

Welcome

To



Online Web portal application User manual/Guide



Contents

- List of figures 2
- 1.0 Introduction..... 4
 - 1.1 *System Overview* 4
 - 1.2 *Purpose of the Document* 4
- 2. Getting Started..... 5
 - 2.1 *Creating User Account*..... 5
 - 2.2 *Login to the System* 8
- 3. Online Services..... 10
 - 3.1 *Import Export Controls*..... 12
 - 3.1.1 *New Control Application* 13
 - 3.1.2. *Control application Documents* 16
 - 3.1.3. *Receiver manufacturer details*..... 19
 - 3.1.4. *(Special case) Import Export Product Details* 21
 - 3.1.5. *Preview Import and Export Details* 24
 - 3.1.6. *Application statuses* 25
- 4. Import Export Apps 26
 - 4.1. *Approved Control Apps* 27
 - 4.2. *Rejected Control Apps*..... 27
 - 4.3. *Query and Response Control Apps* 27



List of figures

Figure 1: Home page.....	5
Figure 2: Diagram showing the link on the website's main menu	6
Figure 3: The diagram showing the Trader Account registration form link	6
Figure 4: Trader Account Registration Form	7
Figure 5: Diagram showing how to locate online application portal	8
Figure 6: Diagram showing the login form page and its magnified actual form.....	9
Figure 7: Trader Account home page	10
Figure 8: Showing the import export functionality link, that when clicked will reveal the actual link that directs you to the application form.....	12
Figure 9: shows the new control application, which enables you to access the application form.	12
Figure 10: New (import/export permit) control application User Interface	13
Figure 11: Shows the form segmentation (Information groups/classification)	13
Figure 12: click to select from the dropdown options.....	14
Figure 13: type in any characters to filter the drop down options.....	14
Figure 14: Shows the Search Premise (1) and Save Details and Next (2) Buttons.....	14
Figure 15: Showing the premises you are related with.....	15
Figure 16: Showing the saving progress image and success message with the application reference number that will be used to represent your application (Note it)	15
Figure 17: Shows the Control Application document User Interface.	16
Figure 18: Showing the list of uploaded documents for a specific application.....	18
Figure 19: Shows the User Interface for supplier/manufacture or receiver details	19
Figure 20: Showing the Interface with a list of Suppliers/Receivers.....	19
Figure 21: Form for adding a new or non-existing Supplier/ manufacturer	20
Figure 22: Showing how the Manufacturer details are displayed after selecting the manufacturer.	20
Figure 23: Shows the Add products User Interface.....	21
Figure 24: Showing the pop-up Interface after clicking on the add product details	22
Figure 25: Showing a detailed highlighted and described pop-up interface, with information on each key feature on the interface.	22

Figure 26: Showing how the product is attached to the product details form on the right side of the image in red color, ready to add other information as corresponding on the profomo invoice..... 23

Figure 27: System response upon a successive saving of the product records 23

Figure 28: showing the look of the stage after adding several products details. 23

Figure 29: Information preview area before submission..... 24



1.0 Introduction

1.1 System Overview

Tanzania Food and Drugs Authority (TFDA) is a regulatory body responsible for controlling the quality, safety and effectiveness of food, drugs, herbal drugs, cosmetics and medical devices.

TFDA has established a comprehensive Management Information System (MIS), here and after known as TFDA MIS, to be used for data collection, storage and analysis pertaining to registration, regulation and monitoring of food, drugs, cosmetics, medical devices and premises in Tanzania. This will enhance efficiency in decision making, support and work flow management.

In addition it has also established an online web portal for handling import and export applications online. This also enhances efficiency, support and work flow management.

1.2 Purpose of the Document

The main purpose of this document is to offer some guidelines to a trader wishing to register an application online. It outlines the major steps to be taken from creating a user account, login to the system to the last process of the submitting an application.

2. Getting Started

Upon entering the correct web portal link on the browser, the user is redirected to the main page of the portal as shown in the figure 6 below.



Figure 1: Home page

The main page is normally informative. It contains features such as

- Website menus – these help the user to navigate throughout our website
- Latest News – displays any current updates, news and events
- Application forms, Online Application Systems, Registered Products, TFDA Guidelines, contacts, etc.

2.1 Creating User Account

Before you (trader) can make an online application, you need to have an active account first. Therefore your account must be created in the system for you to carry out any process.

The first step towards creating an account is obtaining the application form from the TFDA office or online through our website (via http://tfd.go.tz/index/sites/default/files/Trader_Registration.pdf as shown in the diagram 2 and 3 below).



Figure 2: Diagram showing the link on the website's main menu



Figure 3: The diagram showing the Trader Account registration form link

The form contains relevant fields used to capture the relevant user information such as trader account details, trader personal details, trader contact details, trader location details and trader physical location as shown in the figure 4 below.

**MINISTRY OF HEALTH AND SOCIAL WELFARE
TANZANIA FOOD AND DRUGS AUTHORITY**
P.O BOX 77150 Dar Es Salaam, Tanzania
Tel: +255 22 2450751, +255 22 2450512, Fax: +255 22 2450793
Website: www.tfda.or.tz, Email: info@tfda.or.tz



Customer Registration Form

Customer Accounts Details

Company Name:
Email Address(valid email):.....
TIN No:
Telephone No: Fax:
Email Address: Website:
Postal Address:
Country: Region:
District:
Physical Address:.....

Contact Person Details

Contact Person:
Telephone No: Email:
Country: Region:
Postal Address:
Country: Region:
District:
Physical Address:.....

Contact Person Details

Contact Person:
Telephone No: Email:
Country: Region:
Postal Address:

I hereby confirm the above information as true and valid.

Customer Signature:

Date:

To Be filled by TFDA Authority on approval of the details above.

Signature(TFDA Authority):

Approval Date:

Figure 4: Trader Account Registration Form



Upon filling all the details and submitting back the form, a user account is created in the TFDA MIS according to your information. You will be provided with *Trader Identification number*, *email* (to be used as *username*) and *password* that will be used for authentication of the trader to the online portal, which will be sent by email notifying him/her of the successful registration. It also contains a link that is used to authenticate and redirect him/her to the online portal. After receiving the information sent to you by the provided trader email, you can now successful login into your account for permit and other online applications, which I will pass you through in the next section starting from how to get you to online portal.

2.2 Login to the System

After your account have been created and you have received your trader account information, now online permit application can be processed. In this this section will pass you step by step of locating the system and on how to make your permit applications. Below in figure 5, shows were to locate the *portal* on our website (i.e. on the website main menu, hover the *E-Services* under it click on *import/export permits application system*).



Figure 5: Diagram showing how to locate online application portal

On clicking the above link, you will be presented with login page containing a form with three fields that have to field with the information to you in the email as shown in the following figure 6 (next page).

Prior to login to the system, you have to fill login details such as trader account number (Identification Number), email address and password (i.e. for the first Login session, the password is the same as the Identification No/Trader account number).

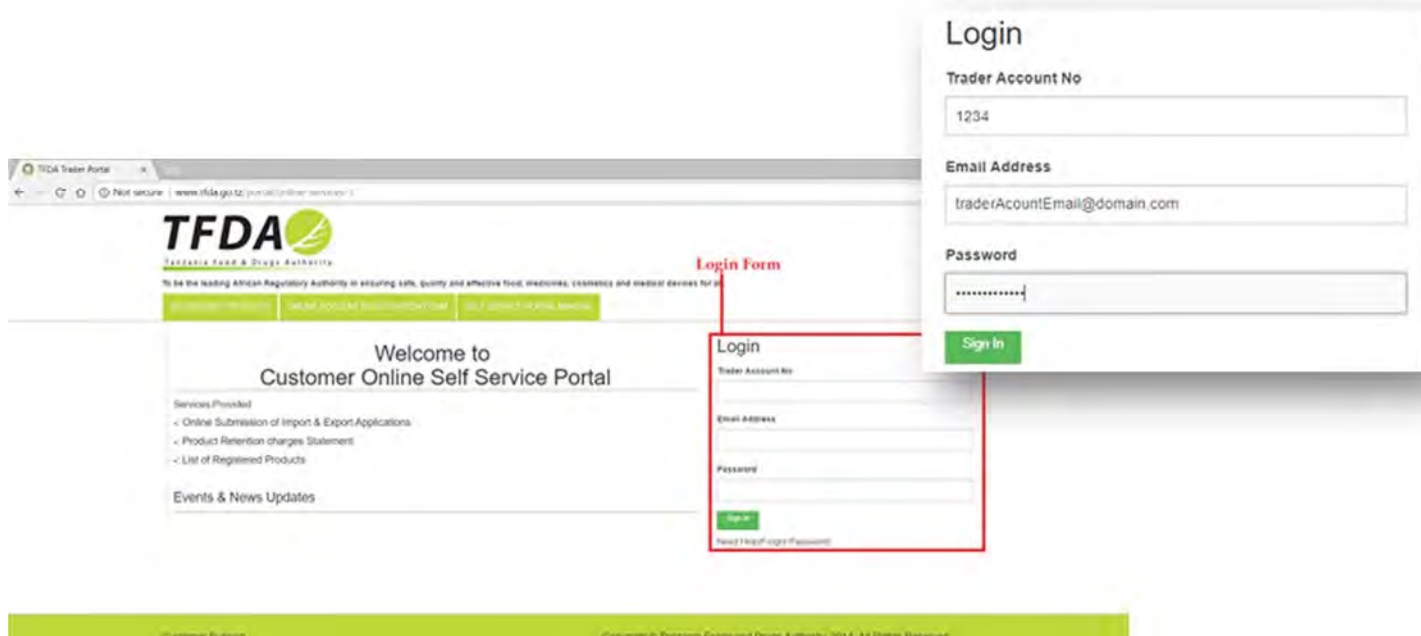


Figure 6: Diagram showing the login form page and its magnified actual form.

If the details are correct, the user is authenticated and redirected to the main application page which contains the online services.

3. Online Services

On a successful login (authentication) into the system you will be able to access online services that are handled by the system. For the first time trader login, you will be prompted to change your password to that which you will be familiar with and easy to remember but above all strong enough to ensure your account safety. After a successful change of your credential (i.e. password) you will be directed to the main page as the one shown in the figure 7 below.

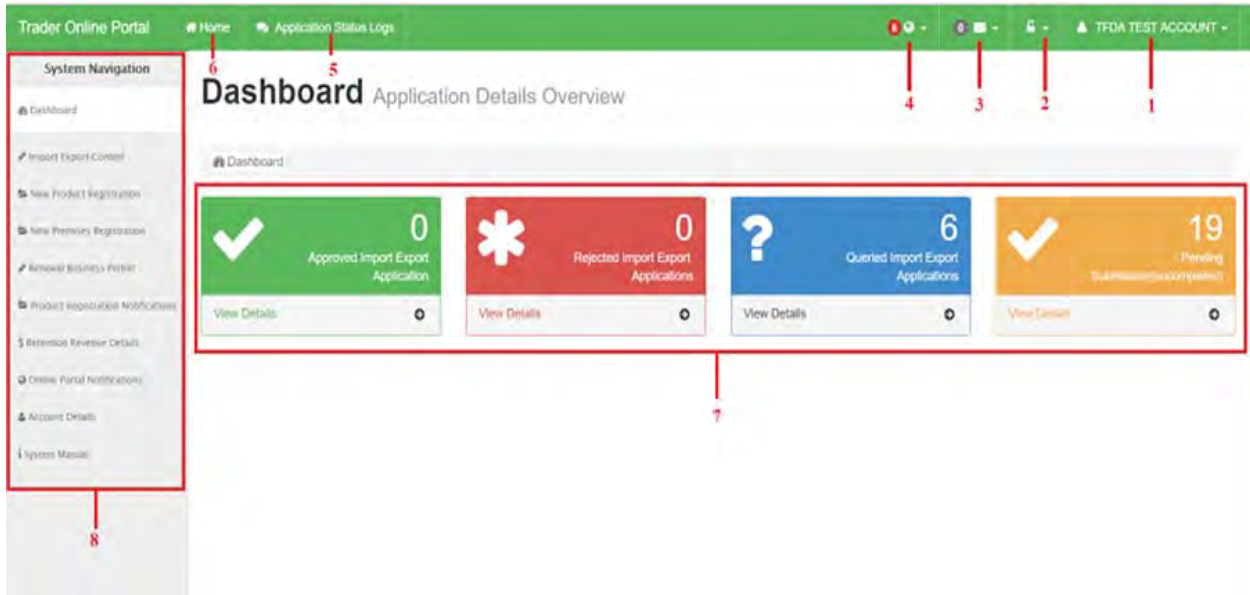
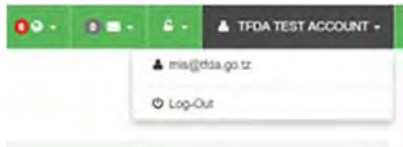


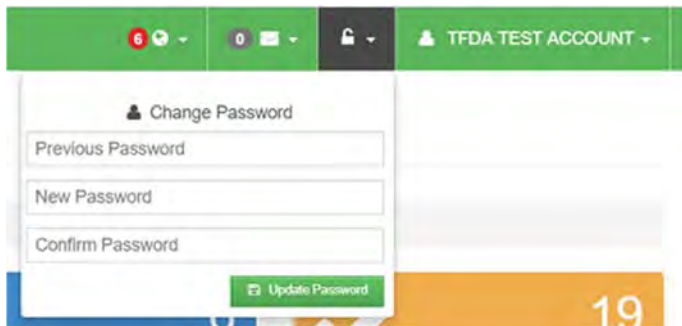
Figure 7: Trader Account home page

The image above in figure 7, contains features that are useful for you in the processes of import/export permit applications, Medical Device notifications, etc. This figure contains highlighted markers with numbered labels, these labels are described in the list below:

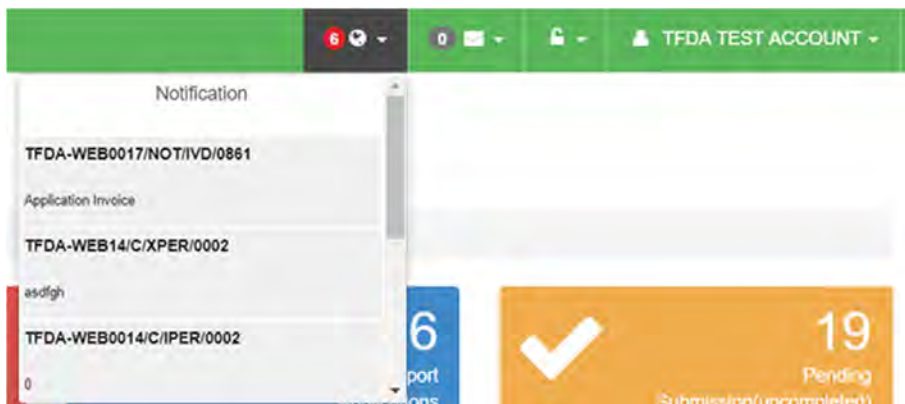
1. **User profile** – this menu is used to display the profile information such as company name and email. Clicking the menu pops a drop down that also allows the user to sign out.



2. **Password menu** – this menu is used for password management by allowing you to change password, once clicked it prompts up a relevant form.



3. **Notification menu** – this is used to handle the notifications in the system. It allows the user to send a notification, the user first select the category, the subject and then the notification before submitting using the Submit button. The notification is then sent as an email to TFDA.
4. **Notification menu** – this is also used to handle notification in the system. Unlike the former, this is used to view all the notifications sent from TFDA headquarter to the user.



5. **Application status log** - *under progress.*
6. **Home** - this is used to maneuver back to the home page of the portal
7. **System Navigation** - this provides the navigation links to the various process that are handled in the system.
8. **Processes overview** – these are icons used to display an overview of the processes that have been carried out.

After passing through the major features of the trader account User Interface (UI), let's move on to the next step of making the online [*import/export permit application*](#) which is the common activity performed by many of you within our system. This will explained more in detail in the next section (*Please stay with me a little more, we are about to start the interesting part*).

3.1 Import Export Controls

Importing and exporting of goods are the common activities that most you (Traders) do (i.e. exchange of food, drugs, cosmetics and medical devices across international borders or territories). To do this in Tanzania you have to apply *for permit* from us (TFDA) after supplying relevant and sufficient information of your products through the (Online Portal).

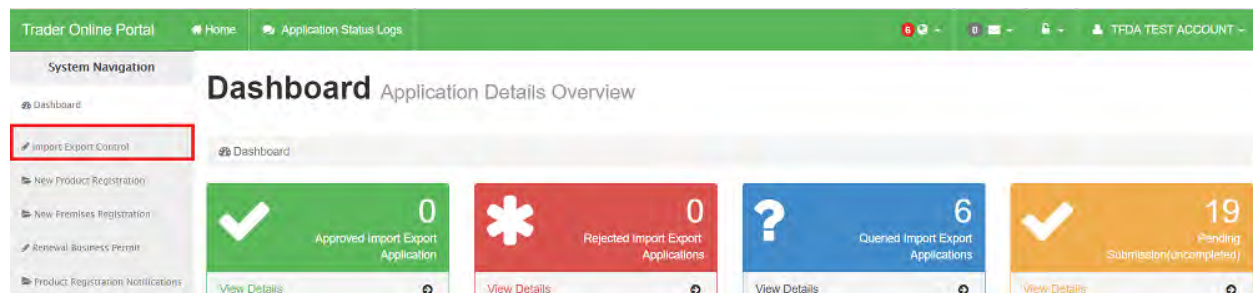


Figure 8: Showing the import export functionality link, that when clicked will reveal the actual link that directs you to the application form

This System functionality (as indicated in the above figure 8) is used to handle all import and export processes in the system carried out you. Clicking the (indicated above) link in the system navigation menus, reveals other submenus one of which directs you to the actual application process as indicated in the following figure 9 bellow.

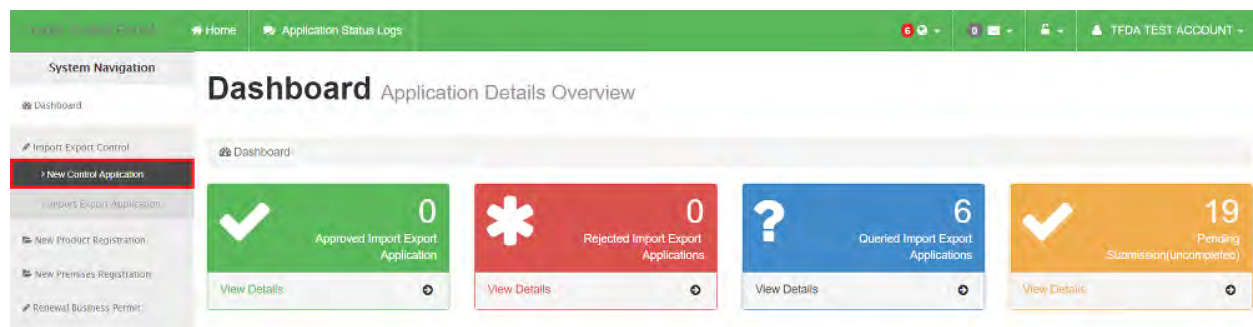


Figure 9: shows the new control application, which enables you to access the application form.

Click on the new control application link to start the actual application process for import/export permit. Let us move together to the next section to understand how to accomplish the import/import permit application.

3.1.1 New Control Application

This functionality (Activity) enables you to apply for your import/export permit at TFDA. This submenu in system navigation as highlighted in figure 9 above, once clicked it reveals the initial form for permit application as shown below in figure 10 below. The registration process of any application is done through a series of stages which follow a specific order (and I will pass you through the steps using text and pictures).

Figure 10: New (import/export permit) control application User Interface

The form is generally divided into two major sections which are the Application Details and the premise Details (referrer in figure 10).

Figure 11: Shows the form segmentation (Information groups/classification)

In the figure above, *Application Details* (No. 1 in figure 10 above) contains general information about the application you are about to make, most of its fields are click and select values in the dropdowns as it can be seen in figure 12 and 13 below.

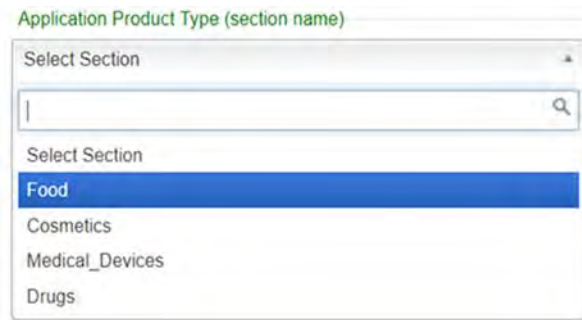


Figure 12: click to select from the dropdown options

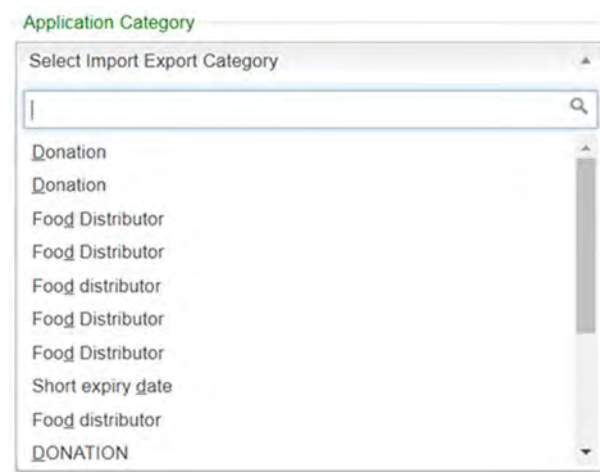


Figure 13: type in any characters to filter the drop down options

Except for *Profomo invoice* number and date plus the Laboratory analysis laboratory number (Optional for special cases applications) are fill-in form fields with no selection options as in the previous. You have to also fill in the *Premise details* (No. 2. In figure 10 above). This is compulsory for all applications except for special case applications (e.g. waiting for premise registration, personal use imports etc.). You must make sure your premise is registered and your account has been connected to your premise (*you can ask TFDA-ICT Department for clarification, in addition your premise name must match your trader account name in a whole/partially*). To enter the premise details click on the *search premise* button as indicated in the following figure 14 below.



Figure 14: Shows the Search Premise (1) and Save Details and Next (2) Buttons.

Once you have clicked the Search Premise button (as indicated in figure 14, highlight No. 1.) you will be presented with a popup that shows all your registered premises that have been attached to your account as shown in the following figure 15 below. Select one of the premises by **double clicking** on it will appear on your form after closing the popup with all the information you submitted while registering it, if the information tends to differ please clear them and select again.

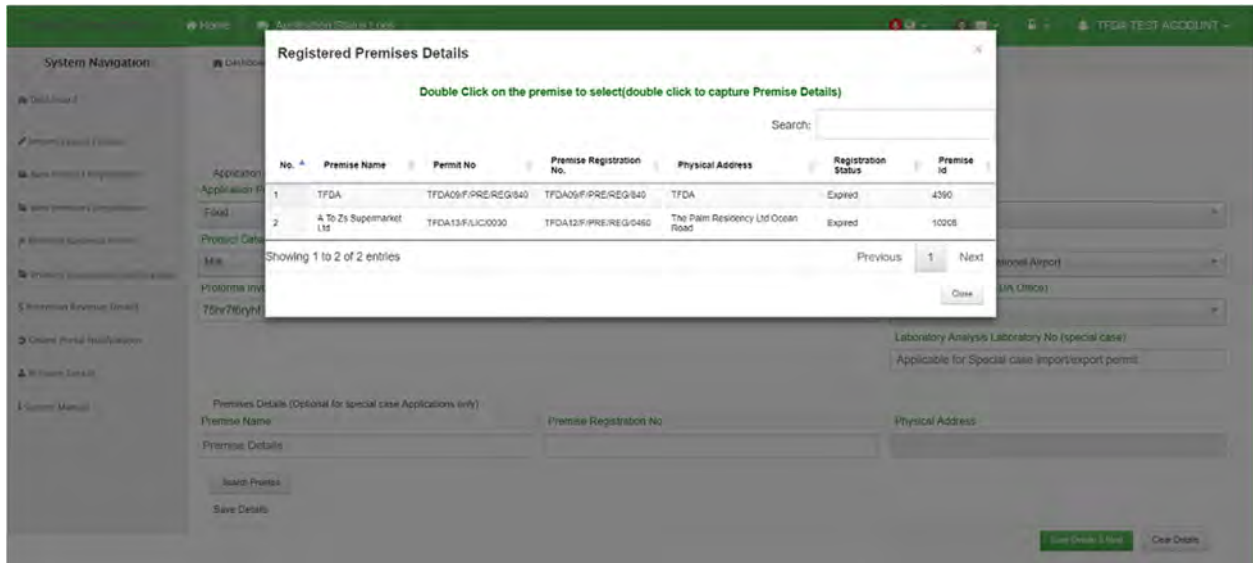


Figure 15: Showing the premises you are related with

Once you have captured all the information, clicking on the **Save Details & Next button**. All the information is saved and you will be redirected to the next stage of uploading documents. Before that the system will notify you with a series of messages on successful/unsuccessful saving of the applications details as shown in the following figures below.

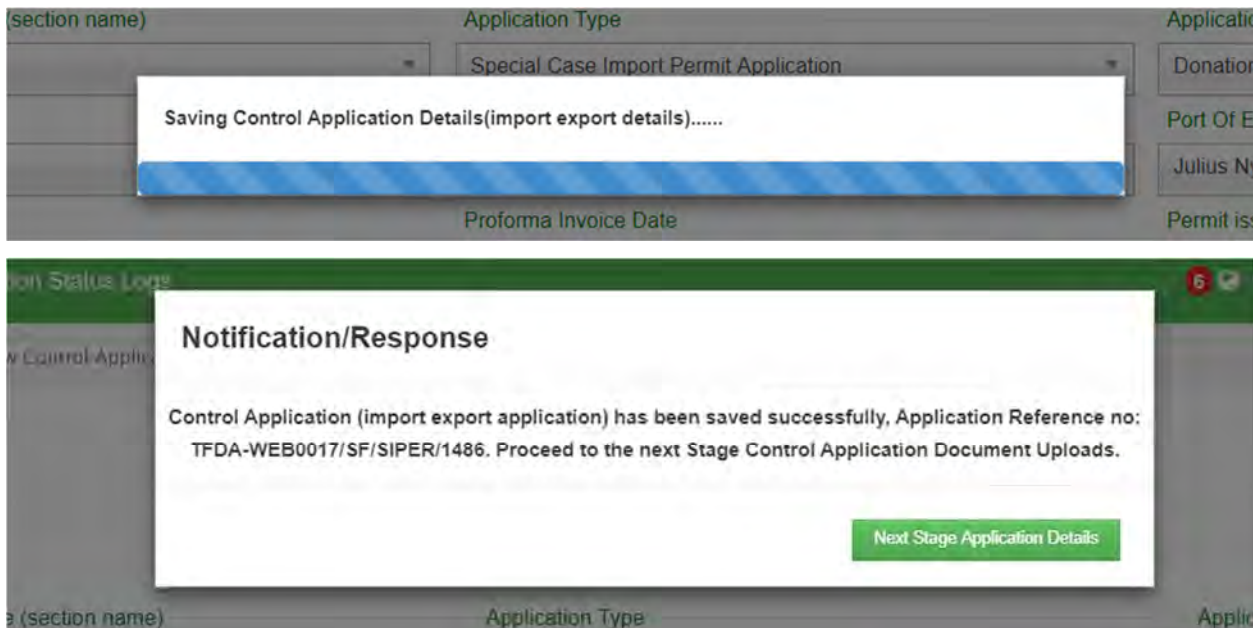


Figure 16: Showing the saving progress image and success message with the application reference number that will be used to represent your application (Note it)

3.1.2. Control application Documents

This form allows you to attach all the necessary documents that are relevant or may be required as proof for easing the whole process of applying for a permit. Example of documents required are as follows in the list below:

- ✓ Profoma Invoice Details.
- ✓ Premise Permit.
- ✓ INFORMATION ON MEDICAL DEVICES.
- ✓ Notification Form.
- ✓ Donation Certificate.
- ✓ Letter of Authorisation.
- ✓ bill of lading.
- ✓ Other Documents.

The following figure 17 shows the control application document User Interface (i.e. how it looks)

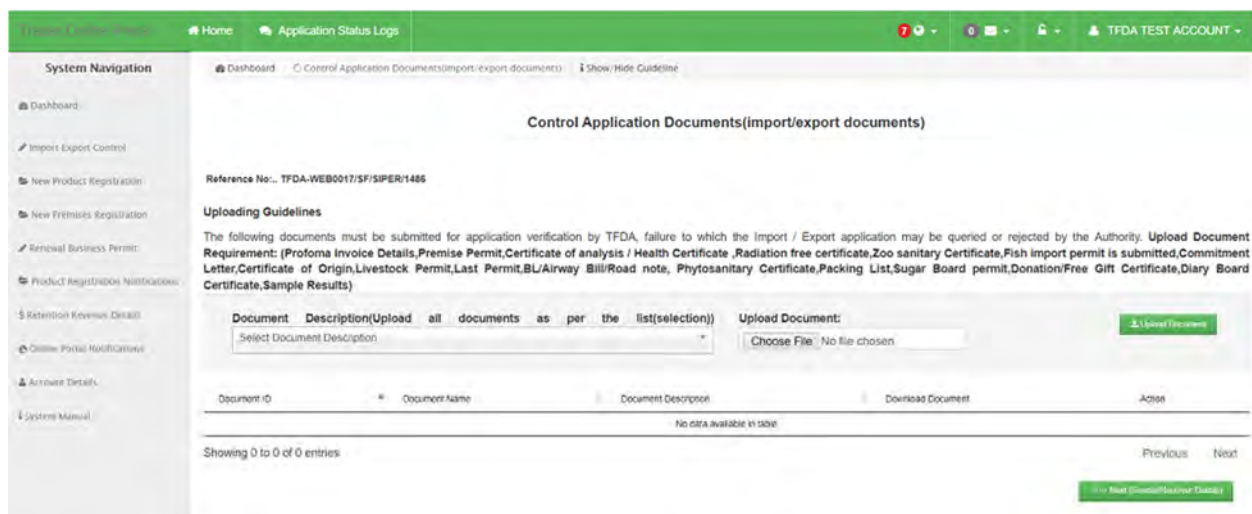


Figure 17: Shows the Control Application document User Interface.

To upload the documents first you have to make sure your documents are all *scanned* and saved in *PDF Format*, secondly identify the documents whether it's an invoice, bill of loading or otherwise. Next below is a group of images demonstrating the whole process of selecting document description, then browsing for the file in the computer storage or external storage, showing the system response messages as the documents being saved after clicking the *upload button*.

Trader Online Portal Home Application Status Logs TFDA TEST ACCOUNT

System Navigation

- Dashboard
- Import Export Control
- New Product Registration
- New Premises Registration
- Renewal Business Permit
- Product Registration Notifications
- Screening Avenue Details
- Online Portal Notifications
- Account Details
- System Manual

Control Application Documents(import/export documents)

Reference No.: TFDA-WEB0017/SF/SIPER/1488

Uploading Guidelines

The following documents must be submitted for application verification by TFDA, failure to which the Import / Export application may be queried or rejected by the Authority. **Upload Document Requirement: (Profoma Invoice Details, Premise Permit, Certificate of analysis / Health Certificate, Radiation free certificate, Zoo sanitary Certificate, Fish import permit is submitted, Commitment Letter, Certificate of Origin, Livestock Permit, Last Permit, BL/Airway Bill/Road note, Phytosanitary Certificate, Packing List, Sugar Board permit, Donation/Free Gift Certificate, Diary Board Certificate, Sample Results)**

Document Description(Upload all documents as per the list(selection))

Select Document Description

Profoma Invoice Details

Premise Permit

Certificate of analysis / Health Certificate

Radiation free certificate

Zoo sanitary Certificate

Fish import permit is submitted

Commitment Letter

Certificate of Origin

Livestock Permit

Upload Document: Choose File No file chosen Upload Document

Download Document Action

Previous Next

Next Control/Screen Details

Open work > tfda > sum\oam Search sum\oam

Organize New folder

Quick access OneDrive This PC CAM (Z) Desktop Downloads Music Pictures Videos Local Disk (C:) New Volume (D:) New Volume (E:)

Name Date

tfda_invoice_productlist 3/2

tfda_invoice_packinglist 3/2

tfda_invoice1 3/2

tfda_packinglist_final 3/1

File name: tfda_invoice_productlist All Files

Open Cancel

Application Documents(import/export documents)

by TFDA, failure to which the Import / Export application may be queried or rejected by the Authority. **Upload Document Requirement: (Profoma Invoice Details, Premise Permit, Certificate of analysis / Health Certificate, Radiation free certificate, Zoo sanitary Certificate, Fish import permit is submitted, Commitment Letter, Certificate of Origin, Livestock Permit, Last Permit, BL/Airway Bill/Road note, Phytosanitary Certificate, Packing List, Sugar Board permit, Donation/Free Gift Certificate, Diary Board Certificate, Sample Results)**

the list(selection)) Upload Document: Choose File No file chosen Upload Document

Document Description Download Document Action

No data available in table

Previous Next

Next Control/Screen Details

be on m
e De oo sa
rest st, Su

Saving Control Application Document(import export documents)

ation Status Logs TFDA TEST ACCOUNT

Control Application

Alert/Response

Document Uploaded successfully

OK

ments)

On multiple document uploading, after each upload, the respective document details are appended in the list as shown in figure 18 (in the highlighted area) giving a chance to proof read the upload information if they are correct and rectify them appropriately.

The screenshot shows the 'Control Application Documents' page in the TFDA system. The page title is 'Control Application Documents(import/export documents)'. The reference number is 'TFDA-WEB0017/SMDR/SXPER/0053'. The 'Uploading Guidelines' section states: 'The following documents must be submitted for application verification by TFDA, failure to which the Import / Export application may be queried or rejected by the Authority. Upload Document Requirement: (Profoma Invoice Details,Premise Permit,INFORMATION ON MEDICAL DEVICES,Notification Form,Donation Certificate,Letter of Authorisation,bill of lading,Other Document)'. The 'Upload Document' section has a dropdown menu set to 'Premise Permit' and a file input field containing 'tfda_invoice1.pdf'. The document list table is as follows:

Document ID	Document Name	Document Description	Download Document	Action
113119	Profoma Invoice Details.pdf	Profoma Invoice Details	Download Documents	Delete Document
115513	Premise Permit.pdf	Premise Permit	Download Documents	Delete Document

The table shows 'Showing 1 to 2 of 2 entries' and navigation buttons for 'Previous', '1', and 'Next'. A 'Next (Go to Next/Previous Details)' button is located at the bottom right of the table area.

Figure 18: Showing the list of uploaded documents for a specific application

Once you have uploaded all the documents, you can now move to the next stage by clicking the **Next button** as shown in figure 18 above.

3.1.3. Receiver manufacturer details

This stage is for entering the information about the subject (i.e. supplier/manufacturer or receiver) that you are sending goods to or receiving goods from. It involves selecting the subject from the present subjects in our system or making a new subject if they do not exist in the system as shown in figure 20 below.

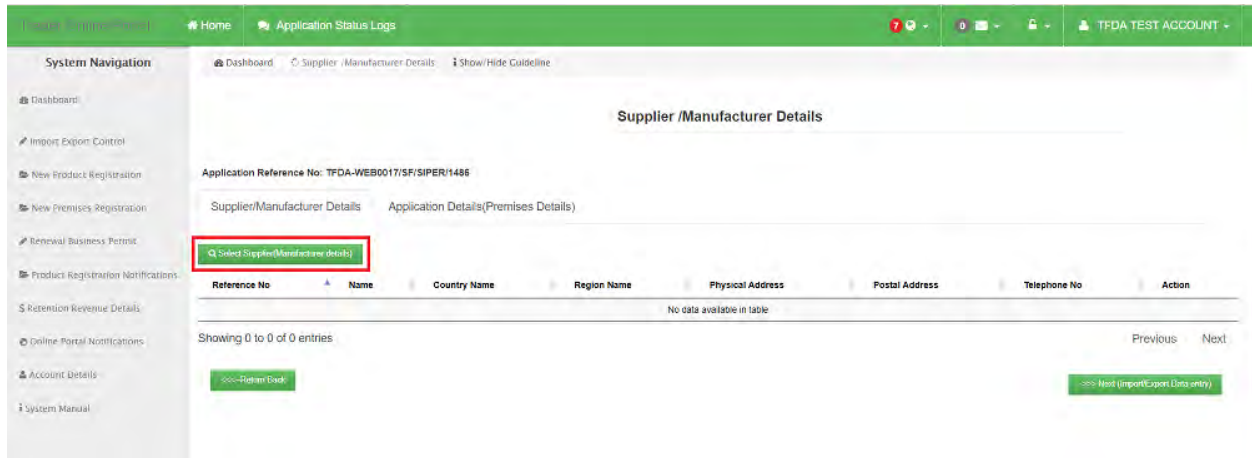


Figure 19: Shows the User Interface for supplier/manufacture or receiver details

This page allows the applicant to select only one record of receiver by clicking the **Search Supplier/Manufacturer Details** button. It pops up a list of all the Supplier/Manufacturer/Receiver(s) that are currently available in our system as shown in figure 20 below.

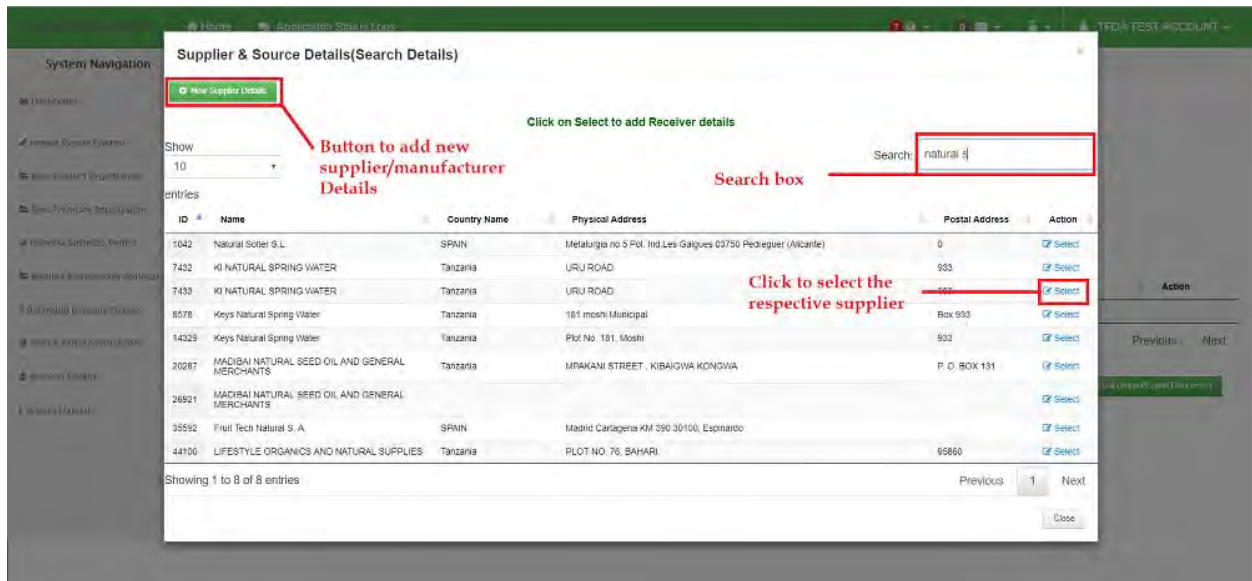


Figure 20: Showing the Interface with a list of Suppliers/Receivers.

Figure 20 above allows you to search and select an appropriate supplier/ receiver from/to where you intend to exchange products. It also allows you to add a new supplier/ receiver (*by clicking on **New Supplier/Manufacturer details button** as shown in figure 20 above*) who is not currently available in the suggested list as indicated in figure 21 below.

Figure 21: Form for adding a new or non-existing Supplier/manufacturer

After filling all the manufacturer/ supplier details in the form above (figure 21), click on the save details and the system will direct you back to the selection list (figure 20 above) and then proceed by clicking on the select link in front of the supplier of your choice. This action will result of closing the dialog (figure 20) and the supplier details will be added in the supplier list as shown in figure 22 below.

Reference No	Name	Country Name	Region Name	Physical Address	Postal Address	Telephone No	Action
TFDA- WEB0017/SF/SIPER/1486	Natural Sotter S.L.	SPAIN	spain	Metalurgia no 5 Pol. Ind. Les Galgues 03750 Pedreguer (Alicante)	0	966490764	Select Details

Figure 22: Showing how the Manufacturer details are displayed after selecting the manufacturer.

After entering the supplier details, it's time to move to the next part of entering the actual products that you are importing or exporting.

3.1.4. (Special case) Import Export Product Details

In this section (stage in the system), I will pass you through on how to add application products as defined in your profomo invoice (Note: each invoice has a separate application). Below in figure 23, shows the general interface for addition of products.

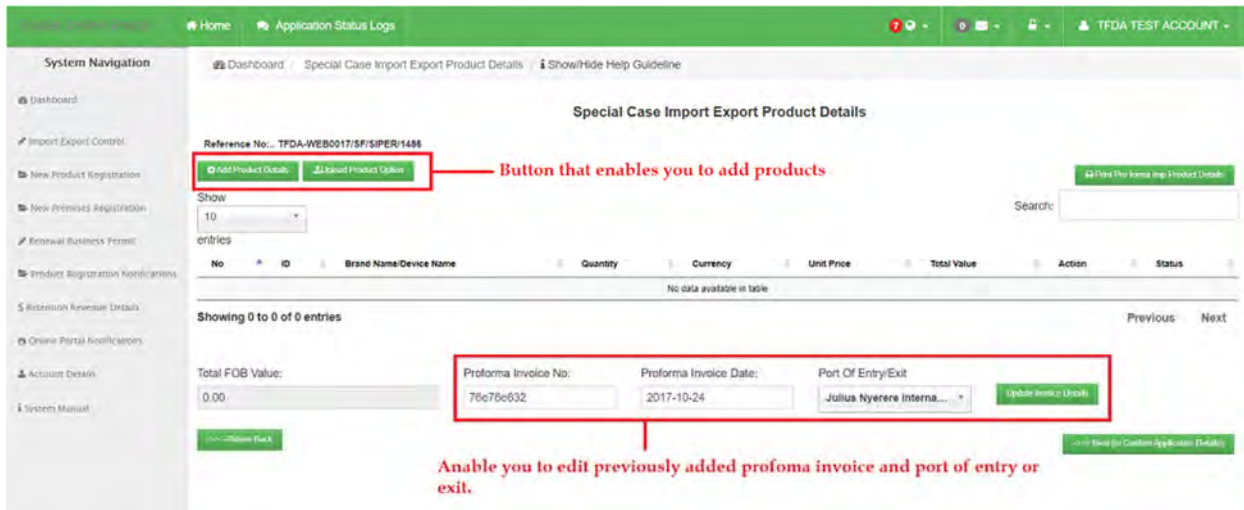


Figure 23: Shows the Add products User Interface

To add products click on the **Add Product Details** button as shown in the above figure 23 allows you (the applicant) to add an import or export products or you can click the **Upload product option** button (present for special applications only) which enable applicant with a long list of products in an excel file to upload it. Clicking on **Add Product Details** button it pops up a window with a list of products allowing the use to select a record (for normal import/export permit and the product has to be registered by TFDA) or add a new special case product as shown in the following figure 24 below.

To add product details select from the list of products or type in the search box the brand name or the product registration number to narrow down the suggestion list of products, to be more precise please use the product registration number for example TAN 12 C 2930. Please refer on figure 25 below, so you can get a clear idea on what am saying.

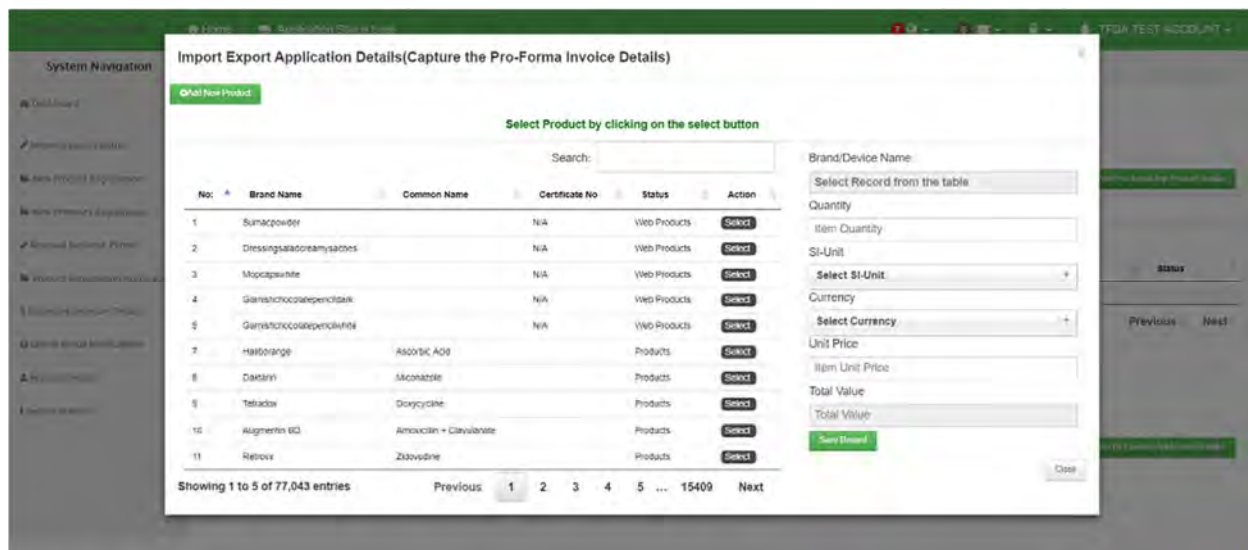


Figure 24: Showing the pop-up Interface after clicking on the add product details

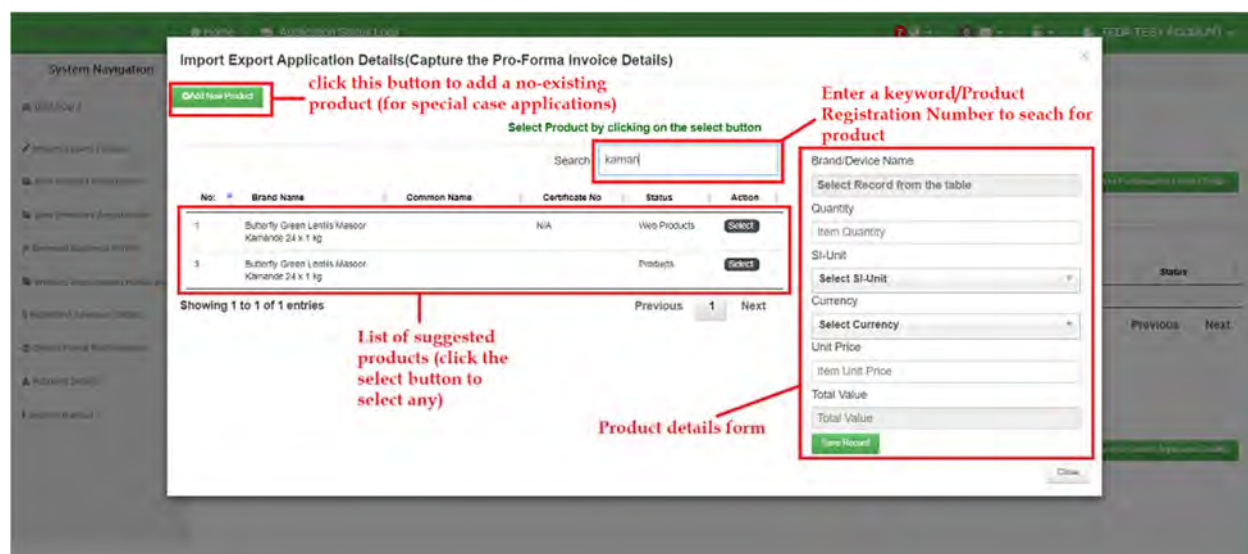


Figure 25: Showing a detailed highlighted and described pop-up interface, with information on each key feature on the interface.

When you come across a product of your interest **double click** on it or **click on the select button** to pick it and attach to the right side form ready to add other details according to your proforma invoice as shown in the figure 26 below.

NOTE: You must make sure that the entered details of the selected product (in red color on the form) are exactly the same information on the form.

After adding all the product details, click on the **save record button**, the system will give you a respective message notifying you about the status of the saved record (as shown in figure 27) and the product details will be appended on the product list (as shown in figure 28 below) with a corresponding FOB below it.

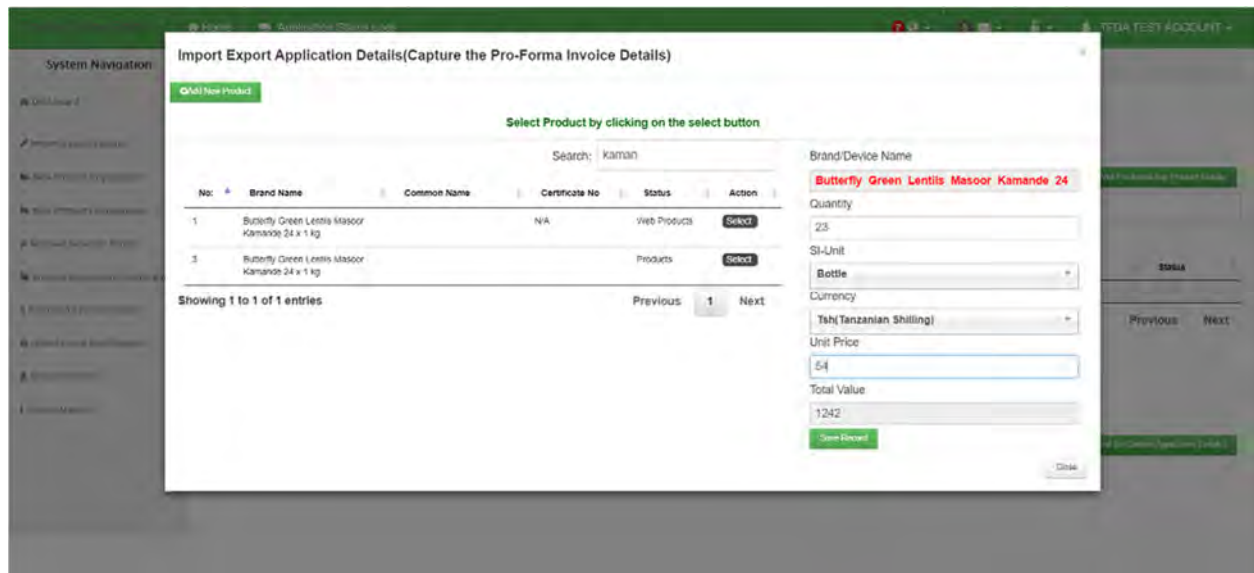


Figure 26: Showing how the product is attached to the product details form on the right side of the image in red color, ready to add other information as corresponding on the profomo invoice.

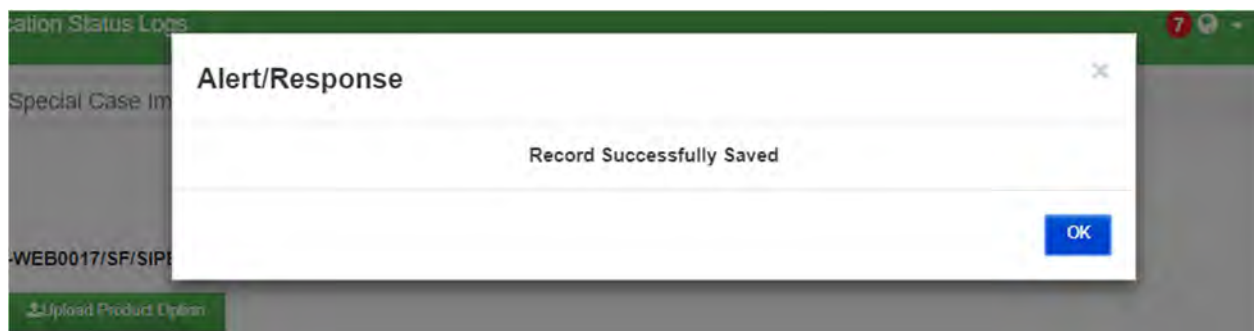


Figure 27: System response upon a successive saving of the product records

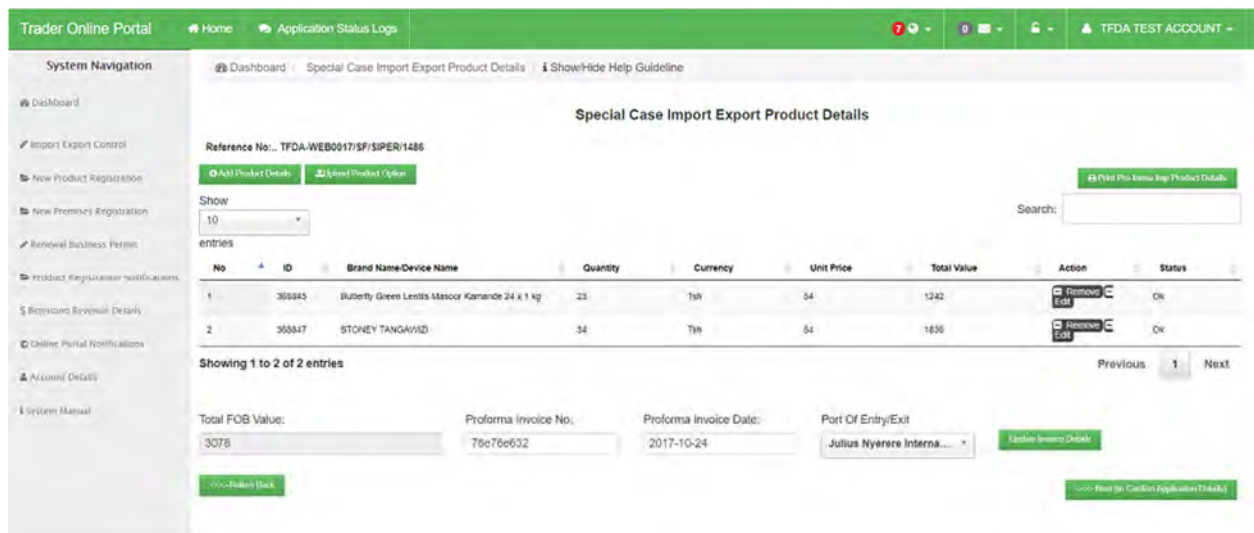


Figure 28: showing the look of the stage after adding several products details.

After everything has been entered, making sure the FOB in the system matches that in the physical profomo invoice, the profomo invoice number and date are correct and finally the port of entry/exit are also correct, it's time to move to the next stage (which is actually the final stage of confirming and submitting the application details) as it is described in the next section.

3.1.5. Preview Import and Export Details

This page allows the applicant to preview all the details before submission. The information is arranged in form of tabs each displaying the particular records of the application as shown in the figure 26 below

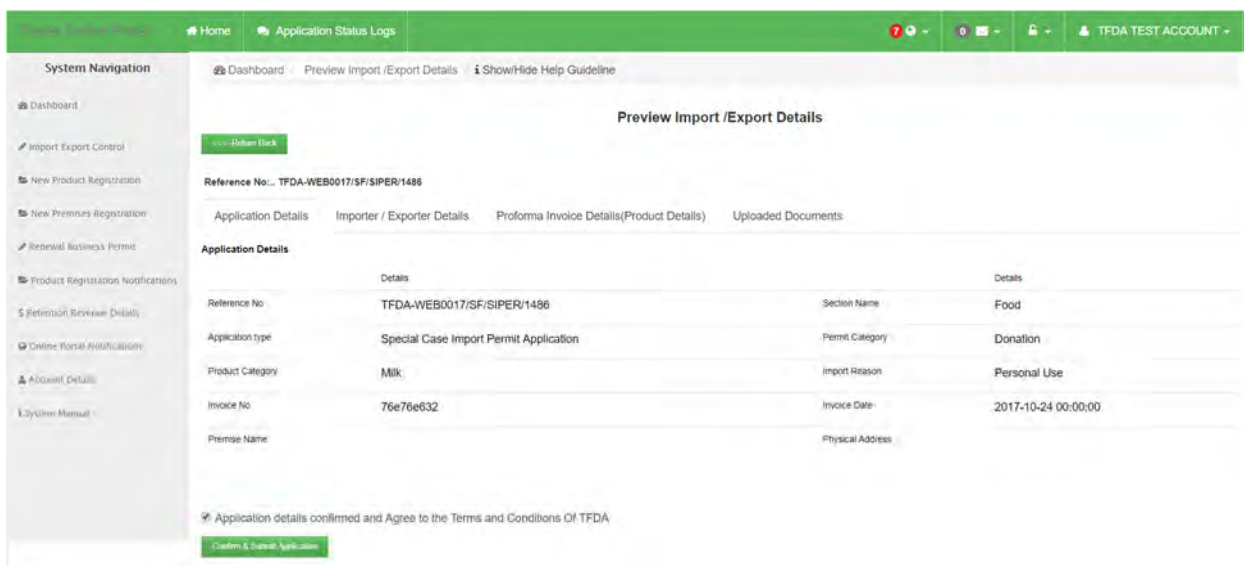


Figure 29: Information preview area before submission.

After previewing all the entered information, you can now click on checkbox in the previous figure 29 and click on the **Confirm & Submit Application** button to send your application to us (TFDA) for processing before we can notify you through this system about printing your invoice and/or coming to the Zone office of choice previously to collect your permit.

NOTE: Keep on visiting our system to check on the status of your application to check whether you have been queried, granted or rejected so as to perform the necessary step.

Thank you for your time and this is the end of Import/export permit application steps, next are some of the important information that you may need check through them.

3.1.6. Application statuses

Once the applicant has submitted any application, it undergoes various status which include:

- ✓ Received
- ✓ Reviewed
- ✓ Invoiced

a) Received

The application is first received by the TFDA and before it has been reviewed, it is in the received status

b) Reviewed

From the received status, the application is then reviewed by the relevant people.

Once it has been reviewed, it can either be granted, queried or rejected

Once granted, an email notification containing the invoice is sent to the applicant. The applicant then makes payment and picks up his import/export business permit from the TFDA headquarter (HQ) or at any other respective zone

The application can also be queried whereby the applicant is sent some queries together with an email notification of the status. The application is sent back to the system and the applicant has to provide response to the queries before it can be granted

Also the application can be rejected upon which the applicant will receive an email notification together with the reject reason

c) Invoiced

This is the last status. An application is invoiced once it has been granted. Upon being invoiced the applicant will receive an email notification together with the printed invoice. He/She therefore makes payment and proceeds to receive an import/export permit from TFDA

4. Import Export Apps

This submenu is used to display a list of all the applications that have been made by the applicants. All the records are filtered using the application statuses as shown in the figure below

The screenshot shows a web application interface for 'Import Export Apps'. It features a sidebar with a 'System Menu' and a main content area. The main content area has a 'New Control Application' button and a search bar. Below the search bar is a table with 10 rows of application records. Each row includes a 'No' (1-10), a 'Reference No' (e.g., TFDA-WEB0015/D/PER/0006), an 'Application Type' (e.g., Import Permit Application), a 'Permit Category' (e.g., WHOLESALER), a 'Product Category' (e.g., Human Pharmaceutical), a 'Premise Name', an 'Invoice No' (e.g., 1349), a 'Date Added' (e.g., 09-07-2015), and an 'Action' icon (Edit / Modify). The table is titled 'Application status New' and shows 'Showing 1 to 10 of 84 entries'.

No	Reference No	Application Type	Permit Category	Product Category	Premise Name	Invoice No	Date Added	Action
1	TFDA-WEB0015/D/PER/0006	Import Permit Application	WHOLESALER	Human Pharmaceutical		1349	09-07-2015	Edit / Modify
2	TFDA-WEB0015/C/PER/0012	Import Permit Application	Distributors	Cosmetic		1687	09-07-2015	Edit / Modify
3	TFDA-WEB0015/F/PER/0024	Import Permit Application	Food Distributor	Confectionaries		cx342	09-07-2015	Edit / Modify
4	TFDA-WEB0015/C/PER/0011	Import Permit Application	Distributors	Cosmetic		12456	09-07-2015	Edit / Modify
5	TFDA-WEB0015/F/PER/0022	Import Permit Application	Government/NGO	Milk		312313131	04-07-2015	Edit / Modify
6	TFDA-WEB0015/F/S/PER/0023	Special Case Import Permit Application	Food Distributor	Assoted Food Stuff		1231	01-07-2015	Edit / Modify
7	TFDA-WEB0015/F/S/PER/0022	Special Case Import Permit Application	Whole sale	Assoted Food Stuff		123	30-06-2015	Edit / Modify
8	TFDA-WEB0015/C/PER/0007	Import Permit Application	Distributors	Hair Product		5454	22-06-2015	Edit / Modify
9	TFDA-WEB0015/F/S/PER/0014	Special Case Import Permit Application	Supermarket	Assoted Food Stuff		8179	19-06-2015	Edit / Modify
10	TFDA-WEB0015/MDR/S/PER/0001	Special Case Import Permit Application	WHOLESALER	Medical Device		12	10-08-2015	Edit / Modify

On this page a user can add a new control application by clicking the appropriate button as shown in the figure above. This allows the applicant to register a new application following all the procedures explained earlier above

Each record has an action icon. Clicking this icon allows the user to execute an action depending on the record status.

For any record in the new status, the applicant is redirected to the last stage he/she was while registering an application. This means that this record was not yet submitted since the registration process was not complete up to the approval/submit stage. An applicant therefore can complete the process by clicking the Action icon upon being taken to the previous stage, he/she can complete the registration.

Any application that has been queried, its status will be queried. Therefore the applicant can answer to these queries by clicking the Action icon. This redirects to a page where the user can respond to the queries. Upon responding to these queries, the status is changed from queried to query response and the applicant can wait for a response whether the application has been granted

For the records in the other statuses, clicking the icon will pop up an appropriate alert notification.

4.1. *Approved Control Apps*

This link is used to display all the application records that have already been approved by TFDA.

These are all the records in the grant status

The screenshot shows a web interface for 'Approved Control Apps'. It includes a sidebar menu, a top navigation bar with 'Dashboard', 'Approved Control Apps', and 'Show/Hide Help Guideline'. The main content area has a search bar and a table of application records. The table is filtered to show 10 entries. The records are grouped by application type: Import Permit Application, Export Permit Application, and Special Case Import Permit Application. Each record has a 'Preview & Payments Option' button.

No.	Reference No.	Application Type	Permit Category	Premise Name	Invoice No.	Approval Date	Action
Application type Import Permit Application							
1	TFDA-WEB0015/C/PER/0001	Import Permit Application	Delears	LAURENSIA SIMON LENGESIA	1245	2015-07-10	Preview & Payments Option
2	TFDA-WEB0014/C/PER/0002	Import Permit Application	Manufacturers	GABRIEL FLORIAN LENGESIA	12345213	2015-07-10	Preview & Payments Option
3	TFDA-WEB14/C/PER/0001	Import Permit Application	Manufacturers	GABRIEL FLORIAN LENGESIA	12345213	2015-07-10	Preview & Payments Option
4	TFDA-WEB14/C/PER/0002	Import Permit Application	Government/NGO	ALOYCE FLORIAN LENGESIA	qwer2134	2015-07-10	Preview & Payments Option
5	TFDA-WEB14/C/PER/0001	Import Permit Application	Manufacturers	ROZEL SUPERSTORES	14587pou	2015-07-10	Preview & Payments Option
Application type Export Permit Application							
6	TFDA-WEB14/C/XPER/0001	Export Permit Application	Government/NGO	GABRIEL FLORIAN LENGESIA	234567	2015-07-10	Preview & Payments Option
Application type Special Case Import Permit Application							
7	TFDA-WEB14/C/S/PER/0002	Special Case Import Permit Application	Donors	LAURENSIA SIMON LENGESIA	3345ssd	2015-07-10	Preview & Payments Option
8	TFDA-WEB14/C/PER/0001	Special Case Import Permit Application	Donors	GABRIEL FLORIAN LENGESIA	213456wer	2015-07-10	Preview & Payments Option
9	TFDA-WEB14/C/PER/0001	Special Case Import Permit Application	Donors	GABRIEL FLORIAN LENGESIA	213456wer	2015-07-10	Preview & Payments Option

All the records can be filtered either by import application, export application, special export application and special import application using the filter criteria shown in the figure above

4.2. *Rejected Control Apps*

This is similar to the Approved Control Apps. The only difference is that it displays all rejected application records

4.3. *Query and Response Control Apps*

This displays all the application records that have been queried. It's similar to that of Approved Control Apps