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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
Vienna International Centre, P.O. Box 300, 1400 Vienna, Austria
Tel: (+43-1) 26026-0 · www.unido.org · unido@unido.org

JAMPRO LIMITED

CENTRALISED DATABASE ON INVESTMENT AND TRADE

UNIDO FINAL REPORT

KPMG PEAT MARWICK & PARTNERS
JULY, 1994

JAMPRO LIMITED

CENTRALISED DATABASE ON INVESTMENT AND TRADE

UNIDO FINAL REPORT

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JAMPRO LIMITED

CENTRALISED DATABASE ON INVESTMENT AND TRADE

UNIDO FINAL REPORT

INTRODUCTION

KPMG Peat Marwick & Partners (KPMG) is pleased to present its final report on JAMPRO's centralised database system.

PROJECT OBJECTIVE

The objective of this project is the design and development of an automated system for investment and pre-investment activities. The primary objective of the automated system is to strengthen JAMPRO's capabilities in the promotion of investment and trade.

The project was conducted in four phases as follows:

- Phase I - Validation of Requirements
- Phase II - Systems Development
- Phase III - Systems Acceptance Testing
- Phase IV - Implementation

The requirements definition study which examined JAMPRO's overall information systems need was undertaken by KPMG and reviewed by a joint KPMG/JAMPRO team. One outcome of the review process was the decision to integrate the design of Marketing Information System being funded by UNIDO into the overall centralised database system design which emerged as a result of the above study. The design review team also took the decision to develop the system in the fourth generation language Informix. The primary reason for this decision was to facilitate electronic information interchange between JAMPRO and other Government entities who, for the most part were beginning to standardise around Informix.

SYSTEM DESIGN OVERVIEW

This section of the report provides an overview of the design features of the centralised database facility. An entity relationship diagram, screen and report layouts as well as a data dictionary are provided in the accompanying appendices.

The key requirements of the centralised database system were:

- Users should be able to access information without having to learn the rigours of a computer language.
- The system should rationalise and minimise the maintenance of redundant data.
- The system should support multiple users and sites.
- Users should have access privileges according to their level of authorisation to assure data security.

The following strategies were adopted in the design process:

- Existing documentation including corporate plans, divisional work programmes, current organisational charts and a computer system design done by Coopers and Lybrand were reviewed to develop an understanding of the organisation and its environment, and to identify any new developments or constraints which were to be taken into account in the design of the system.
- User requirements were updated through an information gathering process using questionnaires and interviews followed by a detailed analysis of the information gathered on existing operations.
- Existing software applications were evaluated to determine the feasibility of integrating these applications with the proposed centralised database and to identify functions and features which should be replicated in the design of the centralised system.
- Requirements gained from the above sources were then reconciled in a draft requirement definition document which was reviewed with individual users and the user committees established for this purpose.
- A draft report was submitted to JAMPRO. This report was extensively reviewed by the various user groups within JAMPRO.

The next step of the design process was to incorporate the above feedback into a finalised study. This study formed the basis for the remainder of the systems development process, viz systems development, acceptance testing and implementation.

CENTRALISED DATABASE DESIGN

The centralised database system design consists of the following sub-systems:

1. Project Tracking System

   This sub-system records, classifies and actions enquiries made of JAMPRO and will track investment and trade-related activities between JAMPRO and its clients.

   This sub-system produces reports on the progress of projects through the various stages from preliminary, through pipeline, through to implemented. Reports will be available by sector, by size of capital investment, by location and by country of origin.

   This sub-system also provides one of the inputs to the mailing list module of the Information Centre Sub-system described later in this document.

   This sub-system will be used by all JAMPRO officers. Group Directors and above will have access to the entire database, all other personnel will access only the information they would have inputted.

2. Business Profiles

   This sub-system maintains information on the:

   - Products and services which JAMPRO has targetted for promotion.
   - Characteristics, growth potential and competitive data related to the various markets which JAMPRO has targetted for penetration.
   - Companies which have been assisted or facilitated by JAMPRO, or which have been targetted for promotion of potential business opportunities.
   - Characteristics, growth potential and market intelligence related to the sectors which JAMPRO has targetted for promotion.
   - Details, i.e., size of physical plant (where applicable), location, capital investment, employment and financial projects, etc., of projects/ programmes which have been initiated, assisted or facilitated by JAMPRO.

   This sub-system will also provide input to the mailing list module of the Information Centre Sub-system and will be accessible to all JAMPRO officers. Group Directors and above will have access to the entire database, all other personnel will access only the information they would have inputted and information which is not defined as confidential.

3. Trade Information System

The Policies/Agreement module of this sub-system maintains information on policies, agreements and regulations governing tariff and duty rates and market access in general.

This module will provide information on governing agreements, etc., by products and/or by market. A synopsis of the key provisions of each agreement, policy or regulations will be included.

The Export Registration, Export Certification and Quota Management systems remain essentially unchanged from the perspective of the user. However, because these databases are of significance to a wider community within JAMPRO than the current design envisaged, the processing behind these systems will be converted to the common Informix software platform.

The Export/Import Prices module will provide information on export and import prices of products in the various markets of interest to JAMPRO. The system will maintain up to three years' pricing history for any product.

4. Business Opportunities

This sub-system allows for the matching of investment interest with potential investment opportunities. Clients seeking assistance of whatever nature (eg., joint venture partner, technology assistance, market representation) will provide a profile of the opportunity being offered. This database of available opportunities will be queried by potential business partners for a match with their particular interest. There are provisions for periodic update of the status of each opportunity.

This system will provide query access to all JAMPRO officers and similar access to the public envisaged, in time. Group Directors and above will authorise the input of new business opportunities profiles.

5. Information Centre

The Information Centre provides access to project-related correspondence, feasibility studies, research papers and any publications available within JAMPRO on the different sectors, products, services and markets.

This sub-system includes an option to access the ISIS system maintained by the documentation centre. The Film Library which is for the primary use of the film office of JAMPRO will also be a feature of this sub-system. This library will maintain a catalogue of slides, photographs, etc., which the film office needs to access on an on-going basis in its contact with film directors and producers. A similar catalogue of brochures, flyers and fact sheets will be maintained by the public relations library. This library, however, will be accessible by all officers of JAMPRO. The Public Relations Division will have the capability of advising users on the current and future availability of promotional material and respective Group Directors will have the ability to request multiple copies of relevant promotional material in advance of major events such as trade shows, seminars and missions.

This module will maintain on a sectoral basis lists of contractors, suppliers and professionals with specialised skills who are of interest to JAMPRO in its daily activities of promoting investment and trade.

A statistical database (including national and international data) on investment and trade will also be maintained here.

Procedural details on how to export and how to establish an investment will be available on-line or via hard copy print-out to all JAMPRO officers.

A centralised mailing list of persons and companies will also be available in this sub-system.

As a result of the centralised database facility, the Public Relations Division will be able to use the project tracking system to manage the organisation of major promotional events and will use and update the mailing list based on participants at these events. A list of upcoming events per sector, per month, will be available to users of the Public Relations Library.

6. Utility Option

A number of functions related to maintenance of the system has been grouped under the utility option.

- Telecommunications Link

  This option is used to establish communication between the JAMPRO network and a remote network, eg., another JAMPRO office located in or outside of Jamaica.

- Public Access

  This option could allow the public to access specific modules of the system at a subscription rate to be determined by JAMPRO. Through this medium, an investor could obtain statistical or price data on a particular product, or search the business opportunity sub-system for an investment or trade opportunity which that investor could pursue.

- Archive

  This option is the tool for backing up the database.

- Restore

  This utility is run if there is a malfunctioning of the system, or following a power failure during which the data may have been corrupted.

- Upload and Download Options

  The upload allows for the transfer of data from electronic storage media to the JAMPRO network.

  The download options allows JAMPRO to provide information on electronic storage media to interested parties. Depending on the requirements of the enquirer, JAMPRO can download the entire database or a portion of the database.

Data transfer standards will be established to ensure that data upload and download are possible between systems on the wider JAMPRO network.

- Purge

  This option deletes files which are no longer required, once these files have been archived.

- Word Processing, Spreadsheet and Database

  The Word Processing (including access to form letters), Spreadsheet and Database options provide access to the standard software packages available to users.

- Update Reference Files

  This option allows the user to update the different codes to be used in the system.

The following section identifies the modules and options which were subsequently developed and implemented on the basis of the design outlined above.

MODULES DEVELOPED AND IMPLEMENTED UNDER CURRENT UNIDO CONTRACT

The modules of the centralised database system which have subsequently been developed, tested and implemented are as follows:

- Market/Product Profile
- Company Profile:
  - Company Particulars
  - Administrative Data
  - Market/Payroll Data
  - Production Capacity
- Export/Import Prices
- Along with the relevant Utility Options.

The table, **overleaf**, lists the technical activities which were specified in our workplan for the project. The current status of the various activities is also noted.

IMPLEMENTATION DETAILS

System Testing

The first round of testing was performed by the system development team. Once they were essentially satisfied another group of KPMG Information Technology personnel conducted the second round of testing. Once this group was satisfied then a Jampro team was invited to perform a third round of tests. On successful completion of all three rounds the system was implemented.

Each round of testing involved repeated tests and spanned the three stages described in the System Test Plan included in Appendix VI. The respective options were tested according to the plan and testing or development wasn't complete until the desired results were attained.

System Training

The development team included Ms. Yvette DeLeon, Systems Analyst of Jampro. This inclusion provided Ms. DeLeon with practical training in system development using Informix, as well as exposure to the preparation of program specifications, the writing of user manuals and the rudiments of system testing. A train the trainer training approach was employed and both Ms. DeLeon and Mr. Livingston Group Director of Information Systems, were trained in this capacity. Additionally, both these personnel are equipped to perform both the Database and System Administrator functions. Consequently, Jampro now has the in-house ability in Ms. DeLeon and Mr. Livingston to provide on-going training of the Jampro staff with the guidance provided by KPMG Peat Marwick through the attached Training Plan.

System Implementation

The system was developed and tested in a multi-user environment on Jampro's hardware at KPMG Peat Marwick. As such, installation constituted the physical return of the equipment to Jampro and successful on-site testing of the system.

A system conversion plan is included in Appendix VII and will guide Jampro as to how existing data may be converted into the Centralised Database system as required.

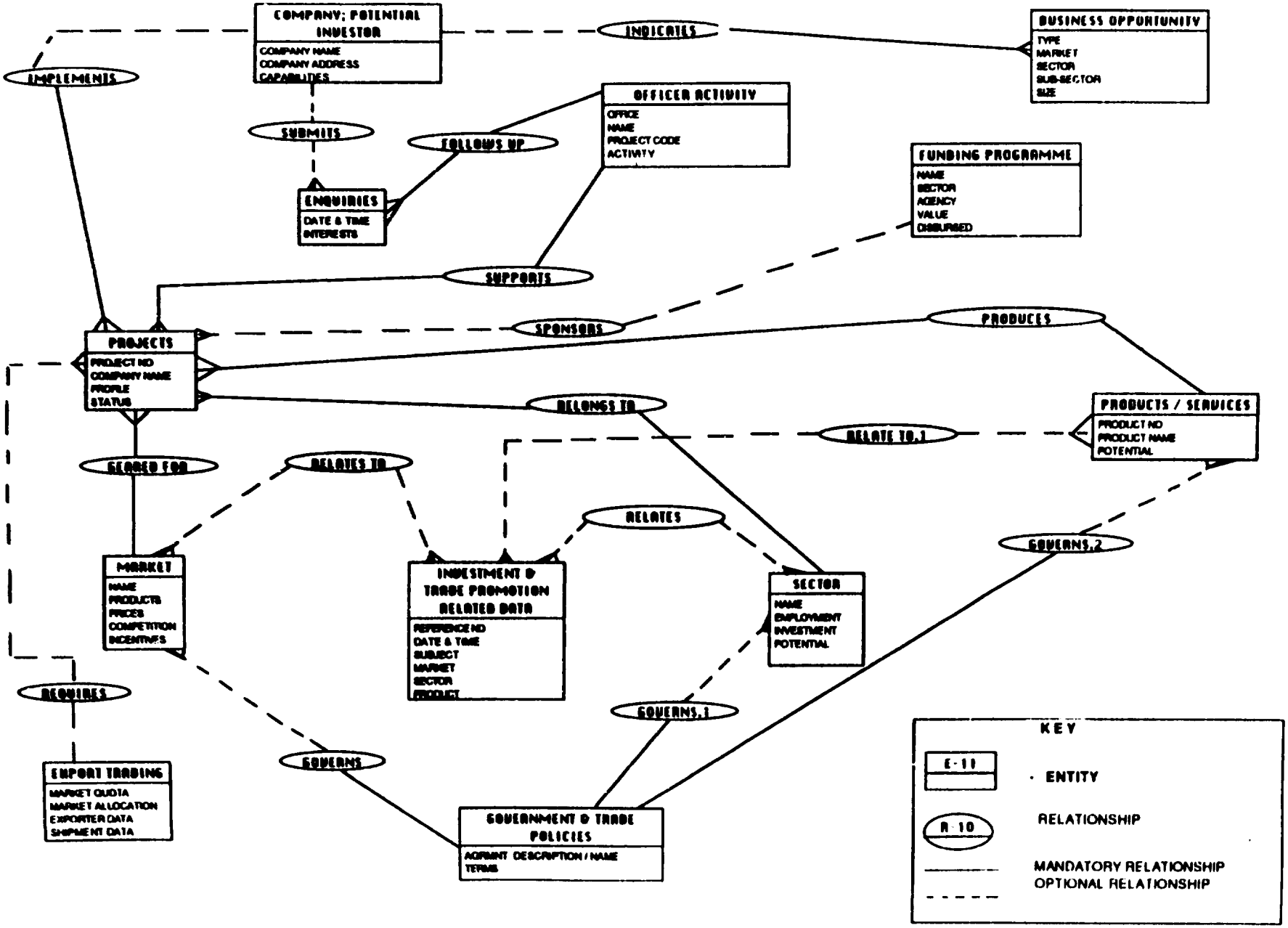
The table, **overleaf**, lists the technical activities which were specified in our workplan for the project. The current status of the various activities is also noted.

APPENDICES

APPENDIX I

ENTITY RELATIONSHIP DIAGRAM

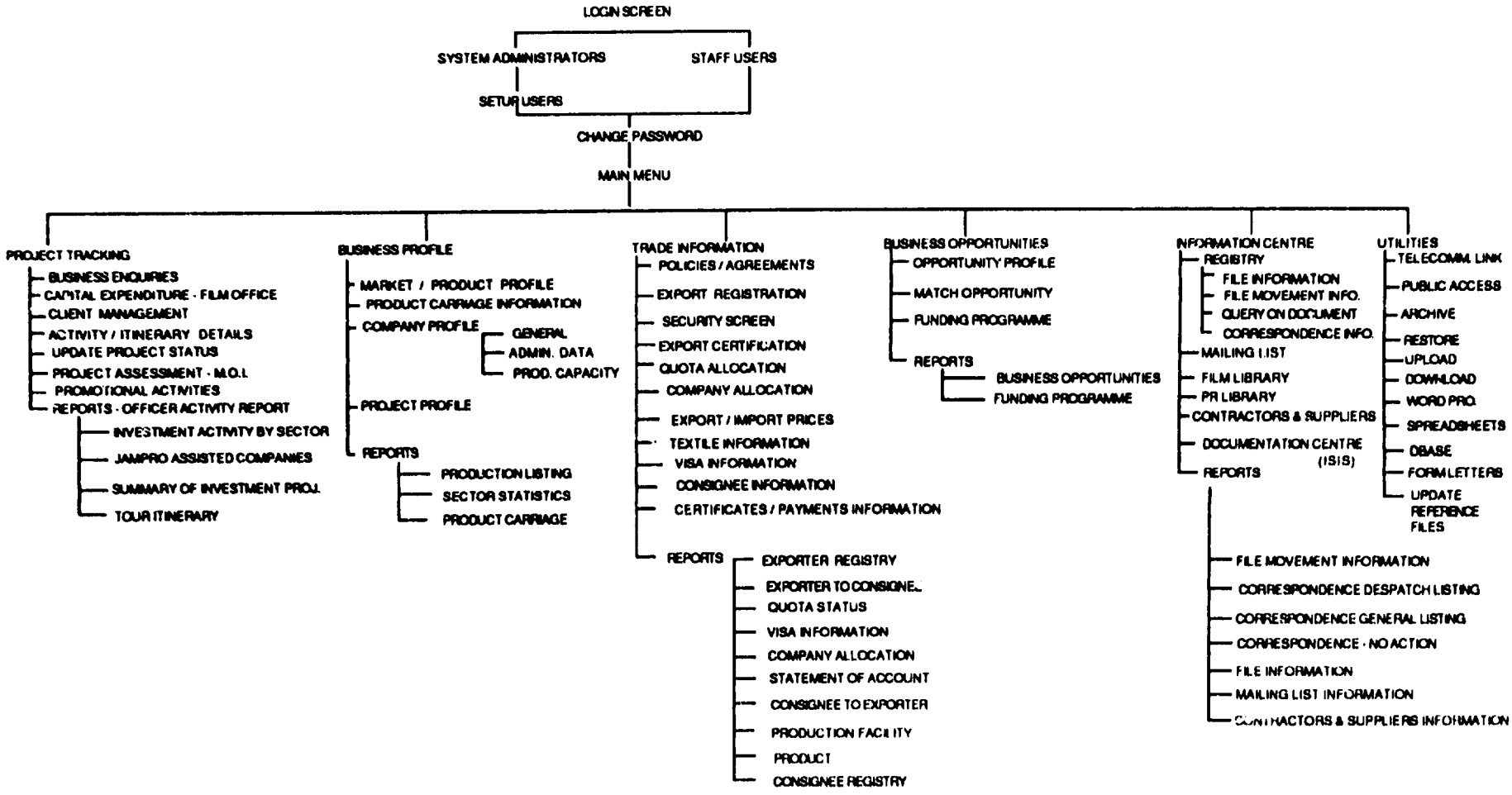
ENTITY RELATIONSHIP MODEL FOR JAMP20



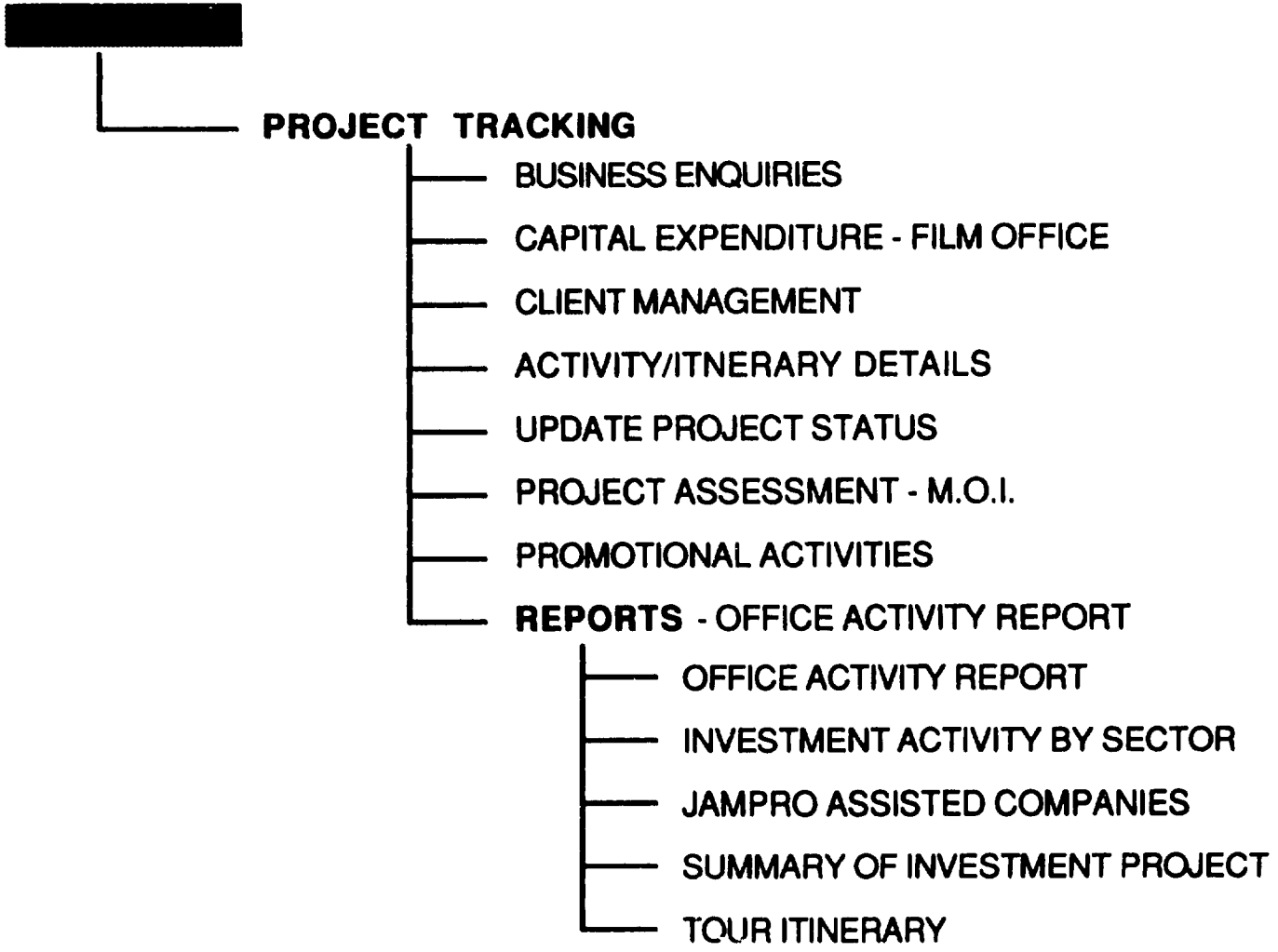
APPENDIX II

SCREEN AND REPORT LAYOUTS

JAMAICA PROMOTIONS CORPORATION
CENTRALIZED DATABASE FACILITY
STRUCTURE CHART



PROJECT TRACKING


PROJECT TRACKING
BUSINESS ENQUIRIES
CAPITAL EXPENDITURE - FILM OFFICE
CLIENT MANAGEMENT
ACTIVITY/ITNERARY DETAILS
UPDATE PROJECT STATUS
PROJECT ASSESSMENT - M.O.I.
PROMOTIONAL ACTIVITIES
REPORTS - OFFICE ACTIVITY REPORT
OFFICE ACTIVITY REPORT
INVESTMENT ACTIVITY BY SECTOR
JAMPRO ASSISTED COMPANIES
SUMMARY OF INVESTMENT PROJECT
TOUR ITINERARY

JAMAICA PROMOTIONS CORPORATION
BUSINESS ENQUIRIES

DD/MM/YYYY

JAMPRO CODE : XX-XX-XXXX
RESPONSIBLE OFFICER : XXXXXXXXXXXXXX
STATUS : XXXXXXXXXX
COMPANY CODE : XXXXXXXXXX

LAST/COMPANY NAME : XXXXXXXXXX
FIRST NAME : XXXXXXXXXX
MIDDLE INITIAL : X.

JOB TITLE : XXXXXXXXXX
GENDER : X
AGE : XX

ADDRESS : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
COUNTRY : XXX XXXXXXXXXX
DIVISION : XXX XXXXXXXXXX

TELEPHONE NO. : (XXX) XXX-XXXX
FAX NO. : (XXX) XXX-XXXX

HOW REFFERRED : XXXXXXXXXX
MODE OF CONTACT : XXXXXXXXXXXXXXX

PROJECT NATURE : XXX XXXXXXXXXXXXX
SECTOR : XXX XXXXXXXXXX
SUB-SECTOR : XXX XXXXXXXXXX

PRODUCT/SERVICE : XXXXXXXXXXXXXXX *
TYPE OF ENQUIRY : XX XXXXXXXXXXXX

TYPE OF ASSIST. : XX XXXXXXXXXXXXXX
TYPE OF BUSINESS : XXX XXXXXXXXX *

REMARKS : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DATE OF ENQUIRY : DD/MM/YYYY
NEXT APPOINTMENT : DD/MM/YYYY

FOLLOW UP REQUIRED : XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
BRING UP DATE : DD/MM/YYYY

PROJECT NAME / DESCRIPTION : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGDN - NEXT SCREEN

* MULTIPLE ENTRIES ARE ALLOWED FOR THE FIELD

JAMAICA PROMOTIONS CORPORATION
BUSINESS ENQUIRIES - FILM

DD/MM/YYYY

ADVERTISING AGENCY : XXXXXXXXXXXXXXXXXX

SCRIPT AVAILABLE : X

SCOUT DATE : DD/MM/YYYY

SHOOT DATE : DD/MM/YYYY

BUDGET $: $$$,$$$,$$$

METHOD OF FINANCING : XXXXXXXXXXXXXXXXXX

EXECUTIVE PRODUCER : XXXXXXXXXXXXXX

DIRECTOR : XXXXXXXXXXXXXX

PRODUCER : XXXXXXXXXXXXXX

WRITER : XXXXXXXXXXXXXX

LOCATION MANAGER : XXXXXXXXXXXXXX

PROD. DESIGNER : XXXXXXXXXXXXXX

PRODUCTION MANAGER : XXXXXXXXXXXXXX

OTHER : XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

KEY CAST : XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

INFORMATION SENT : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), PGUP - PREVIOUS SCREEN, QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION DD/MM/YYYY

CAPITAL EXPENDITURE - FILM OFFICE

JAMPRO CODE : XX-XX-XXXX COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXX

LOCAL EXPENDITURE BREAKDOWN (US$):

HOTEL	: NNN,NNN,NNN.NN	VEHICLE EXPENSES	: NNN,NNN,NNN.NN
VILLA	: NNN,NNN,NNN.NN	EQUIPMENT RENTAL	: NNN,NNN,NNN.NN
PRIVATE RENTAL	: NNN,NNN,NNN.NN	LOCAL EXTRAS	: NNN,NNN,NNN.NN
ALL-INCLUSIVE	: NN,NNN,NNN,NNN	POST PRODUCTION	: NNN,NNN,NNN.NN
SECURITY	: NNN,NNN,NNN.NN	SPECIAL EFFECTS	: NNN,NNN,NNN.NN
PER DIEM	: NNN,NNN,NNN.NN	CONSTRUCTION	: NNN,NNN,NNN.NN
PRE-PRODUCTION	: NNN,NNN,NNN.NN	LOCATION FEES	: NNN,NNN,NNN.NN
WARDROBE	: NNN,NNN,NNN.NN	CATERING	: NNN,NNN,NNN.NN

PROPS & SET DRESSING : NNN,NNN,NNN.NN

TOTAL COST OF PROJECTION : NNN,NNN,NNN.NN

CASTING, TALENT & AGENCY FEES : NNN,NNN,NNN.NN

LOCATION PRODUCTION & TECHNICAL CREW : NNN,NNN,NNN.NN

MISCELLANEOUS EXPENSES : NNN,NNN,NNN.NN

TOTAL EXPENDITURE (US$) : NNN,NNN,NNN.NN

WAS SALARY DETAILS OF JAMAICAN PERSONNEL PROVIDED : X

TOTAL DAYS OF SHOOT : NNNN

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
CLIENT MANAGEMENT

DD/MM/YYYY

JAMPRO CODE : XX-XX-XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

DIVISION : XXX XXXXXXXXXXXXXXXXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXX CURRENT STATUS : XXXXXXXXX

CONTACT PERSON : XXXXXXXXXXXXXXXXXX JOB TITLE : XXXXXXXXXX

DATE	ACTION TAKEN	Y/N	JAMPRO OFFICER	COMMENTS/ FOLLOW-UP REQUIRED	FOLLOW UP BY INVESTOR	STATUS
DD/MM/YYYY	XXX XXXXXXXXX	XX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXX
	XXX XXXXXXXXX			XXXXXXXXXXXXXX	XXXXXXXXX	
DD/MM/YYYY	XXX XXXXXXXXX	XX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXX
	XXX XXXXXXXXX			XXXXXXXXXXXXXX	XXXXXXXXX	
DD/MM/YYYY	XXX XXXXXXXXX	XX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXX
	XXX XXXXXXXXX			XXXXXXXXXXXXXX	XXXXXXXXX	

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

PREVIOUS RECORD - (PGUP), NEXT RECORD - (PGDN)

JAMAICA PROMOTIONS CORPORATION

ITINERARY DETAILS

DD/MM/YYYY

JAMPRO CODE : XX-XX-XXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXX

JAMPRO OFFICER : XXXXXXXXXXXXXX

VISITOR : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

DIVISION : XXXXXXXXXXXXXXXXXXXXXXXX

DATE	TIME	ACTIVITY	OUTCOME OF ACTIVITY	FOLLOW-UP REQUIRED FOR		JAMPRO OFFICER
				JAMPRO	VISITOR	
DD/MM/YYYY	HH:MM:SS	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

DD/MM/YYYY

THE JAMAICA PROMOTIONS CORPORATION

UPDATE PROJECT STATUS

JAMPRO CODE : XX-XX-XXXX XXXXXXXXXXXXXXXXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXX

PRESENT STATUS : XXXXXXXXXX

NEW STATUS : XXXXXXXXXX

NEW STATUS DATE : DD/MM/YYYY

RESPONSIBLE OFFICER : XXXXXXXXXXXXXX

HELP - (F1), SAVE - (F3), REFERENCE TABLE - (F7) , QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION DD/MM/YYYY
PROJECT ASSESSMENT - M.O.I.

JAMPRO CODE : XX-XX-XXXX COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXX

ASSESSMENT PERIOD : DD/MM/YYYY - DD/MM/YYYY

PRODUCTION DATA

CAPACITY : NNN,NNN,NNN.NN
OUTPUT : NNN,NNN,NNN.NN
PRIME COST : NNN,NNN,NNN.NN
RAW MATERIALS CONSUMED : NNN,NNN,NNN.NN
PACKAGING COSTS : NNN,NNN,NNN.NN
SALES VALUE OF OUTPUT : NNN,NNN,NNNNN

DIRECT MANUFACTURING LABOUR COST : NNN,NNN,NNN.NN
FACTORY OR MANUFACTURING OVERHEAD ONLY : NNN,NNN,NNN.NN
CIF VALUE OF EQUIPMENT FOR CURRENT YEAR (US$) : NNN,NNN,NNN.NN
DATE OF COMMISSIONING OF EQUIPMENT : DD/MM/YYYY
OUTPUT BETWEEN COMMISSIONING OF EQUIPMENT AND REVIEW PERIOD : NNN,NNN,NNN.NN

RAW MATERIALS PURCHASED :
LOCAL VALUE : NNN,NNN,NNN.NN
IMPORTED VALUE : NNN,NNN,NNN.NN
TOTAL : NNN,NNN,NNN.NN

PRODUCTION EMPLOYMENT DATA :
PERMANENT WORKERS : NNN,NNN,NNN.NN
AVERAGE PERMANENT WORKERS : NNN,NNN,NNN.NN
AVERAGE TEMPORARY WORKERS : NNN,NNN,NNN.NN

SALES PERFORMANCE :	UNITS	SALES VALUE ($J)
EXPORT SALES TO CARICOM :	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN
HARD CURRENCY MARKET :	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN
TOTAL EXPORT :	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN
LOCAL SALES :	NNN,NNN,NNN.NN	NN,NNN,NNN.NNN
TOTAL SALES :	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
PROMOTIONAL ACTIVITIES DD/MM/YYYY

TYPE OF ACTIVITY : XXXXXXXXXX •

DATE : DD/MM/YYYY

TIME : XXXXXXXXXX

TOPIC : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PRESENTER : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HOST : XXXXXXXXXXXXXXXXXX

VENUE : XXXXXXXXXX

NO. OF INVITEES : XXXXXXXXXX

COST OF ACTIVITY : XXXXXXXXXX

GEARED FOR :- MARKET : XXXXXXXXXX •

SECTOR : XXXXXXXXXX •

PRODUCT : XXXXXXXXXX •

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

• - PROVIDES POPUP TO ALLOW USER TO CHOOSE FROM EXISTING CODES

JAMAICA PROMOTIONS CORPORATION
OFFICER ACTIVITY REPORT

DD/MM/YYYY

OFFICER : XXXXXXXXXX

PERIOD : DD/MM/YYYY TO DD/MM/YYYY

DD/MM/YYYY OFFICER ACTIVITY REPORT PAGE : NNNN

RESPONSIBLE OFFICER	COMPANY NAME	ATTEMPTED CALLS	COMPLETED CALLS	MEETINGS HELD	LETTERS SENT
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	NNN	NNN	NNN	NNN

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)

DD/MM/YYYY

JAMAICA PROMOTIONS CORPORATION

SUMMARY OF INVESTMENT PROJECTS

PRINT REPORT AS AT DD/MM/YYYY

DD/MM/YYYY — JAMAICA PROMOTIONS CORPORATION — PAGE NNNN

SUMMARY OF INVESTMENT PROJECTS AS AT DD/MM/YYYY

SECTOR	PROJECTS IN PREPARATION				PROJECTS APPROVED				PROJECTS BEING IMPLEMENTED										PROJECTS IN PIPELINE				PROJECTS IN OPERATION			
									ESTIMATED COMPLETION																	
									1 - 3 MTHS				4 - 6 MTHS				OVER 6 MTHS									
	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP	NO	POTENTIAL CAP	INV	EMP
		J$				J$				J$												J$				J$		
XXXXXXXXXX	NN	$$,$$$,$$$		NNNN	NN	$$,$$$,$$$		NNNN	NN	$$,$$$,$$$		NNNN	NN	$$,$$$,$$$		NNNN	NN	$,$$$,$$$,$$$		NNNNNN	NNN	$$,$$$,$$$		NNNN	NN	$,$$$,$$$,$$$		NNNN

HELP (F1), ON SCREEN (F5) PRINT (F6), REFERENCE TABLE (F7), QUIT (F9)

DD/MM/YYYY

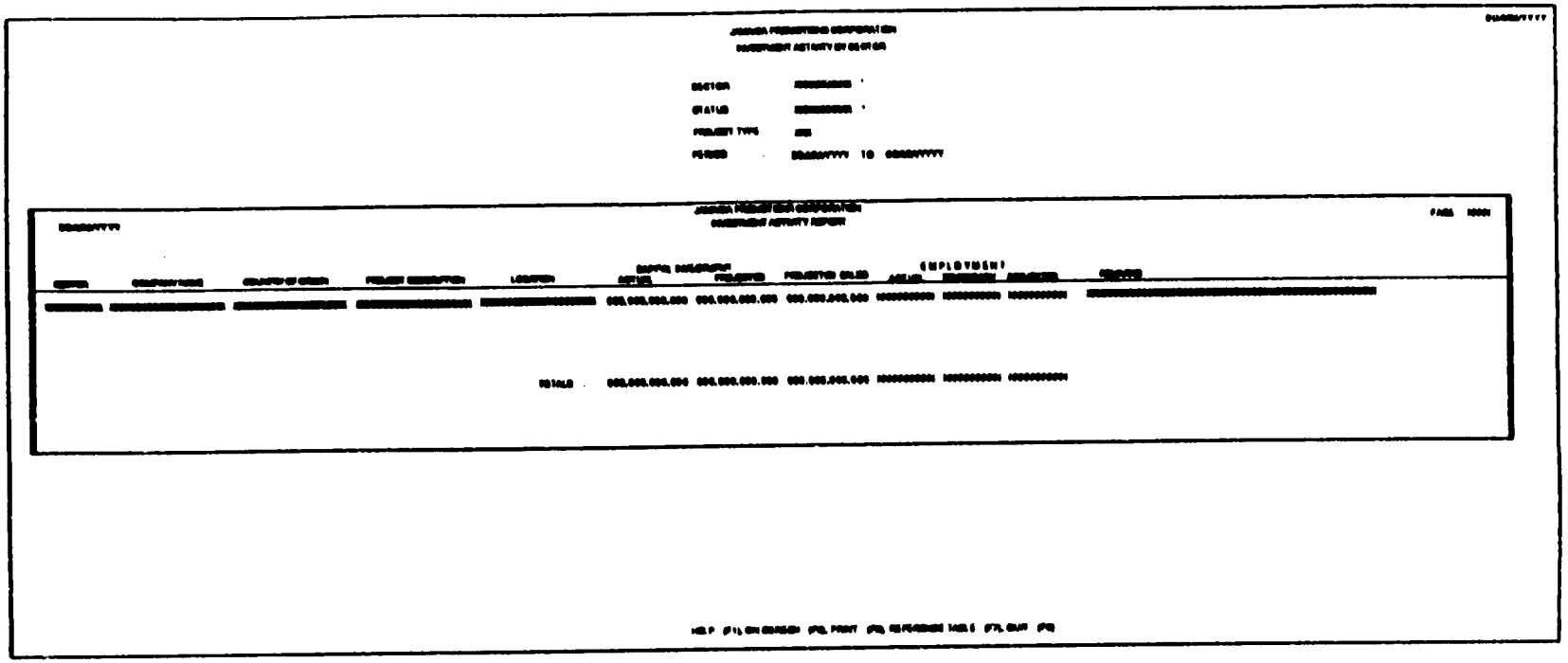
JAMAICA PROMOTIONS CORPORATION
LIST OF JAMPRO ASSISTED COMPANIES

SECTOR : XXXXXXXXXX
DATE RANGE : FROM : DD/MM/YYYY
TO : DD/MM/YYYY

DD/MM/YYYY LIST OF JAMPRO ASSISTED COMPANIES PAGE : NNNN

SECTOR	START DATE	COMPANY NAME	STATUS	COMMENTS
XXXXXXXXXX	NNNN	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)



JAMAICA PROMOTIONS CORPORATION
INVESTMENT ACTIVITY BY SECTOR

SECTOR [illegible] *
STATUS [illegible] *
PROJECT TYPE [illegible]
PERIOD [illegible] TO [illegible]

JAMAICA PROMOTIONS CORPORATION
INVESTMENT ACTIVITY REPORT

[illegible] PAGE [illegible]

SECTOR	COMPANY NAME	COUNTRY OF ORIGIN	PROJECT DESCRIPTION	LOCATION	CAPITAL INVESTMENT ACTUAL	CAPITAL INVESTMENT PROJECTED	PROJECTION CALCS	EMPLOYMENT ACTUAL	EMPLOYMENT PROJECTED	EMPLOYMENT PROJECTED	REMARKS
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
				TOTALS	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	

HELP (F1) ON SCREEN (F6) PRINT (F8) REFERENCE TABLE (F7) QUIT (F9)

* REPORTS ARE PROVIDED TO ALLOW USER TO CHOOSE AN EXISTING [illegible]

JAMAICA PROMOTIONS CORPORATION
TOUR ITINERARY

DD/MM/YYYY

JAMPRO CODE : XX-XX-XXXX

CLIENT / VISITOR : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXX

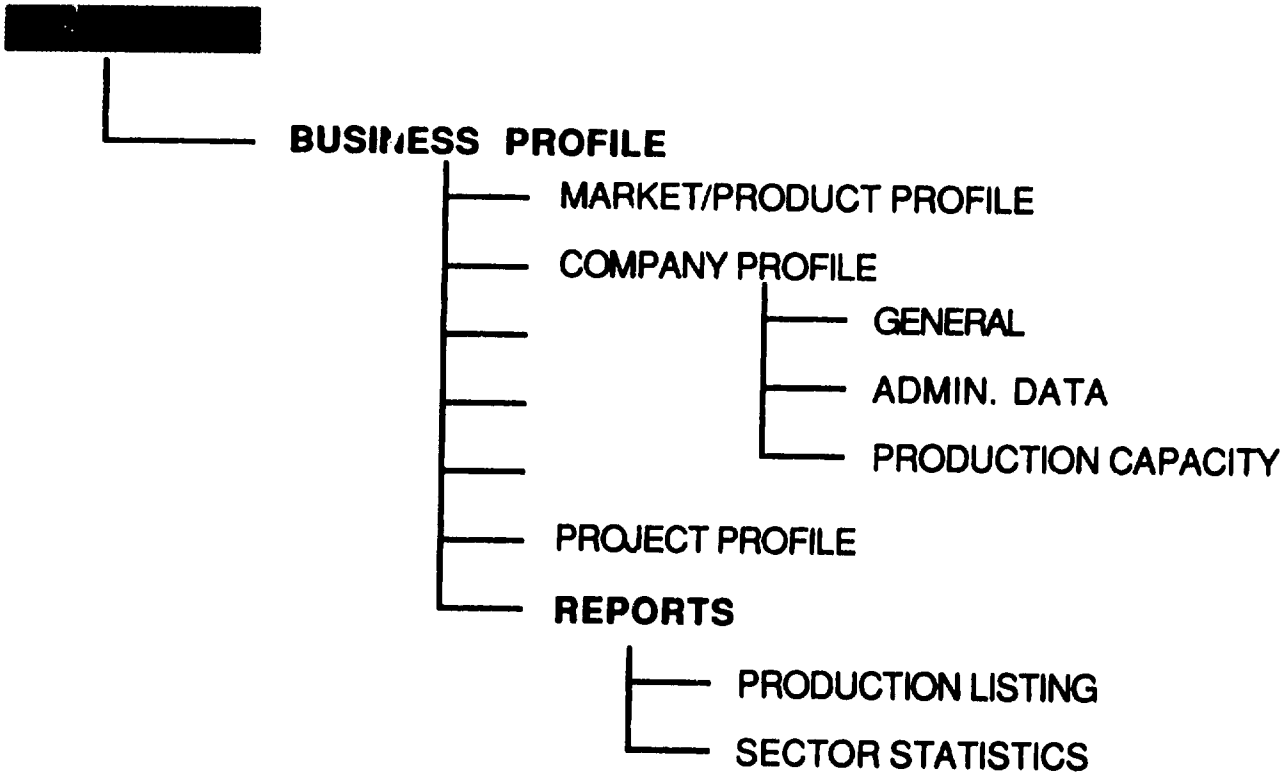
AS AT : DD/MM/YYYY

DD/MM/YYYY TOUR ITINERARY PAGE : NNN

DATE	TIME	ACTIVITY	JAMPRO OFFICER	RESULT
DD/MM/YYYY	HH:MM:SS	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)

BUSINESS PROFILES


[redacted]
BUSINESS PROFILE
MARKET/PRODUCT PROFILE
COMPANY PROFILE
GENERAL
ADMIN. DATA
PRODUCTION CAPACITY
PROJECT PROFILE
REPORTS
PRODUCTION LISTING
SECTOR STATISTICS

JAMAICA PROMOTIONS CORPORATION
MARKET / PRODUCT PROFILE

DD/MM/YYYY
SCREEN 1 OF 2

MARKET : XXX XXXXXXXXXXXXXX

PRODUCT (H.S. CODE) : XXXXXXXXXX XXXXXXXXXX

SECTOR : XXXXX XXXXXXXXXX

SUB - SECTOR : XXXXX XXXXXXXXXX

LOCAL UPPER PRICE : $$.$$$.$$
LOCAL LOWER PRICE : $$.$$$.$$

FOREIGN UPPER PRICE : $$.$$$.$$
FOREIGN LOWER PRICE : $$.$$$.$$

ANNUAL DEMAND GROWTH RATE : NNNNNNNNN
ANNUAL PRODUCTION :- SIZE : NNN,NNN,NNN
UNITS : XXXX
ENTRY REGULATIONS : XXXXXXXXXX
XXXXXXXXXX

GROWTH POTENTIAL : NNNNNNNNN
PREFERENCE : XXXXXXXXXXXXXXXXXXX

ENTRY REQUIREMENTS : XXXXXXXXXX
XXXXXXXXXX

CHARACTERISTICS : XXXXXXXXXX
(Cartelized, Small Operators, etc.)

FOREIGN COMPETITION : XXXXXXXXXXXXXXXXXX
LOCAL COMPETITION : XXXXXXXXXXXXXXXXXX
PROCEDURAL STEPS : XXXXXXXXXXXXXXXXXX
DATE RECORDED : DD/MM/YYYY
MARKET STATUS : XXXX

INCENTIVES TO EXPLORE MARKET : XXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN PGDN - NEXT SCREEN

JAMAICA PROMOTIONS CORPORATION
MARKET /PRODUCT PROFILE

DD/MM/YYYY
SCREEN 2 OF 2

MARKET : XXX XXXXXXXXXXXXXX

PRODUCT (H.S. CODE) : XXXXXXXXXX XXXXXXXXXX

SECTOR : XXXXX XXXXXXXXXX

SUB - SECTOR XXXXX XXXXXXXXXX

ABSTRACT :

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

PGUP - PREVIOUS SCREEN PGDN - NEXT SCREEN

JAMAICA PROMOTIONS CORPORATION
COMPANY - PROFILE

DD/MM/YYYY
SCREEN 1 OF 5

	LAST	FIRST	MIDDLE I.	
COMPANY CODE : XXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	X	COMPANY STATUS XXXXXXXXXXX
COUNTRY CODE : XX	XXXXXXXXXXXXXXXXXXX			
CONTACT PERSON : XXXXXXXXXX	XXXXXXXXXXXXX			JOB TITLE : XXXXXXXXXXXXXXXXXXX
	LAST	FIRST	MIDDLE I	
MANAGING DIRECTOR/PARTNER, CEO	XXXXXXXXXX	XXXXXXXX	XX	COUNTRY OF OWNER(S) * XXX XXXXXXXXXXXXXX % NNN *
OWNERSHIP/STRUCTURE (Foreign/Local/JV)	XXXXXXXXXX	XXXXXXXXXX		

BUSINESS ADDRESS	MAILING ADDRESS	OPERATIONAL FACILITIES
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
TEL No. (NNN) NNN-NNNN		TEL No. (NNN) NNN-NNNN
FAX No. (NNN) NNN-NNNN		FAX No. (NNN) NNN-NNNN

AFFILIATED COMPANIES * XXXXXXXXXX

TYPE OF BUSINESS : XXX XXXXXXXXXX

PRIMARY SECTOR : XXXX XXXXXXXXXXX

DATE ESTABLISHED : DD/MM/YYYY

LEGAL STATUS : XXXXXXXXXXXXXXXXXXX

STARTUP DATE : DD/MM/YYYY

BANK CODE : XXX XXXXXXXXXXXXX

BANK ADDRESS : XXXXXXXXXXXXXXXXXXX

SOURCE OF FINANCE * XXXXXXXXXX/XXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN PGDN - NEXT SCREEN

* - ALLOWS MULTIPLE ENTRIES

JAMAICA PROMOTIONS CORPORATION
COMPANY - PROFILE

DD/MM/YYYY
SCREEN 2 OF 5

COMPANY CODE : XXXXX XXXXXXXXXXXXXXXXX

SUMMARIZE - GOALS :
XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX

CONSTRAINTS :
XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX

EXPORT EXPERIENCE :
XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX

EXPORT START UP DATE : DD/MM/YYYY

PRODUCT SAMPLES RECEIVED : X

		DESCRIPTION
JOINT VENTURE CONTRIBUTION SOUGHT :	Y/N	XXXXXXXXXXXXXXXXXXX
OFFERED :	Y/N	XXXXXXXXXXXXXXXXXXX
FREEZONE INTERESTS :	Y/N	XXXXXXXXXXXXXXXXXXX

TYPE OF ASSISTANCE SOUGHT

XXXXX XXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN PGDN - NEXT SCREEN

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - ADMINISTRATIVE DATA

DD/MM/YYYY
SCREEN 3 OF 5

COMPANY CODE : XXXX COMPANY STATUS : XXXXXXXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

FINANCE :

TOTAL (J$)

CAPITAL INVESTMENT : $$$,$$$,$$$,$$$ (J$) $$$,$$$,$$$,$$$ (US$) $$$,$$$,$$$

EQUITY : $$$,$$$,$$$,$$$ LOAN : XXXXXXXXX

Exchange rate US$ 1.00 = NNNN.NNNN PROJ. TOTAL CAPITAL : $$$,$$$,$$$ (J$) YYYY

SALES :

ANNUAL SALES : $$$,$$$,$$$,$$$ (J$) $$$,$$$,$$$,$$$ (US$) YYYY •

EXPORTS : $$$,$$$,$$$,$$$ (J$) $$$,$$$,$$$,$$$ (US$) YYYY •

STAFFING :

CATEGORY	PRESENT						PROJECTED					
	PERMANENT			TEMPORARY			PERMANENT			TEMPORARY		
	MAL	FEM	TOTAL	MAL	FEM	TOTAL	MALE	FEM	TOTAL	MALE	FEM	TOTAL
XXXX	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN
XXXX	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN
TOTAL :	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN, PGDN - NEXT SCREEN

• - POPUP AVAILABLE TO ALLOW THE ENTRY OF SALES FOR A PARTICULAR YEAR

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - ADMINISTRATIVE DATA

DD/MM/YYYY
SCREEN 4 OF 5

COMPANY : XX-XX-XXXX

COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

MARKET INFORMATION :

PRODUCT/ SERVICE	DESTINATION MARKET	% of PRODUCTION for EXPORT	M A I N		
			DISTRIBUTOR	COMPETITOR	CUSTOMER
XXX XXXXXXXXX	XXXXXXX	NN	XXXXXXXXX	XXXXXXXXX	XXXXXXX

PAYROLL INFORMATION :

YEAR	TOTAL
DD/MM/YYYY	$$$,$$$,$$$

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN, PGDN - NEXT SCREEN

* - POPUP AVAILABLE TO ALLOW THE ENTRY OF SALES FOR A PARTICULAR YEAR

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - PRODUCTION CAPACITY

DD/MM/YYYY
SCREEN 5 OF 5

JAMPRO CODE : XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX COMPANY STATUS : XXXXXXXXXXXX

PRODUCT CODE : XXXXXX XXXXXXXXXXXXXX

ANNUAL PRODUCTION :- VALUE : $$$,$$$,$$$
UNIT : NN,NNN,NNN,NNN
PRODUCTION CAPACITY :- UNITS : NN,NNN,NN
RAW MATERIALS : XXXXXXXXXX
% LOCAL INPUT : XXXXXXXXXX
DATE FIRST PRODUCED : DD/MM/YYYY

POSSIBLE % INCREASE IN PRODUCTION WITH EXISTING EQUIPMENT : NNN

DESIGN / DEVELOPMENT ASSISTANCE PROVIDED BY : XXXXXXXXXXXXXXXXXXXX
AGE OF M/ IN EQUIPMENT : NNN years

PRODUCTION FACILITIES	ADDRESS	SIZE Sq. M.	TELEPHONE #	FAX NO.
XXXX XXXXXXXXXX	XXXXXXXXXX	NNN	XXXXXXXXXX	XXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)
PGUP - PREVIOUS SCREEN, PGDN - NEXT SCREEN

JAMAICA PROMOTIONS CORPORATION
PROJECT PROFILE

DD/MM/YYYY
SCREEN 1 OF 2

JAMPRO CODE : XX-XX-XXXX XXXXXXXXXXXXXX
PROJECT NAME : XXXXXXXXXX
SECTOR : XXXXXXXXXX
CONTACT PERSON : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
LOCATION : XXXXX XXXXXXXXXXXXXXXXXX
RELEVANT POLICIES : XXXXX XXXXXXXXXXXXXXXXXX *
FUNDING PROGRAMME : XXXXXXXXXX AMOUNT : $$$,$$$,$$$
SPECIAL CLASS : XXX XXXXXXXXXXXXXXXXXX

COMPANY NAME : XXXXX XXXXXXXXXXXXXX
JAMPRO's ROLE : XXXXXXXXXXXXXXXXXXXX
DIVISION : XXX XXXXXXXXXXXXXX
NATURE OF PROJECT : XXX XXXXXXXXXX
OWNERSHIP STRUCTURE : XXXXXXXXXX
% FOREIGN : NNN
% LOCAL : NNN
COUNTRY OF OWNER(S) : XXX XXXXXXXXX

PROJECT DESCRIPTION :

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TRAINING :

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

STAFFING AND FINANCIAL BASE

	EMPLOYMENT PERM.	EMPLOYMENT TEMP	PAYROLL	RAW MATERIALS	CAPITAL INVESTMENT	OPERATING COSTS	SALES	EQUITY	LOAN
LOCAL	NNN	NNN	NNN,NNN	XXXXXXXXX	$$$,$$$	$$$,$$$	$$$,$$$	XXXXXXX	XXXXXXX
FOREIGN	NNN	NNN	NNN,NNN	XXXXXXXXX	$$$,$$$	$$$,$$$	$$$,$$$	XXXXXXX	XXXXXXX
PROJECTED	NNN	NNN	NNN,NNN	XXXXXXXXX	$$$,$$$	$$$,$$$	$$$,$$$	XXXXXXX	XXXXXXX
TOTAL	NNN	NNN	NNN,NNN	XXXXXXXXX	$$$,$$$	$$$,$$$	$$$,$$$	XXXXXXX	XXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

* - ALLOWS FOR MULTIPLE ENTRIES

JAMAICA PROMOTIONS CORPORATION
PROJECT PROFILE

DD/MM/YYYY
SCREEN 2 OF 2

JAMPRO CODE : XX-XX-XXXX
PROJECT NAME : XXXXXXXXXXXXXXXXXXX

COMPANY NAME : XXXXX XXXXXXXXXXXXXX
SECTOR : XXXXX XXXXXXXXXXXXX

PRODUCT OR SERVICES	TARGET MARKET	QUANTITY	% FOR EXPORT	LOCAL PRICE	FOREIGN PRICE	LANDED DUTY
XXXXX XXXXXXXXX	XXX XXXXXXXXX	NNNNN	NN	$.$$$.$$$.99	$.$$$.$$$.99	$.$$$.$$$

SPACE UTILIZATION :-

	CURRENT		PROJECTED	
FACTORY / OFFICE :	N,NNN,NNN.NN	SQ. METRES	N,NNN,NNN.NN	SQ. METRES
LAND :	N,NNN,NNN.NN	HECTARES	N,NNN,NNN.NN	HECTARES

NET PROFIT : $.$$$.$$$.$$$.99

SCHEDULED START-UP DATE : DD/MM/YYYY

RECOMMENDATIONS : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
PRODUCT/ SERVICE LISTING

DD/MM/YYYY

PRODUCT : XXXXXXXXXX

DD/MM/YYYY JAMAICA PROMOTIONS CORPORATION PAGE : NNN

PRODUCT / SERVICE LISTING

PRODUCT	COMPANY NAME	CONTACT PERSON	PRODUCTION CAPACITY	ANNUAL PRODUCTION	RAW MATERIALS USED
XXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	NN,NNN,NNN	NN,NNN,NNN	XXXXXXXXXXXXXXX

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
SECTOR STASTISTICS REPORT

DD/MM/YYYY

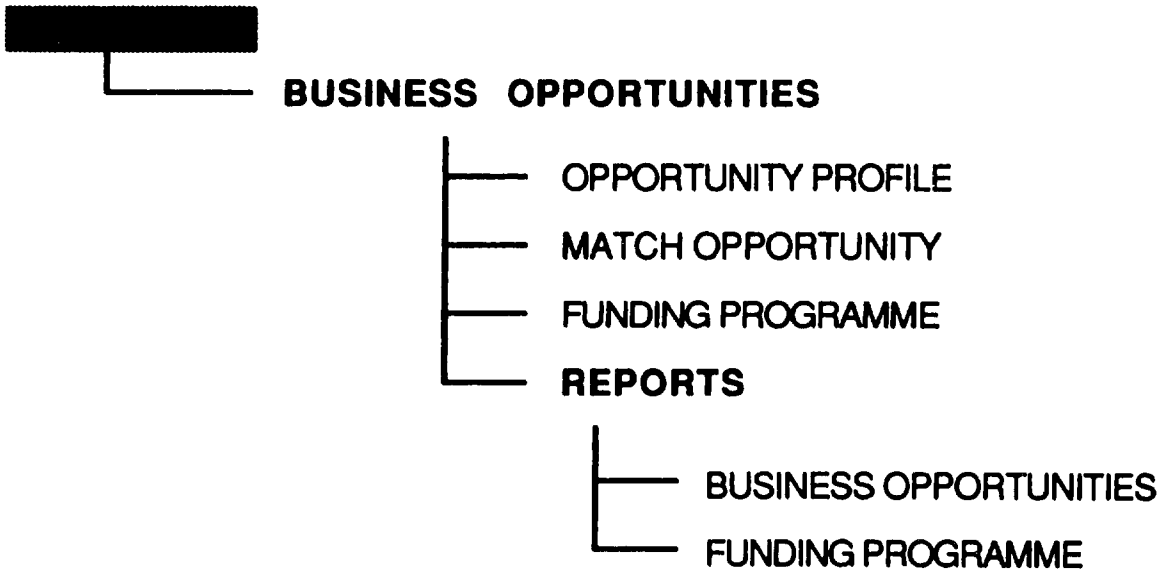
SECTOR : XXX XXXXXXXXX (leave blank for all)
SUB - SECTOR : XXX XXXXXXXXX
LOCATION : XXX XXXXXXXXXXXXXX

DD/MM/YYYY JAMAICA PROMOTIONS CORPORATION PAGE : NNNN
STATISTICS REPORT BY LOCATION

LOCATION	NO. OF FACTORY/ OFFICE	SIZE (SQ. FT.) UNDER 1000	BETWEEN 1000 - 5000	OVER 5000	ACTIVE	OWNERSHIP LOCAL	FOREIGN	JOINT VENT.	EMPLOYEES UNDER 1000	BETWEEN 1000 - 5000	OVER 5000
XXXXXXXXXX	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN	NNNN

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)

BUSINESS OPPORTUNITIES


[redacted]
BUSINESS OPPORTUNITIES
OPPORTUNITY PROFILE
MATCH OPPORTUNITY
FUNDING PROGRAMME
REPORTS
BUSINESS OPPORTUNITIES
FUNDING PROGRAMME

JAMAICA PROMOTIONS CORPORATION
OPPORTUNITY PROFILE

DD/MM/YYYY

COMPANY CODE : XXXXX

COMPANY NAME : XXXXXXXXXXXXXX

EMPLOYMENT CAPACITY : XXXXXXX

CAPITAL INVESTMENT : NNN,NNN,NN

OPERATIONAL CONSTRAINTS : XXXXXXXXXX

NO. OF YEARS IN BUSINESS : XXXXXXXXXX

SOURCE OF INFORMATION : XXXXXXXXXX

NATIONAL LANGUAGE : XXXXXXXXXX

DATE : DD/MM/YYYY

OPP. TYPE	OPP. NO.	HS CODE	PRODUCT/ SERVICE	SECTOR	MARKET	ANNUAL PROD. SIZE	ANNUAL PROD. UNIT	LEAD TIME	SEASONS	OPP. VALUE	VALIDITY DATE
XXXX	NNNN	NNN	XXXXX	XXXXX	XXXXX	NNNN	NNNN	XXXX	XXXXX	$,$$$.$$	DD/MM/YYYY

REQUIREMENTS	COMMENTS	OPP. STATUS	STATUS DATE
XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	XXXX	DD/MM/YYYY

DO YOU WISH TO MATCH OPPORTUNITY NOW ? [X]

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
MATCH BUSINESS OPPORTUNITY

DD/MM/YYYY

COMPANY CODE : XX-XX-XXXX COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXX

OPPORTUNITY CODE : NNN XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

AUTOMATIC MATCHING : X

(MATCHER)

OPP. TYPE	OPP. NO.	HS CODE	PRODUCT/ SERVICE	SECTOR	MARKET	ANNUAL PROD. SIZE	ANNUAL PROD. UNIT	LEAD TIME	SEASONS	OPP. STATUS	VALIDITY DATE
XXXX	NNNN	NNN	XXXXX	XXXXX	XXXXX	NNNN	NNNN	XXXX	XXXXX	XXXX	DD/MM/YYYY

IF MATCHING IS MANUAL :-

COMPANY BEING MATCHED WITH : XXX XXXXXXXXXXXXXXXXXXXXXXX

OFFER BEING MATCHED : NNN XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(MATCHEE)

OPP. TYPE	OPP. NO.	HS CODE	PRODUCT/ SERVICE	SECTOR	MARKET	ANNUAL PROD. SIZE	ANNUAL PROD. UNIT	LEAD TIME	SEASONS	OPP. STATUS	VALIDITY DATE
XXXX	NNNN	NNN	XXXXX	XXXXX	XXXXX	NNNN	NNNN	XXXX	XXXXX	XXXX	DD/MM/YYYY

COMPANY CODE	OPP. VALUE	REQUIREMENTS	COMMENTS	STATUS DATE
XXXXX	$.$$$.$$$.$$	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	DD/MM/YYYY

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE - (F7), QUIT - (F9)

* CONTINUATION OF BOX ABOVE FOR BOTH SECTIONS ON THIS SCREEN

JAMAICA PROMOTIONS CORPORATION
MAINTAIN FUNDING PROGRAMME DATA

DD/MM/YYYY

FUNDING AGENCY CODE : XXXXXXXXXX FUNDING AGENCY NAME : XXXXXXXXXXXXXXXXXXX

CONTACT PERSON : XXXXXXXXXXXXXX JOB TITLE : XXXXXXXXXX

AGENCY ADDRESS : XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

PROGRAMME CODE : XXXXXXXXXX

PROGRAMME NAME : XXXXXXXXXXXXXXXXXXXXXXXX

START DATE : DD/MM/YYYY END DATE : DD/MM/YYYY

SECTOR : XXXXXXXXXX

PROGRAMME VALUE : $$$,$$$,$$$.$$ AMOUNT DISBURSED TO DATE : $$$,$$$,$$$.$$

LOAN REQUIREMENTS : XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

ADDITIONAL FUNDING :-

ADDITIONAL FUNDING AMOUNT	DATE	DESCRIPTION
$$$,$$$,$$$.$$	DD/MM/YYYY	XXXXXXXXXXXXXXXXXX

HELP - (F1), ADD - (F2), SAVE - (F3), DELETE - (F4), REFERENCE TABLE- (F7), QUIT - (F9)

JAMAICA PROMOTIONS CORPORATION
BUSINESS OPPORTUNITY REPORT BY SECTOR

DD/MM/YYYY

SECTOR : XXXXXXXXXXXXXXX (leave blank for all)
STATUS : X

DD/MM/YYYY BUSINESS OPPORTUNITY REPORT BY SECTOR PAGE : NNNN

SECTOR	OPPORTUNITY	COMPANY	TYPE	STATUS	DATE	ABSTRACT
XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	DD/MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXX

HELP - (F1), ON SCREEN - (F5), PRINT - (F6), REFERENCE TABLE - (F7), QUIT - (F9)

APPENDIX III

DATA DICTIONARY

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Abstract	Memo		Product Abstract
Acc_descr	Char	20	Description of Access Level
Access_lev	Num	2	Level of Access of Correspondence
Action	Char	3	Code for Activity Done/Action Taken
Activity	Char	50	Promotional Activity
Activity_type	Char	10	Activity Type (client contact)
Activ_code	Char	5	Consignee Activity code
Activ_desc	Char	30	Description of Activity
Activ_out	Char	30	Outcome of Activity
Act_code	Char	3	Officer Activity Code
Act_date	Date	10	Actual Date for Milestone
Activ_date	Date	10	Date of Activity
Act_prc	Num	14.2	Actual Price
Act_stat	Char	3	Activity/Action Status
Act_taken	Char	3	Action Taken
Addr1	Char	25	Bank Address

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Addr2	Char	25	Bank Address
Add_amt	Num	14.2	Additional Amount
Adv_agency	Char	3	Advertising Agency
Aff_comp	Char	60	Affiliated Companies
Age	Num	2	Age of Client
Agency_code	Char	3	Code assigned to agency
Agent_code	Char	5	Transport Agent Code
Agent_rep	Char	30	Name of Companies Represented by Agent
Agen_desc	Char	30	Name of Agency
Agr_date	Date	10	Effective Date of Agreement
Alloc_year	Num	4	Allocation Year
All_incl	Num	14.2	All Inclusive Cost
Amount	Num	14.2	Amount Funded
Amt_allo	Num	12.2	Country's Allocated Quota
Amt_alloc	Num	12.2	Quota Allocated to a Company
Amt_used	Num	12.2	Amount Used

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Ann_prod_qty	Num	10	Quantity Produced
Ann_prod_val	Num	14	Production Value
Ann_salesja	Num	14	Annual Sales (J$)
Ann_salesus	Num	14	Annual Sales (US$)
Ann_size	Num	10	Product Size
Ann_units	Num	10	Total Units produced annually
Ann_val	Num	14.2	Value of Annual Production
Applic_no	Char	10	Application Number
App_date	Date	10	Application Date
App_spec	Char	40	Application Specifications
App_status	Char	2	Application Status
Asst_reqd	Char	5	Type of assistance
Ass_Desc	Char	30	Description of type of assistance
Ass_type	Char	3	Type of assistance
Auth_date	Date	10	Authorisation Date

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Bank_code	Char	3	Bank Code
Beno_no	Char	10	Beno number
Bin_no	Char	10	Bin Number
Bk_name	Char	30	Bank Name
Broker	Char	5	Customs Broker ID
Brok_addr	Char	50	Broker's Address
Brok_name	Char	30	Broker's Name
Budget	Num	14	Budget
Busin_type	Char	30	Specialization/General Comments
Bus_desc	Char	30	Description of type of business
Bus_type	Char	3	Type of Business
Cap_inv	Num	14.2	Capital Investment
Cap_invj	Num	14.2	Capital Investments J$
Cap_invus	Num	14.2	Capital Investments U$
Car_sales	Num	14.2	Export Sales to Caricom
Car_units	Num	10	Quantity to Caricom

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Cast_agfees	Num	14.2	Casting, Talent and Agency Fees, etc.
Category	Char	10	Product Category Code
Cater	Num	14.2	Catering Cost
Cat_code	Char	10	Category Code (eg., Clerical)
Cat_desc	Char	30	Description of Category
Ccategor	Num	2	Correspondence Category Code
Cert_date	Date	10	Certificate Date
Cert_desc	Char	30	Certificate Type Description
Cert_no	Num	4	Certificate Number
Cert_type	Char	5	Type of certificate
Characteristic	Char	30	Market Characteristics
Charges	Num	12.2	Charges Incurred
Chas_no	Char	10	Chassis Number
Cif_value	Num	14.2	CIF Value of Equipment
Class	Char	2	Project Class
Client	Char	30	Major Clients
Cl_desc	Char	30	Class Description

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Co_code	Char	5	Company Code
Code_stat	Char	1	Code Status
Co_goals	Char	100	Company Goals
Co_status	Char	3	Company Status (active)
Comments	Char	40	Comment
Comm_date	Date	10	Date of Commissioning of Equipment
Constr	Num	14.2	Construction Costs
Cons_addr	Char	40	Consignee Address
Cons_id	Char	10	Consignee ID
Cons_name	Char	30	Consignee Name
Contact	Char	35	Contact Person
Contact_mode	Char	30	Mode of Contact (letter)
Contact_title	Char	30	Job Title
Contpers	Char	30	Contact Person at Company
Conv_factor	Num	5.2	Conversion Factor
Copies	Num	4	Number of Copies

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Correspno	Num	6	Reference Number
Corr_type	Char	1	Correspondence Type (in/out)
Cor_desc	Char	20	Correspondence Category Code
Country	Char	30	Name of Country
Count_code	Char	3	Country Code
Co_addr	Char	50	Company's Address
Co_addr1	Char	30	Address1
Co_addr2	Char	30	Address2
Co_addr3	Char	30	Address3
Co_constraints	Char	100	Company Constraints
Curr_sales	Num	14.2	Hard Currency Sales
Curr_stat	Char	3	Current Status
Curr_units	Num	10	Hard Currency Units
Cur_emp	Num	5	Current Employment
Cur_lndsp	Num	7	Current Land Space
Cur_offsp	Num	7	Current Office Space

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Dateof_act	Date	10	Date Action Taken
Date_disp	Date	10	Date Dispatched
Date_ent	Date	10	Date Entered
Date_estab	Date	10	Date Established
Date_rec	Date	8	Date Received/Sent
Date_recom	Date	10	Date of last recommendation
Date_recd	Date	10	Start Date
Date_recorded	Date	10	Date Recorded
Dcateg	Char	3	Category Code
Deliv_trms	Char	100	Delivery Terms
Demand_gr	Num	3	Demand Growth Rate
Desc_fac	Char	20	Description of operational facility
Desc_fab	Char	30	Fabric Description
Desc_type	Char	20	Description of Project Type
Desc_legal	Char	30	Description of Legal Status
Desc_add	Char	100	Comments/Description of additional funds

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Description	Char	50	Project Description
Destin	Char	3	Destination
Dev_assist	Char	30	Development Assistance
Director	Char	20	Director
Disch_port	Char	30	Port of Discharge
Disb_todate	Num	14	Amount Disbursed to Date
Div_code	Char	3	Division Code
Div_desc	Char	30	Name of Division/Department
Dlevel	Num	1	Category Level
Doc_desc	Char	20	Category Description
Dom_sale	Num	12	Domestic Sales
Duty	Num	5	Landed Duty
Emp_cap	Num	10	Employment Capacity
Emp_cat	Char	5	Employment Category
Emp_gen	Num	10	Employment Generation
End_date	Date	10	Ending Date

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

End_time	Num	8	Ending Time
Eng_no	Char	10	Engine Number
Enq_date	Date	10	Enquiry Date
Enq_desc	Char	30	Status Name
Enq_no	Num	5	Enquiry Number
Enq_status	Char	3	Status Code
Enq_type	Char	3	Enquiry Type (eg., Serious)
Entry_proc	Char	50	Entry Procedures
Entry_reg	Char	40	Entry Regulations
Entry_req	Char	40	Entry Requirements
Equip_age	Num	4	Age of Main Equipment
Equity	Num	14.2	Equity
Equp_rent	Num	14.2	Equipment Rental
Exch_rate	Num	7.4	Foreign Exchange Rate
Exec_prod	Char	20	Executive Producer
Exportsja	Num	14.2	Exports (J$)

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Exportsus	Num	14	Exports (US$)
Export_exp	Char	100	Export Experience
Export_no	Char	10	Exporter Number
Export_year	Num	4	Year for Export Data
Exprg_code	Char	5	Export Programme Code
Exprg_name	Char	30	Export Programme Name
Exp_date	Date	10	Certificate Expiry Date
Exp_mgn	Char	30	Export Manager
Exp_per	Num	3.2	Export Percentage
Exp_qty	Num	10	Quantity
Exp_sale	Num	12	Export Sales
Exp_stdt	Date	10	Export Start Date
Fabric	Char	20	Type of Fabric
Fab_qty	Num	12	Quantity of Fabric Used
Facility	Char	5	Operation Facility
Fac_addr	Char	40	Address of Facility
Fac_size	Num	5	Facility Size

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Fax_no	Char	14	Fax Number
Fees	Char	15	Promotion Activity Fees Charged
File_date	Date	10	Date of Entry
Filedesc	Char	30	File Type Description
File_desc	Char	40	Description of File
File_loca	Char	40	File Location
File_name	Char	80	File Name
File_no	Num	8	Sequential File Number
File_stat	Char	1	File Status
File_type	Num	2	File Type Code
Film_date	Date	10	Date of Entry
Film_desc	Char	40	Description of Film
Film_key	Char	20	File Keyword
Film_loca	Char	40	Film Location
Film_name	Char	80	Film/Photograph Name
Film_stat	Char	1	Film Status

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	[illegible]	[illegible]	DESCRIPTION
Film_typ	Num	2	Film Type code
Film_type	Num	2	Film type
Film_typ_desc	Char	30	Film Type Description
Fin_method	Char	30	Method of Finance
Fin_source	Char	30	Finance Source
First_prod	Date	10	Date First Produced
First_name	Char	30	Christian Name
Fname	Char	30	Christian Name
Fob_ja	Num	10.2	Freight on Board - JA$
Fob_us	Num	10.2	Freight on Board - US$
Foreign_lwrr	Num	14.2	Foreign Lower Price
Foreign_prc	Num	14.2	Foreign Price
Foreign_uppr	Num	14.2	Foreign Upper Price
For_capinv	Num	14.2	Total Foreign Capital Investment
For_comp	Char	40	Foreign Competitors
For_jv	Num	3	Foreign % of Joint Venture

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

For_opcost	Num	14.2	Total Foreign Operating Cost
For_payroll	Num	14.2	Total Foreign Payroll
For_prc	Num	7.2	Foreign Price
For_raw_mat	Num	14.2	Total Foreign Raw Materials
For_sales	Num	14.2	Total Foreign Sales
Free_area	Char	3	Free Zone Area Code
Frdate	Date	10	From Date
Free_code	Char	3	Free Zone Area Code
Free_name	Char	30	Free Zone Area Name
Freezone_desc	Char	100	Description of Free Zone Interests
Freezone_int	Char	1	Freezone Interests (Y or N)
Frequency	Char	5	Frequency
Freq_code	Char	5	Frequency of Trips
Freq_desc	Char	30	Frequency Description
Fr_officer	Char	20	Officer Returning File
Fund_agy	Char	5	Funding Agency Code
Fund_name	Char	30	Agency Name
Fund_addr1	Char	30	Funding Agency Address1
Fund_addr2	Char	30	Funding Agency Address2

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Fund_prg	Char	5	Funding Programme
Gender	Char	1	Gender
Gen_comm	Char	100	General Comments
Grade	Char	2	Product Grade
Group	Char	10	Apparel Group
Group_desc	Char	30	Group description
Growth_pot	Char	20	Growth Potential
Host	Char	30	Company presenting activity
Hotel	Num	14.2	Hotel Expenses
HS_code	Char	10	Harmonised System Code
Id_code	Char	3	Type of Identification
Id_desc	Char	30	Identification Type Description
Id_no	Char	10	Identification number
Imp_purch	Num	14	Cost of imported materials
Incentives	Char	50	Market Incentives
Info_date	Date	10	Information Date
Info_sent	Char	40	Information Received

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

FIELD	TYPE	LENGTH	DESCRIPTION
Info_source	Char	30	Information Source
Ins_co	Char	20	Insurance Company
Ins_pol	Char	10	Insurance Policy Number
Interest	Char	3	Area of Interest (eg., Farming)
Initial	Char	2	Middle Initial
Inv_amt	Num	14.2	Invoice Amount
Inv_follow	Char	60	Investor Follow Up
Inv_no	Char	10	Invoice Number
In_date	Date	10	Date In
Item_no	Char	3	Item Number
Jampro_code	Char	10	Jampro Code
Jampro_role	Char	10	Role of Jampro
JBS_no	Char	9	Jamaica Bureau of Standards Number
Jv_desc	Char	100	Description
Jv_offered	Logical	1	Joint Venture Offered
Jv_sought	Logical	1	Joint Venture Sought

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Keyword	Char	20	File Keyword
Key_cast	Char	40	Main Cast in Film
Labour_cost	Num	14.2	Labour Cost
Landed_duty	Num	10.2	Duty on Imports
Languag	Char	10	Language Spoken
Last_client	Char	30	Last Client
Lead_time	Num	4	Lead Time in Days
Legal_stat	Char	3	Legal Status
Lname	Char	30	Surname or Business Name
Loan	Num	14.2	Loan Amount
Loan_req	Char	100	Loan Requirements
Local	Logical	1	Locally Acquired
Local_input	Num	3.2	Percent of Local Input
Local_lwr	Num	14.2	Local Lower Price
Local_prc	Num	14.2	Local Price

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Local_purch	Num	14.2	Cost of Materials Purchased Locally
Local_sales	Num	14.2	Local Sales
Local_units	Num	10	Quantity Sold Locally
Local_uppr	Num	14.2	Local Upper Price
Location	Char	3	Location/Parish Code
Loc_agent	Char	30	Name of Local Agent
Loc_ag_addr	Char	60	Local Agent Address
Loc_ag_fax	Char	14	Local Agent Fax
Loc_ag_tele	Char	14	Local Agent Telephone
Loc_capinv	Num	14.2	Total Capital Investment
Loc_code	Char	3	Location/Parish Code
Loc_comp	Char	40	Local Competitors
Loc_desc	Char	30	Description of Location
Loc_equity	Num	14.2	Equity Local Currency
Loc_fees	Num	14.2	Local Fees
Loc_jv	Num	3	Local % of Joint Venture
Loc_loan	Num	14.2	Loan Local Currency

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Loc_mgnr	Char	20	Location Manager
Loc_opcost	Num	14.2	Total Local Operating Costs
Loc_payroll	Num	14.2	Total Local Payroll
Loc_raw_mat	Num	14.2	Total Locally Bought Raw Materials
Loc_sales	Num	14.2	Total Local Sales
Loc_xtra	Num	14.2	Local Extras
Lowr_prc	Num	14.2	Lower Price
Lst_num	Num	4	Last Sequential Number Used
Mailname	Char	30	Person/Company Name
Mailaddr	Char	60	Address of Person/Company Name
Mailtele	Char	14	Telephone Number
Mail_des	Char	30	Description of Mail Type
Mail_fax	Char	14	Fax Number
Mail_lst	Logical	1	On Mailing List - (Y/N)
Mail_type	Char	3	Mail Type Code
Main_comp	Char	30	Main Competition

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	[illegible]	[illegible]	DESCRIPTION
Main_cust	Char	30	Main Customers
Main_disb	Char	30	Main Distributors
Make	Char	20	Make of Vehicle
Manu_addr1	Char	30	Manufacturer's Address
Manu_addr2	Char	30	Manufacturer's Address
Manu_code	Char	5	Manufacturer's Code
Manu_name	Char	30	Manufacturer's Name
Manu_no	Char	10	Manufacturer's Number
Man_ovhd	Num	14.2	Factory and Manufacturing Overhead
Market	Char	3	Market Code
Market_code	Char	3	Market Code
Marks	Char	20	Distinguishing Marks
Material	Char	20	Type of Material
Mark_desc	Char	30	Name of Market
Mat_cons	Num	10	Cost of Raw Materials Consumed
Mat_qty	Num	10.2	Quantity of Fabric used
Mat_val	Num	12.2	Material Value

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Max_part	Num	5	Maximum Number Participants
Max_qty	Num	7	Maximum Order Quantity
Ma_addr1	Char	30	Mailing Address1
Ma_addr2	Char	30	Mailing Address2
Ma_addr3	Char	30	Mailing Address3
Merg_catno	Char	10	Merged Category #
Merg_desc	Char	30	Merged Category Description
Message	Char	30	Error Message
Middle	Char	1	Middle Initial
Mid_init	Char	2	Middle Initial
Milestone	Char	20	Project Milestone
Mile_date	Date	10	Milestone Status Date
Mile_stat	Char	10	Milestone Status
Min_qty	Num	5	Minimum Order Amount
Misc	Num	14.2	Miscellaneous
MOA_no	Char	9	Ministry of Agriculture Number

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Mode_code	Char	5	Transport Mode Code
Mode_desc	Char	30	Code Description
Mrkt_rep	Char	30	Market Representation
Mrk_status	Char	10	Status (major, minor)
Msg_no	Num	3	Message Number
Mvc_date	Date	10	Certification Date
Mvc_no	Char	10	Motor Vehicle Certification Number
Nature_code	Char	3	Nature of Project (new, expansion, etc.)
Nat_desc	Char	30	Description of Nature
Nega_no	Num	8	Negative Number
Net_profit	Num	14	Net Profit
Next_app	Date	10	Next Appointment
No_shifts	Num	5	Number of Shifts

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
No_empl	Num	5	Number of Employees
No_machine	Num	5	Number of Machines
Number	Num	5	Sequential number
Off_follow	Char	60	Officer Follow Up
Officer	Char	20	Responsible Officer
Opp_no	Num	5	Opportunity Number (country code+product code+sequential #)
Opp_status	Char	5	Opportunity Status
Opp_type	Char	5	Opportunity Type
Op_const	Char	100	Operating Constraints
Origin	Char	3	Country of Origin
Other	Char	20	Other/Miscellaneous Information (film)
Out_bet	Num	10	Output between commissioning of equipment and review date
Out_date	Date	10	Date Out
Own_struc	Char	2	Ownership Structure Code (JV, IR, LC)
Pack_cost	Num	14.2	Packing Cost
Parish	Char	3	Parish Location

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Party_a	Char	10	Party in Agreement
Party_b	Char	10	Party in Agreement
Part_reg	Num	5	Number of Participants Registered
Password	Char	10	User Password, encrypted
Payments	Num	12.2	Payments Made
Paycert_date	Date	10	Certificate Payment Date
Pay_date	Date	10	Payroll Date
Pay_terms	Char	100	Payment Terms
Percentage	Num	3.2	Percentage Owned
Percent_exp	Num	3.2	Export Percentage
Perm_avg	Num	10	Average permanent workers
Perm_empf	Num	10	Total Foreign Permanent Employees
Perm_empl	Num	10	Total Local Permanent Employees
Perm_empp	Num	10	Projected Permanent Employees
Perm_work	Num	10	Number of permanent workers
Per_diem	Num	14.2	Per diem amount

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Phone_no	Char	14	Telephone Number
Pol_name	Char	20	Insurance Policy Description
Pol_descr	Char	30	Agreement Policy Description
Pol_exp	Date	10	Policy Expiry Date
Pol_no	Char	5	Policy No. for policies affecting or impacting in any way on a project
Port_of_call	Char	30	Port of Call
Position	Char	3	Position Held
Poss_inc	Num	3	Possible Increase
Post_prod	Num	14	Post Production
Pport_no	Char	11	Passport Numbeer
Preference	Char	20	Market Preferences
Presenter	Char	30	Speaker
Pres_perm_fem	Num	7	Permanent Female
Pres_perm_male	Num	7	Permanent Male
Pres_temp_fem	Num	7	Temporary Female
Pres_temp_male	Num	7	Temporary Male

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

	TYPE		DESCRIPTION
Pres_tot_perm	Num	7	Total Number Permanent Staff
Pres_tot_temp	Num	7	Total Number Temporary Staff
Prev_stat	Char	3	Previous Status
Pre_prod	Num	14.2	Pre-Production Expenses
Prg_code	Char	5	Funding Programme
Prg_name	Char	30	Programme Name
Prg_val	Num	14.2	Programme Value
Prime_cost	Num	14.2	Prime Cost
Prv_rent	Num	14.2	Private Rental Cost
Producer	Char	20	Name of Producer
Product	Char	10	Product Code
Prod_cap	Num	10	Production Capacity
Prod_code	Char	5	Product Code
Prod_desc	Char	30	Description of Product
Prod_desig	Char	20	Production Designer

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	[illegible]	[illegible]	DESCRIPTION
Prod_mgnr	Char	20	Production Manager
Prod_summ	Char	200	Product Summary
Prod_techcr	Num	14.2	Production and Technical Crew
Prof_type	Char	3	Type of Opportunity (offer, need - profile, query)
Prg_Percent	Num	4.2	Programme Percentage
Project_code	Char	10	Project Code
Project_type	Char	5	(investment, non-investment, etc)
Proj_cap	Num	14.2	Projected Capital
Proj_code	Char	5	Project Code
Proj_contact	Char	30	Project Contact
Proj_cost	Num	14.2	Cost of Project
Proj_date	Date	10	Projection Date
Proj_desc	Char	30	Description of Project
Proj_nature	Char	2	Project Nature Code (expansion, new project)

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	TYPE	[illegible]	DESCRIPTION
Proj_no	Char	10	Project Code
Proj_noshf	Num	2	Projected Number of Shift
Proj_perm_fem	Num	7	Projected Permanent Female
Proj_perm_male	Num	7	Projected Permanent Male
Proj_prod_qty	Num	10	Projected Production
Proj_qty	Num	10	Quantity Produced for Project
Proj_stat	Char	3	Project Status
Proj_temp_fem	Num	7	Projected Temporary Female
Proj_temp_male	Num	7	Projected Temporary Male
Proj_tot_perm	Num	7	Projected Permanent Number
Proj_tot_temp	Num	7	Projected Temporary Staff
Proj_year	Num	4	Projection Year
Prom_date	Date	10	Promotion Date
Props	Num	14.2	Props and Set Dressing
Pro_capinv	Num	14.2	Projected Capital Investment

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

Pro_lndsp	Num	7	Projected Land Space
Pro_offsp	Num	7	Projected Office Space
Pro_opcost	Num	14	Projected Operating Costs
Pro_payroll	Num	14	Projected Payroll
Pro_raw_mat	Num	14	Projected Raw Materials
Pro_sales	Num	14	Projected Sales
Prv_rent	Num	14	Private Rental
Purchaser	Char	30	Purchaser Name (if not consignee)
Purch_adr	Char	40	Purchaser Address
Qty	Num	10	Quantity of products
Qty_units	Num	12	Number of Units Shipped
Qty_output	Num	10	Output Quantity
Qty_prod	Num	10	Quantity Produced
Quota	Num	12	Quota this Year
Quota_year	Num	4	Year of Quota
Raw_materials	Char	100	Raw Materials Used

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

			DESCRIPTION
Receipt_no	Char	10	Receipt Number
Recomm	Char	60	Recommendation/Remark
Referred	Char	20	How Referred
Refer_div	Char	3	Division Referred To
Refer_no	Char	6	Contractors Reference Number
Refer_file	Char	15	File Reference Number
Refer_per	Char	20	Person Referred To
Ref_code	Char	3	Referral Code
Ref_desc	Char	30	Description of Referral
Reg_date	Date	10	Exporter Registration Date
Ref_date	Date	10	Reference Date
Reg_date	Date	10	Registration Date
Reg_no	Num	10	Exporter Registration Number
Reg_plate	Char	10	Registration Plate
Remarks	Char	60	Remarks
Remi_date	Date	10	Reminder Date

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	TYPE	LENGTH	DESCRIPTION
Rep_addr1	Char	30	Address of Agent Representative
Rep_addr2	Char	30	Address2 of Agent Representative
Rep_addr3	Char	30	Address3 of Agent Representative
Reqmts	Char	50	Requirements
Requester	Char	30	Person making request
Req_ass	Char	40	Required Assistance
Req_date	Num	10	Date Request Made
Req_todate	Num	12.2	Amount Requested to Date
Rev_date	Date	10	Date of Revision
Rev_quota	Num	12	Revised Quota this Year
Roi	Num	5	Rate of Increase
Route	Char	30	Transportation Route
Sales_year	Num	4	Year of Sales Data
Sales_yr	Num	4	Product Sales Year
Sal_jam	Logical	1	Salary of Jamaican
Samples_recv	Logical	1	Product Samples

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

	TYPE		DESCRIPTION
Sch_date	Date	10	Scheduled Date
Scout_date	Date	10	Scout Date
Script_received	Logical	1	Film Script Received
Seasons	Char	20	Season
Sector	Char	5	Sector/Area of Business
Sect_desc	Char	30	Description of Sector
Serial_no	Char	10	Product serial number
Serv_code	Char	5	Service Code
Serv_cost	Num	14.2	Service Cost
Serv_desc	Char	30	Service Description
Serv_no	Char	10	Service Number
Serv_tax	Num	14.2	Service Tax
Shoot_date	Date	10	Film Shoot Date

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	[illegible]	[illegible]	DESCRIPTION
Shoot_days	Num	4	Shoot Days
Shp_date	Date	10	Shipment Date
Shp_stat	Char	1	Shipment Status
Source	Char	20	Fabric Source
Spec_eff	Num	14	Special Effects
Sp-perm#	Char	10	Special Permit Number
Start_op	Date	10	Operation Start Date
Start_fund	Date	10	Start Date of Funding Programme
Start_proj	Date	10	Project Start Date
Start_ass	Date	10	Assessment Start Date
Start_time	Num	8	Starting Time
Status	Char	3	Current Status
Stat_date	Date	10	Status Date
Stat_desc	Char	30	Description of Project Status

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

[illegible]	TYPE	LENGTH	DESCRIPTION
Struc_desc	Char	30	Description of Structure
Sub-category	Char	20	Product Sub-Category
Sub_con	Logical	1	Sub-Contract - Y/N
Sub_desc	Char	30	Name/Description of Sub-sector
Sub_fac	Char	20	Facilities within the main facility, e.g. sewing area in factory
Sub_sect	Char	3	Sub-sector Code
Sub_size	Num	9	Size of these facilities
Suppaddr	Char	60	Suppliers Address
Suppname	Char	30	Suppliers Name
Supp_fax	Num	14	Suppliers Fax Number
Supp_tele	Num	14	Suppliers Telephone Number
Surname	Char	30	Surname
Tar_market	Char	3	Target Market Code
Tar_num	Char	10	Tariff Item Number
Telephone	Char	14	Telephone Number

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

NAME	TYPE	LENGTH	DESCRIPTION
Tele_no	Char	14	Telephone Number
Telex_no	Char	14	Fax Number
Temp_avg	Num	10	Average Temporary Workers
Temp_empf	Num	10	Temporary Foreign Employees
Temp_empl	Num	10	Temporary Local Employees
Temp_empp	Num	10	Projected Temporary Employees
Terms	Char	200	Terms of the Agreement
Time	Char	5	Activity Time
Title	Char	15	Job Title of Contact
Todate	Date	10	To Date
Topic	Char	30	Activity Topic
Total	Num	14.2	Payroll Total
Tot_cap	Num	10	Total Capacity
Tot_pkg	Num	10	Number of Packages
To_officer	Char	20	Officer Receiving File
Training	Char	50	Training

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

		LENGTH	DESCRIPTION
Trademark	Char	10	Product trademark
Transp_line	Char	20	Transportation Line
Transp_mode	Char	5	Transport Mode
Trans_mode	Char	5	Means of Transport
Trans_name	Char	30	Name of Transport (eg., Air Ja.)
Type_client	Char	1	Type of Client ("C" competitor, "D" distributor, "S" customer)
Unionised	Logical	1	Unionised Staff
Units	Char	5	Unit of Measure
Unit_cst	Num	12.2	Unit Cost (fob/qty)
Unit_prc	Num	12.2	Unit Price for Fabric
Uom	Char	10	Unit of Measure
Uppr_prc	Num	14	Upper Price
User_Access	Num	2	User Access Level
User_code	Char	5	User Code

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

FIELD	TYPE	LENGTH	DESCRIPTION
User_fname	Char	30	User's Christian Name
User_lname	Char	30	User's Surname
Val_add	Num	12.2	Value Added
Val_dt	Date	10	Valued date
Val_opp	Num	14.2	Value of Opportunity
Val_output	Num	14.2	Output Value
Veh_cost	Num	14.2	Vehicle Cost
Veh_no	Char	10	Vehicle Number
Venue	Char	30	Venue of Activity
Villa	Num	14.2	Villa Cost
Visa_no	Char	10	Visa Number
Visa_stat	Char	10	Status of Visa
Visa_typ	Char	3	Type of Visa (eg., USA)
Vis_statdt	Date	10	Visa Status Date
Visitor	Char	20	Name of Visitor

JAMAICA PROMOTIONS CORPORATION

DATA DICTIONARY

FIELD	TYPE	LENGTH	DESCRIPTION
Volum_no	Char	10	Volume Number
Wardrobe	Num	14.2	Wardrobe Cost
Wght	Num	10	Weight of Shipment
Writer	Char	20	Writer
Yrs_bus	Num	3	Years in Business

APPENDIX IV

DATA GATHERING FORMS

GUIDELINES FOR COMPLETION OF DATA COLLECTION FORMS INFORMATION SYSTEM REQUIREMENTS

INPUTS

1. Title of source document or input form used (eg. invoice).
2. What is the purpose of the document or what activities does it support (eg. to update customer A/R balances).
3. From which department or from whom does the document come (eg. sales).
4. On what media does the source information come (eg. hard copy or disk file).
5. Indicates how the source document (or information) should be handled (eg., for salary maintenance form, sensitivity would be high)
6. Volume or number of copies of source documents received(eg. 400 invoices)
7. How frequently are the documents (or information) received, (related to the volume produced eg., daily, monthly)
8. What happens to the document or information after it has been processed (eg. invoices are filed or passed to collections).
9. Are there any conditions which would cause the source document to be rejected (eg. payee missing from a cheque).

OUTPUTS

1. Title of report or output form produced (eg. invoice).
2. The activity which produces the output (eg sale of goods).
3. What the report or output produced is used for (eg. to record sale of goods).
4. The persons or divisions who receive report (eg. Accounts Payable, customer).
5. On what media is the report produced (eg. screen, hard copy)
6. Indicates how the report should be handled (eg., for salary maintenance form, sensitivity would be high)
7. Volume or number of copies of report produced (eg. 400 invoices)
8. How frequently is the output generated (related to the volume produced eg. daily, monthly)
9. Time in which the output must be generated (eg. (1) week after the last day of the month for Balance Sheet).

PROCESSING

1. Describe the major processes performed (eg. prepare customer statements)
2. Who performs the tasks (eg. Accounts Receivable Clerk)
3. How is the process performed (eg. manually or automated)
4. What information is used to perform tasks (eg. invoices and record of payments)
5. What is the outcome of the processing activity (eg. customer statement)
6. List tasks performed to complete process (eg. list outstanding invoices, record payments, calculate net amount)
7. List any validations performed on processing (eg. calculations cross checked by supervisor)

	INPUT NAME/ DESCRIPTION	OBJECT/PURPOSE (ACTIVITY SUPPORTED)	SOURCE	MEDIA	SENSITIVITY	VOLUME	FREQUENCY	DESTINATION AFTER PROCESS	INVALID ENTRIES
1.	Work Programmes & Budget	To outline all the activities to be undertaken by each Division and the financial support required.	Group Directors	Written reports	Open to all	8 volumes	Annually	-	Unrealistic goals or lack of financing
2.	Monthly report	To keep the President & Vice President updated on activities that have occurred over the past month and to have a record of these activities for reference	Group Directors	Written	Non-sensitive	8 volume	Monthly	To President for Board Report	-
3.	Monthly Statistical Report	To be kept updated on the level of investments generated by the activities of officers	Management Information System	Hard copy	Non-sensitive	1 volume	Monthly	-	Wrong entries
4.	Budgetary Expenditure Update	To be advised on the level of expenditure of the different divisions and to be assured that events budgetted for, can be financed	Accounts Department	Hard copy	Open to Group Directors	1 page for each division	Monthly	V.P & Group Directors for monitoring	Incorrect entries

Comments

Complete table for all inputs used and attach sample input documents

REQUIREMENTS DEFINITION STUDY
PROCESSING DATA GATHERING SHEET

ACTIVITY: Co-ordinating the Activities of the Production & Promotion Div.

	TASK *(In sequence performed)*	PERFORMED BY	HOW PROCESSED	DATA USED	DATA PRODUCED	OPERATIONS PERFORMED	VALIDATIONS PERFORMED
1(a)	Liaise with Group Directors to ensure that work programmes are planned to reflect the goals of the Organisation, that there is complementarity between divisions	Vice President Senior Administrator	Manually & automated	Past work programme & budgets	Work programme	Outline work to be done & by whom	
1(b)	Analyse the work output performance of the different divisions to ensure that the goals of the organisation are being met	V.P. Production & Promotion/Group Directors	Manually	1 - 8			
1(c)	Ensure that scheduled meetings are planned and follow-up actions completed and that schedueld reports are submitted on time	Senior Administrator, Admin. Secy.	Manually	2,5,6,7,8	Minutes of meetings and reports	Outline discussions and follow-up required	
1(d)	Review activities and work programmes of all divisions to ensure that adjustments are made to reflect changes in the economy and or policy changes within the organisation	V.P. Production & Prom./ Group Dirs.	Manually	1 - 9	Updated work programmes	Prioritise activities	

TITLE 1	GENERATED FROM (ACTIVITY) 2	OBJECT/PURPOSE 3	USER RECIPIENTS 4	MEANS OF DISPLAY 5	SENSITIVITY 6	VOLUME 7	FREQUENCY 8	RESPONSE TIME 9
Minutes	1(b)	To have record of decisions taken and follow-up required	Group Directors	Hard copy	Available to all in the sector	7 copies	Monthly	
Letters	2a, 2d, 2f, 3a, 3b, 3c	To confirm decisions taken and to give information	Investors & persons from other organisations	"				3 days
Leave rosters	1(f)	To ensure divisions are manned at all times						
Oral update	4	To provide weekly and ad hoc updates on activities	President & V.P. - Corporate Services	Oral	Varies	-	Weekly	

Comments:

Complete table for all outputs generated and attach sample outputs.

APPENDIX V

TRAINING PLAN

JAMAICA PROMOTIONS CORPORATION

CENTRALISED DATABASE FACILITY

TRAINING PLAN

Training plans are an important element of the system implementation plan. The purpose is to ensure that all personnel associated with the system possess the necessary knowledge and skills to perform their defined tasks, and have an overall appreciation of the system.

The training plan provides details of the courses to be conducted and their duration, the location and pre-requisites, if any, the group targetted and the group's size.

The training plan, like the system, targets two (2) groups of users; staff and database administrators. Staff users are those persons who will update the system and generate reports. They are primarily responsible for ensuring the integrity of the data. There are no specialised training requirements for staff users.

The Database Administrator(s) has the responsibility for the organisation and control of the database. The Administrator's job is to provide services to both data processing personnel and the end users. Consequently, this person must be able to communicate with both groups; and must be technically conversant with the environment and the tool used in the development of the system.

OBJECTIVE

The objective of the training activity is to facilitate and accelerate the integration of the system within the organisation. Presentation methodology will include lectures, training guides, demonstration and hands-on exercises.

The training brings to the organisation the skills needed to obtain optimum results from the system. The training will help to develop knowledge in the following areas :

Specific to the Centralised Database System :

- System Access,
- Data Input,
- Report Generation,
- Reference Files Maintenance,
- System Administration,
- Database Administration,
- Data Communication Fundamentals.

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title:	System Access
Course Objective:	Upon completion of this module participants will have a basic knowledge of the features of the system.
Target Group:	All users
Topics include:	• System Overview; • System Login; • Password Management; • Menu Selection; • Computer Operations Management.
Prerequisite:	None
Methodology:	Lecture presentation, discussion and practical exercises.
Duration:	2 hours
Maximum Participants:	5

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title: Data Input I

Course Objective: Upon completion of this module participants will be able to enter new records, retrieve information, and make changes to the data stored in the system.

Target Group: All users

Topics include: Data Input and Editing for :

- Project Tracking :
  - Business Enquiries,
  - Client Management,
  - Activity/Itinerary Details,
  - Update Project Status,
  - Project Assessment - M.O.I.,
  - Promotional Activities.
- Business Profile :
  - Market/Product Profile,
  - Product Carriage Information,
  - General Company Profile Details,
  - Administrative Company Profile Details,
  - Company Production Capacity Details,
  - Project Profile.
- Business Opportunities :
  - Opportunity Profile,
  - Match Opportunity,
  - Funding Programme.
- Information Centre :
  - File Information Registry,
  - File Movement Information Registry,
  - Query on Document Registry,

- Correspondence Information Registry,
- Mailing List,
- Film Library,
- Public Relations Library,
- Contractors and Suppliers,
- Documentation Centre (ISIS).

The above will be conducted on the basis of comparisons of the manual procedures with the automated system.

Prerequisite:

- Computer appreciation;
- Keyboard skills.

Methodology: Lecture presentation, discussions, practical exercises.

Duration: 5 hours

Maximum Participants: 10

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title:	Data Input II
Course Objective:	Upon completion of this module participants will be able to enter new records, retrieve information and make changes to the data stored in the system.
Target Group:	Film Office staff
Topics include:	Data Input and Editing for : - Capital Expenditure - Film Office, • Information Centre: - Film Library, The above will be conducted on the basis of comparisons of the manual procedures with the automated system.
Prerequisite:	• Computer appreciation; • Keyboard skills.
Methodology:	Lecture presentation, discussions, practical exercises.
Duration:	2 hours
Maximum Participants:	10

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title: Data Input III

Course Objective: Upon completion of this module participants will be able to enter new records, retrieve information and make changes to the data stored in the system.

Target Group: Trade Centre staff

Topics include: Data Input and Editing for :

- Trade Information :
  - Policies/Agreements,
  - Export Registration,
  - Export Certification,
  - Quota Allocation,
  - Company Allocation,
  - Export/Import Prices,
  - Textile Information,
  - Visa Information,
  - Consignee Information,
  - Update Export Quota,

The above will be conducted on the basis of comparisons of the manual procedures with the automated system.

Prerequisite:

- Computer appreciation;
- Keyboard skills.

Methodology: Lecture presentation, discussions, practical exercises.

Duration: 2 hours

Maximum Participants: 10

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title: Report Generation I

Course Objective: Upon completion of this module participants will be able to display and print reports.

Target Group: All users

Topics include: Generation of the following reports:

- Project Tracking :
  - Officer Activity,
  - Investment Activity by Sector,
  - JAMPRO-assisted Companies,
  - Summary of Investment Projects,
  - Tour Itinerary.
- Business Profile :
  - Product Listing,
  - Sector Statistics,
  - Product Carriage.
- Trade Information :
  - Exporter Registry
  - Exporter to Consignee
  - Quota Status
  - Visa Information
  - Company Allocation
  - Statement of Account
  - Consignee to Exporter
  - Production Facility
  - Company Product Material
  - Policies/Agreements

- Business Opportunities :
  - Business Opportunities
  - Funding Programme
- Information Centre :
  - File Movement Information,
  - Correspondence Dispatch Listing.
  - Correspondence General Listing,
  - Correspondence - No Action,
  - File Information,
  - Mailing List Information,
  - Contractors and Suppliers Information.

At all times the above will be conducted on the basis of comparisons of the manual procedures with the automated system.

Prerequisite:

- Computer appreciation
- Keyboarding skills.

Methodology: Lecture presentation, discussions, practical exercises.

Duration: 4 hours

Maximum Participants: 10

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title: Report Generation II

Course Objective: Upon completion of this module participants will be able to display and print reports.

Target Group: Trade Centre staff

Topics include: Generation of the following reports :

- Trade Information :
  - Exporter Registry
  - Exporter to Consignee
  - Quota Status
  - Visa Information
  - Company Allocation
  - Statement of Account
  - Consignee to Exporter
  - Production Facility
  - Company Product Material
  - Policies/Agreements

  At all times the above will be conducted on the basis of comparisons of the manual procedures with the automated system.

Prerequisite:

- Computer appreciation
- Keyboarding skills.

Methodology: Lecture presentation, discussions, practical exercises.

Duration: 2 hours

Maximum Participants: 10

CENTRALISED DATABASE FACILITY

USER TRAINING

Module Title:	Reference Files Maintenance
Module Objective:	Upon completion of this module participants will be able to input and maintain reference file data.
Target Group:	All users
Topics include:	Maintenance of the reference files.
Prerequisite:	• Computer appreciation; • Keyboarding skills.
Methodology:	Lecture presentation, discussions, practical exercises.
Duration:	1 hour
Maximum Participants:	10

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title:	Database Administration
Course Objective:	Upon completion of this course participants should be able to: • Modify Data Files Structures; • Optimise the Database.
Target Group:	Database Administrators
Topics include:	• Functions and responsibilities of a Database Administrator; • Relational Database Management Systems; • Tools of Database Management; • Structure of the Database; • Database Security; • Purging of the Database;
Prerequisite:	Participants at this course must have achieved the level of an experienced systems analyst.
Methodology:	Lecture presentation and discussions.
Duration:	3 hours
Maximum Participants:	5

CENTRALISED DATABASE FACILITY

USER TRAINING

Course Title: System Administrtation

Course Objective: Upon completion of this course participants should be able to:

- Perform the Backup Process;
- Perform the Backup Process;
- Set up and Maintain User Accounts;
- Set up and Maintain Parrwords on Options;
- Identify the important characteristics of various data communications technologies;
- Be familiar with the various components and functions of data communication circuits installed at their site;
- Be able to distinguish between line and system faults;
- Have an appreciation of telecommunications security measures applicable to their environment.

Target Group: System Administrators / Group / Division Heads

Topics include:

- Standard Practices for System Administration.

Prerequisite: Computer appreciation.

Methodology: Lecture presentation and discussion.

Duration: 3 hours

Maximum Participants: 10

APPENDIX VI

TEST PLAN & RESULTS

JAMAICA PROMOTIONS CORPORATION
CENTRALISED DATABASE SYSTEM

SYSTEM TEST PLAN & RESULTS

The objective of testing any software is to ensure that the documented requirements agreed to are fully satisfied. The Requirements Definition and Specification for the system provide the basis for the acceptance testing process. This process involves a number of steps which may have to be repeated several times ; therefore the testers must exercise due diligence in the performance of the software testing.

To ensure that the system test is successful, **test data** has to be prepared. This means that data to be entered into the system and the expected results from different operations has to be clearly indicated prior to the start of the testing.

The system is first tested at the module levels. Module testing should preferably be done by users who are familiar with the business processes. Any errors found during testing are addressed by the developers and the system retested. When the tester is satisfied that the requirements have been met and the system is error free; the integrated system is tested using the same procedure.

Stage I :

The first stage of the system testing includes testing of the **parsing of the modules**. The user must be able to enter and exit each module without any problem. Each option must be called in turn and exited without any problem. A Top-down design approach has been employed therefore any modules not available on the system must be clearly indicated when called (stub).

Stage II :

Stage II covers the **data entry** testing of the respective options i.e. ensuring that data is accepted and validated and the responses given are consistent with those specified in the program specifications. Each screen is tested beginning with the **login screen** or the system access option.

1. Both **correct and incorrect data** must be entered for all fields, to ensure that the validations are correct and the entry screens behave the way they should under all conditions. Wrong keys are deliberately pressed etc.

2. The tester has to choose all **functions** available within each option and ensure that the correct messages are returned; and the process returned to the correct stage of the procedure. e.g. back to the start of the entry screen.

3. Ensure that **calculations** for calculated fields are correct.

4. The **screen layout** must be consistent with that of the system design specification. The headings must be consistent etc.

5. The normal movement of the **cursor** must be from left to right and from top to bottom.

6. The **function keys** should only perform the specified operations and if there is no specified operation for a key it should be deactivated. The **arrow and page keys** operate in their normal manner.

7. The **validation and error messages** returned must be in keeping with the operation performed or the error encountered.

8. The person testing the system must have the required **access rights** to the option and to perform the operations. These rights must be changed in turn to ensure that the security is fool-proof i.e. rights that allow the user to access the options and vice versa are assigned throughout the process to the same tester.

9. The tester must note the response time of the system and record any abnormally slow response time.

The remainder of this document details the tests to be performed for each option. These tests were repeatedly performed by both KPMG and JAMPRO personnel before the system was accepted by JAMPRO, once they were satified that the desired results had been attained.

BUSINESS PROFILE

MARKET/PRODUCT PROFILE

FIELD	ACTION	RESULT
Market	Enter a valid code	Corresponding name displayed
Market	Enter an invalid code	Error messagedisplayed, popup displayed
Product (H.S. Code)	Enter a valid code	Corresponding name displayed
Product (H.S. Code)	Enter an invalid code	Message displayed and code may be added
Product (H.S. Code)	Leave the field blank	Error message displayed if market is left blank
Sector	Enter a valid code	Corresponding name displayed
Sector	Enter an invalid code	Error message displayed
Sector	Leave the field blank	Error message displayed
Sub-sector	Enter a valid code	Corresponding name displayed
Sub-sector	Enter an invalid code	Error message displayed
Sub-sector	Leave the field blank	Error message displayed
Local Upper Price	Enter a positive numeric value	Accepted
Local Upper Price	Enter a non-numeric value	Not accepted
Local Upper Price	Leave the field blank	Error message displayed
Local Upper Price	Enter a negative numeric value	Not accepted
Foreign Upper Price	Enter a positive numeric value	Accepted
Foreign Upper Price	Enter a non-numeric value	Not accepted
Foreign Upper Price	Leave the field blank	Error message displayed
Foreign Upper Price	Enter a negative numeric value	Not accepted
Local Lower Price	Enter a positive numeric value	Accepted
Local Lower Price	Enter a non-numeric value	Not accepted
Local Lower Price	Leave the field blank	Error message displayed
Local Lower Price	Enter a value greater than the local upper price	Error message displayed
Foreign Lower Price	Enter a positive numeric value	Accepted
Foreign Lower Price	Enter a non-numeric value	Not accepted
Foreign Lower Price	Leave the field blank	Error message displayed
Foreign Lower Price	Enter a value greater than the local upper price	Error message displayed

FIELD	ACTION	RESULT
Annual Demand Growth Rate	Enter a positive numeric value	Accepted
Annual Demand Growth Rate	Enter a non-numeric value	Not accepted
Growth Potential	Enter a positive numeric value	Accepted
Growth Potential	Enter a non-numeric value	Not accepted
Annual Production - Size	Enter a positive numeric value	Accepted
Annual Production - Size	Enter a non-numeric value	Not accepted
Annual Production - Units	Enter a positive numeric value	Accepted
Annual Production - Units	Enter a non-numeric value	Not accepted
Characteristics	Leave the field blank	Error message displayed
Date Recorded	Enter an invalid month, day or year	Error message displayed
Date Recorded	Enter date greater than current date	Error message displayed
Date Recorded	Leave the field blank	Error message displayed
Date Recorded	Enter a valid date	Accepted
Market Status	Enter "Major" or "Minor"	Accepted
Market Status	Test with a value not equal to any of the above	Not accepted

Use the designated keys to save the record and clear the screen.

Access the record from the database and ensure that it was saved correctly.

BUSINESS PROFILE

COMPANY PROFILE - PARTICULARS

FIELD	ACTION	RESULT
Company Code	Enter a code	If company exists, record is displayed, else user may enter company data
Company Code	Leave the field blank	Error message displayed
Company Status	Enter "ACT" or "INA"	Accepted
Company Status	Enter an invalid status type	Error message displayed
Country Code	Enter a valid code	Accepted, description displayed
Country Code	Enter an invalid code	Error message displayed
Country Code	Leave the field blank	Error message displayed
Ownership Structure	Enter an invalid code	Error message and popup displayed
Ownership Structure	Enter a valid code	Accepted
Country of Owners	Enter a valid code	Accepted, description displayed
Country of Owners	Enter an invalid code	Error message displayed
Country of Owners	Leave the field blank	Error message displayed
Percentage	Enter a numeric value not greater than (100 - sum of existing percentages)	Accepted
Percentage	Enter a numeric value not conforming to the above	Error message displayed
Percentage	Enter a non-numeric value	Not accepted
Business Address	Leave the field blank	Error message displayed
Type of Business	Enter a valid code	Accepted, description displayed
Type of Business	Enter an invalid code	Error message and popup displayed
Type of Business	Leave the field blank	Accepted

FIELD	ACTION	RESULT
Primary Sector	Enter a valid code	Accepted, description displayed
Primary Sector	Enter an invalid code	Error message and popup displayed
Primary Sector	Leave the field blank	Error message displayed
Date Established	Enter a valid date that is not greater than the current date	Accepted
Date Established	Enter an invalid date e.g., (31/02/93)	Error message displayed
Legal Status	Enter a valid code	Accepted, description displayed
Legal Status	Enter an invalid code	Error message and popup displayed
Startup Date	Enter a valid date that is not greater than the current date	Accepted
Startup Date	Enter an invalid date e.g., (31/02/93)	Error message displayed
Bank Code	Enter a valid code	Accepted, description displayed
Bank Code	Enter an invalid code	Error message and popup displayed
Bank Code	Leave the field blank	Blank field accepted
Bank Address	Try editing this field	Not possible
Export Startup Date	Enter a valid date	Accepted
Export Startup Date	Enter an invalid date	Error message displayed
Product Samples Rec	Enter "Y" or "N"	Accepted
Product Samples Rec	Enter a value that is not "Y" or "N"	Error message displayed
Free Zone Interests	Enter "Y" or "N"	Accepted
Free Zone Interests	Enter a value that is not "Y" or "N"	Error message displayed

BUSINESS PROFILE

COMPANY PROFILE

ADMINISTRATIVE DATA

FIELD	ACTION	RESULT
Projection Year	Enter a year less than the current year	Error message
Projection Year	Enter an invalid year	Error message
Annual Sales (Ja)	Enter a positive numeric value	Accepted
Annual Sales (Ja)	Enter a negative numeric value	Not accepted
Annual Sales (Ja)	Enter a non-numeric value	Not accepted
Annual Sales (US)	Enter a positive numeric value	Accepted
Annual Sales (US)	Enter a negative numeric value	Not accepted
Annual Sales (US)	Enter a non-numeric value	Not accepted
Sales Year	Enter an invalid year	Error message
Exports (Ja)	Enter a positive numeric value	Accepted
Exports (Ja)	Enter a negative numeric value	Not accepted
Exports (Ja)	Enter a non-numeric value	Not accepted
Exports (US)	Enter a positive numeric value	Accepted
Exports (US)	Enter a negative numeric value	Not accepted
Exports (US)	Enter a non-numeric value	Not accepted
Export Year	Enter an invalid year	Error message
Capital Investment (Ja)	Enter a positive numeric value	Accepted
Capital Investment (Ja)	Enter a negative numeric value	Not accepted
Capital Investment (Ja)	Enter a non-numeric value	Not accepted
Capital Investment (US)	Enter a positive numeric value	Accepted
Capital Investment (US)	Enter a negative numeric value	Not accepted
Capital Investment (US)	Enter a non-numeric value	Not accepted
Exchange Rate	Enter a positive numeric value	Accepted
Exchange Rate	Enter a negative numeric value	Not accepted
Exchange Rate	Enter zero (0)	Not accepted
Total	Enter a positive numeric value	Accepted
Total	Enter a negative numeric value	Not accepted
Total	Enter a non-numeric value	Not accepted

FIELD	ACTION	RESULT
Loan	Enter a positive numeric value	Accepted
Loan	Enter a negative numeric value	Not accepted
Loan	Enter a non-numeric value	Not accepted
Equity	Enter a positive numeric value	Accepted
Equity	Enter a negative numeric value	Not accepted
Equity	Enter a non-numeric value	Not accepted
Projected Total Capital	Enter a positive numeric value	Accepted
Projected Total Capital	Enter a negative numeric value	Not accepted
Projected Total Capital	Enter a non-numeric value	Not accepted
Category	Enter a valid code	Accepted, description displayed
Category	Enter an invalid code	Error message displayed
Present Permanent Male	Enter a positive numeric value	Accepted
Present Permanent Male	Enter a negative numeric value	Not accepted
Present Permanent Male	Enter a non-numeric value	Not accepted
Present Permanent Female	Enter a positive numeric value	Accepted
Present Permanent Female	Enter a negative numeric value	Not accepted
Present Permanent Female	Enter a non-numeric value	Not accepted
Present Total Permanent	Try editing this field	Not possible, must be the sum of the above field
Present Temporary Male	Enter a positive numeric value	Accepted
Present Temporary Male	Enter a negative numeric value	Not accepted
Present Temporary Male	Enter a non-numeric value	Not accepted
Present Temporary Female	Enter a positive numeric value	Accepted
Present Temporary Female	Enter a negative numeric value	Not accepted
Present Temporary Female	Enter a non-numeric value	Not accepted
Present Total Temporary	Try editing this field	Not possible, must be the sum of the above field
Projected Permanent Male	Enter a positive numeric value	Accepted
Projected Permanent Male	Enter a negative numeric value	Not accepted
Projected Permanent Male	Enter a non-numeric value	Not accepted
Projected Permanent Female	Enter a positive numeric value	Accepted
Projected Permanent Female	Enter a negative numeric value	Not accepted
Projected Permanent Female	Enter a non-numeric value	Not accepted
Projected Total Permanent	Try editing this field	Not possible, must be the sum of the above field

FIELD	ACTION	RESULT
Projected Temporary Male	Enter a positive numeric value	Accepted
Projected Temporary Male	Enter a negative numeric value	Not accepted
Projected Temporary Male	Enter a non-numeric value	Not accepted
Projected Temporary Female	Enter a positive numeric value	Accepted
Projected Temporary Female	Enter a negative numeric value	Not accepted
Projected Temporary Female	Enter a non-numeric value	Not accepted
Projected Total Temporary	Try editing this field	Not possible, must be the sum of the above field

BUSINESS PROFILE

COMPANY PROFILE

MARKET /PAYROLL DATA

Product/Service	Enter a valid code	Accepted, description displayed
Product/Service	Enter an invalid code	Error message displayed
Destination Market	Enter a valid code	Accepted, description displayed
Destination Market	Enter an invalid code	Error message displayed
Destination Market	Leave the field blank	If product field is not blank then field cannot be blank
% of Production for Export	Enter a positive numeric value not greater than 100	Accepted
% of Production for Export	Enter a negative numeric value	Not accepted
% of Production for Export	Enter a non-numeric value	Not accepted
Payroll Information: Year	Enter a valid date	Accepted
Payroll Information: Year	Enter an invalid date	Error message displayed
Payroll Information: Total	Enter a positive numeric value	Accepted
Payroll Information: Total	Enter a negative numeric value	Not accepted
Payroll Information: Total	Enter a non-numeric value	Not accepted

COMPANY PROFILE

PRODUCTION CAPACITY

FIELD	ACTION	RESULT
Product Code	Enter a valid code	Accepted, description displayed
Product Code	Enter an invalid code	Error message displayed
Product Code	Leave the field blank	Error message displayed
Annual Production Value	Enter a positive numeric value	Accepted
Annual Production Value	Enter a negative numeric value	Not accepted
Annual Production Value	Enter a non-numeric value	Not accepted
Annual Production Units	Enter a positive numeric value	Accepted
Annual Production Units	Enter a negative numeric value	Not accepted
Annual Production Units	Enter a non-numeric value	Not accepted
Production Capacity	Enter a positive numeric value	Accepted
Production Capacity	Enter a negative numeric value	Not accepted
Production Capacity	Enter a non-numeric value	Not accepted
Date First Produced	Enter a valid date	Accepted
Date First Produced	Enter an invalid date (e.g., 29/02/1993)	Error message displayed
Possible % increase in production with existing equipment	Enter a positive numeric value	Accepted
Possible % increase in production with existing equipment	Enter a negative numeric value	Not accepted
Possible % increase in production with existing equipment	Enter a non-numeric value	Not accepted
Age of Main Equipment	Enter a positive numeric value	Accepted
Age of Main Equipment	Enter a negative numeric value	Not accepted
Age of Main Equipment	Enter a non-numeric value	Not accepted
Production Facilities	Enter a valid code	Accepted, description displayed
Production Facilities	Enter a non-existing code	Message displayed, code may be added
Size Sq Re.	Enter a positive numeric value	Accepted
Size Sq Re.	Enter a negative numeric value	Not accepted
Size Sq Re.	Enter a non-numeric value	Not accepted

FIELD	ACTION	RESULT
Telephone Number	Enter an invalid telephone no. (e.g., 809-999-9999)	Error message displayed
Telephone Number	Enter non-numeric data	Error message displayed
Telephone Number	Enter a valid telephone no.	Accepted
Fax Number	Enter an invalid telephone no. (e.g., 809-999-9999)	Error message displayed
Fax Number	Enter non-numeric data	Error message displayed
Fax Number	Enter a valid telephone no.	Accepted
Parish/Location	Enter a valid code	Accepted, description displayed
Parish/Location	Enter an invalid code	Not accepted

Use the designated keys to save the records.

Use the menu options to access the data entered for each of the different screens, e.g., Option 2 for Profile - General Data, etc.

Ensure that the company status is not "CANCELLED" and try deleting this record. This should not be allowed.

TRADE INFORMATION

EXPORT/IMPORT PRICES

FIELD	ACTION	RESULT
Market	Enter an invalid code	Error message displayed
Market	Leave the field blank	Error message displayed
Market	Enter a valid code	Accepted, name displayed
Product	Enter an invalid code	Error message displayed
Product	Leave the field blank	Error message displayed
Product	Enter a valid code	Accepted, name displayed
Grade	Leave the field blank	Error message displayed
From Date	Enter an invalid date	Error message displayed
From Date	Leave the field blank	Error message displayed
From Date	Enter a valid date	Accepted
To Date	Leave the field blank	Error message displayed
To Date	Enter an invalid date	Error message displayed
To Date	Enter a date that is less than the From Date	Error message displayed
To Date	Enter a valid date that is not less than the From Date	Accepted
Origin	Leave the field blank	Error message displayed
Origin	Enter an invalid code	Error message displayed
Origin	Enter a valid code	Accepted, name displayed
Destination	Leave the field blank	Error message displayed
Destination	Enter an invalid code	Error message displayed
Destination	Enter a valid code	Accepted, name displayed
Lower Price Range	Leave the field blank	Error message displayed
Lower Price Range	Enter a negative value	Not accepted
Lower Price Range	Enter a non-numeric value	Not accepted
Lower Price Range	Enter a positive value	Accepted
Upper Price Range	Leave the field blank	Error message displayed
Upper Price Range	Enter a negative value	Not accepted
Upper Price Range	Enter a non-numeric value	Not accepted
Upper Price Range	Enter a value less than the Lower Price Range	Error message displayed
Upper Price Range	Enter a value not less than the Lower Price Range	Accepted

FIELD	ACTION	RESULT
Actual Price	Leave the field blank	Error message displayed
Actual Price	Enter a negative value	Not accepted
Actual Price	Enter a non-numeric value	Not accepted
Actual Price	Enter a value less than the Lower Price Range	Error message displayed
Actual Price	Enter a value greater than the Upper Price Range	Error message displayed
Actual Price	Enter a value greater than or equal to the Lower Price Range but less than or equal to the Upper Price Range	Accepted
Unit	Leave the field blank	Error message displayed
Unit	Enter a negative value	Not accepted
Unit	Enter a non-numeric value	Not accepted
Unit	Enter a positive value	Accepted
Means of Transport	Leave the field blank	Error message displayed

Use the designated key to save the record. Redisplay the record and change the values in some fields. Try adding the record a second time to the database. An error should occur in the process, use the appropriate function key to update the database with the changed data.

Create another record and select one record for deletion. First delete a single price range entry for a particular grade and clear the screen.

Redisplay the record to ensure that the database has been updated correctly then select the entire record for deletion. Clear the screen and attempt to redisplay this record to ensure that the deletion was successful.

BUSINESS OPPORTUNITIES

OPPORTUNITY PROFILE

FIELD	ACTION	RESULT
Company Code	Enter an existing company code	Corresponding record displayed
Company Code	Leave the field blank	Company popup displayed
Company Code	Enter a non-existing code	User is given the option to add or select from the popup
Company Name	Try to enter this field	Field must be displayed only
Opportunity Type	Enter "OFFER" or "NEED"	Accepted
Opportunity Type	Leave the field blank	Opportunity number will not be generated
Opportunity Number	Try to enter this field	Field must be displayed only
Opportunity Number		Must be generated uniquely after the sector code is entered
Opportunity Number		It is formed from the opportunity type, sector code and a sequential number
HS/Product Code	Enter a valid code	Popup displayed
HS/Product Code	Enter an invalid code	Popup displayed
HS/Product Code	Leave the field blank	Popup displayed
Sector	Enter a valid code	Popup displayed
Sector	Enter an invalid code	Popup displayed
Sector	Leave the field blank	Popup displayed
Market	Enter a valid code	Popup displayed
Market	Enter an invalid code	Popup displayed
Market	Leave the field blank	Popup displayed
Annual Prod. Size	Enter a positive numeric value	Accepted
Annual Prod. Size	Enter a non-numeric value	Not accepted
Annual Prod. Size	Enter a negative numeric value	Not accepted
Annual Prod. Units	Enter a positive numeric value	Accepted
Annual Prod. Units	Enter a non-numeric value	Not accepted
Annual Prod. Units	Enter a negative numeric value	Not accepted
Opportunity Value	Enter a positive numeric value	Accepted
Opportunity Value	Enter a non-numeric value	Not accepted
Opportunity Value	Enter a negative numeric value	Not accepted
Opportunity Status	Enter "M", "UM" or "CA"	Accepted
Opportunity Status	Enter an invalid code	Error message displayed

Use the designated keys to save the record and clear the screen.

Access the record from the database and try to delete one business opportunity. If the status is not "MATCHED" then the record will be deleted otherwise an error message is displayed.

Change the statue of one opportunity to "Matched" and try deleting all opportunity profiles for the company. An error message will be displayed since there exists at least one matched opportunity.

Save all changes and redisplay the record to ensure that the database has been updated correctly.

BUSINESS OPPORTUNITY

MATCH BUSINESS OPPORTUNITY

FIELD	ACTION	RESULT
Company Code	Enter a valid code	Accepted, name displayed
Company Code	Leave the field blank	Error message and popup displayed
Company Code	Enter an invalid code	Error message and popup
Opportunity Code	Enter a valid code	Accepted
Opportunity Code	Enter an invalid code	Error message will be displayed when the search is conducted
Opportunity Code	Leave the field blank	Accepted
Product	Enter a valid code	Accepted
Product	Leave the field blank	Accepted
Product	Enter an invalid code	Error message and popup displayed
Sector	Enter a valid code	Accepted
Sector	Leave the field blank	Accepted
Sector	Enter an invalid code	Error message and popup displayed

After the last field, all valid opportunities should be displayed, otherwise a message is displayed indicating that there are no valid or existing opportunities.

Opportunities that are displayed must have a status of "UNMATCHED" and must conform to the user input values.

Select an opportunity to be matched and input "N" for manual matching. Enter the values in the fields above for the matchee. All unmatched opportunities withe the same product and sector code as the matcher and satisfying the other user criteria entered will be displayed. Select the most suitable opportuity and save the changes.

Repeat the matching process, this time entering "Y" at the prompt for automatic matching. Ensure that the opportunities displayed are unmatched and that they have the same product and sector codes as the opportunity to be matched. Select the most suitable opportunity and save the changes.

Repeat the matching process, this time attempting to match a company with itself or with an inactive company. Error messages should be displayed in both instances.

BUSINESS OPPORTUNITY REPORT BY SECTOR

FIELD	ACTION	RESULT
Sector	Leave the field blank	Accepted
Sector	Enter an invalid code	Error message displayed
Sector	Enter a valid code	Accepted, name displayed
Status	Leave the field blank	Accepted
Status	Enter an invalid code	Error message displayed
Status	Enter a valid code	Accepted, name displayed

Use the designated key to send the report to the screen.

1. If the sector and status code is entered, ensure that the report is generated only on those values.

2. If any of the above input fields is left blank, ensure that the report is generated on all possible entries for that field.

3. Ensure that a sub-total is printed after each sector change and a total at the end of the report.

4. The report should be ordered by status and sector values.

5. Ensure that the totals have been generated correctly.

6. Ensure that there is no truncation of character and numeric values.

7. Ensure that the report pages are numbered sequentially.

8. Ensure that the report headings are relevant to the report.

9. Repeat the processes, this time directing the report to the printer.

MANTAIN FUNDING PROGRAMME DATA

FIELD	ACTION	RESULT
Funding Agency Code	Enter an existing code	Corresponding record displayed
Funding Agency Code	Enter a non-existing code	Message displayed, and first screen of the company profile displayed
Funding Agency Code	Leave the field blank	Popup displayed
Programme Code	Enter a valid code	Programme name displayed
Programme Code	Enter an invalid code	Error message and popup displayed
Programme Code	Leave the field blank	Error message and popup displayed
Programme Name	Try to enter this field	Not possible, field contents are displayed only
Start Date	Enter an invalid month/day/year	Error message displayed
Start Date	Leave the field blank	Error message displayed
End Date	Enter invalid month, day or year	Error message displayed
End Date	Enter a date > the start date	Error message displayed
End Date	Leave the field blank	Error message displayed
Sector	Enter a valid code	Corresponding name displayed
Sector	Enter an invalid code	Error message displayed
Sector	Leave the field blank	Error message displayed
Programme Value	Enter a positive numeric value	Accepted
Programme Value	Enter a non-numeric value	Not accepted
Programme Value	Leave the field blank	Error message displayed
Programme Value	Enter a negative numeric value	Not accepted
Amount Disbursed To-Date	Enter a positive numeric value	No access to this field
Amount Disbursed To-Date	Enter a non-numeric value	No access to this field
Amount Disbursed To-Date	Leave the field blank	No access to this field
Amount Disbursed To-Date	Enter a negative numeric value	No access to this field

FIELD	ACTION	RESULT
Additional Funding Amount	Enter a positive numeric value	Accepted
Additional Funding Amount	Enter a non-numeric value	Not accepted
Additional Funding Amount	Leave the field blank	Error message displayed
Additional Funding Amount	Enter a negative numeric value	Not accepted
Date	Enter an invalid month, day, year	Error message displayed
Date	Enter a date greater than the end date of the programme	Error message displayed
Date	Enter a date less than the stat of the programme	Not accepted

Use the designated key to save the record and clear the screen.

Access the record from the database and try deleting it. This should not be possible since the status of the company in the master file has not been set to "CANCELLED". Change the status to "CANCELLED" and try deleting the record.

FUNDING PROGRAMME REPORT BY SECTOR

FIELD	ACTION	RESULT
Sector	Leave the field blank	Accepted
Sector	Enter an invalid code	Error message displayed
Sector	Enter a valid code	Accepted, name displayed

Use the designated key to send the report to the screen.

1. If a sector code is entered, ensure that the report is generated only for that sector.
2. If the sector code is left blank, ensure that the report is generated on all possible sector values.
3. Ensure that a sub-total is generated for each sector change and a total at the end of the report.
4. Ensure that the totals are generated correctly.
5. Ensure that the report is ordered by sector.
6. Ensure that there is no truncation of character and numeric values.
7. Ensure that the report pages are numbered sequentially.
8. Ensure that the report headings are relevant to the report.
9. Repeat the processes, this time directing the report to the printer.

TRADE STATISTICS DATA

FIELD	ACTION	RESULT
Country of Origin	Leave the field blank	Error message, popup displayed
Country of Origin	Enter an invalid code	Error message, popup displayed
Country of Origin	Enter a valid code	Accepted, name displayed
Destination/Market	Leave the field blank	Error message,popup displayed
Destination/Market	Enter an invalid code	Error message, popup displayed
Destination/Market	Enter a valid code	Accepted, name displayed
Product	Leave the field blank	Error message, popup displayed
Product	Enter an invalid code	Error message, popup displayed
Product	Enter a valid code	Accepted, name displayed
Year	Leave the field blank	Error message displayed
Year	Enter non-numeric data	Not accepted
Year	Enter a negative value	Not accepted
Quantity	Enter non-numeric data	Not accepted
Quantity	Enter a negative value	Not accepted
Quantity	Enter a positive numeric value	Accepted
Value	Leave the field blank	Error message displayed
Value	Enter non numeric data	Not accepted
Value	Enter a negative value	Not accepted
Value	Enter a positive numeric value	Accepted

Use the designated key to add the record to the database. Clear the screen and redisplay the record to ensure that it was saved correctly. Change some field values and try and update the database with the changes. Redisplay the record to ensure that the changes were saved correctly.

Create another record for deletion. Use the designated key to delete the record. Clear the screen and try to access this record. This should not be possible.

Return to the menu and select the Import option then the Enter Data option. Repeat the tests outlined above.

Select the Export option then the Import data option.

Enter the source drive of the datat to be imported and confirm the selection of the inport routine. On completion, try to access on inported record by entering the country of origin, destination, product and year to ensure that the data was correctly imported.

TRADE STATISTICS REPORT

FIELD	ACTION	RESULT
Country of Origin	Leave of field blank	Accepted
Country of Origin	Enter an invalid code	Error message displayed
Country of Origin	Enter a valid code	Accepted, name displayed
Destination /Market	Leave the field blank	Accepted
Destination/Market	Enter a invalid code	Error message displayed
Destination/Market	Enter a valid code	Accepted, name displayed
Product	Leave the field blank	Accepted
Product	Enter an invalid code	Error message displayed
Product	Enter a valid code	Accepted. name displayed
Trade Year	Enter non-numeric data	Error message displayed
Trade Year	Enter a negative value	Not accepted
Trade Year	Enter a valid year	Not accepted
Trade Year	Leave the field blank	Accepted

Use the designated key to send the report to the screen.

1 If any of the above input fields are left blank, the report is generated for all possible values in those fields.

2 If an entry is made in any input field, ensure that the report is generated only on that particular field.

3. Ensure that a sub-total is printed for each destination/market and year change and a total at the end of the report

4. Ensure that the output is ordered by country of origin, destination/market and year.

5. Ensure that the sum totals have been generated correctly.

6. Ensure that there is no truncation of character and numeric values.

7. Ensure that the report pages are numbered sequentially.

8. Ensure that the report heading is relevant to the report.

9. Repeat the processes, this time directing the report to the printer.

APPENDIX VII

CONVERSION PLAN

JAMPRO
SOFTWARE CONVERSION PLAN

TASK

1. Identify all data files/data elements across all existing systems which will be uploaded to Informix, and their sites/database locations.

2. Identify and document the structure and content/values of each data file/element that will be converted to Informix.

3. Identify Informix table/data element into which the data identifiec in (1) will be incorporated and document the structure of the destination table/data element.

4. Document ASCII layout format needed as input to each Informix destination table/data element identified in (3).

5. Convert data files (DBASE or otherwise) identified in (1) to ASCII files.

6. Format ASCII files such that they are in the specified layout as documented in (4).

7. Execute conversion such that the data in the ASCII files are uploaded to the Informix tables as described on overleaf.

8. Conduct conversion test by addressing any errors that may have arisen during conversion and by checking the Informix tables for the data uploaded. Informix data files/elements content/values should match those documented in (2).

9. Backup the newly loaded database

JAMPRO SYSTEMS
HARDWARE AND SOFTWARE
CONVERSION PLAN

GUIDELINES TO CONVERSION

When the source data is not an Informix data file the data must be transformed into a flat ASCII file, ie. a file of printable data in which each line represents the content of one table row. The field type, size and the sequence of the fields should be the same as those of the Informix target table.

Once the data is available in a flat ASCII file it can be loaded into the Informix source table using the DBLOAD or the LOAD commands. DBLOAD must be executed from the Unix prompt, while the LOAD command is used within SQL and with the help of the SQL INSERT command. Examples of DBLOAD and LOAD commands are shown below

```
$ dbload -d jamprocorp -c profile.cmd -l errs
```

The -d flag signifies the database name, the -c flag the command file, and -l flag indicate the file to which errors will be written. The content of the file 'profile cmd' is shown below :

profile.cmd

```
# The file /u/jampro1/tempdir/data.unl contains the data to be inserted into
# the Informix table called profdup and would have been created or copied
# to this directory before the DBLOAD is initiated. The delimiter | is the
# character which is used to separate each field, and the number six tells the
# system the number of fields to be inserted into each record.

file "/u/jampro1/tempdir/data.unl" delimiter "|" 6 ;
insert into profdup

# end of file profile.cmd
```

To execute the LOAD command you may use DBACCESS to select the database, to create and to run the SQL commands or you may execute all these commands on the SQL command line. The LOAD command should be of the form.

```
LOAD FROM "pathname" [DELIMITER "char"]
        INSERT INTO table-name [(column-name [,...])]
```

The order of the columns listed must be the same as that of the columns in the target table.

Before inserting the new rows be sure to turn off transaction logging, this will allow the insertions to go much faster. These insertions can be easily recreated in the event of a failure.

JAMPRO SYSTEMS
HARDWARE AND SOFTWARE
CONVERSION PLAN

Transaction logging should be restored at the end of the insertion process.

APPENDIX VIII

IMPLEMENTATION CHECKLIST

HARDWARE AND SOFTWARE ACTIVITY CHECK LIST FOR THE IMPLEMENTATION OF JAMPRO'S CENTRALISED DATABASE SYSTEM

1. Conduct site inspection to determine hardware, telecommunication and infrastructural requirements.

2. Identify existing hardware and the additional hardware and infrastructure that will be used .

3. Prepare list of new hardware, telecommunication and infrastructural requirements.

4. Initiate and monitor hardware and telecommunications services procurement.

5. Identify hardware and telecommunication system training required for each category of user.

6. Identify database administrator(s) to be trained.

7. Install and commission hardware and telecommunication system.

8. Install and configure system software.

9 Carry out system software test.

10. Install and configure application software modules.

11. Conduct user training.

12. Conduct software testing.

13. Carry out data conversion.

14. Conduct conversion test.

15. Perform pilot implementation using selected user group(s).

16. Review results of pilot operations.

17. Make appropriate modifications.

HARDWARE AND SOFTWARE
ACTIVITY CHECK LIST
FOR THE IMPLEMENTATION OF JAMPRO'S
CENTRALISED DATABASE SYSTEM

TASK

18. Implement system on a phased basis.