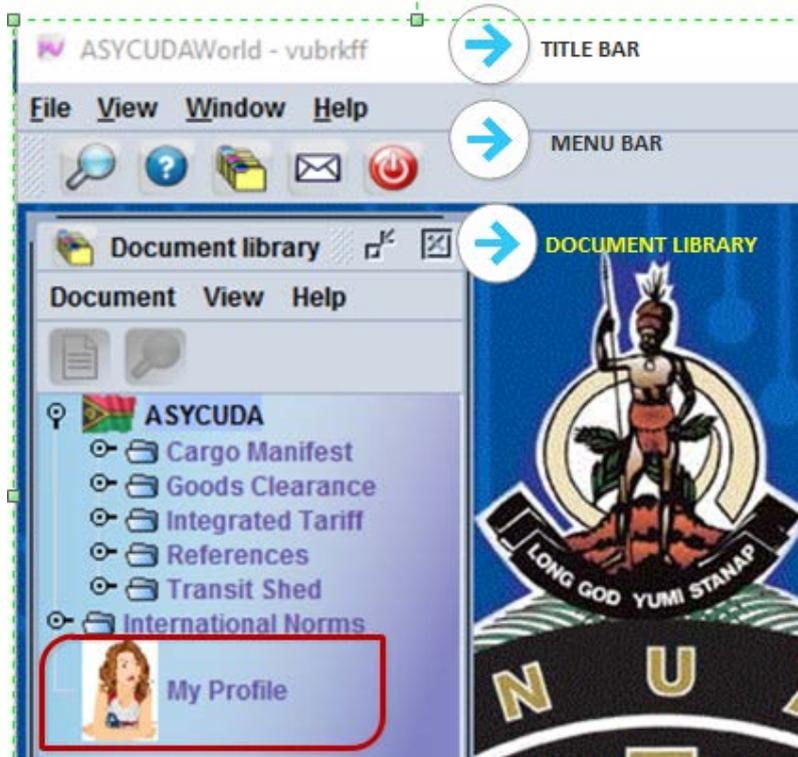


# How to customize your profile in Asycuda World.

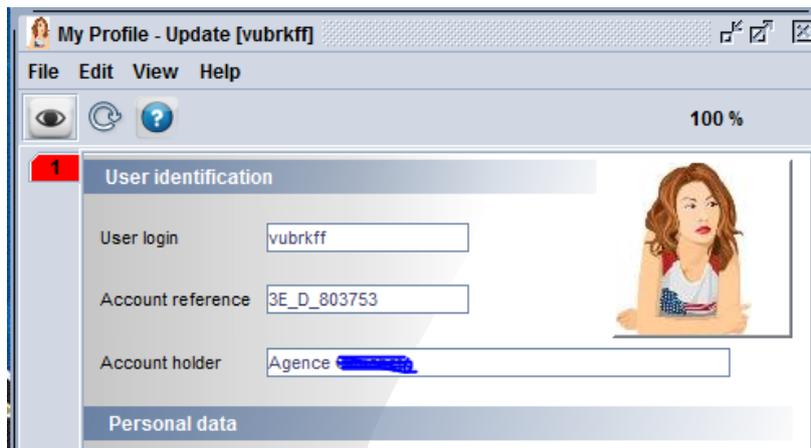
After logging into Asycuda World, you are taken to the home screen which part of it is shown on the left below:



To access **References**, make sure your **Document Library** is open as shown then right click, **My Profile** → **Update**.



The above actions open up your profile window in an updatable mode as show below;



At the bottom of the profile window there are 4 tabs and are labelled "Identification", "Authentication", "Function" and "Preference" as shown below.



1. **Identification** – shows all the personal information about the user in a view mode. (i.e. does not allow the user to change anything.)
2. **Authentication** – Shows the user authentication method and the user’s profile picture. The user can only change his/ her password in this tab.
3. **Function** – Shows your employment and the available accesses you have and also your **user specific properties**. In this tab, there is nothing a user can change, remove or add.
4. **Preference** – Shows all the preferences and gives the user the opportunity to customize the feel and look of the Asycuda world account. This tab has five internal tabs namely “**User interface**”, “**Computer performance**”, “**Notary service security**”, “**Screen saver**” and “**Shortcuts**”.

To enter a customized shortcut for a particular menu, go the Shortcut tab (5) → Find the command for example ( New declaration) → Select it → Click “Edit” and that will display the “Configure Shortcut” Window. Leaving this window open, press the combination of the shortcut keys to assign. For Example **Alt + N** in this case.

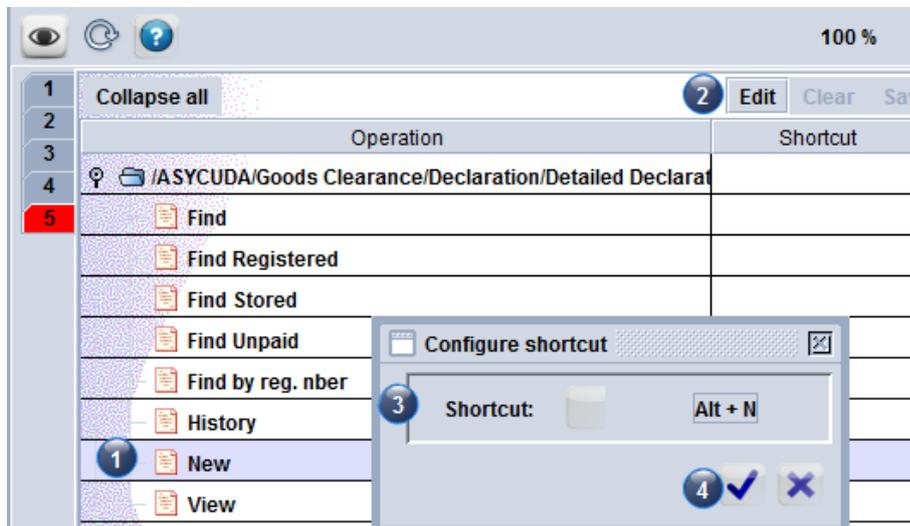


Figure 1: Steps on how to assign Shortcut keys

Once done, as shown above, i.e. the shortcut keys are displayed on the window, click the **tick** to accept the keys. The keys should be displayed next to the menu item as shown below:



To save the changes click the eye icon  to **verify** then the circled arrow icon  to **validate**.

\_\_\_\_\_ End of Documentation \_\_\_\_\_