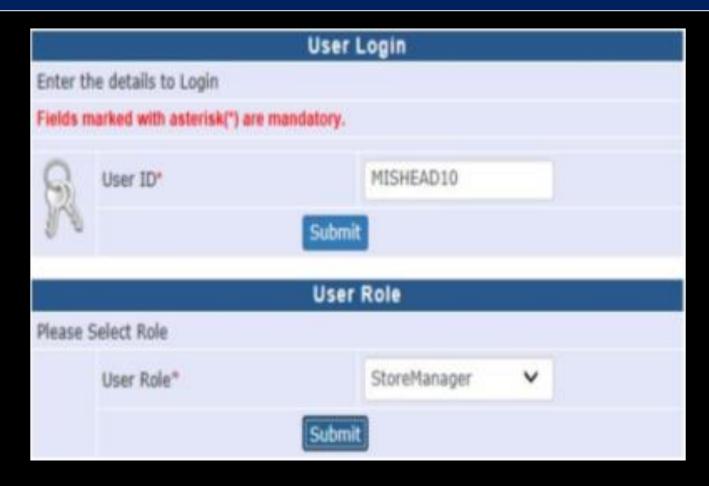
Global PSP Project for Indian Embassies and Consulates Quick Guide – Issue Booklets to Printer Operators Screen

#### **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



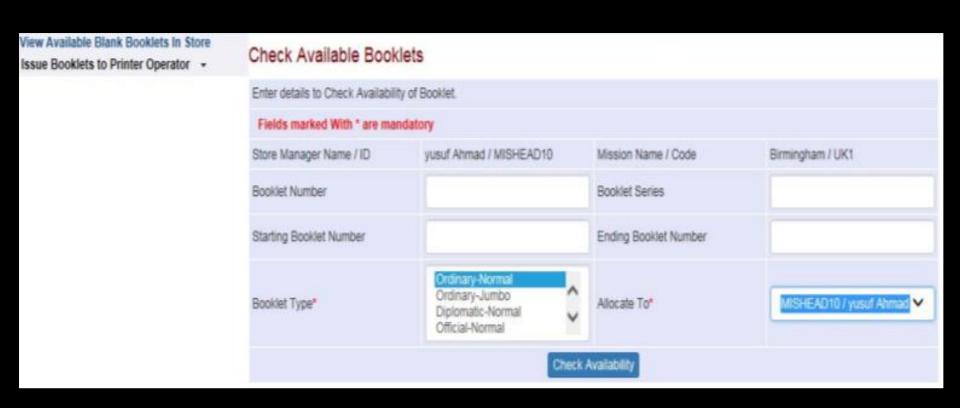
#### **User Login** (continued..)

- 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

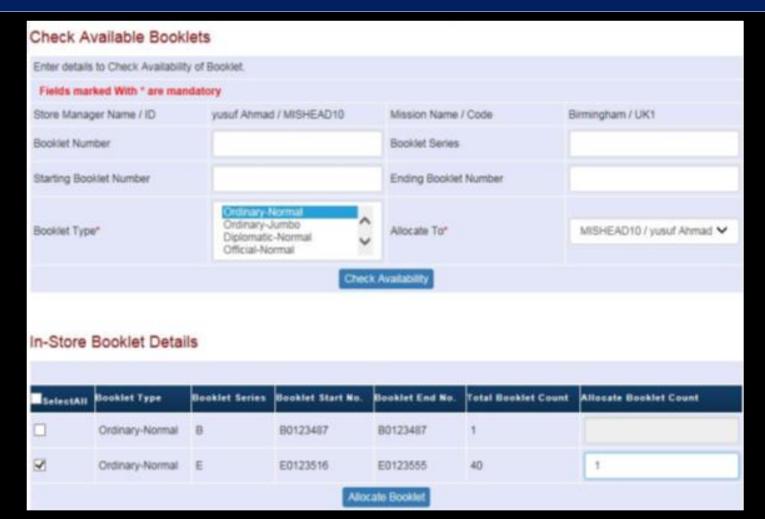


#### **Issue Booklets To Printer Operator**

- 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



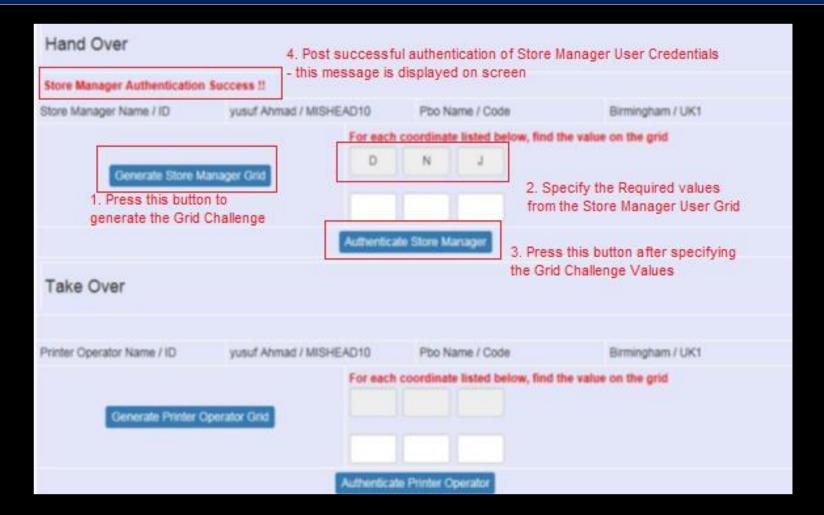
- System displays the list of blank booklets' series available in store
- Select the check-box in the desired booklet series row, specify count
  of booklets to be allocated in 'Allocate Booklet Count' column and
  press the 'Allocate Booklet' button



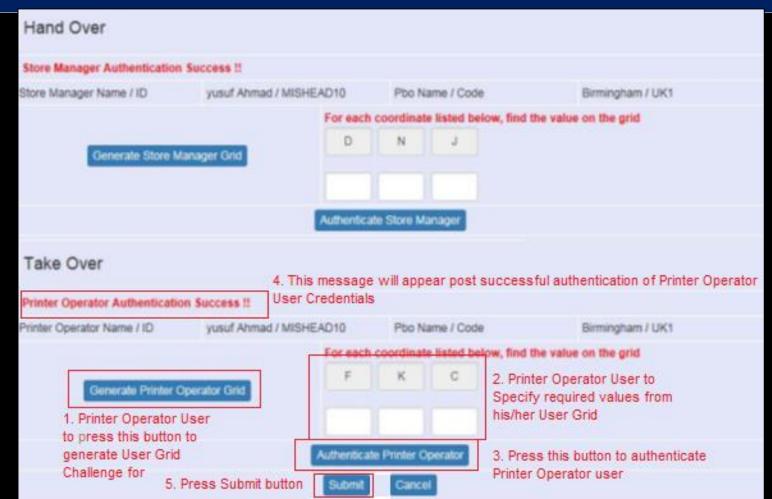
• System displays the booklet numbers identified for allocation basis the count specified in the 'Allocate Booklet Count' column in the 'Hand Over – Take Over' pane (wherein the Store Manager user is to authenticate himself/herself in Hand Over part and the Printer Operator user is to authenticate himself/herself 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
На	nd Over			
Store	Manager Name / ID	yusuf Ahmad / MISHEAD1	0 Pbo Name / Code	Birmingham / UK1
	Generate Store	e Manager Grid	r each coordinate listed below, fi	nd the value on the grid
		Aut	henticale Store Manager	
Take Over				
Printer Operator Name / ID		yusuf Ahmad / MISHEAD1	0 Pbo Name / Code	Birmingham / UK1
	Generate Printe	er Operator Grid	r each coordinate listed below, fi	nd the value on the grid
		Auth	nenticate Printer Operator	
Submit Cancel				

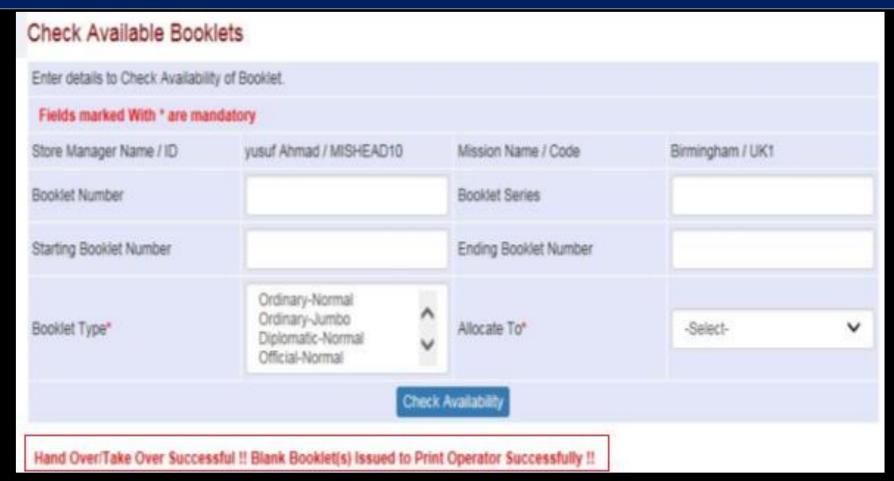
 In the Hand Over sub-pane - Store Manager user is to press 'Generate Store Manager Grid' button, specify the values demanded in the User Grid Challenge, and press 'Authenticate Store Manager' button to authenticate himself/herself



- 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



- 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)



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

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# **Thank You**