

DSS(BHATA) USER MANUAL

VERSION: 1.0

Developed By ICTD-System
Janata Bank Limited

Index

Title	Page No
1. Process Overview	1
2. Enrollment Process	3
2.1. Enroll Customer Information	3
2.2. Edit Customer Information	4
2.3. Authorize Customer Information	4
2.4. Verify Enrollment	5
2.5. Check Enrollment Failed Customer List	5
3. Reporting Process	5
3.1. Individual Customer Information	5
3.2. DSS Enrolled Customer List	6
4. Notes	6

DSS Bhata Manual

1. Process Overview:

Step by step process at a glance:

1. Login into jbsolutions
2. Go to DSS BHATA

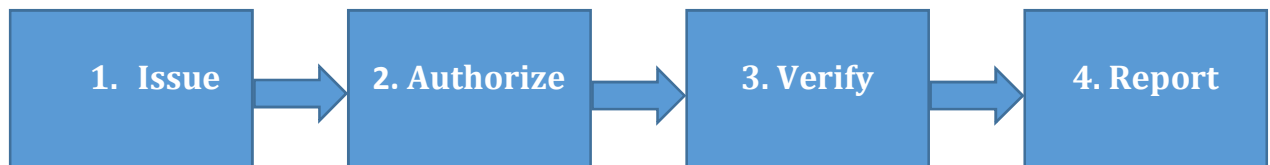
Enrollment Process:

3. Go to DSS Forms on menu bar
4. Click on Customer Issue, Fill Up And Save
5. Go to DSS Forms on menu bar
6. Click Authorize Customer To Authorize Or Reject(To Edit later) Customer
7. Go to DSS Forms on menu bar
8. Click Verify Enrollment to Verify Enrollment
9. Go to DSS Forms on menu bar
10. Click Enroll Failed List To See Enroll Failed Customer List
And Click Edit To Edit and Follow Step 4 to Step 10 If Necessary

Reporting Process:

3. Go to Report on menu bar
4. Click on Individual Customer Info to see Individual Customer Information
5. Go to Report on menu bar
6. Click on DSS Enroll List , Fill up and click print to see DSS Enrolled Customer List

Whole Process In Short:



Flow Diagram of Enrollment and Reporting process:

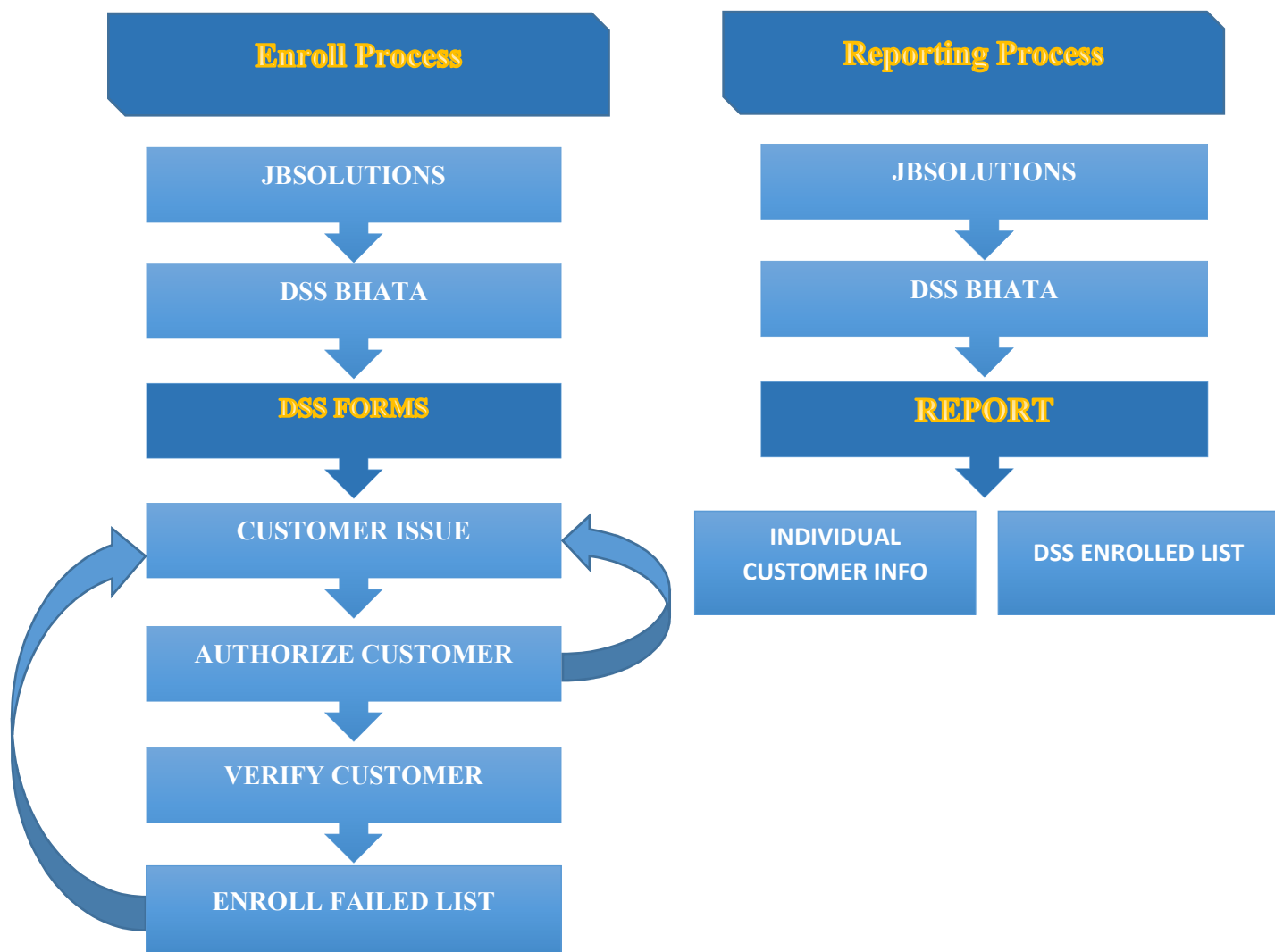


Figure-1: Flow Diagram of Enrollment & Reporting Process

Details:

Follow Below step by step process:

- Login into jbsolutions
- Click DSS BHATA (*Figure-2*)

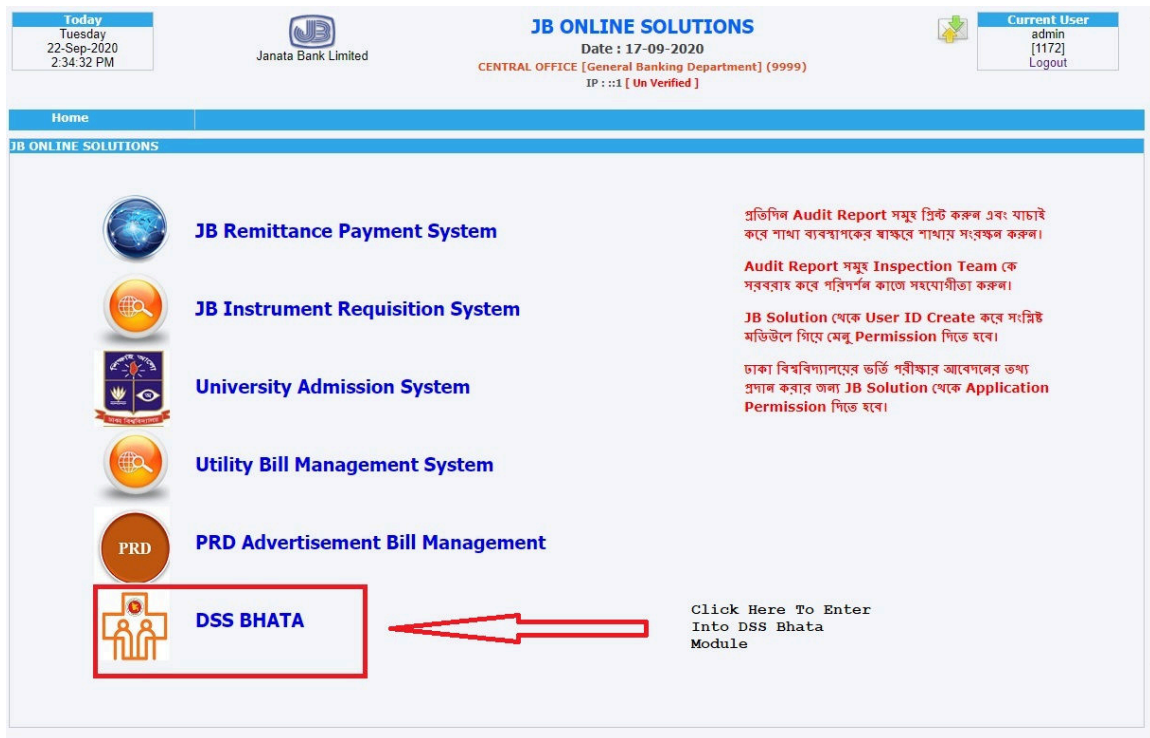


Figure-2: Enter DSS Bhata Module

2. Enrollment Process:

- Go to **DSS Forms** on the menu bar (Figure-3)

DSS Forms Contains 04(Four) Submenus-

- Customer Issue
- Authorize Customer
- Verify Enrollment
- Enroll Failed List

2.1. Enroll Customer Information:

- Click ***Customer Issue*** (Figure-3)
- Fill Up Enrollment Form (Please Enter All the information carefully)
- Click “Enroll Customer” to save Customer information (Figure-3)

Being saved successfully, message “Successfully Saved” will appear.

Not being saved, Error message will appear.

Today
Tuesday
22-Sep-2020
1:33:40 PM

Janata Bank Limited

DSS BHATA SYSTEM
Date : 17-09-2020
GOPALGONJ CORP
IP : ::1 [Un Verified]

Current User
JB Solutions

Home DSS Forms Report

Enroll Customer

Customer Issue
Authorize Customer
Verify Enrollment
Enroll Failed List

Customer First Name: Customer First Name *

Customer Last Name: Customer Last Name *

Date of Birth: DD-MM-YYYY? **DD-MM-YYYY**

NID Number: NID Number? * 10-17 Digit

Cust. Father's Name: Customer Father's Name *

Cust. Mother's Name: Customer Mother's Name *

Account Number: Account Number? * T24 Account Number Only

Account Title: Account Name? *

Bhata Type: ☐ Boyosko Bhata ☐ Bidhoba Bhata ☐ Protibondhi Bhata *

Mobile Number: Mobile Number? *

Enroll Customer

Fill Up This Form Carefully & Click Enroll Customer Button To Save

User's Manual

Figure-3: Enroll Customer Information

2.2. Edit Customer Information(Only After Rejection):

- Click **Authorize Customer** (Figure-4)
- Click Reject to **edit** later from **Enroll Failed List** (Figure-4)
- Click “Enroll Customer” to save Customer information (Figure-3)

Being saved successfully, message “Successfully Saved” will appear.

Not being saved, Error message will appear.

Today
Tuesday
22-Sep-2020
1:37:50 PM

Janata Bank Limited

DSS BHATA SYSTEM
Date : 17-09-2020
GOPALGONJ CORP
IP : ::1 [Un Verified]

Current User
JB Solutions

Home DSS Forms Report

Unauthorize Customer List

Customer Issue
Authorize Customer
Verify Enrollment
Enroll Failed List

Cust First Name	Cust Last Name	Father Name	Mother Name	Acc Number	Acc Name	Routing Number	Mobile No	Bhata Type	Reject	Authorize
asam	hob	sdad	asdasd	6500000236956	asdasd	1300000000	6450000000	Bhata	Reject	Authorize

Click Reject TO Edit
Click Authorize To approve

User's Manual

Figure-4: Edit or Authorize Customer Information

2.3. Authorize Customer Information:

- Click **Authorize Customer** (Figure-4)
- Click Authorize (Same User will not be able to authorize) (Figure-4)

Being authorized successfully, message “Authorized & Send” will appear.

Not being authorized, Error message will appear.

2.4. Verify Enrollment:

- Click **Verify Enrollment** (Figure-5)
- Click verify to verify respective customer information (Figure-5)

Being verified successfully, message “Enroll Successfully” will appear.

Not being saved, Error message will appear.



Figure-5: Verify Enrollment

2.5. Check Enrollment Failed Customer List:

- Click **Enrollment Failed List**
- Click **Edit** to edit respective customer information
- Follow Enroll Customer Information, Authorize Customer Information and Verify Enrollment process

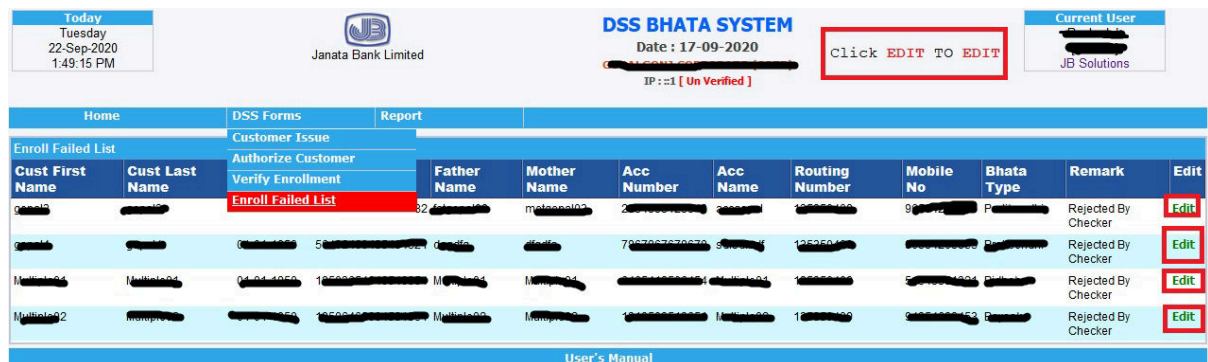


Figure-6: Enrollment Failed List

3. Reporting Process:

- Go to Report on the menu bar

3.1. Individual Customer Information:

- Click Individual Customer Info
- Enter NID Number
- Click Show

Being found customer, customer information will be shown below.

Not being found customer, “Customer Not Found” message will appear.

Customer Details	
Transaction Code	XXXXXXXXXX
Birth Date	XXXXXXXXXX
NID Number	XXXXXXXXXX
Account Enroll Date	XXXXXXXXXX
Customer Status	XXXXXXXXXX
Account Number	XXXXXXXXXX
Account Name	XXXXXXXXXX
Bhata Type	XXXXXXXXXX
Account Routing Code	XXXXXXXXXX
Is Active	XXXXXXXXXX
Mobile Number	XXXXXXXXXX

Figure-7: Individual Customer Information

3.2. DSS Enrolled Customer Information:

- Click DSS Enrolled List
- Enter Date range (date from & date to)
- Click print

A PDF file containing list of DSS enrolled customer will appear.

If no customer is enrolled, a blank pdf will appear.

Enter date range and click print to show data

Date From: 17-09-2020 Date To: 17-09-2020 Print

Figure-8: DSS Enrolled Customer List as Pdf

4. Notes:

1. Against 1-NID number only one customer is allowed
2. Maintain DD-MM-YYYY format for Birth Date
3. NID Number Between 10 to 17 Digit only
4. Enter Online Account Number. Maximum 13 digit allowed

5. Mobile number maximum 11 digit including initial 0.
6. If Enrollment failed, you can edit it from enrollment failed list.
7. If ***Server Error/NEPS*** Error found, try after sometime again

For any query contact with us.