

## The vehicles information table contains two components:

1. BRAND – e.g., TESLA, SUBARU, TOYOTA etc.
2. BRANDS and MODELS – e.g., MODEL 3, IMPREZA, HILUX etc.

Before updating the ASYCUDA vehicle table, it is essential for the user to confirm the presence of the specific vehicle brand and/or model.

### 1. How does one confirm a vehicle brand's information in ASYCUDA?


Access the ASYCUDA Document Library and navigate to the following binders:

**ASYCUDA -> References -> Operational Environment – Vehicles** (double click) “vehicles folder” to reveal the two shortcuts: **Brand and Models**

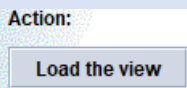
#### Brands

#### View existing vehicle information in the tables:

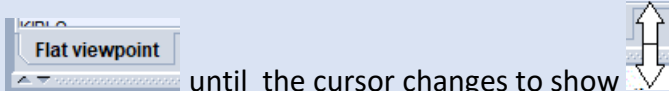
- a) Right-click the option “Brands” and select the option “view”. The system should display the vehicle table for viewing.
- b) Place the window in full-screen by selecting the

middle  icon towards the top right area of this window.

- c) In the middle lower left area, select the option,  **Valid from now** then select the action button:



- d) The system will load all existing vehicle information for viewing
- e) Hover the mouse pointer over the area labelled



*Tip: Click on the table column header, e.g. “Brand Code” to sort the records in alphabetical order.*

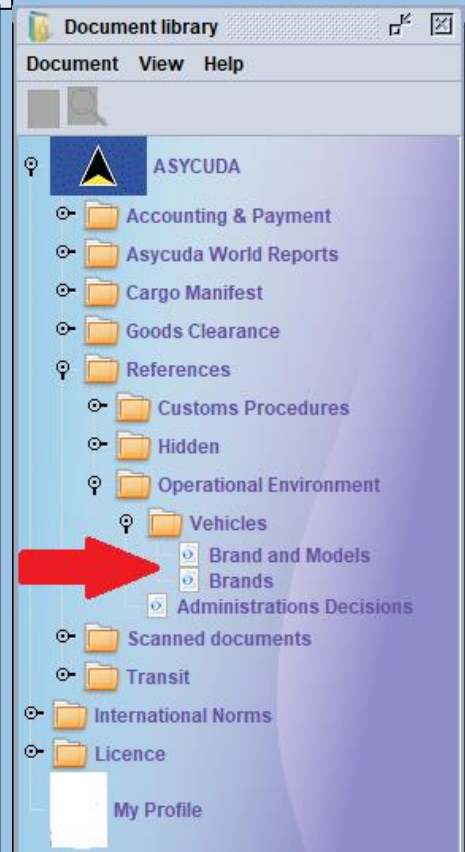




Figure 1. Vehicle table shortcuts

## 2. SEARCHING THE VEHICLES TABLE (CONTINUED)

- f) Drag the pane down towards the bottom of your screen until you are able to view the vehicle information.
- g) Click the  in the toolbar to reveal the search window seen in figure 2.
- h) Choose the column option “**Brand code**” or “**Brand name**”
- i) Choose the criteria: “**starts with**” then type the requisite information in the “value” field. ***N.B. You may also use the criteria “contains substring” and type any part of the name or characters you seek. For example, if searching for the name “TESLA” and you are unsure of the exact spelling, with this option, you are allowed to insert part of the name “ESL” and the system would retrieve all records containing these characters.***
- j) Click the  icon to retrieve the results. The system will display all existing records that match the criteria chosen. See figure 3.
- k) ***N.B. To find vehicle “Brand and Models” in the table, select the shortcut “Brand and Models” in the document library and repeat steps (a) to (j).***

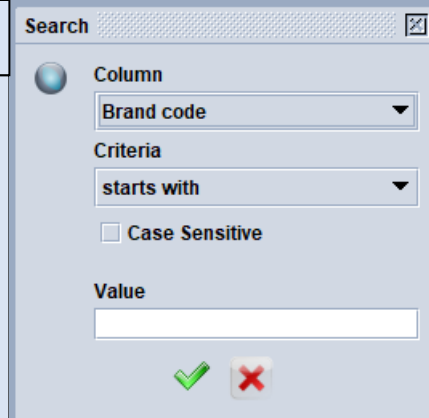


Figure 2. Vehicle search window



Brand code	Brand name	
SUZUKI	SUZUKI	01/01/2000 00:00-0400
SUBARU	SUBARU	01/01/2000 00:00-0400
AUSTIN	AUSTIN	01/01/2000 00:00-0400
OLDSMOBILE	OLDSMOBILE	01/01/2000 00:00-0400
RAM	RAM	01/01/2000 00:00-0400
<b>TOYOTA</b>	<b>TOYOTA</b>	<b>01/01/2000 00:00-0400</b>
SCION	SCION	01/01/2000 00:00-0400
APTERA	APTERA	01/01/2000 00:00-0400
PANOZ	PANOZ	01/01/2000 00:00-0400
MAYBACH	MAYBACH	01/01/2000 00:00-0400
OLYMPIA	OLYMPIA	01/01/2000 00:00-0400

Figure 3. Vehicle search results

### 3. CREATING THE VEHICLE'S BRAND

**INFORMATION N.B. (THE VEHICLE BRAND INFORMATION IS A PREREQUISITE) BEFORE INSERTING THE VEHICLE'S BRAND AND MODEL INFORMATION.**

Access the ASYCUDA Document Library and navigate to the following binders:

**ASYCUDA -> References -> Operational Environment – Vehicles** (double click) “vehicles folder” to reveal the two shortcuts: **Brand and Models**

**Brands**

**N.B. If the vehicle brand information was found in the table, skip to part 4 on page 5 of this user manual and insert the vehicle's model information.**

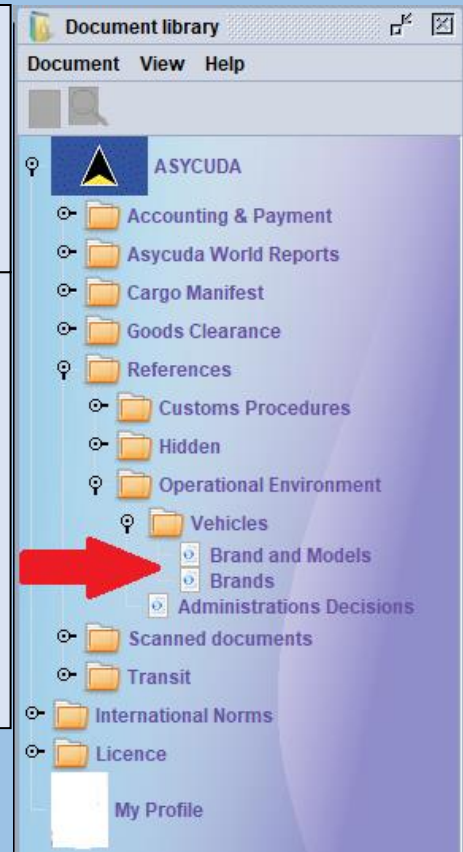


Figure 4. Vehicle table shortcuts

- Right-click the option labelled “Brands” and select the option “Edit”. The system will display a table allowing the user to insert new vehicle records.

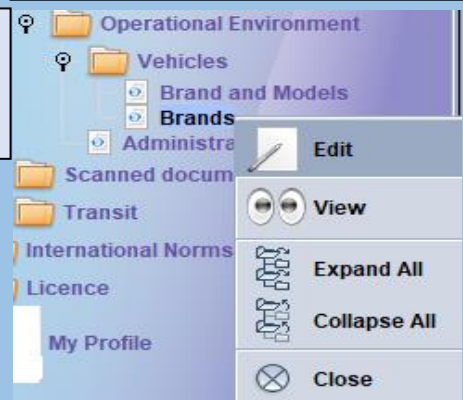


Figure 5. Edit option

- b) Click the full-screen window option “illustrated with the **yellow arrow** below” to expand the table into full view for easier editing.



Figure 6. Full-screen option

- c) From the table menu, click the option: **Rows** → **New row**, as illustrated below, this will move the cursor to the field labelled: “Code” See figure 8.

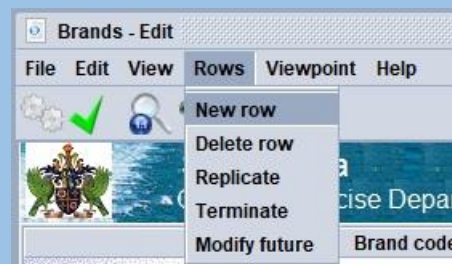


Figure 7. New row option

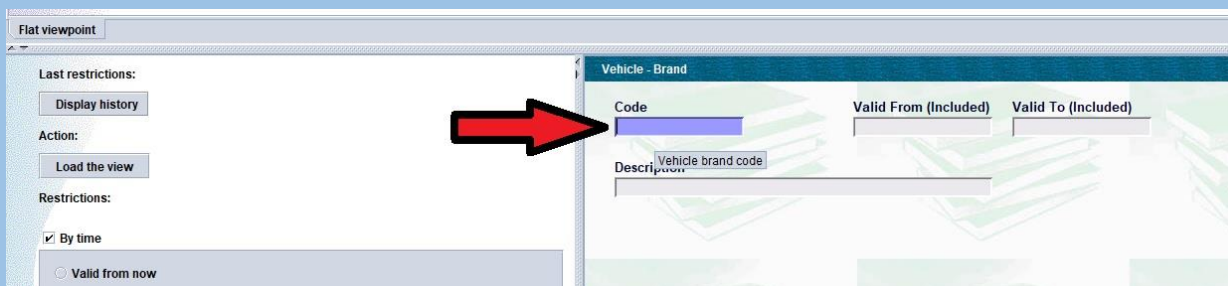



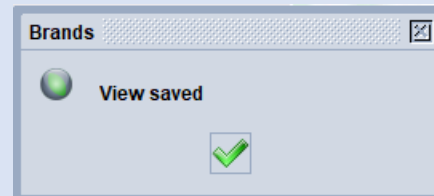


Figure 8. Vehicle brand's code field

- d) Insert the vehicle brand's code into the field labelled "Code". **N.B. alphabetic characters should be inserted in upper case** e.g., "TESLA".
- e) Insert the data's validity date into the field labelled, "Valid From (Included)". *Tip: Insert a date that precedes the date the bill of lading was created for the vehicle shipment, otherwise the information may not be visible when creating the SAD.*
- f) Insert the vehicle brand description into the field labelled "Description", **N.B. alphabetic characters should be inserted in uppercase** e.g., "TESLA".
- g) Click the  icon in the menu. This will perform a consistency check on the information entered and verify that all mandatory fields have been completed. If any errors are identified by the system, make all necessary changes otherwise continue to step "h".
- h) Click the  icon in the menu. The system will display:  
 Indicating that the information has been saved to the Database. Click the  to close the message.



**4. CREATING THE VEHICLE'S MODEL INFORMATION N.B. (THE VEHICLE'S BRAND INFORMATION IS A PREREQUISITE), WHERE THE VEHICLE BRAND INFORMATION IS NOT FOUND IN THE TABLE, PLEASE FOLLOW PART 3 OF THIS USER MANUAL BEFORE CONTINUING.**

Access the ASYCUDA Document Library and navigate to the following binders:

**ASYCUDA -> References -> Operational Environment – Vehicles** (double click) "vehicles folder" to reveal the two shortcuts: **Brand and Models**

**Brands**

- a) Right-click the option labelled "Brands and Models" and select the option "Edit". The system will display a table allowing the user to update the existing records.

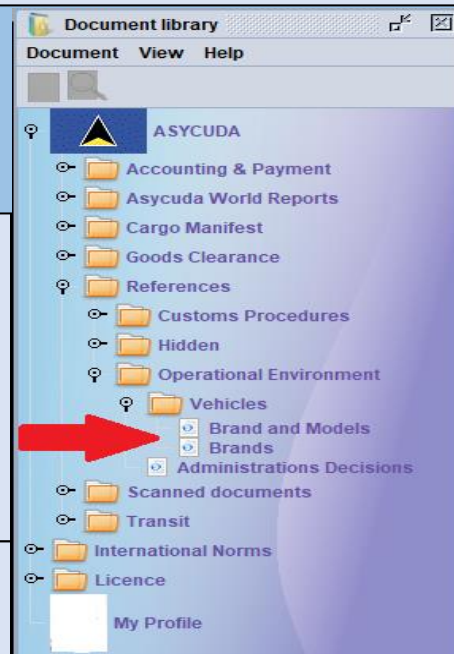


Figure 9. Vehicle table shortcuts

b) Click the full-screen window option “illustrated with the yellow arrow below” to expand the table into full view for easier editing.

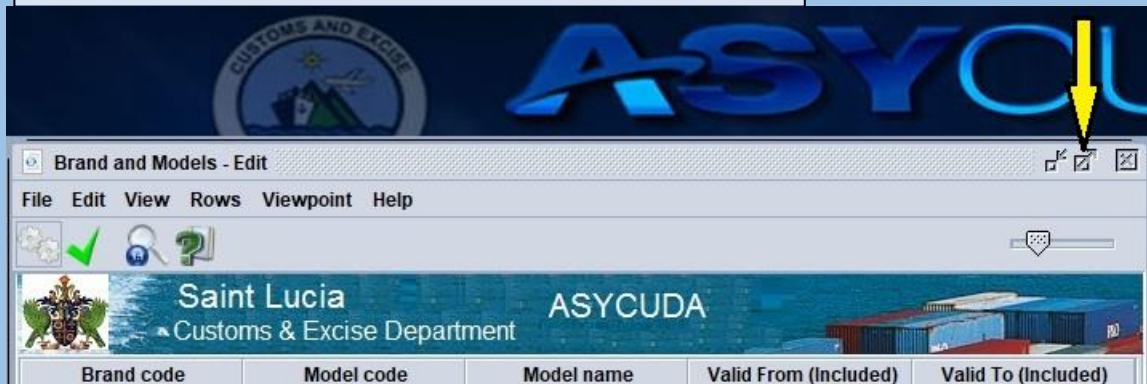


Figure 10. Full-screen option

d) From the table menu, click the option: **Rows → New row**, as illustrated below, this will move the cursor to the field labelled: “**Brand Code**” See figure 12.

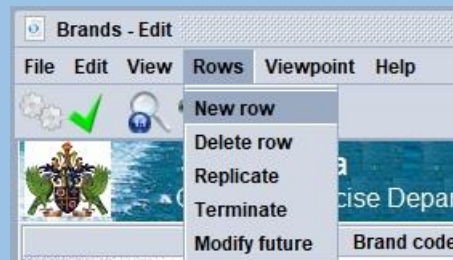


Figure 11. New row option

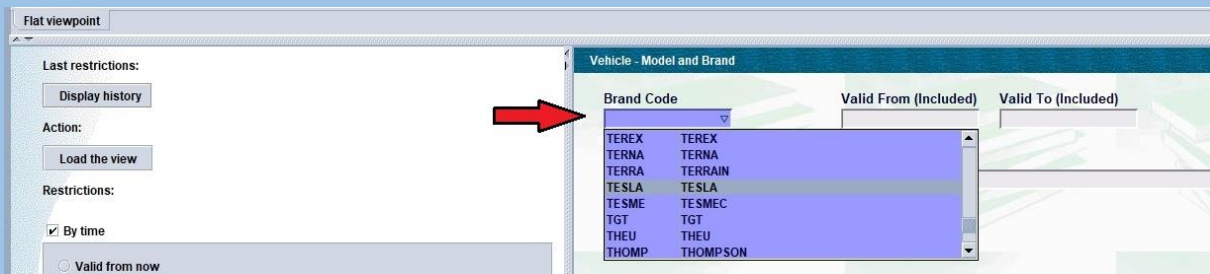

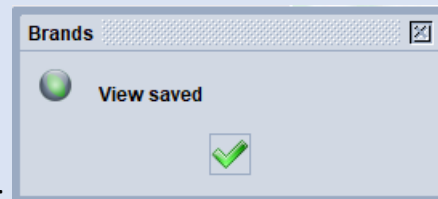




Figure 12. Vehicle Brand Code selection list

- d) Select the vehicle brand's code from the field labelled **"Brand Code"** by scrolling through the list until the appropriate vehicle brand is identified. Click to select.
- e) Insert the data's validity date into the field labelled, **"Valid From (Included)"**. *Tip: Insert a date that precedes the date the bill of lading was created for the vehicle shipment, otherwise the information may not be visible when creating the SAD.*
- f) Insert the vehicle's model information into the field labelled **"Model Code"**, **N.B. alphabetic characters should be inserted in uppercase** e.g., **"MODEL 3"**.
- g) Insert the vehicle's model description into the field labelled **"Model Description"** e.g., **"MODEL 3 – SEDAN"**.
- h) Click the  icon in the menu. This will perform a consistency check on the information entered and verify that all mandatory fields have been completed appropriately. If any errors are identified by the system, make all necessary changes otherwise continue to step "i".



- i) Click the  icon in the menu. The system will display:  
Indicating that the information has been saved to the  
Database. Click the  to close the message.