Masaar User Guide
How to create sub-user for sick leave

Create an Account to Facility Coordinator [Facility]

This section is targeting **HEALTHCARE PROVIDERS** to provide them with detailed guidelines on how to create Sub accounts for their facility coordinators.

▶ **Start executing the following steps**

1. Log on to Masaar portal with your account credentials as a facility.
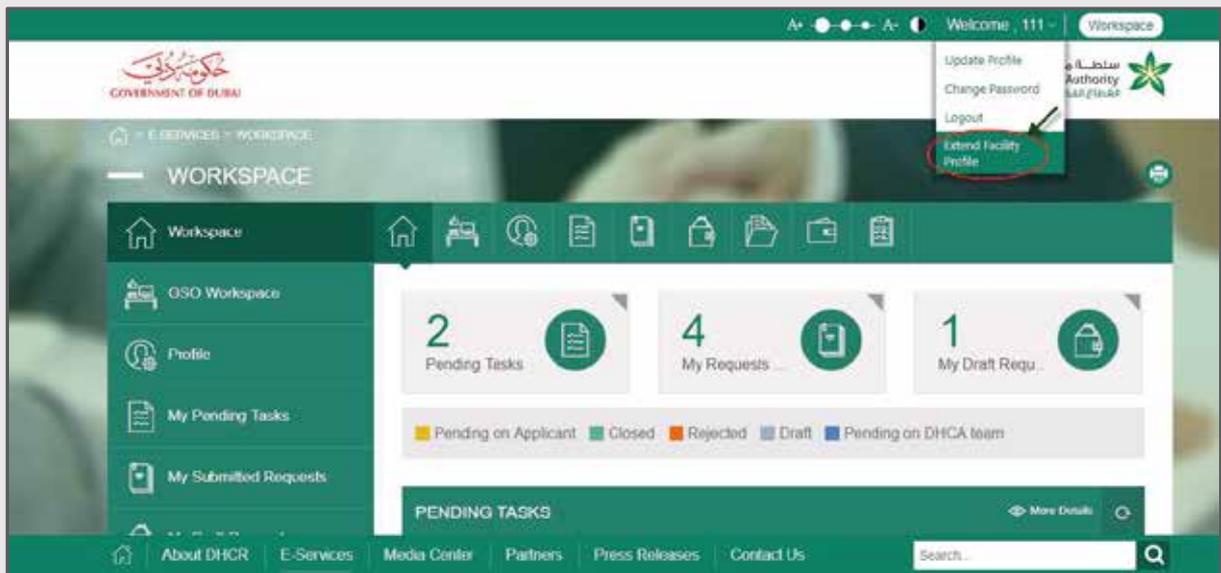
Figure 1: Facility Workspace (Create an Account to Facility Coordinator)

2. At the top of page, next to [Workspace] click the arrow icon **V** >> **Extend Facility Profile.**

- **Advance Deposit Top-Up**
  User shall be able to top-up his/her advance deposit account

- **Bank Guarantee Top-Up**
  User shall be able to top-up his/her bank guarantee account

- **Visa Eligibility Details**
  User shall be able to view all the details of the visas that can be used

- **Sanctions**
  Sanction will prevent the business partner from applying for any GSO service on DHCR's portal

- **Payment Transactions**
  User shall be able to view all his payment transactions

- **Bank Guarantee Account Details**
  User shall be able to view his Bank Guarantee Account Details

- **Advance Deposit Account Details**
  User shall be able to view his Advance Deposit Account Details

- **Advace Deposit Account Statement**
  User shall be able to view All the transactions that affects the Advance Deposit Account of the BP

- **Bank Guarantee Account Statement**
  User shall be able to view All the transactions that affects the Bank Guarantee Account of the BP

- **Business Partner Users Management**
  Manage Business Partner Data Entry Users & Data Entry Approvers

- **Contact IT Support**
  For any IT inquires

- **Business Inquiries Support**
  For any business inquires or call the number 800432584 from 8:00 AM to 5:00 PM

Figure 2: Extended Facility Profile

3. On **Extended Facility Profile** page, click **Business Partner Users Management.**

Figure 3: Create Facility Coordinator Account

4. On **Business Partners Users Management** page, fill in required fields marked with the red asterisk (*) as described in the below table

Field Name	Steps
Email textbox	Provide Facility Coordinator email address
Password textbox	Specify Account Password
Confirm Password textbox	Re-enter the Specified Password
User Type drop-down list	Click "**Facility Coordinator**"
Nationality drop-down list	Select Nationality of the Facility Coordinator
Full Name textbox	Type his/her full name
Mobile Number textbox	Provide his/ her mobile number
Country of Residence drop-down list	Select his/ her current residence country

5. Click ADD NEW RECORD .

Business Partner Users Mangement

ⓘ All fields with (*) are mandatory

BUSINESS PARTNER DATA ENTRY USERS (1)

| Filter |
| + ADD NEW RECORD   Please fill the form and upload the related documents then click on Add/Update |

Email ↑	Full Name	User Type	Mobile Number	Nationality	Country of Residence	Action
Amal.Abdelmonaif@Gmail.Com	Amal Abdelmonaif	Facility Coordinator	5057145623	Australian	United Arab Emirates	☑ 🗑

SUBMIT

Figure 4: Facility Coordinator Information Added Record

※ Click + ADD NEW RECORD to add the information of another Facility Coordinator.

※ At the rightmost of the table displaying added coordinators list, click ☑ or 🗑 icons to edit or remove the added information.

6. Click SUBMIT , an email is sent to Facility Coordinator for account activation.