**To Dispatch a Train (From the CTC UI)**

\*NOTE: By convention, the order of initial dispatching of trains from the yard must correspond to the Train ID number, i.e. T1 must be dispatched first, followed by T2, etc. There are sample schedules available in the CTC/Schedules folder that follow this convention, but it is the responsibility of the scheduler to ensure this convention is followed.

**In Manual Mode:**

* Select Manual Mode
* Select the line color
* By default, a new train will be dispatched, indicated by the \* in front of the Train ID. If you are adding a stop to a train that’s already dispatched, select the intended Train ID from the drop down.
* Select the destination and the arrival time. Destinations should be added to the schedule in the order they are in on the route.
* Hit the “Add Train to Schedule” button. This will calculate the dispatch time and departure station, and add the information to the schedule.

**In Automatic Mode:**

* Select Automatic Mode
* Hit the “Upload Schedule” button and select the .csv file containing the schedule. (Sample Schedules under CTC/Schedules, see Schedule Formatting below for more details)
* Hit Open. The schedule will automatically populate with all the dispatch information on the schedule

**Schedule Formatting:**

* Schedules must be .csv files
* A schedule file’s header row should be “Line,TrainID,Destination,ArrivalTime”
* Each line after the header will represent one entry on the schedule
  + Line should be either Green or Red
  + TrainID must be in the format “T1”, and follow the convention on order of initial dispatch mentioned above
  + Destination should be a station from the correct line and capitalized
  + ArrivalTime should be in the “hh:mm” format, on a 24 hour clock