

How to add Customs Inspections services on DT

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DOCUMENT DETAILS

Document Information

Document Name	Add inspection services
Project Name	Customs user manuals
Business Unit	Dubai Customs
Author(s)	DT Training Dept.
Last Updated Date	01 Feb 2016
Current Version	1.1

Revision History

Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

Version	Location

This user's manual aims to guide the admin/authorized users on how to add Customs Inspection services to their sub-users.

- 1. Login as an Admin/Authorized Person
- 2. Go to Request > Amend Profile

.	Request]
	Amend Profile	

Note: *if you are not able to see this service kindly make sure that you have logged in as an Authorized person.*

3. Go to Manage Service



System will display the following screen:

Business Contact Deta	ails					
Phone [Country - Area - Number]: 97	71-6-	Fax [Country - Area - Number]: 971-6-				
Email:		Operational Email:				
Website:			NOC Number:			
Chartered Flight Handler: 🗖						
Jsers						
Amend Services						
User ID	First Name	Middle Name	Last Name	User Code	Status	
				69627	Active	
				102141474	Active	
				30465	Active	
				64306	Active	
				19367	Active	

4. Select user ID to which you are adding the service to



5. Click Amend Services



6. Select the role "Trader Representative or Broker Representative"

Roles	
Role Name	
Irader Representative	

7. Click "Add" to continue



8. Select Inspection services from the dropdown

	(Please Select)	
ea- er):	Inspect Cleared Declaration	
ail:	Track Inspection	Pre
	Initiate Follow Up Inspection	
_	E-Payment	
	Search Declaration	
	Track Document Submission	
	Track Declaration	
	Draft Declaration	

Note: you have to add the services <u>one by one</u>

Note: do the same to add any other service

9. Click the "Save" button
Save O Cancel

10. Click the "Submit" button on top

Note: Request will be approved and service will be available immediately

11. Login to the user id and start using inspection services



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