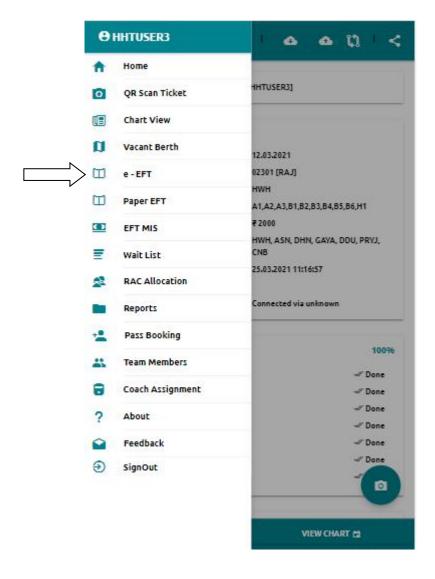
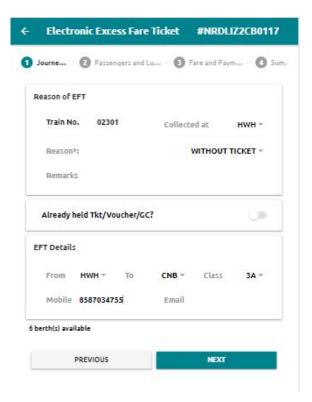
USER MANUAL FOR E-EFT MODULE

Electronic Excess Fare Ticket

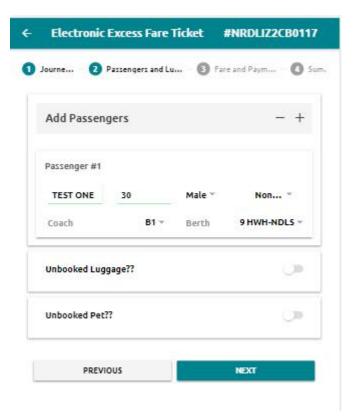


1. WITHOUT TICKET EFT

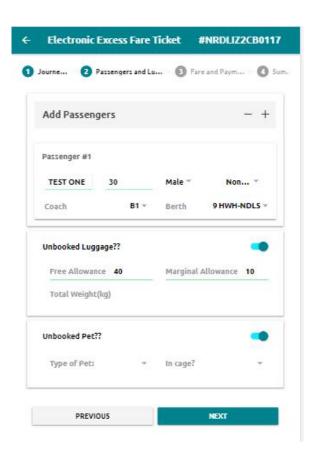
1.1 Select the WITHOUT TICKET reason and enter the EFT details and Click Next button.



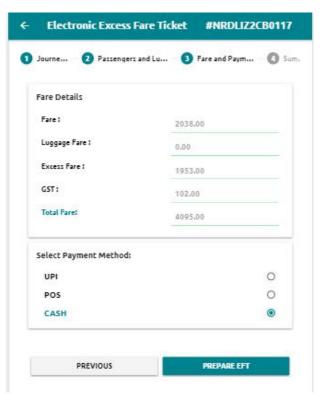
1.2 Enter the passenger details and Select Coach and Berth and Click Next.



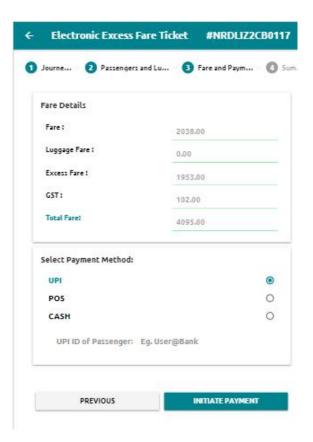
1.3 Unbooked Luggage and Unbooked Pet details can also be included, if applicable.



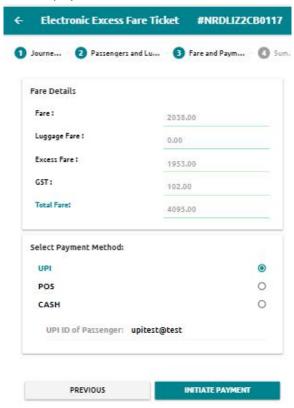
1.4 Fare details appears automatically on screen.



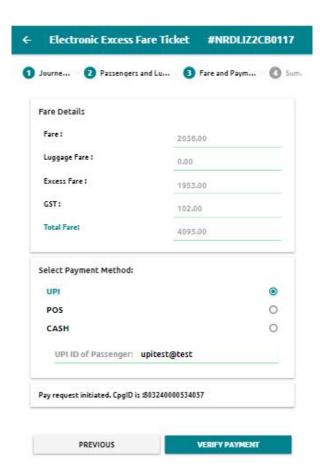
1.5 Select Payment Method



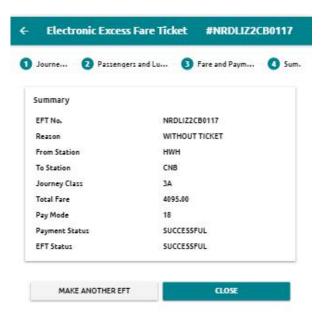
For UPI payment , Enter UPI ID and Click on Initiate Payment



On initiation of Pay Request, CPG id will be visible on screen



1.6 On Verify payment Button Click, a payment request will be generated and sent to passenger's UPI portal. He/She has to perform the payment transaction. If the payment is successful, EFT summary will be generated as follows.

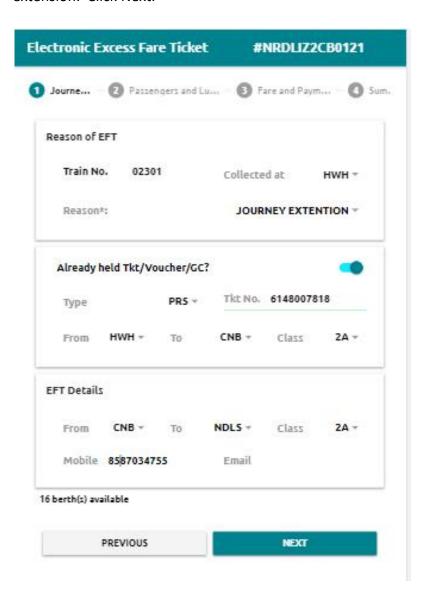


2. JOURNEY EXTENSION EFT

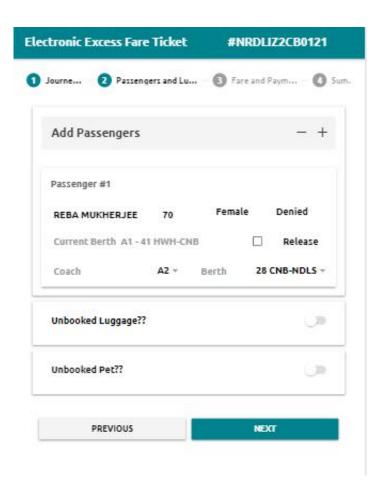
2.1 Select the Passenger from the chart .



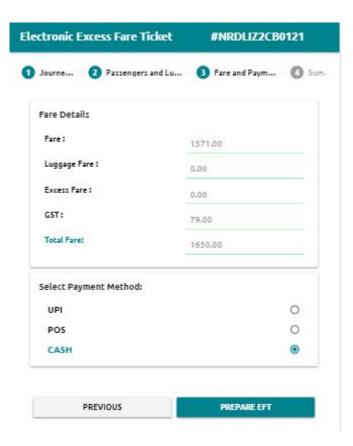
2.2 Select reason – JOURNEY EXTENSION. Already held ticket details will automatically appear on the screen. Enter the EFT details for journey extension. Click Next.



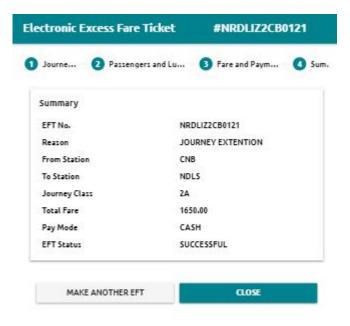
2.3 Passenger Details will appear on screen automatically. Select the coach and berth to be allotted for extended journey. A checkbox for releasing current berth is also available at this point. Click Next.



2.4 Fare details will appear on screen. Select Payment method and make payment.



2.5 When payment is successful, e-EFT Summary will be generated.



2.6 Passenger is visible in chart for the extended journey.

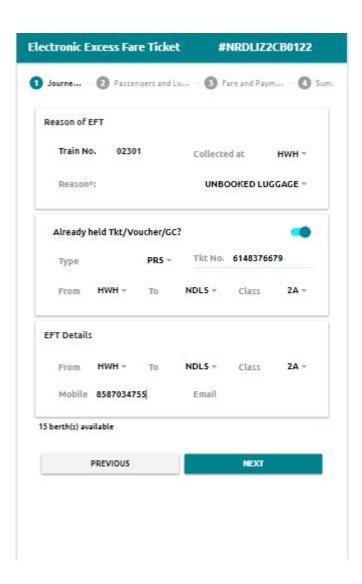


3. UNBOOKED LUGGAGE EFT

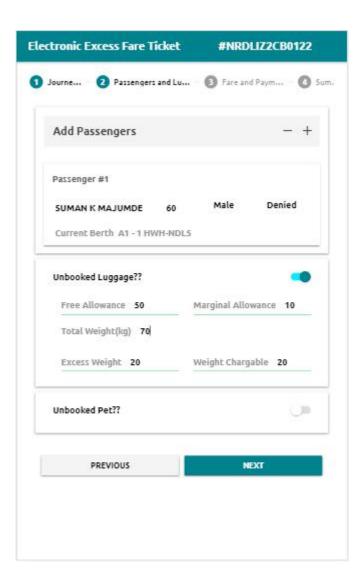
3.1 Select the Passenger from the Chart.



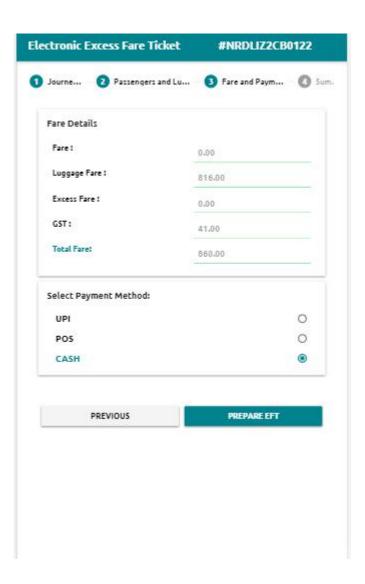
3.2 Select the reason – UNBOOKED LUGGAGE. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



3.3 Passenger Details will appear automatically appear on screen. Free allowance and marginal allowance appears well. Enter the Weight of the luggage. Weight chargable will appear on screen. Click Next.



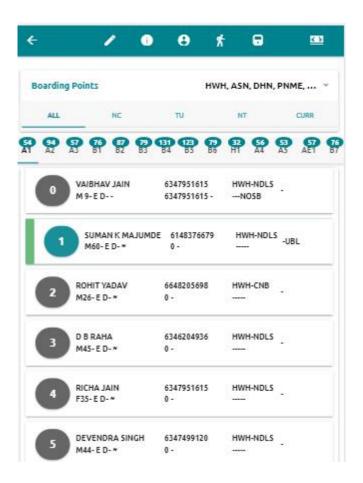
3.4 Luggage Fare will be automatically calculated . Select Payment method and make payment. Click Next.



3.5 Once Payment is successful, e-EFT Summary will be generated.



3.6 Remark will appear in the chart with the passenger

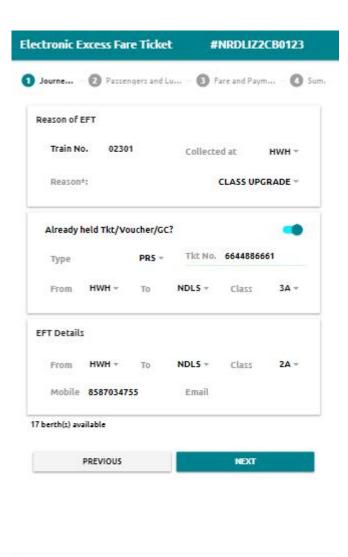


4. CLASS UPGRADE EFT

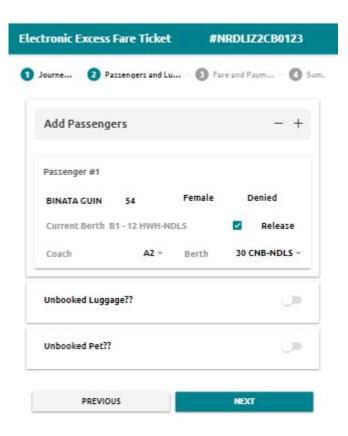
4.1 Select the passenger from the chart.



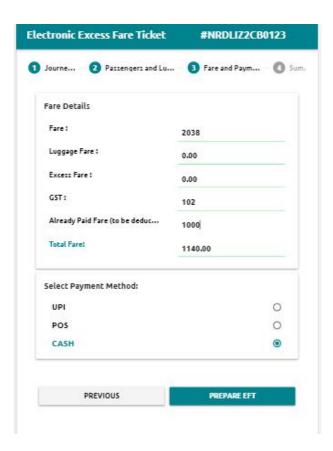
4.2 Select the reason – CLASS UPGRADE. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



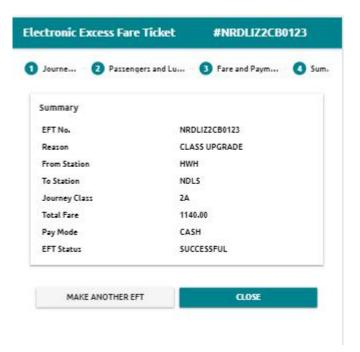
4.3 Passenger Details will appear automatically on screen. Allot the coach and berth to the passenger. Class Upgrade can not be done if vacant berths are not available. An option to release current berth is available at this point. Click Next.



4.4 Enter the fare details . Already Paid Fare entered will be deducted . Select payment method. Make payment. Click Next.



4.5 Once Payment is successful, e-EFT Summary will be generated.



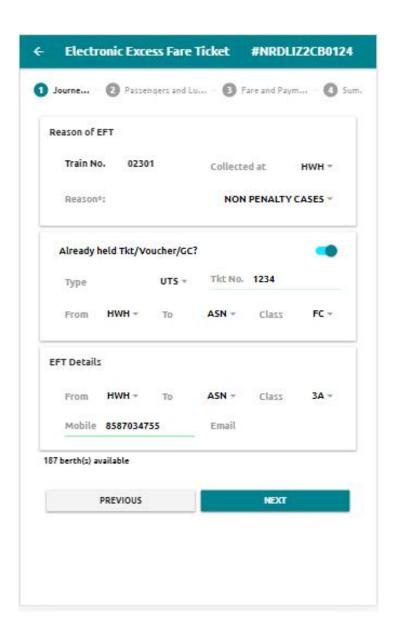
4.6 Passenger is visible in chart on the newly allotted i.e. upgraded coach and berth.



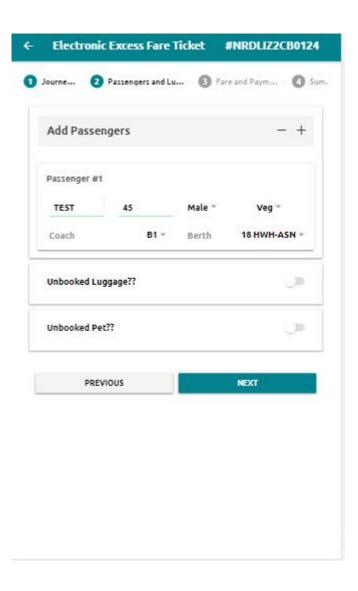


5. NON PENALTY CASES EFT

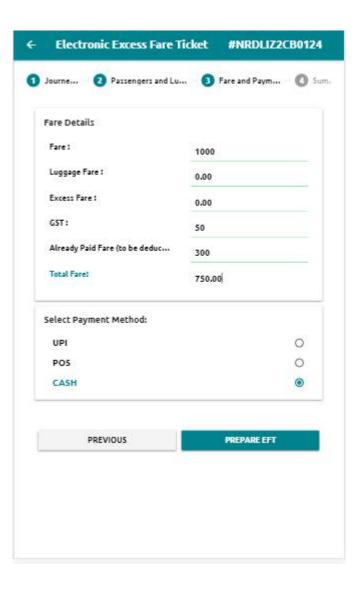
5.1 Select the reason – NON PENALTY CASES. Enter the remarks. Enter the already held ticket details and EFT details .Click next.



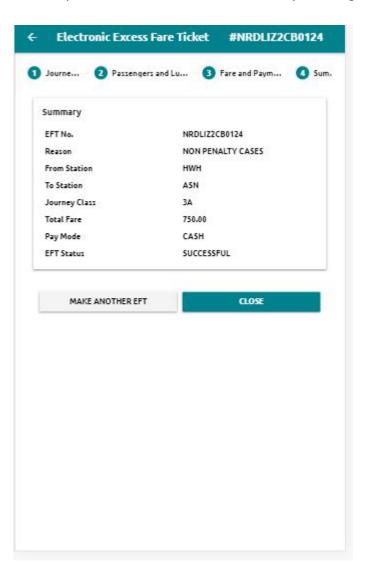
5.2 Enter the passenger Details. Allot the coach and berth to the passenger. Click Next.



5.3 Enter the fare details. Already Paid Fare entered will be deducted. Select payment method. Make payment. Click Next.



5.4 Once Payment is successful, e-EFT Summary will be generated.



5.5 Passenger is visible in chart on the newly allotted coach and berth.

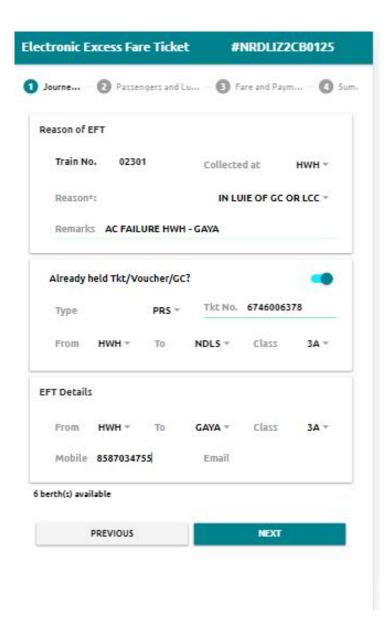


6. IN LIEU OF GC OR LCC

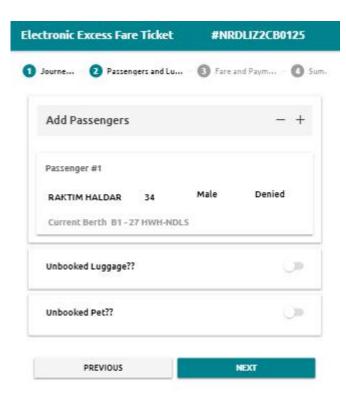
6.1 Select the passenger from the chart.



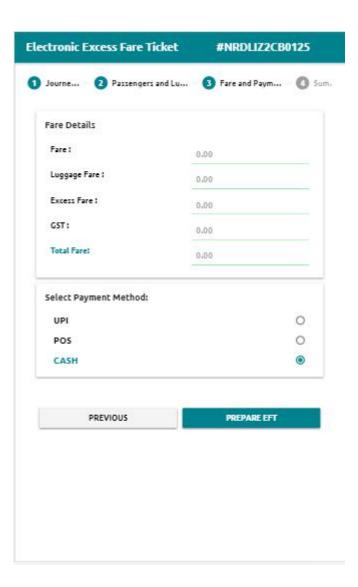
6.2 Select the reason – IN LIEU OF GC OR LCC. Enter the remarks, example-AC FAILURE. Already held ticket details will automatically appear on screen. Enter the EFT details .Click next.



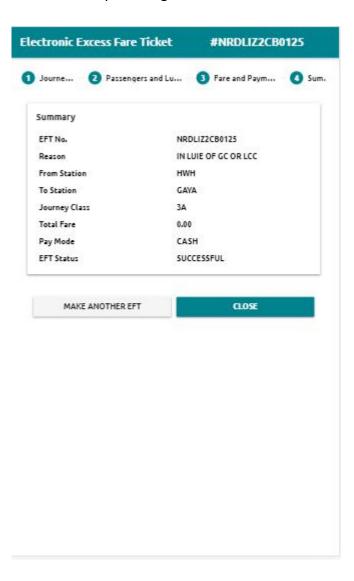
6.3 Passenger Details will appear automatically on screen. Click Next.



6.4 Fare details cannot be entered. Select payment method. Make payment. Click Next.



6.5 e-EFT Summary will be generated.

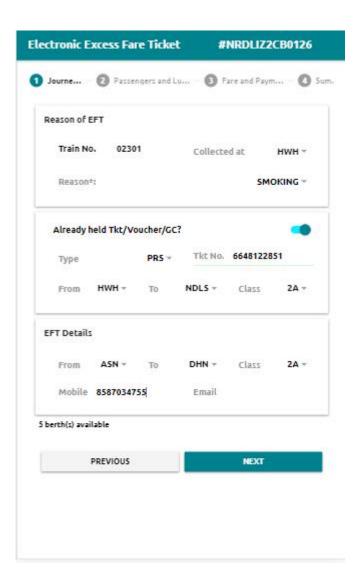


7. SMOKING

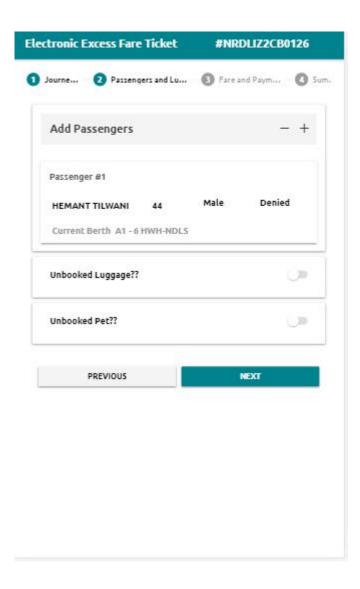
7.1 Select the passenger from the chart.



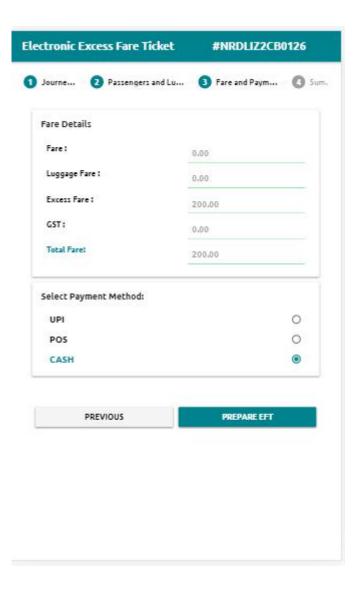
7.2 Select the reason – SMOKING. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



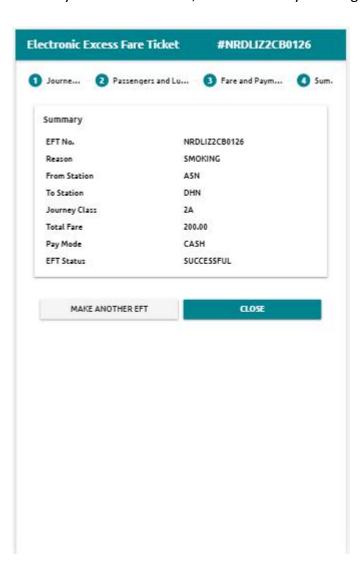
7.3 Passenger Details will appear automatically on screen. Click Next.



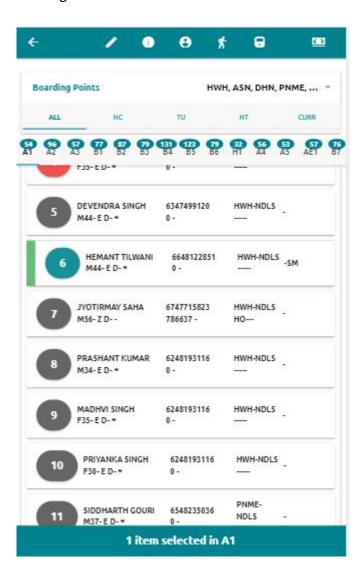
7.4 Fare details will automatically appear on screen . Select payment method. Make payment. Click Next.



7.5 Once Payment is successful, e-EFT Summary will be generated.

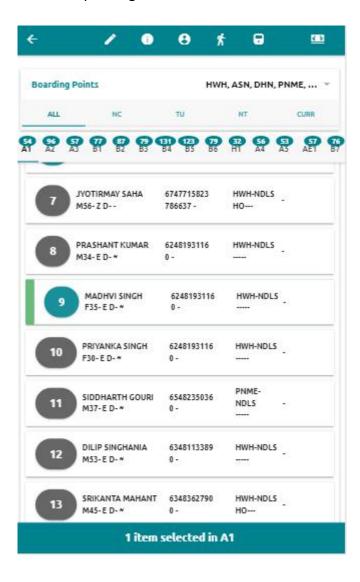


7.6 Passenger is visible in chart with remarks.

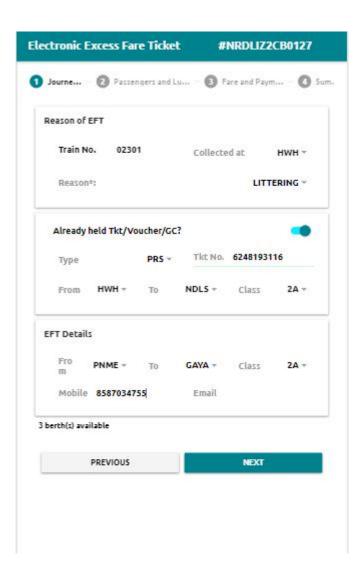


8. LITTERING

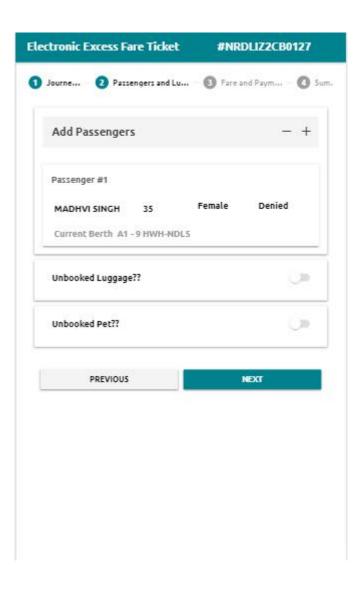
8.1 Select the passenger from the chart.



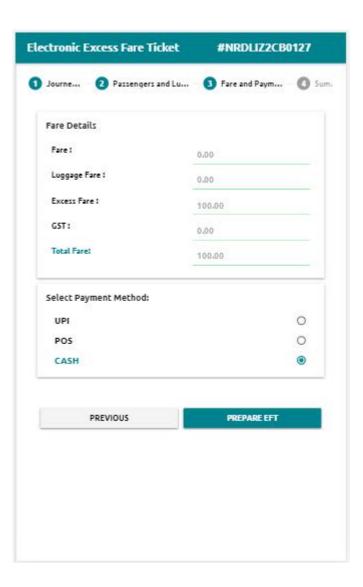
8.2 Select the reason – LITTERING. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



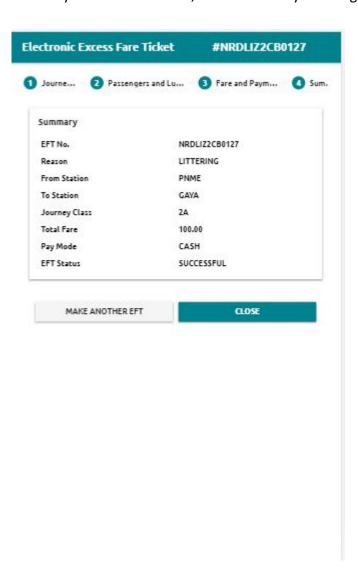
8.3 Passenger Details will appear automatically on screen. Click Next.



8.4 Fare details will automatically appear on screen . Select payment method. Make payment. Click Next.



8.5 Once Payment is successful, e-EFT Summary will be generated.



8.6 Passenger is visible in chart with remarks.

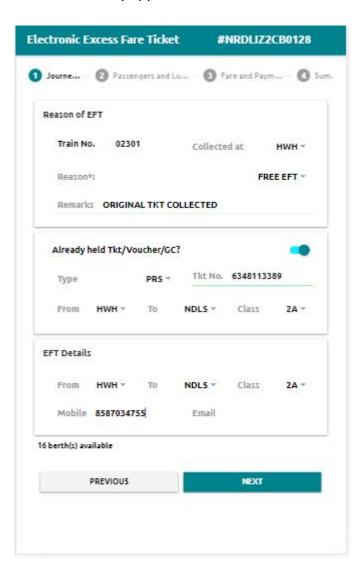


9. FREE EFT

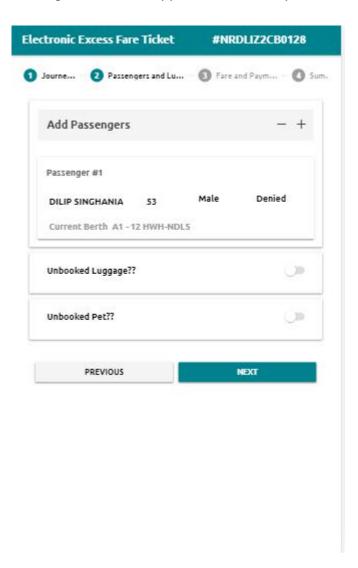
9.1 Select the passenger from the chart.



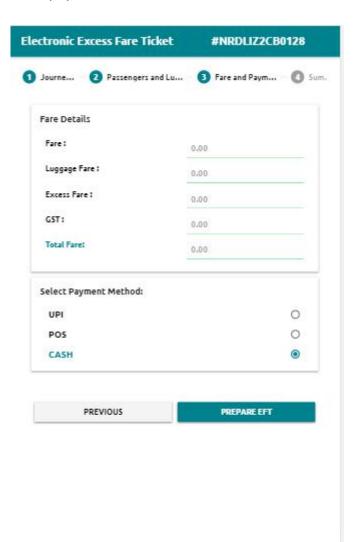
9.2 Select the reason – FREE EFT. Enter the remarks . Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



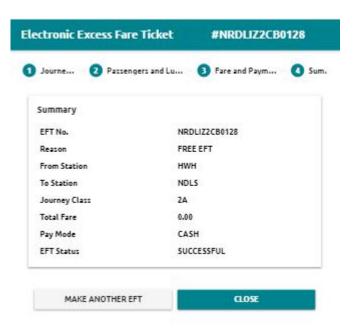
9.3 Passenger Details will appear automatically on screen. Click Next.



9.4 Fare details will automatically appear on screen . Select payment method. Make payment. Click Next.



9.5 Once Payment is successful, e-EFT Summary will be generated.



9.6 Passenger is visible in chart with remarks.

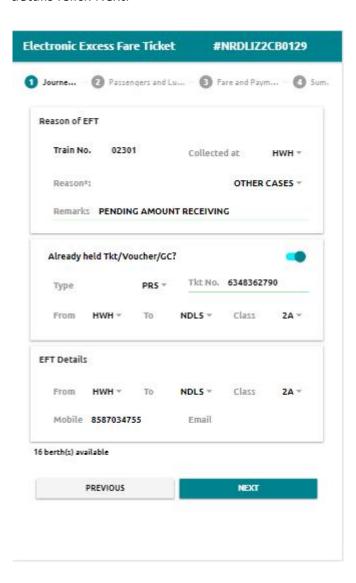


10.OTHER CASES

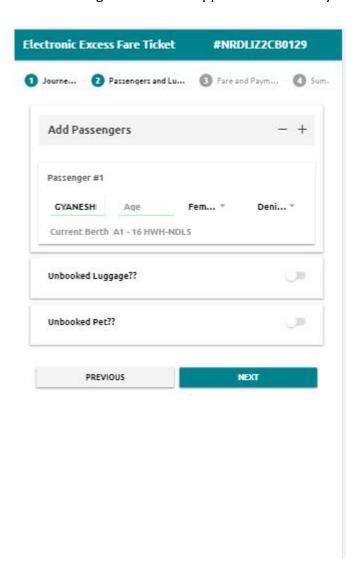
10.1 Select the passenger from the chart.



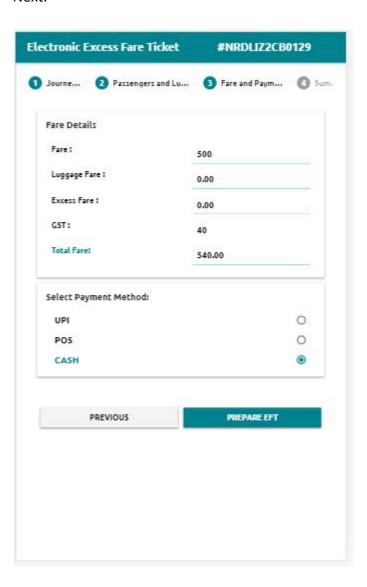
10.2 Select the reason – OTHER CASES. Enter the remarks. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



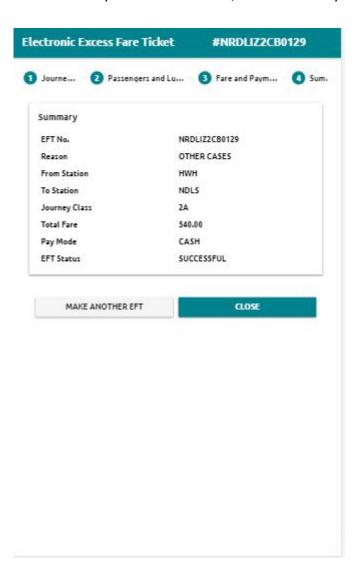
10.3 Passenger Details will appear automatically on screen. Click Next.



10.4 Enter the fare details . Select payment method. Make payment. Click Next.



10.5 Once Payment is successful, e-EFT Summary will be generated.





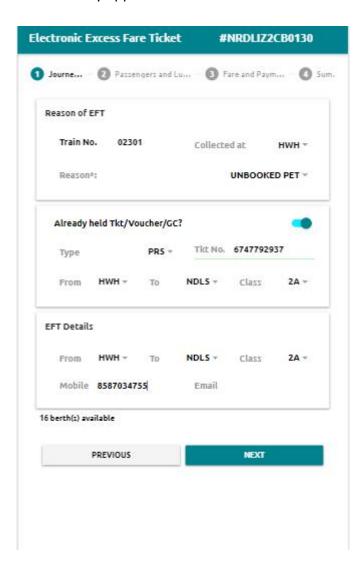


11.UNBOOKED PET

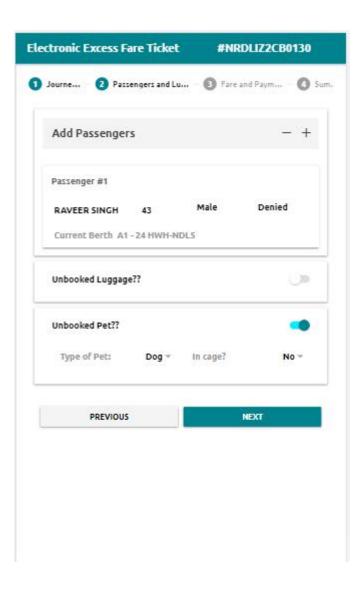
11.1 Select the passenger from the chart.



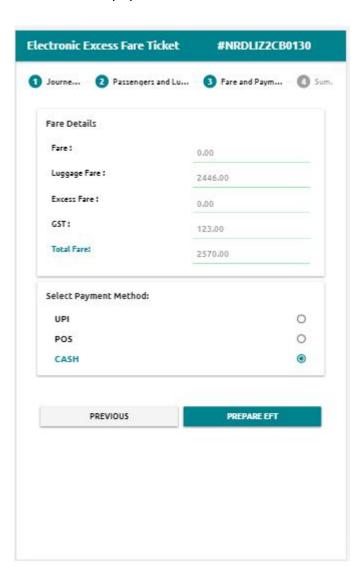
11.2 Select the reason – UNBOOKED PET. Already held ticket details will automatically appear on screen. Enter the EFT details .Click Next.



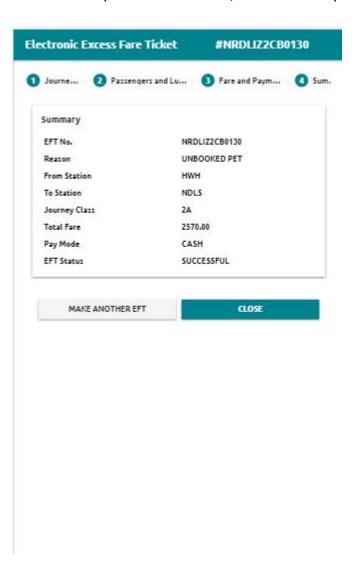
11.3 Passenger Details will appear automatically on screen. Enter the type of animal i-e DOG or SMALL ANIMAL and Select if the pet is in cage or not. Click Next.

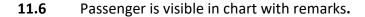


11.4 Fare details will automatically appear on screen . Select payment method. Make payment. Click Next.



11.5 Once Payment is successful, e-EFT Summary will be generated.



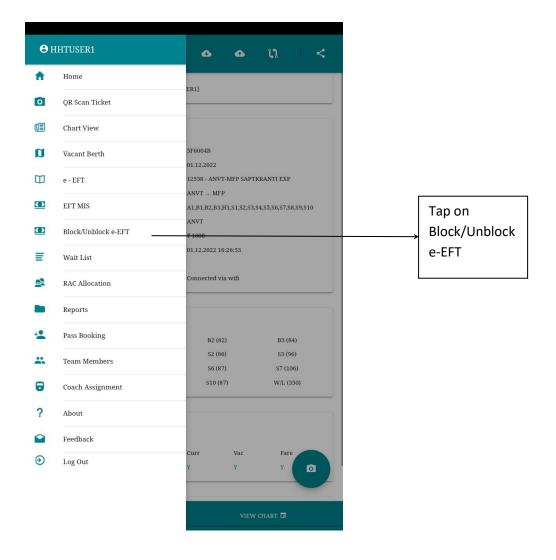




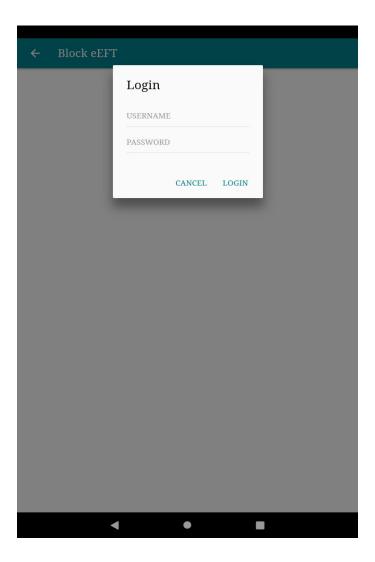
Blocking And Unblocking Of e-EFT

<u>Blocking & unblocking feature has been introduced</u> in HHT application through which issuance of e-EFT can be controlled. The blocking & unblocking of e-EFT will be permitted only through special IDs/Passwords provided to nominated officials. These officials needs to be registered with Lobby to order to get authenticated during login.

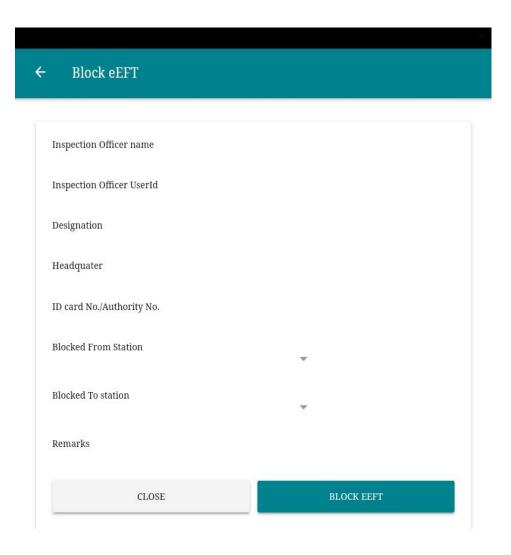
1) Tap on Block/Unblock e-EFT on Menu.



2) Login with username and password provided to inspection officer.



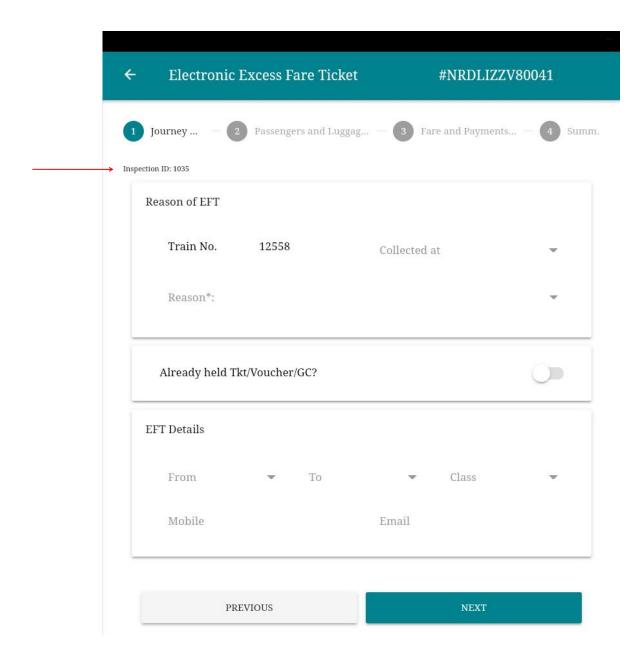
3) Fill the details of inspection Officer and inspection event and tap on Block.





Inspection Officer name	BHUPENDRA
Inspection Officer UserId	BHUPENDRA123
Designation	INSPECTOR
Headquater	NDLS
ID card No./Authority No.	123456789
Blocked From Station	ANVT 🐷
Blocked To station	MFP 🐷
Remarks	QWERTY
CLOSE	BLOCK EEFT

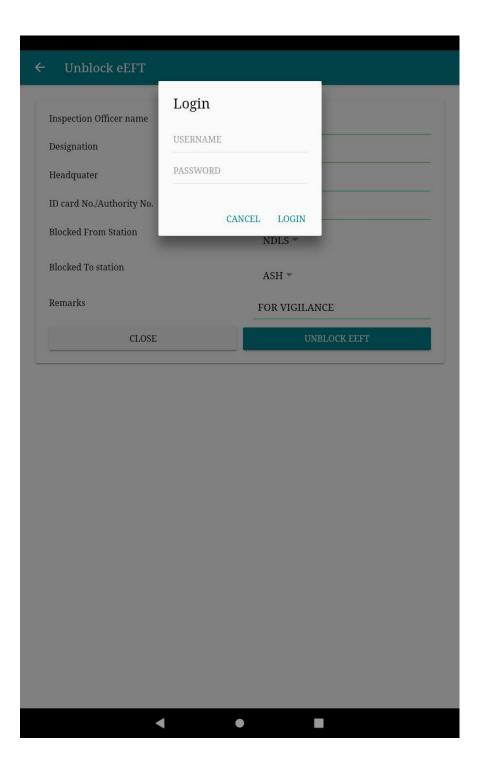
4) e-EFT made after this step will be called blocked e-EFT since they are made under the supervision of inspection officer. Inspection Id is displayed at the top of the e-EFT page.



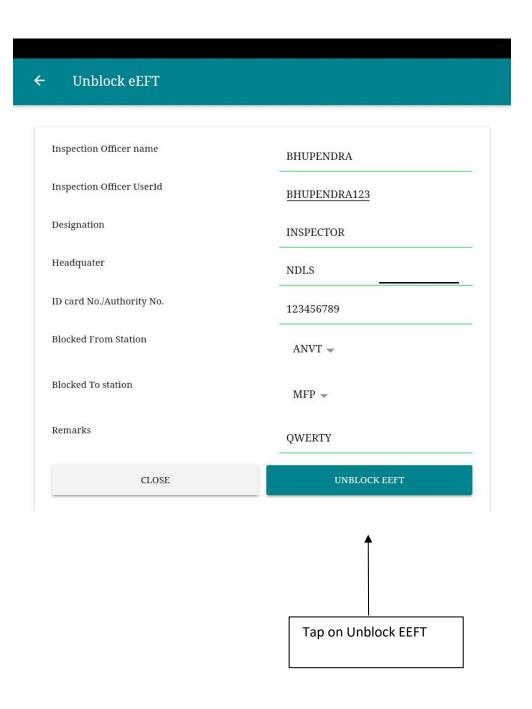
5) eEFTs made under the supervision of Inspection officer will appear red in EFT MIS.



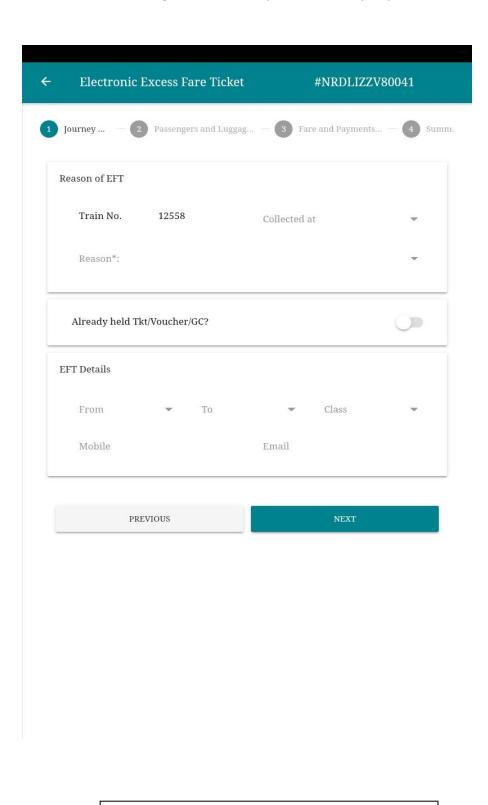
6) For Unblocking e-EFT , Go to Block/Unblock Menu , Inspection Officer can login with his credentials .



7) Blocking details will appear on screen. Press Unblock for unblocking.



8) eEFT made after unblocking will show no Inspection Id on top anymore.



No Inspection ID

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