Department of Planning & Development Ports, Customs & Free Zone Corporation Government of Dubai



دائــرة الـــــخــطــيــط والــتـط مؤسسة الموانئ والجمــارك والمتطق

دعـم للتنمية...Facilitating Growth

Trakhees

Online Services User Manual - Web - Online Registration



Document Information

DOCUMENT NAME	TrakheesOnlineServices_UserManual - Web - Online Registration
PROJECT NAME	Trakhees Online Services
AUTHOR(S)	PCFC IT
DATE	26-Aug-15
CURRENT VERSION	1.1



Table of Contents

1	Int	roduction	۱	4
	1.1	Purpose	e of the Document	4
	1.2	Intende	ed Audience	4
2	Sys	stem Over	rview	5
3	Tra	akhees On	nline Services	6
	3.1	Client R	Registration (Trakhees ID & PIN Registration)	6
		3.1.1	Company Registration	7
		3.1.2	Person Registration	12
	3.2	Online /	Account Creation	19
		3.2.1	Company Admin - Online Account	19
		3.2.2	Person Admin - Online Account	24
	3.3	Inquire	Request Status	29
	3.4	Recall T	Trakhees ID & PIN	32
	3.5	Profile /	Management	34
		3.5.1	Forgot Password	34
		3.5.2	Update My Profile	41
		3.5.3	Add Additional Roles	45
	3.6	Compan	ny Admin User Management	47
		3.6.1	Create User	47
		3.6.2	Activate/Inactive Employee User Account	52
		3.6.3	Grant/Revoke Service to Employee	57
		3.6.4	Search & Add Service	63
		3.6.5	User Register Service	64
		3.6.6	Reset Employee Password	69
		3.6.7	Edit Employee Profile	73
		3.6.8	Employee Change Password	77



Introduction 1

At the beginning of 2008 Trakhees was established by the Ports, Customs and Free Zone Corporation with the aim of integrating licensing and compliance functions, already performed by the Civil Engineering Division and Environment, Health and Safety Division with a new function, Commercial Licensing to be offered by a young division, Commercial Licensing Division.

On July 1st of 2008, the new department went into operation and the objective of establishing Trakhees started to materialize. PCFC, Dubai World Business Units, the Engineering Community interacting with Trakhees, and the Dubai World Communities now have a one stop shop where all their licensing and government services can be done. It has following main departments:

- Commercial Licensing Department (CLD)
- Civil Engineering Department (CED) •
- Environment Health & Safety (EHS)

Part of the new mandate is providing services to businesses, owners and tenants of the new Dubai World Communities who had little interaction with the already existing departments before. To this end, Trakhees adopted a concept of "distributed services" by having satellite Helpdesk Offices in these communities, such as Dragon Mart, Atlantis and Ibn Batuta Mall. With the electronic platforms Trakhees uses, a full range of services can be offered at these locations, making life easier for clients without any compromise on quality of service.

Trakhees Online Services system will enable the users to avail e-Services provided like Client Registration, Visa application, Licensing etc. First users must have to register themselves in Trakhees back office to get Trakhees ID which is unique identification for each company/person. After back office registration an online account can be created by using Trakhees ID & PIN which is received during back office registration.

1.1 Purpose of the Document

The purpose of this document is to serve as the User Manual for the Trakhees Online Services so, that they can easily avail the services. It will give you a walkthrough of the Trakhees Online Services.

1.2 Intended Audience

Intended audiences are general public & Trakhees Clients.



2 System Overview

Trakhees Online Services will support to registration of company or person, and enable them to avail services. System is having following features:

- Back Office Registration
- Online Account Creation •
- Profile Management •
- Role Request •
- Service Request •
- CLD Services
- CED Services •
- EHS Services •
- Finance Services

If you are a company you can have more features as following:

- Employee Management •
 - Create User Account for Company Employee
 - o Active/Disable Employee User Account
 - o Grant/Revoke Available Services



Trakhees ID: It is given by Trakhees & it is unique for each client.

There are two steps in the registration to avail the online services. First you need to register in Trakhees back office system. If you have ever done a transaction with Trakhees it means you are already registered in back office system. So, you can skip the back office registration & directly go to the Online Admin Account Creation.

3.1 Client Registration (Trakhees ID & PIN Registration)

Client Registration is required to store the complete details of a client. This registration is mandatory for each client if he wants to deal with Trakhees with any manner. At the end of registration, a unique Trakhees ID & PIN is generated for the client. The flow of the registration is as following:

There are two types of registrations:

- Company Registration
- Person Registration •



3.1.1 Company Registration

1) Click on "Register Company" from the left menu.

		Thursday, August 27, 2015 11:47 AM
GOVERNMENT OF DUBAI		مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
		لعربية 🔰 Help
Site Map	Login	
Login	Login	
Register Online Company Admin	If you have already registered	d with us, you can login using the form below.If you are a new user Click here $ 2$
Register Online Person Access	112100 1125 Pt	
Register Company	*Enter UserName	cld21
Register Person	* Enter Password	
Forgot Username		
Forgot Password		8
Recall Trakhees PIN		TXS
Inquire status	*Enter Text Shown Above	
Enquire License Activity	Enter rest onewith bord	
Quick Pay		Submit
License Cost Calculator		
Labour Dispute for Employee		
	ں Tr	تراخیص rakhees
FAQs Privacy Policy Terms & Con	nditions	Copyright (c) 2010 Trakhees All right reserved



2) A page with is displayed to feed in the details of Company, License, Contact, Location and supporting documents. You have to fill in all the mandatory fields (marked with red * sign) on the page and click "Next".

				Thursday, Au	igust 27, 2015 11:49 AM
GOVERNMENT OF DUBAI				لك والمنطقة الحرة PORTS, CUSTOMS & F	Jafza تركيم
					لىرىيد 📄 🚯
Site Map	Company & License Details	Contact & Location Details	Upload Documents	Preview & Submit	
Login					
Register Online Company Admin	Contact information				
Register Online Person Access	* P.O Box(Number)	123455			
Register Company					
Register Person	* P.O Box(Location)	1234			
Forgot Username	Tol No/Offico)				
Forgot Password	Tel. Wo(Onice)	0205298785			
Recall Trakhees PIN	* Fax No(Office)				
Inquire status		0205298785			
Enquire License Activity	Website URL				
Quick Pay	A Frankli Addresse				
License Cost Calculator	Email Address	abc@gmail.com			
Labour Dispute for Employee					
	Location Information				
	o Angress(Engrish)	Address			
	* Address(Arabic)	Address	li.		
	* Country	United Arab Emirates			
	* City	DUBAI	•		
		12	Reset	Previous	Next
	ں Tra	تراخیم akhees			
FAQs Privacy Policy Terms & Con	ditions			Copyright (c) 2010 T	rakhees All right reserve



3) Upload the documents by clicking the "Upload" button. After uploading both documents, click on Next Button. Preview Page is displayed with Submit button.

				Thursday, Augu	ist 27, 2015 11	:53 AM
GOVERNMENT OF DUBAI				1) (2)	lafza
				PORTS, CUSTOMS & FRE	E ZONE CORPORAT	nee.
					Help i	العربية
Site Map	Company & License Details	Contact & Location Details	Upload Documents	Preview & Submit		
Login						
Register Online Company Admin	Upload Documents					
Register Online Person Access	License Copy Uploaded Su	ccessfully				
Register Company	Please select the type of do	Tra	ade License Copy	•		
Register Person						
Forgot Username	Choose File No file of	chosen	Upload			
Forgot Password						
Recall Trakhees PIN						
Inquire status				Previous	Next	
Enquire License Activity						
Quick Pay						
License Cost Calculator	License Copy	View Delete				
Labour Dispute for Employee						
	L T	تراخیص rakhees				
FAQs Privacy Policy Terms & Cor	nditions			Copyright (c) 2010 Tral	khees All right	reserved



4) Now, you can preview all the data. In case, if you want to modify, you can click Previous Button & modify whatever you want. You can submit these details by clicking on the 'Submit' button given on Preview & Submit screen. Once Submit button is clicked your details are sent to the Trakhees for Company registration & a reference number is generated so that you can track the status of your registration request.

			Thursday	August 27, 2015 11:55 AM
COVERNMENT OF DUBAI			واللنطقة الحرة PORTS. CLSTONE	فو المعادلة الموانية والجمارك مؤسسة اللواني والجمارك A FREE ZONG CORPORATION
Site Map	Company & License Details	Contact & Location Details Upload Documents	Preview & Submit	
Login		11—18-11-11 11-18-11	A	
Register Online Company Admin	Company & License Det	ails		
Register Online Person Access	Client Role	Company with External License		
Register Company	Company Name(English)	mycompany		
Register Person	Company Name(Arabic)	mucompany		
Forgot Username	Company Hamey States	mycompany		
Forgot Password	Client Category	internet		
Recall Trakhees PIN	License Issuing Authority	Ajman Freezone Authority		
Inquire status	License Number	9280		
Enquire License Activity	License Type	Commercial		
Quick Pay	License Issue Date	01-08-2015		
License Cost Calculator	License Expiry Date	31-08-2016		
Labour Dispute for Employee		5196-2010		
	Contact & Location Deta	its		
	P O Bex(Number)	123456		
	P.O Box(Location)	1234		
	Tel. No(Office)	0205298785		
	Fax No(Office)	0205208785		
	Mahaila 1991	0203200100		
	Website OHL			
	Email Address	abc@gmail.com		
	Address(English)	Address		
	Address(Arabic)	Address		
	Country	United Arab Emirates		
	City	DUBA		
	Helesded Desuments			
	Uploaded Documents			-
	Manager Passport Copy License Copy	View		
	Disclaimer			
	I have read and under	stood the <u>Privacy Policy</u> $Q_{\Upsilon} \times S$		
	*Enter Text Shown Above	Previou	8	Submit
	ں Tr	تراخیم akhees		
FAQs Privacy Policy Terms & Con	nditions		Copyright (c) 201	0 Trakhees All right reserve



	Thursday, August 27, 2015 11:57 AM
GOVERNMENT OF DUBAI	مؤسسة الموانى والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
Site Map	لتربية Help 👔 التربية Success
Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee	Your reference number is C-10415 Account will be activated after admin approval. Click here to Login
	تراخیص Trakhees
FAQs Privacy Policy Terms & Con	ditions Copyright (c) 2010 Trakhees All right reserved

5) An email notification will be sent to you when the request is approved/rejected as below.

Dear [Company Name],	©⊒ ▲
Congratulations! Your request for Company Registration reference # [Reference Number] have been approved.	
Now, you can register for an Online Account to access e-Services offered by PCFC Trakhees. Your Trakhees Client ID is [X-X-XXXX] and Pin is [XXXXXXXX].	
Kindly use the following URL for online account registration:	
http://[Online Account Creation URL]	=
Note: Your pin is confidential & for any future contact with Trakhees please use this Trakhees Client ID.	
[Trakhees Comments Regarding Request]	
Thanks, PCFC Trakhees	•



3.1.2 Person Registration

1) Click on "Register Person" from the left menu.

		Thursday, August 27, 2015 12:03 PM
GOVERNMENT OF DUBAI		موسسة الموانث والجمارك والمنطقة الحرة
		PORTS, CUSTOMS & FREE ZONE CORPORATION الحربية Help ()
Site Map	Login	
Register Online Company Admin	If you have already registered	d with us, you can login using the form below.If you are a new user Click here $ 2$
Register Online Person Access Register Company	*Enter UserName	
Register Person	* Enter Password	
Forgot Username	Parameter (Photo Constant)	
Forgot Password		G V
Recall Trakhees PIN		~ K8
Inquire status	*Enter Text Shown Above	
Enquire License Activity	Engl for onovirratore	
Quick Pay		Submit
License Cost Calculator		
Labour Dispute for Employee		
	ں Tr	تراخیص rakhees
FAQs Privacy Policy Terms & Cor	ditions	Copyright (c) 2010 Trakhees All right reserved

- 2) A page is displayed to feed in the Personal, Contact, Passport details with supporting documents.
- 3) You have to fill in all the mandatory fields (marked with red * sign) on the page and click "Next".



				Thursday, Augus	127, 2015 01:17 PM
GOVERNMENT OF DUBAI				بعارك والمنطقة الحرة PORTS, CUSTOMS & FREE	و تجامع الموانين وال مؤسسة الموانين وال
					لمربية (غ) Help
Site Map	Personal Information Contact De	etails Passport Details	Upload Documents	Preview and Submit	
Login	Personal Details				
Register Online Company Admin	Personal Details				
Register Online Person Access	* Title	Dr 🔻			
Register Company					
Register Person	* Name (English)	abcnew			
Forgot Username	* Nome (Arabic)				
Forgot Password	Name (Nabic)	abcnew			
Recall Trakhees PIN	* Client Role	House Owner			
Inquire status	Hint: Press CTL or SHIFT key for multiple roles selection	House Tenant			
Enquire License Activity		EHS - Developer			
Quick Pay					
License Cost Calculator		*			
Labour Dispute for Employee					
	* Client Category	Body Corporate (Compa	nies from other Emiral	te) 🔹	
	* Gender	Male [®] Female®			
	* Date of Birth	10/10/1987			
	* Country	United Arab Emirates	•		
	* City	DUBAI •			
	* Nationality	Emirati	×		
				Reset	Next
	یص Trak	تراخ hees 🥩			
FAQs Privacy Policy Terms & Cond	litions		c	Copyright (c) 2010 Trakl	nees All right reserved







				Thursday, Augus	t 27, 2015 01:17 PM
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE	و تعليم المواني والم مؤسسة المواني والم ZONE CORPORATION
Site Map	Personal Information Contact	Details Passport Details	Unload Documents	Preview and Submit	Help 🕜 🖓 🕁
Login			oprota Dootmanto		
Register Online Company Admin	Passport Details				
Register Online Person Access	*Passport No	h56789			
Register Company	*Passport Place of Issue	ludia			
Register Person		India			
Forgot Username	*Passport Date of Issue	07/09/2014			
Forgot Password	*Passnort Evniry Date				
Recall Trakhees PIN	r ussport Expiry Date	30/05/2017			
Inquire status	Emirates ID				
Enquire License Activity					
Quick Pay	Ebdara				
License Cost Calculator	Visa #				
Labour Dispute for Employee	Visa Type	•			
	*Visa Expiry Date	31/05/2016			
	Remarks				
				Previous	Next
	ص Tra	تراخیر khees			
FAQs Privacy Policy Terms & Cor	nditions		C	Copyright (c) 2010 Trakl	nees All right reserve

4) Upload the documents by clicking the "Upload" button. After uploading document(s), click on Next Button.

					Thursday, Augus	t 27, 2015 01	:21 PM
GOVERNMENT OF DUBAI					بمارك والمنطقة الحرة PORTS, CUSTOMS & FREE	کے سة الموانئ والہ ZONE CORPORA	ا مؤسد ATION
						Help 主	العربية
Site Map	Personal Information	Contact Details	Passport Details	Upload Documents	Preview and Submit		
Login							
Register Online Company Admin	Upload Documen	ts					
Register Online Person Access	Lease Copy Uploade	d Successfully e of document					
Register Company			Leas	е Сору			
Register Person							
Forgot Username	Choose File	lo file chosen		Upload			
Forgot Password							
Recall Trakhees PIN							
Inquire status					Previous	Next	
Enquire License Activity							
Quick Pay							
License Cost Calculator							
Labour Dispute for Employee	Contract Copy View	w Delete					
	Lease Copy Vie	w Delete					
		ا <mark>خیص</mark> Trakhee	تر s				
FAQs Privacy Policy Terms & Cor	nditions			c	Copyright (c) 2010 Trakl	hees All right	reserved

5) Preview Page is displayed with Submit button.

COVTRAMENT OF DURAL		مېنې وسسه الوانې والجمارى والتېلغة المرة
		PORTS, (1330MB & PRET ZONE CORPORATIO
Site Map	Personal Information Conta	ct Details Passport Details Upload Documents Documents
ugim .		
igister Online Company Admin	Personal Details	
gister Online Person Access	Title	Dr
gister Company	Nome (English)	abotes
gister Person	Name (Arabic)	abcrew
got Usemame	Citent Role	House Owner
get Password	Client Category	Body Corporate (Comparises from other Emirate)
cell trathees PTN	-	
nim License Activity	Geoder	Female
ck Pav	Ciate of Eirm	10-10-1987
erese Cost Calculator	City	DUBA
our Dispute for Employee	Country	Unded Arab Emirates
	Nationality	Ensist
	Contact Details	
	Address (English)	Jumetra beach
	Address (Arabic)	Automa basiste
	R.C. Boy	Annual Address
	and a second sec	
	P-O-Box Location	
	Tel No (Home)	
	Ter No (Office)	
	tubulo tice: 1	0509838020
	Allelo Neo 2	
	Fias. too	
	Webside URL	
	Email Address	abc/homai.com
		and government of the second
	Passport Details	
	Passporthio	156789
	Pasaport Place of Issue	India
	Passport Date of losue	07-09-2014
	Passport Expiry Date	30-65-2017
	Emitates ID	
	Epdara	
	Lines #	
	Address Transm	
	And Dime	7100091117-C
	With Expery Date	31-95-2016
	Romarka	
	Uploaded Documents	
	Contract Copy View Lease Copy View	
	Dischalment	
	E3 (Nave read and unders	A S
	*Emler Text Shown Albove	Previous Statemat
	ى	تراخيم

6) When you click on "Submit" button on "Preview and Submit" screen, the registration request containing the details you filled in are sent to the Trakhees.

7) A reference number is generated & displayed for future correspondence as shown below.



	Thursday, August 27, 2015 01:24 PM
GOVERNMENT OF DUBAI	مؤسسة المواني والجمارك والمنطقة الحرة مؤسسة المواني والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
Site Map	Success
Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Password Recall Trakhees PIN	Your reference number is P-10416 Account will be activated after admin approval. Click here to Login
Inquire status Enquire License Activity Quick Pay License Cost Calculator	
Lawour Dispute for Littpioyee	تراخیص Trakhees
FAQs Privacy Policy Terms & Co	itions Copyright (c) 2010 Trakhees All right reserved

8) An email notification will be sent to you when the request is approved or rejected as below.





3.2 Online Account Creation

3.2.1 Company Admin - Online Account

1) Click on "Click here" on login page or "Register Online Company Admin" from the left menu.



2) A page is displayed where you can enter Trakhees ID and PIN.



3) Enter your Trakhees ID & PIN and click on 'Submit' button.

		Monday, August	17, 2015 10	:06 AM	
GOVERNMENT OF DUBAI			جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE Z	من الموانئ وا مسة الموانئ وا	lafza مۇس
				Help i	العربية
Site Map	Registered User				
Login		72			
Register Online Company Admin	* Trakhees ID	C-X-150034			
Register Online Person Access	* Trakhees PIN	[]			
Register Company		Presentation in the second			
Register Person		C M5			
Forgot Username		X			
Forgot Password	Today Tauk Okawa Alkawa				
Recall Trakhees PIN	Enter Text Snown Above				
Inquire status		Submit			
Enquire License Activity	New Uper?//fyou dep# pages				
Quick Pay	New Oser (in you don't posses	ss a unique (KID)			
License Cost Calculator	Register Company 1 Register Person ?				
Labour Dispute for Employee	register reisen =				
FAQs Privacy Policy Terms & Con	ditions	تراخیص akhees	Copyright (c) 2010 Trakhe	ees All right	reserved

- 4) The system verifies the Trakhees ID/PIN combination and redirects to the admin registration page.
- 5) You need to fill in your desired login detail for the online account. Also, attach supporting documents as required.



6) Then, click the "Submit" button.

				Monory, August 17, 291511011
CONTENMENT OF DURAN				المسلح الكواني والعبدارك و المفتلة العرم المسلح الكواني والعبدارك و المفتلة العرم و المالي و العبدارك و المفتلة العرم و
ite Map	Company Admin R	legistuation		
gin	The second second second			
gister Online Company Admin	Company Name I	Information		
gister Onine Person Access	Company		Company	(herear
Sister Person	Name(English)	EDCH FZE	Name(Arabic)	EDCH FZE
got Usemame	Tet No(Office)	IMS.NA	Email Address	PCFCSetSupport/Ready as
pot Password				Lo coloradore -
all Trakhees PiN	Website URL		fi	
Are status		Company with Column		
rk Pau		License		
inse Cost Calculator				
our Dispute for Employee	Client Role			
		· ·		
	License Informat	ion		
	License lessing Authority - En	Jebel All Freezone Authority	License Issuing Authority - Arb	(pha
	License Number	7366	License Issue Date	15/10/2006
	License Espiry Dels	14/10/2012		
	Login Details			
	Name/English(*		Admin Name(Arabe:)*	de a Abudet23a I
	UserName*		Password*	
	Confirm Password*		Secret Question*	pface?
	Secret Answer*		Person	
	Emiait		Mobile Number*	
	Doctaments	submission will include the upliced	ed documents	
	Atlachmenta (Acce)	ets pelligigation along pergiging form	nate)	- and
	Document Type	Uptoeded File		
	an a children an			
	Identification Copy can Employee Identificat Employee Labor Ca National ID Special Power of Ab	s be one of the below non of omey		
	Disclamer			
	C Dave read and at	nderstood the <u>Privacy Policy</u>		
			Submit	
		تراخيص Trakhees		
	-			Consideration 2010 Technology All sides of



		Monday, A				
COVERNMENT OF DUEM				مرکز ۲۰۰۰ میلوند و الجمار این و التلفانه الحر و المسلم الوالن و الجمار این و التلفانه الحر و المالا ۲۰۰۰ میلوند و الجمار این و التلفانه الحر و		
Site Map	Company Admin	Registration				
igle						
igister Online Company Admin	Company Name	Information				
gister Online Person Access	30.052					
gister Company	Company	EDCH FZE	Company Mamarkan	EDCH FZE		
gister Person	ManualColleged		(manual or asset)			
got Usemame	Tel. No(Office)	IMS-NA	Email Address	PCFCSysSupport@pcfc.se		
get Password		ALCONO	0.00122645+1022			
call Traktores Pitk	Website URL					
uite status		- summer of the second state				
pairs License Activity		License -				
ek Pay						
ense Cost Calculator	Client Role					
our Dispute for Employee						
		15. D				
	License Informa	tion				
	I in here a balance		Vice of a law of the	1		
	Authority - En	Jebel All Freezone Authority	Authority - Arb	(de		
	Licinne Number	7366	License Issue Date	15/10/2006		
	License Expiry Date	14/10/2012	i .			
	Login Details					
	Admin Name(English)*	EDCH	Admin Name(Arathac)*	EDCH		
				19.12 Abod#12341		
	UserName*	EDCH	Passwooth	Very strong persword		
	Coolim Password*		Secret Question*	What is your favourite		
	Seciel Answei*	no	Company Authorized Person	*		
	Email	Gtfs Jone@trk.pcfc.ae	Motele Number*	055555		
	Documents	nutrimission will include the upload	ed documents	🔹 ant		
		MINER COMPOSED AND A				
	Document Type	Oploaded File				
	Identification Cop	ry • Choose File	Desert.jpg	đ		
	Information					
	Identification Copy ca • Employee Identifica • Employee Labor CL • National ID • Opecial Power of Al	n be one of the below: dom and Domey				
	Disclainer					
	😢 There road and a	indeestood the Privacy Policy				
			Submit			
		تراخیص Trakhees				
Allas Privacy Policy Terms & Co	oditions			Copyright (c) 2010 Trakhees All right ren		

7) A reference number is shown to the client for future correspondence.



8) An email notification will be sent to you when the request is approved or rejected.

		Monday, August 17, 2015 10:23 AM
GOVERNMENT OF DUBAI		مؤسسة الموانش والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
	Submission Confirmation	لىرىية Help 🤢
Site Map		
Login		
Register Online Company Admin	Service Request Saved Successfully With ID: 3667	
Register Online Person Access		
Register Company		
Register Person		
Forgot Username		
Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		

FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



3.2.2 Person Admin - Online Account

1) Click on "Click here" on login page or "Register Online Person Access" from the left menu.

		Monday, August 17, 2015 1	1:44 AM
GOVERNMENT OF DUBAI		بة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPOR	J <i>afza</i> مؤسس RATION
		Help i	العربية
Site Map	Login		
Login	Login		
Register Online Company Admin	If you have already registered	d with us, you can login using the form below.If you are a new user $rac{ ext{Click here}}{ ext{2}}$?	
Register Online Person Access			
Register Company	*Enter UserName	Sagaya Egnitius	
Register Person	* Enter Password		
Forgot Username	9-250-000 Mars Mill R.2014		
Forgot Password		Y2 -	
Recall Trakhees PIN		· SNF	
Inquire status	*Enter Text Shown Above		
Enquire License Activity			
Quick Pay		Submit	
License Cost Calculator			
Labour Dispute for Employee			
	ں Tr	تراخیص rakhees	
FAQs Privacy Policy Terms & Cond	ditions	Copyright (c) 2010 Trakhees All righ	it reserved

2) A page is displayed where you can enter your Trakhees ID and PIN.

3) Enter your Trakhees ID & PIN and click on 'Submit' button.

				Monday, August 1	17, 2015 10	:06 AM
GOVERNMENT OF DUBAI				لجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZO	بية الموانئ وا DNE CORPORA	ا مۇس TION
					Help i	العربية
Site Map	Registered User					
Login						
Register Online Company Admin	* Trakhees ID	C-X-150034				
Register Online Person Access	* Trakhees PIN					
Register Company		Accessed in				
Register Person		C M5				
Forgot Username		X X				
Forgot Password	Cotor Tout Chows Abous					
Recall Trakhees PIN	Enter Text Shown Above					
Inquire status		Submi	t			
Enquire License Activity	New Uper?//fueu dep#pages					
Quick Pay	New Oser (In you don't posses	s a unique TRID/				
License Cost Calculator	Register Company 4					
Labour Dispute for Employee	nogistar i stoon -					
EAOs Privacy Ballioy Torms & Con	یں Tre	تراخیص akhees		Convigent (c) 2010 Test-ba	os All risht	reconucid
FAQS Privacy Policy Terms & Con	attions			Copyright (c) 2010 Trakhe	es All right	reserved

4) The system verifies the Trakhees ID/PIN combination and redirects to the admin registration page.



- 5) You need to fill in their desired login detail for the online account. Also, attach supporting documents as required.
- 6) Then, click on the "Submit" button.

			Monday, August 17, 2015 11:53 AM		
COVERNMENT OF DUBAI				مؤسسة المواني والجمارك والمتطلقة الحرة NORTS. CLYSTONS 4 FREEZ ZONE CORPORATION	
				Help 主 🛶	
Site Map	Person Admin Re	gistration			
Login					
Register Online Company Admin	Personal Details	6 C			
Register Online Person Access					
Register Company	Name (English)	Yumin Lu	Name (Arabic)	برمن اد	
Register Person			Description (Description (Section))	Second.	
Forgot Usemame	Tel No (Home)		Mob No 1		
Forgot Password		19. 			
Recall Trakhees PIN	Email Address		Website UR1		
Inquire status	Contra Provi Cra	11	Treasure on L		
Enquire License Activity			-		
Quick Pay					
License Cost Calculator	CTURE DI LA				
Labour Dispute for Employee	Client Role				
	Login Details				
	Admin Name(English)*		Admin Name(Arabic)*		
	UserName*		Password*	(e.g. Abcd#1234)	
	Confirm Password*		Secret Question*	What is your favourite e place?	
	Secret Answer*		E-mail Address*		
	Mobile Number*				
	Documents O Note: The request	submission will include 8	he uploaded documents		
				🖕 add	
	Attachments (Acce	pls pdf_pg.docx.doc.jpej	ppng formats)		
	Document Type	Uploa	ded File		
	Disclaimer	inderstood the Privacy P	folicy :		
		نا اخرمی	Submit		
		Trakhees	5		
FAQs Privacy Policy Terms & Co	onditions			Copyright (c) 2010 Trakhees All right reserv	





💽 🙀 😤 jataa

مؤسسة الموانئ والجمارك والمتطقة الحرة PORTS, CLATONIS & FREE ZONE CORPORATION

Help 1





حكومة لألى

GOVERNMENT OF DUBAL

- 7) A reference number is shown to the client for future correspondence.
- 8) An email notification will be sent to you when the request is approved or rejected.

		Monday, August 17, 2015 11:56 AM
GOVERNMENT OF DUBAI		ofza في المواني والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
		العربية ا
Site Map	Submission Confirmation	
Login		2
Register Online Company Admin	Service Request Saved Successfully With ID: 3676	
Register Online Person Access		
Register Company		
Register Person		
Forgot Username		
Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Co	onditions	Copyright (c) 2010 Trakhees All right reserved



3.3 Inquire Request Status

You can verify the status of your request by following the below steps:

1. Click on "Inquire Status" from the left menu.

		Thursday, August 27, 2015 01:30 PM
GOVERNMENT OF DUBAI		مؤسسة المواني والجمارك والمنطقة الحرة PORIS, CUSTOMS & FREE ZONE CORPORATION
		العربية Help 主
Site Map	Login	
Login		
Register Online Company Admin	If you have already registered with us, you ca	an login using the form below.If you are a new user Click here 2
Register Online Person Access		
Register Company	*Enter UserName	
Register Person	* Enter Password	
Forgot Username		
Forgot Password	NE	- Z
Recall Trakhees PIN		F
Inquire status	*Enter Text Shown Above	
Enquire License Activity		
Quick Pay		Submit
License Cost Calculator		
Labour Dispute for Employee		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Con	ditions	Copyright (c) 2010 Trakhees All right reserved



2. Inquire status page is shown where you can select the department and enter your "Reference Number" which was displayed on previous successful request submission.

				Thursday, August	27, 2015 (01 41 PM	
				1000 CONTRACTOR 1000		
July Star				S	A	
- Concer					jalai	
ALTER AND AT AN INCOME.				beauty customs a rear of	مۇنىسىة اللواتى وال مەرىيەت مەرسىيە	
				100100000000000000000000000000000000000	нер 🗊 🛶	
Site Map	Induire Status				(177)	
Login						
Register Online Cortipany Admin	Please order the Request Refere	erics Number for the status to	Se displayed			
Register Online Person Access	A Republication	Diama Rebet	1941			
Register Company	Definition and	-riesse pereti-				
Register Parker	* Nationation Number					
Forgot Usernáme						
Forget Passmont		GOPD				
Racal Tukhesa PIN		-0 x B				
tinguire status	"Enter Text Storem Above	-				
Enguise Ucense Activity						
Quick Pay	Reset	South				
License Cost Calculator						
Labour Dispute for Employee						
	5	💎 ىراخيە				
	Tra	akhees 🍼				
Transferring strengthener that we wanted					CONTRACTOR OF A DESCRIPTION OF A	



3. Clicks on "Search" button.

4. The status of the request is displayed.

		Thursday, August 27, 2015 01:44 PM
COVERNMENT OF DUBAI		وربية المواتين والجمارك والمنطقة الحرة مؤسسة المواتين والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION للوربية الحالي (
Site Map	Status of Application	
Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee	Request Reference Number : C-4627 Request Status : Approved Request Created On : Jan 7, 2014	
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Co	nditions	Copyright (c) 2010 Trakhees All right reserved

5. If the reference is not found in the system then an error message is displayed.

		Thursday, August 27, 2015 01:45 PM
GOVERNMENT OF DUBAI		مؤسسة الموانث والجمارك والمنطقة الحرة مؤسسة الموانث والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORFORATION
	Status of Application	العربية Help 👔 العربية
site map		
Login	Reference # '12' not found in the system	
Register Online Company Admin		
Register Online Person Access		
Register Company		
Register Person		
Forgot Username		
Forgot Password		
Recall Trakhees PIN		
Inquire status		
Enquire License Activity		
Quick Pay		
License Cost Calculator		
Labour Dispute for Employee		
	تراخیص Trakhees	
FAQs Privacy Policy Terms & Co	onditions	Copyright (c) 2010 Trakhees All right reserved



3.4 Recall Trakhees ID & PIN

1. Click on the "Recall Trakhees PIN" link from the left menu.

		Thursday, August 27, 2015 01 47 PM
COVERNMENT OF DUEAN		مولسنة الواتين والمحمارات والمملقة الحرة موسسنة الواتين والجمارات والمملقة الحرة
		Help 👔 👘 🗤
Site Map	1.000	
Login	Copin	
Register Online Company Admin	If you have aready registered	with us, you can login using the form below if you are a new user Click here 7
Register Online Person Access		
Register Company	*Eitter UserName	end21
Register Person	* Enter Password	
Forgot Usemame		
Forgot Password		MIRO
Recall Trakhees PIN		mjr3
Inquire status	+Enter Test Shawn Shrun	
Enquire License Activity	STAR THE STORE AND	
Quick Pay		Submit
License Cost Calculator		
Labour Dispute for Employee		
	C TT	تراخیص akhees
FAQs Privacy Policy Terms & Con	idtions	Copyright (c) 2010 Trakhees All right reserves

- 2. Choose your Client Type Company or Person and fill in the fields required.
- 3. Click on the 'Submit' button.

			Thursday, August 27, 2015 01:48 PM
			مؤسسة الموالي والجمارك والملطقة الحرد مؤسسة الموالي والجمارك والملطقة الحرد PORTS, CUSTOMS & FREE ZONE CORPORTION
Site Map	Recall Trakhees Pin		Help ()
LogIn Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Dsername Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Quick Pay License Cost Calculator	Fill In the following details below * Client Type * License Issuing Authority * License Number *Enter Text Shown Above	and your Trakhees Id & pin information will be sent to you Client Company Client Person Ajman Freezone Authority N 8 2 Z	1.
Labour Dispute for Employee			Reducit
	C Tr	تراخیص akhees	SAMAIN
FAQs Privacy Policy Terms & Co	onditions	c	Copyright (c) 2010 Trakhees All right reserver

4. On submission, your Trakhees ID & PIN is sent to the email address given at the time of your Company/Person Registration.

	Thursday, August 27, 2015 [01:52 PM
GOVERNMENT OF DUBAI	مؤسسة المواتئ والجمارك والملطنة الحرة PORTS, CLISTOMS & FREE ZONE CORPORATION
	لامرينا (Parall Die Dequest Confirmation
Site Map	Recail Pin Request Commission
Login	Dear User
Register Online Company Admin	Please check your email. Within the next few minutes, you should receive a message from us containing your ID & pin information.
Register Online Person Access	Login
Register Company	
Register Person	
Forgot Username	
Forgot Password	
Recall Trakhees PIN	
Inquire status	
Enquire License Activity	
Quick Pay	
License Cost Calculator	
Labour Dispute for Employee	
	تراخیص Trakhees
FAQs Privacy Policy Terms & Co	onditions Copyright (c) 2010 Trakhees All right reserved

5. Error message will be shown if the system is unable to find the Trakhees ID and PIN with the input given or if there are many clients found for the input.



3.5 Profile Management

3.5.1 Forgot Password

1) If you forget the current password, you can click on "Forgot Password" link on the User Login page.

		Sunday, August 23, 2	015101.25 PM
COVERNMENT OF DURAL			Johan Reference (Light
	100	84	elp 🕢 🐝
Site Map	Loan		
Login	Langar.		
Register Online Company Admin	If you frave already registered	with us, you can login using the form below. If you are a new user Click here 🍸	
Register Online Person Access			
Register Company	*Enter UserName	Flavors	
Register Person	* Enter Passworth		
Forgot Usemame			
Forget Password		A	
Recail Trakhees PIN		VIq	
nguire status	Personal Tarrie Observer Alternate		
Enquire License Activity	Contract Previous and the Internet		
Duick Pay		Batteria	
Joanna Cost Calculator			
Labour Dispute for Employee			
	U Tr	تراخیص akhees	
FAQs (Privacy Policy Terms & Con	ditions	Copyright (c) 2010 Trakhees /	All right reserve

2) You will be redirected to "Forgot Password" page with a "Username" textbox and "Enter Text Shown Above " textbox to enter the captcha text.

	Sundar, August 23, 2015 [01:20 PM
COVERNMENT OF DURAN	موتعدة موتسبة الواني والجمارك والتعلقة الحرام routs costous a run zoos coarou stor Halp () المراح
Site Map	Forget Password Ruquest Form
Login	Enter your user name halfour and becaused reast information sall be said to your
Register Online Company Admin	Figure Yess share more acceleration of same research and same research and the
Register Online Person Access	"Username
Register Company	
Register Person	M2 /
Forget Username	III - J D
Forget Password	
Recall Trakhees PIN	"Enter Text Shown Above
Inquire status	
Enquire License Activity	Submit
Quick Pay	
License Cost Calculator	
Labour Dispute for Employee	
	تراخیص Trakhees
FAQs Privacy Policy Tenns & Co	ditions Copyright (c) 2010 Trakhees All right reserved

3) Enter your "Username", Captcha text and clicks the "Submit" button and then you will be navigated to an Identity Verification page.



	Sunday, August 23, 2015 01:32 PM
SUC	
حاومتلافي	star 💦 💦 💦 🔁
GOVERNMENT OF DUBAL	مؤسسة الموانئ والجمارك والملطلة الحرة
	PORTS, CLATOME & FREE ZUPE CORPORATION
Site Map	Forpot Password Request Form
Looin	
Register Online Commany Admin	Enter your user name below and password reset information will be sent to you.
Register Online Person Arress	
Panister Company	"Username jone14
Register Person	1/2
Forgot Username	MZJD
Forgot Password	v
Recall Trakbees PIN	*Enter Text Shown M2JD
inquire status	
Enquire License Activity	
Quick Pay	Submit
License Cost Calculator	
Labour Dispute for Employee	
	Thursday, August 27, 2015 (02:00 PM
GOVERNMENT OF DUBAL	مؤسسة المواتي والجمارك والمنطقة الجرة Ports, CISTOMS & FREI ZONE CORPORATION
	Heb El 22
Site Map	Forgot Password Request Form
Site Map	Forgot Password Request Form
Site Map Login Register Online Company Admin	Please answer the following questions so we can verify your identity and send the password reset information.
Site Map Login Register Online Company Admin Register Online Person Access	Please answer the following questions so we can verify your identity and send the password reset information.
Site Map Login Register Online Company Admin Register Online Person Access Register Company	Forgot Password Request Form Please answer the following questions so we can verify your identity and send the password reset information. Security Question © Trakhees Id & Pin
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person	Forgot Password Request Form Please answer the following questions so we can verify your identity and send the password reset information. Security Question Trakhnes id & Pin
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame	Forgot Password Request Form Please answer the following questions so we can verify your identity and send the password reset information. Security Question What is your favourite place?
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Dassword	Forgot Password Request Form Please answer the following questions so we can verify your identity and send the password reset information. Security Question ① Trakhees Id & Pin 'Security Question ① Trakhees Id & Pin
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame Forgot Usemame Forgot Password Recall Trakhees PIN	
Este Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame Forgot Usemame Forgot Password Recall Trakhees PIN Inquire status	Forgot Password Request Form Please answer the following questions so we can verify your identity and send the password reset information.
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Username Forgot Password Recall Trakhees PIN Inquire status Enguire License Activity	
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Username Forgot Username Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Duick Pay	
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame Forgot Usemame Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Quick Pay License Cost Calculator	
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame Forgot Usemame Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Duick Pay License Cost Calculator Labour Dispute for Employee	
Site Map Login Register Online Company Admin Register Online Person Access Register Company Register Person Forgot Usemame Forgot Usemame Forgot Password Recall Trakhees PIN Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee	Please answer the following questions so we can verify your identity and send the password reset information.

				Thursday	y, August 27, 2	015102	D1 PM
GOVERNMENT OF DUBAI				اللطقة المرة PORTS, CLETON	ن والجعارك و A FREE ZONE	بر سة الوالي	1/20 -}-
					н	elp 🛈	لنربه
Site Map	Forgot Password Request Form						
Login	Please answer the following questions	so we can verify your id	entity and send	the massword	reset informa	tion.	
Register Online Company Admin				, and beginning a			
Register Online Person Access							
Register Company		Security Question	Trakhees k	t & Pin			
Register Person	*Trakhees ID						
Forgot Usemame	Turney a						
Forgot Password	Trakhoes DIN						
Recall Trakhees PIN	TUNDER POL						
Inquire status			_				
Enquire License Activity		Send Reset Instruc	tions				
Quick Pay							
License Cost Calculator							
Labour Dispute for Employee							
	تراخیص Trakhees	>					
FAQs Privacy Policy Terms & Co	nditions		c	opyright (c) 20	10 Trakhees	All right r	eserved

- 4) Enter either Security Answer or Trakhees Id & Pin and click on "Send Reset Instructions".
 - If the Security Answer is not entered or if invalid security answer is entered, error message will be displayed.

حکومته ک	A Constant of the second secon
The Maps	Filing & Common & Respond France
Andri Response Union Donoung Adams Popper Union Person Access Reputer Donouny Response Person Perget Unitients Freque Personnel Rescal Type Sens Fills Rescal Type Sens Fills Rescal Type Sens Fills Rescal Type Sens Fills Rescal Donoung Person Data Per Data Per Data Per	Annual and the partnership and there as an end we the set of the barrier and the partnership and annual the set of the barrier and the partnership and the set of the barrier and the partnership and the set of the barrier and the bar
	تراخیص Trakhees
	Copyright (c) 2010 Test Innes A9 right insercial


CONSISTENCE CONTINUE	
	HINTEL LINE
	Finglist Proceeded Regiment Chine
	Please answer the following questions as we can write your sketche and said the personning to set information:
	W INCOM ANTON O THEORY OF ME
	Error Validating Form
	Please enter valid security answer.
	تراخیص Trakhees
FAQL (Pileacy Pilling's Terms & Condu	toppinget (cc.2010 Trushaws All right inside-out

• If the Trakhees Id & Pin is not entered or entered data is invalid, error message will be displayed.

	Barille, Augurt 21, 2015 [15:42 Pat
CONTINUED OF DURING	A Constanting of the Association
	Former Providence Transfer Forme
Login Pogolie Dolling Geograpy Adress Register Colling Person Access Register Colling Person Access Register Company, Singliche Company, Fregel Diemanie Projekter Fernanie Projekter Schemen Register anders Register and Register and Register and Register and Register and Register and	Present movement that indecening quices (from any well scale workly your intensity) and word this parawork internation. International Processing of the International Content of the Internat
	تراخیص Trakhees
TAGe Primer Pulles Terris & Ger	ditions Copyright (c) 2010 Tubbiess Altright interved



	Survey, your 22 pt 5 Pt 42 Pt
companyon bu bonu	A Constant of the off off off off off off off off off of
Territoria de la companya de la comp	Amon Countries Countries Country
	Photos success the full energy excellance of we have set if y year labority and south the processor is real information Frankress ID, E-5-000002 Error Validating Form Invalid Trakhees M and PN combination INVALID Trakhees M and PN combination INVALID Trakhees M and PN combination
	تر اخیص Trakhees
	Roman Computer (1) 2010 Taskhawa All African manad

• On entering valid security answer or Trakhees Id and Pin and clicking on "Send Reset Instructions", you will be navigated to success page and mail will be sent to you with Reset instructions.

	Sunday, August 23, 2015 01:37 PM
GOVERNMENT OF DURAL	مؤسسة الموالي والجمارك والمناملة الحرد PORTS CONTONS & FREE ZONE CORPORATION
	الرب (End) (End)
Site Map	Forgot Password Request Form
Login	Please answer the following questions so we can verify your identity and send the password reset information.
Register Online Company Admin	
Register Online Person Access	
Register Company	 Security Question Trakhees Id 6 Pin
Register Person	"Security Question What is your favourite place?
Forgot Usemame	
Forgot Password	Sprutte Anguar
Recall Trakhoes PIN	Ho Ho
Inquiré status	
Enquire License Activity	Send Reset Instructions
Quick Pay	
License Cost Calculator	
Labour Dispute for Employee	
	تراخيص Trakhees
FAQs Privacy Policy Terms & Co	nditions Copyright (c) 2010 Trakhees All right reserved

GOVERNMENT OF DUBAL			حرة	مؤسسة الموانئ والجمارك والمنطقة ال
			POR	Help (j)
Site Map	Forgot Password R	equest Success		
Login	- Anno anno 10 ann			
Register Online Company Admin	Password reset info details below:	rmation has been sent succes	stully to your email address, registered	I with us. Please find the account
Register Online Person Access				
Register Company			Account Details	
Register Person		UserName	jonecafe	
Forgot Usemame		Email Address	Gtfs Jone@trk.pctc.ae	
Forgot Password				
Recall Trakhees PIN				
Inquire status				
Inquire status Enquire License Activity				
Inquire status Enquire License Activity Quick Pay				
Inquire status Enquire License Activity Quick Pay License Cost Calculator				
Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee				
Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee FAQs Privacy Policy Terms &	Canditions	تراخیص Trakhees	Copyrig	yht (c) 2010 Trakhees All right rese
Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee FAQs Privacy Policy Terms &	Canditions	تراخیص Trakhees	Copyrig	aht (c) 2010 Trakhees All right rese
Inquire status Enquire License Activity Quick Pay License Cost Calculator Labour Dispute for Employee FAQs Privacy Policy Terms &	Canditions	تراخیص Trakhees	Copyrig	nht (c) 2010 Trakhees All right rese

5) Clicking on the "use this link" in mail, you will be navigated to Password Reset Screen.

TALINI .

Dear jonecafe,

We received your request to reset the password for your account. If you made this request, use this link to reset your password. If you didn't make this request, Please ignore this mail.

NOTE: This is a system generated email. Please do not respond to this email address.

	Sunday, August 23, 2015 (01,48 PM
COVERNMENT OF DUBAI	مؤسسة المواتق والتعلية الحرة مؤسسة المواتق والتعلية الحرة PORTS, CENTONS AS THE KONK COMPORTION
	برية Hep 🛈
Site Map	Reset Your Password
Login	Now you can reset your Password, Please fill in the form below:
Register Online Company Admin	
Register Online Person Access	*UserName jonacata
Register Company	
Register Person	*Password
Forgot Usemame	
Forgot Password	*Confirm Dassword
Recall Trakhees PIN	CONTRACT DESCRIPTION
Inquire status	
Enquire License Activity	Reset Password
Quick Pay	
License Cost Calculator	
Labour Dispute for Employee	
	تراخیص Trakhees
FAGs Privacy Policy Terms & Co	nditions Copyright (c) 2010 Trakhees All right reserved

6) Enter "Password" and "Confirm Password" and click on "Reset Password" button. You will be navigated to Login screen with success message.

CONFERENCE OF BUILDE	موجد الله التي والمعاركة والمثلثة العربة موجد الله التي والمعاركة والمثلثة العربة Mark etamine a taxa and e canonication Mark (عال الله ال
The Map	
1gitte	
	If you have already regulated with us, you part have using the form balled it you are 4 how used Calab have .
Depres Celina Paran Access	
Regative Company	
	- A state of a state o
	Alert
	Pasawand has been updated Saccesthary, Prease login
Chick Per-	
The second second second second	
	تراخیص Trakhees
	Generalities 2019 Techness All right associat



3.5.2 Update My Profile

1) User clicks on "Update My Profile" link in the menu. Link is provided on the menu.

مَاد مَنْ الْحَدَّ				Thursday, August	27, 2015 02:03 PN
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE 7	Joizo مؤسسة المواتئ وال ONE CORPORATION
You are in :> Home					بية 📔 Help
Welcome : cld21	License Remark	s Details			
Your Employment Visa Renewal with	No remarks on lie	cense			
Your Employment Visa Cancellation with	Requests				0
Reference # 39053 has been Approved Your Employee Salary Amendment with	Date 🤤	Ref #	Description	Status	Action
Reference # 39052 has been Approved	23/08/2015 14:27:29	14538	Lease Update	Rejected	View
Logout	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View
My Services@Trakhees	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View
lome	18/08/2015 12:13:44	40502	New Visit Visa	Request Submitted	View
Jpdate My Profile	18/08/2015	40503	New Visit Visa	In-Progress	View
Add Additional Role	18/08/2015	40505	New Visit Visa	Closed	View
legister New/Additional Service	14:33:06	40506	Vieit Viea Cancel	More Info Required	View
/iew/Edit Existing Users	14:37:31	40500	VISIL VISA GAICEI	More milo Required	VIEW
reate User	15:00:28	40508	New Visit Visa	Rejected	View
inance Online Services	17/08/2015 08:32:01	40468	New Visit Visa	In-Progress	View
LD Services	17/08/2015	40469	New Visit Visa	In-Progress	View
ED Online Services	00.40.00		Page 1 0	if 45 ▶> ▶1 10 ▼ V	iew 1 - 10 of 449
CLD Customer Services					
HS Customer Service					
	-	یص Trak	تراخ hees		
FAQs Privacy Policy Terms & Condit	tions			Copyright (c) 2010 Trakh	ees All right reser

2) User is redirected to his profile page.



3) All the fields on the profile page are read-only except Login Details.

NUC.			-
حاومة الزي			- 🎥 💓 📆
GOVERNMENT OF DUBAI			وسببة المواثئ والجمارك واللنطقة الحرة
You are in the Lindale Company Profile			PORTS, CESTONS & FREE ZONE CORPORATIO
Welcome : cid21	Update My Profile		and D
our Employment Visa Renewal with	Euromany Info		
feterence # 39335 has been Rejected	Summary muc		
elerence # 39053 has been Approved our Employee Salary Amendment with	Company Name(English)	Kenuo Digital (Middle Ea	
elerence # 39052 has been Approved	Company Name(Arabic)	اللغ معتك إمتك مستارك م	
gout		1418 4 1 2 2 4 7 1 4 1	
Ay Services@Trakhees	Trakhees ID	C-X-000092	
me	Tel NelOfficei		
date My Profile	THE PROPERTY	8756765765	
id Additional Role	Client Role	Company with Trakhees 57 License	
gister New/Additional Service		EHS - Centractor	
ew/Edit Existing Users			
eate User			
sance Online Services +			
D Services	Email Address	MuhammadAsit Anwargh	
D Online Services			
D Customer Services	Website URE		
IS Customer Service	License Issuing Authority	TVR	
		100	
	License Number	1032	
	License tasue Date	10-03-2010	
	License Expiry Date	09-03-2016	
	Login Details		
	Admin Namai English)		
	Construction of the construction of the second	0421	
	Admin Name(Atabic)	cld21	
	UserName	d821	
	* Gurrent Password		
	Password		
	Confirm Password		
	Secret Question	What is the name of your favourite teacher? •	
	Answer to Secret Question	44tdtdf	
	E-mail	Gits Jone@tk pclc.ae	
	Mobile Number	050000001999000	
			Ringel Same
			111111
	ں	🏑 تراخيم	
	Tr	akhees 🍼	

- 4) User changes his profile and clicks the "Save" button.
- 5) User profile is updated and success message is shown to the user.







مؤسسة المواني والجمارك واللطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION



6) If user doesn't enter mandatory fields then error message will be displayed.



License Number		
License Issue Date		
Login Details		
Admin Name(English)	cid21	
UserName	ror Validating Form	
* Current Pa	field is required [
Password]	ent Password	
Confirm Pag		
	What is the name of your favourite teacher? $\boldsymbol{\tau}$	
	44fdtaf	
	MuhammadAsif Anwar@	



3.5.3 Add Additional Roles

1) User clicks on "Add Additional Role" link in the menu

				Thursday, Augus	127, 2015 (02:24 PM
COVERNMENT OF DURAN				الله المحمد ا	موسدة المواتي والي موسسة المواتي والي
You are in > Home					Hato (1)
Welcome : cld21	License Remark	is Ortalis			
Yoor Employment Visa Renewal with	No remarks on li-	cense			_
Reference # 19335 has been Rejected Your Employment Vita Cancellation with	Requests				•
Reference # 39053 has been Approved	Dote -	Rof #	Description	Stature	Action
Reference # 39052 has been Approved	23/08/2015	14538	Lease Update	Rejected	View
Lagout	18/08/2015	40492	New Visit Visa	Closed	View
My Services@Trakhees	18/08/2015	40495	Visit Visa Cancel	Closed	View
Home	18/08/2015	40502	New Visit Visa	Request Submitted	View
Update My Profile	18/08/2015	40503	New Visit Visa	In-Progress	View
Add Additional Role	18/08/2015	40505	New Visit Visa	Closed	View
Register New/Additional Service	14.33.06	ANCING			1.0
View/Edit Existing Users	14 37 31	40508	Visit Visa Caricel	More Into Medured	Aserve
Create User	15 00 28	40508	New Visit Visa	Rejected	View
Finance Online Services -	17/08/2015	40468	New Visit Visa	In-Progress	View
CLD Services	17/08/2015	40469	New Visit Visa	In-Progress	View
CED Online Services	00.40.00		Page t of 4	Statut Inc	View 1 - 10 of 449
CLD Customer Services				STRUCTURE STRUCT	
EHS Cuntomer Service					
		يص Trak	تراخ hees 🥪		
FAQs Privacy Policy Terms & Condi	tions			Copyright (c) 2010 Traki	hees All right reserv

2) User is redirected to a page where all the roles currently assigned and the roles which he/she can avail are displayed.

You are in a Add Add Borral Ratations	o (Role) with Test	hier -		Hain (1)
Welcome ; cid21	Current Avail	able Roles		inde 😡 🔅
Your Employment Vice Renewal with Behimmote # 38335 has been file/inded Your Employment Vice Cancellation with Reference # 38053 has been Approved Your Employee Galary Amendment with Reference # 39052 has been Approved	Serial No. 1 2 Add Accelling	Role Description (English) Company with Trakhess F2 License EHS - Contractor	Rolu Desectiption (A ایر که مرد دینجه این از تویین افیاه راهنمه و انتخابه دینچیا	vrabic)
hankit	Sertal No.	Role Description (English)	Role Description (Arabic)	Select
My Services@Trakhees	1	Company with External License	تاريقة منطة لدي هوة أخرى سائنار عدر	18
fome	3	Civil Contractor	حقول منلى	10
exterior 64a Theofile	4	EIA Consultant	ستثنار عزور فيئة	107
bone sity surge	5	Third party Agency - Service Provider	والتالة والعربة والتقر	101
dd Additional Role	0	EH3 - Developer	البينة والمسجة والسائمة – معلون	10
egister New/Additional Service	7.	EHS - Food Supplier	النيئة والمسجة والمخدة دمورد أغلية	100
iew/Edit Existing Users	8	EHS - Ship Agent	الهذاج المسجة واشتخده جركش سقيط	10
the car state of the	8	EHS Consultant	EHS Consultant	
leate User	10	Typing Office	ALC: CEA	100
inance Online Services	11	Marpol Wraste Reception Company	Marpol Waste Reception Company	10
LD Services	12	Bunker Supply company	Burker Bappiy company	
CD Dullas Paralase	14	Ship Repair Company	Diving Company	100
CO Online Services	16	This Repair Company	This Turate Company	
LD Customer Services	16	Harmal/Tank cleaning company	Harmal Tank cleaning company	100
HS Customer Service	Pile	remain the second conducts	The start of the s	

FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Traktwee All right reserved

3) User selects a role(s) and clicks the "Submit" button.

Initiative Initiative Holes Initiative Holes Company with Trakines F2 License EHG - Contractor onal Role Company with External License CMC Company with External License CMC Company with External License CMC Consistent CMC Contractor EMA Constant	Role Description (A بر کا مراحمه این براهم چنا و احسا و لیکنا ، بنچ چنا و Role Description (Aratisc) ریوا امری اعتیار میچ	Halb () vabic) Select
Allable Roles Its: Note Description (English Concern with Takhnen F2 Loone EH6 - Contactor onal Role Role Description (English) Company with External License CM0 Consultant CM0 Contactor EIA Consultant	الا المعادي الم المعادي المعادي المعادي المعادي المعادي	Select
te: Note Description (English Concern) with Trickhees FZ License EHS - Contractor onet Role Role Description (English) Company with Enternal License CMP Compatient CMP Compatient CMP Compatient CMP Compatient	tain Role Description (A بر که بر استان از پر دانش بونه را مسار و لیکنه، بینو بونه این از مینو رویه میر بونه این میراند.	Vabic) Select
Role Description (English) Company with Estavisal License CAN Consultent CAN Consultent EA Consultent EA Consultent	Rok Description (Arabic) تر کا مینیند توریخ خبری مینتر منچ بندی	Select Cl
Company with Estamat License CAO Consultant CAU Contractor ElA Consultant	در که مسئله کې موه کمړي مسئلم منړي مغرل منړي	0
CAO Consultant CAII Contractor EIA Consultant	مېتلو دېږې د دور مدې	0
CMI Contractor ElA Consultant	مغول مدي. ا	1.5
EIA Consultant		
- Evenue -	100 TEA Tears	-
Child Developer	and an integration of a	
Enc. Developer	and a second line of a line	
ENS - Shin Agent	البناء المحاد المحاد والتاريخ	-
EHE Censultant	EHS Consultant	-0
Typing Office	17.00 miles	10
Marpol Weste Reception Company	Marpol Waste Receptor Company	100
Burker Burply company	Buillier Supply company	8
Oning Company	Diving Company	10
Ship Repair Company	Ship Repair Company	
Ship Survey Company	Ship Survey Contgeny	
HeamelTent cleaning company	Hazmal/Tank cleaning company	10
	EHS - Food Buppler EHS - Ship Agent EHS Cansulant Typing Office Marpol Wate Reception Company Burker Starply company Oning Company Ship Repair Company Ship Survey Company Misimul Tank cleaning company	Brits - Food Bupplan البناء روب - السنان السناع المناع Brits - Ship Agent البناء والسنا والسناي والمناع Brits - Ship Agent EPIS Consultant Typing Office السناي والسناي Marpol Waste Reception Company Marpol Waste Recepton Company Burner Stupply company Burner Stupply company Oning Company Britis Survey Company Ship Repair Company Ship Repair Company Ship Survey Company Bits Survey Company MacmalTant, cleaning company MacmalTant, cleaning company



FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakheen All right reserved

4) User role registration request is sent to the admin, success message is displayed.

VALUE AND A COMPARISON (Comparison		
Allenance and M		
Automatical and a second secon	Service Market Constraints Constraints Constraints (Constraints of Constraints (Constraints)) 2 Barl Constraints	nij te bezieten king over serier op dat net onderskel par
Faltering # 2011 And the Association	Are Additioned frees	
		www.bisciptureiteitersi
My Record and Thildren	Add Additional Hole	
	Riske Request is petitip the administrator. Your re	ference # in IR-30417
	1.05	
	a Del Brenie	and the second s
Parene Dera Raminal		
and the second second		Manager Manager
	تراخیص Trakhees	
		County of a 2010 Tradient At rule access

- 5) User receives an error message if system is unable to submit his request.
- 6) An email notification will be sent to you when the request is approved or rejected.



3.6 Company Admin User Management

3.6.1 Create User

- 1) Company Admin User login the system.
- 2) Company Admin User clicks on the "Create User" link from the menu.

				Thursday, August	27, 2015 02:40 PM			
GOVERNMENT OF DUBAI				1				
				جمارك والمطقة الخرم PORTS, CUSTOMS & FREE 7	CONE CORPORATION			
You are in :> Home					ريبة 📔 Help			
Welcome : cid21	License Remar	ks Details						
Your Employment Visa Renewal with	No remarks on li	icense						
Your Employment Visa Cancellation with	Requests	Requests						
Reference # 39053 has been Approved	Date 👙	Ref #	Description	Status	Action			
Reference # 39052 has been Approved	27/08/2015	R-10417	Client Role Request	In Progress	View			
loqout	23/08/2015 14:27:29	14538	Lease Update	Rejected	View			
My Services@Trakhees	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View			
Home	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View			
Update My Profile	18/08/2015 12:13:44	40502	New Visit Visa	Request Submitted	View			
Add Additional Role	18/08/2015 12:14:42	40503	New Visit Visa	In-Progress	View			
Register New/Additional Service	18/08/2015	40505	New Visit Visa	Closed	View			
View/Edit Existing Users	18/08/2015	40506	Visit Visa Cancel	More Info Required	View			
Finance Online Services	18/08/2015	40508	New Visit Visa	Rejected	View			
CLD Services	17/08/2015	40468	New Visit Visa	In-Progress	View			
CED Online Services	00.02.01		Page 1	of 45 🗪 🖬 10 🔻 🛝	/iew 1 - 10 of 450			
CLD Customer Services								
EHS Customer Service								
	8	یص Trak	تراخب hees					
FAQs Privacy Policy Terms & Condi	tions			Copyright (c) 2010 Trakh	ees All right reserv			

3) A screen is displayed with fields along with a submit button.

		Thursday, August 27, 2015 02:41 PM
GOVERNMENT OF DUBAI		مؤسسة المواني والجمارك والمنطقة الحرة PORTS CLAIONS & FREE ZONE CORPORATION
You are in :> Create User		لىرىية (Editoria e rise control of the rise c
Welcome : cid21	Create User	
Your Employment Visa Renewal with	Login Details	
Reference # 39335 has been Rejected Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with Reference # 30055 has been Approved	* Employee Name(English)	
Relevence # 39052 has been Approved	* Employee Name(Arabic)	
Logout	T 1423 03	
My Services@Trakhees	* User Name	
Home	* Password	
Update My Profile		
Add Additional Role	* Confirm Password	
Register New/Additional Service		
View/Edit Existing Users	* Secret Question	What is the name of your favourite teacher?
Create User		
Finance Online Services	Secret Answer	
CLD Services		
CED Online Services	* E-mail Address	
CLD Customer Services	I Hab Na	
EHS Customer Service	MOD NO	
	* Account Status	Active Inactive
	Service	
	Service Search	
	Jennice Jeanun	
		Reset Submit
		تراخیص rakhees
FAQs Privacy Policy Terms & Conditi	ions	Copyright (c) 2010 Trakhees All right reserved

4) After filling all mandatory fields & add service. Company Admin User clicks on submit button.



Welcome : cld21

Logout

Home

Update My Profile Add Additional Role

Create User

CLD Services

CED Online Services CLD Customer Services

EHS Customer Service





FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



5) Employee is created & success message is displayed.

					gust 27, 2015 02:45 Pl
GOVERNMENT OF DURAI				لك والمتعلقة الحرة PORTS, CLISTOMS & F	Jotza مؤسسة الموانئ والجمار REE ZONE CORPORATION
You are in :> View/Edit Users					Help 🔃 😐
					0
	Id	Name (English) 🗸	Name (Arabic)	Email Address	Status
		dsds	sdsd	scx@gmail.com	Active
			cidemp	asas@gmail.com	Active
Reference # 39052 has been Approved	1692	cld215	cld215	asas@gmail.com111	Active
Local	3345	cld213	cld213	ismail mohideen@trk.pcfc.ae	Active
	3344		Success	ismail mohideen@trk.pcfc.ae	Active
My Services@Taknees	3343	Informat	ian anual Dunananfullu	Gtfs:Jone@trk.pcfc.ae	Active
Home	3926		ion saved Successiuily	abc@gmail.com	Active
Update My Profile	3323		OK	joneonlineindia@gmail.com	Active
Add Additional Role	3303	Jone	Jone	joneonlineindia@gmail.com	Active
Register New/Additional Service	3584	Asna Khader	Asna Khader	asna@gmail.com	Active
View/Edit Existing Users	Can Search	n 🤃 🖉 Edit 🕂 Add 🌽 Re	eset Password 💿 🛶 Page	e 1 of 2 ++ ++ 10 *	View 1 - 10 of 11
Finance Online Services					
CED Online Services					
CLD Customer Services					
EHS Customer Service					
		ص	تر اخد		



7) If user doesn't enter all the mandatory fields on the screen then error message will be displayed.

Ports Customs & Free Zone Corporation



مؤسسة الموالي والجمارك واللطقة الحرة PORIS, CUSTONS & FREE 2058 CORPORATION Login Details Error Validating Form This field is required [X E-mail Address This field is required [Mob No OK shul is the name of your layounts teacher? * Active Intactive Service تراخيص Trakhees Copyright (c) 2010 Trakhees All right reserved



3.6.2 Activate/Inactive Employee User Account

- 1) Company Admin User login the system.
- 2) Company Admin User clicks on the "View/Edit Users" link from the menu.

				Thursday, Augus	t 27, 2015 02:49 PM				
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS CUSTOMS & FREE	المواني والم مؤسسة المواني والم				
You are in :> Home					للعربية 🔰 Help				
Welcome : cld21	License Remar	ks Details							
Your Employment Visa Renewal with	No remarks on li	icense							
Reference # 39335 has been Rejected	Requests	Requests							
Reference # 39053 has been Approved	Date 🜩	Ref #	Description	Status	Action				
Reference # 39052 has been Approved	27/08/2015	R-10417	Client Role Request	In Progress	View				
Logout	23/08/2015	14538	Lease Update	Rejected	View				
My Services@Trakhees	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View				
Home	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View				
Update My Profile	18/08/2015 12:13:44	40502	Ne Visit Visa Cancel	Request Submitted	View				
Add Additional Role	18/08/2015 12:14:42	40503	New Visit Visa	In-Progress	View				
Register New/Additional Service	18/08/2015 14:33:06	40505	New Visit Visa	Closed	View				
View/Edit Existing Users	18/08/2015 14:37:31	40506	Visit Visa Cancel	More Info Required	View				
Finance Online Services	18/08/2015	40508	New Visit Visa	Rejected	View				
CLD Services	17/08/2015	40468	New Visit Visa	In-Progress	View				
CED Online Services	00.02.01		Page 1 of	45	view 1 - 10 of 450				
CLD Customer Services									
EHS Customer Service									
		ص Tral	تراخی khees						
FAQs Privacy Policy Terms & Condi	tions			Copyright (c) 2010 Trakh	nees All righ <mark>t</mark> reserve				

3) A screen is displayed containing the entire employees list along with edit button.

52



4) Company Admin User selects an employee & click on edit button.

Thursday, August 27, 2015 | 02:50 PM



5) A screen is displayed containing employee details along with Status radio button having values Active/Inactive & a submit button.

				Thursday, Augus	27, 2015 02:50 PI
مَلَومَتَرُنَةِ				se 🖉	le Sjatza
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORIS, CUSTOMS & FREE	مؤسسة الموانئ وال ZONE CORPORATION
You are in :> View/Edit Users> Edit Use	er				Help 主 🛛 🚛
Welcome : cld21	Edit User				
Your Employment Visa Renewal with Reference # 39335 has been Rejected	Login Details				
Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with	* Employee Name(English)	cld215			
Reference # 39052 has been Approved	* Employee Name(Arabic)	cld215			
Logout	5 23				
My Services@Trakhees	UserName	cld215			
Home	* Secret Question	Marcello M	in the second	1	
Update My Profile		what is tr	te name of your tavounte teacher?		
Add Additional Role	* Secret Answer	Linevana			
Register New/Additional Service		XXXXXX			
View/Edit Existing Users	* E-mail Address	asas@gr	nail.com111		
Create User					
Finance Online Services	* Mob No	0000			
CLD Services					
CED Online Services	 Account Status 	Active	Inactive O		
CLD Customer Services					
EHS Customer Service	Service				
	Service Search				
			Subscribe Service/s)		
	Service Name(Eng	lish)	Service Name(Arabic)	Select	
	CLD Customer Services		CLD Customer Services	Delete	
				Reset	Save
	٢	راخيم	ב 🧹		
EAOs I Delvary Dellay I Tamas & Casellin	Ir	акпее	s	Convright (c) 2010 Track	and All right second



6) Company Admin User selects "Active/Inactive" from radio button& clicks the "Save" button.

				Thursday, Augu	ist 27, 2015 02:52 PM
خ لوم ترزي				<u></u>	Jafza
GOVERNMENT OF DUBAI				بارك والمنطقة الحرة PORTS, CUSTOMS & FRE	مؤسسة الموانئ والج E ZONE CORPORATION
You are in :> View/Edit Users> Edit Use	er				لعربية 📔 Help
Welcome : cld21	Edit User				
Your Employment Visa Renewal with Reference # 39335 has been Rejected Your Employment Visa Cancellation with	Login Details				
Reference # 39053 has been Approved Your Employee Salary Amendment with	* Employee Name(English)	cld215			
Relefence # 39052 has been Approved	* Employee Name(Arabic)	cld215			
My Services@Trakhees	User Name	cld215			
Home	* Secret Question				
Update My Profile	Secret Question	What is th	e name of your favourite teacher? •		
Add Additional Role	* Secret Answer	-			
Register New/Additional Service		XCXZXZ			
View/Edit Existing Users	* E-mail Address	asas@on	nail.com111		
Create User					
Finance Online Services	* Mob No	0000			
CLD Services					
CED Online Services	* Account Status	Active O	Inactive		
CLD Customer Services	Complete				
EHS Customer Service	Service				
	Service Search				
			o		
	Service Name(End	ılish)	Subscribe Service(s) Service Name(Arabic)	Select	
	CLD Customer Services		CLD Customer Services	Delete	
				Reset	Save
	ں Tr	راخیص akhee	5 🖌		
FAQs Privacy Policy Terms & Conditi	ons			Copyright (c) 2010 Tra	khees All right reserve



8) Employee is activated/deactivated accordingly & success message is displayed.

				Thursday, A	ugust 27, 2015 02:52 FM
GOVERNMENT OF DUBAL				ا دوالمنطقة الحرة PORIS, CLSTOMS &	في المحقوم المحمد ال
You are in > View/Edit Users					Help 💽 🛶
					0
Your Employment Visa Renewal with	Id	Name (English) -	Name (Arabic)	Email Address	Status
		dsds	sdsd	scx@gmail.com	Active
			cldemp	asas@gmall.com	Active
	1692	cld215	old215	asas@gmall.com111	Inactive
Lound	3345	cld213	cld213	ismail mohideen@trk.pcfc.ae	Active
	3344		Success	Ismail.mohideen@trk.pcfc.ae	Active
My Services@Trakhees	3343	In the second second		Gtfs Jone@trk.pcfc.ae	Active
Home	3926		on saved Successfully	abc@gmail.com	Active
Update My Profile	3323		OK	joneonlineindia@gmail.com	Active
Add Additional Role		Jone	Jone	joneonlineindia@gmail.com	Active
Register New/Additional Service	3584	Asna Khader	Asna Khader	asna@gmall.com	Active
View/Edit Existing Users	🕫 Search	h 🧔 🌶 Edit 🕂 Add 🥜 Re	set Password 💦 🛶 🛛 Pag	е 1 of 2 на на то т	View 1 - 10 of 11
Finance Online Services					
CLD Customer Services					
EHS Customer Service					
		یص Traki	تراخ hees		
EAOs I Privacy Policy Terms & Coodi	tions			Convitent (c) 2010	Trakhees All right reserve



3.6.3 Grant/Revoke Service to Employee

- 1) Company Admin User login the system.
- 2) Company Admin User clicks on the "View/Edit Users" link from the menu.

				Thursday, August	27, 2015 02:49
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE Z	Jafza مؤسسة الموانئ وال
You are in :> Home					Help 主 🕴
Welcome : cid21	License Remar	ks Details			
Your Employment Visa Renewal with	No remarks on li	cense			
Reference # 39335 has been Rejected Your Employment Visa Cancellation with	Requests				•
Reference # 39053 has been Approved	Date 👙	Ref #	Description	Status	Action
Reference # 39052 has been Approved	27/08/2015	R-10417	Client Role Request	In Progress	View
oqout	23/08/2015 14:27:29	14538	Lease Update	Rejected	View
My Services@Trakhees	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View
Home	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View
Jpdate My Profile	18/08/2015 12:13:44	40502	Ne Visit Visa Cancel	Request Submitted	View
Add Additional Role	18/08/2015 12:14:42	40503	New Visit Visa	In-Progress	View
Register New/Additional Service	18/08/2015 14:33:06	40505	New Visit Visa	Closed	View
/iew/Edit Existing Users	18/08/2015 14:37:31	40506	Visit Visa Cancel	More Info Required	View
Finance Online Services	18/08/2015	40508	New Visit Visa	Rejected	View
CLD Services	17/08/2015	40468	New Visit Visa	In-Progress	View
CED Online Services	00.32.01		Page 1 of	45 🏎 🖬 10 🔻 🗸	'iew 1 - 10 of 450
CLD Customer Services					
EHS Customer Service					



FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved

3) A screen is displayed containing the entire employees list along with edit button.



4) Company Admin User selects an employee & click on edit button.

Thursday, August 27, 2015 | 02:50 PM



5) A screen is displayed containing employee details along with employee service section containing assigned services in the form of a grid with headers Service Name (English), Service Name (Arabic) & Action. In action there is a delete link.





You are in :> View/Edit Users> Edit Us	er				Help 👔	ريية
Welcome : cld21	Edit User					
Your Employment Visa Renewal with	Login Details					
Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with	* Employee Name(English)	cld215				
Reference # 39052 has been Approved	* Employee Name(Arabic)	cld215				
Logout						
My Services@Trakhees	User Name	cld215				
Home	* Secret Question	besterver				
Update My Profile		What is the	ne name of your favourite teacher? 🔻			
Add Additional Role	* Secret Answer					
Register New/Additional Service		XUXZXZ				
View/Edit Existing Users	* E-mail Address	asas@g	nail com111			
Create User						
Finance Online Services	* Mob No	0000				
CLD Services						
CED Online Services	* Account Status	Active 🥥	Inactive			
CLD Customer Services	Comulas					ï
EHS Customer Service	Service					
	Service Search					
			Subscribe Service/s)			
	Service Name(Eng	glish)	Service Name(Arabic)	Select		
	CLD Customer Services		CLD Customer Services	Delete		
				Reset	Save	
		• 1				
	U	راحيص				
	Tr	akhee	s 🚿			
FAQs Privacy Policy Terms & Conditi	ions			Copyright (c) 2010 Trak	hees All right	reser
······································					and a set of the segme	



6) A button with label "Search" is also there to add more services A submit button is also there on the screen.

					Thursday, August	27,2015 02:59	9 PM
GOVERNMENT OF DUBAI					معارك والمنطقة الحرة	العام المواني وال	20 3.4
Vou are in > View/Edit Licers Edit Licer					PORTS, CUSTOMS & FREE 7	Holn (*)	N and
Welcome : cld21	dit User					Help (L)	
Your Employment Visa Renewal with	Login Dotaile						-
Reference # 39335 has been Rejected	Login Details						
Reference #3 Search Service					ŝ	•	
Reference # 3 Search by Service Name	EHS	Sea	rch				
Logout					15		
My Service Search Result							
Home Service Na	me(English)	Service	Name(Arabic)	Select			
Update My Pr EHS Customer Servi	ce	و إدارة البينة والمسحة والسائمة	عندة عبلا				
Add Additiona							
Register New/							
View/Edit Exit							
Create User							
Finance Onlin							
CLD Services							
CED Online S				Close	Continue		
CLD Custome						1.	
EHS Customer Service	Curden Dor						
	Service Ser	irch					
			Subscribe Service(s)				
	Service	Name(English)	Service Name(Ar	rabic)	Select		
	CLD Customer S	ervices	CLD Customer Services		Delete		
					Reset	Save	
		را خیص Trakhee	تر s				
FAQs Privacy Policy Terms & Condition	15			C	opyright (c) 2010 Trakh	ees All right re	served



7) If Company Admin User deletes service(s) by clicking the delete link & click submit button that service(s) will be revoked from the employee.

				Thursday, Augu	ist 27, 2015 03:00 PM
GOVERNMENT OF DUBAI				مارك والمنطقة الحرة PORTS, CLSTOMS & FRE	Jatao بالمواني والجه مؤسسة المواني والجه E ZONE CORPORATION
You are in :> View/Edit Users> Edit Users>	er				لىرىية Help 主
Welcome : cld21	Edit User				
Your Employment Visa Renewal with	Login Details				
Your Employment Visa Cancellation with Reference # 39053 has been Approved Your Employee Salary Amendment with Reference # 39052 has been Approved	* Employee Name(English)	cld215			
Reletence # 39032 has been Approved	* Employee Name(Arabic)	cld215			
Logout	Upor Name				
My Services@Trakhees	User Name	cld215			
Home	* Secret Question	What is	the name of your favourite teacher? 🔻		
Update My Profile		12/11/05/04/0			
Add Additional Role	* Secret Answer	xcxzxz			
Register New/Additional Service					
View/Edit Existing Users	* E-mail Address	asas@g	mail.com111		
Create User	6000000				
Finance Online Services	* Mob No	0000			
CLD Services	Account Status	5750 STORE			
CED Online Services	Account Status	Active 🤇	Inactive 🔍		
CLD Customer Services	Service				
EHS Customer Service	Service				
	Service Search		Subscribe Service(s)		
	Service Name(Eng	glish)	Service Name(Arabic)	Select	
	CLD Customer Services		CLD Customer Services	Delete	
	EHS Customer Service		لحدمة عماته إدارة البيئة والمسعة والسائمة	Delete	
				Reset	Save
	ں Tr	اخیص akhee	تر es		
FAQs Privacy Policy Terms & Conditi	ions			Copyright (c) 2010 Tra	khees All right reserved



Admin user can add service(s) by using the Search button. After adding the service(s) Online Admin User clicks submit button the service will be granted to the employee.

				Thursday, A	ugust 27: 2015 02:52 PM
GOVERNMENT OF DUBAI				ا به والمنطقة الجرة PORIS, CUSTOMIS &	مروسية المواني والجمارا وموسية المواني والجمارا
You are in :> View/Edit Users					Help 主 🦂
					0
Your Employment Visa Renewal with	ld	Name (English) =	Name (Arabic)	Email Address	Status
		dsds	sdsd	scx@gmail.com	Active
			cldemp	asas@gmail.com	Active
	1692	cld215	cld215	asas@gmail.com111	Inactive
	3345	cld213	cld213	ismall mohideen@trk pcfc ae	Active
	3344		Success	Ismail mohideen@trk pcfc.ae	Active
My services@traknees	3343	Information	a caused Queensefully	Gtfs Jone@trk pcfc ae	Active
Home	3926		r saved Successionly	abc@gmail.com	Active
Update My Profile	3323		OK	joneonlineindia@gmail.com	Active
Add Additional Role		Jone	Jone	joneonlineindia@gmail.com	Active
Register New/Additional Service	3584	Asna Khader	Asna Khader	asna@gmall.com	Active
View/Edit Existing Users	p Search	i 🧔 🍃 Edit 🕂 Add 🍃 Res	et Password Page 1	072 en en 10 V	View 1 - 10 of 11
Finance Online Services -					
CLD Customer Services					
EHS Customer Service					
		ن یص Trakh	تراغ nees		

Copyright (c) 2010 Trakhees All right reserv



3.6.4 Search & Add Service

1) "Search" service popup is opened when it is called from any page.

						Thursday, August :	27, 2015 02:59 P
كومة كمنك	129					Æ 🖗	Jatza
GOVERNMENT OF D	UBAI					لجمارك والمنطقة الحرة PORTS CUSTOMS & ERFE 7	مؤسسة المواني وا
/ou are in :> View/Edi	tUsers> EditUser						Help 😧 🛶
Welcome : cld21	E	lit User					
our Employment Visa R	enewal with	Login Details					
eference # 39335 has b our Employn	een Rejected	-					
eference # 3 Search	Service					*	
eference # 3 Sear	rch by Service Name	EHS	Se	arch			
gout		2110					
My Service	Search Result						
ime T		110 March	- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10				
idate My Pr	Service Nan	ne(English)	Servi	ce Name(Arabic)	Select		
d Additiona	EHS Customer Servic	8	داره قبينة والصحة والسامعة	the sur			
adister New/							
ew/Edit Exis							
eate User							
and the second sec							
nance Onlin							
nance Onlin D Services							
nance Onlin D Services							_
nance Onlin D Services D Online S D Custome					Close	Continue	
ance Onlin D Services D Online S D Custome IS Custome Service					Close	Continue	
nance Onlin D Services D Online S D Custome IS Customer Service		Service S	earch		Close	Continue	ĥ
ance Onlin D Services D Online S D Custome IS Customer Service		Service S	earch		Close	Continue	ti.
ance Onlin D Services D Online S D Custome IS Customer Service		Service Servic	earch	Subscribe Service(s)	Close	Continue	
nance Onlin D Services D Online S D Custome IS Customer Service		Service Servic	e Name(English)	Subscribe Service(s) Service Name	Close ne(Arabic)	Continue Select Detete	fi.
nance Onlin D Services D Online S D Custome IS Customer Service		Service Servic CLD Customer	e Name(English) • Services	Subscribe Service(s) Service Nam CLD Customer Service	Close ne(Arabic) ces	Continue Select Detete	
nance Onlin D Services D Online S D Custome IS Customer Service		Service Servic Servic CLD Customer	earch e Name(English) Services	Subscribe Service(s) Service Nam CLD Customer Service	Close ne(Arabic) ces	Continue Select Delete Reset	Save
nance Onlin LD Services ED Online S LD Custome HS Customer Service		Service Servic CLD Customer	e Name(English) Services	Subscribe Service(s) Service Nam CLD Customer Servic	Close ne(Arabic) ces	Continue Select Delete Reset	Save
nance Onlin D Services D Online S D Custome 1S Customer Service		Service Servic CLD Customer	earch e Name(English) · Services Jخيص Trakhe	Subscribe Service(s) Service Nam CLD Customer Servic	Close ne(Arabic) ces	Continue Select Delete Reset	Save

- 2) User types in the fields & click on search button.
- 3) Matching services are displayed on the popup along with a checkbox.
- 4) User selects the required services & clicks on submit button.



3.6.5 User Register Service

- 1. Client Admin User logs in the portal.
- 2. User clicks on "Register New/Additional Service" link on menu.

Thursday, August 27, 2015 | 03:14 PM





FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



3. User will be redirected to a page where all the services which he/she can avail are displayed.



4. User selects a service(s) and clicks the "Continue" button.

Thursday, August 27, 2015 | 03:21 PM 101 Jafza **GOVERNMENT OF DUBA** مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION للعربية 📔 Help 🚺 You are in :> Register New/Additional Service Services Welcome : testadm75 Please mark the services you want to register for and save. Your Visa Amendment with Reference # 8250 has been Rejected Serial No. Service Name(Arabic) Select Service Name(English) Your License Renewal with Reference # 6733 has been Rejected Your Visa Amendment with Reference # Employment Visa العملة فيزا 1 8216 has been Approved Reset Continue Logout My Services@Trakhees Home Update My Profile Add Additional Role Register New/Additional Service View/Edit Existing Users Create User Update My Profile Finance Online Services CLD Services CED Online Services EHS Customer Service تراخیص Trakhees FAQs | Privacy Policy | Terms & Conditions Copyright (c) 2010 Trakhees All right reserved 5. User clicks the "Continue" button.

		Thursday, August 27, 2015 03:21 PM
GOVERNMENT OF DUBAI		مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION
You are in :> Register New/Additional Ser	vice > Service(s) Detail	لىرىية Help 主
Welcome : testadm75	Services	
Your Visa Amendment with Reference # 8250 has been Rejected Your License Renewal with Reference #	Employment Visa	
6733 has been Rejected Your Visa Amendment with Reference # 8216 has been Approved	* Passport Number	
Logout	Mobile Number	
My Services@Trakhees		
Home		Reset Save
Update My Profile		
Add Additional Role		
Register New/Additional Service		
View/Edit Existing Users		
Create User		
Update My Profile		
Finance Online Services		
CLD Services		
CED Online Services		
FUR ONLY ON T		

FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



- 6. Enter required details and click on Submit. User service registration request is sent to the admin, success message is displayed.
- 7. An email notification will be sent to you when the request is approved or rejected.





3.6.6 Reset Employee Password

- 1) Company Admin User login the system.
- 2) Company Admin User clicks on the "View/Edit Users" link from the menu.

				Thursday, August	27, 2015 02:49 PM
خلومترزي				/ 🚈 🏄	le Sjatza
GOVERNMENT OF DUBAI				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE	مؤسسة الموانئ وال ZONE CORPORATION
You are in :> Home					لعربية 🔰 Help
Welcome : cld21	License Remar	ks Details			
Your Employment Visa Renewal with	No remarks on l	icense			
Reference # 39335 has been Rejected Your Employment Visa Cancellation with	Requests				•
Reference # 39053 has been Approved	Date 👙	Ref #	Description	Status	Action
Reference # 39052 has been Approved	27/08/2015	R-10417	Client Role Request	In Progress	View
Logout	23/08/2015 14:27:29	14538	Lease Update	Rejected	View
My Services@Trakhees	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View
Home	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View
Update My Profile	18/08/2015 12:13:44	40502	Ner Visit Visa Cancel	Request Submitted	View
Add Additional Role	18/08/2015	40503	New Visit Visa	In-Progress	View
Register New/Additional Service	18/08/2015	40505	New Visit Visa	Closed	View
View/Edit Existing Users	18/08/2015	40506	Visit Visa Cancel	More Info Required	View
Finance Online Services	18/08/2015	40508	New Visit Visa	Rejected	View
CLD Services	17/08/2015	40468	New Visit Visa	In-Progress	View
CED Online Services	00.02.01		False 1 of	45	/iew 1 - 10 of 450
CLD Customer Services	1				
EHS Customer Service					
		يص	🖍 تراخ		
		Trak	hees 🎽		
FAQs Privacy Policy Terms & Condi	tions			Copyright (c) 2010 Trakh	iees All right reserve

3) A screen is displayed containing the entire employees list along with reset password button.

4) Company Admin User selects an employee & click on reset password button.





You are in :> View/Edit Users



العربية 📔 Help 主

Welcome : testadm9	View/E	dit Existing Users			•
Your Non Sponsored Amend with	Id	Name (English) 🗘	Name (Arabic)	Email Address	Status
Your Non Sponsored Cancel with	1320	testuser	testuser	Dicetek.Amir@pcfc.ae	Active
Reference # 8247 has been Rejected Your Non Sponsored Renew with	1318	testadm92	testadm92	ismail.mohideen@trk.pcfc.ae	Active
Reference # 8246 has been Rejected	1316	testadm91	testadm91	ismail.mohideen@trk.pcfc.ae	Active
Logout	🔎 Sear	ch 🧄 🧨 Edit 🕂 Add 🥒 Res	et Password In and Page	of 1	View 1 - 3 of 3
My Services@Trakhees					
Home					
Update My Profile					
Add Additional Role					
Register New/Additional Service					
View/Edit Existing Users					
Create User					
Update My Profile					
Finance Online Services					
CLD Services					
CED Online Services					
EHS Customer Service					
		نيص Trakt	تراخ nees		
FAQs Privacy Policy Terms & Condi	tions			Copyright (c) 2010 Tr	akhees All right reserve



A dialog box appears user confirms & password is changed and an email is sent to the employee containing new password.





COVERNMENT OF DUBAI				: د والملطقة الحرة PORTS, CUSTOMS &	Joizon تواني والجمارا مؤسسة المواني والجمارا
You are in > View/Edit Users					امرية Help 👔
					•
Your Non Sponsored Amend with	ld	Name (English) -	Name (Arabic)	Email Address	Status
	1320	testuser		Dicetek Amir@pcfc.ae	
	1318	testadm92	testadm92	ismail mohideen@trk pcfc ae	Active
	1316	testadm91	testadm91	ismail.mohideen@trk.pcfc.ae	Active
Logout		ch 🦿 🍃 Edit 👍 Add 🌽 Res	et Password Pag	10 1 OF 1	View 1 - 3 of 3
		Res	et Password		
Home		Password I	Reset Successfully for testuser		
Update My Profile			OK		
Add Additional Role					
Register New/Additional Service					
View/Edit Existing Users					
Greate User					
Update My Profile					
Finance Online Services					
CLD Services					
GED Online Services					
EHS Customer Service					
		یص Traki	تراخ nees 🧹		
FAQs Privacy Policy Terms & Cond				Copyright (c) 2010	Trakhees All right reserved
3.6.7 Edit Employee Profile

- 1) Company Admin User login the system.
- 2) Company Admin User clicks on the "View/Edit Users" link from the menu.

				Thursday, Augus	t 27, 2015 02:49 PN
خلومترزي				/ 🖉	le Sjatza
GOVERNMENT OF DOBAT				جمارك والمنطقة الحرة PORTS, CUSTOMS & FREE	مؤسسة الموانئ وال ZONE CORPORATION
You are in :> Home					بريبة Help 主
Weicome : cid21	License Remar	ks Details			
Your Employment Visa Renewal with	No remarks on li	cense			
Reference # 39335 has been Rejected Your Employment Visa Cancellation with	Requests				•
Reference # 39053 has been Approved	Date 🔤	Ref #	Description	Status	Action
Reference # 39052 has been Approved	27/08/2015	R-10417	Client Role Request	In Progress	View
Logout	23/08/2015 14:27:29	14538	Lease Update	Rejected	View
My Services@Trakhees	18/08/2015 08:04:01	40492	New Visit Visa	Closed	View
Home	18/08/2015 08:56:25	40495	Visit Visa Cancel	Closed	View
Update My Profile	18/08/2015 12:13:44	40502	Ne Visit Visa Cancel	Request Submitted	View
Add Additional Role	18/08/2015 12:14:42	40503	New Visit Visa	In-Progress	View
Register New/Additional Service	18/08/2015	40505	New Visit Visa	Closed	View
View/Edit Existing Users	18/08/2015 14:37:31	40506	Visit Visa Cancel	More Info Required	View
Finance Online Services	18/08/2015 15:00:28	40508	New Visit Visa	Rejected	View
CLD Services	17/08/2015 08:32:01	40468	New Visit Visa	In-Progress	View
CED Online Services	00.02.01	- 10	Page 1 of	45	view 1 - 10 of 450
CLD Customer Services					
EHS Customer Service					
		یص Trak	تراخ hees		

FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



3) A screen is displayed containing list of employees. Company admin user selects an employee & clicks on edit button.

	Thursday, August 27, 2015 03:3				gust 27, 2015 03:31 PM
GOVERNMENT OF DUBAI					
				PORTS, CUSTOMS & F	REE ZONE CORPORATION
You are in :> View/Edit Users	-				العربية Help 主
Welcome : testadm9	View/E	dit Existing Users			0
Your Non Sponsored Amend with	Id	Name (English) 🗘	Name (Arabic)	Email Address	Status
Your Non Sponsored Cancel with	1320	testuser	testuser	Dicetek.Amir@pcfc.ae	Active
Reference # 8247 has been Rejected Your Non Sponsored Renew with	1318	testadm92	testadm92	ismail.mohideen@trk.pcfc.ae	Active
Reference # 8246 has been Rejected	1316	testadm91	testadm91	ismail.mohideen@trk.pcfc.ae	Active
Logout	🔎 Sear	ch 🍈 🧪 Edit 🕂 Add 🥓 Rese	et Password 🛛 🙀 🗛 Pag	je 1 0f 1 → > 10 ▼	View 1 - 3 of 3
Home Update My Profile Add Additional Role Register New/Additional Service View/Edit Existing Users Create User Update My Profile Finance Online Services CLD Services CLD Online Services EHS Customer Service					
		فیص Trakh	ترا ees		
FAQs Privacy Policy Terms & Cond	litions			Copyright (c) 2010 T	rakhees All right reserved



4) Employee profile is opened with fields along with a submit button.

			Sunday, August 30, 2015 07:48 AM
GOVERNMENT OF DUBAI			مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTONS & FREE ZONE CORPORATION
You are in :> View/Edit Users> Edit U	ser		العربية Help 🚺
Welcome : testadm9	Edit User		
Your Non Sponsored Amend with	Login Details		
Your Non Sponsored Banaw with	* Employee Name(English)	testuser	
Reference # 8246 has been Rejected	* Employee Name(Arabic)	testuser	
Logout	Have Maine?		
My Services@Trakhees	UserName	testuser	
Home	* Secret Question		
Update My Profile		What is your tavourite Book?	
Add Additional Role	* Secret Answer	and	
Register New/Additional Service	Generaliswei	asu	
View/Edit Existing Users	* E-mail Address	Dicetek.Amir@pcfc.ae	
Create User		Gr	
Update My Profile	* Mob No	5664646464	
Finance Online Services			
CLD Services	* Account Status	Active 🖲 Inactive 🔵	
CED Online Services	Comilia		
EHS Customer Service	Service		
	Service Search		Reset Save
	D Tr	akhees V	
FAQs Privacy Policy Terms & Condi	tions		Copyright (c) 2010 Trakhees All right reserved

5) Company Admin can change the assigned the services. Company Admin after editing the required details, clicks on submit button.



Employee is updated & success message is displayed.

				Sunday, A	ugust 30, 2015 07:48 AM
GOVERNMENT OF DUBAI					
				PORTS, CUSTOMS &	FREE ZONE CORPORATION
You are in > View/Edit Users					الحربية Help 👔
					0
	ld	Name (English) -	Name (Arabic)	Email Address	
	1320	testuser	testuser	Dicetek Amir@pcfc.ae	Active
Reference # 6247 has been Rejected Your Non Sponsored Renew with	1316	testadm92	testadm92	ismail.mohideen@trk.pcfc.ae	Active
	1316	testadm91	testadm91	ismail.mohideen@trk.pcfc.ae	Active
Logout	µ Search	C / Edit + Add / Res	et Password Page	1 Of 1 80 V	View 1 - 3 of 3
			Success		
Home	1		n saved Successfully		
Update My Profile			OK		
Add Additional Role				-	
Register New/Additional Service					
View/Edit Existing Users					
Update My Profile					
Finance Online Services					
EHS Customer Service					
		فیص Trakh	تراء nees		
FAQs Privacy Policy Terms & Cond	itions			Copyright (c) 2010	Frakhees All right reserver



3.6.8 Employee Change Password

- 1) Employee login the system.
- 2) Employee clicks on "Update My Profile" link from the menu.





3) A screen is displayed containing employee profile having attributes. Employee type in the new password & clicks on submit button.

			Monday, April	16. 2012 10:55 AM
تر اختص			T	akhees
Trakhees		D	epartment of Planning and	Development
				العربية Help 🖬
Welcome : golden_employee	Jpdate My Profile			
Logout	Login Details			
My Services@Trakhees				
Home	Employee Name(English)	golden_employee		
Update My Profile				
EHS_ADMIN	Employee Name(Arabic)	golden_employee		
EHS_OFFICER	Liear Nama			
EHS_CUSTOMER	User Marile	golden_employee		
	* Password			
	* Confirm Password			
	Secret Question	What is the name of your favourite tea	acher? 👻	
	Socrat Answor			
	SecretAnswei	golden_employee		
	E-mail Address	diastak jampil@hafa pa		
		ulcelek.ismail@pcic.ae		
	Mob No	1234567890		
	Service	Subscribed Service(s)		
		Service Name(English)	Service Name(Arabic)	
		EHS_ADMIN EHS_OFFICER	EHS_ADMIN EHS_OFFICER	
		EHS_CUSTOMER	EHS_CUSTOMER	
			reset	submit
FAQs Privacy Policy Terms & Conditions			Copyright (c) 2010 Trakh	ees All right reserved





Employee password is updated & success message is displayed.



