HSRP Help Manual

Revision History

S.N.	Name	Revision	Date	Approved By
1.	Nikhil Gambhir	Created	9/8/2012	Amit Bhargava
2.	Nidhi Kumari	Updated	31/12/2012	
3.				
4.				

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Purpose

In this document get an overview of HSRP Application and you will learn :

- How to Register Machine(PC) ?
- How to launch HSRP Application?
- How to book the Order and generate Cash Recipt?
- How to assign the laser numbers to the Vehicles ?
- How to close order and generate Invoice ?
- How to Print third sticker?
- How to search the record?
- How to Import Export Data?
- How to Assign Laser No. Quickly?

Overview of the HSRP Application

HSRP(High Security Registration Plates) Application is to book the order of the vehicles and assigning the laser codes to those vehicles.

There will be different users for booking the order and assigning the laser numbers i.e. Embossing user.

After logging into the HSRP application with the Order booking user, you need to enter the details of the customer mentioned on the HSRP Authorization slip and book the order. This user will generate the Cash Receipt after booking the order.

After logging into the application with the Embossing user , you need to assign the laser numbers to the orders booked for different vehicles. This user has the rights to make the wrongly assigned laser codes free and reject the laser codes of those plates which has been damaged.

How to Register Machine (PC) ?

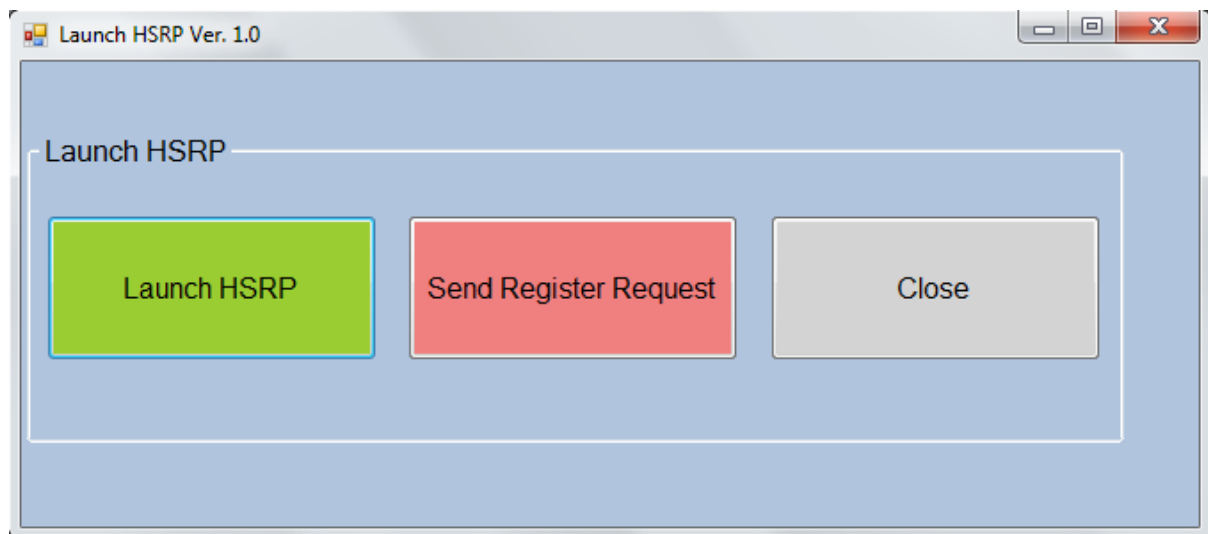As the exe is installed in the machine, following window will appear :

Figure 1 Launch HSRP

To register the machine, Click on **Send Register Request** Button.

The following window appears:

Figure 2. New Machine Registration form

Fill the above form with the user details and click on **Send button**.

The machine will be registered in maximum of 12 hours.

Click on **Close Button**, New Registration form will be closed.

Now the Machine(PC) is ready to login.

Logging into the HSRP Application

- Open the Start Menu. Go to All Programs
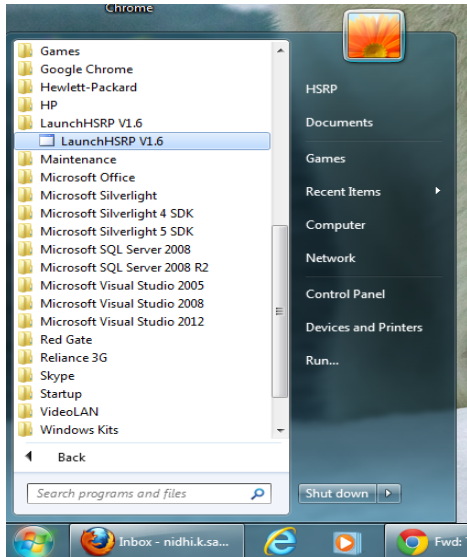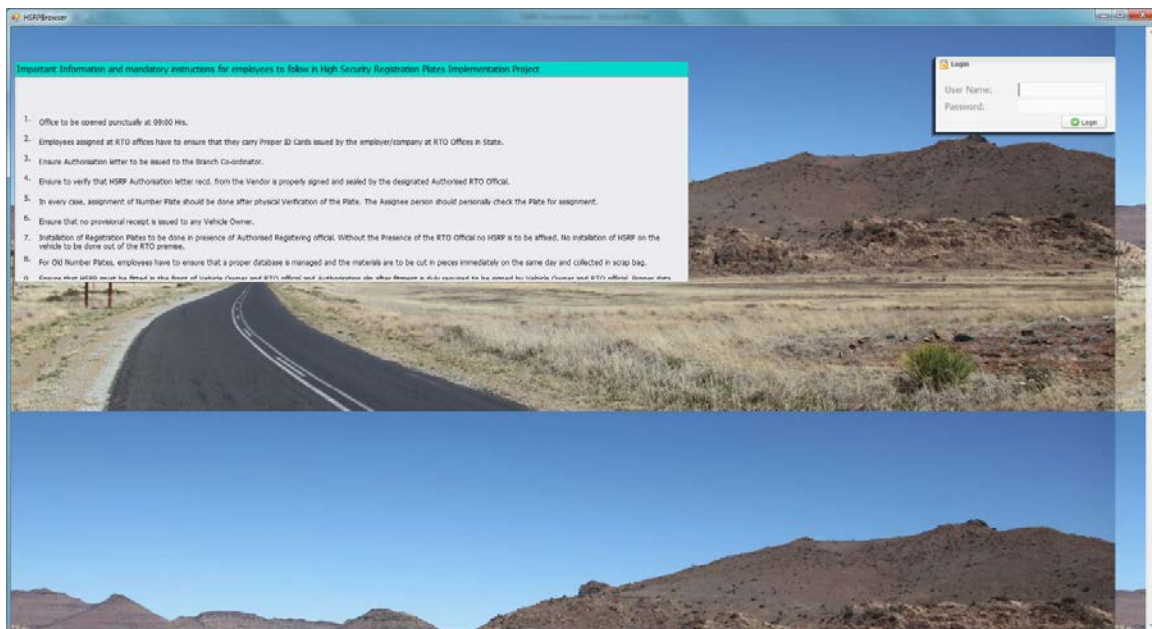- Locate HSRP Application folder, and click on it. Click on LaunchHSRP V1.6 .

Figure 3. Launch HSRP at Start Menu

- On the login screen, enter your User Name.
- Enter your Password.
- Click Login Button to log in.

1.Enter User Name

2.Enter Password

3. Click Login

4.Important information and mandatory instructions for employees

Figure 4. HSRP Login Page

Note: New user can contact admin for User ID and Password.

Three consecutive login attempts will lock your account.

The following Web Page appears after successful login:
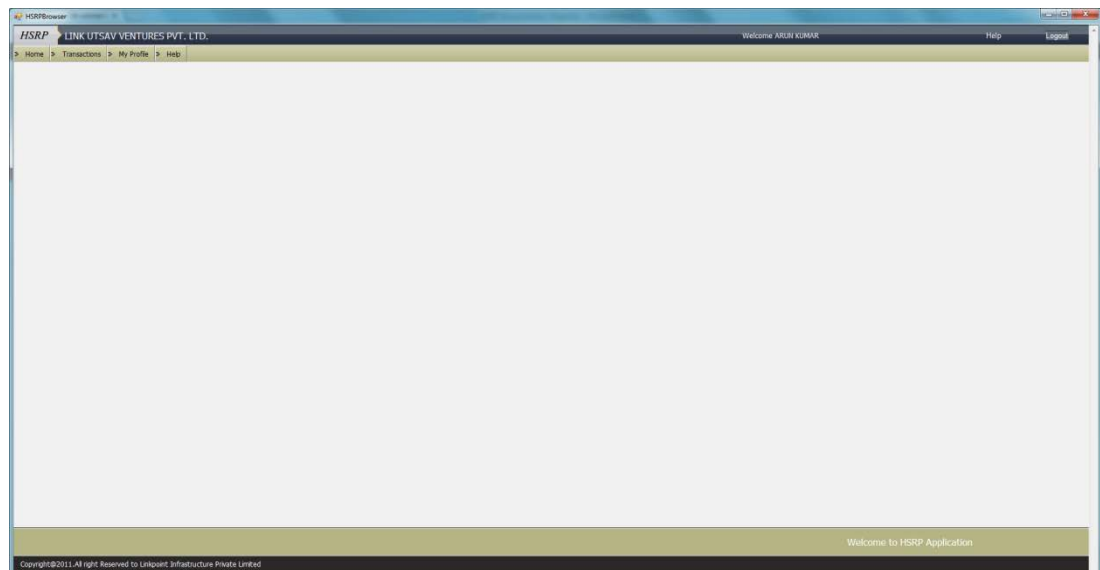
Figure 5. Home page

Start With the Application

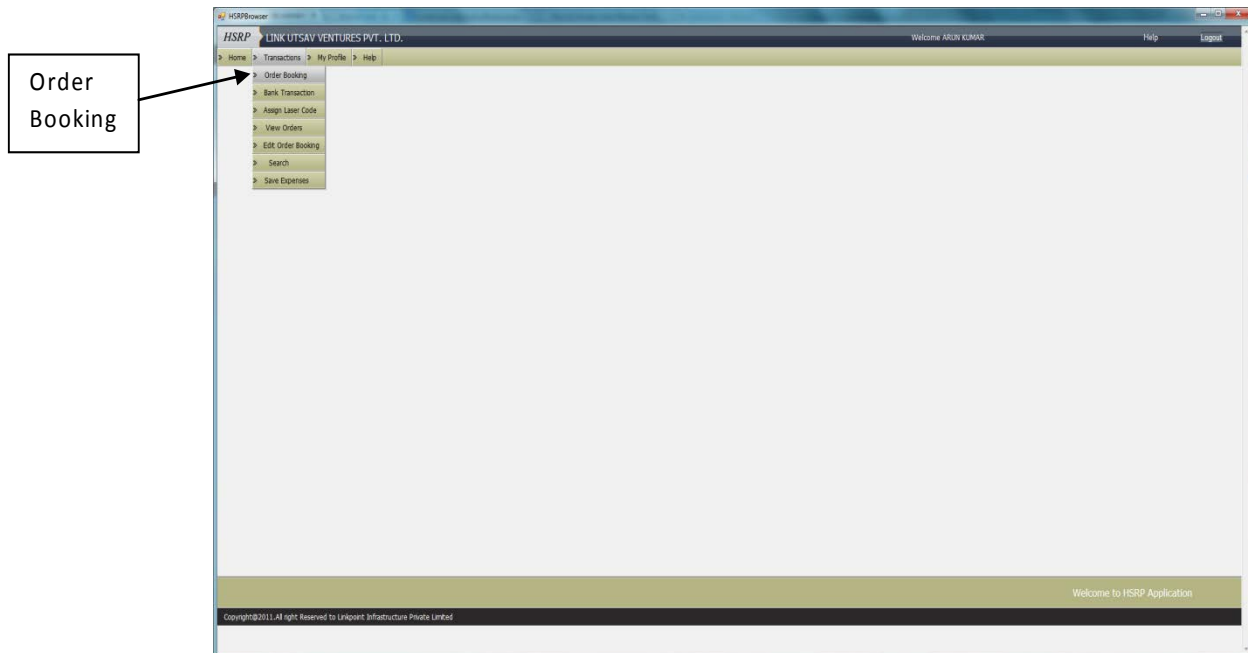Take the cursor on Transaction and click on Order Booking form to book the Order.

Figure 6. Order Booking

The following Web Page appears for Order Booking.

Figure 7. Already Booked Order Detail

Click on **VIEWDETAIL** Link to view the details of already booked order.

Click on **Cash Receipt Link** to download and print the cash receipt for the same.

Click on **Add HSRP Record Button** to book a new order.

The following Web Page appears:

Figure 8 . Add HSRP Record

Field Details of Add HSRP Record

S.N.	FIELD	Details	Validation	Example
1.	Checked If Vehicle has VIP No.	Check box should be checked, if the it is VIP Vehicle		
2.	Select RTO Location for which you want to add Vehicle Reg. No	Select the RTO Location from the dropdown list.	By default one location will be selected, change if it is needed.	Rohini

3.	HSRP Auth. No.	The Authorisation no. provided in the Authorisation Slip, which customer brings from the office of Registering and Licensing Authority. After entering the Auth. No. Click the **Go button**, The fields like Customer Name, Vehicle Reg no. etc will be picked from the uploaded flat file .	The field is mandatory.	SK136385
4.	HSRP Auth. Date	Pick the current date from the Date-Time picker.	The field is mandatory.	04/08/2012
5.	Mobile No.	Enter the Customer mobile no.	Only characters should be entered, It should not exceed 10 characters and Special characters like $,% etc should not be entered.	9810559793
6.	Customer Name	Enter the customer name mentioned on Auth. Slip.	The field is mandatory.	Amit Kumar
7.	Order Status	It will be picked automatically from the back end. It will be new for the new Order booking.		New
8.	Landline	Enter the customer's Landline number .	Only numeric characters should be entered, It should not exceed more than 12 numbers and Special characters like $,% are not allowed.	
9.	Address	Enter the customer Address.	Field is mandatory.	Address:A-1 New friends Colony , New Delhi.
10.	Cash Receipt Date	Pick the current date from the Date-Time picker.	Field is mandatory when Cash Receipt Number Field is Filled.	23/12/2012

11.	Email Id	If required enter the valid email id.	Proper format of Email address.	abc@gmail.com
12.	Cash Receipt No.	It should be filled, if the order is booked through the hand held device.		
13.	Vehicle Class	Select the vehicle class from the dropdown list.	Field is mandatory.	Transport
14.	Vehicle Type		Field is mandatory.	
15.	Vehicle Maker	Enter the company of the vehicle.	Field is mandatory.	Bajaj Auto pvt. Ltd.
16.	Vehicle Model	Select the vehicle model from the dropdown list.	Field is mandatory.	Scooter
17.	Vehicle Registration No.	Enter Vehicle Registration no. in alpha-numeric.	Field is mandatory.	DL12AE 4123
18.	Engine No.	Enter the Engine No. of the vehicle.	Field is mandatory.	27294631929052
19.	Chasis No.	Enter the Chasis No. of the vehicle.	Field is mandatory.	WDD2211546L009078
20.	Order Type	Select the Order Type from the dropdown list.	Field is mandatory.	New Both
21.	Front Plate Size	Select the plate size from the dropdown list.	Field is mandatory.	285X45 mm White
22.	Snaplock	The field is already checked.		
23.	Third Sticker	Check the field for all the vehicles accept two wheelers.		
24.	Rear Plate	Select the plate size from the dropdown list.	Field is mandatory.	200X100 mm White
25	Remark	Remarks can be any type of message.		
26	Total Amount	Total Amount for the plate fixation	Not including VAT, Auto Generated.	
27	VAT %	Percentage of VAT applied on the Total Amount	Auto Generated.	
28	VAT Amount	VAT in Rupees.	Auto Generated.	
29	Net Total	Net amount including all taxes.	Auto Generated.	
30.	Save Button	Click to save the Order		

| 31. | Reset Button | Click to reset the order | | |
| 32. | Close Button | Click to close | | |

As you click on Save Button,

The following Web Page appears:

Download
Cash Receipt

Figure 9. Download Cash Receipt

Download Cash Receipt Button will appear.

Click on Download Cash Receipt button to download the Cash Receipt.

Embossing of the Vehicle

Take the cursor on Transaction and click on Assign Laser Code link to assign the Laser No.
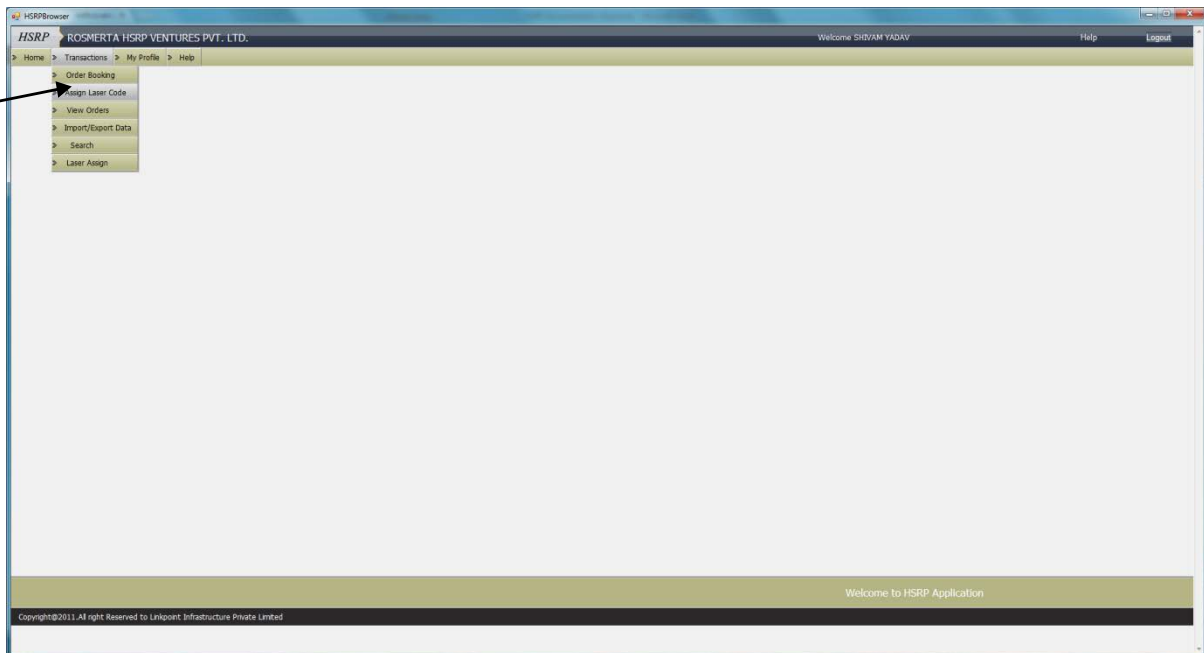
Figure 10. Assign Laser Code Link

The following Web Page appears:

Figure 11. List of New Order

Field Details of View Laser code

S.N.	FIELD	Details	Validation	Example
1.	Search By	There are 3 option to search the laser No. • Creation Date • Authorization Date • Order Close Date • Laser No. can be searched only for one location	At Least one should be selected	
2.	Select For All Allowed RTO's	An laser No. can be searched in all the allowed RTOs		
3.	Search By Vehicle Reg. No.	An Laser no can be searched by entering some part of laser no.	Entered text will be searched in the Laser No of allowed Location	AAA
4.	HSRP State	It is auto selected and non editable.		
5.	Location	Select the RTO Location from the dropdown.	Field is mandatory.	ROHINI
6.	From-To	Pick the current date from the Date-Time picker. It is the date range to get the list of New Order.	Field is mandatory.	26/12/2012
7.	Order Status	Select the Order Type from the dropdown list	Field is mandatory.	New order
8.	Go Button	Click on GO Button to view the list		
9.	Report In Excel Button	Click on the Button to export the same list in Excel		
10.	Report In PDF Button	Click on the Button to export the same list in PDF		

- Select the allotted Location from the dropdown list.

- Select From Date and To Date from the Date Picker.
- Select the Order Status from the dropdown list.
- Click on **GO Button**.

The following Web Page appears:

1. Assign Laser

Figure 12. Laser Assign No Link

Assign Laser

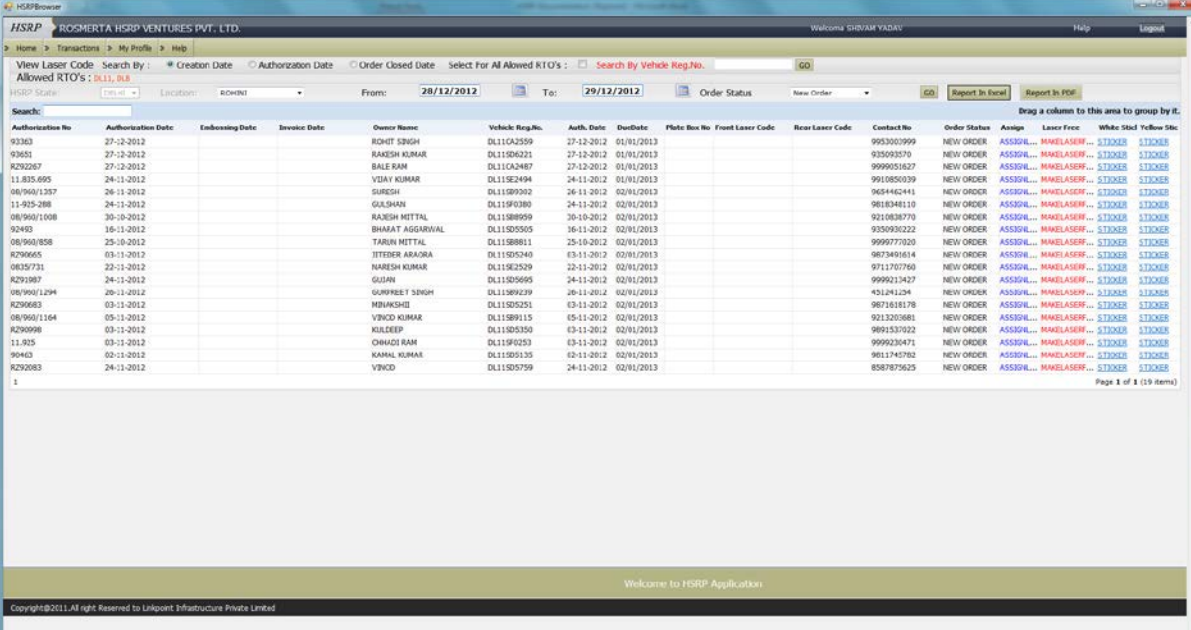Click on Assign Laser to assign the laser codes

The following web page appears:

Figure 13. Assigning Laser No.

Field Details of Laser Code Assign

S.N.	Field	Details	Validation	Example
1.	**Front Plate Laser No**.	Enter the laser no. mentioned on the No. Plate, select it from the dropdown list.	Field is mandatory.	AAA5000021
2.	**Rear Plate Laser No**.	Enter the laser no. mentioned on the No. Plate, select it from the list.	Field is mandatory.	AAA10211029
3.	**Laser Plate Box No**.	Enter the box no. of the box from which the Plates are being picked.		
4.	Assign and Embossing button	Click to Assign the laser No.		

5.	Close button	Close the window		
6.	Reset Button	Click to reset the Laser No.		

For Making Laser Number free

Make
Laser free

Figure 14. MakeLaserFree link

Click on **MakeLaserFree** link

The following web page appears:

Figure 15. Laser Plate Make Free

Field Details of Make Laser No. Free

S.N.	FIELD	Details	Validation	Example
1.	Make Free	Click on Make Free to free the Front Plate Laser No.	This laser No. will be free and can be used for the another vehicle.	
2.	Plate Reject	Click on Plate Reject if the Front plate is damaged.		
3.	Make Free	Click on Make Free to free the Rear Plate Laser No.	This laser No. will be free and can be used for the another vehicle.	
4.	Plate Reject	Click on Plate Reject if the Rear plate is damaged.		

Printing the Sticker

White
Sticker

Yellow
Sticker

Figure 16. Stickers

Click on the Sticker link under White Sticker to download the sticker.

Take the print out from either TVS or Zebra printer.

Click on the Sticker link under White Sticker to download the sticker.

Take the print out from TVS.

Viewing the Order

Take the cursor on Transaction and click on View Order link for view the record, generate Cash receipt and print the Invoice.

For viewing the details of the booked order.
The following web page appears:

View Detail

Figure 17. View Detail Link

Click on the **VIEW DETAILS** link.

The following web page appears:

Figure 18. View HSRP Record

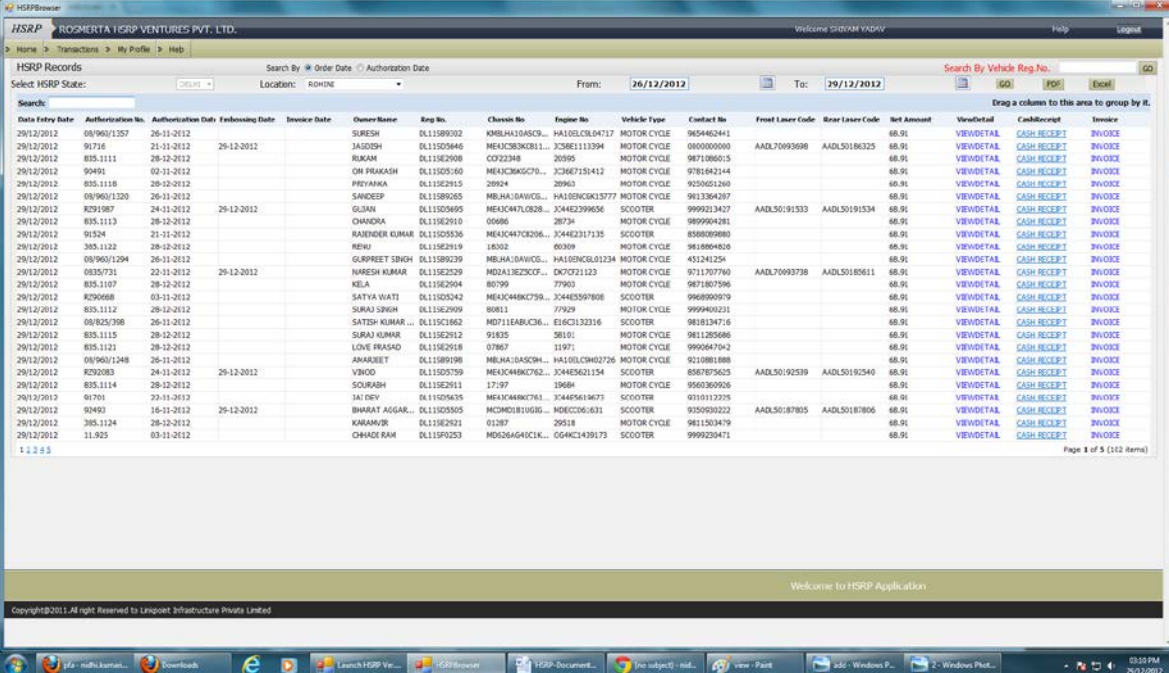This screen will contain all the information about the order booked.
Click on Cancel Button to close this window.

Closing the Order

Printing the Cash Receipt

Click on the **CASH RECEIPT** link.

As following web page :

Cash Receipt

Figure 19. Generate Cash Receipt

Click on CASH RECEIPT link to download the Cash Receipt.
Take the Printout.
This Cash Receipt contains two copy of the same cash receipt Separated by a dotted line.
One is for the customer and another is kept for the HSRP record.

Generating the Invoice

Click on the **INVOICE** link.

The following web page appears:

Invoice

Figure 20. Generate Invoice

Check the Received Old Plate check box.

Click on the Print & Close Order.

It will allow downloading the invoice.

This Invoice contains two copy of the same, Separated by a dotted line.
Original one is for the customer and another one that is **Assesses** is kept for the HSRP record.

Search the Record

Take the cursor on Transaction and click on Search link to search the record.
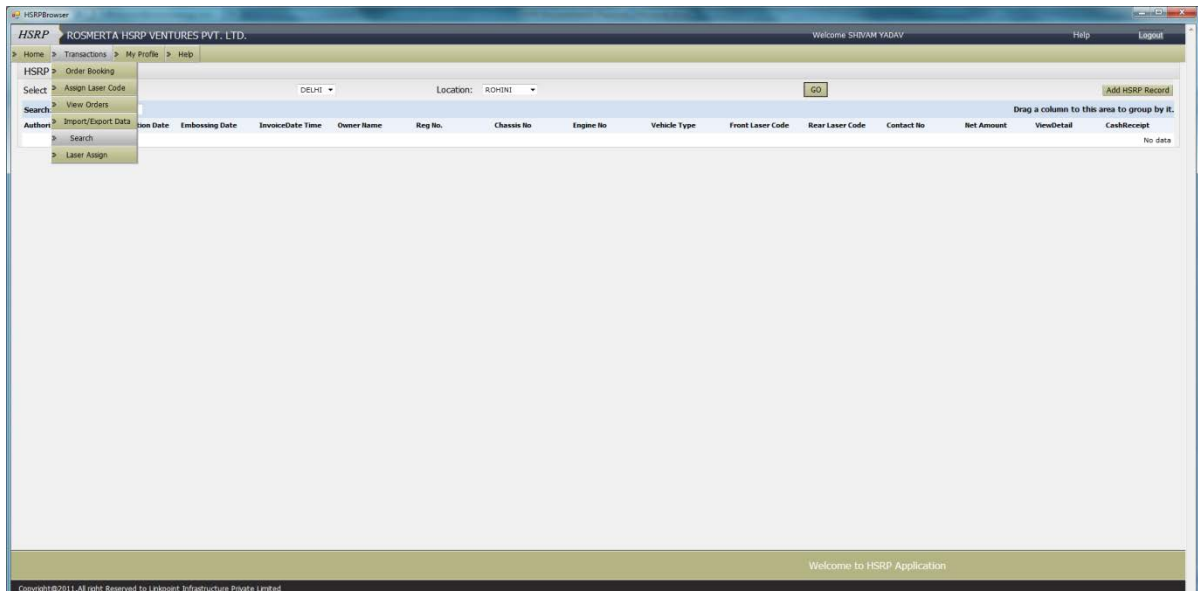

Figure 21. Search Vehicle Link

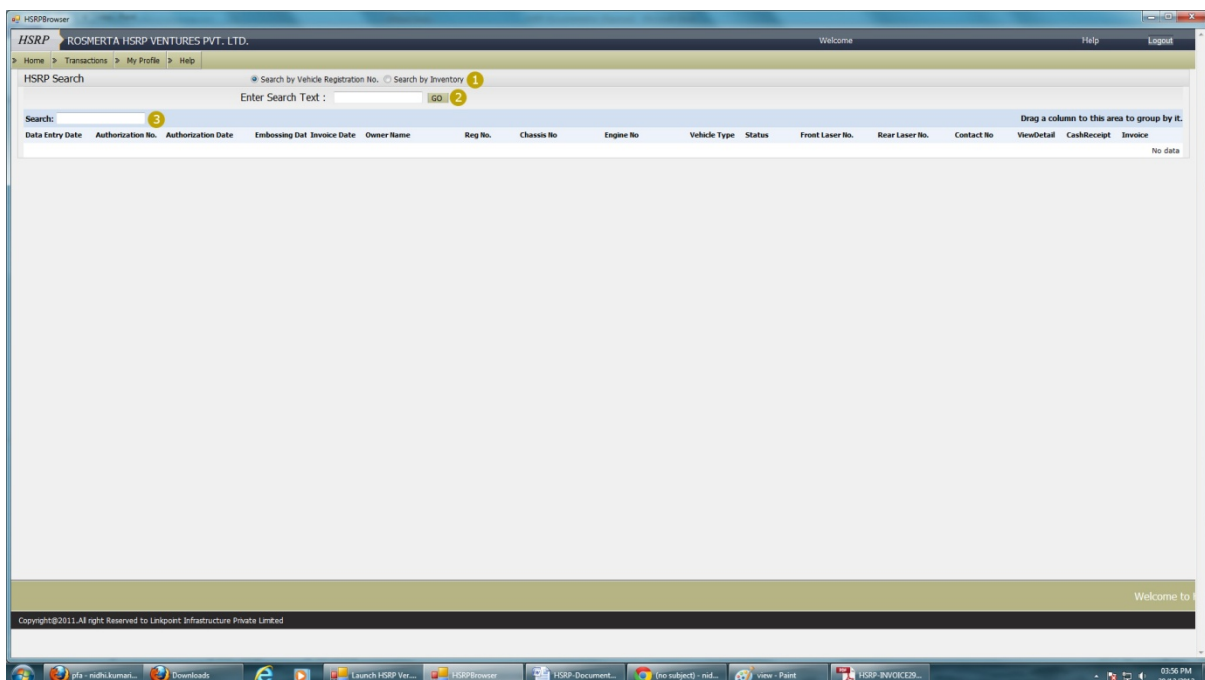The following Web Page appears:

Figure 22. Search Vehicle Form

This Search option is Specially given to the user to search the vehicles very quickly, even if they don't remember the full Vehicle Registration No.

Field Details of Search a Record

S.N.	FIELD	Details	Validation	Example
1	Search by vehicle Reg No. or search by Inventory	The vehicle can be searched by using its registration No. as well as by using its inventory.	One must be selected	
2	Enter Search text	Enter some part or full Reg No or Inventory. Click on GO Button to view top records which includes the entered text.	Field is mandatory.	AA
3	Search	Enter some part of text to search in the displayed list.		

Import/Export Data

Import Data

Take the cursor on Transaction and click on Import/Export link to Import and Export the Data.
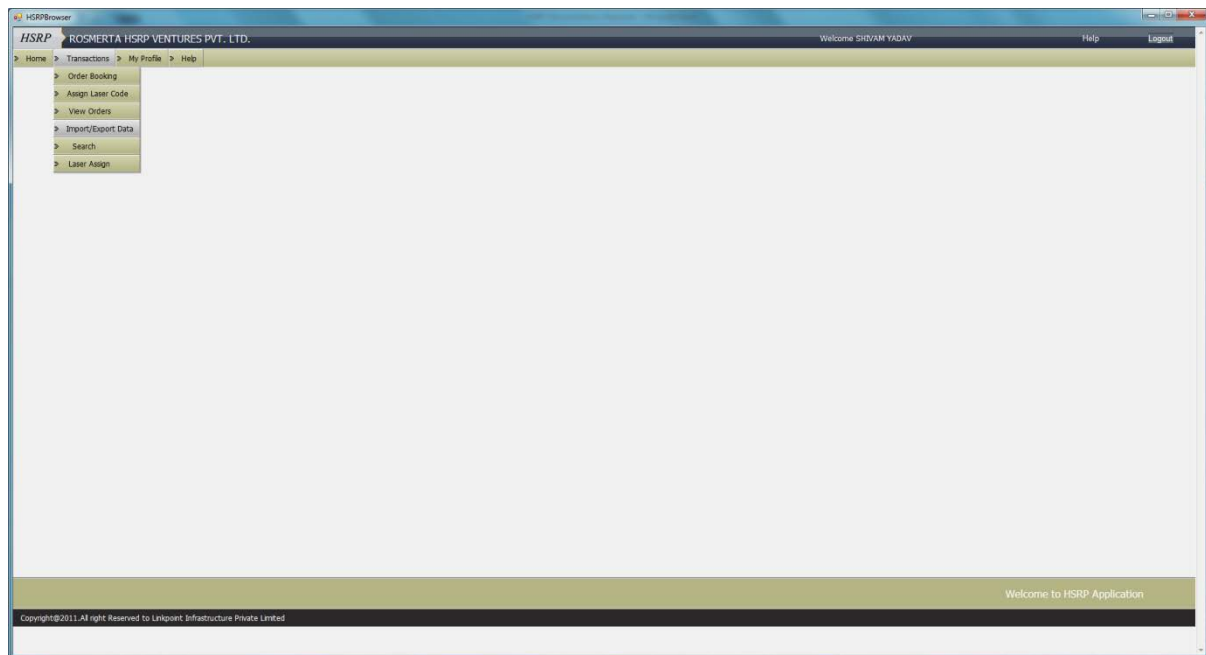

Figure 23Import/Export data Link

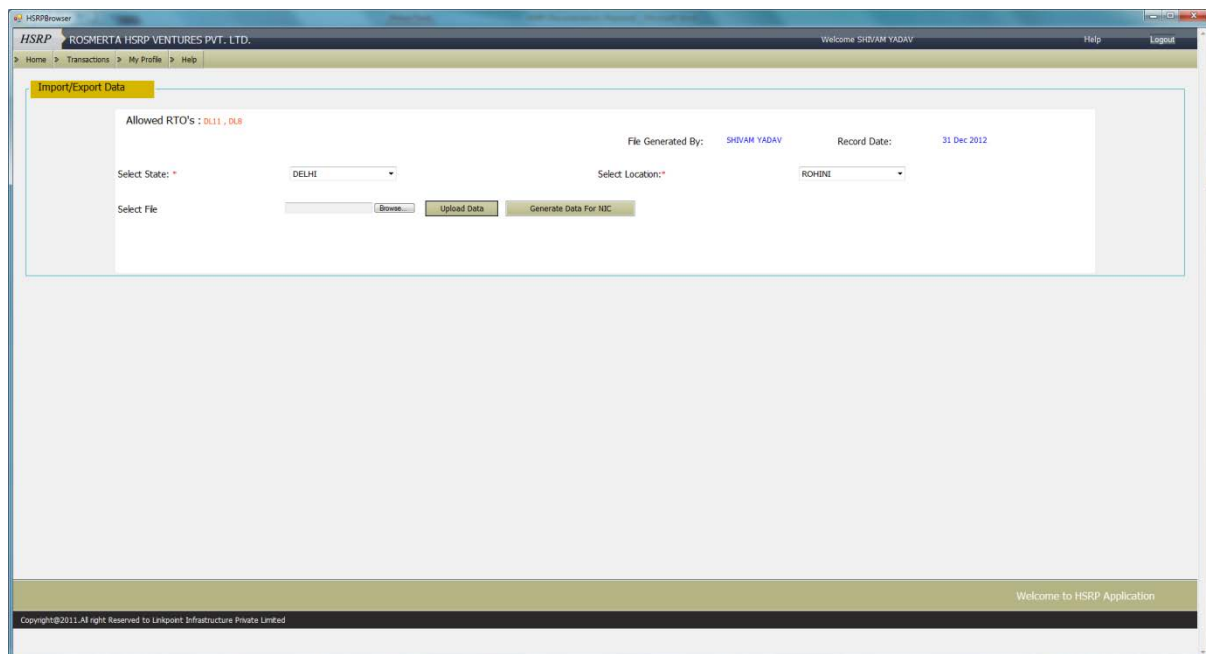The following Web Page appears:

Figure 24Import/Export Data Page

- Select the State, Location.
- Click on Browse Button, Select the .dat file.
- Click on Upload Data Button to upload the data which is brought from the NIC, it contains the detail of New Order.

Export Data

To export the data to NIC its mandatory that all the records should be closed, it will generate the file only for the closed record.

- Select the State, Location.
- Click on Browse Button, select the file
- Click on Generate Data For NIC, it will generate one file at the specified place, which will be returned to the NIC by the Centre Supervisor.

Quick Laser Assignment

Take the cursor on Transaction and click on Laser Assign link to Assign the Laser Code.

Figure 25. Quick Laser No link.

The following Web Page appears:

Figure 26. Quick Laser No. Assignment Form

- Enter the Vehicle Registration No.
- Select the Front Laser No. from the dropdown list.
- Select the Rear Laser No. from the dropdown list.
- Click on Assign & Embossing.
- Click on Reset Button to reset the record.