EUROPEAN UNION AGENCY FOR RAILWAYS

Making the railway system work better for society.

User Manual for Registration Entities

European Vehicle Register (EVR)

Released by European Union Agency for railways

The present document represents the views of the European Union Agency for Railways and is a non-legally binding document. It does not represent the view of other EU institutions and bodies. Furthermore, a binding interpretation of EU law is the sole competence of the Court of Justice of the European Union.
This manual provides explanations to facilitate the use of the European Vehicle Register.
This manual is publicly available and will be kept updated.
The reader should refer to the website of the European Union Agency for railways for information about the latest available edition.

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1. Introduction

1.1. About EVR

The European Vehicle Register (EVR) is a web-based tool that is used by Keepers to submit applications for vehicle registration and by Registration Entities (REs) to manage the allocation of vehicle numbers and to record vehicle registrations and their updates.

As with the ECVVR, the EVR vehicle registration process is managed at national level.

The EVR will enable:

- Keepers and other stakeholders to request access to the application;
- Keepers to submit applications for vehicle registration and their updates to the RE of the relevant Member State (MS)
- REs to manage user accounts;
- REs to manage submitted applications for vehicle registration and allocation of EVNs
- Other stakeholders to consult vehicle registrations

1.2. Definitions and Abbreviations

Acronym/Abbreviation	*Definition*
Agency	European Union Agency for Railways established by the Regulation (EU) 2016/796 of the European Parliament and of the Council
Applicant	A natural or legal person requesting an authorisations for placing a vehicle on the market
Area of use of a vehicle	A network or networks within a Member State or a group of Member States in which a vehicle is intended to be used, as referred to in Article 2 of Directive (EU) 2016/797
ARS function	Application, Registration and data Storage functions
ATMF	Uniform Rules concerning the Technical Admission of Railway Material used in International Traffic (ATMF — Appendix G to COTIF)
Authorising entity	Entity (NSA or the Agency) that authorised the vehicle for placing on the market
Authorisation	Authorisation for placing on the market
C-ARS function	Application, Registration and data Storage (ARS) function (centralised)
COTIF	Convention concerning International Carriage by Rail
D-ARS function	Application, Registration and data Storage (ARS) function (decentralised)
DSC function	Data Search and Consultation function
ECM	Entity in Charge of Maintenance
ECVVR	European Centralised Virtual Vehicle Register, as defined in Decision 2007/756/EC
EIN	European identification number
EVN	European vehicle number

Acronym/Abbreviation	*Definition*
EVR	European Vehicle Register, as referred to in Article 47 of Directive (EU) 2016/797
ERA	European Union Agency for railways. See above “Agency”
ERATV	European Register of Authorised Types of Vehicles, as referred to in Article 48 of Directive (EU) 2016/797
GDPR	Regulation (EU) 2016/679
IM	Infrastructure Manager
ISO	International Organisation for Standardisation
IT	Information Technology
NSA	National Safety Authority
NVR	National vehicle register referred to in Article 47 of Directive (EU) 2016/797
OPE TSI	Technical specification for interoperability relating to the operation and traffic management subsystem of the rail system within the European Union
OTIF	Intergovernmental Organisation for International Carriage by Rail
RDA function	Reference Data Administration function
RE	Registration Entity, which is the body designated by each Member State in accordance with Decision (EU) 2018/1614
RIC	Regulations governing the reciprocal use of carriages and brake vans in international traffic
RIV	Regulations concerning the reciprocal use of wagons in international traffic
RU	Railway Undertaking
TAF (TSI)	Telematics Applications for Freight (TSI)
TAP (TSI)	Telematics Applications for Passengers (TSI)
TSI	Technical Specification for Interoperability
UCA function	User Creation and Administration function
VKM	Vehicle Keeper Marking
VKMR	Vehicle Keeper Marking Register
VVR	Virtual Vehicle Register, as defined in Decision 2007/756/EC

2. User Manual

The present User Manual provides a description of the EVR application from the perspective of the Registration Entity (RE) user. The following chapters include descriptions of the User Interface, as well as step by step descriptions of how the RE user may complete certain tasks.

2.1. Homepage

2.1.1. Page composition

The European Vehicle Register (EVR) system has a web-based user interface and is accessible from any computer with an internet browser and network accessibility, provided that the user has an approved account. The system features are separated into a series of web pages based on the same standard template.

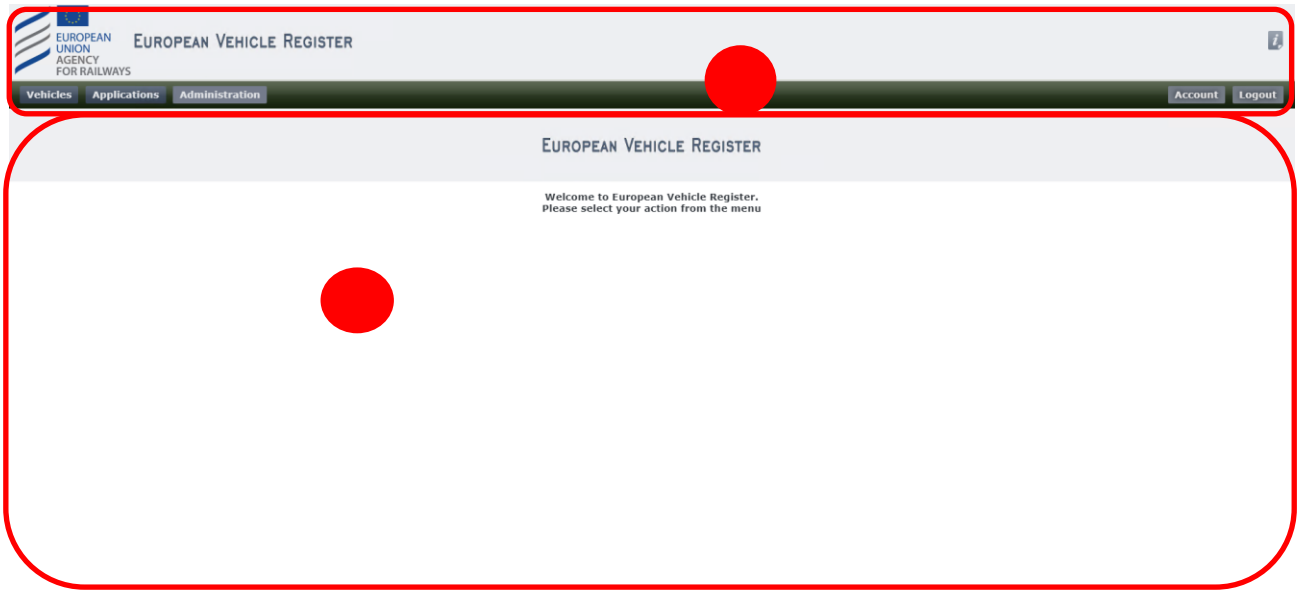


Figure 1: EVR Homepage

Each web page has the following sections (see Figure 1 above):

1. Header. This section is always visible and contains functionality that will always be available to the user, such as “Account”, “Logout” and help options. The menu options to navigate to the different application features are also displayed here.
2. Content. This section varies according to the Web page – more details provided in the following Chapters of the User Manual.

2.1.2. System navigation

From the EVR Homepage, users can navigate the application pages by clicking on the respective Header Menu options (see Figure 1)

2.1.3. Info

The user can access application help by clicking on the icon on the top right corner of the web page. This will open a new pop-up window with information relevant to the particular Web page that the User is in.

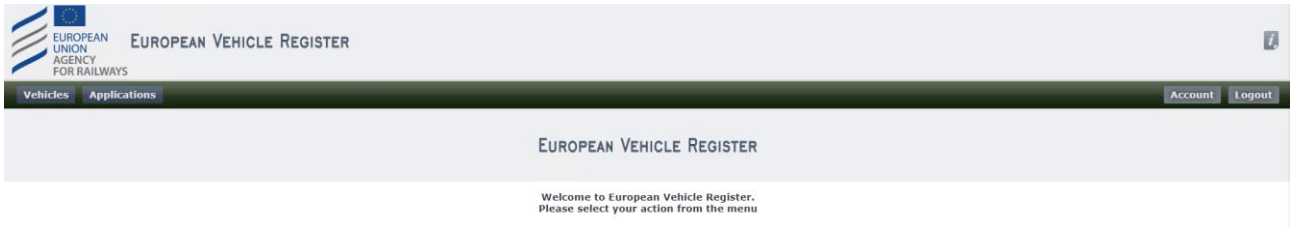


Figure 2: Help Icon

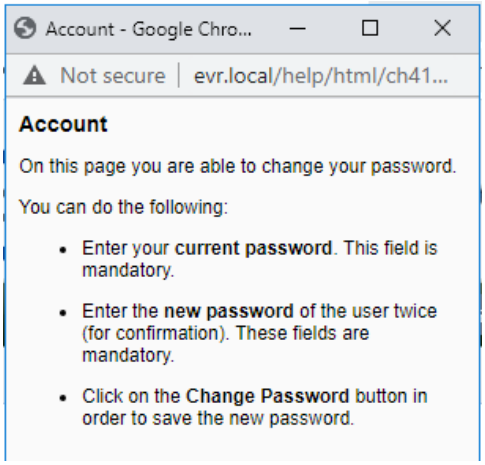


Figure 3: "Information" Icon pop-up window Example from "Account" Page

2.2. Access to EVR

2.2.1. EVR Account for Registration Entities

Registration Entities who wish to have access to EVR, should send an email to servicedesk@era.europa.eu and include in the email their organization codes, first name, last name and professional email addresses. Organization codes are a pre-requisite to EVR account creation and to have access to EVR.

Organisation codes are allocated to Registration Entities by the Agency. Registration Entities can request organisation codes by following the procedure described here.

With the organisation code in hand, ERA EVR Administrators will be able to create EVR account with Registration Entity and Administrator roles.

With this account the Registration Entities will be to create further accounts for their stakeholders (e.g. NSA,Other RE colleagues...) by logging into EVR.

2.2.2. Login

By entering the EVR URL in their browsers, the user can access the Login Page. Within the Login Page. The user should follow the below steps:

- Fill-in the “User name” 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 EVR system will be presented (see Figure 1).

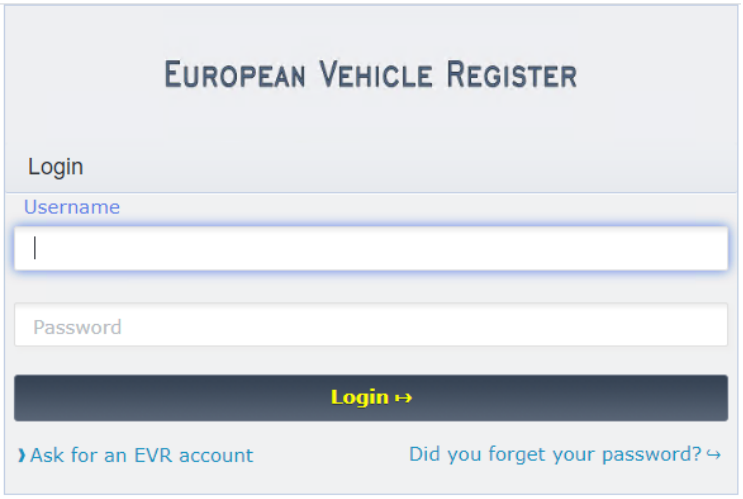


Figure 4: Login Page

2.2.3. Password Recovery

If a user has forgotten his/her password, he/she can click on the “Did you forget your password?” option on the Login Page. In this case, the following page is opened:

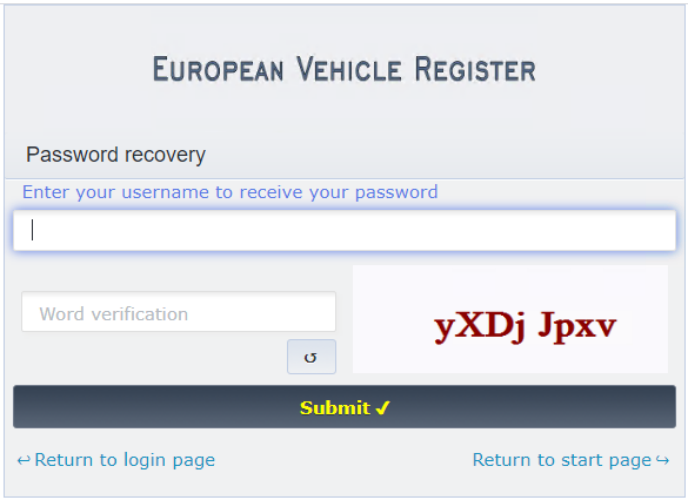


Figure 5: Password Recovery

The user should follow the below steps:

- Fill-in the text fields: “Enter your username to receive your password” and “Word verification” (Captcha)
- Click on the “Submit” button.

The user receives an email with a link that redirects him to the password reset page as shown in Figure 7 below:

Figure 6: Password Reset

The user should follow the below steps:

- Fill-in the fields: “New Password”, “Password confirmation” and “Word verification” (Captcha)
- Click the “Change password” button.

The user can return to the Login Page by clicking on the “Return to login page” or the “Return to start page” options.

2.2.4. Logout

Having already logged in to the EVR application, the user can logout by clicking the Logout button which is available on the right side of the Heading ribbon, on all the EVR Web pages.

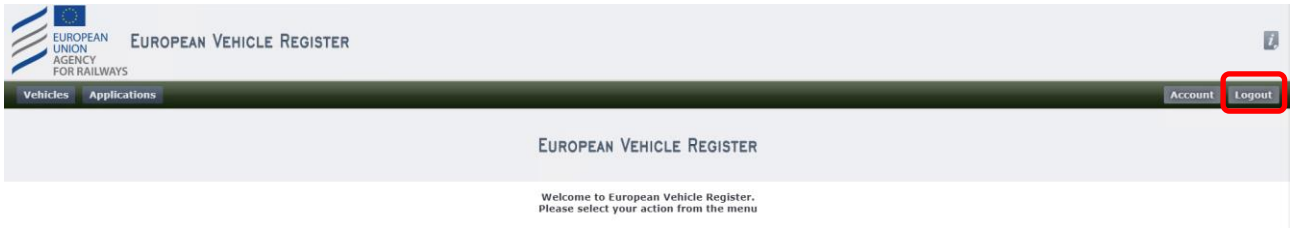


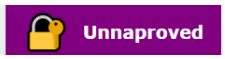
Figure 7: Logout

2.3. User Management by Registration Entities

- Users (e.g. Keepers, Owners, ECMs, …) who need to have access to EVR, need to request an account via EVR (login page), select the roles they wish to have and enter their organization code. Based on the entered organization code, EVR will select the Registration Entity that will handle the request.
- The RE will receive the requests and approve or reject them

2.3.1. Approval or rejection of user accounts requests

The RE finds the user account that needs to be examined following the process for User Search in chapter 2.1.5.

The RE presses the Edit Button and in the pop-up Menu he presses the  button so that his status is changed:

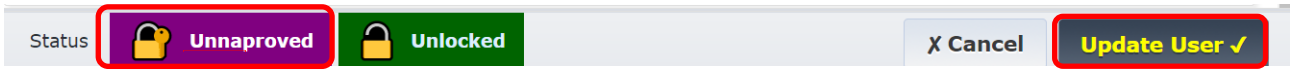


Figure 8: Approve-Reject User.

The respective User that their account has been approved receives an email to set a password.

2.3.2. Users accounts Creation by Registration Entities

In certain particular cases, REs may need to directly create accounts in EVR. For instance accounts for their colleagues.

In order to create a new EVR user, the RE user has to follow the steps described below:

Step 1: From within the "Administration" menu, click on the button. This will open the dialogue:

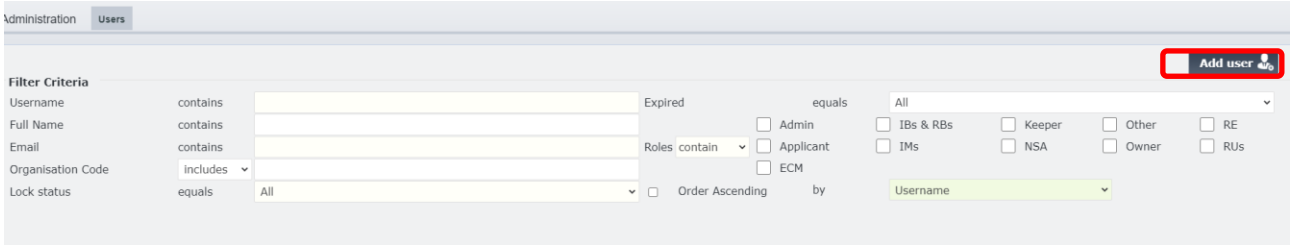


Figure 9: Add user

Step 2: Complete the provided fields below:

- Username
- Email

- First and Last Name
- Comments (optional)
- Account Expiration Date (optional)

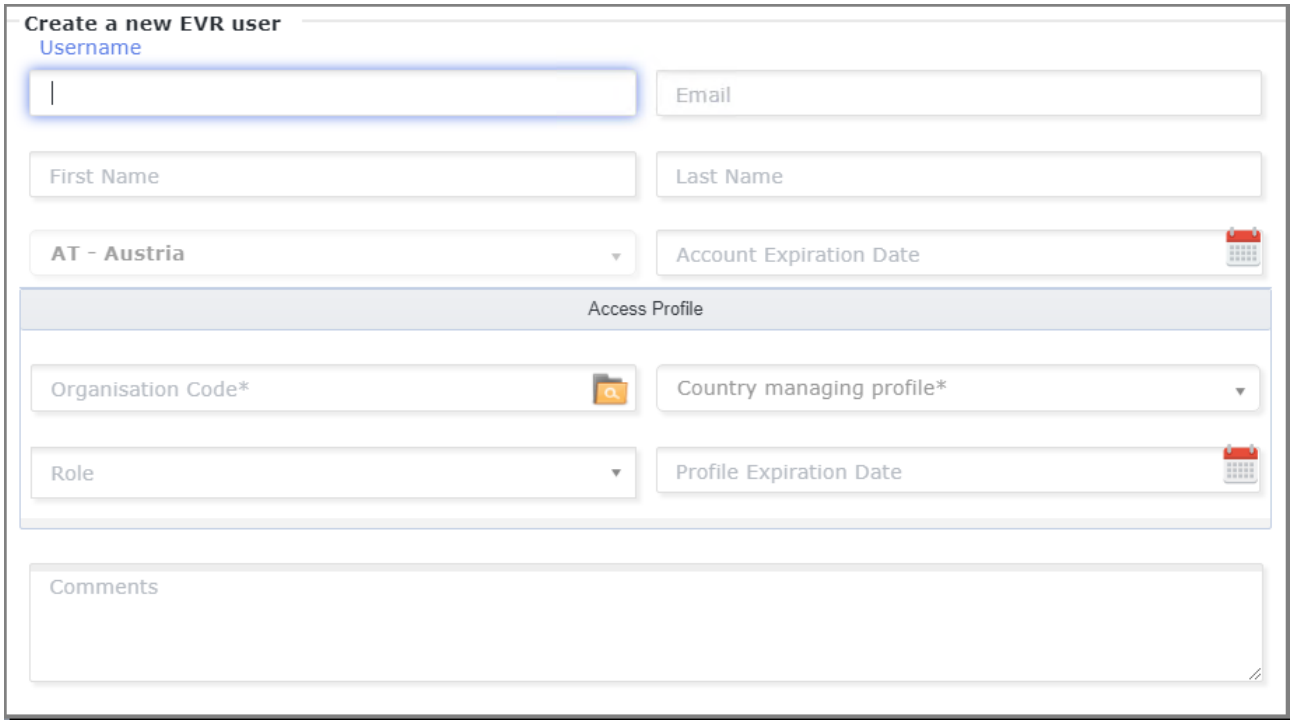


Figure 10: Create a new EVR user dialogue

Step 3: Complete the required fields for the "Access Profile" to be created

- Add the Organisation Code that the new user belongs to by using the search functionality, clicking on the button. The Country Managing profile is automatically filled and becomes non-editable and the Organisation Name as well as the Organisation Name Aliases fields appear.

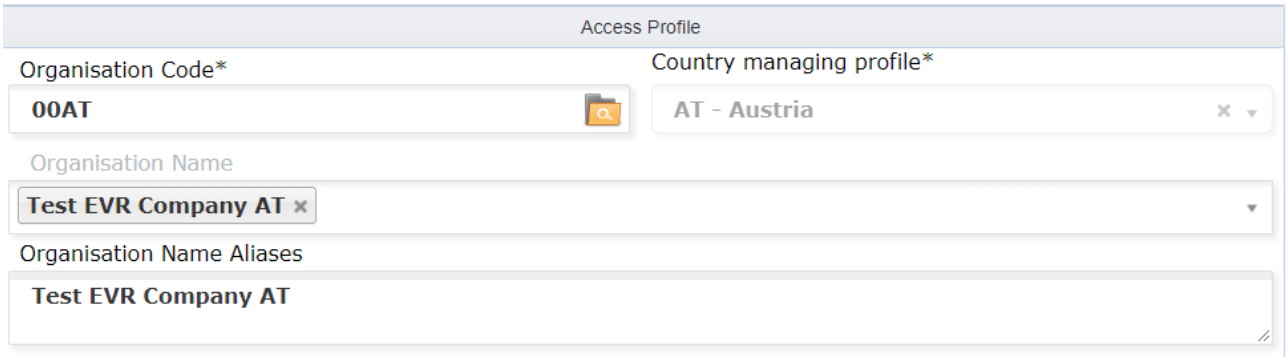


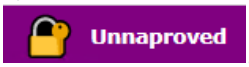
Figure 11: Organisation Details after inputting Org. Code

- Complete the "Role" field by selecting from the provided drop-down menu. More than one roles can be selected.
- Profile Expiration Date (optional)
- Comments (optional)

Step 4: Determine the user status:

- If the new user is already approved and can be granted immediate access upon the creation of their account, leave the "Status" option as

- If it is not certain yet, and has to be decided at a later date, click on the

button to turn the status into 

.

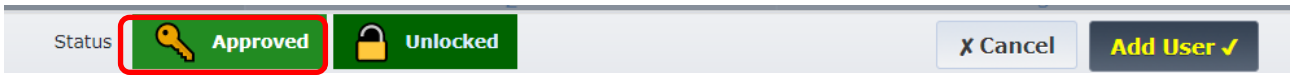
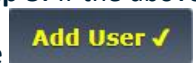


Figure 12: Approval buttons

Step 5: If the above steps are completed successfully and the new account is ready to be created, click on the 

button.

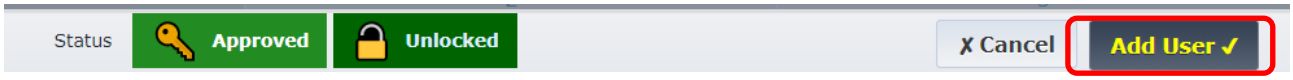


Figure 13: Add User button

The user that has been approved receives an notification email that his account has been approved and to set his password.

2.3.3. Update of User data

2.3.3.1. Update User: Modify User Details

To modify the details of a user account, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to edit.

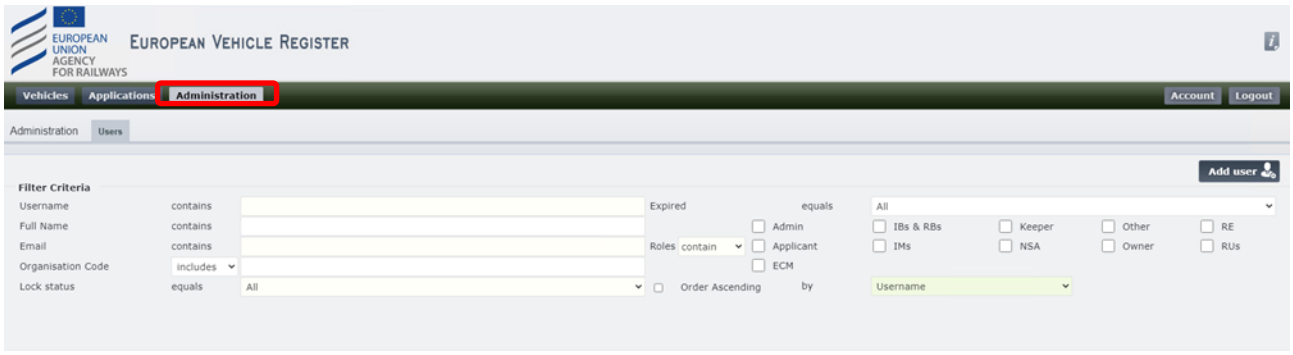


Figure 14: Administration-Search

Step 2: From the user search results table, identify the particular user and click on the icon under the "Edit" tab. The dialogue to Edit the user will open, as shown in Figure 15 below:

Figure 15: Search Results-Edit Button

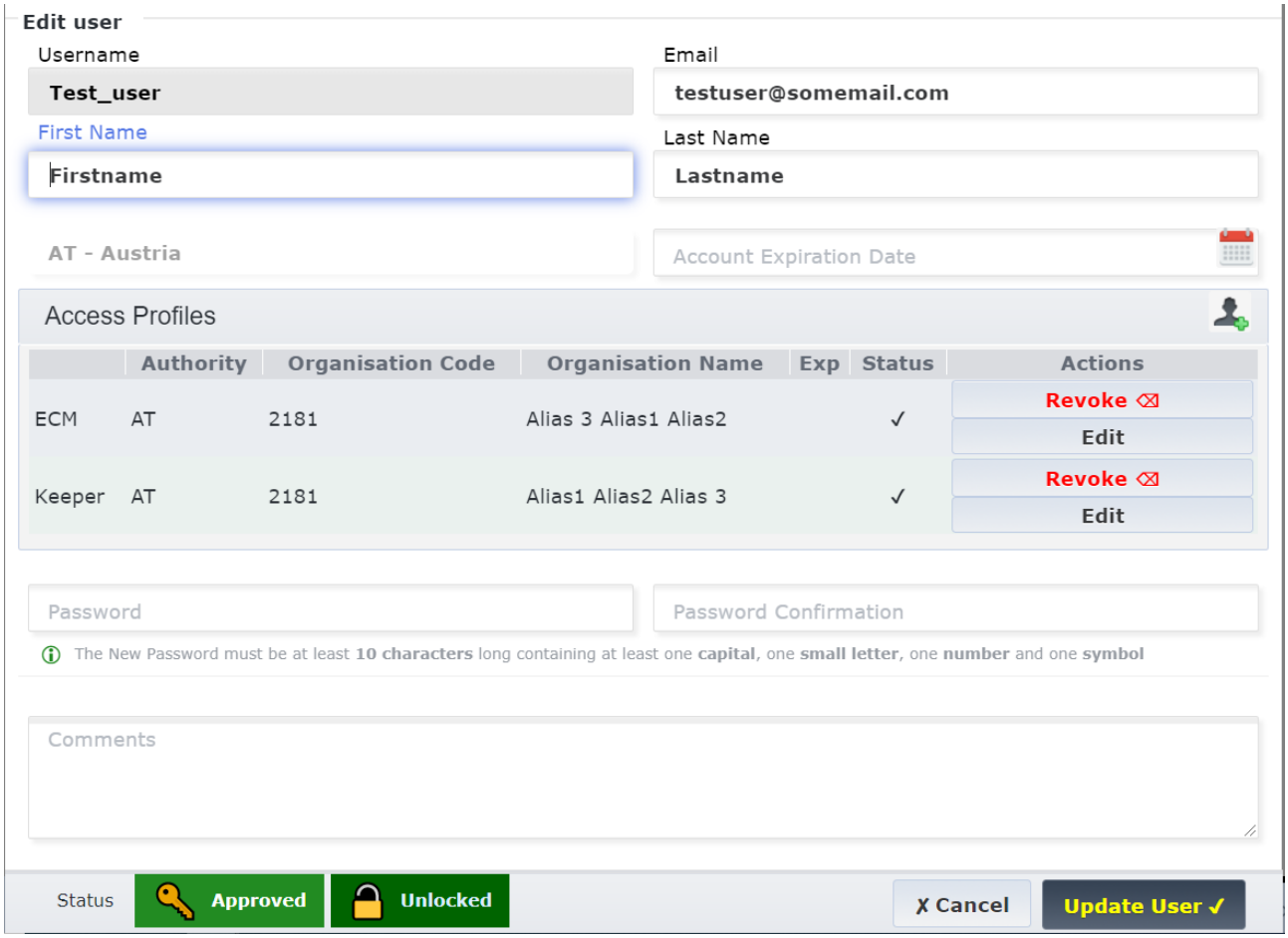


Figure 16: Search Results-Edit Dialogue

Step 3: From the user details, edit the desired fields and then click Update User ✓.

2.3.3.2. Edit User: Add New Access Profile

To add a new Access Profile to an existing user account, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to edit.

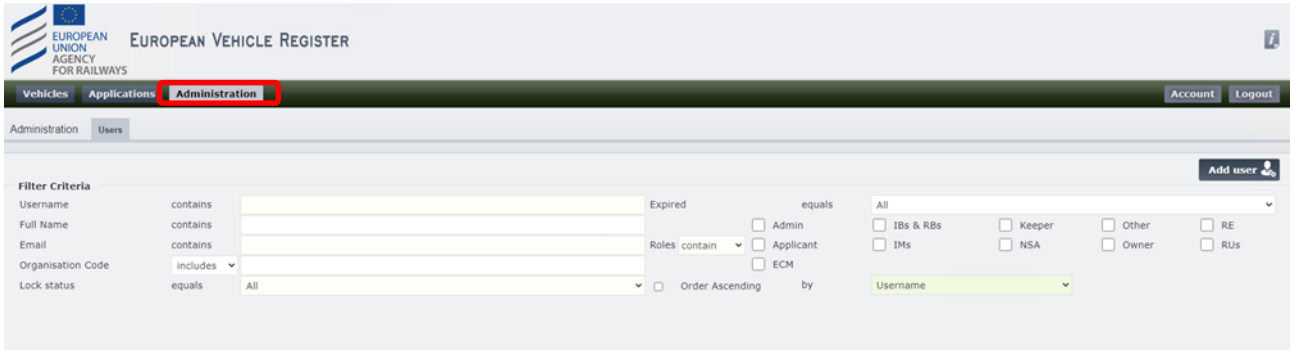


Figure 17: Administration-Search

Step 2: From the user search results table, identify the particular user and click on the icon under the "Edit" tab. The dialogue to Edit the user will open as seen Figure 18 below.

Figure 18: Search Results-Edit Button

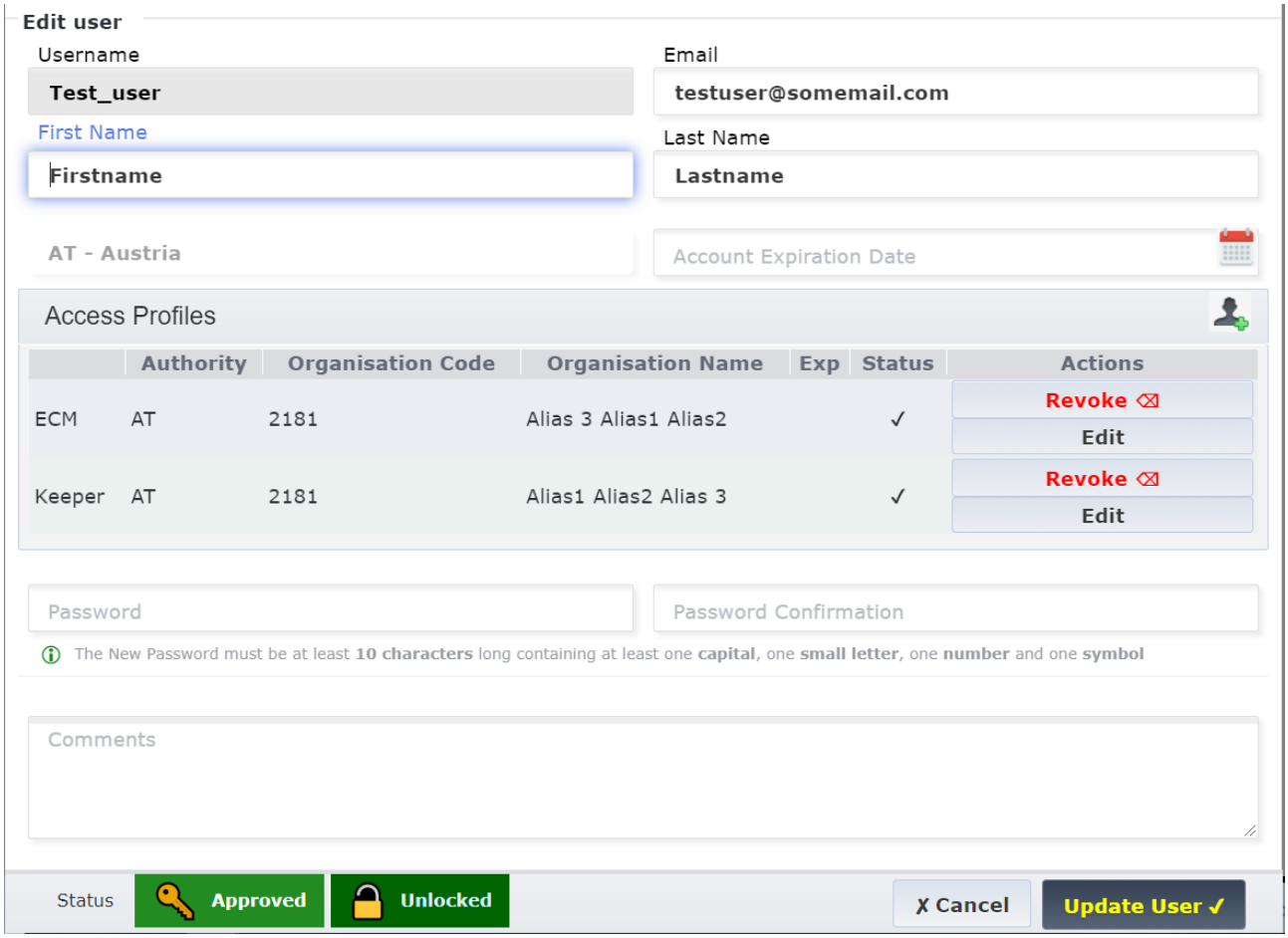


Figure 19: Edit Dialogue

Step 3: To add a new Access Profile, click on the button. This will expand the menu to reveal the following fields to be completed, in the manner described in chapter Figure 20

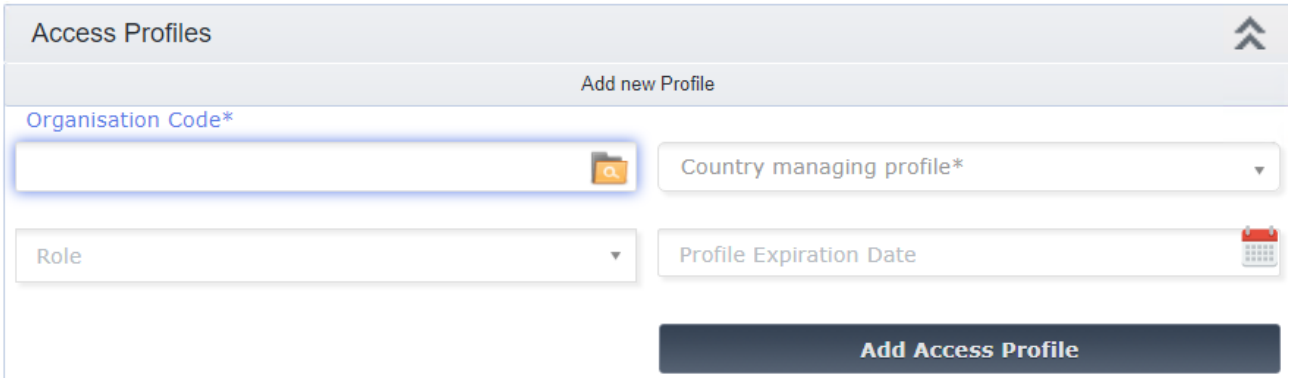
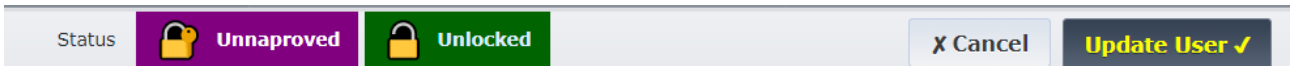


Figure 20: Edit EVR user: Add Access Profile

Step 4: Then click on Add Access Profile and Update User ✓ to complete the edit action.



Afterwards, the user receives a notification email that his account has been created.

2.3.3.3. Edit User: Revoke Access Profile.

To revoke an Access Profile from an existing user account, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to edit.

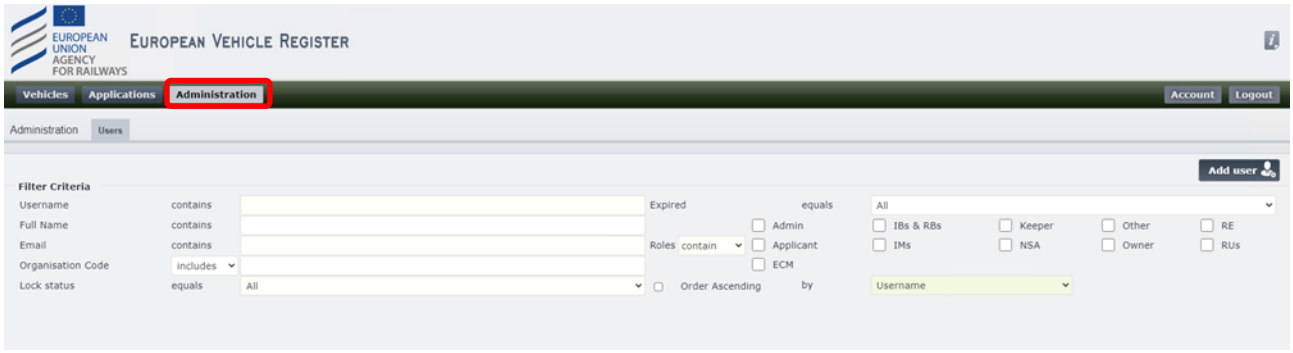


Figure 21: Administration-Search

Step 2a: From the user search results table, identify the particular user and click on the icon under the "Edit" tab.

Figure 22: Search Results-Edit Button

Step 3a: From the displayed list of Access Profiles granted to this account, identify the one(s) that need to be revoked and click on the Revoke ⌫ button under the "Actions" tab.

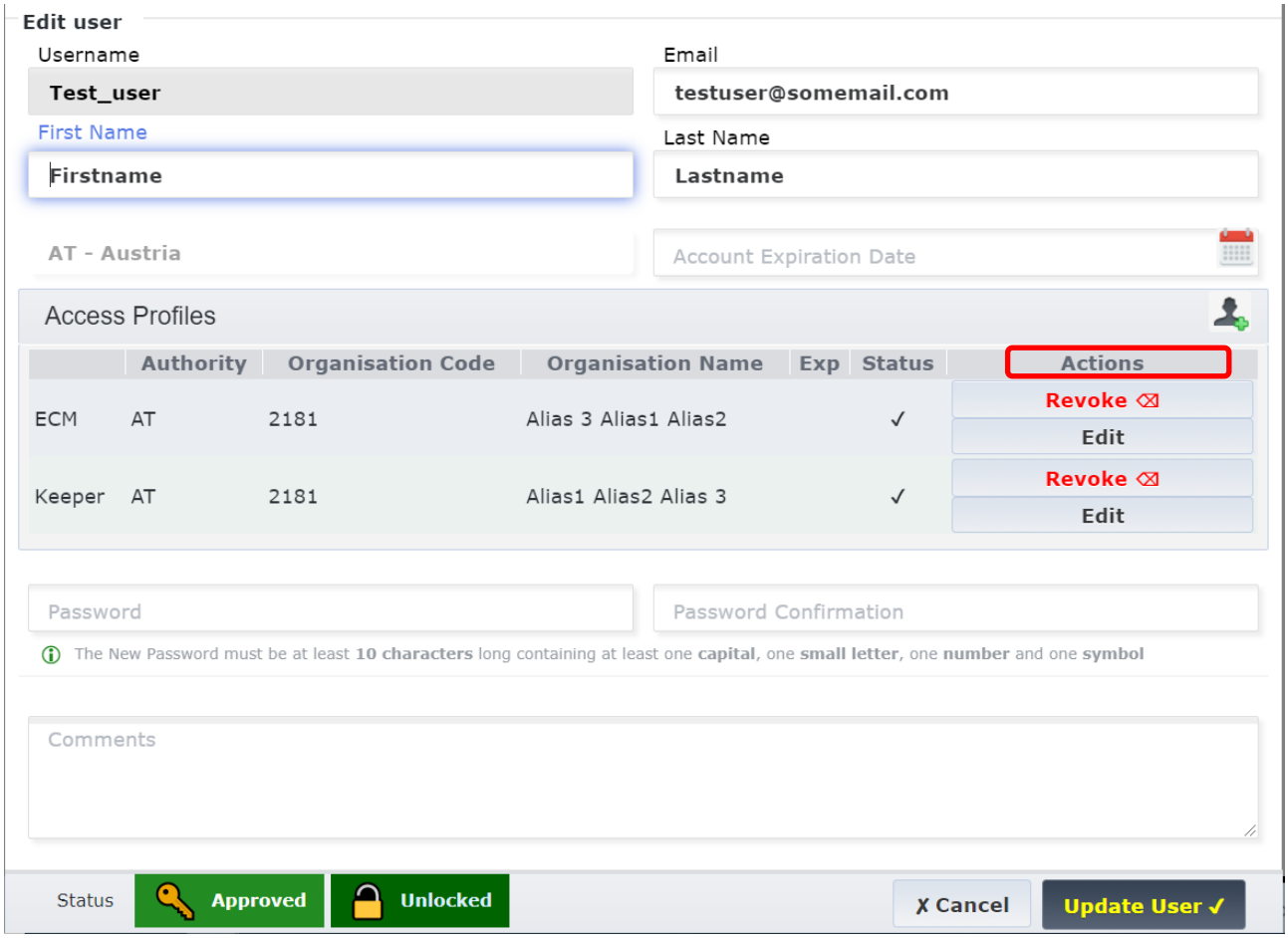


Figure 23: Edit Dialogue

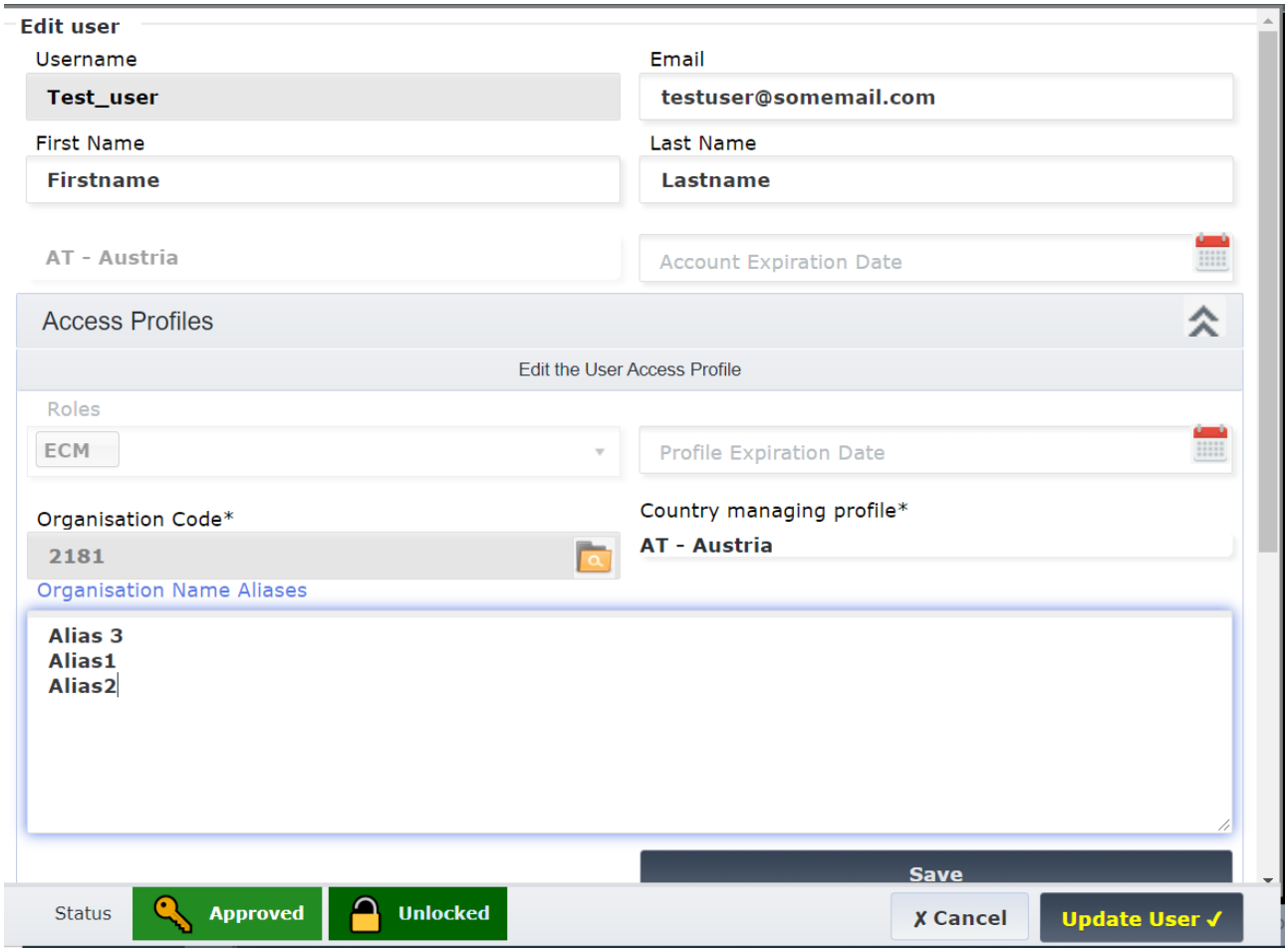
Step 4: Then click on

to complete the edit action.

Alternatively, the user can press the in the Status column of the Results and Revoke the account. This button changes to . The actor can undo this operation.

2.3.3.4. Edit access profile: adding, updating and removing aliases

To edit access profiles of users, please display the user details, and use “Edit” button as depicted in the screen below and then click on Update user.



2.3.3.5. Edit User: Change User Password

To change the password of an existing user account, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to edit.

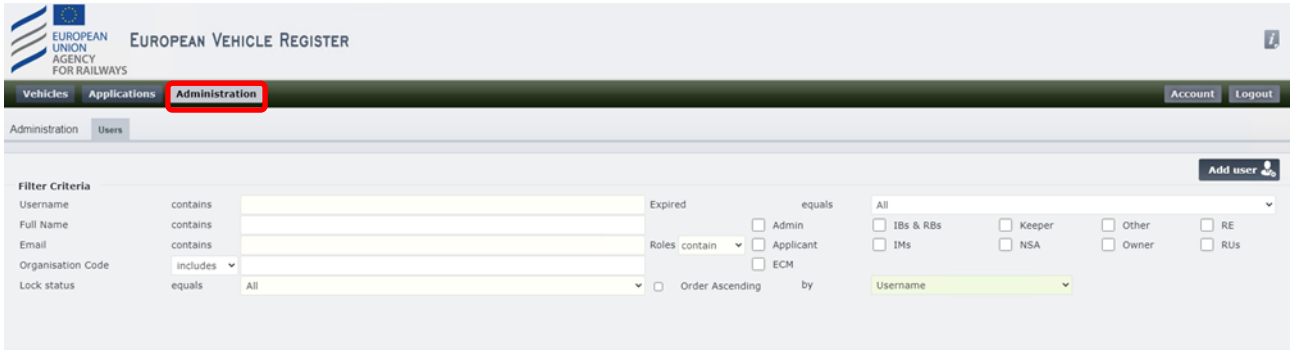


Figure 24: Administration-Search

Step 2: From the user search results table, identify the particular user and click on the icon under the "Edit" tab.

Figure 25: Search Results-Edit Button

Step 3: Enter the new password in the provided "Password" and "Password Confirmation" text fields and click on

to complete the action.

Afterwards, the user receives a notification email regards the changes made to his account.

2.3.4. Unlock User

When an EVR User attempts to login by entering an incorrect password more than 2 times, or the expiration date of the account validity has passed

The RE user, in order to unlock an EVR user account, has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to lock/unlock

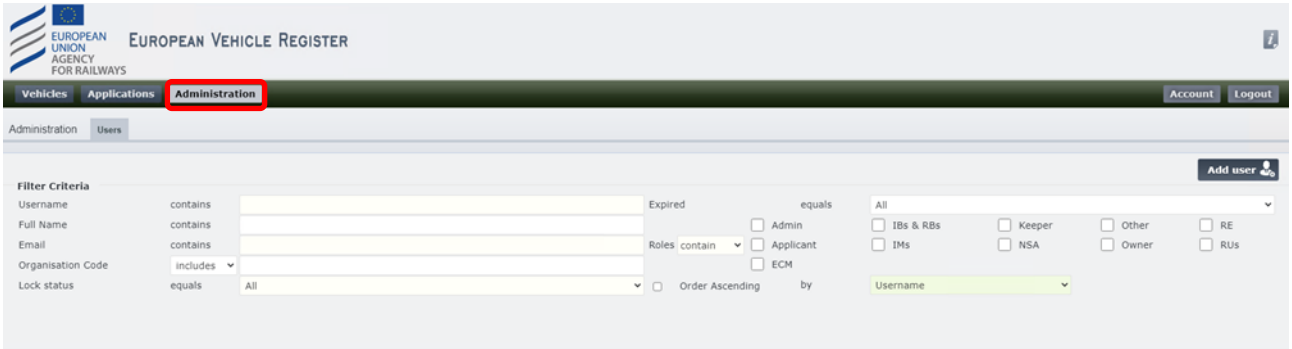


Figure 26: Administration-Search

Step 2a: From the user search results table, identify the particular user and click on the icon under the "Status" tab.

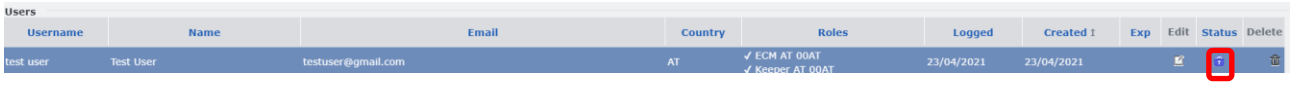


Figure 27: Unlock User

Step 3: View the message displayed by the system and click OK.

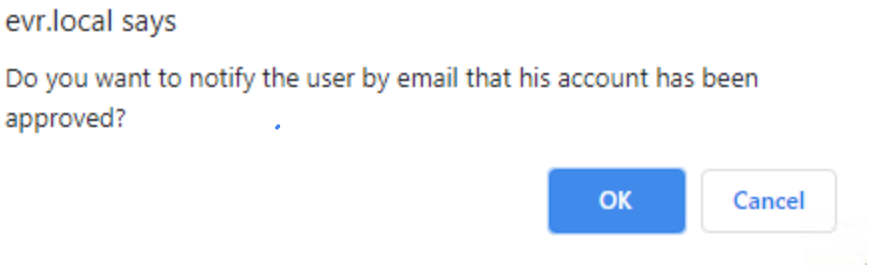


Figure 28: Unlock user confirmation

Afterwards, the user receives a notification email regards the changes made to his account.

2.3.5. Locking User accounts

Locking user account means the user won't be able to access EVR.

To lock an EVR user, the RE user has to follow the next steps:

Step 1: From within the "Administration" menu, search for the user you wish to unlock

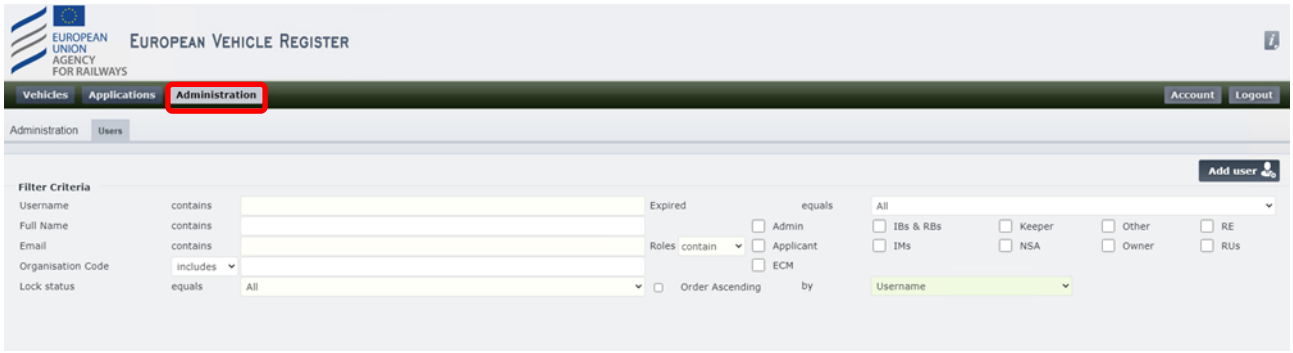


Figure 29: Administration-Search

Step 2: From the user search results table, identify the particular user and click on the icon under the "Status" column.

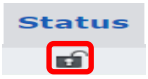


Figure 30: Lock User

2.3.6. Search of User accounts

Step 1: The user inserts the criteria upon which his search will be based. Those filter criteria are shown below:

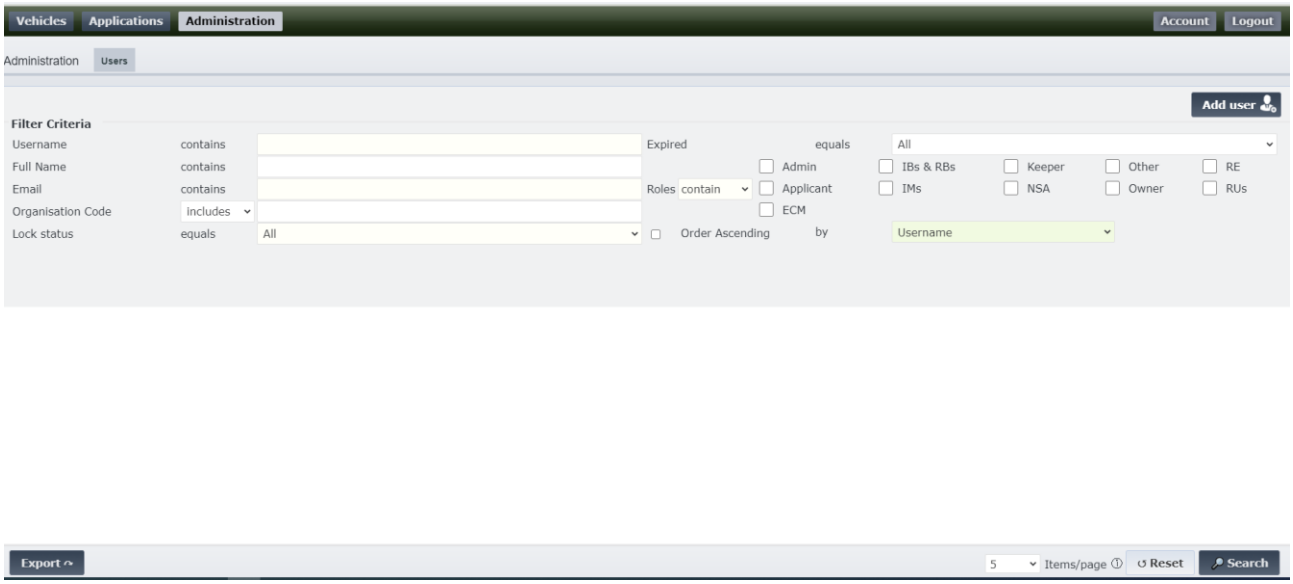


Figure 31: User Search Criteria.

Step 2b: After inserting the desired criteria, the user can perform the search by clicking on the

button and view the results:

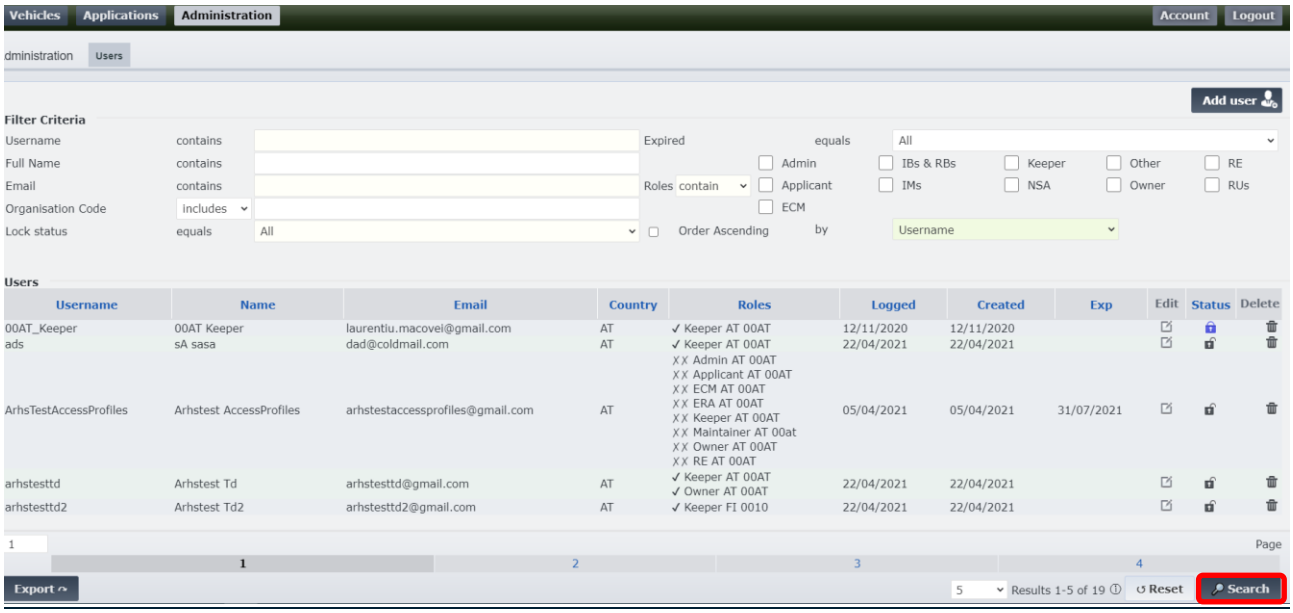
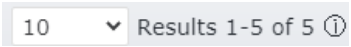
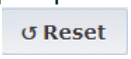


Figure 32: User Search Results

Step 3: The user optionally can navigate in the through the pages of the results through pressing each page's number

and use the drop down 

list to change the number of result the system displays per page

Step4: Optionally and in case the results are not the desired and a new criteria insertion is required click on the 

button. Press ok in the confirmation text-dialog message.

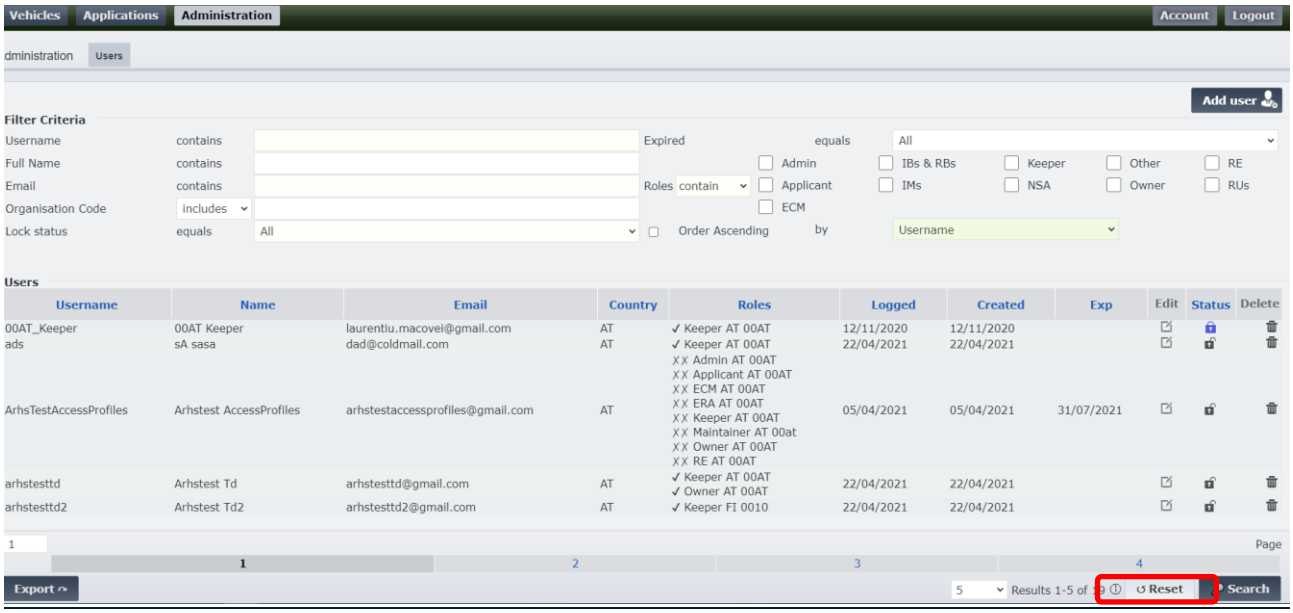


Figure 33: Reset Results

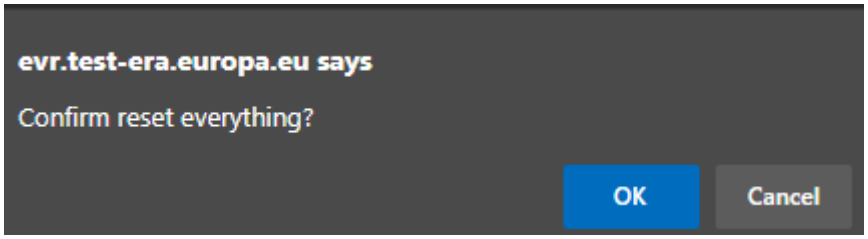
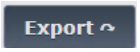


Figure 34: Reset Confirmation message

Step 4: In case that Results Export is needed then press the following button 

and decide on the the format of the exported data as shown below:

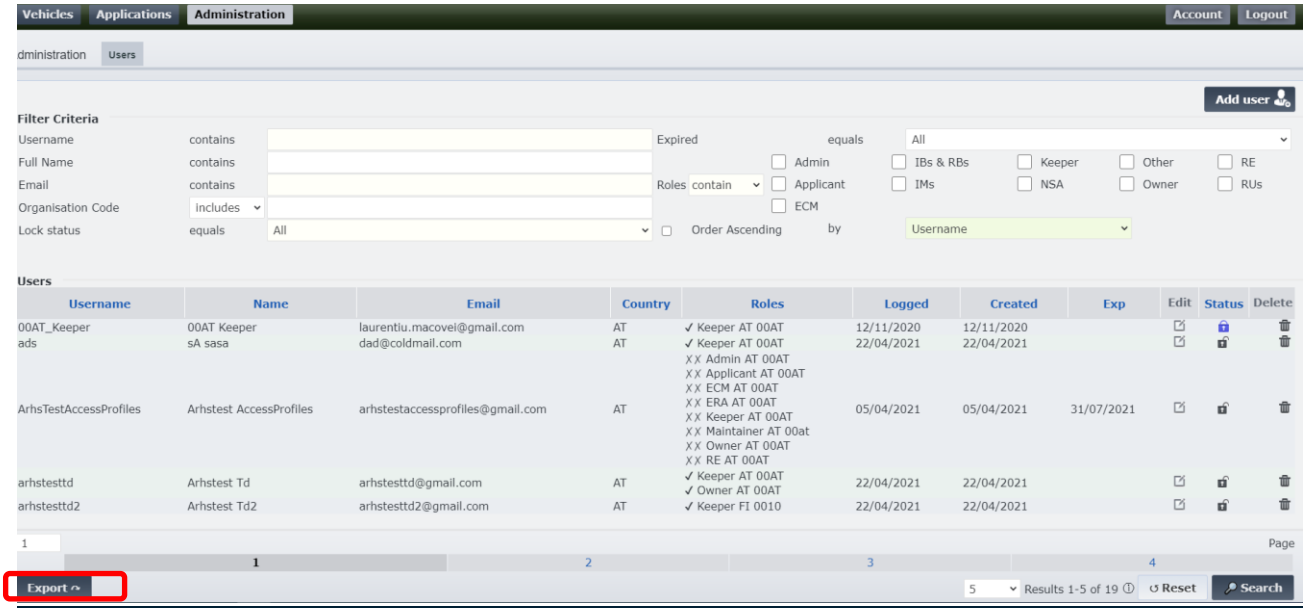


Figure 35: Export Results

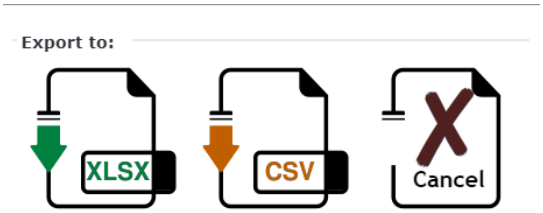


Figure 36: Export Search Results Options

2.4. Search and management of Vehicle Applications

2.4.1. Search for Application for Vehicle Registration

By clicking on the “Applications” menu option on the ribbon that is available in all EVR pages, EVR will display the following screen, as shown in the Figure 37:

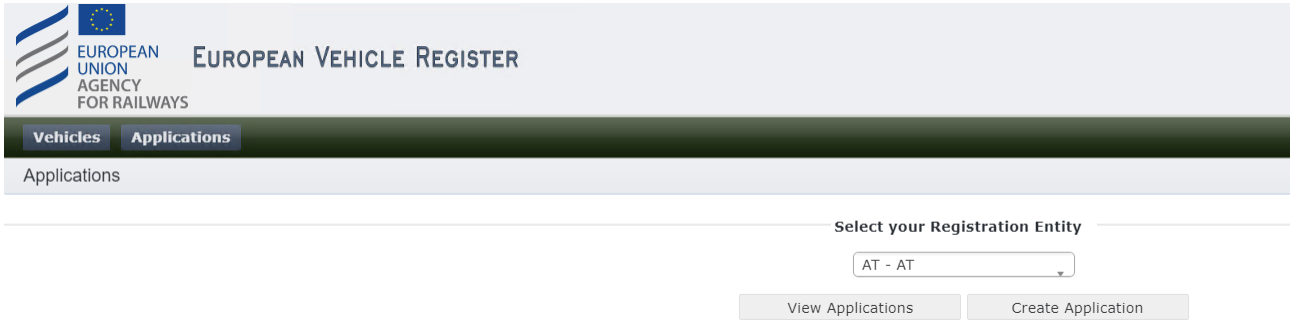


Figure 37: Applications Menu

The user has to select the Registration Entity from the drop-down menu and then click on the View Applications option. The user will be directed to the Applications search page.

2.4.1.1. Search Criteria

To perform an Application Search, the User has the option to use the following criteria:

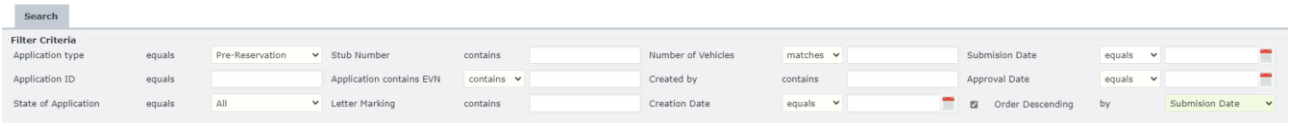


Figure 38: Application Search Criteria

2.4.1.2. Search Results

After clicking on the Search button, the system returns the Application results in the format presented in the below Figure 39:

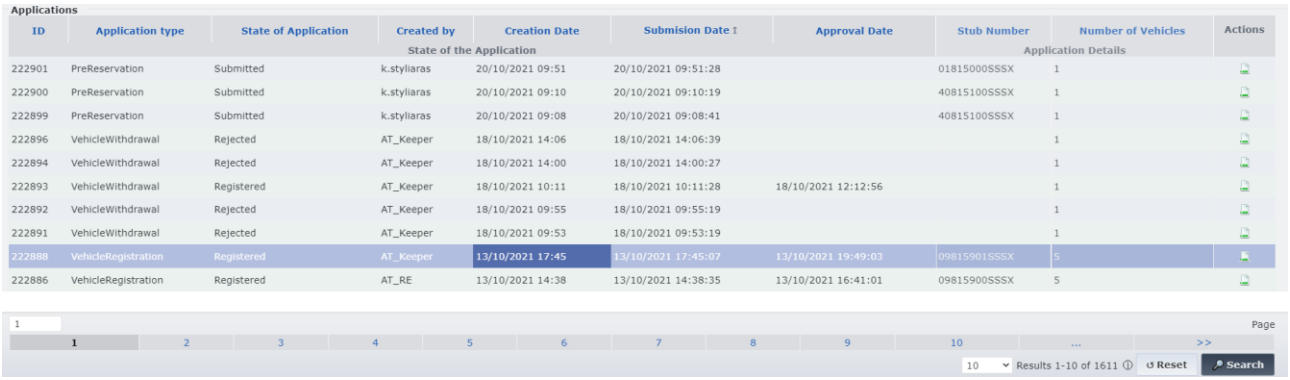


Figure 39: Application Search Results

The User can navigate the result pages as well as change the number of results displayed per page using the 10 Results 1-2 of 2 functionality. Also they can reset the search using the Reset button.

2.4.2. Application Details View

By clicking

icon in the last column, Registration Entities can view more details of a particular Application. By selecting this icon, a new browser tab is opened that displays the Application details. The view will vary according to some characteristics of the application. This view contains the Tabs “Vehicle Characteristics” and “Standard Form” that will be shown in the next chapters. However, the elements that are presented throughout all the Tabs are listed below:

Colour-coded Ribbon:

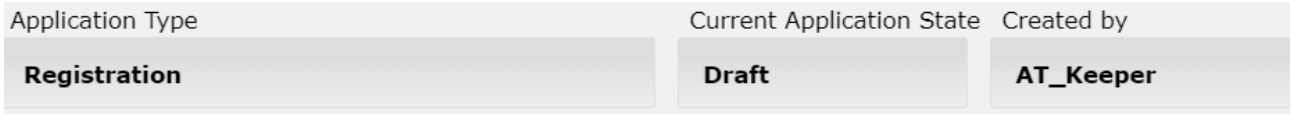


Figure 40: Application Details Ribbon

This contains information about the “Application Type”, “Current Application State” and “Created by” and changes colour according to the Current Application State.

2.4.2.1. Vehicle Characteristics

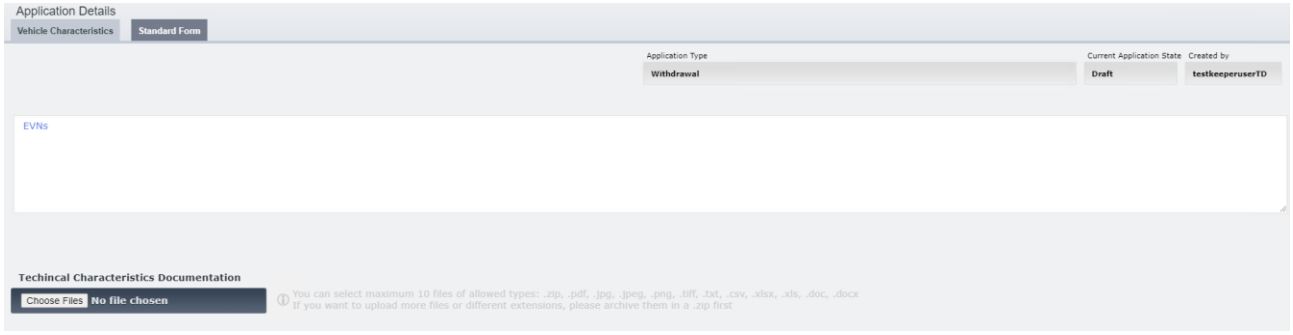


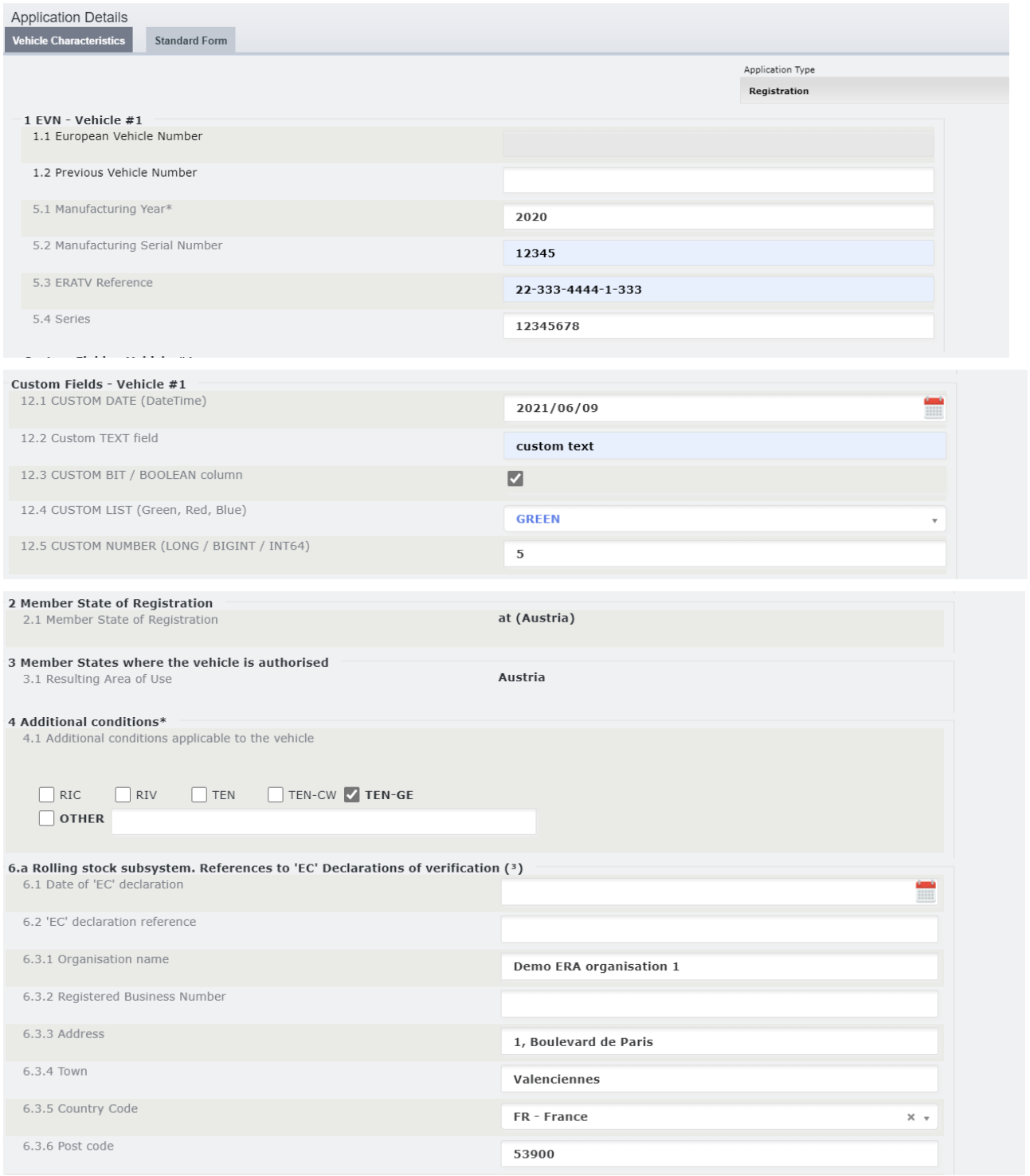
Figure 41: Application Details: Vehicle Characteristics Tab

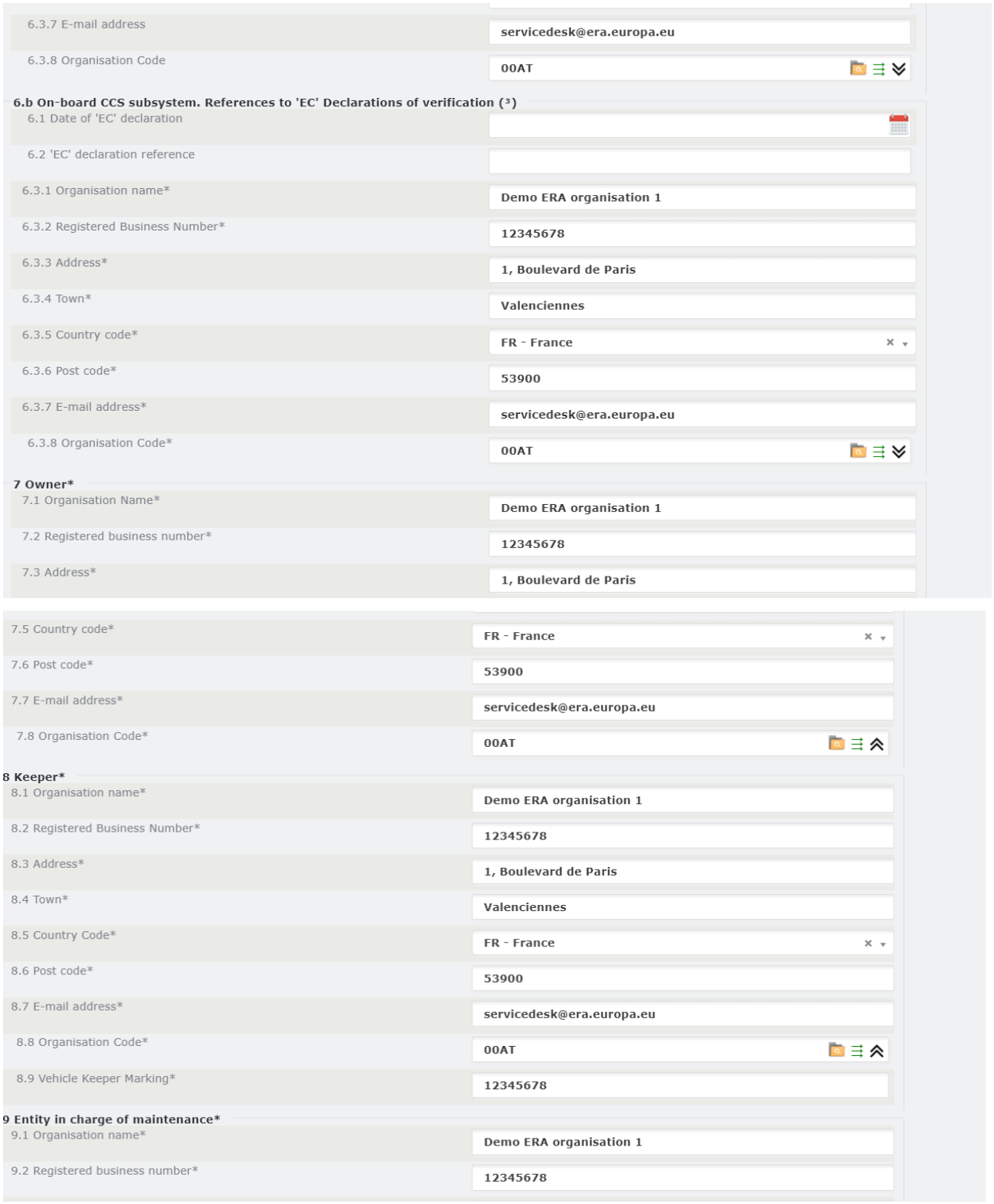
On this Tab the user can:

- View the Vehicle(s) related to the Application
- Attach and/or View any Documentation (depending on the Current Application State)

2.4.2.2. Standard Form

On this Tab the user can view all the standard EVR Vehicle Details for the EVNs that are associated with this particular Application:


Application Details
Vehicle Characteristics
Standard Form
Application Type
Registration
1 EVN - Vehicle #1
1.1 European Vehicle Number
1.2 Previous Vehicle Number
5.1 Manufacturing Year*
2020
5.2 Manufacturing Serial Number
12345
5.3 ERATV Reference
22-333-4444-1-333
5.4 Series
12345678
Custom Fields - Vehicle #1
12.1 CUSTOM DATE (DateTime)
2021/06/09
12.2 Custom TEXT field
custom text
12.3 CUSTOM BIT / BOOLEAN column
12.4 CUSTOM LIST (Green, Red, Blue)
GREEN
12.5 CUSTOM NUMBER (LONG / BIGINT / INT64)
5
2 Member State of Registration
2.1 Member State of Registration
at (Austria)
3 Member States where the vehicle is authorised
3.1 Resulting Area of Use
Austria
4 Additional conditions*
4.1 Additional conditions applicable to the vehicle
RIC
RIV
TEN
TEN-CW
TEN-GE
OTHER
6.a Rolling stock subsystem. References to 'EC' Declarations of verification (3)
6.1 Date of 'EC' declaration
6.2 'EC' declaration reference
6.3.1 Organisation name
Demo ERA organisation 1
6.3.2 Registered Business Number
6.3.3 Address
1, Boulevard de Paris
6.3.4 Town
Valenciennes
6.3.5 Country Code
FR - France
6.3.6 Post code
53900



6.3.7 E-mail address	servicedesk@era.europa.eu
6.3.8 Organisation Code	00AT

6.b On-board CCS subsystem. References to 'EC' Declarations of verification (3)

6.1 Date of 'EC' declaration	
6.2 'EC' declaration reference	
6.3.1 Organisation name*	Demo ERA organisation 1
6.3.2 Registered Business Number*	12345678
6.3.3 Address*	1, Boulevard de Paris
6.3.4 Town*	Valenciennes
6.3.5 Country code*	FR - France
6.3.6 Post code*	53900
6.3.7 E-mail address*	servicedesk@era.europa.eu
6.3.8 Organisation Code*	00AT

7 Owner*

7.1 Organisation Name*	Demo ERA organisation 1
7.2 Registered business number*	12345678
7.3 Address*	1, Boulevard de Paris
7.5 Country code*	FR - France
7.6 Post code*	53900
7.7 E-mail address*	servicedesk@era.europa.eu
7.8 Organisation Code*	00AT

8 Keeper*

8.1 Organisation name*	Demo ERA organisation 1
8.2 Registered Business Number*	12345678
8.3 Address*	1, Boulevard de Paris
8.4 Town*	Valenciennes
8.5 Country Code*	FR - France
8.6 Post code*	53900
8.7 E-mail address*	servicedesk@era.europa.eu
8.8 Organisation Code*	00AT
8.9 Vehicle Keeper Marking*	12345678

9 Entity in charge of maintenance*

9.1 Organisation name*	Demo ERA organisation 1
9.2 Registered business number*	12345678

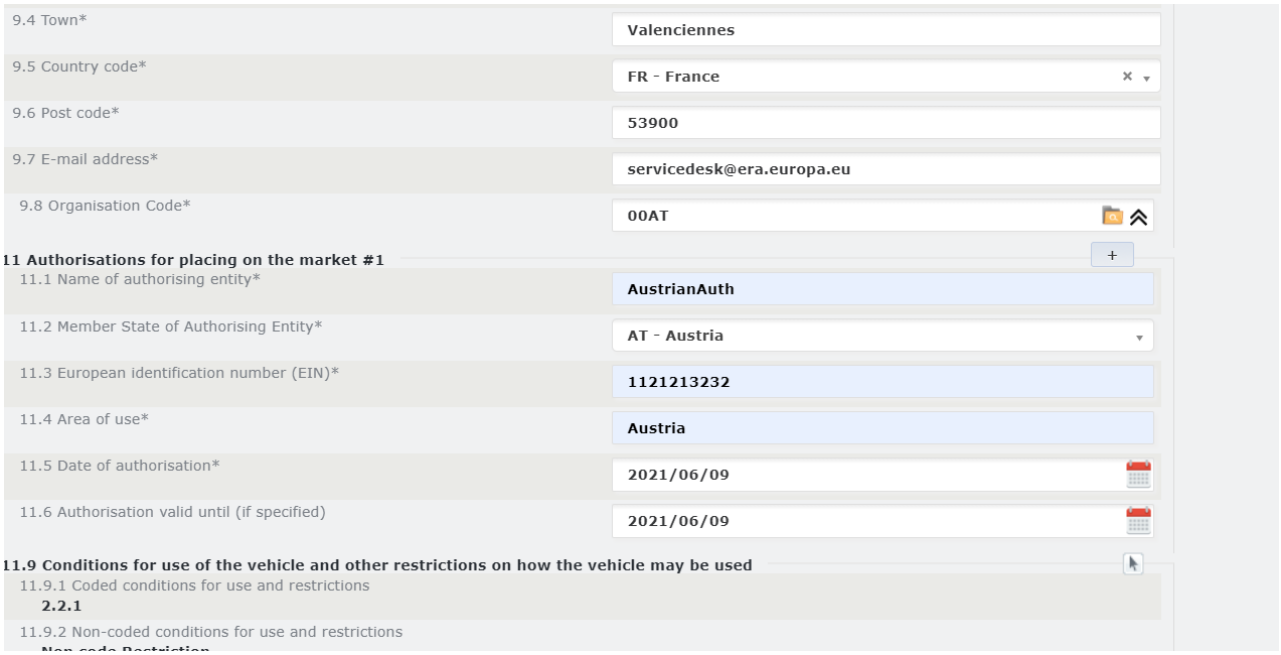


Figure 42: Application Details: Standard Form Tab

2.4.3. Decision on Vehicle Applications

Registration Entities can review, approve or reject vehicle applications that have already been submitted .

The RE needs to follow the following steps before starting reviewing the applications

2.4.3.1. Decision on New Pre-Reservation

The user can review and decide on whether he will approve or reject new Pre-Reservation application following the below steps:

Step 1: Search for a Pre-Reservation Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application

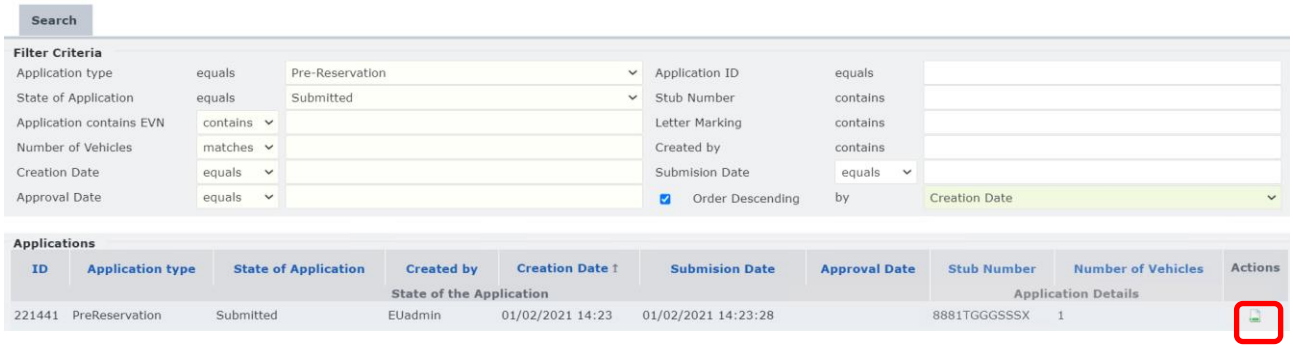


Figure 43: Submitted Pre-Reservation Application: Search

Step 2: Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

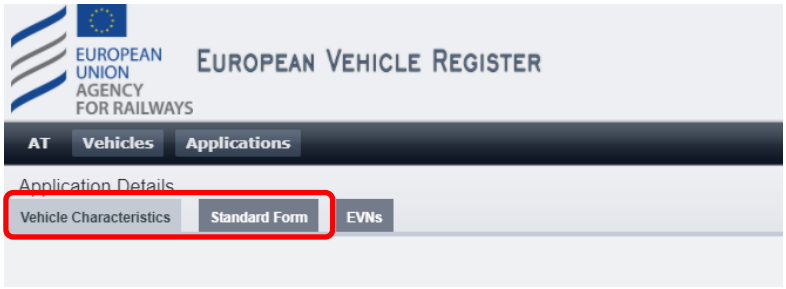


Figure 44: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

Allocate EVNs to the application

Select the 'EVNs' tab, the content of which can be viewed below:

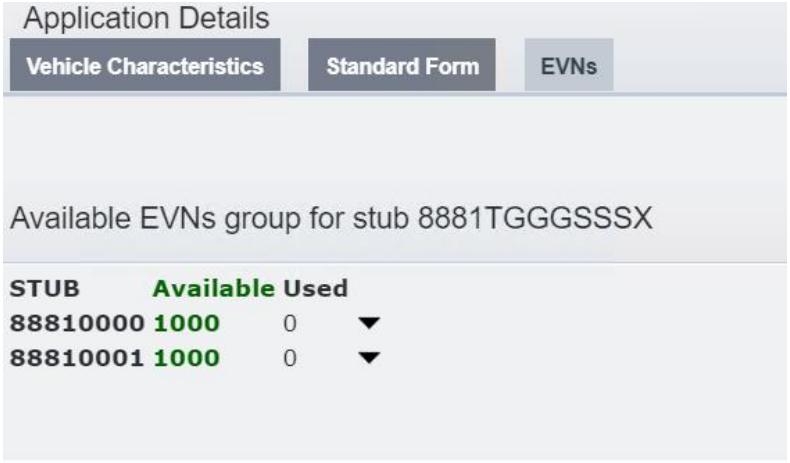


Figure 45: Submitted Pre-Reservation Application Decision: EVNs tab

i. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range ✓:

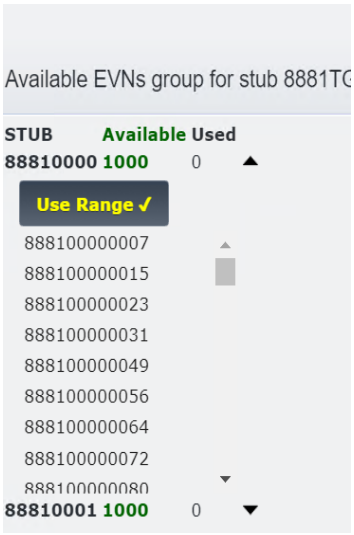


Figure 46: Submitted Application Decision: EVNs tab – Select EVNs

ii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and manually input the Vehicle Number in the 1.1 parameter.

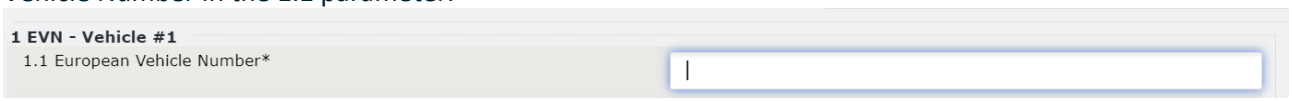


Figure 47: Submitted Application Decision: Standard Form Tab- 1.1 Parameter

iii. Click on Approve ✓

iv. The following dialog box is displayed

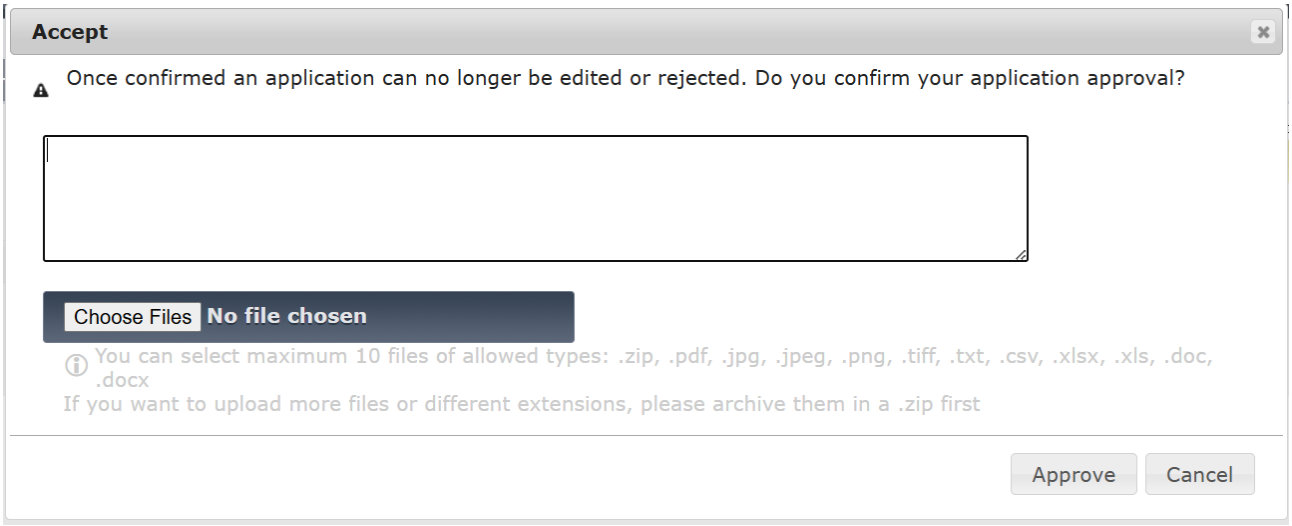


Figure 48: Pre-Reservation Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2 are not acceptable, press

button.

the following dialog box is displayed

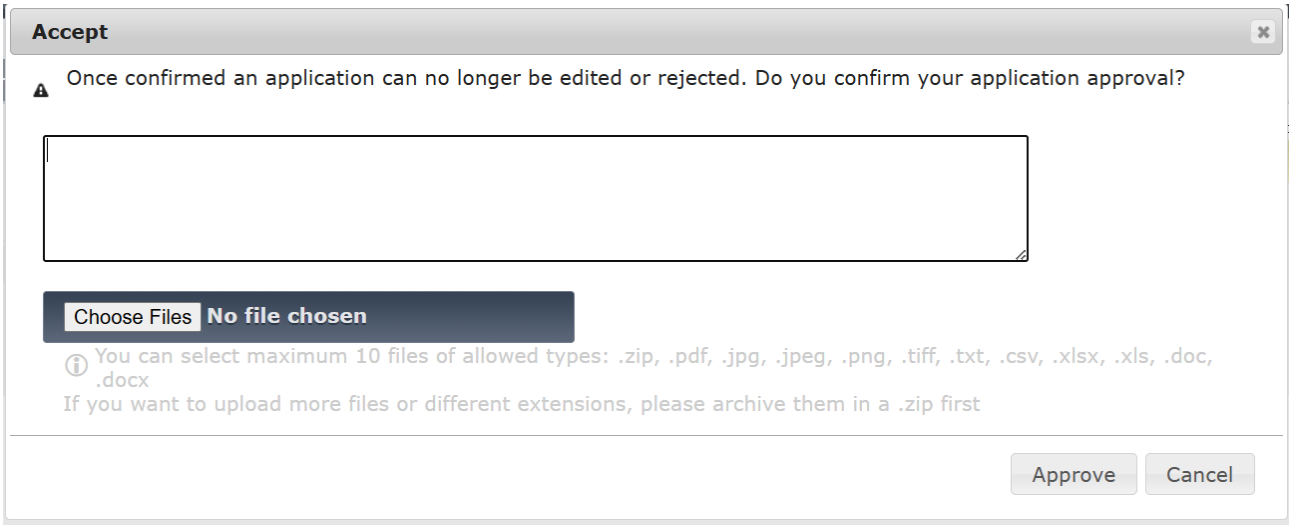


Figure 49: Reason for rejecting the Pre-Reservation application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

2.4.3.2. Application for Vehcile Registration

The user can review and decide on whether he will approve or reject an application for vehicle registration following the below steps:

Step 1: Search for a Registration Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:

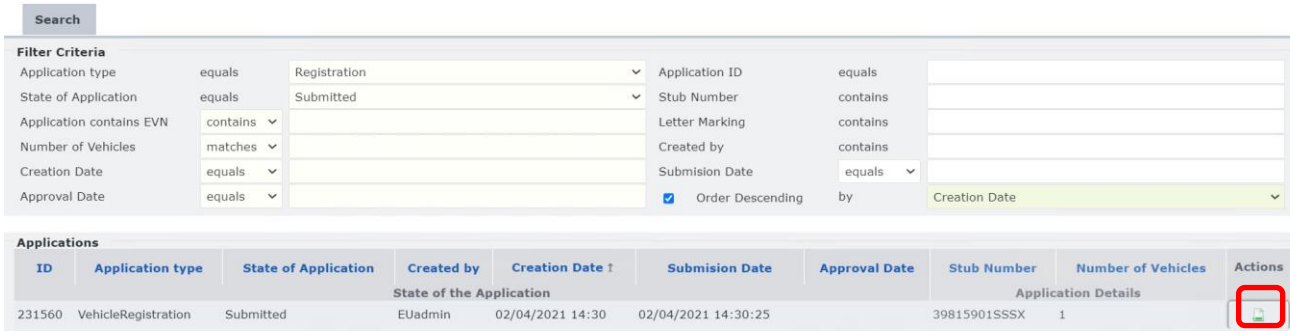


Figure 50: Submitted Reservation Application: Search

Step 2: Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

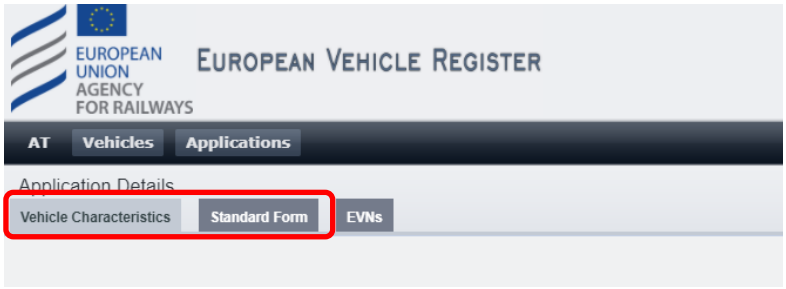


Figure 51: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

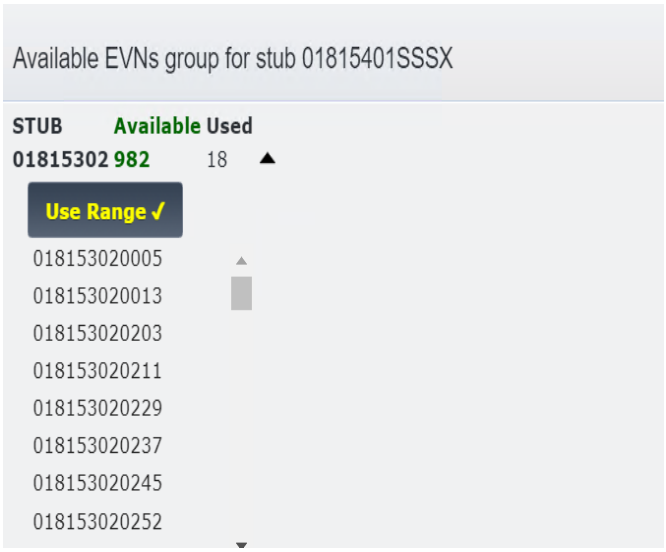


Figure 52: Submitted Registration Application Decision: EVNs tab

ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers, select on from the list, and click on Use Range ✓:

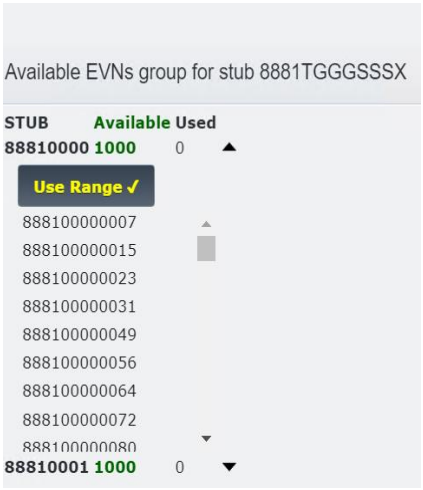


Figure 53: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.

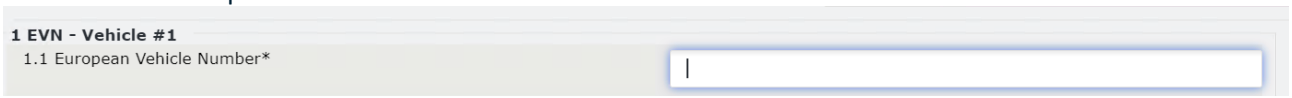


Figure 54: Submitted Application Decision: Standard Form Tab- 1.1 Parameter

iv. click on Approve ✓

v. The following dialog box is displayed

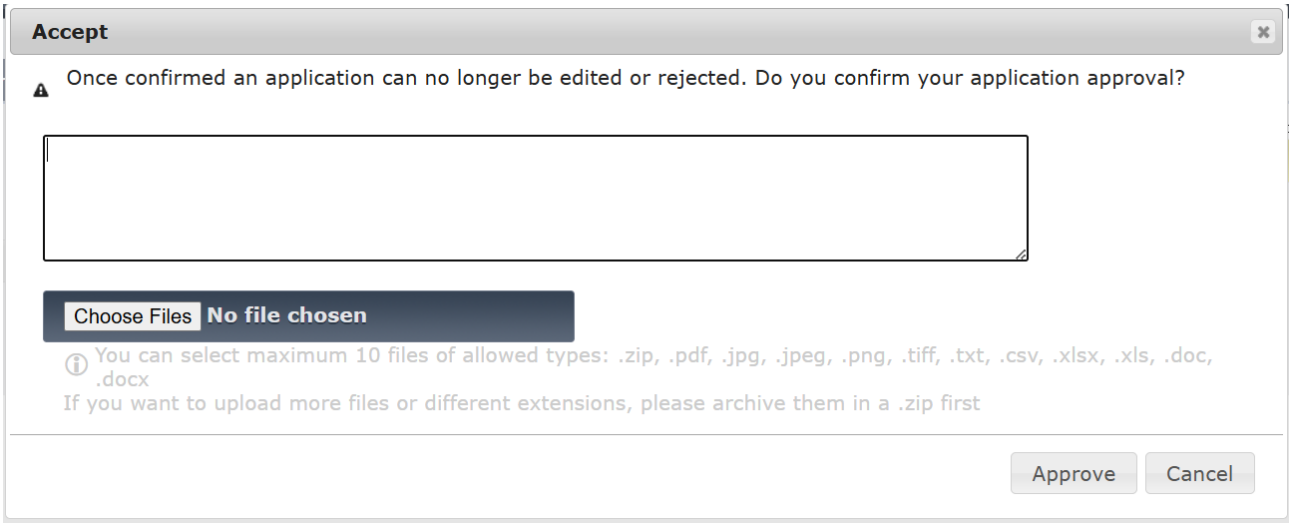


Figure 55: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

the following dialog box is displayed

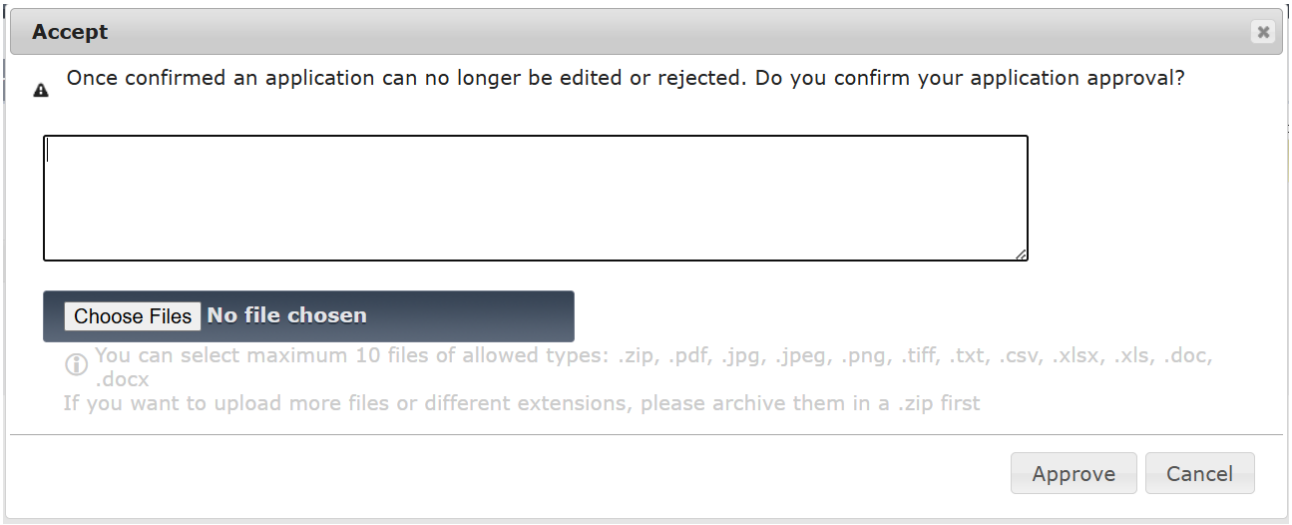


Figure 56: Reason for rejecting the Registration application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

2.4.3.3. Update of Registration Data

The user can review and decide on whether he will approve a new Update of Registration Data application following the below steps:

Step 1: Search for an Update of Registration Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

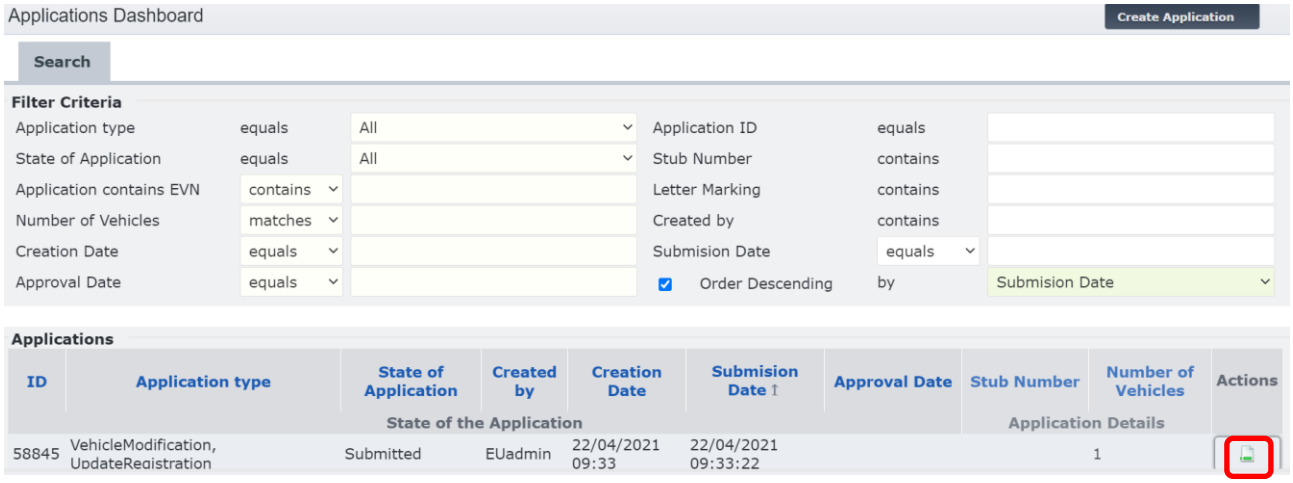


Figure 57: Submitted Update Registration: Search

Step 2: Review the changes that were made in the "New Values" Column of the "Standard Form" Tab.

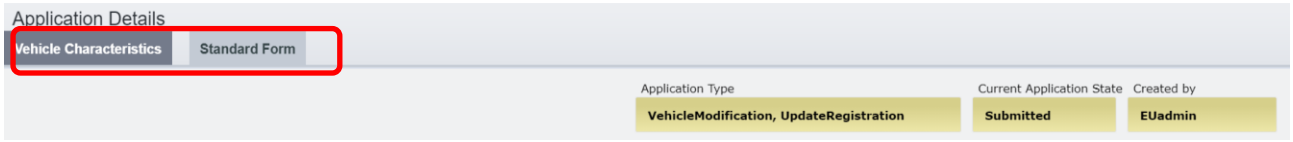


Figure 60: Update of Registration: Vehicle Characteristics and Standard Form Review

a. <u>To Approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on

.

In case you click on Approve, the following dialog box is displayed

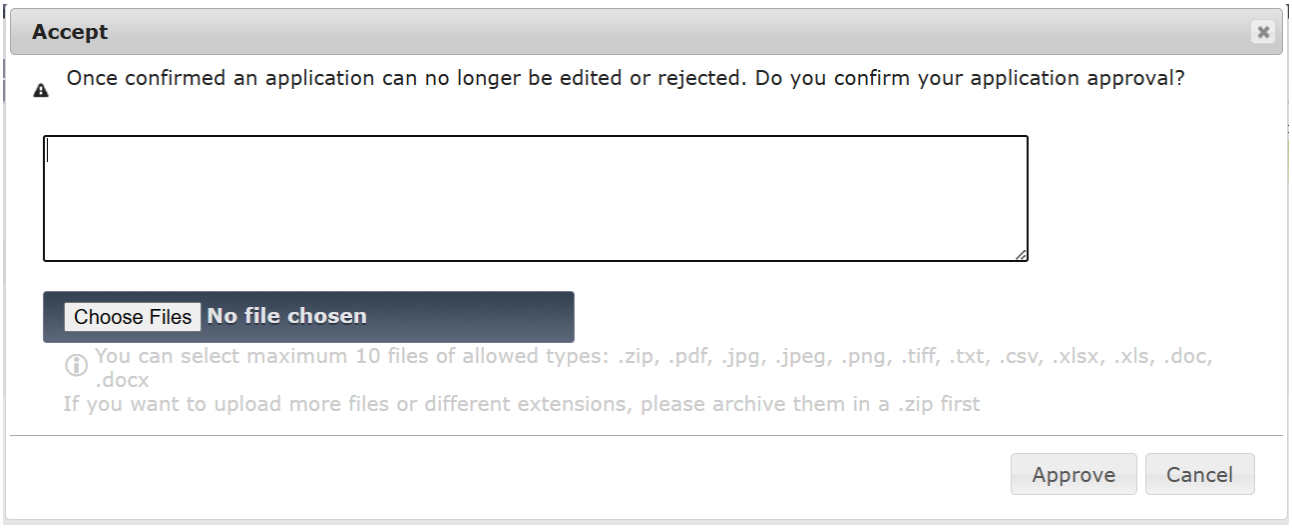


Figure 58: Update of Registration Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject" to finalize the rejection.

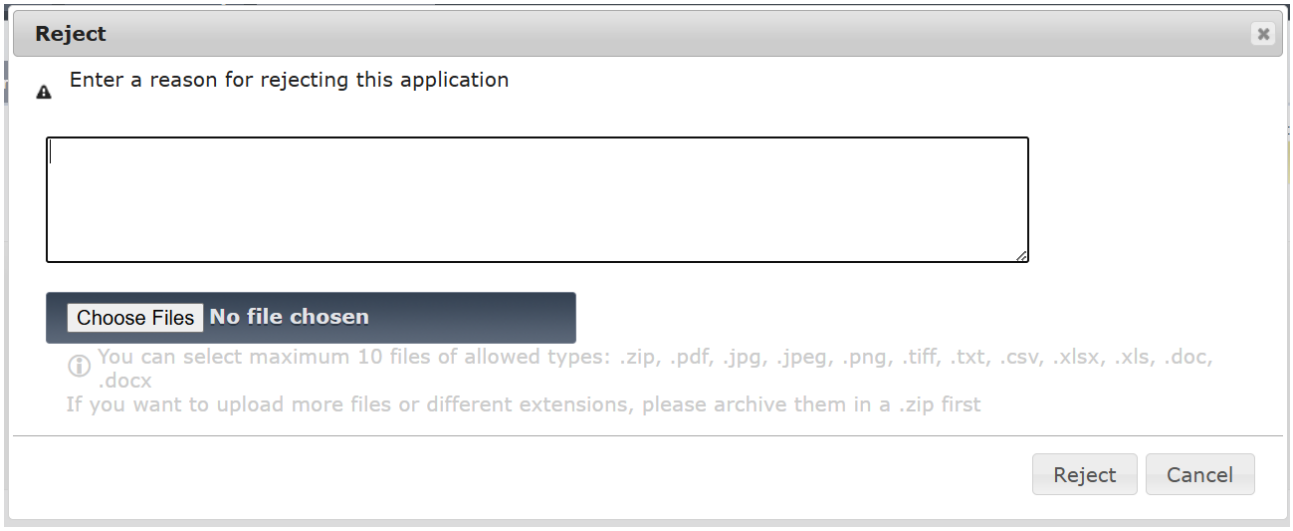


Figure 59: Reason for rejecting the Update Of Registration application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.4. Change of Keeper

The user can review and decide on whether he will approve a new Change of Keeper application following the below steps:

Step 1: Search for a Change of Keeper Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

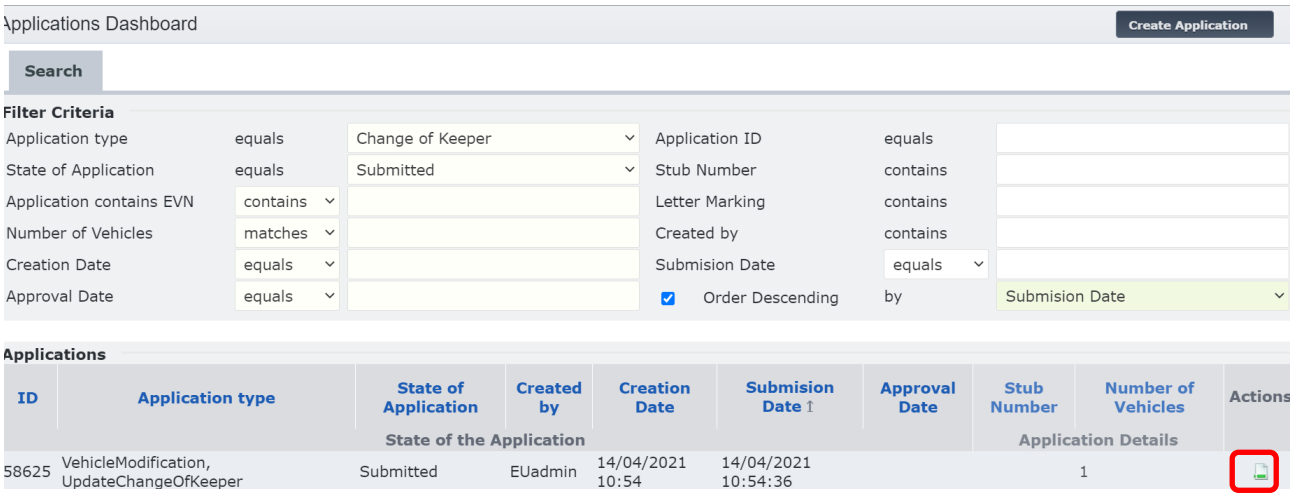


Figure 60: Submitted Change of Keeper: Search

Step 2: Review the changes that were made in the "New Values" Column for the Keeper Paremeter of the "Standard Form" Tab

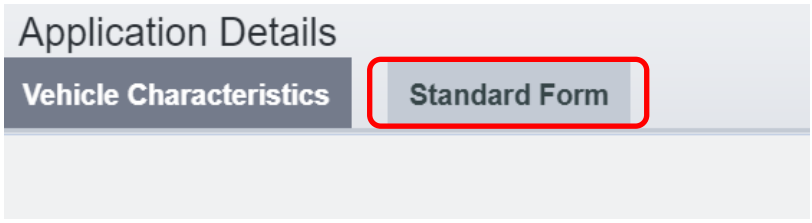
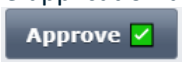


Figure 61: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step,:click on 

Then the following dialog box is displayed

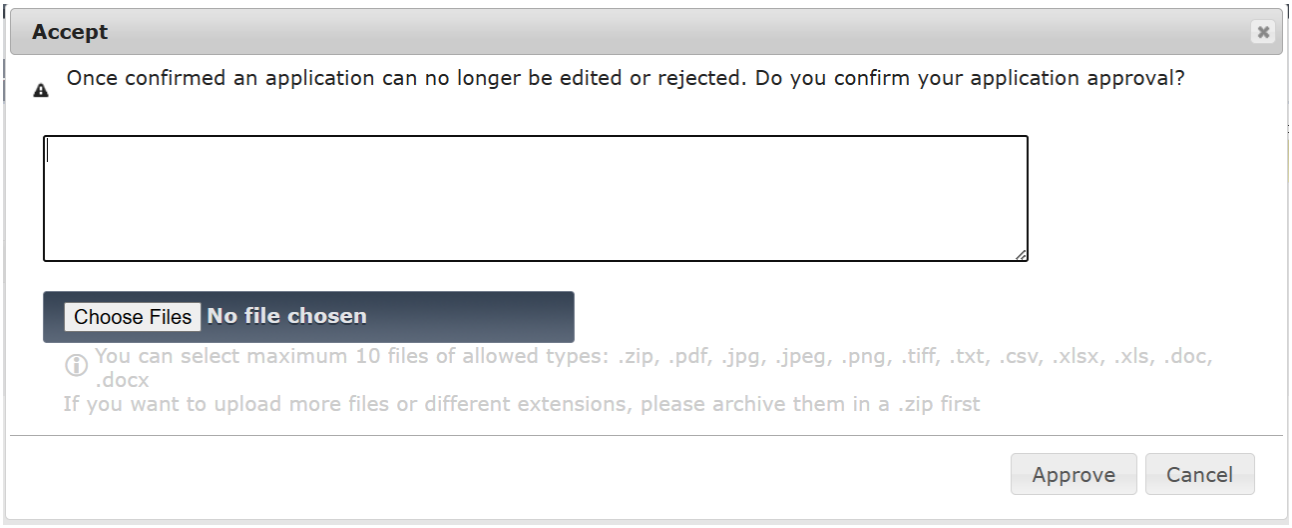


Figure 62: Change of Keeper Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

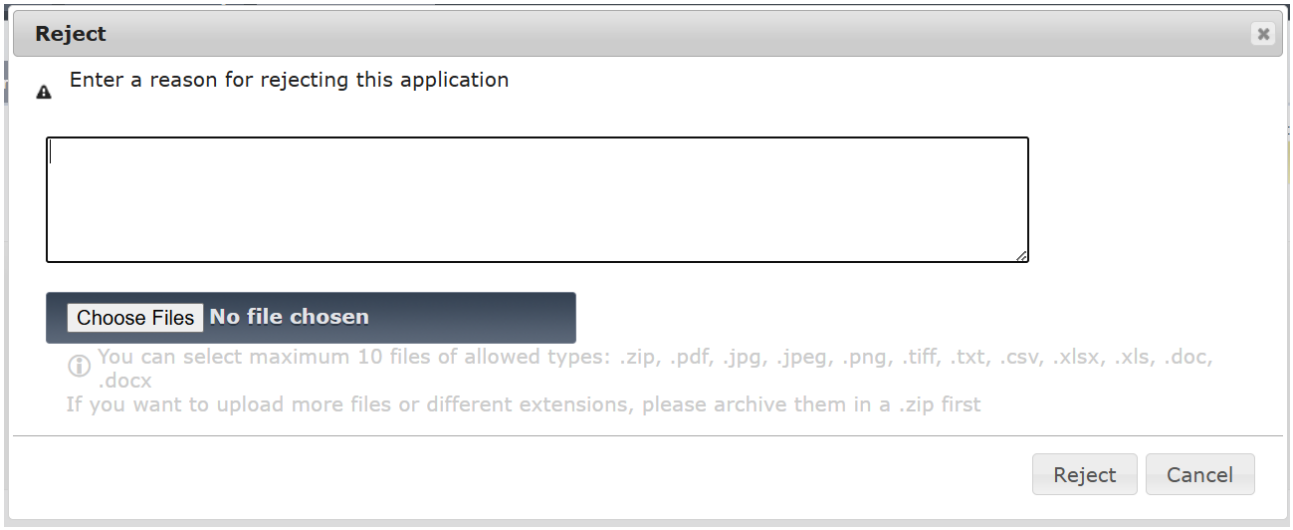


Figure 63: Reason for rejecting the Update Of Registration application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

The Keeper is notified via email on the outcome of the examination of his application.

2.4.3.5. Change of ECM

The user can review and decide on whether he will approve a new Pre-Reservation application following the below steps:

Step 1: Search for a Change of ECM Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

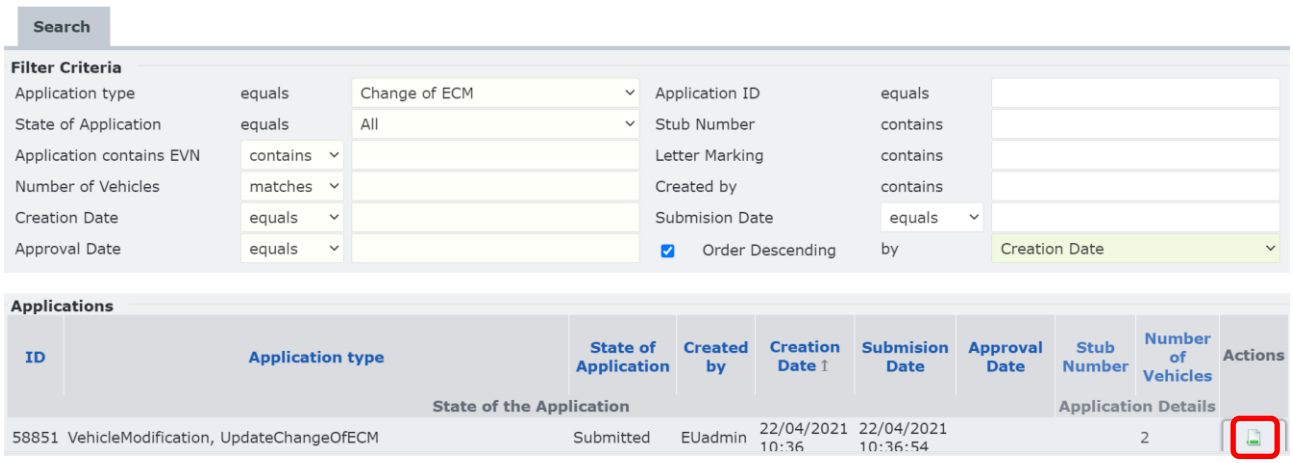


Figure 64: Submitted Change of ECM: Search

Step 2: Review the changes that were made in the "New Values" Column for the ECM Paremeter of the "Standard Form" Tab

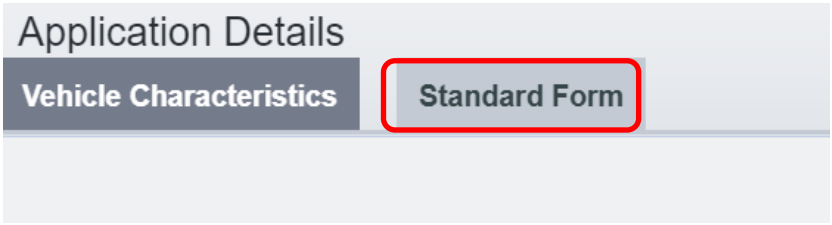
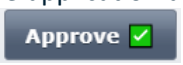


Figure 65: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on 

Then the following dialog box is displayed

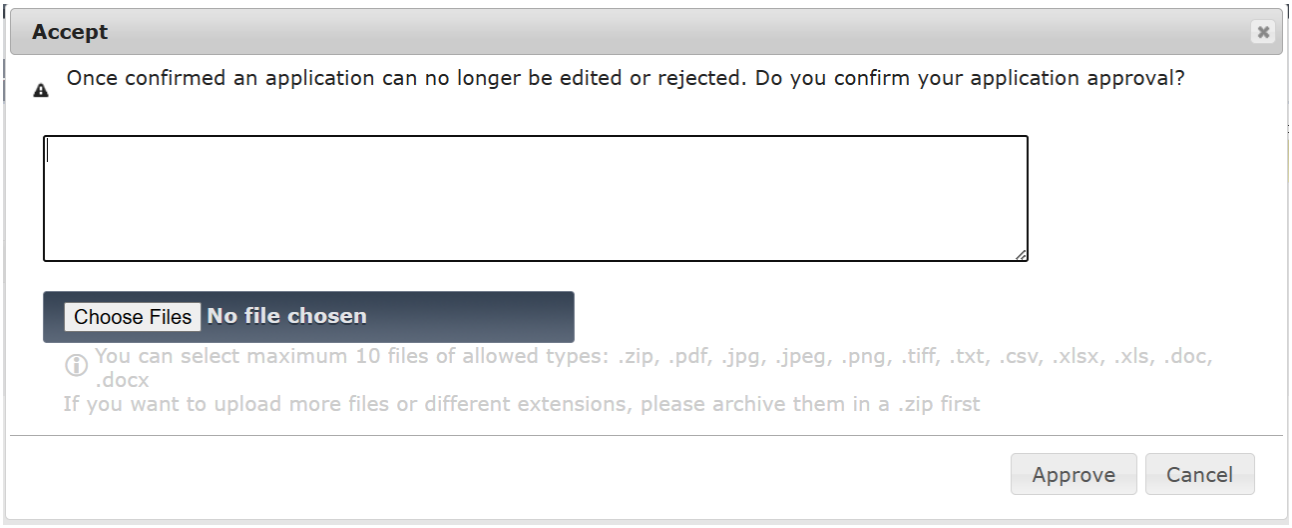


Figure 66: Change of ECM Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject" to finalize the rejection.

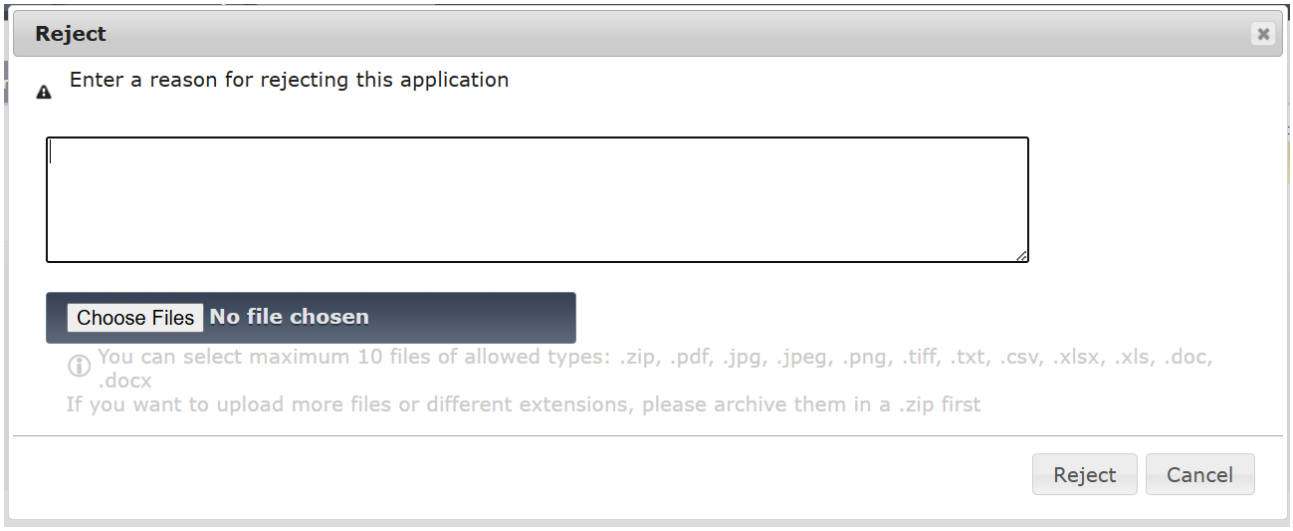


Figure 67: Reason for rejecting the Change of ECM application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.6. Change of Owner

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

Step 1: Search for a Change of Owner Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

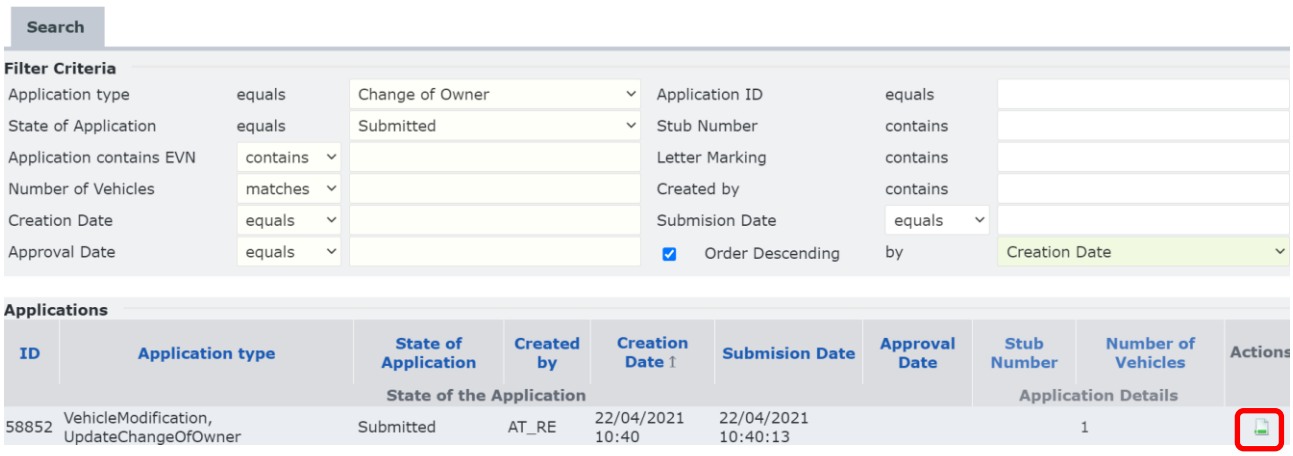


Figure 68: Submitted Change of Owner Applicatin: Search

Step 2: Review the changes that were made in the "New Values" Column for the Owner Parameter of the "Standard Form" Tab.

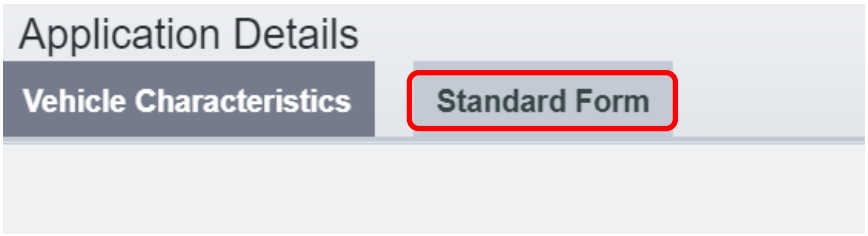


Figure 69: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

When you click on Approve, the following dialog box is displayed

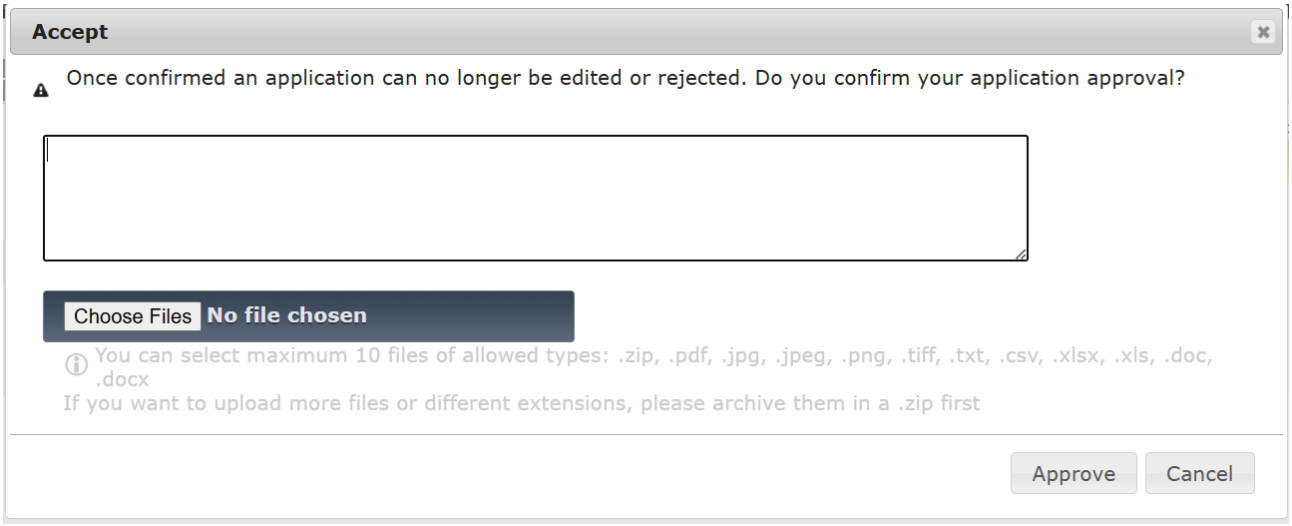


Figure 70: Change of Owner Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable, button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

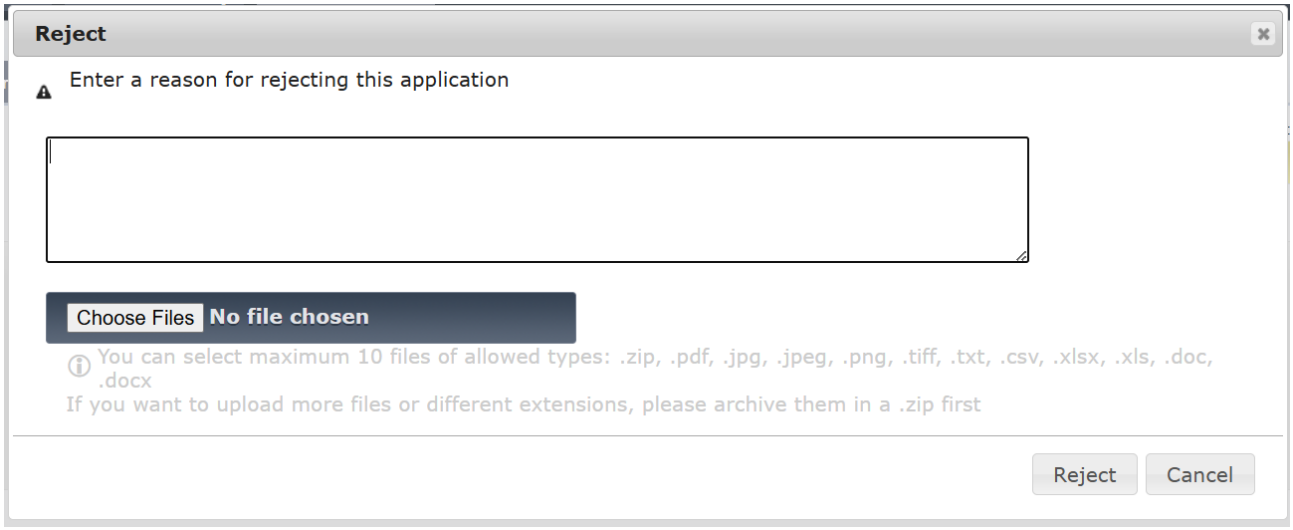


Figure 71: Reason for rejecting the Change of Owner application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.7. Update of Organisation Data

The user can review and decide on whether he will approve a new Update of Organisation Data application following the below steps:

Step 1: Search for an Update of Registration Data Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

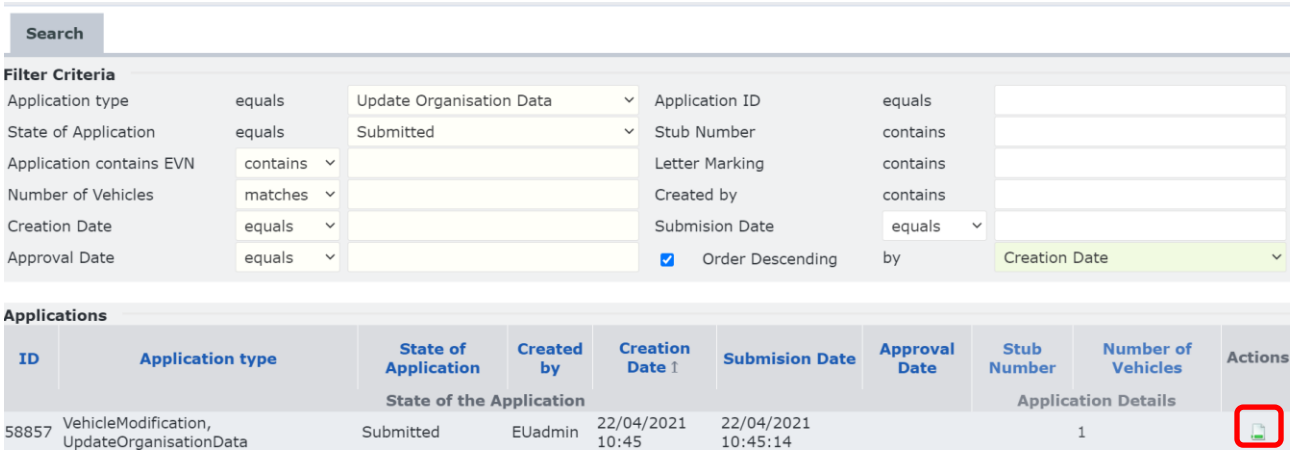


Figure 72: Submitted Update of Organisation Data Application: Search

Step 2: Review the changes that were made in the "New Values" Column for the Update Fields of the "Standard Form" Tab.

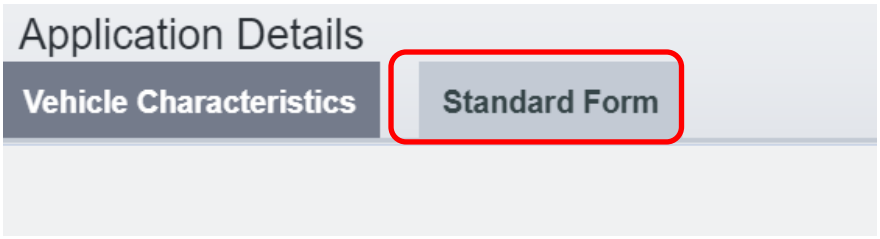
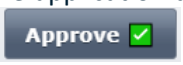


Figure 73: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To Approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on 

When you click on Approve, the following dialog box is displayed

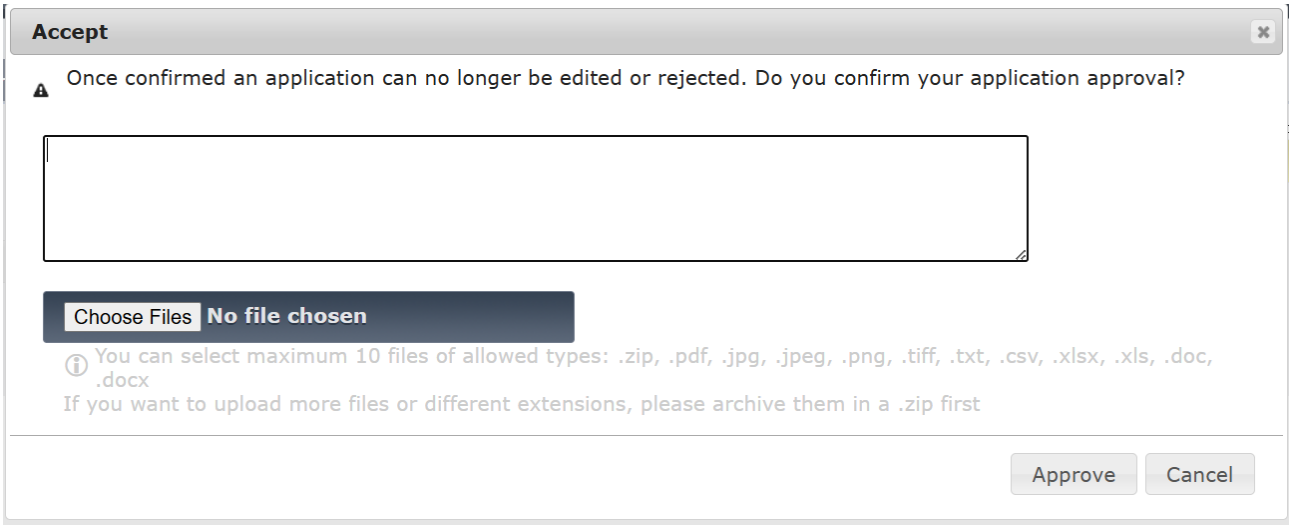


Figure 74: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject" to finalize the rejection.

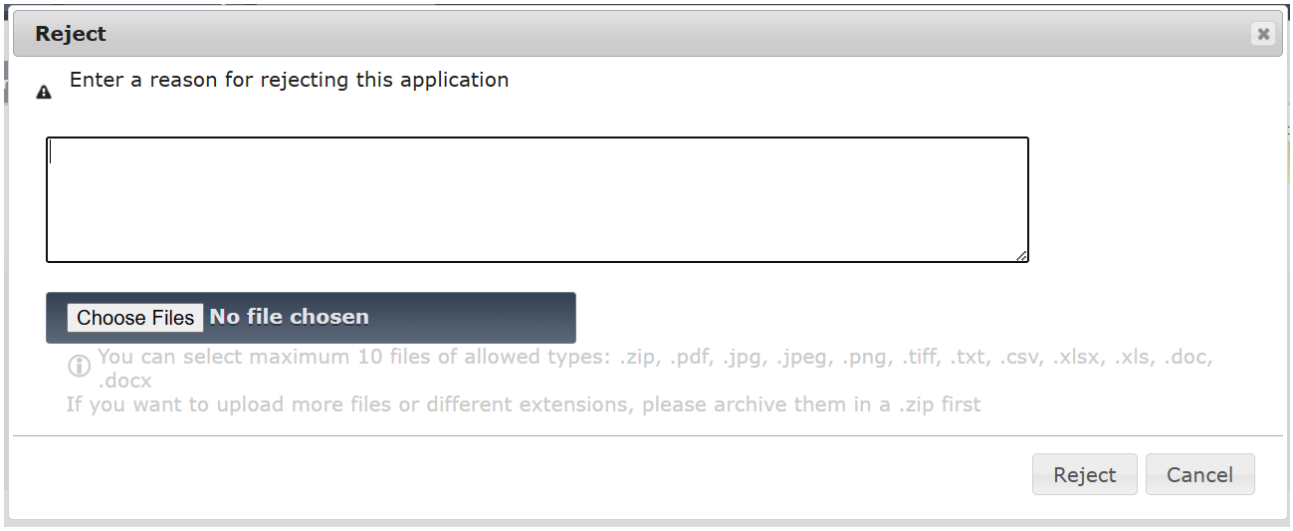


Figure 75: Reason for rejecting the Update of Organisation Data application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.8. Withdrawal

The user can review and decide on whether he will approve a new Withdrawal application following the below steps:

Step 1: Search for a Withdrawal Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

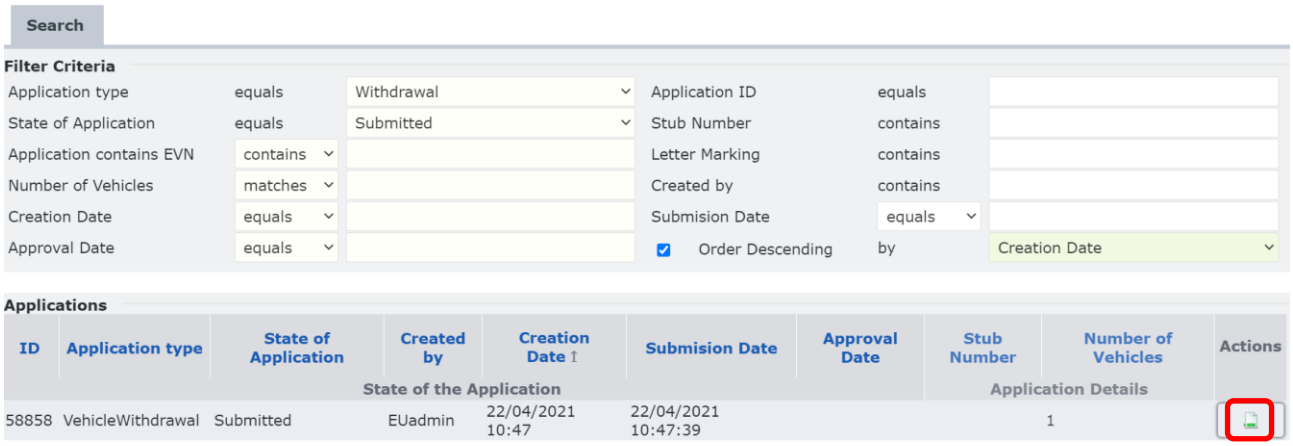


Figure 76: Submitted Withdrawal Application: Search

Step 2: Review the information in the Registration Status Fields in the "Standard Form" Tab.

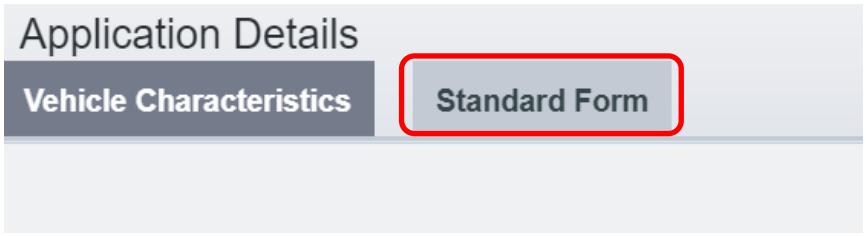


Figure 77: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on

When you click on Approve, the following dialog box is displayed

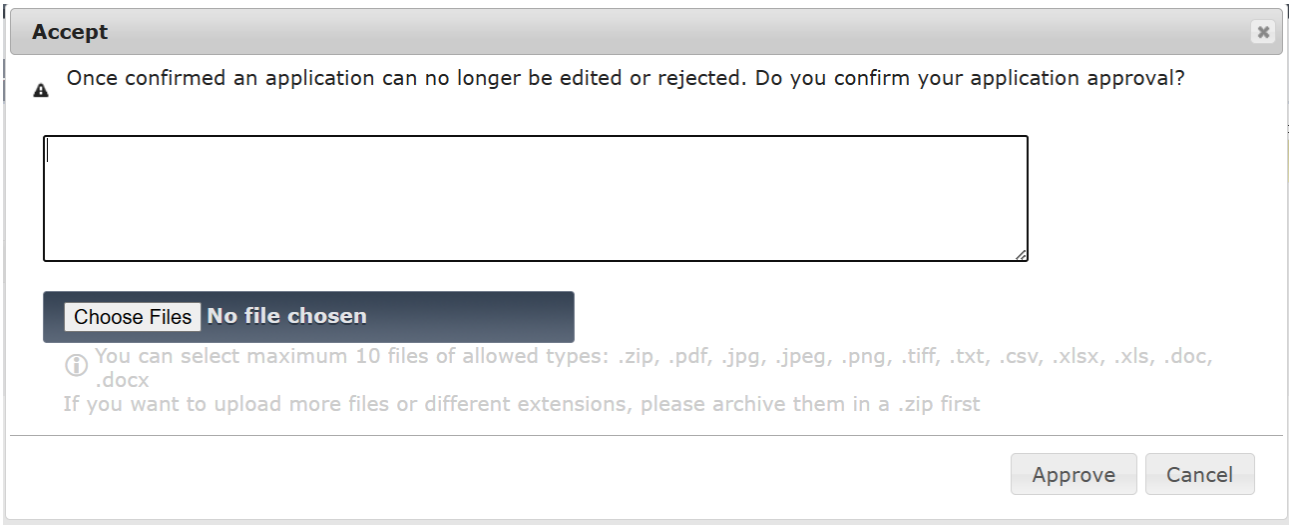


Figure 78: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b information reviewed in Step 2 are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

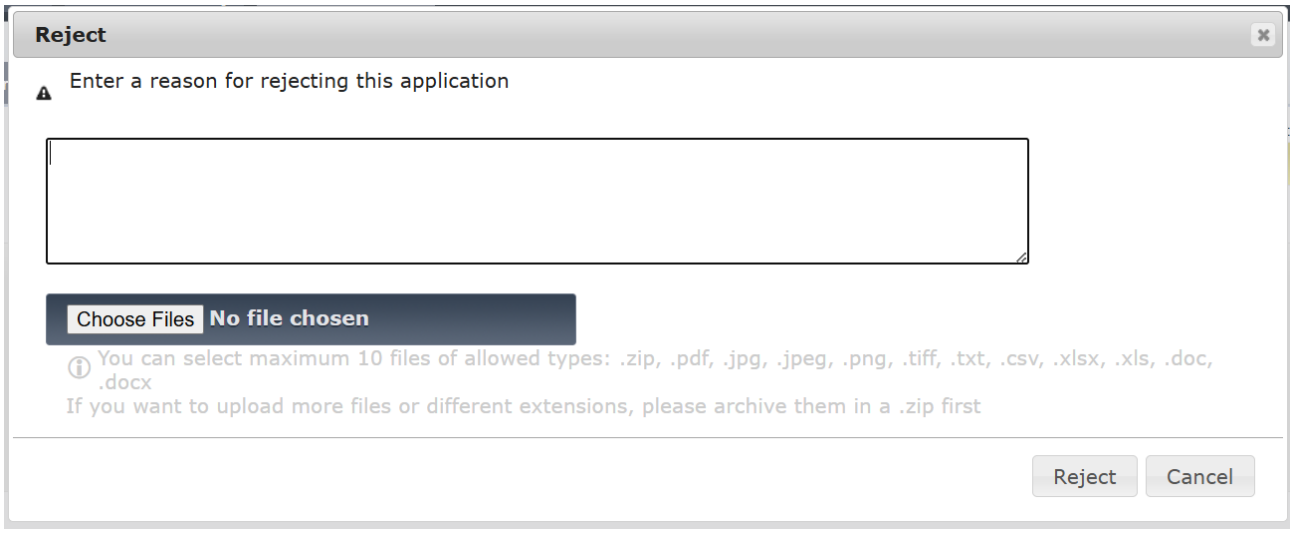


Figure 79: Reason for rejecting the Withdrawal application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.9. Suspension

The user can review and decide on whether he will approve a new Suspension application following the below steps:

Step 1: Search for an Suspension Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

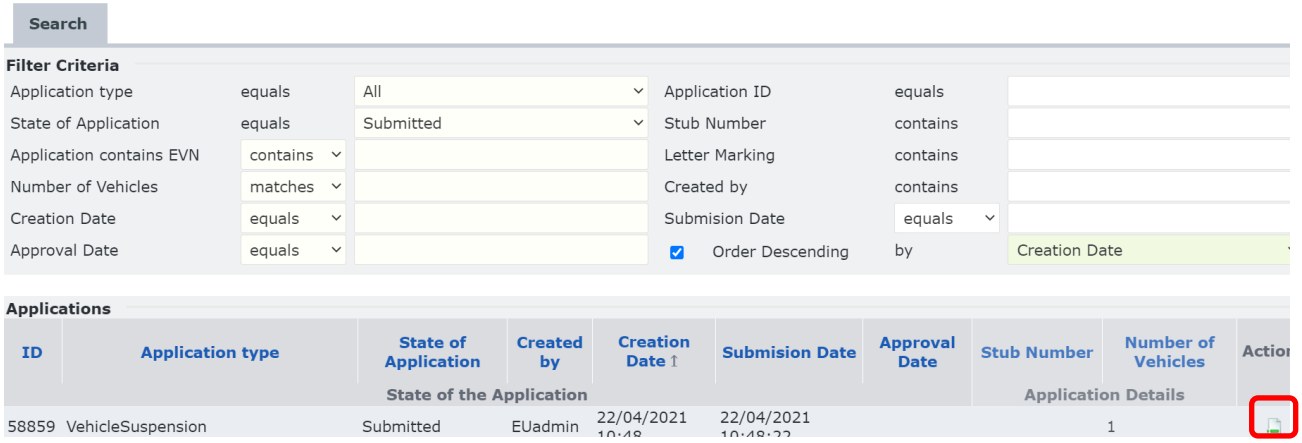


Figure 80: Submitted Suspension Application: Search

Step 2: Review the information in the Registration Status Fields in the "Standard Form" Tab.

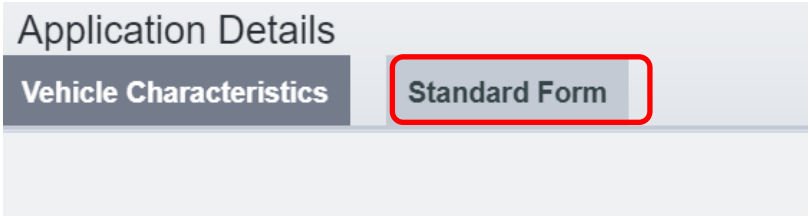


Figure 81: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

the following dialog box is displayed

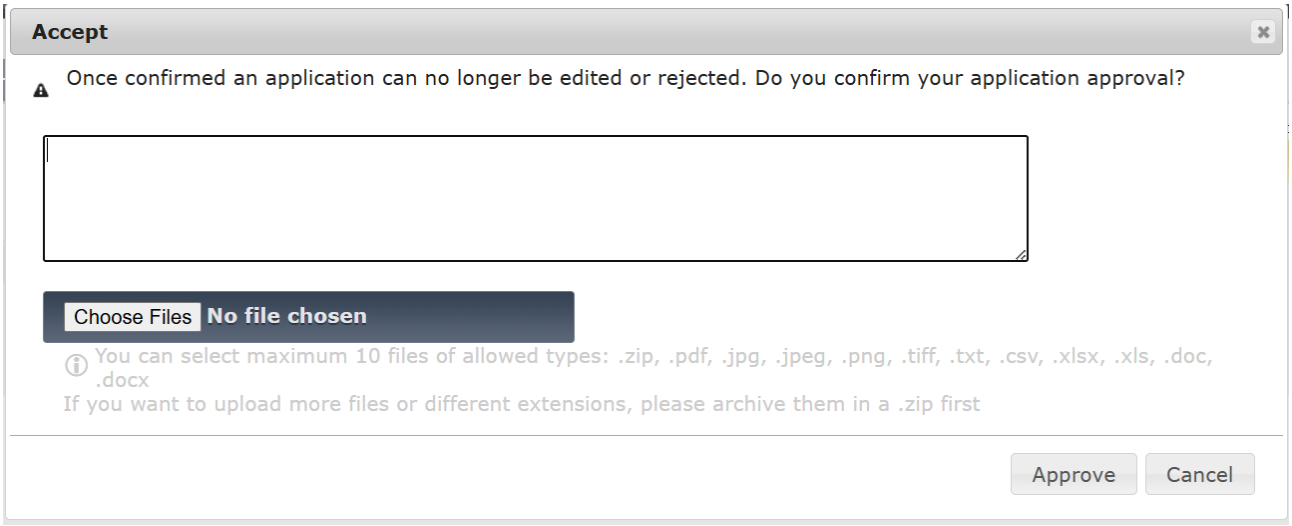


Figure 82: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

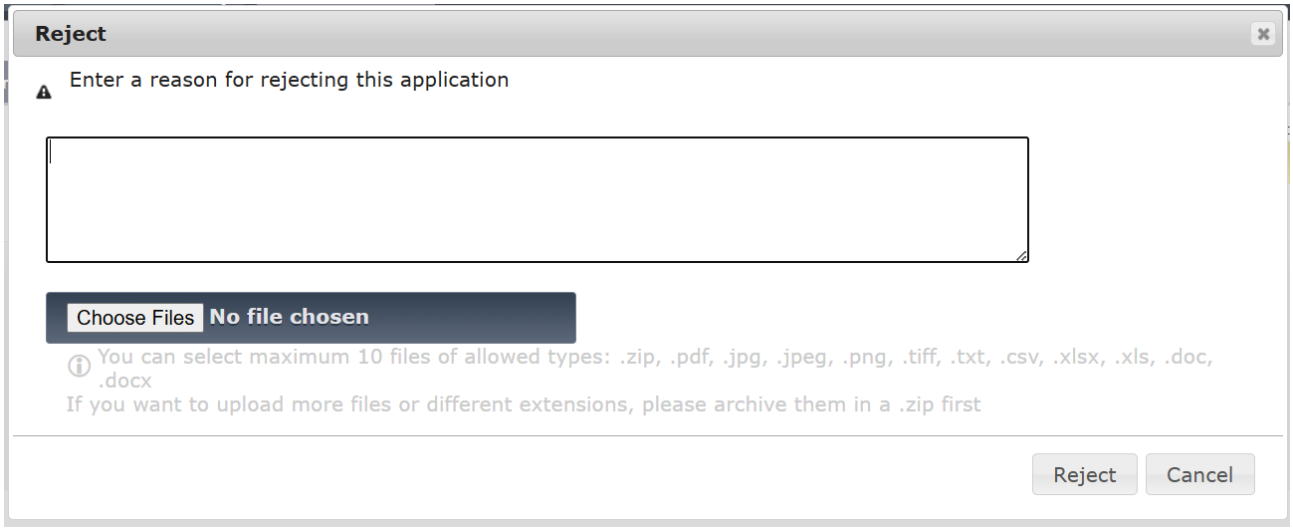


Figure 83: Reason for rejecting the Suspension application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.10. Reactivation

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

Step 1: Search for an Suspension Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application

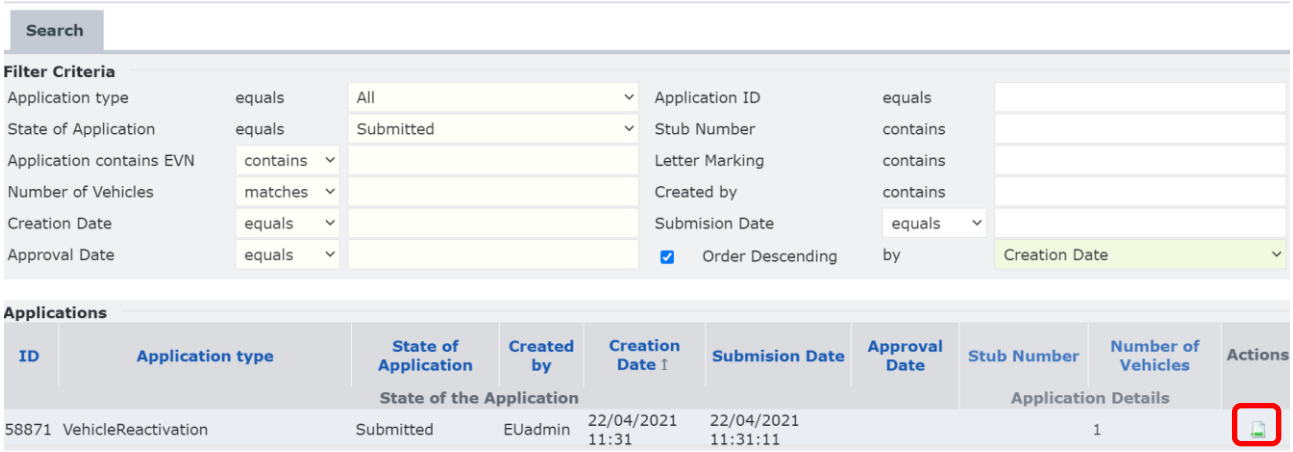


Figure 84: Submitted Reactivation Application: Search

Step 2: Review the information in the Registration Status Fields in the "Standard Form" Tab.

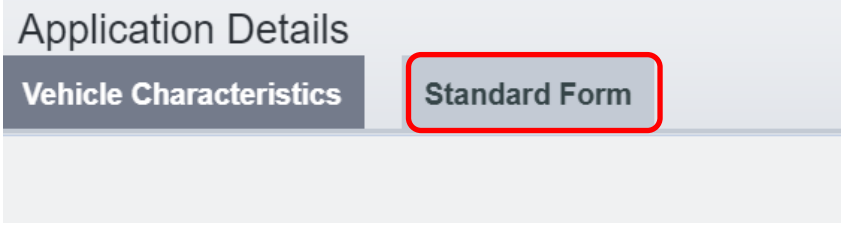


Figure 85: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on

the following dialog box is displayed

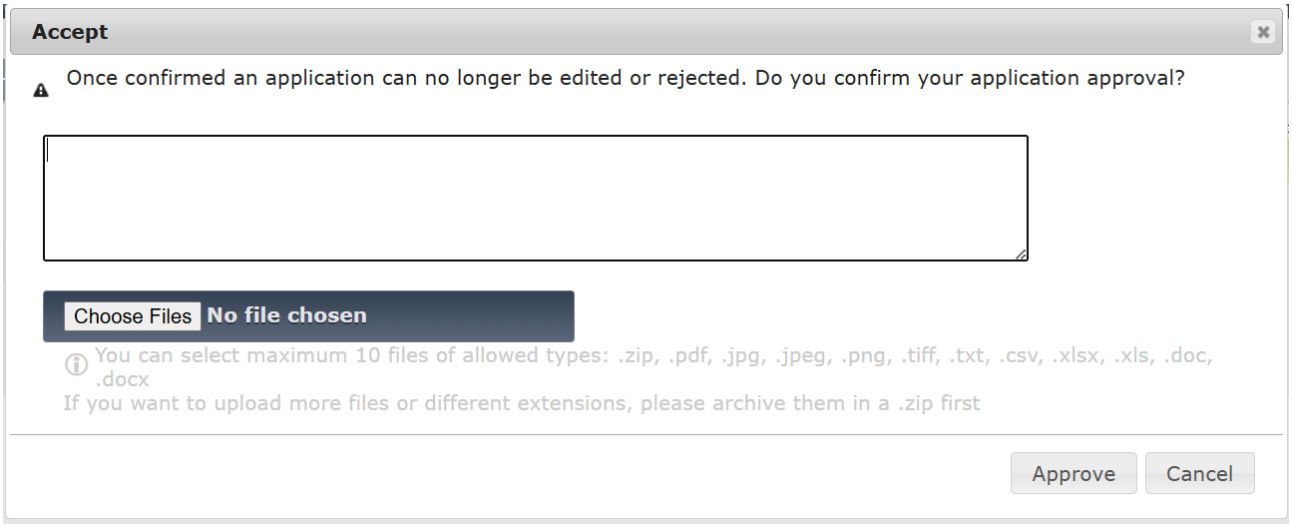


Figure 86: Reactivation Approval Dialog Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

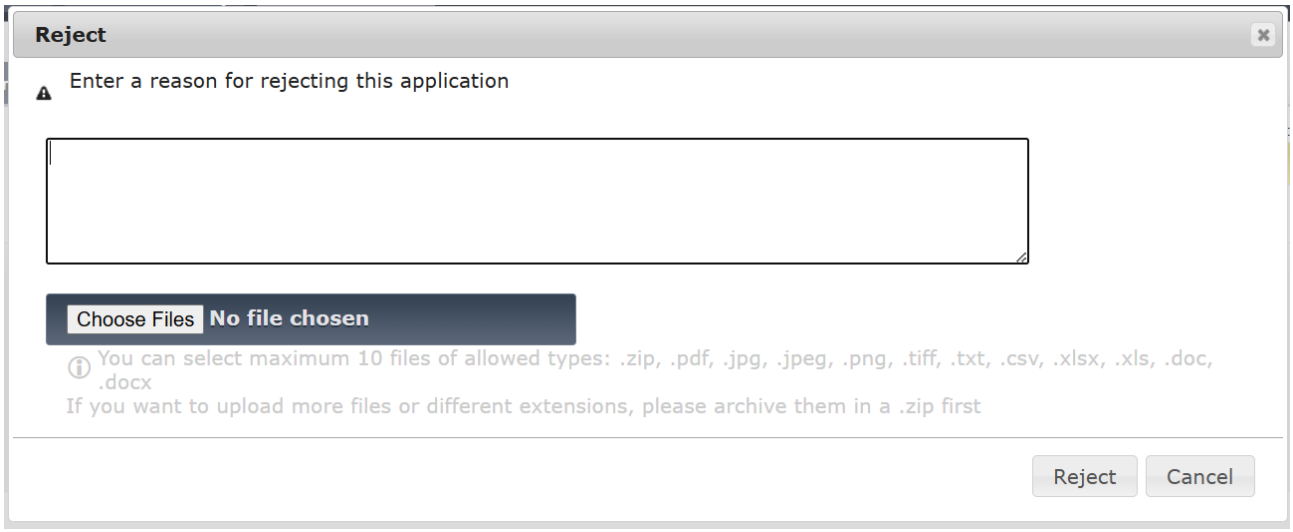


Figure 87: Reason for rejecting the Reactivation application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.11. Change of EVN following technical modifications

The user can review and decide on whether he will approve or reject a Change of EVN following Technical Modification application following the below steps:

Step 1: Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

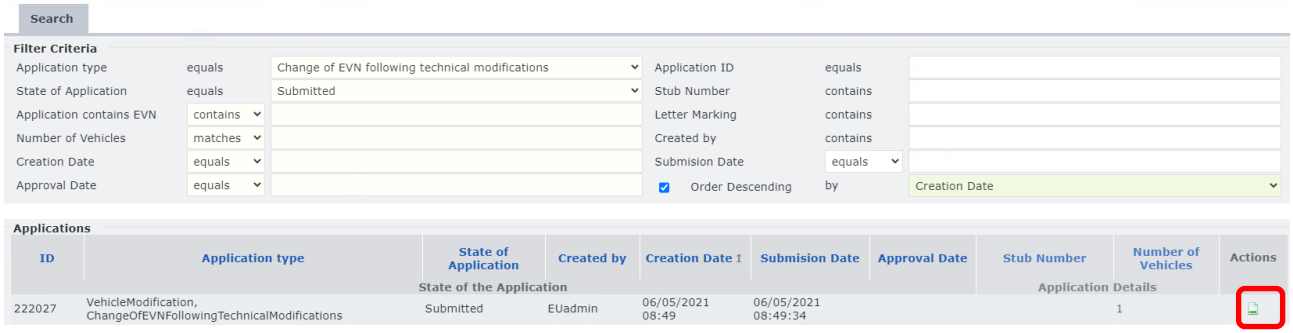


Figure 88: Submitted Change of EVN following Technical Modification Application: Search

Step 2: Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

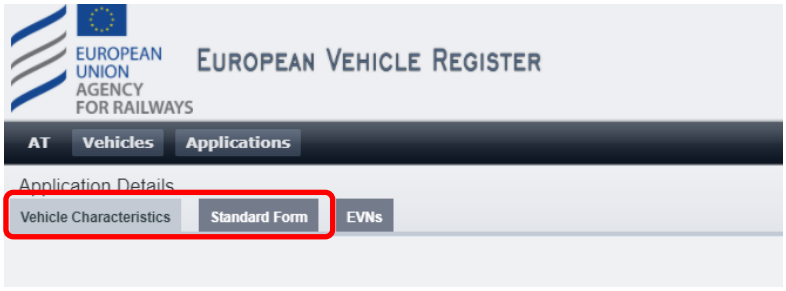


Figure 89: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed:

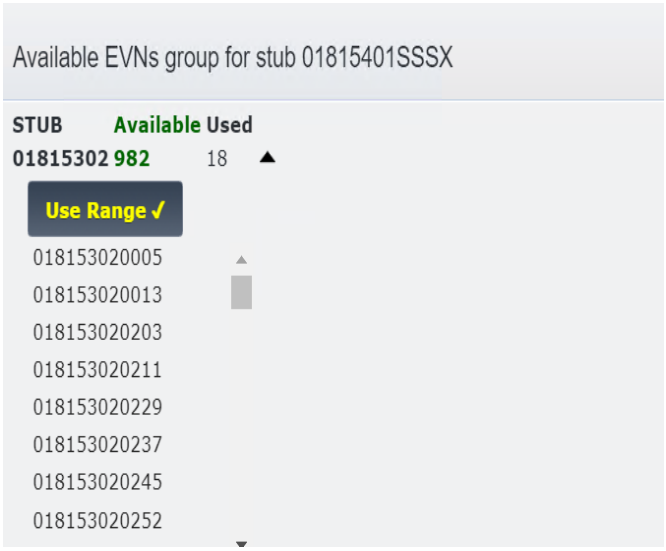


Figure 90: Submitted Registration Application Decision: EVNs tab

ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range ✓:

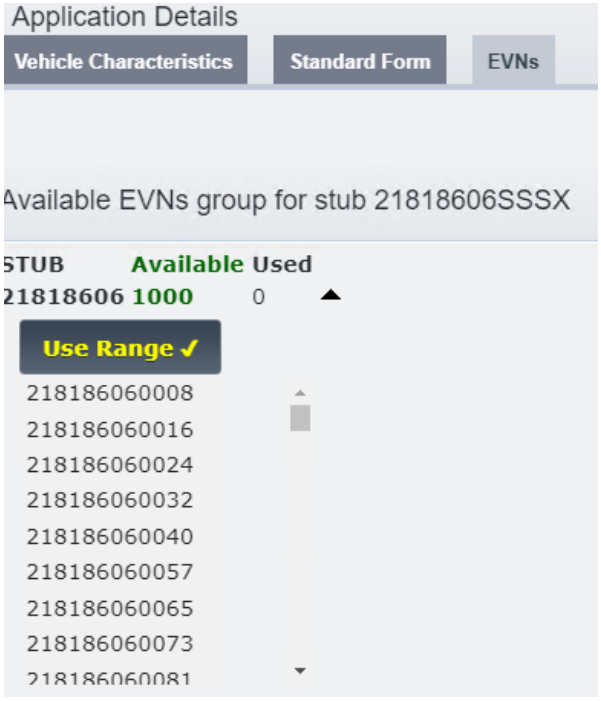


Figure 91: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.

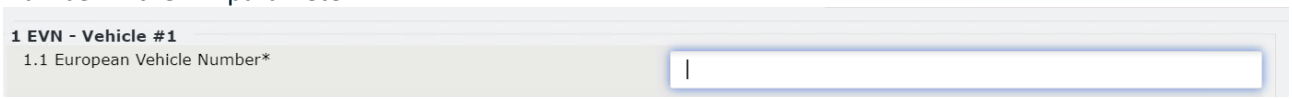


Figure 92: Submitted Application Decision: Standard Form Tab- 1.1 Parameter

iv. click on Approve ✓

v. The following dialog box is displayed

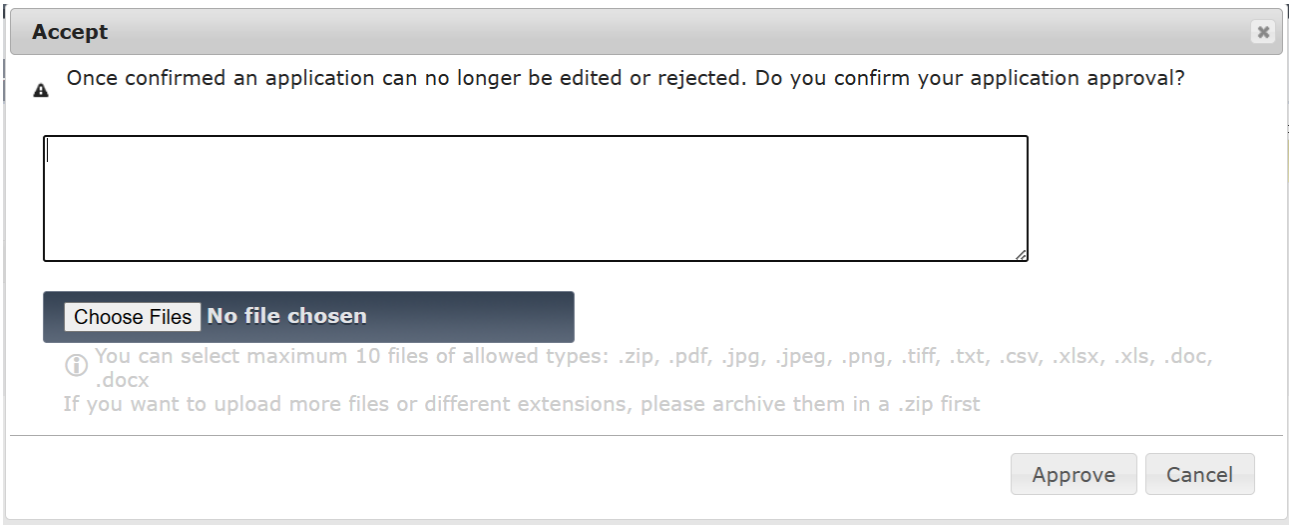


Figure 93: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject" to finalize the rejection.

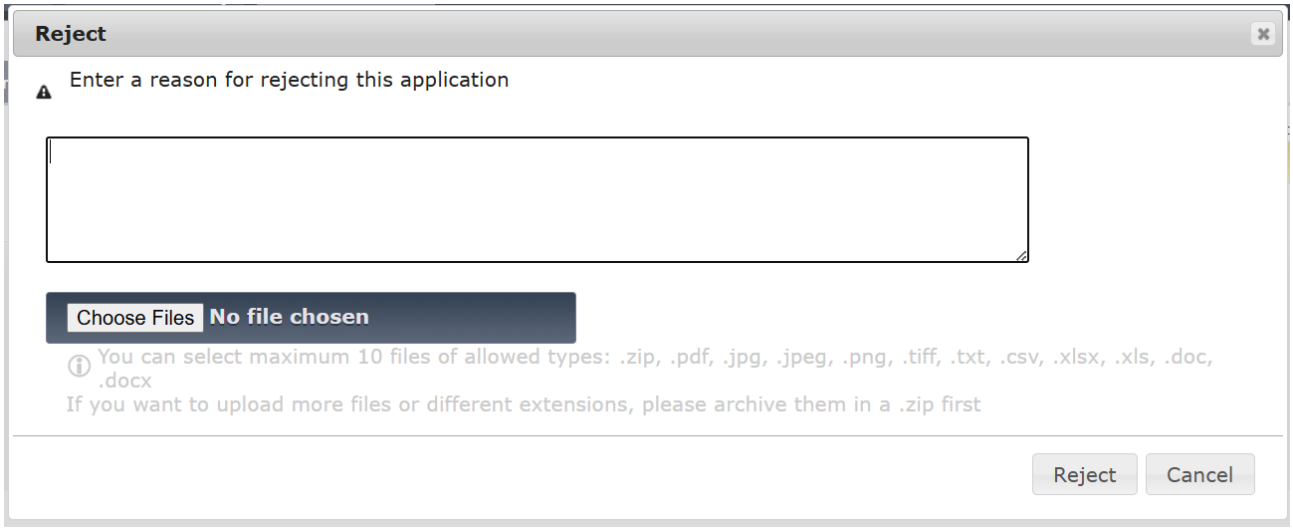


Figure 94: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

Figure 95: Reason for rejecting the application

2.4.3.12. Change of EVN and registering MS

Part A: Decision on Change of EVN and registering MS **+ New Registration**

The RE user of the **New Registering MS** can review and decide on whether he will approve or reject a Change of EVN and registering MS + New Registration application following the below steps:

Step 1: Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

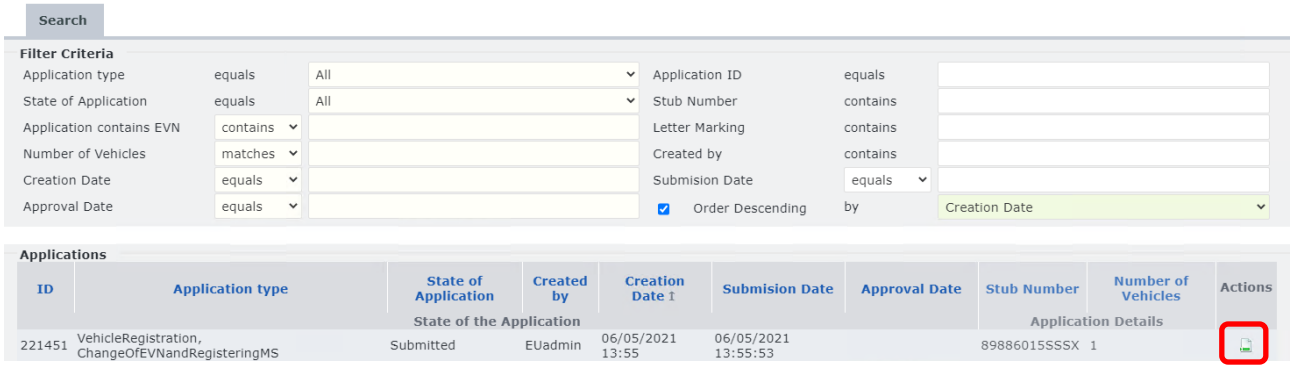


Figure 96: Submitted Change of EVN and registering MS + New Registration Application: Search

Step 2: Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

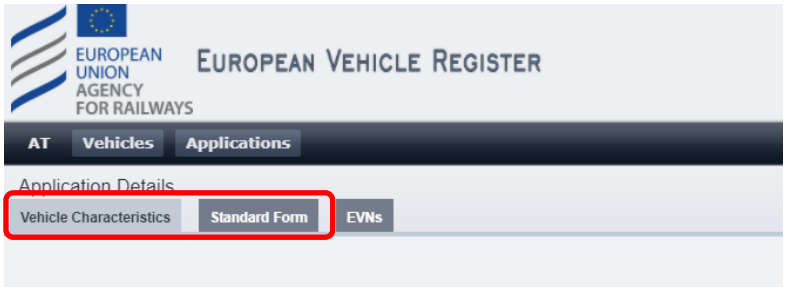


Figure 97: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. To approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

Figure 98: Submitted Application Decision: EVNs tab

ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range ✓:

Figure 99: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.

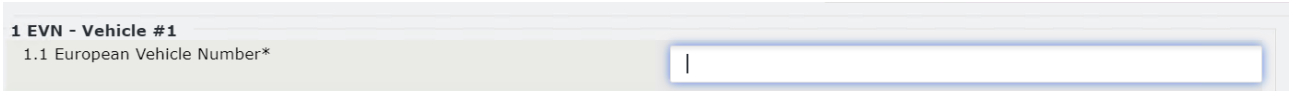


Figure 100: Submitted Application Decision: Standard Form Tab- 1.1 Parameter

iv. click on

The following dialog box is displayed

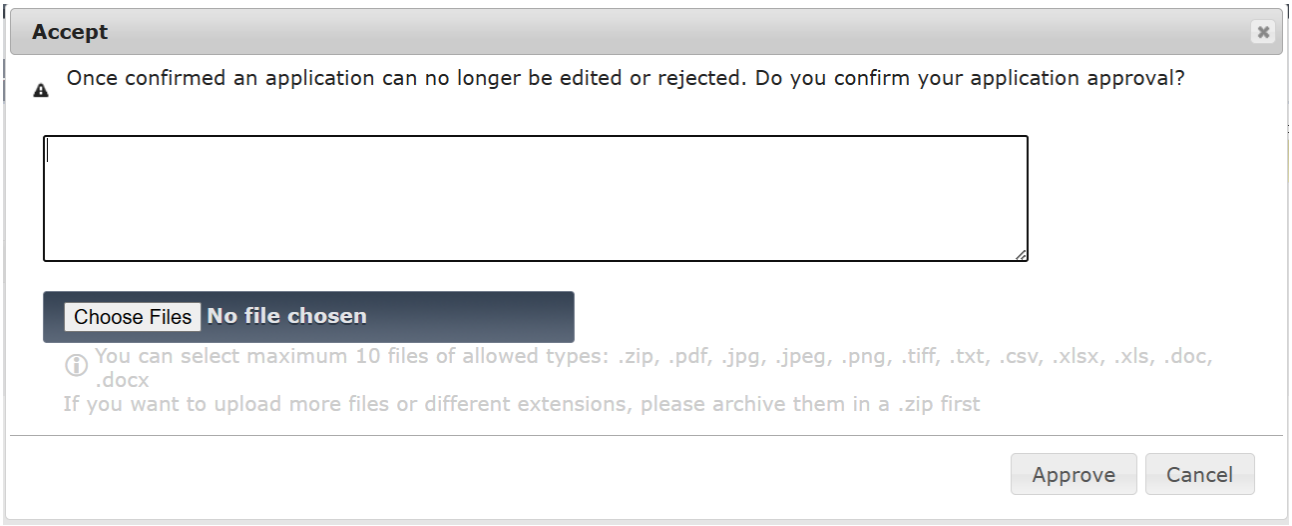


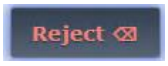
Figure 101: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application

- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2are not acceptable, 

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.

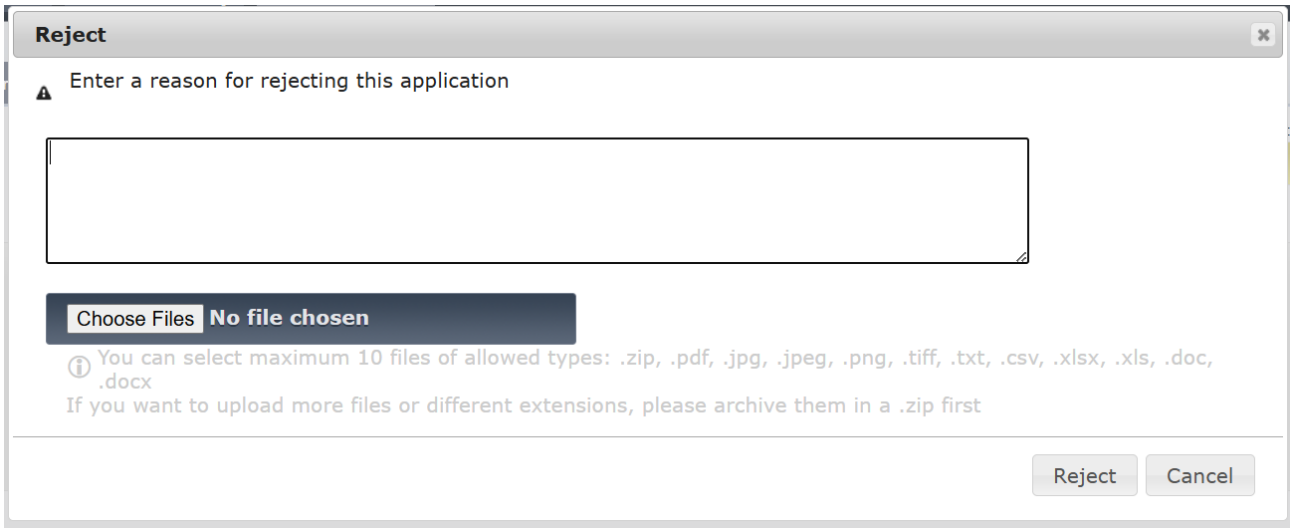


Figure 102: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

Part B: Decision on Change of EVN and registering MS **+ Withdrawal**

The RE user of the **Previous Registering MS** can review and decide on whether he will approve or reject a Change of EVN and registering MS + Withdrawal application following the below steps:

Step 1: Search for a Registration Application with "Submitted" Status and clicks on the "Actions" Button and redirected to the application:

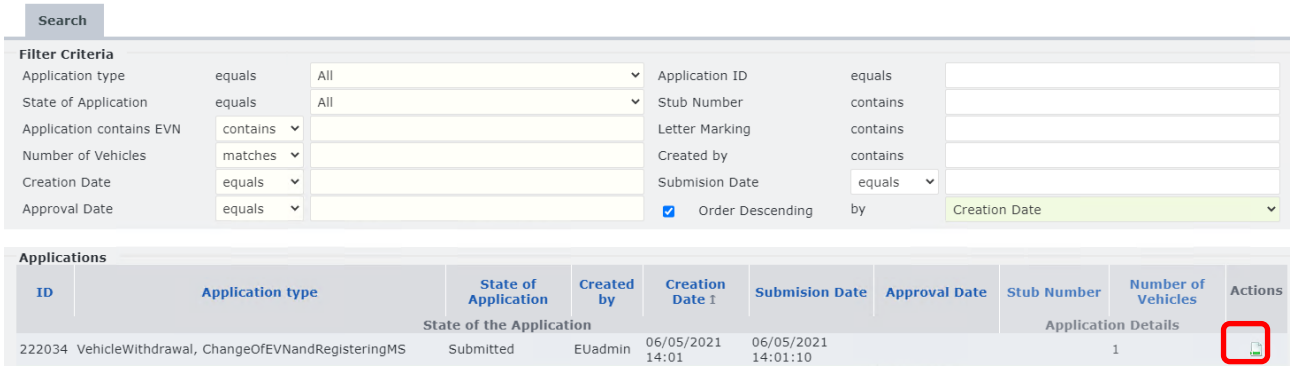


Figure 103: Submitted Change of EVN and registering MS + Withdrawal Application: Search

Step 2: Review the information provided for the Registration in the "Vehicle Characteristics" and "Standard Form" Tabs.

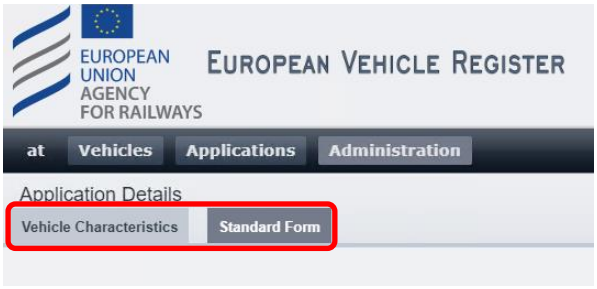


Figure 104: Review Application Details: "Vehicle Characteristics" and "Standard Form" tabs

a. <u>To approve the Application</u>

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. click on

The following dialog box is displayed

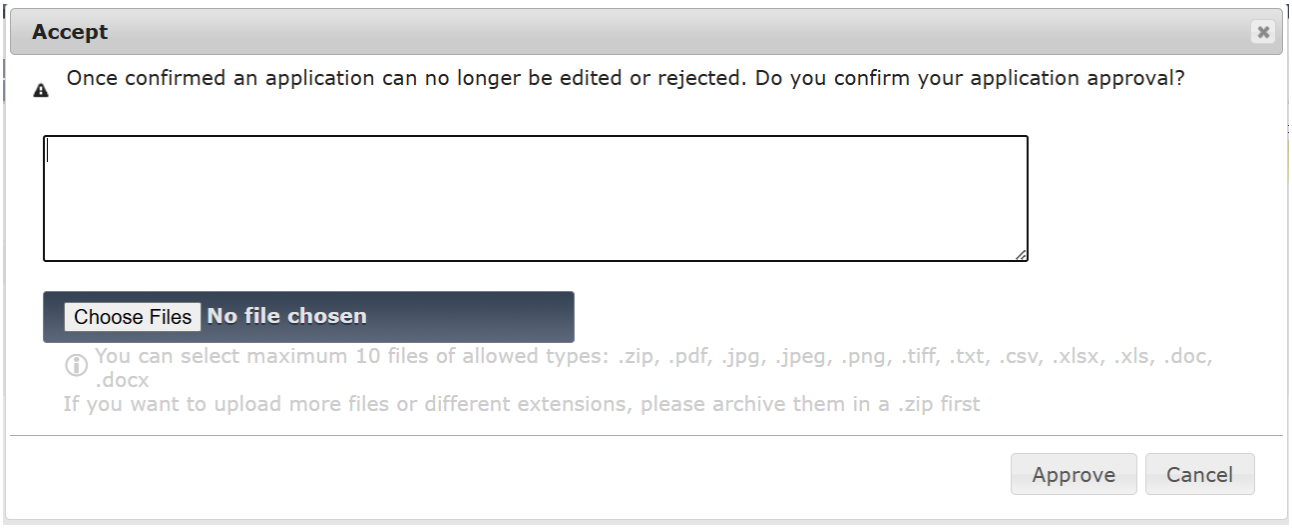


Figure 105: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. <u>To Reject the Application</u>

Step 3b: If the provided information reviewed in Step 2are not acceptable,

button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject" to finalize the rejection.

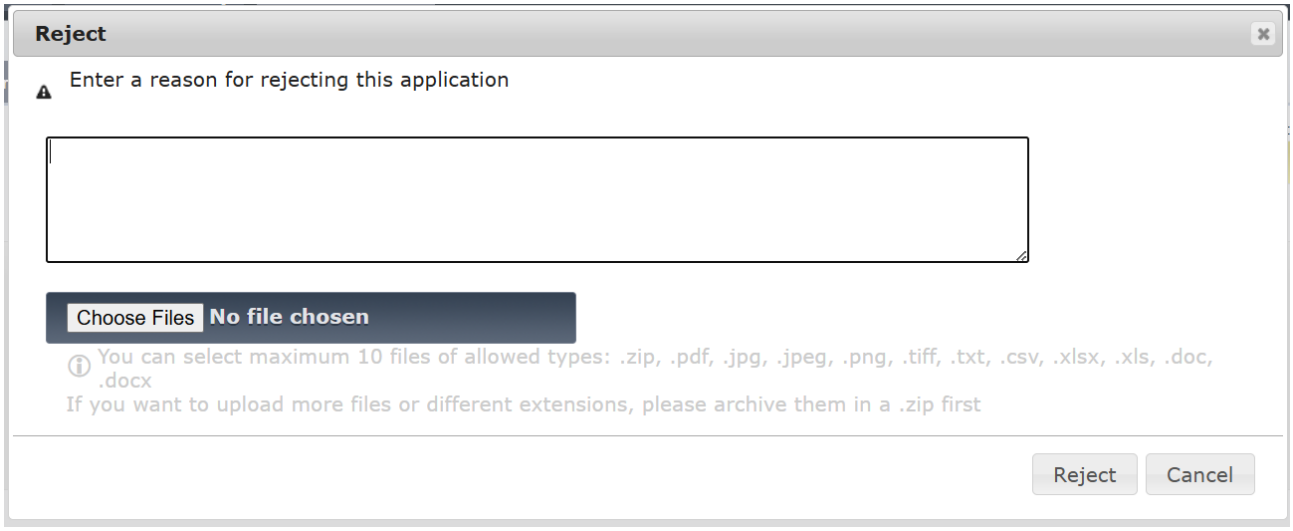


Figure 106: Reason for rejecting the application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- "Cancel" - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.4. Create Application

As described in the previous chapters, the user can select the Create Application option. By clicking on this button, a new window will open in the browser, that will allow the user to select the Application type. The content of this window is displayed below:

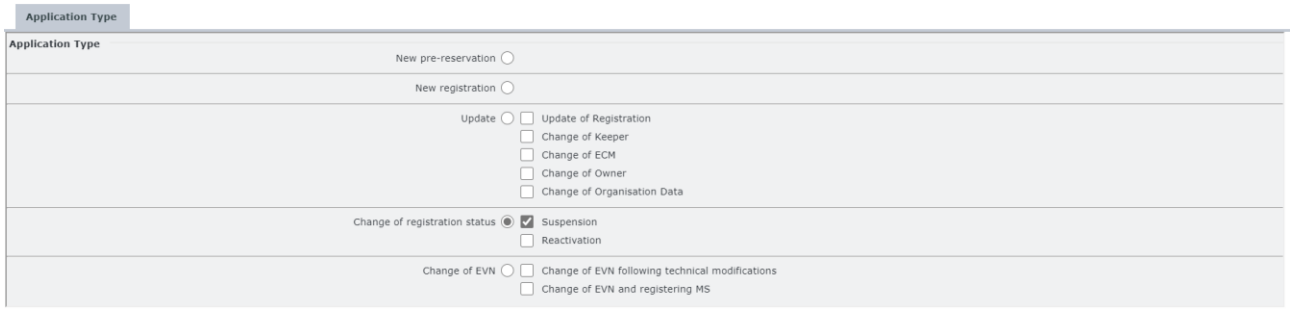


Figure 107: Create Application: Application Types

Details for the available Application types, and the steps required by the user to complete them are presented in the following chapters. To proceed to the next stage, the user must select the required Application type and click on Save ✓ on the options menu bar at the bottom of the page. Alternatively they can click on Discard? or ✗ Close to exit.

The RE that will be have to examine the application will receive a notification email to examine the application.

The user that applied will be notified for the outcome of the examination.

In case of acceptance, the other stakeholders that are referred to the application will notified for changes on the Vehicle. This happens if the respective users have opted in for the respective notifications.

2.4.4.1. Suspension

It is possible for a RE user to apply for the Suspension of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can apply for a vehicle Suspension by following the next steps:

Step 1: In the Applications page, click on the Create Application button.

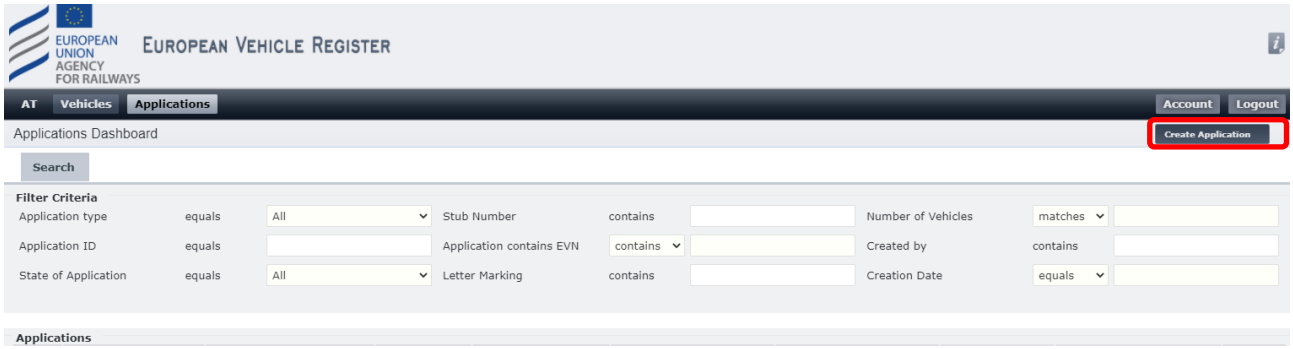


Figure 108: Create Application

Step 2: Select the "Suspension" checkbox from the Application Type page and click on Save ✓ .

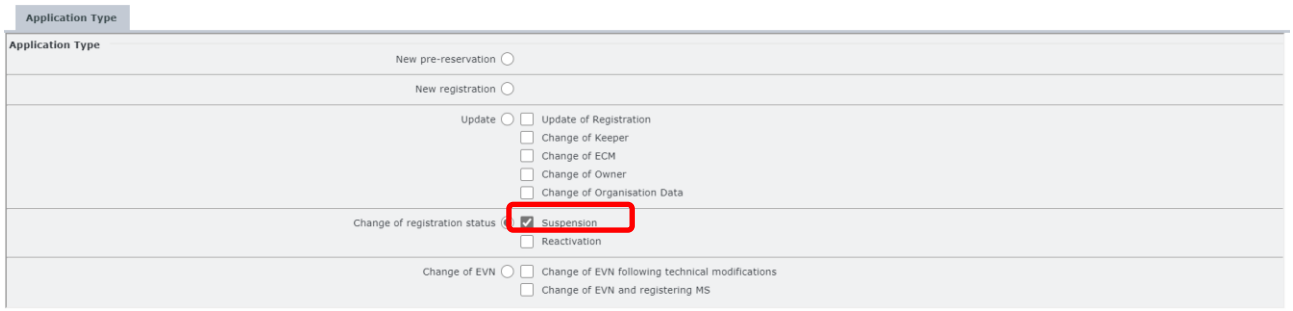


Figure 109: Suspension: Application Type

Step 3: In the "Vehicle Characteristics" tab, provide the EVNs that are related to the application, by typing them in the "EVNs" text field.

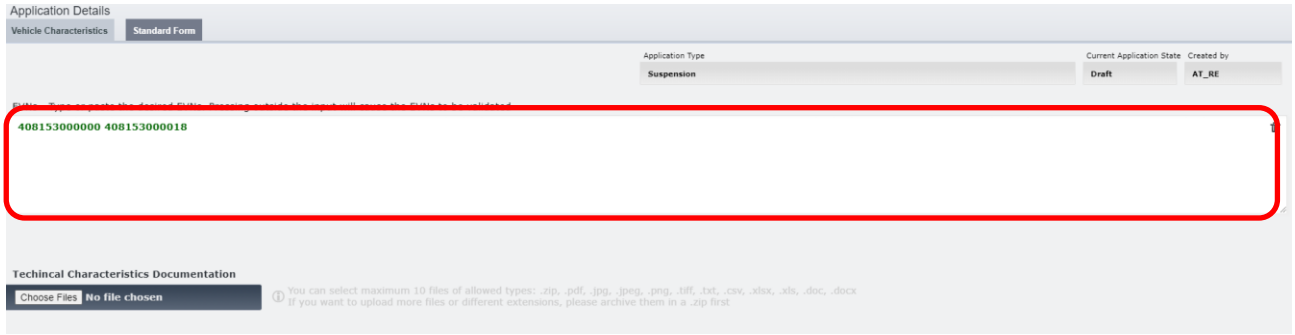


Figure 110: Suspension: EVNs field

Step 4: If applicable, in the "Vehicle Characteristics" tab, upload any Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Open.

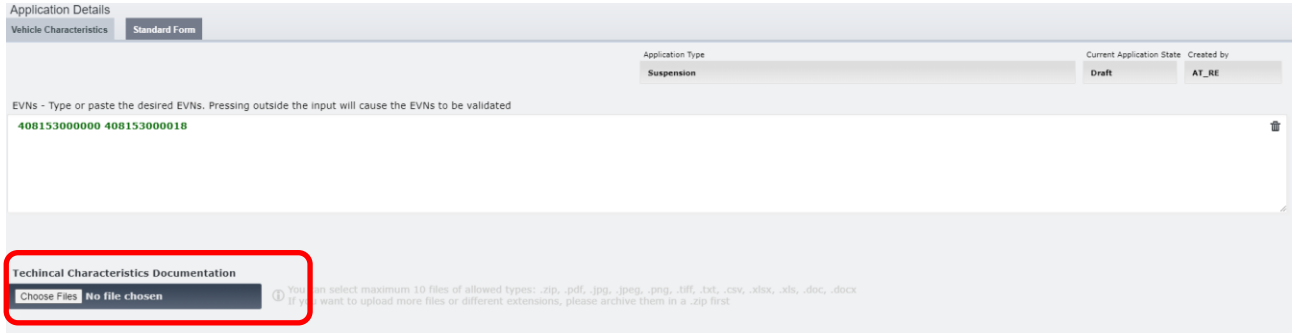


Figure 111: Suspension: Upload Documentation (1)

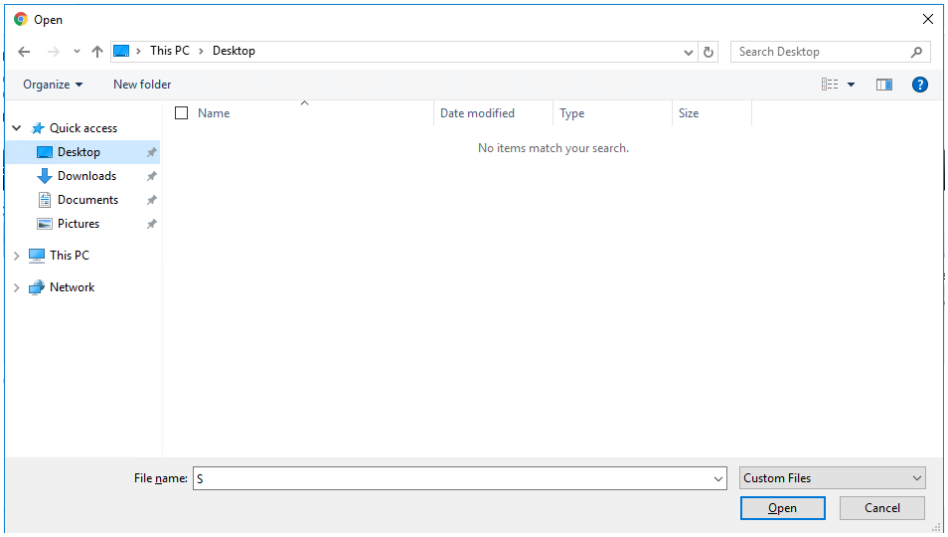


Figure 112: Suspension: Upload Documentation (2)

Step 5: In the "Standard Form" tab, complete field "10.1 Registration Status" by using the drop down menu of Parameter 10.1. In case of multiple Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the "Vehicle details Preview" drop-down menu:

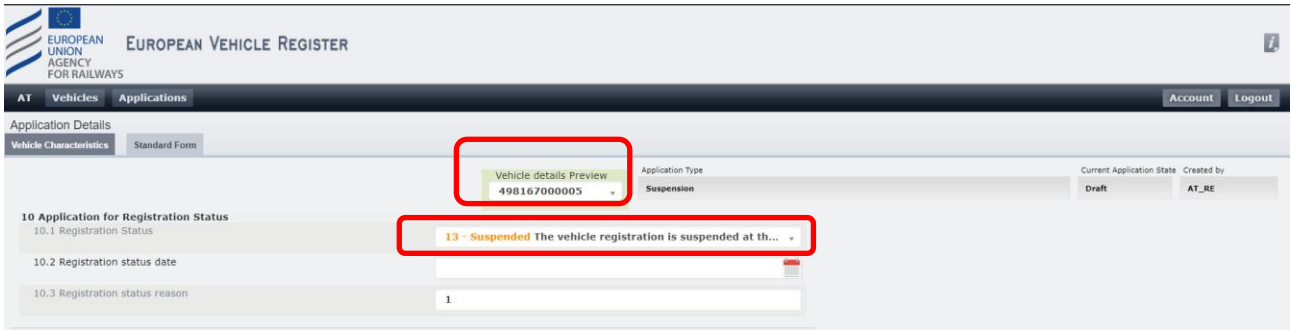


Figure 113: Suspension: Standard Form – Registration Status

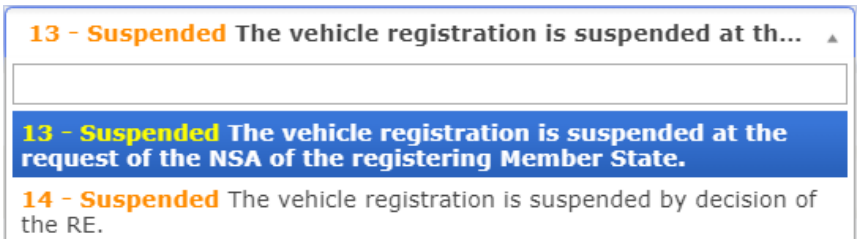


Figure 114: Suspension: Registration Status Drop-down menu options

Step 6: Complete field "10.2 Registration status date" by selecting a date >= today's date.

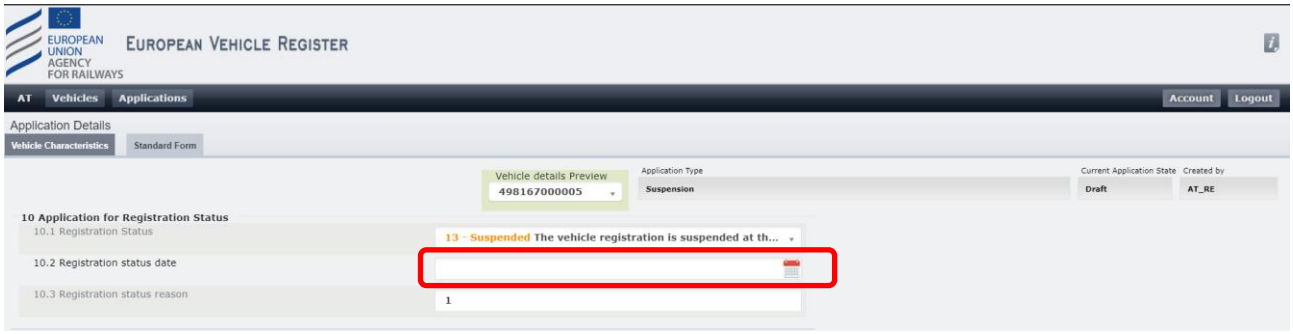


Figure 115: Suspension: Standard Form – Registration Status Date

Step 7: Complete field "10.3 Registration status reason" by filling in the text field. Depending on the user selection in field "10.1 Registration Status" there are the following 2 cases:

- If **"13 – The vehicle registration is suspended at the request of the NSA of the Registering Member State "** is selected, then field 10.3 remains empty.
- If **"14 –The vehicle registration is suspended by decision of the RE"** is selected, field 10.3 is mandatory

Figure 116: Suspension: Standard Form – Registration Status Reason

Step 8: Click on Save ✓ to revisit the application at a later stage, or Submit to RE ⇒ if it is ready for submission.

Alternatively, there are the following options at the bottom of the screen:

- ✗ Close: to close the application without saving the progress
- ↺ Refresh: to refresh the application page and clear all the fields
- Discard?: to close the application and also delete the Draft created in the system.

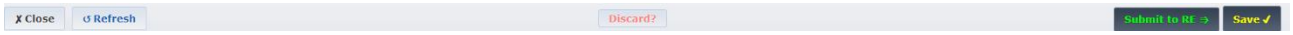


Figure 117: Suspension: Standard Form – Action buttons

After submitting the application, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

2.4.4.1. Reactivation

It is possible for a RE user to apply for the reactivation of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can complete the Application for Reactivation by following the next steps:

Step 1: In the Applications page, click on the Create Application button.

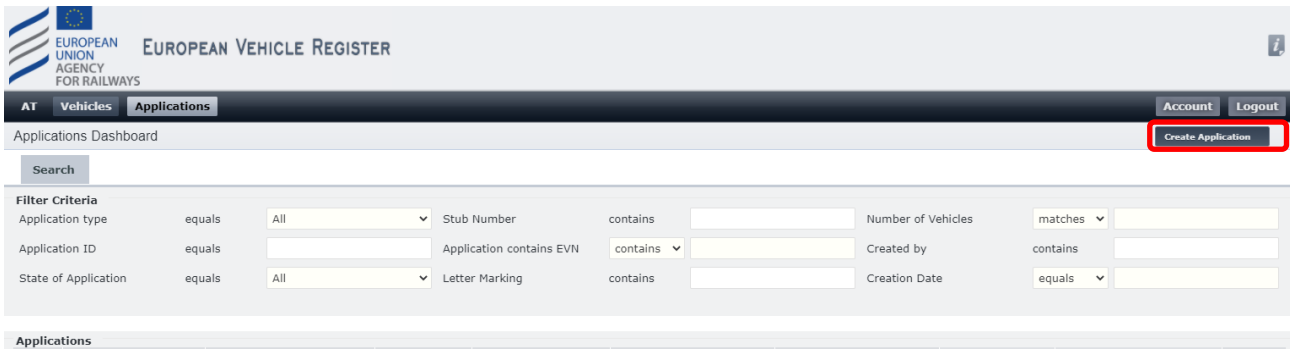


Figure 118: Create Application

Step 2: Select the "Reactivation" checkbox from the Application Type page and click on Save ✓ .

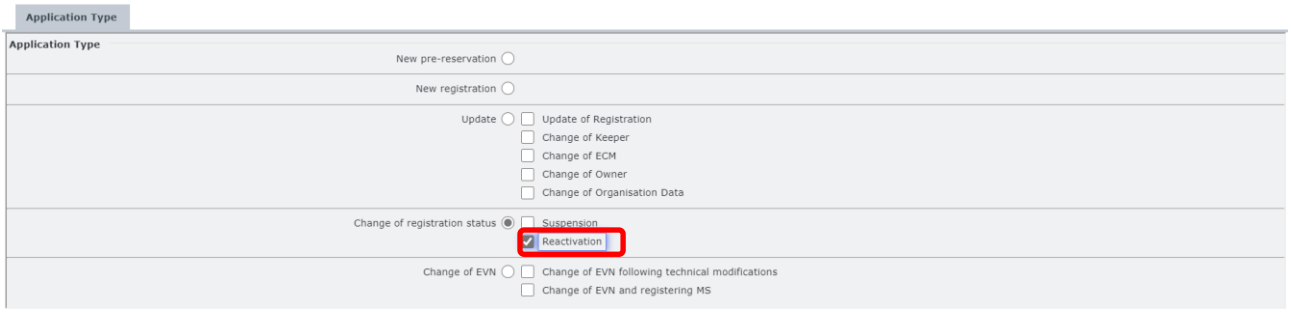


Figure 119: Reactivation: Application Type

Step 3: In the "Vehicle Characteristics" tab, provide the Vehicle Numbers that are related to the application, by typing them in the "EVNs" text field.

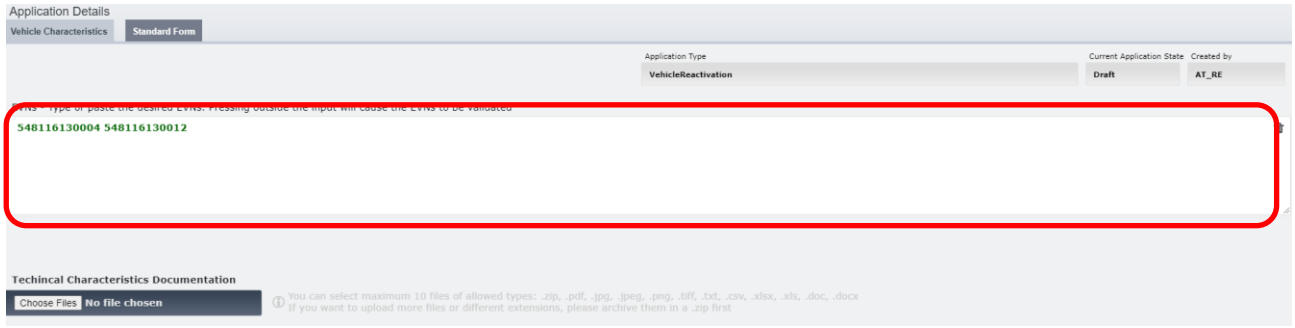


Figure 120: Reactivation: EVNs field

Step 4: If applicable, in the "Vehicle Characteristics" tab, upload any Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Open

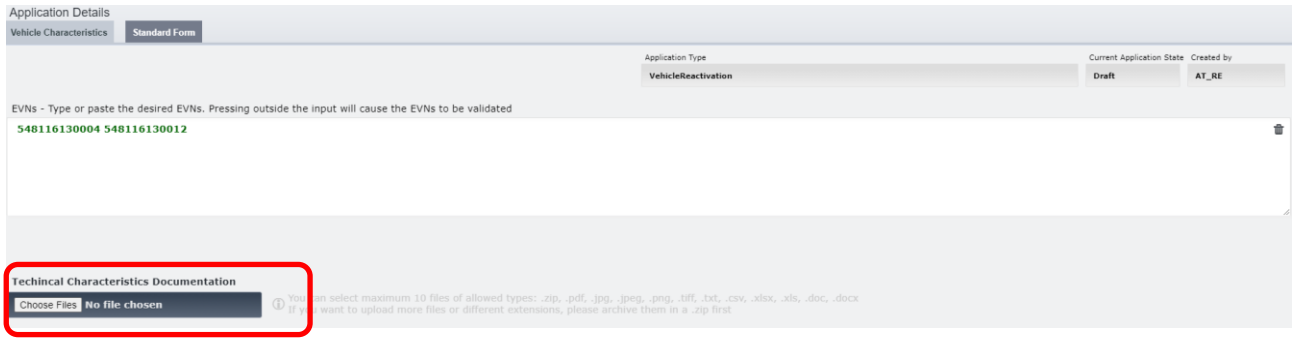


Figure 121: Reactivation: Upload Documentation (1)

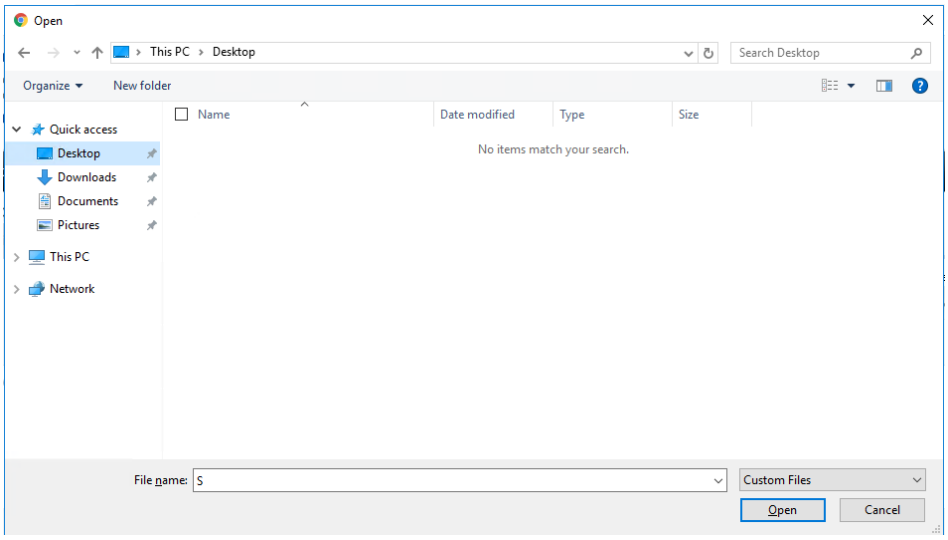


Figure 122: Reactivation: Upload Documentation (2)

Step 5: In the "Standard Form" tab, complete field "10.2 Registration status date" by selecting a date >= today's date. This is a mandatory field. In case of multiple Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the "Vehicle details Preview" drop-down menu:

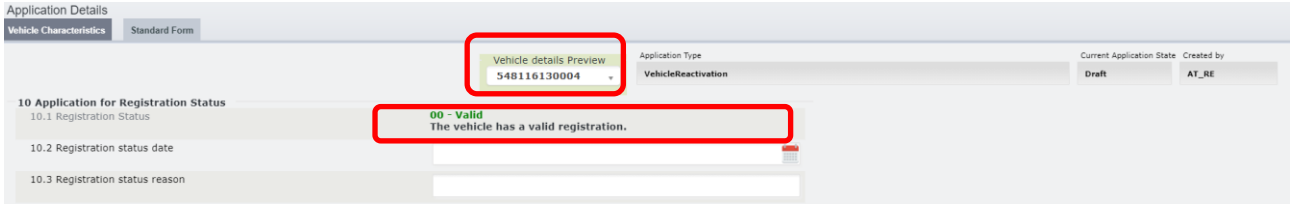


Figure 123: Reactivation: Standard Form – Registration Status Date

Step 6: Complete field "10.3 Registration status reason" by filling in the text field. This is a mandatory field.

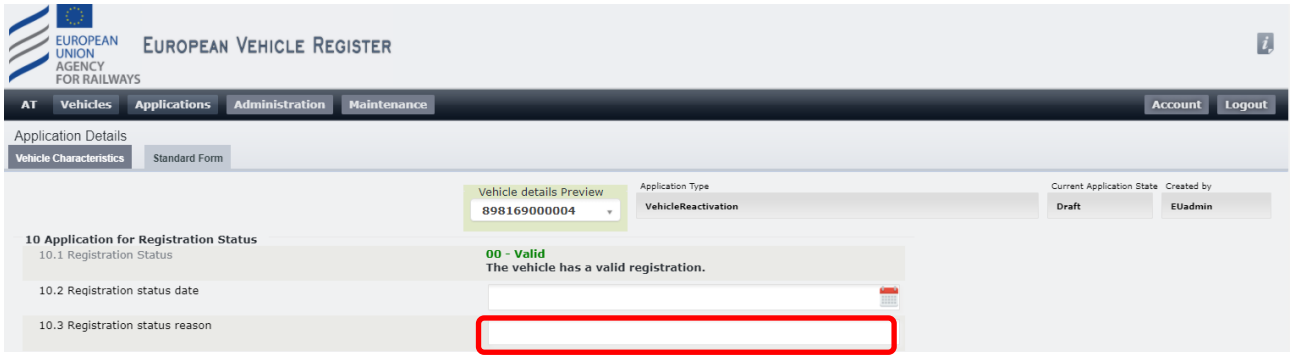


Figure 124: Reactivation: Standard Form – Registration Status Reason

Step 8: Click on Save ✓ to revisit the application at a later stage, or Submit to RE ⇒ if it is ready for submission.

Alternatively, there are the following options at the bottom of the screen:

- ✗ Close: to close the application without saving the progress
- ↺ Refresh: to refresh the application page and clear all the fields
- Discard?: to close the application and also delete the Draft created in the system.

The RE that will be have to examine the application will receive a notification email to examine the application.

The user that applied will be notified for the outcome of the examination.

In case of acceptance, the other stakeholders that are referred to the application will notified for changes on the Vehicle. This happens if the respective users have opted in for the respective notifications.

2.5. Vehicles

2.5.1. Search Vehicles

The user can open the “Vehicles” menu by clicking on the respective button on the Heading that is available in all the EVR Web pages.

2.5.1.1. Search Criteria

There is a number of Search Criteria that the user can define in order to perform their Vehicle search, as shown in Figure 125 below:

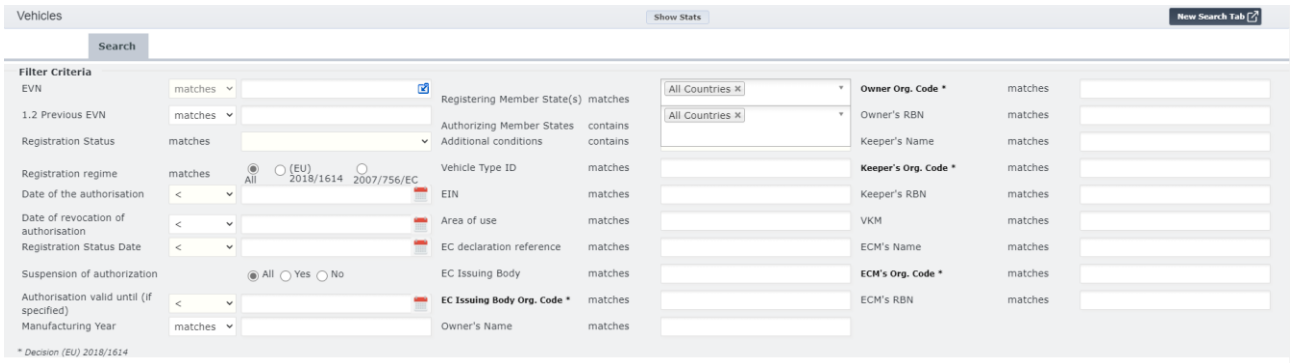


Figure 125: Vehicle Search Criteria

After inserting the desired criteria, the user can perform the search by clicking on the Search button, as well as reset the search by clicking on the ↺ Reset button. The user also has the option to open a new search tab by clicking on the New Search Tab button

2.5.1.2. Search Results

Once the user has clicked on the Search button, any corresponding search results will be returned in a table format as show in Figure 126 below:

Figure 126: Vehicle Search Results

At the top, the user can see an indication of successful search and offline countries. At the bottom, the user can navigate the different result pages, and can also use this drop-down menu 10 Results 1-10 of 337 to change the number of results that the system is displaying per page.

2.5.1.3. Export Option

The user has the option to export the search results by clicking either clicking on the Export or Export All button.

If User clicks on Export button:

- EVR exports to Excel or CSV file that search results with the columns visible on the search result grid.

User clicks on Export All button:

- EVR exports to Excel or CSV file that search results with vehicle data including information like Keeper's, Owner's, ECM's , Home authorisation's data.

In either cases, the system presents the following 3 options (XLSX, CSV and Cancel) as shown in Figure 127 below:

Figure 127: Export Search Results

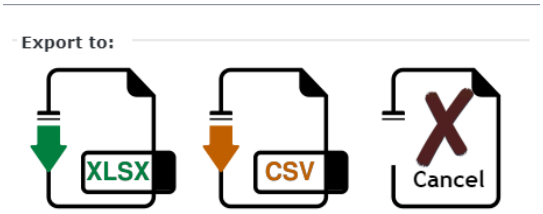


Figure 128: Export Search Results Options

2.5.2. *Vehicle Details View*

From the Search Results table page, the user has the option to select the

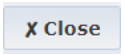
icon in the last column, in order to view more details of a particular Vehicle. By selecting this icon, a new browser tab is opened that displays the Vehicle details as shown in Figure 129: Vehicle Details PageFigure 129 below:

Vehicle Details of EVN 018159000001

1. European Identification	
1.1. Vehicle Number	018159000001
1.2. Previous Vehicle Number	
2. Member State of Registration	
2.1. Member State of Registration	at
3. Member States where the vehicle is authorized	
3.1. Resulting area of use	Austria
4. Additional conditions	
4.1. Additional conditions applicable to the vehicle	☐ EU ☐ RIC ☐ RIV ☐ TEN ☐ TEN-CW ☑ TEN-GE ☐ OTHER
5. Manufacturing	
5.1. Manufacturing year	2020
5.2. Manufacturing serial number	2121133
5.3. ERATV Reference	22-333-4444-1-333
5.4. Series	3232323
6. EC Declaration Reference	
a. Rolling stock subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3 EC Declaration of verification issuing body	
6.3.1. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.4. Address of organisation, street and number	12 Strasse, str 2, str 3
6.3.4. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code	12345
6.3.7. Email address	office@test-evr.era
6.3.8. Organisation code	00AT
b. On-board CCS subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3. EC Declaration of verification issuing body	
6.3.1. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.3. Address of organisation, street and number	12 Strasse, str 2, str 3
6.3.4. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code	12345
6.3.7. Email address	office@test-evr.era
6.3.8. Organisation code	00AT

b. On-board CCS subsystem	
6.1. Date of declaration	
6.2. EC Declaration Reference	
6.3. EC Declaration of verification issuing body	
6.3.1. Name of issuing body (applicant)	Test EVR Company AT
6.3.2. Registered Business Number	AT123456
6.3.3. Address of organisation, street and number	12 Strasse, str 2, str 3
6.3.4. Town	Wien, W suburb
6.3.5. Country code	AT
6.3.6. Postal Code	12345
6.3.7. Email address	office@test-evr.era
6.3.8. Organisation code	00AT
7. Owner	
7.1. Name of organisation	Test EVR Company AT
7.2. Registered Business Number	AT123456
7.3. Address of organisation, street and number	12 Strasse, str 2, str 3
7.4. Town	Wien, W suburb
7.5. Country code	AT
7.6. Postal Code	12345
7.7. Email address	office@test-evr.era
7.8. Organisation code	00AT
8. Keeper	
8.1. Name of organisation	Test EVR Company AT
8.2. Registered Business Number	AT123456
8.3. Address of organisation, street and number	12 Strasse, str 2, str 3
8.4. Town	Wien, W suburb
8.5. Country code	AT
8.6. Postal Code	12345
8.7. Email address	office@test-evr.era
8.8. Organisation code	00AT
8.9. Vehicle Keeper Marking (VKM)	232323
9. Entity in Charge of Maintenance	
9.1. Name of organisation	Test EVR Company AT
9.2. Registered Business Number	AT123456
9.3. Address of organisation, street and number	12 Strasse, str 2, str 3
9.4. Town	Wien, W suburb
9.5. Country code	AT
9.6. Postal Code	12345
9.7. E-mail address	office@test-evr.era
9.8. Organisation code	00AT
10. Registration status	
10.1. Registration status	00
10.2. Registration status date	
10.3. Registration status reason	
11. Authorisations for placing on the market	
11.1 Name of authorising entity	AustrianAuth
11.2 Member State numeric code	at
11.3 Authorisation Number (EIN)	12121212
11.4 Area of use	Austria
11.5 Date of authorisation of placing in service	15/06/2021
11.6 Authorisation valid until (if specified)	-
11.7 Date of suspension of authorisation	
11.8 Date of revocation of authorisation	
11.9 Conditions for use and other restrictions	
11.9.1 Coded conditions for use and restrictions	1.1.2, 2.2.1
11.9.2 Non-coded conditions for use and restrictions	-
12. Vehicle Additional fields	
12.1 CUSTOM_DATE	
12.2 CUSTOM_TEXT	evn 1 test string
12.3 CUSTOM_BIT	True
12.4 CUSTOM_LIST	RED
12.5 CUSTOM_NUMBER	212121

Figure 129: Vehicle Details Page

From this page the user can click on the 

button to exit or the

next to field “9. Entity in Charge of Maintenance” in order to Load ECM data from ERADIS.

2.5.2.1. Vehicle History

From within the Vehicle Details Page, the user can click on the

button on the bottom right part of the screen.

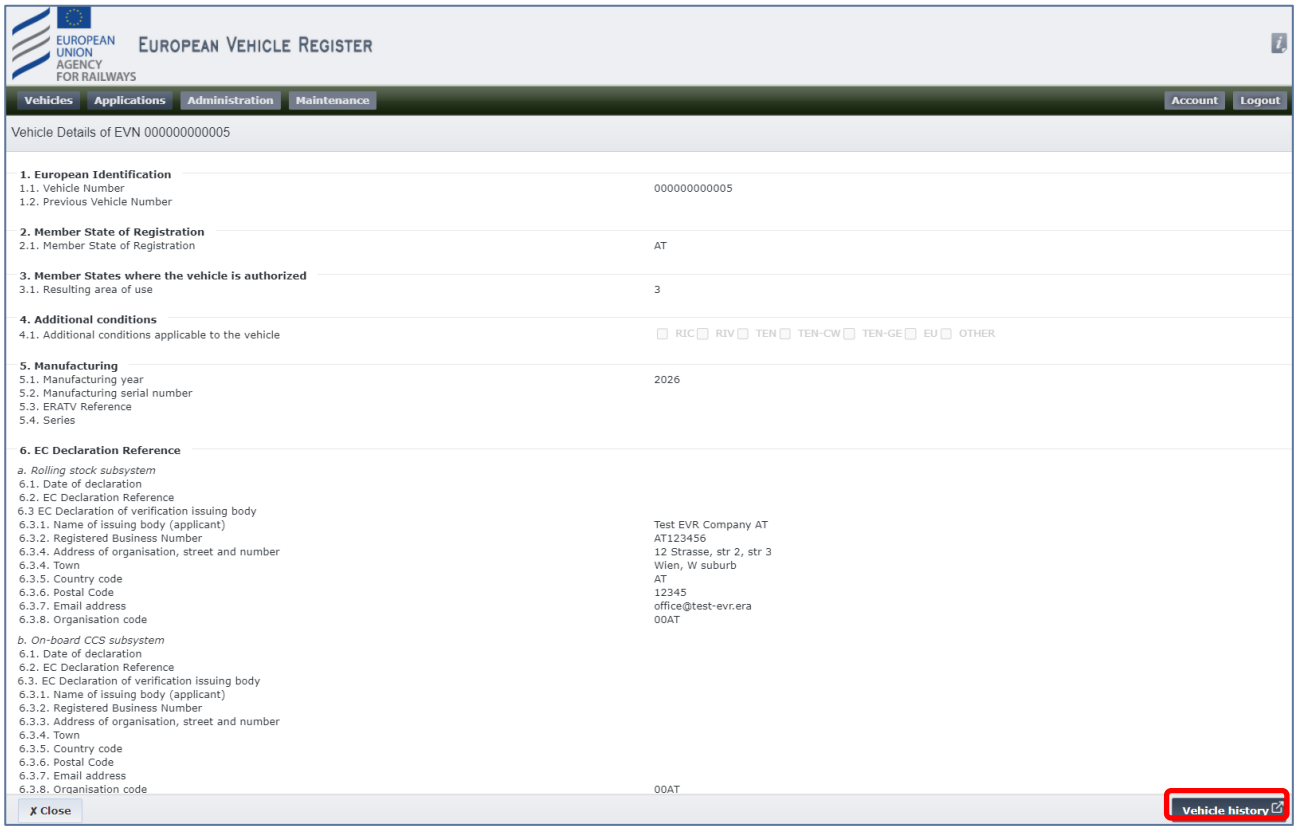


Figure 130: Vehicle Details: Vehicle History

Alternatively, the Keeper can press the Vehicle History Button in the initial page as seen below:

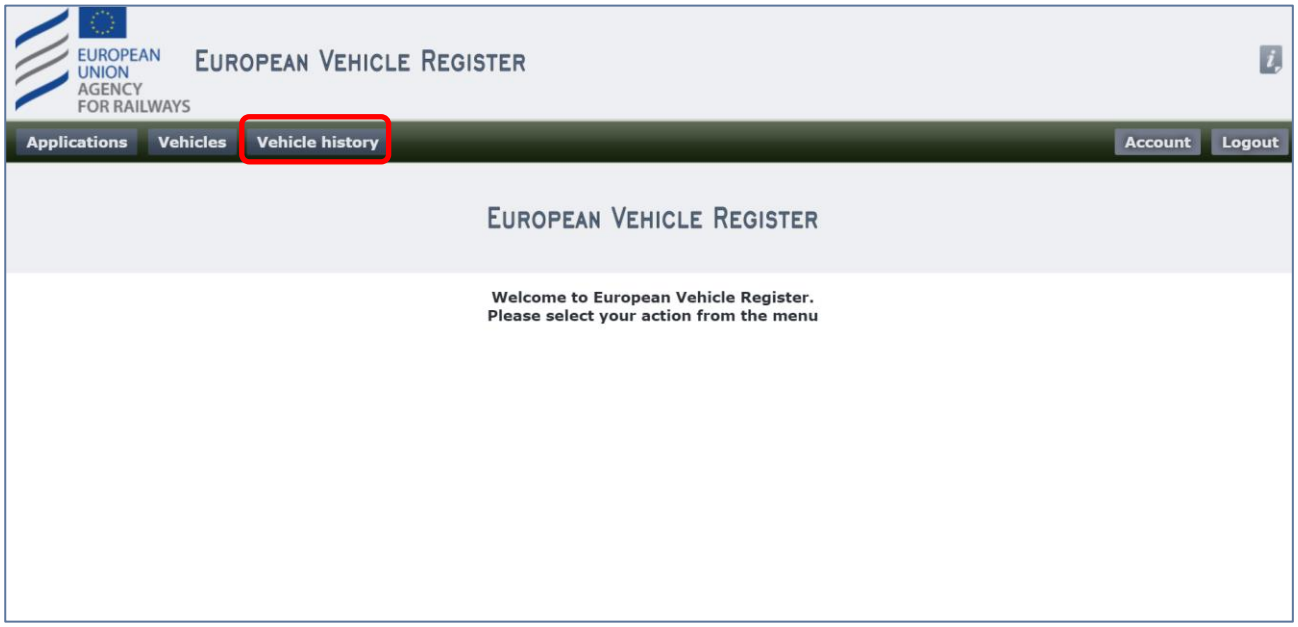


Figure 131: Vehicle History in the Initial Page

This opens a new window that contains the following:

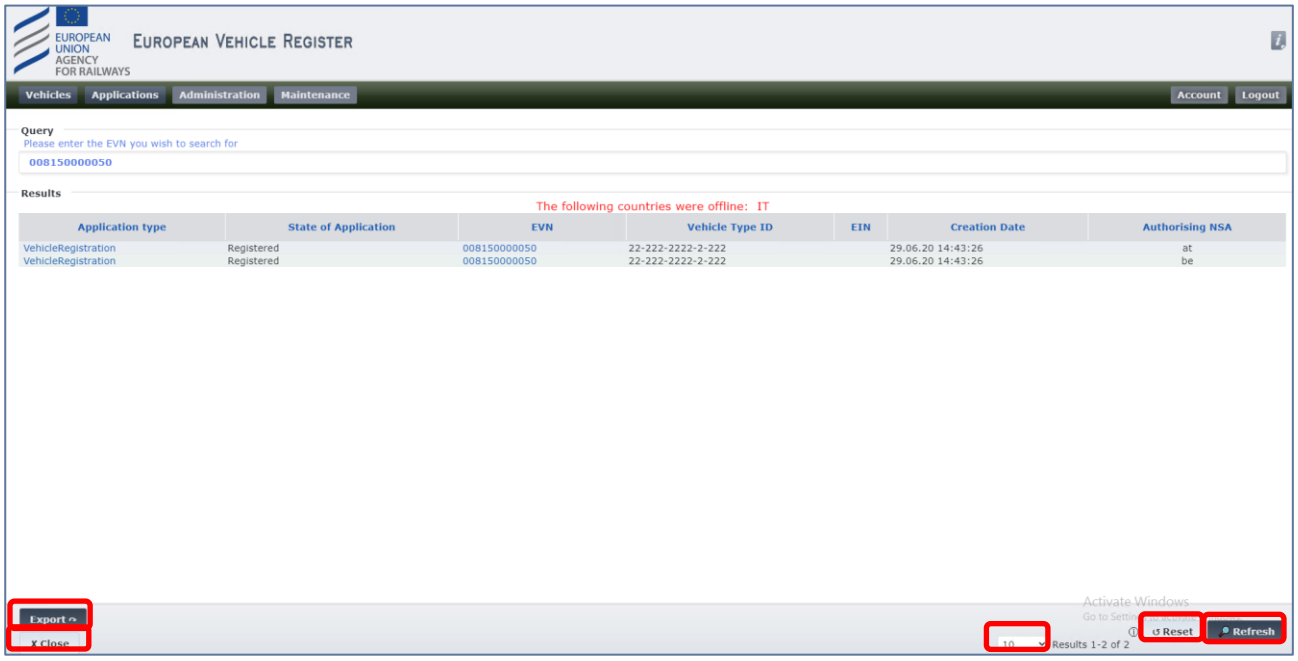


Figure 132: Vehicle History New Window Content

- **Query field**: the user can enter a different Vehicle Number and then click on the Refresh button to trigger a new History search, or reset the search results by clicking on the Reset button.

- **Export**: this functionality is as described in chapter 2.5.1.3 Export Option.

- **Results**: presented in a table, listing previous entries of the same Vehicle Number, with information as displayed in Figure 132. Also they can click on the "EVN" hyperlink to open the Vehicle Details view (Chapter 2.5.2 Vehicle Details View). The user can also change the number of displayed results per page and navigate in case of multiple results returned 10 Results 1-2 of 2 and close the tab by clicking on the ✗ Close button. The user can click on the hyperlinks under the "Application type" column that will open the details of the Parameters introduced by that particular Application. For instance, if the user clicks on an application of the type "New Registration", the respective registration details of that application will open. An example for an application for modification is shown in Figure 133 below:

View application for modification

EVN - Vehicle #0		
1.1 European Vehicle Number	018150000000	018150000000
1.2 Previous EVN		
5.1 Manufacturing Year	2020	2020
5.2 Manufacturing Serial Number	12345	12345
5.3 ERATV Reference	22-333-4444-1-333	22-333-4444-1-333
5.4 Series	12345	12345
1.12 Vehicle Additional fields #0		
1.12.1 CUSTOM_DATE		
1.12.2 CUSTOM_TEXT	1234	12345
1.12.3 CUSTOM_BIT	☐	☑
1.12.4 CUSTOM_LIST	RED	GREEN
1.12.5 CUSTOM_NUMBER	1	2
EVN - Vehicle #1		
1.1 European Vehicle Number	018150000018	018150000018
1.2 Previous EVN		
5.1 Manufacturing Year	2020	2020
5.2 Manufacturing Serial Number	12345	12345
5.3 ERATV Reference	22-333-4444-1-333	22-333-4444-1-333
5.4 Series	1	1
1.12 Vehicle Additional fields #1		
1.12.1 CUSTOM_DATE		
1.12.2 CUSTOM_TEXT	1234	12345
1.12.3 CUSTOM_BIT	☐	☑
1.12.4 CUSTOM_LIST	RED	GREEN
1.12.5 CUSTOM_NUMBER	1	2
EVN - Vehicle #2		
1.1 European Vehicle Number	018150000026	018150000026
1.2 Previous EVN		
5.1 Manufacturing Year	2020	2020
5.2 Manufacturing Serial Number	12345	12345
5.3 ERATV Reference	22-333-4444-1-333	22-333-4444-1-333
5.4 Series	1234	1234
1.12 Vehicle Additional fields #2		
1.12.1 CUSTOM_DATE		
1.12.2 CUSTOM_TEXT	1234	12345
1.12.3 CUSTOM_BIT	☐	☑
1.12.4 CUSTOM_LIST	RED	GREEN
1.12.5 CUSTOM_NUMBER	1	2
2 Member State of Registration		
2.1 Member State of Registration	AT	AT
3 Member States where the vehicle is authorised		
3.1 Resulting Area of Use	Austria, Belgium	Austria, Belgium
4 Additional conditions		
4.1 Additional conditions applicable to the vehicle	☐ EU ☑ RIC ☐ RIV ☐ TEN ☐ TEN-CW ☐ TEN-GE ☐ OTHER	☐ EU ☑ RIC ☐ RIV ☐ TEN ☐ TEN-CW ☐ TEN-GE
6.a Rolling stock subsystem. References to 'EC' Declarations of verification (3)		
6.1 Date of 'EC' declaration	08/06/2021	08/06/2021
6.2 'EC' declaration reference	1234	1234
6.3.1 Organisation name	Test EVR Company AT	Test EVR Company AT
6.3.2 Registered Business Number	AT123456	AT123456
6.3.3 Address	12 Strasse, str 2, str 3	12 Strasse, str 2, str 3
6.3.4 Town	Wien, W suburb	Wien, W suburb
6.3.5 Country Code	AT	AT
6.3.6 Post code	12345	12345
6.3.7 E-mail address	office@test-evr.era	office@test-evr.era
6.3.8 Organisation Code	00AT	-
6.b On-board CCS subsystem. References to 'EC' Declarations of verification (3)		
6.1 Date of 'EC' declaration	08/06/2021	08/06/2021
6.2 'EC' declaration reference	1234	1234
6.3.1 Organisation name	Test EVR Company AT	Test EVR Company AT
6.3.2 Registered Business Number	AT123456	AT123456
6.3.3 Address	12 Strasse, str 2, str 3	12 Strasse, str 2, str 3
6.3.4 Town	Wien, W suburb	Wien, W suburb
6.3.5 Country code	AT	AT
6.3.6 Post code	12345	12345
6.3.7 E-mail address	office@test-evr.era	office@test-evr.era
6.3.8 Organisation Code	00AT	-
7 Owner		
7.1 Organisation Name	Test EVR Company AT	Test EVR Company AT
7.2 Registered business number	AT123456	AT123456
7.3 Address	12 Strasse, str 2, str 3	12 Strasse, str 2, str 3
7.4 Town	Wien, W suburb	Wien, W suburb
7.5 Country code	AT	AT
7.6 Post code	12345	12345
7.7 E-mail address	office@test-evr.era	office@test-evr.era
7.8 Organisation Code	00AT	00AT
8 Keeper		
8.1 Organisation name	Test EVR Company AT	Test EVR Company AT
8.2 Registered Business Number	AT123456	AT123456
8.3 Address	12 Strasse, str 2, str 3	12 Strasse, str 2, str 3
8.4 Town	Wien, W suburb	Wien, W suburb
8.5 Country Code	AT	AT
8.6 Post code	12345	12345
8.7 E-mail address	office@test-evr.era	office@test-evr.era
8.8 Organisation Code	00AT	00AT
8.9 Vehicle Keeper Marking	1234	1234
9 Entity in charge of maintenance		
9.1 Organisation name	Test EVR Company AT	Test EVR Company AT
9.2 Registered business number	AT123456	AT123456
9.3 Address	12 Strasse, str 2, str 3	12 Strasse, str 2, str 3
9.4 Town	Wien, W suburb	Wien, W suburb
9.5 Country code	AT	AT
9.6 Post code	12345	12345
9.7 E-mail address	office@test-evr.era	office@test-evr.era
9.8 Organisation Code	00AT	00AT

10 Application for Registration Status		
10.1 Registration Status	00 - Valid - The vehicle has a valid registration.	00 - Valid - The vehicle has a valid registration.
10.2 Registration status date		-
10.3 Registration status reason		-
11 Authorisations for placing on the market		
11.1 Name of authorising entity	AustrianAuthority	AustrianAuthority
11.2 Member State of Authorising Entity	AT	AT
11.3 Authorisation Number (EIN)	12345	12345
11.4 Area of use	Austria	Austria
11.5 Date of authorisation	08/06/2021	08/06/2021
11.6 Authorisation valid until (if specified)	26/06/2021	26/06/2021
11.7 Date of suspension of authorisation		
11.8 Date of revocation of authorisation		
11.9 Conditions for use and other restrictions		
11.9.1 Coded conditions for use and restrictions	1.2	1.2
11.9.2 Non-coded conditions for use and restrictions	123	123
11. Authorisations for placing on the market (#2)		
11.1 Name of authorising entity	BeliganAuth	BeliganAuth
11.2 Member State of Authorising Entity	BE	BE
11.3 Authorisation number (EIN)	123456	123456
11.4 Area of use	Belgium	Belgium
11.5 Date of authorisation	08/06/2021	08/06/2021
11.6 Authorisation valid until (if specified)	26/06/2021	26/06/2021
11.7 Date of suspension of authorisation		
11.8 Date of revocation of authorisation		
11.9. Conditions for use and other restrictions		
11.9.1 Coded conditions for use and restrictions	2.3	2.3
11.9.2 Non-coded conditions for use and restrictions	334	334

Figure 133: Vehicle History: “Application for modification” history details view

Depending on the application type that the user will select, the details view will vary as indicated below:

- Update of Registration, Change of Keeper, Change of Owner, Change of ECM, Change of Organisation Data, Change of EVN following technical modifications, Change of EVN and registering MS → Modifications Detail View (Parameters before and after) with the changes introduced by that “update” application.

- Withdrawal, Suspension, Reactivation → Withdrawal Detail View (Parameter 10 – Registration Status, before and after values) with the change introduced by that application.

2.6. Allocation of EVNs to applications

2.6.1. Manually by the Registration Entity

The Registration Entity user can manually allocate the EVN by filling in the parameter 1.1 European Vehicle Number.

2.6.2. Via the EVNs tab

i. Browse in the EVNs tab, the content of which can be viewed below:

Figure 134: Submitted Registration Application Decision: EVNs tab

ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers, select on from the list, and click on Use Range ✓:

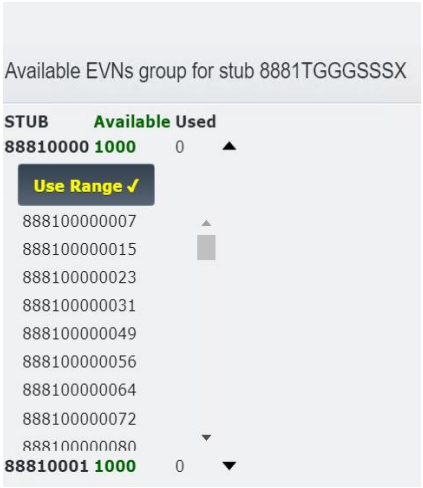


Figure 135: Submitted Application Decision: EVNs tab – Select EVNs

iii. Alternatively to the previous two steps navigate to the 'Standard Form' Tab and input the Vehicle Number in the 1.1 parameter.