

# 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 (selected) 2. Fill up the fields

Supplementary: No (selected)

Debit Tran ID: [Text Box]

Request Code: NewRequest

Debit Tran Date: 2020-07-08

Application Date: 2020-07-08

Debit Card Request

Product Type: [Select]

Account number: [Text Box]

Customer Name: [Select]

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.

Excel Print Show 50 Rows Search

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		00111200003581000001	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		00111200000482000001	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

2. Click detail

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

Card Request Details

Card Status	New Request	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.

Search...

Primary Setup

Customer

User Management

Debit Card (Embossed)

New Card Request

Card Request List

**Approved Request List**

Batch List

Rejected Card List

1. Click here

Branch

Card Department

Branch Receive Block

Renew

Inventory

Repin

E-Commerce

Card Status Time

Thank You Letter

Pin Refresh

Debit Card (Instant)

Approved Request List

2. select files to create batch

	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 GHAE	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
<input type="checkbox"/>	36	NEW-19-097-002512	No	046 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	PURANCHHAUR BRANCH	2019-08-27	Approved
<input type="checkbox"/>	38	NEW-19-097-002514	No	046 VISA DEBIT	00259549	09713600259549000001	RAMCHANDRA PAUDEL	New Card	PURANCHHAUR BRANCH	2019-08-27	Approved
<input type="checkbox"/>	39	NEW-19-097-002516	No	046 VISA DEBIT	00259535	09713600259535000001	TILAK BAHADUR GHARTI	New Card	PURANCHHAUR 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	PURANCHHAUR 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	PURANCHHAUR 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	123456789	12345678901234567890	LEKH BAHADUR GURUNG	New Card	NEWROAD BRANCH	2020-07-07	smartdoc

3. Click Create Batch

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](#).

- Primary Setup
- Customer
- User Management
- Debit Card (Embossed)
- New Card Request
- Card Request List
- Approved Request List
- Batch List** 1. Click here
- Rejected Card List
- Branch
- Card Department
- Branch Receive Block
- Renew
- Inventory
- Repin
- E-Commerce
- Card Status Time
- Thank You Letter
- Pin Refresh
- Debit Card (Instant)
- MIS Reports

Print Batch List
Back

Excel Print Show 50 Rows
Search

SN	Batch	Batch Type	OD Card Batch	Created Date	Card Recieved	Pin Recieved	Branch Dispatch	Actions
1	<a href="#">Batch 48</a>	New Card	No	2020-07-08	No	No	No	CR PR DB
2	<a href="#">Batch 47</a>	New Card	No	2020-06-25	Yes	Yes	No	2. Click on CR PR DB
3	<a href="#">Batch 46</a>	New Card	No	2020-06-01	Yes	Yes	No	CR PR DB
4	<a href="#">Batch 44</a>	New Card	No	2020-05-06	No	No	No	CR PR DB
5	<a href="#">Batch 43</a>	New Card	No	2019-12-30	No	No	No	CR PR DB
6	<a href="#">Batch 42</a>	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
7	<a href="#">Batch 41</a>	New Card	Yes	2019-11-21	Yes	Yes	Yes	CR PR DB
8	<a href="#">Batch 40</a>	New Card	Yes	2019-11-20	Yes	Yes	Yes	CR PR DB
9	<a href="#">Batch 39</a>	Activated	Yes	2019-11-19	Yes	Yes	Yes	CR PR DB
10	<a href="#">Batch 38</a>	New Card	No	2019-11-19	No	No	No	CR PR DB
11	<a href="#">Batch 37</a>	New Card	No	2019-09-19	Yes	Yes	Yes	CR PR DB
12	<a href="#">Batch 35</a>	New Card	No	2019-09-19	Yes	No	No	CR PR DB
13	<a href="#">Batch 34</a>	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	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 POUDEL 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-19-041-002520	046 VISA DEBIT	2019-08-27	0	NewCard	04113600266569000001	2019-08-27	HARERAM PANERU	0 2020-07-08
5	NEW-20-001-002601	Debit Card	2020-07-07	123456789	NewCard	12345678901234567890	2020-07-07	LEKH BAHADUR GURUNG	0 2020-07-08

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.


Print Batch List
Back

Search...

- Primary Setup
- Customer
- User Management
- Debit Card (Embossed)
- New Card Request
- Card Request List
- Approved Request List
- Batch List
- Rejected Card List
- Branch
- Card Department
- Branch Receive Block
- Renew
- Inventory
- Repin
- E-Commerce
- Card Status Time

Excel Print Show 50 Rows

Search

SN	Batch	Batch Type	OD Card Batch	Created Date	Card Recieved	Pin Recieved	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.

Batch 48
List

Print
Download
Back

Customer Received

Click here to select all pr

Total Cards 5

Select All PR

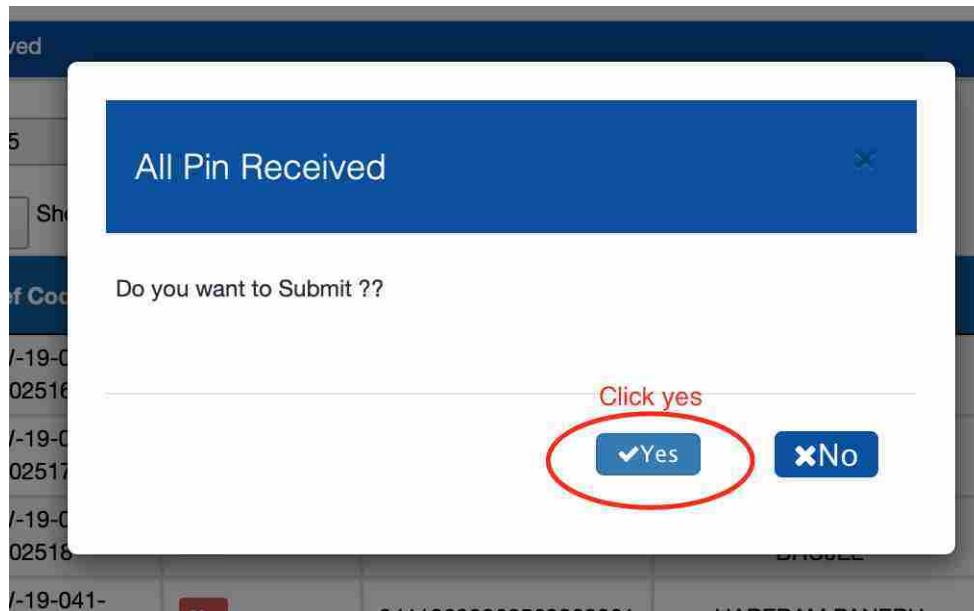
Excel Print Show 50 Rows

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 CHIHETRI	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

Click here to select particular PR

Showing 1 to 5 of 5 entries
1



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.

Branch Received List

Delivered Back

Excel Print Show 50 Rows

2. Click BR

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

Showing 1 to 2 of 2 entries

1

## Card Block

### Request Card Block

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

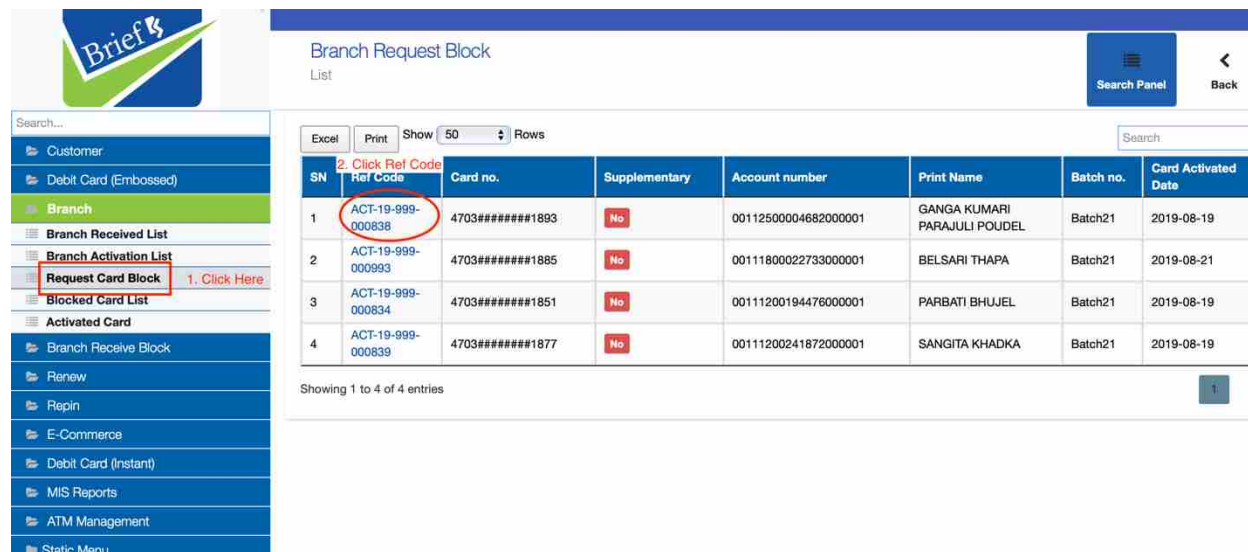
Click Branch.

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.



**Branch Request Block**  
List

Search...

Excel Print Show 50 Rows Search

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

Showing 1 to 4 of 4 entries

1

Search Panel Back

1. Click Here

2. Click Ref Code

Branch Request Block

Customer

Debit Card (Embossed)

Branch

Branch Received List

Branch Activation List

Request Card Block

Blocked Card List

Activated Card

Branch Receive Block

Renew

Repin

E-Commerce

Debit Card (Instant)

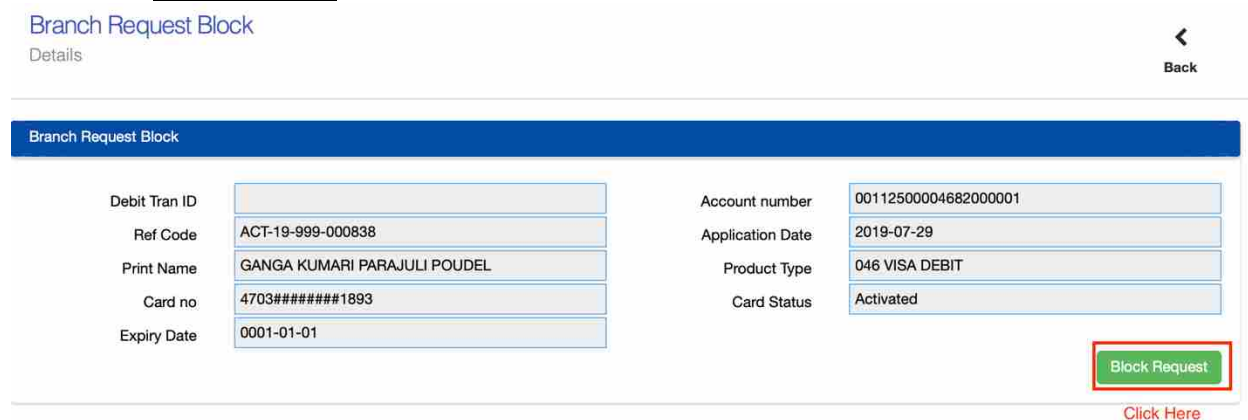
MIS Reports

ATM Management

Static Menu

Detail about the card is displayed.

Now, Click Block Request button.



**Branch Request Block**  
Details

Debit Tran ID

Ref Code

Print Name

Card no

Expiry Date

Account number

Application Date

Product Type

Card Status

Block Request

Click Here

Back

00112500004682000001

2019-07-29

046 VISA DEBIT

Activated

ACT-19-999-000838

GANGA KUMARI PARAJULI POUDEL

4703#####1893

0001-01-01