

## Virgo Offline Enjaz Guide

### Contract Preparation

Contract is the information needed for Virgo Offline to communicate with Enjaz web services.

To add or modify a contract choose **Contracts** from upper menu.



then click **New** to make new contract.

Choose a **Name for Contract** and Account Type (**Enjaz**) and fill up all needed data

Enjaz Account information (**User Name, Password and E-Wallet**) & **Company Name**

Then click **Add** to save the contract details

Umrah  Hajj  Enjaz

Contract:

Company Name:

Address:

Saudi Address:

Person in charge:

Ministry of Tourism License No:

Telephone:

Telephone:

**Enjaz**

User Name:

Password:

E-Wallet:

Name	Local ID	EA ID	UO ID	UO Name
▶ Default Contract				0

Below buttons allow to **Browse**, **Modify** or **Delete** stored contracts



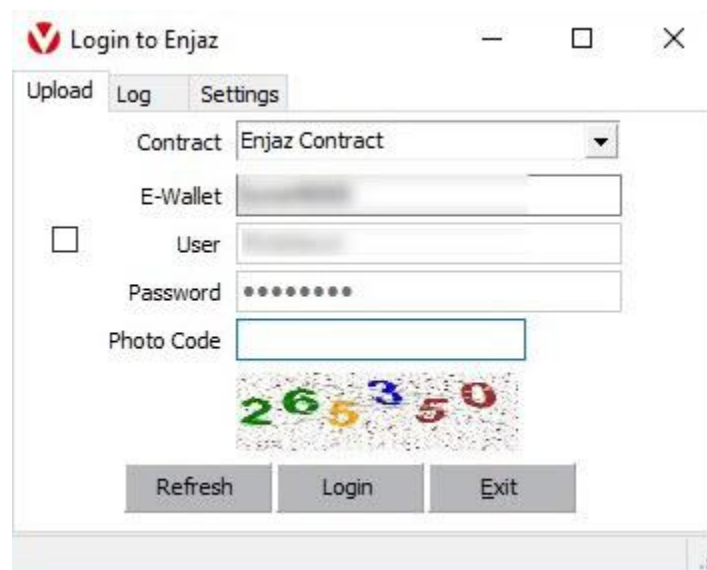
## Login to Enjaz

Click **Enjaz** from upper menu and then click **Login**



Choose Enjaz Contract and fill up photo code and click **Login**

Note If Photo Code not appear, check internet connection and click **Refresh**



### Post and Print new Enjaz Visa Application

Click **Enjaz** from upper menu and then click **Application Card**



Note fill up all visa application details that needed same as Enjaz site requirement depend on **Visa Type**

Enjaz Visa Application

Visa Information Companions

**You must enter the Name in Arabic for those with Arabic Nationality - ضرورة تعبئة الخانات الخاصة بالاسم العربي لأصحاب الجنسيات العربية**

Client 1

Embassy In [dropdown]

Sponsor Name [dropdown] Visa Type WORK

Sponsor Address Saudi Arabia Sponser ID [dropdown]

Document Number [input] Sponser Phone [input]

Sponser Number [input]

Arabic First Name [input] Arabic Father Name [input] Arabic Grand Name [input] Arabic Family Name [input]

First Name [input] Second/Father Name [input] Other/G.Father Name [input] Last/Family Name [input]

ID Number [input] Passport Number [input] Passport Type Normal

Place of Issue [dropdown] Date of Issue [input] Expiry Date [input]

Place of Birth United Kingdom Date of Birth 19/07/1985 Religion MUSLEM

Nationality United Kingdom Previous Nationality United Kingdom

Gender Male Transporter By land Entry Times Single Arrival Place Riyadh

Visa Validity Days 90 Marital Status Single Duration of stay 180

Profession None

Education [input] Source [input]

Resident Address [input] Purpose : [input]

Import Person Picture

28/07/2016

Post

New post

Visa application number of entry will be Single - Valid for 90 days

Find Visa Find Passport Health Insurance Print Label Print Application Print Commitment

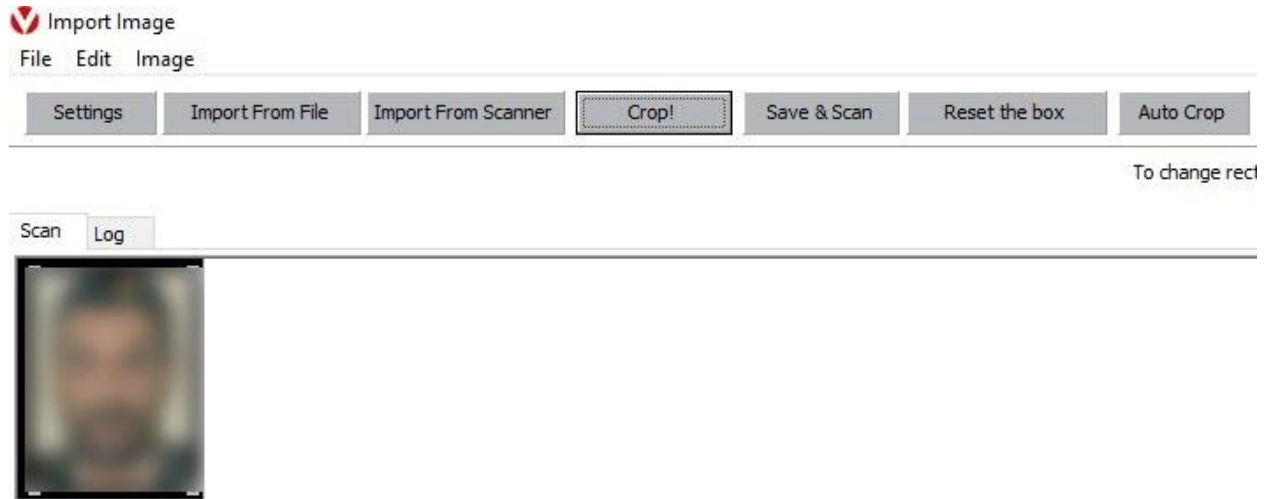
New Delete Modify Add Exit

click **Import Person Picture** to add application photo before post

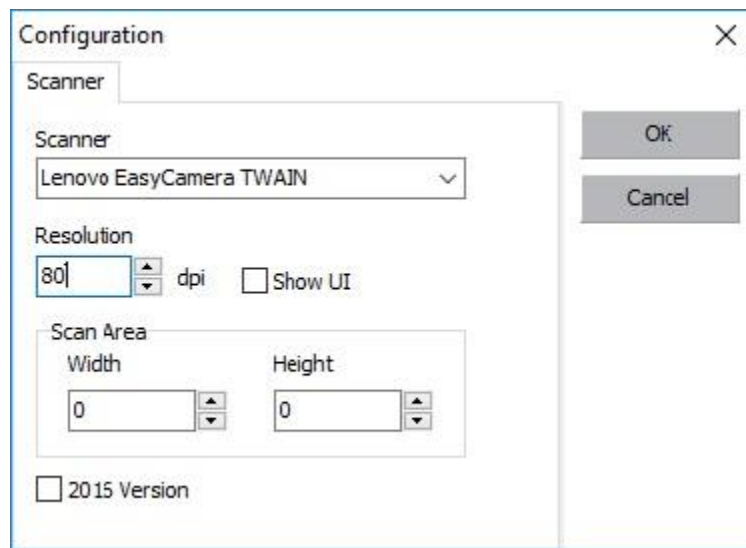
Note **Enjaz Site Accepted File Types** :jpeg, jpg, gif, png. (Max : 20KB per File)

As well **Virgo Offline** will automatically adjust photo size

then click **Import from File** to add soft copy (**JPG File**) or click **Import from Scanner** to scan hard copy then determine the appear area and click **Crop** to save picture



Note you can choose **Scanner type** and **Resolution** from **Settings**



After fill up all visa application details and Person Picture that needed as Enjaz site requirement click **Post** and automatically application will post and get **E-Number**





## Post and Print multi Enjaz Visa Application Via Case Card

Click **Enjaz** from upper menu and then click **Case Card**



Choose **From Date** and **End Date** of application entry and then click **Insert Applications**

Case Card

Case Name :  Start Number :  Count :  Date :  Refresh Open Case

Select All Select None Remove Non Selected Remove Selected Remove Old Visa Search

Insert Applications Contents Settings Report

From Date :  End Date :  Visa Type :

Insert Applications  
Insert unposted applications

Print Labels Post to Enjaz Health Insurance Print Applications Print Commitments

New Delete Modify Add Display Exit

From **Contents** choose the application and click **Print Labels** or **Print Applications** to Print all selected Applications directly or Click **Post to Enjaz** to Post all selected Applications automatically.

Case Card

Case Name :  Start Number :  Count :  Date :  Refresh Open Case

Select All Select None Remove Non Selected Remove Selected Remove Old Visa Search

Insert Applications Contents Change Information Settings Report

	Passport Number	Full Name	Reference	Mother	Visa Type	Post
1	518493978	ELSHAFIE AHMED ELGAMAL			Business Man Visit	<input checked="" type="checkbox"/>
2	525577498	KHALID AMIR	E222711432		WORKING VISIT	<input checked="" type="checkbox"/>
3	510194181	MUHAMMAD TAREQ AHMADO	E222697077		COMMERCIAL	<input checked="" type="checkbox"/>
4	720107442	ANWAR ALI ELTAYEB	E222697048		COMMERCIAL	<input checked="" type="checkbox"/>
5	524237913	YASIN ATIF GALAL ELDIN	E222696903		TRANSIT	<input type="checkbox"/>
6	533123112	YOUSIF ATIF GALAL ELDIN	E222696845		TRANSIT	<input type="checkbox"/>
7	524238521	SARA ATIF GALAL ELDIN	E222696844		TRANSIT	<input type="checkbox"/>
8	527672720	ABIER KAMIL MOHAMED	E222696843		TRANSIT	<input type="checkbox"/>
9	800821896	ATIF GALAL ELDIN	E222696840		TRANSIT	<input type="checkbox"/>
10	462254616	SANAE ZERBANE	E222696895		FAMILY VISIT	<input type="checkbox"/>
11	531826581	SOPHIA JOHNSON	E222696894		FAMILY VISIT	<input type="checkbox"/>
12	527598779	AMIN JOHNSON	E222696893		FAMILY VISIT	<input type="checkbox"/>
13	508436651	YAZID HASSAN MOHAMED	E222710967		FAMILY VISIT	<input type="checkbox"/>
14	210508554	JOANNE PAULA MORRISON	E222696837		RESIDENT	<input type="checkbox"/>
15	533166842	DYLAN MARK MORRISON	E222696836		RESIDENT	<input type="checkbox"/>

Print Labels **Post to Enjaz** Health Insurance Print Applications Print Commitments

New Delete Modify Add Display Exit

Choose **Enjaz Contract** and fill up photo code and click **Login** Then **Ok**

Note If Photo Code not appear, check internet connection and click **Refresh**



Then click **Post Orders** the system will automatically post all selected Applications one by one and get directly E-numbers

Upload Log Settings

	Passport Number	Visa Code	Status
1			

Contract: Enjaz Contract

E-Wallet:

User:

Password:

Photo Code:

997870

fresh Login Exit

Orders:

Completed:

Pay Fees Post Orders Stop