

My Users - Modify User

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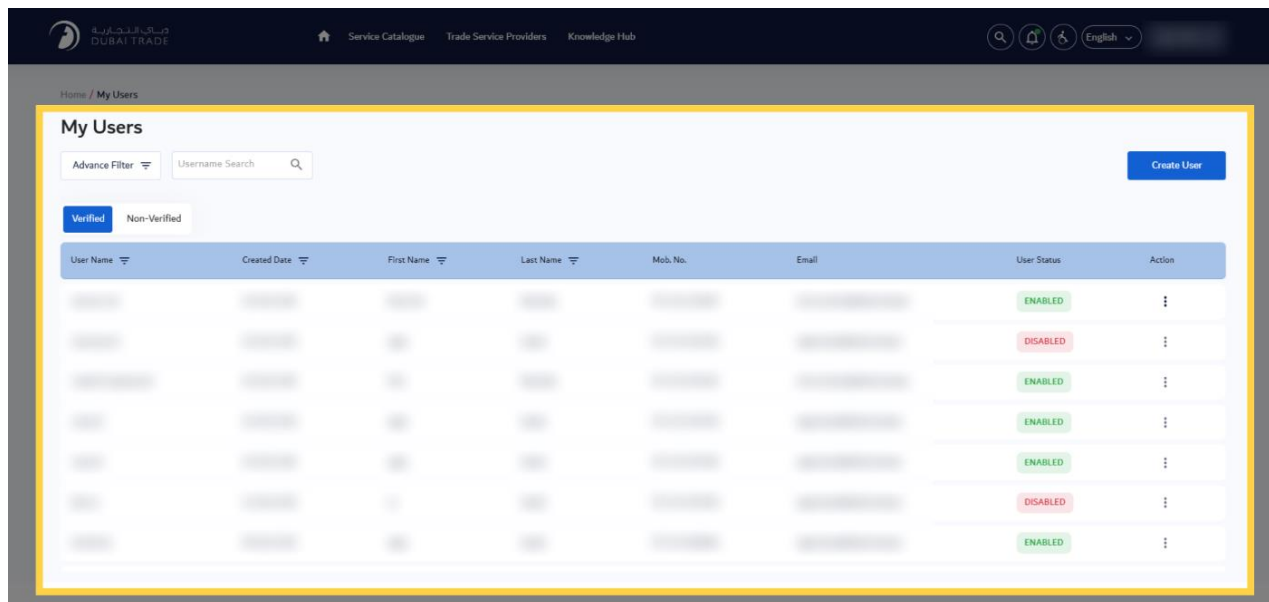
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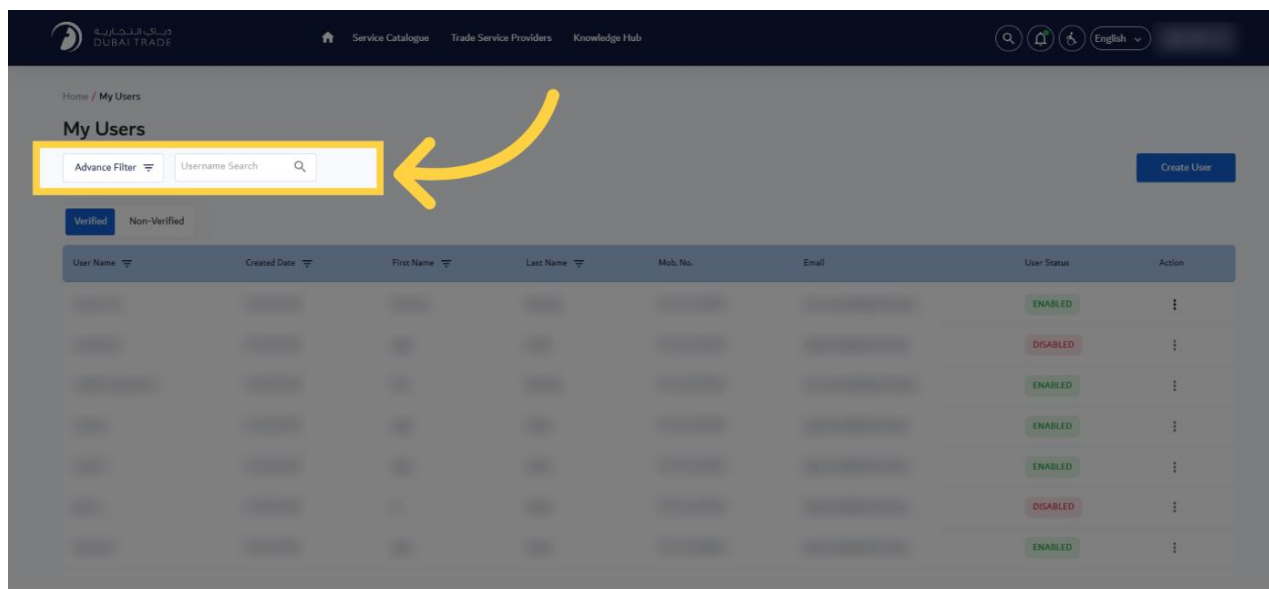
This guide will show you how to efficiently modify existing user accounts by updating profile information, removing and assigning services within the Dubai trade platform.

1. Modify User

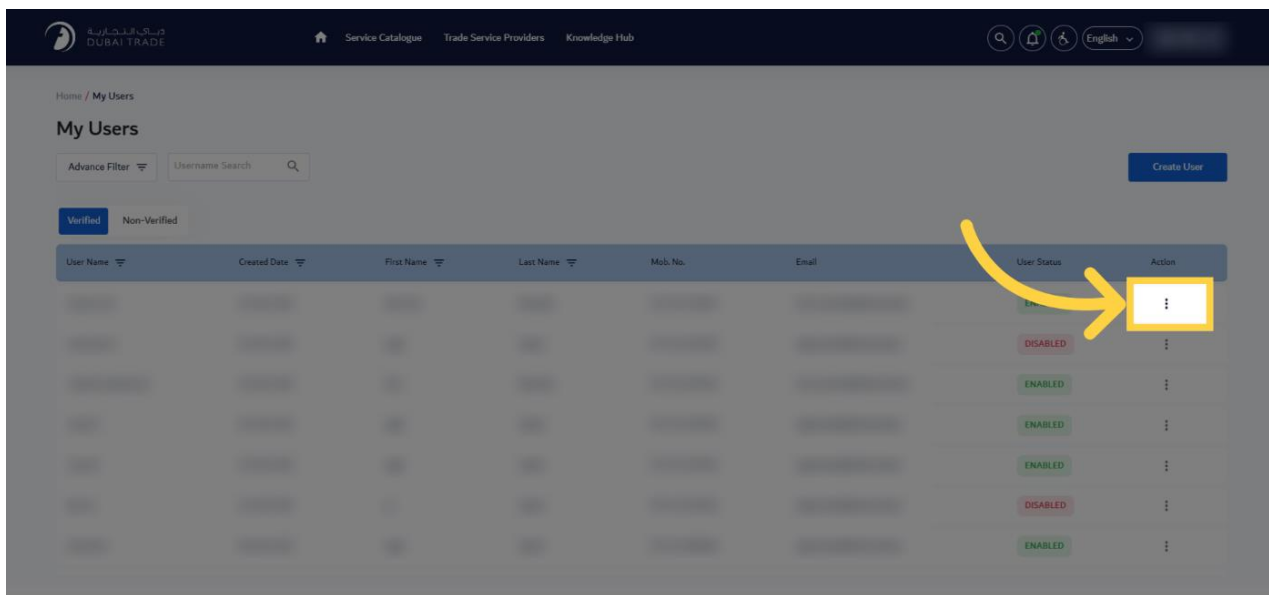
Locate and select the specific user you want to modify from the list.



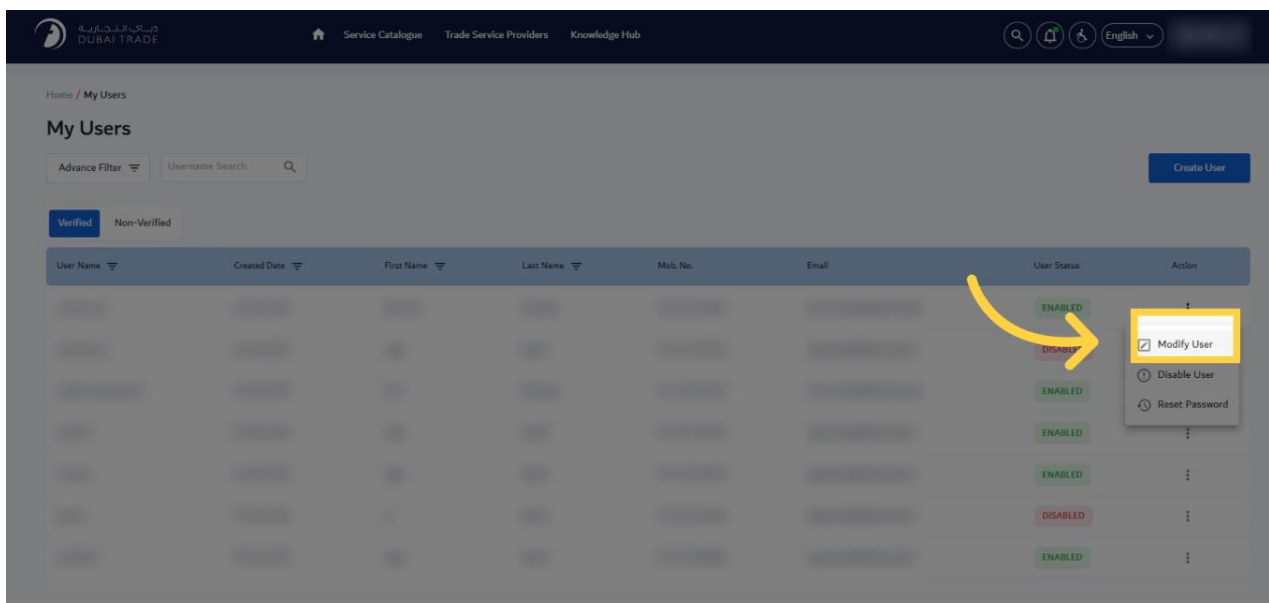
You may use the advanced filter or specific username search to refine the results.



Click on the "action" icon for the user you want to modify



Choose the 'Modify User' option to edit user details and permissions.



My Users – Modify User

Edit the necessary information on this page, if required.

Home / My Users

Modify User - [User Name]

Profile Information

Title: Mr. [Dropdown] First Name: [Text] Middle Name: [Text] Last Name: [Text] Nationality: [Dropdown]

Age Group: [Dropdown] Designation: Test TO

Contact Information

E-mail: [Text] Confirm E-mail: [Text] Country: +971 [Dropdown] Company Telephone No.: 04-1234567 Direct Telephone No.: [Text]

Country: +971 [Dropdown] Mobile No.: 050-123-4567 Country: +971 [Dropdown] Fax No.: [Text]

Cancel Reset Next

Click Next to proceed to the roles and service assignment page.

Home / My Users

Modify User - [User Name]

Profile Information

Title: Mr. [Dropdown] First Name: [Text] Middle Name: [Text] Last Name: [Text] Nationality: [Dropdown]

Age Group: [Dropdown] Designation: Test TO

Contact Information

E-mail: [Text] Confirm E-mail: [Text] Country: +971 [Dropdown] Company Telephone No.: 04-1234567 Direct Telephone No.: [Text]

Country: +971 [Dropdown] Mobile No.: 050-123-4567 Country: +971 [Dropdown] Fax No.: [Text]

Cancel Reset Next

My Users – Modify User

Enable or Disable the necessary permissions by selecting or deselecting Business Units and or Agent Codes.

Home / My Users

Modify User - [User Name]

Search Agent Codes Business Units Agent Type

Select the agent codes and assign the services

2 agent codes selected

Business Units	Agent Codes and Agent Type
<input checked="" type="checkbox"/> Select All	
<input checked="" type="checkbox"/> DP World	<input checked="" type="checkbox"/> [Agent Code]
<input checked="" type="checkbox"/> Dubai Customs	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input checked="" type="checkbox"/> [Agent Code]

A warning message will appear should you try to deselect any pre-assigned business unit or agent codes from a user. Click “**Proceed**” to commit changes or the “X” icon to go back.

Home / My Users

Modify User - [User Name]

Search Agent Codes Business Units Agent Type

Select the agent codes and assign the services

2 agent codes selected

Business Units	Agent Codes and Agent Type
<input checked="" type="checkbox"/> Select All	
<input checked="" type="checkbox"/> DP World	<input checked="" type="checkbox"/> [Agent Code]
<input checked="" type="checkbox"/> Dubai Customs	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input type="checkbox"/> [Agent Code]
	<input checked="" type="checkbox"/> [Agent Code]

!

All the services for unchecked Agent Code(s) will be removed from the available and selected services.

Then click "Go to Assign Services" to manage user service access.

Home / My Users

Modify User - [User Name]

Search Agent Codes Business Units Agent Type

Select the agent codes and assign the services

3 agent codes selected

Business Units	Agent Codes and Agent Type
<input type="checkbox"/> Select All	
<input checked="" type="checkbox"/> DP World	<input checked="" type="checkbox"/> [Agent Code] [Agent Type]
<input type="checkbox"/> Dubai Customs	<input checked="" type="checkbox"/> [Agent Code] [Agent Type]
	<input type="checkbox"/> [Agent Code] [Agent Type]
	<input type="checkbox"/> [Agent Code] [Agent Type]
	<input type="checkbox"/> [Agent Code] [Agent Type]

Grant more accesses by selecting the preferred services from the available list.

Select the services for the agent codes and click 'Add to Selected' to assign

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Select All					Admin Amend Approve Audit Cancel Create Draft E-payment Pay Print Report Response View
<input type="checkbox"/> DIPS Claim Cancel		Dubai C...	Impor...	Customs-DFSA ...	
<input checked="" type="checkbox"/> DIPS Claim Enquiry		Dubai C...	Impor...	Customs-DFSA ...	
<input checked="" type="checkbox"/> DIPS Claim Request		Dubai C...	Impor...	Customs-DFSA ...	

DT - To be confirmed-

2 Service Selected

For services that are moved to the Single Window platform, you can choose the privileges required for that particular service.

Home / My Users

Create User

Search Services (hit Enter) Filter by BU Agent Code : ALL Filter by Agent Type Filter by User Role

Select the services for the agent codes and click 'Add to Selected' to assign

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Select All					<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View
<input type="checkbox"/> Berth Booking	DP WO...	Shippl...	SW Shipping A...		<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View
<input type="checkbox"/> Berth Booking	DP WO...	Shippl...	MASTER_ROLE		<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View
<input type="checkbox"/> Bill Of Lading SW	DP WO...	Shippl...	MASTER_ROLE		<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View

When a service is selected, all its applicable privileges will be selected. Or, You may deselect and choose specific privileges instead.

Home / My Users

Create User

Search Services (hit Enter) Filter by BU Agent Code : ALL Filter by Agent Type Filter by User Role

Select the services for the agent codes and click 'Add to Selected' to assign

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Select All					<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View
<input checked="" type="checkbox"/> Berth Booking	DP WO...	Shippl...	SW Shipping A...		<input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> Amend <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Audit <input checked="" type="checkbox"/> Cancel <input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> E-payment <input checked="" type="checkbox"/> Pay <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Response <input checked="" type="checkbox"/> View
<input type="checkbox"/> Berth Booking	DP WO...	Shippl...	MASTER_ROLE		<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View
<input type="checkbox"/> Bill Of Lading SW	DP WO...	Shippl...	MASTER_ROLE		<input type="checkbox"/> Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View

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Home / My Users

Create User

Search Services (hit Enter) Filter by BU Agent Code : ALL Filter by Agent Type Filter by User Role

Select the services for the agent codes and click 'Add to Selected' to assign. [View Selected](#)

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Select All					Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View <input type="checkbox"/>
<input checked="" type="checkbox"/> Berth Booking		DP WO...	Shipl...	SW Shipping A...	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Berth Booking		DP WO...	Shipl...	MASTER_ROLE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Bill Of Lading SW		DP WO...	Shipl...	MASTER_ROLE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Back](#) [Reset](#) [Next](#)

Add the selected services to the user's profile by clicking 'Add to Selected'.

Select the services for the agent codes and click 'Add to Selected' to assign. [View Selected](#)

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input checked="" type="checkbox"/> Select All					Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View <input type="checkbox"/>
<input checked="" type="checkbox"/> DIPS Claim Cancel		Dubai C...	Imper...	Customs-DFSA ...	
<input checked="" type="checkbox"/> DIPS Claim Enquiry		Dubai C...	Imper...	Customs-DFSA ...	
<input checked="" type="checkbox"/> DIPS Claim Request		Dubai C...	Imper...	Customs-DFSA ...	

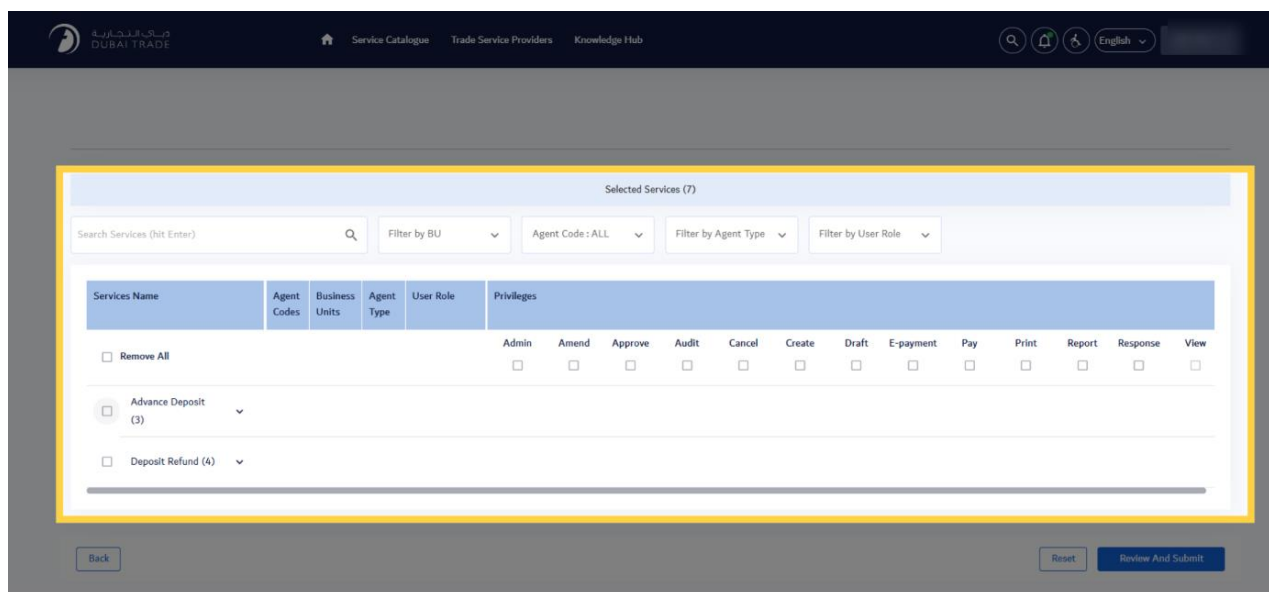
DT - To be confirmed-

4 Service Selected [Clear Selection](#) [Add To Selected](#)

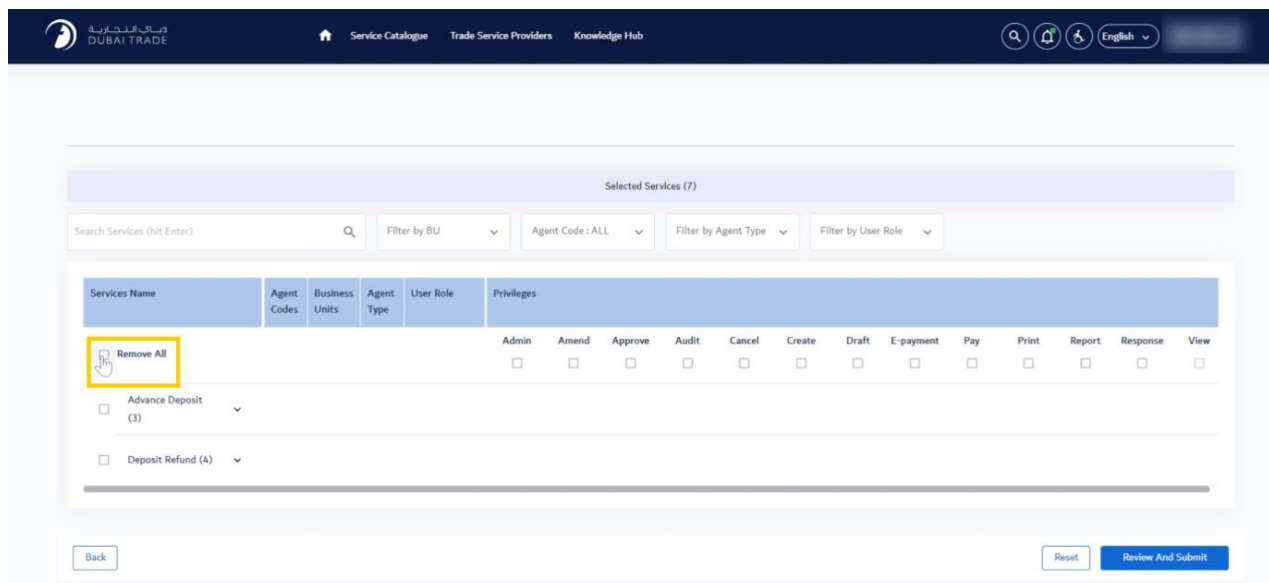
[Back](#) [Reset](#) [Review And Submit](#)

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All the assigned services will appear in this section.



To remove services from the user's account, you may choose to "**Remove All**"



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or select specific service from the 'Service Selected' section.

Selected Services (7)

Search Services (Hit Enter) Filter by BU Agent Code: ALL Filter by Agent Type Filter by User Role

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Remove All					Admin Amend Approve Audit Cancel Create Draft E-payment Pay Print Report Response View
<input checked="" type="checkbox"/> Advance Deposit (3)					
<input type="checkbox"/> Deposit Refund (4)					

Back

Confirm by choosing "remove selected" or reset by choosing "clear selection".

Selected Services (7)

Search Services (Hit Enter) Filter by BU Agent Code: ALL Filter by Agent Type Filter by User Role

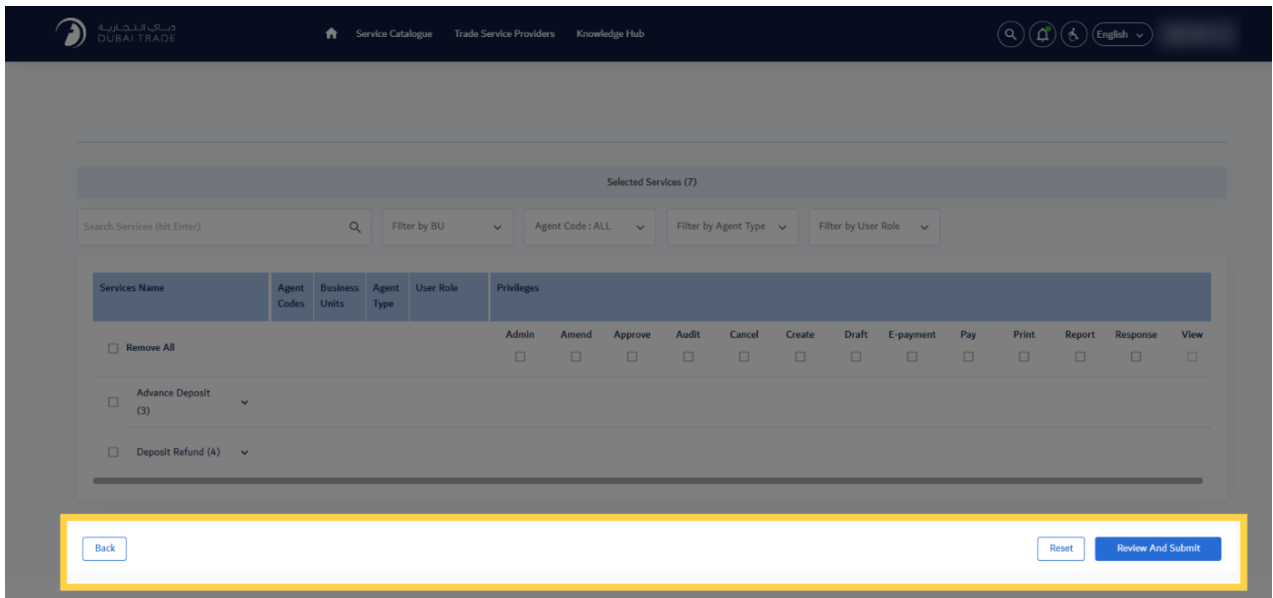
Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input checked="" type="checkbox"/> Remove All					Admin Amend Approve Audit Cancel Create Draft E-payment Pay Print Report Response View
<input checked="" type="checkbox"/> Advance Deposit (3)					
<input type="checkbox"/> Deposit Refund (4)					

3 Service Selected

Back

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Review and Confirm the submission by selecting "**Review and Submit**". Or you may choose to Reset or Go Back.

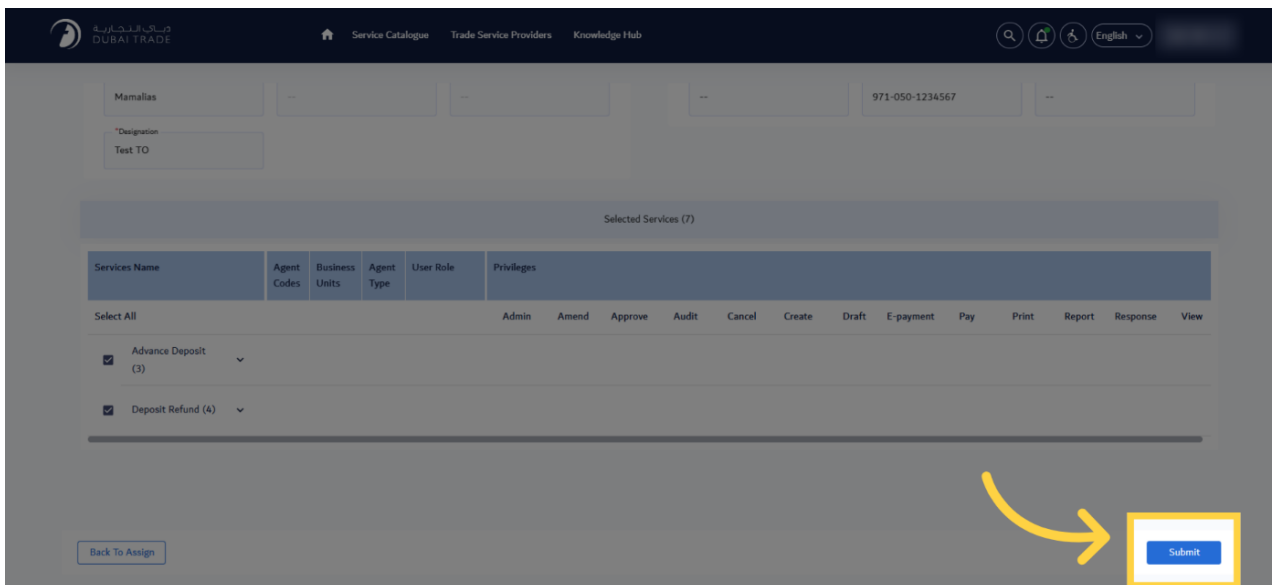


Selected Services (7)

Search Services (Hit Enter) Filter by BU Agent Code: ALL Filter by Agent Type Filter by User Role

Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
<input type="checkbox"/> Remove All					Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View <input type="checkbox"/>
<input type="checkbox"/> Advance Deposit (3) <input type="text"/>					
<input type="checkbox"/> Deposit Refund (4) <input type="text"/>					

Click on "Submit" to confirm the changes.



Mamallas 971-050-1234567

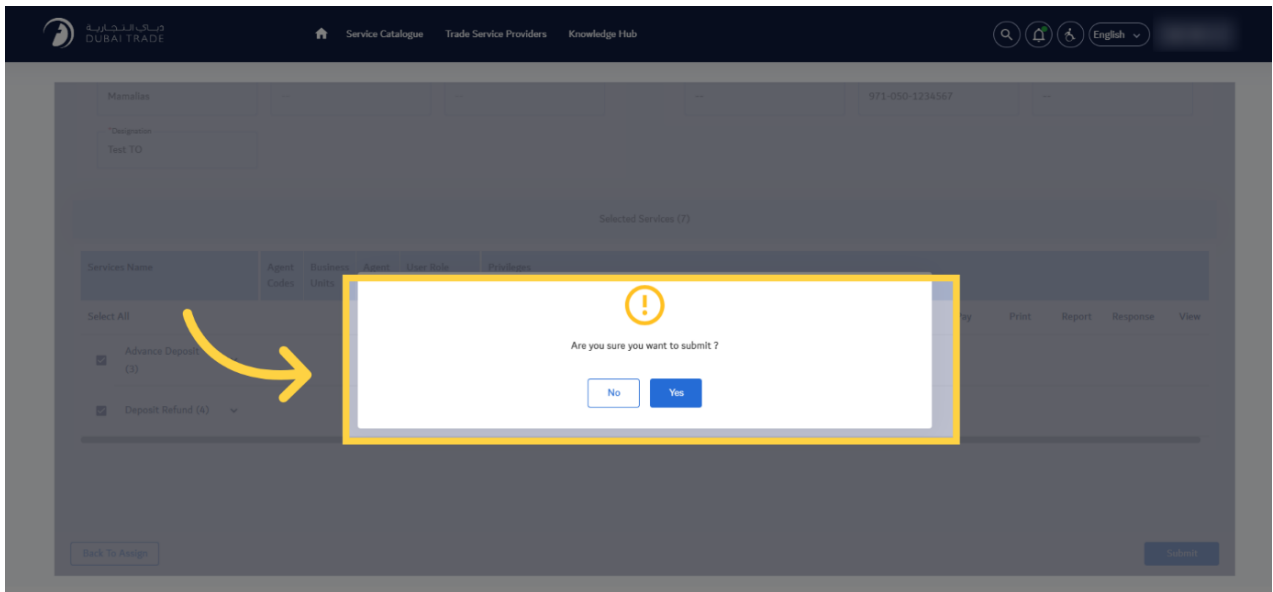
*Designation
Test TO

Selected Services (7)

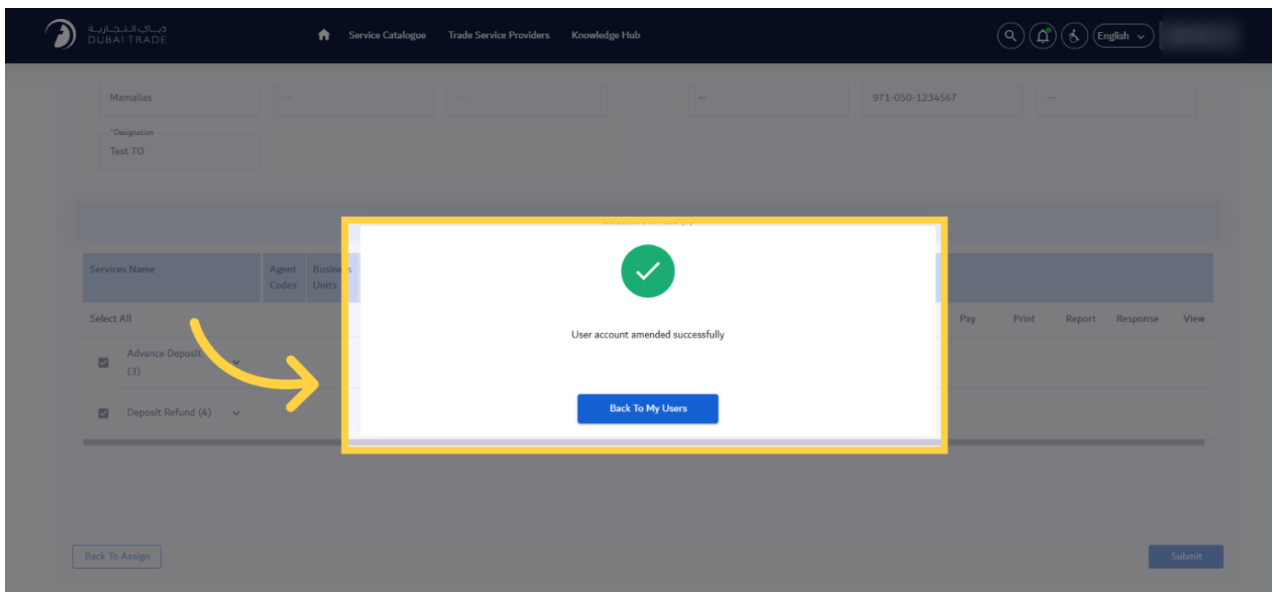
Services Name	Agent Codes	Business Units	Agent Type	User Role	Privileges
Select All					Admin <input type="checkbox"/> Amend <input type="checkbox"/> Approve <input type="checkbox"/> Audit <input type="checkbox"/> Cancel <input type="checkbox"/> Create <input type="checkbox"/> Draft <input type="checkbox"/> E-payment <input type="checkbox"/> Pay <input type="checkbox"/> Print <input type="checkbox"/> Report <input type="checkbox"/> Response <input type="checkbox"/> View <input type="checkbox"/>
<input checked="" type="checkbox"/> Advance Deposit (3) <input type="text"/>					
<input checked="" type="checkbox"/> Deposit Refund (4) <input type="text"/>					

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Click Yes to complete the modify user transaction.



Acknowledge the success message indicating the user account was amended successfully. Return to the 'My Users' list to view updated user information and ensure all changes are saved and the user has the correct access rights.



This guide walked you through modifying a user account in the Dubaitrade platform, including updating personal details, assigning roles, and configuring service permissions. You learned how to review and submit changes to successfully update user access.

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