


# **Global PSP Project for Indian Embassies and Consulates**

## **Quick Guide – Print Passport Screen**

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## User Login

1. Visit Global PSP Office Portal (<https://embassy.passportindia.gov.in>)
2. Enter User ID
3. Press Submit button


User Login					
Enter the details to Login					
Fields marked with asterisk(*) are mandatory.					
	<table><tr><td>User ID*</td><td><input type="text" value="TRNPR001"/></td></tr><tr><td colspan="2"><input type="button" value="Submit"/></td></tr></table>	User ID*	<input type="text" value="TRNPR001"/>	<input type="button" value="Submit"/>	
User ID*	<input type="text" value="TRNPR001"/>				
<input type="button" value="Submit"/>					

## User Login *(continued..)*


### 1. Enter User Role as

- a. **PrintOperator** *(to print normal scheme passports only), OR*
- b. **TklPrintOperator** *(to print tatkaal scheme passports only), OR*
- c. **NrmlTklPrintOperator** *(to print both normal and tatkaal scheme passports)*

### 2. Press Submit button displayed below User Role

User Login	
Enter the details to Login	
Fields marked with asterisk(*) are mandatory.	
	User ID*
	<input type="text" value="TRNPR001"/>
<input type="button" value="Submit"/>	

User Role	
Please Select Role	
	User Role*
	<div><div>Select</div><div>CounterDelivery</div><div>DispatchAssistant</div><div>NrmlTklPrintOperator</div><div>PrintOperator</div><div>QCOperator</div><div>ReceiptAssistant</div><div>TklPrintOperator</div></div>
<input type="button" value="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*	TRNPR001						
Password*	<input type="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"/>						
<input type="button" value="Submit"/>							
<a href="#">Unlock Account</a>	<a href="#">Forgot Login Password</a>						

## Print Passport screen

- Click on the Print Passport link
- Breakup of pending print jobs is displayed on screen. Press Claim button.
- Next eligible pending print job is automatically identified and displayed as Claimed in Printer Operator's worklist. Press Work On button to print the passport. Else, press Un Claim to move back the job to Pooled worklist.

Manage User Profile

Print Passport ▾

Return Unused/ Rejected Booklets

Printer Operator Name / ID

TRAINING PRINT OPERATOR /  
TRNPR001

PO Name / Code

London / UK2

### Print Passport

Choose Booklet Type:	<input checked="" type="radio"/> All	<input type="radio"/> Ordinary-Normal	<input type="radio"/> Ordinary-Jumbo	<input type="radio"/> Diplomatic-Normal	<input type="radio"/> Official-Normal
Printing Privileges :		Normal + Tatkaal			
Pending Work Items					
Normal Scheme	13	Tatkaal Scheme	2		
Ordinary-Normal	11	Ordinary-Normal	1		
Ordinary-Jumbo	2	Ordinary-Jumbo	1		

Claim

### Claimed Work Item

Select	File Number	Applicant Name	Booklet Type	Priority Level	Print Initiation Date	Application Type
<input checked="" type="radio"/>	UK2064111417418	AMIT CHAUHAN	Ordinary-Normal	4	18/09/2018 10:33:52	Normal
<div>Un ClaimWork On</div>						

## Print Passport (Continue..)

- **Enter Booklet Number on which passport is to be printed.** *(System will validate the same against the list of valid blank booklets assigned to the user (print operator)).*
- **User can also recheck the booklets allocated to him/her by clicking on Allocated Booklet hyperlink. Press Next button to continue printing**

**Booklet Detail**

Fields marked With \* are mandatory

Booklet Number*	<input type="text"/>	<a href="#">Allocated Booklets</a>	
Is this booklet compatible with LSI image printing?		<input checked="" type="radio"/> YES	<input type="radio"/> NO
File Number	UK2064111417418	Applicant Name	AMIT CHAUHAN
Job Description	Normal	Booklet Type	Ordinary-Normal
Print Queue Update Date	18/09/2018 10:33:52	Current Priority	4
Assigned To		TRAINING PRINT OPERATOR / TRNPR001	

Printer Operator Name / ID		TRAINING PRINT OPERATOR / TRNPR001		PO Name / Code		London / UK2	
S No.	Booklet Series	Booklet Type	Booklet Start No.	Booklet End No.	Booklet Count		
1	D	Ordinary- Normal	D1123463	D1123463	1		
2	D	Ordinary- Normal	D1123465	D1123554	90		
3	Z	Ordinary- Jumbo	Z1123458	Z1123505	48		
<div>Close</div>							

## Print Passport (Continue..)

- Check the Passport Preview and click on the Print First Page button

### Passport Details

#### First Page Of Passport

Type	P
Passport Number	D1123554
Surname	CHAUHAN
Given Name	AMIT
Sex	MALE
Date of Birth	26/08/1992
Place of Birth	DELHI, DELHI
Place of Issue	LONDON
Date of Issue	20/10/2018
Date of Expiry	19/10/2028
Photo	
Signature	

#### Last Page Of Passport

Name of Father/ Legal Guardian	SANJAY CHAUHAN
Name of Mother	SEEMA CHAUHAN
Name of Spouse	
Address	05 EASTERN COAST APPT LONDON
Old Passport No. with Date and Place of Issue	
File Number	UK2064111417418
ECR	Y

[View Application Form](#)

[Escalate For Data Modification](#)

Assigned Booklet Number **J0123501**



[Print First Page](#)

[Print Last Page](#)


## Print Passport (Continue..)

- **Start Printing Page 1** message appears on screen
- **Press OK button to print Page 1 of passport** *(after placing the booklet inside the printer device with Page 1 facing up)*

**Passport Details**

First Page Of Passport		Last Page Of Passport	
Type	P	Name of Father/ Legal Guardian	AA BHAT
Passport Number	J0123501	Name of Mother	BB BHAT
Surname	BHAT	Name of Spouse	
Given Name	ALIA KUMARI		101
Sex	FEMALE	Address	BNN
Date of Birth	05/08/1993		UK
Place of Birth	BENGALURU, KARNATAKA		UK1009000070018
Place of Issue	BIRMINGHAM		N
Date of Issue	10/10/2018		
Date of Expiry	09/10/2023		
Photo			
Signature			

**Message from webpage**

 Start Printing Page 1 ?

OK Cancel

[View Application Form](#)

[Escalate For Data Modification](#)

Assigned Booklet Number **J0123501**

[Print First Page](#) [Print Last Page](#)



## Print Passport (Continue..)

- Page 1 Printed Successfully message appears on screen
- Press OK button and click on Print Last Page button to print Page 2

Passport Details

First Page Of Passport		Last Page Of Passport	
Type	P	Name of Father/ Legal Guardian	AA BHAT
Passport Number	JO123501	Name of Mother	BB BHAT
Surname			
Given Name			
Sex			
Date of Birth			
Place of Birth			
Place of Issue			
Date of Issue			
Date of Expiry			
Photo			
Signature			

Message from webpage

 Page 1 Printed Successfully !!

OK

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7.73/95 32 Letter VerifyLS Jpg2 Emf Png -  
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[Escalate For Data Modification](#)



Assigned Booklet Number **JO123501**

[Print First Page](#) [Print Last Page](#)

## Print Passport (Continue..)

- **Start Printing Page 2 button is displayed**
- **Press OK button to continue for printing the Page 2 of the passport**  
*(after placing the booklet inside the printer device with Page 2 facing up)*

Passport Details

First Page Of Passport		Last Page Of Passport	
Type	P	Name of Father/ Legal Guardian	AA BHAT
Passport Number	J0123501	Name of Mother	BB BHAT
Surname	BHAT	Name of Spouse	
Given Name	ALIA KUMARI		101
Sex	FEMALE	Address	BNN
Date of Birth	05/05/1993		UK
Place of Birth	BENGALURU, KARNATAKA		
Place of Issue	BIRMINGHAM		
Date of Issue	10/10/2011		UK1056000070518
Date of Expiry	09/10/2021		N
Photo			
Signature			

[View Application Form](#)

Assigned Booklet Number **J0123501**

[Print First Page](#) [Print Last Page](#)

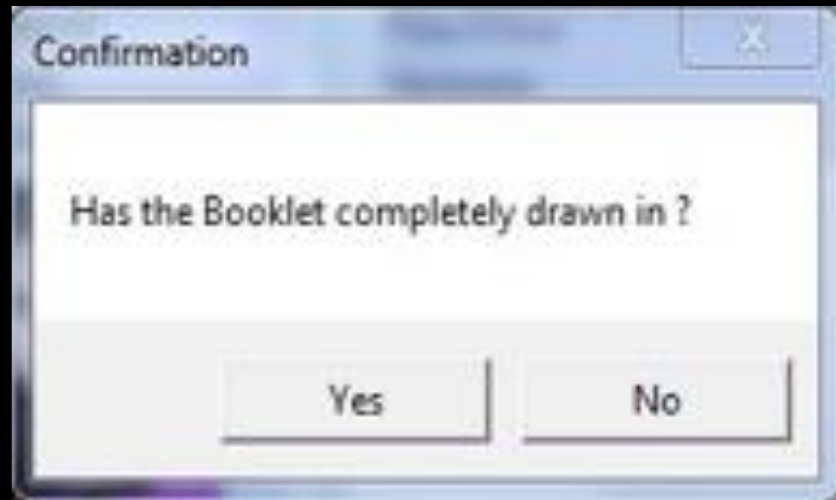
Message from webpage

Start Printing Page 2 ?

OK Cancel

## Print Passport (Continue..)

- Intermittently – the Printer device may throw other confirmation messages like ‘Has the Booklet completely drawn in?’. Press Yes button when booklet is completely drawn in.



## Print Passport (Continue..)

- After completion of printing of Page 2 – the user is prompted to confirm the printing completion status in the “Update Printed Status”. The user may select the following options from the drop down list
  - a. Printed
  - b. Printed With Error *(in case some details seem incorrectly printed)*
- Press “Update Status” button to initiate Passport QC process *(physical passport to be sent to QC desk after lamination)*
- Else, press “Reprint Last Page” button just in case Page 2 was not actually printed *(and user confirmed successful printing of page 2 earlier by mistake)*

**Update Printed Status**

The Passport Number J0123501 has been Printed for the application UK1069000070618 on 10/10/18 16.47. Please Update Printed Status by entering some remarks.

Printed Status\* Printed ▼

Remarks Ok printed successfully

☒ Update Status ☐ Reprint Last Page

Update Status

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

**Email : [global.psp@tcs.com](mailto:global.psp@tcs.com)**

**Phone : +91-0120-672-9595/96**

**Mobile : +91-730-351-9595**

**Thank You**

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