

Getting Started

A practical guide for HR Users

Contents

VISA DETAILS	3
7.01 ADD VISA DETAILS.....	3
7.02 EDIT VISA DETAILS	4
7.03 DOWNLOAD VISA DETAILS	6
7.04 ADD VIISA DOCUMENTS	7
7.05 VIEW VIISA DOCUMENTS.....	8

VISA DETAILS

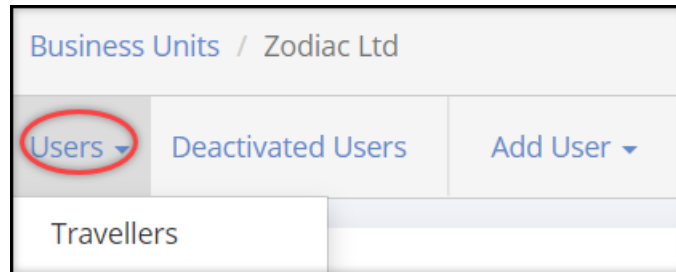
7.01 Add Visa Details

To add a visa:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage



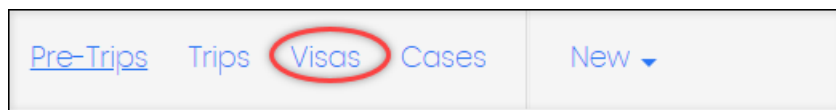
4. Select Users from the navigation bar and Travellers from the drop-down list.



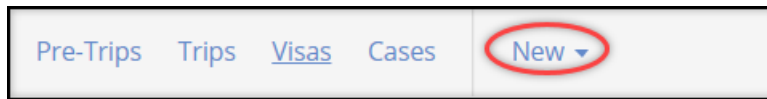
5. Select the traveller
6. Select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE	
Jorge	Brown	United States	United States		View Edit Deactivate
Melissa	True	Spain	Spain		View Edit Deactivate
Ann	Wood	United Kingdom	United Kingdom	+14359013690	View Edit Deactivate

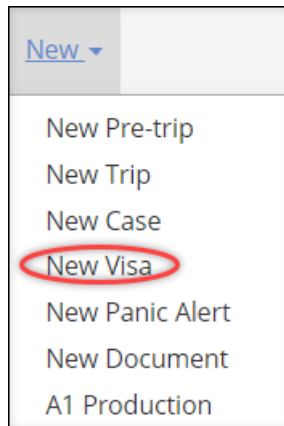
7. Select Visas



8. Select New



9. Select New Visa from the drop-down options



10. Enter visa details and select Create Visa

A form titled 'New Visa' with the following fields: '* Country' (dropdown menu with 'Select an Option'), '* Visa type' (text input), '* Visa start date' (text input), and '* Visa end date' (text input). At the bottom, there are two buttons: 'Add a document' and 'Create Visa' (highlighted with a red circle).

7.02 Edit Visa Data

To view and edit visa details:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage

4. Select Users from the navigation bar and Travellers from the drop-down menu

5. Select the traveller

6. Select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE	
Jorge	Brown	United States	United States		View Edit Deactivate
Melissa	True	Spain	Spain		View Edit Deactivate
Ann	Wood	United Kingdom	United Kingdom	+14359013690	View Edit Deactivate

7. Select Visas

8. Select View/Edit

COUNTRY	STATE	FROM	TO	VISA TYPE	VISA START DATE	VISA END DATE	ALERTS	
Argentina		18 Jan 2019	18 Feb 2019	BUSINESS VISA (24H)	06 Feb 2018	06 Mar 2018	⚠	View/Edit Remove
Algeria		18 Jan 2019	18 Jan 2019				⚠	View/Edit Remove

9. Make necessary changes. Select Update Visa

Edit Visa

* Country
Argentina

* Visa type
BUSINESS VISA (24H)

* Visa start date
10 Jan 2019

* Visa end date
18 Feb 2019

Add a document Update Visa

7.03 Download Visa Details

To download visa details into a report:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage

4. Select Users from navigation bar and Travellers from drop-down list.

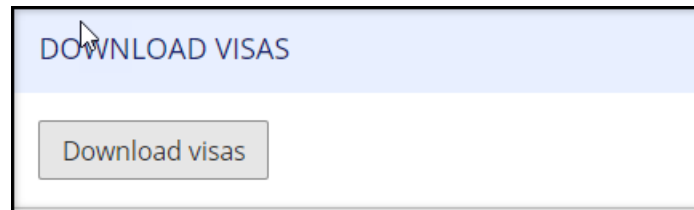
5. Select the traveller
6. Select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE	
Jorge	Brown	United States	United States		View Edit Deactivate
Melissa	True	Spain	Spain		View Edit Deactivate
Ann	Wood	United Kingdom	United Kingdom	+14359013690	View Edit Deactivate

7. Select Visas



8. Select Download Visas



First name	Last name	Email	Visa country	Visa type	Start date	End date
Bob	Brown	Bob.brown@email.com	Austria	POSTED WORKER (6 MONTHS OR LESS)	20190124	20190726
Bob	Brown	Bob.brown@email.com	United States	(ESTA) ELECTRONIC SYSTEM FOR TRAVEL AUT	20190204	20190504
Bob	Brown	Bob.brown@email.com	France	BRITISH PASSPORT HOLDER - BRITISH CITIZEN	20190206	20190306

7.04 Add Visa Documents

You can add documents related to a visa:

1. Follow the instructions to edit a visa
2. Select Add a Document on the Edit Visa screen.

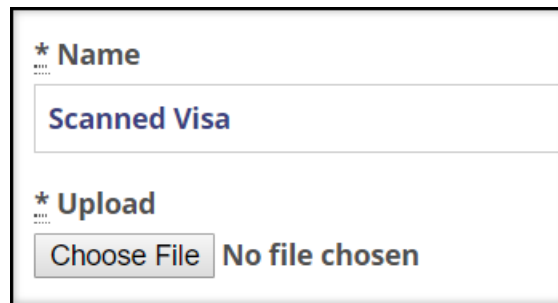
Edit Visa

*** Country**

*** Visa type**

*** Visa start date** *** Visa end date**

3. Add the document name, select the CSV document from your files

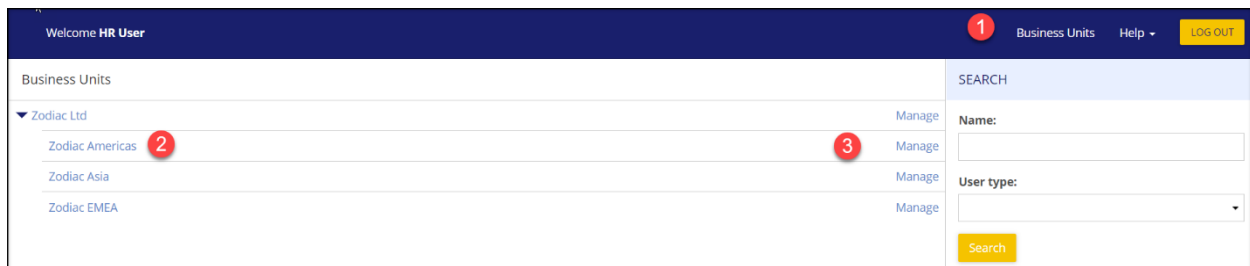


A screenshot of a form with two main sections. The first section is titled '* Name' and contains a text input field with the value 'Scanned Visa'. The second section is titled '* Upload' and contains a 'Choose File' button and the text 'No file chosen'.

7.05 View Visa Documents

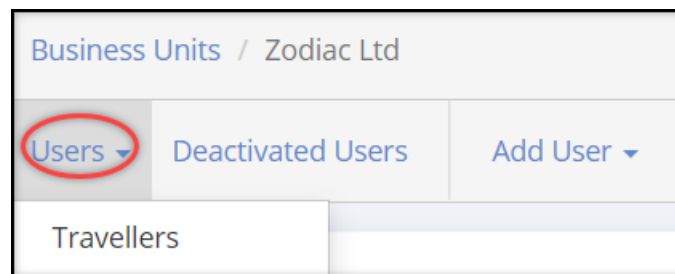
To view visa documents associated with a traveller:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage



A screenshot of the 'Business Units' page in the HR system. The page shows a list of business units under 'Zodiac Ltd': 'Zodiac Americas', 'Zodiac Asia', and 'Zodiac EMEA'. Each unit has a 'Manage' link next to it. A search bar is visible on the right side of the page. Red circles highlight the 'Manage' link for 'Zodiac Americas' (2) and the 'Manage' link for 'Zodiac Ltd' (3).

4. Select Users from navigation bar and Travellers from drop-down list.



A screenshot of the navigation bar showing the 'Users' dropdown menu. The 'Users' dropdown is circled in red. The dropdown menu is open, showing 'Travellers' as the selected option. Other options visible are 'Deactivated Users' and 'Add User'.

5. Select the traveller
6. Select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE	
Jorge	Brown	United States	United States		View Edit Deactivate
Melissa	True	Spain	Spain		View Edit Deactivate
Ann	Wood	United Kingdom	United Kingdom	+14359013690	View Edit Deactivate

7. Select Visas



8. The documents uploaded will be listed alongside each visa

VISA TYPE	VISA START DATE	VISA END DATE	COUNTRY	DOCUMENTS
E-VISITOR (651) VISA	June 12, 2018	January 18, 2019	Australia	Copy of Visa

To download the document, click on the document name.