



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.

Organization App Ref No	Organization Name	Organization Type	Effective Date	Status
OA240800026	Harmony Music Academy	Education	07 Aug 2024	Approved
OA240800023	Creative Minds Studio	Others	07 Aug 2024	Approved
OA240800022	Global Education Centers	Education	06 Aug 2024	Pending Approval
OA240800021	fdhdfh	Education	06 Aug 2024	Pending Submission
OA240800020	Green Earth Solutions	Education	06 Aug 2024	Pending Approval
OA240800019	Green Earth Solutions	Others	06 Aug 2024	Pending Submission
OA240800018	Tech Innovators Inc.	Education	06 Aug 2024	Pending Submission
OA240800017	Tech Innovators Inc.	Others	06 Aug 2024	Cancel
OA240800016	HCL PVT LTD	Others	05 Aug 2024	Approved
OA240800015	WIPRO PVT LTD	Others	05 Aug 2024	Approved
OA240800012	Sathyabama University	Education	05 Aug 2024	Approved
OA240800011	REH	Education	05 Aug 2024	Approved
OA240800010	dssc434	Education	05 Aug 2024	Pending Submission
OA240800009	sdf	Education	05 Aug 2024	Pending Submission

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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Organization Application Ref No	Organization Name	Organization Type	Email ID	Contact No	Website	Effective Date From	Effective Date To	Status
<input type="checkbox"/> OA240800012	Sathyabama University	Education				05 Aug 2024		Approved
<input type="checkbox"/> OA240800011	REH	Education				05 Aug 2024		Approved
<input type="checkbox"/> OA240800010	dssc434	Education				05 Aug 2024		Pending Submission
<input type="checkbox"/> OA240800009	sdf	Education				05 Aug 2024		Pending Submission

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 search 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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Organization Application Ref No	Application Type	Application Status
OA240800010	Education	Pending Submission
OA240800009	Education	Pending Submission

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.