



myStat – User Manual for Trader and Forwarding Agent (FA) Module

Prepared by DNEX Hallmark e-Commerce Sdn Bhd Version 1.1

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Section 1. Introduction

This system will allow user to generate and download the daily or weekly report for own record. This report will cover Declarations and Manifest information transmitted to Customs.

1.1. What is myStat?

myStat is a web based system that provides transactional reports on declaration and manifest information for traders and forwarders, and also for selected forwarding agents assigns by traders.

This system allows users to generate;

- K1, K3, K8 and K9 related Declaration reports
- K4,K5 and K6 related Manifest reports
- K1 and K4 Matching reports
- K2 and K5 Matching reports

1.2. How does myStat Benefit Me?

- Reduces Turnaround time faster processing of reports
- It's convenient myStat is accessible from any computer that is connected to the internet.
- Ease of Use user friendly even for the non-PC savvy

1.3. Who Should Read This Publication?

myStat is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

1. Trader User (Consignor/Consignee)

Enabling the Trader User to access reports related to manifest and declaration information applied to them only. Users are also able to download the report.

2. Forwarding Agent

Enabling the Forwarding Agent to access reports related to manifest and declaration information assigned to them only. Users will also be able to download the report.



1.4. Requirements to use myStat

myStat is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with DNeX with valid account
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
 - Microsoft Internet Explorer
 - Mozilla Firefox
 - Google Chrome version 10 and above
- Internet Connection

1.5. About This Publication

This publication document is to provide overview on how users can generate, view and download the report and have a better understanding of the myStat system with step-by-step instructions.

1.6. myStat Publication

Get the right publications based on your subscription by referring to the table below.

Publication Title

myStat - User Manual for Trader & Forwarding Agent Module

1.7. Support Information

Should there be any issues arising from the use of myStat, please contact DNeX's Careline;





Sales queries: mystat@dnex.com.my Product queries: careline@dnex.com.my



1.8. Convention

Icon / Button	Description	Function (s)
Sign In	Sign In	To sign into the myStat application
LOGOUT	Log out	To log out of the myStat application
Search	Search	To search for a particular list
Download	Download	To download a report
Reset	Reset	To undo changes
0	Previous	To go to previous/first page of a list
	Next	To go to next/last page of a list
	Calendar	To view calendar
•	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
Save	Save	To save data/ information

1.9. References

None



Section 2. Getting started with myStat

2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via <u>mystat.dnexport.com.my</u>
- myStat is supported by Microsoft Internet Explorer, Google Chrome and Mozilla Firefox.

To login, please follow the steps below:



2.1.1. Launch Google Chrome Browser

i. In your PC's Desktop, double click the Google Chrome to launch it.

2.1.2. Enter URL (Uniform Resource Locator) At Address Bar



- i. In Google Chrome, go to address bar.
- ii. Enter: mystat.dnexport.com.my



<i>myStat</i>	
Welcome To myStat	29 July 2015 11:17:50:AM 📢
Sign In	
USER NAME	
0	
2	
REMEMBER ME	
3 Sign Im	Reset

2.1.3. Enter Username and Password

- i. Enter Username and Password.
- ii. Click on the Sign In button to access the system.
- iii. The main screen of the myStat system will be displayed as follows:

myStat REPORT LIST OF #	GENT CHANGE PASSWORD	LOGOUT
Welcome : molex-myst		29 July 2015 10:04:58:AM 📢
Reporting		
Date Range Type*		
Select 🔻		
Start Date*	End Date*	
Document Type*	Customs Registration No./Manifest No.	BL No.
Select Report		
Agent Code		
Search Reset		
@ DNEX HALLMARK E-COMMERCE	SDN BHD	

2.2. Change Password

<i>myStat</i>	REPORT LIST OF AGENT CHANGE PASSWORD	
Welcome :		
User Profile		
User Name	Old Password	
molex-myst		
New Password	Confirmation Password	
Save		
	Enter new password here	

- To change password, click on CHANGE PASSWORD i.
- ii. In the User Profile page, the username will automatically displayed as in image above.
- iii. Enter the old password in the provided box
- iv. Then, enter the new password and confirmed the password
- to save the new password. Click on v.

2.3. Log Out

myStat

Once done with the application tasks, you are advised to log out from myStat.

To log out, please follow the steps below:

ORWARDI	ING AGENT	LOGOUT
đD)		Wednesday 11-Mar-2015 09:43 AM (
No.		
1		Click here to log out
Date*		
Ę.		
Custo	om Registration No.	BL No.
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1		
2		
$\langle \cdot \rangle$	A.A.M.A.M.A.A.	A A a A MAN MANA A A A A A A A A A
i.	On the top right corner o	f the page, click the LOGOUT button to log out



Section 3. Reporting

3.1. Generate a Report

Users are able to generate a report based on the date and document types. Since the amount of data may vary, and to cater to users with low internet bandwidth, each report generated will only show 7 days worth of transactions. To create a report, please follow the steps below;

To open the Reporting page, at the top of the page, click on **REPORT** as per image below.



3.1.1. Create a Report

Reporting			
Date Range Type* 1			
Select	•		
Start Date* 2		End Date* 🔞	
	i		
Document Type* 4		Customs Registration No./Manifest No.	BL No.
Select Report	*		
Agent Code			
5 Search Reset			

i. First, select the Date Range Type, either to view the report by

Submission Date or SMK Response Date. Click on to view the list and choose the type as in image below.

DNQX

ate Range Type*	
Select	•
Select	
Submission Date	
SMK Response Date	

ii. To choose the report start date, click on to view the calendar as per image below.

Start Date*	_1	End [Date*				
01-01-2015							
Document Type*	۲		Jan	uary 2	2015		>
Select Report	Su	Мо	ти	We	Th	Fr	Sa
Click here to view the calendar	28	29	30	31	1	2	3
Ag	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Search	25	26	27	28	29	30	31
	1	2	3	4	5	6	7

- iii. Click on the preferred start date
- iv. Choose the end date as in step i and ii above

Note: Date range cannot exceed 7 days



- v. Next, click on the to choose the Document Type as shown in the image above. For example, to create a K1 report, click on K1.
- vi. Users can also extract a more specific report based on Customs Registration No., BL No., or Agent Code, where applicable. To add the info, click inside the boxes as per image below.



eporting		
Date Range Type*		
Submission Date	•	
Start Date*		End Date*
01-08-2015		05-08-2015
Document Type*		Customs Registration No./Manifest No. BL No.
К1	•	
Agent Code		
BE6112		
Search Reset		Click inside the box to add, if any
		REPULI

- vii. Once completed adding the report information, click on <u>Search</u> to search for the desired report.
- viii. Report will be display at the bottom of the page as per image below.

S	ubmission D	ate		•								
	t Date				End Dat							
01	-05-2015			-	05-06-2	015						
			/									
000	ument Typ	e*	-	_	Customs	Registration	No./Manif	est No.	BL No.			
K	1			•								
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J	-0109											
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0.	Station 6	Registration	No.	Response	Code	Partner	Partner	Trader	H8 Code	Description	Date	BL No.
	110	110105002880		02/06/2016	150100	MOLEY	ROC	Name	740020000	2 DELINE	02/06/2016	
	310	J 1010002000		03/06/2015	JF0109	(MALAYSIA)	162032P		740939000	PHOSPHOR	03/06/2015	
						SDN BHD				BRONZE		
										C51000 -		
										PREPLATED H05.0.30 MM		
										X 24.5 MM -		
										P/N 899991967		
	J10	J10106002880		03/06/2015	JF0109	MOLEX	8-		740939000	3 DRUMS	03/06/2015	
						(MALAYSIA)	162032P			PHOSPHOR		
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TAL	pload											



3.1.1. Download a Report

- i. To download the report, go to the bottom of the result page and click on **Download** as per image above.
- ii. A download notification will appear as per iamge below. Click Yes



iii. The report will be downloaded in .CSV format as per sample below. It can be viewed by Microsoft Excel.

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- iv. The report data is populated into only 1 column and is separated by the "|" special character.
- v. In Microsoft Excel, this data can be separated into columns easily by following the instructions below:
 - a. Select Column A



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b. Select the Data Tab



c. Select the Text to Column button and a pop-up will appear.

onvert Text to Colur	mns Wizard - Step 1 of 3	
he Text Wizard has d	determined that your data is Fixed Width.	
f this is correct, choo Original data type	ose Next, or choose the data type that best descr	ibes your data.
Choose the file type	e that best describes your data:	
O Delimited	- Characters such as commas or tabs separate e	ach field.
Fixed width	- Fields are aligned in columns with spaces bet	ween each field.
Preview of selected	data:	
Preview of selected 1 SMK Registra 2 B16103001400 3 B16103001400 4 B16103002011 5 B16103001400	data: tion Number SMK Registration Date Jd 04-03-2015 K1DB16BF0651150303215610 04-03-2015 K1DB16BF0651150304152410 04-03-2015 K1DB16BF0651150304152410	bb Number Agent 000000426647 PF0 000000426647 PF0 000000428615 PF0 000000426647 PF0 -
Preview of selected 1 SMK Registra 2 Bi6103001400 4 Bi6103002011 5 Bi6103001400 <	data: tion Number SMK Registration Date J 04-03-2015 K1DB16BF0651150303215610 04-03-2015 K1DB16BF0651150303215610 04-03-2015 K1DB16BF0651150303215610	bb Number Agent 00000426647 PF0 000000426647 PF0 000000428815 PF0 000000426647 PF0 +



Convert Text to Colur	nns Wizard - Step 2 of 3
This screen lets you set the preview below. Delimiters Tab Semicolon <u>C</u> omma <u>Space</u> <u>O</u> ther: Data preview	t the delimiters your data contains. You can see how your text is affected in Treat consecutive delimiters as one Text gualifier:
SMK Registration Tick other, and there J25106001461	on Number SMK Response Date Job Number hen add " " -06-2015 K1DJ10JF01091506031635A -06-2015 K1DJ10JF01091506031635A -06-2015 K1DJ25PF0212150602115011 02-06-2015 K1DJ25PF0212150602162411 -
•	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

d. Select the **Delimited** file type and click

- e. Tick the **Tab** and **Other** boxes and enter the "|" special character. Then click the **Finish** button as per image above.
- f. The information in report will now be seperated into different columns for easy data manipulation.

1 H 5. d				10,0145-205,044	9-2015_300023194250_54MPLE.cm	- bol			7 33	- 5 X
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2 816103001400	04-03-1	5 K1D8168F065115030321561000004	26647					816		0
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6 816303000870	63-63-1	15 K106168F065115030300553000004	24922					816		0
7 816303000242	62-68-1	15 K1D8168F0651150302092110000004	23542					816	24.0	0
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14 816103001400	94-03-1	15 K1D6168F065115030321561000004	26647					816	12.3	0
15 836303000870	09-03-1	IS K108168F065115030300551000004	24522					816		0

g. The User can now resize the columns to view the required information.



Section 4. List of Agent



- i. To view the list, at the top of the page, click on AGENT as per image above.
- ii. The list of agents will be displayed as in image below.

<i>my</i> Stat	REPOR	
Welcome : molex-myst		29 3
List of Agents		
Agent Code ₍₂₎	Agent Name	
PF0010	DHL EXPRESS (MALAYSIA) SDN BHD	
WF0100	FEDERAL EXPRESS BROKERAGE SDN. BHD.	
WF0080	NIPPON EXPRESS (M) SDN BHD	
WF0470	PANALPINA CUSTOMS SERVICES (M) S/B	List of Agents
MF0006	PENGANGKUTAN NOZOMI (M) SDN. BHD.	
BF0147	SCHENKER LOGISTICS (MALAYSIA) SDN BHD	
PF0212	TARGET AIRFREIGHT (M) SDN BHD	
BF0194	TASCO BERHAD	
WF0071	UNITED PARCEL SERVICE T SDN. BHD.	
WF0166	UPS SCS (MALAYSIA) SERVICES SDN BHD	
4		

