



Directorate of Kerala State Lotteries

User Reference Manual – Agent Portal

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This document contains step by step process to be followed for supply chain management activities in Lottery Department – Agent Portal



Operational Guidelines for Agent Portal

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1. ABOUT AGENT PORTAL

Agent Portal is a Web enabled work flow based system for providing end to solution to the users covering supply chain management activities include online payments, Receipts Printing etc

2. Problems Reporting

1. Problem Reporting through Online Help

Technical problems in operating the application should be reported to the Nodal Officer of the Directorate of Kerala State Lotteries Problem can be reported either through Online Help or E-mail to the concerned NIC Co-coordinator.

The Application error should be communicated in the following report format

- User level (e.g. Data Entry / Verification / Approval / Administration etc)
- Name of the Option
- Description of Error message
- Screen shots of the error(Click on PrtScrn button and paste it in file and upload the same)

3. Operating Instructions

3.1 Hardware / Software Requirements

- PC with net connectivity
- Any web browser can be used for accessing the site
- Services for the public can also be accessed using smart mobile

3.2 Handling Instructions

Login with valid userid and password. Menu will be displayed based on the logged in user's role. Each user has a particular role and privilege for accessing the system.

i. Role based dashboard

Each level of user is having Role based Dashboard

ii. Help

iii. Feedback

Two types of Feedback form available (For Department & Citizen)

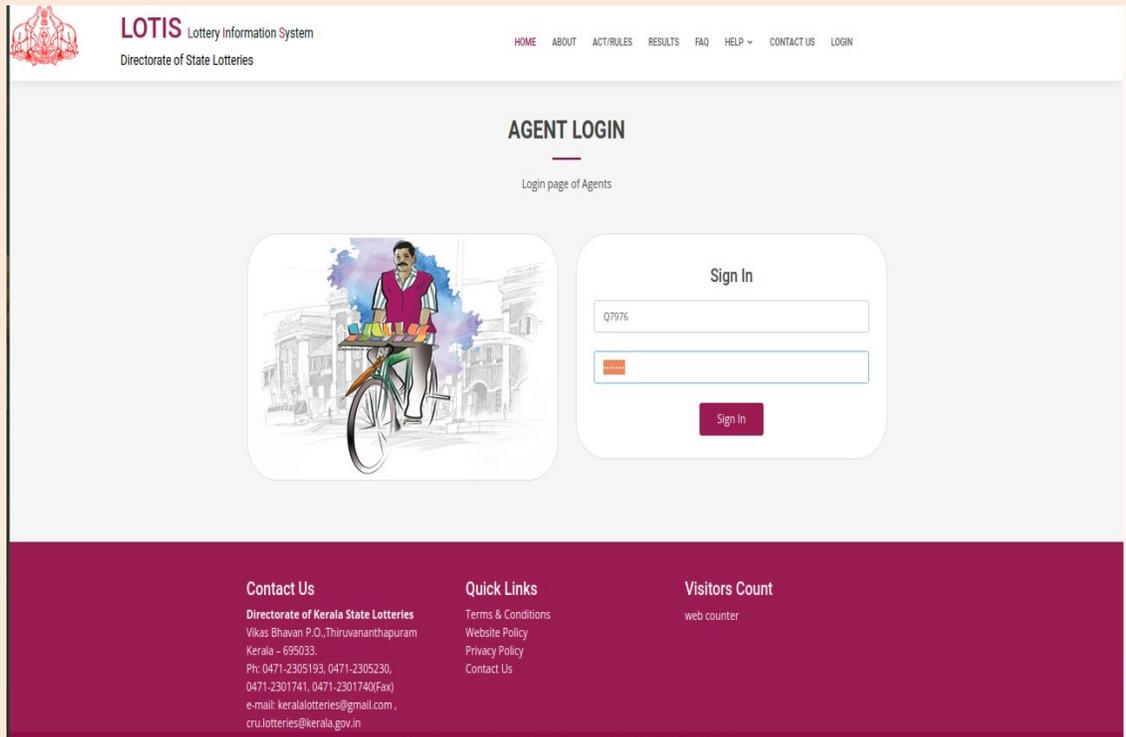
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4. How to Start

Invoke the application using the URL: - www.lotteryagent.kerala.gov.in and apply user credentials.

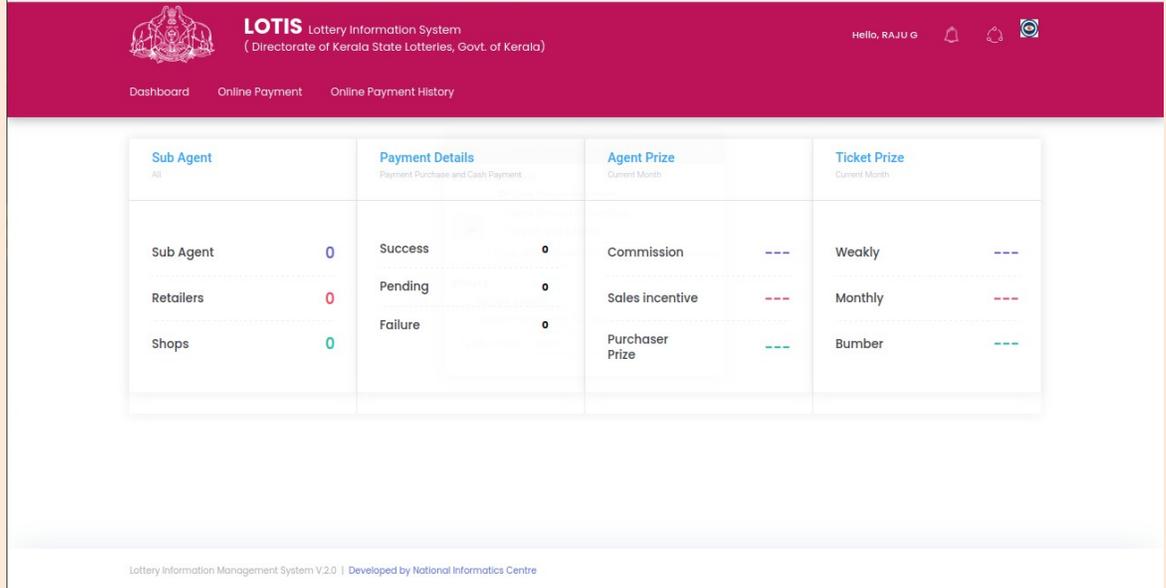


By clicking the login, the following interface will be displayed.



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There you will get a role based dash board screen as follows.



The screenshot shows the LOTIS (Lottery Information System) dashboard for an agent. The header includes the system name, logo, and user information (Hello, RAJU G). Navigation links for Dashboard, Online Payment, and Online Payment History are present. The main content area is divided into four columns: Sub Agent, Payment Details, Agent Prize, and Ticket Prize. The Sub Agent column shows counts for All, Retailers, and Shops. The Payment Details column shows counts for Success, Pending, and Failure. The Agent Prize column shows Commission, Sales incentive, and Purchaser Prize. The Ticket Prize column shows Weekly, Monthly, and Bumber prizes. The footer indicates the system version and developer.

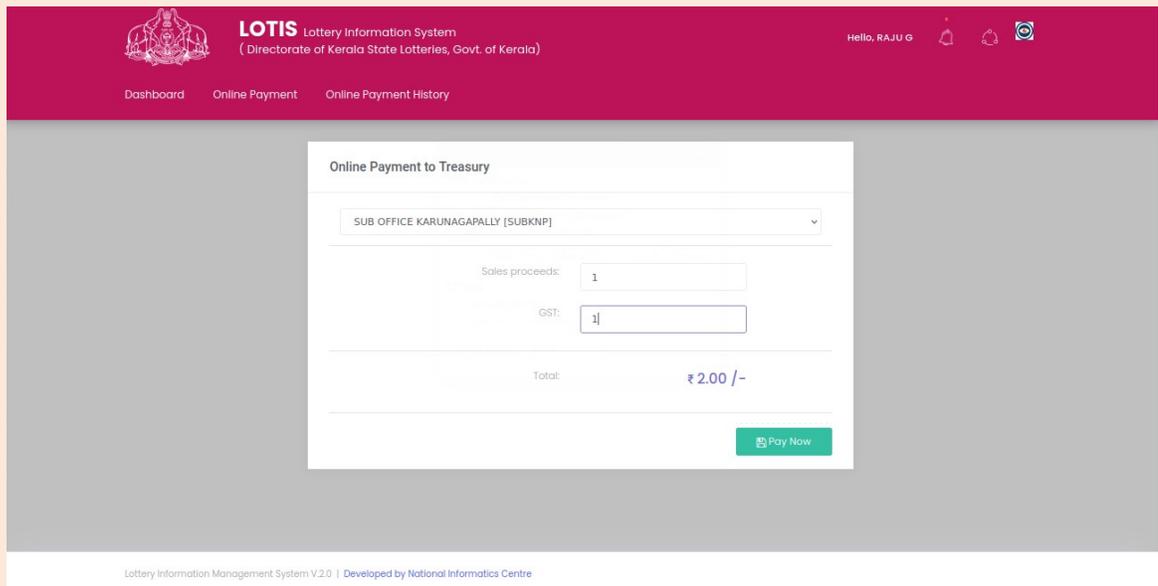
Sub Agent	Payment Details	Agent Prize	Ticket Prize
All	Payment Purchase and Cash Payment	Current Month	Current Month
Sub Agent: 0	Success: 0	Commission: ---	Weekly: ---
Retailers: 0	Pending: 0	Sales incentive: ---	Monthly: ---
Shops: 0	Failure: 0	Purchaser Prize: ---	Bumber: ---

Under this option the following menus are available:-

7.1 Online Payment

7.2 Online Payment History

4.1 Online Payment



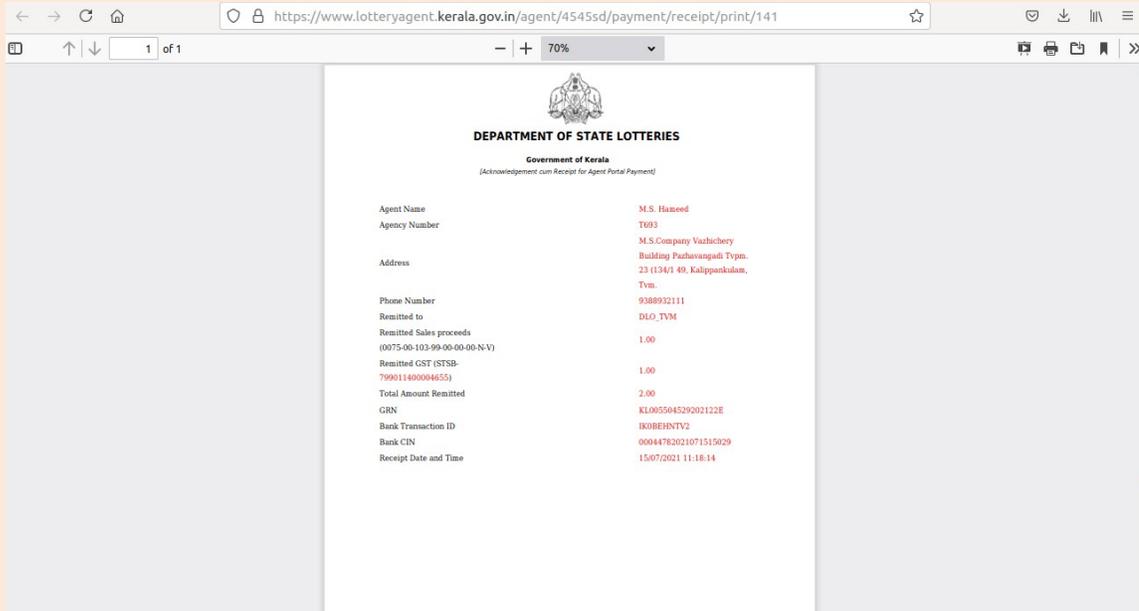
The screenshot shows the 'Online Payment to Treasury' form. It includes a dropdown menu for the sub-office (SUB OFFICE KARUNAGAPALLY [SUBKNP]), input fields for Sales proceeds (1) and GST (1), and a Total amount of ₹ 2.00 /-. A 'Pay Now' button is visible at the bottom right. The footer indicates the system version and developer.

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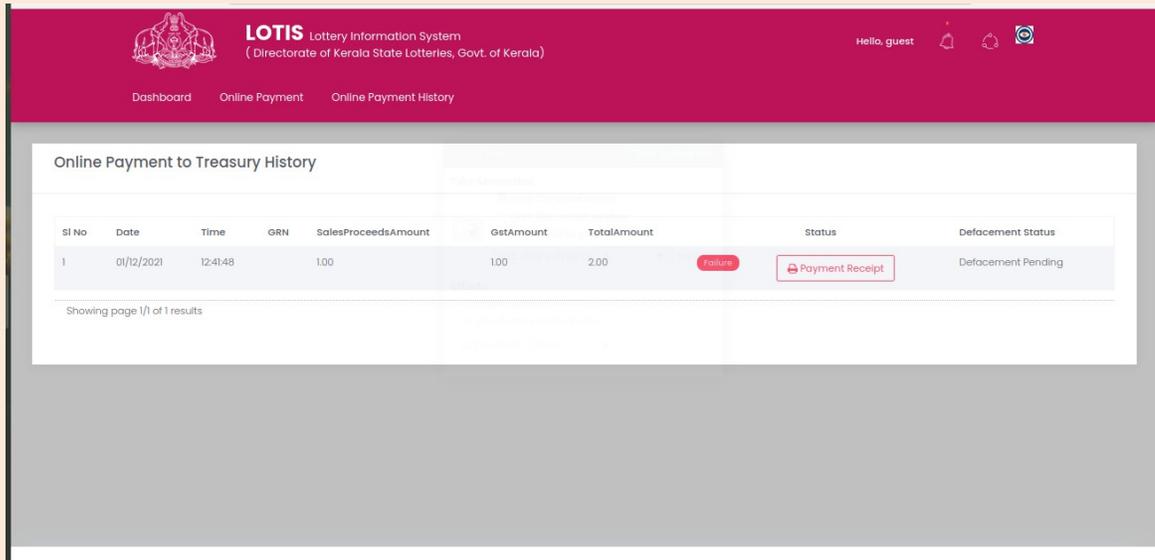
Here the agent can enter the sales proceeds amount and GST Amount and Pay the amount. This is redirected to treasury payment page.

You may use the payment gateway options and make the payment.

After Successful transaction we can print the payment receipt as follows:



4.2 Online Payment History



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Here the list of payments done can be seen. Payment History list can be viewed.

We have 3 Status :

- 1. Success** : *Payment is successfully completed and user can print the receipt.*
- 2. Pending** : *Payment has not completed due to some problems. We can Retry the transaction.*
- 3. Failure** : *Payment has not succeed. New transaction to be attempted.*

We have 2 Options :

- 1. Payment Receipt** : User can print the payment receipt after successful transaction
- 2. Retry** : User can attempt new transaction when the status is pending.