



Seychelles Revenue Commission Version 0.3

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Technical

Get Started As ASYCUDAWorld User



Note

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Revision History

Date	Version	Description	Author
02 April 2013	0.3	Final version	Ouassim Gahbiche
30 March 2013	0.2	Second Draft	Ouassim Gahbiche
22 March 2013	0.1	Initial Draft	Ouassim Gahbiche



Summary

This documentation aims to help the ASYCUDAWorld community to get started with the ASYCUDAWorld system.

It will help them to define and prepare the required environment that will let them later to easily access the application without technical problems. They will be able at that time to benefit from all the system' aspects thank to an environment correctly set.

After reading this document, readers will have a clear understanding of hardware and software requirements.

The first part explains prerequisites and software requirements. The second part assumes that the users have been provided a user and digital signature for AW. It explains how to access to the system. The third explains how users can update their passwords and ensure that they have a profile correctly set with the right access rights and properties. In this section there are also answers to the most asked questions. Finally, the last one shows how the users can remove or empty their cache folder when it is asked by the administration team.



A. Part I- Preparing the environment

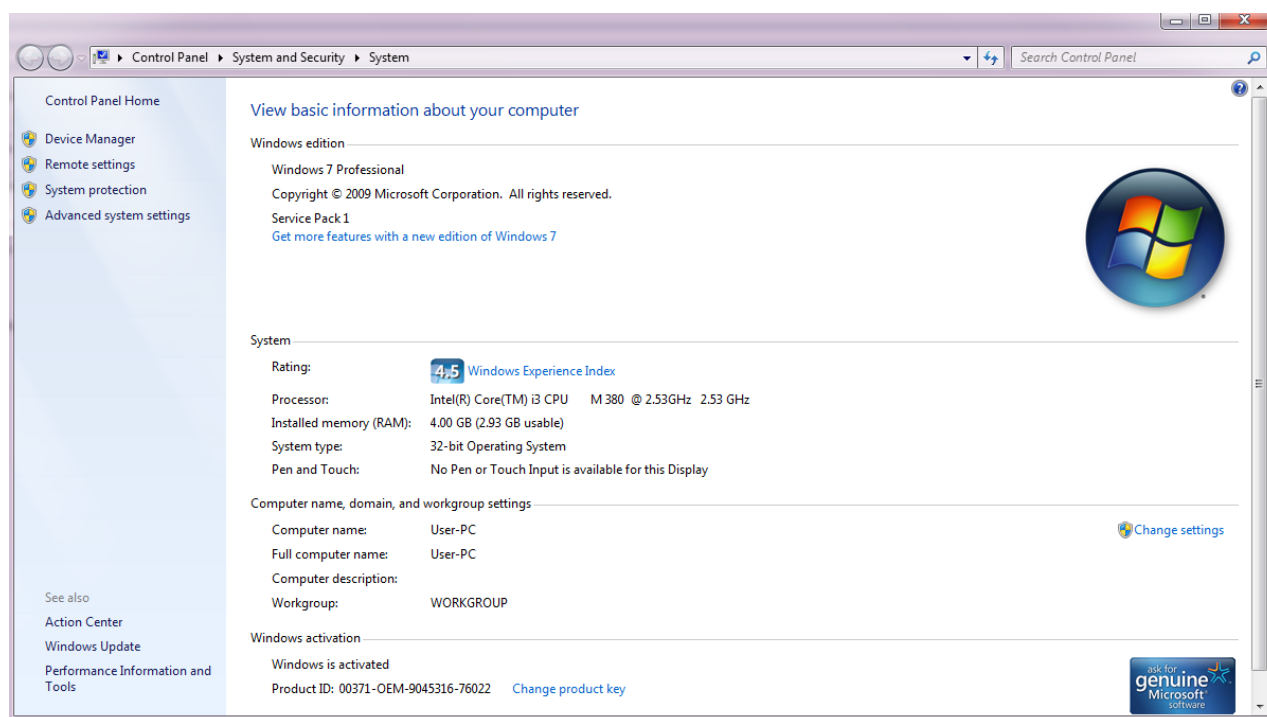
ASYCUDA client runs on the most popular Java-enabled desktops such as Windows, Linux, Macintosh, Solaris, AIX and others and can be started from any web browser. However the users should have the minimum following requirements on their workstations or laptops intended to be used for ASYCUDA:

1. Hardware Requirements

- Processor: clock frequency greater than 2 GHz
- Operating System: Windows 7 Professional will be an asset
- Standard Memory: 2GB or more
- Ethernet card: Gigabit Ethernet LAN 10/100/1000

In order to check your hardware specifications, right click on computer and then choose the properties option.

Example of a good configuration:





2. Internet Connection

Users must have a connection bandwidth **larger or equal to 1Mb in Seychelles** in order to use ASYCUDAWorld properly. If you are using a smaller bandwidth, you will face problems to retrieve the application. The system will behave as if it was freezing or very slow or not responding. The government of Seychelles will not be responsible and will not be able to assist you. Having a large bandwidth will let you work comfortably and benefit from all system's functionalities

3. Software Requirements

3.1 Installing a browser

Kindly make sure that you have a recent version of a browser. ASYCUDAWorld can be accessible from any browser. Below examples for recent versions of Firefox and Internet Explorer





3.2 Installing JAVA

ASYCUDA World runs on JAVA. For Seychelles Revenue Commission, the ASYCUDA system is running on java 1.6. It is strongly recommended to have the same version on your laptop or your workstation. It is actually available and can be downloaded from the ASYCUDAWorld portal or from internet. It will be also provided for all users that will follow the ASYCUDAWorld training.

To insure that you will install it correctly, we have to go through the following steps:

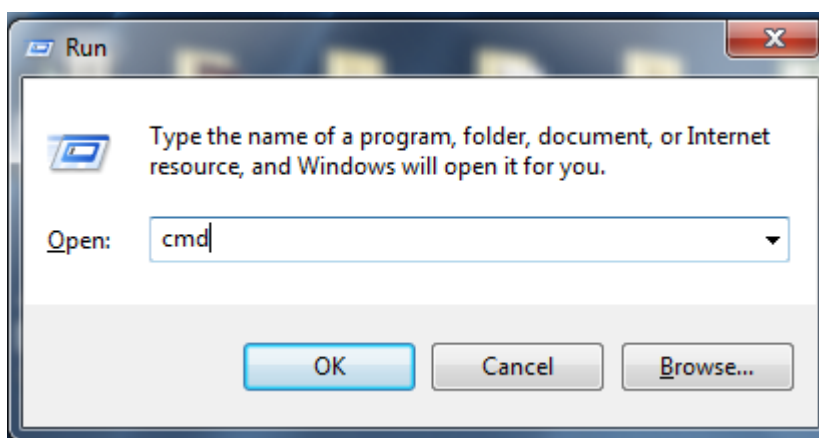
- Remove from your system old versions of java or version 1.7
- Restart your machine
- Install the correct version of java

If your system doesn't have any version of java so far, you can go directly by the installation.

How to know which version of java is running on your system:

In order to know which version of java is running on your machine, kindly open a command prompt frame by:

1. Press window button, then click on **all programs** then choose **Accessories** and finally press on **command prompt**
2. Or press **ctrl button** plus **letter R** together and then type **cmd**



If you choose option 1 or 2 you will get the following frame. Type **java -version** and then press enter. **“-version”** is a single word separated by a space from java.



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\lstange>java -version
'java' is not recognized as an internal or external command,
operable program or batch file.

C:\Users\lstange> _
```

If the system shows that 'Java' is not recognized as an internal or external command, operable program or batch file then your java is not installed yet. That means you can go directly by the installation.

The right message of the right java version should be the following

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\lstange>java -version
java version "1.6.0_35"
Java(TM) SE Runtime Environment (build 1.6.0_35-b10)
Java HotSpot(TM) Client VM (build 20.10-b01, mixed mode, sharing)

C:\Users\lstange>
```

If you have a different message, whether it is an earlier version or java 1.7 then you have to remove it first then install the correct one. To remove it go on control panel, add or remove program and then choose from the list the java software



How to download java:

It is recommended; before you proceed with online installation you may want to disable your Internet firewall. In some cases the default firewall settings are set to reject all automatic or online installations such as the Java online installation. If the firewall is not configured appropriately it may stall the download/install operation of Java under certain conditions. Refer to your specific Internet firewall manual for instructions on how to disable your Internet Firewall.

Go to the web page <http://www.oracle.com/technetwork/java/javasebusiness/downloads/java-archive-downloads-javase6-419409.html>

Then choose the version Java SE Runtime Environment 6u35, accept the license agreement then download it depending on the operating system that you have. Example for those having windows 32 bits, they have to choose [jre-6u35-windows-i586.exe](#). **For those using windows 64 bits, they have to choose [jre-6u35-windows-x64.exe](#)**

Another option is to get this version directly from the ASYCUDA World portal

The File Download dialog box appears prompting you to run or save the download file

- To run the installer, click **Run**.
- To save the file for later installation, click **Save**.
Choose the folder location and save the file to your local system.

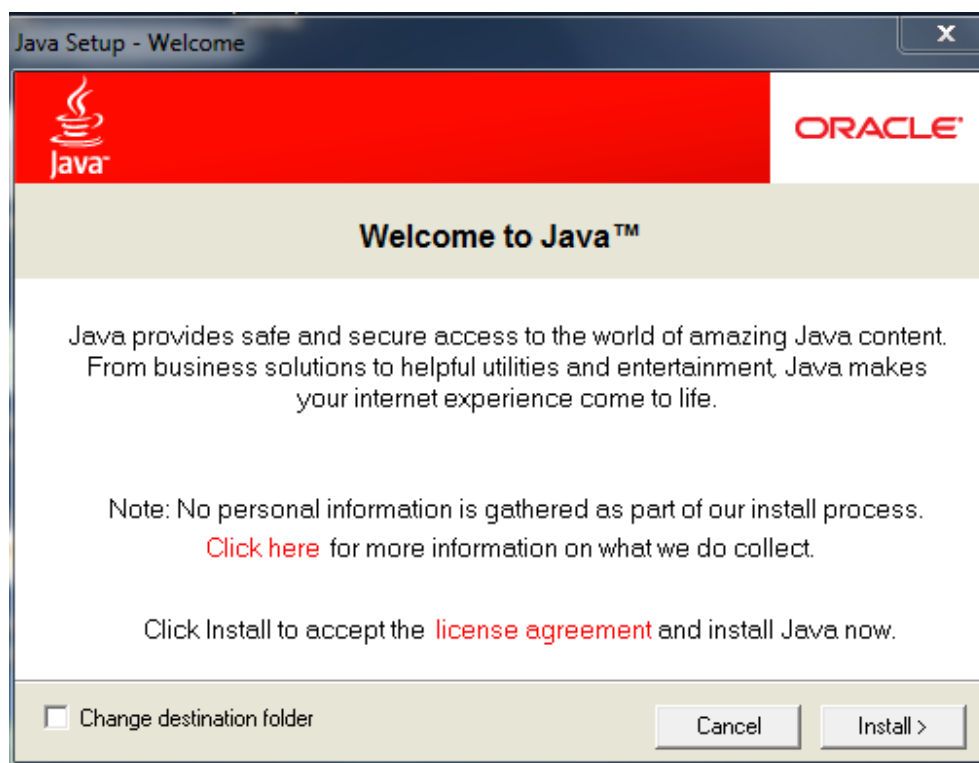
Tip: Save the file to a known location on your computer, for example, to your desktop. Double-click on the saved file to start the installation process.

How to install Java for my Windows computer:

It applies to:

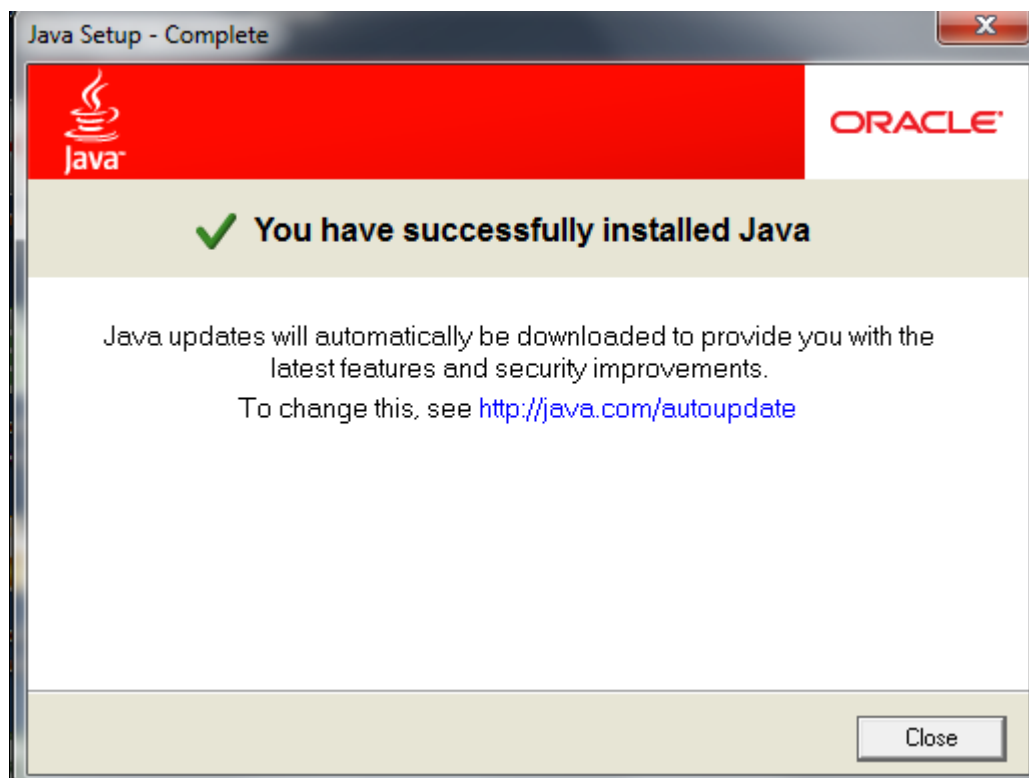
- **Platform(s):** Windows 8, Windows 7, Vista, Windows XP, Windows 2000, Windows 2003, Windows 2008 Server
- **Java version(s):** 6.0, 7.0

The installation process starts. Click the **Install** button to accept the license terms and to continue with the installation.





- A few brief dialogs confirm the last steps of the installation process; click **Close** on the last dialog. This will complete Java installation process.



NOTE: You may need to restart (close and re-open) your browser to enable the Java installation in your browser.

3.3 Installing Acrobat Adobe Reader

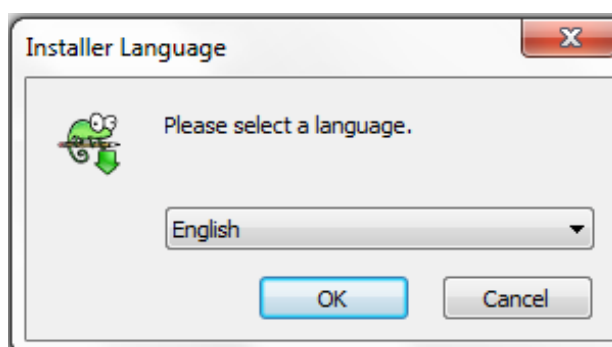
Most of the printouts and reports in ASYCUDA World are available on PDF format. Installing Acrobat Adobe Reader will help you to access to these printouts and reports.



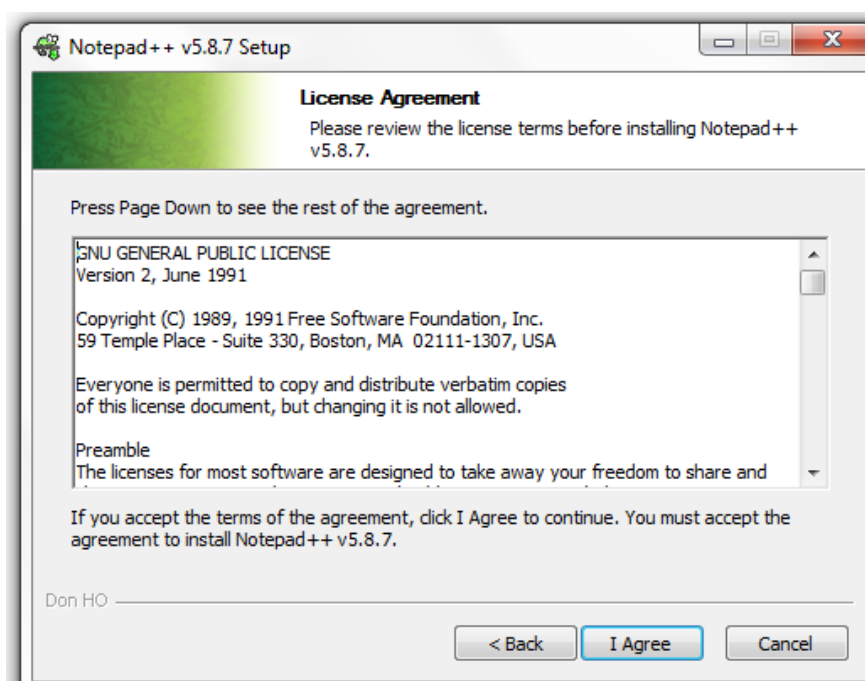
4. Installing Notepad ++ Text editor

This tool is optional. You don't need it indeed to run ASYCUDA World but it will help you to easily edit xml files (Maritime shipping agents for the capture of the manifest, waybills and containers and brokers for the Bill Of Entry). The software is provided during the training; just double click on the run installer.

Choose you language

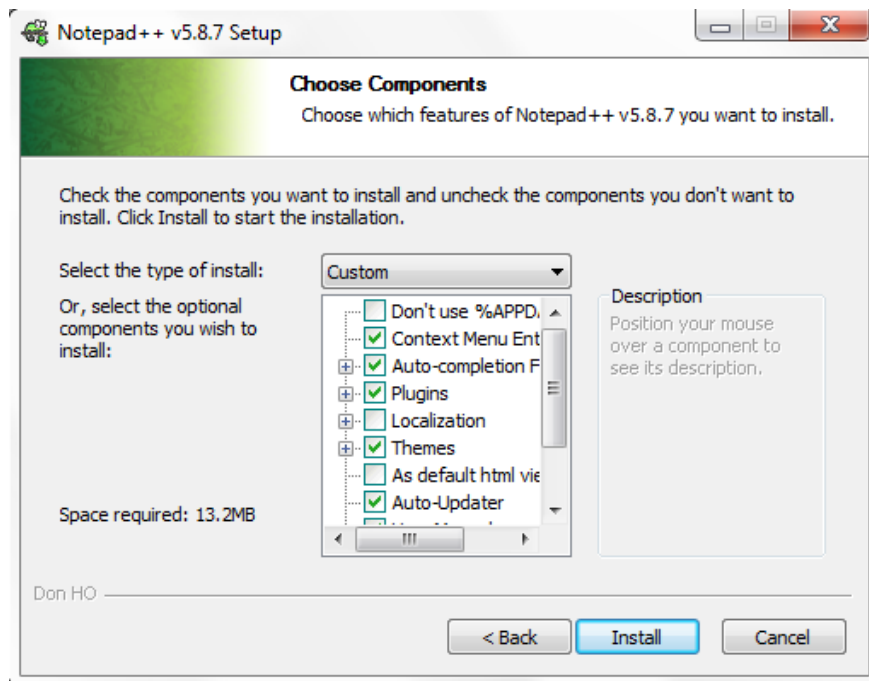


Accept the license agreement

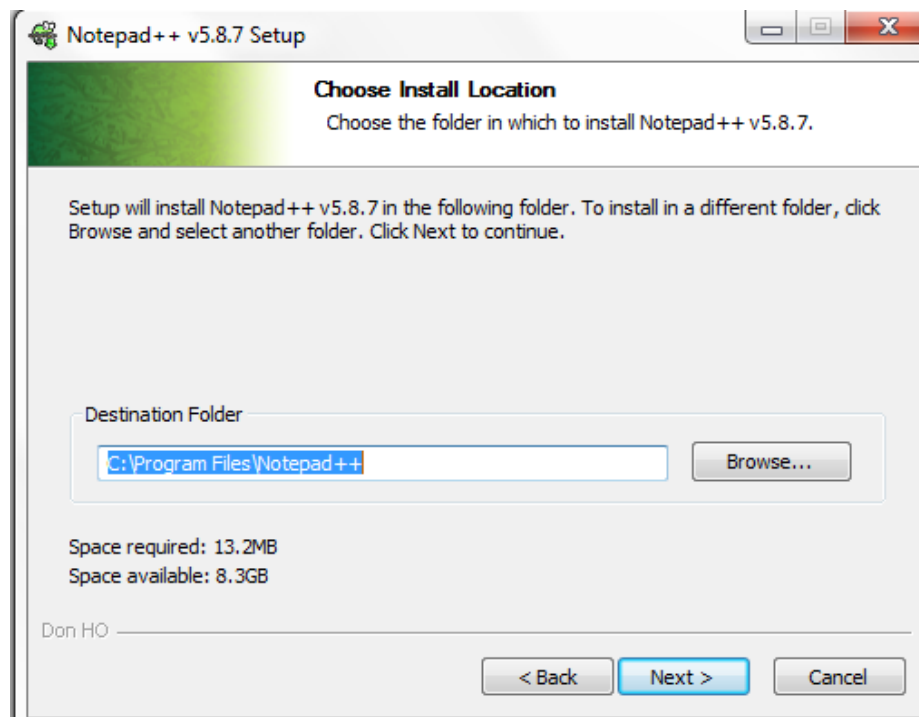




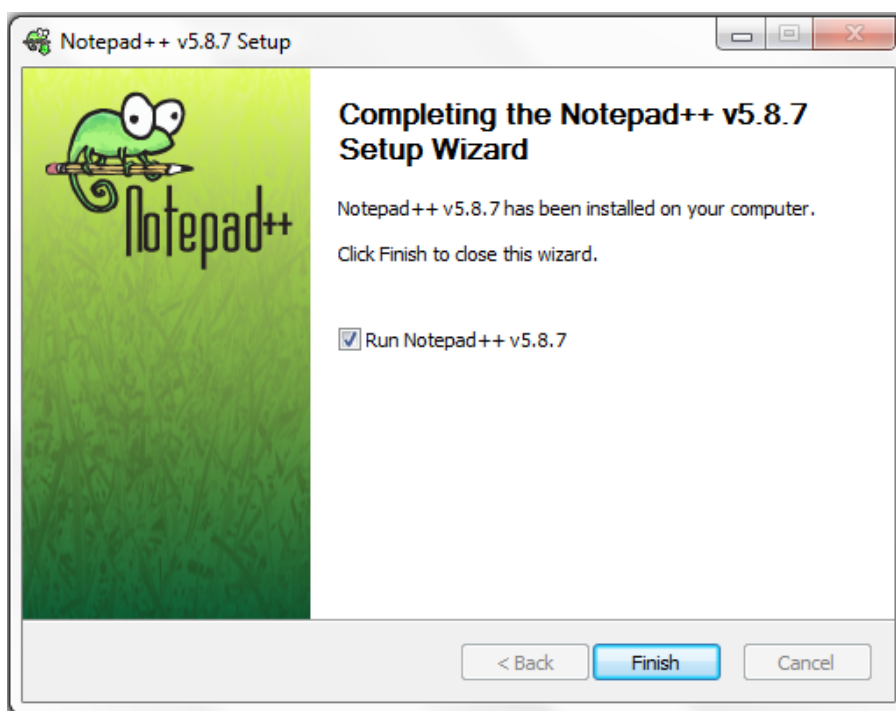
Choose the default components



Choose the default location for the installation



By clicking next, the installation will start. After that the system will show a confirmation message that is complete.



Now, if you right click on any xml file, you will see a new option “**Edit with Notepad++**” by clicking on it, you will open the file and can start editing it.





B. How to access to the system

In this section, we will assume the following

- The user requested from the Government Authority a user to access ASYCUDA World
- The User fulfilled all the requirements to get the user and submitted all the required forms
- The user also requested a digital signature from the Government Authority
- The user followed the ASYCUDA World training

These conditions will be detailed in a separate documentation

1. ASYCUDAWorld Portal

ASYCUDA World is accessible through the link <http://asycuda.egov.sc:8081/asycuda>

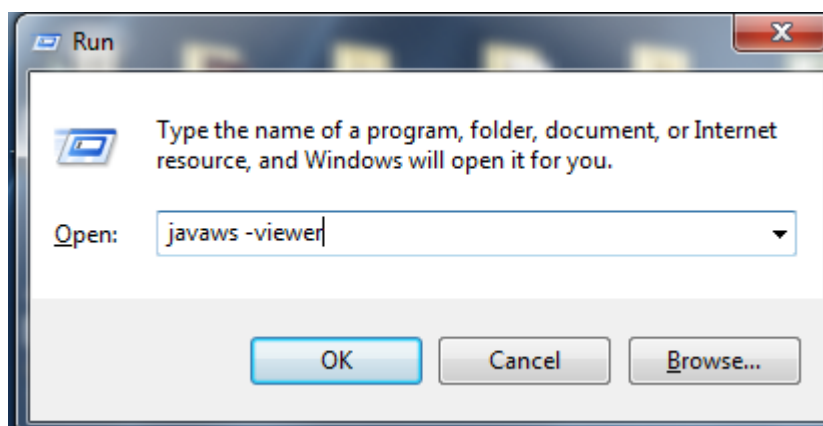
The web page offers 3 kinds of accesses to the application

- **ASYCUDAWorld local connection**: for those who are under the government domain. The user don't need internet to connect to ASYCUDA. It is the case for all customs officers placed in the sea port, customs house, customs cargo airport, inland revenue, the Seychelles Revenue Commission and the ICT Government of Seychelles
- **ASYCUDAWorld Internet connection**: This link will be used for most of the time by the shipping agents, traders and brokers that are out of the government domain from their offices, home or overseas.
- **ASYCUDAWorld on the Field**: A light version of ASYCUDA is available for light tablet PCs, PDAs or Smart phones, bringing the power of e-Document applications to your fingertips. It will be enabled only for examination and exit of goods officers.

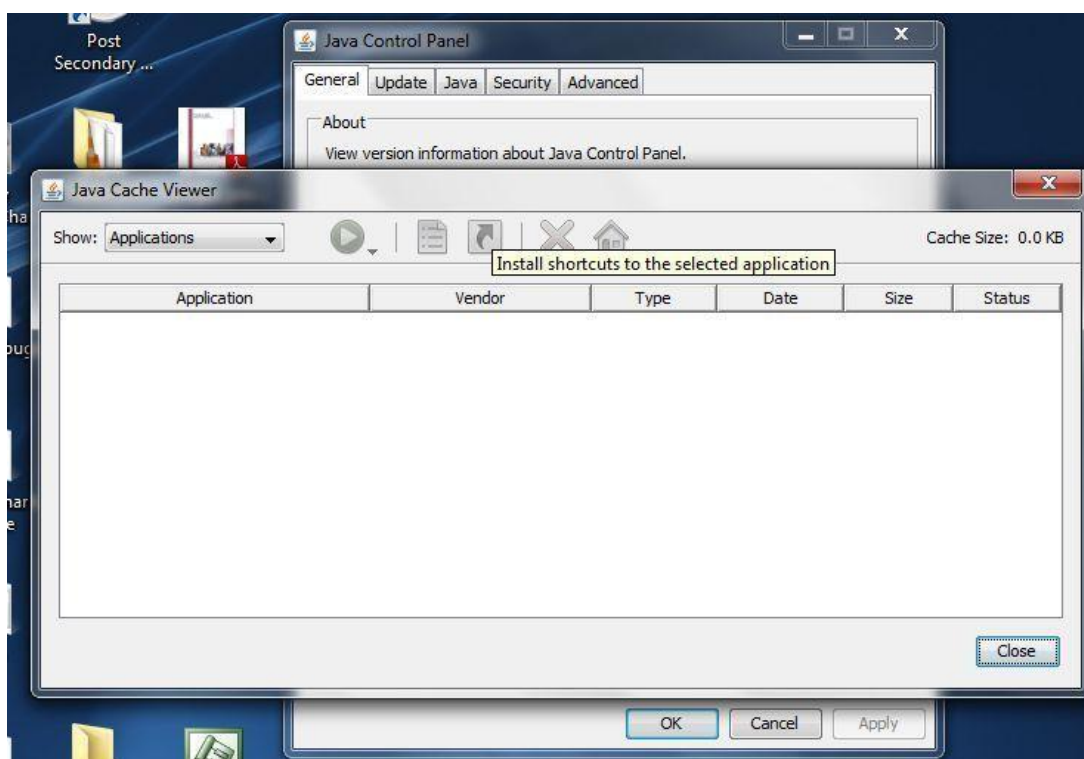
2. How to configure your Java Web Start Panel

Before you start enjoying the system, a last check should be done on your station /laptop to configure the java web start panel if you are using a proxy or a direct connection.

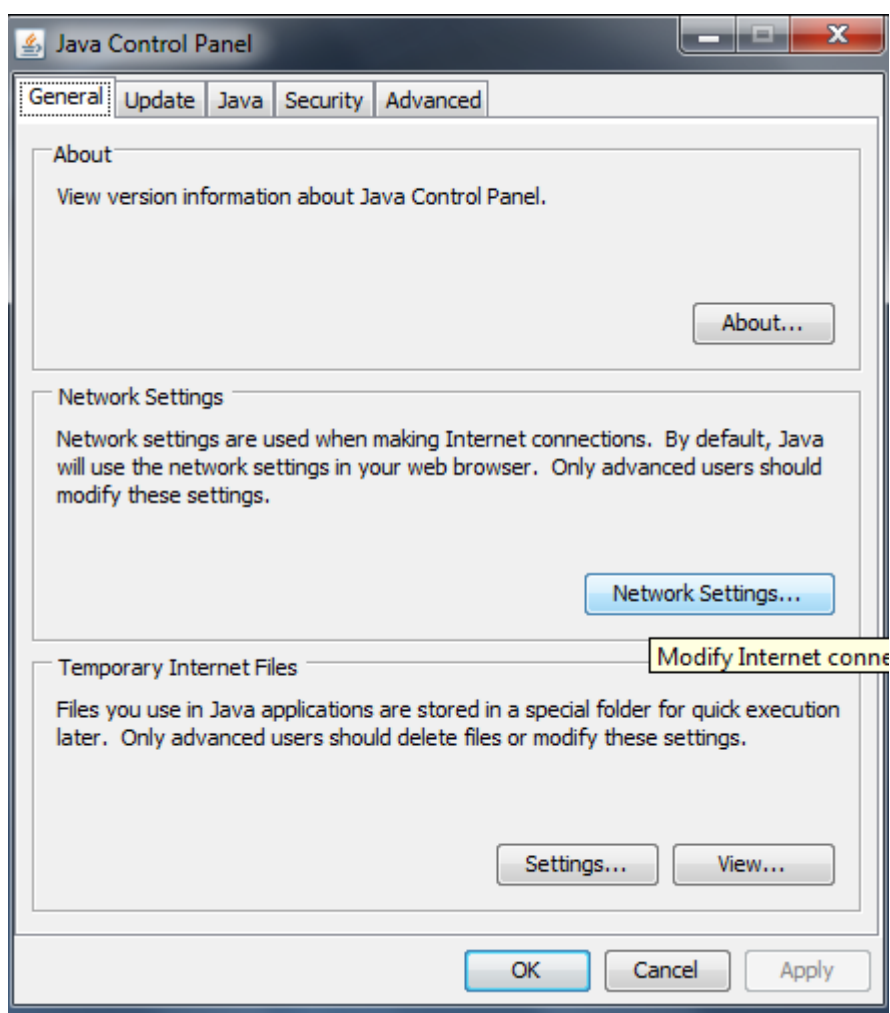
To do so, Press simultaneously on the window button and the letter R to run the following command: **javaws –viewer** (-viewer single word separated by a space from javaws)



Then the system will display the **java Cache Viewer** and the **java Control Panel**



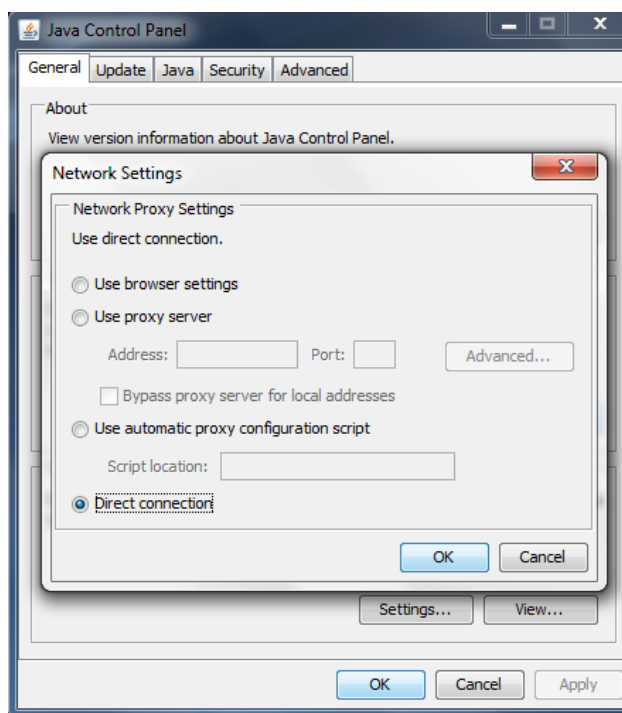
Close the Java Cache and keep the Java Control Panel Open. On this frame, you will notice that there is a frame called General and on which there is a button Network Settings, just click on it



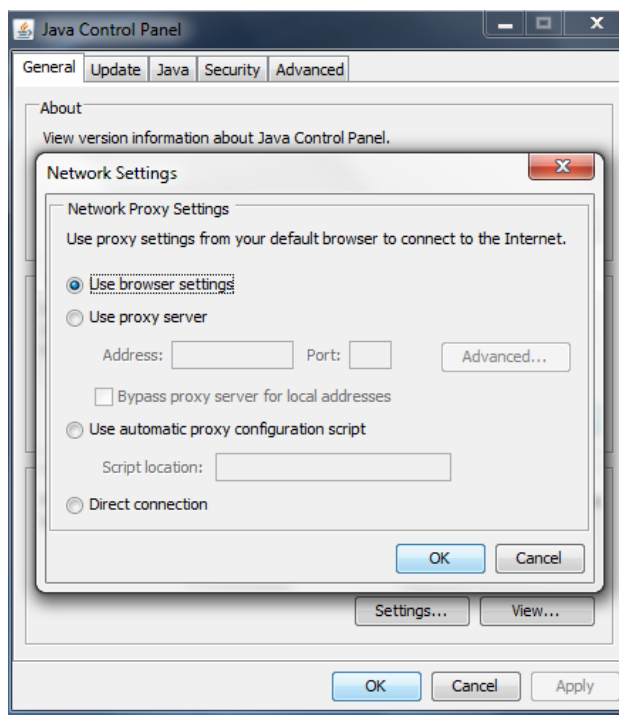
Once clicked the system will display the following four options:

- **Use Browser Settings**
- Use proxy server
- Use automatic proxy configuration script
- **Direct connection**

If you are using the ASYCUDAWorld local connection, that means you are under the government authority domain and you are using in your browser the government proxy. Then, you have to choose the direct connection option. This case will be applied to all customs officers' stations and laptops. If traders are at customs house using the intranet connection as well, they have also to choose this option.



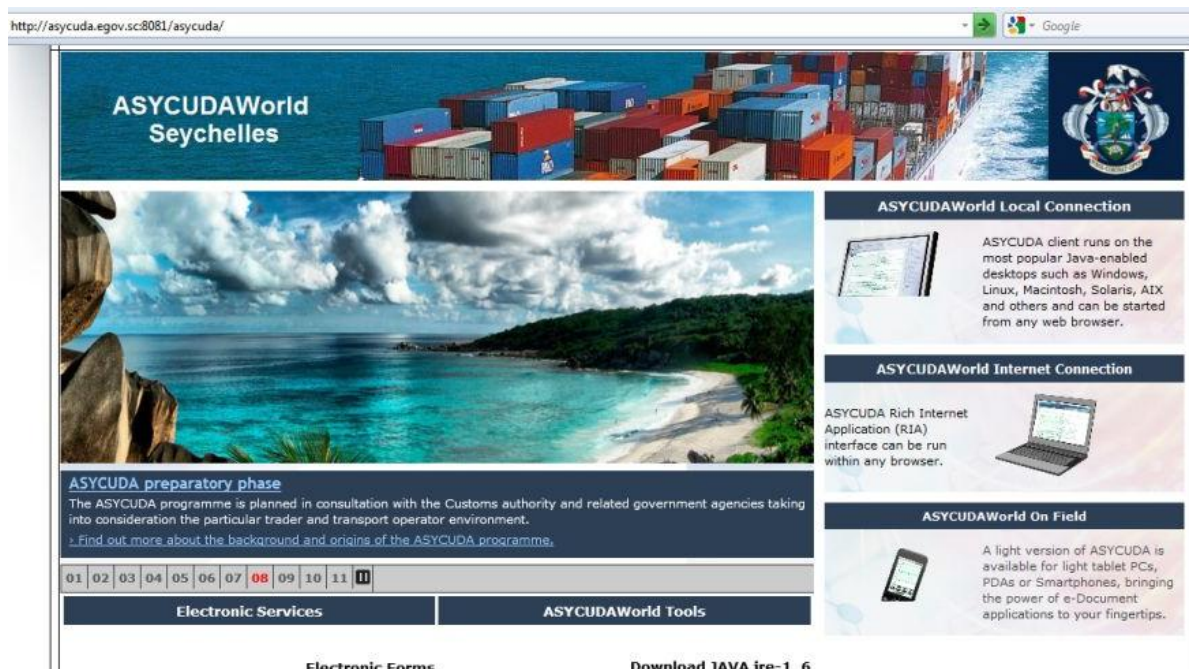
If you are a trader or a shipping agent company or an officer connecting from outside of the government domain using the ASYCUDAWorld internet connection, then you have to choose the use browser setting.



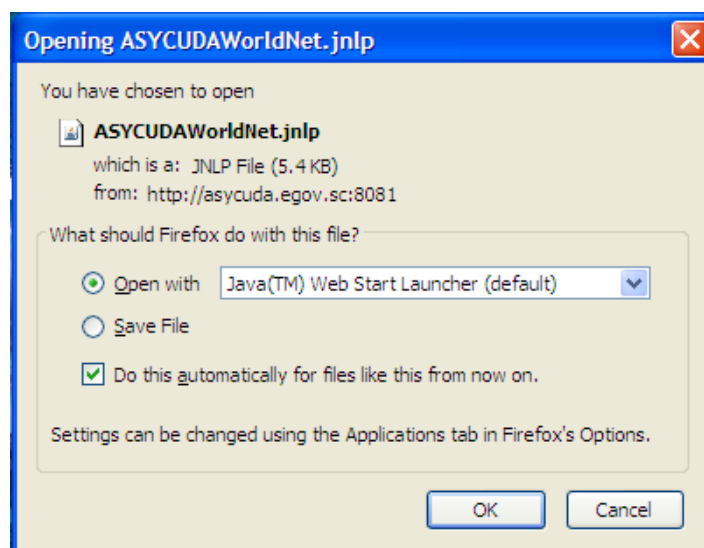


3. Connect to ASYCUDAWorld

We arrived at the final step, which is the connection to ASYCUDAWorld. If you have already followed correctly all the steps that we have seen so far, you will be able to download the application

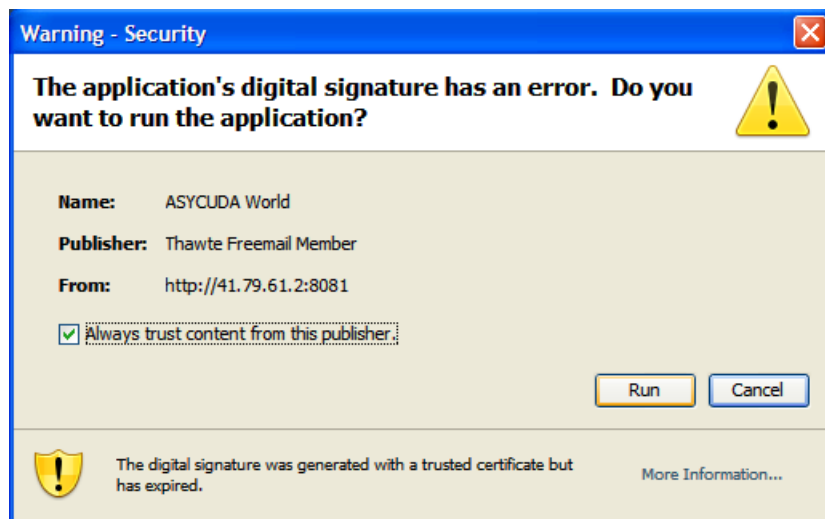


By clicking on the right link the system will start to download the application. It will ask if you want to open the link or save it, click on open and check the **“Do this automatically for files for files like this from now”**. When you click on the ok button the system will not ask you again this question

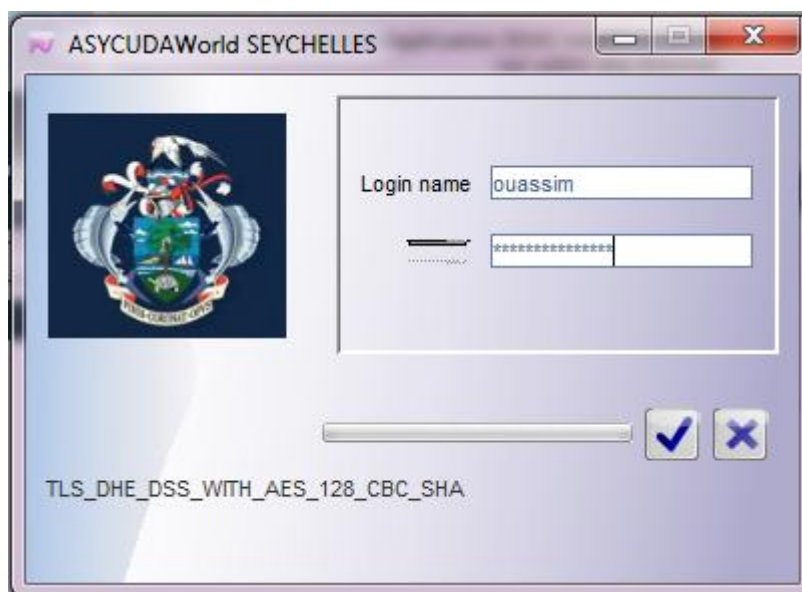


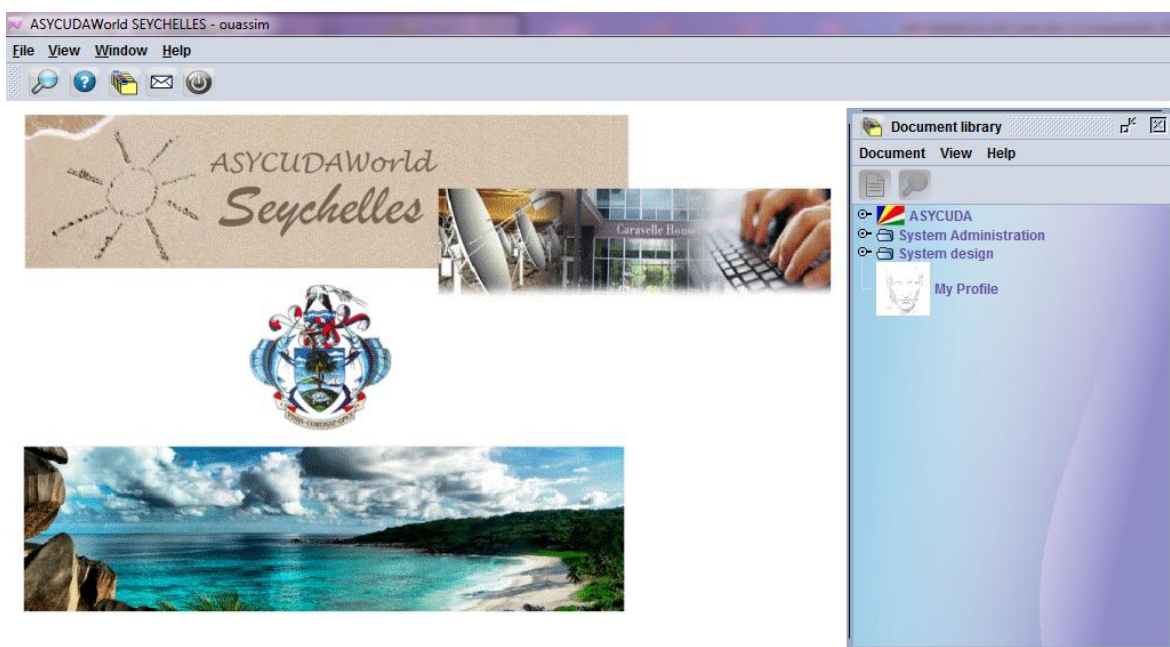


The system now is downloading the application. It is done only the first time when you connect for your station/ laptop. Mind that each time the system notices that there are some updates on ASYCUDAWorld; it will automatically download it for you when you try to connect to the application. Otherwise, the system will automatically open the Login / password panel without any download before. The system will ask you if you would like to trust this publisher, click “Always trust content from this publisher” so that you will not be asked a second time.



Press Run, the system will show you the ASYCUDAWorld welcome panel. We invite you at that time to provide you login and your password. Mind that the system is case sensitive for both login and password.





Congratulation! You are connected to ASYCUDAWorld, enjoy your work...



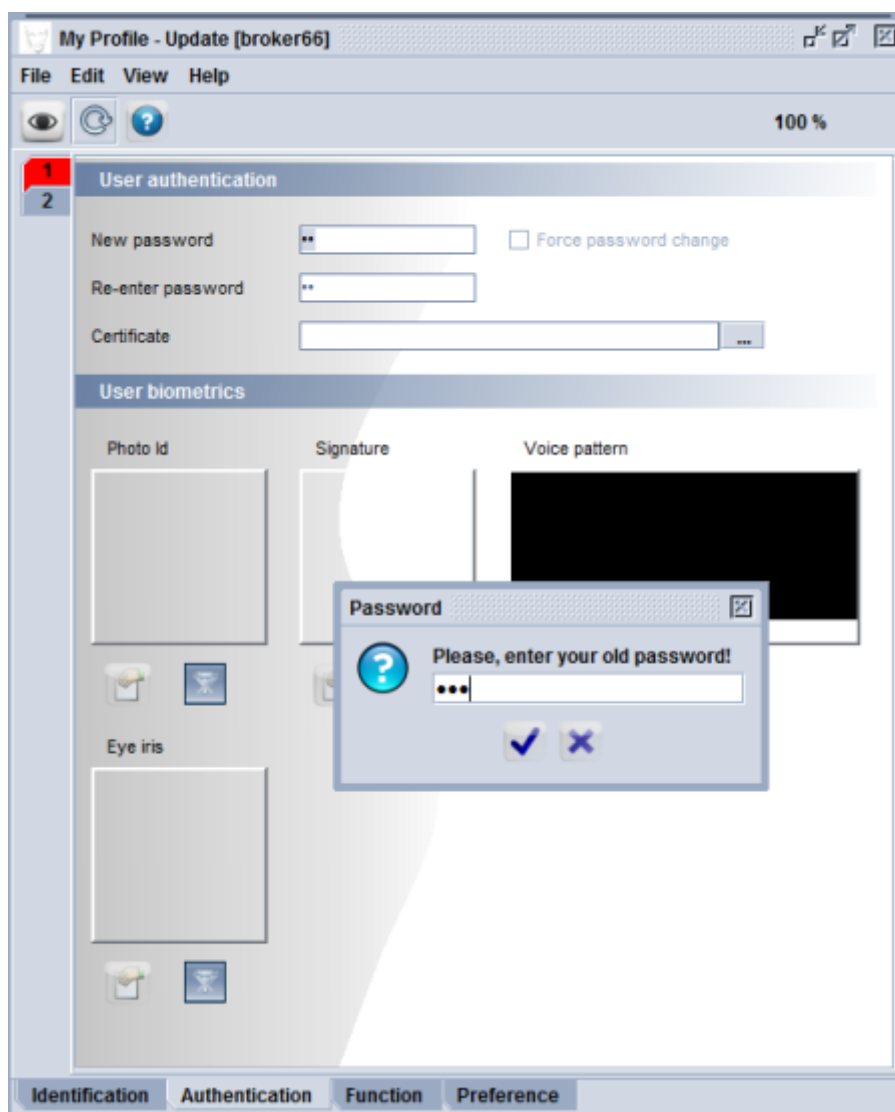
C. Frequently asked questions

1. How to change your password

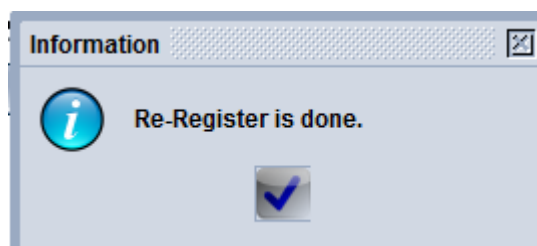
As soon as you get connected the first time in ASYCUDAWorld, we strongly recommend you to change your password given by default to you. It is actually very easy to update it and you can do it yourself without asking the administration team. To do so, click on the menu to open the document library and double click on your profile or just right click and choose the option **update**



As shown below, the system will open your profile. The user authentication will be accessible from the Authentication form. Then, kindly retype the new password and re-enter it to confirm it. Make sure that you are typing the same password in both boxes and mind that passwords in ASYCUDAWorld are case sensitive. Finally, click on the update button, the system will ask you to provide your old password as a security issue.



Once you provide it correctly, the system will change your password and you can use it immediately in the next connection to the system.



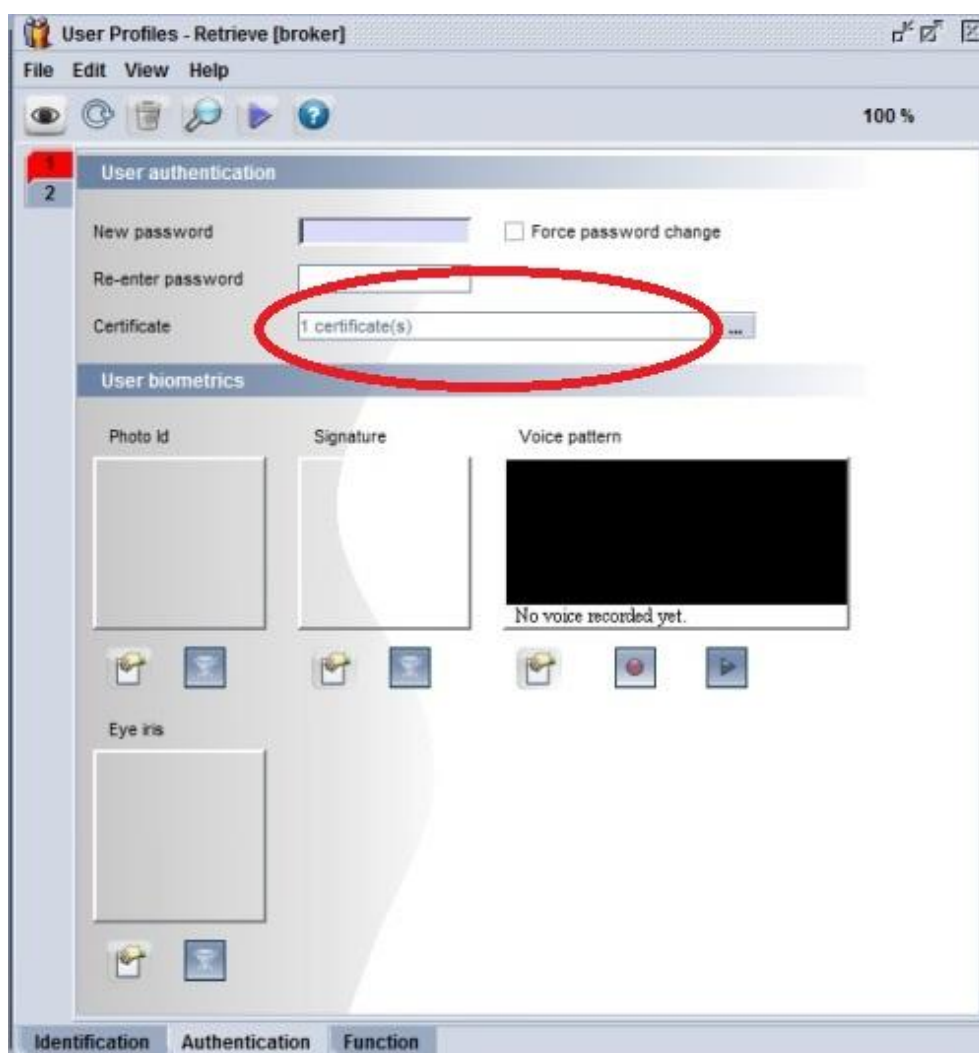


2. How to ensure that you have the right accesses to the system

It is very important that before you start working, you make sure that your profile is correctly set.

2.1 Ensure that you have a digital signature attached to your profile

When you open your profile you, the first thing to check is to ensure that in the authentication page you have a digital signature added to your profile. The box certificate must show as shown in the picture below “1 certificate”. If it is empty, we strongly recommend you to apply for a digital signature from the Seychelles ICT Department. If you already submitted a request kindly contact the administration team to add the digital signature to your profile. Without it, you will be stuck on the system and enable to perform most of the key transactions





2.2 Make sure that you have the right business units and properties

The Second step in checking your profile is to ensure that you have the right accesses in the User's business units and the correct properties values in User specific properties.

2.2.1 Traders and Brokers

Traders and brokers should have the following business units:

- SC Broker: Allows the user to Access to the Bill of Entry, store it or validate it, accept queries and reject queries. It also allows the users to get some reports and printouts
- SC Broker Split BLs: Allows the user to access to cargo management folder, split and validate the split for waybills
- SC Tariff SAD: Allows the user to open the tariff from box 33 at the Bill of entry in order to choose the right classification. It also allows him to perform some queries

User Profiles - Retrieve [broker]

File Edit View Help

100 %

Employment

Job title: broker

Available business units

- SC Shipping Agent, Courier XML
- SC Shipping Agent, Courier
- SC Freight Forwarder

User's business units

- SC Tariff SAD
- SC Broker
- SC Broker Split BLs

☐ Power user

☒ Enable client access ☐ Enable ULA ☐ Enable SOWeb access

User specific properties

Property name	Property value
declarant	1
office	SCAC, SCPO
owner	101453351

Identification Authentication Function



- Property office: must be set to **SCAC, SCPO in capital letter SCAC and SCPO separated by a comma without spaces**. It ensures that the users will be able to access document in both offices, the Cargo airport and the sea port. If this property is wrongly set (examples scpo,scac in small letters or scpo/scac or empty) then the users will not be able to create or to find any document in ASYCUDAWorld. The user must alert the administration team to correct his profile
- Property owner: must contain your **TIN number**. If the number is incorrect please contact the administration team to correct it for you by providing the correct number. This number should be registered in the declarant table in ASYCUDAWorld
- Property declarant: must be set to 1. If this property is missing, you should contact the administration team. The property is case-sensitive, it must be completely lower-case. If you set the value to 1 then the system will display the property value of the owner (see point above) as the declarant code on the declaration. If the value is set to 0, the declarant code will be blank when opening a new declaration.

2.2.2 Shipping Agents, Courier and Carriers

Shipping agents and carriers should have the following business units:

- SC Shipping Agents, Courier XML: Allows the user to Access xml capture of the manifest and waybills
- SC Shipping Agents, Courier: Provide access to the entire cargo management folder for the manual capture, degroupage, waybill splits, manifest and waybills registration, printout and cargo reports

The following properties as well:

- Property office: must be set to **SCAC, SCPO in capital letter SCAC and SCPO separated by a comma without spaces**. It ensures that the users will be able to access document in both offices, the Cargo airport and the sea port. If this property is wrongly set (examples scpo,scac in small letters or scpo/scac or empty) then the users will not be able to create or to find any document in ASYCUDAWorld. The user must alert the administration team to correct his profile
- Property carrier: The property is case-sensitive, it must be completely lower-case. If you set the value to a real carrier code existing in the relevant reference table then the system will display the property value as the carrier code on the manifest general segment.



User Profiles - Retrieve [shipping]

File Edit View Help

100 %

Employment

Job title: Shipping Agent

Available business units

- SC Tariff SAD
- SC Broker
- SC Broker Split BLs
- SC Freight Forwarder

User's business units

- SC Shipping Agent, Courier XML
- SC Shipping Agent, Courier

☐ Power user

☒ Enable client access ☐ Enable ULA ☐ Enable SOWeb access

User specific properties

Property name	Property value
carrier	DHL
office	SCAC,SCPO

Identification Authentication Function



3. Getting the error “Signature is mandatory”

For some transactions in ASYCUDAWorld such as the validation of the bill of entry, registration of the manifest, requesting a query, accepting a query or rejecting a query the system will require the user to provide a digital signature. If you don't have in your profile a valid certificate, then you will not be able to perform the transaction and the system will display the following error

To avoid such a case, you must apply for a digital signature and ask the administration team to update your profile.

4. Should I live the office and keep my user connected to the application?

It is highly recommended that before you leave the office or go for your coffee or tea break that you close the application and disconnect from the system for security reasons and also to avoid that the administration team closes AW server for maintenance, you will lose at that time you unsaved work. The Administration team will not be responsible for that



5. How to save your work when the connection to the server is lost

Sometimes, users lose their connection and hence lose the communication with the ASYCUDAWorld server while they are submitting their Bill of Entry. The system will display a message that communication with the server has terminated, do you want to exit.

ASYCUDAWorld SEYCHELLES - ouassim

File View Window Help

Detailed Declaration - New [2013]

File Edit View Help

ASYCUDA

Barcode

2 Exporter NIN/TIN No. fathi ben ayed route des jeunes geneve

8 Consignee NIN/TIN TIN No. 101453351 TOP GEARS (PTY) LIMITED HANGARD STREET

14 Declarant NIN/TIN TIN No. 101453351 TOP GEARS (PTY) LIMITED HANGARD STREET

15 Country of export Switzerland

16 Country of origin MANY

18 Identity and nationality of means of transport at arrival 215478 FR

19 Ctr. ☐

20 Delivery terms CIF VICTORIA

22 Currency & total amount invoiced EUR 45,000.00

23 Exch. rate 15.635100

24 Nature of transac.

27 Place of discharge SCPOV PORT VICTORIA

28 Financial and banking data Bank Code

29 Office of entry SCPO New Port Office(Long Ro

30 Location of goods LOC06

31 Packages and description of goods Marks and numbers - Number and kind SD 1 TO 100 Nbr & Kind 10 PLTS Pallets Nitrites HEINEKEN, CAN, 24*500 ML

32 Item 1 No.

33 Commodity code 28341000 000 T.S.C

34 Cty. orig. Code BE 35 Gross mass (kg) 3,200.000 36 Prefer.

37 PROCEDURE 4000 38 Net mass (kg) 3,100.000 39 Quota

40 Summary declaration / Previous document S/L

41 Supplementary units KG 3,000.000 42 Item Price 32,000.00 43 V.M. code

44 Add. info Documents Permit No. AIP2012 2345 5.59.22+0.00+3.447.78+0.00-0.00

Network error

Communication with server was terminated. Do you want to exit?

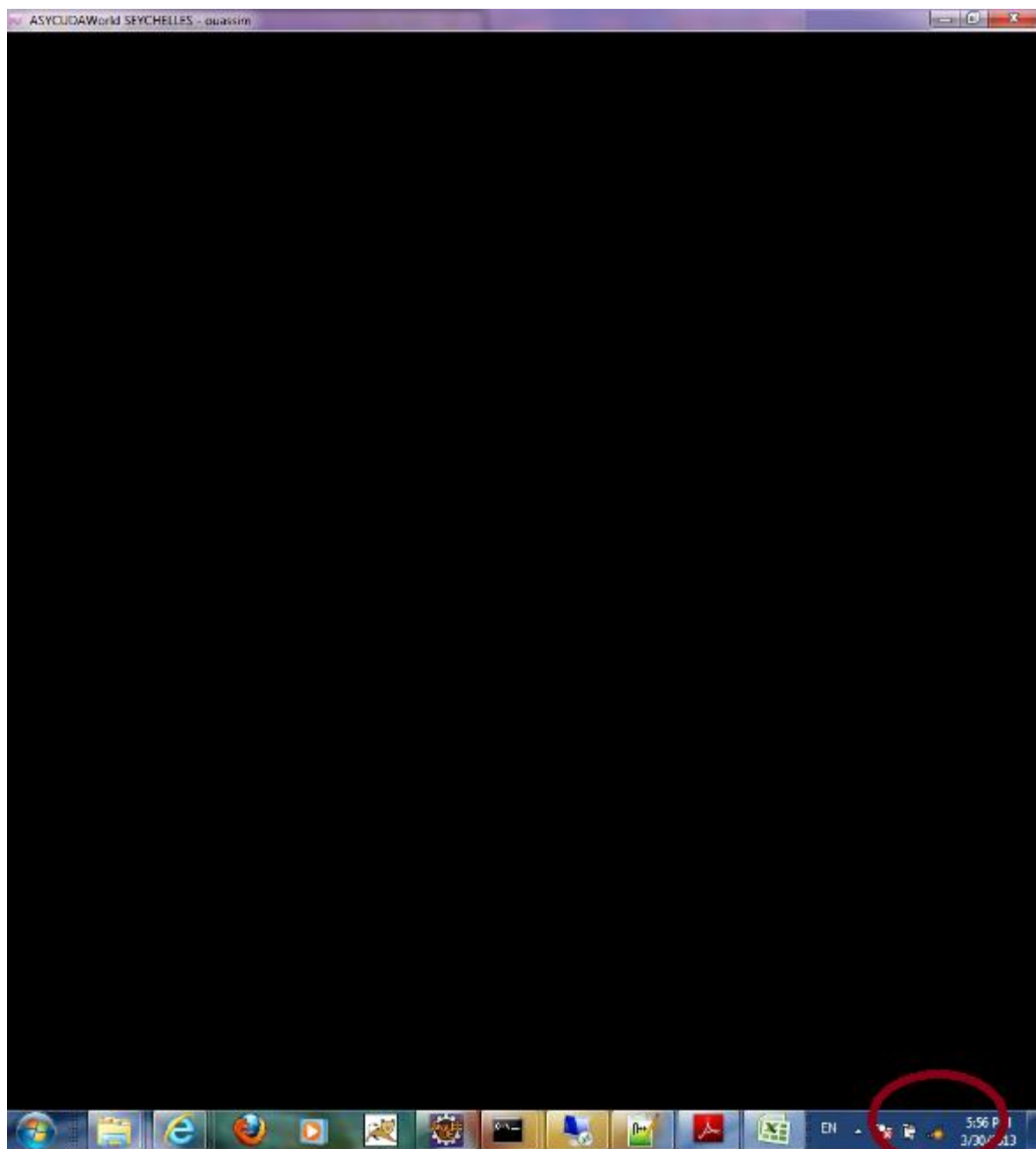
S.A.D. Val. Note Asmt. Notice Query. Form Att. Doc. Scan. Doc.

Document library User Profiles th... Detailed Declaration...

EN 17:55 5:53 PM 3/30 2013

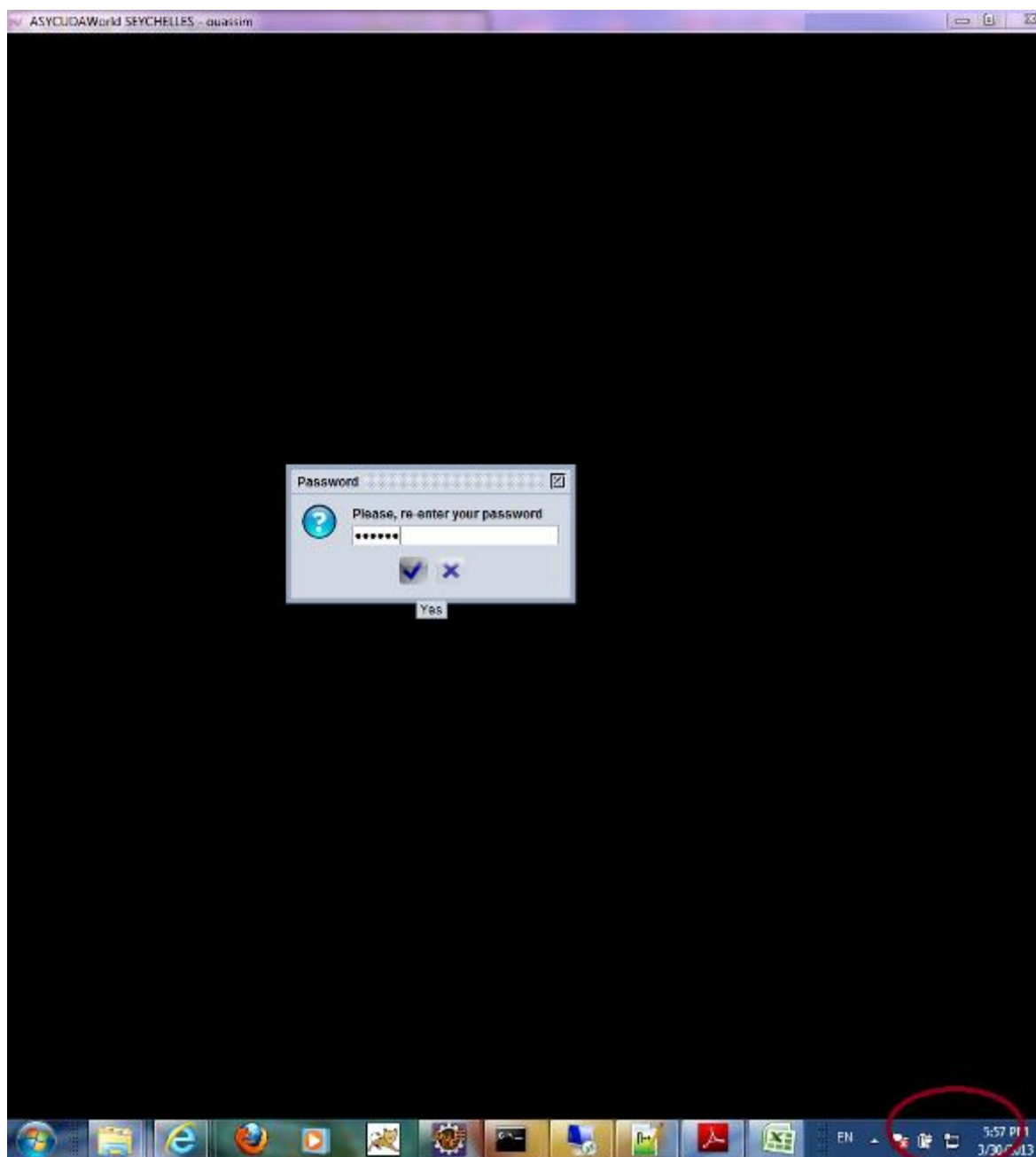


In order to not lose your unsaved work, you should **answer no by clicking on the red cross**. Otherwise, by clicking on the tick button, the session will be closed and you will be disconnected and lose your work. If we assume that you correctly clicked on the red cross, the system will put you on a standby mode until the connection is up.





At that time, the system will automatically detect the connection and ask you to provide your password.



Once is done, you will be able to see your last bill of entry without losing any data. You cannot use this Bill of entry anymore but you can save it by exporting it in an xml file then you close it

To do so, use the blue button in the menu bar Export to ASYCUDA xml file.



ASYCUDAWorld SEYCHELLES - ouassim

File View Window Help

Detailed Declaration - New [2013]

File Edit View Help

Export to ASYCUDA XML file

ASYCUDA

1 DECLARATION

2 Exporter NIN/TIN No. fathi ben ayed route des jeunes geneve

3 Forms 1 2

5 Items 2 6 Net packages 20 7 Reference number 2013 OG007

8 Consignee NIN/TIN TIN No. 101453351 TOP GEARS (PTY) LIMITED HANGARD STREET

9 Financial No.

12 Value details 12,656.07 13 C.A.P.

14 Declarant NIN/TIN TIN No. 101453351 TOP GEARS (PTY) LIMITED HANGARD STREET

15 Country of export Switzerland 16 C.E. Code CH 17 C.D. Code SC

16 Country of origin MANY 17 Country of destination Seychelles

18 Identity and nationality of means of transport at arrival 215478 19 Ctr. FR

20 Delivery terms CIF VICTORIA

22 Currency & total amount invoiced EUR 45,000.00 23 Exch. rate 15.835100 24 Nature of transac.

27 Place of discharge SCPOV PORT VICTORIA

28 Financial and banking data Bank Code Terms of payment

29 Office of entry SCPO New Port Office(Long Ro 30 Location of goods LOC06

31 Packages and description of goods Marks and numbers - Number and kind of packages 10 PLTS Pallets Nitriles HEINEKEN, CAN, 24*500 ml

32 Item 1 No. 20341000 000 T.S.C

33 Commodity code 20341000 000

34 Cty. orig. Code BE 35 Gross mass (kg) 3,200.000 36 Prefer.

37 PROCEDURE 4000 000 38 Net mass (kg) 3,100.000 39 Quota

40 Summary declaration / Previous document StL

41 Supplementary units KIG 3,000.000 42 Item Price 32,000.00 43 V.M. code

44 Add. Info Documents Permit No. AIP2012.2345 5.559.22+0.00+3.447.78+0.00-0.00 A.L. Code 45 Adjustment

S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc.

Document library User Profiles fl... Detailed Declaratio...

17:58 3/30/2013

Then you can create a new bill of entry and thanks to the red button in the menu bar, import from ASYCUDA xml file, import the data that you previously saved and continue your work



ASYCUDAWorld SEYCHELLES - ouassim

File View Window Help

Detailed Declaration - New [2013]

File Edit View Help

100 %

Import from ASYCUDA XML file

ASYCUDA

1 DECLARATION SCAC
Airport Cargo
Customs Reference

2 Exporter NIN/TIN No.

3 Forms 1 1
Manifest

4 Items 1 6 Rbr packages / Reference number
2013

8 Consignee NIN/TIN No.

9 Financial No.

14 Declarant NIN/TIN No.

15 Country of export 15 C.E.Code 17 C.D.
18 Country of origin 17 Country of destination

S.A.D. Val. Note Asmt. Notice Query. Form Att. Doc. Scan. Doc.

ASYCUDAWorld SEYCHELLES - ouassim

File View Window Help

Detailed Declaration - New [2013]

File Edit View Help

100 %

1 ASYCUDA

A OFFICE OF DESTINATION
SCAC
Airport Cargo
Customs Reference

31 Packages and description of goods

Marks and number of packages
Nbr & Kind

Import

Import from file 'C:\Users\User\Documents\sandra.xml' was successful!

Pallets Yes

Mineral waters and aerated waters in immediate bottles made of PET or Plastics

44 Add. info Documents Produced Certificates

Permit No.
A.D.

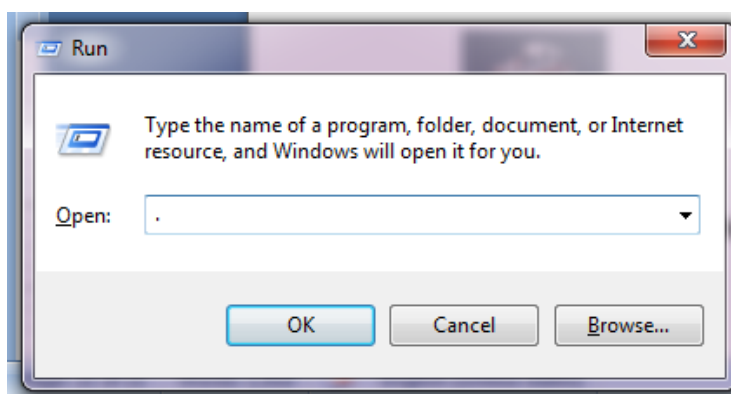
35 Gross mass (kg) 3,200.000
36
37 PROCEDURE 38 Net mass (kg) 3,200.000
39
40 Summary declaration / Previous document
41 Supplementary units 42 Item Price
LT 3,000.000 13,000.00
A.L. Code 45 Adjustme

S.A.D. Val. Note Asmt. Notice Query. Form Att. Doc. Scan. Doc.

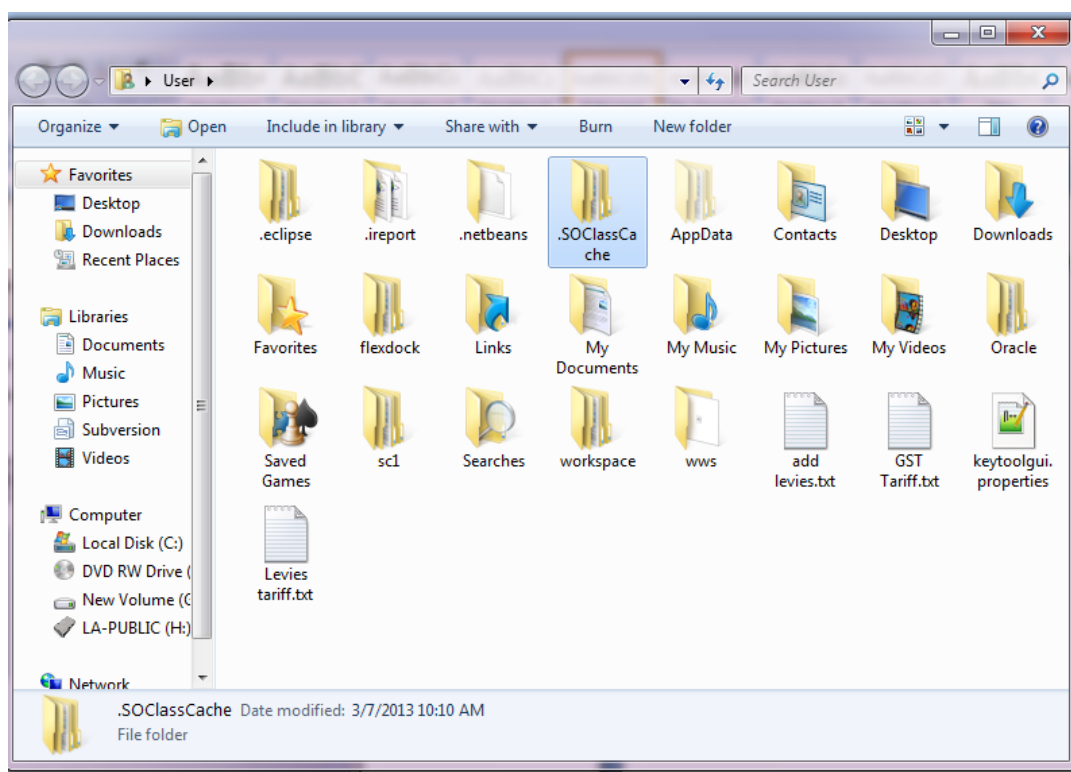


D. Removing the Cache for maintenance

In this section, we will learn together how to remove and empty the cache folder and the cache application from your workstations and laptops. You should perform this task frequently once every one month or two months or when the administration team will ask you to perform it. **You must ensure before that you have already disconnected from ASYCUDAWorld.** Once disconnected, go on your user folder or simply press simultaneously on the window button plus the R letter and then type simply a “.” (Dot)

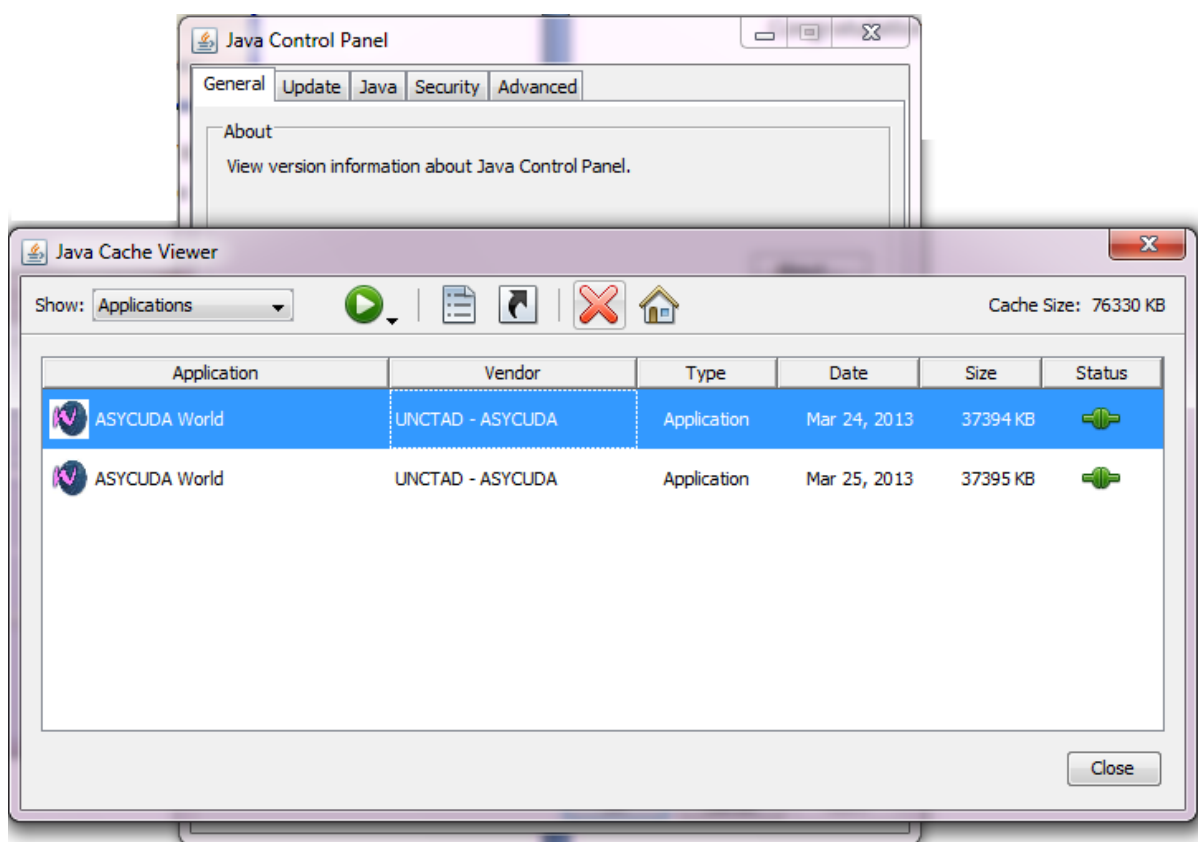


The system will display a folder called “**.SOClassCache**”. Kindly delete it and then connect again to the application.



Sometimes, the administration team will also ask you to remove the cache application from the java cache viewer panel. This will ensure that the next time you connect to ASYCUDAWorld you download again all the application

As previously seen, run the command **javaws -viewer**



This time don't close the cache viewer, select all the displayed rows and click on the cross button in Red