Papua New Guinea Customs Service

How to change my AW User Profile

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to change their AW User profile.

Each user can customise some of client features to suit their preferred user profile.

Features that can be customized are:

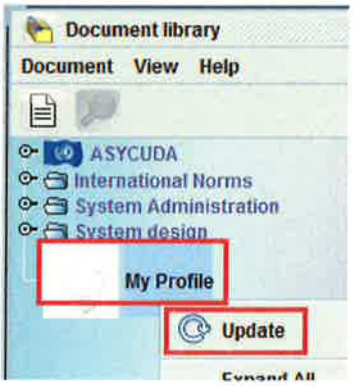
- Password
- Language
- Appearance
- Creation of Shortcuts

Any changes made will take effect immediately. There is no need to log off and login again.

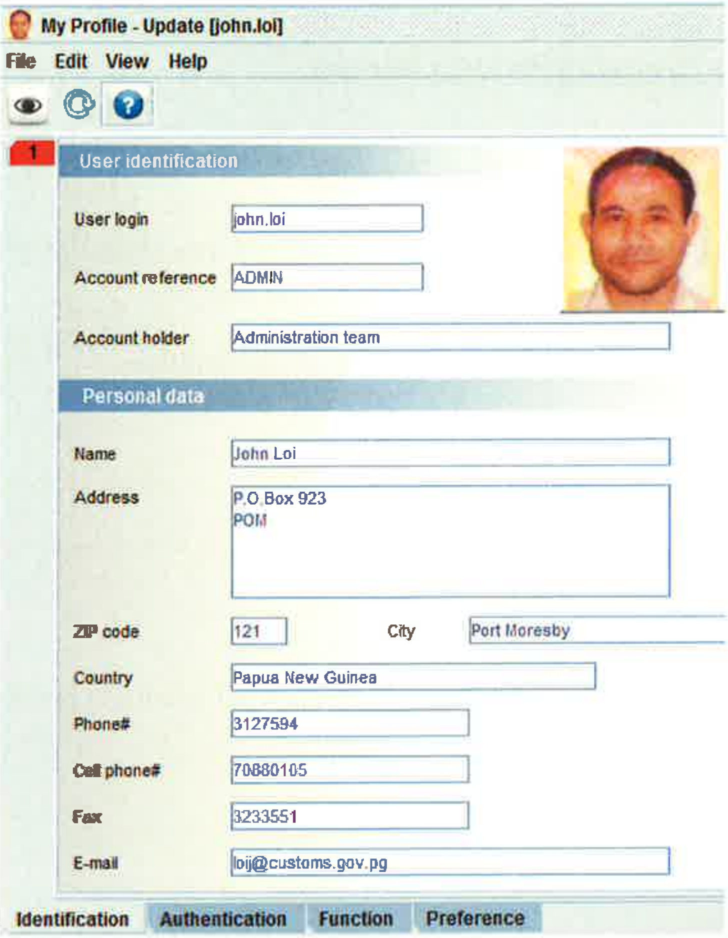
This is done as follows:

1. Once logged-into the system, go to ASYCUDA ➔ **My Profile**

2. Right click and choose **Update**


Document library
Document
View
Help
ASYCUDA
International Norms
System Administration
System design
My Profile
Update
Expand All

3. The **My Profile – Update** screen is displayed with four TABs at the bottom


My Profile - Update [john.loi]
File
Edit
View
Help
1
Identification
Authentication
Function
Preference

User identification

User login: john.loi
Account reference: ADMIN
Account holder: Administration team

Personal data

Name: John Loi
Address: P.O.Box 923
POM
ZIP code: 121
City: Port Moresby
Country: Papua New Guinea
Phone#: 3127594
Cell phone#: 70880105
Fax: 3233551
E-mail: loij@customs.gov.pg

4. TAB - **Identification** ➔ nothing can be changed

5. TAB – **Authentication** ➔ to change the password

6. TAB - **Function** ➔ nothing can be changed

7. TAB – **Preference**

   This TAB has five (5) Tabs on its left part

   7a. Tab 1 – User interface ➔ to change the appearance on the AW screen and to change the language

   7b. Tab 2 – Computer performance ➔ highly recommended to change anything

   7c. Tab 3 – Notary service security ➔ to allow the shortcuts to be saved

   7d. Tab 4 – Screen saver ➔ to manage the Screen Saver

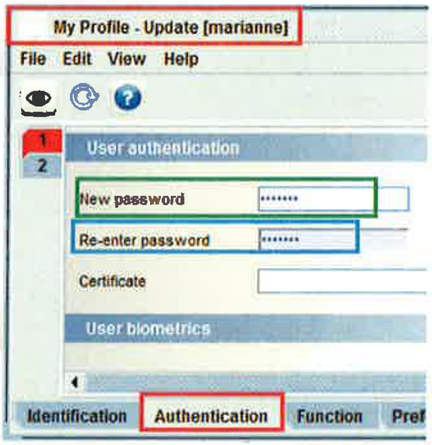
   7e. Tab 5 To create a shortcut

How to Change my Password

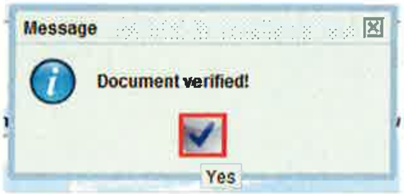
It is highly recommended to regularly change your own password.

This is done as follows:

1. Once **My Profile – Update** screen is displayed, go to the **Authentication** Tab
2. Enter your new password
3. Repeat your new password

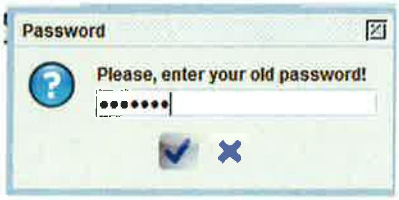

My Profile - Update [marianne]
File
Edit
View
Help
1
2
User authentication
New password
•••••••
Re-enter password
•••••••
Certificate
User biometrics
Identification
Authentication
Function
Pref

4. Once completed, click on the **Verify the document** icon 👁
5. Click ✓ on the **Message** window


Message

Document verified!

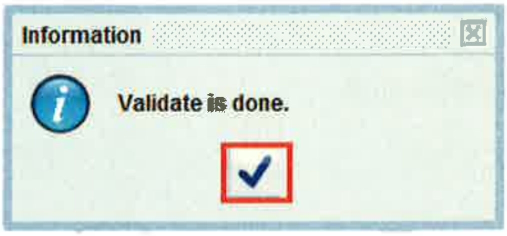
6. Click on the **Validate** icon ⟳
7. The system will ask you to enter your old password


Password

Please, enter your old password!

•••••••

8. Once completed, click ✓
9. If all is in order, the system will display the following **Information** window


Information

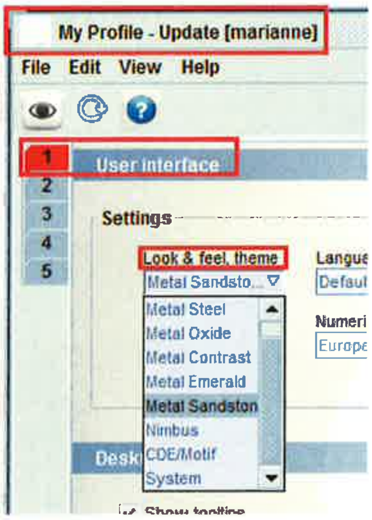
Validate is done.

10. Click ✓ on the **Information** window

How to Change the Language & Appearance

This is done as follows:

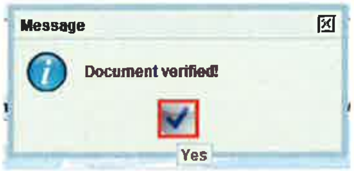
1. Once **My Profile – Update** screen is displayed, go to the **Preference** Tab
2. Stay on the Tab **1** - **User interface** (from the left part of the screen)
3. Under the box **Look & feel theme,** choose from the drop down menu your favorite color


My Profile - Update [marianne]
File
Edit
View
Help
1
User interface
2
3
4
5
Settings
Look & feel, theme
Metal Sandsto...
Metal Steel
Metal Oxide
Metal Contrast
Metal Emerald
Metal Sandston
Nimbus
CDE/Motif
System
Langue
Defaul
Numeri
Europe
Desk
Show tooltips

4. Under the box **Language,** choose from the drop down menu "**English | Australia**"

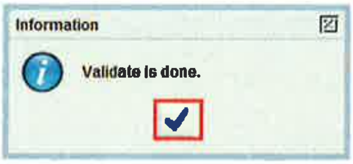
   Changing the default language to "**English | Australia"** will allow you to have displayed the manifest and SAD labels which are used in the Solomon Islands (for example, the SAD label for Box 3 indicates "Forms" in the default language while in the Solomon Islands language it is "Pages").

5. Once completed, click on the **Verify the document** icon
6. Click ✓ on the **Message** window


Message
Yes

Document verified!

7. Click on the **Validate** icon
8. Click ✓ on the **Information** window

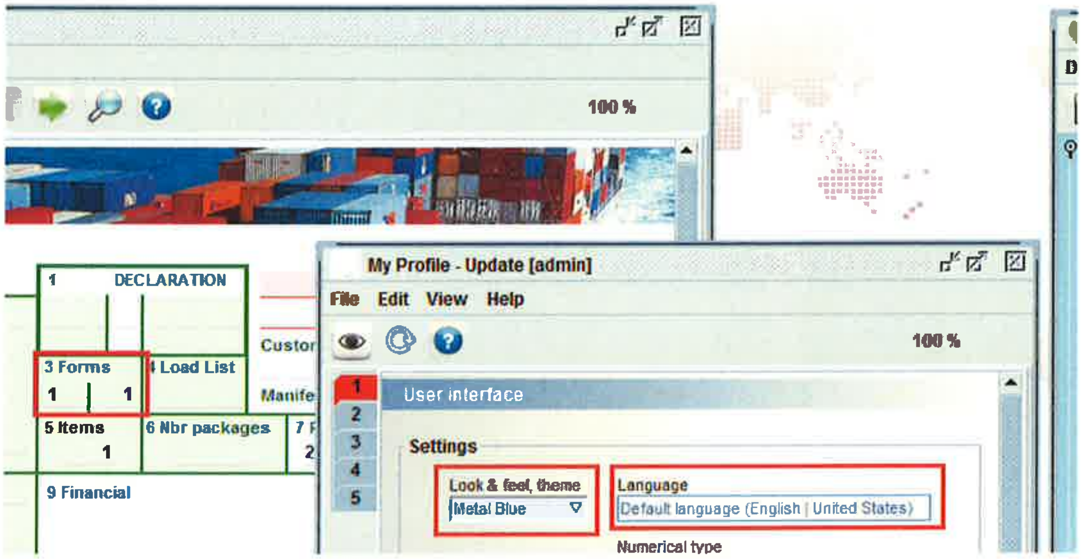


Information

Validate is done.

As an example

Original Color and SAD labels



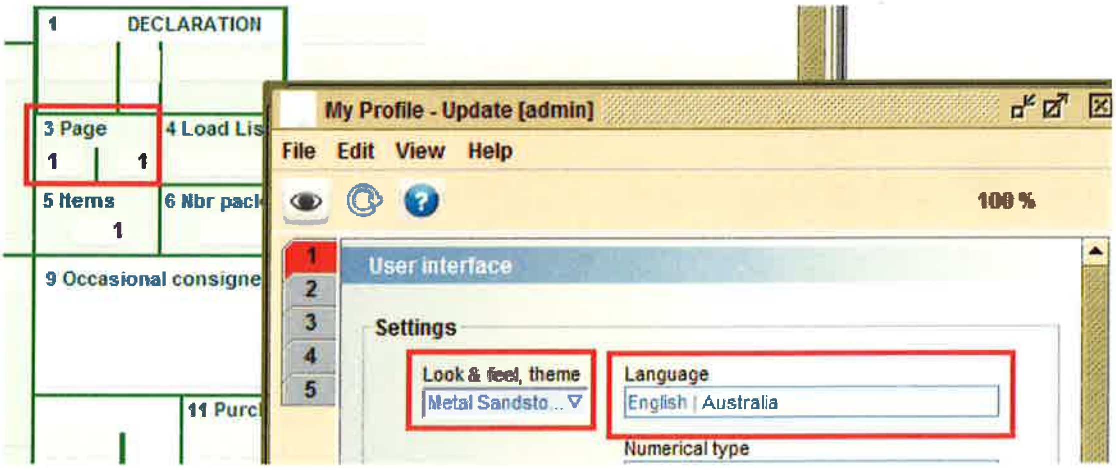
My Profile - Update [admin]

Look & feel, theme: Metal Blue

Language: Default language (English | United States)

100 %
1 DECLARATION
3 Forms
1
1
4 Load List
5 Items
1
6 Nbr packages
9 Financial
File
Edit
View
Help
100 %
1
2
3
4
5
User interface
Settings
Numerical type

After changing the **Look & feel theme** and **Language** the screen will appear as follows



My Profile - Update [admin]

Look & feel, theme: Metal Sandsto...

Language: English | Australia

1 DECLARATION
3 Page
1
1
4 Load Lis
5 Items
1
6 Nbr pack
9 Occasional consigne
11 Purc
File
Edit
View
Help
100 %
1
2
3
4
5
User interface
Settings
Numerical type

How to Create Shortcuts

When a user is regularly performing the same series of actions, it is practical for him/her to have a shortcut to do in one single click the same series of actions.

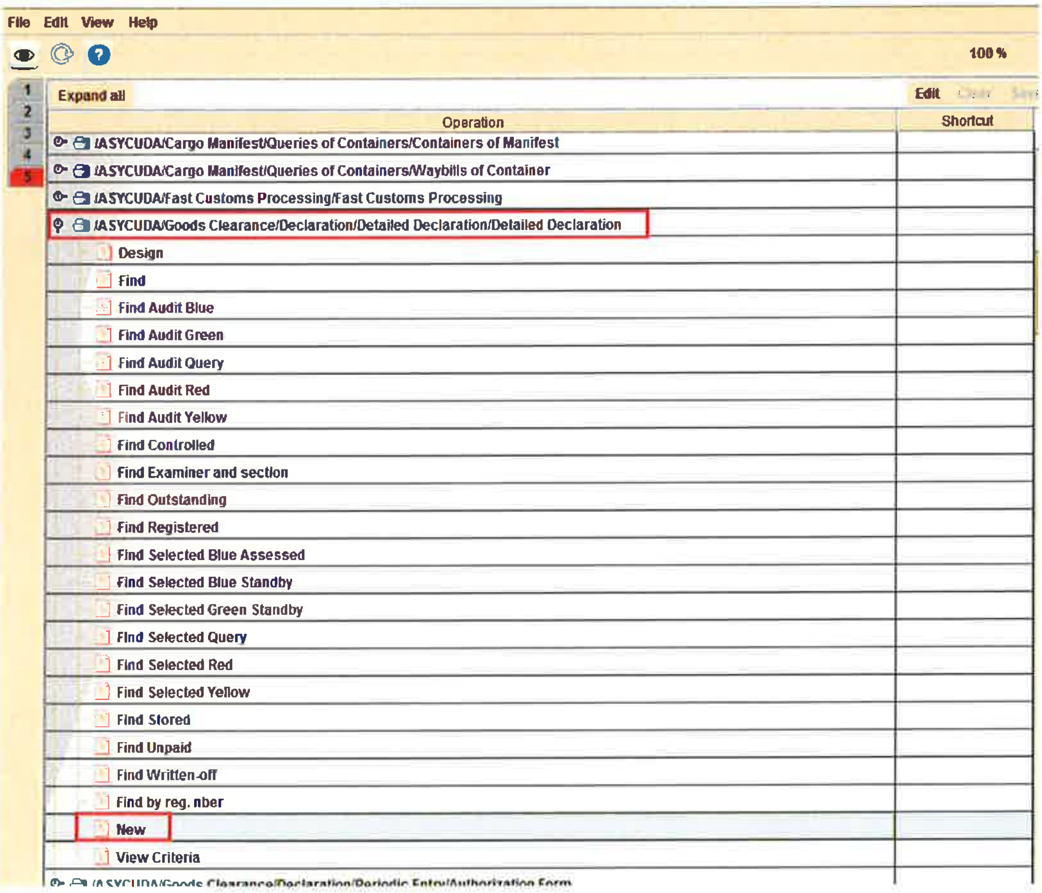
While most actions may be mouse or track pad-driven, ASYCUDA users may also individually define keyboard short-cuts to their most commonly used functions

As an example, in order to create a SAD, the declarant will also have to do the same action **Go to ASYCUDA – Declaration – Detailed Declaration – right click and choose New**.

To be more practical, the declarant can define a shortcut, for example CTRL-N that will do exactly the same.

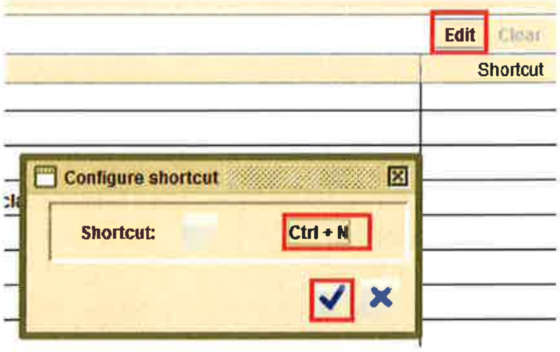
This is done as follows:

1. Once **My Profile – Update** screen is displayed, go to the **Preference** Tab
2. Go to Tab **5** (from the left part of the screen)
3. Scroll down until you find the proper action



Operation	Shortcut
/ASYCUDA/Cargo Manifest/Queries of Containers/Containers of Manifest	
/ASYCUDA/Cargo Manifest/Queries of Containers/Waybills of Container	
/ASYCUDA/Fast Customs Processing/Fast Customs Processing	
/ASYCUDA/Goods Clearance/Declaration/Detailed Declaration/Detailed Declaration	
Design	
Find	
Find Audit Blue	
Find Audit Green	
Find Audit Query	
Find Audit Red	
Find Audit Yellow	
Find Controlled	
Find Examiner and section	
Find Outstanding	
Find Registered	
Find Selected Blue Assessed	
Find Selected Blue Standby	
Find Selected Green Standby	
Find Selected Query	
Find Selected Red	
Find Selected Yellow	
Find Stored	
Find Unpaid	
Find Written-off	
Find by reg. nber	
New	
View Criteria	
/ASYCUDA/Goods Clearance/Declaration/Periodic Entry/Authorization Form	

4. Click on **Edit** and enter the sequence of keys that will be used as the shortcut (Ctrl N)

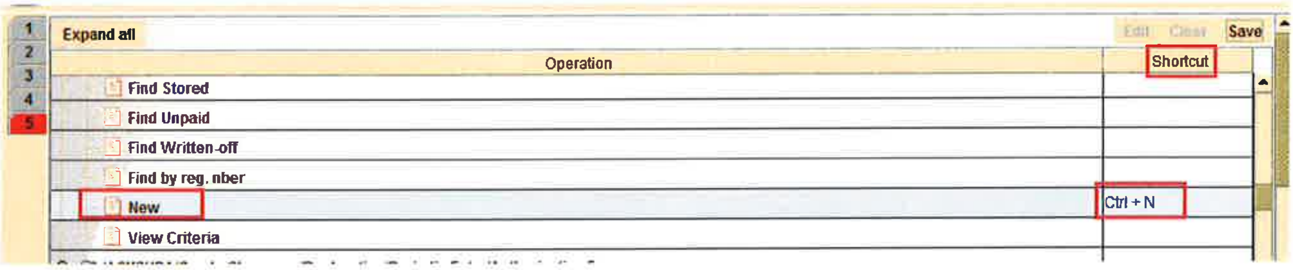

Edit
Clear
Shortcut
Configure shortcut
✓
✖

Shortcut: Ctrl + N

5. Click on **Edit** and enter the sequence of keys that will be used as shortcut (Ctrl N)

6. Click ✓ on the **Configure shortcut** screen to confirm the sequence of the keys for the shortcut.

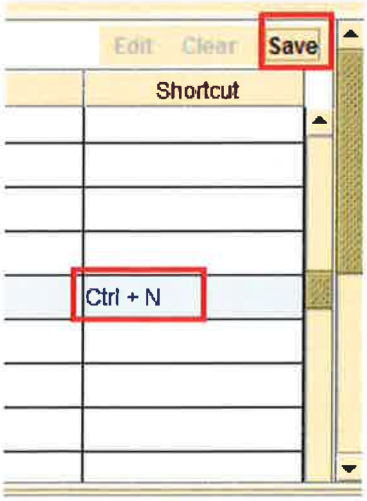
   Conversely, click ✖ on the **Configure shortcut** screen if you don't want to confirm the sequence of the keys.


1
2
3
4
5
Expand all
Edit
Clear
Save

Operation	Shortcut
Find Stored	
Find Unpaid	
Find Written-off	
Find by reg. nber	
New	Ctrl + N
View Criteria	

   Once confirmed, the sequence of keys will be automatically displayed in the column **Shortcut**.

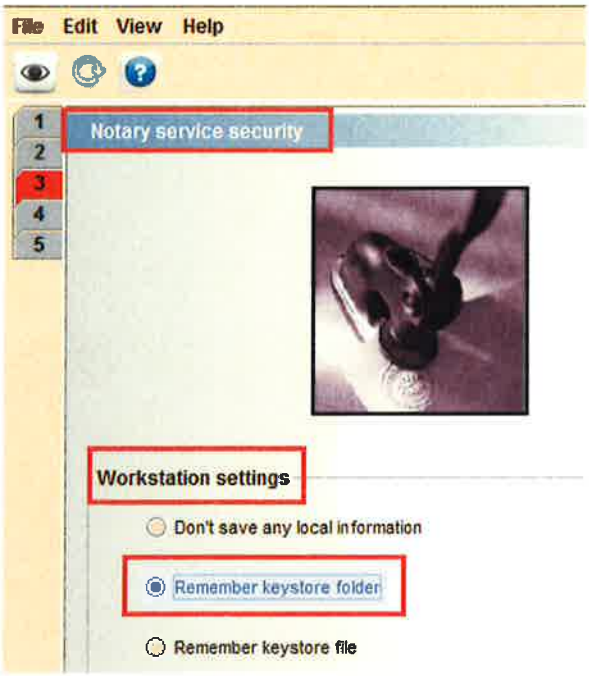
7. Click on **Save**


Edit
Clear
Save
Shortcut

Ctrl + N

8. Go to the Tab **3** (from the left part of the screen) **Notary service security**

   Tick **Remember keystore folder** under the **Workstation settings** part.



Notary service security

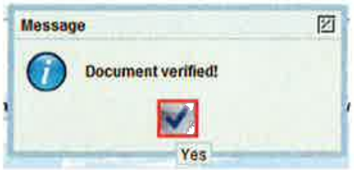
Workstation settings

○ Don't save any local information

● Remember keystore folder

○ Remember keystore file

9. Click ✓ on the **Message** window

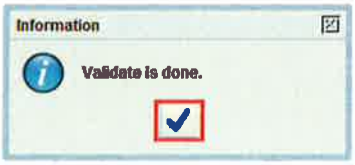


Message

Document verified!

10. Click on the **Validate** icon

11. Click ✓ on the **Information** window



Information

Validate is done.

12. Test the shortcut by pressing the keys CTL and N at the same time; a new SAD screen should be opened.