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Subsidies for transalpine freight traffic

User Guide Short version

For Federal Office of Transport FOT
Author Geocloud AG
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Creation and change history

Date	Version	Author	Change
14.07.2021	1.0	Geocloud AG	
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1 Login, account and roles

This chapter shows you how to request access to use the app for the first time. Enter the following URL in the address bar of your browser:

<https://webkennzahlen.bav.admin.ch>

This takes you to the eIAM login page or, if you are already logged in, directly to the user access control or homepage of the app.

There are three access control steps:

- 1) Log in with your CH-LOGIN account
- 2) Access control on the app's URL via eIAM
- 3) Access control on the individual modules of the app

1.1 Log in with your CH-LOGIN account

The eIAM prevents unauthorised access to the app [https://www.eiam.admin.ch/pages/eiam_en.html]. You will need a CH-LOGIN account to access the app. After typing in the URL, you can either request a CH-LOGIN account or log in with an existing one. Your login is assigned to you personally and should never be used by anyone else. This also means that the staff at your company must have their own personal account and cannot use a company account. **The FOT must therefore be informed immediately of any personnel changes so that the risk of unauthorised access can be minimised.**

However, two-factor authentication can be used with a mobile number provided by your company, for example. Several login processes are available. For more information, click 'Help' on the eIAM page.

1.2 Access control on the app's URL via eIAM

Once you receive a CH-LOGIN, you can enter the app's URL and log in with your CH-LOGIN. If you have not yet been authorised to use the app, an access request form will appear. In the comment box, state which part of the app you wish to access (e.g. 'Subsidies for transalpine freight traffic').

The screenshot shows the eIAM login interface. At the top left is the Swiss Confederation logo and name in four languages: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, and Confederaziun svizra. Next to it is the 'eIAM' logo. On the top right, there is a 'Hilfe' button with a question mark icon and language selection buttons for 'DE', 'FR', 'IT', and 'EN'. The main content area is split into two columns. The left column is titled 'CH-LOGIN - Anmeldung' and contains an 'E-Mail' input field, a 'Passwort' input field with a 'Passwort vergessen?' link, and 'Abbrechen' and 'Login' buttons. The right column is titled 'CH-LOGIN - Account erstellen' and contains the text 'Falls Sie noch kein CH-LOGIN Account haben, klicken Sie auf "Account erstellen"' and an 'Account erstellen' button.

1.3 Permissions for specific modules

Once your access request has been approved and you have logged in to eIAM, you will be forwarded directly to the app. If permissions have already been set up for you, you will see tiles for the associated modules. Here you can choose which module you wish to open.

If you have not yet been assigned any permissions, once you enter the app you will see the following window to request access to specific modules of the app.

Antrag auf Modul-Zugriffe

Hier können Sie einen Antrag für den Zugriff auf die Module der Applikation erstellen oder bestehende Zugriffsberechtigungen annullieren. Jede Zugriffsberechtigung ist dabei auf ein Unternehmen bezogen. Wenn Sie mehrere Unternehmen repräsentieren, müssen Sie für jedes einen Antrag stellen. Sie können dafür das gleiche Konto verwenden, mit dem Sie derzeit eingeloggt sind.

Derzeit stehen Ihnen folgende Zugriffe zur Verfügung:

Allgemeine Rechte Abteilung Güterverkehr	
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Neuen Zugriffs-Antrag stellen:

Sie können einen Antrag an die Administration stellen, indem Sie das Unternehmen wählen, welches Sie repräsentieren und den Bereich anklicken, für den Sie einen Zugriff wünschen. Daraufhin wird Ihr Gesuch bearbeitet und Sie werden via Email über die weiteren Schritte informiert.

1. Antrag für das Unternehmen:

1

2. Im Modul:

2

- RPV
- WDI
- Jahresbericht Seilbahn
- Seilbahn Statistik
- Anschlussgleisverzeichnis
- öV-Statistik
- Jahressicherheitsberichte Eisenbahnen
- Abteilung Güterverkehr
- Güterverkehrsanlagen

3. Beantragen

Hiermit beantrage ich den Zugang zum Modul 'Abteilung Güterverkehr' im Namen des Unternehmens 0000a - - Testunternehmen.

Optional: Geben Sie hier weitere Bemerkungen ein, die Sie zusammen mit dem Antrag an die Administration senden möchten.

3

4

1. From this list, select the company for which you are requesting access to a module. Only one company can be selected per request. However, you can submit several requests in succession.
2. Select the area for which you would like access. Only one area can be selected per request. However, you can submit several requests in succession.
3. If necessary, you can add a comment or explanation for your request, e.g. if it is not clear from your email why you are submitting a request for the selected company or if you wish to request access to a module with a specific function, such as administration.
4. Then submit your request. You will receive email notification when your request has been processed. This may take several business days, depending on demand.

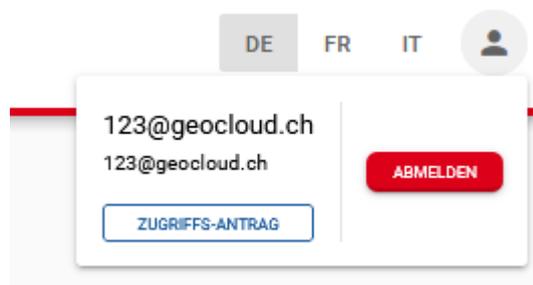
Antrag erfolgreich eingereicht

Ihr Antrag befindet sich nun in der Bearbeitung. Sie werden via Email über die weiteren Schritte informiert. Bitte haben Sie etwas Geduld, da dieser Prozess ein paar Tage in Anspruch nehmen kann.



If you need access for other companies or to other modules, you can repeat the above steps to make another request. Click 'Make another request' to repeat the process from the beginning.

You can make more requests or cancel accesses at any time: simply log in, go to your account icon at the top right of the app and click 'Access Request'.



2 Menu overview

Once you have logged in, you will see the app's homepage. Click the **Subsidies for transalpine freight traffic** tile to go to the overview.

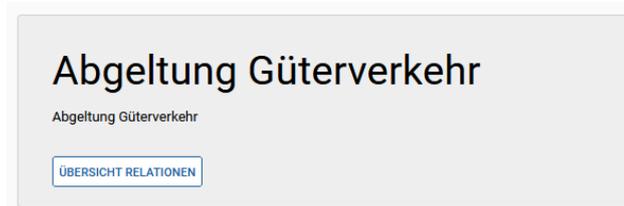


Figure 1: Module tile on the homepage

On the left-hand side you can switch between the different pages.



Figure 2: Menu items of the module

The menu has the following features (as numbered):

- 1) Click **Home** to return to the homepage.
- 2) **Overview of routes:** Here all routes are entered by the companies and checked by the administrators.
- 3) **Hamburger button:** Click this button to show or hide the menu, e.g. if you need more space to see the contents of the page.

2.1 Overview of routes

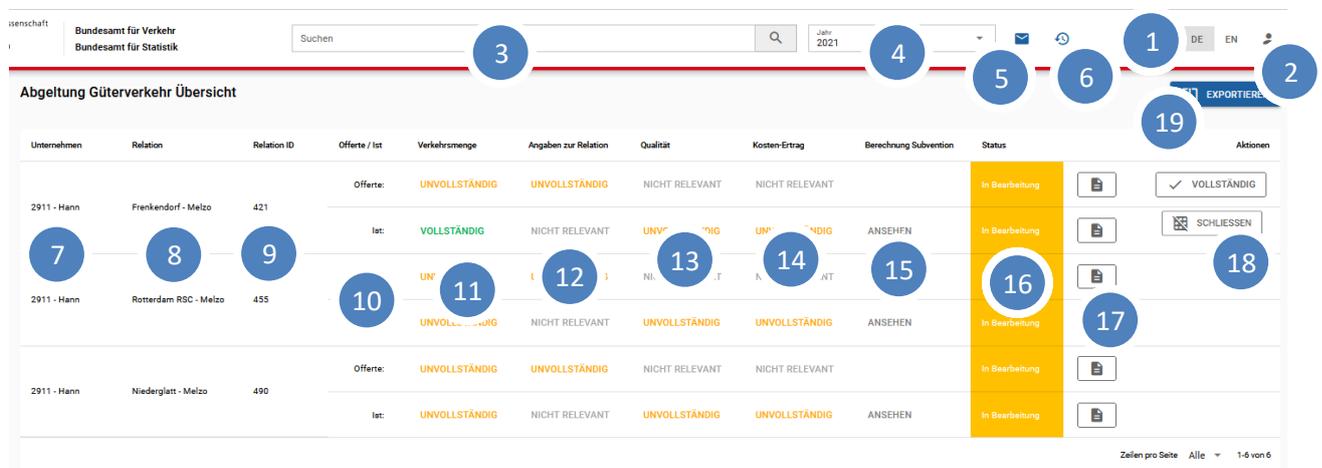


Figure 3: Overview of the status and functions of the various routes

The overview has the following features (as numbered):

1. Language selection **DE/EN**: Here you can switch between the display languages.
2. **Logout**: Here you can log out of your session and log in again later. For security reasons, we strongly recommend you log out when not using the app. This is also where you can request access to more modules (see section 1.3).
3. You can enter a search term here to filter the list of routes. A search for that term is then run on all companies, routes and route IDs, and the results are filtered on that basis.
4. Selection of the year for which the routes are displayed.
5. **Inbox**: Here companies can view messages from an administrator.
6. **Change history**: You can click here to show the change history of the routes shown.
7. **Company**: The company to which the listed route belongs.
8. **Route**: Name of the route.
9. **Route ID**: Identifier of the route.
10. **Bid / Actual**: Distinguishes between the projected data for the route and the actual data input.
11. **Traffic volume**: Shows the current status of the monthly input. Click the status to see the monthly input of volumes (see section 3.1).

Colour code for the traffic volume status		
Not applicable	Incomplete	Complete

12. **Route information**: Shows the current status of the annual input. Click the status to see the annual input of route-specific information (see section 3.2).

Colour code for the input status		
Not applicable	Incomplete	Complete

13. **Quality**: Shows the current status of the quality of transportation input. Click the status to see the quality of transportation input (see section 3.4).

Colour code for the quality status		
Not applicable	Incomplete	Complete

14. **Cost-income**: Shows the current status of the cost-income input. Click the status to see the cost-income statement (see section 3.5).

Colour code for the quality status		
Not applicable	Incomplete	Complete

15. **Subsidies**: Click the status to see the calculation of the subsidy (see section 3.6).

16. **Status:** Shows the current status of the bid input...

Colour code for the bid status			
In progress	Complete	Submitted	Accepted
Opened for adjustment			
Returned			

...and the status of the actual input.

Colour code for the actual status	
In progress	Closed

17. **PDF download:** Downloads a PDF with the detailed information of the bid or the actual data input.

18. **Actions:** Here companies can check their information is complete and submit it. An administrator can then accept or return the bid submitted. After being accepted, a plan can still be reopened for further adjustment. The input of actual data can be manually closed/opened by an administrator.

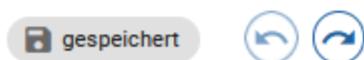
19. **Export:** Downloads a CSV file with an overview of all listed routes.

3 Entering information; submitting a bid

Once you enter data in a particularly field, it is saved and validated straight away. In the tab at the top, you can see that your entry is complete when a check mark appears next to the title.



In this example, the information about the route is complete. If you make an incorrect entry, you can undo it as long as you have not left the page. You can move forward and back through the change history using the arrows in the top right corner.



The 'saved' sign is not a button. It indicates whether a change just entered has actually been saved or whether the save process is still in progress.

3.1 Monthly input of traffic volumes

3.1.1 Bid

VERKEHRSMENGE ✓ ANGABEN ZU RELATION

1

Monatliche Erfassung Mengen

Monat	Geplante Züge	Geplante Sendungen	Max. Kapazität in Sendungen	Geplante Auslastung	Geplante Sendungen pro Zug
Januar	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Februar	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
März	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
April	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Mai	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Juni	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Juli	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
August	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
September	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Oktober	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
November	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Dezember	<input type="text" value="30"/>	<input type="text" value="91"/>	<input type="text" value="100"/>	91%	3
Summe	360	1092	1200	91%	3

2

3

This is where the monthly traffic volumes for the bid are input.

This input screen has the following features (as numbered):

1. A tick here means that this part of the bid input is complete.
2. The values for the individual months can be entered here. To ensure the input is complete, boxes cannot be left blank. However, it is possible to enter a zero.

In order to complete the bid, further information is required as described in section 3.2.

3.1.2 Actual

VERKEHRSMENGE ✓ QUALITÄT ✓ KOSTEN-ERTRAG ✓ SUBVENTIONEN												
Monatliche Erfassung Mengen gespeichert ↻ ↺												
Monat	Geplante Züge	Geplante Sendungen	Max. Kapazität in Sendungen	Geplante Auslastung	Geplante Sendungen pro Zug	Gefahrene Züge		Gefahrene Sendungen		Annullierte Züge (force majeure)		Auslastung
Januar	30	91	100	91%	3	Ursprünglicher ...	29	Ursprünglicher ...	92	Ursprünglicher ...	1	95%
Februar	30	91	100	91%	3	Ursprünglicher ...	29	Ursprünglicher ...	92	Ursprünglicher ...	1	95%
März	30	91	100	91%	3	Ursprünglicher ...	29	Ursprünglicher ...	92	Ursprünglicher ...	1	95%
April	30	91	100	91%	3	Ursprünglicher ...	29	Ursprünglicher ...	92	Ursprünglicher ...	1	95%
Mai	30	91	100	91%	3	Ursprünglicher ...	29	Ursprünglicher ...	92	Ursprünglicher ...	1	95%
Juni	30	91	100	91%	3	29		92		1		95%
Juli	30	91	100	91%	3	29		92		1		95%
August	30	91	100	91%	3	29		92		1		95%
September	30	91	100	91%	3	29		92		1		95%
Oktober	30	91	100	91%	3	29		92		1		95%
November	30	91	100	91%	3	29		92		1		95%
Dezember	30	91	100	91%	3	29		92		1		95%
Summe	360	1092	1200	91%	3	348		1104		12		95%

The monthly traffic volumes for the actual status are input here.

This input screen has the following features (as numbered):

1. The 'original value' shows the figure that was reported by the deadline for the month in question. If you need to adjust this number retroactively, you can enter the correct value in the purple box.
2. Reporting of figures for future months of the year.

The file for justifying 'force majeure' should be uploaded on at least one of the company's routes.

3.2 Annual input of route-specific information

This part is used only for the bid. It covers the rail transport company and itinerary, terminals, train details and the projected income statement. To complete this part of the data input, you need to fill in the projected income statement and, for at least one route, you have to upload the previous year's annual report.

Leitweg und Traktionär

- Belgien
- Frankreich 1
- Schweiz (via Gotthard-Achse)

Traktionär: BLS Cargo Crossrail

Traktionär zuletzt 2020 geändert

Traktionär: BLS Cargo

Traktionär zuletzt 2020 geändert

Traktionär:

+ via UK

+ via Niederlande

+ via Luxemburg

+ via Deutschland

+ via Schweiz (via Lötschberg-Simplon-Achse)

+ via Italien (via Chiasso)

+ via Italien (via Domodossola)

+ via Italien (via Luino)

+ via DK 2

- 1) The sequence of the itinerary is determined by the order in which the various sections are added. The entire itinerary must be indicated, from the north terminal to the south terminal.
- 2) Click a section to add it to the bottom of the itinerary.
- 3) Several rail transport companies can be selected per section. Click the X beside the name if you wish to delete it.

4) You can remove an entire section by clicking the recycle bin.

3.3 Submitting a bid and making subsequent adjustments

Once you have filled in the bid traffic volumes and the annual information on the route, you can mark the bid as 'complete' in the route overview (see section 2.1). The bid is then sent to the FOT when you click 'Submit'. Once it is submitted, it can no longer be edited.

The bid will be reviewed by the FOT and, if necessary, returned for reworking. In this case, you will be informed by the FOT about which points need to be adjusted. Once you have made the necessary changes, you can submit your bid again.

When the bid has been approved by the FOT, the status changes to 'Accepted'. This status has no legal effect. Only the written agreement between the company and the FOT is binding.

Should you wish to adjust your agreement/bid during the course of the year, please contact the FOT via abgeltungen-kv@bav.admin.ch. The FOT will open the bid for adjustment so you can update your figures for the adjusted agreement.

3.4 Quality of transportation

This part is used only for the actual status. In order to assess the quality of transportation, the punctuality of trains must be indicated for each quarter. The figures are stated as a percentage of all trains in the quarter. The total for each column must add up to 100% in order for this part to be considered complete and valid. A zero can be entered as long as the total makes up 100%.

3.5 Cost-income statement

This part is used only for the actual status. The cost-income statement records the actual numbers for a route's income statement that had been projected in the bid under 'Annual input of route-specific information' (section 3.2). A zero can be entered as long as all boxes are filled in.

3.6 Calculation of the subsidy

This part requires no data input and is shown by way of illustration. It is for information purposes only and has no legal effect.

The numbers from the bid (sections 3.1 to 3.3) are combined and the subsidy is calculated on a monthly basis.

4 Help and feedback

If you have any questions, please contact abgeltungen-kv@bav.admin.ch.

You are also welcome to send any feedback or suggestions you may have to this address.

Thank you for your support.