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

Hotel Name	Four Season AL-Madinah				
	Four Season AL-Madinah				
City	Madina	•	Country	Saudi Arabia	•
laram Distance	400	Meters	Beds Capacity	2	
Telephone	0096170707070				
Address	Saudi Arabia Al-Madinah				
	List this hotel on the list.				

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

View Das	smort Impo	t Export D	int							-	
Client	Virgo Syria	nt Export Pr	Int	•	R Contract			▼ Dat	te 24/07/2016	Ps	-
Group Name	69 Ha	iji Group	-0								
Notes									Invoice 0		
Send To EHa	aj Expo	rt to Offline								V Marine	
a Contents	Print Option	s								Į.	
GIO	Travel Date	29/07/2016		Arrival Date	29/07/2016	•	Departure Date	30/07/2016	•	2	
Pa Makkah	assport Type	Normal	_	Nationality	United Kingdom	•	Prev. Nationality	United Kingdom	•	Country United Kingdom	
Hotel Name		1908	Night Count	Birth Place	22	~				And a second second second second	
Royal Makan			4								
Checkin date	29/07/2016	-									
Checkin date Madina	29/07/2016	•									
Checkin date Madina Hotel Name	29/07/2016	•	Night Count								
Checkin date Madina Hotel Name Four Season M Checkin date	29/07/2016 Madenah 02/08/2016	• •	Night Count								
Checkin date Madina Hotel Name Four Season N Checkin date	29/07/2016 Madenah 02/08/2016	▼ ▼ Passport Edit	Night Count	Delete Passpor	t Refresh	Move P	assports Copy Pa	ssports Find	Passport		

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

New Passport (F2)	Insert Pa	ssport	Edit Pas	ssport (F4)	Delete Passport	Refresh
New		Delete	Mo	dify	Add	Find (F3)	Exit

Read passport with Passport Scanner

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

V Passport Card													8 <u>—</u> 8		×
	Group :	Hajj Group		-		Client :	Default Clier	nt	•	Bar	arcode Reader Configuration				
	Date :	26/07/2016					✓ Load deta	ails from databas	2		Refresh Lookups				
Passport Information	Notes														
Passport Number	-		Ger	nder Male	Ŧ	Title Mr			Change Picture	Ps	Passport Photo RF Photo	Visa Oth	ner	Other	
	First Name	-	Father Name	-	Grand Name		Last Name		-						
Arabic Name][-				100.00						
English Name			-												
Name									-						
Passport Type	Normal		-						· · ·						
National ID	-														
Country	United Kin	igdom	*	National	ity United Kin	gdom	-	Prev. Nationality	United Kingdom	•					
Birth Place	United Kin	igdom	~	Birth Da	te 01/10/197	0	-								
Issue Place			~	Issue Da	te 29/09/201	1	•	Expiry Date	29/09/2021	•					
Address	<u> </u>						~	Telephone	0						
Mahram				▼ Relati	on		•								
Permit No	0			Issue Da	te 18/07/201	.6	•	Expiry Date	18/07/2016	•					_
					1			Hajj ID	0		Read Scan Aquire In	iage Delete			
											Stop read on errors		Zoom	100	
-3 Change Gender - F	F6 Add - F-	4 Modify - F7 Gr	oup of women												1410
New	<u>D</u> elete	Modify	Add	1	<u>E</u> xit								« (- -> :	>>

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

File Edit In Settings	Import From File	Import From Scanner	Crop!	Save & Scan	Reset the box	Auto Crop
						To change rectangle s
Scan Log						
1						
Sun						
1 day						

Note you can choose Scanner type and Resolution from Settings

Scanner		ОК
	~	Cancel
B		
Resolution 80 🗣 dpi	Show UI	
Resolution 80 🚔 dpi Scan Area Width	Show UI Height	

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

.w	Delete	Modify	Add	Exit	Send to EHAJ
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Note to open old stored Group click **Find(F3)** then search and choose the group then click **OK**

New	Delete	Modify	Add	Find (F3)	Exit
	10000000000000000000000000000000000000	Contract Contraction	1000000		

Find				
Sort By Id 🗸				
Id Group Name	Client	Contract	Status	_
3 Hajj Group	Default Client	Default Contract	New	
<				3

Define E-Hajj Portal Embassy Quota

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

	User Name	
₽	Password	Forgot Password
		tivata Llear
Cro	ato an account/Ac	
Crea	ate an account/Ac ate / Check appoi	ntment & Registration fo
Crea Crea	ate an account/Ac ate / Check appoi 1g, Food and Liftir	ntment & Registration fo

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

		X REPORTS
Details Approved Warranties and Contracts	Flight Bookings 🗸	My Bank Letters
assy Quota Associations Requests		
oved Embassy Quotas		
	Details Approved Warranties and Contracts assy Quota Associations Requests oved Embassy Quotas	Details Approved Warranties and Contracts Flight Bookings assy Quota Associations Requests oved Embassy Quotas

From Action Menu, select Add

						ACTION
				-	Request	Add
Req Id 🝸	Country T	Embassy T	Request Quota T	Quota T	Date	🖨 Print
					T	Excel

Define Embassy and Requested quota allocation Then click Add to List

Full Quota	256	
	Quota includes mission members	(
Embassy *		٣
equested quota allocation *	256 (2)	
	ADD TO LIST	

After that, click on **Submit**

Country		Empassy	Requ	ested Quota			
100	Canton		256				Rer
				SUBMIT	,EL		
♣ Home · Quota Details · Req Id ∓	Embassy Quota Associations Req Country T	uests Embassy y	Request Quota 🝸	Response Quota T	Request Date	ACTIO Response Date ¥	N × State
Home - Quota Details -	Embassy Quota Associations Req Country T	Embassy y	Request Quota Ŧ	Response Quota T 256	Request Date 〒 20/07/2016	ACTIO Response Date T 20/07/2016	N V State Approve

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**)



	User Name	
₽	Password	Forgot Password?
	ate an account/Ac	tivate User
Cre		standed 0 Desistuation fo
Crea Crea	ate / Check appoi	nument & Registration to

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

Gr	Clie oup Na No	ent Default Client me 3 Ha tes	jj Group			▼ R C	ontract Defa	ult Contract]	▼ Da	21/07/20 Invoice	16 •		Ps		
ata	Gend To Cont	ents Print Option	rt to Offline s Hotels	11												
]		Passport Numb	er AFull	Nationalit	Birth	Expiry	Education	Occupatio Mahram	National	UASP ID	Mofa	E-Number	Border	Visa	Client	
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		and the second second	11	i le server			125000									-

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

passports will automatically add one by one

Sec. al										
HOME	I REQUEST	rs 🖻 Service	PROVIDERS	요 HAJ DATA AND	CDOLIDS Hajj Sender				ADTS .	×
Dashboard	My Information	Haj Company info 🗸	Quota Details 🗸	Approved Warranties ar		1				
# Home	Add Haj Details			-	Update	Show Log	13			
0.000				D la						
😈 Haj Data	a details for	has been saved suc	cesstully. Haj Data I	Dis						
		Processing, please wa	t.					/ Vir	go	
		Make sure the brow	wser window is in yo	u focus area.				Of	fline	
		 Swipe the passpor Accept the details 	: MRZ area. or repeat the capture	e process.						
				Anna and and and						

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 H	ajj Contract			Date 21/07/2016 💌	Ps
Gr	oup Name	4 Hajj Test	t							
	Notes			240					Invoice 0	
Data	Send To EH	Export to C	Offline							
[]	Pa:	ssport Number	AFull Name	National	Prev. Nationality	Mahram	Age	UASP ID		^
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40			Charles Starting	Teacher State	Real Volto					¥

Send Pilgrims to MOFA at E-Hajj Portal Site

From menu choose Haj Data and Groups Then Haj Groups Details

			YOU HAVE 1 UNREAD CIRCULAR / NOT	KETS Q ENGLISH ~	T Z
С номе		E SERVICE PROVIDER	A HAJ DATA AND GROUPS	オ REPORTS	
Haj Data Details	Haj Groups Detai	ls Pre Arrival Data Haj	Reservations		
Click Act	i on Then A	Add Haj Group			
Haj Data and Gr	oups 🔸 Haj Groups De	etails			ACTION ~

					Action
					Add Haj Group
Maria	Welling - Department	Welling Trank links mant	Addies Americal	Cont.	⊖ Print
New	waiting erayment	Waiting Establishment	Adeiaa Approvai	Sent	Excel

Fill Up Group Details and check in Pledge

Haj Data Details Haj Groups Details P	re Arrival Data Haj Reservations		
Group Details			
Haj Group Name *	Hajj Group 01		19
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	2	

Filter Pilgrims by Group

Enter group name in tag filter, and groups will fitered

Haj Data Details	Haj Groups Details	Pre Arrival Data	Haj Reservations			
Note I This will als	so add all re					
		mg a + to	Paragont Income 7 Sc	Post-Rees 1 Q	10	Tag 🐨 Group
	1000			14.0	-	
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	200700		And the second s	discus.	And Contractors	N. AND DESCRIPTION
	10070		100000	40	and comments	N. SCHOOLSET

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

Note ! This will also add all	re.						
Select All	regar.1	Proppert	tunter 1	Trans Barray II	Parenty Name	Tag ∓ ▼x	Group ID 7
UnSeleWAll	107524	100000ADT	84		4, 198933	4. 10100400	
	CREATE A	ND CLOSE CRE	ATE AND CONTINUE	CANCEL			

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

☆ HOME		HAJ DATA AND GROUPS	⇔ CIRCULAR 🔊 REPORTS	
Haj Data Details Haj Groups De	tails Pre Arrival Data Haj Reservat	ions		
Haj Data and Groups 🕤 Haj Group	s Details			
				ACTION
Now	Waiting aBaymont Wait	- 3	Adelaa Aparaval	
New	waiting er ayment wait	ing Establishment 7	Adeiaa Approvar Seric	
Request ID T	Haj Group ID T	Haj Group Name 🝸	Status T	
		State in any o	WAITING ESTABLISHMENT	ACTION ~
100.000		104 A 101	WAITING ESTABLISHMENT	ACTION ~
MARKET .	10700	-	APPROVED	ACTION ~
(an and	1070	-	APPROVED	Details
				Print Voucher

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

Transportation Route *	Route 1	٠
	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	٠
	Jeddah - Makkah - Al Masha'er - Makkah - Medina - Medina Air Port	
	Price (SAR) : 347.5	
Transportation Route *	Route 5	۲
	Medina Air Port - Medina - Makkah - Al Masha'er - Makkah - Jeddah	
	Price (SAR) : 347.5	
Transportation Route *	Route 6	۲
	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	٣
	Medina Air Port - Medina - Aljehva - Makkah - Al Masha'er - Makkah - Jeddah	
	Price (SAR) : 420	

Transportation Route *	Route 9	٠
	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	9
	Price (SAR) : 517.5	
Transportation Route *	Route 1	٠
	Jeddah - Makkah - Al Masha'er - Makkah - Jeddah	
	Price (SAR) : 240	
Transportation Route *	Route 12	¥
	Medina- Medina Air Port	
	Price (SAR) : 10	
ransportation 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

Bookings Routes	Housing Contracts Food Contracts	
elect the land routes that this group wil	l take.	
Route *	Route 5	۲
	Medina Air Port - Medina - Makkah - Al Masha'er - Makkah - Jeddah	
	Price (SAR) : 347.5	

Click Housing Contracts then select House Provider and click Add Selected

The following contracts a he action is successful,	ire available for association with this group. You can the contract(s) will show in the "Currently Associated	add associate a contract to this group by select d Contracts" section above.	ting the corresponding row then clicking	on "Add Selected"	" button. If
	Contract ID T	House Provider Name T	Guests T	City Name T	Used Capacity
10	11111	10.00	40	Madina	CHECK
	1000	post de se par de se	123	Makkah	CHECK
	1000	painted painting the law	5	Makkah	CHECK
	10075	half day doe	88	Madina	CHECK
		Total Rows : 4			

Click Food Contracts then select Food Provider and click Add Selected

e action is successful, the contract	t(s) will show in the "Currently Associate	n add associate a contract to this group by see ed Contracts" section above.	ecting the corresponding row then click	ung on "Add Selected"	button. If
	Contract ID 7	House Provider Name T	Date T	Starting Date 7	Ending Date 7
~		A LOCATION FOR LATERAL	20/07/2016	10/09/2016	15/09/2016
~		Require endowers tops	13/07/2016	28/08/2016	17/09/2010
		Total Rows : 2			

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

Request ID T	Haj Group ID T	Haj Group Name 📽	St	atus 🐨
16171	1000	100.001	NEW	ACTION
15742	10710	10.0	WAITING VOUCHER GENE	Details
15707	4471	100.001	NEW	Add Haj Data
15474	40710	40110.00	UNDER PROCESSING	Remove Haj Data
4114	0.00	10011-00-00-1	WATTING ESTABLISHMEN	Manage Contracts and Servic Process Gnup
	Send	d For Approval		×

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

Request ID T	Haj Group ID ¥	Haj Group Name T	Status ¥	
6171	1000	100,011	WATTING VOLCHER GENERATION	ACTION
5742	475	10.0	WATTING VOUCHER GENERATION	Details
		212.22	-	Generate Volksher
Genera Do you re	ate Voucher eally want to generate vou	cher for this request ?		×
		CANCEL	GENERATE VOUC	HER
				-

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

Request ID T	Haj Group ID 🔻	Haj Group Name 🝸	Status 🔻	
316171		100,000	WARTING E-DAYMENT	ACTION -
315742	4111	10.0	UNDER PROCESSING	Details Print Voucher
315707	4475	149.001	NEW	Make Payment
315474	4474	100103-00	UNDER PROCESSING	Print Voucher

Check I accept te	erms and conditions	s then Click Pay Voucher
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Voucher Type	Quantity	Unit Amount (SAR)	Total Amount (SAR)
SMALL HAJ PRICE	0		
BIG HAJ PRICE	4	100.00	
SMALL TRANSPORTATION HAJ PRICE	0		
BIG TRANSPORTATION HAJ PRICE	4)
Terms & Conditions :			Grand Total (SAR) :3.76

Group successfully sent and Waiting Establishment after some time will Approved

314114	40400	1997 (J. 1994, 1997) [WAITING 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**

🛱 НОМЕ		E SERVICE PROVIDERS	요 HAJ DATA AND GROUPS	₽ CIRCULAR	REPORTS
Haj Data Details	Haj Groups Details	s Pre Arrival Data Haj Resen	vations		
Haj Data and (Groups — Haj Data Deta	iils			

Open the desired group and click on Import MOFA

	Send T	ĩo EHaj	Import Offi	ne file 🛛 E	Export to Offline	Impo	rt MOFA					
Data	Con	tents Prin	t Options									
0		Passport	t Number	AFull	Nationalit	Birth	Expiry	Education	Occupatio	Mahram	National	Hajj ID
1		-		-		-			-			2467982
2				-	a press	foregoing the		-	-			2467987
3						Included			1000			2467993
4				-		Temportune .		-				2467997
5				-		Annalistics		-	ines.		3	2468001
6			6	-		in such that						2468004
7				-	er ontes	(angeneral)	-	-		-		2468013
8		-				Inc.	-	-		-		2468020

MOFA numbers will appear in MOFA column automatically

Data	Conte	ents Print Options M	linistry File								
[]		Passport Number	AFull	Nationalit	Prev. Nationality	Birth	Issue Place	Expiry Date	Mahram	Hajj ID	Mofa
1			10.00		(manufact)	The second	Constant of Consta	22-11-2017		2457487	56785246
2								27-03-2026		2457496	75693587
3								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

∛ c	ase Card											1000		Х
Cas	view Pa e Name : E ut Date : [Aajj Case Card 21/07/2016		Contract : Ha	ajj Contract		• S	Gearch Column	Ali		~			
Conte	nts Settin	igs Pilgrim ID	Airlines Report B	us Reports Hotels	Update Visa	Information	l Log							
0		Passport	AFull Name		Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	Vis
1										117	2	0		2
<														>
	Insert Gro	up Inse	rt Passport Ed	dit Passport D	elete Passport	t Sort	•	Find Case	Upload Phot	os G	et Visa number	s		
	<u>N</u> ew	Delete	Modify	2 Add	Refresh	Ēx	it	~	<(< →)>	>		45		

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

💙 Case File Vie	Card w Passp	oort Visas	Find Print	Airlines								×
Case Na Input D	ame : Hajj ate : 21/0	Case Card	•	Contra	act: Ha	jj Contract -	•	Search Column	All	~		
Contents	Settings	Pilgrim ID	Airlines Report	Bus Reports	Hotels	Update Visa Information	Log					
						H	eader					

[]		Passport	AFull Name		Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	V
1								\$ 		117		0		
				Insert Group										
				Insert Passpo	ort									
				Delete Passp	ort									
				Sort by name	e									
				Sort by natio	nality									
				Onen Care		-								
				open case										
<	-													1
	Insert Gro	up Insert	Passport E	Edit Passport De	elete Passport	Sort	-	Find Case	Upload Photos	Get V	isa numbers			
	New	Delete	Modify	Add	Refresh	<u>E</u> xit		~	$\langle \leftarrow \rangle \gg$					
Find	4													
T III.														
	Sort B	/ Date		~ [
		Dute												
Te	Dec	ription				Dat	-							
	1 Desi	Case Card				21/	07/2016	-						
	I najj	Case Caru				21/	07/2010							
1														
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		OK											Cance	4

Select the passports you need to print

Cas Inp	e Name : ut Date :	Hajj Case Card	Contract	: Hajj Contract	-	•	earch Column	All		~			
onte	nts Seti	tings Pilgrim ID	Airlines Report Bus Reports He	otels Update Visa	Information F	leader							
1		Passport	AFull Name	Nationalit	Martial	Occupatio	Mahram	Relation	Age	Mofa	Nights	Group	
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0				111111111		titttt.	1						

To print wristbands

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





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

							1	
Case Name : Hajj Case Card	•	Contract : Hajj Contract	-	Column	All	~		
ntents Settings Pilgrim ID	Airlines Report Bu	is Reports Hotels Update Vis	a Information Log					
	Makkah Hotel :	Royal Makkah	•	Madina Hotel :	Four Season AL-Madinah	•		
	Supervisor Name :	Anas Badaowe		Phone :	009612222222			
	Notes :							
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Madinah Hotel فندق المدينة Four Season Al-Madinah

Makkah Hotel فندق مكة Royal Makkah

> Anas Al-Badaowe +9622222222

