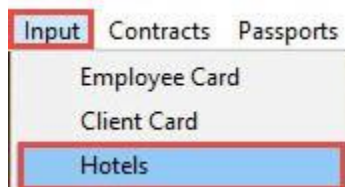


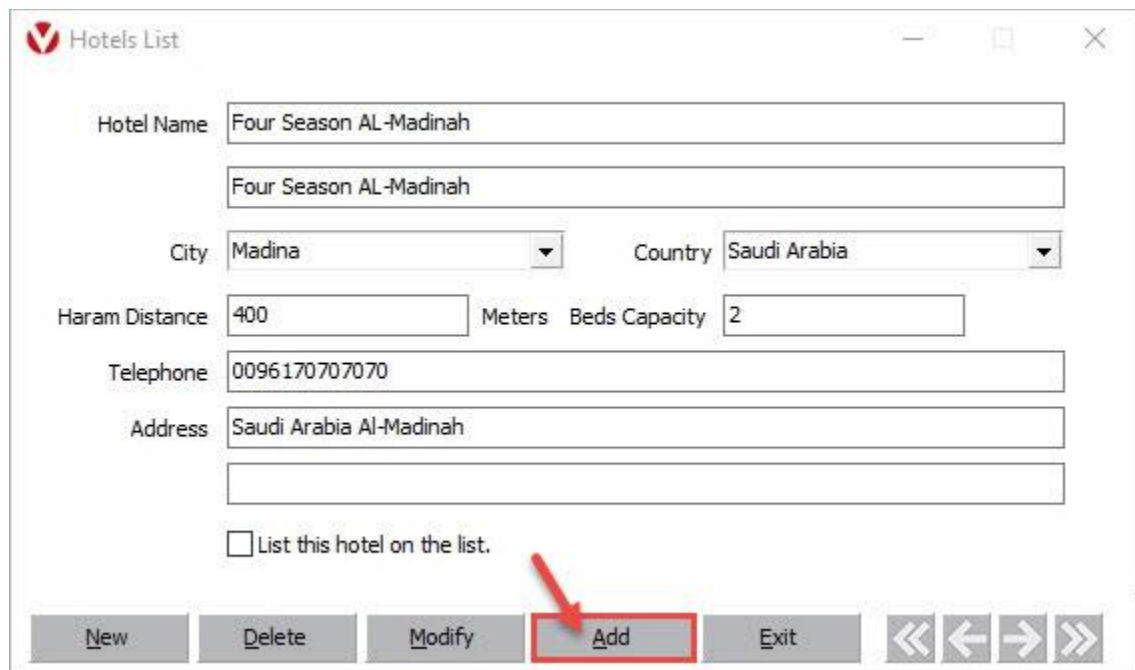
Virgo Offline Hajj Guide

Add Hotels Data

From Virgo Offline main window choose from upper menu (**Input > Hotels**)



Fill Up all needed hotels data then click **Add**

A screenshot of the 'Hotels List' form. The form contains the following fields: 'Hotel Name' (Four Season AL-Madinah), 'City' (Madina), 'Country' (Saudi Arabia), 'Haram Distance' (400 Meters), 'Beds Capacity' (2), 'Telephone' (0096170707070), and 'Address' (Saudi Arabia Al-Madinah). There is a checkbox labeled 'List this hotel on the list.' at the bottom. The 'Add' button is highlighted with a red box and an arrow.

You can also **Browse**, **Delete** or **Modify** previously added hotels



Create Hajj Group

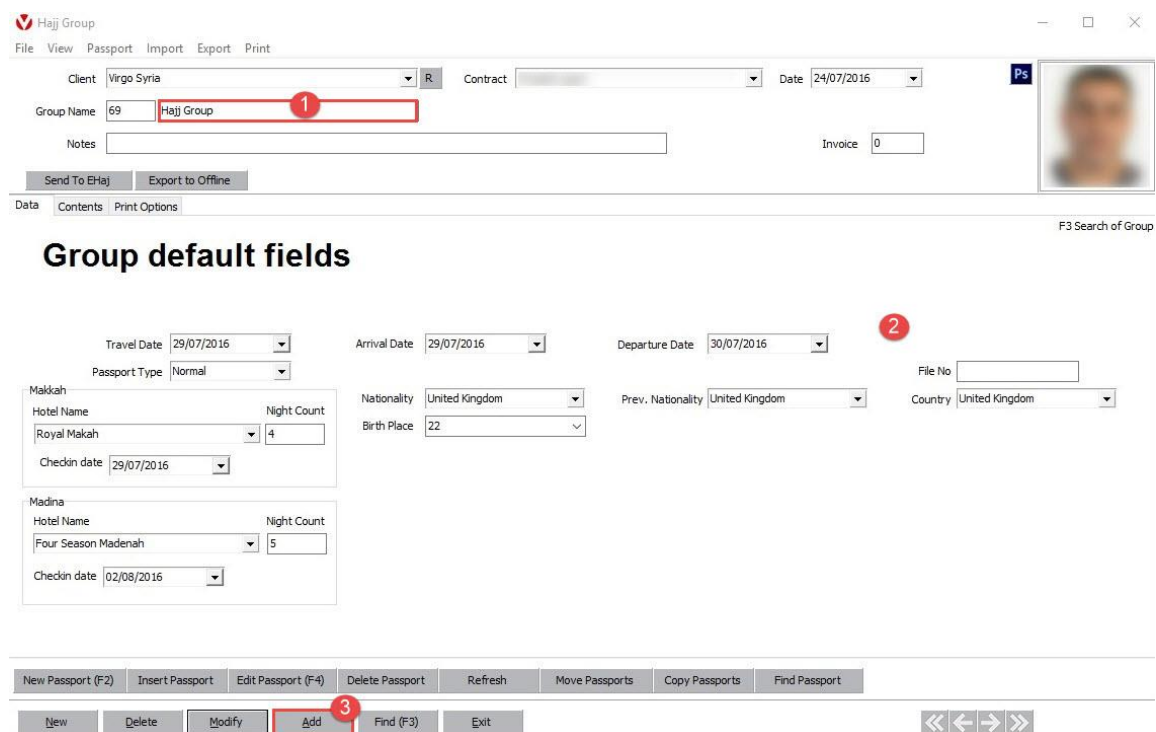
choose **Hajj** from upper menu then click **Group Card**



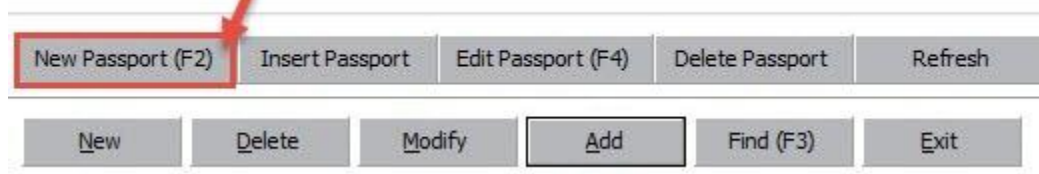
Put **Group Name**, **Group default fields** (Travel Date, Arrival Date, Departure Date) and **hotels data**

then click **Add**

Note we advice to set **Group Name** according to its pilgrims hotels names for more help in group filtering



Back to **Contents** box, Click **New Passport** to insert passports



Read passport with Passport Scanner

Note fill up **Passport Card** with all details that needed same as E-Hajj Portal web services site requirement

The screenshot shows a web application titled "Passport Card". At the top, there are dropdown menus for "Group" (set to "Hajj Group") and "Client" (set to "Default Client"). A "Date" field is set to "26/07/2016". There are buttons for "Barcode Reader Configuration", "Refresh Lookups", and a checkbox for "Load details from database".

The main form is divided into two sections: "Passport Information" and "Notes". The "Passport Information" section contains the following fields:

- Passport Number: [Redacted]
- Gender: Male
- Title: Mr
- Change Picture button with a "Ps" icon
- First Name, Father Name, Grand Name, Last Name: [Redacted]
- Arabic Name, English Name: [Redacted]
- Name: [Redacted]
- Passport Type: Normal
- National ID: [Redacted]
- Country: United Kingdom
- Nationality: United Kingdom
- Prev. Nationality: United Kingdom
- Birth Place: United Kingdom
- Birth Date: 01/10/1970
- Issue Place: [Redacted]
- Issue Date: 29/09/2011
- Expiry Date: 29/09/2021
- Address: [Redacted]
- Telephone: [Redacted]
- Mahram: [Redacted]
- Relation: [Redacted]
- Permit No: 0
- Issue Date: 18/07/2016
- Expiry Date: 18/07/2016
- Hajj ID: 0

On the right side, there are tabs for "Passport", "Photo", "RF Photo", "Visa", "Other", and "Other". Below these tabs is a large area for the passport image. At the bottom right, there are buttons for "Read", "Scan", "Acquire Image", "Delete", and "Log". A "Zoom" slider is set to 100. A checkbox for "Stop read on errors" is checked.

At the bottom left, there are buttons for "New", "Delete", "Modify", "Add", and "Exit". At the bottom right, there are navigation arrows and a "Zoom" slider.

Click **Change Picture** to add pilgrim photo

Note **E-HaJ Portal** Accepted File Types :jpeg, jpg, gif, png. (Max : 20KB per File)

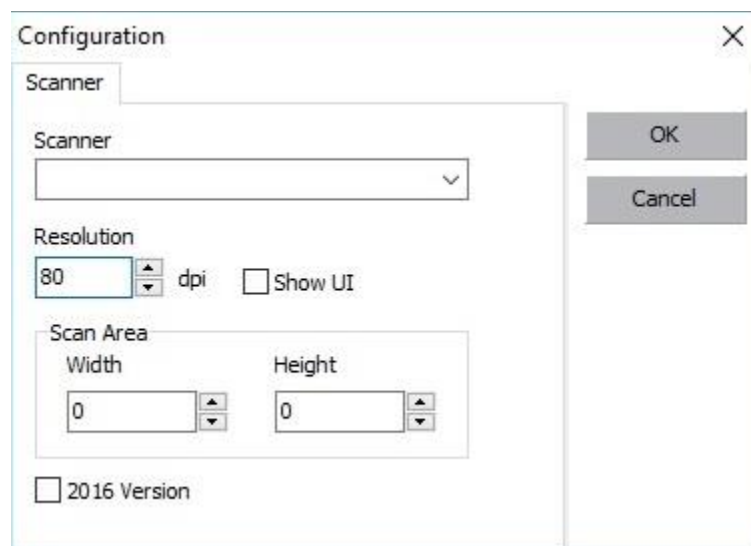
As well **Virgo Offline** will automatically adjust photo size

Note check the absence of any watermark on the image to prevent any possibility of rejection from the Consulate

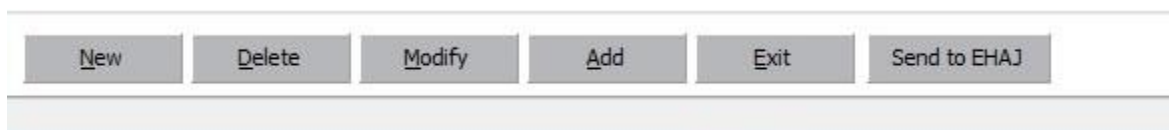
Click **Import from File** to add soft copy (**JPG File**) or click **Import from Scanner** to scan hard copy then determine the appear area and click **Crop** to save picture



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



After picture added click **Add** to store passport or click (**Modify, Delete, New**) to edit stored passports



Note to open old stored Group click **Find(F3)** then search and choose the group then click **OK**



Find ✕

Sort By Id ▾

Id	Group Name	Client	Contract	Status
▶ 3	Hajj Group	Default Client	Default Contract	New

OK Cancel

Define E-Hajj Portal Embassy Quota

Open Ministry of Hajj (E-Hajj Portal) site and login (**User Name & Password**)

Login to your account

✉

🔒

[Forgot Password?](#)

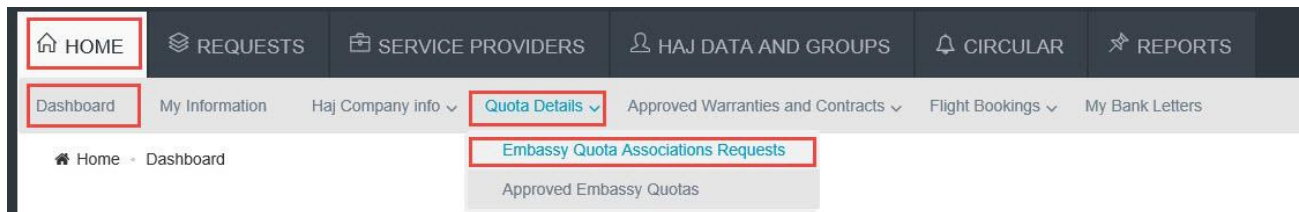
Login

✓ [Create an account/Activate User](#)

✓ [Create / Check appointment & Registration for Housing, Food and Lifting providers](#)

✓ [Training courses](#)

Enter to **Home** box and from **Quota Details** choose **Embassy Quota Associations Requests**



From **Action** Menu, select **Add**

ACTION						
Req Id	Country	Embassy	Request Quota	Response Quota	Request Date	
						Add Print Excel

Define **Embassy** and **Requested quota allocation** Then click **Add to List**

Full Quota

Quota includes mission members

Embassy *

Requested quota allocation *

ADD TO LIST

After that, click on **Submit**

Country	Embassy	Requested Quota	
<input type="text" value="Saudi Arabia"/>	<input type="text" value="Embassy"/>	256	Remc
		SUBMIT	CANCEL

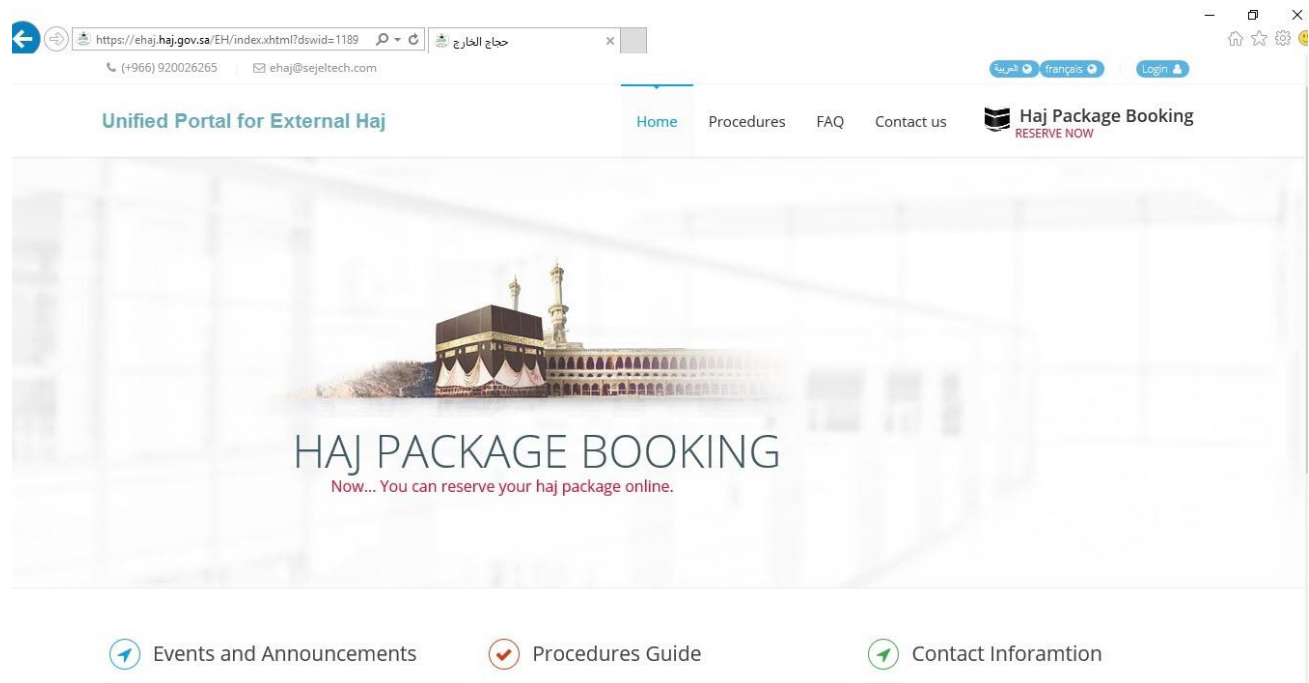
Home - Quota Details - Embassy Quota Associations Requests

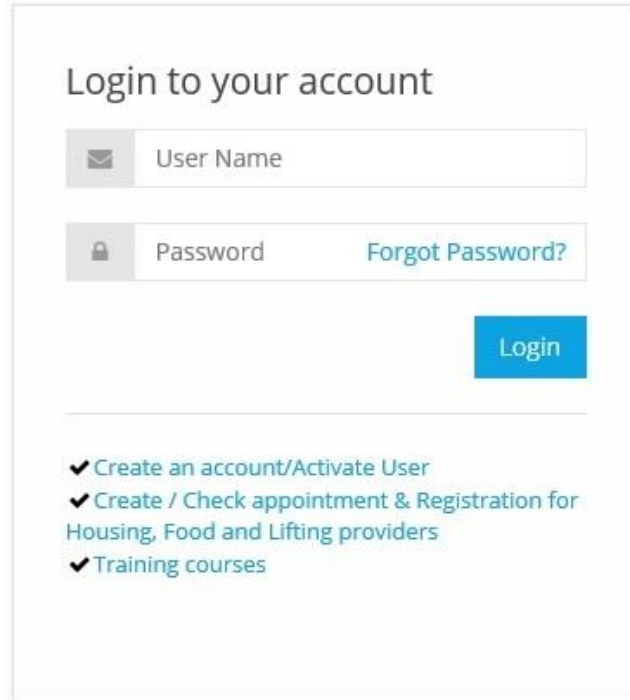
ACTION							
Req Id	Country	Embassy	Request Quota	Response Quota	Request Date	Response Date	State
13902	<input type="text" value="Saudi Arabia"/>	<input type="text" value="Embassy"/>	256	256	20/07/2016	20/07/2016	Approved
««« « » »»»				Total Rows : 0		Show Entries : 10	

Send Group to E-Hajj Portal

Note make sure **Internet Explorer browser 11** was installed at your system

Open Ministry of Hajj (E-Hajj Portal) site at **Internet Explorer browser 11** and login (**User Name & Password**)





Login to your account

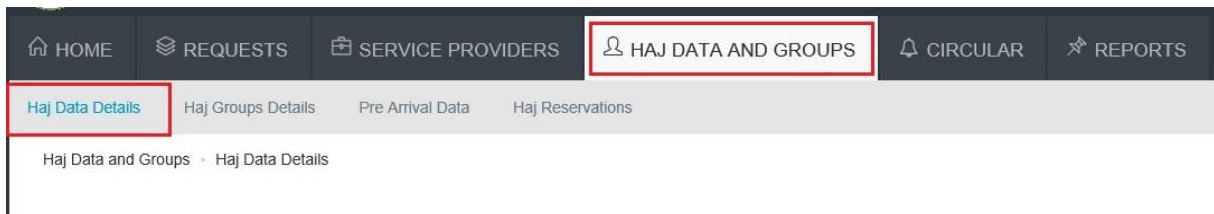
User Name

Password [Forgot Password?](#)

Login

- ✓ [Create an account/Activate User](#)
- ✓ [Create / Check appointment & Registration for Housing, Food and Lifting providers](#)
- ✓ [Training courses](#)

Go to **Haj Data And Groups** box, choose **Haj Data Details**



Note Be sure that **date format** is dd/mm/yyyy in your PC before sending
to know how to change date format please follow this link

<http://goo.gl/jJXfpm>

At **Group Card (Contents box)**

Select the passports to send and click on **Send to EHajj**

Hajj Group

File View Passport Import Export Print

Client: Default Client R Contract: Default Contract Date: 21/07/2016 Ps

Group Name: 3 Hajj Group

Notes: Invoice: 0

Send To EHaj Export to Offline

	Passport Number	AFull	Nationalit	Birth	Expiry	Education	Occupatio	Mahram	National	UASP ID	Mofa	E-Number	Border	Visa	Client
1	<input checked="" type="checkbox"/>														
2	<input checked="" type="checkbox"/>														
3	<input checked="" type="checkbox"/>														
4	<input checked="" type="checkbox"/>														
5	<input checked="" type="checkbox"/>														
6	<input type="checkbox"/>														
7	<input type="checkbox"/>														
8	<input type="checkbox"/>														
9	<input type="checkbox"/>														
10	<input type="checkbox"/>														
11	<input type="checkbox"/>														
12	<input type="checkbox"/>														
13	<input type="checkbox"/>														
14	<input type="checkbox"/>														
15	<input type="checkbox"/>														
16	<input type="checkbox"/>														
17	<input type="checkbox"/>														

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

New Delete Modify Add Find (F3) Exit

Note Be careful don't work on your PC to complete sending process successfully

passports will automatically add one by one

HOME REQUESTS SERVICE PROVIDERS HAJ DATA AND GROUPS CIRCULAR REPORTS

Dashboard My Information Haj Company info Quota Details Approved Warranties at

Home Add Haj Details

Haj Data details for has been saved successfully. Haj Data ID is

Processing, please wait

- Make sure the browser window is in you focus area.
- Swipe the passport MRZ area.
- Accept the details or repeat the capture process.

EHaj Sender

Update Show Log

Virgo Offline

Confirmation Message will appear **“Selected passports have been sent.”** click **Ok** and **Close** EHaj Sender Window

all passports sent to **E-Haj Portal** and **Hajj ID** stored in group passports

Client: Default Client R Contract: Hajj Contract Date: 21/07/2016 Ps

Group Name: 4 Hajj Test

Notes: Invoice: 0

Send To BHaj Export to Offline

		Passport Number	AFull Name	National	Prev. Nationality	Mahram	Age	UASP ID
24	<input type="checkbox"/>							
25	<input type="checkbox"/>							
26	<input type="checkbox"/>							
27	<input type="checkbox"/>							
28	<input type="checkbox"/>							
29	<input type="checkbox"/>							
30	<input type="checkbox"/>							
31	<input type="checkbox"/>							
32	<input type="checkbox"/>							
33	<input type="checkbox"/>							
34	<input type="checkbox"/>							
35	<input type="checkbox"/>							
36	<input type="checkbox"/>							
37	<input checked="" type="checkbox"/>							2015287
38	<input checked="" type="checkbox"/>							2015560
39	<input type="checkbox"/>							
40	<input type="checkbox"/>							

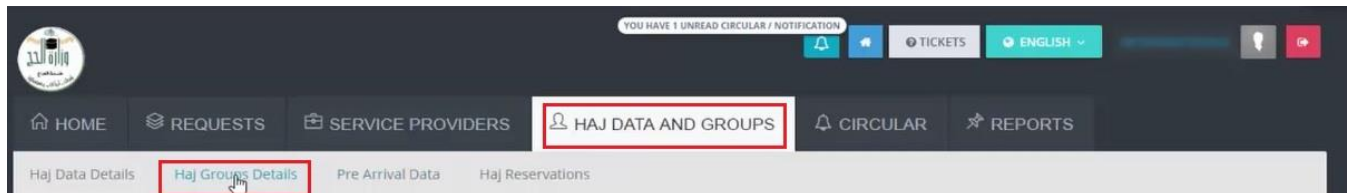
Information

Selected passports have been sent.

OK

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

Haj Data Details Haj Groups Details Pre Arrival Data Haj Reservations

Home Haj Groups New Haj Group

Group Details

Haj Group Name * Hajj Group 01

Entry Transportation Type * Air

Arrival Date * 28/08/2016

Departure Date * 18/09/2016

Group Type * Regular Haji

☒ I pledge to sign contracts with each pilgrim in the group

Filter Pilgrims by Group

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

Haj Data Details Haj Groups Details Pre Arrival Data Haj Reservations

Note ! This will also add all re...

	Haj ID	Pilgrim Number	First Name	Family Name	Tag	Group
<input type="checkbox"/>	2017001	1000000001	TAHA	ABDULLAH	A. ABDULLAH	
<input type="checkbox"/>	2017002	1000000002	ABDUL	TAHA	A. ABDULLAH	
<input type="checkbox"/>	2017003	1000000003	ABDUL	TAHA	A. ABDULLAH	
<input type="checkbox"/>	2017004	1000000004	ABU	ABDULLAH	A. ABDULLAH	
<input type="checkbox"/>	2017005	1000000005	ABDUL	ABDULLAH	A. ABDULLAH	
<input type="checkbox"/>	2017006	1000000006	TAHA	ABDULLAH	A. ABDULLAH	
<input type="checkbox"/>	2017007	1000000007	ABU	ABDULLAH	A. ABDULLAH	

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 ID	Pilgrim Number	First Name	Family Name	Tag	Group ID
<input checked="" type="checkbox"/>	2017001	1000000001	ABU	A. ABDULLAH	A. ABDULLAH	

Note to check group details, back to **Haj Groups Details** window from **Action** menu, select **Details**

[HOME](#)
[REQUESTS](#)
[SERVICE PROVIDERS](#)
[HAJ DATA AND GROUPS](#)
[CIRCULAR](#)
[REPORTS](#)

[Haj Data Details](#)
[Haj Groups Details](#)
[Pre Arrival Data](#)
[Haj Reservations](#)

Haj Data and Groups > Haj Groups Details

1

New

2

Waiting ePayment

3

Waiting Establishment

4

Adelaa Approval

5

Sent

Request ID

Haj Group ID

Haj Group Name

Status

123456

123456

Group A

WAITING ESTABLISHMENT

ACTION

123456

123456

Group B

WAITING ESTABLISHMENT

ACTION

123456

123456

Group C

APPROVED

ACTION

123456

123456

Group D

APPROVED

Details

Print Voucher

Click **Routes** and select one of the following Routes

Transportation Route *	Route 1
------------------------	---------

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

Price (SAR) : 435

Transportation Route * Route 2

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

Price (SAR) : 435

Transportation Route *	Route 3
------------------------	---------

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

Price (SAR) : 495

Transportation Route *

Route 4 ▼

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

Price (SAR) : 347.5

Transportation Route *

Route 5 ▼

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

Price (SAR) : 347.5

Transportation Route *

Route 6 ▼

Jeddah - Aljehva - Makkah- Al Masha'er - Makkah - Medina - Jeddah

Price (SAR) : 535

Transportation Route *

Route 7 ▼

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

Price (SAR) : 447.5

Transportation Route *

Route 8 ▼

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

Price (SAR) : 420

Transportation Route *

Route 9 ▼

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

Price (SAR) : 445

Transportation Route *

Route 10 ▼

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

Price (SAR) : 517.5

Transportation Route *

Route 1 ▼

Jeddah - Makkah - Al Masha'er - Makkah - Jeddah

Price (SAR) : 240

Transportation Route *

Route 12 ▼

Medina- Medina Air Port

Price (SAR) : 10

Transportation Route *

Route 13 ▼

Makkah - Jeddah

Price (SAR) : 30

Transportation Route *	Route 14	▼
Medina - Jeddah		
Price (SAR) : 97.5		
Transportation Route *	Route 15	▼
Makkah - Medina		
Price (SAR) : 127.5		
Transportation Route *	Route 16	▼
Jeddah - Aljehva - Makkah		
Price (SAR) : 130		
Transportation Route *	Route 17	▼
Jeddah - Aljehva - Medina		
Price (SAR) : 200		
Transportation Route *	Route 18	▼
Makkah - Al Masha'er - Makkah		
Price (SAR) : 180		

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**

Haj Data Details

Haj Groups Details

Pre Arrival Data

Haj Reservations

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	Al Masha'er	40	Medina	CHECK
<input type="checkbox"/>	10001	Al Masha'er	123	Makkah	CHECK
<input type="checkbox"/>	10002	Al Masha'er	5	Makkah	CHECK
<input type="checkbox"/>	10003	Al Masha'er	88	Medina	CHECK

10000 10001 10002 10003

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	Al Masha'er	20/07/2016	10/09/2016	15/09/2016
<input checked="" type="checkbox"/>	10001	Al Masha'er	13/07/2016	28/08/2016	17/09/2016

10000 10001

Total Rows : 2

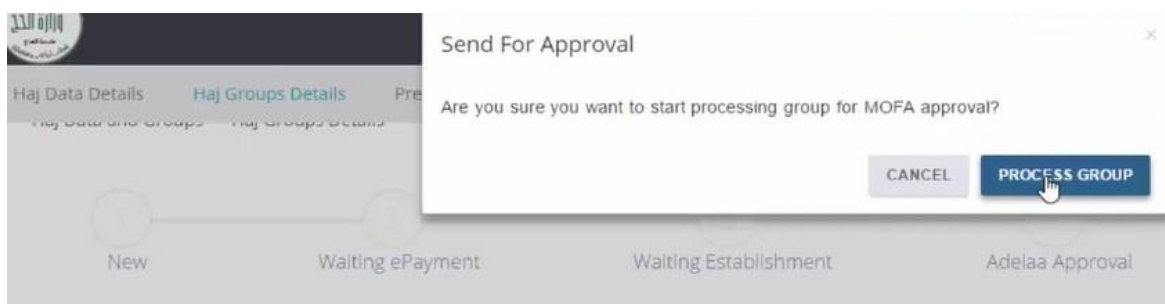
ADD SELECTED

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

Haj Data and Groups Haj Groups Details

1 New 2 Waiting ePayment 3 Waiting Establishment 4 Adela Approval 5 Sent

Request ID	Haj Group ID	Haj Group Name	Status	ACTION
316171	8888	Haj 8888	NEW	<ul style="list-style-type: none"> Details Edit Add Haj Data Remove Haj Data Manage Contracts and Services Process Group
315742	8878	Haj 88	WAITING VOUCHER GENERATION	
315707	8878	Haj 887	NEW	
315474	8878	88888888	UNDER PROCESSING	
314114	8888	8888888888	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 8888	WAITING VOUCHER GENERATION	<ul style="list-style-type: none"> Details Generate Voucher
315742	8878	Haj 88	WAITING VOUCHER GENERATION	
315707	8878	Haj 887	NEW	



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 8888	WAITING E-PAYMENT	<ul style="list-style-type: none"> Details Print Voucher Make Payment Print Voucher
315742	8878	Haj 88	UNDER PROCESSING	
315707	8878	Haj 887	NEW	
315474	8878	88888888	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	346.50	1,386.00
3	SMALL TRANSPORTATION HAJ PRICE	0	0.00	0.00
4	BIG TRANSPORTATION HAJ PRICE	4	346.50	1,386.00

Terms & Conditions :

☒ 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	WNTING ESTABLISHMENT	ACTION
--------	----------------------	--------

Get MOFA Numbers

After group get approval, you can get MOFA numbers to Virgo Offline by following these steps

Log in Ministry of Haj site, from menu choose **Haj Data and Groups** Then **Haj Groups Details**

HOME

REQUESTS

SERVICE PROVIDERS

HAJ DATA AND GROUPS

CIRCULAR

REPORTS

HAJ Data Details

Haj Groups Details

Pre Arrival Data

Haj Reservations

Open the desired group and click on **Import MOFA**

[illegible]

MOFA numbers will appear in MOFA column automatically

Data		Contents	Print Options	Ministry File							
	<input type="checkbox"/>	Passport Number	AFull	Nationalit	Prev. Nationality	Birth	Issue Place	Expiry Date	Mahram	Hajj ID	Mofa
1	<input type="checkbox"/>							22-11-2017		2457487	56785246
2	<input type="checkbox"/>							27-03-2026		2457496	75693587
3	<input type="checkbox"/>							12-06-2024		2457505	98635784

Print Wristbands and ID Cards

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



Put **Case Name** then click **Add**

Case Card

File View Passport Visas Find Print Airlines

Case Name : Hajj Case Card Contract : Hajj Contract Search Column All

Input Date : 21/07/2016

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

Header

		Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Vis
1	<input type="checkbox"/>								117		0		

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Get Visa numbers

New Delete Modify Add Refresh Exit

click **Insert Group** and choose the group you want to add then click **OK**

Case Card [Close] [Maximize] [Minimize]

File View Passport Visas Find Print Airlines

Case Name : Hajj Case Card Contract : Hajj Contract Search Column All

Input Date : 21/07/2016

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

Header

		Passport	A Full Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	V
1									117		0		

Insert Group
Insert Passport
Delete Passport
Sort by name
Sort by nationality
Open Case

< >

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Get Visa numbers

New Delete Modify Add Refresh Exit << < > >>

Find [Close]

Sort By Date

Id	Description	Date
1	Hajj Case Card	21/07/2016

OK Cancel

Select the passports you need to print

Case Card [Window Title Bar: -, □, X]

File View Passport Visas Find Print Airlines

Case Name : Hajj Case Card Contract : Hajj Contract Search Column All [v]

Input Date : 21/07/2016

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

Header

		Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group
1	<input type="checkbox"/>											
2	<input type="checkbox"/>											
3	<input type="checkbox"/>											
4	<input checked="" type="checkbox"/>											
5	<input checked="" type="checkbox"/>											
6	<input checked="" type="checkbox"/>											
7	<input checked="" type="checkbox"/>											
8	<input checked="" type="checkbox"/>											
9	<input type="checkbox"/>											
10	<input type="checkbox"/>											
11	<input type="checkbox"/>											
12	<input type="checkbox"/>											

[< >]

Insert Group Insert Passport Edit Passport Delete Passport Sort [v] Find Case Upload Photos Get Visa numbers

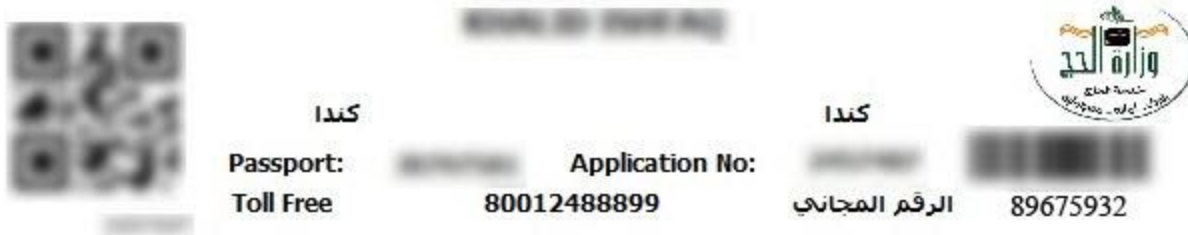
New Delete Modify Add Refresh Exit [Navigation Icons]

To print wristbands

Choose from upper menu (**Print > Print Wristbands**)

Print Airlines

- Print Report
- Print Form
- Print Application
- Print Label
- Print Hotel Report
- Print Embassy Report
- Print Wristbands**
- Print Airline Report
- Design >



To print ID Crads

Move to **Pilgrim ID** box

Fill up all needed data (**Makah hotel, Medina hotel, Supervisor Name, Supervisor Phone & Notes**) then choose template **ID Card** and click **Print**

Note software compatible with any Label Plastic ID Card printer

Case Card

File View Passport Visas Find Print Airlines

Case Name : Hajj Case Card Contract : Hajj Contract Search Column : All

Input Date : 21/07/2016

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

Makkah Hotel : Royal Makkah Madina Hotel : Four Season AL-Madinah

Supervisor Name : Anas Badaowe Phone : 009612222222

Notes :

Template : IDCard

Design Print

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos Get Visa numbers

New Delete Modify Add Refresh Exit

Madinah Hotel فندق المدينة

Four Season Al-Madinah

Makkah Hotel فندق مكة

Royal Makkah

Anas Al-Badaowe

+9622222222



**Virgo
Offline**



Passport No :

D. O. B :

Nationality :