**Company Panel**

Company profile will be updated to more thing (Issue expiry etc.)

Arrangement of ICONS and Paragraphs/Box

Create Employee option should be in right top of Dashboard

Admin is authorized to delete companies and employees’ profile from Admin Panel – but deletion of company profile from admin should require approval (like otp verification etc.)

Adding company by admin through admin panel should generate automated password to the registered email – updating of email by admin for company or employee should also generate new password to the updated email.

Adding of My Notes Option on Dashboard (Where person will be able to write notes, also hidden email and password option if possible)

Adding Live Excel in Company Dashboard (Excel should collect data automatically like, Company name, Transaction number, Name, Fees, Date, Type of Transaction)

Adding Receipts option on Dashboard - When Company / Admin choose the receipt option from the drop-down list it will go to the receipt under the name of company and employee

Pending Transaction Option on Dashboard (where the under-process transactions data will be sent)

Update Add Employee information (As per Employee panel and more)

Update Add Documents option for Employee Documents (as per employee panel and more)

Addition of transaction number (at the place of comments box)

Show Details of Employee without scrolling left to right (Like option to view the details)

Drop down list for religion (list will be provided)  
Authorize Admin to assign tasks to different user (E.g., Creating User for Task)

After Adding new employee and adding documents at the end there will be option to employer/Company to request for the services like (**New Hire Please starts the new visa process, Renewal, Work Permit Cancellation, and many more)**

Receive notification in app/web and email after admin response to any process (name will be provided such as, approved, rejected, and more option will be visible after selecting the current one)

Showing current status next step of the employee process

Receiving Notification in app/web and email for the upcoming activities (Expiration of the documents etc.)

**New Visa (Main)**

Steps to be added (also fees option) Once the step will be done it will take you automatically to the next step

Start New Visa Process

**(Job Offer, MB Contracts + Preapproval of work permit) (Upload the Documents with transaction number and Fees**)

Upload Signed St and MB (Company will have option to upload the documents and admin will receive notification)

Waiting for approval

Approved – Rejected, Retuned (If approved Approval number – if rejected Provide reason in comment box)

Pay Dubai Insurance

Preapproval Work Permit Fees and upload the documents

Entry Visa (Apply for the application)

Upload related documents

**Approved – Returned – Rejected (Provide reason for rejected and returned)**

**(Ask option inside or outside)**

**Ask (Over Stay Fines)** **if yes Upload Documents and Fees if no then go to next step**

**if inside then option of Change of status in next step**

Chang of Visa Status

If Outside (Entered to Country, and Upload entry stamped visa or Stamp on Passport)

Medical Fitness + Tawjeeh Training Class

Tawjeeh Payment (Ask Fees Paid – Not Paid)

Contract Submission

Health Insurance

Upload Work Permit

Emirates ID and Residency Application

Send Employee for Biometric (if required) Biometric not required

Upload Biometric form (Company will have option to upload the documents and admin will receive notification)

Process Completed

In above process you can upload multiple documents and select from drop down list

Next Step, Save, Skip, , Hold current step approved and rejected option will be available for each step (and reason will be provided in comments box for skip and rejected)

**Renewal Process (Main)**

Medical Fitness (choose the fit option if fit)

Work Permit application (Upload the contract) (waiting for Approval)

Upload Signed MB (Company will have option to upload the documents and admin will receive notification)

Pay Dubai Insurance

Contract Submission + Tawjeeh

Tawjeeh Payment (Ask Fees Paid – Not Paid)

Residency and Identity renewal

Send Employee for Biometric (if required) Biometric not required

Upload biometric form (Company will have option to upload the documents and admin will receive notification)

Process Completed

**Work Permit (Main)**

Sponsored by Someone – Part time and Temporary – Golden Visa Holder – UAE and GCC National – Modify Contract

**Sponsored by Someone – Golden Visa Holder (Sub Category)**

Work Permit Application

Upload Signed MB (Company will have option to upload the documents and admin will receive notification)

Submit Work Permit Application (Waiting for approval)

Approved – Rejected (If approved Approval number – if rejected Provide reason in comment box)

Pay Dubai Insurance Payment

Preapproval Work Permit Fees

Upload Work Permit

Process Completed

**Part time and Temporary (Sub Category)**

Work Permit Application

Upload Signed MB (Company will have option to upload the documents and admin will receive notification)

Waiting for Approval

Submit Part time / Temporary Work Permit (Waiting for Approval)

Approved – Rejected (If approved Approval number – if rejected Provide reason in comment box)

Upload Work Permit

Process Completed

**UAE and GCC National (Sub Category)**

Work Permit Application

Upload Signed MB (Company will have option to upload the documents and admin will receive notification)

Pay Dubai Insurance

Submit Work Permit Application

Waiting for approval

Approved – Rejected (If approved Approval number – if rejected Provide reason in comment box)

Upload Work Permit

Process Completed

**Modify Contract**

Work Permit Application

Upload Signed MB (Company will have option to upload the documents and admin will receive notification)

Submit Modify Contract

Waiting for approval

Approved – Rejected (If approved Approval number – if rejected Provide reason in comment box)

Upload Work Permit

Process Completed

**Modification of Visa**

Request for modification

Upload application

Waiting for approval

Approved – Rejected – Returned (Provide reason for rejection and returned)  
  
**Modification of Emirates ID**

Request for modification

Upload application

Waiting for approval

Approved – Rejected – Returned (Provide reason for rejection and returned)

**Cancellation (Main)**

Visa Cancellation – Work Permit Cancellation

**Visa Cancellation (Sub Category)**

Work permit Cancellation form

Singed Cancellation form ((Company will have option to upload the documents and admin will receive notification)

Submission of Signed Cancellation form

Upload the Work Permit Cancellation approval

Residency cancellation

Approved – Returned

Upload the documents if approved (Else provide the reason of Returned)

Process Completed

**Work Permit Cancellation (Sub Category)**

Work permit Cancellation form

Singed Cancellation form (Company will have option to upload the documents and admin will receive notification)

Submission of Signed Cancellation form

Upload the Work Permit Cancellation approval

Approved – Returned

Process Completed

Documents Expiry notification before 2 months

Download documents option in admin panel

Veiw profile of company and Employee will only allow you to view profile (to Edit Profile you will need to click on Edit Option in the same page to edit any data)

Addition of Company information on the main page before log in

Employee Under Company will also receive notification for few steps of his process

Share Documents with link  
Trash or Bin  
Allow admin panel to change edit drop down list for documents