



Fiji Public Trustee Corporation Limited Admin Module- User Manual



User Request Search

Users : superadmin

This screen helps to search the user request details with different search criteria parameters.

The screenshot shows the 'User Request Search' interface. On the left is a sidebar with navigation icons for Admin, My Task, Organization, CRM, Trust, Will, Estate, and Legal. The main area has a search bar and a table of results. The table has columns: Request Ref No, Name, Employee Code, Requested By, Requested Date, Status, and Action. There are 10 rows of data, all with a status of 'Approved'.

Request Ref No	Name	Employee Code	Requested By	Requested Date	Status	Action
2108240001	shaji2 A	EMP12323	Super Admin	21 Aug 2024 11:34 AM	Approved	[icon]
2008240009	Snega S	EMP8798498	Super Admin	20 Aug 2024 04:01 PM	Approved	[icon]
2008240008	JONES J	EMP575135	Super Admin	20 Aug 2024 03:08 PM	Approved	[icon]
2008240007	john K	EMP9874654	Super Admin	20 Aug 2024 02:51 PM	Approved	[icon]
2008240006	Andrew john	EMP879435	Super Admin	20 Aug 2024 02:36 PM	Approved	[icon]
2008240005	sd sd sd	EMP1	Super Admin	20 Aug 2024 01:02 PM	Approved	[icon]
2008240004	df frf	emp12324	Super Admin	20 Aug 2024 01:00 PM	Approved	[icon]
2008240003	e e er	er	Super Admin	20 Aug 2024 12:51 PM	Approved	[icon]
2008240002	saran a a	we	Super Admin	20 Aug 2024 12:36 PM	Approved	[icon]
2008240001	Customer Service Officer	EMP092873	Super Admin	20 Aug 2024 10:40 AM	Approved	[icon]
1908240011	CUSTOMER APPROVING OFFICER	EMP5346841	Super Admin	19 Aug 2024 06:30 PM	Approved	[icon]
1908240010	CUSTOMER VERIFICATION OFFICER	EMP3216545	Super Admin	19 Aug 2024 06:24 PM	Approved	[icon]

1. In the User Request Search screen, click on the **Search** button, the Search panel opens wherein the user can search based on the given parameters.

The screenshot shows the 'User Request Search' interface with the search panel open. The panel contains search criteria: First Name, Contact No, Email ID, Employee Code, Group (set to 'All'), Requested By, Requested Date From, Requested Date To, Request Ref No, and Status (set to 'All'). Below the search panel, a table shows the results of the search, with two rows visible.

Request Ref No	Name	Employee Code	Requested By	Requested Date	Status	Action
1908240011	CUSTOMER APPROVING OFFICER	EMP5346841	Super Admin	19 Aug 2024 06:30 PM	Approved	[icon]
1908240010	CUSTOMER VERIFICATION OFFICER	EMP3216545	Super Admin	19 Aug 2024 06:24 PM	Approved	[icon]

2. Enter/Select First Name, Contact No, Email Id, Employee Code, Group, Requested By, Request Date From, Request Date To, Request Ref No & Status.



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3. Click on the **Search** button, the corresponding results will be displayed.
4. Click the **Clear** button to clear all the entered values in the fields of the Filter panel.
5. Click the **Open** button from the User Request Search to redirect to the User Request Detail Screen to view or modify the User Request Details.

Request Ref No	Name	Employee Code	Requested By	Requested Date	Status	Action
2208240001	we we	2323	supervisor 2	22 Aug 2024 01:58 PM	Pending Submission	[Icon]
2108240001	shajj2 A	EMP12323	Super Admin	21 Aug 2024 11:34 AM	Approved	[Icon]
2008240009	Snega S	EMP8798498	Super Admin	20 Aug 2024 04:01 PM	Approved	[Icon]
2008240008	JONES J	EMP575135	Super Admin	20 Aug 2024 03:08 PM	Approved	Open
2008240007	john K	EMP9874654	Super Admin	20 Aug 2024 02:51 PM	Approved	[Icon]
2008240006	Anderew john	EMP879435	Super Admin	20 Aug 2024 02:36 PM	Approved	[Icon]
2008240005	sd sd sd	EMP1	Super Admin	20 Aug 2024 01:02 PM	Approved	[Icon]
2008240004	df frf	emp12324	Super Admin	20 Aug 2024 01:00 PM	Approved	[Icon]
2008240003	e e er	er	Super Admin	20 Aug 2024 12:51 PM	Approved	[Icon]
2008240002	saran a a	we	Super Admin	20 Aug 2024 12:36 PM	Approved	[Icon]
2008240001	Customer Service Officer	EMP092873	Super Admin	20 Aug 2024 10:40 AM	Approved	[Icon]
1908240011	CUSTOMER APPROVING OFFICER	EMP5346841	Super Admin	19 Aug 2024 06:30 PM	Approved	[Icon]

6. Click **Add** button to Add the new user request. It will redirect to the Add User Request screen.

Request Ref No	Name	Employee Code	Requested By	Requested Date	Status	Action
2208240001	we we	2323	supervisor 2	22 Aug 2024 01:58 PM	Pending Submission	[Icon]
2108240001	shajj2 A	EMP12323	Super Admin	21 Aug 2024 11:34 AM	Approved	[Icon]
2008240009	Snega S	EMP8798498	Super Admin	20 Aug 2024 04:01 PM	Approved	[Icon]
2008240008	JONES J	EMP575135	Super Admin	20 Aug 2024 03:08 PM	Approved	[Icon]
2008240007	john K	EMP9874654	Super Admin	20 Aug 2024 02:51 PM	Approved	[Icon]
2008240006	Anderew john	EMP879435	Super Admin	20 Aug 2024 02:36 PM	Approved	[Icon]
2008240005	sd sd sd	EMP1	Super Admin	20 Aug 2024 01:02 PM	Approved	[Icon]
2008240004	df frf	emp12324	Super Admin	20 Aug 2024 01:00 PM	Approved	[Icon]
2008240003	e e er	er	Super Admin	20 Aug 2024 12:51 PM	Approved	[Icon]
2008240002	saran a a	we	Super Admin	20 Aug 2024 12:36 PM	Approved	[Icon]
2008240001	Customer Service Officer	EMP092873	Super Admin	20 Aug 2024 10:40 AM	Approved	[Icon]
1908240011	CUSTOMER APPROVING OFFICER	EMP5346841	Super Admin	19 Aug 2024 06:30 PM	Approved	[Icon]

7. Click the **>** button on the top right corner to navigate to the next page.
8. Click the **<** button on the top right corner to navigate to the previous page.



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9. Select the Records count on the top right corner to show the required number of records per page.

The screenshot displays the 'User Request Search' interface. On the left is a sidebar with navigation icons for Admin, My Task, Organization, CRM, Trust, Will, Estate, and Legal. The main area features a search bar and a table of requests. A dropdown menu is open over the 'Status' column, showing options for 10, 25, 50, and 100 records per page. The table contains the following data:

Request Ref No	Name	Employee Code	Requested By	Requested Date	Status	Action
2208240001	we we	2323	supervisor 2	22 Aug 2024 01:58 PM	Pending S	[icon]
2108240001	shaji2 A	EMP12323	Super Admin	21 Aug 2024 11:34 AM	Approved	[icon]
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2008240005	sd sd sd	EMP1	Super Admin	20 Aug 2024 01:02 PM	Approved	[icon]
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2008240003	e e er	er	Super Admin	20 Aug 2024 12:51 PM	Approved	[icon]
2008240002	saran a a	we	Super Admin	20 Aug 2024 12:36 PM	Approved	[icon]
2008240001	Customer Service Officer	EMP092873	Super Admin	20 Aug 2024 10:40 AM	Approved	[icon]
1908240011	CUSTOMER APPROVING OFFICER	EMP5346841	Super Admin	19 Aug 2024 06:30 PM	Approved	[icon]

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