



Fiji Public Trustee Corporation Limited Organization Module- User Manual



Organization Change Application

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

This screen helps to view and create Organization Change in details.

The screenshot shows the 'Organization Change Application' interface. It includes a sidebar with navigation icons for My Task, Organization, CRM, Trust, Will, Estate, Legal, Sales, and Purchase. The main area features a search bar and a table of records. The table has columns for Org App Ref No, Organization Name, Organization Type, Effective Date, and Status. The status values include Approved, Pending Verification, Pending Submission, and Cancel. The interface also shows pagination controls indicating 'Showing: 1-15 of 15 Entries' and a page number '1'.

Org App Ref No	Organization Name	Organization Type	Effective Date	Status
OA240800027	Harmony Music Academy	Education	07 Aug 2024	Approved
OA240800025	WIPRO PVT LTD	Education	05 Aug 2024	Pending Verification
OA240800024	WIPRO PVT LTD	Education	05 Aug 2024	Approved
OA240800014	REH	Education	05 Aug 2024	Approved
OA240800013	Sathyabama University	Education	05 Aug 2024	Approved
OA240800004	ITG234232343	Maintenance	31 Jul 2024	Pending Verification
OA240800003	VelTech University	Education	05 Aug 2024	Pending Verification
OA240700002	CTS	Education	30 Jul 2024	Approved
OA240700002	123456	Maintenance	30 Jul 2024	Cancel
OA240700002	TCS	Education	30 Jul 2024	Pending Submission
OA240700002	ITGalax	Others	30 Jul 2024	Pending Submission
OA240700002	dfd	Maintenance	29 Jul 2024	Pending Submission
OA240700002	Shaji	Maintenance	30 Jul 2024	Pending Submission
OA240700002	ITG234232	Education	30 Jul 2024	Pending Submission

1. Click the **Search** button to open the search criteria.
2. Enter the search criteria parameters among Application Ref No, Organization Name, Organization Type, Email ID, Contact No, Website, Effective Date From, Effective Date To, Status.
3. Click the **Search** button to view the search results in the table.
4. Click the **Clear** button to clear the search criteria.
5. Click **Close** to exit the search panel.
6. Click on the **Next Page** button to move to the next set of records.
7. Click on the **Previous Page** button to return to the previous set of records.
8. Use the numbered buttons (e.g., 1, 2, 3) to jump directly to a specific page.
9. Select the number of records displayed per page (e.g., 10, 25, 50, 100).



Fiji Public Trustee Corporation Limited Organization Module- User Manual



Application Ref No	Application Type	Application Status
OA240700002	Change In Details Organization Application	Pending Submission

Organization Details	Address Details
Organization Name *	Line 1 *
Creative Minds Studio	404 Art Avenue
Organization Type *	Line 2
Others	Creative City
Email ID *	Line 3
studio@creativeminds.com	CC 45678
Contact No *	Province *
9980045678	Malampa
Website *	Island *
www.creativeminds.com	Pele
Effective Date *	Village *
07 Aug 2024	Longana

Application Ref No	Application Type	Application Status
OA240700002	Shaji	Maintenance
OA240700002	ITG234232	Education

10. To make changes to the Organization, Select the Organization name from the Drop-down and Click Add button from the Right corner.
11. To Restore the previous values, Click on the **refresh** button.
12. To close the Create Organization Change popup, Click **Close** button.
13. Create Organization Change popup will display, Edit the Organization Details and Address Details.
14. Click the save button and Navigate to **Organization Change > Details** screen.
15. Click on the **"Application"** Tab.

End Of the Document