User Manual

For

HHT Application for TTEs

Version: 2.7.4 (Last updated: 11/09/2023)

Prepared by:

CENTRE FOR RAILWAY INFORMATION SYSTEMS



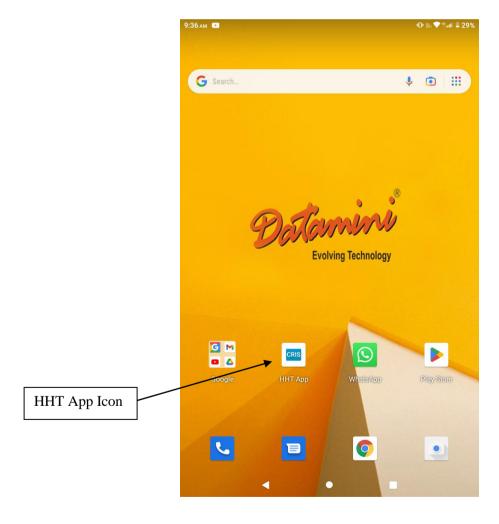
Prerequisites:

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. Proper Duties (on Trains) must be assigned to the User.
- 3. Coach allocation should be done.
- 4. The TTEs must sign on proper duty from Duty Start Station in TTE lobby application.

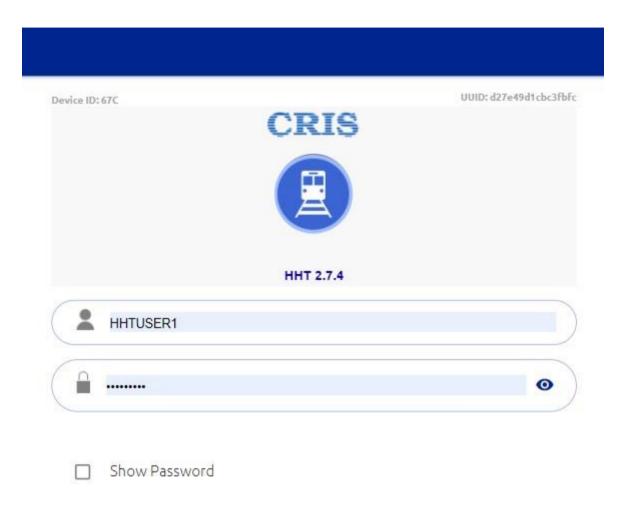
Chart downloading:

- a. Switch on the phone by clicking on the phone icon shown on the screen.
- b. Run the HHT application by following the following procedure:-





c. Enter user name and password, and click on 'Login'.



LOGIN



≡ HHT 2.7.4

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.







Tap on 'NEW CHART/DUTY' to download chart:



B1 (80)	B2 (87)	B3 (82)	B4 (94)
B5 (78)	B6 (171)	B7 (185)	B8 (149)
B9 (83)	B10 (120)	DL1 (79)	S1 (101)
S2 (90)	S3 (118)	S4 (232)	S5 (195)
S6 (114)	W/L (35)		

Remote	Chart	WL	Curr	Vac	Fare
ADI	Y	Y	Y	Y	Y
ST	Y	Y	Y	Y	Y
BSR	Y	Y	Y	Y	Y
PUNE	Y	Y	NA	NA	Y

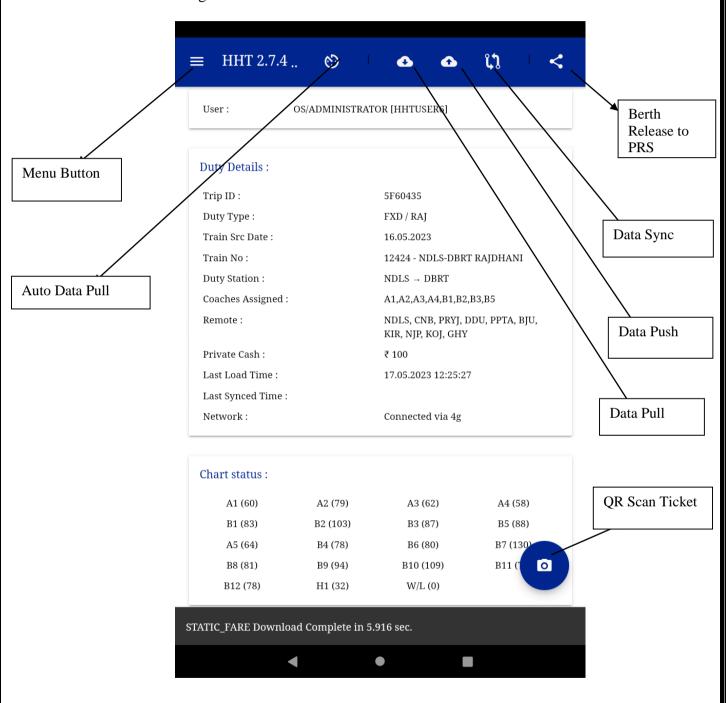
✓ Last Synced at :	0



◆ NEW CHART/DUTY VIEW CHART 🗖

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.



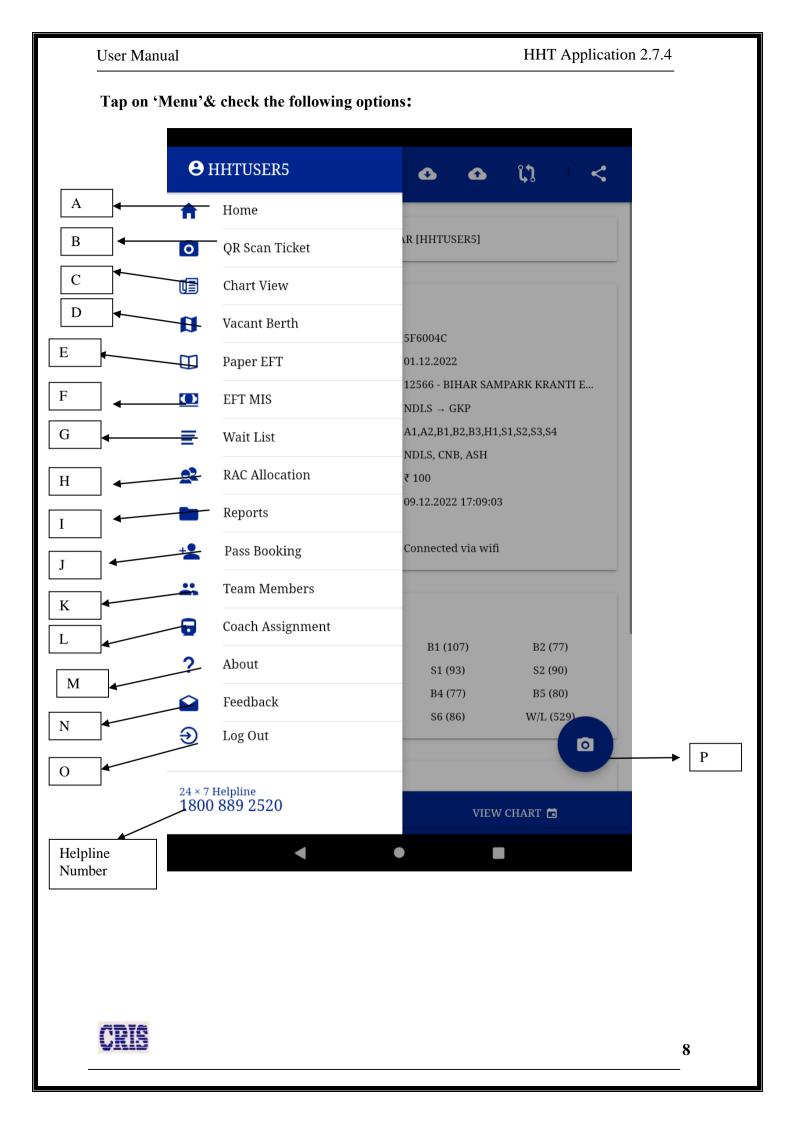


To See the Menu, Click on the menu button, subsequently following drop-down menu pops up:

- 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

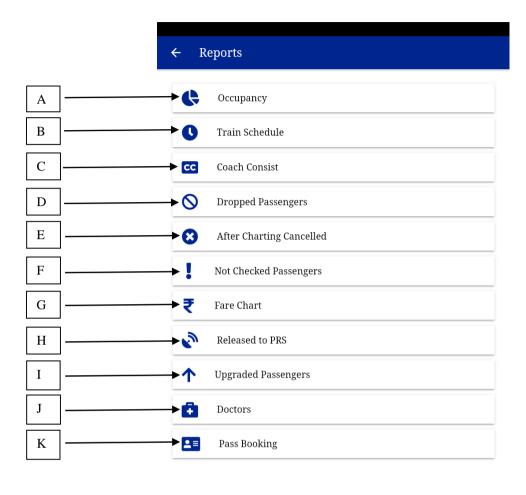
HHT device to PRS server.





A.	Go back to the home page (that seen just after success full login).
В.	To scan QR code from Paper -ticket.
C.	To see the chart page, for checking.
D.	To view all vacant berths, coach-wise.
Е.	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.
н.	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
О.	To logout from the application.
Р.	To scan ticket from the application.





•



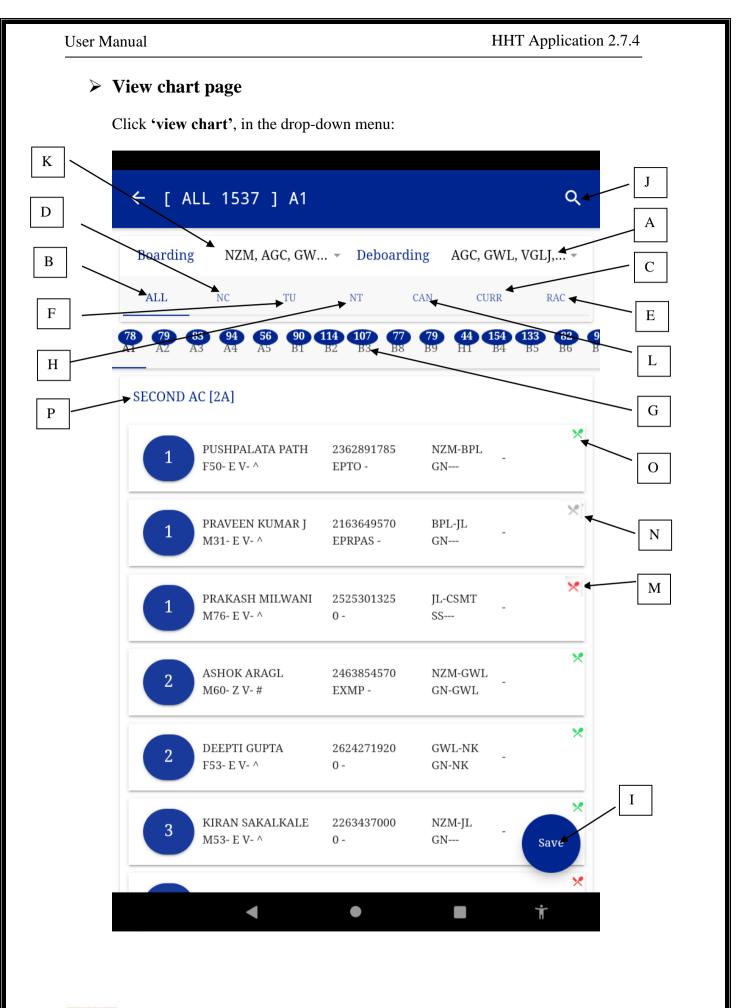
•



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.
В.	To see the list of remote location with arrival & departure timing, station code & distances.
C.	To see the list of classes, coach IDs, physical number & position of coach from engine.
D.	To see the list of those waiting list e-ticket passengers who's PNR have been dropped while charting.
Е.	To view the list of those passengers whose tickets have been cancelled after charting
F.	To view the list of passengers who have not been checked by the TTE as yet.
G.	To View the list of Fares
Н.	After NT the passenger those vacant berths send to PRS. By tap on release vacant berths icon
I.	To view list of passengers who had upgraded berth.
J.	To view the details of all the doctor passengers in all the coaches assigned to the current TTE.
K.	To view the list of issued pass booking ticket to the passengers.



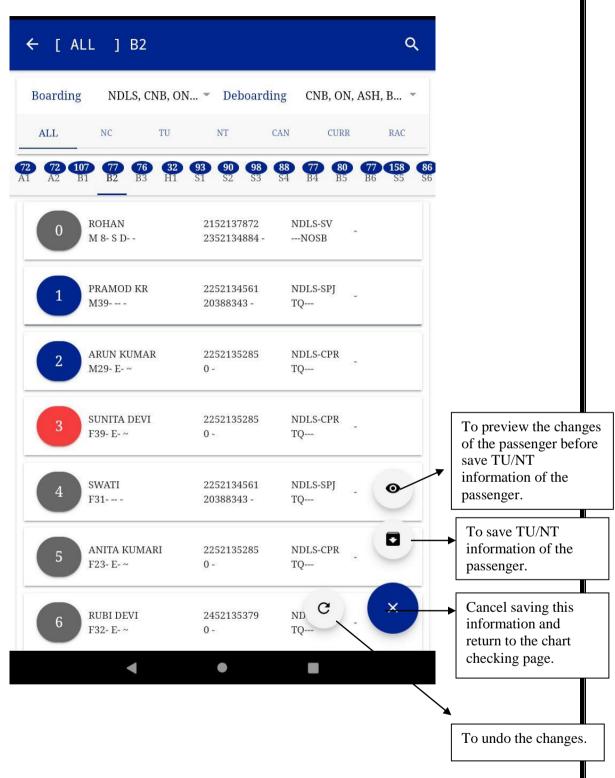




A	To Select the De-boarding stations of the passengers.
В	(All)To View all the Passengers of the Coach
C	(CUR)To View all the Current Passengers in the Coach
D	(NC)To View All the not checked Passengers in the coach
E	To view all RAC Passengers list
F	(TU)To View All the turned up Passengers in the Coach
G	Coaches IDs
Н	(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
0	Indication of Veg food
P	Coach Composition



> Save Passenger Page

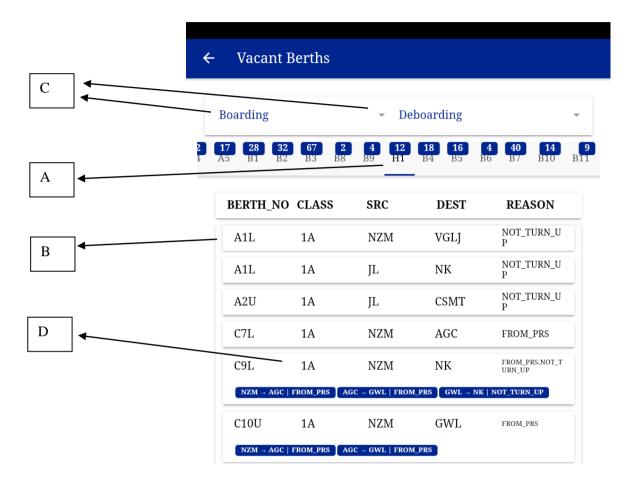


When this information gets saved, vacant berths get generated and the passengers marked NT and TU would get locked, no changes would be accepted after this for those passengers. Only those marked NC would be open for change.



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.
В.	Shows the list of vacant berths in the selected coach.
C.	Boarding & De-boarding filter to find the vacant berth between two specific station
D.	Same vacant berths will show merge with different reason. Like vacant from PRS, Not turned up.



> 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).

Cancelled After-Charting COACH **NAME BRD** PNR BN S/A DEST RANJEET K В1 NDLS 2513146817 SINGH

39	2313110017	M34	DBG
B2 63	2150051189	BHUPENDRA KUMAR M34	NDLS DBG
B4 39	2251178494	TUNTUN CHAUDHRI M35	NDLS SV
B4	2350771839	MD RAYIS	NDLS

M39

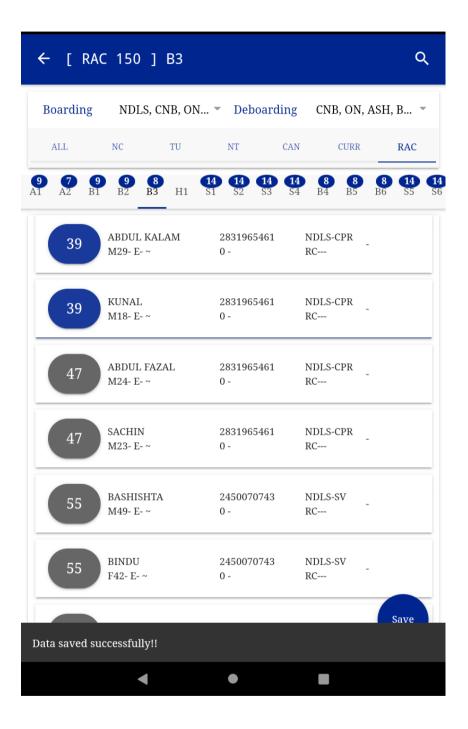
SV

55



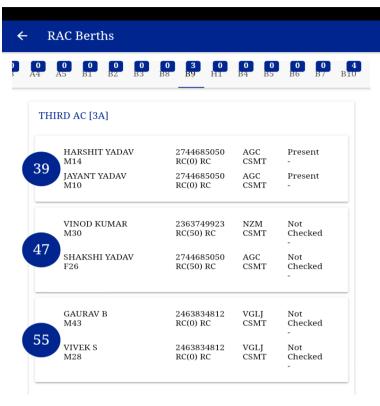
> RAC Filter Page (Go to View Chart & select RAC filter tab)

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

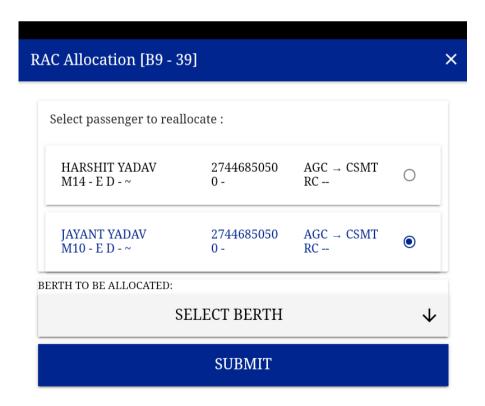




In this case mark RAC passengers as TU in main chart page. Then go to RAC allocation and check the passenger attendance. Long press on the present RAC passenger to allot berth.

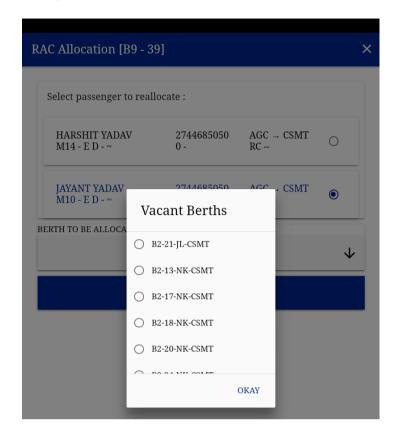


After long press on the present RAC passenger select the passenger whom you want to allot berth and select the vacant berth from the dropdown.

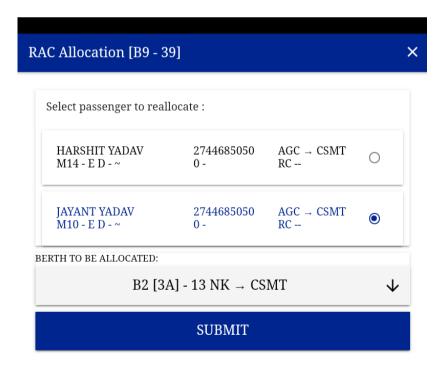




Select the berth from dropdown menu.

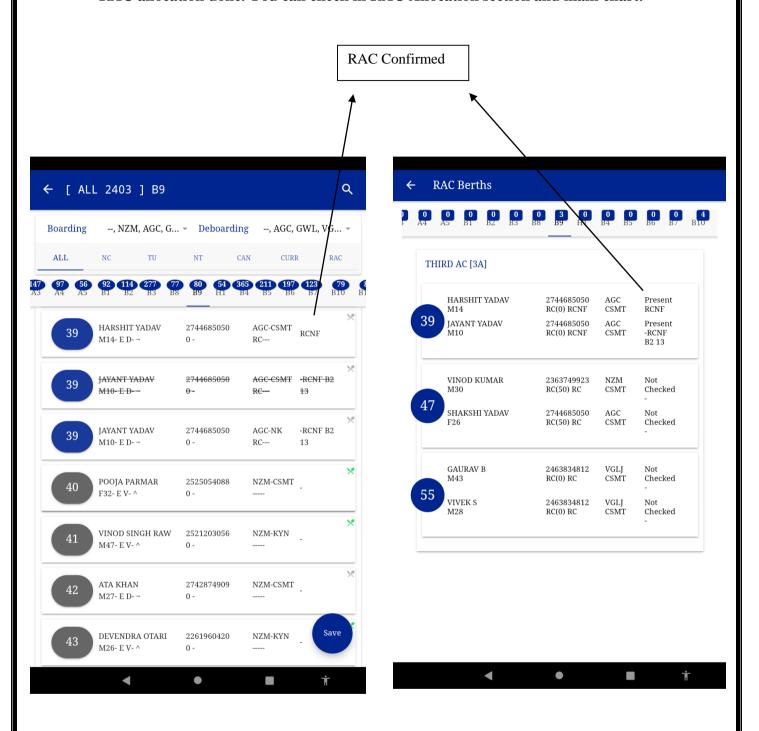


Click on the Submit.





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





> Search Page

You can search PNR or Passenger name in chart





> Mutual Shift

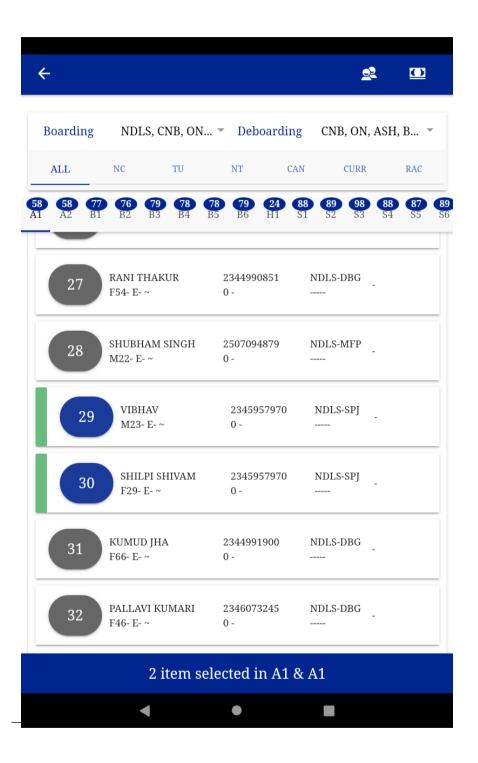
There are two types of mutual shift:-

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.

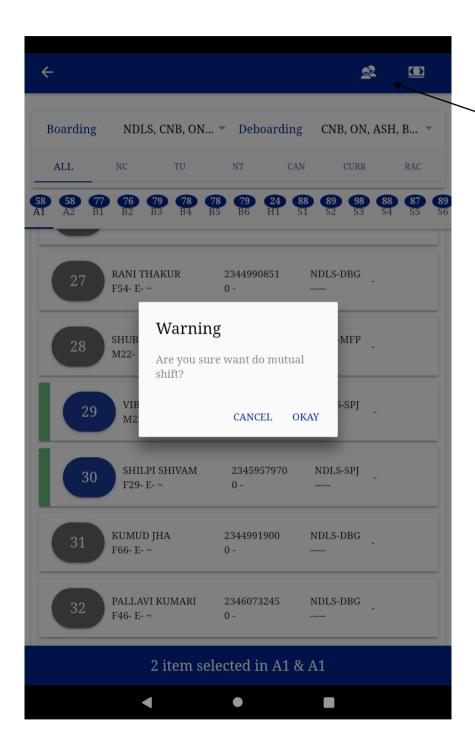




Mutual

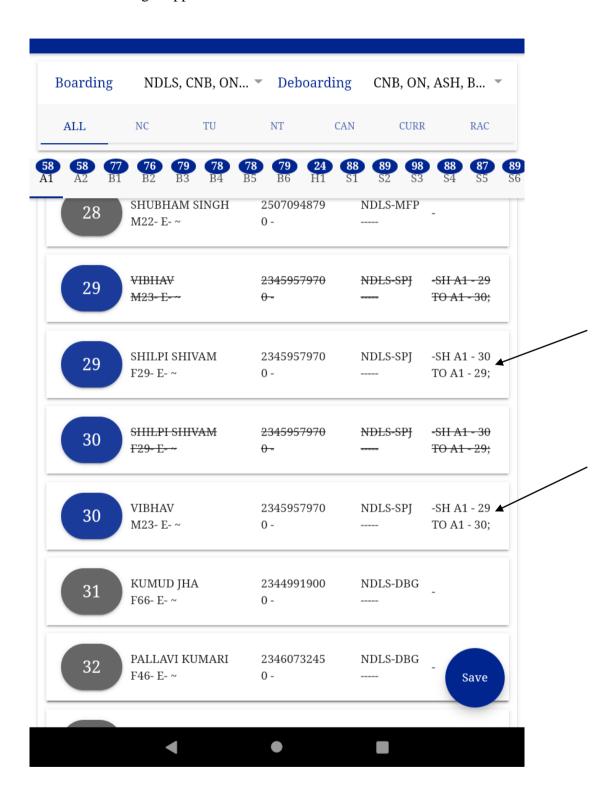
Shift icon

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.





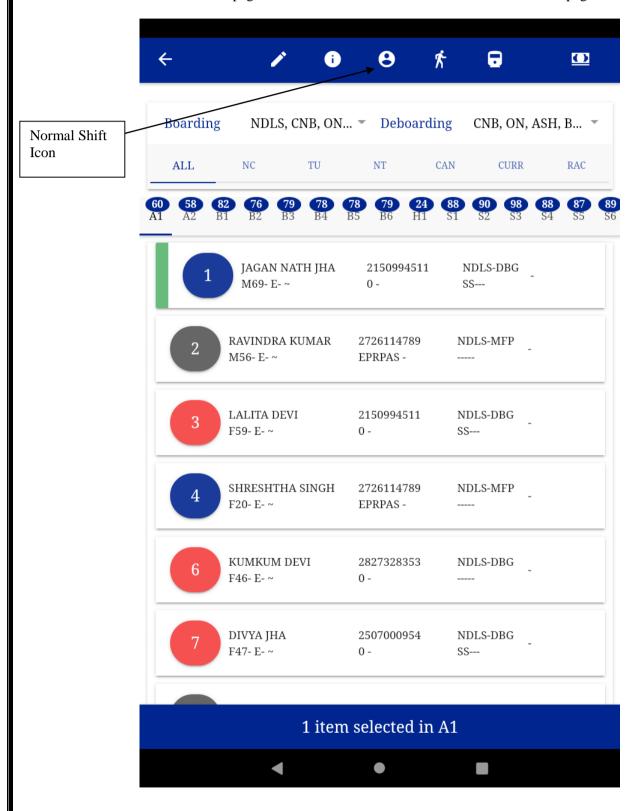
After successful shifting it appears in the chart as below.





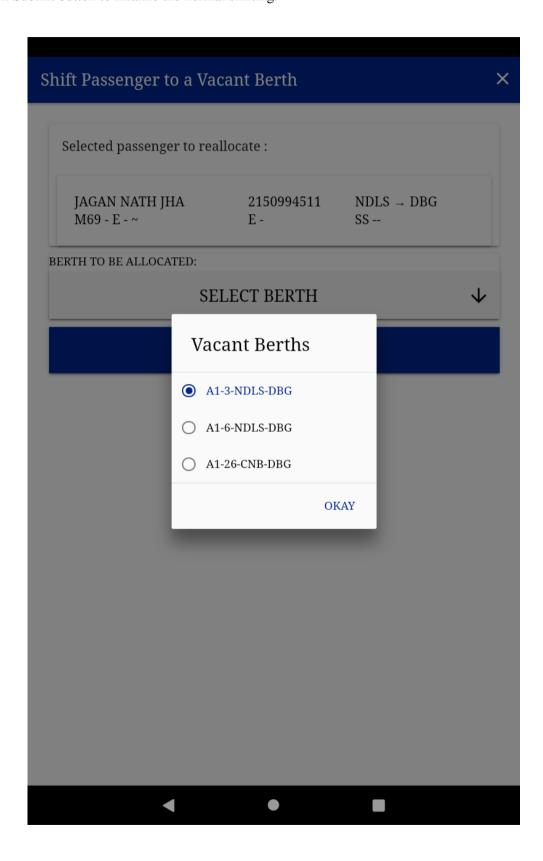
> Normal Shift

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.



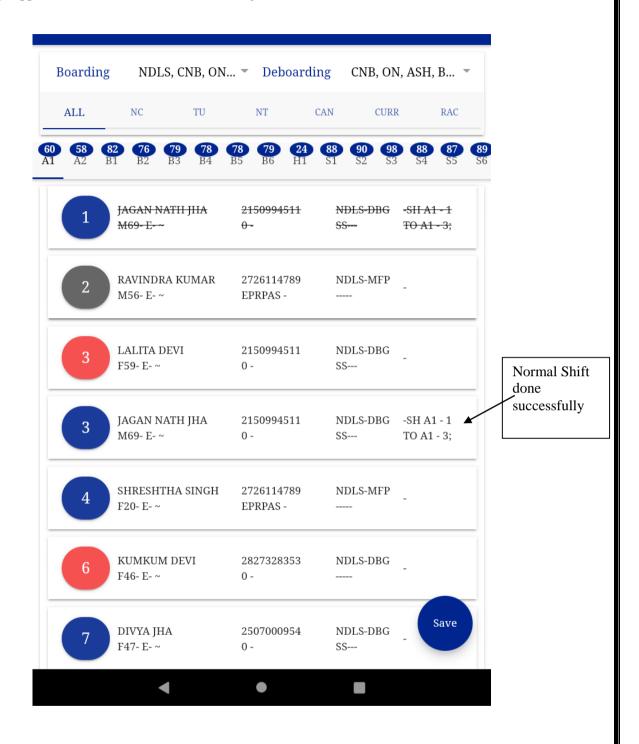


After selecting the passenger to be shifted tap on normal shift icon from the top pane. Select the vacant berth in which passenger wants to re locate. Click on Submit button to finalize the normal shifting.





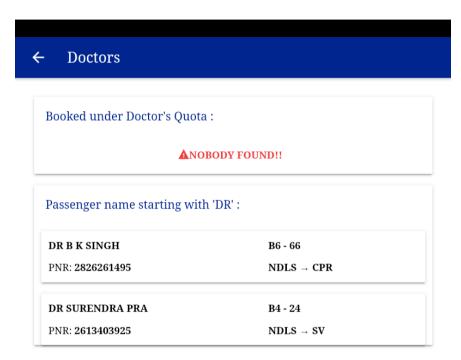
Main page appears as above after successful shifting.





Doctors (Go to Reports Menu Page)

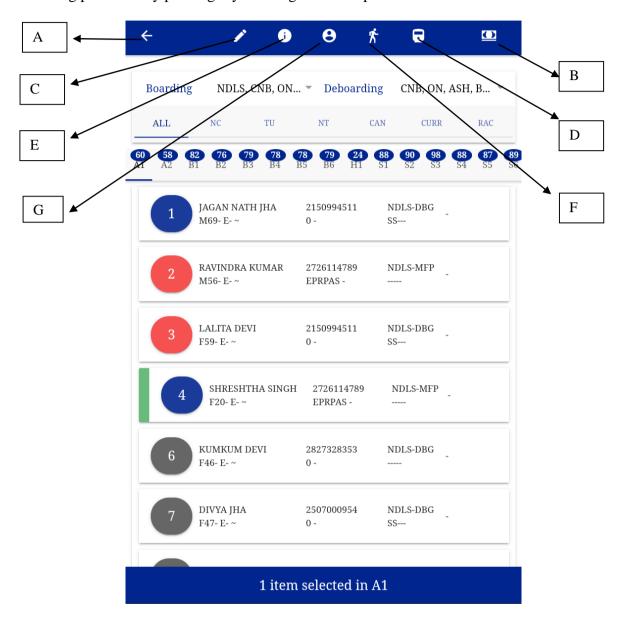
This page will display the list of all doctors, if any, in the current TTE's coaches.





> Select Options on Long Press

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

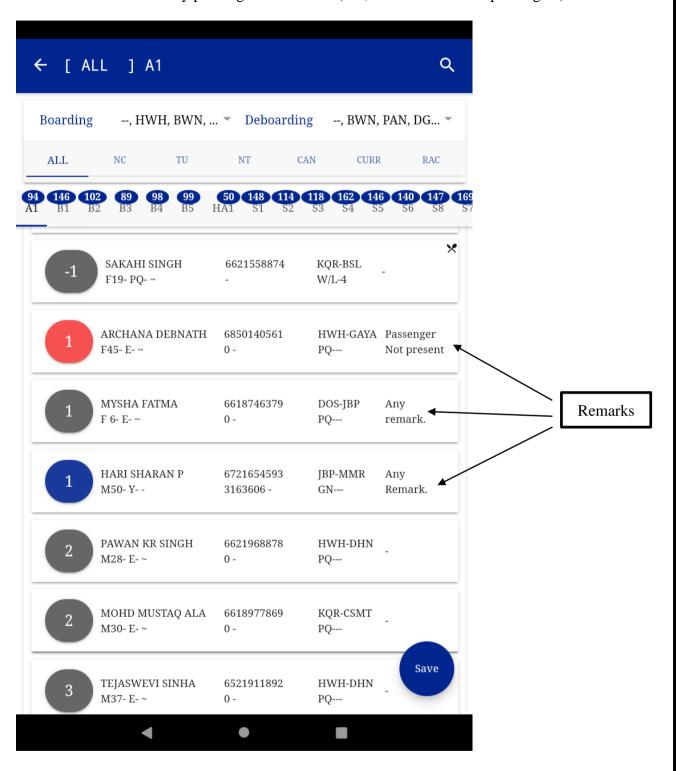


A	Back sign (using this button go to the back page)
В	To issue EFT against PNR.
C	User can give Manual remark to the any passenger (Unchecked, TU
	also NT)
D	To change the boarding station of passenger.
Е	Information of PNR
F	To change the got down station of passenger.
G	Normal shifting



> Remarks:-

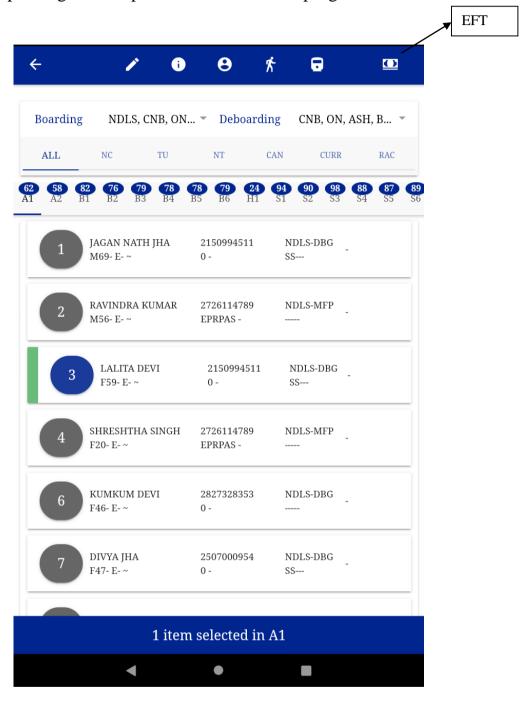
User can be Remark to any passenger of the chart (TU, NT & Unchecked passengers)





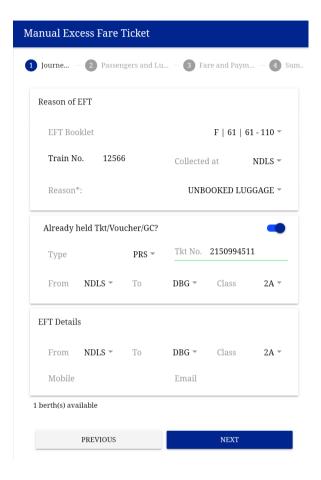
> To issue EFT against PNR (In detail):-

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

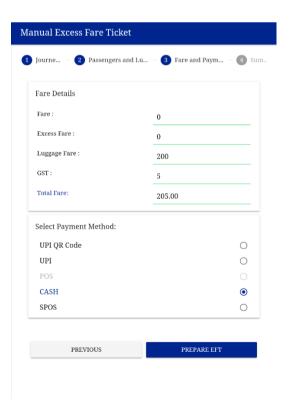




Fill the details in EFT then click on next button.



Payment page in EFT:

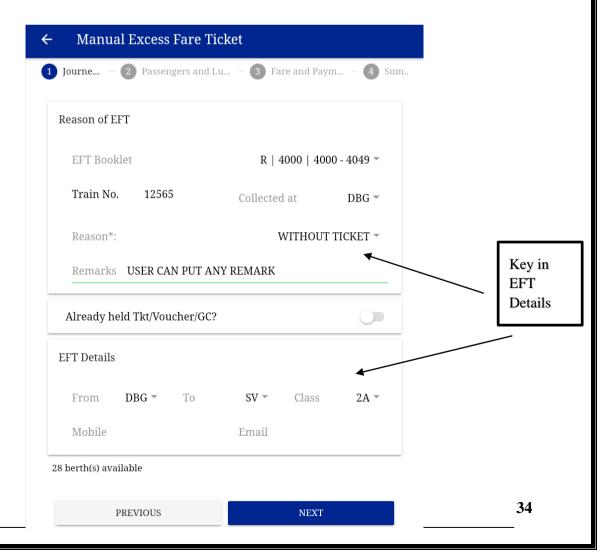




EFT is prepared.

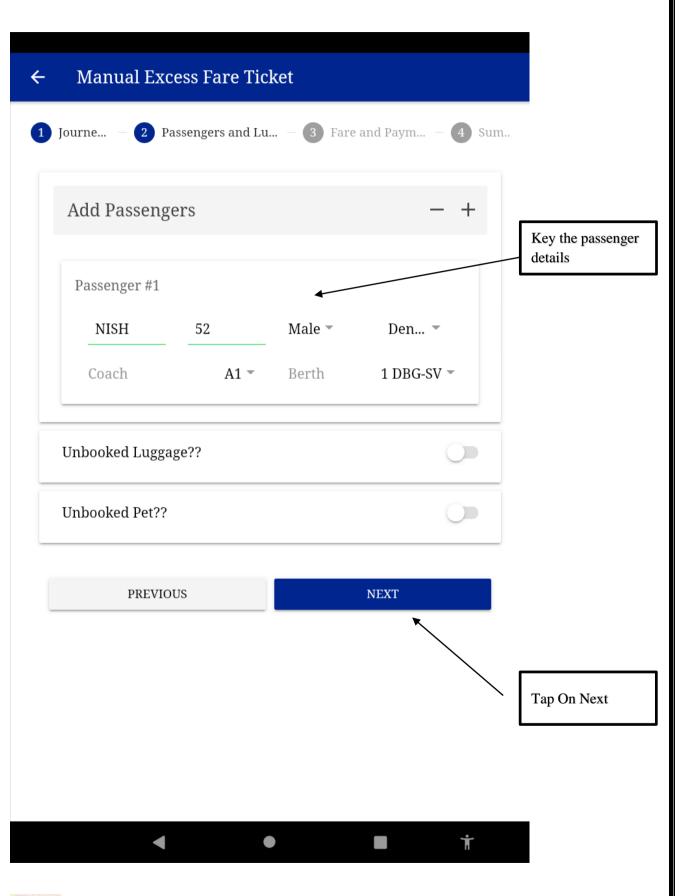


▶ Prepare EFT Using UPI Payment Mode :

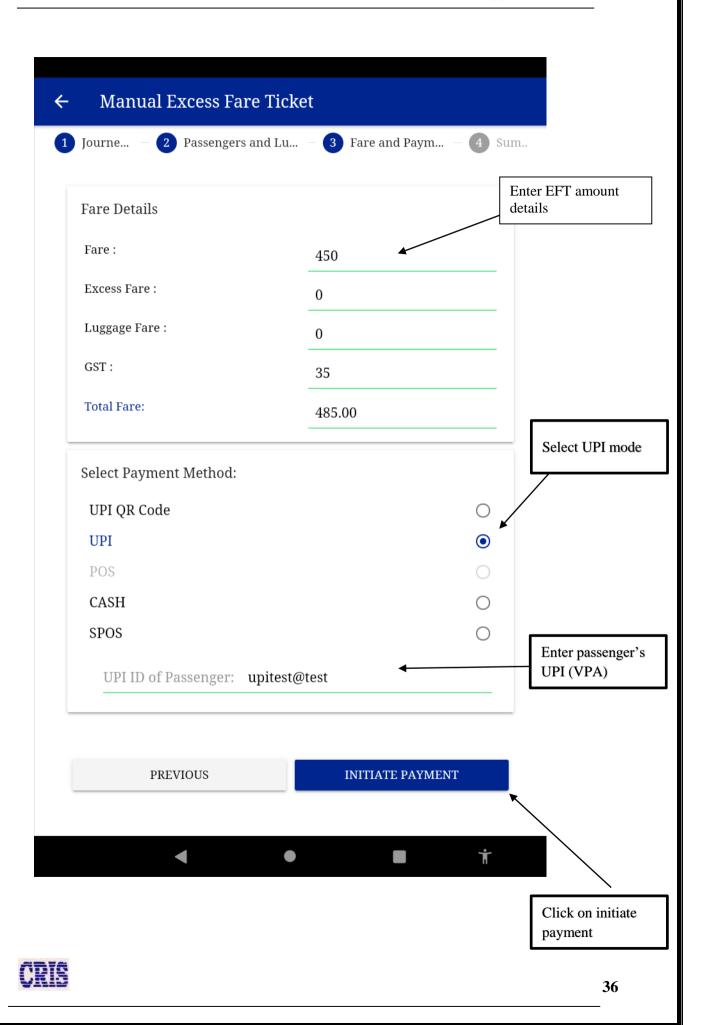


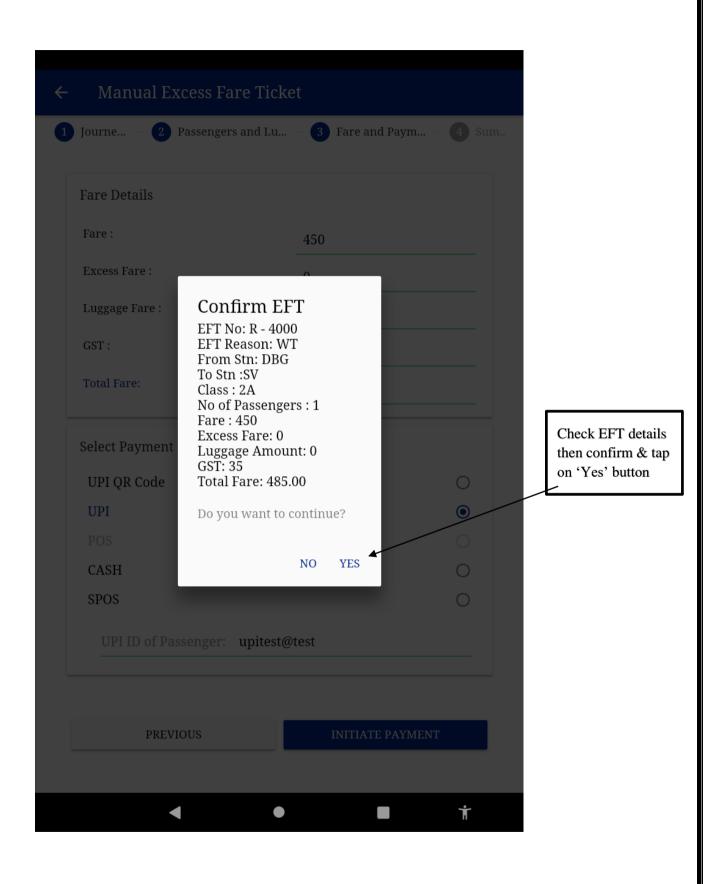


Now Put the passenger detail:-





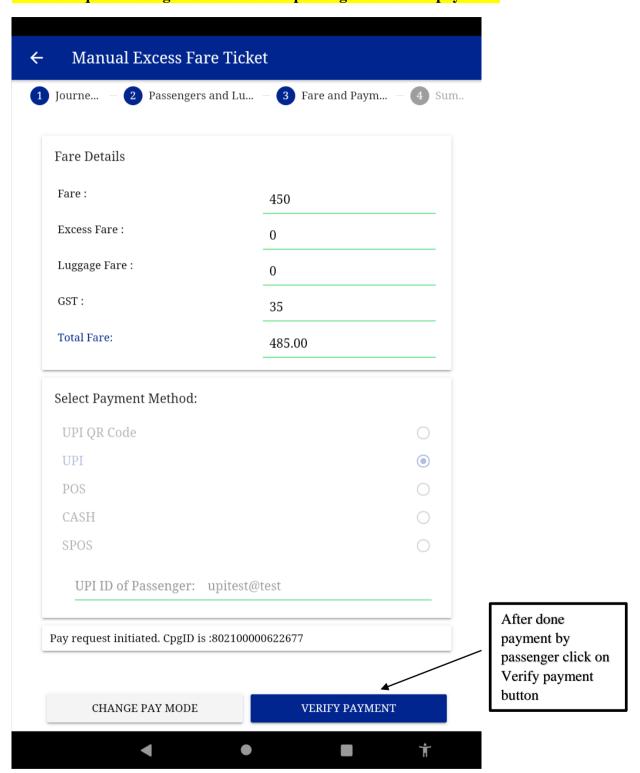






After click on 'Yes' button. Payment has been initiated.

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

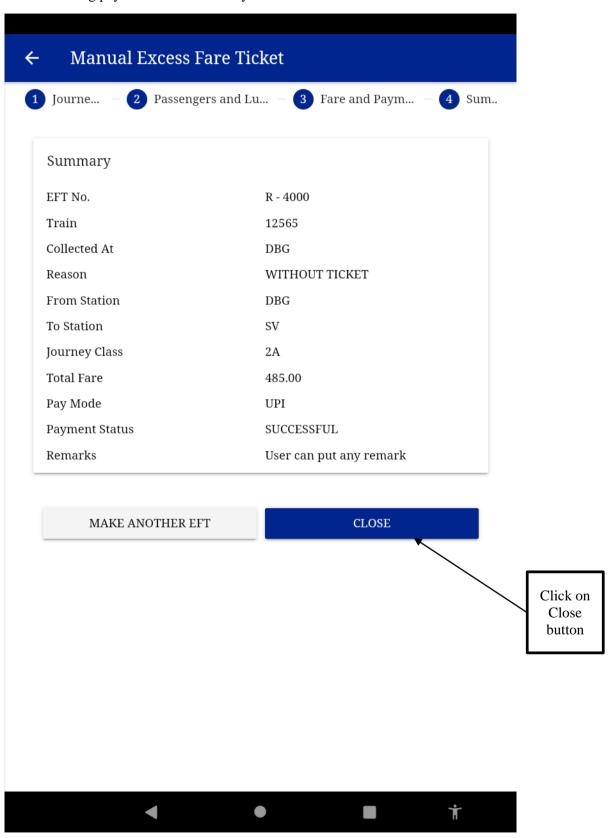


*Note – First make sure the payment has been done by passanger then click on 'VERIFY PAYMENT' button.



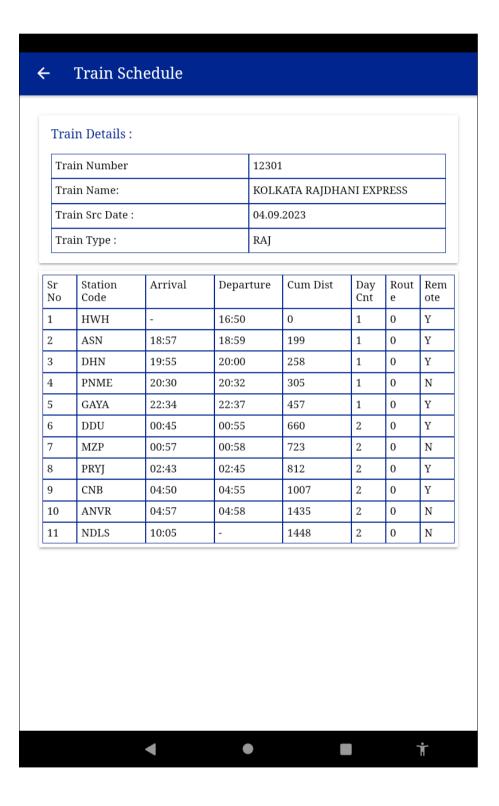
Then Summery page will show.

Then showing payment has successfully done.





> Train Schedule: Go To Reports & click on Train Schedule, Then User will find the Train Schedule details like Station Code, Arrival & Departure Timing, Remotes.





➤ **Coach Consist**: Go To **Reports** & click on Train Schedule, Then User will find The coach compositions details.

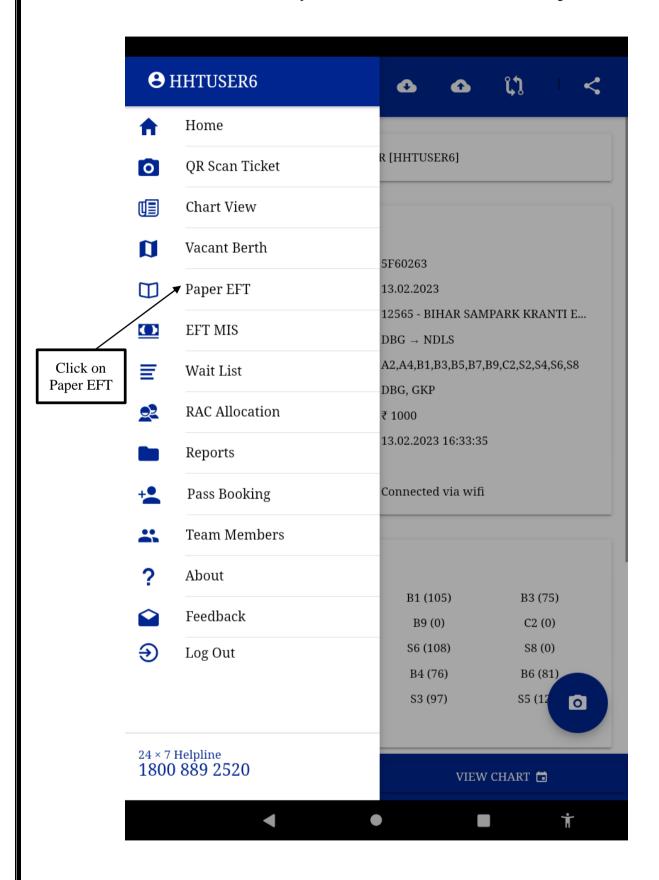
← Coach Consist

Train Details :					
Train Number	12301				
Train Name:	KOLKATA RAJDHANI EXPRESS				
Train Src Date :	04.09.2023				
Train Type :	RAJ				

Sr No	Class	Coach Id	Physical No	Pos frm Eng
1	3A	B1	ER183372	2
2	3A	B2	ER224603	3
3	3A	В3	ER152124	4
4	3A	B4	ER172167	5
5	3A	B5	ER171250	6
6	3A	В6	ER222518	7
7	3A	В7	ER221051	8
8	3A	B8	ER222513	9
9	3A	В9	ER222523	10
10	3A	B10	ER152121	11
11	1A	H1	ER052004	13
12	1A	H2	ER223813	14
13	2A	A1	ER224723	15
14	2A	A2	ER211620	16
15	2A	A3	ER221877	17
16	2A	A4	ER196943	18
17	2A	A5	ER142053	19
18	2A	A6	ER197811	20

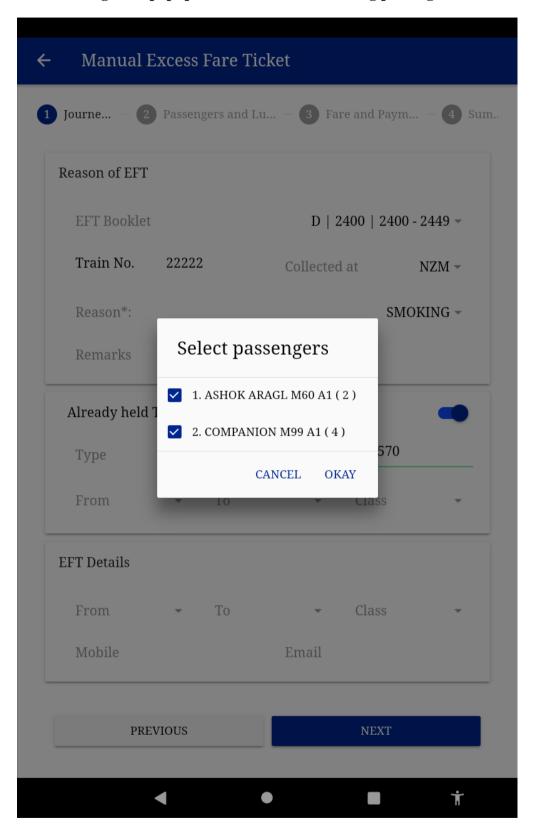


To make EFT with already held ticket with PNR direct from Paper EFT.

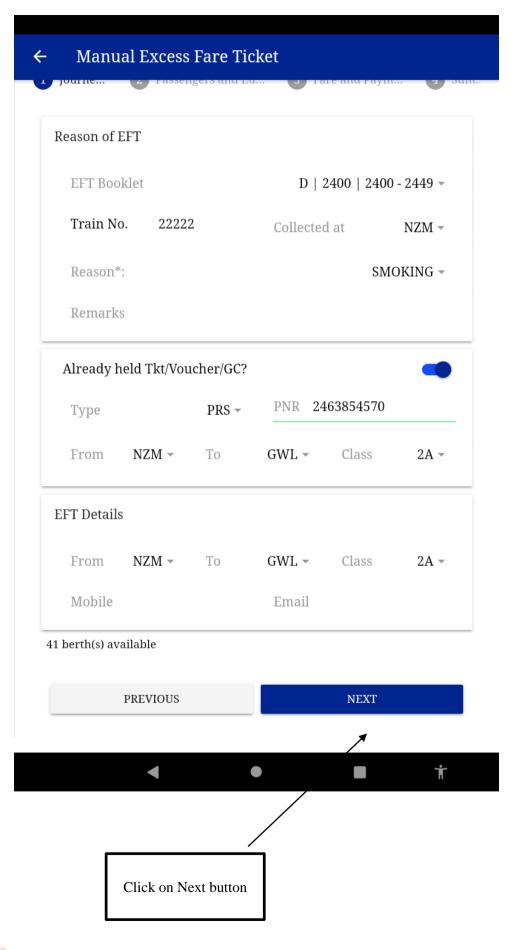




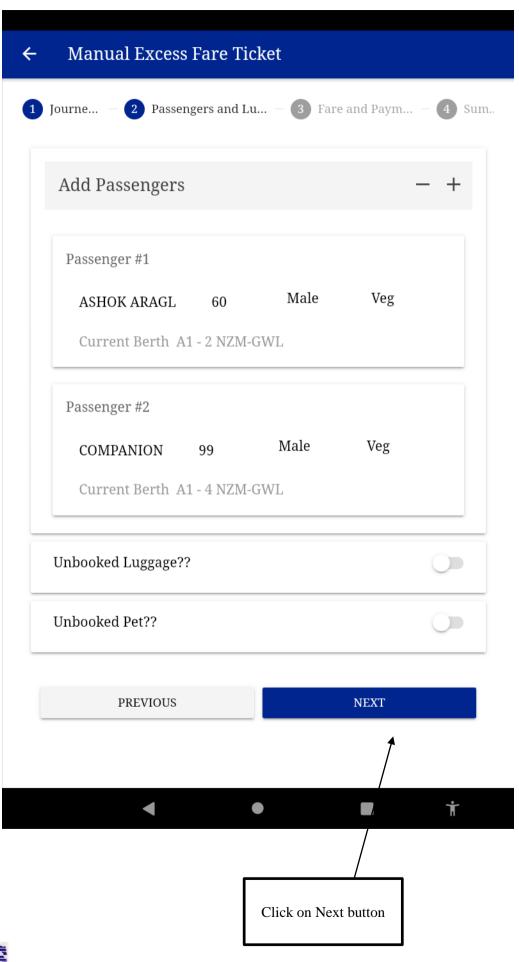
After selecting paper EFT insert PNR no. under Already held ticket section. After inserting PNR popup will be shown for selecting passenger.







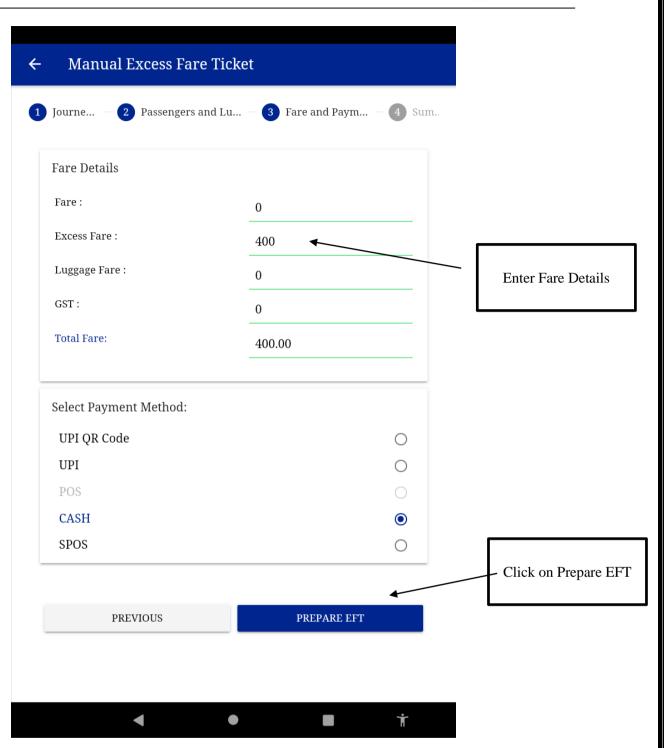




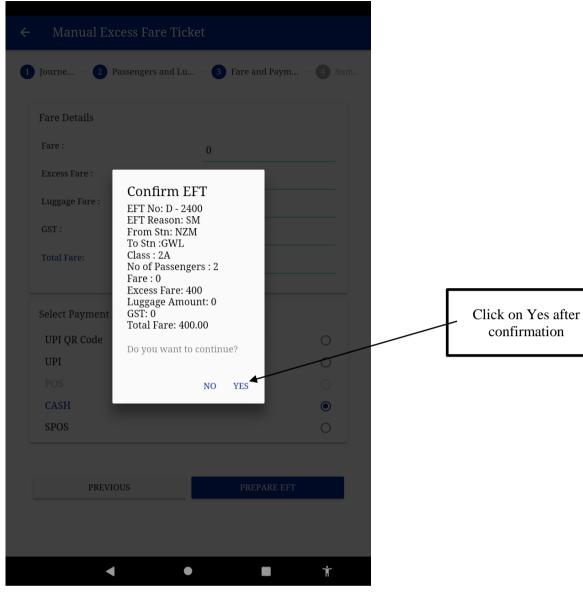


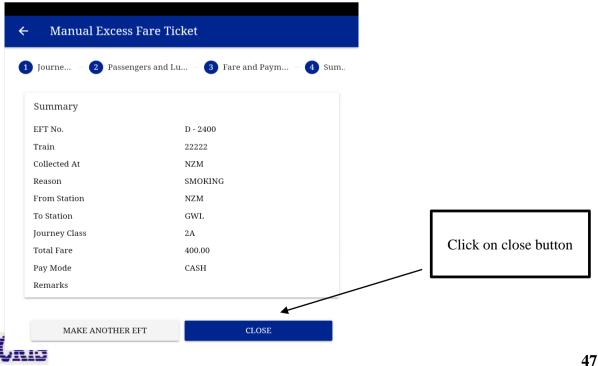
User Manual

HHT Application 2.7.4







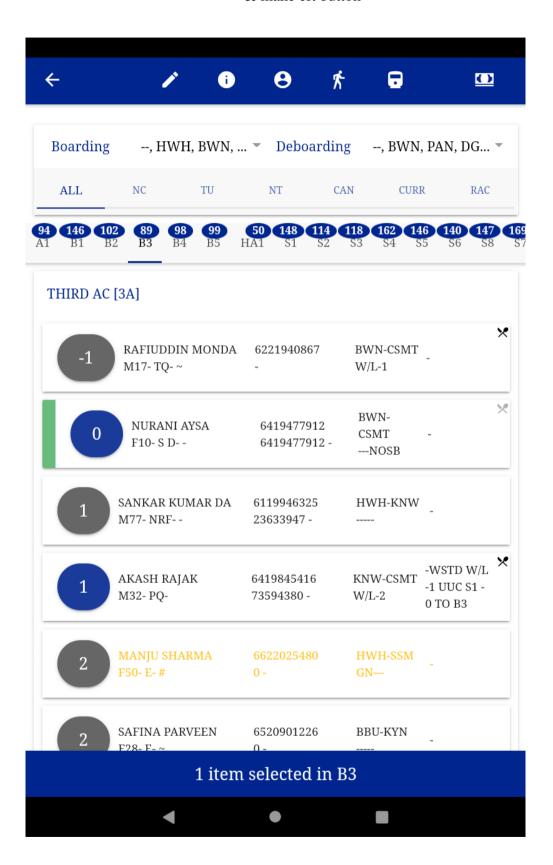


After making EFT passenger updated details are reflecting in chart.



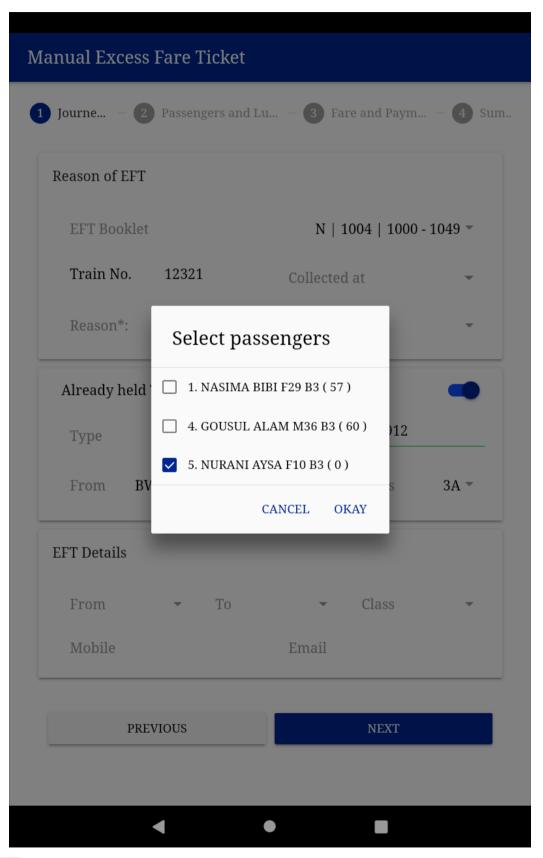


➤ Allote berth to NOSB from chart :- first select NOSB passenger from chart & make eft button



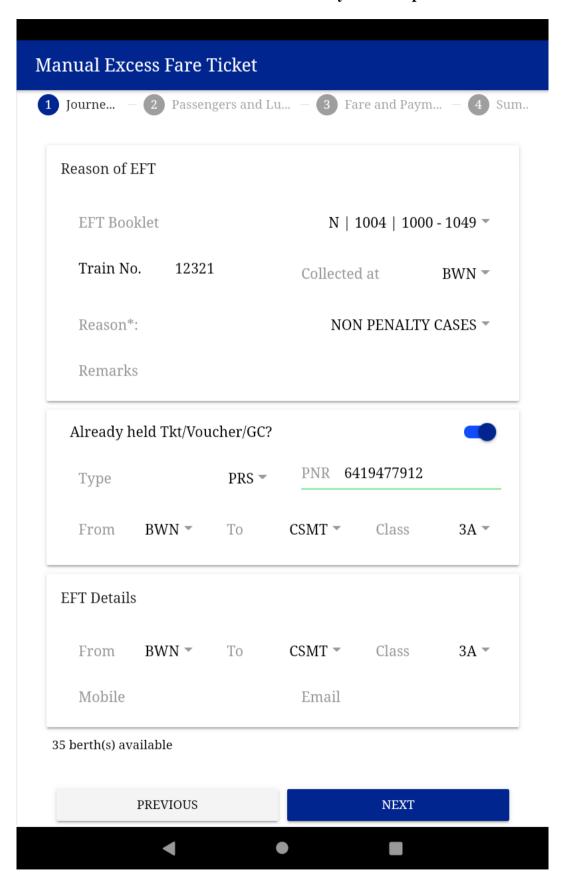


Popup will show of all passanger of selected PNR then Select NOSB Passenger from PopUp.



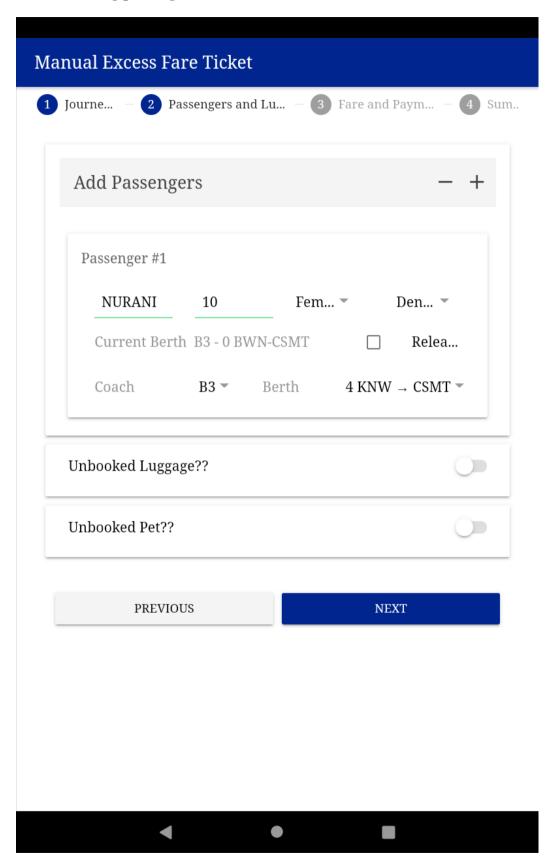


Selected PNR details will reflect automatically then fillup the EFT details.



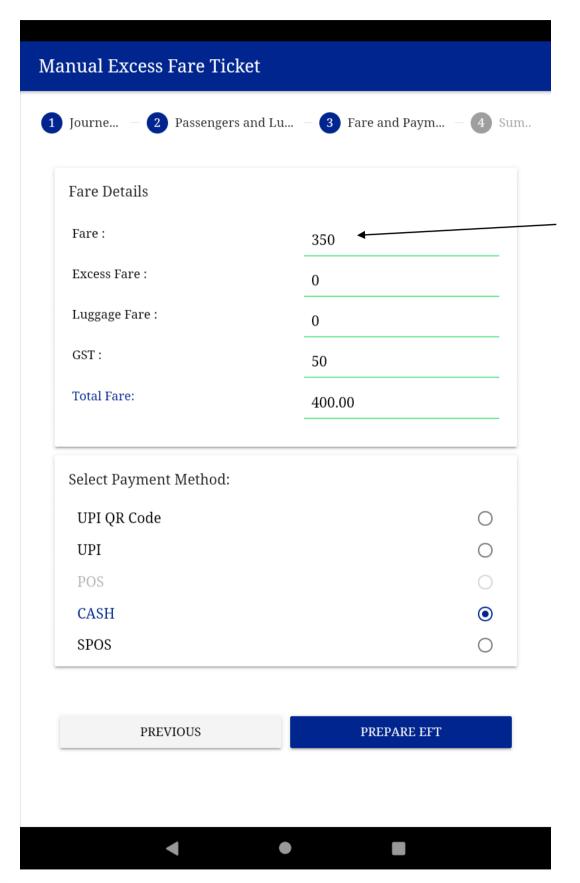


After reflecting passenger details select berth.



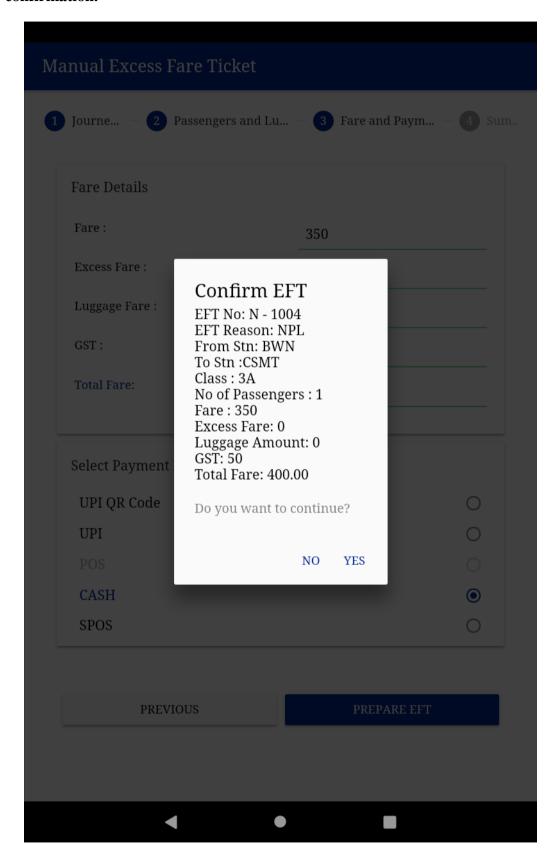


Insert fare details and select payment method.





After inserting payment when clicking on prepare EFT button a popup will shown for confirmation.





After confirmation Summery page will reflect.

Manual Excess Fare Ticket

1 Journe...

2 Passengers and Lu... - 3 Fare and Paym... -



Summary

EFT No. N - 1004

Train 12321

Collected At **BWN**

Reason NON PENALTY CASES

From Station BWN

To Station CSMT

Journey Class 3A

400.00 Total Fare

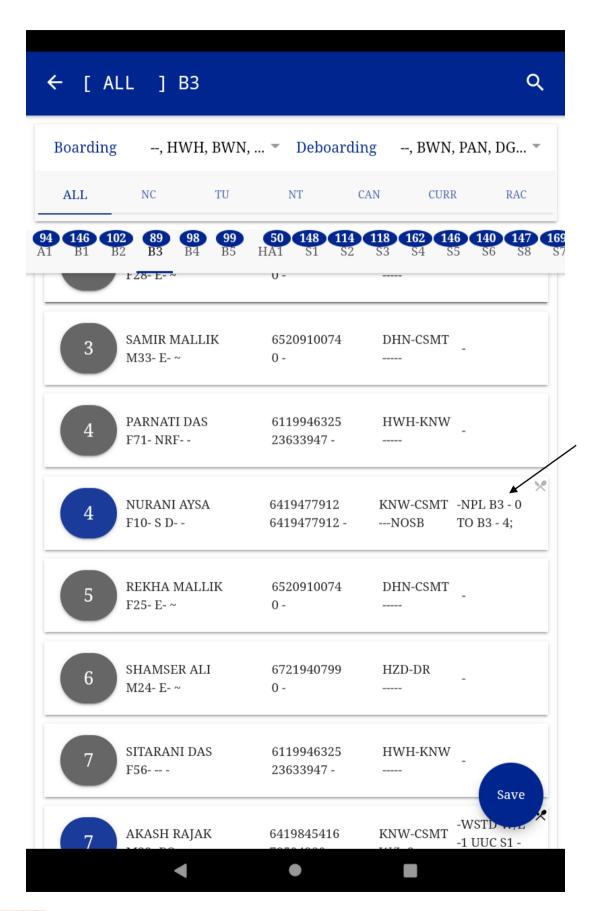
Pay Mode CASH

Remarks

CLOSE

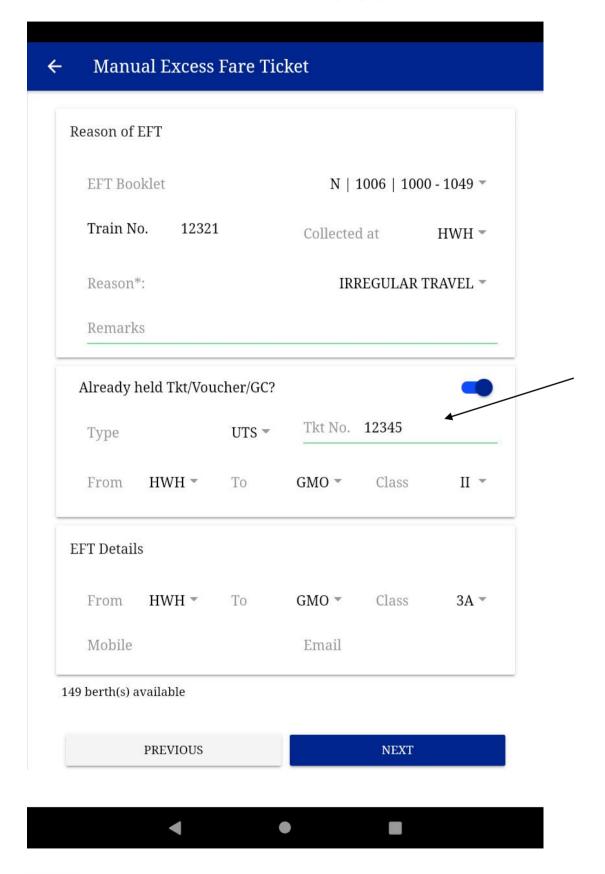


After making EFT passenger updated details are reflecting in chart.



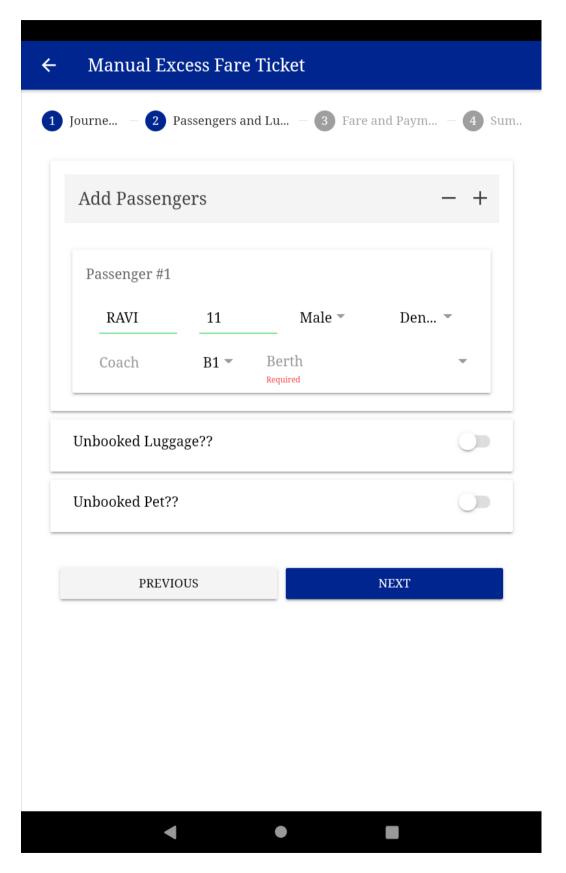


> NOSB with UTS ticket:- first open Menu & click on Paper EFT & fill NOSB UTS ticket details



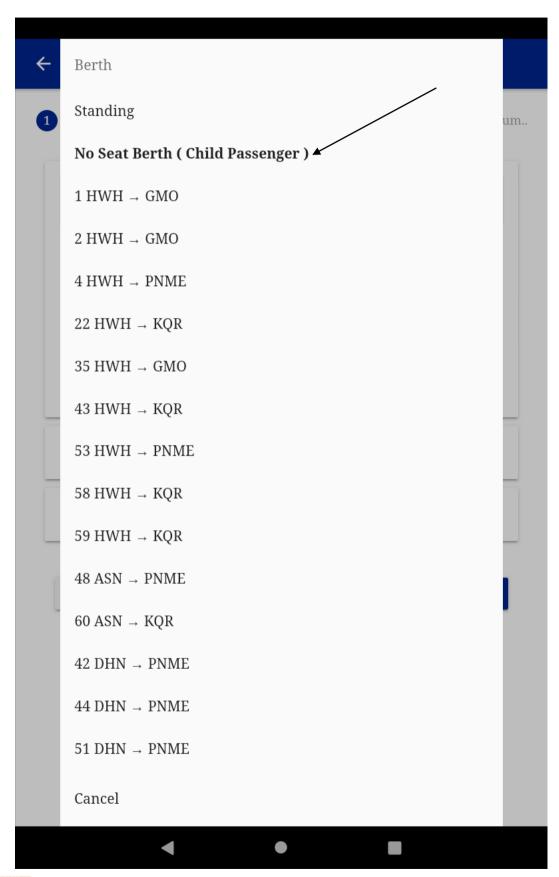


After Clicking on Next Button enter child passanger details



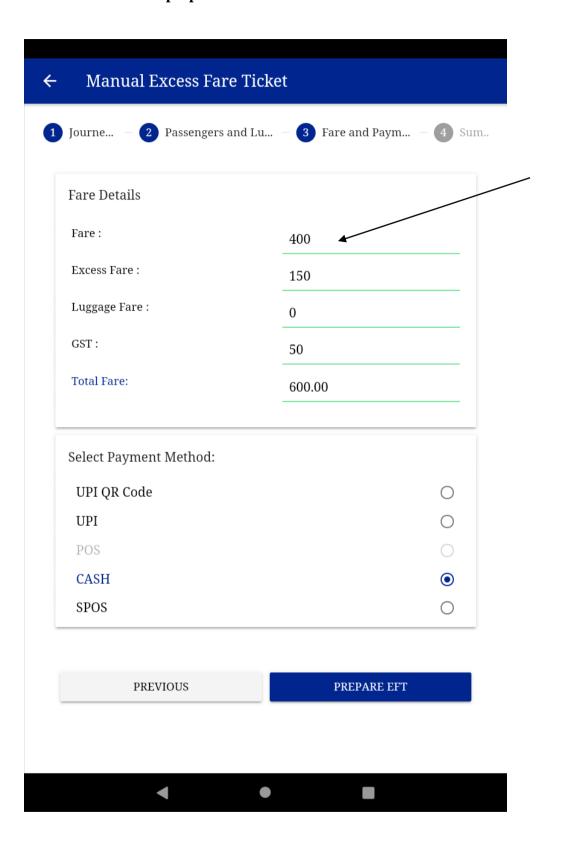


Then select No Seat Berth in 3^{RD} AC then click on next button.



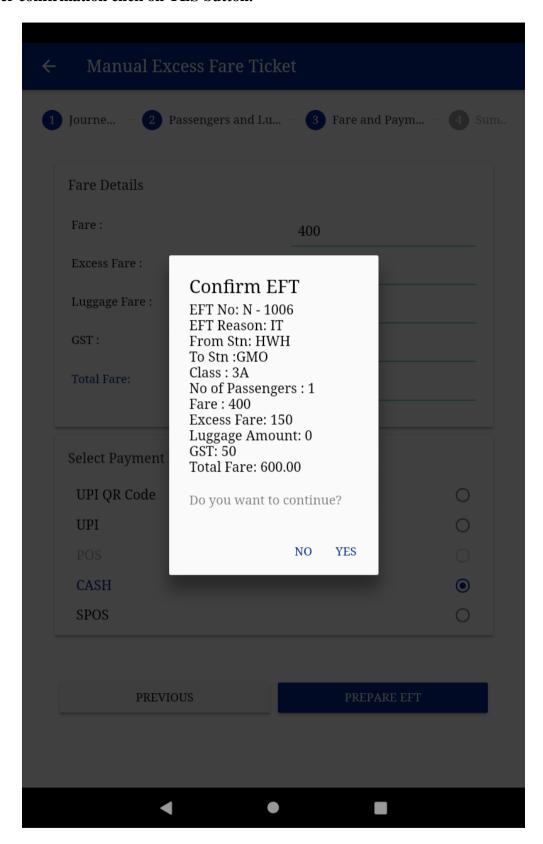


Then Enter fare details & prepare EFT.



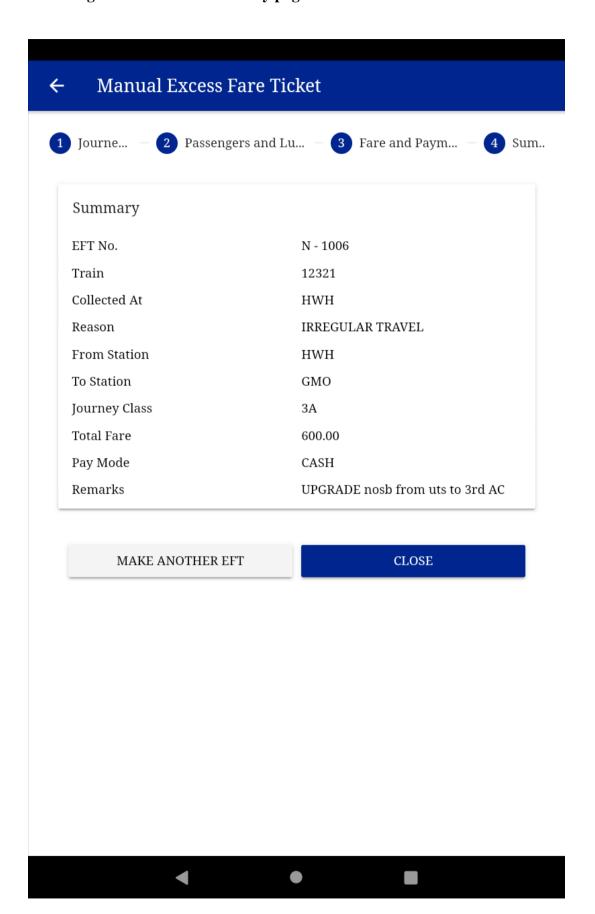


After confirmation click on YES button.



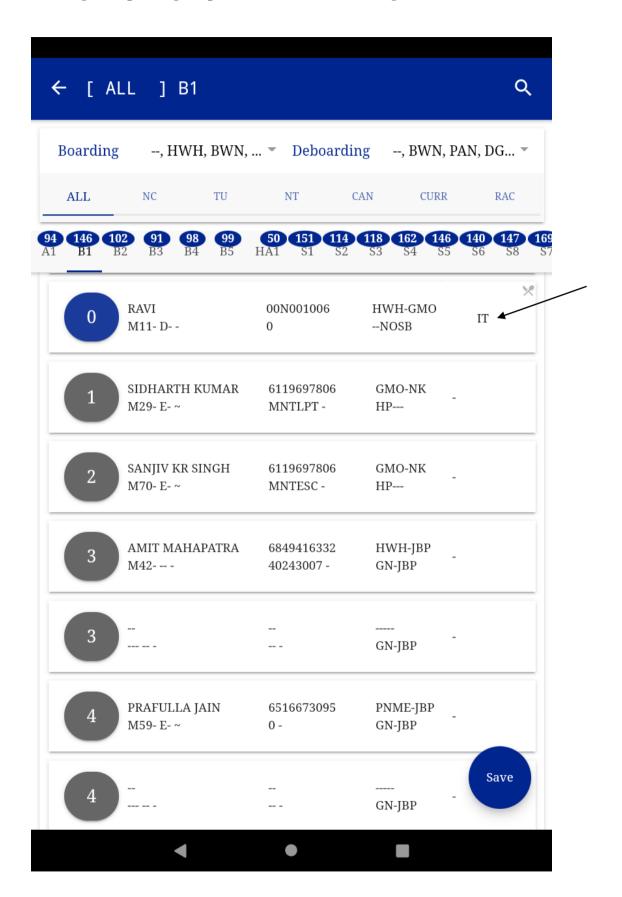


After clicking on YES button Summery page will reflect.



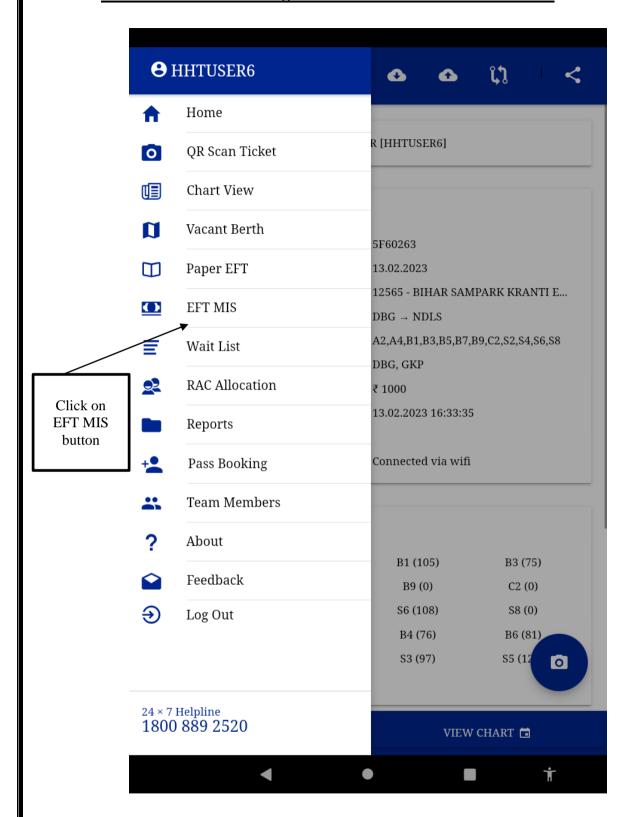


After making EFT passenger updated details are reflecting in chart.





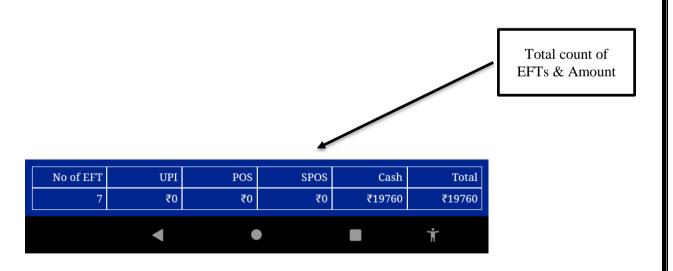
For check the EFT details go to Menu Button & click on EFT MIS:-





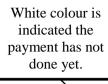
EFT MIS:-

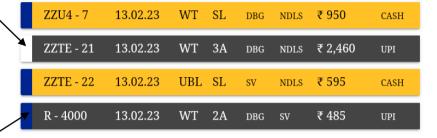
←	EFT T	ransa	actions					TRIP ID	: 5F60593
EFT _	î Number	Date	Reason	Class	Fron Stn	ı To	Stn	Total Amt	Pay Mode
	A - 7200	14	.07.23	WT	1A	NZM	CSMT	₹ 4,255	CASH
	A - 7201	14	.07.23	ОТН	1A	NZM	CSMT	₹ 2,790	CASH
	A - 7202	14	.07.23	GC	2A	NZM	CSMT	₹ 4,555	CASH
	A - 7203	14	.07.23	JE	2A	JL	CSMT	₹ 455	CASH
	A - 7204	14	.07.23	WT	2A	NZM	GWL	₹ 255	CASH
	A - 7205	14	.07.23	WT	2A	GWL	CSMT	₹ 2,580	CASH
	A - 7206	14	.07.23	WT	1A	NZM	GWL	₹ 4,870	CASH





Indication of colors in EFT MIS:-





Blue colour is indicated the payment has been done successfully

EFTNO	PNR No/ EFT No.				
Reason	Reason for allotment(e.g. without ticket)				
SRC	Select the source of the allotted from a drop-down list of ISL's				
DEST	Select the destination of the allotted from a drop-down list of ISL's				
COACH_ID	Select the coach where the seat is to be allotted from a drop-down list of coach ID's				
Fare	Type in the actual journey fare				
Excess Fare	Excess fare				
GST	Type in the GST amount				
Name	Type in the passenger full name				
Age	Type in the passenger age				
Sex	Select from drop-down list				
Berth	Select the berth from the drop-down list. In case no berth is available and				
	passenger travels in standing mode, select 'standing' from here.				



Waitlist Passenger List (Go to Menu Page):

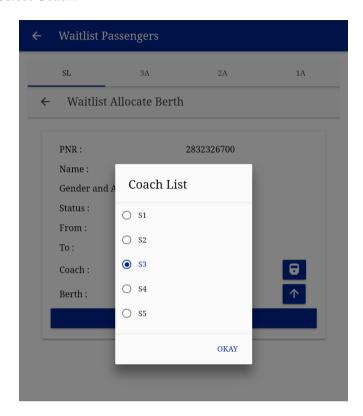
To allot seats to a waitlist passenger, click anywhere on the row of the passenger entry.



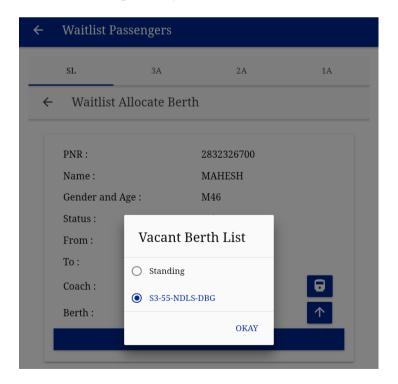


Following page would open for allotment of berth:

A. Select Coach.

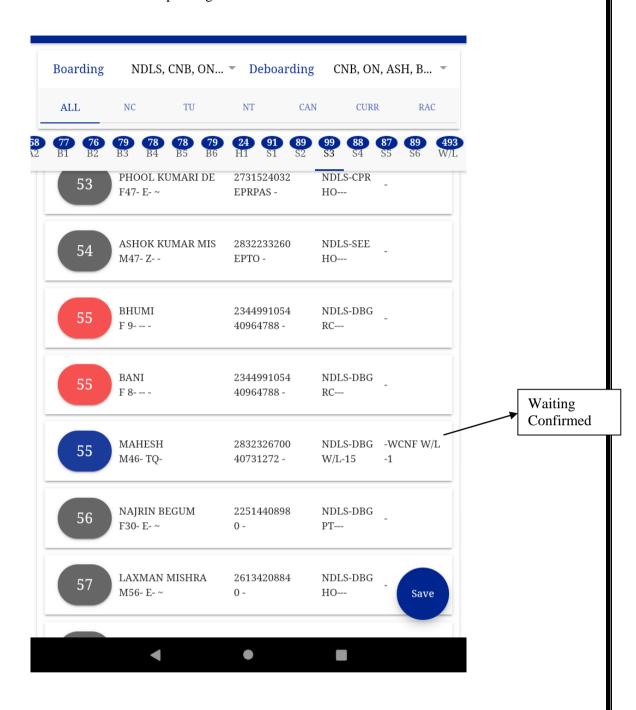


B. Select vacant seat and tap on okay.





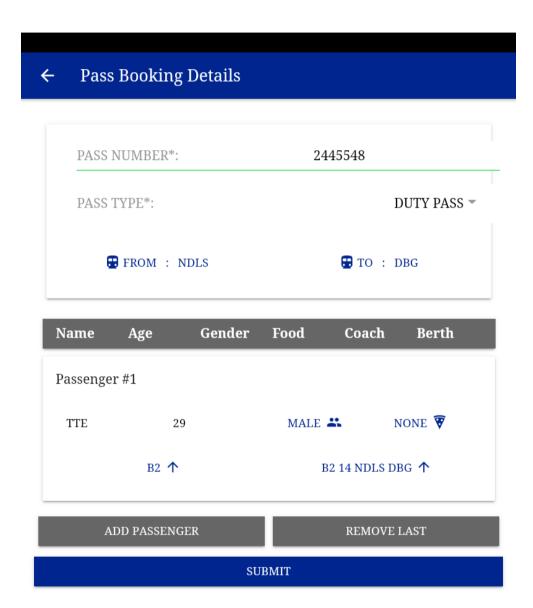
C. Berth is allotted to the passenger.



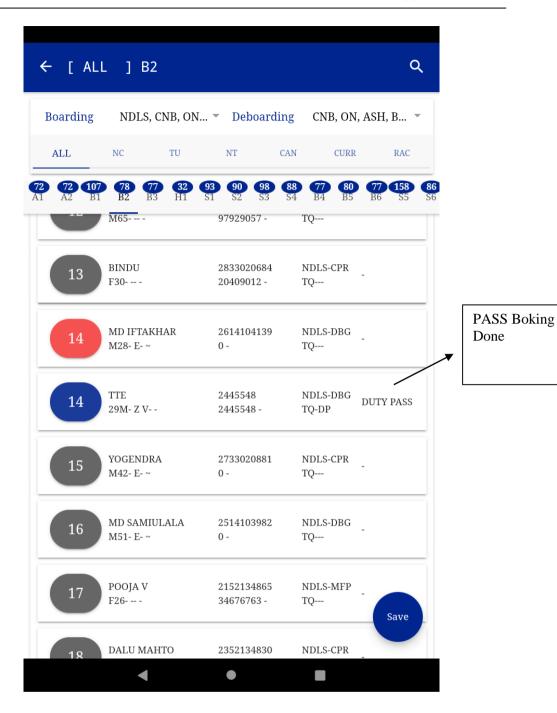


Pass Booking (Go to Menu Page)

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









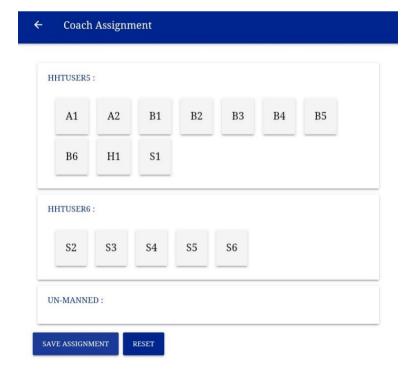
Team Member (Go to Menu Page)

To view team members and assigned coaches.

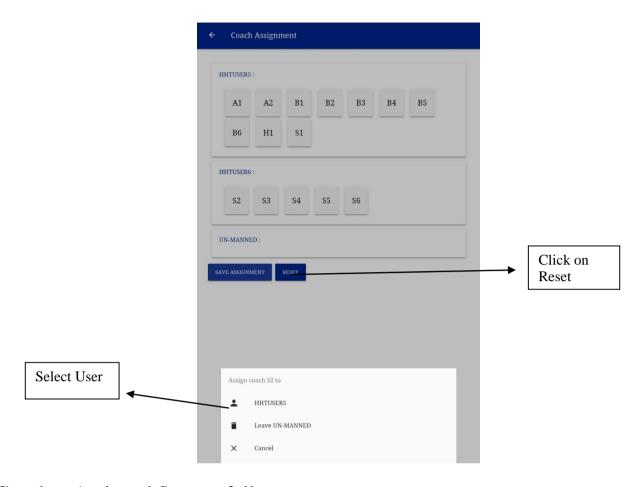


Coach Assignment (Go to Menu Page)

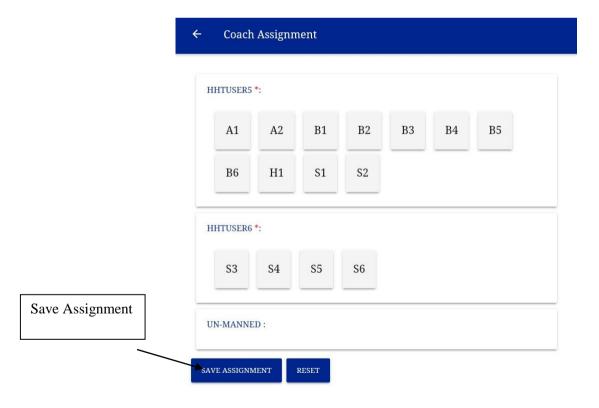
For reassignment of the un-manned coach of user by TS.







Coaches Assigned Successfully





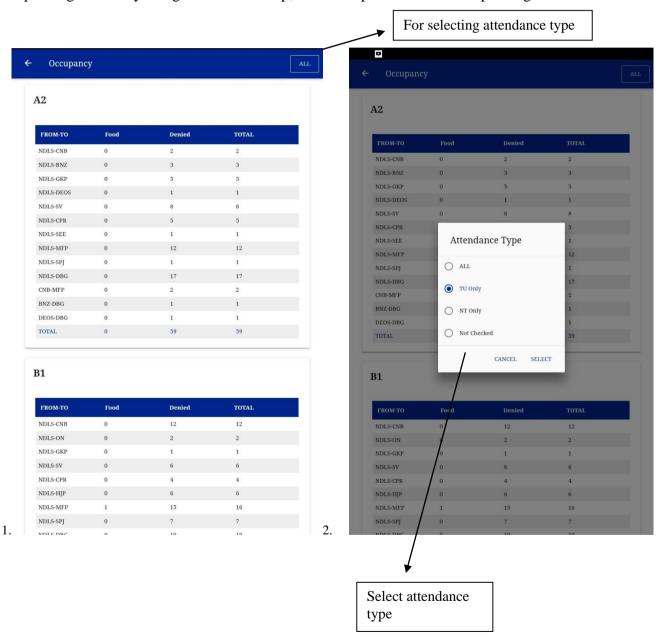
Occupancy (Go to Reports Menu Page)

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.

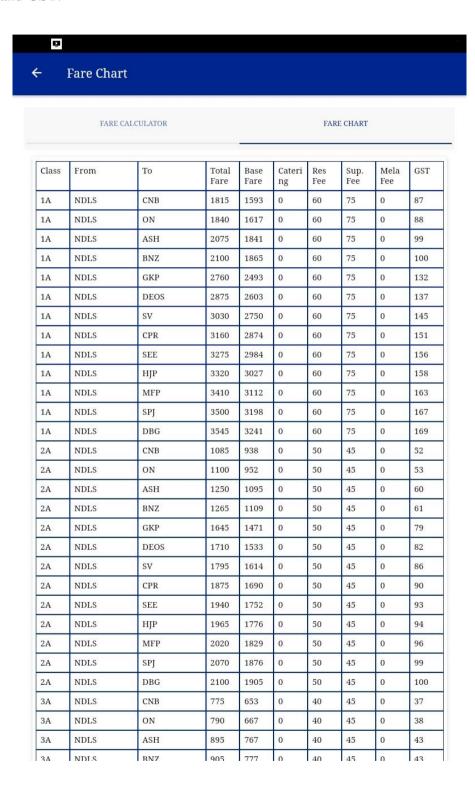




Fare Chart Page (Go to Reports Menu Page)

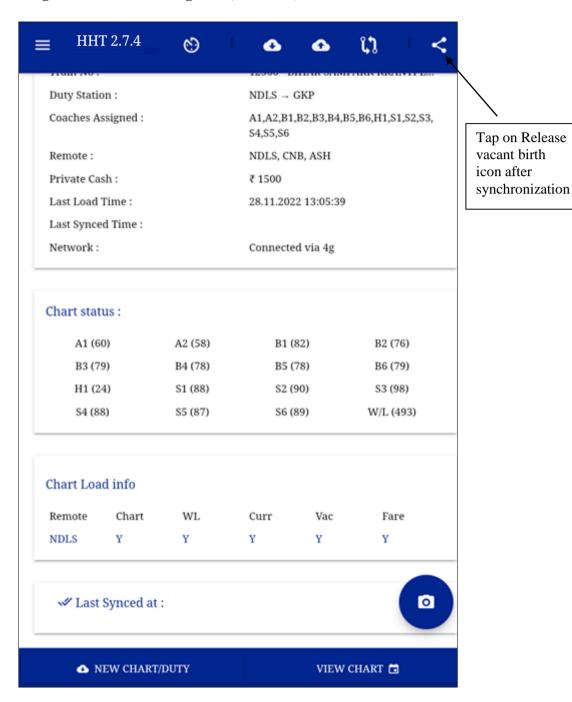
This page has been provided to enable the TTE to get Class wise complete ISL-to-ISL Fare Chart

This includes Total Fare, Base Fare, Catering charges, Reservation Fee, Superfast fee, Meal Fee and GST.

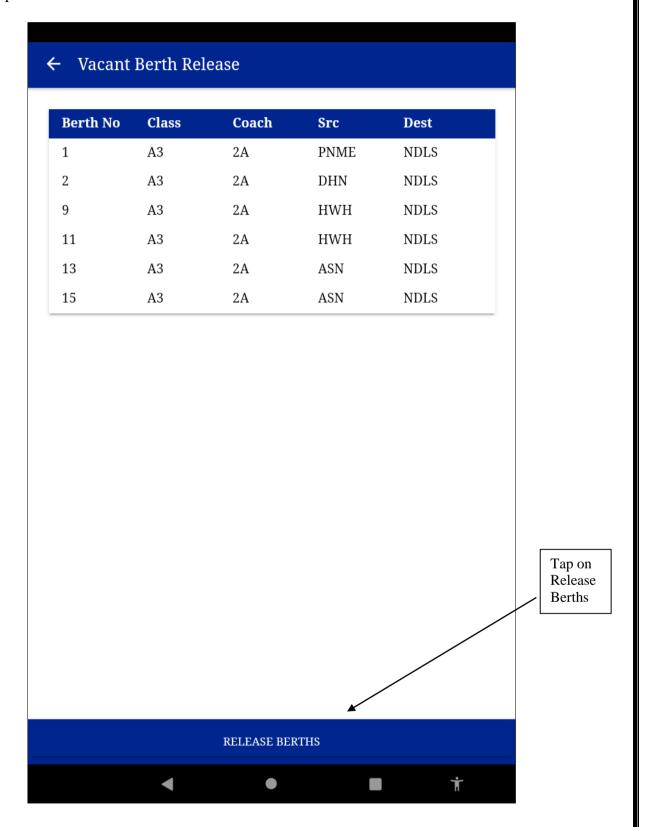


PRS Data Page (Go to Reports Menu Page)

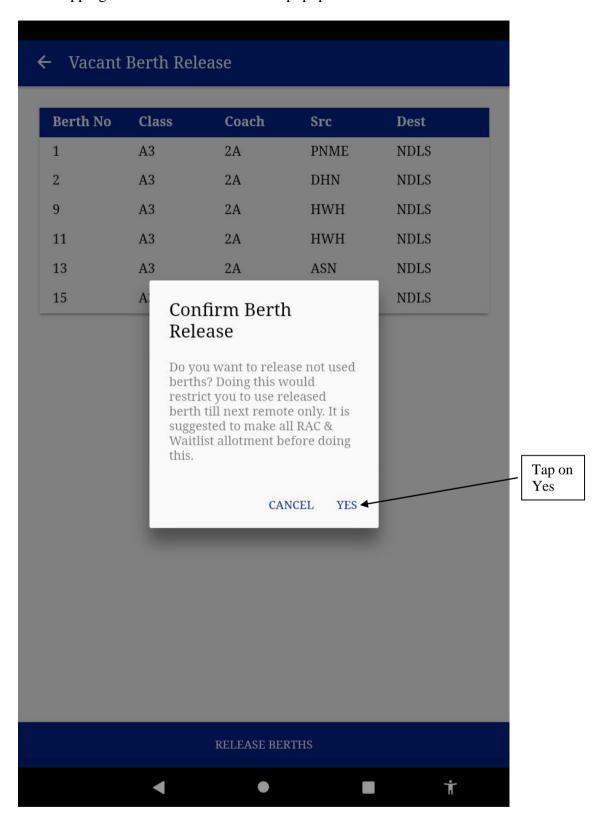
After NT the passenger those vacant berths send to PRS. By tap on release vacant berths icon (**Remaining berths after clearing RAC**, **WL etc**.)



Tap on Release Berths & send to PRS.

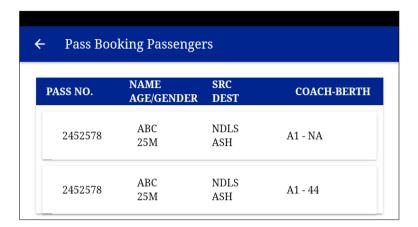


After tapping on Release Berths button a popup will show for confirmation.

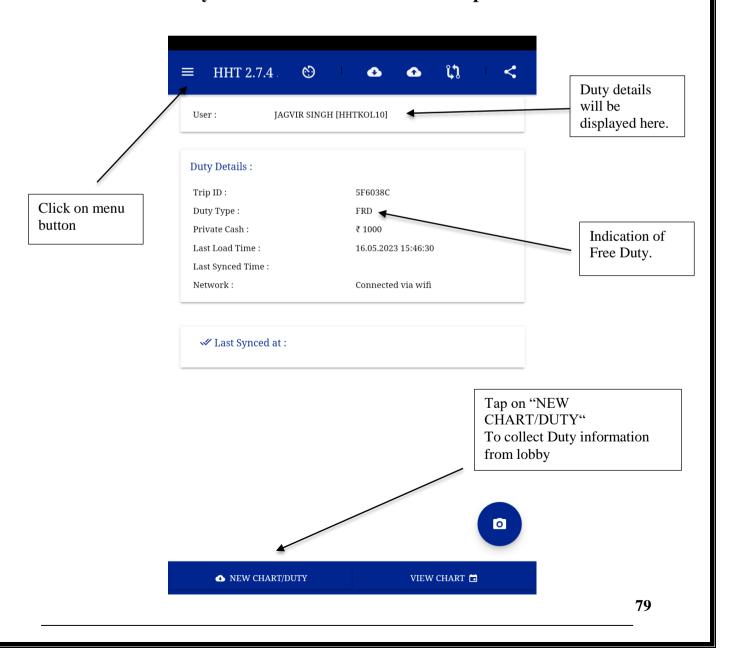


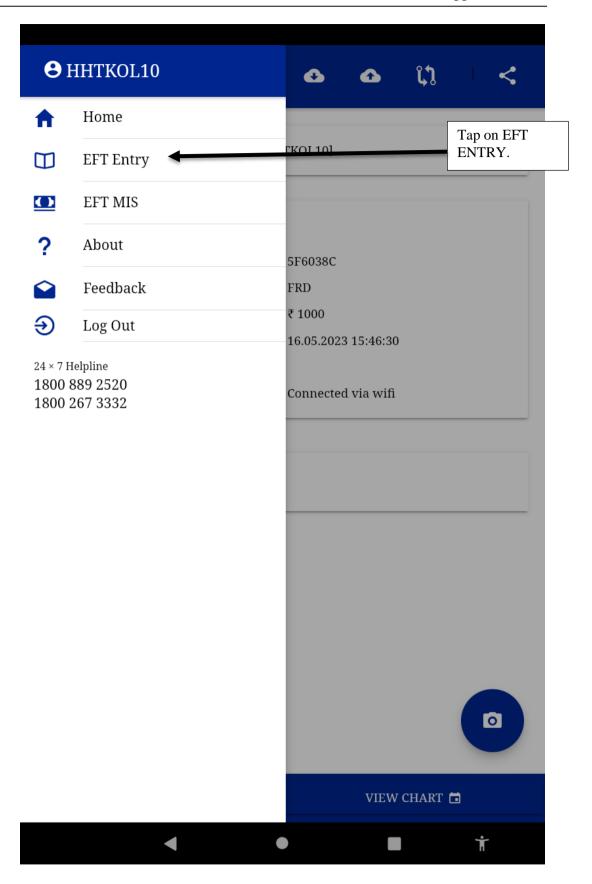
> Pass Booking Page (Go to Reports Menu Page)

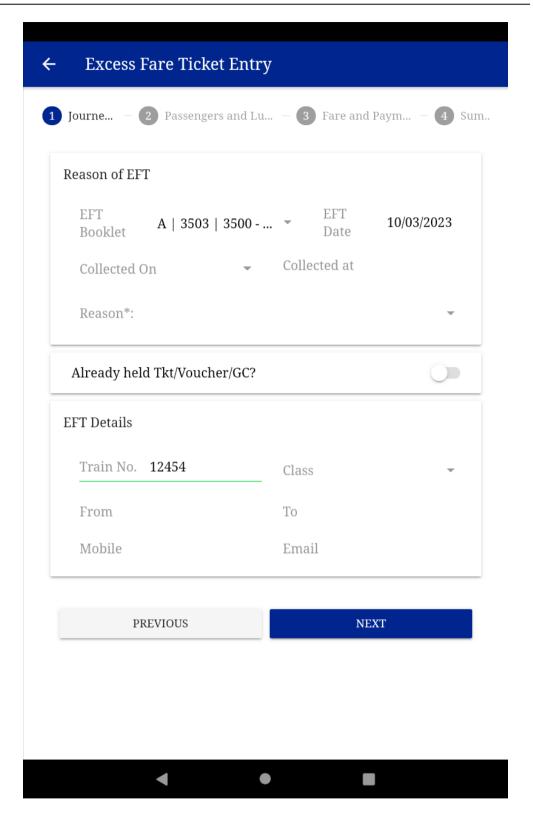
Pass Booking Page will display the all information of those passengers which has been issue pass-booking ticket.



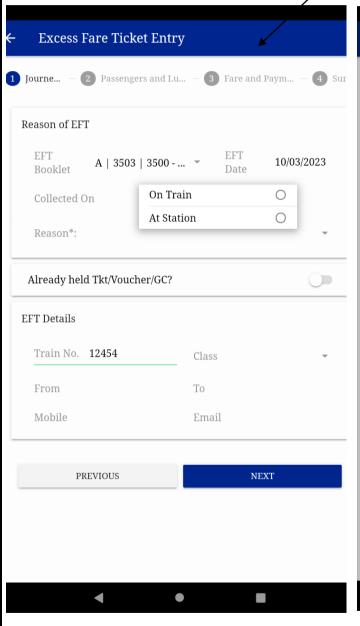
> For Free Duty Users Go to Menu Button & Prepare EFT:

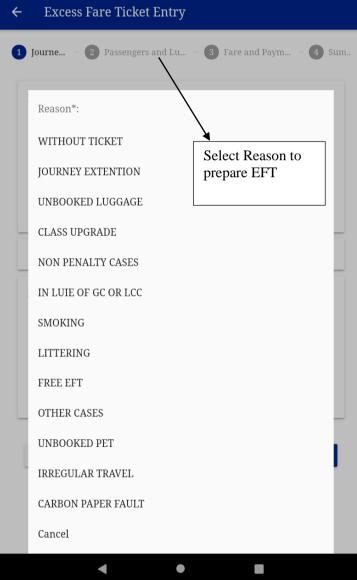


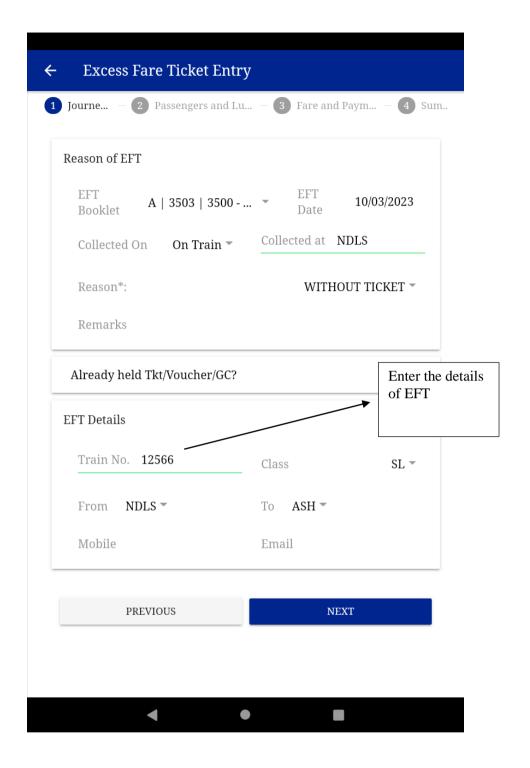


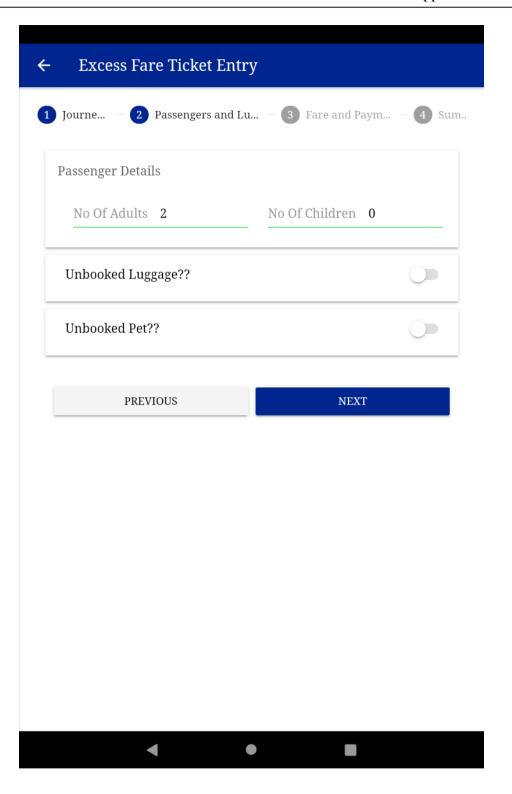


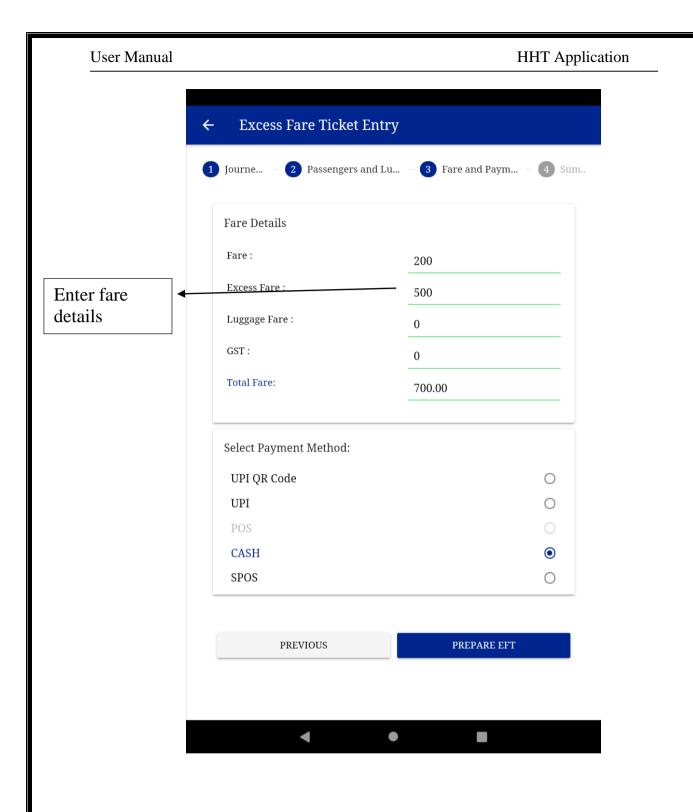
Those who are working in squad duty select "On Train" option and those who are working in static station duty select "At Station" option.

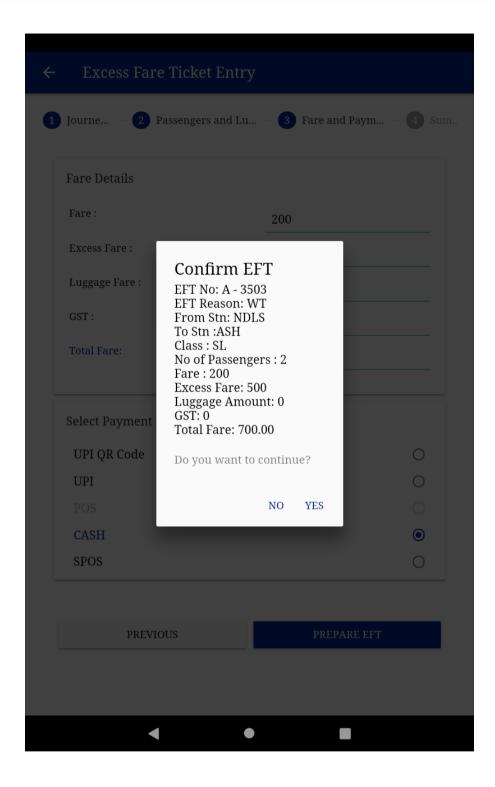


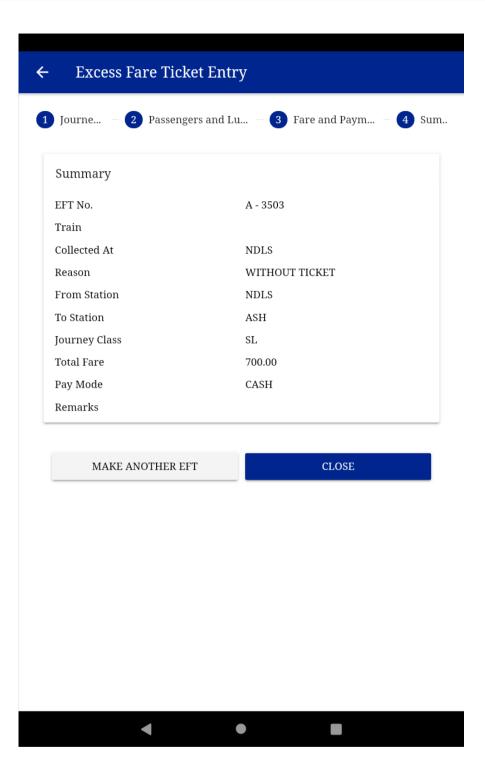






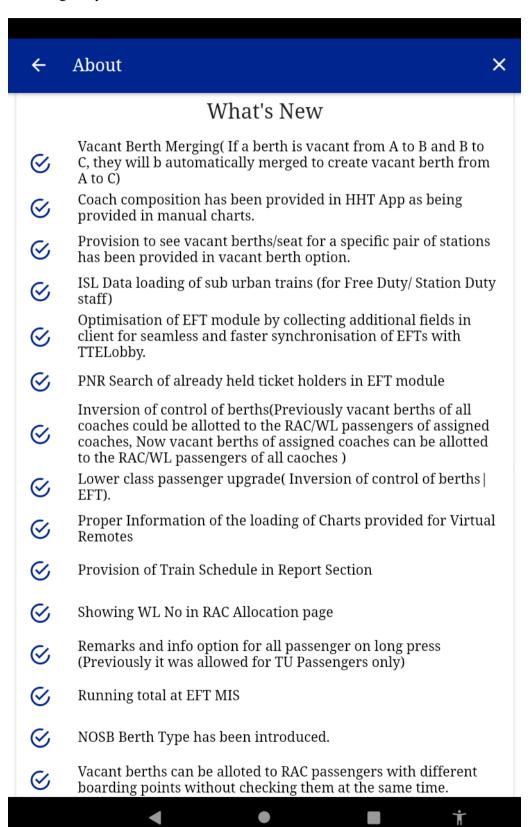






About Page (Go to Menu Page)

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



+	About	X
0	Tea/Coffee food option added	
0	Pass booking bug fix (User is not able to allot Pass holders as standing passenger)	
8	Fixed berth allotment issue in lower class part in multi-class coaches	
\otimes	Filters (All, NT, TU, CURR passengers etc) made effective for the passengers of unassigned coaches.	e
⊗	In case of part allotment, information of previous berths disappeared (if passenger is travelling from A-D and berth available from B-D, Information should be available from A-B	in

App Information

old berth and B-D in new berth)

IMEI Number dc149275398a0b3e

15858461220052535000

UUID dc149275398a0b3e

Make & Model incar | T84G

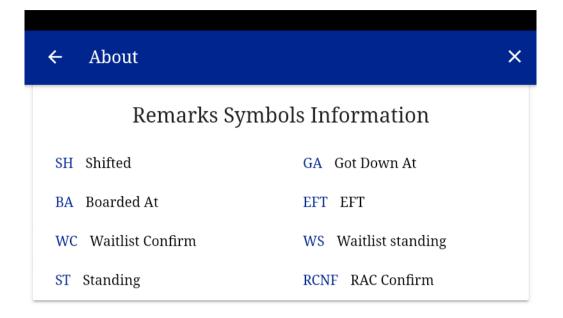
App Version 2.7.4-alpha-17

os version 11

Release Date 08 Sep 2023

Hardware Serial No unknown

NaN



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				
Q Serach by PNR and passenger name				
> Passenger opted for Bedroll				
< FT passenger booked using PASSPORT				
≯ Non veg ≯ Veg ≯ Denied	meal 星 Tea/Coffee Only			
4 •	i			



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)

← Feedback Form

Chart Download	Please Select ✓			
Navigation	Excellent v			
UI Design	Good			
Sync Performance	Very good ✓			
Ease to access	Poor			
Remark	User can also give feedback in remark			
FEEDBACK SUBMIT				

1. 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:

- 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.

