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# VIRE – Web Based DIR – Guidelines (Schengen mission)

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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

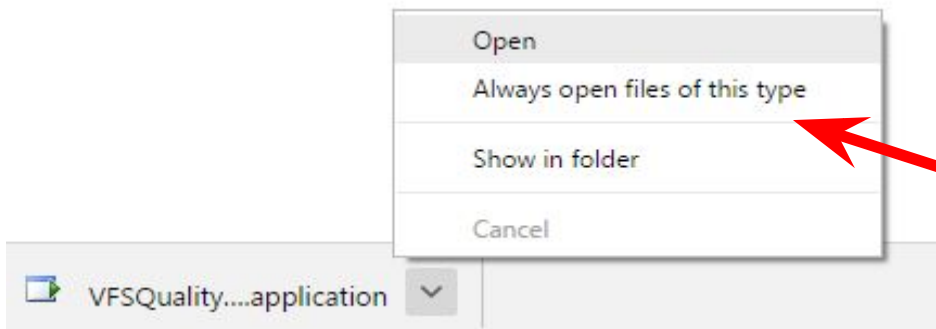
# Installation of Application

**Click on the URL provided –**

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

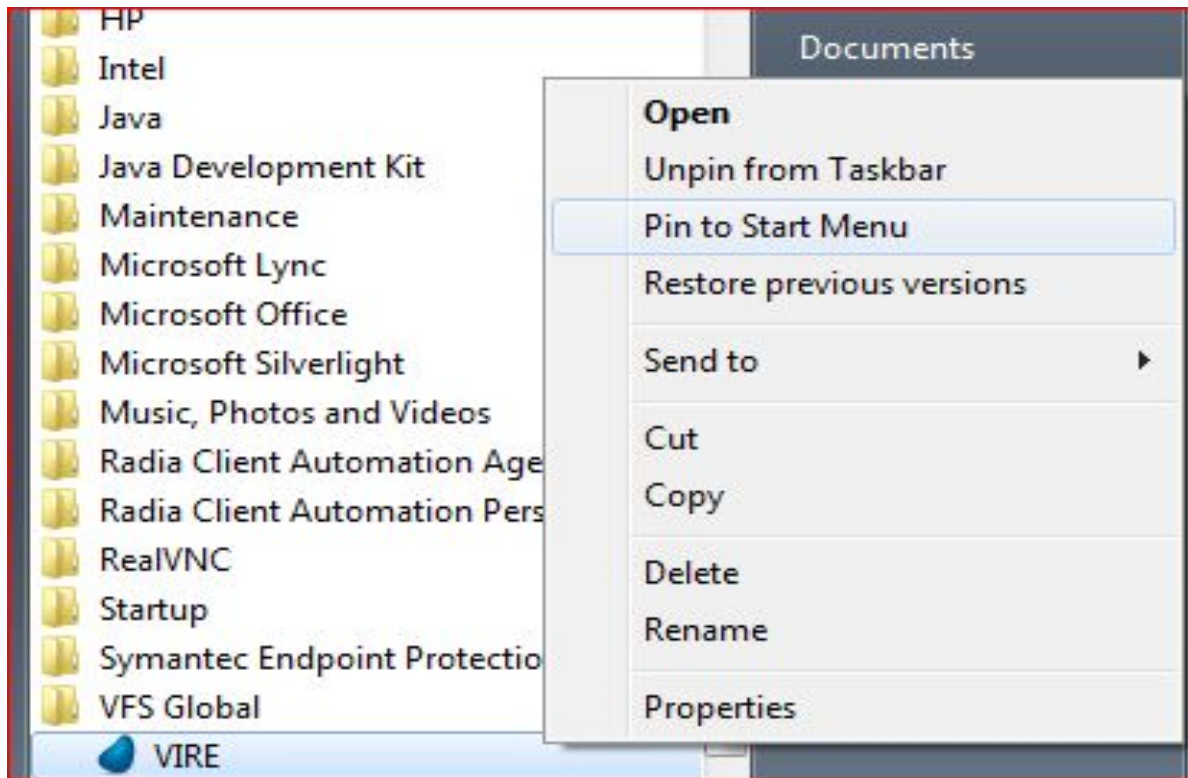


**Step 1. Clicking on this URL will ask you to install the application on your system. Once you install it, you will be prompted to login with your credentials.**



**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.**

A screenshot of a web-based login window titled 'Logged in Windows User'. The window has a light gray border and a close button (X) in the top right corner. Inside the window, there is a text input field containing the text 'AbigailD'. Below the input field, there are two blue buttons with white text: 'Continue with Windows User' and 'Login with other user'.

# Supervisor – Holiday Mapping

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

**1. Add new record**

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

Holiday Name

Holiday Date

**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

C 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

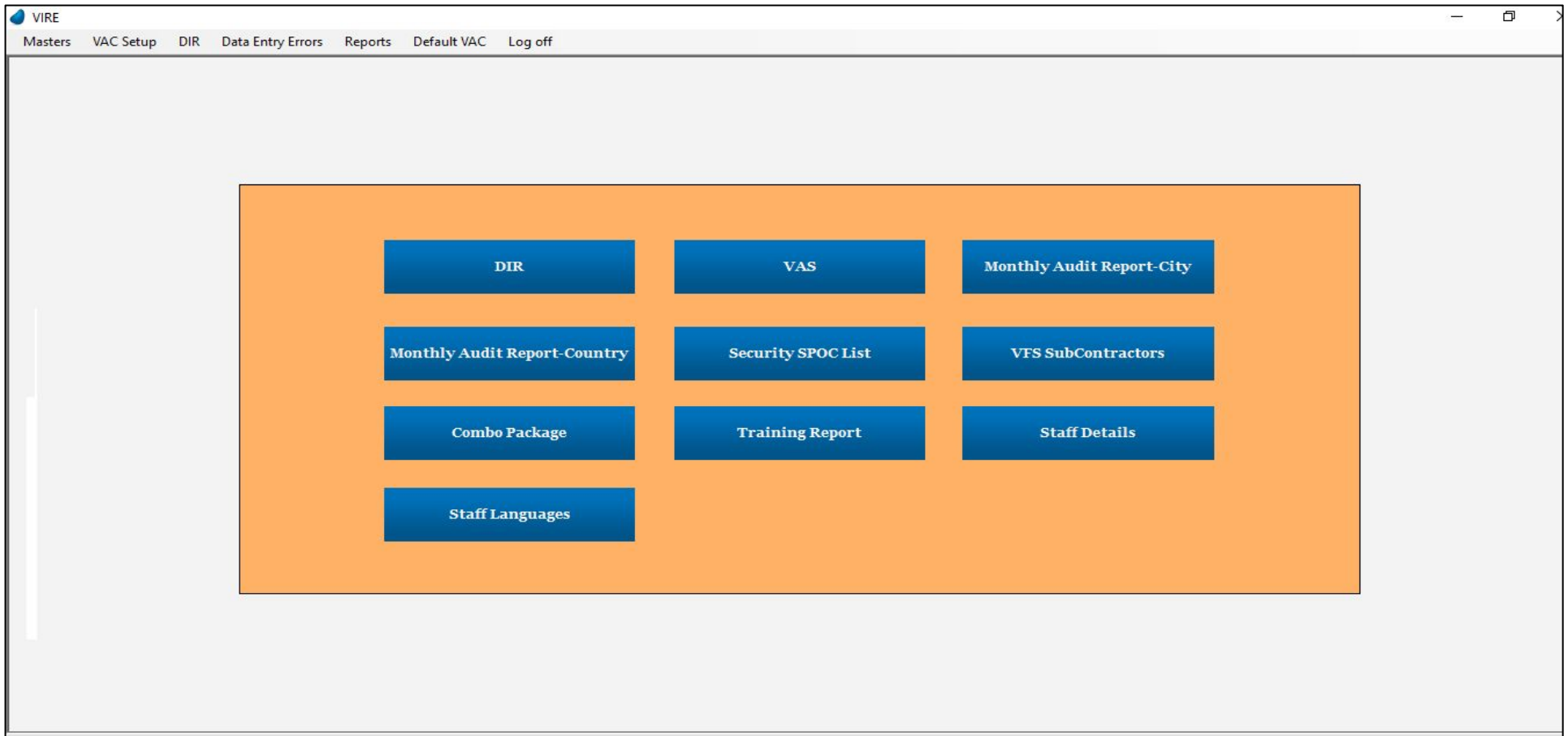
Effective From 20 Oct 2017

Active ☒

SUBMIT CANCEL

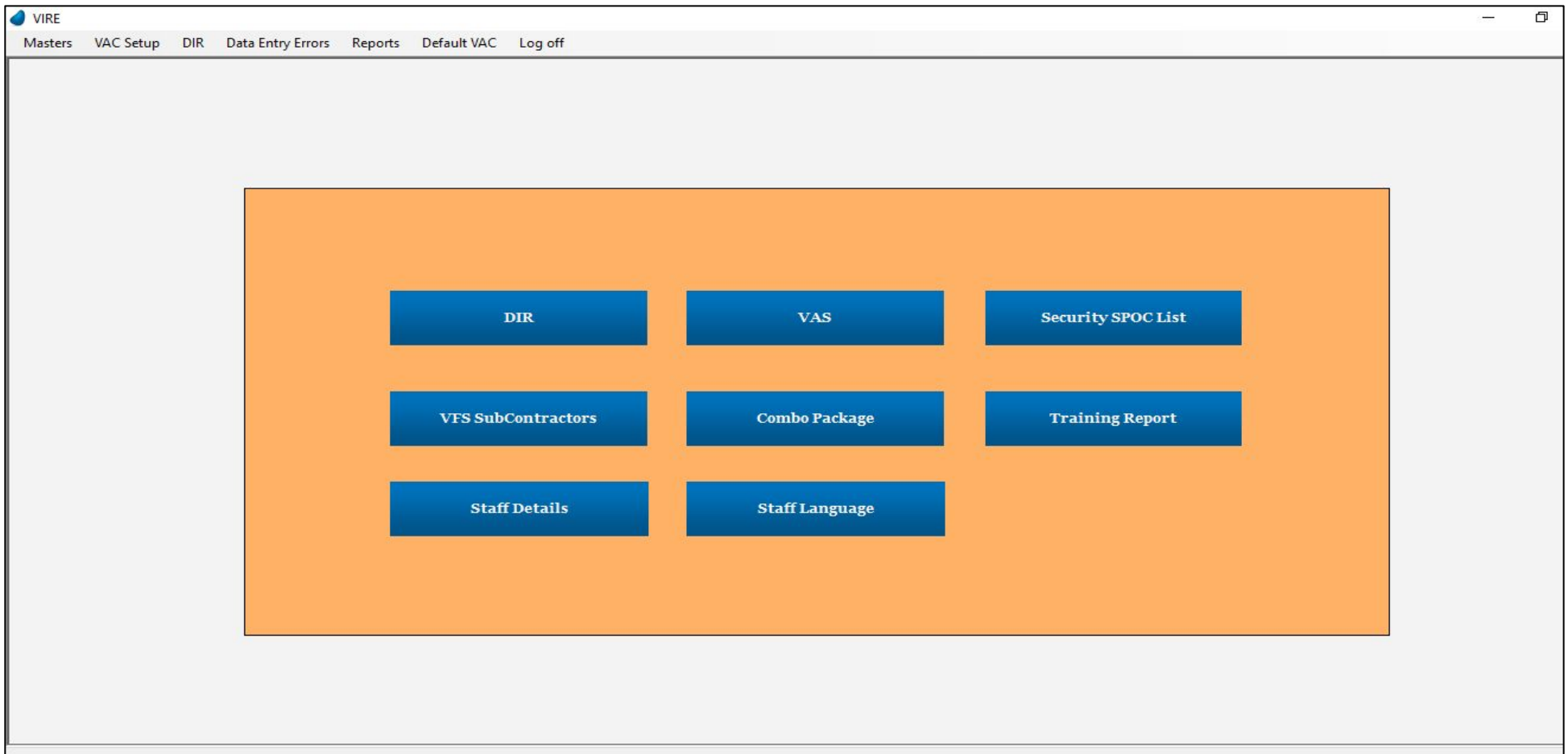
# DIR- Norway

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

[illegible]



## 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. The "VAC" field is empty. Below these fields is a note: "To be updated whenever there is an Audit - Only for Norway Mission only from the mission or embassy". Below the note is a table with a green header row and a light blue body. 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 filled with the date "22 Jan 2019" for the first three columns and "External" for the "Audit Type" column. Below the table are three buttons: "SAVE", "SUBMIT", and "CANCEL".

**1. Select the date** →

**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 2019VAC

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...DesignationTraining Attended2nd Contact: Only for loc...Designation 1TrainingAttended 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 2019 

VAC



Staff Detail	Number of Staff	
<div><div>---Select---</div><div>---Select---</div><div>DM</div><div>OM</div></div>	0	

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 date field "Date" containing "09 Jan 2019", a "VAC" label, and a "Por\_VAc" field. Below this, the main content area displays a "Language" dropdown menu with "French" selected. At the bottom of the window, there are three buttons: "SAVE", "SUBMIT", and "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, a navigation bar includes 'Home', 'VAC Setup', 'DIR', 'Data Entry Errors' (highlighted with a red arrow and instruction 1), 'Reports', 'Default VAC', 'Unlock Request', 'Unlock Approval', and 'Log off'. Below this, a teal header bar reads 'Error Monitoring'. A search bar contains 'Date' (with a date range from 29 Nov 2017 to 29 Dec 2017), 'VAC' (set to 'Hong Kong'), and buttons for 'SEARCH' and 'RESET'. A green bar with a plus icon and a grid icon is below the search bar. A table with columns 'VAC Name', 'VAC Code', 'Entry Date', 'Created By', 'Creation Date', 'Last Modified By', and 'Last Modified Date' is visible. Below the table, a teal bar reads 'Error Monitoring Add' and 'VAC : Hong Kong / DMC : / Type 1: VAC / Type 2: User Pays'. The main form area has fields for 'Date' (28 Dec 2017), 'VAC' (Hong Kong), '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), 'Is it a Repeat Error?' (No), and 'Corrected By (Pls mention the name of the staff who corrected the error)'. At the bottom, there are tabs for 'Error Details', 'Corrective Action', 'Preventive Action', and 'Review of effectiveness of Corrective action'. A large text area is below these tabs. At the bottom right, there are buttons for 'SAVE', 'SUBMIT' (highlighted with a red arrow and instruction 4), and 'CANCEL'. A watermark 'Activate Windows Go to Settings to activate Windows' is visible in the bottom right corner.



# 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.

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.

Export

Activate Windows

Go to Settings to activate Windows.

## Guidelines – VIRE – New Web Based DIR

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# Thank You

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All statistics stated are as on 22nd<sup>n</sup> Jan 2019

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