

Global PSP Project for Indian Embassies and Consulates Quick Guide – Issue Booklets to Printer Operators Screen

User Login

1. Visit Global PSP Office Portal (<https://embassy.passportindia.gov.in>)
2. Enter User ID
3. Press Submit button
4. Choose User Role as 'StoreManager'
5. Press Submit button



The screenshot displays two web forms. The top form, titled 'User Login', prompts the user to 'Enter the details to Login' and includes a red warning: 'Fields marked with asterisk(*) are mandatory.' It features a key icon, a text input for 'User ID*' containing 'MISHEAD10', and a 'Submit' button. The bottom form, titled 'User Role', asks the user to 'Please Select Role' and contains a text input for 'User Role*' with a dropdown menu showing 'StoreManager' and a 'Submit' button.

User Login	
Enter the details to Login	
Fields marked with asterisk(*) are mandatory.	
	User ID* MISHEAD10
Submit	

User Role	
Please Select Role	
User Role*	StoreManager ▼
Submit	

User Login (continued..)

1. Enter the Password
2. Check your User Grid and enter the values for the three alphabets displayed on the screen
3. Enter the characters displayed in the CAPTCHA image
4. Press Submit button

User Login							
Enter Password to Login							
User ID*	MISHEAD10						
Password*						
Please Enter the Values *	<p>For each coordinate listed below, find the value on the grid</p> <table><tbody><tr><td>N</td><td>H</td><td>O</td></tr><tr><td>..</td><td>..</td><td>..</td></tr></tbody></table>	N	H	O
N	H	O					
..					
Please enter the characters*	<p>Characters are case sensitive</p>  <p>Change the picture displayed</p> <input type="text" value="QGG7TH"/> x						
<input type="button" value="Submit"/>							
Unlock Account	Forgot Login Password						

Issue Booklets To Printer Operator

- Click on the Issue Booklets To Printer Operator link
- Select the desired booklet type in 'Booklet Type' field
- Select the Printer Operator to which booklets are to be assigned
- Click on the 'Check Availability' button

View Available Blank Booklets In Store
Issue Booklets to Printer Operator ▾

Check Available Booklets

Enter details to Check Availability of Booklet.

Fields marked With * are mandatory

Store Manager Name / ID	yusuf Ahmad / MISHEAD10	Mission Name / Code	Birmingham / UK1
Booklet Number	<input type="text"/>	Booklet Series	<input type="text"/>
Starting Booklet Number	<input type="text"/>	Ending Booklet Number	<input type="text"/>
Booklet Type*	<div>Ordinary-Normal Ordinary-Jumbo Diplomatic-Normal Official-Normal</div>	Allocate To*	MISHEAD10 / yusuf Ahmad ▾

Check Availability

Issue Booklets To Printer Operator (Continue..)

- System displays the list of blank booklets' series available in store
- Select the check-box in the desired booklet series row, specify count of booklets to be allocated in 'Allocate Booklet Count' column and press the 'Allocate Booklet' button

Check Available Booklets

Enter details to Check Availability of Booklet.

Fields marked With * are mandatory

Store Manager Name / ID	yusuf Ahmad / MISHEAD10	Mission Name / Code	Birmingham / UK1
Booklet Number	<input type="text"/>	Booklet Series	<input type="text"/>
Starting Booklet Number	<input type="text"/>	Ending Booklet Number	<input type="text"/>
Booklet Type*	<div>Ordinary-Normal Ordinary-Jumbo Diplomatic-Normal Official-Normal</div>	Allocate To*	MISHEAD10 / yusuf Ahmad ▼

In-Store Booklet Details

<input type="checkbox"/> Select All	Booklet Type	Booklet Series	Booklet Start No.	Booklet End No.	Total Booklet Count	Allocate Booklet Count
<input type="checkbox"/>	Ordinary-Normal	B	B0123487	B0123487	1	<input type="text"/>
<input checked="" type="checkbox"/>	Ordinary-Normal	E	E0123516	E0123555	40	<input type="text" value="1"/>

Issue Booklets To Printer Operator (Continue..)

- System displays the booklet numbers identified for allocation basis the count specified in the 'Allocate Booklet Count' column in the 'Hand Over – Take Over' pane (wherein the Store Manager user is to authenticate himself/herself in Hand Over part and the Printer Operator user is to authenticate himself/herself in Take Over part in order to complete the Displayed Booklets' Hand Over-Take Over process)

Sr No.	From Booklet No	To Booklet No	Booklet Type	Allocated Count
1	E0123516	E0123516	Ordinary-Normal	1

Hand Over

Store Manager Name / ID: yusuf Ahmad / MISHEAD10 Pbo Name / Code: Birmingham / UK1

For each coordinate listed below, find the value on the grid

Generate Store Manager Grid

Authenticate Store Manager

Take Over

Printer Operator Name / ID: yusuf Ahmad / MISHEAD10 Pbo Name / Code: Birmingham / UK1

For each coordinate listed below, find the value on the grid

Generate Printer Operator Grid

Authenticate Printer Operator

Submit Cancel

Issue Booklets To Printer Operator (Continue..)

- In the Hand Over sub-pane - Store Manager user is to press 'Generate Store Manager Grid' button, specify the values demanded in the User Grid Challenge, and press 'Authenticate Store Manager' button to authenticate himself/herself

Hand Over

4. Post successful authentication of Store Manager User Credentials
- this message is displayed on screen

Store Manager Authentication Success !!

Store Manager Name / ID yusuf Ahmad / MISHEAD10 Pbo Name / Code Birmingham / UK1

For each coordinate listed below, find the value on the grid

1. Press this button to generate the Grid Challenge

Generate Store Manager Grid

2. Specify the Required values from the Store Manager User Grid

Authenticate Store Manager

3. Press this button after specifying the Grid Challenge Values

Take Over

Printer Operator Name / ID yusuf Ahmad / MISHEAD10 Pbo Name / Code Birmingham / UK1

For each coordinate listed below, find the value on the grid

Generate Printer Operator Grid

Authenticate Printer Operator

Issue Booklets To Printer Operator (Continue..)

- In the Take Over sub-pane – Printer Operator user is to press ‘Generate Printer Operator Grid’ button, specify the values demanded in the User Grid Challenge, and press ‘Authenticate Printer Operator’ button to authenticate himself/herself.
- Press Submit button after successful authentication

Hand Over

Store Manager Authentication Success !!

Store Manager Name / ID	yusuf Ahmad / MISHEAD10	Pbo Name / Code	Birmingham / UK1
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For each coordinate listed below, find the value on the grid

Generate Store Manager Grid

D

N

J

Authenticate Store Manager

Take Over

Printer Operator Authentication Success !!

Printer Operator Name / ID	yusuf Ahmad / MISHEAD10	Pbo Name / Code	Birmingham / UK1
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For each coordinate listed below, find the value on the grid

Generate Printer Operator Grid

F

K

C

Authenticate Printer Operator

Submit

Cancel

1. Printer Operator User to press this button to generate User Grid Challenge for

2. Printer Operator User to Specify required values from his/her User Grid

3. Press this button to authenticate Printer Operator user

4. This message will appear post successful authentication of Printer Operator User Credentials

5. Press Submit button

Issue Booklets To Printer Operator (Continue..)

- Confirmation message is displayed post successful completion of the Blank Booklets Hand Over – Take Over process
- The booklets are removed from store (no longer visible as available therein) and displayed as allocated to respective Printer Operator in the Print Passport screen (i.e. enabled for Passport/IC/EC printing)

Check Available Booklets

Enter details to Check Availability of Booklet.

Fields marked With * are mandatory

Store Manager Name / ID	yusuf Ahmad / MISHEAD10	Mission Name / Code	Birmingham / UK1
Booklet Number	<input type="text"/>	Booklet Series	<input type="text"/>
Starting Booklet Number	<input type="text"/>	Ending Booklet Number	<input type="text"/>
Booklet Type*	<div>Ordinary-Normal Ordinary-Jumbo Diplomatic-Normal Official-Normal</div>	Allocate To*	<div>-Select-</div>

Check Availability

Hand Over/Take Over Successful !! Blank Booklet(s) Issued to Print Operator Successfully !!

**In case of additional information or clarification, please
contact Global PSP Support Team at**

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Thank You
