

## Government of the People's Republic of Bangladesh National Board of Revenue Rajashwa Bhaban, Segunbagicha, Dhaka-1000

# **User Manual**

## **User Management System**

Operational Guideline Date of Release: Thursday, February 24, 2022 Version: 1.0.0



## Terms and Glossary

#	Term	Description
1	NBR-UMS	User Management System for National Board of Revenue
2	UMS	User Management System
3	AW System	ASYCUDA World System
4	Application	In terms of AW user creation, the application form contains some required information for creating the user in the AW system
5	Applicant	A new user who wants to apply for AW user in ASYCUDA World system.
6	Approver	A person Who verifies the Applicant's request is called as an Approver.
7	ICT Admin	ICT Admin will create AW User in AW System and send notification to applicant via UMS
8	ASYCUDA World (AW)	Automated System for Customs Data
9	Credential	A user credential is a user name and password authentication token that is bound to a particular user
10	IT Section	Information Technology team of NBR



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## 1: AW User Creation

The Applicant will go to browser (Google chrome, Mozila Firefox etc.) and find User Management System using in the specific URL https://ums.bdcustoms.gov.bd/

Existing User can login using credentials and a new Applicant can register going to Request for New AW user option

#### Figure 1: Login Page of User Management System

	Bangladesh Customs
	User Management System is an online application platform to request for AW user creation, deactivation, reactivation and transfer.
	USER ID
	User ID
	PASSWORD
	Password
	Log In
	Forgot Password?
	Request for New AW User
A AN AN	

Applicant can register and request for AW user creation through this feature. Firstly, they will need to register and fill-up the required information. System will verify the information and the authentication of the application generating OTP. Once the verification is completed, Application can be able to save the information as draft. System will provide user credentials to application after successfully saved. Applicant will login and send the application to Approver.

Go to **Request for New AW User** and then Input all the fields and then press **Next** button.

	Applica	tion for new AW User
	Authentication Basic Information	
and the local sector	User Category *	Mobile No *
I Contraction of the second	Select a Category	× v +88 Mobile Number
	Current Office *	Email *
The states of the	Select a Office	X Y
	Section Office	NID No *
	Select a Office Section	X V NID Number
and the second	User ID (UMS & AW System) *	NID File Upload Choose File No file chosen
	Based on AW rules	
	Password for UMS *	Order No Order No
	Password	©
-	Confirm Password for UMS *	Order Date
Nelson Contraction	Confirm Password	Order Date ⊖
		Upload Order Document Choose File No file chosen
Construction of the		ack Next



Figure 3: Entry for	m to provide Basic	Information of an	Applicant for AW	User Creation
---------------------	--------------------	-------------------	------------------	---------------

	Application for New	w ASYCUDA World User
	Authentication Basic Information	
	Name *	Permanent Address *
	Name	Permanent Address
	Designation	
	Designation	Upload Photo Choose File No file chosen
	Date of Birth *	Upload Signature
	Date of Birth	Choose File No file chosen
	Present Address *	
	Present Address	
	I agree the terms and condition that if anything goes wrong. I am responsible myself for	r this.
-	Previous	Submit 🖗
NV/	Previous	Submit 6
Contraction in succession		
IL OF THE OLD PROPERTY AND	COMPANY OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OF	The set of
Contraction of the second		A DESCRIPTION OF A DESC

Finally select checkbox of terms and condition and click on Submit Button

## 1.1 : View Application status by Applicant

Login by Applicant and go to Applications> View Application

Figure 4: View Application details of AW User Creation request by Applicant

OMS	$\equiv$ Bangladesh Cus	stoms: User Management		Anan () Custom House, Dhaka
	Request Type: CREATION			
	Applicant Information		Uploaded Documents	
Applications	Name	Anan		
O View Application	Email	anan.tuba1807@gmail.com		26
	Mobile Number	01770945699	Applicant Image	
	Date of Birth	2022-Feb-02	Applicant image	
	Present Address	Dhaka		
	Permanent Address	Dhaka		
	NID Information			গনপ্রজাতস্ত্রী বাংলাদেশ সরকার
	NID Number	1234563213		Government of the People's Republic of Bangladesh NATIONAL ID CARD / জাতীয় পরিচয় পত্র
	AW User Information		NID Image	माम्र Name : * * * * *
	Current Office	Custom House, Dhaka	_	finisis Nicits Signature ID NO:
	Current Section	EXPORT Section		
	Designation	AC		1
	License Number		Signature of the Applicant	/
	AW User Role			hand
	Application Status	Save as draft		man
	✓ Send to Approver 🛛 🖉 Edit Ap	plication		, V

## 1.2 : Request approval by Approver

Login by Approver



#### Figure 5: AW User Application Request Approval by Approver

OMS	$\equiv$ Bangladesh Cus	toms: User Management		Approver-2
🔁 Dashboard	NID Information	123456788		
	AW User Information	123430768		
Approved AW User List	Current Office	Custom House, Dhaka		গনপ্রজাতস্ত্রী বাংলাদেশ সরকার Government of the People's Republic of Bangladesh
<ul> <li>Pending AW User List</li> </ul>	Current Section Designation	EXPORT Section programmer		মন্যাতামন ib CARD / জাউয়ি পরিষয় পর নামঃ
i Deactivation	Confirmation		NID Image	Name : Prota Nitota
i≡ Transfer	Are you sure the	at you want to forward this application to IT Section?		Signature Date of Birth: ID NO:
≔ Reactivation			× No ✓ Yes	/
	Order Relate Order Number	123	Signature of the Applicant	hunder
	Order Date	2022-Jan-06		/ //
	Order Serial Number			
	Order Office	Custom House, Dhaka		Câlde Access to Liberation
	Order Section	OfficeSection-DhakaCustomHouse-Gate-01		information for faul as F and religion provers
	Approve X Reject			An experimental segmentation of the experimentation of th

## **1.3 : Request rejection by Approver**

Login by Approver

Figure 6: AW User Application Request Rejection by Approver

OMS	$\equiv$ Bangladesh Cus	toms: User Management		Approver-2
🔂 Dashboard	NID Information	123456788		
	AW User Information			
O Approved AW User List	Current Office	Custom House, Dhaka		গনপ্রজাতস্ত্রী বাংলাদেশ সরকার Government of the People's Republic of Bangladesh
O Pending AW User List	Current Section	EXPORT Section		NATIONAL ID CARD / জাতীয় পরিচয় পর নাম্য
i Deactivation	Rejection		×	Name : Fersis
≔ Transfer	Please mention		Signature Date of Birth: ID NO:	
≔ Reactivation				1
	Order Relate		× Reject	punte
	Order Date	2022-Jan-06		r v
	Order Serial Number			
	Order Office	Custom House, Dhaka		GRA Access to Lifestow
	Order Section	OfficeSection-DhakaCustomHouse-Gate-01		Information for faild staff and religns proverse
	Approve X Reject			Purchase (2) Like property of a section of the hand is for an information of the section of

### 1.4 : Approval by ICT Admin and send notification

**ICT Admin** user will create AW User in ASYCUDA System and will send a notification with initial password to Applicant via User Management system.

Login by **ICT Admin** user with credentials and go to **Applications> Pending List**, select a specific user from the list for approval.

Select notification via (SMS, Email), AW Role and provide initial Password. Finally, click on Approve Button



OMS	$\equiv$ Bangladesh Cus	toms: User Management		IT Admin-1
Dashboard	Application Status	Waiting for IT Admin		Niets Date of Birth: ID NO:
⊟ Applications	ASYCUDA WORLD Role Request Type	ADMIN CREATION		/
Approved AW User List	ASYCUDA & UMS UserID	applicant-3	Signature of the Applicant	Manula
<ul> <li>○ Pending AW User List</li> <li>Image: Deactivation</li> </ul>	Order Related Information Order Number Confirmation	123	×	profes
;≣ Transfer	Do you want to a	approve and send AW user credentials to Applicant?		USA Assess to description information for field and final and gain parents
≡ Reactivation	AW Userid an		X No 🗸 Yes	Statistical (22) on explored a sociales of interview for the Union of Statistic Reserve and Apple Marcolae a conserve the constraints of objects and attractive strategies there
	Send Credentials Via * AW Password *	SMS Email	Order Documents	An experimental frame and any starting of the start of th
	AW Role *	ADMIN X Y		b) A set of a set
	✓ Approve			The analysis of the set of the s



## 2: AW User Deactivation

Existing Users can request to deactivate AW User through this feature. The applicant will find the features, once his/her AW User is activated successfully, until the user is activated, can find the feature to request for AW User Deactivation.

### 2.1 : Deactivation request by Applicant

Login by Applicant User and go to Applications> Request for Deactivation

#### Figure 8: Request form for AW User Deactivation by Applicant

🧶 UMS	$\equiv$ Bangladesh Customs: User Management		Applicant-03 Applicant	
🔁 Dashboard	Deactivation Request			
	Order Number * Deactivation order number	Order Section * Select a Office Section	×	~
<ul> <li>View Application Status</li> <li>Request for Deactivation</li> </ul>	Order Date *	Upload Office Order *		
Request for Transfer	Order Date	Choose File No file chosen Remarks		
<ul> <li>Request for Reactivation</li> </ul>	Order serial number	Please mention your reason here		
	Order Office * Select a Office X V			
	Submit X Cancel			

### 2.2 : Deactivation request by Office Admin

Office Admin User can do a request for AW User Deactivation in favor of an Applicant

Login by Office Admin and go to AW User Profile>Request for Deactivation



#### Figure 9: Fill up form with the required information for AW User Deactivation by Office Admin

💌 UMS	$\equiv$ Bangladesh Customs: User Management	Office Admin Control Control of C
Dashboard	Deactivation Request	
금 Re-assign Creation	User Name * Select a User X V	Order Section * Select a Office Section X V
I Re-assign Deactivation	Order Number *	Upload Office Order * Choose File No file chosen
;≡ Re-assign Transfer	Order Date *	Remarks
E Re-assign Reactivation	Order Date	Please mention your reason here
AW User Profile     Request Creation	Order Serial  Order serial number	
O Deactivate AW User	Order Office • Select a Office × ×	
<ul> <li>Transfer AW User</li> <li>Reactivate AW User</li> </ul>	Submit X Cancel	
i≡ System Settings		
i≡ Reports		



## 3 : AW User Transfer

The privileged user can find the AW User Transfer feature once AW User is inactive or Deactivate mode. The system will not allow the Applicant to perform multiple time of transfer requests.

### 3.1 : Transfer request by Applicant

Login by Applicant User and go to Applications>Request for Transfer

Figure 10: Entry form for AW User Transfer by Applicant

OMS	$\equiv$ Bangladesh Customs: User Management				
Dashboard	Transfer Request				
i Applications	Order Number * Transfer order number	Order Section * Select a Office Section X V			
<ul> <li>View Application Status</li> <li>Request for Deactivation</li> </ul>	Order Date  Order Date	Upload Office Order * Choose File No file chosen			
Request for Transfer     Request for Reactivation	Order Serial * Order serial number	Remarks Please mention your reason here			
	Order Office *       Select a Office       Submit       X Cancel				

### 3.2 : Transfer request by Office Admin

Office Admin User can do a Transfer Request in favor of Applicant

Login by privileged User and go to AW User Profile>Request for Transfer

Figure 11: Entry form to request for AW User Transfer by Office Admin

💌 UMS	$\equiv$ Bangladesh Customs: User Management	Office Admin
🔂 Dashboard	Transfer Request	
I Re-assign Creation	User Name *	Order Section * Select a Office Section ×
금 Re-assign Deactivation	Order Number *	Upload Office Order *
₩ Re-assign Transfer	Order Date *	Remarks
E Re-assign Reactivation	Order Date	Please mention your reason here
AW User Profile     Request Creation	Order Serial • Order serial number	de la construcción de la
<ul> <li>Deactivate AW User</li> </ul>	Order Office * Select a Office X V	
<ul> <li>Transfer AW User</li> <li>Reactivate AW User</li> </ul>	Submit X Cancel	
≔ System Settings		
≔ Reports		



## 4: AW User Activation

AW User reactivation will be enabled if AW User is deactivated. The system will not allow requesting for AW User reactivation if User mode is already active.

## 4.1 : Activation request by Applicant

Login with Applicant User and go to Applications>Request for Reactivation

Figure 12: Fill up request with the required information for AW User Reactivation

💌 UMS	$\equiv$ Bangladesh Customs: User Management	Applicant-03	
Dashboard	Reactivation Request		
	Order Number *	Order Section *	
<ul> <li>View Application Status</li> <li>Request for Deactivation</li> <li>Request for Transfer</li> <li>Request for Reactivation</li> </ul>	Reactivation order number         Order Date •         Order Date         Order Serial *         Order order office •         Select a Office •         ✓ Submit         × Cancel	Select a Office Section X V Upload Office Order * Choose File No file chosen Remarks Please mention your reason here	

### 4.2 : Activation request by Office Admin

Login with Office Admin and go to AW User Profile>Request for Reactivation

Figure 13: AW User Reactivation by Office Admin

💌 UMS	$\equiv$ Bangladesh Customs: User Management		Office Admin
Dashboard	Reactivation Request		
E Re-assign Creation	User Name * Select a User × V	Order Section * Select a Office Section	× ~
E Re-assign Deactivation	Order Number • Reactivation order number	Upload Office Order * Choose File No file chosen	
₩ Re-assign Transfer	Order Date •	Remarks Please mention your reason here	
E Re-assign Reactivation	Order Date	rease menuon your reason nere	
😑 AW User Profile	Order Serial * Order serial number		h
O Request Creation	Order Office *		
O Deactivate AW User	Select a Office X V		
<ul> <li>Transfer AW User</li> </ul>	Submit Cancel		
<ul> <li>Reactivate AW User</li> </ul>			
😑 System Settings			
₩ Reports			



## 5 : System Settings

Admin Users can access System Settings features. The Authorized user can manage Office (Create/Update), manage User (Create/Update), manage Section (Create/Update), and manage License (Create/Update) through this feature.

Go to System Settings> Manage User/Manage office/Manage Section/ Manage License

### 5.1 : Manage User

System Admin User can view the existing Office Admin User list

Go to System Settings> Manage User

#### Figure 14: Office Admin User List

OMS	≡ Ba	ngladesh Cu	stoms: User	Management				System Adm Custom House, Dh	nin 혽
Dashboard	Office	Admin List							
System Settings	+ Creat	e				þearch			
O Manage User	#SI	Role Name	User ID	User Name	Office		Status	Active/Inactive	Action
O Manage Office	1	Office Admin	officeadmin	Office Admin	Custom House, Dhaka		Active		0
O Manage Section						1 of 1	« < 1	> >> 20	~
O Manage License									
🗮 Reports									

**System Admin** User can access this feature for **Office Admin** User management like creating a new user or updating the existing user information.

The privileged user will login to the system using credentials and go to menu System Settings> Manage User



#### Figure 15: Fillup the User creation form with the required information to create a user

O UMS	$\equiv$ Bangladesh Customs: User Management				
🖸 Dashboard	Create Office Admin				
≔ System Settings	User ID *		Password for UMS *		0
O Manage User	User Name *		Frasil *		
<ul> <li>Manage Office</li> </ul>	userprofile name		email		
O Manage Section	Office Name *		Mobile *		
<ul> <li>Manage License</li> </ul>	Select an Office	× •	mobile		
≔ Reports	Office Section Name		NID No. *		
	Select an Office	~	NID No.		
	Role •		Present Address		
	Office Admin >	× •	Present Address		4
	Status *		Permanent Address		
	Select a Status	~	Permanent Address		
	Submit Cancel				

Office Admin User can view the Approver/IT User list of respective Office

Go to System Settings> Manage User

#### Figure 16: Approver/IT User of a Specific Office

UMS	≡ Ba	ngladesh Customs: Us	ser Management			ce Admin 🛛 📀
Dashboard	Аррго	ver / IT Admin List				
Re-assign Creation	+ Creat	te			Search	
Re-assign Deactivation	#SI	Role Name	UserProfile Name	User Id	Designation	Action
Re-assign Transfer	1	Admin IT	IT Admin-1	itadmin-1	programmer	0
Ke-assign transfer	2	Admin IT	IT Admin-2	itadmin-2	programmer	0
Re-assign Reactivation	3	Approver	Approver-1	approver-1	commissioner	0
AW User Profile	4	Approver	Approver-2	approver-2	commissioner	Ø
	5	Approver	Approver-3	approver-3	commissioner	0
System Settings	6	Approver	Approver-4	approver-4	commissioner	0
O Manage User					6 of 6 << < 1 >	20 🗸
i≡ Reports						

Office Admin Can create Approver/IT user for the respective office Go to System Settings> Manage User> Click on Button Create



#### Figure 17: Fill up the form to create Approver/IT User for a Specific office with the required information

💌 UMS	$\equiv$ Bangladesh Customs: User Management	Office Admin Caston House, Diaka
Dashboard	Create Approver/Admin	
Re-assign Creation	User ID *	Password for UMS * Password
Re-assign Deactivation	User Name *	Email *
Re-assign Transfer	userprofile name Office Name *	email Mobile '
Re-assign Reactivation	Select an Office X V	mobile
AW User Profile	Office Section Select an Office X V	Present Address Present Address
System Settings	Role *	
O Manage User	Select a Role X V	Permanent Address
₩ Reports	Status *	( <u>)</u>
	Select a Status X V	
	Submit X Cancel	

#### 5.2 : Manage Office

Login by **System Admin** user and go to menu System Settings> Mange Office, then click on **Create** button. Input all the fields and then press the **Submit** button.

Figure 18: Create an Office with the required information

🥘 UMS	$\equiv$ Bangladesh Customs: User Management	System Admin 🔹
Dashboard	Create Office	
System Settings	Office Code *	Office Address2 *
O Manage User	code	address2
O Manage Office	Office Name *	Approver Office Select an office for approver X V
O Manage Section	Status *	ICT Admin Office
O Manage License	Select a Status X 🗸	Select an office for ICT admin 🗙 🗸
E Reports	Office Address1 *	Office Admin
	address1	Select an office for office admin X V
	X Cancel Submit	

#### System Admin User can view the office list

Login by System Admin User to the system and go to System Settings> Manage Office



#### Figure 19: List of Office

O UMS	≡ Bai	Bangladesh Customs: User Management					System Ar Custom House	System Admin Custom House, Dhaka	
Dashboard	Office	List							
System Settings	+ Create	2			Sea	rch by name			
O Manage User	#SI	Code	Name	Approving Authority	ICT Admin	Office Admin	Status	Action	
O Manage Office	1	100	National Board of Revenue	100	100	100	Active	0	
O Manage Section	2	101	Custom House, Dhaka	101	101	101	Active	0	
O Manage License	3	102	ICD, Kamalapur	102	102	102	Active	0	
E Reports	4	301	Custom House, Chittagong	301	301	301	Active	0	
	5	352	Teknaf	101	100	352	Active	0	
	6	501	Custom House, Mongla	501	501	501	Active	0	
	7	502	Khulna Lc Station	502	502	502	Active	0	
	8	601	Custom House, Benapole	601	601	601	Active	0	
	9	752	Custom House, Pangaon	752	752	752	Active	0	
	10	900	Common Office	900	900	900	Active	0	
	11	05	Customs, Excise and VAT Commissionerate, Chittagong	05	05	05	Active	0	
	12	06	Customs, Excise and VAT Commissionerate, Comilla	06	06	06	Active	0	
	13	03	Customs, Excise and VAT Commissionerate, Dhaka(East)	03	03	03	Active	0	

#### 5.3 : Manage Section

Login by System Admin and go to System Settings>Mange Section, then click on Create button

Fillup the creation form with the required information for a section of an office, then press the Submit button.

Figure 20: Entry form to create a Section of an Office

💌 UMS	$\equiv$ Bangladesh Customs: User Management	System Admin SystemAdmin
🔂 Dashboard	Create Section	
≔ System Settings	Office Name * Select an Office X Y	
<ul> <li>Manage User</li> <li>Manage Office</li> </ul>	Office Section Name *	
O Manage Section	office Section Name	
<ul> <li>○ Manage License</li> <li>□ Reports</li> </ul>	Select a Status X V	
	✓ Submit × Cancel	

System Admin Users can view Office wise Section list

The privileged user will login to the system, then go to System Settings>Manage Section



#### Figure 21: List of Office Section

UMS	$\equiv$ Banglad	desh Customs: User Managemen	t		S a	ystem Admin 🛛 📀
Dashboard	Office Sectio	n List				
System Settings	+ Create			Search		
O Manage User	#SI	Section Name	Office Name		Status	Action
O Manage Office	1	IMPORT TEAM-1	Custom House, Dhaka		Active	0
O Manage Section	2	IMPORT TEAM-3	Custom House, Dhaka		Active	0
O Manage License	3	IMPORT TEAM-3A	Custom House, Dhaka		Active	0
₩ Reports	4	IMPORT TEAM-4A	Custom House, Dhaka		Active	0
	5	IMPORT TEAM-BAGGAGE	Custom House, Dhaka		Active	0
	6	IMPORT TEAM-4	Custom House, Dhaka		Active	0
	7	IMPORT TEAM-1A	Custom House, Dhaka		Active	0
	8	IMPORT TEAM-2A	Custom House, Dhaka		Active	0
	9	chapter: 1-22	Custom House, Dhaka		Active	0
	10	chapter: 84	Custom House, Dhaka		Active	0
	11	chapter: 85	Custom House, Dhaka		Active	0
	12	chapter: 86-98	Custom House, Dhaka		Active	0
	13	into bond	Custom House, Dhaka		Active	

#### 5.4 : Manage License

Login by System Admin then go to System Settings> Manage License and click on Create Button.

Fill up the creation form with the required information and press **Submit** button

Figure 22: Entry form to create a license information

Dashboard Create License   System Settings License No.*   Icense No.* Icense no.   Icense Category* Select License Category   Manage Section Name*   Manage License name   Reports Select a Status   Select a Status X ~   Select a Status X ~	UMS	$\equiv$ Bangladesh Customs: User Management	System Ac System/
System Settings     license no.       Aanage User     License Category*       Aanage Office     Select License Category       Aanage Section     Name*       Aanage License     name       Reports     Status*       Select a Status     X v	Dashboard	Create License	
Manage User     License Category*       Manage Office     Select License Category       Manage Section     Name*       Manage License     name       Select a Status     X v	E System Settings		
Manage Office     Select License Category     × ~       Manage Section     Name*       Manage License     name       Select License Category     × ~	Manage User		
Manage License     name       Reports     Status*       Select a Status     X V	Manage Office		
Manage License     name       Reports     Status *       Select a Status     X Y	Manage Section	Name *	
Select a Status X V	Manage License		
	E Reports	Status *	
Submit X Cancel		Select a Status X V	
		Submit Cancel	

System Admin users can view the list of license

Go to System Settings>Mange License



#### Figure 23: List of exiting License

) UMS	≡ Bang	= Bangladesh Customs: User Management System Admin Cauter House Data					Admin 🙁		
Dashboard	License I	License List							
System Settings	+ Create			Search					
O Manage User	#SI	License No.	Name	Category	Status	Active/Inactive	Action		
O Manage Office	1	102940453	BANGLADESH PARJATON CORPORATION	CnF Agent	Active		0		
O Manage Section	2	102940454	SCOREPEW INTERNATINAL	CnF Agent	Active		0		
	3	102940455	PRITI ENTERPRISE	CnF Agent	Active		0		
Reports	4	102940457	SHOHEL & SENTU TRADING LTD.	CnF Agent	Active		0		
	5	102940458	MIR EXPRESS LTD	CnF Agent	Active		0		
	6	102940459	KOHINOOR AGENCIES	CnF Agent	Active		0		
	7	102940460	RAHMAN BROTHERS C&F AGENCIES LTD.	CnF Agent	Active		0		
	8	102940461	ECONOMIC SHIPING CORPORATION	CnF Agent	Active		0		
	9	102940462	THE BEST DENIM APPARELS LTD.	CnF Agent	Active		0		
	10	102940463	PODAMDI	CnF Agent	Active		0		
	11	102940464	RABBANI TRADING AGENCY	CnF Agent	Active		0		
	12	102940465	SMART APPARELS LTD (PVT) LTD.	CnF Agent	Active		0		
	13	102950466	ANGEL SHIPPING LTD	CnF Agent	Active				



## 6: Security Settings

Admin Users and Applicants can access Security Settings features. The Authorized user can use Change Password, Forget Password through this feature.

### 6.1 : Change Password

Login by the privileged user (Super Admin/System Admin/Office Admin/Approver/IT Admin/Applicant)

Input old password, new password, confirm password and then press change password

#### Figure 24: Change Password

UMS	≡ Bangladesh Customs: User Management	Applicant-03 Custom House, Dhaka
Dashboard	Change Password	
= Applications	Old Password	
O View Application	Enter your old password  New Password	
	2 Enter your new password	
	Conline Password	
	3 Confirm your new password	
	CANCEL CHANGE PASSWORD	

### 6.2 : Forget Password

For all of the privileged Users (Super Admin/System Admin/Office Admin/Approver/IT Admin/Applicant)

Go to **Forget Password** in login page, then Input User ID and click on Submit. System will send the password in your registered email address.



#### Figure 25: Forget Password

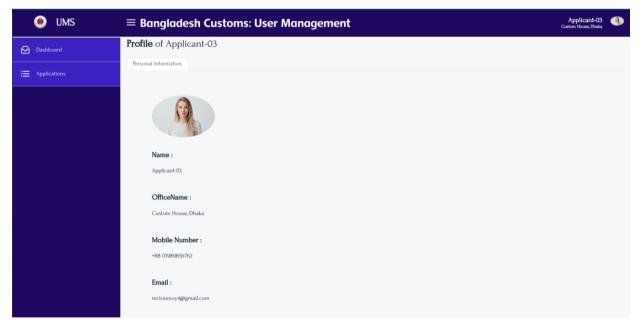
Forgot Password User ID Enter your User ID BACK SUBMIT	

#### 6.3 : User Profile

Login by the privileged user (Super Admin/System Admin/Office Admin/Approver/IT Admin/Applicant)

Tap to the Profile pic>My profile

#### Figure 26: User Profile





# 7 : Report

Login by the privileged User (Super Admin/System Admin/Office Admin/Approver/IT Admin)

#### Figure 27: Report

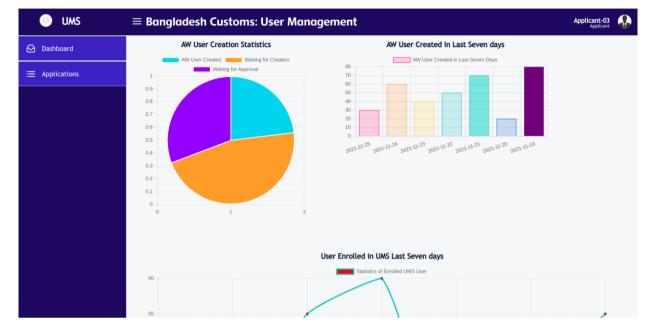
OMS	$\equiv$ Bangladesh Cus	toms: User Management		System Admin SystemAdmin
Dashboard	Office Wise Applic	ants		
☱ System Settings	Office • Custom House, Dhaka X V	Status * Waiting for approval X V	Q. Search	
≔ Reports	#Sl Applicant Name	User ID	Mobile No	Application Status
○ /office-wise-applicants	1 Applicant-01 2 Applicant-04	applicant-1 applicant-4	01989856762 01989856762	Waiting for approval Waiting for approval
				$2 \text{ of } 2 \ll \langle 1 \rangle \gg 10 \checkmark$



## 8 : Dashboard

Login by the privileged User (System Admin/Office Admin/Approver/IT Admin/) with credentials

#### Go to Menu Dashboard



#### Figure 28: User can view analytical information on exiting data in Dashboard

END