



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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(Ministry of Road Transport and Highways)

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NHAI/13013/3/05-06/CO/Policy on Toll (Vol. XII)

14.09.2011

### CIRCULAR NO:- NHAI/ COMMERCIAL OPERATION/ 134

**Sub: Development of Web based application for generating daily/weekly/monthly reports on Toll collection.**


Hon'ble Minister has desired creation of MIS system for Toll Collection from all Toll plazas in which information will be updated on regular basis so that Daily/Weekly/ Monthly reports could be generated at HO/MoRTH level.

2. Accordingly, Web based application has been developed for entering the traffic/toll data and generate MIS reports.

3. All PIUs/CMUs shall ensure entry of toll data of Toll Plazas under their jurisdiction including BOT projects w.e.f 01.08.2011 in the above mentioned Web application.

4. For the purpose of entering the toll data, Plaza -wise User IDs have been created which would be informed to all PIUs separately. The detailed instructions for using the web based application are given in **Annexure-A**.

5. All PDs are requested to ensure completion of entry of old data ( w.e.f 01.08.2011) by 16.09.2011 and thereafter on daily basis.

  
14/09/2011  
**Abdul Ali**  
**General Manager(CO)**

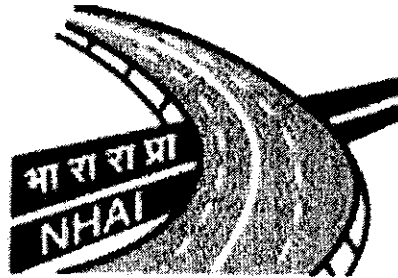
To,

All PIUs/CMUs

Copy to:

1. PS to Chairman
2. PS to all Members - *for information pl.*
3. All CGMs/GMs /ROs/SLOs
4. Librarian.

**Encl: As above**



# TOLL PLAZA MIS

## Data Entry User Manual

**Version 1.0**

Release Date: 8<sup>th</sup> Sep 2011

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## 1 Introduction

NHAI Toll Plaza MIS Application allows input of daily traffic and revenue data collected at toll plaza through password controlled access. The application will facilitate reporting of Daily / Weekly / Monthly data for all users of the system

## 2 Data Entry User Role

The role of Plaza Entry User is to provide the daily data of revenue and traffic. The privileges provided to the Data Entry User would include:

- Login to Toll Plaza MIS application
- Enter information for Toll Plaza .
- Change password

### 2.1 Login to Toll Plaza MIS application

This section of the manual describes the process to enter the NHAI Toll Plaza MIS application. The steps are given below:

1. Open the Web Browser (Internet Explorer)
2. Type the internet address [http:// 61.12.3.214/](http://61.12.3.214/)
3. This opens Logon Page showing fields to enter Username and Password to access the application
4. Enter Username (provided by NHAI)
5. Enter Password (provided by NHAI)
6. And Press Submit Button

*Note: Both Username & Password are case sensitive*

Upon Successful Authentication the system will open the home page. On the top left of the page the following options are available:

- Home (first screen after login)
- Data Entry
- View Reports
- Change Password

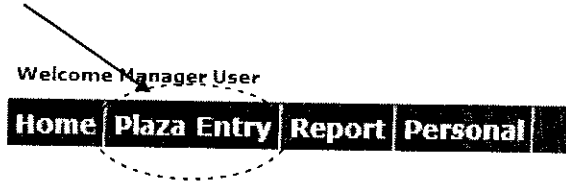
### 2.2 Entry of Toll/Traffic Information

Entry of plaza information section allows you to provide the data of your plaza. The data can be entered only for a selected plaza, shift and transaction-type in one entry. However in each entry, user is required to provide data for all the classes in their plaza. If any class listed is not relevant it may be ignored.

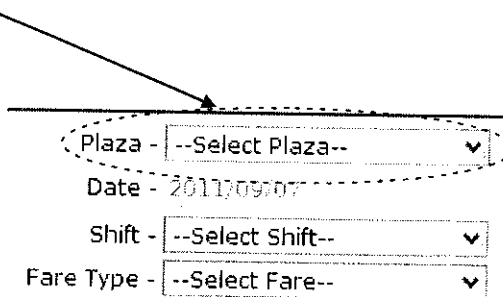
Important: The data entered cannot be edited therefore ensure all entries are correct in the first instance

**The steps to enter plaza data are:**

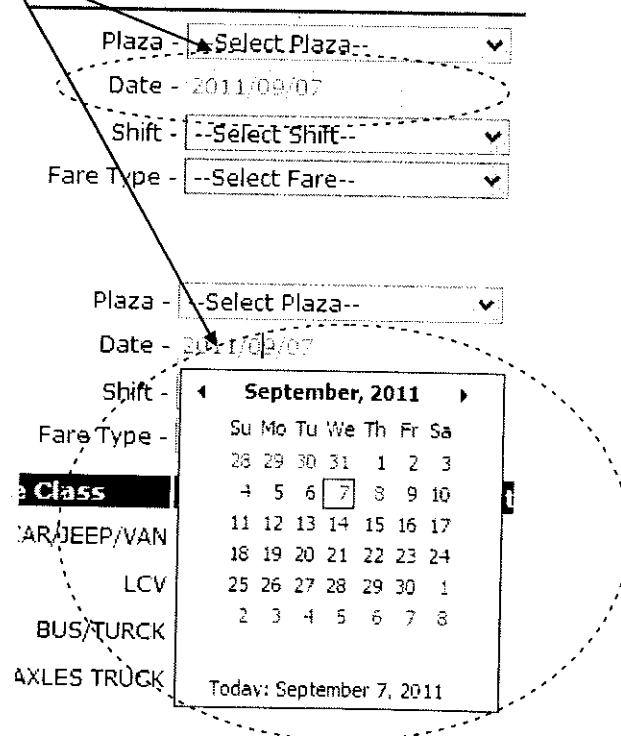
1. Click on "Plaza Entry" link on the top left of the screen as shown in picture below



2. Choose "Select Plaza" to enter data for the plaza



3. Select the "Date" for which data is to be entered



4. Choose the shift from "Select shift" for which the data is to be entered. The options are Shift A, Shift B or Shift C

Plaza - --Select Plaza--  
 Date - 2011/09/07  
 Shift - --Select Shift--  
 Fare Type - --Select Fare--

5. Choose the fare type from "Select Transaction Type".

Plaza - --Select Plaza--  
 Date - 2011/09/07  
 Shift - --Select Shift--  
 Fare Type - --Select Fare--

The data entered for each Transaction Type will be:

- i. Single Journey : enter Traffic Count & Toll
- ii. Multiple Journey : enter Traffic Count & Toll
- iii. Pass Entry : enter Traffic Count only
- iv. Exempt Vehicles : enter Traffic Count only
- v. Violations : enter Traffic Count only
- vi. Sale of Passes : enter number of passes sold and Toll

Fare Type - --Select Fare--  
**Class**  
 AR/JEEP/VAN  
 LCV  
 BUS/TRUCK

- Select Fare--
- Single Journey
- Multiple Entry
- Pass Entry
- Exempt Vehicle
- Violations
- Sale of Passes

After selecting all the options user can enter the data (Traffic Count and Shift Collection) for respective transaction types.

After submitting the data the system gives a reference number that maybe printed or noted for future references.

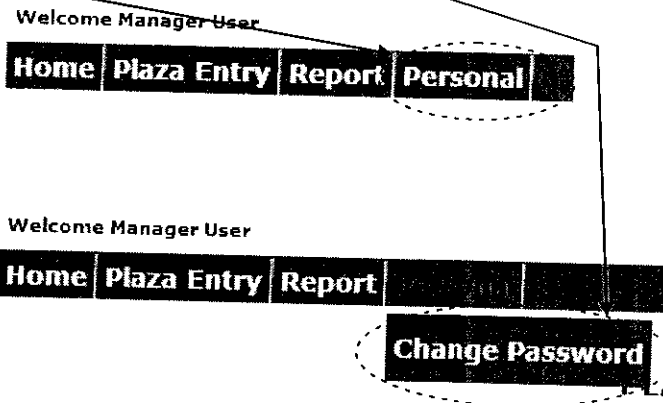
### 2.3 Change Password

The Change Password section allows to change password anytime. It is recommended that the password is changed in the first use of the system. And the new password chosen is also easy to remember.

Important: Password lost can only be reset through NHA Head Office

The steps to Change Password are:

1. Under "Personal" link option click on "Change Password" link on the top left of the screen



2. Enter current Username & Password

The image shows a form for changing a password. The form is enclosed in a rectangular box. It contains four text input fields: 'User Name', 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a button labeled 'Change Password'. A dashed oval encircles the 'User Name' and 'Current Password' fields. An arrow points from the text 'Enter current Username & Password' to the 'User Name' field.

3. Enter New Password

A screenshot of a web form titled "Change Password". The form contains four input fields: "User Name", "Current Password", "New Password", and "Confirm Password". A dashed oval highlights the "New Password" field, and an arrow points from the step number "3. Enter New Password" to this field. Below the input fields is a button labeled "Change Password".

4. Re-enter New Password to confirm

A screenshot of the same "Change Password" form. A dashed oval highlights the "Confirm Password" field, and an arrow points from the step number "4. Re-enter New Password to confirm" to this field. The "New Password" field is also visible above it. The "Change Password" button is at the bottom.

Upon submit and validation of information provided the system will acknowledge completion of change of password.