

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)

Service Request

Charge Deducted: Yes

Supplementary: No

Debit Tran ID:

Request Code: NewRequest

Debit Tran Date: 2020-07-06

Application Date: 2020-07-08

Debit Card Request

Product Type:

Account number:

Customer Name:

Collection Branch: NEWROAD BRANCH

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

S/N	Ref Code	Debit Tran ID	Account number	Print Name	Request Type	Branch	Application Date	Debit Tran Date	Action
1	NEW-19-001-002163		00111200070987000001	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	Approve
3	NEW-19-001-002165		00113600084859000001	USEHA ADHIKARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
4	NEW-19-001-002166		00111200003651000001	GOPAL GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
5	NEW-19-001-002167		00111200016033000001	KAILASH PRAKASH PAUDYAL	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
6	NEW-19-001-002168		00113600026392800001	MADAN RAJ GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
7	NEW-19-001-002169		00113600026388000001	NARENDRA KUMAR RANA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
8	NEW-19-001-002170		00113600025874900001	RISHAN GURUNG	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
9	NEW-19-001-002171		00112800014976000001	BABU RAM PATHAK	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
10	NEW-19-001-002172		00111200026134500001	SUBINA TIWARI	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
11	NEW-19-001-002173		00111200000482000001	ANUSHKA SHRESTHA	New Card	NEWROAD BRANCH	2019-08-20	2019-08-20	Approve
12	NEW-19-001-002557	4165456	05548548564	Kishni	New Card	NEWROAD BRANCH	2019-09-04	2019-09-04	Approve
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 Unissued	Product Type	Debit Card
Ref Code	NEW-20-001-002601	Print Name	LEKH BAHADUR GURUNG
Account number	12345678901234567890	Supplementary	No
Application Date	2020-07-07	Debit Tran ID	123456789
Charge Deducted	Yes		
Debit Tran Date	2020-07-07		

Return Approve

After clicking Approve, write remarks and click Yes.

Are you Sure!

Remarks | 1. Write remarks

2. Click yes

Yes No

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.



The screenshot displays the 'Approved Request' interface. On the left is a sidebar menu with various options, including 'Approved Request List' which is highlighted. The main area shows a table of approved requests. A red box highlights the 'Create batch' button at the bottom right of the table.

Sl	SN	Ref Code	Supplementary	Type	Debit Tran ID	Account number	Print Name	Request Title	Branch	Application Date	Remarks
1	NEW-19-063-002384		NEW	046 VISA DEBIT		09311200280752000001	SUJAN BARAYA	New Card	RADHE RADHE BRANCH	2019-07-23	Initial Issuance
2	NEW-19-063-002385		NEW	046 VISA DEBIT		09311360026486000001	KHAGENDRA PRASAD DHAWAL	New Card	RADHE RADHE BRANCH	2019-08-19	Initial Issuance
3	NEW-19-062-002386		NEW	046 VISA DEBIT	0	082136000237312000001	RAJ KUMAR RAI	New Card	DHARAN BRANCH	2019-08-25	OK
4	NEW-19-041-002413		NEW	046 VISA DEBIT	0	04113600266256000001	GANESH GHALE	New Card	MAIN BRANCH	2019-08-28	OK
5	NEW-19-041-002414		NEW	046 VISA DEBIT	0	04111400266258000001	SANJAY PARAJULI	New Card	MAIN BRANCH	2019-08-28	OK
6	NEW-19-041-002415		NEW	046 VISA DEBIT	0	04113600266251000001	ANJANA SHIWAKOTI	New Card	MAIN BRANCH	2019-08-28	OK
30	NEW-19-097-002512		NEW	046 VISA DEBIT		09713600255100000001	K.C	New Card	BRANCH	2019-08-27	Approved
31	NEW-19-097-002513		NEW	046 VISA DEBIT	00250614	09713600255614000001	KRISHNA PRASAD SUBEDI	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
32	NEW-19-097-002514		NEW	046 VISA DEBIT	00252549	09713600255656000001	RAMCHANDRA RAJOL	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
33	NEW-19-097-002515		NEW	046 VISA DEBIT	00269535	09713600255656000001	TILAK BAHADUR GHARTI	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
40	NEW-19-097-002517		NEW	046 VISA DEBIT	00269626	09713600255656000001	RAJU POUDEL CHHETRI	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
41	NEW-19-097-002518		NEW	046 VISA DEBIT	00269633	09713600255656000001	KESHAR BAHADUR BHUIEL	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
42	NEW-19-041-002520		NEW	046 VISA DEBIT	0	04113600266256000001	HARERAM PANERI	New Card	MAIN BRANCH	2019-08-27	OK
43	NEW-20-001-002601		NEW	Debit Card	128456788	12845678901284567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	smartdoc

At the bottom right of the table, there is a red box containing the text 'Create Batch' and a green button labeled 'Save Batch'.

Now, selected data are sent to Batch List.

Batch List

Click [Batch List](#).

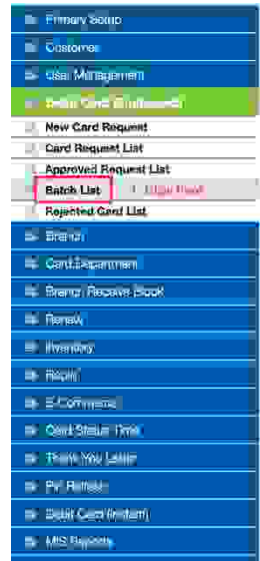
All the created batches are listed here.

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](#).



The screenshot shows a sidebar menu with various options. The 'Batch List' option is highlighted with a red box. Other visible options include 'Primary Setup', 'Customer', 'Card Management', 'New Card Request', 'Card Request List', 'Approved Request List', 'Rejected Card List', 'Branch', 'Card Expiration', 'Branch/Reserve Block', 'Refresh', 'Issuance', 'Receipt', 'E-commerce', 'Card Status Print', 'Thank You Letter', 'PIN Refresh', 'Batch Card Print', and 'MS Reports'.

Print Batch List

Excel Print Show: 50 Rows

SN	Batch	Batch Type	OD Card Batch	Created Date	Card Received	Pin Received	Branch Dispatch	Actions
1	Batch-18	New Card	Yes	2020-07-06	Yes	Yes	No	[CR] [PR] [BD]
2	Batch-17	New Card	Yes	2020-06-25	Yes	Yes	No	[CR] [PR] [BD]
3	Batch-16	New Card	Yes	2020-06-01	Yes	Yes	No	[CR] [PR] [BD]
4	Batch-14	New Card	Yes	2020-05-06	Yes	Yes	No	[CR] [PR] [BD]
5	Batch-13	New Card	Yes	2019-12-30	Yes	Yes	No	[CR] [PR] [BD]
6	Batch-12	New Card	Yes	2019-11-21	Yes	Yes	Yes	[CR] [PR] [BD]
7	Batch-11	New Card	Yes	2019-11-21	Yes	Yes	Yes	[CR] [PR] [BD]
8	Batch-10	New Card	Yes	2019-11-20	Yes	Yes	Yes	[CR] [PR] [BD]
9	Batch-09	Activated	Yes	2019-11-16	Yes	Yes	Yes	[CR] [PR] [BD]
10	Batch-08	New Card	Yes	2019-11-19	Yes	Yes	No	[CR] [PR] [BD]
11	Batch-07	New Card	Yes	2019-09-19	Yes	Yes	Yes	[CR] [PR] [BD]
12	Batch-06	New Card	Yes	2019-09-19	Yes	Yes	Yes	[CR] [PR] [BD]
13	Batch-04	New Card	Yes	2019-09-18	Yes	Yes	Yes	[CR] [PR] [BD]

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)

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Card Receipt BACK

Excel File

Upload file here to bulk upload

Choose File no file selected

Upload

Error Card List

Excel Print Show 50 Rows

SN Account no. Card number Embossed Name NIBL Batch Number Expiry Date

No data available in table

Showing 0 to 0 of 0 entries

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	0 2020-07-08
2	NEW-19-097-002517	046 VISA DEBIT	2019-08-27	00259528	NewCard	09713600259528000001	2019-08-27	RAJU POULDEL CHHETRI	0 2020-07-08
3	NEW-19-097-002518	046 VISA DEBIT	2019-08-27	00259583	NewCard	09713600259583000001	2019-08-27	KESHAR BAHADUR BHUJEL	0 2020-07-08
4	NEW-19-097-002520	046 VISA DEBIT	2019-08-27	0	NewCard	04113600286568000001	2019-08-27	HAREBAM PANERLI	0 2020-07-08
5	NEW-20-001-002801	Debit Card	2020-07-07	123456789	NewCard	12345678901234567890	2020-07-07	LEKH BAHADUR GURUNG	0 2020-07-08

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.

Print Batch List

Back

SN	Batch	Batch Type	CO Card Batch	Created Date	Card Reviewed	Pin Reviewed	Branch Dispatch	Action
1	Batch 42	New Card	No	2020-07-08	Yes	No	No	PR, U
2	Batch 43	New Card	No	2020-06-25	Yes	No	No	PR, U
3	Batch 48	New Card	No	2020-08-01	Yes	No	No	PR, U
4	Batch 44	New Card	No	2020-05-06	No	No	No	PR, U
5	Batch 45	New Card	No	2019-12-30	No	No	No	PR, U
6	Batch 49	New Card	Yes	2019-11-21	Yes	Yes	Yes	PR, U
7	Batch 41	New Card	Yes	2019-11-21	Yes	Yes	Yes	PR, U
8	Batch 36	New Card	Yes	2019-11-20	Yes	Yes	Yes	PR, U
9	Batch 39	Activated	Yes	2019-11-19	Yes	Yes	Yes	PR, U
10	Batch 38	New Card	No	2019-11-19	No	No	No	PR, U
11	Batch 37	New Card	No	2019-09-18	Yes	Yes	Yes	PR, U
12	Batch 35	New Card	No	2019-08-08	Yes	Yes	Yes	PR, U

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.

Batch: 48

Print Download BACK

Customer Received

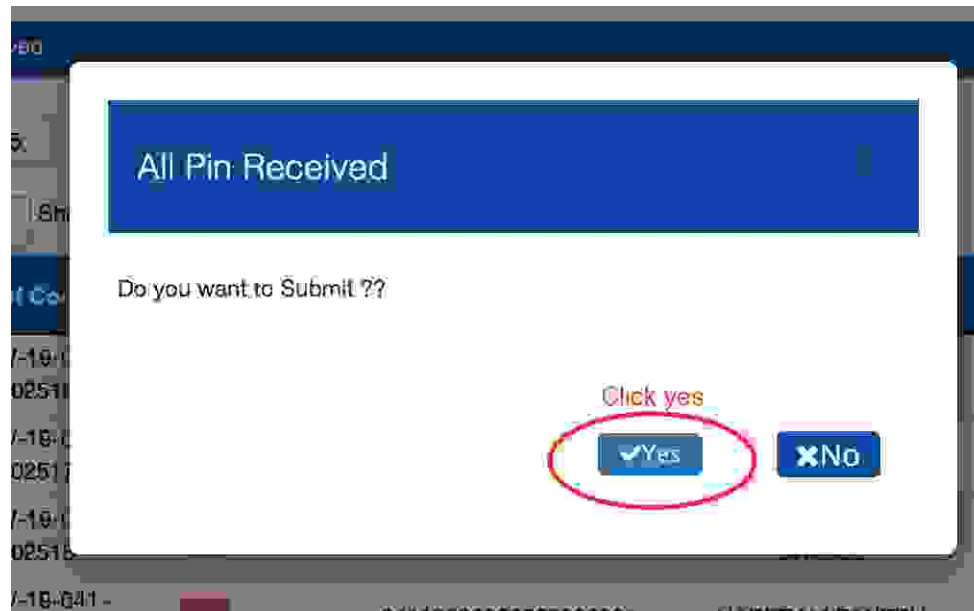
Click here to select all pr

Select All PR

Click here to select all pr

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

Print Download BACK

Customer Received

Total/ Cards: 5

Excel Print Show 50 Rows

Select All P/B

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 POULDEL 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	HAREBAM 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.

Branch Received List

Scale Font SHOW 50 Rows Click List

SN	Batch	Batch Type	DO Card Batch	Branch	Customer Notice	Actions
1	Batch 48	New Card	BR	NEWROAD BRANCH	NR	BR AR CR NR VR DR
2	Batch 21	New Card	BR	NEWROAD BRANCH	NR	BR AR CR NR VR DR

Showing 1 to 2 of 2 entries

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.

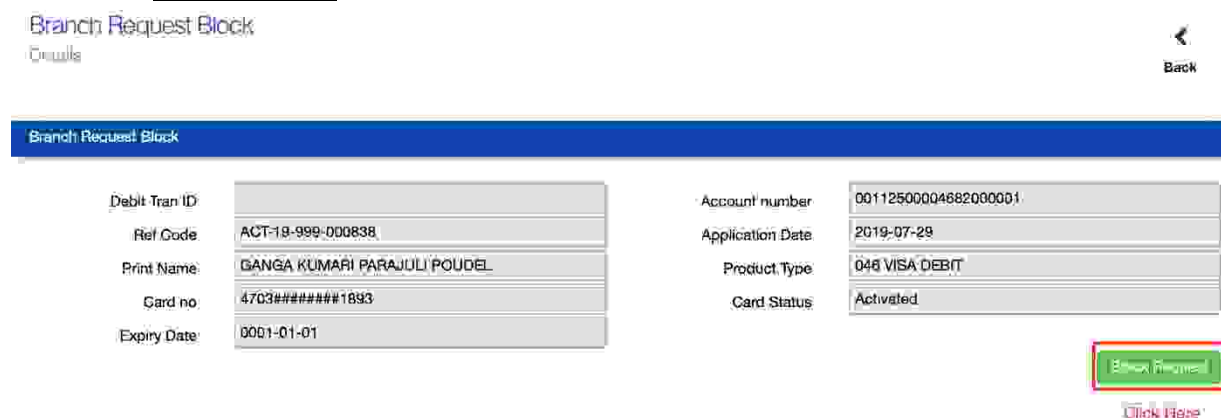


The screenshot shows the 'Branch Request Block' interface. On the left is a sidebar menu with options like 'Customer', 'Issue Card', 'Branch Received List', 'Branch Activation List', 'Request Card Block', 'Blocked Card List', 'Activated Card', 'Branch Receive Block', 'Review', 'Repair', 'E-Commerce', 'Debit Card (Instant)', 'MIS Reports', 'ATM Management', and 'Static Menu'. The 'Request Card Block' option is highlighted. The main area displays a table of activated cards with columns: SN, Ref Code, Card no., Supplementary, Account number, Print Name, Batch no., and Card Activated Date. Four cards are listed, with the first card's 'Ref Code' (ACT-18-999-000838) circled in red. A 'Block Request' button is visible at the bottom right of the table.

SN	Ref Code	Card no.	Supplementary	Account number	Print Name	Batch no.	Card Activated Date
1	ACT-18-999-000838	4703#####1893	Yes	00112500004882000001	GANGA KUMARI PARAJULI POUDEL	Batch21	2019-08-19
2	ACT-18-999-000838	4703#####1855	Yes	00111800022733000001	BELSARI THAPA	Batch21	2019-08-21
3	ACT-18-999-000838	4703#####1851	Yes	00111200194476000001	PARBATI BHUJEL	Batch21	2019-08-19
4	ACT-18-999-000838	4703#####1877	Yes	00111200241672000001	SANGITA KHADKA	Batch21	2019-08-19

Detail about the card is displayed.

Now, Click Block Request button.



The screenshot shows the 'Branch Request Block' interface with card details displayed. The details are organized into two columns. The left column contains: Debit Tran ID, Ref Code (ACT-18-999-000838), Print Name (GANGA KUMARI PARAJULI POUDEL), Card no (4703#####1893), and Expiry Date (0001-01-01). The right column contains: Account number (00112500004882000001), Application Date (2019-07-29), Product Type (048 VISA DEBIT), and Card Status (Activated). A 'Block Request' button is highlighted with a red box at the bottom right, with a 'Click Here' link below it.

Debit Tran ID		Account number	00112500004882000001
Ref Code	ACT-18-999-000838	Application Date	2019-07-29
Print Name	GANGA KUMARI PARAJULI POUDEL	Product Type	048 VISA DEBIT
Card no	4703#####1893	Card Status	Activated
Expiry Date	0001-01-01		