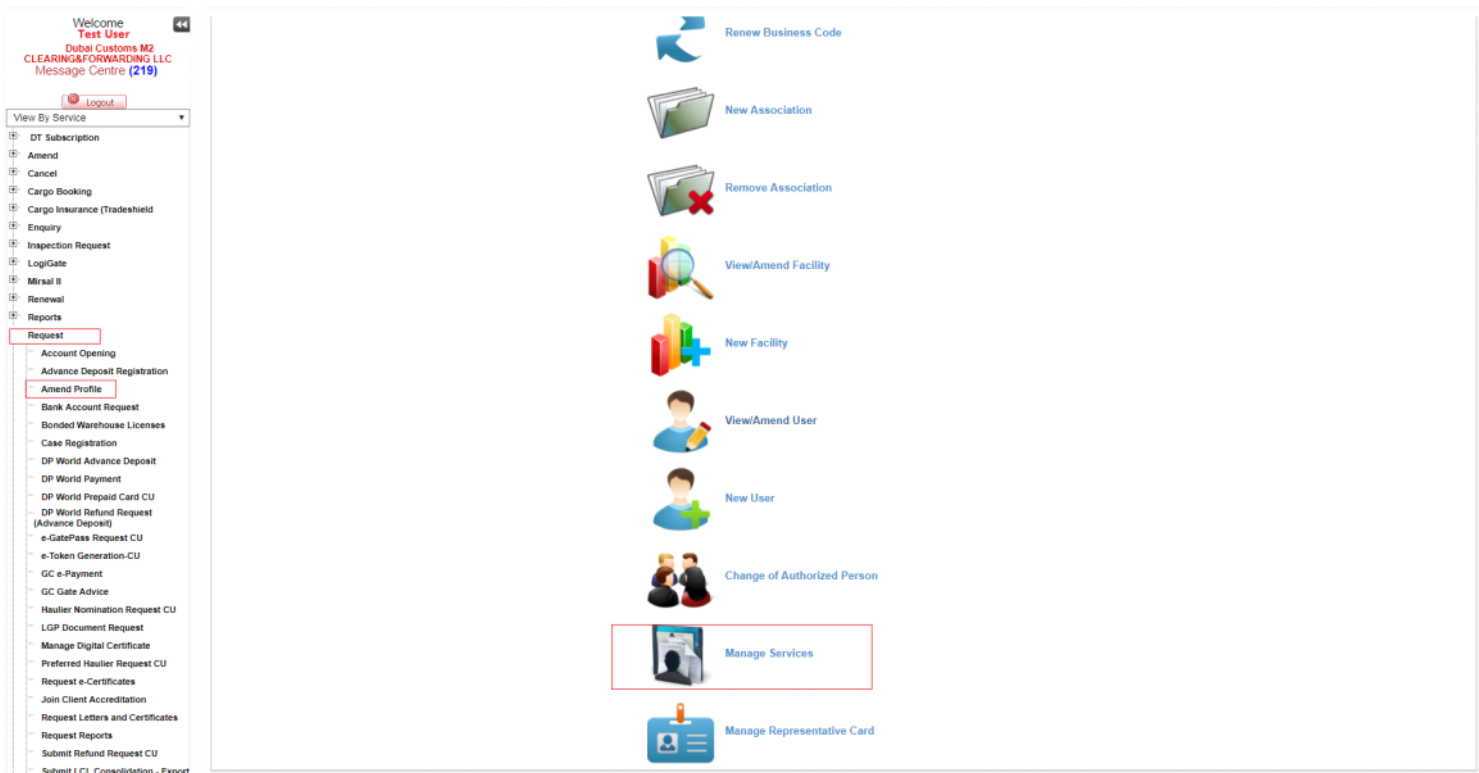


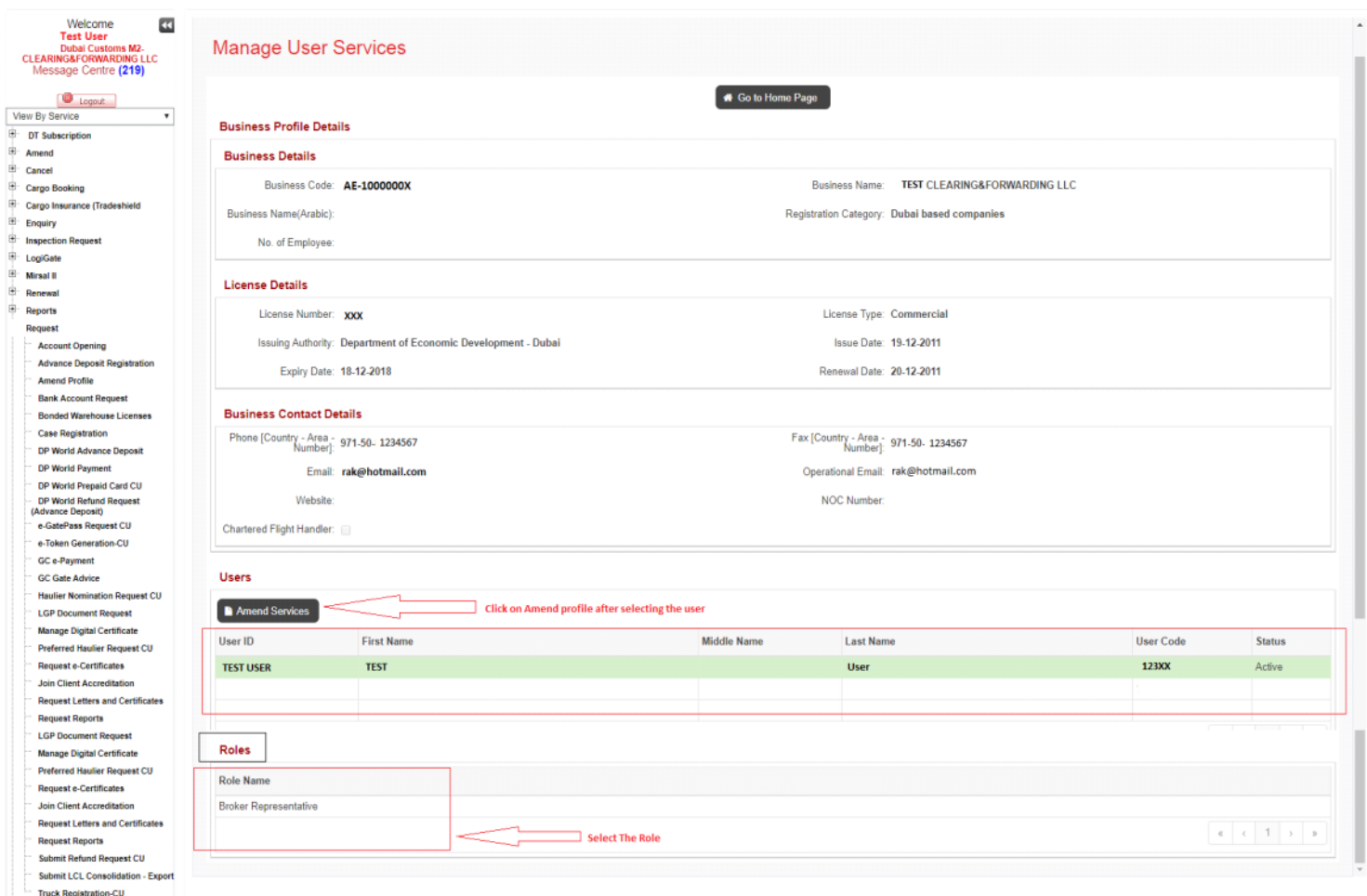
Add Service Request Service

19 April 2018 12:32

To Add the Service Request Service --> Login to the Administrator user Account on www.dubaitrade.ae --> Go to Request --> Amend Profile --> **Manage Services**.



- Select the User ID you would like to add him the services, Then click on Amend Services Then Select the Roles Broker Representative Or Trader Representative



- Click on Add services and select Service Request from the Drop Down list.

Broker Representative

Services

[Add](#)

Select Service to Assign to User Role

* Service Name

[Cancel](#)

Service Name	Delete
E-Payment	Delete
Track Document Submiss	Delete
Submit Declaration	Delete
Search Declaration	Delete
Track Declaration	Delete
Draft Declaration	Delete
View Declaration	Delete
Amend Declaration	Delete
Cancel Declaration	Delete
Print Declaration	Delete
Manage Digital Certificate	Delete
Account Statement	Delete
Amend Cargo Transfer	Delete
View Acknowledgment	Delete
Smart Workspace	Delete
Search VCC	Delete
Submit VCC Request	Delete

- Click On Save to

Broker Representative

Services

[Add](#)

Select Service to Assign to User Role

* Service Name

[Save](#) [Cancel](#)

Service Name	Delete
	Delete

- Provide the Reason for amendment at the left top of the page and click on submit to add the service.

> [Client Registration Home](#) > Manage User Services

Manage User Services

Amendment Request

[Save Draft](#) [Submit](#) [Cancel Request](#) [Go to Home Page](#)

Request Id: 1-62165231648

Request Type: Amend User Services

Request Status

* Reason for Amendment

User Registration

- Click On "Submit", the service will be added automatically, Logout and login to new web Page to avail the service under Inspection Request.

Client Registration Home > Manage User Services

Manage User Services

Your request has been approved successfully. Please note the following information for your reference.

- Request ID: 1-62165231648
- Request Date: 19-4-2018
- Status: Approved

Amendment Request

Request ID: 1-62165231648

Request Type: Amend User Services

Request Status: Add Service Request

* Reason for Amendment

Buttons: Save Draft, Submit, Cancel Request, Go to Home Page, Print Screen, Go To Home Page, Cancel