



دبي التجارية
DUBAI TRADE

JAFZA Medical Reschedule Approval User's Manual

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Medical Reschedule Approval

Table Designs

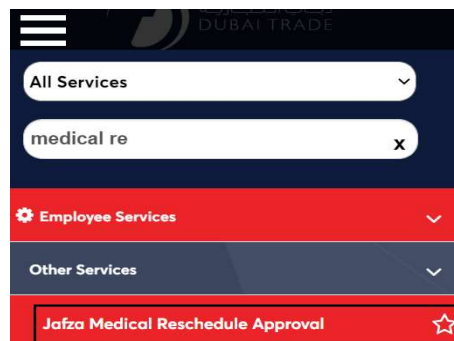
DOCUMENT DETAILS

| | |
|-------------------|---------------------------------|
| Document Name | Medical Reschedule Approval |
| Project Name | |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
| Last Updated Date | 30 th September 2022 |
| Current Version | 1.0 |

This service is to request for reschedule of medical appointments for employees while applying new or renew Residence Permit.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Other Services** go to **Medical Reschedule Approval**



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza Medical Reschedule

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

| SR Number | SR Type | Employee Name | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|---------------|--------|---------------|------------------|---------|
|-----------|---------|---------------|--------|---------------|------------------|---------|

5. Click **Create New Request**

Jafza Medical Reschedule

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details


SR Number

Select Status

Search

| SR Number | SR Type | Employee Name | Status | Creation Date | Last Update Date | Actions |
|-----------|---------|---------------|--------|---------------|------------------|---------|
|-----------|---------|---------------|--------|---------------|------------------|---------|

6. Select the SR details, Enter Request Reason and click **Save and Continue**

Jafza Medical Reschedule

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Service Request

Summary

Payment Confirmation

!

 Use this page to create/modify a request for a Medical Reschedule. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Dubai

Company Id 1673


Jafza Comments 

SR Number 

Request Reason 

Save and Continue

7. Review the details and click **Confirm and Continue**

Jafza Medical Reschedule

Back

✓

2

3

Service Request

Summary

Payment Confirmation

!

 Details of the selected request are given below.

Company Name: Dubai


SR Number: 20088141

SR Number 20048481

Edit

Confirm and Continue

8. Click **Submit to FreeZone**

Jafza Medical Reschedule

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✓


Service Request

✓

Summary

3

Payment Confirmation

 Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
 Click on the Submit to Freezone button to initiate the request processing.
 Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount
 (Deposit minus amount reserved for submitted requests)
1,564,148.42 AED

Total Charge Amount:100.00 AED


Total VAT Amount:5.00 AED

Total Charge Amount with VAT:105.00 AED

| SR Number | Employee | Customer | Status |
|-----------|----------|----------|--------|
| 20088141 | Smart | Dubai | Saved |

Submit to FreeZone

The below confirmation will be displayed

Jafza Medical Reschedule

Back

✓


Service Request

✓

Summary

3

Payment Confirmation

 Your request has been forwarded to the Free Zone for processing. A charge of 100.00 AED and VAT amount 5.00 AED has been reserved for the same.

| SR Number | Employee | Customer | Status |
|-----------|----------|----------|------------------------|
| 20088141 | Smart | Dubai | Submitted to Free Zone |

