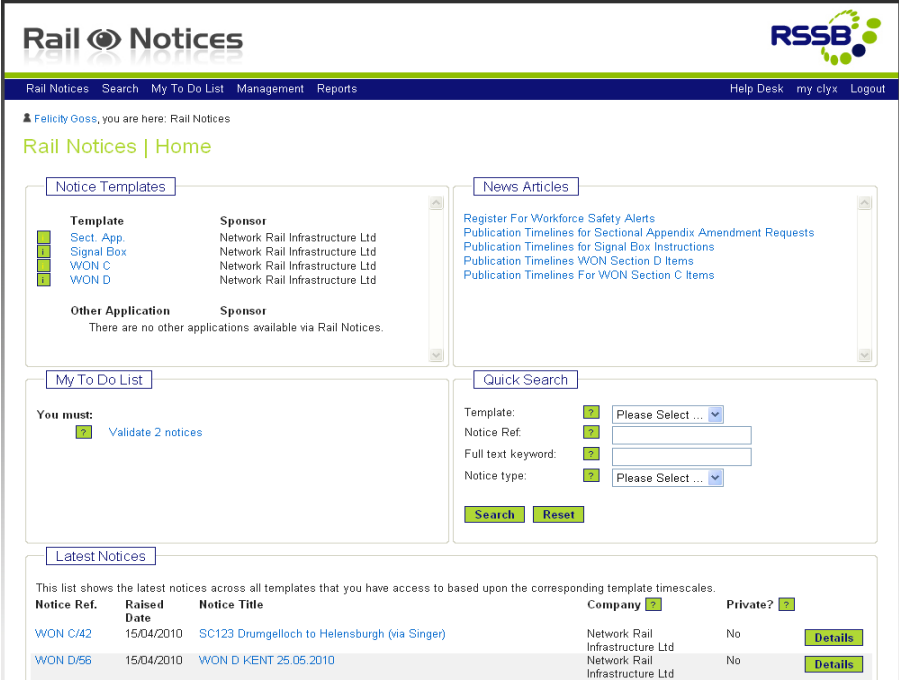


Navigating your way around Rail Notices

Please follow the below steps to navigate around the Rail notices website to submit the appropriate template. If you require assistance with filling the appropriate template please see the corresponding submission guide.

Step	Action
1	<p>Log on to www.railnotices.net</p> <p>You will require the following to login:</p> <ul style="list-style-type: none"> • Username, • company number, • password (case sensitive) <p>Note: the first time you login you will be asked to change your password to one you can remember. It must be 8 characters long and must include at least one:</p> <ul style="list-style-type: none"> • upper case letter • lower case letter • number/special character <div data-bbox="984 422 1425 936" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>login</p> <hr/> <p>Username: <input type="text"/> *</p> <p>Company: <input type="text"/> *</p> <p>Password: <input type="password"/></p> <p><input type="button" value="submit"/> <input type="button" value="reset"/></p> <p>Forgotten your password?</p> <p>Remember me <input type="checkbox"/></p> <p>Application Form</p> </div> <p>If you do not have a login for this site (a clyx.net account) please fill in an application form online which you will find on the login page.</p> <p>Select the applicable type of user for your needs to associate with your clyx.net account.</p> <p>Types of users and there functions:</p> <p>Standard Person – Login, Search notices, View notices, Give feedback, manage actions.</p> <p>Nominated Competent person (NCP) – Login, Search notices, View notices, Raise notices, Update notices, Delete draft notices, Respond to comments, Give feedback, manage actions, close out actions, close notice, withdraw notice, define deputies.</p> <p>Validator Person – Login, Search notices, View notices, Validate notice, Give feedback, manage actions.</p> <p>Key Contact – Login, Search notices, View notices, Acknowledge notices, Give feedback, manage actions.</p> <p>Read Only Person – Login, Search notices, View notices and manage actions.</p>












Navigating your way around Rail Notices

Step	Action
2	<p>You will automatically be directed to the Rail Notices common interface home page.</p>  <p>At the top of every page you will have the following menu options:</p> <ul style="list-style-type: none"> Rail Notices – Direct you to the Rail Notices home page Search – Provides an advanced search of all notices, and allows you to save your favourite search My To Do List – Gives you the option to view notices for which you have outstanding activities Management – Allows you to amend details of a secondary email address to which notices may be sent. It will also allow you to amend any distribution lists you have created (NCP users only) Reports – Allows you to view the different reports available to you together with a guide summary. Help Desk – Provides you with help in using the system. My clyx – Allows you to change your details and password. You use your Clyx account to access the Rail Notices website. Logout – Allows you to logout of the system. <p>Your breadcrumb trail will be displayed below the menu and shows you what steps you have taken to get to your current location.</p> <p>The remainder of the home page is split up into five sections:</p> <ul style="list-style-type: none"> Notice Templates – list the different types of notice request forms to which you have access. News Articles – Displays any information which may be useful to you. My To Do List – Displays all notices still within the submission process. This will help you to keep track of all your submissions in one place. Quick Search – Displays a reduced search functionality but will still search across the whole site. Latest Notices – Displays a list of all the notices which have recently been submitted by everyone regardless of ownership.

Navigating your way around Rail Notices

Step	Action																														
3	<p>Select the notice required which then displays the appropriate page for that notice.</p> <div data-bbox="354 386 1373 1098" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the 'WON C Home' page. It features a navigation menu with 'My To Do List', 'Raise Notice', and 'Quick Search'. The 'My To Do List' section contains a 'You must:' label. The 'Raise Notice' section has a 'Raise New Notice' button. The 'Quick Search' section includes input fields for 'Notice Ref.', 'Full text keyword', and 'Notice type', along with 'Search' and 'Reset' buttons. Below these is a 'Latest Notices (last 7 days)' section with a table of notices.</p> <table border="1" data-bbox="386 940 1344 1098"> <thead> <tr> <th>Notice Ref.</th> <th>Raised Date</th> <th>WON C Title</th> <th>Company</th> <th>Private?</th> <th></th> </tr> </thead> <tbody> <tr> <td>WON C/42</td> <td>15/04/2010</td> <td>SC123 Drumgelloch to Helensburgh (via Singer)</td> <td>Network Rail Infrastructure Ltd</td> <td>No</td> <td>Details</td> </tr> <tr> <td>WON C/41</td> <td>13/04/2010</td> <td>LN3201 SPC1 10.05.2010</td> <td>Network Rail Infrastructure Ltd</td> <td>No</td> <td>Details</td> </tr> <tr> <td>WON C/40</td> <td>13/04/2010</td> <td>MD 575 St Andrew's Junction to Grand Junction - 01/06/2010</td> <td>Network Rail Infrastructure Ltd</td> <td>No</td> <td>Details</td> </tr> <tr> <td>WON C/39</td> <td>13/04/2010</td> <td>LN101 King's Cross to Shaftholme Jn/FCM1</td> <td>Network Rail Infrastructure</td> <td>No</td> <td>Details</td> </tr> </tbody> </table> </div> <p>This page is divided into four sections:</p> <ul style="list-style-type: none"> • My To Do List – is similar to the home page option but only displays items relevant to the chosen notice • Raise Notice – allows you to raise a new notice or update an existing notice using the buttons provided. • Quick Search – displays a reduced search functionality relevant to the chosen notice. • Latest Notices (last X days) – notices which have been submitted in the last X days relevant to the chosen notice. 	Notice Ref.	Raised Date	WON C Title	Company	Private?		WON C/42	15/04/2010	SC123 Drumgelloch to Helensburgh (via Singer)	Network Rail Infrastructure Ltd	No	Details	WON C/41	13/04/2010	LN3201 SPC1 10.05.2010	Network Rail Infrastructure Ltd	No	Details	WON C/40	13/04/2010	MD 575 St Andrew's Junction to Grand Junction - 01/06/2010	Network Rail Infrastructure Ltd	No	Details	WON C/39	13/04/2010	LN101 King's Cross to Shaftholme Jn/FCM1	Network Rail Infrastructure	No	Details
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Step	Action
4	<p>In order to raise a new notice select the following button: </p> <p>In the top right hand corner of the template you will see the number of stages there are and where you are currently.</p> <p style="text-align: center;">Stage:      </p> <p>Some templates have submission notes, which are provided on screen to enable you to complete the form. Click on the PDF symbol to view these.</p> <p></p> <p>Your personal details will be displayed and should be correct. If so, click the confirm button. If not please contact the helpdesk for assistance.</p> <p>To move to the next stage select </p> <p>You can also save and exit the notice at any time by selecting  To return to this notice you will find it on your My To Do List resume notices.</p> <p>To move back stages you can select  or click the appropriate stage number at the top.</p> <p>Please now fill in the notice following the submission notes.</p>