



Barbados Customs & Excise Department



CHIEF EXAMINER MANUAL

Prepared by

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1.0 Examiner/ Chief Examiner Activation and Suspension

The following procedure should be used to activate or suspend an **Examiner or Chief Examiner**.

Use the following path in the Document Library to access Examiner/Chief Examiner form.

ASYCUDA>>> Selectivity>>> as shown in Figure 1.

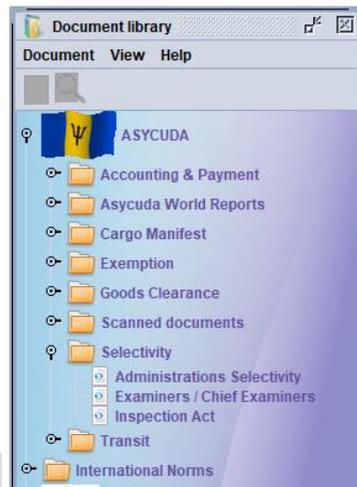


Figure 1 Examiner/Chief Examiner Form

Right click on “**Examiner/Chief Examiner**” document and select “**Find**” as shown in Figure 2.

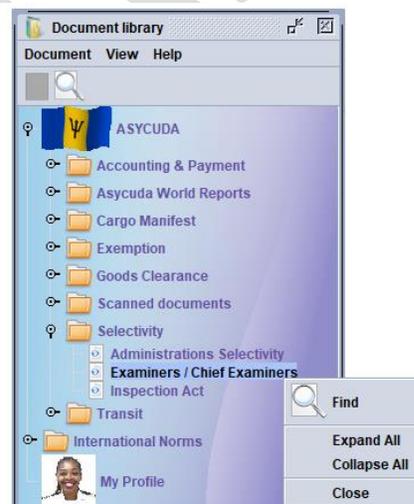


Figure 2 Selecting the Finder

The “**Examiner/Chief Examiner**” finder will be displayed as shown in Figure 3

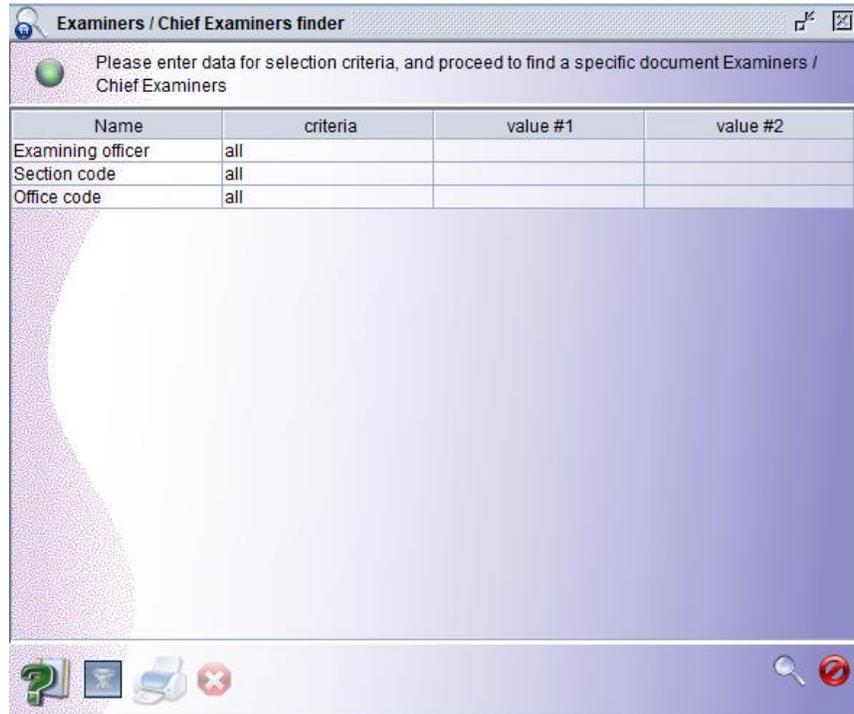


Figure 3 Examiners/Chief Examiners Finder.

Complete the criteria fields in the Finder as required and click “**search**” as indicated in Figure 4.

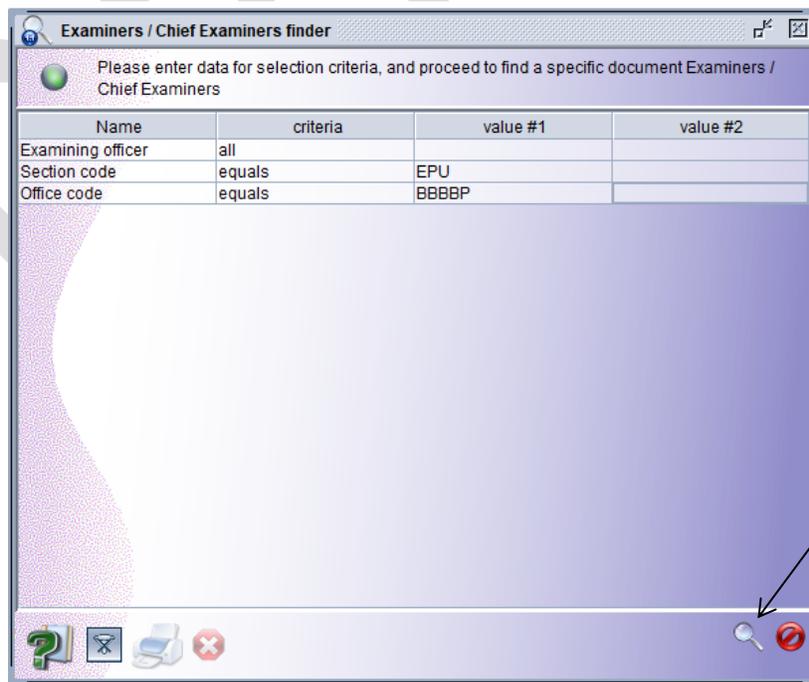


Figure 4 Examiner/Chief Examiner Finder

Table 1 illustrates examples how criteria can be used in the finder.

Name	Criteria	Value #1	Value #2
Examining Officer	all		
Section Code	equals	EPU	
Office Code	equals	BBBBP	

Table 1 Example of using criteria in the Finder

The example above allows the Examiner to search for all available officers within the section code (EPU).

The system displayed the results shown in Figure 5

Examining officer	Extended name	Section code	Office code	Office name	Chief	Work load
Broker	Test Broker	EPU	BBBBP	BRIDGETOWN PORT	false	2
arthurmi	arthur michelle	EPU	BBBBP	BRIDGETOWN PORT	false	4
bellee	Etwyn Belle	EPU	BBBBP	BRIDGETOWN PORT	false	3
bladess	sandra blades	EPU	BBBBP	BRIDGETOWN PORT	false	2
bovella	Alecia Bovell	EPU	BBBBP	BRIDGETOWN PORT	false	4
carmichaela	antoinette carmichael	EPU	BBBBP	BRIDGETOWN PORT	false	4
chases	sharon chase	EPU	BBBBP	BRIDGETOWN PORT	false	2
cumberbatchc	cheryl cumberbatch	EPU	BBBBP	BRIDGETOWN PORT	false	5
devonishg	geoffrey devonish	EPU	BBBBP	BRIDGETOWN PORT	false	2
drakesn	Nicole J Drakes	EPU	BBBBP	BRIDGETOWN PORT	false	2
fieldsm	margaret fields	EPU	BBBBP	BRIDGETOWN PORT	false	2
goodridges	SHERNELL GOODRIDGE	EPU	BBBBP	BRIDGETOWN PORT	false	9
greenm	michelle green	EPU	BBBBP	BRIDGETOWN PORT	false	2
holligank	kaywanah holligan	EPU	BBBBP	BRIDGETOWN PORT	false	2
jemmottl	lemar jemmott	EPU	BBBBP	BRIDGETOWN PORT	false	5
johnsonmi	michael johnson	EPU	BBBBP	BRIDGETOWN PORT	false	2
jordanm	MARK JORDAN	EPU	BBBBP	BRIDGETOWN PORT	false	2
kellmand	debrah kellman	EPU	BBBBP	BRIDGETOWN PORT	false	2
lloydv	valarie lloyd	EPU	BBBBP	BRIDGETOWN PORT	false	2
newtono	onellnewton	EPU	BBBBP	BRIDGETOWN PORT	false	2
phillipsjo	john phillips	EPU	BBBBP	BRIDGETOWN PORT	false	2
phillipsm	MICHELE PHILLIPS	EPU	BBBBP	BRIDGETOWN PORT	false	2
shepherdd	danielle shepherd	EPU	BBBBP	BRIDGETOWN PORT	false	2
walcottp	PETER WALCOTT	EPU	BBBBP	BRIDGETOWN PORT	true	-2
wamerfr	frank warner	EPU	BBBBP	BRIDGETOWN PORT	false	2
whitee	EUDORA WHITE	EPU	BBBBP	BRIDGETOWN PORT	false	2

Figure 5 Finder result.

The user may now suspend or activate the officer by right clicking on the appropriate officer and selecting the option. The officers highlighted in red have been suspended and can either be “updated”, “deleted” or “activated” as shown in Figure 6.

Examiners / Chief Examiners finder

26 documents found! Please select a document and select an action from the local menu

Examining officer	Extended name	Section code	Office code	Office name	Chief	Work load
Broker	Test Broker	EPU	BBBBP	BRIDGETOWN PORT	false	2
arthurmi	arthur michelle	EPU	BBBBP	BRIDGETOWN PORT	false	4
bellee	Etwyn Belle	EPU	BBBBP	BRIDGETOWN PORT	false	3
bladess	sandra blades	EPU	BBBBP	BRIDGETOWN PORT	false	2
bovella	Alecia Bovell	EPU	BBBBP	BRIDGETOWN PORT	false	4
carmichaela	antoinette carmichael	EPU	BBBBP	BRIDGETOWN PORT	false	4
chases	sharon chase	EPU	BBBBP	BRIDGETOWN PORT	false	2
cumberbatchc	cheryl cumberbatch	EPU	BBBBP	BRIDGETOWN PORT	false	5
devonishg	geoffrey devonish	EPU	BBBBP	BRIDGETOWN PORT	false	2
drakesn	Nicole J Drakes	EPU	BBBBP	BRIDGETOWN PORT	false	2
fieldsm	margaret fields	EPU	BBBBP	BRIDGETOWN PORT	false	2
goodridges	SHERNELL GOODRIDGE	EPU	BBBBP	BRIDGETOWN PORT	false	9
greenm	michelle green	EPU	BBBBP	BRIDGETOWN PORT	false	2
holligank	kaywanah holligan	EPU	BBBBP	BRIDGETOWN PORT	false	2
jemmottl	lemar jemmott	EPU	BBBBP	BRIDGETOWN PORT	false	5
johnsonmi	michael johnson	EPU	BBBBP	BRIDGETOWN PORT	false	2
jordanm	MARK JORDAN	EPU	BBBBP	BRIDGETOWN PORT	false	2
kellmand	debrah kellman	EPU	BBBBP	BRIDGETOWN PORT	false	2
lloydv	valarie lloyd	EPU	BBBBP	BRIDGETOWN PORT	false	2
newtono	onellnewton	EPU	BBBBP	BRIDGETOWN PORT	false	2
phillipsjo	john phillips	EPU	BBBBP	BRIDGETOWN PORT	false	2
phillipsm	MICHELE PHILLIPS	EPU	BBBBP	BRIDGETOWN PORT	false	2
shepherdd	danielle shepherd	EPU	BBBBP	BRIDGETOWN PORT	false	2
walcofft	PETER WALCOTT	EPU	BBBBP	BRIDGETOWN PORT	true	-2
warnerfr	frank warner	EPU	BBBBP	BRIDGETOWN PORT	false	2
whitee	EUDORA WHITE	EPU	BBBBP	BRIDGETOWN PORT	false	2

Options for highlighted officers (red rows): View, Update, Direct Delete, Activate, Details.

Figure 6 Options for officers highlighted in red

The officers highlighted in blue are active and can only be suspended as shown in Figure 7.

Examiners / Chief Examiners finder

26 documents found! Please select a document and select an action from the local menu

Examining officer	Extended name	Section code	Office code	Office name	Chief	Work load
Broker	Test Broker	EPU	BBBBP	BRIDGETOWN PORT	false	2
arthurmi	arthur michelle	EPU	BBBBP	BRIDGETOWN PORT	false	4
bellee	Etwyn Belle	EPU	BBBBP	BRIDGETOWN PORT	false	3
bladess	sandra blades	EPU	BBBBP	BRIDGETOWN PORT	false	2
bovella	Alecia Eovell	EPU	BBBBP	BRIDGETOWN PORT	false	4
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chases	sharon chase	EPU	BBBBP	BRIDGETOWN PORT	false	2
cumberbatchc	cheryl cumberbatch	EPU	BBBBP	BRIDGETOWN PORT	false	5
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jemmottl	lemar jemmott	EPU	BBBBP	BRIDGETOWN PORT	false	5
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kellmand	debrah kellman	EPU	BBBBP	BRIDGETOWN PORT	false	2
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newtono	onellnewton	EPU	BBBBP	BRIDGETOWN PORT	false	2
phillipsjo	john phillips	EPU	BBBBP	BRIDGETOWN PORT	false	2
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shepherdd	danielle shepherd	EPU	BBBBP	BRIDGETOWN PORT	false	2
walcofft	PETER WALCOTT	EPU	BBBBP	BRIDGETOWN PORT	true	-2
warnerfr	frank warner	EPU	BBBBP	BRIDGETOWN PORT	false	2
whitee	EUDORA WHITE	EPU	BBBBP	BRIDGETOWN PORT	false	2

Options for highlighted officers (blue rows): View, Suspend, Details.

Figure 7 Options for officers highlighted in blue

2.0 Assigning an Examiner or Chief Examiner to a Section

The following path should be used to assign an examiner to a Section.

Document library >>> Selectivity>>>Examiners/Chief Examiners
Right Click and select **New** as shown in Figure 8.

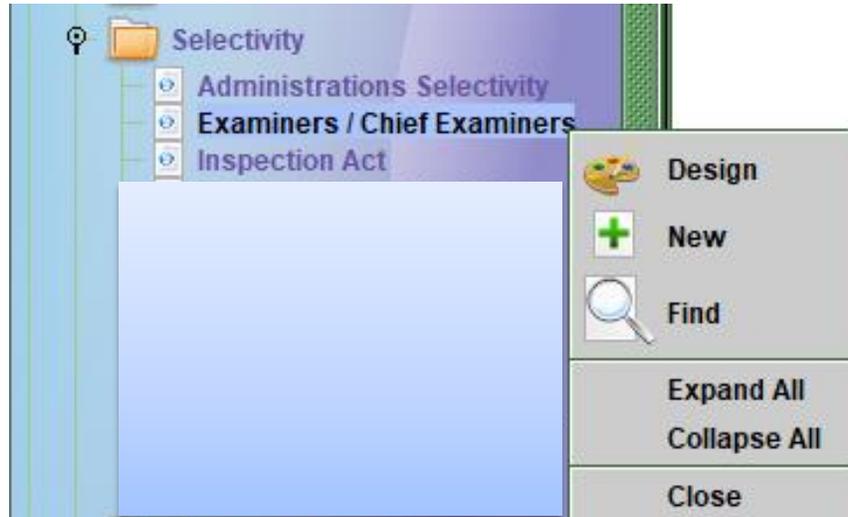


Figure 8 Select “New” to find Examiners/Chief Examiner form

The Examiner/Chief Examiner form is displayed as in Figure 9.

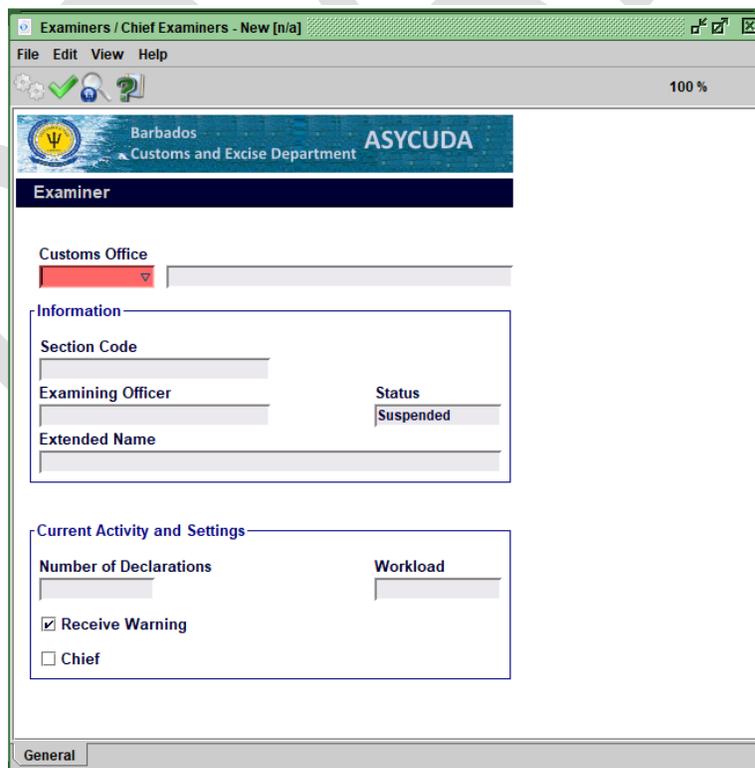
A screenshot of a web application window titled 'Examiners / Chief Examiners - New [n/a]'. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for settings, help, and search. The main content area features a header for 'Barbados Customs and Excise Department ASYCUDA'. The form is titled 'Examiner' and contains several sections: 'Customs Office' with a dropdown menu; 'Information' section with 'Section Code', 'Examining Officer', 'Status' (set to 'Suspended'), and 'Extended Name' fields; and 'Current Activity and Settings' section with 'Number of Declarations', 'Workload' fields, and checkboxes for 'Receive Warning' (checked) and 'Chief' (unchecked). A 'General' tab is visible at the bottom left.

Figure 9 Examiners/Chief Examiners form

The form should be completed as follows:

Customs Office – Insert the office code.

Section code – Insert the section code e.g. [EPU].

Examining Officer – Insert the examiner’s user name

Extended Name – Insert the full name of the examiner

Status – System defaults to [**suspend**]. This must be changed to **active** after completing the procedure.

Number of Declarations – System default.

Current workload – System default.

Receive Warning – Tick the check box. When ticked the system will inform the examiner whenever a declaration is assigned.

Chief – This option is selected if the individual is to be a chief examiner

A completed form is shown in Figure 10.

Examiners / Chief Examiners - New [smitht]

File Edit View Help

100 %

Barbados
Customs and Excise Department

ASYCUDA

Examiner

Customs Office
BBBBP BRIDGETOWN PORT

Information

Section Code
EPU

Examining Officer
smitht

Status
Suspended

Extended Name
TYRONE SMITH

Current Activity and Settings

Number of Declarations
Workload

Receive Warning

Chief

General

Figure 10 Figure: New examiner/chief examiner assignment.

3.0 Section or Examiner Reassignment

Use the following path to access a declaration to be re-assigned.

ASYCUDA>>> Goods Clearance >>>Detailed Declaration'

Right on "Detailed Declaration" and select on "**Find Examiner and Section**" as shown in Figure 11.

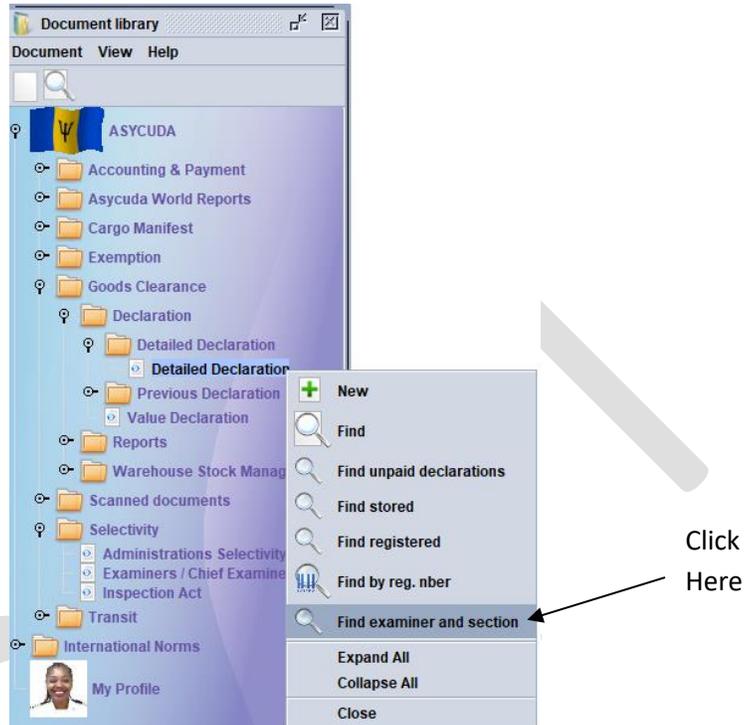


Figure 11 Finding the Examiner and Section

The “**Examiner and Section**” finder is displayed. Complete the finder and click search. Figure 12 illustrates the results of the “**Finder**”.

Year	Clearance off.	Declarant	Ref. Nber	Reg. Nber	Reg. Date	Type	Gen. Proc.
2005	BBBBP	13	00001196735	52	18/05/2005	IM	4
2005	BBBBP	13	00001199708	409	24/05/2005	IM	4
2005	BBBBP	73	00001201009	310	23/05/2005	IM	4
2005	BBBBP	20064002	00001201158	343	23/05/2005	IM	4
2005	BBBBP	73	00001204215	317	23/05/2005	IM	4
2005	BBBBP	13	00001205092	322	23/05/2005	IM	4
2005	BBBBP	73	00001205135	298	23/05/2005	IM	4
2005	BBBBP	45	00001205323	304	23/05/2005	IM	4
2005	BBBBP	57	00001205423	326	23/05/2005	IM	4
2005	BBBBP	73	00001205466	379	24/05/2005	IM	4
2005	BBBBP	20019813	00001205517	332	23/05/2005	IM	4
2005	BBBBP	20227188	0000120GP05	435	24/05/2005	IM	4
2005	BBBBP	18	0001	273	23/05/2005	IM	4
2005	BBBBP	34	00012	218	22/05/2005	IM	4
2005	BBBBP	18	0002	458	24/05/2005	IM	4
2005	BBBBP	20006435	0003486960	600	25/05/2005	IM	4
2005	BBBBP	20211714	00101199610	156	20/05/2005	IM	4
2005	BBBBP	12	00101202760	285	23/05/2005	IM	4
2005	BBBBP	20211714	00101206508	395	24/05/2005	IM	4
2005	BBBBP	20224154	00117902	126	20/05/2005	IM	4
2005	BBBBP	34	0012	210	22/05/2005	IM	4
2005	BBBBP	34	0013	211			4
2005	BBBBP	20211714	00201199754	163			4
2005	BBBBP	12	00201203035	319			4
2005	BBBBP	12	00201205084	311			4
2005	BBBBP	12	00201207969	610			4
2005	BBBBP	20190859	0024733A	348			4
2005	BBBBP	20211714	00301190578	32			4
2005	BBBBP	20211714	00301199597	165			4
2005	BBBBP	20211714	00301199637	162			4
2005	BBBBP	20211714	00301205061	446			4
2005	BBBBP	20211714	00301205318	378			4
2005	BBBBP	20112501	00305	56			1
2005	BBBBP	20224154	00305307	258			4
2005	BBBBP	20211714	00501199548	105			4
2005	BBBBP	20211714	00501205269	354			4
2005	BBBBP	20211714	00501205344	381			4
2005	BBBBP	20224154	007	17			4
2005	BBBBP	20211714	00701197909	34			4
2005	BBBBP	57	0076344IN	124			4
2005	BBBBP	20022741	01	283			4
2005	BBBBP	97	01	169			4
2005	BBBBP	70	0105050	120			4
2005	BBBBP	97	02	370			4
2005	BBBBP	40	02661	112			1
2005	BBBBP	71	0313894	114			4
2005	BBBBP	57	0504	5			1

Figure 12 Finder results

Right click on the declaration to be re-assigned and select “**Manual Examiner Assignment**”. The results of the search is displayed in Figure 13.

Manual Section/Examiners Assignment

Current Section/Examiners :

Section : Chief Examiner : Examiner :

New Section/Examiners :

Section : No section ▾ Chief Examiner : No examiner Examiner : No examiner

Figure 13 Manual section/examiners assignment window.

The screen shows the current section, chief examiner and examiners name. If necessary change the following fields to re-assign either:

Section code – Insert the section code.

Chief Examiner – Insert the new Chief Examiner.

Examiner – Insert the new Examiner.

Click the  icon to complete the process.

Figure 14 illustrates that the manual assignment has been completed.

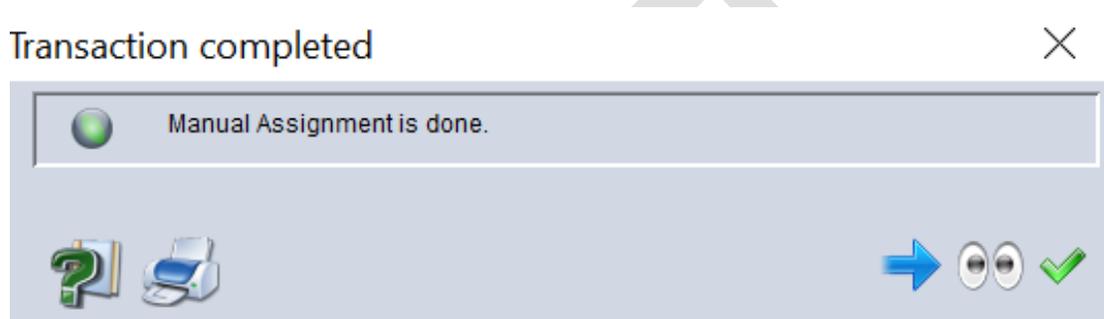


Figure 14 Transaction completed box

Click on the  to complete the process.

Click on the  to view assignment.

Click on the  to start another assignment.