

gbsqchp.com

Employer

MANUAL



for Online Support Services

Prepared by: Gulf Bridge Services

June 2018

USER'S MANUAL

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1.0 GENERAL INFORMATION

1.1 System Overview

gbsqchp.com has been designed and developed by Gulf Bridge Services in accordance with the guidance of QCHP in order to Accept & Manage “Primary Source Verification” (PSV) applications those were submitted by Applicants or their Employers prior to or in parallel with the evaluation phase of the QCHP Registration process.

Currently, this system has been developed for the best usage on Computers or Laptops and compatible on all the World-class web browsers including Microsoft Edge, Chrome, Safari, Firefox etc.,

This System allows the users to

- Read and Understand about “how to apply for a PSV?”
- Register basic information and receive Login Credentials to access the System for Applicants and Employers / Focal Points
- Connect to the system using Login Credentials and
 - Create PSV records
 - View Applicants List
 - Make Payments Online
 - Make Bulk Payments
 - Download Statistics Report
 - Download Payments Receipts
 - Download PSV Completed Reports
- Upload Supporting Documents in relation to PSV
- Check application Status (Public Search)

1.2 Acronyms and Abbreviations

PSV – Primary Source Verification

GBS – Gulf Bridge Services

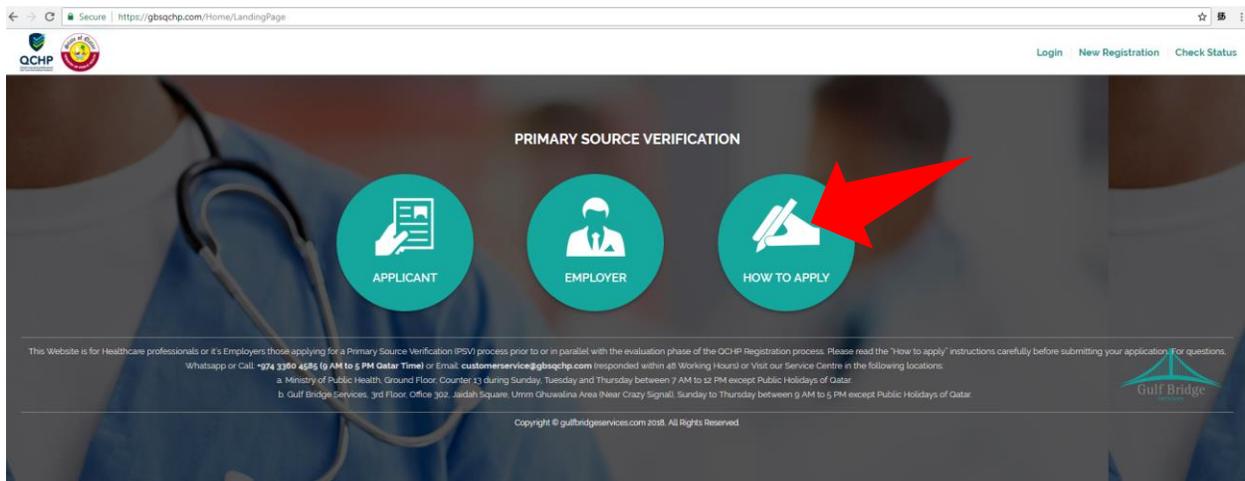
QCHP – Qatar Council of Healthcare Practitioners

LOA – Letter of Authorization

2.0 GETTING STARTED

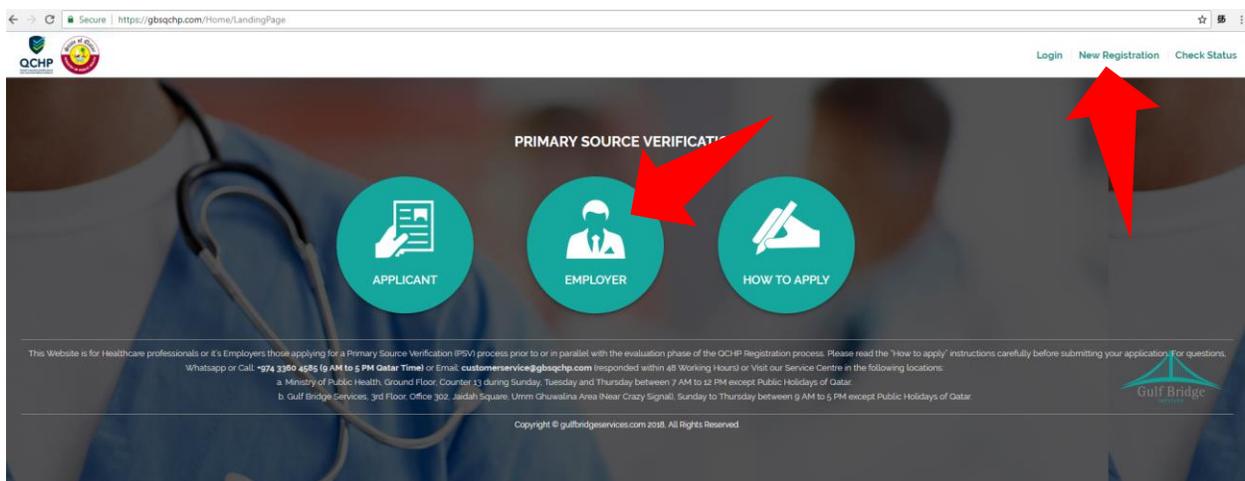
2.1 Guidelines on How to Apply for a PSV

Visit www.gbsqchp.com and on the home page locate and click on How to Apply Icon to download a PDF that describes step by step procedure about How to Apply for a PSV.



2.2 New Registration (Employer)

Step 1: On the Home screen click on “New Registration” located on the Top Right of the Screen and then Click on “Employer” option.



Step 2: Employer Registration is done on request by Contacting GBS as per the options given on the screen

- Users should supply valid Company details such as CR No., address etc.,
- An official Email address & Contact Number of the Company HR person and PRO is Mandatory.

PRIMARY SOURCE VERIFICATION

Employer

How to Apply?

Contact us
Email : customerservice@gbsqchp.com
Whatsapp : +974 3360 4585

Employer Registration

Contact Us

Email: employer@gbsqchp.com

Whatsapp: +974 3360 4585 (Sunday to Thursday 9 AM to 5 PM Qatar Time) except the Public Holidays of Qatar.

Visit: MoPH Building Counter 13, During the MoPH Working Hours on Sunday, Tuesday and Thursday

OR

Gulf Bridge Services Office 302, Jaidah Square, Airport Street Same Building of Jareer Book Store, Near Crazy Signal, Sunday to Thursday 9AM to 5PM except the Public Holidays of Qatar.

Step 3: You should receive an email to your Registered Email address that shall include your Login Username and One Time Password to access gbsqchp.com

2.3 Login to the System

- Visit gbsqchp.com and click in Login option located on the Top Right Screen and enter your Login details as specified in the Registration Confirmation Email sent to your Registered Email address.

QCHP

Login New Registration Check Status

How to Apply?

Contact us
Email : customerservice@gbsqchp.com
Whatsapp : +974 3360 4585

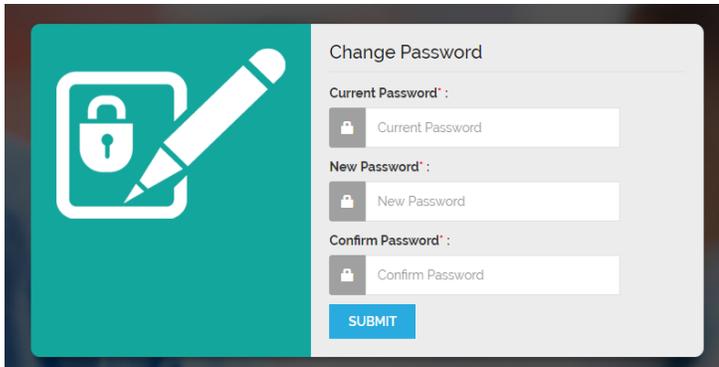
Login

Email Id :
Enter Email

Password :
Enter Password

LOGIN Forgot Password?

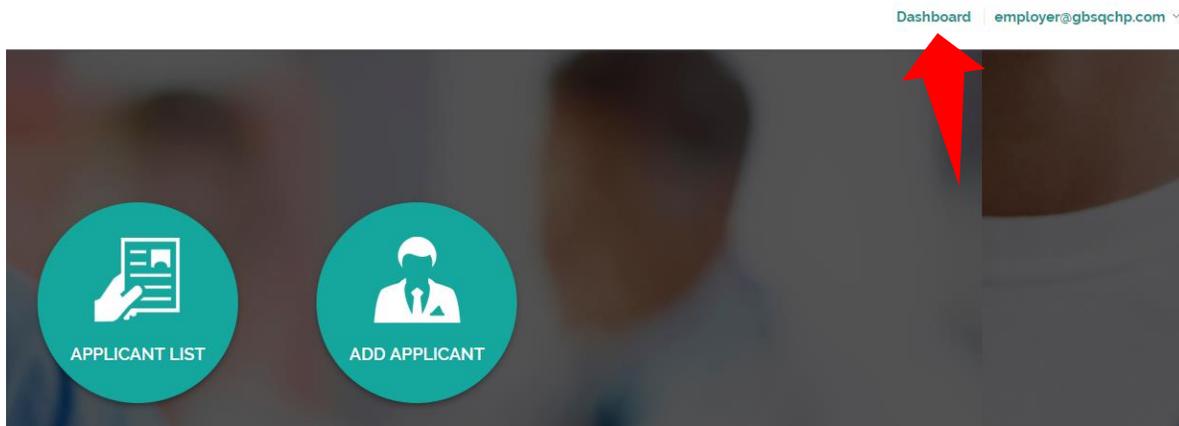
- As soon you Login, the system shall ask you to Change you One Time password to your desired password.



- As soon as your Password is accepted by the System, the session automatically logs out.
- Login again in to the system using your Username and New Password as specified by the user.

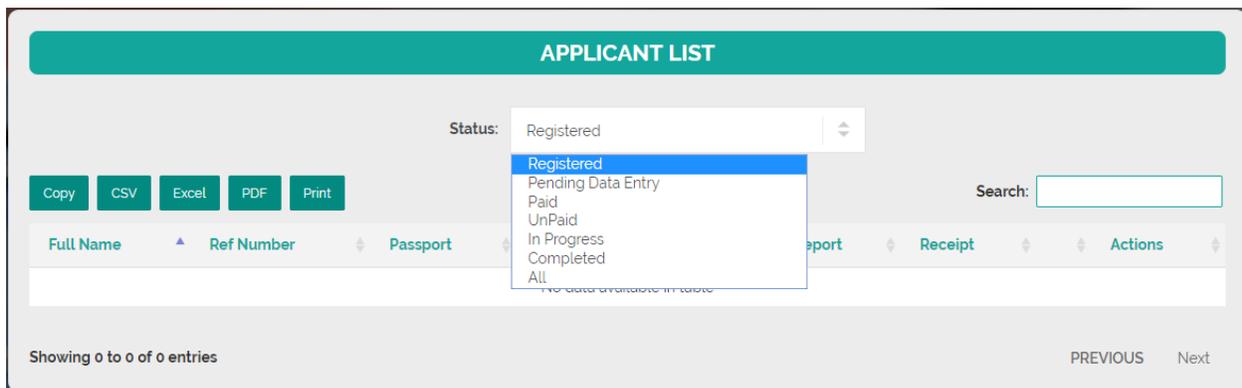
2.4 Employer / Focal Point – Home Screen

Dashboard: points to the Home Screen



Applicant list:

Lists the details of the Entries made in to the system and also can be categorized according to the Status as listed on the screen.



Download PSV Report:

When Status is “Completed” users are able to Download the PSV Report

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'Download Report' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

Download Payment Receipt:

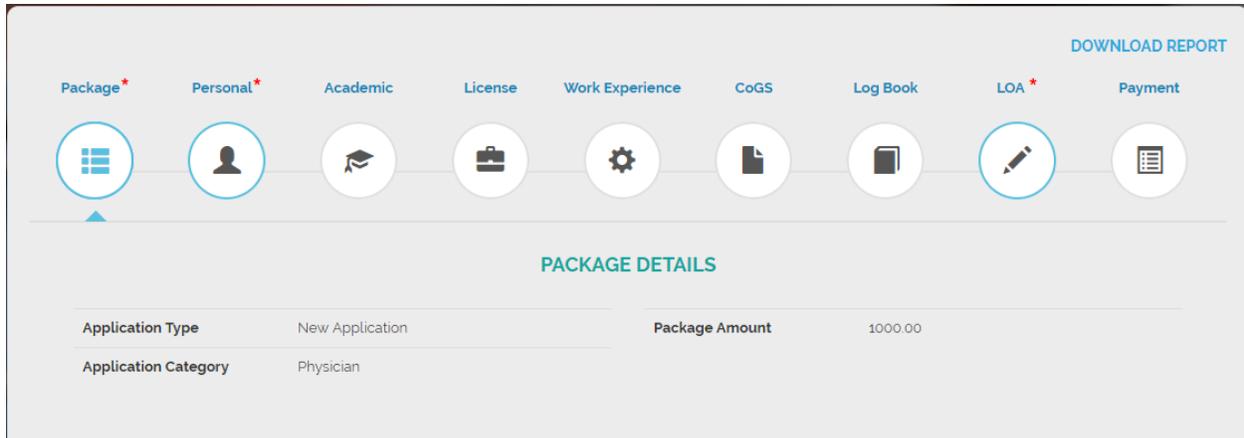
When Status is “Paid” users are able to Download the Payment Receipt

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'Download Pay Receipt' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

View Applicant:

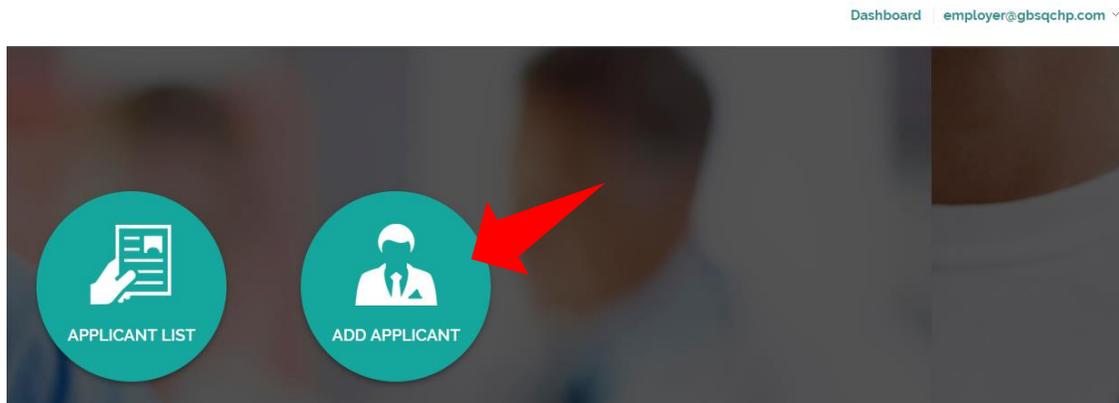
Provides information about the data & documents entered/uploaded by the User.

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header with the text 'APPLICANT LIST'. Below the header, there is a 'Status:' dropdown menu set to 'Completed'. To the left of the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right is a 'Search:' input field. The table has columns: 'Full Name', 'Ref Number', 'Passport', 'Email Id', 'Status', 'Report', 'Receipt', and 'Actions'. The first row contains the data: 'Tes Entry test Entry', 'GBSD-8184', 'A123456', 'employer@gbsqchp.com', 'Completed', 'Download Report', 'Download Pay Receipt', and 'View Applicant'. A red arrow points to the 'View Applicant' link. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'PREVIOUS', '1', and 'Next' navigation options.

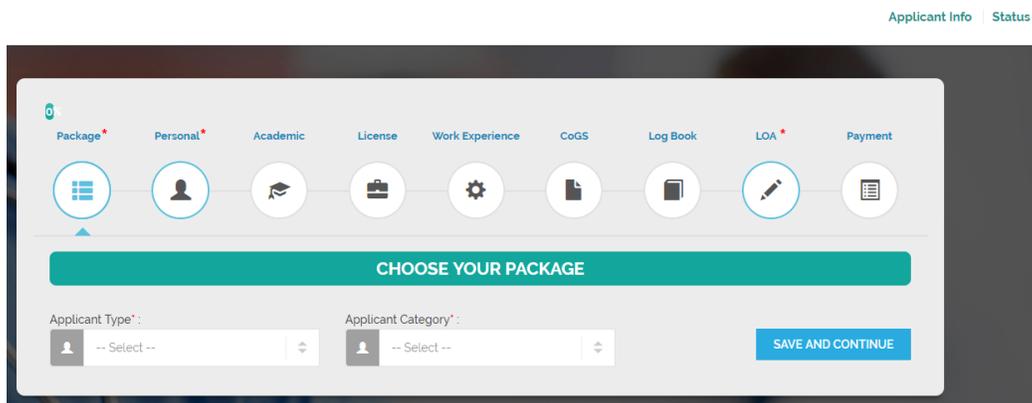


2.5 Create Entry

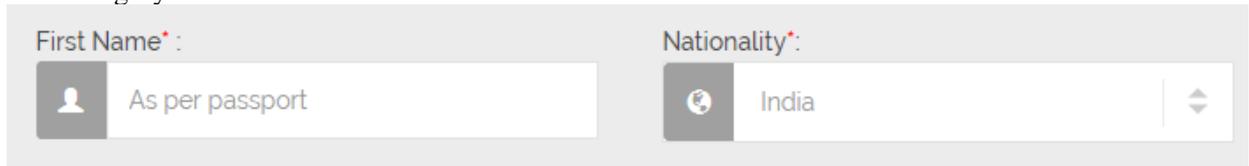
- An Entry can be added to the system by going back to the dashboard and click on Add Applicant



- Populate the screens with the required information starting from Selecting your desired Package and until you Make the Payment. “Package, Personal and LOA” are Mandatory Categories to be filled.
- If you wish to pay In Bulk, you may choose Pay later option or Pay in Person. When you choose Pay later, you can select all the Unpaid Entries in the Applicants List and Click to Pay.
- The Screen has different Categories (Package, Personal, Academic etc..) those are required to be filled by the Applicant.

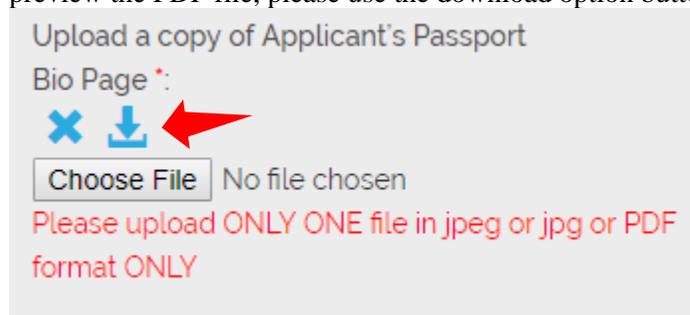


- Mandatory Fields: Those are marked with Red asterisk (*)Symbol are considered Mandatory in each category.



The screenshot shows two input fields. The first is labeled 'First Name*' and contains the text 'As per passport'. The second is labeled 'Nationality*' and is a dropdown menu with 'India' selected. Both labels have a red asterisk indicating they are mandatory.

- At the File upload options,
 - X represents to delete the uploaded file.
 - And the next button to the right represents a Download Option to download & verify the uploaded file.
 - Files uploaded in jpeg or jpg formats can be previewed by clicking on the image and to preview the PDF file, please use the download option button which is next to the X.



The screenshot shows a file upload section titled 'Upload a copy of Applicant's Passport'. Below the title is the label 'Bio Page*' with a red asterisk. There are two icons: a blue 'X' and a blue download arrow. A red arrow points to the download arrow icon. Below the icons is a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a red instruction: 'Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY'.

- “Save and Continue” button would Save your Entry in the Current Screen and take you to the **NEXT Category** Screen.
- “Save and Add One More” button would Save your current Entry under the **same Category** and Open up a Blank Entry under the same Category.
- You may review your Data Entry and uploaded Documents by clicking on the respective records as shown on the screen.

- Wherever applicable you may Skip the Category by clicking on SKIP button

ACADEMIC DETAILS Skip

You may review your Data Entry and Uploaded Documents by clicking on the respective record(s) as given below

Education-1 X

Fill Details

University Name* :
University Name

Qualification Attained* :
Qualification Attained

Graduation Date* :
DD/MM/YYYY

College/Institution Name :
College/Institution Name

Major Subject :
Major Subject

Upload a copy of your Education Certificate* :
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

College/Institution City :
City

Certificate No. :
Certificate No.

College/Institution Country :
-- Select --

Joining Date :
DD/MM/YYYY

Upload a copy of your final mark sheets (if applicable):
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

PREVIOUS SAVE AND ADD ONE MORE SAVE AND CONTINUE

- LOA: Letter of Authorization
 - Please click on Download LOA Form to download the Blank LOA Form
 - Please Fill and Sign the LOA Form
 - Scan the Signed Form and Upload it in to the Screen using the Option “Choose File”

12%

Package* Personal* Academic License Work Experience CoGS Log Book LOA* Payment

LETTER OF AUTHORIZATION (LOA)

Download LOA Form

Upload the Signed LOA*
Choose File No file chosen
Please upload ONLY ONE file in jpeg or jpg or PDF format ONLY

- **Application Review:**
 - Once the mandatory categories are all filled the user shall be able to Review their Entries by clicking on the Review button under the Payment Category.

- Clicking on Review button shall enable a pop-up where the user reviews all the Data Entry and uploaded documents and also shall be able to Print or Download the same in a PDF format.
- Clicking on Proceed Button shall lead to the Payment Options.

3.0 PAYMENT OPTIONS

Select the desired payment option and click Confirm. Appropriate instructions are on screen describing the various Payment Options.

After this Stage is Confirmed, the Applicant shall not be able to Edit the Records.

4.0 BULK PAYMENTS

Employers/Focal Points can make bulk payments (i.e) select more than one record in the Applicant List and click on “Pay Multiple” option available on the screen. This option shall be enabled only when there are “Unpaid” cases and can be paid through Credit Card only.

Bulk Payments can be also made in Person at our Service Counters with an additional Service Charge of QAR 50 per application.

The screenshot shows the 'APPLICANT LIST' interface. At the top, there is a teal header. Below it, a 'Status' dropdown menu is set to 'UnPaid'. To the right, there is a 'Pay Multiple' button. Below the status filter, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', along with a search box. A table lists two entries, both with 'UnPaid' status. The 'Pay' column for each entry has a checkbox and a 'View Applicant' link. A red arrow points to the 'Pay' column header, and another red arrow points to the 'Pay Multiple' button.

Full Name	Ref Number	Passport	Email Id	Status	Report	Receipt	Pay	Actions
Test Entry One Test	GBSD-5942	B1234567	employer@gbsqchp.com	UnPaid			<input type="checkbox"/>	View Applicant
Test Entry two Test	GBSD-7278	B123456	employer@gbsqchp.com	UnPaid			<input type="checkbox"/>	View Applicant

Showing 1 to 2 of 2 entries

PREVIOUS 1 Next

5.0 APPLICATION STATUS

Applicant List has various Status updates that can be filtered by the user

The screenshot shows the 'APPLICANT LIST' interface with the 'Status' dropdown menu open. The menu lists the following options: Registered, Pending Data Entry, Paid, UnPaid, In Progress, Completed, and All. A red arrow points to the 'Registered' option in the dropdown. The table below the dropdown is empty, and the status filter is set to 'Registered'.

Full Name	Ref Number	Passport	Report	Receipt	Actions
No data available in table					

Showing 0 to 0 of 0 entries

PREVIOUS Next

In Progress date and No. of Working days can be found in the applicants list

Full Name	Ref No	Contact Number	Email ID	Self Reg	Reg Date	In Progress Date	In Progress Days	Status	Report	Receipt	Action
khasim vali	GBSD-7414	8985457280	khasim14u@gmail.com	YES	26/06/2018	18/06/2018	8	In Progress		Download Receipt	View Applicant
khasim vali	GBSD-8571	8985467280	khasim0514@gmail.com	YES	26/06/2018	27/06/2018	1	In Progress		Download Receipt	View Applicant
khasim vali	GBSD-7485	8985467280	khasim14@outlook.com	YES	26/06/2018	26/06/2018	2	In Progress		Download Receipt	View Applicant
khasim	GBSD-	8985467280	khasim0514@gmail.com	YES	26/06/2018	26/06/2018	2	In		Download	View

Application Status for “Completed” cases can be seen by clicking on “View Applicant” in Actions heading

APPLICANTS LIST

Status:

Search:

Full Name	Ref No	Contact Number	Email ID	Self Reg	Reg Date	In Progress Date	In Progress Days	Status	Report	Receipt	Action
devuni	GBSD-9628	9000000904	dheerajgoudo7@gmail.com	YES	19/06/2018			Completed	Download Report	Download Receipt	View Applicant
sharanan	GBSD-1273	9841323561	rubeshk@gbsqchp.com	YES	24/06/2018			Completed	Download Receipt		View Applicant

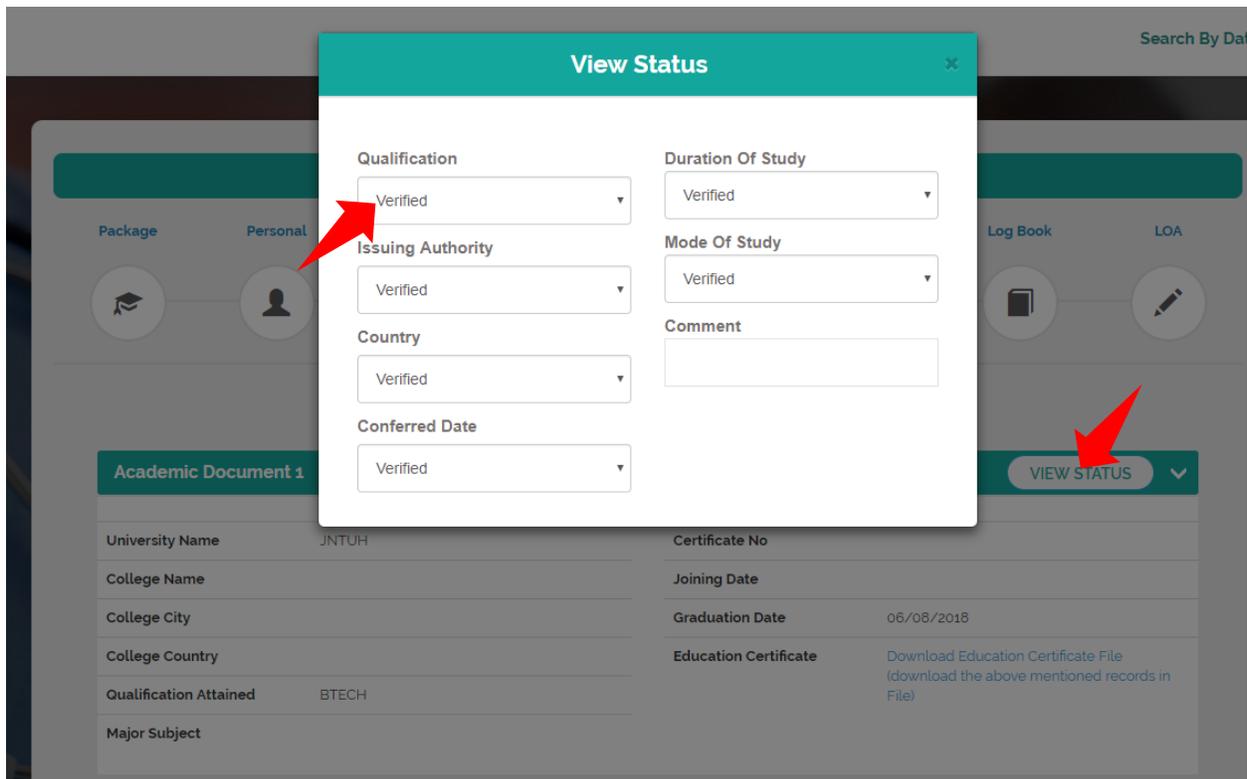
When “View Applicant” is clicked application, details are shown on the screen, where the user can click on each Category (Personal, Academic, Licenses, Work Experience, Cogs and Logbook) to see the application Status.

APPLICANT DETAILS

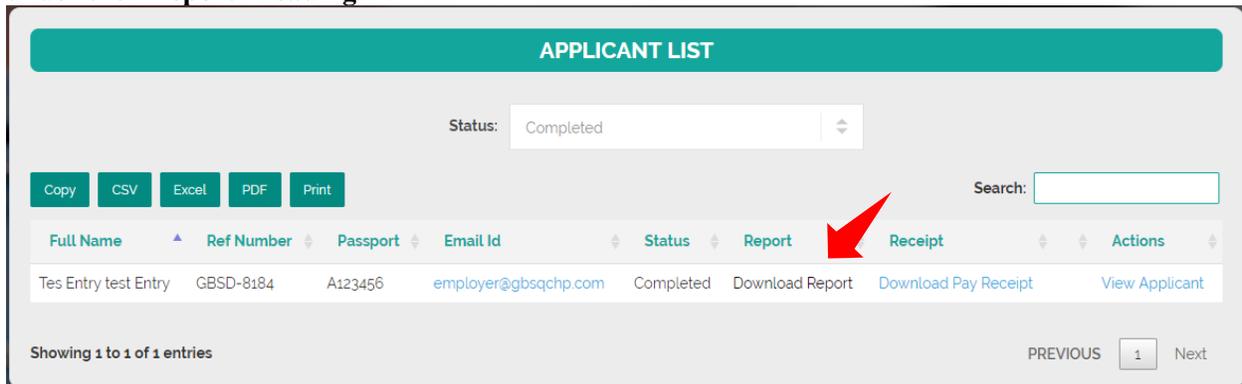
PERSONAL DETAILS

Verified

First Name: Gudidevuni	Current Address:
Middle Name:	Permanent Contact Number: 91 9000000904
Last Name: Goud	Alternative Number:
Date of Birth: 07/04/1991	Passport Bio Image: Download Passport Bio File
Passport Number: G000005	
Country: India	
QID No:	
Gender: Male	



In the Application List once the Status turns “Completed” users can download the PSV Report under the “Report” heading:

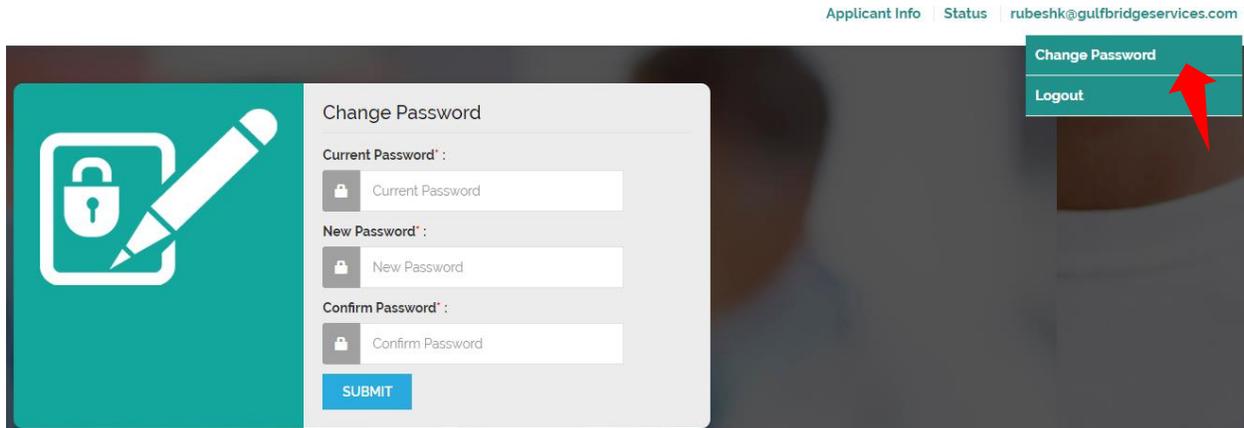


- Various Application Status – Stages:
 - Registered: Applicant has registered in our System
 - Pending Data Entry: Applicant has started the Data Entry but not Completed
 - Unpaid: Applicant has Completed the Data Entry but Unpaid
 - Paid: Applicant has paid using any of the Payment Options
 - In Progress: A valid application with appropriate information and PSV Process Started.
 - Completed: PSV application process Completed and Report is Ready for Download

6.0 CHANGE OR FORGOT PASSWORD

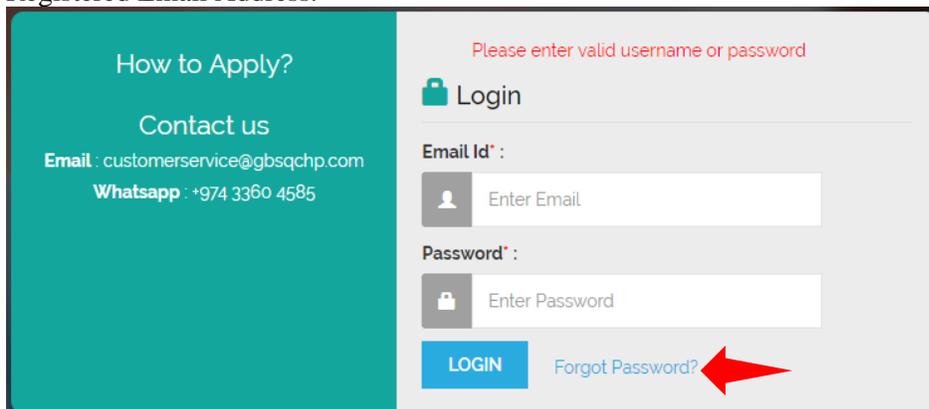
Change Password:

Applicants use the option available under their Username on the Top right side of the screen to Change their password to access the system.



Forgot Password:

Applicants use the option available on the Login Screen to retrieve their Forgotten Password to their Registered Email Address.



7.0 CHECK STATUS (PUBLIC SEARCH)

Applicants can check their application status without logging in to the System using the “Check Status” option available on the top right of our home page screen. To use this option the applicant should know their Application Reference Number and Date of Birth.

This option shall display some basic information about the applicant and the current Status of the Application.

Once the Application process is Complete, the Applicant can download their PSV Report using this option.