Registered Organization

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

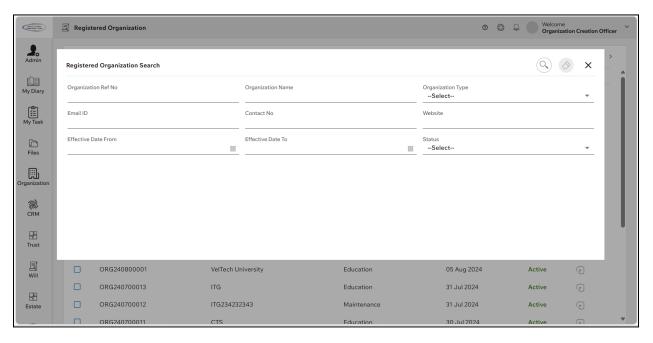This screen will allow the authorized users to search and view the approved organization's details.

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.

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).