BARBADOS REVENUE AUTHORITY

CHIEF EXAMINER MANUAL

Prepared by

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Contents

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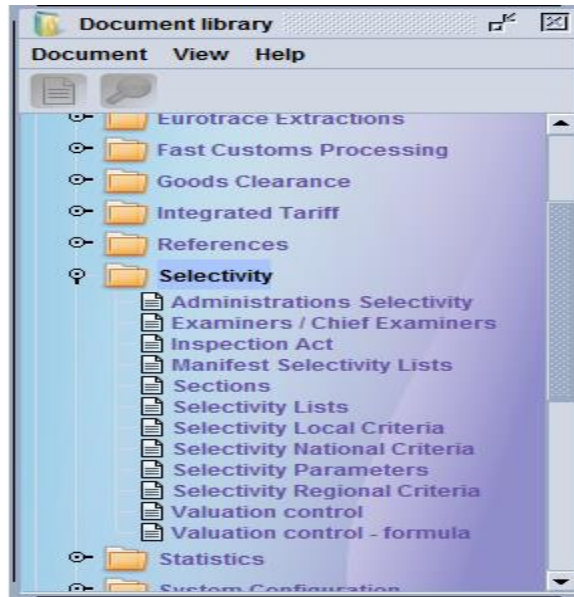
ASYCUDA>>> Selectivity>>> as shown in Figure 1.

Figure 1 Examiner/Chief Examiner Form

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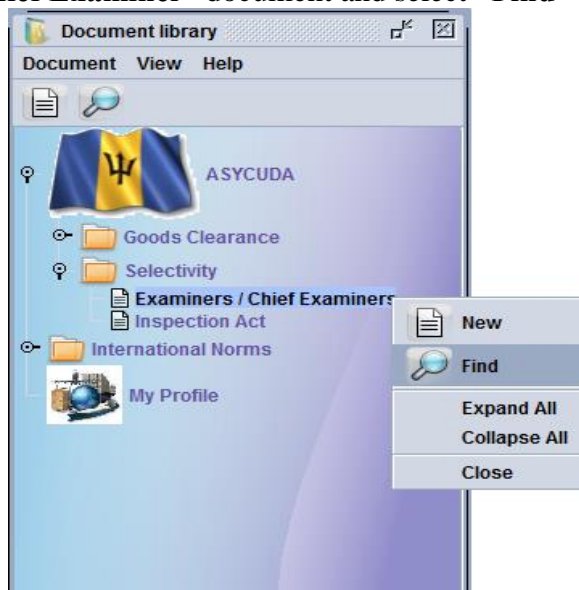

Figure 2 Selecting the Finder

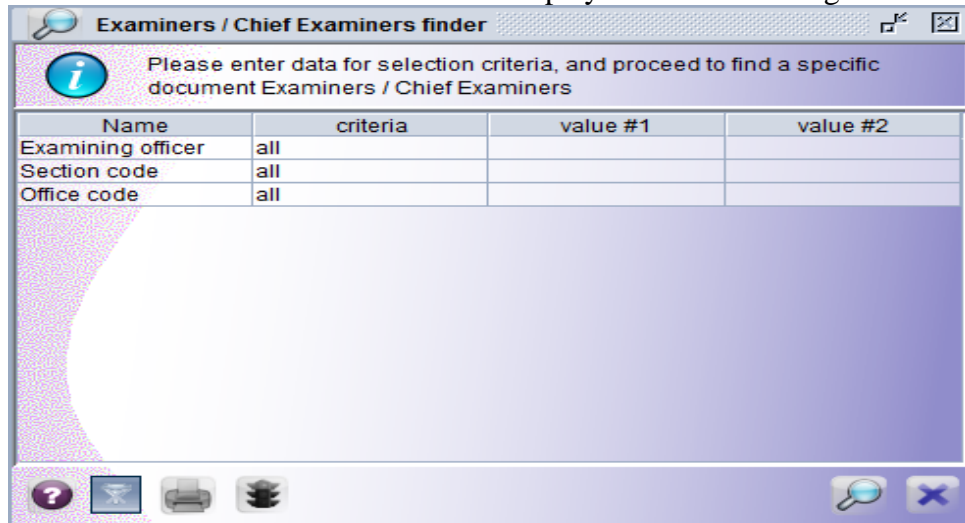The **"Examiner/Chief Examiner"** finder will be displayed as shown in Figure 3

Figure 3 Examiners/Chief Examiners Finder.

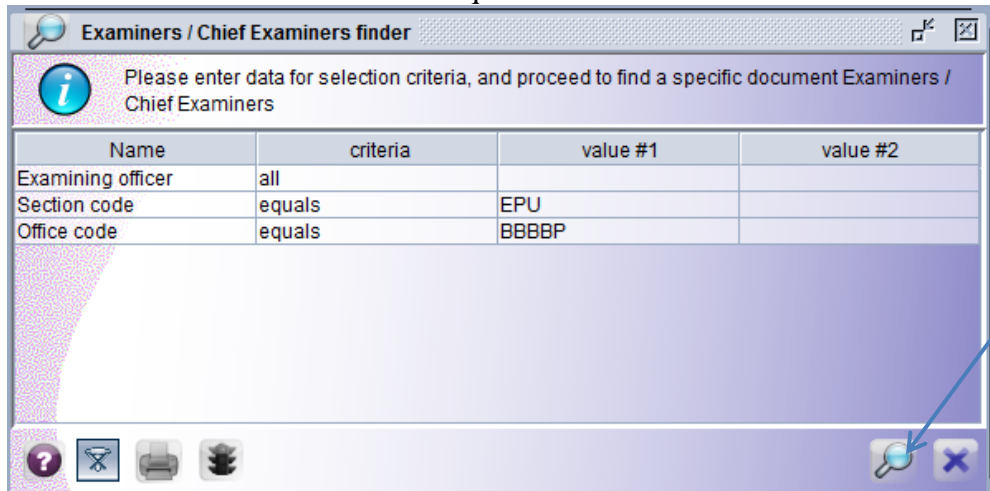Complete the criteria fields in the Finder as required and click **"search"** as indicated in Figure 4.

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	Cargo-Examination	
Office Code	BOBR		

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 (Cargo-Examination).

The system displayed the results shown in Figure 5

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.

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.
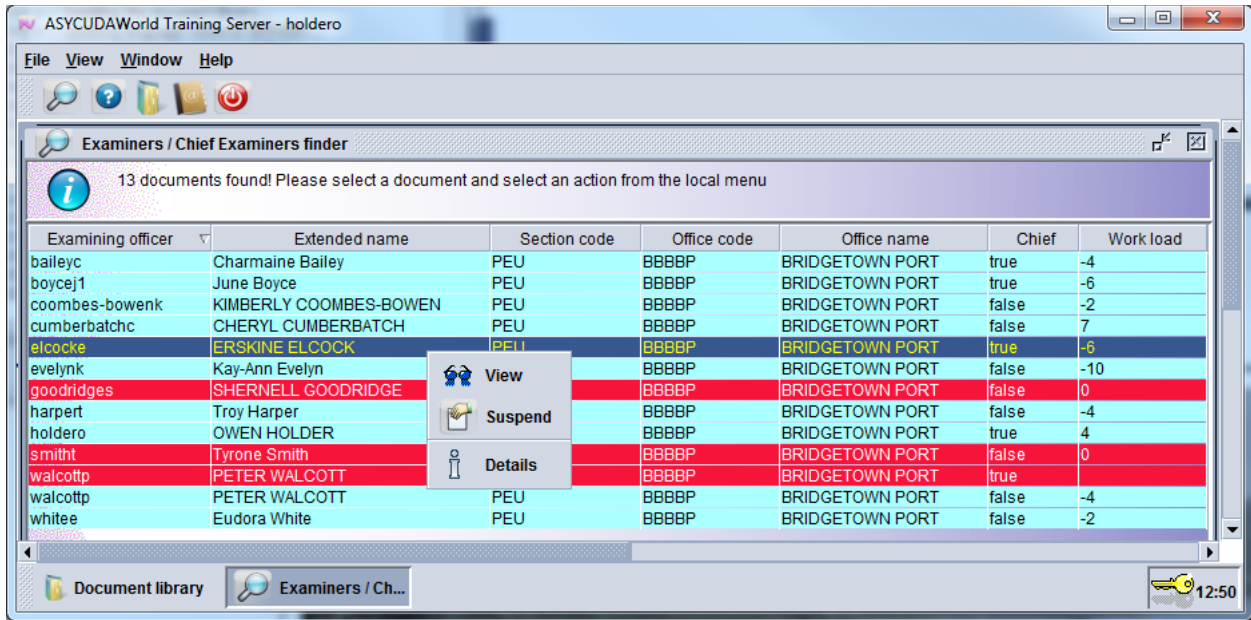
Figure 7 Options for officers highlighted in blue

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
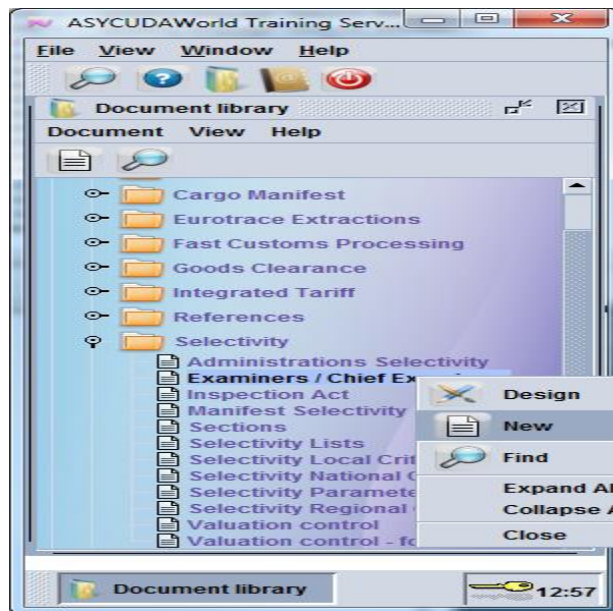Right Click and select **New** as shown in Figure 8.

Figure 8 Select "New" to find Examiners/Chief Examiner form

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

Figure 9 Examiners/Chief Examiners form

The form should be completed as follows:

Office code – Insert the office code.

Section code – Insert the section code e.g. [cargo-examination].

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.

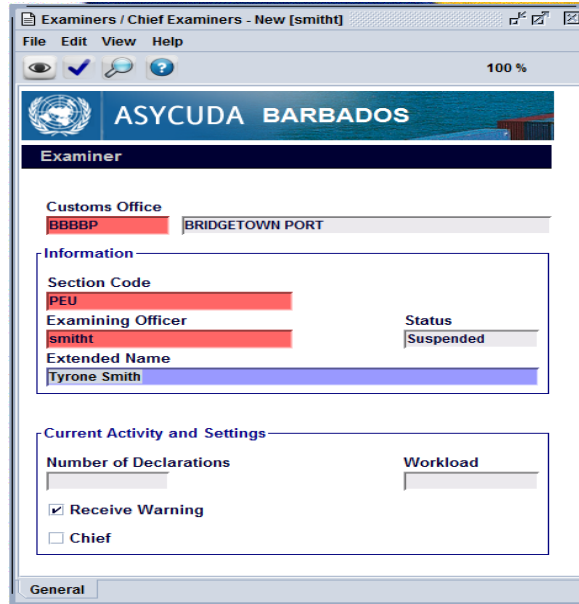A completed form is shown in Figure 10.

Figure 10 Figure: New 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'
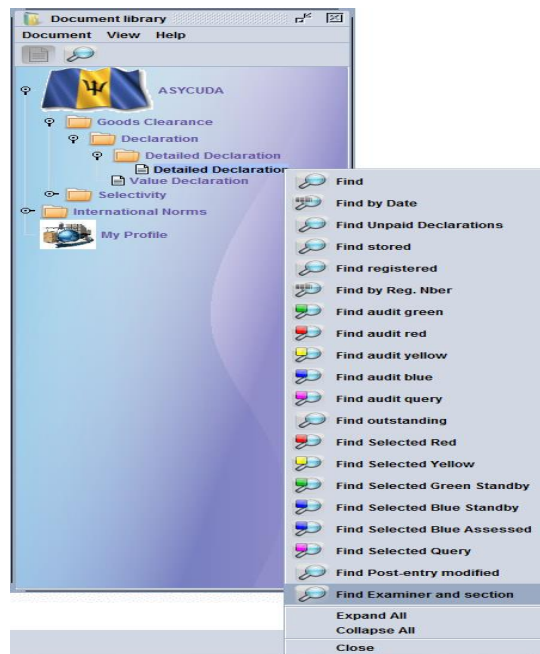Right on "Detailed Declaration" and select on **"Find Examiner and Section"** as shown in Figure 11.

Figure 11 Finding the Examiner and Section

The "**Examinner and Section"** finder is displayed. Complete the finder and click search. Figure 12 illustrates the results of the "**Finder".**
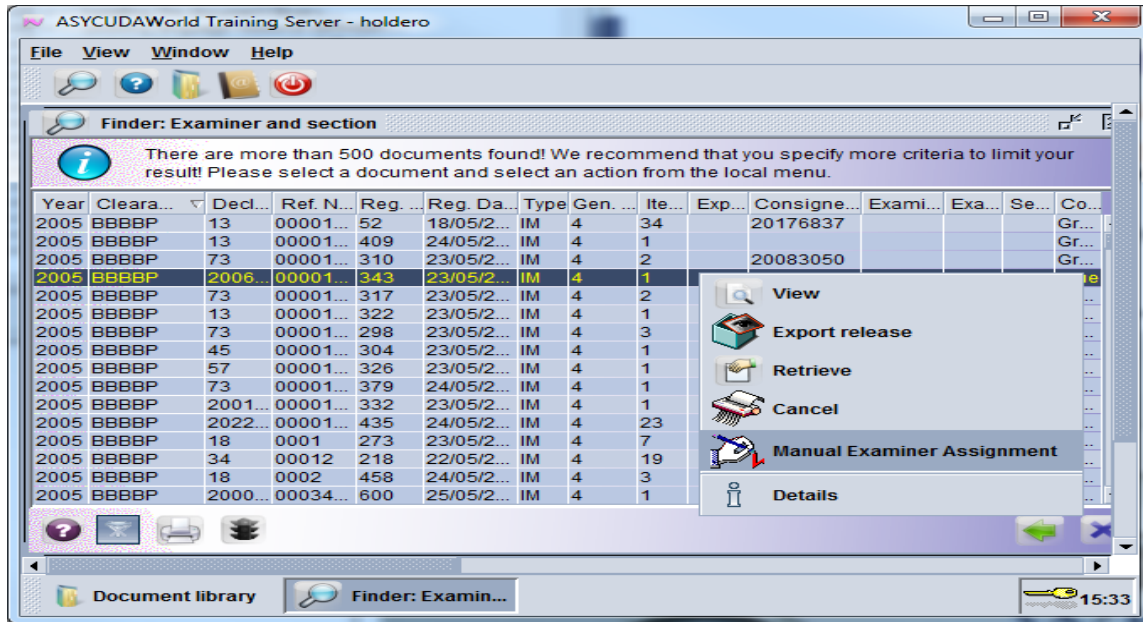

Figure 12 Finder results

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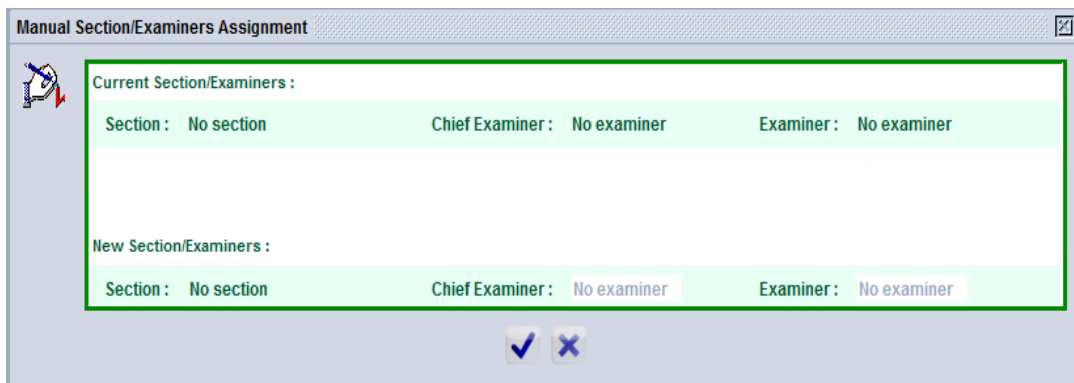

Figure 13 Manual section/examiners assignment window.

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.
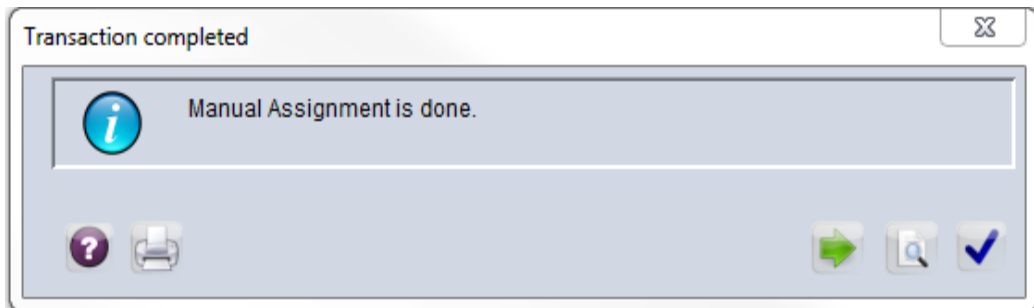> **Examiner –** Insert the new Examiner.

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.