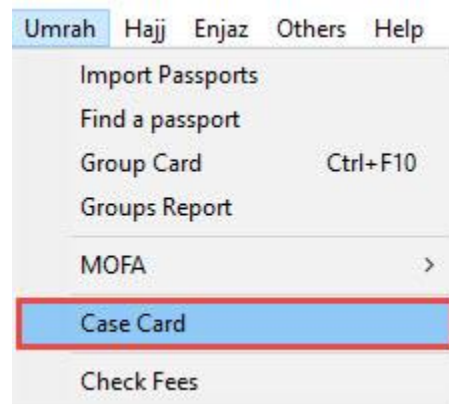




Case Card Sort

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



Case Card

File View Passport Visas Find Print Airlines

Case Name : 123 Contract : Way To Umrah Search Column All

Input Date : 7/6/2017

Use contract information in printing visa

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	Passport	A Full Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Vis
<input type="checkbox"/>												

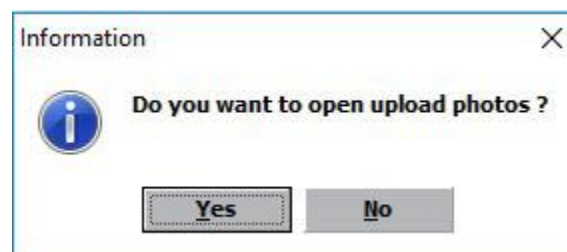
Statistics
Adults : 0
Children : 0
Infants : 0
Males : 0
Females : 0
Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit

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



Case Card

File View Passport Visas Find Print Airlines

Case Name : Contract : Search Column: All

Input Date : 7/6/2017

Use Find

Sort By: Date

Id	Description	Date
7		27-04-2017
8		27-04-2017
9	123	27-04-2017
10		27-04-2017
11		27-04-2017
12		27-04-2017
13		27-04-2017
14		27-04-2017
15		27-04-2017
16		27-04-2017
17		27-04-2017
18		27-04-2017
19		27-04-2017
20		27-04-2017

OK Cancel

Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit

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



Case Card

File View **Passport** Visas Find Print Airlines

Case Name Search Column All

Input Date

- Insert Passport
- Insert Group
- Sort by name
- Sort Passports based on Ministry File
- Send to Agency

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	<input type="checkbox"/>	Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Vis
1	<input type="checkbox"/>								118		0		
	<input checked="" type="checkbox"/>												

Statistics
Adults : 0
Children : 0
Infants : 0
Males : 0
Females : 0
Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit

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



Case Card

File View Passport Visas Find Print Airlines

Case Name : 123 Contract : Way To Umrah Search Column All

Input Date : 7/2/2017

Use contract information in printing visa

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	<input type="checkbox"/>	Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Vis
1	<input type="checkbox"/>								118		0		

Insert Group
Insert Passport
Delete Passport
Sort by name
Sort by nationality
Open Case

Statistics
Adults : 0
Children : 0
Infants : 0
Males : 0
Females : 0
Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit

then click OK



Find ✕

Sort By Id

Id	Group Name	Client	Contract	Status	Count	Mofa Count	Visa Count
196					45	45	
195					0	0	
193					0	0	
192	UAE, MOGA GROUP	Virgo Business Default Flight		New	11	0	
191	dr awad aiedroos	Virgo Business Default UAE/ARABIA		Sent to UO	2	0	
190	DR SAUDHANI	Virgo Business Default UAE - السعودية		Sent to UO	1	0	
189	DR AWAD - UAE/ARABIA	Virgo Business Default UAE/ARABIA		Sent to UO	1	0	
188	DR	Virgo Business Default Way To Uthman		New	0	0	
187	Ugair Hussain	Virgo Business Default Way To Uthman		Sent to UO	1	0	
186	Dr. Saif	Virgo Business Default UAE - السعودية		Sent to UO	2	0	
185	TAL ABULHADJ - UAE/ARABIA	Virgo Business Default UAE - السعودية		New	4	4	
184	SHEESH AWAD	Virgo Business Default UAE - السعودية		New	4	4	
183	SHEESH AWAD (2)	Virgo Business Default		New	0	0	
182	T. J. J. J.	Virgo Business Default UAE - السعودية		New	20	0	
181	UAE/ARABIA	Virgo Business Default UAE		New	0	0	

OK Cancel

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

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Visa Number	Visa Date	Visa
1	United	Other	BUSINESS			68	74761221	0	SHEESH	4034240362	1408/01/01	30
2	United	Other	SALES	SHEESH	Father	38	74761222	0	SHEESH	4034240362	1408/01/01	30
3	United	Other	None		Women Group	59	74761224	0	SHEESH	4034240368	1408/01/01	30
4	Pakistan	Other	HOUSE	SHEESH				0	SHEESH	4034240361	1408/01/01	30
5	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
6	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
7	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
8	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
9	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
10	Iran	Other	Iran					0	T. J. J. J.		1408/01/01	
11	Iran	Other	Iran		women group	55		0	T. J. J. J.		1408/01/01	

Insert Group

Insert Passport

Delete Passport

Sort by name

Sort by nationality

Open Case

←

Statistics

Adults : 0

Children : 0

Infants : 0

Males : 0

Females : 0

Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit



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

Case Card

File View Passport Visas Find Print Airlines

Case Name : 123 Contract : Way To Umrah Search Column All

Input Date : 4/27/2017

Use contract information in printing visa

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Visa Number	Visa Date	Visa
1	United	Other	BUSINESS			68	PAK1221	0	SHE304	6014216362	1438/03	30
2	United	Other	SALES	SHE304	Father	38	PAK1222	0	SHE304	6014216362	1438/03	30
3	United	Other	None		Wamen Group	39	PAK1224	0	SHE304	6014216336	1438/03	30
4	Pakistan	Other	HOUSE	SHE304	Husband	65	PAK1223	0	SHE304	6014216362	1438/03	30
5	Iran	Other	vip		Wamen Group	47		0	3-jah		1438/03	
6	Iran	Other	vip		Wamen Group	81		0	3-jah		1438/03	
7	Iran	Other	vip			81		0	3-jah		1438/03	
8	Iran	Other	vip		Wamen Group	52		0	3-jah		1438/03	Statistics Adults : 0
9	Iran	Other	vip		Wamen Group	55		0	3-jah		1438/03	Children : 0
10	Iran	Other	vip		Wamen Group	76		0	3-jah		1438/03	Infants : 0
11	Iran	Other	vip		Wamen Group	53		0	3-jah		1438/03	Males : 0 Females : 0 Wamen group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refr

by name
by nationality

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

Case Card

File View Passport Visas Find Print Airlines

Case Name : 123 Contract : Way To Umrah Search Column All

Input Date : 4/27/2017

Use contract information in printing visa

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Visa Number	Visa Date	Visa
1	United	Other	BUSINESS			38	PAK1221	0	SH201	4034216362	1438/03	30
2	United	Other	SALON	SH201	Father	38	PAK1222	0	SH201	4034216362	1438/03	30
3	United	Other	None		Women Group	39	PAK1224	0	SH201	4034216336	1438/03	30
4	Pakistan	Other	HOUSE	SH201	Husband	45	PAK1223	0	SH201	4034216363	1438/03	30
5	Iraq	Other	yes		Women Group	47		0	7-ajab		1438/03	
6	Iraq	Other	yes		Women Group	51		0	7-ajab		1438/03	
7	Iraq	Other	yes		Women Group	51		0	7-ajab		1438/03	
8	Iraq	Other	yes		Women Group	52		0	7-ajab		1438/03	Statistics Adults : 0 Children : 0
9	Iraq	Other	yes		Women Group	55		0	7-ajab		1438/03	Infants : 0
10	Iraq	Other	yes		Women Group	56		0	7-ajab		1438/03	Males : 0
11	Iraq	Other	yes		Women Group	53		0	7-ajab		1438/03	Females : 0 Women group : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refr

by name
by nationality

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.

Case Card [Window Title]

File View Passport Visas Find Print Airlines

Case Name : 123 Contract : Way To Umrah Search Column All

Input Date : 4/27/2017 Use contract information in printing visa

Contents Settings Pilgrim ID Airlines Report Bus Reports Arrival Report Hotels Update Visa Information Log

Header

	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Visa Number	Visa Date	Visa
1	United	Other	BUSINESS			38	74761221	0	SH2014	6014216362	1408010	30
2	United	Other	SALES	SH2014	Father	38	74761222	0	SH2014	6014216362	1408010	30
3	United	Other	None		Women Group	38	74761224	0	SH2014	6014216368	1408010	30
4	Pakistan	Other	HOLIST	SH2014	Husband	65	74761223	0	SH2014	6014216363	1408010	30
5	United	Other	SALES	SH2014	Father	38	74761222	0	SH2014	6014216362	1408010	30
6	Iran	Other	vis		Women Group	61		0	7-ajab		1408010	
7	Iran	Other	vis		Women Group	61		0	7-ajab		1408010	
8	Iran	Other	vis		Women Group	52		0	7-ajab		1408010	Statistics
9	Iran	Other	vis		Women Group	55		0	7-ajab		1408010	Adults : 0
10	Iran	Other	vis		Women Group	76		0	7-ajab		1408010	Children : 0
11	Iran	Other	vis		Women Group	53		0	7-ajab		1408010	Males : 0

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Print Visas

New Delete Modify Add Refresh Exit

To order the Case in the order chosen

And to save Case content click Modify

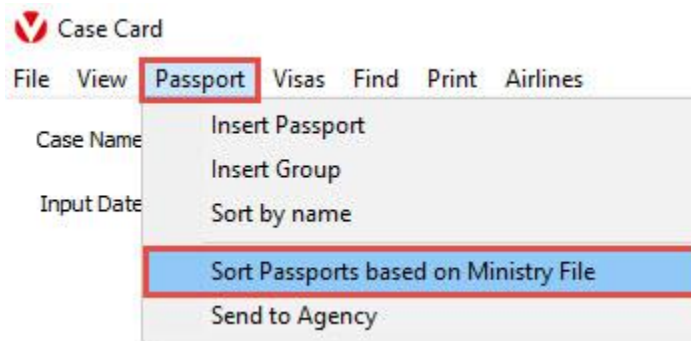


Special clients of Egypt:

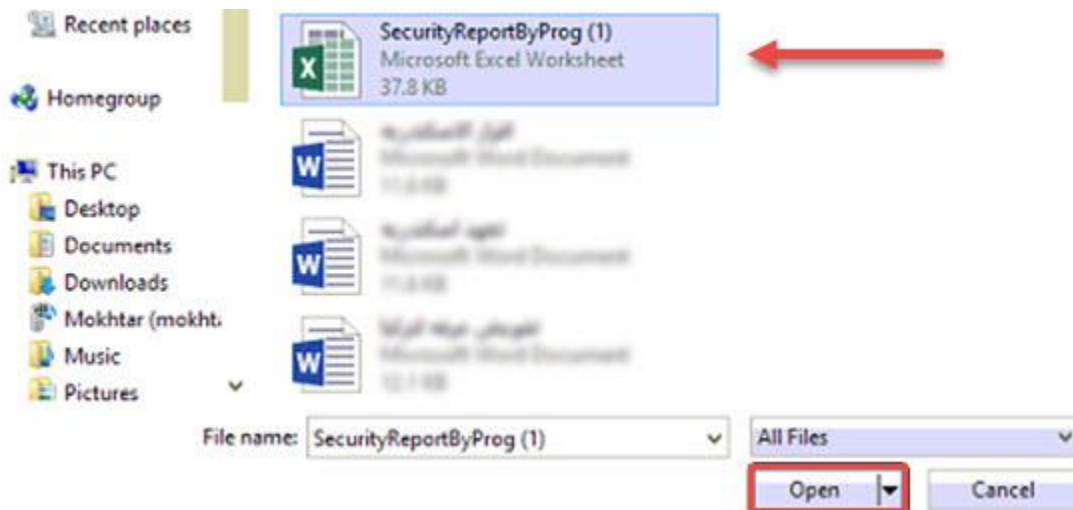
The file can be sort according to the names of the Ministry of Tourism

We choose all passports

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



We choose the Excel file for the case to sort passports for Open and then press Open



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