Section 9 – MODSYSCF

ASYCUDA++ Functional Manual

V1.15

Section
9

MODSYSCF - Customs Office Configuration.

Setting the System Parameters, System Security and User Management.

Contents of Section 9.

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.

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About this Section

This Section covers the configuration necessary for the running of ASYCUDA++ at an office level. It explains how to:

- Set up the office configuration;
- Authorise various functions at the office level;
- Control user access to the system;
- Manage the automatic numbering within ASYCUDA++;
- Assign country specific labels to numbering types;
- Transfer the configuration from the client to the server;
- Use the batch process control;
- See details of the present configuration;
- Create a copy of the reference table details, i.e. ‘ the replifile’.

Introduction

MODSYSCF is the systems configuration module. It allows the system to be configured (or ASYCUDA functions set) for use by a particular office.

Remember: The national configuration of ASYCUDA++ is set from within Module **MODCHCF**. This Module, **MODSYSCF**, is used to set configurations for offices that are working under the national configuration.

The system configuration module allows the following to be set up:

- Office codes and configurations;
- The list of modules authorised at that office;
- The definition of the User functional groups;
- User management including attaching users to groups;
- The management of numbering series;
- Batch management.

Menu Structure

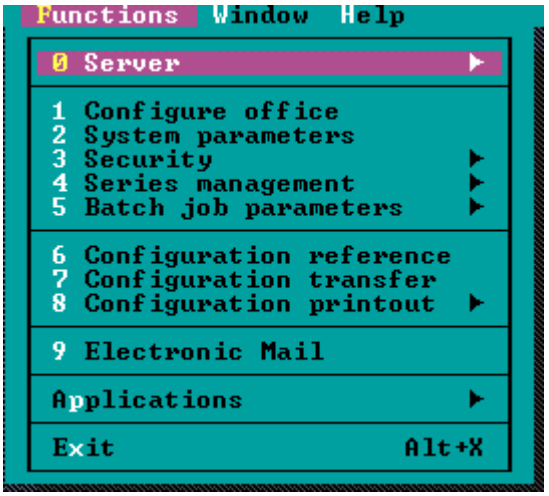


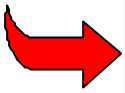
Fig 9.1 MODSYSCF : Functions

What the MODSYSCF Menu Options do

Configure Office

The purpose of 'configuring an office' is to set system options (i.e. parameters) that determine what ASYCUDA++ functions are used for that particular office.

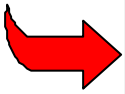
Office configurations are set on an ASYCUDA++ client computer by selecting the desired functions for that office and transferring this configuration to the server. Once the office configuration is set on the server all users who connect to that server will automatically be given this configuration.



To better understand this configuration function, and to see the range of options available, it is useful to first read the next part of this Section, System Parameters.

One Office, one Server

Versions of ASYCUDA++ before version 1.15 allowed only one office configuration per client/server network. This meant that each office had their own server installed and all of that office's ASYCUDA++ computers were connected to that server. Communications between offices in a national ASYCUDA++ network was by the passing of messages from one office server to another office server though the ASY++ gateway.



See the technical documentation on **MODGTW** for a full explanation of the function of the ASYCUDA communications gateway, the ASY++ Gate.

Multiple Offices, one Server

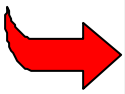
ASYCUDA++, from release 1.15a, allows for multiple offices or several system configurations on the same server. This means that offices, with different office codes and functional configurations or needs, can run from the one central server. As many offices can be defined as are required. The configuration for each office is created and stored on the server.

To Configure an Office

To set an office configuration, select the menu option **'Configure Office'** and **'Login'** to the server. A window is displayed with the current office code and a field where you can enter the office code to which you want to change.

The client sends a message to the server when you change the office code and press **'OK'**. This message checks if a configuration has already been created for this office.

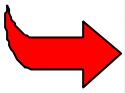
If a configuration for this office already exists on the server, the server transfers and automatically configures the Client PC for this office.



Although the server saves a file named for each office configuration, once transferred to the client the name of the file on the client remains **sys.cnf.**

If a configuration for the office is not on the server, a new office configuration, the Client PC keeps the configuration of the previous office, but the office code is the new one. (This feature allows you to define, by default, the same configuration for all the offices).

The configuration for any office is defined by changing the existing configuration and transferring it to the Server. Once the transfer from client to server is done, the new office configuration file will be placed in the .cnf directory of the Server.



The last configuration defined in **MODSYSCF** will stay as the current one on the client computer used to set and transfer the configuration. To get a specific configuration, use the option **'Configure office'** and set the office code of an existing configuration. To do this manually, get the **sys.cnf.cuo** code from the server and put it on the client in the **.cnf** directory and renaming it to **sys.cnf.**

NOTE: There is only one **sys.cnf** file on the client side. It means that whatever the configuration is, the name of the file will always be **sys.cnf**. The only way to check which office is configured is to use the "About…" option (under **'Tools'** and **'Options'**) from any ASYCUDA++ client module.

Creating New Office Configurations

The recommended order of operation for creating a new office configuration is:

1. Check that the office code is in the **'Customs Office'** reference table, or create the new office codes through **MODCHQ**;
2. Create and attach at least one user to each of the offices you intend to configure. **MODSYSCF, 'Functions', 'Security', 'User management'**;
3. Use the 'Configure Office' option to set the new office code as the client PC's default office code **MODSYSCF, 'Functions', 'Configure office'**;
4. Update the system parameters for this new office and **'OK'** in **MODSYSCF, 'Functions', 'System parameters'**. This is mandatory or the new office configuration file will not be created in the database and you will be unable to switch to that office later;
5. Transfer the configuration **MODSYSCF,** Configuration transfer;
6. Stop and re-start the engine on the Server; and
7. You can now switch from the original office code to the newly created office.

To Login to an Office

The login box of **MODSYSCF** allows the change to another office code, but the login will only be successful if the configuration for the office code to which you wish to change, exists on the server. It means that the configuration for this office has already been created and transferred to the server. In this case, **MODSYSCF** will automatically get the **sys.cnf** file from the server if it is not the Client PC configuration or if the release number is different.

System Parameters

This option allows the setting of System Parameters for a specific office code. The office to be configured is set by using the procedure described in the previous paragraphs see Configure Office. This office code is used in the declaration identification, and is shown as the default on the declaration processing screen in **MODCBR**. Also the use of the various functional options within ASYCUDA++ are authorised on this screen.

The following functions can be toggled on or off, (i.e. Yes or No), either with a mouse 'click', or by using the space bar:

- Manifest (with also the option of 'Learning Mode' – see below for an explanation);
- Licensing
- Credit /Pre-payment Accounts

Additional functions can be set 'Yes' or 'No' for either Export or Import processes. These are:

- Selectivity
- Selectivity post entry
- Automatic assignment of sections
- Automatic assignment of examiners
- Automatic assignment of chief examiners

These functions are fully explained in other Sections of this Manual. See Section 6 of this Reference Document, **'Selectivity Management'** for details on selectivity controls and automatic assignment for examinations.

After updating the system you must log onto the server and send the configuration to the server using the Configuration transfer option.

'System Parameters' screen: -

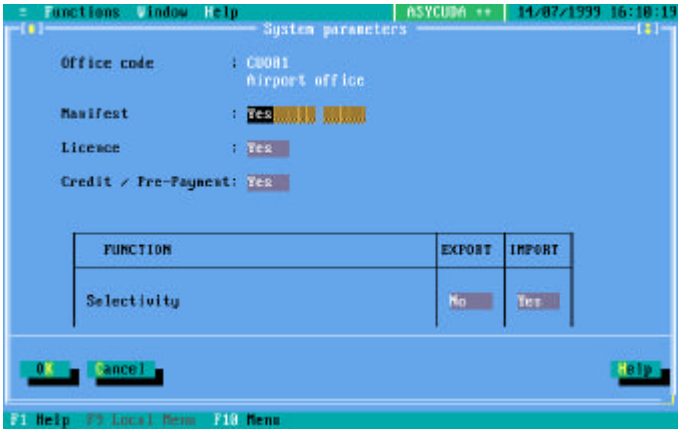


Fig 9.2 MODSYSCF Functions System Parameters

Manifest 'Learning Mode'

When the manifest function is used, declarations that are assessed against a Manifest will write-off the Bills Of Lading (B/L), but it can happen that many declarations are rejected. Declarations may be rejected because the Manifest has not arrived, (i.e. not 'registered'), and is not in the database. **'Learning mode'** allows the assessment of declarations that do not match a Manifest.

If **'Manifest'** in **'MODSYSCF','Functions','System parameters'** is set to **'Yes'** then the declaration is linked a to a Manifest. The quantities or weights from the declaration write off the Bill Of Lading. When **'Manifest'** is set to **'Learning Mode'** a declaration can be assessed even if the Manifest does not exist. This can be useful in situations where the Manifest is not yet available when assessing a declaration.

When all Manifests are present in the database before assessment, the 'Manifest' flag should be switched back to 'Yes'.

For more details of the Manifest function when the system parameter is set to **'Learning mode'**, see Section 5 of this Reference Document.

Security

Group Profiles

ASYCUDA Access controls, General

The purpose of access controls is to prevent **UNAUTHORISED** access to a system, and to limit Authorised Users to those areas and activities that they are allowed to use. For example, in a Bank, customers only have access up to the counter, and different levels of staff have access to different areas of the bank premises.

In a computerised system, it is possible to allow 'No Access to Files', 'Read Files without Write Access', 'Write Files without Read Access', or full 'Read and Write Access'.

Access controls can consist of all or some of the following:

Physical Controls

Computer rooms should be secure, with access allowed to operators and system managers only. Computers and Monitors should be sited so as to enable unauthorised access to be obvious. For example, glass doors or internal windows can allow users to see any unauthorised persons.

Keys

Some computers and terminal are fitted with a Lock, which locks the Keyboard, and so prevent unauthorised use without the correct Key. In the absence of a Lock on the computer, the keyboard could be removed from the computer, and locked away.

Passwords

Most systems start from a menu that requires the user to enter his or her name, (sometimes referred to as ACCOUNT), and Password.

Password protection has the advantage of deterring casual browsers, and limiting access to sensitive data. Furthermore, dangerous parts of the system, e.g. areas with the potential for damaging the system or files, can be out of bounds to inexperienced users.

The danger with passwords is that they can give a false impression of security, where none may exist, e.g. if passwords are poorly controlled, or incorrectly set up.

The following list, although not exhaustive, gives some of the ways of making passwords more effective.

- Choose passwords that are difficult to break. Do **NOT** use personal data, e.g. family names, as they are easily guessed. Use a mixture of letters and numbers or other non-alphabetical characters, e.g. ! & $.
- Change passwords at regular intervals, and **ALWAYS** when someone leaves.
- Do have a master password that allows the system manager to gain access to the passwords, to alter, or to look up a password that a user has forgotten.
- Do not use passwords like MASTER, MANAGER or SUPERVISOR etc.

Do not leave passwords written down for anyone else to see; and Never tell a colleague your password.

ASYCUDA Group Access

Under ASYCUDA++, the individual Users are assigned to Offices and **GROUPS**, that is, to defined locations and areas of work. Examples are the Cashier section of an airport office, or Declaration processing at a Seaport.

This allows for the normal situation where several people working in the same Customs office need access to the same areas of the system. The **GROUP** is allocated access to an area of the system that is required for performance of work, and denied access to all other areas of the system.

This process is one of authorising **GROUP** access to the required Menus and Options. Any areas that are not specifically allowed are not available to members of that group. These 'prohibited' functional options of ASYCUDA++ will continue to show on screen on the Module menus but will be grey, not black. This means that these system options cannot be accessed or activated by that group member.

When the Group Profiles option is selected, the Group Profile management screen is displayed:

Fig 9.3 MODSYSCF : Security Group profiles

The management screen allows groups to be 'created', 'updated', 'copied', 'renamed', 'deleted' and 'printed'. The format of the name can be used to limit access to certain modules and is also used to limit Declarants using **MODBRK** to access to only their own declarations and prints.

The syntax for limiting a group to a specific module is:

\"MODULE":Group Name

The syntax for limiting a Declarant to **MODBRK** and only his own Declarations is:

\BRK,"Declarant Code":Group Name

To limit a group to a particular module, use the name of the module excluding the **MOD**. This must be in upper case. For an example of the use of the name format, see the screen above.

Editing the group profile is quite simple.

Fig 9.4 MODSYSCF : Security Group profiles

Creating or Altering a Group Profile

The system will display a menu of available modules, (like the example above), and selecting a module opens the editing window. The editing window is a display of menu options in hierarchical layout, where the different menu options may be toggled on or off by double clicking the mouse on the appropriate option or pressing the space bar when the option is highlighted.

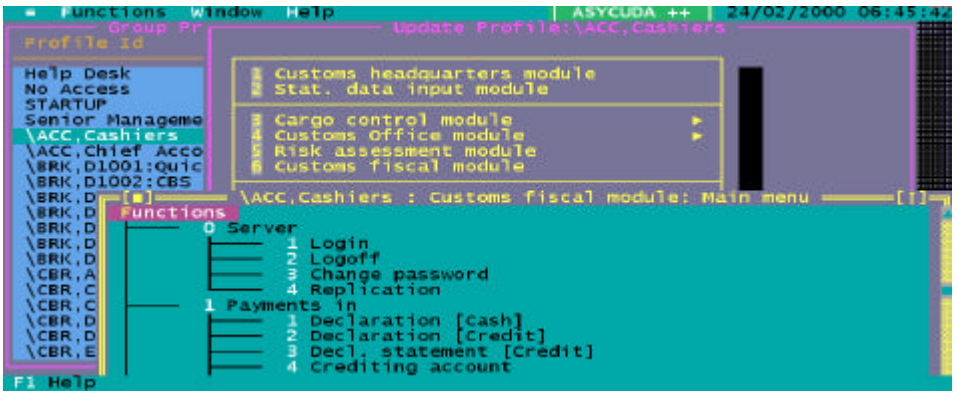


Fig 9.5 MODSYSCF : Group profiles: Customs Office Module

The new or altered group profiles are written to your client configuration files and must be transferred to the server. After updating the group profiles you must send the configuration to the server using the option Configuration transfer.

Hint: The ASYCUDA++ default setting for all menu options is '**on**'. In setting up a new installation in a country, it is better to create a new User Group profile with all menu options switched off. Using this new profile, ('**no access**'), as a starting point, the security manager can selectively switch on those options necessary for the particular user group. Using this approach you are less likely to overlook 'switching off' a function that may compromise system security. This is done by copying, renaming and resetting the 'no access' profile.

User Management

Using this option, you can set up the users and passwords for the people who will use the system. They are first assigned to an office and then assigned to one of the groups that you have set up under **'Security', 'Group profile management'.**

When the Group Profiles option is selected, the system asks the user to log onto the server, as this is where the user management files are maintained. The screen following successful login displays in table form the office, users, their passwords and the user group to which they are assigned.

The default ASY users supplied with the system are not allocated to any group and therefore can access any option. It is impossible to set up such Super Users through the interface, as the 'Group' field in the user record is mandatory.

It is strongly recommended that the default ASY user logins be deleted from the system after the initial development and training stage. The ASY user logins should not be on a production system.

In assigning login names to users, the ASYCUDA++ security manager must enter an interim password. This password appears in the field on screen as a series of ****.

By accepting **'OK'** the User access details are saved to the server. (In this case it is written directly to the Server files and Configuration transfer is not required.)

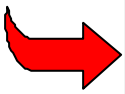
User Password Controls

The ASYCUDA++ security manager initially inputs user login names and passwords. However it is not desirable that anyone other the user knows the password. It is recommended that local administrative policy require that users change their passwords to ones only known to themselves. The ASYCUDA++ user modules all have the option for users to change their passwords to one of their own choosing under option **'Functions', 'Server', 'Change password'**.

If users forget their password, the ASYCUDA++ security manager can reset (re-enter) a password in the User management screen. Again, the user should be encouraged to change this password as soon as possible.

Audit File Browser

This option enables your technicians to obtain information about user connections including file transfers. The option requires **'Login'** for a server connection.



For full details of the use of the Audit File Browser see the relevant Technical Documentation. See also the **'Status'** function in **MODCBR 'Functions', 'Declarations', 'Local Menu'.** See Section 3 of this Reference Document for more information.

Series Management

These options allow a number of functions to be performed on ASYCUDA numbering series. They allow:

- The Declarant Reference number to be managed
- The labels for various Customs numbers to be defined
- The management of Customs numbers to be managed.

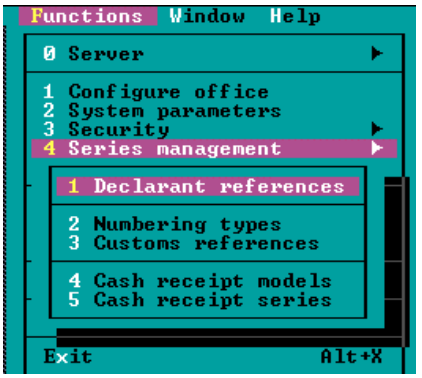


Fig 9.6 MODSYSCF Functions Series management

Declarant References

This option allows the Automatic Declarant reference number to be initialised. The number will be automatically reset annually to start at 1. 'Current #' shows the latest number automatically issued in this numbering series at the current date.

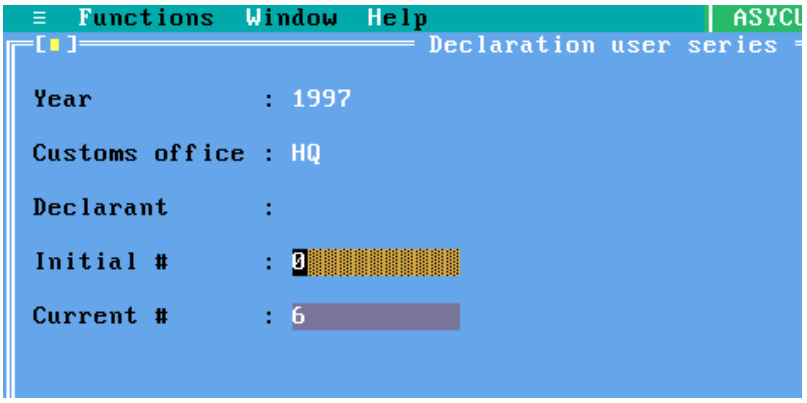


Fig 9.7 MODSYSCF Functions Series Management Declarant References

The number is just simply reset using this screen to whatever is required. (In the present numbering series, i.e. year and office combination, the 'initial' number cannot be set lower than the present 'current' number.)

Numbering Types

This option allows for the labels (descriptions) of different types of numbers to be customised to meet the requirements of the countries concerned.

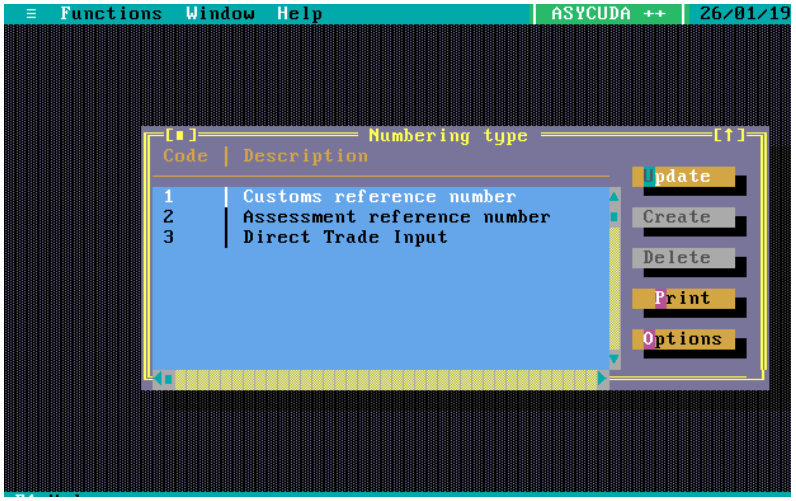


Fig 9.8 MODSYSCF Functions Series Management Numbering Types

Each of the different numbers can be renamed as required. For example, the Registration number in this case is labeled as the Customs Reference number. To change the label simply **'Update'** the current description on the following screen.

Customs References

This option allows the initialisation of the Registration number (Customs Reference number). A different series can exist for different regimes and this is designated nationally. A different series letter identifies the different types of series. For example, all warehouse declarations could be designated the series letter "W" as the prefix for Warehousing Customs Reference Numbers.

The series letters for different regimes are defined in **MODCHQ** under Customs procedures – 'Model of Declaration'. See Section 10 of this Reference Document for details of assigning Series letters.

The procedure for updating the numbering series is identical to the Declarants reference update previously described.

Cash Receipt models

This option allows the different type of Cash receipt label to be amended in a similar way to the Customs references described above. Individual countries can describe what the different types of receipt are called in ASYCUDA++.

The **'Update'** option gives access to the relevant label for amendment.

Fig 9.9 MODSYSCF Functions: Series management: Cash Receipt model.

Cash Receipt series

This option allows the number series to be managed in exactly the same way as described above.

Configuration Batch Job

This option is used to customise the batch processes that are used in ASYCUDA++. They allow certain routine functions to be automated and must be used to allow certain functions within ASYCUDA++ to operate. For example, the Delay period for Stand By Green declarations described in Section 6 of this Reference Document.

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

Configuration Reference

This option displays on screen information about the version of the **MODSYSCF** configuration on your Client PC.

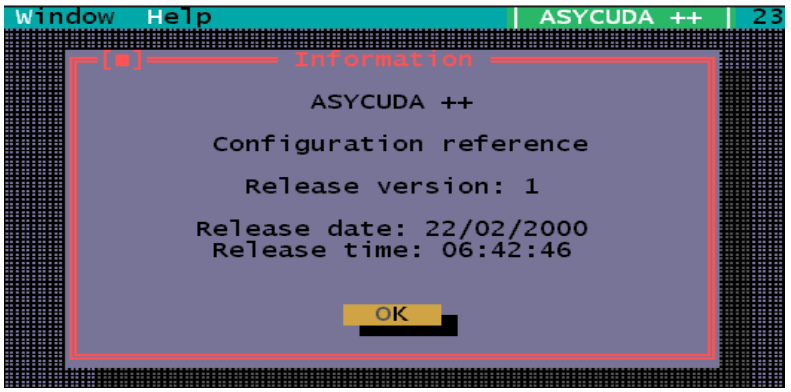


Fig 9.10 MODSYSCF Configuration Reference.

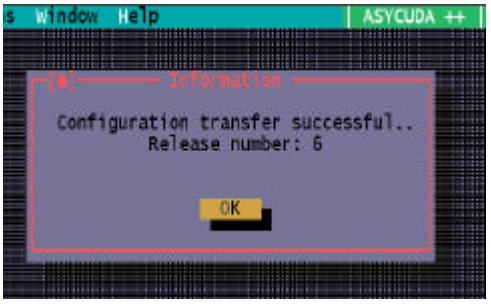
Configuration Transfer

This menu option is used to transfer the configuration that you have created on your Client PC to the server. This is the reverse of the normal replication process that updates your configuration files from the server files. This is essential to allow the national configuration to be updated.

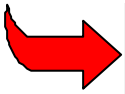
Transfer of the configuration will be refused if other users are logged in to your ASYCUDA network. All other users must disconnect from the server before the configuration can be transferred.

After requesting this option you will be asked for your name and password to log on to the server. Acceptance at the screen displayed after you log on will cause your configuration file to be transferred to the server.

You will receive a 'reply' in the form of an information message, which will say:



After the configuration is transferred, the ASYCUDA engine on the server must be stopped and then restarted. After the restart the updated configuration will be transferred to all users when they next connect to the server by logging in.



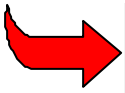
If Your ASYCUDA++ network requires configuration for more than one office on the one server, see also the previous explanation on Office Configuration.

Configuration Print-out

The Functions menu option, **'Configuration Printout'**, gives the user an opportunity to see the details of the current system/office configuration.

Configuration details may be directed to the local printer, or saved to a text file for on-screen viewing. If **'Text file'** is chosen, the user is asked to give a file name and **'OK'**. The text file is then displayed on screen and can be printed from the Local menu.

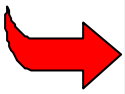
The saved version can be viewed from within ASYCUDA++ by using the **'Text Browser'** option under the **'Tools'** menu.



A similar **'Configuration printout'** option exists in **MODCHQCF**, for viewing national configuration options set up from within that module.

Replication File

A replication file (or 'replifile') is a complete picture of the ASYCUDA++ reference tables as at the time the file is created. Replication files can be used for backup purposes or for fresh installations of ASYCUDA++ on a new server. When a replication file is requested, the file is prepared on the Server and transferred to the client PC in a compressed format.



To install this copy of the reference tables, to run a replifile, the file must be transferred back to the server using FTP and the file run on the server, to fill the ASYCUDA++ reference tables. See the Technical Documentation for details of this process.

Building a Replication File

To build replication file (replifile), select **'Functions', 'Server', 'Build replication file'**. Server connection is needed for this process. Once the option is selected the server prepares the replication file and transfers the file to the client PC. The user is prompted to save the replication file by giving the file a name and accepting **'OK'**. By default the replifile is saved on the client PC in the **'ASY/WRK'** sub-directory.