



PTC ILM Interoperable Change Management User Guide



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Learning about PTC ILM Change Management

Positive Train Control Interoperable Lifecycle Management (PTC ILM) is a platform that enables the railroad industry to manage the Interoperable Configuration Items (ICIs) and Interoperable Coordinated Deployment Items (ICDIs) that comprise the interoperable aspects of PTC throughout their lifecycle.

Important: Refer to the [PTC ILM Getting Started Guide](#) for more introductory information about PTC ILM, including an overview, information about user roles, and login instructions.

PTC ILM Interoperable Change Management is an application module within the PTC ILM application that enables users to manage the deployment and decommissioning of versions of PTC artifacts to facilitate interoperability between rail industry systems.

Note: You must have one of the following roles to use PTC ILM Change Management.

- **Standard User**
- **Railroad Change Manager**
- **Interoperable Change Manager**
- **Railroad PTC ILM System Administrator**

Overview

An *Interoperable Configuration Item (ICI)* is a PTC artifact that has been defined to be managed at an industry level to support PTC interoperability. An *Interoperable Coordinated Deployment Item (ICDI)* is a PTC artifact that may or may not be version controlled by individual railroads, but is change managed at the industry level when the change has an interoperable effect.

Interoperable Change Management is the process by which all changes to ICIs and ICDIs deployed for interoperable service by a railroad are documented, communicated, approved, and recorded in the Interoperable Configuration Management Database (ICMDB).

An *Interoperable Change Request (ICR)* is the electronic entity used to facilitate the approval of a new permissible version or the mandatory decommissioning of a PTC artifact that will be used in interoperable service. An ICR begins its lifecycle at the “Business Approval – Pending” status and ends its lifecycle at “Closed” status.

An *Interoperable Deployment Request (IDR)* is a request to deploy a permissible ICI version to your railroad. ICI versions are made permissible either by an approved ICR or through manual input from an Interoperable Configuration Manager. An ICI must have an ICI status of Adopted in the ICMDB to be considered permissible. A Deployment and Decommissioning IDR begins its lifecycle at the “Deployment Approval – Pending” status and ends its lifecycle at “Closed” status. A Latent IDR begins its lifecycle at the “Close Out” status and ends its lifecycle at “Closed” status.

A *Standalone Interoperable Deployment Request (SIDR)* is a unique type of IDR that is not tracked in the ICMDB but requires coordination and approval by the ICAB. An SIDR begins its lifecycle at the “Deployment Approval – Pending” status and ends its lifecycle at “Closed” status.

Learning about Version Updates to the ICMDB

This section describes version updates made by PTC ILM to the Interoperable Configuration Management Database (ICMDB).

- When a Railroad Change Manager or Interoperable Change Manager completes a Deployment IDR Initiation form, the PTC ILM system sets the deployment status for the version of each ICI that is included for deployment in the IDR and sets the Deployment Status Tracking for that railroad to *Proposed for Deployment*.
- When a Deployment IDR is in the “Deployment Approval – Approved” status and the deployment start date for the IDR is reached and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Being Deployed*.
- When a Deployment IDR is in the “Deployment Approval – Approved” status and a Railroad Change Manager or Interoperable Change Manager completes a Close Out form and the Close Form Railroad Outcome field is “yes” and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Currently Deployed*.
- When a Railroad Change Manager or Interoperable Change Manager completes a Deployment IDR Initiation form that indicates the railroad will be decommissioning a version of an ICI as a part of the IDR or a Decommissioning IDR Initiation form, the PTC ILM system sets the deployment status for the version of each ICI that is included for decommissioning in the IDR and sets the Deployment Status Tracking for that railroad to *Proposed for Decommissioning*.
- When a Deployment or Decommissioning IDR is in the “Deployment Approval – Approved” status and the decommissioning start date is reached and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Being Decommissioned*.
- When an IDR is in the “Deployment Approval – Approved” status and a Railroad Change Manager or Interoperable Change Manager completes a Close Out form that indicates a version of an ICI was decommissioned by the railroad they are acting on behalf of and the Close Out Form Railroad Outcome field is “yes” and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Decommissioned*.
- When a Railroad Change Manager or Interoperable Change Manager completes a Latent IDR Initiation form that indicates a version of an ICI was deployed by the railroad they are acting on behalf of and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Currently Deployed*.
- When a Railroad Change Manager or Interoperable Change Manager completes a Latent IDR Initiation form that indicates a version of an ICI was decommissioned by the railroad, they are acting on behalf of and the ICI is set for Deployment Status Tracking,

the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Decommissioned*.

- When an IDR for a version of an ICI is in the “Deployment Approval – Pending” status and the IDR is closed by the Interoperable Change Manager and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Not Deployed*.
- When a Railroad Change Manager completes an IDR Close Out form and the IDR Close Out form Railroad Outcome is “no” and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Not Deployed*.
- When an IDR that is in the “Deployment Approval – Approved” status has been reset to the “Deployment Approval – Pending” status, and the ICI is set for Deployment Status Tracking, the PTC ILM system sets the deployment status for that version of that ICI for that railroad to *Proposed for Deployment*.

Learning about PTC ILM Interoperable Change Management Tasks

When you select the Interoperable Change Management icon from the ILM Application Suite page as described in the [PTC ILM Getting Started Guide](#), the Interoperable Change Management application module opens and displays the Change Management Dashboard, which by default lists ICRs, IDRs, and SIDRs that require an action by your railroad.

Depending on your assigned role, the PTC ILM Interoperable Change Management application enables you to perform the following tasks:

- View ICRs, IDRs, and SIDRs that require an action by your railroad, or enter search criteria and locate a specific request (see [Using the ILM Change Management Dashboard](#) on page 5).
- Respond to an ICR in a pending status in the change management process (see [Responding to an ICR in the Business Approval – Pending Status](#) on page 13).
- Respond to an IDR or a batch of IDRs in a pending status in the change management process (see [Responding to an IDR in the Deployment Approval – Pending Status](#) on page 16).
- Respond to an SIDR in a pending status in the change management process (see [Responding to an SIDR in the Deployment Approval – Pending Status](#) on page 19).
- View pending responses (see [Viewing Pending Responses](#) on page 23).
- View the response history (see [Viewing the Response History](#) on page 24).
- Create a New Permissible Version ICR (see [Creating a New Permissible Version ICR](#) on page 28).

- Create a Mandatory Decommissioning ICR to remove a version of an ICI that is listed as a permissible version in the currently active PTC Interoperable System Release (PISR) – refer to the [PTC ILM Interoperable Release Management User Guide](#) for more information. See [Creating a Mandatory Decommissioning ICR](#) on page 31.
- Create a Deployment, Latent, or Decommissioning IDR (see [Creating a New IDR](#) on page 33).
- Create an SIDR (see [Creating a New SIDR](#) on page 48).
- Attend an ICAB meeting and view past ICAB meetings (see [Working with ICAB Meetings](#) on page 52).

The following are Interoperable Change Manager functions:

- Initiate, manage, and review an ICAB meeting (see [Conducting an ICAB Meeting](#) on page 56).
- Approve ICRs, IDRs, and SIDRs on the Action Required Approvals tab (see [Approving an ICR, IDR, or SIDR](#) on page 57).
- Advance ICRs, IDRs, and SIDRs to “Closed” status (see [Advancing an ICR, IDR, or SIDR to Closed Status](#) on page 63).

In addition, users with the Interoperable Change Manager role (MxV Rail) have increased viewing and editing capabilities and can perform several high-level administrative tasks. See [Interoperable Change Manager Tasks](#) on page 55 for more information.

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center (CSC) provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Using the ILM Change Management Dashboard

The ILM Change Management Dashboard (see [Exhibit 1](#)) enables you to work with and manage existing ICRs, IDRs, and SIDRs. If you need to create a new ICR, IDR, or SIDR, select the appropriate button (**Create ICR**, **Create IDR**, or **Create SIDR**) from the menu bar at the top and see [Creating ICRs, IDRs, and SIDRs](#) on page 27 for more information.

Exhibit 1. Change Management Dashboard

The screenshot displays the ILM Change Management Dashboard. At the top is the 'Advanced Search' panel with various filters: 'Id', 'Select Status' (ALL SELECTED), 'Request Type' (ALL SELECTED), 'Requesting Railroad' (ALL SELECTED), 'Select (CI Name(s))' (ALL SELECTED), 'Request Subtype' (ALL SELECTED), 'Select ICDI Category' (ALL SELECTED), 'From Date', and 'To Date'. Below the search panel is a menu bar with tabs: 'Search Results', 'Action Required Responses' (selected), 'Action Required Approvals', 'Active Requests', 'Action Required - Old ICRs', and 'My Response History'. The main content area shows a table of 'Action Required Responses' with 65 items. The table has columns for Actions, ICI(s)/ICDI, Version(s) of Affected ICI(s)/ICDI, Type, ICRs, IDRs, SIDRs, Requesting Railroad(s), Current Status, and Response Due Date. Each row includes an 'Add Response' button and a red date indicating the response due date.

Actions	ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status	Response Due Date
Add Response	LolaTheShowGirl	57.0	New Permissi...	2638			TESX	Business Appro...	03/28/2023
Add Response	MCC: Back Office Messaging Serve...	3.5.1.0	New Permissi...	2633			BNSF	Business Appro...	03/24/2023
Add Response	AAR: M-9155 Locomotive Comma...	2.3	New Permissi...	2629			RAIL	Business Appro...	03/24/2023
Add Response	AAR: M-9155 Locomotive Comma...	1.0	New Permissi...	2628			BRC	Business Appro...	03/24/2023
Add Response	Rocket	6	New Permissi...	2627			WAMX	Business Appro...	03/23/2023
Add Response	Teddy	2.2	Mandatory D...	2625			BNSF	Business Appro...	03/23/2023
Add Response	AAR: M-9155 Locomotive Comma...	2.3	New Permissi...	2621			BNSF	Business Appro...	03/17/2023
Add Response	Chalupa	100	Mandatory D...	2620			BNSF	Business Appro...	03/13/2023
Add Response	AAR: M-9155 Locomotive Comma...	PRL v2.2	New Permissi...	2618			METX	Business Appro...	03/10/2023
Add Response	AAR: M-9155 Locomotive Comma...	N/A	New Permissi...	2617			METX	Business Appro...	03/09/2023
Add Response	PTC 220: MTA 02: Los Angeles-San...	9	New Permissi...	2615			BRC	Business Appro...	03/09/2023
Add Response	PTC 220: MTA 12: Minneapolis-St. ...	24	New Permissi...	2613			TESX	Business Appro...	03/08/2023

When initially opened, the Change Management Dashboard displays the following:

- The Advanced Search panel, which is collapsible, lets you enter search criteria and locate specific ICRs, IDRs, and SIDRs. See [Using the Advanced Search Panel](#) on page 6 for more information.
- The menu bar contains tabs that enable you to specify the list of items to display.

Note: Each tab provides a grid with sorting, filtering, and exporting functionality as described in [Sorting and Filtering Search Results](#) on page 8 and [Exporting Search Results](#) on page 9.

- **Search Results** displays the results of the specified search criteria.
- **Action Required Responses** displays ICRs, IDRs, and SIDRs that require a response by your railroad (this is the default).
- **Action Required Approvals** displays ICRs, IDRs, and SIDRs that require an approval by your railroad after the Interoperable Change Manager has initiated an approval period. This tab is empty unless an approval period is specified.

Using the ILM Change Management Dashboard

- **Action Required Close Out** (only available to the Interoperable Change Manager and not shown in [Exhibit 1](#)) displays IDRs and SIDRs that are in “Close Out” status and are ready for the Interoperable Change Manager to advance to Closed.
 - **Active Requests** displays all active (any status other than Closed) ICRs, IDRs, and SIDRs for all railroads.
 - **Action Required – Old ICRs** displays old format ICRs during the transition to the new format ICRs, IDRs, and SIDRs.
 - **My Response History** displays responses that have been submitted by your railroad to any requests.
- The **Number of <items>** indicator shows the number of items currently displayed in the grid. The type of item is different depending on the selected menu item.
 - The **Clear Filters** button enables you to remove any filters you may have set.
 - The **Export to CSV** icon (📄) allows you to export the contents of the grid to a CSV file (see [Exporting Search Results](#) on page 9).
 - The grid contains a list of ICRs, IDRs, and SIDRs that match the search results (see [Working with Existing ICRs, IDRs, and SIDRs](#) on page 10 for more information).

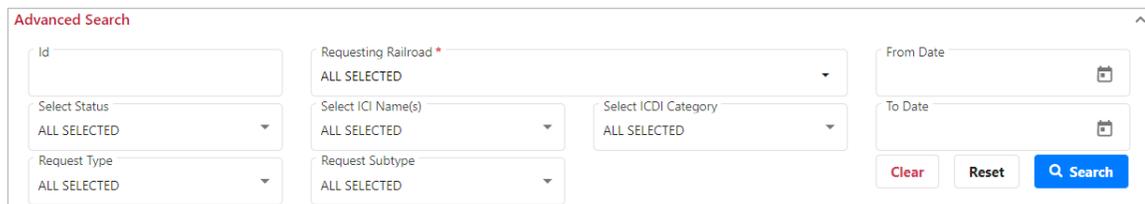
Note: Each request listed in the grid that requires a response includes an **Add Response** button ( [Add Response](#)), which enables you to immediately add a response for your railroad. If you need more information before adding your response, you can view the request and add your response from the appropriate tab on the View ICR, IDR, or SIDR page. Once your response is submitted, the request is removed from the grid.

You can also sort and filter the displayed information (see [Sorting and Filtering Search Results](#) on page 8).

Using the Advanced Search Panel

The Advanced Search panel, which is opened by selecting  at the top right of the Dashboard and hidden by selecting , enables you to specify search criteria for locating ICRs, IDRs, and SIDRs and display them in the grid ([Exhibit 2](#)).

Exhibit 2. Advanced Search Panel



The screenshot shows the 'Advanced Search' panel with the following fields and controls:

- Id:** Text input field.
- Select Status:** Dropdown menu with 'ALL SELECTED' selected.
- Request Type:** Dropdown menu with 'ALL SELECTED' selected.
- Requesting Railroad:** Dropdown menu with 'ALL SELECTED' selected.
- Select ICI Name(s):** Dropdown menu with 'ALL SELECTED' selected.
- Request Subtype:** Dropdown menu with 'ALL SELECTED' selected.
- Select ICDI Category:** Dropdown menu with 'ALL SELECTED' selected.
- From Date:** Date picker field.
- To Date:** Date picker field.
- Buttons:** 'Clear', 'Reset', and 'Search' buttons.

You can modify any or all of the search criteria to locate the ICRs, IDRs, and SIDRs you need. Depending on the criteria you modify, you may need to select **Clear** to remove the existing search criteria before searching.

Examples:

- To search for a specific known ICR, IDR, or SIDR ID, type the ICR, IDR, or SIDR ID in the ID field.
- To search for ICRs, IDRs, or SIDRs in a specific status, select the **Select Status** field and check the status(es) you need.
- To search for a specific type of request, select the **Request Type** field and check the type(s) of request(s) to search for (ICRs, IDRs, and/or SIDRs).
- To search for ICRs, IDRs, or SIDRs created by a specific railroad, select the **Requesting Railroad** field and check the appropriate railroad marks (parent and child marks are identified in the list).
- To search for ICRs, IDRs, or SIDRs by ICI name, select **Select ICI Name(s)** and check the appropriate ICI names.
- To search for a specific subtype of request, select the **Request Subtype** field and check the request subtype(s) to search for (Decommissioning, Deployment, Latent, Mandatory Decommissioning, New Permissible Version, Normal, Previously Deployed Version, and/or Track Data).
- To search for a specific ICDI category, select the **Select ICDI Category** field and check the box(es) for the ICDI categories you need.
- To search for ICRs, IDRs, or SIDRs within a specific date range, select the calendar icon to choose dates in the **From Date** and the **To Date** fields.
- To search for a specific type (or types) of ICR, select the **ICR Type** field and check the type(s) to display.

For the search fields that contain drop-down lists, you can check the **Select All** box at the top of the list to include every item in the list in your search criteria.

Once you have entered the appropriate search criteria, select **Search** to display the results in the grid below.

To return all fields to their default settings, select **Reset**.

Note: The Advanced Search panel only applies to the Search Results tab – not to the other tabs, such as Action Required Responses, Action Required Approvals, etc.

Sorting and Filtering Search Results

As described in [Using the ILM Change Management Dashboard](#) on page 5, the grid section of the Dashboard shows **Search Results**, and **Action Required Responses**, **Action Required Approvals**, **Action Required**, **Active Requests**, and **Action Required - Old ICRs** for your railroad as well as your **Response History** ([Exhibit 3](#)).

Exhibit 3. Change Management Dashboard Search Results Grid

Search Results									
Number of Search Results: 2397 of 2397									
ID	Type	ICI(s)/ICDI	Version(s) of Affected ICI/ICDI	Subtype	Requesting Railroad	Current Status	Created Date	Modified Date	
2643	SIDR	Track Data	Subdivision ABC v...		UP	Closed	03/30/2023...	03/30/2023...	
2642	IDR	WRE: WCR-SAF-1370 Hazard Log (hazard table) [HL]	Table 54c	Deployment	UP	Closed	03/30/2023...	03/30/2023...	
2641	IDR	AAR: S-9058 ITC Ticket Management Requirement...	1.0	Latent	KCS	Close Out	03/22/2023...	03/22/2023...	
2640	IDR	PTC 220: MTA 19. St. Louis Slot Plan	26	Decommiss...	KCS	Closed	03/22/2023...	03/23/2023...	
2639	ICR			New Permis...	ACEX	Closed	03/21/2023...	03/22/2023...	
2638	ICR		57.0	New Permis...	TESX	Business Approval-Pending	03/21/2023...	03/30/2023...	
2637	IDR	WRE: I-ETMS Common Configuration Items	5a.0.0	Deployment	BRC	Closed	03/21/2023...	03/21/2023...	
2636	ICR	Christy Testing ICI	3.2	Mandatory ...	BNSF	Closed	03/17/2023...	03/17/2023...	
2635	ICR	Christy Testing ICI	3.0	Mandatory ...	AMTK	Closed	03/17/2023...	03/17/2023...	
2634	ICR	WRE: WCR-SAF-1370 Hazard Log (hazard table) [HL]	Table 54c	New Permis...	AMTK	Closed	03/17/2023...	03/17/2023...	
2633	ICR	MCC: Back Office Messaging Server Software	3.5.1.0	New Permis...	BNSF	Business Approval-Pending	03/17/2023...	03/30/2023...	

With no search criteria specified, the grid lists rows of ICRs, IDRs, and SIDRs that have been entered into PTC ILM and displays columns of information about each item.

To see all the rows in the grid, use the vertical scroll bar. Use the horizontal scroll bar to view any data that exceeds the width of the viewable area.

You can sort the displayed information by column in ascending or descending order. Simply select the column heading for the column you want to sort. An arrow (↑ or ↓) is displayed next to the heading to indicate the sort order. Select the column heading again to switch the sort order. Select the column heading a third time to remove the sort on that column.

You can filter the information displayed in the grid to only show rows containing information you need to see. Each column contains a filter field directly below the column heading.

To apply a filter to a column, type a word or phrase in a column's filter field that you want to see in the results. The displayed results are narrowed to only show rows that contain the filtered word or phrase. A filter icon (∇) is displayed in the column heading to remind you about the filter ([Exhibit 4](#)).

Exhibit 4. Change Management Dashboard with Column Filter Example

ID	Type	ICI(s)/ICDI ∇	Version(s) of Affected ICI/ICDI	Subtype
		<input type="text" value="mcc"/>		
2633	ICR	MCC: Back Office Messaging Server Software	3.5.1.0	New Permissible Version
2307	ICR	MCC: Wayside Messaging Server Software	N/A	Latent Change
2306	ICR	MCC: Locomotive Radio Software	3.0	Latent Change
2280	ICR	MCC: Locomotive Radio Software	3.4	Latent Change
		MCC: Systems Management, Radio Asset Specific Da...	6.0	

Tip! You can apply filters to multiple columns at once.

To remove filters, select the **Clear Filters** button or delete the characters from the filter field.

Note: Any changes that you make to the grid using sorting or filters are reflected if the data is exported.

Exporting Search Results

You can export the information displayed in the grid to a Comma Separated Value (CSV) file, which can then be opened in a spreadsheet application.

Once you have the information you want to export displayed in the grid, select the Export to CSV icon (📄) to download the grid contents to a CSV file ([Exhibit 5](#)).

Exhibit 5. Change Management Dashboard Data to be Exported

ID	Type	ICI(s)/ICDI	Version(s) of Affected ICI/ICDI	Subtype	Requesting Railroad	Current Status	Created Date	Modified Date
2683	IDR	MCC: Locomotive Radio Software	3.4	Decommissioning	UP	Deployment Approval-Pen...	04/14/2023 18:41:20	04/14/2023 18:41:20
2682	IDR	MCC: Locomotive Radio Software	3.8	Latent	UP	Close Out	04/14/2023 17:52:43	04/14/2023 17:52:43
2681	IDR	MCC: Wayside Radio Software	3.6	Deployment	UP	Deployment Approval-Pen...	04/14/2023 16:14:14	04/14/2023 16:14:14
		MCC: Base Station Radio Software	3.7					
2679	ICR	MCC: Wayside Radio Software	3.6	New Permissible Ver...	UP	Business Approval-Pending	04/14/2023 10:27:30	04/14/2023 10:27:30
		MCC: Base Station Radio Software	3.7					
2633	ICR	MCC: Back Office Messaging Server Software	3.5.1.0	New Permissible Ver...	BNSF	Business Approval-Pending	03/17/2023 12:34:31	04/05/2023 11:05:01
2307	ICR	MCC: Wayside Messaging Server Software	N/A	Latent Change	JPBX	Close Out	12/20/2022 14:25:22	12/20/2022 14:25:22
2306	ICR	MCC: Locomotive Radio Software	3.0	Latent Change	JPBX	Close Out	12/20/2022 14:22:11	12/20/2022 14:22:11
2280	ICR	MCC: Locomotive Radio Software	3.4	Latent Change	RJCC	Close Out	12/08/2022 16:08:08	12/08/2022 16:08:08
		MCC: Systems Management, Radio Asset Specific ...	6.0					
2265	ICR	MCC: Locomotive Radio Software	3.4	Normal	MARC	Deployment Approval-App...	12/02/2022 17:17:17	12/07/2022 14:38:30
2264	ICR	MCC: Locomotive Messaging Server Software	3.6	Normal	MARC	Deployment Approval-App...	12/02/2022 17:13:32	12/07/2022 14:35:57
2257	ICR	MCC: Systems Management, Radio Asset Specific ...	3.7	Latent Change	SDRX	Close Out	11/30/2022 16:52:13	11/30/2022 16:52:13
2247	ICR	MCC: Systems Management, Radio Asset Specific ...	6.0	Latent Change	NCRC	Close Out	11/22/2022 17:17:53	11/22/2022 17:17:53
2224	ICR	MCC: Locomotive Radio Software	3.2	Latent Change	RJCC	Close Out	11/16/2022 14:03:58	11/16/2022 14:03:58
2223	ICR	MCC: Locomotive Radio Software	3.3.1.4	Decommissioning	RJCC	Close Out	11/16/2022 13:59:13	11/16/2022 13:59:13

Note: Any changes that you make to the grid using sorting or filters are reflected in the export.

Once the results are exported to a CSV file, you can then view them in a spreadsheet application ([Exhibit 6](#)).

Exhibit 6. Exported Data in a Spreadsheet

	A	B	C	D	E	F	G	H	I
	ID	Type	ICI(s)/ICDI	Version(s) of Affected ICI/ICDI	Subtype	Requesting Railroad	Current Status	Created Date	Modified Date
2	2683	IDR	MCC: Locomotive Radio Software		3.4 Decommissioning	UP	Deployment Approval-Pending	2023-04-14T18:41:20	2023-04-14T18:41:20
3	2682	IDR	MCC: Locomotive Radio Software		3.8 Latent	UP	Close Out	2023-04-14T17:52:43	2023-04-14T17:52:43
4	2681	IDR	MCC: Wayside Radio Software	3.6	Deployment	UP	Deployment Approval-Pending	2023-04-14T16:14:14	2023-04-14T16:14:14
			MCC: Base Station Radio Software	3.7					
5	2679	ICR	MCC: Wayside Radio Software	3.6	New Permissible Version	UP	Business Approval-Pending	2023-04-14T10:27:30	2023-04-14T10:27:30
6	2633	ICR	MCC: Back Office Messaging Server Software	3.5.1.0	New Permissible Version	BNSF	Business Approval-Pending	2023-03-17T12:34:31	2023-04-05T11:05:01
7	2307	ICR - Old	MCC: Wayside Messaging Server Software	N/A	Latent Change	JPBX	Close Out	2022-12-20T14:25:22	2022-12-20T14:25:22
8	2306	ICR - Old	MCC: Locomotive Radio Software		3 Latent Change	JPBX	Close Out	2022-12-20T14:22:11	2022-12-20T14:22:11
			MCC: Locomotive Radio Software	3.4					
9	2280	ICR - Old	MCC: Systems Management, Radio Asset Specific Data Dictionary	6.0	Latent Change	RJCC	Close Out	2022-12-08T16:08:08	2022-12-08T16:08:08
10	2265	ICR - Old	MCC: Locomotive Radio Software		3.4 Normal	MARC	Deployment Approval-Approved	2022-12-02T17:17:17	2022-12-07T14:38:30

Working with Existing ICRs, IDRs, and SIDRs

ICRs, IDRs, and SIDRs proceed through statuses as shown in [Exhibit 7](#).

Exhibit 7. Statuses

<p>New Permissible Version ICRs</p> <ol style="list-style-type: none">1. Business Approval – Pending status2. Business Approval – Approved/Closed status	<p>Mandatory Decommissioning ICRs</p> <ol style="list-style-type: none">1. Business Approval – Pending status2. Business Approval – Approved/Closed status
<p>Deployment IDRs</p> <ol style="list-style-type: none">1. Deployment Approval – Pending status2. Deployment Approval – Approved status3. Close Out status4. Closed status	<p>Latent IDRs</p> <ol style="list-style-type: none">1. Close Out status2. Closed status
<p>Decommissioning IDRs</p> <ol style="list-style-type: none">1. Deployment Approval – Pending status2. Deployment Approval – Approved status3. Close Out status4. Closed status	<p>SIDRs</p> <ol style="list-style-type: none">1. Deployment Approval – Pending status2. Deployment Approval – Approved status3. Close Out status4. Closed status

The ICR, IDR, or SIDR is first saved in a “Pending” status. Other railroads respond by indicating their level of involvement with the ICR, IDR, or SIDR.

Note: Railroads do not respond to Latent IDRs.

Railroads affected by the ICR, IDR, or SIDR perform testing. The Interoperable Change Manager holds an ICAB meeting (see [Working with ICAB Meetings](#) on page 52) and moves the ICR, IDR, or SIDR to the next status.

Railroads deploy the ICR, IDR, or SIDR. The Interoperable Change Manager determines if the ICR, IDR, or SIDR is ready to be closed and advances the ICR, IDR, or SIDR to “Closed” status.

Throughout this process, the stepping tool at the top of the View ICR, IDR, or SIDR page displays the status of the ICR, IDR, or SIDR ([Exhibit 8](#)).

Exhibit 8. View ICR Page Showing the Stepping Tool with Statuses



See the following sections for information about working with existing ICRs, IDRs, and SIDRs:

- [Responding to an ICR, IDR, or SIDR](#) on page 12
- [Viewing Pending Responses](#) on page 23
- [Viewing the Response History](#) on page 24
- [Closing an IDR or SIDR](#) on page 25
- [Viewing the Activity Logs](#) on page 26
- [Approving an ICR, IDR, or SIDR](#) on page 57 (Interoperable Change Manager task)
- [Advancing an ICR, IDR, or SIDR to the next Status](#) on page 62 (Interoperable Change Manager task)
- [Advancing an ICR, IDR, or SIDR to Closed Status](#) on page 63 (Interoperable Change Manager task)

Responding to an ICR, IDR, or SIDR

When a railroad creates an ICR, IDR, or SIDR, an email is sent to other participating railroads advising them to review and respond to the ICR, IDR, or SIDR ([Exhibit 9](#)).

Exhibit 9. Email Notification for a Railroad to Review and Respond to an ICR

From: NoReply@railinc.com <NoReply@railinc.com>
Sent: Wednesday, April 26, 2023 11:19 AM
To: [REDACTED]
Subject: New ICR 2689 Created with Change Type New Permissible Version

 **RAILINC | PTC ICR 2689 Creation with Change Type New Permissible Version**

A New Permissible Version ICR 2689 has been created on 04/26/2023 10:18:29 Central Time

Requesting Railroad: RAILINC CORP. (RAIL)
Current Status: Business Approval-Pending

Affected ICI(s)	Version(s) of Affected ICI(s)
ITC: Common Communication Configuration Items	2.0

What You Need to Do

Please click the link below to view and respond to this ICR.

Response Due Date: 05/03/2023 (7 days to respond)

<https://ptc.railinc.com/ilm/#/change-management/cm-new-view/2689>

Got Questions? Get Answers.

If you have any questions or trouble logging in , please contact the Railinc Customer Success Center at 1-877-724-5462 or csc@railinc.com.

Railroads are required to respond within a certain time period (the response due date is indicated in the email and on the Change Management Dashboard). These steps to respond are described in the following sections:

- [Responding to an ICR in the Business Approval – Pending Status](#) on page 13
- [Responding to an IDR in the Deployment Approval – Pending Status](#) on page 16
- [Responding to an SIDR in the Deployment Approval – Pending Status](#) on page 19

Notes:

- The response due date is a configurable value that is set by the PTC ILM Interoperable Change Manager. It can be overridden by the Interoperable Change Manager as needed See [Changing Response Due Dates](#) on page 64 for more information.
- If you represent a holding company and are responding on behalf of your subsidiary railroad(s), you need to indicate a response for each of your railroad(s).

Responding to an ICR in the Business Approval – Pending Status

An ICR has the following two Business Approval statuses:

- **Business Approval – Pending** status is the first status in the process of an ICR and indicates that the ICR is ready for review by all railroads.
- **Business Approval – Approved/Closed** status indicates that the ICR has been approved by the affected railroads and updates have been made to the PTC Interoperable System Release (PISR) – refer to the [PTC ILM Interoperable Release Management User Guide](#) for more information.

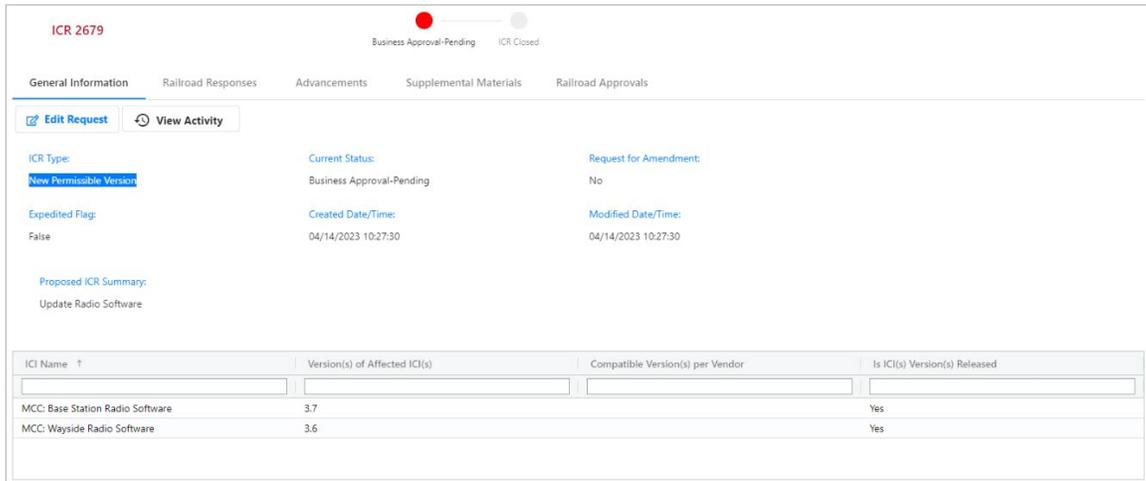
When an ICR is placed in “Business Approval – Pending” status by a railroad, an email is sent to other railroads to review and respond to the ICR.

Use the following procedure to respond to an ICR at the “Business Approval – Pending” status:

Note: You can also respond to an ICR by selecting the **Add Response** button ( **Add Response**) on the Change Management Dashboard, which enables you to immediately add a response for your railroad.

1. Select the link to the ICR in the notification email or select the ICR ID link from the Change Management Dashboard. The View ICR page is displayed showing the ICR in “Business Approval – Pending” status ([Exhibit 10](#)).

Exhibit 10. ICR General Information Tab



ICI Name ↑	Version(s) of Affected ICI(s)	Compatible Version(s) per Vendor	Is ICI(s) Version(s) Released
MCC: Base Station Radio Software	3.7		Yes
MCC: Wayside Radio Software	3.6		Yes

2. Review the ICR. Information is displayed on the following tabs:

General Information – Contains basic information about the ICR, including the ICR type and the current status.

Railroad Responses – Contains information about responses to the ICR and provides buttons for adding a response, viewing pending responses, and viewing the response history. The Response Due Date is also indicated.

Advancements – Displays information about advancements of the ICR.

Supplemental Materials – Contains any supplemental material (files) that may have been attached to support the ICR. It also enables you to attach additional supplemental material if needed.

Railroad Approvals – Allows applicable railroads to indicate whether or not they approve the further advancement of the ICR.

3. Select the Railroad Responses tab ([Exhibit 11](#)).

Exhibit 11. ICR Railroad Responses Tab

Railroad	Parent Railroad	User	Applicability	Objections/Concerns	Railroad Specific Comments	Modified Date/Time
UNION PACIFIC		CARYDOC	Yes	No		04/17/2023, 17:12

4. Select the **Add Response** button when you are ready to add your response. The Add Response popup is displayed (see [Exhibit 12](#)).

Notes:

- Throughout PTC ILM, an asterisk (*) indicates that a field is required to be completed before you can proceed.
- PTC ILM automatically adds a response for the railroad that created the request. The Add Response button is grayed out for the requesting railroad.

Exhibit 12. Add Response Popup

Response for: ICR 2679 associated with MCC: Base Station Radio Software - Version 3.7, MCC: Wayside Radio Software - Version 3.6

Responding Railroad *

Applicability*

Objections/Concerns*

Railroad Specific Comments

Cancel Add Response

5. If applicable, from the **Responding Railroad** drop-down list, select the railroad for which you are responding. (Only holding companies and the Interoperable Change Manager can see this drop-down list.)

Note: If you are responding as a holding company, PTC ILM displays an additional field (Select Applicable Marks) in the Add Response popup that enables you to select each of your subsidiary marks and indicate their applicability. These marks can then edit their individual deployment information as needed.

6. In the **Applicability** field, select **Yes** or **No** to indicate your railroad's level of involvement with the ICR.
7. In the **Objections/Concerns** field, select **Yes** or **No** to indicate if your railroad has any objections or concerns about the ICR.
8. In the **Railroad Specific Comments** field, enter any comments, objections, or concerns.
Note: If you select **Yes** or **No** to indicate if your railroad has any objections or concerns about the ICR, the **Railroad Specific Comments** field is required.
9. Select **Add Response** to submit your response.

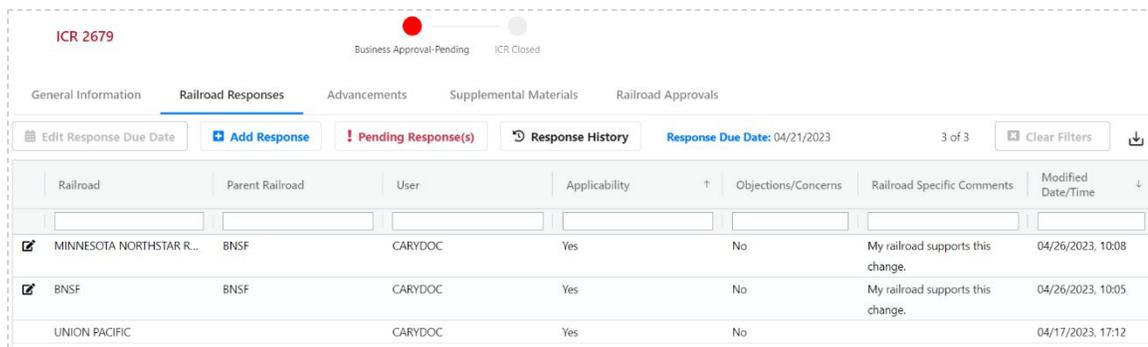
If your response was successful, a confirmation popup is displayed ([Exhibit 13](#)).

Exhibit 13. Response Added Successfully Popup



The View ICR page is refreshed with your response information ([Exhibit 14](#)).

Exhibit 14. ICR with Response Added



The screenshot shows the ICR 2679 page with the 'Railroad Responses' tab selected. The page includes a progress indicator (Business Approval-Pending, ICR Closed) and navigation tabs (General Information, Railroad Responses, Advancements, Supplemental Materials, Railroad Approvals). A table displays the following data:

Railroad	Parent Railroad	User	Applicability	Objections/Concerns	Railroad Specific Comments	Modified Date/Time	
<input checked="" type="checkbox"/>	MINNESOTA NORTHSTAR R...	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 10:08
<input checked="" type="checkbox"/>	BNSF	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 10:05
<input type="checkbox"/>	UNION PACIFIC		CARYDOC	Yes	No		04/17/2023, 17:12

10. If needed, you can do the following:
 - Select the edit icon (✎) if you need to update the information you provided in the Add Response popup.
 - Select **Pending Responses** to see a list of railroads who have not yet responded (see [Viewing Pending Responses](#) on page 23).

- Select **Response History** to see a list of railroads who have responded, including their status and comments (see [Viewing the Response History](#) on page 24).
- Select the download icon (↓) to download the response information to a CSV file.
- Go to the Supplemental Materials tab and use the **Select File(s)** button to add supplemental documentation. Supported file types are: .doc, .docx, .dot, .pdf, .png, .rtf, .text, .txt, .xls, .xlsx, .wks, .wps, and .wpd.

Note: The supported file types are configurable by the Interoperable Change Manager. See [Setting Configurable Values](#) on page 65 for more information.

Once all railroads have responded, the ICR remains in “Business Approval – Pending” status until the Interoperable Change Manager starts the ICAB approval period for the ICR (see [Working with ICAB Meetings](#) on page 52) and advances the ICR to the “Business Approval – Approved/Closed” status.

Responding to an IDR in the Deployment Approval – Pending Status

An IDR has the following two Deployment Approval statuses:

- **Deployment Approval – Pending** status is the first status in the process of an IDR and indicates that the IDR is ready for review by all railroads.
- **Deployment Approval – Approved** status indicates that the IDR has been approved by the affected railroads and the requesting railroad is ready to complete the Close Out form.

When an IDR is created, an email is sent to other railroads to review and respond to the IDR.

Note: IDRs that are the same type and contain the same ICI(s) and version(s) can be batched together to enable responding railroads to submit multiple responses at one time. When batched, IDRs are grouped together in the Add Response popup.

Use the following procedure to respond to an IDR at the “Deployment Approval – Pending” status:

Notes:

- You can also respond to an IDR by selecting the **Add Response** button ( **Add Response**) on the Change Management Dashboard, which enables you to immediately add a response for your railroad.
 - Responses are only needed for Deployment and Decommissioning IDRs (not for Latent IDRs).
1. Select the link to the IDR in the notification email or select the IDR ID link from the Change Management Dashboard. The View IDR page is displayed showing the IDR in “Deployment Approval – Pending” status (Exhibit 15).

Exhibit 15. IDR General Information Tab

ICR ID	ICI Name	Version(s) of Affected ICI(s)	Decommissioned Version per Railroad
2679	MCC: Base Station Radio Software	3.7	
2679	MCC: Wayside Radio Software	3.6	

2. Review the IDR. Information is displayed on the following tabs:

General Information – Contains basic information about the IDR, including the IDR type, and the current status.

Railroad Responses – Contains information about responses to the IDR and provides buttons for adding a response, viewing pending responses, and viewing the response history. The Response Due Date is also indicated.

Advancements – Displays information about previous advancements of the IDR.

Supplemental Materials – Contains any supplemental material (files) that may have been attached to support the IDR. It also enables you to attach additional supplemental material if needed.

Railroad Approvals – Contains approvals submitted by impacted or applicable railroads to indicate their approval of the IDR.

3. Select the Railroad Responses tab ([Exhibit 16](#)).

Exhibit 16. IDR Railroad Responses Tab

Railroad	Parent Railroad	User	Impact Level	Comments	Modified Date/Time
UNION PACIFIC...		CARYDOC	Impacted		04/14/2023, 16:14

4. Select the **Add Response** button when you are ready to add your response. The Add Response popup is displayed (see Exhibit 17).

Notes:

- Throughout PTC ILM, an asterisk (*) indicates that a field is required to be completed before you can proceed.
- Since the requesting railroad is always impacted, PTC ILM automatically adds a response for them. The Add Response button is grayed out for the requesting railroad.

Exhibit 17. IDR Add Response Popup

<input type="checkbox"/> Railroads	IDR ID	Response Due Date	Impact Level	<input type="checkbox"/> Apply to selected	Comment	<input type="checkbox"/> Apply to selected	Submitted Responses by MARK
<input type="checkbox"/> UNION PACIFIC	2681	04/17/2023					

5. From the **Responding Railroad** drop-down list, select the railroad for which you are responding. (Only holding companies and the Interoperable Change Manager can see this drop-down list.)

Note: If you are responding as a holding company, the Add Response popup enables you to select each of your subsidiary marks and indicate their impact levels. These marks can then edit their individual response information as needed.

6. Select the checkbox(es) for the railroad(s)/IDR(s) to which you are responding.
7. Select the **Impact Level** from the drop-down list to indicate your railroad’s level of involvement with the IDR (**Impacted**, **Applicable**, or **Not Applicable**).

Note: You can select the **Impact Level – Apply to Selected** toggle to efficiently apply the selected impact level to several selected railroad(s)/IDR(s).

8. Optionally, enter any comments in the **Comment** field.

Note: You can select the **Comment – Apply to Selected** toggle to efficiently apply entered comments to several selected railroad(s)/IDR(s).

9. Select **Add Response** to submit your response.

If your response was successful, a confirmation popup is displayed (Exhibit 18).

Exhibit 18. Response Added Successfully Popup



The View IDR page is refreshed with your response information (Exhibit 19).

Exhibit 19. IDR with Response Added

The screenshot shows the 'IDR 2681' interface. At the top, there are status indicators for 'Deployment Approval: Pending' (red dot) and 'IDR Closed' (grey dot). Below this are tabs for 'General Information', 'Railroad Responses' (selected), 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. A toolbar contains buttons for 'Edit Response Due Date', 'Add Response', 'Pending Response(s)', 'Response History', 'Response Due Date: 04/17/2023', 'Clear Filters', and a download icon. Below the toolbar is a table with the following data:

Railroad	Parent Railroad	User	Impact Level	Comments	Modified Date/Time
<input checked="" type="checkbox"/> BNSF	BNSF	CARYDOC	Impacted		04/27/2023, 15:19
UNION PA...		CARYDOC	Impacted		04/14/2023, 16:14

10. If needed, you can do the following:

- Select the edit icon (✎) if you need to update the information you provided in the Add Response popup.
- Select **Pending Responses** to see a list of railroads who have not yet responded (see [Viewing Pending Responses](#) on page 23).
- Select **Response History** to see a list of railroads who have responded, including their status and comments (see [Viewing the Response History](#) on page 24).
- Select the download icon (↓) to download the response information to a CSV file.
- Go to the Supplemental Materials tab and choose the **Select File(s)** button to add supplemental documentation. Supported file types are: .doc, .docx, .dot, .pdf, .png, .rtf, .text, .txt, .xls, .xlsx, .wks, .wps, and .wpd.

Note: The supported file types are configurable by the Interoperable Change Manager. See [Setting Configurable Values](#) on page 65 for more information.

Once all railroads have responded, the IDR remains in “Deployment Approval – Pending” status until the Interoperable Change Manager starts the ICAB approval period for the IDR (see [Working with ICAB Meetings](#) on page 52) and advances the IDR to the “Deployment Approval – Approved” status.

Responding to an SIDR in the Deployment Approval – Pending Status

An SIDR has the following two Deployment Approval statuses:

- **Deployment Approval – Pending** status is the first status in the process of an SIDR and indicates that the SIDR is ready for review by all railroads.
- **Deployment Approval – Approved** status indicates that the SIDR has been approved by the affected railroads and the requesting railroad is ready to complete the Close Out form.

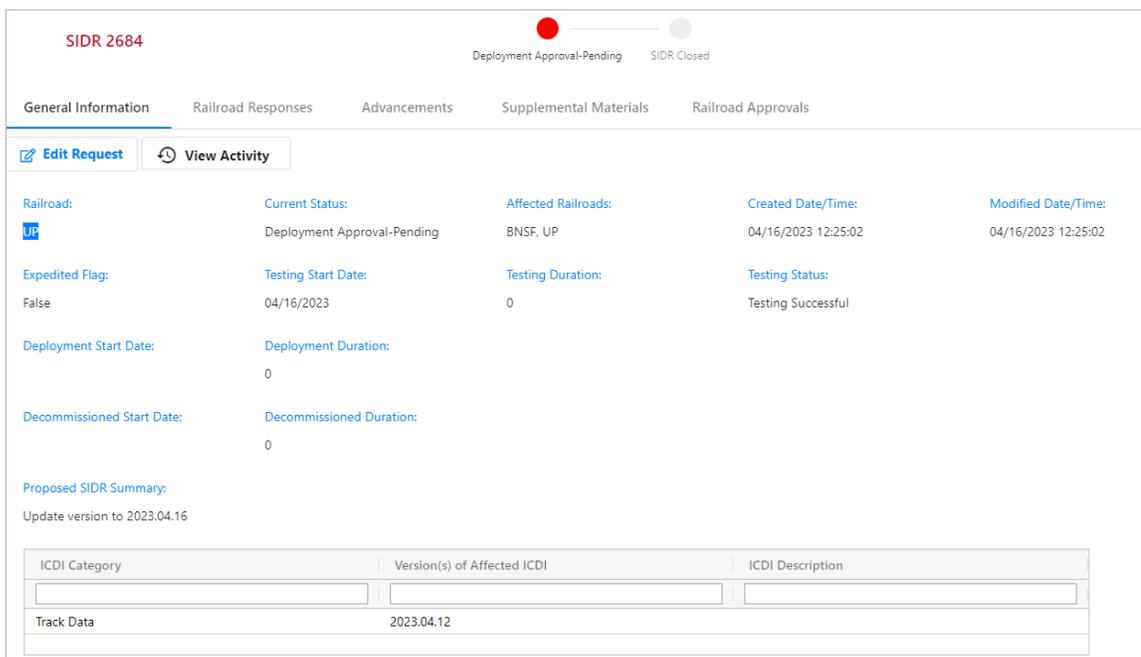
When an SIDR is created, an email is sent to other railroads to review and respond to the SIDR.

Use the following procedure to respond to an SIDR at the “Deployment Approval – Pending” status:

Note: You can also respond to an SIDR by selecting the **Add Response** button () on the Change Management Dashboard, which enables you to immediately add a response for your railroad.

1. Select the link to the SIDR in the notification email or select the SIDR ID link from the Change Management Dashboard. The View SIDR page is displayed showing the SIDR in “Deployment Approval – Pending” status (see [Exhibit 10](#)).

Exhibit 20. SIDR General Information Tab



The screenshot displays the 'SIDR 2684' interface. At the top, there are two status indicators: 'Deployment Approval-Pending' (with a red dot) and 'SIDR Closed' (with a grey dot). Below this is a navigation bar with tabs: 'General Information', 'Railroad Responses', 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. The 'General Information' tab is active. Below the tabs are two buttons: 'Edit Request' and 'View Activity'. The main content area shows a grid of key-value pairs for various SIDR attributes:

Railroad:	Current Status:	Affected Railroads:	Created Date/Time:	Modified Date/Time:
UP	Deployment Approval-Pending	BNSF, UP	04/16/2023 12:25:02	04/16/2023 12:25:02
Expedited Flag:	Testing Start Date:	Testing Duration:	Testing Status:	
False	04/16/2023	0	Testing Successful	
Deployment Start Date:	Deployment Duration:			
	0			
Decommissioned Start Date:	Decommissioned Duration:			
	0			

Below the grid is a 'Proposed SIDR Summary' section with the text 'Update version to 2023.04.16'. At the bottom, there is a table with three columns: 'ICDI Category', 'Version(s) of Affected ICDI', and 'ICDI Description'. The table contains one row: 'Track Data' with version '2023.04.12'.

2. Review the SIDR. Information is displayed on the following tabs:

General Information – Contains basic information about the SIDR, including the current status.

Railroad Responses – Contains information about responses to the SIDR and provides buttons for adding a response, viewing pending responses, and viewing the response history. The Response Due Date is also indicated.

Advancements – Displays information about previous advancements of the SIDR.

Supplemental Materials – Contains any supplemental material (files) that may have been attached to support the SIDR. It also enables you to attach additional supplemental material if needed.

Railroad Approvals – Contains approvals submitted by impacted or applicable railroads to indicate their approval of the SIDR.

3. Select the Railroad Responses tab (Exhibit 21).

Exhibit 21. SIDR Railroad Responses Tab

The screenshot shows the 'Railroad Responses' tab for SIDR 2684. At the top, there are status indicators for 'Deployment Approval-Pending' (red dot) and 'SIDR Closed' (grey dot). Below this are navigation tabs: 'General Information', 'Railroad Responses' (active), 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. A toolbar contains buttons for 'Edit Response Due Date', 'Add Response', 'Pending Response(s)', 'Response History', and 'Response Due Date: 04/21/2023'. A table below shows one entry with columns: Railroad (UNION PACIFIC), Parent Railroad, User (CARYDOC), Impact Level (Impacted), Comments, and Modified Date/Time (04/16/2023, 12:25).

4. Select the **Add Response** button when you are ready to add your response. The Add Response popup is displayed (see Exhibit 22).

Notes:

- Throughout PTC ILM, an asterisk (*) indicates that a field is required to be completed before you can proceed.
- Since the requesting railroad is always impacted, PTC ILM automatically adds a response for them. The Add Response button is grayed out for the requesting railroad.

Exhibit 22. SIDR Add Response Popup

The popup is titled 'Response for: SIDR 2684 associated with Track Data 2023.04.12'. It contains three main fields: 'Responding Railroad(s) *' (a drop-down menu), 'Impact Level *' (a drop-down menu with 'Impacted' selected), and 'Railroad Specific Comments' (a text area with a 0/5000 character count). At the bottom are 'Cancel' and 'Add Response' buttons.

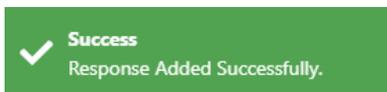
5. From the **Responding Railroad(s)** drop-down list, select the railroad(s) for which you are responding. (Only holding companies and the Interoperable Change Manager can see this drop-down list.)

Note: If you are responding as a holding company, the Add Response popup enables you to select each of your subsidiary marks and indicate their impact levels. These marks can then edit their individual response information as needed.

6. Select the **Impact Level** from the drop-down list to indicate your railroad’s level of involvement with the SIDR (**Impacted**, **Applicable**, or **Not Applicable**).
7. Optionally, enter any comments in the **Railroad Specific Comments** field.
8. Select **Add Response** to submit your response.

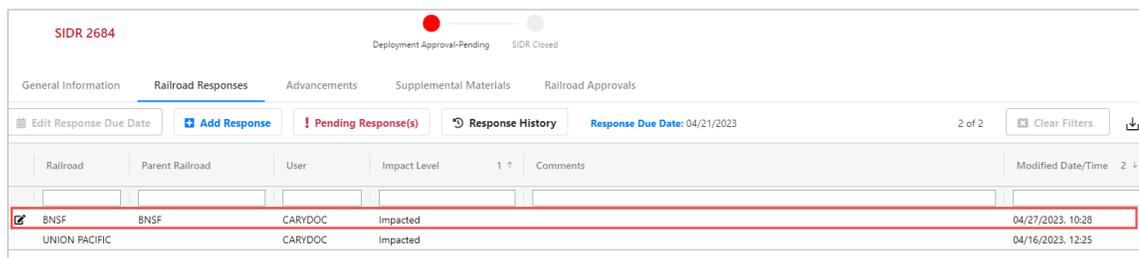
If your response was successful, a confirmation popup is displayed (Exhibit 23).

Exhibit 23. Response Added Successfully Popup



The View SIDR page is refreshed with your response information ([Exhibit 24](#)).

Exhibit 24. SIDR with Response Added

A screenshot of a web application interface for a SIDR (SIDR 2684). The interface shows a status bar at the top with "Deployment Approval-Pending" and "SIDR Closed". Below this are tabs for "General Information", "Railroad Responses", "Advancements", "Supplemental Materials", and "Railroad Approvals". The "Railroad Responses" tab is active, showing a table with columns: Railroad, Parent Railroad, User, Impact Level, Comments, and Modified Date/Time. The table contains two rows: one for BNSF (User: CARYDOC, Impact Level: Impacted, Modified Date/Time: 04/27/2023, 10:28) and one for UNION PACIFIC (User: CARYDOC, Impact Level: Impacted, Modified Date/Time: 04/16/2023, 12:25). The BNSF row is highlighted with a red border. Above the table, there are buttons for "Add Response", "Pending Response(s)", and "Response History".

9. If needed, you can do the following:
 - Select the edit icon () if you need to update the information you provided in the Add Response popup.
 - Select **Pending Responses** to see a list of railroads who have not yet responded (see [Viewing Pending Responses](#) on page 23).
 - Select **Response History** to see a list of railroads who have responded, including their status and comments (see [Viewing the Response History](#) on page 24).
 - Select the download icon () to download the response information to a CSV file.
 - Select the **Supplemental Materials** tab and choose the **Select File(s)** button to add supplemental documentation. Supported file types are: .doc, .docx, .dot, .pdf, .png, .rtf, .text, .txt, .xls, .xlsx, .wks, .wps, and .wpd.

Note: The supported file types are configurable by the Interoperable Change Manager. See [Setting Configurable Values](#) on page 65 for more information.

Once all railroads have responded, the SIDR remains in “Deployment Approval – Pending” status until the Interoperable Change Manager starts the ICAB approval period for the SIDR (see [Working with ICAB Meetings](#) on page 52) and advances the SIDR to the “Deployment Approval – Approved” status.

Viewing Pending Responses

Select **Pending Responses** on the Responses tab of the View ICR, IDR, or SIDR page to view the list of railroads that have not yet responded to the ICR, IDR, or SIDR. The Pending Responses popup is displayed ([Exhibit 25](#)).

Exhibit 25. Pending Responses Popup

ICR 15851 Pending Response(s)

44 of 44 Clear Filters

Railroad	Parent Railroad	Company Name
AGR	GNWR	ALABAMA AND GULF COAST RAILWAY
AKMD	GNWR	ARKANSAS MIDLAND RAILROAD
AMTRAK		AMTRAK-NATIONAL RAILROAD PASSENGER CORPORATION
AUT	WATC	ANTAUIGA NORTHERN
AZER	GNWR	ARIZONA EASTERN RAILWAY COMPANY
BNSF		BNSF RAILWAY COMPANY
BRC		BELT RAILWAY OF CHICAGO
BVRR	WATC	BOISE VALLEY RAILROAD, LLC
CFNR	GNWR	CALIFORNIA NORTHERN RAILROAD
CN		CANADIAN NATIONAL RAILWAYS
CORP		CENTRAL OREGON & PACIFIC RAILROAD, INC.
CPRS		CPRS RAIL SYSTEM
CRCZ		CONRAIL
DGNO	GNWR	DALLAS GARLAND & NORTHEASTERN RAILROAD
FWWR		FORT WORTH & WESTERN RAILROAD
GOLK	WATC	GRAND ELK RAILROAD LLC
GNWR		GENESEE AND WYOMING RAILROAD COMPANY
GRNW	WATC	GREAT NORTHWEST RAILROAD LLC
HBRY		OMNITRAX
KWT	GNWR	KWT RAILWAY INC
LDRR	GNWR	LOUISIANA AND DELTA RAILROAD
LRWN	GNWR	LITTLE ROCK & WESTERN RAILWAY

Close

The Pending Responses popup lists the railroads’ well-known names, their parent railroad (if applicable), and their company name.

You can select a column heading to sort by that column. Select the column heading again to change the sort order. You can also type a string in one of the filter fields below a column heading to locate occurrences of that string.

Select **Close** when you are finished viewing.

Viewing the Response History

The grid on the View ICR, IDR, or SIDR page always shows the most current response information from railroads. If a railroad updates its response information, you can select **Response History** on the Responses tab of the View ICR, IDR, or SIDR page to view historical response information. The Response History popup is displayed ([Exhibit 26](#)).

Exhibit 26. ICR Response History Popup

ICR 2679 Response History

2 of 2

Railroad	Parent Railroad	User	Applicability	Objections/Concern	Railroad Specific Comments	Modified Date/Time
UNION PACIFIC			No			04/17/2023, 15:59
UNION PACIFIC			Yes			04/14/2023, 10:27

The Response History popup lists the railroads’ well-known names, their parent railroad (if applicable), the user who responded, the applicability, objections and concerns, railroad-specific comments, and modified date and time.

Select a column heading to sort by that column. Select the column heading again to change the sort order. You can also type a string in one of the filter fields below a column heading to locate occurrences of that string.

Select the **Export to CSV File** icon () to download the response history information and view it using a spreadsheet application.

Select **Close** when you are finished viewing.

Closing an IDR or SIDR

Once an IDR or SIDR is in “Deployment Approval – Approved” status, the requesting railroad can advance the IDR or SIDR to “Closed” status.

Note: The Interoperable Change Manager can close an IDR or SIDR at any time by advancing the request to “Closed” status if the requesting railroad decides not to proceed with the deployment.

To close out an IDR or SIDR that is in “Deployment Approval – Approved” status, select the Close Out button at the top right of the View IDR or SIDR page ([Exhibit 27](#)).

Exhibit 27. IDR Close Out Button

The screenshot shows the 'View IDR' page for IDR 2372. At the top, there are two status indicators: 'Deployment Approval-Approved' (with a green checkmark) and 'IDR Closed' (with a grey circle). A red button labeled 'IDR Close Out' is located in the top right corner. Below the status indicators are tabs for 'General Information', 'Railroad Responses', 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. Under the 'General Information' tab, there are buttons for 'Edit Request' and 'View Activity'. The main content area displays various fields: IDR Type (Deployment), Railroad (BNSF), Current Status (Deployment Approval-Approved), Created Date/Time (01/23/2023 17:14:45), Modified Date/Time (01/24/2023 18:05:04), Expedited Flag (False), Testing Start Date (01/24/2023), Testing Duration (0), Testing Status (Testing Successful), Outage Required (No), Deployment Start Date (01/26/2023), Deployment Duration (0), Decommissioned Start Date, and Decommissioned Duration (0). A 'Proposed IDR Summary' field is also visible at the bottom.

Next, select **IDR Close Out**. The IDR Close Out form is displayed ([Exhibit 28](#)).

Exhibit 28. IDR Close Out Form

The screenshot shows the 'Close Out Form: IDR 2372'. It contains several required fields marked with an asterisk: 'Change Completed as Planned? (Railroad Outcome)*' with radio buttons for 'Yes' (selected) and 'No'; 'Close Out Summary *' with a text area (0 / 1000); 'Critical Issues Found*' with radio buttons for 'Yes' and 'No'; 'Description Of Issues' with a text area (0 / 1000); and 'Workarounds Used' with a text area. At the bottom right, there are 'Cancel' and 'Close Out' buttons.

Complete the required fields and optionally complete any additional fields.

Select **Close Out**. The IDR (or SIDR) is advanced to “Closed” status.

Note: If the requestor selects **No** in the Change Completed field or selects **Yes** to Critical Issues Found, the status is set to “Close Out”, and the Interoperable Change Manager must review and advance the request to “Closed” status.

Viewing the Activity Logs

You can view a detailed record of all the activity associated with a specific ICR, IDR, or SIDR.

While viewing an ICR, IDR, or SIDR on the View ICR, IDR, or SIDR page, select the **View Activity** button on the General Information tab. The Activity Logs Information page is displayed ([Exhibit 29](#)).

Exhibit 29. ICR Activity Logs Information Page

Action	Status	Action Description	Action Mark	User	Modified Date/Time
IDR Created	Deployment Approval-Pending	New IDR # '2683' Created with IDR type 'Decommissioning'	UP		04/14/2023 17:41:20
IDR Response added	Deployment Approval-Pending	Railroad 'UP' Responded to IDR# '2683'	UP		04/14/2023 17:41:20

You can select the **Export to CSV** button to save the ICR Activity Logs information to a CSV file for spreadsheet access. You can also sort and filter using the same tools as provided with the Change Management Dashboard (see [Sorting and Filtering Search Results](#) on page 8).

Select **Close** when you have finished reviewing the ICR Activity Logs.

Tip! You can view all system activity by accessing the System Activity Logs module, which is described in the [PTC ILM Getting Started Guide](#).

Creating ICRs, IDRs, and SIDRs

Railroad Change Managers can create new ICRs, IDRs, and SIDRs to support the approval of new versions of ICIs and the deployment and decommissioning of versions of ICIs to support PTC interoperability.

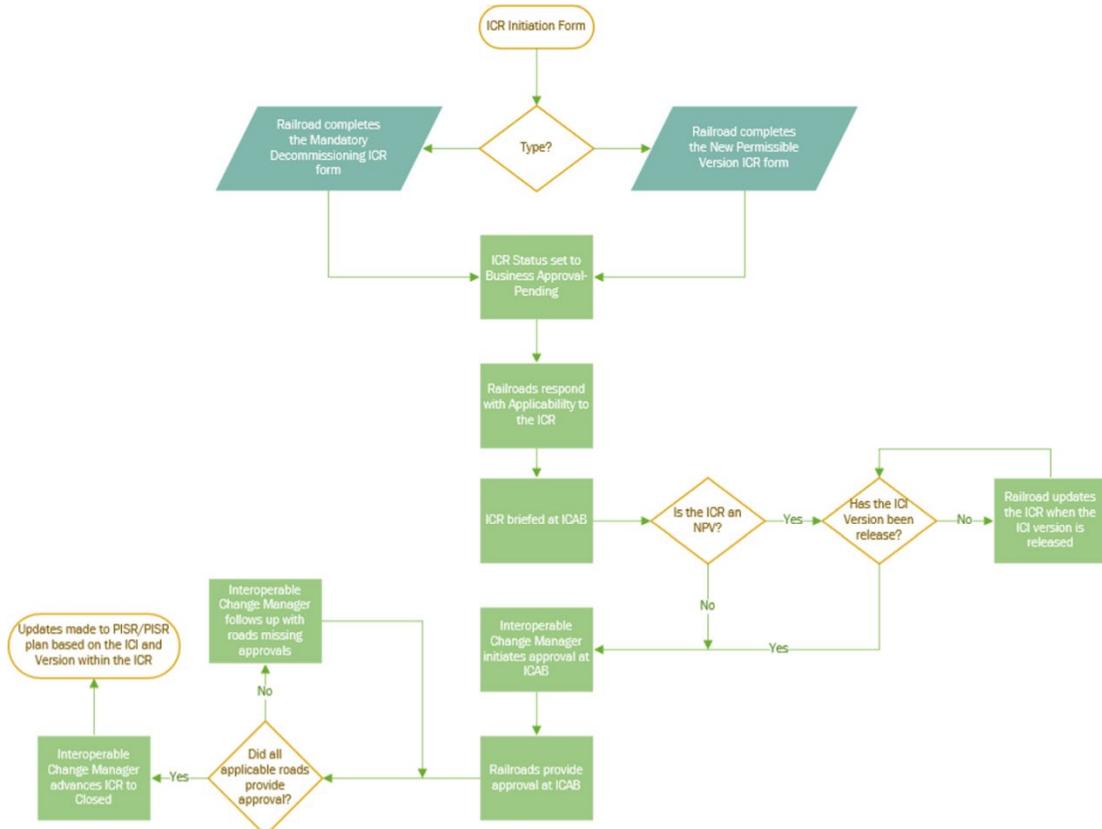
See the following sections for more information:

- [Creating a New ICR](#) on page 27
- [Creating a New IDR](#) on page 33
- [Creating a New SIDR](#) on page 48

Creating a New ICR

Once initiated, the Interoperable Change Management ICR process begins with Business Approval and then moves to Closed as shown in [Exhibit 30](#).

Exhibit 30. New Permissible Version and Mandatory Decommissioning ICR Workflow



This process requires the participating railroads to respond with an indication of how they will be involved with the ICR.

Note: In order to create a new ICR, you must have the Railroad Change Manager user role. Refer to the [PTC ILM Getting Started Guide](#) for more information about roles.

To create an ICR, use one of the following procedures:

Note: If you need to perform other ICR-related tasks, see [Working with Existing ICRs, IDRs, and SIDRs](#) on page 10.

- [Creating a New Permissible Version ICR](#) on page 28
- [Creating a Mandatory Decommissioning ICR](#) on page 31

Creating a New Permissible Version ICR

A New Permissible Version (NPV) ICR follows the process Business Approval - Pending → Closed (see [Exhibit 30](#)).

Use the following procedure to create a New Permissible Version ICR:

1. Select **Create ICR** from the menu at the top of the Change Management application module. The Create ICR page is displayed.
2. From the **ICR Type** drop-down list, select **New Permissible Version** (see [Exhibit 31](#)).

Note: Throughout PTC ILM, the red asterisk (*) indicates that a field is required to be completed before you can proceed.

Exhibit 31. Create New Permissible Version ICR

The screenshot shows the 'Create ICR' form with the following elements:

- ICR Type ***: New Permissible Version
- Initial ICI**: A list of ICI names including '3.2 Related ICI', '3.2 Relationship Test', '3.2 Retired ICI', 'AAR: S-4047 PTC - Locomotive Air Brake Interface Requirements', 'AAR: S-9001 ITC System Reference Architecture', and 'AAR: S-9010 Data Protection'.
- Affected ICI(s)**: A table with columns 'ICI(s) Affected *', 'Version(s) of Affected ICI(s) *', 'Add Version', and 'Is ICI(s) Version(s) Released? *'. The table is currently empty with the message 'No Rows To Show'.
- Related ICI(s)**: A table with columns 'ICI Relationship Type' and 'Name(s) of Related ICI(s) †'. The table is currently empty with the message 'No Rows To Show'.
- Request For Amendment Needed ***: Radio buttons for 'Yes' and 'No'.
- Expedite ***: Radio buttons for 'True' and 'False' (selected).
- Proposed ICR Summary ***: A text area for the summary, with a character count '0 / 5000'.
- Supplemental Material**: A section for additional information.
- Buttons**: 'Cancel' and 'Create ICR' at the bottom right.

3. From the list of Initial ICIs on the left, select an **ICI Name** to include in the new ICR. This is the ICI to be changed as a result of the ICR (introduced to interoperable service).

Enter a portion of the name in the filter box at the top of the list to only display ICIs with a specified string in their name.

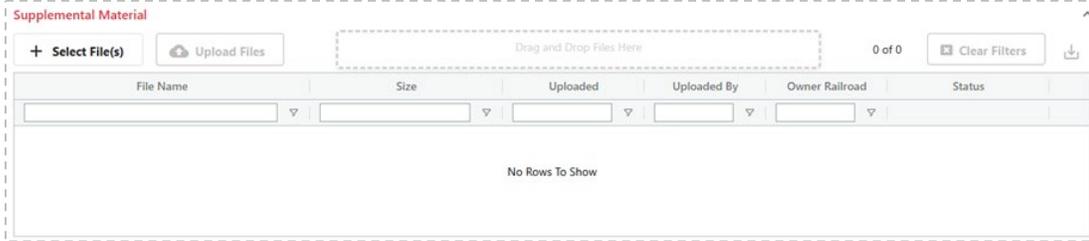
4. Select the right arrow (→) to move the selected ICI to the list of Affected ICIs on the right. You can select checkboxes and then select the left arrow (←) to move checked items back to the list on the left if needed.
5. After you add the initial ICI to the Affected ICI(s) list, the **Related ICI(s)** list automatically populates when ICI relationships exist in the Configuration Management module. The **ICI Relationship Type** is assigned by MxV Rail and defines the relationship between the two ICIs. The **Name(s) of Related ICI(s)** is the name of the related ICI.
6. Select the checkbox(es) of the appropriate **Related ICI(s)**, and then select the left arrow (←) to move Related ICI(s) into the **Affected ICI(s)** list. Select the right arrow (→) to return checked items back to the Related ICI(s) list.
7. From the **Version(s) of Affected ICI(s)** drop-down list, select a version number for each ICI to be included in the ICR. If the version number you need is not listed, select + in the **Add Version** column to add a new version number (the new version number is added to the Interoperable Configuration Management Database (ICMDB) in Pending Confirmation status).
8. In the **Is ICI(s) Version(s) Released?** field, select **Yes** or **No**.
9. For **Request for Amendment Needed**, select **Yes** or **No**.
10. For **Expedite**, select **True** or **False**. If ICR needs to be expedited, select True. If you selected **True**, select the calendar icon to choose the **Response Due Date**.
11. Enter a description in the **Proposed ICR Summary** field ([Exhibit 32](#)).

Exhibit 32. Create NPV ICR with Selected ICI and Version Number

The screenshot displays the 'New Permissible Version' ICR creation form. It features three main columns: 'Initial ICI', 'Affected ICI(s)', and 'Related ICI(s)'. The 'Initial ICI' column contains a list of software items, with 'MCC: Base Station Radio Software' selected. The 'Affected ICI(s)' column shows this selected item with a version number of '2.6.2' and a status of 'Yes' for 'Is ICI(s) Version(s) Released?'. The 'Related ICI(s)' column lists related items like 'MCC: ITCR Data Dictionary User Guide and Reference' and 'MCC: Locomotive Radio Software'. Below these columns are fields for 'Request For Amendment Needed' (set to 'No'), 'Expedite' (set to 'False'), and a 'Proposed ICR Summary' text area. The form also includes a 'Supplemental Material' section and 'Cancel' and 'Create ICR' buttons at the bottom right.

- Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 33](#)).

Exhibit 33. Create NVP ICR with Supplemental Material Expanded



- Select the **Create ICR** button to create the ICR.

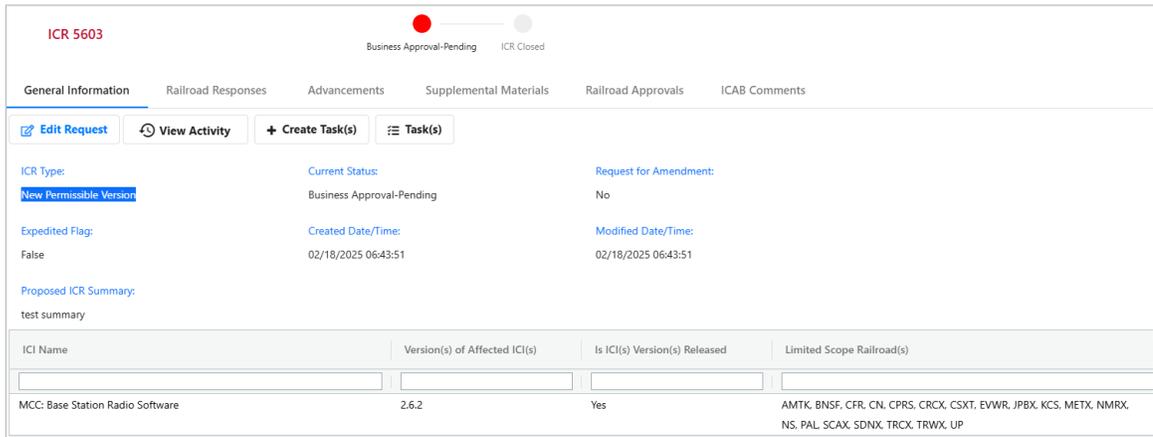
If your request was successful, a confirmation popup is displayed ([Exhibit 34](#)).

Exhibit 34. Request Saved Successfully Popup



The View ICR page is displayed showing the newly created ICR and its ICR ID ([Exhibit 35](#)).

Exhibit 35. New Permissible Version ICR Details



At this point, the New Permissible Version ICR is in **Business Approval-Pending** status.

An auto-generated email is sent to other railroads to notify them to review the ICR and respond (see [Responding to an ICR, IDR, or SIDR](#) on page 12).

Creating a Mandatory Decommissioning ICR

A Mandatory Decommissioning ICR is an ICR that is created to remove a version of an ICI that is listed as a permissible version in the currently active PTC Interoperable System Release (PISR) – refer to the [PTC ILM Interoperable Release Management User Guide](#) for more information. This type of ICR follows the process Business Approval-Pending → Closed (see [Exhibit 30](#)).

Use the following procedure to create a Mandatory Decommissioning ICR:

1. Select **Create ICR** from the menu at the top of the Change Management application module. The Create ICR page is displayed.
2. From the **ICR Type** drop-down list, select **Mandatory Decommissioning**. The Mandatory Decommissioning fields are displayed ([Exhibit 36](#)).

Exhibit 36. Create Mandatory Decommissioning ICR

The screenshot shows the 'Create Mandatory Decommissioning ICR' form. At the top, the 'ICR Type' dropdown is set to 'Mandatory Decommissioning'. The form is divided into several sections:

- Initial ICI:** A list of ICI names with a search filter at the top. The list includes items like '3.2 Related ICI', '3.2 Relationship Test', '3.2 Retired ICI', 'AAR: S-4047 PTC - Locomotive Air Brake Interface Requirements', 'AAR: S-9001 ITC System Reference Architecture', and 'AAR: S-9010 Data Protection'.
- Affected ICI(s):** A table with columns 'ICI(s) Affected *' and 'Version(s) of Affected ICI(s) *'. It currently shows 'No Rows To Show'.
- Related ICI(s) and Version(s):** A table with columns 'ICI Relationship Type', 'Name(s) of Related ICI(s) ↑', and 'Related ICI Version(s) *'. It also shows 'No Rows To Show'.
- Ready for Decommissioning? ***: Radio buttons for 'Yes' and 'No'.
- Decommissioning Date ***: A date picker field.
- Expedite ***: Radio buttons for 'True' and 'False' (selected).
- Proposed ICR Summary ***: A text area for a 5000-character summary.
- Supplemental Material**: A section for additional information.
- Buttons:** 'Cancel' and 'Create ICR' buttons are located at the bottom right.

3. From the list of Initial ICIs on the left, select an **ICI Name** to include in the new ICR. This is the ICI to be changed as a result of the ICR (decommissioned from interoperable service). Enter a portion of the name in the filter box at the top of the list to only display ICIs with a specified string in their name.
4. Select the right arrow (→) to move the selected Initial ICI to the list of Affected ICI(s) on the right. You can select checkboxes and then select the left arrow (←) to move checked items back to the list on the left if needed.
5. From the **Version(s) of Affected ICI(s)** drop-down list, select a version number for each ICI to be included in the ICR.

6. After you add the initial ICI to the Affected ICI(s) list, select a version. The **Related ICI(s) and Version(s)** box automatically populates when an ICI relationship exists in the Configuration Management module. The **ICI Relationship Type** is assigned by MxV Rail and defines the relationship between the two ICIs. The **Name(s) of Related ICI(s)** is the name of the related ICI.
7. From the **Related ICI Version(s)** drop-down list, select a related version.
8. Select the checkbox(es) of the appropriate **Related ICI(s)**, and then select the left arrow (←) to move Related ICI(s) and Version(s) into the **Affected ICI(s)** list. Select the right arrow (→) to return checked items back to the Related ICI(s) list.
9. For **Ready for Decommissioning**, select **Yes** when the ICR is ready for approval at the next ICAB Meeting. Selecting **Yes** indicates that it will be opened for approval. Selecting **No** indicates it will not be opened for approval.
10. Enter the **Decommissioning Date** to specify the expected date of when the ICR will be opened for approval.
11. For **Expedite**, select **True** or **False**. If the ICR needs to be expedited, select True. If you selected **True**, select the calendar icon to choose the **Response Due Date**.
12. Enter a description in the **Proposed ICR Summary** field ([Exhibit 37](#)).

Exhibit 37. Create Mandatory Decommissioning ICR with Selected ICIs and Version Numbers

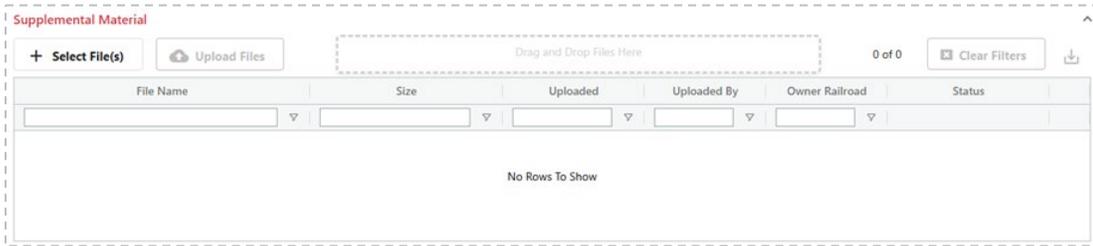
The screenshot displays a web-based form for creating an ICR. At the top, the 'ICR Type' is set to 'Mandatory Decommissioning'. The form is divided into several sections:

- Initial ICI:** A list of ICIs including 'PTC 220: MTA 48, Tulsa Slot Plan', 'PTC 220: Usage Agreement', 'WRE: I-ETMS Common Configuration Items', 'WRE: WCR-SAF-1369 Hazard Log (front words) [HL]', and 'WRE: WCR-SAF-1370 Hazard Log (hazard table) [HL]'.
- Affected ICI(s):** A table with columns 'ICI(s) Affected *' and 'Version(s) of Affected ICI(s) *'. One entry is 'WRE: I-ETMS Onboard Software' with version '6.3.24.5'. A red box highlights the empty row below it.
- Related ICI(s) and Version(s):** A table with columns 'ICI Relationship Type', 'Name(s) of Related ICI(s)', and 'Related ICI Version(s)'. It lists three items: 'INFORMED ITC: I-ETMS Risk Assessment (RA) - Mixed System' (version 2.2), 'INFORMED ITC: Operations & Support Hazard Analysis [OSHA]', and 'INFORMED ITC: PTC Concept of Operations'. A red box highlights the first row, and a red arrow points from the 'Affected ICI(s)' table to it.
- Ready for Decommissioning? ***: Radio buttons for 'Yes' and 'No'.
- Decommissioning Date ***: A date picker field.
- Expedite ***: Radio buttons for 'True' and 'False'.
- Proposed ICR Summary ***: A large text area for the summary.
- Supplemental Material**: A section for uploading files, currently collapsed.

At the bottom right, there are 'Cancel' and 'Create ICR' buttons.

13. Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 38](#)).

Exhibit 38. Create Mandatory Decommissioning ICR with Supplemental Material Expanded



14. Select the **Create ICR** button to create the Mandatory Decommissioning ICR.

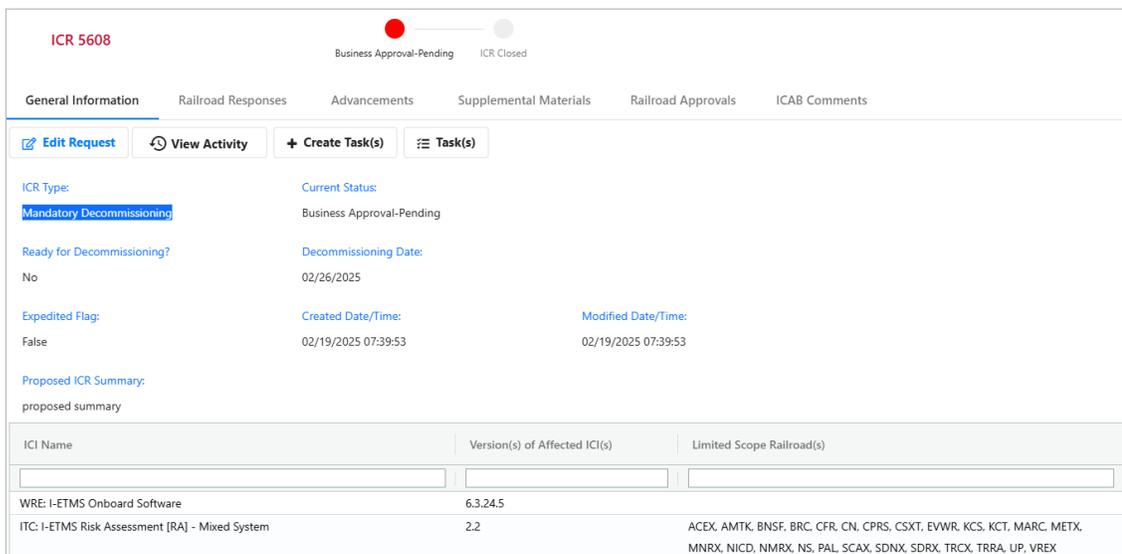
If your request was successful, a confirmation popup is displayed ([Exhibit 39](#)).

Exhibit 39. Request Saved Successfully Popup



The View ICR page is displayed showing the newly created Mandatory Decommissioning ICR and its ICR ID ([Exhibit 40](#)).

Exhibit 40. Mandatory Decommissioning ICR Details



ICI Name	Version(s) of Affected ICI(s)	Limited Scope Railroad(s)
WRE: I-ETMS Onboard Software	6.3.24.5	
ITC: I-ETMS Risk Assessment [RA] - Mixed System	2.2	ACEX, AMTK, BNSF, BRC, CFR, CN, CPRS, CSXT, EVWR, KCS, KCT, MARC, METX, MNRX, NICD, NMRX, NS, PAL, SCAX, SDNX, SDRX, TRCX, TRRA, UP, VREX

At this point, the new Mandatory Decommissioning ICR is in **Business Approval-Pending** status.

An auto-generated email is sent to other railroads to notify them to review the ICR and respond (see [Responding to an ICR, IDR, or SIDR](#) on page 12).

Creating a New IDR

An Interoperable Deployment Request (IDR) is used to deploy changes to the interoperable environment. The Interoperable Deployment Management process consists of three types of IDRs: Deployment IDRs (used to deploy new versions of ICIs), Latent IDRs (used to record

changes that have already been deployed or decommissioned), and Decommissioning IDRs (used to decommission versions of ICIs). Each stage of this process requires the participating railroads to respond with an indication of how they will be involved with the IDR.

Note: In order to create a new IDR, you must have the Railroad Change Manager user role. Refer to the [PTC ILM Getting Started Guide](#) for more information about roles.

To create an IDR, use one of the following procedures:

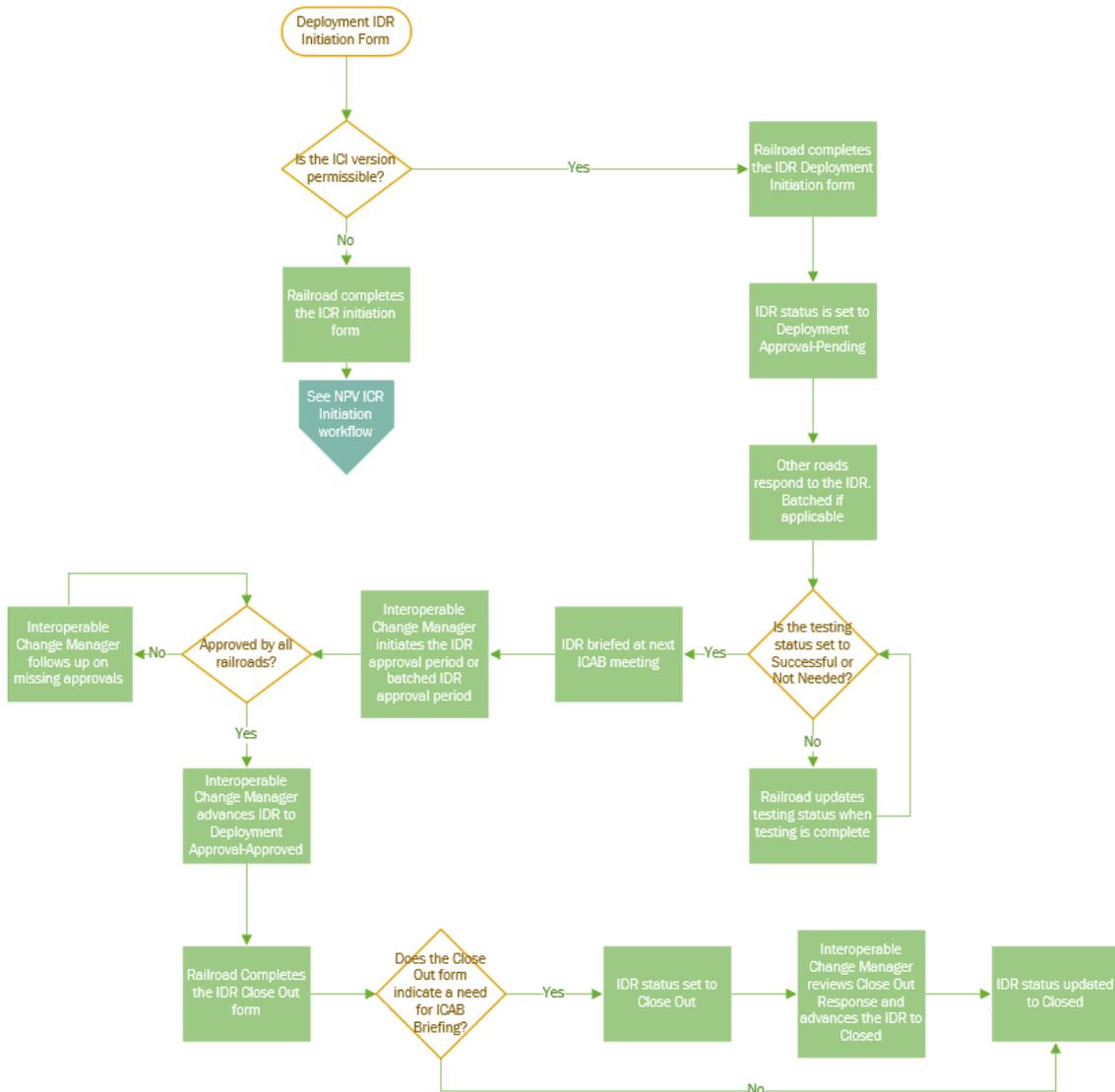
Note: If you need to perform other IDR-related tasks, see [Working with Existing ICRs, IDRs, and SIDRs](#) on page 10.

- [Creating a Deployment IDR](#) on page 35
- [Creating a Latent IDR](#) on page 40
- [Creating a Decommissioning IDR](#) on page 44

Creating a Deployment IDR

A Deployment IDR follows this process: Deployment Approval - Pending → Deployment Approval - Approved → Close Out → Closed as shown in [Exhibit 41](#).

Exhibit 41. Deployment IDR Workflow



Use the following procedure to create a Deployment IDR:

1. Select **Create IDR** from the menu at the top of the Change Management application module. The Create IDR page is displayed.
Note: Throughout PTC ILM, a red asterisk (*) indicates that a field is required to be completed before you can proceed.
2. From the **IDR Type** drop-down list, select **Deployment**.

- If you represent more than one requesting railroad, select the **Requesting Railroad** for the IDR ([Exhibit 42](#)).

Exhibit 42. Create a Deployment IDR

The screenshot shows a web form for creating a Deployment IDR. At the top, there are dropdown menus for 'IDR Type' (set to 'Deployment') and 'Requesting Railroad' (set to 'BNSF'). Below these are three main sections:

- Initial ICI:** A list of ICI names with a search filter at the top. The list includes items like '3.2 Related ICI', '3.2 Relationship Test', '3.2 Retired ICI', and several AAR-related items.
- Affected ICI(s):** A table with columns for 'ICI(s) Affected', 'Version(s) of Affected ICI(s)*', and 'Decommissioned Version(s) by Railroad'. It currently shows 'No Rows To Show'.
- Related ICI(s) and Version(s):** A table with columns for 'ICI Relationship Type', 'Name(s) of Related ICI(s) ↑', and 'Related ICI Version(s) *'. It also shows 'No Rows To Show'.

Below these sections are several form fields:

- Expedite:** Radio buttons for 'True' and 'False' (False is selected).
- Testing Status:** Radio buttons for 'Testing Pending', 'Testing Successful', and 'Not Needed'.
- Testing Start Date:** A date picker.
- Testing Duration (days):** A numeric input field set to 0.
- Outage Required:** Radio buttons for 'Yes' and 'No'.
- Deployment Start Date:** A date picker.
- Deployment Duration (days):** A numeric input field set to 0.
- Decommission Date:** A date picker.
- Decommission Duration (days):** A numeric input field set to 0.
- Proposed IDR Summary:** A large text area for a summary, with a character count of 0 / 5000.
- Supplemental Material:** A section for additional information.

At the bottom right, there are 'Cancel' and 'Create IDR' buttons.

- From the list of Initial ICI on the left, select the ICI Name to include in the new IDR. This is the ICI to be changed as a result of the IDR. Enter a portion of the name in the filter box at the top of the list to only display ICIs with a specified string in their name.
- Select the right arrow (➔) to move the selected ICI to the list of Affected ICIs on the right. You can select checkboxes and then select the left arrow (➔) to move checked items back to the list on the left if needed.
- From the **Version(s) of Affected ICI(s)** drop-down list, select a version number for the initial ICI selected to be included in the IDR.
- Optionally, from the **Decommissioned Version(s) by Railroad** drop-down list, select the version(s) that will be decommissioned as part of this IDR.
- After you add the initial ICI to the Affected ICI(s) list and select the version for the initial ICI, the **Related ICI(s) and Version(s)** box automatically populates when an ICI Version Relationship exists in the Configuration Management module. The **ICI**

Relationship Type is assigned by MxV Rail and defines the relationship between the two ICIs. The **Name(s) of Related ICI(s)** is the name of the related ICI.

- From the **Related ICI Version(s)** drop-down list, select the version of the related ICI you want to include in the IDR. Select the checkbox(es) of the **Related ICI(s) and Version(s)** you want to include in this IDR. Then, select the left arrow (←) to add the selected ICI Names and their associated versions to the Affected ICI(s) list ([Exhibit 43](#)).

Exhibit 43. Create Deployment IDR with Selected ICIs and Version Numbers

The screenshot shows a web-based form for creating an IDR. At the top, 'IDR Type' is set to 'Deployment' and 'Requesting Railroad' is 'BNSF'. The form is divided into several sections:

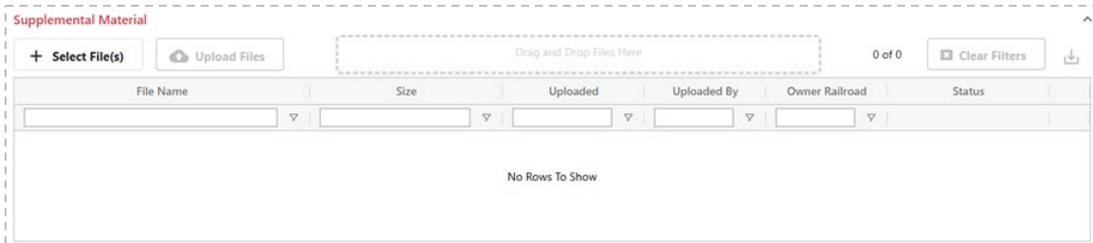
- Initial ICI:** A list of ICIs including 'PTC 220: MTA 48: Tulsa Slot Plan', 'PTC 220: Usage Agreement', 'WRE: I-ETMS Common Configuration Items', and two 'WRE: WCR-SAF-1369 Hazard Log' entries.
- Affected ICI(s):** A table with columns for 'ICI(s) Affected', 'Version(s) of Affected ICI(s)*', and 'Decommissioned Version(s) by Railroad'. One entry is visible: 'WRE: I-ETMS Onboard Software' with version '6.5.2.4'.
- Related ICI(s) and Version(s):** A table with columns for 'ICI Relationship Type', 'Name(s) of Related ICI(s)', and 'Related ICI Version(s)*'. Two entries are visible: 'INFORMED' for 'ITC: Operations & Support Hazard Analysis [OSHA]' and 'INFORMED' for 'ITC: PTC Concept of Operations' with version '4.0'. A red circle highlights the left arrow button between the 'Affected ICI(s)' and 'Related ICI(s) and Version(s)' tables.
- Expedite:** Radio buttons for 'True' and 'False'.
- Testing Status:** Radio buttons for 'Testing Pending', 'Testing Successful', and 'Not Needed'. Below are fields for 'Testing Start Date' and 'Testing Duration (days)'.
- Outage Required:** Radio buttons for 'Yes' and 'No'. Below are fields for 'Deployment Start Date' and 'Deployment Duration (days)'. A 'Required value' label is present.
- Decommission:** Fields for 'Decommission Date' and 'Decommission Duration (days)'. A 'Required value' label is present.
- Proposed IDR Summary:** A large text area for notes.
- Supplemental Material:** A section for additional information.

At the bottom right, there are 'Cancel' and 'Create IDR' buttons.

- To remove a related ICI and version, select the checkbox(es) from the **Affected ICI(s)** list that you want to remove and select the right arrow (→) to remove them from the Affected ICI(s) list.
- Optionally, once related ICI(s) are added to the Affected ICI(s) box, select **Decommissioned Version(s) by Railroad** from the drop-down list that can be decommissioned as part of the IDR.
- In the **Expedite** field, select **True** or **False**. If the IDR should be expedited, select True. If you selected **True**, select the calendar icon to choose the **Response Due Date**.
- For the **Testing Status** field, select **Testing Pending**, **Testing Successful**, or **Not Needed**.
- If you selected **Testing Pending** or **Testing Successful**, select the calendar icon to choose the **Testing Start Date**, then enter the **Testing Duration (days)** field.

15. For the **Outage Required** field, select **Yes** or **No**.
16. Select the calendar icon to choose the **Deployment Start Date** and then enter the **Deployment Duration (days)** field.
17. Optionally, if you specified version(s) to be decommissioned above, select the calendar icon to choose the **Decommission Date** and then enter the **Decommission Duration (days)** field.
18. Enter a description in the **Proposed IDR Summary** field
19. Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material, or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 33](#)).

Exhibit 44. Create Deployment IDR with Supplemental Material Expanded



20. Select the **Create IDR** button to create the IDR.

If your request was successful, a confirmation popup is displayed ([Exhibit 34](#)).

Exhibit 45. Request Saved Successfully Popup



The View IDR page is displayed showing the newly created IDR and its IDR ID ([Exhibit 35](#)).

Exhibit 46. Deployment IDR in Deployment Approval-Pending Status

IDR 5605

●
●

Deployment Approval-Pending
IDR Closed

General Information
Railroad Responses
Advancements
Supplemental Materials
Railroad Approvals
ICAB Comments

[Edit Request](#)
[View Activity](#)
[+ Create Task\(s\)](#)
[Task\(s\)](#)

IDR Type:	Railroad:	Current Status:	Created Date/Time:	Modified Date/Time:
Deployment	BNSF	Deployment Approval-Pending	02/18/2025 07:24:17	02/18/2025 07:24:17
Expedited Flag:	Testing Start Date:	Testing Duration:	Testing Status:	
False		0	Not Needed	
Outage Required:	Deployment Start Date:	Deployment Duration:		
No	02/22/2025	1		
Decommissioned Start Date:	Decommissioned Duration:			
02/23/2025	0			

Proposed IDR Summary:
proposed summary

ICR ID	ICI Name	Version(s) of Affected ICI(s)	Decommissioned Version per Railroad	Limited Scope Railroad(s)
	MCC: Locomotive Radio Software	3.2.1	3.11	ACEX, AGR, AKMD, AMTK, AUT, AVR, AZER, BERK, BNSF, C011, CFNR, CFR, CLXX, CN, CORP, CPRS, CRL, CSXT, DGNO, EVWR, FWWR, GDLK, GNWR, IAIS, IORY, IR, JPBX, KAW, KCS, KWT, LBWR, LDRR, LRWN, MARC, METX, MNA, MNRX, NCRX, NICD, NKCR, NMRX, NOGC, NS, PAL, PNWR, RJCC, RNCX, RRRW, SCAX, SDNX, SDRX, SKOL, SLWC, TCWR, TESX, TMBL, TNER, TPW, TRCX, TRRA, TRWX, UP, UTAH, VREX, WAMX, WE, WSOR

At this point, the new IDR is in **Deployment Approval-Pending** status.

An auto-generated email is sent to other railroads to notify them to review the IDR and respond (see [Responding to an ICR, IDR, or SIDR](#) on page 12).

Creating a Latent IDR

A Latent IDR is an IDR that is created to update PTC ILM after a deployment has already occurred. This type of IDR is created in “Close Out” status as shown in [Exhibit 47](#).

Exhibit 47. Latent IDR Workflow



Use the following procedure to create a Latent IDR:

1. Select **Create IDR** from the menu at the top of the Change Management application module. The Create IDR page is displayed.
2. From the **IDR Type** drop-down list, select **Latent**.
3. If you represent more than one requesting railroad, select the **Requesting Railroad** for this IDR ([Exhibit 48](#)).

Exhibit 48. Create a Latent IDR

4. From the Initial ICI list on the left, choose an **ICI Name** to include in the IDR. Select an ICI that has already been deployed. Enter a portion of the name in the filter box at the top of the list to only display ICIs with a specified string in their name.

5. Select the right arrow (➔) to move the selected ICI to the list of Affected ICI(s) on the right. You can select checkboxes and then select the left arrow (➤) to move checked items back to the list on the left if needed.
6. From the **Version(s) of Affected ICI(s)** drop-down list, select a version number for the initial ICI selected to be included in the IDR.
7. Optionally, from the **Decommissioned Version(s) by Railroad** drop-down list, select the version(s) that were decommissioned as part of this IDR.
8. After you add the initial ICI to the Affected ICI(s) list and select the **Version for the Initial ICI** (to deploy or decommission or both), the **Related ICI(s) and Version(s)** box automatically populates when an ICI Version Relationship exists in the Configuration Management module. The **ICI Relationship Type** is assigned by MxV Rail and defines the relationship between the two ICIs. The **Name(s) of Related ICI(s)** is the name of the related ICI ([Exhibit 49](#)).

Exhibit 49. Create Latent IDR with Selected ICIs and Version Numbers

The screenshot displays the 'Create Latent IDR' form. At the top, 'IDR Type' is set to 'Latent' and 'Requesting Railroad' is 'BNSF'. The 'Initial ICI' list on the left includes items like 'PTC 220: MTA 48, Tulsa Slot Plan' and 'WRE: I-ETMS Common Configuration Items'. An arrow points from 'WRE: I-ETMS Common Configuration Items' to the 'Affected ICI(s)' table. This table has columns for 'ICI(s) Affected', 'Version(s) of Affected ICI(s)', and 'Decommissioned Version(s) by Railroad'. The 'Affected ICI(s)' table contains one entry: 'WRE: I-ETMS Onboard Software' with version '6.5.2.4' and decommissioned version '6.3.24.1'. An arrow points from this entry to the 'Related ICI(s) and Version(s)' table. This table has columns for 'ICI Relationship Type', 'Name(s) of Related ICI(s)', 'Related ICI Version(s)', and 'Decommissioned Version(s) by Railroad*'. It shows a 'DEPENDENT' relationship between 'WRE: I-ETMS Common Configuration Items' (version 8.1.0) and 'WRE: I-ETMS Common Configuration Items' (version 5a.0.0). A red circle highlights the 'DEPENDENT' relationship type. Below these tables are fields for 'Deployment Start Date', 'Deployment Duration (days)', 'Decommission Date', and 'Decommission Duration (days)'. A 'Proposed IDR Summary' field is at the bottom, followed by 'Supplemental Material' and 'Cancel'/'Create IDR' buttons.

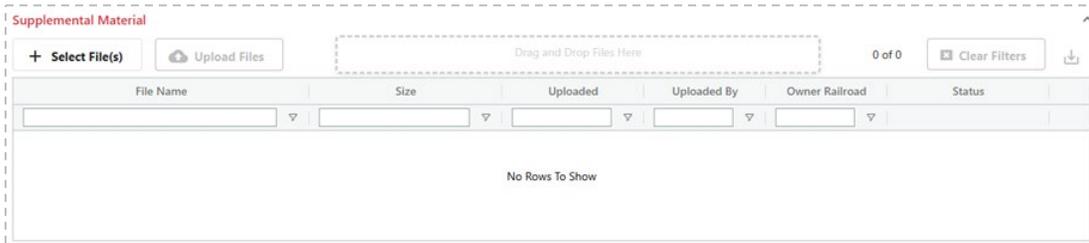
9. From the **Related ICI Version(s)** drop-down list, select the version of the related ICI you want to include in the IDR. Select the checkbox(es) of the **Related ICI(s) and Version(s)** you want to include in this IDR. Then, select the left arrow (➤) to add the selected ICI Names and their associated versions to the Affected ICI(s) list.

Note: If you are not deploying a version of the initial ICI, you cannot deploy a related ICI version within a Latent IDR. If you are not decommissioning a version of the initial ICI, you cannot decommission a related ICI version within a Latent IDR.

10. To remove a related ICI and version, select the checkbox(es) from the **Affected ICI(s)** list that you want to remove and select the right arrow (➔) to remove them from the Affected ICI(s) list.

11. Optionally, select the calendar icon to choose the **Deployment Start Date** and then enter the **Deployment Duration (days)** field.
12. Optionally, if you specified version(s) to be decommissioned above, select the calendar icon to choose the **Decommission Date** and then enter the **Decommission Duration (days)** field.
13. Enter a description in the **Proposed IDR Summary** field
14. Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 50](#)).

Exhibit 50. Create Latent IDR with Supplemental Material Expanded



15. Select the **Create IDR** button to create the IDR.

If your request was successful, a confirmation popup is displayed ([Exhibit 51](#)).

Exhibit 51. Request Saved Successfully Popup



The View IDR page is displayed showing the newly created IDR and its IDR ID ([Exhibit 52](#)).

Exhibit 52. Latent IDR in Close Out Status

IDR 5606

[General Information](#) [Advancements](#) [Supplemental Materials](#) [ICAB Comments](#)

[View Activity](#)

IDR Type:	Railroad:	Current Status:	Created Date/Time:	Modified Date/Time:
Latent	BNSF	Close Out	02/18/2025 07:30:43	02/18/2025 07:30:43

Deployment Start Date:	Deployment Duration:
	0
Decommissioned Start Date:	Decommissioned Duration:
	0

Proposed IDR Summary:
proposed summary

ICI Name	Version(s) of Affected ICI(s)	Decommissioned Version per Railroad	Limited Scope Railroad(s)
MCC: Locomotive Radio Software	3.3.2	3.3.1	ACEX, AGR, AKMD, AMTK, AUT, AVR, AZER, BERX, BNSF, CD11, CFNR, CFR, CLXX, CN, CORP, CPRS, CRL, CSXT, DGNO, EVWR, FWWR, GDLK, GNWR, IAIS, IORY, IR, JPBX, KAW, KCS, KWT, LBWR, LDRR, LRWN, MARC, METX, MNA, MNRX, NCRG, NICD, NKCR, NMRX, NOGC, NS, PAL, PNWR, RJCC, RNCX, RRVW, SCAX, SDNX, SDRX, SKOL, SLWC, TCWR, TESX, TMBL, TNER, TPW, TRCX, TRRA, TRWX, UP, UTAH, VREX, WAMX, WE, WSOR

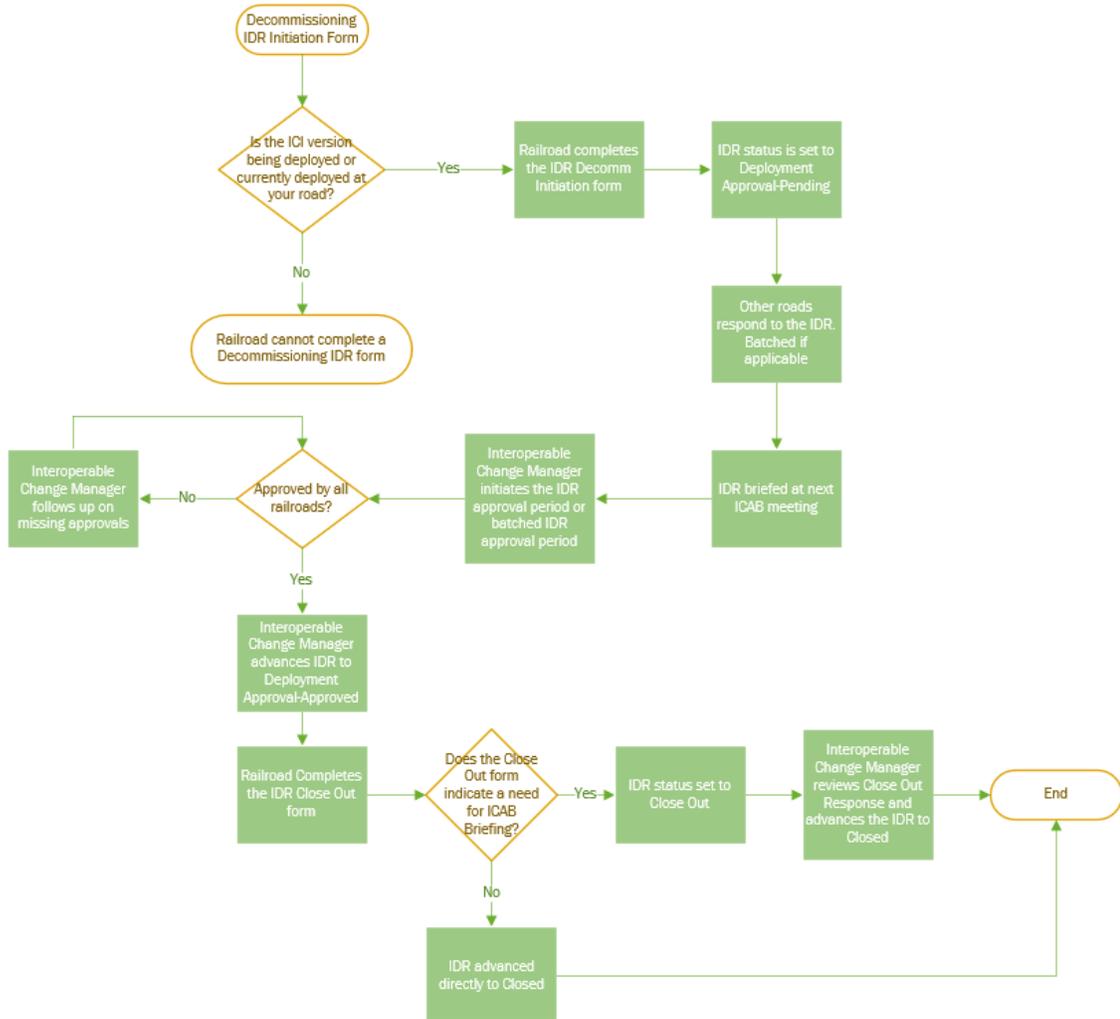
At this point, the new Latent IDR is in **Close Out** status.

An auto-generated email is sent to other railroads to notify them about the Latent IDR.

Creating a Decommissioning IDR

A Decommissioning IDR is an IDR that is created to decommission an ICI version that you have currently deployed. A Decommissioning IDR follows this process: Deployment Approval - Pending → Deployment Approval - Approved → Close Out → Closed as shown in [Exhibit 53](#).

Exhibit 53. Decommissioning IDR Workflow



Use the following procedure to create a Decommissioning IDR:

1. Select **Create IDR** from the menu at the top of the Change Management application module. The Create IDR page is displayed.
2. From the **IDR Type** drop-down list, select **Decommissioning**. The Decommissioning fields are displayed.
3. If you represent more than one requesting railroad, select the **Requesting Railroad** for this IDR ([Exhibit 54](#)).

Exhibit 54. Create Decommissioning IDR

4. From Initial ICI list on the left, select an **ICI Name** to include in the new IDR. This is the ICI to be changed as a result of the IDR (decommissioned from interoperable service). Enter a portion of the name in the filter box at the top of the list to only display ICIs with a specified string in their name.
 5. Select the right arrow (➔) to move the selected ICI to the list of Affected ICI(s) on the right. You can select checkboxes and then select the left arrow (➔) to move checked items back to the list on the left if needed.
 6. From the **Version(s) of Affected ICI(s)** drop-down list, select a version number for the initial ICI to be included in the IDR.
- Note:** You can only decommission an ICI version that you have listed as Version(s) Being Deployed or Current Deployed Version(s).
7. After you add the initial ICI to the Affected ICI(s) list and select the version for the initial ICI, the **Related ICI(s) and Version(s)** box automatically populates when an ICI Version Relationship exists in the Configuration Management module. The **ICI Relationship Type** is assigned by MxV Rail and defines the relationship between the two ICIs. The **Name(s) of Related ICI(s)** is the name of the related ICI.
 8. From the **Related ICI Version(s)** drop-down list, select the version of the related ICI you want to include in the IDR. Select the checkbox(es) of the **Related ICI(s) and Version(s)** you want to include in this IDR. Then, select the left arrow (➔) to add the selected ICI Names and their associated versions to the Affected ICI(s) list ([Exhibit 55](#)).

Exhibit 55. Create Decommissioning IDR with Selected ICIs and Version Numbers

The screenshot shows a web form for creating a Decommissioning IDR. Key sections include:

- IDR Type:** Decommissioning
- Requesting Railroad:** BNSF
- Initial ICI:** A list of ICIs with checkboxes, including PTC 220: MTA 48, Tulsa Slot Plan, WRE: I-ETMS Common, and WCR-SAF hazard logs.
- Affected ICI(s):** A table with columns for ICI(s) Affected and Version(s) of Affected ICI(s)*. One entry is selected: WRE: I-ETMS Onboard Software with version 6.3.24.1.
- Related ICI(s) and Version(s):** A table with columns for ICI Relationship Type, Name(s) of Related ICI(s), and Related ICI Version(s)*. Two entries are shown: ITC: PTC Concept of Operations and ITC: PTC System Description (1.0), with the latter selected.
- Expedite:** Radio buttons for True and False (False is selected).
- Decommission Date:** A calendar icon.
- Decommission Duration (days):** A numeric field set to 0.
- Proposed IDR Summary:** A text area for the summary.
- Supplemental Material:** A section for uploading files.

9. To remove a related ICI and version, select the checkbox(es) from the **Affected ICI(s)** list that you want to remove and select the right arrow (→) to remove them from the Affected ICI(s) list.
10. For the **Expedite** field, select **True** or **False**. If the IDR should be expedited, select True. If you selected **True**, select the calendar icon to choose the **Response Due Date**.
11. Select the calendar icon to choose the **Decommission Date** and then enter the **Decommission Duration (days)** field.
12. Enter a description in the **Proposed IDR Summary** field
13. Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 56](#)).

Exhibit 56. Create Decommissioning IDR with Supplemental Material Expanded

The screenshot shows the **Supplemental Material** section expanded. It features:

- A **Drag and Drop Files Here** area with a dashed border.
- Buttons for **Select File(s)** and **Upload Files**.
- A table with columns: File Name, Size, Uploaded, Uploaded By, Owner Railroad, and Status.
- A message: "No Rows To Show".
- Additional controls: "0 of 0", "Clear Filters", and a download icon.

14. Select the **Create IDR** button to create the Decommissioning IDR.

If your request was successful, a confirmation popup is displayed ([Exhibit 57](#)).

Exhibit 57. Request Saved Successfully Popup



The View IDR page is displayed showing the newly created Decommissioning IDR and its IDR ID ([Exhibit 58](#)).

Exhibit 58. Decommissioning IDR Details

ICR ID	ICI Name	Version(s) of Affected ICI(s)	Limited Scope Railroad(s)
	MCC Locomotive Radio Software	3.4	ACEX, AGR, AKMD, AMTK, ALUT, AVR, AZER, BERK, BNSF, CD11, CFNR, CFR, CLOX, CN, CORP, CPRS, CRL, CSXT, DGNQ, EVWR, FWWR, GDLK, GNWR, IAIS, IORY, IR, JPBX, KAW, KCS, KWT, LEWR, LDRR, LRWN, MARC, METX, MNA, MNRX, NCRC, NICD, NKCR, NMRX, NOGC, NS, PAL, PNWR, RJCC, RNCX, RRWW, SCAX, SDNX, SDRX, SKOL, SLWC, TCWR, TESX, TMBL, TNER, TPW, TRCX, TRRA, TRVX, UP, UTAH, VREX, WAMX, WE, WSOR

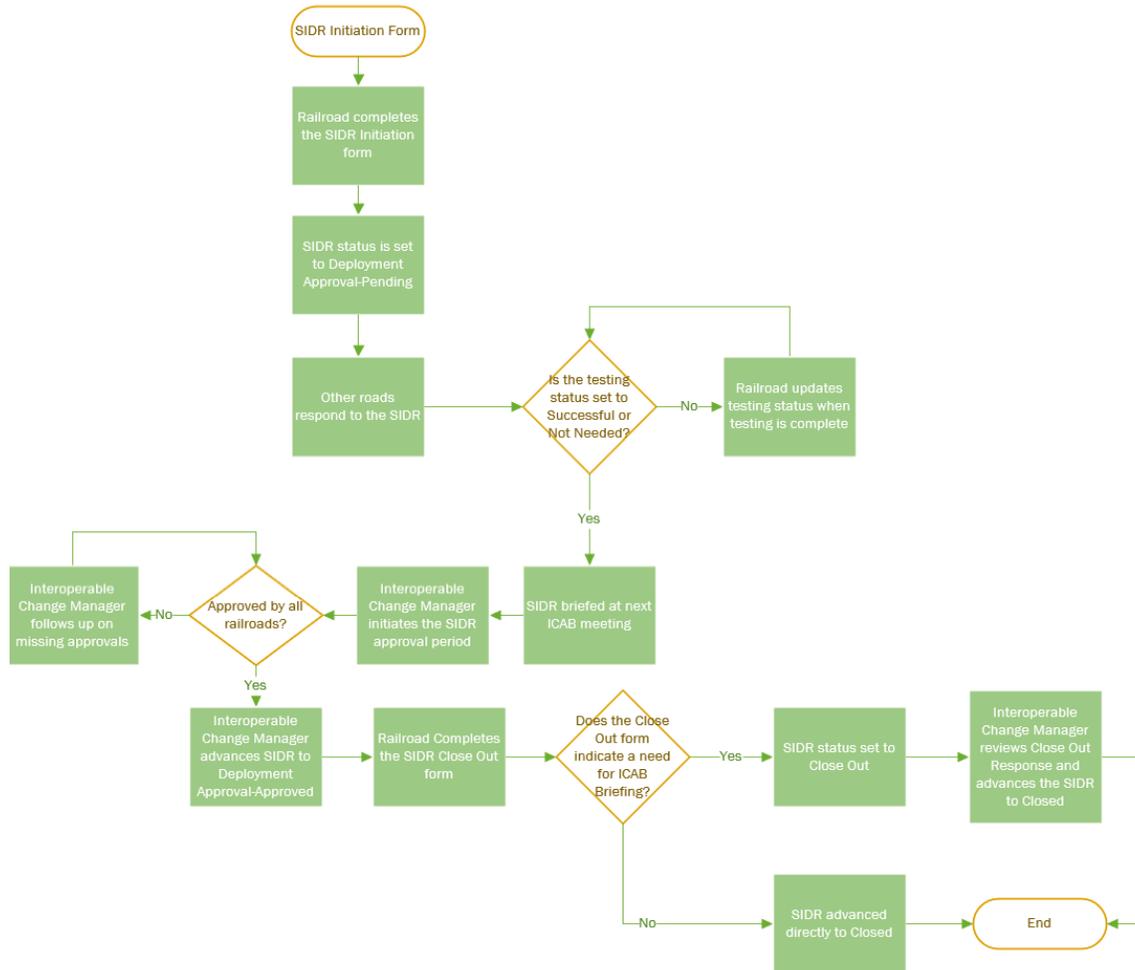
At this point, the new Decommissioning IDR is in **Deployment Approval-Pending** status.

An auto-generated email is sent to other railroads to notify them to review the IDR and respond (see [Responding to an ICR, IDR, or SIDR](#) on page 12).

Creating a New SIDR

A *Standalone Interoperable Deployment Request (SIDR)* is a unique type of IDR that is not tracked in the ICMDB but requires coordination and approval by the ICAB. An SIDR begins at the “Deployment Approval – Pending” status and ends at “Closed” status as shown in [Exhibit 59](#).

Exhibit 59. SIDR Workflow



This process requires the participating railroads to respond with an indication of how they will be involved with the SIDR.

Note: In order to create a new SIDR, you must have the Railroad Change Manager user role. Refer to the [PTC ILM Getting Started Guide](#) for more information about roles.

Use the following procedure to create an SIDR:

Note: If you need to perform other SIDR-related tasks, see [Working with Existing ICRs, IDRs, and SIDRs](#) on page 10.

1. Select **Create SIDR** from the menu at the top of the Change Management application module. The Create SIDR page is displayed.
2. If you represent more than one requesting railroad, select the **Requesting Railroad**.
3. From the **ICDI Category** drop-down list, select one of the categories listed. For this example, we are selecting **Track Data**. The SIDR fields are displayed (see [Exhibit 60](#)).

The SIDR fields are the same for all ICDI categories except Other. If you select **Other**, the mandatory **ICDI Description** field is added.

Exhibit 60. Create SIDR Page

The screenshot displays the 'Create SIDR' form with the following fields and options:

- Requesting Railroad ***: BNSF
- ICDI Category ***: Track Data
- Version(s) of Affected ICDI**: (Empty text area, 0 / 5000 characters)
- Affected Railroads ***: ALL SELECTED
- Expedite: ***: True False
- Testing Status: ***: Testing Pending Testing Successful Not Needed
- Testing Start Date**: (Calendar icon)
- Testing Duration (days)**: 0
- Deployment Start Date**: (Calendar icon)
- Deployment Duration (days)**: 0
- Decommission Start Date**: (Calendar icon)
- Decommission Duration (days)**: 0
- Proposed SIDR Summary ***: (Empty text area, 0 / 5000 characters)
- Supplemental Material**: (Dropdown menu)
- Buttons**: Cancel, Create SIDR

4. Enter the version(s) of the affected ICDI in the **Version(s) of Affected ICDI** field.
5. From the **Affected Railroads** drop-down list, select checkboxes for the railroads that are affected by the SIDR.

- For the **Expedite** field, select **True** or **False**. If the SIDR should be expedited, select **True**. If you selected **True**, select the calendar icon to choose the **Response Due Date**.
- For the **Testing Status** field, select **Testing Pending**, **Testing Successful**, or **Not Needed**.
- If you selected **Testing Pending** or **Testing Successful**, select the calendar icon to choose the **Testing Start Date** and then enter the **Testing Duration (days)** field.
- Optionally, if applicable, select the calendar icon to choose the **Deployment Start Date** and then enter the **Deployment Duration (days)** field.
- Optionally, if you specified version(s) to be decommissioned above, select the calendar icon to choose the **Decommission Date** and then enter the **Decommission Duration (days)** field.
- Enter a description in the **Proposed SIDR Summary** field ([Exhibit 61](#)).

Exhibit 61. Create SIDR Page with Completed Fields

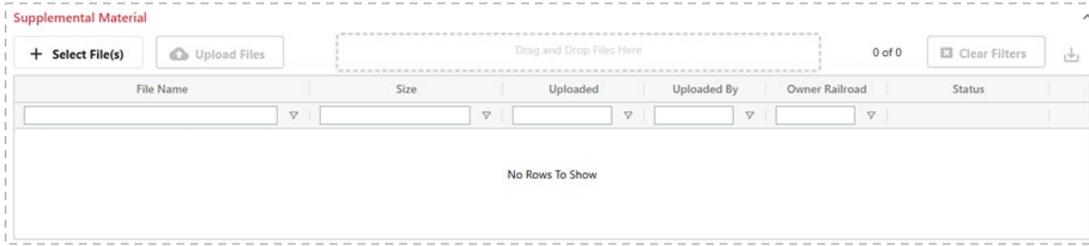
The screenshot shows a web form for creating a SIDR. The fields are filled as follows:

- Requesting Railroad:** BNSF
- ICDI Category:** Track Data
- Version(s) of Affected ICDI:** 2024.01.1
- Affected Railroads:** BNSF (+ 1 other)
- Expedite:** True
- Testing Status:** Testing Successful
- Testing Start Date:** [Calendar icon]
- Testing Duration (days):** 0
- Deployment Start Date:** [Calendar icon]
- Deployment Duration (days):** 0
- Decommission Start Date:** [Calendar icon]
- Decommission Duration (days):** 0
- Proposed SIDR Summary:** Update version to 2024.01.12
- Supplemental Material:** [Empty field]

At the bottom right, there are two buttons: **Cancel** and **Create SIDR**.

- Optionally, expand the **Supplemental Material** section and use the **Select Files** and **Upload Files** buttons to locate and upload files containing supplemental material or simply drag and drop files to the **Drag and Drop Files Here** box ([Exhibit 62](#)).

Exhibit 62. Create SIDR with the Supplemental Material Section Expanded



13. Select the **Create SIDR** button to create the SIDR.

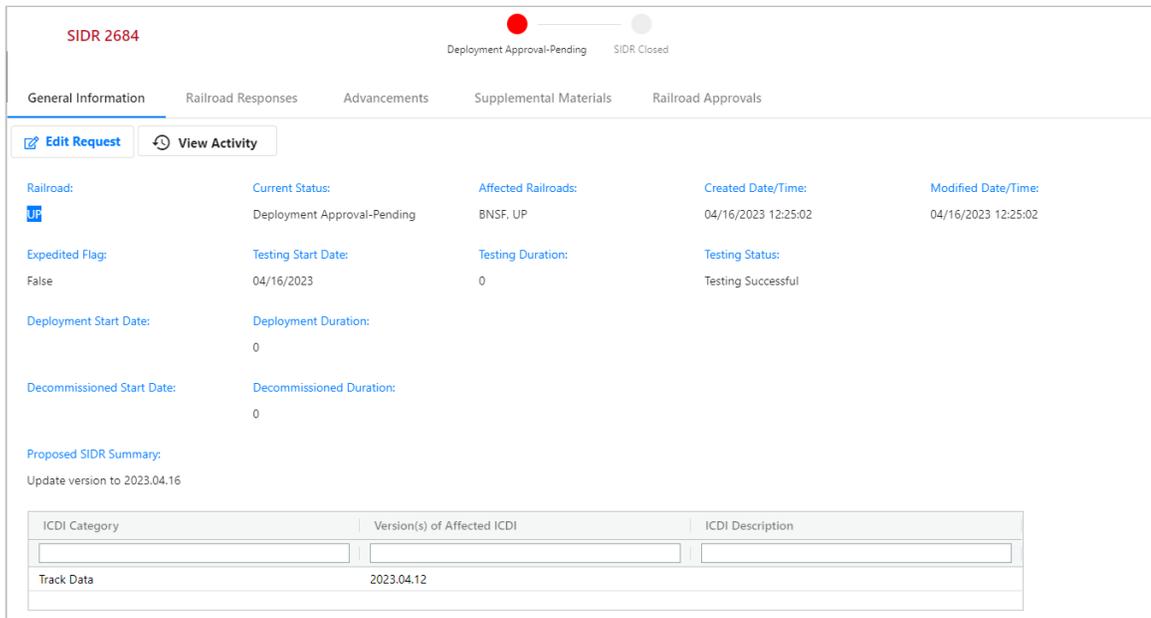
If your request was successful, a confirmation popup is displayed ([Exhibit 63](#)).

Exhibit 63. Request Saved Successfully Popup



The View SIDR page is displayed showing the newly created SIDR and its SIDR ID ([Exhibit 64](#)).

Exhibit 64. SIDR in Deployment Approval–Pending Status



At this point, the new SIDR is in **Deployment Approval–Pending** status.

An auto-generated email is sent to other railroads to notify them to review the SIDR and respond (see [Responding to an ICR, IDR, or SIDR](#) on page 12).

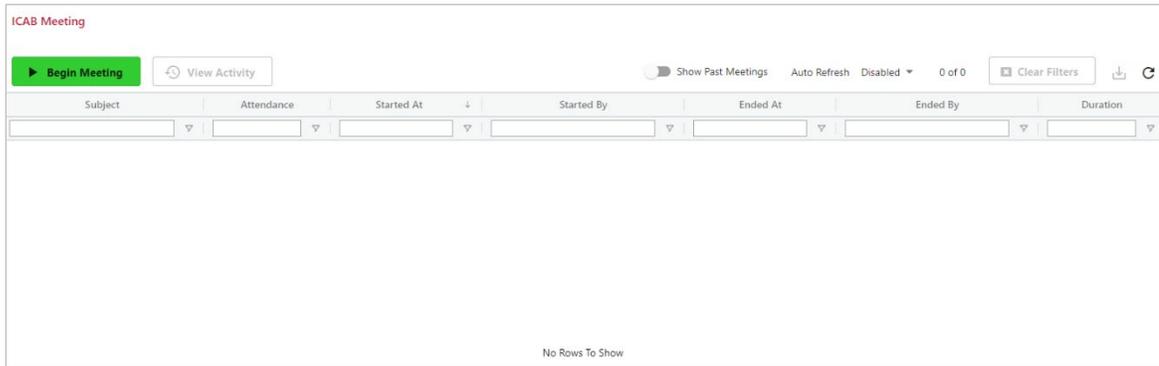
Working with ICAB Meetings

The Interoperable Change Approval Board (ICAB) is the group of railroad representatives responsible for submitting, reviewing, communicating, and approving changes to deployment of PTC ICIs that affect interoperable PTC operations.

An Interoperable Change Manager initiates an ICAB meeting to store attendance and meeting records.

To work with ICAB meetings, select **ICAB Meeting** from the menu bar. The ICAB Meeting page is displayed ([Exhibit 65](#)).

Exhibit 65. ICAB Meeting – Railroad Change Manager View



Continue with one of the following sections:

- [Attending an ICAB Meeting](#) on page 53
- [Viewing Past ICAB Meetings](#) on page 54

Attending an ICAB Meeting

Select **ICAB Meeting** from the menu bar to access the ICAB meeting functionality.

When initially opened, the ICAB Meeting page displays a grid with columns including Subject, Attendance, Started At, Started By, Ended At, Ended By, and Duration. As attendees join the meeting, the grid is populated with their information ([Exhibit 66](#)).

Exhibit 66. ICAB Meeting In Progress

The screenshot shows the ICAB Meeting interface. At the top, there are buttons for 'End Meeting', 'Attend', 'Proxy', and 'View Activity'. There are also controls for 'Show Past Meetings', 'Auto Refresh Disabled', '1 of 1', and 'Clear Filters'. Below these are search and filter fields. The main table displays meeting details:

Subject	Attendance	Started At	Started By	Ended At	Ended By	Duration
ICAB Meeting 02/14/2023	4	02/14/2023 13:29:06	Christina Kaplan (PREPEHV)			29 day(s), 22:26:20

Railroad	Attended By	Attended At
GENESEE AND WYOMING		02/17/2023 11:17:19
AMTRAK		02/17/2023 11:16:33
ACE RAIL		02/17/2023 11:16:02
MXV RAIL		02/14/2023 13:29:06

The grid is automatically refreshed by default. You can select the **Auto Refresh** drop-down list to change the refresh interval. You can also disable the automatic refresh feature and manually refresh by selecting the refresh icon (↻).

If you are a Railroad Change Manager, select **Attend** to indicate your railroad’s attendance for the ICAB meeting.

Select the **Proxy** button if you are attending the ICAB meeting on behalf of another user. The Proxy Meeting Attendance popup is displayed ([Exhibit 67](#)).

Exhibit 67. ICAB Meeting Proxy Meeting Attendance Popup

The screenshot shows the 'Proxy Meeting Attendance' popup. It contains two dropdown menus: 'Proxy Railroad Name *' and 'Proxy User *'. Below the dropdowns are two buttons: 'Cancel' and 'Mark User Attended'.

From the **Proxy Mark** drop-down list, select the mark on whose behalf you are attending. From the **Proxy User** drop-down list, select the user ID on whose behalf you are attending. Then select **Mark User Attended**. Users who attended by proxy are identified with an asterisk at the right of their name in the Attended By column.

The ICAB Meeting does not end until the Interoperable Change Manager selects the **End Meeting** button.

Viewing Past ICAB Meetings

You can toggle the Show Past Meetings switch to view past ICAB meetings ([Exhibit 68](#)).

Exhibit 68. ICAB Past Meetings

The screenshot shows the 'ICAB Meeting' interface. At the top, there are search filters for 'Search From' (1/25/2023), 'Search To' (2/8/2023), and 'Search Attendees'. Below these are buttons for 'Attend', 'View Activity', and a toggle for 'Show Past Meetings' which is currently turned on and highlighted with a red box. Other controls include 'Auto Refresh Disabled', '2 of 2', 'Clear Filters', and download/refresh icons. Below the filters is a table with columns: Subject, Attendance, Started At, Started By, Ended At, Ended By, and Duration.

Subject	Attendance	Started At	Started By	Ended At	Ended By	Duration
> ICAB Meeting 02/02/2023	2	02/02/2023 14:15:38	Theresa Sanchez (SANCHEZT)	02/02/2023 15:07:51	Theresa Sanchez (SANCHEZT)	0:52:12
> ICAB Meeting 01/25/2023	11	01/25/2023 14:11:19	Paul Martinez (PAULMART)	01/25/2023 15:20:47	Theresa Sanchez (SANCHEZT)	1:09:27

You can select the arrow at the left of the Subject column to view the meeting attendees.

You can sort and filter using the same tools as provided with the Change Management Dashboard (see [Sorting and Filtering Search Results](#) on page 8).

Search fields are provided at the top of the page ([Exhibit 69](#)).

Exhibit 69. ICAB Meeting Search

The screenshot shows the search interface with three input fields: 'Search From' with a calendar icon, 'Search To' with a calendar icon, and 'Search Attendees' with a dropdown arrow. To the right are two buttons: 'Clear Search' and 'Search'.

Select the calendar icon (📅) to complete the Search From and/or Search To fields. Use the **Search Attendees** drop-down list to search for specific attendees. Select the **Search** button to perform the search. Select **Clear Search** to clear the search fields.

Tip! To view all the meetings attended by an attendee, select the Show Past Meetings toggle switch, and then select an attendee to view the list of meetings they attended.

Interoperable Change Manager Tasks

This section describes tasks performed by the Interoperable Change Manager (MxV Rail). The Interoperable Change Manager role provides the capability for viewing all ICRs, IDRs, and SIDRs for any railroad and provides access to powerful administrative functionality.

Viewing all ICRs, IDRs, and SIDRs

The Change Management Dashboard shows all ICRs, IDRs, and SIDRs for all railroads ([Exhibit 70](#)).

Exhibit 70. Change Management Dashboard with ICRs, IDRs, and SIDRs for all Railroads

The screenshot displays the 'Advanced Search' interface at the top, with various filters for Id, Select Status, Request Type, Requesting Railroad, Select ICI Name(s), Select ICDI Category, Request Subtype, From Date, and To Date. Below the search filters are tabs for 'Search Results', 'Action Required Responses', 'Action Required Approvals', 'Action Required Close Out', 'Active Requests', and 'Action Required - Old ICRs'. The 'Action Required Responses' tab is active, showing a table with 104 results. The table columns include Actions, ICI(s)/ICDI, Version(s) of Affected ICI(s)/ICDI, Type, ICRs, IDRs, SIDRs, Requesting Railroad(s), Current Status, and Response Due Date. Each row includes an 'Add Response' button.

Actions	ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status	Response Due Date
Add Response	WRE: I-ETMS Onboard Software	6.5.4.1	Mandatory D...	2680			UP	Business Appro...	04/21/2023
Add Response	MCC: Base Station Radio Software MCC: Wayside Radio Software	3.7 3.6	New Permissi...	2679			UP	Business Appro...	04/21/2023
Add Response		1.0	New Permissi...	2678			TESX	Business Appro...	04/18/2023
Add Response	MCC: Back Office Messaging Serve...	3.5.1.0	New Permissi...	2633			BNSF	Business Appro...	03/24/2023
Add Response	AAR: M-9155 Locomotive Comma...	2.3	New Permissi...	2629			RAIL	Business Appro...	03/24/2023
Add Response	AAR: M-9155 Locomotive Comma...	1.0	New Permissi...	2628			BRC	Business Appro...	03/24/2023
Add Response		6	New Permissi...	2627			WAMX	Business Appro...	03/23/2023
Add Response		2.2	Mandatory D...	2625			BNSF	Business Appro...	03/23/2023
Add Response	AAR: M-9155 Locomotive Comma...	2.3	New Permissi...	2621			BNSF	Business Appro...	03/17/2023

The Change Management Dashboard contains the following tabs, which enable you to access requests submitted by railroads:

- **Search Results** displays the results of the specified search criteria.
- **Action Required Responses** displays ICRs, IDRs, and SIDRs that are in “Pending” status and require an action.
- **Action Required Approvals** displays ICRs, IDRs, and SIDRs that are in “Pending” status and are awaiting an advancement. This tab enables the Interoperable Change Manager to initiate and end an approval period (for Railroad Change Managers, this tab is empty unless an approval period is specified).
- **Action Required Close Out** displays IDRs and SIDRs that are in “Close Out” status and are ready for the Interoperable Change Manager to advance to “Closed” status.
- **Active Requests** displays only active (not closed) ICRs, IDRs, and SIDRs.
- **Action Required – Old ICRs** displays old format ICRs during the transition to the new format ICRs, IDRs, and SIDRs.

Conducting an ICAB Meeting

Select **ICAB Meeting** from the menu bar to access the ICAB meeting functionality.

When initially opened, the ICAB Meeting page displays a grid with columns including Subject, Attendance, Started At, Started By, Ended At, Ended By, and Duration. As attendees join the meeting, the grid is populated with their information (see [Exhibit 71](#)).

As the Interoperable Change Manager, you can select the **Begin Meeting** button to start the ICAB meeting (this button is grayed out for other users).

Exhibit 71. ICAB Meeting In Progress

Subject	Attendance	Started At	Started By	Ended At	Ended By	Duration
ICAB Meeting 02/14/2023	4	02/14/2023 13:29:06	Christina Kaplan (PREPEHV)			29 day(s), 22:26:20
Railroad	Attended By		Attended At			
GENESEE AND WYOMING			02/17/2023 11:17:19			
AMTRAK			02/17/2023 11:16:33			
ACE RAIL			02/17/2023 11:16:02			
MXV RAIL			02/14/2023 13:29:06			

The grid is automatically refreshed by default. You can select the **Auto Refresh** drop-down list to change the refresh interval. You can also disable the automatic refresh feature and manually refresh by selecting the refresh icon (🔄).

The next step is for the Interoperable Change Manager to initiate the approval period for ICRs, IDRs, and SIDRs that are in “Pending” status (see [Approving an ICR, IDR, or SIDR](#) on page 57 for more information).

Approving an ICR, IDR, or SIDR

Interoperable Change Managers review ICRs, IDRs, and SIDRs and advance them to the “Approved” status. To do this, go to the Change Management Dashboard and select the Action Required Approvals tab (see [Exhibit 72](#)).

Note: In this section, ICR approval is used as an example. IDR approval and SIDR approval function in the same way.

Exhibit 72. Action Required Approvals Tab with Expanded Details Grid

ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> WRF: RMS Onboard Software	6.5.4.1	Mandatory Decommissioning	2680			UP	Business Approval-Pend...
> MCC: Base Station Radio Soft...	3.7	New Permissible Version	2679			UP	Business Approval-Pend...
MCC: Wayside Radio Software	3.6						

ID	Count of Approvals Pending	Count of Approvals Received	Missing Approvals
2679	67	0	67

The Action Required Approvals tab of the Change Management Dashboard is separated into a master grid (which shows all of the ICRs, IDRs, and SIDRs that are awaiting approval) and a details grid (which shows the approval process status of individual ICRs, IDRs, and SIDRs).

Locate the ICR, IDR, or SIDR that you want to work with and select the caret at the left ([Exhibit 72](#)) to expand the request and see the details grid and the associated buttons.

The details grid contains the following fields:

ID – the ID of the selected ICR, IDR, or SIDR.

Count of Approvals Pending – total number of railroads that can submit an approval.

Count of Approvals Received – the number of railroads that have already submitted an approval.

Missing Approvals – the number of railroads that have yet to submit an approval.

Note: Approvals are required from railroads that have responded to an ICR with an *applicability* of “Yes”. Approvals are required from railroads that have responded to an IDR or an SIDR with an *impact level* of “Impacted” or “Applicable”.

The details grid also contains the following buttons:

End Approval – stops the approval period for an ICR, IDR, or SIDR and if all of the required approvals have been received for the request, enables the Interoperable Change

Manager to advance the request to the next status (see [Ending the Approval Process](#) on page 60).

Proxy Approval – enables the Interoperable Change Manager to provide approval on behalf of a railroad for an ICR, IDR, or SIDR during an ICAB meeting (for example, if the railroad is unable to attend the meeting or are attending the ICAB meeting by phone). See [Performing a Proxy Approval](#) on page 59 for more information.

Start Approval – starts the approval period for an ICR, IDR, or SIDR. Once the approval period has been started, railroads who are impacted, applicable or who have not responded can see an Enter Approval button () that enables them to submit their approval (see [Starting the Approval Process](#) on page 58).

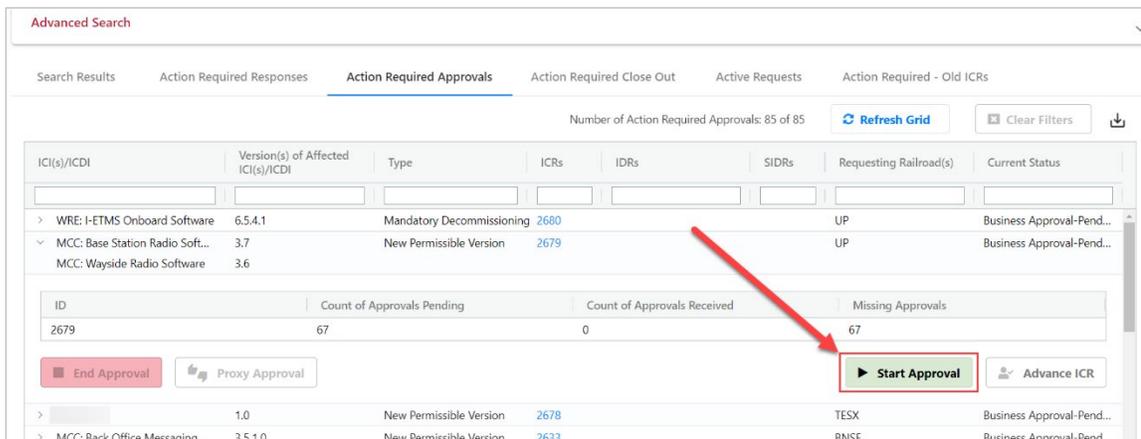
Advance ICR (or IDR or SIDR) – once the approval period has ended, and all of the required approvals have been received, the Interoperable Change Manager can advance the request to the next status by selecting this button. Once the ICR, IDR, or SIDR is advanced, the request is removed from the grid (see [Advancing an ICR, IDR, or SIDR to the next Status](#) on page 62).

The first step is to start the approval period on the Action Required Approvals tab.

Starting the Approval Process

The first step in the approval process is to start the approval period by selecting the **Start Approval** button on the Action Required Approvals tab of the Change Management Dashboard ([Exhibit 73](#)).

Exhibit 73. Action Required Approvals Tab with Start Approval Button



ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> WRE: I-ETMS Onboard Software	6.5.4.1	Mandatory Decommissioning	2680			UP	Business Approval-Pend...
> MCC: Base Station Radio Soft...	3.7	New Permissible Version	2679			UP	Business Approval-Pend...
> MCC: Wayside Radio Software	3.6						

ID	Count of Approvals Pending	Count of Approvals Received	Missing Approvals
2679	67	0	67

Buttons: End Approval, Proxy Approval, **Start Approval**, Advance ICR

Once you select the **Start Approval** button, a confirmation popup is displayed ([Exhibit 74](#)).

Exhibit 74. Approval Period Started Popup



In addition, for Railroad Change Managers who have indicated their railroad is “applicable” or “impacted” or who have not responded, an **Enter Approval** button is displayed on their Change Management Dashboard Action Required Approvals tab ([Exhibit 75](#)).

Exhibit 75. Action Required Approvals Tab with Enter Approval Button

Actions	ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
Enter Approval	MCC: Back Office Messaging ...	3.5.1.0	New Permissible Version	2633			BNSF	Business Approval-Pen...
Enter Approval		2.2	Mandatory Decommissioning	2625			BNSF	Business Approval-Pen...
Enter Approval	AAR: M-9155 Locomotive Co...	5.0	New Permissible Version	2624			GNWR	Business Approval-Pen...
Enter Approval	AAR: M-9155 Locomotive Co...	2.3	New Permissible Version	2621			BNSF	Business Approval-Pen...
Enter Approval		9.0	New Permissible Version	2619			METX	Business Approval-Pen...
Enter Approval	WRE: I-ETMS Onboard Softwa...		New Permissible Version	2605			TESX	Business Approval-Pen...
Enter Approval		1.1	Decommissioning		2506		RAIL	Deployment Approval-...
Enter Approval						2599	BRC	Deployment Approval-...
Enter Approval	Track Data	MTA 03 Chicago Illinois...				2578	METX	Deployment Approval-...

Note: The Enter Approval button is grayed out for requests that have already been approved by your railroad(s).

Performing a Proxy Approval

If you need to approve an ICR, IDR, or SIDR on behalf of another user, select the **Proxy Approval** button on the Action Required Approvals tab of the Change Management Dashboard ([Exhibit 76](#)).

Exhibit 76. Action Required Approvals Tab with Proxy Approval Button

ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> ITC: Common Communication Con...	2.0	New Permissible Version	2689			RAIL	Business Approval-Pending
>	5.1	New Permissible Version	2688			RAIL	Business Approval-Pending
> MCC: Base Station Radio Software	3.7	New Permissible Version					
> MCC: Wayside Radio Software	3.6	New Permissible Version	2679			UP	Business Approval-Pending

ID	Count of Approvals Pending	Count of Approvals Received	Missing Approvals
2679	67	0	67

Once you select the **Proxy Approval** button, the Proxy Approval popup is displayed ([Exhibit 77](#)).

Exhibit 77. Proxy Approval Popup

ICR 2679 Proxy Approval

Railroad Name *

Proxy User *

Proxy Approval Comments *

0 / 1000

Cancel

From the **Railroad Name** drop-down list, select the mark on whose behalf you are approving. From the **Proxy User** drop-down list, select the user ID on whose behalf you are approving. Then enter comments about the approval in the **Proxy Approval Comments** field and select the **Proxy Approve** button. Users who approve by proxy are identified with an asterisk at the right of their name in the Approved By column ([Exhibit 78](#)).

Exhibit 78. View IDR with Proxy Approvers

IDR 2640

Deployment Approval-Approved ✓ IDR Closed ✓

General Information Railroad Responses Advancements Supplemental Materials **Railroad Approvals** Close Out Response

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Railroad	Impact	Approved	Approved By	Comment	Approved At
KCS	Impacted	YES	Christy Kaplan (SHOPTST1) *	test	03/23/2023 12:53:48
ACE RAIL					
ALABAMA & GULF COAST RAILWAY (GNL)					
ARKANSAS MIDLAND RAILROAD (GNWR)					
AMTRAK					
AUTAUGA NORTHERN RAILROAD (WAMX)					
ALLEGHENY VALLEY RAILROAD (CLXX)					
ARIZONA EASTERN RAILWAY (GNWR)					

Ending the Approval Process

Once all of the required approvals have been received for an ICR, IDR, or SIDR, the Interoperable Change Manager can end the approval period ([Exhibit 79](#)).

Exhibit 79. Action Required Approvals Tab with End Approval Button

Search Results Action Required Responses **Action Required Approvals** Action Required Close Out Active Requests Action Required - Old ICRs

Number of Action Required Approvals: 84 of 84

ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> ITC: Common Communication Con...	2.0	New Permissible Version	2689			RAIL	Business Approval-Pending
>	5.1	New Permissible Version	2688			RAIL	Business Approval-Pending
∨ MCC: Base Station Radio Software	3.7	New Permissible Version	2679			UP	Business Approval-Pending
MCC: Wayside Radio Software	3.6	New Permissible Version					

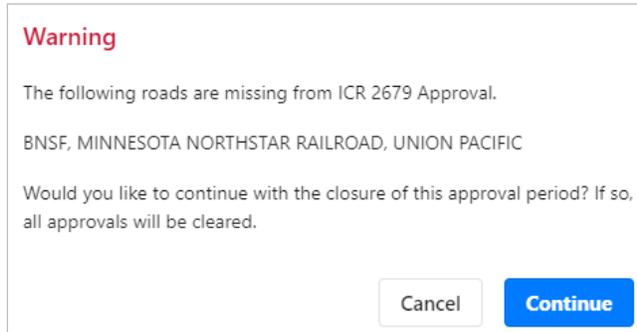
ID	Count of Approvals Pending	Count of Approvals Received	Missing Approvals
2679	67	0	67

Auto Refresh

Select **End Approval** to end the approval period for the ICR, IDR, or SIDR. One of the following messages is displayed:

- If there are required approvals that have not been submitted by railroads, a warning message is displayed to the Interoperable Change Manager, and the request cannot be advanced ([Exhibit 80](#)).

Exhibit 80. Warning Message



If you select **Continue**, the approval period is ended, all existing approvals are cancelled, and the approval process must be restarted.

- If all required approvals have been submitted by railroads, the approval period is ended, and a confirmation popup is displayed ([Exhibit 81](#)).

Exhibit 81. Approval Period Ended Confirmation



The next step in the approval process is for the Interoperable Change Manager to advance the request to the next status:

- For ICRs, the next status is “Business Approval – Approved/Closed”.
- For IDRs and SIDRs, the next status is “Deployment Approval – Approved”.

See [Advancing an ICR, IDR, or SIDR to the next Status](#) on page 62 for more information.

Advancing an ICR, IDR, or SIDR to the next Status

Once the approval period for an ICR, IDR, or SIDR, has been successfully ended, the Interoperable Change Manager can select the **Advance ICR, IDR, or SIDR** button on the Action Required Approvals tab of the Change Management Dashboard to advance the ICR, IDR, or SIDR to the next status ([Exhibit 82](#)).

Exhibit 82. Change Management Dashboard with the Advance ICR Button

ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> ITC: Common Communication Con...	2.0	New Permissible Version	2689			RAIL	Business Approval-Pending
>	5.1	New Permissible Version	2688			RAIL	Business Approval-Pending
▼ MCC: Base Station Radio Software	3.7	New Permissible Version	2679			UP	Business Approval-Pending
MCC: Wayside Radio Software	3.6	New Permissible Version					
			Count of Approvals Pending		Count of Approvals Received		Missing Approvals
ID			67		3		64
			End Approval		Proxy Approval		Start Approval
					Advance ICR		Auto Refresh
>	1.0	New Permissible Version	2678			TESX	Business Approval-Pending
> MCC: Back Office Messaging Serve...	3.5.1.0	New Permissible Version	2633			BNSF	Business Approval-Pending
> AAR: M-9155 Locomotive Comma...	2.3	New Permissible Version	2629			RAIL	Business Approval-Pending
>	6	New Permissible Version	2627			WAMX	Business Approval-Pending

After you select the **Advance ICR, IDR, or SIDR** button, the Advance ICR, IDR, or SIDR popup is displayed ([Exhibit 83](#)).

Exhibit 83. Advance ICR Popup

Enter a descriptive comment in the **Comments** field and select **Advance**.

If the advancement was successful, a confirmation popup is displayed ([Exhibit 84](#)).

Exhibit 84. Advanced to Closed Popup

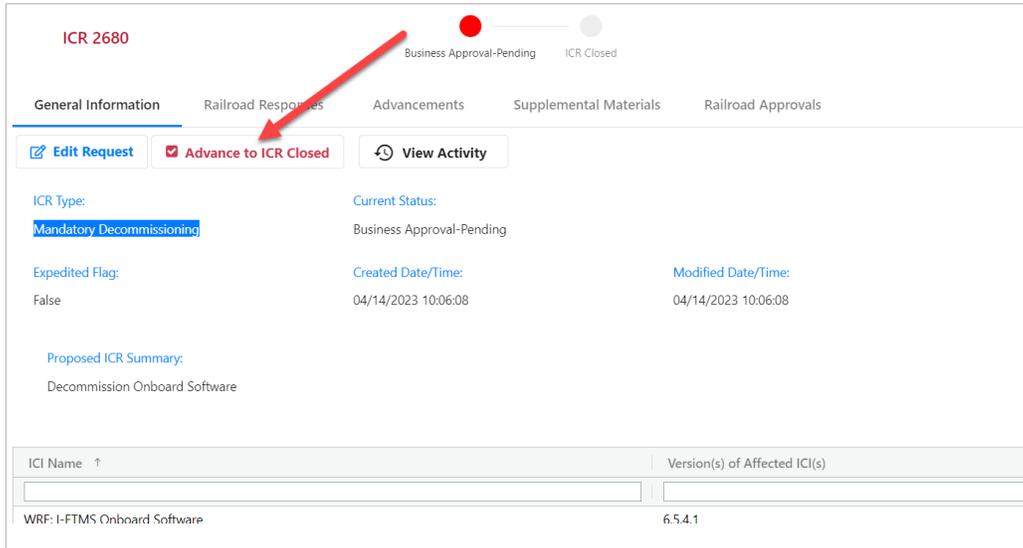


Note: Advancing an ICR changes the status to “Business Approval – Approved/Closed”. Advancing an IDR or SIDR changes the status to “Deployment Approval – Approved”. The IDR or SIDR advancements enable the Railroad Change Manager to complete a Close Out Form (see [Closing an IDR or SIDR](#) on page 25. ICRs do not require a Close Out Form.

Advancing an ICR, IDR, or SIDR to Closed Status

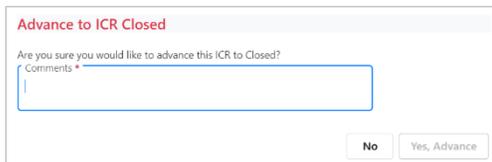
If there is a problem with an ICR, IDR, or SIDR, the Interoperable Change Manager can select the **Advance to ICR, IDR, or SIDR Closed** button on the General Information tab of the View ICR, IDR, or SIDR page and immediately close any ICR, IDR, or SIDR ([Exhibit 85](#)).

Exhibit 85. View ICR with Advance to ICR Closed Button



After you select the **Advance to ICR Closed** button, the Advance to ICR Close popup is displayed ([Exhibit 86](#)).

Exhibit 86. Advance to ICR Closed Popup



Enter a descriptive comment in the **Comments** field and select **Yes, Advance**.

If your request was successful, a confirmation popup is displayed ([Exhibit 87](#)).

Exhibit 87. Request Completed Successfully Popup



Performing High-Level Administrative Tasks

If you have the Interoperable Change Manager role, your View ICR, IDR, or SIDR page contains several additional buttons that provide high-level administrative capabilities.

Editing All Responses

The Interoperable Change Manager can edit any response.

From the View ICR, IDR, or SIDR page, select the Railroad Responses tab. Highlighting in [Exhibit 88](#) shows that the Interoperable Change Manager has edit capability for all responses.

Exhibit 88. View ICR with Responses Tab

Railroad	Parent Railroad	User	Applicability	Objections/Concerns	Railroad Specific Comments	Modified Date/Time
<input checked="" type="checkbox"/> MINNESOTA NORTHSTAR R...	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 09:08
<input checked="" type="checkbox"/> BNSF	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 09:05
<input checked="" type="checkbox"/> UNION PACIFIC		CARYDOC	Yes	No		04/17/2023, 16:12

Changing Response Due Dates

The Interoperable Change Manager can change the response due dates.

From the View ICR, IDR, or SIDR page, select the **Railroad Responses** tab ([Exhibit 89](#)).

Exhibit 89. View ICR with the Railroad Responses Tab

Railroad	Parent Railroad	User	Applicability	Objections/Concerns	Railroad Specific Comments	Modified Date/Time
<input checked="" type="checkbox"/> MINNESOTA NORTHSTAR R...	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 09:08
<input checked="" type="checkbox"/> BNSF	BNSF	CARYDOC	Yes	No	My railroad supports this change.	04/26/2023, 09:05
<input checked="" type="checkbox"/> UNION PACIFIC		CARYDOC	Yes	No		04/17/2023, 16:12

As highlighted in [Exhibit 89](#), the Interoperable Change Manager has edit capability for all response due dates.

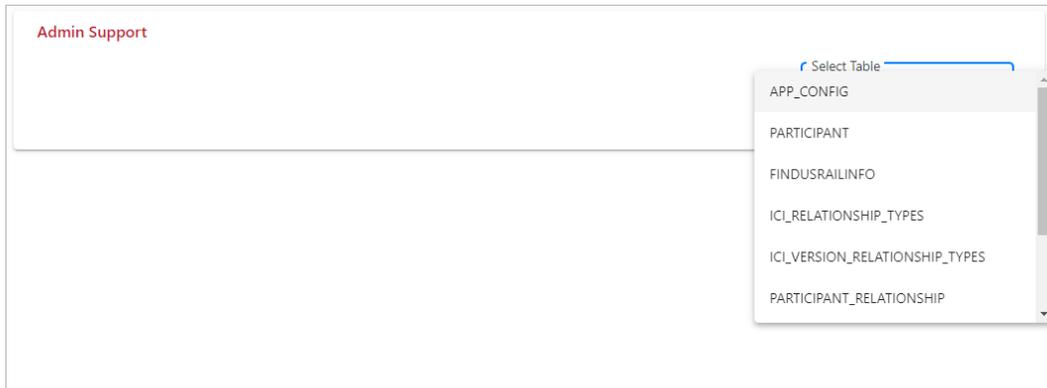
Note: To change the default response due date for all responses, use the PTC ILM Admin application module.

Setting Configurable Values

The Interoperable Change Manager can set a number of application-wide configurable values by using the Admin Support module.

Open the PTC ILM Admin Support application module by selecting the **Admin Support** icon (⚙️) as described in the [PTC ILM Getting Started Guide](#). The Admin Support module is displayed ([Exhibit 90](#)).

Exhibit 90. PTC ILM Admin Support Module Showing the Select Table List



From the **Select Table** drop-down list, select the **APP_CONFIG** table. The APP_CONFIG table is displayed ([Exhibit 91](#)).

Exhibit 91. Configuration Tables – APP_CONFIG Table

Configuration Key	Configuration Value	Configuration Description	Modified Date/Time (CST)	Modified By
<input type="checkbox"/> business.approval.re...	5	Default to 5 business days	07/31/2020 13:21:45	NAMITAS
<input type="checkbox"/> deployment.approva...	5	Default to 5 business days	07/31/2020 13:22:12	NAMITAS
<input type="checkbox"/> file.extensions	doc,docmsg,txt,css,ppt,xml,bmp,gif,jpg,x...	Supported file extentions for Suppliment...	09/17/2021 14:45:15	TSANCHEZ
<input type="checkbox"/> ici.deploy.record.aud...	3	6 months for next Audit Date	02/24/2023 11:26:28	PAULMART
<input type="checkbox"/> ici.deploy.record.aud...	2	30 Days for email Notification reminder f...	02/24/2023 11:26:17	PAULMART
<input type="checkbox"/> icr.submit.response...	5	Default to 10 business days	02/03/2023 11:34:49	PREPEHV
<input type="checkbox"/> idr.submit.response...	1	Default to 10 business days	02/22/2023 10:48:53	PAULMART
<input type="checkbox"/> sidr.submit.response...	5	Default to 10 business days	02/03/2023 11:34:18	PREPEHV
<input type="checkbox"/> submit.response.days	5	Default to 5 business days	07/31/2020 13:22:21	NAMITAS

The APP_CONFIG table lists configurable items and their values. As Interoperable Change Manager, you can modify these values to change the application defaults for all users.

To change a value, select the **Edit** icon (✎) to the left of the configuration item you want to change. [Exhibit 92](#) describes the available configuration items.

Exhibit 92. Configuration Items and Descriptions

Configuration Key	Description
business.approval.response.days	Sets the default value for the response due date when ICRs are in “Business Approval – Pending” status.
deployment.approval.response.days	Sets the default value for the response due date when ICRs are in “Deployment Approval – Pending” status.
file.extensions	Sets the file types that are allowable for uploading as supplemental material.
ici.deploy.record.audit.days	For Configuration Management, sets the number of days between audit due dates (e.g., this default could be set to 90 days).
ici.deploy.record.audit.out.of.date.days	For Configuration Management, sets the number of days for users to be notified in advance of an audit becoming out of date (e.g., this default could be set to 5 days).
icr.submit.response.days	Sets the default value for the response due date when ICRs are in “Business Approval – Pending” status.
idr.submit.response.days	Sets the default value for the response due date when IDRs are in “Deployment Approval – Pending” status.
sidr.submit.response.days	Sets the default value for the response due date when SIDRs are in “Deployment Approval – Pending” status.

Once you select the **Edit** icon, the Edit popup is displayed ([Exhibit 93](#)).

Exhibit 93. PTC ILM Admin Support Module Edit Popup

The screenshot shows a modal dialog box for editing a configuration item. It features a text input field labeled 'Configuration Value *' containing the number '7'. Below it is a larger text area labeled 'Configuration Description'. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a blue 'Save' button.

Modify the configuration value as needed and select **Save**. Your changes are saved.

Note: Changes are effective going forward.