



DECLARANT ADMINISTRATOR USER GUIDE

For

Ghana Revenue Authority

Pre-Arrival Assessment Reporting System (PAARS)

1. Introduction

1.1. System Overview

Pre-Arrival Assessment Reporting System (PAARS) is developed to enhance trade facilitation with importers and to access goods imported at Ghana without any partiality. The Ghana-PAAR system is hosted on central server with centralized database and this system is integrated with multiple other systems like GCNET System through web services for accessing IDF form details, Classification tool to classify the goods, Valuation tool to perform valuation of declared prices, email system and SMS system to inform the status of IDF Form to importers and Trade Users. This system helps user to perform assessment of imported goods through classification of Hs-Codes, Valuation of goods and then to generate Customs Classification and Valuation Report (CCVR). This report can be used for analyzing risks involved during import procedure to proceed for final clearance of goods.

1.2. Authorized Use Permission

PAARS system is a web based application that allows user to login from different locations in Ghana through standard internet browser through login credentials provided by the PAARS System Administrator. Based on role access the user is displayed with the functional modules. An administrator of the system has the privileges to grant permissions to the user to the desired functionality of the application.

2. System Summary

2.1. Ghana PAARS System Modules for Declarant:

- ❖ User Administration
 - Create User
 - Manage Roles
 - Manage Users
 - Update User Information
- ❖ Trade Documents Submission
 - Upload Preliminary Documents
 - Submit Final Documents
- ❖ IDF Tracking
 - IDF Tracking by IDF Number
 - IDF Tracking by CCVR Number

2.2. Declarant Admin Roles

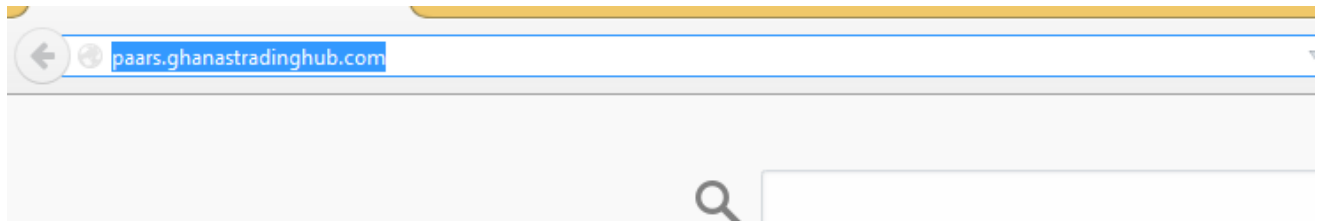
PAAR System provides three (3) roles for Declarant Admin, which as follows:

Roles	Description
Declarant Data Entry Officer	<ul style="list-style-type: none"> - Submit IDF application form on GCNET system - Populate data not captured on IDF into PAARS
Declarant Data verification Officer	<ul style="list-style-type: none"> - Verify and validate data captured on IDF into PAARS by the Data Entry Officer
Declarant Administrator	<ul style="list-style-type: none"> - Create and Manage Declarant users accounts

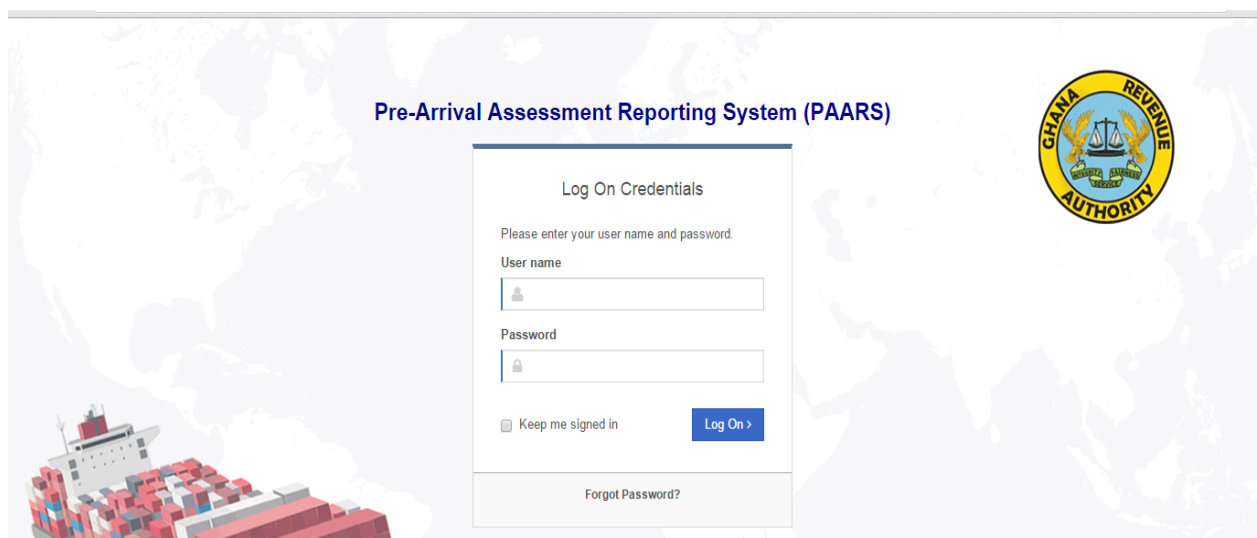
3. Getting Started

3.1. Log-In

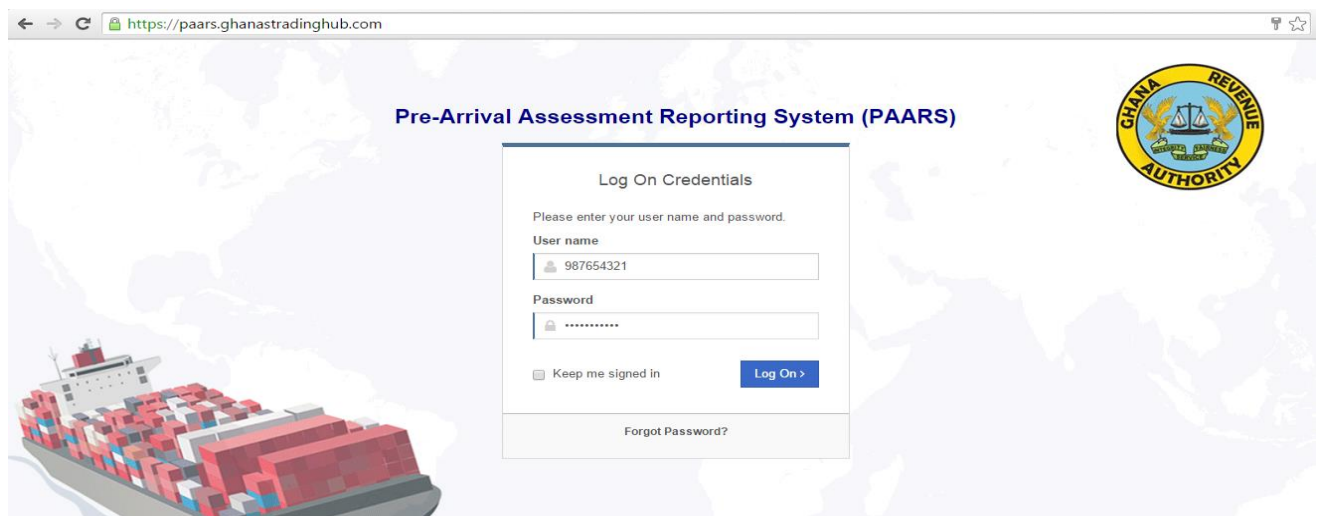
1. Launch a web browser e.g. Internet Explorer, Mozilla, Google Chrome, etc.
2. Enter the URL of the application ([http:// paars.ghanastradinghub.com](http://paars.ghanastradinghub.com))



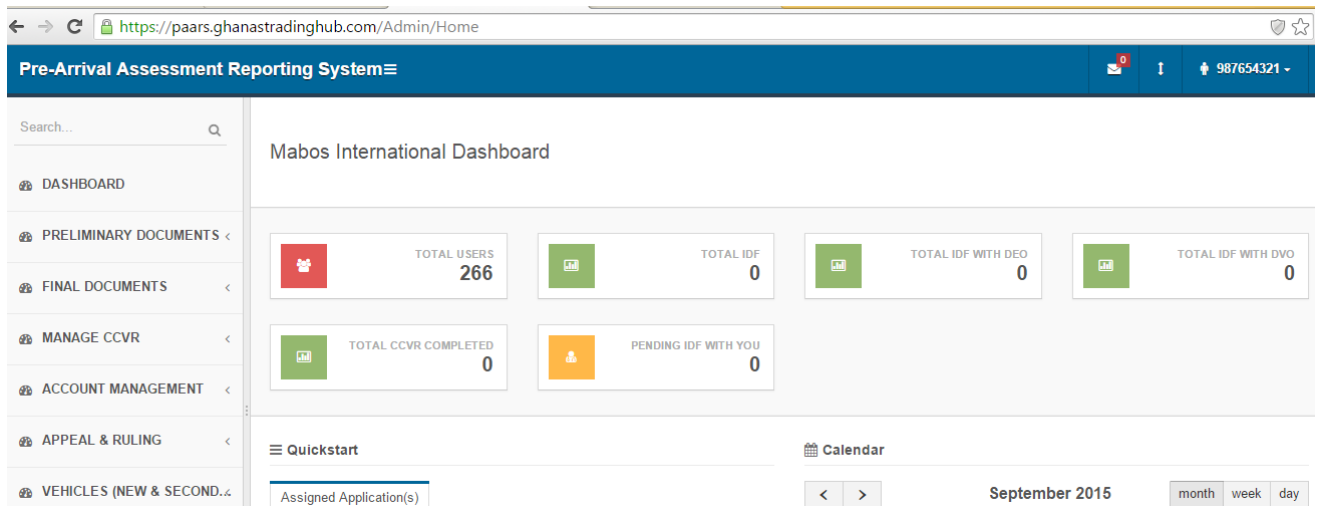
3. System displays Log On Credentials Page



4. User enters Username and password.

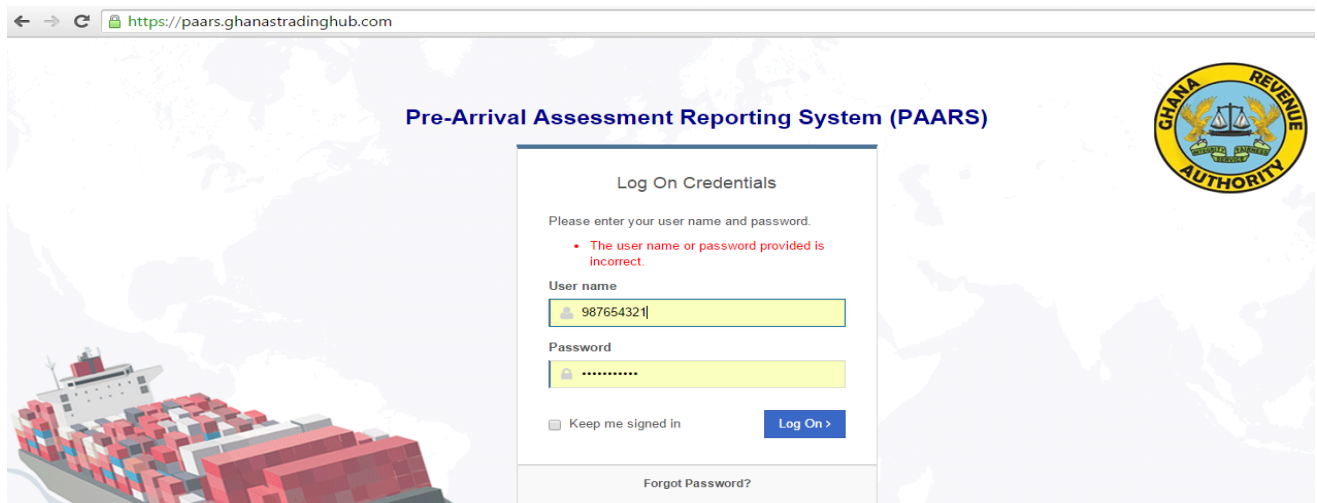


5. If authorized user, System redirects the user to Home Page.



The screenshot shows the 'Mabos International Dashboard' for the Pre-Arrival Assessment Reporting System (PAARS). The dashboard includes a sidebar menu with options like DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, ACCOUNT MANAGEMENT, APPEAL & RULING, and VEHICLES (NEW & SECOND...). The main content area displays several key metrics: TOTAL USERS (266), TOTAL IDF (0), TOTAL IDF WITH DEO (0), TOTAL IDF WITH DVO (0), TOTAL CCVR COMPLETED (0), and PENDING IDF WITH YOU (0). Below these metrics, there is a 'Quickstart' section with 'Assigned Application(s)' and a 'Calendar' section showing 'September 2015' with navigation buttons for month, week, and day.

6. Else user is unauthorized or is not registered with the system, system will display the error message
“The Username or password provided is incorrect”



The screenshot shows the 'Pre-Arrival Assessment Reporting System (PAARS)' login page. The page features a background image of a cargo ship and the Ghana Revenue Authority logo. The login form is titled 'Log On Credentials' and prompts the user to enter their username and password. A red error message is displayed: 'The user name or password provided is incorrect.' The username field contains '987654321' and the password field contains a masked password. There is a 'Keep me signed in' checkbox and a 'Log On >' button. A 'Forgot Password?' link is also visible at the bottom of the form.

3.2. System Menu

This page displays the dashboard, which contains the menus, username and login information. This is the main page to select any module or feature of PAARS System that is accessible to a particular Declarant user.

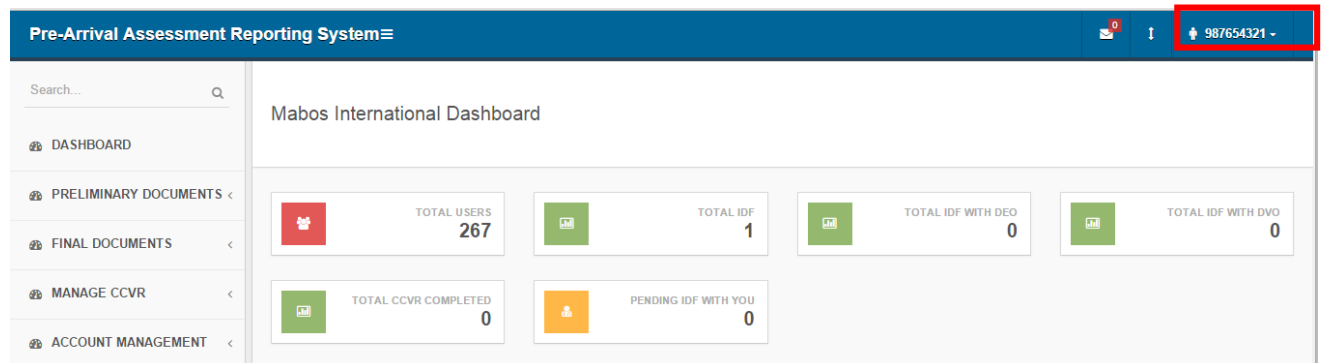
- Dashboard
- Preliminary Documents Submission
- Final Documents Submission
- Manage CCVR
- Account Management
- Appeal and Ruling

3.3. Change of Password

Users at various levels must change their password upon logon to the application at the first time for security purpose.

For Admin User to change his/her password after login with the Username and password sent his/her email address. He/she will perform the following steps:-

1. Form the home page after login, User clicks on dropdown arrow at the right side of User account name



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

Mabos International Dashboard

TOTAL USERS 267

TOTAL IDF 1

TOTAL IDF WITH DEO 0

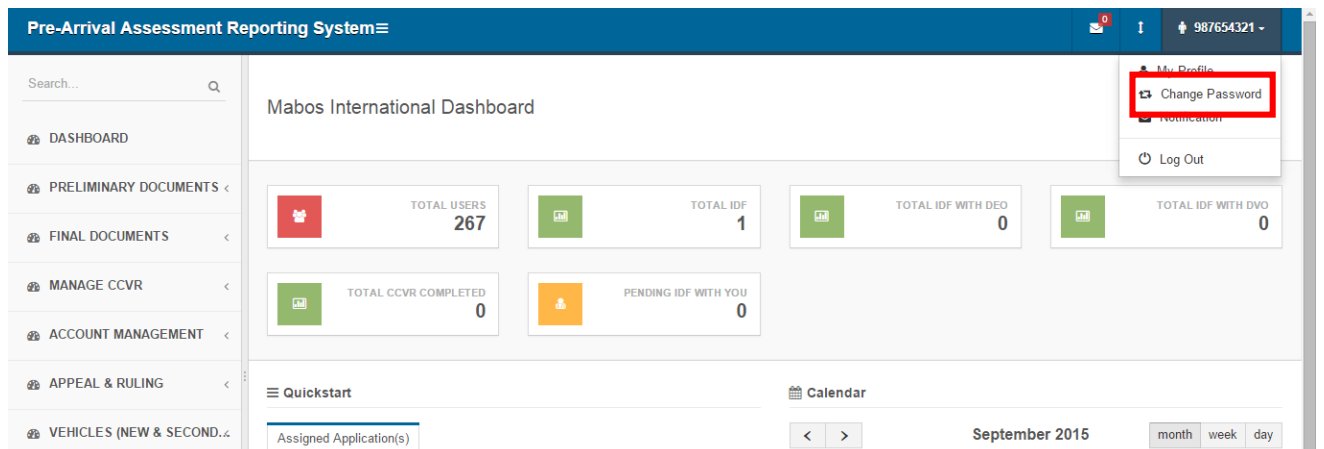
TOTAL IDF WITH DVO 0

TOTAL CCVR COMPLETED 0

PENDING IDF WITH YOU 0

987654321

2. Click on Change Password



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND.. <

Mabos International Dashboard

TOTAL USERS 267

TOTAL IDF 1

TOTAL IDF WITH DEO 0

TOTAL IDF WITH DVO 0

TOTAL CCVR COMPLETED 0

PENDING IDF WITH YOU 0

987654321

My Profile

Change Password

Log Out

Quickstart

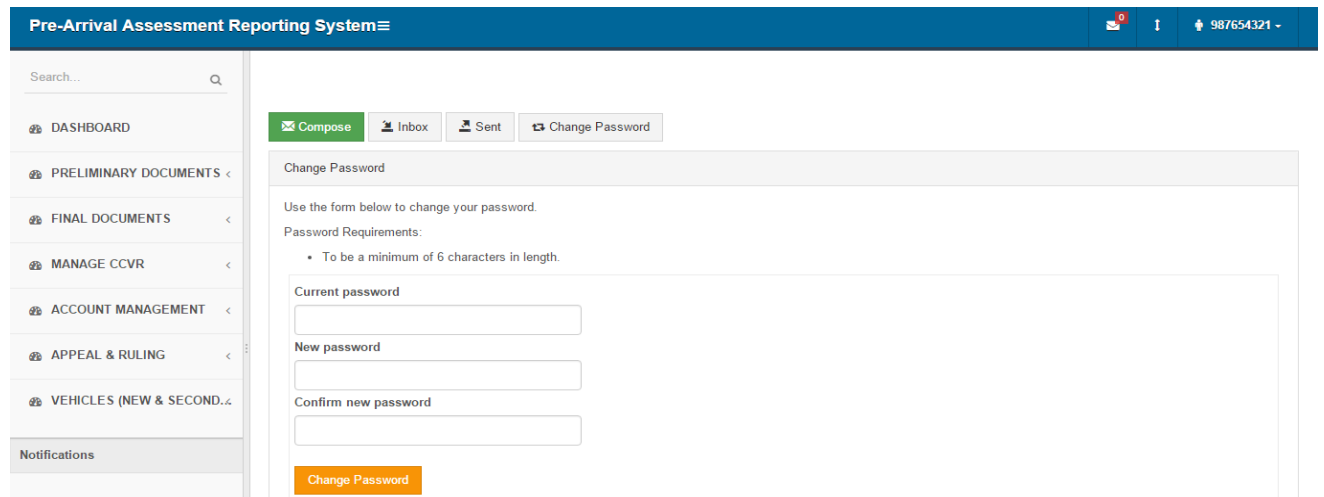
Assigned Application(s)

Calendar

September 2015

month week day

3. Enter old password, new password and confirm new password



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND.. <

Notifications

Compose

Inbox

Sent

Change Password

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password




New password

Confirm new password

Change Password

4. Click Change Password

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND. <

Notifications

Compose

Inbox

Sent

Change Password

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password




New password

Confirm new password

Change Password

5. System displays “Your password has been successfully”

Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND. <

Notifications

Compose

Inbox

Sent

Change Password

Your password has been changed successfully.

×

Change Password

Use the form below to change your password.

Password Requirements:

- To be a minimum of 6 characters in length.

Current password

New password

Confirm new password

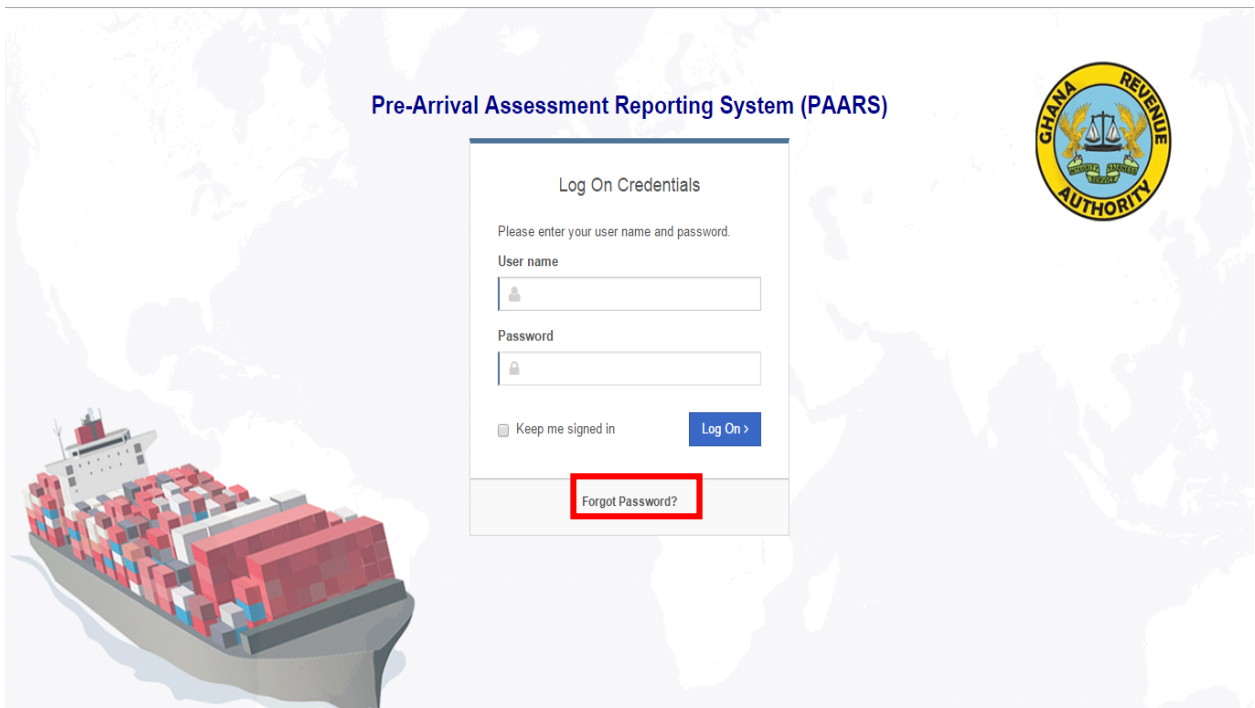
Change Password

3.4. Forgot password

This page allow the users to retrieve their password, once user clicks “Forgot Password “on Log On credentials page, the system will allow him/her to enter his/her Email Address. Upon entering the Email address, system will first check the validity of the email address, if it is valid, system will send the password pulled from database to this email address. If it doesn’t exist system will display warning message as “Email Address does not exist. Please check your spelling and try again”.

For user to retrieve password, he/she must follow these steps:-

1. User clicks on “**Forgot Password**” on “**Log On Credentials**” Page.



Pre-Arrival Assessment Reporting System (PAARS)

Log On Credentials

Please enter your user name and password.

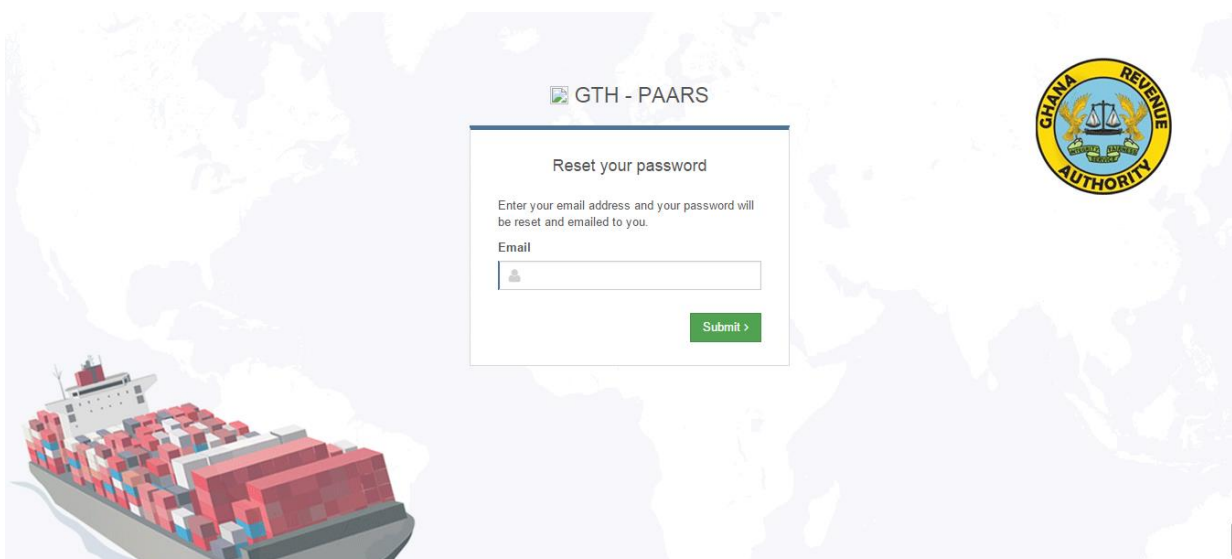
User name

Password

☐ Keep me signed in [Log On >](#)

[Forgot Password?](#)

2. Enter your email address



GTH - PAARS

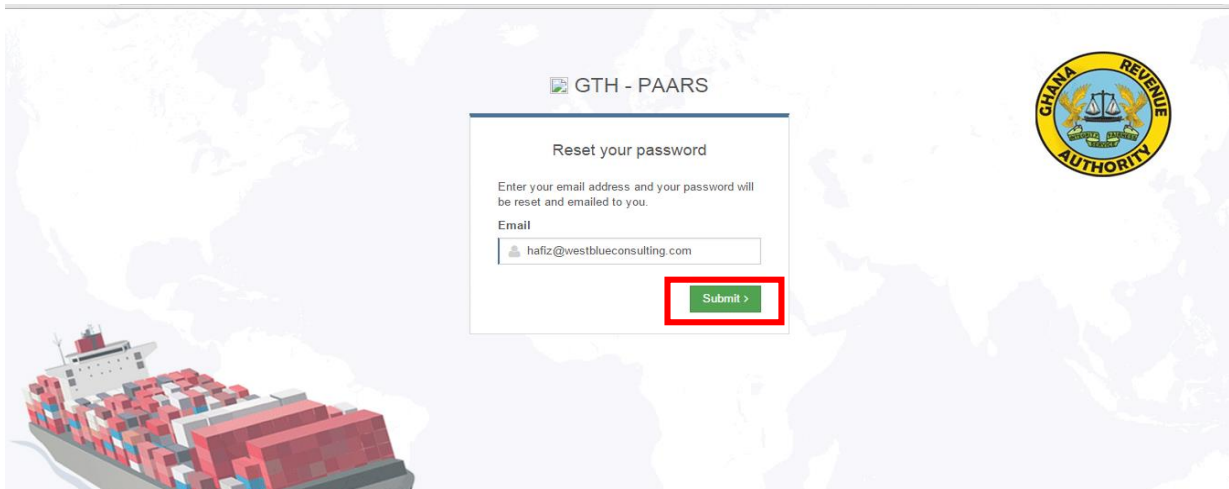
Reset your password

Enter your email address and your password will be reset and emailed to you.

Email

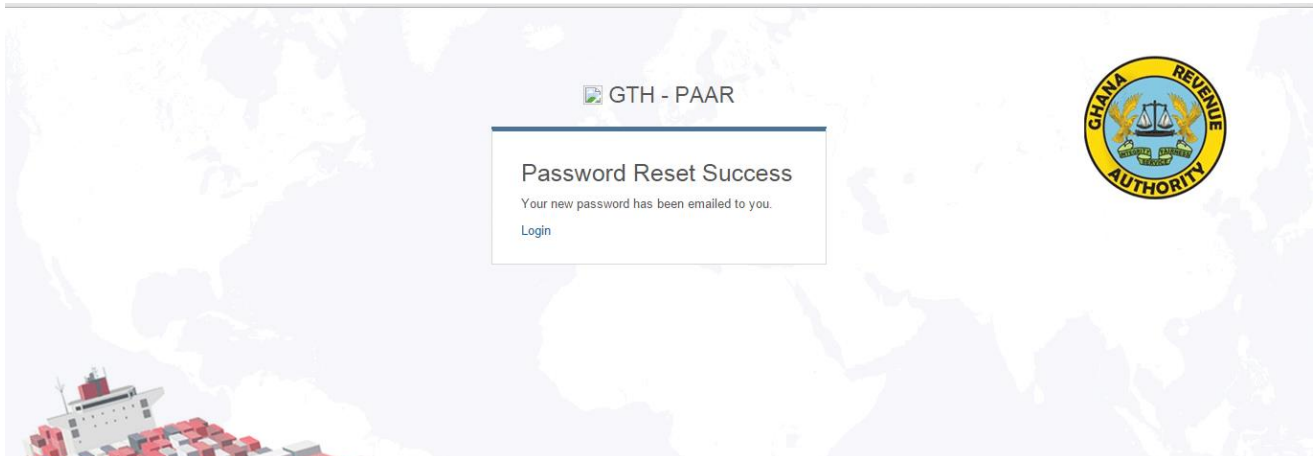
[Submit >](#)

3. Click Submit button



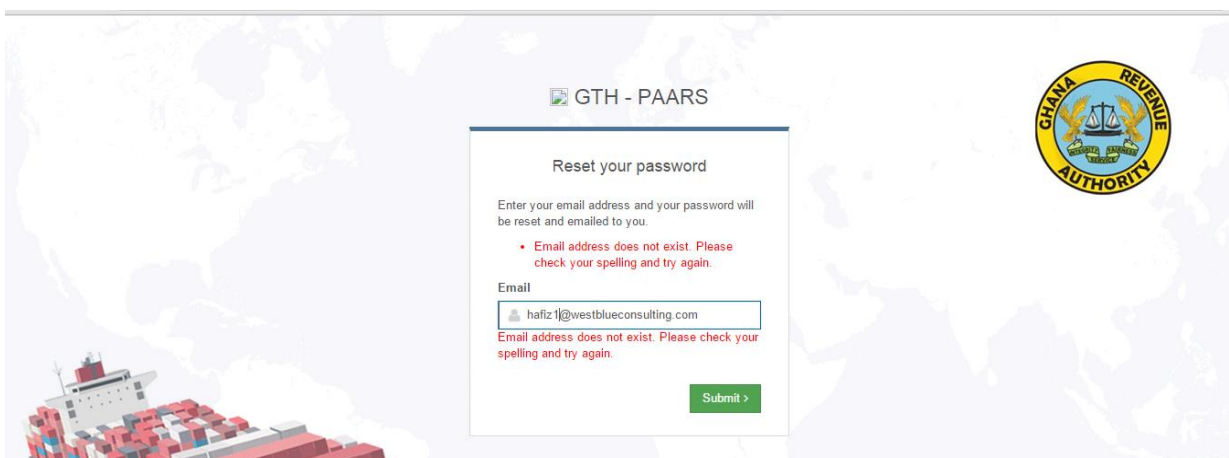
The screenshot shows the GTH - PAARS Password Reset Success page. The page has a light blue background with a world map and a container ship. The GTH - PAARS logo is in the top right corner. The main content area is a white box with a blue border. It contains the text "Reset your password" and "Enter your email address and your password will be reset and emailed to you." Below this is an "Email" field with the text "hafiz@westblueconsulting.com". A green "Submit >" button is at the bottom right of the form, highlighted with a red rectangle.

4. System displays “Password Reset Success” if the email address is valid



The screenshot shows the GTH - PAARS Password Reset Success page. The page has a light blue background with a world map and a container ship. The GTH - PAARS logo is in the top right corner. The main content area is a white box with a blue border. It contains the text "Password Reset Success" and "Your new password has been emailed to you." Below this is a "Login" link.

5. Else the system displays “Email address does not exist. Please check your spelling and try again”



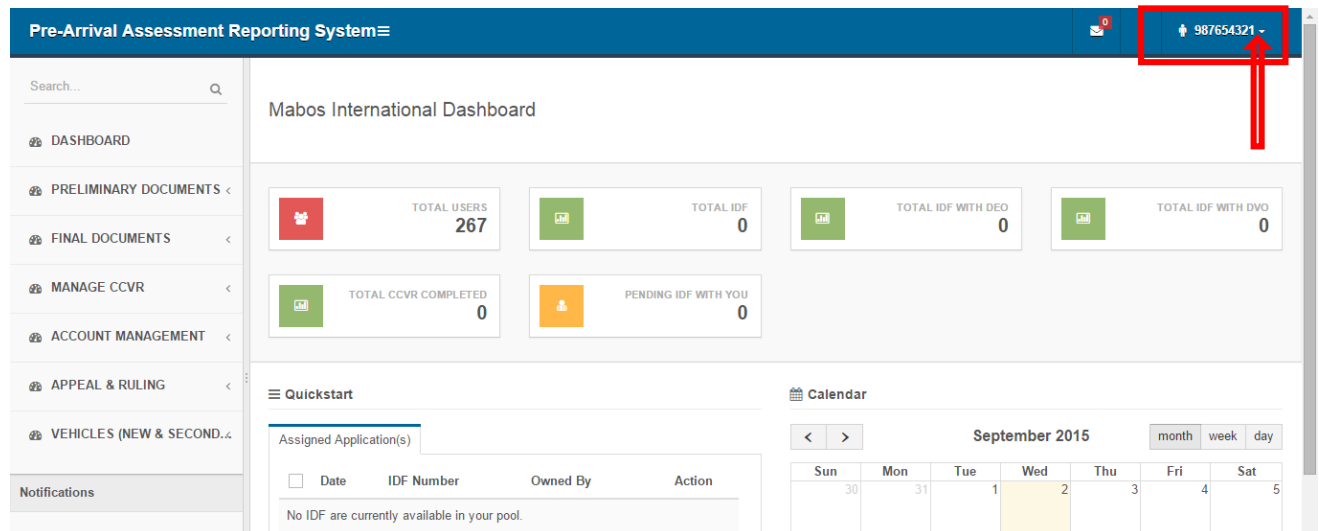
The screenshot shows the GTH - PAARS Password Reset Success page with an error message. The page has a light blue background with a world map and a container ship. The GTH - PAARS logo is in the top right corner. The main content area is a white box with a blue border. It contains the text "Reset your password" and "Enter your email address and your password will be reset and emailed to you." Below this is an "Email" field with the text "hafiz1@westblueconsulting.com". A red error message is displayed below the email field: "Email address does not exist. Please check your spelling and try again." A green "Submit >" button is at the bottom right of the form.

3.5. Exit System

“Logout” feature kills all user sessions and the IE browser History automatically and it will redirect to Login screen.

For a User to logout of PAAR system, he/she will perform following steps:-

1. From the current page on the PAAR system, User clicks on the dropdown arrow at right side of the user account name



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND. <

Notifications

Mabos International Dashboard

TOTAL USERS 267

TOTAL IDF 0

TOTAL IDF WITH DEO 0

TOTAL IDF WITH DVO 0

TOTAL CCVR COMPLETED 0

PENDING IDF WITH YOU 0

Quickstart

Assigned Application(s)

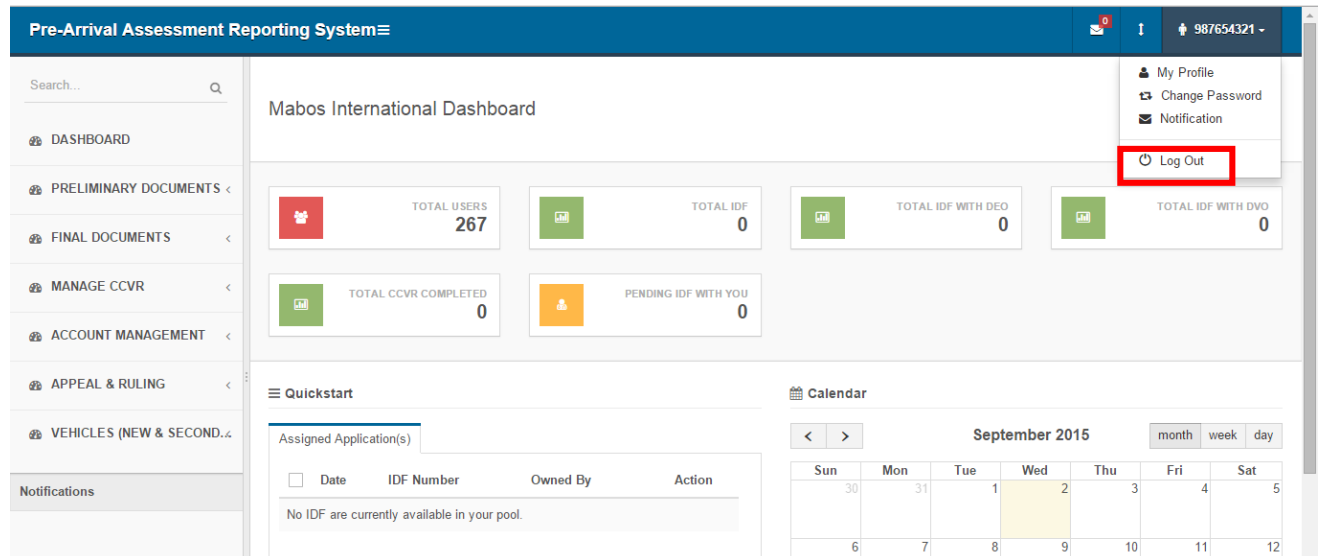
Date	IDF Number	Owned By	Action
No IDF are currently available in your pool.			

Calendar

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12

2. Click Logout



Pre-Arrival Assessment Reporting System

Search...

DASHBOARD

PRELIMINARY DOCUMENTS <

FINAL DOCUMENTS <

MANAGE CCVR <

ACCOUNT MANAGEMENT <

APPEAL & RULING <

VEHICLES (NEW & SECOND. <

Notifications

Mabos International Dashboard

TOTAL USERS 267

TOTAL IDF 0

TOTAL IDF WITH DEO 0

TOTAL IDF WITH DVO 0

TOTAL CCVR COMPLETED 0

PENDING IDF WITH YOU 0

Quickstart

Assigned Application(s)

Date	IDF Number	Owned By	Action
No IDF are currently available in your pool.			

Calendar

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12

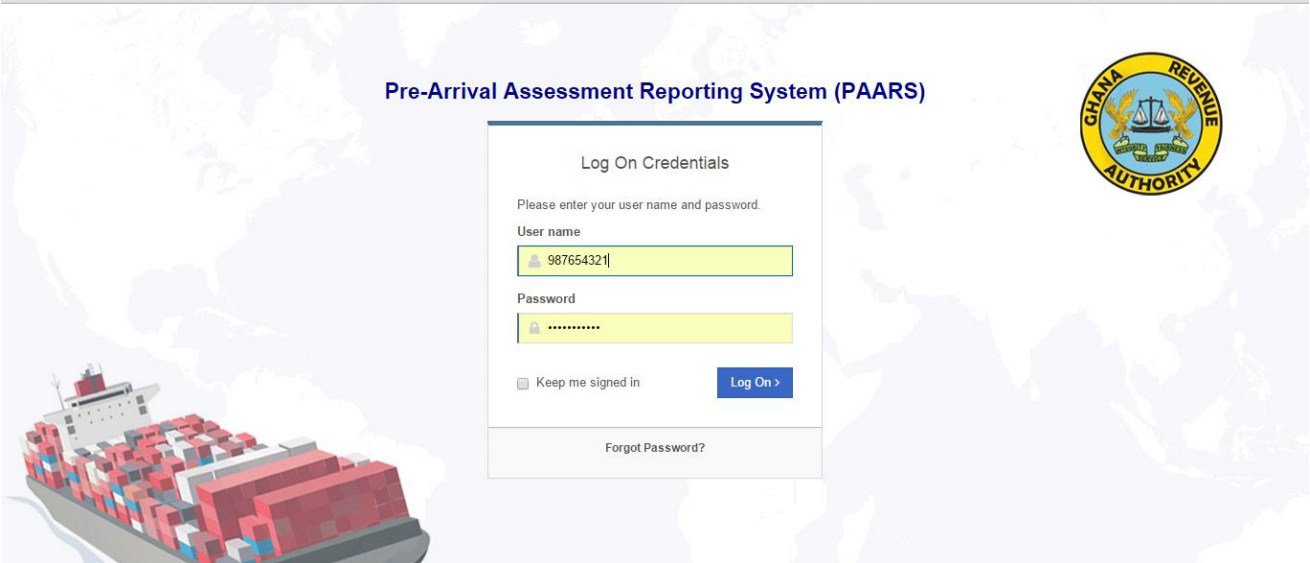
My Profile

Change Password


Notification

Log Out

3. System redirects to Home page



Pre-Arrival Assessment Reporting System (PAARS)



Log On Credentials

Please enter your user name and password.

User name

987654321|

Password

☐ Keep me signed in [Log On >](#)

[Forgot Password?](#)

4. User Administration Module (BY DECLARANT ADMINISTRATOR)

This Administration module is provided for the Business User Administrator only. It allow the Declarant Administrator to create users, manage roles, manage user and update User Profile.

NOTE: - As Declarant Admin, you have the privilege to perform all roles available for the business trade users including the administrative role, which mean as Administrator, you can perform the role of Declarant Data Entry Officer and Declarant Data Verification Officer

This module is subdivided into the following categories

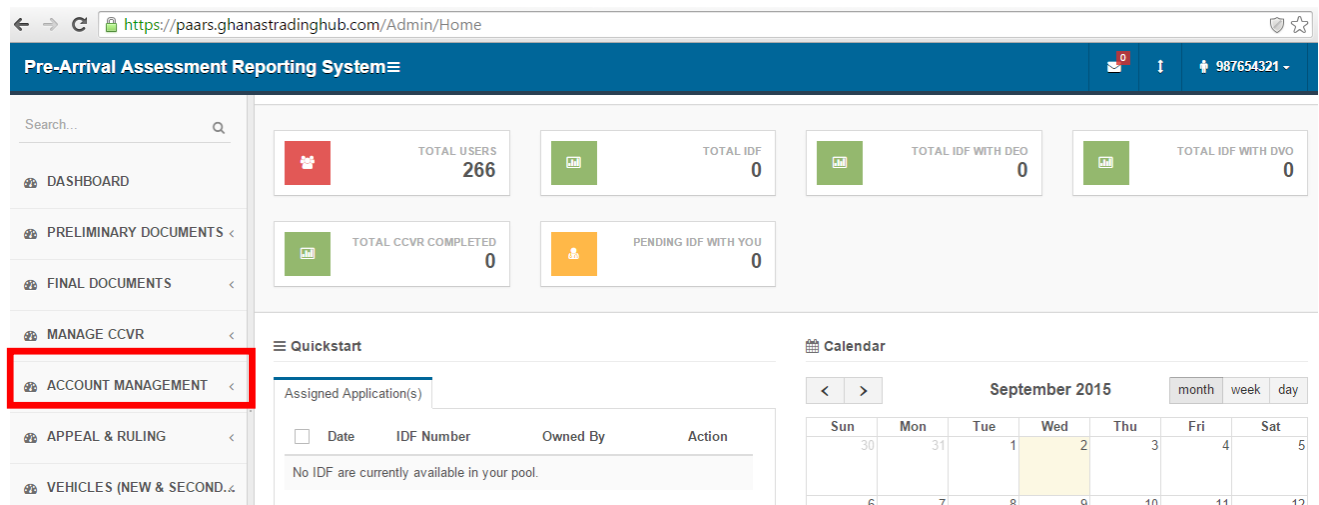
- Create User
- Grant Role to User
- Update User Profile
- Edit Role

4.1. Create User

This page allow the Administrator to create users.

For Administrator to create user, he/she will perform the following tasks:-

1. From the Business Trade User Admin page after he/she must have logged in with Declarant Admin Username and password, user clicks on Account Management on left side of the Admin page.



The screenshot displays the PAARS Admin Dashboard. The top navigation bar includes the system name and a user profile dropdown. The left sidebar contains a search bar and a menu with items like DASHBOARD, PRELIMINARY DOCUMENTS, FINAL DOCUMENTS, MANAGE CCVR, **ACCOUNT MANAGEMENT** (highlighted), APPEAL & RULING, and VEHICLES (NEW & SECOND.). The main dashboard area features six summary cards for various metrics. Below these is a 'Quickstart' section with a table for 'Assigned Application(s)' and a 'Calendar' for September 2015.

Assigned Application(s)					
<input type="checkbox"/>	Date	IDF Number	Owned By	Action	
No IDF are currently available in your pool.					

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12

2. User clicks on Manage User

Pre-Arrival Assessment Reporting System 0 ↑ 987654321

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT >
- Manage User**
- APPEAL & RULING <

TOTAL USERS
266

TOTAL IDF
0

TOTAL IDF WITH DEO
0

TOTAL IDF WITH DVO
0

TOTAL CCVR COMPLETED
0

PENDING IDF WITH YOU
0

Quickstart

Assigned Application(s)

Date	IDF Number	Owned By	Action
No IDF are currently available in your pool.			

Calendar

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12

3. Click on Create User

Pre-Arrival Assessment Reporting System 0 ↑ 987654321

Dashboard > Manage Users

Mabos International | Manage Users

To Grant a user to Roles, click a radio button next to the user name then click the "Grant Roles To User" link.

Create User Grant Roles to User



View All Q Type a keyword(s) here to search...

Records: 266 records per page 12

S/N	UserName	Is Approved?	Status	Email	Last Activity	
1	DE34	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:38	Action
2	DUNCAN1	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 12:15	Action
3	SABO2	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	20/08/2015 14:38	Action
4	CONSHIP	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 10:50	Action
5	DE40	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:42	Action
6	DE33	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:37	Action
7	DE37	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:40	Action
8	BARBEX	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 11:03	Action

4. Enter User Credentials

Pre-Arrival Assessment Reporting System

987654321

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

ACCOUNT MANAGEMENT

APPEAL & RULING

VEHICLES (NEW & SECOND..)

Notifications

Create User

Enter User Credentials

• Password to be a minimum of 6 characters in length.

User name

Email address

Password

Confirm password

Approve

☐

FirstName

LastName

MiddleName



PhoneNumber

Create

Fields	Description
User Name	Admin should enter user name
Email address	Admin should enter Email Address
Password	Admin should enter password
Confirm Password	Admin should enter Confirm password
First Name	Admin should enter First Name
Last Name	Admin should enter Last Name
Middle Name	Admin should enter Middle Name
Phone Number	Admin should enter Phone Number
Approve	Admin should check the Approve checkbox

5. User clicks on Create button

Pre-Arrival Assessment Reporting System

987654321

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

ACCOUNT MANAGEMENT

APPEAL & RULING

VEHICLES (NEW & SECOND..)

Create User

Enter User Credentials

• Password to be a minimum of 6 characters in length.

User name

Abd Hafiz

Email address

hafiz@westblueconsulting.co

Password

Confirm password

Approve

☒

FirstName

Hafiz

LastName

Ajagbe

MiddleName

Olarinde

PhoneNumber

08172885621

Create

6. User account is created

Pre-Arrival Assessment Reporting System

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- APPEAL & RULING <
- VEHICLES (NEW & SECOND.. <

Notifications

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.

Grant any of the following roles to: **Abd Hafiz**

Available Roles

Declarant DVO
Declarant DEO

Granted Roles

grant >

< revoke

Do you want Google Chrome to save your password for this site?

hafiz@westblueconsulting.com *****

Save password Nope

4.2. Grant Role to User

This page allow the Administrator grant role to a user.

For an administrator to grant role to user, he/she will perform the following tasks:-

1. From the Grant Roles To User page that pops up after a user has been created (**Last page of Create User**)

Pre-Arrival Assessment Reporting System

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- APPEAL & RULING <
- VEHICLES (NEW & SECOND.. <

Notifications

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.

Grant any of the following roles to: **Abd Hafiz**

Available Roles

Declarant DVO
Declarant DEO

Granted Roles

grant >

< revoke

Do you want Google Chrome to save your password for this site?

hafiz@westblueconsulting.com *****

Save password Nope

2. User clicks on role to grant user under Available Roles

Pre-Arrival Assessment Reporting System 0 ↑ 987654321

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- APPEAL & RULING <
- VEHICLES (NEW & SECOND. <

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.
Grant any of the following roles to: **Abd Hafiz**

Available Roles

- Declarant DVO
- Declarant DEO

grant >

< revoke

Granted Roles

3. User clicks on Grant button

Pre-Arrival Assessment Reporting System 0 ↑ 987654321

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- APPEAL & RULING <
- VEHICLES (NEW & SECOND. <

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.
Grant any of the following roles to: **Abd Hafiz**

Available Roles

- Declarant DVO
- Declarant DEO

grant >

< revoke

Granted Roles

4. System displays The Role(s) has been GRANTED successfully

Pre-Arrival Assessment Reporting System 0 ↑ 987654321

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- APPEAL & RULING <
- VEHICLES (NEW & SECOND. <

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.
Grant any of the following roles to: **Abd Hafiz**

- The Role(s) has been GRANTED successfully to Abd Hafiz

Available Roles

- Declarant DEO

grant >

< revoke

Granted Roles

- Declarant DVO

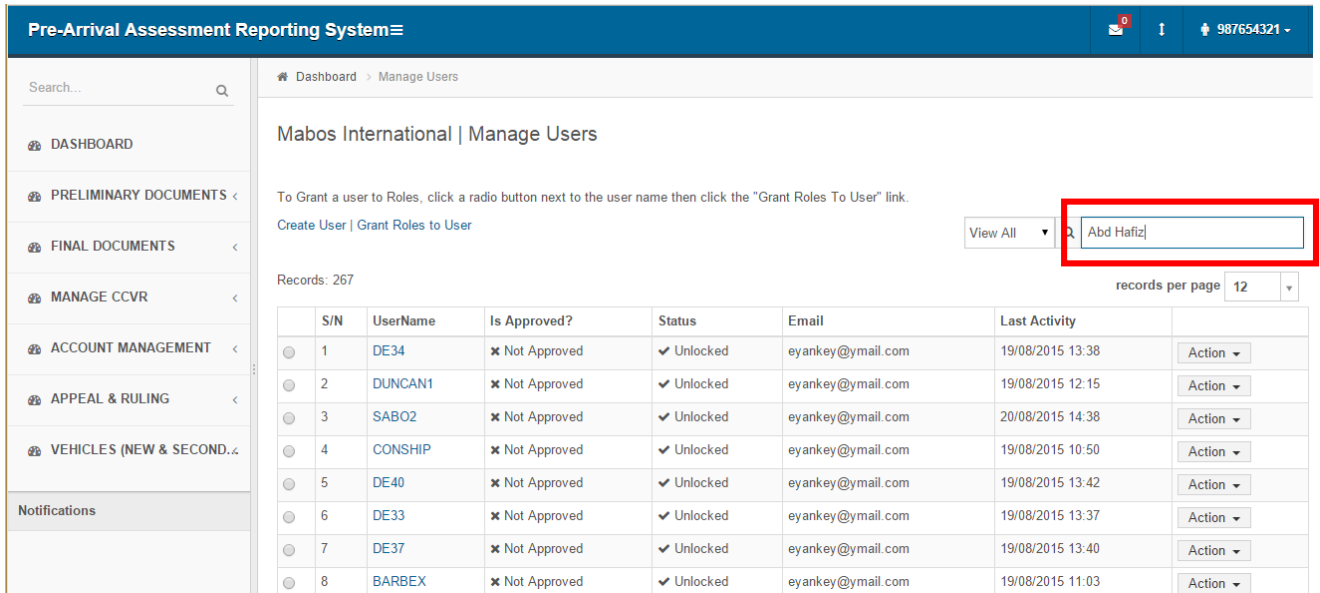
Notifications

4.3. Update User Profile

This page allow the Administrator update user profile.

For an administrator to update user role, he/she will perform the following tasks:-

1. From the Manage Users Page, Admin searches for the User to update



Pre-Arrival Assessment Reporting System

Dashboard > Manage Users

Mabos International | Manage Users

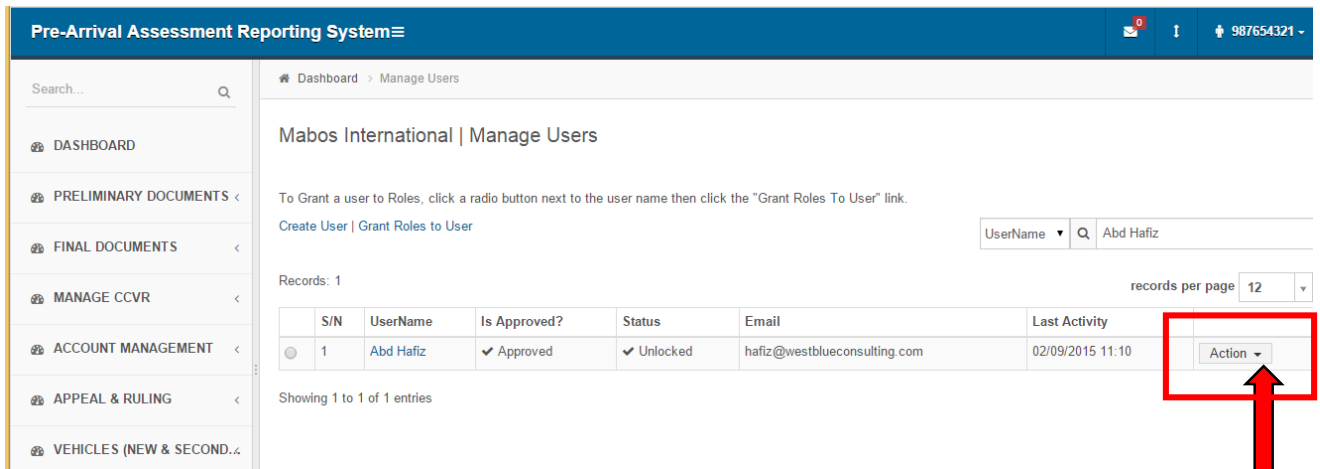
To Grant a user to Roles, click a radio button next to the user name then click the "Grant Roles To User" link.
[Create User](#) | [Grant Roles to User](#)

View All

Records: 267 records per page 12

S/N	UserName	Is Approved?	Status	Email	Last Activity	
1	DE34	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:38	Action
2	DUNCAN1	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 12:15	Action
3	SABO2	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	20/08/2015 14:38	Action
4	CONSHIP	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 10:50	Action
5	DE40	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:42	Action
6	DE33	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:37	Action
7	DE37	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 13:40	Action
8	BARBEX	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	19/08/2015 11:03	Action

2. Click on dropdown arrow in front Action of Username to edit



Pre-Arrival Assessment Reporting System

Dashboard > Manage Users

Mabos International | Manage Users

To Grant a user to Roles, click a radio button next to the user name then click the "Grant Roles To User" link.
[Create User](#) | [Grant Roles to User](#)

UserName

Records: 1 records per page 12

S/N	UserName	Is Approved?	Status	Email	Last Activity	
1	Abd Hafiz	✓ Approved	✓ Unlocked	hafiz@westblueconsulting.com	02/09/2015 11:10	Action

Showing 1 to 1 of 1 entries

3. Click on Edit details

Pre-Arrival Assessment Reporting System

Dashboard > Manage Users

Mabos International | Manage Users

To Grant a user to Roles, click a radio button next to the user name then click the "Grant Roles To User" link.
[Create User](#) | [Grant Roles to User](#)

UserName

Records: 1 records per page 12

S/N	UserName	Is Approved?	Status	Email	Last Activity
1	Abd Hafiz	✓ Approved	✓ Unlocked	hafiz@westblueconsulting.com	02/09/2015 11:10:41

Showing 1 to 1 of 1 entries

[Edit Details](#)

4. Modify the User Account Information details

Pre-Arrival Assessment Reporting System

Employee Details

Account Information

Account

User Name: Abd Hafiz
Created: 02/09/2015 11:10:41

Profile

FirstName: Hafiz
LastName: Ajagbe
MiddleName: Olarinde
PhoneNumber: 08172885621

[Save](#)

5. Click on Save button

Pre-Arrival Assessment Reporting System

Employee Details

Account Information

Account

User Name: Abd Hafiz
Created: 02/09/2015 11:10:41



Profile

FirstName: Hafiz
LastName: Ajagbe
MiddleName: O.
PhoneNumber: 08172885621

[Save](#)

6. System displays “Account details was saved successfully”

Pre-Arrival Assessment Reporting System

987654321

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

ACCOUNT MANAGEMENT

APPEAL & RULING

VEHICLES (NEW & SECOND..)

Notifications

Employee Details

Account details was saved successfully

Account Information

Account

User Name

Abd Hafiz

Created

02/09/2015 11:10:41

Profile

FirstName

Hafiz

LastName

Ajagbe

MiddleName

O.

PhoneNumber

08172885621

Save



4.4. Edit User Role

This page allow the Administrator edit role of a user.

For an administrator to edit user role, he/she will perform the following tasks:-

- From the Manage Users home page, User clicks on User edit role for

Pre-Arrival Assessment Reporting System

987654321

Search...

DASHBOARD

PRELIMINARY DOCUMENTS

FINAL DOCUMENTS

MANAGE CCVR

ACCOUNT MANAGEMENT

APPEAL & RULING

VEHICLES (NEW & SECOND..)


Notifications

Dashboard > Manage Users

Mabos International | Manage Users

To Grant a user to Roles, click a radio button next to the user name then click the "Grant Roles To User" link.

[Create User](#) | [Grant Roles to User](#)

View All  Type a keyword(s) here to search...

Records: 267

records per page 12

	S/N	UserName	Is Approved?	Status	Email	Last Activity	
<input type="radio"/>	1	DE34	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	19/08/2015 13:38	Action
<input type="radio"/>	2	DUNCAN1	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	19/08/2015 12:15	Action
<input type="radio"/>	3	SABO2	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	20/08/2015 14:38	Action
<input type="radio"/>	4	CONSHIP	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	19/08/2015 10:50	Action
<input type="radio"/>	5	DE40	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	19/08/2015 13:42	Action
<input type="radio"/>	6	DE33	✖ Not Approved	✔ Unlocked	eyankey@gmail.com	19/08/2015 13:37	Action

2. Click on Edit in front of the Role

Pre-Arrival Assessment Reporting System

Search...

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- PRELIMINARY DOCUMENTS
- FINAL DOCUMENTS
- MANAGE CCVR
- ACCOUNT MANAGEMENT
- APPEAL & RULING
- VEHICLES (NEW & SECOND..)

Notifications

Mabos International | User Details

UserName: DE34

Email: eyankey@gmail.com

Comment:

Roles for DE34 (Edit) Declarant DEO Declarant DVO

Is Approved: Not Approved - [Approve](#)

Is Locked Out: Unlocked

Is Online: Off-line

Last Activity Date: 01/09/2015 07:12:34

Last Lockout Date: 01/01/1754 00:00:00

Last Login Date: 20/08/2015 09:24:34

Last Password Changed Date: 19/08/2015 13:38:13

[Cancel](#) [Update](#)

3. Edit the Role (either grant or revoke role)

Pre-Arrival Assessment Reporting System

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- VEHICLES (NEW & SECOND..)

Notifications

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.

Grant any of the following roles to: DE34

Available Roles

Granted Roles

[grant >](#) [revoke <](#)

Declarant DEO
Declarant DVO

4. Role edited successfully

Pre-Arrival Assessment Reporting System

Search...

- DASHBOARD
- PRELIMINARY DOCUMENTS
- FINAL DOCUMENTS
- MANAGE CCVR
- ACCOUNT MANAGEMENT
- APPEAL & RULING
- VEHICLES (NEW & SECOND..)

Notifications

Mabos International | Grant Roles To User

Grant Roles To User

Clicking the "Grant" or "Revoke" buttons will execute that command.

Grant any of the following roles to: DE34

- The Role(s) has been REVOKED successfully for DE34

Available Roles

Granted Roles

[grant >](#) [revoke <](#)

Declarant DEO

Declarant DVO