Section 2 – User Interface

ASYCUDA++ Functional Manual

V1.15

Section 2

Finding your way around ASYCUDA++

The User Interface - ASYCUDA++ Screens and Menus, the Reference Tables and 'Help'.

Contents of Section 2.

Amendment Control Grid

Periodically, amendments to this Reference Document will be issued. Each amendment batch will be serially numbered and dated. This Amendment Control Grid is provided in order to maintain a record of the receipt and incorporation of amendments into the Reference Document and thereby ensure that it is kept fully up to date.

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

About This Section

Section 2 introduces new users to the ASYCUDA++ interface - which means the appearance of the screens and the controls for operating the basic functions of the system.

In the Customs office the user selects from options and gives the commands that operate the system. The 'commands' can often be given in many different ways. This Section describes: -

- Screen 'menus' and how they are used;
- An explanation of the 'status line' that appears on the top and bottom of the screen;
- Selecting and activating commands;
- How to use the computer keyboard for ASYCUDA++ functions;
- How to use the computer mouse to activate functions;
- What ASYCUDA++ 'Windows are, and how you work with them;
- How to control your printer and print-outs;
- Useful tools and utilities;
- Setting up your client PC to suit your preferences;
- An explanation of productivity aids, like ‘Macros’;
- Using other DOS computer applications from within ASYCUDA++
- Displaying the System's Reference Tables
- Using ASYCUDA++ on-line 'Help'
- 'Electronic Mail' between users on the ASYCUDA++ local network.

The ASYCUDA++ Interface

Introduction

The ASYCUDA ++ System is made up of Modules, each with a distinct function. The Modules are designed for normal use in the Customs Office for core tasks like declaration processing, accounting functions, transaction reporting and Commodity Code controls, or are for use in Customs Headquarters, for the initial set up and ongoing maintenance of the system.

Modules are consistent in screen appearance and equipped with a set of tools and options enabling the user to carry out a variety of tasks.

Common Menu Options

The following options are common to all modules.

Displayed on the top status line: -

- **Window Help**

The date and time is displayed in the right hand corner.

Displayed on the bottom status line: -

F1 Help (F9 Local Menu) F10 Menu

The bottom status line can display the amount of memory available. It also indicates if the client machine is logged onto the server by a flashing symbol on the right corner. A '**Wait**.." message appears when the system is processing.

The symbol ≗ represents the Tools and Options sub-menus. This contains utilities such as calculator and calendar and allows the user to set up their own terminal for display colours, sound, printers, communication standards etc.

These **'Common Menu Options'** are described in detail in the following sections. The Modules that have day-to-day operational use in the Customs Offices also share a **Reference'** Menu option on the top status line.

Local Menus

Many screens or windows within ASYCUDA++ give the user access to **'Local Menus'**. These provide a further range of actions or options that are unique to that screen and the particular function being carried out.

If the Local Menu option is available, (i.e. if 'Local Menu' on the status line is not grey), Local Menu is activated by key **<F9>**. It may also be activated by clicking a mouse button on Local Menu (bottom status line) or by a right mouse button click anywhere in the main screen area.

When activated, the Local Menu choices are displayed in the top status line, replacing the usual display. (Top status line is restored and the 'Local Menu' display is cancelled by a mouse click elsewhere on screen.)

The following screen is an example of a Local Menu that is active:

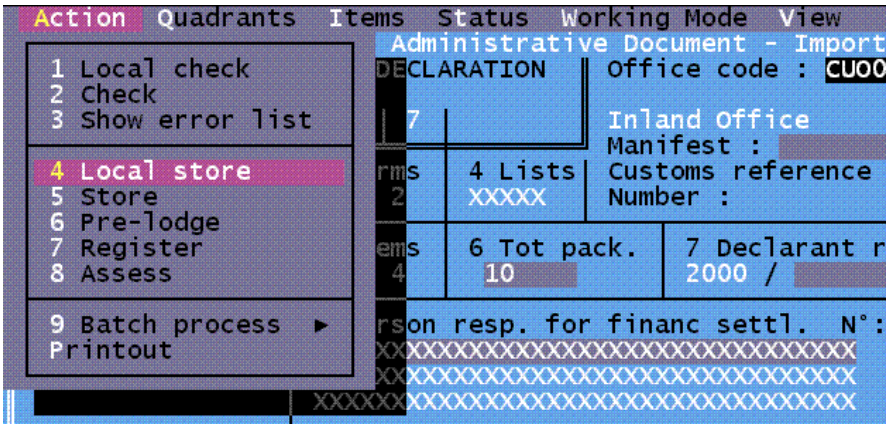


Fig. 2.1 MODCBR: Functions: Declaration: Creation: Local Menu: Action

For an explanation of 'Local Menu' options, see the descriptions under the individual functions within the Modules.

Using the Interface

Commands are given and screens are displayed by using the keyboard or the mouse.

Using the Mouse

Move the mouse to place the cursor onto the required option on the top or bottom status line, then press either the right or left button. A menu will appear below the option selected from the top status line. Again move the mouse to place the cursor on the option required on this menu, then press either the right or left button. To exit a menu move the mouse to place the cursor outside the menu, then press the right or left button.

Using the keys

Hold the **<Alt>** key down, then press the first letter (i.e. the highlighted letter) of the option required of the top status line or press **<spacebar>** to select the option. The option selected will be highlighted automatically and a menu will appear below the option. Move to the option required from the menu with the down arrow key or press the number on the left of the option.

Press **<F10>** to access the options on the top status line. One of the options will be highlighted. When you have accessed one of the options of the top status line, move to the other options on the status line with the left or right arrow. Press **<Enter>** and a menu will appear below the option. To exit menus press the **<Esc>** key.

Note: It is possible to combine the use of the mouse and keys. See Hotkeys for full details.

Pull down Menus

Options on the pull down menus followed by: -

▶	means:	this option is followed by a sub-menu.
(nothing)		this option is followed by a window.
. . . .		this option is followed by a window with a list of choices or information.
Keys (eg. **Alt – M)**		this option may also be selected by pressing the keys, instead of using the mouse.

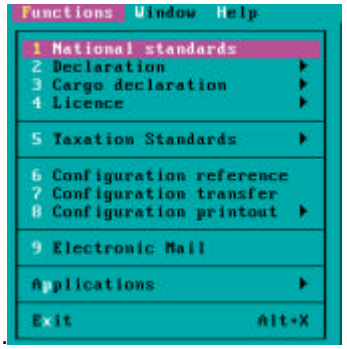


Fig. 2.2 MODCHQCF, 'Functions' menu

This menu has sub-menus for options **2, 3, 4, 5,** and **8** but a window follows options **1, 6, 7, 9** & **p**.

Note: If you require to return to a previous menu, move the mouse to place the cursor on the previous menu, then hold either the left or right button of the mouse down, until the current menu disappears. Still holding the button down place the cursor by moving the mouse on the option required, then release the button to choose this option.

Windows

Below is an ASYCUDA++ window, second screen under menu option **'Declaration', 'Creation'**.

Fig. 2.3. MODCBR: Functions: Declaration: Create.

Moving the window on the screen.

Move the mouse to place the cursor over the double line border on the top of the window. Hold down the left or right button, the border will become a single line, and move the window by moving the mouse. Release the button once you have moved the window to the desired position. It is also possible to move a window by holding **<Alt> <F6>**. The bottom status line then displays the keys that move the window and these are as follows:

< ← >	Moves the window to the left.
< → >	Moves the window to the right.
< - >	Moves the window up.
< ¯ >	Moves the window down.
<ENTER>	exits the user from this facility.
<Esc>	exits the user from this facility and cancels the resizing (i.e. returns the window to original size).

Making the window smaller or larger.

Move the mouse to place the cursor on the bottom right hand corner of the window (only if the border of this corner is a single line). Hold down the left or right button and move the cursor, by moving the mouse, away from the window to enlarge the window or into the window to make the window smaller.

It is also possible to re-size a window by holding the **<Alt> <F6>**. The bottom status line then displays the keys that re-size the window and these are as follows:

< Shift ¬ > narrows the window from the right toward the left.

< Shift ® > widens the window from the right.

< Shift - > narrows the window from the bottom toward the top.

< Shift ¯ > widens the window from the bottom.

<ENTER> exits the user from this facility.

<Esc> exits the user from this facility and cancels the resizing (i.e. returns the window to its original size).

Close the window.

Move the mouse to place the cursor on the square ([■]) at the top left hand corner of the window, then press either the left or right button.

It is also possible to close the window by using **<Alt> <F3>**.

Enlarge the window to the size of your screen.

Move the mouse to place the cursor on the up arrow **([⇧])** in the top right hand corner of the window and press the left or right mouse button.

To reduce the window back to its original size, move the mouse to place the cursor on the up/down arrow **([⇳])** in top right hand corner of the window and press the left or right mouse button.

It is also possible to enlarge the window to the size of your screen by pressing **<F5>**. Pressing the **<F5>** again will reduce the window to its original size.

Moving the text within the window ("Scrolling" the text)

Clicking the mouse button on the background area of a window, or using **<Alt> <S>**, activates the window scroll bars on the right side and bottom of screen if the window size is larger than the displayed area.

- Move the mouse to place the cursor on the arrows within the window, ▶, ◀, ▲, ▼),then hold down the right or left mouse button; or
- Move the mouse to place the cursor on the square beside the arrows within the window ▶, ◀, ▲, ▼), then hold down the right or left mouse button and move the mouse to move the square along the bottom or side edge of the window. Release the mouse button to move the text to the new position.

It is also possible to move the text within a window by using the arrow keys.

Options available within the window

Move the mouse to place the cursor on any of the option boxes available, then press the left or right button. It is also possible to access the option boxes available within the window by holding down the **<Alt>** key and then pressing the highlighted letter in the option box.

Options within windows: -

- **OK -** To confirm the choice of an item or process in the window.

Pressing the **<Enter>** key will confirm the choice within a window.

- **Cancel -** To close the window.
- **Options -** For codes, such as country codes. Allows the user to view the information and
  - **Sort** in alphabetical order by code (model) or by description. Place the cursor by moving the mouse between the brackets to the left of your choice (model/description) and press the right or left mouse button.
  - **Focus**. Type a specific description or code to search within the records.
  - **Working date**. To view a Commodity Code or Currency Rate etc at a certain date.
  - **Scope**. To search between a range of codes and descriptions.
- **Form -** The composition of the code, i.e. description etc.
- **Links** - Links of a code with any other codes.
- **Print**: - Print the list of codes and descriptions.

Choosing an item or code within a window.

Move the mouse to place the cursor on the item or code, then press either the left or right button. The code or item will be highlighted. Confirm your choice by moving the mouse to place the cursor to the **'OK'** box, then press either the left or right mouse button or move to the item or code of your choice with the down arrow key then press **<Enter>**.

Opening more than one window.

It is possible to open more than one window. The latest window opened will be placed over any previous window(s). Any previous windows will remain in the background in an inactive state. In order to activate a window in the background, move the current window to a position which will enable you to place the cursor using the mouse on the top line of the window in the background, then press the right or left button.

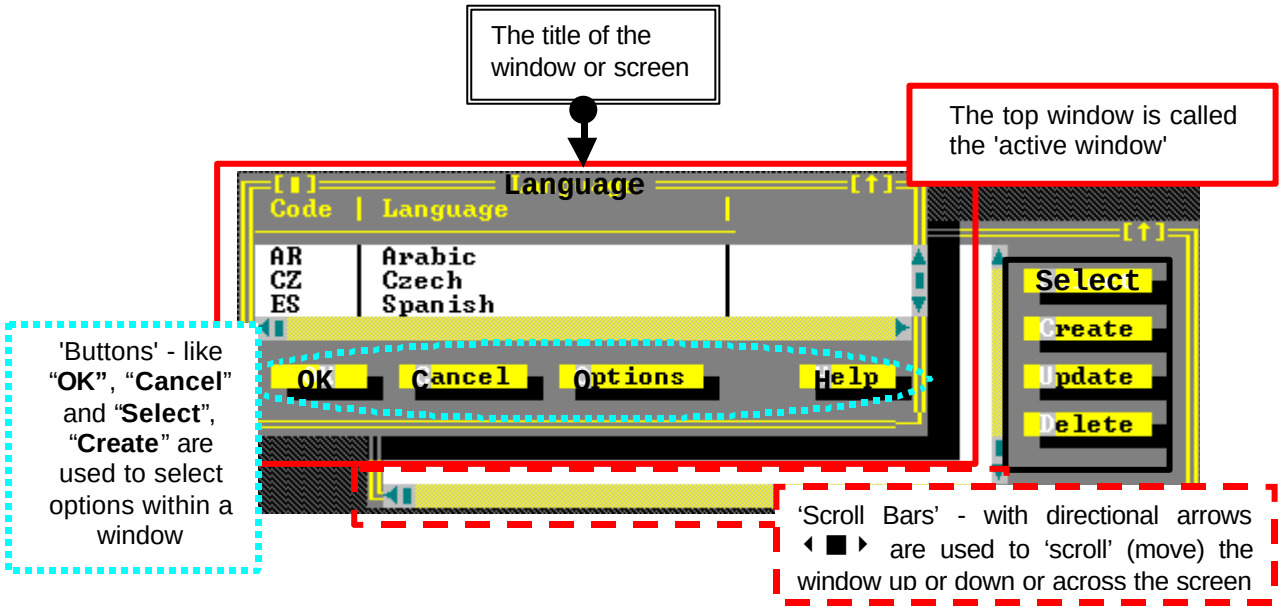


Fig. 2. 4. All Modules : • : Options: Language.

Figure 2.4 (above) is an example of windows within ASYCUDA++, where two windows are open, with one window on top of another:

It is also possible to activate the previously opened windows in the background by **<Shift> <F6>.** This will activate the window that you opened after the one that is currently active, placing the current one in the background

The 'Window' Menu

As an alternative to using the mouse, ASYCUDA++ 'windows' can be controlled by means of the 'Window' option on the top status line of the screen. The 'Window' command options available from the menu are:

Close

Closes the current (active) window.

Zoom

Enlarges the current window to the size of your screen. Choose this option again to reduce the window back to its original size.

Resize/move

Activates the keys (displaying these on the bottom status line) that enable the user to move and resize a window without using the mouse.

Tile =

If you have opened more than one window, this places the opened windows one above the other.

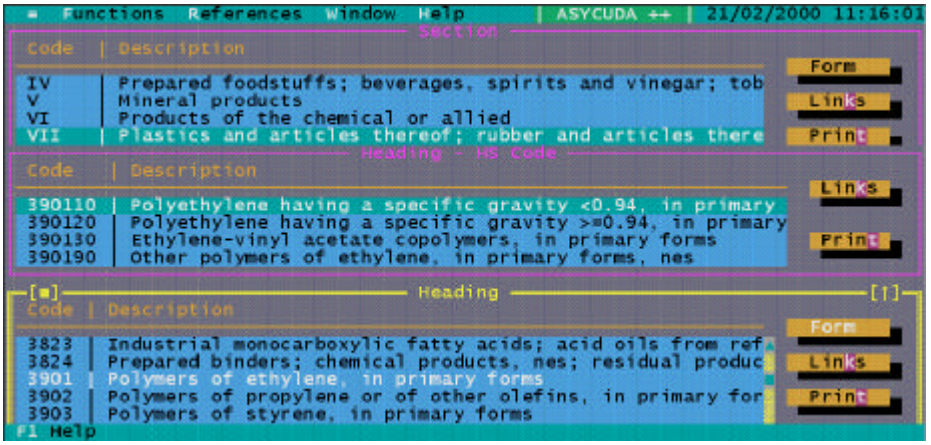


Fig. 2. 5 Window: Tile

Tile ||

If you have opened more than one window, this places the opened windows side by side.

Cascade

If you have opened more than one window, this option places the opened windows overlaying each other from background to the foreground in descending size.

In the following example three windows are displayed. The top (active) screen is visible. The screens “Tax” and “Budget” are behind “Terms of payment”.

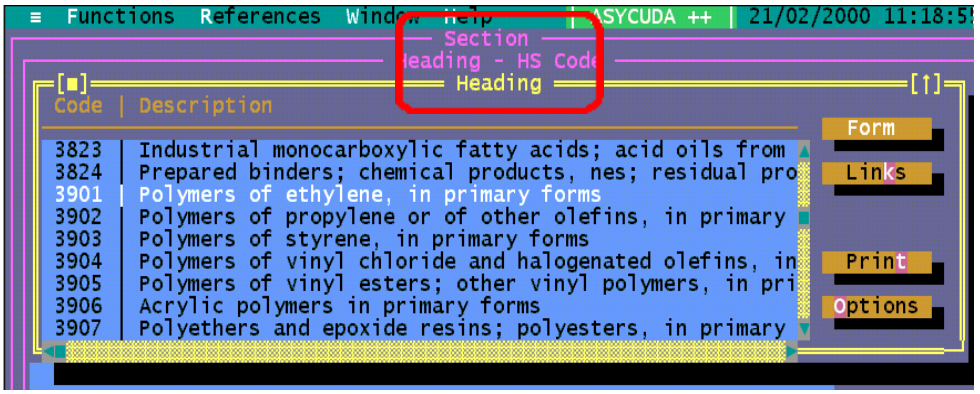


Fig. 2. 6 Window: Cascade.

Clear Desktop

Clears the screen of all opened windows.

Next

If you have opened more than one window this option will allow you to activate the window that you opened after the one that is currently active, placing the current one in the background.

Previous

If you have opened more than one window, this option will allow you to activate the window that you opened before the current one, placing the current one in the background.

Next in Folder

Makes the next sub-window active in the active folder e.g. a declaration folder with several 'item' sub-windows. 'The 'Next in Folder' makes the next 'item' window the active window.

List

Displays a window with a list of all the windows that are opened. This option may also be accessed directly by **<Ctrl> <L>.**

A Summary of Keyboard Controls (also called 'Hotkeys')

If a mouse is not installed, or as a shortcut to using 'Windows' menu options, many controls can be directly activated by keys:

Window Controls

<Alt> <F6>	Activates the keys to move and re-size a window.
< ¬ >	Moves the window to the left.
<® >	Moves the window to the right.
< - >	Moves the window up.
< ¯ >	Moves the window down.
< Shift ¬ >	Narrows the window from the right toward the left.
< Shift ® >	Widens the window from the right.
< Shift - >	Narrows the window from the bottom toward the top.
< Shift ¯ >	Widens the window from the bottom.
<Alt> <F3>	Close the current window.
<F5>	Enlarges the window to the size of your screen. Press **<F5>** again to reduce the window to its original size.
<Ctrl> <L>	Displays a window with a list of all the windows currently opened.
<F6>	If you have opened more than one window this option will allow you to activate the window that you opened after the current one, placing the current one in the background.
<Shift> <F6>	If you have opened more than one window this option will allow you to activate the window that you opened before the current one, placing the current one in the background.

General Controls

<F10>	Gives access to the options on the top status line
<Alt> <D>	Inserts the current date to a date-input field.
<Alt> <space>	To access the facility on the top status line.
<Ctrl> <P>	Examine and control the jobs on the user's local printer.
<Ctrl> <M>	Displays the menu structure.
<Alt> <S>	Activates the scroll bars on the active window if the screen is larger than viewing area, e.g. an open text box.
<Alt> <X>	Exits the user from the program.

Copying Text

To copy lines or blocks of text from your screen to the clipboard and to insert the copied text:

- Highlight the text that you want to copy. This can be done with the mouse by placing the mouse at the start position, clicking and holding the left mouse button, moving the mouse to the end position and releasing the button.
- **<Ctrl> <Ins>** to copy the selected block of text to the clipboard.
- Position the cursor where you want to place the text and **<Shift> <Insert>** to paste the text from the clipboard.

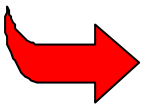
≡ (Tools and Options) Menu

This menu option, the first on the top status line, contains useful tools, including a calendar and calculator. Printer controls, server connection setting, and screen appearance options are among the facilities under 'Tools and Options'.

Tools

Printer Manager

Allows users to control the jobs on their local printer This option may also be accessed directly by using **<Ctrl> <P>**. Controlling remote printers is also possible when logged in to the server.



'Local' means a print generated from the user's computer and sent to a printer either connected directly to the user's computer or to another client computer on the ASYCUDA++ local network

'Remote' means a print job resulting from a user's request to the server. These server prints are either printed on a printer directly connected to the server, or, more usually, received back at the user's computer as a message. The user saves this reply or message from the server as a text file, and after saving, can print the server reply as a local' print.

Local

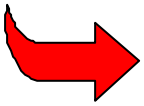
The 'Local' option lists the printers available to the user. The Printer List names the printer, the 'address' of the printer, and the current status. It the user has a printer directly attached to their computer the list will describe this printer as 'Local'.

The printer status may be 'Idle', 'Printing', or if there are printing problems, error messages such as 'Paused' or 'Out of paper' may appear. Option buttons on the Print Manager screen allow the listing of current print jobs on that printer and the choice of pausing or resuming printing.

The Job List shows all print jobs assigned to that printer and queued for printing. Options on that screen allow for deleting of print jobs and for refreshing the list.

The 'Local' Print Manager also shows any remote printers available to the user.

'Remote' in this context means a printer not directly connected to the user's computer but to the computer of another user on the ASYCUDA++ network.



Remote printers, i.e. printers connected to another user's computer, are connected using the '**Options', 'Printers',** and '**Installation'** menu options. See the section on 'Printers' on the installation of remote printers.

If the Print Manager screen lists more than one printer as available, for example a LPT1 Local Printer and a RPT1 Remote Printer, the user may select either the local or the remote as the default printer. The user prints will then be directed to the default printer.

Note: For a print to be directed to another user's computer (i.e. to a 'remote' printer) the other computer must be switched on and running an ASYCUDA++ Module. The printer connected to that computer must also be switched on and loaded with paper.

Remote

The second option is under **'Tools', 'Printer Manager', 'Remote'.** This menu option displays lists of prints or reports requested from the ASYCUDA++ server. The list shows the status of the users requests - the job number, the type of report, the start date and time, and if the report is complete, the finish date and time. Viewing the list and status of remote (server) prints means that the user must login to the server.

Further printer functions are available under **'Options', 'Printer'.** These are **Setup', 'Installation'** and **'Document'.** See the section on 'Printers' or for full details refer to the relevant Technical Documentation.

Batch Jobs

This option is used to manage and list the batch processes that are used in ASYCUDA++. They allow certain routine functions to be automated and they must be used to allow certain functions within ASYCUDA++ to operate, e.g. the automatic assessment of declarations after a predefined period.

Operation of batch processes is a technical function and beyond the scope of this Reference Document. Full details are contained in the Technical documentation.

Calculator

A calculator is available with the following functions: -

/	Division
*****	Multiplication
+	Addition
-	Subtraction
%	Percentage
C	Clear calculation
¬	Delete the latest figure selected
P	Print-out the calculation
N	Clear all the calculations that appear on the work screen.

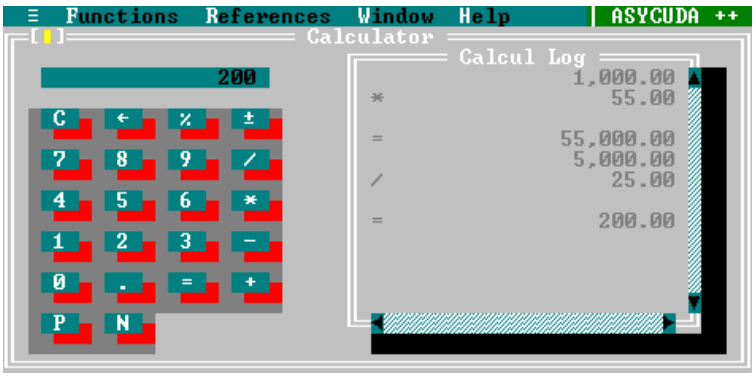


Fig 2.7 Tools Calculator

Calendar

A calendar of the current year, with the present day highlighted.

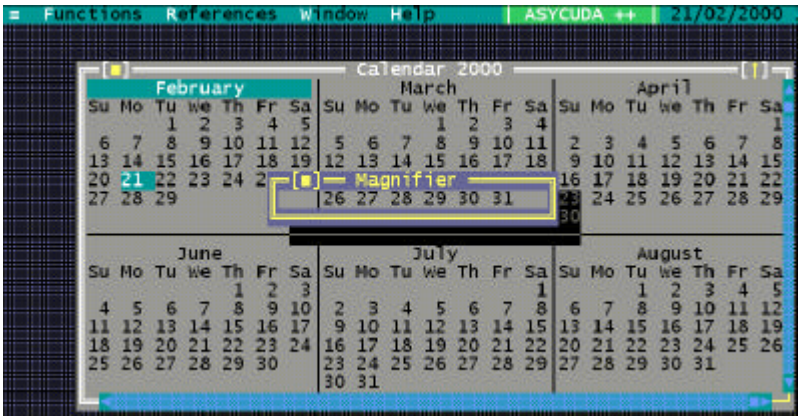


Fig. 2.8 Tools Calender

Magnifier

See screen above for an example of the magnifier in use.

Text browser

Allows the user to view the contents of files on screen. This option brings up a window to allow selection of a text (ASCII) file. Entering the file name and **'OK'** displays the file in a window on screen:

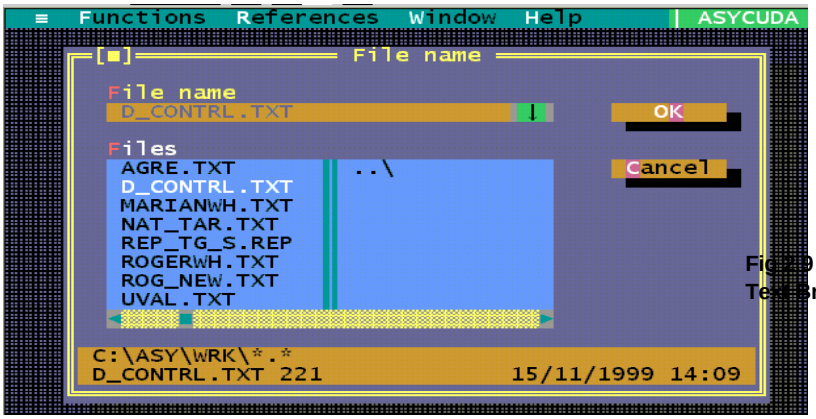
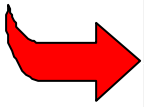


Fig. 2.9 Tools Text Browser

The ASYCUDA client computer has several default directories for the storage of files. Text files are usually save in the ..\ASY\WRK or ..\ASY\PRT – i.e. the 'work' or 'print' subdirectories. Other data subdirectories, such as ..\ASY\SAD and …\ASY\CAR are for specific documents, such as SAD's and manifests.



To access a file in a subdirectory other than the default subdirectory, you need to enter the full file pathname in the 'File name' box; eg. C:\ASY\WRK.filename.txt" If you need to do this frequently, it may prove easier to write a keyboard macro to do this for you. See 'Macros' at page20.

Clipboard

This is the temporary storage area for text being copied between text boxes within ASYCUDA++. Each new 'copy' writes over the previous text contained within Clipboard.

To copy text to the clipboard and to insert copied blocks of text within text boxes:

- Highlight the text that you want to copy. This can be done with the mouse by placing the mouse at the start position, clicking and holding the left mouse button, moving the mouse to the end position and releasing the button.
- **<Ctrl> <Ins>** to copy the selected block of text to the clipboard.
- Position the cursor where you want to place the text and **<Shift> <Insert>** to paste the text from the clipboard.

Hierarchical Menus

Displays the menu structure. This option may also be accessed directly by **<Ctrl> <M>**.

Fig. 2.10 Example of 'Functions' sub-menu using the hierarchical display option

This menu layout can also be selected as the default format on system start up - see **'Options: Environment: Startup'**. See also Appendix C for a full list of Hierarchical Menus.

Options (User Preferences)

Languages

Allows the user to select the language he wishes to work in.

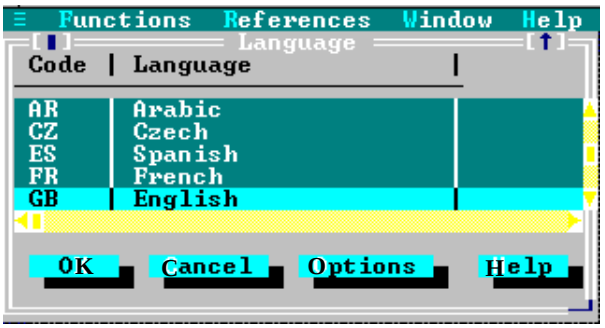
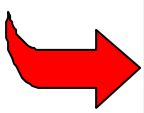


Fig. 2.11 All Modules: Options: Language.

Normally your ASYCUDA++ system will have only your national language installed. If you have more than one national language, you may have more than one language installed, and from this screen you will have the choice of switching the display text from one language to another.



The language of ASYCUDA++ as supplied by UNCTAD is English. It a task of the Project Implementation team to arrange any necessary translation into National language(s) and to have procedures in place for any translation of subsequent system updates. Note that even in countries that have English as the national language, some "translation" may be needed, e.g. in changing certain words or descriptions to align the ASYCUDA++ screen and printed forms with National Customs terminology. See the Technical Documentation for details on the ASYCUDA++ utility programs used for translation.

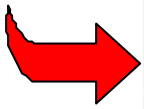
Communications

Allows users to say what network server they wish to connect to.

Note: in normal operations, users in an office or region would need only to connect to the one ASYCUDA++ network server. This would be set on their 'client' PC when the system is first installed and configured.

Where a user has access rights to more than one server, the connection is selected from the sub-menu option: **'Server List'**. (The list of available connection options is built through **'Edit Script'**.)

'Edit script' opens the 'Message Handler resource screen' and allows the input of the network address of any alternative server and says where the matching reference files are stored on the Client PC.



The Communications menu option 'Infos' gives technical information on the network configuration of the client PC. It shows which server is currently configured for the client and gives the internet (i.e. network) address of the client. See the technical documentation for further details.

Environment

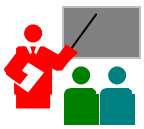
Allows users to choose aspects of screen appearance, and operation of controls. This includes: -

- Colours (screen colour schemes);
- Text sizes (subject to hardware capabilities);
- Mouse speed;
- Date format;
- Screen saver designs;
- Memory display on the bottom status line;
- Screen saver delay time;
- Background design;
- Sound controls;
- Start up with hierarchical menus or login window.

Fig. 2.12. All modules: Options: Environment

Printers

ASYCUDA++ printed output can be directed to several different printers, the printer connected to your client PC or to other printers connected to other client PC's on the same network.



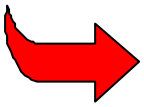
For example, you may wish to print a declaration on the laser printer connected to your PC, (i.e., your 'local' printer), or to print a list or a report, on a dot matrix printer, connected to another client. The printer connected to the other client may be loaded with wide continuous paper, to suit the format of the report.

'Printer' has a sub-menu with three options, for setting up your office printers ASYCUDA++ printed output. The options are: -

Setup

To add a printer, (by make and model), to your list of available printers.

Note that matching the printer to your expected output, often means sending 'commands' to your printer. For example, to print the standard SAD form on A4 size paper, you need to set the number of lines per page to approximately 99 lines and to set the type font (pitch) to 'condensed' (16.67). The method of giving command varies from one type of printer to another. Some printers have controls on the front panel others are software controlled, by a Dos or Windows application.



Printers often are controlled through a printer language. Through 'Setup' you can record printer commands that are then sent to the printer as the first part of an ASYCUDA++ print instruction. You can 'set' the printer for font, font size, line spacing, length of page, etc. See the manual provided by the supplier of your printer for details of the method used by your printer to transfer commands.

Installation

You can select from a list of both Local and Remote printers when directing your ASYCUDA++ output to a printer. The number of printer options available to you depends on the hardware of your own client PC; (this is the number of printer ports installed, i.e. LPT1, LPT2), and the number of (remote) printers connected to other client PC's on your network.

REMOTE PRINTERS: Note that the other client PC's, with printers connected, must be running an ASYCUDA++ module for your PC to recognise them as an available 'remote'.

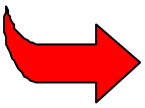
To install a 'Local' printer, select from the list of local printers the make and model of printer that is connected directly to your client PC. Usually you only have one option for connection, that is Line Printer Port 1 (LPT1). If a local printer was previously installed and is not the same make and model as the printer currently connected, you must first remove the previously installed local printer by selecting and pressing the **'Delete'** button. Then you can select the correct local printer from the list.

Remote printers can be connected or removed in a similar way. The connections for Remote Printers are labelled as RPT1, RPT2, RPT3 etc.

You select your default printer (the printer you normally send your prints to) by using the **'Tools', 'Print Manager'** menu option. See 'Printer Manager' for details on how to set your default printer and for troubleshooting printer output problems.

Documents

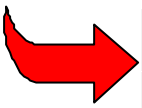
The **'Documents'** option gives users the choice of directing particular types of ASYCUDA++ to different printers e.g. prints of declarations may be sent to a printer that is set to print using a small type font and with close line spacing, whereas cashier's receipts go to another printer, set for a standard font and printing an original plus copies on continuous paper.



See the Technical documentation for further details on Printer management.

Macros

'Macros' are recordings of sequences of keystrokes and can be used to automate certain routine processes, for example, by making a number of menu choices or opening a series of windows such as for import declaration creation.



Macros are very useful aids to productivity in the Customs office, by allowing experienced users to speed routine input and reduce the effort required.

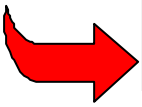
This menu option allows the user to set up parameters for running user defined Macros, however the actual Macros are set up elsewhere. Under the menu option, the available controls are **'Pause Key Delay'** and **'Inter Event Delay'**. Twelve Macros can be defined. Selecting a function key in conjunction with **<Ctrl>** activates the Macros**.**

To commence recording a predetermined sequence of key strokes (a 'Macro'):

1. Select **<Shift> <F10>** (To show that recording has started, 'Macro Defn' is displayed by the System on the bottom status line);
2. You can input, in sequence, the keystrokes that are to be performed by the macro;
3. Select **<Shift> <F10>** to complete the recording. This opens the macro library window titled: **'Save Macro Definition'**; and
4. Save the Macro under a file name which matches the keys used to start the macro e.g. saving under the name **'CTRL-F1.MAC'** means that this defined sequence is performed when **<Ctrl> <F1>** is selected.

Applications

Users can set up external applications to run from the ASYCUDA++ Module menu. Up to five applications can be set as menu options. By specifying the name, program path and command line, applications are added to the **'Applications'** sub-menu under the **'Functions'** menu option of the module. The default application is the 'DOS Shell'



Note: After finishing with and closing the application, return to the ASYCUDA++ Module by entering the command "Exit" at the dos prompt.

The following screen shows the set up of a word processor for direct access from ASYCUDA++.

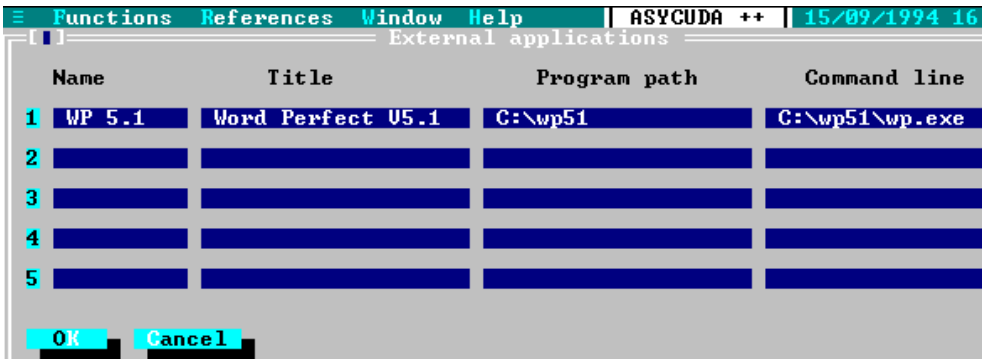


Fig. 2. 13 Options: Applications

Save options

Saves your personal settings, in configuring the client PC using the choices available under the **'Options'** menu. You should always select **'Save options'** after any change to your network connections.

About

Displays information about the version of the ASYCUDA++ program that is installed. It identifies the Customs office and the ASYCUDA++ module in use and gives copyright details.

Using References Tables

ASYCUDA++ User Modules have a menu option called **'References'** on the top status line of the screen. This option lets the user search for and display data relevant to their current task. This data is taken from the reference or control tables i.e. codes and descriptions that a User draws on in processing a transaction. These are used in the day-to-day functions of the Customs Branch offices for declaration processing, inspection, cashier, selection, cargo control, transit, etc.

Access, in 'read only' mode, is given to most control tables or reference data within the system.

For example, within **MODCBR**, the Reference sub-menu options are:

1. Customs Tariff
2. Customs procedure
3. Operational environment
4. Transaction Controls

These Reference menu options give access to complete details on Commodity Codes (including HS Tariff descriptions and taxation rates), Customs Procedure Codes (with National **'Additional Code'** extensions), Office, Warehouse, Transit Shed, Declarant, Company, Country and Currency Codes and many others.

A description of all the options that can be displayed under the 'Reference' menu in the various ASYCUDA++ Modules is given in Part 3 of this Reference Document.

Note: System users in a normal 'production' environment, such as declaration processing, may not be given access to the full range of reference data held on the system. For many valid reasons, including system security and confidentiality of data, access may be limited to only that part of the reference data immediately relevant to the user's duties. System controllers can manage this from within the User Group set up ('Menu access control') through local system configuration **MODSYSCF**.

Getting 'Help' in ASYCUDA++

The ASYCUDA++ Help System gives users assistance through on-line 'help'.

'Help' with the ASYCUDA++ application and with individual system functions is displayed in the Help window, which appears in front of the applications windows. 'Help' as 'hints' is also displayed in the status line at the bottom of the screen.

Using Help

The Help window displays one help topic, which is usually a partial description of how to perform one task. If the window is re-sized, the text displayed will automatically change to the window size.

Cross-references to related topics are displayed in different colours. Access to cross-references is through **<Tab>** and **<Shift> <Tab>** or by clicking the mouse. By double-clicking a cross-reference or by pressing **<Enter>**, the user changes the content of the Help window to a description of a new topic.

Contextual Help

By pressing **<F1>**, or selecting "**F1 Help**" from the bottom status line with the mouse, the user displays contextual help text. **'Contextual Help'** means that the system displays Help relevant to the data field currently selected, or to the place in the application where the user has the cursor.

<Shift> <F1> displays a list of Help topics. Up and Down search functions allow users to select a given topic. **<Enter>** displays the text of the selected topic. **<Alt> <F1>** displays the previous Help text displayed. Hints are context sensitive text displayed at the bottom of the screen on the status line. They are often used to give additional information about a menu option or a data field.

Help Menu

The Help menu option, on the top status line, is accessed directly, (by using a mouse), or through the menu-bar **<F10>**. The menu options are: -

Contents

This option displays a list of Help topics. Up, Down, and search functions allow users to select a given topic. **<Enter>** displays text of the selected topic and cross-references link to other topics.

Index

The index is an alphabetically arranged list of help topics and hints. Select by moving up and down and **<Enter>.**

Previous topic

As with **<Alt-F1>**, this option displays the previous Help text selection.

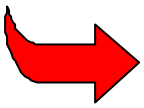
Help on Help

Gives instruction to users on how to use the ASYCUDA++ Help system.

Important Note: The ASYCUDA++ System, as supplied by UNCTAD, comes only with demonstration Help files installed. ASYCUDA++ Implementation teams in country have the responsibility of building their own Help files, according to their assessment of need and consistent with local Customs procedures. Help files must also be built in the language adopted for the system interface, i.e., the national language.

'Login' - the Server Connection

Many ASYCUDA++ functions, particularly where the operation has an official status or where the data must be checked and validated, require that your Client PC be connected to the ASYCUDA++ server.



See Section 1 of this Reference Document, **'Introduction to ASYCUDA++'**, for a short explanation of the 'Client/Server' working environment.

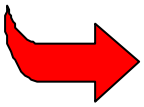
For example, registering or assessing a Customs declaration, or extracting a report based on import and export transaction data requires access to the transaction tables or records, which are stored on the server. If the operation of a function requires that you be connected to the server, you will be see on screen a dialog box that prompts you to 'login'. Alternatively, at the start of your session you can 'login' directly from the menu option **'Server', 'Login'**.

Login

The user can connect to the Server by entering the following details in the Login window: -

1. The login name - the name of the user or the name used to identify the user in the system.
2. The password, which is a distinct set of alphanumeric characters for each user, to enable them to access the system.

Note that for security reasons the password entered will not appear on the screen.



If your client PC is logged in to the server, then a flashing symbol, (such as ☺), will appear on the right side of the bottom status line.

Logoff

This option disconnects your client PC from the ASYCUDA++ server. You are then 'logged off'. While you can still use you PC for certain ASYCUDA++ functions, such as preparing a Customs declaration. Operations having an official status, (such as registration of a declaration or queries of transaction data), will require you to reconnect.

When you finish your ASYCUDA++ session, and close the Module by selecting **'Functions', 'Exit'**, you are automatically logged off the server.

Replication

Choose this option to replace and fully update all reference files from the Server.

'Replication' is the process of copying from the Server to the Client the current version of **all** data files and control tables. Normally any changes to this data are transferred automatically to the Client when the user logs in to the server so that Client system files are standardised across the entire server network. If an individual user wishes to retrieve a complete set of tables from the Server they can do so under this option. Replication deletes all server-controlled data from the Client and then reinstalls the data in full. The user will need to login to the Server in order to replicate.

Automatic Replication

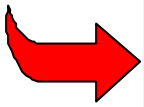
'Replication' is normally an automatic process. When you login to the server, it checks the version of the files and reference tables on your Client PC to verify that they are the same versions as are on the server. If any files or tables on your Client PC are not the same version, the server automatically transfers the necessary update.

When you are using the system and are logged in, you may occasionally see a screen message: **"The database has been updated. Do you want to replicate?"** You would normally accept **'Yes'** to receive the replication of the database. If you say **'No'**, the database update will be part of the automatic replication process when you next Login.

When an update or replication occurs, you see the 'replication in progress' message box on your screen. When the update is complete, you are prompted by the message box to accept **'OK'** before you continue your task.

Requesting Replication

In certain circumstances, you may need to request 'replication'. For example, in preparing a new Customs declaration, you know that a new declarant code is just issued, but the new code does not appear in your declarant table. To use the new code in the declaration, you could request a full replication **or** logoff and login again, so as to receive an update of the declarant reference table.



If you experience unusual problems with data validation, or unexpected error messages, it is often useful to request a server 'replication' before asking for technical assistance.

Change Password

This option allows the user to change their password. Only they will know this password and so if they forget it they will have to ask their supervisor to issue them with a new password so that they can access the system again.

ASYCUDA++ 'e-mail'

The e-mail facility allows users to send Text messages to other users. The messages are controlled by the server and are delivered if the recipient is logged in or held until the next time the recipient logs in. Using the ASYCUDA++ Gateway it is possible to have a national Customs e-mail system.