This document is to provide end users with quick and easy guide how to use the dedicated software within the TENtec system that is called OMC.

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TENtec is the European Commission’s information system to coordinate and support the Trans-European Transport Network Policy (TEN-T) in context of two main aspects:

management of policy-related information where TENtec enables efficient storing and managing technical, geographical and financial data for the analysis, management and political decision-making related to TEN-T and the Connecting Europe Facility (CEF).

support to the grant management of TEN-T projects managed by the Innovation and Networks Executive Agency (INEA).

TENtec links geographical information (GIS)* and parameter data (Oracle)** of the TEN-T infrastructure and enables the European Commission to easily compile information and create timely reports & maps.

* Contains information about TEN-T Comprehensive Network, Core Network, Core Network Corridors (CNC)

** contains information about values for specified parameters of the TEN-T infrastructure and structured by following criteria: Technical / Financial parameters, Section by section, Year by year, Validation workflow

For more details about the system and the legal background please follow the link to the TENtec Public Portal: http://ec.europa.eu/transport/infrastructure/tentec/tentec-portal/
What is TENTec?

The Public Portal provides a comprehensive overview on the European Commission’s work in relation to the Trans-European Transport Network (TEN-T) and aims to raise citizens’ awareness of the benefits of the TEN-T policy development.
Private Portal
main modules:

**OMC (Open Method of Coordination)** is used to collect and continuously update on a section basis technical and financial data for the entire TEN-T. Implemented validation workflow ensures that data input and validation happens in close collaboration with Member States.

**iReport** is used for the management of financial data and generation of annual reports.

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**Open Method of Coordination (OMC)**

OMC as an instrument of the Lisbon strategy defines a framework for cooperation between the EU countries, whose national policies can thus be directed towards certain common objectives.

Under this intergovernmental method, the EU countries are evaluated by one another (peer pressure), with the Commission's role being limited to surveillance.

OMC may be described as a form of 'soft' law. It is a form of intergovernmental policy-making that does not result in binding EU legislative measures and it does not require EU countries to introduce or amend their laws.

In context of the European Commission’s TEN-T policy this approach means specifically that all key stakeholders of TEN-T contribute and also benefit from the TENtec Information System hosted and developed by the European Commission.
Access to OMC

- You have to own an EU Login*
- Use the link to the TENtec Private Portal:
  
  ![Link to TENtec Private Portal](https://webgate.ec.europa.eu/tentec)

- Select the link to OMC4

* Introduction to EU Login: [https://webgate.ec.europa.eu/cas/about.htm](https://webgate.ec.europa.eu/cas/about.htm)

OMC roles

**General OMC roles:**

- **User:** Can access and edit the predefined content.
- **Admin User:** Can define exercises and manage access rights of users

**Roles for predefined exercises:**

- **Editor:** Can edit parameter values within exercises
- **Validator:** Can validate encoded data
OMC versions

OMC4 – Databases exercises

The OMC works with two types of exercises:

- **General Exercise**
  - Normally Open-ended
  - One MS (or one Corridor)
  - One Transport Mode
  - All Years
- **Study Exercise**
  - Normally Limited in time
  - Set of MS (and/or Corridors)
  - Set of Transport Modes
  - Selected set of Parameters
  - Selected set of Years

**Use Cases**

**OMC roles**

- **User**
  - Can access and edit the predefined content.
- **Admin User**
  - Can define exercises and manage access rights.

**Roles for predefined exercises**

- **Editor**
  - Can edit parameter values within exercises.
- **Validator** (under development)
  - Can validate encoded data.
Validation Process: Workflow

- **General Workflow:** 3 steps
- **After encoding:**
  - Technical pre-validation
  - Member State Approval
  - EC Confirmation
- **New data visible to "others" (OMC Readers) only after Confirmed by EC**
Welcome to OMC!

View, edit, validate data on the TEN Tec Network.

Buttons to access working modules appear depending on user role.

* displays only validated data
OMC map view functions:
- find and select easily sections and other objects of the TEN-T network
- graphical presentation of TENtec data in form of maps

Map / Navigation

By selecting a random point on the maps and holding the left mouse button it is possible to move the map in order to select the interesting area.

The buttons in the upper left corner allow zooming in and zooming out.
Selection of the layers enables the user to combine the display of different TEN-T infrastructure elements on the map.

OMC offers an easy way to display parameter values on maps using predefined graphical settings for values and also predefined value ranges.
Possibility to choose among base maps to find the optimal background for the presentation of TENtec data.

Enables additional filters for the data selected in the layers.
Displays legend for the map.

Enables searching for a section that contains specific phrase directly on the map.
Left mouse click on the chosen section selects that network section that becomes highlighted in yellow and a table with description and short overview of section attributes appears.

Arrows in section overview allow selecting and displaying attributes of sections next to the point selected on the map.
A mouse click on the magnifying glass will zoom the map to the selected section.

A mouse click on the section name will open a new tab with **Section Details** that contains a complete overview of section attributes and with a table of parameter values. The same screen can be accessed also through the section list view.
In the section list view the user may use record filters for selecting sections they are interested in.
As soon the selection has been applied the heading becomes green.

Typing the first letters of the criterion allows quicker selection.
Deleting a filter criterion is possible by placing cursor in the choice area and clicking on the recycle been icon.

Restrict the results of selection to corridor network sections.

Restrict the results of selection to core network sections.

Include delated TEN-T sections into the result of filtering.
Filter field **Description** allows to restrict the display of the results to those containing the requested wording.

Filter field **Gis section ID** allows to restrict the display of the results to those containing the requested sequence of numbers.
Filter field **Editor code** allows for the editors to filter by their own codes they have applied for identifying and grouping sections. It allows to restrict the display of the results to those containing the requested sequence of numbers.
Left mouse click on the eye icon opens a new tab with complete overview of section attributes and a table of parameter values.

OMC section details displays for a TEN-T section all attributes and all parameter for selected years.
Left mouse click on the eye icon opens a new tab with complete overview of section attributes and a table of parameter values.

Upper part of the section details screen provides information on section geographical location and attributes. This part of information is not changing regularly.

The lower part of the section details screen provides information about technical parameters and parameter values by year.
User can add values for a specific year by typing the year and clicking on the plus sign or hide values for specific years by clicking on the icon with minus sign.

Cells highlighted in green indicate that values have been entered that year. Data in non-highlighted cells is copied from the latest preceding reference year.
Data in non-highlighted cells is copied from the latest preceding reference year. A year displayed in the cell with value is the reference year when the value has been entered into the system.

Left mouse click on the 'i' icon
Displays a screen with detailed workflow information.
Parameter information screen shows all records of changes to the value and validation status of the parameter showing the date of action and the username of the action performer. For more detailed information please go to the section 4.h.

Display ongoing data collection exercises
Overview of user's data collection exercises for each transport mode. Each user can see only the exercises where he has received rights.

Parameter Selection Form allows selection of the parameter for the edition of values as well as the years (within the range of the predefined exercise.)
**Parameter Selection Form**

Click here to access record filters.

Scroll over the "i" displays the parameter definition.
Record Filters Form allows to narrow the number of displayed sections introducing additional criteria like: Action, Status, GIS ID, Description, GIS Order, Corridor, Country, Editor code, Parameter value or Value under edition.

To reset filters just close the filters view with the filters button.

By checking one of the boxes it is possible to display section only from Corridor Network or Core Network.
Possibility to display or hide additional columns like GIS order, Country, Corridor(s) and Editor Code.

Sorting the table on several columns is possible by using (CTRL + click). Example: sort by country then by description.
Data Edition Frames

Parameter Edition Form allows selection or input of value that can be encoded either section by section or for all sections displayed on the screen.

Data Value Frame provides an overview of selected sections, their parameter values and possible actions.

Data Value Frame

The Status information about work progress for Editor (ED), Pre-Validator (PV), Member State (MS) and European Commission (COM) have

Green stands for "action performed" what means that an action of edition (confirmation, renewal or change of a previous value or input of a new value) has been performed.

Orange stands for "action required" what means that no action has been performed in the current exercise.

Red stand for "value rejected"

The PV status will appear only if the pre-validation is required for the selected technical parameter.
Click on the section name to display the section detail page with the small map.

By clicking on the green or red status icon it is possible to see the action performed by the actor and his comments.
Clicking on the value under edition displays a screen with information about validation workflow.

Clicking on the validated parameter value displays a screen with validated workflow history.
Parameter Edition Form allows selection or input of a value that can be encoded either one by one with help of action buttons or for all currently displayed sections with help of bulk edition buttons.

Source is a mandatory field! Must be filled in order to be able to apply a value (new, renewed or confirmed) and activate appropriate action icons and buttons.

Two data encoding scenarios in Exercise:

1. Edition value by value:
   - CHECK value, NEW value, RENEW value,

2. Bulk edition

Indication of Source of Data is Mandatory.
**Action Icons** for encoding selected value section by section.

- **Confirm existing value** and is active only if a value has been encoded for the selected year in framework of a different exercise.
- **Renew existing value** and is active if the value chosen in the Parameter Form is equal to the validated value that exists for previous year and if the value has not been validated on the selected year.
- **Save new value** and is active if the new value is different than the validated one or if no value has been encoded until now.

Renew of value is only possible if the last validated value is the same like the one to be encoded.
Encoding new value is possible if the last validated value is different than the one to be encoded or no value has been encoded until now. It is possible to encode a value even if a different value has been already encoded in the same exercise.

Bulk edition button for applying simultaneously selected value for all selected sections.
Confirmation screen displays for which sections and what action (new value, renew value or check value) will apply.

Second confirmation screen displays results of bulk applied actions per section and in total.
Cancellation of the current edition requires justification in the comment field of the Parameter Form.

Confirmation screen for the cancellation action provides information about the type of the action and the comment that has been introduced.
Re-Submission scenarios if correct values have been rejected:

Depending on the workflow stage where the value has been erroneously rejected the encoder may select following actions in the Bulk Actions menu:

- Resend to Pre-Validator
- Resend to MS-Validator
- Resend to COM-Validator

In case the value has been rejected erroneously it is directly possible to resend by clicking on the 'Resend' button. Comment is mandatory!
Confirmation screen for the resend action provides information about the type of the action itself and the comment that has been introduced.

Successful action is getting confirmed by the green screen.
The value may be resend to the validator if a correct value has been rejected.

Overview of selected sections

Confirmation screen for the resend action provides information about the number of editions, type of the action and the comment that has been introduced.
Validation Process: Workflow

- **General Workflow:** 3 steps
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Who can approve

- Approval by Member States:
- User(s) who will perform Member State Approval in OMC4:
  - 1 or more users per MS
  - Approval rights for specific Transport Modes or for all Transport Modes

To set appropriate user rights please send Name, Function, Address, Email to:

MOVE-TENTEC@ec.europa.eu

Possibility to choose among base maps to find the optimal background for the presentation of TENtec data.
For displaying results please choose at least transport mode, exercise, parameter and year and click on **Display**.

Filtering criteria are restricted by the validation rights assigned for specific user, thus each user is able to choose and display data to be validated by his MS authority.

**Example:** The only transport mode available for German validator for rail data will be Railways and the only country will be Germany.
The legend tab provides explanation of graphic symbols used for representation of parameter values on maps.

The legend is restricted only to symbols that represent values that are result of filtering.

Selected section becomes thicker. In map mode no multiple selection possible.
Filtering
Validation screen provides for each section:
1. the value to be validated,
2. source of the data and
3. list of previous steps in the validation workflow including comments added at each step in the workflow.

Validation / Rejecting values
A comment is always required in case of rejection
Two possible ways of working with the map:

1. Identifying and rejecting wrong parameters and validation of the remaining ones.
2. Identification of the correct encodings and rejecting the remaining ones.

Selecting to display only specific values and performing actions or bulk actions on the results of this selection may be an efficient way to work with maps.
List view allows:

- Advanced filtering on section ID, name, country, corridor and value within the results of the main data filter (left column)
- Validation or rejection one by one
  - Bulk actions

Section view allows also performing bulk actions on multiple choices from the list.

Selection for multiple choice bulk actions happens by clicking on the sections to be selected.
In case if there is no specific selection highlighted the bulk action applies to all results of the filtering.

Please note that the results of filtering may be displayed on several pages.

1 2 3 4 5

Useful links

OMC4

Glossary

Contact
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