

Passports can be ordered in the case card by following these steps

To sort the passports, you must enter a Case Card from upper menu (Umrah > Case Card)



Choose name to Case Card, then click Add to save it

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Message box will appear, asking to upload Photos click yes

"Do you want to open upload photos?"



We choose Case Card again by clicking on Find Case

And press OK

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We then insert the Group or passports into a Case Card in one of the following ways

From the Passport menu, we choose insert a group or passport or through the buttons below

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Or right click the grid and choose the group you want to add

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Note: You can merge more than one group within the same Case by choosing the option to Insert Group again and select the desired group

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Note: you cannot add same group/passport twice in a Case

Case Card can be ordered in one of the following methods

Method -1

Select all passports then choose sort by name, as shown screen

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To order the Case according to the pilgrims' names present in them



Method -2

Select all passports then choose sort by nationality as shown screen

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To order the Case according to the pilgrims' nationality present in them



Method -3

You can change order of the case manually by drag and drop passport in the order you need.

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To order the Case in the order chosen

And to save Case content click Modify



Special clients of Egypt:

The file can be sort according to the names of the Ministry of Tourism We choose all passports

Then from the passport list we choose **Sort Passports based on Ministry File**

V	Case Ca	rd					
File	View	Passport	Visas	Find	Print	Airlines	
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Inp	out Date	Sort	by nam	e			
		Sort	Passpo	rts base	d on M	inistry File	
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We choose the Excel file for the case to sort passports for Open and then press Open

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To sort the case according to the names within the file of the Ministry of Tourism.

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