



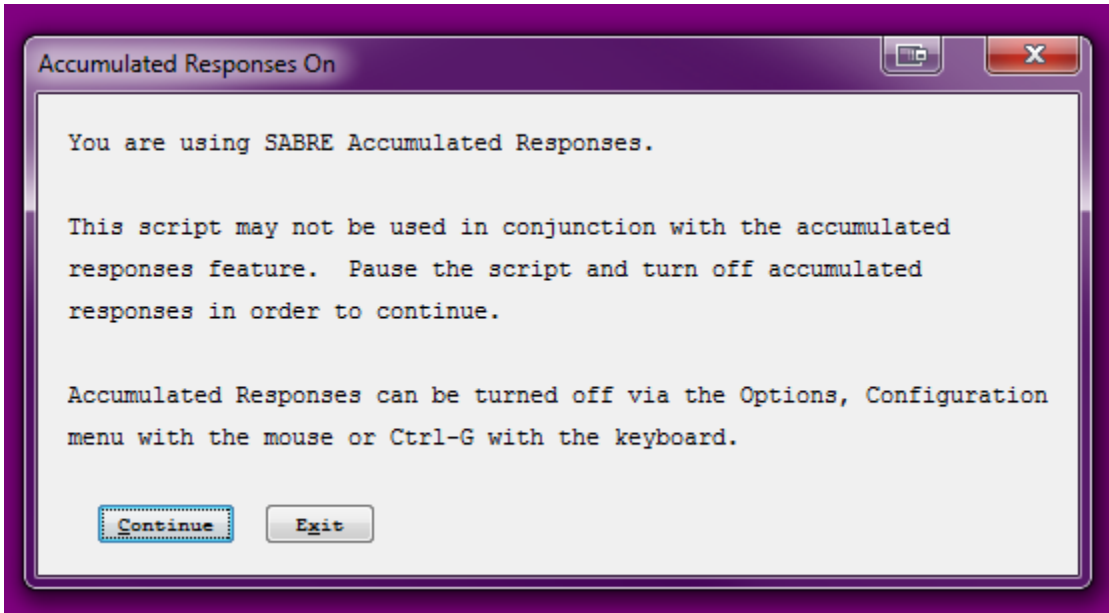
**ETAS**

**QUICK REFERENCE GUIDE**

# 1. Process Description

The first verification the script performs is to check if Accumulated Response is active, since it may not work properly if this option is active.

If this windows appear, the user must follow the detailed information to be able to continue:



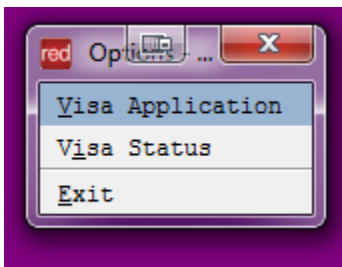
ETAS Main screen:



If user selects: Country Code:



After hitting continue:



**VISA application option Workflow:**

User must fill in the required information, the boxes marked with an \* are mandatory:

STEP1:

The screenshot shows a window titled "Visa Application" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following fields and controls:

- AGENT LOGON:  \* (Agent Login ID)
- PASSPORT NUMBER:  \*
- PASSPORT NATIONALITY:  \*
- \*\* use ICAO Country Code - see Format Finder page etare002 -
- DATE OF BIRTH:    \*  
(DD MMM YYYY)
- GENDER (M/F):  \*
- COUNTRY OF BIRTH:  \*
- PASSPORT EXPIRY DATE:    \*  
(DD MMM YYYY)
- FAMILY or LAST NAME:  \*
- FIRST GIVEN NAME:  \*
- SECOND GIVEN NAME (if applicable):
- OTHER GIVEN NAME (S):
- TYPE OF TRAVEL:  \*

At the bottom of the form, there are two buttons: "Previous" and "Continue".

STEP2:

Visa Application

DATE OF ISSUE / /   
(DD/MMM/YYYY)

ISSUING STATE

\*\* use ICAO Country Code - see Format Finder page etare002 -

ISSUING AUTHORITY OR PLACE OF ISSUE - USE NO PUNCTUATION

Issuing State - The issuing state is not always the same as the nationality of the travel document holder. A common example where these two data elements differ is passports issued by United Kingdom (GBR) to a person classified as British National Overseas (GBN). In this case, the Issuing State is GBR and Nationality is GBN. Code for United States is USA.

Issuing Authority/Place of Issue - is a free text field and will be located in the passport somewhere near the applicant's name. The field may be called "issuing authority" or "authority" or "place of issue" or something similar. These details could be a series of numbers, a place, the name of the government department or a stamp and should be entered exactly as shown in the passport. Examples: British High Commisson Wellington  
-or- 861 -or- United States Department of State

STEP3:

Home Address, Phone and email are mandatory on the below screen (\*)

Visa Application

DOES APPLICANT HOLD CURRENT PASSPORT OF OTHER COUNTRIES  ▾

IF YES, ENTER CODES OF ISSUING STATES

HOME  \*

ADDRESS

OF APPLICANT

\* At least one phone number is required \*

TELEPHONE	HOME	COUNTRY	<input type="text"/>	AREA	<input type="text"/>	NUMBER	<input type="text"/>
	BUSINESS PHONE	COUNTRY	<input type="text"/>	AREA	<input type="text"/>	NUMBER	<input type="text"/>
	APPLICANT MOB	COUNTRY	<input type="text"/>	AREA	<input type="text"/>	NUMBER	<input type="text"/>

EMAIL OF APPLICANT   \*

STEP4:

Visa Application

HAS APPLICANT EVER BEEN KNOWN BY ANOTHER NAME No \*

HAS APPLICANT EVER HAD A CRIMINAL CONVICTION No \*

NATIONAL IDENTITY NUMBER

\*\* MUST be present for the following nationalities \*\*

Brunei-Darussalam	Norway
Denmark	Portugal
Finlan	Singapore
Hong Kong (SAR)	South Korea
Luxembourg	Spain
Malaysia	Sweden
Netherlands	Taiwan

Previous Continue

Once the Continue button gets hit, the VISA will be issued.

Script will give the option to pause and print the screen for tracking.

ETAS Approval

Pause to view the approval information on the screen.

Continue

If another Visa is required, user can select YES, otherwise, by selection NO, the script will exit.

Do you have any other ETA to process? YES

**VISA Status option Workflow:**

User must complete the details in order to display the status of a previous issued Visa.

The image shows a screenshot of a software window titled "Visa Enquiry". The window has a purple title bar with standard window controls (minimize, maximize, close). The main area is a light gray form with the following fields and labels:

- FAMILY OR LAST NAME  \*
- FIRST GIVEN NAME  \*
- SECOND GIVEN NAME
- OTHER GIVEN NAME (s)
- GENDER (M/F)  \* DATE OF BIRTH (DD MMM YYYY)    \*
- COUNTRY CODE OF NATIONALITY  \*
- PASSPORT NUMBER  \*
- ARRIVAL DATE (Optional) (DDMM YYYY)

At the bottom of the form, there are three buttons: "Previous", "Continue", and "CANCEL".