

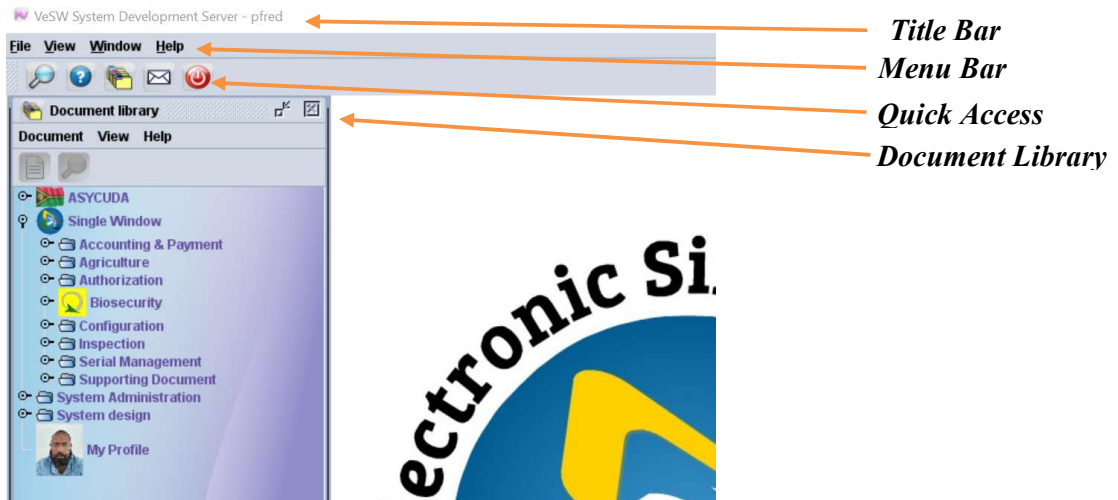



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

How to customize your profile in Vanuatu Electronic Single Window (VeSW) system

1. After logging in to VeSW, you are taken to the home screen as shown below:



2. To access your system profile, make sure your **Document Library** is open as shown above then right-click, **My Profile** → **Update**. 

Your profile will be displayed as show below:



3. At the bottom of the profile window there are four (4) tabs and are labelled “*Idendification*”, “*Authentication*”, “*Function*” and “*Preference*” as shown below.





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- a. **Identification** – shows all the personal information about the user in a view mode. (i.e. does not allow the user to change anything.)
 - b. **Authentication** – Shows the user authentication method and the user’s profile picture. The user can only change his/her password in this tab.
 - c. **Function** – Shows your employment and the available accesses you have and your “*User specific properties*”. In this tab, a user cannot change, add or remove anything.
 - d. **Preference** – Shows all the preferences and gives the user the opportunity to customize the feel and look of the VeSW account. This tab has five internal tabs namely “*User interface*”, “*Computer performance*”, “*Notary service security*”, “*Screensaver*” and “*Shortcuts*”.
4. To customized a shortcut for a certain menu, go the Shortcut tab (5) → Find the command for example (New Veterinary Health Certificate) → 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**’:

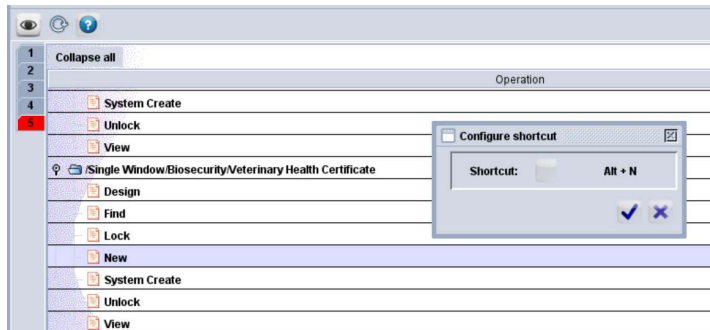


Figure 1: Steps on how to assign Shortcut keys

5. The shortcut keys are displayed on the “Configure shortcut” window, click the **tick** (✓) to accept. The keys should be displayed next to the menu item as shown below:



6. To save the changes click verify , then click validate to save the changes 

■ End