



**GHANA'S TRADING HUB**  
**[www.ghanastradinghub.gov.gh](http://www.ghanastradinghub.gov.gh)**



# **USER GUIDE**

Transition Helpline: 0800-266-266  
Ghana's Trading Hub Helpline: 0800-111-222



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**TRADE USER ADMINISTRATOR GUIDE**

# 1 Introduction

## 1.1. System Overview

Pre-Arrival Assessment Reporting System (PAARS) is developed to enhance trade facilitation and reduce time involved in goods clearance. The System enable goods intended for import into Ghana to be classified and valued without any partiality.

The Ghana-PAAR system is hosted on a central server with a centralized database. This system can easily integrate with other system e.g It is integrated with GCNET System through a web services for accessing IDF form details.

Some component of the system includes the Classification tool used to classify the goods, The Valuation tool used to perform valuation of declared prices, Email and SMS tool components used to send e-mails and SMS messages to notify Trade Users of their application status.

The 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 to analyze risks involved with imported goods before the goods arrives in Ghana and before the final clearance is done

## 1.2. Authorized User Permission

The PAAR application can be accessed via any standard Internet browser such as Google Chrome, Mozilla etc . The user provides his/her login credentials to access the system. The system displays only the module the user have the priviledge to view based on their assigned roles. The system Administrator is solely responsible for granting priviledges and permission to access the desired functionality of the application.

## 2 User Access and Roles

This section describes the Modules and roles that Trade user(declarant) would have access to

### 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

The PAAR System provides three (3) roles for Declarant Admin, which describe in table1:

Table 1: Declarant Admin Role

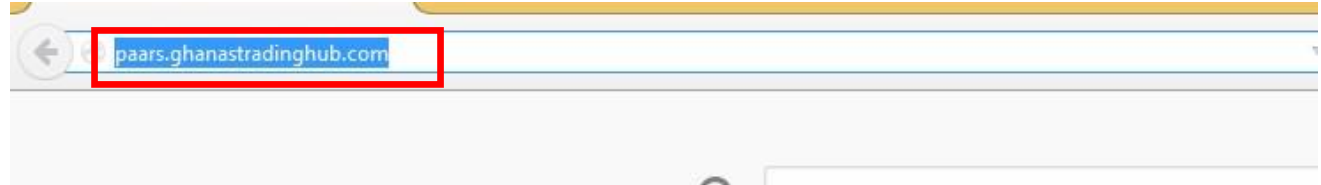
Roles	Description
Declarant Data Entry Officer	<ul style="list-style-type: none"> <li>- Submit IDF application form on GCNET system</li> <li>- Populate data not captured on IDF into PAARS</li> </ul>
Declarant Data verification Officer	<ul style="list-style-type: none"> <li>- Verify and validate data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

### 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.ghanatradinghub.com](http://paars.ghanatradinghub.com)) as shown in Fig 1

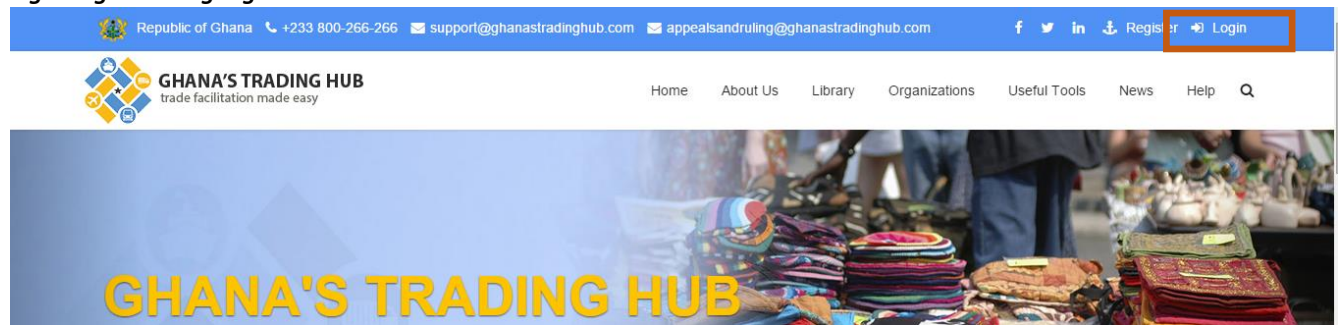
**Fig 1 paars.ghanatradinghub.com highlighted**



OR

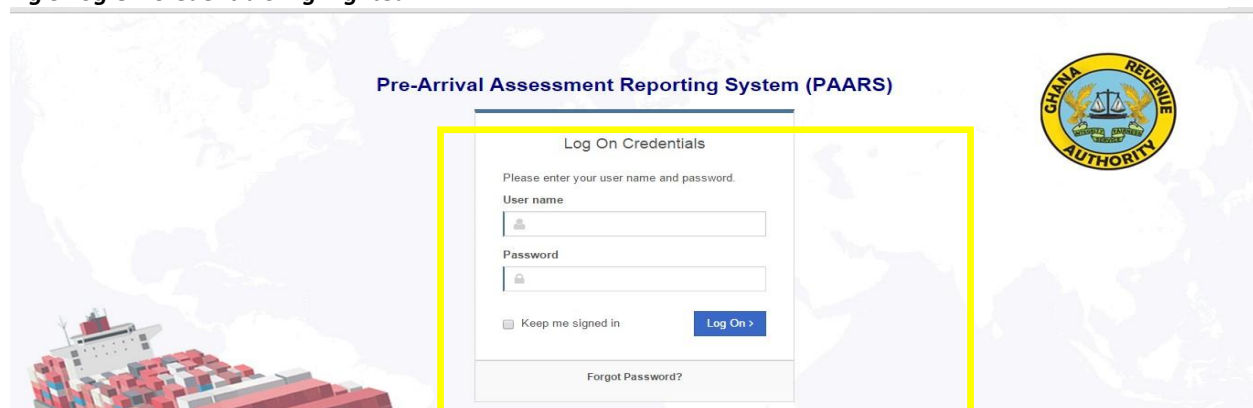
- 2b. Click on Login link from Ghana Trading Hub home page as shown in Fig 2

**Fig 2 Login link highlighted**



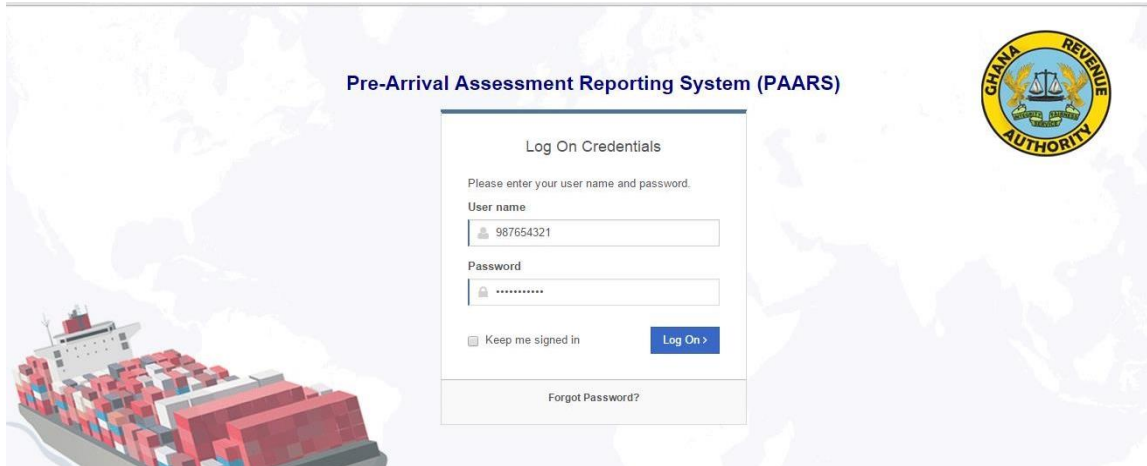
3. System displays Log On Credentials Page as shown in Fig 3

**Fig 3 Log On Credentials highlighted**



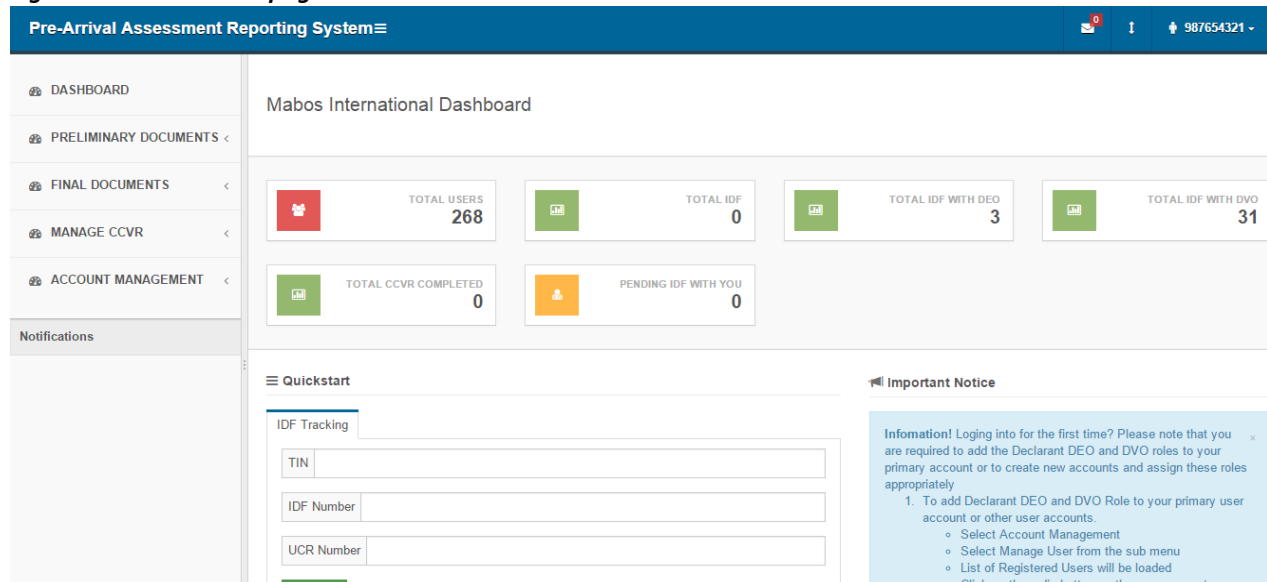
4. User enters Username and password as shown in Fig 4

**Fig 4 Username and password entered highlighted**



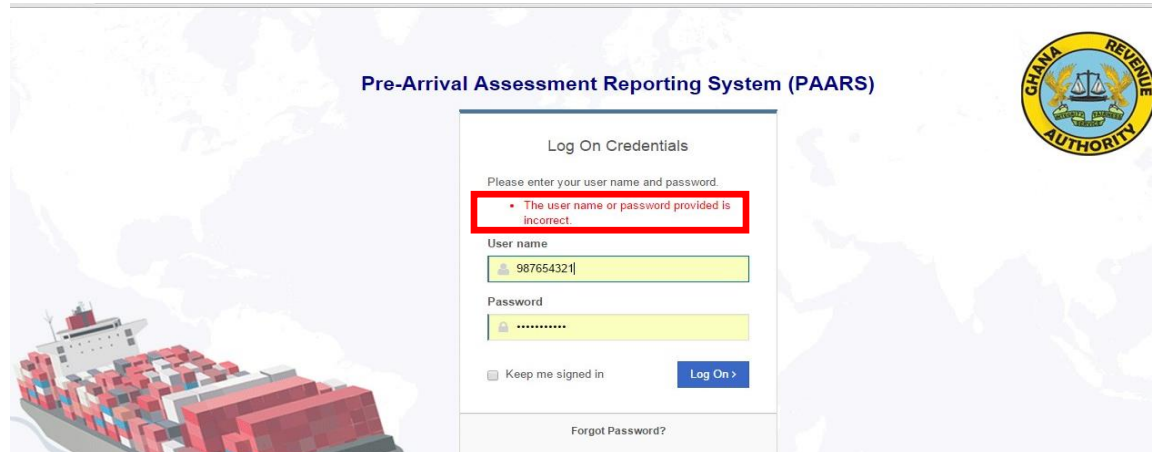
5. If authorized user, System redirects the user to Dashboard Page as shown in Fig 5

**Fig 5 User's Dashboard page**



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” as shown in Fig 6

**Fig 6 The Username or password provided is incorrect highlighted**

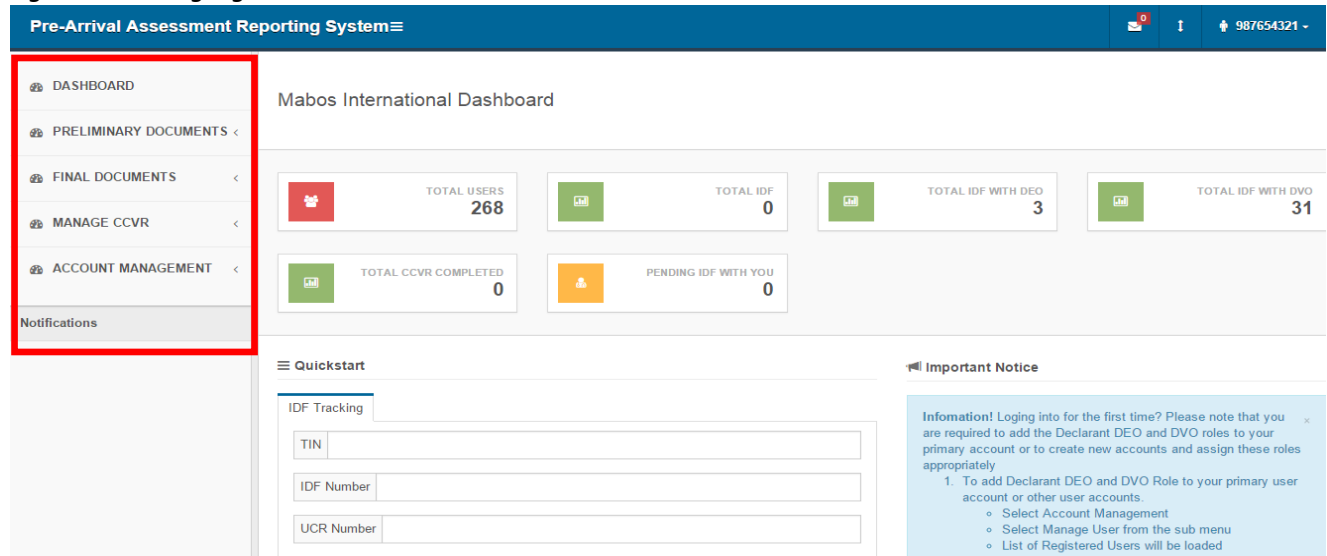


### 3.2. System Menu

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 as shown in Fig 7

- Dashboard
- Preliminary Documents Submission
- Final Documents Submission
- Manage CCVR
- Account Management

**Fig 7 Modules highlighted**

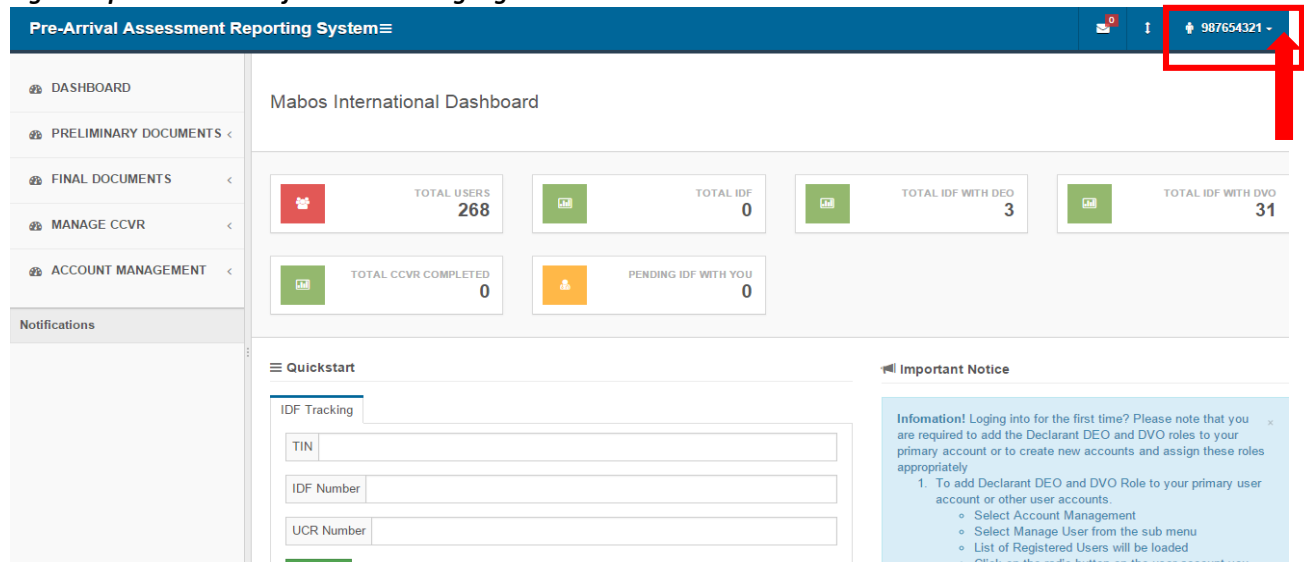


### 3.3. Change of Password

Users at various levels must change their password upon login 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:-

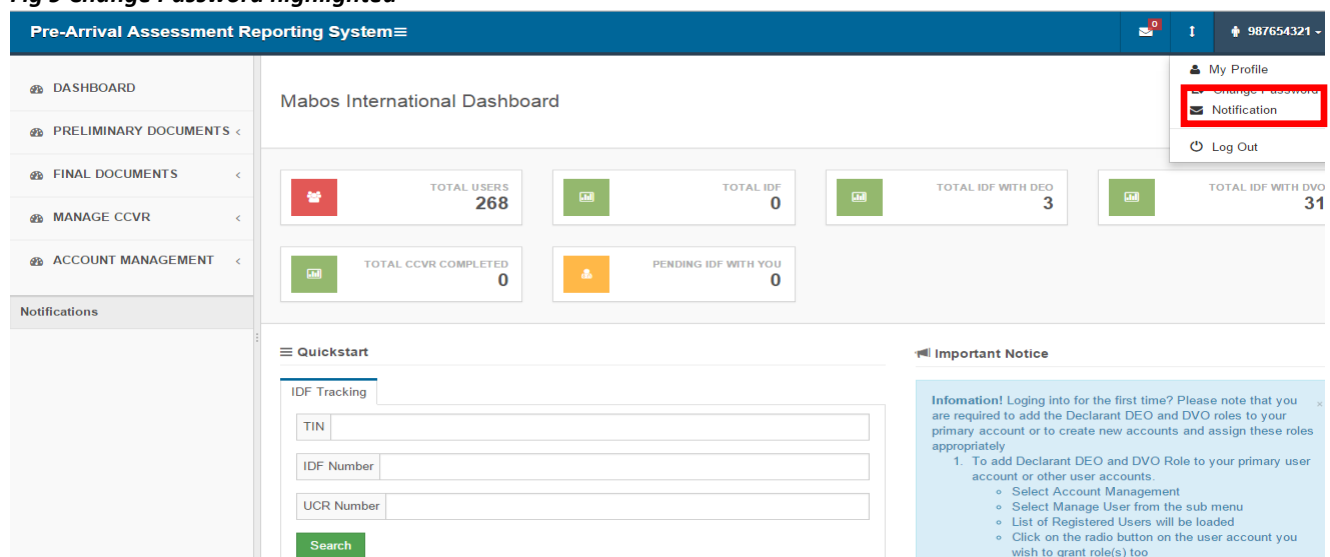
1. Form the home page after login, User clicks on dropdown arrow at the right side of User account name as shown in Fig 8

**Fig 8 Drop down arrow of User Admin highlighted**



2. Click on Change Password as shown in Fig 9

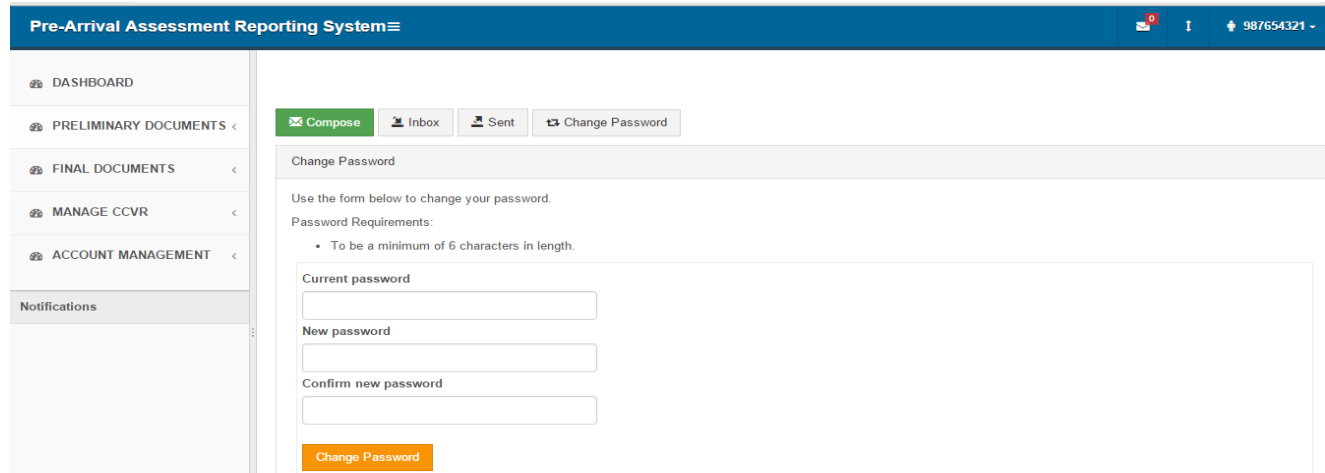
**Fig 9 Change Password highlighted**





3. System display Change Password page as shown in Fig 10

**Fig 10 Change Password page**



Pre-Arrival Assessment Reporting System

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

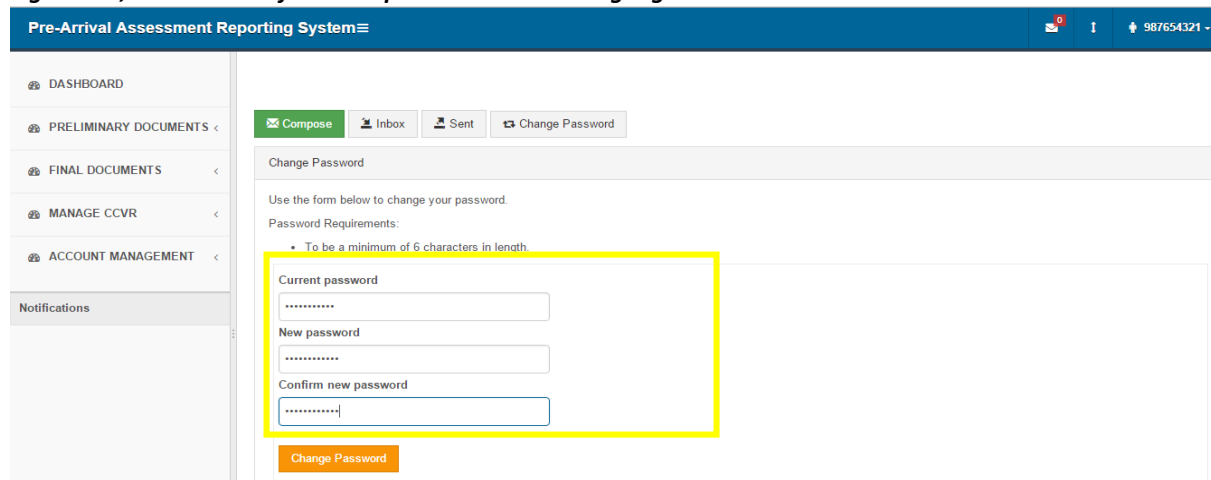
New password

Confirm new password

Change Password

4. Enter old password, new password and confirm new password as shown in Fig 11

**Fig 11 Old, New and Confirm new password entered highlighted**



Pre-Arrival Assessment Reporting System

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

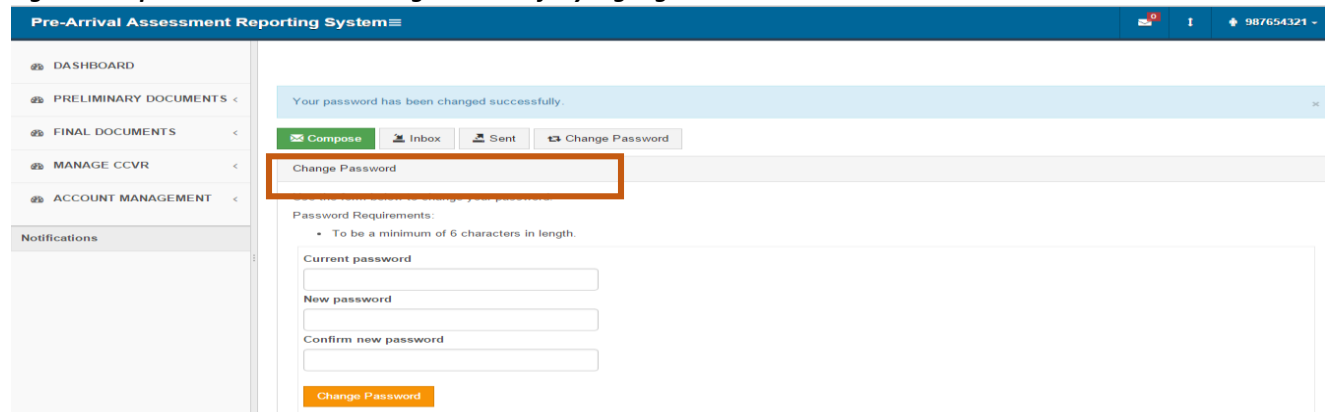
Confirm new password

Change Password

5. System displays “Your password has been changed successfully” as shown in Fig 12



**Fig 12 Your password has been changed successfully highlighted**



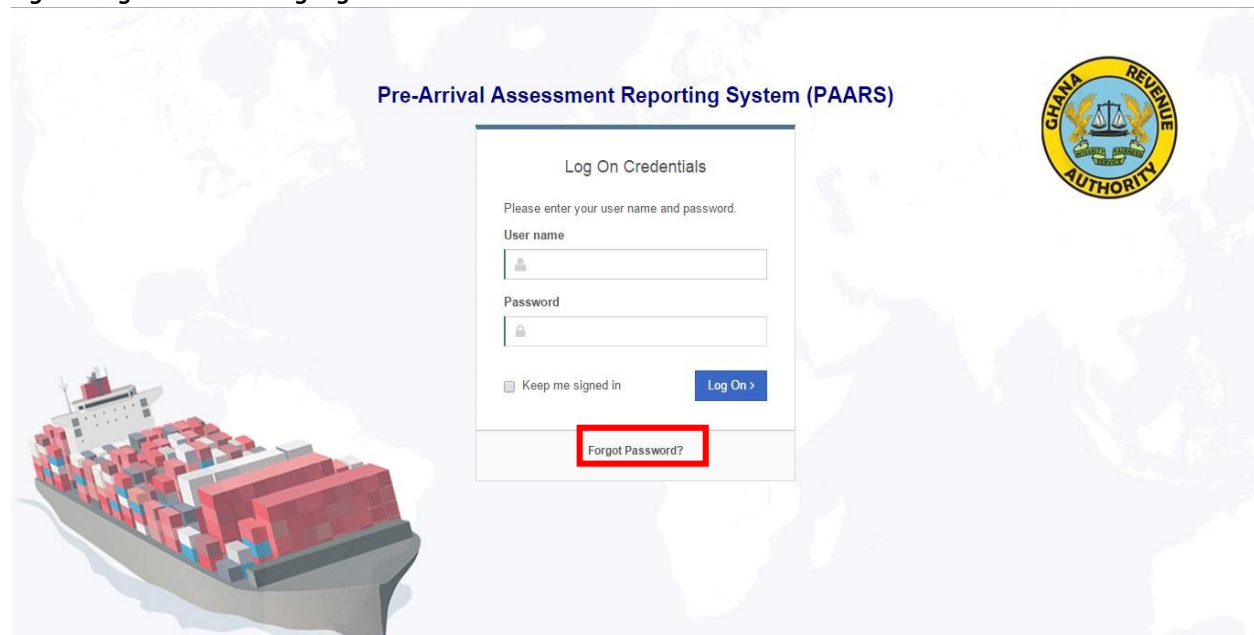
### 3.4. Forgot password

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:-

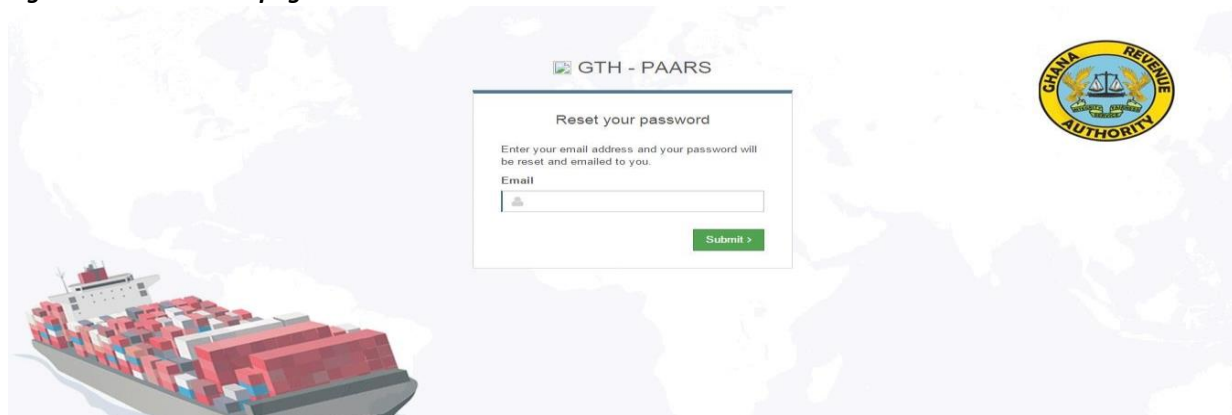
1. User clicks on “Forgot Password” on “Log On Credentials” Page as shown in Fig 13

**Fig 13 Forgot Password highlighted**



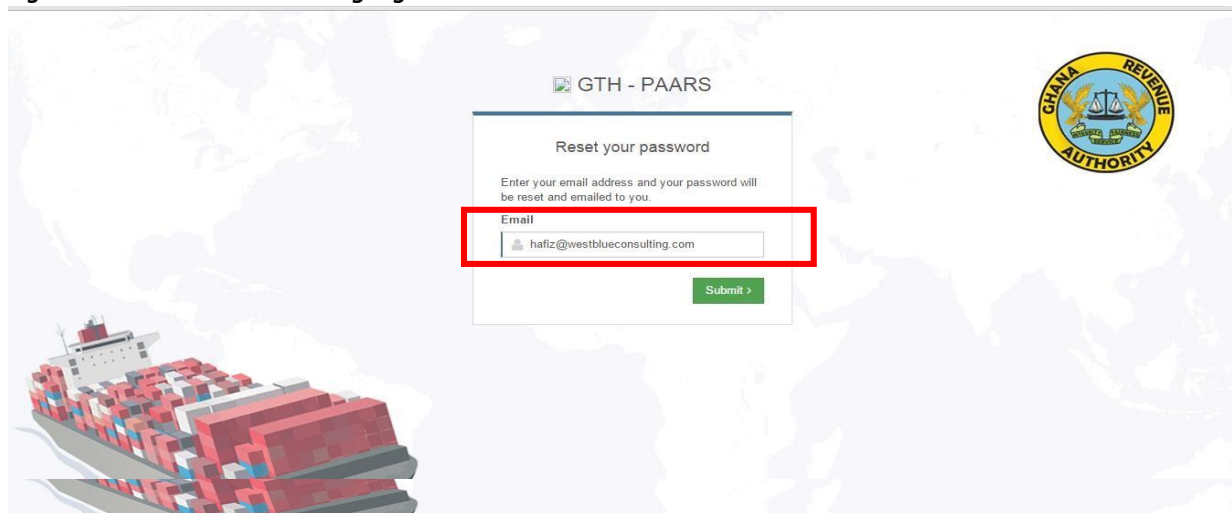
2. System displays Reset Password page as shown in Fig 14

**Fig 14 Reset Password page**



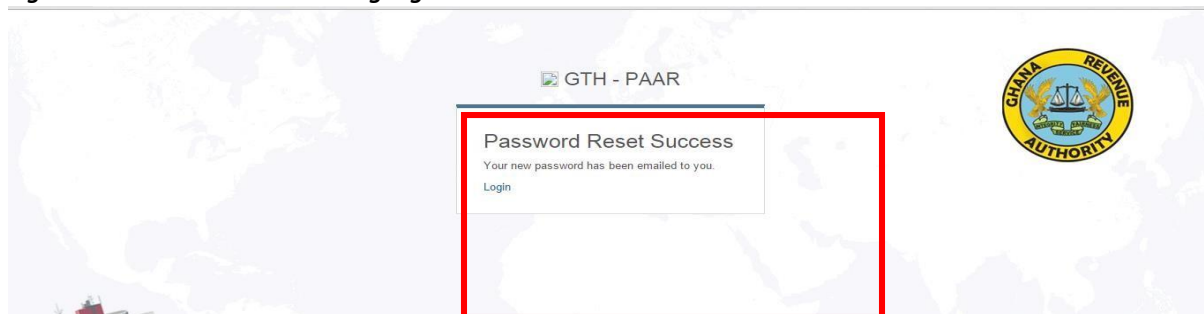
3. Enter your email address as shown in Fig 15

**Fig 15 Email address entered highlighted**



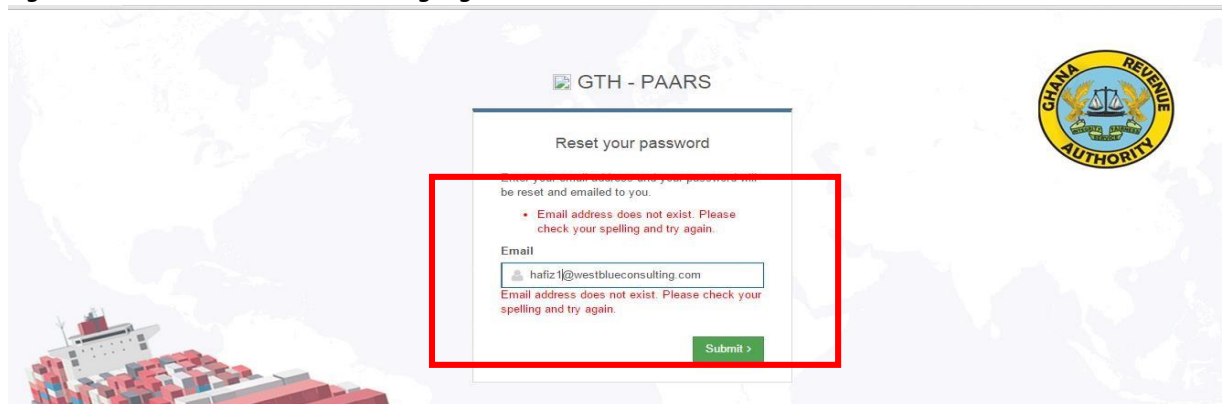
4. System displays “Password Reset Success” if the email address is valid as shown in Fig 16

**Fig 16 Password Reset Success highlighted**



5. Else the system displays “Email address does not exist. Please check your spelling and try again” as shown in Fig 17

**Fig 17 Email address does not exist highlighted**



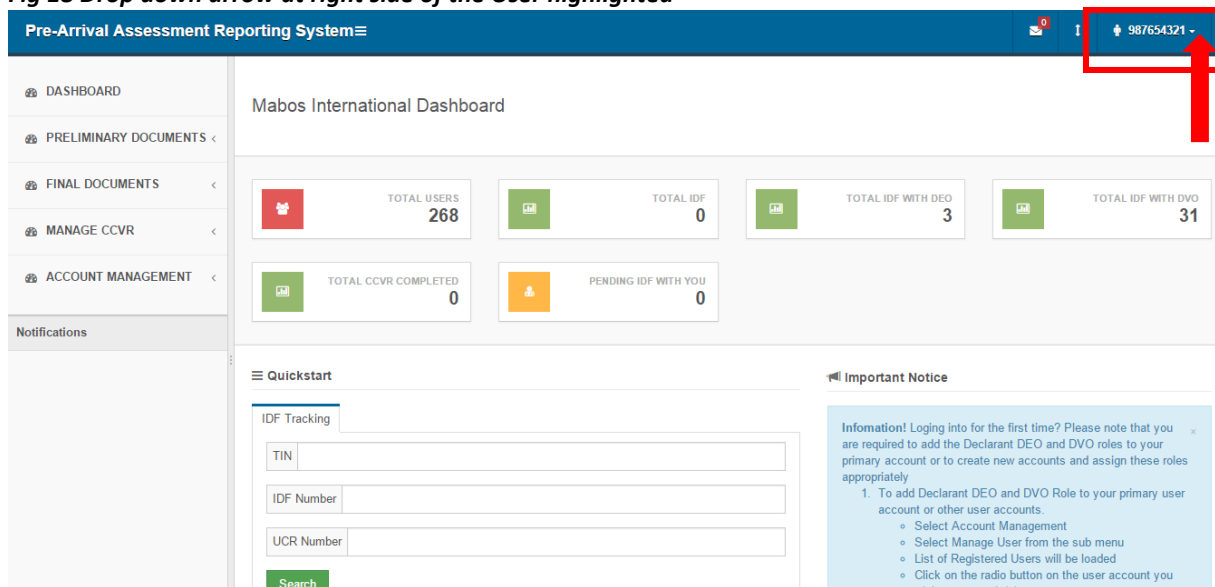
### 3.5. Exit System

“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:-

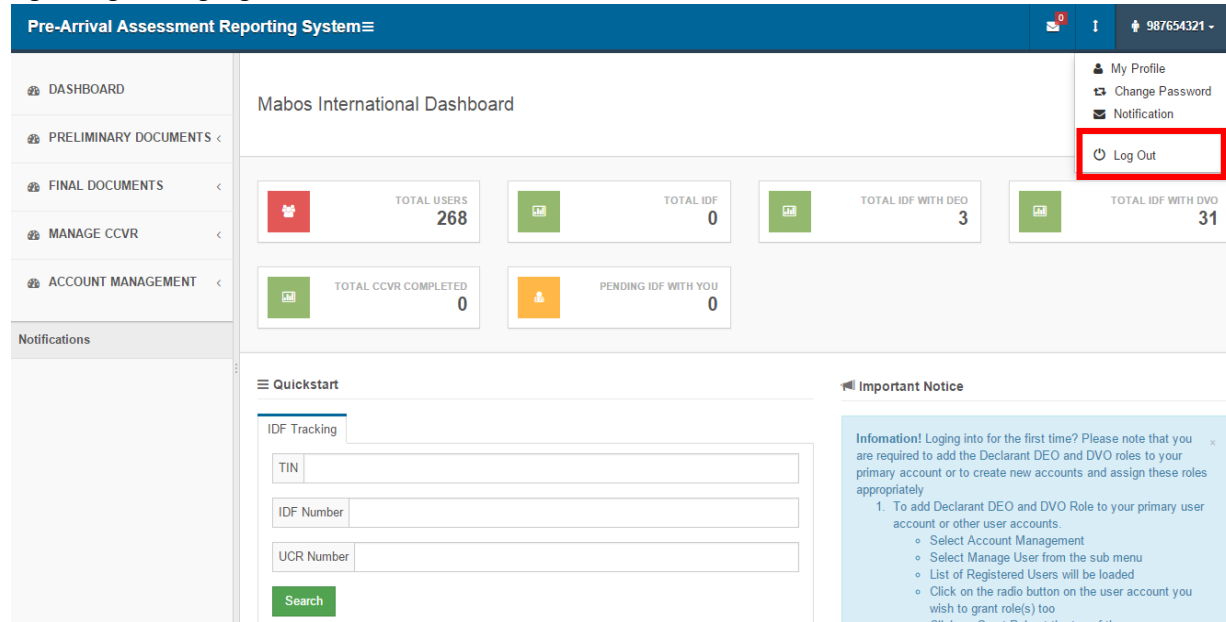
1. From the current page on the PAAR system, User clicks on the dropdown arrow at right side of the user account name as shown in Fig 18.

**Fig 18 Drop down arrow at right side of the User highlighted**



2. Click on Logout as shown in Fig 19

**Fig 19 Logout highlighted**



**Pre-Arrival Assessment Reporting System**

987654321

**Mabos International Dashboard**

- DASHBOARD
- PRELIMINARY DOCUMENTS <
- FINAL DOCUMENTS <
- MANAGE CCVR <
- ACCOUNT MANAGEMENT <
- Notifications

My Profile  
Change Password  
Notification  
**Log Out**

Metric	Value
TOTAL USERS	268
TOTAL IDF	0
TOTAL IDF WITH DEO	3
TOTAL IDF WITH DVO	31
TOTAL CCVR COMPLETED	0
PENDING IDF WITH YOU	0

**Quickstart**

IDF Tracking

TIN:

IDF Number:

UCR Number:

**Search**

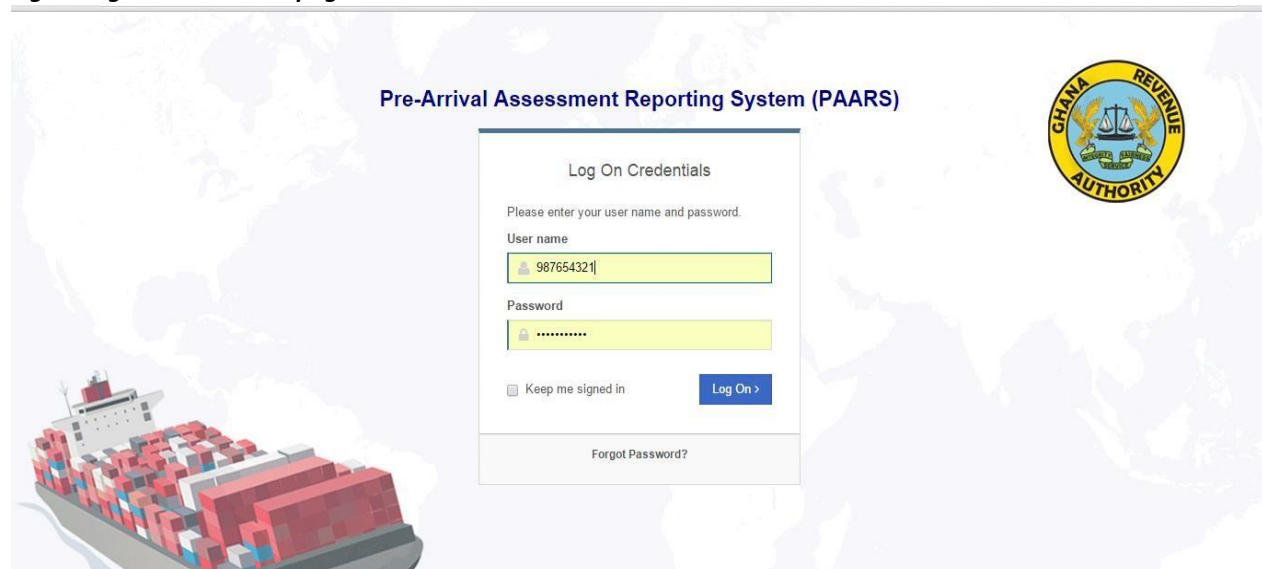
**Important Notice**

Information! Logging into for the first time? Please note that you are required to add the Declarant DEO and DVO roles to your primary account or to create new accounts and assign these roles appropriately

- To add Declarant DEO and DVO Role to your primary user account or other user accounts.
  - Select Account Management
  - Select Manage User from the sub menu
  - List of Registered Users will be loaded
  - Click on the radio button on the user account you wish to grant role(s) too
  - Click on Grant Role at the top of the page

3. System redirects to Log On Credentials page as shown in Fig 20

**Fig 20 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?](#)

## 4. User Administration Module

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

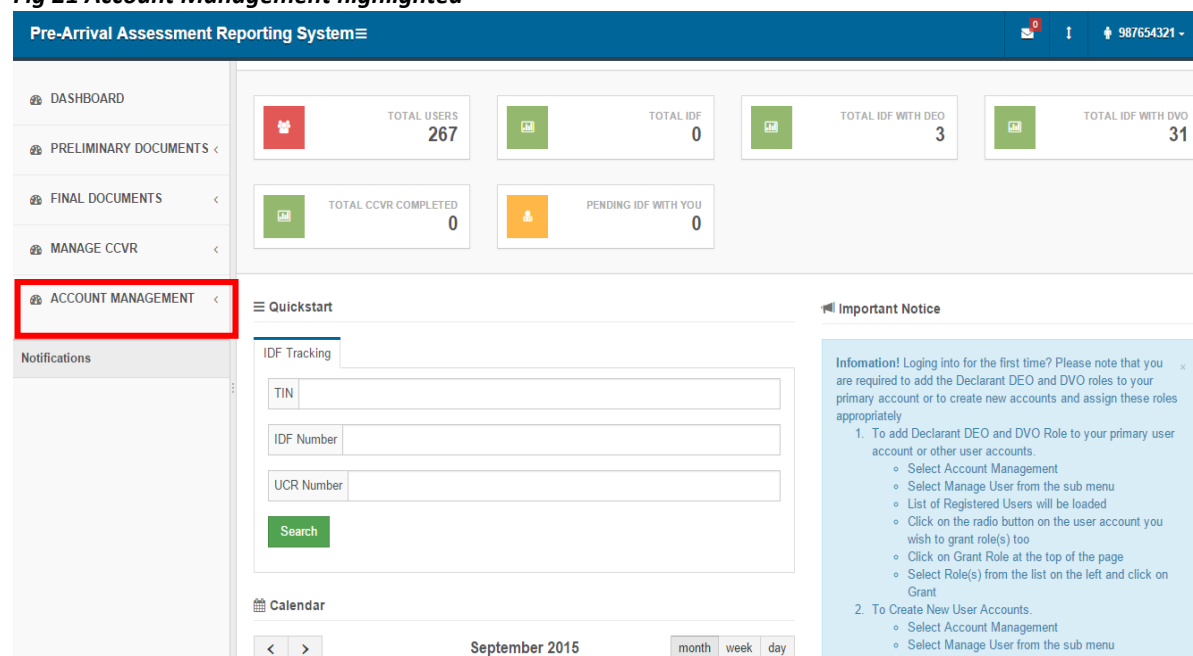
### 4.1 Create User

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 as shown in Fig 21

**Fig 21 Account Management highlighted**



**Pre-Arrival Assessment Reporting System**

**ACCOUNT MANAGEMENT**

**Quickstart**

**IDF Tracking**

TIN

IDF Number

UCR Number

**Search**

**Calendar**

September 2015

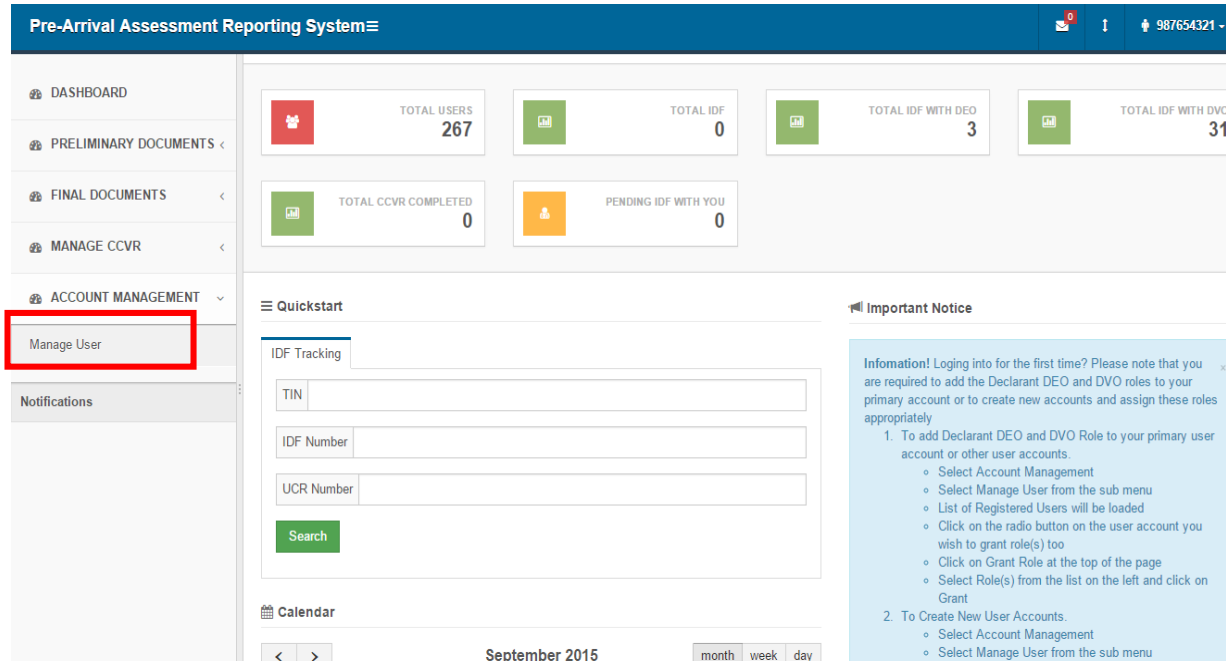
**Important Notice**

Information! Logging into for the first time? Please note that you are required to add the Declarant DEO and DVO roles to your primary account or to create new accounts and assign these roles appropriately

- To add Declarant DEO and DVO Role to your primary user account or other user accounts.
  - Select Account Management
  - Select Manage User from the sub menu
  - List of Registered Users will be loaded
  - Click on the radio button on the user account you wish to grant role(s) too
  - Click on Grant Role at the top of the page
  - Select Role(s) from the list on the left and click on Grant
- To Create New User Accounts.
  - Select Account Management
  - Select Manage User from the sub menu
  - List of Registered Users will be loaded

2. User clicks on Manage User as shown in Fig 22

**Fig 22 Manage User highlighted**



**Pre-Arrival Assessment Reporting System**

**Statistics:**

- TOTAL USERS: 267
- TOTAL IDF: 0
- TOTAL IDF WITH DEO: 3
- TOTAL IDF WITH DVO: 31
- TOTAL CCVR COMPLETED: 0
- PENDING IDF WITH YOU: 0

**Quickstart**

IDF Tracking

TIN:

IDF Number:

UCR Number:

**Calendar**

September 2015

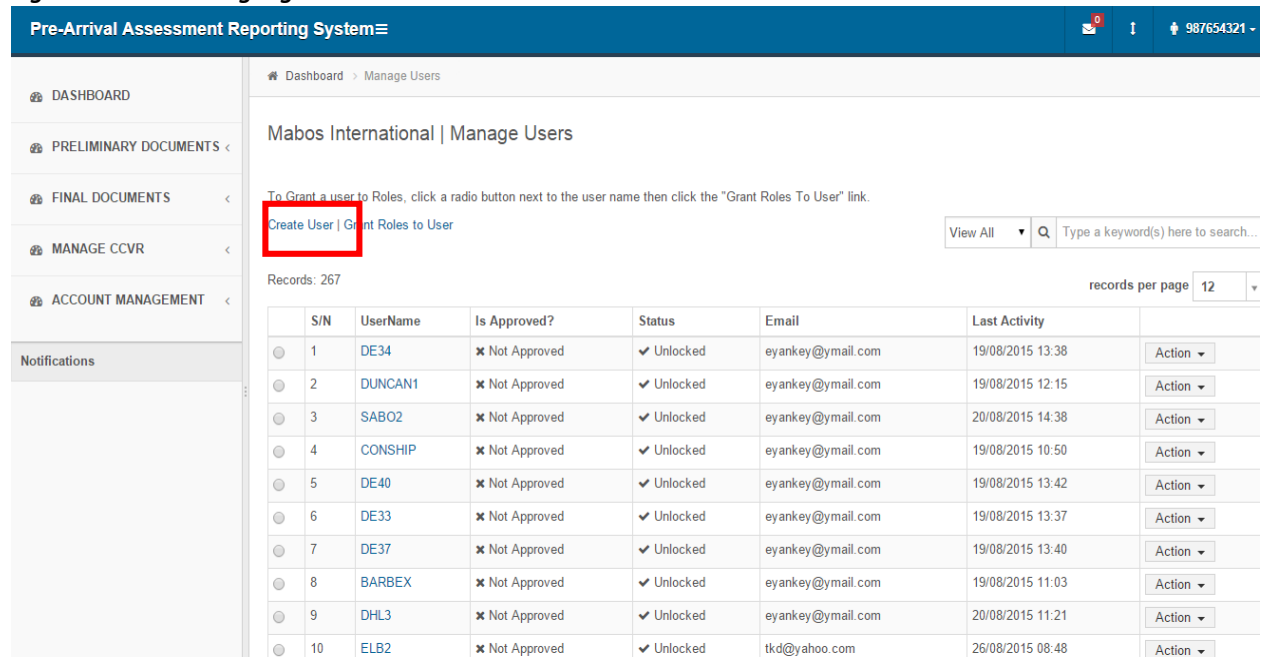
**Important Notice**

Information! Logging into for the first time? Please note that you are required to add the Declarant DEO and DVO roles to your primary account or to create new accounts and assign these roles appropriately

- To add Declarant DEO and DVO Role to your primary user account or other user accounts.
  - Select Account Management
  - Select Manage User from the sub menu
  - List of Registered Users will be loaded
  - Click on the radio button on the user account you wish to grant role(s) too
  - Click on Grant Role at the top of the page
  - Select Role(s) from the list on the left and click on Grant
- To Create New User Accounts.
  - Select Account Management
  - Select Manage User from the sub menu

3. Click on Create User as shown in Fig 23

**Fig 23 Create User highlighted**



**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**

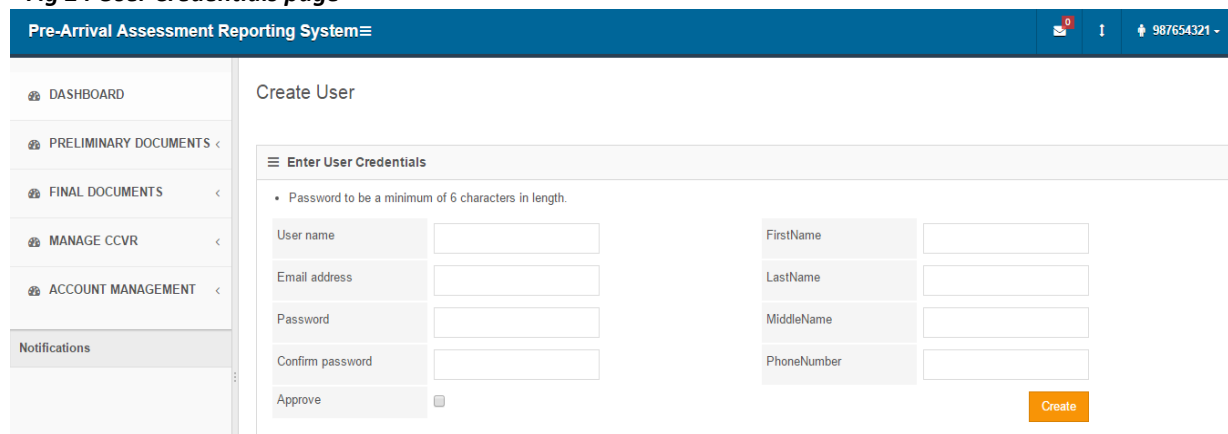
View All

Records: 267 records per page 12

S/N	UserName	Is Approved?	Status	Email	Last Activity	Action
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
9	DHL3	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	20/08/2015 11:21	Action
10	ELB2	✗ Not Approved	✓ Unlocked	tkd@yahoo.com	26/08/2015 08:48	Action

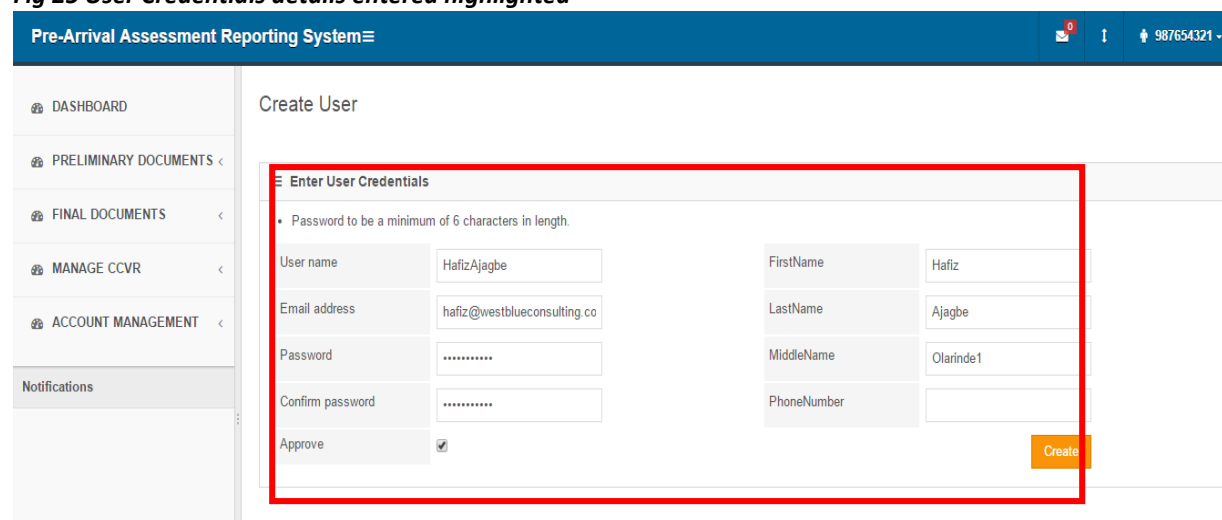
4. System displays User Credentials page as shown in Fig 24

**Fig 24 User Credentials page**



5. Enter User Credentials details as shown in Fig 25

**Fig 25 User Credentials details entered highlighted**



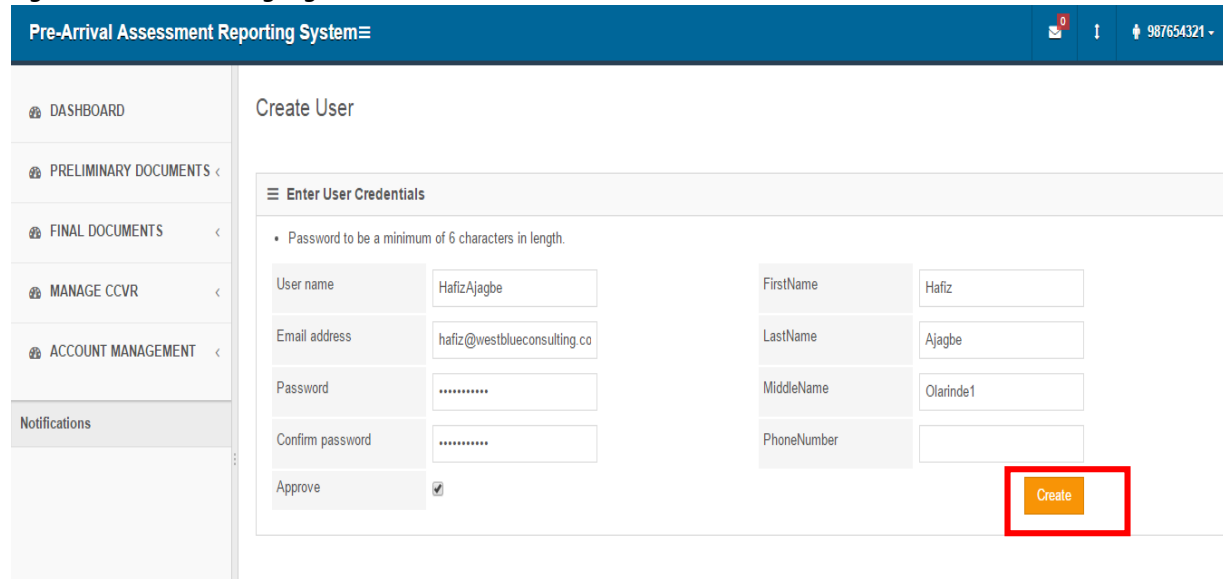
**Table 2: Create User Details**

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



6. Click on Create button as shown in Fig 26

**Fig 26 Create button highlighted**



Pre-Arrival Assessment Reporting System

**Create User**

Enter User Credentials

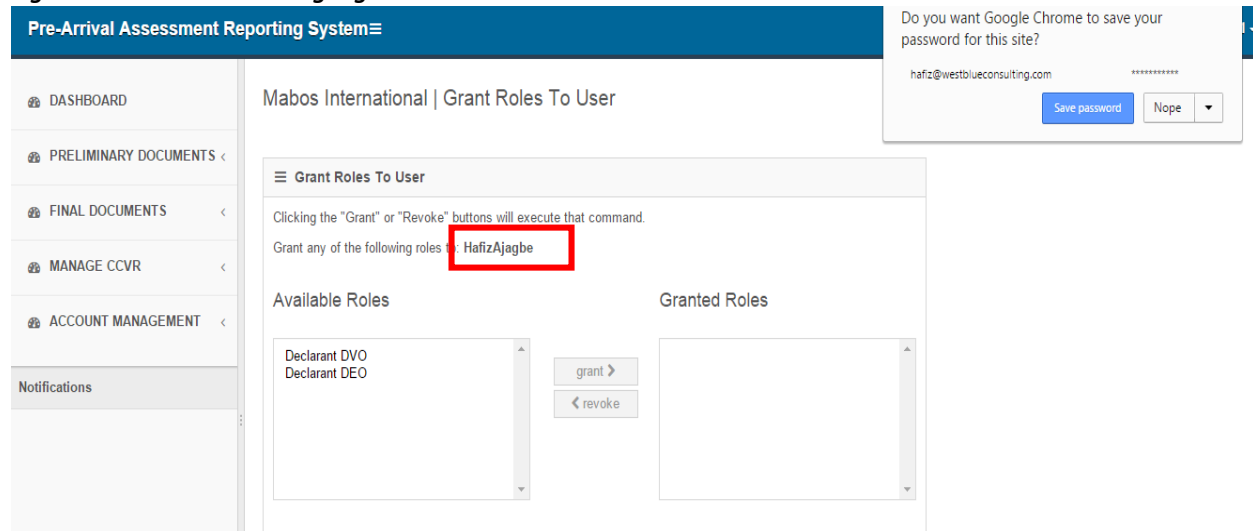
- Password to be a minimum of 6 characters in length.

User name	HafizAjagbe	FirstName	Hafiz
Email address	hafiz@westblueconsulting.co	LastName	Ajagbe
Password	*****	MiddleName	Olarinde1
Confirm password	*****	PhoneNumber	
Approve	<input checked="" type="checkbox"/>		

**Create**

7. System displays User created as shown in Fig 27

**Fig 27 Username created highlighted**



Pre-Arrival Assessment Reporting System

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: **HafizAjagbe**

Available Roles		Granted Roles
<ul style="list-style-type: none"> <li>Declarant DVO</li> <li>Declarant DEO</li> </ul>	<p>grant &gt;</p> <p>&lt; revoke</p>	

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

hafiz@westblueconsulting.com \*\*\*\*\*

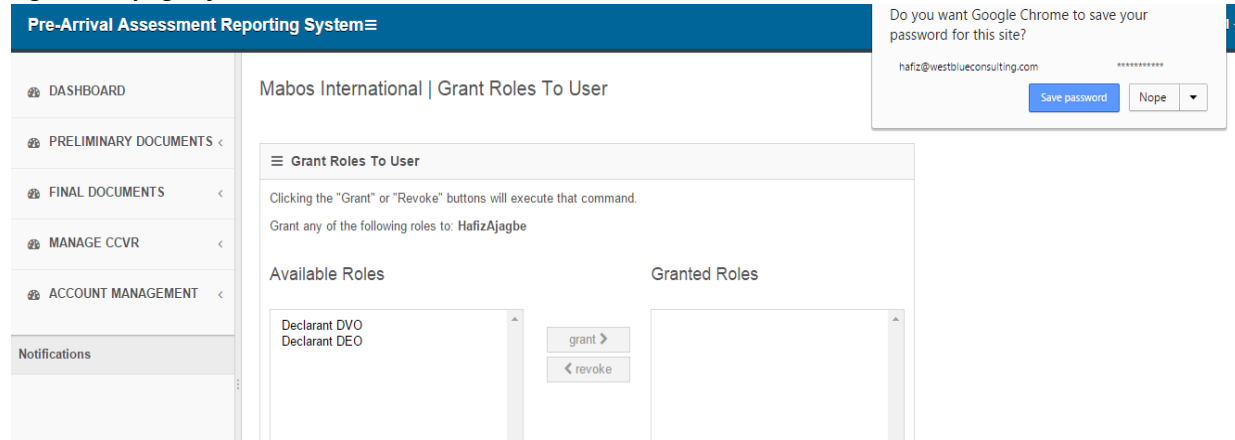
Save password Nope

## 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:-

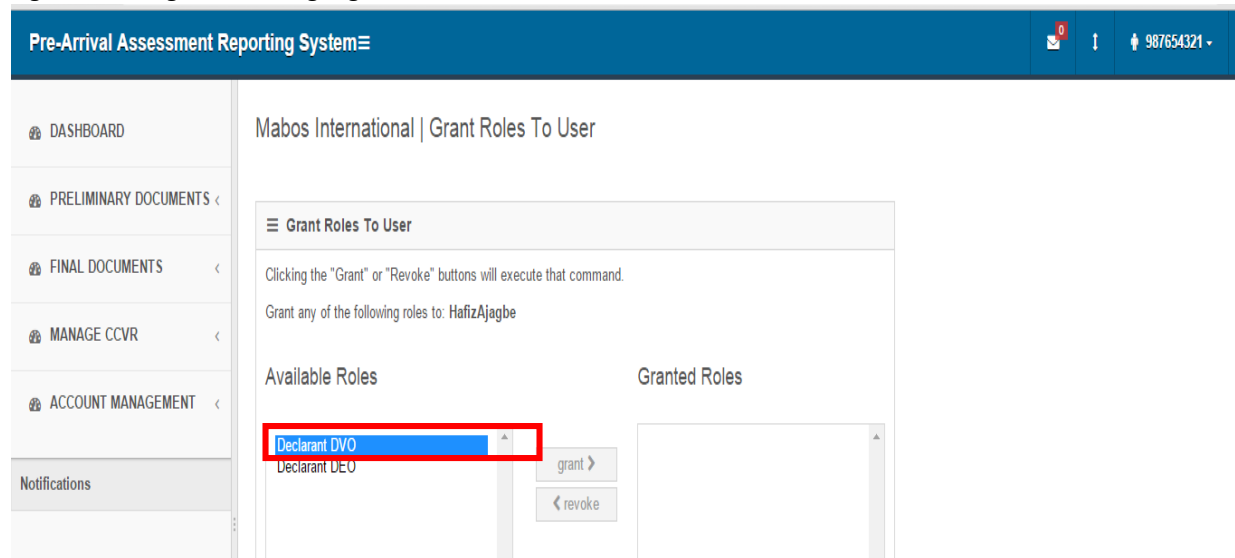
1. From the Grant Roles To User page that pops up after a user has been created (Last page of Create User) as shown in Fig 28

**Fig 28 Last page of Create User**



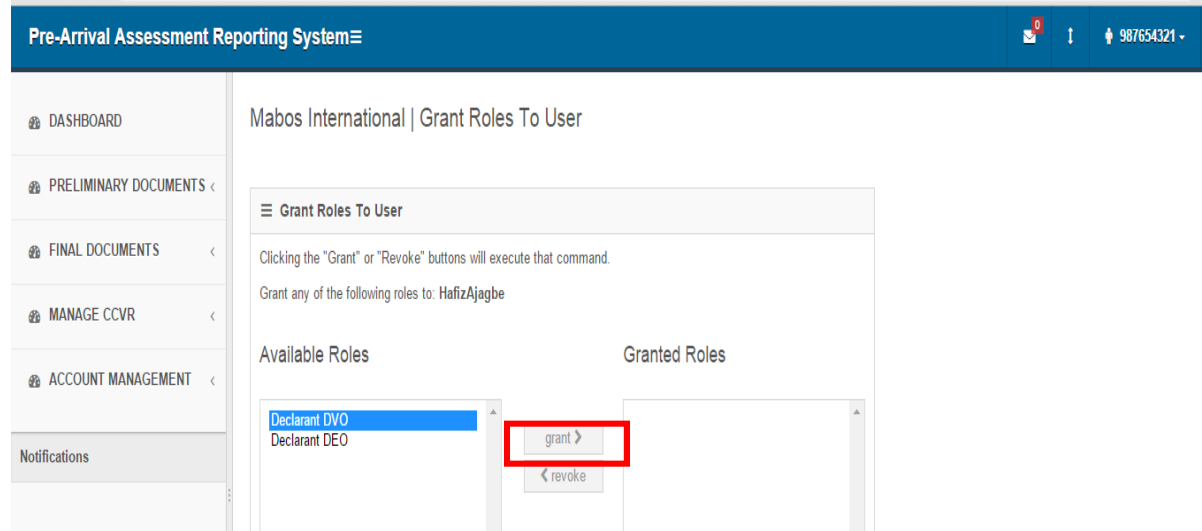
2. User clicks on role to grant user under Available Roles as shown in Fig 29

**Fig 29 Role to grant user highlighted**



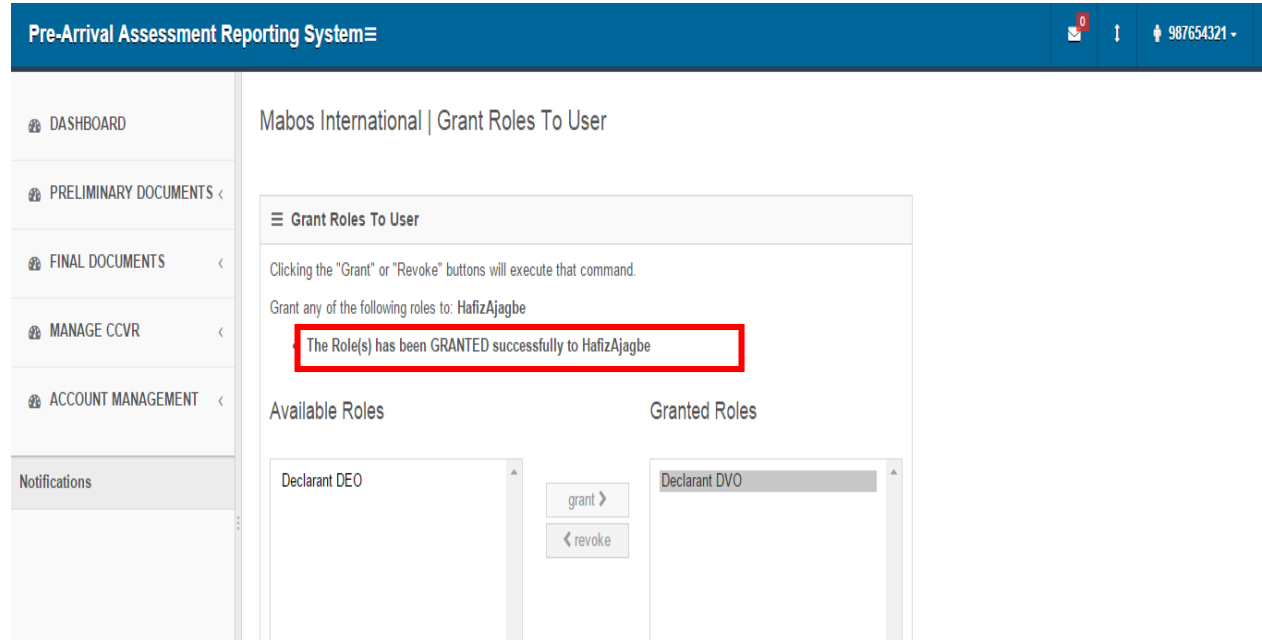
3. User clicks on Grant button as shown in Fig 30

**Fig 30 grant button highlighted**



4. System displays The Role(s) has been GRANTED successfully as shown in Fig 31

**Fig 31 The Role has been granted successfully highlighted**



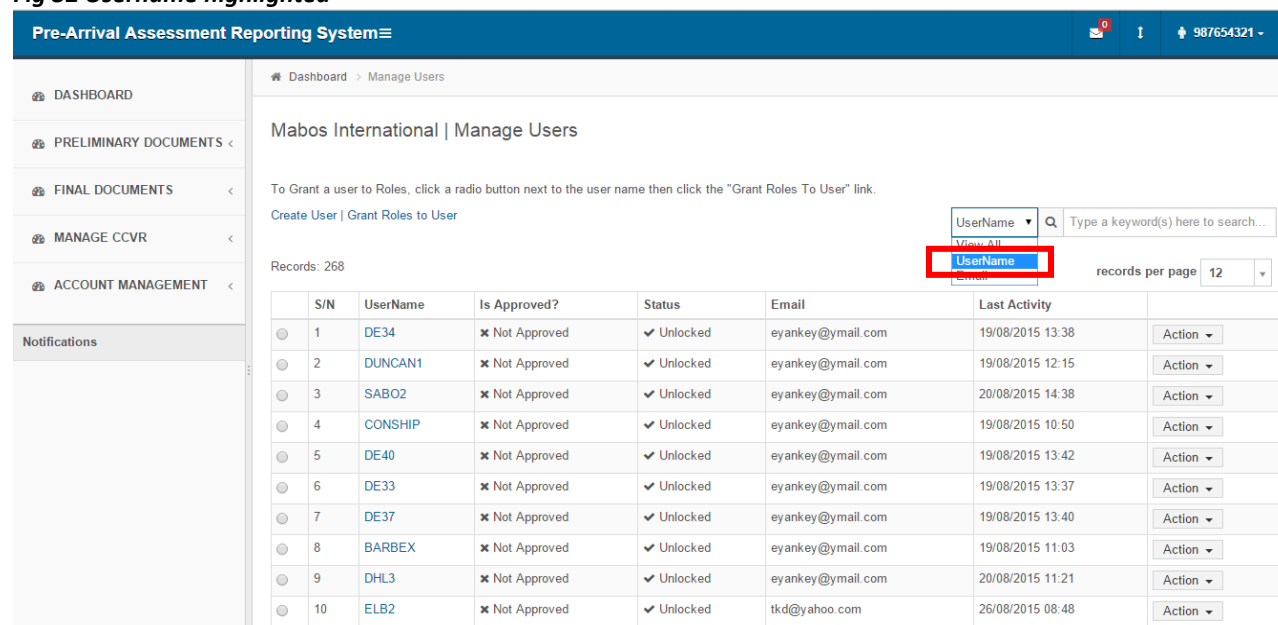
### 4.3 Update User Profile

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, select username as shown in Fig 32

**Fig 32 Username highlighted**



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](#)

Records: 268

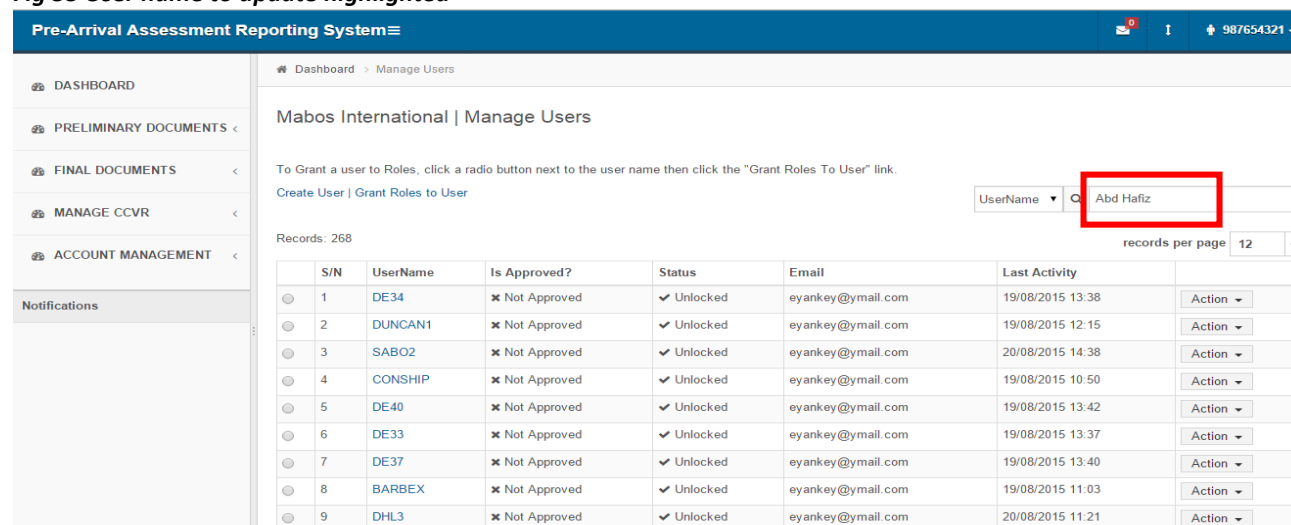
UserName  Type a keyword(s) here to search...

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
9	DHL3	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	20/08/2015 11:21	Action
10	ELB2	✗ Not Approved	✓ Unlocked	tkd@yahoo.com	26/08/2015 08:48	Action

2. Search for the User to update by entering his/her username and press enter key to search as shown in Fig 33

**Fig 33 User name to update highlighted**



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](#)

Records: 268

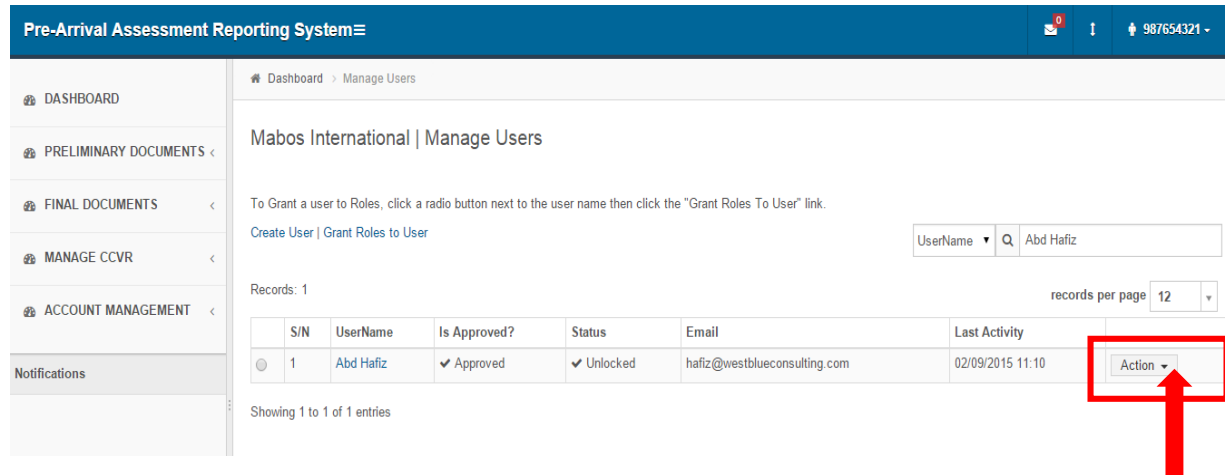
UserName

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
9	DHL3	✗ Not Approved	✓ Unlocked	eyankey@gmail.com	20/08/2015 11:21	Action

- Click on dropdown arrow in front Action of Username to edit as shown in Fig 34

**Fig 34 Action drop down of username highlighted**



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 Abd Hafiz

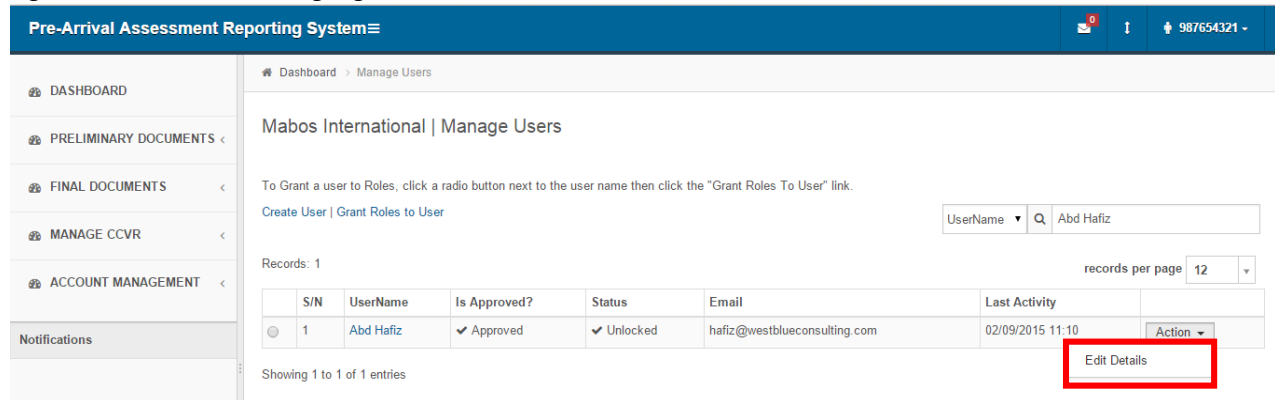
Records: 1 records per page 12

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

Showing 1 to 1 of 1 entries

- Click on Edit details as shown in Fig 35

**Fig 35 Edit details button highlighted**



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 Abd Hafiz

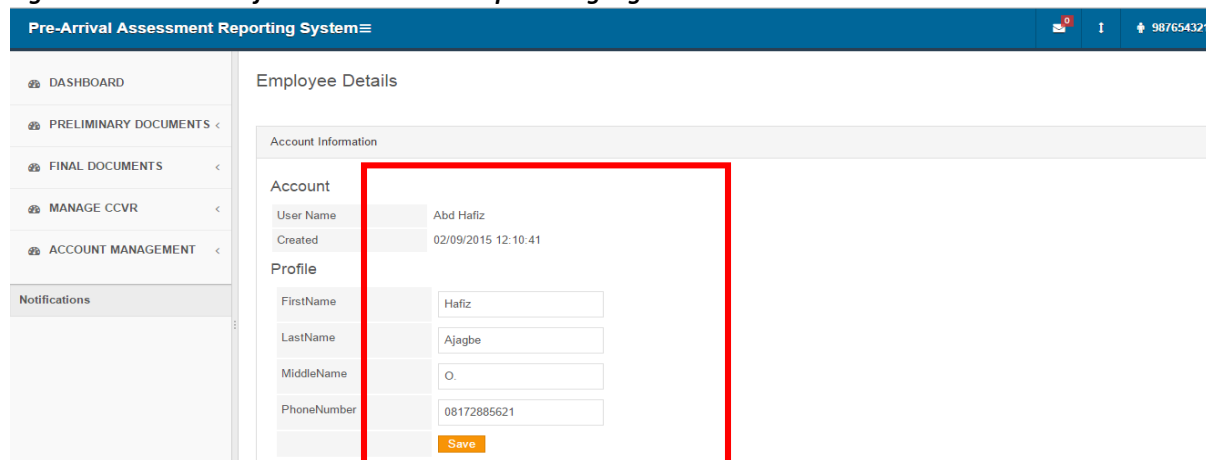
Records: 1 records per page 12

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

Showing 1 to 1 of 1 entries

- Modify the User Account Information details as shown in Fig 36

**Fig 36 User Account Information details to update highlighted**



Pre-Arrival Assessment Reporting System

Employee Details

Account Information

Account

User Name Abd Hafiz

Created 02/09/2015 12:10:41

Profile

FirstName Hafiz

LastName Ajagbe

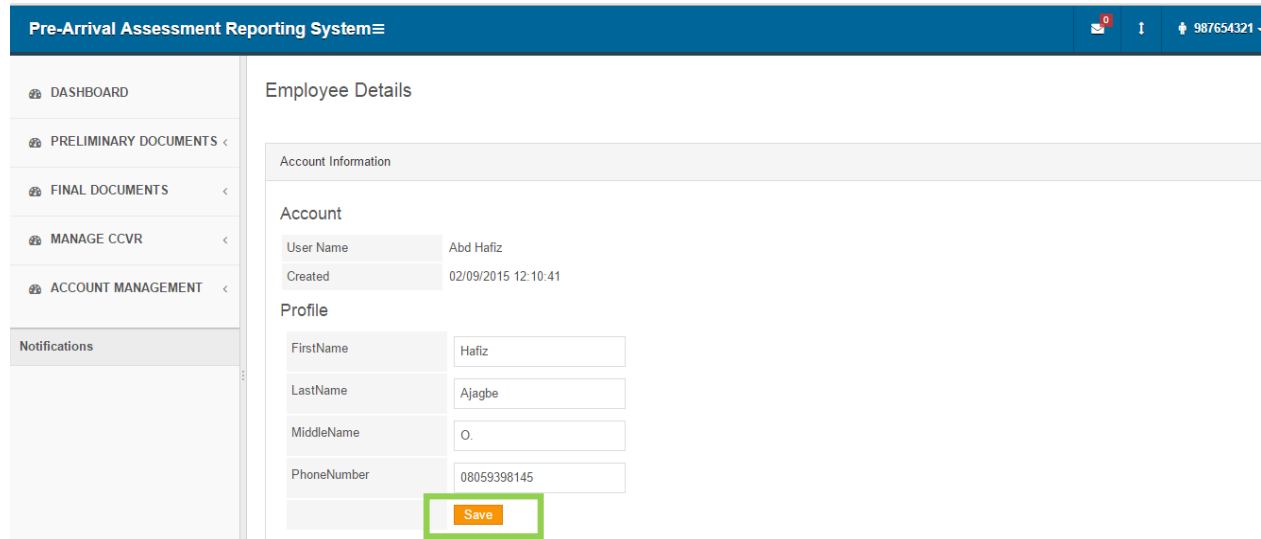
MiddleName O.

PhoneNumber 08172885621

Save

6. Click on Save button as shown in Fig 37

**Fig 37 Save button highlighted**



Pre-Arrival Assessment Reporting System

Employee Details

Account Information

Account

User Name: Abd Hafiz

Created: 02/09/2015 12:10:41

Profile

FirstName: Hafiz

LastName: Ajagbe

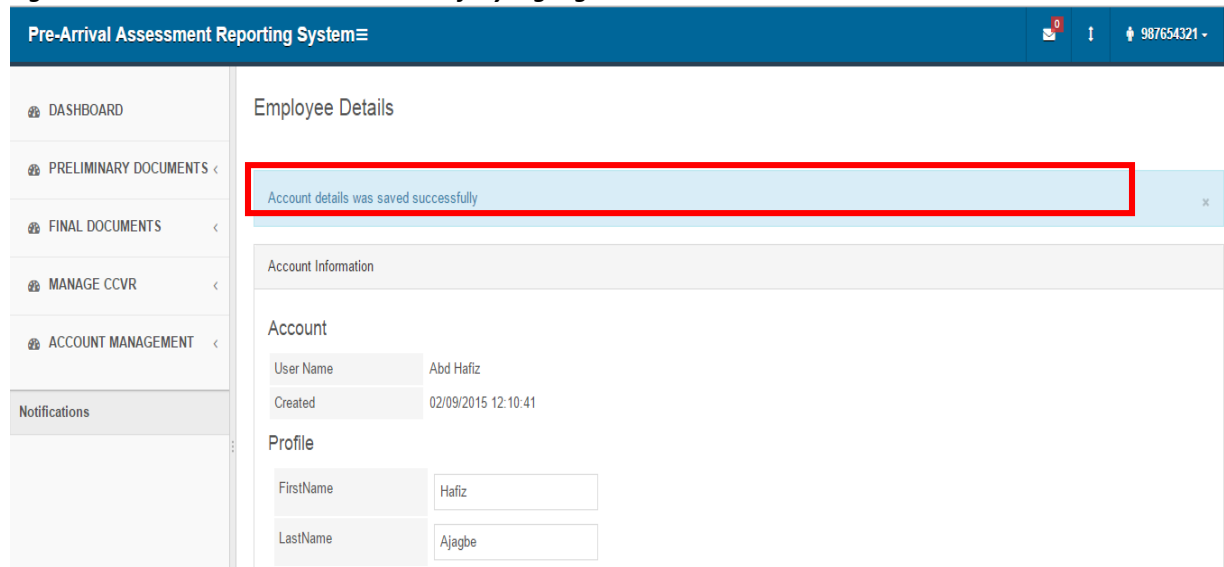
MiddleName: O.

PhoneNumber: 08059398145

Save

7. System displays “Account details was saved successfully” in Fig 38

**Fig 38 Account details was saved successfully highlighted**



Pre-Arrival Assessment Reporting System

Employee Details

Account details was saved successfully

Account Information

Account

User Name: Abd Hafiz

Created: 02/09/2015 12:10:41

Profile

FirstName: Hafiz

LastName: Ajagbe

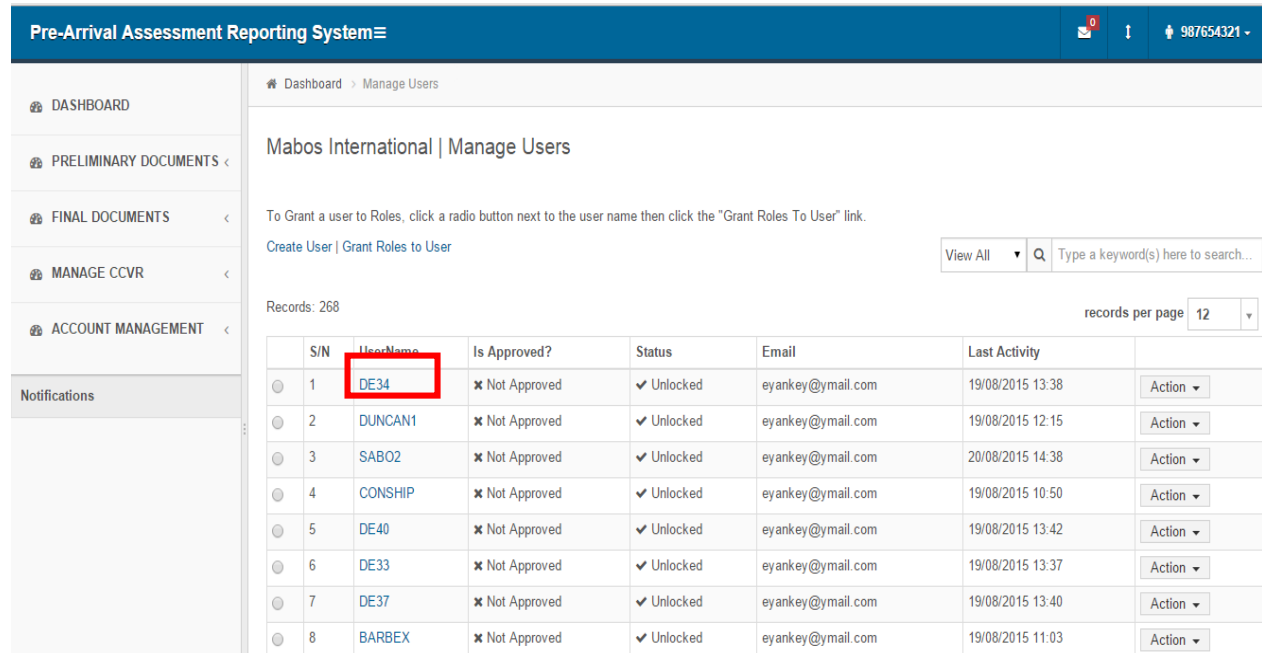
## 4.4 Edit User Role

This page allow the Administrator edit role of a user.

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

1. From the Manage Users home page, User clicks on User to edit his/her role for as shown in Fig 39

**Fig 39 User to edit his/her role highlighted**



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](#)

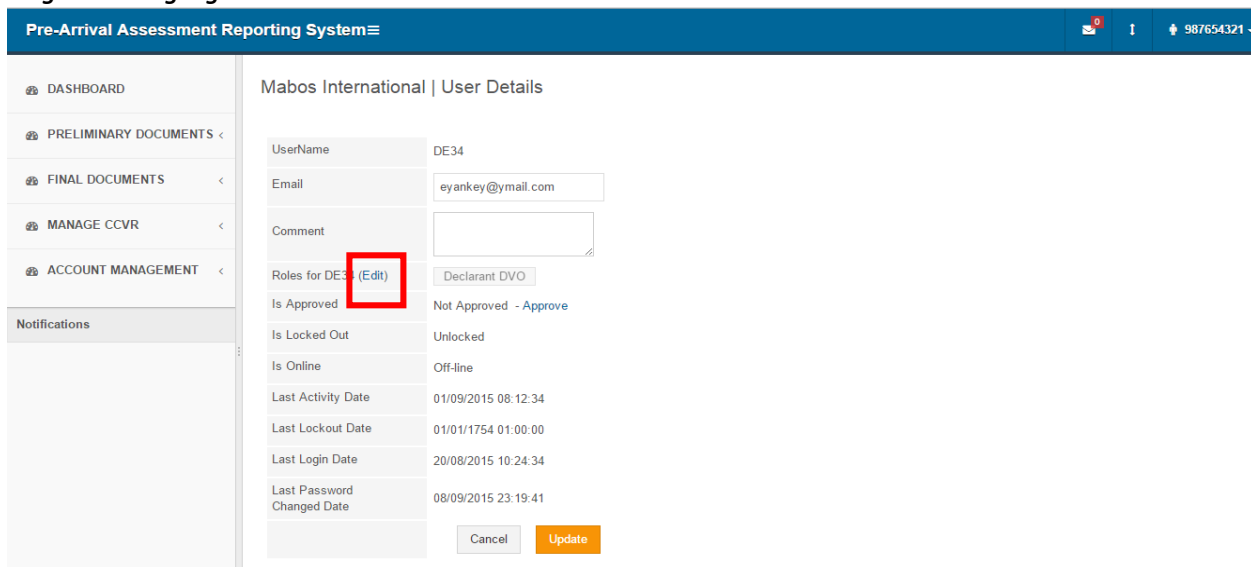
View All

Records: 268 records per page 12

S/N	Username	Is Approved?	Status	Email	Last Activity	Action
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 Edit in front of the Role as shown in Fig 40

**Fig 40 Edit highlighted**



Pre-Arrival Assessment Reporting System

Mabos International | User Details

UserName: DE34

Email: eyankey@gmail.com

Comment:

Roles for DE34 (Edit)

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

Is Locked Out: Unlocked

Is Online: Off-line

Last Activity Date: 01/09/2015 08:12:34

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

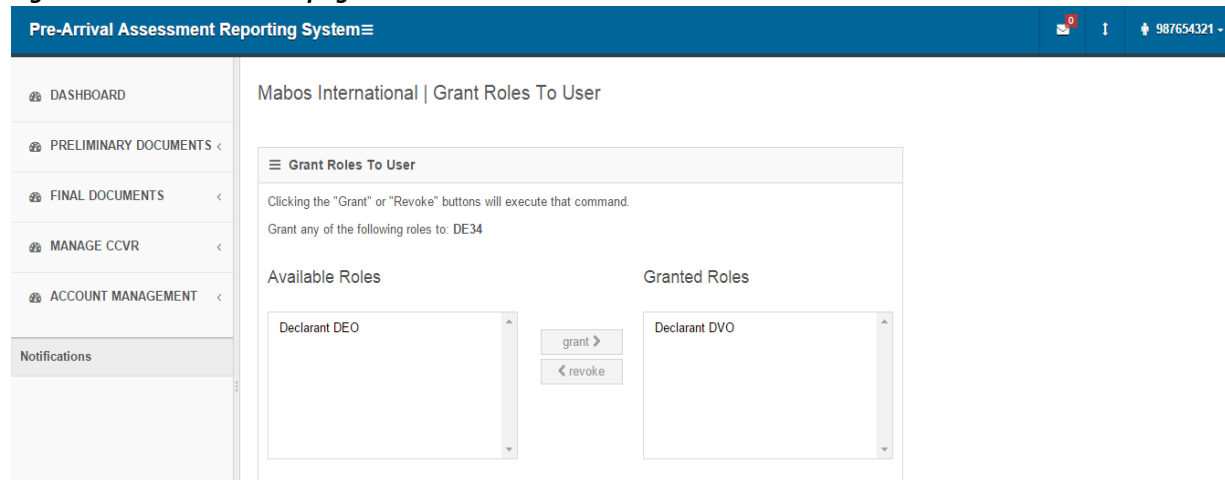
Last Login Date: 20/08/2015 10:24:34

Last Password Changed Date: 08/09/2015 23:19:41



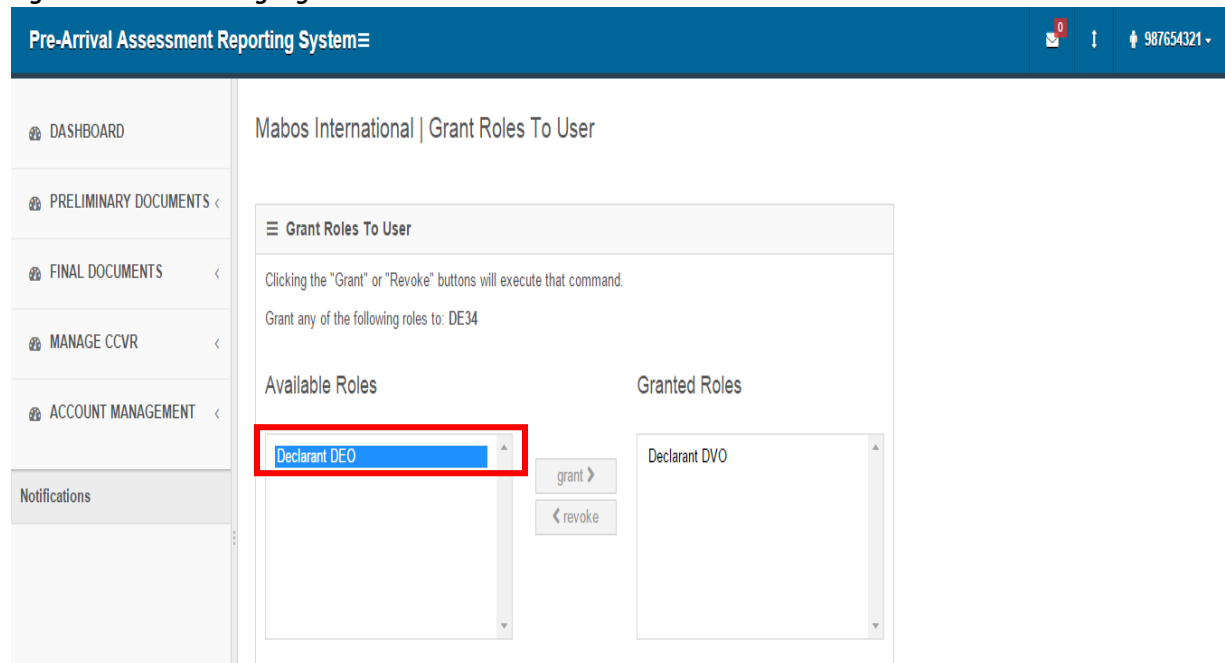
3. System displays Grant Roles To User page as shown in Fig 41

**Fig 41 Grant Roles To User page**



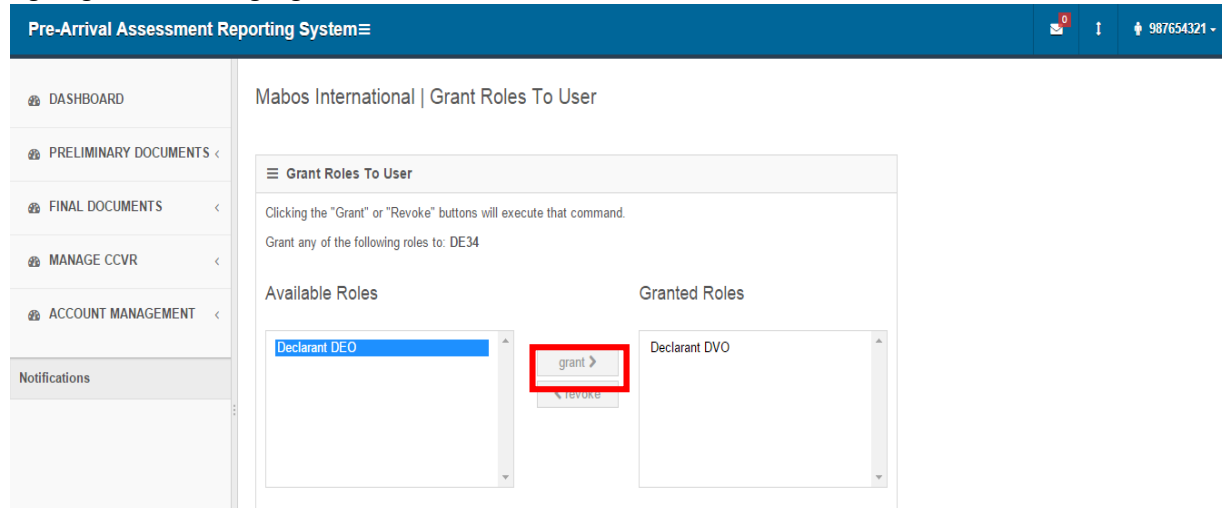
4. Edit the role (either grant or revoke) by clicking on the role in Fig 42

**Fig 42 Role selected highlighted**



5. Click on grant button as shown in Fig 43

**Fig 43 grant button highlighted**



6. Role edited successfully as shown in Fig 44

**Fig 44 The Role has been GRANTED successfully highlighted**

