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VIRE – Web Based DIR – Guidelines (Schengen mission)

January 2019

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Benefits of the New Application

- Single application to maintain all VAC data
- Data is automatically extracted from CRM and other applications
- No/Reduced dependency on Excel files

Levels of Users

□ VAC Operator –

The Users will enter the data on the system on a daily basis. A Single user can be mapped to multiple locations, they will need to select the VAC before entering any data. VAC users can change certain system fields which once approved from the Supervisor will be submitted to the central server for processing.

□ Supervisor –

The Supervisors will be mapped to multiple VAC's. All the VAC level settings e.g. local VAC capacity will be managed by the Supervisor. Supervisors can enter as well as approve data entered by other users.

Rules

- Data can be updated/edited only for the 2 working days. After 2 working days the system will be locked for editing and the supervisor's approval will be required to make any changes within the reporting month
- Fields with **Yellow** background are fetched from system and can be edited if required
- Until all the required forms are entered and submitted it will not be processed for reports
- Post the end of the month or once the reports are published, approval from the MIS will be required in the case of any data change for any particular date

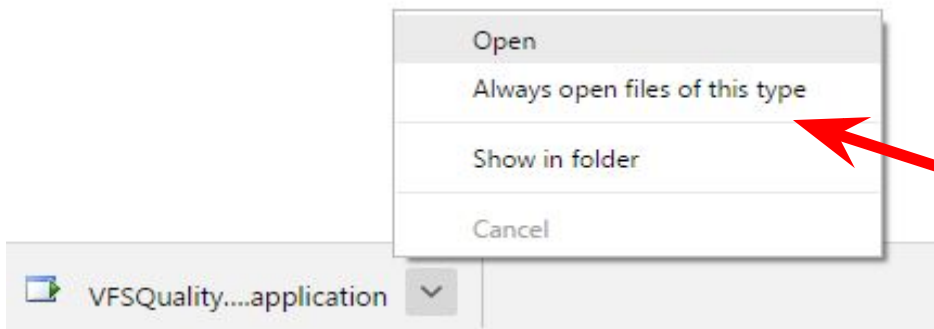
Installation of Application

Click on the URL provided –

<http://10.96.21.66/MagicRIAAplications3.2a/VIRE/WinDesktop/VIRE.publish.html>

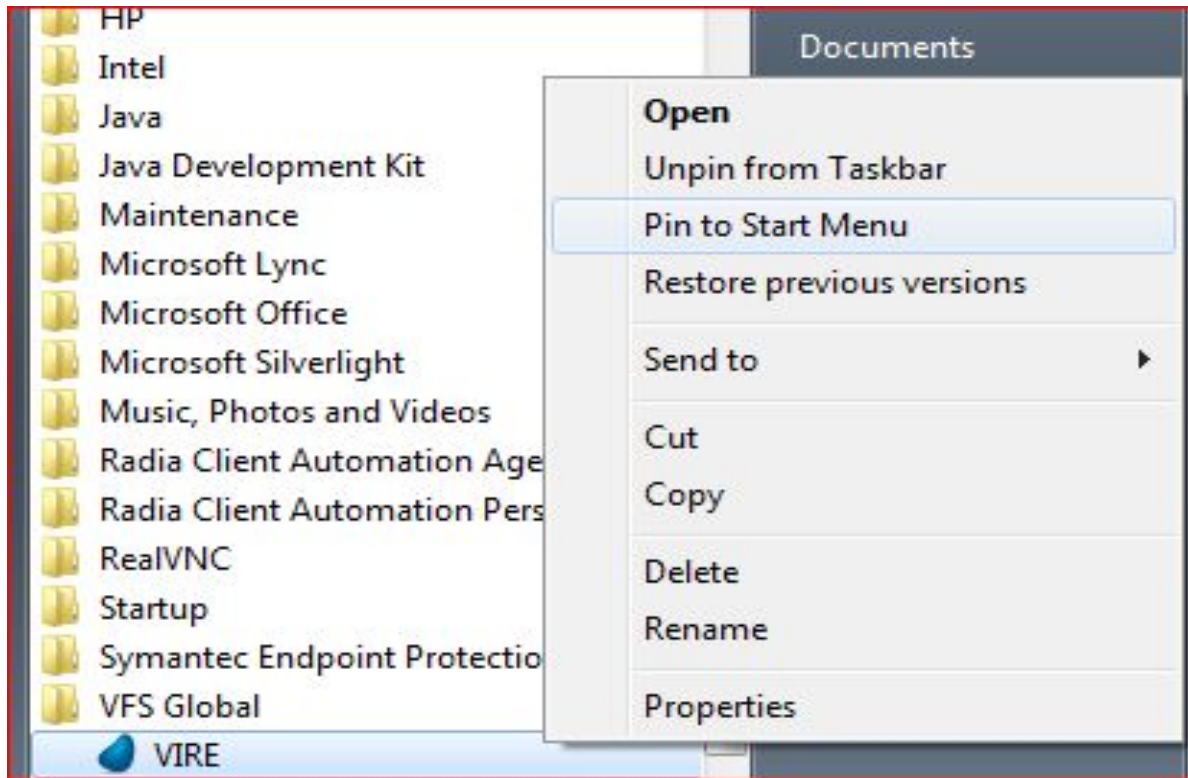


Step 1. Clicking on this URL will ask you to install the application on your system. Once you install it, you will be prompted to login with your credentials.



Step 2. Click Open once application has been downloaded

Creating a short cut on the taskbar



Step 1 -> Click on Start

Step 2 -> Go to Programs

Step 3 -> Under programs you will find VFS Global folder - VIRE

Step 4 -> Right Click - Pin to Taskbar.

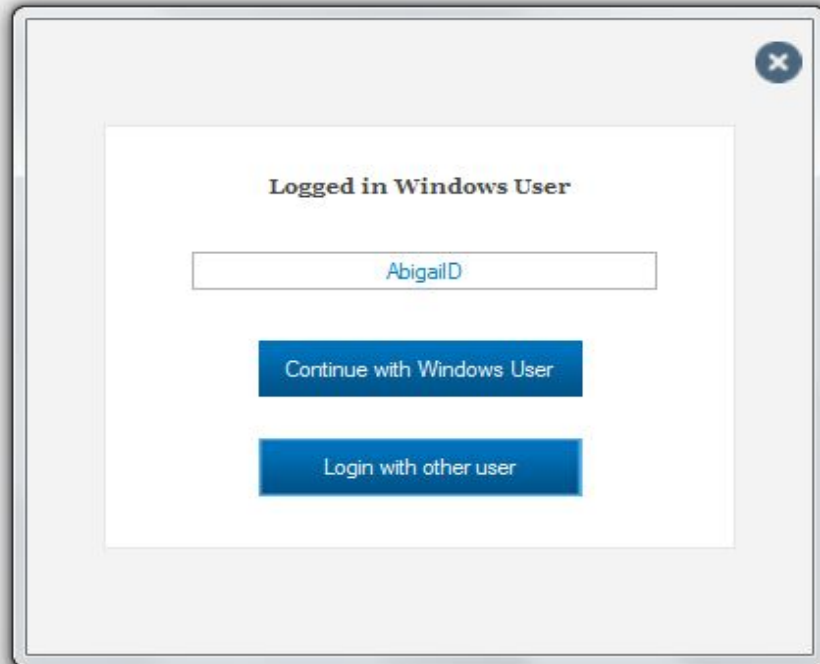


Icon of VIRE will appear on the Taskbar

Login Window

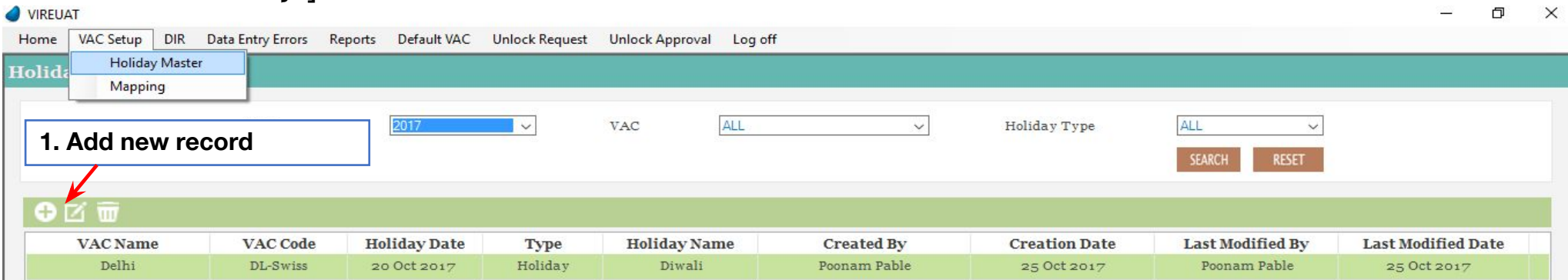
On Launching the Application you will have this window open up.

- 1. If you are using your own system then click on Continue with Windows User and put you domain ID and password to login.**
- 2. If you are using any other system, then click on Login with other user and enter in the Login Credentials shared by MIS with you.**



Supervisor – Holiday Mapping

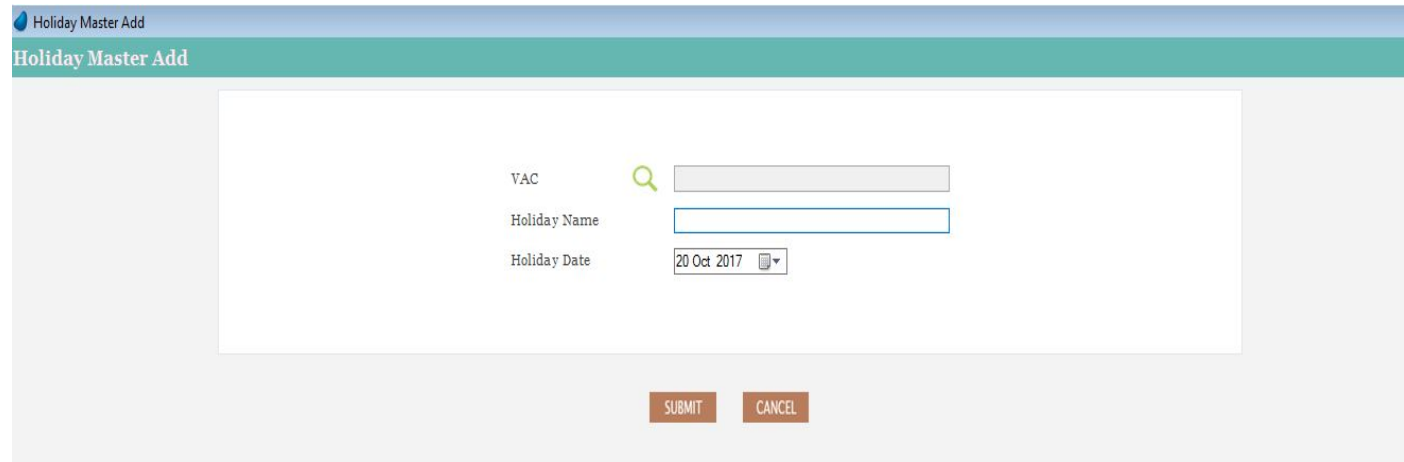
In the Menu bar, click on the VAC Setup - > Holiday Master [This needs to be updated as a one time activity]



The screenshot shows the VIREUAT web application interface. The menu bar includes Home, VAC Setup, DIR, Data Entry Errors, Reports, Default VAC, Unlock Request, Unlock Approval, and Log off. The VAC Setup menu is expanded, showing Holiday Master and Mapping. Below the menu, there are filters for Year (2017), VAC (ALL), and Holiday Type (ALL), along with SEARCH and RESET buttons. A red box highlights the text "1. Add new record" with a red arrow pointing to the plus icon in the table's toolbar. The table below has the following data:

VAC Name	VAC Code	Holiday Date	Type	Holiday Name	Created By	Creation Date	Last Modified By	Last Modified Date
Delhi	DL-Swiss	20 Oct 2017	Holiday	Diwali	Poonam Pable	25 Oct 2017	Poonam Pable	25 Oct 2017

On clicking to add a new record the following window will open, select the VAC, Holiday Name and Dare. Once all the tabs have been filled out click on submit which will redirect you to the previous page with the new entry added.



The screenshot shows the "Holiday Master Add" form. It contains the following fields:

- VAC: A search field with a magnifying glass icon.
- Holiday Name: A text input field.
- Holiday Date: A date picker showing "20 Oct 2017".

At the bottom of the form, there are two buttons: SUBMIT and CANCEL.

Supervisor – Weekend Generate

- In the Menu bar, click on the VAC Setup - > Holiday Master ->Weekend Generate [This needs to be updated as a one time activity]

VIREUAT

Home VAC Setup DIR Data Entry Errors Reports Default VAC Unlock Request Unlock Approval Log off

Holiday Master

1. Click on Weekend Generate

Year: 2017 VAC: ALL Holiday Type: ALL

Weekend Generate SEARCH RESET

On clicking on Weekend Generate the following window will open, select the VAC, Weekend Type and year. Once all the tabs have been filled out click on Generate which will redirect you to the previous page with the all weekend generated for the year

Weekend Generate

VAC: Hong Kong

Weekend Type: Friday-Saturday

Year: 2017

Generate Close

Select Weekend Type and Generate Weekend

Supervisor – Mapping [VAS]

In the Menu bar, click on the VAC Setup - > Mapping [This needs to be updated as a one time activity]

The screenshot shows the VIREUAT web application interface. The top navigation bar includes 'Home', 'VAC Setup', 'DIR', 'Data Entry Errors', 'Reports', 'Default VAC', 'Unlock Request', 'Unlock Approval', and 'Log off'. The 'VAC Setup' menu is expanded, showing 'Holiday Master' and 'Mapping'. A red arrow points to the 'Mapping' option. Below the menu, a table lists existing records with columns for 'VAC', 'Online Price', 'Effective From', 'Sequence', and 'Active'. A '1. Add new record' box with a red arrow points to the '+' icon in the table header. Below the table, the 'Mission VAC VAS Mapping Add' form is displayed. The form includes fields for 'VAC' and 'VAS' (both dropdown menus), 'Online Available' (checkbox), 'Online Price' (text input), 'Sequence' (text input), 'Effective From' (date picker), and 'Active' (checkbox). 'SUBMIT' and 'CANCEL' buttons are at the bottom.

1. Add new record

VAC	Online Price	Effective From	Sequence	Active
	0.00	01 Jan 1901	0	False

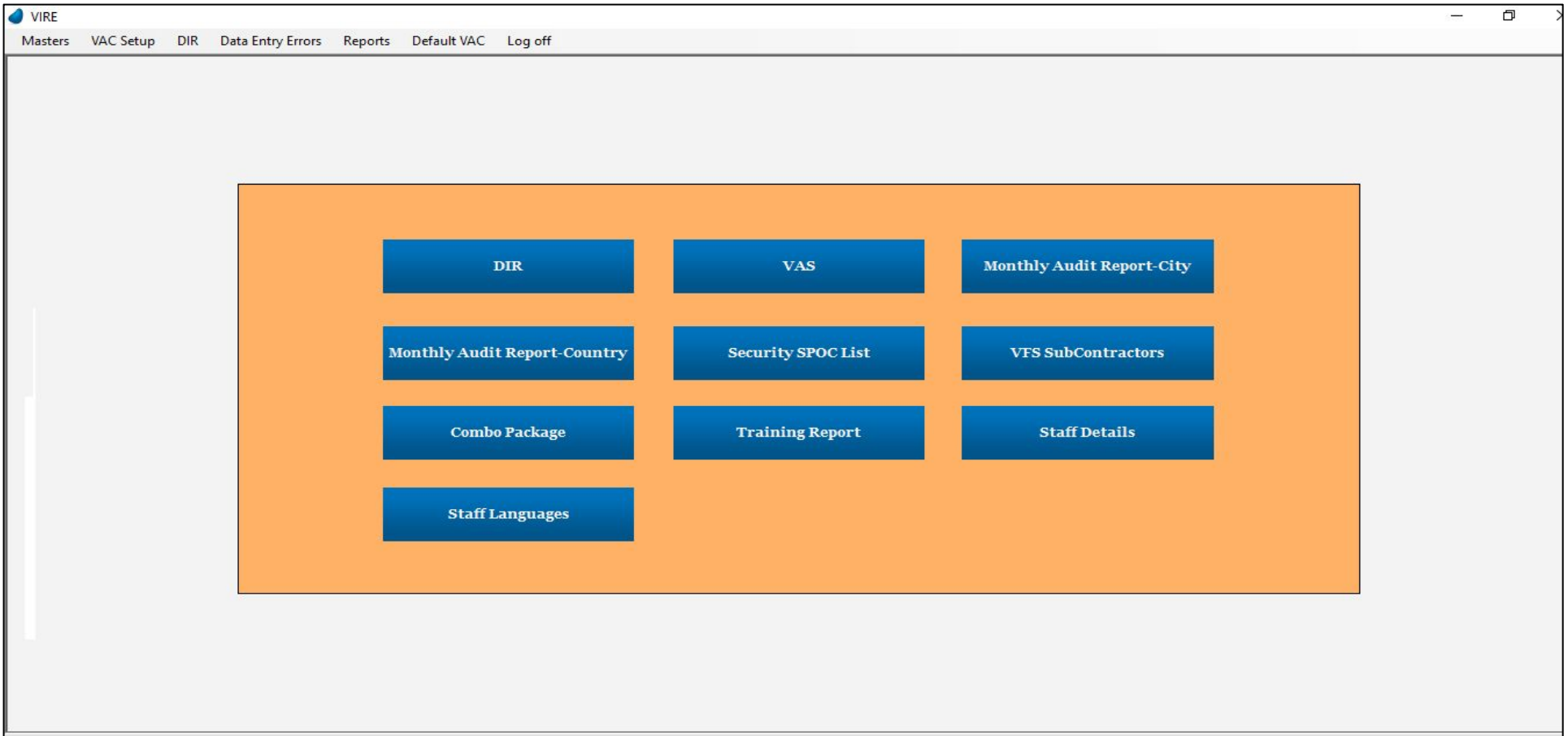
On clicking to add a new record the following window will open, select the VAC, VAS etc. Once all the tabs have been filled out click on submit which will redirect you to the previous page with the new entry added.

VAC: Select
VAS: Select
Online Available:
Online Price: 0.00
Sequence: 0
Effective From: 20 Oct 2017
Active:

SUBMIT CANCEL

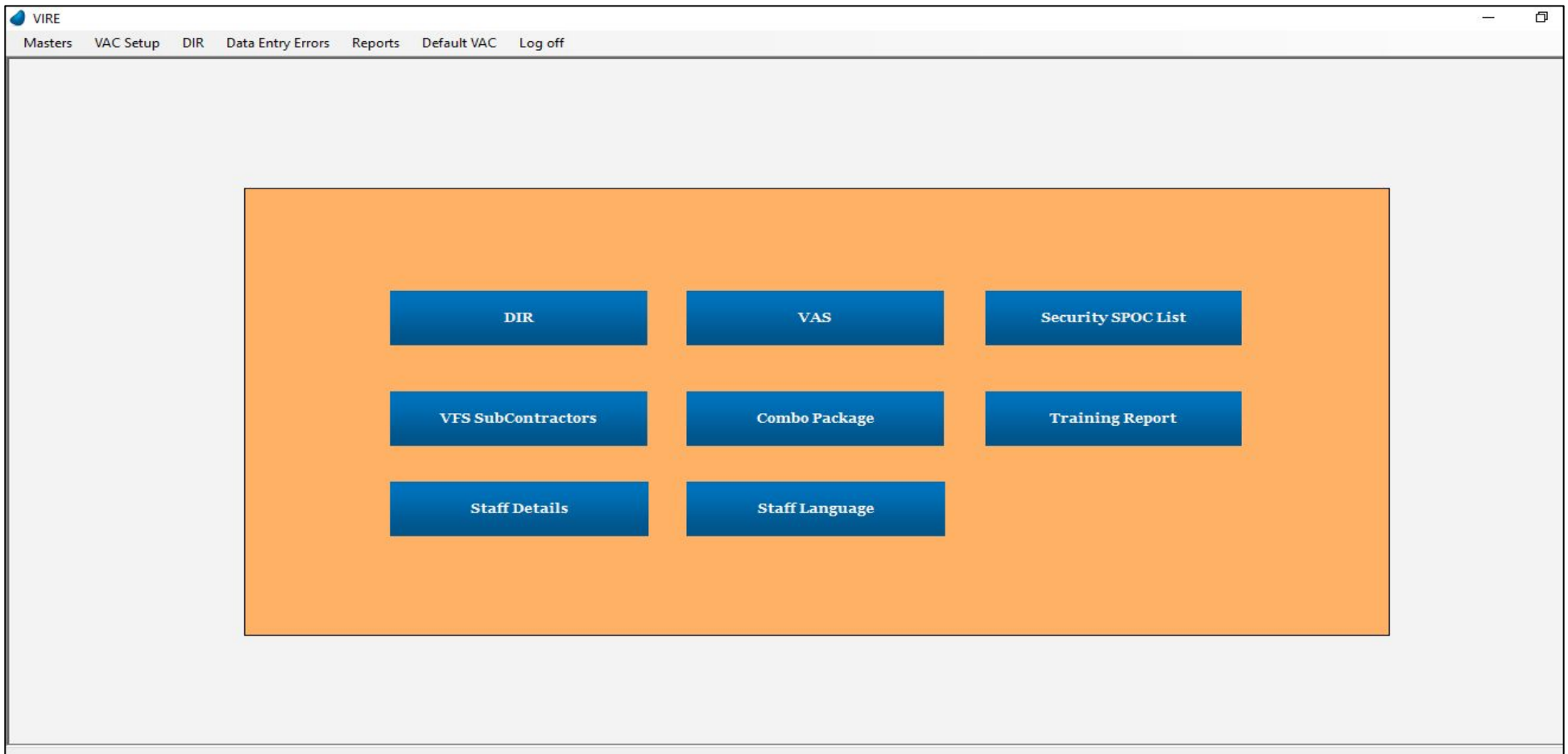
DIR- Norway

The DIR tab should be filled on a daily basis by the user. These forms contain the exact same fields as in the DIR which was in the form of excel



DIR- Other Missions

The DIR tab should be filled on a daily basis by the user. These forms contain the exact same fields as in the DIR which was in the form of excel



DIR-Daily Entry

VIREUAT

Home VAC Setup DIR Data Entry Errors Reports Default VAC Unlock Request Unlock Approval Log off

1. Add new record

Date: 26 Sep 2017 26 Oct 2017 VAC: Delhi [SEARCH] [RESET]

VAC Name	VAC Code	Entry Date	Created By	Creation Date	Last Modified By	Last Modified Date
Delhi	DL-Swiss	25/10/2017	Poonam Pable	26/10/2017	Poonam Pable	26/10/2017
Delhi	DL-Swiss	18/10/2017	Poonam Pable	17/10/2017	Poonam Pable	17/10/2017
Delhi	DL-Swiss	16/10/2017	Poonam Pable	17/10/2017	Poonam Pable	17/10/2017

2. Double click on previous day's entry row

VAC : Manama / DMC : / Type 1: VAC / Type 2: User Pays

3. Select the date

Date: 04 Jun 2018 VAC: Manama

4. Select the VAC

Application Processing

of Applications Sent to the Representation Abroad: 4

of Normal Applications received: 1

applications from fast track company: 1

Applications for administrative visa processing: 1

Postal applications: 1

withdrawn applications: 0

#Monthly number of visa applications processed (include withdrawn applications): 4

Total # of applicants: 4

Time spent by the applicants before counter (waiting room): 00:30:00

Time spent by the applicants at counter / Service time: 00:30:00

Time spent by the applicants at biometric counter: 00:30:00

Time spent by the applicants at cashier: 00:30:00

Documents

Documents received from RA: 1

Documents delivered to applicants: 3

Appointment Management

of appointments taken this month: 4

Applicants with Appointment: 3

Applicants without Appointment: 1

No Shows: 1

Not Eligible: 0

of appointments booked through phone: 2

of appointments booked through internet: 1

of appointments booked through Email: 1

Human Resources

Staff employed to provide information/Schedule Appointment: 3

Staff employed to process applications: 4

Amount of training hours offered this month: 00:02:00

Service Fee

Service Fee collected online: 1

Service Fee collected offline: 3

Comments (if any parameter missed): test

5. To save data temporary click on Save

[SAVE] [SUBMIT] [CANCEL]

6. Once completely filled click on Submit

DIR – VAS

Filter by Date

01 Aug 2017

to

16 Oct 2017

VAC

SEARCH

RESET

1. Double click on previous day's entry row

VAC	Created By	Creation Date	Last Modified By	Last Modified Date
Abu Dhabi	ABD	01/09/2017	Super 6	01/09/2017
INZ-Mission	INZ	14/08/2017	Super Super	12/08/2017
INZ-Mission	INZ	13/08/2017	Super Super	12/08/2017

2. Select the date

Mission VAS Transaction Add

Date: 25 Oct 2017 VAC: Delhi

Name	Rate	Sys Count	User Count	Total	Amount Collected for the day	Reason
Accessories	4,500.00	0	0	0.00	0.00	
Call Cards	45,200.00	0	0	0.00	0.00	
Electroc Gadjets	45,200.00	0	0	0.00	0.00	
Print paper	5,200.00	0	0	0.00	0.00	
Xerox	1,200.00	0	0	0.00	0.00	

System Generated

SAVE SUBMIT CANCEL

Activate Windows
Go to Settings to activate Windows.

3. Once completely filled click on Submit

DIR - Monthly Audit Report – City

This tab should be filled only if audits are conducted for Norway mission
Do not update the data if audits are conducted for JVAC mission

The screenshot shows a web form for entering audit data. At the top, there are two input fields: 'Date' and 'VAC'. The 'Date' field is set to '21 Jan 2019'. Below these fields is a note: 'To be updated whenever there is an Audit - Only for Norway Mission only from the mission or embassy'. The main part of the form is a table with the following columns: 'Audit Date', 'Report Date from MFA', 'Closure Date', 'Audit Type', and 'VFS Submission Status'. The first row of the table is highlighted in green and contains the following data: '22 Jan 2019', '22 Jan 2019', '22 Jan 2019', 'External', and an empty cell. Below the table are three buttons: 'SAVE', 'SUBMIT', and 'CANCEL'. Four numbered instructions are overlaid on the form with red arrows pointing to the relevant elements: 1. Select the date (points to the Date field), 2. Select the VAC (points to the VAC field), 3. To save data temporary click on Save (points to the SAVE button), and 4. Once completely filled click on Submit (points to the SUBMIT button).

1. Select the date

Date 21 Jan 2019

VAC

2. Select the VAC

To be updated whenever there is an Audit - Only for Norway Mission only from the mission or embassy

Audit Date	Report Date from MFA	Closure Date	Audit Type	VFS Submission Status
22 Jan 2019	22 Jan 2019	22 Jan 2019	External	

3. To save data temporary click on Save

SAVE SUBMIT CANCEL

4. Once completely filled click on Submit

DIR - Monthly Audit Report – Country

This tab again should be filled if audits are conducted only for Norway mission and not for JVAC missions

1. Select the date

Date: 15 Jan 2019

VAC: Test_NR

2. Select the VAC

To be updated whenever there is an Audit - Only for Norway Mission - to be updated on a monthly basis
Country Manager

Date of Deviation or Escal...	Highlighted by	Description of Deviati...	Description of Corrective Ac...	Status
22 Jan 2019				

3. To save data temporary click on Save

SAVE SUBMIT CANCEL

4. Once completely filled click on Submit

DIR – Security SPOC List

Security SPOC list to be updated once a year or whenever there is a change

Security SPOC List Add

Date: 21 Jan 2019 VAC:

To be updated Once a Year or whenever there is a change - Only for Portugal Mission & Any non-security person can go through the security training

Security contact Perso...	Designation	Training Attended	2nd Contact: Only for loc...	Designation 1	TrainingAttended 1

4. Double click on each column to update details

DIR – VFS Subcontractors

VFS Subcontractor need to be updated once in a year or whenever there is a change in FMC setup of respective mission

VFS SubContractors Create

Date: 21 Jan 2019 VAC

To be Updated once in a Year or whenever there is a change - Only for Portugal Mission(FMC Setup) and This is only for FM

Date of updation	Current SUB-CON...	Missions	Any Changes i...	New SUB-ONTRACT...	Date Sub-Contact...	Was the subcontr...
22 Jan 2019					22 Jan 2019	

4. Double click on each column to update details

SAVE SUBMIT CANCEL

DIR – Training Report

Training report to be updated on Monthly basis

Select training module while updating the record , if training module is not updated-> Select Others-> Update Other training module column so that same will get added in drop down list of training module from next month or drop email to MIS team to get training Module list updated

Training Report Add

Date: 21 Jan 2019 [calendar icon] VAC: [input field]

To be Updated on a monthly basis - Only for Portugal Mission

TrainingModule	Other Training Module	Date of Training Cond...	Total Man Hours of Training	Number of Staff Who ...
<input type="text" value="---Select---"/> <input type="text" value="---Select---"/> POR 1 POR 2		22 Jan 2019		0

4. Double click on each column to update details

SAVE SUBMIT CANCEL

DIR – Spoken Language

Language spoken by staff to be updated on Monthly basis
Please write to MIS team, if languages are not updated in drop down list

The screenshot shows a web application window titled "Spoken Language Edit". At the top, there is a header bar with a blue background and a close button (X) on the right. Below the header, there is a form area with a white background. On the left side of the form, there is a "Date" field with a calendar icon, showing "09 Jan 2019". To the right of the date field is a "VAC" field with a text input containing "Por_VAc". In the center of the form, there is a "Language" dropdown menu. The dropdown menu is open, showing a list of languages. The first item, "French", is highlighted in blue. Below "French", there are several empty rows in the list. At the bottom of the form, there are three buttons: "SAVE", "SUBMIT", and "CANCEL", each in a brown box.

Data Entry Errors

1. Select data entry errors tab

2. Add new record

3. Select VAC

4. Once completely filled click on Submit

The screenshot shows the VIREUAT application interface. At the top, there is a navigation menu with options: Home, VAC Setup, DIR, **Data Entry Errors**, Reports, Default VAC, Unlock Request, Unlock Approval, and Log off. Below the navigation is a header for 'Error Monitoring' with a search bar containing 'Date' (29 Nov 2017 to 29 Dec 2017), 'VAC' (Hong Kong), and buttons for 'SEARCH' and 'RESET'. A table below the search bar has columns: VAC Name, VAC Code, Entry Date, Created By, Creation Date, Last Modified By, and Last Modified Date. A green bar with a plus icon and a grid icon is below the table. The main content area is titled 'Error Monitoring Add' and shows a form for adding a new record. The form includes fields for 'Date' (28 Dec 2017) and 'VAC' (Hong Kong). Below these are sections for 'Error Monitoring' and 'Error Details'. The 'Error Monitoring' section has fields for Staff Name, VFS Barcode/Reference no/Ppt no, Internal or External Error (No Error), Error Corrected? (No), RCA, Quality Checker Name, Error Type (No Error), and Is it a Repeat Error? (No). The 'Error Details' section has tabs for Error Details, Corrective Action, Preventive Action, and Review of effectiveness of Corrective action. At the bottom of the form are buttons for 'SAVE', 'SUBMIT', and 'CANCEL'. The 'SUBMIT' button is highlighted with a red arrow from callout 4.

Reports - SLA

1. To extract the Data report

2. Select the Report you want to generate eg. SLA

3. Once you have selected the report to be generated click on Submit [It takes 10 to 15 mins to generate each report]

1. Select VAC

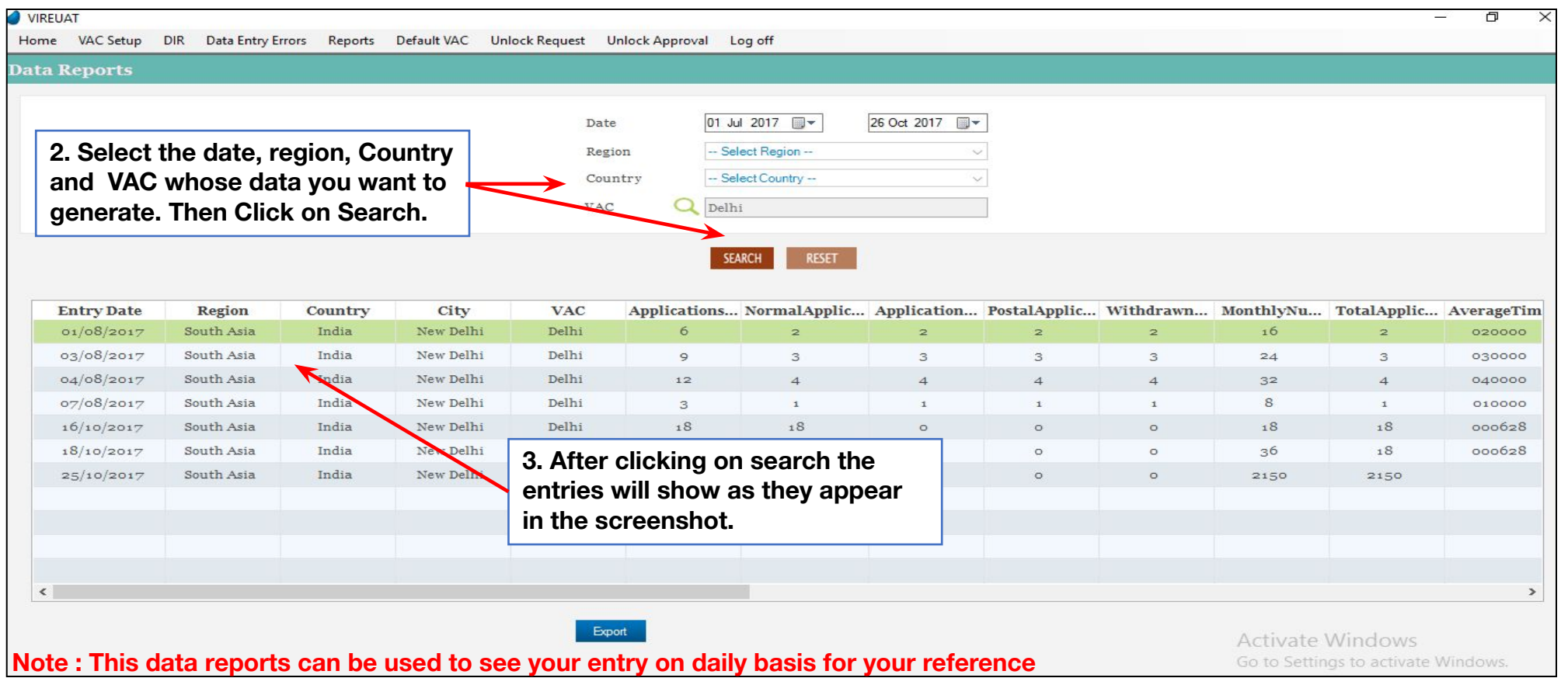
Note : The previous Month gets selected by default, it can be manually changed as well

VAC Name	VAC	Created By	Creation Date	Last Modified By	Last Modified Date
Por_VAc	Por_VAc	User Test	10/01/2019	User Test	10/01/2019

Region: South East Asia
Country: --Select Country--
VAC: [Search]
Report Type: SLA
Date From: 01 Sep 2017 To: 30 Sep 2017
Buttons: SUBMIT, CANCEL, RESET

Note : Please do not extract any SLA report to send directly to Post. The SLA report will be extracted and shared with you by the MIS team

Reports - Data Report



Note : This data reports can be used to see your entry on daily basis for your reference

Reports - Data Report

The screenshot shows the VIREUAT Data Reports interface. At the top, there is a navigation menu with options: Home, VAC Setup, DIR, Data Entry Errors, Reports, Default VAC, Unlock Request, Unlock Approval, and Log off. Below the menu is a header for 'Data Reports'. The main area contains search filters: Date (01 Jul 2017 to 26 Oct 2017), Region (-- Select Region --), Country (-- Select Country --), and VAC (Delhi). There are 'SEARCH' and 'RESET' buttons. Below the filters is a table with columns: Entry Date, Region, Country, City, VAC, Applications..., NormalApplic..., Application..., PostalApplic..., Withdrawn..., MonthlyNu..., TotalApplic..., and AverageTim. The table contains several rows of data. A blue box with the text '3. To extract the report, click on the export button.' has a red arrow pointing to the 'Export' button at the bottom center. Another blue box with the text '4. After clicking on Export, you will see this window pop up. Click on OK and the report will get generated and downloaded for your usage.' has a red arrow pointing to the table area.

Entry Date	Region	Country	City	VAC	Applications...	NormalApplic...	Application...	PostalApplic...	Withdrawn...	MonthlyNu...	TotalApplic...	AverageTim
01/08/2017	South Asia	India	New Delhi	Delhi	6	2	2	2				0000
03/08/2017	South Asia	India	New Delhi	Delhi	9	3	3	3				0000
04/08/2017			Delhi	Delhi	12	4	4	4				0000
07/08/2017			Delhi	Delhi	3	1	1	1				0000
16/10/2017			Delhi	Delhi	18	18	0	0				0628
18/10/2017	South Asia	India	New Delhi	Delhi	18	18	0	0				0628
25/10/2017	South Asia	India	New Delhi	Delhi	2150	2150	0	0	0	2150	2150	

Note : Note : This data reports can be used to see your entry on daily basis for your reference

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Thank You

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All statistics stated are as on 22ndⁿ Jan 2019

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