

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)



OPERATIONS

IVU RAIL PLAN

TRAIN TIMETABLE PLANNING GUIDELINE

Ref. No. G00.OMO.M11190.NE.1002.A

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Release

Released:	Thomas Baake	Chief Executive Officer	18.3.20	
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	Name	Dept.	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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1 Purpose

IVU Rail Plan is a computerized scheduling tool for developing and maintaining fixed route schedules.

The purpose of this guideline is to provide guidance to an IVU Rail Plan trained User on the basic principles that provide an efficient way to plan the Train Timetable.

2 Scope, Distribution & Access

This guideline will serve as an overview and reference for all IVU Rail Plan User.

3 Procedure

3.1 Planning Roster using ‘Operating day’

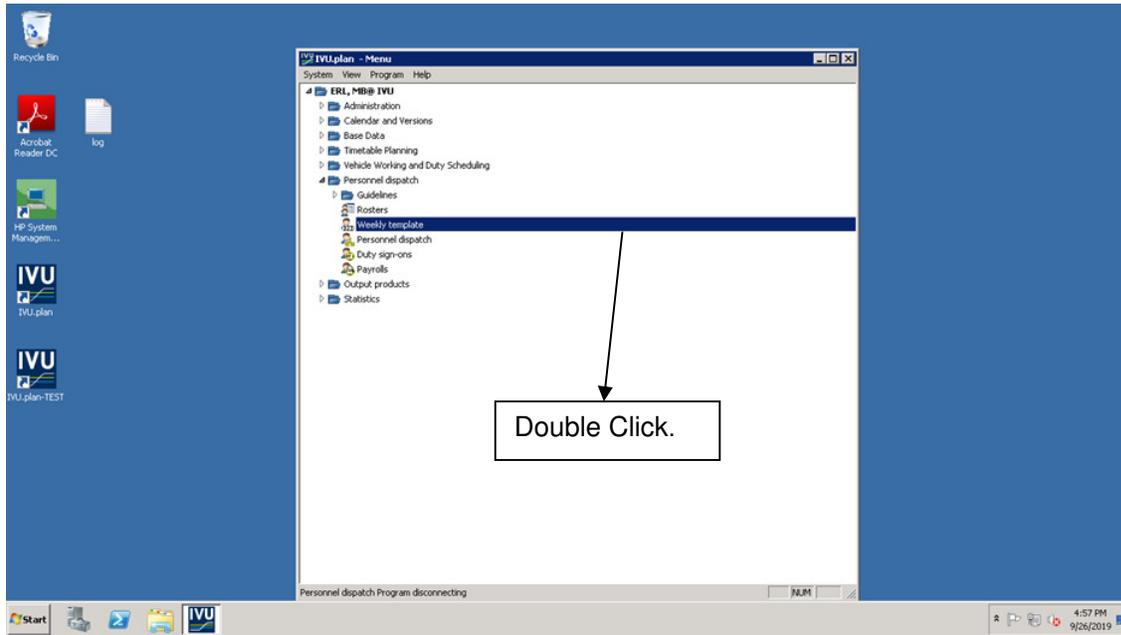
When planning a Roster, it is important to ensure all duties have been created and then transferred to the correct “Roster” selection in the system. In the system there are two selections available;

- a) Operating Day Roster
- b) Weekly Template

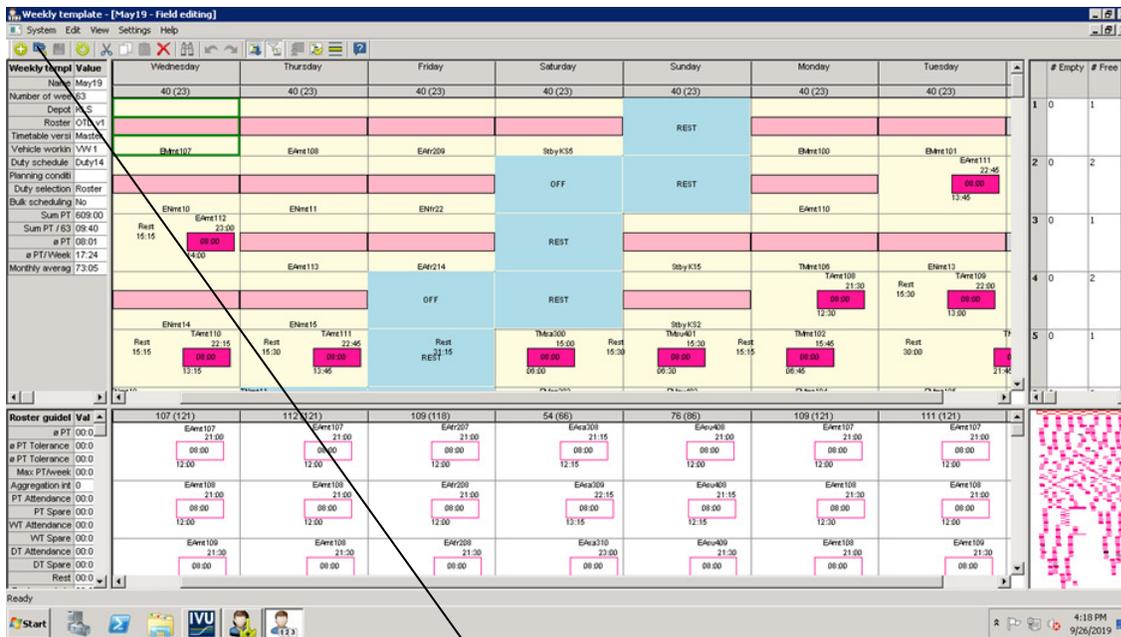
The User/Planner need to select which available option listed above is suitable to run for the said Roster. In the following pages, this guideline will focus on the selection “Weekly Template” which is shown below:

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Display of existing “Weekly Template”



After the “Double Click”, image below showing an example of an existing Weekly Template with single operating day i.e. MThu selected as below :



For other selections, depress this button

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3.2 Creating of an Operating Day Roster Template

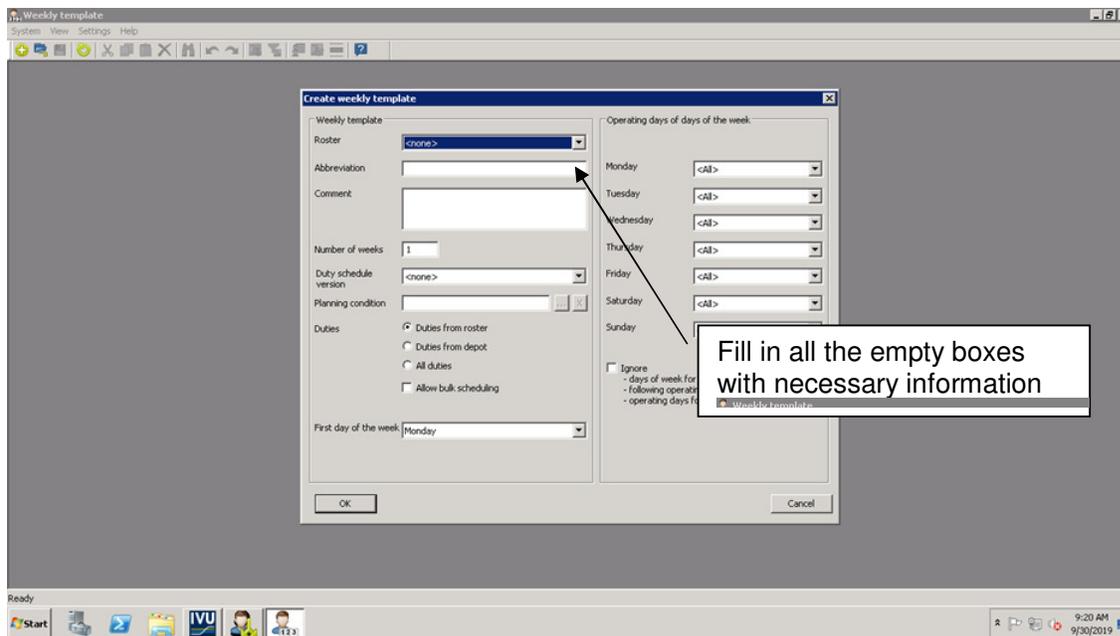
Before creating a Roster, the User must know the number of duties required for the day, that sufficiently covers all planned trips and the required manpower.

When calculating the requirements above, the User must also note of any train movements that are going “IN” or “OUT” of depoh.

The User has the option to create as many versions of the Operating Day Template as may be required to meet different operating needs.

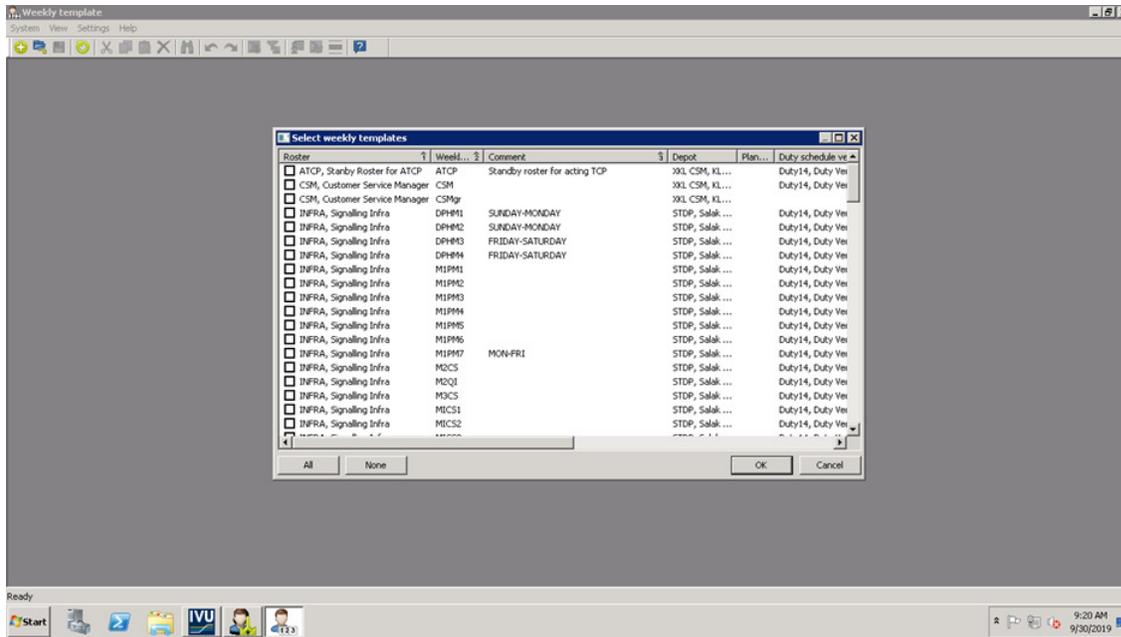
Special consideration to manually decide on a suitable “Operating Day” pattern is required when creating a Driver Roster.

When the manually developed “Operating Day” pattern is entered, the system will generate a roster. From here, the number of Drivers required can be determined.



Select the required “Operating Day as shown above. It is also important to select the correct fields in the available “empty” boxes to generate the correct Operating Day. A file menu screen will appear as shown below.

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User to select correct file.

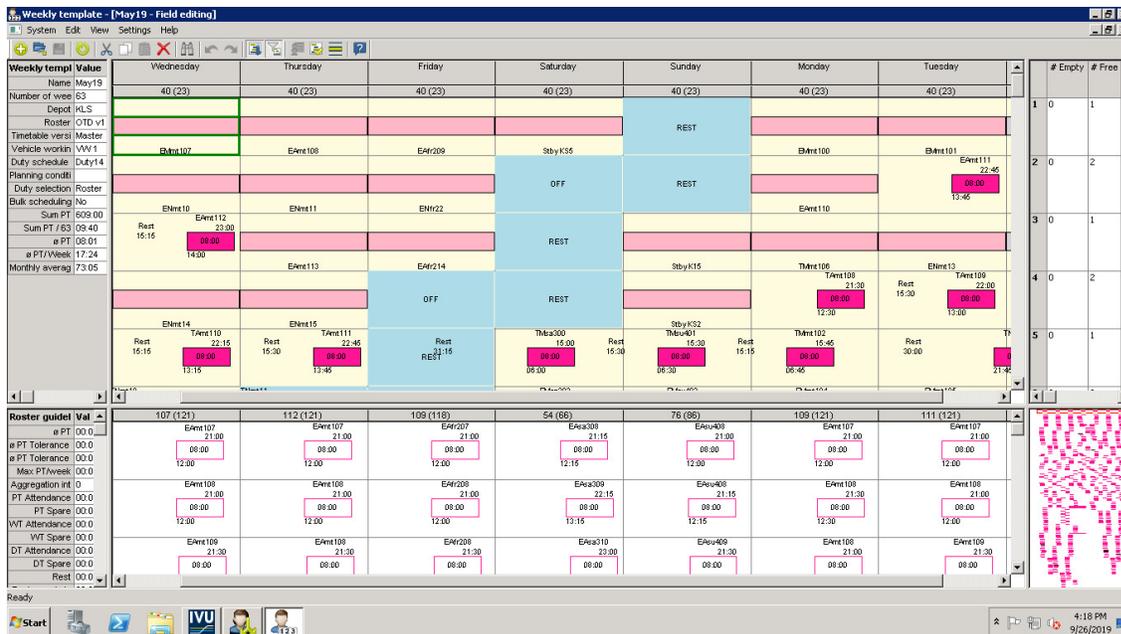


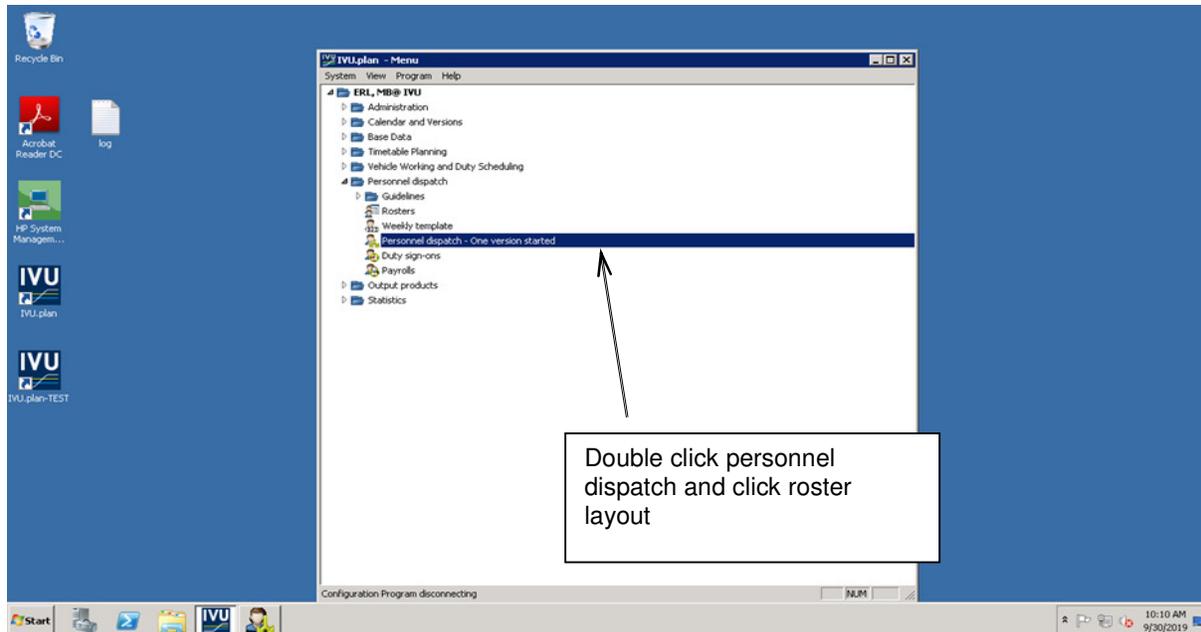
Image above showing the display of Operating Day Roster Template after all planned duties has been assigned to the template. IVU Calendar has to be activated by company designated "Planner" at the start of each new year before any Roster created by user above can be used. System will generate the rotation of the shift, duty, off, rest and working day pattern in sequence as shown.

Save the operating day template after completion.

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4 Exporting Operating Day Template to a Roster Plan

After the completion of the arrangement of duties in the desired Operating Day Roster Template, 'Roster plan' shown below need to be open in order to import the Operating Day Roster Template data to generate a Roster Plan Layout.



Steps for Roster Plan Layout screenshot:

- i. In the Personal Dispatch screen, select Roster Layout.
- ii. Open Template menu bar and select "Enter Operating Day Template ".When the screen opens, use the scroll down box to select the required data
- iii. Enter Operating Day Roster Template to generate "Arranged Duties".
- iv. Ensure that Operating Day Roster Template matches it's starting day of the week with the system generated Roster Layout starting day of the week.
- v. Using Operating Day Roster Template as reference, fill in the Roster Layout "blank boxes" accordingly.
- vi. If additional rows are required in the Roster Layout for additional staff, proceed to Roster Plan menu.

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Sample Weekly Template

Sample Roster Layout

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5 Transferring Roster Layout to the Dispatch Roster

In general Dispatch Roster can be defined as the tracking of daily changes in addition to planned assignments. Users have the ability of planning, changing planned runs, creating new runs and final assignment for employees. Users are given control of overtime work, hour accounts and absentee administration of employees. Users can also define duration to be tracked.

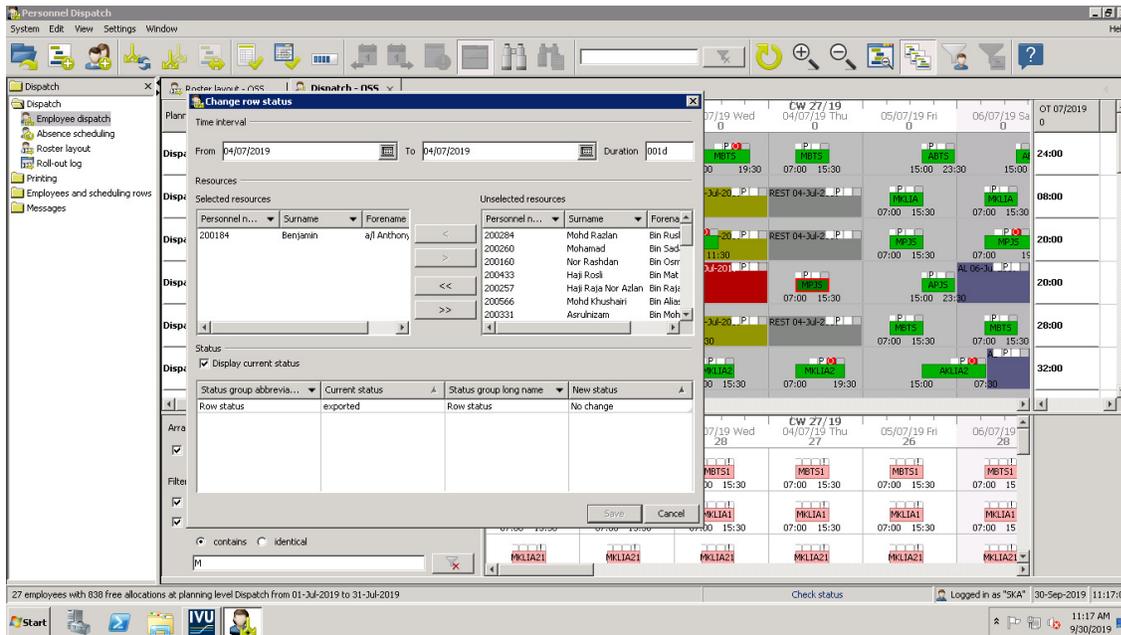
Note that all the above functions can only be done after “Planner” has transferred the Roster Layout updated data to the Dispatch Roster.

Sample Roster Layout

The screenshot displays the 'Personnel Dispatch' software interface. The main window shows a roster layout for several employees, with columns representing dates from 01/07/19 (Monday) to 05/07/19 (Saturday). The rows list employees with their IDs and names, such as Bin Ismail (200059), Bin Mohd Asraf (200331), Bin Mohd Nawi (200152), a/n Anthony Muthu (200184), Binti Md Yunus (200205), and a/n K.Balasubrama (200189). The roster cells contain various colored blocks representing shifts, with abbreviations like 'MBTSL', 'MKLIA1', and 'MKLIA2'. A left-hand menu includes options like 'Employee dispatch', 'Absence scheduling', and 'Roster layout'. The bottom status bar indicates '27 employees with 838 free allocations at planning level Dispatch from 01-Jul-2019 to 31-Jul-2019' and shows the user is logged in as 'SKA' on 30-Sep-2019 at 11:16:30.

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From previous Roster Layout , select “Transfer” button to proceed. The following screen appears :



Roster Layout to Dispatch Roster:

- i. Fill in the appropriate information in the needed blank boxes i.e. Data range, to and from depoh etc.
- ii. Ensure that “Verify Roster” box is selected (✓) for the system to automatically check for errors during the process of “Interface to Dispatch”.
- iii. History Log button is used to recall all record changes during “Interfaces to Dispatch”

After completion of Dispatch Roster, the IVU roster is ready to be used by all Users.