AW Trader Reports

Subject	AW Trader Reports
Version	1
Issue date	14/04/2014
Beneficiaries	Traders
File	AW – Trader Reports
Status	
Checked by	
Copyrights	

1. Printing a Report

1.1. Connecting to the AW server

You must have installed successfully Java version 1.6 or 1.7 (not 1.8) as well as Adobe reader to run adequately AW application. Installation for Java and Adobe reader are found on our Web Page below.

Using your favorite Browser, connect to our Web Page:

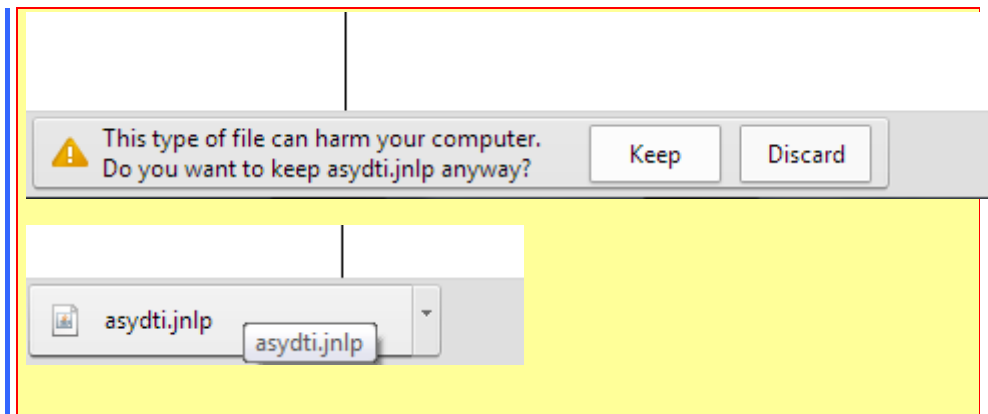### http://www.asycudaworld.mof.na:8080/asyw/

The following example shows the Web Page:

In the Internet Users section, Click on the laptop to launch the AW application
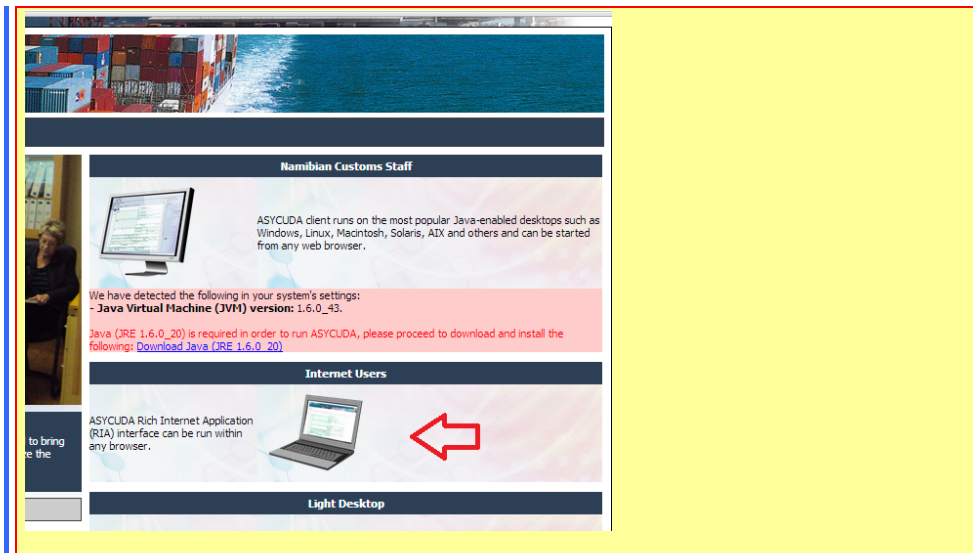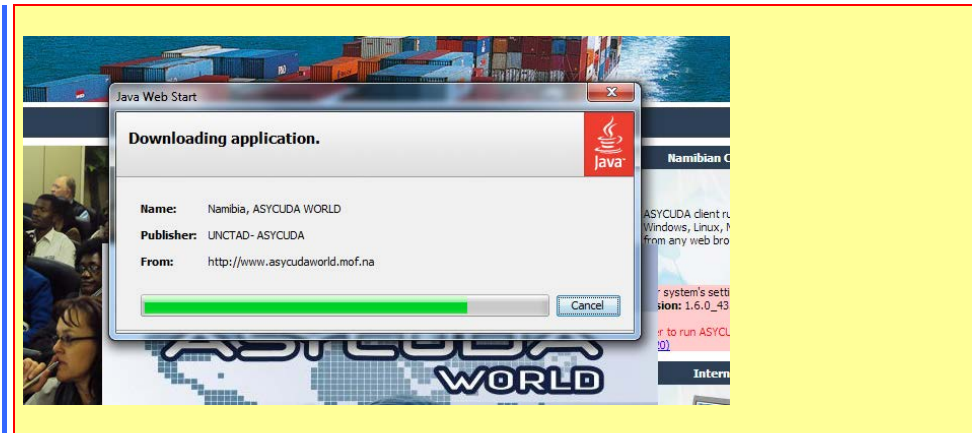

You will be prompted to keep a file, Keep the file.
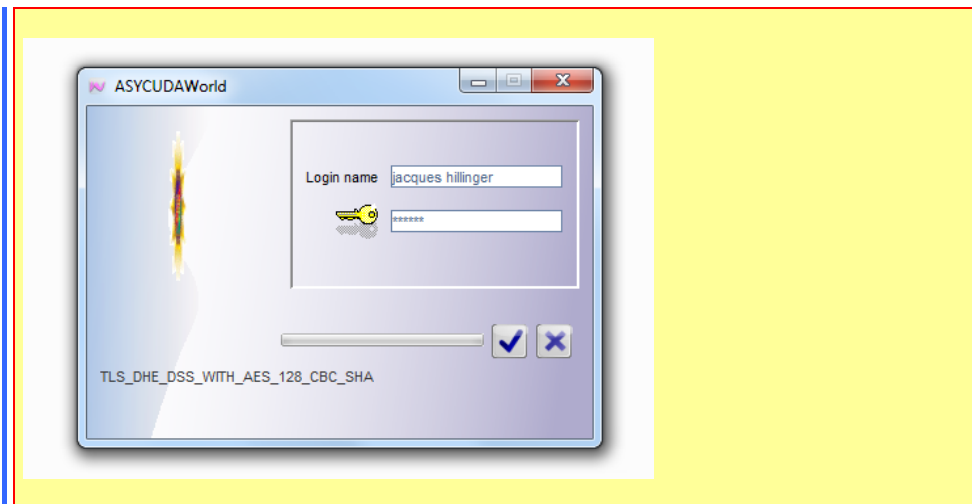

Open the jnlp file by clicking on it
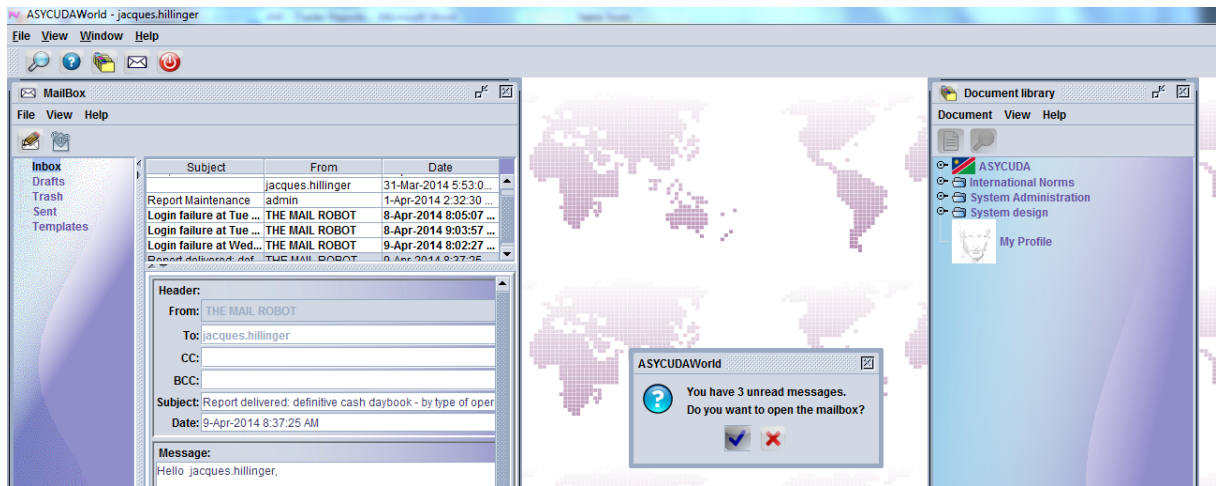
This will download the AW application.

1.2 Log in to AW

*Insert your log in credentials. Please note that the username is in **lowercase***
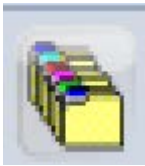
Depending on your configuration, a similar screen will appear. Close all the windows by clicking on the **X** button and start using the system by opening the Document library.
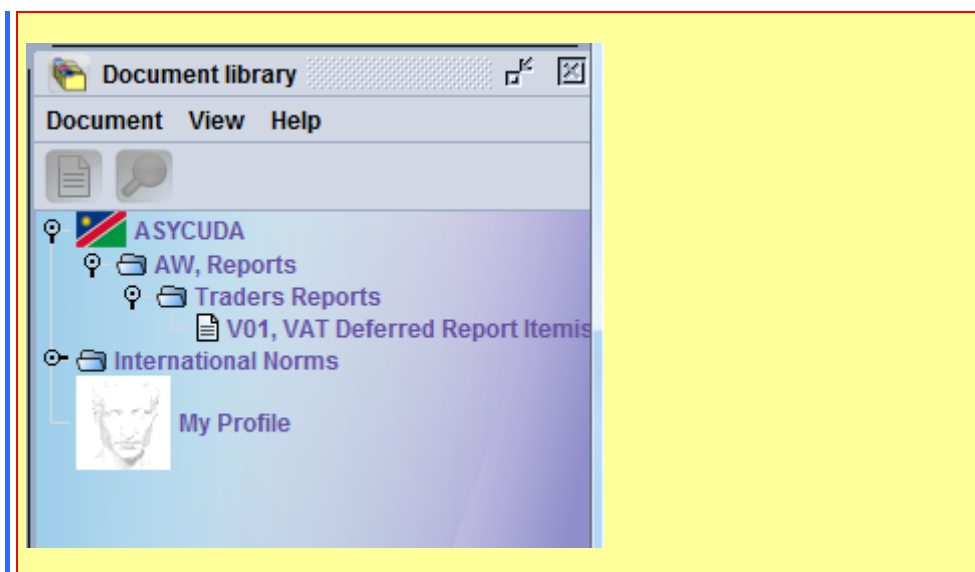

Document Library

The document Library contains all the menus and options that you are entitled to run. The document library icon is located on the top left of the AW screen and represented by a series of folders.
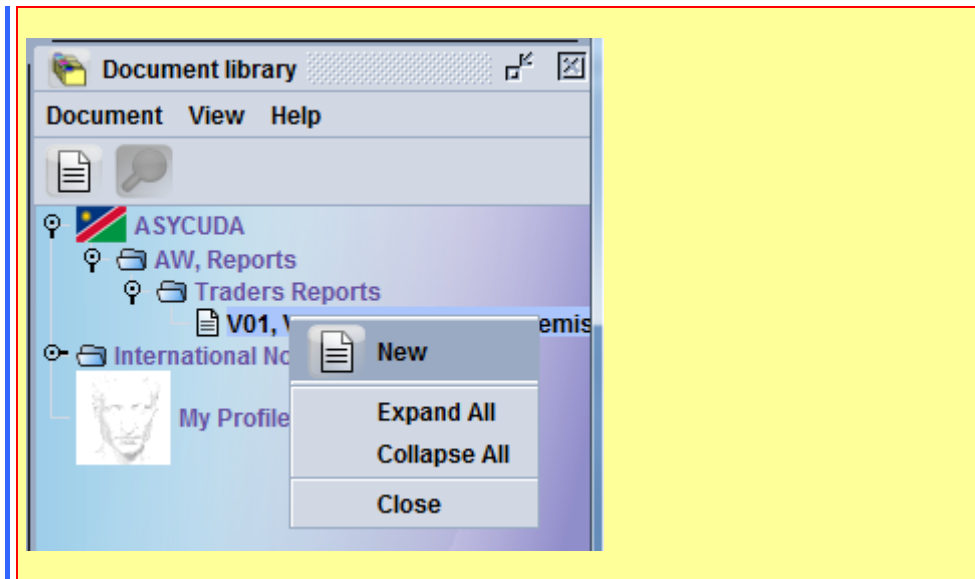
1.3   Accessing the report

By clicking on the icon will open sub menus. Click until you find the V01, VAT deferred Report.

Right Click on the V01 VAT deferred Report and select New

1.4   Inserting the parameters to run a report

Parameters: Insert the VAT Import account in the VAT # field as well as your access code and the appropriate date ranges.

Output Type: *Select the desired output by clicking check box.*

Email Settings: Check the send to Email box if you want the report to return as an email attachment.

Note: This is an internal email and will not be sent to your personal email box

1.5 Running a report

After entering all the parameters, click on the check icon to run the report.

Parameters: *Insert the VAT Import account in the VAT # field as well as your access code and the appropriate date ranges.*

Output Type: *Select the desired output by clicking check box.*

Email Settings: *Check the send to Email box if you want the report to return as an email attachment.*

Note: This is an internal email and will not be sent to your personal email box

An example of the report looks like this. To print, click on your printer icon.
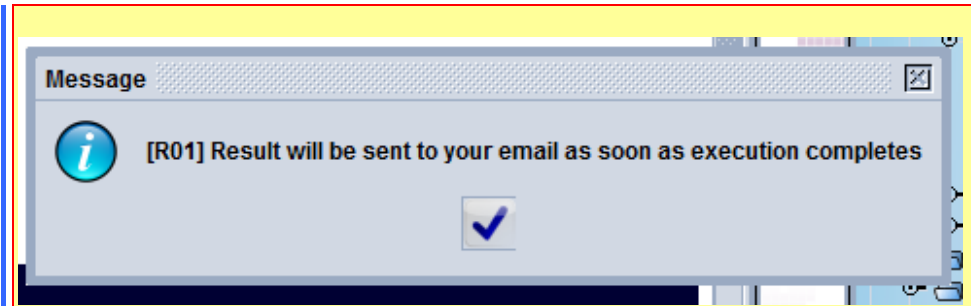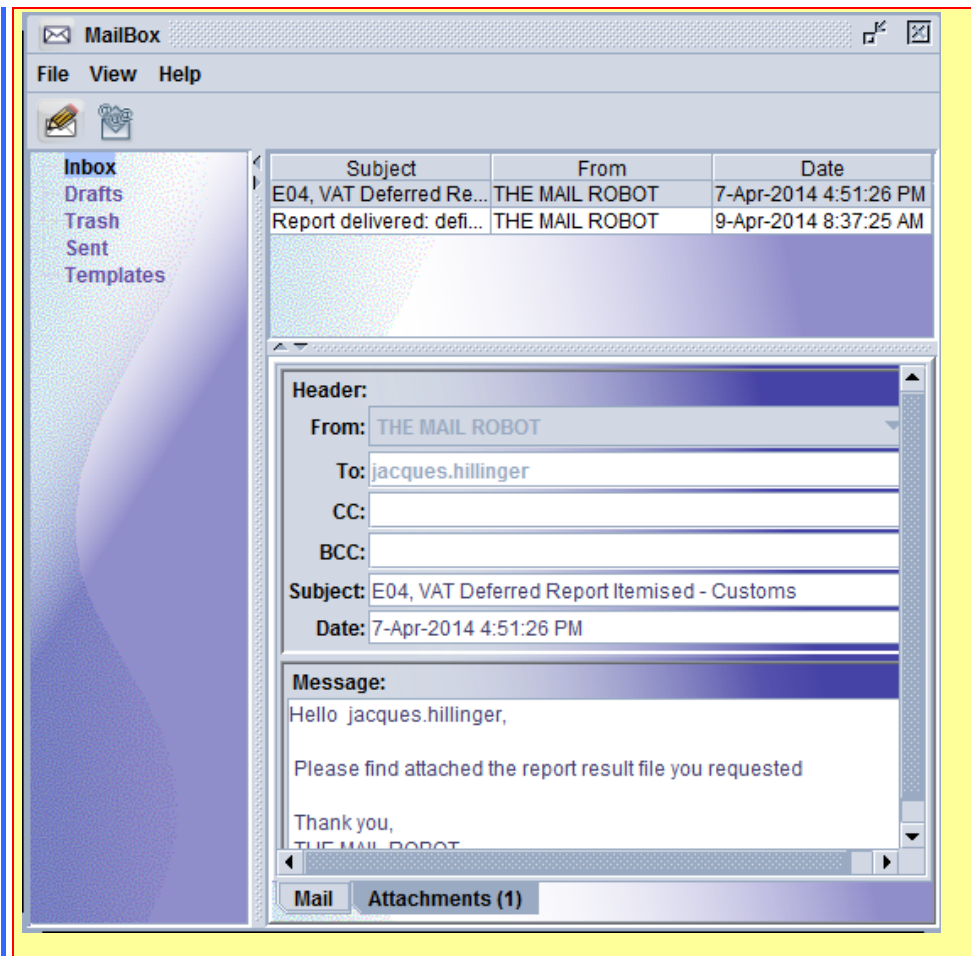
1.6 Running a report using email

By selecting the Send to Email icon and executing the report, the result will be sent as an attachment on your AW internal email.

Firstly, an acknowledgement will prompt you that you have requested the report to be sent to your AW internal email.
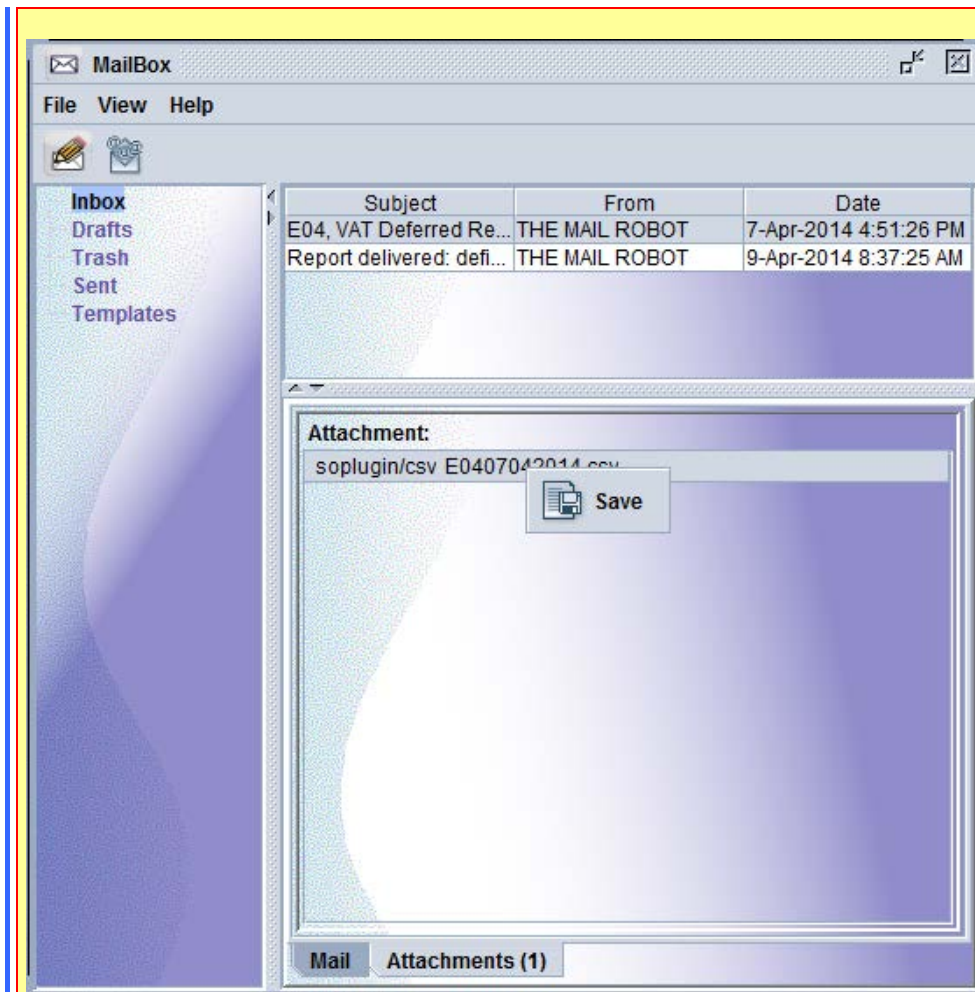

When completed, a similar screen will display the mail with the report attached.

Click on the attachments (1) tab to see the report,

Right click on the report name to **save** on your local computer.

```
MailBox                                    ⌐  ⊠
File  View  Help

✎  📋

Inbox          │  Subject      │  From          │  Date
Drafts         │  E04, VAT Deferred Re... │ THE MAIL ROBOT │ 7-Apr-2014 4:51:26 PM
Trash          │  Report delivered: defi... │ THE MAIL ROBOT │ 9-Apr-2014 8:37:25 AM
Sent
Templates

                 Attachment:
                 soplugin/csv E0407042014.csv

                              📄  Save

                 Mail   Attachments (1)
```

1.7   Sign off from AW

To sign off, close all opened windows using the X box, then click on File and Exit.