FLOWCHART FOR HHT WORKING

If duty is not assigned contact CTI ⟵ Login into TTE Lobby

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Login into HHT using Lobby ID

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Download Charts

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Charts not properly downloaded? Contact CTI ⟵ Check if all Charts have been downloaded

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Attention! Re-Check before Saving, Once saved the data cannot be changed ⟵ Check Coaches, mark TU for passenger present and NT for passenger absent. Save data before moving from one Coach to another

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Use Pull Data option at regular intervals to download **After Chart Cancellation, Current Bookings, Remote Location Charts, etc. Any other Chart related data is dynamically updated**

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Use Push Data option after checking is finished to send the updated chart data to HHT server

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Press the Sync Data Button after Data is pushed

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After RAC is cleared, Vacant berths are allotted to Wait list Passengers and Unreserved passengers, left over vacant berths to be immediately shared with PRS

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Faced any issues during checking, inform CTI ⟵ After finish of Duty, Logout of HHT

Sign Off from Lobby