



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.

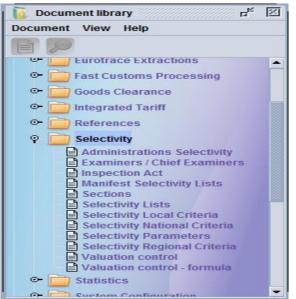


Figure 1 Examiner/Chief Examiner Form

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



Figure 2 Selecting the Finder

Name	criteria	value #1	value #2
Examining officer	all		
Section code	all		
Office code	all		
SURG			

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.

🔎 Examiners / C	hief Examiners finder		r _k ⊠	
Please er Chief Exa		ia, and proceed to find a specifi	c document Examiners /	
Name	criteria	value #1	value #2	
Examining officer	all			
Section code	equals	EPU		
Office code	equals	BBBBP		Click or
				search
0 📥	Ê		S ×	

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).

13 docur	nents found! Please select a docum	ent and select an ac	tion from the loca	l menu		
Examining officer	v Extended name	Section code	Office code	Office name	Chief	Work load
baileyc	Charmaine Bailey	PEU	BBBBP	BRIDGETOWN PORT	true	-4
boycej1	June Boyce	PEU	BBBBP	BRIDGETOWN PORT	true	-6
coombes-bowenk	KIMBERLY COOMBES-BOWEN	PEU	BBBBP	BRIDGETOWN PORT	false	-2
cumberbatchc	CHERYL CUMBERBATCH	PEU	BBBBP	BRIDGETOWN PORT	false	7
elcocke	ERSKINE ELCOCK	PEU	BBBBP	BRIDGETOWN PORT	true	-6
evelynk	Kay-Ann Evelyn	PEU	BBBBP	BRIDGETOWN PORT	false	-10
goodridges	SHERNELL GOODRIDGE	EPU	BBBBP	BRIDGETOWN PORT	false	0
harpert	Troy Harper	PEU	BBBBP	BRIDGETOWN PORT	false	-4
holdero	OWEN HOLDER	PEU	BBBBP	BRIDGETOWN PORT	true	4
smitht	Tyrone Smith	PEU	BBBBP	BRIDGETOWN PORT	false	0
walcottp	PETER WALCOTT	EPU	BBBBP	BRIDGETOWN PORT	true	
walcottp	PETER WALCOTT	PEU	BBBBP	BRIDGETOWN PORT	false	-4
whitee	Eudora White	PEU	BBBBP	BRIDGETOWN PORT	false	-2

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.

P 🔮 🚺 📗							
🔎 Examiners / Ch	nief Examiners finder						rk X
13 docum	ents found! Please select a document	and select a	in action f	rom the local menu	L		
Examining officer	∇ Extended name	Secti	on code	Office code	Office name	Chief	Work load
baileyc	Charmaine Bailey	PEU		BBBBP	BRIDGETOWN PORT	true	-4
boycej1	June Boyce	PEU		BBBBP	BRIDGETOWN PORT	true	-6
coombes-bowenk	KIMBERLY COOMBES-BOWEN	PEU		BBBBP	BRIDGETOWN PORT	false	-2
cumberbatchc	CHERYL CUMBERBATCH	PEU		BBBBP	BRIDGETOWN PORT	false	7
elcocke	ERSKINE ELCOCK	PEU		BBBBP	BRIDGETOWN PORT	true	-6
evelynk	Kay-Ann Evelyn	PEU		BBBBP	BRIDGETOWN PORT	false	-10
goodridges	SHERNELL GOODRIDGE	EPU		00000	BRIDGETOWN PORT	false	0
harpert	Troy Harper	PEU	🙀 🗘	/iew	BRIDGETOWN PORT	false	-4
holdero	OWEN HOLDER	PEU			BRIDGETOWN PORT	true	4
smitht	Tyrone Smith	PEU	- ι	Jpdate 🛛	BRIDGETOWN PORT	false	0
walcottp	PETER WALCOTT	EPU			BRIDGETOWN PORT	true	
walcottp	PETER WALCOTT	PEU	- 😳 I	Direct Delete	BRIDGETOWN PORT	false	-4
whitee	Eudora White	PEU	600		BRIDGETOWN PORT	false	-2
195891976m			4 1	Activate			

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.

f Examiners finder						
						c _k X
s found! Please select a docun	ment a	nd select an action fr	om the local menu			
Extended name		Section code	Office code	Office name	Chief	Work load
Charmaine Bailey		PEU	BBBBP	BRIDGETOWN PORT	true	-4
June Boyce		PEU	BBBBP	BRIDGETOWN PORT	true	-6
KIMBERLY COOMBES-BOWEN	N	PEU	BBBBP	BRIDGETOWN PORT	false	-2
CHERYL CUMBERBATCH		PEU	BBBBP	BRIDGETOWN PORT	false	7
ERSKINE ELCOCK		PELL	BBBBP	BRIDGETOWN PORT	true	-6
Kay-Ann Evelyn	62	View	BBBBP	BRIDGETOWN PORT	false	-10
SHERNELL GOODRIDGE	**	View	BBBBP	BRIDGETOWN PORT	false	0
Troy Harper	Re-	Suspend	BBBBP	BRIDGETOWN PORT	false	-4
OWEN HOLDER		odoponu	BBBBP	BRIDGETOWN PORT	true	4
Tyrone Smith	9	Detaile	BBBBP	BRIDGETOWN PORT	false	0
PETER WALCOTT	Ц	Details	BBBBP	BRIDGETOWN PORT	true	
PETER WALCOTT		PEU	BBBBP	BRIDGETOWN PORT	false	-4
Eudora White		DELL	BBBBP	BRIDGETOWN PORT	falco	-2
	Extended name Charmaine Bailey June Boyce KIMBERLY COOMBES-BOWER CHERYL CUMBERBATCH ERSKINE ELCOCK Kay-Ann Evelyn SHERNELL GOODRIDGE Troy Harper OWEN HOLDER Tyrone Smith PETER WALCOTT	Extended name Charmaine Bailey June Boyce KIMBERLY COOMBES-BOWEN CHERYL CUMBERBATCH ERSKINE ELCOCK Kay-Ann Evelyn SHERNELL GOODRIDGE Troy Harper OWEN HOLDER Tyrone Smith PETER WALCOTT PETER WALCOTT	Extended name Section code Charmaine Bailey PEU June Boyce PEU KIMBERLY COOMBES-BOWEN PEU CHERYL CUMBERBATCH PEU ERSKINE ELCOCK PEI Kay-Ann Evelyn Sternet SHERNELL GOODRIDGE Suspend Troy Harper Suspend OWEN HOLDER Image: Comparison of the second s	Charmaine Bailey PEU BBBBP June Boyce PEU BBBBP KIMBERLY COOMBES-BOWEN PEU BBBBP CHERYL CUMBERBATCH PEU BBBBP RSKINE ELCOCK PEI BBBBP Kay-Ann Evelyn PEU BBBBP SHERNELL GOODRIDGE PEU BBBBP Troy Harper PEU BBBBP OWEN HOLDER PETER WALCOTT PEU PETER WALCOTT PEU BBBBP	Extended name Section code Office code Office name Charmaine Bailey PEU BBBBP BRIDGETOWN PORT June Boyce PEU BBBBP BRIDGETOWN PORT KIMBERLY COOMBES-BOWEN PEU BBBBP BRIDGETOWN PORT CHERYL CUMBERBATCH PEU BBBBP BRIDGETOWN PORT ERSKINE ELCOCK EEL BBBBP BRIDGETOWN PORT SHERNELL GOODRIDGE Image: Suspend BBBBP BRIDGETOWN PORT Strenker BBBBP BRIDGETOWN PORT BBBBP BRIDGETOWN PORT BBBBP BRIDGETOWN PORT Suspend Image: Suspend BBBBP BRIDGETOWN PORT BBBBP BRIDGETOWN PORT BBBBP BRIDGETOWN PORT PETER WALCOTT PEU BBBBP BRIDGETOWN PORT PETER WALCOTT PEU BBBBP BRIDGETOWN PORT	Extended name Section code Office code Office name Chief Charmaine Bailey PEU BBBBP BRIDGETOWN PORT true June Boyce PEU BBBBP BRIDGETOWN PORT true KIMBERLY COOMBES-BOWEN PEU BBBBP BRIDGETOWN PORT false CHERYL CUMBERBATCH PEU BBBBP BRIDGETOWN PORT false ERSKINE ELCOCK EEL BBBBP BRIDGETOWN PORT false Kay-Ann Evelyn Image: View BBBBP BRIDGETOWN PORT false SHERNELL GOODRIDGE Image: View BBBBP BRIDGETOWN PORT false OWEN HOLDER Image: View BBBBP BRIDGETOWN PORT false Tyrone Smith Image: View BBBBP BRIDGETOWN PORT false PETER WALCOTT Image: PEL BBBBP BRIDGETOWN PORT false BBBBP BRIDGETOWN PORT false BBBBP BRIDGETOWN PORT false

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.

Examiners / Chief Examiners - New [n/	a]
File Edit View Help	
۲ 🗢 🖌 🗩	100 %
BARBADOS REVENUE AUTHORITY	- ASYCUDA
Examiner	
Customs Office	
[Information	
Section Code	
Examining Officer	Status Suspended
Extended Name	
Current Activity and Settings	
Number of Declarations	Workload
Receive Warning	
Chief	
General	

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.

Examiners / Chief Examiners - New [smitht]	<u>ج کا ج</u>
File Edit View Help	
	100 %
ASYCUDA BARBADO	os .
Examiner	
Customs Office BBBBP BRIDGETOWN PORT	
r Information	
Information	
Section Code	
PEU	
Examining Officer	Status
smitht	Suspended
Extended Name	
Tyrone Smith	
Current Activity and Settings	Workload
☑ Receive Warning	
Chief	
General	

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.

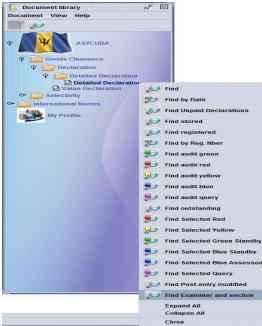


Figure 11 Finding the Examiner and Section

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

Finder: Examiner and section There are more than 500 documents found! We recommend that you specify more criteria to limit you result Please select a document and select an action from the local menu. Year Cleara V Decl Ref. N Reg. Da Type Gen Ite Exp Consigne Exami Exa Se 2005 BBBBP 13 00001 409 24/05/2 M 4 1 20076837 2005 BBBBP 73 00001 310 23/05/2 M 4 1 2005 BBBBP 73 00001 310 23/05/2 M 4 1 2005 BBBBP 73 00001 317 23/05/2 M 4 1 2005 BBBBP 73 00001 317 23/05/2 M 4 1 2005 BBBBP 73 00001 322 23/05/2 M 4 1 2005 BBBBP 73 00001 322 23/05/2 M 4 1	Co Gr Gr			1				/e reco				and occe		Third office Act	0
Year Cleara C Decl Ref. N Reg Reg. Da Type Gen Ite Exp Consigne Exami Exa Se 2005 BBBBP 13 00001 52 18/05/2 IM 4 34 20176837 20176837 2005 BBBBP 13 00001 409 24/05/2 IM 4 1 2005 BBBBP 73 00001 310 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 73 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 45 00001 <th>Co Gr Gr</th> <th></th> <th></th> <th>1</th> <th></th> <th></th> <th></th> <th>retecu</th> <th></th> <th>umonto fou</th> <th>00 decu</th> <th>re then E</th> <th>ore me</th> <th>Thora</th> <th></th>	Co Gr Gr			1				retecu		umonto fou	00 decu	re then E	ore me	Thora	
2005 BBBBP 13 00001 52 18/05/2 IM 4 34 20176837 2005 BBBBP 13 00001 310 23/05/2 IM 4 1 2005 BBBBP 73 00001 310 23/05/2 IM 4 2 20083050 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 13 00001 312 23/05/2 IM 4 1 2005 BBBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05	Gr Gr	Se	Exa	-			n from	n actio							Ū
2005 BBBBP 13 00001 52 18/05/2 IM 4 34 20176837 2005 BBBBP 13 00001 310 23/05/2 IM 4 1 2005 BBBBP 73 00001 310 23/05/2 IM 4 2 20083050 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBBP 13 00001 312 23/05/2 IM 4 1 2005 BBBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05	Gr Gr			Exami	Consigne	Exp	Ite	Gen	Type	Reg Da	Reg	Ref N	Decl	Cleara 7	Year
2005 BBBBP 13 00001 409 24/05/2 IM 4 1 2005 BBBBP 73 00001 310 23/05/2 IM 4 2 20083050 2005 BBBP 2006 00001 343 23/05/2 IM 4 1 2005 BBBP 73 00001 317 23/05/2 IM 4 1 2005 BBBP 13 00001 317 23/05/2 IM 4 1 2005 BBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001	Gr				_					_					
2005 BBBBP 2006 00001 343 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 2 2005 BBBBP 13 00001 317 23/05/2 IM 4 2 2005 BBBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05/2 IM 4 1							1	4						BBBBP	2005
2005 BBBBP 2006 00001 343 23/05/2 IM 4 1 2005 BBBBP 73 00001 317 23/05/2 IM 4 2 2005 BBBBP 13 00001 317 23/05/2 IM 4 1 2005 BBBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05/2 IM 4 1	Gr				20083050		2	4	IM	23/05/2	310	00001	73	BBBBP	2005
2005 BBBBP 13 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 322 23/05/2 IM 4 1 2005 BBBBP 73 00001 324 23/05/2 IM 4 3 2005 BBBBP 45 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05/2 IM 4 1	10						1	4	IM	23/05/2			2006	BBBBP	2005
2005 BBBBP 73 00001 298 23/05/2 IM 4 3 2005 BBBBP 45 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05/2 IM 4 1					View	9	2	4	IM	23/05/2	317	00001	73	BBBBP	2005
2005 BBBBP 45 00001 304 23/05/2 IM 4 1 2005 BBBBP 57 00001 326 23/05/2 IM 4 1							1	4	IM	23/05/2	322	00001	13	BBBBP	2005
2005 BBBBP 57 00001 326 23/05/2 IM 4 1 Retrieve				lease	Export re		3	4	IM	23/05/2	298	00001	73	BBBBP	2005
							1	4	IM	23/05/2	304	00001	45	BBBBP	2005
					Retrieve	The second	1	4	IM	23/05/2	326	00001	57	BBBBP	2005
2003 DDDDF 73 00001 379 24/03/2 IWI 4 I							1	4	IM	24/05/2	379	00001	73	BBBBP	2005
2005 BBBBP 2001 00001 332 23/05/2 IM 4 1 Cancel					Cancel		1	4	IM	23/05/2	332	00001	2001	BBBBP	2005
2005 BBBBP 2022 00001 435 24/05/2 IM 4 23					Cuncer	1000	23	4	IM	24/05/2	435	00001	2022	BBBBP	2005
2005 BBBBP 18 0001 273 23/05/2 IM 4 7						· *>>>	7	4	IM	23/05/2	273	0001	18	BBBBP	2005
2005 BBBBP 34 00012 218 22/05/2 IM 4 19 Manual Examiner Assignmen	L	nmen	Assigi	xaminer	Manual E	12	19	4	IM	22/05/2	218	00012	34	BBBBP	2005
2005 BBBBP 18 0002 458 24/05/2 IM 4 3					•		3	4	IM	24/05/2	458	0002	18	BBBBP	2005
2005 BBBBP 2000 00034 600 25/05/2 IM 4 1 🕺 Details					Details	ñ	1	4	IM	25/05/2	600	00034	2000	BBBBP	2005
					Details	Ц		4	IIVI	20/00/2	000	. 00034	2000	DDDDF	2005

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.

Manual S	Section/Exam	iners Assignment	t				X
D.	Current Sec	tion/Examiners :					
	Section :	No section	Chief Examiner :	No examiner	Examiner:	No examiner	
	New Section	n/Examiners :					
	Section :	No section	Chief Examiner :	No examiner	Examiner :	No examiner	
			V 3	×			

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 \checkmark icon to complete the process.

Figure 14 illustrates that the manual assignment has been completed.

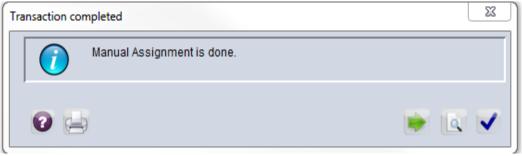


Figure 14 Transaction completed box

Click on the \checkmark to complete the process.