



دبي التجارية
DUBAI TRADE

JAFZA

Vehicle Registrations for Gate Access User's Manual

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Vehicle Registrations for Gate Access

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DOCUMENT DETAILS

Document Name	Vehicle Registrations for Gate Access
Project Name	
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This document provides guidelines on how to use the Gate Enrolment service on Dubai Trade web Portal. The service is Intended to be used by the Admin Staff to upload and register employee vehicle information along with photographs of their employees working in JAFZA. The Admin users should have a Dubai Trade account with Admin Privileges to access the service.

NOTE: Emirates ID, Vehicle Number and Contact Number must be Unique.

I. REQUEST - GATE ENROLMENT

Navigation:

1. Login to **Dubai Trade**
2. Go to **Vehicle Registrations for Gate Access**
3. Then Go to **Request Gate Enrolment**

The below screen will be displayed

Request Gate Enrolment

Enrolment Details

Emirates Id * 999-9999-9999999-9	Employee Name * Enter value	Employee Desig. * Enter value	Employee Company * DAMCO U.A.E FZE
Reg Place 1 * Select Reg Place	Vehicle No. 1 * Enter value	Reg Place 2 Select Reg Place	Vehicle No. 2 Enter value
Reg Place 3 Select Reg Place	Vehicle No. 3 Enter value	Contact No. 1 * 05XXXXXXXX	Contact No. 2 05XXXXXXXX

- OR -

Excel Upload

Procedure:

1. Enter the **Details** then click **Submit**

Request Gate Enrolment

Enrolment Details

Emirates Id * 999-9999-9999999-9	Employee Name * Enter value	Employee Desig. * Enter value	Employee Company * DAMCO U.A.E FZE
Reg Place 1 * Select Reg Place	Vehicle No. 1 * Enter value	Reg Place 2 Select Reg Place	Vehicle No. 2 Enter value
Reg Place 3 Select Reg Place	Vehicle No. 3 Enter value	Contact No. 1 * 05XXXXXXXX	Contact No. 2 05XXXXXXXX

- OR -

Excel Upload

You can also upload the details In Excel Format, click **Sample** to download the sample file

Request Gate Enrolment

Enrolment Details

Emirates Id * 999-9999-9999999-9	Employee Name * Enter value	Employee Desig. * Enter value	Employee Company * DAMCO U.A.E FZE
Reg Place 1 * Select Reg Place	Vehicle No. 1 * Enter value	Reg Place 2 Select Reg Place	Vehicle No. 2 Enter value
Reg Place 3 Select Reg Place	Vehicle No. 3 Enter value	Contact No. 1 * 05XXXXXXXX	Contact No. 2 05XXXXXXXX

- OR -

Excel Upload

Choose the file and click **Upload**

Excel Upload

emirate-sample-upload.xlsx
40 KB

The below confirmation will be displayed

Success

Record saved successfully. Please use amend service to upload image.

NOTE: Once the record has been saved successfully user must go to **Amend Gate Enrolment service** and **upload the photograph** of the employee to update the status from **NO-PHOTO** to **ACTIVE**

II. AMEND - GATE ENROLMENT

Navigation:

1. Login to **Dubai Trade**
2. Go to **Vehicle Registrations for Gate Access**
3. Then Go to **Amend Gate Enrolment**

The below screen will be displayed

Amend Gate Enrolment

Search Criteria

Emirates Id
999-9999-9999999-9

Employee Name
Enter person name

Vehicle No.
Enter vehicle no.

Contact No.
Enter contact no.

Search

Reset

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status	Actions
No data found.												

Procedure:

1. Enter any **Search Criteria** then click **Search**

Amend Gate Enrolment

Search Criteria

Emirates Id
999-9999-9999999-9


Employee Name
TEST USER 612

Vehicle No.
Enter vehicle no.



Contact No.
Enter contact no.


Search

Reset

2. Click **Upload**  under **Actions** to upload the employee photograph

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status	Actions
TEST USER 612	999-9999-9999999-0	TEST	DXB	S12345					0560000000		NO-PHOTO	  



Employee Name


: TEST USER 612

Emirate Id

: 9999999999999990

Status

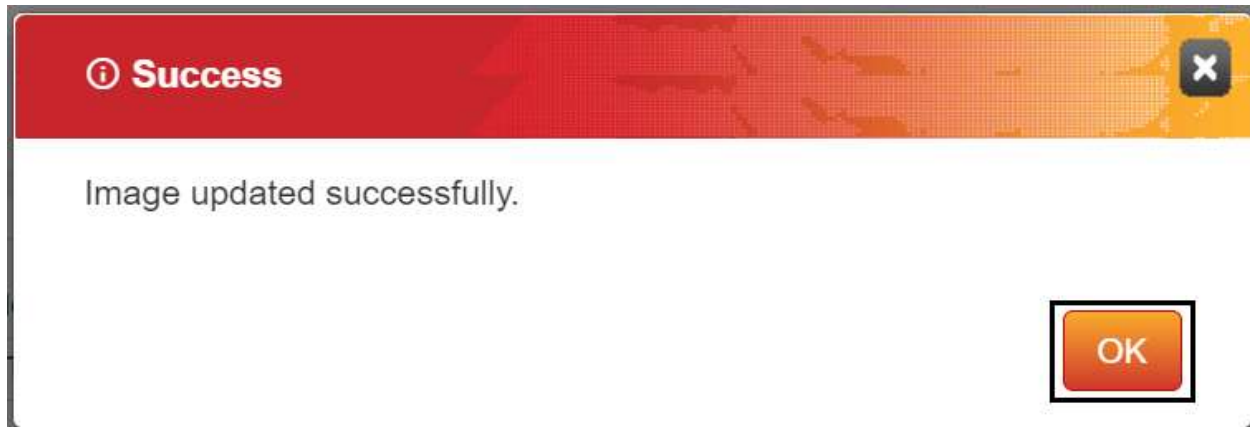
: NO-PHOTO

NOTE: You can edit the details by clicking on **Update Record** 

NOTE: You can delete the details by clicking on **Delete Record** 

Vehicle Registrations for Gate Access

The below confirmation will be displayed



3. Click on the record to view the Uploaded Photograph

Amend Gate Enrolment

Search Criteria

Emirates Id 999-9999-9999999-9	Employee Name TEST U 612	Vehicle No. Enter vehicle no.	Contact No. Enter contact no.
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Search Reset

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status	Actions
TEST U 612	999-9999-9999999-2	TEST	DXB	T32165					0560000001		ACTIVE	

The below Search Results will be displayed

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status	Actions
TEST U 612	999-9999-9999999-2	TEST	DXB	T32165					0560000001		ACTIVE	



Employee Name : TEST U 612
Emirate Id : 999999999999992
Status : ACTIVE

NOTE: Once the **Image updated successfully** the status will change from **NO-PHOTO** to **ACTIVE**

III. ENQUIRY - GATE ENROLMENT

Navigation:

1. Login to **Dubai Trade**
2. Go to **Vehicle Registrations for Gate Access**
3. Then Go to **Enquiry Gate Enrolment**

Vehicle Registrations for Gate Access

The below screen will be displayed

Enquiry Gate Enrolment

Search Criteria

Emirates Id
999-9999-9999999-9

Employee Name
Enter person name

Vehicle No.
Enter vehicle no.

Contact No.
Enter contact no.

Search

Reset

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status
No data found.											

Procedure:

1. Enter any **Search Criteria** then click **Search**

Enquiry Gate Enrolment

Search Criteria

Emirates Id
999-9999-9999999-9

Employee Name
Enter person name

Vehicle No.
Enter vehicle no.

Contact No.
Enter contact no.

Search

Reset

2. Click on the record to view the Uploaded Photograph

Enquiry Gate Enrolment

Search Criteria

Emirates Id
999-9999-9999999-9

Employee Name
test user 612

Vehicle No.
Enter vehicle no.

Contact No.
Enter contact no.

Search

Reset

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status
TEST USER 612	999-9999-9999999-0	TEST	DXB	S12345					0560000000		ACTIVE

The below Search Results will be displayed

Search Results

Employee Name	Emirates Id	Employee Desig.	Reg Place 1	Vehicle No. 1	Reg Place 2	Vehicle No. 2	Reg Place 3	Vehicle No. 3	Contact No. 1	Contact No. 2	Status
TEST U 612	999-9999-9999999-2	TEST	DXB	T32165					0560000001		ACTIVE



Employee Name : TEST U 612
Emirate Id : 999999999999992
Status : ACTIVE

