CARD MANAGEMENT

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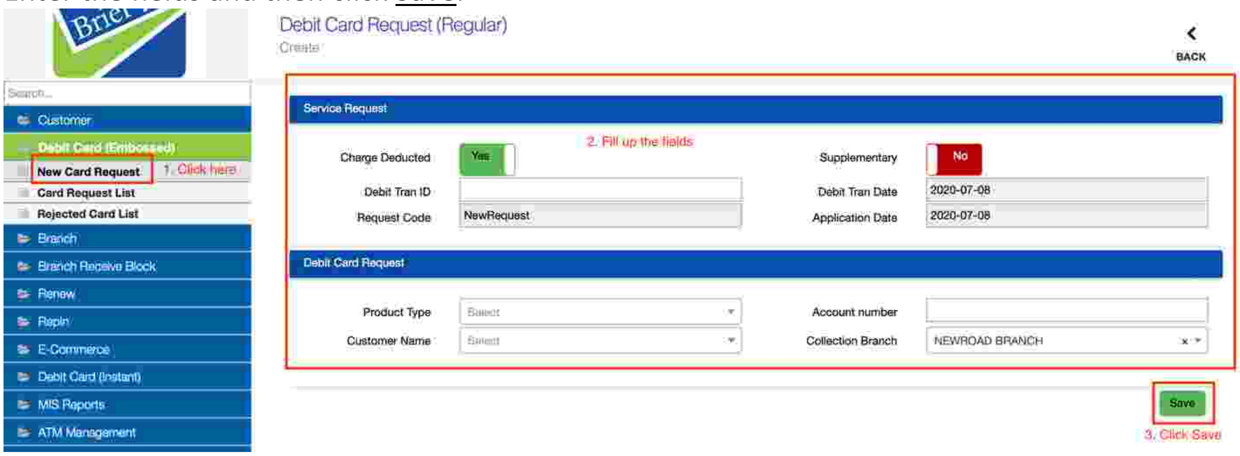
Debit Card (regular) Steps:

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.



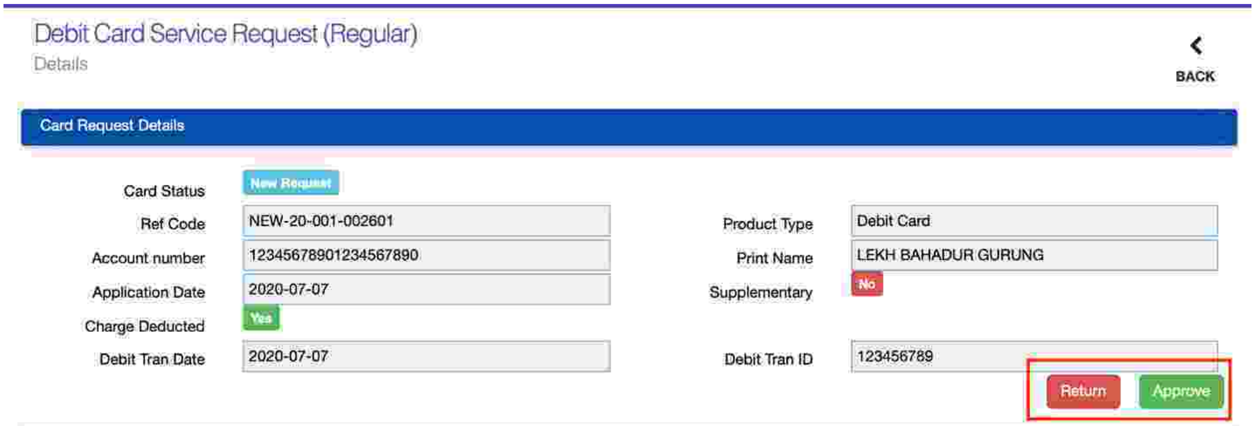
Now, the data is sent to Card Request List.

Card Request List

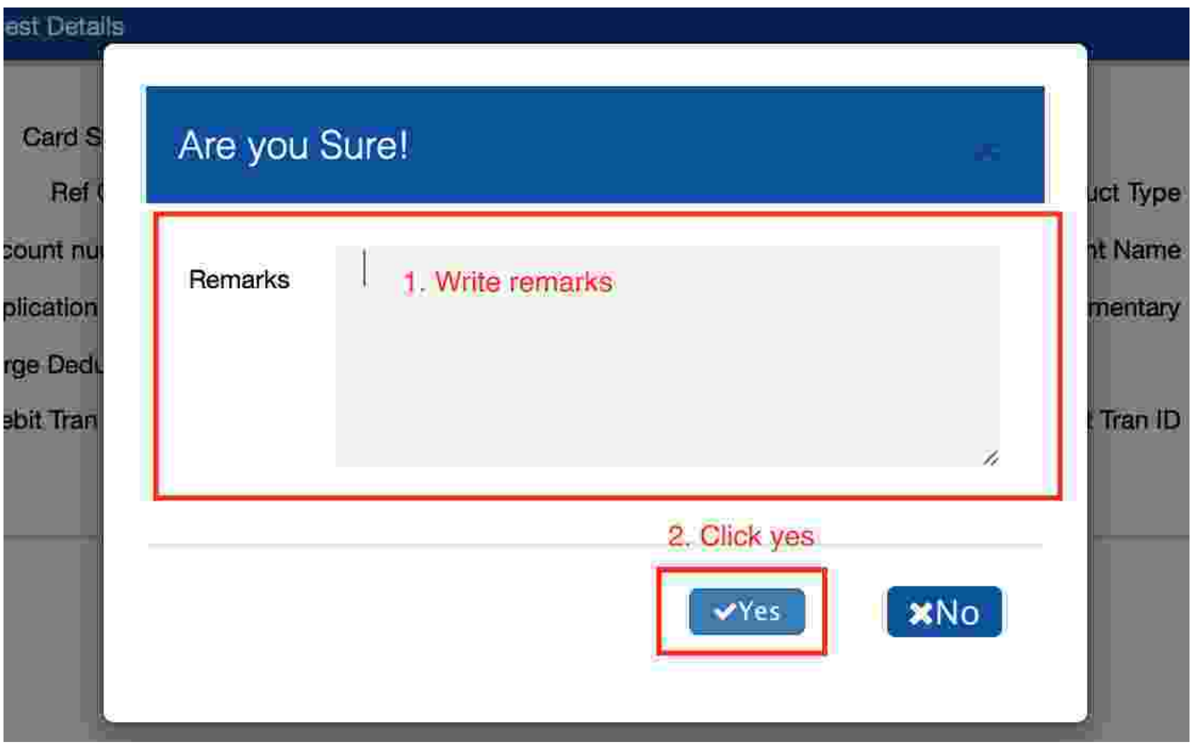
User having a role of Branch Admin can approve or return the card.
Click on Card Request List.
Then, click on the Details button of the requested card.

SN	Ref Code	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Debit Tran Date	Action
1	NEW-19-001-002163		0011120007099700001	INISHA GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
2	NEW-19-001-002164		0011280000000400001	RAM PRASAD PANT	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
3	NEW-19-001-002165		0011360026468500001	USHA ADHIKARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
4	NEW-19-001-002166		0011120000356100001	GOPAL GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
5	NEW-19-001-002167		0011120001503300001	KAILASH PRAKASH PAUDYAL	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
6	NEW-19-001-002168		0011360026392800001	MADAN RAJ GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
7	NEW-19-001-002169		0011360026389000001	NARENDRA KUMAR RANA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
8	NEW-19-001-002170		0011360025874900001	ROSHAN GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
9	NEW-19-001-002171		0011280001497600001	BABU RAM PATHAK	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
10	NEW-19-001-002172		0411130026134500001	SUBINA TIWARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Details
11	NEW-19-001-002173		0011120000048200001	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.



After clicking Approve, write remarks and click Yes.



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

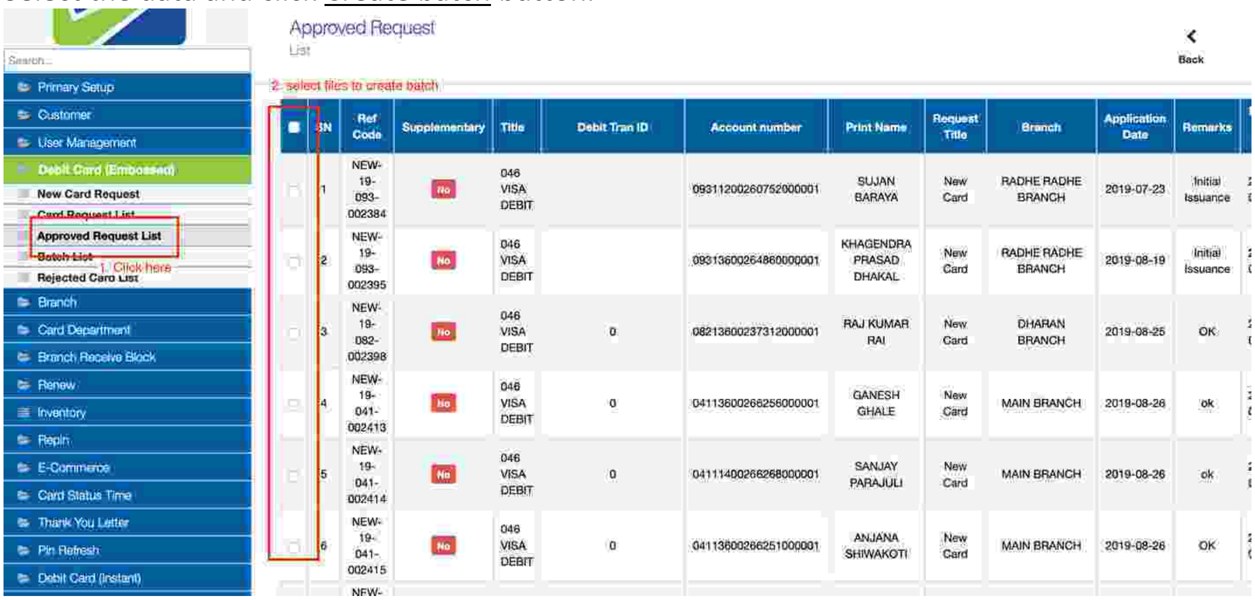
Approved Request

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.



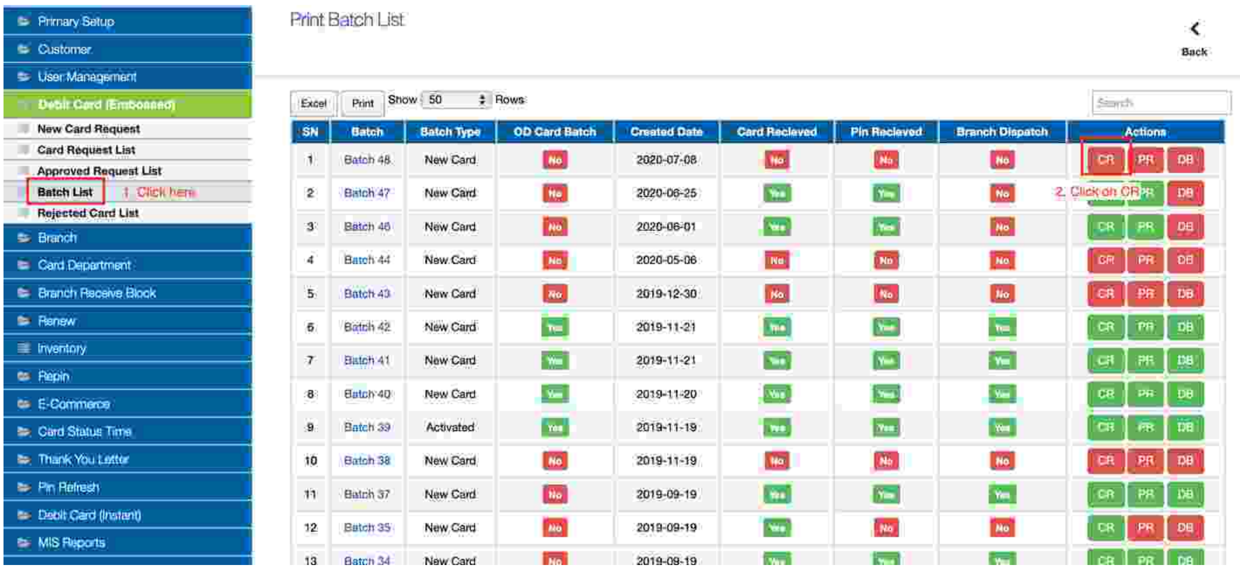
Now, selected data are sent to Batch List.

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.

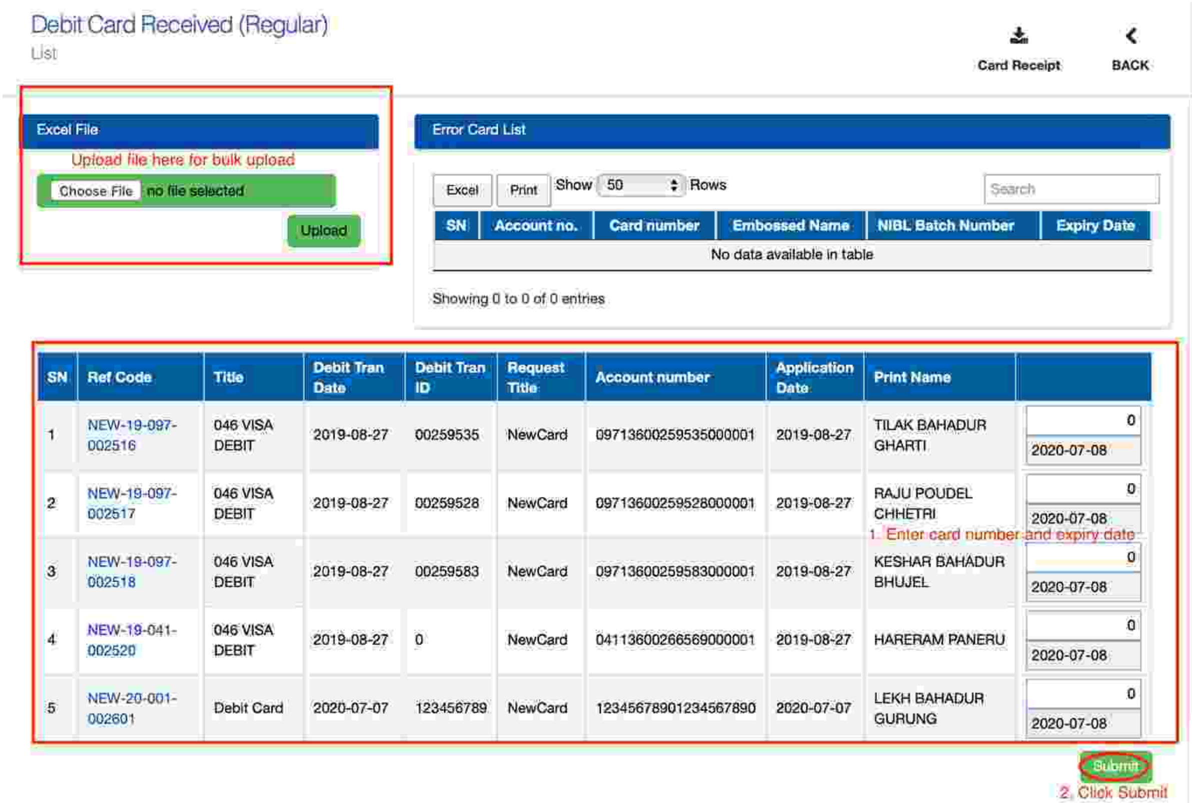
Card Received

Click on CR button.



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.



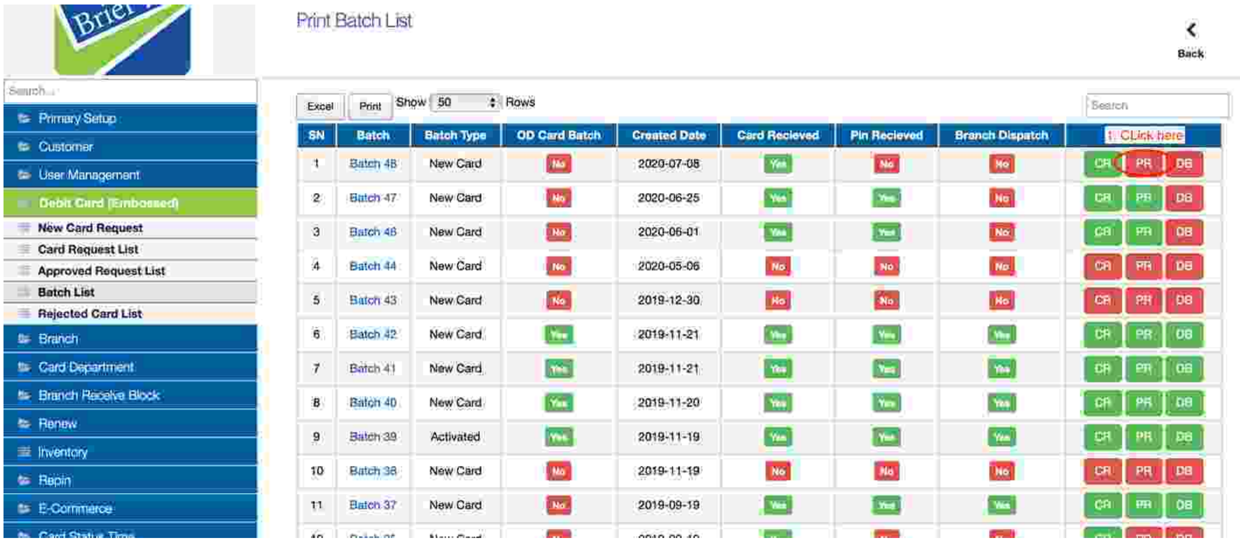
Excel File Upload

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

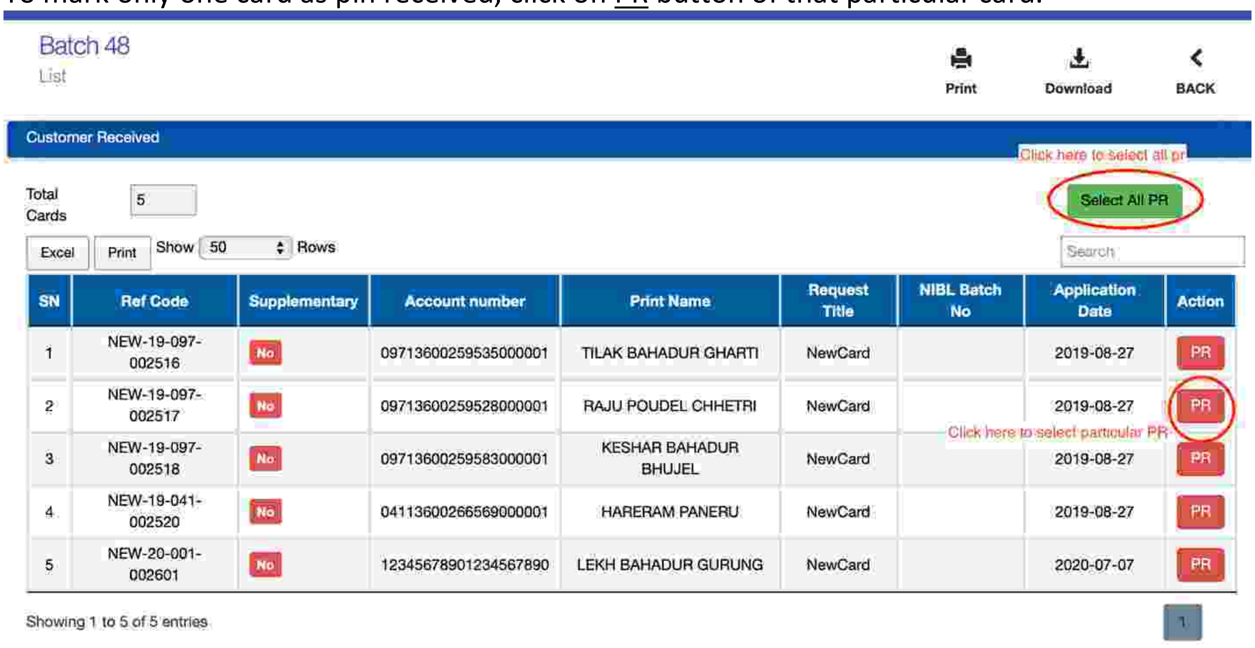
Click on PR button.

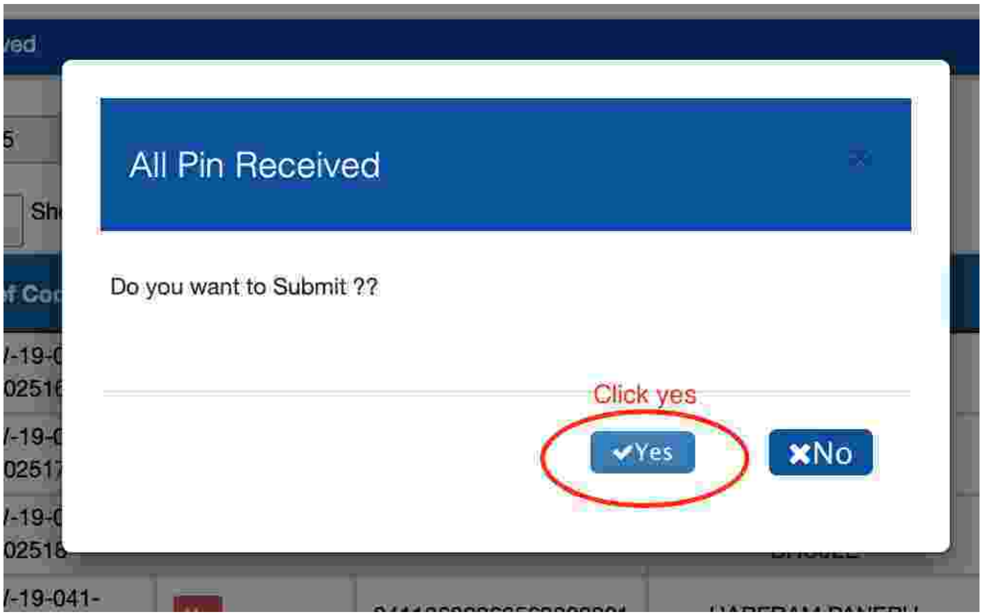


Detail about the card is displayed on the list.

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.





After this, the status of the card is changed.

Batch 48
List

Print Download BACK

Customer Received

Total Cards 5

Select All PR

Excel Print Show 50 Rows

Search

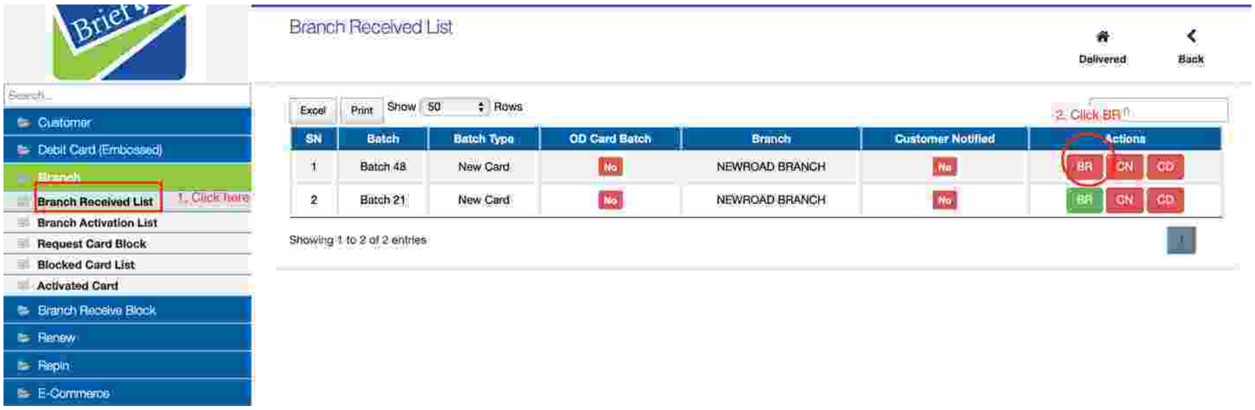
SN	Ref Code	Supplementary	Account number	Print Name	Request Title	NIBL Batch No	Application Date	Action
1	NEW-19-097-002516	No	09713600259535000001	TILAK BAHADUR GHARTI	NewCard		2019-08-27	PR
2	NEW-19-097-002517	No	09713600259528000001	RAJU POUDEL CHHETRI	NewCard		2019-08-27	PR
3	NEW-19-097-002518	No	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

1

Branch Received List

Click on Branch Received List.
List of batches are displayed in the list.
Click BR button of the particular batch.



Card Block

Request Card Block

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

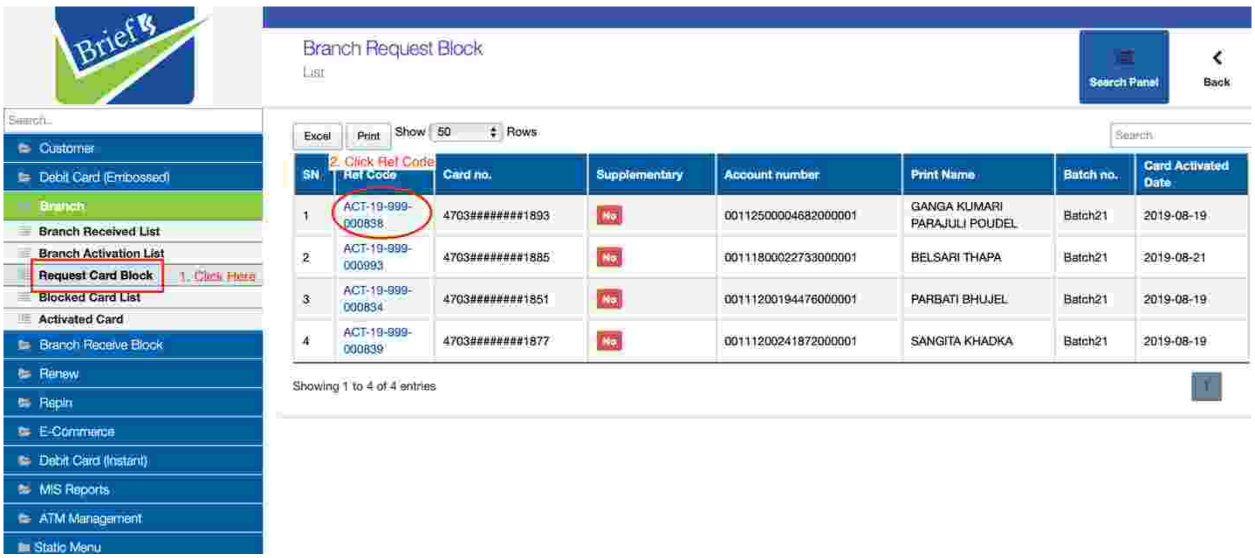
Click Branch.

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.



Detail about the card is displayed.

Now, Click Block Request button.