



Fiji Public Trustee Corporation Limited Organization Module- User Manual



Registered Organization

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

This screen will allow the authorized users to search and view the approved organization's details.

Organization Ref No	Organization Name	Organization Type	Effective Date	Status
ORG240900003	ZOHO	Education	19 Sep 2024	Active
ORG240900002	Global Tech Solution	Education	17 Sep 2024	Active
ORG240900001	Tech Innovators Inc.	Education	16 Sep 2024	Active
ORG240800008	Harmony Music Academy	Education	07 Aug 2024	Active
ORG240800007	HCL PVT LTD	Others	05 Aug 2024	Active
ORG240800006	Creative Minds Studio	Others	07 Aug 2024	Active
ORG240800005	WIPRO PVT LTD	Education	05 Aug 2024	Active
ORG240800004	REH	Education	05 Aug 2024	Active
ORG240800003	Sathyabama University	Education	05 Aug 2024	Active
ORG240800002	234324	Maintenance	29 Jul 2024	
ORG240800001	VelTech University	Education	05 Aug 2024	Active
ORG240700013	ITG	Education	31 Jul 2024	Active
ORG240700012	ITG234232343	Maintenance	31 Jul 2024	Active
ORG240700011	CTS	Education	30 Jul 2024	Active

1. Click the Search icon to open the Search panel and to get all the search parameters.
2. Enter/Select Organization Ref No, Organization Name, Select Organization Type, Select Status, Effective Date From and Effective Date To.



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Organization Ref No	Organization Name	Organization Type	Effective Date From	Effective Date To	Status
<input type="checkbox"/> ORG240800001	VelTech University	Education	05 Aug 2024		Active
<input type="checkbox"/> ORG240700013	ITG	Education	31 Jul 2024		Active
<input type="checkbox"/> ORG240700012	ITG234232343	Maintenance	31 Jul 2024		Active
<input type="checkbox"/> ORG240700011	CTS	Education	30 Jul 2024		Active

3. Click on 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 the **Open** Icon from the Registered Organization screen to redirect to the Registered Organization details screen to view the details.
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).