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

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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.

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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;
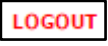
 Call Us **1300 133 133**

 Email us

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
◁	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

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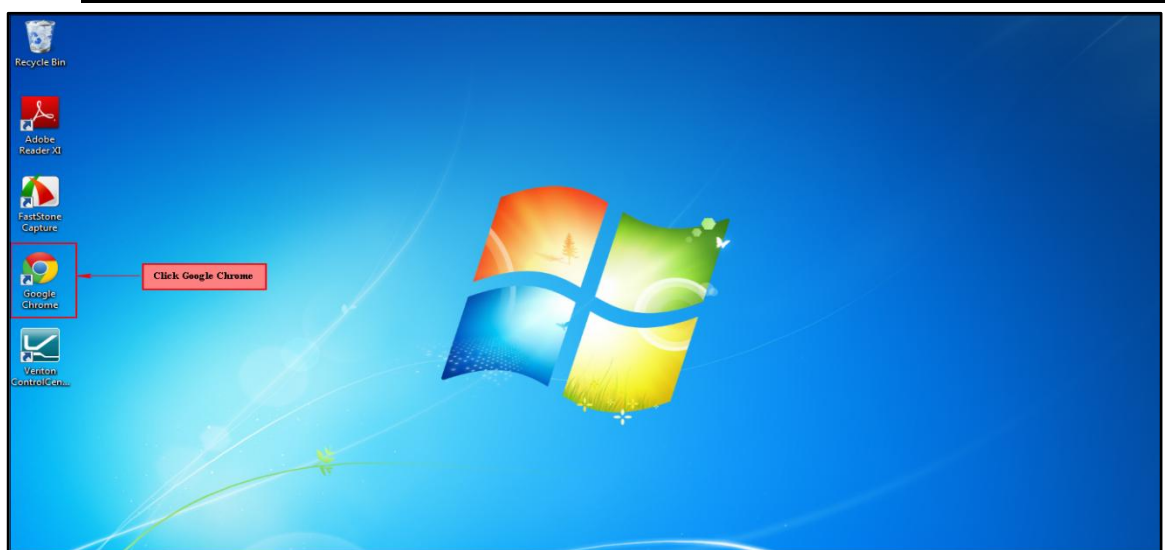# Section 2. Getting started with myStat

2.1. Log in

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

■ You may login via mystat.dnexport.com.my

■ 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

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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:

2.2. Change Password

i.   To change password, click on `CHANGE PASSWORD`

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

v.   Click on `Save` to save the new password.

2.3. Log Out

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

To log out, please follow the steps below:

i.   On the top right corner of the page, click the `LOGOUT` button to log out

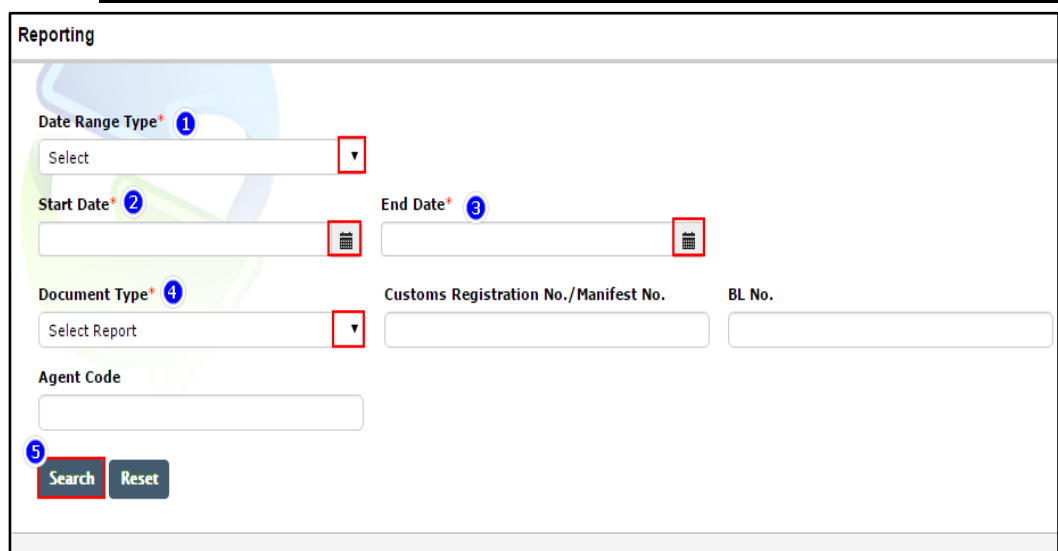DNeX

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;
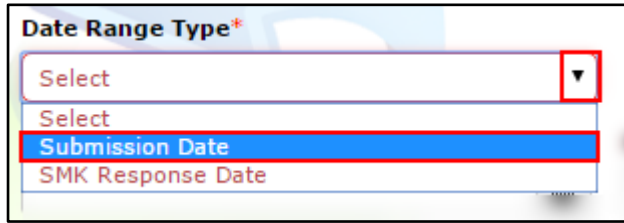
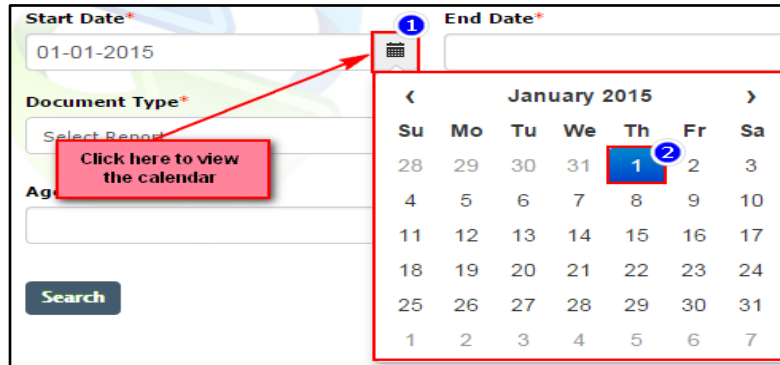To open the Reporting page, at the top of the page, click on REPORT as per image below.
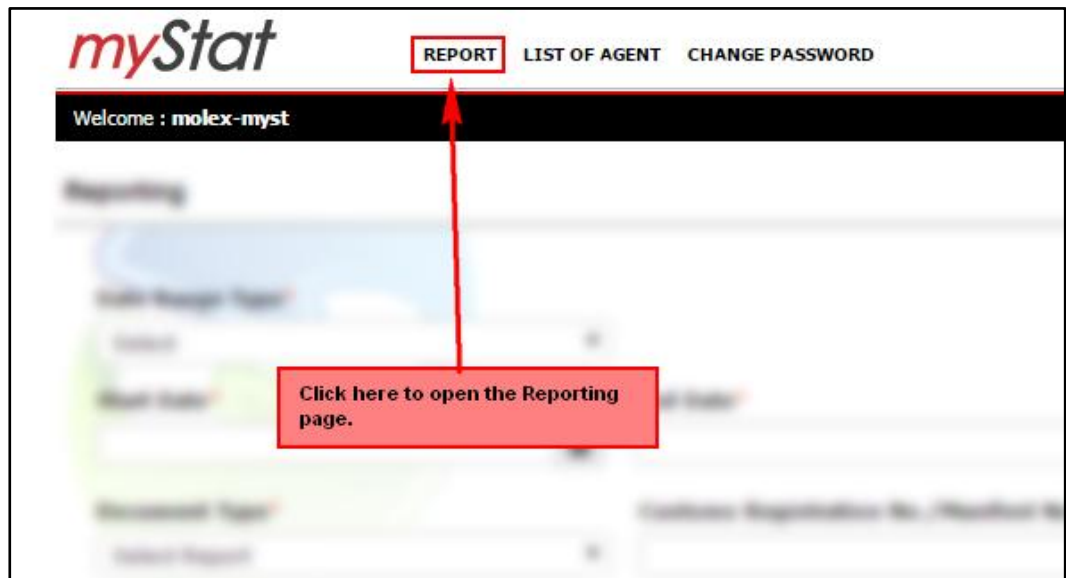
3.1.1.   Create a Report

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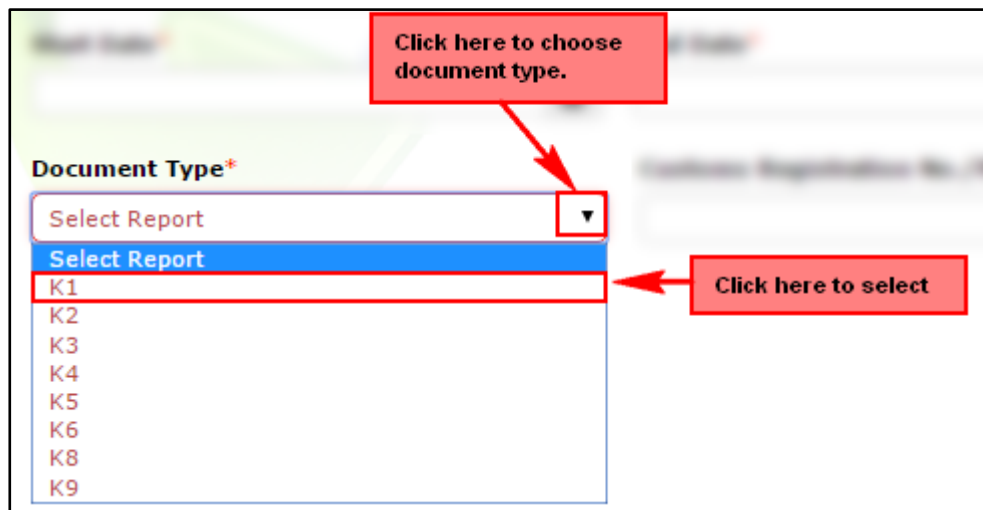
ii. To choose the report start date, click on 🗓 to view the calendar as per image below.

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.

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vii. Once completed adding the report information, click on **Search** to search for the desired report.

viii. Report will be display at the bottom of the page as per image below.
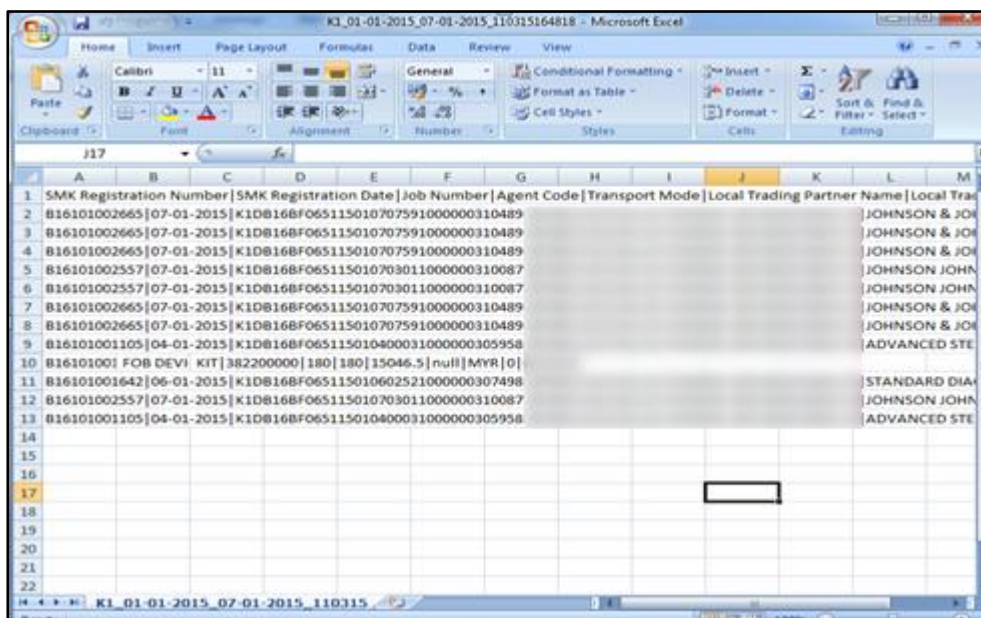

ix. Use the ◀ or ▶ buttons to navigate tthrough the pages.

3.1.1.   Download a Report

i. To download the report, go to the bottom of the result page and click on as per image above.

ii. A download notification will appear as per iamge below. Click Yes
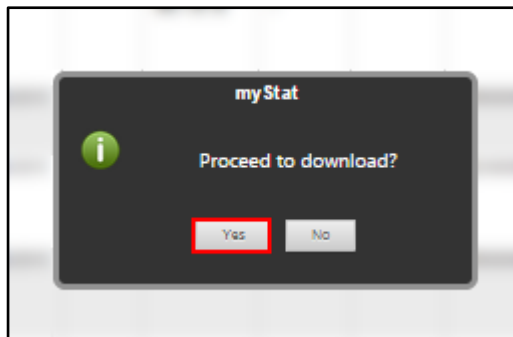
iii. The report will be downloaded in .CSV format as per sample below. It can be viewed by Microsoft Excel.

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:
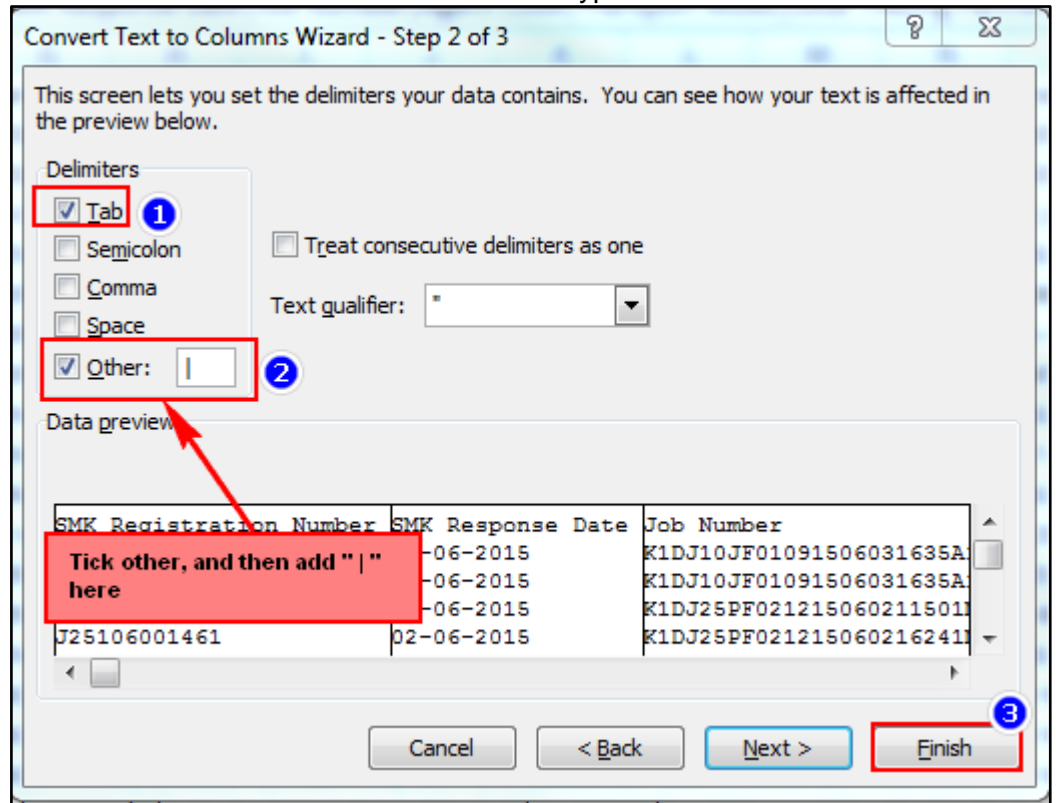
a. Select Column A
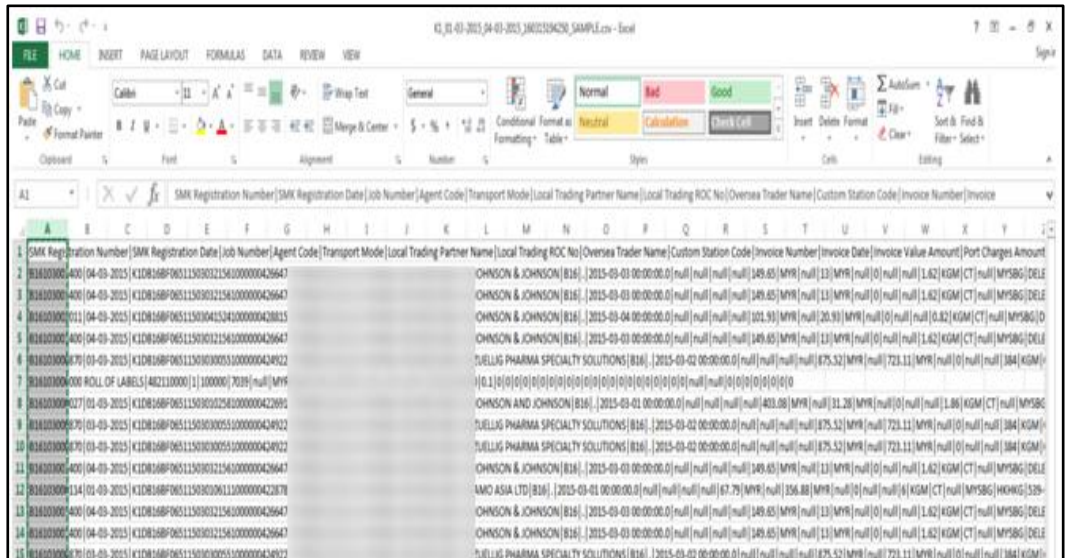
b. Select the **Data Tab**

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

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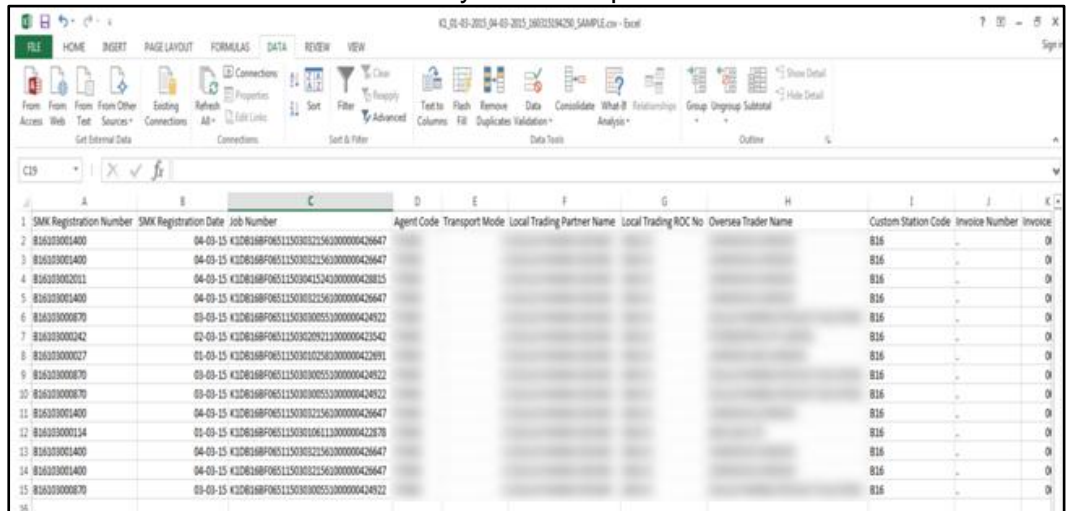
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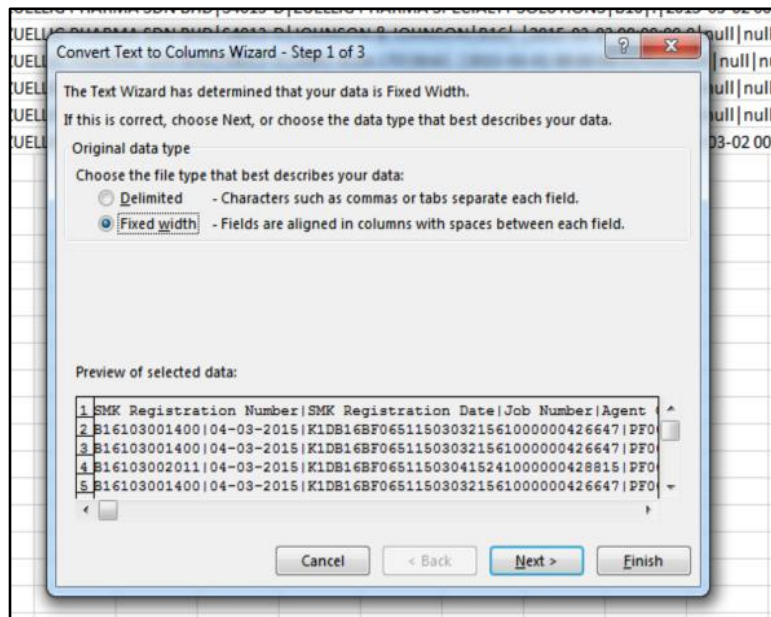
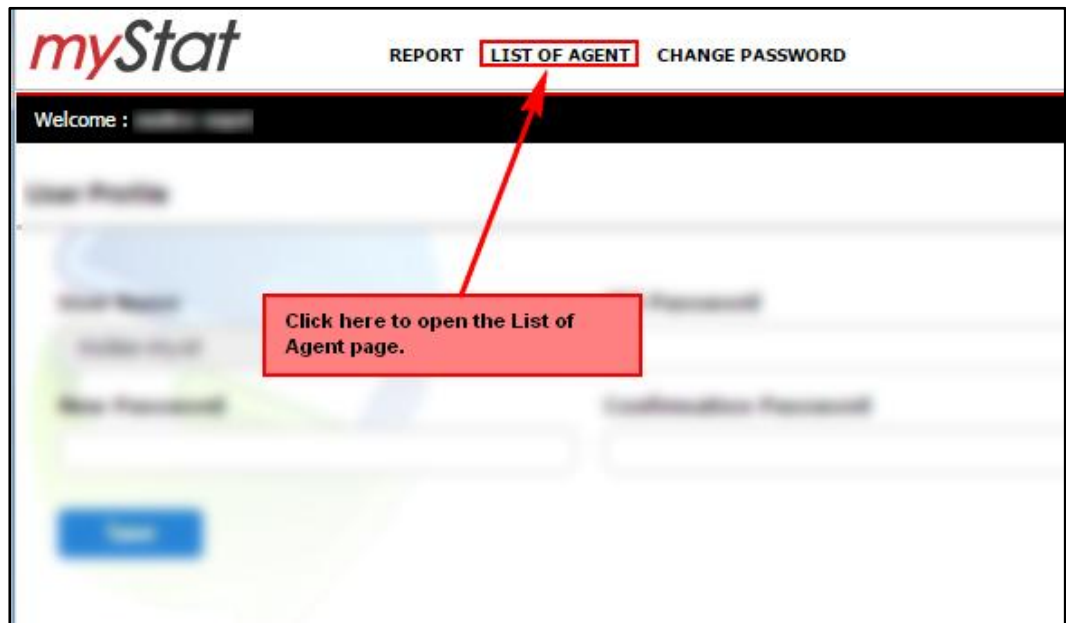d. Select the **Delimited** file type and click

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.

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

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Section 4. List of Agent

i. To view the list, at the top of the page, click on **LIST OF AGENT** as per image above.

ii. The list of agents will be displayed as in image below.