How to add Customs Truck Release service on DT

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DOCUMENT DETAILS

Document Information

Document Name	Add Truck Release service
Project Name	Customs user manuals
Business Unit	Dubai Customs
Author(s)	DT Training Dept.
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Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

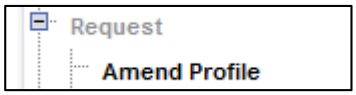
Approval History

Version	Date	Name	Designation	Comments

Distribution

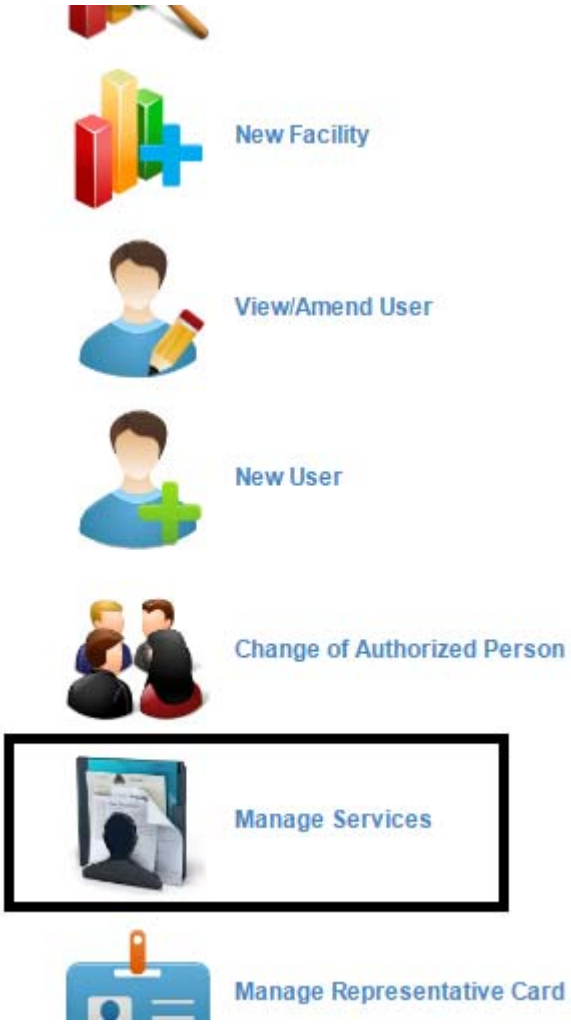
Version	Location

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

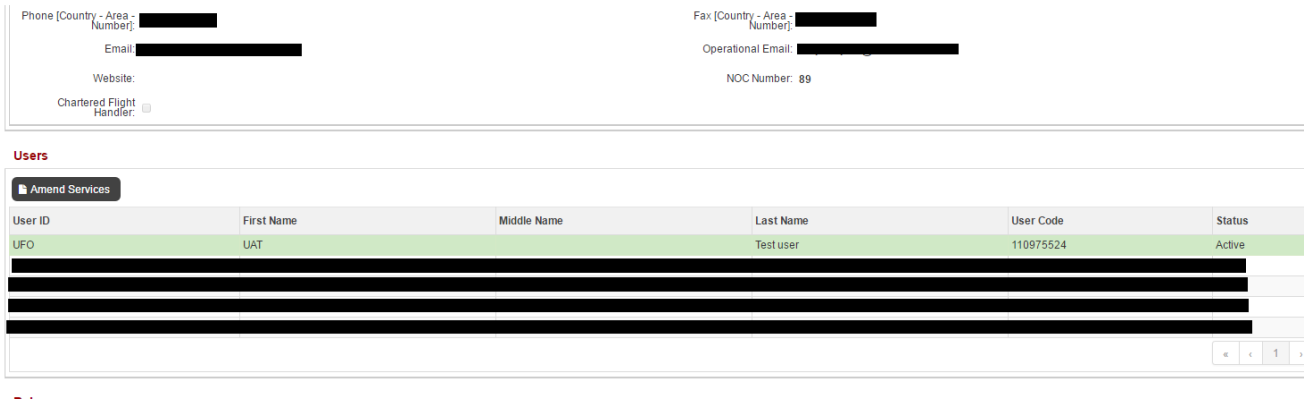


***Note**: if you are unable to see this service, kindly make sure that you have logged in as an Authorized person.*

3. Go to Manage Service

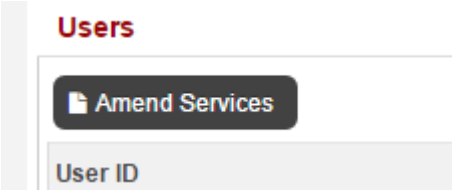


System will display the following screen



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

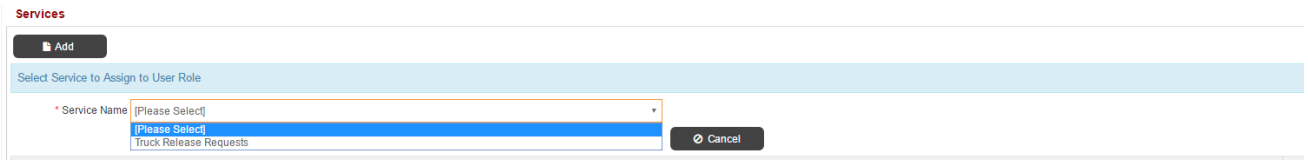
5. Click Amend Services



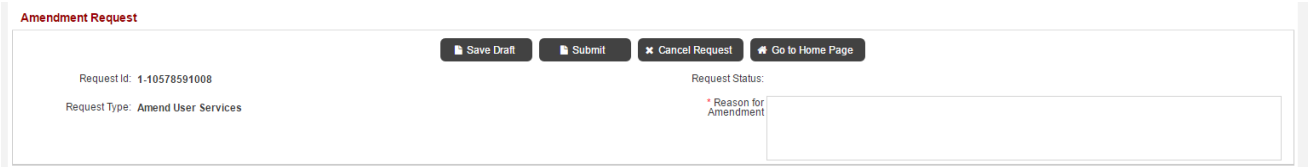
6. Select the role (Broker/Trader rep.)

7. Click on “Add” button

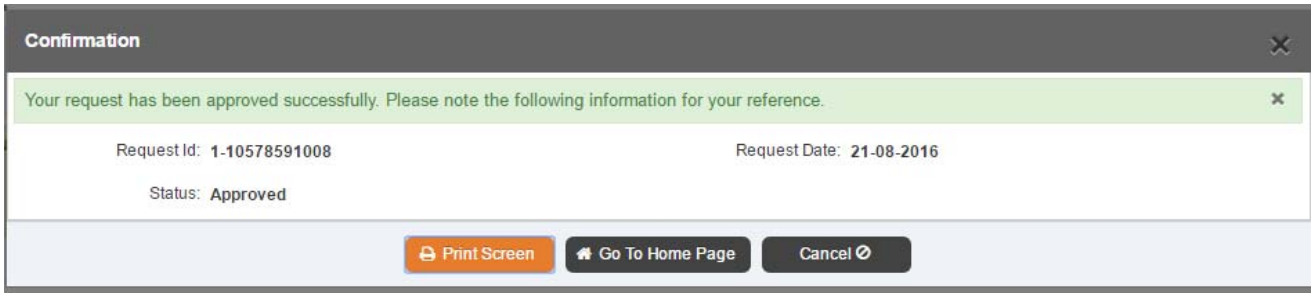
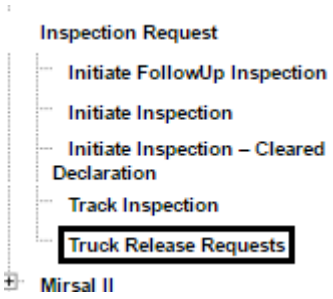
8. Select the service(s) to be added



9. On top of the page, enter your remarks and click on “Submit”



10. Request will be approved and service will be available immediately



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