

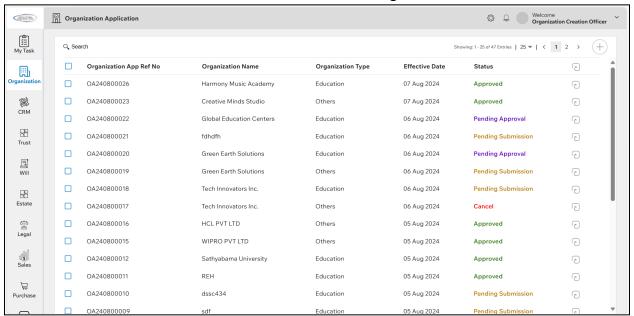
Fiji Public Trustee Corporation Limited Organization Module- User Manual



Organization Application

Users: Organization Creation Officer, Organization Verification Officer, Organization Approving Officer.

This screen will allow the user to search and add the new organization.



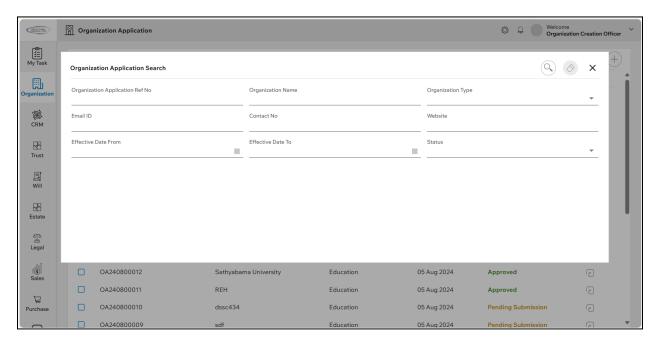
Search Organization:

- 1. Click the **Search** icon to open the Search panel and to get all the search parameters.
- 2. Enter/Select Application Ref No, Organization Name, Select Organization Type, Email ID, Contact No, Website, Effective Date From, Effective Date to and Status.



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- 3. Click the **Search** button.
- 4. The corresponding results will be displayed in the search grid.
- 5. Click the **Clear** button to clear all the entered values.
- 6. Click **Close** button to Exit the earch panel.
- 7. Click on the **Next** Page button to move to the next set of records.
- 8. Click on the **Previous** Page button to return to the previous set of records.
- 9. Use the numbered buttons (e.g., 1, 2, 3) to jump directly to a specific page.
- 10. Select the number of records displayed per page (e.g., 10, 25, 50, 100).

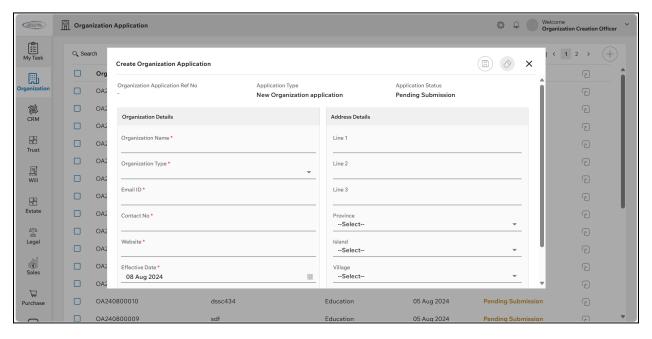
Create Organization Application:

- 11. Click **Add** button to add New Organization Application.
- 12. Create Organization Application popup will display.



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- 13. Enter/Select Organization details Such as Organization Name, Organization Type, Email Id, Contact no, Website, Effective date, Organization Status.
- 14. Enter/Select Address Details such as Line 1, Line 2, Line 3, Province, Island, Village, Po Box No.
- 15. Click **Save** button to save the details and redirect to Organization Application detail page.
- 16. Click **Clear** button to clear all entered details.
- 17. Click **Close** button to exit the popup.