

# QUICK GUIDE TO THE ONE-STOP SHOP



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## TA Application Issues for applicants

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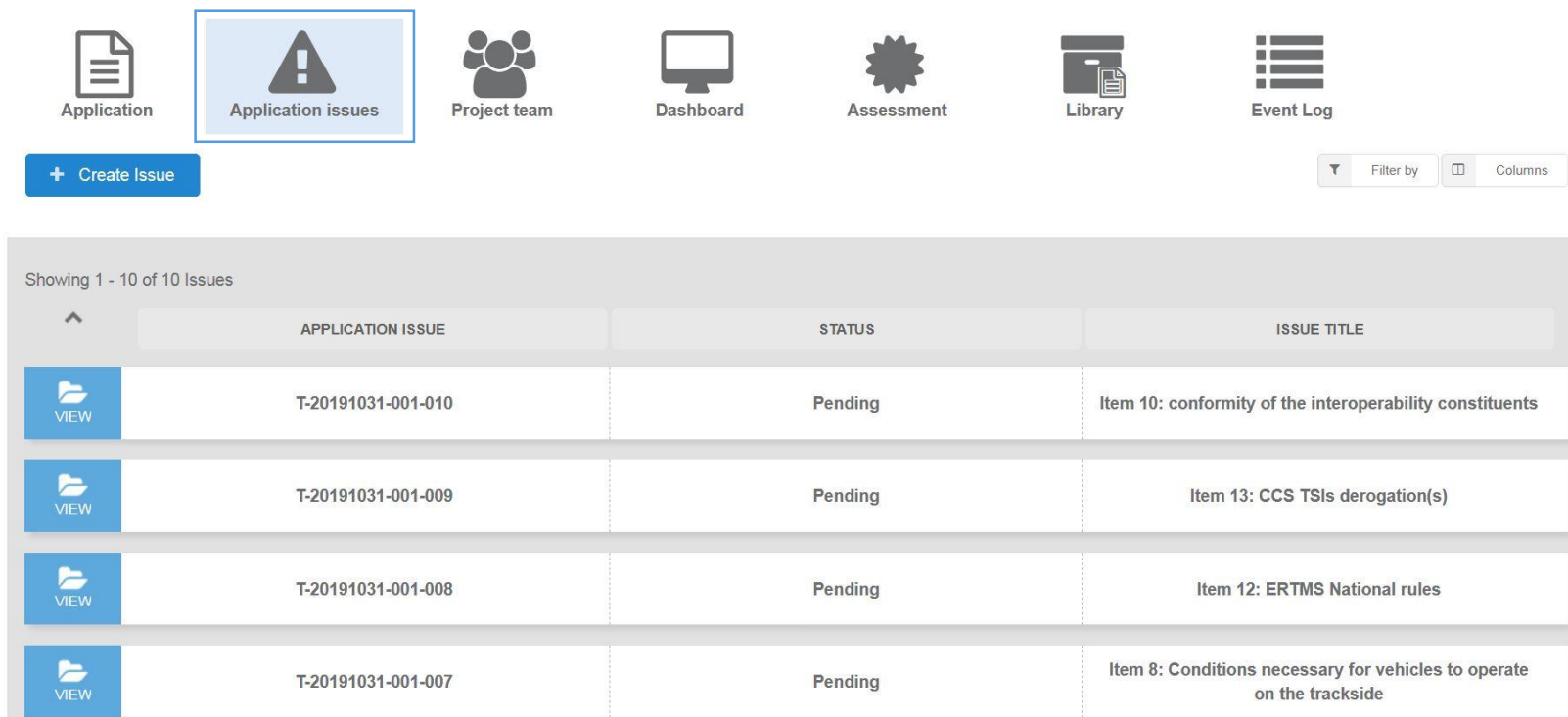


In order to access the functions of the OSS, you need to have an updated **Google Chrome** or **Mozilla Firefox** browser.  
Using other internet browsers might result in poor performance or errors.





- Click on the icon  to access the list of application issues related to a specific application.
- Click on the icon  and, please read each application issue for understanding what is expected from you.
- Different actions might be requested:

**Case 1: Reply to application issue** without application update, e.g. providing only clarifications (see explanations in slide 3)

**Case 2: Reply to application issue** which requests to **update** the application, e.g. modifications in the mapping table (see explanations in slide 4)



The screenshot shows a navigation menu with icons for Application, Application issues (highlighted), Project team, Dashboard, Assessment, Library, and Event Log. Below the menu is a '+ Create Issue' button and 'Filter by' and 'Columns' options. The main content area displays a table of application issues.

	APPLICATION ISSUE	STATUS	ISSUE TITLE
	T-20191031-001-010	Pending	Item 10: conformity of the interoperability constituents
	T-20191031-001-009	Pending	Item 13: CCS TSIs derogation(s)
	T-20191031-001-008	Pending	Item 12: ERTMS National rules
	T-20191031-001-007	Pending	Item 8: Conditions necessary for vehicles to operate on the trackside

For the cases 2, that requires application update(s), please remember to take the requested actions first (e.g. update of application file and/or mapping table) before replying to an application issue and requesting its resolution.



## CASE 1: reply to an application issue without application update

The screenshot shows the top navigation bar with a 'VIEW' button, the application issue ID 'T-20200401-003-009', the status 'Pending' (circled in blue), the date '07/04/2020', and the item description 'Item 1: Application scope description (Project description)'. Below this, the 'Application issue: T-20200401-003-009' section is visible. The 'Responses / Comments' section has two tabs: 'Comments' (selected) and 'Event Log'. A text area for replying is shown with a blue circle '1' next to it. Below the text area is an 'Attach file(s)' button. At the bottom of the 'Comments' section are 'Add comment' and 'Cancel' buttons, with a blue circle '2' next to 'Add comment'. At the bottom of the entire interface are 'Request issue resolution', 'Save', 'Save & exit', and 'Exit' buttons, with a blue circle '3' next to 'Save'.

In the Responses / Comments section of a « Pending » application issue, please click on [Comment](#) to create a reply.

1. Please include the information requested **in the provided document if any, otherwise in the comments text box (\*)**
2. Provide reply using [Add comment](#) button
3. Save provided response

**Remark:** do not request issue resolution except if clearly requested. The application issue will be kept in pending status until agreement on the information provided.

(\*) to attach a document, **before** providing the reply, use the button [Attach file\(s\)](#) and in the pop-up window:

- A) Upload document to the application issue using [+](#) button
- B) Select the document with the tick-box on the right
- C) Attach selected file using [Attach file\(s\)](#) button

The 'Attach file(s)' pop-up window shows a list of files. The file 'T-20200401-003-009' is selected, indicated by a checked checkbox and a blue circle 'A' next to it. A blue circle 'B' is next to the 'Formal Communication' folder. A blue circle 'C' is next to the 'Attach file(s)' button at the bottom of the window.

## CASE 2: reply to an application issue with application update

1



Application



Application issues



Project team



Dashboard



Library



Event Log

Scope of application

Application file documentation

Documentation

DOC 1.txt

DOC 2.txt

DOC 3.txt

Mapping tables

Application file item	Documentary evidence (Link to the uploaded document)	Reference and description (Reference inside the document and description)	Comments (Other information about the evidence and/or the reference)
1 Application scope description (Project description)			
2 Evidence that the draft tender or contract or both include the relevant control-command and signalling TSI, and the necessary details on the baseline, releases or versions	DOC 2.txt	§3.4.5.6	No specific comment

2

3

SAVE

SUBMIT


4

VIEW


T-20200401-003-009

Responded

Item 1: Application scope description (Project description)

1. If an application issue requires application update (e.g. item(s) in the mapping table) go to the relevant part of the application file 
2. Only expected updates are editable fields highlighted in white (in the example, the item 1 of the mapping table). Please update relevant information following the request in the application issue.
3. If needed you can upload additional document(s) in the application file documentation section.
4. Once the application modifications are done, remember to save and submit updated information. **SAVE** **SUBMIT** buttons are available at the bottom of the page.

After the application update(s), it is necessary to **reply to the application issue (refer to CASE 1 slide)**

and **ask for its resolution** thanks to the **Request issue resolution** button at bottom of the application issue. 

Request issue resolution

After requesting application issue resolution, its status changes to “responded”. It is then no more possible to update the application issue as well as the related application information.

**THANK YOU  
FOR FOLLOWING THESE HINTS**

