User Manual

For

HHT Application for TTEs

Version : 2.7.3

(Last updated: 17/05/2023)

Prepared by:

CENTRE FOR RAILWAY INFORMATION SYSTEMS

Prerequisites:

Before doing any HHT (Hand Held Terminal) operations, following requirements must be fulfilled:

1. The TTEs must have their valid Login ID & Password of TTE Lobby application.
2. For fixed duty users, proper duties must be assigned .
3. Coach allocation should be done.
4. The TTEs must sign on proper duty from Duty Start Station in TTE lobby application.

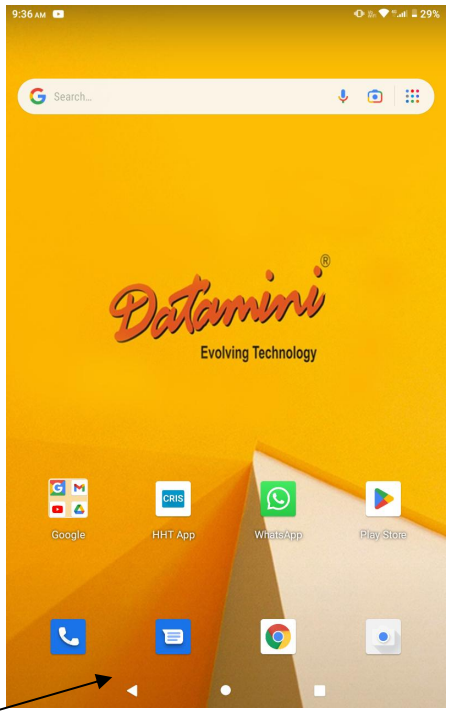
Download Application:

Open URL: https://hht.indianrail.gov.in/ and go to “Releases” section in menu.

Chart downloading:

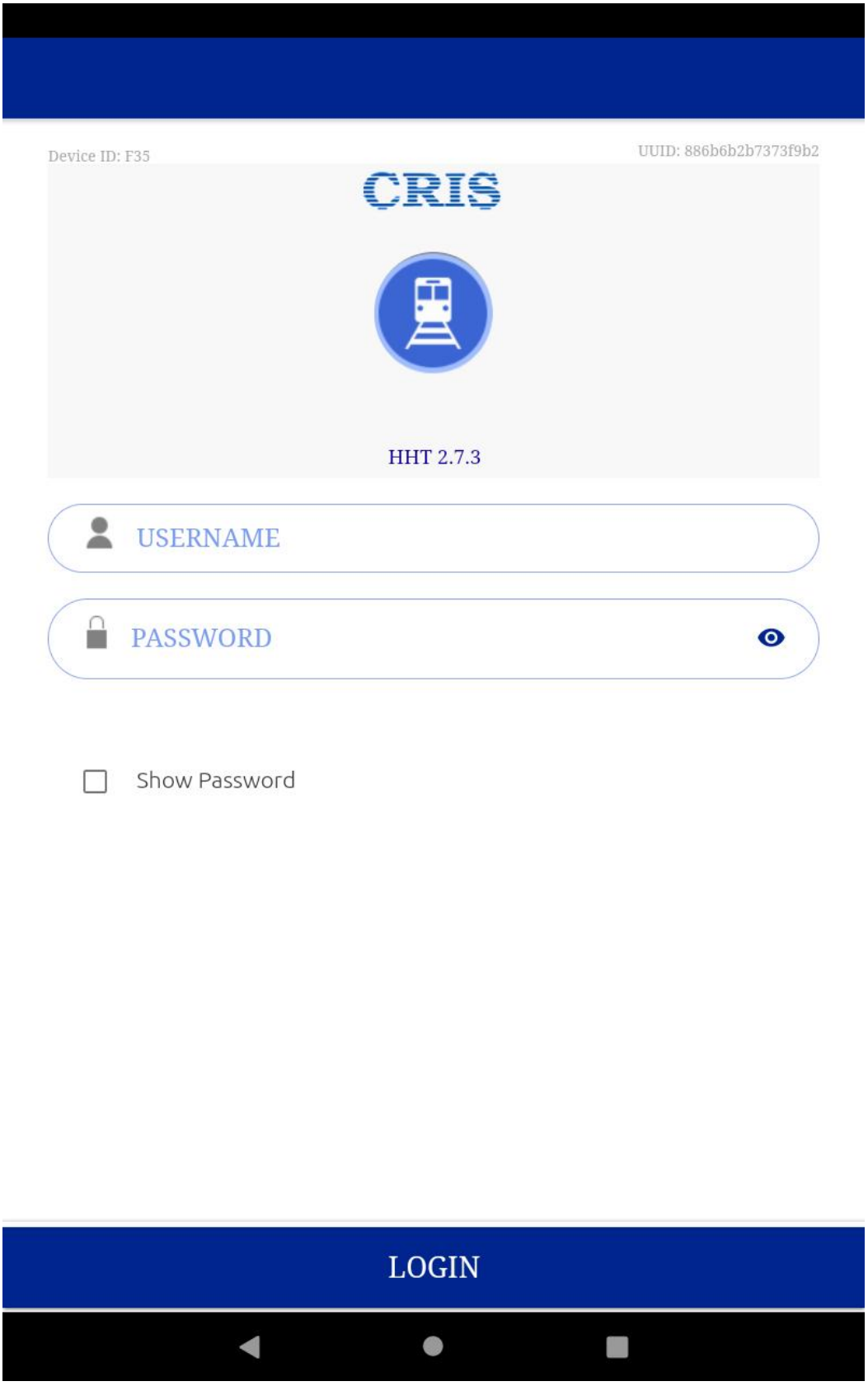
a. Switch on the HHT Tab by clicking on the phone icon shown on the screen.

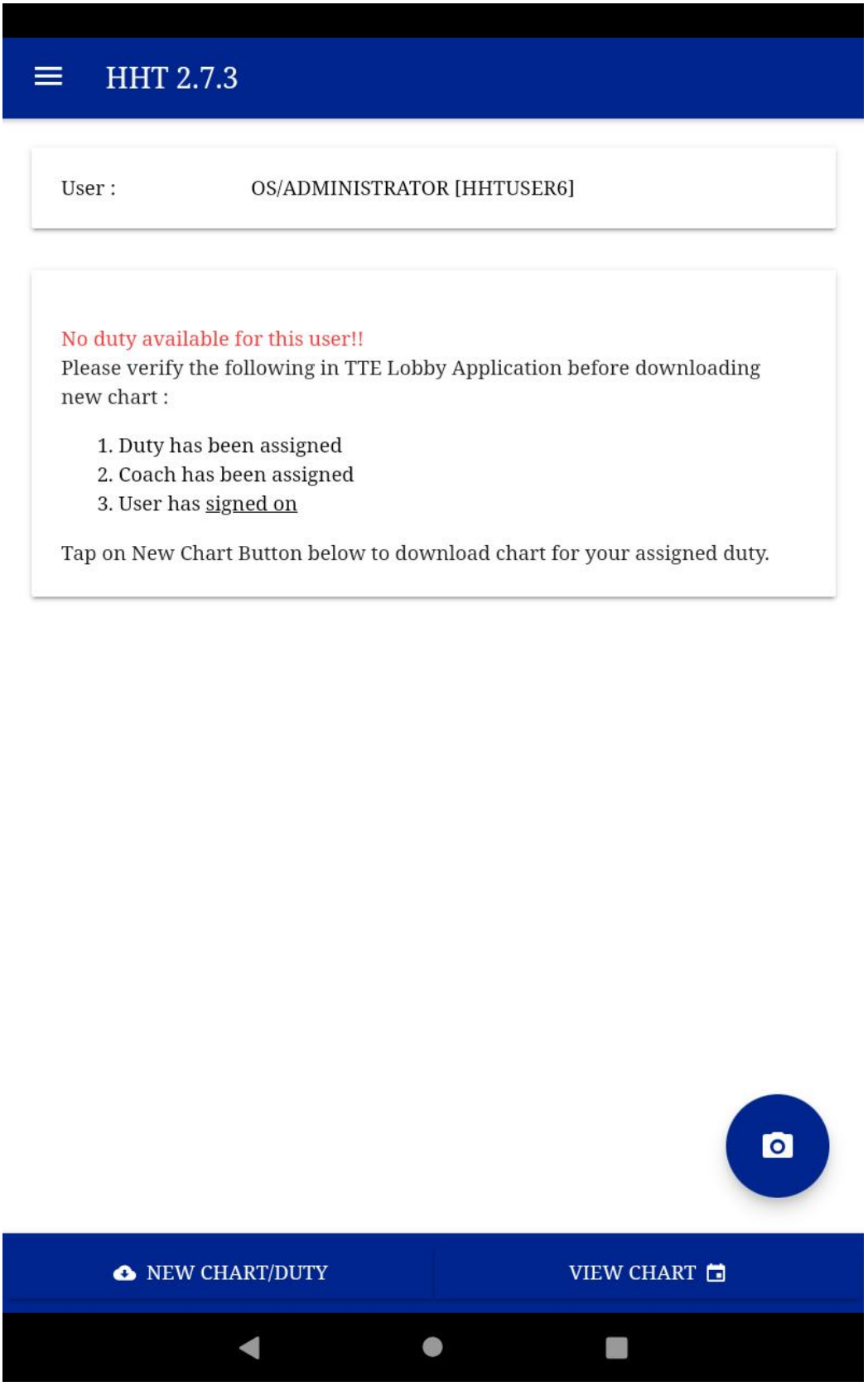
b. Run the HHT application by following the following procedure:-



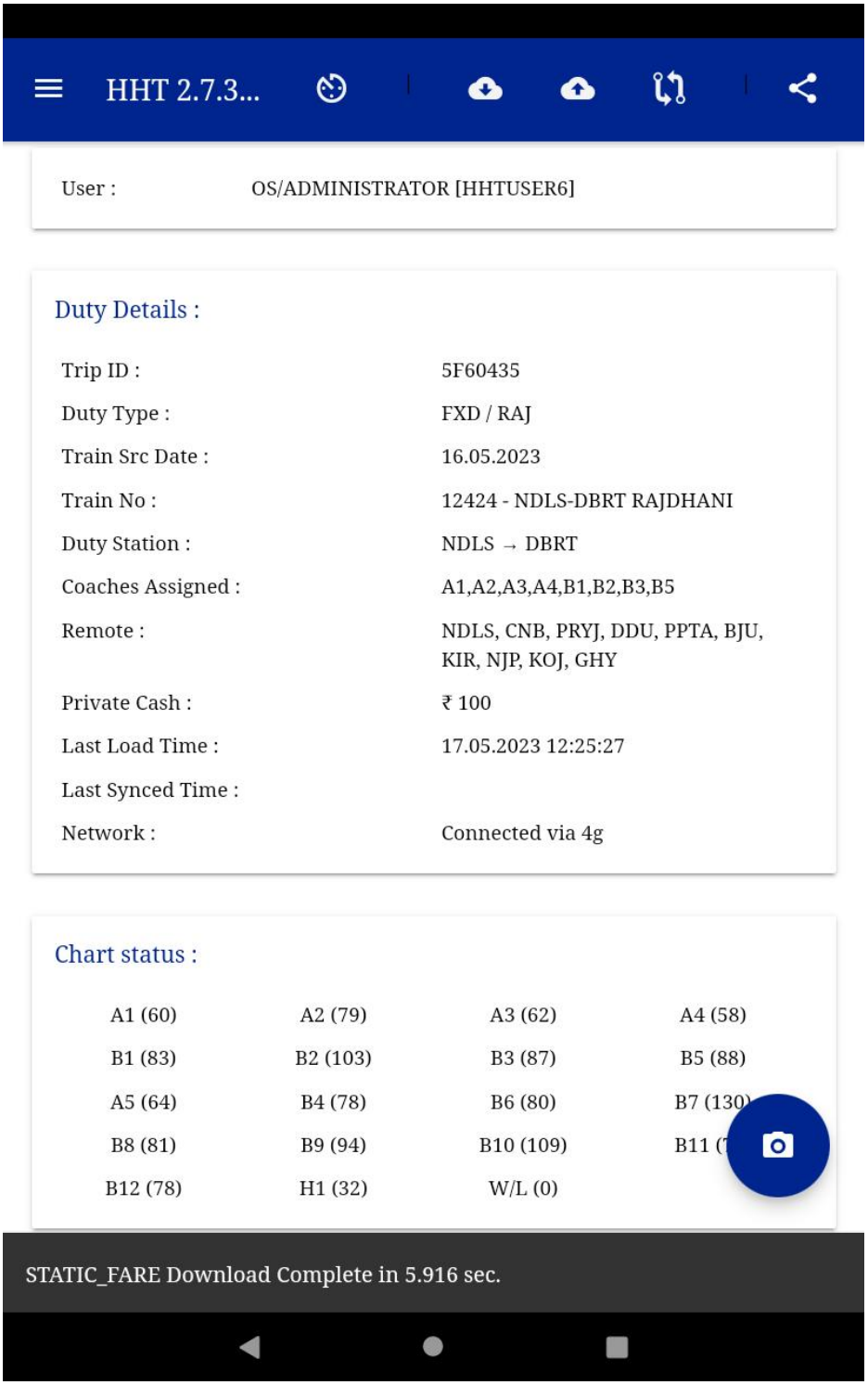
HHT App Icon

c. Enter user name and password, and click on ‘Login’.




HHT 2.7.3
User : OS/ADMINISTRATOR [HHTUSER6]
No duty available for this user!!
Please verify the following in TTE Lobby Application before downloading new chart :
1. Duty has been assigned
2. Coach has been assigned
3. User has signed on
Tap on New Chart Button below to download chart for your assigned duty.
NEW CHART/DUTY
VIEW CHART

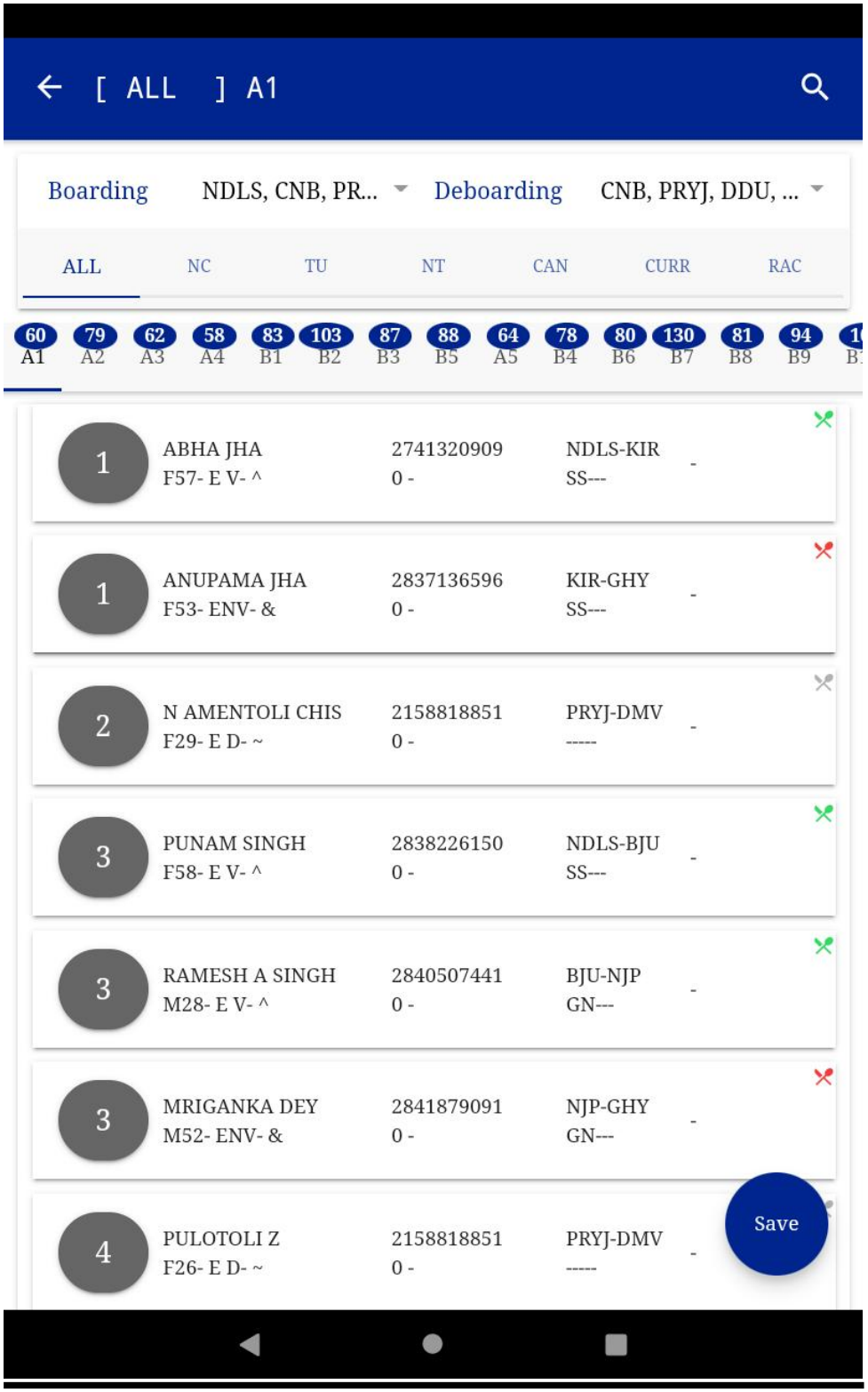
Tap on ‘NEW CHART/DUTY’ to download chart:



'View chart':

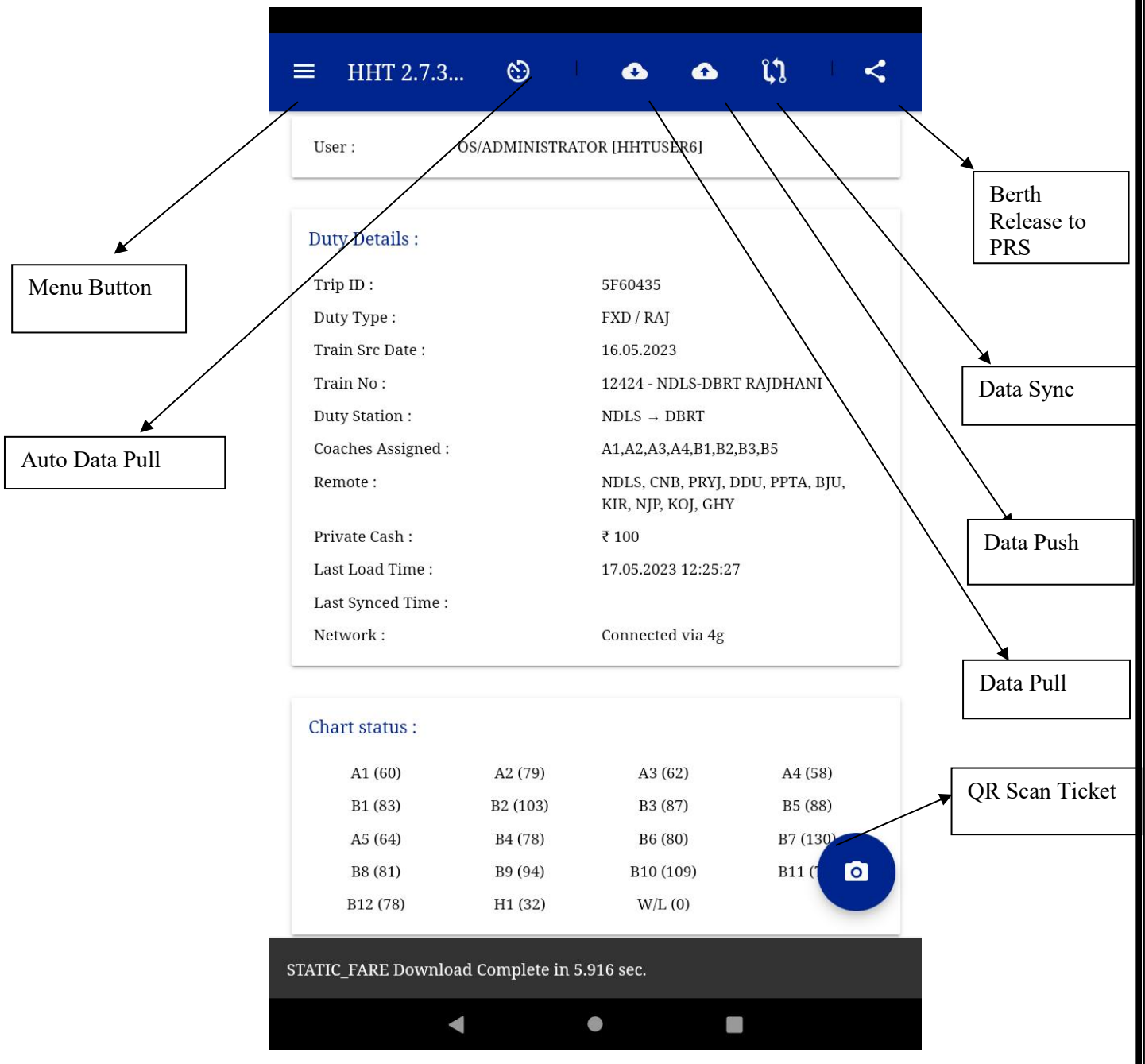
In case there is already a chart present with this user ID in the device, this button can be used to resume work from where you left off.

In both the case following screen would be appeared:



Main page:

This page must appear after every successful download of charts. Here check for the correctness of the information. In case of any discrepancy, please contact coach assignment staff.

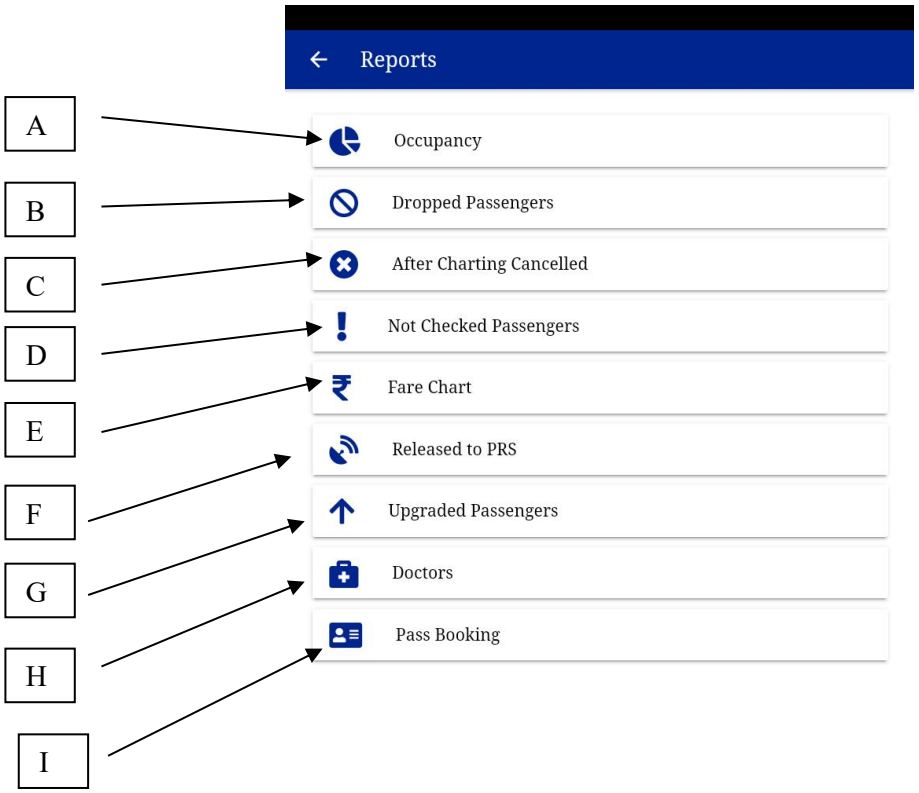


To See the Menu, Click on the menu button, subsequently following drop-down menu pops up:

1. **Auto data pull button**: (green means enabled), it fetches data from server after every 15min.
2. **Data pull button**: Fetches differential data from HHT server.
3. **Data push button:** Sends the updated client data to HHT server.
4. **Data sync button:** will first push client data to the server and then pull the data from server.
5. **Berth Release to PRS:** It sends unoccupied berths released due to passenger absence from
   HHT device to PRS server.

HHTUSER5
Home
QR Scan Ticket
Chart View
Vacant Berth
Paper EFT
EFT MIS
Wait List
RAC Allocation
Reports
Pass Booking
Team Members
Coach Assignment
About
Feedback
Log Out
24 × 7 Helpline
1800 889 2520
AR [HHTUSER5]
5F6004C
01.12.2022
12566 - BIHAR SAMPARK KRANTI E...
NDLS → GKP
A1,A2,B1,B2,B3,H1,S1,S2,S3,S4
NDLS, CNB, ASH
₹ 100
09.12.2022 17:09:03
Connected via wifi
B1 (107)
B2 (77)
S1 (93)
S2 (90)
B4 (77)
B5 (80)
S6 (86)
W/L (529)
VIEW CHART
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Helpline Number

A.	Go back to the home page (that seen just after success full login).
B.	To scan QR code from Paper -ticket.
C.	To see the chart page, for checking.
D.	To view all vacant berths, coach-wise.
E.	To allot seats to Without Ticket passengers/pass-holders etc. through Paper EFT.
F.	To see EFT issued by user.
G.	To see the complete waiting list of passengers, class-wise. They can also be allotted vacant berths, from here.
H.	For RAC allotment.
I.	To see all various reports.
J.	To provide pass booking ticket to pass-holders.
K.	To reassignment of the un-manned coach of user by TS.
L.	To view the all user and the reassigned coaches
M.	To view the all symbol and sign which are using in HHT application.
N.	TTE, scan give the feedback to HHT Application in this Page
O.	To logout from the application.
P.	To scan ticket from the application.

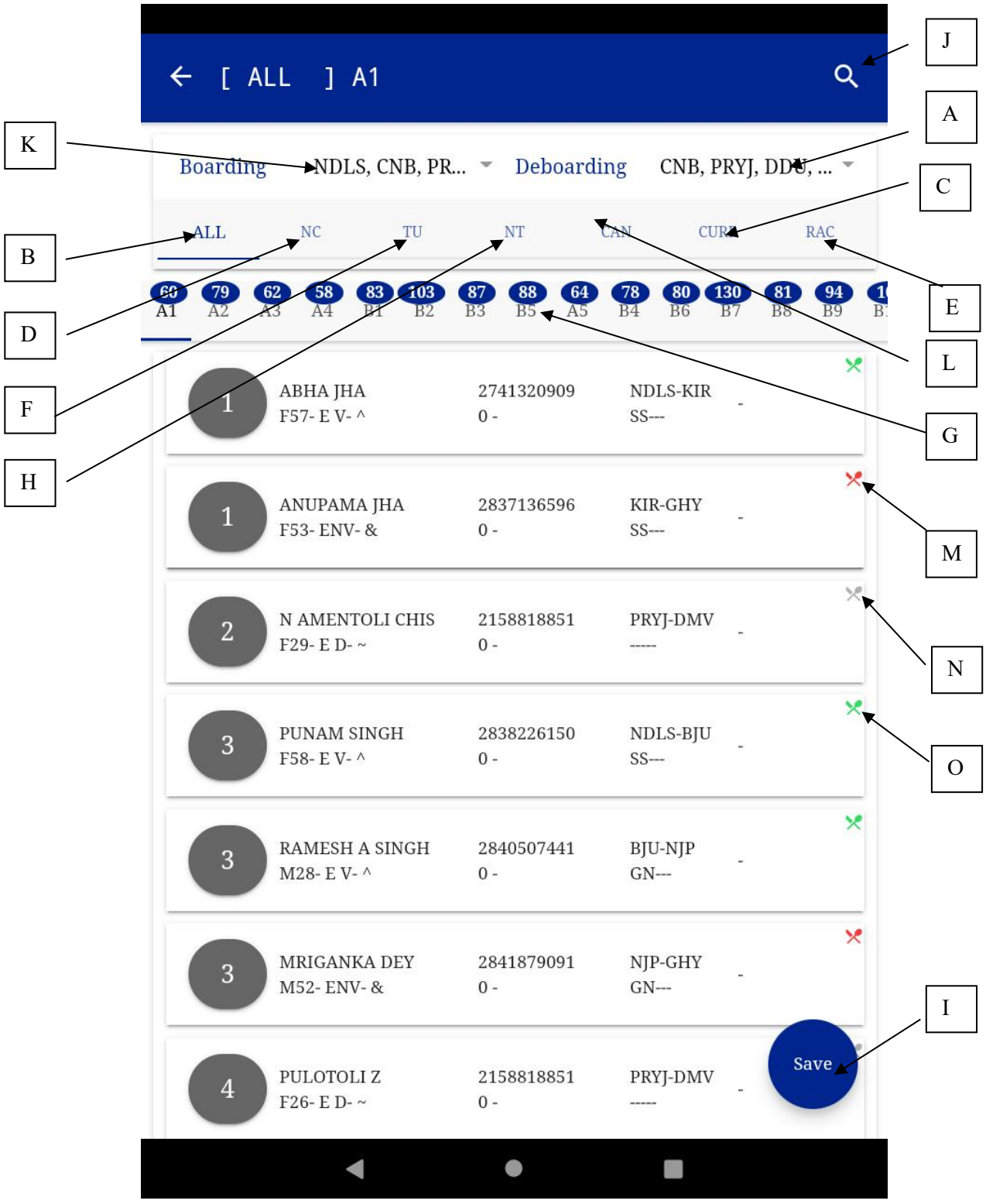


To See the Reports Menu, Click on the Reports button, and then the Following drop-down main menu appears:

A.	To see the complete occupancy in the train coach-wise, class-wise and total Between each pair of ISLs. User can use filter for all, turn-up, not turn-up and not checked passenger.
B.	To see the list of those waiting list e-ticket passengers who's PNR have been dropped while charting.
C.	To view the list of those passengers whose tickets have been cancelled after charting.
D.	To view the list of passengers who have not been checked by the TTE as yet.
E.	To View the list of Fares
F.	After NT the passenger those vacant berths send to PRS. By tap on release vacant berths icon
G.	To view list of passengers who had upgraded berth.
H.	To view the details of all the doctor passengers in all the coaches assigned to the current TTE.
I.	To view the list of issued pass booking ticket to the passengers.
J.	To view the current status of running trains.

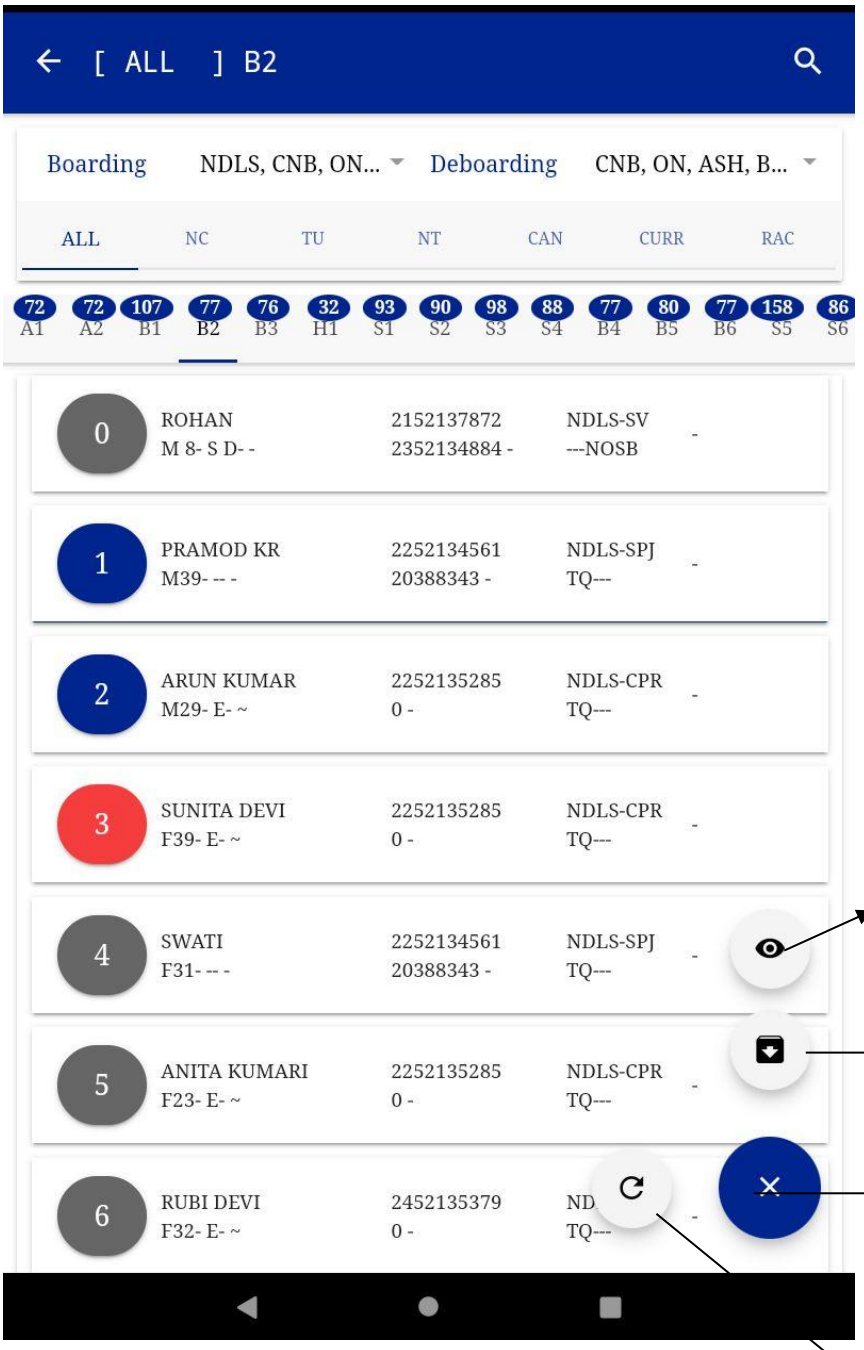
Passenger chart page

Click **'view chart'**, in the drop-down menu:



A	To Select the deboarding stations of the passengers.
B	(All)To View all the Passengers of the Coach
C	(CUR)To View all the Current Passengers in the Coach
D	(NC)To View All the not checked Passengers in the coach
E	To view all RAC Passengers list
F	(TU)To View All the turned up Passengers in the Coach
G	Coaches IDs
H	(NT)To View all the Not turned up Passengers in the Coach
I	Save button: clicking on this button would show two more options as in the next screenshot, to save the changed attendance.
J	To search passenger details by their PNR/Name.
K	To Select the boarding stations of the passengers.
L	To get details of after charting cancelled passengers.
M	Indication of Non-Veg food
N	Indication of Denied food
O	Indication of Veg food

Save Passenger Page



To preview the changes of the passenger before save TU/NT information of the passenger.

To save TU/NT information of the passenger.

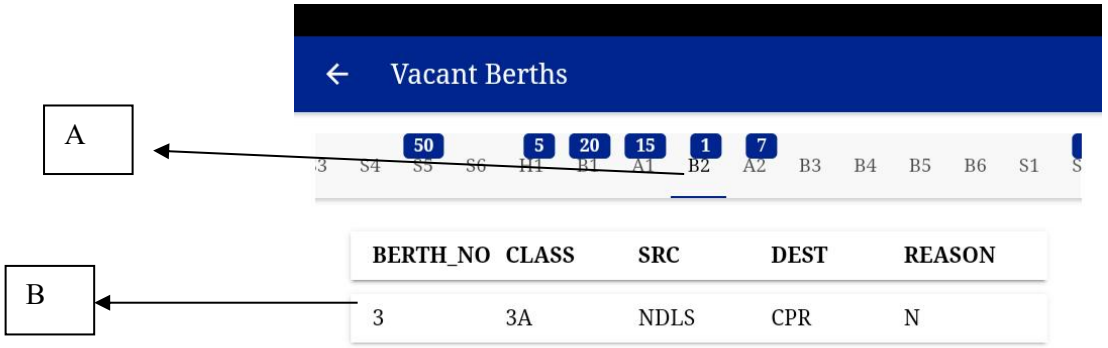
Cancel saving this information and return to the chart checking page.

To undo the changes

When this information gets saved, vacant berths get generated and the passengers marked NT and TU would get locked, no changes would be accepted after this for those passengers. Only those marked NC would be open for change.

Vacant Berths

To view all berths vacant go to menu page and click on vacant berth button.



A.	Coach ID tab: select the coach ID to see the vacant berths in that coach. The blue colored number on the top shows the number of berths vacant in that coach.
B.	Shows the list of vacant berths in the selected coach.

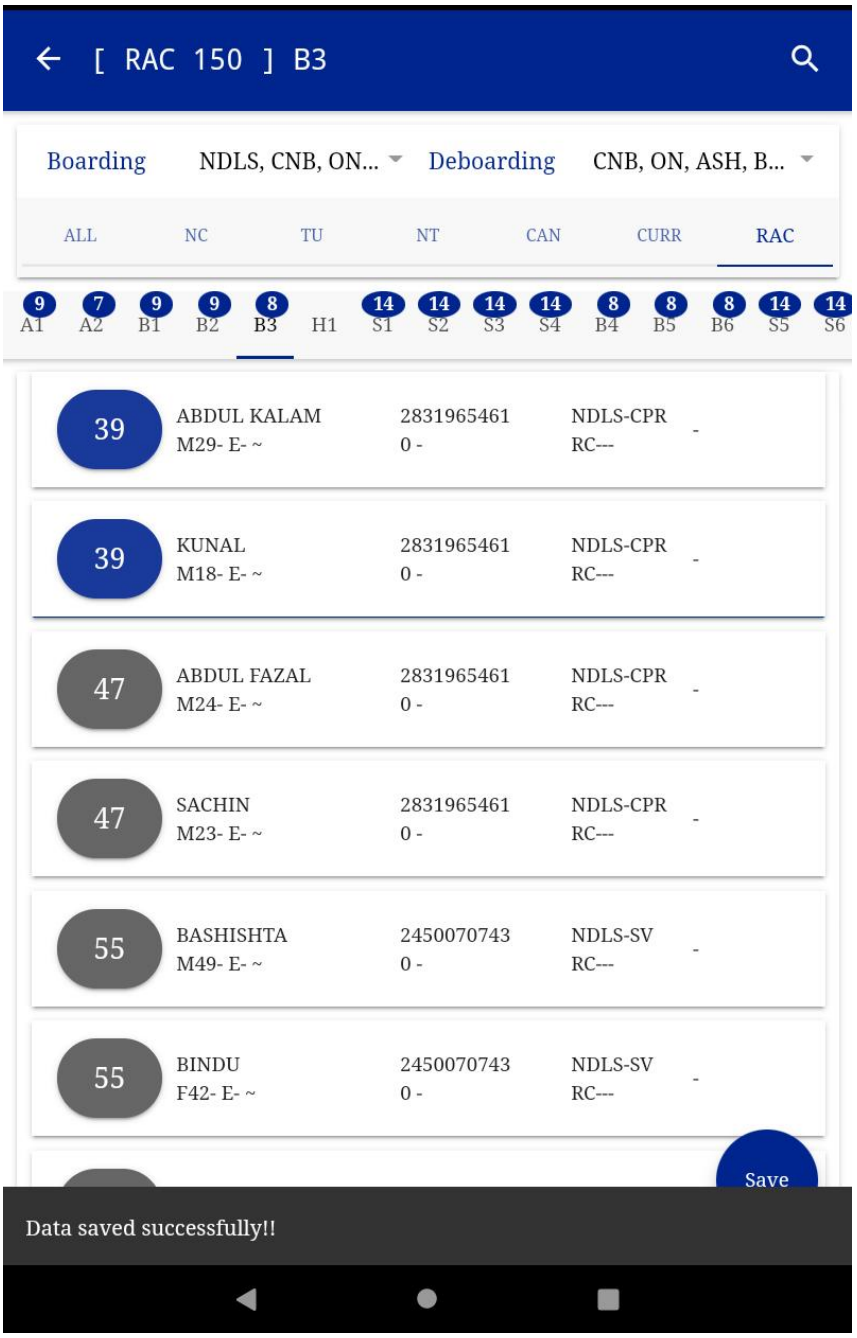
After-Charting Cancelled Passengers List (Go to Reports Menu page)

This page would display, if any, the list of all the passengers whose tickets have been cancelled after charting. This would not include the e-ticket waiting list dropped passengers.

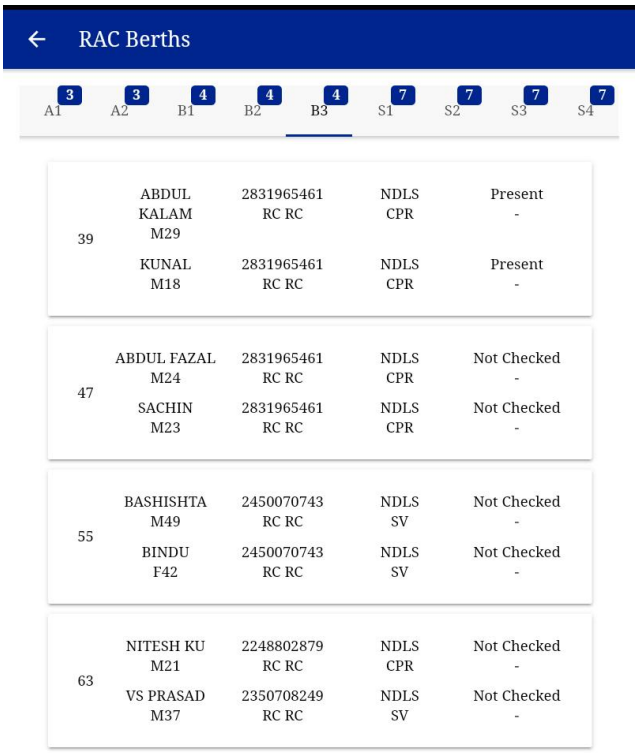
A cancelled passengers list is loaded every hour after departure of the train. This page is updated after every refresh (if new passengers have been cancelled).

RAC Filter Page (Go to View Chart & select RAC filter tab)

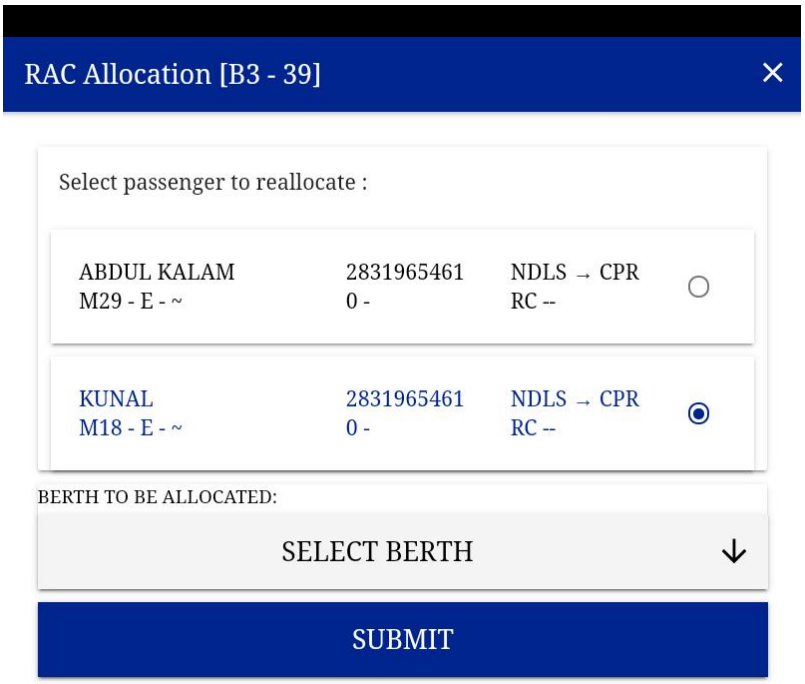
1. To allot seats to RAC Passengers, first open the view chart page and mark the attendance Of RAC to present & Save.



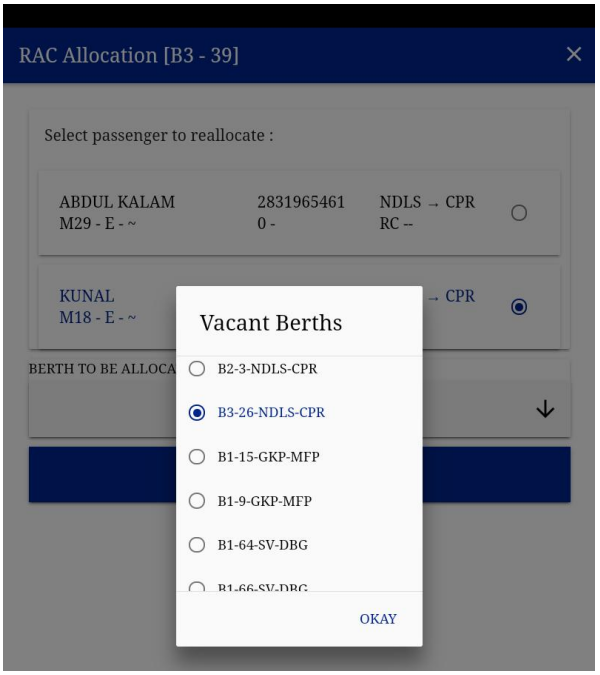
2. In this case mark RAC passengers as TU in main chart page.Then go to RAC allocation and check the passenger attendance. Long press on the present RAC passenger to allot berth.



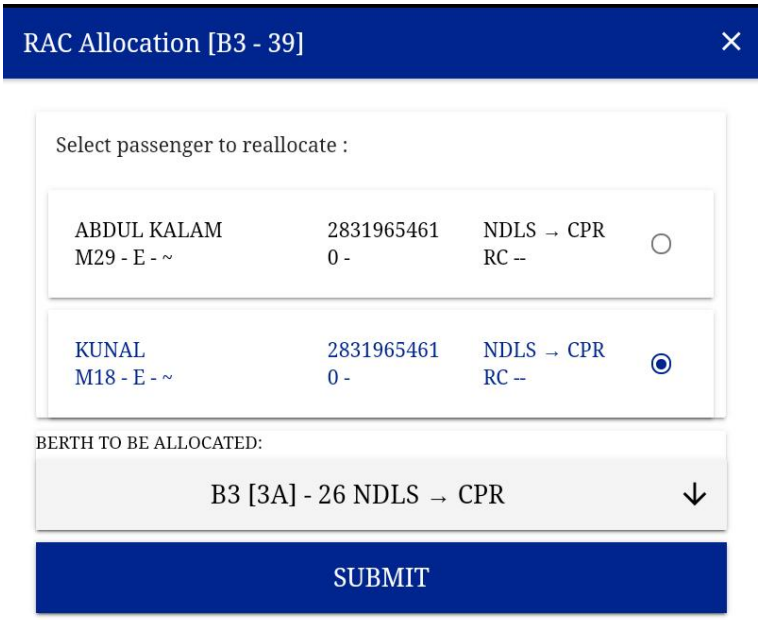
After long press on the present RAC passenger select the passenger whom you want to allot berth and select the vacant berth from the dropdown.



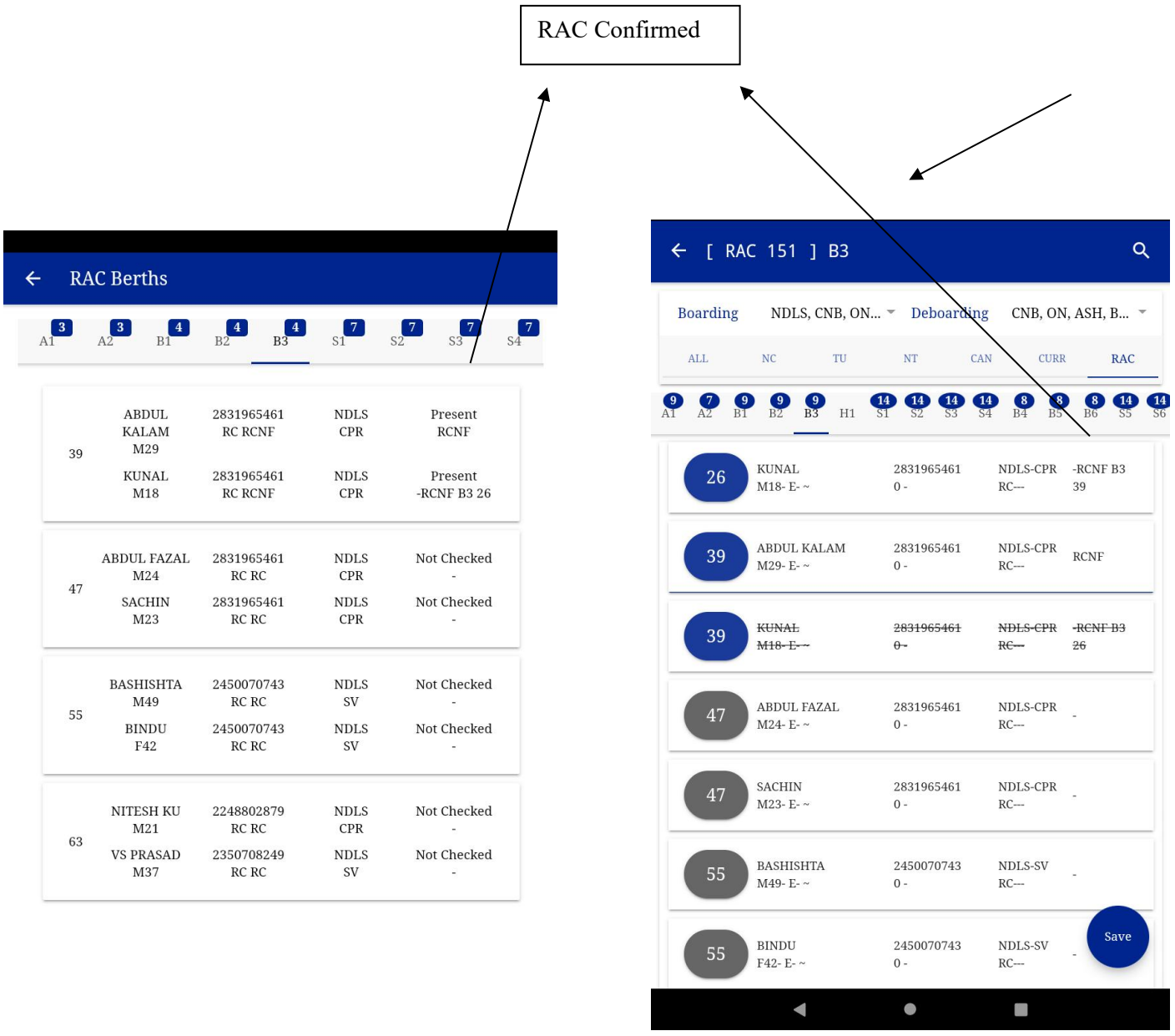
Select the berth from dropdown menu.



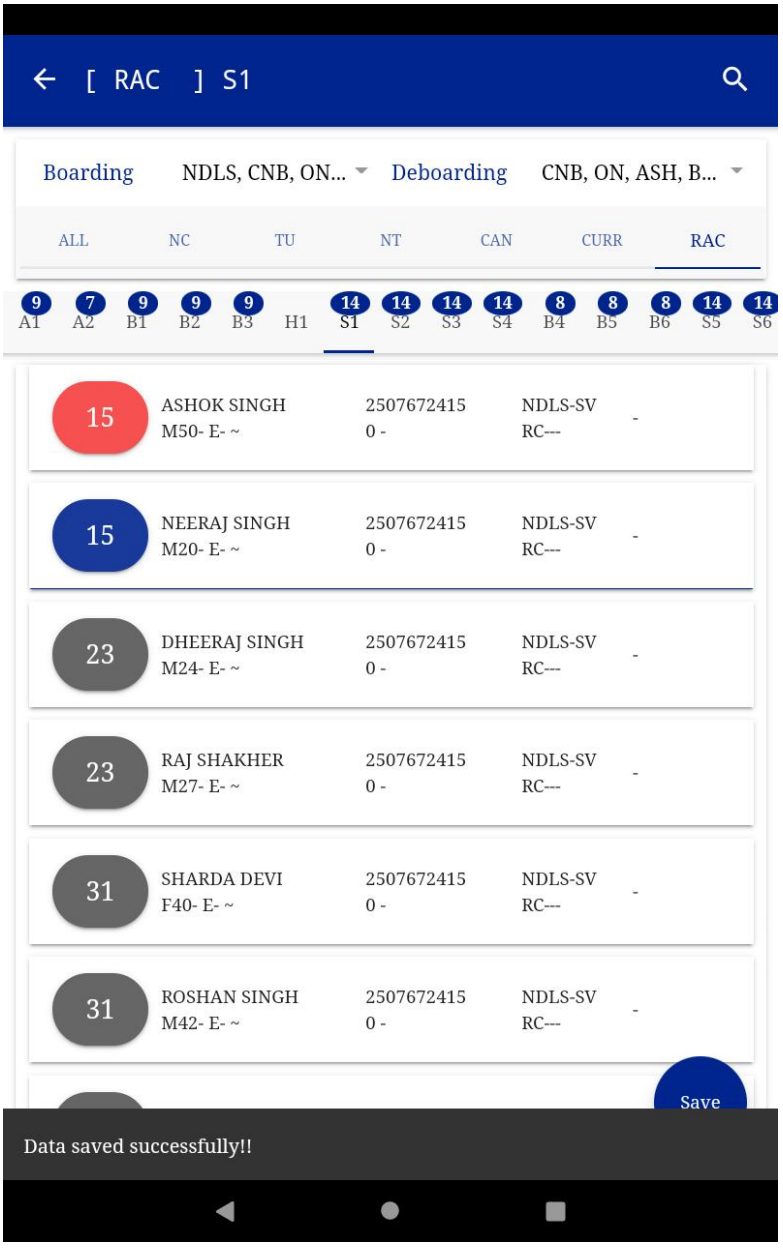
Click on the Submit.



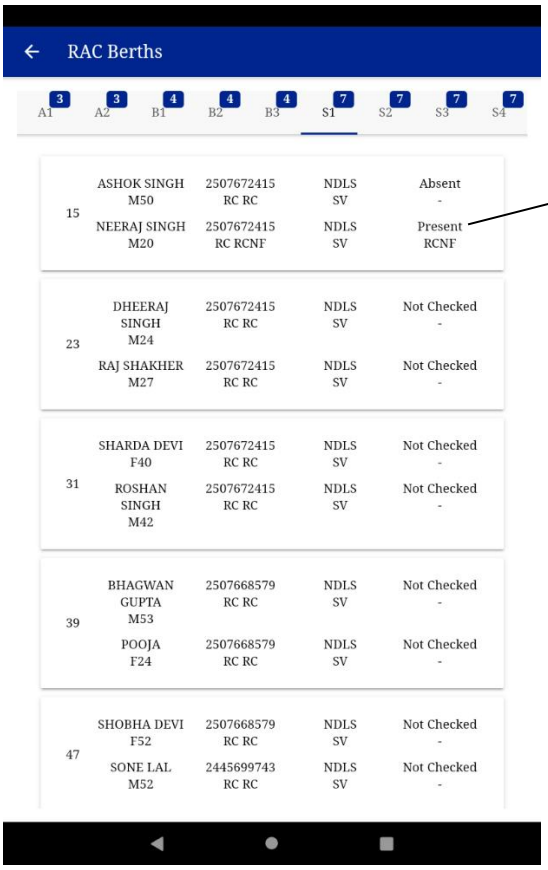
RAC allocation done. You can check in RAC Allocation section and main chart.



In Other case when one RAC is NT and one is TU.

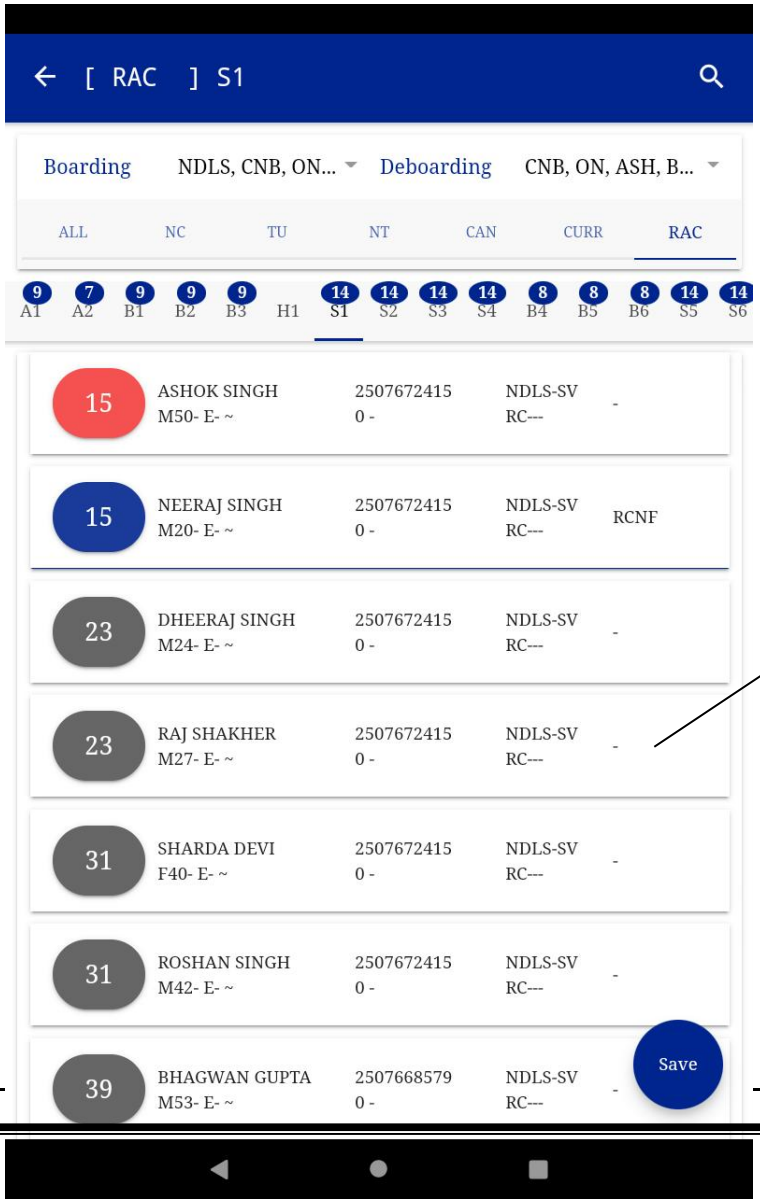


Go to RAC allocation and long press on RAC passenger to allot berth



RAC Confirmed

We can also check in the RAC filter tab.



RAC Confirmed

Search Page

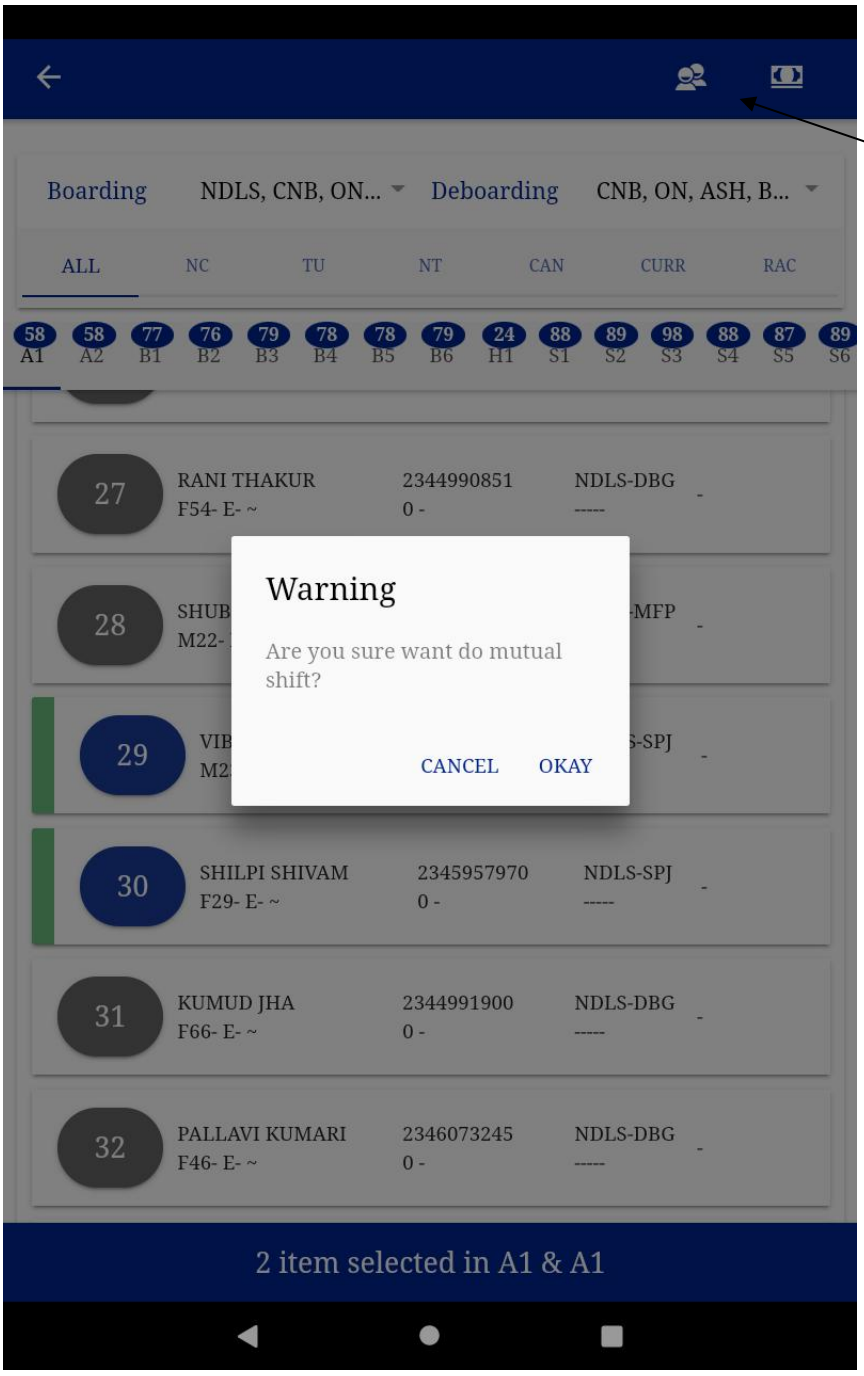
You can search PNR or Passenger name in chart

Mutual Shift

There are two types of mutual shift:-
A-Same coach- While select two passenger in same coach by long press mutual shift option will be display on your tab screen .then click “Okay” both will be shift to each other different coach-Same sets in different coach.

Now select passenger for mutual shifting through long press at passenger till green line appears in front of passenger.

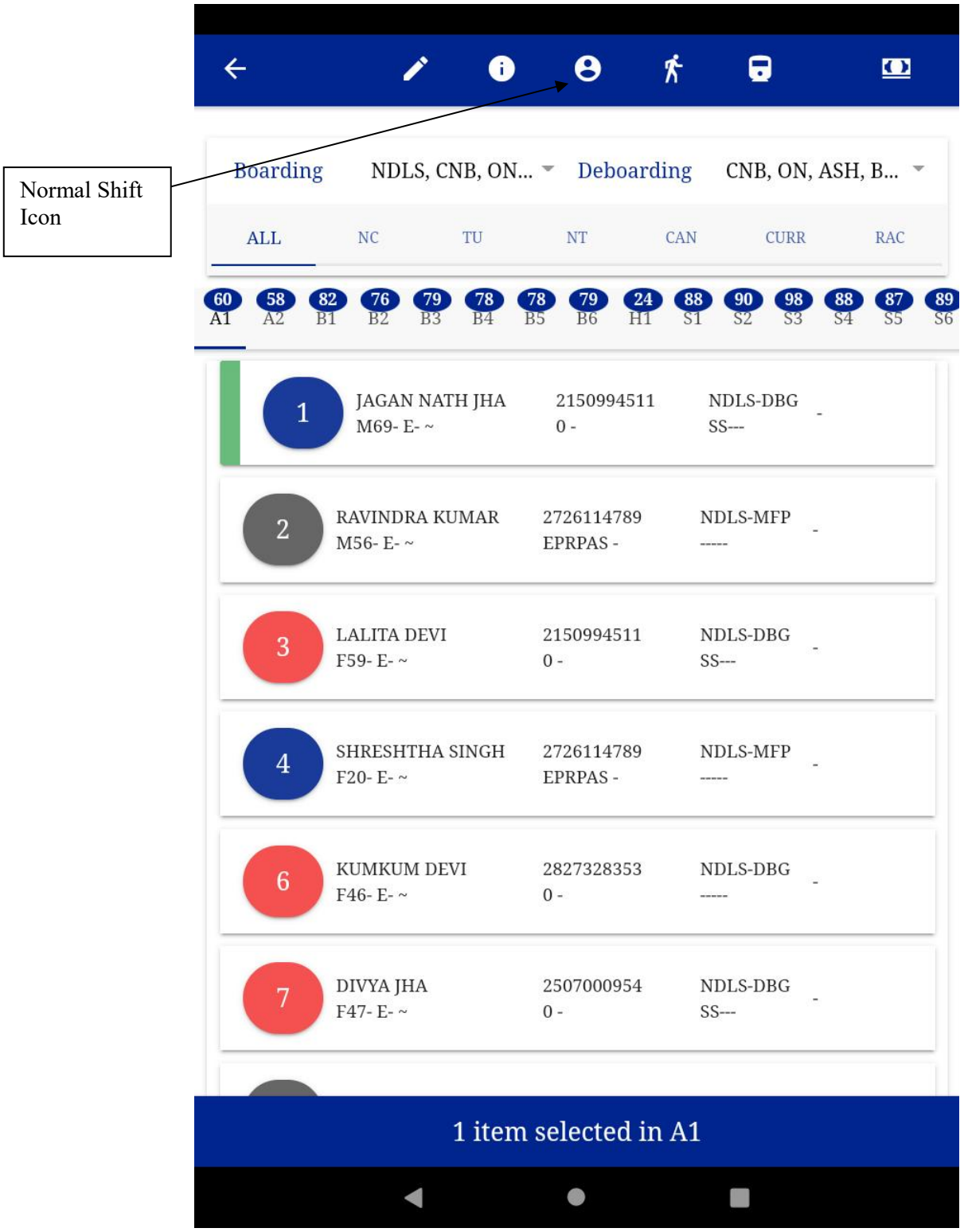
Now click on mutual shift icon at the top right of the screen.
It shows a warning message as below, tap on Okay to go ahead else tap on cancel.



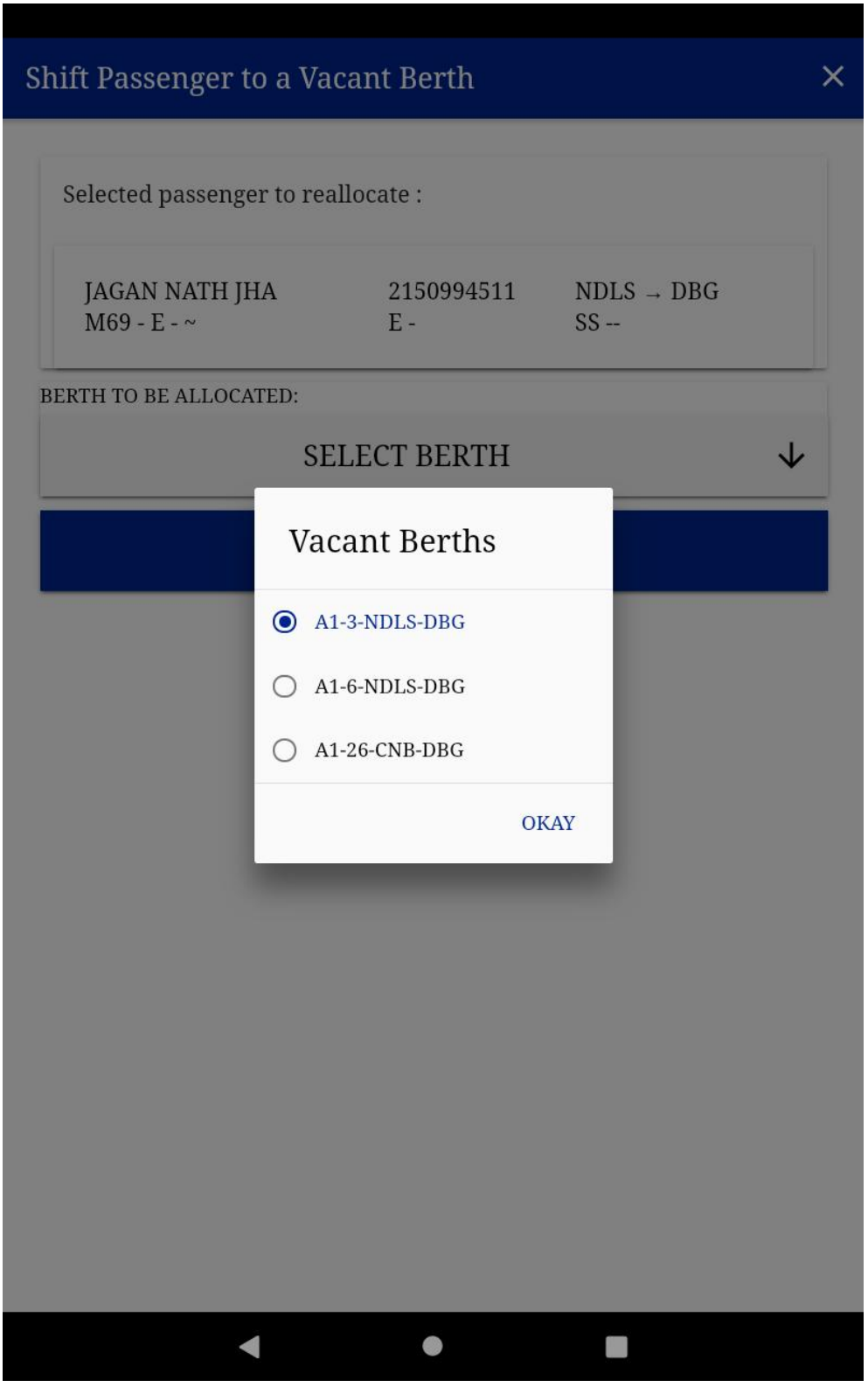
After successful shifting it appears in the chart as below.

Normal Shift

This option is used when passenger wants to sit on a seat other than his booked seat. The seat where He is shifted to must be vacant. This option is also used when a passenger gets down before his booked destination. To come to this page, click on 'Shift' button on the 'Coach Information' page.



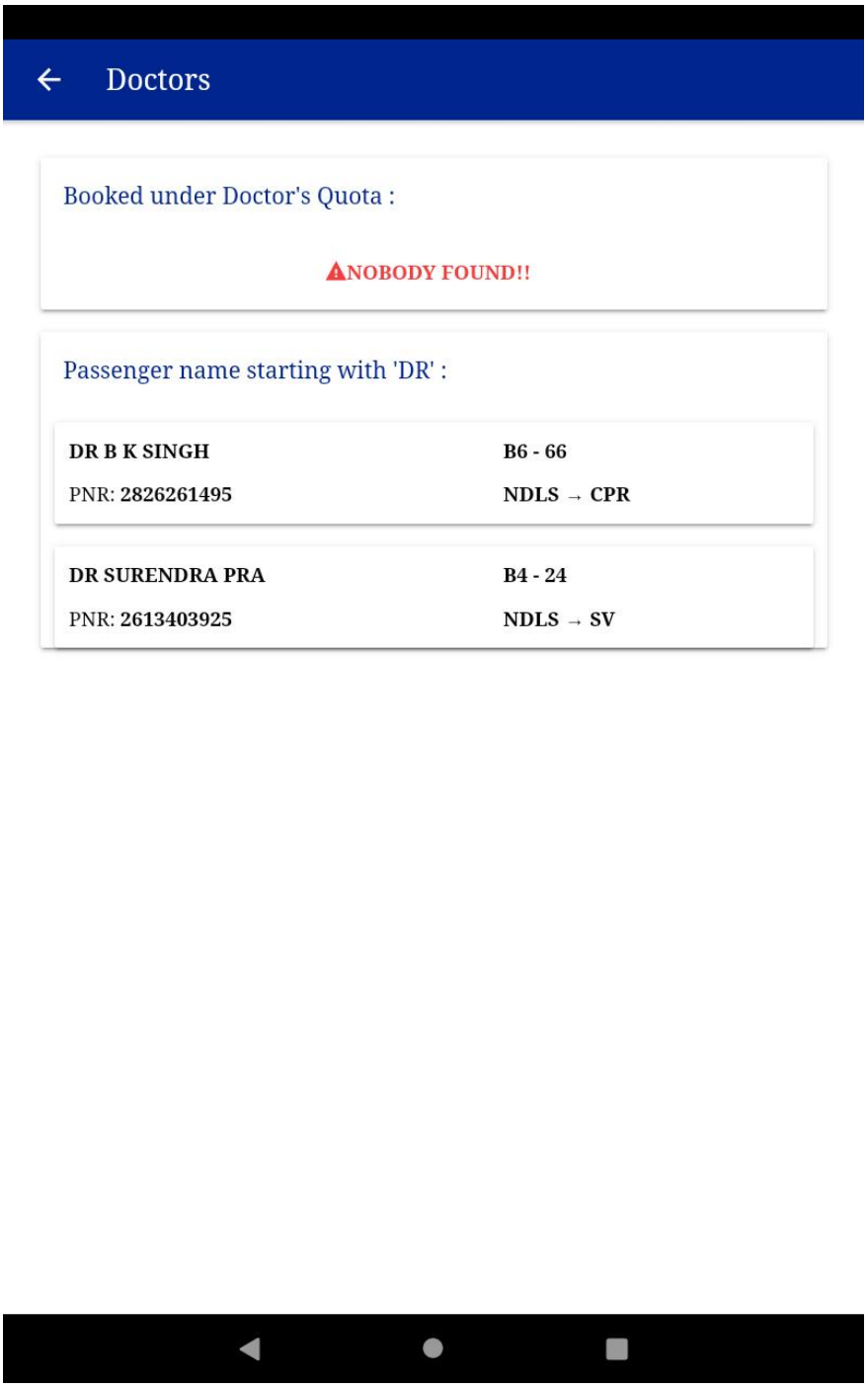
After selecting the passenger to be shifted tap on normal shift icon from the top pane.
Select the vacant berth in which passenger wants to re locate.
Click on Submit button to finalize the normal shifting.



Main page appears as above after successful shifting.

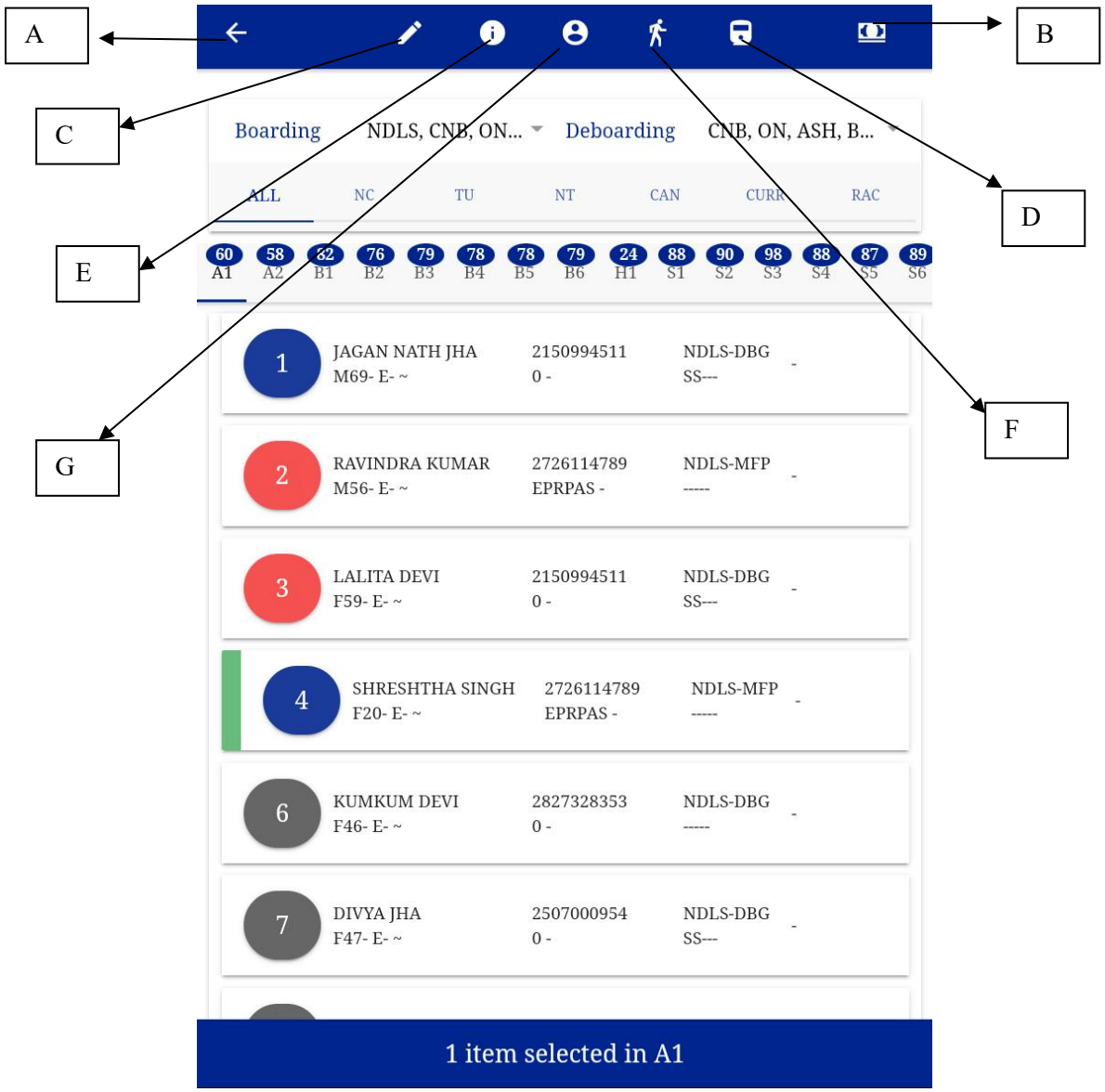
Doctors (Go to Reports Menu Page)

This page will display the list of all doctors, if any, in the current TTE's coaches.



Select Options on Long Press

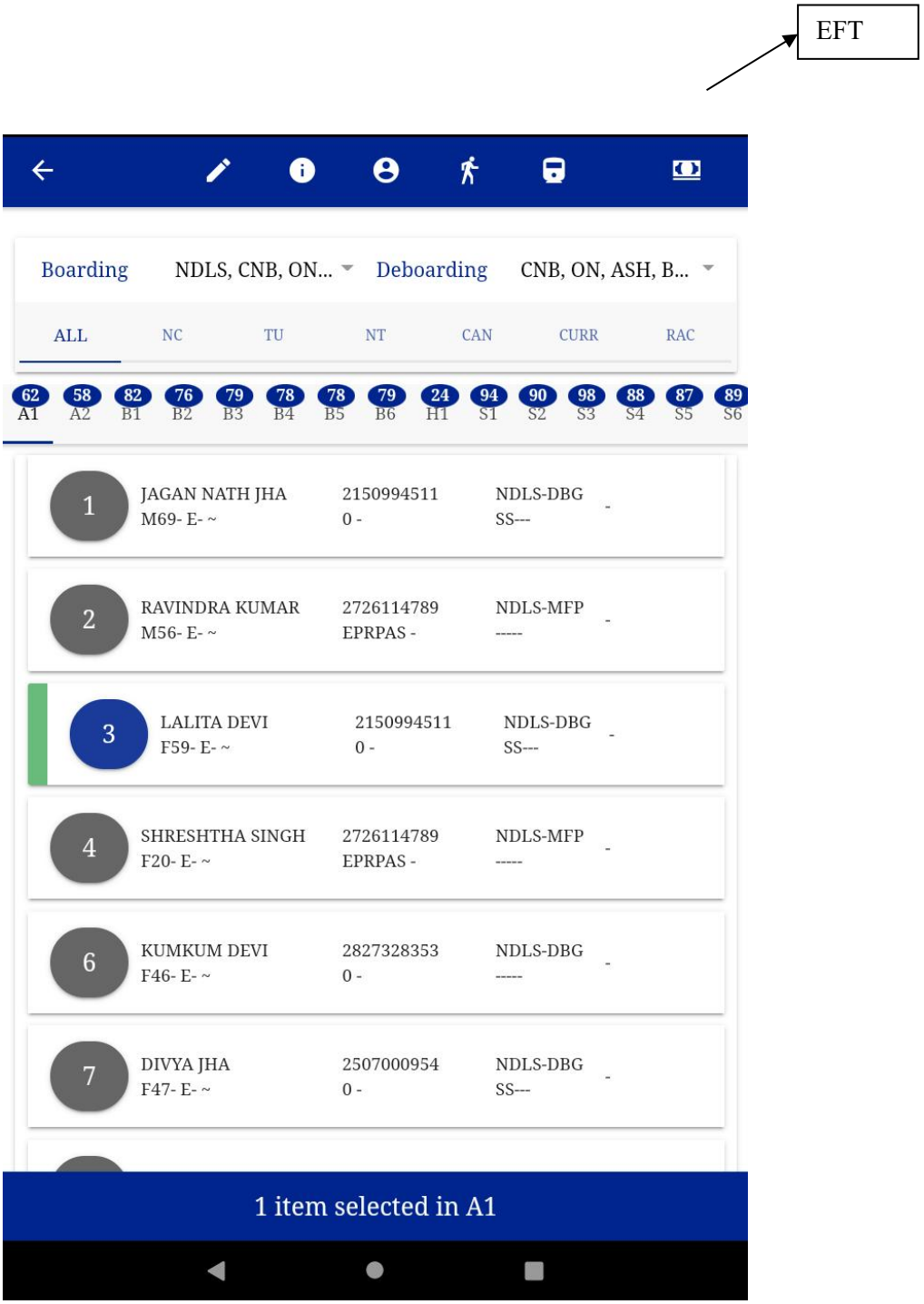
On long press on any passenger you will get below options.



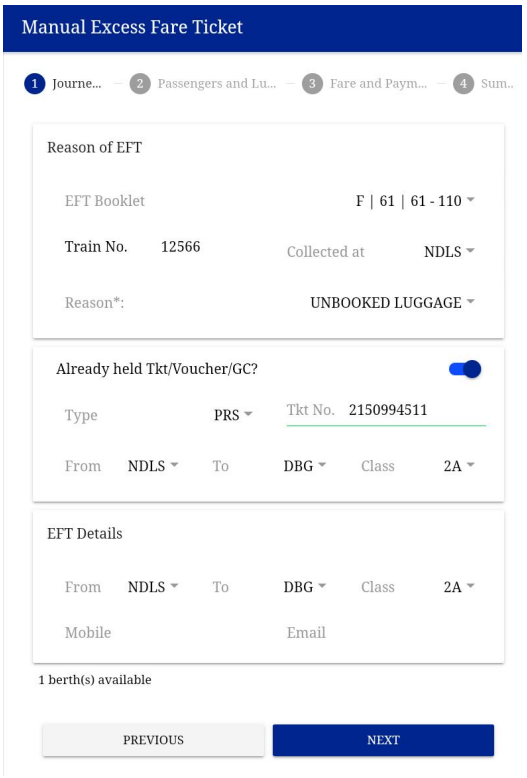
A	Back sign (using this button go to the back page)
B	To issue EFT against PNR.
C	Manual remark to the passenger
D	To change the boarding station of passenger.
E	Information of PNR
F	To change the got down station of passenger.
G	Normal shifting

To issue EFT against PNR (In detail):-

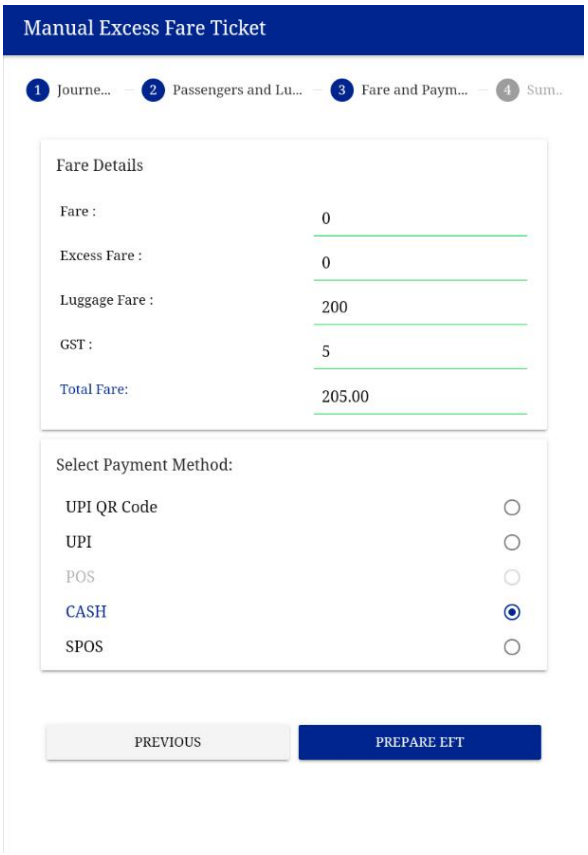
Long press the passenger and tap on the EFT icon at top right corner.



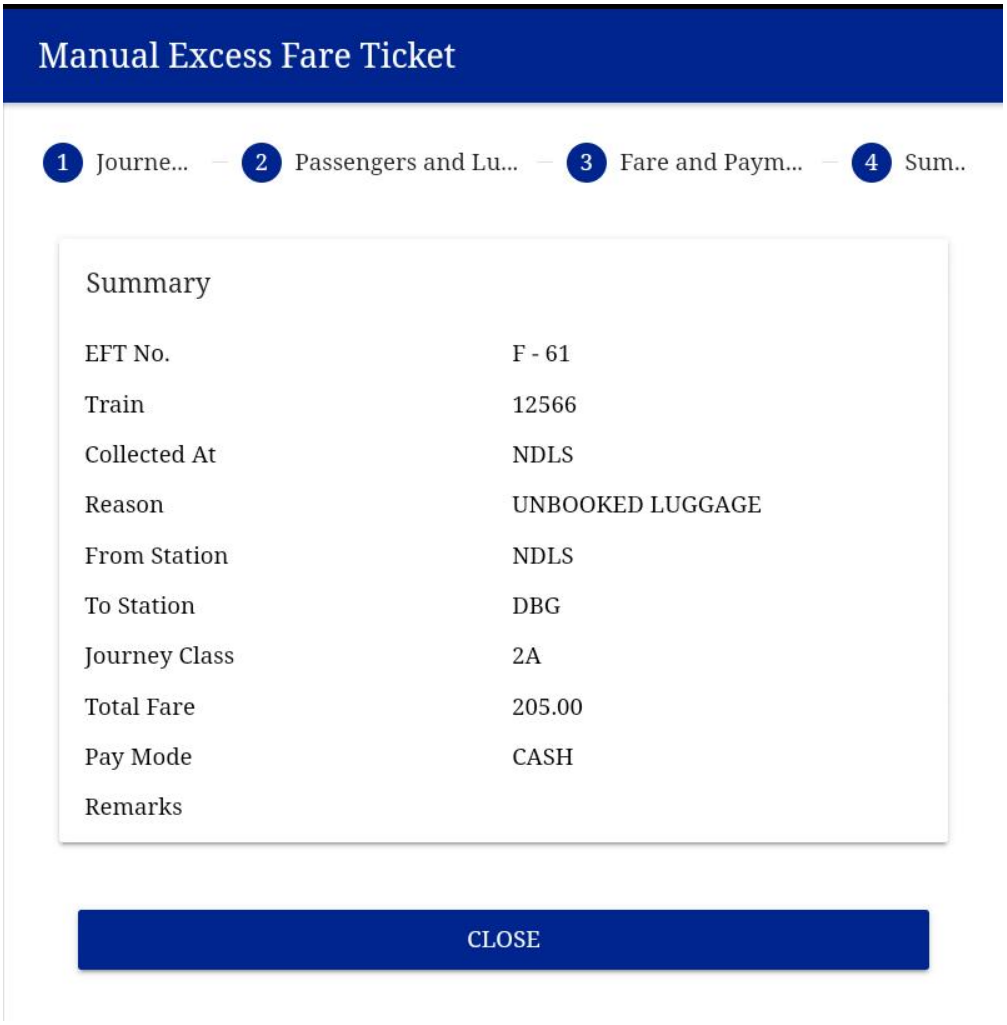
Fill the details in EFT then click on next button.



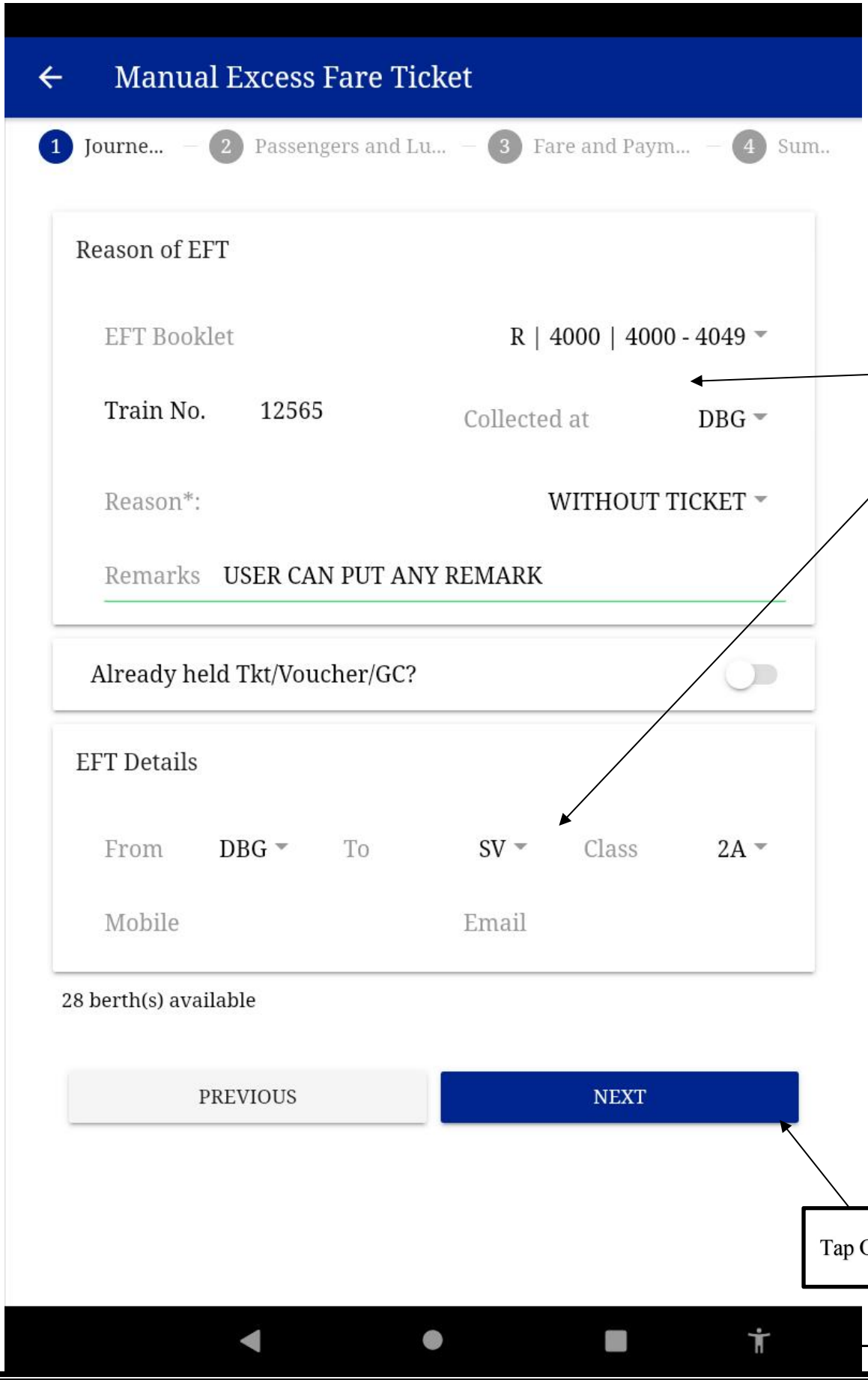
Payment page in EFT:



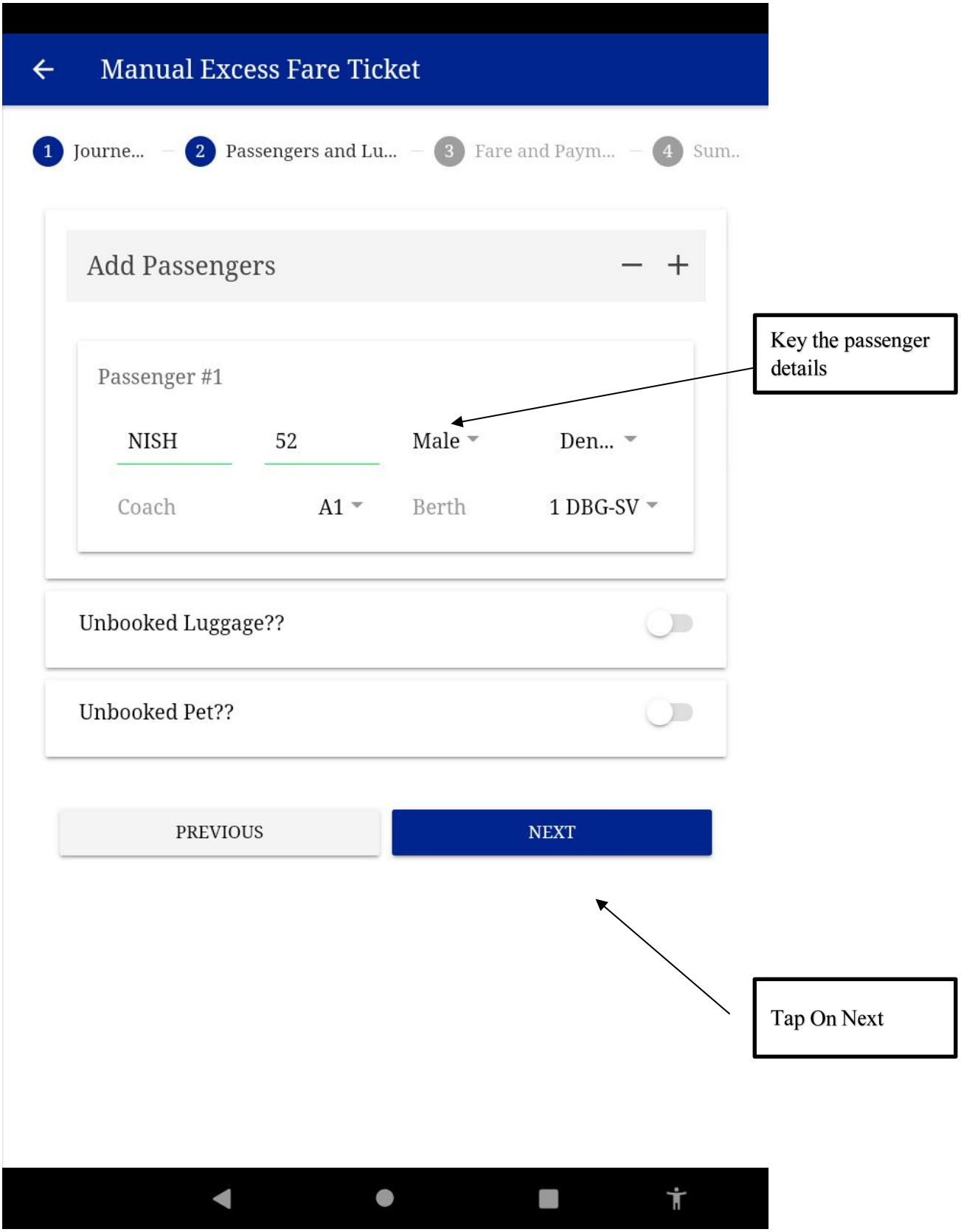
EFT is prepared.

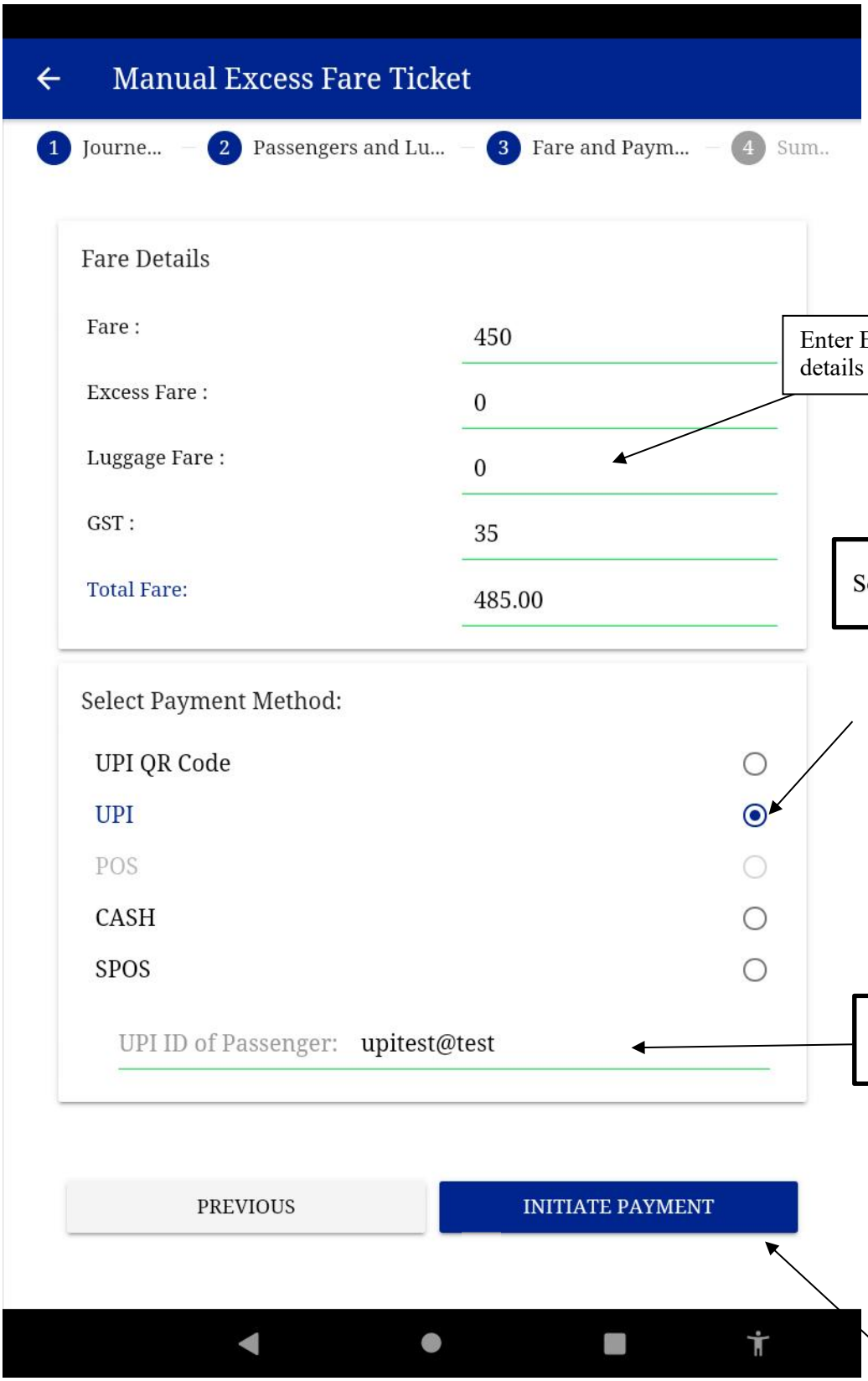


Payment Using UPI Mode



Now Put the passenger detail :-



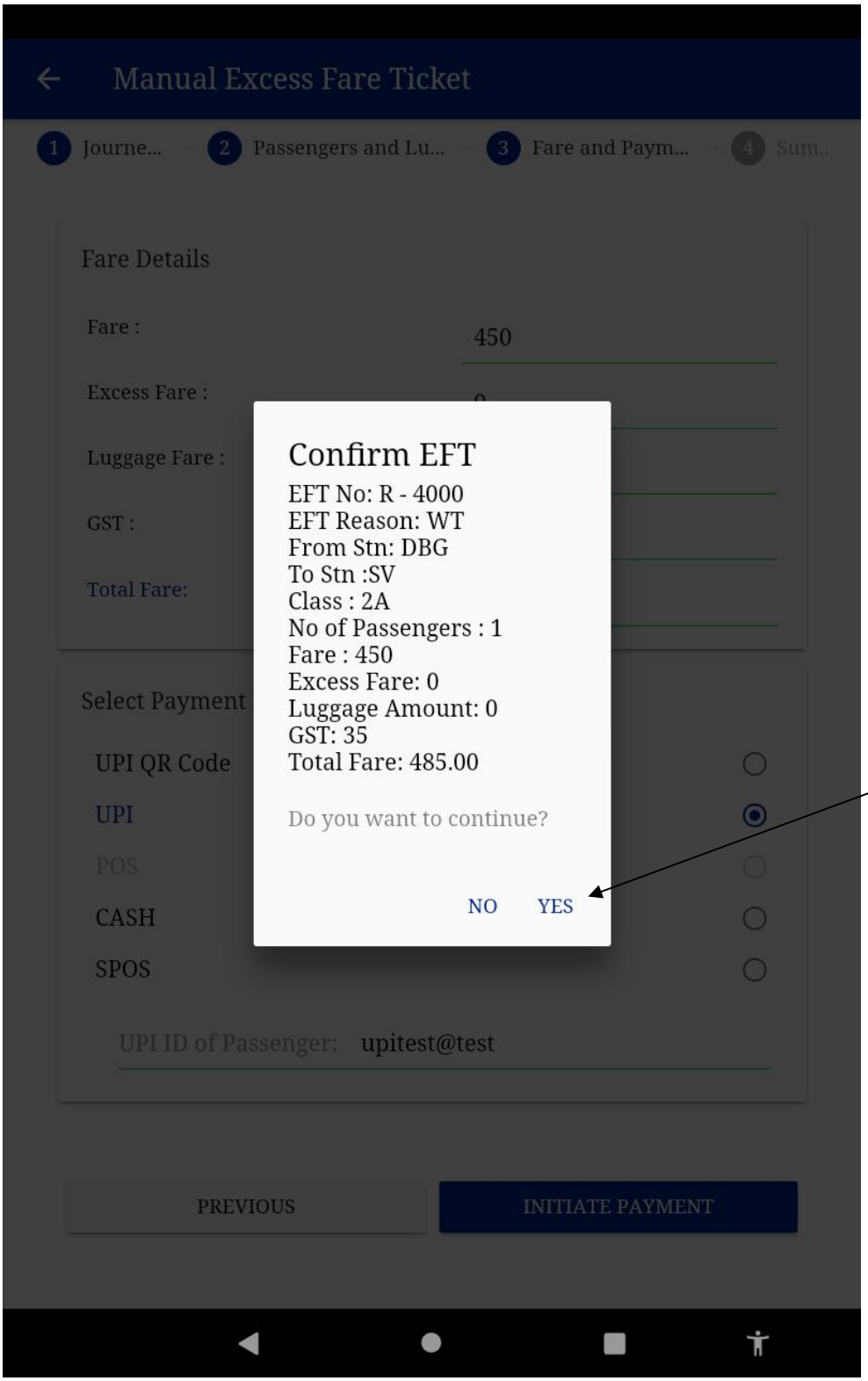


Enter EFT amount details

Select UPI mode

Enter passenger's UPI (VPA)

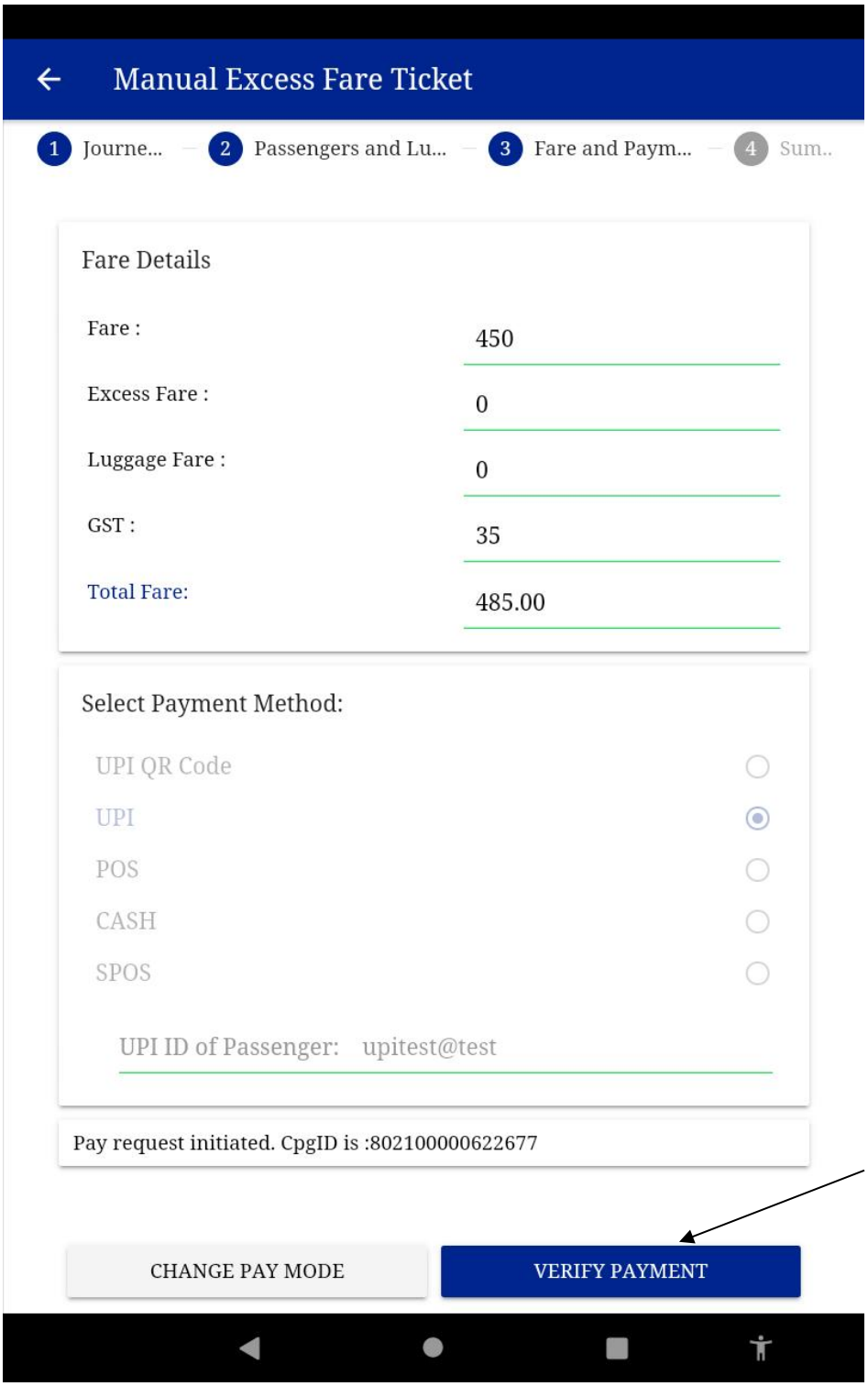
Click on initiate payment



Check EFT details then confirm & tap on 'Yes' button

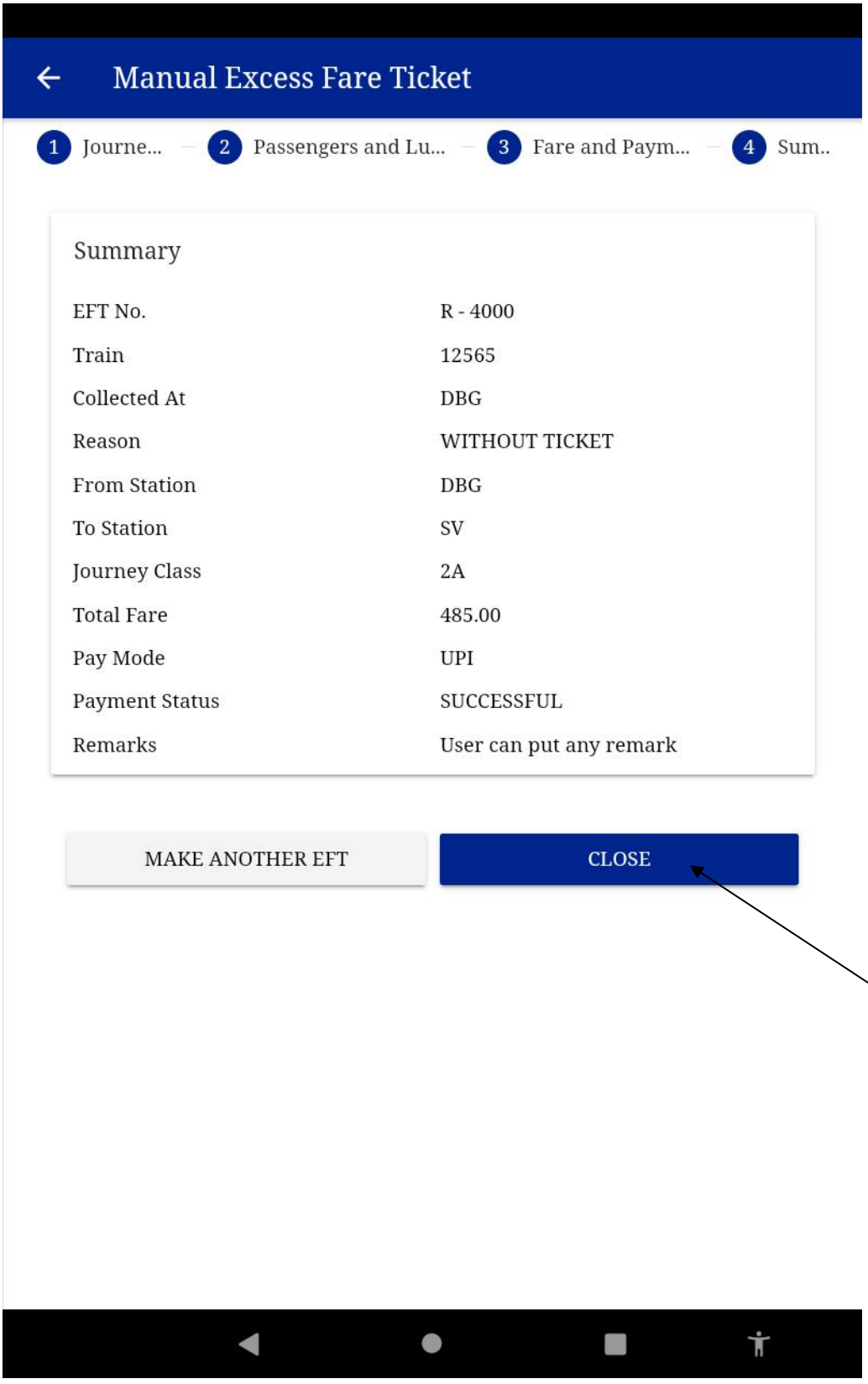
After click on 'Yes' button. Payment has been initiated.

Now a request message has been sent to passenger for do the payment.

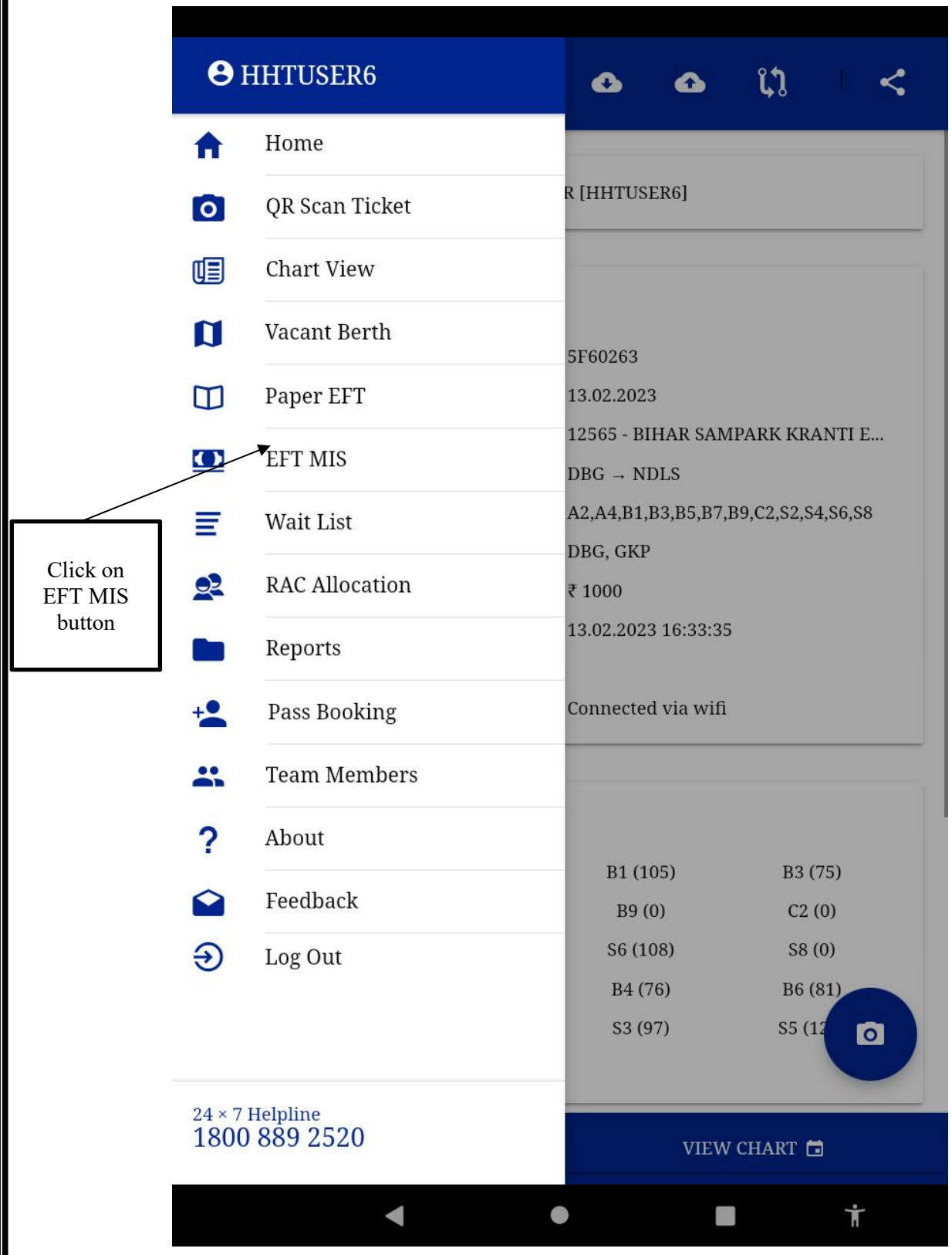


***Note – First make sure the payment has been done by passanger then click on 'VERIFY PAYMENT' button.**

Then Summery page will show.


Manual Excess Fare Ticket
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Summary
EFT No. R - 4000
Train 12565
Collected At DBG
Reason WITHOUT TICKET
From Station DBG
To Station SV
Journey Class 2A
Total Fare 485.00
Pay Mode UPI
Payment Status SUCCESSFUL
Remarks User can put any remark
MAKE ANOTHER EFT
CLOSE
Click on Close button

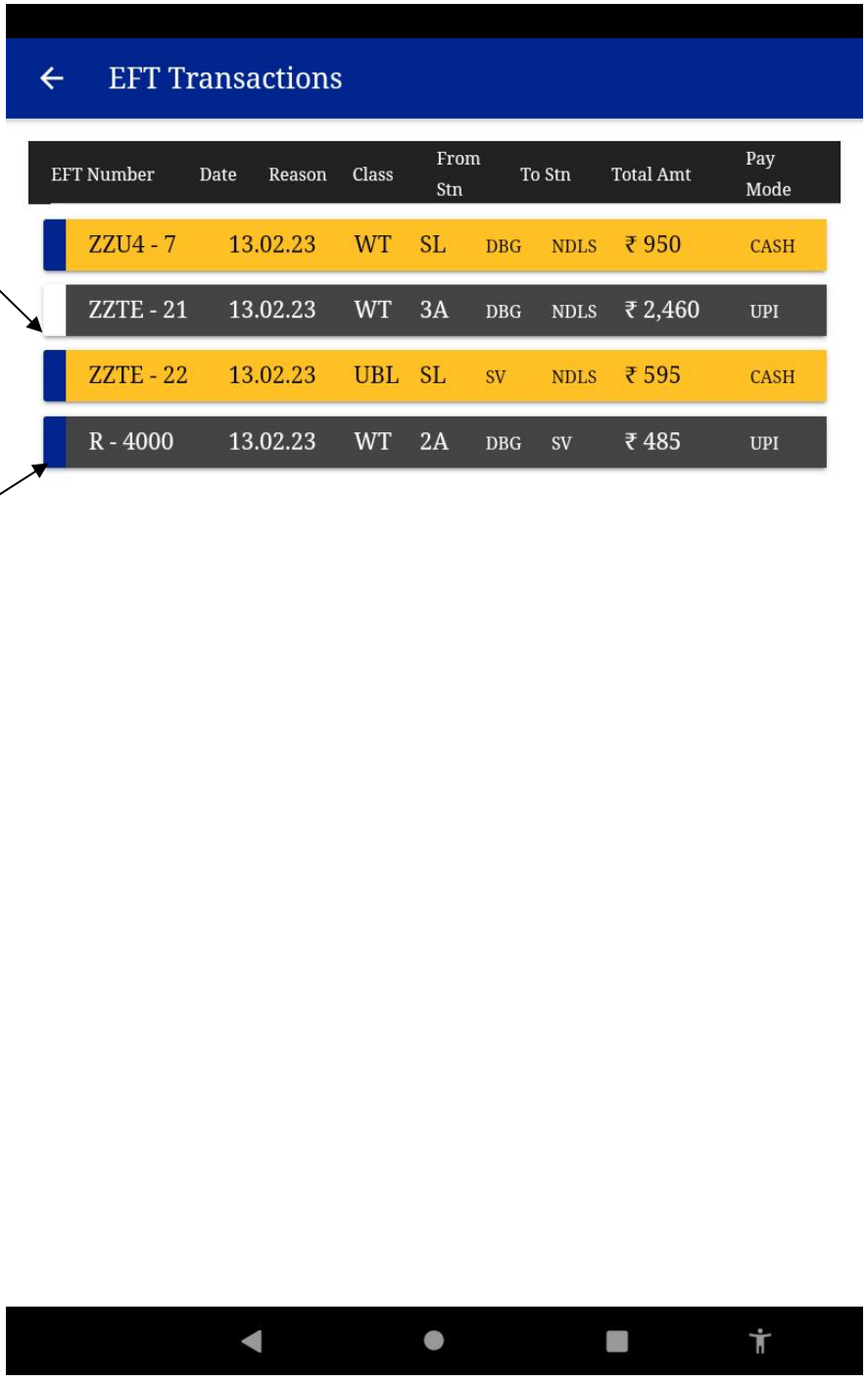
For check the EFT details go to Menu Button & click on EFT MIS.



EFT MIS

User can check his made EFTs details in below:-

White colour is indicated the payment has not done yet.



Blue colour is indicated the payment has been done successfully

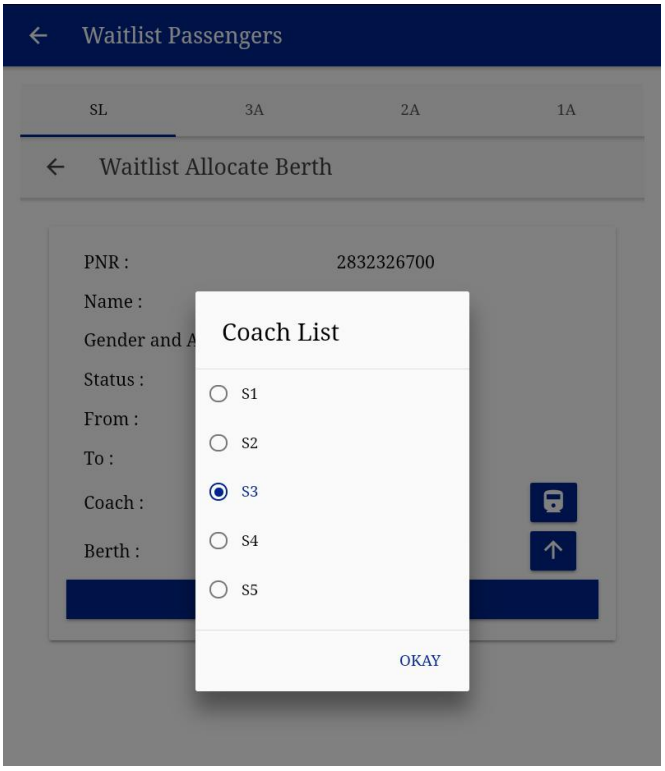
EFT is made against selected passenger

Waitlist Passenger List (Go to Menu Page):

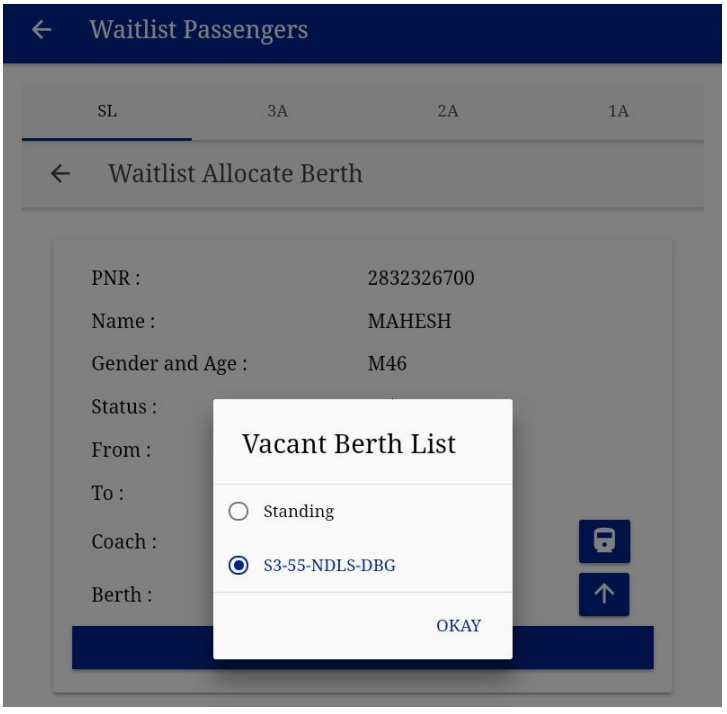
To allot seats to a waitlist passenger, click anywhere on the row of the passenger entry.

Following page would open for allotment of berth:

A. Select Coach.



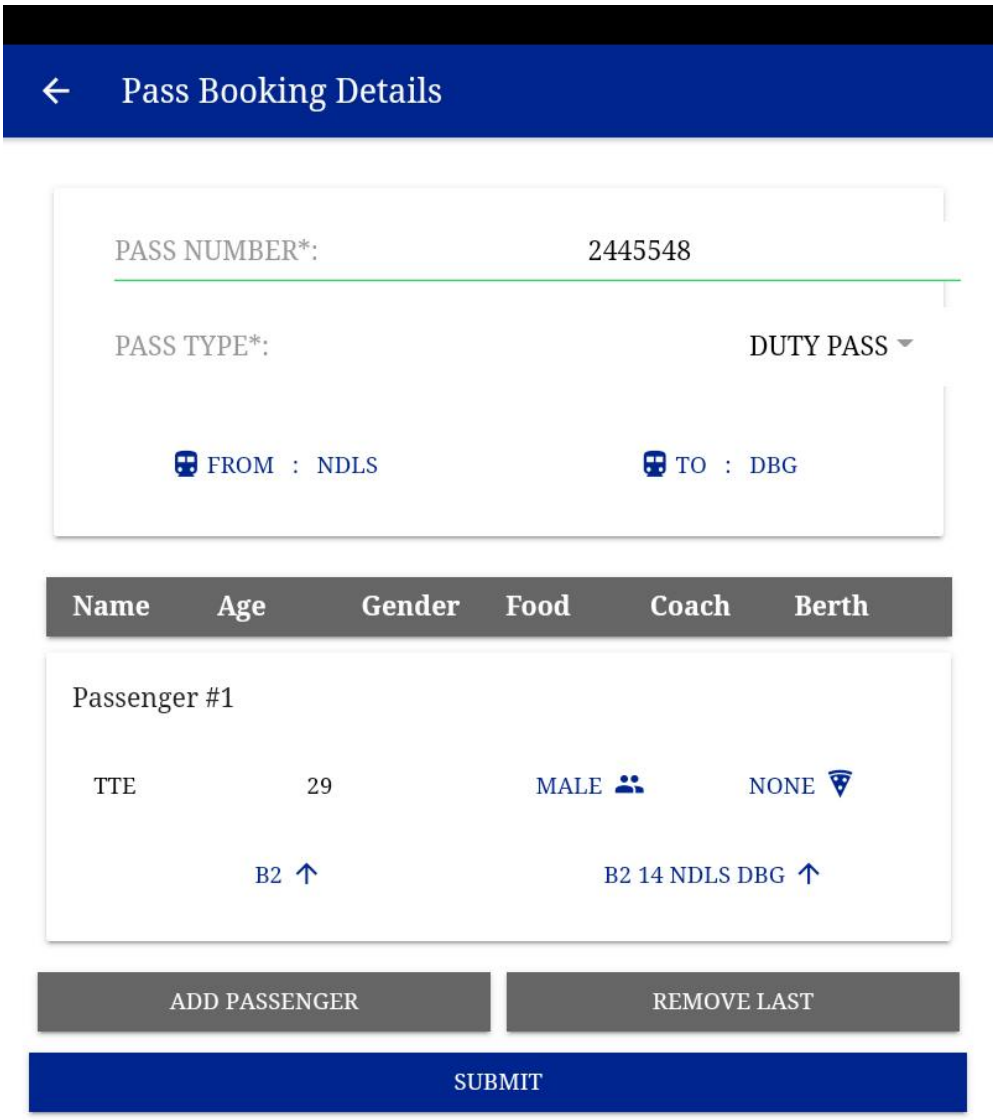
B. Select vacant seat and tap on okay.

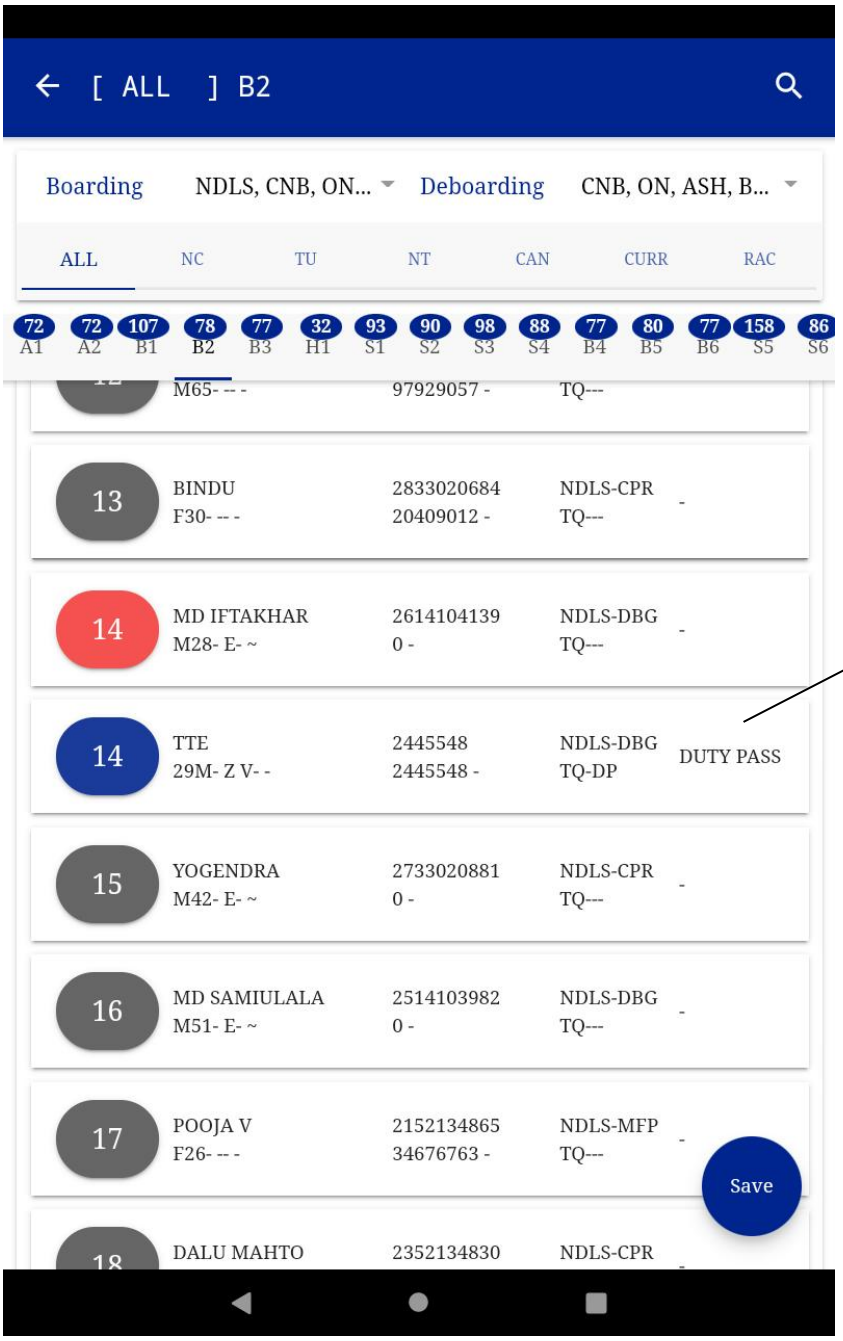


C. Berth is allotted to the passenger.

Pass Booking (Go to Menu Page)

To allocate the berths to passenger having pass which is provided by Railways.





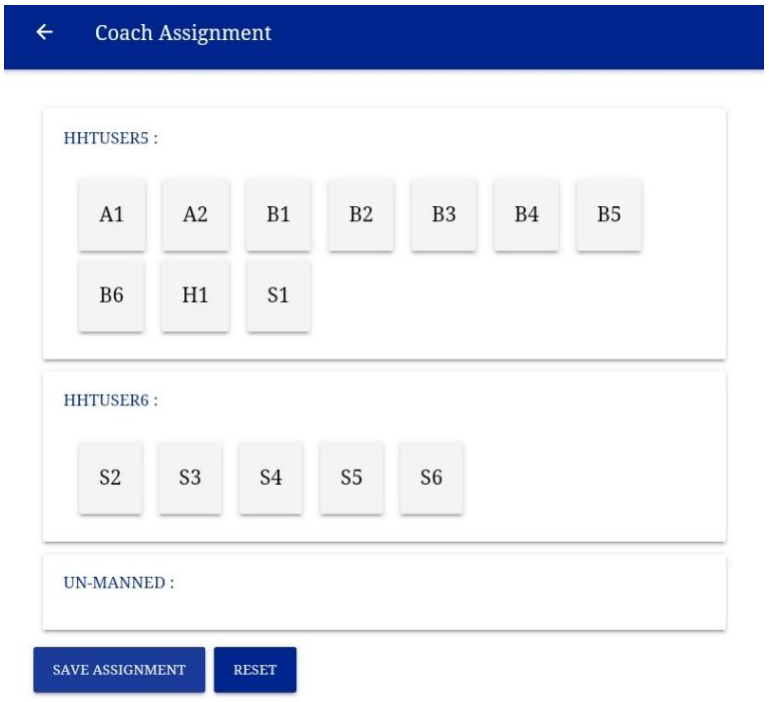
PASS Boking Done

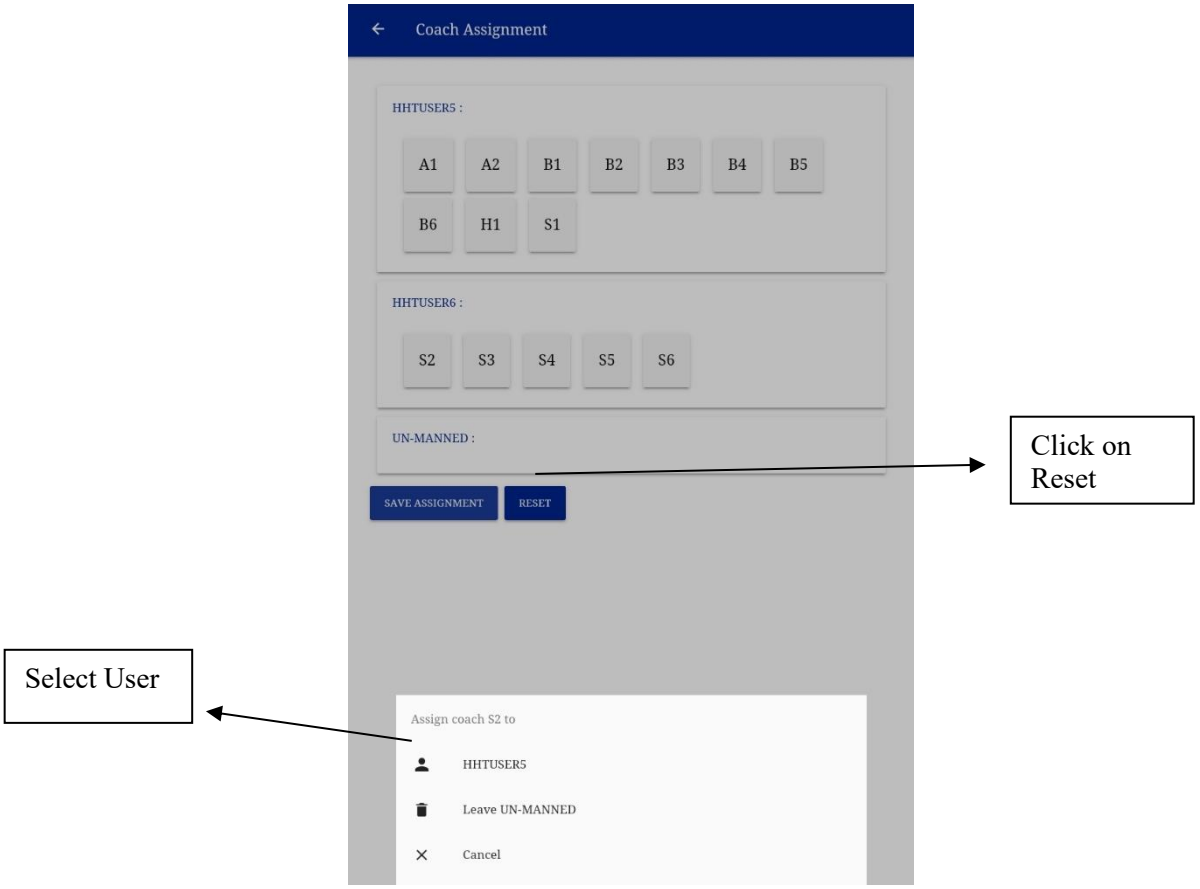
Team Member (Go to Menu Page)

To view team members and assigned coaches.

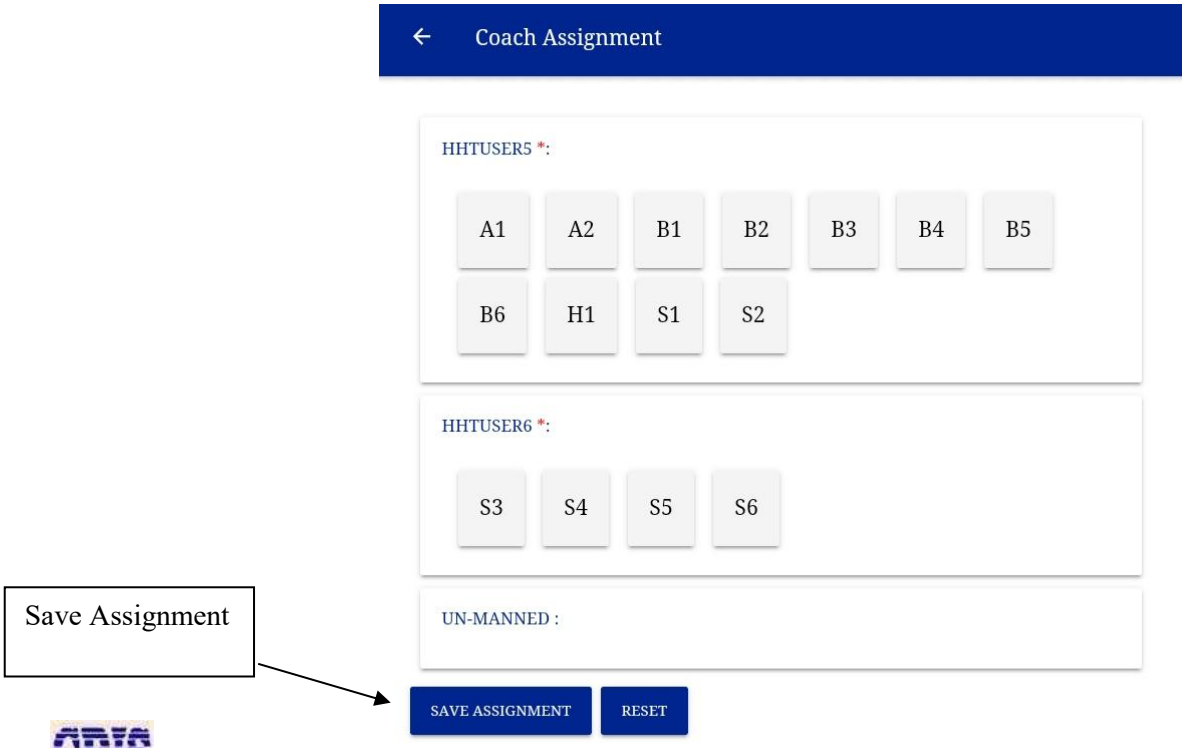
Coach Assignment (Go to Menu Page)

For reassignment of the un-manned coach of user by TS.





Coaches Assigned Successfully

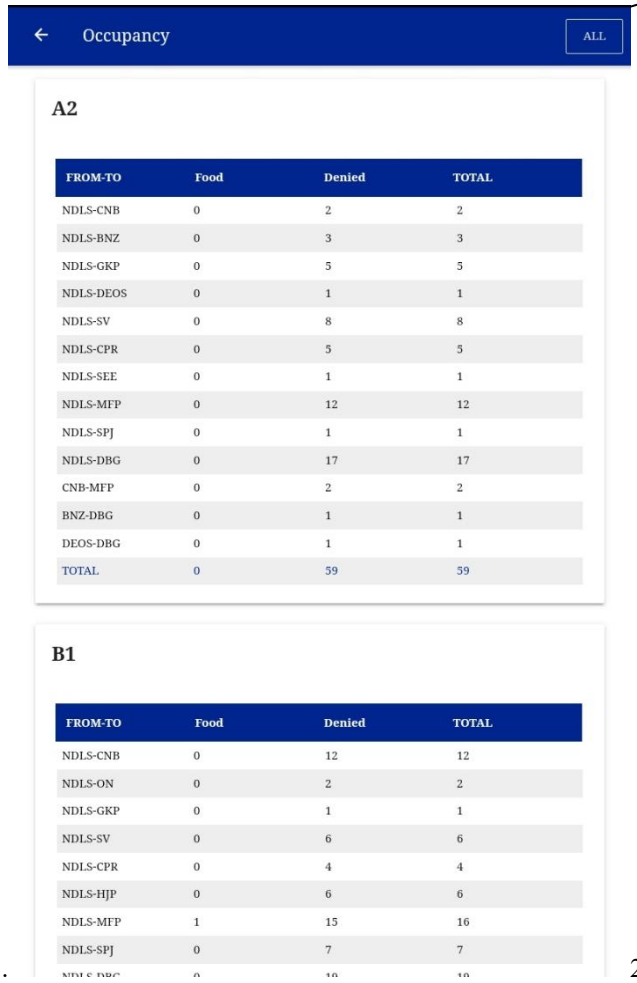


Occupancy (Go to Reports Menu Page)

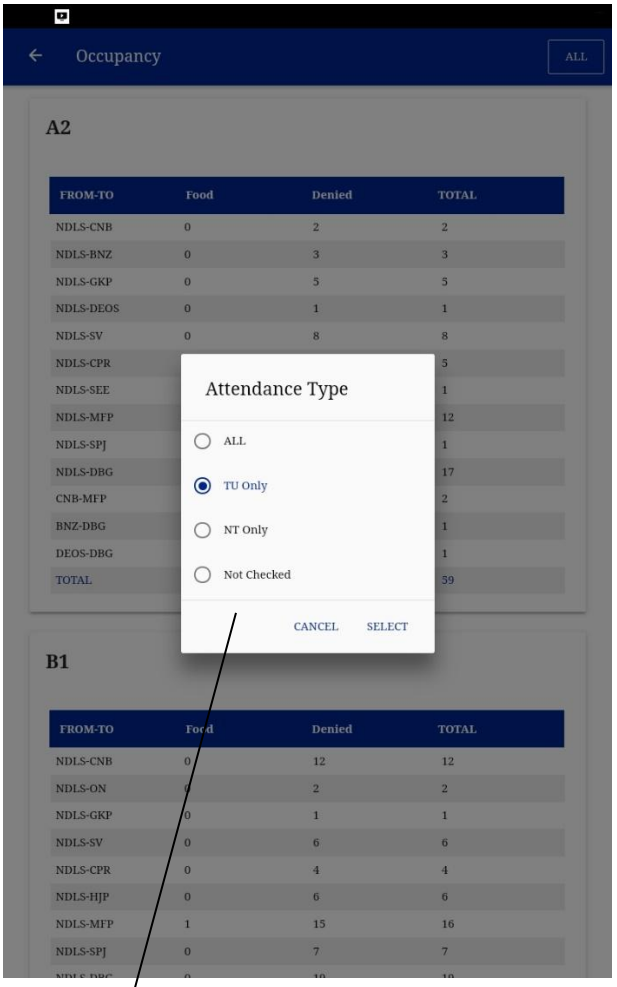
To enable the TTE to provide the complete ISL-to-ISL occupancy to the catering manager after the end of each journey, this page has been provided.
This includes the number of passengers traveled between each set of ISL's, and includes only those pairs where at least one passenger has traveled.
This also includes the standing waitlist passengers, traveling RAC passengers as well as EFT allotted passengers.
The coach-wise, class-wise and totals are auto-calculated here. As well as user can view passenger-wise by using filter for turn-up, not turn-up and not checked passenger.

For selecting attendance type

1.



2.



Select attendance type

Fare Chart Page (Go to Reports Menu Page)

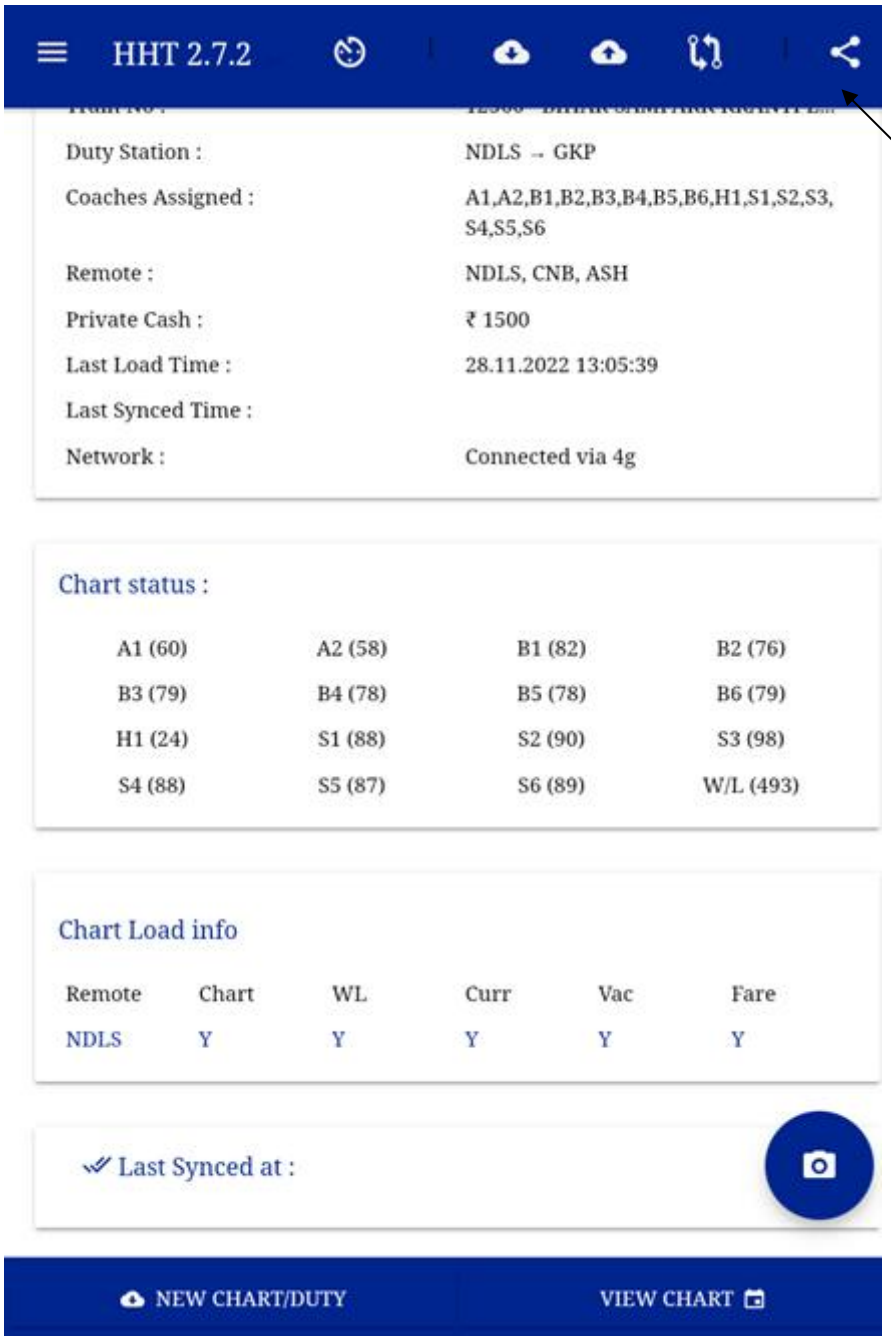
This page has been provided to enable the TTE to get Class wise complete ISL-to-ISL Fare Chart.
This includes Total Fare, Base Fare, Catering charges, Reservation Fee, Superfast fee, Meal Fee and GST.

FARE CALCULATOR FARE CHART

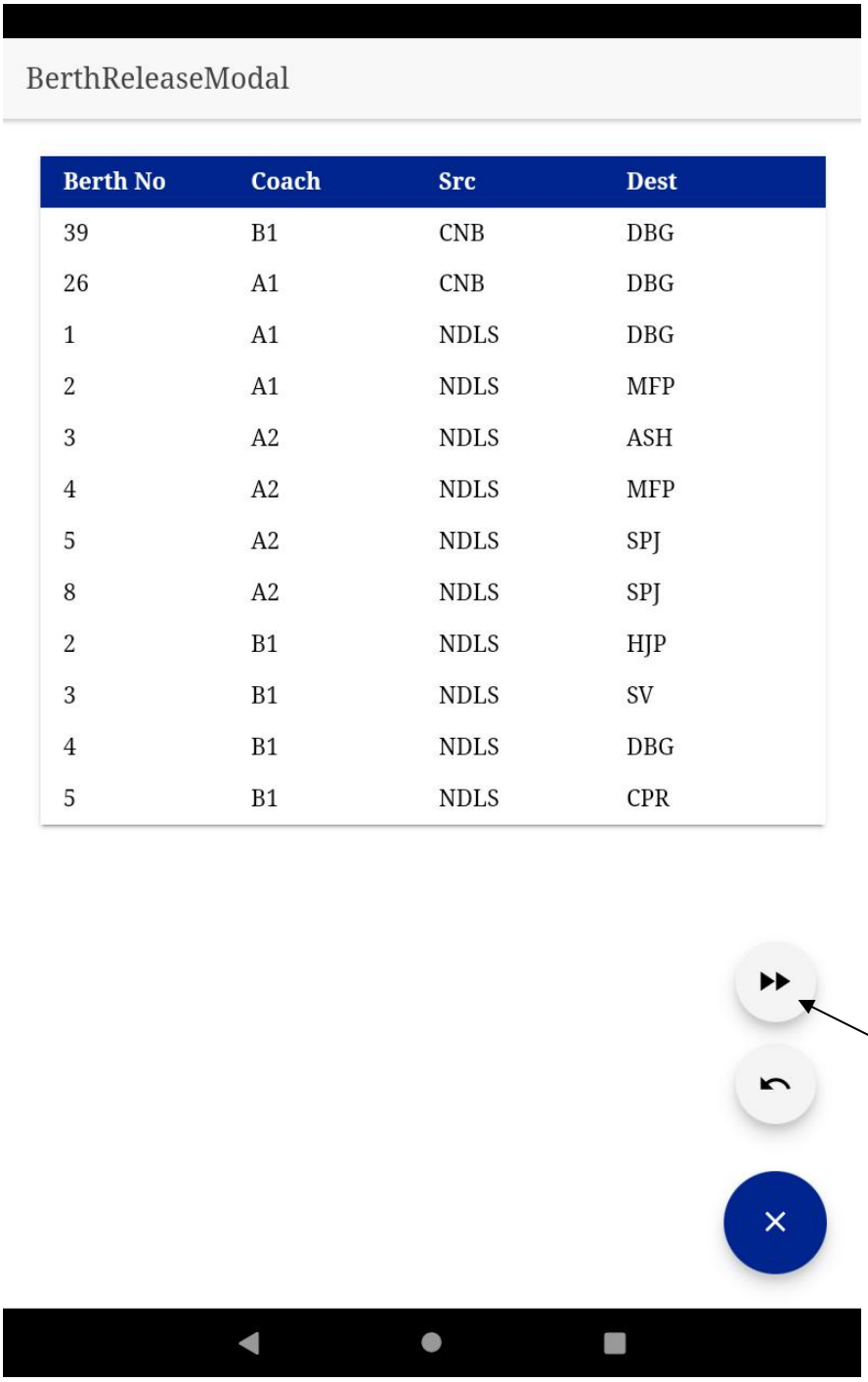
Class	From	To	Total Fare	Base Fare	Catering	Res Fee	Sup. Fee	Mela Fee	GST
1A	NDLS	CNB	1815	1593	0	60	75	0	87
1A	NDLS	ON	1840	1617	0	60	75	0	88
1A	NDLS	ASH	2075	1841	0	60	75	0	99
1A	NDLS	BNZ	2100	1865	0	60	75	0	100
1A	NDLS	GKP	2760	2493	0	60	75	0	132
1A	NDLS	DEOS	2875	2603	0	60	75	0	137
1A	NDLS	SV	3030	2750	0	60	75	0	145
1A	NDLS	CPR	3160	2874	0	60	75	0	151
1A	NDLS	SEE	3275	2984	0	60	75	0	156
1A	NDLS	HJP	3320	3027	0	60	75	0	158
1A	NDLS	MFP	3410	3112	0	60	75	0	163
1A	NDLS	SPJ	3500	3198	0	60	75	0	167
1A	NDLS	DBG	3545	3241	0	60	75	0	169
2A	NDLS	CNB	1085	938	0	50	45	0	52
2A	NDLS	ON	1100	952	0	50	45	0	53
2A	NDLS	ASH	1250	1095	0	50	45	0	60
2A	NDLS	BNZ	1265	1109	0	50	45	0	61
2A	NDLS	GKP	1645	1471	0	50	45	0	79
2A	NDLS	DEOS	1710	1533	0	50	45	0	82
2A	NDLS	SV	1795	1614	0	50	45	0	86
2A	NDLS	CPR	1875	1690	0	50	45	0	90
2A	NDLS	SEE	1940	1752	0	50	45	0	93
2A	NDLS	HJP	1965	1776	0	50	45	0	94
2A	NDLS	MFP	2020	1829	0	50	45	0	96
2A	NDLS	SPJ	2070	1876	0	50	45	0	99
2A	NDLS	DBG	2100	1905	0	50	45	0	100
3A	NDLS	CNB	775	653	0	40	45	0	37
3A	NDLS	ON	790	667	0	40	45	0	38
3A	NDLS	ASH	895	767	0	40	45	0	43
3A	NDLS	BNZ	905	777	0	40	45	0	43

PRS Data Page (Go to Reports Menu Page)

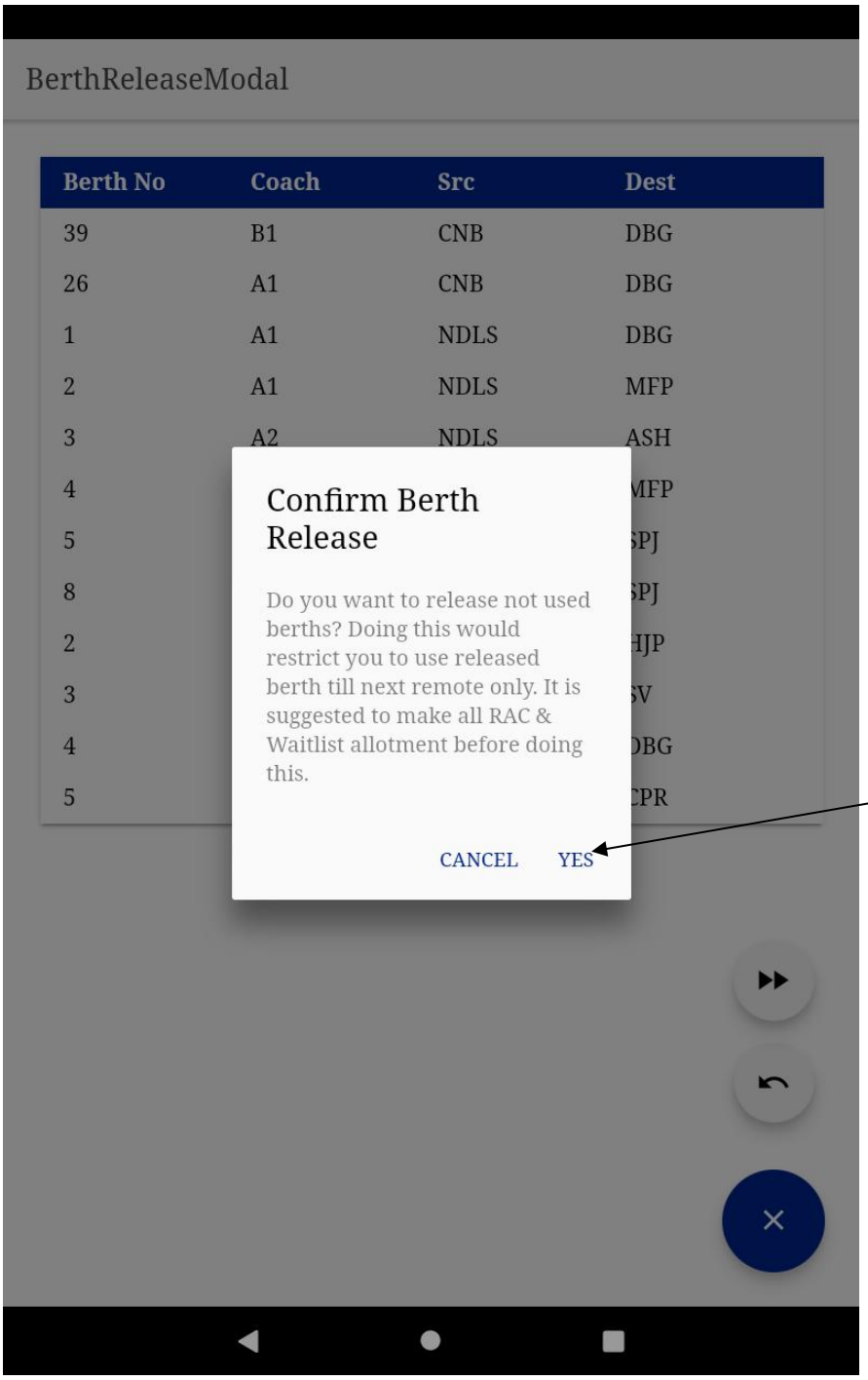
After NT the passenger those vacant berths send to PRS. By tap on release vacant berths icon (**Remaining berths after clearing RAC, WL etc**.)

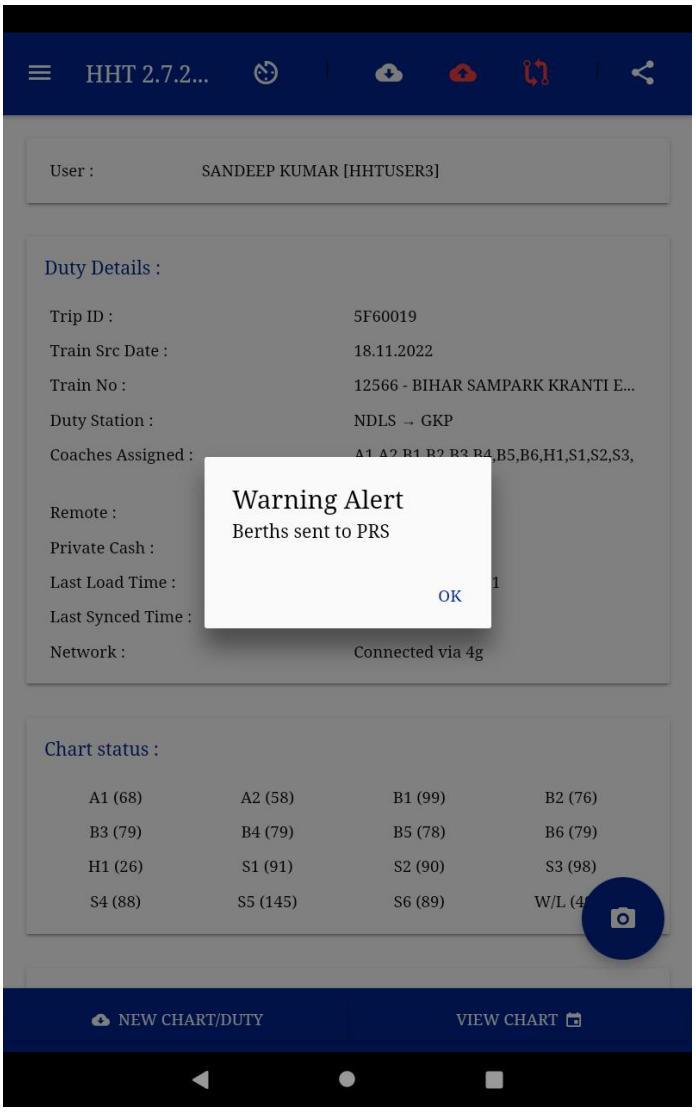


Tap on forward icon to proceed.



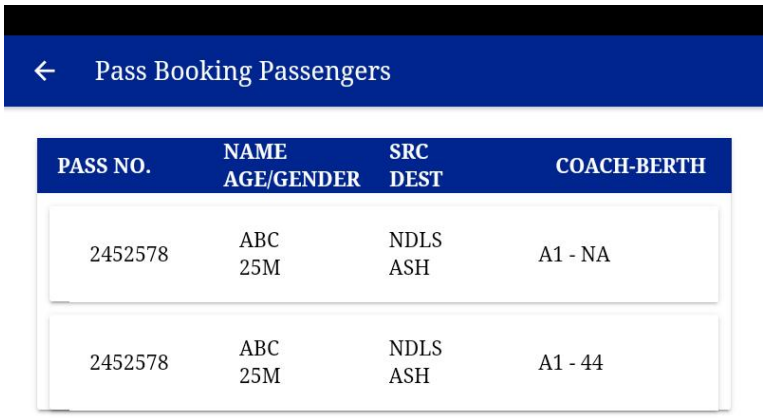
After tapping on forword button a popup will show for confirmation.



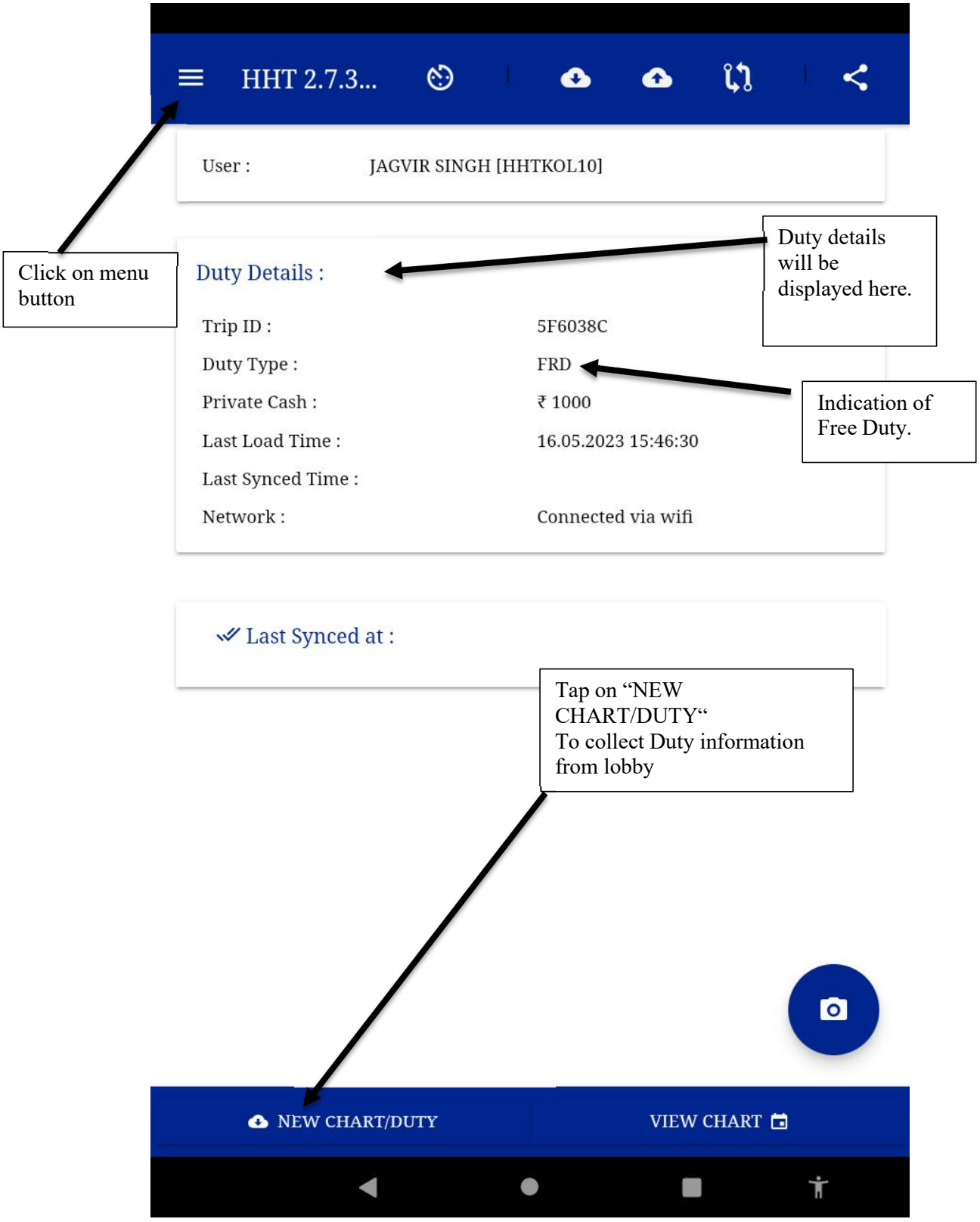


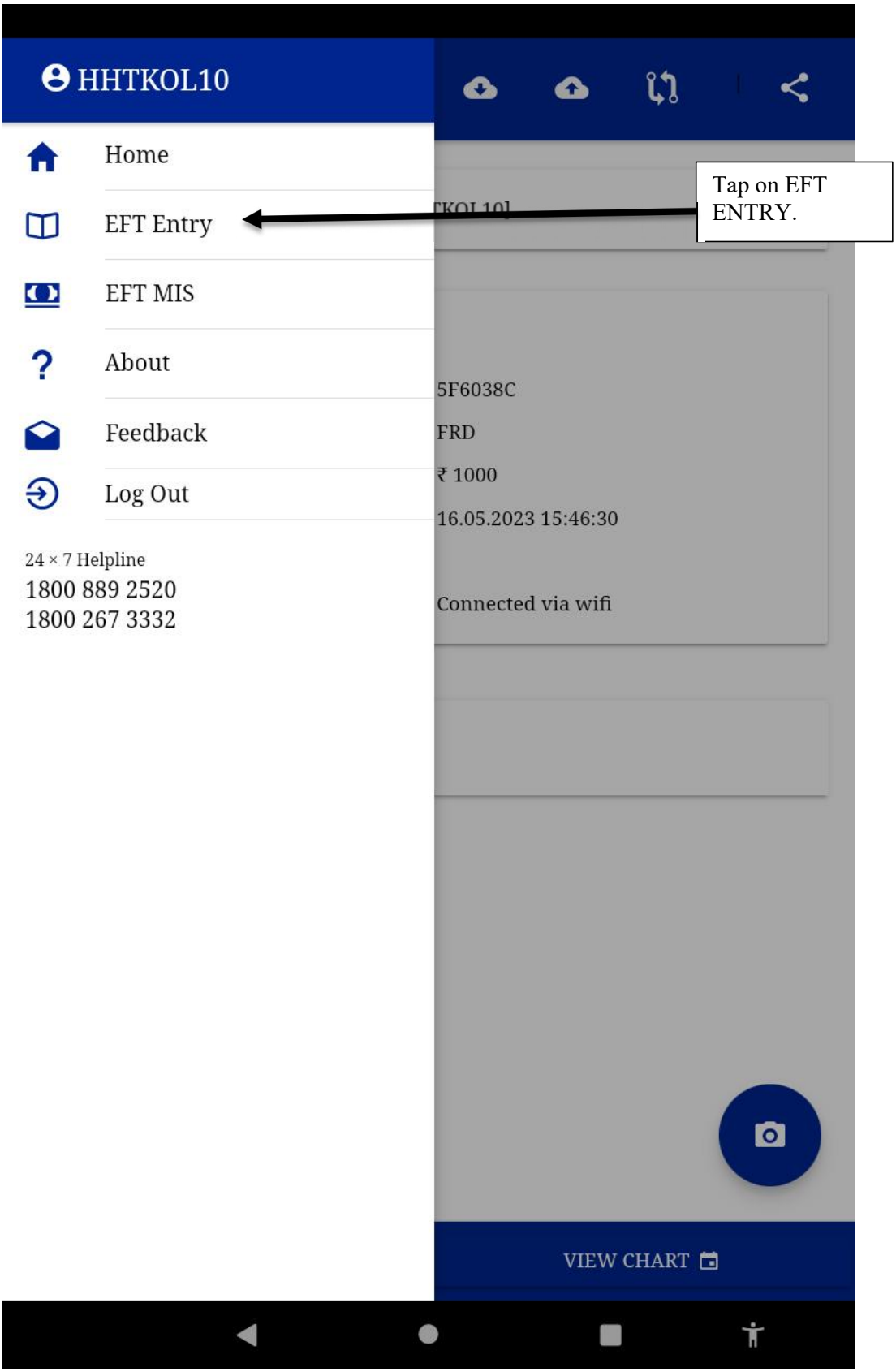
Pass Booking Page (Go to Reports Menu Page)

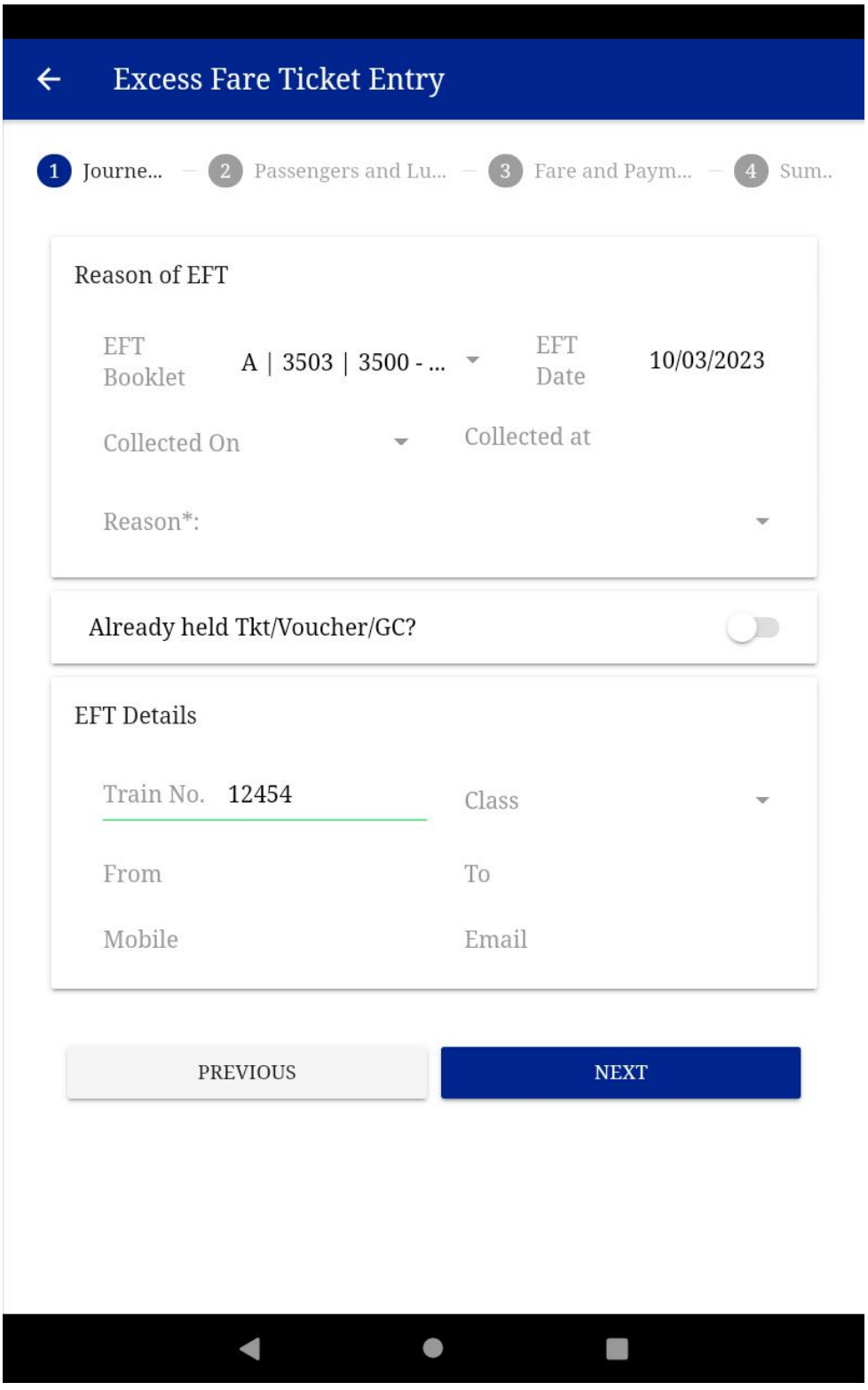
Pass Booking Page will display the all information of those passengers which has been issue pass-booking ticket.


Pass Booking Passengers
PASS NO.
NAME
AGE/GENDER
SRC
DEST
COACH-BERTH
2452578
ABC
25M
NDLS
ASH
A1 - NA
2452578
ABC
25M
NDLS
ASH
A1 - 44

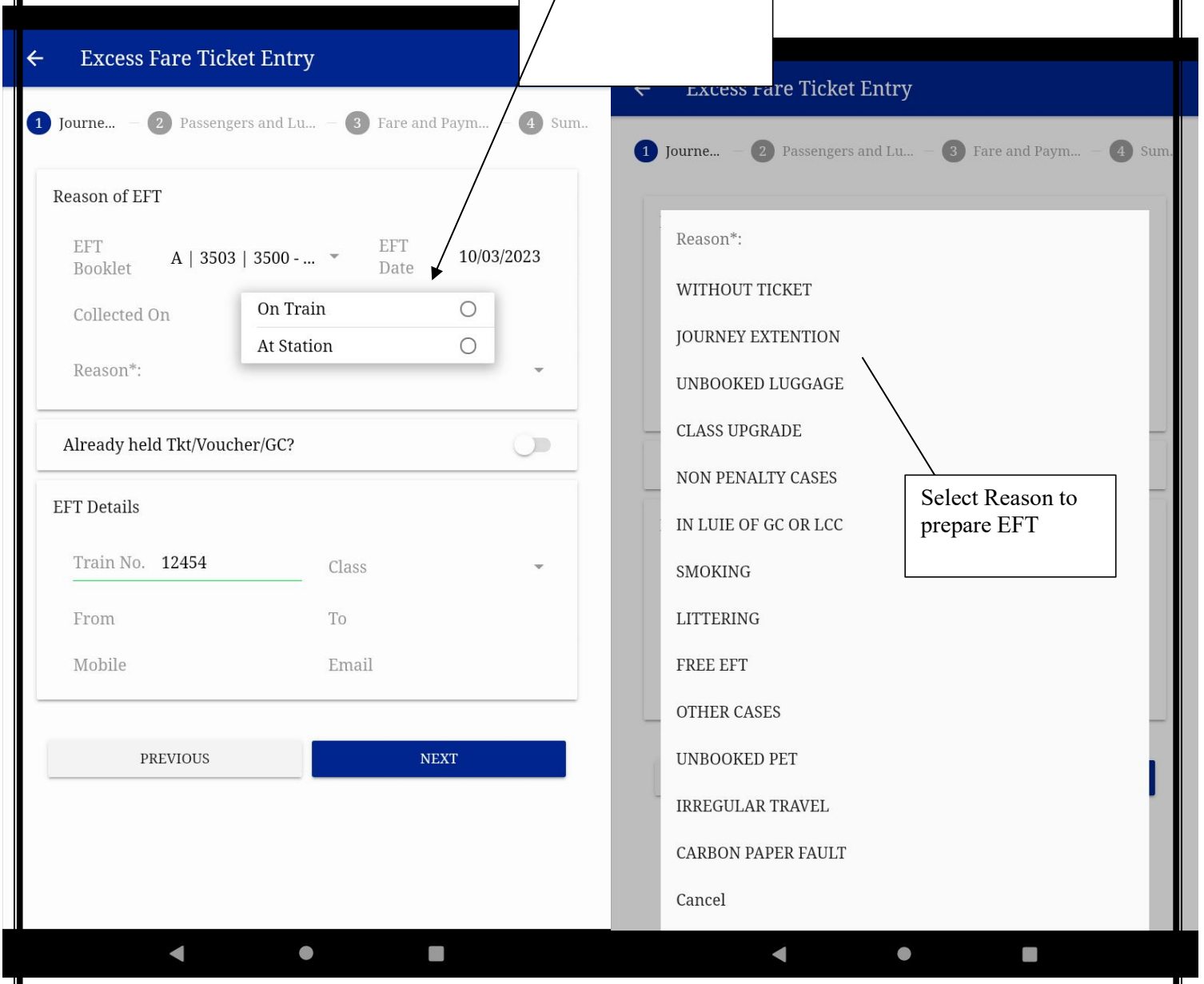
EFT Entry by Free Duty Staff:

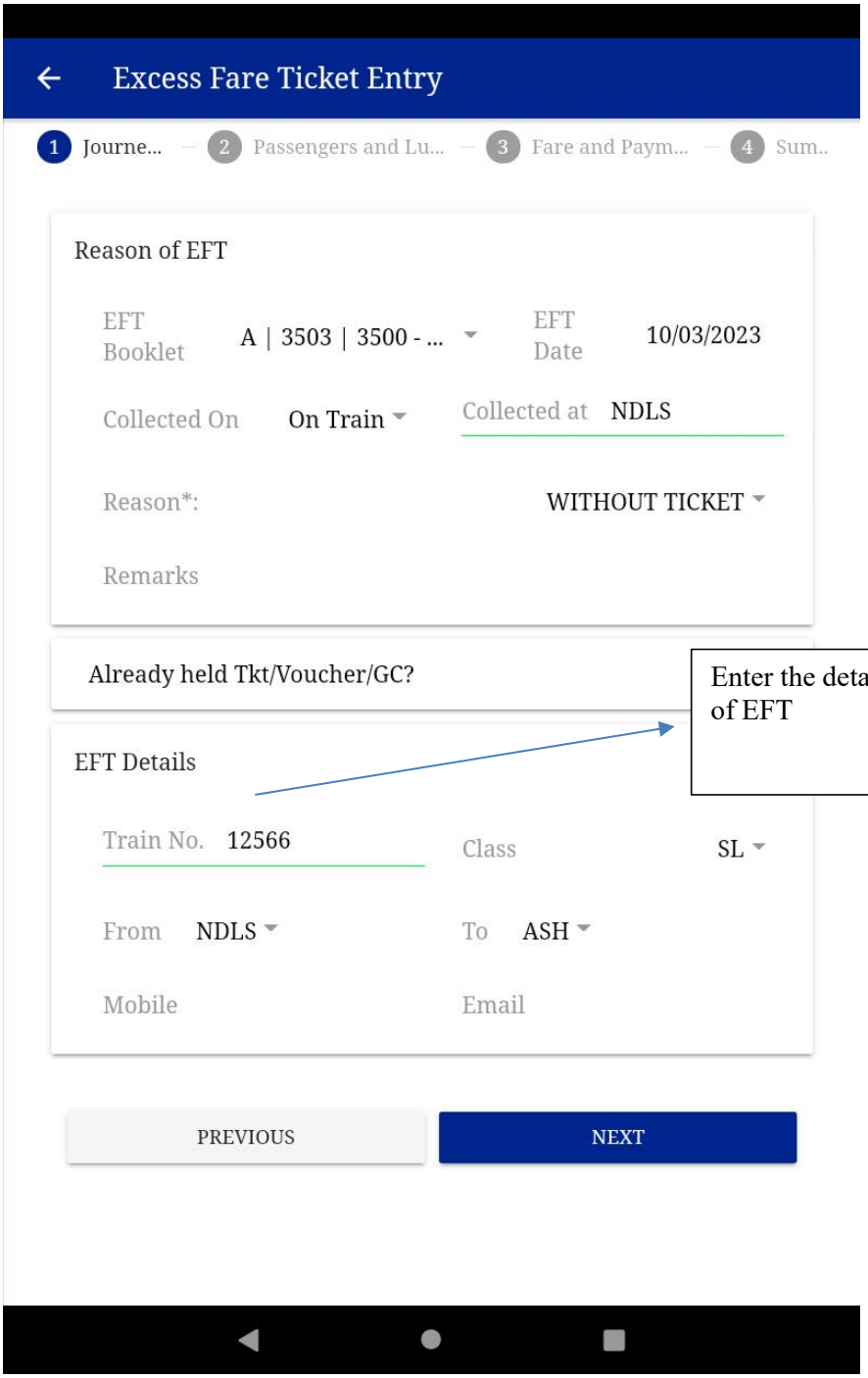


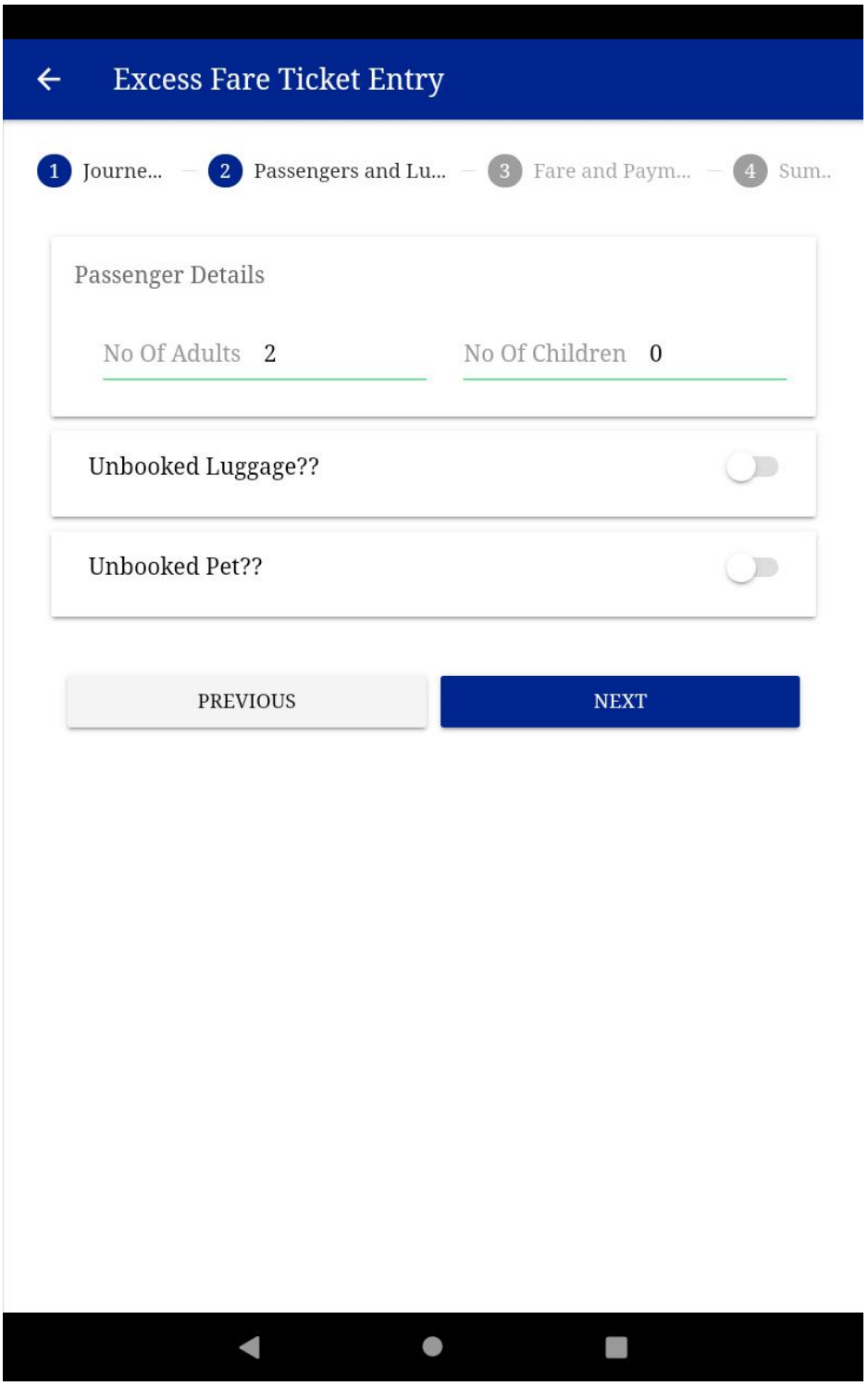

HHTKOL10
Home
EFT Entry
EFT MIS
About
Feedback
Log Out
24 × 7 Helpline
1800 889 2520
1800 267 3332
Tap on EFT ENTRY.
5F6038C
FRD
₹ 1000
16.05.2023 15:46:30
Connected via wifi
VIEW CHART

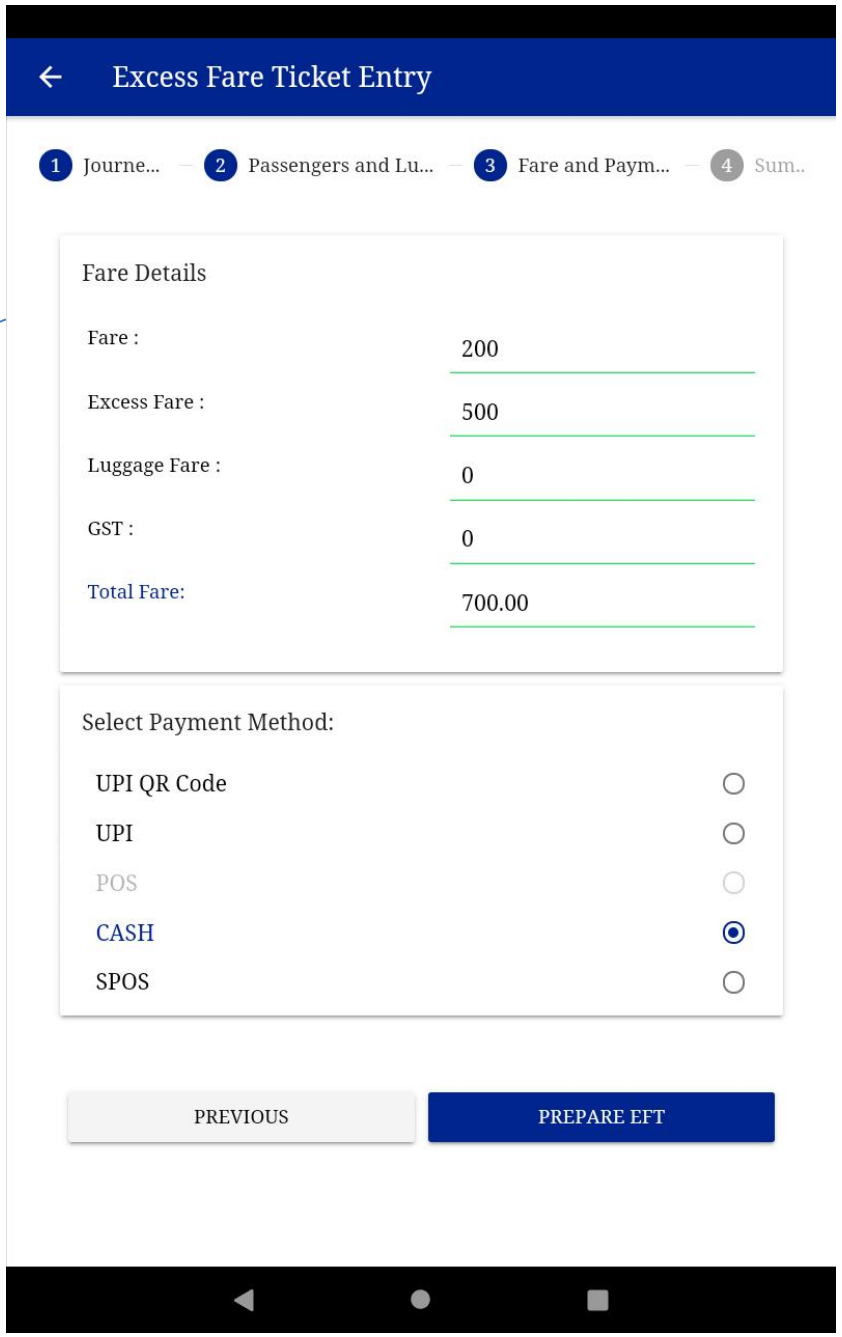

Excess Fare Ticket Entry
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Reason of EFT
EFT Booklet
A | 3503 | 3500 - ...
EFT Date
10/03/2023
Collected On
Collected at
Reason*:
Already held Tkt/Voucher/GC?
EFT Details
Train No.
12454
Class
From
To
Mobile
Email
PREVIOUS
NEXT

Those who are working in squad duty select “On Train” option and those who are working in static station duty select “At Station” option.

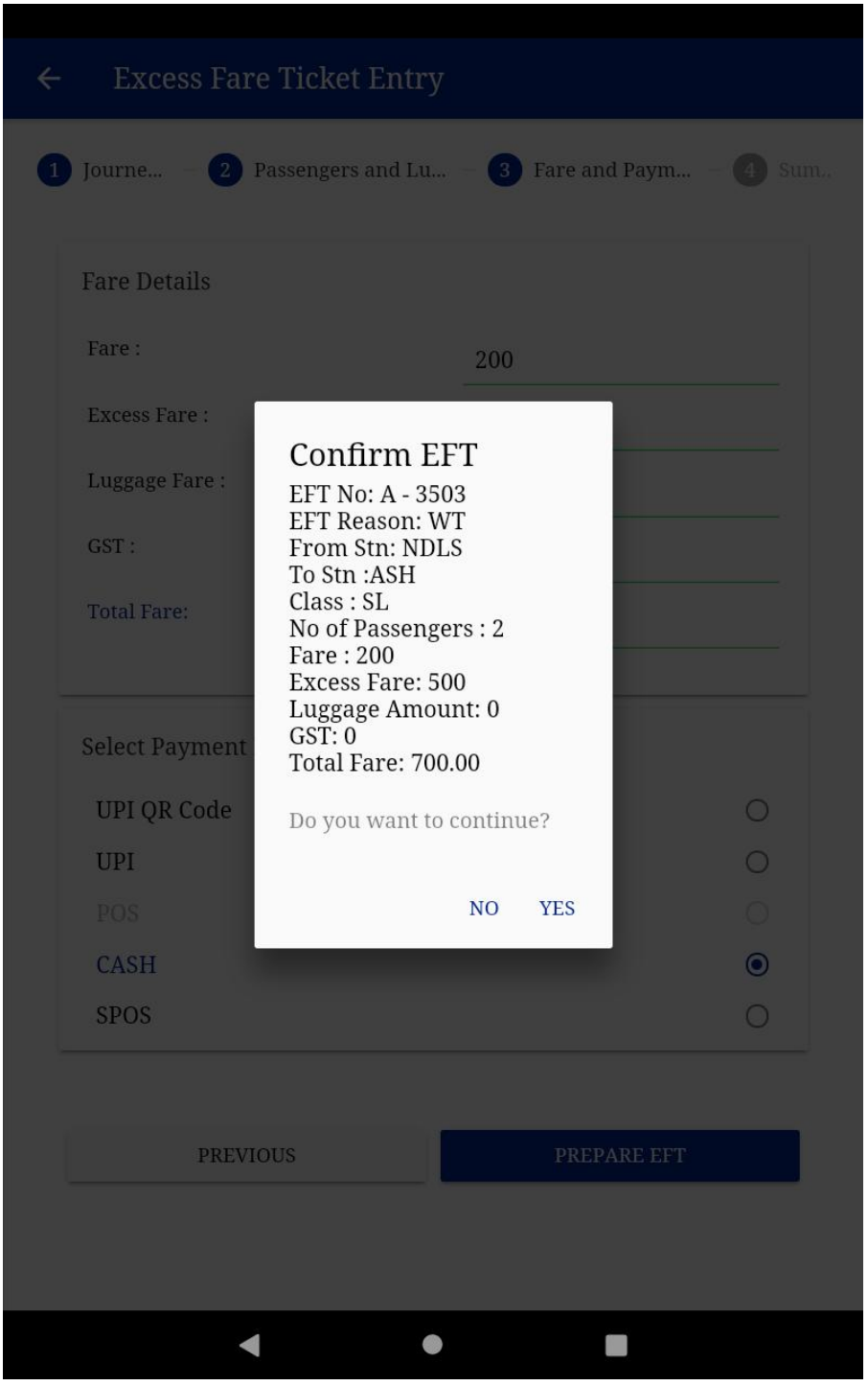


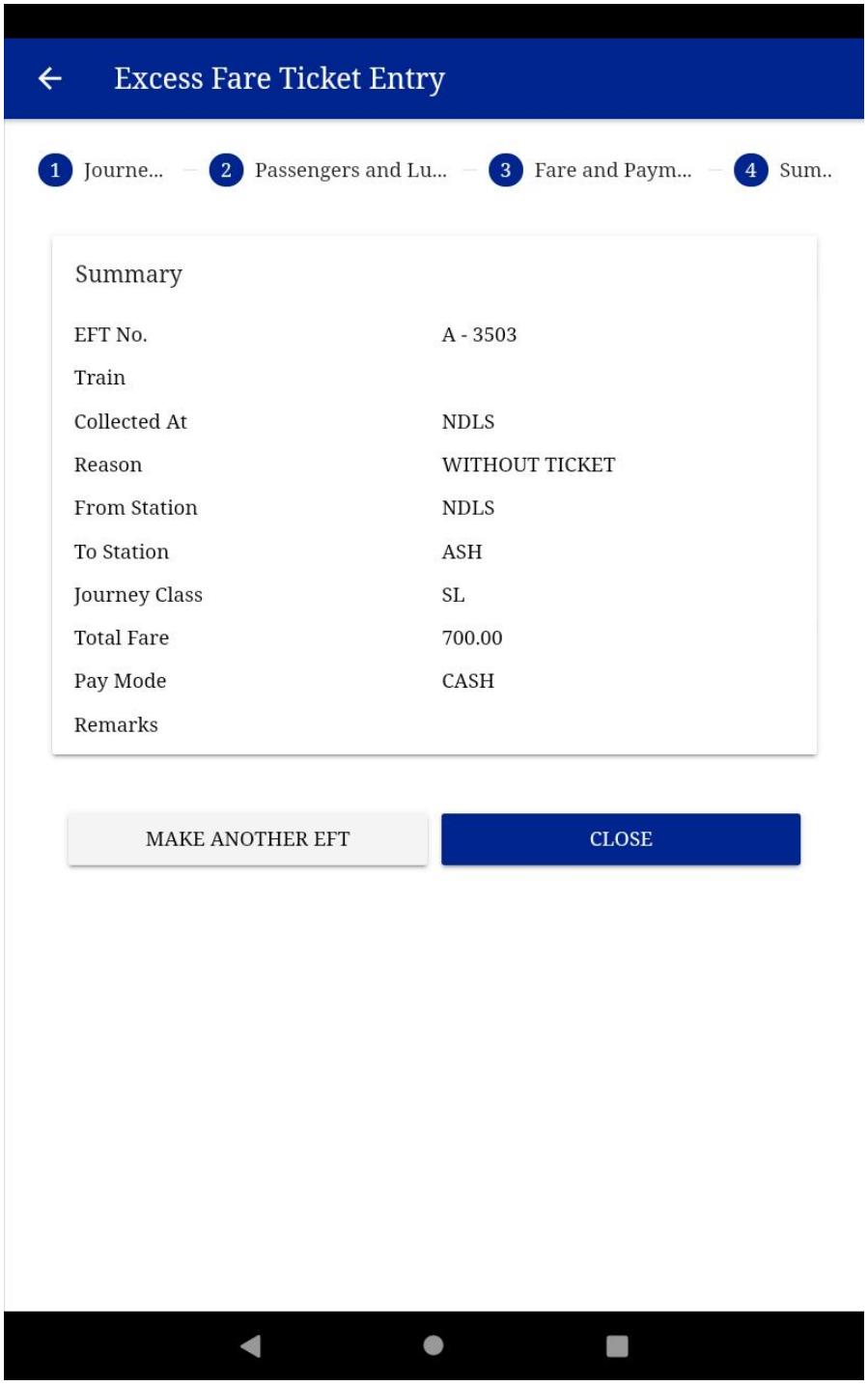

Excess Fare Ticket Entry
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Reason of EFT
EFT Booklet
A | 3503 | 3500 - ...
EFT Date
10/03/2023
Collected On
On Train
Collected at
NDLS
Reason*:
WITHOUT TICKET
Remarks
Already held Tkt/Voucher/GC?
Enter the details of EFT
EFT Details
Train No.
12566
Class
SL
From
NDLS
To
ASH
Mobile
Email
PREVIOUS
NEXT


Excess Fare Ticket Entry
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Passenger Details
No Of Adults 2
No Of Children 0
Unbooked Luggage??
Unbooked Pet??
PREVIOUS
NEXT



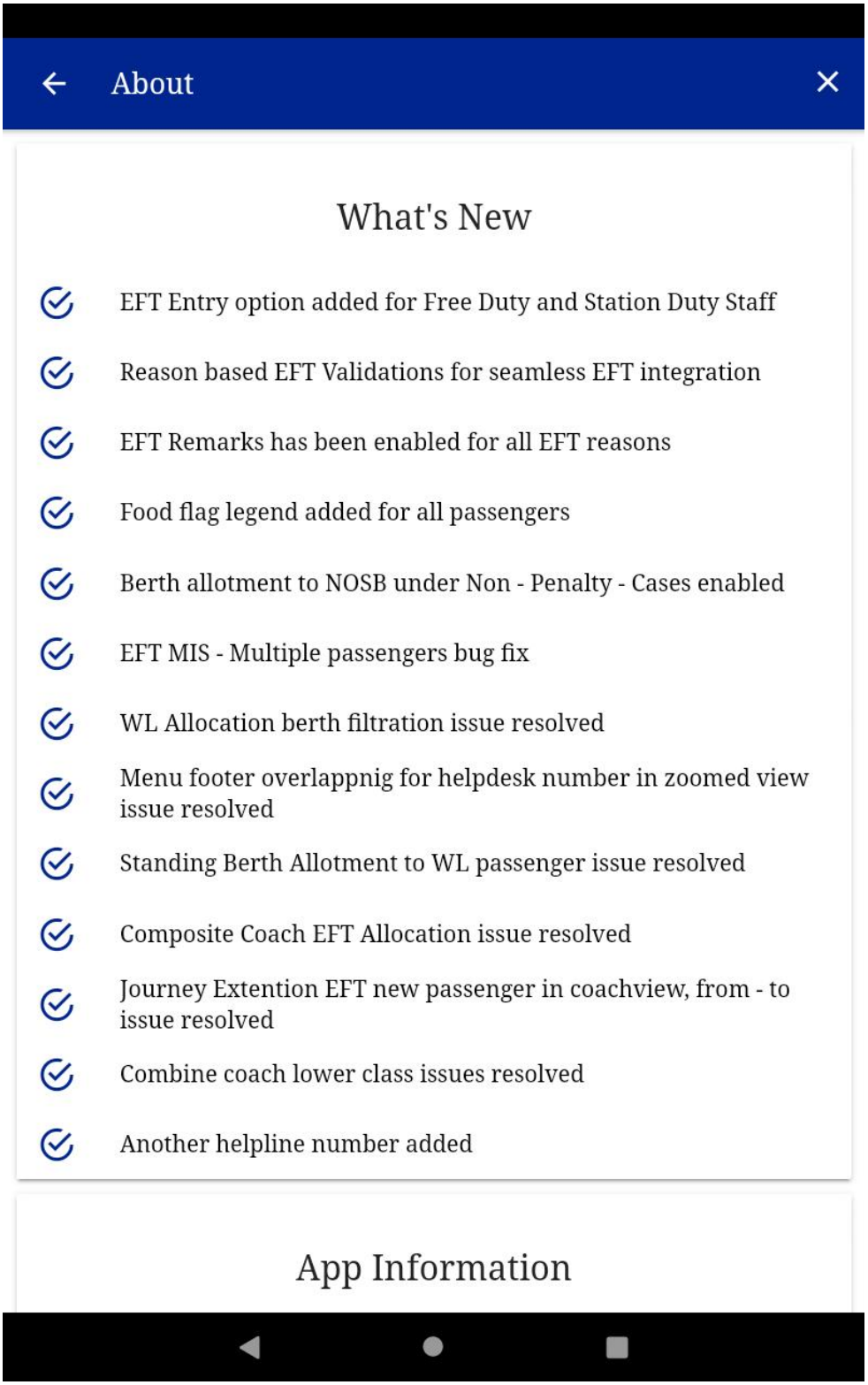
Enter fare details

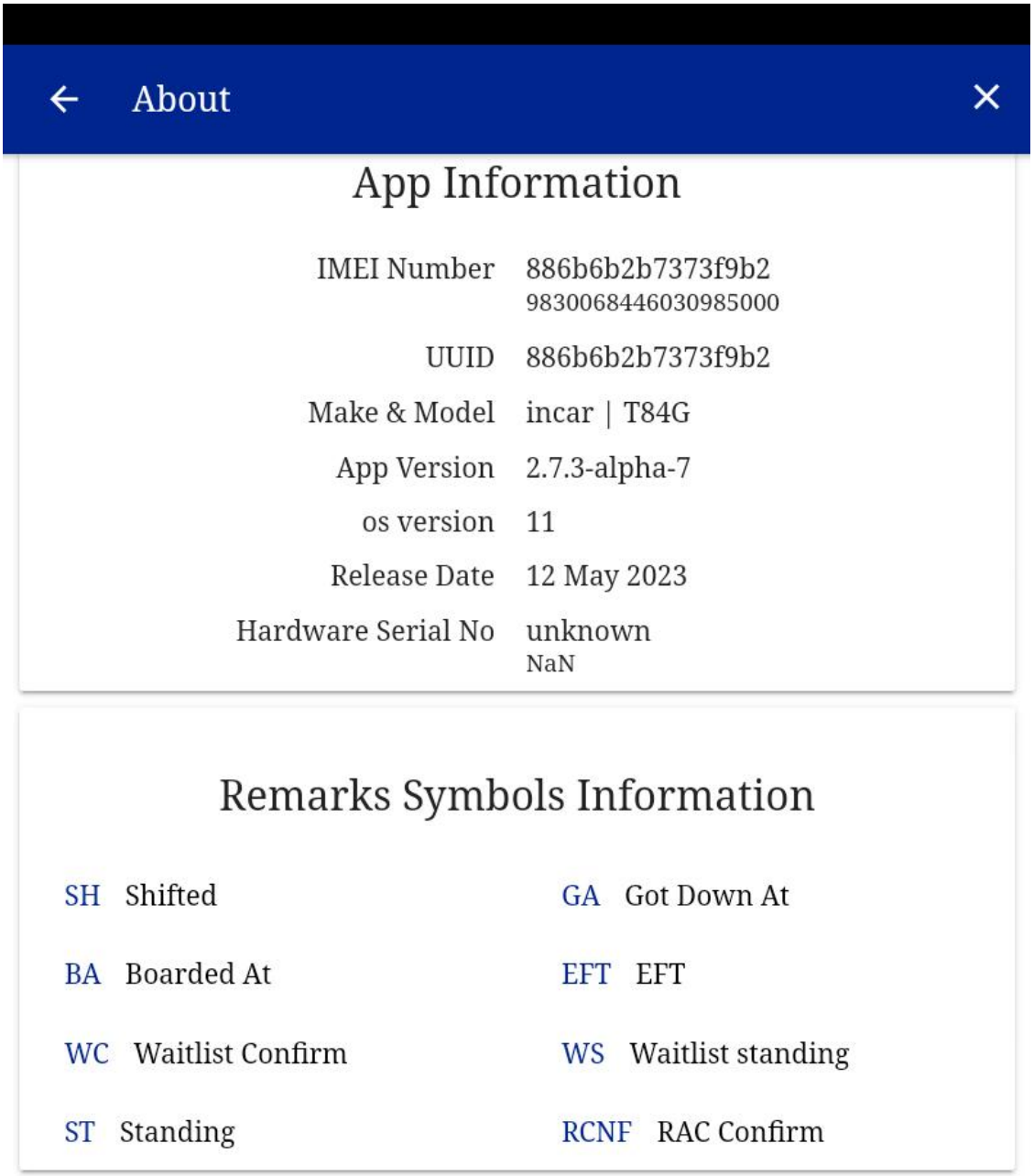

Excess Fare Ticket Entry
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Fare Details
Fare :
200
Excess Fare :
Luggage Fare :
GST :
Total Fare:
Confirm EFT
EFT No: A - 3503
EFT Reason: WT
From Stn: NDLS
To Stn :ASH
Class : SL
No of Passengers : 2
Fare : 200
Excess Fare: 500
Luggage Amount: 0
GST: 0
Total Fare: 700.00
Do you want to continue?
NO
YES
Select Payment
UPI QR Code
UPI
POS
CASH
SPOS
PREVIOUS
PREPARE EFT

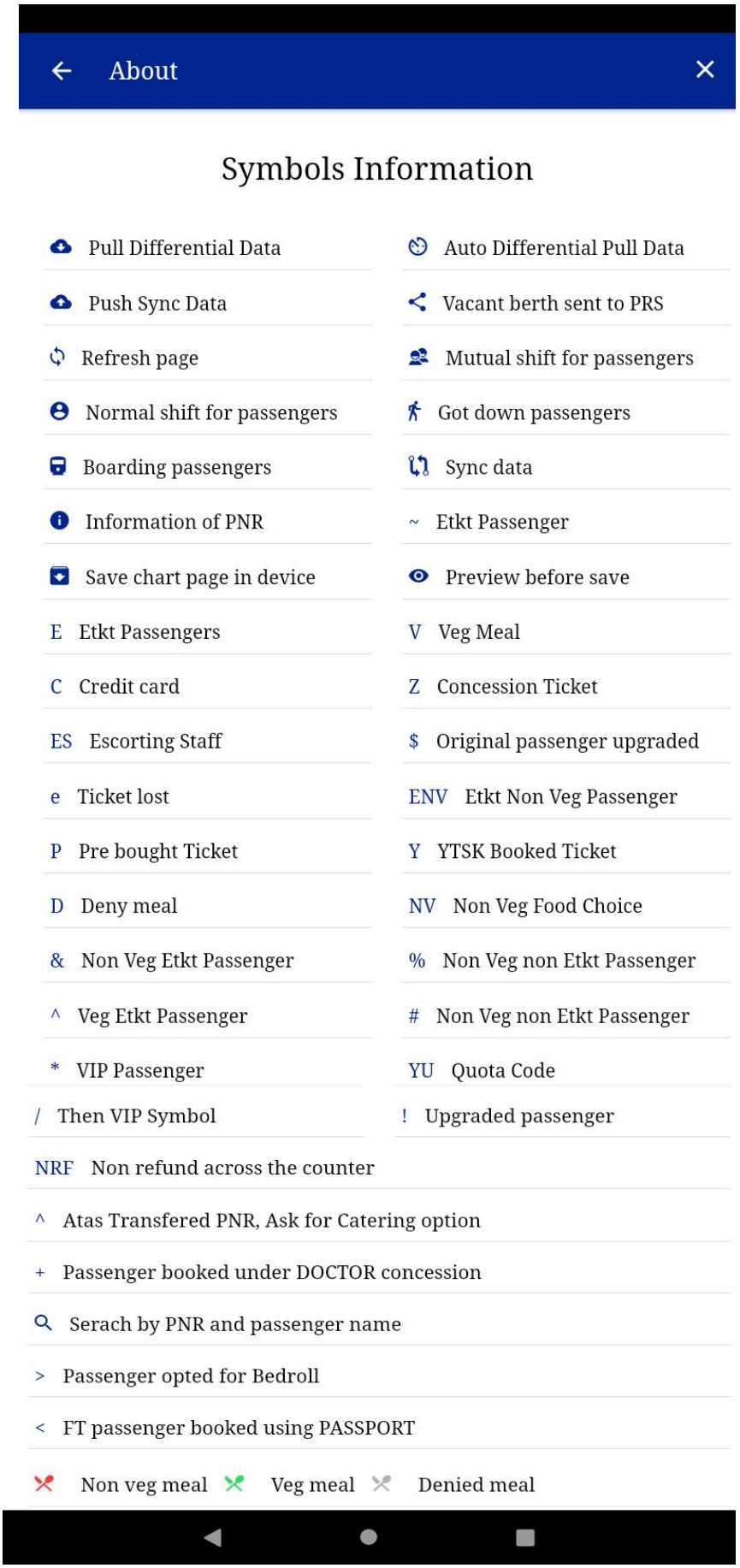

Excess Fare Ticket Entry
1 Journe...
2 Passengers and Lu...
3 Fare and Paym...
4 Sum..
Summary
EFT No. A - 3503
Train
Collected At NDLS
Reason WITHOUT TICKET
From Station NDLS
To Station ASH
Journey Class SL
Total Fare 700.00
Pay Mode CASH
Remarks
MAKE ANOTHER EFT
CLOSE

About Page (Go to Menu Page)

About Page display the all information related to App and all symbols information and meaning of symbols

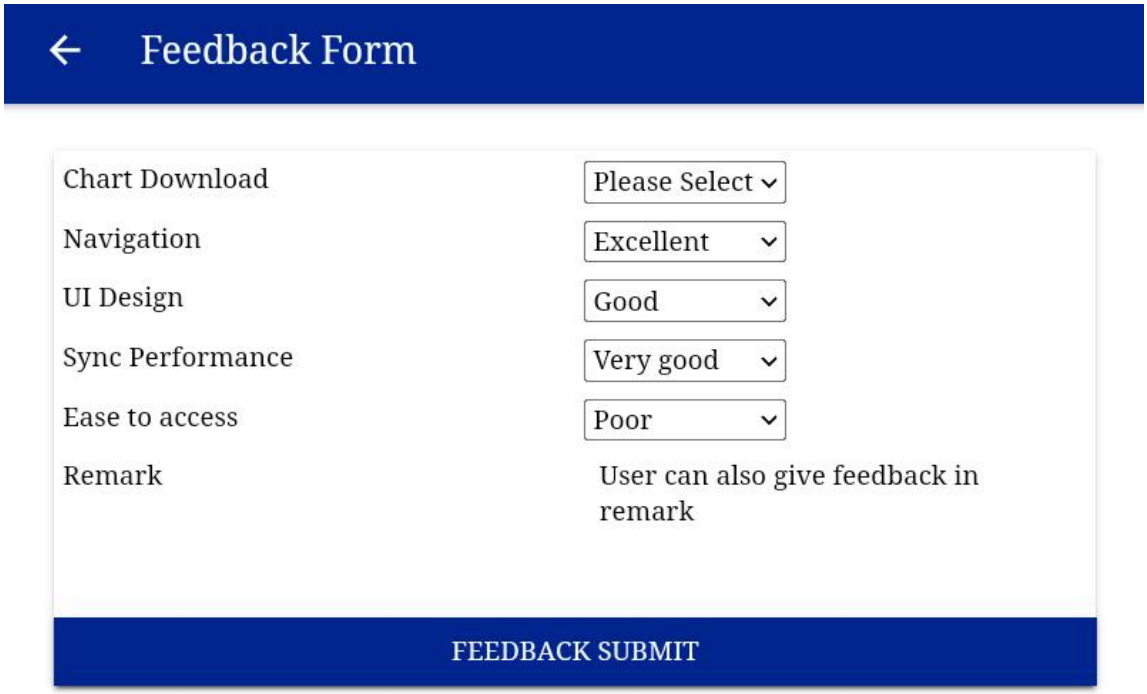



About
App Information
IMEI Number
886b6b2b7373f9b2
983006844603098500O
UUID
886b6b2b7373f9b2
Make & Model
incar | T84G
App Version
2.7.3-alpha-7
os version
11
Release Date
12 May 2023
Hardware Serial No
unknown
NaN
Remarks Symbols Information
SH Shifted
GA Got Down At
BA Boarded At
EFT EFT
WC Waitlist Confirm
WS Waitlist standing
ST Standing
RCNF RAC Confirm


About
Symbols Information
Pull Differential Data
Auto Differential Pull Data
Push Sync Data
Vacant berth sent to PRS
Refresh page
Mutual shift for passengers
Normal shift for passengers
Got down passengers
Boarding passengers
Sync data
Information of PNR
~ Etkt Passenger
Save chart page in device
Preview before save
E Etkt Passengers
V Veg Meal
C Credit card
Z Concession Ticket
ES Escorting Staff
$ Original passenger upgraded
e Ticket lost
ENV Etkt Non Veg Passenger
P Pre bought Ticket
Y YTSK Booked Ticket
D Deny meal
NV Non Veg Food Choice
& Non Veg Etkt Passenger
% Non Veg non Etkt Passenger
^ Veg Etkt Passenger
# Non Veg non Etkt Passenger
* VIP Passenger
YU Quota Code
/ Then VIP Symbol
! Upgraded passenger
NRF Non refund across the counter
^ Atas Transfered PNR, Ask for Catering option
+ Passenger booked under DOCTOR concession
Serach by PNR and passenger name
> Passenger opted for Bedroll
< FT passenger booked using PASSPORT
Non veg meal
Veg meal
Denied meal

Feedback Page (Go to Menu Page)

Feedback page will be used for TTEs for filling feedback related to HHT application (Like as- chart download, UI design and Data sync problem)



Dos And Don'ts:

Dos:

1. Always use only the finger for clicking on the screen of the HHT.
2. Keep the device away from direct flame or hot stuff.
3. Keep the device away from moisture.
4. Always log off from the application after all the work has been finished. Also switch off the phone in the device. This saves the battery backup.

Don'ts:

1. Use of any other pointing device, like a pen, on the device screen. This may damage the screen and render the device useless.
2. Drop the device on the floor.
3. Click on the device screen with high force.
4. Use the device phone while working with the application.