



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 45).
- Attend an ICAB meeting and view past ICAB meetings (see “[Working with ICAB Meetings](#)” on page 49).

The following are Interoperable Change Manager functions:

- Initiate, manage, and review an ICAB meeting (see “[Conducting an ICAB Meeting](#)” on page 53).
- Approve ICRs, IDRs, and SIDRs on the Action Required Approvals tab (see “[Approving an ICR, IDR, or SIDR](#)” on page 54).
- Advance ICRs, IDRs, and SIDRs to “Closed” status (see “[Advancing an ICR, IDR, or SIDR to Closed Status](#)” on page 60).

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 52 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 interface. At the top, there is a navigation bar with options: Search, Create ICR, Create IDR, Create SIDR, ICAB Meeting, and User Guide. Below this is the 'Advanced Search' panel, which includes several dropdown menus for filtering: 'Id', 'Select Status', 'Request Type', 'Requesting Railroad', 'Select ICI Name(s)', 'Request Subtype', 'Select ICDI Category', 'From Date', and 'To Date'. There are 'Clear', 'Reset', and 'Search' buttons. 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 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, which 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.

- **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, which 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, which enables you to remove any filters you may have set.
 - The Export to CSV icon (📄), which allows you to export the contents of the grid to a CSV file (see “[Exporting Search Results](#)” on page 9).
 - The grid, which 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



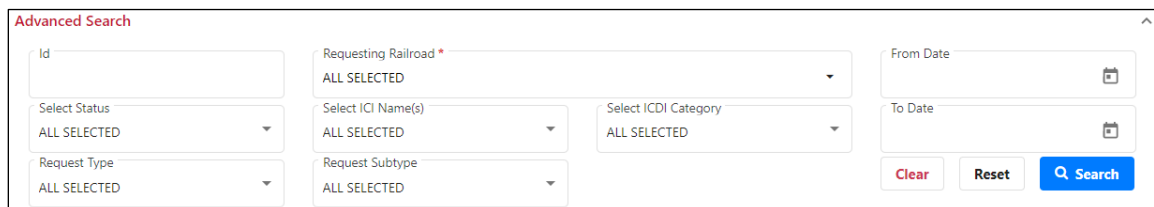
The Advanced Search panel, which you can access by selecting  at the top right of the Dashboard and collapse by selecting , enables you to specify search criteria for locating ICRs, IDRs, and SIDRs and display them in the grid (see [Exhibit 2](#)).

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' (red), 'Reset' (grey), and 'Search' (blue with magnifying glass icon).

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, use the calendar tool to select 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 the results of searches, and “Action Required Responses”, “Action Required Approvals”, “Active Requests”, and “Action Required - Old ICRs” for your railroad as well as your response history (see [Exhibit 3](#)).

Exhibit 3. The Change Management Dashboard (showing the Search Results Grid)

Search Results									
Action Required Responses									
Action Required Approvals									
Active Requests									
Action Required - Old ICRs									
My Response History									
Number of Search Results: 2397 of 2397									
Clear Filters									
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 (see [Exhibit 4](#)).

Exhibit 4. The Change Management Dashboard (showing a Column Filter entered)

ID	Type	ICI(s)/ICDI ∇	Version(s) of Affected ICI/ICDI	Subtype
		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 (see [Exhibit 5](#)).

Exhibit 5. The Change Management Dashboard (Showing 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 MCC: Base Station Radio Software	3.6 3.7	Deployment	UP	Deployment Approval-Pen...	04/14/2023 16:14:14	04/14/2023 16:14:14
2679	ICR	MCC: Wayside Radio Software MCC: Base Station Radio Software	3.6 3.7	New Permissible Ver...	UP	Business Approval-Pending	04/14/2023 10:27:30	04/14/2023 10:27:30
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 MCC: Systems Management, Radio Asset Specific ...	3.4 6.0	Latent Change	RJCC	Close Out	12/08/2022 16:08:08	12/08/2022 16:08:08
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	NCRS	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 (see [Exhibit 6](#)).

Exhibit 6. Spreadsheet Application (Showing Exported Data)

	A	B	C	D	E	F	G	H	I
1	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 MCC: Base Station Radio Software	3.6 3.7	Deployment	UP	Deployment Approval-Pending	2023-04-14T16:14:14	2023-04-14T16:14:14
5	2679	ICR	MCC: Wayside Radio Software MCC: Base Station Radio Software	3.6 3.7	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	3.0	Latent Change	JPBX	Close Out	2022-12-20T14:22:11	2022-12-20T14:22:11
9	2280	ICR - Old	MCC: Locomotive Radio Software MCC: Systems Management, Radio Asset Specific Data Dictionary	3.4 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 49) 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 (see [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 54 (Interoperable Change Manager task)
- [“Advancing an ICR, IDR, or SIDR to the next Status”](#) on page 59 (Interoperable Change Manager task)
- [“Advancing an ICR, IDR, or SIDR to Closed Status”](#) on page 60 (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 (see [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 61 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.

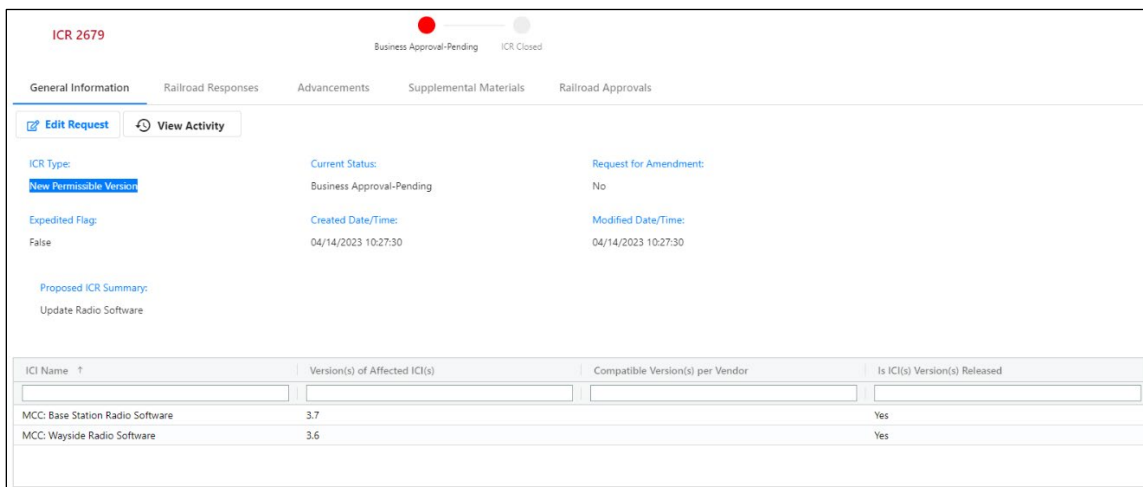
When an ICR is placed in “Business Approval – Pending” status by a railroad, an email is sent to other railroads to review and respond to the ICR.

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 (see [Exhibit 10](#)).

Exhibit 10. View ICR Page (Showing the General Information Tab)



ICR 2679

Business Approval-Pending ICR Closed

General Information Railroad Responses Advancements Supplemental Materials Railroad Approvals

[Edit Request](#) [View Activity](#)

ICR Type: [View Permissible Version](#) Current Status: Business Approval-Pending Request for Amendment: No

Expedited Flag: False Created Date/Time: 04/14/2023 10:27:30 Modified Date/Time: 04/14/2023 10:27:30

Proposed ICR Summary:
Update Radio Software

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 (see [Exhibit 11](#)).

Exhibit 11. View ICR Page (Showing the Responses Tab)

ICR 2679

Business Approval-Pending ICR Closed

General Information Railroad Responses Advancements Supplemental Materials Railroad Approvals

Edit Response Due Date Add Response Pending Response(s) Response History Response Due Date: 04/21/2023 1 of 1 Clear Filters

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

Add Response

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

Responding Railroad *

Applicability*
 Yes No

Objections/Concerns*
 Yes No

Railroad Specific Comments

Cancel Add Response

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

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.

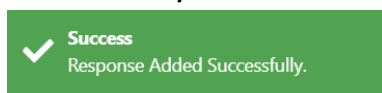
6. In the Applicability field, select Yes or No to indicate your railroad's level of involvement with the ICR.
7. In the Objections/Concerns field, select Yes or No to indicate if your railroad has any objections or concerns about the ICR.
8. In the Railroad Specific Comments field, enter any comments, 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.

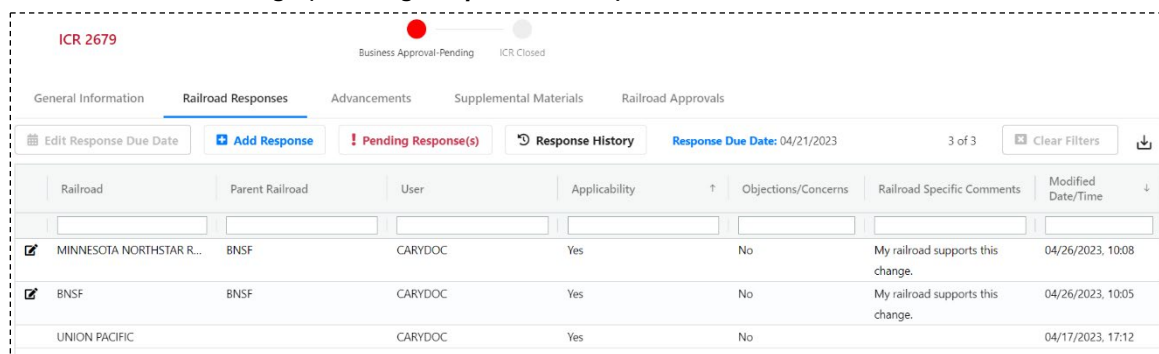
If your response was successful, a confirmation popup is displayed (see [Exhibit 13](#)).

Exhibit 13. Response Added Successfully Popup



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

Exhibit 14. View ICR Page (Showing Response Added)

A screenshot of a web application interface for viewing ICR responses. At the top, it shows "ICR 2679" and two status indicators: "Business Approval-Pending" (red dot) and "ICR Closed" (grey dot). Below this are tabs for "General Information", "Railroad Responses" (selected), "Advancements", "Supplemental Materials", and "Railroad Approvals". A toolbar contains "Edit Response Due Date", "Add Response", "Pending Response(s)", "Response History", and "Response Due Date: 04/21/2023". A table below shows response data for three railroads: MINNESOTA NORTHSTAR R..., BNSF, and UNION PACIFIC. The table has columns for Railroad, Parent Railroad, User, Applicability, Objections/Concerns, Railroad Specific Comments, and Modified Date/Time.

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 62 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 49) 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:


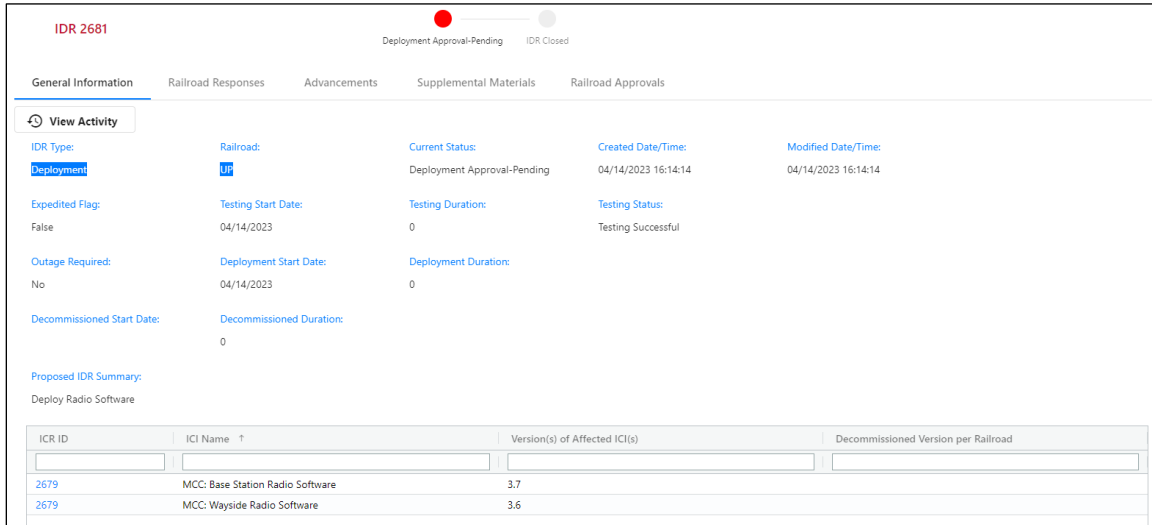
- You can also respond to an IDR by selecting the **Add Response** button ( **Add Response**) on the Change Management Dashboard, which enables you to immediately add a response for your railroad.
 - Responses are only needed for Deployment and Decommissioning IDRs (not for Latent IDRs).
1. Select the 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 (see [Exhibit 10](#)).

Exhibit 15. View IDR Page (Showing the General Information Tab)



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.

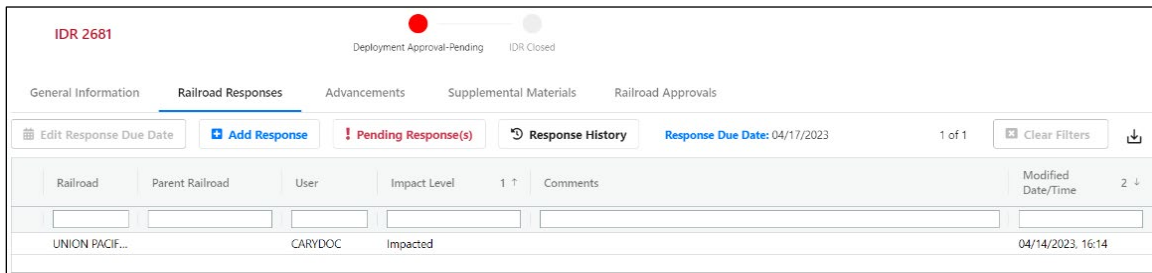
Advancements – Displays information about previous advancements of the IDR.

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 (see [Exhibit 11](#)).

Exhibit 16. View IDR Page (Showing the Railroad Responses Tab)



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.
- 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. Add Response Popup

Add Response

Response for: IDRs associated to MCC: Base Station Radio Software - Version 3.7, MCC: Wayside Radio Software - Version 3.6

Responding Railroad *

<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					

Comment

Cancel Add Response

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

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. Use the Impact Level drop-down 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).

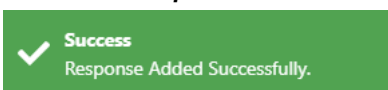
8. Optionally, enter any comments in the Comment field.

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.

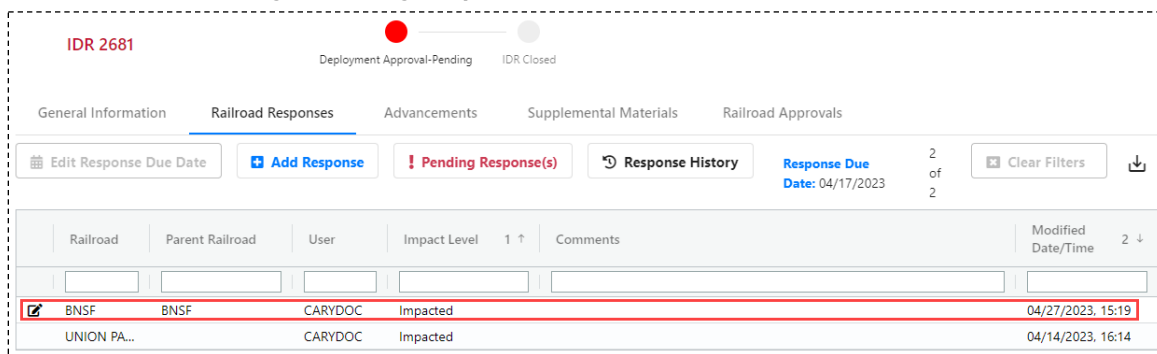
If your response was successful, a confirmation popup is displayed (see [Exhibit 13](#)).

Exhibit 18. Response Added Successfully Popup



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

Exhibit 19. View IDR Page (Showing Response Added)



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 62 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 49) 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.

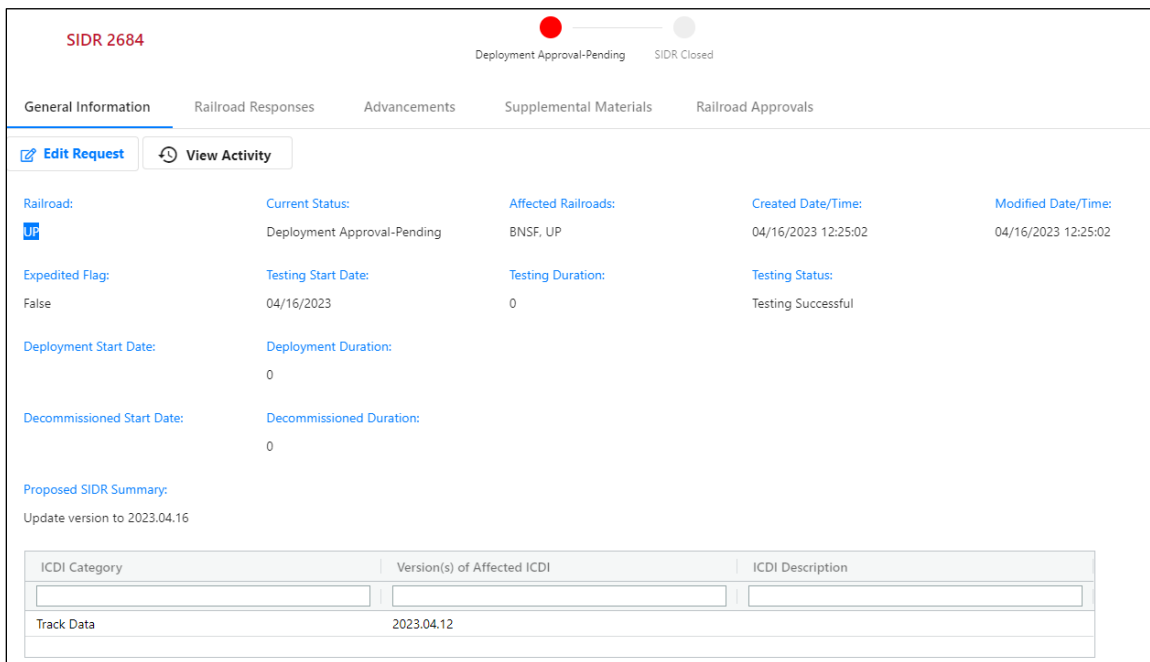
When an SIDR is created, an email is sent to other railroads to review and respond to the SIDR.

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. View SIDR Page (Showing the General Information Tab)



The screenshot displays the 'View SIDR' page for SIDR 2684. At the top, there is a status indicator showing 'Deployment Approval-Pending' (red dot) and 'SIDR Closed' (grey dot). Below this are navigation tabs: 'General Information', 'Railroad Responses', 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. The 'General Information' tab is active, showing a grid of key-value pairs:

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 for 'ICDI Category', 'Version(s) of Affected ICDI', and 'ICDI Description':

ICDI Category	Version(s) of Affected ICDI	ICDI Description
Track Data	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 (see [Exhibit 11](#)).

Exhibit 21. View SIDR Page (Showing the Railroad Responses Tab)

The screenshot shows the SIDR 2684 page with the 'Railroad Responses' tab selected. The page header indicates 'Deployment Approval-Pending' and 'SIDR Closed'. The main content area shows a table with columns for Railroad, Parent Railroad, User, Impact Level, and Comments. The first row shows 'UNION PACIFIC' as the Railroad, 'CARYDOC' as the User, and 'Impacted' as the Impact Level. The table also shows a 'Response Due Date' of 04/21/2023 and a 'Modified Date/Time' of 04/16/2023, 12:25. There are buttons for 'Add Response', 'Pending Response(s)', and 'Response History'.

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.
- 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. Add Response Popup

The screenshot shows the 'Add Response' popup for SIDR 2684 associated with Track Data 2023.04.12. The popup contains a 'Responding Railroad(s) *' dropdown menu, an 'Impact Level *' dropdown menu set to 'Impacted', and a 'Railroad Specific Comments' text area with a character count of 0 / 5000. There are 'Cancel' and 'Add Response' buttons at the bottom.

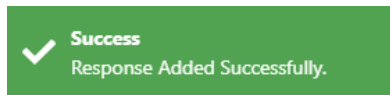
5. From the Responding Railroad(s) drop-down, select the railroad(s) for which you are responding. (Only holding companies and the Interoperable Change Manager can see this drop-down.)

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. Use the Impact Level drop-down 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.

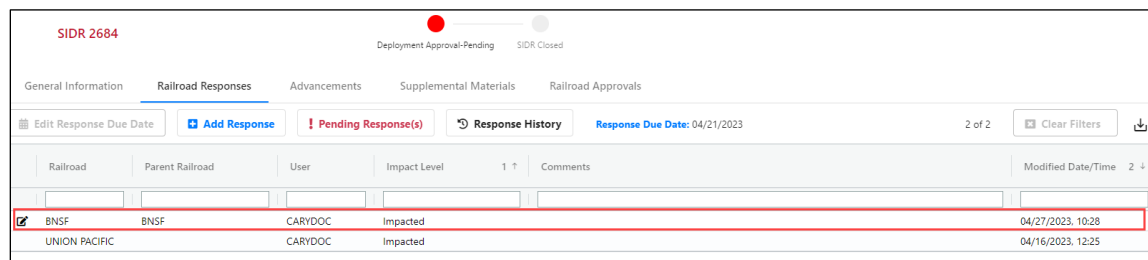
If your response was successful, a confirmation popup is displayed (see [Exhibit 13](#)).

Exhibit 23. Response Added Successfully Popup



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

Exhibit 24. View SIDR Page (Showing Response Added)

A screenshot of a web application interface for viewing a SIDR. At the top, it shows "SIDR 2684" and two status indicators: "Deployment Approval-Pending" (with a red dot) and "SIDR Closed" (with a grey dot). Below this are tabs for "General Information", "Railroad Responses", "Advancements", "Supplemental Materials", and "Railroad Approvals". The "Railroad Responses" tab is active. The interface includes buttons for "Edit Response Due Date", "Add Response", "Pending Response(s)", "Response History", and "Response Due Date: 04/21/2023". There are also "2 of 2" and "Clear Filters" options. A table below shows the response data with columns for Railroad, Parent Railroad, User, Impact Level, Comments, and Modified Date/Time. The table has two rows: one for BNSF (Impacted, CARYDOC, 04/27/2023, 10:28) and one for UNION PACIFIC (Impacted, CARYDOC, 04/16/2023, 12:25).

Railroad	Parent Railroad	User	Impact Level	Comments	Modified Date/Time
BNSF	BNSF	CARYDOC	Impacted		04/27/2023, 10:28
UNION PACIFIC		CARYDOC	Impacted		04/16/2023, 12:25

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.
 - 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 62 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 49) 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 (see [Exhibit 25](#)).

Exhibit 25. Pending Responses Popup

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
GDLK	WATC	GRAND ELK RAILROAD LLC
GNWR		GENESSEE 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

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 (see [Exhibit 26](#)).

Exhibit 26. Response History Popup

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.

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.

You can 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 (see [Exhibit 27](#)).

Exhibit 27. View IDR Page (Showing the Close Out Button)

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

Exhibit 28. IDR Close Out Form

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 (see [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.

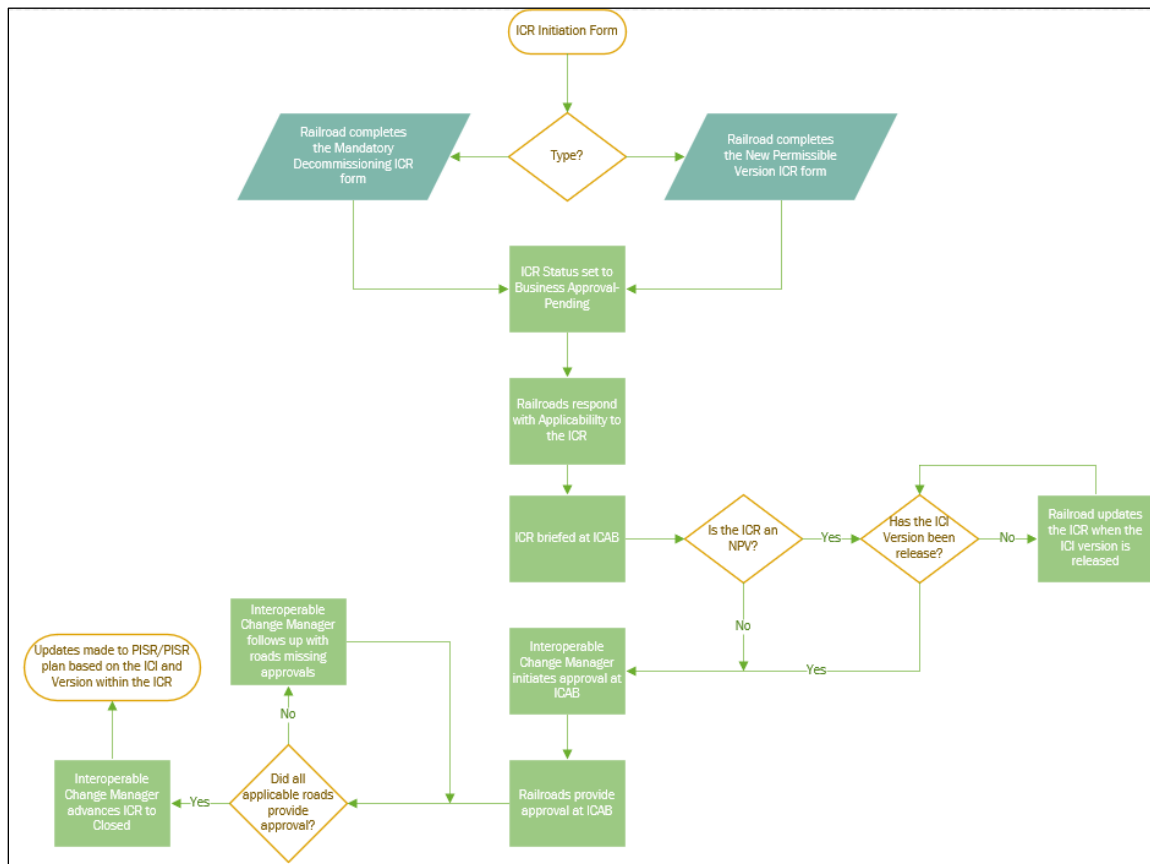
See the following sections for more information:

- [“Creating a New ICR”](#) on page 27
- [“Creating a New IDR”](#) on page 33
- [“Creating a New SIDR”](#) on page 45

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 (see [Exhibit 31](#)).

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

Exhibit 31. Create ICR Page (Showing the fields for an NPV ICR)

The screenshot shows the 'Create ICR' page in the PTC ILM application. The 'ICR Type' is set to 'New Permissible Version'. A list of ICI names is shown on the left, with 'AAR: M-9155 Locomotive Command and Control Module (LCCM) - Functional Requirements' selected. The 'IC(s) Affected' table is empty. The 'Request For Amendment Needed' field is set to 'No', and 'Expedite' is set to 'False'. The 'Proposed ICR Summary' field is empty. The 'Create ICR' button is visible at the bottom right.

2. In the ICR Type drop-down, select “New Permissible Version”.

- From the list of available ICIs on the left, select the ICI(s) to include in the new ICR. These are the ICI(s) to be changed as a result of the ICR (introduced to interoperable service).

You can select multiple ICIs, or check the ICI Name checkbox to select all available ICIs. You can also type 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(s) 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, 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) with a status of “Pending Confirmation”).
- Optionally, from the Compatible Version(s) per Vendor drop-down, select the version number(s) that are specified by the vendor as compatible with the affected ICI(s).
- In the Is ICI(s) Version(s) Released field, select **Yes** or **No**.
- In the Request for Amendment Needed field, select **Yes** or **No**.
- In the Expedite field, select **True** or **False**.

If you selected True, use the calendar tool to select the Response Due Date.

- Enter a description in the Proposed ICR Summary field (see [Exhibit 32](#)).

Exhibit 32. Create ICR Page (Showing Selected ICIs and Version Numbers)

The screenshot displays the 'Create ICR' interface. On the left, a list of available ICIs is shown with a search filter 'MCC'. Two ICIs are selected and moved to the right: 'MCC: Base Station Radio Software' (version 3.7) and 'MCC: Wayside Radio Software' (version 3.6). Below the list, there are radio buttons for 'Request for Amendment Needed' (set to 'No') and 'Expedite' (set to 'False'). At the bottom, there is a 'Proposed ICR Summary' field containing the text 'Update Radio Software' and a 'Supplemental Material' section. The 'Create ICR' button is highlighted in blue.

ICI(s) Affected *	Version(s) of Affected ICI(s) *	Add Version	Compatible Version(s) per Vendor	Is ICI(s) Version(s) Released? *
<input type="checkbox"/> MCC: Base Station Radio Software	3.7	+		<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> MCC: Wayside Radio Software	3.6	+		<input checked="" type="radio"/> Yes <input type="radio"/> No

Request for Amendment Needed *

Yes No

Expedite *

True False

Proposed ICR Summary *

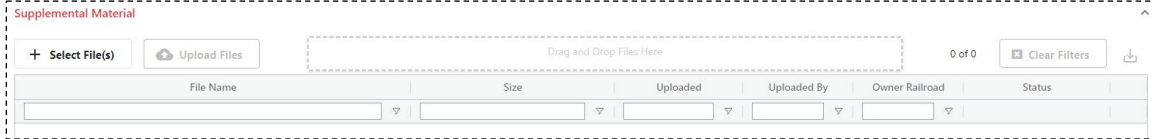
Update Radio Software

Supplemental Material

Cancel Create ICR

- 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) (see [Exhibit 33](#)).

Exhibit 33. Create ICR Page (Showing the Supplemental Material Section Expanded)



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

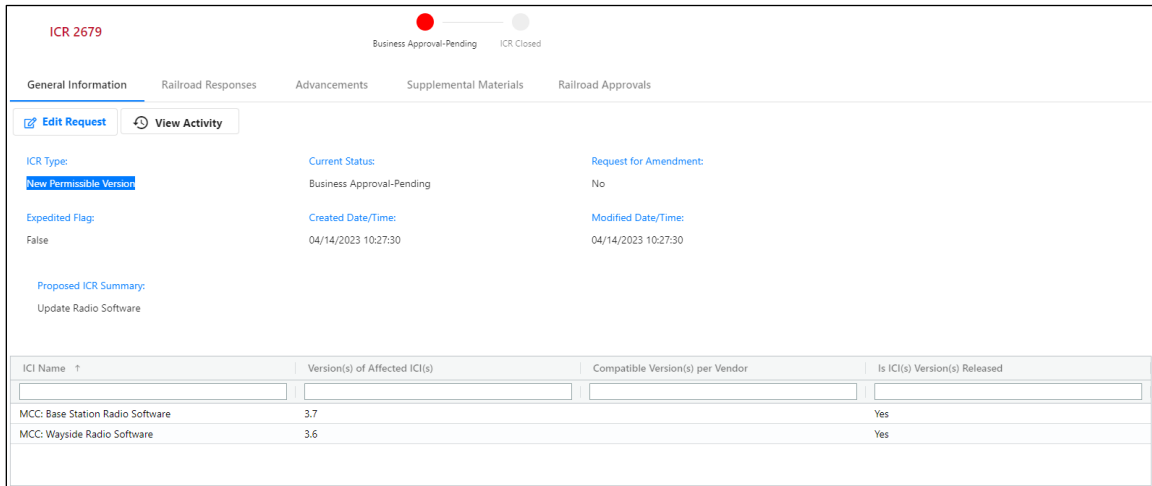
If your request was successful, a confirmation popup is displayed (see [Exhibit 34](#)).

Exhibit 34. Request Saved Successfully Popup



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

Exhibit 35. View ICR Page (Showing a new New Permissible Version ICR)



At this point, the new 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. In the in the ICR Type drop-down, select “Mandatory Decommissioning”. The Mandatory Decommissioning fields are displayed (see [Exhibit 36](#)).

Exhibit 36. Create ICR Page (Showing the Fields for a Mandatory Decommissioning ICR)

3. From the list of available ICIs on the left, select the ICI(s) to include in the new ICR. These are the ICI(s) to be changed as a result of the ICR (decommissioned from interoperable service).

You can select multiple ICIs or check the ICI Name checkbox to select all available ICIs. You can also type 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(s) 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. From the Version(s) of Affected ICI(s) drop-down, select a version number for each ICI to be included in the ICR (see [Exhibit 37](#)).

- In the Expedite field, select **True** or **False**.

If you selected True, use the calendar tool to select the Response Due Date.

- Enter a description in the Proposed ICR Summary field (see [Exhibit 37](#)).

Exhibit 37. Create ICR Page (Showing Selected ICIs and Version Numbers)

The screenshot shows the 'Create ICR' form. On the left, there is a list of ICI names with a search bar containing 'wre'. The list includes: WRE: I-ETMS Common Configuration Items, WRE: WCR-SAF-1361 Functional Fault Tree [FFT], WRE: WCR-SAF-1369 Hazard Log (front words) [HL], WRE: WCR-SAF-1370 Hazard Log (hazard table) [HL], WRE: WCR-SVR-1058 I-ETMS Component and Fault Data Dictionary, and WRE: WCR-SVR-1093 Locomotive Segment. The 'WRE: WCR-SAF-1369 Hazard Log (front words) [HL]' and 'WRE: WCR-SAF-1370 Hazard Log (hazard table) [HL]' items are highlighted with red arrows. To the right, the 'ICIs Affected' section shows a table with one row: 'WRE: I-ETMS Onboard Software' with version '6.5.4.1'. Below this is the 'Proposed ICR Summary' field containing the text 'Decommission Onboard Software'. At the bottom, there are 'Expedite' radio buttons for 'True' and 'False', with 'False' selected. A 'Supplemental Material' section is visible at the bottom, and 'Cancel' and 'Create ICR' buttons are 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) (see [Exhibit 38](#)).

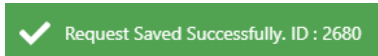
Exhibit 38. Create ICR Page (Showing the Supplemental Material Section Expanded)

The screenshot shows the 'Supplemental Material' section expanded. It features a 'Drag and Drop Files Here' box, a '0 of 0' indicator, and a 'Clear Filters' button. Below this is a table with columns: File Name, Size, Uploaded, Uploaded By, Owner Railroad, and Status. The table is currently empty.

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

If your request was successful, a confirmation popup is displayed (see [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 (see [Exhibit 40](#)).

Exhibit 40. View ICR Page (Showing a new Mandatory Decommissioning ICR)

The screenshot displays the ICR 2680 page. At the top, there is a progress indicator with a red dot for 'Business Approval-Pending' and a grey dot for 'ICR Closed'. Below this are tabs for 'General Information', 'Railroad Responses', 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. The 'General Information' tab is active, showing 'Edit Request' and 'View Activity' buttons. The ICR Type is 'Mandatory Decommissioning' and the Current Status is 'Business Approval-Pending'. The Expedited Flag is 'False'. The Created Date/Time and Modified Date/Time are both '04/14/2023 11:06:08'. The Proposed ICR Summary is 'Decommission Onboard Software'. At the bottom, there are input fields for 'ICI Name' (containing 'WRE-I-ETMS Onboard Software') and 'Version(s) of Affected ICI(s)' (containing '6.5.4.1').

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), 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:

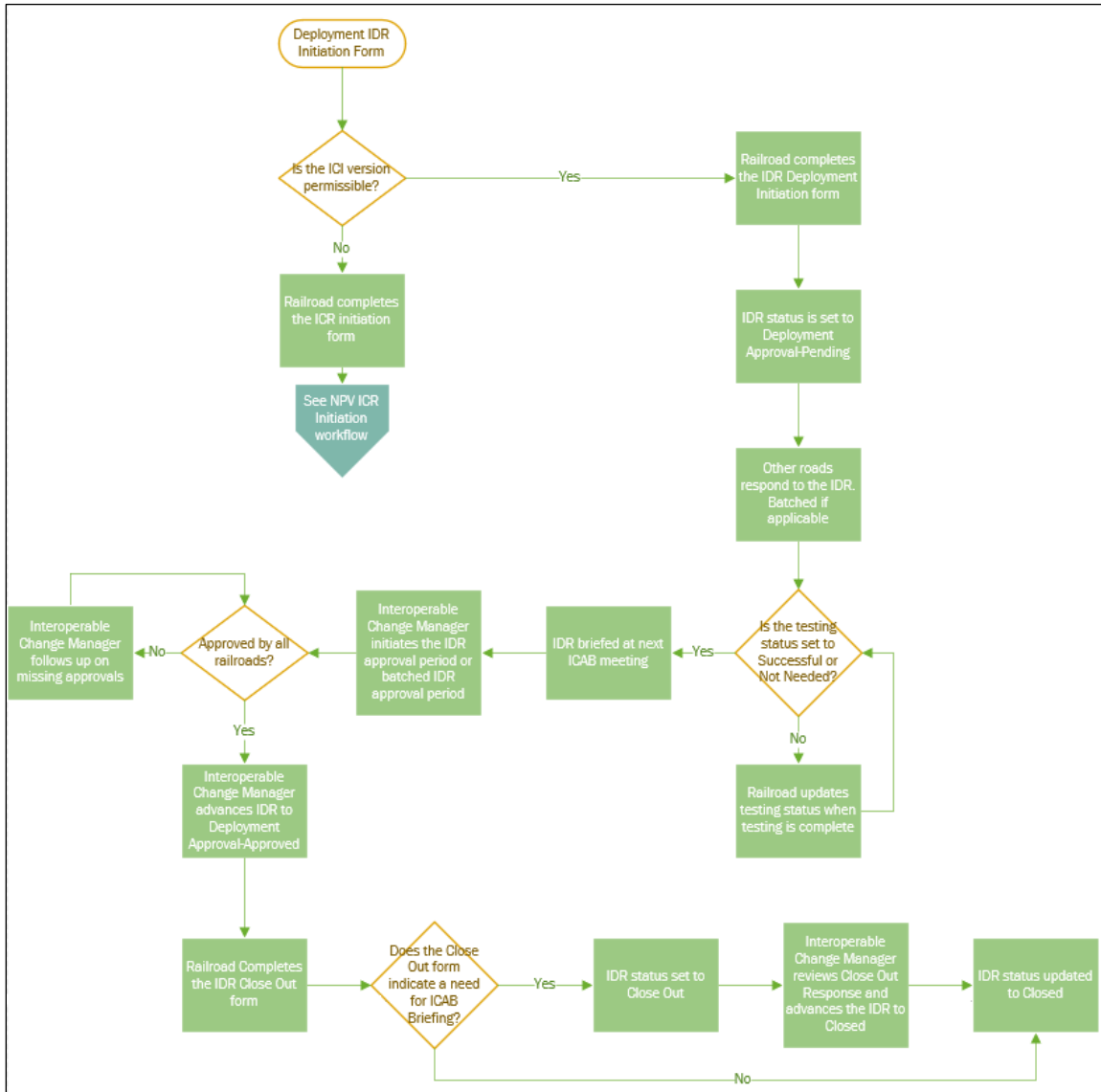
Note: If you need to perform other IDR-related tasks, see “[Working with Existing ICRs, IDRs, and SIDRs](#)” on page 10.

- “[Creating a Deployment IDR](#)” on page 34
- “[Creating a Latent IDR](#)” on page 38
- “[Creating a Decommissioning IDR](#)” on page 41

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 (see [Exhibit 42](#)).

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

Exhibit 42. Create IDR Page (Showing the fields for a Deployment IDR)

The screenshot shows the 'Create IDR' page for a 'Deployment' IDR. The interface includes a navigation bar, a list of available ICIs on the left, and a table for affected ICIs on the right. The 'ICI(s) Affected' table is currently empty, with a warning message below it: 'Warning: ICI and Version(s) of Affected ICI(s) are required fields'. The form also includes fields for 'Expedite', 'Testing Status', 'Testing Start Date', 'Testing Duration (days)', 'Outage Required', 'Deployment Start Date', 'Deployment Duration (days)', 'Decommission Date', and 'Decommission Duration (days)'. A 'Proposed IDR Summary' text area and a 'Supplemental Material' section are also visible. The 'Cancel' and 'Create IDR' buttons are located at the bottom right of the form.

2. In the IDR Type drop-down, select “Deployment”.
3. From the list of available ICIs on the left, select the ICI(s) to include in the new IDR. These are the ICI(s) to be changed as a result of the IDR.

You can select multiple ICIs, or check the ICI Name checkbox to select all available ICIs. You can also type 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(s) 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. From the Version(s) of Affected ICI(s) drop-down, select a version number for each ICI to be included in the IDR.
6. Optionally, from the Decommissioned Version(s) by Railroad drop-down, select the version(s) that will be decommissioned as part of this IDR.
7. In the Expedite field, select **True** or **False**.

If you selected True, use the calendar tool to select the Response Due Date.

8. In the Testing Status field, select **Testing Pending**, **Testing Successful**, or **Not Needed**.

If you selected Testing Pending or Testing Successful, use the calendar tool to select the Testing Start Date and then complete the Testing Duration (days) field.

9. In the Outage Required field, select **Yes** or **No**.

Use the calendar tool to select the Deployment Start Date and then complete the Deployment Duration (days) field.

10. Optionally, if you specified version(s) to be decommissioned above, use the calendar tool to select the Decommission Date and then complete the Decommission Duration (days) field.

11. Enter a description in the Proposed IDR Summary field (see [Exhibit 43](#)).

Exhibit 43. Create IDR Page (Showing Selected ICI(s) and Version Numbers)

The screenshot shows a web form for creating an IDR. On the left, there is a dropdown menu for 'ICI Name' with a search box containing 'mcc'. Below the dropdown, a list of ICI names is shown, including 'MCC: Locomotive Messaging Server Software', 'MCC: Locomotive Radio Software', 'MCC: System Management Gateway Software', 'MCC: Systems Management, Radio Asset Specific Data Dictionary', and 'MCC: Wayside Messaging Server Software'. Two red arrows point from the dropdown to the table on the right. The table has three columns: 'ICI(s) Affected', 'Version(s) of Affected ICI(s)*', and 'Decommissioned Version(s) by Railroad'. Two rows are visible in the table: 'MCC: Base Station Radio Software' with version '3.7' and 'MCC: Wayside Radio Software' with version '3.6'. Below the table, there are several form fields: 'Expedite*' with radio buttons for 'True' and 'False' (False is selected); 'Testing Status*' with radio buttons for 'Testing Pending', 'Testing Successful' (selected), and 'Not Needed'; 'Testing Start Date*' and 'Testing Duration (days)*' with a calendar icon and a numeric input field (0); 'Outage Required*' with radio buttons for 'Yes' and 'No' (No is selected); 'Deployment Start Date*' and 'Deployment Duration (days)*' with a calendar icon and a numeric input field (0); 'Decommission Date' and 'Decommission Duration (days)'; and a 'Proposed IDR Summary*' text area containing the text 'Deploy Radio Software'. At the bottom right, there are 'Cancel' and 'Create IDR' buttons.

12. 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) (see [Exhibit 33](#)).

Exhibit 44. Create IDR Page (Showing the Supplemental Material Section Expanded)

The screenshot shows the 'Supplemental Material' section of the form expanded. It features a dashed border and contains a file management interface. At the top left, there are buttons for '+ Select File(s)' and 'Upload Files'. In the center, there is a dashed box labeled 'Drag and Drop Files Here'. To the right of this box, it says '0 of 0' and 'Clear Filters' with a download icon. Below these elements is a table with columns: 'File Name', 'Size', 'Uploaded', 'Uploaded By', 'Owner Railroad', and 'Status'. The table is currently empty.

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

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

Exhibit 45. Request Saved Successfully Popup



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

Exhibit 46. View IDR Page (Showing an IDR in Deployment Approval - Pending Status)

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	

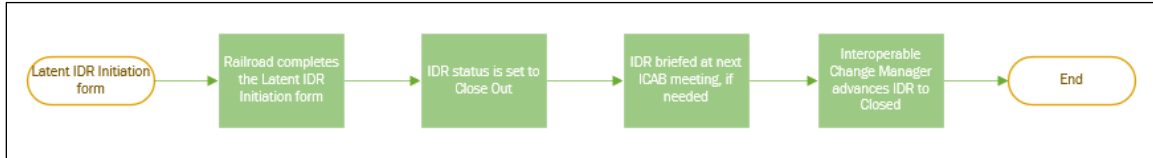
At this point, the new IDR is in “Deployment Approval - Pending” status.

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. In the IDR Type drop-down, select “Latent” (see [Exhibit 48](#)).

Exhibit 48. Create IDR Page (Showing the fields for a Latent IDR)

The screenshot shows the 'Create IDR' page with the following elements:

- IDR Type:** A dropdown menu set to 'Latent'.
- ICI Name:** A list of available ICI names with a search filter and a checkbox to select all. The list includes:
 - AAR: S-9058 ITC Ticket Management Requirements and Use Cases
 - AAR: M-9155 Locomotive Command and Control Module (LCCM) - Functional Requirements
 - AAR: M-9453 System Management Asset User Interface Requirements
 - AAR: RP-9457 Master Test Strategy
- ICI(s) Affected:** A table with columns for 'ICI(s) Affected', 'Version(s) of Affected ICI(s)', and 'Decommissioned Version(s) by Railroad'. The table is currently empty with the message 'No Rows To Show'. Red arrows indicate the process of moving items from the left list to this table.
- Warning:** A red text warning below the table states: 'Warning: ICI and Version(s) of Affected ICI(s) are required fields'.
- Deployment Start Date:** A date picker field.
- Deployment Duration (days):** A numeric input field set to 0.
- Decommission Date:** A date picker field.
- Decommission Duration (days):** A numeric input field set to 0.
- Proposed IDR Summary:** A large text area for entering the summary, with a character count of 0 / 5000.
- Supplemental Material:** A section for additional information.
- Buttons:** 'Cancel' and 'Create IDR' buttons at the bottom right.

3. From the list of available ICIs on the left, choose the ICI(s) to include in the IDR. Select the ICI(s) that have already been deployed.

You can select multiple ICIs, or check the ICI Name checkbox to select all available ICIs. You can also type 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(s) 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, select a version number for each ICI to be included in the IDR.
- Optionally, from the Decommissioned Version(s) by Railroad drop-down, select the version(s) that were decommissioned as part of this IDR.
- Optionally, use the calendar tool to select the Deployment Start Date and then complete the Deployment Duration (days) field.
- Optionally, if you specified version(s) to be decommissioned above, use the calendar tool to select the Decommission Date and then complete the Decommission Duration (days) field.
- Enter a description in the Proposed IDR Summary field (see [Exhibit 49](#)).

Exhibit 49. Create IDR Page (Showing Selected ICIs and Version Numbers)

The screenshot displays the 'Create IDR Page' interface. On the left, a list of ICI names is shown, with 'MCC: Locomotive Messaging Server Software' selected. A right arrow (→) indicates it has been moved to the 'ICI(s) Affected' section. In this section, 'MCC: Locomotive Radio Software' is selected with a version of '3.8'. Below this, there are fields for 'Deployment Start Date' (4/12/2023) and 'Deployment Duration (days)' (0), and 'Decommission Date' and 'Decommission Duration (days)' (0). The 'Proposed IDR Summary' field contains the text 'Deployed MCC: Locomotive Radio Software v 3.8'. At the bottom, there is a 'Supplemental Material' section with a 'Cancel' button and a 'Create IDR' button.

- 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) (see [Exhibit 50](#)).

Exhibit 50. Create IDR Page (Showing the Supplemental Material Section Expanded)

The screenshot shows the 'Supplemental Material' section expanded. It features a 'Drag and Drop Files Here' box, a '0 of 0' indicator, and a 'Clear Filters' button. Below this is a table with columns for 'File Name', 'Size', 'Uploaded', 'Uploaded By', 'Owner Railroad', and 'Status'. The table is currently empty.

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

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

Exhibit 51. Request Saved Successfully Popup



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

Exhibit 52. View IDR Page (Showing a Latent IDR in Close Out Status)

The screenshot shows the 'View IDR' page for IDR 2682. The page has three tabs: 'General Information', 'Advancements', and 'Supplemental Materials'. The 'General Information' tab is active. There is a 'View Activity' button. The main content area displays the following information:

IDR Type:	Railroad:	Current Status:	Created Date/Time:	Modified Date/Time:
Latent	UP	Close Out	04/14/2023 17:52:43	04/14/2023 17:52:43

Deployment Start Date: 04/12/2023
Deployment Duration: 0
Decommissioned Start Date:
Decommissioned Duration: 0

Proposed IDR Summary:
Deployed MCC: Locomotive Radio Software v 3.8

ICI Name ↑	Version(s) of Affected ICI(s)	Decommissioned Version per Railroad
MCC: Locomotive Radio Software	3.8	

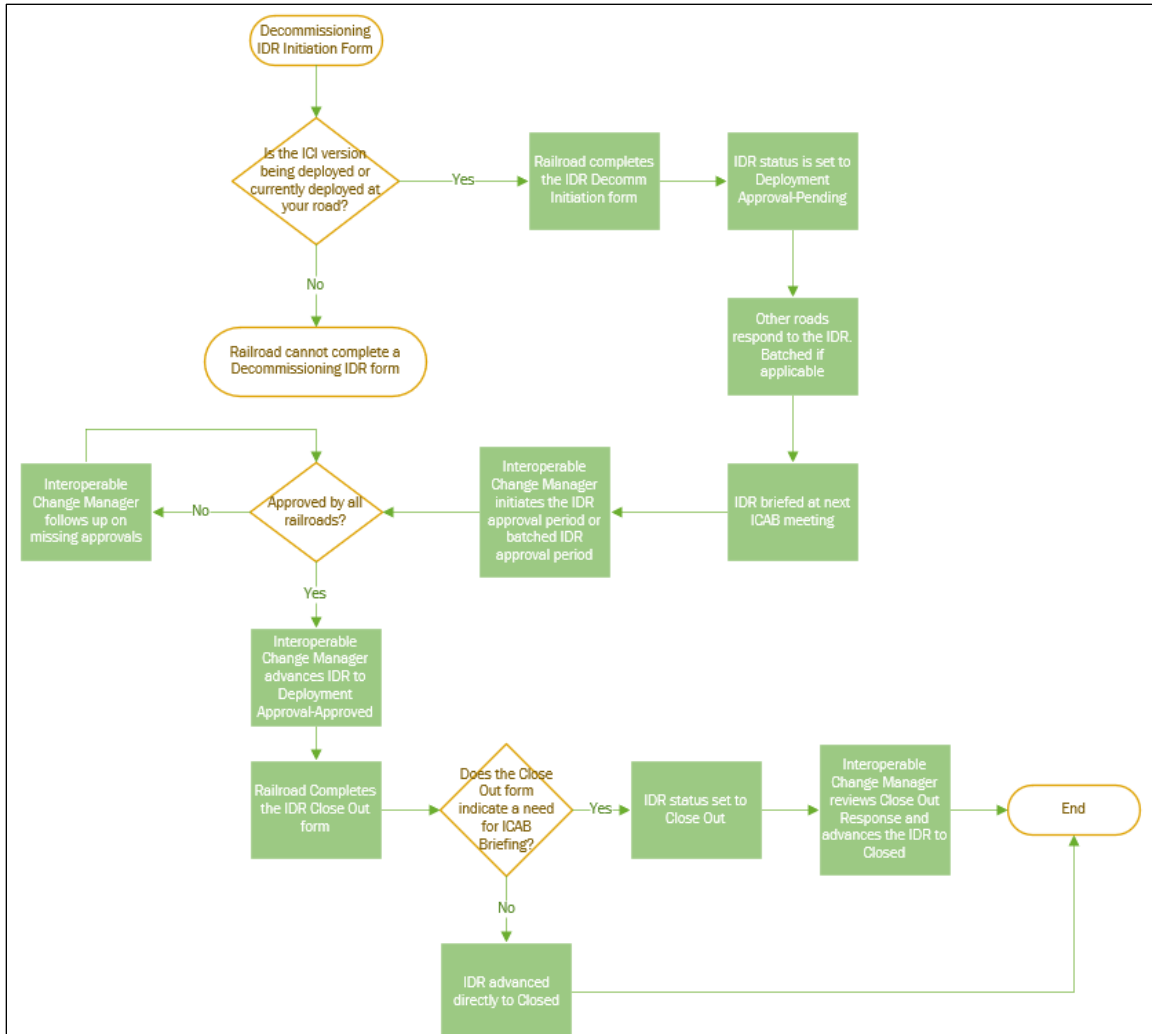
At this point, the new Latent IDR is in “Close Out” status.

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. In the IDR Type drop-down, select “Decommissioning”. The Decommissioning fields are displayed (see [Exhibit 54](#)).

Exhibit 54. Create IDR Page (Showing the Decommissioning Fields)

The screenshot displays the 'Create IDR' page with the 'IDR Type' set to 'Decommissioning'. On the left, there is a list of ICI names with a search filter and checkboxes. The list includes: 'AAR: S-9058 ITC Ticket Management Requirements and Use Cases', 'AAR: M-9155 Locomotive Command and Control Module (LCCM) - Functional Requirements', 'AAR: M-9453 System Management Asset User Interface Requirements', and 'AAR: RP-9457 Master Test Strategy'. A right arrow (→) is positioned between the list and the 'ICI(s) Affected' table. The table has two columns: 'ICI(s) Affected' and 'Version(s) of Affected ICI(s)*'. The table is currently empty, displaying 'No Rows To Show'. A warning message below the table reads: 'Warning: ICI and Version(s) of Affected ICI(s) are required fields'. Below the table, there are radio buttons for 'Expedite' (True/False), a 'Decommission Date' field with a calendar icon, a 'Decommission Duration (days)' field with a dropdown menu showing '0', and a 'Proposed IDR Summary' text area with a character count of '0 / 5000'. At the bottom right, there are 'Cancel' and 'Create IDR' buttons.

3. From the list of available ICIs on the left, select the ICI(s) to include in the new IDR. These are the ICI(s) to be changed as a result of the IDR (decommissioned from interoperable service).

You can select multiple ICIs or check the ICI Name checkbox to select all available ICIs. You can also type 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(s) to the list of included 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. From the Version(s) of Affected ICI(s) drop-down, select a version number for each 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).

6. In the Expedite field, select **True** or **False**.

If you selected True, use the calendar tool to select the Response Due Date.

7. Use the calendar tool to select the Decommission Date and then complete the Decommission Duration (days) field.

8. Enter a description in the Proposed IDR Summary field (see [Exhibit 55](#)).

Exhibit 55. Create IDR Page (Showing Selected ICIs and Version Numbers)

The screenshot shows the 'Create IDR' page. On the left, there is a list of ICI names under the heading 'ICI Name'. The list includes: MCC: Back Office Messaging Server Software, MCC: Base Station Radio Software, MCC: Locomotive Messaging Server Software, MCC: System Management Gateway Software, and MCC: Systems Management: Radio Asset. A search filter 'mcc' is applied. On the right, under 'ICI(s) Affected', the item 'MCC: Locomotive Radio Software' is selected with a version of '3.4'. Below this, there are radio buttons for 'Expedite*' (True/False), a 'Decommission Date' field set to 4/14/2023, and a 'Decommission Duration (days)' field set to 0. A 'Proposed IDR Summary' text area contains the text 'Decommission MCC: Locomotive Radio Software v 3.4'. At the bottom right, there are 'Cancel' and 'Create IDR' buttons.

- 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) (see [Exhibit 56](#)).

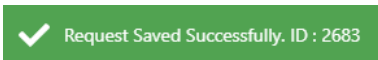
Exhibit 56. Create IDR Page (Showing the Supplemental Material Section Expanded)

The screenshot shows the 'Supplemental Material' section expanded. It features a 'Drag and Drop Files Here' area, a '0 of 0' indicator, and a 'Clear Filters' button. Below this is a table with columns: File Name, Size, Uploaded, Uploaded By, Owner Railroad, and Status. The table is currently empty.

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

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

Exhibit 57. Request Saved Successfully Popup



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

Exhibit 58. View IDR Page (Showing a new Decommissioning IDR)

The screenshot displays the 'View IDR Page' for IDR 2683. At the top, the title 'IDR 2683' is shown in red. Below it, a progress bar indicates the current status: 'Deployment Approval-Pending' (active, red dot) and 'IDR Closed' (inactive, grey dot). The page is divided into several tabs: 'General Information', 'Railroad Responses', 'Advancements', 'Supplemental Materials', and 'Railroad Approvals'. The 'General Information' tab is selected, showing options for 'Edit Request' and 'View Activity'. The main content area displays the following details:

- IDR Type:** Decommissioning
- Railroad:** UP
- Current Status:** Deployment Approval-Pending
- Created Date/Time:** 04/14/2023 18:41:20
- Modified Date/Time:** 04/14/2023 18:41:20
- Expedited Flag:** False
- Decommissioned Start Date:** 04/14/2023
- Decommissioned Duration:** 0
- Proposed IDR Summary:** Decommission MCC: Locomotive Radio Software v 3.4

At the bottom, there is a table with the following data:

ICR ID	ICI Name	Version(s) of Affected ICI(s)
	MCC: Locomotive Radio Software	3.4

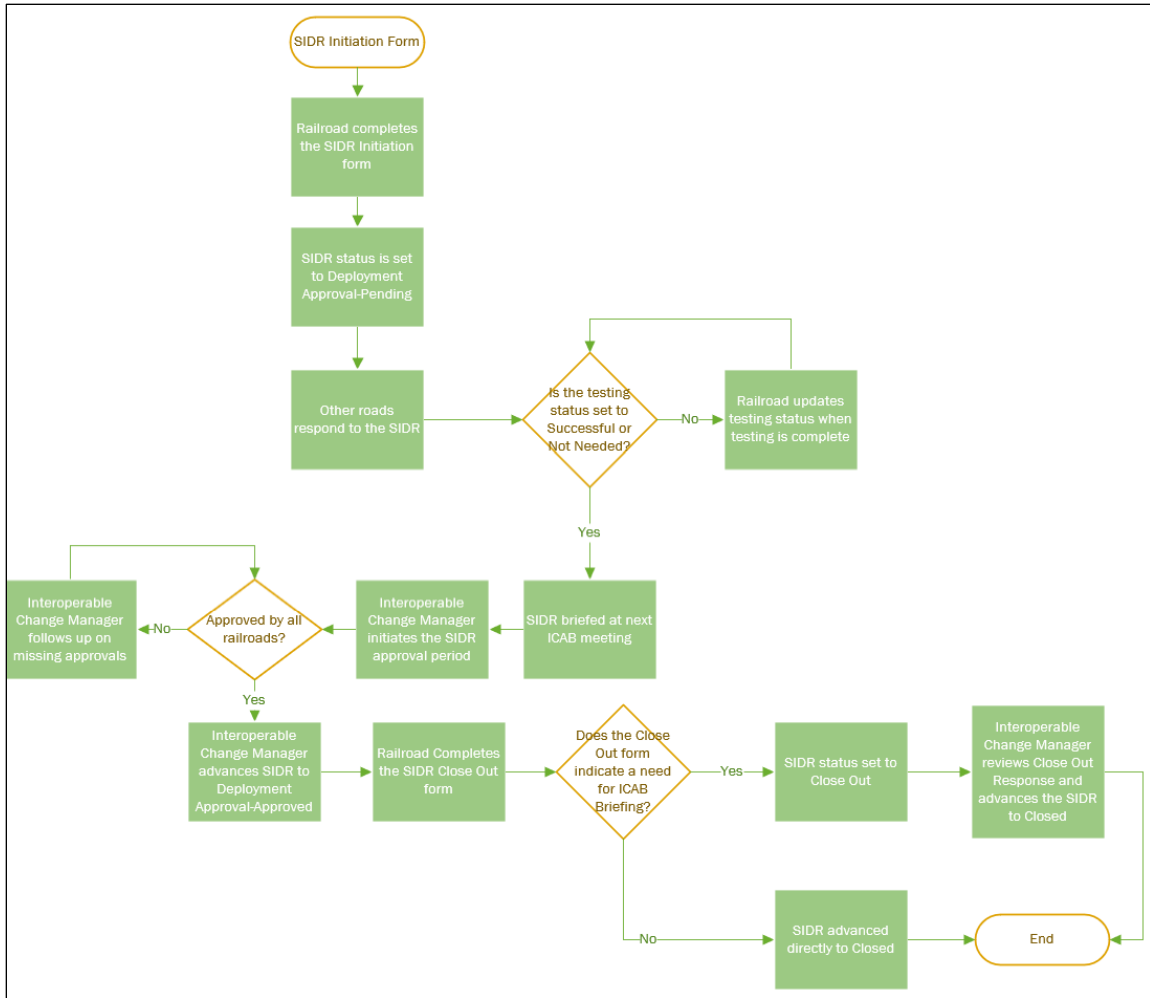
At this point, the new Decommissioning IDR is in “Deployment Approval - Pending” status.

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. In the ICDI Category drop-down, select one of the categories listed. For this example, we are selecting “Track Data”. The SIDR fields are displayed (see [Exhibit 60](#)).

Note: The SIDR fields are the same for all ICDI categories except “Other”. If you select Other, a mandatory ICDI Description field is displayed.

Exhibit 60. Create SIDR Page

The screenshot displays the 'Create SIDR' form. At the top, there is a navigation bar with links for 'Search', 'Create ICR', 'Create IDR', 'Create SIDR', 'ICAB Meeting', and 'User Guide'. The form itself contains several sections: 'ICDI Category' is a dropdown menu currently showing 'Track Data'; 'Version(s) of Affected ICDI' is a large text input field; 'Affected Railroads' is a dropdown menu showing 'ALL SELECTED'; 'Expedite' has two radio buttons, 'True' and 'False', with 'False' selected; 'Testing Status' has three radio buttons: 'Testing Pending', 'Testing Successful', and 'Not Needed', with 'Testing Pending' selected; 'Testing Start Date' is a calendar icon; 'Testing Duration (days)' is a numeric spinner set to 0; 'Deployment Start Date' is a calendar icon; 'Deployment Duration (days)' is a numeric spinner set to 0; 'Decommission Start Date' is a calendar icon; 'Decommission Duration (days)' is a numeric spinner set to 0; 'Proposed SIDR Summary' is a large text input field; and 'Supplemental Material' is a dropdown menu. At the bottom right of the form are two buttons: 'Cancel' and 'Create SIDR'.

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

If you selected True, use the calendar tool to select the Response Due Date.

6. In the Testing Status field, select **Testing Pending**, **Testing Successful**, or **Not Needed**.

If you selected Testing Pending or Testing Successful, use the calendar tool to select the Testing Start Date and then complete the Testing Duration (days) field.

- Optionally, if applicable, use the calendar tool to select the Deployment Start Date and then complete the Deployment Duration (days) field.
- Optionally, if you specified version(s) to be decommissioned above, use the calendar tool to select the Decommission Date and then complete the Decommission Duration (days) field.
- Enter a description in the Proposed SIDR Summary field (see [Exhibit 61](#)).

Exhibit 61. Create SIDR Page (Showing Completed Fields)

The screenshot shows the 'Create SIDR' form with the following fields and values:

- Version(s) of Affected ICD: 2023.04.12
- Affected Railroads: BNSF, UNION PACIFIC
- Expedite: True False
- Testing Status: Testing Pending Testing Successful Not Needed
- Testing Start Date: 4/16/2023
- Testing Duration (days): 0
- Deployment Start Date: [empty]
- Deployment Duration (days): 0
- Decommission Start Date: [empty]
- Decommission Duration (days): 0
- Proposed SIDR Summary: Update version to 2023.04.16
- Supplemental Material: [empty]

Buttons: Cancel, 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) (see [Exhibit 62](#)).

Exhibit 62. Create SIDR Page (Showing the Supplemental Material Section Expanded)

The screenshot shows the 'Supplemental Material' section expanded, displaying a file upload interface with the following elements:

- Buttons: + Select File(s), Upload Files
- Drag and Drop Files Here box
- Clear Filters button
- Table with columns: File Name, Size, Uploaded, Uploaded By, Owner Railroad, Status

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

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

Exhibit 63. Request Saved Successfully Popup



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

Exhibit 64. View SIDR Page (Showing an SIDR in “Deployment Approval – Pending” status)

The screenshot displays the SIDR 2684 page. At the top, there is a progress indicator with a red dot for "Deployment Approval-Pending" and a grey dot for "SIDR Closed". Below this are tabs for "General Information", "Railroad Responses", "Advancements", "Supplemental Materials", and "Railroad Approvals". The "General Information" tab is active, showing buttons for "Edit Request" and "View Activity". The main content area lists various fields: "Railroad" (UP), "Current Status" (Deployment Approval-Pending), "Affected Railroads" (BNSF, UP), "Created Date/Time" (04/16/2023 12:25:02), and "Modified Date/Time" (04/16/2023 12:25:02). Other fields include "Expedited Flag" (False), "Testing Start Date" (04/16/2023), "Testing Duration" (0), and "Testing Status" (Testing Successful). There are also fields for "Deployment Start Date", "Deployment Duration" (0), "Decommissioned Start Date", and "Decommissioned Duration" (0). A "Proposed SIDR Summary" section shows "Update version to 2023.04.16". At the bottom, a table lists ICDI categories and descriptions.

ICDI Category	Version(s) of Affected ICDI	ICDI Description
Track Data	2023.04.12	

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).

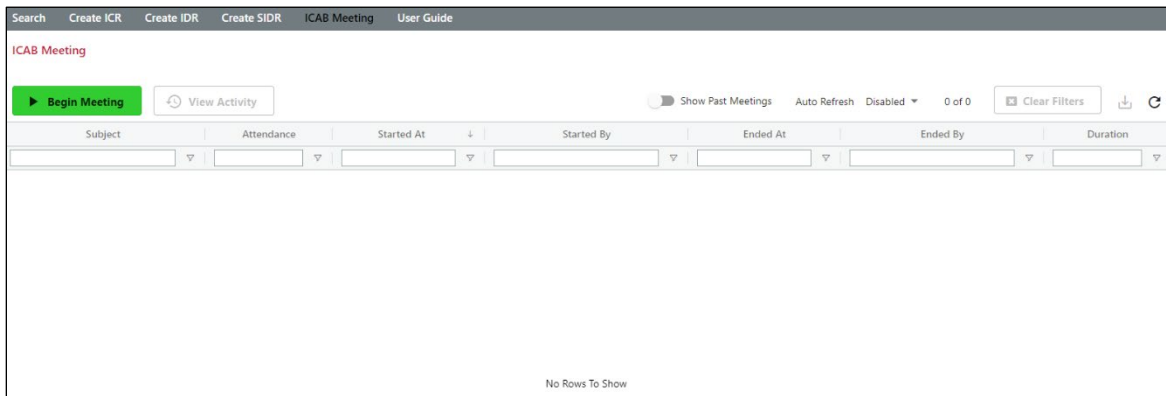
Working with ICAB Meetings

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 (see [Exhibit 65](#)).

Exhibit 65. ICAB Meeting Page (Railroad Change Manager View)



Continue with one of the following sections:

- [“Attending an ICAB Meeting”](#) on page 50
- [“Viewing Past ICAB Meetings”](#) on page 51

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 (see [Exhibit 66](#)).

Exhibit 66. ICAB Meeting Page (Showing a 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 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 (see [Exhibit 67](#)).

Exhibit 67. ICAB Meeting Proxy Meeting Attendance Popup

From the Proxy Mark drop-down, select the mark on whose behalf you are attending. From the Proxy User drop-down, 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 (see [Exhibit 68](#)).

Exhibit 68. ICAB Meeting Page (Showing Past Meetings)

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 (see [Exhibit 69](#)).

Exhibit 69. ICAB Meeting Page (Showing the Search Fields)

Select the calendar icon (📅) to complete the Search From and/or Search To fields. Use the Search Attendees drop-down 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 (see [Exhibit 70](#)).

Exhibit 70. Change Management Dashboard (Showing all ICRs, IDRs, and SIDRs for all Railroads)

The screenshot displays the 'Advanced Search' interface at the top, with various filters for Id, Status, Request Type, Requesting Railroad, ICI Name, ICDI Category, and Request Subtype. 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 Page (Showing a 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 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 54 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 (Showing the expanded Details Grid)

The screenshot displays the 'Action Required Approvals' tab. At the top, there are navigation links: Search, Create ICR, Create IDR, Create SIDR, ICAB Meeting, and User Guide. Below these is an 'Advanced Search' section with tabs for Search Results, Action Required Responses, Action Required Approvals (selected), Action Required Close Out, Active Requests, and Action Required - Old ICRs. A summary bar indicates 'Number of Action Required Approvals: 85 of 85' and includes 'Refresh Grid' and 'Clear Filters' buttons. The main grid has columns for ICI(s)/ICDI, Version(s) of Affected ICI(s)/ICDI, Type, ICRs, IDRs, SIDRs, Requesting Railroad(s), and Current Status. A red arrow points to a caret icon on the left of a row for 'MCC: Base Station Radio Soft...'. A red box highlights this row and the details grid below it. The details grid has columns for ID, Count of Approvals Pending, Count of Approvals Received, and Missing Approvals. For ID 2679, the counts are 67 pending, 0 received, and 67 missing. At the bottom of the details grid are buttons for 'End Approval', 'Proxy Approval', 'Start Approval', and 'Advance ICR'.

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 (see [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 57).

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 56 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 55).

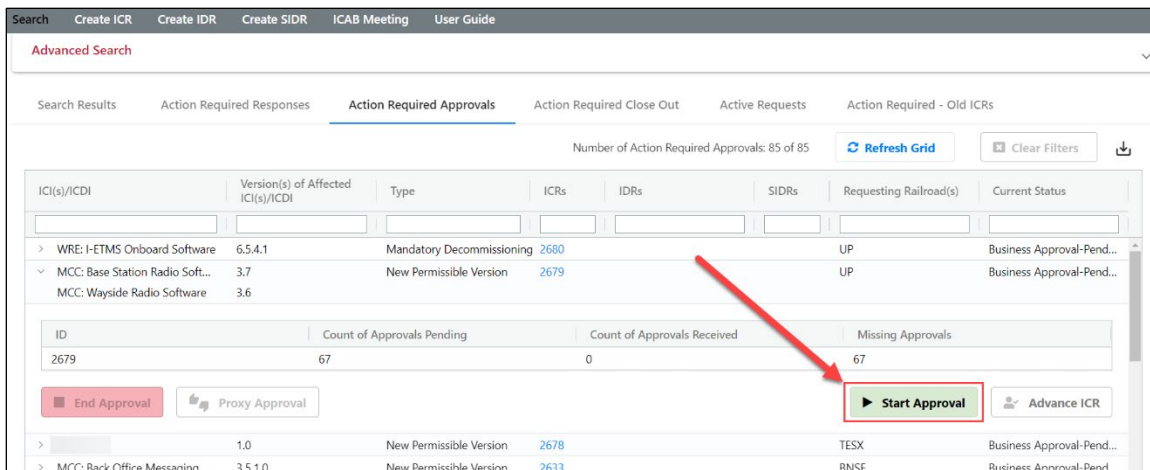
Advance ICR (or IDR or SIDR) – once the approval period has ended, and all of the required approvals have been received, the Interoperable Change Manager can advance the request to the next status by selecting this button. Once the ICR, IDR, or SIDR is advanced, the request is removed from the grid (see “[Advancing an ICR, IDR, or SIDR to the next Status](#)” on page 59).

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 (see [Exhibit 73](#)).

Exhibit 73. Action Required Approvals tab (Showing the Start Approval button)



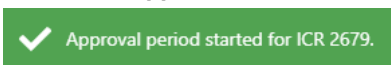
ICI(s)/ICDI	Version(s) of Affected ICI(s)/ICDI	Type	ICRs	IDRs	SIDRs	Requesting Railroad(s)	Current Status
> WRE: I-ETMS Onboard Software	6.5.4.1	Mandatory Decommissioning	2680			UP	Business Approval-Pend...
> MCC: Base Station Radio Soft...	3.7	New Permissible Version	2679			UP	Business Approval-Pend...
> 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 (see [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 (see [Exhibit 75](#)).

Exhibit 75. Action Required Approvals tab (Showing the 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-Pen...
Enter Approval						2599	BRC	Deployment Approval-Pen...
Enter Approval	Track Data	MTA 03 Chicago Illinois...				2578	METX	Deployment Approval-Pen...

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 (see [Exhibit 76](#)).

Exhibit 76. Action Required Approvals tab (Showing the 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	2679			UP	Business Approval-Pending
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

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

Once you select the **Proxy Approval** button, the Proxy Approval popup is displayed (see [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, select the mark on whose behalf you are approving. From the Proxy User drop-down, select the user ID on whose behalf you are approving. Then complete 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 (see [Exhibit 78](#)).

Exhibit 78. View IDR Page (Showing Proxy Approvers)

IDR 2640

Deployment Approval-Approved ✓ IDR Closed ✓

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

68 of 68 Clear Filters

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 (see [Exhibit 79](#)).

Exhibit 79. Action Required Approvals tab (Showing the 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 Refresh Grid Clear Filters

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						

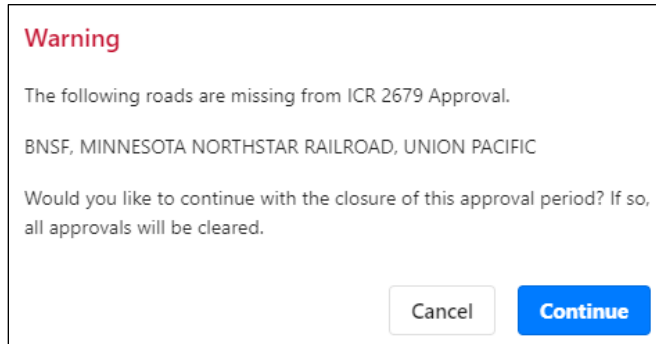
ID Count of Approvals Pending Count of Approvals Received Missing Approvals

2679 67 0 67

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 (see [Exhibit 80](#)).

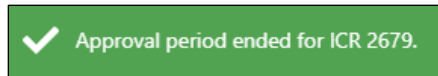
Exhibit 80. Warning Message



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 (see [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 59 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 (see [Exhibit 85](#)).

Exhibit 82. Change Management Dashboard (Showing 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						
ID	Count of Approvals Pending	Count of Approvals Received	Missing Approvals				
2679	67	3	64				

After you select the **Advance ICR, IDR, or SIDR** button, the Advance ICR, IDR, or SIDR popup is displayed (see [Exhibit 86](#)).

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 (see [Exhibit 87](#)).

Exhibit 84. Advanced to Closed Popup

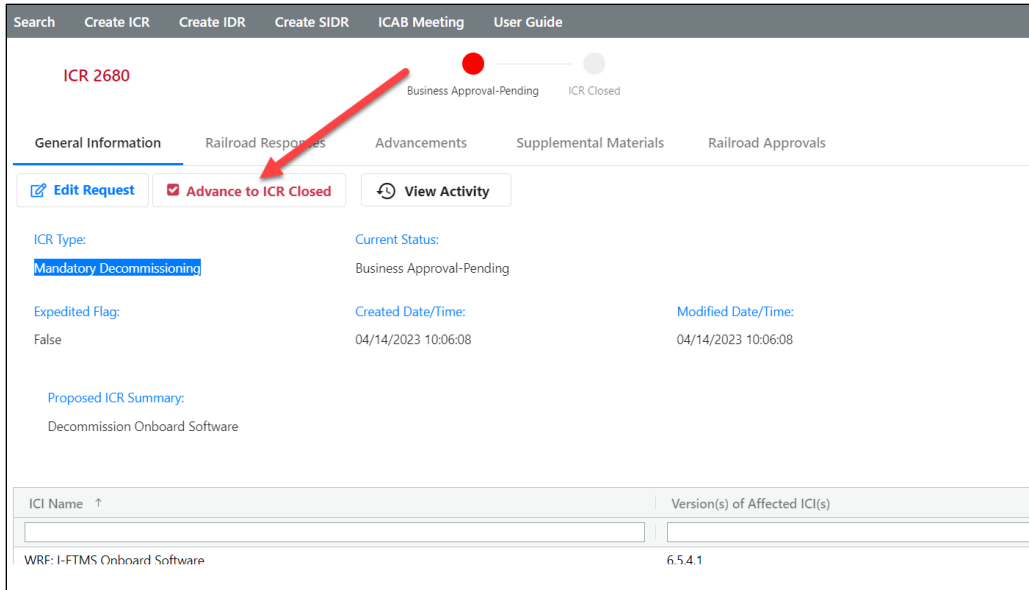


Note: Advancing an ICR changes the status to “Business Approval – Approved/Closed”. Advancing an IDR or SIDR changes the status to “Deployment Approval – Approved”. The IDR or SIDR advancements enable the Railroad Change Manager to complete a Close Out Form (see [“Closing an IDR or SIDR”](#) on page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

Advancing an ICR, IDR, or SIDR to Closed Status

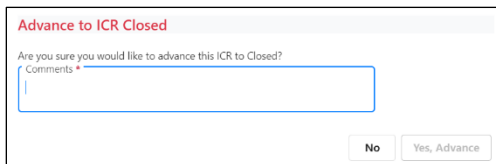
If there is a problem with an ICR, IDR, or SIDR, the Interoperable Change Manager can select the **Advance to ICR, IDR, or SIDR Closed** button on the General Information tab of the View ICR, IDR, or SIDR page and immediately close any ICR, IDR, or SIDR (see [Exhibit 85](#)).

Exhibit 85. View ICR Page (Showing the Advance to ICR Closed Button)



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

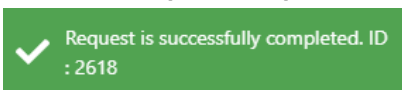
Exhibit 86. Advance to ICR Closed Popup



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

If your request was successful, a confirmation popup is displayed (see [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 Page (Showing the 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 (see [Exhibit 89](#)).

Exhibit 89. View ICR Page (Showing 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.

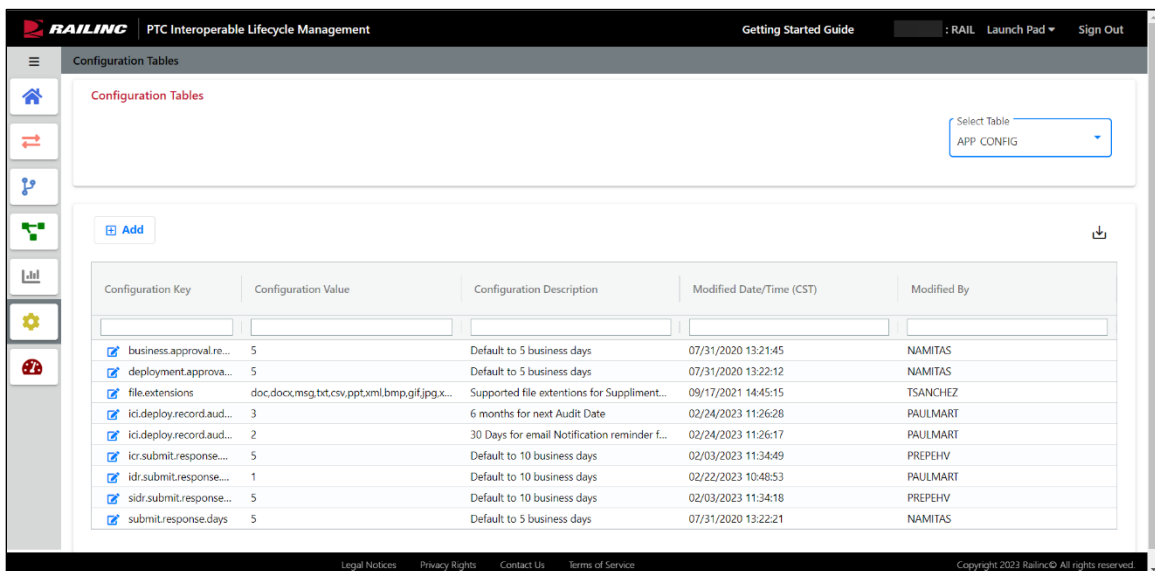
Open the PTC ILM Admin Support application module by selecting the Admin Support icon (⚙️) as described in the [PTC ILM Getting Started Guide](#). The Admin Support module is displayed (see [Exhibit 90](#)).

Exhibit 90. PTC ILM Admin Support Module (Showing the Select Table list opened)



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

Exhibit 91. PTC ILM Admin Support Module (Showing the APP_CONFIG table)



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 (see [Exhibit 93](#)).

Exhibit 93. PTC ILM Admin Support Module Edit Popup

The screenshot shows a modal window titled 'PTC ILM Admin Support Module Edit Popup'. It contains two text input fields. The first field is labeled 'Configuration Value *' and contains the number '7'. The second field is labeled 'Configuration Description' and is currently empty. At the bottom of the form, there are two buttons: a 'Cancel' button and a 'Save' button.

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

Note: Changes are effective going forward.