



Upload photos to MOFA

Important notes to ensure the process successfully:

1. Be sure that your personal photos are new with a white background and don't contain any seals or symbols on the photo.
2. You can place your personal photos in the Photos folder of the program or choose the path of an external photo folder, so that the photos are named same as passport numbers, and the program automatically join the photos with the passport data within it.
- 3 - Don't worry about the processing and modification of photos manually, the Virgo automatically set and processing photos when sending and add a copy of the modified photos within the uploads folder after the download process in accordance with the standards of the Mofa site, so that the photo size is between 3 and 18 KB also dimensions under 200 pixels and JPG format.
4. The default folder path for the program is

D:\Virgo\VirgoOffline1438\Photos

To know how to edit pilgrims' or Mutamers photos follow this link

<https://goo.gl/isr4vQ>



In order to upload photos, you need username & password of MOFA to be entered in Contract window in Virgo Offline.

To learn how to set contract data can be found through the following link

<https://goo.gl/bjCREM>

The process of uploading photos to Mofa site and get a E-number in two ways within Virgo Offline:

Method 1: Used to upload photos to more than group at the same time within Case Card

Note : You should be sure of add the username and password special of Mofa site within the contract data

In main window choose from upper menu (Umrah > Case Card)



We create new Case and set name for it

Then right click the grid and choose Insert Group or you can Insert passport if needed



Case Card

File View Passport Visas Find Print Airlines

Case Name: Contract: Search Column:

Input Date: 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

Or are selected through the following ways:



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

Are selected the passports to upload photos pilgrims' or Mutamers then click Add to save the Case Card



Case Card [Close] [Maximize] [Refresh]

File View Passport Visas Find Print Airlines

Case Name: Contract: Search Column:

Input Date: Use contract information in printing visa

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

Header

	<input checked="" type="checkbox"/>	Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group
1	<input checked="" type="checkbox"/>	528757661	ADAM TOROJOK MAMBAT	United	Married	SELF			47		0	WISA
2	<input checked="" type="checkbox"/>	52884817	HOLMER LAROUSS	United	Married	SELF			28		0	WISA
3	<input checked="" type="checkbox"/>	52884746	FABIAN GEM	Germany	Single	SELF			28		0	WISA
4	<input checked="" type="checkbox"/>	52884829	HASSAN SALAD HAALIN	Netherlands	Married	SELF			41		0	WISA
5	<input checked="" type="checkbox"/>	52884838	HASSAN SALAD HAALIN	United	Married	House wife		Women Group	46		0	WISA
6	<input checked="" type="checkbox"/>	52884765	NEEDHAMAN SALAD HAALIN	United	Married	SELF			46		0	WISA
7	<input checked="" type="checkbox"/>	52884824	KULTIMO AHMED GABRIE	United	Married	House wife		Women Group	26		0	WISA
8	<input checked="" type="checkbox"/>	52884829	AHMED OSMAN FARAH	United	Married	SELF			30		Statistics	
9	<input checked="" type="checkbox"/>	54828438	FAROUK MOHAMMED ALI HAUSE	United	Married	None	AHMED	Women Group	46		Adults : 0 Children : 0	
10	<input checked="" type="checkbox"/>	52884828	والت محمد	Somalia	Single	SELF			25		Infants : 0 Males : 0	
11	<input checked="" type="checkbox"/>	52884828	والت محمد	Somalia	Single	House wife	والت محمد	Brother	25		Females : 0 Women group : 0	

Message box will appear, asking to upload Photos click yes

“Do you want to open upload photos?”



Note: in the case of the case is already saved, you can enter to upload photo window directly by clicking on Upload Photos as shown

Case Card

File View Passport **Visas** Find Print Airlines

Case Name : 123 Way To Umrah Search Column: All

Input Date : 7/2/2017

Use co

- Define Visa Information
- Read Visa Numbers
- Upload Photos**
- Print Visas
- Delete Visa Information

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
1	<input checked="" type="checkbox"/>	123456789	ABDUL TURKUK HANAFIYAT	United	Married	SELF			47		0	1433
2	<input checked="" type="checkbox"/>	123456789	MUHAMMAD LAMRUCOR	United	Married	SELF			29		0	1433
3	<input checked="" type="checkbox"/>	123456789	FABIAN GEM	Germany	Single	SELF			29		0	1433
4	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	Netherlands	Married	SELF			41		0	1433
5	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	House Wife		Women Group	40		0	1433
6	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	SELF			40		0	1433
7	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	House Wife		Women Group	39		0	1433
8	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	SELF			39		0	1433
9	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	None	AMM	Women Group	46		0	1433
10	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	None	AMM	Women Group	46		0	1433
11	<input checked="" type="checkbox"/>	123456789	MASRUK SALAD MAALIN	United	Married	None	AMM	Women Group	46		0	1433

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

New Delete Modify Add Refresh Exit

Photos Upload window will appear

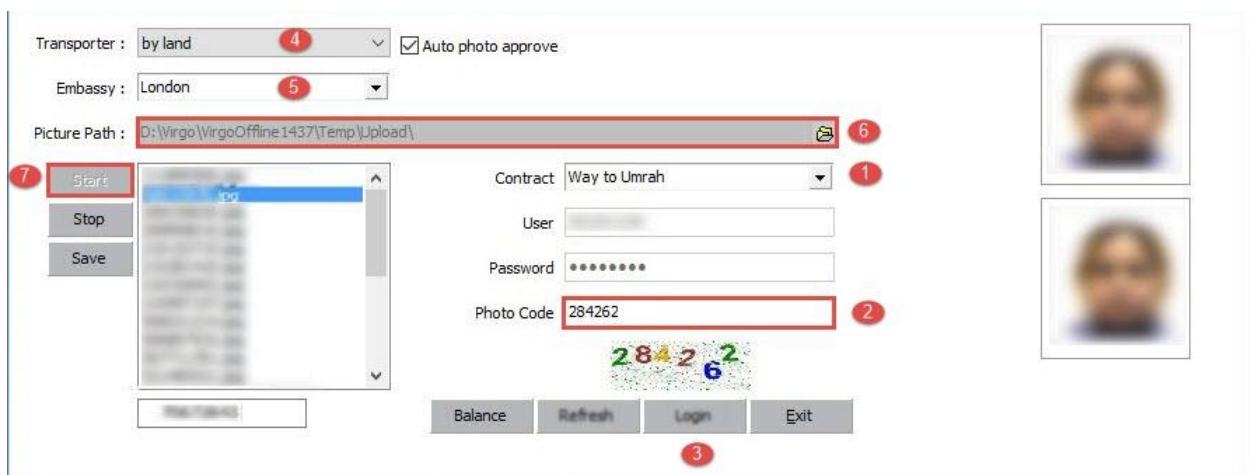
Choose the right contract and which containing the username and password of Mofa site also type Photo Code then click Login



Note: You must wait for 30 seconds before starting the process to make sure login to Mofa site successfully. If you aren't logged in, please verify username and password by logging to Mofa site.

<https://visa.mofa.gov.sa/account/login/omra>

Then choose transporter and embassy, then click Start



Virgo Offline will start uploading each photo and import generated E-number for the passport

At the end of operation, a success message box will show



Method 2: Used to upload photos to only one group within a Group Card

In main window choose from upper menu (Umrah > Group Card)



The way to select the group to upload photos is done by clicking on Find to review all previously entered groups, selecting the desired group and pressing OK



Umrah Group

File View Passport MOFA Import Export Print

Client R Contract Date 7/2/2017

Group Name 123 Group Status New UASP Group 0

Notes Invoice 0

Import Of Find

Sort By Id

Id	Group Name	Client	Contract	Status	Count	Mofa Count	Visa Count
196	123				45	45	
195	123				0	0	
193	123				0	0	
192	123				0	0	
191	123				0	0	
190	123				0	0	
189	123				0	0	
188	123				0	0	
187	123				0	0	
186	123				0	0	
185	123				0	0	
184	123				0	0	
183	123				0	0	
182	123				0	0	
181	123				0	0	

OK Cancel

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

From upper menu choose (MOFA > Upload Photos)



Umrah Group

File View Passport MOFA Import Export Print

Client: Virgo E **Upload Photos** R Contract: Way To Umrah Date: 9/18/2016 Ps

Group Name: 101 Clear MOFA Group Status: New UASP Group: 79522 Invoice: 0

Notes: _____

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

Data	Contents	Print Options	Ministry File													
	Passport Number	AFull	Nationality	Birth	Expiry	Education	Occupatio	Mahram	National	UASP ID	Mofa	E-Number	Border	Visa Number	Client	
1	514867665	أحمد أحمد	Lebanon	Kuwait	12-10-2018	99	لا يوجد			0	67105784				Virgo	
2	514867680	أميرة أحمد	Lebanon	Kuwait	10-05-2018	99	لا يوجد			0	67105788				Virgo	
3	514867786	سارة أحمد	Lebanon	Kuwait	19-07-2018	99	لا يوجد			0	67105790				Virgo	

Statistics
 Adults : 3
 Children : 0
 Infants : 0
 Males : 1
 Females : 2
 Women group : 0
 Passports : 3
 Total : 3

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

New Delete Modify Add Find (F3) Exit

Photos Upload window will appear

In Photos window continue same steps as described above

Transporter : by land **4** Auto photo approve

Embassy : London **5**

Picture Path : D:\Virgo\VirgoOffline.1437\Temp\Upload\ **6**

7 Start Stop Save

Contract: Way to Umrah **1**


User: _____

Password: _____

Photo Code: 284262 **2**

284262

Balance Refresh Login Exit **3**





Possible Error messages:

- Name cannot be null
You must enter a case name and click Add button.



- Case should be saved before upload photos



- Photos are not available
That message indicates that specified photos were not found at default folder.
You must make sure that all required photos are stored in Virgo Offline Photos folder (By default located in: D:\Virgo\VirgoOffline1438\Photos)

