

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

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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

Client Virgo Business Solution	•	R Contract		Date 08/10/2016	✓ Ps	
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Delete group

Browse for the group and click Delete



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Confirm message will show

3



"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)





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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

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Select the group from list

Sort By Id	×					
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Choose from menu (Export > Export to Offline)

Export	Print
Ex	port to Offline
Ex	port to Tawaf
Ex	port to Excel
Ex	port To Excel (Compact)
Ex	port Photos

Browse for save location, type a name and click Save



Type: OFFLINE File

Date modified: 25/04/2016 14:03

Offline Files

Open

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Cancel

Size: 1.18 KB

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- Import group from Offline	-	Import	group	from	Offline
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Data (D:)

Recovery (E:)

JOOOJ (G:) CD Drive (H:)

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Open group window

Choose from menu (Import > Import from Offline)

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File name: Umrah.offline



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lm	port fron	n Way to Umrah	>
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Browse to the location of (Offline file), select it and click Open

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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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