User Manual NXTGEN PRS
USER MANUAL FOR NEW PRS BOOKING
APPLICATION
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<u>Note:</u> Please do not close the browser using X button, Use proper logout to close the session.

- To select & unselect any checkbox use spacebar
- To get dropdown menu, select the required tab and press spacebar.

# **Calculator:**

Calculator facility is provided for calculation:



# **Keyboard Shortcut:**

Key board Shortcut options are given below.

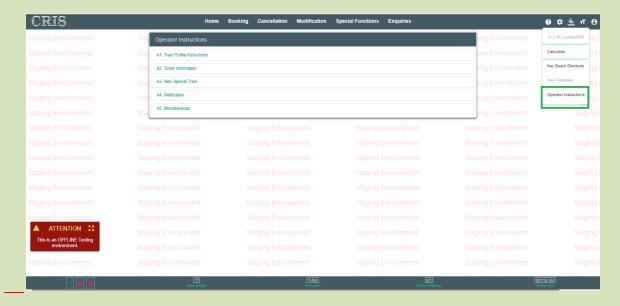


F1	Opens Help Dialog when focused on Train Number, Journey source
	and Journey destination input
Alt+Shift	Focus on first input on the screen
Alt +Enter	Click on "Next" button if any tab view (like booking) is open.
Alt + Left Arrow	Click on "Back" button if any tab view (like booking) is open.
Alt + Right Arrow	Focus on first REQUIRED input on the screen
Tab Key	Shift focus to next focusable element
Shift + Tab Key	Shift back focus to previous focusable element
Alt + .	Open calculator
NAVIGATION	
Alt + B	Booking
Alt + C	Cancellation
Alt + M	Modification
Alt + S	Spl Function
Alt + E	Enquiry
Alt + H	Home
Date Picker-Month View	
Alt+Down_Arrow	Open the calendar pop-up
Escape	Close the calendar pop-up

Left_Arrow	Go to previous day
Right_Arrow	Go to next day
Up_Arrow	Go to same day in the previous week
Down_Arrow	Go to same day in the next week
Home	Go to the first day of the month
End	Go to the last day of the month
Page_Up	Go to the same day in the previous month
Alt+Page_Up	Go to the same day in the previous year
Page Down	Go to the same day in the next month
Alt+Page_Down	Go to the same day in the next year
Enter	Select current date
Up_Arrow	Go up a row (back 4 months)
Down_Arrow	Go down a row (forward 4 months)
Home	Go to the first month of the year
End	Go to the last month of the year
Page_Up	Go to the same month in the previous year
Page_Down	Go to the same month in the next year
End	Select current month

# **Operator Instruction:**

Operator Instructions can be obtained from here:



# **Screen Colour Choice:**

Operator has option to select colour of monitor according to colour option provided:



# **Font Size:**

Operator has option to resize the font of application. Font can be increase or decrease using this option:



# **User Profile**

The following activity can be performed under this functionality:

Change Password
Change Ticket Roll
Transaction Summary
Transaction Details
Temporary Logout
Logout

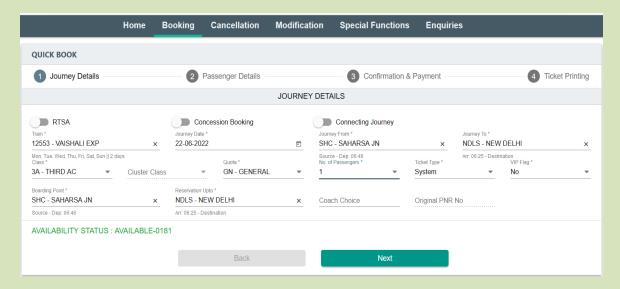
# **Booking**



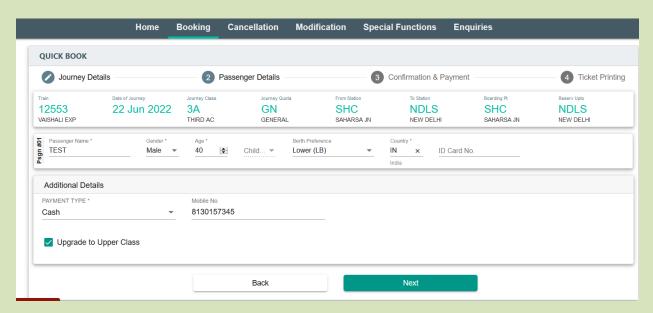
# Quick Book- A:

On Clicking Quick Book tab, Journey details form will open wherein required details can be filled. If it's a RTSA opted booking then RTSA toggle button can be selected. Concessional Booking and Connecting Journey toggle buttons can remain unselected if those functionalities are not to be opted.

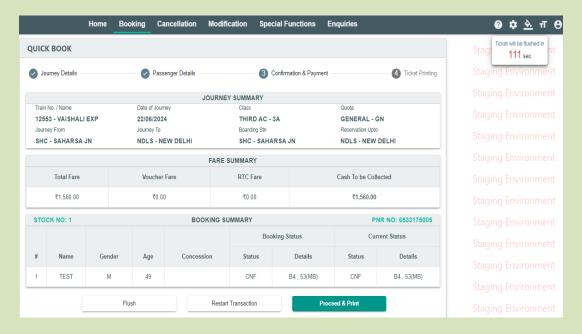
In the new system most of the information is to be fed using drop downs like Train, Quota, Class, Ticket type, Source & Destination etc.



After Clicking Next Button, Passenger details page will follow wherein all the required information needs to be filled. If the Terminal is POS terminal then Credit/Debit card Transactions can be done. Otherwise Cash/UPI transactions can be done.

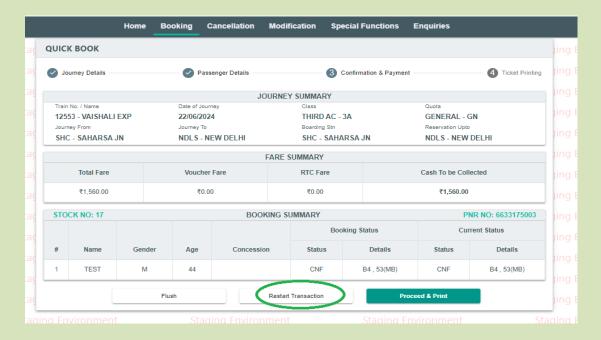


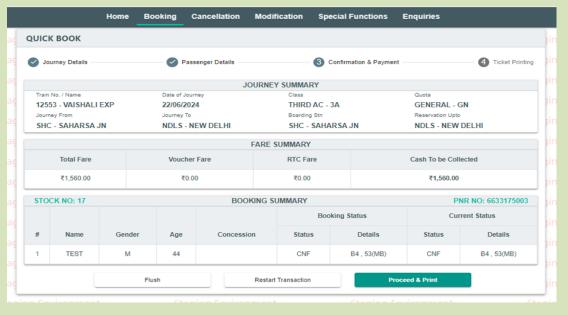
The operator needs to click Next button to confirm the booking and the following page is displayed.

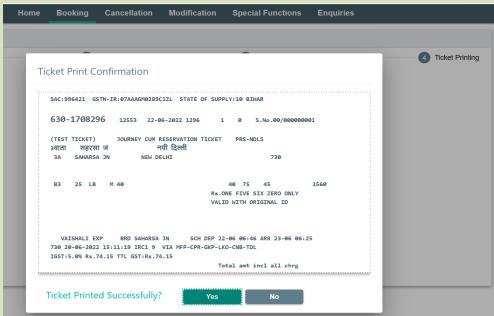


Additional Timer Facility is provided so that the operator is aware that transactions will timeout in 120 sec and PNR will be flushed.

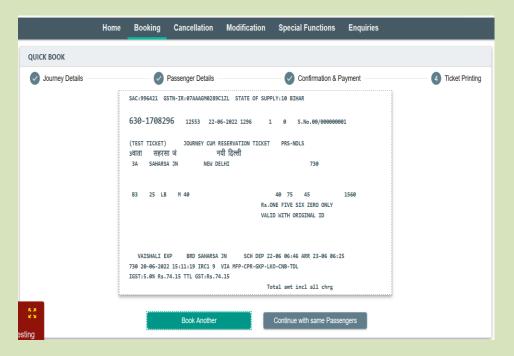
If Transaction is to be completed, PROCEED and PRINT Button can be pressed. Otherwise FLUSH button can be pressed. Once PROCCED is clicked and ticket is printed a pop up will be displayed to take confirmation on ticket printing. Otherwise Restart Transaction button can be pressed to restart the transaction again.





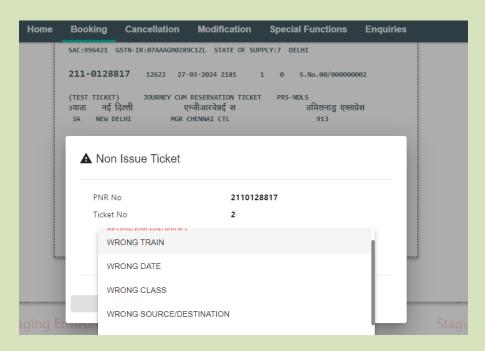


If ticket is printed successfully then click yes:



After clicking Yes, Ticket will be printed.

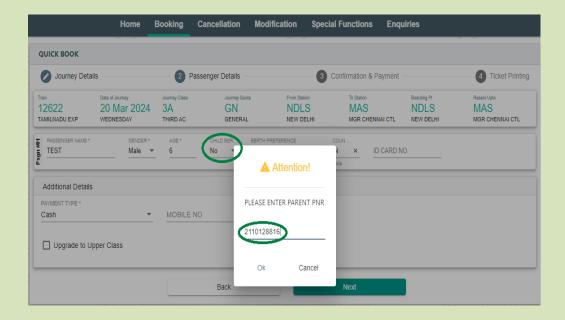
If NO is pressed then NON-ISSUE form will open automatically wherein NON ISSUE reason can be selected from drop down and ticket can be non-issued.



PNR will be Non Issued and NON ISSUE Ticket will be printed.

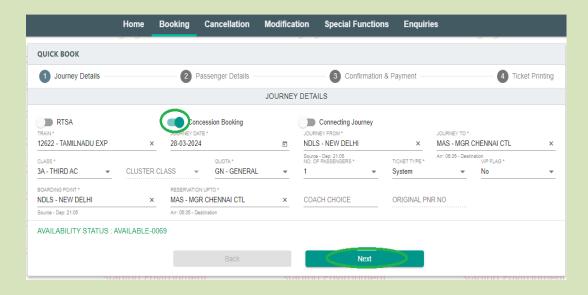
### Linking of CHILD PNR with ADULT PNR:

If booking has to be done for child passenger travelling without adult passenger and opting for No Berth, after filling the passenger details, on clicking next, a POP UP will come to enter the PARENT PNR and system will validate the business rules for linking.



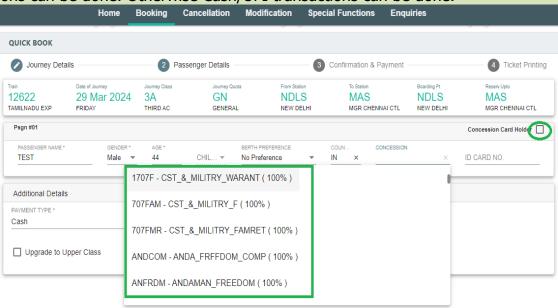
### **Concession Booking:**

If concessional booking is to be done then in Journey details page Toggle button for CONCESSION BOOKING needs to be selected.

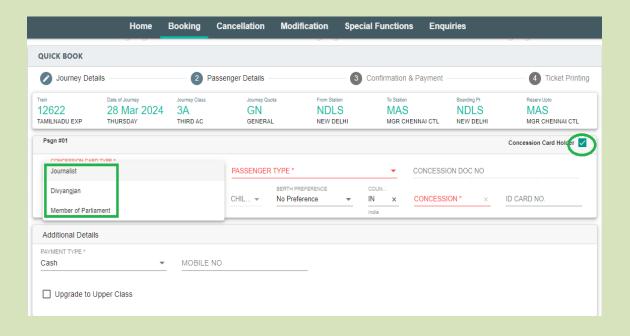


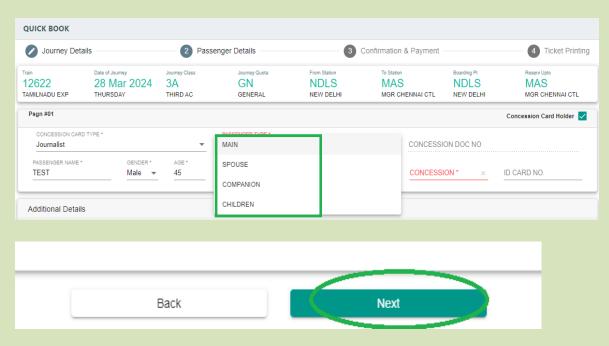
Once the Toggle button is selected then on Passenger details page, concession drop down will be enabled in which ONLY eligible concessions, based on Train type/Quota/Class/Passenger gender and age will appear in drop down. Once the concession is selected, required input fields get enabled.

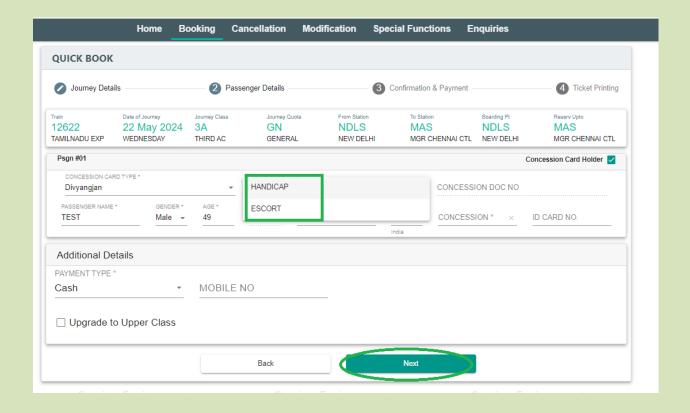
After Clicking Next Button, Passenger details page will follow wherein all the required information needs to be filled. If the Terminal is POS terminal then Credit/Debit card Transactions can be done. Otherwise Cash/UPI transactions can be done.

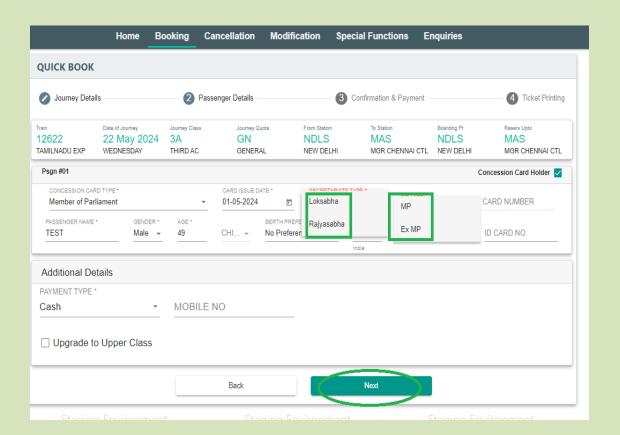


If booking is to be done against Registered ID cards such as Journalist /Divyangjan/Member of Parliament then CONCESSSION CARD HOLDER checkbox can be selected. An option will come to input the ID card details.









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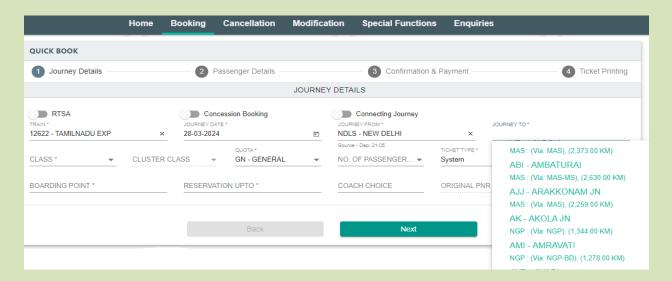
Additional Timer Facility is provided so that the operator is aware that transactions will timeout in 120 sec and PNR will be flushed

If Transaction is to be completed, PROCEED and PRINT Button can be pressed. Otherwise FLUSH button can be pressed. Once PROCCED is clicked and ticket is printed a pop up will be displayed to take confirmation on ticket printing. If NO is pressed then NON-ISSUE form will open automatically wherein NON ISSUE reason can be selected and ticket can be non-issued.

PNR will be Non Issued and NON ISSUE Ticket will be printed.

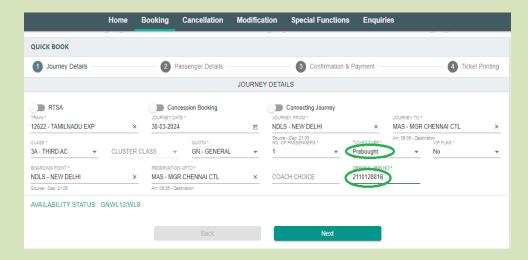
### Destination cluster booking:

To book destination cluster booking, cluster destination can be selected from the JOURNEY TO dropdown. They are displayed in different color according to color option selected for ease of user.

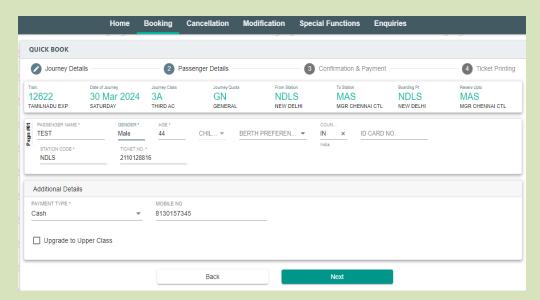


### Prebought Booking:

If Pre bought ticket type is selected then Original PNR number is to be filled and is used for booking onward journey.

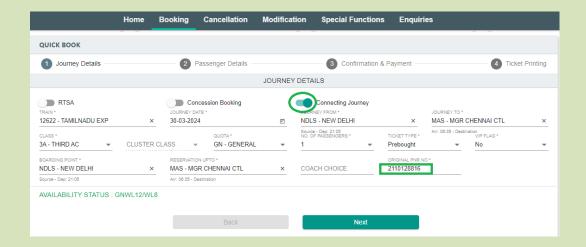


Passenger details will be auto populated based on Original PNR.



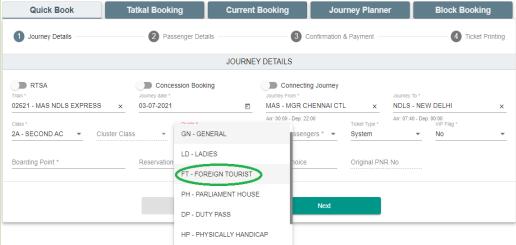
### Connecting Journey:

In case connecting Journey needs to be booked, Connecting Journey toggle button needs to be enabled for connecting two journeys and while booking the second journey; PNR of first journey needs to be filled in Original PNR field.



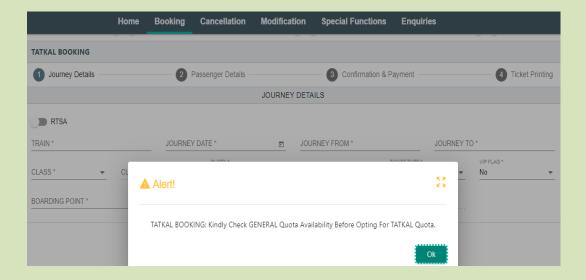
# FT Within ARP Booking:

Through Quick book form FT within ARP can be booked.



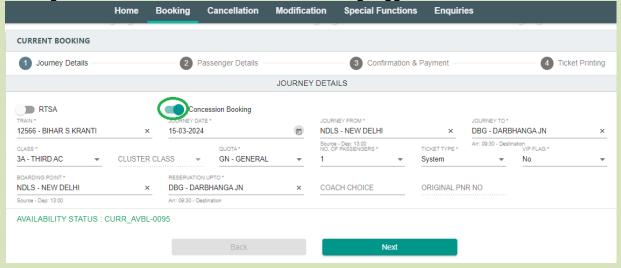
# **Tatkal Booking- B:**

Through this option Tatkal booking can be done. After clicking tatkal booking alert message will pop up "Need to click OK".



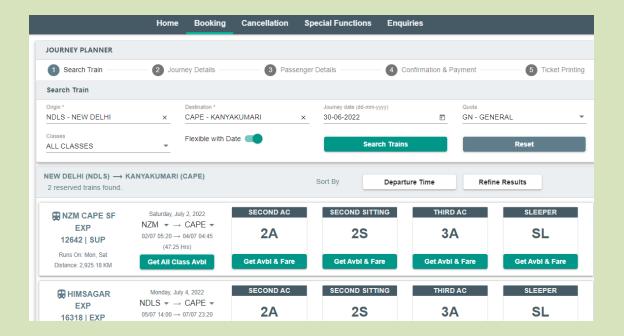
### **Current Booking- C:**

Current Booking after charting can be done using this option. In case concessional booking needs to be done then concession booking toggle button needs to be enabled.

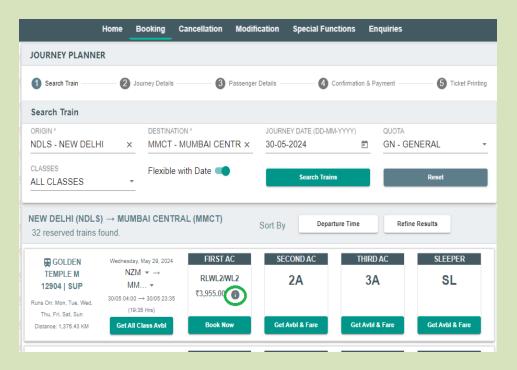


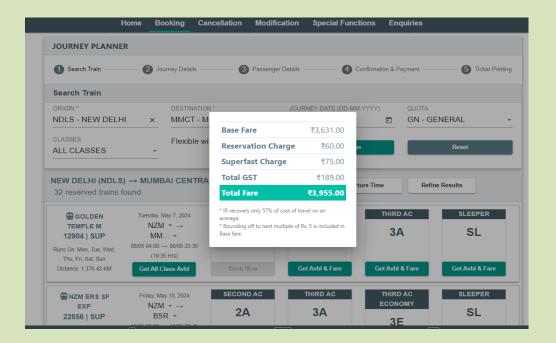
### **Journey Planner- D:**

An additional utility is provided to plan the journey. It shows train between two stations for a given date. If flexible date is chosen then it also displays the trains which are not running on the enquired date. Accommodation availability and fare are displayed on clicking Get Avbl & Fare. Click on Book now after getting status and fare of required Class to book the ticket. Fare components are displayed on clicking (i) button next to Fare displayed. Result can be refined according to Train type, Class, From/TO.

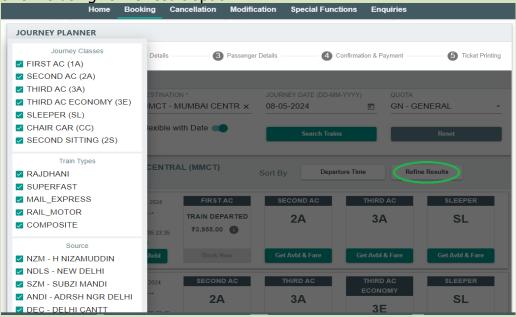


# After clicking on i:





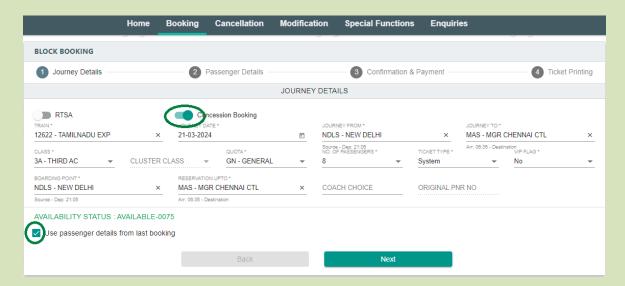
Search can be refine using refine result option.



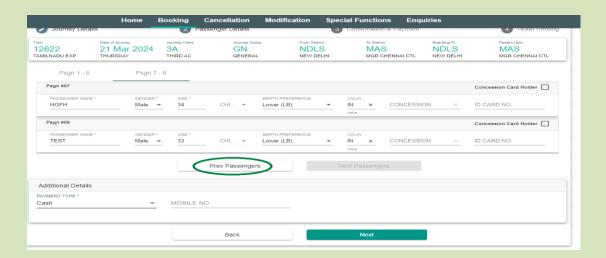
# **Block Booking-E:**

Journey details can be filled in the first page. In case, details of previous bookings is to be used for further booking, then the check box given below on the Journey Details as "Use passenger details from last booking" can be selected.

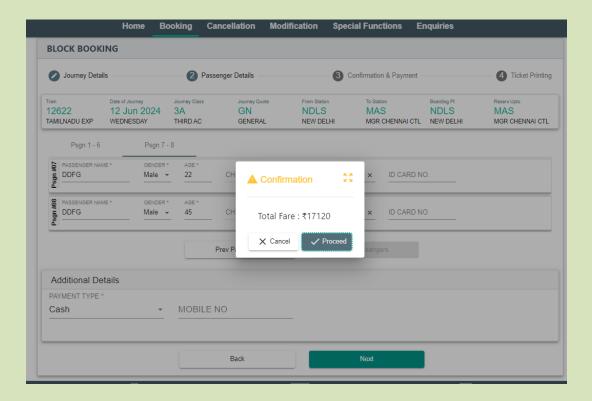
If concession booking is to be done then, toggle button needs to be enabled.



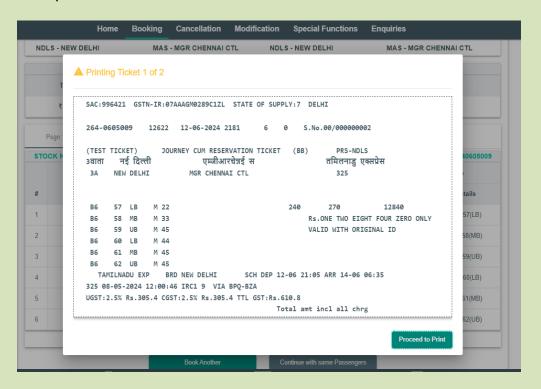
On clicking next, passenger details page will be displayed. On each page details of 6 passengers can be entered. TABs are provided at top of the passenger details page to traverse between the set of passengers. After filling the passenger details NEXT button can be clicked. Once the booking is done, POP UP will come to confirm about proceeding for ticket printing.

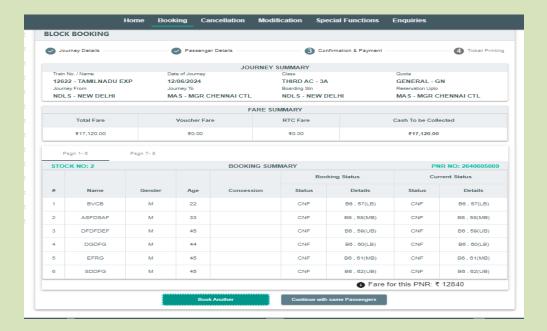


Click on proceed.



# Click on proceed to print.



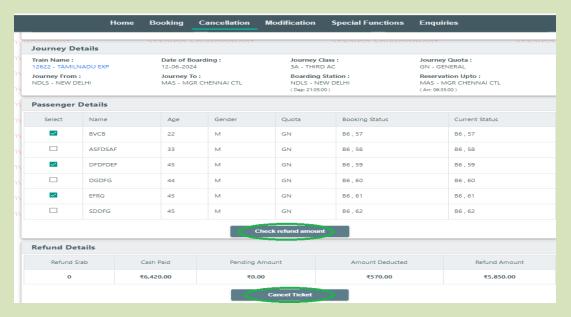


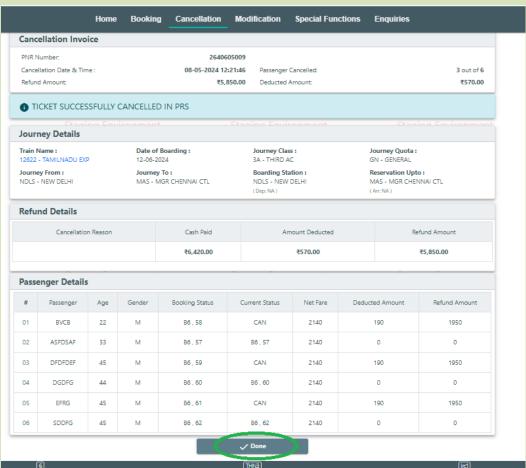
### **Cancellation:**

After entering the PNR number, stock number & window number, details will be displayed as below. The passengers who are to be cancelled needs to be chosen using the checkbox on the left of each passenger.

After choosing the passengers to be cancelled, CHECK REFUND AMOUNT button can be clicked. The amount collected, deducted and refunded will be displayed.

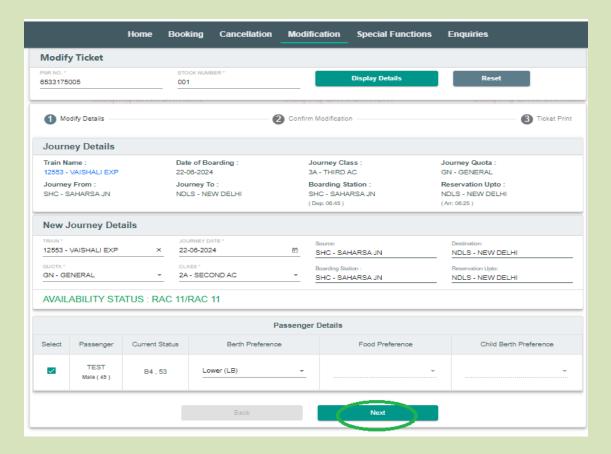
After verifying the amount details, CANCEL TICKET button can be clicked to complete the transaction, cancellation ticket will be printed and message should be displayed as "ticket successfully cancelled".



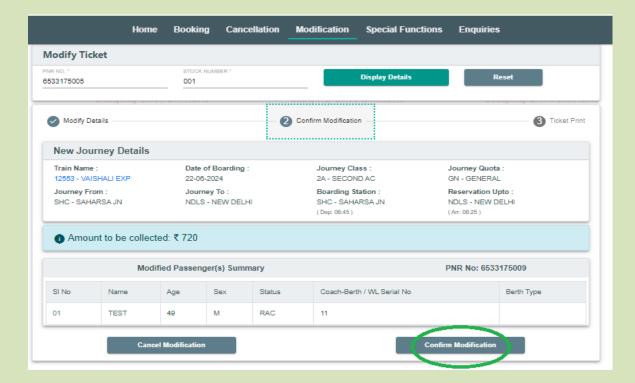


### **Modification:**

After entering the PNR number and stock number, click on Display Details button. It will display the journey details and passenger details. New Journey details can be chosen. Check box on the left of passengers which are to be modified can be chosen and NEXT button can be clicked.



Click on next button.

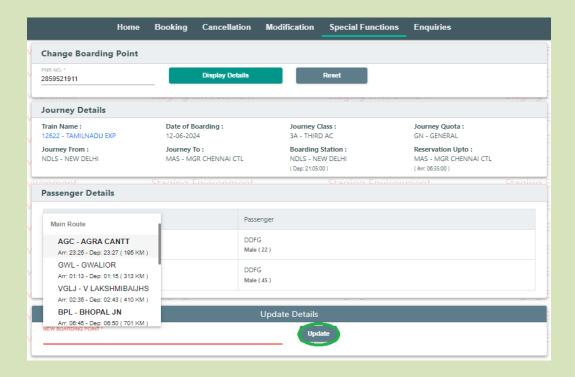


The details of the amount to be collected are displayed. To confirm the modifications click on Confirm Modification button and click Cancel Modification to cancel the transaction.

### **Special Functions**

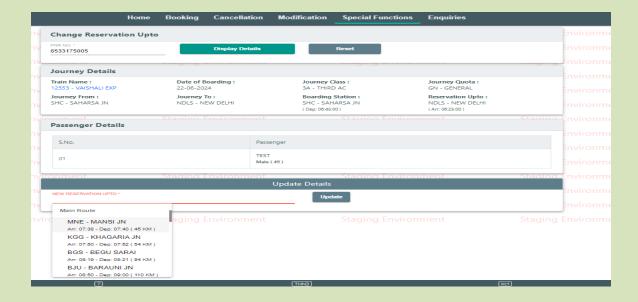
# Boarding Point Change-A:

After entering the PNR number, Display details button can be clicked. Journey and Passenger details will be displayed. New boarding point can be selected form the drop down and Update button can be clicked to confirm the transaction.



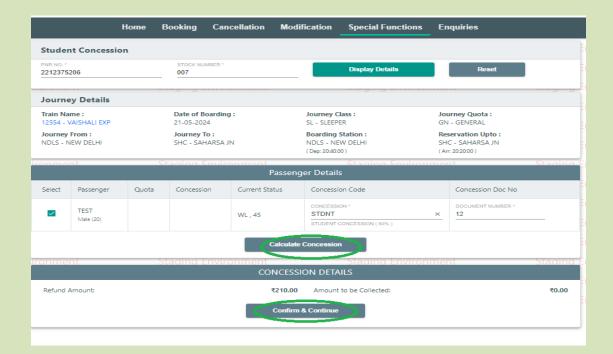
### Change Reservation Upto- B:

After entering the PNR number, Display details button can be clicked. Journey and Passenger details will be displayed. New reservation upto point can be selected form the drop down and Update button can be clicked to confirm the transaction.



#### Student Concession- C:

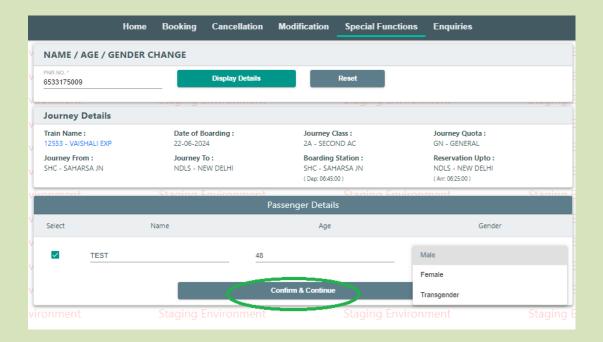
Enter the PNR number and stock number and click on Display Details button. Select the check box against the passenger to which student concession has to be given. Choose the concession code and enter the concession document number. Calculate concession button can be clicked to get the details like Refund amount. Confirm and Continue can be clicked to complete the transaction.



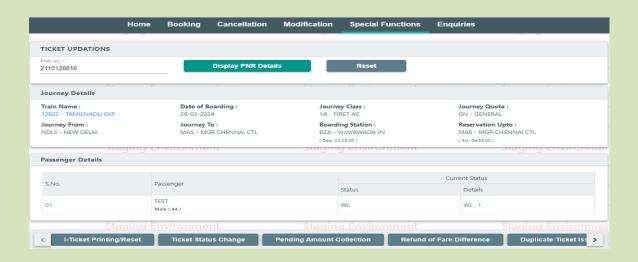
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### Name /Age /Gender Change-D:

After entering the PNR, Display Details button can be clicked. Select the check box against the passenger to which Name/ Age /Gender needs to be changed. After making required changes, Confirm and Continue can be clicked to complete the transaction.



### Ticket Updations- E:

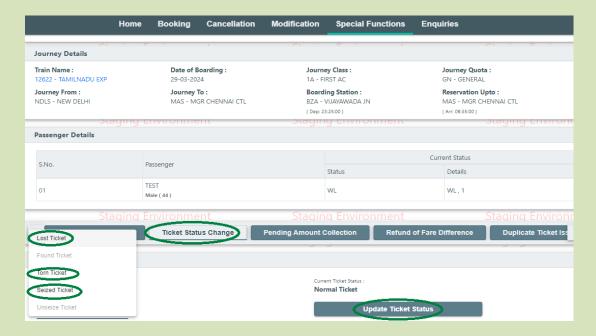


### 1) I-Ticket Printing/Reset:

After entering the PNR, Display details button can be clicked. Once the details are displayed, I-Ticket printing/Reset tab can be clicked. Ticket printing status will be populated as per business rules.

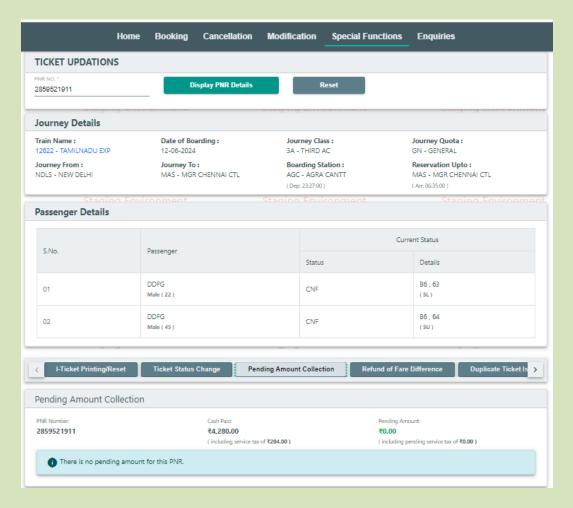
### 2) Ticket Status Change:

After entering the PNR, Display details button can be clicked. Once the details are displayed TICKET STATUS CHANGE TAB can be clicked. The new ticket status will be populated as per business rules. After selecting the new ticket Status Update Ticket Status Button can be clicked.



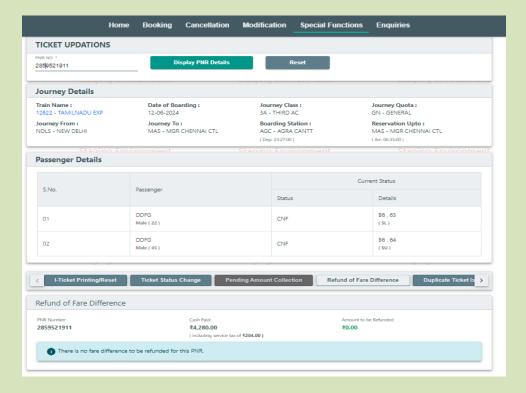
# 3) Pending Amount Collection:

After entering the PNR, Display details button can be clicked. Once the details are displayed click on Pending amount collection Tab. Pending amount due (if any) will get displayed. Collect Pending amount button can be clicked to complete the transaction.



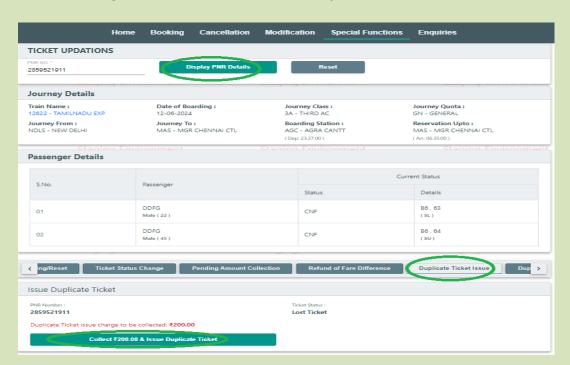
### 4) Refund of Fare Difference:

After entering the PNR, Display details button can be clicked. Once the details are displayed click on Refund of fare difference Tab. Refund amount due (if any) will get displayed. Proceed to refund amount button can be clicked to complete the transaction.



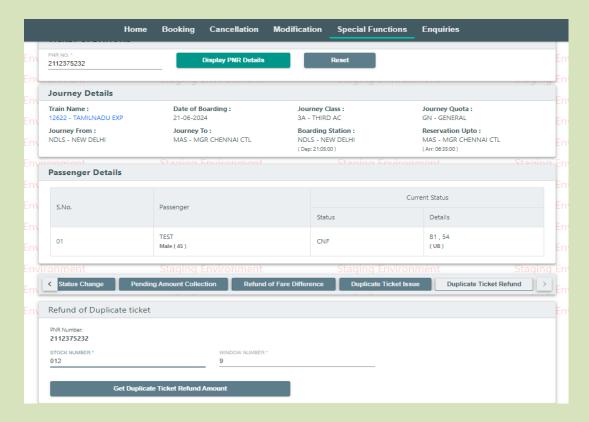
### 5) Duplicate Ticket Issue:

After entering the PNR, press Display Details. Once the details are displayed click on Duplicate Ticket Issue tab and ticket status and duplicate charges will be displayed. Click on Collect charges and Issue ticket button, duplicate ticket will be issued.



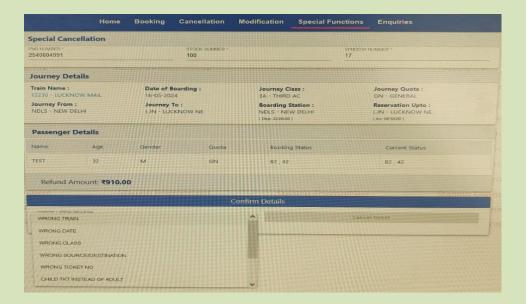
### 6) Duplicate Ticket Refund:

After entering the PNR, press Display Details. Once the details are displayed click on Duplicate Ticket refund tab. Enter the stock number, random and window number, amount to be refunded will be displayed. Click on Proceed for refund button, duplicate ticket will be refunded.



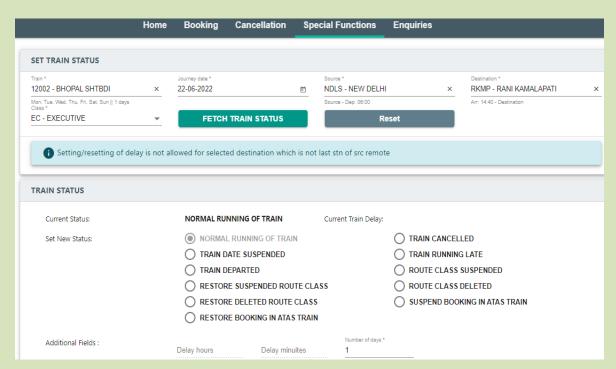
Wrongly issued ticket can be cancelled under Supervisory control only. At present, using this option, only immediate previous transaction can be non-issued.

Special Cancellations- F: Wrongly issued ticket can be cancelled under Supervisory control only. At present, using this option, only immediate previous transaction can be non-issued.



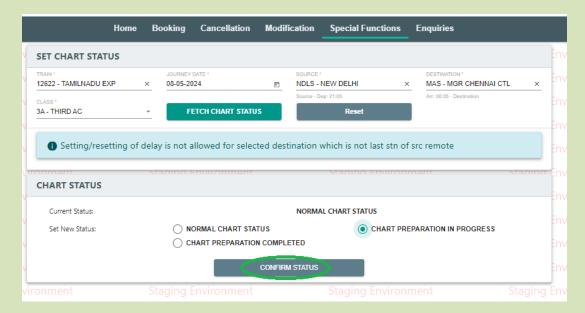
### Set Train Status- G:

Train status can be set under this option. Enter TDRC details and select last station of source remote station as destination. Fetch Train Status can be clicked for current train status. Change it to required option and click Confirm Status.



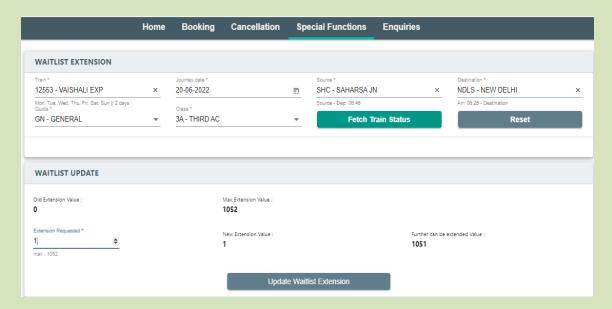
### Set Chart Status-H:

Enter TDRC details for which chart status needs to be set. Fetch Train Status can be clicked for current chart status. By clicking on given options new status can be set. Confirm Status button can be clicked to complete the transaction.



### Waitlist Extension-I:

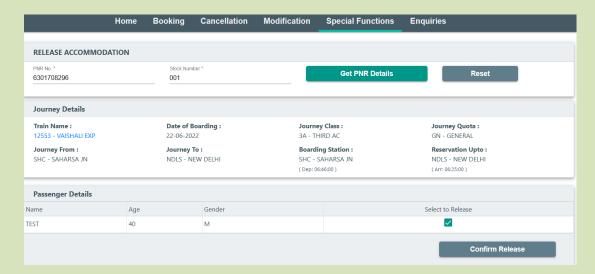
In this option, waitlist can be extended up to prescribed limit. Enter TDRC for which waitlist is to be extended.



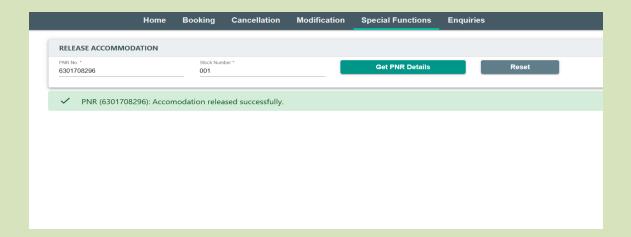
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### Release Accommodation- J:

To release the accommodation, enter the PNR number and stock number and click on Get PNR Details.

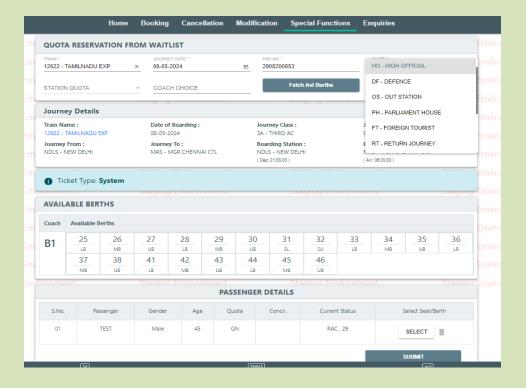


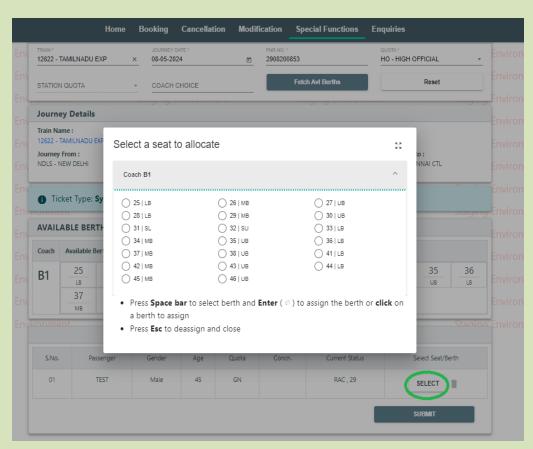
Click on select to release and then Confirm Release.



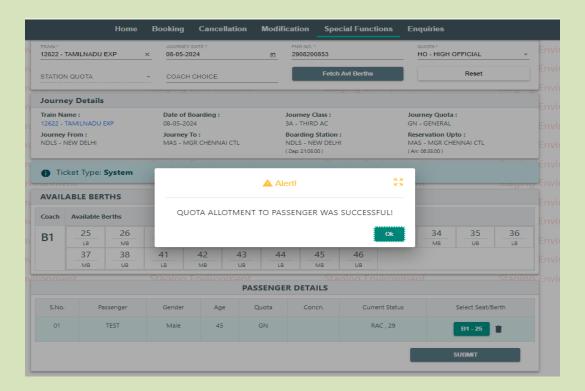
## Quota Reservation From Waitlist- K:

Enter the Train No., date, waitlist PNR number and select the quota to be allotted from drop down list and clickFetch Avbl Berths. Coach wise Available Seat/Berths Map will be displayed.



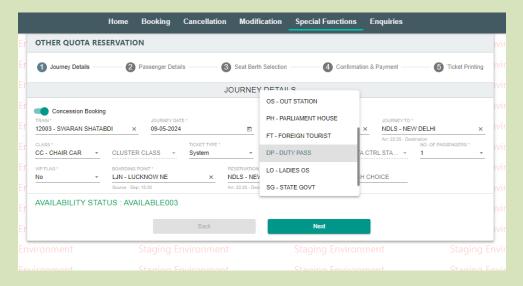


For choosing the seat/berth for a particular passenger, SELECT button provided against each passenger can be pressed. A pop up will come to choose the seat/berth to be allotted. Once the seat/berth details are chosen for each of the passengers SUBMIT can be pressed to continue.



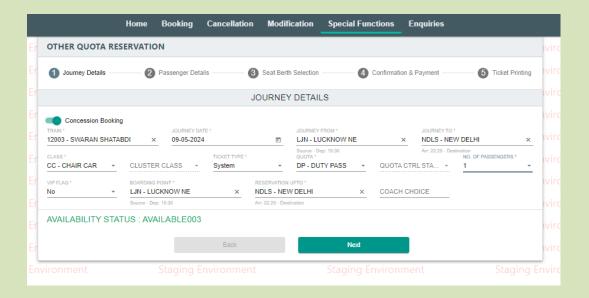
# Other Quota Reservation- L:

Journey details can be filled and quota along with quota ctrl station in which booking is to be done can be selected.



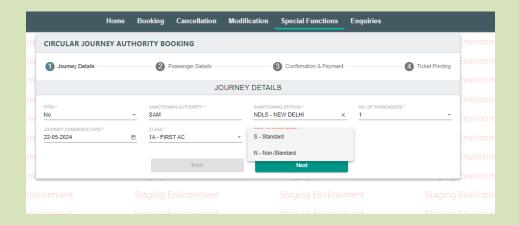
On clicking NEXT, passenger details page will come wherein passenger details can be filled.

On clicking next on Passenger details page, Seat MAP will be displayed. For choosing the seat for a particular passenger, SELECT button provided against each passenger can be pressed. A pop up will come to choose the seat to be allotted. Press Space bar to select berth and Enter( <a href="https://doi.org/10.2016/j.com/">https://doi.org/10.2016/j.com/</a> to assign the berth or click on a berth to assign. Press Esc to de-assign and close. Once the seat/berth details are chosen for each of the passengers NEXT can be pressed to continue for Booking

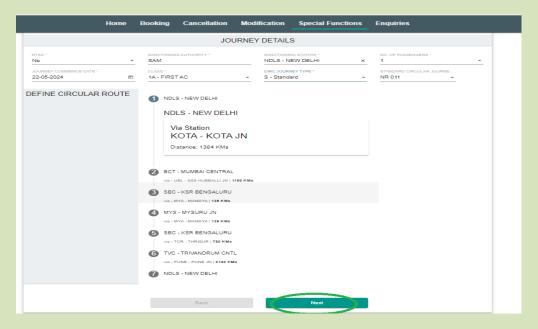


Circular Journey Auth Booking- M:

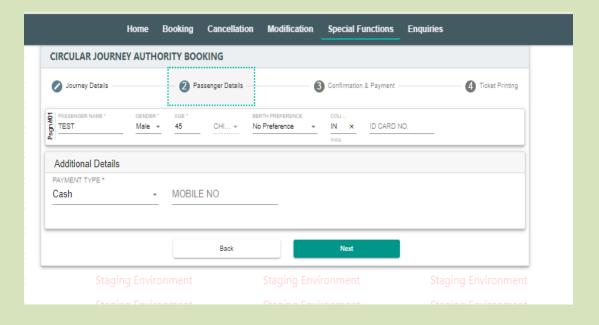
Journey details like sanctioning Authority, Sanctioning Station, No. of Passenger, Commencement Date and Class can be filled and Circular Journey Type can be selected. In case of Standard Circular Journey Type, standard circular journey code can be selected from drop down list.

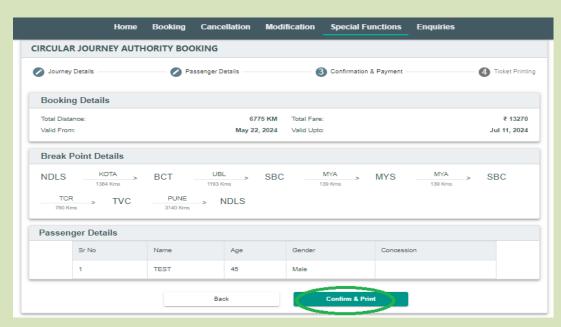


On selecting standard circular journey code, prescribed route will be displayed which cannot be modified . On clicking next, passenger details page will be displayed.

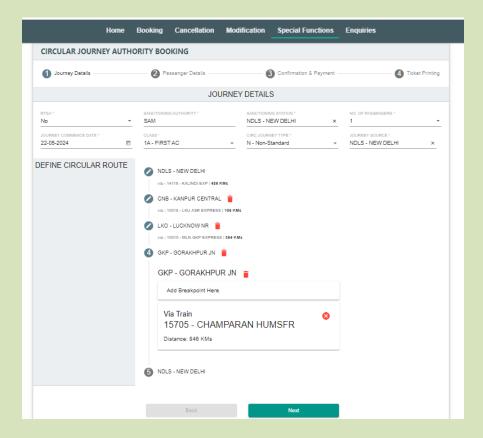


After filling the passenger details NEXT button can be clicked. Complete Information of Booking, Break Point, fare, distance and Passenger Details will be displayed. Confirm and Print can be clicked to complete the transaction.

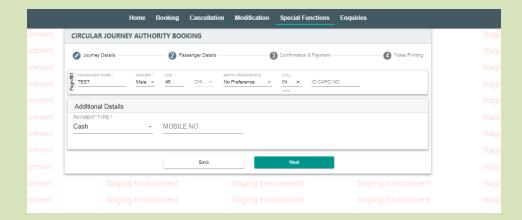




In case of Non-Standard Circular Journey Type, journey source station code can be entered. Circular Route can be defined by adding breakpoints and via station or train option can be selected.

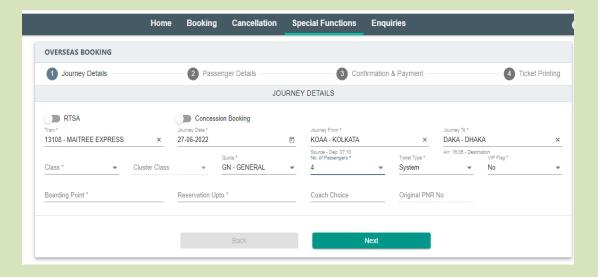


On clicking next, passenger details page will be displayed. After filling the passenger details NEXT button can be clicked. Complete Information of Booking, Break Point and Passenger Details will be displayed. Confirm and Print can be clicked to complete the transaction.



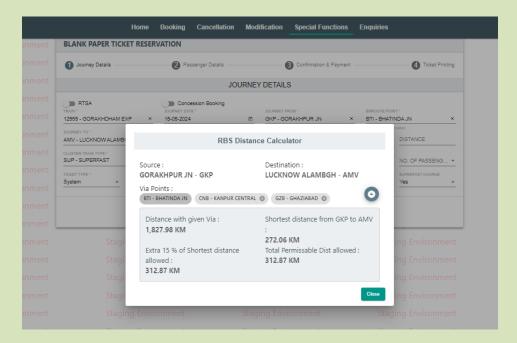
# Overseas Booking- N:

Tickets for Overseas Train can be booked by using this form.



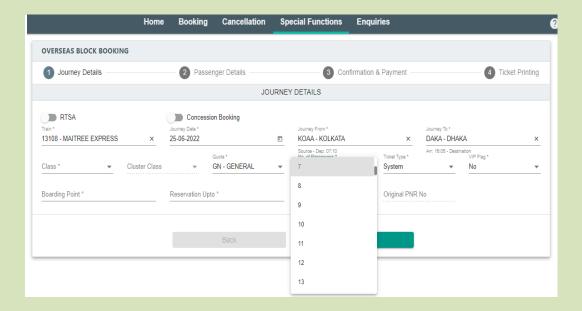
# Blank Paper Ticket Booking- O:

Enter TDRC on Journey details page, Calculate Distance option can be used to check the distance from RBS and then journey can be booked.



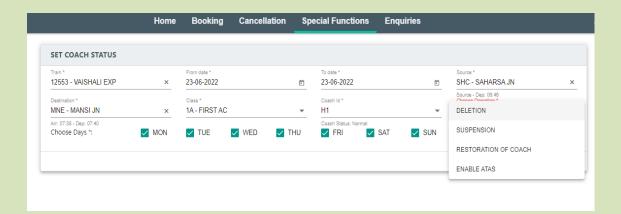
# Overseas Block Booking P:

Block booking for Overseas Trains can be done for more than 06 passengers by using this form.



## Set Coach Status-Q:

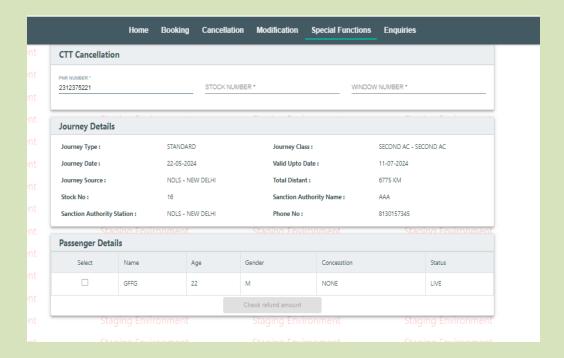
Enter TDRC details for which Coach Status needs to be set. Coach ID and Operation can be selected from drop down box. Days can be selected by clicking on day's check box. Update button can be clicked to complete the transaction.



### CTT Cancelation- R:

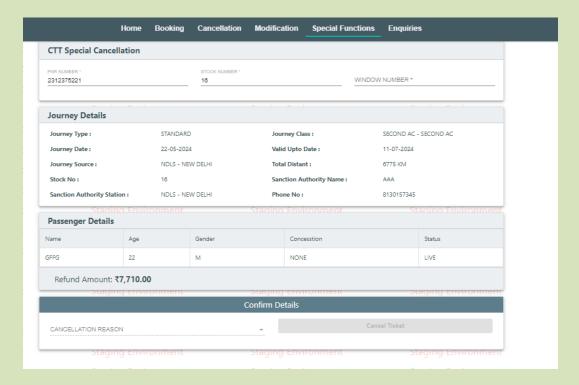
Enter CTT PNR, Stock, and Window numbers for which cancellation has to be done. Journey and Passenger details will be displayed. The passengers who are to be cancelled needs to be chosen using the checkbox on the left of each passenger. After choosing the passengers to be cancelled, CHECK REFUND AMOUNT button can be clicked. The amount collected, deducted and refunded will be displayed. After verifying the amount details, CANCEL TICKET button can be clicked to complete the transaction, cancellation ticket will be printed and message should be displayed as "ticket successfully cancelled".

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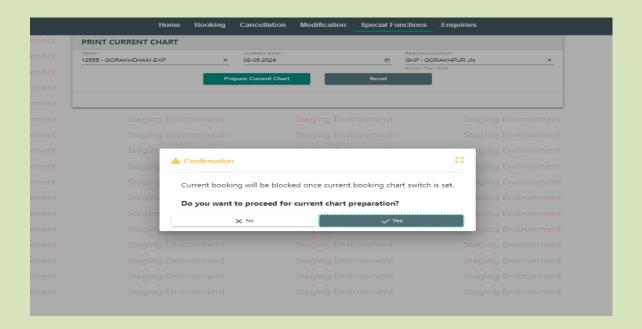
## **CTT Special Cancelation- S:**

Enter PNR, Stock, and Window numbers for which cancellation has to be done. Journey and Passenger details will be displayed. Cancellation reason can be selected from the drop down and Cancel ticket can be clicked to complete the transaction.



# Print Current Booking Passengers-T:

Enter TDRC details for which chart preparation is to be done. Prepare current chart button can be clicked.

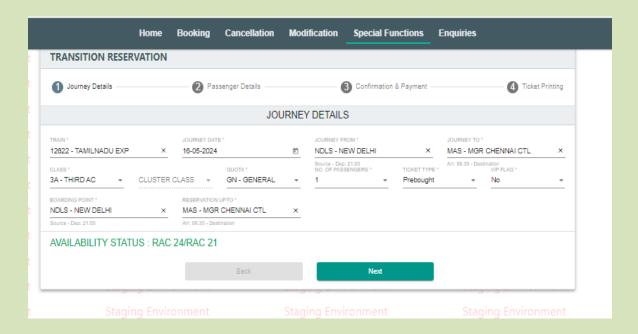


Confirmation Message alert will be displayed, YES button can be clicked to continue. Class wise current booking passenger details will be displayed. Chart Type- Booking and Cancellation can be selected from drop down and View Chart File button can be clicked.

Current Booking Chart will be displayed. Print Booking chart and Download Chart file can be clicked to complete the transaction.

### Transition Reservation-U:

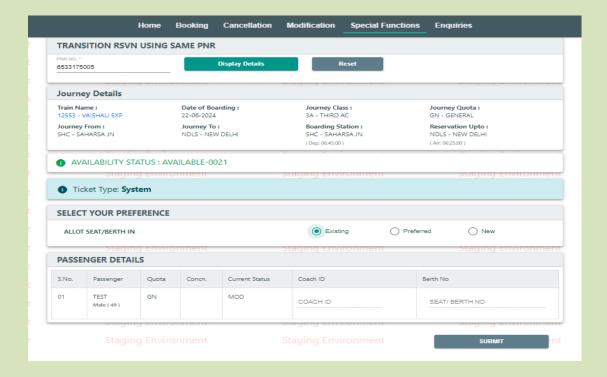
Journey details can be filled in the first page. Ticket type should be Auto filled as Prebought. After filling the journey details NEXT button can be clicked.



Passenger details of previous PNR can be filled, coach id (can be same or different) but seat number should be different. NEXT button can be pressed to continue for booking.

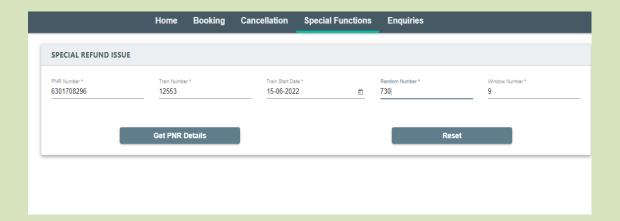
## Transition RSVN Using Same PNR-V:

Enter PNR number for which Transition Reservation needs to be set. Display details can be clicked. Seat/ Berth and Release Original Accommodation can be selected by clicking on radio buttons. Enter Coach Id, Berth number. Submit button can be clicked to complete the transaction.



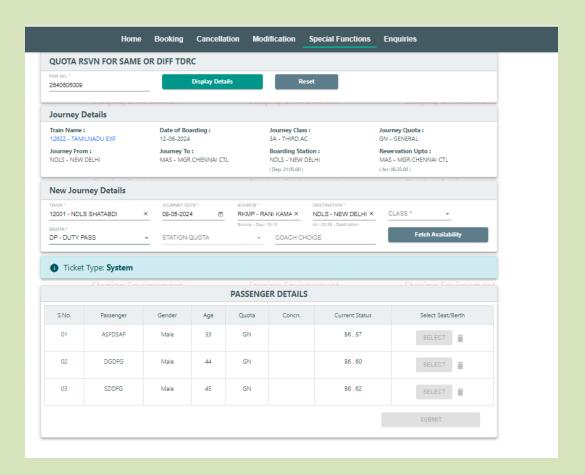
## Refund Issue- W:

Special Refund can be done by using this form under Supervisory Control.

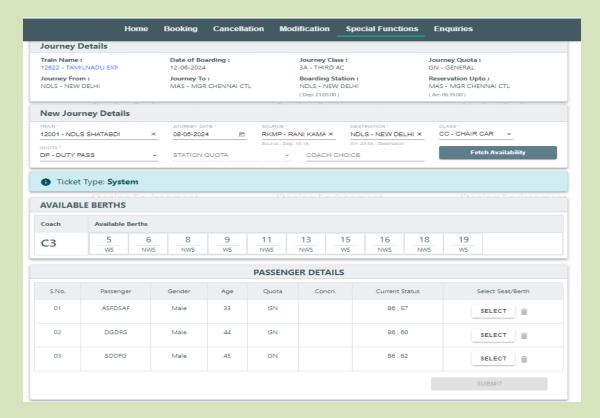


# Quota RSVN For Same Or Diff TDRC- X:

Need to Enter a PNR for which need to do Quota reservation and click display details button.



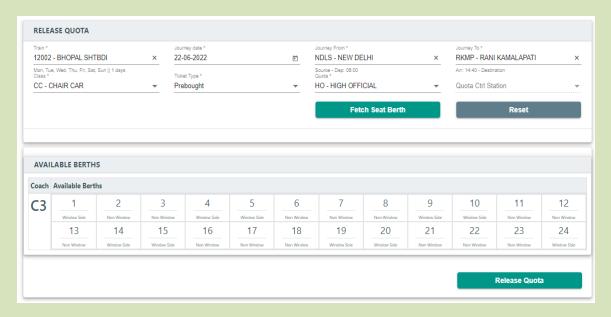
Enter new journey details with same or different TDRC details and select new quota and click on fetch availability button. At the bottom coach availability gets displayed.



Select coach and seat berth and submit.

# Release Quota- Y:

Quota can be released by using this form. Enter TDRC and select Quota to be released. Click Fetch Seat Berth and Release quota.



# **Enquiries**

## PNR Enquiries - A:

Current Status of Passengers-A1: This enquiry is used to see the current status of a PNR. PNR session details are clubbed here so that a user can check session details also from this link.

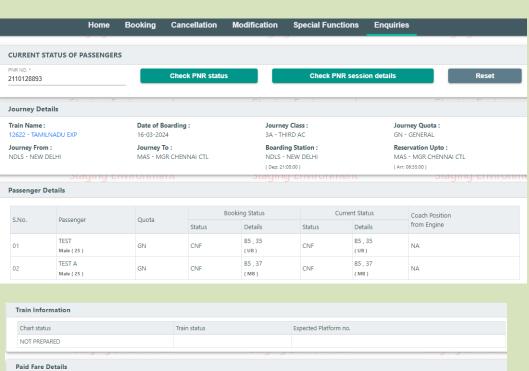
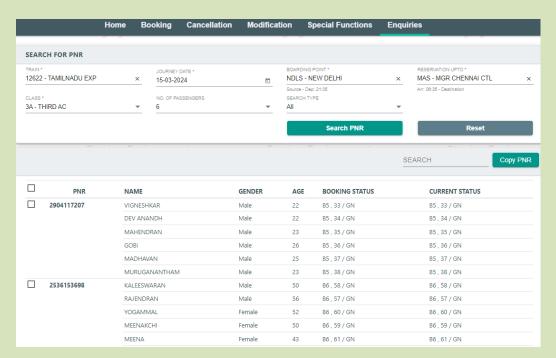


Chart status			Train status		Expect	ed Platform no.			
NOT PREPARED									
					<i>y</i>				
Paid Fare Detail	S								
Booking Amount		Vouch	Voucher Amount		Cash Amount		Total Amount		
₹ 4,280.00		0.00	0.00		₹ 4,280.0	₹ 4,280.00		₹ 4,280.00	
Additional Deta	ils Vikalp Opted	Upgrada	ation	Ticket Status	VIP	Mobile No. Available		Pending Amount	
		Upgrada No	ation	Ticket Status Normal Ticket	VIP No	Mobile No. Available No		Pending Amount ₹ 0.00	
Ticket Type	Vikalp Opted No		ation						
Ticket Type System	Vikalp Opted No		ation Latest Waitlist ir	Normal Ticket			d		

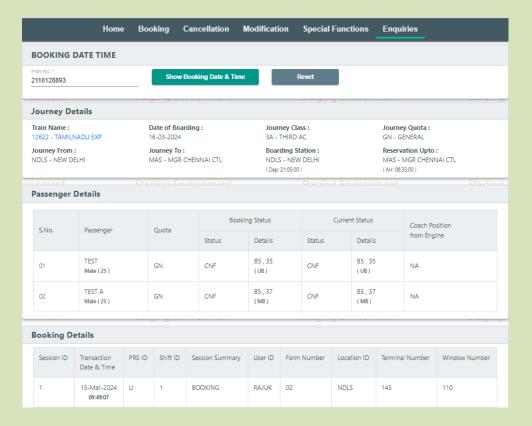
SEARCH FOR PNR- A2: It is used to view all PNRs booked in a Train on the basis of Date, From&To, Class and No. of Passengers input given. Filter to see CNF/WL/ALL passengers are also there.

### New features added:

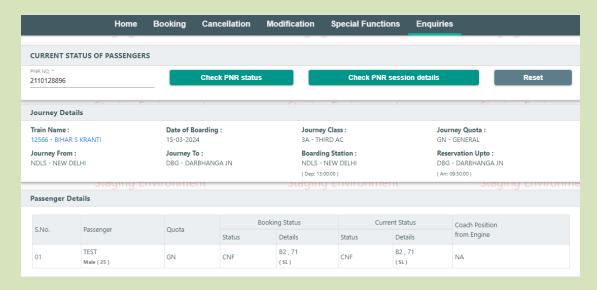
- **Search Option:** This option can be used to search pnr based on given input. For e.g. if in the search box 123 is given then all pnrs having 123 in between will be displayed.
- Copy PNR: Need to click the check box before PNR Number, click copy PNR button to copy that PNR which can be pasted and used in subsequent forms. Manually typing of the PNR number is not required.

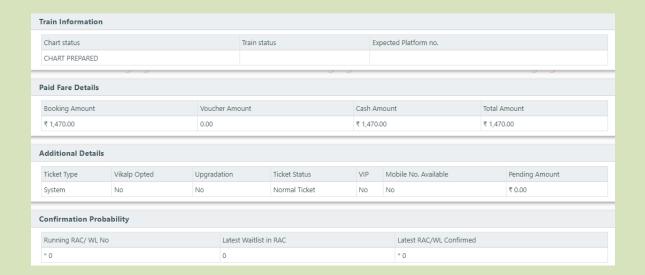


Booking Date Time- A3: It shows the booking date, time, location and other information from where PNR is booked. It also displays the Journey details along with Passenger details.

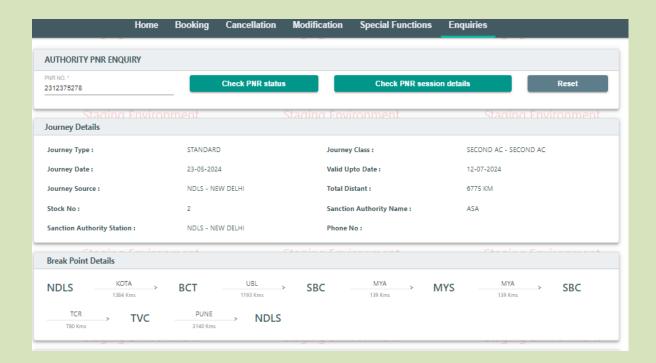


PNR Session History – A4: All the activities done on a PNR can be viewed using this enquiry. It shows detailed session information like Transaction date and time, Location Id, Terminal Number and Window Number.



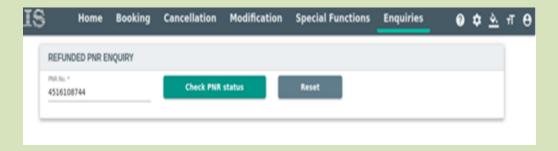


Authority PNR Enquiry – A5: This enquiry shows the details of the authority PNR booked for circular journey. It shows the Break Journey details, fare charged etc.



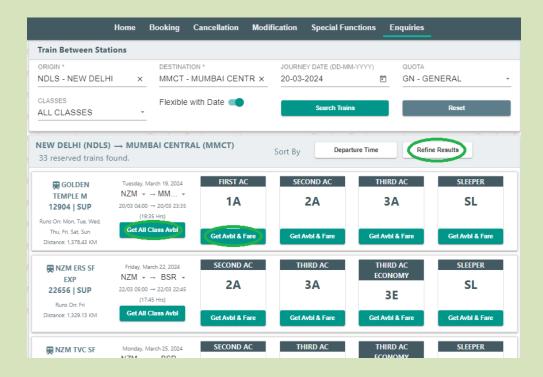


Refunded PNR Enquiry – A6: It shows the details of the PNR as per COACHING REFUND.



# Train Enquiries - B:

Train Between Stations - B1: It shows train between two stations for a given date. If flexible date is chosen then it also displays the trains which are not running on the enquired date.



## New features provided:

Refine Results: Results displayed above can be filtered on the basis of: Journey Class available in the train.

Train type.

Train originating from exact station entered as Origin or from Principle station of origin. User can check seat availability and fare on one click.

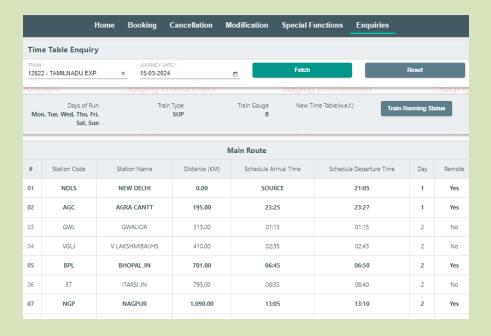
Train terminating at exact station entered as destination or at Principle station of destination station.

Train schedule can be checked by clicking on Train details.

Duration for each train is also displayed alongside.

Time Table Enquiry - B2: This enquiry is used to see the schedule (main as well as slip route) of a given train for a given date.

Train Running Status helps user to know the actual running status and time of a Train.

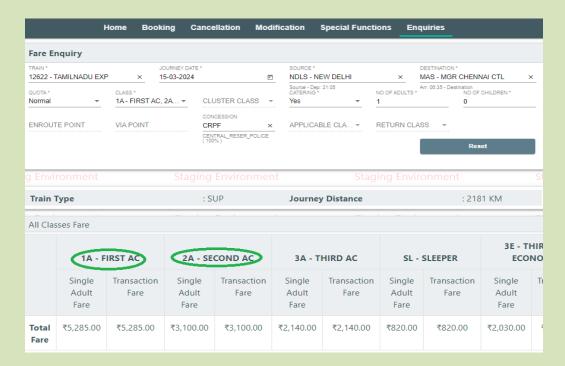


Fare Enquiry – B3: This enquiry can be used to see the fare details for a single class or more than one class at the same time.

New feature:

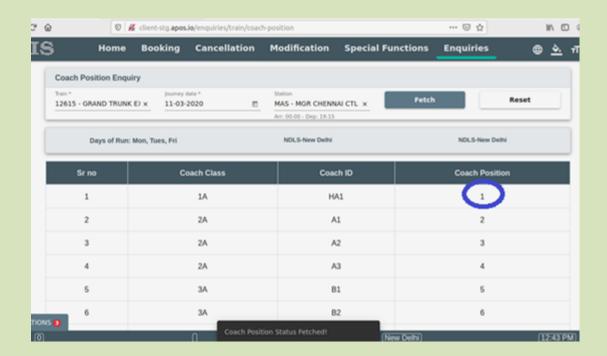
Single class and more than one class fare enquiry is combined in one enquiry in the new system.

Fare breakup with concession details is given as per each class.



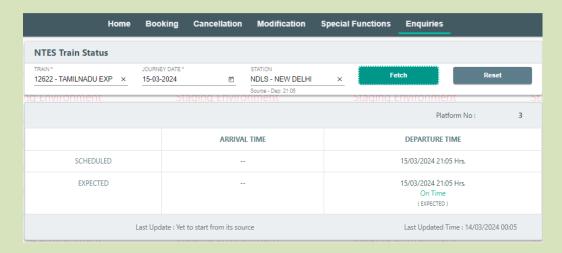


Coach Position Enquiry—B4: This enquiry shows the position of coach from ENGINE.

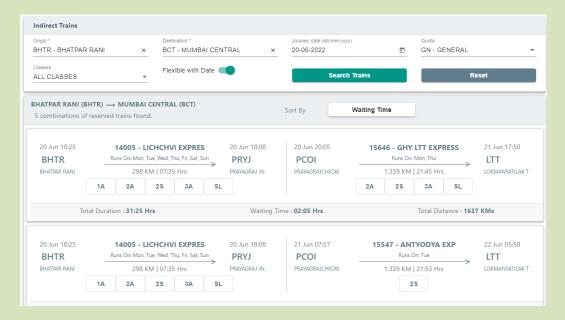


NTES Train Enquiry – B5: Integration is done with NTES to check the train status for the selected Train, date and station.

New Feature: It displays the Platform Number information as per NTES.

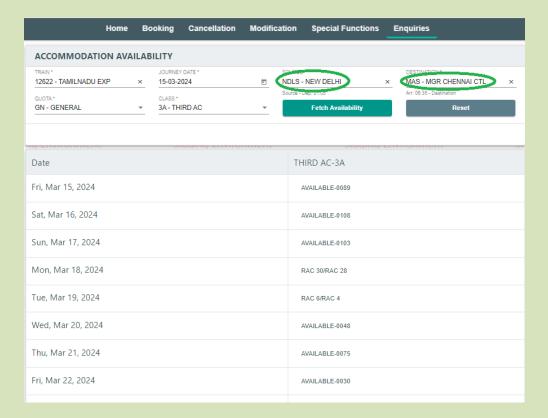


Indirect Trains – B6: This shows the list of indirect trains, if direct train of particular origin and destination is not available.

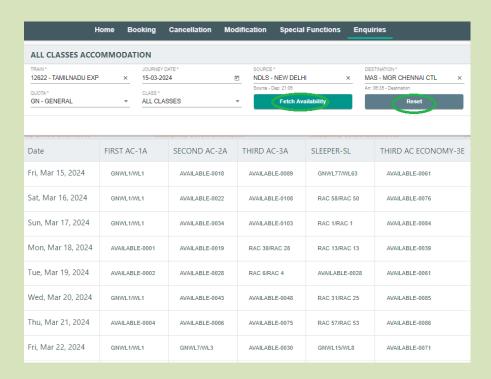


## Availability Enquiries – C:

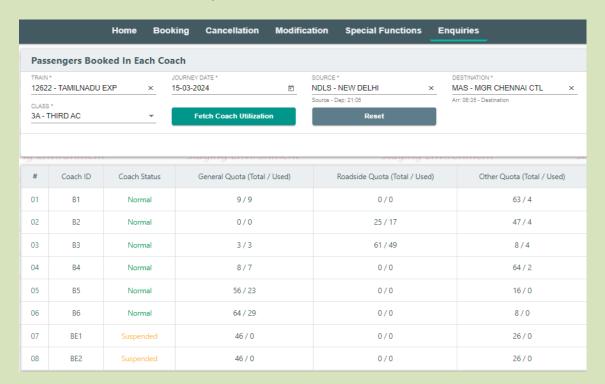
General Accommodation Availability Enquiry- C1: This is a single class availability enquiry. Train status such as train delay, train cancel is displayed for each class and for each date.



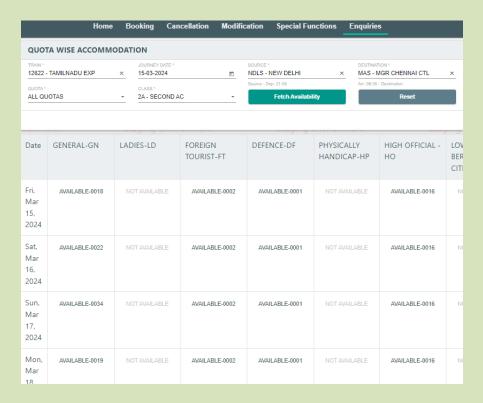
All Classes Accommodation Availability C2: This is a more than one class availability enquiry. Using this option Availability of seat/berth in all classes available in enquired train can be checked at once.



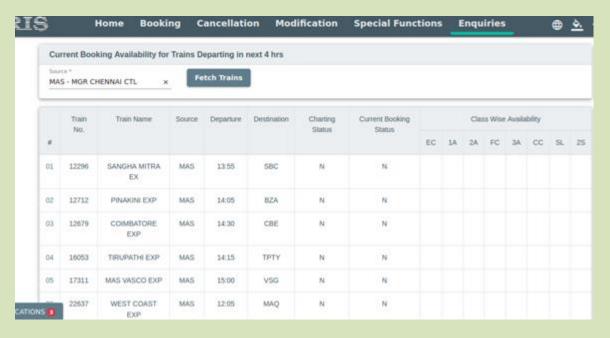
Passengers Booked in Each Coach C3: This enquiry displays number of passengers booked in each coach and quota.



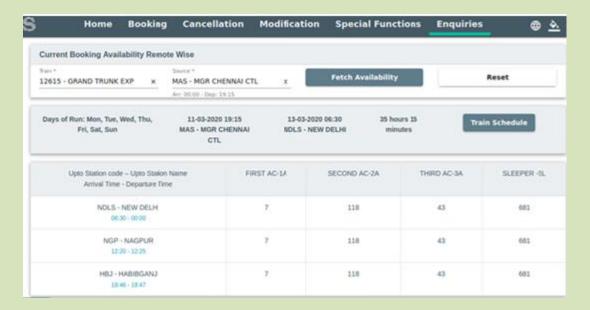
Quota wise Accommodation Availability—C4: This enquiry displays quota wise availability of seats.



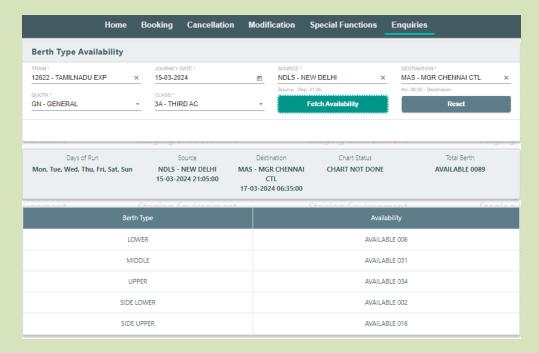
Current Booking Availability— C5: It shows current booking availability of trains departing in the next 4 hrs from a given station.



Remote wise Current Booking Availability – C6: It shows remote wise current booking availability in all the classes of a given train and station.



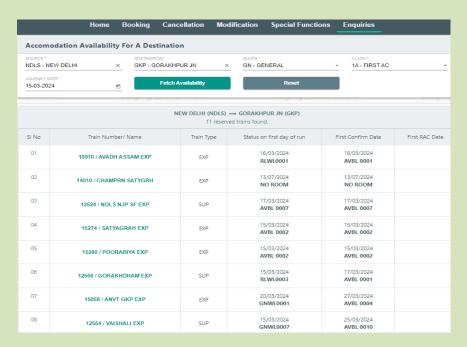
Berth Type Availability – C7: It gives the berth type wise (Lower/Upper/Side etc) availability for a given TDRC and quota.



Accommodation Availability for a Destination - C8: It gives the availability status for all the trains passing through the given Source and destination. Following status are shown for each train.

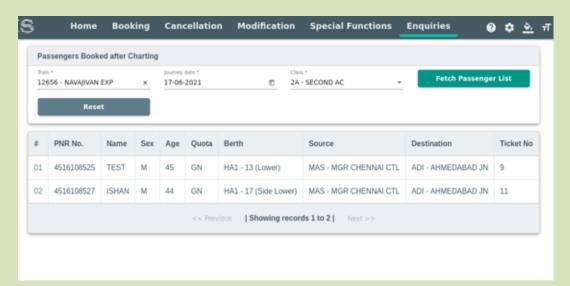
Status on first day of run.

# First Confirm Date. First RAC Date

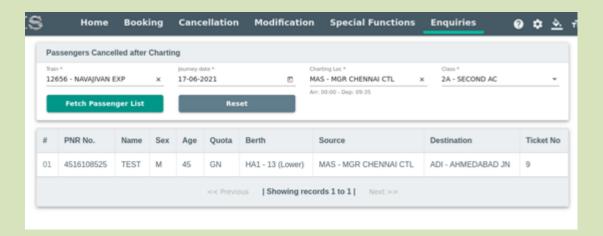


## MISC Enquiries – D:

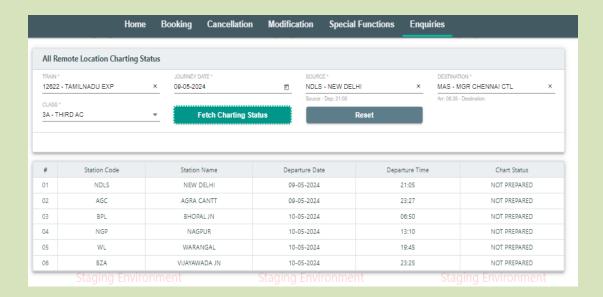
Passengers Booked After Charting—D1: It shows detailed information of passengers booked after chart preparation.



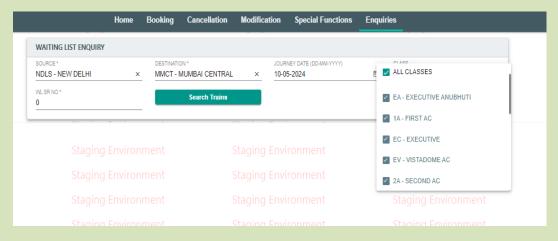
Passengers Cancelled after Charting – D2: It shows detailed information of passengers cancelled after chart preparation.

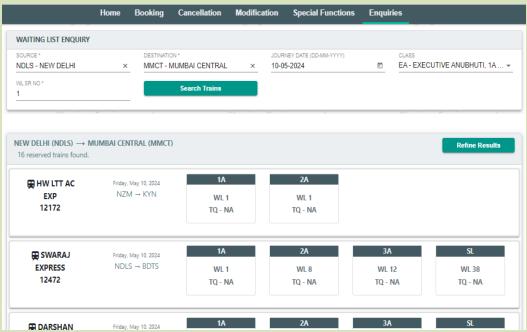


Remote Wise Charting Status – D3: It shows the remote wise charting status for a given train and date.



Wait List Enquiry - D4: This enquiry gives the list of trains for the given source and destination in which the WL in GN/TQ quota has crossed the given WL Serial No.





ITDC Release Pending Enquiry-D5: This enquiry provides the list of trains in which release of ITDC quota is pending.