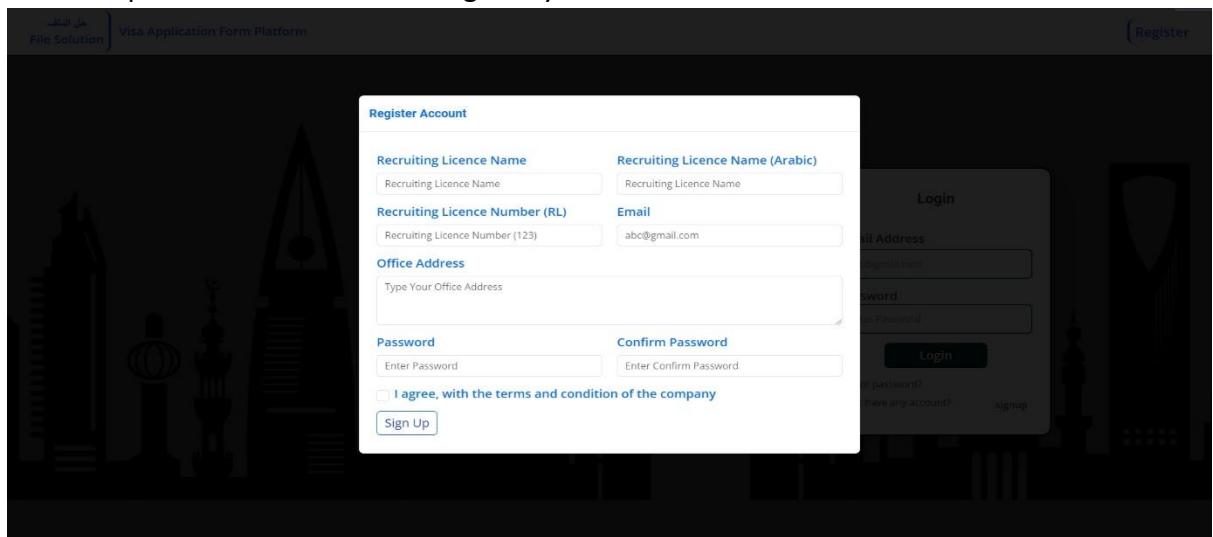


# Visa Application Form Platform

## User Guideline

### ➤ Register Account

1. Click To Register Button or Signup Button and it will show a form with input fields like
  1. RL Name English
  2. RL Name Arabic
  3. RL Number
  4. Office Address
  5. Email Address
  6. Password
  7. Confirm Password
  8. fill all required information And Register your Account.



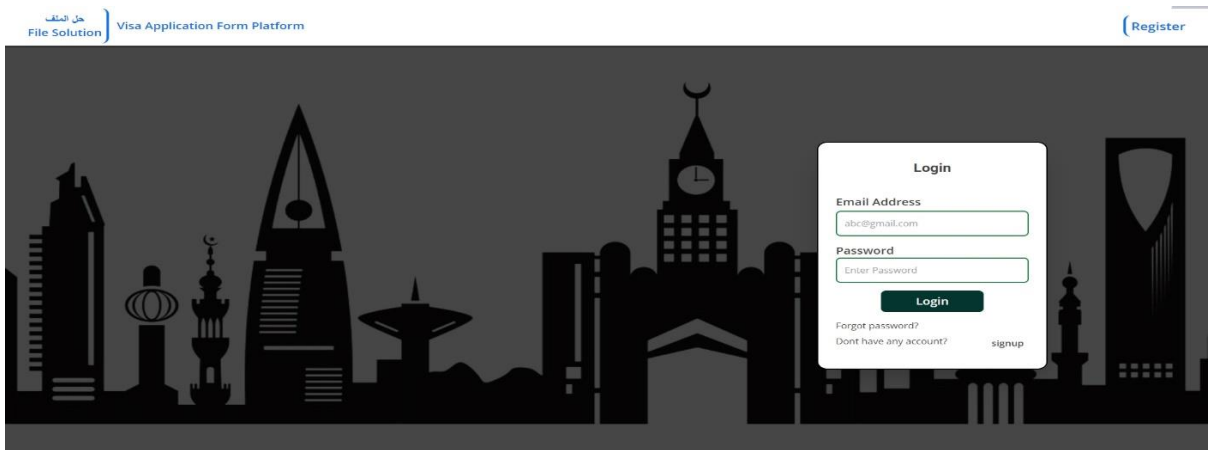
The screenshot shows the 'Register Account' form on the 'Visa Application Form Platform'. The form is titled 'Register Account' and contains the following fields:

- Recruiting Licence Name**: Recruiting Licence Name
- Recruiting Licence Name (Arabic)**: Recruiting Licence Name
- Recruiting Licence Number (RL)**: Recruiting Licence Number (123)
- Email**: abc@gmail.com
- Office Address**: Type Your Office Address
- Password**: Enter Password
- Confirm Password**: Enter Confirm Password

Below the fields, there is a checkbox for 'I agree, with the terms and condition of the company' and a 'Sign Up' button. The background of the page features a silhouette of a city skyline.

### ➤ Login To Account

2. After Register Your Account Successfully, You have to login in your account with Credentials you have provided in Registration Form. Like
  1. Email
  2. Password
3. You Can also reset your forgotten Password by Clicking Forgot Password Button.



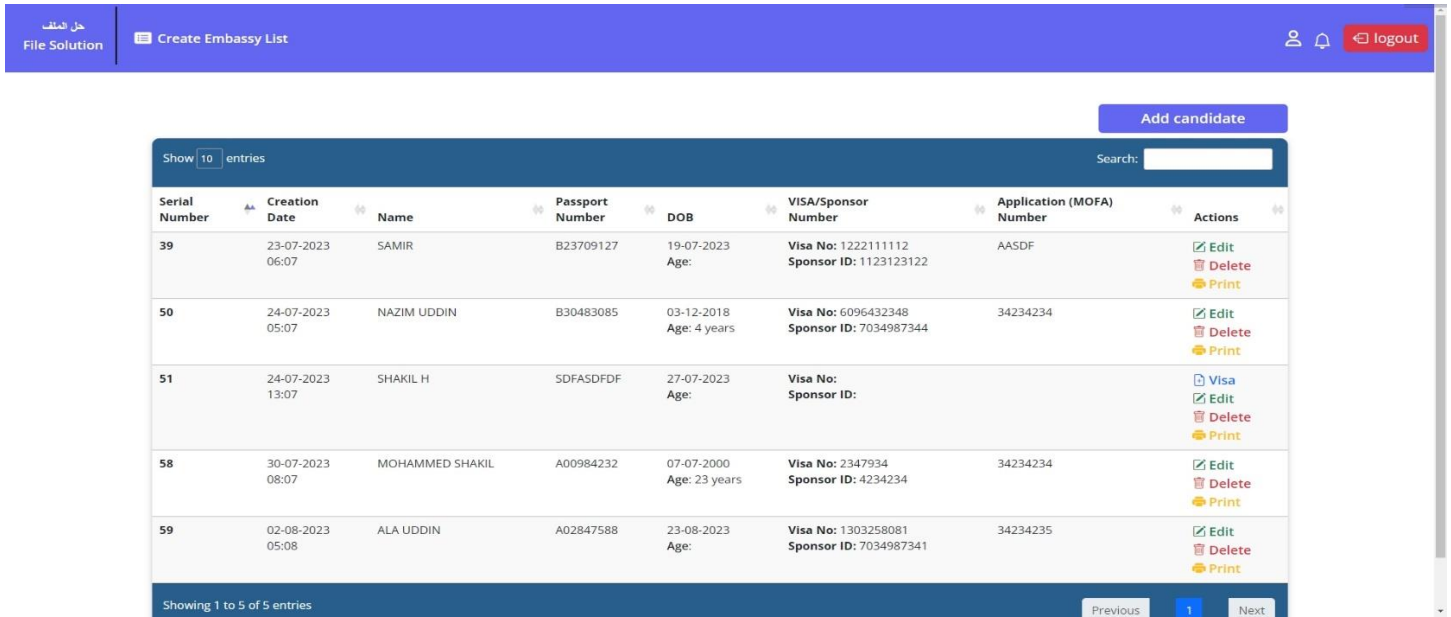
The screenshot shows the 'Login' form on the 'Visa Application Form Platform'. The form is titled 'Login' and contains the following fields:

- Email Address**: abc@gmail.com
- Password**: Enter Password

Below the fields, there is a 'Login' button. At the bottom of the form, there are links for 'Forgot password?' and 'Don't have any account? signup'. The background of the page features a silhouette of a city skyline.

# Visa Application Form Platform

## User Guideline



The screenshot shows the 'Create Embassy List' page. At the top, there is a blue header with the text 'جزء الملف' and 'File Solution' on the left, and a user icon, a bell icon, and a 'Logout' button on the right. Below the header, there is a blue button labeled 'Add candidate'. The main content is a table with 5 entries. The table has columns for Serial Number, Creation Date, Name, Passport Number, DOB, VISA/Sponsor Number, Application (MOFA) Number, and Actions. The Actions column contains 'Edit', 'Delete', and 'Print' buttons for each entry. At the bottom of the table, there is a pagination bar showing 'Showing 1 to 5 of 5 entries' and 'Previous', '1', 'Next' buttons.

Serial Number	Creation Date	Name	Passport Number	DOB	VISA/Sponsor Number	Application (MOFA) Number	Actions
39	23-07-2023 06:07	SAMIR	B23709127	19-07-2023 Age:	Visa No: 1222111112 Sponsor ID: 1123123122	AASDF	Edit Delete Print
50	24-07-2023 05:07	NAZIM UDDIN	B30483085	03-12-2018 Age: 4 years	Visa No: 6096432348 Sponsor ID: 7034987344	34234234	Edit Delete Print
51	24-07-2023 13:07	SHAKIL H	SDFASDFDF	27-07-2023 Age:	Visa No: Sponsor ID:		Visa Edit Delete Print
58	30-07-2023 08:07	MOHAMMED SHAKIL	A00984232	07-07-2000 Age: 23 years	Visa No: 2347934 Sponsor ID: 4234234	34234234	Edit Delete Print
59	02-08-2023 05:08	ALA UDDIN	A02847588	23-08-2023 Age:	Visa No: 1303258081 Sponsor ID: 7034987341	34234235	Edit Delete Print

## Dashboard

After Login to Your Account Successfully, You will redirect to your Dashboard. Where you will see A table of your Inserted Candidate Information.

1. Click **Add Candidate** Button to Add Candidates Passport Information.
2. Click **Create Embassy List** button to Create your embassy list by selecting your passport that you have added from add Candidate.
3. Click **Visa** button to add your Visa Information to an individual Candidate
4. Click **Edit** button to Edit All information of a Candidate or where you need to edit.
5. After Adding Visa you Can **Print** Your **KSA 4 Page** Form with automated generated QR codes.
6. You Can See your Profile Information by clicking User Icon on top right Corner of The Navbar. And can set your Embassy Man Information.

# Visa Application Form Platform

## User Guideline

The screenshot shows a web application interface for adding a new candidate. The main window is titled "Add New Candidate" and contains a form with the following fields:

- Candidate Name
- Passport Number
- Passport Issue Date
- Passport Expire Date
- Date Of Birth
- Place Of Birth
- Father's Name
- Mother's Name
- Religion (Choose...)
- Gender (Choose...)
- Marital Status (CHOOSE...)
- Other Information:
  - Medical Center Name
  - Medical Issue Date
  - Medical Expiry Date
  - Driver Licence Number
  - Police Clearance No

At the bottom of the form, there is a "Search" button, an "Add Candidate" button, and a "Close" button.

## ➤ Add Candidate Information

You have to fill this form information without any wrong info. These are-

1. Candidate Name
2. Passport Number
3. Passport Issue and Expire Date
4. Date of Birth
5. Place of Birth
6. Fathers And Mothers Name
7. Religion
8. Gender
9. Marital Statas
10. Medical Center Name
11. Medical Issue And Expire Date
12. Driver license Number
13. Police Clearence Number and you can search if this number is valid or not by clicking search button

# Visa Application Form Platform

## User Guideline

Enter Visa For SHAKIL H

Visa No

Sponsor ID

Visa Date (Hijri)

Sponsor Name (Arabic)

Profession (Arabic)

Profession (English)

Application (MOFA) NO

Application (MOFA) Date

Salary

Wakala No

Musaned No

## ➤ Add Candidate Visa

You have to fill this form information without any wrong info. These are-

1. Visa Number
2. Sponsor ID
3. Visa Date (Hijri)
4. Salary
5. Profession (Arabic)
6. Profession (English) You Have to translate from google and past here.
7. Sponsor Name (Arabic)
8. Application (MOFA) Number
9. Application (MOFA) Date
10. Wakalah Number
11. Musaned Number

After Fill All the input field Correctly you have to click the Add visa button to Submit the form.

# Visa Application Form Platform

## User Guideline

### ➤ Edit All Information

#### Edit Candidate Information

<b>Candidate Name</b> SAMIR	<b>Passport Number</b> B23709127
<b>Passport Issue Date</b> 01-01-1970	<b>Passport Expire Date</b> 01-01-1970
<b>Date Of Birth</b> 19-07-2023	<b>Place Of Birth</b> CHATTOGRAM
<b>Father's Name</b> MOHAMMED	<b>Mother's Name</b> BEGUM
<b>Religion</b> MUSLIM	<b>Gender</b> MALE
<b>Marital Status</b> MARRIED	<b>Medical Center Name</b> HELLO MEDICAL
<b>Medical Issue Date</b> 01-01-1970	<b>Medical Expire Date</b> 01-01-1970
<b>Driver Licence Number</b> 234234	<b>Police Clearance No</b> 23423455

Edit Candidate Passport

#### Edit Candidate Visa Information

<b>Visa No</b> 1222111112	<b>Sponsor ID</b> 1123123122
<b>Visa Date (Hijri)</b> 1445/07/09	<b>Salary</b> 2000 SR
<b>Sponsor Name (Arabic)</b> ETWETWTW	<b>Profession (Arabic)</b> ETWWTW
<b>Profession (English)</b> SDFA	<b>Application (Mofa) No</b> AASDF
<b>Application (Mofa) Date</b> 2023-07-20	<b>Okala No</b> 234234
<b>Musaned No</b> 34WEDF	

Edit Candidate Visa

Change Any Information what you need to change

1. If you want to change the passport number you have to delete the candidate first and and Re-enter the Candidate from Add Candidate option.
1. If You want to change anything of personal info you have to click the Edit Candidate Passport Button to Submit changed value.
2. If You want to change anything of Visa info you have to click the Edit Candidate Visa Button to Submit changed value of Visa.

# Visa Application Form Platform

## User Guideline

### ➤ Create Embassy List

Select by passport number/Name   New  Cancellation

#### بيان بالجوازات المقدمة

رقم الرخصة: 1234 تاريخ: 06/08/2023 اسم مقدم الجوازات: تجريبي التوقيع:

المهنة Profession	التاريخ Year	رقم التأشيرة Visa Number	اسم الكفيل Sponsor Name	أرقام الجوازات Passport No.	ت SL
جديد / New					
vvv	1445	1303241391	eee	A037402B	1
Driver		c1o92jj	البرعي	I1229O82	2
سائق	1443	C1792JJ	البرعي	SS132322	3
Driver		c1o92jj	البرعي	I1229O82	4
إلغاء / Cancellation					
vvv	1445	1303241391	eee	A037402B	5
سائق	1443	C1792JJ	البرعي	SS132322	6
6					المجموع

الختم:

التعينة:

التسجيل:

المستلم:

المدقق:

المسنول:

1. You have to search your candidate by passport or id or name
2. You must be select new candidate first and which has been selected by default.
3. After selecting new candidates, you can switch to cancelation by select the cancelation button.
4. You cannot select New Candidates after selecting the Cancellation Candidates.
5. You can select total 30 candidates form both new and cancelation.
6. You can customize the date by clicking on date and type your suitable date you need.
7. After Selecting All Candidates, you can print the Embassy List by click print button.

### ➤ Print Form 4 Page

You Can Print Your KSA 4 Page Form by Clicking print Button from Your dashboard After fill All of Required Information like Candidate Passport Information and Candidate Visa Information

QR Code will Auto Generate and show on forms like bellow