



Group Card

Group window show stored passports of Mutamers into organized tables and allow main operations on each individual group.

Create group and group default fields

Group window can be entered from Virgo Offline main window

Group default fields are the data used when creating new group; such as embassy, marital status, nationality, country, passport type, passport issue place, birth place, current city, profession and travel date

The screenshot shows the 'Umrh Group' application window. The title bar reads 'Umrh Group'. The menu bar includes 'File', 'View', 'Passport', 'MOFA', 'Import', 'Export', and 'Print'. The main form area is titled 'Group default fields' and contains the following fields:

- Client: Virgo Business Solution (dropdown), R (checkbox), Contract: طريق العمرة 2 (dropdown), Date: 08/10/2016 (dropdown), Ps (checkbox)
- Group Name: 71 (text), Group Status: New (dropdown), UASP Group: 0 (text), Invoice: 0 (text)
- Notes: (text area)
- Buttons: Import Offline file, Export to Offline, Import MOFA, Send To UASP, Operations (dropdown)
- Data: (text area)
- Section: **Group default fields** (F3 Search of Group)
- Embassy In: (dropdown), Arrival SN: 0 (text)
- Travel Date: 18/10/2016 (dropdown), Arrival Date: 18/10/2016 (dropdown), Departure Date: 02/11/2016 (dropdown)
- Passport Type: Normal (dropdown), Marital Status: Other (dropdown), Education Level: Other (dropdown), File No: (text)
- Makkah:
 - Hotel Name: (dropdown), Night Count: 0 (text)
 - Checkin date: 08/10/2016 (dropdown)
- Madina:
 - Hotel Name: (dropdown), Night Count: 0 (text)
 - Checkin date: 08/10/2016 (dropdown)
 - Day Count: 0 (text)
- Nationality: Kuwait (dropdown), Prev. Nationality: Kuwait (dropdown), Country: Kuwait (dropdown)
- Birth Place: (dropdown), Place of Issue: (dropdown), Address City: (dropdown)
- Profession: (dropdown), Package: (dropdown), R (checkbox)
- Buttons: New Passport (F2), Insert Passport, Edit Passport (F4), Delete Passport, Refresh, Move Passports, Copy Passports, Find Passport
- Bottom Bar: New, Delete, Modify, Add, Find (F3), Exit, Navigation arrows (left, right, double left, double right)



Note: when you have “Bab Al Umrah” contract you should select Package and travel date when you create the group

Modify group

You can modify group information then click modify button to save

Umrah Group

File View Passport MOFA Import Export Print

Client: Virgo Business Solution R Contract: Date: 08/10/2016 Ps

Group Name: 71 Group Status: New UASP Group: 0

Notes: Invoice: 0

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

Data

F3 Search of Group

Group default fields

Embassy In: Arrival SN: 0

Travel Date: 18/10/2016 Arrival Date: 18/10/2016 Departure Date: 02/11/2016

Passport Type: Normal Marital Status: Other Education Level: Other File No:

Makkah: Nationality: Kuwait Prev. Nationality: Kuwait Country: Kuwait

Hotel Name: Night Count: 0 Birth Place: Place of Issue: Address City:

Checkin date: 08/10/2016 Profession: Package: R

Madina: Hotel Name: Night Count: 0

Checkin date: 08/10/2016 Day Count: 0

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

New Delete **Modify** Add Find (F3) Exit

Delete group

Browse for the group and click Delete



Umrah Hajj Enjaz Others Help

- Import Passports
- Group Card** Ctrl+F10
- Groups Report
- MOFA >
- Case Card

Find

Sort By

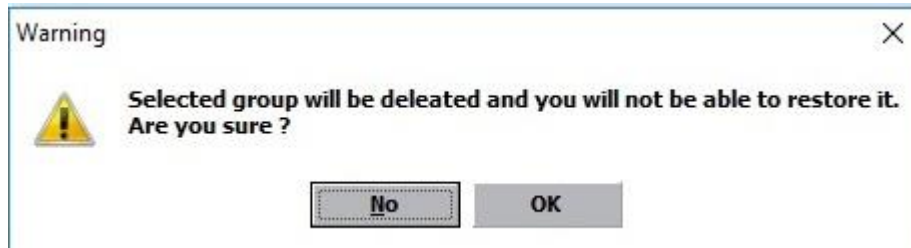
Id	Group Name	Client	Contract	Status	Count	Mofa Count	Visa Count
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

OK Cancel

Confirm message will show



“Selected group will be deleted and you will not able to restore it. Are you sure?”



Warning message for deleting passports will show

“Delete selected passport?”

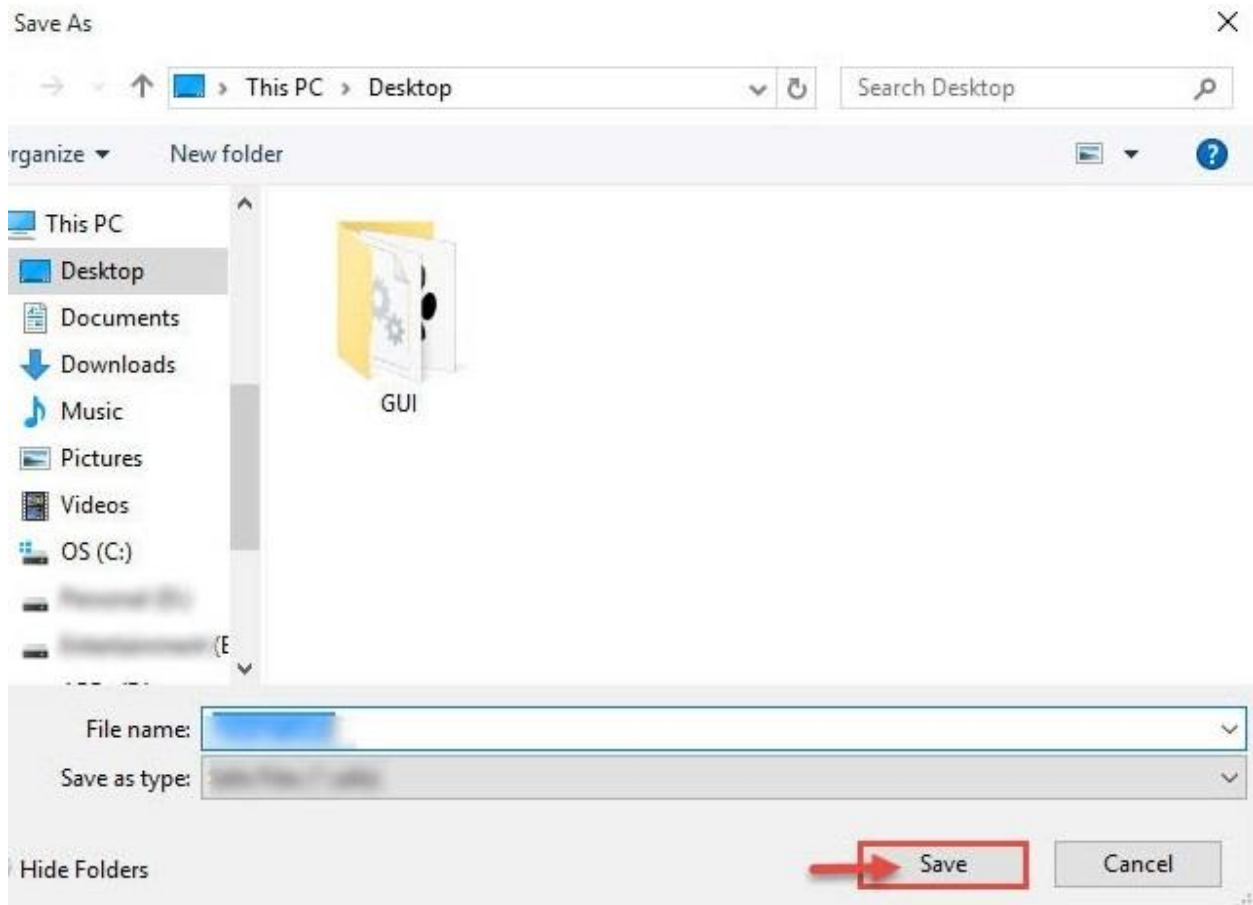


And the group will delete successfully.

Export group to Excel

You can export group to EXCEL format by choosing from menu (Export > Export to Excel)





Import and Export group

- Export group to Offline

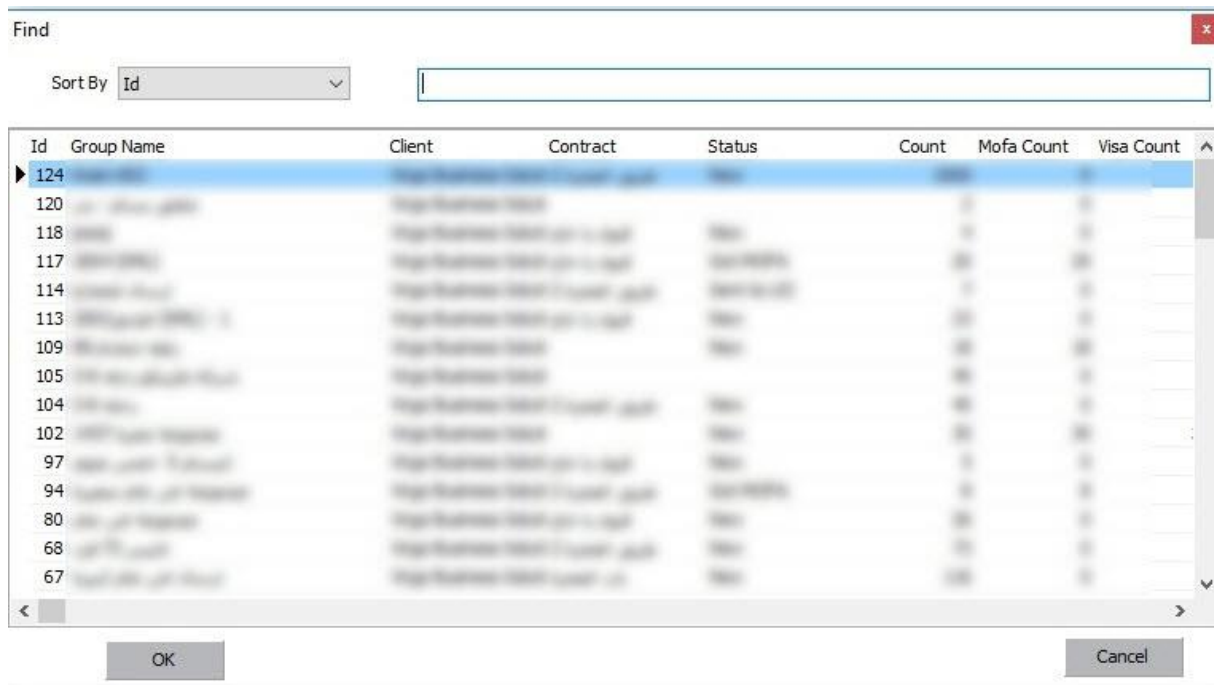
You can export a group to another Virgo Offline instance



Search for the group you want to export using Find button



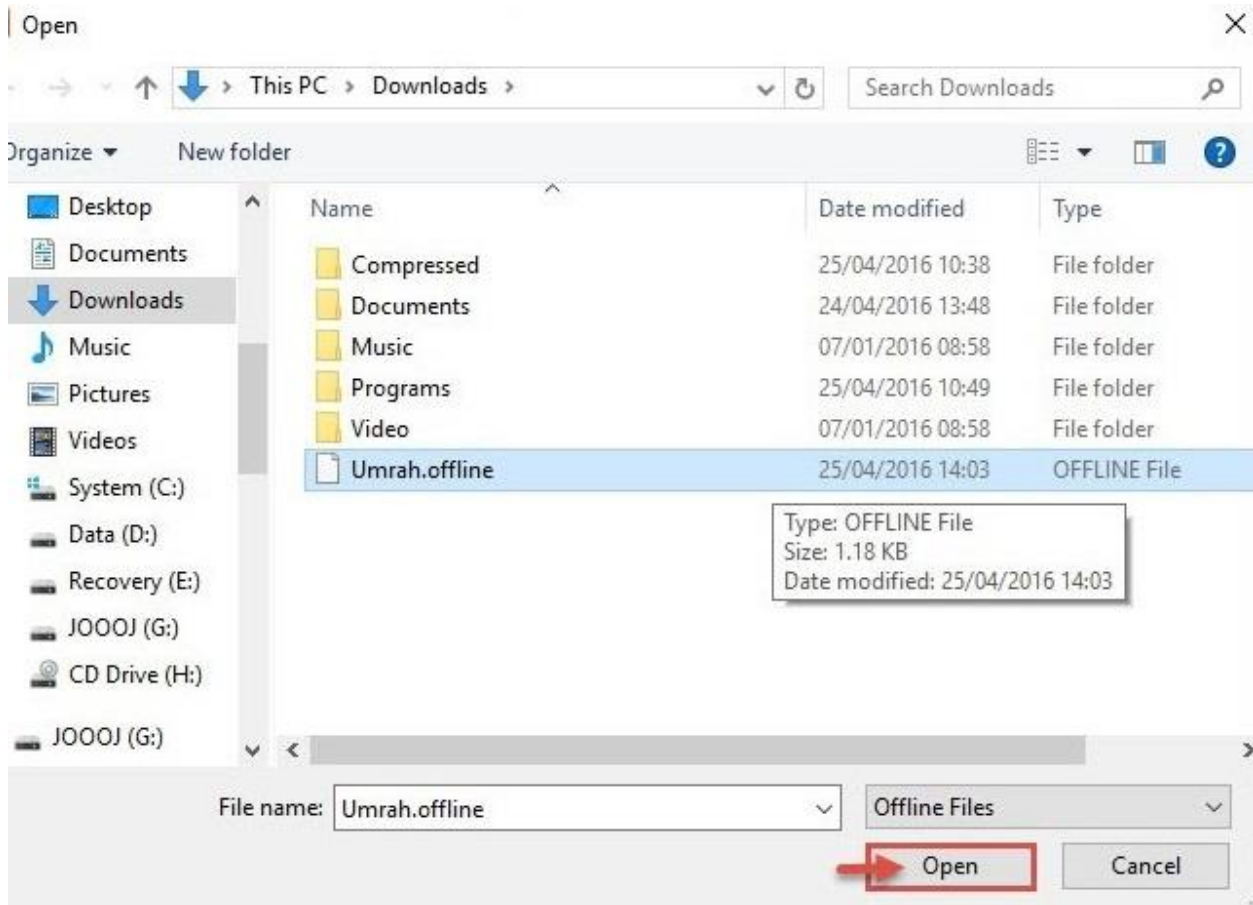
Select the group from list



Choose from menu (Export > Export to Offline)



Browse for save location, type a name and click Save



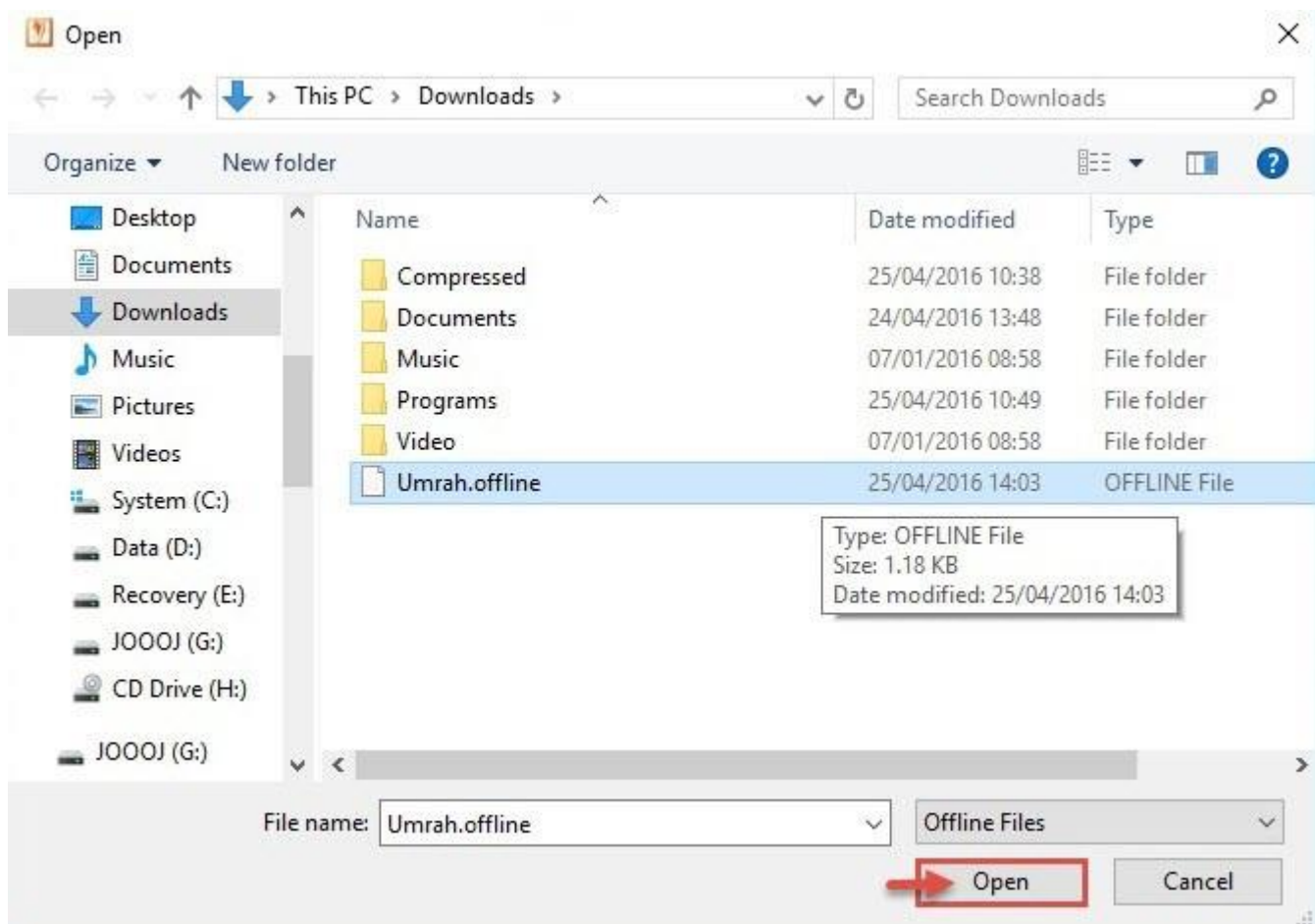
- Import group from Offline

Open group window

Choose from menu (Import > Import from Offline)



Browse to the location of (Offline file), select it and click Open





Possible errors

When you have group name duplicate you will get error messages

“Group Name is Duplicate”


“Group create error”




For more Information and Inquiries Please Contact

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