

Send Pilgrims to MOFA at E-Hajj Portal Site

From menu choose **Haj Data and Groups** Then **Haj Groups Details**



Click **Action** Then **Add Haj Group**



Fill Up Group Details and check in Pledge

A screenshot of the "Group Details" form. The form has a header with "Haj Data Details", "Haj Groups Details" (highlighted), "Pre Arrival Data", and "Haj Reservations". Below the header is a breadcrumb trail: "Home > Haj Groups > Add Haj Group". The form contains the following fields:

- Haj Group Name * (text input): Hajj Group 01
- Entry Transportation Type * (dropdown): Air
- Arrival Date * (date input): 28/08/2016
- Departure Date * (date input): 18/09/2016
- Group Type * (dropdown): Regular Hajj
- I pledge to sign contracts with each pilgrim in the group

Filter Pilgrims by Group

Enter group name in **tag** filter, and groups will filtered

Haj Data Details Haj Groups Details Pre Arrival Data Haj Reservations

Note ! This will also add all re...

	Haj No. (E)	Pilgrims Number (E)	First Name (E)	Family Name (E)	Tag	Group
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000

choose **Select All**, then choose Pilgrims and Click **Create and Continue**

Haj Data Details Haj Groups Details Pre Arrival Data Haj Reservations

Note ! This will also add all re...

	Haj No. (E)	Pilgrims Number (E)	First Name (E)	Family Name (E)	Tag	Group ID
<input type="checkbox"/>	00000	00000	Abd	Abd	00000000	00000000

Select All
UnSelect All

CREATE AND CLOSE CREATE AND CONTINUE CANCEL

Click **Routes** and select it then click **Update Route Details**

Flight Bookings **Routes** Housing Contracts Food Contracts

Please select the land routes that this group will take.

Route: Route 5

Medina Air Port - Medina - Makkah - Al Masha'er - Makkah - Jeddah

Price (SAR) : 347.5

UPDATE ROUTE DETAILS

Click **Housing Contracts** then select **House Provider** and click **Add Selected**

Available Contracts

The following contracts are available for association with this group. You can add associate a contract to this group by selecting the corresponding row then clicking on "Add Selected" button. If the action is successful, the contract(s) will show in the "Currently Associated Contracts" section above.

	Contract ID	House Provider Name	Guests	City Name	Used Capacity
<input checked="" type="checkbox"/>	10000	10000	40	Madina	CHECK
<input type="checkbox"/>	10000	10000	123	Makkah	CHECK
<input type="checkbox"/>	10000	10000	5	Makkah	CHECK
<input type="checkbox"/>	10000	10000	88	Madina	CHECK

Navigation: <<<< < > >>>> Total Rows : 4

ADD SELECTED

Click **Food Contracts** then select **Food Provider** and click **Add Selected**

Available Contracts

The following contracts are available for association with this group. You can add associate a contract to this group by selecting the corresponding row then clicking on "Add Selected" button. If the action is successful, the contract(s) will show in the "Currently Associated Contracts" section above.

	Contract ID	House Provider Name	Date	Starting Date	Ending Date
<input checked="" type="checkbox"/>	10000	10000	20/07/2016	10/09/2016	15/09/2016
<input checked="" type="checkbox"/>	10000	10000	13/07/2016	28/08/2016	17/09/2016

Navigation: <<<< < > >>>> Total Rows : 2

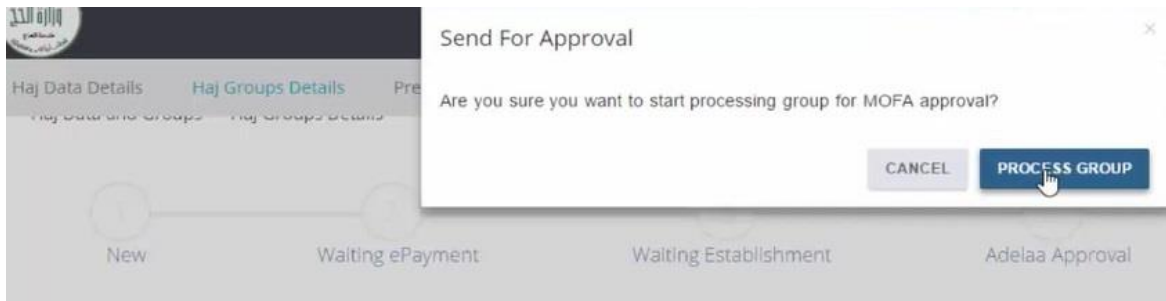
ADD SELECTED

Back to **Haj Groups Details** choose Group and click **Action** Then **Process Group**

Haj Data Details Haj Groups Details ACTION

1 New → 2 Waiting ePayment → 3 Waiting Establishment → 4 Adelaa Approval → 5 Sent

Request ID	Haj Group ID	Haj Group Name	Status	
316171	10000	10000	NEW	<ul style="list-style-type: none"> Details Edit Add Haj Data Remove Haj Data Manage Contracts and Services Process Group
315742	10000	10000	WAITING VOUCHER GENERATION	
315707	10000	10000	NEW	
315474	10000	10000	UNDER PROCESSING	
314114	10000	10000	WAITING ESTABLISHMENT	



Make **Refresh (F5)** Then choose Group and click **Action** Then **Generate Voucher**

Request ID	Haj Group ID	Haj Group Name	Status	Action
316171	8888	Haj Group	WAITING VOUCHER GENERATION	ACTION
315742	8878	Haj Group	WAITING VOUCHER GENERATION	Details Generate Voucher



Make **Refresh (F5)** Then choose Group and click **Action** Then **Make Payment**

Request ID	Haj Group ID	Haj Group Name	Status	Action
316171	8888	Haj Group	WAITING E-PAYMENT	ACTION
315742	8878	Haj Group	UNDER PROCESSING	Details Print Voucher Make Payment Print Voucher
315707	8878	Haj Group	NEW	
315474	8878	Haj Group	UNDER PROCESSING	

Check **I accept terms and conditions** then Click **Pay Voucher**

#	Voucher Type	Quantity	Unit Amount (SAR)	Total Amount (SAR)
1	SMALL HAJ PRICE	0	0.00	0.00
2	BIG HAJ PRICE	4	1000.00	4000.00
3	SMALL TRANSPORTATION HAJ PRICE	0	0.00	0.00
4	BIG TRANSPORTATION HAJ PRICE	4	1000.00	4000.00

I accept terms and conditions

Grand Total (SAR) :3,766.00

BACK PRINT VOUCHER PAY VOUCHER

Group successfully sent and **Waiting Establishment** after some time will Approved

314114			WAITING ESTABLISHMENT	ACTION ▾
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