TTE LOBBY APLICATION

User Manual

version-1.3

Designed & Developed by

Centre for Railway Information Systems (CRIS),
Chanakyapuri, New Delhi-110021

USER'S MANUAL

TABLE OF CONTENT

USER'S MANUAL..... 2

TABLE OF CONTENT..... 2

1. ADMIN MODULE:..... 5

1. ADMINISTRATOR:..... 8

1.1 USER Maintenance:..... 9

1.1.1. Add/Update User :..... 10

1.1.2 Invalidate/Transfer/Unlock User:..... 18

3. Accept Transferred User:..... 25

1.2. Team Management:..... 28

1.2.1. Add Team:..... 28

1.2.2 View /Edit/ Delete Team:..... 33

1.2.2.1. View Team:..... 33

1.2.2.2.- EDIT:..... 34

1.3. - Link Diagram:..... 38

1.3.1. - New Link Diagram:..... 38

1.3.2.- View Link Diagram :..... 47

1.3.3. - Modify Link Diagram :..... 49

1.3.3.1- View:..... 50

1.3.3.2. - Edit:..... 50

1.3.3.3 Invalidate:..... 51

1.3.4 - Train Alias:..... 52

1.4. - Roster:..... 53

1.4.1 - Roster Generation from Link diagram :..... 54

1.4.1.2.- Roster Generation from Scratch:....58
1.4.2. Modify Roster:....62
1.4.3. View Roster:....65
1.5. -New Coach Allocation:....68
1.6. SignOn/SignOff By Admin:....71
2.1.6.1. SignOn Duty wise:....72
1.2.6.2. SignOff Duty wise:....77
1.2.7. Duty Management:....80
1.2.8. Duty History :....86
2. MASTER:....87
2.1. - TTE Interchange Point....88
2.2. - EFT Store:....89
2.2.1 - ADD BOOKLET IN STORE:....90
2.2.2.1 - EFT BOOKLET IN STORE:....90
2.2.2.1.1 - ISSUE:....91
2.2.2.1.2 - CANCEL:....93
2.2.2. - View Issued Booklet:....94
2.2.2.1. RETURN....95
2.2.2.1. Completely Filled Booklet :....95
2.2.2.2. Partially Filled Booklet :....96
2.2.2.3. Completely Blank Booklet :....96
3. MIS REPORTS....103
3.1. - Sign On/Off Report:....103
3.1.1 - Sign On/Off Summarized Report:....105
3.1.2 - Sign On/Off Detailed Report:....105
3.2. - EFT Earnings Report:....106
3.2.1 - EFT Earning Summarized Report:....107

3.2.2 - Detailed Report:.....108

3.3. - Duty Compliance Report:.....108

3.4. - Lobby Performance Report:..... 109

4. Sign On/Off..... 112

4.1. -Sign On(Duty):.....112

4.2. -Sign Off(Duty):..... 113

4.3. - Individual Sign On-Off(Duty) History:..... 114

5. Utilities.....115

GOTO>>Utilities..... 115

6. Change Password.....116

7. Logout..... 117

2. USER MODULE..... 118

1. ** By User Module TTE User can Sign On/Off Their duty following two ways:.....118

1. Quick Sign On/Off : When user have no time to Sign On/Off their respective duty in such case they can use Quick Sign On/Off. 118

a) For this user can do Sign On/Off by application front page 118

b) To do this use only needs to enter their user id and password only 118

2. C)This is for only Sign On/Off Duty purpose 119

2. General Sign On/Off : same as admin module..... 121

1. Sign On/Off..... 123

1.1. -Sign On(Duty):.....123

1.2. -Sign Off(Duty):..... 125

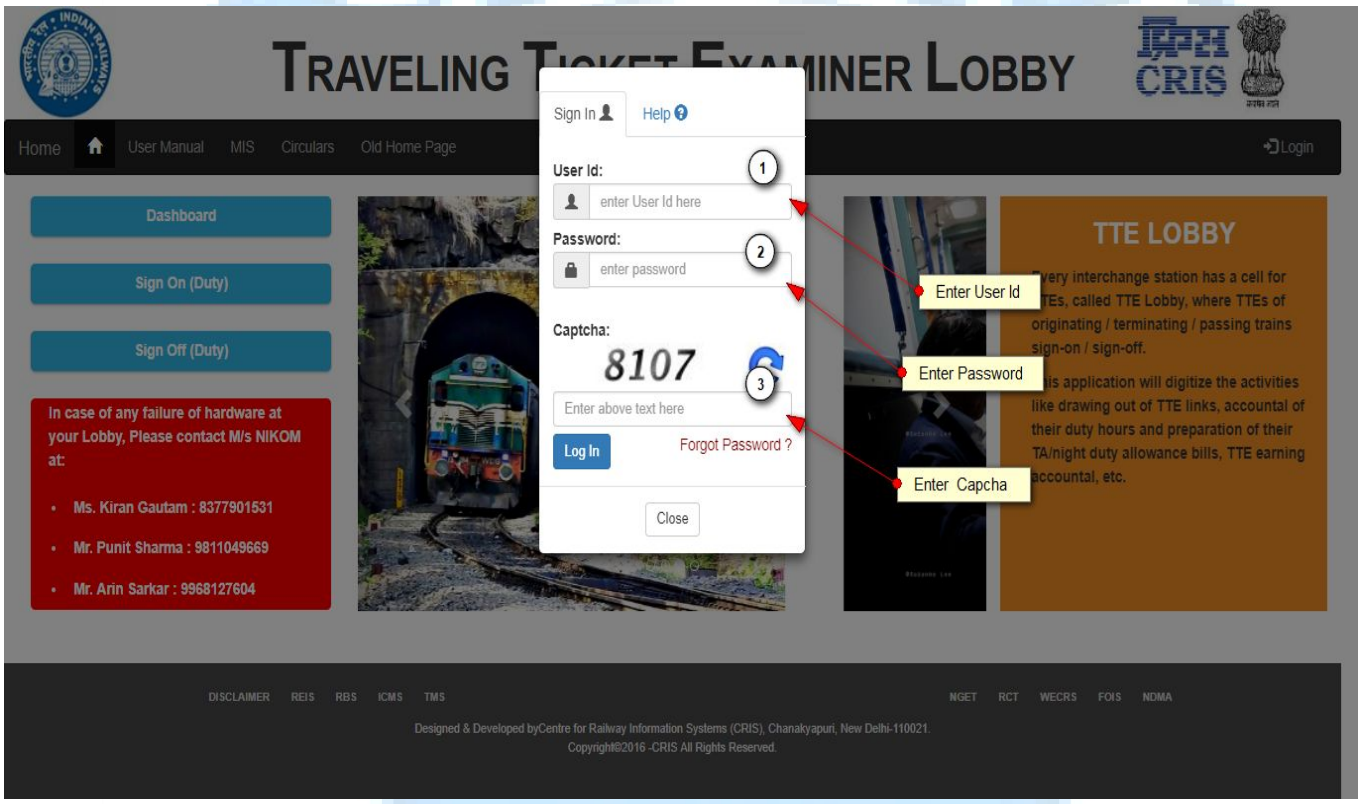
1.3. - Individual Sign On-Off(Duty) History:..... 126

2. TTE Activity..... 127

2.5. View Assigned Coaches.....130

1. ADMIN MODULE

1. Here we can Login as ADMIN with admin ID and Password.



2. After Login, we have Dashboard of Admin**.** We have Following option in Administration Dashboard describe

   In this dashboard we have following menu options-

   1. Top Menu : - In this menu we have following menu in which help of we have do following task :

      A) Home - for showing Dashboard.

      B) Master - For

C) Utilities -

D) Administration-

E) MIS Reports -

F) Allowance -

G) Sign On/Off - for user Sign in and Sign off .

H) Change Password - for changing password .

I) Logout - For Log out current session .

2. Left Menu :- In this menu we have directly see No. And details of following task :

A) Total user - Total No. Of user of Lobby.

B) Total Teams - Total No. Of Team of Lobby.

C) Available EFTs - Total No. Of Available EFT's.

D) EFT Booklet In Circulation -

E) Available Complaint Booklet -

F) Complaint Booklet in Circulation -

3. In Center of Dashboard we have see following Information :

A) Today's Free User's-

B) Today's Unmanned Trains-

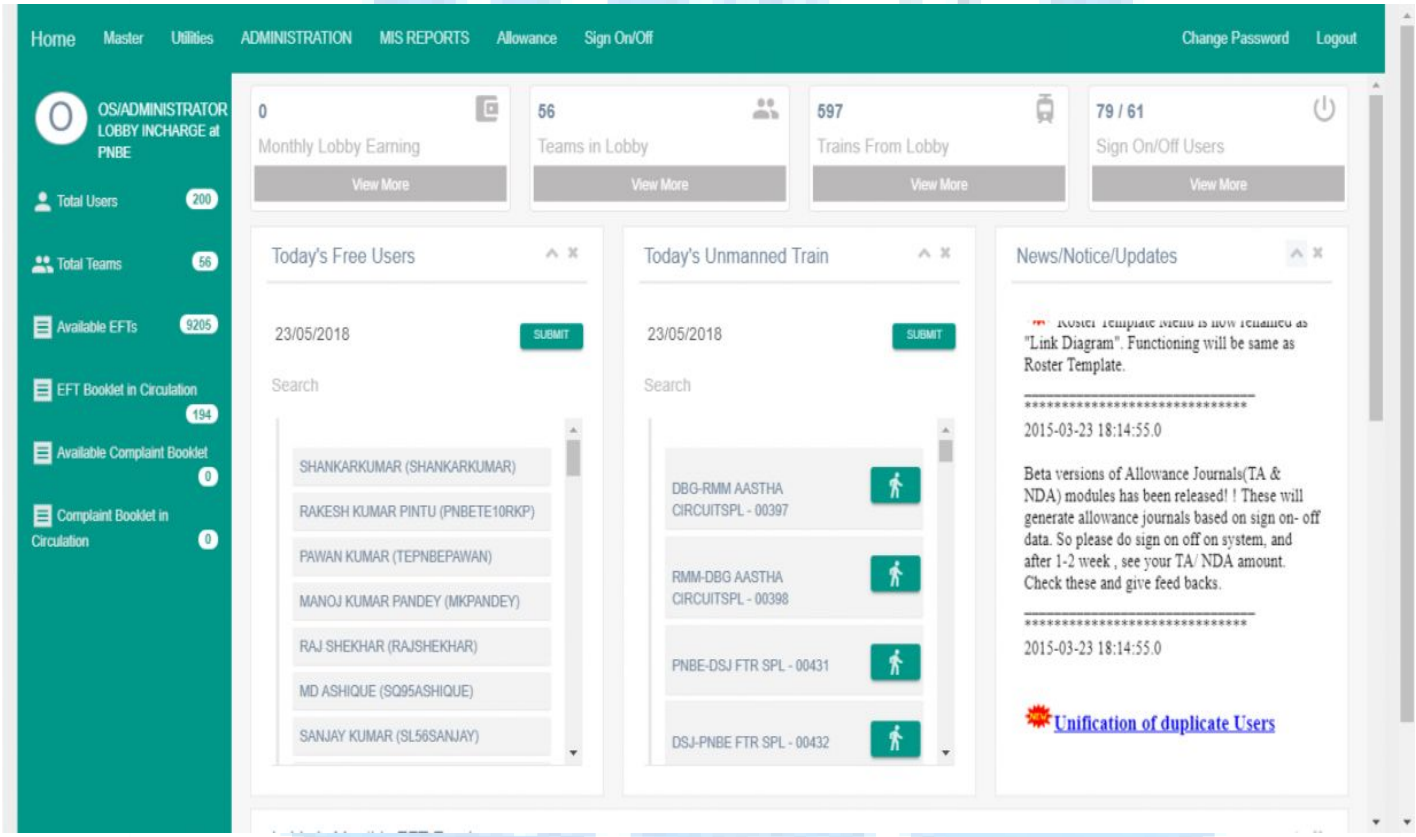
C) News/Notice/Updates-

D) Monthly Lobby Earnings -

E) Teams in Lobby -

F) Trains From Lobby -

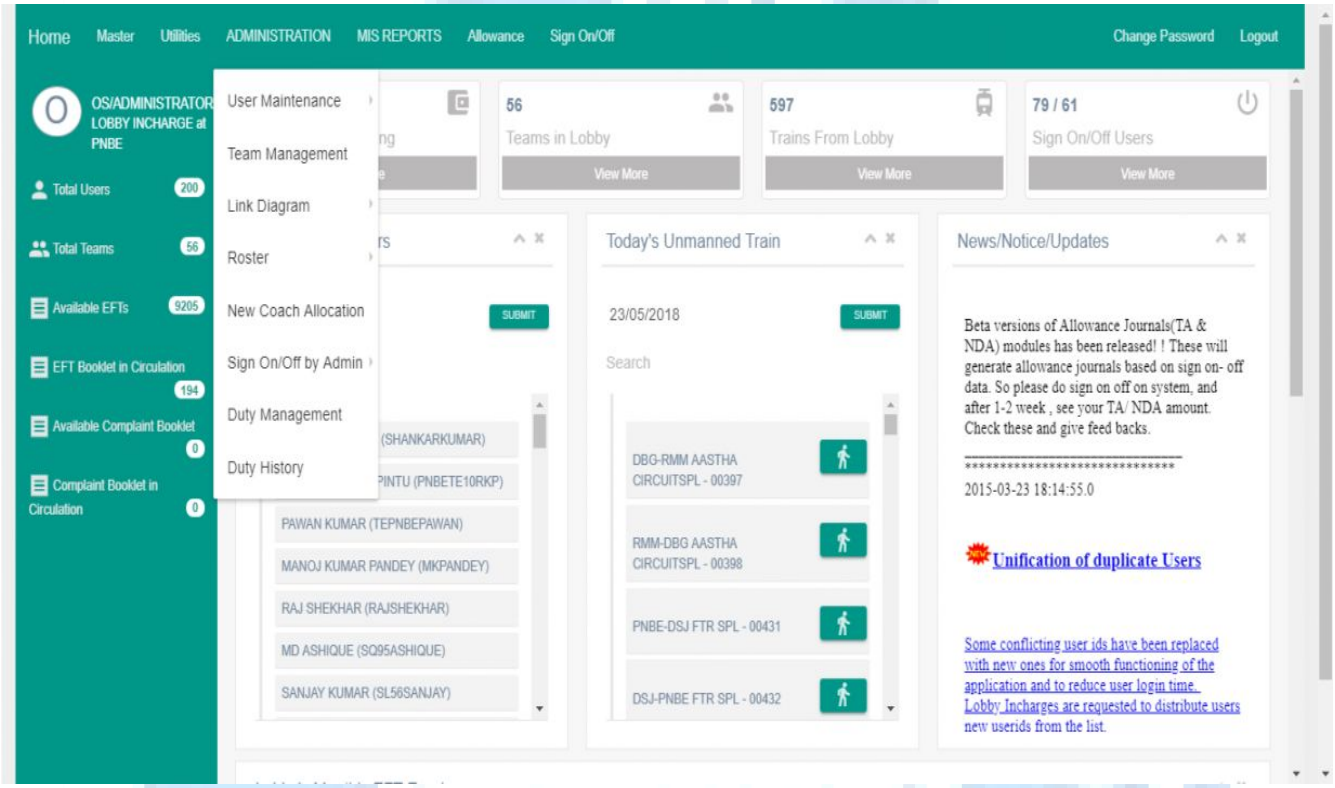
G) Sign On/Off Users -


Home
Master
Utilities
ADMINISTRATION
MIS REPORTS
Allowance
Sign On/Off
Change Password
Logout
OS/ADMINISTRATOR
LOBBY INCHARGE at
PNBE
Total Users 200
Total Teams 56
Available EFTs 9205
EFT Booklet in Circulation 194
Available Complaint Booklet 0
Complaint Booklet in Circulation 0
0
Monthly Lobby Earning
View More
56
Teams in Lobby
View More
597
Trains From Lobby
View More
79 / 61
Sign On/Off Users
View More
Today's Free Users
23/05/2018
SUBMIT
Search
SHANKARKUMAR (SHANKARKUMAR)
RAKESH KUMAR PINTU (PNBETE10RKP)
PAWAN KUMAR (TEPNBEPAWAN)
MANOJ KUMAR PANDEY (MKPANDEY)
RAJ SHEKHAR (RAJSHEKHAR)
MD ASHIQUE (SQ95ASHIQUE)
SANJAY KUMAR (SL56SANJAY)
Today's Unmanned Train
23/05/2018
SUBMIT
Search
DBG-RMM AASTHA CIRCUITSPL - 00397
RMM-DBG AASTHA CIRCUITSPL - 00398
PNBE-DSJ FTR SPL - 00431
DSJ-PNBE FTR SPL - 00432
News/Notice/Updates
"Link Diagram". Functioning will be same as Roster Template.
2015-03-23 18:14:55.0
Beta versions of Allowance Journals(TA & NDA) modules has been released! ! These will generate allowance journals based on sign on- off data. So please do sign on off on system, and after 1-2 week , see your TA/ NDA amount. Check these and give feed backs.
2015-03-23 18:14:55.0
Unification of duplicate Users

1 .- Administration Menu -

in Administration menu we have do following admin task :

(1) **User Maintenance** (2) **Team Management** (3) **Link Diagram** (4) **ROSTER** (5) New **Coach Allocation** (6) **Sign On/Off by Admin** (7) **Duty Management** (8) **Duty History**

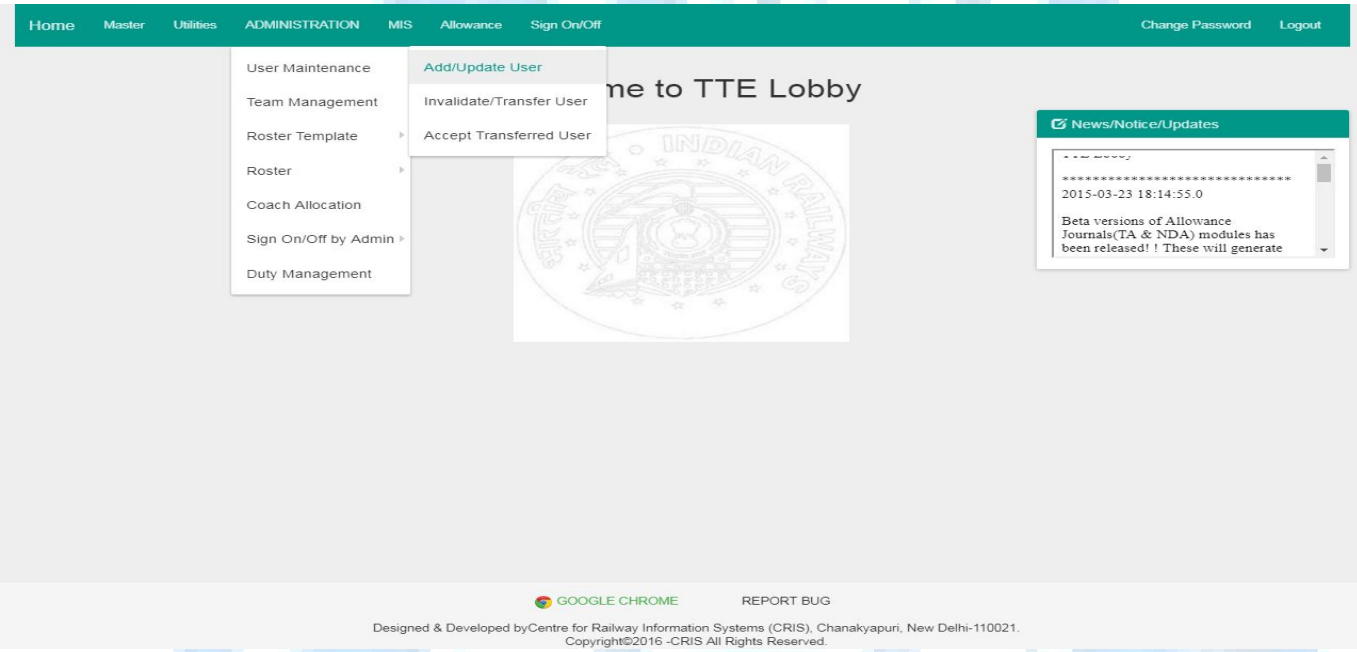


1.1. - In User Maintenance -

GOTO >> ADMINISTRATION >> USER MAINTENENCE

1. By this menu we have do following task -

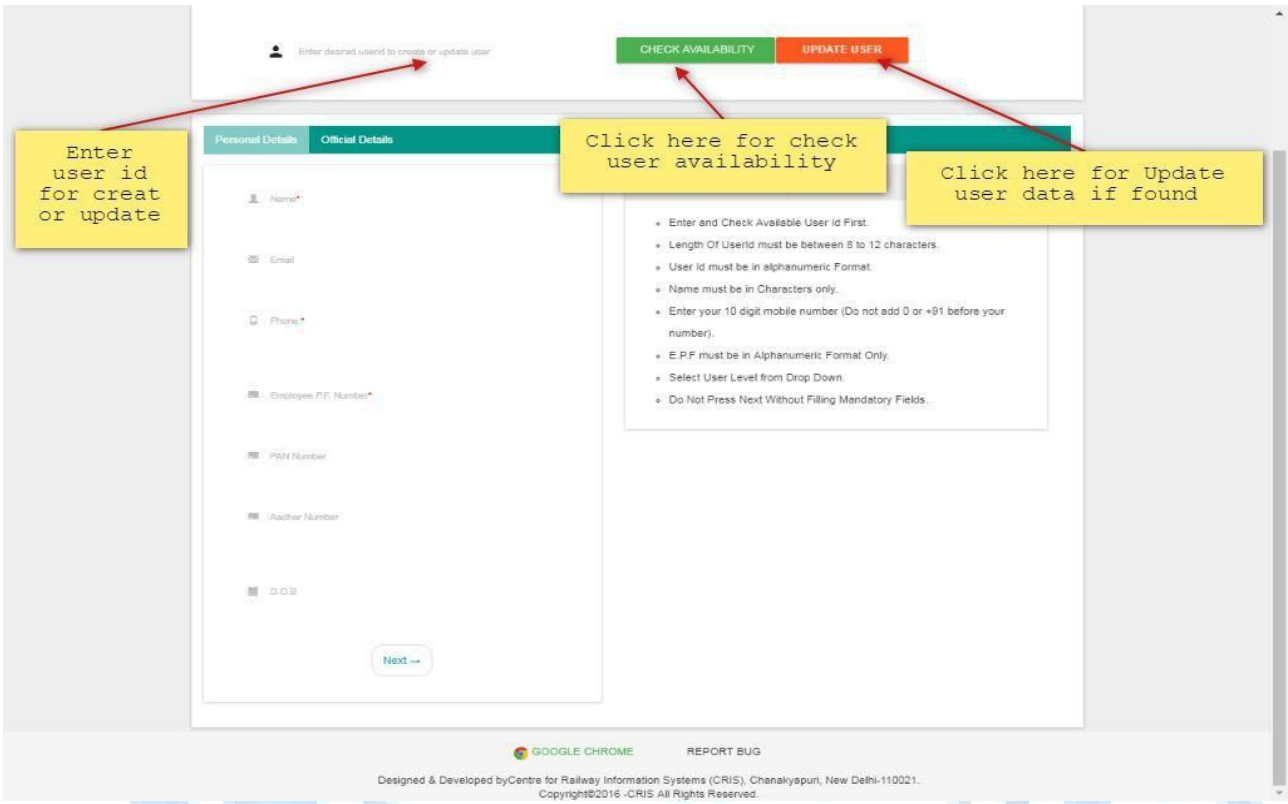
   1.1) Create User 1.2) Update User 1.3) Invalidate User 1.4) Transfer User 1.5) Accept Transferred User



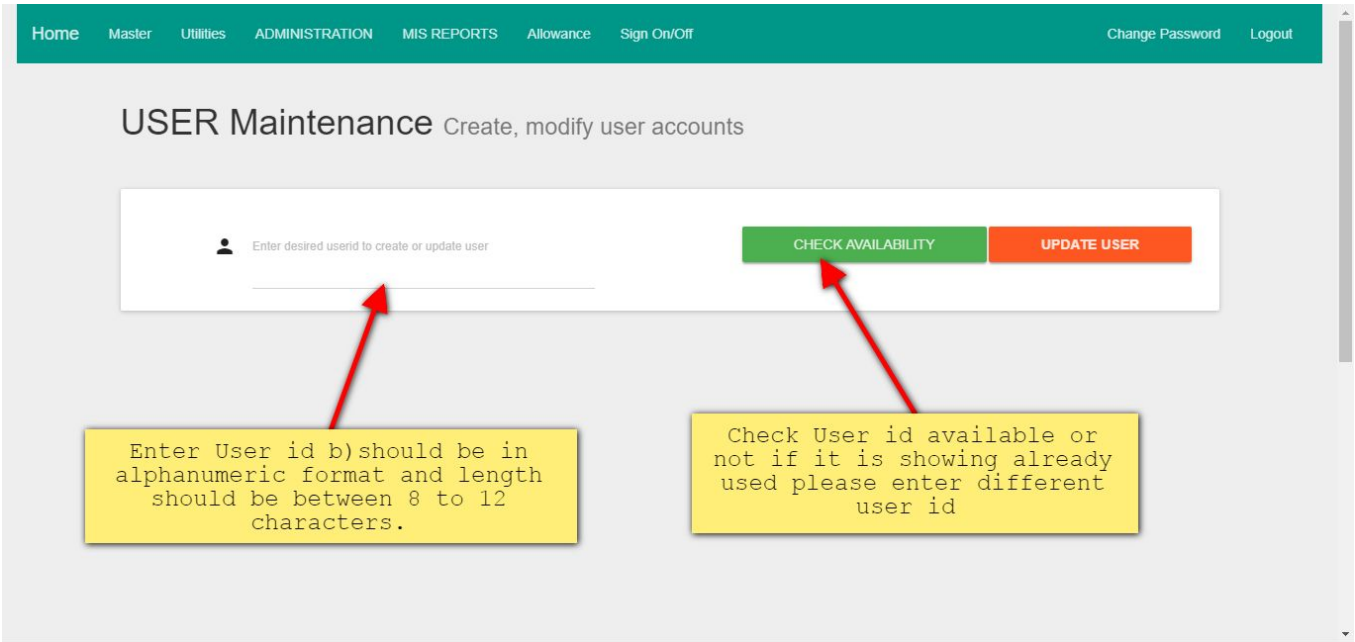
1.1.1. - Add/Update User :

GOTO >> ADMINISTRATION >> USER MAINTENENCE >> ADD/UPDATE USER

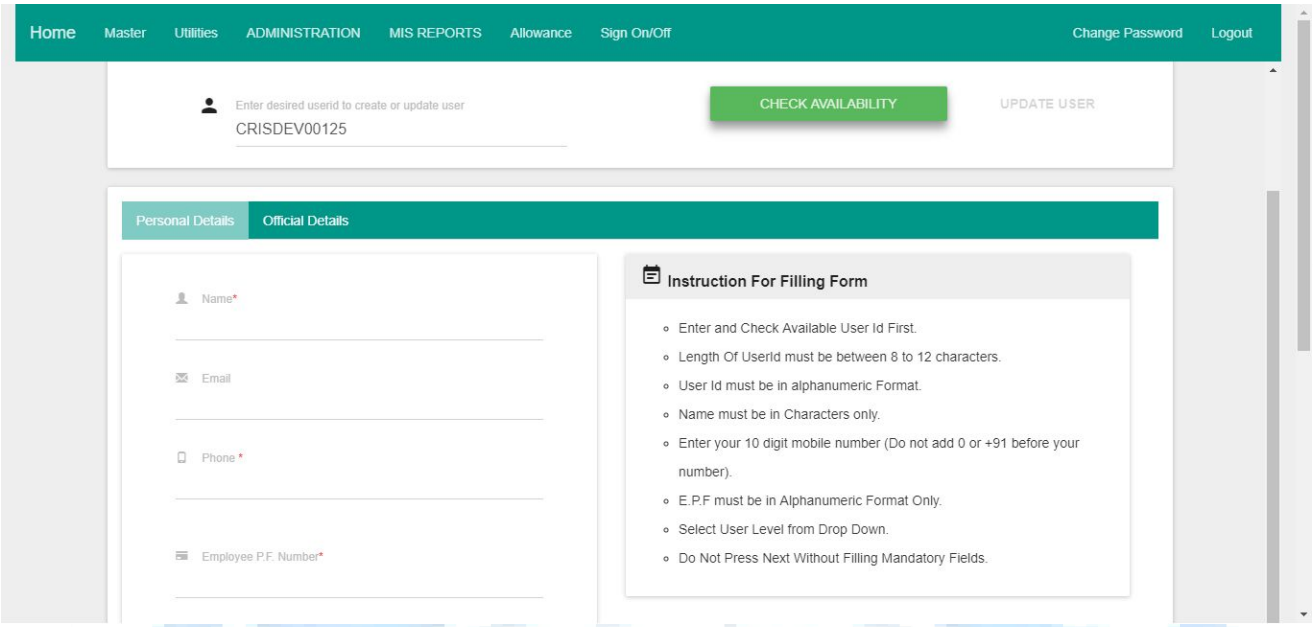
a) This page allows ADDING or UPDATING user.



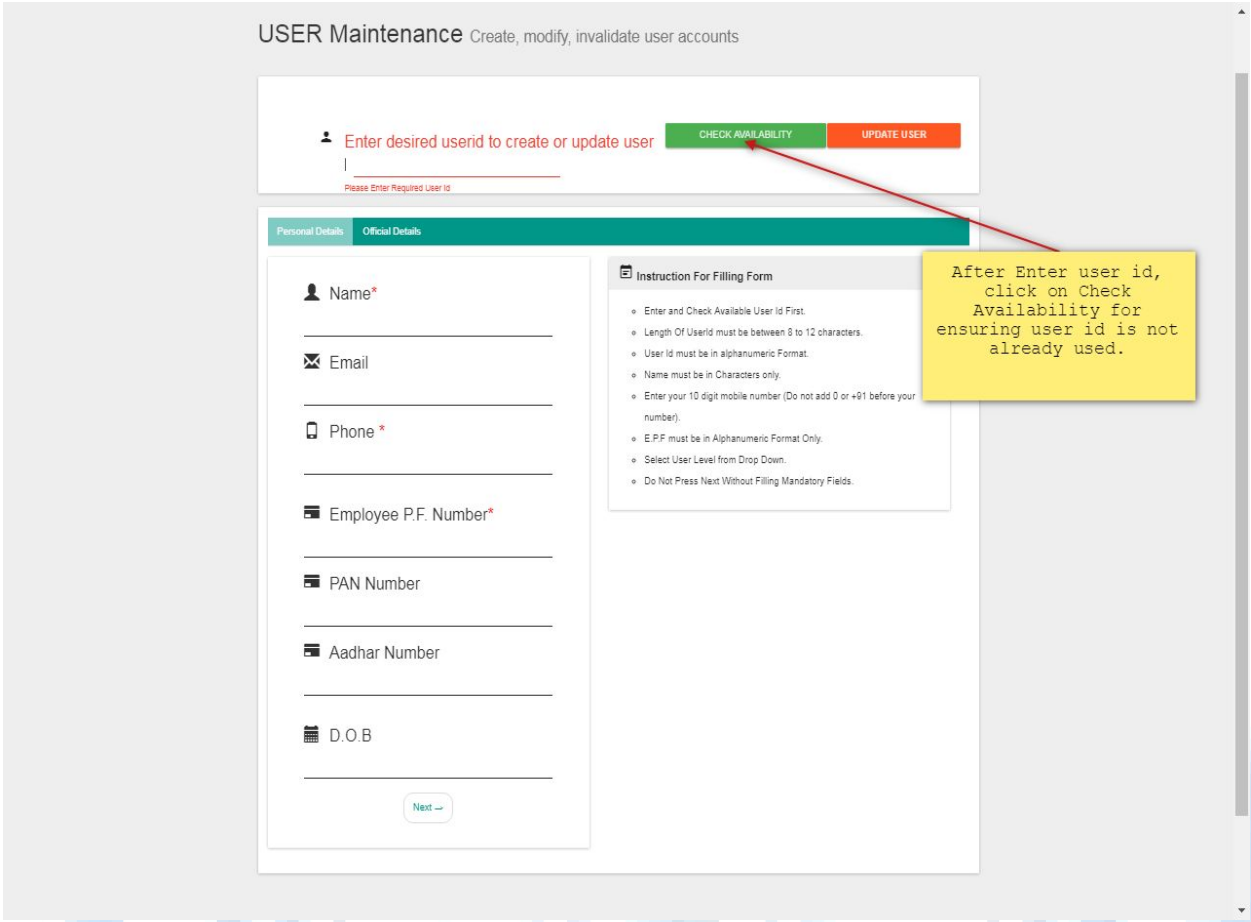
1.) **ADD USER:**

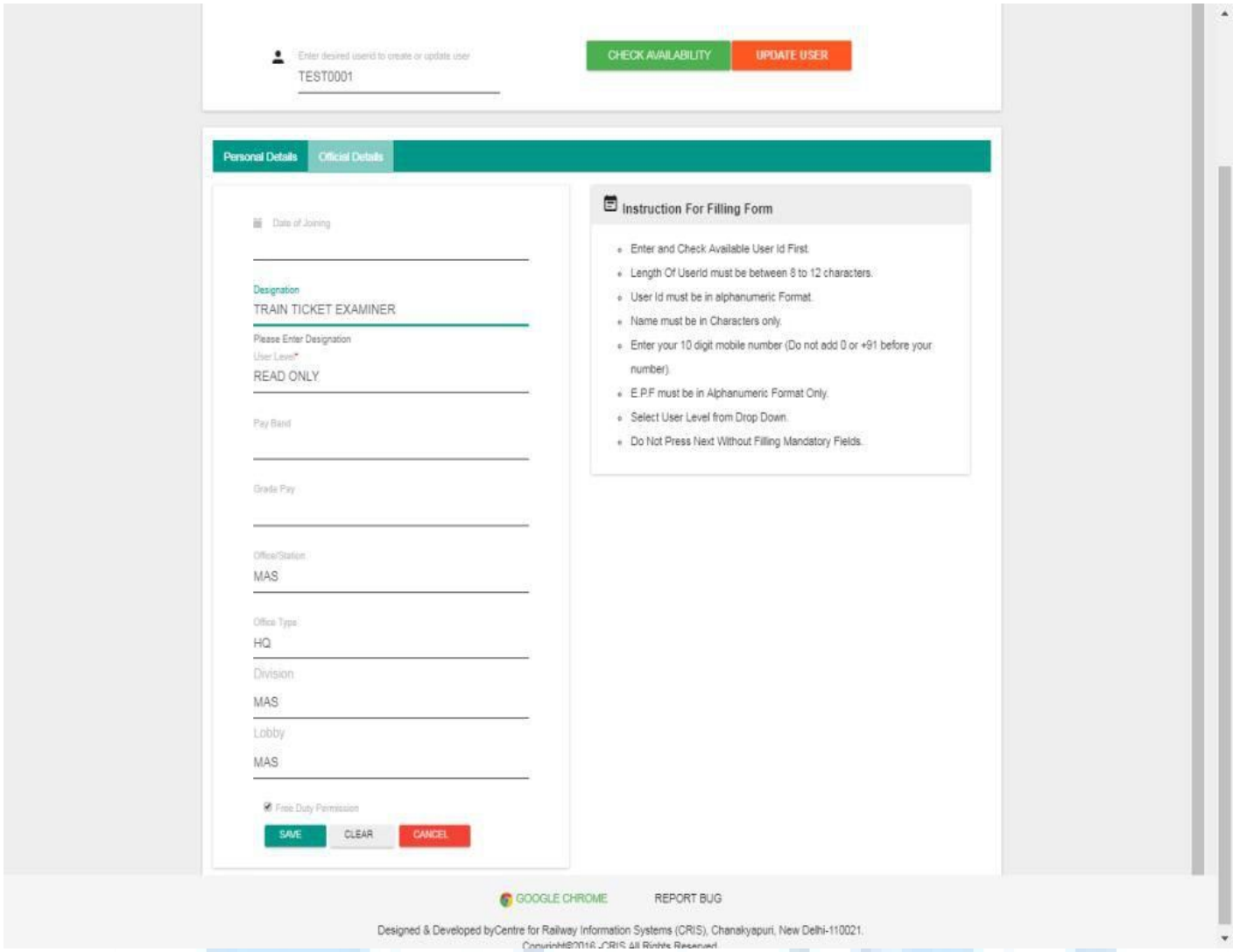


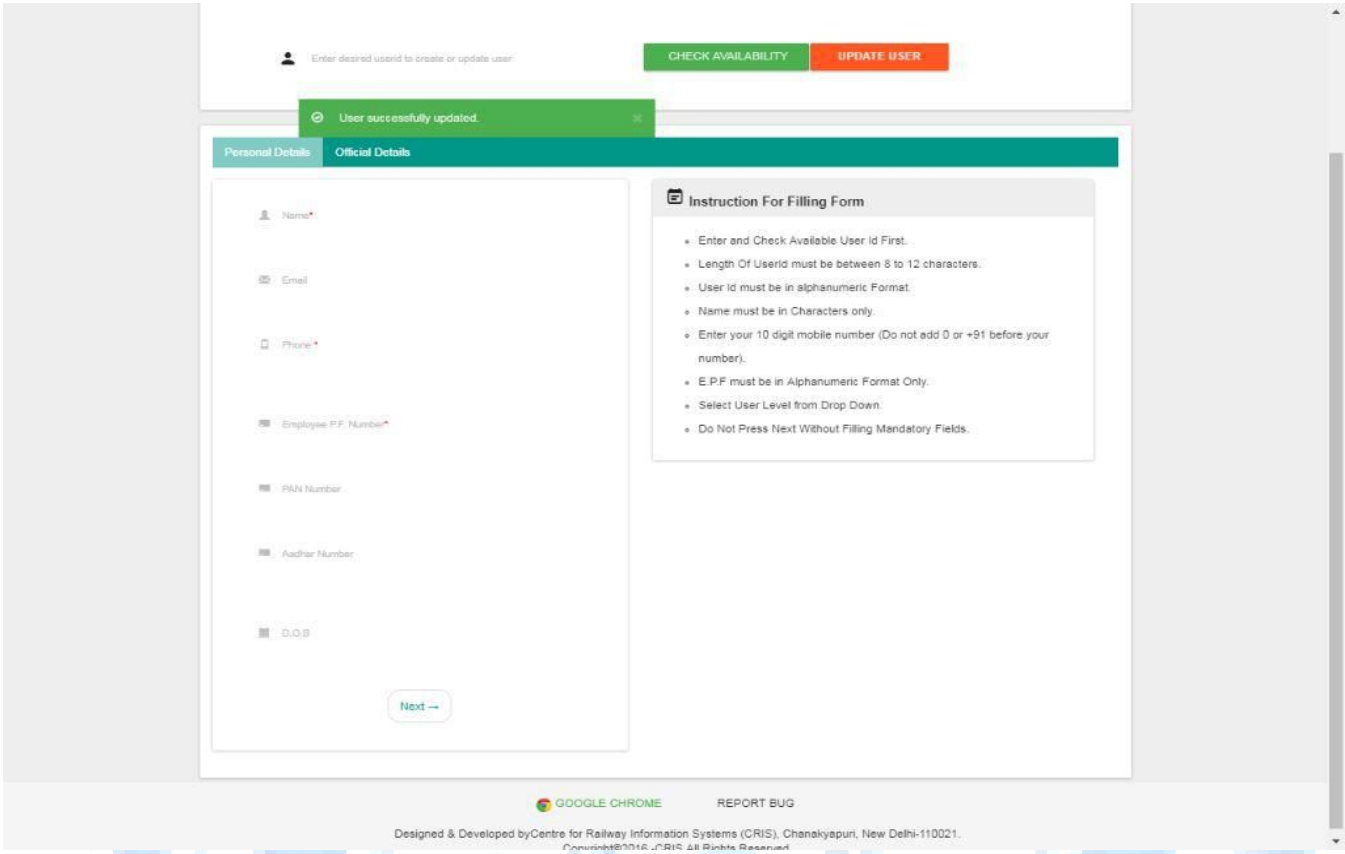
a) For Adding new user, first enter user id in user id field, which is clearly showing in top of the Form.
b) User id should be in alphanumeric format and length should be between 8 to 12 characters.
c) After entered user id kindly, click on **check Availability** for ensuring that user id not in already used by someone else.
d) If user id available then a success message will appears .
e) When Success message appears then user details filling form will showing below.



f) If Success message showing then proceed for further details.
g) Before filling user details, Kindly read instruction carefully that are showing next to user form.
h) After filling user details, click on **Next** for filling user **Official Details.**
i) Kindly fill Official Details as per instruction.
j) After filling Official details, click on **SAVE** For saving user details.
k) If User details **SAVE** successfully then successful message would be appears else, Error message would be appears.

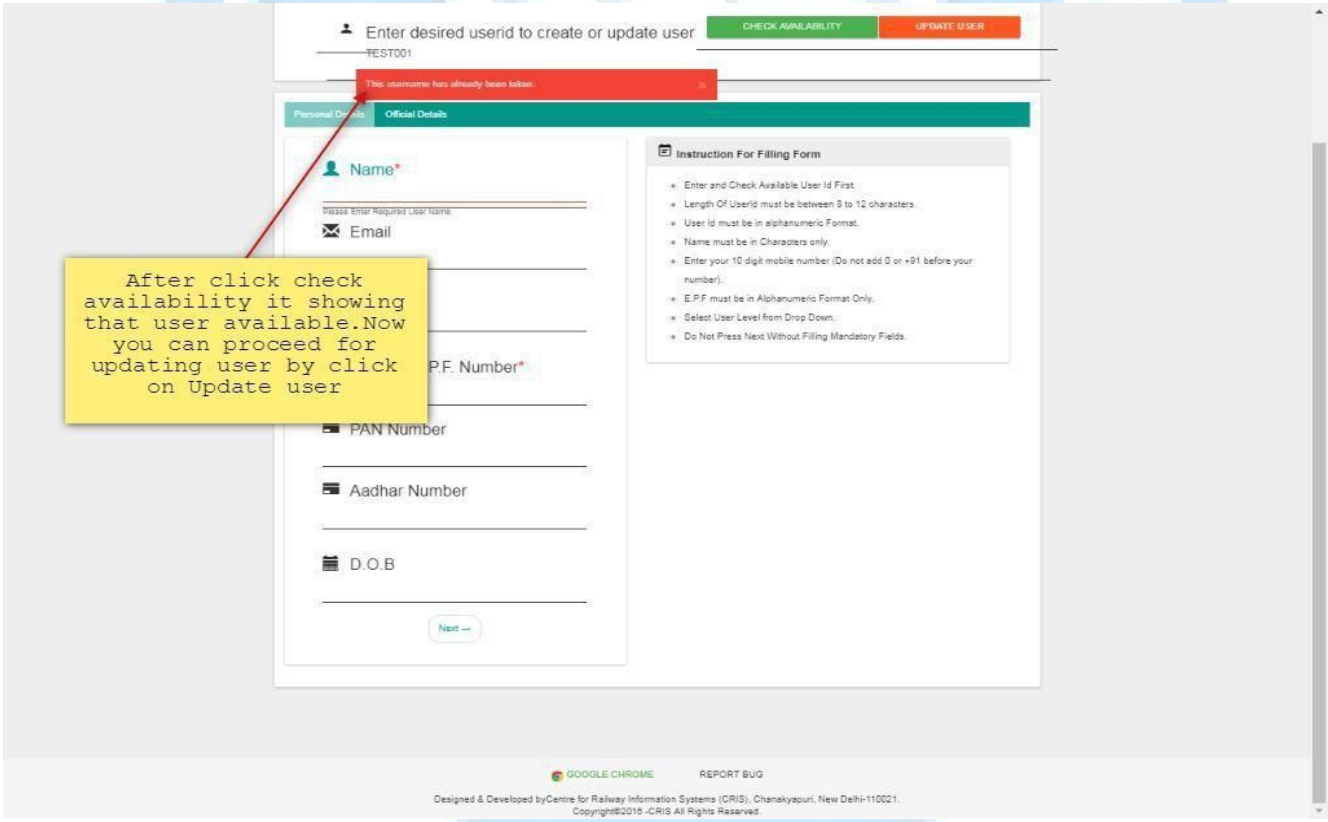

USER Maintenance Create, modify, invalidate user accounts
Enter desired userid to create or update user
CHECK AVAILABILITY
UPDATE USER
Please Enter Required User Id
Personal Details
Official Details
Name*
Email
Phone *
Employee P.F. Number*
PAN Number
Aadhar Number
D.O.B
Next
Instruction For Filling Form
Enter and Check Available User Id First.
Length Of UserId must be between 8 to 12 characters.
User Id must be in alphanumeric Format.
Name must be in Characters only.
Enter your 10 digit mobile number (Do not add 0 or +91 before your number).
E.P.F must be in Alphanumeric Format Only.
Select User Level from Drop Down.
Do Not Press Next Without Filling Mandatory Fields.
After Enter user id, click on Check Availability for ensuring user id is not already used.

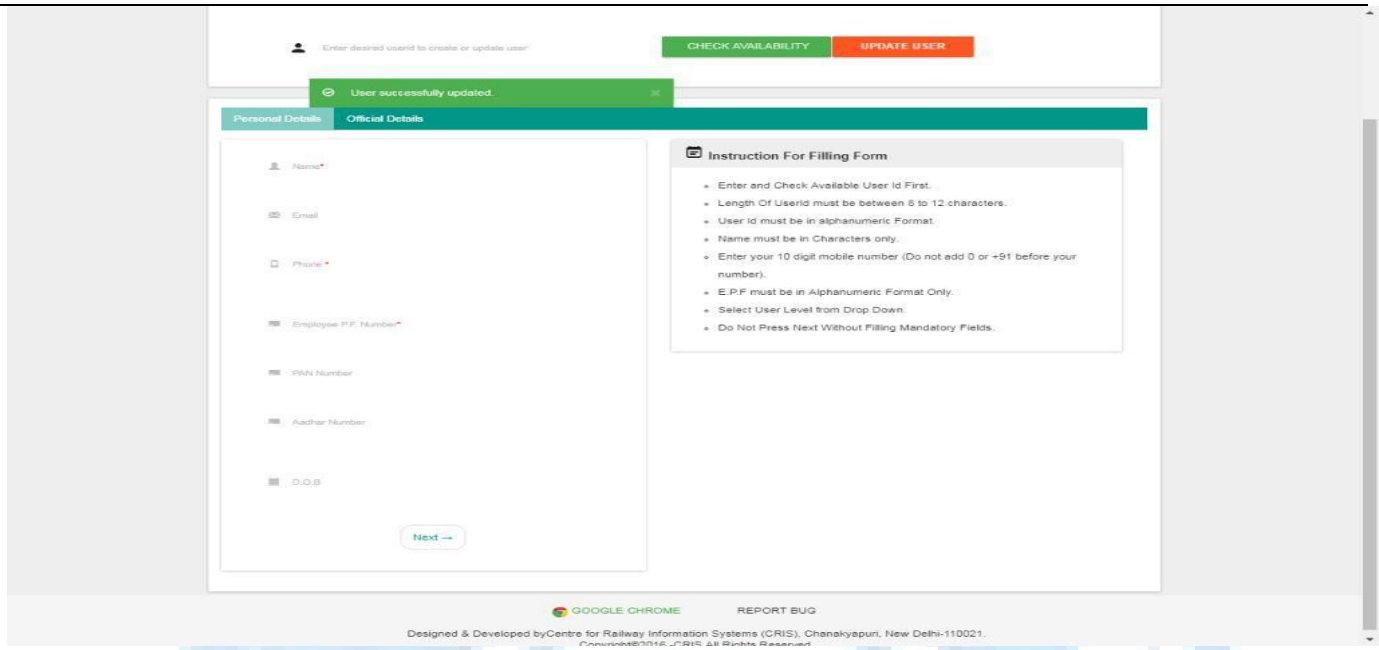

Enter desired userid to create or update user
TEST0001
CHECK AVAILABILITY
UPDATE USER
Personal Details
Official Details
Date of Joining
Designation
TRAIN TICKET EXAMINER
Please Enter Designation
User Level*
READ ONLY
Pay Band
Grade Pay
Office/Station
MAS
Office Type
HQ
Division
MAS
Lobby
MAS
Free Duty Permission
SAVE
CLEAR
CANCEL
Instruction For Filling Form
Enter and Check Available User Id First.
Length Of UserId must be between 8 to 12 characters.
User Id must be in alphanumeric Format.
Name must be in Characters only.
Enter your 10 digit mobile number (Do not add 0 or +91 before your number).
E.P.F must be in Alphanumeric Format Only.
Select User Level from Drop Down.
Do Not Press Next Without Filling Mandatory Fields.
GOOGLE CHROME
REPORT BUG
Designed & Developed byCentre for Railway Information Systems (CRIS), Chanakyapuri, New Delhi-110021.

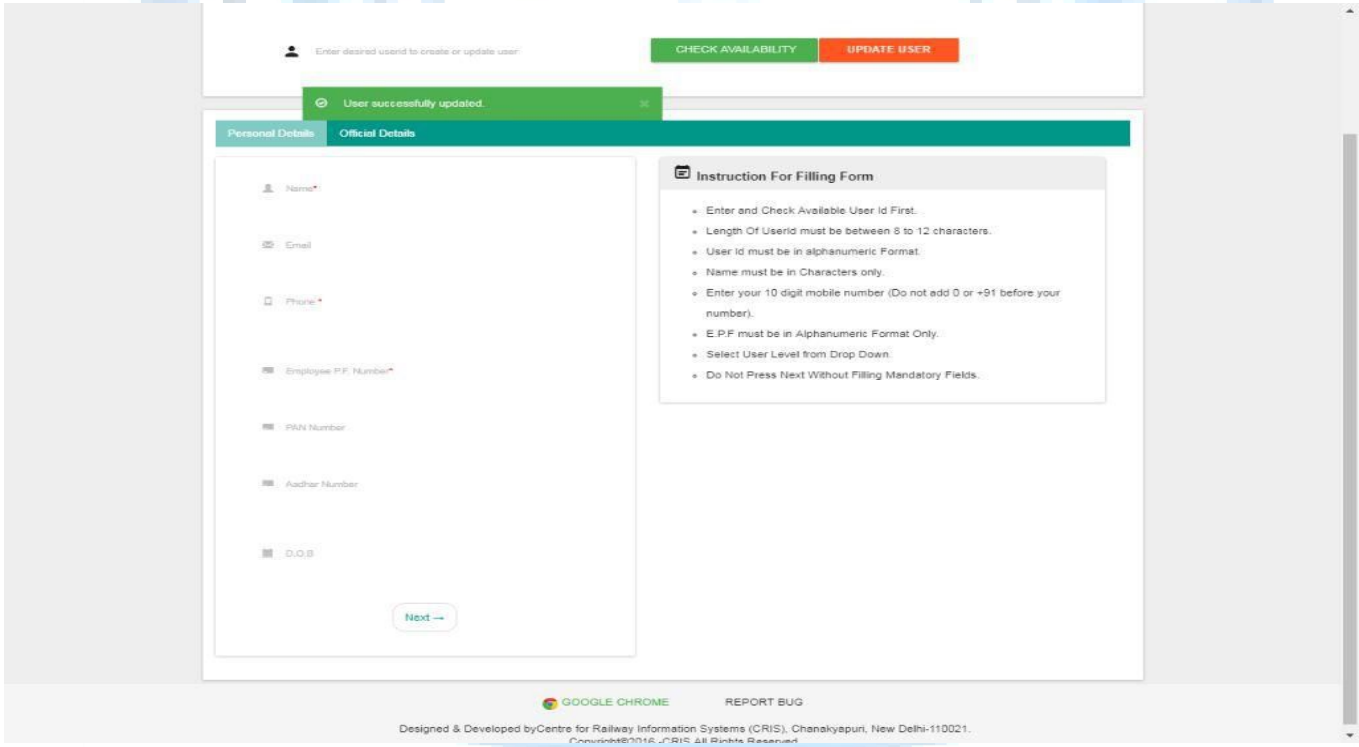

Enter desired userid to create or update user
CHECK AVAILABILITY
UPDATE USER
User successfully updated.
Personal Details
Official Details
Name*
Email
Phone*
Employee P.F. Number*
PAN Number
Aadhar Number
D.O.B
Next →
Instruction For Filling Form
Enter and Check Available User Id First.
Length Of UserId must be between 8 to 12 characters.
User Id must be in alphanumeric Format.
Name must be in Characters only.
Enter your 10 digit mobile number (Do not add 0 or +91 before your number).
E.P.F must be in Alphanumeric Format Only.
Select User Level from Drop Down
Do Not Press Next Without Filling Mandatory Fields.
GOOGLE CHROME
REPORT BUG
Designed & Developed byCentre for Railway Information Systems (CRIS), Chanakyapuri, New Delhi-110021.

1.) **UPDATE USER:**

a) For Updating new user, first enter user id in user id field, which is clearly showing in top of the Form.
b) After entered user id kindly, click on **check Availability** for ensuring that user id is available or not.
c) If message comes in Red, background showing that User id already taken then Click on **Update User** for updating user.
d) Now kindly change or update data as per requirement.
e) Before filling user details, Kindly read instruction carefully that are showing next to user form.
f) After filling user details, click on **Next** for filling user **Official Details.**
g) Kindly fill Official Details as per instruction.
h) After filling Official details, click on **SAVE** For saving user details.
i) If User details **SAVE** successfully then successful message would be appears else, Error message would be appears.





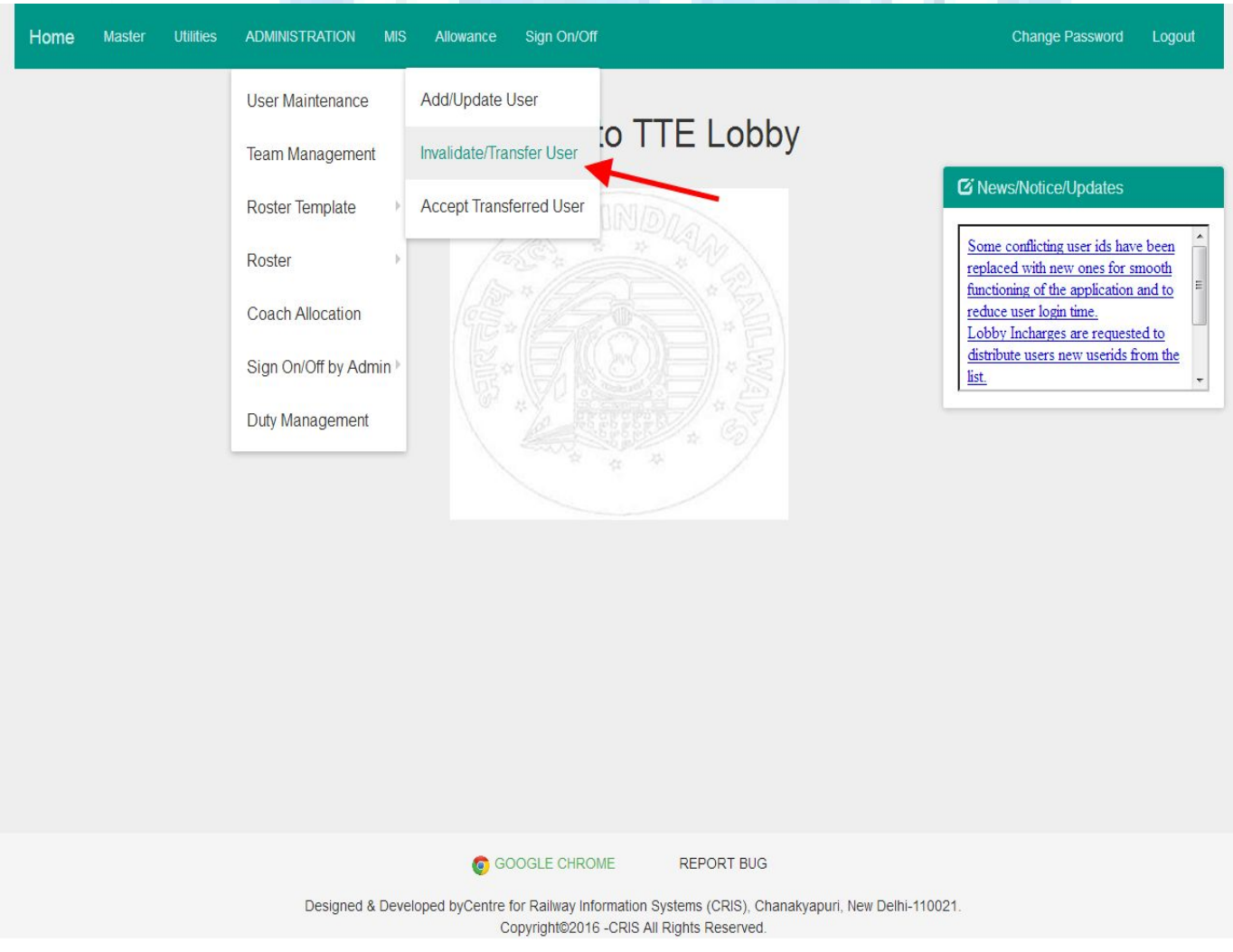


1.1.2 Invalidate/Transfer/Unlock User:

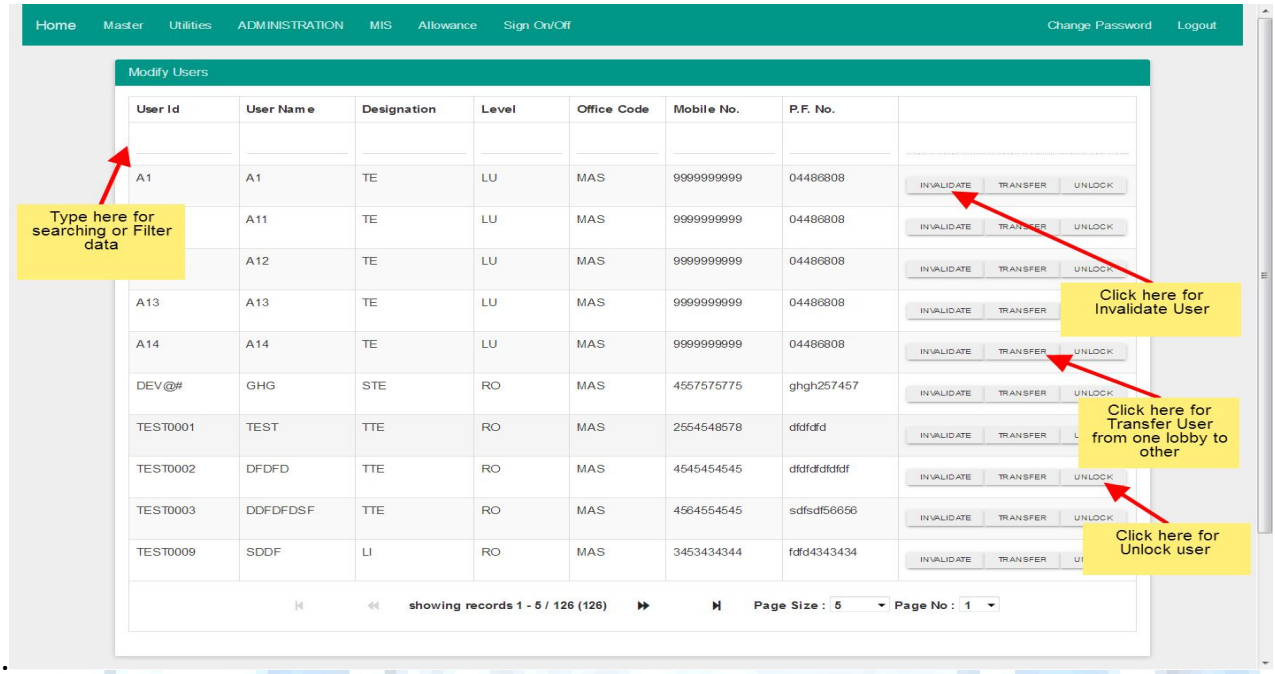
GOTO >> ADMINISTRATION >> User Maintenance >> Invalidate/Transfer User

a) **This allows to do following :**

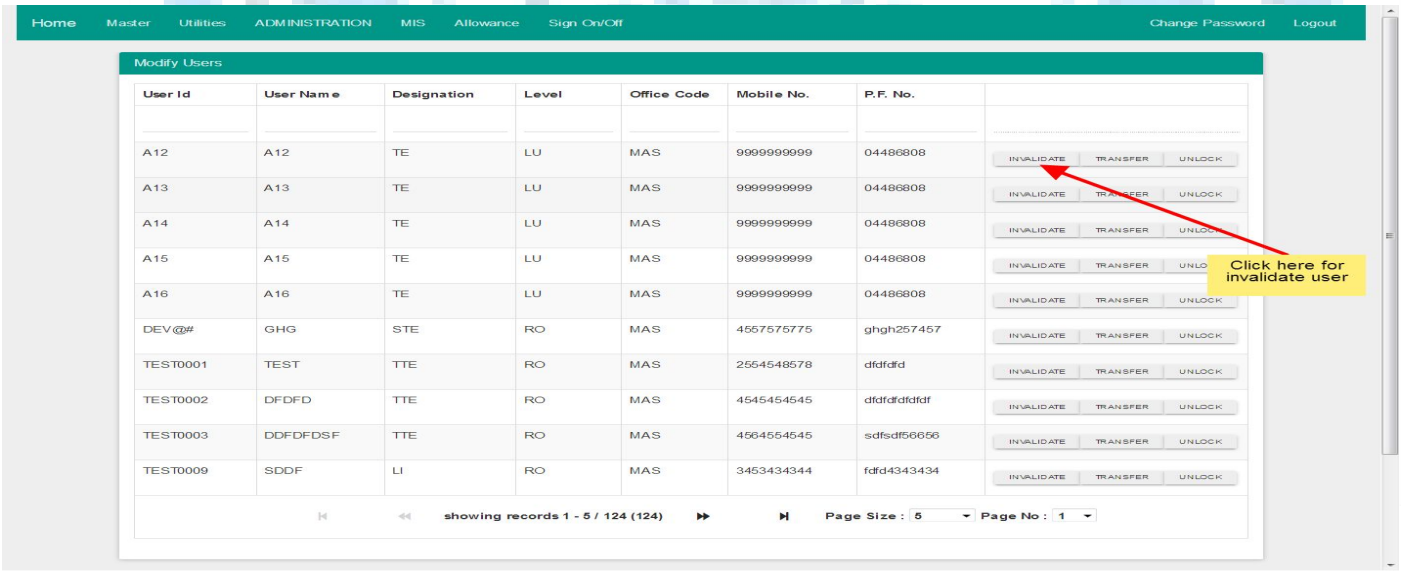
- **i) Invalidate User**
- **ii) Transfer User**
- **iii) Unlock User**



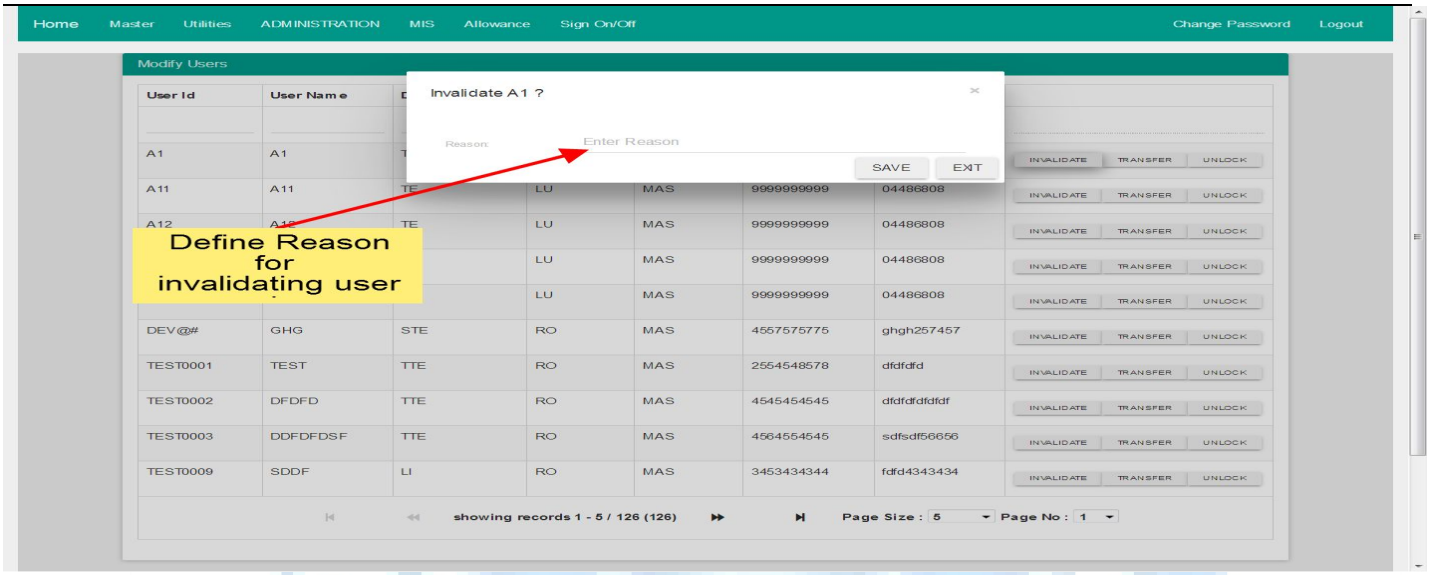
i. Invalidate User: It use for invalidating user that are not in service or duplicate id was created by mistake and in case of user id not in use from very long time.



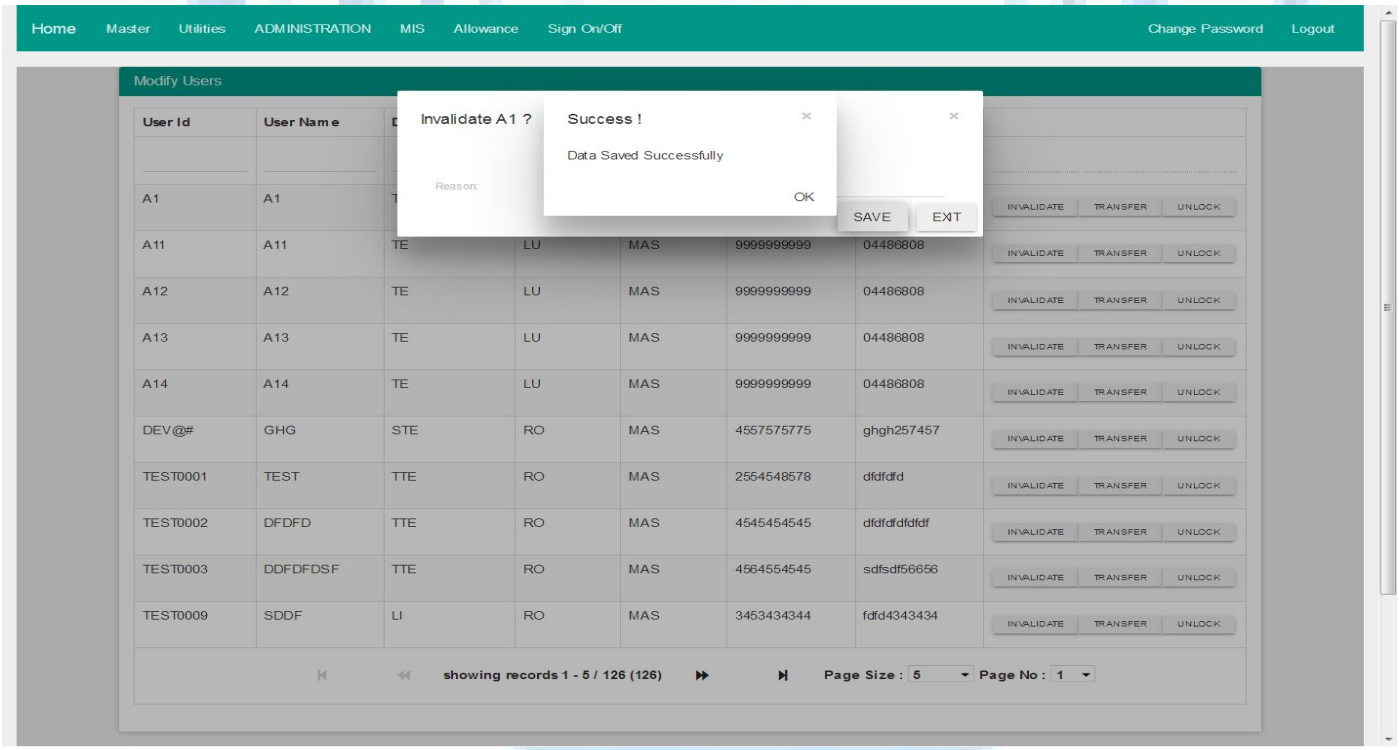
a) To invalidate user, click on **INVALIDATE.**



b) After click on Invalidate, a pop-up message will be appears .Enter Reason of invalidate user in their respective field. Then click on **save** button to Invalidate user.

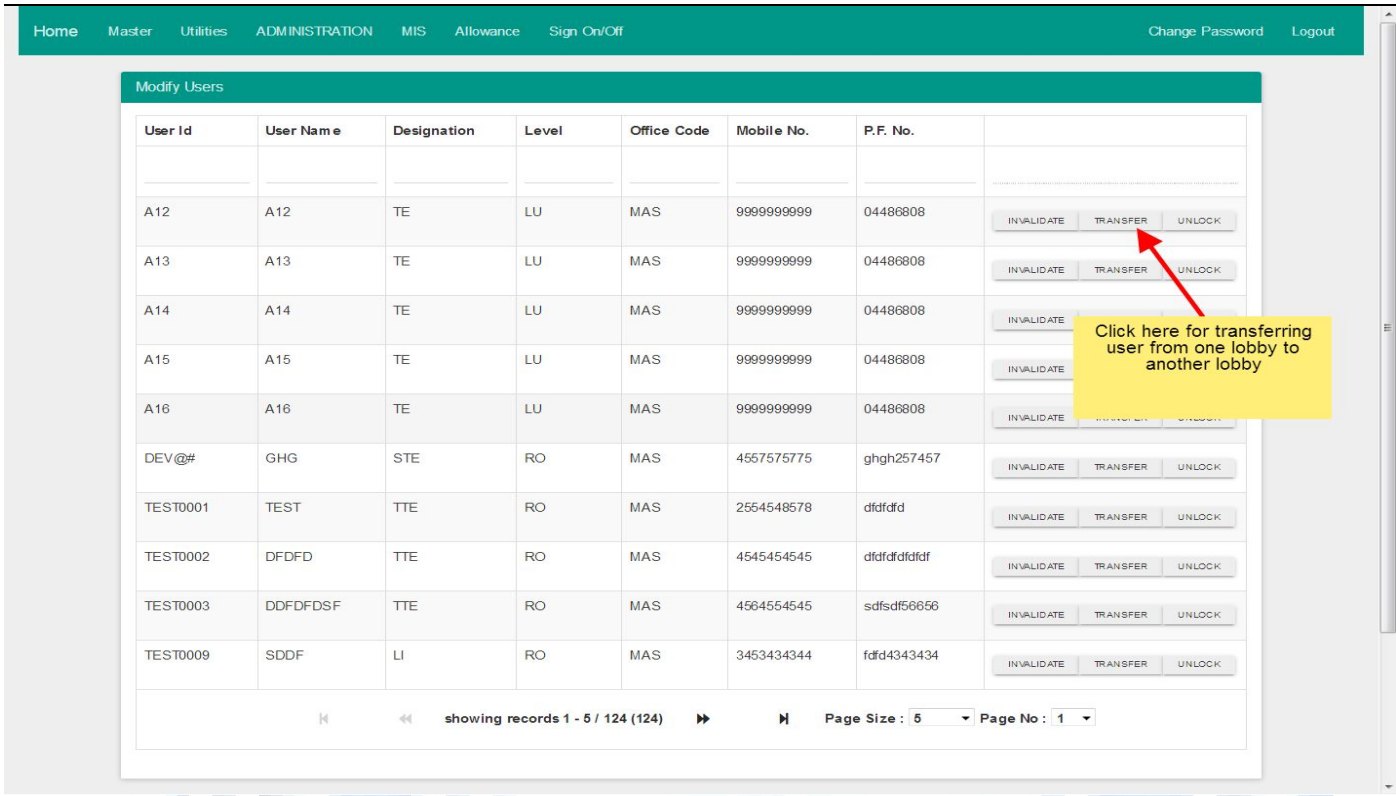


c) If User invalidates successfully then, Success message will be showing else Error message will be showing in case any error occurs during Invalidation of user.



ii. **Transfer User: Transfer user** allows Transferring user from their current lobby to another lobby.

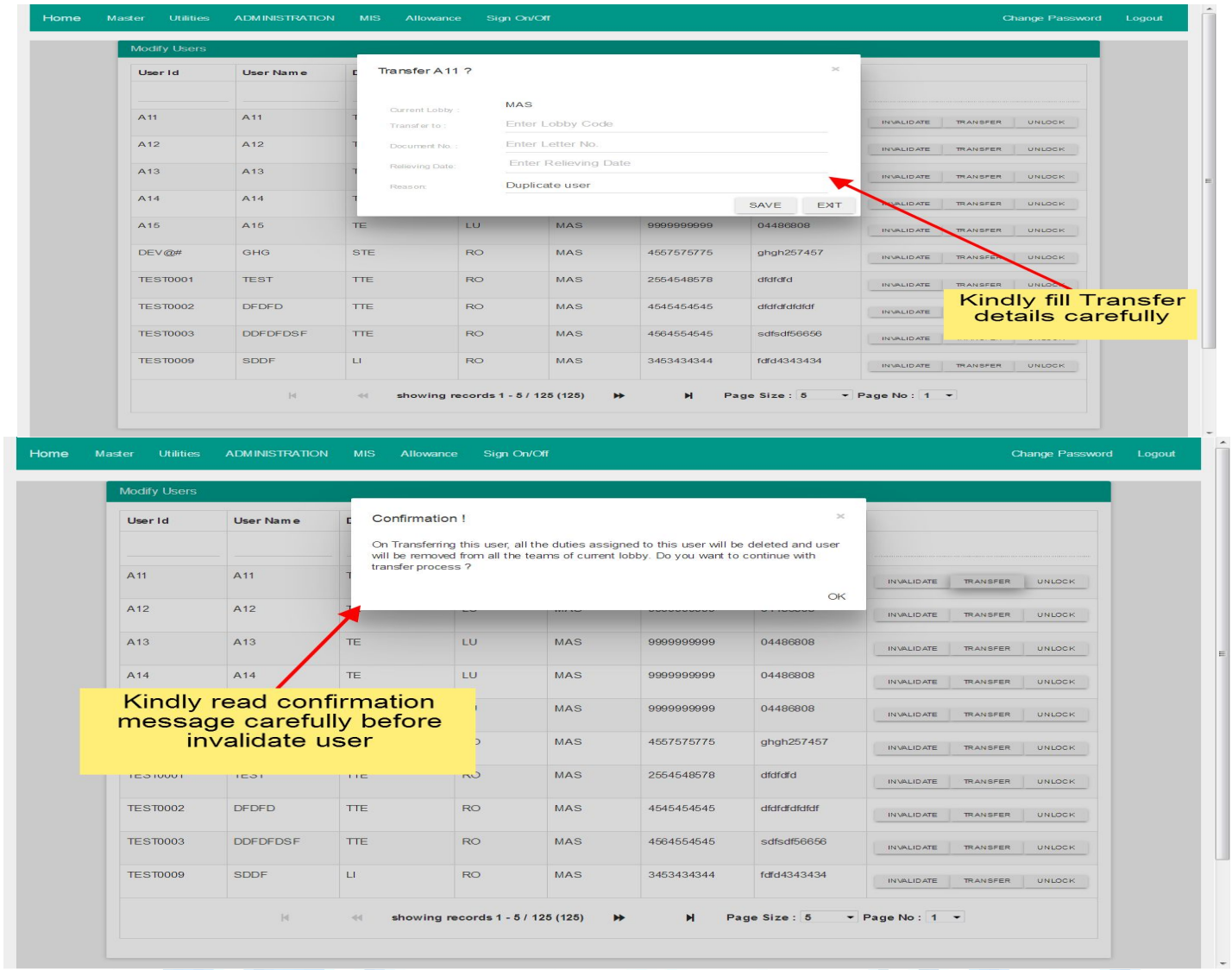
a) Click on **TRANSFER** as shown in below.



b) After click on Transfer, Alert box will be open for confirming that following:

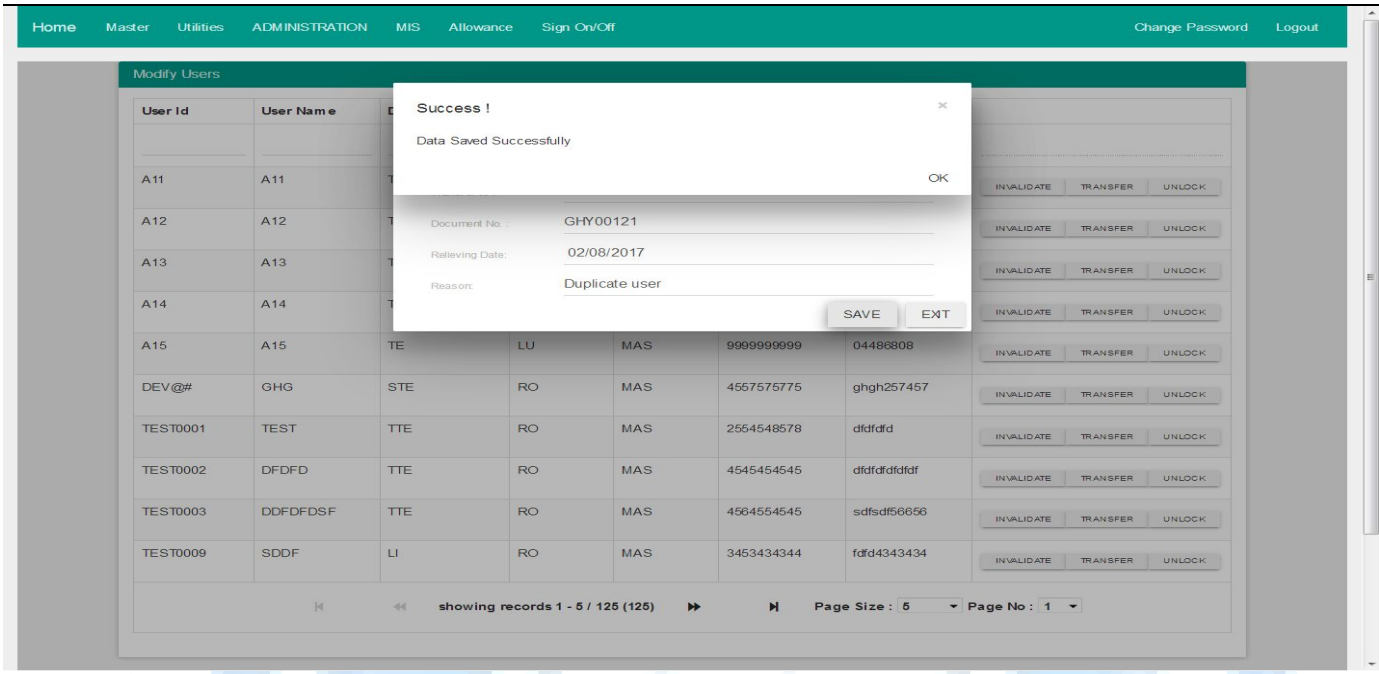
i. **On transferring this user, all the duties have assigned to this user, will be deleted from their correspondence Rosters.**

ii. **User will remove from all the Teams of current lobby.**



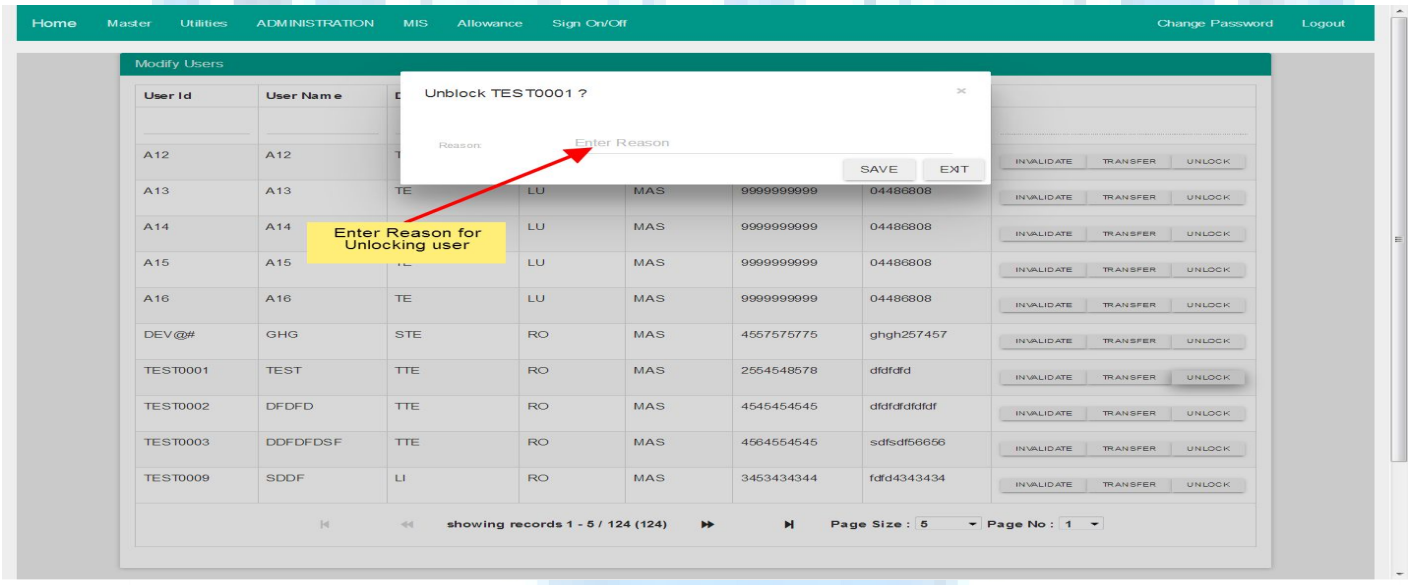
c) Fill Transfer Details carefully then click on **Save.**

d) If user Transfer successfully then a Success message will be appears else Error message will be appears.



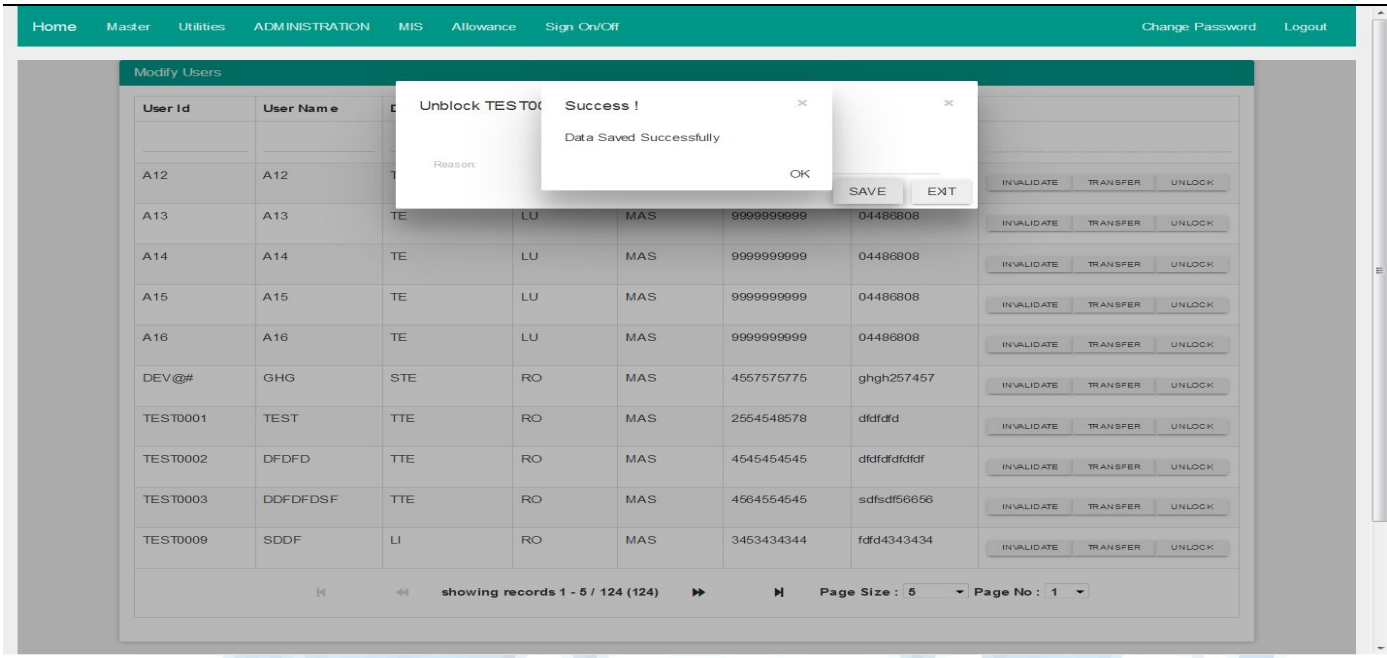
iii. **UNLOCK USER:** It is allows Unlocking user whom user id has locked while trying to login with incorrect user id at user Login page.

a) Click on Unlock user, a pop-up will be appears asking to reason for unlocking user.

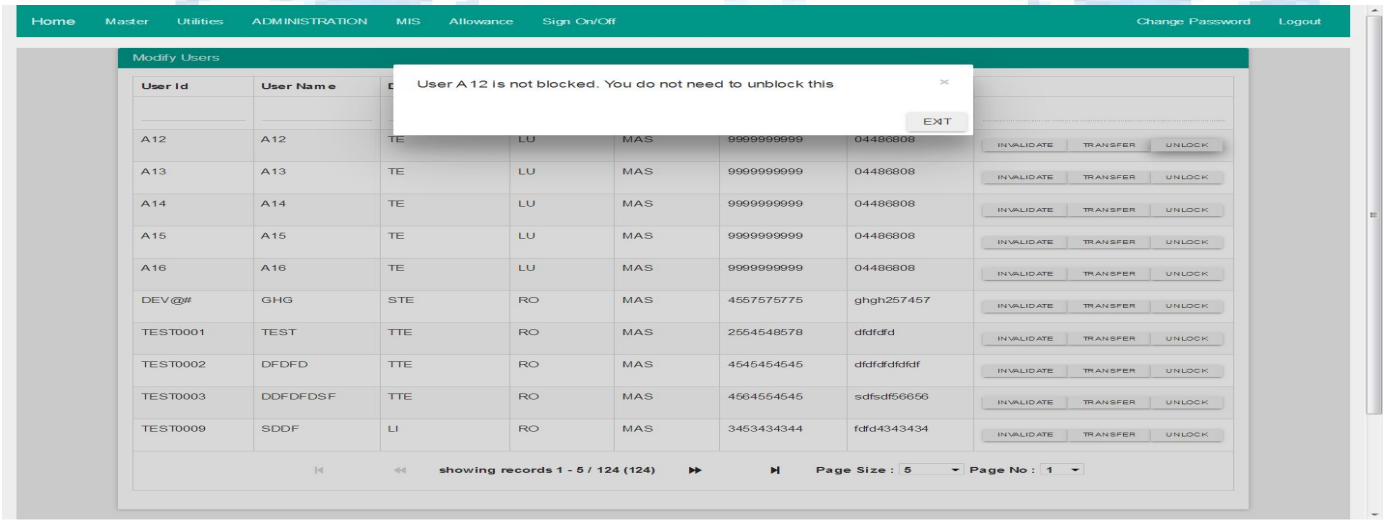


b) Click on **SAVE** button for unlocking user after fill reason for unlocking user.

c) If user unlocks successfully then, a **Success** message will appear else **Error** message will appear.



e) If user not lock, 'user not blocked' message will be appears.

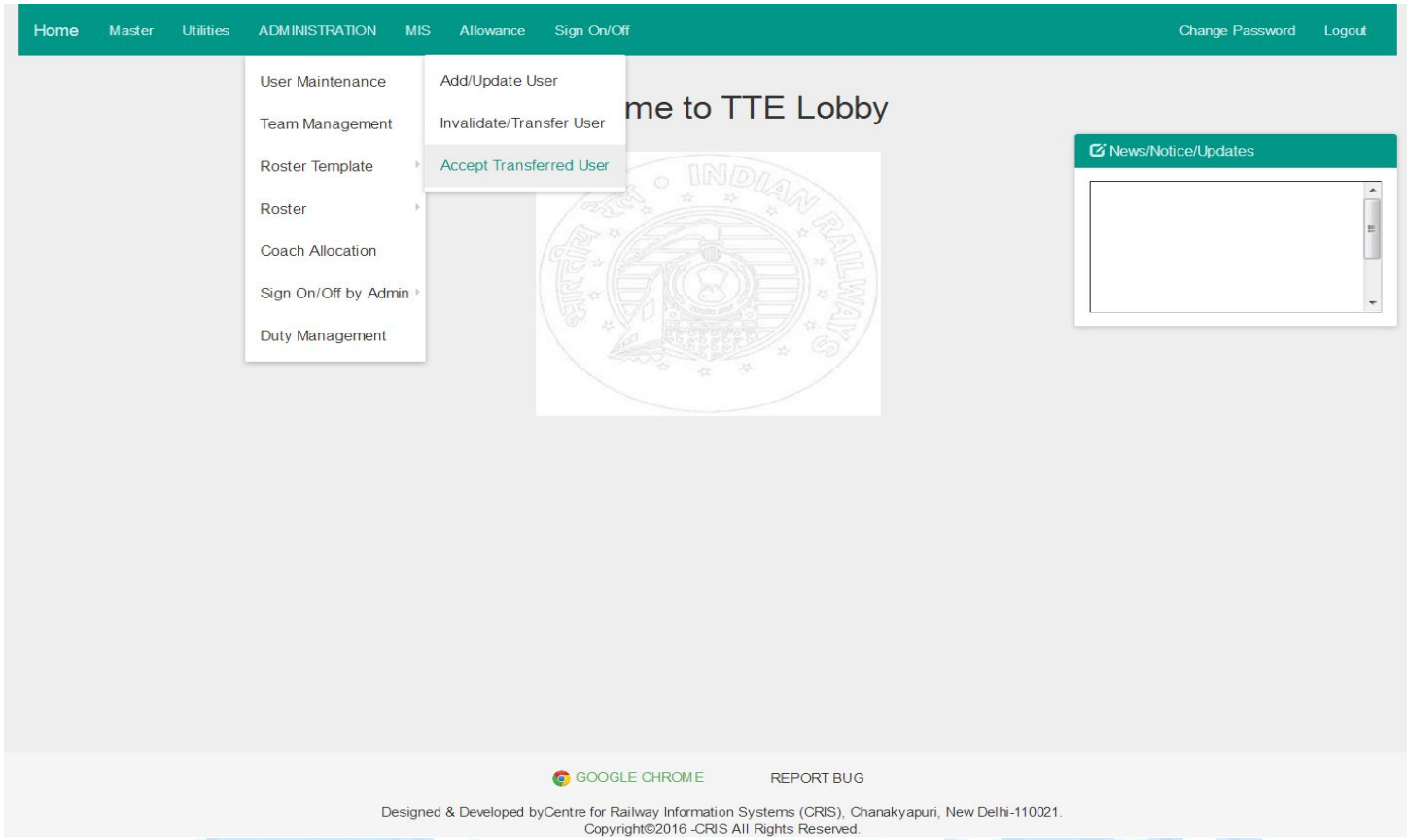


1.1.3.- Accept Transferred User:

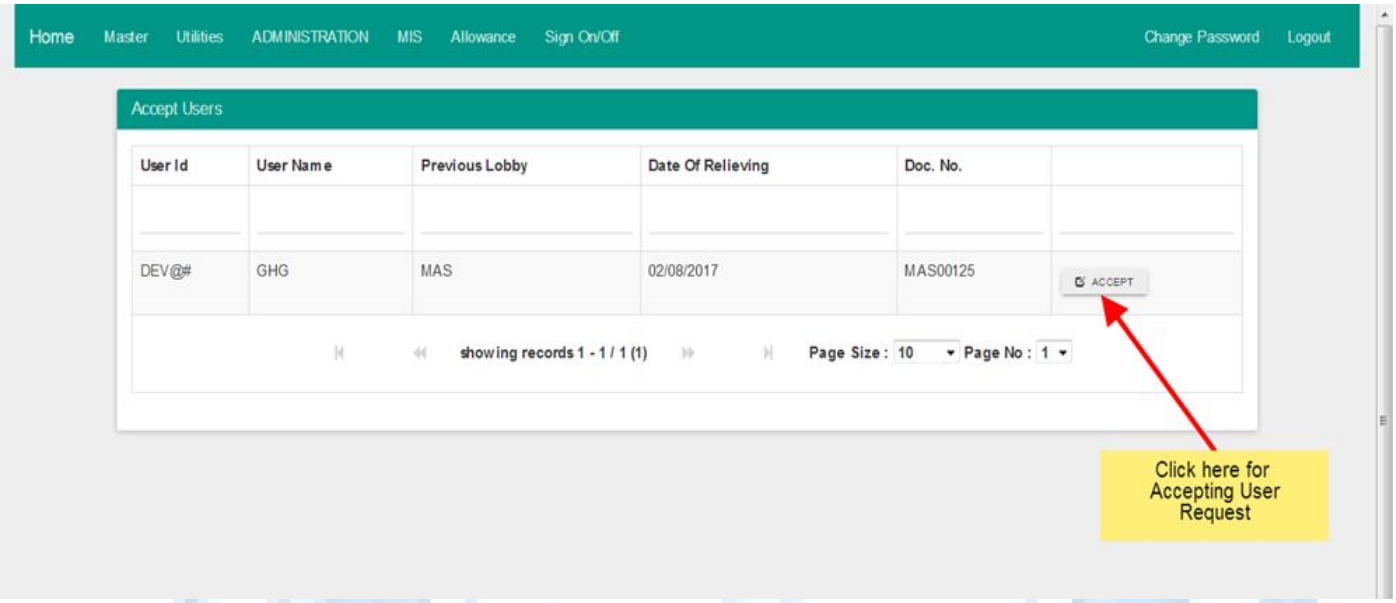
> It is allows Accepting request of join new User, who are transfer to this lobby.

GOTO >> ADMINISTRATION >> User Maintenance >> Accept Transferred User

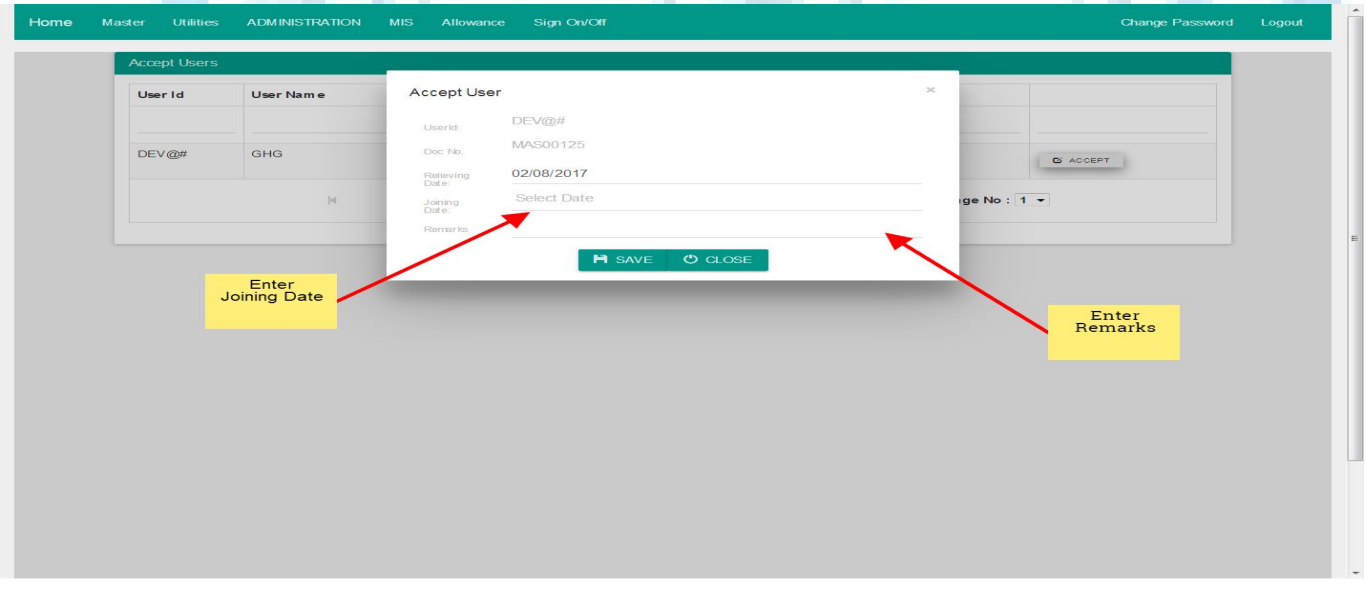
a) Click on **Accept Transferred User** as shown in below.



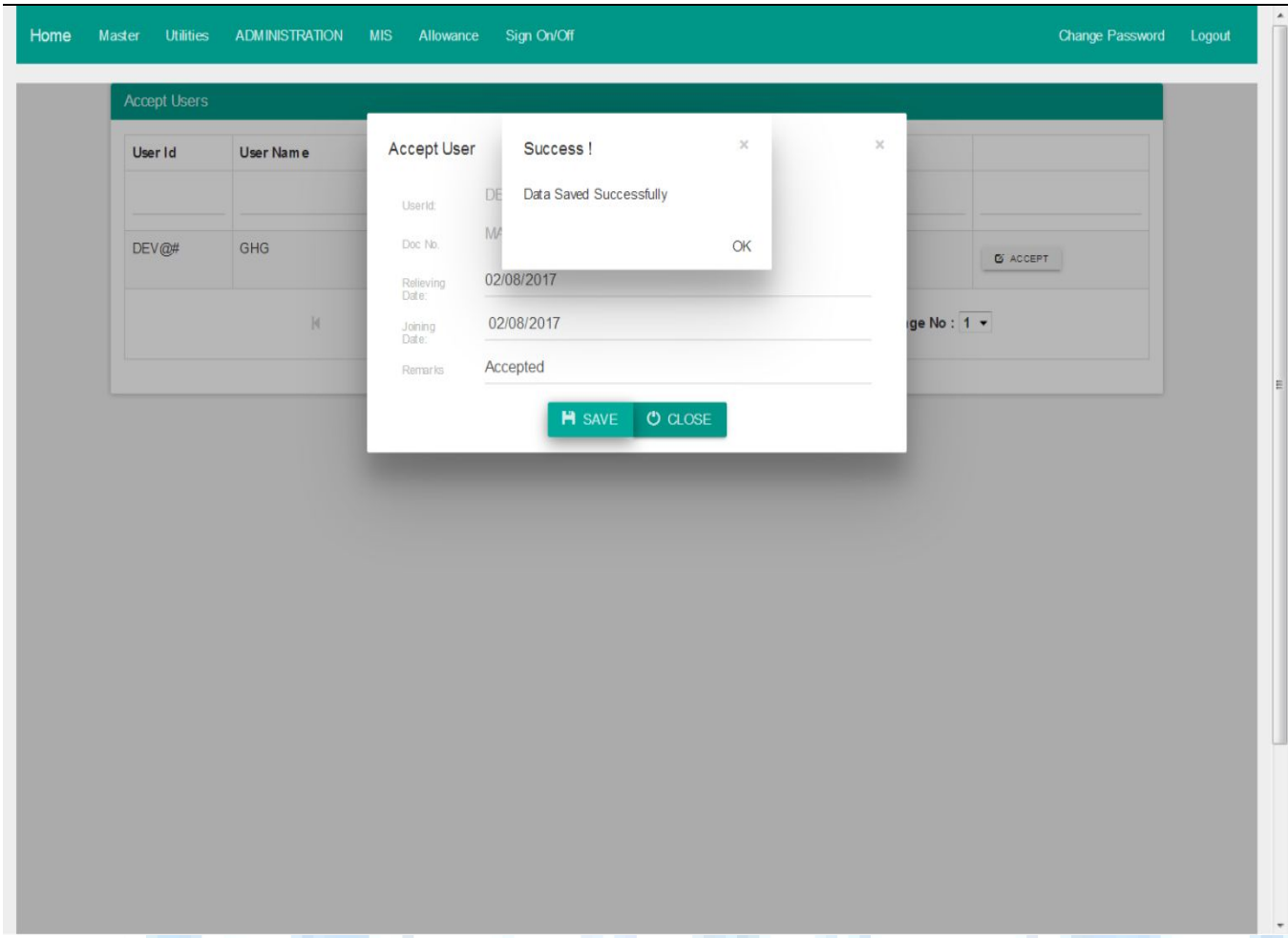
b) Click on **Accept** for accepting user request.



c) Enter **Joining Date** and **Remarks** for accepting user as shown in below, then click on **SAVE.**



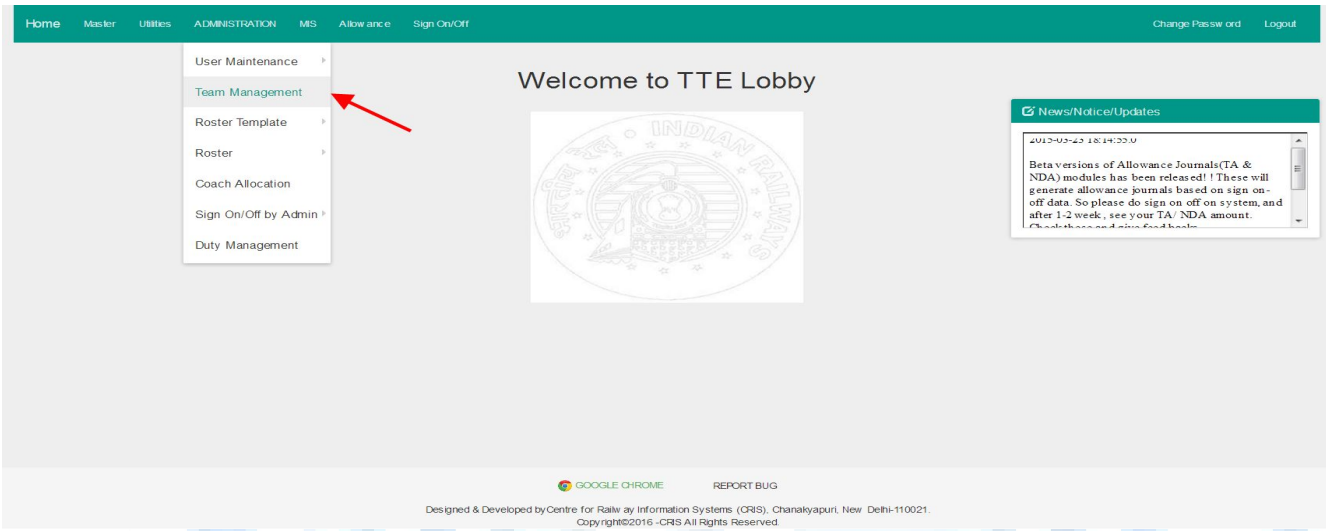
d) If user request save successful a **Success** message will be appears on page else **Error** message will be appears.



1.2. - Team Management:

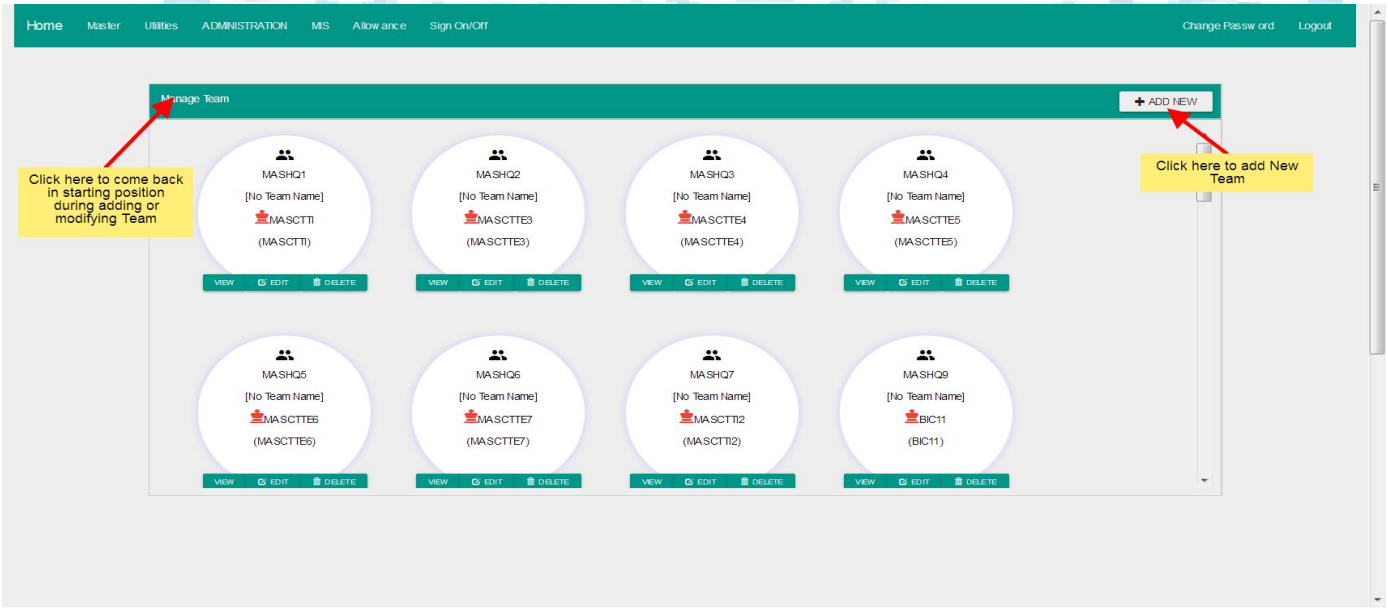
GOTO >> ADMINISTRATION >> TEAM MANAGEMENT

i. Team management allows creating Team for assign duty.
ii. It is also allows to Add, Edit and Delete users from particular Team.



1.2.1. - Add Team:

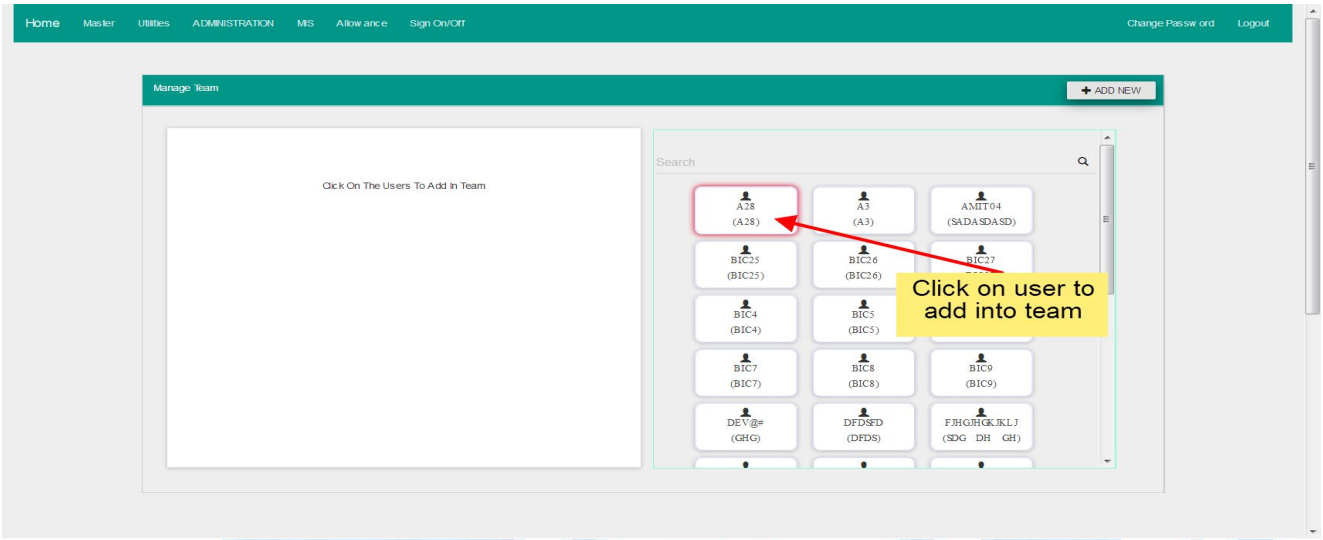
a) Click on Team Management as showing in above.
b) After click on Team Management, following page will be open.
c) Click on Add New for creating new Team.



d) Now following, page will be showing.

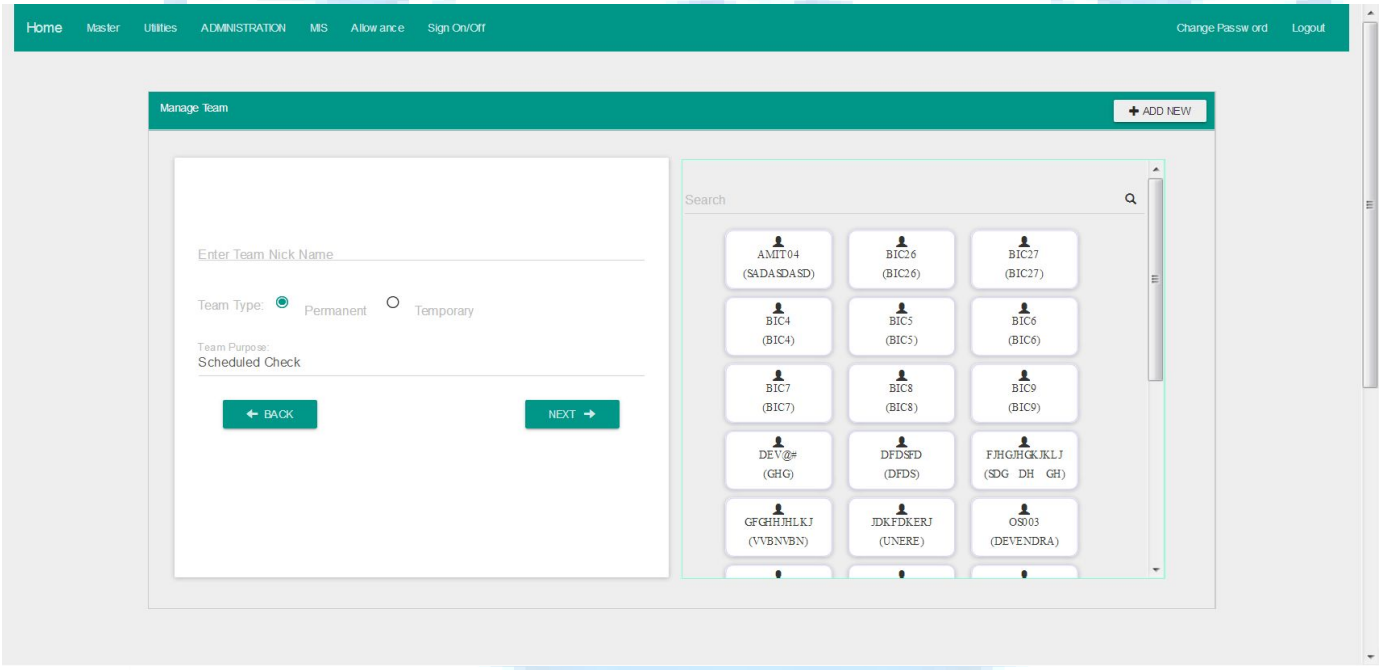
e) This allows adding no. of User to Team to do this click on desire user that are showing on right side of the page.

f) After click on user, it will add into left side of box. Kindly proceed for same for adding require users to team.



g) Added users shown like below.

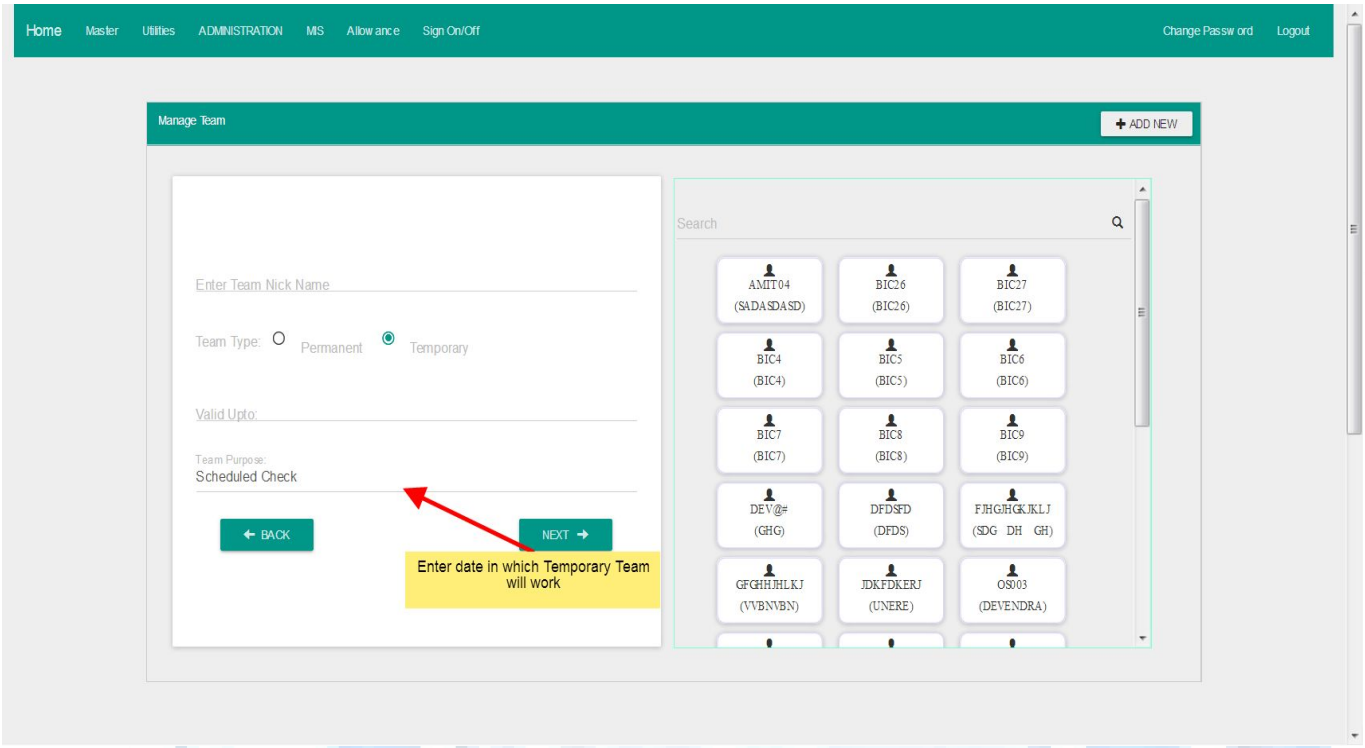
h) Click on **NEXT** for further processing.



i) Now here it is allows creating two type of Team - Permanent Team and Temporary Team.

1. **Permanent Team**: It will save as permanently.

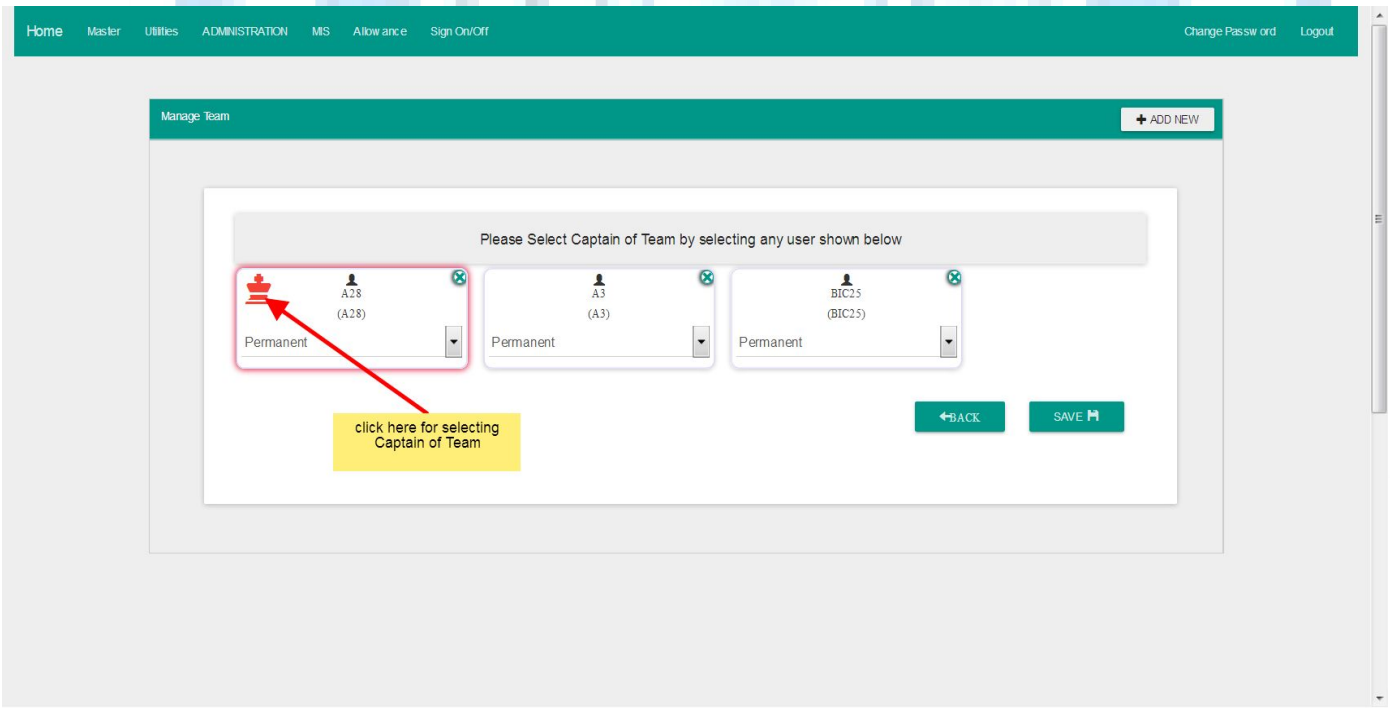
2. **Temporary Team**: It will save as temporary for particular Date Then it will be automatically invalidate.



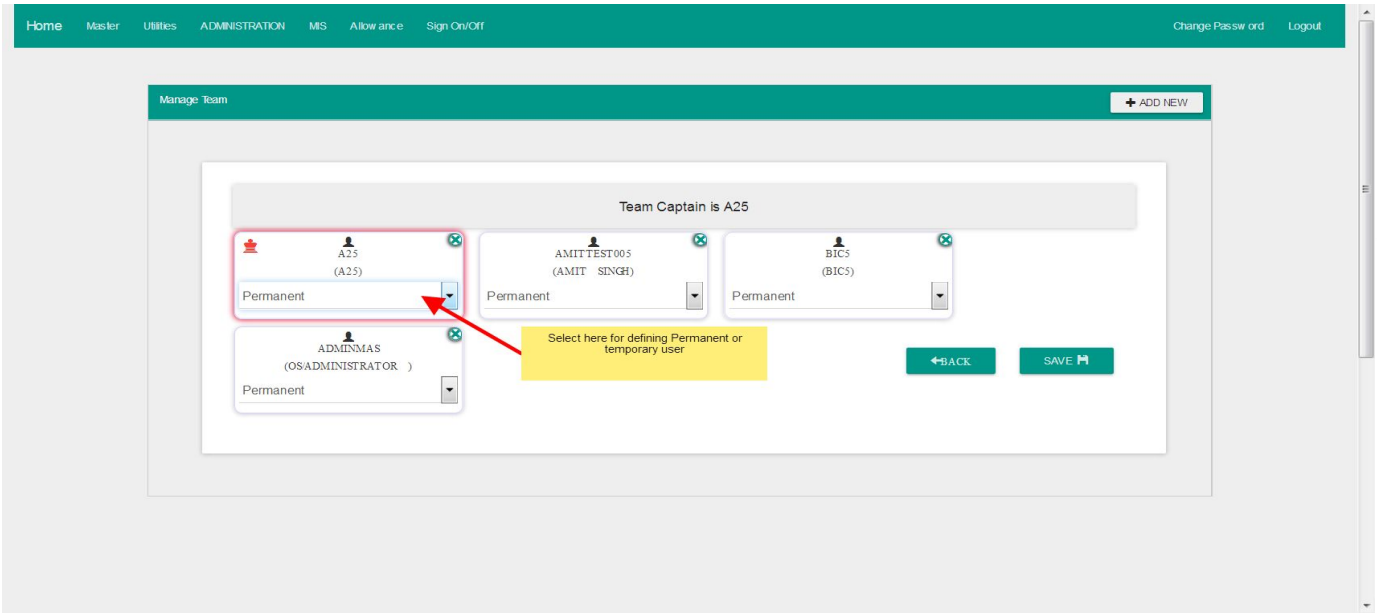
j) After filling Team Details like Nick Name, Team type etc. then click on Next for further processing.

l) Select **Captain** of Team among users.

o) To do so, Hover mouse on user and click shown icon.

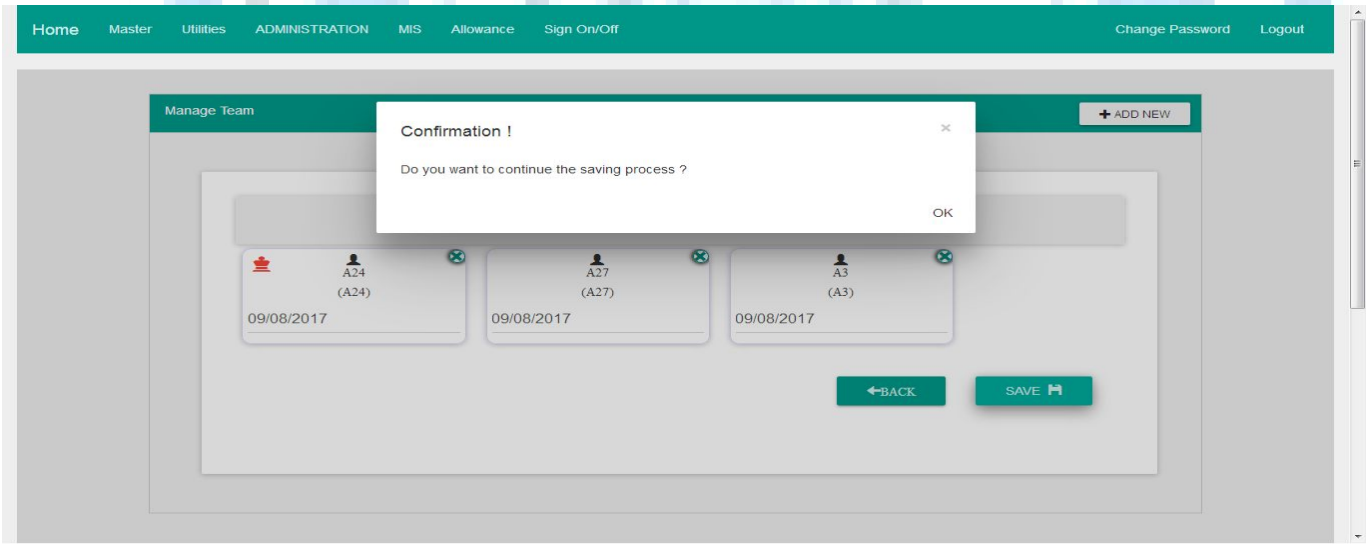


p) After that, define **User Type** Temporary or Permanent by selecting from drop down showing below.

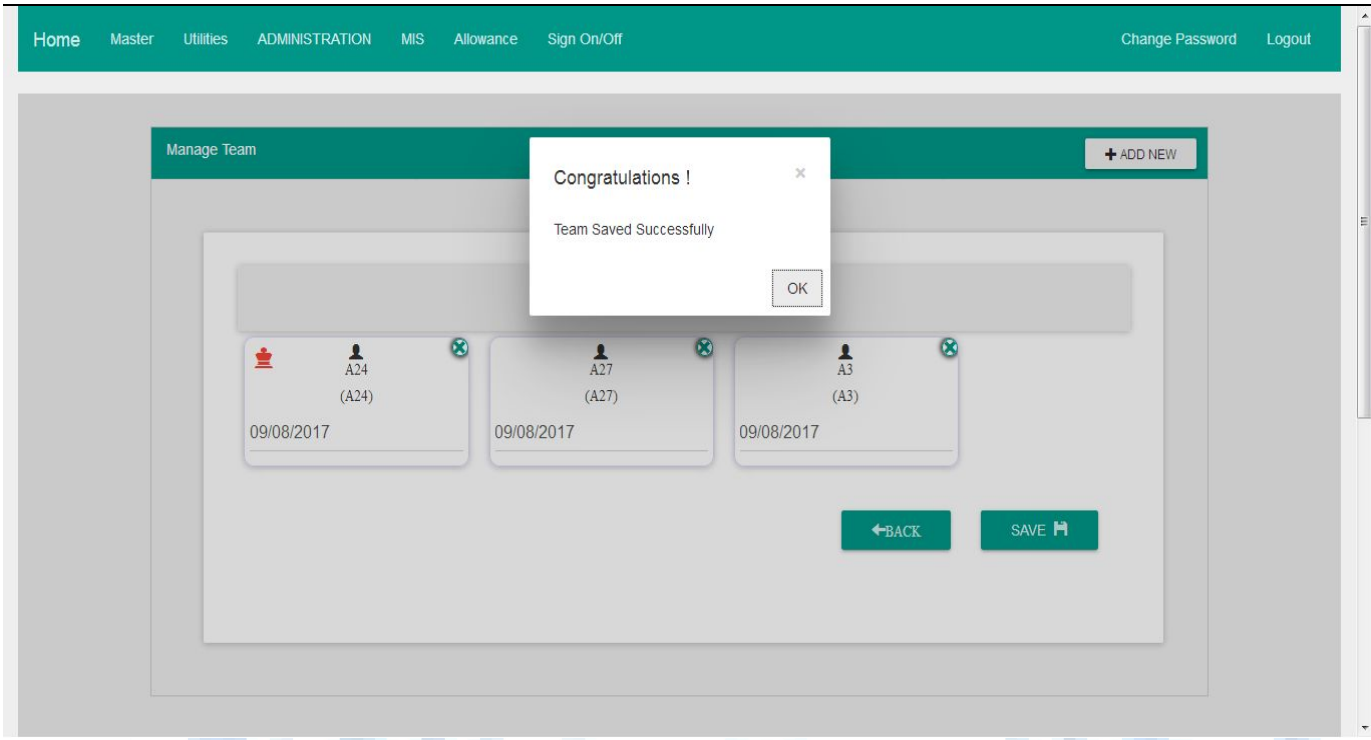


q) Now click on **SAVE** for saving Team .After click on save a confirmation box will be open for confirming, "Do you want to continue saving process".

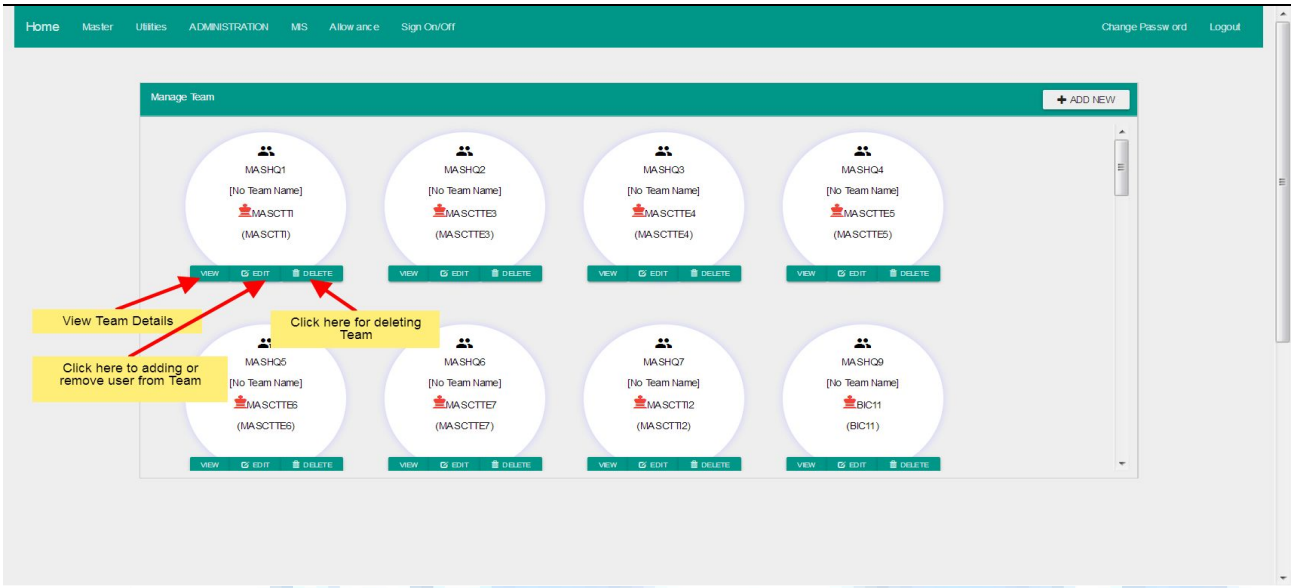
r) If agree then click on **OK.**



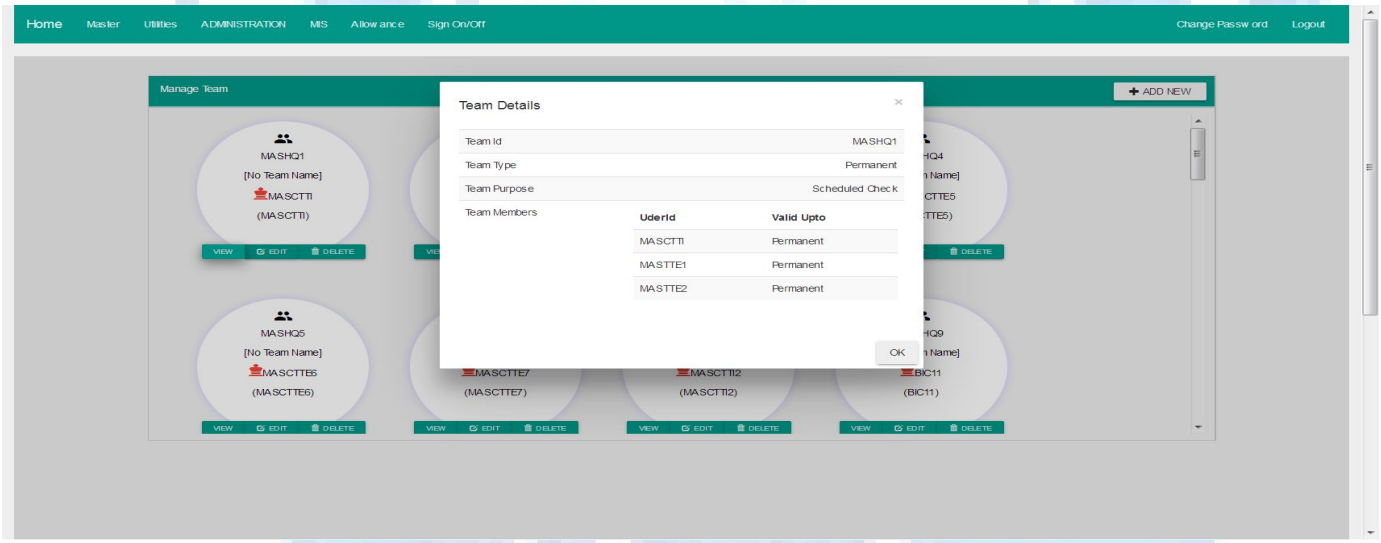
s) If Team save successfully, a **Success** message will be appears else, **Error** message will be appears.



1.2.2 - View /Edit/ Delete Team:

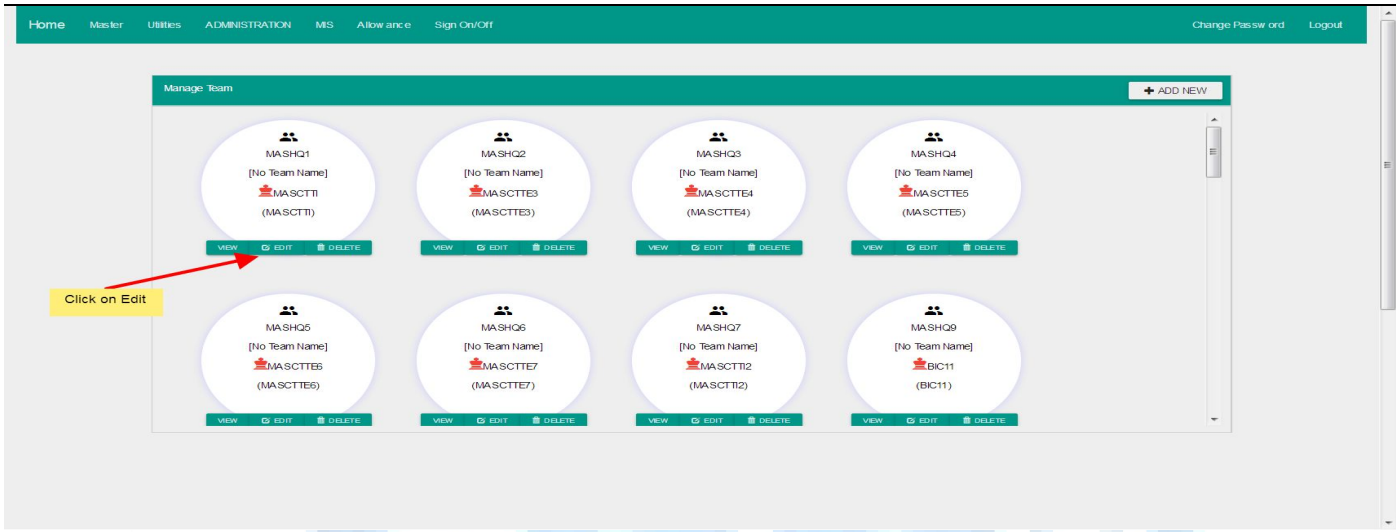


1.2.2.1. -View Team: It is use to view Team Details.

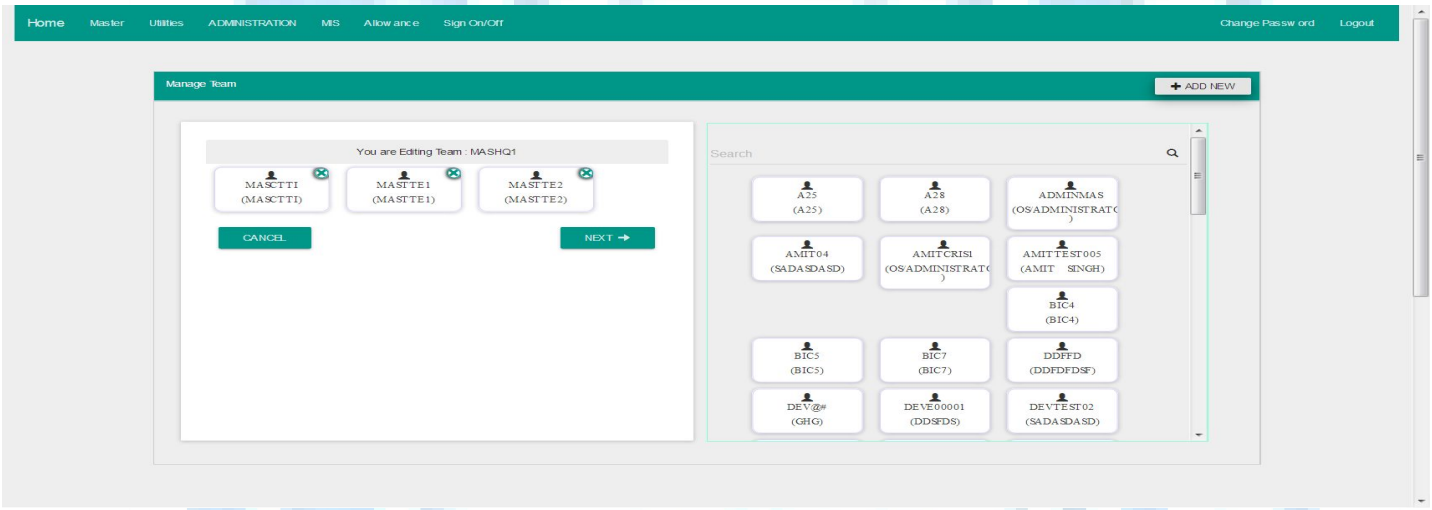


1.2.2.2.- EDIT: It is use to modify Team Details like add User, remove user and change captain etc.

a) For Edit Team detail, click on **EDIT** shown in below.

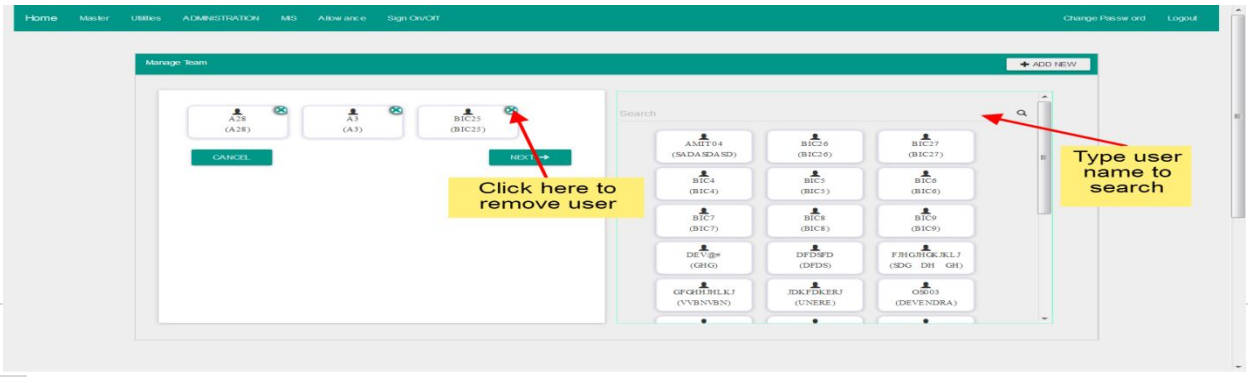


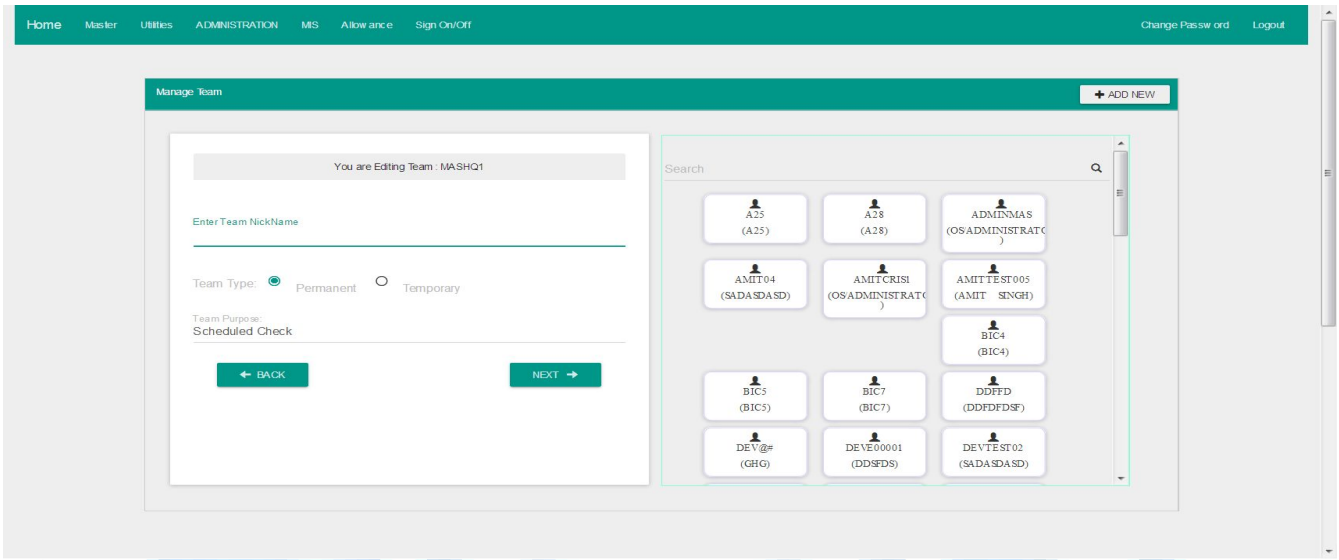
b) After that following page will be appears.



c) Remove or add user as per requirement then, click on NEXT for further processing.

d) Following page will be appears. In this page if it is require changing Team details like nickname, Team type etc. Then fill details in their respective field else click on NEXT.





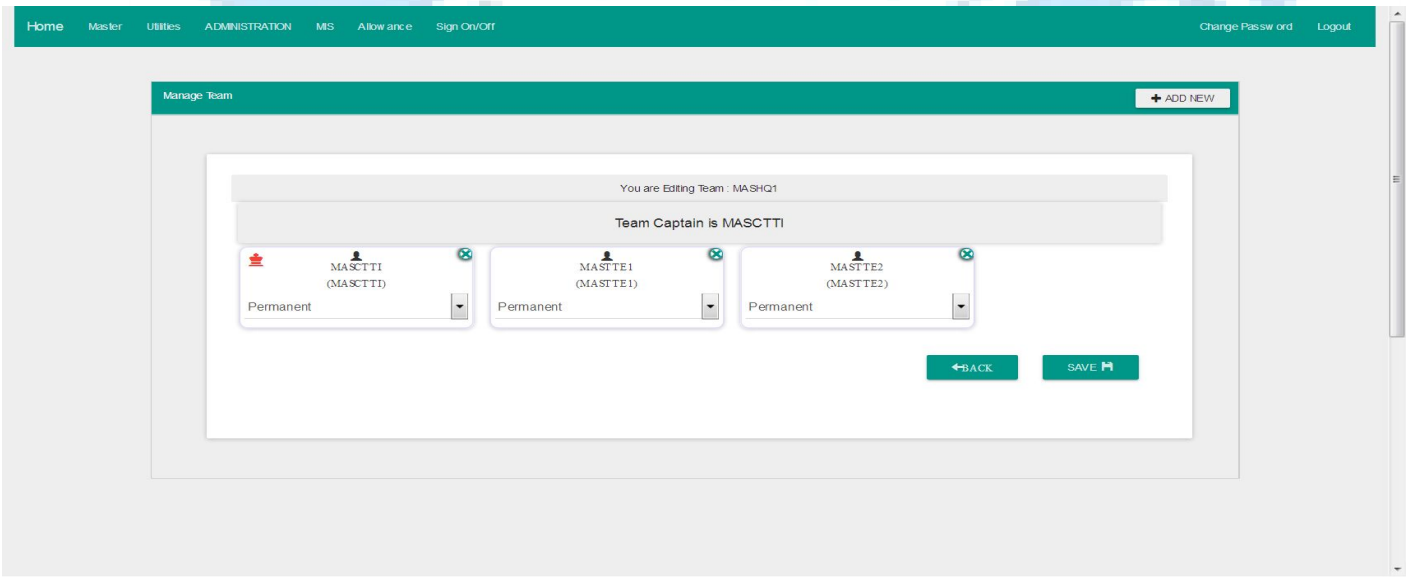
e) Below page will be appears, in this if its need to modify captain of user, type of user then change it and click on save otherwise click on **SAVE** for saving modifying team details.

There can be two Conditions that will affected by adding or removing Team members.

1. On adding new member (user) to the team, all the duties associated with this team, will assigned to the new member of the team also.

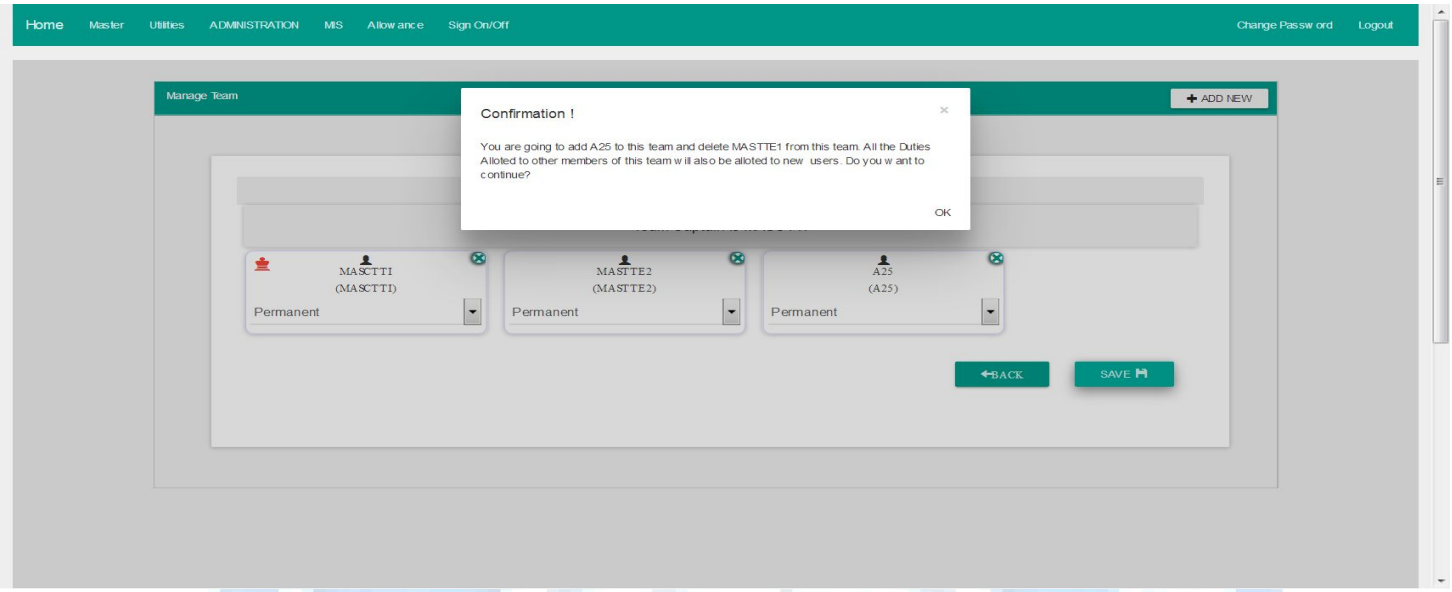
2. On removing member (user) from the team, duties associated with this team of this particular user, assigned from the next day

Will be delete from roster.

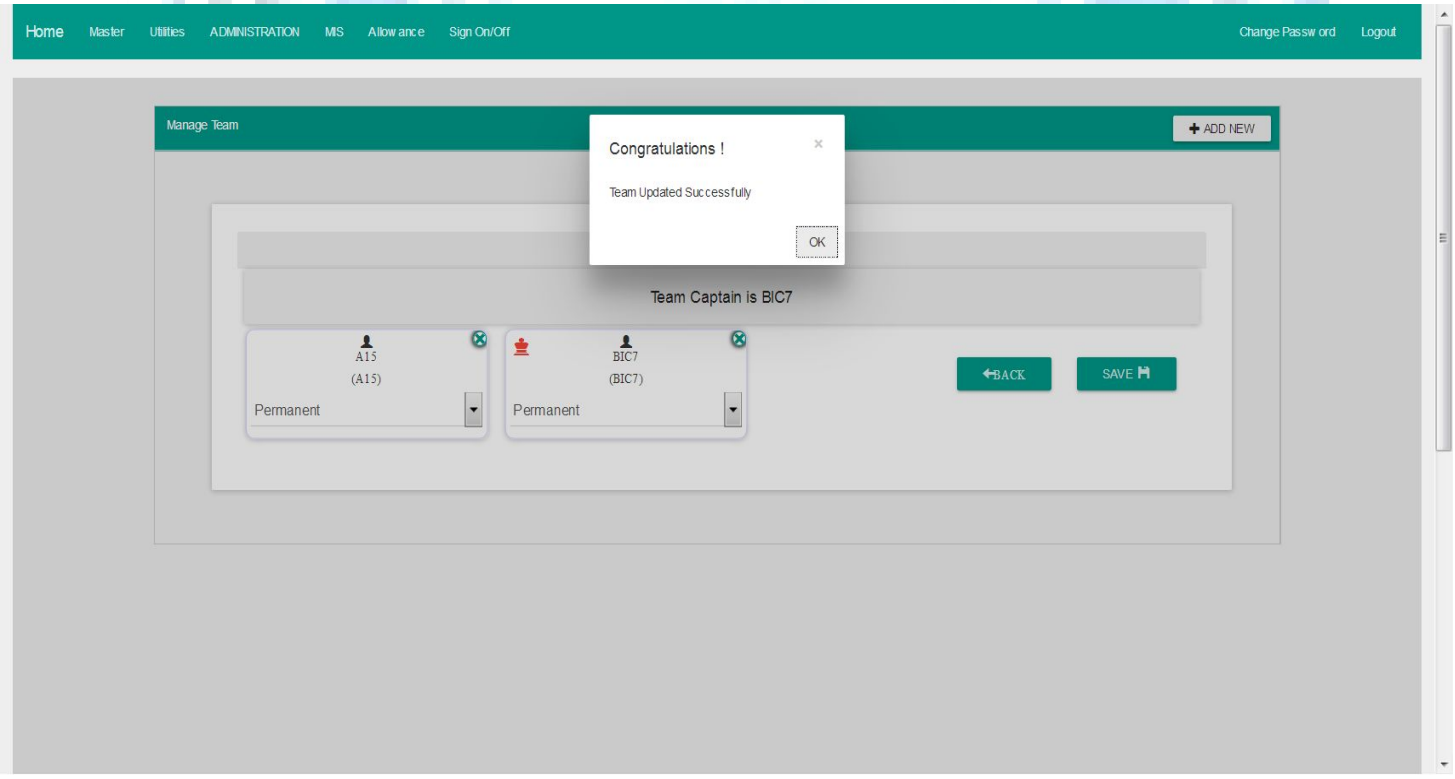


f) A confirmation box will be open for confirming about saving or not Modify Team details.

g) Read confirmation message carefully before click on **OK.**

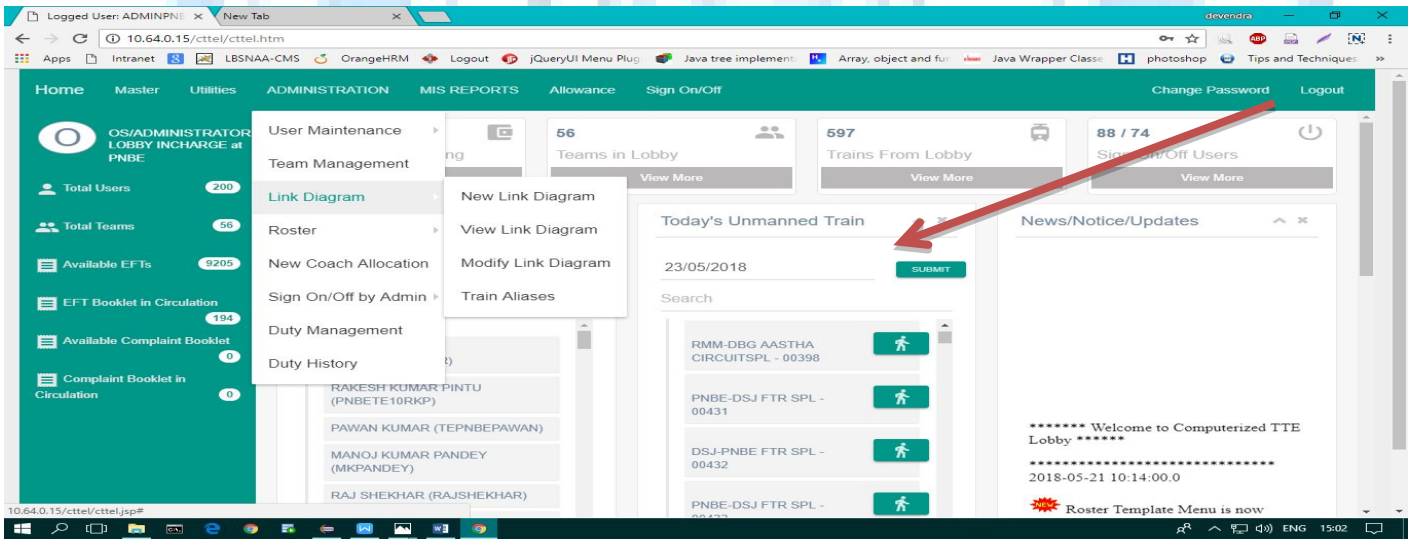


h) If Modify Team Details save successfully then a Success Message will be appears else Error message will be appears.

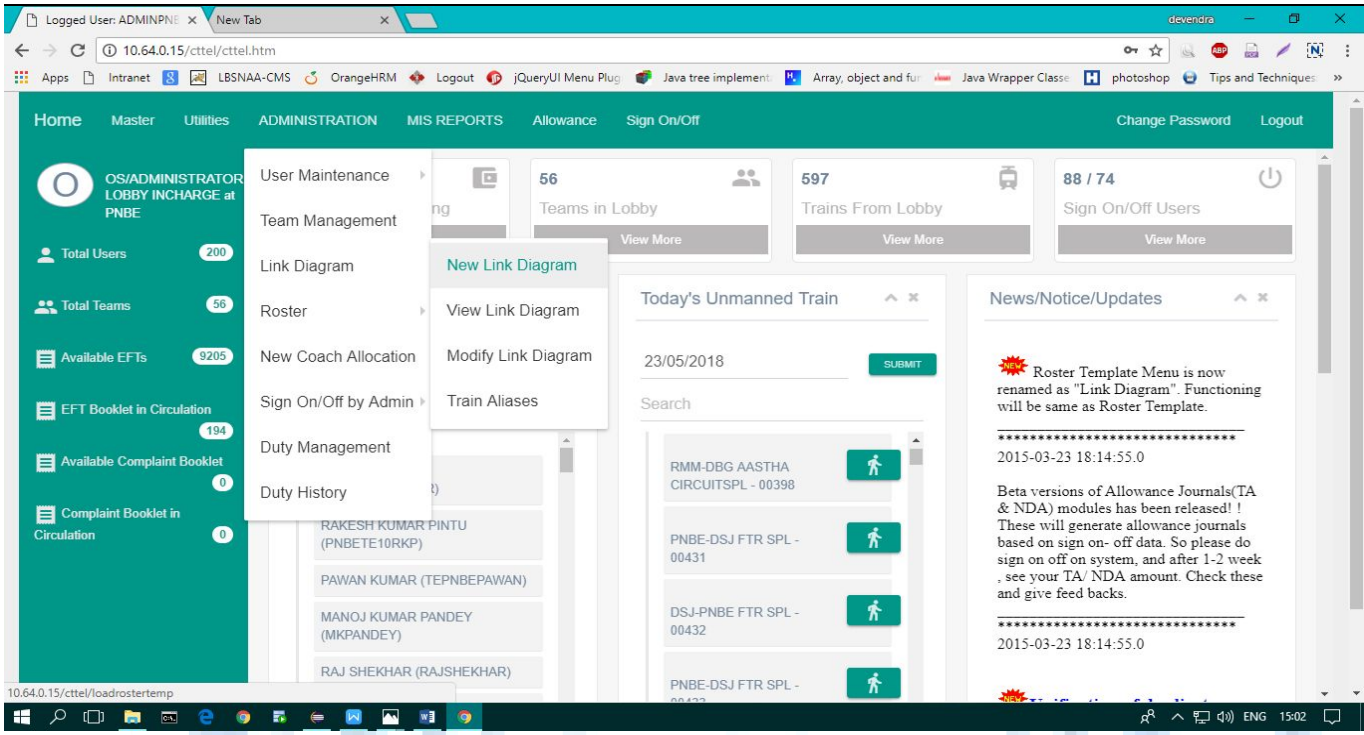


1.3. - Link Diagram – There are following three options are showing:

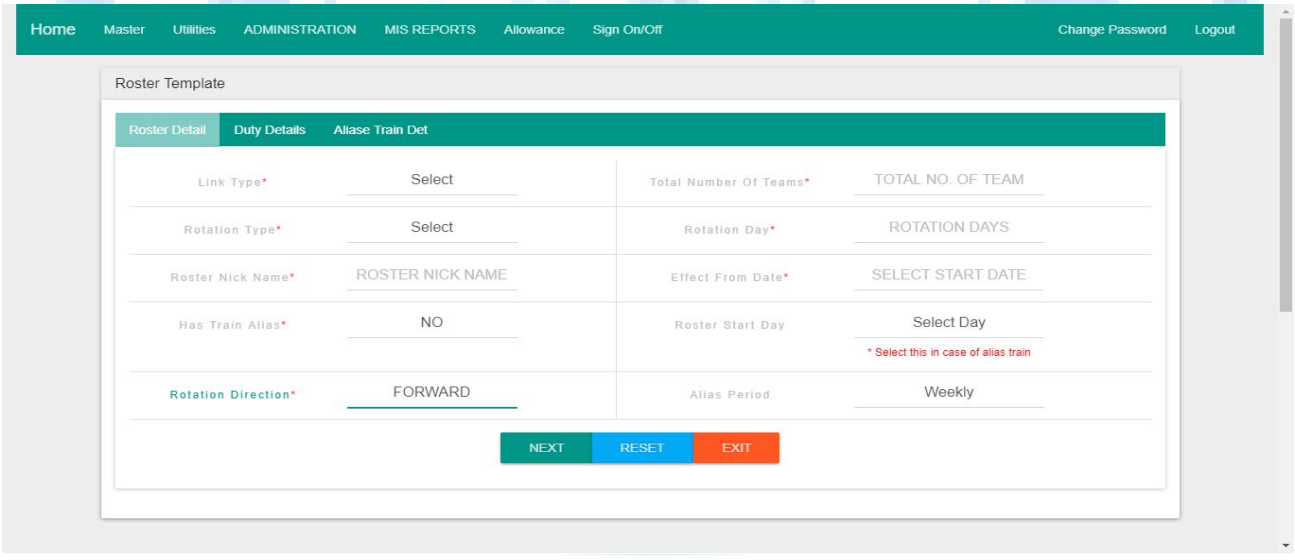
(1) New Link Diagram (2) View Link Diagram (3) Modify Link Diagram (4) Train Alias.



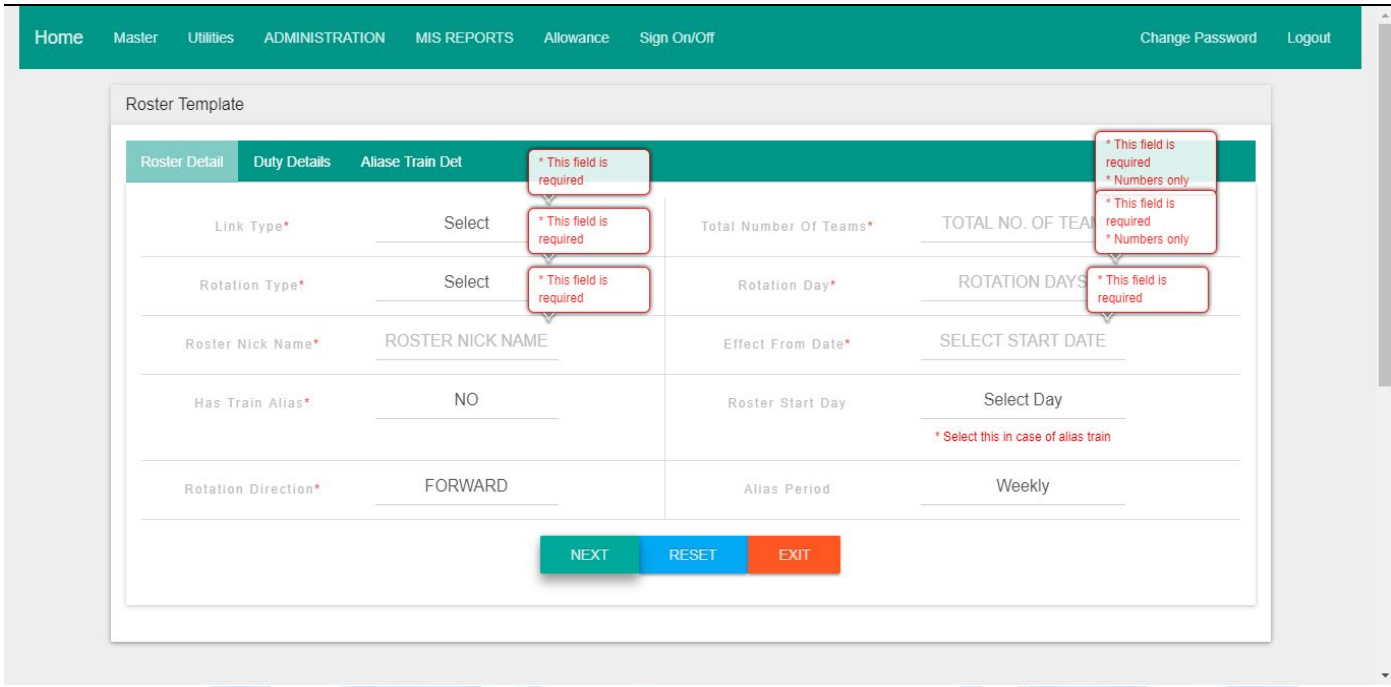
1.3.1. - New Link Diagram - Click on **New Link Diagram,** Roster Detail form will be open.



3. Fill all the details carefully for further proceed.



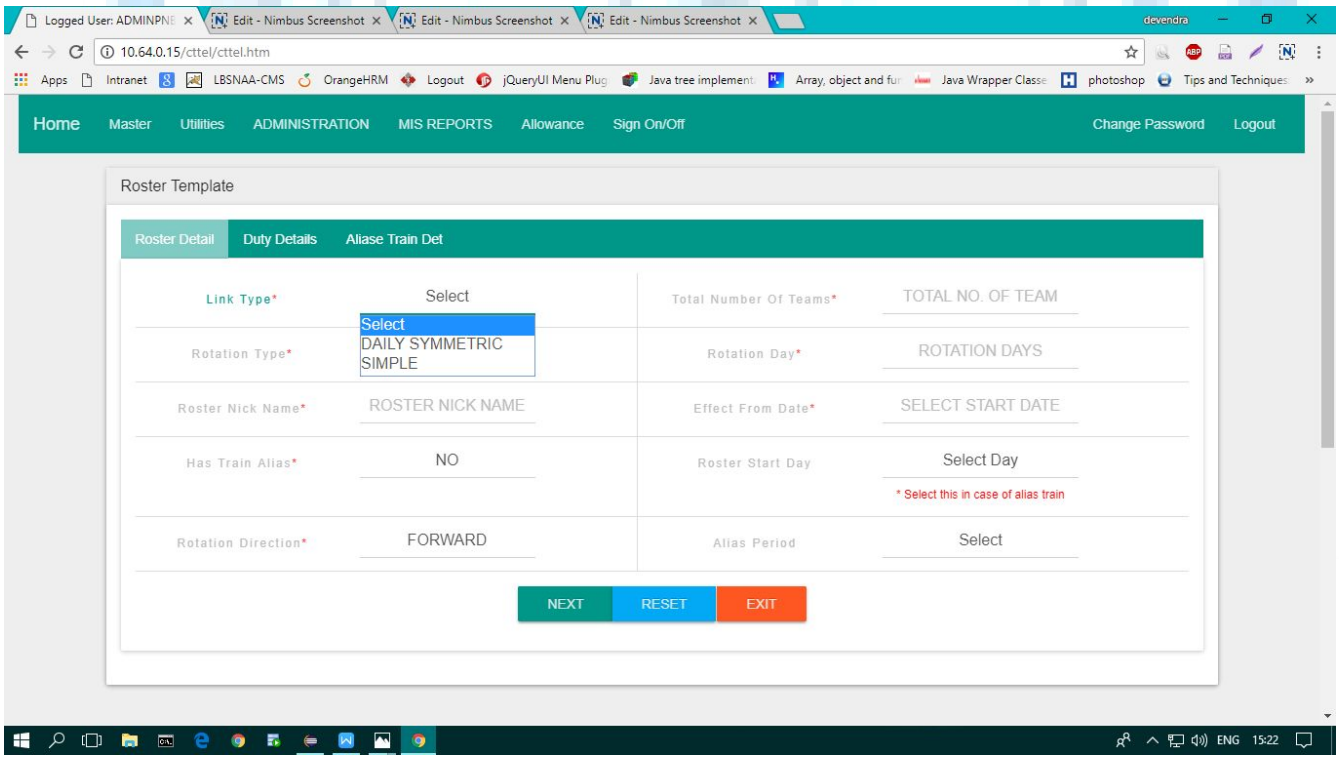
4. If any wrong entry has filled or any field remains empty, Error Pop-up message will be showing, for remind that fill all details correctly.



5. The first field of this page is **Link Type** .This field help us to decide Creation of Roster.

   (1.) **DAILY SYMMETRIC –**

   1. By this link generates roster in which days and teams are rotates same manner as define in Link Diagram after rotation day.
   2. In this case, Rotation type does not create any impact at the time of generation of roster from Link Diagram.



(2.) SIMPLE –

1. Generate Roster, which rotates as per Day wise or as per Team wise.
2. In this case, need to define duty as per no. of Days and Teams for creating Roster.
3. Here, Rotation type creates impact at the time of generation of Roster from Link Diagram.

(3.) Rotation Type –

1. Day Wise - In this case, after rotation day, duties and teams are rotates same manner as defined in Link Diagram.
2. Team Wise - In this case, after rotation days, duties and teams are shuffle in ascending order between days.

(4.) Total No. of Teams – Number of Teams for assigning duties in Link Diagram

(5.) Rotation Day - Number of days

(6.) Roster Nick Name – Link Diagram Id Nick Name for Identify Link Diagram.

(7.) Effect from date – Link Diagram effective (starting) date

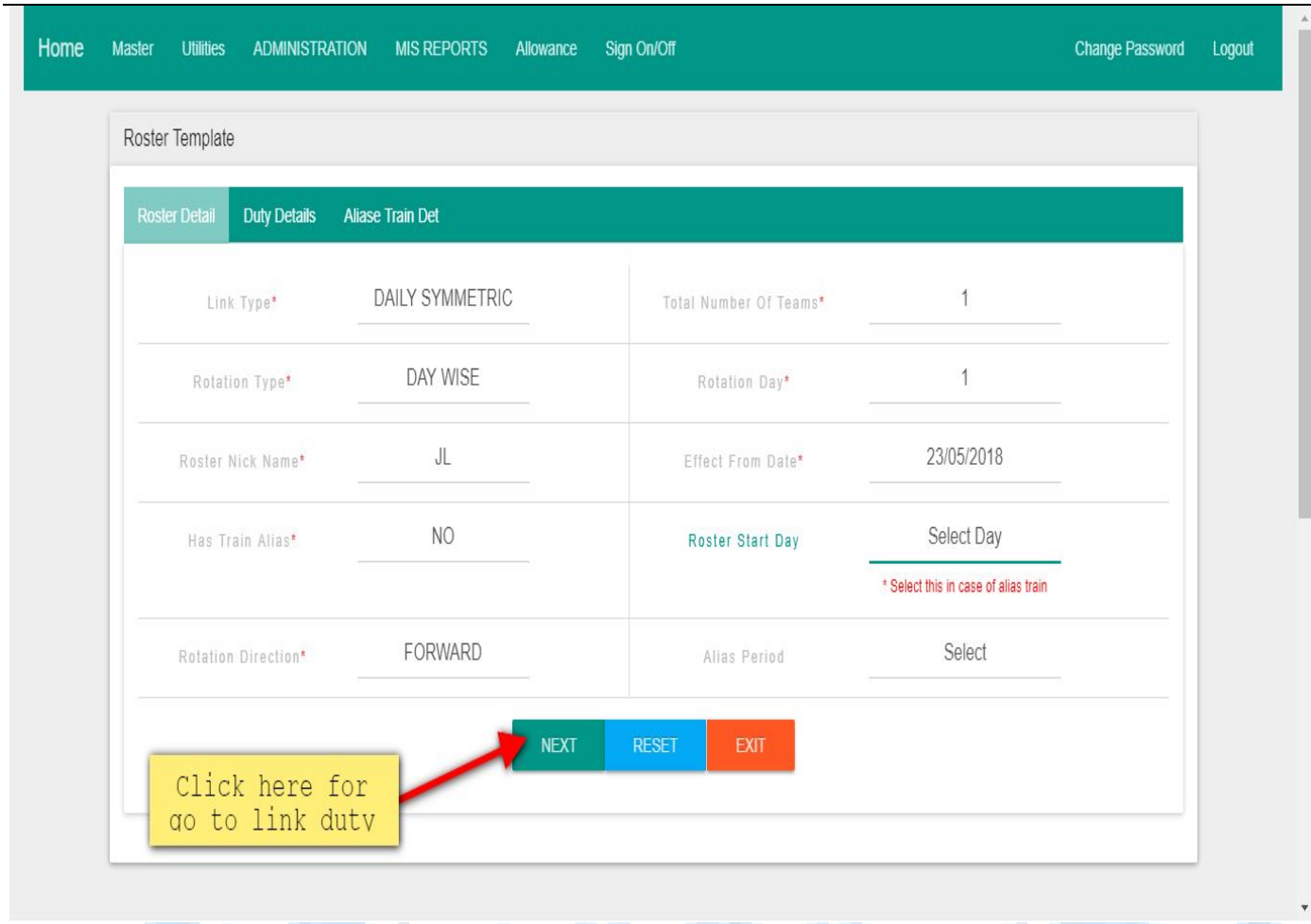
(8.) Has Train Alias – Link Diagram has train alias or not. If yes then we have to fill alias train details and day in which alias train running trough Train **Alias Menu**.

(9.) Roster Start Day – This is an optional field which is defined when Has Train Alias field defined and selected as yes . This is use for select appropriate day in which alias train start running.

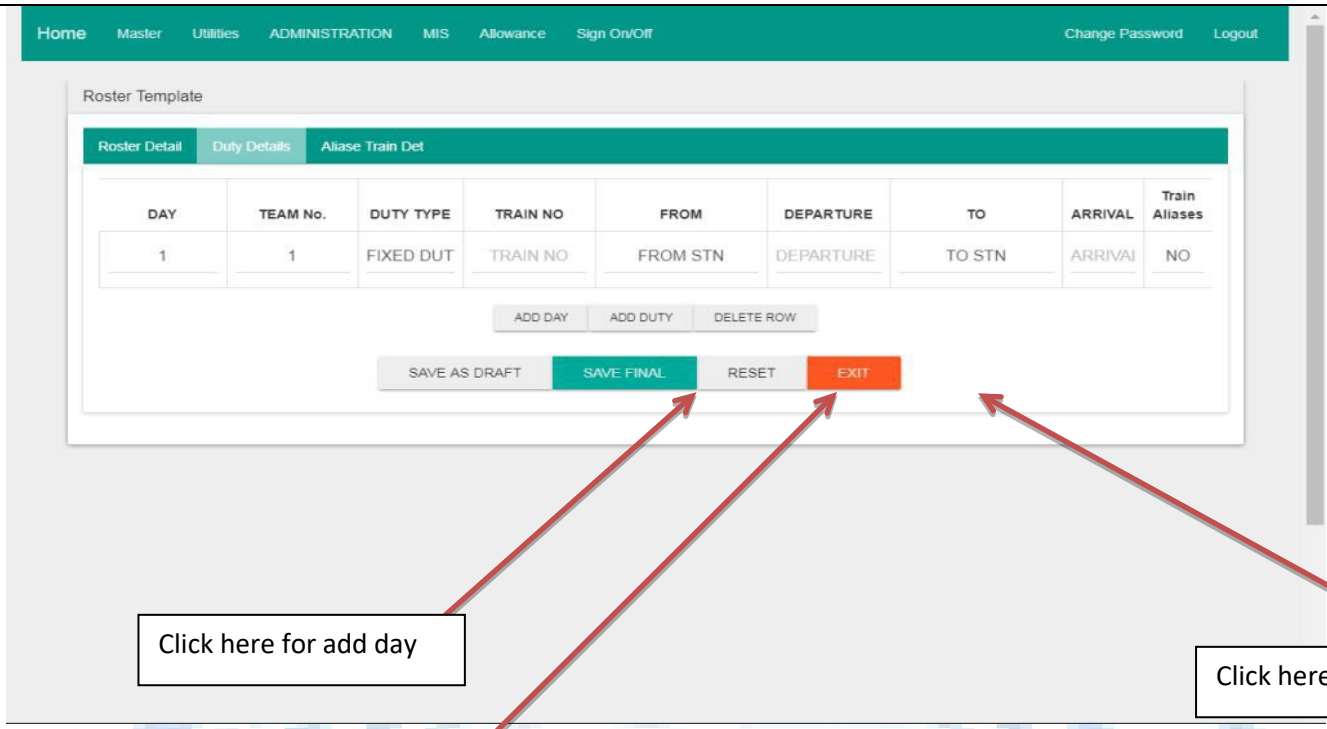
(10.) Rotation Direction – use for decide duty allocation direction .

(11.) Alias Period – Use for select Period of Alias train which Weekly ,Bi-weekly ,Tri-weekly,Tetra-weekly.

6. After carefully fill all the roster details click on **Next** Button for Duty Details Form.



7. **Duty Details** - In this Form, Fill all the details related to duties, which are going to assign teams.



(2.) In this [illegible] details :

1. **Day and Team No.-** Day and Team No. automatically appears if you do not found this according to you, So it could be change manually as per Rotation day and Total No. of team define in Roster Details.
2. No of assign, duties cannot be less than cross multiplication of Rotation Days and Total Number of Teams.

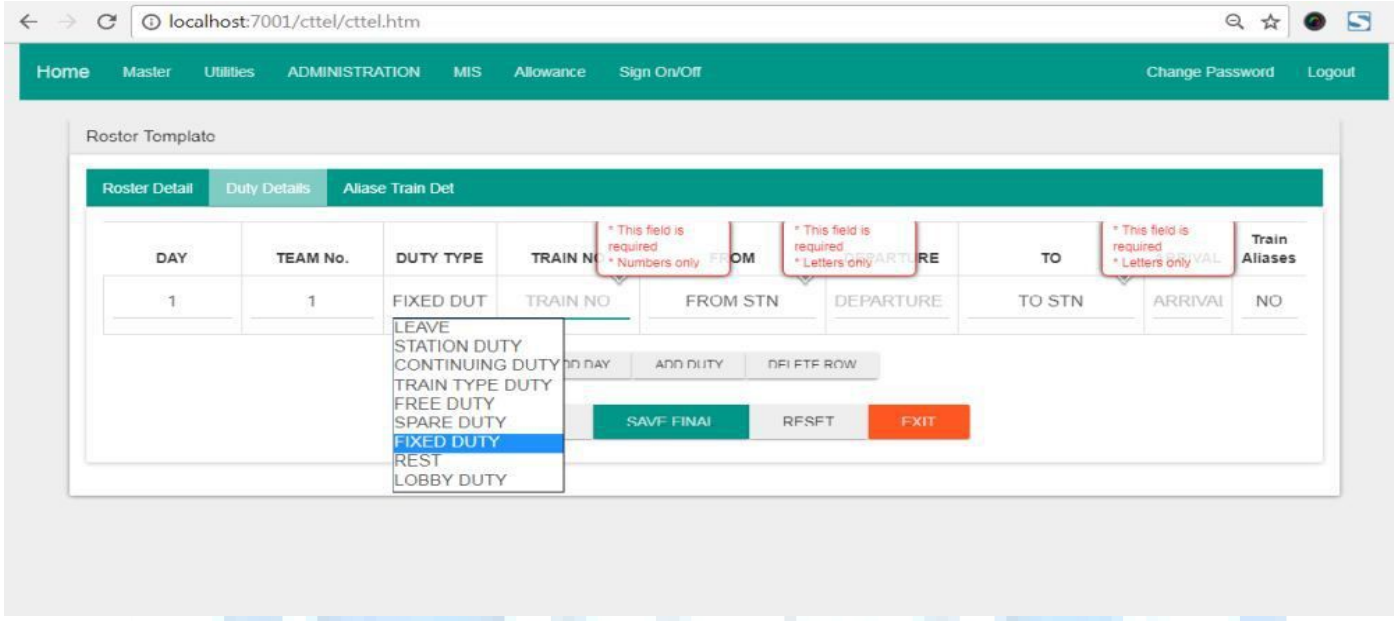
No of Duty => Rotation Days × Total Number of Teams

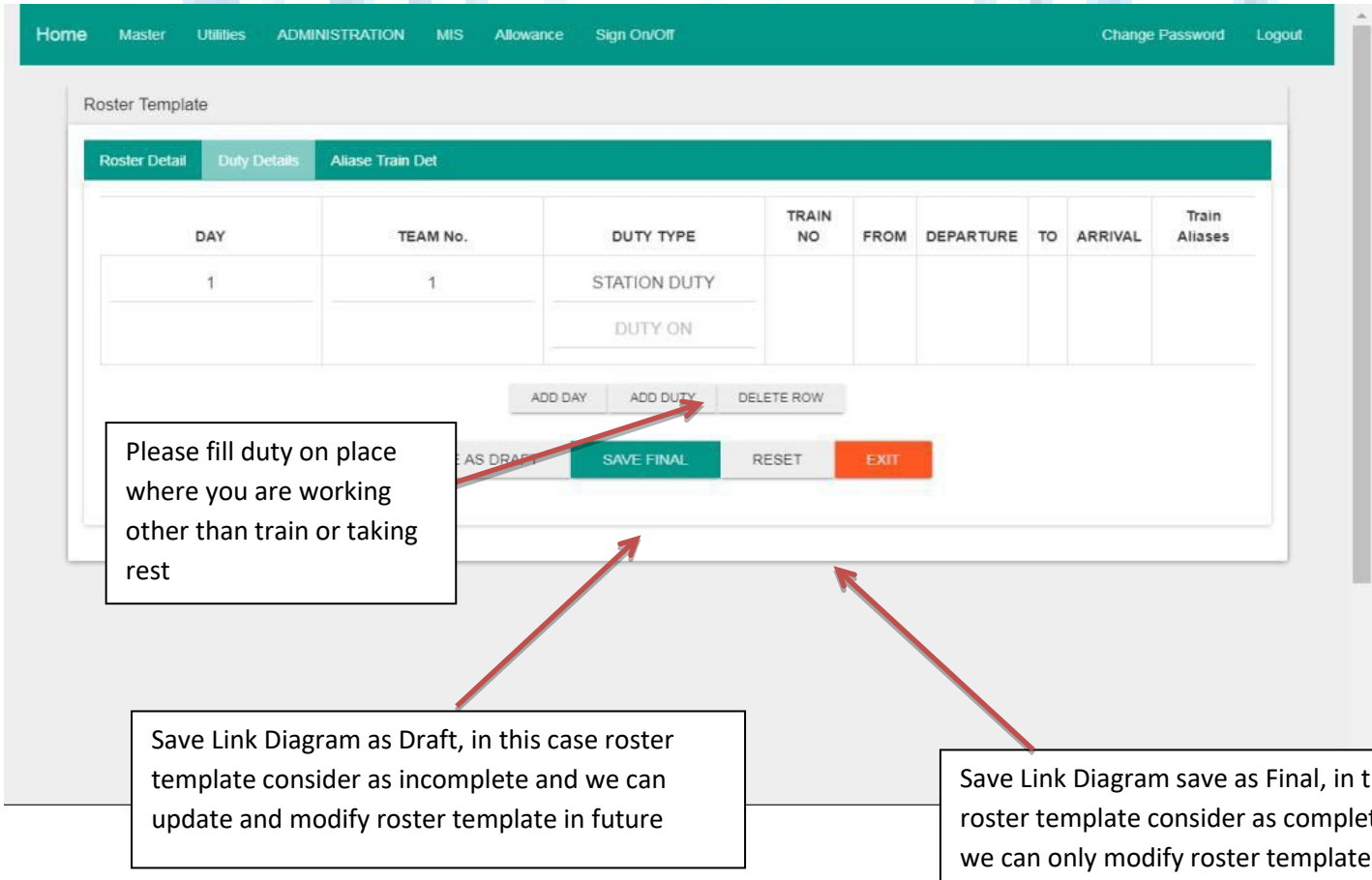
3. Duty Type- following option available in Duty Type:

(i) FIXED DUTY (ii) Leave (iii) STATION DUTY (iv) CONTINUING DUTY (V) SPARE DUTY (vi) TRAIN TYPE DUTY (vi) FREE DUTY (vii) LOBBY DUTY (viii) REST

2.1 – In FIXED DUTY, define Train no, from station and to station in which duty will be performing.

2.2 – In Rest of cases, we have to select Duty Type and define place on **Duty on** Field, which appears automatically after selecting **DUTY TYPE** other than **FIXED**.





8. After successfully Define duty Now we have following options :

   8.1. **SAVE AS DRAFT**-

8.1.1. In case of creating very long and time-consuming Roster, you can create this type roster in many parts. You have to create one part of Link Diagram and save it by clicking SAVE AS DRAFT for future updating.

8.1.2. After clicking on SAVE AS DRAFT, a success message will appears showing following details

(a)Link Diagram Id (b) View Template Link (c) Train Aliases Link

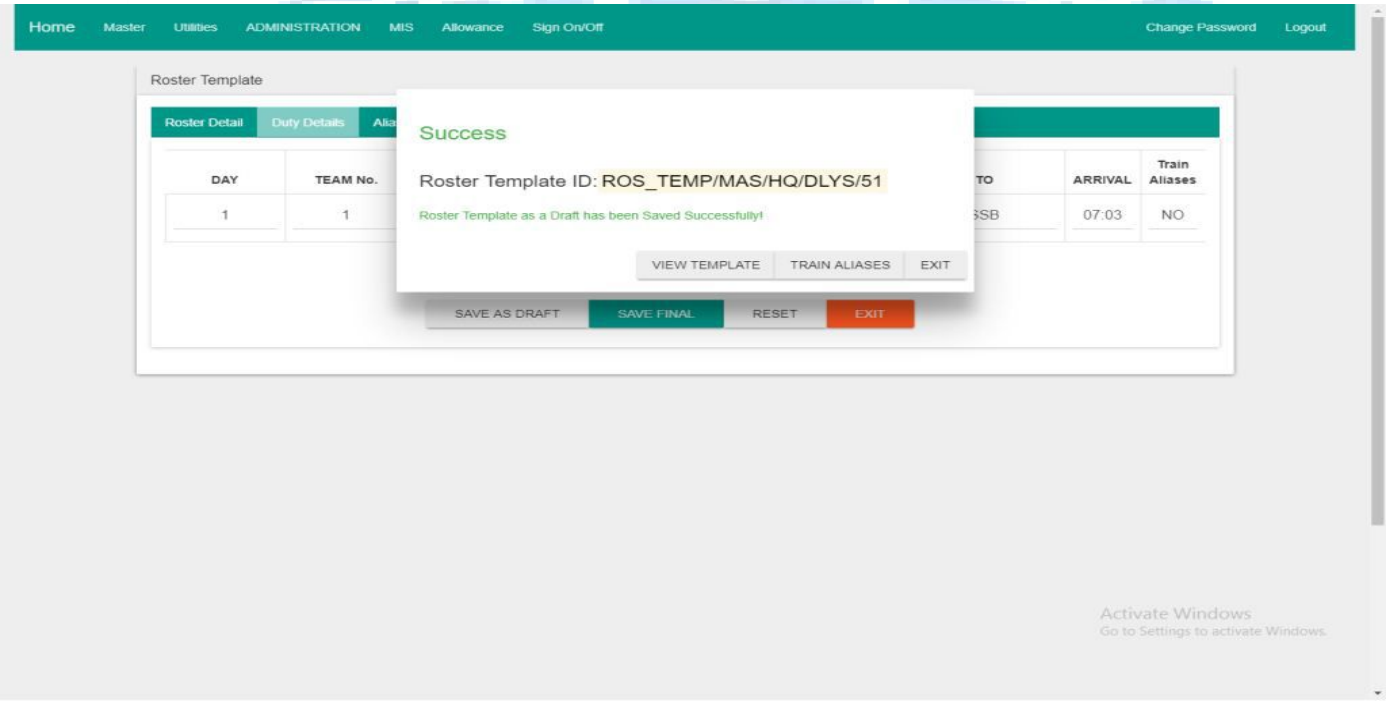
8.1.3. Note carefully **Link Diagram ID** for future reference.

8.1.4. By clicking on **View Template,** it redirects to currently saved Link Diagram details.

8.1.5. Specify **Aliases Train** detail by clicking on **Train Aliases** Button if needed.

8.1.6. Click on **EXIT** Button its redirects to **HOME PAGE**.

8.1.7. Save As Draft Roster can be Update and Modify by **Administration >> Link Diagram >> Modify Link Diagram.**



8.2. **SAVE AS FINAL-**

8.2.1. In case of creating very long and time-consuming Roster, you can create this type roster in many parts. You have to create one part of Link Diagram and save it by clicking SAVE AS DRAFT for future updating.

8.2.2. After SAVE AS DRAFT, Successful Save Roster as Draft Message will Appears.

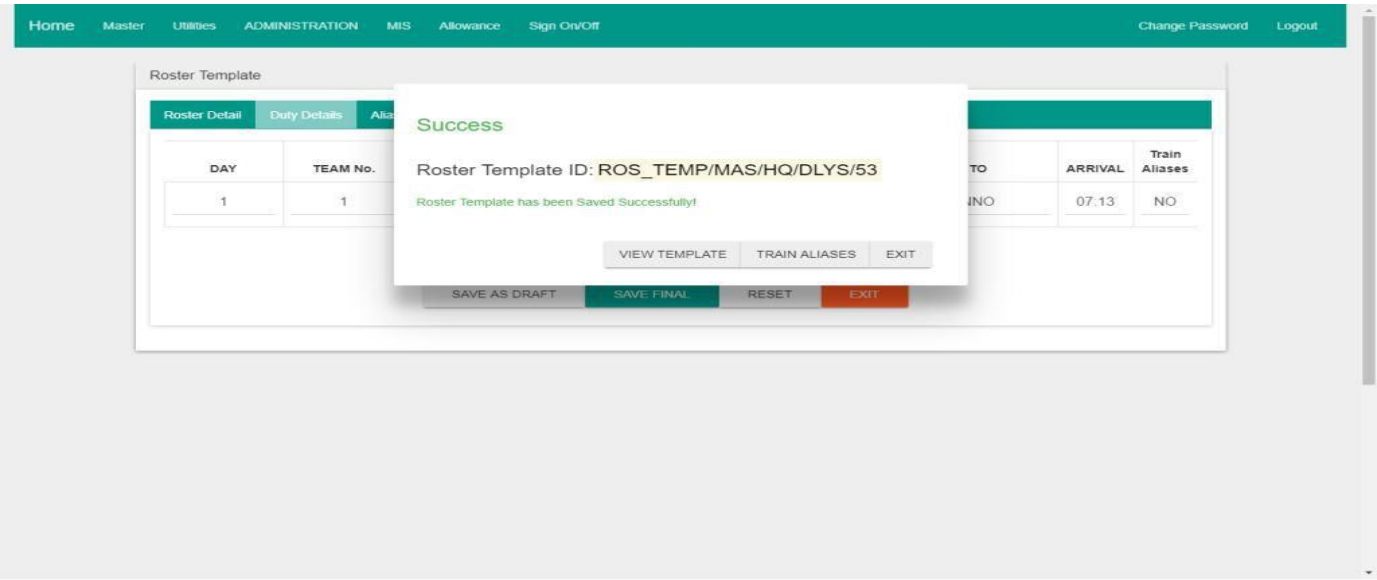
8.2.3. Note carefully your **Link Diagram ID** for future reference.

8.2.4. We can see Link Diagram by clicking **View Template** Button.

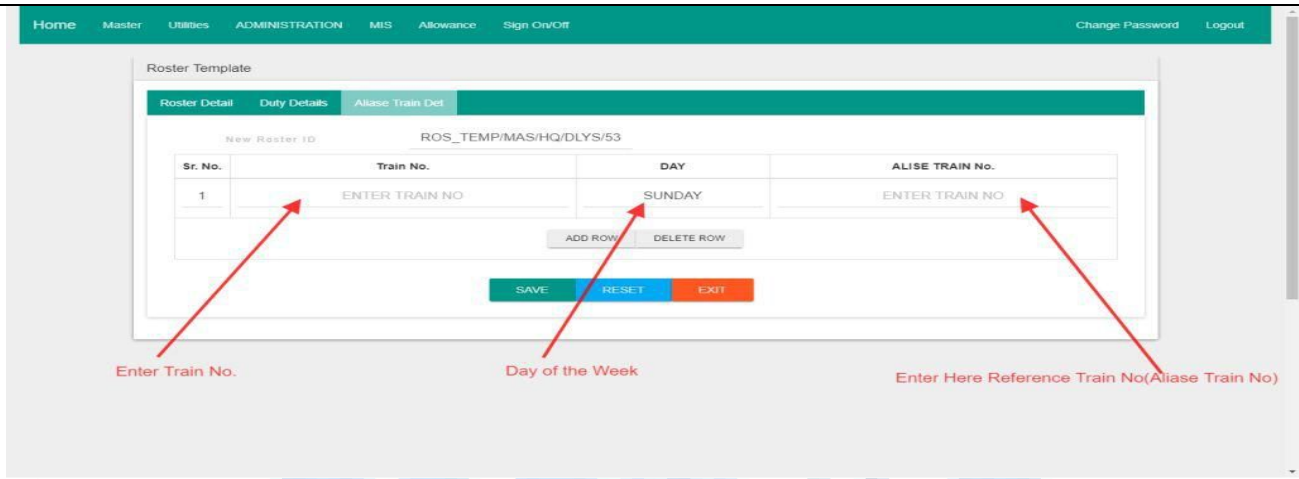
8.2.5. We can specify **Aliases Train** by clicking **Train Aliases** Button.

8.2.6. We can Update This Link Diagram by **Modify Link Diagram in Administration Menu.**

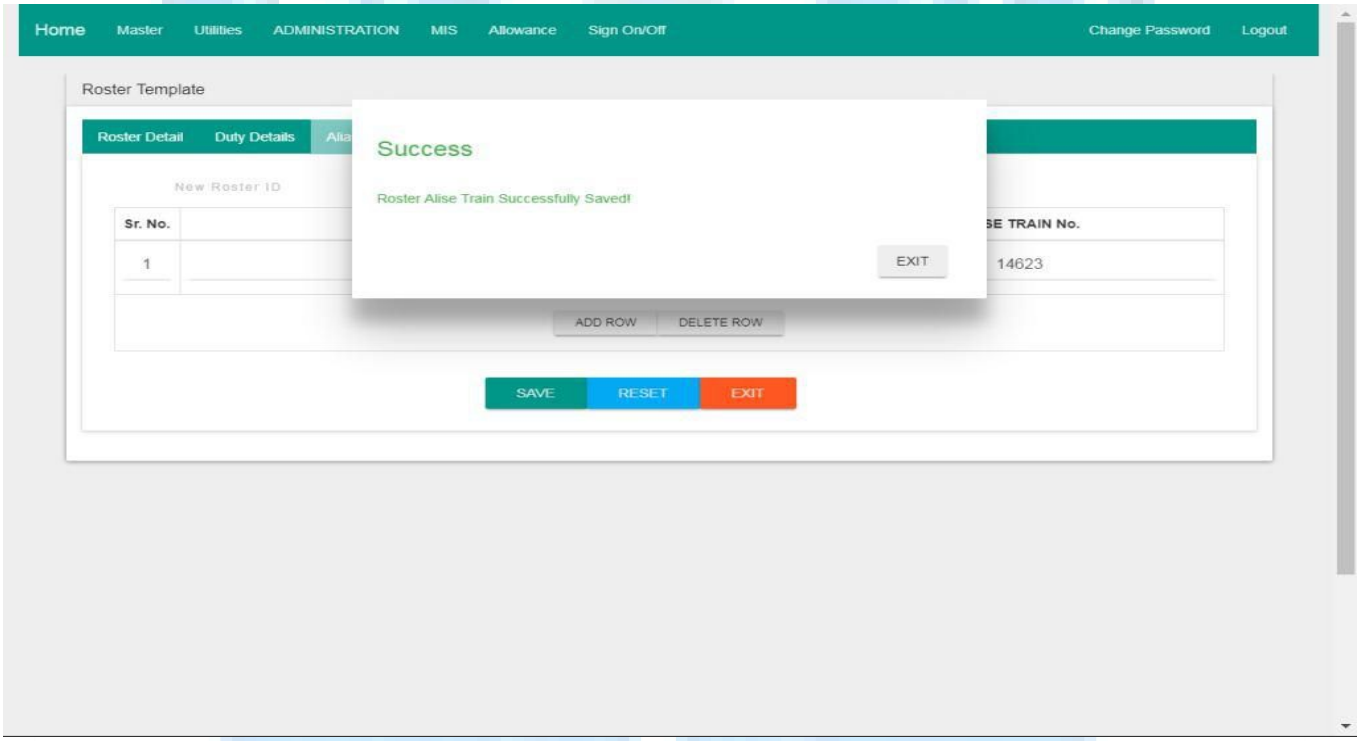
8.2.7. For exit Click on **EXIT** Button.



9. In Train Aliases: If any of duty in which **TRAIN ALIASE** define as YES, then define **TRAIN ALIASE DETAIL for that duty.**

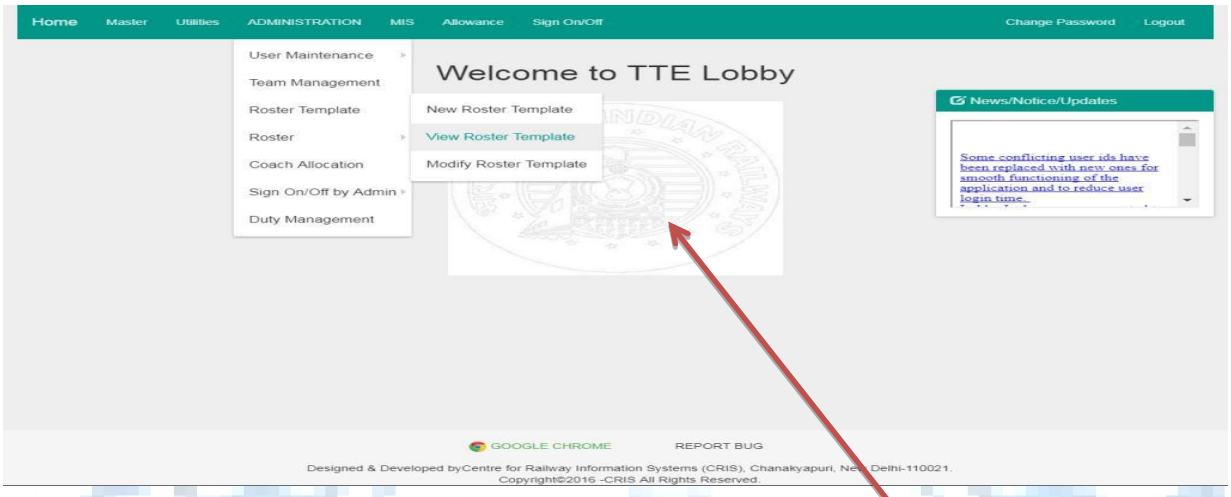


When you click on Save-



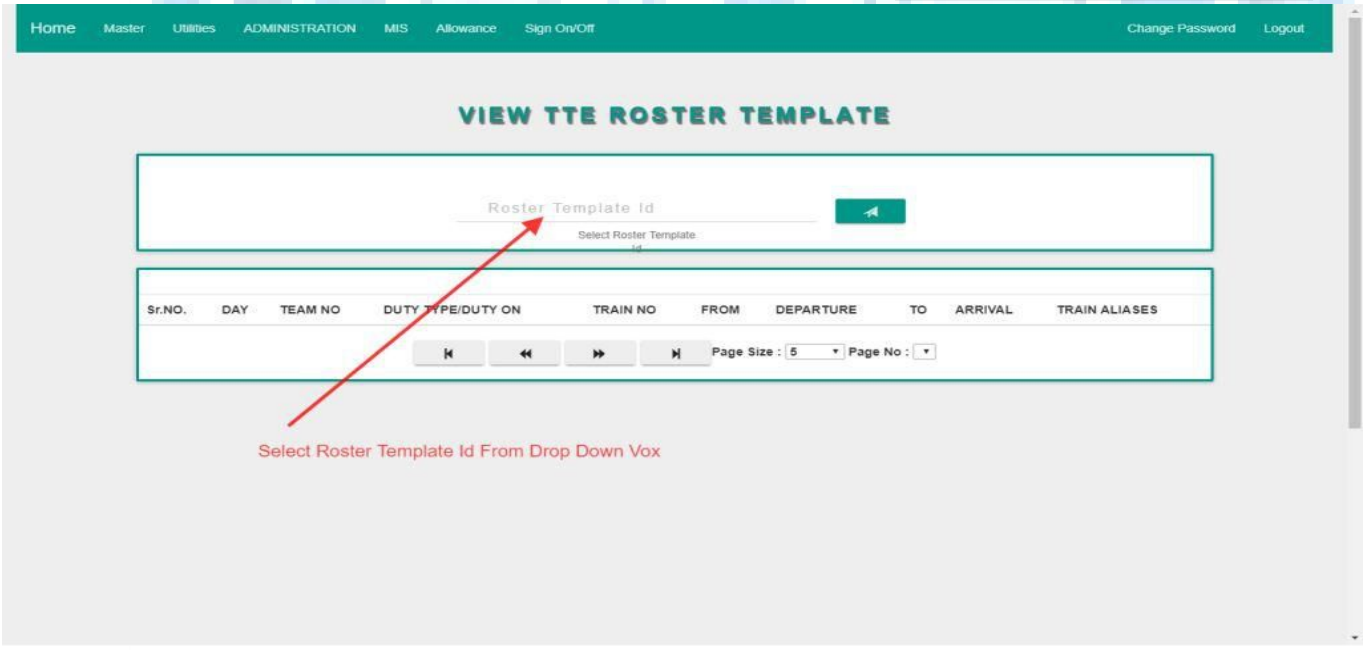
1.3.2.- View Link Diagram –

1. To View Link Diagram click on **View Link Diagram** from **Administration** menu.

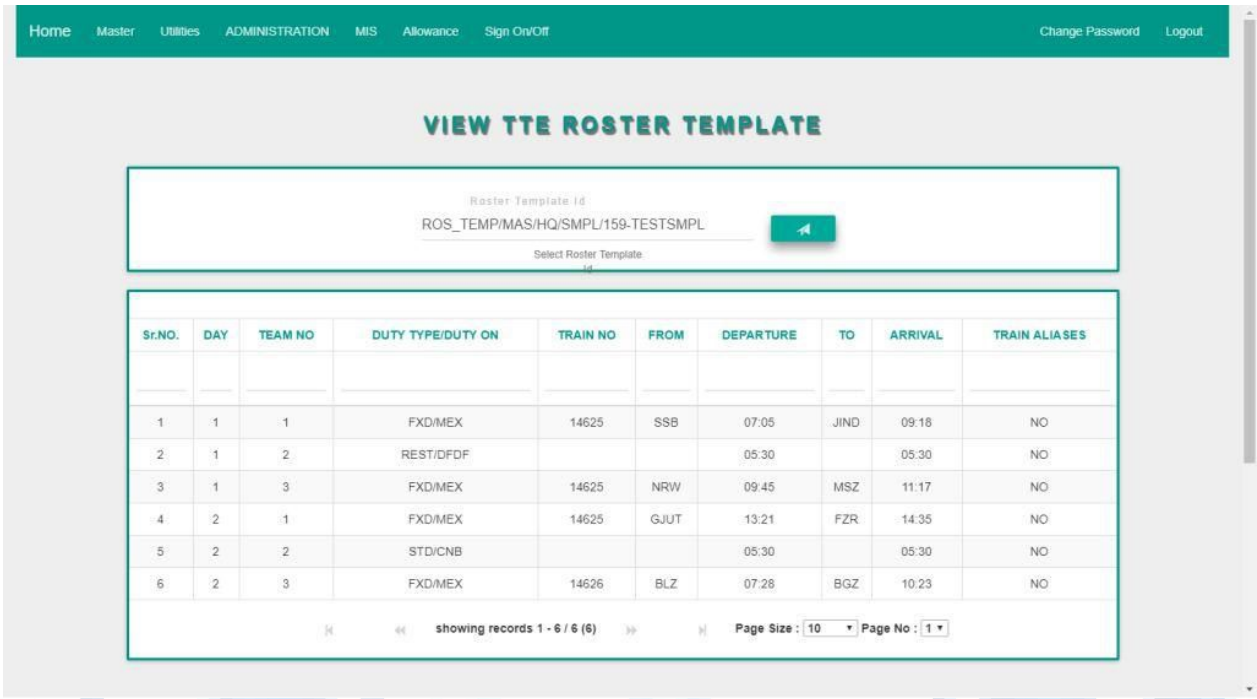


2. Select Link Diagram id From Drop Down menu:

Click Here for Viewing Link Diagrams



3. Then Click on view button, Link Diagram Details appears.



1.3.3. - Modify Link Diagram –

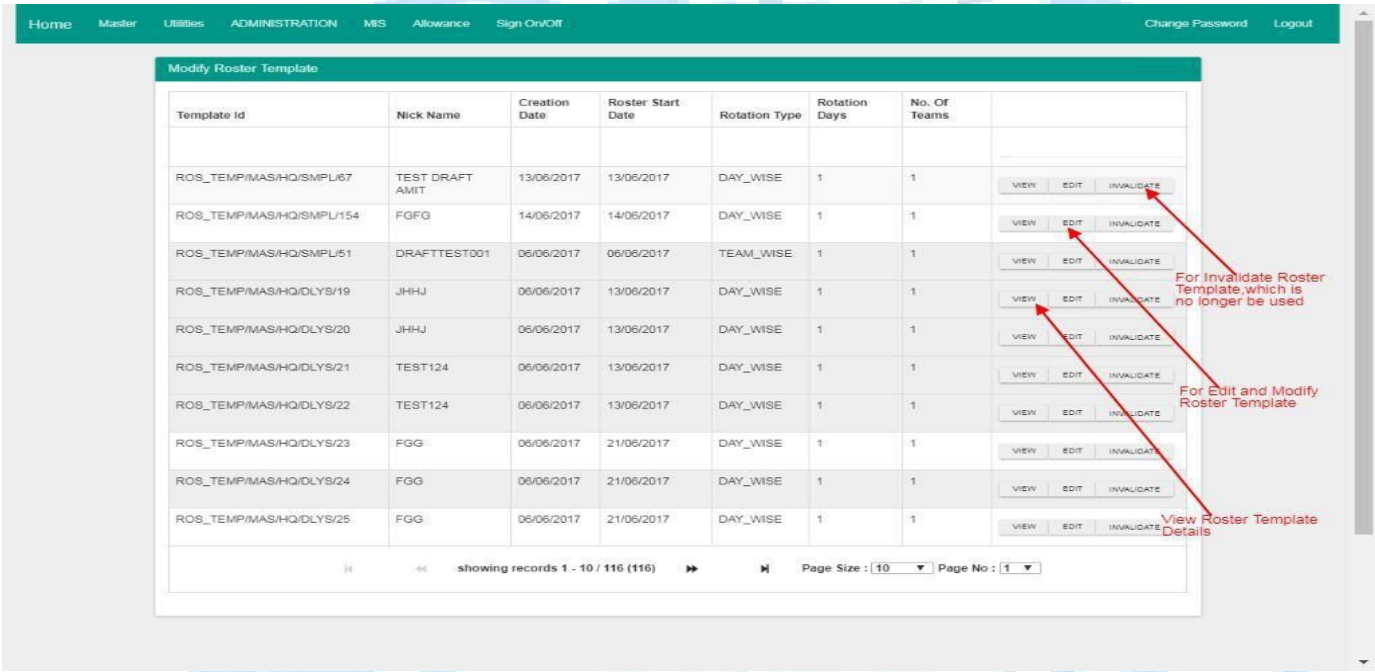
1. This is allows us to View, Modify and Invalidate Link Diagram.

2. In this page, Link Diagram Ids that are showing in Gray color row has **saved as Draft.**

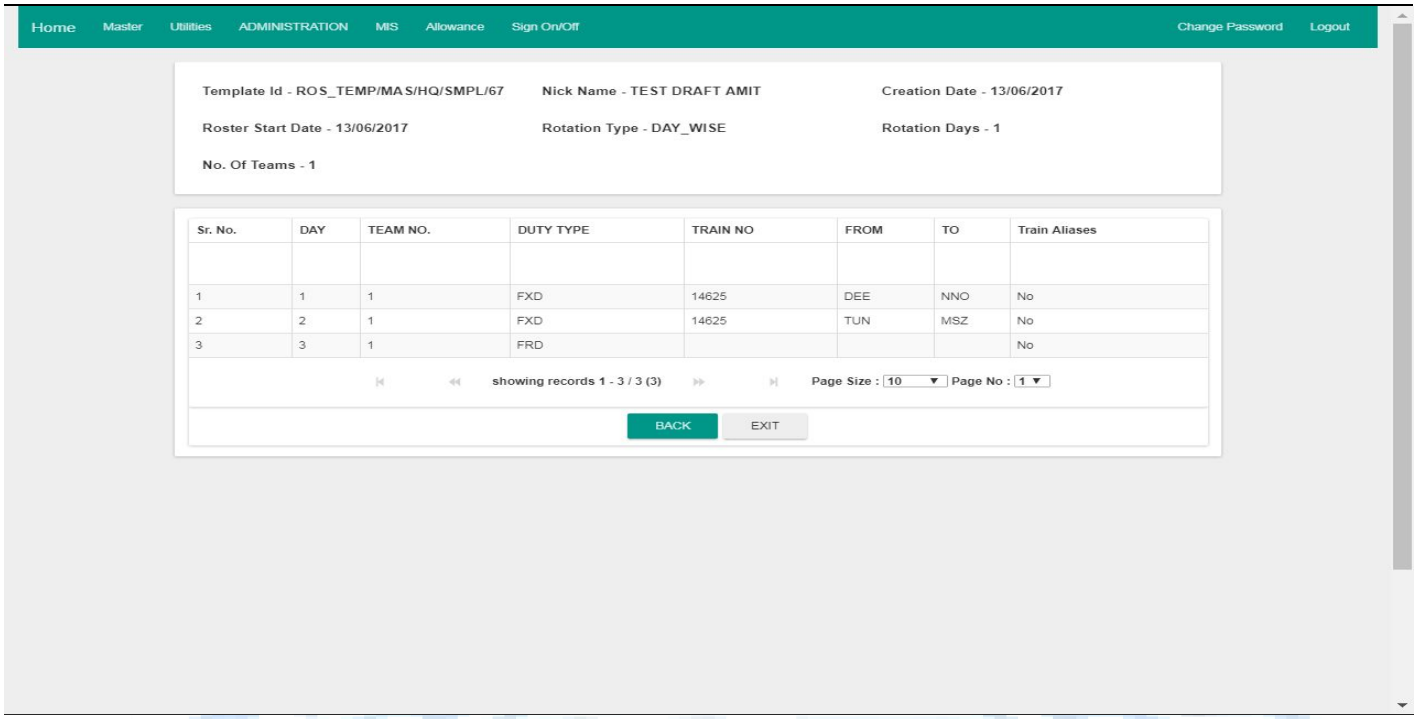
3. In this page, Link Diagram Ids that are showing in white color rows has **saved as Final.**

4. Link Diagrams that are save as **Draft** that modification does not depends on **Roster Day and Total No. of Teams.**

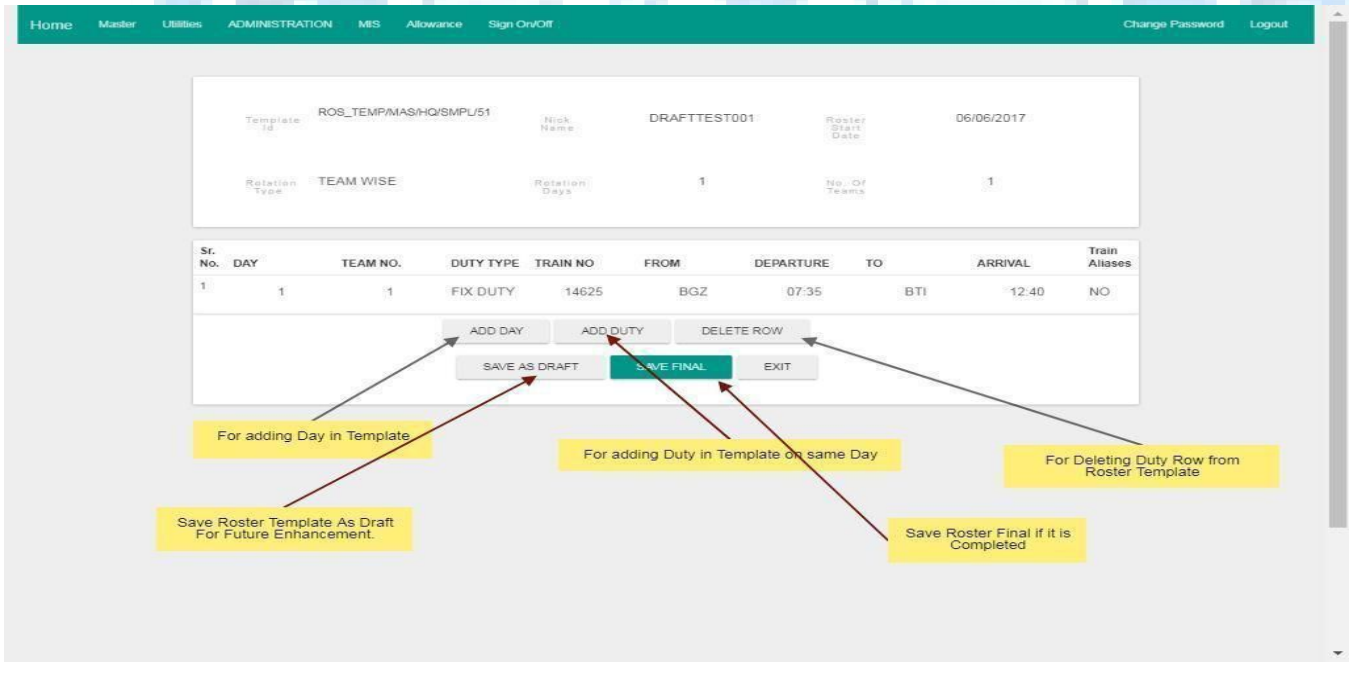
5. Link Diagrams that are save as **Final** that modification depends on **Roster Day and Total No. of Teams.**



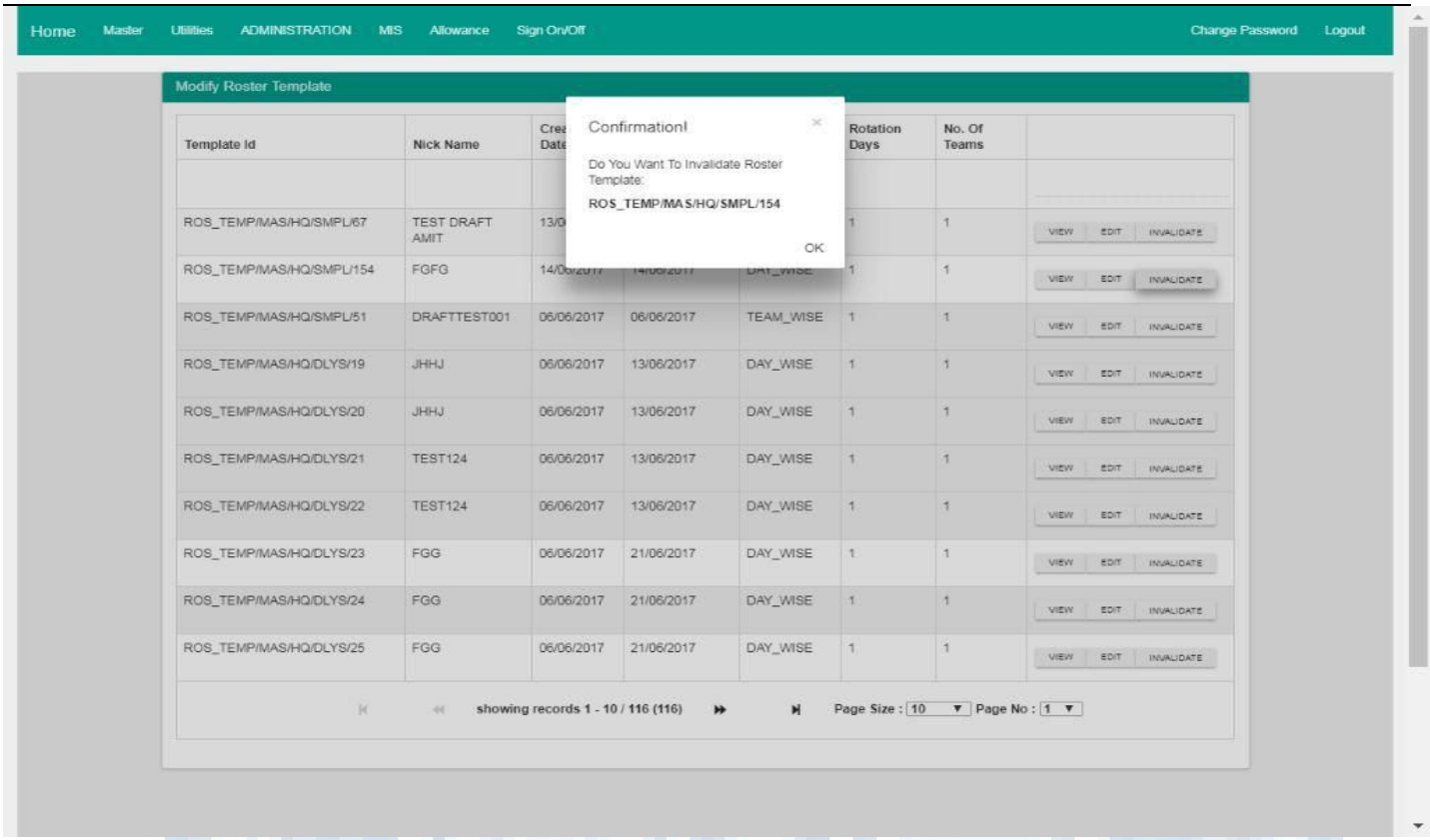
1.3.3.1- View: used for seeing Link Diagram Details.



1.3.3.2. - Edit: This button used for Modifying or updating Link Diagrams.



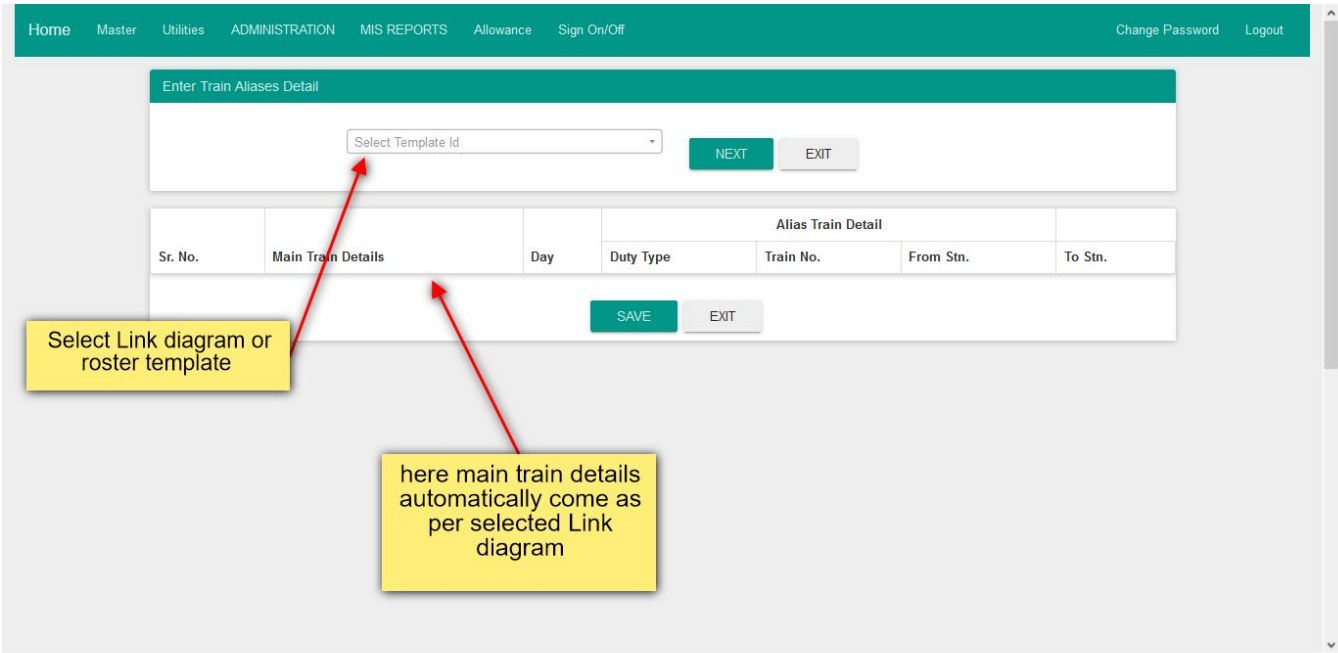
1.3.3.3 Invalidate: This button used for Invalidating Link Diagrams. Link Diagrams which are not using from very long time and that are no longer be use could be invalidate by **INVALIDATE** button.



1.3.4 - Train Alias:

> If Train Alias has mentioned in Link Diagram then, it's use for Mapping up Alias Train and Day in which same train running on different no. And different places .

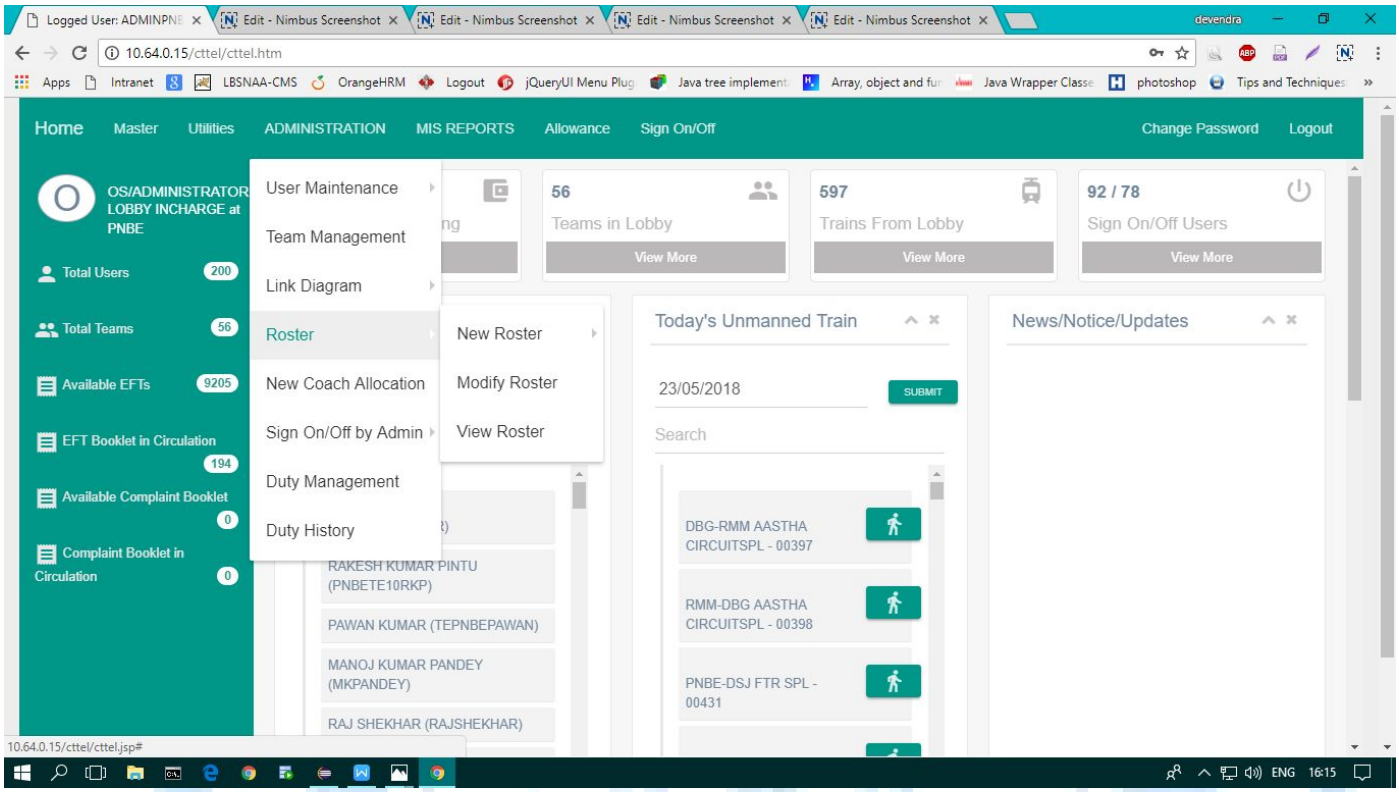
> To do this we have to just Map Train (name and no.) and Day accordingly.



1.4. - Roster

>This is use for generating duty roster of Lobby user as per duty link diagram. To do this we have following options.

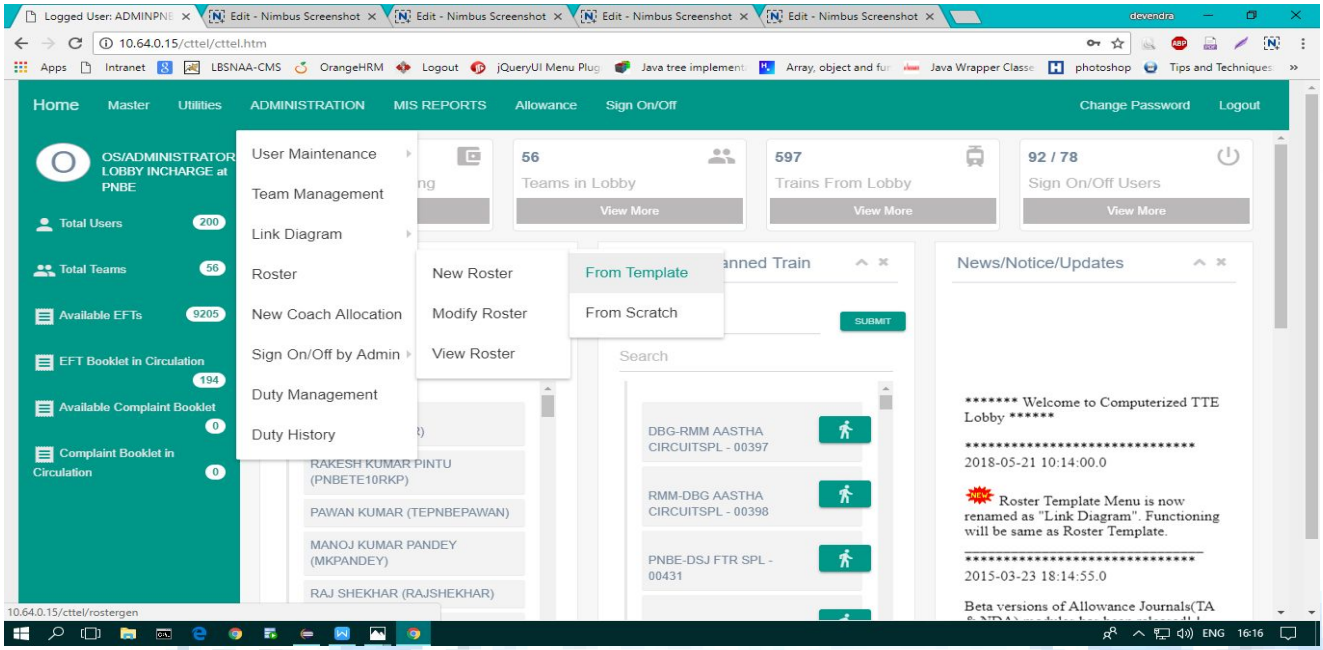
1.> New Roster . 2.> Modify Roster 3.> View Roster



1.4.1 - Roster Generation from Link diagram -

Go TO >>ADMINISTRATION >> ROSTER >> NEW ROSTER >> FROM New Link Diagram

1. Click on From Link diagram as per shown in below.



a) This is allows to generate following kind of Roster from Link Diagram

1. **Daily Symmetric**
2. **Day Wise**
3. **Team Wise**

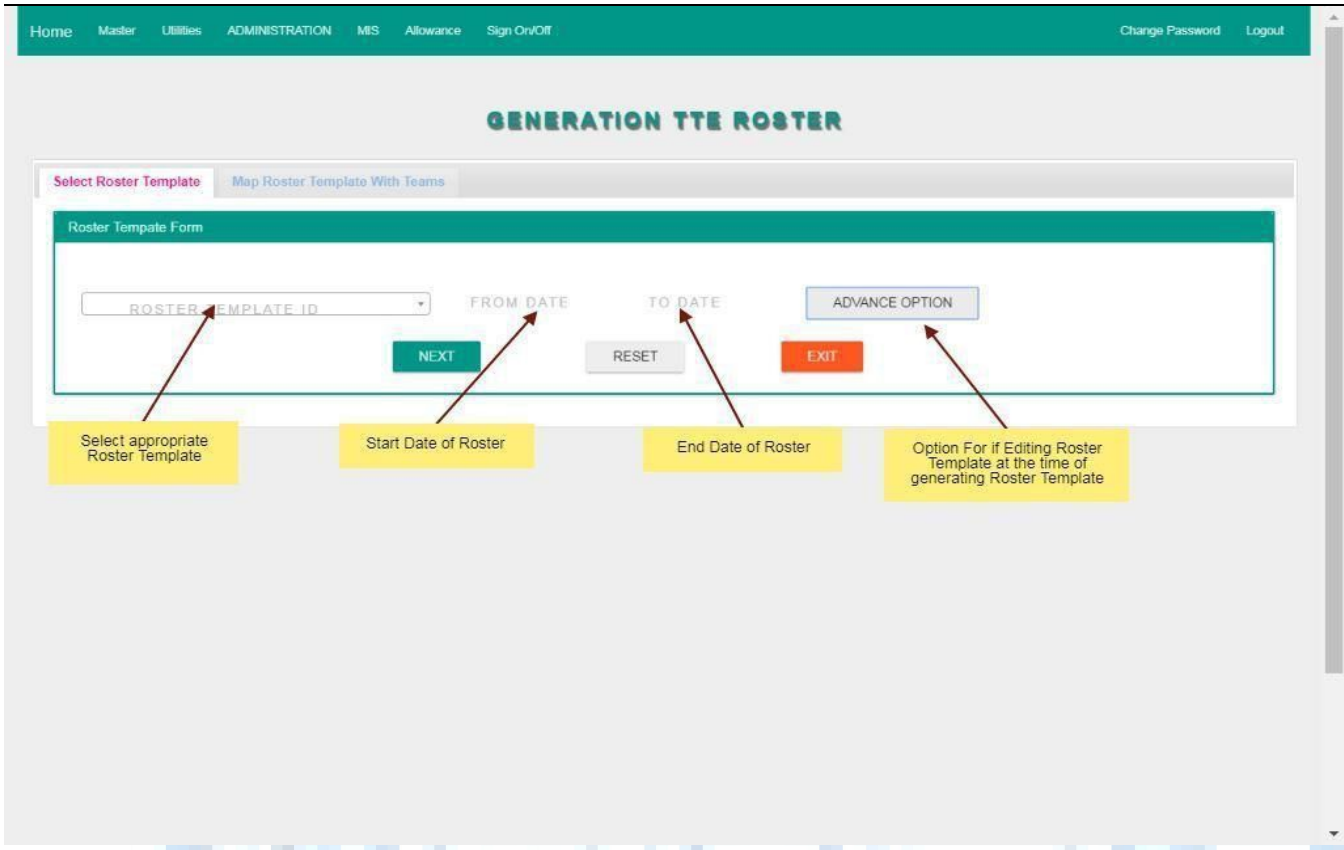
b.) For generation of Roster, need to select appropriate **Link Diagram** from **Link Diagram Id Drop down Menu**.

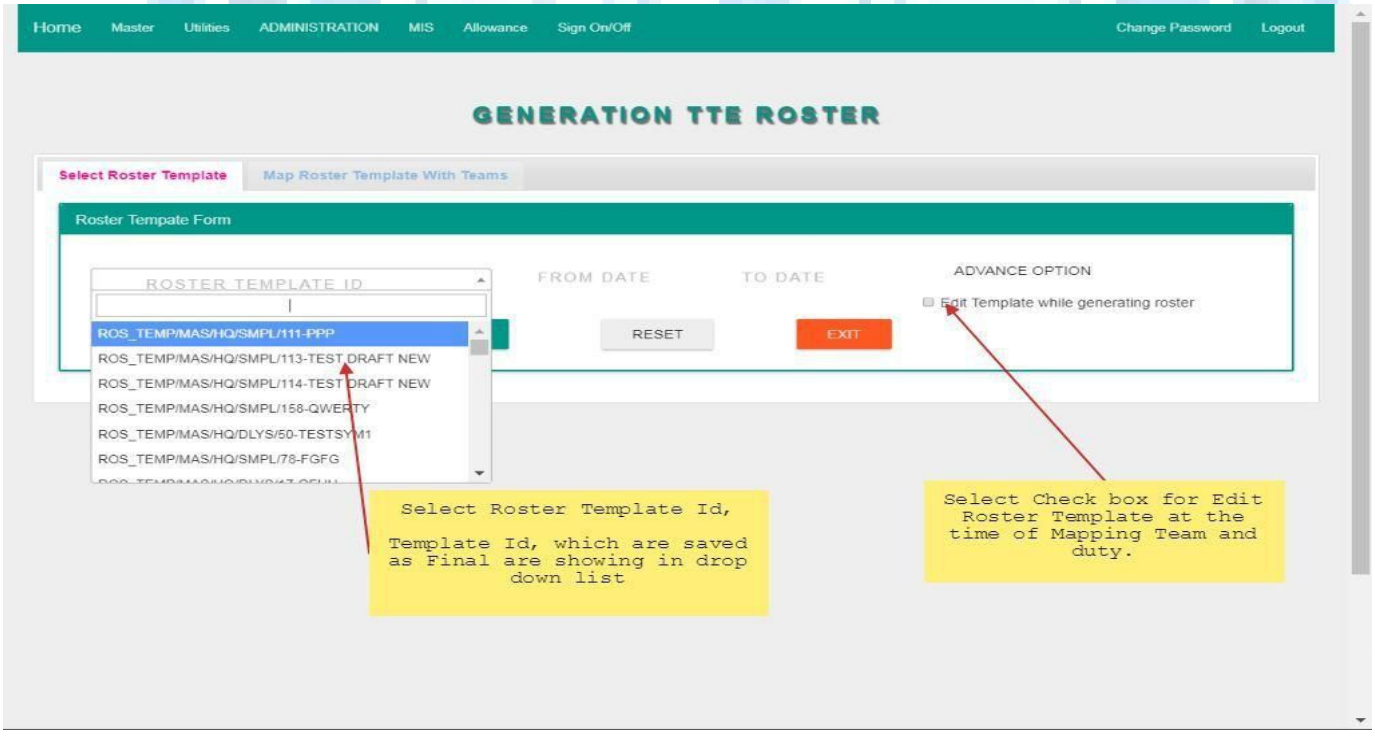
c.) Then select **From Date** (Start Date of Roster) and **To Date** (End Date of Roster) from their respective fields.

d.) It is also allows to Edit or Modify **Link Diagram** at the time of **Mapping Duties and Teams** while generating Roster from Template

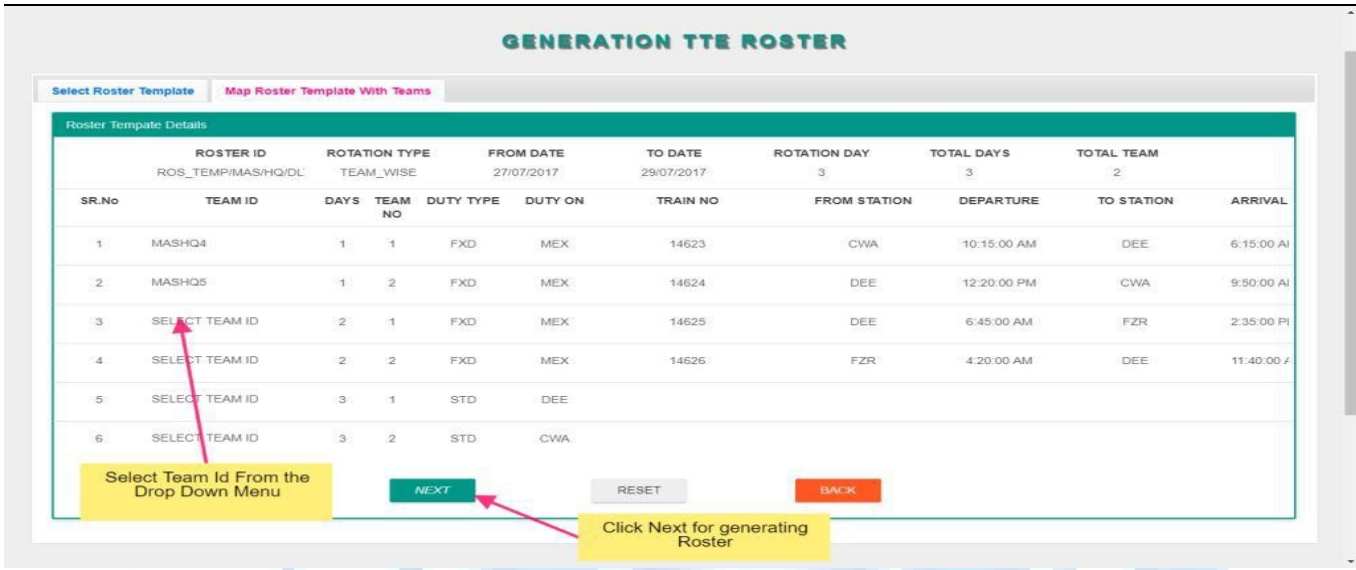
For to do so, it's needs to click one.

Advanced Option Button and then **Tick on select Box**.





e) After Fill, all required details, Click on **Next** button For Mapping Teams and duties.

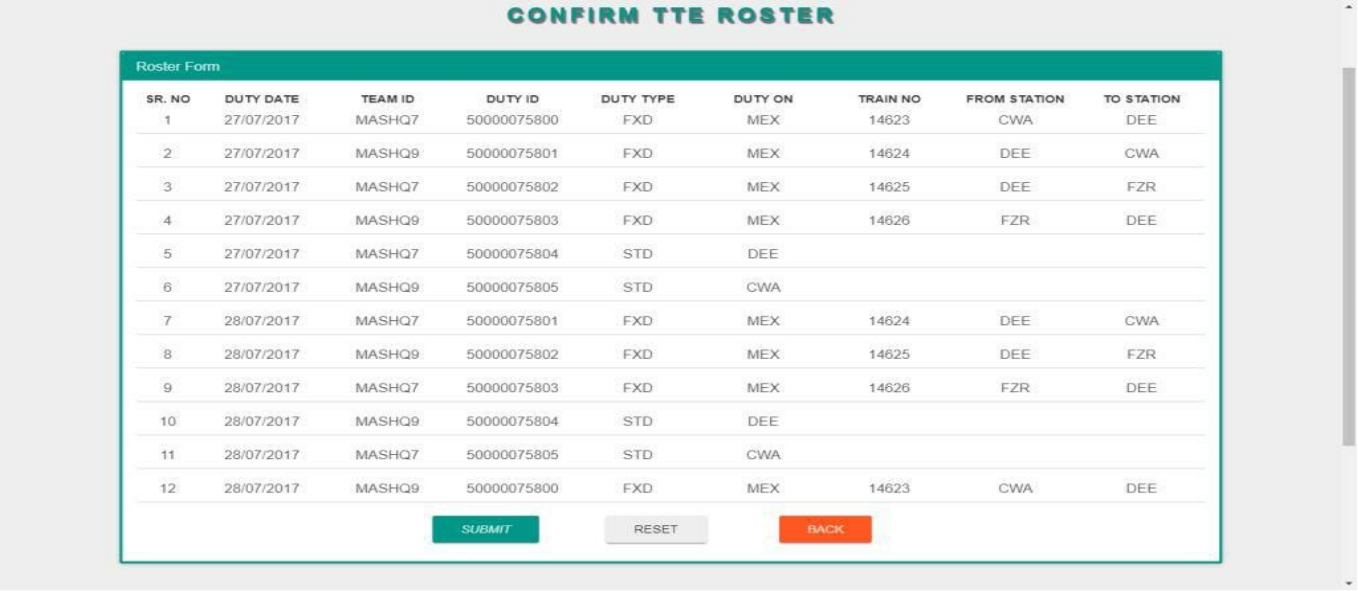


Here select Team Id for their appropriate Duty. After mapping team and their appropriate duties, then click on **Next** for **Generating Roster**.

f) For **Editing Link Diagram,** at the time of generation **Roster:**

1. All the field could be edit directly but in the case of Duties, first select Train No. then from station and To Station. Form Station and To Station could not be editing directly.

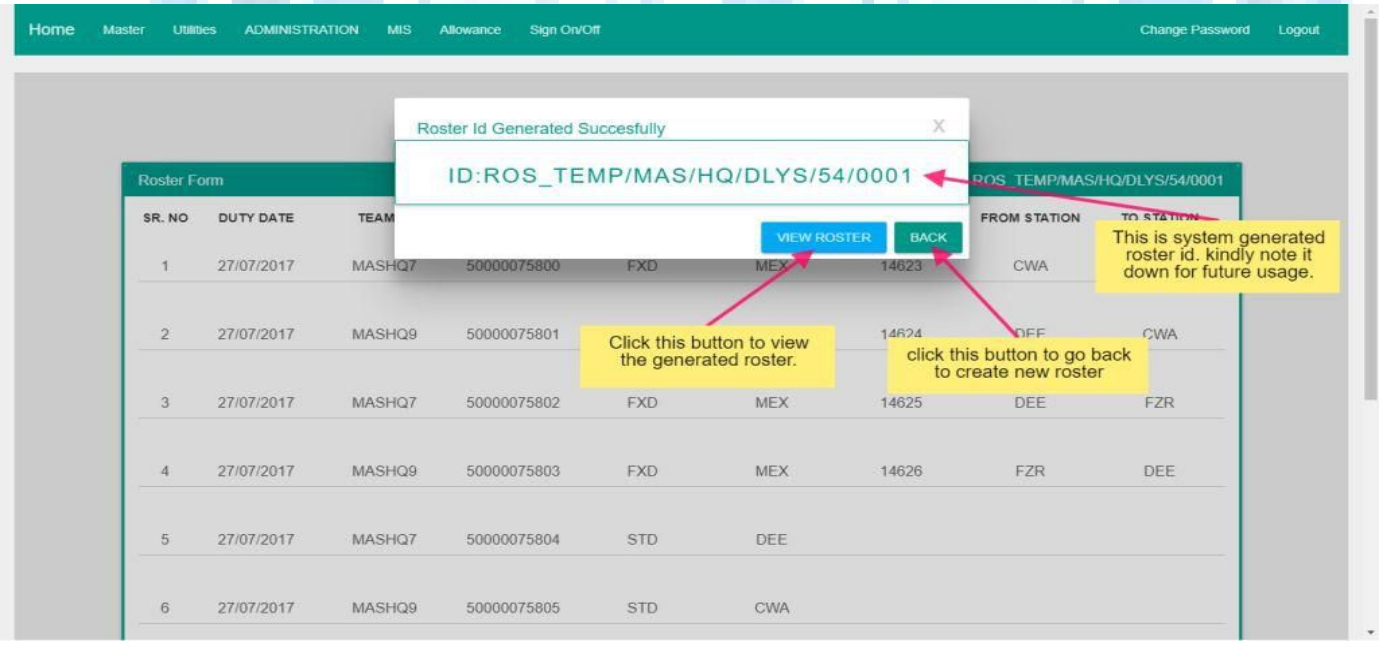
g) After successfully mapping teams and duties, click on **Next** button for going to Confirmation Roster Generations Page.



h) This is the confirmation of generate Roster .Kindly check accordingly if you find it correct then Click on **SUBMIT** button to save it.

i) After Click on Submit Button, a successful message will appears with system generated **Roster Id**. Kindly Note down this roster id to future references.

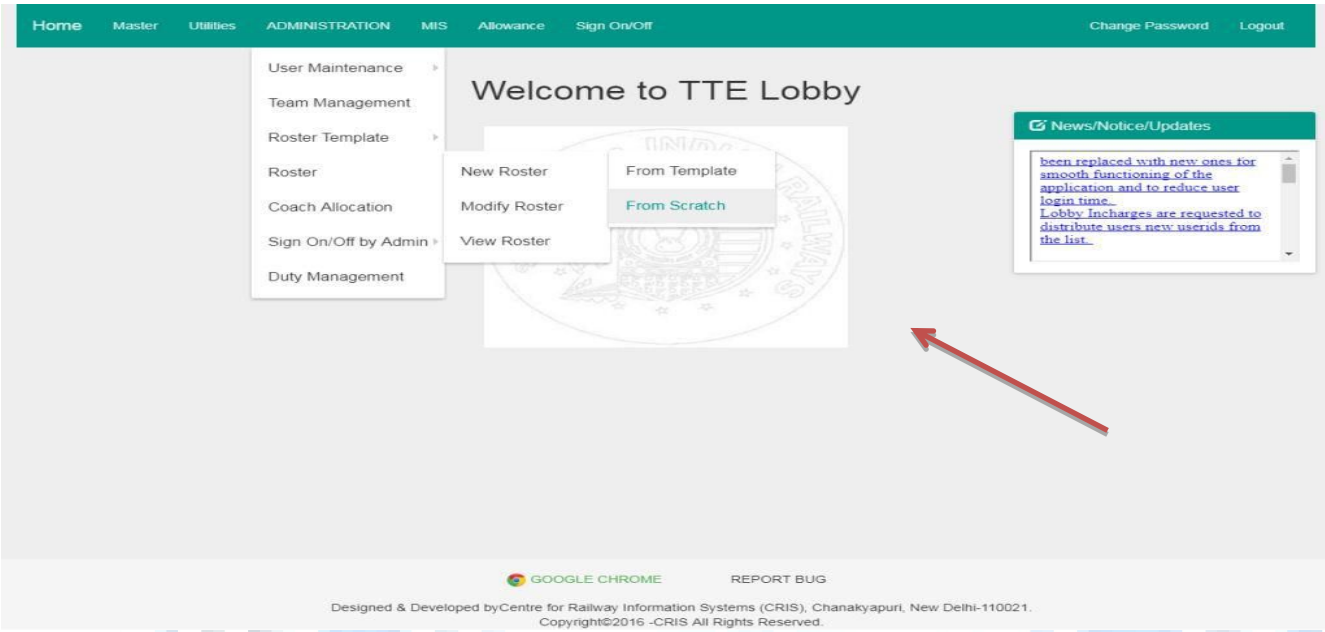
J) Generated roster could be seeing directly by click on **View Roster** button.



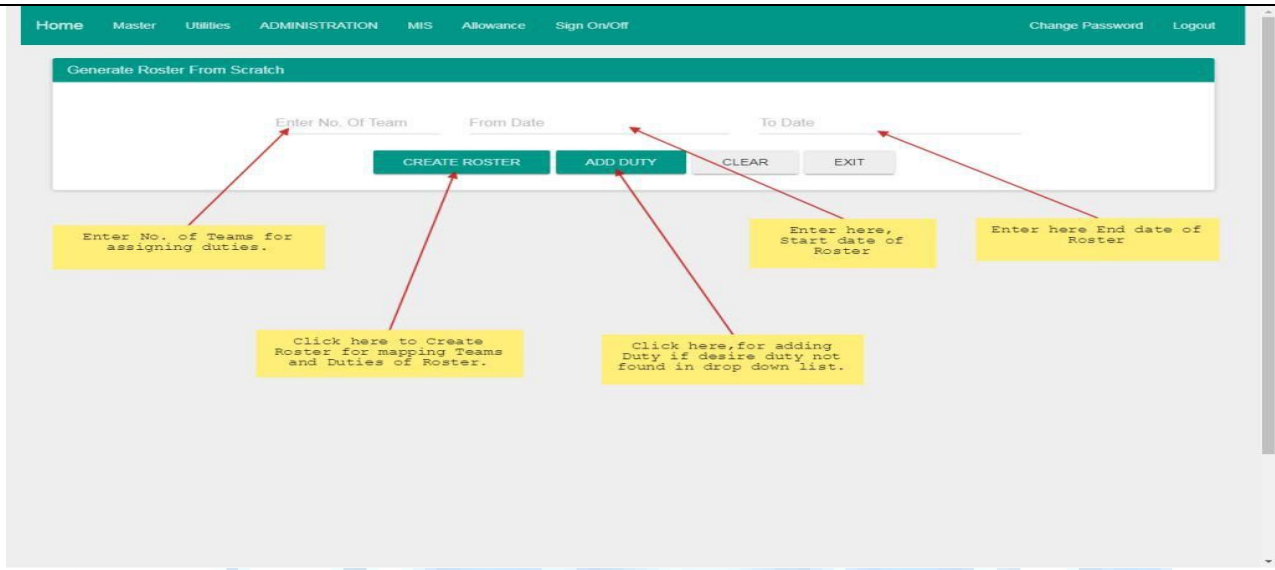
1.4.1.2.- Roster Generation from Scratch-

Go to >> Roster >> New Roster >> From Scratch

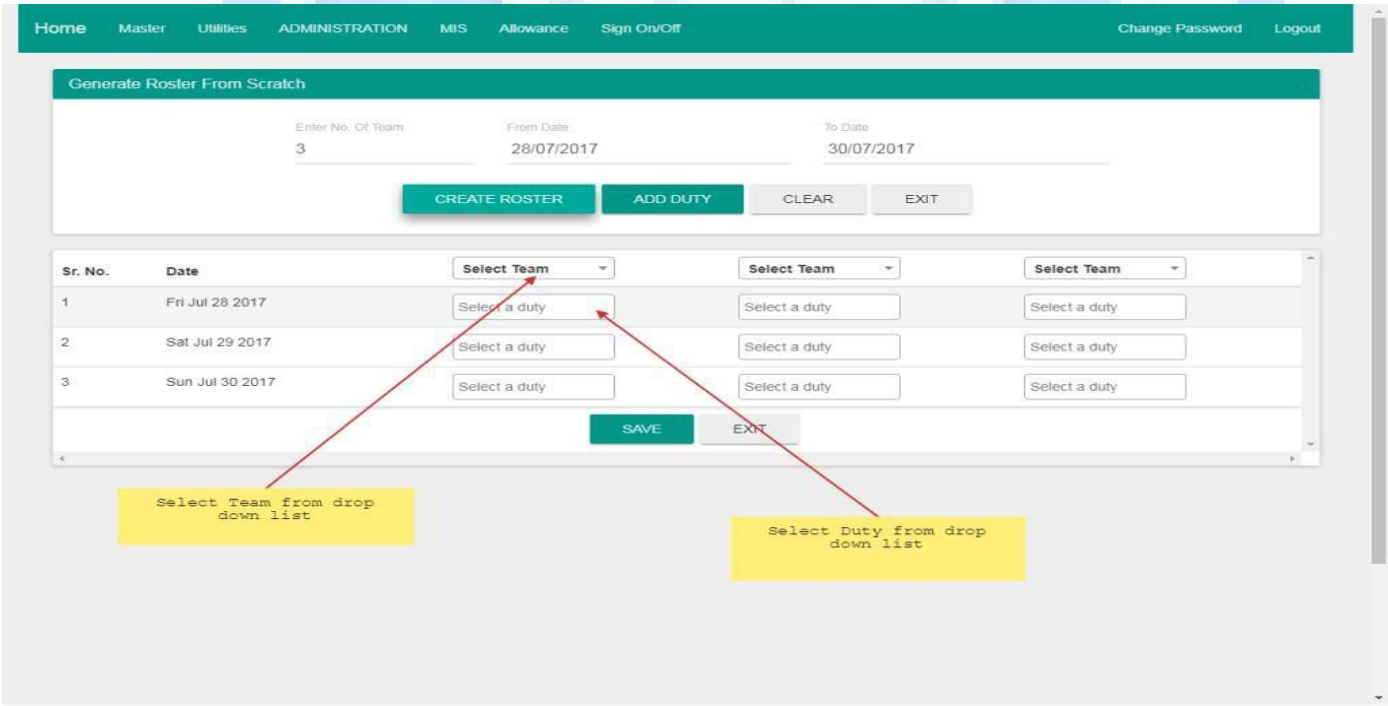
1. Click on From Scratch as shown in below.

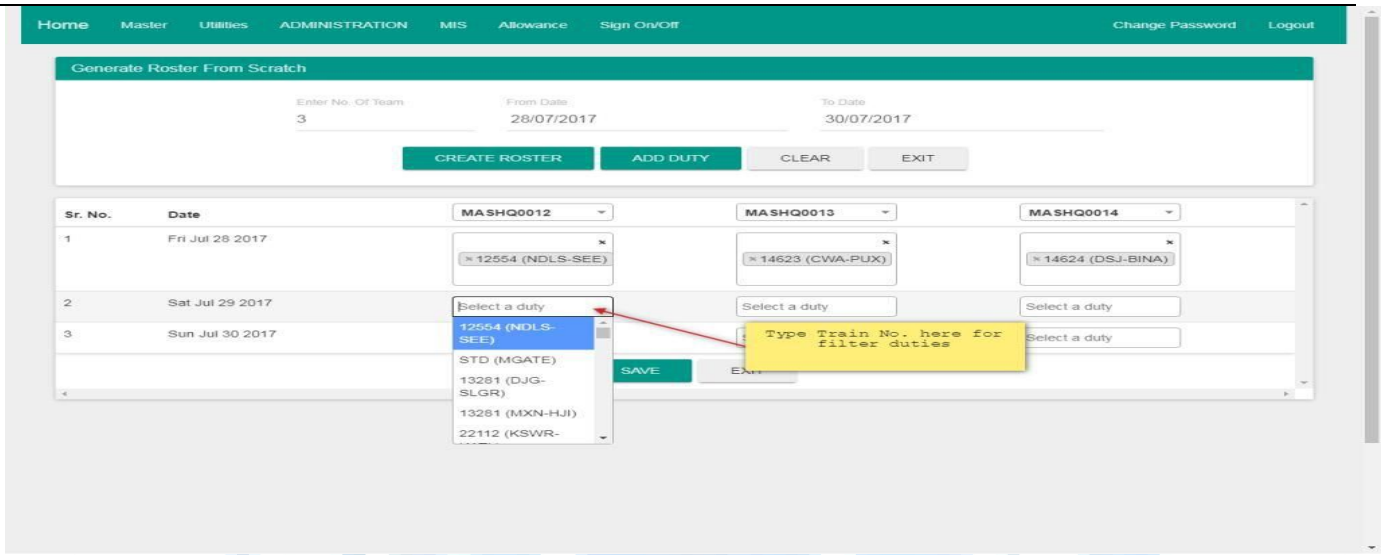


a) After click on From Scratch Roster, Roster creation page will be open.
b) In this type of Roster, you can define roster according to you just like scratch.
c) In this page, Enter **Team No, Roster Start date in From Date and Roster End date in To Date** for mapping Team with Duties.
d) In this type of roster, define no of **Teams and Days to generate roster.**
e) Click on **CREATE ROSTER** for further proceed.
f) After click on **CREATE ROSTER, it** generates **No. of Days and Teams** as row and column wise for mapping **Duties.**



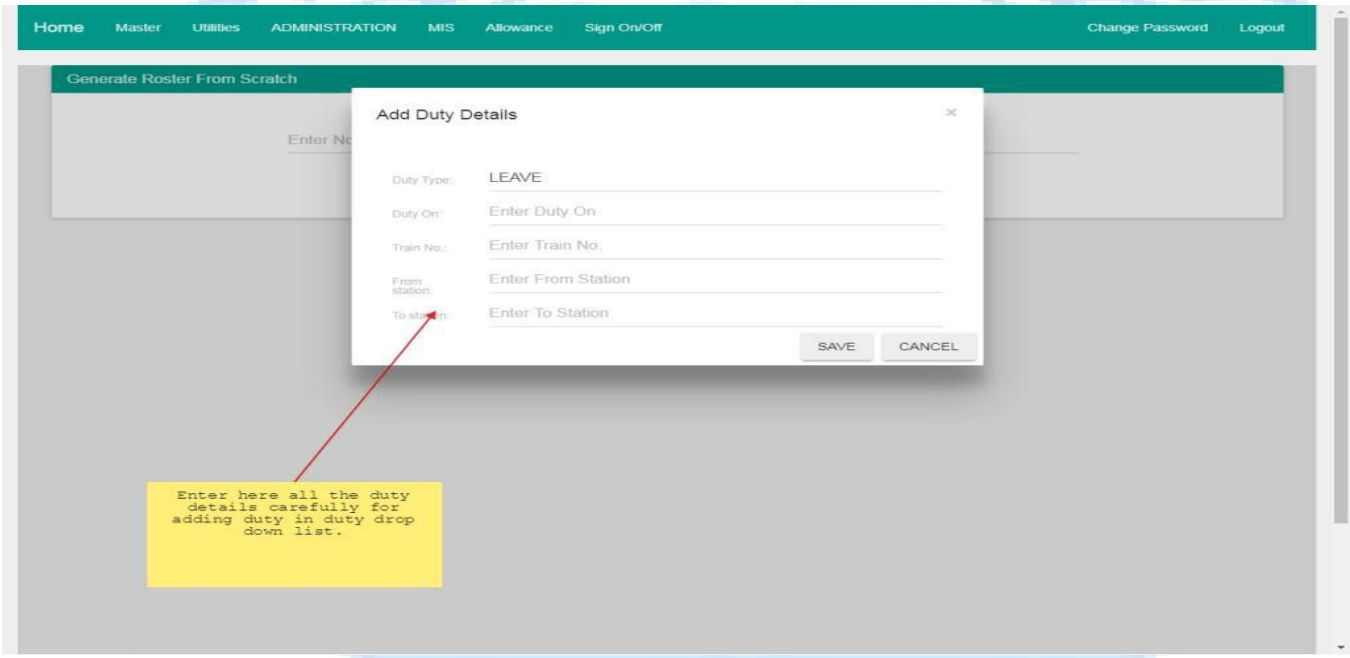
d) Map Team with Duties carefully.



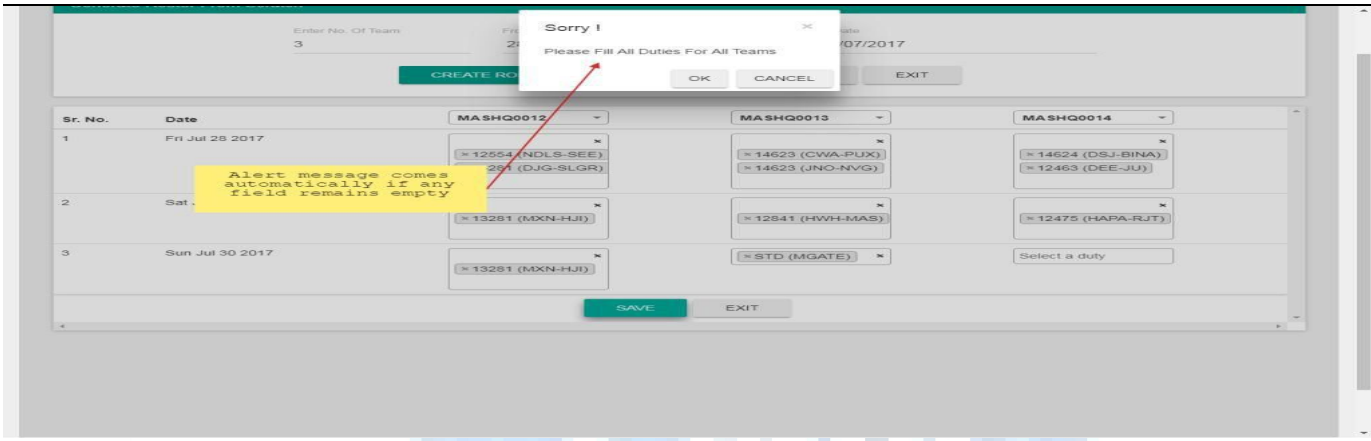


e) If desire duty does not found in drop down list, then click on **ADD DUTY** for define duty.

f) After define duty, click on SAVE for saving duty.



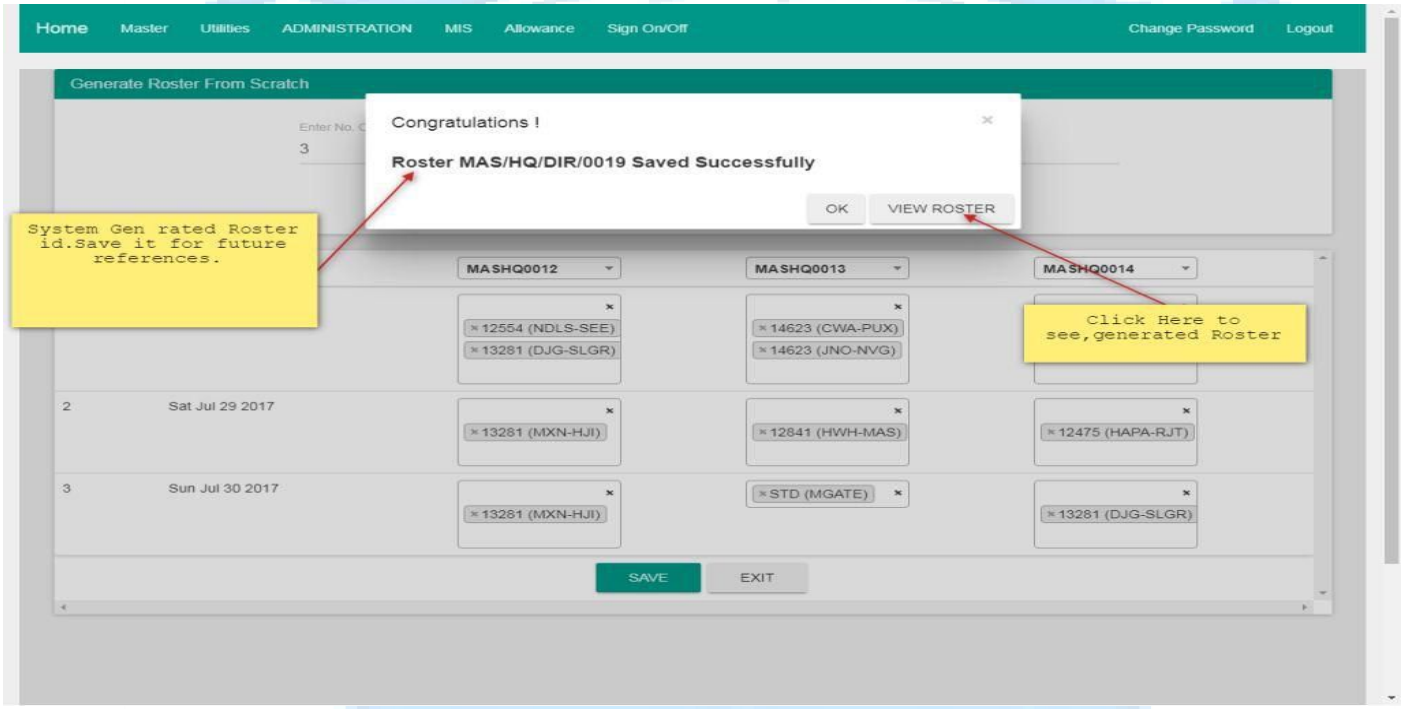
g) If any of field remains empty then alert message will be appears to remind you that fill all the duties for all teams.



i) After mapping all the teams and duties, click on **SAVE** button for saving generated Roster.

j) Kindly note down system generated **ROSTER ID** to future usage.

k) Click on **VIEW ROSTER** to view Generated Roster.

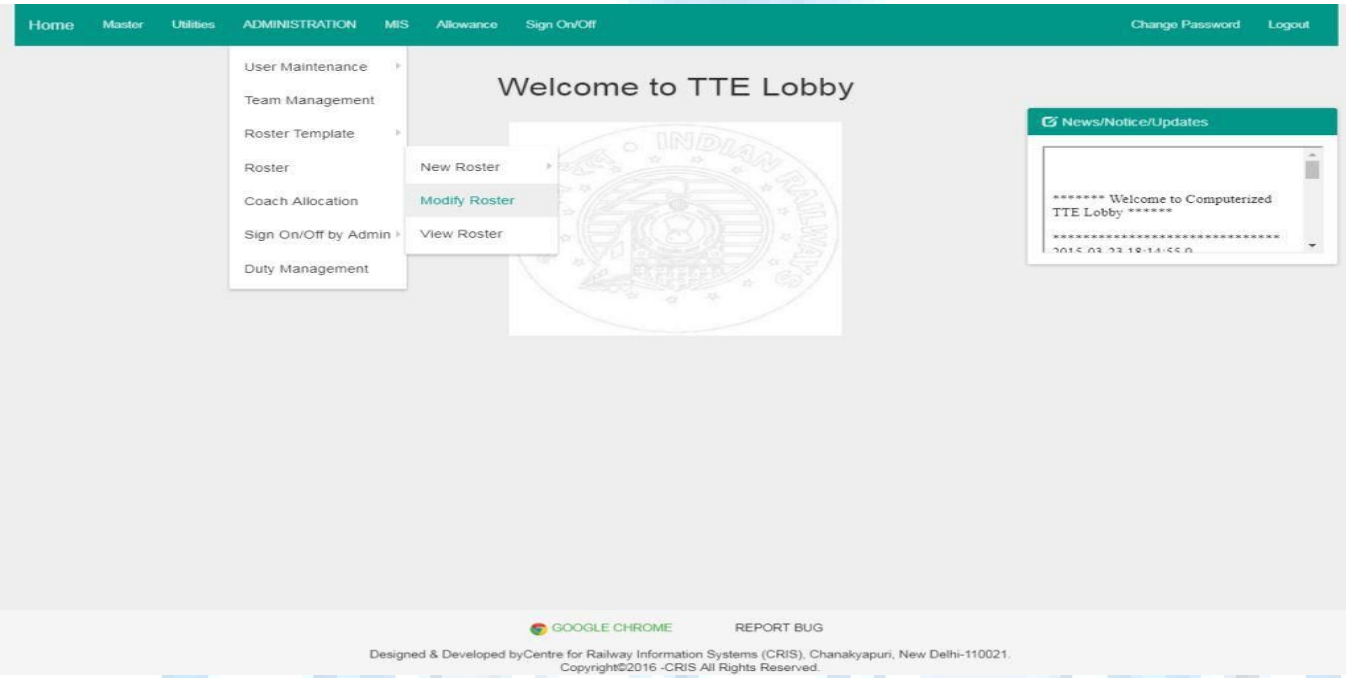


1.4.2. Modify Roster:

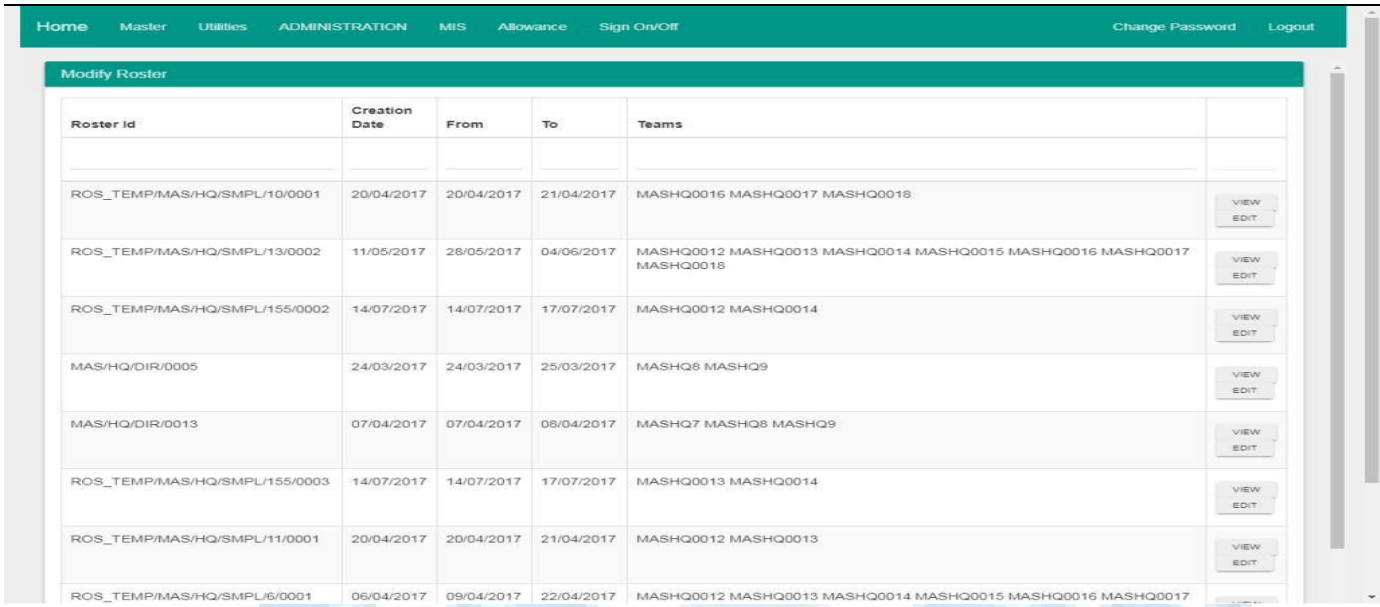
GOTO >> ADMINISTRATION >> ROSTER >> MODIFY ROSTER

a. It is use for Edit Roster and View Roster.

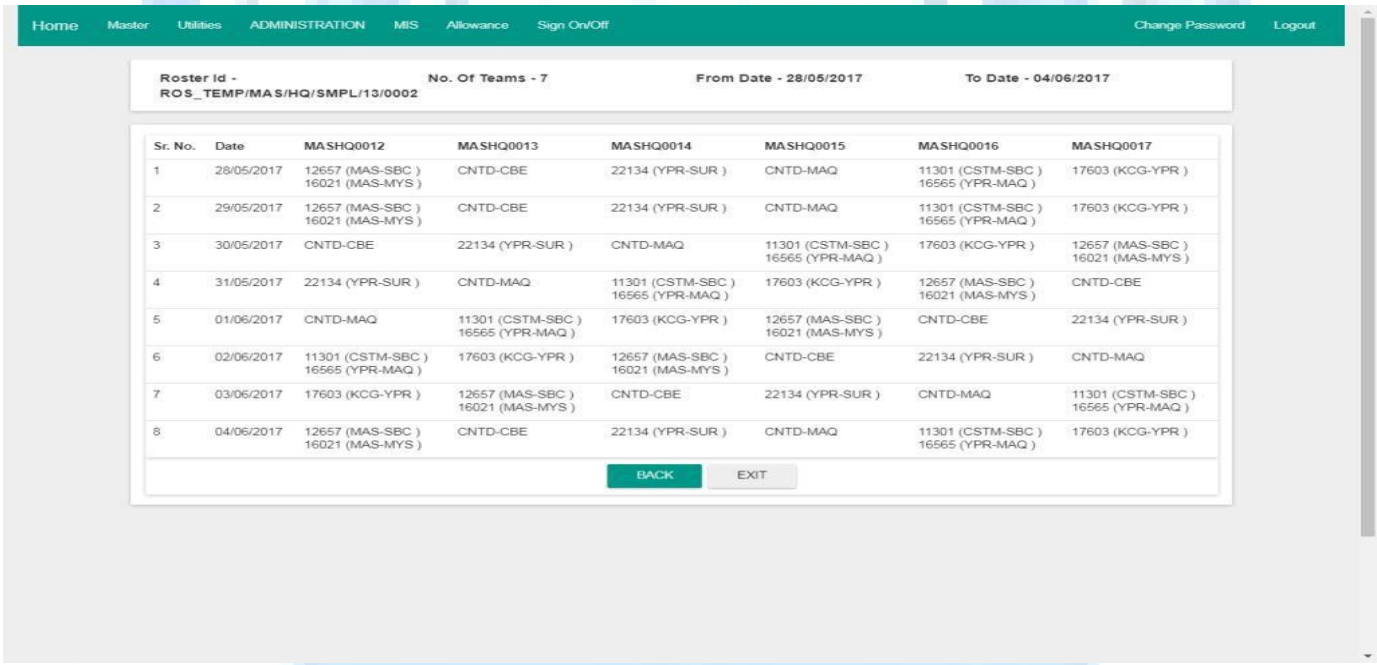
1. Click on **Modify Roster as shown in below:**



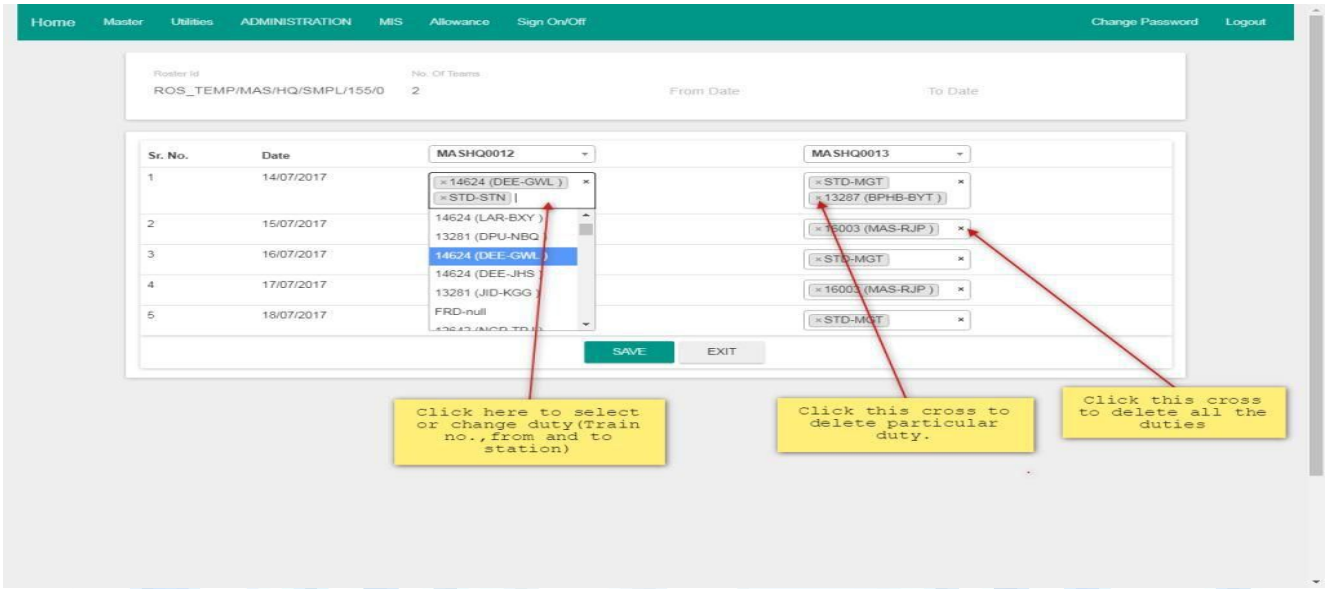
2. After clicking of **Modify Roster,** it redirect to Modify Roster page. That is showing Roster basic details like Roster Id, Created Date, and Teams.



a) View: It is use to see Roster details.

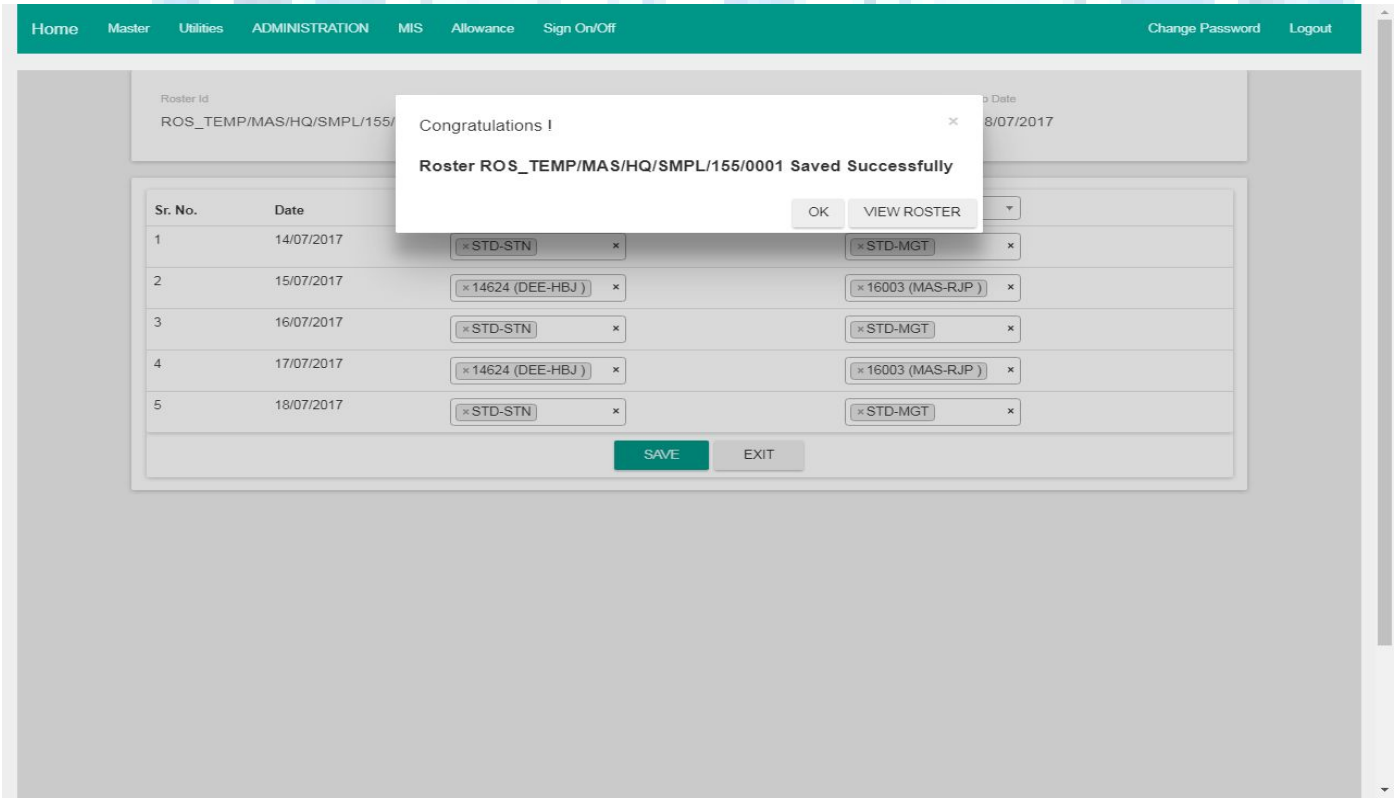


b) Edit: It is use to Modify **Roster** details. It is allows to Edit duties, Teams and, no. of teams, from and to date only, if needed.



After edit, Roster saves it by **SAVE** button.

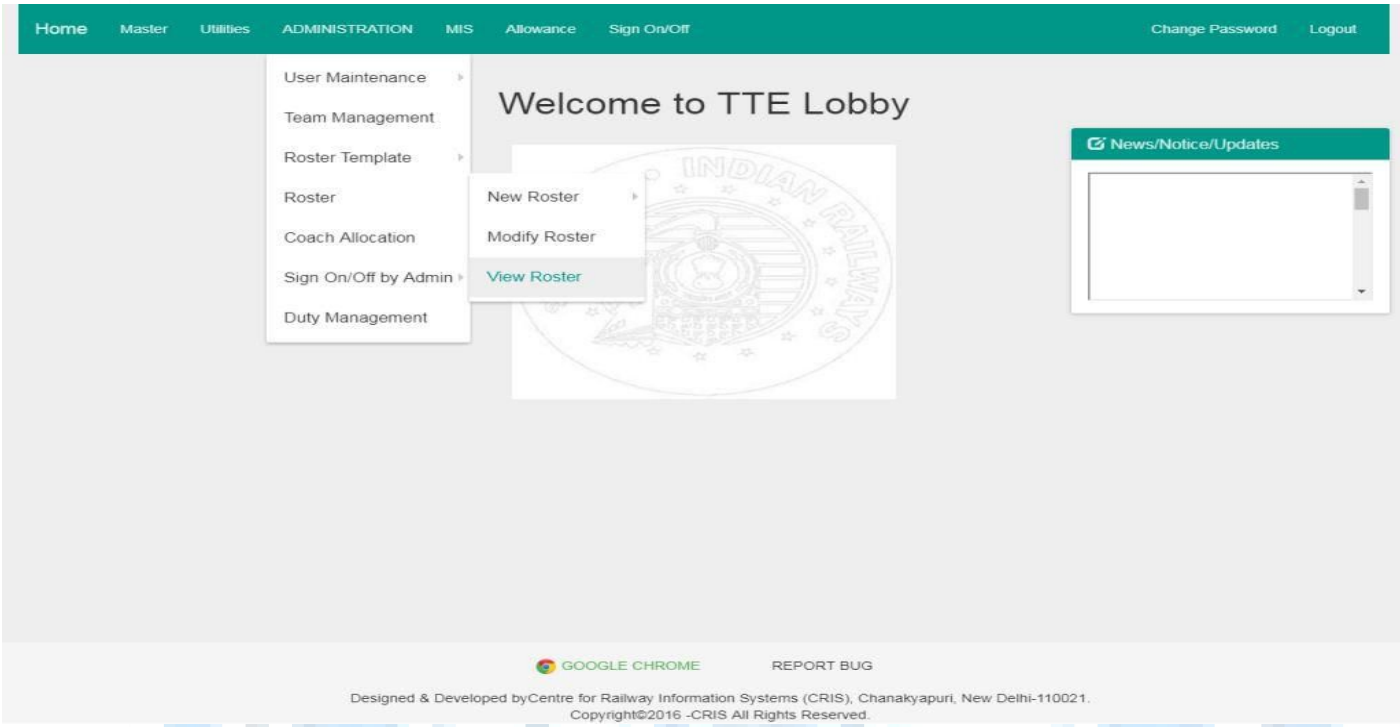
c) Roster save successfully message will be showing.



1.4.3. View Roster:

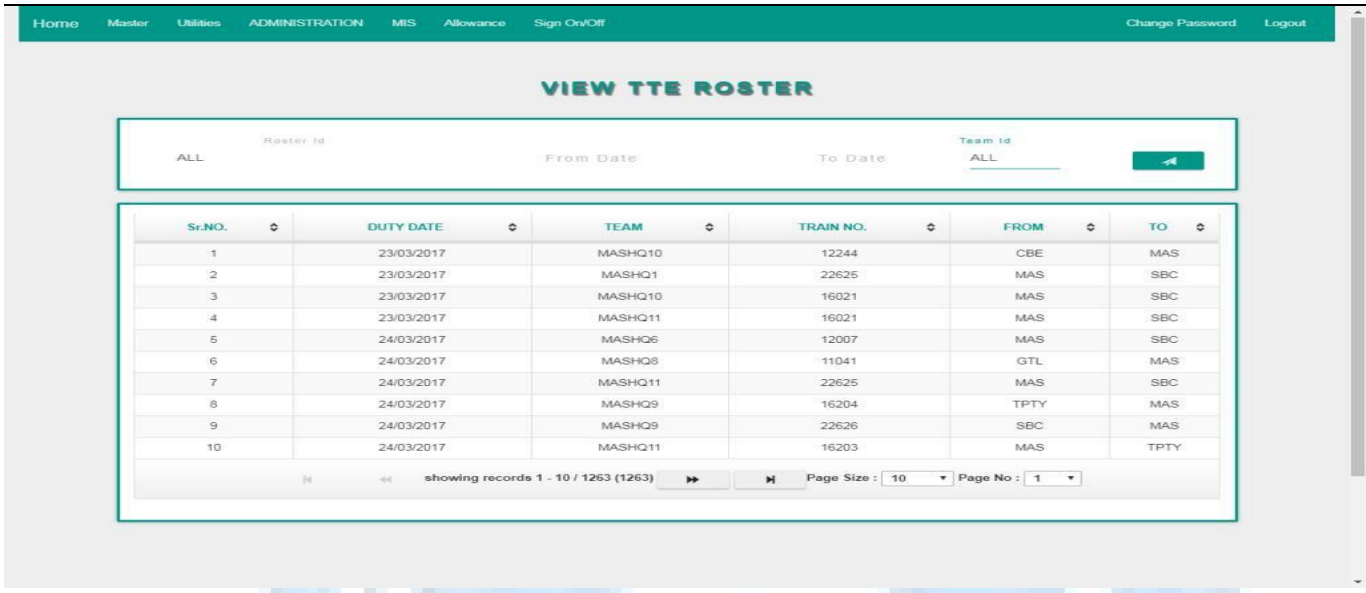
GOTO >> ADMINISTRATION >> ROSTER >> View ROSTER

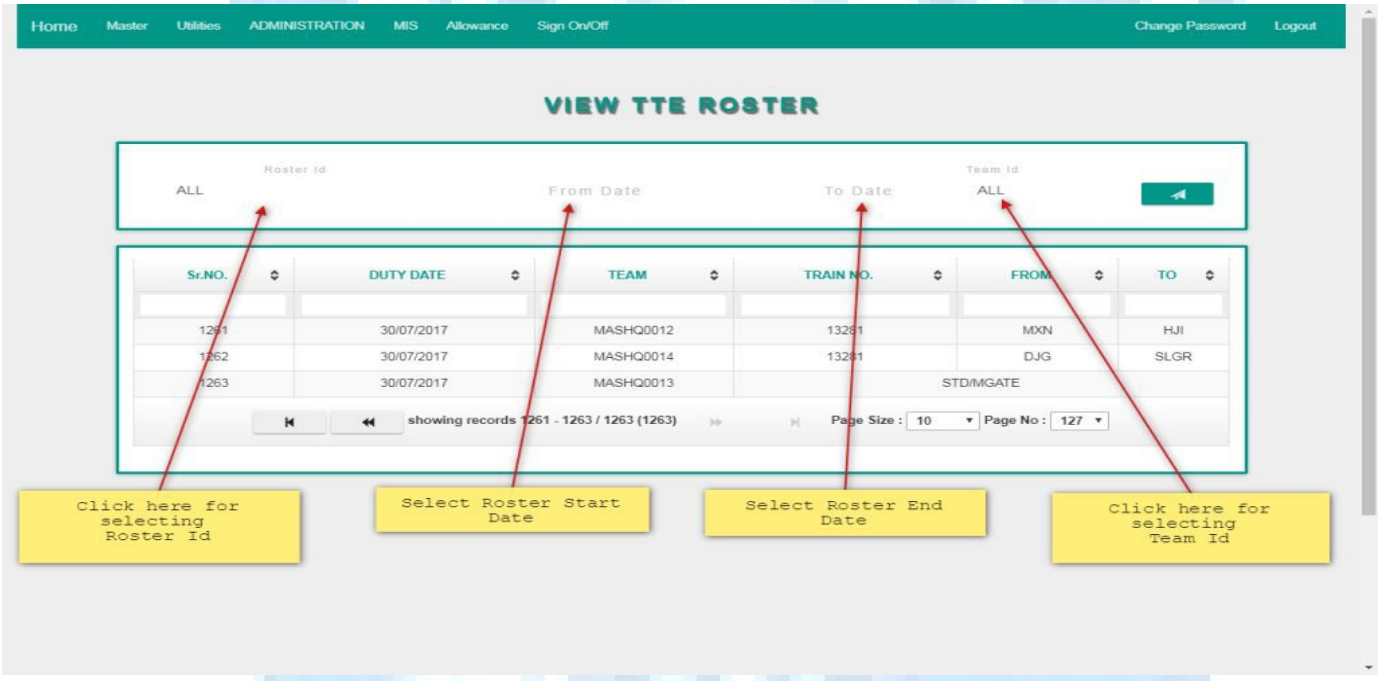
a) It is use to see details of Roster that has already Saved.



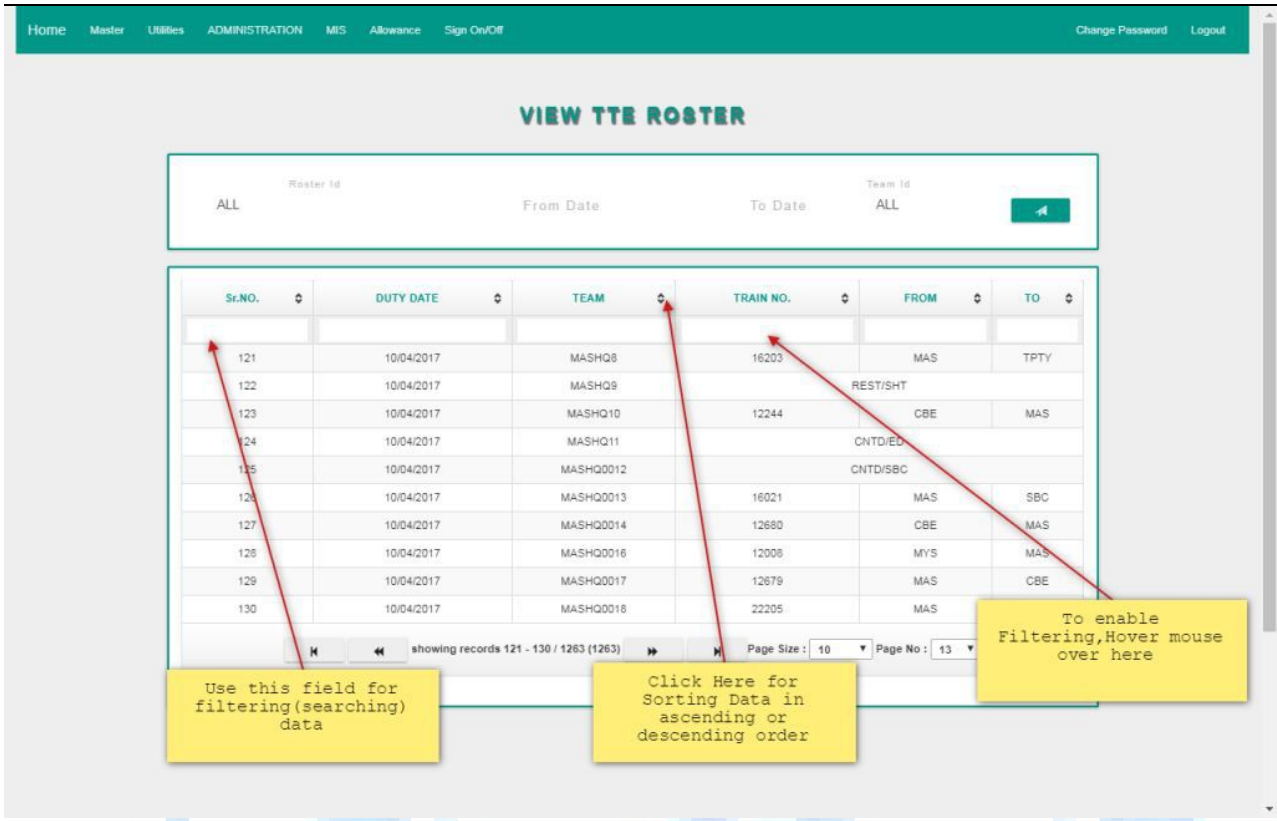
b) After clicking on, View Roster it would be showing like this

1. In this page, by default it is showing all Generated (saved) roster Details.
2. To see particular Roster Id, Team Id Details kindly select it from their respective fields.
3. It is also allows to see a Roster Details for the specific time interval.





4. It also allows to Filter Data and Sorting ascending or descending order in data shown.

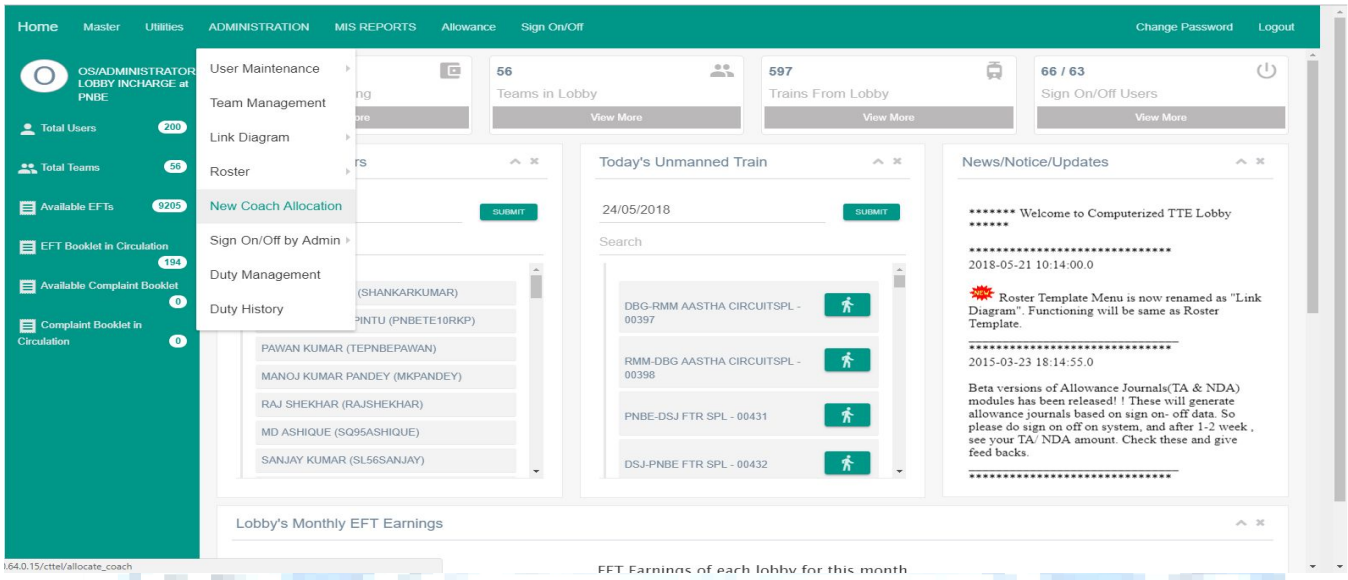


1.5. -New Coach Allocation

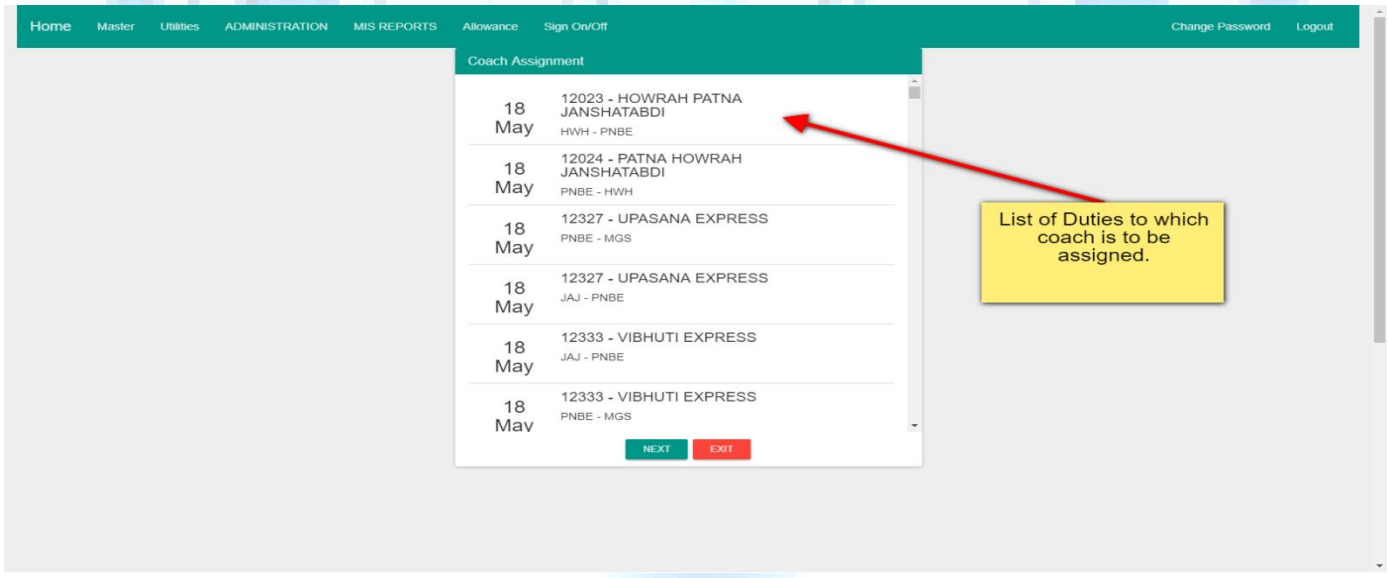
>This allows Lobby Admin to assign coaches in allocated trains to **Team User** who would perform duty as per their roster. To do this kindly follow the following steps-

GOTO >> ADMINISTRATION >>New COACH ALLOCATION

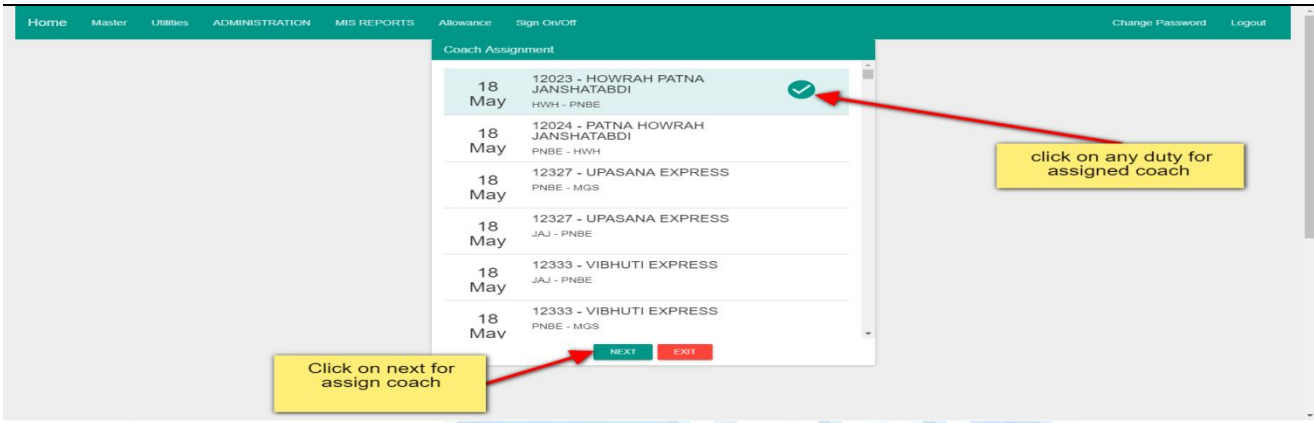
1.1 First, select New **Coach Allocation** from Administration menu.



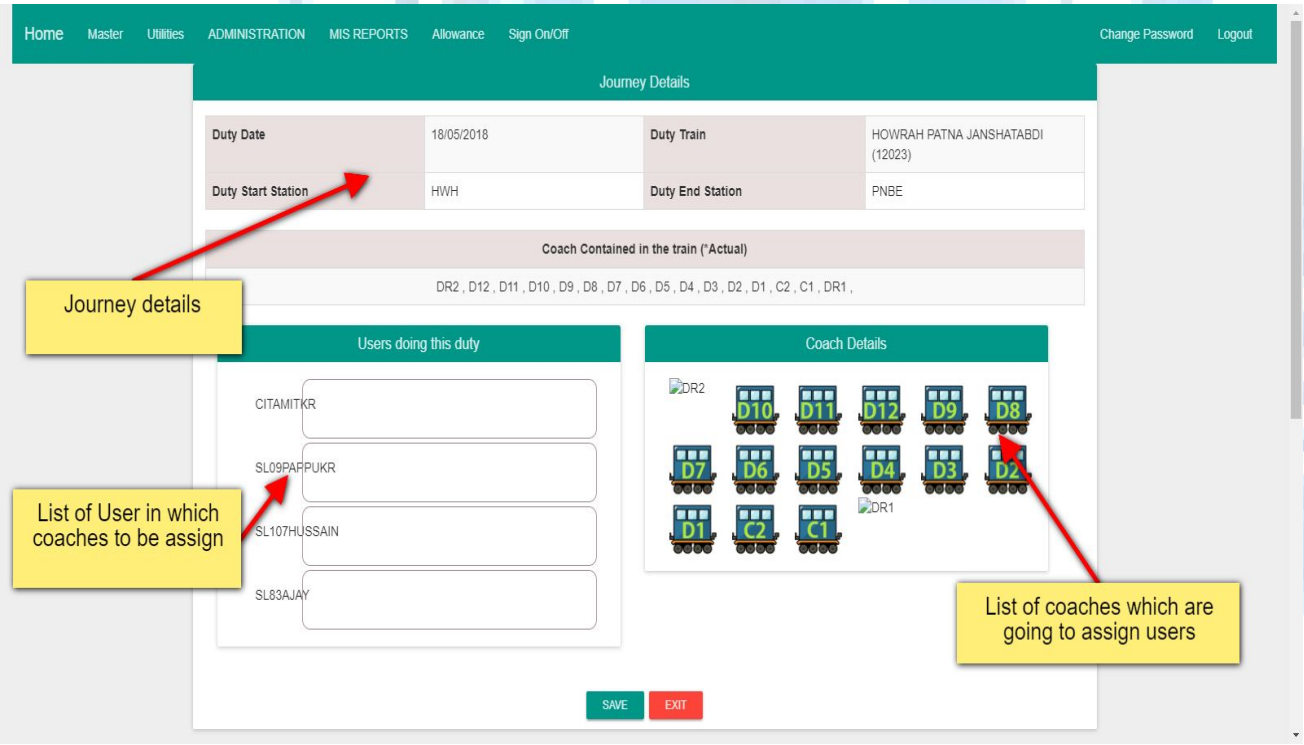
1.2 Following page appears. In which List of duties will be showing.



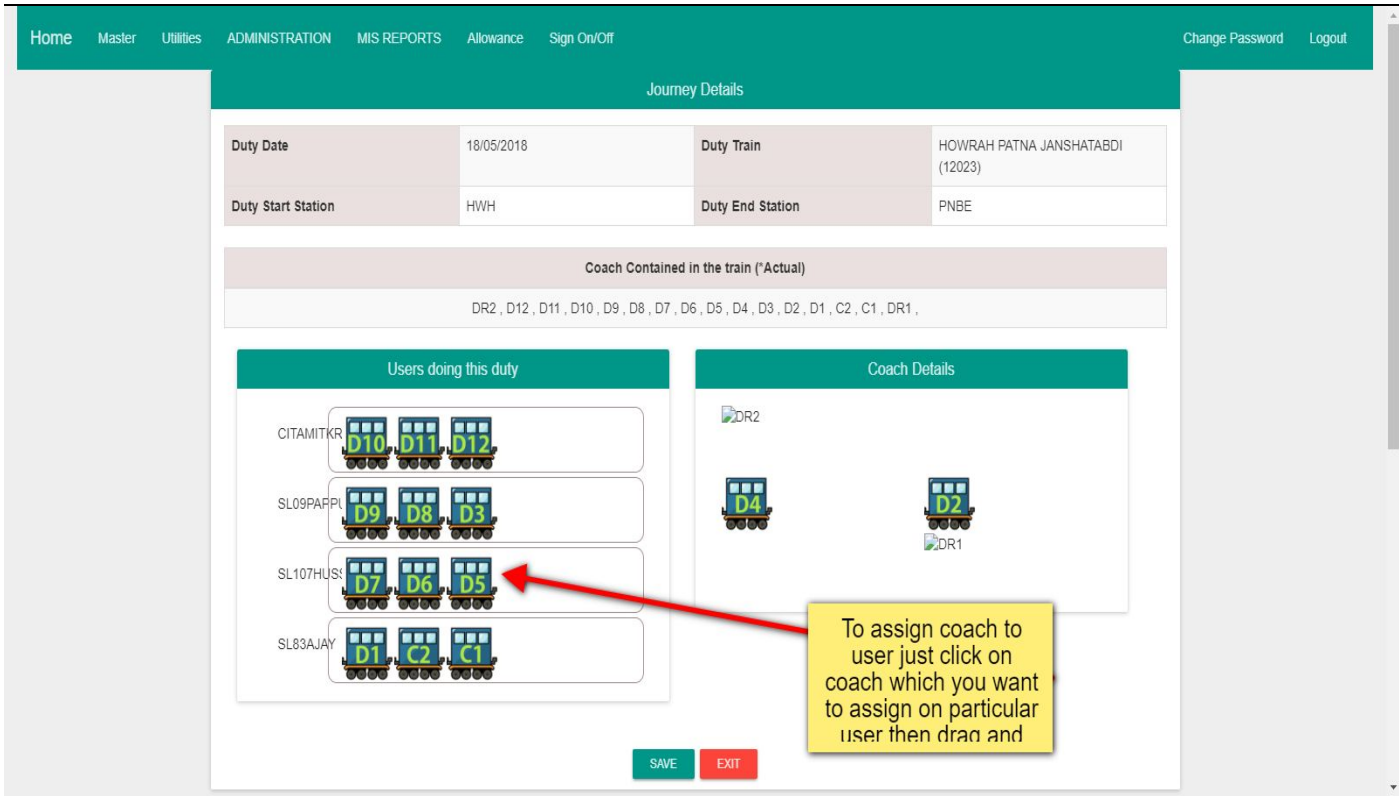
1.3. Now you have to select duty (Train) In which user and coaches to be assign then click on Next Button .



1.4 Now following page will be appears , here Journey details , List of User in which coaches are assign and List of available coaches of train which are to be assign to user.



1.5 For assigning coaches to particular user just click on coach and drag and drop to that user and vice versa.



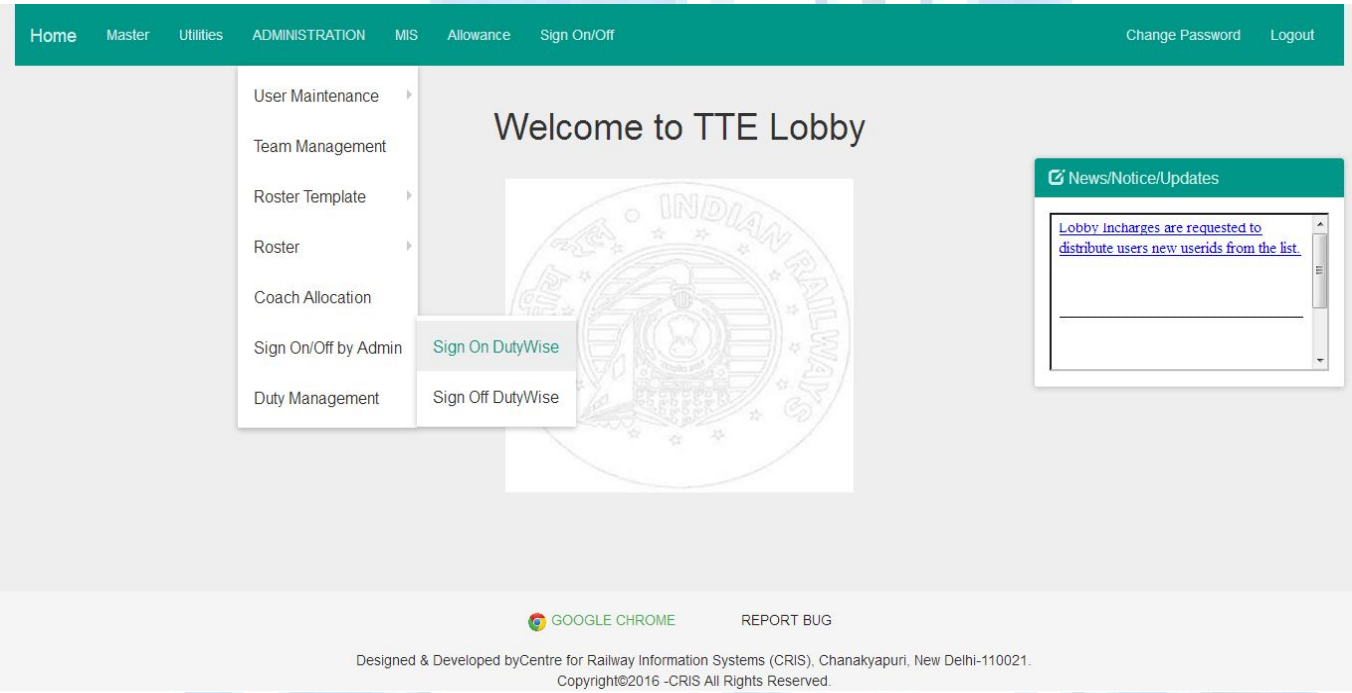
1.6 When you complete assigning coach then, Click on Save Button to apply coach allocation.

1.6. SignOn/SignOff By Admin:

-> This is the additional feature of Administrator. It is allows to Admin to do SignOn/SignOff Duty instead of user. If any condition occur in which user not able to do SignOn or SignOff then user needs to contact with Administrator of Lobby and make a request for doing SignOn or SignOff instead of that.

*** Admin can only do SignOn or SignOff only between current date, one day before current date and one day after current date.**

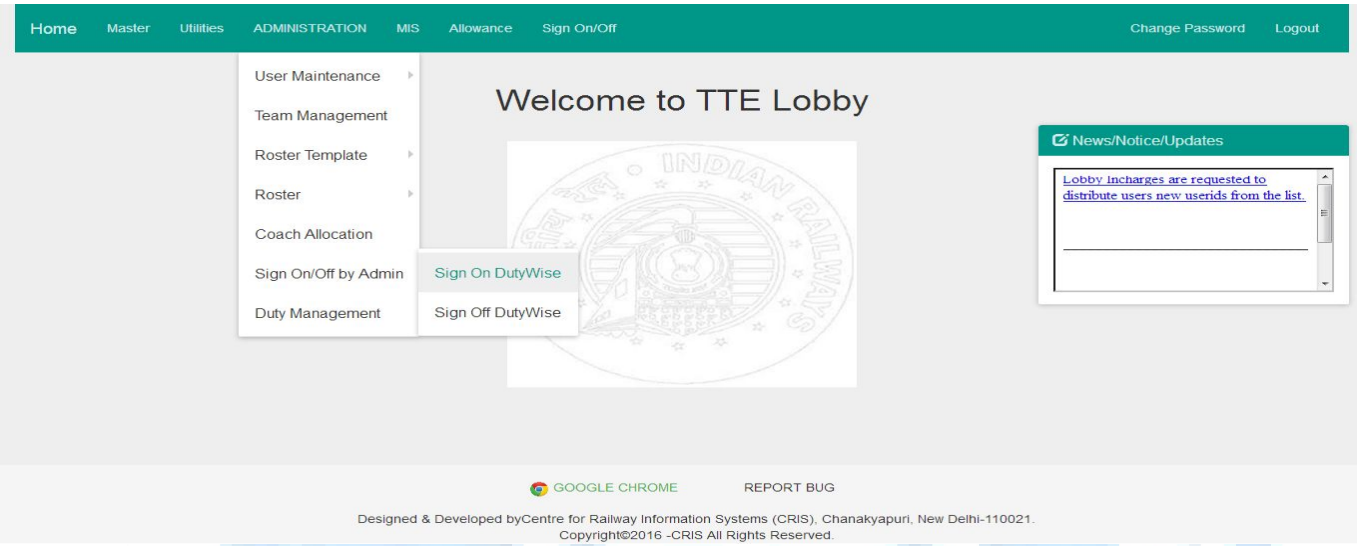
GOTO >> ADMINISTRATION >> SIGNON/SIGNOFF BY ADMIN



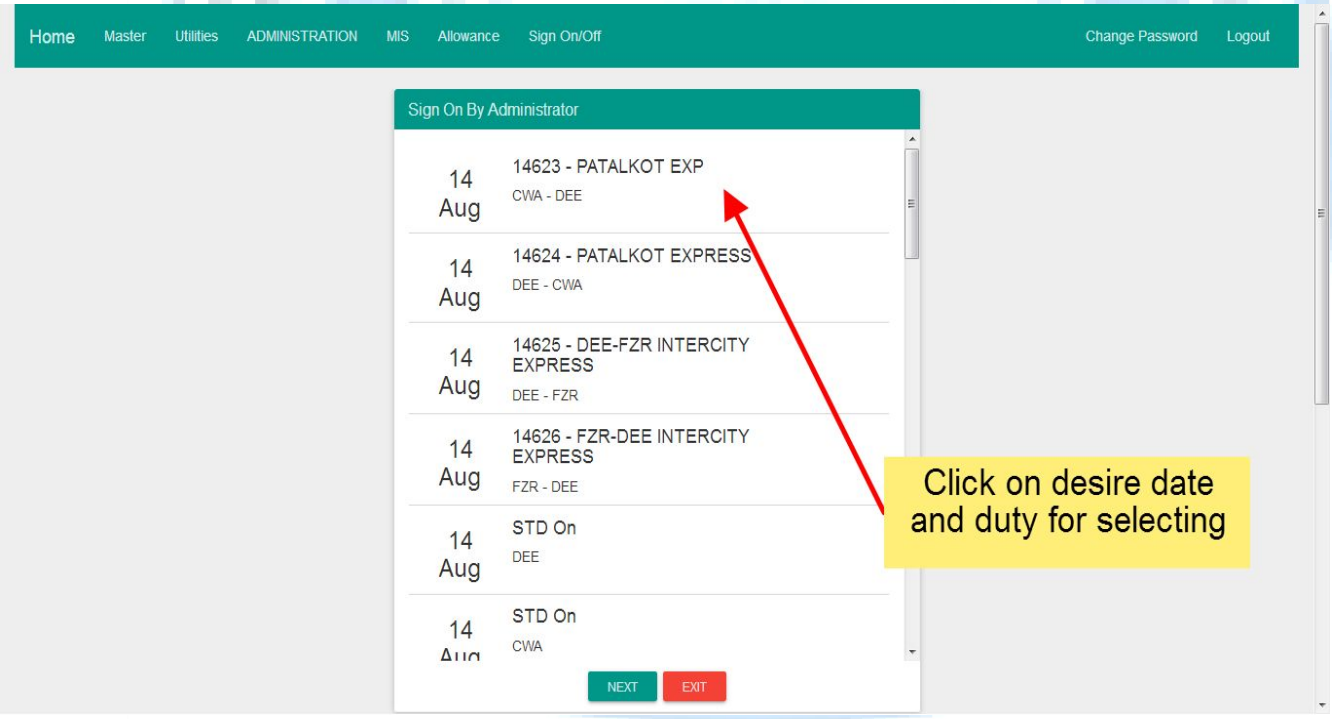
There are two options: 1. SignOn Duty Wise 2.SignOff Duty Wise

2.1.6.1. SignOn Duty wise: It allows admin for doing **SignOn Duty** instead of user if user not able to do SignOn duty by him. For doing this, Admin User has to follow following steps:

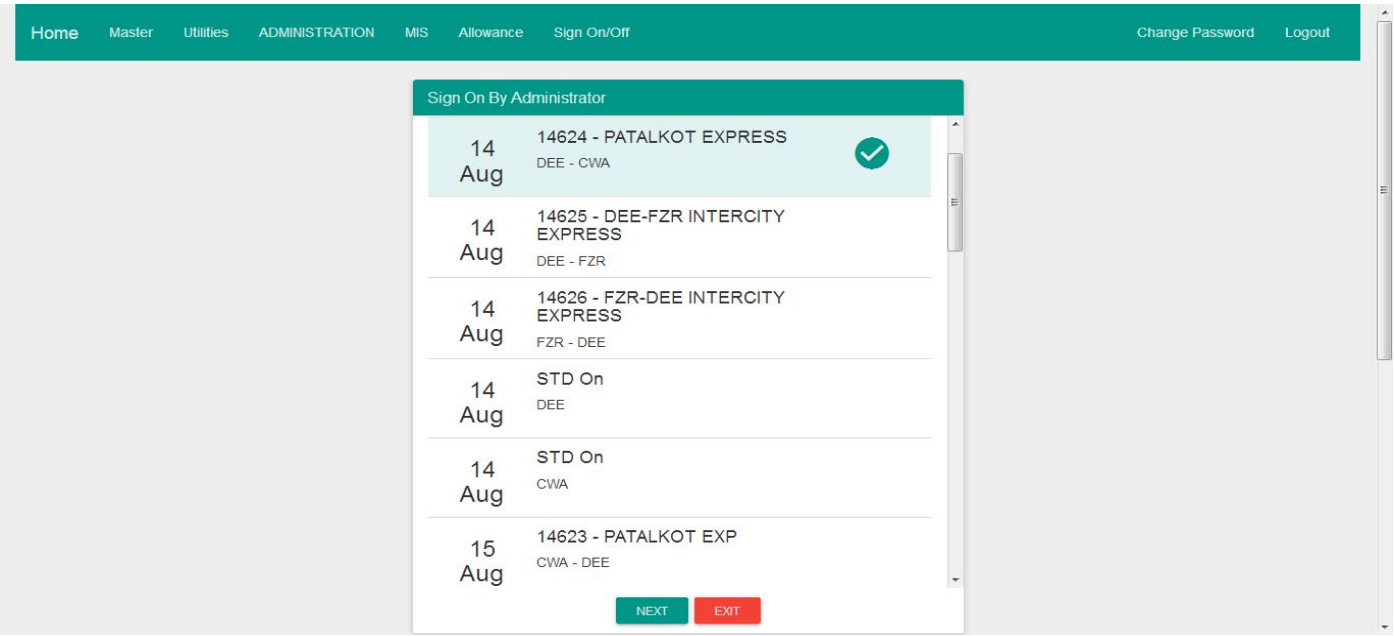
1) Go to **Administration** then **SignOn/SignOff by Admin** then select **SignOn Duty wise** and click on it.



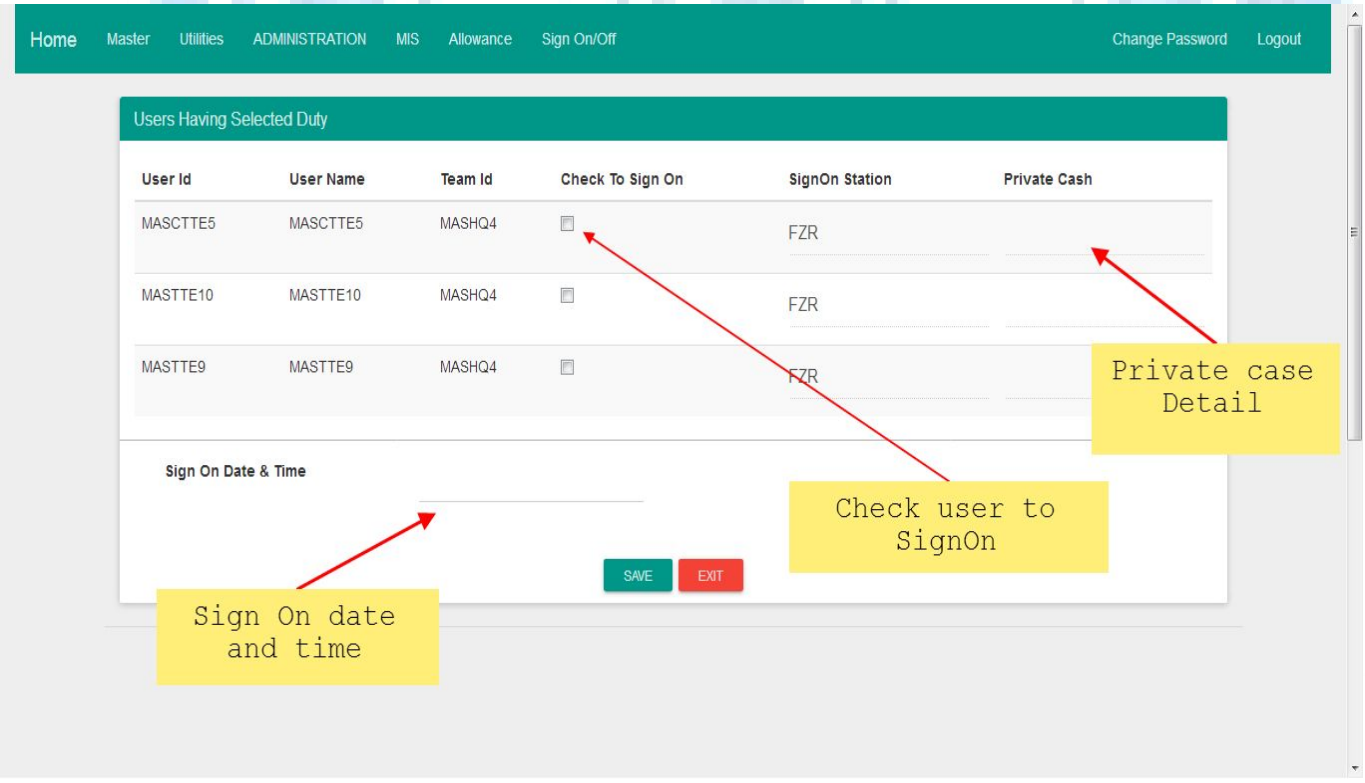
2) In this, all duties of user, which dates, are between one day before and one day after of current date will be displaying date wise.



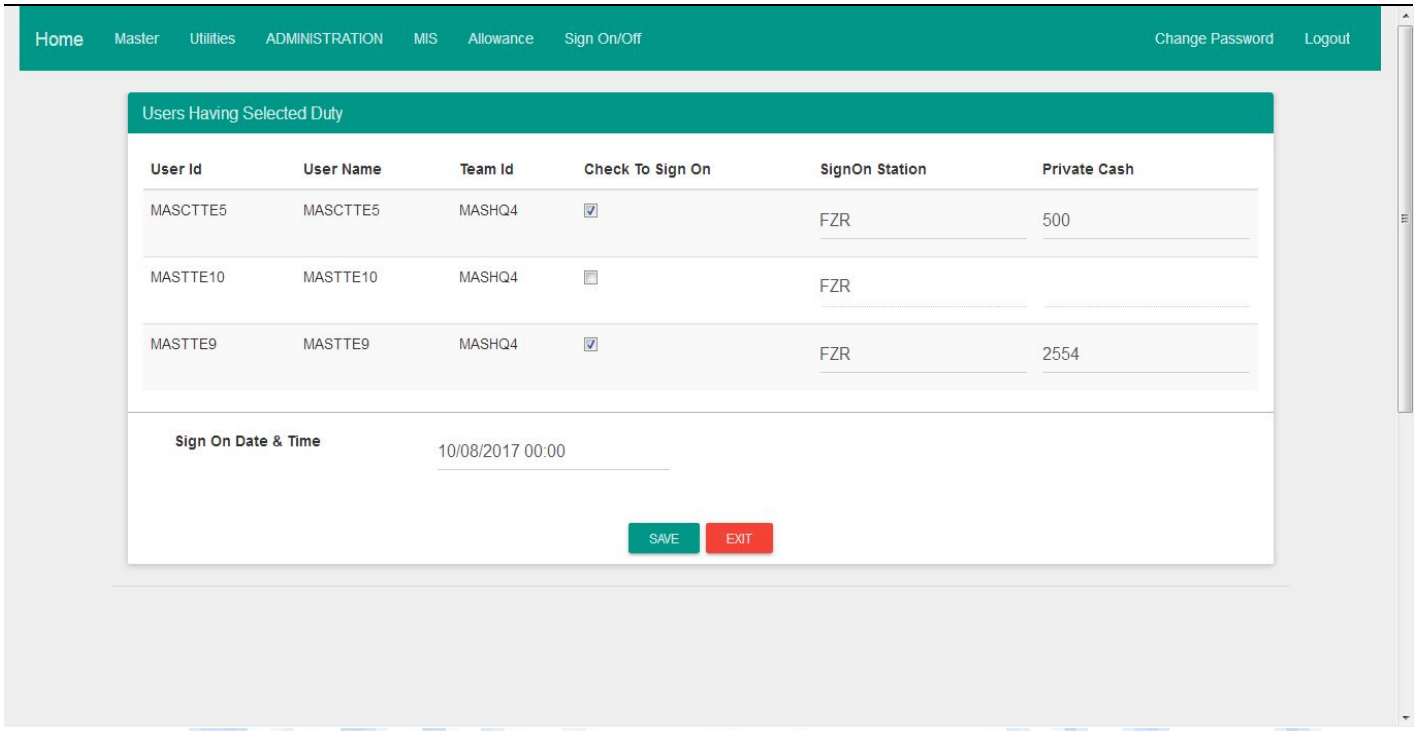
3) Now select desire date and duty to SignOn. For selecting date and duty, it needs to click at desire date and duty.
4) For selecting duty, click on desire duty. If you click on duty an Icon (✔) will be showing on that duty. It means that duty has selected.



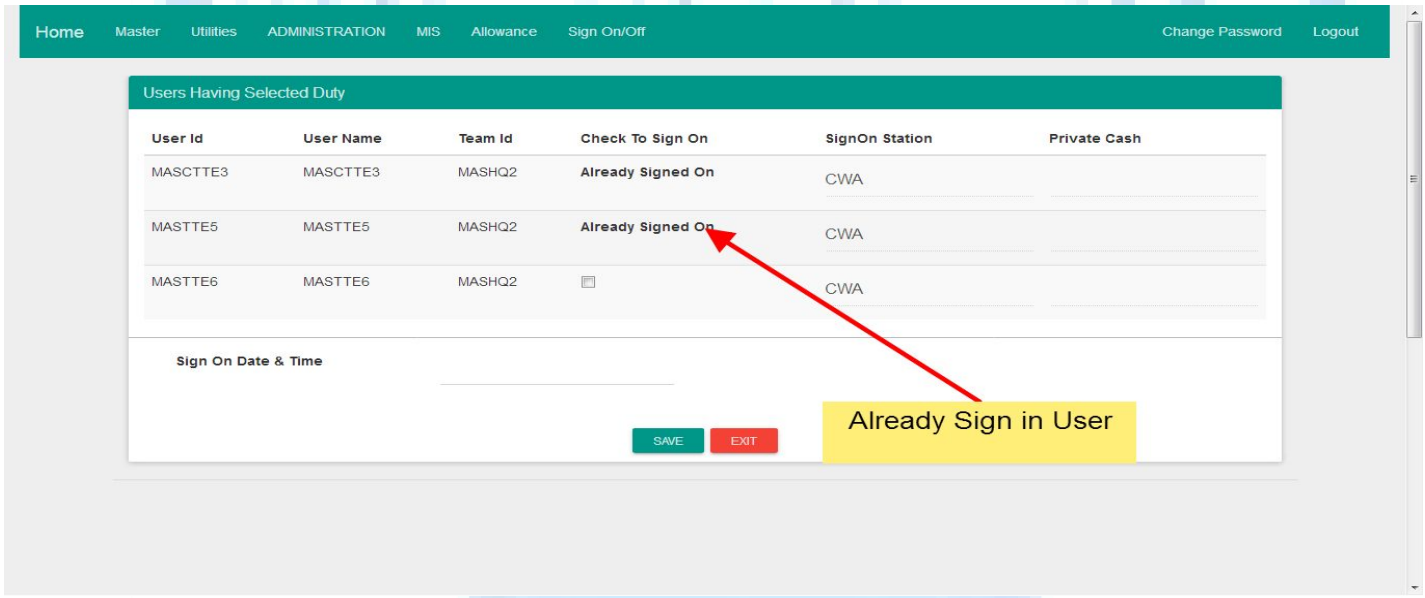
5) After selecting Duty Click on **Next** to proceed further.
6) After clicks on Next, Users List (whom duty running as per roster) are showing.
7) In this, User details like id, name, Team id and Sign on Station will be showing.



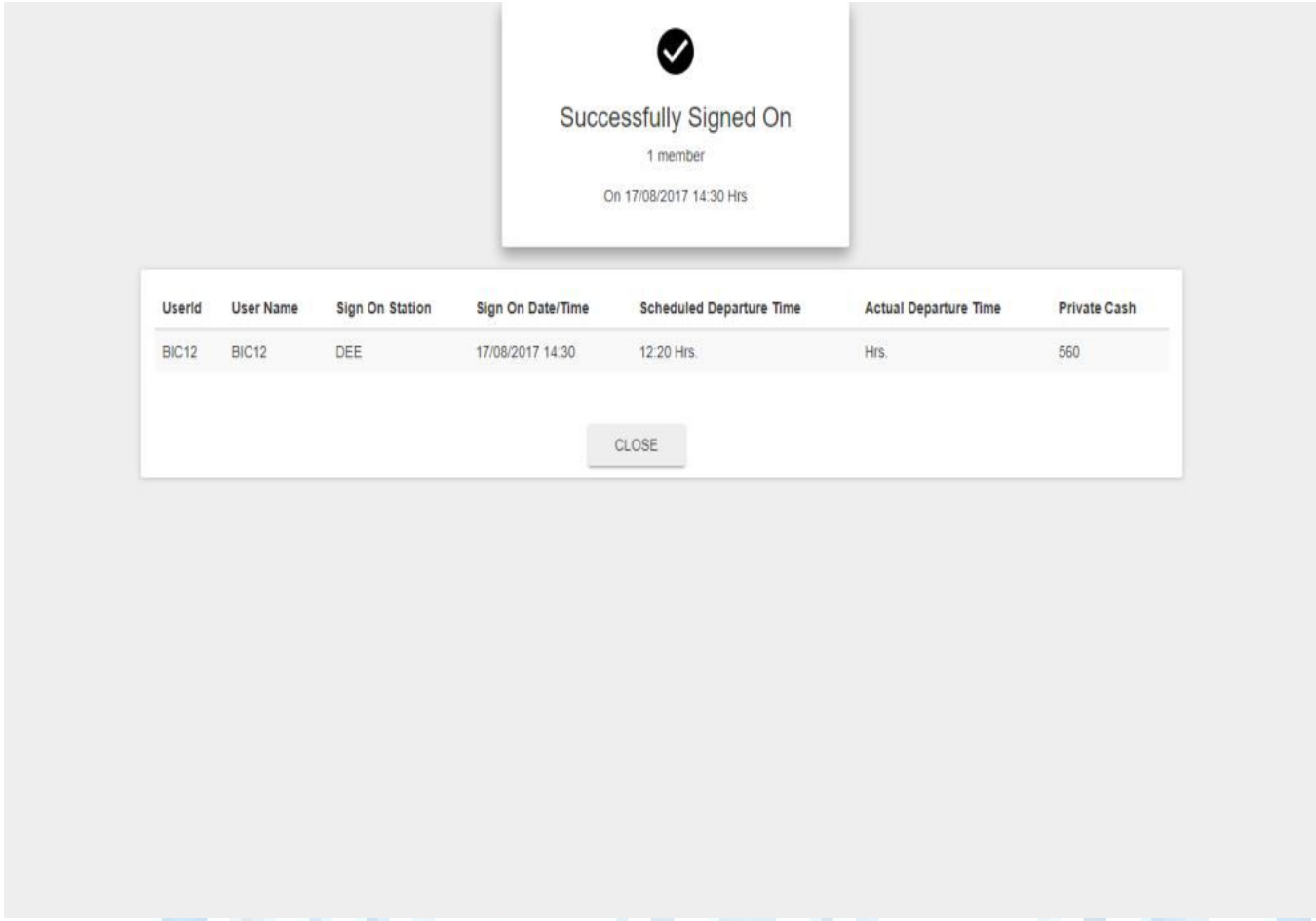
8) For apply SignOn, it needs to select **check box** in front of user and Enter **Cash** details in **Private Case.**



9) Enter SignOn Date and time in SignOn Date and Time.
10) Users, who are already Sign in, will be showing like below.

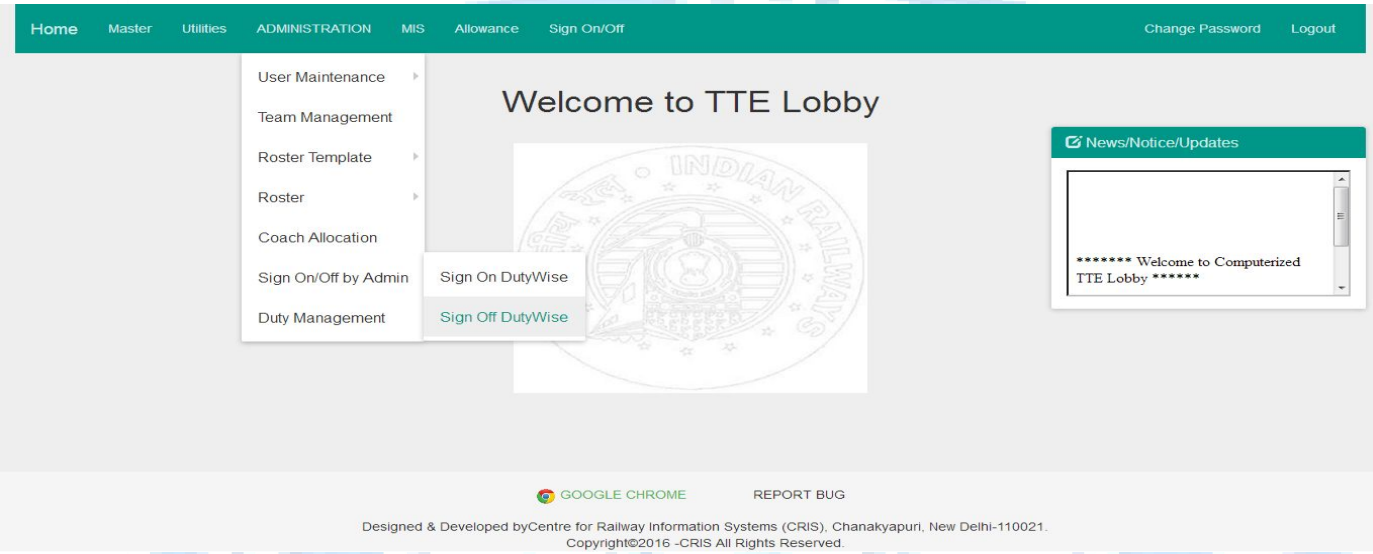


11) After Enter all the details, Click on **Save** for applying this.
12) If it **save** successfully then a **Success** message will appears with Duty details else **Error** message will appears.

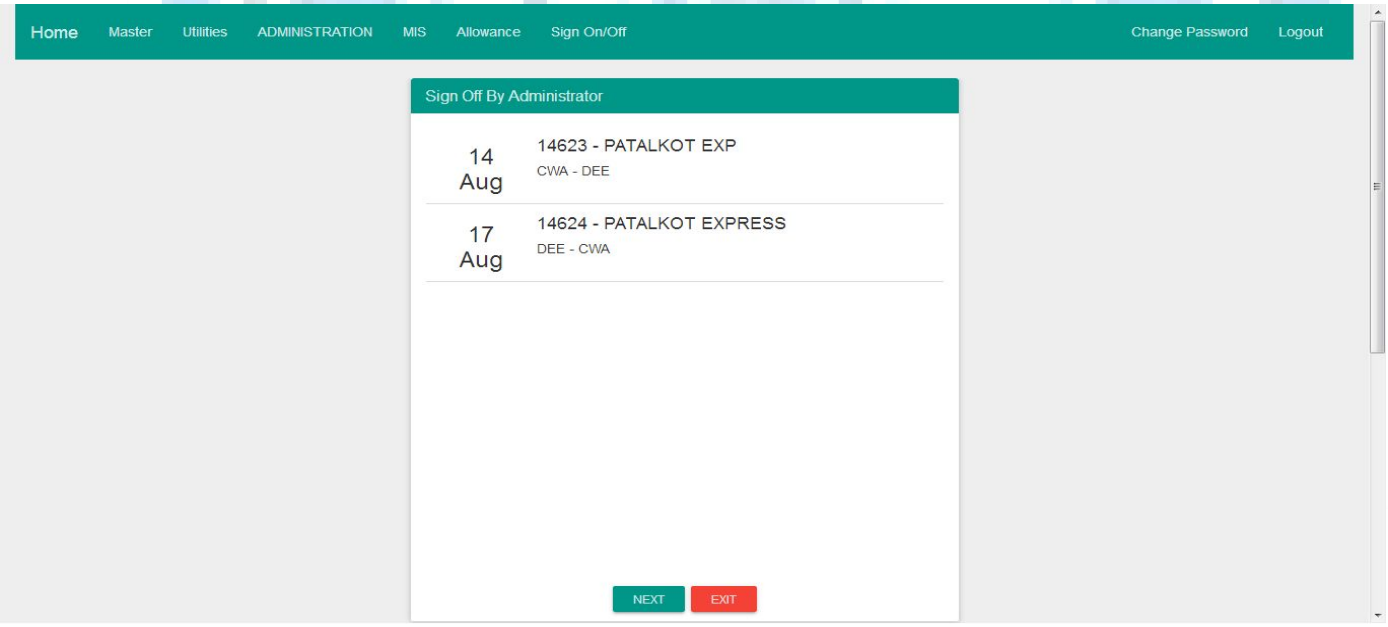

Successfully Signed On
1 member
On 17/08/2017 14:30 Hrs
UserId
User Name
Sign On Station
Sign On Date/Time
Scheduled Departure Time
Actual Departure Time
Private Cash
BIC12
BIC12
DEE
17/08/2017 14:30
12:20 Hrs.
Hrs.
560
CLOSE

1.2.6.2. SignOff Duty wise: It allows admin for doing **SignOff Duty** instead of user if user not able to do. For doing this, Admin User has to follow following steps:

1) Go to **Administration** then **SignOn/SignOff by Admin** then select **SignOff Duty wise** and click on it.

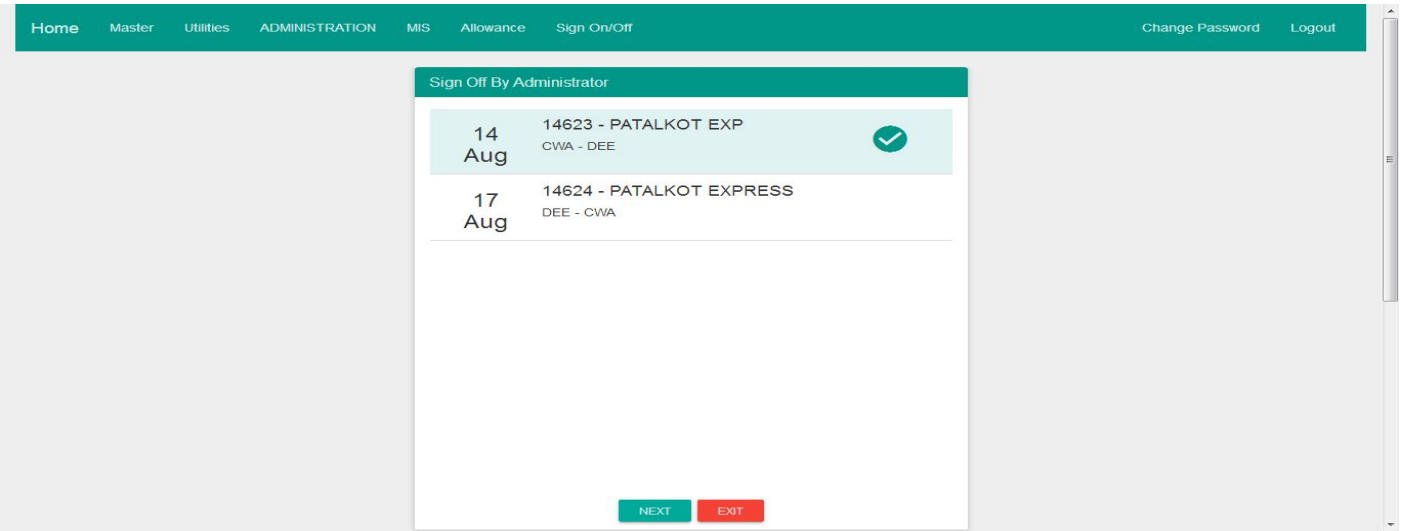


2) Then following page will be open.



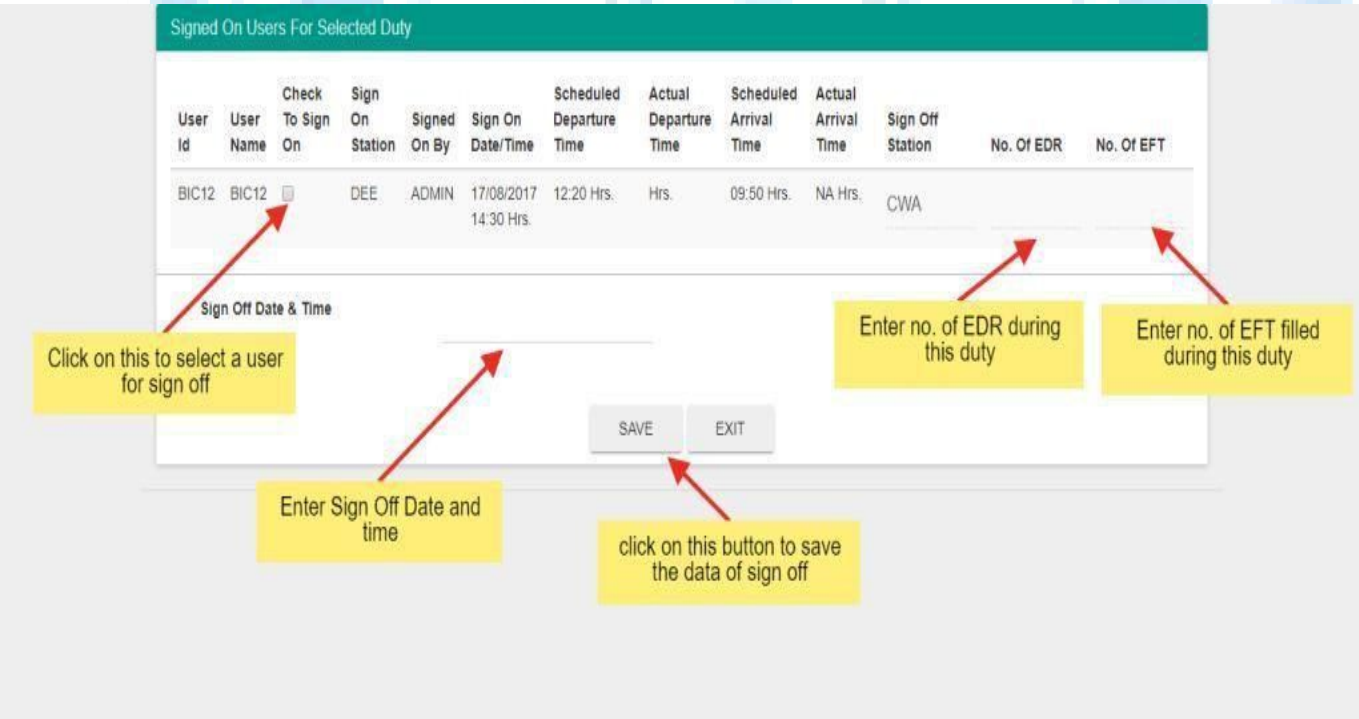
3) In this, all the duties, which are, apply on user dated between one day before and one day after of current date will be showing.

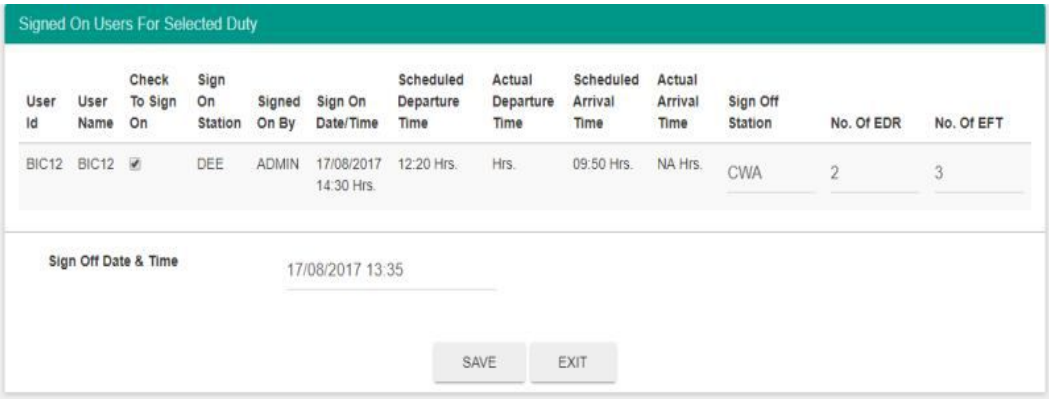
4) To apply Sign off Duty of user, it needs to select desire duty from the duty list. For selecting duty, click on desire duty. If you click on duty an Icon (✔) will be showing on that duty. It means that duty has selected.



5) After selecting duty, click on **NEXT** button for further processing.

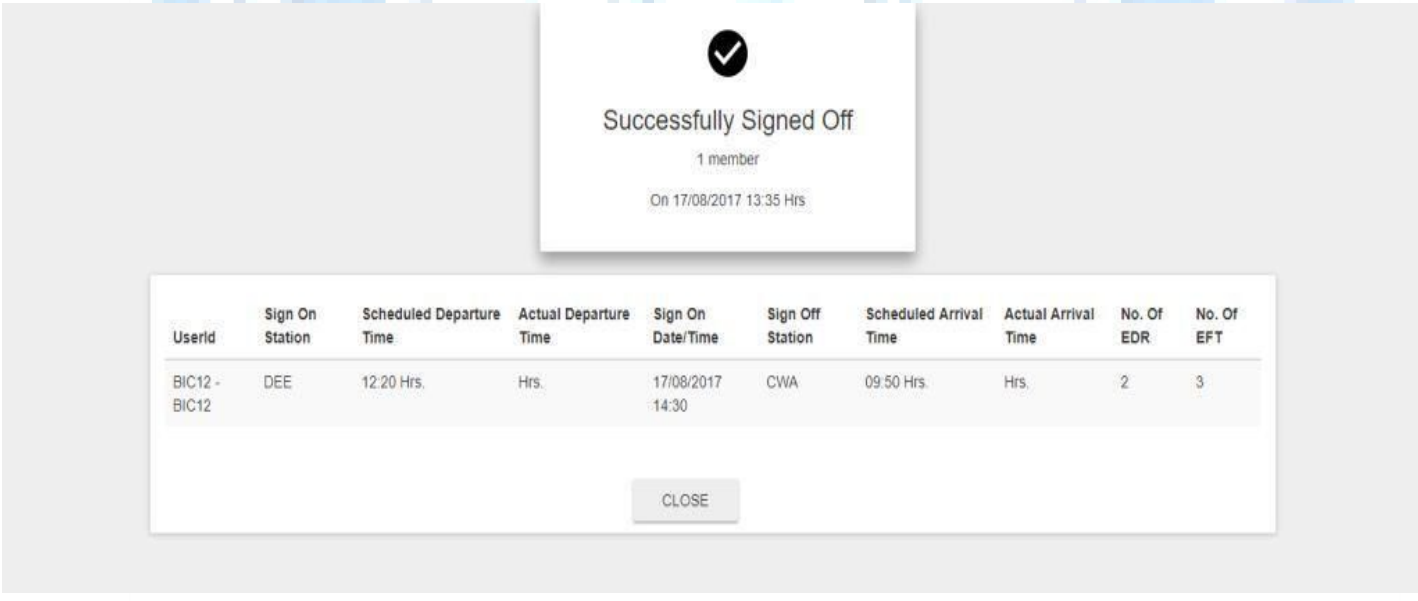
6) After clicks on NEXT, it will show List of user with duty detail. For selecting particular user, please click on check box in front of the user and fill out all the required details like No. of EDR, No of EFT and Sign off date and time in their respective field as showing below.





7) After filled all the details click on **SAVE** for apply and saving Sign off Details.

8) If it **save** successfully then a **Success** message will appears with Duty details else **Error** message will appears.

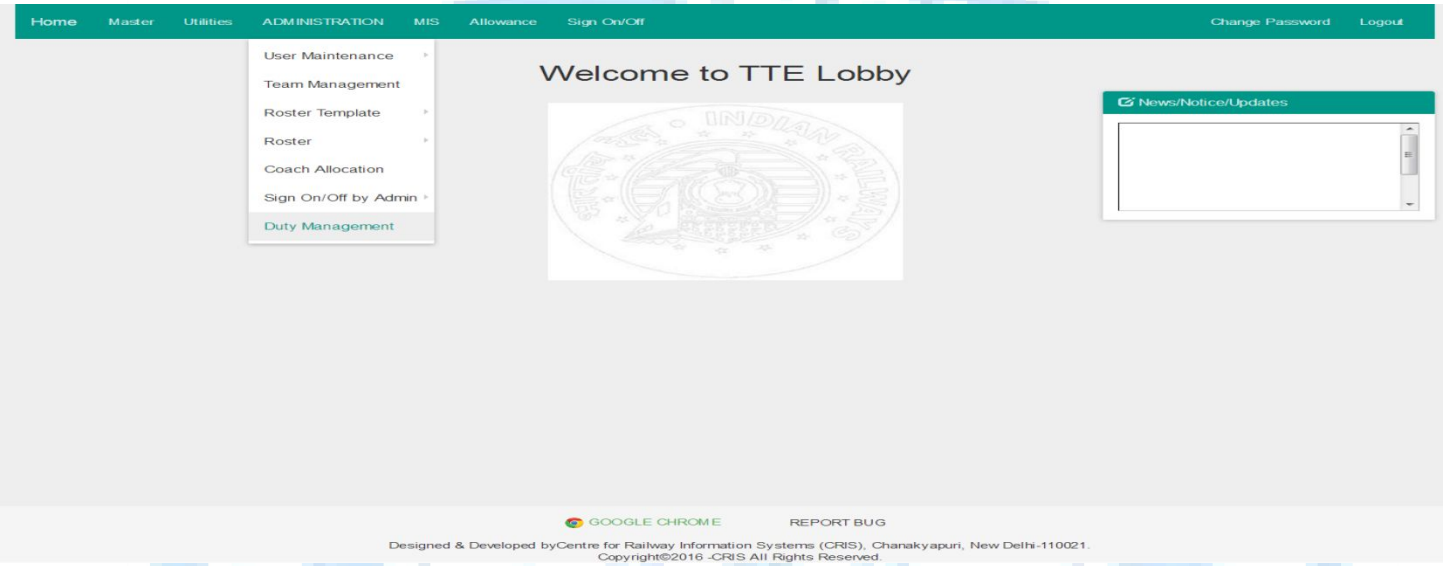


1.2.7. Duty Management:

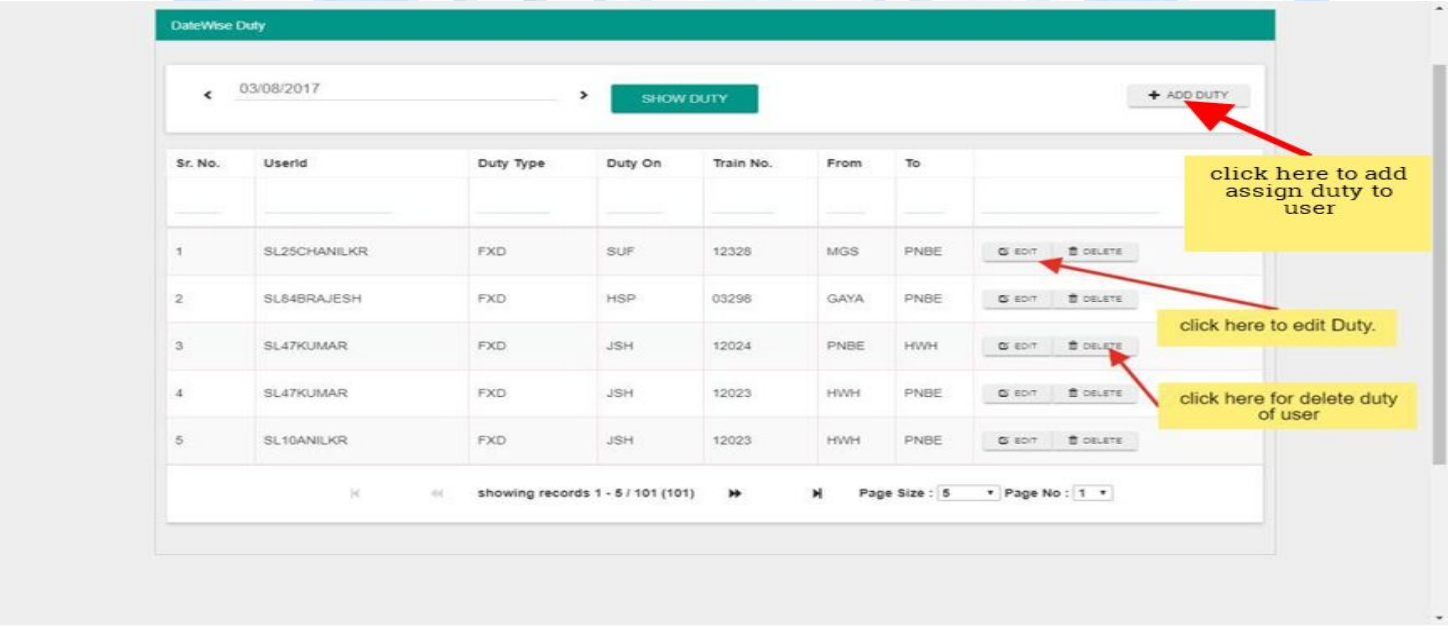
GOTO >> ADMINISTRATION >> DUTY MANAGEMENT

It is allows to add new duty, edit duty and delete duty.

a) Select **DUTY MANAGEMENT** as shown below.

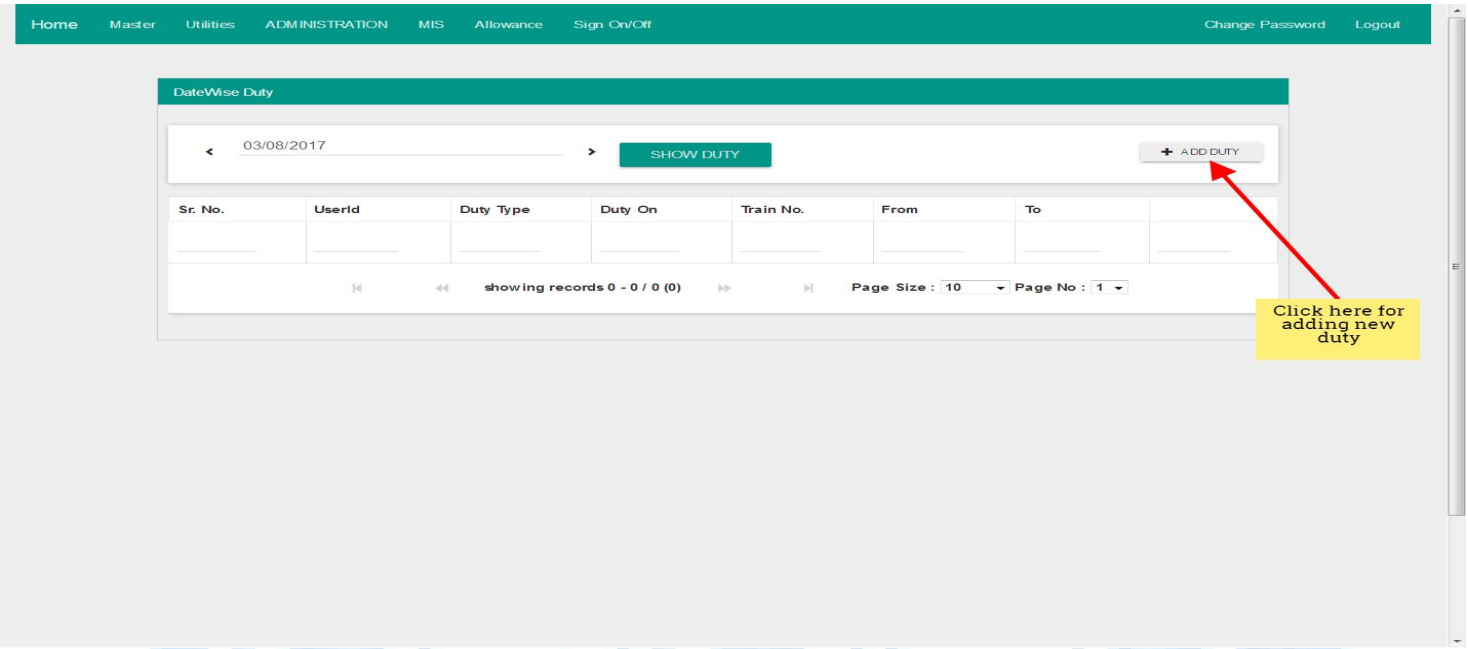


b) It will showing assigned duty of lobby user's on selected date.

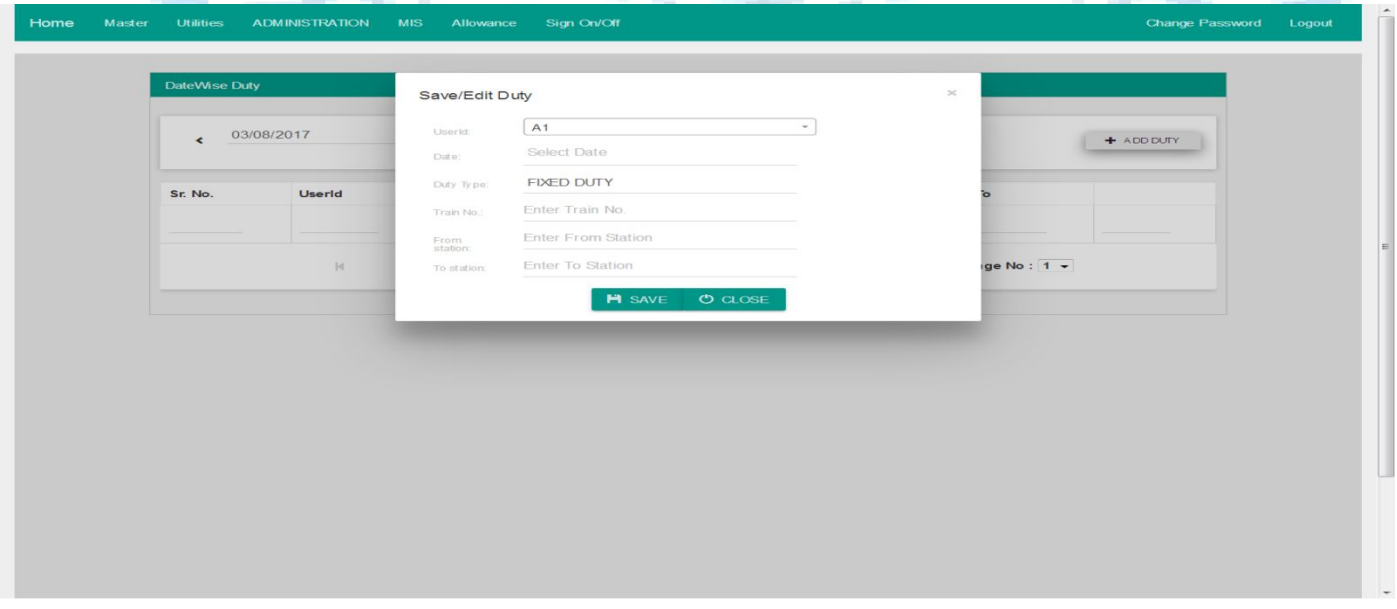


i. **Add Duty:** its use for assigning duty to a user on desire date as per requirement.

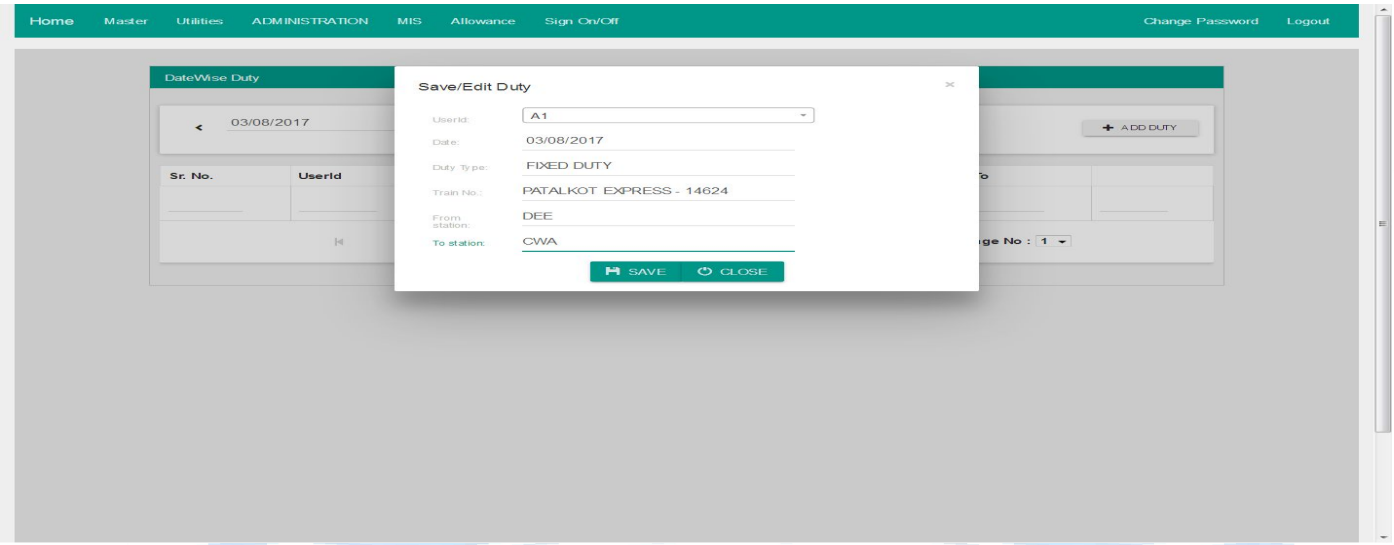
a) Click on **ADD DUTY** as shown in below:



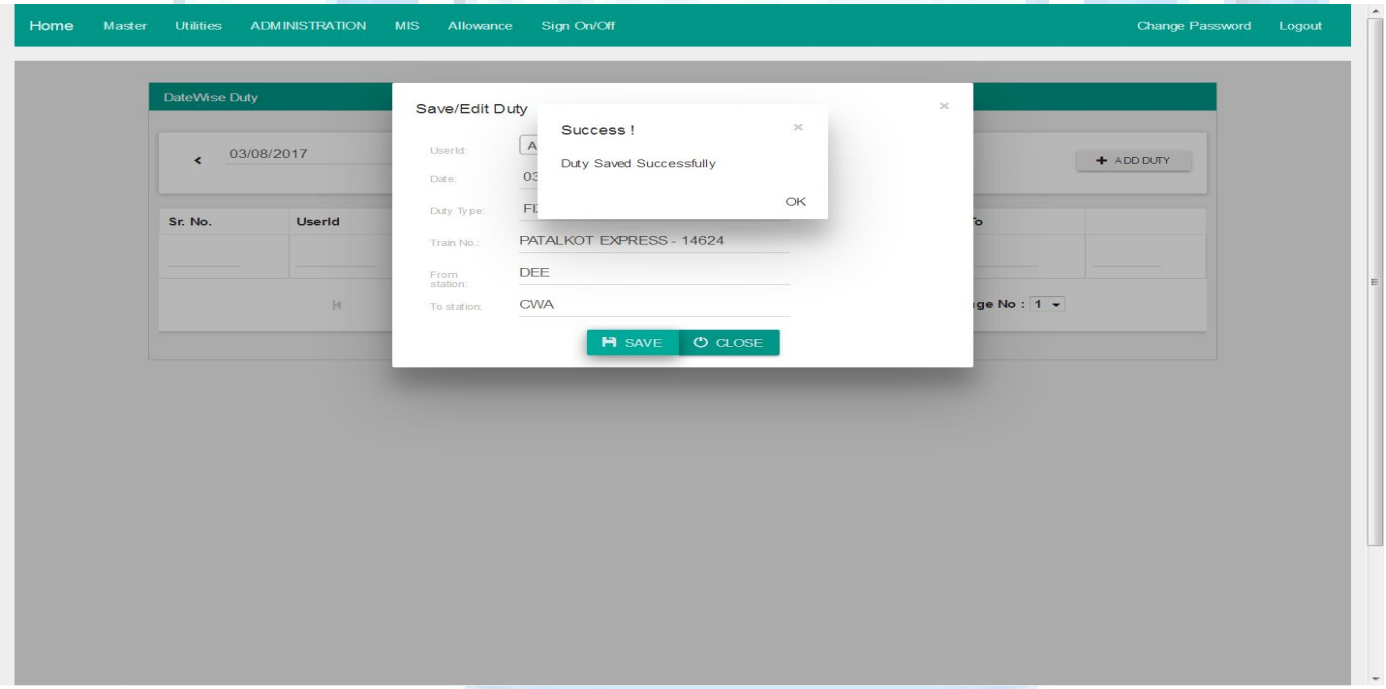
b) After clicking on ADD DUTY, Add/Edit Duty pop-up will be open.



c) On this define duty details carefully and click on **SAVE** button to assign duty.

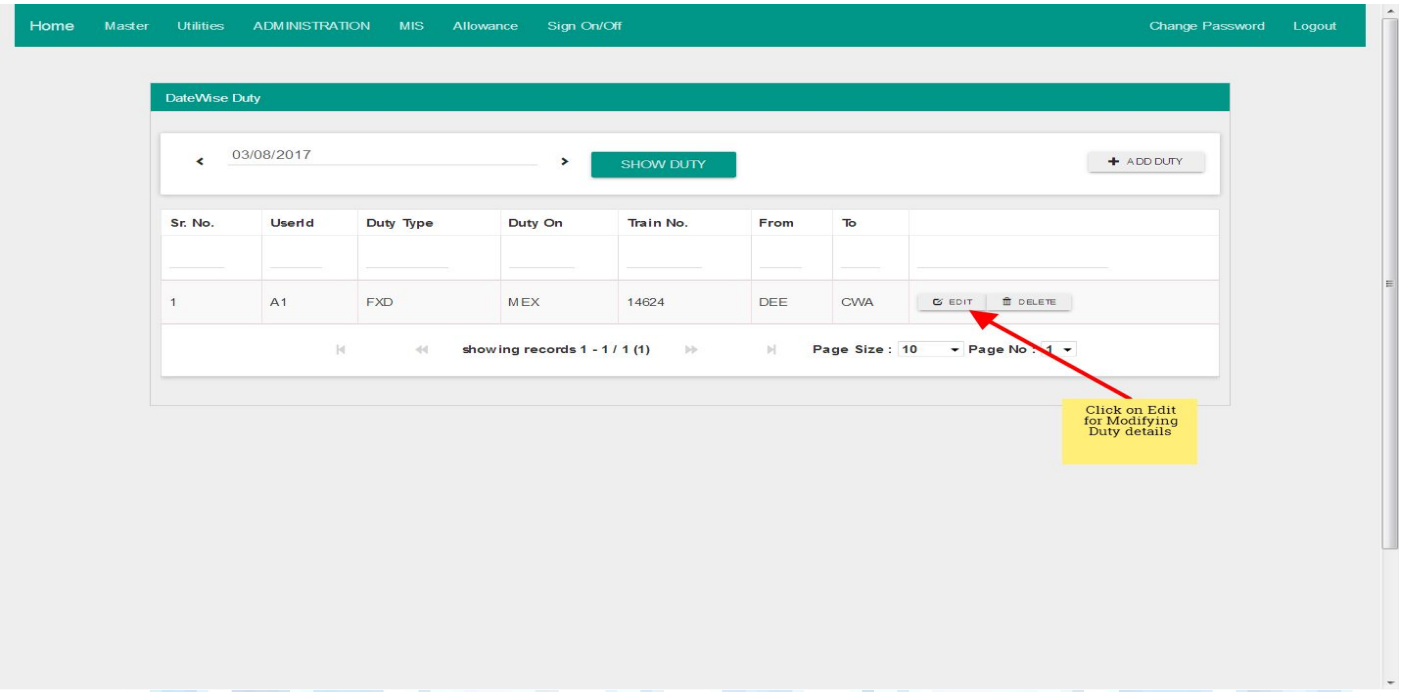


d) If duty assign successfully then a **Success** message will be appears else **Error** message will appear.

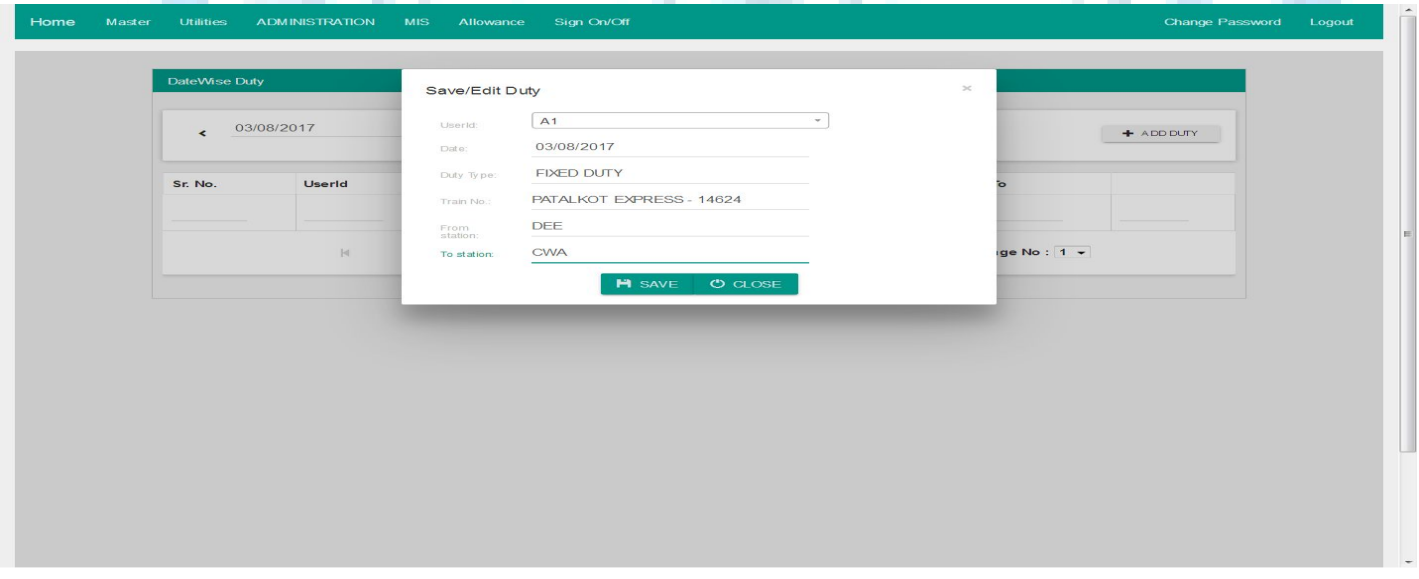


ii. **Edit Duty:** its use to edit assign duty to a user on select date if require.

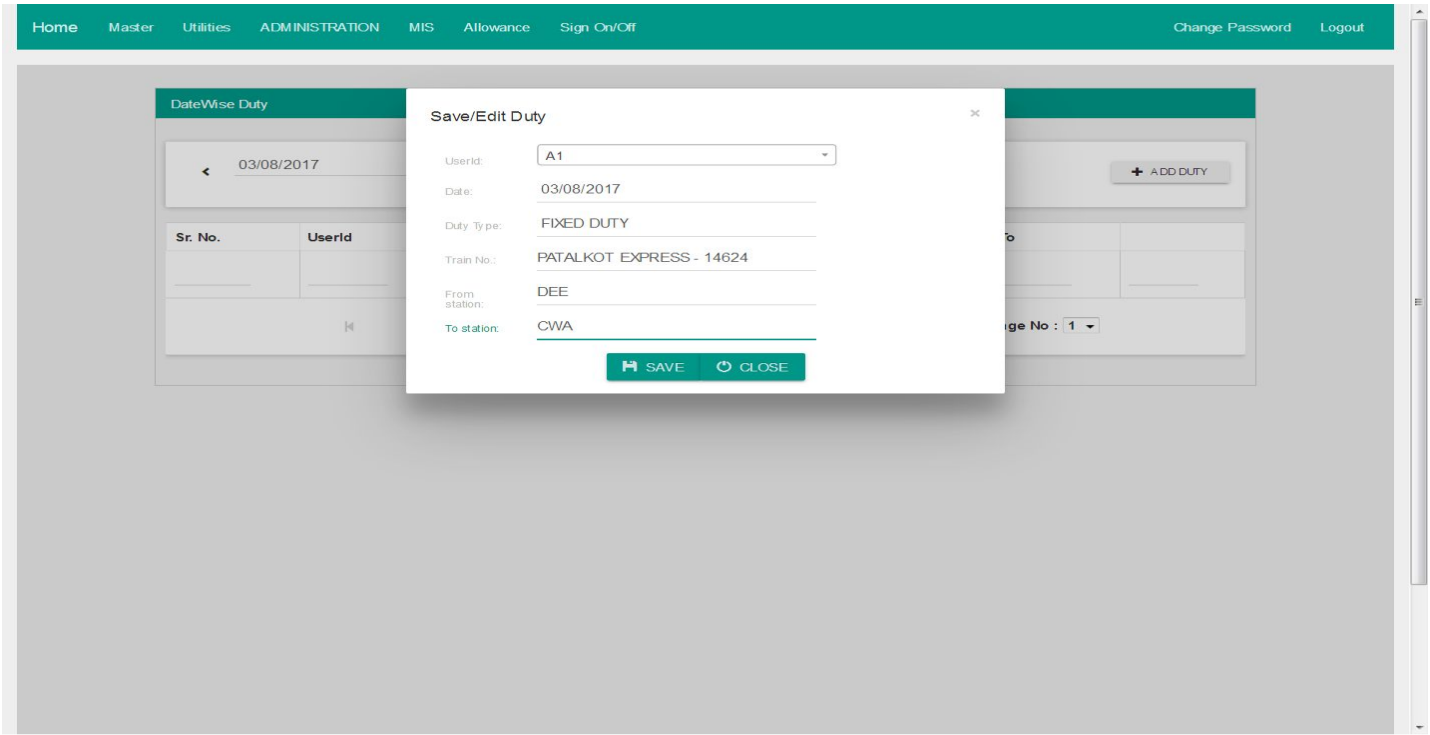
a) Click on **EDIT** for modifying duty details of user.



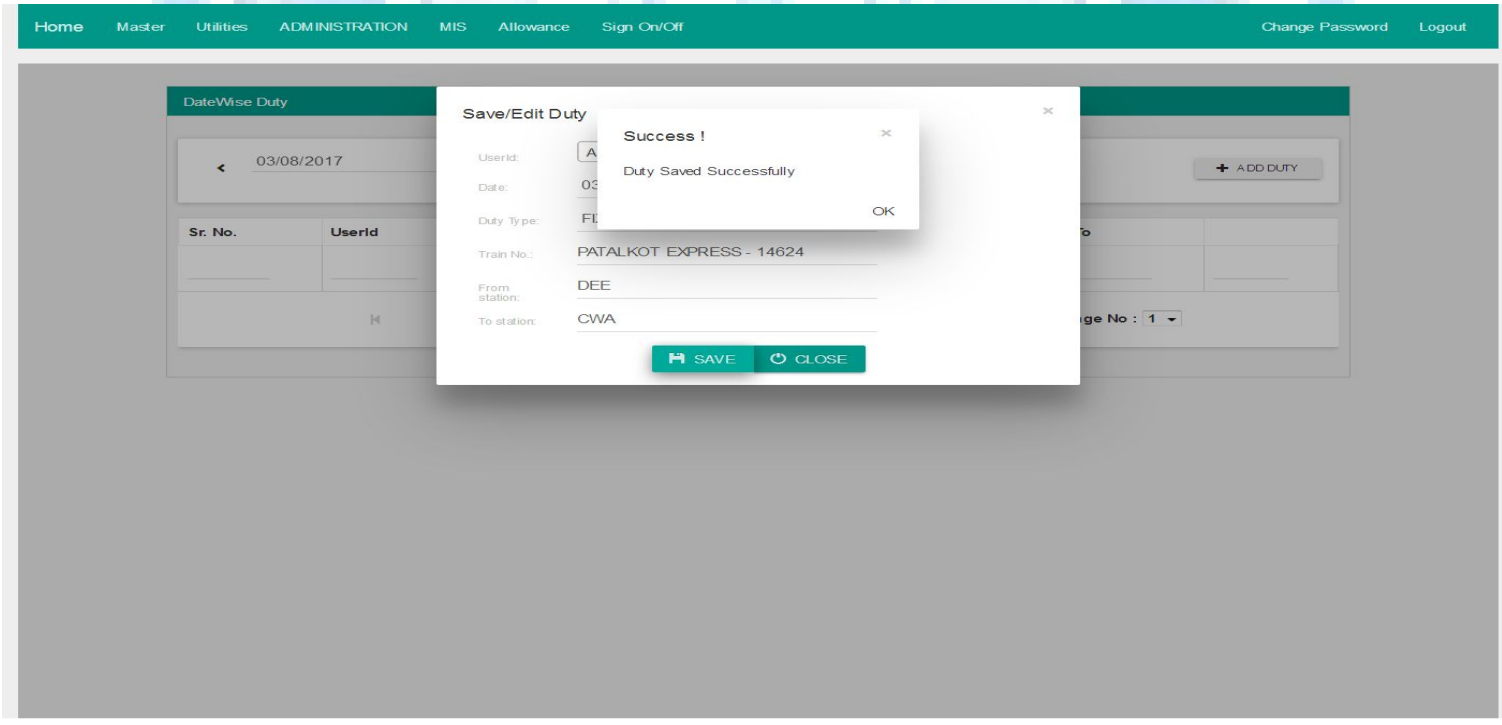
b) Save or Edit duty Pop-up will be open.



c) After Modifying duty details, click on **SAVE** for modifying details.

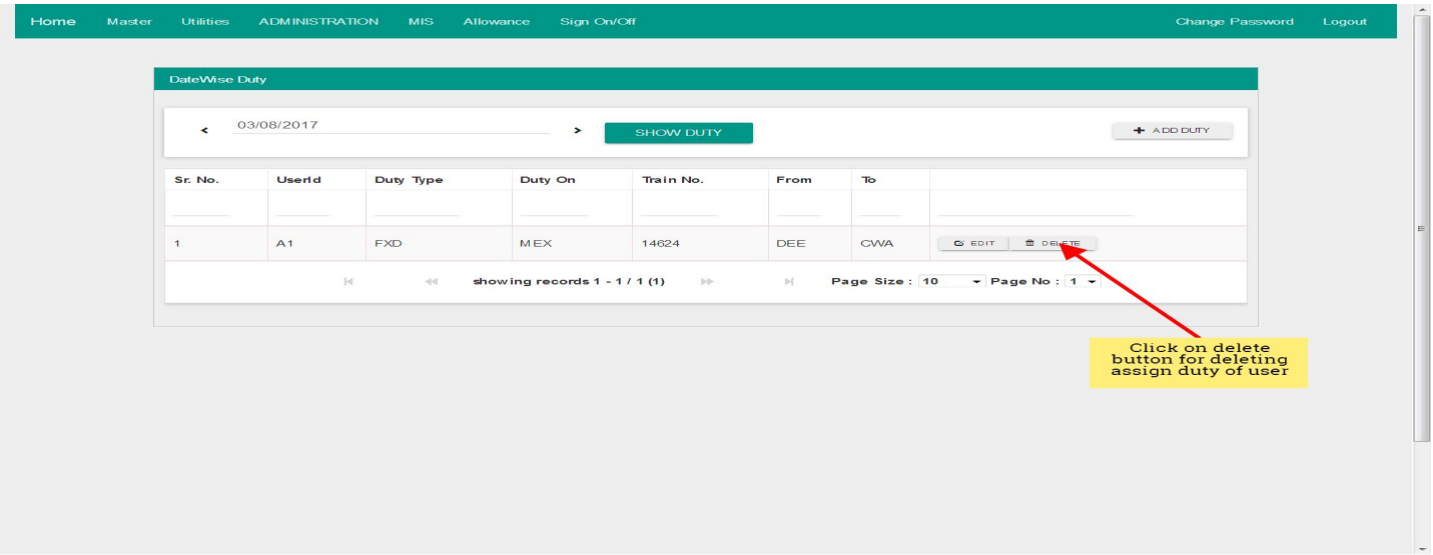


d) If duty modify successfully then a **Success** message will be appears else **Error** message will appear.



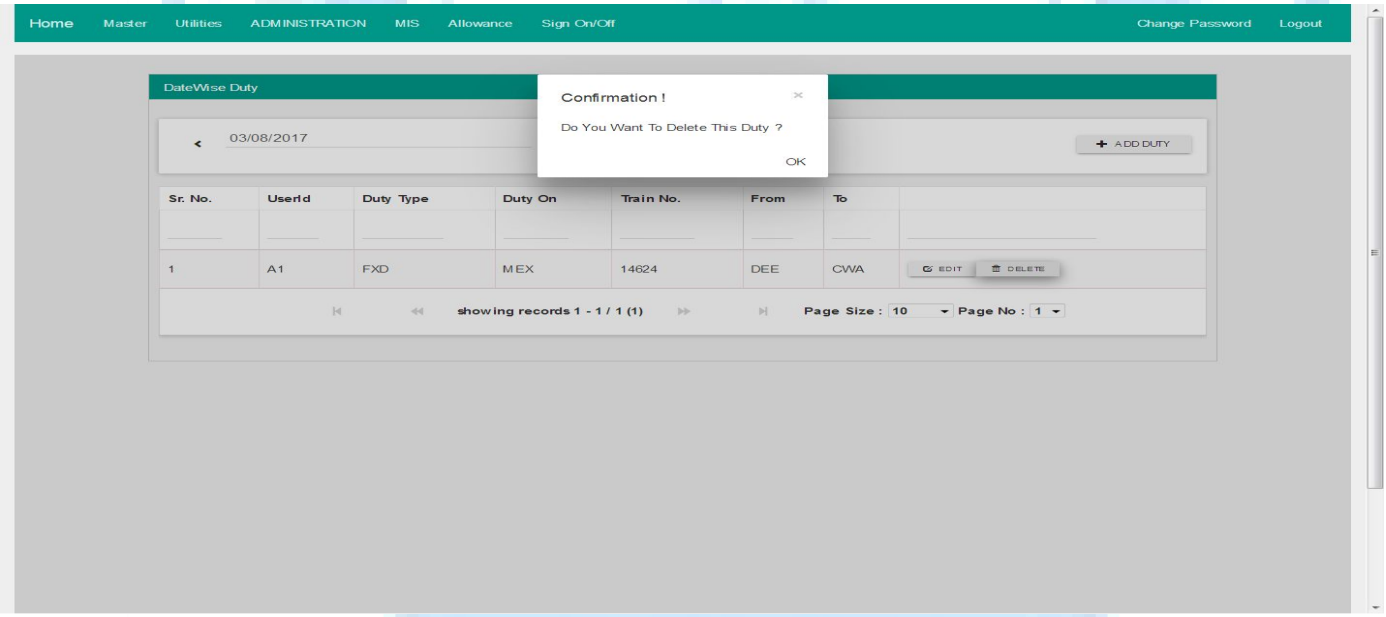
ii. **DELETE Duty:** its use to delete assign duty to a user on select date if require.

a) Click on delete button as shown in below.



b) A pop-up message will be appears for confirming the deletion of assign duty of user.

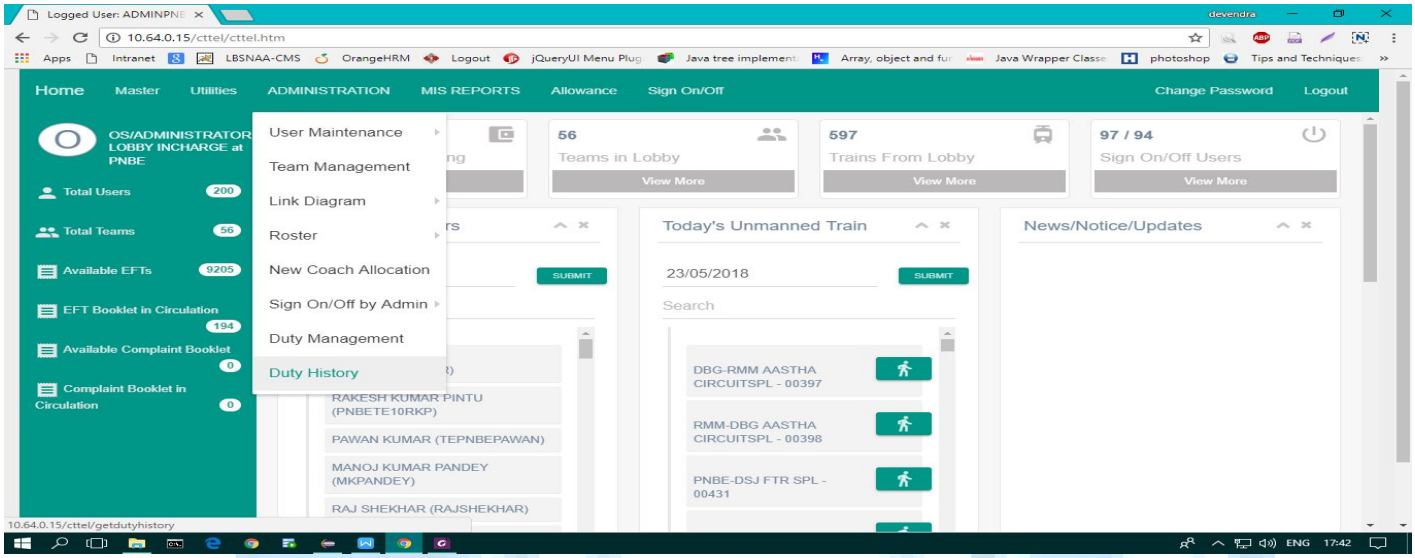
c) Click OK for deleting assign duty of that user.



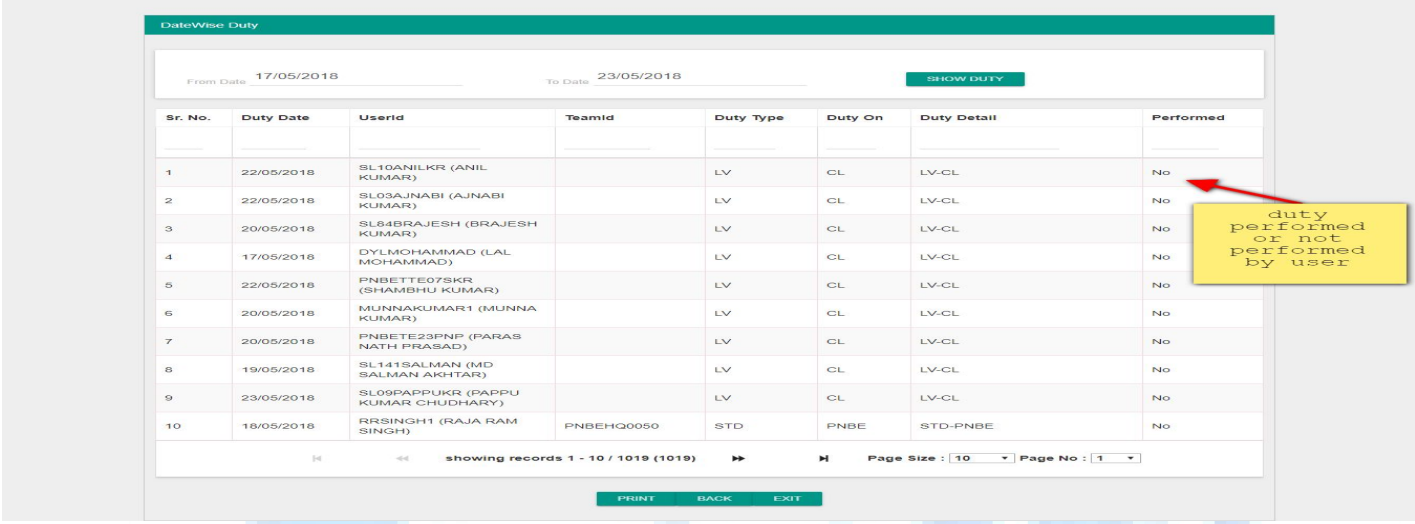
1.2.8. Duty History -

>This is use for see duty history of all lobby user.

GOTO >> ADMINISTRATION >> Duty History



> On the click of duty history following page will be showing.



> In this page we can clearly see the duty details of particular user of Lobby as per date like duty date,user id,team id ,duty details , duty performed etc.

2. - MASTER

GOTO >> MASTER

> This Menu use for create or add ,delete or cancel and issue master Data of EFT Store ,Complaint Booklet Issue,Duty Master etc.

> On click of Master we have following option:

A) **TTE Interchange Point** - Use to assign TTE Interchange Station or Lobby.

B) **EFT Store** - use to add or create EFT Booklet , issue to user and cancel EFT Booklet.

C) **Complaint Booklet Issue**-use to add or create Complaint Booklet , issue to user and cancel Complaint Booklet.

D) **Complaint Store Inlet Window**-use to add or create Complaint Store Booklet , issue to user and cancel Complaint Store Booklet.

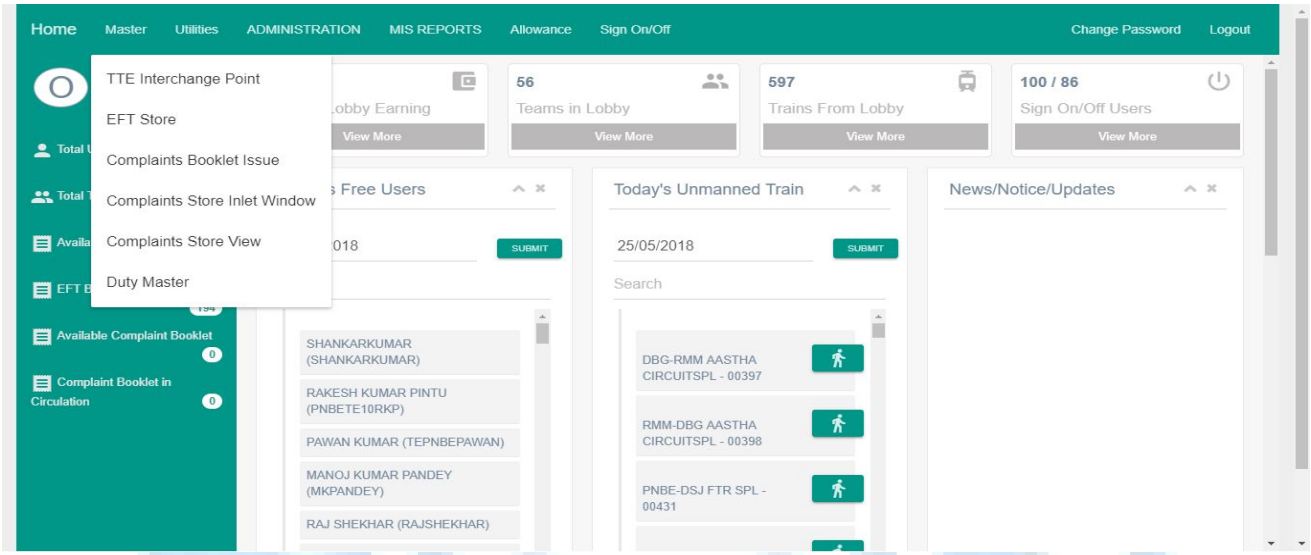
E) **Complaint Store View**- To view available Complaint store book.

F) **Duty Master**- Use for Add duty and Edit Duty Manually.

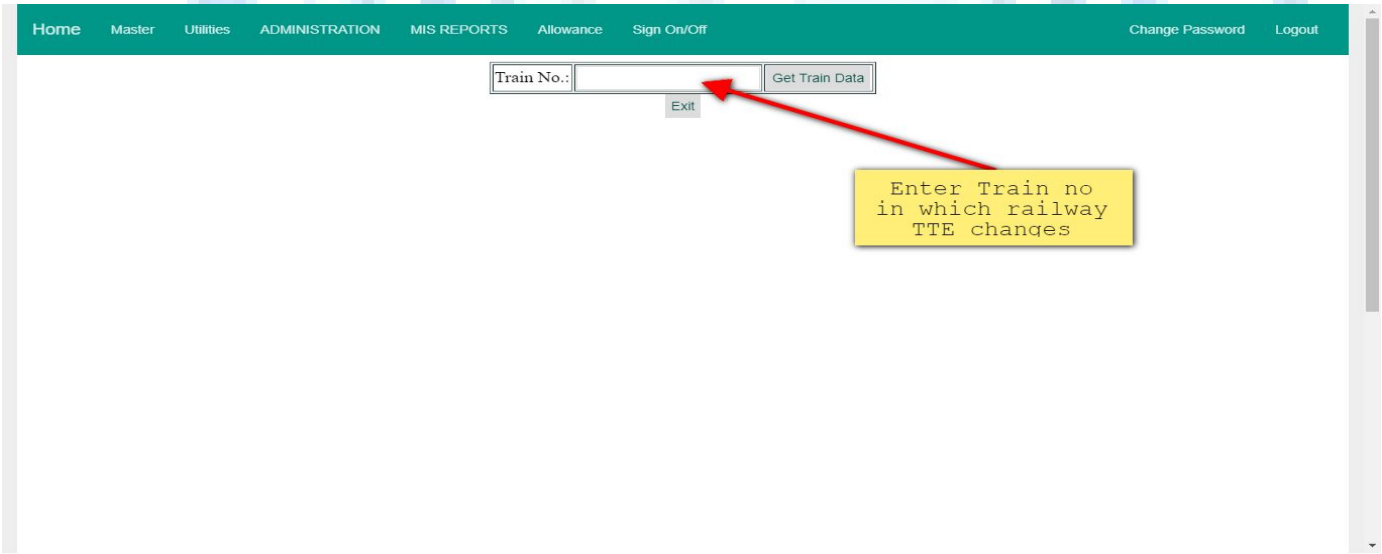
2.1. - TTE Interchange Point

GOTO >> MASTER>> TTE Interchange Point

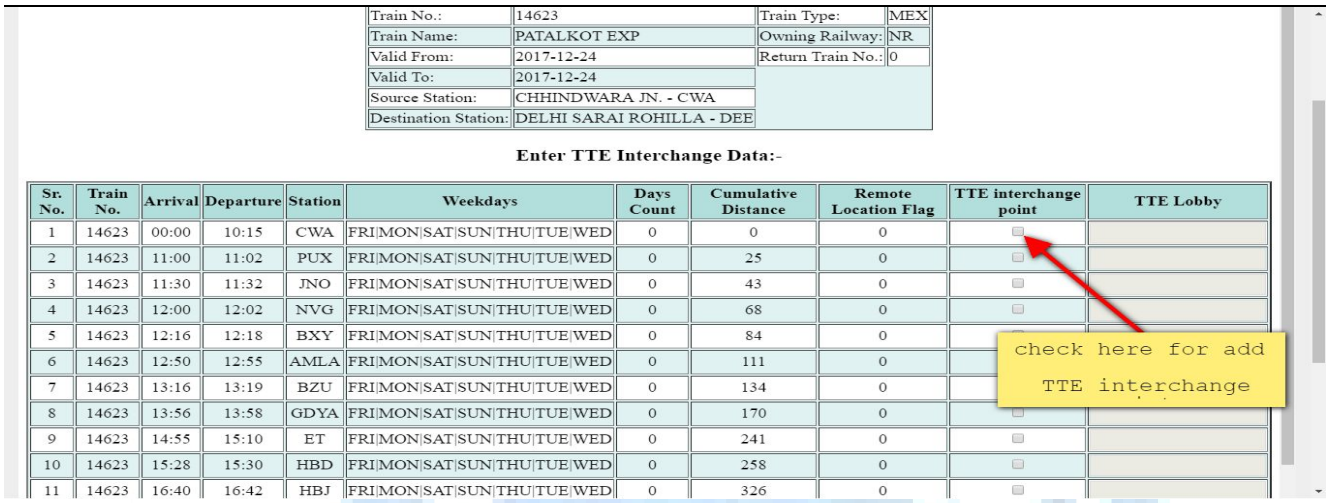
> Use for add TTE Interchange Lobby.



1. On the click of TTE Interchange Point following page will be appears.



2. After Entering desire train no, List of Stations will be appears.



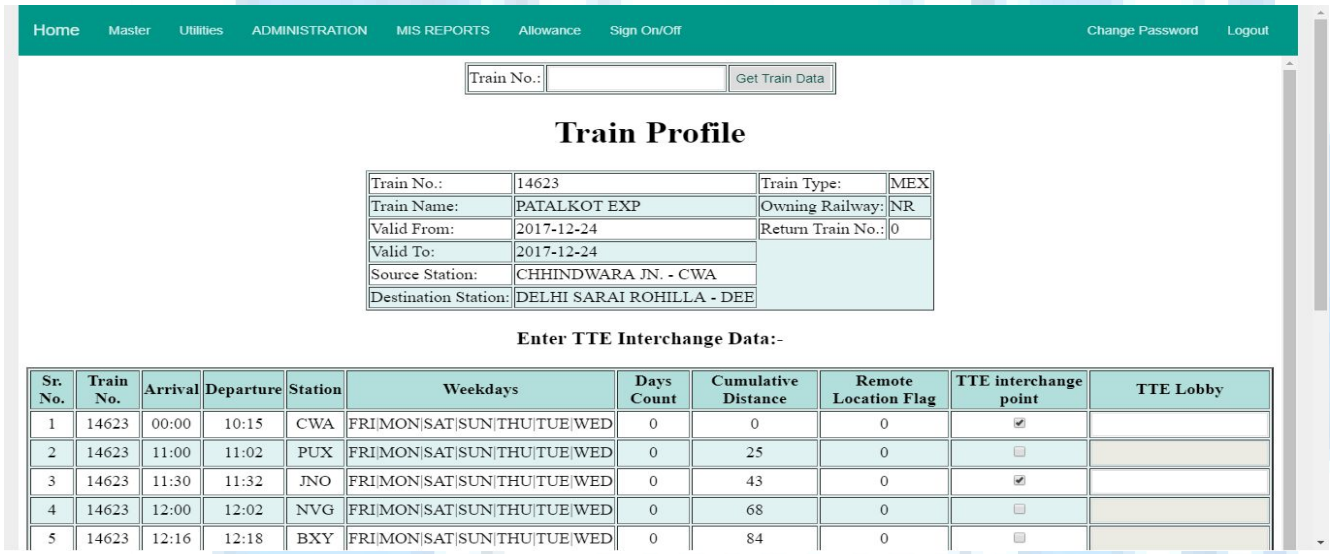
Train No.:	14623	Train Type:	MEX
Train Name:	PATALKOT EXP	Owning Railway:	NR
Valid From:	2017-12-24	Return Train No.:	0
Valid To:	2017-12-24		
Source Station:	CHHINDWARA JN. - CWA		
Destination Station:	DELHI SARAI ROHILLA - DEE		

Enter TTE Interchange Data:-

Sr. No.	Train No.	Arrival	Departure	Station	Weekdays	Days Count	Cumulative Distance	Remote Location Flag	TTE interchange point	TTE Lobby
1	14623	00:00	10:15	CWA	FRI|MON|SAT|SUN|THU|TUE|WED	0	0	0		
2	14623	11:00	11:02	PUX	FRI|MON|SAT|SUN|THU|TUE|WED	0	25	0		
3	14623	11:30	11:32	JNO	FRI|MON|SAT|SUN|THU|TUE|WED	0	43	0		
4	14623	12:00	12:02	NVG	FRI|MON|SAT|SUN|THU|TUE|WED	0	68	0		
5	14623	12:16	12:18	BXY	FRI|MON|SAT|SUN|THU|TUE|WED	0	84	0		
6	14623	12:50	12:55	AMLA	FRI|MON|SAT|SUN|THU|TUE|WED	0	111	0		
7	14623	13:16	13:19	BZU	FRI|MON|SAT|SUN|THU|TUE|WED	0	134	0		
8	14623	13:56	13:58	GDYA	FRI|MON|SAT|SUN|THU|TUE|WED	0	170	0		
9	14623	14:55	15:10	ET	FRI|MON|SAT|SUN|THU|TUE|WED	0	241	0		
10	14623	15:28	15:30	HBD	FRI|MON|SAT|SUN|THU|TUE|WED	0	258	0		
11	14623	16:40	16:42	HBJ	FRI|MON|SAT|SUN|THU|TUE|WED	0	326	0		

check here for add TTE interchange

3. For adding interchange point just select check box in front of Station where we want to add interchange point after selecting check box TTE Lobby Field will be enable for enter to filled Lobby.



Home Master Utilities ADMINISTRATION MIS REPORTS Allowance Sign On/Off Change Password Logout

Train No.: Get Train Data

Train Profile

Train No.:	14623	Train Type:	MEX
Train Name:	PATALKOT EXP	Owning Railway:	NR
Valid From:	2017-12-24	Return Train No.:	0
Valid To:	2017-12-24		
Source Station:	CHHINDWARA JN. - CWA		
Destination Station:	DELHI SARAI ROHILLA - DEE		

Enter TTE Interchange Data:-

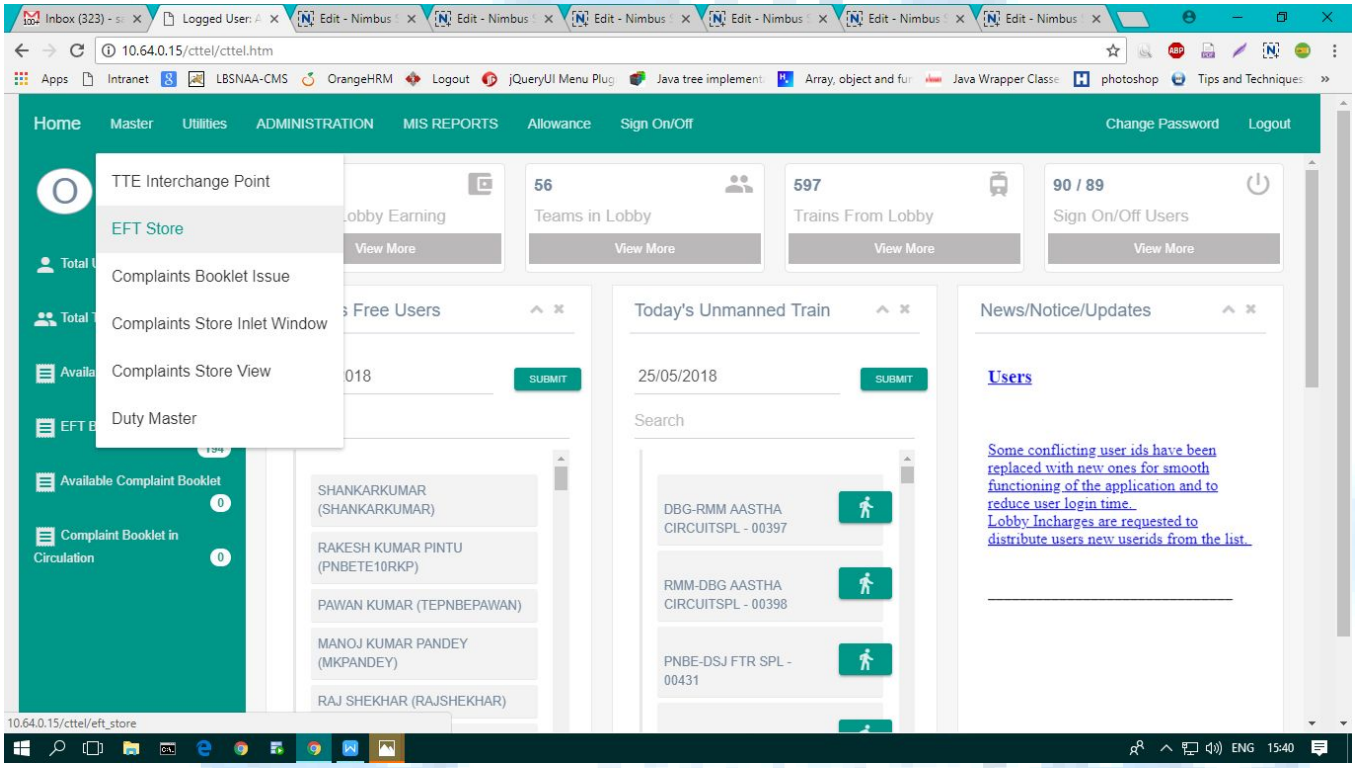
Sr. No.	Train No.	Arrival	Departure	Station	Weekdays	Days Count	Cumulative Distance	Remote Location Flag	TTE interchange point	TTE Lobby
1	14623	00:00	10:15	CWA	FRI|MON|SAT|SUN|THU|TUE|WED	0	0	0	☑	
2	14623	11:00	11:02	PUX	FRI|MON|SAT|SUN|THU|TUE|WED	0	25	0		
3	14623	11:30	11:32	JNO	FRI|MON|SAT|SUN|THU|TUE|WED	0	43	0	☑	
4	14623	12:00	12:02	NVG	FRI|MON|SAT|SUN|THU|TUE|WED	0	68	0		
5	14623	12:16	12:18	BXY	FRI|MON|SAT|SUN|THU|TUE|WED	0	84	0		

4. After completing this,click on **Update** button for saving interchange point.

2.2. - EFT Store

GOTO >> MASTER>> EFT Store

> By EFT Store we are able to make EFT Booklet, Available EFT Booklet and Issue and cancel EFT Booklet.

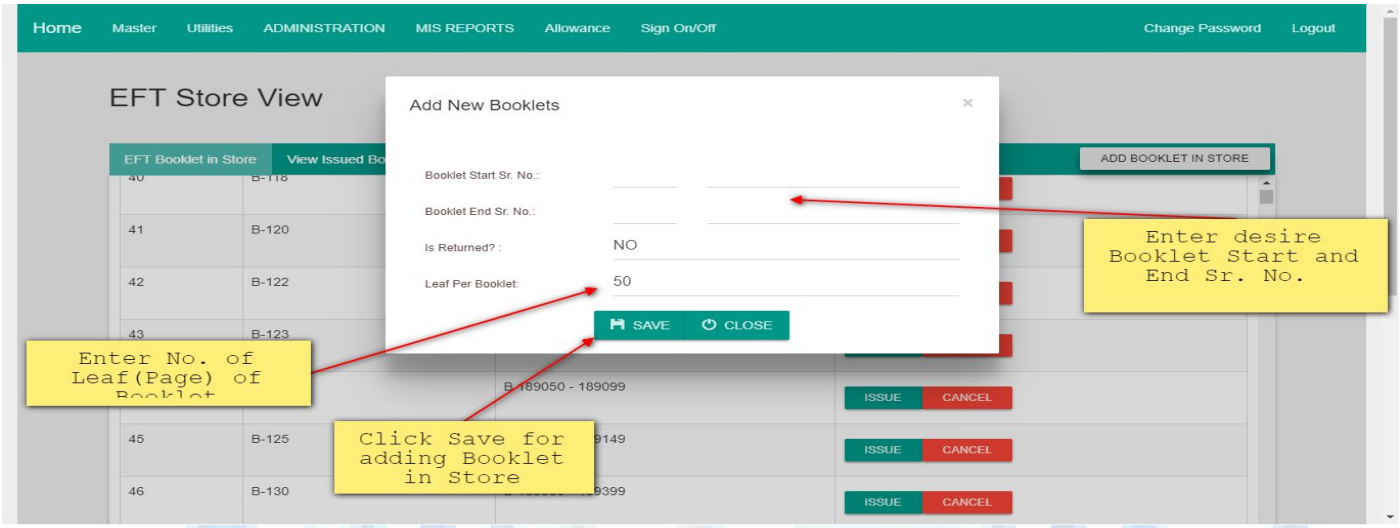


1. After clicking on EFT Store,We are able to do following task

    1. Add EFT Booklet 2. List of available EFT 2. View Issued Booklet 3. View Canceled Booklet

2.2.1 - ADD BOOKLET IN STORE:

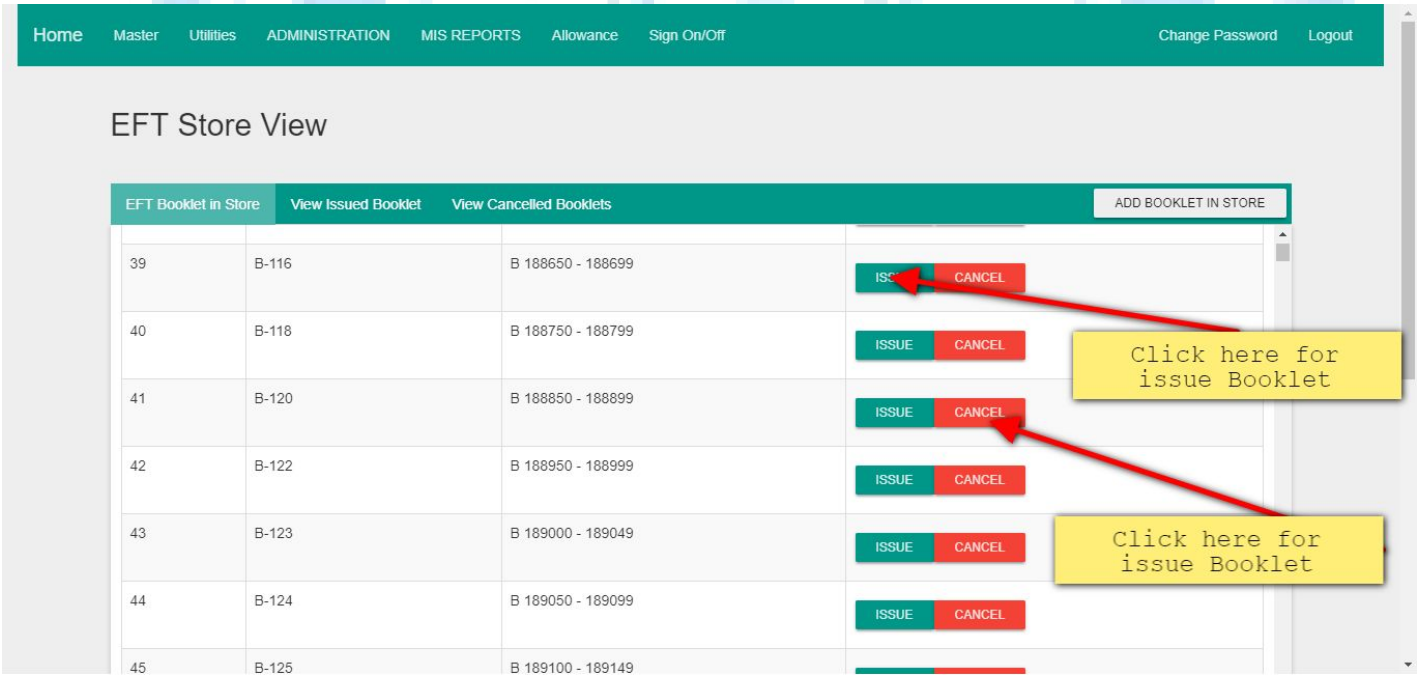
> By this we can add Add EFT Booklet In Store.



2.2.2.1 - EFT BOOKLET IN STORE:

> By this tab we can see list of available EFT Booklets.

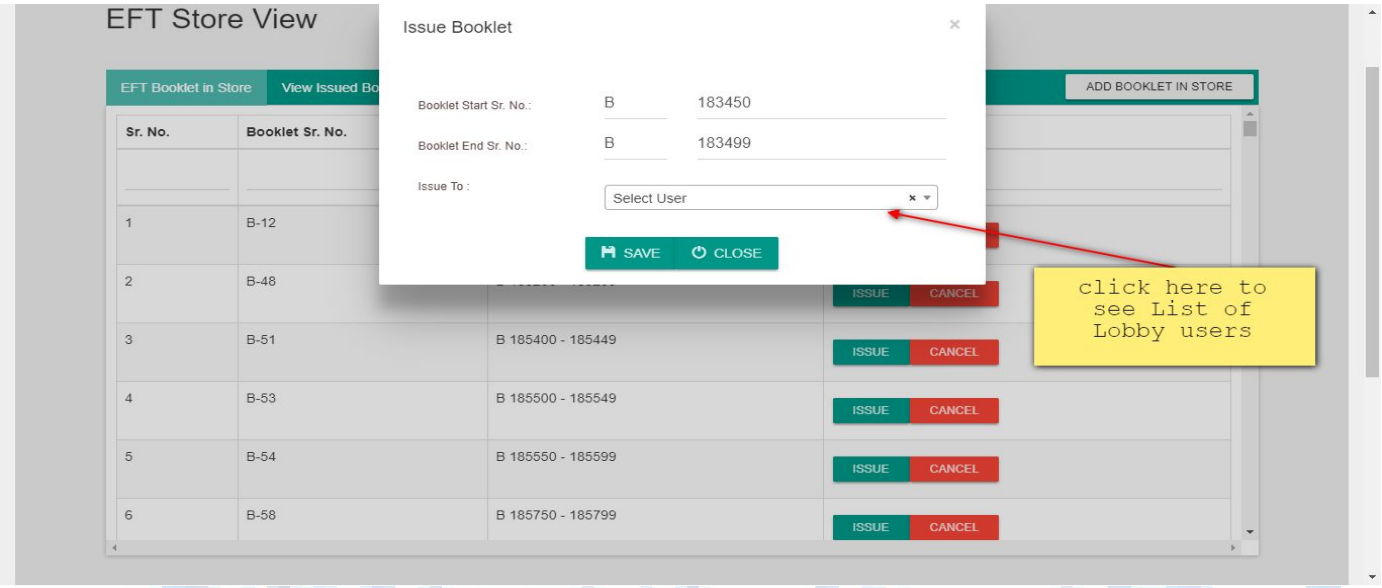
> By this, we are able to ISSUE and CANCEL EFT Booklet to Lobby user.



2.2.2.1.1 - ISSUE:

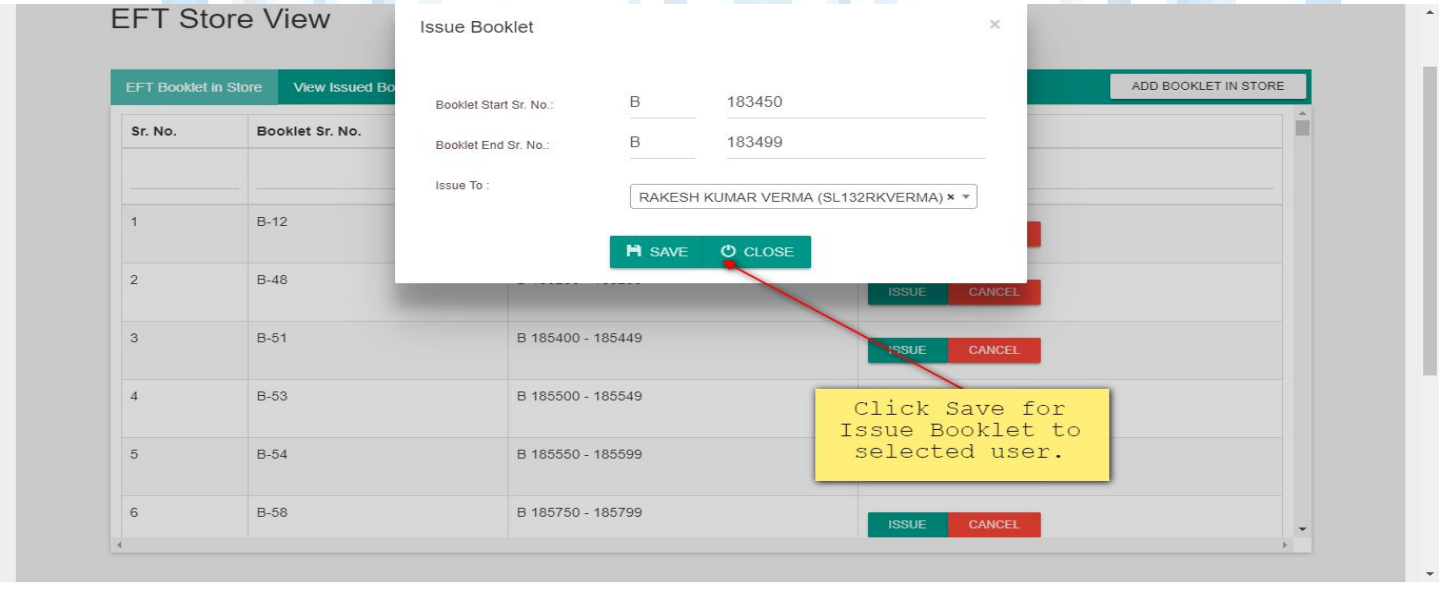
>By Clicking on ISSUE button, we are able to issue EFT Booklet to desire lobby user.

> On clicking of ISSUE button, Following details form will be appears.

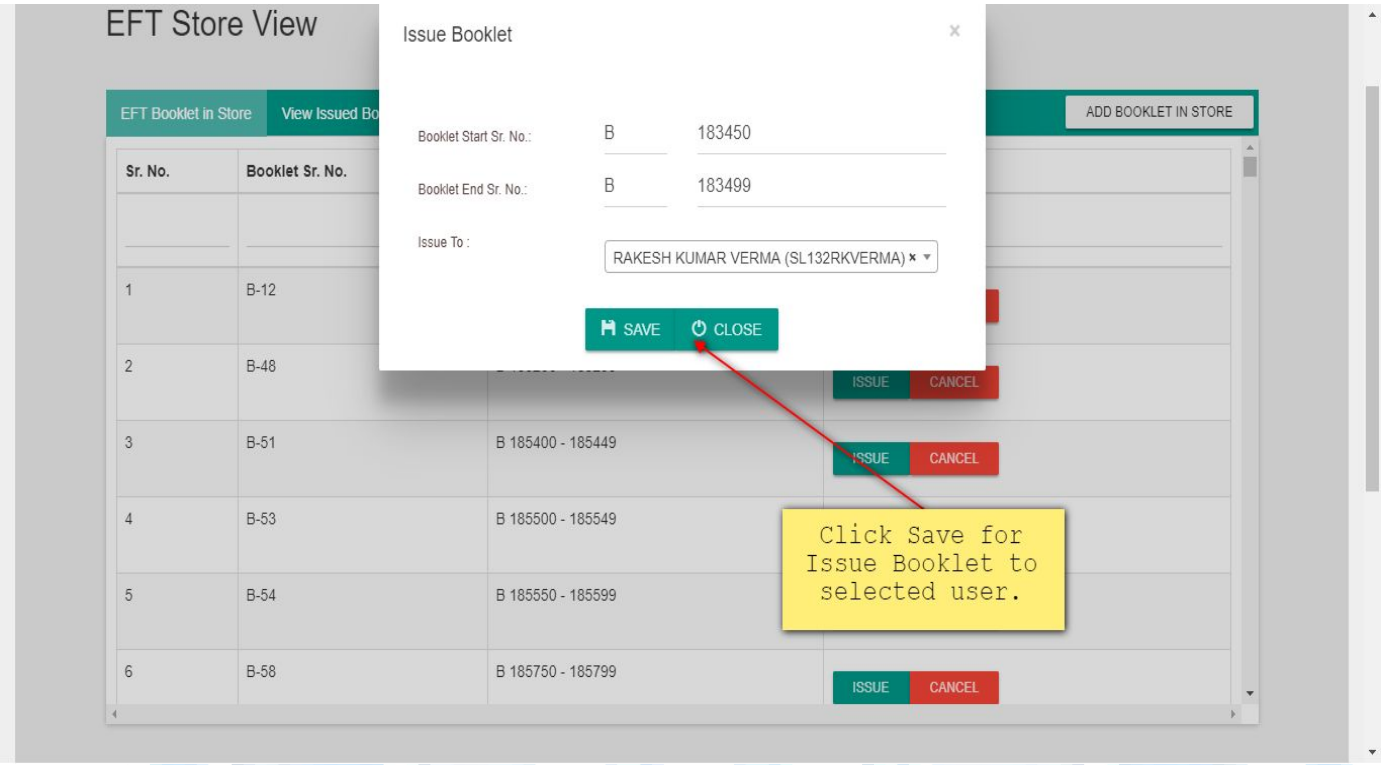


> Click on Select User, To see List of Lobby User.

> Select Lobby User , whom you want to ISSUE EFT Booklet.



> After selecting Lobby user ,Click on SAVE button for Issue EFT Booklet .



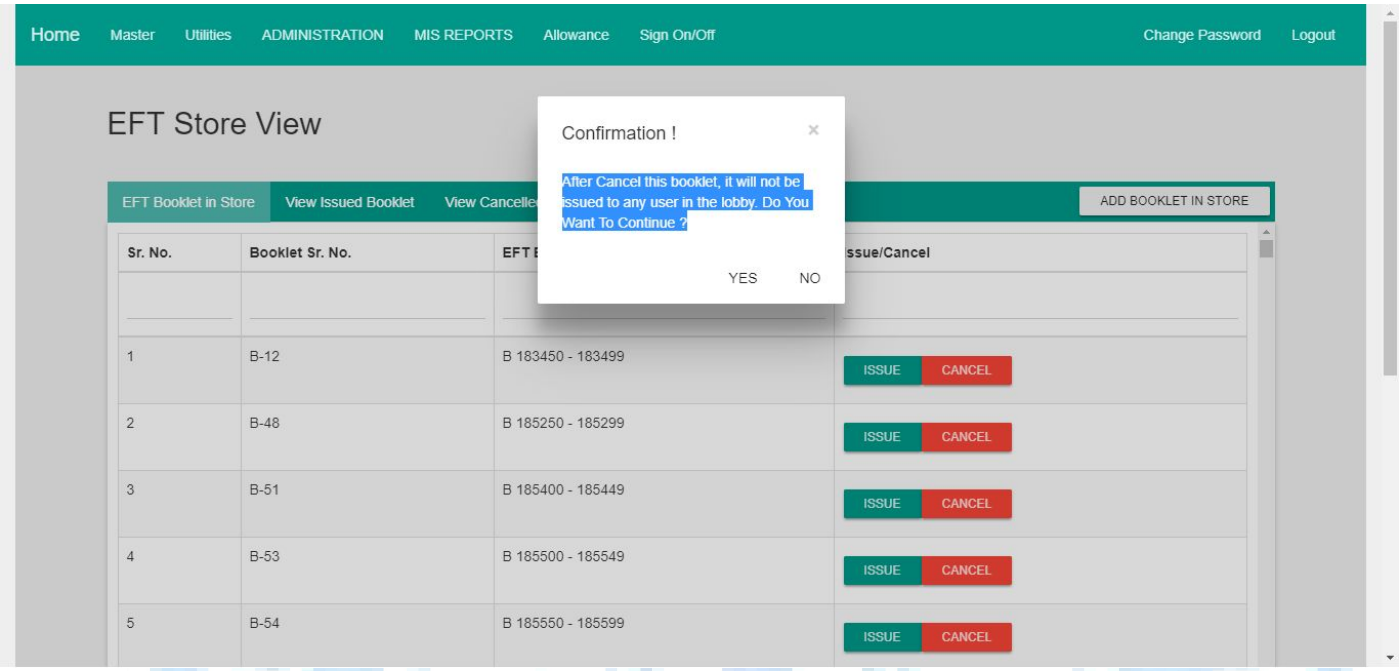
> A Successful message will be appears if EFT Booklet Issue successful else A error message will be appears.

2.2.2.1.2 - CANCEL:

> This is use for Canceling EFT Booklet directly from store.

> To do this, click on CANCEL button then a confirmation will be appears .

> After Cancel this booklet, it will not be issued to any user in the lobby.



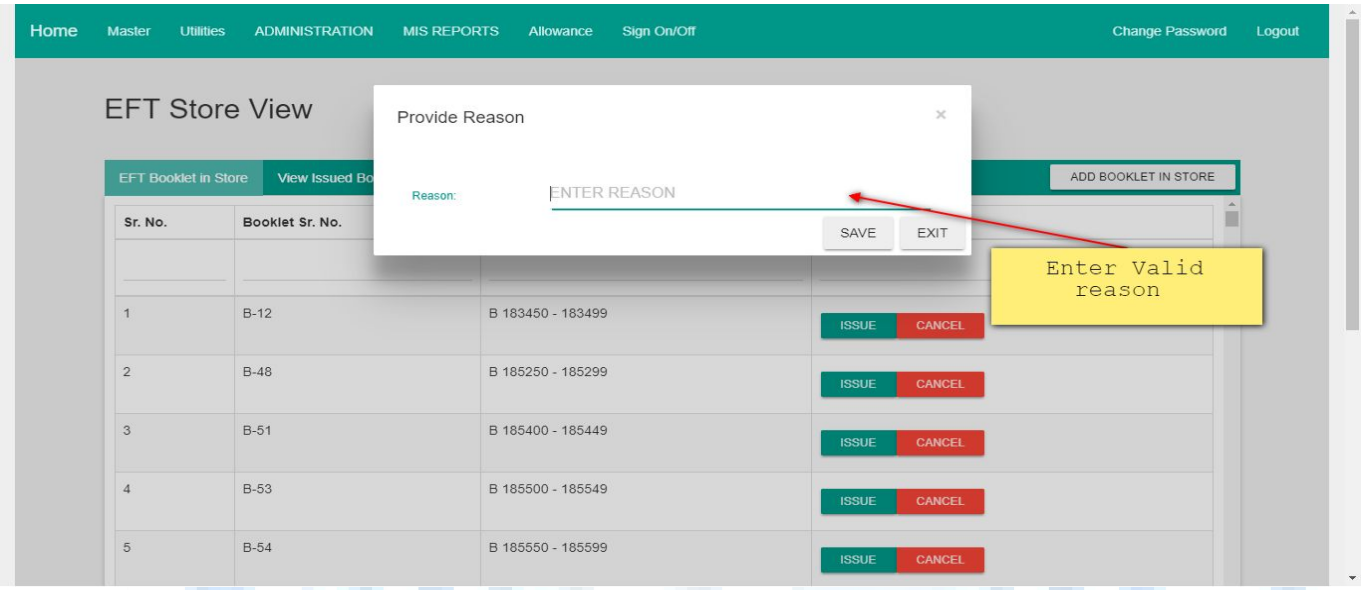
>>Cancel booklet can be done by following places.

1. Directly From Lobby 2. From TTE

2.2.1.2.1. - Directly From Lobby

> This is done in case Booklet get Damaged in lobby.

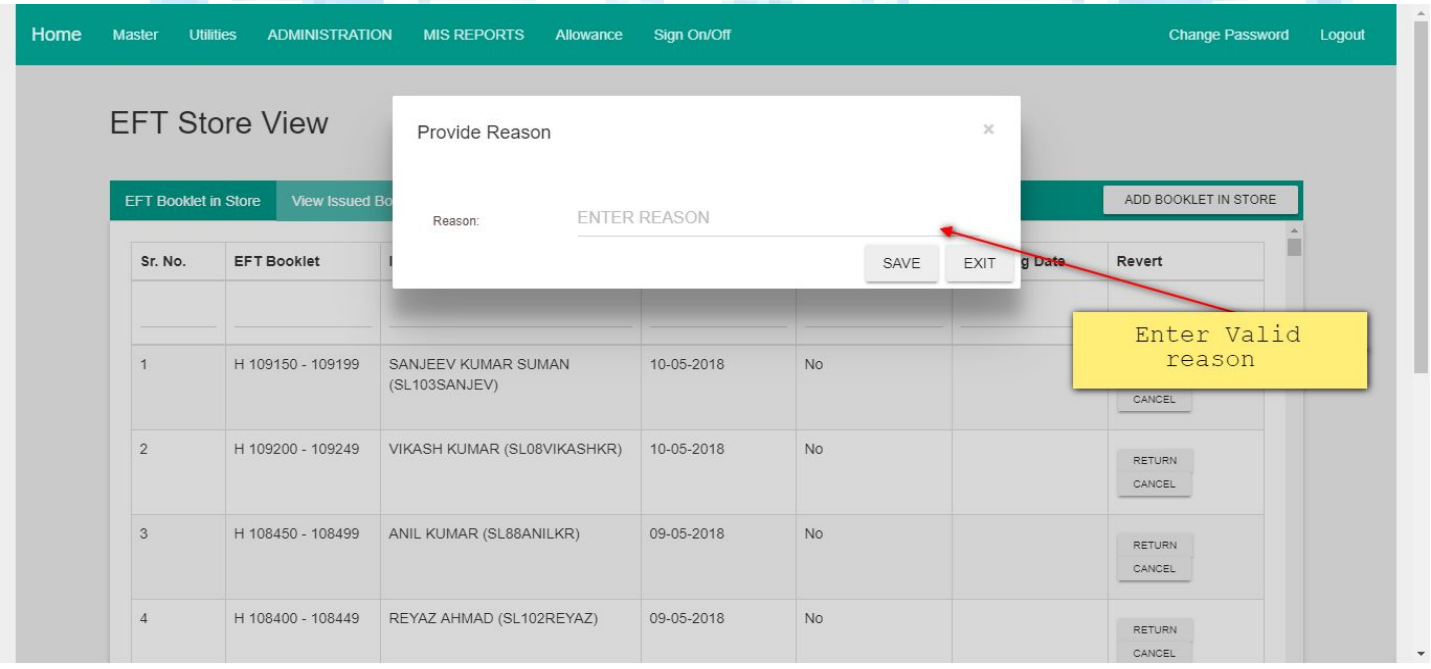
> You have to provide valid reason to cancel the booklet,then click on SAVE button.



2.2.1.2.2 From TTE:

> This is done in case Booklet get **Lost and Theft** from TTE.

> You have to provide valid reason to cancel the booklet,then click on SAVE button.

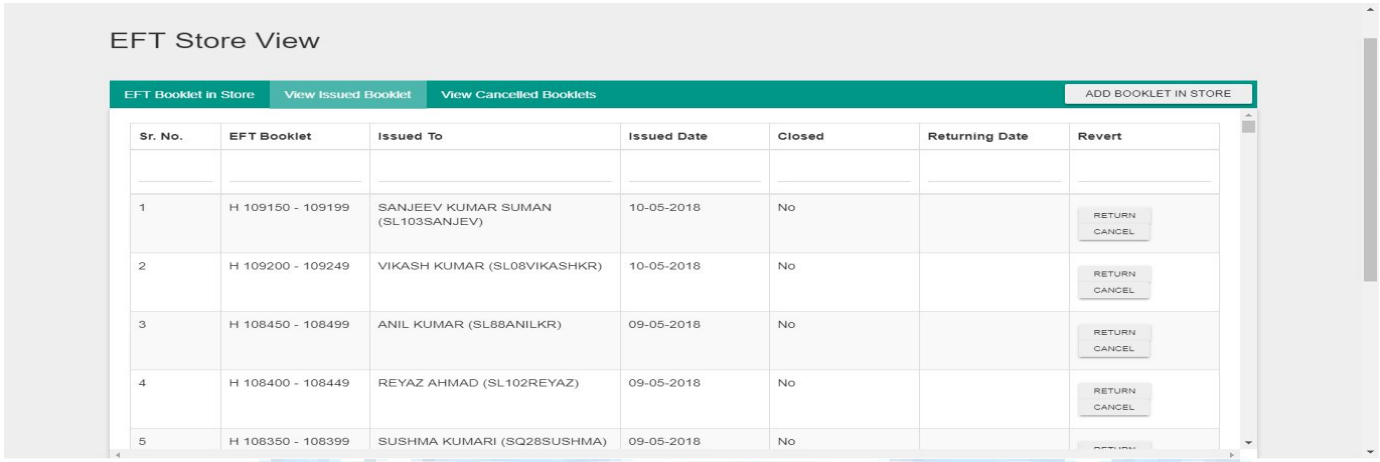


2.2.2. - View Issued Booklet:

> This Tab menu use for viewing already issue booklet to user .

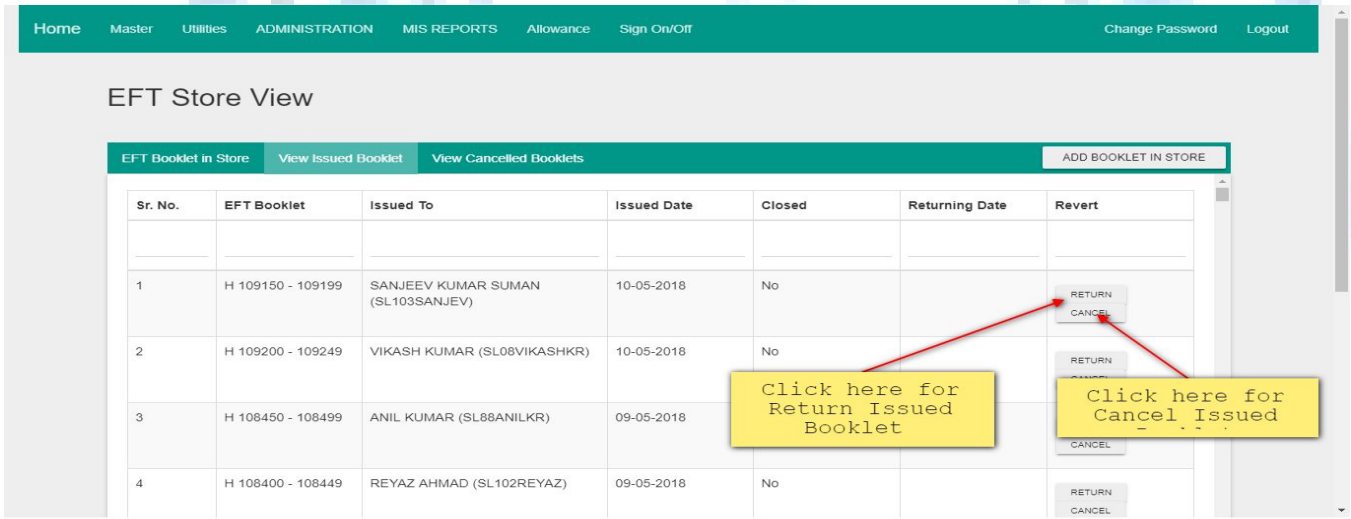
> It also has two option

1. Return 2. Cancel



2.2.2.1. RETURN

> use for Return and Cancel Issued Booklet.



> You can RETURN issue booklet in three following ways:

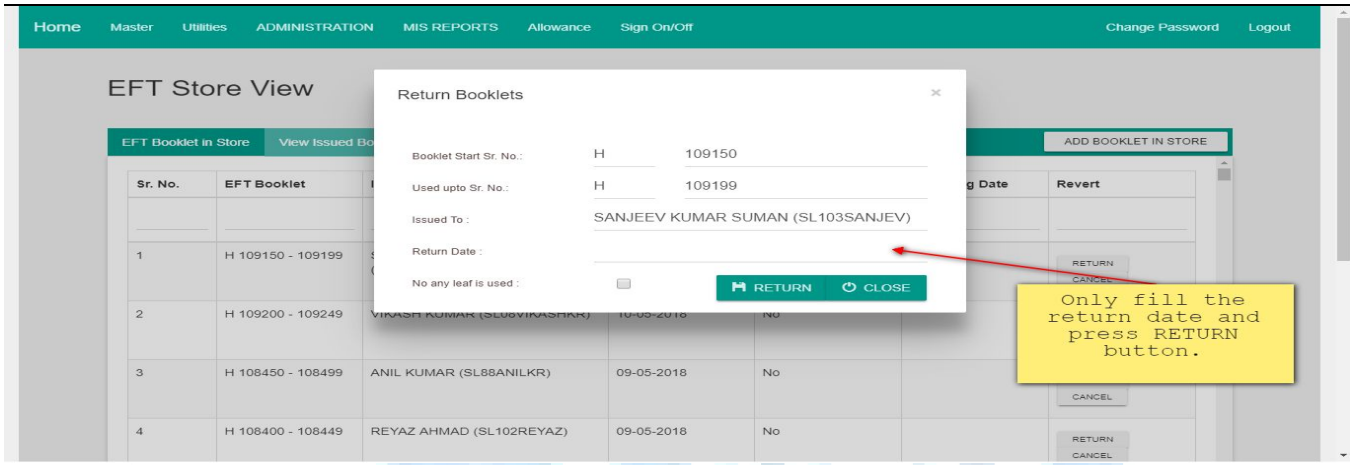
1. Completely filled booklet - All the leaf are used.

2. Partially filled booklet - Some of the leafs are used and some are blank.

3. Completely blank booklet - All leaf are blank.

2.2.2.1. Completely Filled Booklet :

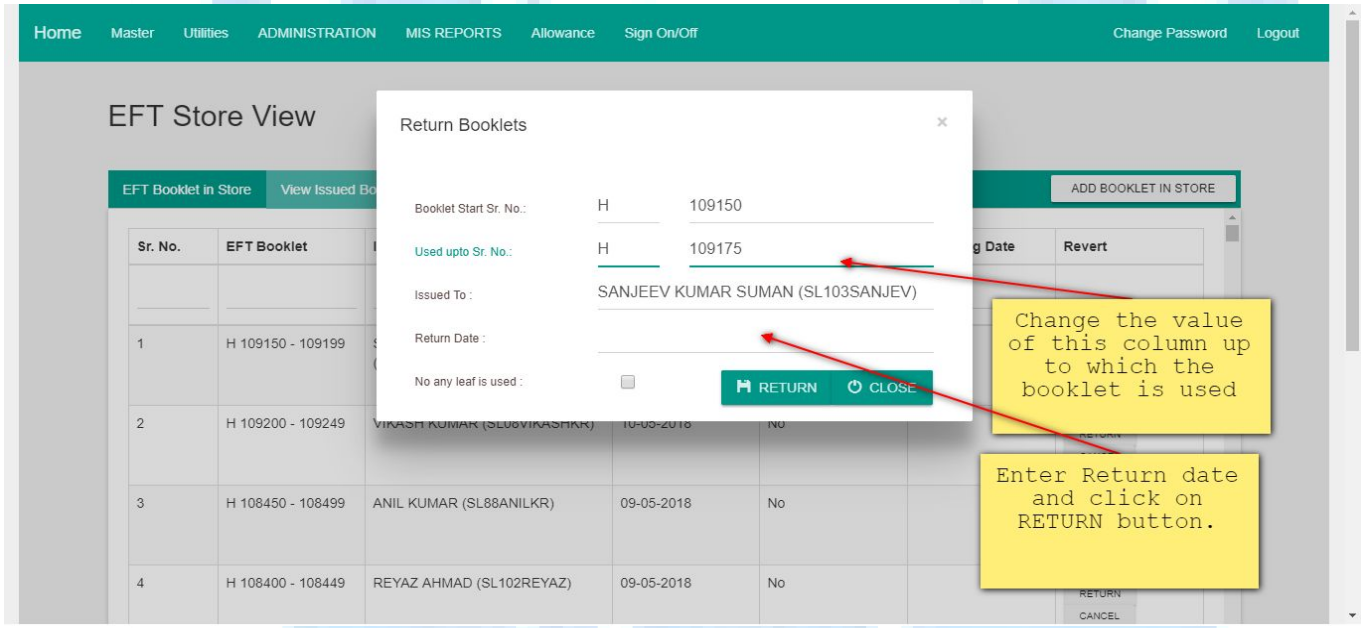
>You have to fill only the returning date of EFT Booklet.



2.2.2.2. Partially Filled Booklet :

> Select the Used up to SR. No. Up to which The EFT Booklet is filled.

> Enter the return date of EFT Booklet .

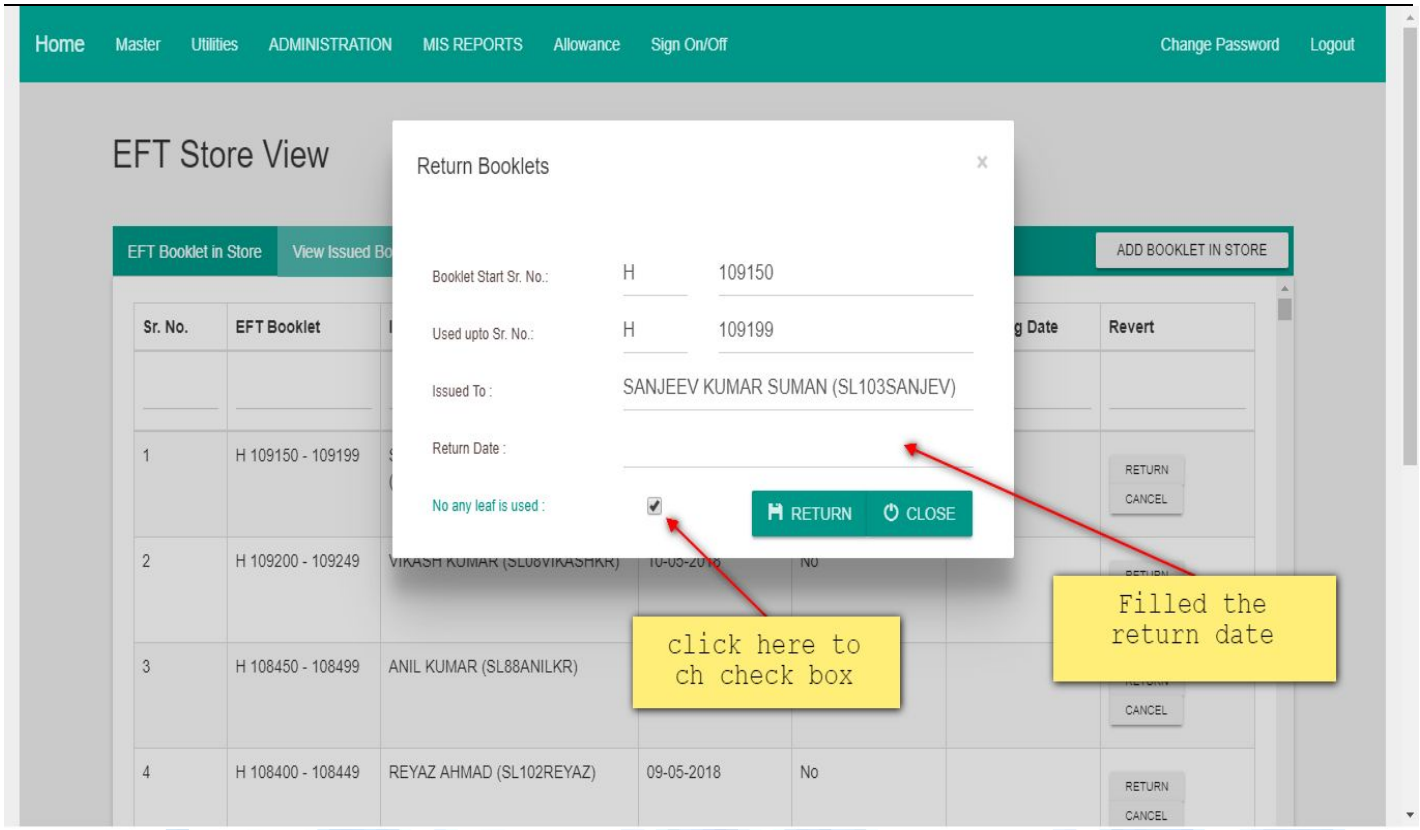


2.2.2.3. Completely Blank Booklet :

> use for return booklet if no leaf is use.

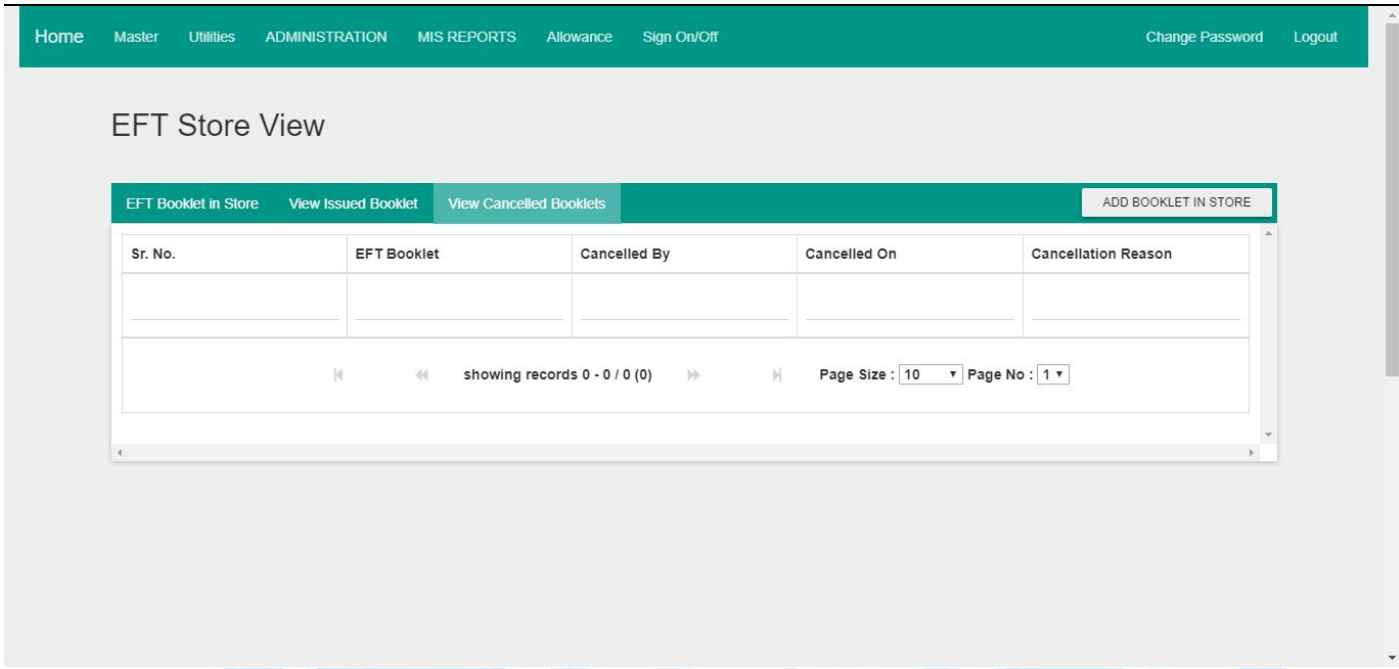
> to do this fill return date and click on check box **No any leaf use .**

> click on Return button to submit Booklet.



2.2.3. - View Canceled Booklet.

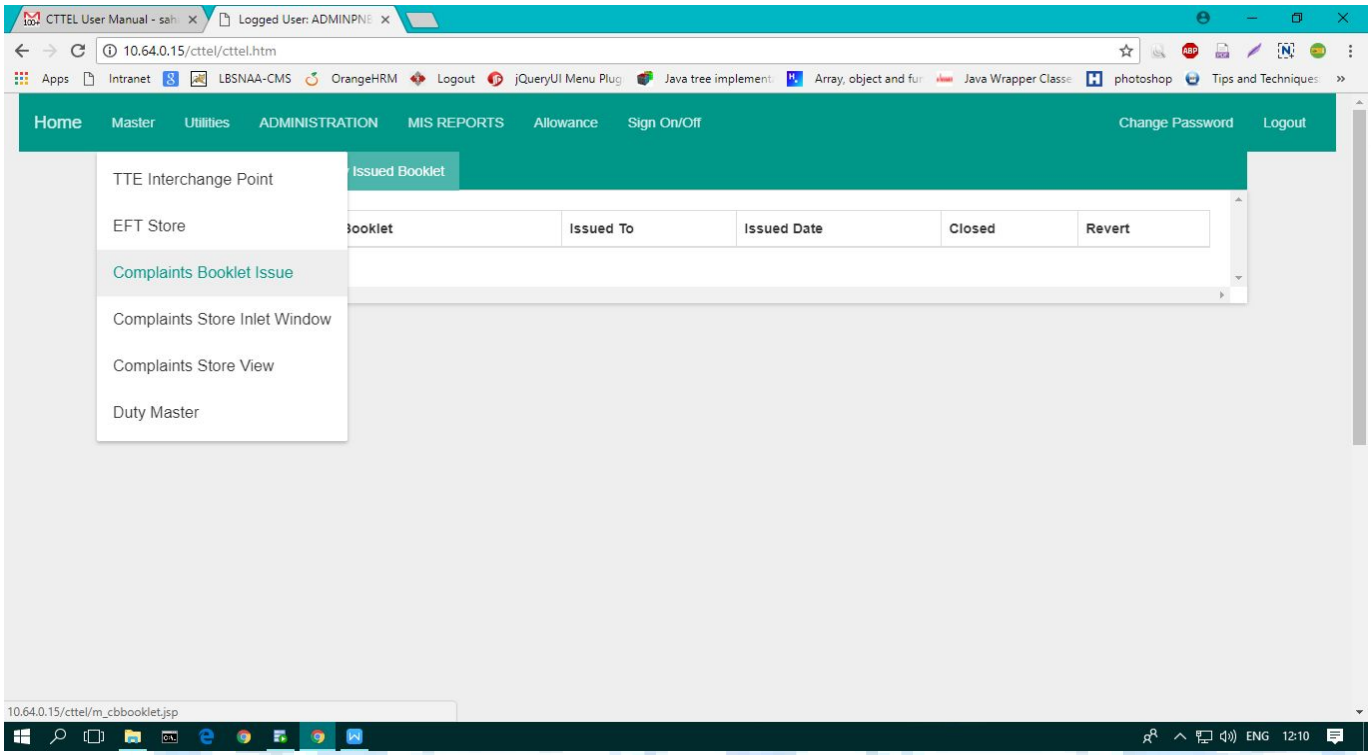
> This is use for to View Canceled Booklet if any.



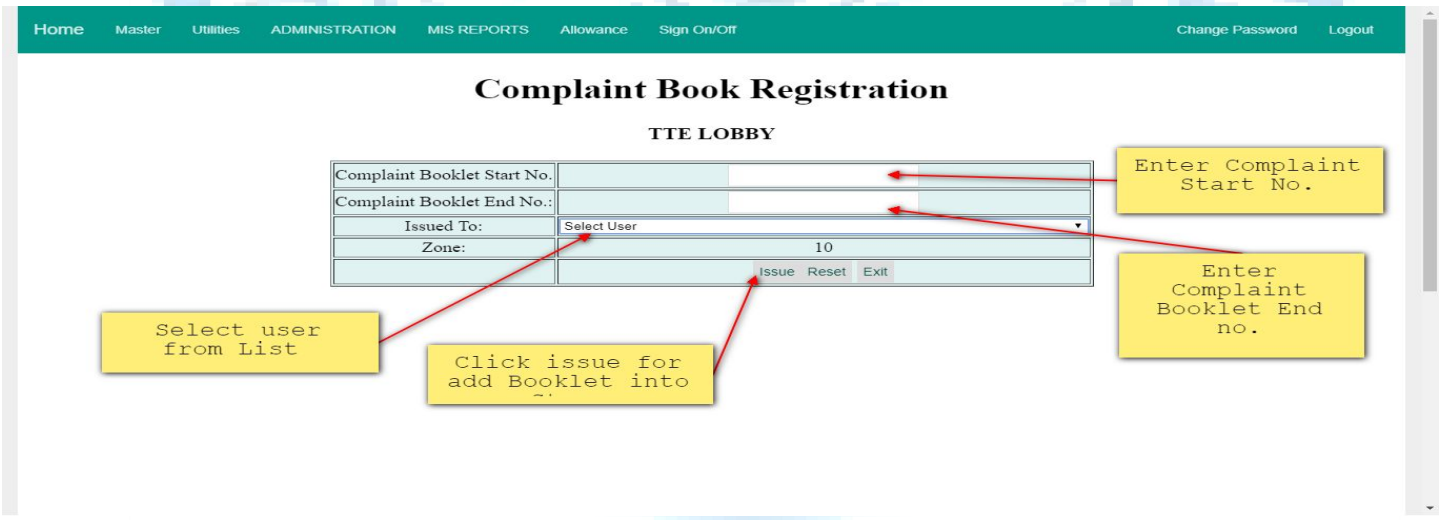
2.3. Complaint Booklet Issue

GOTO>>MASTER>>Complaints Booklet Issue

> This is use for Registering complain Booklet to user.



> When you click on Complaints Booklet issue then following page will be open:

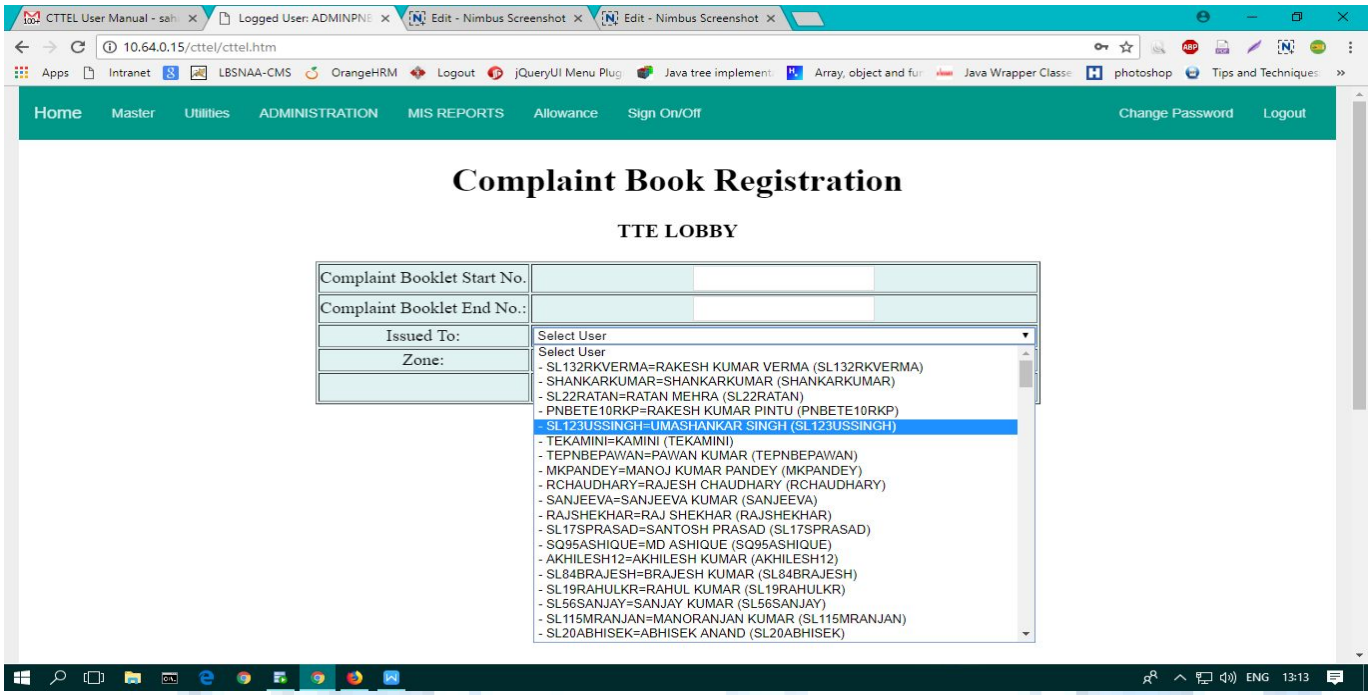


> In this we have following fields:

1. Complaint Booklet Start no.- Enter Complaint Booklet Start No.

2. Complaint Booklet End no.- Enter Complaint Booklet End No.

3. Issue To - This field is use for selecting user whom we want to issue to user.

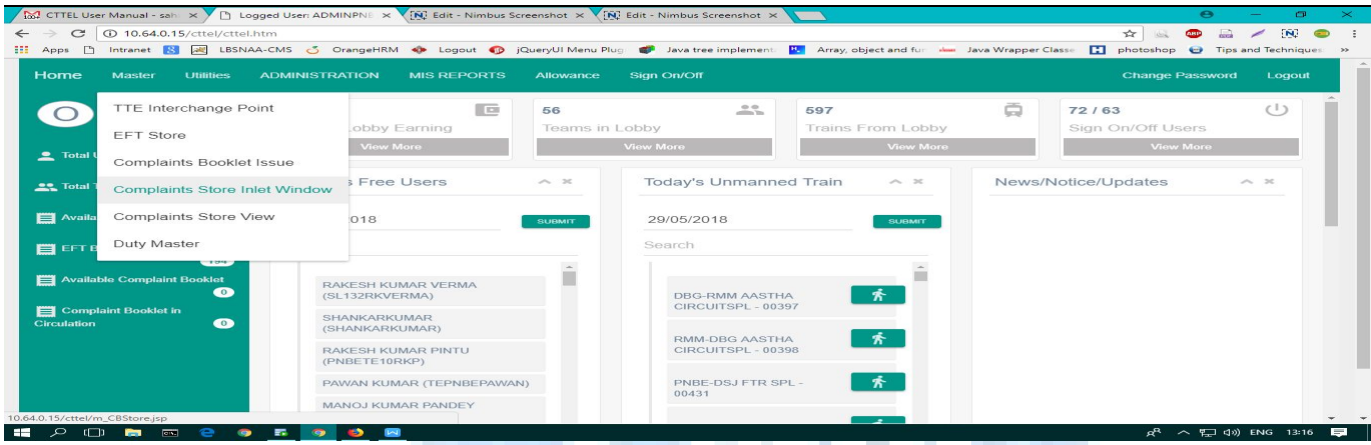


> After entering required details and selecting desire user, click on **Issue** Complaint Booklet .

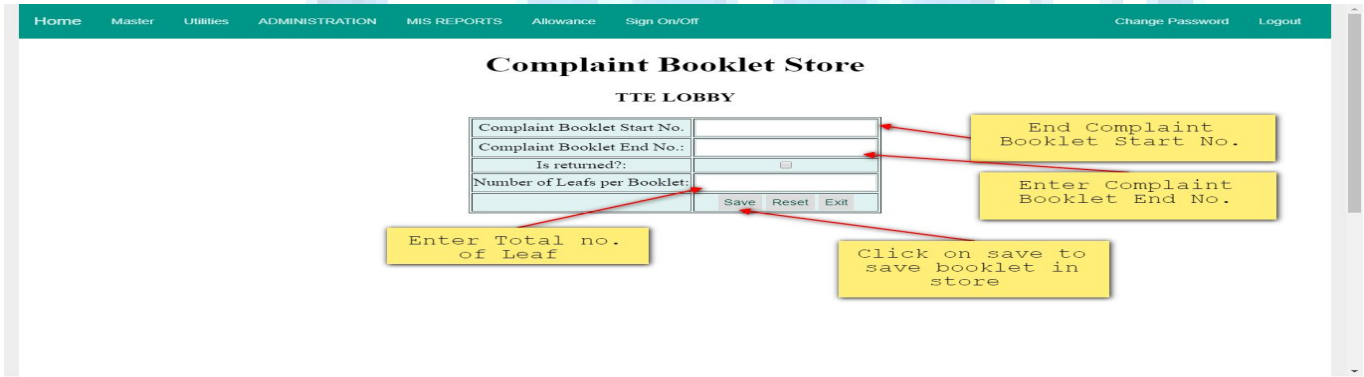
2.4. Complaint Store Inlet Window

GOTO>>MASTER>>Complaints Store Inlet Window

> This is use for Adding Complaint Booklet into Store



>After clicking Complaints Store Inlet Window following page will be open.



> in this page we have following field:

1. Complaint Booklet Start no. From where Booklet Start.

2. Complaint Booklet End no. From where Booklet End.

3. Total No of Leaf per Booklet .

4. Click on Save button to store Booklet in Store

2.5. Complaint Store View

GOTO>>MASTER>>Complaints Store View

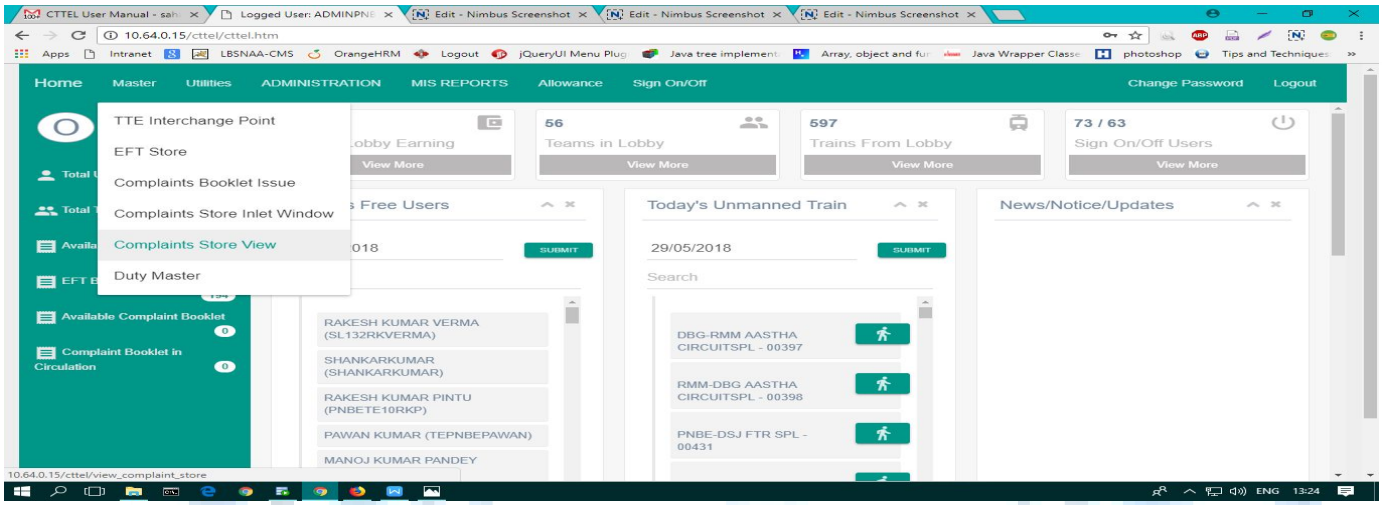
> Complaint Store view we can do following task.

1. We can see List of Available Booklet in Store .

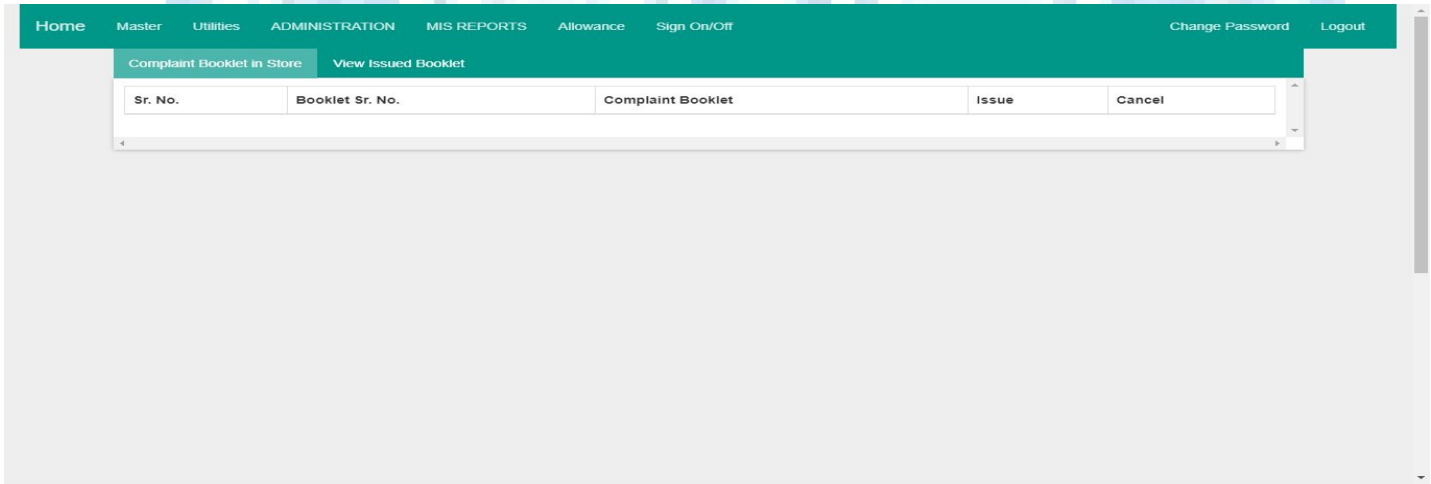
2. We can see List of CANCEL Booklet in Store.

3. Issue Complaint Booklet to User.

4. Cancel Issued Booklet.



> After clicking Complaint Store view Following page will be open .

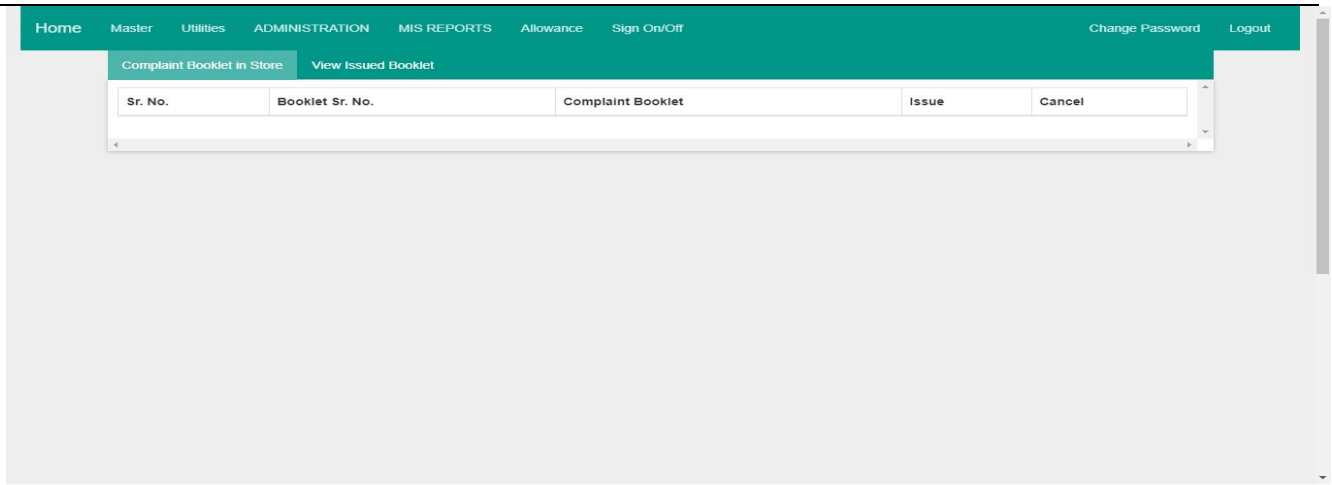


2.5.1. Complaint Booklet in Store

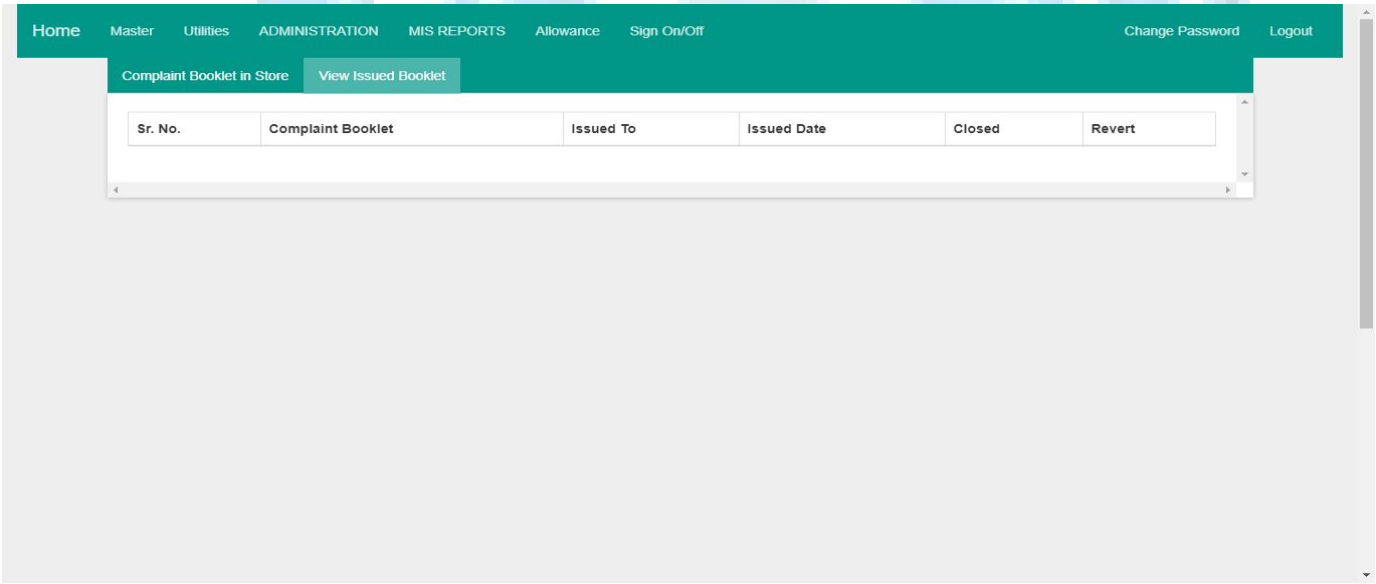
>Use for view List of Available Booklet in Store.

>Issue Complaint Booklet to User.

>Cancel Issued Booklet.



2.5.2. View Issued Booklet



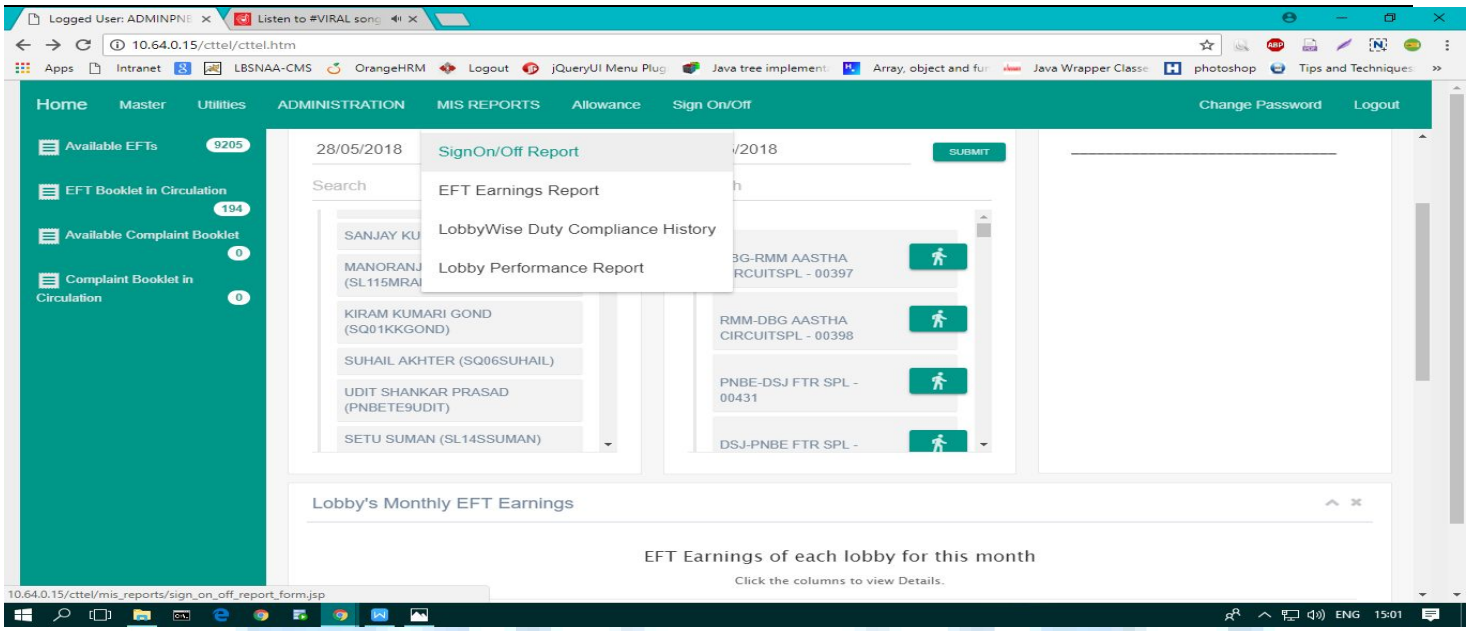
>Use for view List of Cancel or Issued Booklet in Store.

3. MIS REPORTS

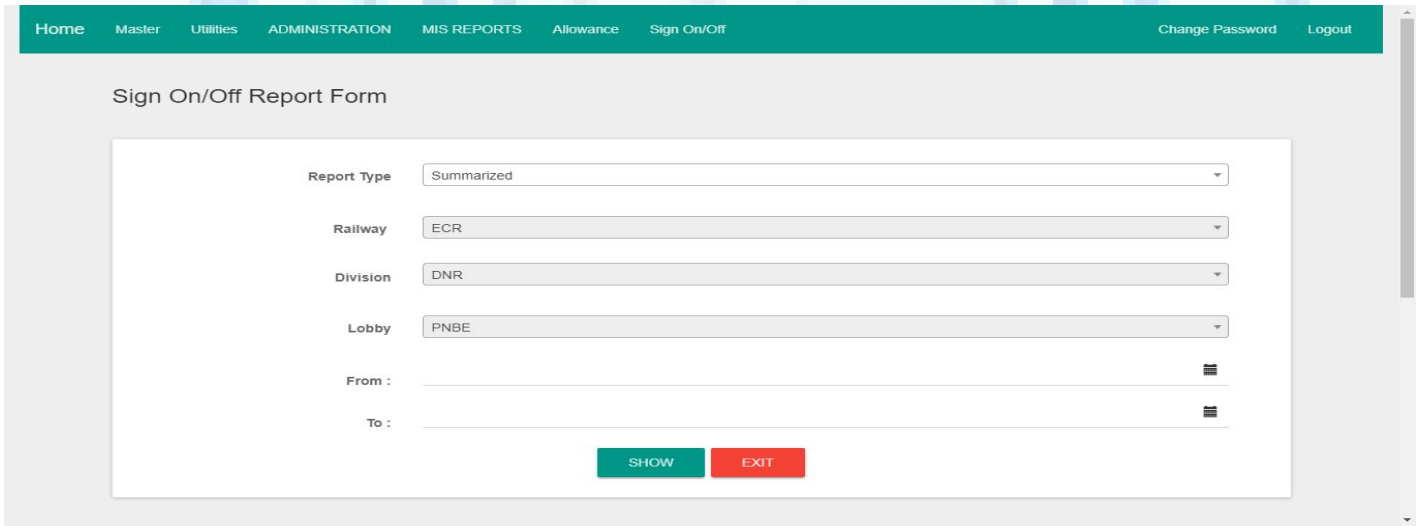
> MIS Reports menu use to view various type of lobby working reports like daily user sign in and sign off ,EFT Earning Reports, Lobby wise Duty compliance etc.

3.1. - Sign On/Off Report:

GOTO>>MIS REPORTS>>Sign On/Off Reports



>On the clicking of Sign On/Off Report , a Sign On/Off Form will be open.



>There is following important field you need to define :

1. Report Type - 1. Summarized 2. Details.

2. Railway - For Selecting Railway

3. Division : For selecting Division

4. Lobby: For selecting Lobby

5. Report Start From Date

6. Report End To Date

**** If you are Lobby Admin, Railway , Division , Lobby automatically selected according to Log in User .**

>> There are Two type of Report you can see:

1.Summarized - By this we can get Summarized Report of Sign On/Off Report, In Which we can clearly see total no. Of Sign On/off user in Division and total no. Of Sign On/off user in Lobbies of that Division.

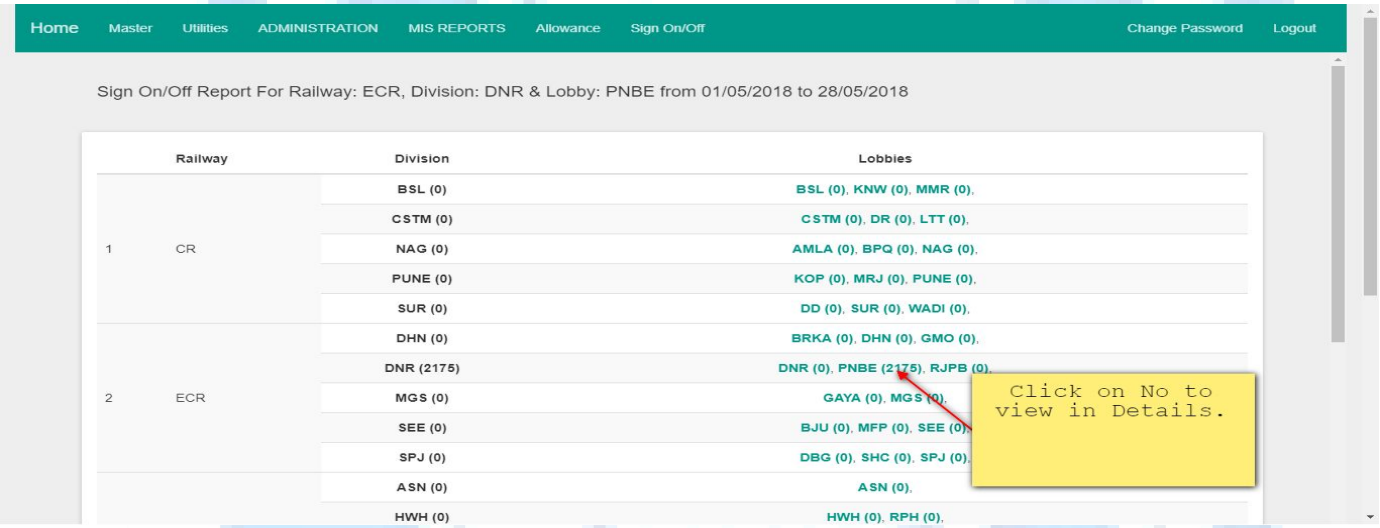
2.Detailed- By this we can get Detailed Report of Sign On/Off Report, In Which we can clearly see Sign On/off user name ,duty date , Sign On time and Sign Off Time and Places etc in Selected Lobby .

3.1.1 - Sign On/Off Summarized Report:

> Here we can clear see summarized Report of Sign On/Off Report.

> After filled all required Details, Click on Show button to View Report.

> Below type of Report will be open.



3.1.2 - Sign On/Off Detailed Report:

> Here we can clear see Detailed Report of Sign On/Off Report.

> After filled all required Details, Click on Show button to View Report.

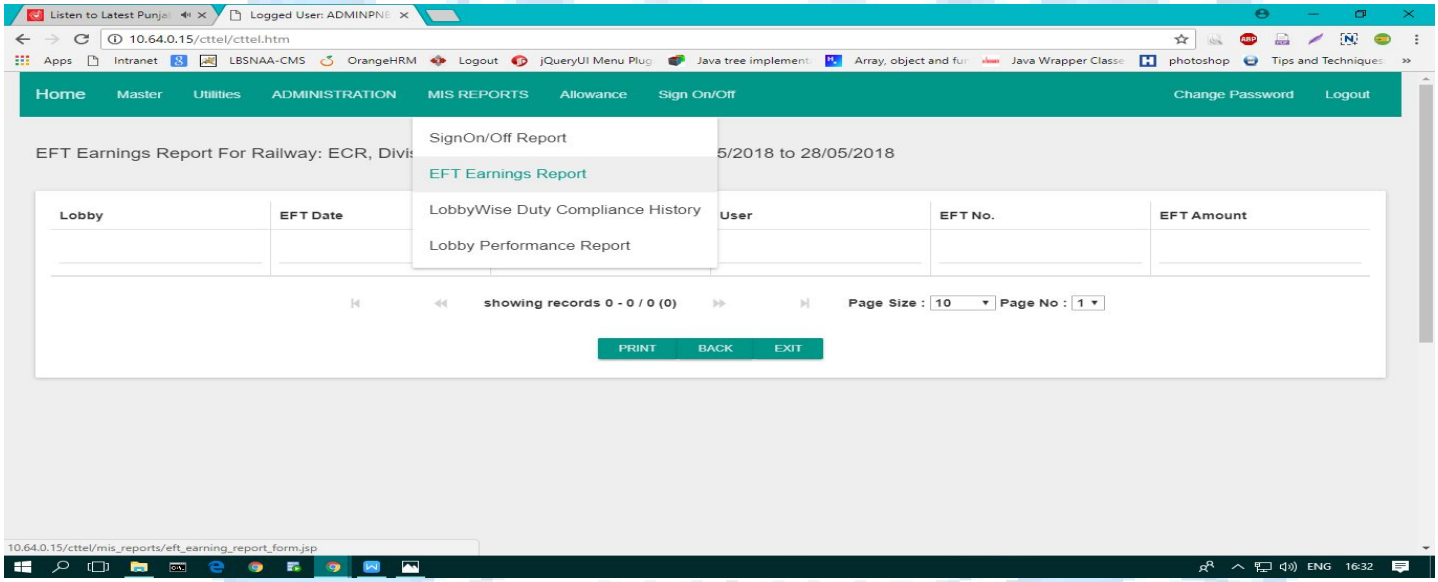
> Below type of Report will be open.

Sign On/Off Report For Railway: ECR, Division: DNR & Lobby: PNBE from 01/05/2018 to 28/05/2018

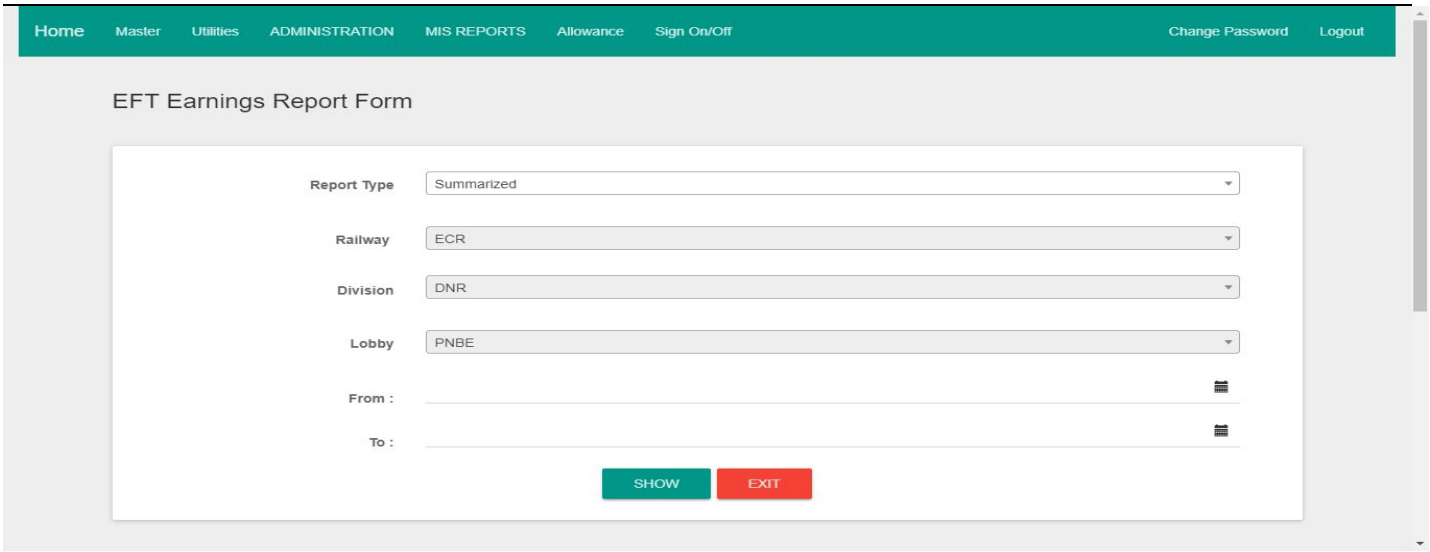
Duty Date	User	Duty	SignOn Time	SignOn By	SignOff Time	SignOff By	Private Cash	Net Duty Time
30/04/2018	PRAMOD KUMAR THAKUR (SL25PKTHAKUR)	12369 (JAJ - PNBE)	01/05/2018 01:12	SELF	01/05/2018 01:13	SELF	210 Rs.	0 Hrs 0 mins
01/05/2018	RAJENDRA KUMAR SINGH (SL134RKSINGH)	12333 (PNBE - MGS)	01/05/2018 05:00	ADMIN	01/05/2018 10:30	ADMIN	325 Rs.	5 Hrs 30 mins
01/05/2018	SANJAY KUMAR GUPTA (SL137SKGUPTA)	13236 (PNBE - SBG)	01/05/2018 05:00	ADMIN	01/05/2018 23:18	SELF	550 Rs.	18 Hrs 19 mins
01/05/2018	KRISHNA KUMAR (CITKRISHNAKR)	13331 (DHN - PNBE)	01/05/2018 07:30	ADMIN	01/05/2018 19:00	ADMIN	500 Rs.	11 Hrs 30 mins
01/05/2018	HARENDRA KUMAR (SL81HARENDRA)	13331 (DHN - PNBE)	01/05/2018 07:30	ADMIN	01/05/2018 19:00	ADMIN	300 Rs.	11 Hrs 30 mins
02/05/2018	RAKESH KRUMAR SHARMA (DYRKSHARMA91)	82356 (CSMT - PNBE)	01/05/2018 09:00	ADMIN	02/05/2018 18:00	ADMIN	700 Rs.	33 Hrs 0 mins
02/05/2018	KR ANIL PRASAD SINHA (SL110KAPS)	82356 (CSMT - PNBE)	01/05/2018 09:00	ADMIN	02/05/2018 18:00	ADMIN	600 Rs.	33 Hrs 0 mins
02/05/2018	NEERAJ KUMAR (SL22NEERAJKR)	82356 (CSMT - PNBE)	01/05/2018 09:00	ADMIN	02/05/2018 18:00	ADMIN	500 Rs.	33 Hrs 0 mins

3.2. - EFT Earnings Report:

GOTO>>MIS REPORTS>>EFT Earnings Report



>On the clicking of Sign On/Off Report , a EFT Earning Detail Form will be open.



>There is following important field you need to define :

1.Report Type - 1. Summarized 2. Details.

2. Railway - For Selecting Railway

3. Division : For selecting Division

4. Lobby: For selecting Lobby

5.Report Start From Date

6. Report End To Date

**** If you are Lobby Admin, Railway , Division , Lobby automatically selected according to Log in User .**

>> There are Two type of Report you can see:

1. **Summarized** - By this we can get Summarized Report of EFT Earning , In Which we can clearly see total EFT Earning Lobby wise and Division wise.

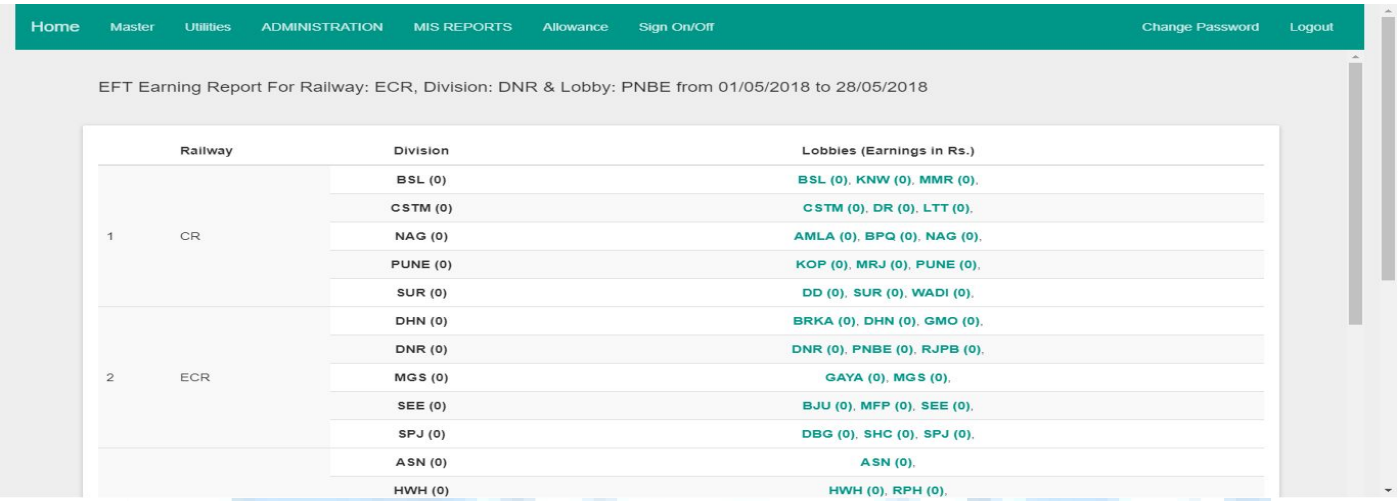
2.**Detailed** - By this we can get Detailed Report of EFT Earning, In Which we can clearly see Lobby name, EFT date ,Collected on ,User ,EFT No and Amount etc.

3.2.1 - EFT Earning Summarized Report:

> Here we can clear see summarized Report of EFT Earning.

> After filled all required Details, Click on Show button to View Report.

> Below type of Report will be open.

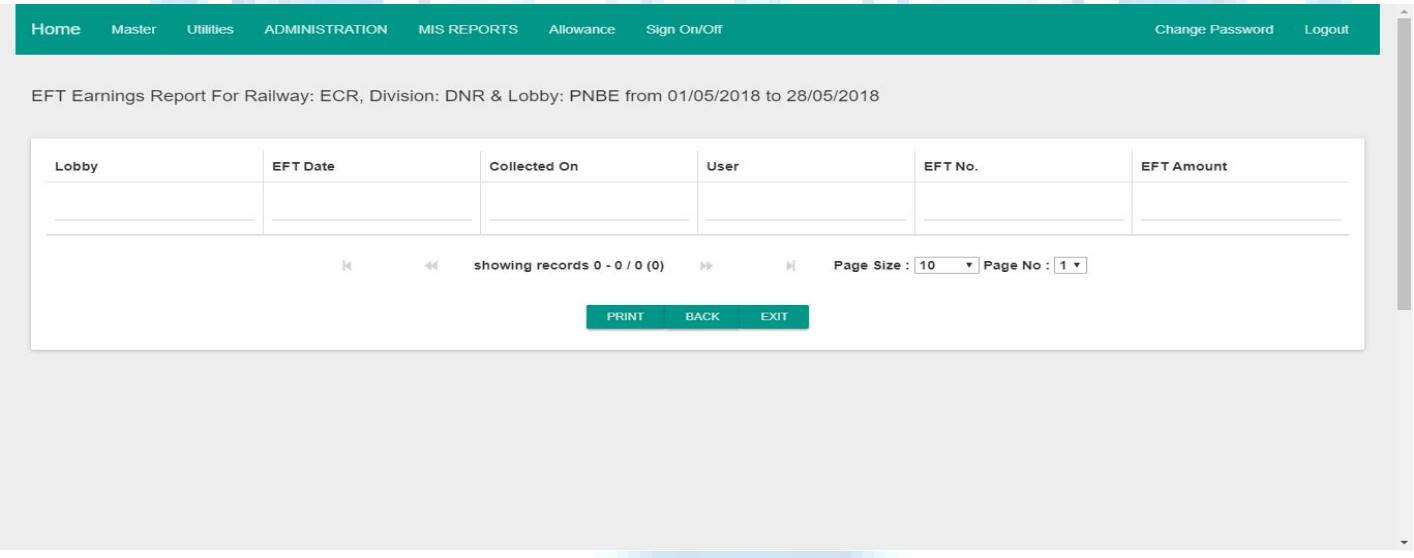


3.2.2 - Detailed Report:

> Here we can clear see Detailed Report of EFT Earning.

> After filled all required Details, Click on Show button to View Report.

> Below type of Report will be open.



3.3. - Duty Compliance Report:

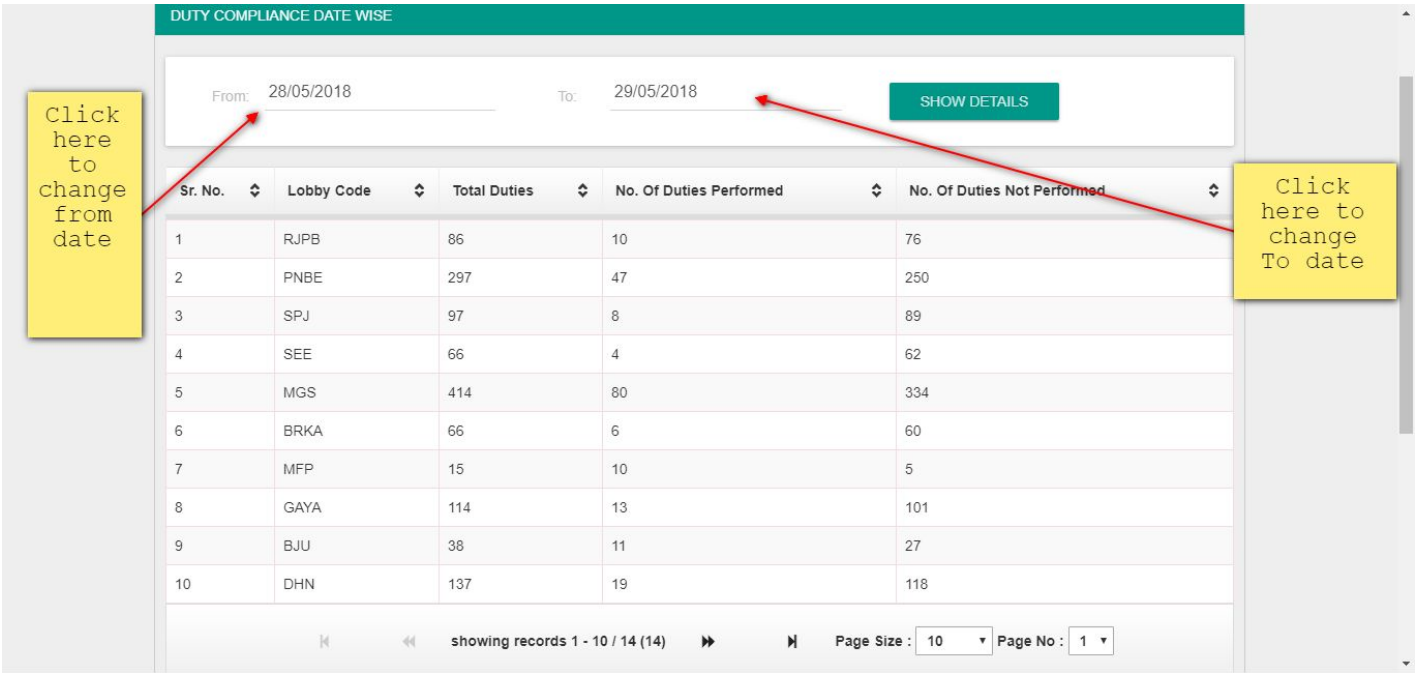
GOTO>>MIS REPORTS>>Duty Compliance Report

> Duty Compliance Report user for viewing Total no. Available Duties in selected Lobby in which Lobby users need to perform there respective duty of selected date period.

> In Which how many Duties Performed or how many duties not perform by user.

> By default today's date is selected as From Date and tomorrow Date selected as To Date.

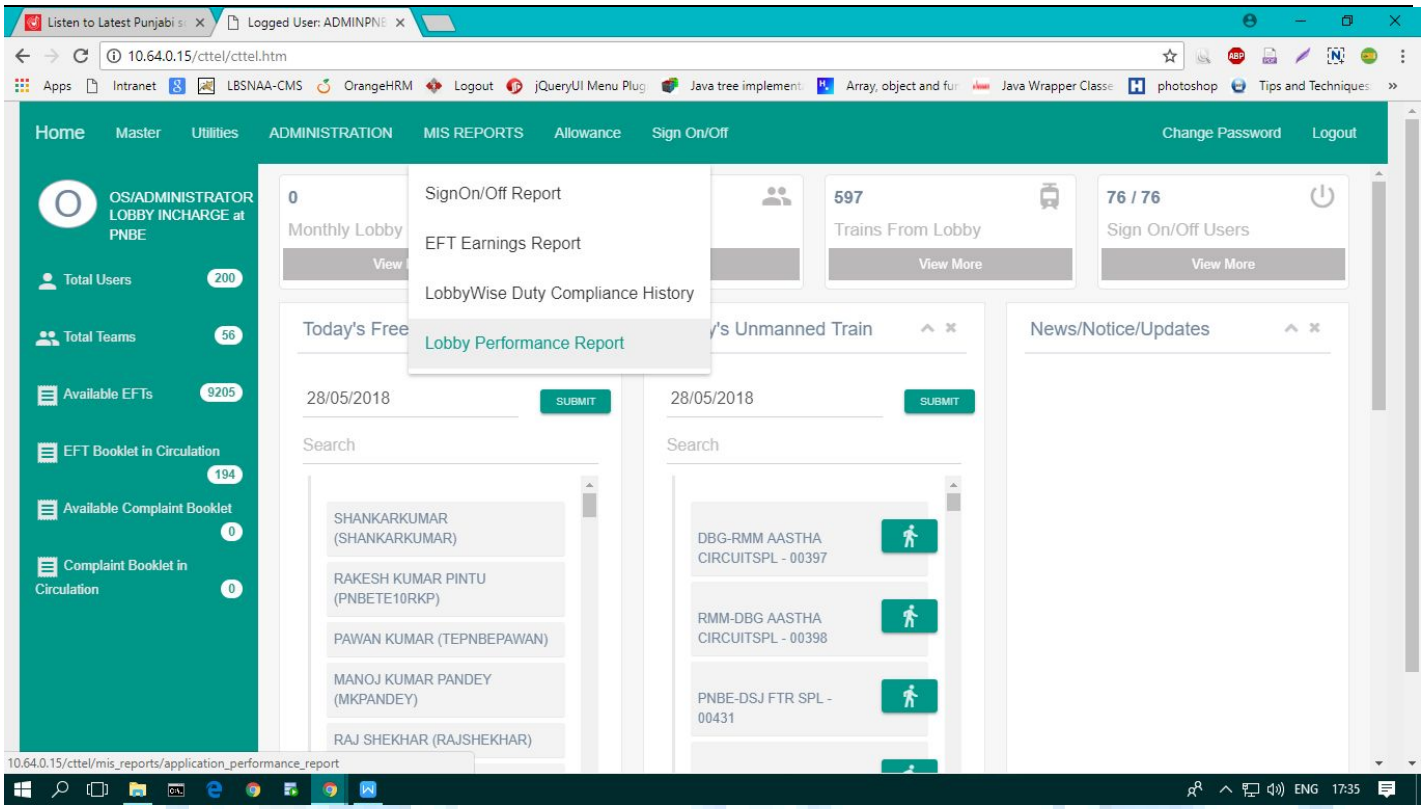
> if Want to Change Date period then click of From date and To Date field and select your Desire period time, then click on Show Details.



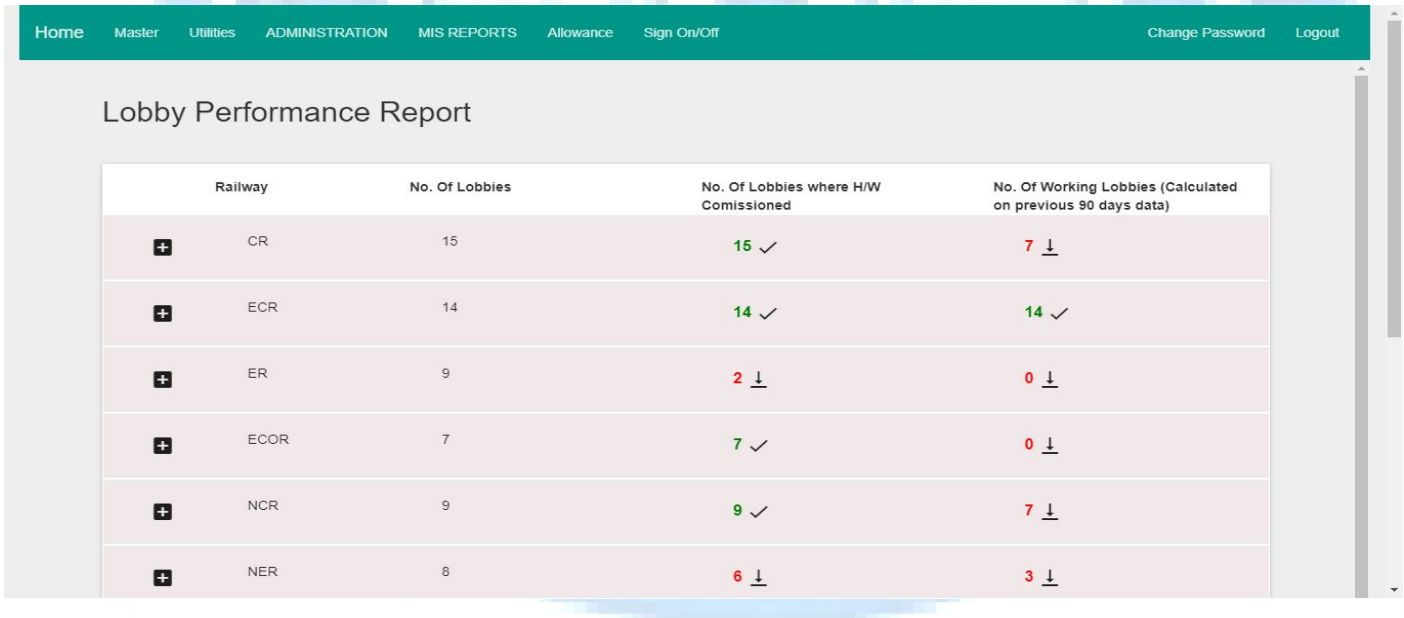
3.4. - Lobby Performance Report:

GOTO>>MIS REPORTS>>Lobby Performance Report

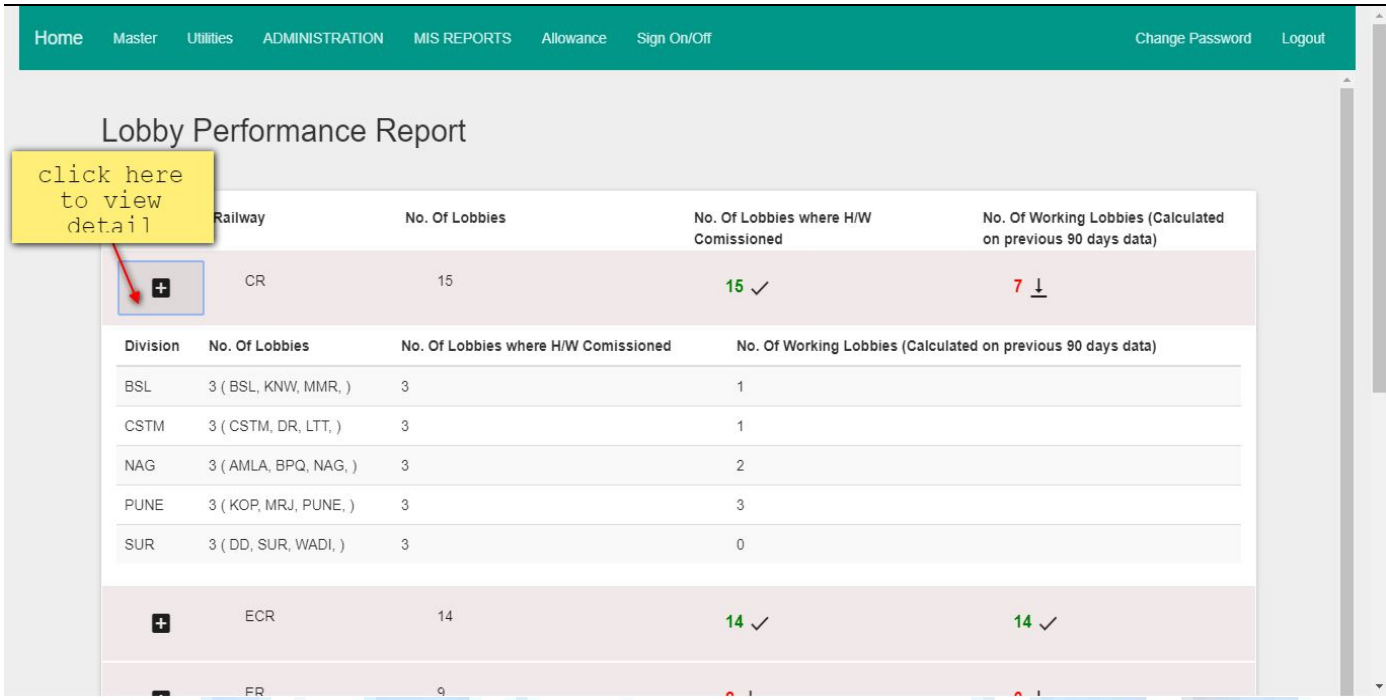
>This is used to check how many lobbies are working now and in how many lobbies systems are installed.



> After click on Lobby Performance Report, Following page will be open:



> To see Detail view, click on + Sign Shown:

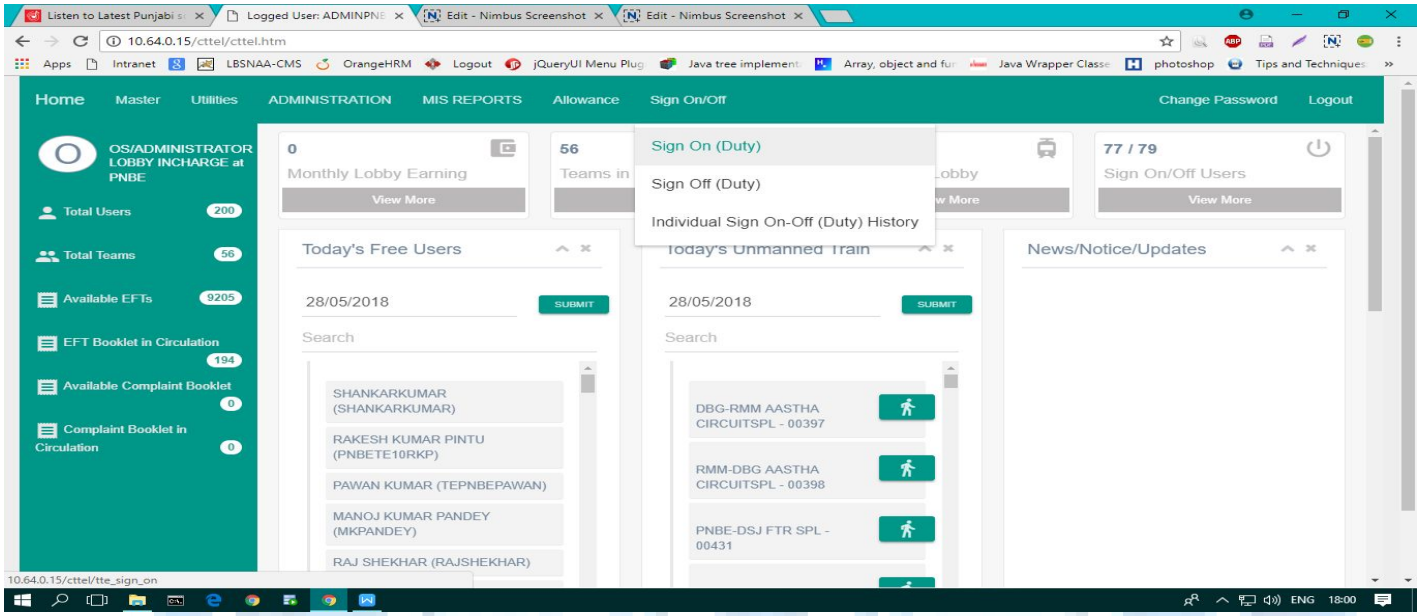

Home
Master
Utilities
ADMINISTRATION
MIS REPORTS
Allowance
Sign On/Off
Change Password
Logout
Lobby Performance Report
click here to view detail
Railway
No. Of Lobbies
No. Of Lobbies where H/W Comissioned
No. Of Working Lobbies (Calculated on previous 90 days data)
CR
15
15
7
Division
No. Of Lobbies
No. Of Lobbies where H/W Comissioned
No. Of Working Lobbies (Calculated on previous 90 days data)
BSL
3 (BSL, KNW, MMR,)
3
1
CSTM
3 (CSTM, DR, LTT,)
3
1
NAG
3 (AMLA, BPQ, NAG,)
3
2
PUNE
3 (KOP, MRJ, PUNE,)
3
3
SUR
3 (DD, SUR, WADI,)
3
0
ECR
14
14
14

4. Sign On/Off

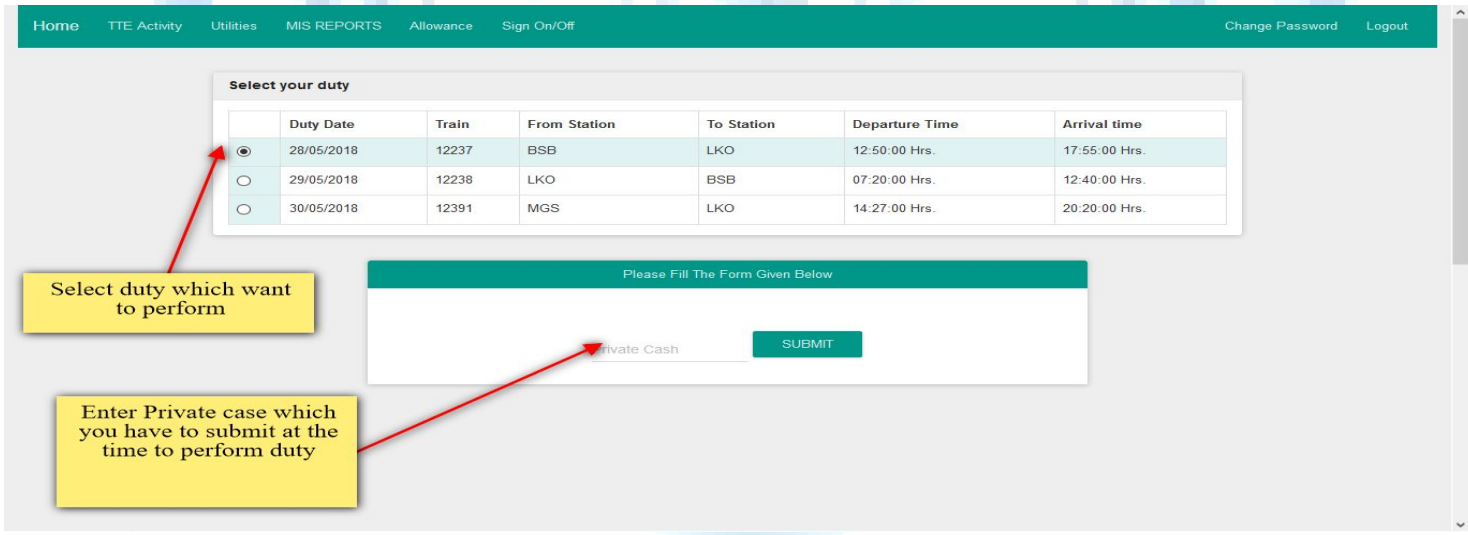
> Sign On/Off use for user Sign in and Sign Off their duty.

4.1. -Sign On(Duty):

GOTO>>Sign On/Off>>Sign On(Duty)



>After click on Sign On(Duty) following page will be open.



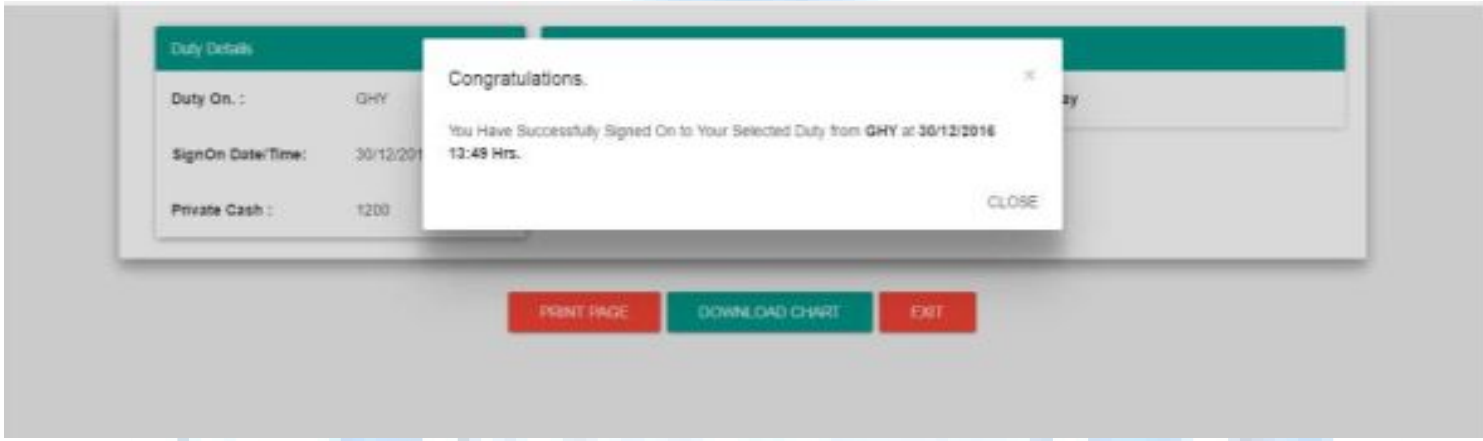
> Here List of assigned duties will be come automatically.

> select desire duty and enter the private case.

>Then click on Submit Button to Sign On Duty.

>After clicking SUBMIT, we find the details of sign on that is selected,Station, Date and Time details.

> a Success full message will come if everything in fine other wise a error message will come.

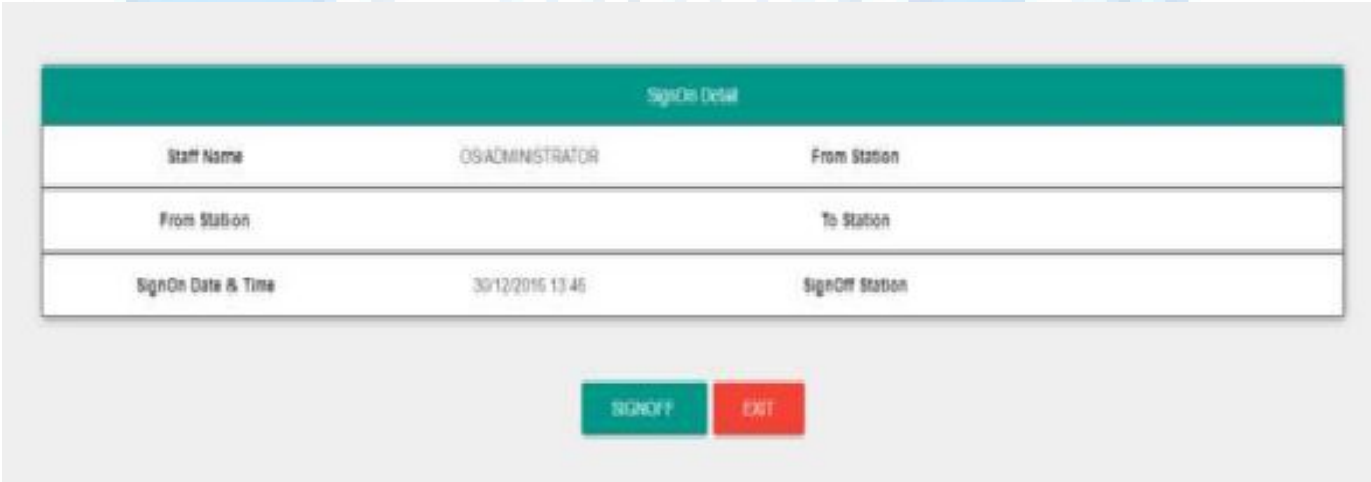


4.2. -Sign Off(Duty):

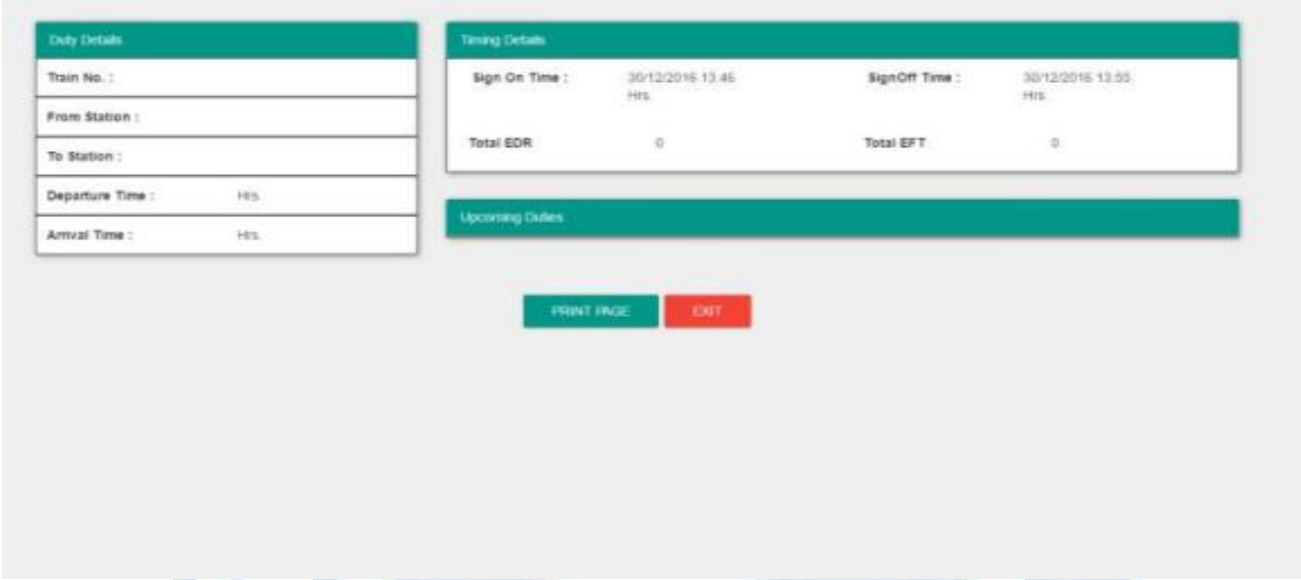
GOTO>>Sign On/Off>>Sign Off(Duty)

> Sign Off is use for user can Sign Off Their Duty.

> If any duty needs to Sign Off then it will shown automatically otherwise “Sorry! You are not Signed on for any duty” will be appears.



>Now click on SIGNOFF button, we find the following page with complete details of Sign Off Duty.



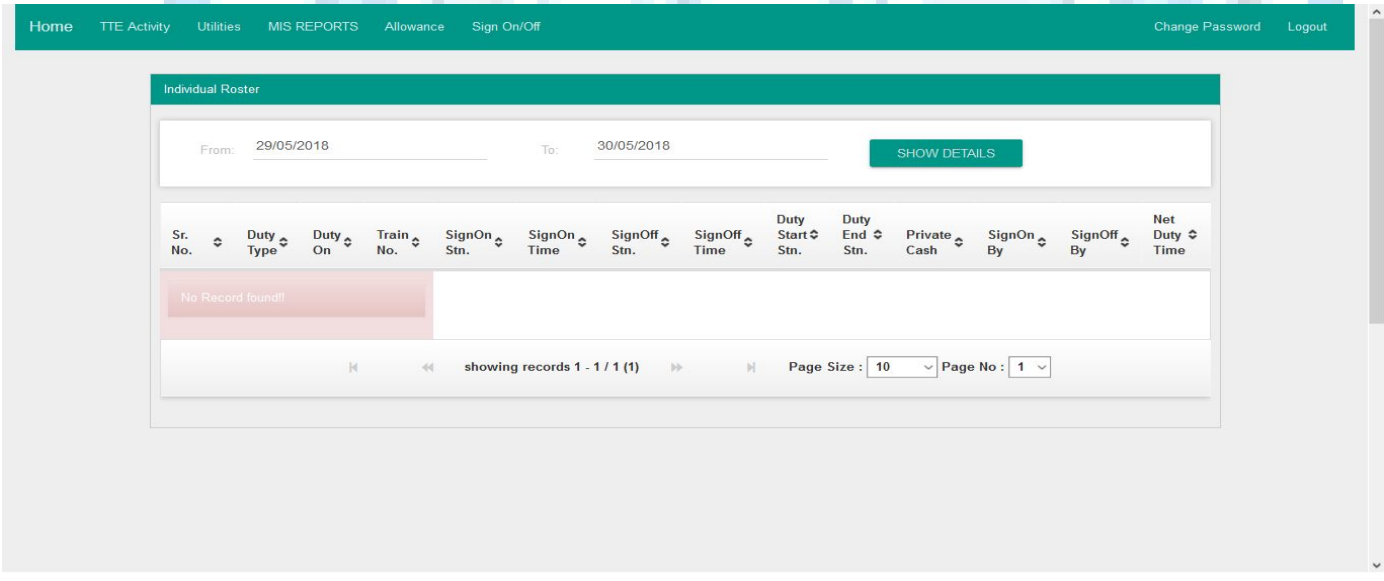
4.3. - Individual Sign On-Off(Duty) History:

GOTO>>Sign On/Off>>Individual Sign On-Off(Duty) History

>By Individual Sign On-Off history,user can see their Duty history.

> By default Current date and Tomorrow date duty history showing.

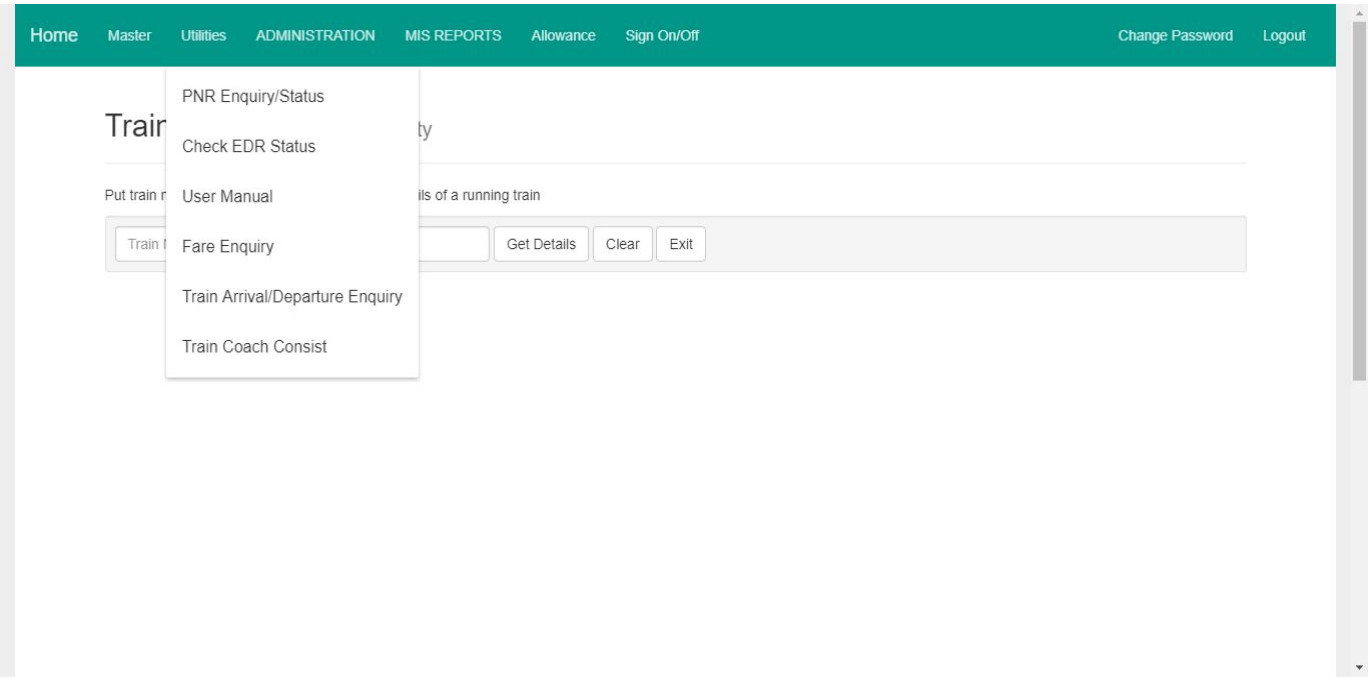
> user can see particular date period duty history by changing from and to date .



5. Utilities

GOTO>>Utilities

> This menu use for help out TTE users to their general works like Check PNR Status ,EDR Status ,User Manual and Train Departure Arrival inquiry etc.



> By Click on Utilities we have Following Option:

5.1. PNR Enquiry Status : Use to view PNR Status.

5.2. Check EDR Status : Use to view EDR Status.

5.3. User Manual : Downloads Application User Manual.

5.4. Fare Enquiry : Use to know Fare between stations.

5.5. Train Departure and Arrival Status : Use to Know Departure or Arrival Time of Train in particular station.

5.6. Train Coach Consist : Use know how many Coach available in particular train.

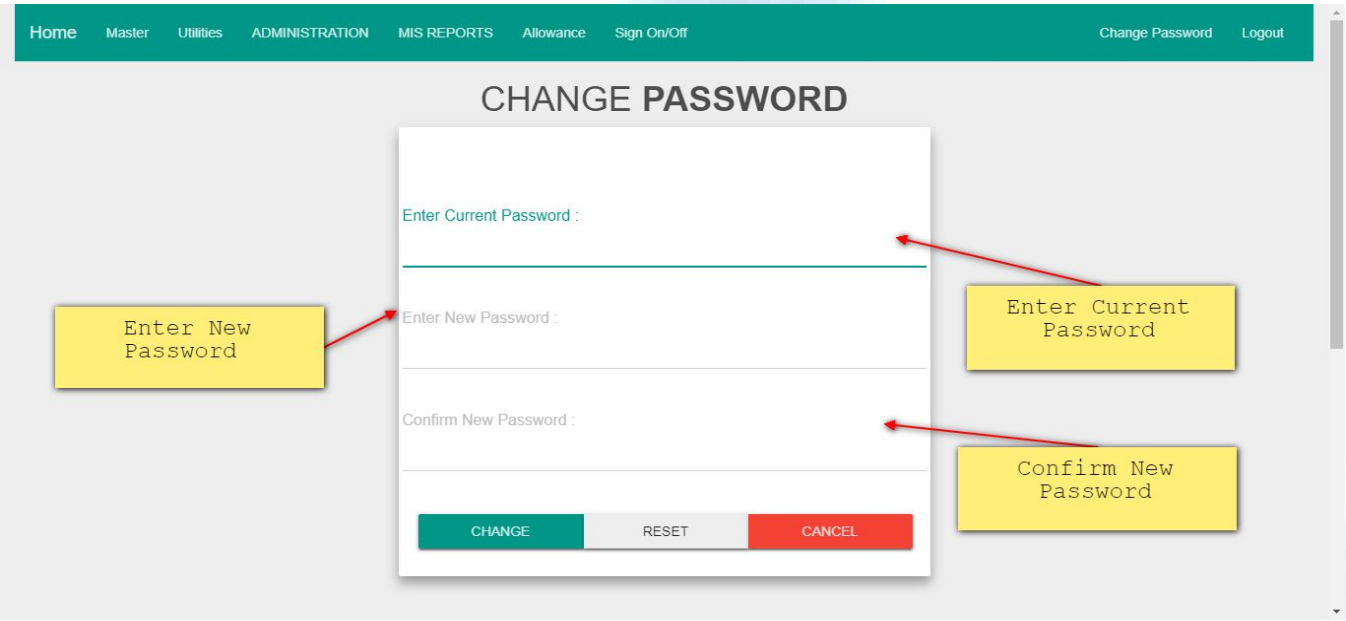
6. Change Password

>use for changing password.

> if user want to change their current password then they can do by clicking on Change Password.

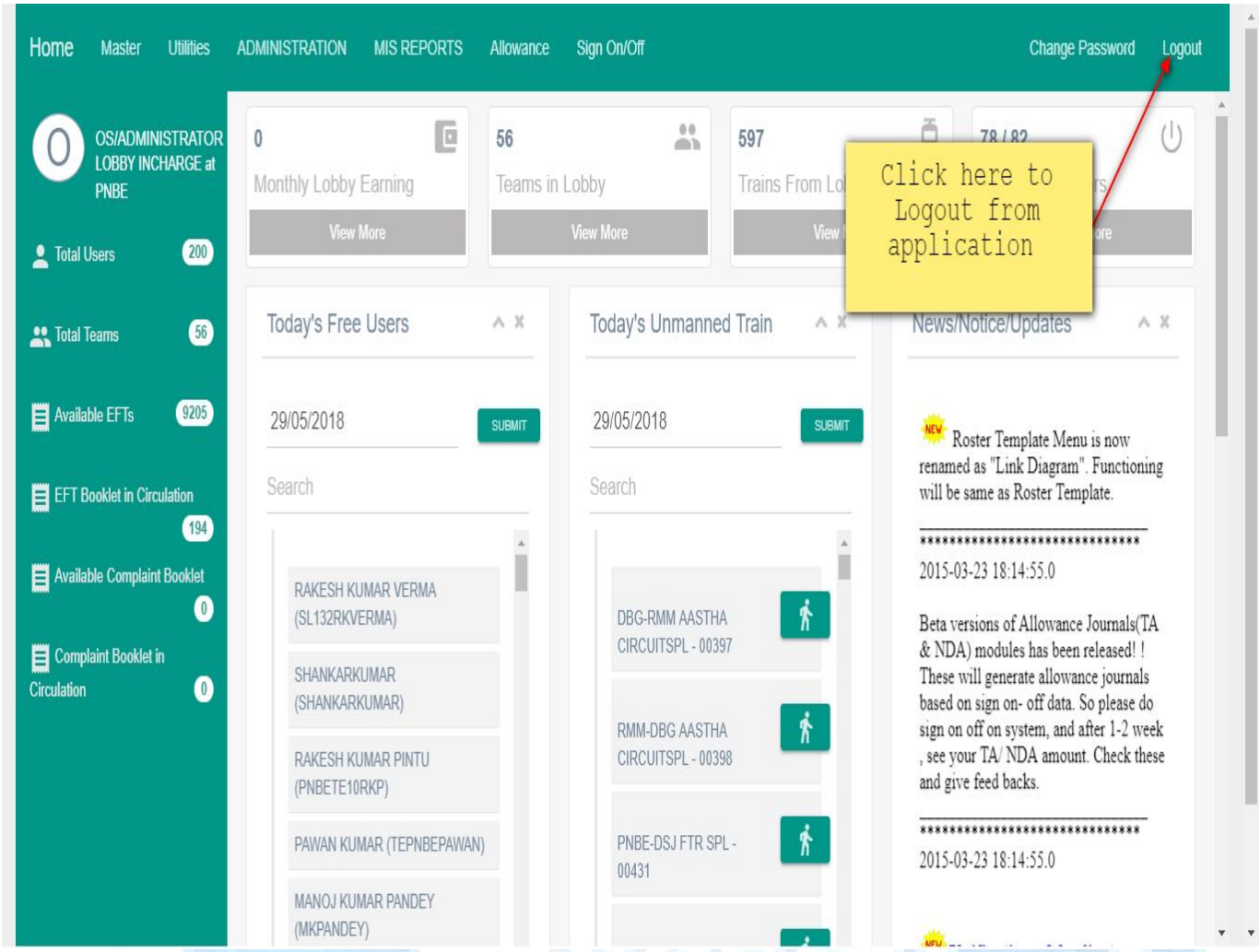
> to do this user need to enter their current password then new desired password in their respective field.

>then click on Change password to Change password.



7. Logout

>use for Log out from application .



2. USER MODULE

> USER MODULE use for TTE User.

> By this TTE User can Sign On and Sign Off Their Duty .

> TTE can Fill EFT Entry.

> TTE can Fill EDR Entry.

>TTE can Fill Captaincy Report Entry.

>TTE can Fill Complain Report Entry.

> View Individual Roster

> View EFT Details Records

> View Assigned Coaches etc.

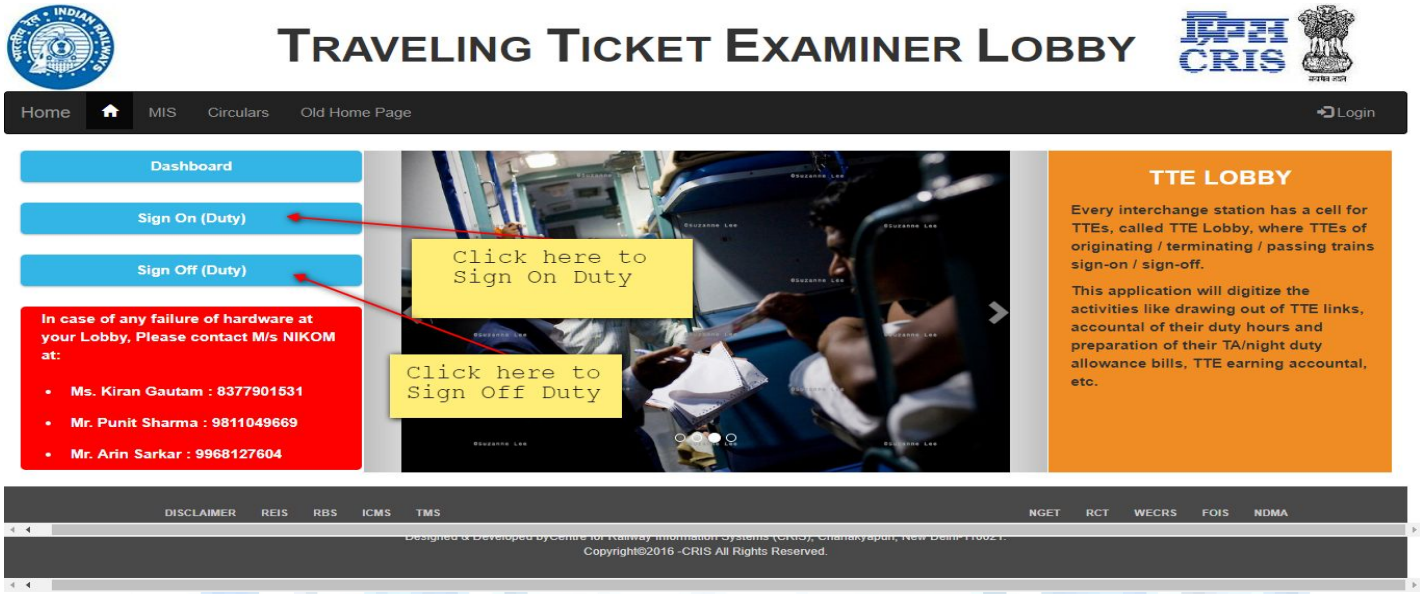
1. ** By User Module TTE User can Sign On/Off Their duty following two ways:

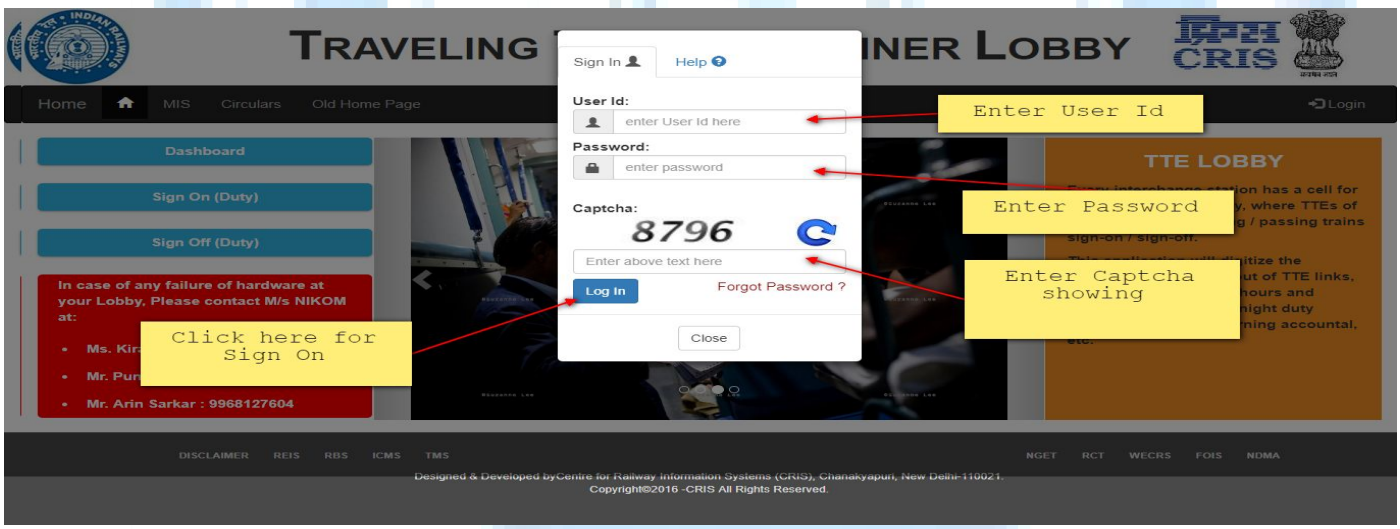
1. Quick Sign On/Off : When user have no time to Sign On/Off their respective duty in such case they can use Quick Sign On/Off.

a) For this user can do Sign On/Off by application front page .

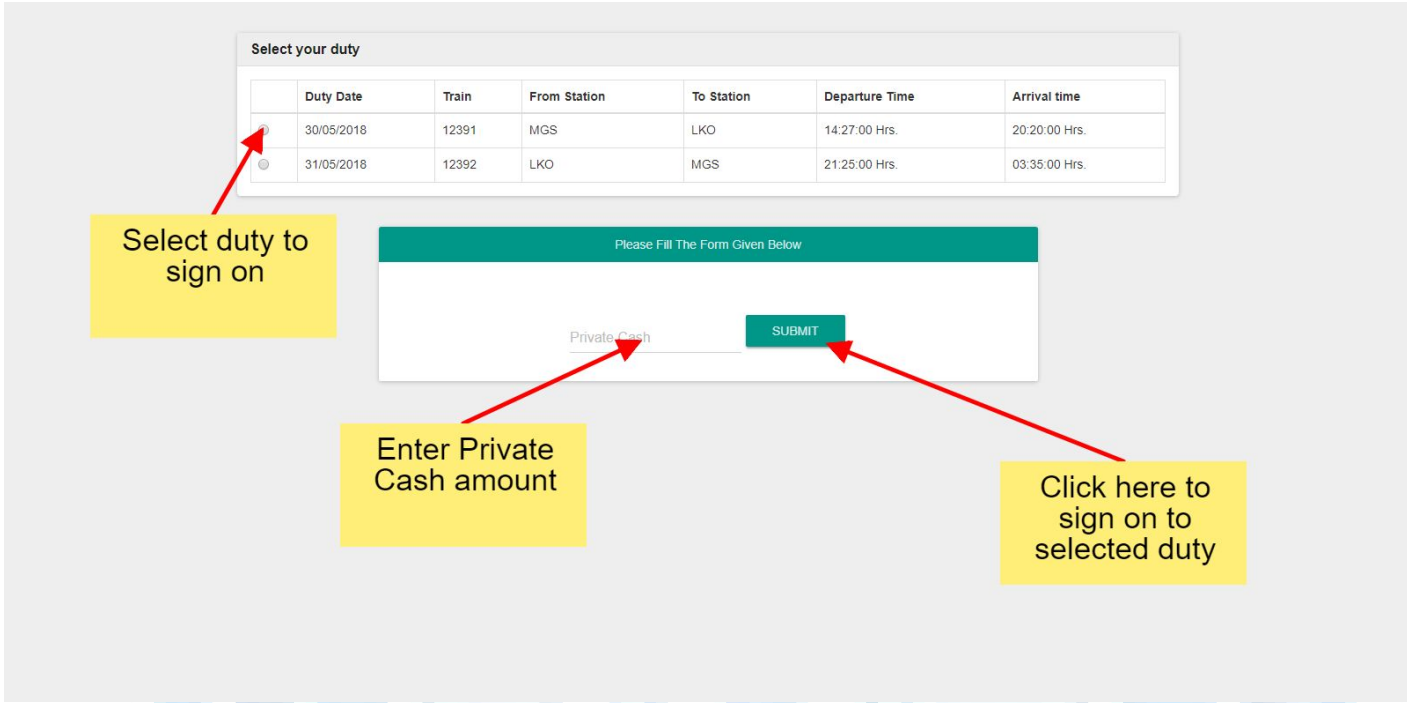
b) To do this use only needs to enter their user id and password only .

2. C)This is for only Sign On/Off Duty purpose .

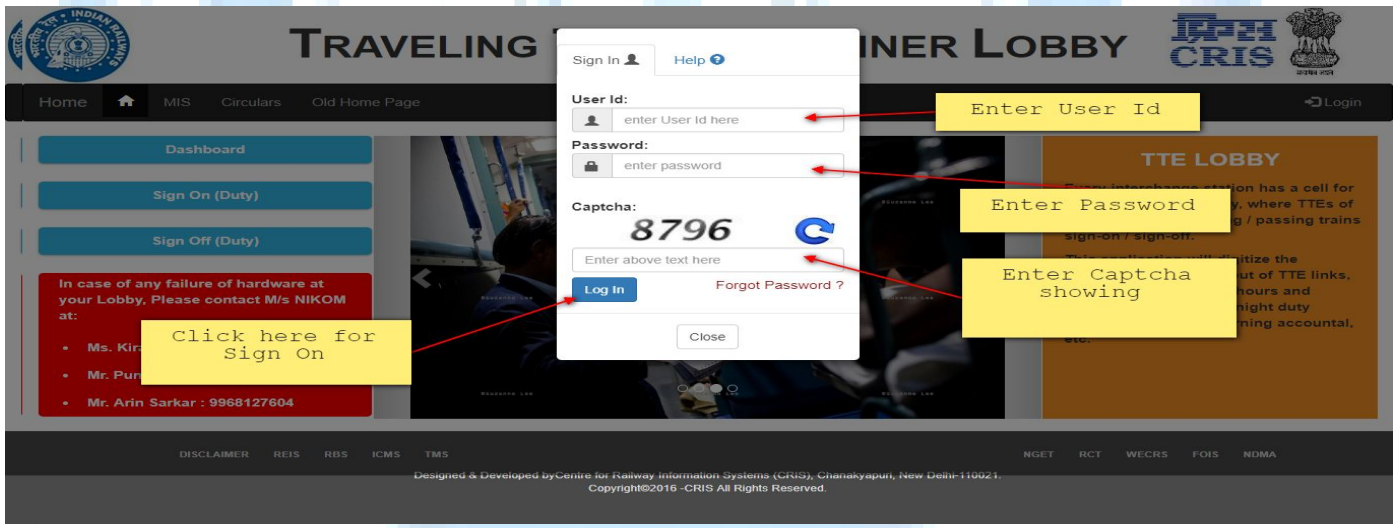




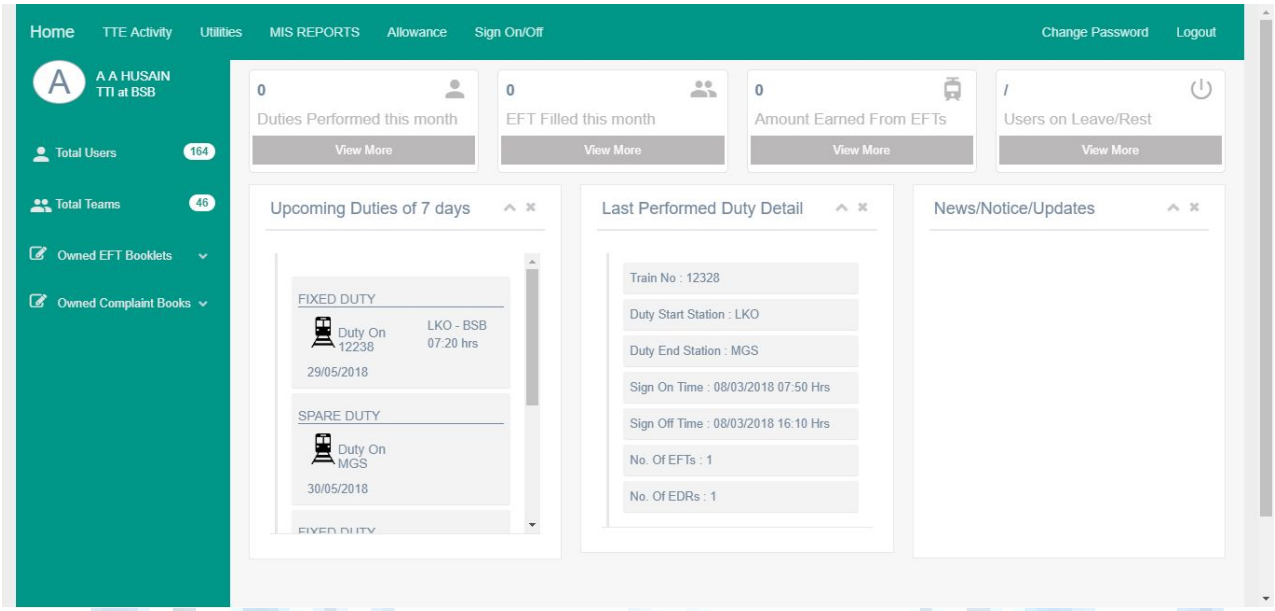
D) After Successful Sign On/Off , Application home will be open.



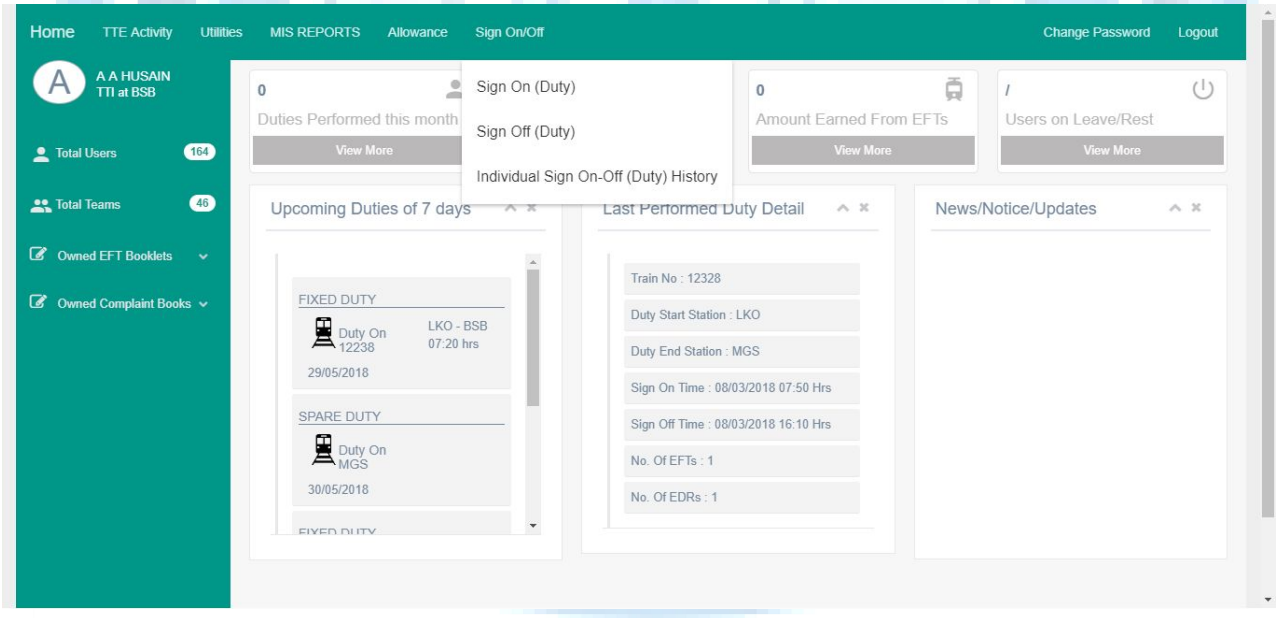
2. General Sign On/Off : same as admin module.



> After Successful Login ,Application Dashboard page will be open:



>Now By click On Sign On/Off menu , User can Sign On/Off their respective Duty .

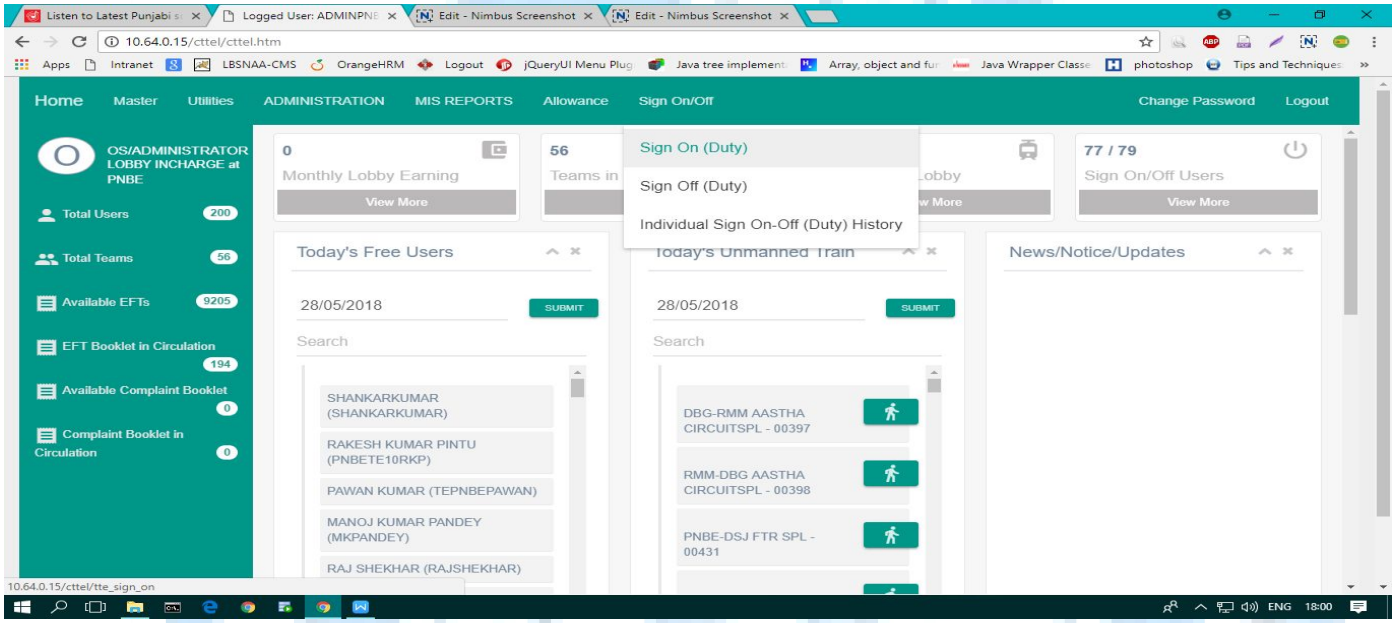


1. Sign On/Off

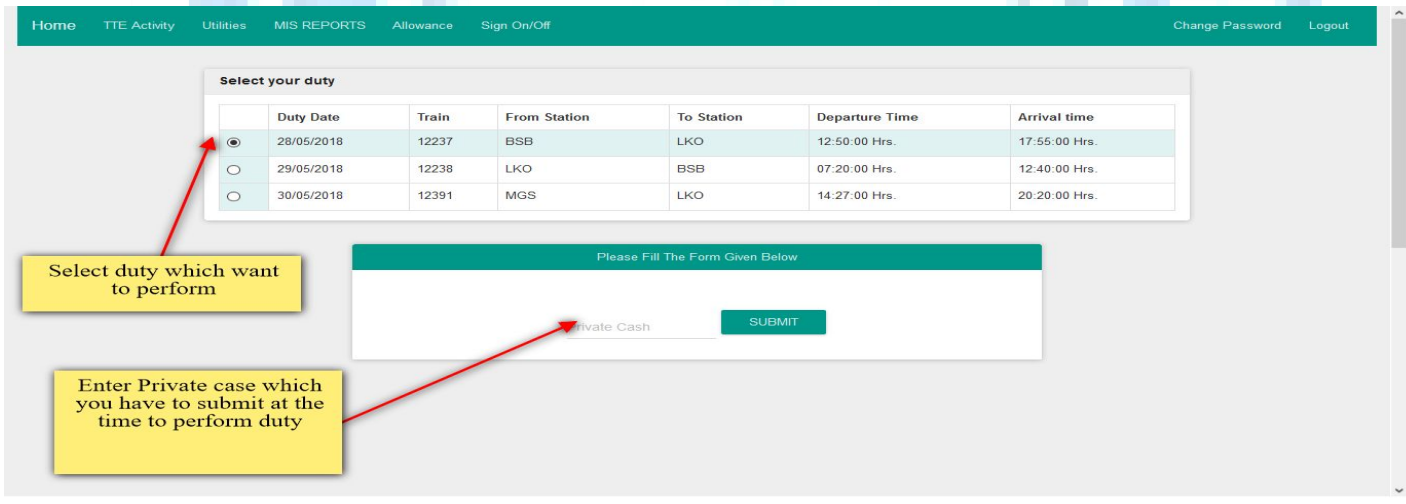
> Sign On/Off use for user Sign in and Sign Off their duty.

1.1. -Sign On(Duty):

GOTO>>Sign On/Off>>Sign On(Duty)



>After click on Sign On(Duty) following page will be open.



> Here List of assigned duties will be come automatically.

> select desire duty and enter the private case.

>Then click on Submit Button to Sign On Duty.

>After clicking SUBMIT, we find the details of sign on that is selected,Station, Date and Time details.

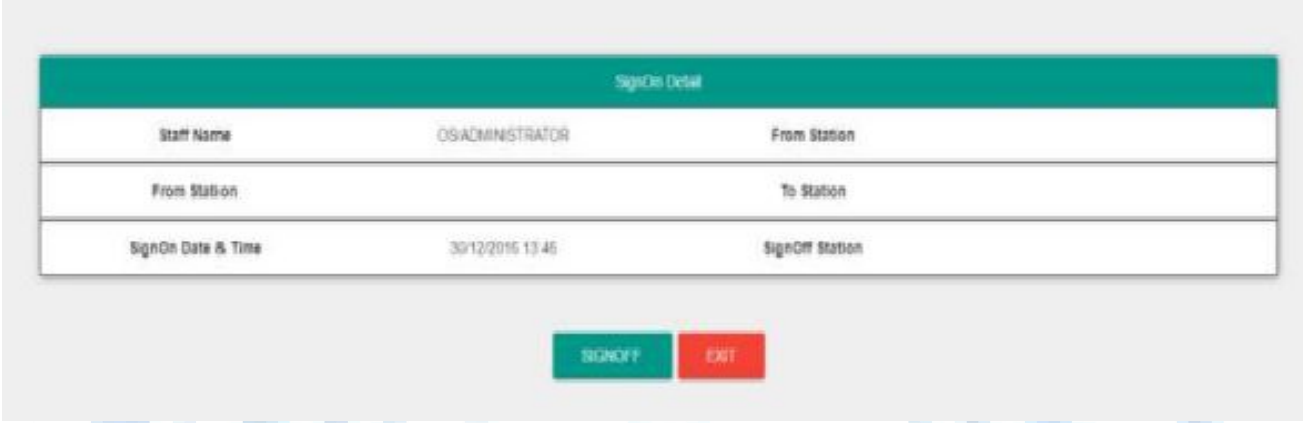
> a Success full message will come if everything in fine other wise a error message will come.

1.2. -Sign Off(Duty):

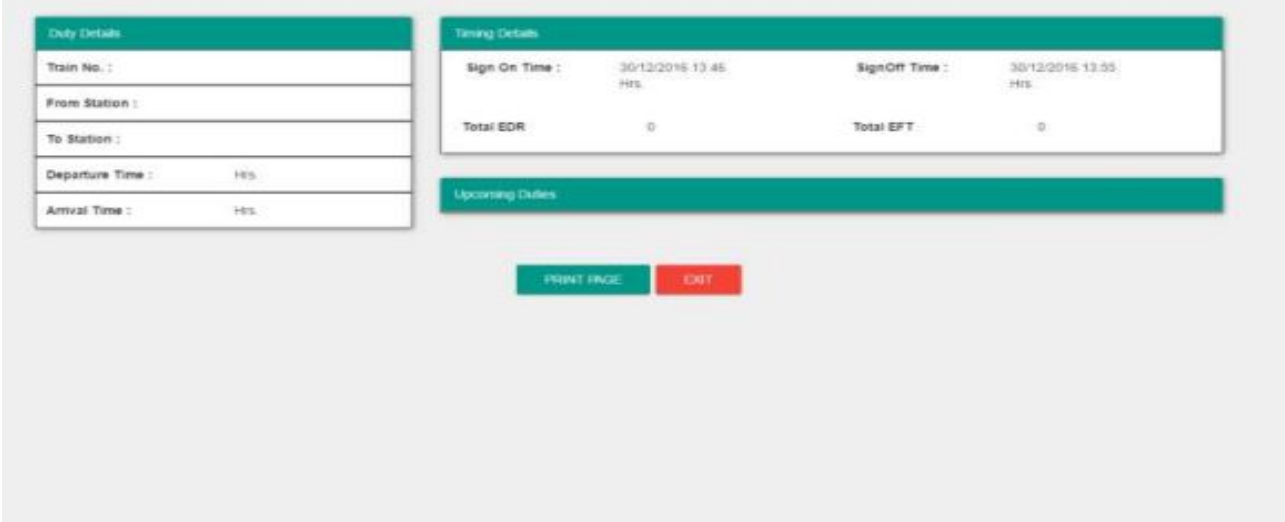
GOTO>>Sign On/Off>>Sign Off(Duty)

> Sign Off is use for user can Sign Off Their Duty.

> If any duty needs to Sign Off then it will shown automatically otherwise “Sorry! You are not Signed on for any duty” will be appears.



>Now click on SIGNOFF button, we find the following page with complete details of Sign Off Duty.



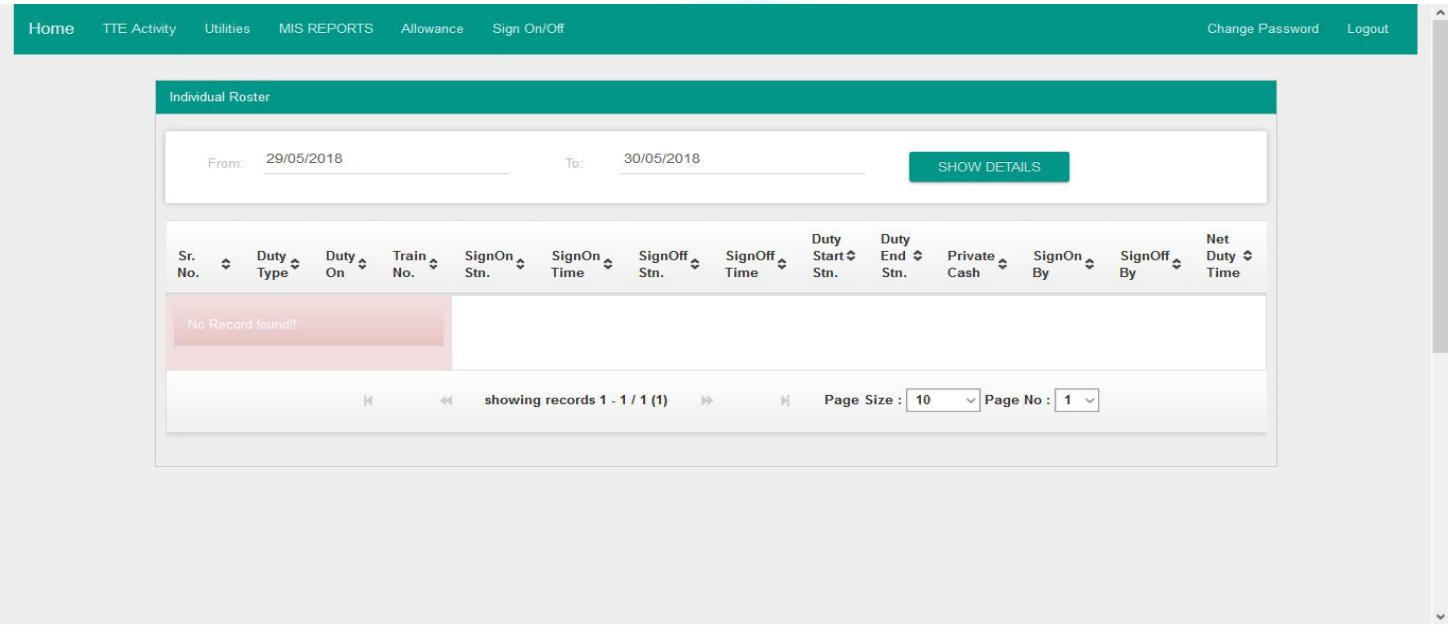
1.3. - Individual Sign On-Off(Duty) History:

GOTO>>Sign On/Off>>Individual Sign On-Off(Duty) History

>By Individual Sign On-Off history,user can see their Duty history.

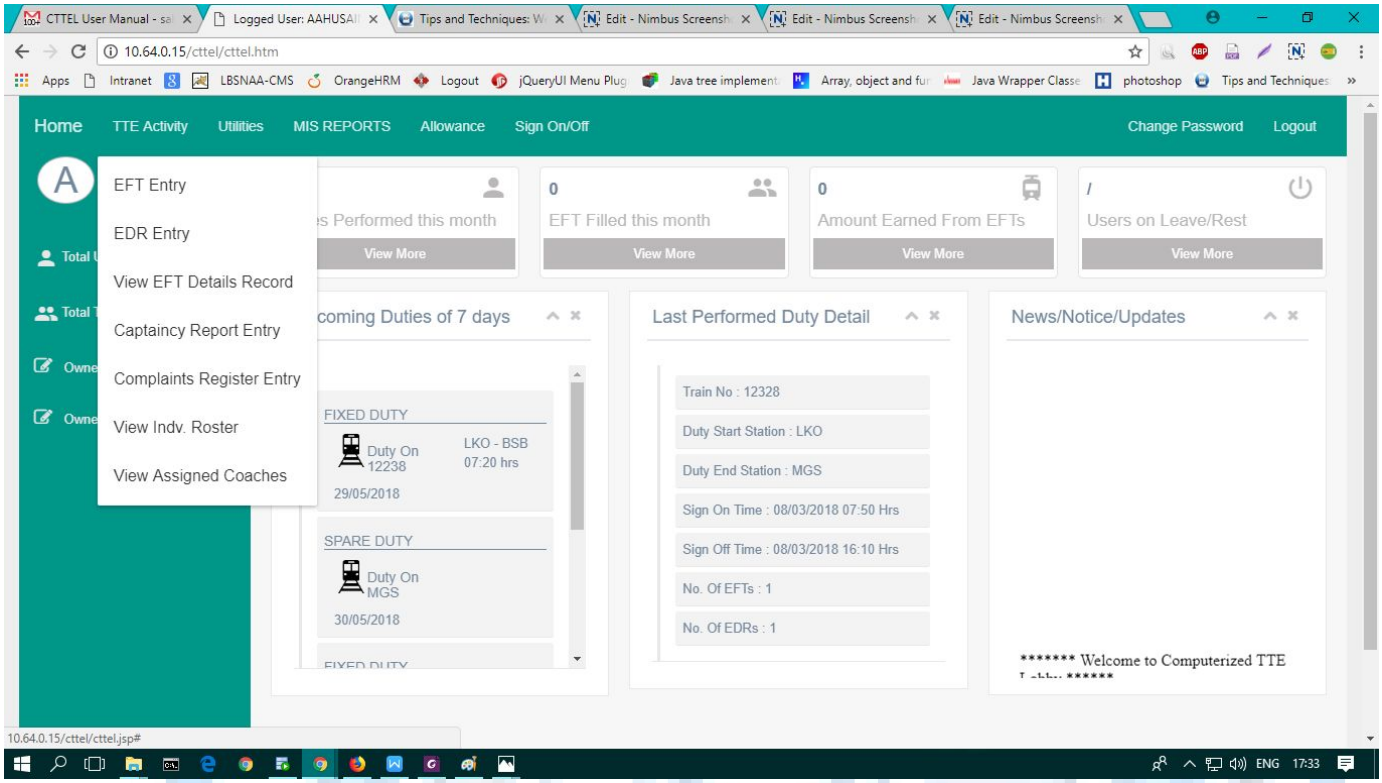
> By default Current date and Tomorrow date duty history showing.

> user can see particular date period duty history by changing from and to date .



2. TTE Activity

> TTE Activity use for Enter TTE Activity Details like fill EFT Details, fill EDR Details,Captaincy Report Entry ,Complaint Report Entry etc.



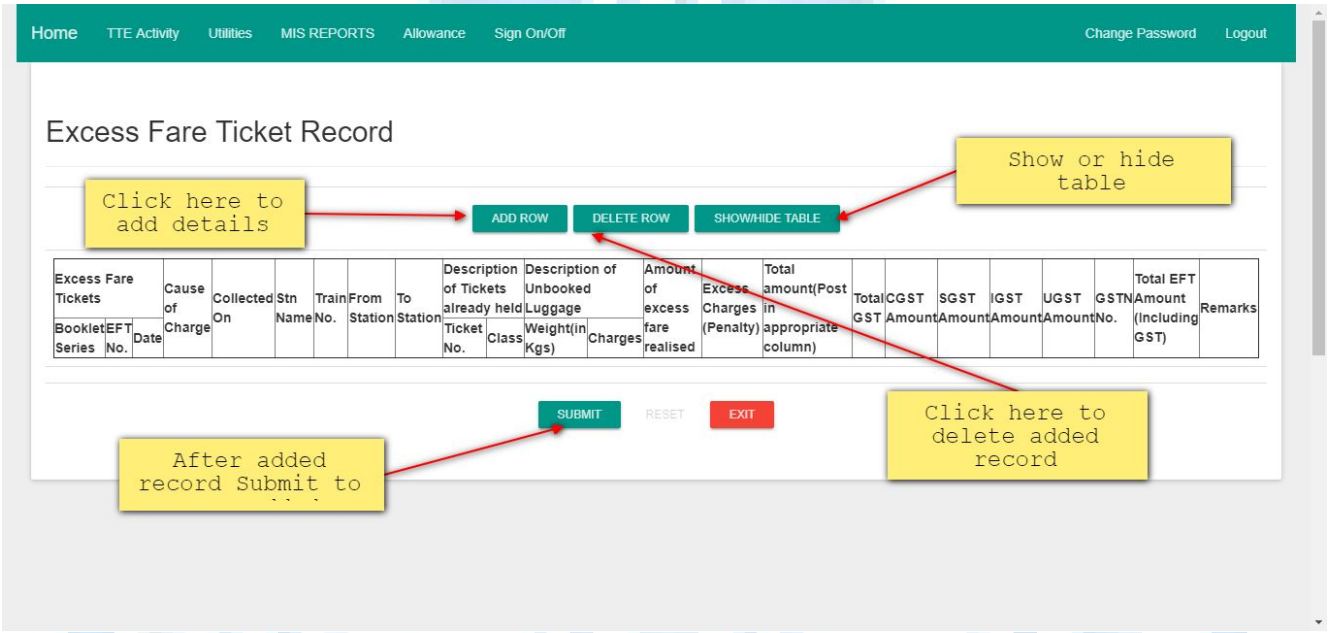
2.1 EFT Entry

GOTO>>TTE ACTIVITY>>EFT Entry

>EFT Entry use for filling EFT details .

>user can only fill EFT detain when they have EFT Booklet other wise a message will come.

> After clicking of EFT Entry following page will be open .



> In this page we have following option :

1. ADD ROW 2. Delete Row 3. SHOW/HIDE TABLE 4. SUBMIT 5. RESET 6. EXIT

2.1.1. ADD ROW:

>ADD ROW is use for adding EFT records to table.

> when user click on ADD ROW button , a POP-UP window will be open in which user can fill EFT details.

> after filling EFT details click on SAVE button to add EFT Details.

2.1.2. DELETE ROW:

>DELETE ROW is use for remove EFT records to table in such case user by mistake fill wrong entry.

> to do this, select particular EFT Detail then click on Delete .

2.1.3. SHOW/HIDE TABLE:

>use for showing and hiding table.

2.1.3. SUBMIT:

> When user complete to add all EFT details then click on SUBMIT button to save EFT Booklet Entry.

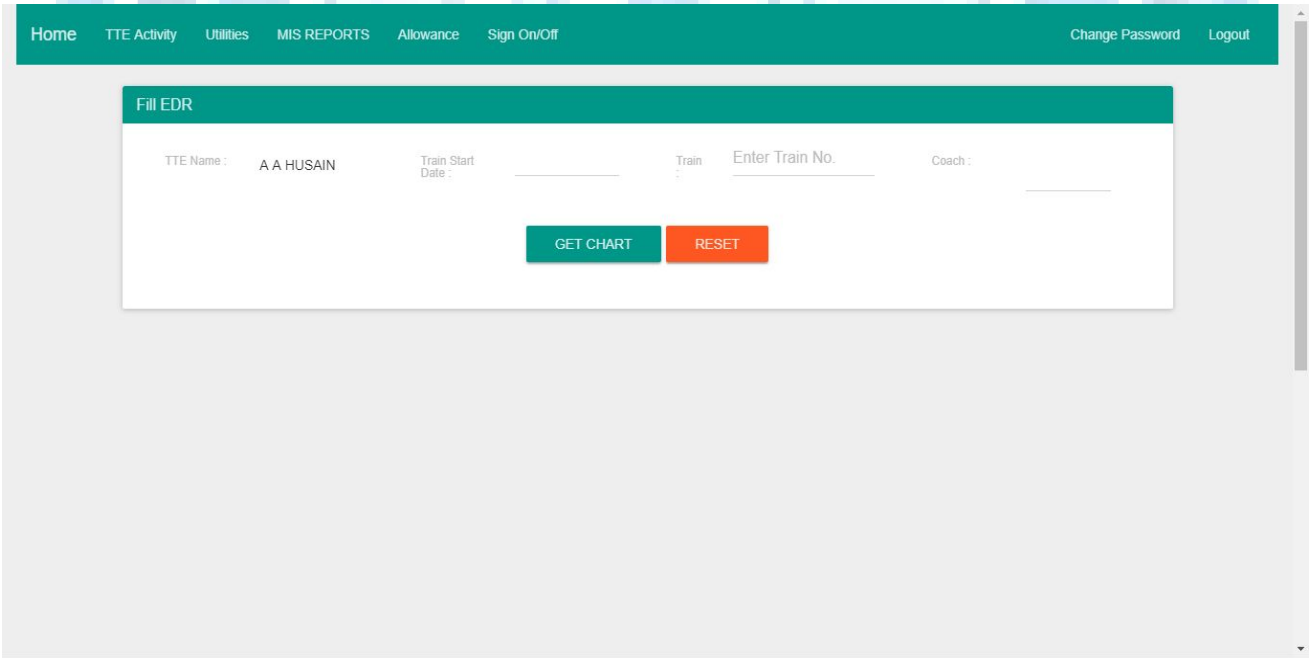
2.2 EDR Entry

GOTO>>TTE ACTIVITY>>EDR Entry

>EDR Entry use for filling EDR details .

>user can only fill EDR detain when they have to assign Train Coaches other wise a message will come.

> After clicking of EDR Entry following page will be open .



> In this page we have following option :

2. TTE User 2. Train Start Date 3.Train 4. Coach

2.2.1. TTE User:

> TTE User Name Will automatically come according to log in details ,which is going to fill EDR details.

2.2.2. Train Start Date:

>User have to Enter or select train start date.

2.2.3. Train

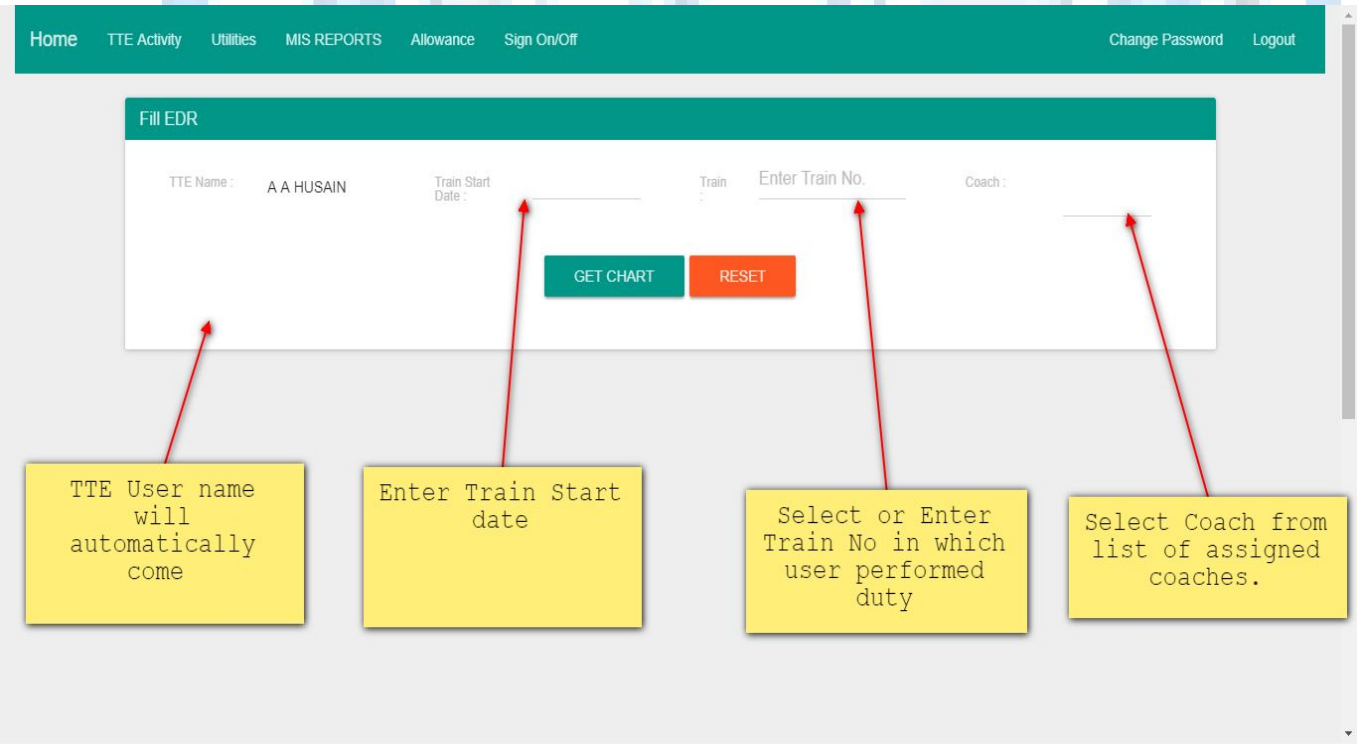
>User have to fill Train Name and No. In which EDR Details going to fill.

2.2.4. Coach

> Select Coach from the List.

>After filled all details, user have to click **GET CHART** button for getting charting details.

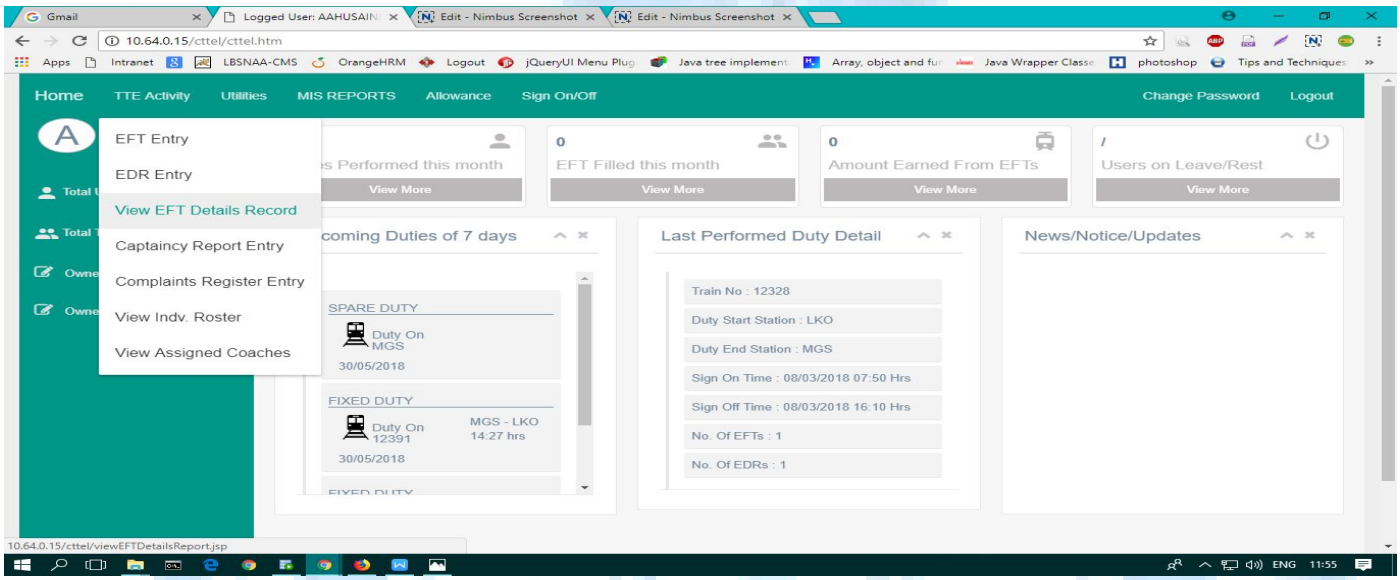
>After getting chart details user have to fill all required details and submit it.



2.3.-View EFT Details Record

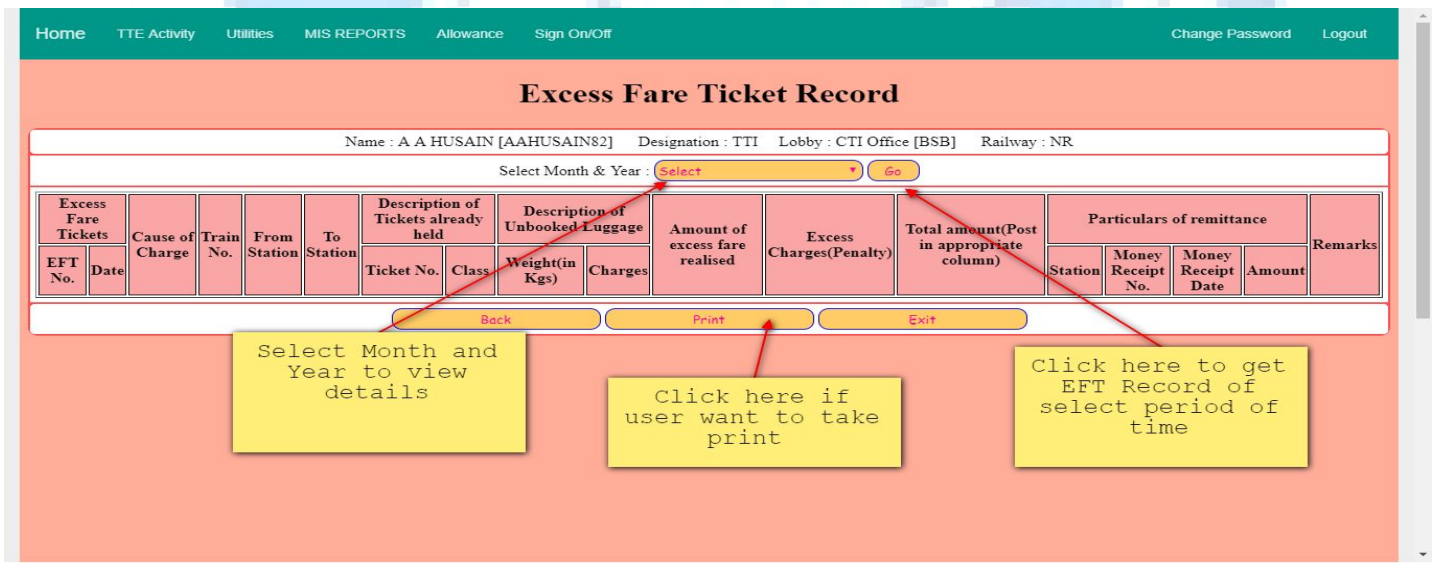
GOTO>>TTE ACTIVITY>>View EFT Details Record

>View EFT Details record use for just view Total EFT Record as Month and Year wise which use as a Report if needed.



> Click on View EFT Record,Then following page will be open:

>In this page we have to select Time Period(Month/Year),Then click on **GO** for getting EFT Details of select Time period.



2.4.-View Indv Roster :

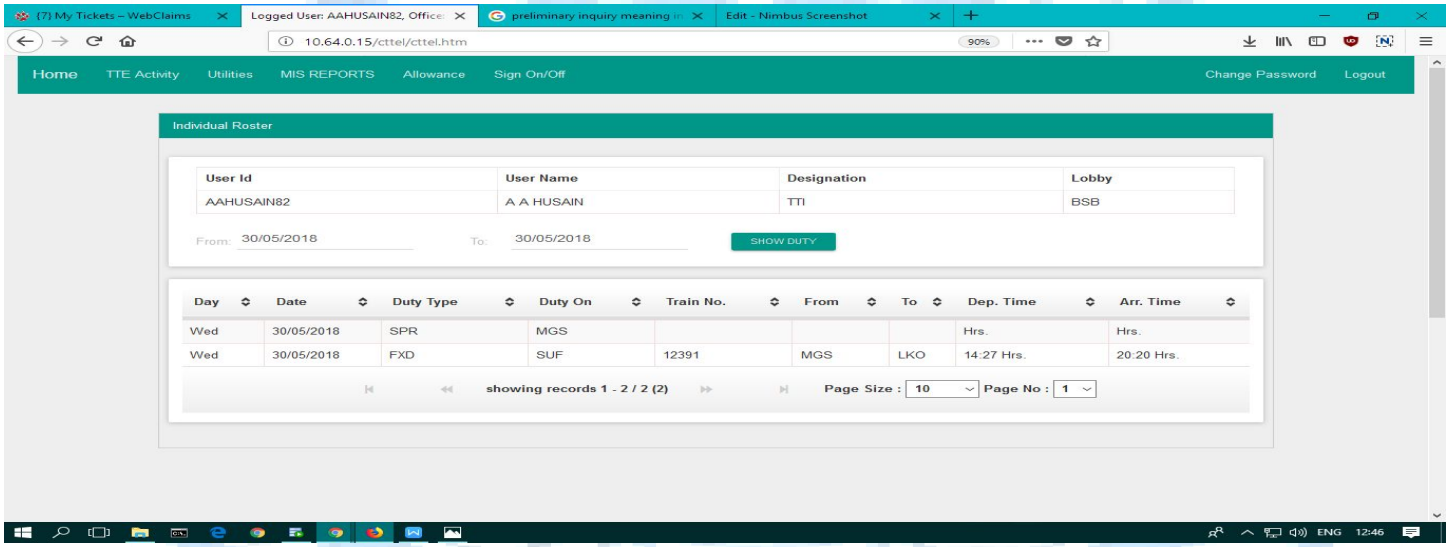
GOTO>>TTE ACTIVITY>>View Indv Roster

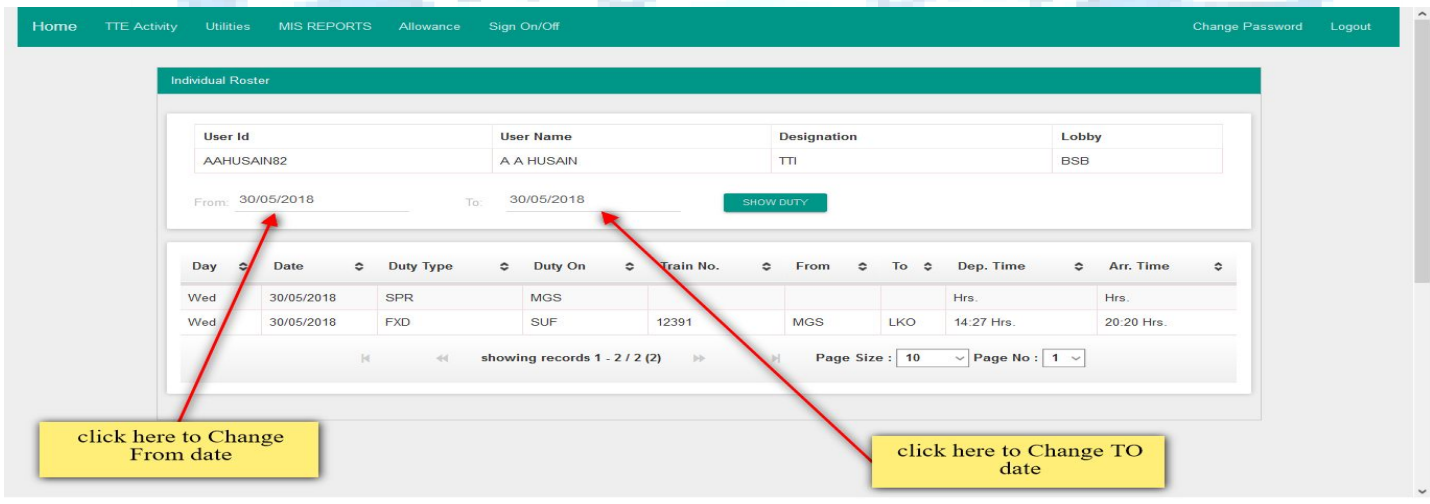
>View Indv(Individual) Roster use for viewing TTE User(Self) Duty Roster.

>When user click on View Indv Roster ,then List of assigned duties will be shown.

> By default current date duties are showing.

> if user want to see upcoming dates duty then user needs to change date period of time.

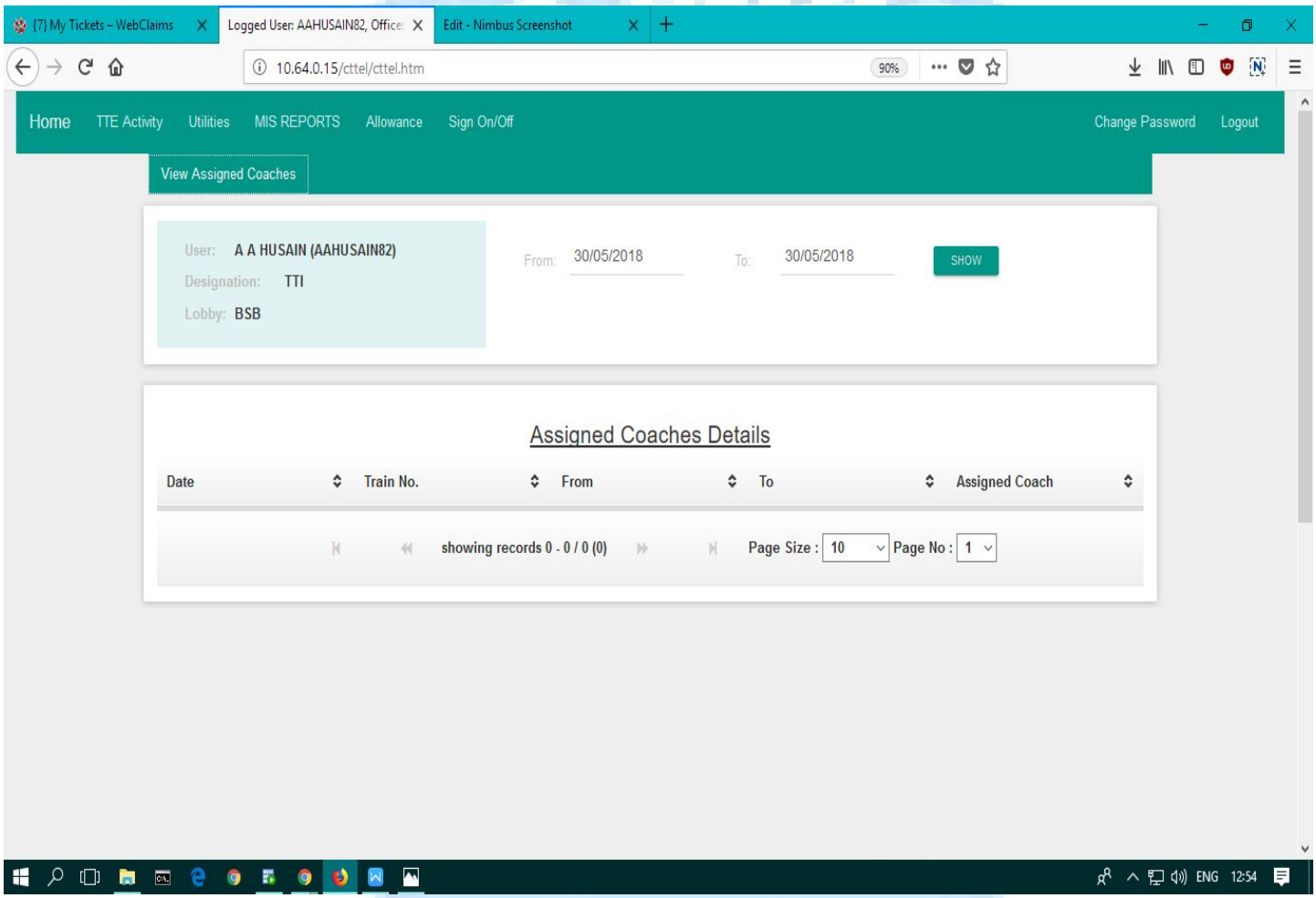




2.5.-View Assigned Coaches:

GOTO>>TTE ACTIVITY>>View Assigned Coaches

>This menu used to view Assigned Coaches of Train in which user need to Perform their duty.

>When user click on View Assigned Coaches, then following page will be open.

>in this page user clearly see Assigned Coaches details.