one or more notifications to NOTIF-IT, the user may perform the following steps:

- Filter the list of the NTR
    - Select Member State from the respective dropdown list (in case the user is an EU user, otherwise the Member State is the Member State of the user and is displayed in read-only mode).
    - Select Basic Parameters List from the respective dropdown list.
    - Select Basic Parameter(s) from the respective tree-view multi selectable dropdown list.
    - Select "TSI item(s)" from the respective multi selectable dropdown list. The list is prefiltered with the selected Basic Parameter(s) if any.
    - Select Subsystem(s) from the respective multi selectable dropdown list. The list is prefiltered with the selected Basic Parameter(s) if any.
    - Select area of use by checking the "Include vehicles covered by TSIs" and/or "Include vehicles not covered by TSIs" checkboxes.
    - Click on the "Search" button.

Then, the system displays the candidate NTR(s) according to user's filtering criteria as the subsequent figure illustrates.

Figure 138: Filtered candidate National Technical Rules for notification

- Select the desired NTR(s) from the list by checking the respective checkboxes. Alternatively, the user may click on "Select All" button to select all available candidate NTRs.
- Click on the "Send Notifications to NOTIF-IT" button.

If data are correctly validated, the notification(s) are sent to NOTIF-IT, a success message is displayed at the top of the page, and the notified NTR(s) are removed from the list.

Figure 139: Successful notifications send to NOTIF-IT

Hence, the status of the notified NTR is updated (both the NTR and their associated Legal Text become "In preparation" – for further details see 4.9.2 section).

Figure 140: Updated status of notified National Technical Rules

If the user tries to modify a "locked" NTR and/or its associated Legal Text, the user will not be able to modify some[1] of the NTR/Legal Text fields. The following figure presents the modification page of a "locked" NTR (similar case will be for the "locked" Legal Text). The non-editable fields are highlighted with red.

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[1] Further details can be found on the NOTIF-IT integration specifications (see references section 1.5)

Figure 141: Modifying a "locked" National Technical Rule

In order to maintain the integrity of the information, if the RDD application sends notifications for an OFF-TEN and TEN rule ("vehicles not covered by TSIs" and "vehicles not covered by TSIs", respectively - originating from the same NTR), the NOTIF-IT guarantees that the change brought to one of the two notifications is reflected in the other. This is implemented by overwriting the inconsistent OFF-TEN fields, in case a TEN notification is sent.

When the user receives a notification for TEN, then s/he will overwrite the inconsistent OFF-TEN fields (and vice versa) in the working copy of the NTR. Thus, the above requirement is implemented.

4.9.2   Log of Notifications

In order to view the log of the notifications sent to NOTIF-IT and the status of each notification, the user should select the "Log of Notifications" option from the Notifications menu (see Figure 136). Then, the respective page is displayed.

Id	NTR – LegalText (Title in English)	Date	Time	NOTIF Status
59	TTTT (AT NRD)	18/08/2014	12:52 μμ	In preparation
58	NEW TEST ED (NEW TEST ED)	20/06/2014	6:44 μμ	In preparation
57	NTR TEST ED (NTR TEST ED)	20/06/2014	6:38 μμ	In preparation
56	Eurodyn test NTR (Eurodyn Test NTR)	20/06/2014	5:39 μμ	In preparation
55	TEST NTR TITLE ENGLISH (TEST TITLE ENGLISH)	20/06/2014	4:57 μμ	In preparation
19	asdfsdaf (dfzfd)	18/06/2014	3:40 μμ	In preparation
18	asdfsdaf (dfzfd)	18/06/2014	3:39 μμ	In preparation

Page 1 of 2   10   View 1 - 10 of 13

Figure 142: Log of Notifications

5 Managers of generic NRD/NLF

5.1 Special configuration cases

5.1.1 Active

Some screens have an 'Active' field. If an entry is specified as 'Active', then it will be available in the various selection lists available throughout the application screens. If an entry is defined as 'Inactive', it will be displayed in the application screens only when the pages are displayed in read-only mode. If a screen is displayed in Edit mode, the inactive entry will not be available for selection (it will be hidden) and the user will be forced to select a new entry (in case the field is mandatory). If the field is not mandatory and user does not select a new entry, an empty entry will be saved.

The BP, the BP Tags, the Structures, and the Directives/TSI/TSI Items are special cases. These entities support hierarchy (parent-child dependency). If a parent is defined as 'Inactive', all existing children automatically become 'Inactive'. Furthermore, it will not be possible to set an 'Inactive' entity to active if the respective parent is 'Inactive'. The same applies when creating new entity under an 'Inactive' parent.

5.1.2 Selectable

Structures have an additional 'Selectable' field. When a Structure is not specified as 'Selectable', the respective structure will appear into the selection lists but it will not be possible to select it. It will only be possible to expand/collapse the structure.

5.2 Edit List of Basic Parameters

The configuration of the LoBP can be accessed through the Configuration -> Basic Parameters link on the mail menu.

The administrator can perform the following actions:

- Navigate (through the dropdown list) the LoBP.
- Create a new LoBP.
- Edit an existing LoBP.
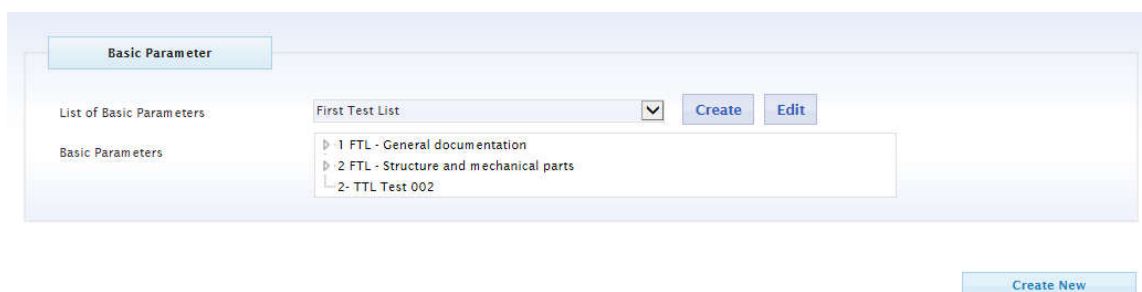
Figure 143: Management of List of Basic Parameters

5.2.1 Add a new List of Basic Parameters

To create a new LoBP, complete the following steps:

1. Click on the "Create" button.
2. In the displayed pop up form enter the name of the LoBP in the "Name" field (mandatory).
3. Enter the code of the LoBP in the "Code" field (mandatory).
4. Select the "Valid From" date from the displayed calendar (mandatory).
5. Select the "Valid Until" date from the displayed calendar (optional).
6. Check the "Default" checkbox in order to define if the created LoBP is active.

   At this point it should be clarified that there must be exactly one active LoBP at any time, therefore the user must check the "Default" checkbox for the desired active list.
7. Click the "Save" button.

5.2.2 Update an existing List of Basic Parameters

To update an existing LoBP, complete the following steps:

1. Select the desired LoBP from the dropdown list and click the "Edit" button.
2. Through the displayed pop up form update the "Name" of the LoBP.
3. Update the "Code" of the BoP.
4. Update the "Valid From" date of theBoP.
5. Update the "Valid Until" date of the BoP.
6. Set the specific LoB as default, by checking the "Default" checkbox.
7. Click the "Save" button.

5.3 Edit Basic Parameters

The BP configuration section can be accessed through the Configuration->Basic Parameters link on the main menu.
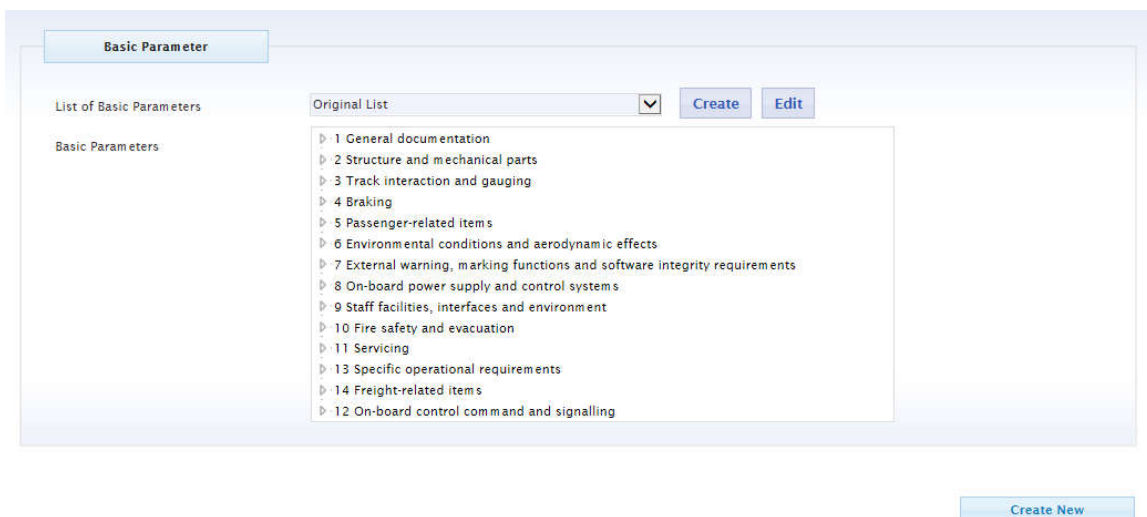
Figure 144: Management of Basic Parameters

The administrator can perform the following functions:

- Navigate (expand/collapse) the hierarchy of BPs.
- Add a new BP.
- Update an existing BP.
- View the details of a BP.

5.3.1 Add a new Basic Parameter

To create a new BP, complete the following steps:

1. Select the desired LoBP from the dropdown list.
2. Click on the 'Create New' button.
3. Enter the Code of the BP in the 'Code' field.
4. Enter the Title of the BP in the 'Title' field.
5. Fill-in the "Description" field.
6. Fill-in the "Explanation" field.
7. Fill-in the "NOTIF-Code" field.
8. Select one or more Subsystems from the "Subsystems" dropdown list.
9. Specify if the BP will be Necessary for vehicle-network compatibility or not with the "Necessary for vehicle-network compatibility" field.
10. Specify if the BP will be Active or not with the 'Active' field.
11. Specify the Parent of the BP by selecting from the 'Parent' dropdown list.
12. Specify the Position of the BP by selecting from the 'Position' dropdown list.
13. Select one or more Tags from the Basic Parameter Tags List, if any.
14. Click on the 'Save' button.

Upon saving, in all tree views of the Basic Parameters a "*" symbol is displayed in front of all Basic Parameters that have the "Necessary for vehicle-network compatibility" checkbox checked.

5.3.2 Update an existing Basic Parameter

To update an existing BP, complete the following steps:

1. Locate the BP in the desired LoBP and in the basic parameters' hierarchy.
2. Click on the "Edit a Basic Parameter" button.
3. Update the Code of the BP in the 'Code' field.
4. Update the Title of the BP in the 'Title' field.
5. Update the "Description" field.
6. Update the "Explanation" field.
7. Update the "NOTIF-Code" field.
8. Update the Subsystem(s) of the BP by selecting from the "Subsystems" dropdown list.
9. Update the "Necessary for vehicle-network compatibility" status of the BP.
10. Update the 'Active' status of the Basic Parameter.
11. Update the Parent of the BP by selecting from the "Parent" dropdown list.
12. Update the Position of the BP by selecting from the "Position" dropdown list.
13. Click on the "Associate Basic Parameters" button in order to associate the specific BP with parameters from different LoBP.
14. Update the Tags from the Basic Parameter Tags List.
15. Click on the 'Save' button.

Upon saving, in all tree views of the Basic Parameters a "*" symbol is displayed in front of all Basic Parameters that have the "Necessary for vehicle-network compatibility" checkbox checked.

5.3.3 View the details of a Basic Parameter

To view the details of a BP, complete the following steps:

1. Locate the BP in the desired LoBP and in the basic parameters' hierarchy.
2. Click on the "View" button.

5.4 Edit directive / TSI / TSI Items

5.4.1 Directives

The Directives configuration section can be accessed through the Configuration->Directives link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Directives.
- Sort the List by the Title or the URL.
- Filter the List by the Title, the URL, the NOTIF-Code, and the Active fields.
- Add a new Directive.
- Update an existing Directive.
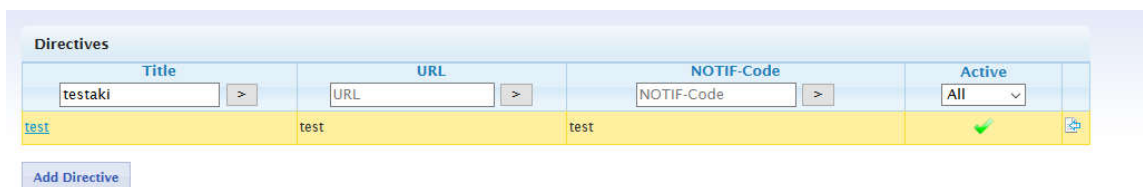
Figure 145: Management of Directives

5.4.1.1 Add a new Directive

To create a new Directive, complete the following steps:

1. Click on the 'Add Directive' button.
2. Enter the Title of the Directive in the 'Title' field.
3. Enter the URL of the Directive in the 'URL' field.
4. Enter the NOTIF-Code in the 'NOTIF-Code' field.
5. Specify if the Directive will be Active or not with the 'Active' field.
6. Fill any other optional field.
7. Click on the 'Add' button.

5.4.1.2 Update an existing Directive

To update an existing Directive, complete the following steps:

1. Click on the "Title" of a Directive.
2. Update the Title of the Directive in the 'Title' field.
3. Update the URL of the Directive in the 'URL' field.
4. Update the NOTIF-Code in the 'NOTIF-Code' field.
5. Update the 'Active' status of the Directive.
6. Update any other optional field.
7. Click on the 'Update' button.

5.4.2 TSIs

The TSIs configuration section can be accessed by selecting a Directive from the Directives section. The administrator can perform the following functions:

- Navigate through the list of TSIs.

- Sort the List by the Code or the Title.
- Filter the List by all the available parameters.
- Add a new TSI.
- Update an existing TSI.

5.4.2.1 Add a new TSI

To create a new TSI, complete the following steps:

1. Click on the 'Add TSI' button.
2. Enter the Code of the TSI in the 'Code' field.
3. Enter the Title of the TSI in the 'Title' field.
4. Enter the NOTIF-Code of the TSI in the 'NOTIF-Code' field.
5. Specify if the TSI will be Active or not with the 'Active' field.
6. Fill any of the optional fields:
   - Date of entry into force
   - Date of application
   - Date of repeal
7. Click on the 'Add' button.

5.4.2.2 Update an existing TSI

To update an existing TSI, complete the following steps:

1. Click on the 'Code' of a TSI.
2. Update the Code of the TSI in the 'Code' field.
3. Update the Title of the TSI in the 'Title' field.
4. Update the NOTIF-Code of the TSI in the 'NOTIF-Code' field.
5. Update the 'Active' status of the TSI.
6. Update any of the optional fields:
   - Date of entry into force
   - Date of application
   - Date of repeal
7. Click on the 'Update' button.

5.4.3 TSI Items

The TSI items configuration section can be accessed by selecting a TSI from the TSIs section. The administrator can perform the following functions:

- Navigate through the list of TSI Items.
- Sort the List by the Code or the Description or the Title.

- Filter the List by all the available parameters.
- Add a new TSI item.
- Update an existing TSI item.
- Attach a Basic Parameter to a TSI Item.

Figure 147: Management of TSI Items

5.4.3.1   Add a new TSI Item

To create a new TSI Item, complete the following steps:

1. Click on the 'Add TSI Item' button.
2. Enter the Code of the TSI Item in the 'Code' field.
3. Enter the Description of the TSI Item in the 'Description' field.
4. Enter the Title of the TSI Item in the 'Title' field.
5. Select Member State from the 'Member State' dropdown list.
6. Select Information related to from the 'Information related to' dropdown list.
7. Enter the NOTIF-Code in the 'NOTIF-Code' field.
8. Select NOTIF-Subsystem from the 'NOTIF-Subsystem' dropdown list.
9. Specify if the TSI Item will be Active or not with the 'Active' field.
10. Fill any other optional field.
11. Click on the 'Add' button.

5.4.3.2   Update an existing TSI Item

To update an existing TSI Item, complete the following steps:

1. Click on the "Code" of a TSI Item.
2. Update the Code of the TSI Item in the 'Code' field.
3. Update the Description of the TSI Item in the 'Description' field.
4. Update the Title of the TSI Item in the 'Title' field.
5. Update the Member State from the 'Member State' dropdown list (if the TSI item has not been associated with a NTR).
6. Update the Information related to from the 'Information related to' dropdown list.
7. Update the NOTIF-Code in the 'NOTIF-Code' field.
8. Update the NOTIF-Subsystem from the 'NOTIF-Subsystem' dropdown list.
9. Update the 'Active' status of the TSI Item.
10. Update any other optional field.
11. Click on the 'Update' button.

In case the TSI item has been associated with a NTR (see section 4.4.1.21) then it will not be possible to change the Member State that has been associated to the TSI item. If the Administrator wants to associate a different Member State to the TSI item the following steps should be followed:

1. Mark the current TSI item as 'Inactive'.
2. Create a new 'Active" TSI item with the correct TSI item.
3. Create new working copies of the respective NTRs associated with the 'Inactive' TSI item.
4. Associate to the working copies the newly created 'Active' TSI item.
5. Inform the Member States of the working copies to publish the modified NTRs (i.e. the working copies).

5.4.3.3 *Attach Basic Parameter to TSI Item*
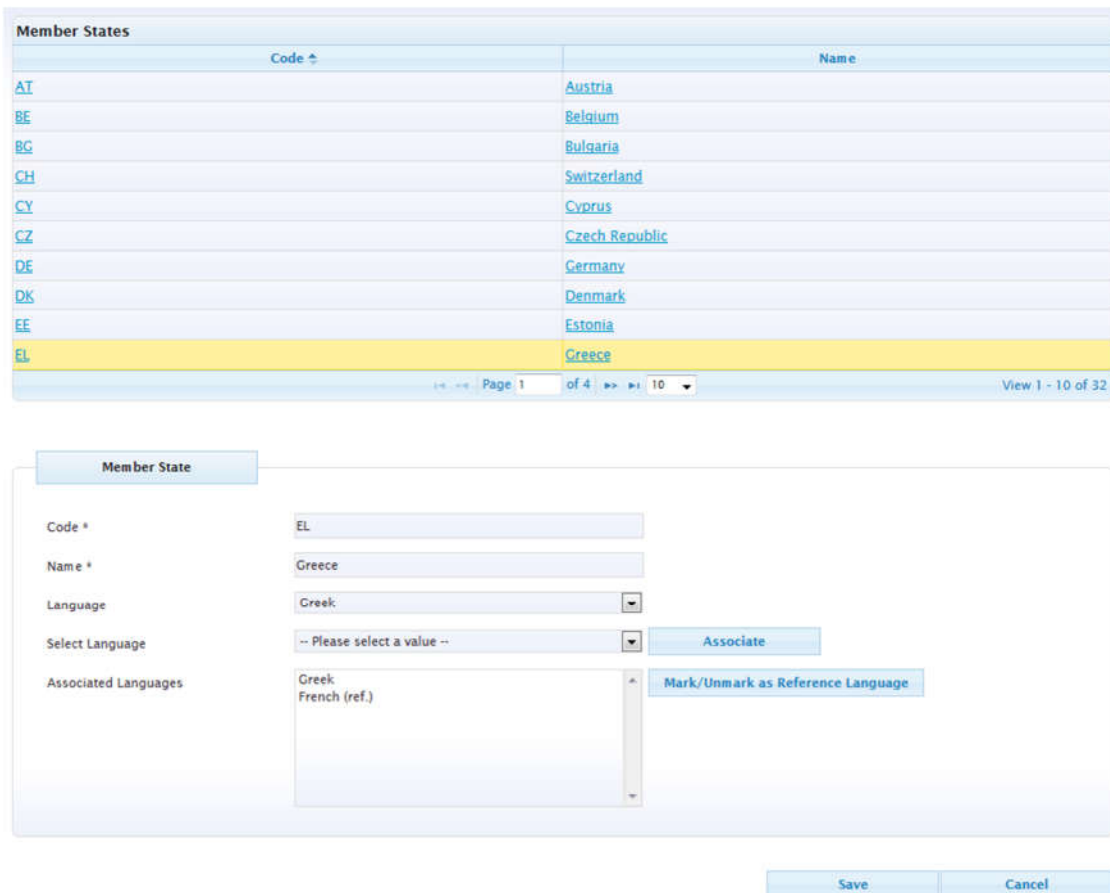
To attach a Basic Parameter to a TSI Item, complete the following steps:

1. Select a TSI Item by clicking on the 'Selection' icon.
2. Click on the 'Attach Basic Parameter' button.
3. Select Basic Parameter from the 'Basic Parameter' dropdown list.
4. Click on the 'Attach Basic Parameter' button.

5.5 Edit MS

The MS configuration section can be accessed through the Configuration->Member States link on the main menu. The administrator can perform the following functions:

- Navigate through the list of MS.
- Sort the List by the Code or the Name of a MS.
- Add a new MS.
- Update an existing MS.

Figure 148: Management of Member States

5.5.1 Add a new Member State

To create a new MS, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the two letter country code into the 'Code' field. Country code cannot be changed afterwards.
3. Enter the name of the country into the 'Name' field.
4. Select a main Language for the MS.
5. Select associated languages from the dropdown list and click on the Associate button. The newly associated languages will be displayed in the respective read-only textbox.
6. Select the desired language and click on the button "Mark/ Unmark as a Reference Language". The respective language is configured as the Member State's reference language.
7. Fill any other optional field.
8. Click on the 'Save' button.

5.5.1.1 Create NLF

When a new MS is created, there is no NLF available by default. When the user accesses the NLF page, an empty screen is displayed.

Therefore it's necessary to click on the "New Frame" button in order to create a NLF based on the latest published EU Generic Frame with status "New" (similar screen to Figure 2).
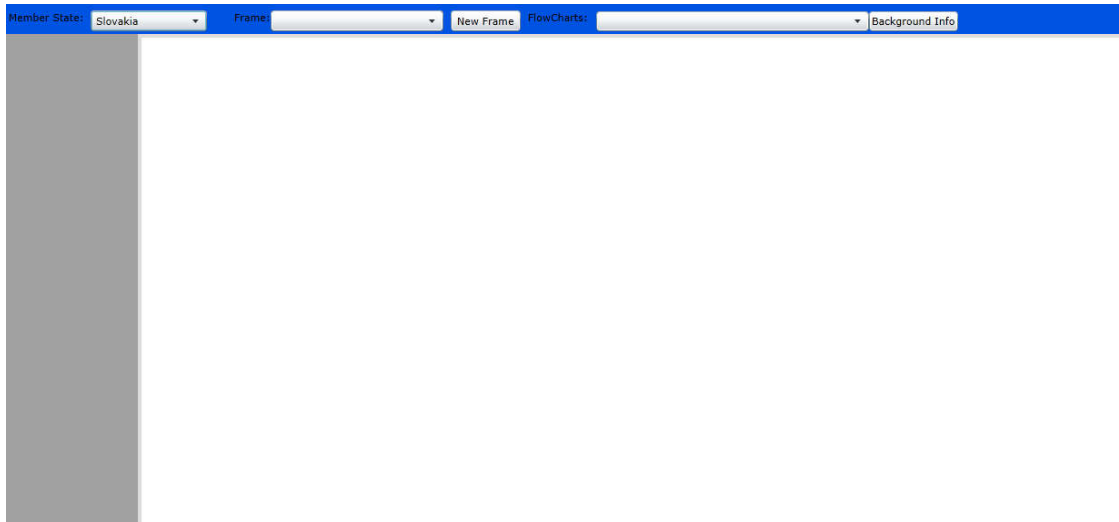
Figure 149: Country without NLF

When a new frame is copied from EU due to an EU LF publication, the Background Information is filled with the previous Frame's Background Information. In addition, when a new frame is copied from EU due to an EU LF publication, the Additional Information for unchanged shapes is filled with the previous Frame's Background Information.

The user is asked whether to use the working copy or the published version for copying the Background Information and Additional Information.

5.5.2 Update a Member State

To update an existing MS, complete the following steps:

1. Select a Member State. A details list will be displayed below the Member States list.
2. Enter the two letter country code into the 'Code' field. Country code cannot be changed afterwards.
3. Enter the name of the country into the 'Name' field.
4. Select a main Language for the MS.
5. Select associated languages from the dropdown list and click on the Associate button. The newly associated languages will be displayed in the respective read-only textbox.
6. Select the desired language and click on the button "Mark/ Unmark as a Reference Language" in order to configure the language as the Member State's reference language.
7. Update any other optional field.
8. Click on the 'Save' button.

5.6 Edit organisation

The Organisations configuration section can be accessed via the Configuration->Organisations link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Organisations.
- Sort the List by the Name and/or the Organisation Type.
- Add a new Organisation.
- Update an existing Organisation.

Figure 150: Management of Organisations

5.6.1 Add a new Organisation

To create a new Organisation, complete the following steps:

1. Click on the 'Create New' button.
2. Select the Type of the Organisation from the respective dropdown list.
3. Enter the name of the Organisation in the 'Name' field.
4. Select the Country of the Organisation from the respective dropdown list.
5. Fill in (if needed) any of the rest optional fields.
6. Click on the 'Save' button.

5.6.2 Update an existing Organisation

To update an existing Organisation (the Type of the Organisation cannot be updated), complete the following steps:

1. Locate the Organisation on the grid.
2. Click on the name of the Organisation in the 'Name' column of the grid.
3. Update the name of the Organisation into the 'Name' field.
4. Update the Country of the Organisation by selecting from the respective dropdown list.
5. Update (if needed) any of the rest optional fields.
6. Click on the 'Save' button.

5.7 Edit structure

The Structures configuration section can be accessed through the Configuration->Structures link on the main menu. The administrator can perform the following functions:

- Navigate (expand/collapse) through the hierarchy of Structures.
- Add a new Structure.
- Update an existing Structure.
- View the details of a Structure.
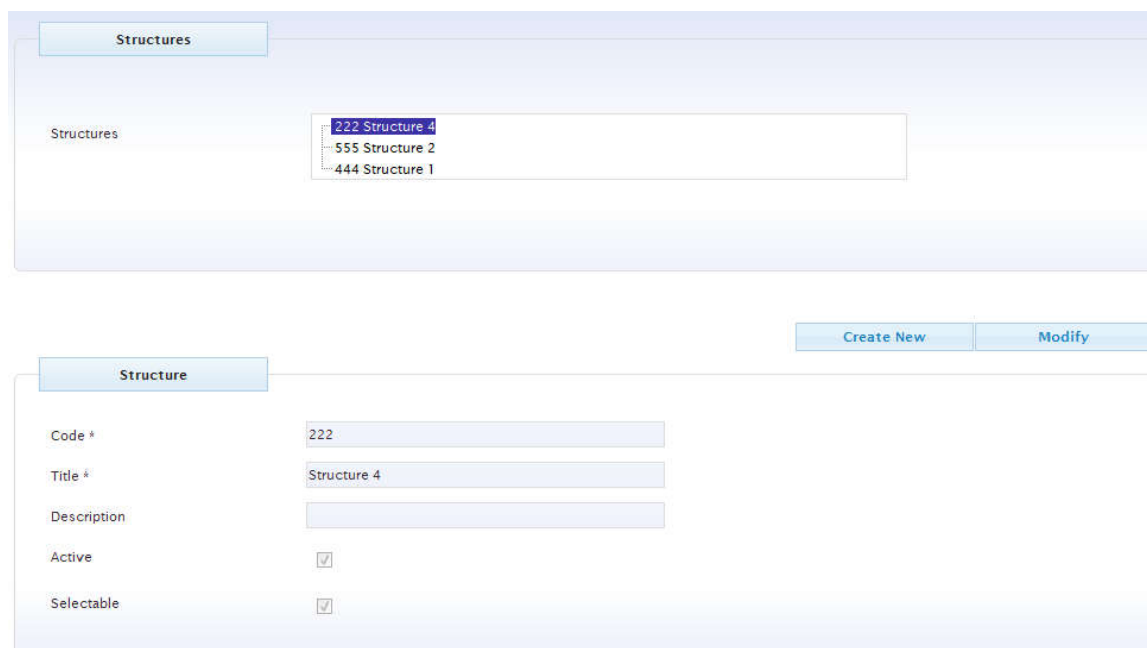
Figure 151: Management of Structures

5.7.1 Add a new Structure

To create a new Structure, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the Code of the Structure in the 'Code' field.
3. Enter the Title of the Structure in the 'Title' field.
4. Specify if the Structure will be Active or not with the 'Active' field.
5. Specify if the Structure will be Selectable or not with the 'Selectable' field.
6. Specify the Parent of the Structure by selecting from the 'Parent' dropdown list.
7. Specify the Position of the Structure by selecting from the 'Position' dropdown list.
8. Fill any other optional field.
9. Click on the 'Save' button

5.7.2 Update an existing Structure

To update an existing Structure, complete the following steps:

1. Locate the Structure in the hierarchy.
2. Click on the 'Modify' button.
3. Update the Code of the Structure in the 'Code' field.
4. Update the Title of the Structure in the 'Title' field.

5. Update the 'Active' status of the Structure.

6. Update the 'Selectable' status of the Structure.

7. Update the Parent of the Structure by selecting from the 'Parent' dropdown list.

8. Update the Position of the Structure by selecting from the 'Position' dropdown list.

9. Update any other optional field.

10. Click on the 'Save' button.

5.7.3 View the details of a Structure
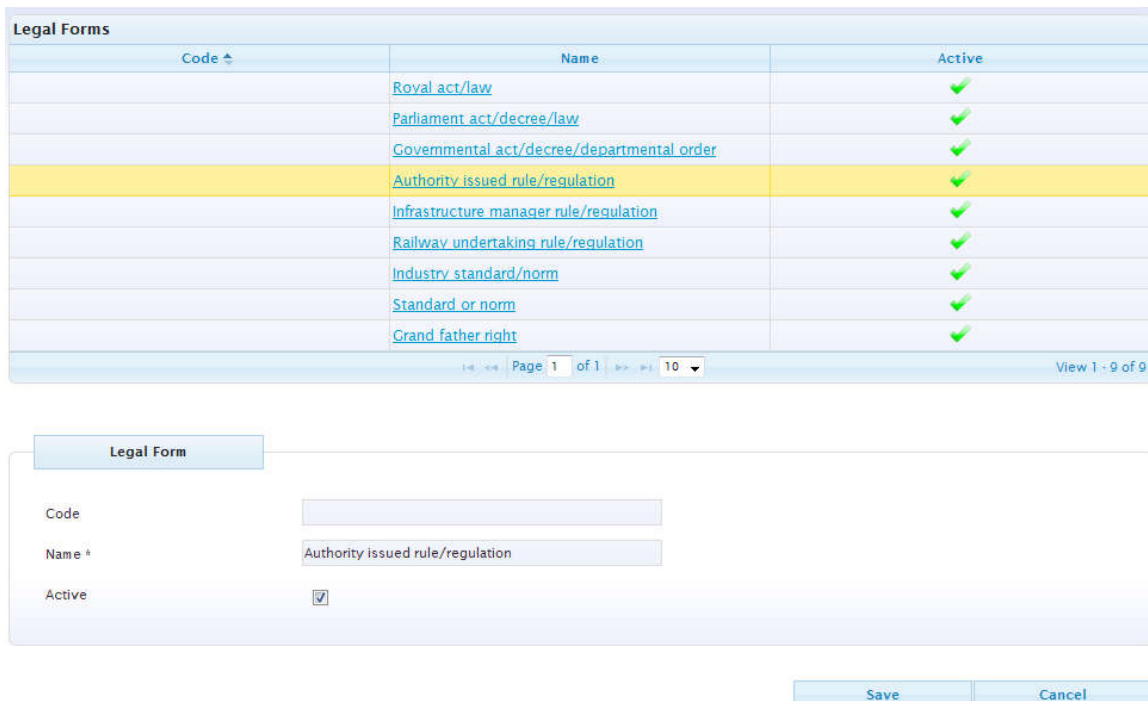
To view the details of a Structure, complete the following steps:

1. Locate the Structure in the hierarchy.

2. Click on the Structure.

5.8 Edit Legal Forms

The Legal Forms configuration section can be accessed through the Configuration->Legal Forms link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Legal Forms.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Legal Forms.
- Update an existing Legal Form.

Figure 152: Management of Legal Forms

5.8.1 Add a new Legal Form

To create a new Legal Form, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the code of the Legal Form in the 'Code' field.

3. Enter the name of the Legal Form in the 'Name' field.

4. Specify if the Legal Form will be Active or not with the 'Active' field.

5. Fill any other optional field.

6. Click on the 'Save' button.

5.8.2 Update an existing Legal Form

To update an existing Legal Form, complete the following steps:

1. Locate the Legal Form on the grid.

2. Click on the name of the Legal Form in the 'Name' column of the grid.

3. Update the code of the Legal Form in the 'Code' field.

4. Update the name of the Legal Form in the 'Name' field.

5. Update the 'Active' status of the Legal Form.

6. Update any other optional filed.

7. Click on the 'Save' button.

5.9 Edit Scope Type

The Scope Types configuration section can be accessed through the Configuration->Scope Types link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Scope Types.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Scope Type.
- Update an existing Scope Type.

Figure 153: Management of Scope Types

5.9.1 Add a new Scope Type

To create a new Scope Type, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the code of the Scope Type in the 'Code' field.

3. Enter the name of the Scope Type in the 'Name' field.
4. Specify if the Scope Type will be Active or not with the 'Active' field.
5. Fill any other optional field.
6. Click on the 'Save' button.

5.9.2 Update an existing Scope Type

To update an existing Scope Type, complete the following steps:

1. Locate the Scope Type on the grid.
2. Click on the name of the Scope Type in the 'Name' column of the grid.
3. Update the code of the Scope Type in the 'Code' field.
4. Update the name of the Scope Type in the 'Name' field.
5. Update the 'Active' status of the Scope Type.
6. Update any other optional field.
7. Click on the 'Save' button.

5.10 Edit Evidence Types

The Evidence Types configuration section can be accessed through the Configuration->Evidence Types link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Evidence Types.
- Sort the List by the Code or the Name or the Active flag.
- Add a new Evidence Type.
- Update an existing Evidence Type.

Figure 154: Management of Evidence Types

5.10.1 Add a new Evidence Type

To create a new Evidence Type, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the code of the Evidence Type in the 'Code' field.

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3. Enter the name of the Evidence Type in the 'Name' field.

4. Specify if the Evidence Type will be Active or not with the 'Active' field.

5. Fill any other optional field.

6. Click on the 'Save' button.

5.10.2 Update an existing Evidence Type
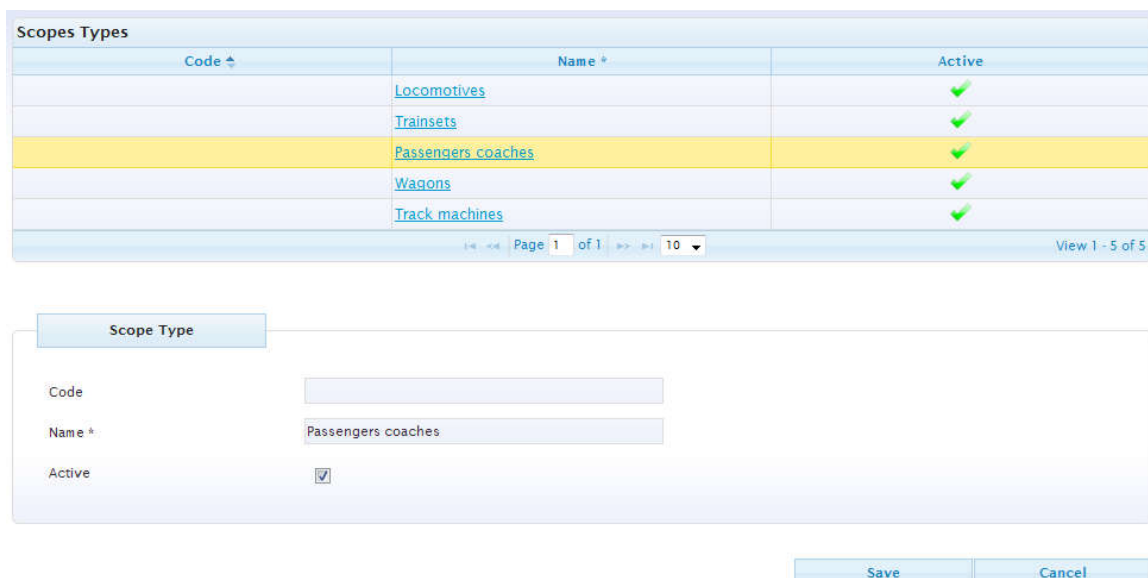
To update an existing Evidence Type, complete the following steps:

1. Locate the Evidence Type on the grid.

2. Click on the name of the Evidence Type in the 'Name' column of the grid.

3. Update the code of the Evidence Type in the 'Code' field.

4. Update the name of the Evidence Type in the 'Name' field.

5. Update the 'Active' status of the Evidence Type.

6. Update any other optional field.

7. Click on the 'Save' button.

5.11 Edit Languages

The Languages configuration section can be accessed through the Configuration->Languages link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Languages.

- Sort the List by the Code or the Name and the flag Active.

- Add a new Language.

- Update an existing Language.

Figure 155: Management of Languages

5.11.1 Add a new Language

To create a new Language, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the two letter Language code in the 'Code' field.

3. Enter the name of the Language in the 'Title' field.

4. Specify if the Language will be Active or not with the 'Active' field.

5. Fill any other optional field.

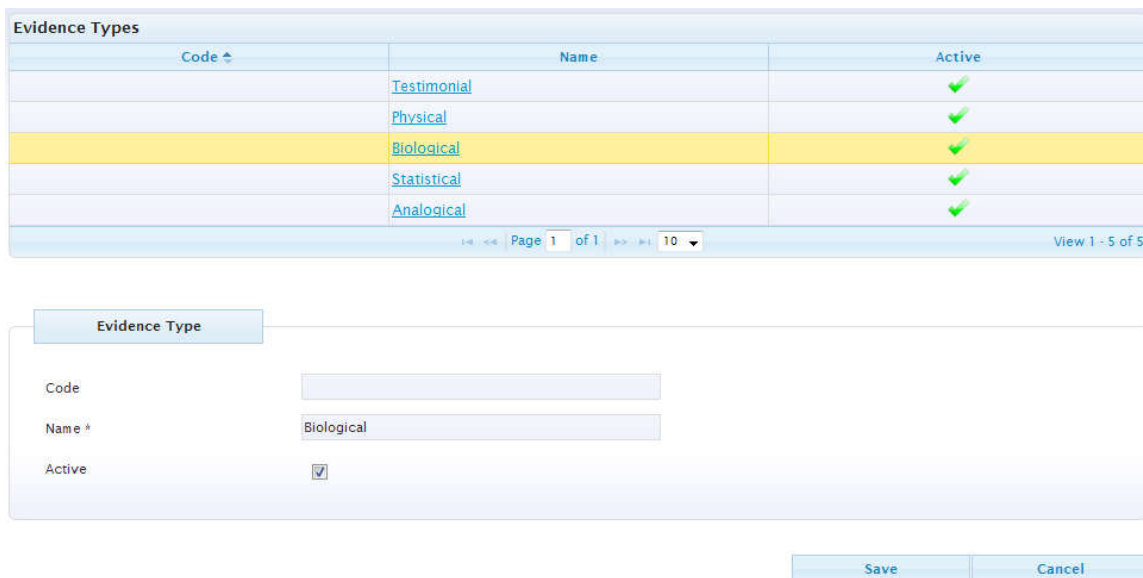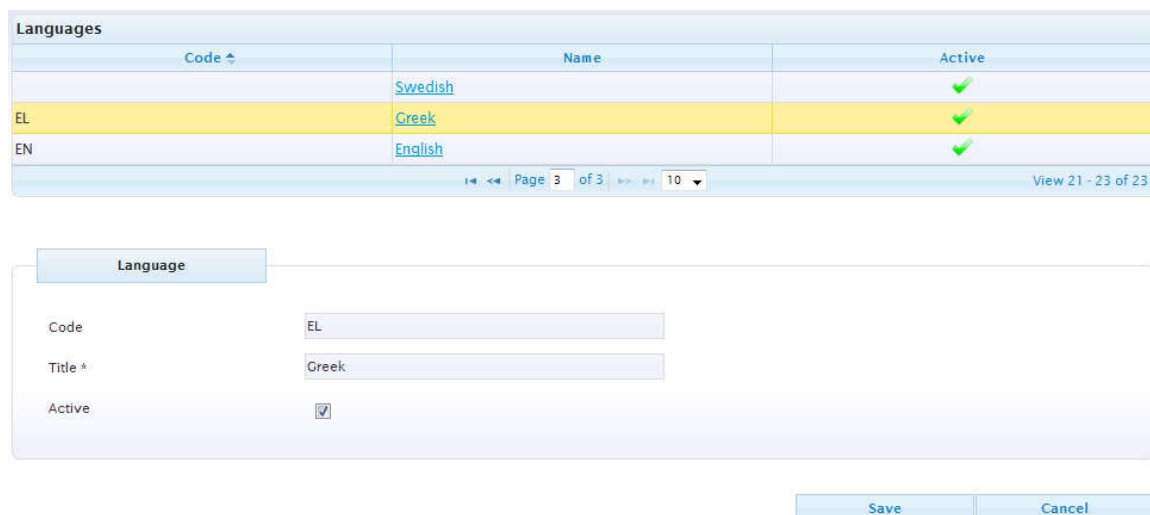6. Click on the 'Save' button.

5.11.2 Update an existing Language

To update an existing Language, complete the following steps:

1. Locate the Language on the grid.

2. Click on the name of the Language in the 'Name' column of the grid.

3. Update the two letter Language code in the 'Code' field.

4. Update the name of the Language into the 'Title' field.

5. Update the 'Active' status of the Language.

6. Update any other optional field.

7. Click on the 'Save' button.

5.12 Edit Subsystems

The Subsystems configuration section can be accessed through the Configuration->Subsystems link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Subsystems.
- Sort the List by the Name or the NOTIF-IT code.
- Add a new Subsystem.
- Update an existing Subsystem.

Figure 156: Subsystems Management

5.12.1 Add a new Subsystem

To create a new Subsystem, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the NOTIF-IT Code in the 'NOTIF-IT Code' field.

3. Enter the name of the Subsystem in the 'Name field.

4. Fill any other optional field.

5. Click on the 'Save' button.

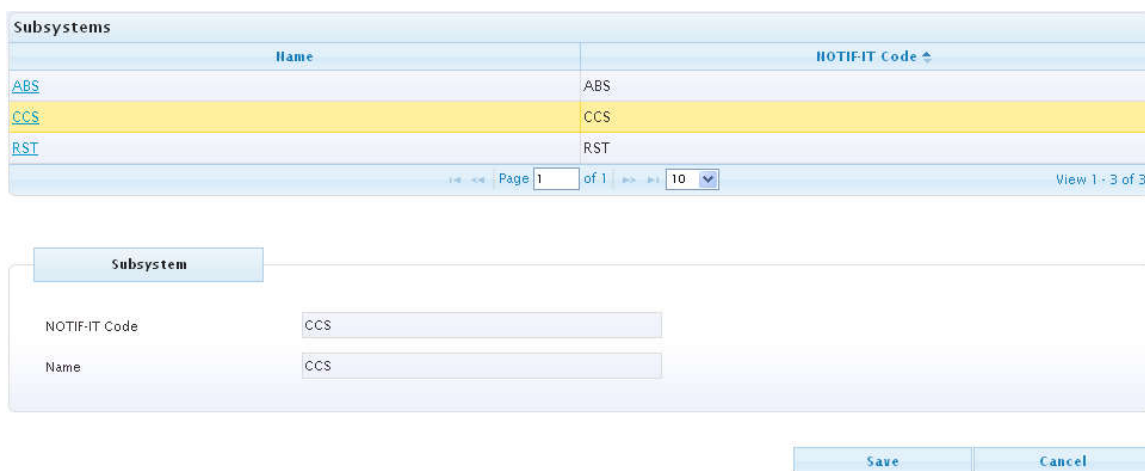### 5.12.2 Update an existing Subsystem

To update an existing Subsystem, complete the following steps:

1. Locate the Subsystem on the grid.
2. Click on the name of the Subsystem in the 'Name' column of the grid.
3. Update the name of the Subsystem in the 'Name' field.
4. Update any other optional field.
5. Click on the 'Save' button.

5.13 Edit EU NRD (TSI Requirements)

The Agency will create one or more « TSI » MS, and will upload to the RDD their correspondent NRD, consisting in all the TSI requirements and their links to the basic parameters. These virtual MS will be used for comparative purposes by means of the different tools provided by the application.

In order to create these users and introduce in the database the corresponding NTR/Legal Text, the procedures explained in previous sections of this user guide must be used (e.g. create new MS as explained in section 5.5.1, add NTR as explained in section 4.4, etc.).

5.14 Edit EU NLF

Whenever an updated version of the EU LF is published, it's mandatory for all MS to update (and publish) their NLF following the new generic LF. In this case, there is no need to upload again all the background information (it will be kept as it previously was).

MS are not allowed to remove/edit elements which are mandatory (legally required by EU directives).

5.15 Edit Basic Parameter Tags

The BP Tag configuration section can be accessed through the Configuration->Basic parameters tags link on the main menu.
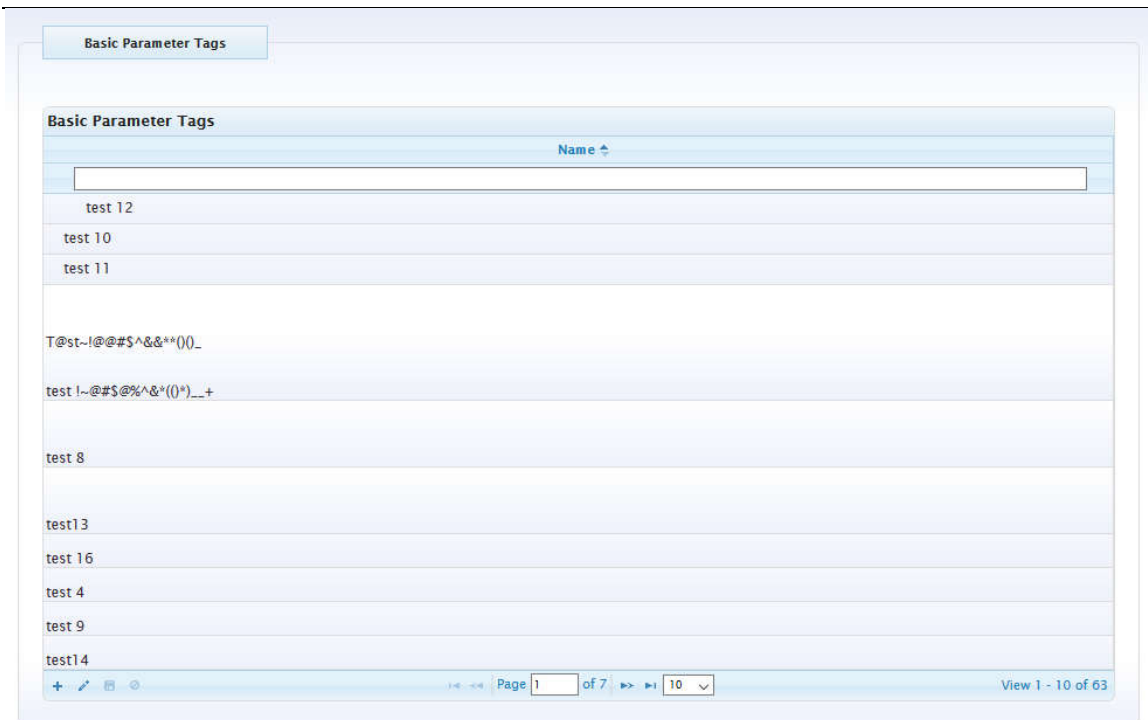
Figure 157: Management of Basic Parameters Tags

The administrator can perform the following functions:

- Navigate through the list of BP Tags.

- Add a new Basic Parameter Tag.

- Update an existing BP Tag.

- Sort the List by the Name of Tags.

- Filter the List by the Name of Tags.

5.14.1 Add a new Basic Parameter Tag

To create a new BP Tag, complete the following steps:

1. Click on the "Add New row" button.

2. Enter the "Name" of the BP Tag.

3. Click on the "Save row" button.

5.14.2 Update an existing Basic Parameter Tag

To modify an existing BP Tag, complete the following steps:

1. Click on the "Name" of a BP Tag.

2. Click on the "Edit selected row" button.

3. Update the "Name" of the BP Tag.

4. Click on the "Save row" button.

6 Managers of assessment status of NTRs

Users with the Access right "Manage NTR ERA status" may access the ERA Assessment Status page by navigation via the menu "Publication -> ERA Assessment Status".

6.1 View NTRs with assessment status

6.1.1 Search for NTRs

The user may fill any of the search criteria available in the search form.

- Select from the "Member States" dropdown list the MS whose NTR will be displayed.
- Select from the "Legal Status" dropdown list the Legal Status whose NTR will be displayed.
- Select from the "Basic Parameters List" dropdown list the desired List of Basic Parameters.
- Select from the "Basic Parameters" hierarchy the desired Basic Parameter(s) in order to view only NTR(s) that are associated with the selected Basic Parameter(s).
- Check the "Published" checkbox in order to view only National Technical Rules that are in status "Published".
- Check the "Include Waste Records" checkbox in order to view also "Waste" National Technical Rules.
- Select from the "Structures" hierarchy the desired Structure in order to view only National Technical Rules that are associated with the selected Structure.
- Select from the "TSIs" hierarchy the desired Directive/TSI/TSI item in order to view only National Technical Rules that are associated with the selected Directive/TSI/TSI item.
- Check the "Vehicles covered by TSIs" checkbox in order to view NTRs where NTR is applicable to Vehicles covered by TSIs.
- Check the "Vehicles not covered by TSIs" checkbox in order to view NTRs where NTR is not applicable to Vehicles covered by TSIs.
- Fill-in the "Keyword" text field in order to retrieve the National Technical Rules that contain the specific term.
- Fill in the "Title in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field.
- Fill in the "Description in English" text field in order to retrieve the National Technical Rules that contain the specific term in the respective field

The following figure illustrates an example where "PL-Poland" has been selected as Member State, the "Published" checkbox is checked, and the word "EN 50215" has been introduced in the "Title" text field.

User Manual

Figure 158: Search for NTRs on ERA assessment status

6.1.2 Filter list of NTRs with assessment status

The grid view of the NTRs can be filtered by entering values for the following fields

- Legal Status (list of predefined values : All , Adopted , Draft)
- Mandatory (list of predefined values : All , ANMC , Rule)
- Member State Code – MS (text value)
- Basic Param (text value)
- National Techinal Rule (text value)
- Published (list of predefined values : All , Working copy , Published)
- Member State Status (list of predefined values : All , Not Reviewed , Under Review , Reviewed and ready for assessment)
- Member State comments (text value)
- ERA Status (list of predefined values : All , Not Reviewed , Under Review , Reviewed and not accepted , Reviewed and accepted)
- ERA Comment (text value)
- Publicly Visible (list of predefined values : All , No , Yes)

The following figure indicates an example where ERA Status has beed filtered to "Under review" and the Publicly Visible has beed filtered to "Yes".

Figure 159: Filter of NTRs on ERA assessment status

6.2   Record NTR assessment status

Users with the appropriate rights may modify the values of ERA Status, ERA comment, and Publicly Visible fields by one of the following ways.

6.2.1   Inline record of NTR assessment status using the grid

Using the NTRs grid view the user can edit the ERA Status and ERA comment with the following steps :

- Select a row from the grid view that need to be edited
- Click on the "edit selected row" icon on the bottom left of the grid
- Update the value for ERA Status form (list of predefined values : Not Reviewed , Under Review , Reviewed and not accepted , Reviewed and accepted | Default value: Not reviewed)
- Update the text in the ERA Comment text area
- Update the Publicly Visible field
- Click on the "save row" icon on the bottom left of the grid

Figure 160: Inline record of NTR assessment status

6.2.2 Record of NTR assessment status for a specific NTR

The user may select a specif NTR from the grid by clicking on the View Link for this NTR.

Figure 161: Select row to record of NTR assessment status

The application nanigates to a new browser window where the user has the ability to view the specific NTR record and edit the ERA Status, the ERA comments (Default value for ERA Status: Not reviewed), and the Publicly Visible fields.

Figure 162: Record of NTR assessment status

The user may save the changes that were made to the ERA Status, ERA Comments, and Publicly Visible fields by clicking on the "Save ERA status" button. This action closes the current browser tab and redirects to the list of NTRs tab with an information message about the save operation .
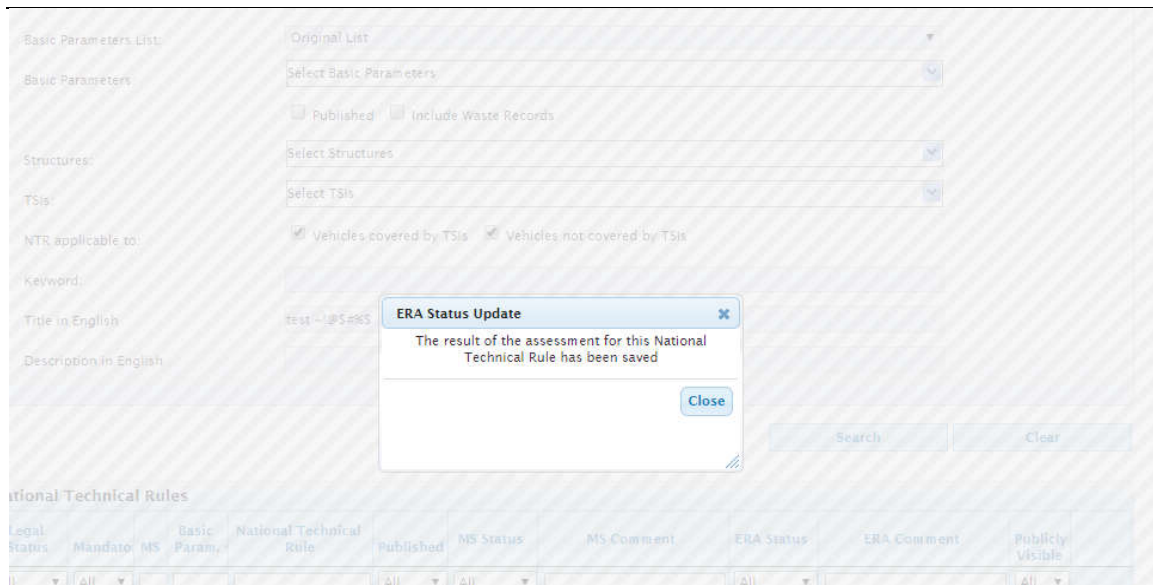
Figure 163: Update ERA Status

7 Administrators

7.1 Edit Roles

- The Roles configuration section can be accessed through the Configuration->Roles link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Roles.

- Sort the List by the Role Name or the Creation Date.

- Add a new Role.

- Update an existing Role.

Role Name ▲	Creation Date
admin2	11/10/2016
Administratoras	04/01/2012
nlf	12/05/2016
nlfusereu	07/07/2016
nrd	12/04/2017
Psilon	05/09/2016
PublicUsers	24/07/2012
Registered Users	11/05/2016
testRole	15/11/2016
TRole	15/11/2016

Page 1 of 1   10 ▼   View 1 - 10 of 10

Role

Role Name *   Administratoras

Access Rights

NTR Management
- ☑ View NTR
- ☑ Manage NTR
- ☑ Manage NTR Documents
- ☑ Manage NTR Structures
- ☑ Manage NTR Checking Bodies
- ☑ Manage Checking Body Documents
- ☑ Manage Checking Body Evidences
- ☑ Manage NTR ERA status

LegalText Management
- ☑ View LegalText
- ☑ Manage LegalText
- ☑ Manage Legal Text Documents

Application Configuration
- ☑ View Basic Parameters
- ☑ Manage Basic Parameters
- ☑ View Directives
- ☑ Manage Directives
- ☑ View Roles
- ☑ Manage Roles
- ☑ View User Accounts
- ☑ Manage User Accounts

NLF Management

Classifications
- ☑ View Classifications
- ☑ Manage Classifications
- ☑ Manage Classification Documents

Other
- ☑ Manage Notifications
- ☑ Manage Own User Profile
- ☑ Execute Reports
- ☑ Publish Changes
- ☑ Publish NLF Changes
- ☑ View Publication Content

- ☑ Manage Evidence Types
- ☑ Manage Languages
- ☑ Manage Legal Forms
- ☑ Manage Member States
- ☑ Manage Organisations
- ☑ Manage Scope Types
- ☑ Manage Structures
- ☑ Manage Subsystems

Figure 164: Management of Roles

7.1.1 Add a new Role

To create a new Role, complete the following steps:

1. Click on the 'Create New' button.

2. Enter the role name in the 'Role Name' field.
3. Select the permissions that users belonging to this role will have into the RDD System.
4. Click on the 'Save' button.

Most of the access rights are grouped into two main categories; MANAGE rights and VIEW rights. Furthermore, the access rights are grouped into sections related to the functionality of the RDD Web Application that they cover (i.e. NTR Management, Legal Text Management, Classifications, etc.). Additional rights exist that do not fall under these categories, like for example the 'Publish Changes' right.

A VIEW rights always has an accompanying MANAGE right, but for a MANAGE right the respective VIEW right may not exist.

In case a role is assigned a MANAGE right, the respective VIEW right, if any, is automatically assigned to the role in order for the user belonging to this role to be able to perform the respective actions.

In order for a role to fully utilize the functionality offered through the 'Management of NTR' or the 'Management of Legal Text' or the 'Management of Classification' pages of the RDD Web Application, all the 'MANAGE' rights of the respective sections should be assigned. In addition, for the 'Management of NTR' and the 'Management of Legal Text' pages, both 'Manage NTR' and 'Manage Legal Text' access rights should be assigned. This is necessary as the functionality offered in these two pages overlaps.

7.1.2 Update an Existing Role

To update an existing Role, complete the following steps:

1. Locate the Role on the grid.
2. Click on the name of the role in the 'Role Name' column of the grid.
3. Update the role name in the 'Role Name' field (except 'Public Users' role whose name cannot be modified).
4. Update the permissions that users belonging to this role will have in the RDD System (for the 'PublicUsers' role, all the 'MANAGE' permissions are disabled for security reasons).
5. Click on the 'Save' button.

7.2 Edit Users

The Users configuration section can be accessed through the Configuration->Users link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Users.
- Sort the List by the User Name, Member State, Role Name, Online status, and Lock status.
- Filtering data through User, Member State and Role.
- Create a new User.
- Update an existing User.
- Delete a User.
- Unlock a Locked user.
- Change the password of a User.

Figure 165: Management of Users

7.2.1 Add a new User

To create a new User, complete the following steps:

1. Click on the 'Create New' button.
2. Enter the desired Username in the 'Username' field. The Username cannot be changed afterwards.
3. Enter Email of the user in the 'E-mail' field.
4. Enter the password of the user and confirm the password in the 'Password' and 'Confirm Password' fields respectively.
5. Select the Role of the user in the 'Role' field.
6. Select the Member State that the user belongs to in the 'Member State' field.
7. Select the Country of the User in the 'Country' field.
8. Fill any other optional field that is necessary (e.g. Reports Service User Account Info, Notification information, Contact Person).
9. Click on the 'Save' button.

The following validation rules are applied for the definition of the username:

- The username should have minimum 4 characters and maximum 16.
- Valid characters for the username are:
  - A to Z
  - a to z
  - _ and -

7.2.2 Update an Existing User

To update an existing User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Update the desired fields.
4. Click on the 'Save' button.

7.2.3 Delete a User

To delete an existing User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Delete' button at the end of the page.
4. Click 'Yes' at the confirmation dialog.

Users are not actually deleted from the database, they are just deactivated. New user cannot be created with the same username as a previously deleted user.

7.2.4 Unlock a locked User

Users are locked out of the system when they provide a wrong password in the login form for a pre-configured number of times. The number of failed retries is specified in the RDD Application Configuration file (Web.Config). In order to change the maximum failed attempts, follow the steps below:

- Open the Web.Config file located into the root installation folder of the RDD Web Application.

- Locate the section *Systen.web/Membership*.

- Change the value of the *maxInvalidPasswordAttempts* parameter. Default value at the installation of the RDD Application is 5 retries.

To unlock a locked User, complete the following steps in the RDD User Management web page:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Unlock' button.

7.2.5   Change the password of a User

To change the password of User, complete the following steps:

1. Locate the User on the grid.
2. Click on the Username of the User in the 'User' column of the grid.
3. Click on the 'Change Password' button.
4. Enter the new password for the User in the 'New Password' field.
5. Confirm the new password in the 'Verify New Password' field.
6. Click on the 'Set New Password' button.

The next time this user will try to login to the system, s/he should use the newly assigned password.

7.3   Locked NLF Frames

When a flowchart is opened for modification, it remains locked to the user who performs the modifications, even if s/he is logged off from the application without saving. In this case, other users cannot edit the specific flowchart.

The Locked NLF Frames section can be accessed through the Configuration->Locked Frames link on the main menu. The administrator can perform the following functions:

- Navigate through the list of Locked Frames.
- Sort the List by the Name or the Current Editor.
- Unlock a Locked Frame.

Locked NLF Frames		
Unlock	**Name** ⇕	**Current Editor**
Unlock	Working Copy for EU-9/5/2014	admin
Unlock	Working Copy for ES-8/5/2014	reproUser
Unlock	Working Copy for BG-8/13/2014	admin
Unlock	New for SK-9/3/2014	admin
Unlock	New for NO-8/25/2014	admin
Unlock	New for HU-8/13/2014	admin
	◄ ◄◄ Page 1 of 1 ►► ► 10 ▼	View 1 - 6 of 6

Figure 166: Locked NLF Frames

The table depicts the list of the locked frames and the current editor.

7.3.1 Unlock Frame

To unlock a Locked Frame the administrator should click on the "Unlock" link of the desired Locked Frame. Upon clicking on the "Unlock" link, the respective Frame is unlocked and an informative message is displayed at the top of the page (see Figure 167).
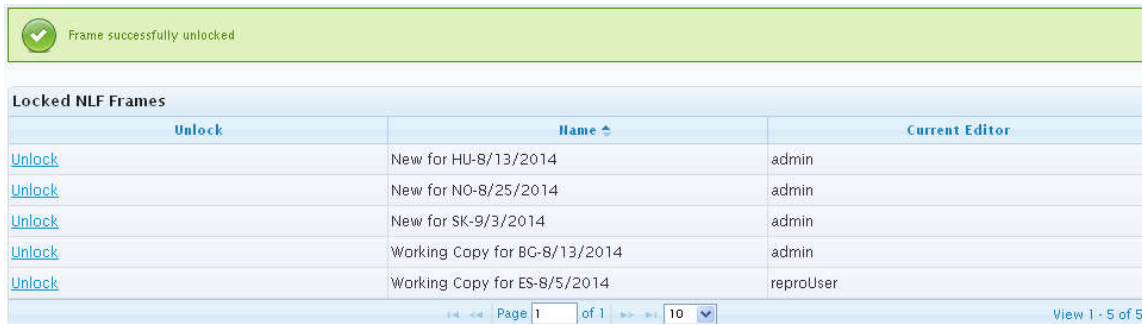

Figure 167: Unlocking NLF Frame

7.4 Edit report template

RDD reporting feature is based on Microsoft SQL Server 2010 report services. This technology requires building a template (RDL) with Microsoft SQL Server 2010 Visual Studio Business Intelligence tool. This report template must be deployed manually by an administrator of the server where the tool is installed. Currently this activity is performed by the database assistant of Cross Acceptance Unit.

The process to configure access to the reports for specific users is described below. The System administrator must provide the user accounts that will be used for configuring access to the SQL Reporting services.

To configure access for the public users and specific users to specific reports the following steps need to be followed.

1. Open an Internet Explorer browser and navigate to "http://<server-url>/Reports" and Login using an administrator account.

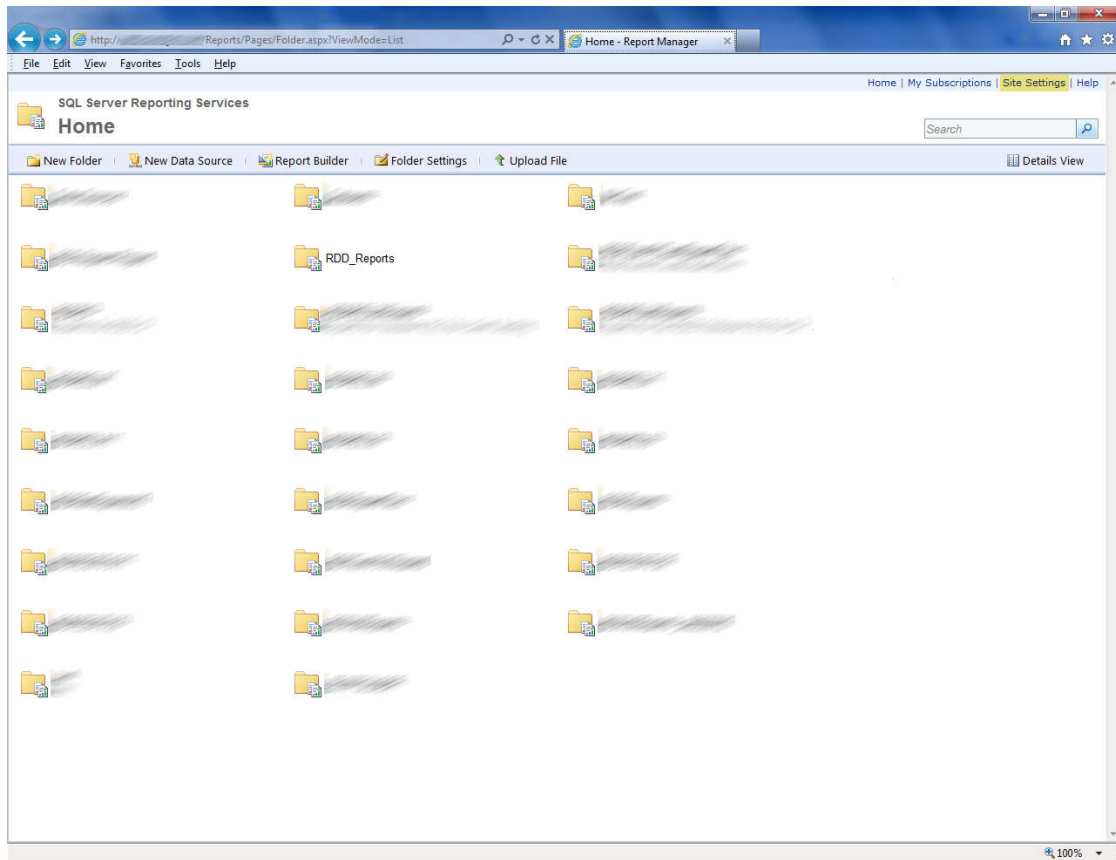2. Click "Site Settings" on the upper right corner.

Figure 168: Display Site Settings

3. In the new page that is displayed, click "Security" in the left column and then "New Role Assignment".
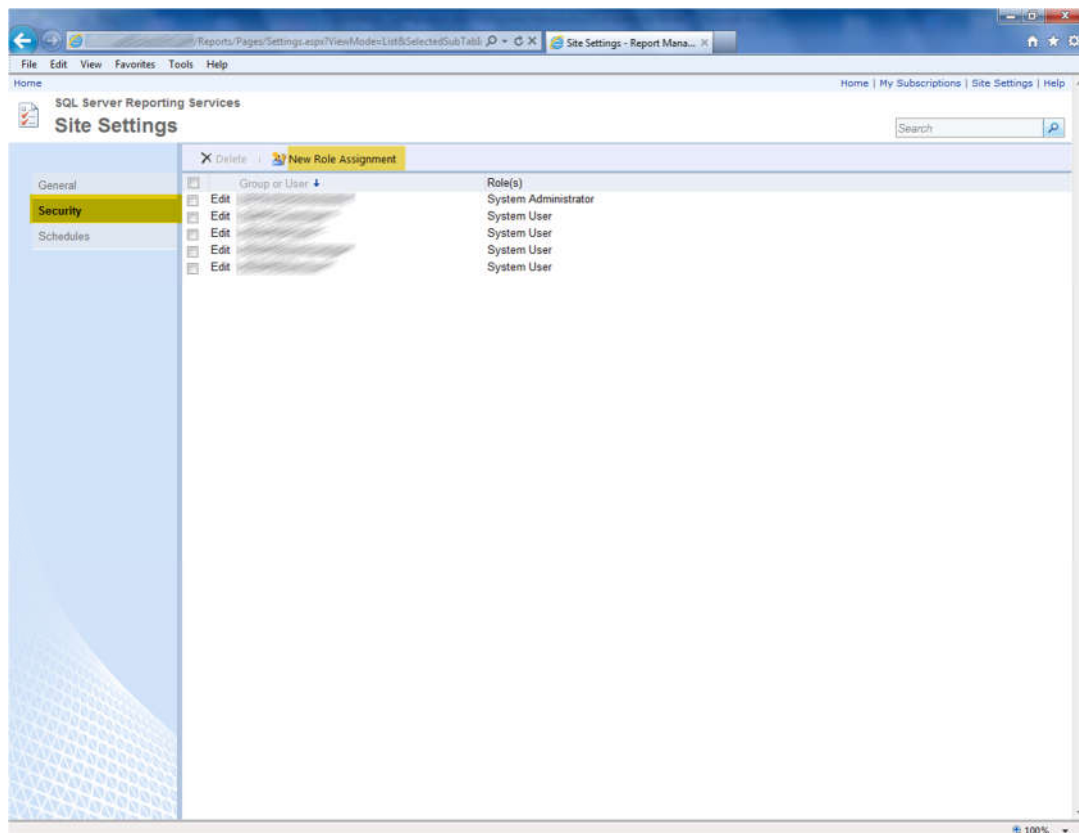

Figure 169: Display New Role Assignment

4. Enter the Users or Groups provided by the System administrator, check the "System User" checkbox and press "OK".
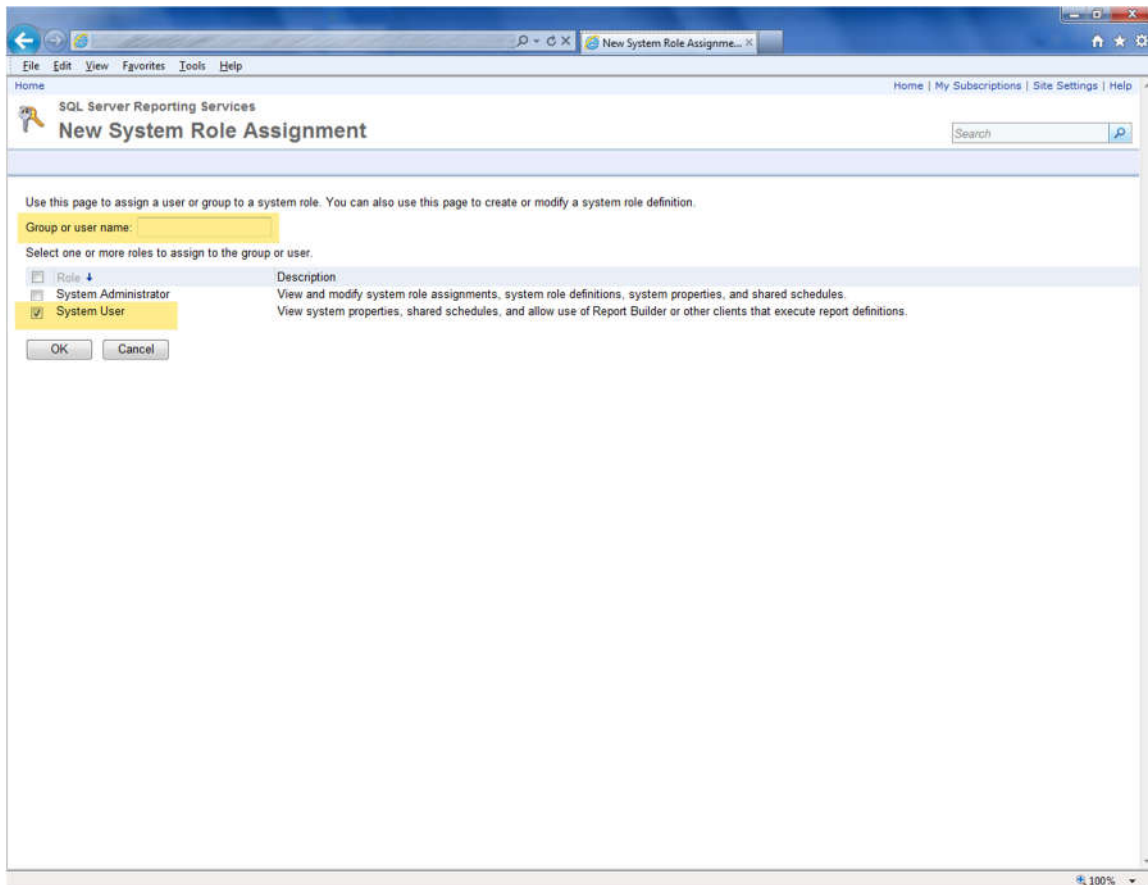

Figure 170: Save New System Role Assignment

Repeat steps 3 and 4 to add more users or groups as needed.

5. Navigate to the folder where the reports reside. Click arrow on the right so the menu expands and click "Security" for the "NRD" folder. Click "Edit Item Security".
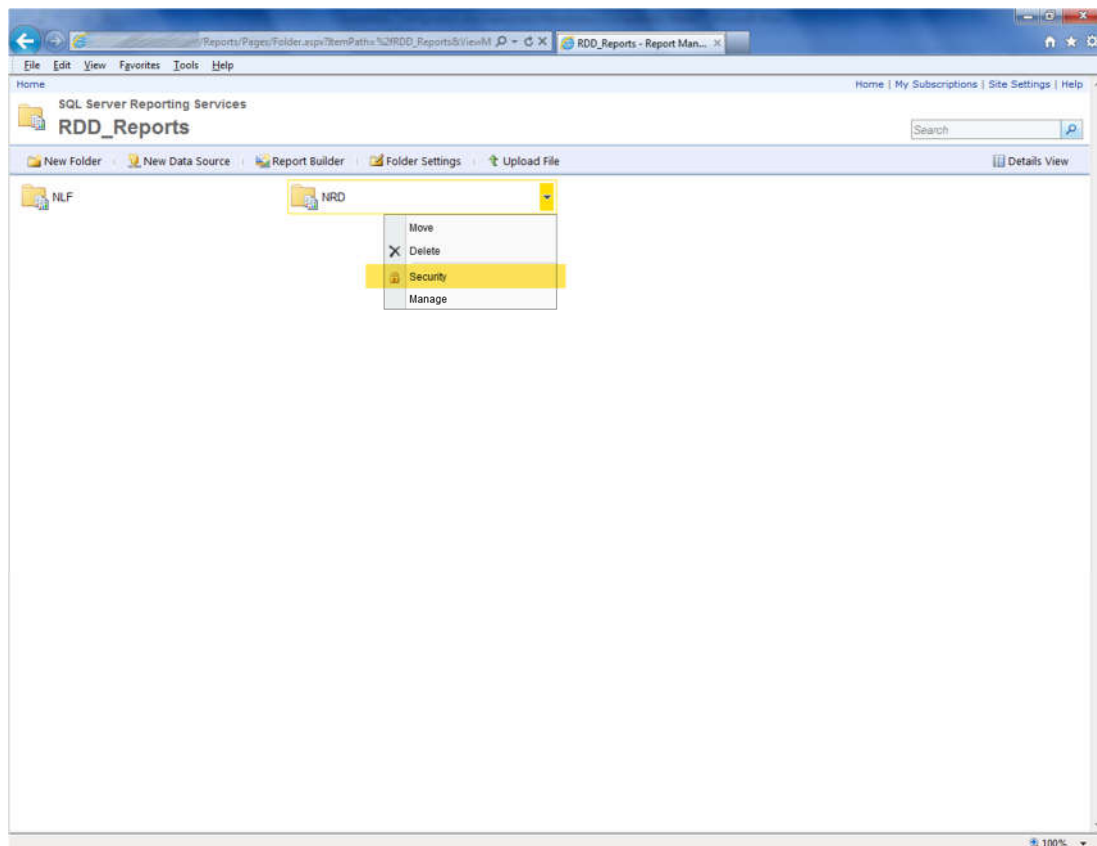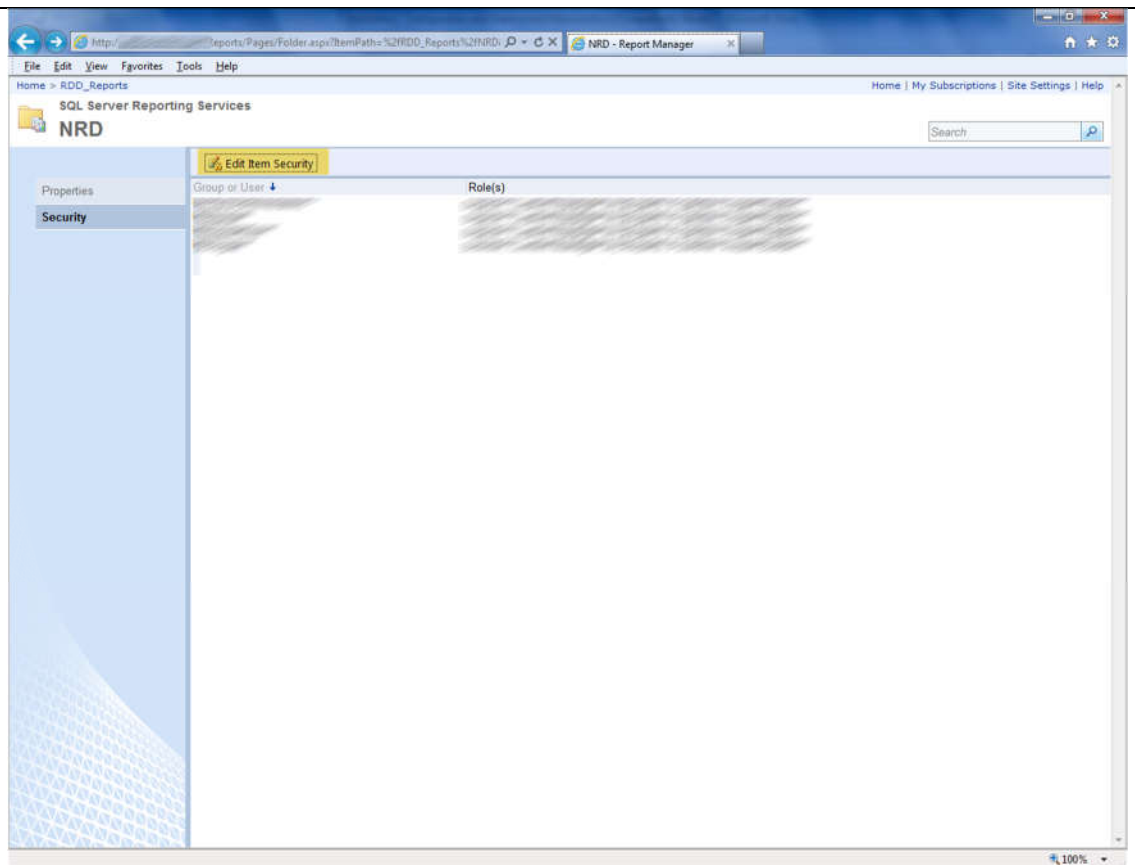

Figure 171: View Security

![User Manual header with European Union Agency for Railways logo]

User Manual

Figure 172: Edit Item Security

6. Click "New Role Assignment" and insert the users provided. Select the "Browser" role. Click "OK".
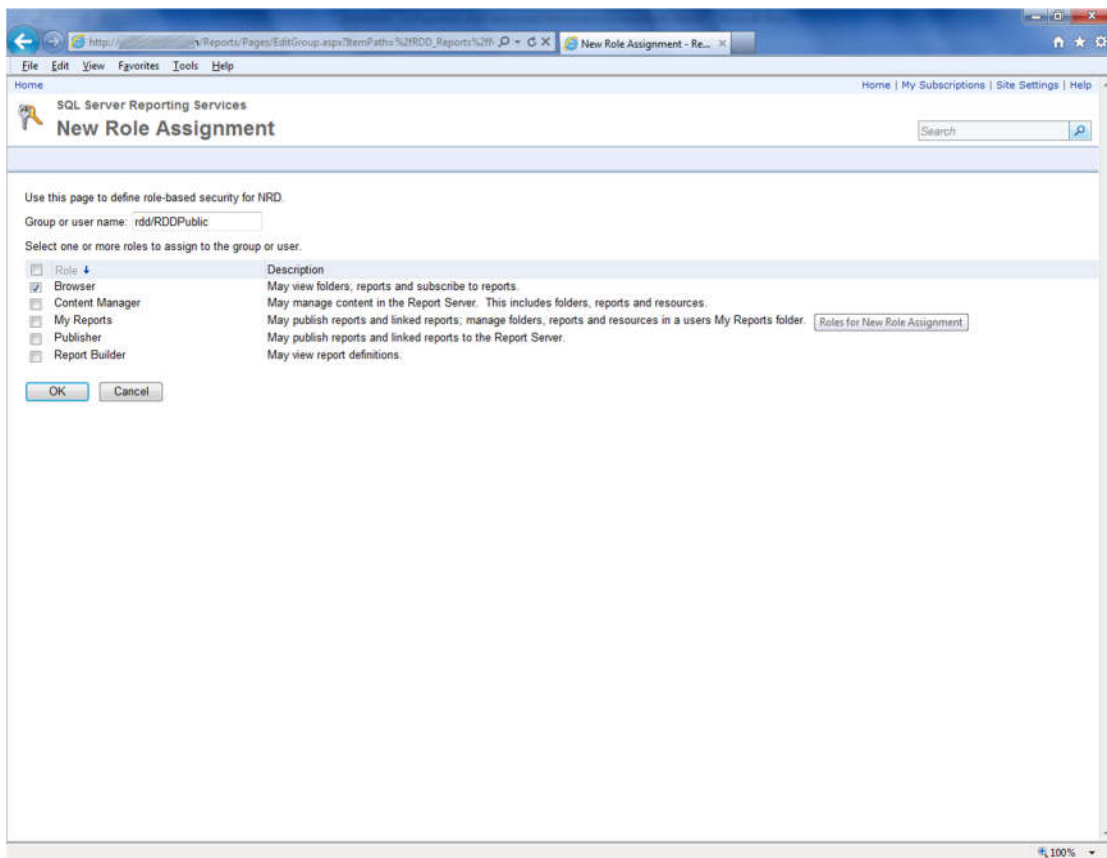

Figure 173: Insert users

Repeat steps 5 – 6 for the "NLF" Folder.

The above process will grant access to all the reports to all the accounts used. If you want some reports to be available only to specific users, the following steps need to be followed.

1. Navigate to the "NLF" or "NRD" folder containing the report access needs to be restricted on. Click the arrow on the right on the report and then click "Security".
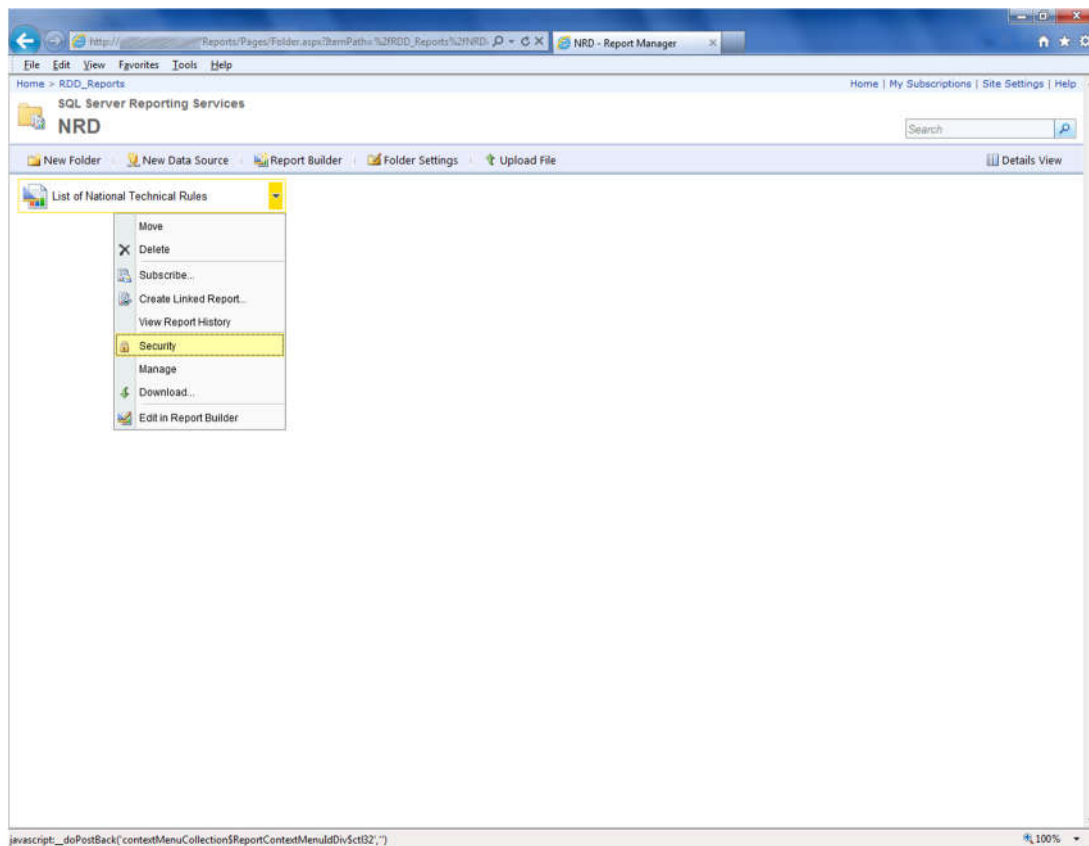

Figure 174: Security of NLF or NRD

2. Click "Edit Item Security", check the checkbox next to the user account you don't want to have access to the report and click "Delete". If the user you want to grant access to a specific report

is not there, add him by clicking "New Role Assignment", adding the user and selecting the "Browser " role.
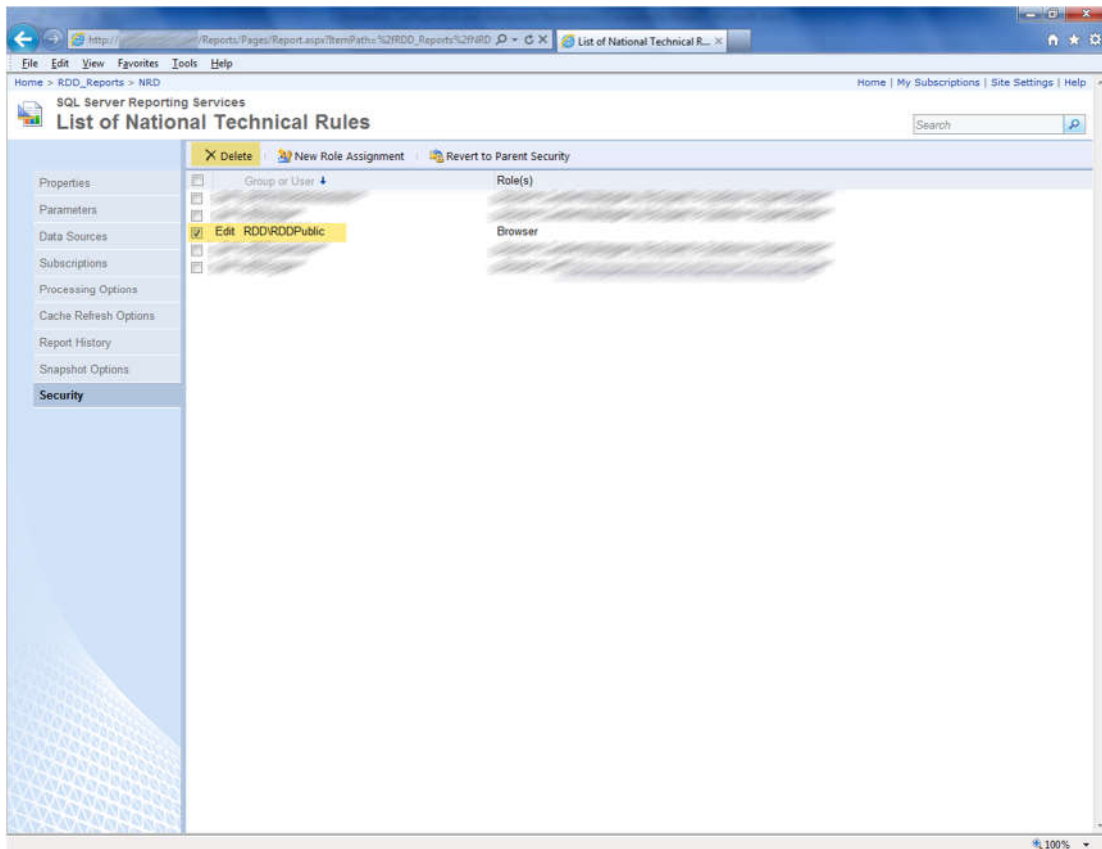

Figure 175: Browser role

3. To give specific access to reports to specific users, login with a user that is assigned the administration role for the site, expand the "Configuration" menu and click on "Users". Then click on the specific user that needs to be configured.
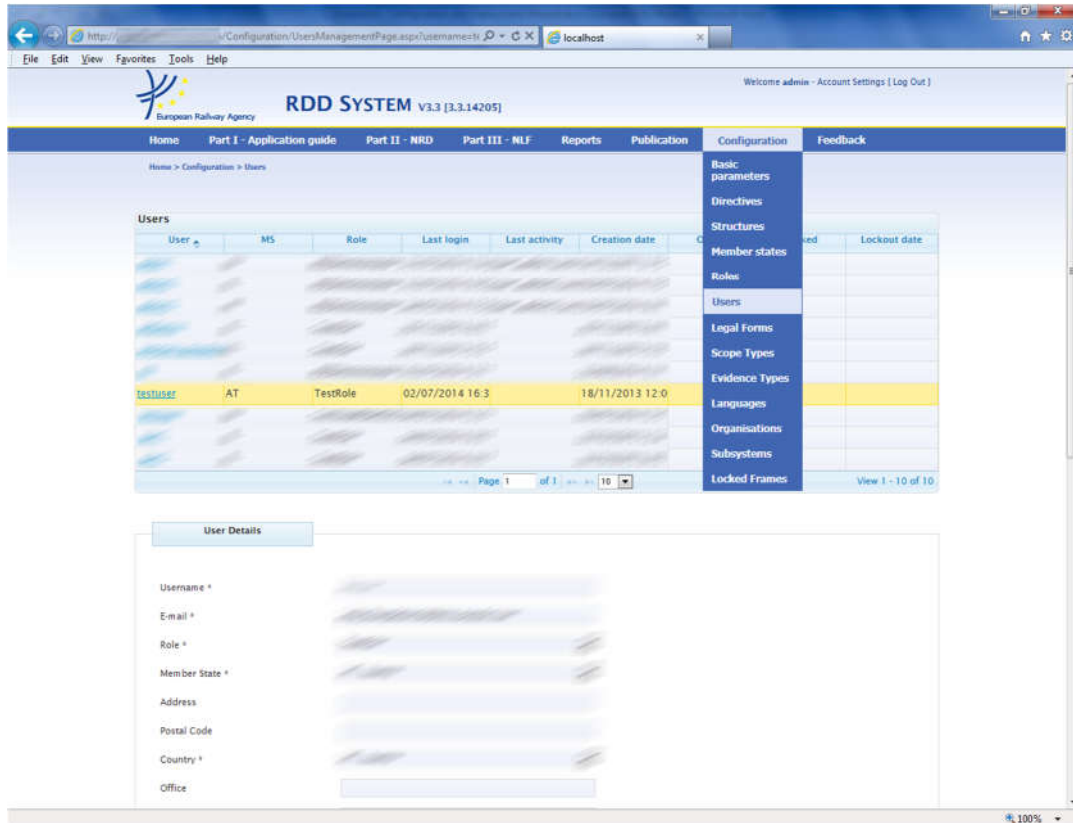

Figure 176: Users of Configuration

4. In the "Reports Service User Account Info", fill in the Username, Domain and account fields with the previously configured account information.
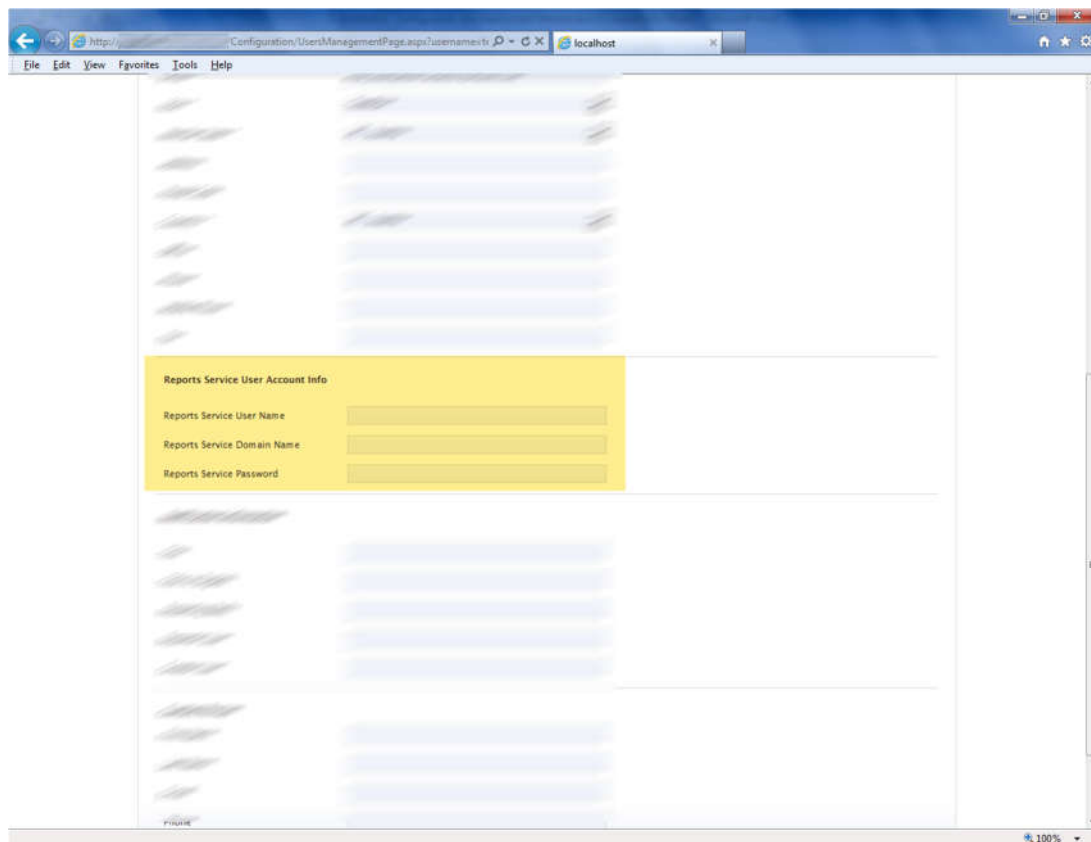

Figure 177: Reports Service User Account Info

7.5 Import NRD

A standalone import tool has been developed in order to enable the massive creation/update of Legal Texts, National Technical Rules and Classifications. The administrator can perform the following functions:

- Import Legal Texts, NTRs and Classifications (during the same import action).
- Import only Legal Texts or NTRs or Classifications.
- Import only NTRs and/or Classifications that correspond to specific Basic Parameter(s) and its children Basic Parameter(s).

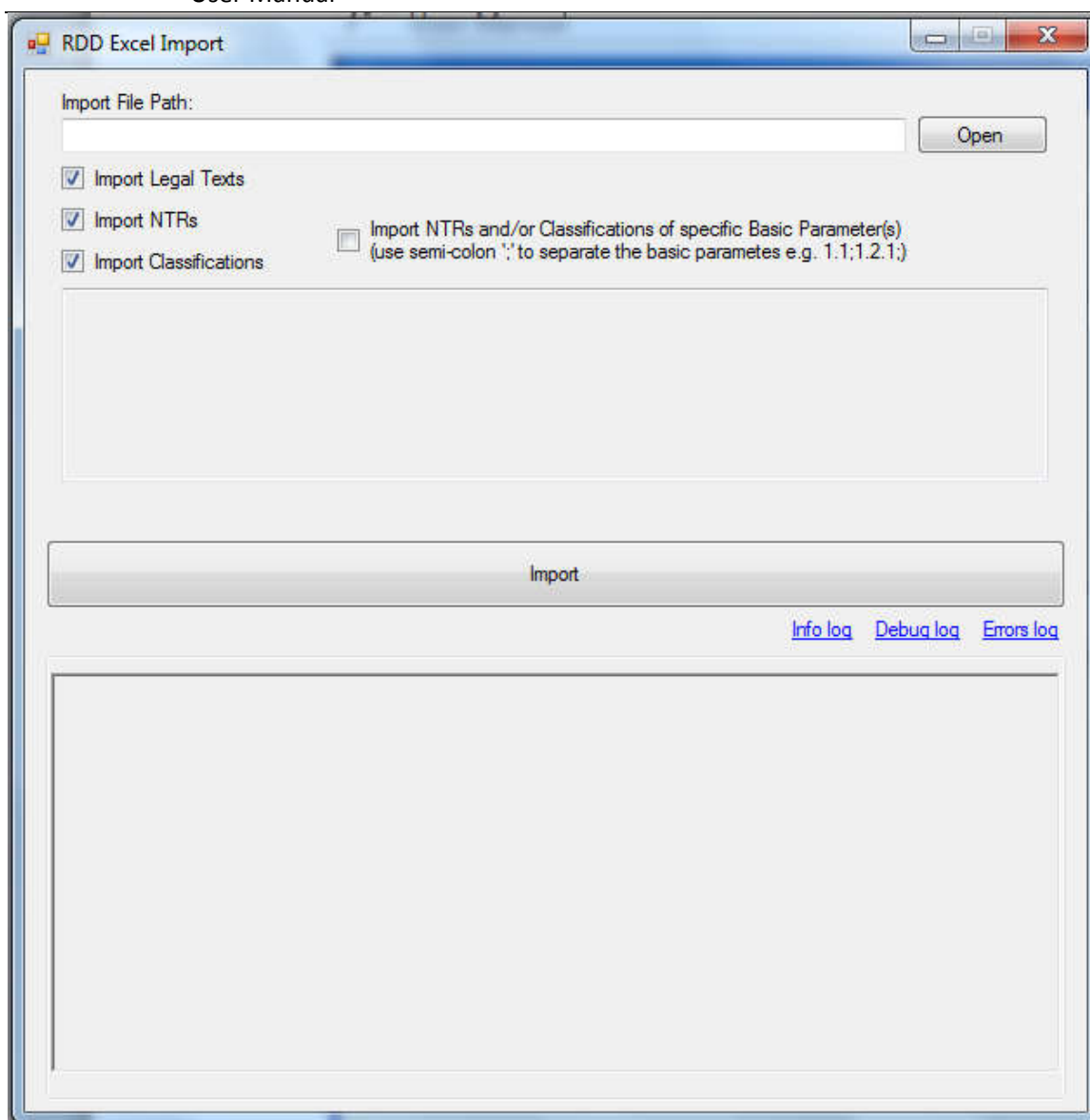Figure 178 presents a graphical overview of the import tool.

Figure 178: RDD Importer

The administrator should click on the "Open" button in order to select the desired file for importing. Then, s/he may check any of the desired item types to import.

In order for the Import to work, the necessary configuration values must be loaded into the XLS file from the RDD database. More specifically, information must be fed from the following database tables into the respective XLS spreadsheets:

- All the basic parameters from the table "BasicParameters" (Id, Code and Title) must be added to the "Conf-BasicParameters" spreadsheet.

- All the legal forms from the table "LegalForms" (Id, Name) must be added to the "Conf-LegalForms" spreadsheet.

- The TSI Items that are not of type "Class B" from the "TSIItems" table (Id, Code, Title) must be added to the "Conf-TSIItems" spreadsheet.

- The TSI Items of type "Class B" from the "TSIItems" table (Id, Code, Title) must be added to the "Conf-ClassBItems" spreadsheet.

- All the subsystems from the "Subsystems" table (Id, Name) must be added to the "Conf-Subsystems" table.

Upon selecting the "Import NTRs and/or Classifications of specific Basic Parameter(s)" option, a textbox is activated below it, where the administrator must specify the desired Basic Parameter(s). In case of multiple Basic Parameters they should be separated using the semicolon ";" (e.g. 1.2;1.3;2.3;).

Finally, the administrator should click on the "Import" button in order to initiate the import process.

A summary of the import process is provided at the bottom of the importing tool after the end of the process. Moreover, by clicking on the "Info log", "Debug log" and "Error log" links, the respective logs are displayed providing detailed information about the importing.
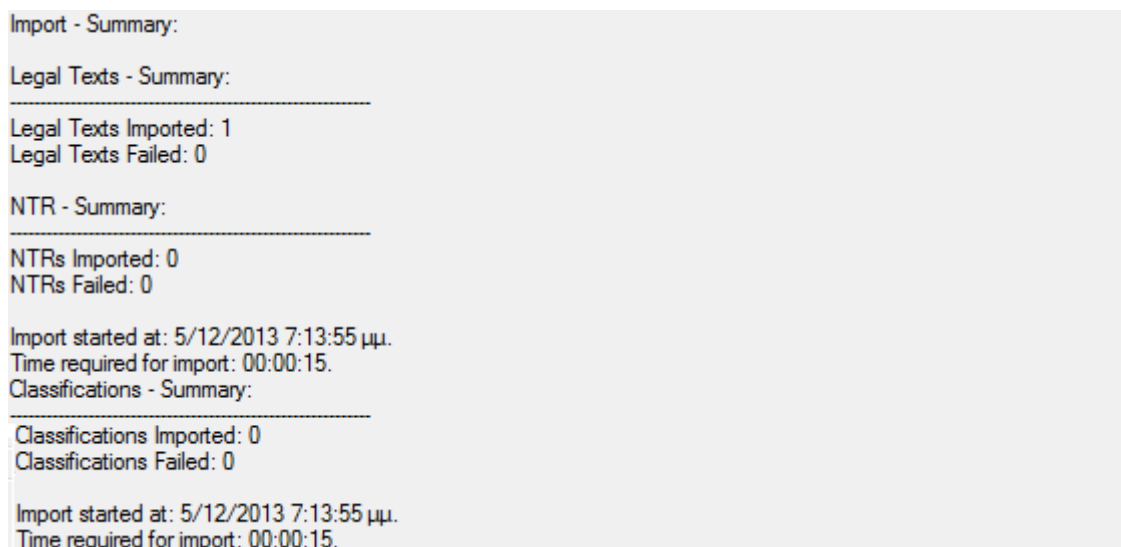

Figure 179: Import Summary