



How to Locally Save and Retrieve a General Segment or Bill on a Manifest

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to locally save and retrieve a General Segment or a Bill on a Manifest.


For a number of reasons (e.g. documents missing, incomplete information, etc.), it may be necessary for the General Segment or Bill the user is currently working to be saved locally and retrieved at a future time.

How to locally save the General Segment

This is done as follows:

1. Once a General Segment is opened and started to be filled, at any time, the General Segment can be saved locally

A screenshot of the ASYCUDA software interface. The window title is 'General Segment - New [nra]'. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The toolbar contains various icons for file operations. The main content area is titled 'Manifest - General Information' and contains several sections of input fields: 'Office of departure / arrival', 'General Information' (with sub-sections for Voyage number, Date of departure, Date of arrival, Time of arrival, Registration number, Date of registration, and Last discharge), 'Place of departure', 'Place of destination', 'Shipping Information' (with sub-sections for Carrier and Shipping agent), 'Totals' (with sub-sections for Bills, Packages, Containers, and Gross weight), 'Transport' (with sub-sections for Mode, Nationality, Registration, and Master), 'Identity' (with sub-sections for Place and Date), and 'Tonnage' (with sub-sections for Gross and Net). The background of the form has a light blue, abstract pattern.

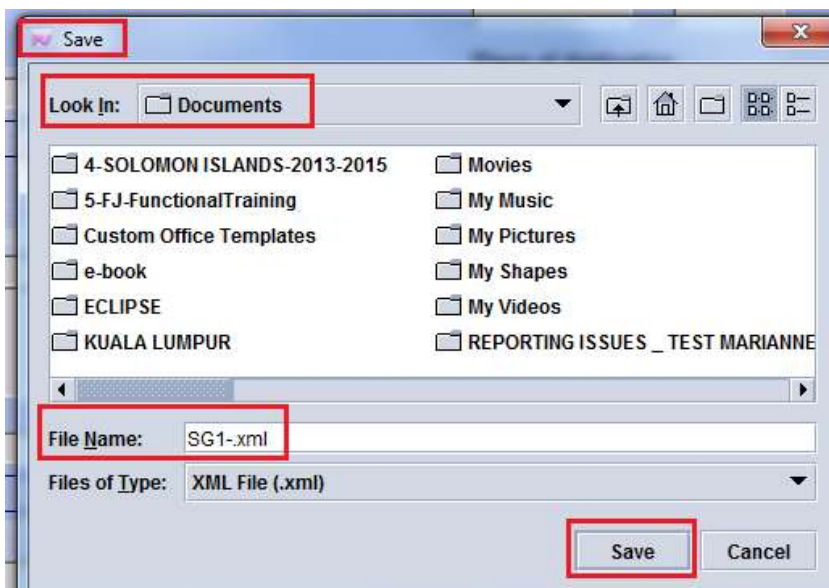
2. Click on the  icon on top of the General Segment screen



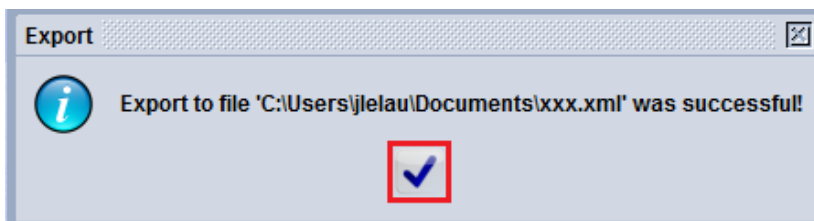
3. In the **Save** screen, indicate:
- In which directory the file should be saved and
 - The file name

It should be noted that traders inputting data at the Customs Data Centre must always save their General Segment on their personal Hard Disk and not on the PC as this will be regularly cleaned by the ASYCUDA Team.

4. Then click on 



5. When the following message is displayed, click on 




How to locally save the Bill

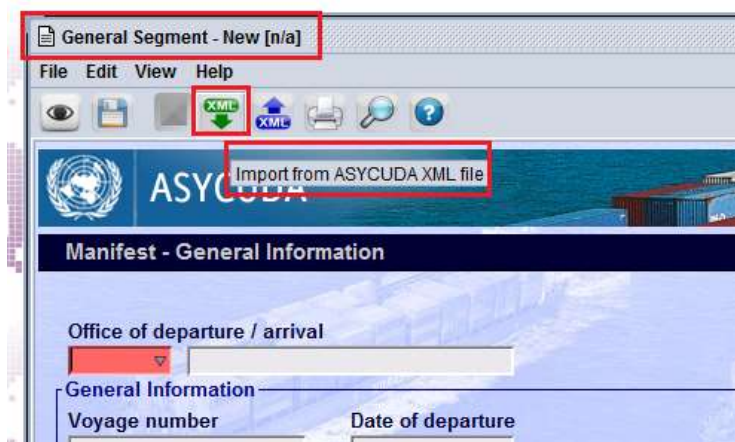
The same process as above should be applied on the E-document related to the Bill.



How to retrieve a locally save General Segment

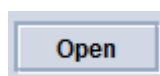
This is done as follows:

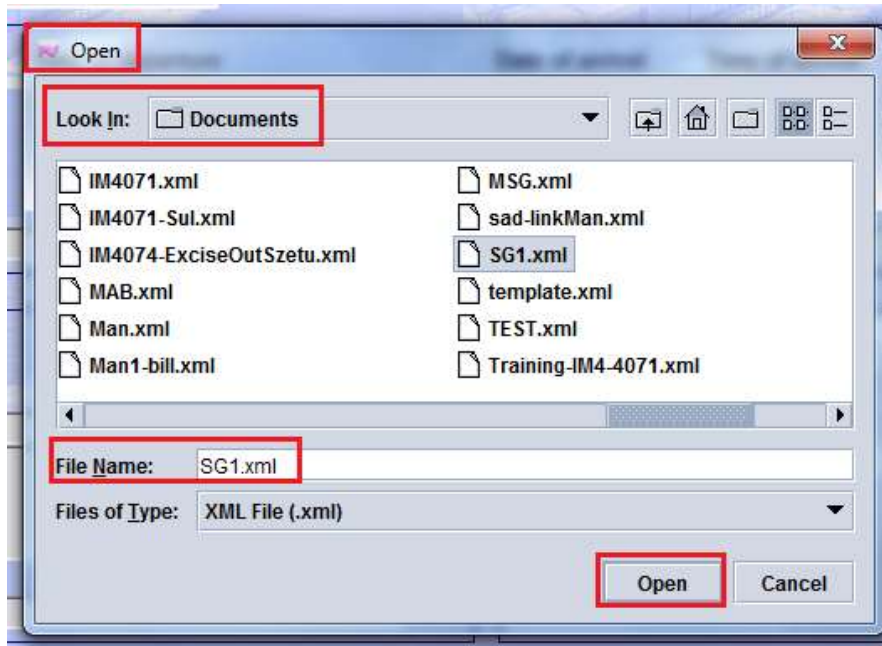
1. As soon as a new General Segment is opened, click on  on top of the General Segment



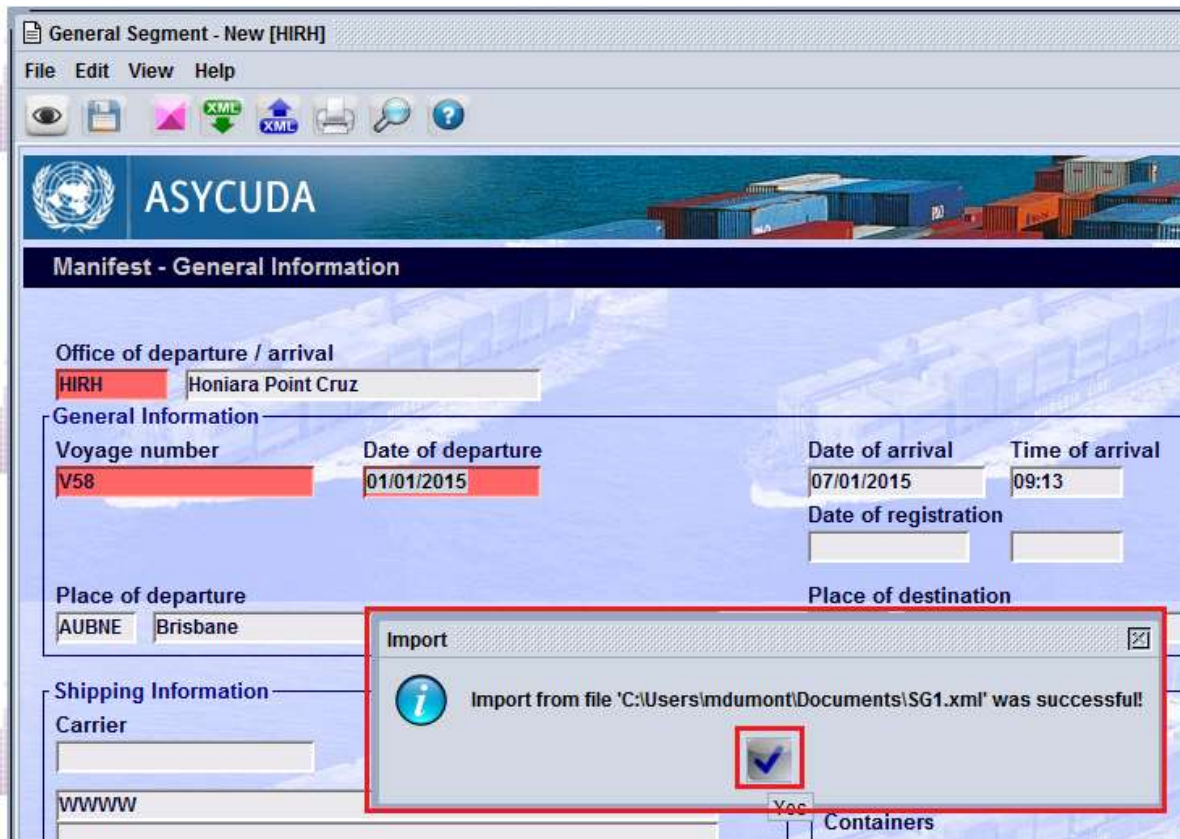
2. In the **Open** screen, indicate:
 - a. In which directory to **Look In** to find the previously saved file and
 - b. The **File Name**


3. Then click on





4. The new General Segment will be filled with all information previously 'locally saved' and the following screen will be displayed



5. Click on  to continue the SAD process