AGENT LOGIN

Dashboard
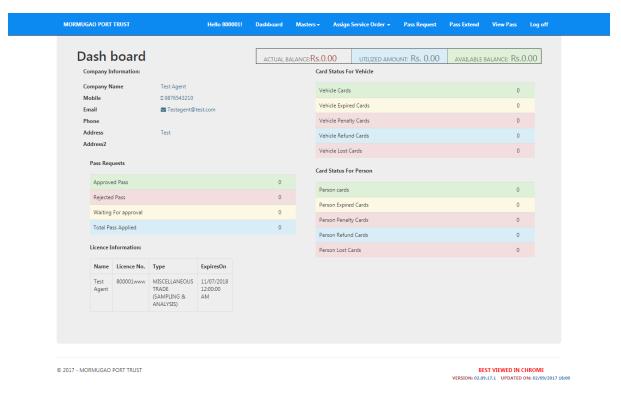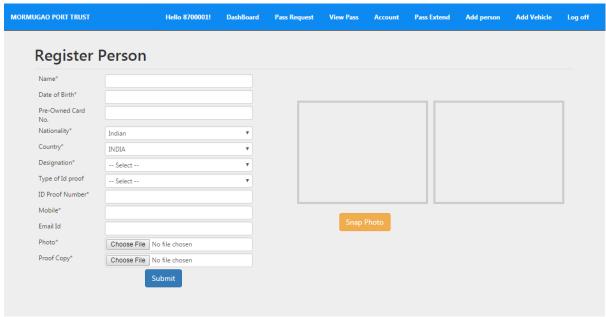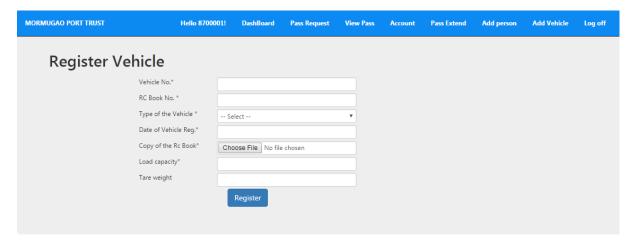

- In this screen you can find the details of the Agent company.
- It also contains information about Actual Balance, Utilized Balance and Available Balance.
- Here you can find the pass requests i.e Approved Status, Rejected Status, Waiting for Approval and Total Pass Applied.
- You will also find details about card status and also license information.

Masters → **Add Person**

| MORMUGAO PORT TRUST | Hello 8700001! | DashBoard | Pass Request | View Pass | Account | Pass Extend | Add person | Add Vehicle | Log off |

Register Person

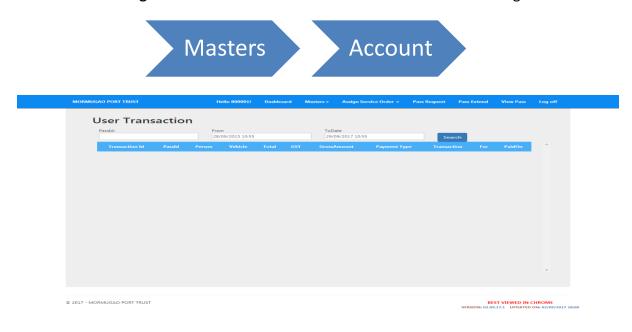|	
Name*	
Date of Birth*	
Pre-Owned Card No.	
Nationality*	Indian ▼
Country*	INDIA ▼
Designation*	-- Select -- ▼
Type of Id proof	-- Select -- ▼
ID Proof Number*	
Mobile*	
Email Id	
Photo*	Choose File No file chosen
Proof Copy*	Choose File No file chosen

Snap Photo

Submit

- This screen is used for registration of particular person.
- Clicking on **snap photo** button will capture the picture and on the right hand side box the captured picture will appear.
- Clicking on confirm photo the picture gets uploaded.
  Once the submit button is clicked, the details of the person gets registered.

Masters → **Add vehicle**

| MORMUGAO PORT TRUST | Hello 8700001! | DashBoard | Pass Request | View Pass | Account | Pass Extend | Add person | Add Vehicle | Log off |

Register Vehicle

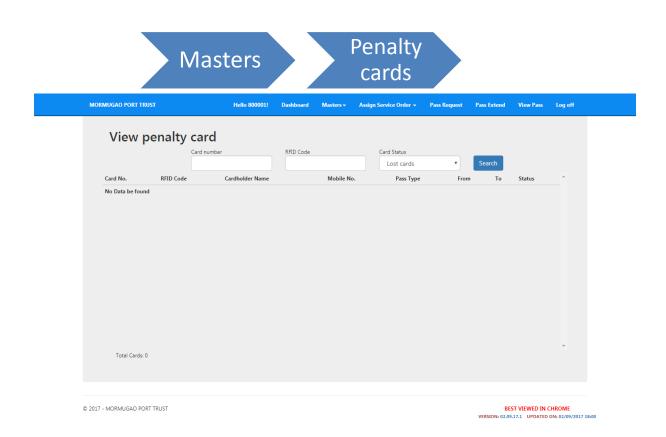|	
Vehicle No.*	
RC Book No. *	
Type of the Vehicle *	-- Select -- ▼
Date of Vehicle Reg.*	
Copy of the Rc Book*	Choose File No file chosen
Load capacity*	
Tare weight	

Register

- This screen is used for vehicle registration.
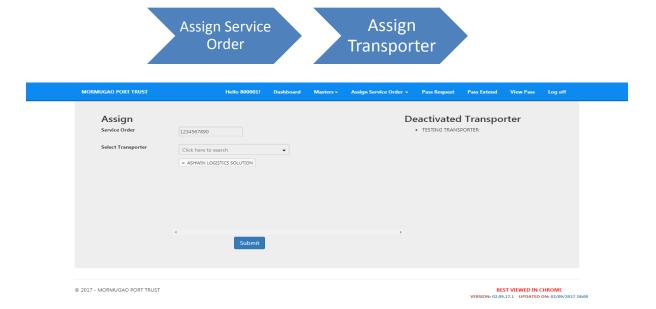- All the required fields need to be entered.

- Here you need to upload the copy of RC book by clicking on **choose file** button.
- Once the **register** button is clicked the details of the vehicle will be registered.

In this screen you will find the details of the transaction of the user by using Filter option.
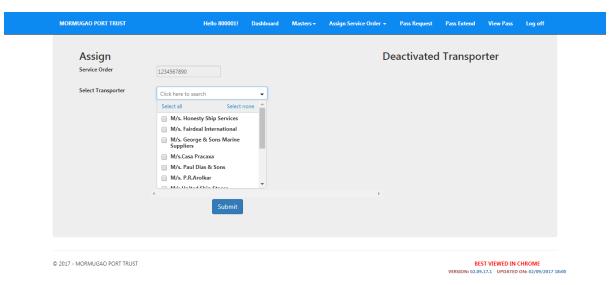
In this page you can get the list of penalty /refunded /lost card list belong to your company with filter options.

- In this Screen based on Service order you can assign and deactivate the Transporter.
- For Assigning Transporter, in **Select Transporter** dropdown you just select the Transporter name by selecting the check box options
- Once Submit button is clicked the selected Transporter will be assigned to the particular service order no.
- For Deactivate transporter, select the Assigned transporter name by selecting the check box again and click the submit button to deactivate.
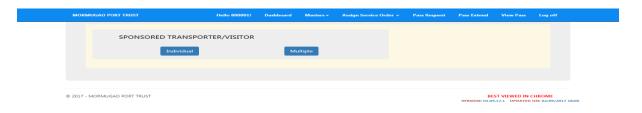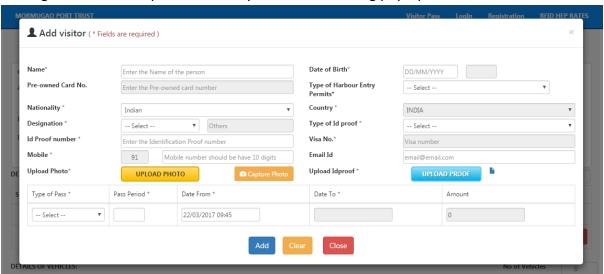
This Screen is for assigning the ship handling to the pertaining service no, and it is used like same procedure for Assign Transporter screen for assign/deactivate.
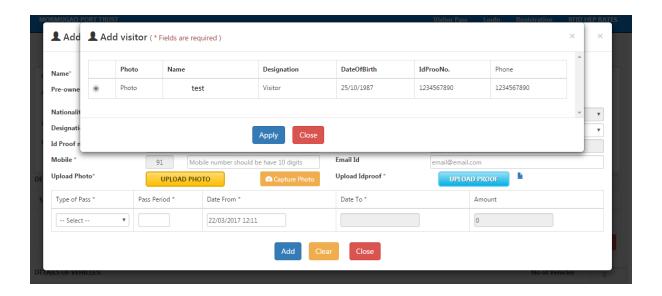
Pass
Request

Clicking on the pass request tab in the screen will lead you to the following screen show below.
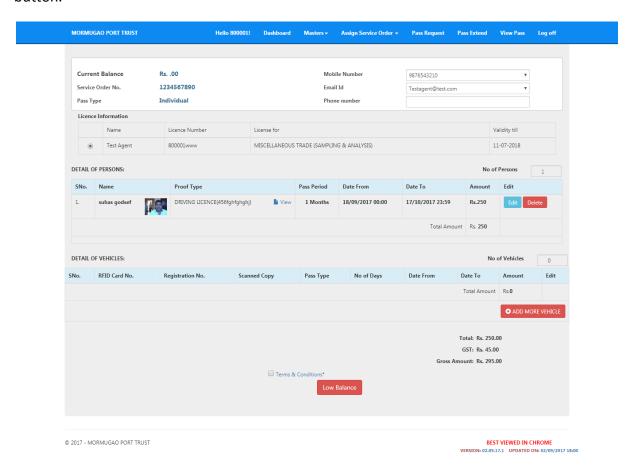

- Under sponsored Transporter/Visitor ,you can find two option available namely
    a) Individual
    b) Multiple
- In case if only one person is visiting then you have to select **Individual.**
- In case if group of visitors are visiting then you have to select **Multiple**.
- Clicking on **Individual** option will lead you to the following pop up screen.

- Here the user have to enter the Name and Date of Birth and press enter. Another popup menu will appear .
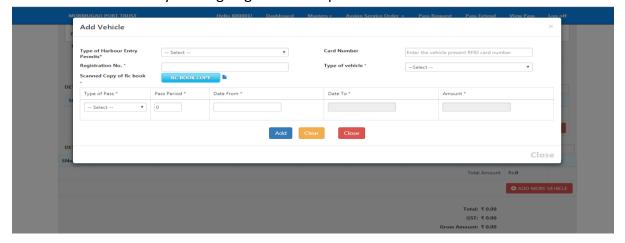
- This pop will appear only if the details of the entered name is stored in the database. Clicking on **apply,** all the details get auto filled. In case of 1st time user, this popup won't appear. The user have to fill in all the blanks, upload photo, upload proof etc.
- Then you have to select type of pass, date from and date to.
- Once you have selected everything, the amount will appear and then click **Add** button.

- After clicking on add button the above page will appear.

- At the top you need to enter the phone number and the name added in **add visitor** appear in this screen.
- Since you have selected individual option only one person can be added here.
- Below the details of visitor you can find the **Add more vehicles** button by click on Add vehicle button below screen will appear where you need to enter the vehicle details in which vehicle you are going to visit the port.
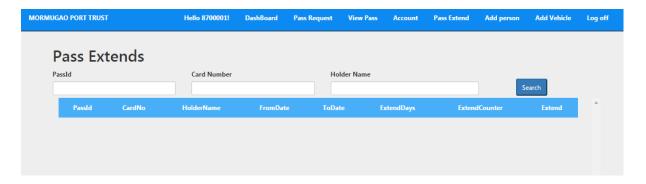

- In case if you are not coming by any vehicle you can leave that option blank.
- Once all the details are entered, you need to click **Apply Now**.(Due to low balance in below screenshot so its shows low balance button otherwise Apply now button will appear)

Same process happens when you click on **multiple** option Only difference is that you can add more than one visitor here.

- Here you can find a button **Add Visitor/Add**. Clicking on that you can add another visitor details.
- In case if you need to edit the details a particular visitor, you need to select respective **edit** option that is present on the right hand side for each and every visitor.
- Clicking on **delete** option will delete that particular visitor detail from the list.

Pass
Extend

| | MORMUGAO PORT TRUST | Hello 8700001! | DashBoard | Pass Request | View Pass | Account | Pass Extend | Add person | Add Vehicle | Log off |

Pass Extends

PassId

Card Number

Holder Name

[Search]

PassId	CardNo	HolderName	FromDate	ToDate	ExtendDays	ExtendCounter	Extend

- In case if the work is not completed before the pass expiry date, you have an option to extend the date of the pass using this screen for request.

| | | | View
Pass | | | | |

MORMUGAO PORT TRUST		Hello 8700001!	DashBoard	Pass Request	View Pass	Account	Pass Extend	Add person	Add Vehicle	Log off

PassId	Name	No of Person	No of Vehicle	approved	Rejected	Approval Status	Payment	View Detail
2003170041	Testing Transporter	2	0	0	0	Canceled		View
1403170012	Testing Transporter	1	1	0	0	Canceled		View
1403170011	Testing Transporter	1	0	0	0	Canceled		View
1403170009	Testing Transporter	1	0	0	0	Canceled		View
0303170165	Testing Transporter	1	0	1	0	approved	Paid	View
0303170148	Testing Transporter	0	1	0	1	Rejected	Rejected	View
0303170094	Testing Transporter	0	1	0	1	Rejected	Rejected	View
2502170197	Testing Transporter	1	0	0	0	Canceled		View
2202170199	Testing Transporter	0	1	0	0	Canceled		View
2202170193	Testing Transporter	0	1	1	0	approved	Paid	View
2102170123	Testing Transporter	0	1	0	1	Rejected	Rejected	View
2002170318	Testing Transporter	0	1	0	0	Canceled		View
2002170281	Testing Transporter	0	1	0	0	Canceled		View

- In this screen you can the list pass that has been applied.
- Here you can find the approval status of each and every pass applied.
- In case if the status is waiting for approval, you will have the option to cancel the pass.