

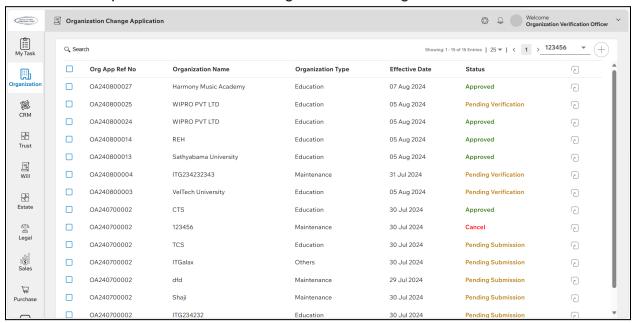
Fiji Public Trustee Corporation Limited Organization Module- User Manual



Organization Change Application

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

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

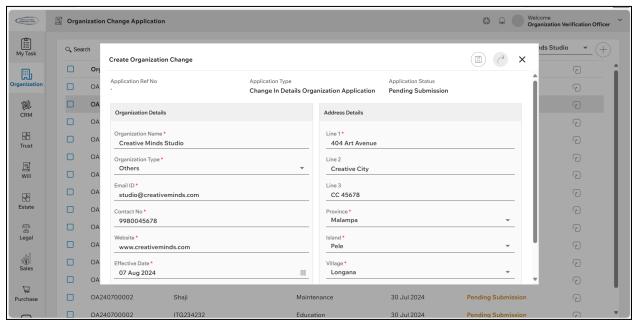


- 1. Click the **Search** button to open the search criteria.
- 2. Enter the search criteria parameters among Application Ref No, Organization Name, Organization Type, Email ID, Contact No, Website, Effective Date From, Effective Date To, Status.
- 3. Click the **Search** button to view the search results 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).



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- 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.

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