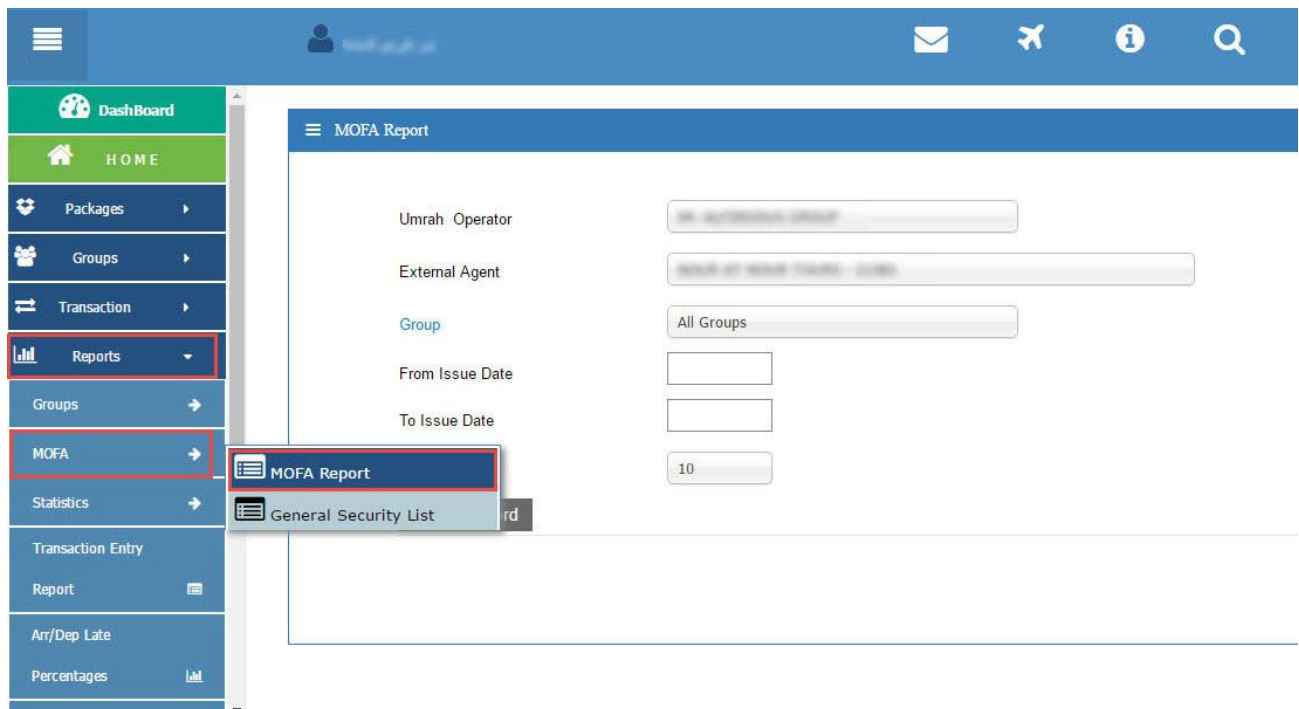


## Get MOFA & Border Number from Way to Umrah

Enter Way to Umrah website

From side menu choose (Reports > MOFA > MOFA Report)



Select the wanted group, then click Display Record

Click Export to Excel in the bottom of page to download exported MOFA file

Group

From Issue Date

To Issue Date

No of Rows

Display Record

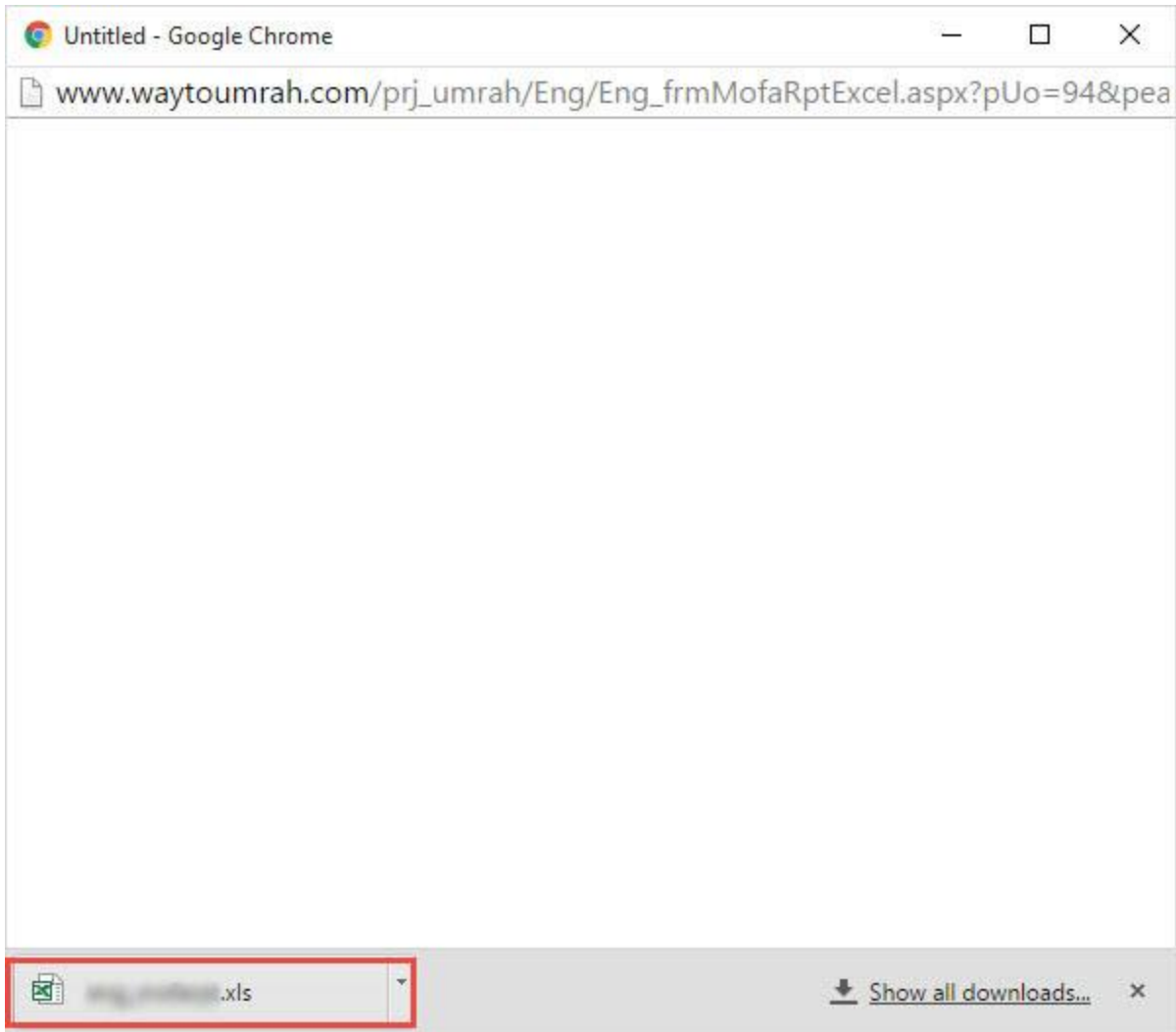
Pilgrim Name	Pilgrim ID	Age	Date of Birth	Group Name	Passport No	MOFA Number	Issue Date	Embassy	Pkg Code	Relation	Nationality	Address	Sub Agent Name	MOI Number
Total	1 - 1 of 1													

1

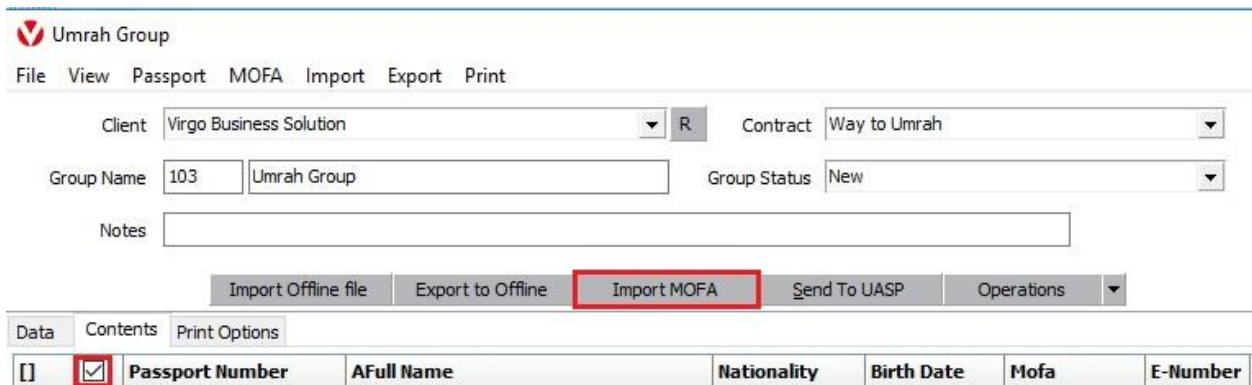
Print Report

Export To Excel

Save file window will appear



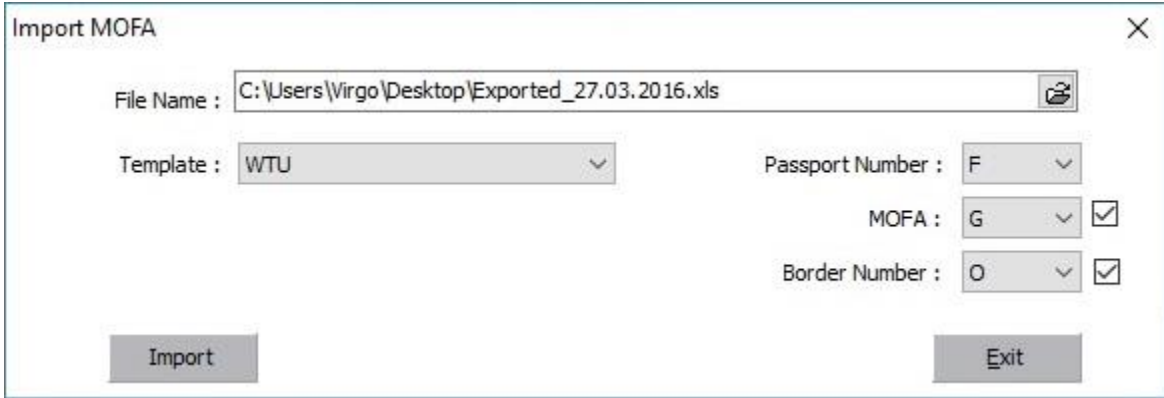
In Virgo Offline open the same group, select all Mutamers in the group then click Import MOFA



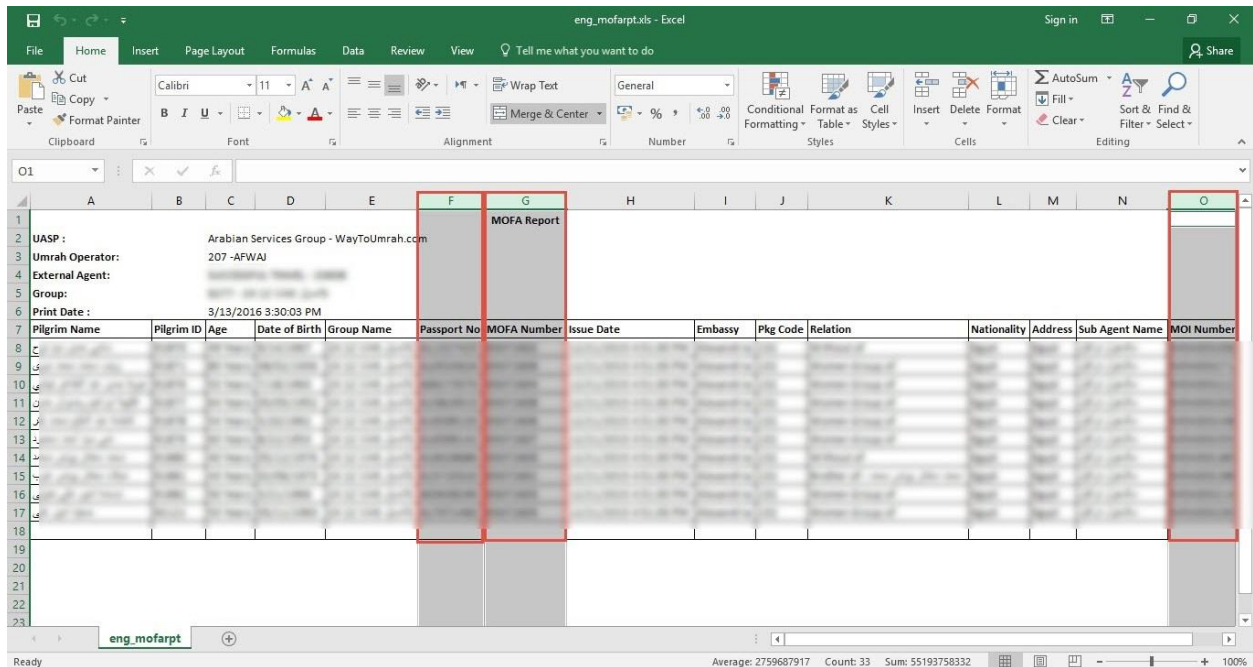
Import window will show where you can browse for the Excel exported file

Select WTU template

Columns are (Passport Number = F, MOFA =G, Border Number or (MOI Number) =O)



These columns can be verified in the EXCEL file




After making sure that columns choices are correct according to the file, Click Import

MOFA will appear in column MOFA in the group as shown

Umrah Group

File View Passport MOFA Import Export Print

Client: Virgo Business Solution R Contract: Date: 15/03/2016 Ps 

Group Name: 60 Group Status: New UASP Group: 0 Invoice: 0

Notes: Import Offline file Export to Offline Import MOFA Send To UASP Operations

	Passport Number	Nationalit	Birth	Expiry	Education	Occupatio	Mahram	National	UASP ID	Mofa	E-Number	Border Number	Visa	Client
1										65791828		5465958261		
2										65791827		5465958246		
3										65791825		5465958006		
4										65791817		5465957255		
5										65791829		5465958279		
6										65791820		5465957339		
7										65791822		5465957701		
8										65791816		5465957248		
9										65791826		5465958139		
10										65791818		5465957297		
11										65791819		5465957313		
12										65791823		5465957776		
13										65791821		5465957446		
14										65791824		5465957891		
15										65791831		5465958311		
16										65791830		5465958295		

New Passport (F2) Insert Passport Edit Passport (F4) Delete Passport Refresh Move Passports Copy Passports Find Passport

New Delete Modify Add Find (F3) Exit << < > >>

**Note If MOFA numbers aren't displayed, click Refresh**

**Note you must have Microsoft EXCEL installed**