



École Française Internationale
de Riyad

EFIR Tutorial for creating car stickers

Welcome to the EFIR Tutorial for car sticker creation process.

This guide is intended for parents and EFIR staff. It will guide you to create car stickers for different types of users effectively.

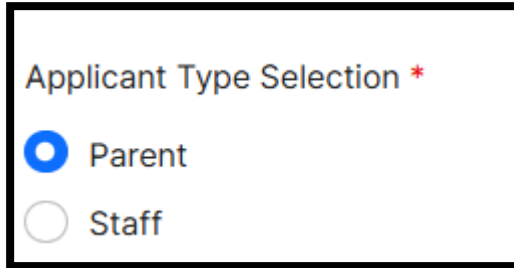
It is a 3-step process that is very simple and easy to apply in a matter of minutes.

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- **Selection of Applicant Type:**

- Select whether you are a parent or a staff member.



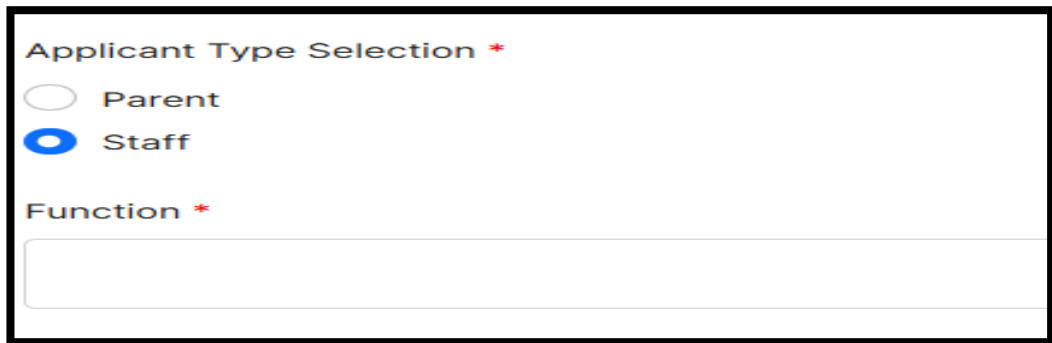
Applicant Type Selection *

Parent

Staff

- **If you are a staff:**

- A Function text field will appear. Enter your occupation in the corresponding field.



Applicant Type Selection *


Parent


Staff

Function *

- **If you are a parent:**

- **The Student Details fields** will appear. You can update the details for up to 5 students.
- **Student Details:**
 - **Last Name:** Enter the student's last name.
 - **First Name:** Enter the student's first name.
 - **Class:** Enter the student's classroom.
 - Click **Add another** to add more students.
- A **Delete** button will appear on the right side of the learner details field to delete the learner's details.



Student Last Name	Student First Name	Student Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Another](#)

3. Application Form Details

- **Vehicle Make:** Enter the make of the vehicle.
- **Vehicle Model:** Enter the vehicle model.
- **Vehicle year:** Enter the year of the vehicle.
- **Vehicle Colour:** Enter the colour of the vehicle.
- **Vehicle registration number:** Enter the vehicle's registration number.
- **Vehicle owner:** Enter the name of the vehicle owner.
- **ID Type:** Select the ID type (Iqama / Passport -only).
- **ID Upload:** Download the passport holder details page or Iqama.
- **ID expiration date:** Enter the expiration date (only valid passport expiration dates will be accepted).
- **Download the vehicle registration document (istimara):** Download the vehicle's registration document.
- **Insurance Policy:** Download the vehicle's insurance policy.
- **Insurance Expiration Date:** Enter the expiration date (only a valid date from the insurance policy will be accepted).

The screenshot shows a web form titled "Applicant Details". It features a table with columns for Applicant Type, Brand, Model, Year, Colour, Reg. Number, Owner, Applicant ID, ID Upload (Passport / Iqama), ID Expiry Date, Vehicle Registration ID, Vehicle Insurance, and Insurance Expiry Date. Below the table are fields for Pick-up Date and Time Slot, and a "Submit your request" button.

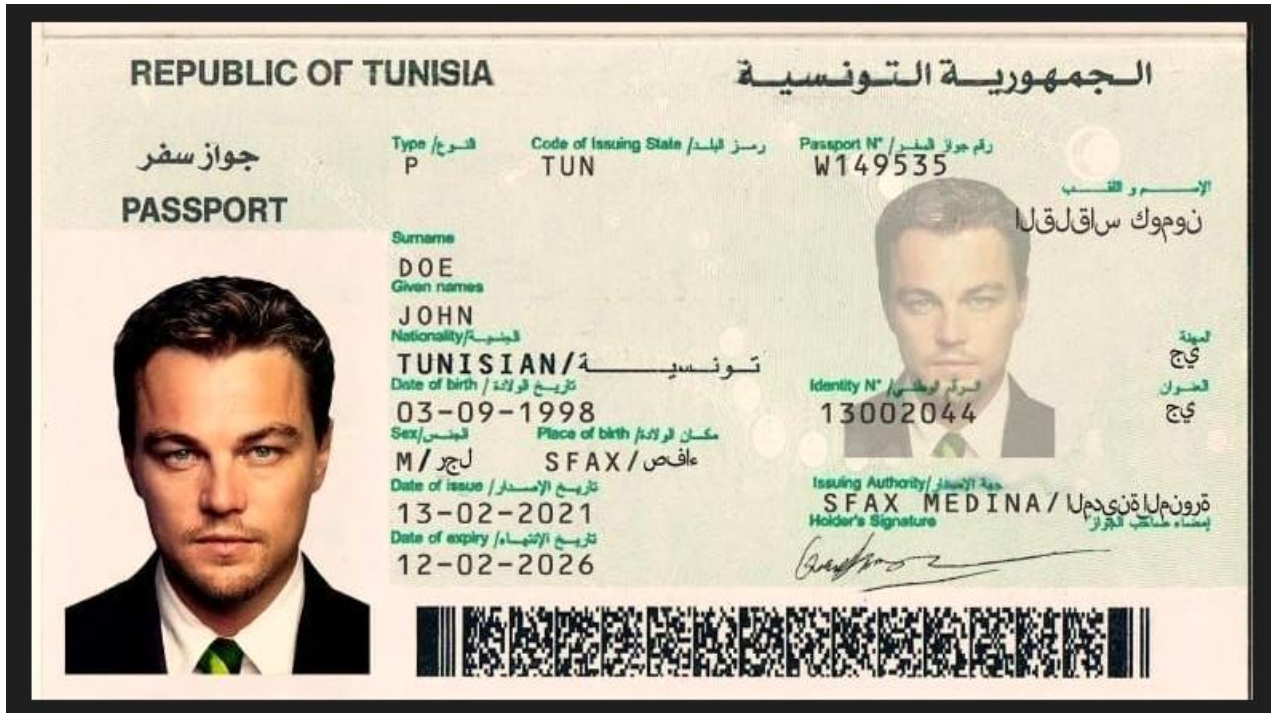
Applicant Type	Brand	Model	Year	Colour	Reg. Number	Owner	Applicant ID	ID Upload (Passport / Iqama)	ID Expiry Date	Vehicle Registration ID	Vehicle Insurance	Insurance Expiry Date
Select...							Select...	File Name, Type, Size		File Name, Type, Size	File Name, Type, Size	

Buttons: + Add Another, Submit your request

4. Proof of identity

- **Type of ID:** Choose the type of ID you will provide (Iqama or Passport only).
- **File Upload:** Download the passport holder details page or Iqama.
- **Expiration Date:** Manually enter the expiration date of the ID document.

Sample Passport -



Sample Iqama:

For the iqama, one must go to its absher app in electronic documents and upload its iqama image as described below.



NB: Please scroll to the right to view all the fields.

- **Vehicle registration document: download the vehicle registration document (istimara).**

For this document, you must go to your absher application in electronic documents and download the image of your registration document as described below.

يجب التحقق من
الرمز السريع قبل
إعتماد التعامل مع
الهوية

رقم الهيكل: [Redacted]
رقم اللوحة: أ ك ط 5267
رقم التسلسل: 142081900
رقم الهوية: [Redacted]
تاريخ الانتهاء: [Redacted]
نوع التسجيل: خاص
الموديل: ام ال 350
اللون الأساسي: فضي
سنة الصنع: 2009
الوزن: 2135
حمولة المركبة: 5

- **Vehicle Insurance Download: Download the vehicle's insurance certificate.**

For this document, you must go to your absher application in electronic documents and download the image of your registration document as described below.

Vehicle Insurance Details

Company Name

شركة اكسا للتأمين التعاوني

Start Date

06/10/2024

Status

Valid

Expiry Date

05/10/2025



- **Expiration Date:** Manually enter the expiration date of the car insurance.

4. Additional Details

- **Add another candidate:** Click Add **another** candidate to add more than one candidate.
- **Sticker removal:** Choose the date and time to remove the sticker.


5. Select the pick-up date

- **Date selection:** Click on the calendar to choose a date for the sticker to be removed.
- **Desired pickup date:** You must select a date. The system automatically offers you the first available slot on a working day (Sunday to Thursday from 9 a.m. to 4 p.m.).

Applicant Details

Applicant Type	Brand *	Model	Reg. Number *	Owner *	Applicant ID
Select... v	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select...
+ Add Another					

Pickup Date *

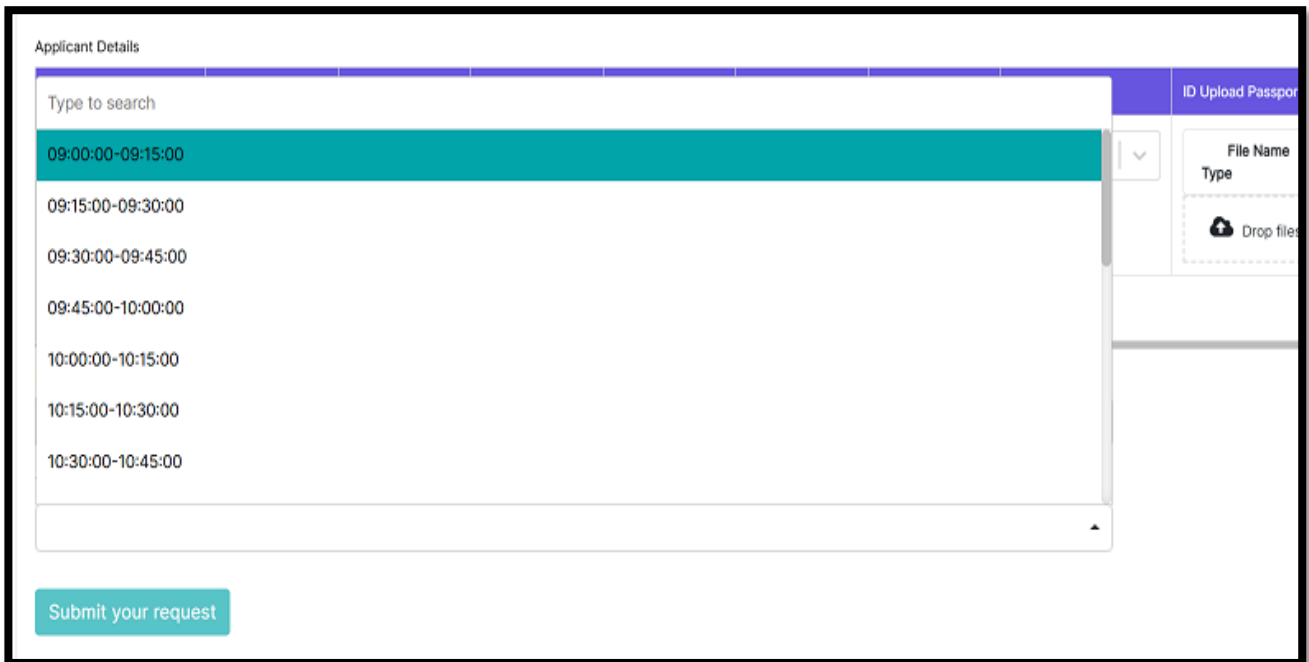


Time Slot *

[Submit your request](#)

6. Select the time slot

- **Preferred time slot:** Choose a preferred time slot for the date selected from the drop-down list.
- **Availability:** Only the available time slots for the selected date will be visible, with one allocated slot per request.



The screenshot displays a web form titled "Applicant Details". A dropdown menu is open, showing a list of time slots. The first slot, "09:00:00-09:15:00", is highlighted in teal. Below it are other slots: "09:15:00-09:30:00", "09:30:00-09:45:00", "09:45:00-10:00:00", "10:00:00-10:15:00", "10:15:00-10:30:00", and "10:30:00-10:45:00". To the right of the dropdown, there is a section for "ID Upload Passport" with fields for "File Name" and "Type", and a "Drop file" button. At the bottom left of the form, there is a teal button labeled "Submit your request".

7. Submit the application

- **Submission:** Click the **Submit button** to submit the sticker request.
- **Required fields:** Make sure that all required fields are filled in to avoid application failure.

Step 2: Acknowledging the sticker

1. Acknowledgment email notification

- **Received by e-mail:**
 - Once the form is successfully submitted, you will receive an acknowledgement email.
 - **Important note:** This email is not a confirmation that the sticker is available for pickup. It simply confirms that your application has been received.
 - ***Example of an acknowledgment email***

Dear Kirti Paliwal,

We would like to express our gratitude for your recent request for a car sticker at the Lycée Français International de Riyadh.

We are currently processing your 671 request and ensuring that you receive your sticker as soon as possible.

Once your sticker is ready, we will notify you by email with all the details, including the QR code, to present to the EFIR Security team upon collection.

Thank you again for your support and for helping us improve security within the EFIR.

Sincerely

The EFIR security department



2. Email Notification of Rejection

- **Rejection of the application:**
 - If the application is rejected, an email will be sent with the reason for the refusal.
 - **Rejection details:** The email will include the specific reason(s) why your request could not be processed.
 - ***Example of a rejected email –***

Dear Kirti Paliwal,

I hope this email finds you in good health. Please note that your 669 request is rejected for the following reasons: Iqama is not valid. The Expiration Date is 2024-10-23 2029-09-09.

We invite you to reapply and provide a valid document.

Thank you again for your support and for helping us improve security within the EFIR.

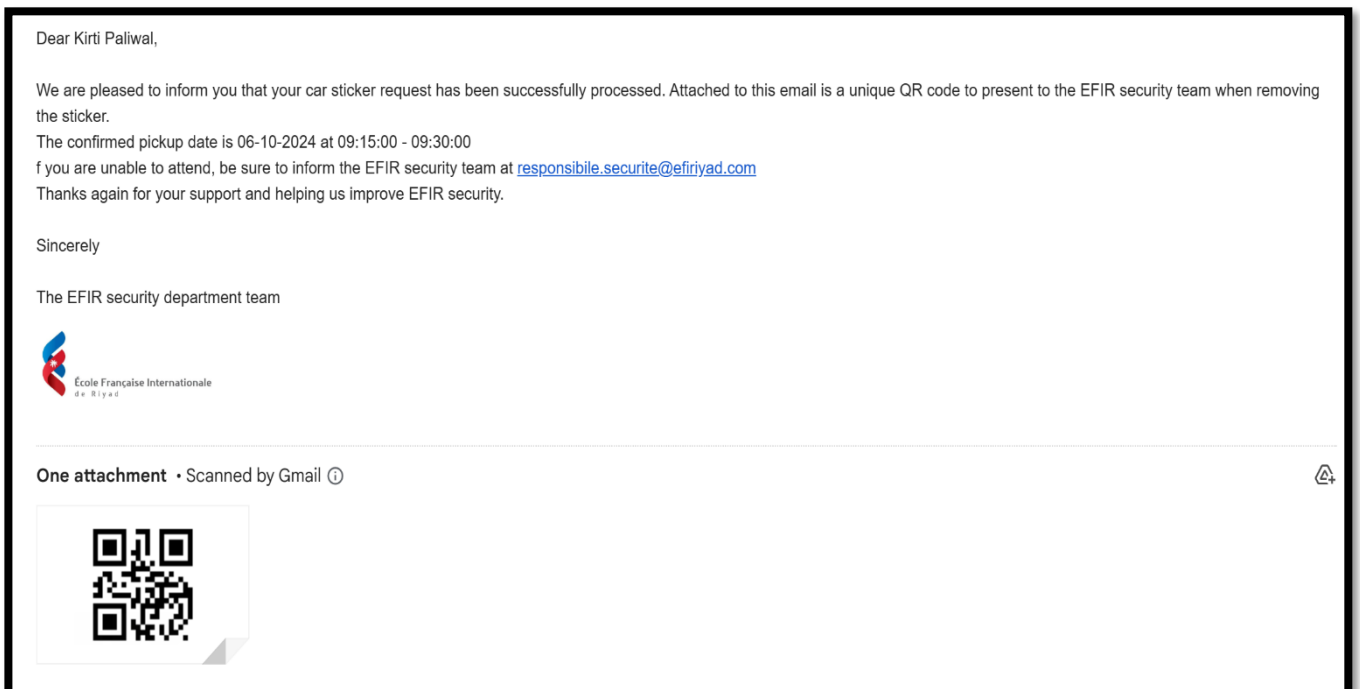
Sincerely,

The EFIR security department team



3. Sticker Confirmation Email

- **Confirmation email:**
 - Once your application has been successfully submitted and approved, you will receive a sticker confirmation email.
 - **Email Content:**
 - **QR Code:** A QR code that EFIR security must scan at the time of pickup.
 - **Confirmed pickup Time:** The email will confirm the pickup time you selected during the application process.
 - **Example of a confirmation email -**



Step 3: Sticker pickup

1. On the day of pick-up

- **Arrival:**
 - Be present and punctual at the designated pickup location at the scheduled time.
- **QR code:**
 - Present the QR code received in the confirmation email to the security personnel.

2. Security Process

- **Verification:**
 - The security team will ask to see the sticker request email.
 - They will validate the QR code and the information provided in the email.
- **Presentation of the insignia:**
 - Once the information has been validated, the security team will give you your sticker.

By following these steps, you will successfully complete the EFIR process of creating and picking up the car sticker. If you encounter any issues or have any questions, please contact security team for assistance.