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VIRE – Web Based DIR – Guidelines (Schengen mission)

January 2019



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EST. 2001

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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

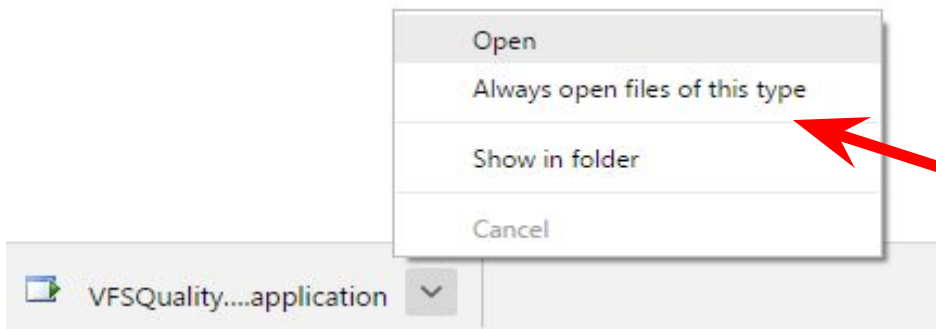
Installation of Application

Click on the URL provided –

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

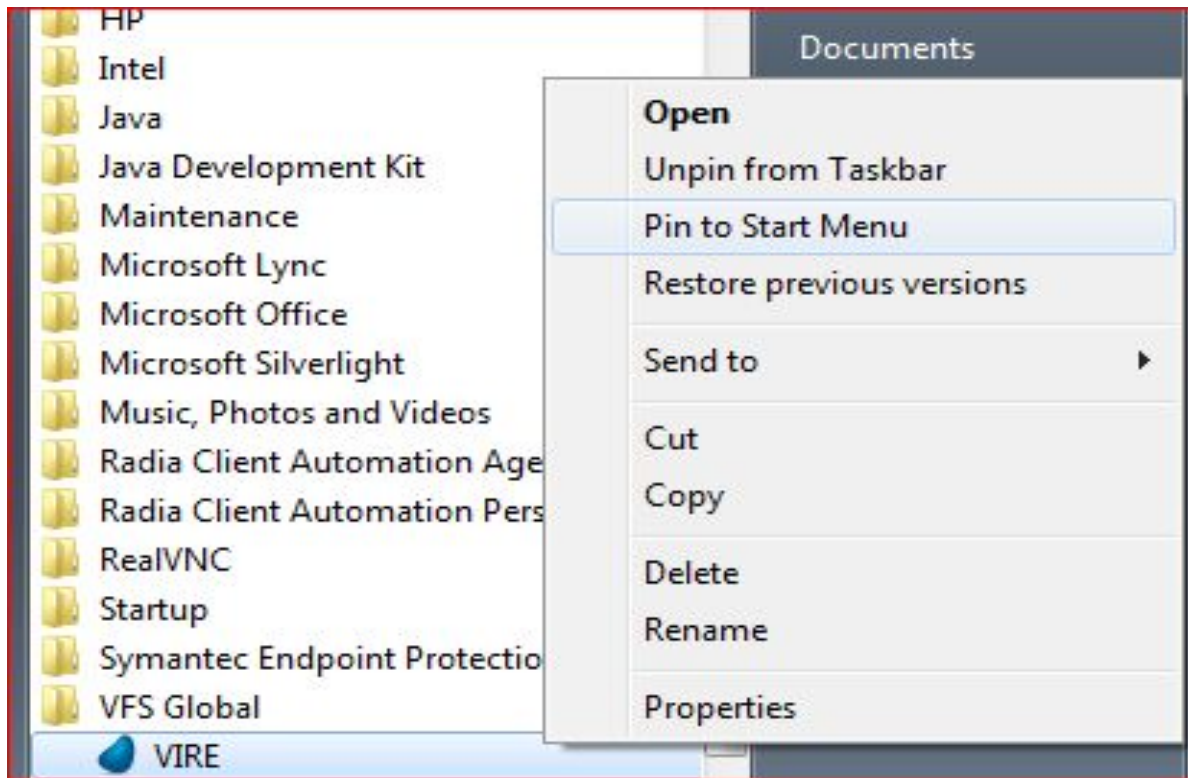


Step 1. Clicking on this URL will ask you to install the application on your system. Once you install it, you will be prompted to login with your credentials.



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

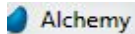
Step 3 -> Under programs you will find VFS Global folder - VIRE

Step 4 -> Right Click – Pin to Taskbar.



Icon of VIRE will appear on the Taskbar

Login Window



Windows Login

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.**

The screenshot shows a 'Windows Login' window with a title bar that says 'Alchemy' and 'Windows Login'. The main content area is titled 'Logged in Windows User'. Below the title, there is a text input field containing 'AbigailD'. Underneath the input field, there are two blue buttons: 'Continue with Windows User' and 'Login with other user'. The window has a standard Windows-style border with a close button in the top right corner.

Supervisor – Holiday Mapping

In the Menu bar, click on the VAC Setup - > Holiday Master [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 Mapping

2017 VAC ALL Holiday Type ALL

SEARCH RESET

1. Add new record

+ [icon] [icon]

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.

Holiday Master Add

VAC [input]

Holiday Name [input]

Holiday Date 20 Oct 2017 [calendar icon]

SUBMIT 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
Friday-Saturday
Saturday-Sunday

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]

VIREUAT

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

Holiday Master

Mapping

1. Add new record

Click to Proceed Select Active All SEARCH RESET

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

Mission VAC VAS Mapping Add

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

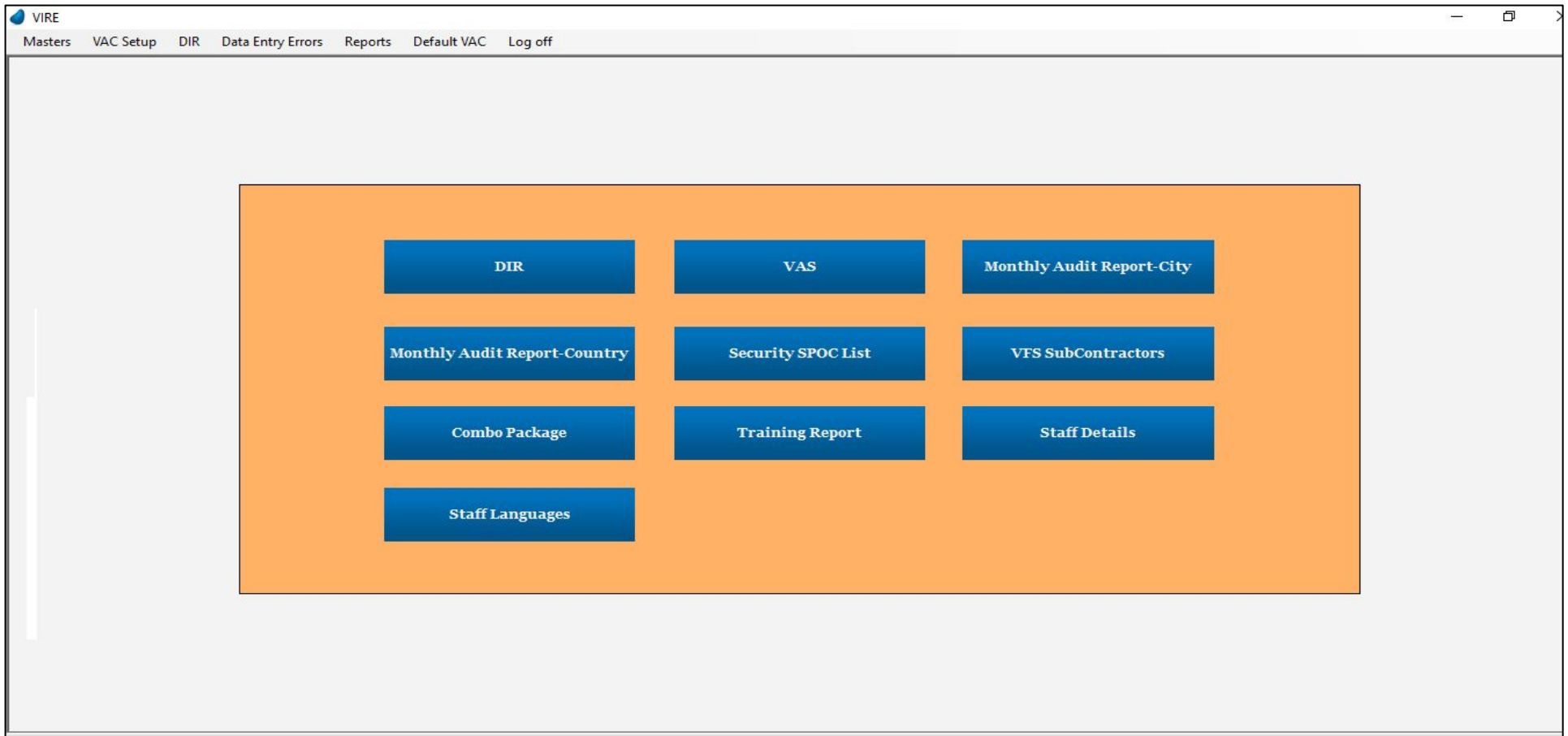
Effective From 20 Oct 2017

Active ☒

SUBMIT CANCEL

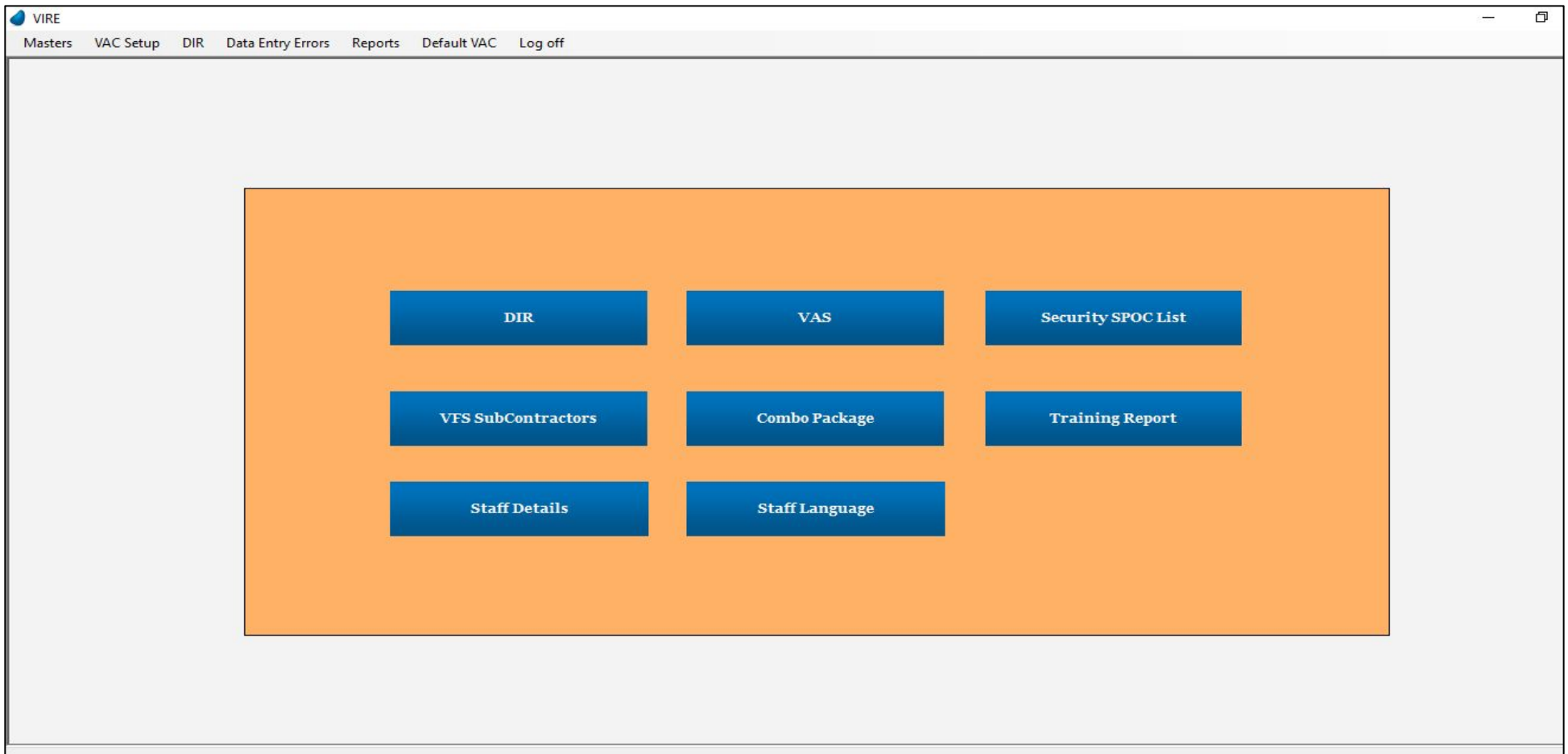
DIR- Norway

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

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 04 Jun 2018 **4. Select the VAC** Manama

Application Processing

of Applications Sent to the Representation Abroad

of Normal Applications received

applications from fast track company

Applications for administrative visa processing

Postal applications

withdrawn applications

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

Total # of applicants

Time spent by the applicants before counter (waiting room)

Time spent by the applicants at counter / Service time

Time spent by the applicants at biometric counter

Time spent by the applicants at cashier

Documents

Documents received from RA

Documents delivered to applicants

Appointment Management

of appointments taken this month

Applicants with Appointment

Applicants without Appointment

No Shows

Not Eligible

of appointments booked through phone

of appointments booked through internet

of appointments booked through Email

Human Resources

Staff employed to provide information/Schedule Appointment

Staff employed to process applications

Amount of training hours offered this month

Service Fee

Service Fee collected online

Service Fee collected offline

Comments (if any parameter missed)

5. To save data temporary click on Save **6. Once completely filled click on Submit**

SAVE SUBMIT CANCEL

(Last modified / edited)

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

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	
Electro Gadgets	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	

3. Once completely filled click on Submit

System Generated ☐ SAVE SUBMIT CANCEL

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 titled "DIR - Monthly Audit Report – City". At the top, there are two input fields: "Date" and "VAC". The "Date" field is set to "21 Jan 2019" and has a calendar icon. A red arrow points from a box labeled "1. Select the date" to the "Date" field. The "VAC" field is empty, and a red arrow points from a box labeled "2. Select the VAC" to it. Below these fields is a text instruction: "To be updated whenever there is an Audit - Only for Norway Mission only from the mission or embassy". Below this is a table with a green header bar containing a plus icon. The table has five 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 values "22 Jan 2019", "22 Jan 2019", "22 Jan 2019", "External", and an empty cell. Below this are several empty rows. At the bottom of the form, there are three buttons: "SAVE", "SUBMIT", and "CANCEL". A red arrow points from a box labeled "3. To save data temporary click on Save" to the "SAVE" button. Another red arrow points from a box labeled "4. Once completely filled click on Submit" 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

4. Once completely filled click on Submit

SAVE SUBMIT CANCEL

DIR - Monthly Audit Report – Country

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

Monthly Audit Report-Country E

I. Select the date

Date

15 Jan 2019

VAC

Test_NR

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

Date21 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

Date21 Jan 2019VAC

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

[illegible]

DIR – Staff Details

Staff details to be updated on Monthly basis

Norway Staff Detail Add

Date21 Jan 2019VAC

+

Staff Detail	Number of Staff	
---Select---	0	
---Select---		
DM		
OM		

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

Spoken Language Edit

Date: 09 Jan 2019  VAC: Por_VAc

Language: French

SAVE SUBMIT CANCEL

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 bar with tabs: Home, VAC Setup, DIR, Data Entry Errors (selected), Reports, Default VAC, Unlock Request, Unlock Approval, and Log off. Below the navigation bar, there is a header for 'Error Monitoring' with a sub-header 'Error Monitoring Add'. The main content area is titled 'VAC : Hong Kong / DMC : / Type 1: VAC / Type 2: User Pays'. It contains a form with fields for Date (29 Dec 2017), VAC (Hong Kong), and a table for Error Monitoring. The table has columns: VAC Name, VAC Code, Entry Date, Created By, Creation Date, Last Modified By, and Last Modified Date. Below the table, there are tabs for Error Details, Corrective Action, Preventive Action, and Review of effectiveness of Corrective action. At the bottom, there are buttons for SAVE, SUBMIT, and CANCEL. Red arrows point to the 'Data Entry Errors' tab, the 'Add new record' button, the 'VAC' dropdown, and the 'SUBMIT' button.

VIREUAT

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

Error Monitoring

2. Add new record

Date 29 Nov 2017 29 Dec 2017 VAC Hong Kong SEARCH RESET

+ [grid icon]

VAC Name	VAC Code	Entry Date	Created By	Creation Date	Last Modified By	Last Modified Date
----------	----------	------------	------------	---------------	------------------	--------------------

Error Monitoring Add

VAC : Hong Kong / DMC : / Type 1: VAC / Type 2: User Pays

Date 29 Dec 2017 VAC Hong Kong

Error Monitoring

Staff Name		Quality Checker Name	
VFS Barcode/Reference no/Ppt no		Error Type	No Error
Internal or External Error	No Error	Is it a Repeat Error?	No
Error Corrected?	No	Corrected By (Pls mention the name of the staff who corrected the error)	
RCA			

Error Details Corrective Action Preventive Action Review of effectiveness of Corrective action

4. Once completely filled click on Submit

SAVE SUBMIT CANCEL

Activate Windows
Go to Settings to activate Windows.

Reports - SLA

1. To extract the Data report

1. Select VAC

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]

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

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



2. Select the date, region, Country and VAC whose data you want to generate. Then Click on Search.

The screenshot shows the 'Data Reports' section of the VIREUAT application. The search filters are set to Date: 01 Jul 2017 to 26 Oct 2017, Region: -- Select Region --, Country: -- Select Country --, and VAC: Delhi. The 'SEARCH' button is highlighted. A red arrow points from a text box to the 'SEARCH' button.

3. After clicking on search the entries will show as they appear in the screenshot.

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	2	16	2	020000
03/08/2017	South Asia	India	New Delhi	Delhi	9	3	3	3	3	24	3	030000
04/08/2017	South Asia	India	New Delhi	Delhi	12	4	4	4	4	32	4	040000
07/08/2017	South Asia	India	New Delhi	Delhi	3	1	1	1	1	8	1	010000
16/10/2017	South Asia	India	New Delhi	Delhi	18	18	0	0	0	18	18	000628
18/10/2017	South Asia	India	New Delhi	Delhi	0	0	0	0	0	36	18	000628
25/10/2017	South Asia	India	New Delhi	Delhi	0	0	0	0	0	2150	2150	

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

Activate Windows
Go to Settings to activate Windows.

VIREUAT

[Home](#)
[VAC Setup](#)
[DIR](#)
[Data Entry Errors](#)
[Reports](#)
[Default VAC](#)
[Unlock Request](#)
[Unlock Approval](#)
[Log off](#)

Data Reports

Date

01 Jul 2017

26 Oct 2017

Region

-- Select Region --

Country

-- Select Country --

VAC

Delhi

SEARCH

RESET

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	South Asia	India	New Delhi	Delhi	12	4	4	4				0000
07/08/2017	South Asia	India	New Delhi	Delhi	3	1	1	1				0000
16/10/2017	South Asia	India	New Delhi	Delhi	18	18	0	0				628
18/10/2017	South Asia	India	New Delhi	Delhi	18	18	0	0				628
25/10/2017	South Asia	India	New Delhi	Delhi	2150	2150	0	0				

3. To extract the report, click on the export button.

Export

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.

OK

Cancel

Guidelines – VIRE – New Web Based DIR

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Thank You

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All statistics stated are as on 22ndⁿ Jan 2019

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