

CARD MANAGEMENT

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Debit Card (regular) Steps:

New Card Request

User having role of Branch User creates new card request.

Click on Debit Card (Embossed).

Then, click New Card Request.

Enter the fields and then click Save.

Debit Card Request (Regular)

Create

Service Request

Charge Deducted: Yes 2. Fill up the fields

Debit Tran ID:

Request Code: NewRequest

Supplementary: No

Debit Tran Date: 2020-07-08

Application Date: 2020-07-08

Debit Card Request

Product Type: Select

Customer Name: Select

Account number:

Collection Branch: NEWROAD BRANCH

Save 3. Click Save

Now, the data is sent to Card Request List.

Card Request List

User having a role of Branch Admin can approve or return the card.

Click on Card Request List.

Then, click on the Details button of the requested card.

Card Request List

SN	Ref Code	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Debit Tran Date	Action
1	NEW-19-001-002163		00111200070997000001	INISHA GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
2	NEW-19-001-002164		00112800000004000001	RAM PRASAD PANT	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
3	NEW-19-001-002165		00113600264685000001	USHA ADHIKARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
4	NEW-19-001-002166		00111200003561000001	GOPAL GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
5	NEW-19-001-002167		00111200015033000001	KAILASH PRAKASH PAUDYAL	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
6	NEW-19-001-002168		00113600263928000001	MADAN RAJ GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
7	NEW-19-001-002169		00113600263890000001	NARENDRA KUMAR RANA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
8	NEW-19-001-002170		00113600258749000001	ROSHAN GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
9	NEW-19-001-002171		00112800014976000001	BABU RAM PATHAK	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
10	NEW-19-001-002172		04111300261345000001	SUBINA TIWARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
11	NEW-19-001-002173		00111200004820000001	ANUSHRA SHRESTHA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
12	NEW-19-001-002557	4165456	65546546564	kashh	New Card	NEWROAD BRANCH	2019-09-04	2019-09-04	Details
13	NEW-20-001-002601	123456789	12345678901234567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	2020-07-07	Details

Now, the detail about the selected card is displayed.

Click Approve button to approve the card request or click Return button to return the card request.

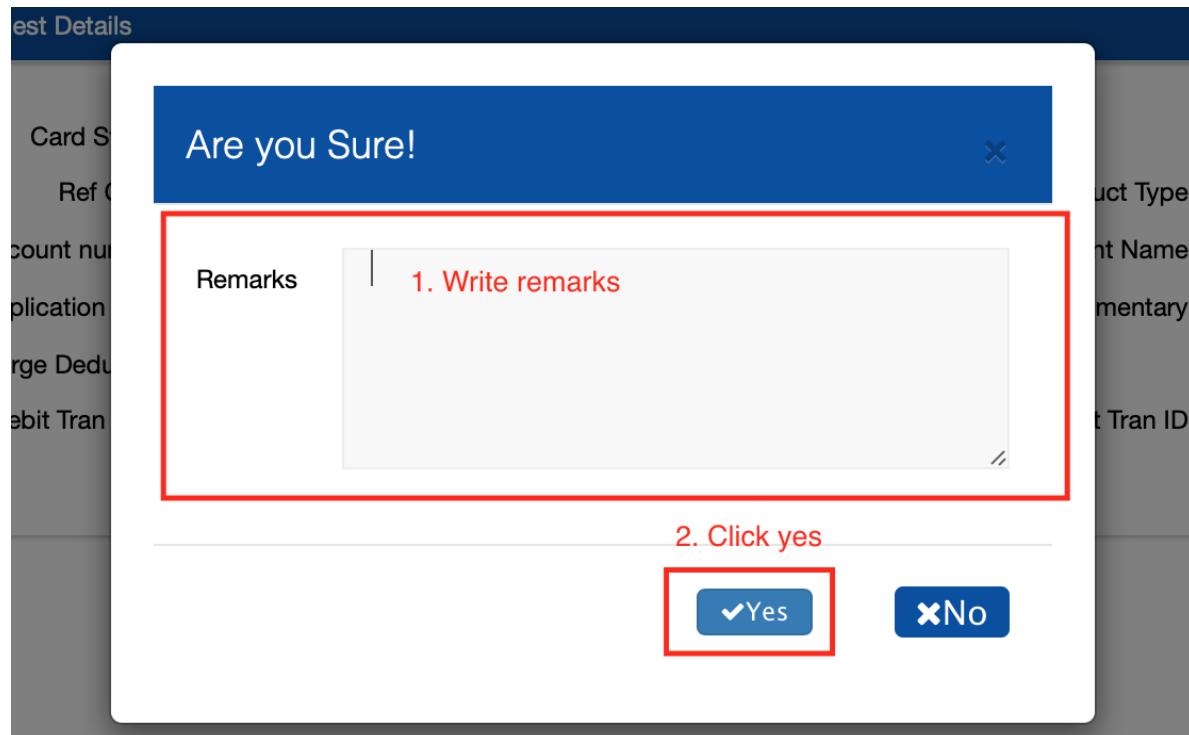
Debit Card Service Request (Regular)

Details

BACK

Card Request Details	
Card Status	New Request
Ref Code	NEW-20-001-002601
Account number	12345678901234567890
Application Date	2020-07-07
Charge Deducted	Yes
Debit Tran Date	2020-07-07
Product Type	Debit Card
Print Name	LEKH BAHADUR GURUNG
Supplementary	No
Debit Tran ID	123456789
Return Approve	

After clicking Approve, write remarks and click Yes.



Now, the file is approved. The data is sent to the Approved Request.

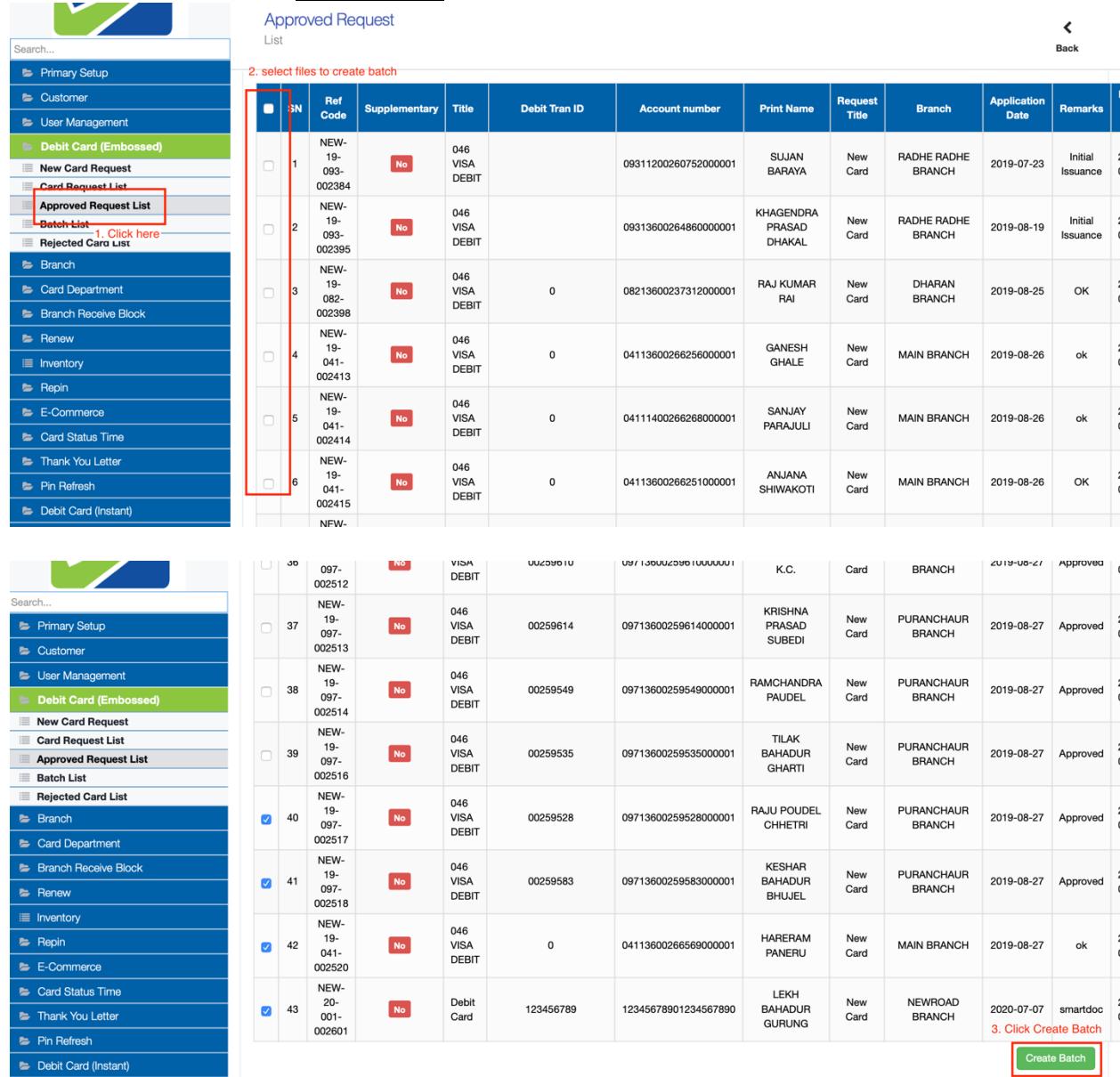
Approved Request

User having a role if Central User can access this menu.

Click Approved Request List.

List of approved requests are displayed. All the cards that have been approved by the branch admin are listed here.

Select the data and click Create batch button.



Approved Request List

2. select files to create batch

<input type="checkbox"/>	SN	Ref Code	Supplementary	Title	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Remarks
<input type="checkbox"/>	1	NEW-19-093-002384	No	046 VISA DEBIT		09311200260752000001	SUJAN BARAYA	New Card	RADHE RADHE BRANCH	2019-07-23	Initial Issuance
<input type="checkbox"/>	2	NEW-19-093-002395	No	046 VISA DEBIT		09313600264860000001	KHAGENDRA PRASAD DHAKAL	New Card	RADHE RADHE BRANCH	2019-08-19	Initial Issuance
<input type="checkbox"/>	3	NEW-19-082-002398	No	046 VISA DEBIT	0	08213600237312000001	RAJ KUMAR RAI	New Card	DHARAN BRANCH	2019-08-25	OK
<input type="checkbox"/>	4	NEW-19-041-002413	No	046 VISA DEBIT	0	04113600266256000001	GANESH GHALE	New Card	MAIN BRANCH	2019-08-26	ok
<input type="checkbox"/>	5	NEW-19-041-002414	No	046 VISA DEBIT	0	04111400266268000001	SANJAY PARAJULI	New Card	MAIN BRANCH	2019-08-26	ok
<input type="checkbox"/>	6	NEW-19-041-002415	No	046 VISA DEBIT	0	04113600266251000001	ANJANA SHIWAKOTI	New Card	MAIN BRANCH	2019-08-26	OK
		NFW-									

<input type="checkbox"/>	30	097-002512	No	VISA DEBIT	00259610	09713600259610000001	K.C.	Card	BRANCH	2019-08-27	Approved
<input type="checkbox"/>	37	NEW-19-097-002513	No	046 VISA DEBIT	00259614	09713600259614000001	KRISHNA PRASAD SUBEDI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
<input type="checkbox"/>	38	NEW-19-097-002514	No	046 VISA DEBIT	00259549	09713600259549000001	RAMCHANDRA PADEL	New Card	PURANCHAU BRANCH	2019-08-27	Approved
<input type="checkbox"/>	39	NEW-19-097-002516	No	046 VISA DEBIT	00259535	09713600259535000001	TILAK BAHADUR GHARTI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
<input checked="" type="checkbox"/>	40	NEW-19-097-002517	No	046 VISA DEBIT	00259528	09713600259528000001	RAJU POUDEL CHHETRI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
<input checked="" type="checkbox"/>	41	NEW-19-097-002518	No	046 VISA DEBIT	00259583	09713600259583000001	KESHAR BAHADUR BHUJEL	New Card	PURANCHAU BRANCH	2019-08-27	Approved
<input checked="" type="checkbox"/>	42	NEW-19-041-002520	No	046 VISA DEBIT	0	04113600266569000001	HARERAM PANERU	New Card	MAIN BRANCH	2019-08-27	ok
<input checked="" type="checkbox"/>	43	NEW-20-001-002601	No	Debit Card	1234567890	12345678901234567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	smartdoc

3. Click Create Batch

Now, selected data are sent to Batch List.

Batch List

Click Batch List.

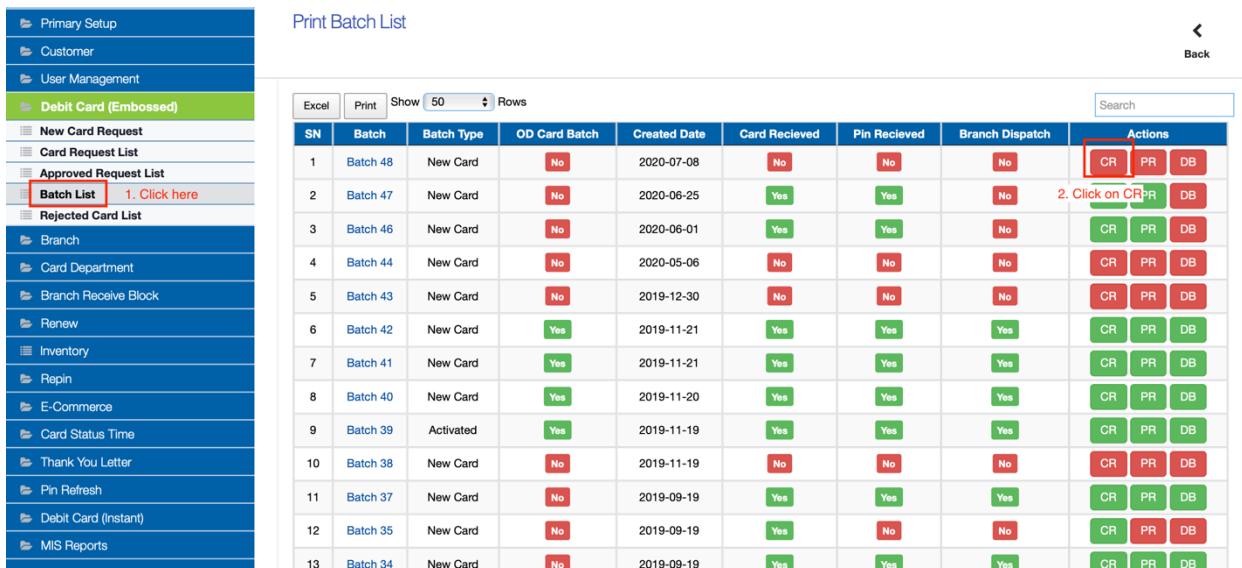
All the created batches are listed here.

Recently created batch is shown at the top.

Card received [CR], Pin Received [PR], and Branch dispatch [BD] can be done accordingly.

Card Received

Click on CR button.



SN	Batch	Batch Type	OD Card Batch	Created Date	Card Received	Pin Received	Branch Dispatch	Actions
1	Batch 48	New Card	No	2020-07-08	No	No	No	CR PR DB
2	Batch 47	New Card	No	2020-06-25	Yes	Yes	No	2. Click on CR PR DB
3	Batch 46	New Card	No	2020-06-01	Yes	Yes	No	CR PR DB
4	Batch 44	New Card	No	2020-05-06	No	No	No	CR PR DB
5	Batch 43	New Card	No	2019-12-30	No	No	No	CR PR DB
6	Batch 42	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
7	Batch 41	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
8	Batch 40	New Card	Yes	2019-11-20	Yes	Yes	Yes	CR PR DB
9	Batch 39	Activated	Yes	2019-11-19	Yes	Yes	Yes	CR PR DB
10	Batch 38	New Card	No	2019-11-19	No	No	No	CR PR DB
11	Batch 37	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB
12	Batch 35	New Card	No	2019-09-19	Yes	No	No	CR PR DB
13	Batch 34	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB

Now, a page is opened which shows detail of every card in the list.

Enter card number and expiry date of every card in the list.

Then, click Submit.

Debit Card Received (Regular)

List

Card Receipt  BACK

Excel File

Upload file here for bulk upload

Choose File no file selected

Upload

Error Card List

Excel Print Show 50 Rows Search

SN	Ref Code	Title	Debit Tran Date	Debit Tran ID	Request Title	Account number	Application Date	Print Name			
1	NEW-19-097-002516	046 VISA DEBIT	2019-08-27	00259535	NewCard	09713600259535000001	2019-08-27	TILAK BAHADUR GHARTI	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
2	NEW-19-097-002517	046 VISA DEBIT	2019-08-27	00259528	NewCard	09713600259528000001	2019-08-27	RAJU POUDEL CHHETRI	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
3	NEW-19-097-002518	046 VISA DEBIT	2019-08-27	00259583	NewCard	09713600259583000001	2019-08-27	KESHAR BAHADUR BHUJEL	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
4	NEW-19-041-002520	046 VISA DEBIT	2019-08-27	0	NewCard	04113600266569000001	2019-08-27	HARERAM PANERU	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
5	NEW-20-001-002601	Debit Card	2020-07-07	123456789	NewCard	12345678901234567890	2020-07-07	LEKH BAHADUR GURUNG	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											

Showing 0 to 0 of 0 entries

Submit 
2. Click Submit

Excel File Upload

There is an option for Bulk Excel Upload. It is done when there are many cards that are needed to be entered. The format is Account No, Card No, Expiry date. If the data matches with excel file format, then it will be automatically updated.

Click on Choose File button.

Select the file to be uploaded.

Click Upload button.

PIN Received
Click on PR button.

SN	Batch	Batch Type	OD Card Batch	Created Date	Card Received	Pin Received	Branch Dispatch	1. Click here
1	Batch 48	New Card	No	2020-07-08	Yes	No	No	CR PR DB
2	Batch 47	New Card	No	2020-06-25	Yes	Yes	No	CR PR DB
3	Batch 46	New Card	No	2020-06-01	Yes	Yes	No	CR PR DB
4	Batch 44	New Card	No	2020-05-06	No	No	No	CR PR DB
5	Batch 43	New Card	No	2019-12-30	No	No	No	CR PR DB
6	Batch 42	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
7	Batch 41	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
8	Batch 40	New Card	Yes	2019-11-20	Yes	Yes	Yes	CR PR DB
9	Batch 39	Activated	Yes	2019-11-19	Yes	Yes	Yes	CR PR DB
10	Batch 38	New Card	No	2019-11-19	No	No	No	CR PR DB
11	Batch 37	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB

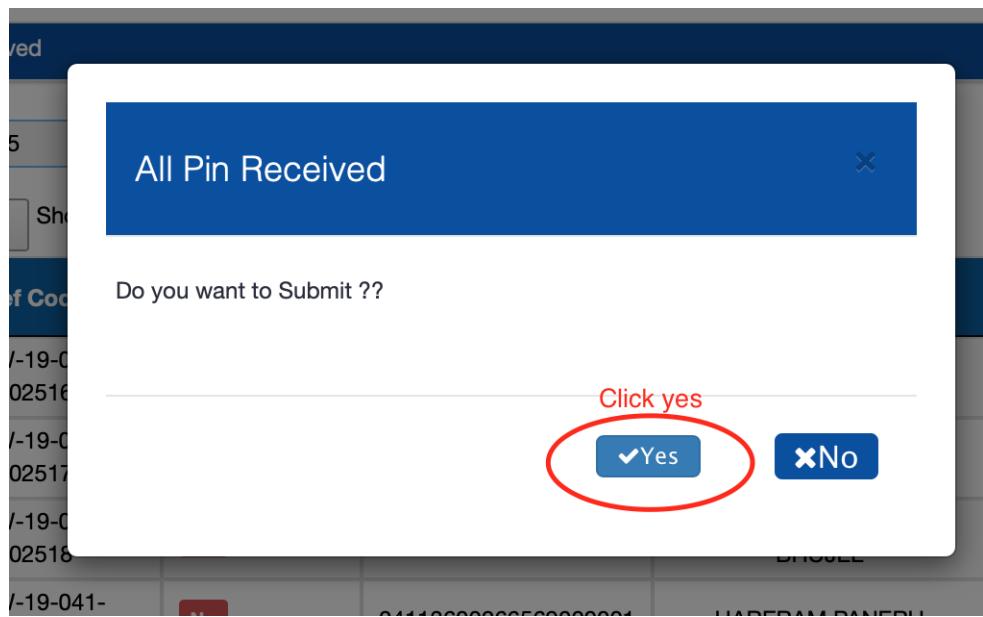
Detail about the card is displayed on the list.

User can mark every card as pin received at once. To do this, click Select All PR. Then, click Yes to mark as pin received

To mark only one card as pin received, click on PR button of that particular card.

SN	Ref Code	Supplementary	Account number	Print Name	Request Title	NIBL Batch No	Application Date	Action
1	NEW-19-097-002516	No	09713600259535000001	TILAK BAHADUR GHARTI	NewCard		2019-08-27	PR
2	NEW-19-097-002517	No	09713600259528000001	RAJU POUDEL CHHETRI	NewCard		2019-08-27	PR
3	NEW-19-097-002518	No	09713600259583000001	KESHAR BAHADUR BHUJEL	NewCard		2019-08-27	PR
4	NEW-19-041-002520	No	04113600266569000001	HARERAM PANERU	NewCard		2019-08-27	PR
5	NEW-20-001-002601	No	12345678901234567890	LEKH BAHADUR GURUNG	NewCard		2020-07-07	PR

Showing 1 to 5 of 5 entries



After this, the status of the card is changed.

Batch 48

List

Print Download BACK

Customer Received

Total Cards	5	Select All PR						
		Search						
Excel	Print	Show 50 Rows						
SN	Ref Code	Supplementary	Account number	Print Name	Request Title	NIBL Batch No	Application Date	Action
1	NEW-19-097-002516	No	09713600259535000001	TILAK BAHADUR GHARTI	NewCard		2019-08-27	PR
2	NEW-19-097-002517	No	09713600259528000001	RAJU POUDEL CHHETRI	NewCard		2019-08-27	PR
3	NEW-19-097-002518	No	09713600259583000001	KESHAR BAHADUR BHUJEL	NewCard		2019-08-27	PR
4	NEW-19-041-002520	No	04113600266569000001	HARERAM PANERU	NewCard		2019-08-27	PR
5	NEW-20-001-002601	No	12345678901234567890	LEKH BAHADUR GURUNG	NewCard		2020-07-07	PR

Showing 1 to 5 of 5 entries

Branch Received List

Click on Branch Received List.

List of batches are displayed in the list.

Click BR button of the particular batch.

The screenshot shows a web-based application interface for managing card batches. On the left, there is a sidebar with a logo and a search bar. Below the search bar is a list of menu items under the 'Branch' category, with 'Branch Received List' highlighted and a red box around it. A red box also surrounds the '1. Click here' link next to it. The main content area is titled 'Branch Received List'. It features a table with two rows of data. The columns are labeled: SN, Batch, Batch Type, OD Card Batch, Branch, Customer Notified, and Actions. The 'Actions' column contains three buttons: BR (highlighted with a red circle), CN, and CD. The first row has 'Batch 48' and 'New Card' in the 'Batch' and 'Batch Type' columns respectively. The second row has 'Batch 21' and 'New Card'. Both rows have 'No' in the 'OD Card Batch' and 'Customer Notified' columns. The 'Actions' column for both rows contains the BR, CN, and CD buttons. Above the table, there are buttons for 'Excel' and 'Print', and a 'Show 50 Rows' dropdown. At the top right, there are links for 'Delivered' and 'Back'. A red box highlights the '2. Click BR' text above the BR button in the first row's Actions column. A small number '1' is visible at the bottom right of the table.

SN	Batch	Batch Type	OD Card Batch	Branch	Customer Notified	Actions
1	Batch 48	New Card	No	NEWROAD BRANCH	No	BR CN CD
2	Batch 21	New Card	No	NEWROAD BRANCH	No	BR CN CD

Card Block

Request Card Block

User having the role of Branch user can access this menu.

Click Branch.

Click Request Card Block.

All the activated cards of that particular branch are listed here.

Now, click on the Ref Code of that card that needs to be blocked.

User can search the card by inputting the customer name, card no, account no, etc.

SN	Ref Code	Card no.	Supplementary	Account number	Print Name	Batch no.	Card Activated Date
1	ACT-19-999-000838	4703#####1893	No	00112500004682000001	GANGA KUMARI PARAJULI POUDEL	Batch21	2019-08-19
2	ACT-19-999-000993	4703#####1885	No	00111800022733000001	BELSARI THAPA	Batch21	2019-08-21
3	ACT-19-999-000834	4703#####1851	No	00111200194476000001	PARBATI BHUJEL	Batch21	2019-08-19
4	ACT-19-999-000839	4703#####1877	No	00111200241872000001	SANGITA KHADKA	Batch21	2019-08-19

Detail about the card is displayed.

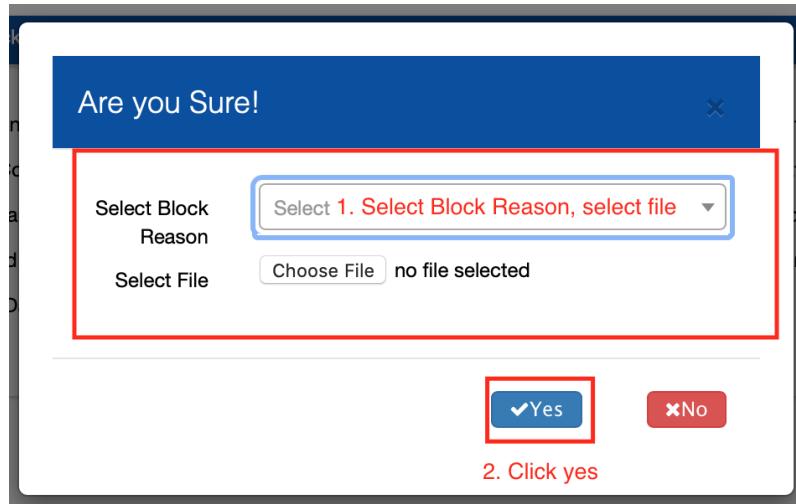
Now, Click Block Request button.

Debit Tran ID		Account number	00112500004682000001
Ref Code	ACT-19-999-000838	Application Date	2019-07-29
Print Name	GANGA KUMARI PARAJULI POUDEL	Product Type	046 VISA DEBIT
Card no	4703#####1893	Card Status	Activated
Expiry Date	0001-01-01		

Block Request

Click Here

After this, select block reason and upload a file. Then, click Yes.



Now, the card is sent to Card Block Request List.

Card Block Request List

Card Department user can access this menu.

Click Card Block Request List.

All the requests to block cards are listed here.

Click Confirm Block button of that card to block.

SN	Card Number	Ref Code	Supplementary	Account Number	Customer Name	Card Block Reason	Block Request Date	Uploaded File	Action
1	4703#####3721	BLK-19-017-000010	No	01713300226806000001	RITU RANABHAT	Damaged	2019-09-30	file name [?] Confirm Block 2. Click Confirm Block	
2	4703#####1893	BLK-20-001-000011	No	001125000468200001	GANGA KUMARI PARAJULI POUDEL	Lost	2020-07-16	[?] Confirm Block	

After clicking Confirm Block button, the blocked card is sent to Blocked Card List.

Blocked Card List

Click Branch.

Click Blocked Card List.

All the blocked card are listed here.

To view detail about particular blocked card, click on the Ref Code of that card.

Detail about the blocked card is displayed.

From here, branch user can request to un-block or renew.

SN	Status	Updated By	Date	Remarks
1	Blocked	24a36bad-3f97-4997-a330-bc132ab2f888	2020-07-16	Blocked
2	RequestBlock	01c070ef-0530-4fa8-abc7-b9b93934dbc0	2020-07-16	Requested Card Block

Card Unblock

Blocked Card List

Click Branch.

Click Blocked Card List.

All the blocked card are listed here.

Click on the Ref Code of that card.

The screenshot shows a 'Blocked Card List' interface. On the left is a sidebar with a 'Brief' logo and navigation links: Customer, Debit Card (Embossed), Branch (highlighted in green), Branch Received List, Branch Activation List, Request Card Block, Blocked Card List (highlighted in red with a tooltip '1. Click Here'), Activated Card, and Branch Receive Block. The main area has a 'Blocked Card List' title and a table with columns: SN, Ref Code, Card no., Supplementary, Account number, Print Name, Blocked Reason, Card Status, and Blocked Date. One row is shown: SN 1, Ref Code BLK-20-001-000011, Card no. 4703#####1893, Supplementary No, Account number 00112500004682000001, Print Name GANGA KUMARI PARAJULI POUDEL, Blocked Reason Lost, Card Status Blocked, and Blocked Date 2020-07-16. A red box highlights the 'Ref Code' column. Below the table, a message says 'Showing 1 to 1 of 1 entries'.

Detail about the blocked card is displayed.

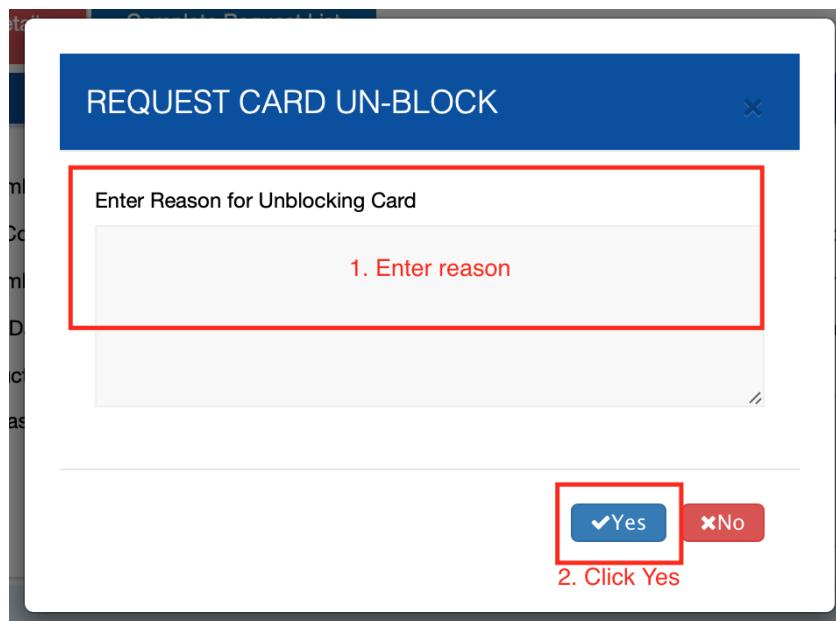
Click Un-Block button.

The screenshot shows a 'Debit Card Service Request' page. At the top right are three buttons: Un-Block (highlighted with a red box), Renew, and Re-Print. Below is a navigation bar with 'Current Request Details' (red) and 'Complete Request List' (blue). A 'Click Un-Block' link is visible. The 'Request Details' section contains fields: Card Number (4703#####1893), Ref Code (BLK-20-001-000011), Account number (00112500004682000001), Application Date (2019-07-29), Charge Deducted (Free), and Free Issuance Reason (empty). To the right are: Card Status (Blocked), Product Type (046 VISA DEBIT), Print Name (GANGA KUMARI PARAJULI POUDEL), and Supplementary (No). Below is a 'Record History' table:

SN	Status	Updated By	Date	Remarks
1	Blocked	24a36bad-3f97-4997-a330-bc132ab2f888	2020-07-16	Blocked
2	RequestBlock	01c070ef-0530-4fa8-abc7-b9b93934dbc0	2020-07-16	Requested Card Block

Now, enter reason to un-block the card.

Then, click Yes.



Now, the card is sent to Card Unblock Request List.

Card Unblock Request List

User having the role of Central User can confirm un-block request.

Click Card Department.

Then, click Card Unblock Request list.

All the requests to un-block are listed here.

Click Confirm Unblock, to unblock that card.

Card Unblock Request								
List								
Excel Print Show 50 Rows Search								
SN	Ref Code	Card Number	Supplementary	Account Number	Customer Name	Card Unblock Reason	Unblock Request Date	Action
1	UBK-19-017-000002		No	08213600256313000001	RAMESH KUMAR RAI	ok	9/6/2019	<button>Confirm Unblock</button>
2	UBK-19-017-000003		No	08213600256313000001	RAMESH KUMAR RAI	ok	9/6/2019	<button>Confirm Unblock</button>
3	UBK-20-001-000005	4703#####1893	No	00112500004682000001	GANGA KUMARI PARAJULI POUDEL	unblock	7/16/2020	<button>Confirm Unblock</button>

Showing 1 to 3 of 3 entries

1. Click Here 2. Click Confirm Unblock

Card Reprint

Blocked Card List

Click Branch.

Click Blocked Card List.

All the blocked card are listed here.

Click on the Ref Code of that card.

The screenshot shows a search interface with a sidebar menu on the left. The sidebar includes options like Customer, Debit Card (Embossed), Branch (highlighted in green), Branch Received List, Branch Activation List, Request Card Block, Blocked Card List (highlighted in red with a tooltip '1. Click Here'), Activated Card, and Branch Receive Block. The main content area is titled 'Blocked Card List' and displays a table with one row. The table columns are SN, Ref Code, Card no., Supplementary, Account number, Print Name, Blocked Reason, Card Status, and Blocked Date. The data in the first row is: SN 1, Ref Code BLK-20-001-000011, Card no. 4703#####1893, Supplementary No, Account number 00112500004682000001, Print Name GANGA KUMARI PARAJULI POUDEL, Blocked Reason Lost, Card Status Blocked, and Blocked Date 2020-07-16. A tooltip '2. Click Ref Code' points to the Ref Code cell. Below the table, it says 'Showing 1 to 1 of 1 entries'.

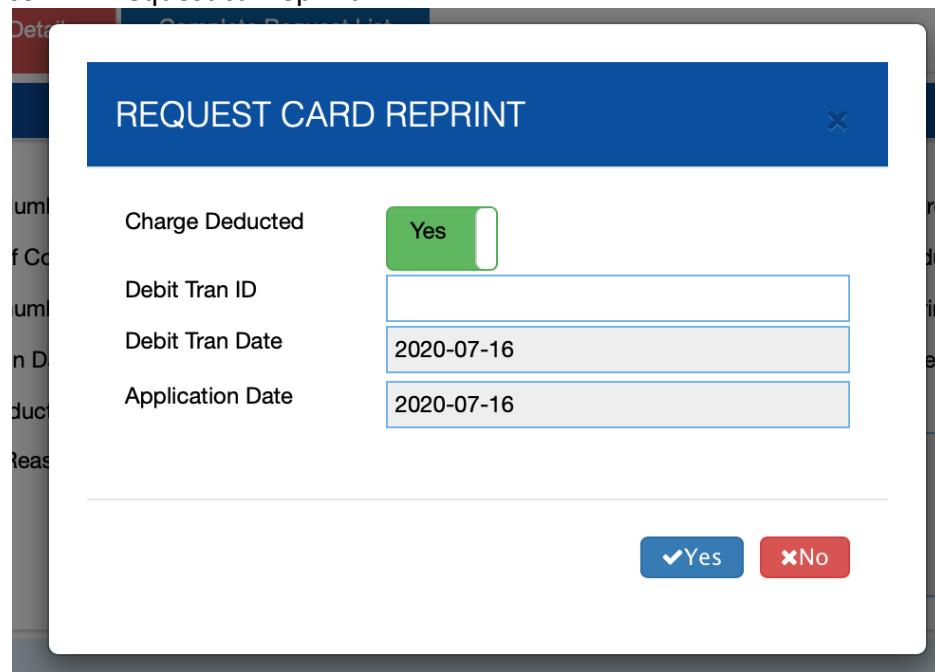
Detail about the blocked card is displayed.

Click on the Reprint button.

The screenshot shows a service request form for a debit card. At the top, there are three buttons: 'Un-Block' (green), 'Renew' (light blue), and 'Re-Print' (green, highlighted with a red box). Below these are tabs for 'Current Request Details' (red) and 'Complete Request List' (blue, selected). To the right, there is a 'Click Here' link. The 'Request Details' section contains fields for Card Number (4703#####1893), Ref Code (BLK-20-001-000012), Account number (00112500004682000001), Application Date (2019-07-29), Charge Deducted (Free), and Free Issuance Reason (empty). To the right of these fields are: Card Status (Blocked, red box), Product Type (046 VISA DEBIT), Print Name (GANGA KUMARI PARAJULI POUDEL), and Supplementary (No). Below this is a 'Record History' section with a table showing three rows of activity logs.

SN	Status	Updated By	Date	Remarks
1	Blocked	24a36bad-3f97-4997-a330-bc132ab2f888	2020-07-16	Blocked
2	Blocked	24a36bad-3f97-4997-a330-bc132ab2f888	2020-07-16	Blocked
3	RequestBlock	01c070ef-0530-4fa8-abc7-b9b93934dbc0	2020-07-16	Requested Card Block

Click yes to confirm request car reprint.



Now, the card is sent to Branch Admin.

Card Request List

User having a role of Branch Admin can approve or return the card.

Click on Card Request List.

Then, click on the Details button of the requested card.

SN	Ref Code	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Debit Tran Date	Action
1	NEW-19-001-002163		00111200070997000001	INISHA GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
2	NEW-19-001-002164		00112800000004000001	RAM PRASAD PANT	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
3	NEW-19-001-002165		00113600264685000001	USHA ADHIKARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
4	NEW-19-001-002166		00111200003561000001	GOPAL GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
5	NEW-19-001-002167		00111200015033000001	KAILASH PRAKASH PAUDYAL	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
6	NEW-19-001-002168		00113600263928000001	MADAN RAJ GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
7	NEW-19-001-002169		00113600263890000001	NARENDRA KUMAR RANA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
8	NEW-19-001-002170		00113600258749000001	ROSHAN GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
9	NEW-19-001-002171		00112800014976000001	BABU RAM PATHAK	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
10	NEW-19-001-002172		04111300261345000001	SUBINA TIWARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
11	NEW-19-001-002173		00111200000482000001	ANUSHRA SHRESTHA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	<button>Details</button>
12	NEW-19-001-002557	4165456	65546546564	kashh	New Card	NEWROAD BRANCH	2019-09-04	2019-09-04	<button>Details</button>
13	NEW-20-001-002601	123456789	12345678901234567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	2020-07-07	<button>Details</button>

Now, the detail about the selected card is displayed.

Click Approve button to approve the card request or click Return button to return the card request.

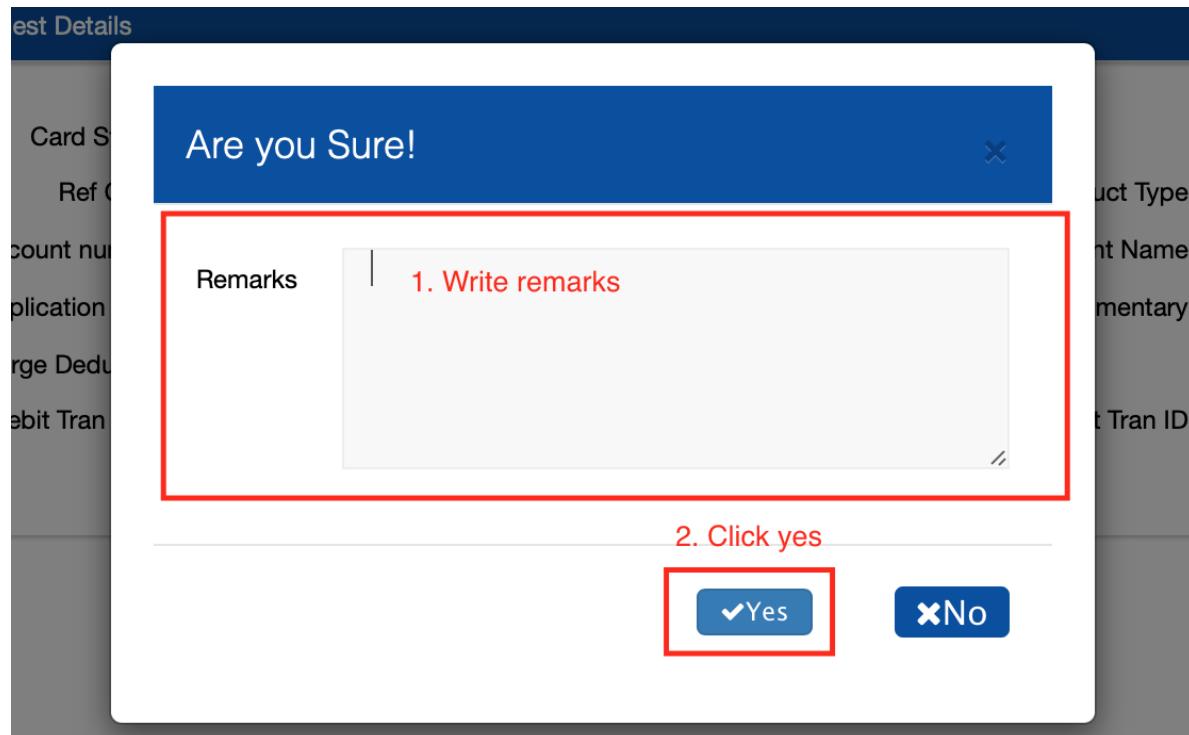
Debit Card Service Request (Regular)

Details

BACK

Card Request Details	
Card Status	New Request
Ref Code	NEW-20-001-002601
Account number	12345678901234567890
Application Date	2020-07-07
Charge Deducted	Yes
Debit Tran Date	2020-07-07
Product Type	Debit Card
Print Name	LEKH BAHADUR GURUNG
Supplementary	No
Debit Tran ID	123456789
Return Approve	

After clicking Approve, write remarks and click Yes.



Now, the file is approved. The data is sent to the Approved Request.

Approved Request

User having a role if Central User can access this menu.

Click Approved Request List.

List of approved requests are displayed. All the cards that have been approved by the branch admin are listed here.

Select the data and click Create batch button.

SN	Ref Code	Supplementary	Title	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Remarks
1	NEW-19-093-002384	No	046 VISA DEBIT		09311200260752000001	SUJAN BARAYA	New Card	RADHE RADHE BRANCH	2019-07-23	Initial Issuance
2	NEW-19-093-002395	No	046 VISA DEBIT		09313600264860000001	KHAGENDRA PRASAD DHAKAL	New Card	RADHE RADHE BRANCH	2019-08-19	Initial Issuance
3	NEW-19-082-002398	No	046 VISA DEBIT	0	08213600237312000001	RAJ KUMAR RAI	New Card	DHARAN BRANCH	2019-08-25	OK
4	NEW-19-041-002413	No	046 VISA DEBIT	0	04113600266256000001	GANESH GHALE	New Card	MAIN BRANCH	2019-08-26	ok
5	NEW-19-041-002414	No	046 VISA DEBIT	0	04111400266268000001	SANJAY PARAJULI	New Card	MAIN BRANCH	2019-08-26	ok
6	NEW-19-041-002415	No	046 VISA DEBIT	0	04113600266251000001	ANJANA SHIWAKOTI	New Card	MAIN BRANCH	2019-08-26	OK
	NFW-									

30	097-002512	No	VISA DEBIT	00259610	09713600259610000001	K.C.	Card	BRANCH	2019-08-27	Approved
37	NEW-19-097-002513	No	046 VISA DEBIT	00259614	09713600259614000001	KRISHNA PRASAD SUBEDI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
38	NEW-19-097-002514	No	046 VISA DEBIT	00259549	09713600259549000001	RAMCHANDRA PADEL	New Card	PURANCHAU BRANCH	2019-08-27	Approved
39	NEW-19-097-002516	No	046 VISA DEBIT	00259535	09713600259535000001	TILAK BAHADUR GHARTI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
40	NEW-19-097-002517	No	046 VISA DEBIT	00259528	09713600259528000001	RAJU POUDEL CHHETRI	New Card	PURANCHAU BRANCH	2019-08-27	Approved
41	NEW-19-097-002518	No	046 VISA DEBIT	00259583	09713600259583000001	KESHAR BAHADUR BHUJEL	New Card	PURANCHAU BRANCH	2019-08-27	Approved
42	NEW-19-041-002520	No	046 VISA DEBIT	0	04113600266569000001	HARERAM PANERU	New Card	MAIN BRANCH	2019-08-27	ok
43	NEW-20-001-002601	No	Debit Card	1234567890	12345678901234567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	smartdoc

Now, selected data are sent to Batch List.

Batch List

Click Batch List.

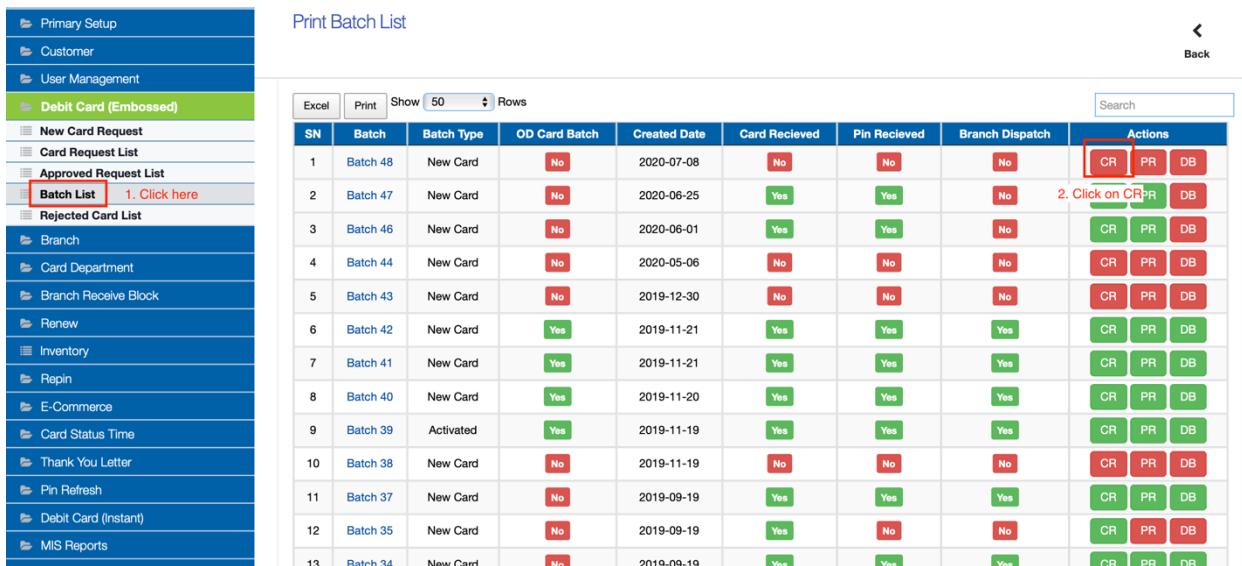
All the created batches are listed here.

Recently created batch is shown at the top.

Card received [CR], Pin Received [PR], and Branch dispatch [BD] can be done accordingly.

Card Received

Click on CR button.



SN	Batch	Batch Type	OD Card Batch	Created Date	Card Received	Pin Received	Branch Dispatch	Actions
1	Batch 48	New Card	No	2020-07-08	No	No	No	CR PR DB
2	Batch 47	New Card	No	2020-06-25	Yes	Yes	No	2. Click on CR PR DB
3	Batch 46	New Card	No	2020-06-01	Yes	Yes	No	CR PR DB
4	Batch 44	New Card	No	2020-05-06	No	No	No	CR PR DB
5	Batch 43	New Card	No	2019-12-30	No	No	No	CR PR DB
6	Batch 42	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
7	Batch 41	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
8	Batch 40	New Card	Yes	2019-11-20	Yes	Yes	Yes	CR PR DB
9	Batch 39	Activated	Yes	2019-11-19	Yes	Yes	Yes	CR PR DB
10	Batch 38	New Card	No	2019-11-19	No	No	No	CR PR DB
11	Batch 37	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB
12	Batch 35	New Card	No	2019-09-19	Yes	No	No	CR PR DB
13	Batch 34	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB

Now, a page is opened which shows detail of every card in the list.

Enter card number and expiry date of every card in the list.

Then, click Submit.

Debit Card Received (Regular)

List

Card Receipt  BACK

Excel File

Upload file here for bulk upload

Choose File no file selected

Upload

Error Card List

Excel Print Show 50 Rows Search

SN	Ref Code	Title	Debit Tran Date	Debit Tran ID	Request Title	Account number	Application Date	Print Name			
1	NEW-19-097-002516	046 VISA DEBIT	2019-08-27	00259535	NewCard	09713600259535000001	2019-08-27	TILAK BAHADUR GHARTI	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
2	NEW-19-097-002517	046 VISA DEBIT	2019-08-27	00259528	NewCard	09713600259528000001	2019-08-27	RAJU POUDEL CHHETRI	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
3	NEW-19-097-002518	046 VISA DEBIT	2019-08-27	00259583	NewCard	09713600259583000001	2019-08-27	KESHAR BAHADUR BHUJEL	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
4	NEW-19-041-002520	046 VISA DEBIT	2019-08-27	0	NewCard	04113600266569000001	2019-08-27	HARERAM PANERU	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											
5	NEW-20-001-002601	Debit Card	2020-07-07	123456789	NewCard	12345678901234567890	2020-07-07	LEKH BAHADUR GURUNG	<table border="1"><tr><td>0</td></tr><tr><td>2020-07-08</td></tr></table>	0	2020-07-08
0											
2020-07-08											

Showing 0 to 0 of 0 entries

Submit 
2. Click Submit

Excel File Upload

There is an option for Bulk Excel Upload. It is done when there are many cards that are needed to be entered. The format is Account No, Card No, Expiry date. If the data matches with excel file format, then it will be automatically updated.

Click on Choose File button.

Select the file to be uploaded.

Click Upload button.

PIN Received
Click on PR button.

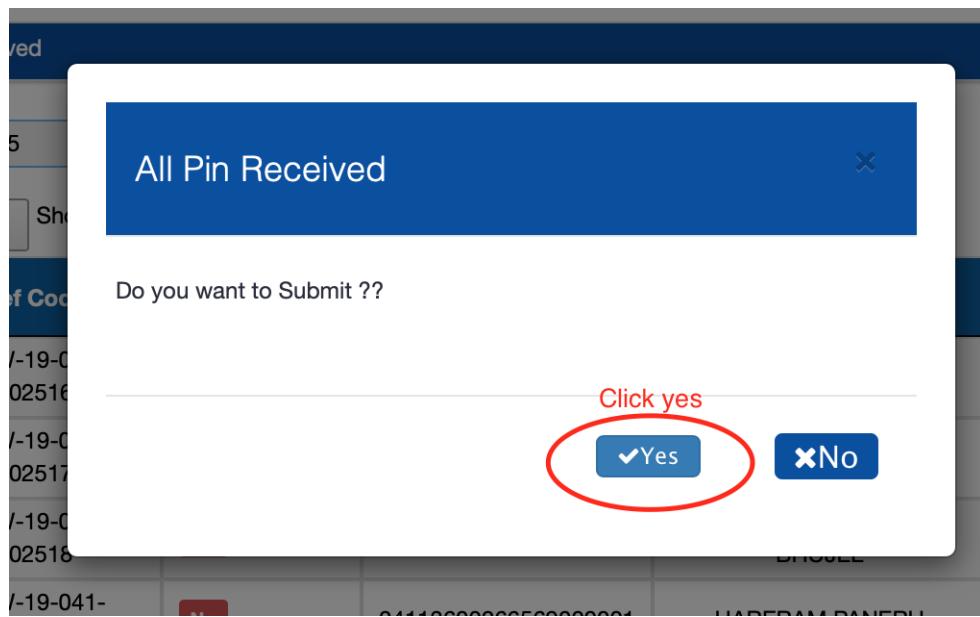
SN	Batch	Batch Type	OD Card Batch	Created Date	Card Received	Pin Received	Branch Dispatch	1. Click here
1	Batch 48	New Card	No	2020-07-08	Yes	No	No	CR PR DB
2	Batch 47	New Card	No	2020-06-25	Yes	Yes	No	CR PR DB
3	Batch 46	New Card	No	2020-06-01	Yes	Yes	No	CR PR DB
4	Batch 44	New Card	No	2020-05-06	No	No	No	CR PR DB
5	Batch 43	New Card	No	2019-12-30	No	No	No	CR PR DB
6	Batch 42	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
7	Batch 41	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
8	Batch 40	New Card	Yes	2019-11-20	Yes	Yes	Yes	CR PR DB
9	Batch 39	Activated	Yes	2019-11-19	Yes	Yes	Yes	CR PR DB
10	Batch 38	New Card	No	2019-11-19	No	No	No	CR PR DB
11	Batch 37	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB

Detail about the card is displayed on the list.

User can mark every card as pin received at once. To do this, click Select All PR. Then, click Yes to mark as pin received

To mark only one card as pin received, click on PR button of that particular card.

SN	Ref Code	Supplementary	Account number	Print Name	Request Title	NIBL Batch No	Application Date	Action
1	NEW-19-097-002516	No	09713600259535000001	TILAK BAHADUR GHARTI	NewCard		2019-08-27	PR
2	NEW-19-097-002517	No	09713600259528000001	RAJU POUDEL CHHETRI	NewCard		2019-08-27	PR
3	NEW-19-097-002518	No	09713600259583000001	KESHAR BAHADUR BHUJEL	NewCard		2019-08-27	PR
4	NEW-19-041-002520	No	04113600266569000001	HARERAM PANERU	NewCard		2019-08-27	PR
5	NEW-20-001-002601	No	12345678901234567890	LEKH BAHADUR GURUNG	NewCard		2020-07-07	PR



After this, the status of the card is changed.

Batch 48

List

Print Download BACK

Customer Received

Total Cards	5	Select All PR						
		Search						
Excel	Print	Show 50 Rows						
SN	Ref Code	Supplementary	Account number	Print Name	Request Title	NIBL Batch No	Application Date	Action
1	NEW-19-097-002516	No	09713600259535000001	TILAK BAHADUR GHARTI	NewCard		2019-08-27	PR
2	NEW-19-097-002517	No	09713600259528000001	RAJU POUDEL CHHETRI	NewCard		2019-08-27	PR
3	NEW-19-097-002518	No	09713600259583000001	KESHAR BAHADUR BHUJEL	NewCard		2019-08-27	PR
4	NEW-19-041-002520	No	04113600266569000001	HARERAM PANERU	NewCard		2019-08-27	PR
5	NEW-20-001-002601	No	12345678901234567890	LEKH BAHADUR GURUNG	NewCard		2020-07-07	PR

Showing 1 to 5 of 5 entries

Branch Received List

Click on Branch Received List.

List of batches are displayed in the list.

Click BR button of the particular batch.

The screenshot shows a web-based application interface for managing card batches. On the left, there is a sidebar menu with various options like Customer, Debit Card (Embossed), Branch, and Branch Received List. The 'Branch Received List' option is highlighted with a red box and labeled '1. Click here'. The main content area is titled 'Branch Received List' and contains a table with two entries. The table has columns for SN, Batch, Batch Type, OD Card Batch, Branch, Customer Notified, and Actions. The 'Actions' column includes buttons for BR, CN, and CD. The first entry (Batch 48) has its BR button circled in red with the instruction '2. Click BR'. The second entry (Batch 21) also has a BR button. The table shows 2 of 2 entries.

SN	Batch	Batch Type	OD Card Batch	Branch	Customer Notified	Actions
1	Batch 48	New Card	No	NEWROAD BRANCH	No	BR CN CD
2	Batch 21	New Card	No	NEWROAD BRANCH	No	BR CN CD

Re-pin

Request Repin

Branch User can access this menu.

Click on Repin.

Click Request Repin.

Click on the Ref Code of the card to repin.

Debit Card Request (Repin)

SN	Ref Code	Card no.	Supplementary	Account number	Print Name	Batch no.	Received Date
1	ACT-19-999-000993	4703650010001885	No	00111800022733000001	BELSARI THAPA	Batch21	2019-08-21
2	ACT-19-999-000834	4703650010001851	No	00111200194476000001	PARBATI BHUJEL	Batch21	2019-08-19
3	ACT-19-999-000839	4703650010001877	No	00111200241872000001	SANGITA KHADKA	Batch21	2019-08-19

Detail about the card is displayed.

Fill in the Request Re-pin form, then click Submit.

Debit Card Service Request (Regular)

Details

BACK

Card Details

Card Number	4703#####1885	Card Status	Activated
Ref Code	ACT-19-999-000993	Product Type	046 VISA DEBIT
Account number	00111800022733000001	Print Name	BELSARI THAPA
Application Date	2019-07-29	Supplementary	No
Charge Deducted	Free		

Request Repin

1. Request Repin

Charge Deducted: Free

Select File: Choose File | no file selected

Collection Branch: NEWROAD BRANCH

Remarks:

Free Issuance Reason:

2. Click Submit

Submit

Now, the file is sent to Re-pin Request List.

Re-pin Request list

User having the role of Branch Admin can access this menu.

Click Repin.

Click Repin Request list.

Click on the Detail button of that particular card.

SN	Card no.	Ref Code	Supplementary	Account no.	Print Name	Debit Tran ID	Debit Tran Date	Card Status	Action
1	4703659990051638	ACT-19-999-000674	No	08513600261944000001	LALAN THAKUR	B72122101	2019-08-18	RePin	Details
2	4703650010001885	RPN-20-001-000008	No	00111800022733000001	BELSARI THAPA			RePin	Details

Detail about that card is displayed. Click Approve button to approve repin request.

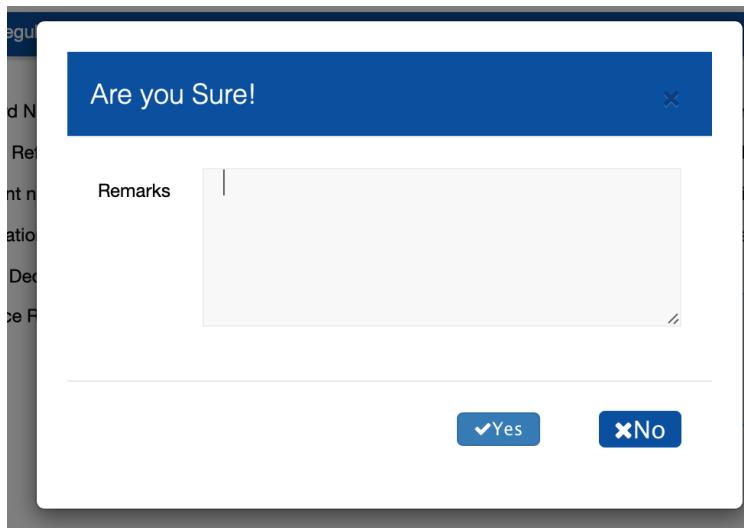
Debit Card Repin

Details

BACK

Debit Card (Regular) Repin Details	
Card Number	4703#####1885
Ref Code	RPN-20-001-000008
Account number	00111800022733000001
Application Date	2020-07-16
Charge Deducted	Free
Free Issuance Reason	repin
File	
Click Approve	

Write remarks and click Yes to confirm.



Now, the file is sent to Approved Request list.

Approved Request List

All the cards that are approved by branch admin are listed here.

User having the role of Central User can access this menu.

Click on Approved Request list.

Click Create batch.

Now, a batch is created, which can be viewed from Repin Batch List.

SN	Ref Code	Card No.	Supplementary	Debit Tran ID	Account number	Print Name	Request Title	Application Date	Remarks	Debit Tran Date
1	RPN-20-012-000007	4703#####2708	No		01213600028441000004	SANGEETA RJAL	RePin	2020-07-12	rr	
2	RPN-20-001-000008	4703#####1885	No		00111800022733000001	BELSARI THAPA	RePin	2020-07-16	repin approved	

Repin Batch List

All the list of batches created are shown here and the last created batch is shown on the top. Pin Received (PR) and Branch dispatch (BD) can be done from here.