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**JAMAICA PROMOTIONS
CORPORATION**

**CENTRALIZED DATABASE
FACILITY**

**SYSTEM DOCUMENTATION
GUIDELINES**

**KPMG PEAT MARWICK & PARTNERS
JULY 1994**

JAMPRO LIMITED
CENTRALIZED DATABASE FACILITY
SYSTEM DOCUMENTATION
GUIDELINES

JAMPRO CENTRALIZED DATABASE SYSTEM DOCUMENTATION GUIDELINES

INTRODUCTION

This document contains the conversion plan, an implementation checklist, a user manual guide, a technical reference manual guide, a training plan and a system test plan.

The **conversion plan** describes the process involved in moving data already existing in Jampro in the different systems to the centralized database. On completion of this process the data may be readily accessed through this system.

The **implementation checklist**, as the name implies; provides a guide of the tasks to be accomplished to achieve a successful system implementation.

An overview of the topics and areas to be addresses in the user manual, are provided in the **user manual guide**. This provides a description of the content and relevance or significance of each section. A sample table of content of the finished document is provided.

Similarly, the **reference manual guide** provides guidelines on preparing the technical manual. A sample table of content of the finished document is also provided.

The **training plan** details the training sessions to be held, the requirements, session time, group size and indicates the level of users to which the sessions apply.

The **test plan** guides the system team both technical & non-technical as to how the system tests should be performed, and what tests are to be performed to ensure a successful and error free system.

CONVERSION PLAN

**JAMPRO
SOFTWARE CONVERSION PLAN**

| TASK | START DATE | COMPLETION DATE |
|-------------|-------------------|------------------------|
|-------------|-------------------|------------------------|

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 identified 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.

IMPLEMENTATION CHECKLIST

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

| TASK | LATEST COMPLETION DATE |
|-------------------------------------------------------------------------------------------------------|---------------------------|
| 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 | LATEST COMPLETION DATE |
|------|---------------------------|
|------|---------------------------|

18. Implement system on a phased basis.

USER MANUAL GUIDE

JAMAICA PROMOTIONS CORPORATION
CENTRALISED DATABASE FACILITY
USER MANUAL GUIDE
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PREPARING A USER MANUAL

How to Structure the User Manual

A user manual is aimed at helping the user to understand the system and become quickly acquainted with how the system works. This document is also a guide to the user on how to operate the system which helps them to become as efficient in the use of the system in as short a time as possible.

This document should therefore steer clear of technical terms and jargons and should be written in clear and concise language. The document must communicate the title and purpose of the system as well as the procedures the user is required to perform. These include instructions for input, output and operating the system. The format of the document should be, as far as possible consistent with the system.

A system comprises one or more modules which should be operational independently; each module should therefore be treated as a section in the manual. Each module and the options contained in that module should be discussed in the same order that it is displayed on the system menus.

For each option being discussed the related screens should be displayed on the page opposite to the description thus making it easier for the user to better appreciate what is being discussed.

A number of appendices should be included in the manual as follows :-

- A glossary of terms used in the manual, particularly those with which the user might not be familiar
- A sample of each report generated by the system
- Any other information or documentation not covered elsewhere but deemed to be of importance to the users' understanding of the system
- A listing of the messages associated with the system and the message numbers, if any, as well as a guide as to what to do in such events.

The Contents of The Manual :

Introductions

An introductory section is required for the manual and also at the start of each section as well as for each option within these sections. The introductory section to the manual will contain an overview of the system, a structure chart of the system, instructions on how to access the menu, and will highlight any strengths or unique features of the system.

The introduction to each section will give a general overview of the specific module, providing some insight into the purpose of the module and how it interfaces with the others to form the total system.

The introduction for each option within a module is covered as part of the general description of the option. (See description of each option on page 5)

About This Manual

This section provides the user with a notion of what to expect in the manual, the order in which the topics are dealt with and the general format of the manual.

Application Overview

Here, the user is provided with an overview of the system including its objectives, its capabilities and the output that can be obtained.

Special Notes to the User

This area includes information deemed important to the user that is either not covered in the other areas of the manual or is so important that it warrants reiterating. Such topics as when to backup, restore or purge data; any architectural constraints that may exist and any specifications necessary or, recommendations for the improvement of performance are given in this section.

Starting Up

System startup procedure is explained here, the opening screen and its required inputs are described. The screen should be printed on the page opposite to the narrative to give the user a feel of the operation. All entry and display fields are described. This description includes the characteristics, field size, field type, whether entry is mandatory or optional, and a brief description of what the field captures to the layman.

Changing Your Password

In a password protected system this option may be provided once the user has been validated. A description of this facility is provided. Again a copy of the screen, if it is different from the previous one is required.

Accessing The Menu

Since the previous option leads into the main menu then this next topic must be how to access this menu. The main menu would be displayed on the opposite page. And an explanation given as to how to get from one option to the next, from one module to the next as well as how to exit the menu.

Screen Sub-Menu

Each screen has a sub-menu and the operations performed for these sub-menus are described in details. This must be consistent throughout the system.

Getting Help

One of the most important features of any system is its user friendliness. How easy it is to use the system and if the user has a problem how does this system assist the user. Therefore it is necessary that the help facility be covered in the user's manual. The user must be instructed on how to access this facility and be given an indication of the information that is available.

Error Handling

In keeping with the system's user friendliness instructions on how to handle errors should be provided. This section gives a general description of how to deal with problems encountered in validations and advice on how to deal with the more complicated problems that may arise.

Use of the ESCAPE key

This section may or may not be necessary depending on the system being documented. The use of this key varies across systems, therefore if in a particular system it can be included on the screen sub-menu, then this section might not be necessary for that system. However in the event that this is not the case this section is very necessary. In the latter case this section instructs the user in the use of the Escape Key.

Quitting the system

Having described the procedure to get into the system then equally the procedure for getting out must be described. The different channels for quitting and how to determine if the exit was or not successful is described here.

Description of each option

Each option on the system will be discussed in the order indicated on the structure chart, on a module by module basis. The module will start with a general description and provide instructions on how to traverse the menu and access the options.

For each option the entry screen will be printed on the page opposite the start of the narrative. This narrative will include the following sections :-

TITLE - the name of the option as indicated on the system menu should head the narrative.

PURPOSE - provides a description of the objective of this option.

INPUT & VALIDATION - a description of each field on the screen, indicating its attributes, characteristics, size and default values and relation to outputs.

PROCESSING

- which describes how the sub-menu is accessed and what operation is performed by each option in the sub-menu; as well as how to exit the option.

OUTPUT

- describes what output if any is obtained from this operation and its relation to inputs.

Attached is a guide of the table of contents for the user manual.

**JAMAICA PROMOTIONS CORPORATION
CENTRALIZED DATABASE SYSTEM**

USER'S REFERENCE MANUAL

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CENTRALISED DATABASE FACILITY

USER TRAINING

| | |
|-------------------------------------|--------------------------------------------------------------------------------------------------------|
| <i>Module Title:</i> | Reference Files |
| <i>Module Objective:</i> | Upon completion of this module participants will be able to input and maintain reference file data. |
| <i>Target Group:</i> | All users |
| <i>Topics include:</i> | Maintenance of the reference files. |
| <i>Prerequisite:</i> | <ul style="list-style-type: none">• Computer appreciation;• Keyboarding skills. |
| <i>Methodology:</i> | Lecture presentation, discussions, practical exercises. |
| <i>Duration:</i> | 1 hour |
| <i>Maximum Participants:</i> | 10 |

CENTRALISED DATABASE FACILITY

USER TRAINING

- Course Title:** Report Generation
- 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

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

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PREPARING A TECHNICAL REFERENCE MANUAL

How to Structure the Reference Manual

The objective of this document is to provide the technical user with the technical information regarding the system. Even though the communication here is among peers the language should be as jargon free as possible even though technical jargon may be tolerated.

The document will have essentially the same format as the user manual but with a different thrust. The manual will contain two major areas the system's *internal specifications* and its *external specifications*. Each area will be further sectionalized and each section may have an accompanying narrative, which should not be too long as this document comprises mostly diagrams.

INTRODUCTION

The reference manual will start with an introduction including the name of the system and a description of its major objectives. This will be followed by the System's External then Internal Specifications.

The External Specifications include :-

Structure Chart

The first section is the *structure chart*. Here a hierarchical overview of the system is obtained. No accompanying narrative is required as this chart is self explanatory.

Entity Relationship Diagram (ERM)

Here the user is provided with a diagram indicating the entities contained in the system and how they are linked. Information flows and relationships between entities.

Dataflow Diagram (DFD)

A graphical representation of organizational processes and functions and the flow of information among these entities.

The Internal Specifications include :-

Logical Data Model

The model used to analyse the data elements in the information entities and create data dictionaries in preparation for system development.

Data Dictionary

The alphabetic listing of all the attributes used in the system and their meaning or representation.

Database Structure / Definition

Alphabetic listing of all the tables contained in the database with their elements and their characteristics.

Entry Screens & Reports

This section may begin with an introduction which describes how this section is further sectionalized, what will be contained in each section, the naming conventions for the screens and reports and the format of the program specifications.

4

It is recommended that the document be sectionalized according to the modules within the system similar to the format of the user manual.

For each option there will be the required entry screen and the program specifications as well as the layout for the reports.

Attached is a guide of the table of content of the reference manual .

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JAMAICA PROMOTIONS CORPORATION
CENTRALISED DATABASE FACILITY
TRAINING PLAN

INTRODUCTION

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:

- **System Development Life Cycle;**
- **The use of a CASE tool for Structured System Design;**
- **Specific to the Centralised Database System:**
 - **System Access,**
 - **Data Input,**
 - **Report Generation,**
 - **Reference Files,**
 - **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
- 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
- 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
- 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

| | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Course Title:</i> | Post-Implementation Support |
| <i>Course Objective:</i> | Upon completion of this module participants will be provided with the guidelines necessary for reviewing project performance against cost schedule and quality objectives. |
| <i>Target Group:</i> | Computer Programmers |
| <i>Topics include:</i> | Evaluating system characteristics, performance, procedural practices and documentation. |
| <i>Prerequisite:</i> | Tertiary level training in Data Processing. |
| <i>Methodology:</i> | Lecture presentation and discussion. |
| <i>Duration:</i> | 1 hour |
| <i>Maximum Participants:</i> | 8 |

**JAMAICA PROMOTIONS CORPORATION
CENTRALISED DATABASE SYSTEM**

SYSTEM TEST PLAN

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 provides 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.

PROJECT TRACKING

PROJECT TRACKING
BUSINESS ENQUIRIES

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|---------------------------------------------------|------------------------------------------------------------------------------------------|
| Jampro Code | Enter a valid code | Corresponding record is displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Leave the field blank | Allows the entry of the remaining data |
| Removal Officer | Try editing this field | Not possible, should be the user identification and should only be defined by the system |
| Status | Try editing this field | Not possible, should be taken from the popup menu, description displayed |
| Company Code | Enter a valid code | Accepted, name displayed |
| | Enter an invalid code | Error message displayed |
| | Leave the field blank | Error message displayed |
| Gender | Enter "M" or "F" | Accepted |
| Gender | Enter a value other than those above | Error message, Not accepted |
| | Leave blank | Accepted |
| Age | Enter a value greater than zero but less than 100 | Accepted |
| Age | Enter a value less than zero | Error message, not accepted |
| Age | Enter a value greater than 99 | Error message, not accepted |
| Country | Enter a valid code | Accepted, description displayed |
| Country | Enter an invalid code | Error message displayed |
| Country | Leave the field blank | Accepted |
| Division | Enter a valid code | Accepted, description displayed |
| Division | Enter an invalid code | Error message displayed |
| Division | Leave the field blank | Accepted |
| Telephone Number | Try editing this field | Editing should be possible |
| Fax Number | Try editing this field | Editing should be possible |
| Project Nature | Enter a valid code | Accepted, description displayed |
| Project Nature | Enter an invalid code | Error message displayed |
| Project Nature | Leave the field blank | Error message displayed |

CENTRALISED DATABASE FACILITY

USER TRAINING

| | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Course Title:</i> | Database Administration |
| <i>Course Objective:</i> | Upon completion of this course participants should be able to: <ul style="list-style-type: none">• Modify Data Files Structures;• Optimise the Database. |
| <i>Target Group:</i> | Database Administrators |
| <i>Topics include:</i> | <ul style="list-style-type: none">• Functions and responsibilities of a Database Administrator;• Relational Database Management Systems;• Tools of Database Management;• Structure of the Database;• Database Security;• Backup and Recovery Process;• Purging of the Database;• Setting up/Maintaining User Accounts. |
| <i>Prerequisite:</i> | Participants at this course must have achieved the level of an experienced systems analyst. |
| <i>Methodology:</i> | Lecture presentation and discussions. |
| <i>Duration:</i> | 3 hours |
| <i>Maximum Participants:</i> | 5 |

CENTRALISED DATABASE FACILITY

USER TRAINING

| | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Course Title:</i> | System Implementation |
| <i>Course Objective:</i> | Upon completion of this module participants will be provided with the guidelines necessary to install the accepted and fully tested system in a production environment. |
| <i>Target Group:</i> | Computer Programmers |
| <i>Topics include:</i> | <ul style="list-style-type: none">• Installation of Hardware, Software and Communication Systems;• Preparation of the accepted system for production operations;• Conversion of Existing Files;• Conducting Systems Cutover;• Commencing System Operation;• Preparing Implementation Status Report. |
| <i>Prerequisite:</i> | Tertiary level training in Data Processing. |
| <i>Methodology:</i> | Lecture presentation and discussion. |
| <i>Duration:</i> | 2 hours |
| <i>Maximum Participants:</i> | 8 |

| | | |
|--------------------------|------------------------------------------------|------------------------------------------------------|
| Sector | Enter a valid code | Accepted, description displayed |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Leave the field blank | Error message displayed |
| Sub-Sector | Enter a valid code | Accepted, description displayed |
| Sub-Sector | Enter an invalid code | Error message displayed |
| Sub-Sector | Leave the field blank | Error message displayed |
| Product | Enter a valid code | Accepted, description displayed |
| Product | Enter an invalid code | Error message displayed |
| Product | Leave the field blank | Error message displayed |
| Product | Enter more than one products | Must be possible |
| Type of Enquiry | Enter "SR" or "NS" | Accepted, description displayed |
| Type of Enquiry | Enter a value not equal to either of the above | Error message displayed |
| Type of Enquiry | Leave the field blank | Valid values "SR" or "NS" Error message displayed |
| Type of Assistance | Enter a valid code | Accepted, description displayed |
| Type of Assistance | Enter an invalid code | Error message displayed |
| Type of Assistance | 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 displayed |
| Type of Business | Leave the field blank | Error message displayed Code must exist |
| Date of Enquiry | Enter a valid date | Accepted |
| Date of Enquiry | Enter an invalid date | Error message displayed |
| Date of Enquiry | Leave the field blank | Error message displayed |
| Next Appointment | Enter a valid date | Accepted |
| Next Appointment | Enter an invalid date | Error message displayed |
| Bring Up Date | Enter a valid date | Accepted |
| Bring Up Date | Enter an invalid date | Error message displayed |
| Bring Up Date | Leave field blank | Accepted |
| Project Name/Description | Leave the field blank | Error message displayed |

Note the JAMPRO code, save the record, the screen should be automatically cleared and the cursor returned to the top of the screen. Note the JAMPRO code then try to recreate the same record, save the record, an error message should appear saying that the information already exists.

Change the status of one record to "CANCELLED" and delete the record. The status should now be changed to "DELETED".

Try changing a field within the record, this should not be possible since no changes are allowed.

BUSINESS ENQUIRIES - FILM

Choose option Business Enquiries and enter "FILM" for Type of Business. The screen for entering details on film enquiries should be called. Test the fields as outlined below.

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Advertising Agency | Enter a code | If code exists on file it is accepted and description displayed User is allowed to enter new code and description. |
| Advertising Agency | Leave the field blank | Accepted |
| Script Available | Enter "Y" or "N" | Accepted |
| Script Available | Enter a value not equal to any of the above | Error message displayed |
| Scout Date | Enter a valid date | Accepted |
| Scout Date | Enter an invalid date e.g. (31/09/89) | Error message displayed |
| Scout Date | Leave the field blank | Accepted |
| Shoot Date | Enter a valid date | Accepted |
| Shoot Date | Enter an invalid date e.g. (31/09/89) | Error message displayed |
| Shoot Date | Leave the field blank | Error message displayed |
| Budget | Enter a positive numeric value | Accepted |
| Budget | Enter a negative value | Not accepted, error message |
| Budget | Leave the field blank | Error message displayed |
| Method of Financing | Leave the field blank | Error message displayed |
| Executive Producer | Leave the field blank | Error message displayed |
| Director | Leave the field blank | Error message displayed |
| Producer | Leave the field blank | Error message displayed |
| Writer | Leave the field blank | Error message displayed |
| Location Manager | Leave the field blank | Error message displayed |

| | | |
|-----------------------|------------------------------|--------------------------------|
| Prod. Designer | Leave the field blank | Error message displayed |
| Prod. Manager | Leave the field blank | Error message displayed |

Use the appropriate function key to save the record, then clear the screen and verify that the control is returned to the calling screen.

On completion of data entry in the calling screen, save and redisplay the record, enter the film screen and try to delete the record. The record will be deleted only if the status of the business enquiry is set to "CANCELLED" or "INVALID".

PROJECT TRACKING
CAPITAL EXPENDITURE - FILM OFFICE

| FIELD | ACTION | RESULT |
|----------------------|---------------------------------------------|--------------------------------------------|
| Jampro Code | Enter a valid code | Accepted and record details displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Leave the field blank | Error message displayed Code must exist |
| Company Name | Try editing the field | Not possible |
| Expenditures: | | |
| Hotel | Enter a value greater than or equal to zero | Accepted |
| Hotel | Enter a negative value | Not accepted |
| Hotel | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Vehicle | Enter a value greater than or equal to zero | Accepted |
| Vehicle | Enter a negative value | Not accepted |
| Vehicle | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Villa | Enter a value greater than or equal to zero | Accepted |
| Villa | Enter a negative value | Not accepted |
| Villa | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Equipment Rental | Enter a value greater than or equal to zero | Accepted |
| Equipment Rental | Enter a negative value | Not accepted |
| Equipment Rental | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Private Rental | Enter a value greater than or equal to zero | Accepted |
| Private Rental | Enter a negative value | Not accepted |
| Private Rental | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |

Local Extras

**Enter a value greater than or
equal to zero**

Accepted

Local Extras

Enter a negative value

Not accepted

Local Extras

Enter a non-numeric value

Not accepted

Leave the field blank

Accepted

All-Inclusive

**Enter a value greater than or
equal to zero**

Accepted

All-Inclusive

Enter a negative value

Not accepted

All-Inclusive

Enter a non-numeric value

Not accepted

Leave the field blank

Accepted

| | | |
|-----------------|---------------------------------------------|--------------|
| Post Production | Enter a value greater than or equal to zero | Accepted |
| Post Production | Enter a negative value | Not accepted |
| Post Production | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Security | Enter a value greater than or equal to zero | Accepted |
| Security | Enter a negative value | Not accepted |
| Security | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Special Effects | Enter a value greater than or equal to zero | Accepted |
| Special Effects | Enter a negative value | Not accepted |
| Special Effects | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Per Diem | Enter a value greater than or equal to zero | Accepted |
| Per Diem | Enter a negative value | Not accepted |
| Per Diem | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Construction | Enter a value greater than or equal to zero | Accepted |
| Construction | Enter a negative value | Not accepted |
| Construction | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Pre-Production | Enter a value greater than or equal to zero | Accepted |
| Pre-Production | Enter a negative value | Not accepted |
| Pre-Production | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Location Fees | Enter a value greater than or equal to zero | Accepted |
| Location Fees | Enter a negative value | Not accepted |
| Location Fees | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Wardrobe | Enter a value greater than or equal to zero | Accepted |
| Wardrobe | Enter a negative value | Not accepted |
| Wardrobe | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |

| | | |
|--------------------------|---------------------------------------------|--------------|
| Catering | Enter a value greater than or equal to zero | Accepted |
| Catering | Enter a negative value | Not accepted |
| Catering | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Props & Set Dressing | Enter a value greater than or equal to zero | Accepted |
| Props & Set Dressing | Enter a negative value | Not accepted |
| Props & Set Dressing | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Total Cost of Projection | Enter a value greater than or equal to zero | Accepted |
| Total Cost of Projection | Enter a negative value | Not accepted |
| Total Cost of Projection | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |

| | | |
|-------------------------------------|----------------------------------------------|-------------------------|
| Casting, Talent & Agency Fees | Enter a value greater than or equal to zero | Accepted |
| Casting, Talent & Agency Fees | Enter a negative value | Not accepted |
| Casting, Talent & Agency Fees | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Local Production & Technical Crew | Enter a value greater than or equal to zero | Accepted |
| Local Production & Technical Crew | Enter a negative value | Not accepted |
| Local Production & Technical Crew | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Miscellaneous Expenses | Enter a value greater than or equal to zero | Accepted |
| Miscellaneous Expenses | Enter a negative value | Not accepted |
| Miscellaneous Expenses | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Accepted |
| Total Expenditure | Try editing this field | Not possible |
| Total Expenditure | Ensure that the total expenditure is correct | |
| | Leave the field blank | Accepted |
| Has Salary Details of Jamaican | Enter "Y" or "N" | Accepted |
| Has Salary Details of Jamaican | Enter a value not equal to any of the above | Error message displayed |
| Has Salary Details of Jamaican | Leave the field blank | Error message displayed |
| | Leave the field blank | Accepted |
| Total Days of Shoot | Enter a value > 0 | Accepted |
| Total Days of Shoot | Enter a value <= 0 | Not accepted |
| Total Days of Shoot | Enter a non-numeric value | Not accepted |
| | Leave the field blank | Error message |

Add this record to the database. When this is completed, clear the screen and redisplay the record. Make changes to some fields in the record then try adding this record to the

database. An error message should be displayed since the record already exists in the database. Try updating the database with the modified data, this will be accepted.

PROJECT TRACKING
CLIENT MANAGEMENT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jampro Code Jampro Code | Leave the field blank Enter a valid code | Error message displayed Accepted, if record exists in this file then the details are displayed else the project description and company name are displayed Error message displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Division Division Division | Enter a valid code Enter an invalid code Leave the field blank | Accepted, description displayed Error message displayed Accepted |
| Company Name | Try editing the field | Not allowed, |
| Current Status | Try editing the field | Not allowed |
| Contact Person | Try editing the field | Not allowed |
| Contact Title | Try editing the field | Not allowed |
| Date Date Date | Enter a valid date Enter an invalid date Leave the field blank | Accepted Error message displayed Accepted |
| Action Action Action | Enter a valid code Enter an invalid code Leave the field blank | Accepted, description displayed Error message displayed Error message displayed |
| Officer Officer | Leave the field blank Try editing the field | Error message displayed Not possible, field is updated by the system |
| Comments/Follow-up | Try storing multiple entries | Should be possible |
| Follow-up by Investor | Try storing multiple entries | Should be possible |
| Status Status Status | Try storing multiple entries Enter a valid code Enter an invalid code | Should be possible Accepted, description displayed Error message displayed |

Use the appropriate function key to add the record to the database.

Clear the screen and redisplay the record to ensure that it has been saved correctly. Assuming more than one activities were stored, change the status of one activity to "PER" (performed) and try deleting this activity. This should not be possible.

Make changes to some records and update the database with the changes. Redisplay this record to ensure that the changes were saved correctly. .

ITINERARY DETAILS

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|--------------------------|----------------------------|
| Jampro Code | Enter a valid code | Accepted, record displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Leave the field blank | Error message displayed |
| Company name | Leave the field blank | Error message displayed |
| Project Name | Leave the field blank | Error message displayed |
| Visitor | Leave the field blank | Error message displayed |
| Officer | Leave the field blank | Error message displayed |
| Division | Enter a valid code | Accepted, name displayed |
| Division | Enter an invalid code | Error message displayed |
| Division | Leave the field blank | Error message displayed |
| Date | Enter an valid date | Accepted |
| Date | Enter a invalid date | Error message displayed |
| Date | Leave the field blank | Error message displayed |
| Activity | Leave the field blank | Error message displayed |
| Followup (Jampro) | Try scrolling this field | Must be possible |
| Followup (Visitor) | Try scrolling this field | Must be possible |
| Jampro Officer | Leave the field blank | Error message displayed |

Use the designated key to add the record to the database. When this is completed, clear the screen and redisplay the record. Make changes to some fields in the record and save the record. Redisplay the record to ensure that the changes were saved correctly.

Create another record, save and redisplay the record, then use the designated key to delete the record. After the record has been deleted, attempt to redisplay the record, this should not be possible.

PROJECT TRACKING
UPDATE PROJECT STATUS

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|------------------------|-----------------------------------------------|
| Jampro Code | Enter a valid code | Accepted, record is displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Leave the field blank | Error message displayed |
| Company Name | Try editing this field | Not allowed |
| Current Status | Try editing this field | Not allowed |
| New Status | Try editing this field | Values may only be chosen from the popup menu |
| New Status Date | Enter a valid date | Accepted |
| New Status Date | Enter an invalid date | Error message displayed |
| New Status Date | Leave field blank | Error message displayed |
| Responsible Officer | Try editing this field | Not possible, field is updated by the system |

Use the appropriate function key to save the changes. Clear the screen then redisplay the record to ensure that the changes have been saved.

PROJECT TRACKING
PROJECT ASSESSMENT - M.O.I.

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------------|---------------------------|----------------------------------------------------------------------------------|
| Jampro Code | Enter a valid code | Accepted. If a record has already been created, the record details are displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Leave the field blank | Error message displayed |
| Company Name | Try editing this field | Not possible |
| Assessment Period (Start) | Leave the field blank | Not possible |
| Assessment Period (Start) | Enter a valid date | Accepted |
| Assessment Period (Start) | Enter an invalid date | Error message displayed |
| Assessment Period (End) | Leave the field blank | Not possible |
| Assessment Period (End) | Enter a valid date | Accepted |
| Assessment Period (End) | Enter an invalid date | Error message displayed |
| Production Data: | | |
| Capacity | Enter a value ≥ 0 | Accepted |
| Capacity | Enter a negative value | Not accepted |
| Capacity | Enter a non-numeric value | Not accepted |
| Raw Materials Consumed | Enter a value ≥ 0 | Accepted |
| Raw Materials Consumed | Enter a negative value | Not accepted |
| Raw Materials Consumed | Enter a non-numeric value | Not accepted |
| Output | Enter a value ≥ 0 | Accepted |
| Output | Enter a negative value | Not accepted |
| Output | Enter a non-numeric value | Not accepted |
| Output | Leave the field blank | Error message displayed |
| Packaging Cost | Enter a value ≥ 0 | Accepted |
| Packaging Cost | Enter a negative value | Not accepted |
| Packaging Cost | Enter a non-numeric value | Not accepted |
| Prime Cost | Enter a value ≥ 0 | Accepted |
| Prime Cost | Enter a negative value | Not accepted |
| Prime Cost | Enter a non-numeric value | Not accepted |
| Sales Value | Enter a value ≥ 0 | Accepted |
| Sales Value | Enter a negative value | Not accepted |
| Sales Value | Enter a non-numeric value | Not accepted |
| Sales Value | Leave the field blank | Error message displayed |

| | | |
|---------------------------------|----------------------------------------|--------------------------------|
| Direct Man. Overhead Only | Enter a value ≥ 0 | Accepted |
| Direct Man. Overhead Only | Enter a negative value | Not accepted |
| Direct Man. Overhead Only | Enter a non-numeric value | Not accepted |
| CIF Value of Equipment | Enter a value ≥ 0 | Accepted |
| CIF Value of Equipment | Enter a negative value | Not accepted |
| CIF Value of Equipment | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Date of Comm. Equipment | Enter a valid date | Accepted |
| Date of Comm. Equipment | Enter an invalid date | Error message displayed |
| | Leave field blank | Accepted |
| Output Between Comm. | Enter a value ≥ 0 | Accepted |
| Output Between Comm. | Enter a negative value | Not accepted |
| Output Between Comm. | Enter a non-numeric value | Not accepted |
| Output Between Comm. | Leave the field blank | Error message displayed |
| Local Value | Enter a value ≥ 0 | Accepted |
| Local Value | Enter a negative value | Not accepted |
| Local Value | Enter a non-numeric value | Not accepted |
| Permanent Workers | Enter a value ≥ 0 | Accepted |
| Permanent Workers | Enter a negative value | Not accepted |
| Permanent Workers | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Imported Value | Enter a value ≥ 0 | Accepted |
| Imported Value | Enter a negative value | Not accepted |
| Imported Value | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Average Perm. Workers | Enter a value ≥ 0 | Accepted |
| Average Perm. Workers | Enter a negative value | Not accepted |
| Average Perm. Workers | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Average Temp. Workers | Enter a value ≥ 0 | Accepted |
| Average Temp. Workers | Enter a negative value | Not accepted |
| Average Temp. Workers | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Total | Ensure that the computation is correct | (= local value + import value) |
| Total | Try editing this field | Not possible |
| Sales Performance | | |
| Export Sales to Caricom (Units) | Enter a value ≥ 0 | Accepted |
| Export Sales to Caricom (Units) | Enter a negative value | Not accepted |

| | | |
|------------------------------------|------------------------------------------------|---------------------------------------------------------------------|
| Export Sales to Caricom (Units) | Enter a non-numeric value Leave field blank | Not accepted Accepted |
| Export Sales to Caricom (Value) | Enter a value ≥ 0 | Accepted |
| Export Sales to Caricom (Value) | Enter a negative value | Not accepted |
| Export Sales to Caricom (Value) | Enter a non-numeric value Leave field blank | Not accepted Accepted |
| Hard Currency Market (Units) | Enter a value ≥ 0 Leave field blank | Accepted Accepted |
| Export Sales to Caricom (Units) | Enter a negative value | Not accepted |
| Export Sales to Caricom (Units) | Enter a non-numeric value Leave field blank | Not accepted Accepted |
| Hard Currency Market (Value) | Enter a value ≥ 0 | Accepted |
| Export Sales to Caricom (Value) | Enter a negative value | Not accepted |
| Export Sales to Caricom (Value) | Enter a non-numeric value Leave field blank | Not accepted Accepted |
| Total Export (Units) | Ensure computation is correct | (= export sales to Caricom + hard currency market) |
| Total Export (Sales) | Ensure computation is correct | (export sales to Caricom (value) + hard currency market (value)) |
| Local Sales (Units) | Enter a value ≥ 0 | Accepted |
| Local Sales (Units) | Enter a negative value | Not accepted |
| Local Sales (Units) | Enter a non-numeric value | Not accepted |
| Local Sales (Value) | Enter a value ≥ 0 | Accepted |
| Local Sales (Value) | Enter a negative value | Not accepted |
| Local Sales (Value) | Enter a non-numeric value | Not accepted |
| Total Sales (Units) | Ensure that the computation is correct | (Total export (units) + local sales (units)) |
| Total Sales (Units) | Try editing this field | Not possible |
| Total Sales (Value) | Ensure that the computation is correct | (Total export (units) + local sales (units)) |
| Total Sales (Value) | Try editing this field | Not possible |

Use the designated key to save the record. Clear the screen and redisplay the record, change some fields and update the database. Redisplay the record to ensure that the changes were saved correctly.

Create another record and use the designated key to delete this record. Clear the screen and attempt to redisplay the record. This should not be possible.

PROJECT TRACKING
PROMOTIONAL ACTIVITIES

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|---------------------------|----------------------------------------------------------------------------------------------------|
| Type of Activity | Enter a valid code | Accepted, description displayed if the record exists on the file, the record details are displayed |
| Type of Activity | Enter an invalid code | Error message displayed |
| Type of Activity | Leave the field blank | Error message displayed |
| Date | Leave the field blank | Error message displayed |
| Date | Enter a valid date | Accepted |
| Date | Enter an invalid date | Error message displayed |
| Topic | Leave the field blank | Error message displayed |
| No. of Invitees | Enter a value ≥ 0 | Accepted |
| No. of Invitees | Enter a value ≤ 0 | Not accepted |
| No. of Invitees | Enter a non-numeric value | Not accepted |
| | Leave field blank | Accepted |
| Cost of Activity | Enter a value ≥ 0 | Accepted |
| Cost of Activity | Enter a value ≤ 0 | Not accepted |
| Cost of Activity | Enter a non-numeric value | Not accepted |
| Gearred For: | | |
| Market | Enter a valid code | Accepted, description displayed |
| Market | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted, description displayed |
| Sector | Enter an invalid code | Error message displayed |
| Product | Enter a valid code | Accepted, description displayed |
| Product | Enter an invalid code | Error message displayed |
| | Leave field blank | Accepted |

For a new record, use the designated key to save the record. Clear the screen and redisplay the record to ensure that all values were correctly stored. Change the values of some fields save the record and redisplay to ensure that the changes were saved.

Create another record and try to delete this record, a prompt should appear to allow the user to confirm the action. Enter "Y" then attempt to redisplay the record after the deletion has been completed. This is to ensure that the record has been correctly deleted.

PROJECT TRACKING
OFFICER ACTIVITY REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|-------------------------------------------------|-------------------------|
| Officer | Enter a non-existing officer name | Error message displayed |
| Officer | Enter an existing officer name | Accepted |
| Officer | Leave the field blank | Accepted |
| Period (From) | Enter an invalid date | Error message displayed |
| Period (From) | Enter a valid date | Accepted |
| Period (From) | Leave the field blank | Accepted |
| Period (To) | Enter an invalid date | Error message displayed |
| Period (To) | Enter a date greater than the current date | Error message displayed |
| Period (To) | Enter a date less than or equal to current date | Accepted |
| Period (To) | Leave the field blank | Accepted |
| | Enter value prior to from date above | Error message |

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

1. If an officer name was specified, ensure that the report is generated only for that officer.
2. If the officer field was left blank, ensure that the report is generated for all officers and ordered alphabetically by officer name.
3. If a date range was entered, the report should be within the specified range.
4. If the from date was blank, the report should begin at the start of the year.
5. If the to date was left blank, the report should end at the current date.
6. Ensure that a subtotal is printed for each activity change for an officer and for each change in officer name and a total at the end of the report.
7. Ensure that the sub totals have been generated correctly.
8. Ensure that there is no truncation of character and numeric values. For example, for numeric values, the printing of the asterisks (*) where the field length is too small.
9. Ensure that the report pages are numbered sequentially.
10. Ensure that the report heading are relevant to the report.
11. Repeat the above steps, this time however direct the report to the printer.

INVESTMENT ACTIVITY BY SECTOR REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------|-------------------------------------------------|-------------------------|
| Sector | Enter a valid code | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Leave the field blank | Accepted |
| Status | Enter a valid code | Accepted |
| Status | Enter an invalid code | Error message displayed |
| Status | Leave the field blank | Accepted |
| Project Type | Enter a valid code | Accepted |
| Project Type | Enter an invalid code | Error message displayed |
| Project Type | Leave the field blank | Accepted |
| Period (From) | Enter a valid date | Accepted |
| Period (From) | Enter an invalid date | Error message displayed |
| Period (From) | Leave the field blank | Accepted |
| Period (To) | Enter an invalid date | Error message displayed |
| Period (To) | Enter a date greater than the current date | Error message displayed |
| Period (To) | Enter a date less than or equal to current date | Accepted |
| Period (To) | Leave the field blank | Accepted |

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

1. If a sector name was specified ensure that the report is generated only for that sector.
2. If the sector field was left blank, ensure that the report is generated for all sectors and is ordered by sector.
3. If the status code is specified ensure that the report is generated only on records with that status.
4. If the status code is left blank, ensure that the report is generated on all records within the sector(s).
5. If a project type is entered ensure that the report is generated for only that project type.
6. If the project type is left blank then the report is to be generated for all project types.
7. If a date range was entered, the report should be within the specified range.
8. If the from date was blank, the report should begin at the start of the year.
9. If the to date was left blank, the report should end at the current date.

10. Ensure that a subtotal is printed for each sector, status or project type and a grand total at the end of the report.
11. Ensure that the totals have been generated correctly.
12. Ensure that there is no truncation of character and numeric values. For example, for numeric values, the printing of the asterisks (*) where the field length is too small.
13. Ensure that the report pages are numbered sequentially.
14. Ensure that the report heading is relevant to the report.
15. Repeat the above steps, this time however direct the report to the printer.

LIST OF JAMPRO ASSISTED COMPANIES REPORT

| FIELD | ACTION | RESULT |
|-------------------|-------------------------------------------------|-------------------------|
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted |
| Date Range (From) | Enter an invalid date | Error message displayed |
| Date Range (From) | Enter a valid date | Accepted |
| Date Range (From) | Leave the field blank | Accepted |
| Date Range (To) | Enter an invalid date | Error message displayed |
| Date Range (To) | Enter a date greater than the current date | Error message displayed |
| Date Range (To) | Enter a date less than or equal to current date | Accepted |
| Date Range (To) | Leave the field blank | Accepted |

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

1. If a sector name was specified ensure that the report is generated only for that sector.
2. If the sector field was left blank, ensure that the report is generated on all sectors.
3. If a date range was entered, the report should be within the specified range.
4. If the from date was blank, the report should begin at the start of the year.
5. If the to date was left blank, the report should end at the current date.
6. Ensure that a subtotal is printed for each sector change and a total at the end of the report.
7. Ensure that the totals have been generated correctly.
8. Ensure that there is no truncation of character and numeric values. For example, for numeric values, the printing of the asterisks (*) where the field length is too small.
9. Ensure that the report pages are numbered sequentially.
10. Ensure that the report heading are relevant to the report.
11. Repeat the processes, this time directing the report to the printer.

SUMMARY OF INVESTMENT PROJECTS REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------|-------------------------------------------------|-------------------------|
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted |
| Date Range (From) | Enter an invalid date | Error message displayed |
| Date Range (From) | Enter a valid date | Accepted |
| Date Range (From) | Leave the field blank | Accepted |
| Date Range (To) | Enter an invalid date | Error message displayed |
| Date Range (To) | Enter a date greater than the current date | Error message displayed |
| Date Range (To) | Enter a date less than or equal to current date | Accepted |
| Date Range (To) | Leave the field blank | Accepted |

Use the appropriate function key to send the report to the screen.

1. If a sector name was specified ensure that the report is generated only for that sector.
2. If the sector field was left blank, ensure that the report is generated on all sectors.
3. If a date range was entered, the report should be within the specified range.
4. If the from date was blank, the report should begin at the start of the year.
5. If the to date was left blank, the report should end at the current date.
6. Ensure that a subtotal is printed for each sector change and a total at the end of the report.
7. Ensure that the totals have been generated correctly.
8. Ensure that there is no truncation of character and numeric values. For example, for numeric values, the printing of the asterisks (*) where the field length is too small.

9. Ensure that the report pages are numbered sequentially.
10. Ensure that the report heading are relevant to the report.
11. Repeat the processes, this time directing the report to the printer.

TOUR ITINERARY REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------|-------------------------------------------------|----------------------------------|
| Jampro Code | Leave the field blank | Error message displayed |
| Jampro Code | Enter an invalid code | Error message displayed |
| Jampro Code | Enter a valid code | Accepted, company name displayed |
| Client/Visitor | Leave the field blank | Error message displayed |
| Client/Visitor | Enter an existing name | Accepted |
| Client/Visitor | Enter a non-existing name | Error message displayed |
| Date Range (From) | Enter an invalid date | Error message displayed |
| Date Range (From) | Enter a valid date | Accepted |
| Date Range (From) | Leave the field blank | Accepted |
| Date Range (To) | Enter an invalid date | Error message displayed |
| Date Range (To) | Enter a date greater than the current date | Error message displayed |
| Date Range (To) | Enter a date less than or equal to current date | Accepted |
| Date Range (To) | Leave the field blank | Accepted |

Use the appropriate function key to send the report to the screen.

1. Ensure that the report is generated only for the Jampro Code entered.
2. If a date range was entered, the report should be within the specified range.
3. If the from date was blank, the report should begin at the start of the year.
4. If the to date was left blank, the report should end at the current date.
5. Ensure that there is no truncation of character data.
6. Ensure that there is no truncation of character and numeric values. For example, for numeric values, the printing of the asterisks (*) where the field length is too small.
7. Ensure that the report pages are numbered sequentially.
8. Ensure that the report heading are relevant to the report.
9. Repeat the processes, this time directing the report to the printer.

BUSINESS PROFILES

BUSINESS PROFILE

MARKET/PRODUCT PROFILE

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

BUSINESS PROFILE

PRODUCT CARRIAGE INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Agent | Enter a valid code | Record displayed if it exists in the AGENT_DET table else name and address displayed from CG_CODE table |
| Agent | Enter an invalid code | Message displayed and user is allowed to enter company profile details |
| Agent | Leave the field blank | Error message displayed |
| Name | Try editing this field | Not possible |
| Address | Try editing this field | Not possible |
| Service No. Service No. | Leave the field blank Enter an existing service number | Not possible Error message, must be unique |
| Service Code Service Code | Enter a valid code Enter an invalid code | Accepted, description displayed Error message displayed, popup displayed |
| Service Code | Leave the field blank | Error message displayed |
| Product Product | Enter a valid code Enter an invalid code | Accepted, description displayed Message displayed, code may then be added |
| Product | Leave the field blank | Error message displayed |
| Mode of Transportation Mode of Transportation | Enter a valid code Enter an invalid code | Accepted, description displayed Error message displayed, popup displayed |
| Mode of Transportation | Leave the field blank | Error message displayed |
| Origin Origin | Enter a valid code Enter an invalid code | Accepted, description displayed Error message displayed, popup displayed |
| Origin | Leave the field blank | Error message displayed |
| Destination Destination | Enter a valid code Enter an invalid code | Accepted, description displayed Error message displayed, popup displayed |
| Destination | Leave the field blank | Error message displayed |

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|-------------------------------------|------------------------------------------|
| Frequency | Enter a valid code | Accepted, description displayed |
| Frequency | Enter an invalid code | Error message displayed, popup displayed |
| Frequency | Leave the field blank | Error message displayed |
| Total Capacity | Leave the field blank | Error message displayed |
| Transport Line | Leave the field blank | Error message displayed, popup displayed |
| Transport Line | Try entering multiple entries | Must be possible |
| Ports of Call | Leave the field blank | Error message displayed |
| Ports of Call | Try entering multiple entries | Must be possible |
| Cost | Enter a numeric value | Accepted |
| Cost | Enter a non-numeric value | Not accepted |
| Cost | Leave the field blank | Error message displayed |
| Tax Cost | Enter a numeric value | Accepted |
| Tax Cost | Enter a non-numeric value | Not accepted |
| Tax Cost | Enter a value greater than the cost | Error message displayed |

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

Access the record from the database and try deleting this record. The record should not be deleted if the status of the company in the master file is not "Cancelled".

BUSINESS PROFILE

COMPANY PROFILE

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 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 |

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------|
| Primary Sector Primary Sector | Enter a valid code Enter an invalid code | Accepted, description displayed 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 Legal Status | Enter a valid code Enter an invalid code | Accepted, description displayed 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 Bank Code | Enter a valid code Enter an invalid code | Accepted, description displayed 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 Export Startup Date | Enter a valid date Enter an invalid date | Accepted Error message displayed |
| Product Samples Rec Product Samples Rec | Enter "Y" or "N" Enter a value that is not "Y" or "N" | Accepted Error message displayed |
| Free Zone Interests Free Zone Interests | Enter "Y" or "N" Enter a value that is not "Y" or "N" | Accepted Error message displayed |

BUSINESS PROFILE
COMPANY PROFILE
ADMINISTRATIVE DATA

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------------|-----------------------------------------|----------------------|
| 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 |

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------------|--------------------------------|--------------------------------------------------|
| 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 |
| 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

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| 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.

BUSINESS PROFILE

PROJECT PROFILE

FIELD

ACTION

RESULT

Jampro Code
Jampro Code
Jampro Code

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
New code created when user
saves the record

Sector
Sector
Sector

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

Company Name
Company Name
Company Name

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

Sub-Sector
Sub-Sector

Enter a valid code
Enter an invalid code

Accepted, description displayed
Error message displayed

Jampro's Role

Leave the field blank

Error message displayed

Division
Division
Division

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

Project Nature
Project Nature
Project Nature

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

Location
Location
Location

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

Relevant Policies

Try entering more than 1 policies

Must be possible

Ownership Structure
Ownership Structure
Ownership Structure

Enter a valid code
Enter an invalid code
Leave the field blank

Accepted, description displayed
Error message displayed
Error message displayed

% Foreign

Enter a positive numeric value
not greater than 100

Accepted

% Foreign

Enter a numeric value greater
than 100

Error message displayed

% Foreign
% Foreign
% Foreign

Enter a negative value
Enter a non-numeric value
Leave the field blank

Error message displayed
Error message displayed
Accepted

| FIELD | ACTION | RESULT |
|----------------------------|--------------------------------|---------------------------------------------------|
| % Local | Try editing this field | Not possible, should default to (100 - % Foreign) |
| Funding Programme | Enter a valid code | Accepted, description displayed |
| Funding Programme | Enter an invalid code | Error message displayed |
| Funding Programme | Leave the field blank | Accepted |
| Amount | Enter a positive numeric value | Accepted |
| Amount | Enter a negative value | Not accepted |
| Amount | Enter a non-numeric value | Not accepted |
| Amount | Leave the field blank | Accepted |
| Special Class | Enter a valid code | Accepted, description displayed |
| Special Class | Enter an invalid code | Error message displayed |
| Special Class | Leave the field blank | Accepted |
| Country of Owner(s) | Enter a valid code | Accepted, description displayed |
| Country of Owner(s) | Enter an invalid code | Error message displayed |
| Permanent Employment Local | Enter a positive numeric value | Accepted |
| Permanent Employment Local | Enter a negative value | Not accepted |
| Permanent Employment Local | Enter a non-numeric value | Not accepted |
| Permanent Employment Local | Leave the field blank | Not Accepted |
| Temporary Employment Local | Enter a positive numeric value | Accepted |
| Temporary Employment Local | Enter a negative value | Not accepted |
| Temporary Employment Local | Enter a non-numeric value | Not accepted |
| Local Payroll | Enter a positive numeric value | Accepted |
| Local Payroll | Enter a negative value | Not accepted |
| Local Payroll | Enter a non-numeric value | Not accepted |
| Local Raw Materials | Enter a positive numeric value | Accepted |
| Local Raw Materials | Enter a negative value | Not accepted |
| Local Raw Materials | Enter a non-numeric value | Not accepted |
| Local Raw Materials | Leave the field blank | Not Accepted |
| Local Capital Investment | Enter a positive numeric value | Accepted |
| Local Capital Investment | Enter a negative value | Not accepted |
| Local Capital Investment | Enter a non-numeric value | Not accepted |
| Local Capital Investment | Leave the field blank | Not Accepted |
| Local Operating Cost | Enter a positive numeric value | Accepted |
| Local Operating Cost | Enter a negative value | Not accepted |
| Local Operating Cost | Enter a non-numeric value | Not accepted |
| Local Operating Cost | Leave the field blank | Not Accepted |
| Local Sales | Enter a positive numeric value | Accepted |
| Local Sales | Enter a negative value | Not accepted |
| Local Sales | Enter a non-numeric value | Not accepted |
| Local Sales | Leave the field blank | Not Accepted |

| FIELD | ACTION | RESULT |
|----------------------------|--------------------------------|---------------|
| Local Equity | Enter a positive numeric value | Accepted |
| Local Equity | Enter a negative value | Not accepted |
| Local Equity | Enter a non-numeric value | Not accepted |
| Local Equity | Leave the field blank | Not Accepted |
| Local Loan | Enter a positive numeric value | Accepted |
| Local Loan | Enter a negative value | Not accepted |
| Local Loan | Enter a non-numeric value | Not accepted |
| Local Loan | Leave the field blank | Not Accepted |
| Permanent Employee Foreign | Enter a positive numeric value | Accepted |
| Permanent Employee Foreign | Enter a negative value | Not accepted |
| Permanent Employee Foreign | Enter a non-numeric value | Not accepted |
| Permanent Employee Foreign | Leave the field blank | Not Accepted |
| Temporary Employee Foreign | Enter a positive numeric value | Accepted |
| Temporary Employee Foreign | Enter a negative value | Not accepted |
| Temporary Employee Foreign | Enter a non-numeric value | Not accepted |
| Temporary Employee Foreign | Leave the field blank | Accepted |
| Foreign Payroll | Enter a positive numeric value | Accepted |
| Foreign Payroll | Enter a negative value | Not accepted |
| Foreign Payroll | Enter a non-numeric value | Not accepted |
| Foreign Payroll | Leave the field blank | Accepted |
| Foreign Raw Materials | Enter a positive numeric value | Accepted |
| Foreign Raw Materials | Enter a negative value | Not accepted |
| Foreign Raw Materials | Enter a non-numeric value | Not accepted |
| Foreign Raw Materials | Leave the field blank. | Accepted |
| Foreign Capital Investment | Enter a positive numeric value | Accepted |
| Foreign Capital Investment | Enter a negative value | Not accepted |
| Foreign Capital Investment | Enter a non-numeric value | Not accepted |
| Foreign Capital Investment | Leave the field blank | Accepted |
| Foreign Operating Costs | Enter a positive numeric value | Accepted |
| Foreign Operating Costs | Enter a negative value | Not accepted |
| Foreign Operating Costs | Enter a non-numeric value | Not accepted |
| Foreign Operating Costs | Leave the field blank | Accepted |
| Foreign Sales | Enter a positive numeric value | Accepted |
| Foreign Sales | Enter a negative value | Not accepted |
| Foreign Sales | Enter a non-numeric value | Not accepted |
| Foreign Sales | Leave the field blank | Accepted |
| Foreign Equity | Enter a positive numeric value | Accepted |
| Foreign Equity | Enter a negative value | Not accepted |
| Foreign Equity | Enter a non-numeric value | Not accepted |
| Foreign Equity | Leave the field blank | Accepted |

| FIELD | ACTION | RESULT |
|------------------------------|--------------------------------|---------------|
| Foreign Loan | Enter a positive numeric value | Accepted |
| Foreign Loan | Enter a negative value | Not accepted |
| Foreign Loan | Enter a non-numeric value | Not accepted |
| Foreign Loan | Leave the field blank | Accepted |
| Proj. Permanent Employment | Enter a positive numeric value | Accepted |
| Proj. Permanent Employment | Enter a negative value | Not accepted |
| Proj. Permanent Employment | Enter a non-numeric value | Not accepted |
| Proj. Permanent Employment | Leave the field blank | Accepted |
| Proj. Temporary Employment | Enter a positive numeric value | Accepted |
| Proj. Temporary Employment | Enter a negative value | Not accepted |
| Proj. Temporary Employment | Enter a non-numeric value | Not accepted |
| Proj. Temporary Employment | Leave the field blank | Accepted |
| Projected Payroll | Enter a positive numeric value | Accepted |
| Projected Payroll | Enter a negative value | Not accepted |
| Projected Payroll | Enter a non-numeric value | Not accepted |
| Projected Payroll | Leave the field blank | Accepted |
| Projected Raw Materials | Enter a positive numeric value | Accepted |
| Projected Raw Materials | Enter a negative value | Not accepted |
| Projected Raw Materials | Enter a non-numeric value | Not accepted |
| Projected Raw Materials | Leave the field blank | Accepted |
| Projected Capital Investment | Enter a positive numeric value | Accepted |
| Projected Capital Investment | Enter a negative value | Not accepted |
| Projected Capital Investment | Enter a non-numeric value | Not accepted |
| Projected Capital Investment | Leave the field blank | Accepted |
| Projected Operating Costs | Enter a positive numeric value | Accepted |
| Projected Operating Costs | Enter a negative value | Not accepted |
| Projected Operating Costs | Enter a non-numeric value | Not accepted |
| Projected Operating Costs | Leave the field blank | Accepted |
| Projected Sales | Enter a positive numeric value | Accepted |
| Projected Sales | Enter a negative value | Not accepted |
| Projected Sales | Enter a non-numeric value | Not accepted |
| Projected Sales | Leave the field blank | Accepted |
| Projected Equity | Enter a positive numeric value | Accepted |
| Projected Equity | Enter a negative value | Not accepted |
| Projected Equity | Enter a non-numeric value | Not accepted |
| Projected Equity | Leave the field blank | Accepted |
| Projected Loan | Enter a positive numeric value | Accepted |
| Projected Loan | Enter a negative value | Not accepted |
| Projected Loan | Enter a non-numeric value | Not accepted |
| Projected Loan | Leave the field blank | Accepted |

FIELD**ACTION****RESULT**

| | | |
|------------------------|--------------------------------------------------------|---------------------------------|
| Product | Enter a valid code | Accepted, description displayed |
| Product | Enter an invalid code | Error message displayed |
| Product | Leave the field blank | Error message displayed |
| Target Market | Enter a valid code | Accepted, description displayed |
| Target Market | Enter an invalid code | Error message displayed |
| Target Market | Leave the field blank | Error message displayed |
| Quantity | Enter a positive numeric value | Accepted |
| Quantity | Enter a negative value | Not accepted |
| Quantity | Enter a non-numeric value | Not accepted |
| Quantity | Leave the field blank | Accepted |
| % for Export | Enter a positive numeric value not greater than 100 | Accepted |
| % for Export | Enter a negative value | Not accepted |
| % for Export | Enter a non-numeric value | Not accepted |
| Loan Price | Enter a positive numeric value | Accepted |
| Loan Price | Enter a negative value | Not accepted |
| Loan Price | Enter a non-numeric value | Not accepted |
| Loan Price | Leave the field blank | Accepted |
| Foreign Price | Enter a positive numeric value | Accepted |
| Foreign Price | Enter a negative value | Not accepted |
| Foreign Price | Enter a non-numeric value | Not accepted |
| Foreign Price | Leave the field blank | Accepted |
| Landed Duty | Enter a positive numeric value | Accepted |
| Landed Duty | Enter a negative value | Not accepted |
| Landed Duty | Enter a non-numeric value | Not accepted |
| Landed Duty | Leave the field blank | Accepted |
| Current Office Space | Enter a positive numeric value | Accepted |
| Current Office Space | Enter a negative value | Not accepted |
| Current Office Space | Enter a non-numeric value | Not accepted |
| Current Office Space | Leave the field blank | Accepted |
| Projected Office Space | Enter a positive numeric value | Accepted |
| Projected Office Space | Enter a negative value | Not accepted |
| Projected Office Space | Enter a non-numeric value | Not accepted |
| Projected Office Space | Leave the field blank | Accepted |
| Current Land Space | Enter a positive numeric value | Accepted |
| Current Land Space | Enter a negative value | Not accepted |
| Current Land Space | Enter a non-numeric value | Not accepted |
| Current Land Space | Leave the field blank | Accepted |

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------------|--------------------------------|----------------------|
| Projected Land Space | Enter a positive numeric value | Accepted |
| Projected Land Space | Enter a negative value | Not accepted |
| Projected Land Space | Enter a non-numeric value | Not accepted |
| Projected Land Space | Leave the field blank | Accepted |
| Net Profit | Enter a positive numeric value | Accepted |
| Net Profit | Enter a negative value | Not accepted |
| Net Profit | Enter a non-numeric value | Not accepted |
| Net Profit | Leave the field blank | Accepted |
| Scheduled Start-up Date | Enter a valid month, day, year | Accepted |
| Scheduled Start-up Date | Enter an invalid date | Accepted |

Ensure that the computed totals are correct.

Create multiple records to ensure that the JAMPRO code is generated uniquely each time.

Save the record and clear the screen. Redisplay the contents to ensure that it was saved correctly.

Change the status of the record to "CANCELLED" and try to delete this record.

Now check to see if the current and previous status in the PROJ_PROF table has been changed to "DELETED" and "CANCELLED" respectively.

PRODUCT/SERVICE LISTING REPORT

FIELD

Product
Product
Product:

ACTION

Leave the field blank
Enter an invalid code
Enter a valid code

RESULT

Error message displayed
Error message displayed
Accepted, description displayed

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

1. Ensure that the report is generated only for the product entered.
2. Ensure that there is no truncation of character and numeric values.
3. Ensure that the report pages are numbered sequentially.
4. Ensure that the report headings are relevant to the report.
5. Repeat the processes, this time directing the report to the printer.

SECTOR STATISTICS REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|-------------------------|
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted |
| Sub-Sector | Leave the field blank | Accepted |
| Sub-Sector | Enter an invalid code | Error message displayed |
| Sub-Sector | Enter a valid code | Accepted |
| Location | Leave the field blank | Accepted |
| Location | Enter an invalid code | Error message displayed |
| Location | Enter a valid code | Accepted |

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

1. If a sector code was specified, ensure that the report is generated only for that sector.
2. If the sector was left blank, ensure that the report is generated on all sectors.
3. If a sub-sector code was specified, ensure that the report is generated only for that sector.
4. If the sub-sector code was specified, ensure that the report is generated on all sub-sectors.
5. If a location code was specified, ensure that the report is generated only on that location.
6. If the location code was left blank, ensure that the report is generated for all locations.
7. Ensure that sub-totals are printed for sub-sector, sector and location change and a total at the end of the report.
8. Ensure that the totals have been generated correctly.
9. Ensure that there is no truncation of character and numeric values,
e.g. for numeric values, the printing of the asterisks (*) where
the field length is too small
10. Ensure that the report pages are numbered sequentially.
11. Ensure that the report headings are relevant to the report.
12. Repeat the processes, this time directing the report to the printer.

PRODUCT CARRIAGE REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------------|-----------------------|---------------------------------|
| Country Code | Leave the field blank | Accepted |
| Country Code | Enter a valid code | Accepted, description displayed |
| Country Code | Enter an invalid code | Error message displayed |
| Mode of Transportation | Leave the field blank | Accepted |
| Mode of Transportation | Enter a valid code | Accepted, description displayed |
| Mode of Transportation | Enter an invalid code | Error message displayed |
| Agent | Leave the field blank | Accepted |
| Agent | Enter an invalid code | Error message displayed |
| Agent | Enter a valid code | Accepted, description displayed |
| Product | Leave the field blank | Accepted |
| Product | Enter an invalid code | Error message displayed |
| Product | Enter a valid code | Accepted, description displayed |

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

1. If the country code, mode of transportation, agent and product code is entered, ensure that the output contain records only for these values.
2. If any of the above input fields were left blank ensure that the report is generated on all the possible values for that field.
3. Ensure that a subtotal is printed for each destination, country code and transportation mode change and a total at the end of the report.
4. Ensure that the sum totals have been generated correctly.
5. Ensure that there is no truncation of character and numeric values.
6. Ensure that the report pages are numbered sequentially.
7. Ensure that the report headings are relevant to the report.
8. Repeat the processes, this time directing the report to the printer.

TRADE INFORMATION

TRADE INFORMATION
POLICIES/AGREEMENTS

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------|----------------------------------------------------------------------|---------------------------------------------|
| Policy/Agreement No. | Leave the field blank | Error message displayed |
| Policy/Agreement No. | Input a new policy number | System allow the entry of remaining details |
| Policy/Agreement No. | Input an existing policy number | The record is displayed |
| Policy/Agreement No. | For an existing policy, try editing the policy number or description | Not possible |
| Effective Date | Enter a valid date | Accepted |
| Effective Date | Enter an invalid date | Error message displayed |
| Effective Date | Leave the field blank | Error message displayed |
| Sector | Enter a valid code | Accepted, description displayed |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Leave the field blank | Accepted |
| Market | Enter a valid code | Accepted, description displayed |
| Market | Enter an invalid code | Error message displayed |
| Market | Leave the field blank | Accepted |
| Product/Service | Enter a valid code | Accepted, description displayed |
| Product/Service | Enter an invalid code | Error message displayed |
| Product/Service | Leave the field blank | Accepted |

For a new record, use the designated key to save the record and clear the screen. Predisplay the record to ensure that it has been saved correctly.

Create additional records and choose one record for deletion. Attempt to redisplay this record to ensure that it has been deleted from the database.

TRADE INFORMATION
EXPORT REGISTRATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-----------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Exporter Trade No. | Leave the field blank | Error message displayed |
| Exporter Trade No. | Enter a new code | Accepted |
| Exporter Trade No. | Enter an existing code | Record details displayed |
| Company Information: | | |
| Code | Enter a new code | Accepted, company profile data entry screens should be called at this point. After this, data entry continues at the registration date |
| Code | Enter an existing code | The company details are displayed. Data entry continues at registration date |
| Code | Leave the field blank | Not possible |
| Name | Edit this field | Not possible |
| Address | Edit this field | Not possible |
| Parish | Edit this field | Not possible |
| General Manager | Edit this field | Not possible |
| Station | Edit this field | Not possible |
| Business/Ind | Edit this field | Not possible |
| Freezone | Edit this field | Not possible |
| Freezone Area | Edit this field | Not possible |
| Textile | Edit this field | Not possible |
| No. of Employees | Edit this field | Not possible |
| Export Manager | Edit this field | Not possible |
| Registration Data | | |
| Registration Date | Enter a valid code | Accepted |
| Registration Date | Enter an invalid code | Error message displayed |
| Receipt Number | Leave the field blank | Error message displayed |
| Beno Number | Leave the field blank | Error message displayed |
| Type of Identification | Enter a valid code | Accepted, description displayed |
| Type of Identification | Enter an invalid code | Error message displayed |
| Identification Number | Leave the field blank | Error message displayed |
| J.B.S. Number | Leave the field blank | Error message displayed |

FIELD**ACTION****RESULT****Manufacturing Facilities
Information:**

| | | |
|--------------|--------------------------------------------------------------|---------------------------------|
| Facility | Enter an existing facility | Accepted, description displayed |
| Facility | Enter a new facility | Accepted, description displayed |
| Facility | Leave the field blank | Error message displayed |
| Address | Leave the field blank | Error message displayed |
| Parish | Enter a valid code | Accepted, name displayed |
| Parish | Enter an invalid code | Error message displayed |
| Parish | Leave the field blank | Error message displayed |
| Phone Number | Enter non-numeric data | Error message displayed |
| Fax Number | Enter non-numeric data | Error message displayed |
| | Enter more than one row of manufacturing facilities info. | Accepted |

Company Products:

| | | |
|-------------------|-----------------------------------------------------------|---------------------------------|
| Product (HS Code) | Enter a valid code | Accepted, description displayed |
| Product (HS Code) | Enter an invalid code | Error message displayed |
| Product (HS Code) | Leave the field blank | Error message displayed |
| Trademark | Leave the field blank | Error message displayed |
| Serial Number | Leave the field blank | Error message displayed |
| | Enter more than one row of company product information | Accepted |

Company Officer Data:

| | | |
|--|-----------------------------------------------------------|----------|
| | Enter more than one row of company product information | Accepted |
|--|-----------------------------------------------------------|----------|

Associated Manuf. Data:

| | | |
|--|-----------------------------------------------------------|----------|
| | Enter more than one row of company product information | Accepted |
|--|-----------------------------------------------------------|----------|

Use the designated key to save the data. Clear the screen and redisplay the record to see if the data was saved correctly. Change the data in some fields, then save and redisplay to ensure that it was saved correctly.

Create another record and select one record for deletion.

Redisplay the record and try to edit. This should not be possible as no further action is allowed on the record.

TRADE INFORMATION
EXPORT CERTIFICATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|--------------------------------|------------------------------------|
| Reference No. | Enter an existing number | Accepted, record details |
| Reference No. | Enter a new number | Accepted |
| Reference No. | Leave the field blank | Accepted |
| Exporter Trade No. | Enter an existing number | Accepted, name & address displayed |
| Exporter Trade No. | Leave the field blank | Error message displayed |
| Exporter Trade No. | Enter a new number | Error message displayed |
| Consignee Number | Leave the field blank | Error message displayed |
| Consignee Number | Enter an existing number | Accepted, name & address displayed |
| Consignee Number | Enter a new number | Error message displayed |
| Name | Try editing this field | Not possible |
| Address | Try editing this field | Not possible |
| Country of Origin | Enter a valid code | Accepted, name displayed |
| Country of Origin | Enter an invalid code | Error message displayed |
| Country of Origin | Leave the field blank | Error message displayed |
| Freight on Board | Enter non-numeric data | Not accepted |
| Freight on Board | Enter a negative value | Not accepted |
| Freight on Board | Enter a positive value or zero | Accepted |
| Final Destination | Enter a valid code | Accepted, name displayed |
| Final Destination | Enter an invalid code | Error message displayed |
| Final Destination | Leave the field blank | Error message displayed |
| Gross Quantity | Enter non-numeric data | Not accepted |
| Gross Quantity | Enter a negative value | Not accepted |
| Gross Quantity | Enter a positive value | Accepted |
| Gross Quantity | Leave the field blank | Accepted |
| Means of Transport | Enter a valid code | Accepted, name displayed |
| Means of Transport | Enter an invalid code | Error message displayed |
| Means of Transport | Leave the field blank | Error message displayed |
| Gross Weight | Enter non-numeric data | Not accepted |
| Gross Weight | Enter a negative value | Not accepted |
| Gross Weight | Enter a positive value | Accepted |
| Gross Weight | Leave the field blank | Accepted |

| FIELD | ACTION | RESULT |
|----------------------|------------------------|---------------------------------|
| Invoice Amount | Enter non-numeric data | Not accepted |
| Invoice Amount | Enter a negative value | Not accepted |
| Invoice Amount | Enter a positive value | Accepted |
| Invoice Amount | Leave the field blank | Accepted |
| Value Added | Enter non-numeric data | Not accepted |
| Value Added | Enter a negative value | Not accepted |
| Value Added | Enter a positive value | Accepted |
| Value Added | Leave the field blank | Accepted |
| Certificate Type | Enter a valid code | Accepted, name displayed |
| Certificate Type | Enter an invalid code | Error message displayed |
| Certificate Type | Leave the field blank | Error message displayed |
| Unit Cost | Enter non-numeric data | Not accepted |
| Unit Cost | Enter a negative value | Not accepted |
| Unit Cost | Enter a positive value | Accepted |
| Unit Cost | Leave the field blank | Accepted |
| Shipment Date | Leave the field blank | Error message displayed |
| Shipment Date | Enter a valid date | Accepted |
| Shipment Date | Enter an invalid date | Error message displayed |
| Material Cost | Enter non-numeric data | Not accepted |
| Material Cost | Enter a negative value | Not accepted |
| Material Cost | Enter a positive value | Accepted |
| Material Cost | Leave the field blank | Accepted |
| No. Packages | Enter non-numeric data | Not accepted |
| No. Packages | Enter a negative value | Not accepted |
| No. Packages | Enter a positive value | Accepted |
| No. Packages | Leave the field blank | Accepted |
| Item | Enter non-numeric data | Not accepted |
| Item | Enter a negative value | Not accepted |
| Item | Enter a positive value | Accepted |
| HS Code/Product Code | Enter a valid code | Accepted, description displayed |
| HS Code/Product Code | Enter an invalid code | Error message displayed |
| HS Code/Product Code | Leave the field blank | Error message displayed |
| Group | Try editing this field | Not possible |
| Category | Try editing this field | Not possible |
| Quantity | Enter non-numeric data | Not accepted |
| Quantity | Enter a negative value | Not accepted |
| Quantity | Enter a positive value | Accepted |
| Quantity | Leave the field blank | Error message displayed |

FIELD**ACTION****RESULT**

Invoice Amount
Invoice Amount
Invoice Amount
Invoice Amount

Enter non-numeric data
Enter a negative value
Enter a positive value
Leave the field blank

Not accepted
Not accepted
Accepted
Not accepted

Not zero
Not zero

Must be greater than zero if
quantity is greater than zero

Use the appropriate function key to save the record. Clear the screen and redisplay the record. Ensure that the data was saved correctly. Make changes to selected fields and add the record to the database. An error should occur, use the function to update the database with the changes made.

Create another record and select one record for deletion. Confirm the deletion of the record and clear the screen. Redisplay this record and try to edit. No form of processing should be allowed on the record.

TRADE INFORMATION

QUOTA ALLOCATION INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------|---------------------------|--------------------------|
| Market | Enter a valid code | Accepted, name displayed |
| Market | Enter an invalid code | Error message displayed |
| Market | Leave the field blank | Error message displayed |
| Sector | Enter a valid code | Accepted, name displayed |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Leave the field blank | Error message displayed |
| Group | Enter a valid code | Accepted, name displayed |
| Group | Enter an invalid code | Error message displayed |
| Category | Enter a valid code | Accepted, name displayed |
| Category | Enter an invalid code | Error message displayed |
| Allocation Year | Leave the field blank | Error message displayed |
| Allocation Year | Enter an invalid year | Error message displayed |
| Allocation Year | Enter a valid year | Accepted |
| Allocation Year | Enter non-numeric data | Not accepted |
| Quota | Enter non-numeric data | Not accepted |
| Quota | Enter a negative value | Not accepted |
| Quota | Enter a value ≥ 0 | Accepted |
| Quota | Leave the field blank | Error message displayed |
| Revised Quota | Enter non-numeric data | Not accepted |
| Revised Quota | Enter a negative value | Not accepted |
| Revised Quota | Enter a value ≥ 0 | Accepted |
| Revised Quota | Leave the field blank | Accepted |
| Date of Revision | Enter an invalid date | Error message displayed |
| Date of Revision | Enter a valid date | Accepted |
| Amount Allocated | Enter a non-numeric value | Not accepted |
| Amount Allocated | Enter a negative value | Not accepted |
| Amount Allocated | Enter a positive value | Accepted |

Use the designated key to save the record. Clear the screen and redisplay the record. Ensure that the record was saved correctly then change some fields and update the database, redisplay to ensure that the changes were saved.

Create another record and select one record for deletion. Confirm the deletion of the record then clear the screen. Try to redisplay this record, this should not be possible.

TRADE INFORMATION

COMPANY ALLOCATION INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------------|----------------------------------------------------------|------------------------------------------|
| Exporter Trade No. | Enter an invalid code | Error message displayed |
| Exporter Trade No. | Enter a valid code | Accepted |
| Exporter Trade No. | Leave the field blank | Accepted |
| Company Code | Enter a valid code | Accepted, name displayed |
| Company Code | Enter an invalid code | Error message displayed |
| Company Code | Leave the field blank | Accepted if exporter trade no. not blank |
| HS/Product Code | Leave the field blank | Error message displayed |
| HS/Product Code | Enter an invalid code | Error message displayed |
| HS/Product Code | Enter a valid code | Accepted |
| Group | Leave the field blank | Error message displayed |
| Group | Enter an invalid code | Error message displayed |
| Group | Enter a valid code | Accepted, description displayed |
| Category | Leave the field blank | Error message displayed |
| Category | Enter an invalid code | Error message displayed |
| Category | Enter a valid code | Accepted, description displayed |
| Amount Allocated | Enter a non-numeric value | Not accepted |
| Amount Allocated | Enter a negative value | Not accepted |
| Amount Allocated | Leave the field blank | Error message displayed |
| Amount Allocated | Enter a positive value | Accepted |
| Amount Used | Enter a non-numeric value | Not accepted |
| Amount Used | Enter a negative value | Not accepted |
| Amount Used | Leave the field blank | Accepted |
| Amount Used | Enter a value greater than the amount allocated | Error message displayed |
| Amount Used | Enter a value less than or equal to the amount allocated | Accepted |
| Allocation Year | Leave the field blank | Error message displayed |
| Allocation Year | Enter a non-numeric value | Not accepted |
| Allocation Year | Enter a negative value | Not accepted |
| Allocation Year | Enter a valid year | Accepted |
| Allocation Year | Enter an invalid year (out of range, etc.) | Error message displayed |
| Amount Requested To Date | Leave the field blank | Error message displayed |
| Amount Requested To Date | Enter a non-numeric value | Not accepted |
| Amount Requested To Date | Enter a negative value | Not accepted |
| Amount Requested To Date | Enter a positive value | Accepted |

Save the record and clear the screen. Redisplay the record to ensure that the data has been saved correctly.

Create another record and select one record for deletion. Confirm the deletion of the record and then try to redisplay this record. This should not be possible.

TRADE INFORMATION
EXPORT/IMPORT PRICES

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|--------------------------------------------------------|--------------------------|
| 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.

TRADE INFORMATION

TEXTILE INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Code Company Code Company Code | Leave the field blank Enter an invalid code Enter a valid code | Error message displayed Error message displayed Accepted. If record exists on file then record details are displayed else data entry continues at Textile Facility Information |
| Programme Programme Programme | Leave the field blank Enter an invalid code Enter a valid code | Accepted Error message displayed Accepted, name displayed |
| Percentage Percentage Percentage Percentage | Leave the field blank Enter a negative value Enter a value > 100 Enter a positive value < = 100 | Accepted Not accepted Error message displayed Error message displayed |
| Country Country Country | Leave the field blank Enter an invalid code Enter a valid code | Accepted Error message displayed Accepted, name displayed |
| Ownership % Ownership % Ownership % Ownership % | Leave the field blank Enter a negative value Enter a value > 100 Enter a positive value < = 100 | Accepted Not accepted Error message displayed Error message displayed |
| Freezone Interests | Try editing this field | Not possible |
| Location Code | Try editing this field | Not possible |
| Unionised | Try editing this field | Not possible |
| Sector Code | Try editing this field | Not possible |
| Assistance Required | Try editing this field | Not possible |
| Textile Facility Information: Code | Enter a valid code | Accepted, description and address displayed |
| Code | Enter an invalid code | Error message displayed |
| Parish Parish | Enter an invalid code Enter a valid code | Error message displayed Accepted, description displayed |

| FIELD | ACTION | RESULT |
|--------------------------------------|---------------------------------------------------|---------------------------------|
| Size | Enter a non-numeric data | Not accepted |
| Size | Enter a negative value | Not accepted |
| Size | Enter a positive value | Accepted |
| No. of Machines | Enter a non-numeric data | Not accepted |
| No. of Machines | Enter a negative value | Not accepted |
| No. of Machines | Enter a positive value | Accepted |
| No. of Employees | Enter a non-numeric data | Not accepted |
| No. of Employees | Enter a negative value | Not accepted |
| No. of Employees | Enter a positive value | Accepted |
| No. of Shifts | Enter a non-numeric data | Not accepted |
| No. of Shifts | Enter a negative value | Not accepted |
| No. of Shifts | Enter a positive value | Accepted |
| | Add multiple rows of Textile Facility Information | Must be possible |
| Product Material Information: | | |
| Code | Enter an invalid code | Error message displayed |
| Code | Enter a valid code | Accepted, description displayed |
| Quantity | Enter a non-numeric data | Not accepted |
| Quantity | Enter a negative value | Not accepted |
| Quantity | Enter a positive value | Accepted |
| Unit Price | Enter non-numeric data | Not accepted |
| Unit Price | Enter a value ≤ 0 | Not accepted |
| Unit Price | Enter a greater than zero | Accepted |
| | Add multiple rows of Product Material Information | |

Use the designated key to save the record. Clear the screen and redisplay the record to ensure that the data was saved correctly. Make changes to the database, then save and redisplay to ensure that the changes were saved correctly.

Create another record and select one record for deletion. Confirm the deletion of the record, clear the screen and attempt to redisplay the record. This should not be possible.

TRADE INFORMATION

VISA INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------|
| Reference Number | Leave the field blank | Error message displayed |
| Reference Number | Enter an invalid code | Error message displayed |
| Reference Number | Enter a valid code | Accepted, all record details displayed if the record exists otherwise fields from the relevant tables are displayed |
| Exporter Trade No. | Try editing this field | Not possible |
| Name | Try editing this field | Not possible |
| Address | Try editing this field | Not possible |
| Programme | Try editing this field | Not possible |
| Percentage | Try editing this field | Not possible |
| Manufacturer No. | Try editing this field | Not possible |
| Name | Try editing this field | Not possible |
| Address | Try editing this field | Not possible |
| Shipping Date | Try editing this field | Not possible |
| Origin | Try editing this field | Not possible |
| Destination | Try editing this field | Not possible |
| Via | Try editing this field | Not possible |
| Consignee Number | Try editing this field | Not possible |
| Name | Try editing this field | Not possible |
| Address | Try editing this field | Not possible |
| Marks on Packages | Try editing this field | Not possible |
| No. of Packages | Try editing this field | Not possible |
| Value Added | Try editing this field | Not possible |
| Value of Material | Try editing this field | Not possible |
| Value Freight on Board | Try editing this field | Not possible |
| Unit Cost | Try editing this field | Not possible |
| Quantity | Try editing this field | Not possible |
| Description | Try editing this field | Not possible |
| Product Code | Try editing this field | Not possible |

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|------------------------------|-------------------------|
| Group | Try editing this field | Not possible |
| Category | Try editing this field | Not possible |
| Quantity | Try editing this field | Not possible |
| Visa Number | Leave the field blank | Error message displayed |
| Visa Date | Leave the field blank | Error message displayed |
| Visa Date | Enter a valid date | Accepted |
| Visa Date | Enter an invalid date | Error message displayed |
| Visa Status | Leave the field blank | Error message displayed |
| Visa Status | Enter an invalid status code | Error message displayed |
| Visa Status | Enter a valid status code | Accepted |
| Type of Visa | Leave the field blank | Error message displayed |
| Type of Visa | Enter an invalid status type | Error message displayed |
| Type of Visa | Enter a valid visa type | Accepted |

Use the designated key to save the record. Redisplay the record to ensure that it was saved correctly.

Add other visas with different dates for the same exporter.

Use the down arrow to view visas with a later date and the up arrow to view visas with an earlier date.

Select one visa, change some fields then save and redisplay the record to ensure the changes were saved. Clear the screen and select one visa for deletion. Select the option to place the visa on hold and check that the status value has been changed accordingly. Clear the screen and redisplay the visa. Use the appropriate key to reissue the visa and note the status change.

Clear the screen and select a visa for deletion. Select the option to cancel the visa then clear the screen and redisplay the visa. Try to edit this visa, this should not be possible.

TRADE INFORMATION
CONSIGNEE INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------------|-------------------------------------------|---------------------------------|
| Consignee Information: | | |
| Consignee ID | Leave the field blank | Error message displayed |
| Name | Leave the field blank | Error message displayed |
| Address | Leave the field blank | Error message displayed |
| Country | Leave the field blank | Error message displayed |
| Country | Enter an invalid code | Error message displayed |
| Country | Enter a valid code | Accepted, description displayed |
| Telephone Number | Enter a string of less than 10 characters | Not accepted |
| Fax Number | Enter a string of less than 10 characters | Not accepted |
| Activity Code | Enter an invalid code | Error message displayed |
| Activity Code | Enter a valid code | Accepted, description displayed |

Use the designated key to save the record. Redisplay the record and ensure that the data was saved correctly.

Create additional records and select one for deletion. Confirm the deletion of the record and clear the screen. Try to access this record, this should not be possible.

TRADE INFORMATION

CERTIFICATES/PAYMENTS INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------|------------------------|--------------------------------------------------------------------------------|
| Reference Number | Leave the field blank | Error message displayed |
| Reference Number | Enter an invalid code | Error message displayed |
| Reference Number | Enter a valid code | Accepted, details displayed, cursor should be positioned at payment date |
| Exporter Name | Try editing this field | Not possible |
| Exporter Address | Try editing this field | Not possible |
| Consignee Name | Try editing this field | Not possible |
| Consignee Address | Try editing this field | Not possible |
| Origin | Try editing this field | Not possible |
| Destination | Try editing this field | Not possible |
| Date | Try editing this field | Not possible |
| Charges Incurred | Try editing this field | Not possible |
| Payments Made: | | |
| Payment Date | Leave the field blank | Error message displayed |
| Payment Date | Enter an invalid date | Error message displayed |
| Payment Date | Enter a valid date | Accepted |
| Payment Amount | Enter non-numeric data | Not accepted |
| Payment Amount | Enter a negative value | Not accepted |
| Payment Amount | Enter a positive value | Accepted |

Use the designated key to save the record. Clear the screen and redisplay the record to ensure that the data was saved correctly.

Create another record and select one record for deletion. Confirm the deletion of the record, clear the screen and try to redisplay this record. The record should not be available.

TRADE INFORMATION

CERTIFICATES/PAYMENTS INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-------------------|------------------------|--------------------------------------------------------------------------------|
| Reference Number | Leave the field blank | Error message displayed |
| Reference Number | Enter an invalid code | Error message displayed |
| Reference Number | Enter a valid code | Accepted, details displayed, cursor should be positioned at payment date |
| Exporter Name | Try editing this field | Not possible |
| Exporter Address | Try editing this field | Not possible |
| Consignee Name | Try editing this field | Not possible |
| Consignee Address | Try editing this field | Not possible |
| Origin | Try editing this field | Not possible |
| Destination | Try editing this field | Not possible |
| Date | Try editing this field | Not possible |
| Charges Incurred | Try editing this field | Not possible |
| Payments Made: | | |
| Payment Date | Leave the field blank | Error message displayed |
| Payment Date | Enter an invalid date | Error message displayed |
| Payment Date | Enter an invalid date | Accepted |
| Payment Amount | Enter non-numeric data | Not accepted |
| Payment Amount | Enter a negative value | Not accepted |
| Payment Amount | Enter a positive value | Accepted |

Use the designated key to save the record. Clear the screen and redisplay the record to ensure that the data was saved correctly.

Create another record and select one record for deletion. Confirm the deletion of the record, clear the screen and try to redisplay this record. The record should not be available.

TRADE INFORMATION
UPDATE EXPORT QUOTA

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Reference Number Reference Number Reference Number | Leave the field blank Enter an invalid code Enter a valid code | Error message displayed Error message displayed Accepted. Record details displayed and cursor positioned at product code |
| Exporter Trade No. | Try editing this field | Not possible |
| Country of Origin | Try editing this field | Not possible |
| Destination | Try editing this field | Not possible |
| HS Code/Product Code HS Code/Product Code HS Code/Product Code | Leave the field blank Enter an invalid code Enter a valid code | Error message displayed Error message displayed Accepted, description displayed |
| Group | Try editing this field | Not possible |
| Category | Try editing this field | Not possible |
| Quantity Quantity Quantity | Leave the field blank Enter non-numeric data Enter a negative value | Error message displayed Not accepted Not accepted |
| Amount Filled | Try editing this field | Not possible |
| Amount Allocated | Try editing this field | Not possible |
| Shipped Shipped Shipped | Leave the field blank Enter "Y" or "N" Enter a value that is not "Y" or "N" | Error message displayed Accepted Error message displayed |
| Date Date Date | Leave the field blank Enter an invalid date Enter a valid date | Error message displayed Error message displayed Accepted |

Use the designated key to add the record. Clear the screen and redisplay the record to ensure that the data was correctly saved.

Create another record and select one record for deletion. Change the value of the "shipped" field of one product to "Y" and try deleting the record. An error should occur, change the

value to "N" and delete the product. Ensure that the value of the shipped field for all products in the record is "N". Use the appropriate function key to delete the entire record. This operation should be successful.

TRADE INFORMATION
TRADE STATISTICS DATA

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|--------------------------------|--------------------------|
| Country of Origin | Leave the field blank | Error message displayed |
| 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 | Error message displayed |
| Destination/Market | Enter an invalid code | Error message displayed |
| Destination/Market | Enter a valid code | Accepted, name displayed |
| Product | Leave the field blank | Error message displayed |
| Product | Enter an invalid code | Error message 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 |
| Year | Enter a year < 1900 | Error message displayed |
| Year | Enter a year > current year | Error message displayed |
| 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 a 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.

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

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

Select the Export option then the Import Data option.

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

TRADE INFORMATION
EXPORTER REGISTRY REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|-----------------------|--------------------------|
| Export Trade No. | Leave the field blank | Accepted |
| Export Trade No. | Enter an invalid code | Error message displayed |
| Export Trade No. | Enter a valid code | Accepted, name displayed |
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted, name displayed |
| Location | Leave the field blank | Accepted |
| Location | Enter an invalid code | Error message displayed |
| Location | Enter a valid code | Accepted, name displayed |

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

1. If the exporter trade number, sector or location code is entered, ensure that the output contain records only for those values.
2. If any of the above input fields were left blank ensure that the report is generated on all the possible values for that field.
3. Ensure that a subtotal is printed for each location and sector change and a total at the end of the report.
4. Ensure that the totals have been generated correctly.
5. Ensure that there is no truncation of character and numeric values.
6. Ensure that the report pages are numbered sequentially.
7. Ensure that the report headings are relevant to the report.
8. Repeat the processes, this time directing the report to the printer.

EXPORTER TO CONSIGNEE REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|-----------------------|--------------------------|
| Export Trade No. | Enter an invalid code | Error message displayed |
| Export Trade No. | Enter a valid code | Accepted, name displayed |

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

1. Ensure that the report is generated only on the exporter trade number entered.
2. Ensure that the report is ordered by consignee identification and name.
3. Ensure that the total printed at the end of the report is correct.
4. Ensure that there is no truncation of character and numeric values.
5. Ensure that the report pages are numbered sequentially.
6. Ensure that the report headings are relevant to the report.
7. Repeat the processes, this time directing the report to the printer.

QUOTA STATUS REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|-----------------|-------------------------------|---------------------------------|
| Report for Year | Leave the field blank | Accepted |
| Report for Year | Enter a year < = current year | Accepted |
| Report for Year | Enter a year > current year | Error message displayed |
| Report for Year | Enter non-numeric data | Not accepted |
| Market | Leave the field blank | Accepted, description displayed |
| Market | Enter an invalid code | Error message displayed |
| Market | Enter a valid code | Accepted, name |

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

1. If the year, market, group and category are input then ensure that the report is generated only on the values in those fields.
2. If any of the above fields are left blank, ensure that the report is generated on all possible values for that field.
3. Ensure that the report is ordered by quota year, market group and category.
4. A sub-total should be printed for each market and year change and a grand total at the end of the report.
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 headings are relevant to the report.
9. Repeat the processes, this time directing the report to the printer.

VISA INFORMATION REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------|--------------------------------------|-------------------------|
| Visa Number | Leave the field blank | Accepted |
| Visa Number | Enter an invalid code | Error message displayed |
| Visa Number | Enter a valid code | Accepted |
| Status | Leave the field blank | Accepted |
| Status | Enter an invalid code | Error message displayed |
| Status | Enter a valid code | Accepted |
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Enter a valid code | Accepted |
| Period (From) | Enter an invalid date | Error message displayed |
| Period (From) | Enter a valid date | Accepted |
| Period (From) | Leave the field blank | Accepted |
| Period (To) | Enter an invalid date | Error message displayed |
| Period (To) | Enter a date < the current date | Error message displayed |
| Period (To) | Enter a date > or = the current date | Accepted |
| Period (To) | Leave the field blank | Accepted |

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

1. If the visa number, status or sector is left blank, the report is to be generated for all possible values in those fields.
2. If the visa number, status or sector code is entered then ensure that the report is generated only on those input values.
3. If a date range was entered, the report should be within the specified range.
4. If the from date was blank, the report should begin at the start of the year.
5. If the to-date was left blank, the report should end at the current date.
6. Ensure that a sub-total is printed for each status and sector change and a grand total at the end of the report.
7. Ensure that the sum totals have been generated correctly.
8. Ensure that there is no truncation of character and numeric values.
9. Ensure that the report pages are numbered sequentially.
10. Ensure that the report headings are relevant to the report.
11. Repeat the processes, this time directing the report to the printer.

COMPANY ALLOCATION REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------|-----------------------------|--------------------------|
| Report for Year | Enter a year > current year | Error message displayed |
| Report for Year | Enter non-numeric data | Not accepted |
| Report for Year | Enter a negative number | Not accepted |
| Report for Year | Enter a valid year | Accepted |
| Report for Year | Leave the field blank | Accepted |
| Exporter Trade No. | Leave the field blank | Accepted |
| Exporter Trade No. | Enter an invalid code | Error message displayed |
| Exporter Trade No. | Enter a valid code | Accepted, name displayed |

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

1. If the report year and exporter trade number was specified, ensure that the report is generated only for those values.
2. If any of the above input fields were left blank, ensure that the report is generated for all possible values in those fields.
3. Ensure that the report is ordered by allocation year.
4. Ensure that the totals have been generated correctly.
5. Ensure that there is no truncation of character and numeric values.
6. Ensure that the report pages are numbered sequentially.
7. Ensure that the report headings are relevant to the report.
8. Repeat the processes, this time directing the report to the printer.

STATEMENT OF ACCOUNT

| FIELD | ACTION | RESULT |
|--------------------|----------------------------------|----------------------------------|
| Exporter Trade No. | Leave the field blank | Error message displayed |
| Exporter Trade No. | Enter an invalid code | Error message displayed |
| Exporter Trade No. | Enter a valid code | Accepted, company name displayed |
| Data Range (From) | Enter an invalid date | Error message displayed |
| Data Range (From) | Enter a valid date | Accepted |
| Data Range (From) | Leave the field blank | Accepted |
| Data Range (To) | Enter an invalid date | Error message displayed |
| Data Range (To) | Enter a date < the current date | Error message displayed |
| Data Range (To) | Enter a date > or = current date | Accepted |
| Data Range (To) | Leave the field blank | Accepted |

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

1. Ensure that the report is generated only for the exporter trade number specified.
2. If the date range was entered, the report should be within the specified range.
3. If no range was entered, the report should be generated from the start of the current year to the current date.
4. Ensure that there is no truncation of character and numeric values.
5. Ensure that the report pages are numbered sequentially.
6. Ensure that the report headings are relevant to the report.
7. Repeat the processes, this time directing the report to the printer.

CONSIGNEE TO EXPORTER REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------|-----------------------|--------------------------|
| Consignee Number | Leave the field blank | Error message displayed |
| Consignee Number | Enter an invalid code | Error message displayed |
| Consignee Number | Enter a valid code | Accepted, name displayed |

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

1. Ensure that the report generated contains information only for the consignee number entered.
2. Ensure that there is no truncation of character and numeric values.
3. Ensure that the report pages are numbered sequentially.
4. Ensure that the report headings are relevant to the report.
5. Repeat the processes, this time directing the report to the printer.

PRODUCTION FACILITY REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------|-----------------------|--------------------------|
| Facility Type | Leave the field blank | Accepted |
| Facility Type | Enter an invalid code | Error message displayed |
| Facility Type | Enter a valid code | Accepted, name displayed |
| Parish | Leave the field blank | Accepted |
| Parish | Enter an invalid code | Error message displayed |
| Parish | Enter a valid code | Accepted, name displayed |
| Company Code | Leave the field blank | Accepted |
| Company Code | Enter an invalid code | Error message displayed |
| Company Code | Enter a valid code | Accepted, name displayed |

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

1. If the facility type, parish and company code are entered, ensure that the report output contain records for those values only.
2. If any of the above input fields were left blank, ensure that the report is generated on all the possible values for that field.
3. Ensure that there is no truncation of character and numeric values.
4. Ensure that the report pages are numbered sequentially.
5. Ensure that the report headings are relevant to the report.
6. Repeat the processes, this time directing the report to the printer.

COMPANY PRODUCT MATERIAL LISTING REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|--------------------------|
| Product | Leave the field blank | Accepted |
| Product | Enter an invalid code | Error message displayed |
| Product | Enter a valid code | Accepted, name displayed |
| Company Code | Leave the field blank | Accepted |
| Company Code | Enter an invalid code | Error message displayed |
| Company Code | Enter a valid code | Accepted, name displayed |

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

1. If the product code and company code fields were entered, ensure that the report is generated only for those field values.
2. If any of the above input fields is left blank, ensure that the report is generated on all possible values for that field.
3. Ensure that the report is ordered by company code and product code.
4. Ensure that there is no truncation of character and numeric values.
5. Ensure that the report pages are numbered sequentially.
6. Ensure that the report headings are relevant to the report.
7. Repeat the processes, this time directing the report to the printer.

COMPANY PRODUCT MATERIAL LISTING REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------------|---------------------------------|--------------------------------------|
| Consignee Identification | Leave the field blank | Accepted |
| Consignee Identification | Enter an invalid identification | Error message displayed |
| Consignee Identification | Enter a valid identification | Accepted, name and country displayed |
| Consignee Name | Leave the field blank | Accepted |
| Consignee Name | Enter a non-existing name | Error message displayed |
| Consignee Name | Enter an existing name | Accepted |
| Consignee Country | Leave the field blank | Accepted |
| Consignee Country | Enter an existing country code | Accepted, name displayed |
| Consignee Country | Enter an invalid code | Error message displayed |

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

1. If the consignee identification is entered, ensure that the report is generated only for that consignee.
2. If the consignee identification is left blank and the consignee name is entered, ensure that the report is generated for all consignees having that name.
3. If the consignee identification and name is left blank and the country entered, ensure that the report is generated for all consignees in the country entered.
4. If all fields are left blank then the report must be generated on all consignees.
5. Ensure that the report is ordered by consignee identification and name.
6. Ensure that a sub-total is printed for each country and a total at the end of the report.
7. Ensure that there is no truncation of character and numeric values.
8. Ensure that the report pages are numbered sequentially.
9. Ensure that the report headings are relevant to the report.
10. Repeat the processes, this time directing the report to the printer.

CONSIGNEE REGISTRY REPORT

| FIELD | ACTION | RESULT |
|-------------------|---------------------------|------------------------------------|
| Consignee ID | Leave the field blank | Accepted |
| Consignee ID | Enter an invalid ID | Error message, popup displayed |
| Consignee ID | Enter a valid ID | Accepted, name & country displayed |
| Consignee Name | Leave the field blank | Accepted |
| Consignee Name | Enter a non existing name | Error message displayed |
| Consignee Name | Enter an existing name | Accepted |
| Consignee Country | Leave the field blank | Accepted |
| Consignee Country | Enter an existing code | Accepted, name displayed |
| Consignee Country | Enter an invalid code | Error message, popup displayed |

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

1. If the Consignee ID is entered, ensure that the report is generated only for that consignee.
2. If the Consignee ID is left blank and the Consignee name is entered, ensure that the report is generated for all Consignees having that name.
3. If the Consignee ID and name are left blank and the country is entered, ensure that the report is generated for all consignees in the country entered
4. If all fields are left blank, then the report must be generated on all consignees.
5. Ensure that the report is ordered by Consignee ID and name.
6. Ensure that a subtotal is printed for each country and a total at the end of the report.
7. Ensure that there is no truncation of character and numeric values.
8. Ensure that the report pages are numbered sequentially.
9. Ensure that the report heading is relevant to the report.
10. Repeat the processes, this time directing the report to the printer.

POLICIES/AGREEMENTS REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|--------------------------|
| Market | Leave the field blank | Accepted |
| Market | Enter an invalid code | Error message displayed |
| Market | Enter a valid code | Accepted, name displayed |
| Sector | Leave the field blank | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | 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 |

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

1. If the market, sector and product codes are entered, ensure that the report is generated only on those input values.
2. If any of the above input fields is left blank, then ensure that the report is generated on all the possible values for that field.
3. Ensure that a sub-total is printed for each sector, market change and a total at the end of the report.
4. Ensure that the sum totals have been generated correctly.
5. Ensure that the report is ordered by product, sector, and market.
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 REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------------|-----------------------------|--------------------------|
| Country of Origin | Leave the 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 an 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 a year > current year | Error message displayed |
| Trade Year | Enter non-numeric data | Not accepted |
| Trade Year | Enter a negative value | Not accepted |
| Trade Year | Enter a valid year | Accepted |
| Trade Year | Leave the field blank | Accepted |

Use the designated function 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 entry.
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 headings are relevant to the report.
9. Repeat the processes, this time directing the report to the printer.

BUSINESS OPPORTUNITIES

BUSINESS OPPORTUNITIES

OPPORTUNITY PROFILE

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Company Code Company Code Company Code | Enter an existing company code Leave the field blank Enter a non-existing code | Corresponding record displayed Company popup displayed 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 Opportunity Type | Enter "OFFER" or "NEED" Leave the field blank | Accepted Opportunity number will not be generated |
| Opportunity Number Opportunity Number | Try to enter this field | Field must be displayed only 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 HS/Product Code HS/Product Code | A Enter a valid code B Enter an invalid code C Leave the field blank | Popup displayed Popup displayed Popup displayed |
| Sector Sector Sector | A Enter a valid code B Enter an invalid code C Leave the field blank | Popup displayed Popup displayed Popup displayed |
| Market Market Market | A Enter a valid code B Enter an invalid code C Leave the field blank | Popup displayed Popup displayed Popup displayed |
| Annual Prod. Size Annual Prod. Size Annual Prod. Size | D Enter a positive numeric value E Enter a non-numeric value F Enter a negative numeric value | Accepted Not accepted Not accepted |
| Annual Prod. Units Annual Prod. Units Annual Prod. Units | D Enter a positive numeric value E Enter a non-numeric value F Enter a negative numeric value | Accepted Not accepted Not accepted |
| Opportunity Value Opportunity Value Opportunity Value | D Enter a positive numeric value E Enter a non-numeric value F Enter a negative numeric value | Accepted Not accepted Not accepted |
| Opportunity Status Opportunity Status | Enter "M", "UM" or "CA" Enter an invalid code | Accepted Error message displayed |

| 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 start 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.

BUSINESS OPPORTUNITY REPORT BY SECTOR

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|--------------------------|
| 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.

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.

INFORMATION CENTRE

INFORMATION CENTRE

MAILING LIST

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Company Code Company Code | Leave the field blank Enter a valid code | Accepted Accepted. If record exists, the details are displayed, otherwise the name and address displayed Error message displayed |
| Company Code | Enter an invalid code | Error message displayed |
| Name | Leave the field blank | Error message displayed |
| Address | Leave the field blank | Error message displayed |
| Sector Sector Sector | Leave the field blank Enter an invalid code Enter a valid code | Accepted Error message displayed Accepted, description displayed |

Use the designated key to add the record to the database. Clear the screen and redisplay the record. Make changes to the record, redisplay the record to ensure that it was saved correctly.

Create another record without a company code and following the test plan outlined above.

Select one record for deletion. Confirm the deletion of the record and clear the screen. Try to access this record from the database, this should not be possible.

INFORMATION CENTRE

CONTRACTORS AND SUPPLIERS INFORMATION

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------------|---------------------------------------------------|---------------------------------|
| Contractors Reference No. | Leave the field blank | Error message displayed |
| Contractors Reference No. | Enter non-numeric data | Not accepted |
| Contractors Reference No. | Enter a negative value | Not accepted |
| Contractors Reference No. | Enter a positive value | Accepted |
| Area of Business/Sector | Leave the field blank | Error message displayed |
| Area of Business/Sector | Enter an invalid code | Error message displayed |
| Area of Business/Sector | Enter a valid code | Accepted, description displayed |
| Contractors Data: | | |
| Name | Leave the field blank | Error message displayed |
| Address | Leave the field blank | Error message displayed |
| Telephone No. | Enter a string of length less than ten characters | Error message displayed |
| Fax No. | Enter a string of length less than ten characters | Error message displayed |
| Local Agent Data: | | |
| Telephone No. | Enter a string of length less than ten characters | Error message displayed |
| Fax No. | Enter a string of length less than ten characters | Error message displayed |

Use the designated key to add the record to the database. Clear the screen and redisplay the record to ensure that the data was saved correctly. Change the values of some fields, save the record and redisplay.

Create another record and select one record for deletion.

Confirm that the record is the one to be deleted, clear the screen and attempt to redisplay the record. This should not be possible.

MAILING LIST INFORMATION REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|--------------------------|
| 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.

CONTRACTORS AND SUPPLIERS REPORT

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|--------------|-----------------------|--------------------------|
| 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.

| | | |
|---------------------|-----------------------------------|-----------------------------------------------------------|
| Product Description | Try editing this field | Not possible |
| Sector | Enter a valid code | Accepted |
| Sector | Enter an invalid code | Error message displayed |
| Sector | Leave the field blank | Error message displayed |
| Sector Description | Try editing this field | Not possible |
| Market | Enter an invalid code | Error message displayed |
| Market | Leave the field blank | Error message displayed |
| Market | Leave the field blank | Error message displayed |
| Market Description | Try editing this field | Not possible |
| 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 |
| Opp. Value | Enter a positive numeric value | Accepted |
| Opp. Value | Enter a non-numeric value | Not accepted |
| Opp. Value | Enter a negative numeric value | Not accepted |
| Validity Date | Enter in valid month, day or year | Error message displayed |
| Validity Date | Leave the field blank | Not possible |
| Opp. Status | Try editing this field | Not possible, value is to be selected from the popup menu |
| Status Date | Enter in valid month, day, year | Error message displayed |
| Status Date | Enter a date > the validity date | Error message displayed |

Use the appropriate function key to save the record and clear the screen.

Access the record from the database and delete one business opportunity. If status is "CANCELLED" then the opportunity will be marked for deletion else an error message will be displayed.

Change the status of one business opportunity to "MATCHED" and try deleting the entire record. Record should not be deleted since there exists at least one matched opportunity.

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

MATCH BUSINESS OPPORTUNITY

Opportunities that are displayed must conform to the input values.

PROMPT

ACTION

Would you like the matching to be automatic?

Enter "N"

RESULT

An input form is displayed. Enter the details of the company to be matched with.

FIELD

ACTION

RESULT

Company Code
Company Code
Company Code

Leave the field blank
Enter a valid code
Enter an invalid code

Accepted
Accepted, name displayed
Error message and popup
displayed
Error message displayed

Company Code

Enter the code of the matcher

Error message displayed

Product
Product
Product

J Enter a valid code
K Leave the field blank
L Enter an invalid code

Accepted
Accepted
Error message, popup displayed

Sector
Sector
Sector

J Enter a valid code
K Leave the field blank
L Enter an invalid code

Accepted
Accepted
Error message, popup displayed

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

BUSINESS OPPORTUNITY
MATCH BUSINESS OPPORTUNITY

| <u>FIELD</u> | <u>ACTION</u> | <u>RESULT</u> |
|---------------------|-------------------------|--------------------------------------------------------------|
| 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 | F Enter a valid code | Accepted |
| Product | G Leave the field blank | Accepted |
| Product | H Enter an invalid code | Error message and popup displayed |
| Sector | F Enter a valid code | Accepted |
| Sector | G Leave the field blank | Accepted |
| Sector | H 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 a status date greater than the current date.

Must have a status of "UNMATCHED", status date greater than the current date and must conform to the user input values.

Select an opportunity to be matched and use the designated keys to save.

Select the "OPPORTUNITY PROFILE" option from the menu and access both records to ensure that the statuses are now "MATCHED" and their status dates is the current date.

Repeat the matching process, this time entering "Y" at prompt for automatic matching.

Validate the possible matches as outlined before.

MANTAIN FUNDING PROGRAMME DATA

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

ADDITIONAL FUNDING

| | | |
|------|-----------------------|-------------------------------------------------------------|
| Code | Enter a valid code | Corresponding name displayed, may be edited |
| Code | Enter an invalid code | Given the option to add the new code to the reference files |
| Code | Leave the field blank | Error message displayed |
| Name | Leave the field blank | Error message displayed |