

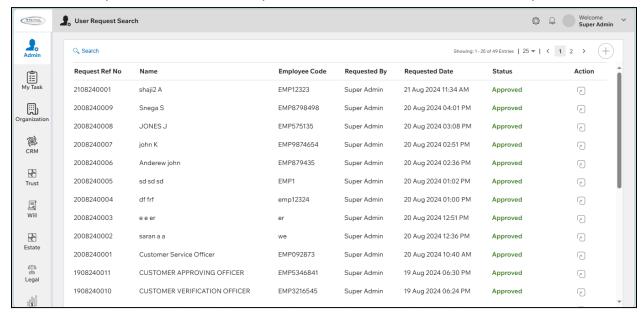
### Fiji Public Trustee Corporation Limited Admin Module- User Manual



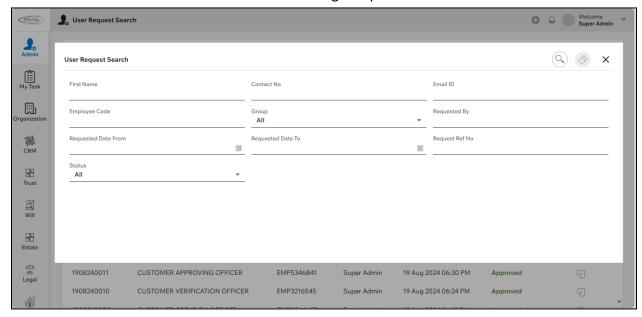
#### **User Request Search**

#### **Users**: superadmin

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



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.



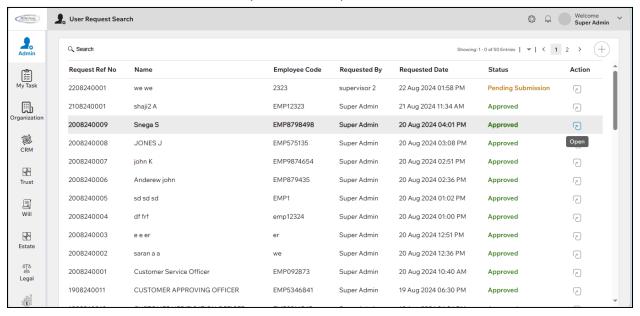
2. Enter/Select First Name, Contact No, Email Id, Employee Code, Group, Requested By, Request Date From, Request Date To, Request Ref No & Status.



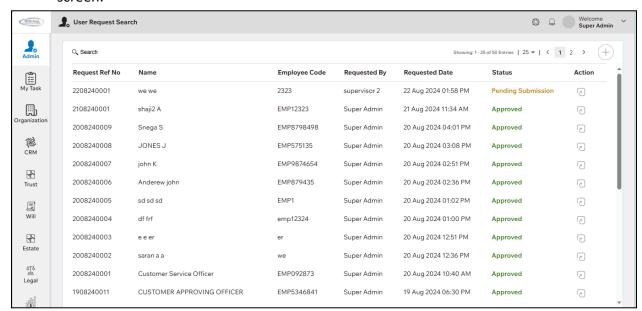
## Fiji Public Trustee Corporation Limited Admin Module- User Manual



- 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.



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



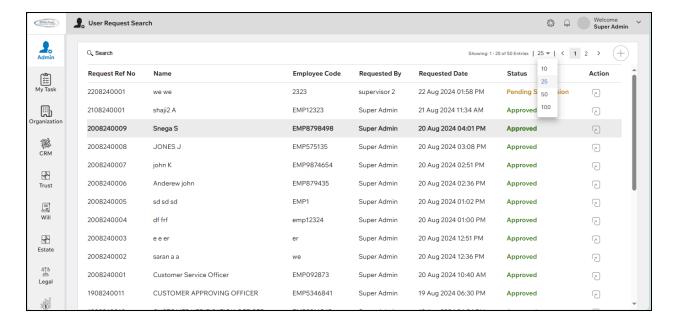
- 7. Click the > button on the top right corner to navigate to the next page.
- 8. Click the < button on the top right corner to navigate to the previous page.



# Fiji Public Trustee Corporation Limited Admin Module- User Manual



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



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