



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES View all Requests User's Manual

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DOCUMENT DETAILS

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

View All Requests

3

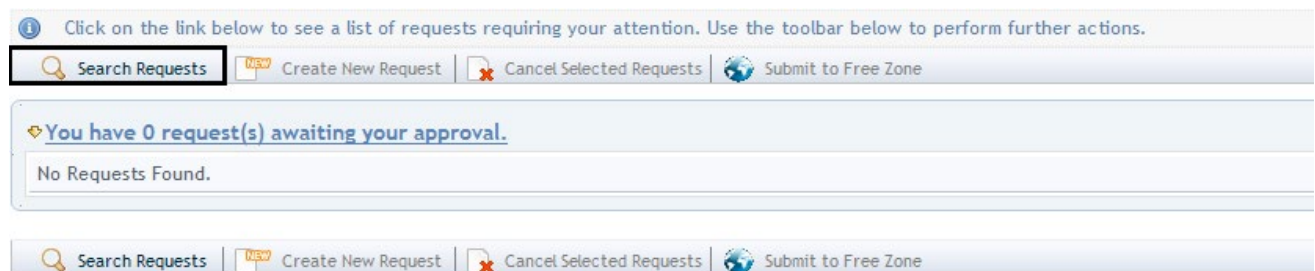
This service is to Search, View and Submit all the requests made by the company users.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Summary Information** from the menu on the left
3. Then Go to **View All Requests - Approval**



4. Then Click on **Search Request**



The below screen will be displayed

A screenshot of the search form. It features a search bar with 'Search' and 'Home' buttons. Below the search bar, there are three input fields: 'SR Number' (text input), 'Service' (dropdown menu with 'Select' as the current value), and 'Status' (dropdown menu with 'Select' as the current value).

5. Enter either the SR Number, Select the Service, Select the Status and click Search

The below screen will be displayed

	SR Number	Service	Type	Created On	Status	
<input type="checkbox"/>	5370636	Jafza EC Amend		04-Dec-2013	Employee Details Amended	
<input type="checkbox"/>	5329250	Jafza EC Amend		12-Nov-2013	Cancelled By System	
<input type="checkbox"/>	5325292	Jafza EC Amend		11-Nov-2013	Cancelled By System	
<input type="checkbox"/>	5325346	Jafza EC Amend		11-Nov-2013	Cancelled By System	
<input type="checkbox"/>	5293954	Jafza EC Amend		27-Oct-2013	Cancelled By System	

6. Click on the SR Number and continue with request for further action (**Save Request, Submit to Freezone, Cancel Request**)

