

User Manual For [FAWRI Project]



Version 1.1
14/06/2011

1 Introduction



Fawri is a comprehensive Application which will allow an automatic visa Application Submission through the Internet.
This system provides its services to the Establishments which already get registered With the MOI.



What is Fawri?

Fawri is an online self-service system that will allow establishments to apply, track and complete all Their immigration procedures for issuing visas from the comfort of their office/home.

1.1 Objectives

Fawri System explanation

1.2 Scope

This Document is the User Manual for Fawri system

1.3 Audiences:

- The intended audience of this User manual involves every person interested in FAWRI system Such as help desk and call center employees, and NRD Employees. But mostly it is Customer oriented.
- This manual is designed special for the establishments in UAE

1.4 System Requirement

Internet explorer 7.0 or above

1.5 Manual Styles & Conventions

Throughout this manual, we will refer to specific items of information as the following:



Note: you will see this note when there is an additional point we need to draw Your attention to it.



Remember! You will see this icon when we need to remind you of previous Mentioned information



Example: you will see this icon when we want to give you a real example on How to complete a specific area

2 Getting to know Fawri

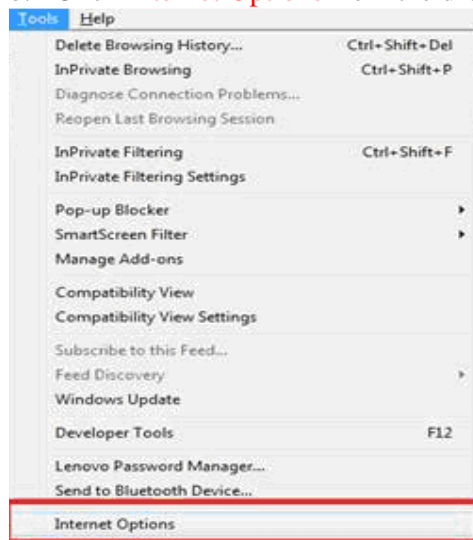
The Fawri interface is simple and easy to use. There are no complicated menus or Screens.

Following the User manual instructions is all what it takes to perform your Roles successfully.

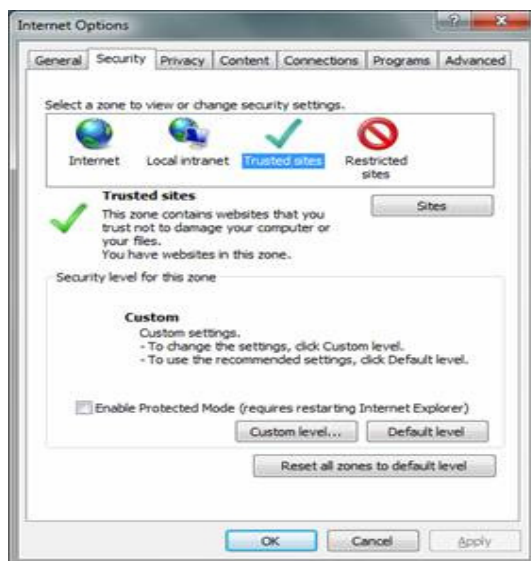
2.1 Fawri Pr-requisite

The web scanning utility is accessing client's local resources therefore it requires more privileges To work correctly. Following are the pre-requisites to scan with web scanning utility.

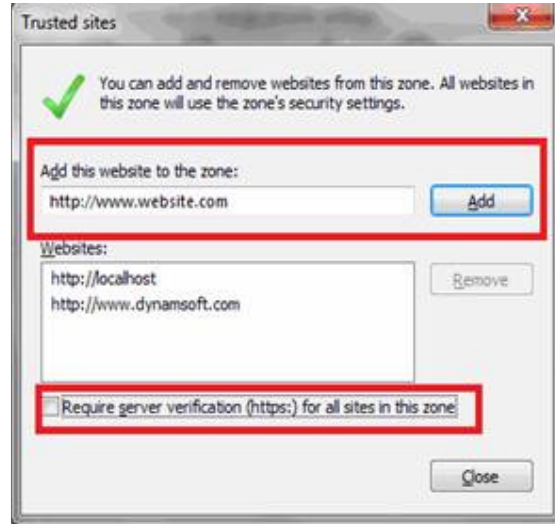
1. The website should be added to Trusted Sites. Follow the steps mentioned below for adding the site into Trusted Sites
 - a. Go to Internet Explorer's **Tool** menu
 - b. Click **Internet Options** from the drop down menu as depicted below



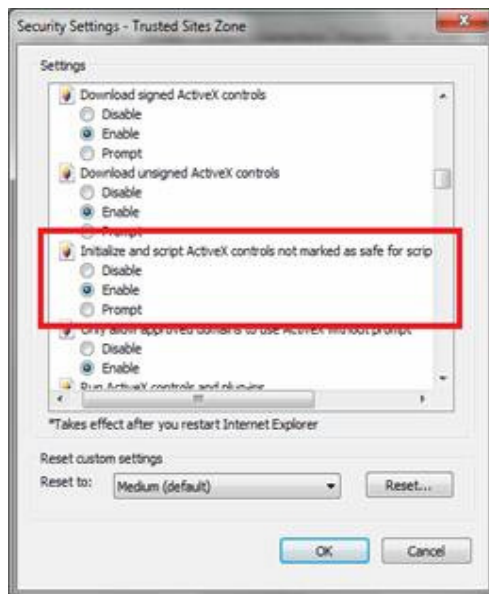
- c. Go to **Security** tab
 - d. Select **Trusted sites** and click on **Sites** button as shown below



- e. Uncheck 'Require server verification (https:) for all sites in this zone', if the option is checked
- f. Type the URL of the website and click on **Add** button to add the website in the Trusted Site List. Please refer to the following image




3. Go back to the **Security** tab with **Trusted sites** selected and click on **Custom Level..** button
4. Select **Enable** for "Initialize and script ActiveX controls not marked as safe for scripting" option under **ActiveX controls and plugins** section as shown in the picture below



5. With the settings specified above, the Scanner ActiveX should be installed on the client. In case of any errors on the scanning page, set **Enable** for all options under **ActiveX controls and plugins** section

After performing the steps please verify that the website has been added to Trusted Sites.

Following icon  **Trusted sites** appears on the Status bar of Internet Explorer once the website is successfully added to Trusted Sites. Scanning utility will not work properly without these steps.

2.2 Fawri Home Page

Before you login to Fawri, the home page of Fawri includes the following panels:

Fawri System major Modules:

Create Application

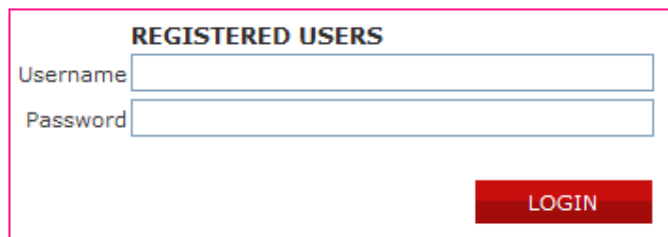
Application Management

User Management

2.3 User Interface and Menu Options

2.4 Authorization

The following screen shows a progress of Fawri login screen.



The screenshot shows a login form titled "REGISTERED USERS". It contains two input fields: "Username" and "Password". Below the fields is a red button labeled "LOGIN".


Login screen appears on start of the Application. User needs to enter Id, password and click On Login.

If User Id and passwords are valid then system allows User to enter Application and home page Is shown.

One of the inputs is invalid then appropriate message is thrown.

LOGIN

- : On Click
 - Valid User ID & Password
 - *Fawri Main Page*

 **Note:** User ID and password are case-sensitive

2.5 General Questions about login

How to Login?

To login you need to enter the User ID, the relevant password in the textboxes Provided next to each label and select the appropriate language and click on the “OK” button.



I get “**Invalid User ID/Password, try again**” message?

This means the User ID/Password you entered is incorrect; try entering a correct password and Try to login. If you still don’t remember the password, contact the administrator to Reset your password.

Language:

Change the Language

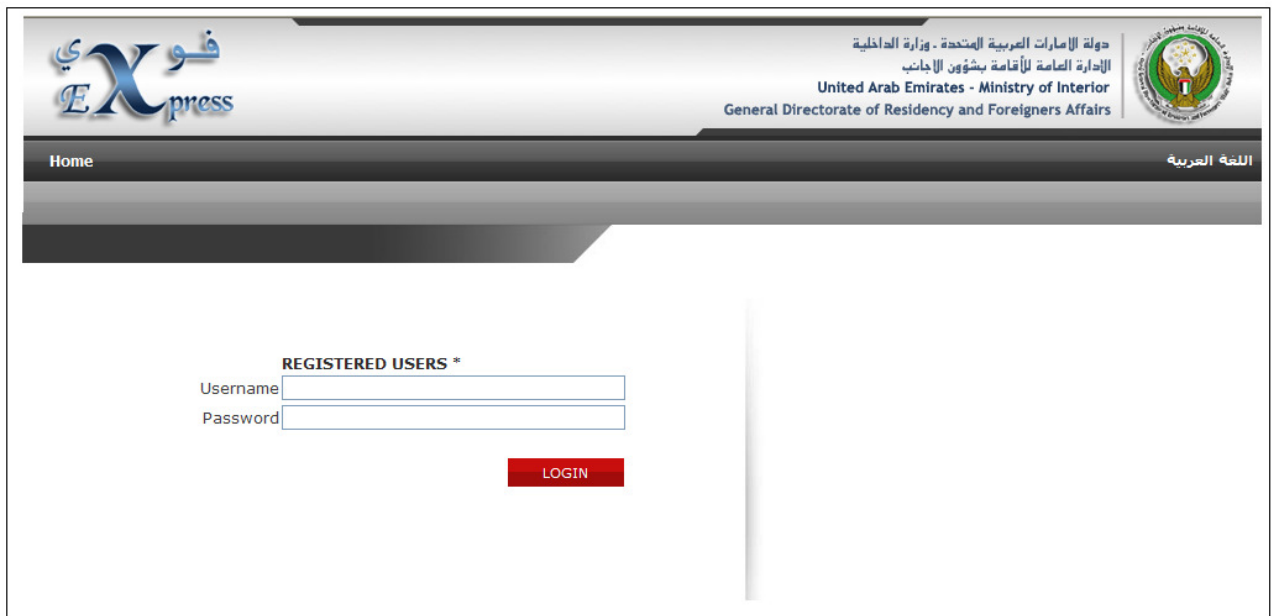
- Enter the User name in the User name textbox.
- Enter the password in the password textbox.
- Select the desired language (**Arabic/English**)



Note: The User can change the Language before even get access to the system

2.6 Signing in to Fawri

Sign in using your Username and password to the following URL (www.moifawri.ae)



The screenshot shows the login interface of the Fawri system. At the top left is the 'فوري Express' logo. The top right contains the text: 'دولة الإمارات العربية المتحدة - وزارة الداخلية' (United Arab Emirates - Ministry of Interior) and 'الإدارة العامة للإقامة وشؤون الأجانب' (General Directorate of Residency and Foreigners Affairs). Below this is the English translation: 'United Arab Emirates - Ministry of Interior' and 'General Directorate of Residency and Foreigners Affairs'. A 'Home' link is on the left and 'اللغة العربية' (Arabic Language) is on the right. The main content area is titled 'REGISTERED USERS *' and contains two input fields: 'Username' and 'Password'. A red 'LOGIN' button is positioned below the password field.

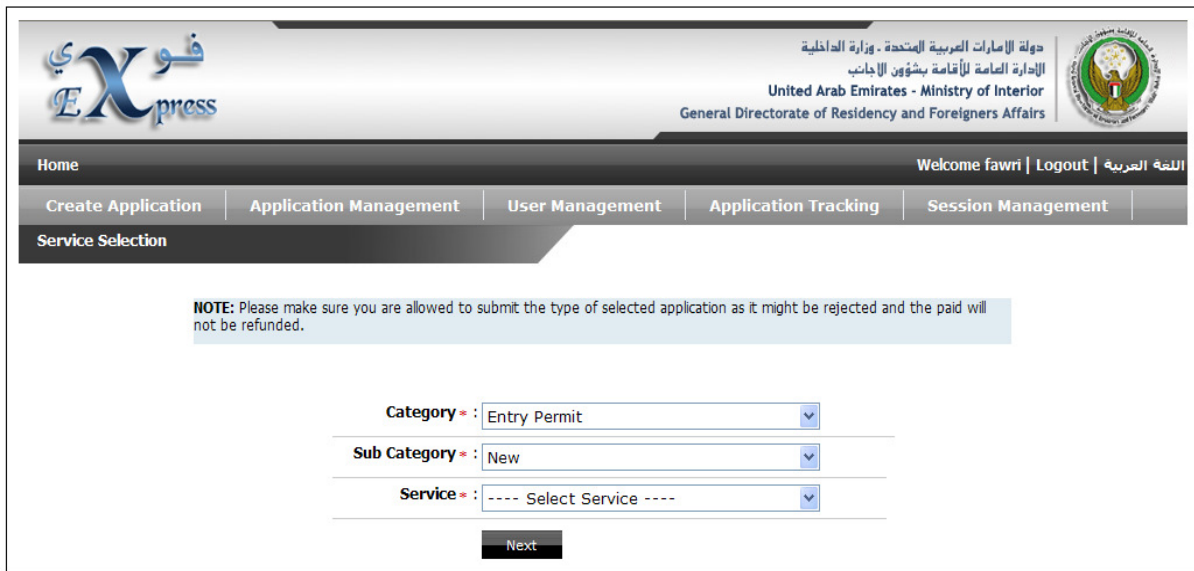
User needs to enter Id, password and click On Login.



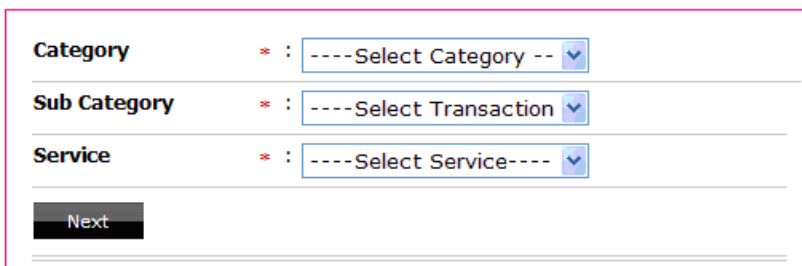
On Click

- Valid User ID & Password
Fawri Main Page

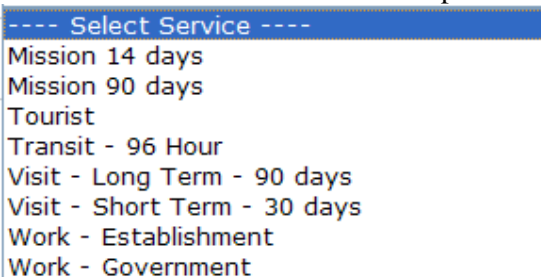
2.7 Fawri Main Page



2.8 Create Application / Service Selection Page

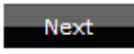



- Select from the drop – down menu the category you want to apply which is Entry permit
- Select from the drop – down menu the sub category which is New
- Select the service from the drop-down menu



How to fill the Application form?

Once you choose the required Application form the appropriate form will appear on the screen.

 On Click go to the next page **Application Form**

 Note: All the fields with this symbol * are Mandatory

All the forms are similar except for the following two services:


- Mission 90 days
- Work - Establishment

The following window demonstrates the difference:

WORK PERMIT DETAILS

Passport Number * :

Work Permit Number * : Get Application Details

Work Expiry Date * : 

Date / Time * :

The User has to fill the following:

- Passport Number
- Work Permit Number

Then Click on Get Application Details to automatically fetch Data from MOL

2.9 Application Form

PERSONAL INFORMATION

Relationship * : [Search](#)

Unified Number :

English Name * : [Translate to Arabic](#)

Arabic Name * : [Translate to English](#)

Nationality * : [Search](#)

Occupation * : [Search](#)

Gender * : [Search](#)

Date Of Birth * :

Place Of Birth * :

Country Of Birth * : [Search](#)

Passport Number * :

Passport Type * : [Search](#)

Place Of Issue * :

Country Of Issue * : [Search](#)

Date Of Issue * :

Expiry Date * :

Religion * : [Search](#)

Faith : [Search](#)

Marital Status * : [Search](#)

Previous Nationality : [Search](#)

- Select from the drop- down menu the relationship, once you select the relationship the appropriate code will appear next to it.
- Unified Number: the value of this field is optional

English Name * : [Translate to Arabic](#)

Arabic Name * : [Translate to English](#)

- Enter the Applicant full Name in English as per the passport
- Enter the Applicant full Name in Arabic as per the passport



Note: by click on




you can translate to English/Arabic but the translation should be

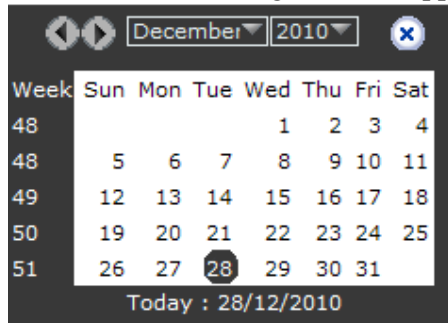
as per the passport

- Specify the Nationality from its specific drop – down menu
- Specify the occupation from its specific drop – down menu
- Specify the gender from its specific drop – down menu

Specify the birth date by doing the following:

Date Of Birth * : 

Click  the following Calendar appears:




Click "2010" icons to specify the year,

Click "◀▶" icons to specify the month,


Select the day.


- Enter the place of birth
- Select country of birth from its specific drop- down menu


Passport Number * :



Passport Type * : ----Select Passport Ty  [Search](#)

Place Of Issue * :

Country Of Issue * : ----Select Issue Count  [Search](#)

Date Of Issue * : 

Expiry Date * : 

- Enter the applicant's passport number
- Select the passport type from the drop- down menu
- Enter the passport place of issue
- Select the passport country of issue from its specific drop- down menu
- Specify the date of issue by clicking on  button
- Specify the expiry date by clicking on  button
- Select the religion and faith from its specific drop- down menu
- Select the marital status from its specific drop- down menu
- Previous nationality: the value of this field is optional
- Select the qualification from its specific drop- down menu

Qualification * : ----Select Qualification

Mother Name (English) * :

Mother Name (Arabic) * :

Email :

LANGUAGE

First Language ----Select First Language

Language * : Second Language ----Select Second Language

Last Language ----Select Third Language

AT LAND TRANSPORTATION

Vehicle No :

Vehicle Country : ----Select Vehicle Country

ADDRESS INSIDE UAE

Emirate * : 1 1

City * : 6 6

Area * : 244 244

Street * : 804 804

Building * : AL MARVI

Residence Tel * : 047679322

Office Tel * : 047679322

P.O Box * : 12121

Mobile No * : 506195310

Mother Name (English) * :

Mother Name (Arabic) * :

- Enter the Applicant Mother Name in English as per the passport
- Enter the Applicant Mother Name in Arabic as per the passport



Note: by click on you can translate to English/Arabic but the translation should be as per the passport

- E-mail: the value of this field is optional

Select the first, second, last language from its specific drop- down menu

LANGUAGE

First Language :

Language * : Second Language :

Last Language :

The User can choose just the first language

The value of at land transportation is optional

AT LAND TRANSPORTATION

Vehicle No :

Vehicle Country :

Address inside UAE

ADDRESS INSIDE UAE

Emirate * :

City * :

Area * :

Street * :

Building * :

Residence Tel * :

Office Tel * :

P.O Box * :

Mobile No * :

- Select the Emirate from its specific drop- down menu
- Choose the city from its specific drop- down menu
- Choose the area from its specific drop- down menu
- Choose the street from its specific drop- down menu
- Enter the Building, Residence Tel, Office Tel, P.O Box, Mobile No

Address outside UAE

ADDRESS OUTSIDE UAE

Permanent Country * :

Permanent Mobile No * :

Address Abroad * :

- Select the Permanent Country from its specific drop- down menu
- Enter the Permanent Mobile No, Address Abroad

Accompanied Information: this filed is for wife – son – daughter etc.....

ACCOMPANIED INFORMATION							
O/F	English Name	Arabic Name	Gender	Relationship	Nationality	Place Of Birth	Date Of Birth
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>
<input type="checkbox"/>		Ar	En	----Se	----Select Relationshi	----Select Nationality----	<input type="text"/>

SAVE SAVE & ATTACH DOCUMENTS SAVE & CREATE ANOTHER CLEAR

Once the FORM is filled, you can click on:

- Save Button to save the form and exit.
- Save & Attach Documents Button to save the form and proceed to the attachments page.
- Save & Create another Button to save the form and exit to create another Form. Applications created using this feature are linked together for easier search & management.
- Clear button to clear all the fields.

Click on **SAVE & ATTACH DOCUMENTS** you will directed to the attached documents page

Application Status:

- **Incomplete (Missing mandatory information & Attachments)** – if not all mandatory information were entered & not all mandatory attachments were uploaded
- **Incomplete (Missing Attachments)** – if all mandatory information were entered but not all mandatory attachments were uploaded
- **Incomplete (Missing mandatory Information)** – if mandatory attachments were uploaded but not all mandatory information was entered
- **Complete** – if all mandatory information were entered & all mandatory attachments are uploaded

2.10 Attachments

Throughout this Module you can upload the necessary attachments for completing the visa Application you have created, such as personal photos, passport copy, Others (Optional). The required documents should be scanned and saved in the computer in advance.

Application Management
Create Application

Manage Attachments

Application Id	Applicant	Service	Status	Action	Action
2010011012372	Mohammad Omar Nabeel Ab12231	Entry Permit - New - Visit - Long Term - 90 days	Incomplete(Missing information and attachment)	Edit Application Edit Attachments	View Application View Attachments

Next

IMPORTANT: Please note that if the attachment is unclear and submitted to EIDA, the application will be rejected and you will have to resubmit the application and pay for the application again.

NOTE: The required documents are listed in the "required / upload attachments table.

HOW TO UPLOAD: To upload attachments click on the upload files button below and select the file(s) you wish to upload. The selected files will be uploaded and listed in the table "Unassigned uploaded attachments". Select the type of attachments for the uploaded files and click on the save button.

Through the page above you can upload the different attachments needed to complete the visa Application. Uploading attachments is discussed in detail throughout the following section:




Upload Attachments


To upload attachments, do the following:

Click on Edit Attachments

- Click UPLOAD FILES button and select the path of the files to be uploaded.
- Find the required document in your local drive.

Selected files will be displayed in the bottom of the page

Document Name	Image	Attachment Type	Actions
%C3%85land_vybild1.jpg		PHOTO	Delete Enlarge
800px-Jeep_Cherokee_2-door.jpg		PASSPORT	Delete Enlarge
a1.jpg		PASSPORT	Delete Enlarge

 **Note:** upon uploading files you have to make sure that the uploaded file should meet the following:

Required / Uploaded Attachments for Mohammad Omar Nabeel					
Attachment Type	Required Specification	Allowed No. of Pages	Uploded Pages	Uploaded Attachments	Action
PHOTO (Mandatory)	Max Size: 120 Width: N/A Height: N/A DPI: N/A	1	0	No assignment	Scan
PASSPORT (Mandatory)	Max Size: 120 Width: N/A Height: N/A DPI: N/A	2	0	No assignment	Scan
OTHERS (Optional)	Max Size: 120 Width: N/A Height: N/A DPI: N/A	5	0	No assignment	Scan

[Scan](#) On click to scan the required Documents

[SAVE](#) On click to save the uploaded documents

[Next](#) On Click to move to the following window:

Create another application						
Post	UnPost	Pay	Post N Pay			
Application ID	Create date Last update date Payment date	Service Name	Applicant name Passport number Nationality	Status	Action	
<input checked="" type="checkbox"/>	2010011012372	21/12/2010 -	Entry Permit - New - Visit - Long Term - 90 days	Mohammad Omar Nabeel Ab12231 EGYPTION	Incomplete(Missing information)	Edit - Edit Docs - View - Calculate Fee

Action

- **Edit:** To Edit & Update your Application
- **Edit Docs:** To Edit & Update the attached documents
- **View:** To View the Application
- **Calculate fees:** where you can calculate the Application fees

Note: If the User want the transaction to be urgent he has to choose urgent either from the Drop- down list near calculate fees or from the calculate fees window and the fees added is 100DHS

In case of Complete Application

Create another application						
Post	UnPost	Pay	Post N Pay			
Application ID	Create date Last update date Payment date	Service Name	Applicant name Passport number Nationality	Status	Action	
<input checked="" type="checkbox"/>	2010011012372	21/12/2010 -	Entry Permit - New - Visit - Long Term - 90 days	Mohammad Omar Nabeel Ab12231 EGYPTION	Complete	Edit - Edit Docs - View - Calculate Fee

[Post](#) [UnPost](#) [Pay](#) [Post N Pay](#)

[Post](#) After the Application Complete (information, Attachment), you can post the Application. This means it is ready for payment. You can NOT edit the Application after posting it. You should unpost it first. Then, edit the Application.

[UnPost](#) You can unpost the posted Application. So that you can edit the Application.

Pay Will be valid after posting the Application

Post N Pay Will be valid when the Application complete and it is shortcut for the button post And pay button

Click on the button post and the button pay to proceed the Application payment

Payment Type : -- Select Payment Type --

Total amount selected : **260**

I hereby accept to pay the above total amount for the selected applications. I also understand that if the establishment is not allowed to submit an application type The application might be rejected & the paid amount will not be refunded.

O/F	Application ID	Applicant Name	Service	Amount (AED)	Details	Application Options
<input checked="" type="checkbox"/>	1522011100000123	Ahsan Javed	Entry Permit - New - Tourist	260	View	Urgent <input type="text" value="Urgent - 100"/> Calculate Fee

Pay

Tick on

I hereby accept to pay the above total amount for the selected applications. I also understand that if the establishment is not allowed to submit an application type The application might be rejected & the paid amount will not be refunded.

Select the payment Type

Click on **Pay** button you will be directed to bank page to complete your payment

Payment Completion

Your application has been paid successfully.

Service:	Entry Permit - New - Visit - Long Term - 90 days
Application ID	2010011012372
Batch ID	201012280000332
Total No. of Applications	1
Bank Reference No:	781
Payment Date:	28/12/2010

Documents to be printed:

Print Application	Print Application
Fawri Receipt	Print Receipt

Click on **Print Application** print Application to be able to view and print your Application

2.11 Application

United Arab Emirates Ministry of Interior General Directorate For Naturalization & Residence Department Of Immigration				دولة الامارات العربية المتحدة وزارة الداخلية الإدارة العامة للجنسية والإقامة إدارة الجنسية والإقامة	
Print Date : 12/28/2010	تاريخ الطباعة :	Administration : Abu Dhabi	الإدارة :	Application ID : 2010011012372	رقم العملية :
Payment Date : 12/28/2010	تاريخ الدفع :	Batch ID : 201012280000332	رقم الحزمة :	Reference # : 781	مرفق بنس :
Creation Date : 12/21/2010	تاريخ الإصدار :				
نوع الطلب : زيارة - طويلة المدى - 90 يوم					
Application Type: Visit - Long Term - 90 days					
File No. : ____ / ____ / ____ / ____ : رقم الملف : Unified No : : الرقم الموحد :					
Personal Information البيانات الشخصية					
Full Name : Mohammad Omar Nabeel	الاسم بالكامل :	محمد عمر نبيل	Current Nationality : EGYPTION	الجنسية الحالية :	EGYPTION
Occupation : 1 ST LABOERE / STUDENS AFFAIRS	المهنة :		Sex : Male	الجنس :	Male
Date of Birth : 02/03/1980	تاريخ الميلاد :		Place of Birth : دبي	مكان الميلاد :	دبي
Country of Birth : U.A.E	بلد الميلاد :		Passport No : Ab12231	رقم الجواز/الوثيقة :	Ab12231
Passport Type : جواز سفر خاص	نوع الجواز :		Place of Issue : Abu Dhabi	مكان الإصدار :	Abu Dhabi
Country of Issue : JORDANIAN	بلد الإصدار :		Issue Date : 02/03/2004	تاريخ الإصدار :	02/03/2004
Religion / Sect : Muslim Sunni	الديانة/المذهب :		Expiry Date : 04/06/2014	تاريخ الانتهاء :	04/06/2014
Previous Nationality : EGYPTION	الجنسية السابقة :		Marital Status : Married	الحالة الاجتماعية :	Married
اسم الأب :	اسم الأم :		Qualification : DIPLOMA ARTS	الحالة التعليمية :	DIPLOMA ARTS
Mother's Name : Huda	اسم الأم :				
Address in U.A.E العنوان داخل دولة الامارات					
Zone : UNKNOWN	المنطقة :	City : AL HAMRA	المدينة :	Emirate : Abu Dhabi	الإمارة :
Residence Tel No : 047679322	رقم هاتف المنزل :	Building : AL MARVI	البنية :	Street :	الشارع :
Mobile No : 0506195310	رقم هاتف المتحرك :	Office Tel No : 027679322	رقم هاتف العمل :	P O Box : 12121	صندوق البريد :
Address abroad : Cairo	العنوان بالخارج :	Permanent Country : ALGERIAN	البلد الأصلي :	Tel number : 027679322	رقم الهاتف :
Sponsored Information معلومات الترخيل					
Sponsor Name : Branch/ Emirates education establishment	اسم الترخيل :	Sponsor No : 1,015.00	رقم الترخيل :		
Sponsor Type : Sponser-Shiekh	صنف الترخيل :	Activity :	النشاط :		
Sponsor Administration : Abu Dhabi	إدارة الترخيل :	Company P.O.Box : 12121	مضيق الشركة :	Relationship : SPONSER	العلاقة :
Application Status : Underprocessing	حالة الطلب :				

Click on [Print Receipt](#) print Receipt to be able to view and print your Receipt

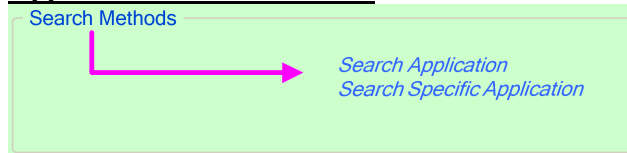
Receipt

United Arab Emirates MINISTRY OF INTERIOR General Directorate For Naturalization & Residence				دولة الإمارات العربية المتحدة وزارة الداخلية الإدارة العامة للجنسية والإقامة																						
eReceipt		Print Date : 28-Dec-2010																								
Payment Date : 28-Dec-2010 3:47	Trans. # : 201012280000332	Receipt # : 1194	Application # : 2010011012372																							
Service Details																										
<table border="1"> <thead> <tr> <th>Charge Name</th> <th>Qty</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Federal Feep</td> <td>1</td> <td>1,000.00</td> </tr> <tr> <td>(Urgent)</td> <td>1</td> <td>100.00</td> </tr> <tr> <td>Electronic Services</td> <td>1</td> <td>13.50</td> </tr> <tr> <td>Printing Service</td> <td>1</td> <td>1.50</td> </tr> <tr> <td>Sponsor And Sponsored</td> <td>1</td> <td>10.00</td> </tr> <tr> <td>Total</td> <td></td> <td>1125.00</td> </tr> </tbody> </table>						Charge Name	Qty	Amount	Federal Feep	1	1,000.00	(Urgent)	1	100.00	Electronic Services	1	13.50	Printing Service	1	1.50	Sponsor And Sponsored	1	10.00	Total		1125.00
Charge Name	Qty	Amount																								
Federal Feep	1	1,000.00																								
(Urgent)	1	100.00																								
Electronic Services	1	13.50																								
Printing Service	1	1.50																								
Sponsor And Sponsored	1	10.00																								
Total		1125.00																								
Payment Details																										
Auth # : 781																										

2.12 Application Management:

Application Management Module allows you to search for Applications using different search criteria.

Application Search Methods





Search Application

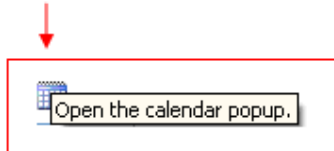
Select from the drop-down menu the entered date range is for either payment, creation, updation

- ▶ Payment when the Application was paid
- ▶ Creation when the Application was created
- ▶ Updation when the Application was last updated

Specify the Application (**From Date/To Date**) by doing the following:

→ From Date : 
 → To Date : 

Click on the calendar popup




The following calendar appears:

December 2010						
S	M	T	W	T	F	S
49	28	29	30	1	2	3
50	5	6	7	8	9	10
51	12	13	14	15	16	17
52	19	20	21	22	23	24
1	26	27	28	29	30	31
2	2	3	4	5	6	7

Click "◀◀" and "▶▶" icons to specify the year/Month
Select the day.

Select the Application status from the drop-down menu

--Select Status-- 

--Select Status--

Accepted

Cancel

Complete

Incomplete

Incomplete Payment

Posted

Refunded

Rejected

Underprocessing

Application Status

Application Status	Description
Accepted	Your Application is approved and you will be able to print the visa
Cancel	This status is set for those applications which are cancelled in UDB by MOI. These applications will appear as cancelled in the application tracking screen.
Complete	All mandatory information and mandatory attachments are entered
Incomplete	Not All mandatory information and/or mandatory attachments are entered
Incomplete Payment	The payment has been initiated and no response from the selected payment channel has been received
Posted	The Application ready for payment
Refunded	This status is set for applications which have been refunded through the eSettlement module after bank reconciliation. This function will be visible in eSettlement and not in portal.
Rejected	The MOI reject your request you can check the reasons for Rejection in the Application Management page after searching for your request
Under processing	The Application is paid and now is being proceed by MOI

Note: The Action (Copy) means that the User can make a copy of the Application Information With different Application ID and different service.

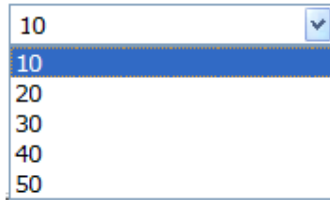
Select the payment type from the drop-down menu,

--Select Payment Type--
Debit Card - Commercial B
Credit Card - Commercial B

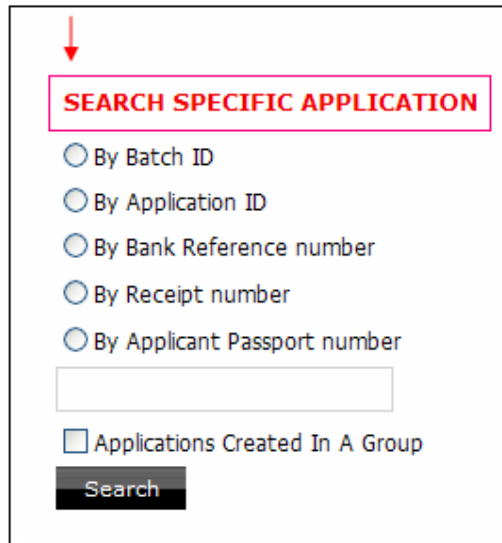
- Select the category from the drop-down menu
- Select the subcategory from the drop-down menu
- Select the service from the drop-down menu

--Select Service--
Mission 14 days
Mission 90 days
Multiple Entry
Tourist
Transit - 96 Hour
Visit - Long Term - 90 day
Visit - Short Term - 30 day
Work - Establishment
Work - Government

Select Number of results to display from the drop-down menu

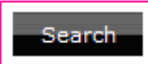


Search specific Application



Search Specific Application	Description
By batch ID	When you pay for group Application together regardless of its status
By Application ID	Auto generated number for each new created Application by the system
By bank reference number	Auto generated number for each payment operation done on The bank site. It will be displayed on the receipt.
By receipt number	For each receipt, there is a unique number.
By applicant passport number	Enter the Applicant passport number
Application created in a group	When search for single Application that is part of group, The User can check this box to retrieve all the grouped Application.

After selecting the search criteria

Click on  Search button to view the results at the bottom of the page

Delete		Post	UnPost	Pay	Post N Pay				
Application Id	Batch Id	Create date	Last update date	Service	Applicant name	Passport number	Status	Action	Action
<input type="checkbox"/>	101201101000000093	09/01/2011	-	Entry Permit - New - Mission 14 days	Shakeel Akbar Fdsafdsa BARAGWI		Incomplete(Missing attachment)	Edit - Edit Docs - View - Calculate Fee - Resubmit	
<input type="checkbox"/>	101201101000000092	09/01/2011	09/01/2011	Entry Permit - New - Visit - Long Term - 90 days	Sfgsgdjkg 2974248272 BELGIMIAN		Posted	View - Calculate Fee	

Change page: < 1 > | Displaying page 1 of 1, items 1 to 2 of 2.



Delete

Will delete the Application permanently from the system and you will not be able To retrieved again

Post

After the Application Complete (information, Attachment), you can post the Application. This means it is ready for payment. You can NOT edit the Application after posting it. You should unpost it first. Then, edit the Application.

UnPost

You can unpost the posted Application. So that you can edit the Application.

Pay

Will be valid after posting the Application

Post N Pay

Will be valid when the Application complete and it is shortcut for the button post and The button pay



Note: The Application Management Search Methods allow the user to search and check the status of specific application and the ability to print eVisa upon approval

Resubmit Application

It is a feature available at Fawri System enables the users to re-apply their Application again after getting rejected from MOI side.

The users should read the Rejection Reasons from Fawri /Application Management Module written by the MOI Officer who rejects the Application. Edit the Application and change what is required to be change only. Then, resubmit the Application again without additional fees. The Application will get processed by MOI again and the request would be approved in case it full fills the rule.

Resubmit Application Steps:

Search for Rejected Applications using Application Management

Create Application
Application Management
User Management

Manage Applications

SEARCH APPLICATION

Date of: Creation

From Date: 02-Jun-2011

To Date: 08-Jun-2011

Application Status: Rejected

Payment Type: --Select Payment Type--

Category: --Select Category--

Subcategory: --Select Subcategory--

Service: --Select Service--

Number of results to display: 10

SEARCH SPECIFIC APPLICATION

By Batch ID

By Application ID

By Bank Reference number

By Receipt number

By Applicant Passport number

Applications Created In A Group

Delete	Post	UnPost	Pay	Post & Pay	Resubmit	Post & Resubmit						
Application Id	Create date	Last update date	Service	Applicant name	Passport number	Status	Action	Reject Type	Remarks			
Batch Id	Payment date			Nationality								
<input type="checkbox"/>	1012011100000312	02-Jun-2011	Entry Permit - New	Muhammad Ali	XM342332	Rejected	Edit - Edit Docs - View	Document Incomplete	Re-attach passport copy			
	201106020004430	02-Jun-2011	- Mission 14 days	AMERICAN								

Edit the Application and/or attachment to make the required changes in Application. After saving, Application is ready to be resubmitted

Create Application
Application Management
User Management

APPLICATION SUMMARY

Create another application

Post
Unpost
Pay
Resubmit
Post & Pay
Post & Resubmit

Application ID	Create date	Last update date	Service Name	Applicant name	Passport number	Status	Action	Reject Type	Remarks			
	Payment date			Nationality								
<input type="checkbox"/>	1012011100000312	02-Jun-2011	Entry Permit - New - Mission	Muhammad Ali	XM342332	Ready to resubmit	Edit - Edit Docs - View	Document Incomplete	Re-attach passport copy			
	14-Jun-2011	02-Jun-2011	14 days	AMERICAN								

Post the Application using Post button

Create Application | Application Management | User Management

Create another application

Post	Unpost	Pay	Res
<input checked="" type="checkbox"/>			
Application ID	Create date	Last update date	Service Name
1012011100000312	02-Jun-2011	14-Jun-2011	Entry Perm
		02-Jun-2011	New - Miss 14 days

Message from webpage

Are you sure you want to post the selected application(s)?

OK Cancel

Status	Action	Reject Type	Remarks
Ready to resubmit	Edit - Edit Docs - View	Document Incomplete	Re-attach passport copy

Message from webpage

 Application(s) posted successfully!

OK


Resubmit the Application using Resubmit button

Message from webpage

Are you sure you want to resubmit the selected application(s)?

OK Cancel

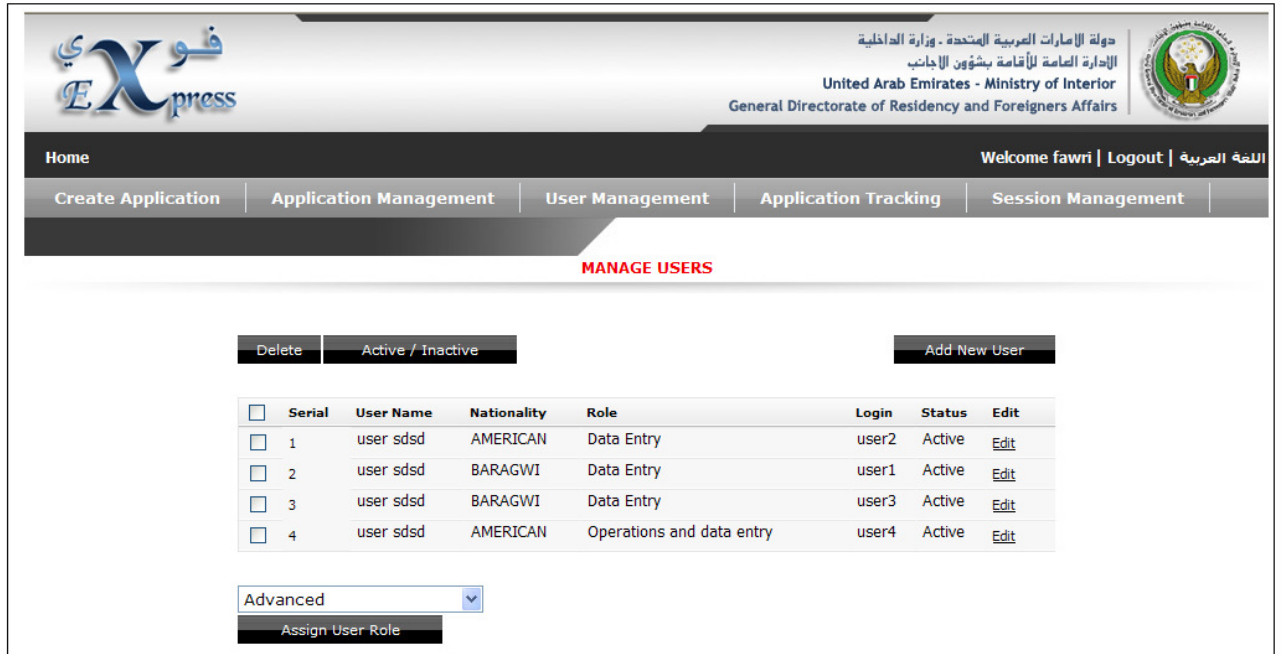
Message from webpage

 Application(s) resubmitted successfully!

OK

2.13 User Management

Throughout this Module the user can manage existing Users and add new Users to the system



Serial	User Name	Nationality	Role	Login	Status	Edit
1	user sdsd	AMERICAN	Data Entry	user2	Active	Edit
2	user sdsd	BARAGWI	Data Entry	user1	Active	Edit
3	user sdsd	BARAGWI	Data Entry	user3	Active	Edit
4	user sdsd	AMERICAN	Operations and data entry	user4	Active	Edit

User Management Fields

Field	Description
Delete	Deletes the selected Users. Only the User information is deleted. All the Application data created by the User remains intact.
Active / Inactive	Toggles the status of the selected Users. If the User is Active, then it is Deactivated and if the User is inactive, then it is Activated.
Add New User	Moves to the Add User screen, where a new User can be created.
Edit	Moves to the Edit User screen which contains the stored information of the User. All the information apart from the login name can be edited and saved.
Assign User role	Assigns the selected role in the combo to all the selected Users. The Users will now own all the rights defined by the role.

User Roles & Privileges:

No.	Role Name	Privilege
1	Data Entry	<ul style="list-style-type: none"> ▪ View Application ▪ Post Application ▪ Un post Application ▪ Create Application ▪ Application Management ▪ Edit Documents ▪ Edit Application ▪ Copy application ▪ Calculate Fee
2	Operations and Data Entry	<ul style="list-style-type: none"> ▪ Create Application ▪ Application Management ▪ Edit Documents ▪ Edit Application ▪ Copy application ▪ View Application ▪ Post Application ▪ Un post Application ▪ Calculate Fee ▪ Print Receipt ▪ Print e-Visa ▪ Session Management
3	Payment	<ul style="list-style-type: none"> ▪ Application Management ▪ View Application ▪ Post Application ▪ Un post Application ▪ Calculate Fee ▪ Pay Application ▪ Post & Pay Application ▪ Complete Payment ▪ Repayment ▪ Print Receipt ▪ Print e-Visa
4	Advanced	<ul style="list-style-type: none"> ▪ Create Application ▪ Application Management ▪ Edit Documents ▪ Edit Application ▪ Copy application ▪ View Application ▪ Post Application ▪ Un post Application ▪ Calculate Fee ▪ Pay Application

		<ul style="list-style-type: none"> ▪ Post & Pay Application ▪ Complete Payment ▪ Repayment ▪ Print Receipt ▪ Print e-Visa ▪ Session Management ▪ User Management
5	Authorized User	<ul style="list-style-type: none"> ▪ Create Application ▪ Application Management ▪ Edit Documents ▪ Edit Application ▪ Copy application ▪ View Application ▪ Post Application ▪ Un post Application ▪ Calculate Fee ▪ Pay Application ▪ Post & Pay Application ▪ Complete Payment ▪ Repayment ▪ Print Receipt ▪ Print e-Visa ▪ Session Management ▪ User Management ▪ Application Tracking

Add New User

Application Management
Create Application
User Management

USER INFORMATION

User Name:

Password :

Confirm Password :

User Full Name:

Serial / File Number:

Nationality:

Gender:

Email:

Mobile:

Home Tel. No:

Office Tel. No: Ext. No:

Fax No:

P. O. Box:

Emirates:

City / Village:

Region:

Street:

Building:

This screen is used for new User creation. The Username, password and the User full name are mandatory fields. All other fields are optional

Button	Description
Next	Saves the User and moves back to the User Management page. The newly created User will now be visible on the User Management page.
Cancel	Moves back to the User Management page. The User is not saved.

Edit User

Application Management
Create Application
User Management

USER INFORMATION

User Name: * khalid

Password : * ●●●●●●

Confirm Password : * ●●●●●●

User Full Name: * Khalid

Serial / File Number: 786

Nationality: PAKISTANIAN

Gender: Male

Email: khalid.babur@emaratehc.ae

Mobile: 0501697869

Home Tel. No: 040040032

Office Tel. No: Ext. No:

Fax No:

P. O. Box:

Emirates: Dubai

City / Village: U.A.E.

Region: UNKNOWN

Street: --Select Street--

Building:

This screen is used for editing User information for an existing User. Apart from the Username all the information can be edited.

Button	Description
Save	Saves the User information and moves back to the User Management page.
Cancel	Moves back to the User Management page. The User is not saved.