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**JAMAICA PROMOTIONS
CORPORATION**
**MANAGEMENT INFORMATION
NETWORK**
USER'S REFERENCE MANUAL

KPMG PEAT MARWICK & PARTNERS
MAY 1994

JAMAICA PROMOTIONS CORPORATION

MANAGEMENT INFORMATION NETWORK

USER REFERENCE MANUAL

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JS0000

JAMAICA PROMOTIONS CORPORATION
MANAGEMENT INFORMATION NETWORK

DD/MM/YYYY

JAMINET

VERSION 1.0

DEVELOPED BY KPMG PEAT MARWICK & PARTNERS
AND JAMPRO

PROCESSING PLEASE WAIT.....

JAMAICA PROMOTIONS CORPORATION

MANAGEMENT INFORMATION NETWORK USER REFERENCE MANUAL

INTRODUCTION

Welcome to the Management Information Network for Investment and Trade. This manual provides the user with a guide for use of the system, and covers only those options which have been developed so far.

Jampro's Management Information Network is a centralized database facility which allows all the entities within the organization to access current and accurate data at all times and to share common data.

The system was developed bearing in mind the sensitivity of the data received by Jampro, and the need to safeguard this data; as such, certain options are password protected, and in addition to that a user is given certain rights which restricts their access to certain option and certain processes within these options. The Management Information Network is easy to use and is very user friendly, with the appropriate instructions on the respective screens. In addition, this manual will provide all the additional information required to correctly use the system.

ABOUT THIS MANUAL

This manual is intended to provide the user with the required assistance to allow the efficient and speedy use of the system. Each option indicated below is described in detail, and an accompanying screen is included alongside the narrative to aid the user in the assimilation process.

The options covered in this manual are :-

- **1. BUSINESS PROFILE -**
 - Market Profile
 - Product Carriage Information
 - Product Carriage Report
 - Company Profile

- **2. TRADE INFORMATION SYSTEM-**
 - Export / import Prices
 - Trade Statistics Data & Report

- **3. BUSINESS OPPORTUNITY -**
 - Opportunity Profile
 - Match Business Opportunity
 - Business Opportunity Report By Sector
 - Maintain Funding Programme
 - Funding Programme Report By Sector

- **4. SYSTEM UTILITIES -**
 - Reference Files

APPLICATION OVERVIEW

The application in its entirety is a very extensive one covering all spheres of activities in Jampro. This options from the various modules so far developed and covered in this document is a cross section of different options from different modules and is the first phase of a phased development approach. This is essentially the core of the system.

Each user must be assigned a user code and password by which the system will recognize them. If the user is not recognized by the system then he will not be allowed access to the system. Users may be further restricted to performing only certain processes, e.g. print reports only or update data only. Additionally, there are those options with very sensitive client data that are password protected; i.e. the user is required to know and enter correctly a special password prior to access to this option.

The system administrator or a user so assigned is required to perform a daily backup of the system; and perform a system restore if and when necessary.

Information is gathered on companies affiliated with Jampro in different sectors or areas of interest. Each company is uniquely identified by a company code which is used to reference this company's data throughout the system regardless of the division within Jampro or the location of the user.

Jampro's Management Information Network is a multi-user or network system which accommodates users from more than one work station or terminal simultaneously. It is envisaged that users from different locations worldwide will access this system once the development of all the modules in the system have been completed.

JS0000

JAMAICA PROMOTIONS CORPORATION
MANAGEMENT INFORMATION NETWORK

DD/MM/YYYY

PLEASE IDENTIFY YOURSELF.....

USER ID. :

PASSWORD :

1. CHANGE PASSWORD
2. PROCEED TO MAIN MENU
3. RETURN TO OPERATING SYSTEM

SPECIAL NOTES TO THE USER

- Fields or entry data are always enclosed in square brackets i.e. [].
- The format of DATE fields is day - month - year (DD/MM/YYYY).
- Always log off or quit from the system when you are leaving your machine for a considerable period of time.
- Backups of the database should be done at the end of each day.
- **When to restore :**
 This procedure should not be done very often and is only required in the event that your database was corrupted e.g. during a power failure.
A backup of the databaase should be done before restoring.
- In the event of a system failure, record the number to the left of the first (1st) row of your screen along with any other messages displayed and relay this information to the system administrator.

STARTING UP

This process will be done jointly between user and administrator; the administrator will bring up the unix system (the system is developed on a unix platform) while the user will turn on their respective screens or terminals. Each user will be assigned two user names and passwords, one by which unix will recognize you and the other by which the management information system will.

- When your terminal comes on, beside the prompt "scosysv!login : " type in the first name and password.
- At the "\$" type "jamine" this command will bring up the application. You are then required to enter your second user name and password.

Once this has been verified then you may Change your password, proceed to the application or exit the system. You are given three attempts at entering your name and password correctly. The respective options may be chosen by entering the number beside them. Option number two (2) takes you to the main menu.

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MAIN MENU

1. PROJECT TRACKING
2. BUSINESS PROFILES
3. TRADE INFORMATION SYSTEMS
4. BUSINESS OPPORTUNITIES
5. INFORMATION CENTRE
6. SYSTEM UTILITIES
7. QUIT

CHANGING YOUR PASSWORD

On choosing option one (1) - Change password; you are prompted to confirm that you wish to change password. This allows for a quick exit if you selected this option in error. If you so desire you may change your password. The new password is typed twice for confirmation. You are then told that your password has been changed. Hereafter the new password is your password.

ACCESSING THE MENU

Option two (2) - Proceed to main menu; provides you with access to all the options and facilities available on the system. The arrow keys may be used to traverse the menu and the number for the required option is entered to select the corresponding facility.

SCREEN SUB-MENU

Each screen has a sub-menu i.e. two lines at the bottom indicating what options are available on that screen and how to access these options.

- Control-f** - The combination of these keys provide a help script for this option. The help script details what data is captured, the size and type of data.
- Control-w** - This is the save function which writes data to the database i.e. updates data which has been changed and adds new data. If however, the user has no rights to write to update the database then a message stating this will be displayed and the data is not saved.
- Control-e** - This option allows data to be removed/ deleted from the database. If the user has the rights to delete data then they are prompted to confirm that they really wish to delete data. If the user answers positively then the database is updated and the appropriate message is displayed.

- Control-p** - Displays and allows access to the previous screen in cases where an option has multiple entry screens.
- Control-n** - Displays and allows access to the next screen of an option which has multiple entry screens.
- Control-t** - Terminates the current option and returns to the menu or previous screen. From a multiple entry window, **control-t** takes you to the next entry field outside of the window.
- Control-v** - This allows the user to display reports on the screen.

GETTING HELP

As indicated previously general help is available for each option. Additionally, once an invalid entry is made in a field that requires verification then a popup of all the valid codes is displayed and the user may make the desired choice.

ERROR HANDLING

All entries are validated once the enter key is pressed within that field or if the arrow keys are used in an attempt to exit the field. If the entry is incorrect, a message is displayed and corrective action must be taken before the user is able to proceed.

USE OF THE DELETE KEY

This key allows the user to exit the option and return to the calling menu.

QUITTING THE SYSTEM

Quitting like all the other functions is quite simple. Entering the number beside the *quit* option takes you to the previous menu, and the previous, and so on; from the main menu select three(3) or *Return to Operating System..*

MARKET :

PRODUCT (HS-CODE) :

SECTOR :

SUB-SECTOR :

ABSTRACT :

HELP - (control-f), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)

Option two (2) of the Main Menu is **BUSINESS PROFILE**, this option contains the following options which will be discussed in turn.

- Market Profile,
- Product Carriage Information
- Company Profile
- Project Profile
- Reports - Product Carriage Report

MARKET / PRODUCT PROFILE

Purpose

This facility accommodates the entry of a script referred to as a profile of information about a particular product in a particular market of interest to Jampro or Jamaica. This information may come from a diskette or may be typed in by the user. This information then facilitates any queries on markets and products. If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

The **market code** is a three character code which represents the market of interest and must exist or may be added here. This entry must have a value.

The second entry is the **product code**, this is a ten character code which is the same as the harmonized system code (hs-code). This entry too is mandatory and may be added to the system if it doesn't already exist.

Once the product code has been validated then the five character **sector code** is next. Similarly, a value must be entered into this field and the code entered must exist or may be added.

The accompanying three character **sub-sector** of interest is then entered. This code must exist already or should be added here.

Once all this has been done then the entry for the **abstract or profile** is next. This field accommodates character entries and is designed to accept as much data as the user wishes to enter.

Processing and Output

A market code is entered. If this code doesn't exist then the user is given the option to add this code and its description to the system. If the code exists then the description is displayed and the user taken to the next entry. In the event that the user wishes to use an existing code but isn't sure of the correct code then a popup is displayed of all the existing codes and the user may make the required selection.

The procedure is similar for all the code entries. If a sub-sector code is added or exists but for another sector then the combination is also added to the database.

Prior to entering the abstract the user is prompted to indicate whether the data will be downloaded from a diskette or typed in by the user. If the data is to be downloaded then a screen outlining the procedure and awaiting the user's go ahead is displayed. On pressing return the data is read into the table and an appropriate message displayed on completion. In the event the data will be typed then a word processor with which the user is familiar is displayed and the text may be entered. Each entry overwrites the previous for this product and market in the given sector and sub-sector.

JAMAICA PROMOTIONS CORPORATION
PRODUCT CARRIAGE INFORMATION - Service Data

AGENT CODE : NAME :

ADDRESS :

SERVICE NO. : SERVICE CODE :
PRODUCT : TRANSP. MODE :
ORIGIN : DESTINATION :

TRANSP. LINE	FREQUENCY	TOTAL CAP.	PORTS OF CALL	SERVICE COST	TAX
<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="\$\$\$\$\$\$\$\$.99"/>	<input type="text" value="\$\$\$\$\$\$\$.99"/>
<input type="text" value="XXXXXXXXXX"/>		<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	UNIT OF MEASURE :	<input type="text" value="XXXXXXXXXX"/>
<input type="text" value="XXXXXXXXXX"/>			<input type="text" value="XXXXXXXXXX"/>		

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)

PRODUCT CARRIAGE INFORMATION - Service Data

Purpose

This facility allows the user to record data about the transportation services being offered by the many agents with whom Jampro interfaces.

Input & Validation

The first entry of this option is the five character **agent code** which is the same code used as the company code in other screens. This code uniquely identifies an agent and is assigned by Jampro.

On validation of the agent code the agent / company **name** is either displayed or entered.

The company's **address** is also added or displayed in the respective field.

The **service no.** (service number) reflects a combination of factors i.e. a particular service, for a specific product, transported using a particular mode of transportation, from origin to destination. e.g. bunker service offered for the transportation of roses by sea from Kingston to Japan.

This number must exist, if not it may be added through the "*Carriage Service Number*" option of the *Reference Files* option of the *Utilities* menu. Once this number is found the relevant data is displayed.

The **service code, product, transp. mode, origin, destination** are the next fields indicated on the screen; all these fields however are displays and cannot be edited by the user.

Following entry and validation of the service number the **transp. line** (transportation line) is entered. This entry is mandatory and has a maximum size of thirty (30) characters. The transportation line indicates the particular carrier used by the agent for that service.

The **frequency** is the next entry; this is a ten (10) character entry that must exist already. Once this entry is validated, then any data for this agent matching the above listed entries is displayed and may be edited. If no data exists it may be added. The frequency reflects the rate of occurrence of the service on that carrier e.g. weekly or monthly.

The **total cap (total capacity)** is a twenty (20) character entry indicating the weight limit for the particular carrier.

Ports of call allows a maximum of thirty characters indicating the different ports that the carrier stops on the particular service.

Service Cost is a numeric entry indicating the cost of the service to the consumer. This entry has a maximum of fourteen digits.

Tax is a numeric entry which indicates the amount of tax passed on to the consumer for the service.

Unit of Measure is a ten character entry reflecting the unit of measure used for the product and to which the price quoted relates.

Processing and Output

The agent code entered must exist; if it isn't found the user is allowed to add it, hence the name and address may be entered. If the code was found the related agent information is displayed. The service number is entered and once it exists on the system the relevant information is displayed. The transportation line and frequency codes must also exist. Once the user is satisfied with the entries then the data may be saved.

The deletion process removes from a company a particular service using the transportation line and frequency indicated. If there are no services recorded for the company it prompts the user as to whether or not the company itself should be deleted. On completion a message indicating the success of the operation is displayed.

Please note that prior to any operation, be it save, which covers adding and updating; or deletion, the user logged into the system must have the rights to perform this function. If this is not the case the user will be so informed and the processing aborted.

PRODUCT CARRIAGE INFORMATION - Client Data

Purpose

This facility assists Jampro in gathering data about the clientele of the companies with which Jampro relates that are involved in the transportation of goods. It essentially provides a listing of companies that a particular agent represents.

Input and Validation

The first entry of this option is the five character **agent code** which is the same code used as the company code in other screens. This code uniquely identifies an agent and is assigned by Jampro.

The next section captures the name and address of companies or personnel for whom the specified company are agents. The **name** is a fifty character entry capturing the entire name of the company or individual.

Address allows three lines of entry each twenty characters long, which captures the full address of the company or individual.

Processing and Output

The company code is entered and validated. If it exists the name is displayed, if not a popup of all existing codes is displayed and the user may make a selection.

Each line that allows the entry of a name represents a different client. Once the user is satisfied that all the data has been entered correctly that data may be saved.

In the event that the user wishes to delete a record then the cursor is positioned on that row and the delete key pressed. The user is further prompted to confirm that this is the record to be deleted before the record is deleted. If the response is positive the record is removed from the database. If there are no agents for the company then the system assumes the user

wants to delete the company. The user is prompted and on confirmation the record is deleted.

JR2300

JAMAICA PROMOTIONS CORPORATION
PRODUCT CARRIAGE REPORT

DD/MM/YYYY

SERVICE NUMBER :

PRODUCT CODE :

COUNTRY / DESTINATION :

MODE OF TRANSPORTATION :

AGENT CODE :

DD/MM/YYYY		PRODUCT CARRIAGE REPORT				PAGE : NNN	
AGENT	TRANSPORT LINE	TYPE OF SERVICE	PRODUCT	FREQUENCY	TOTAL CAPACITY	COST	PORTS OF CALL
<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="9999999999"/>	<input type="text" value="\$\$\$\$\$\$\$.99"/>	<input type="text" value="XXXXXXXXXXXXXX"/>

HELP-(control-f), ON SCREEN-(control-v), PRINTER-(control-o), QUIT-(control-t)

PRODUCT CARRIAGE REPORT

Purpose

This facility creates a report relating to the transportation of products. If the user does not possess the required rights to access this option, then access will not be allowed.

Input and Validation

The **service number** is a ten character optional entry. This is the code assigned to a particular type of service. If the entry is incorrect then the user may select a code from the popup screen. This number identifies a particular kind of service e.g. bunker carrying specific products e.g. oranges using a particular mode of transportation from one point to the next.

The **product code** is a ten character optional entry and may be selected from a popup screen if the entry is incorrect.

The **country/destination code** is a three character optional entry and may be selected from a popup screen if the entry is incorrect.

The **mode of transportation** is a five character optional entry and may be selected from a popup if the entry is incorrect.

The **agent code** is a five character optional entry and is the same as the company code. This may also be selected from a popup if the entry is incorrect.

Processing and Output

The user may enter a service number. If the entry is correct then the corresponding product, country and mode of transportation are displayed. The user may then enter an agent code.

If a valid product code is entered then the name is displayed. A similar procedure applies to the country, transportation and agent codes.

If any input field is left blank, the report is generated on all possible values for that field which satisfies the other criteria entered.

The fields output are the agent 's name, transportation line, service description, product description, frequency, total capacity, service cost inclusive of tax and ports of call.

COMPANY CODE : [XXXXXXXX]
LAST / BUSINESS NAME : [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]
FIRST NAME : [XXXXXXXXXXXX]

COMPANY STATUS : [XXXXXXXXXXXXXXXXXXXX]
MIDDLE INITIAL : [X]
LOCATION CODE : [XX]
(country code)

BUSINESS ADDRESS

[XX]
[XX]
[XX]

MAILING ADDRESS

[XX]
[XX]
[XX]

TELEPHONE NO. : [XXXX] XXX-XXXX
FAX NO. : [XXXX] XXX-XXXX
CONTACT PERSON : [XXXXXXXXXXXX] [XXXXXXXXXXXXXXXXXXXX]
JOB TITLE : [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]

HELP - (control-f), SAVE - (control-w), DELETE - (control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

COMPANY PROFILE PARTICULARS

Purpose

This facility allows the user to enter information about companies with which Jampro have some relationship, i.e. it captures a profile of such companies. This option consists of three screens which may be called from each other. If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

Screen 1 of 3

The **company code** is a five character code which represents the company of interest and must already exist or may be added here. This entry must have a value. This code uniquely identifies a Jampro client, and is assigned by Jampro.

The next entry is the **company status** which may have values of **ACT** - Active, **DEL** - Deleted OR **CAN** - Cancelled.

The next entry is the **last / business name**. This entry is thirty characters in length and must have a value. This entry represents the last name of the person OR name of the company for which information is being entered.

A one character middle initial followed by a thirty character first name are the next entries. Both entries are optional and are only required if the company is registered in a person's name or if the client is an individual.

The entry of the **location code** follows. This is a three character mandatory code which represents the location of the company.

The **business address** for the company. This entry may be up to ninety characters in length, this entry is optional, but it is strongly advised that an address is entered.

COMPANY CODE :

LEGAL STATUS :

COUNTRY OF ORIGIN :

OWNERSHIP STRUCTURE :

TYPE OF BUSINESS :

PRIMARY SECTOR :

MANAGING DIRECTOR :

DATE ESTABLISHED : DATE STARTED :

AFFILIATED COMPANIES :

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

The next entry is the **mailing address** for the company. This entry is ninety characters in length and may be left blank. In the event that there is a **business address** and no mailing address then the business address is used as the mailing address.

The telephone and fax numbers are thirty characters each to accommodate the entry of more than one number. The entries may be numeric, alphabetic or both.

The person with whom Jampro will liaise i.e. the **contact person** for the company is entered next. This entry has a maximum length of 40 characters and captures simply the name of the person; an entry which may be left blank.

The **job title** for this contact person is then entered. This entry may be up to thirty characters in length and may be left blank, as well.

Screen 2 of 3

The company's code and name, captured on the first screen are displayed here, and on all subsequent screens.

The first entry is the **legal status** of the company. This field if entered may be up to thirty characters long, with typical values being *Company, Partnership and Sole Trader*.

Where the company originated or was formed, is reflected in the **country of origin code**. This code has a maximum length of three characters and must contain a value.

The next entry is the **ownership structure code**. This entry is a two character code which represents, as the name indicates, the ownership structure of the company and must exist. An entry must be made here and this entry must have been previously added through the "Ownership Structure" option of the Reference Files Section, from the "Utilities Menu"

The **type of business code** which may be up to three characters in length is then entered. This represents the type of business, the company is involved in, e.g., *import or brokerage* and must exist. This entry may be left blank.

COMPANY CODE :

COUNTRY OF OWNERS		PERCENTAGE OF OWNERSHIP
<input type="text" value="XX"/>	<input type="text" value="XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"/>	<input type="text" value="99"/>
<input type="text" value="XX"/>	<input type="text" value="XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"/>	<input type="text" value="99"/>
<input type="text" value="XX"/>	<input type="text" value="XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"/>	<input type="text" value="99"/>
<input type="text" value="XX"/>	<input type="text" value="XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"/>	<input type="text" value="99"/>

BANK CODE :

ADDRESS :

SOURCE OF FINANCE :

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

The **primary sector** code is then entered. This code is a five character code eg. agriculture or manufacturing, which represents the main area of business the company is involved in and must exist. This entry must have a value.

After entering the primary sector the user may enter associated **sectors** and if desired **sub-sectors** which are three characters in length, along with their associated descriptions. These entries represent other areas in which the company may be involved.

The name of the **managing director** of the company constitutes the next entry. This entry is divided into two sections. The first field being a maximum of thirty characters in length for the surname and the second field being the same size for the christian name. These entries may be left blank.

The **date of establishment** of the company follows. This is the date the company was registered, ten characters in length in the format dd/mm/yyyy and may be left blank.

The **startup date** is the date operations at the company actually started. This entry is also ten characters in length in the format dd/mm/yyyy and may be left blank.

The final entry of this screen captures the names of any affiliated companies. This entry is optional and can hold up to sixty (60) characters.

Screen 3 of 3

This screen allows multiple entries comprising the different countries from which the owners come and the respective percentages of ownership. **Country of owners** identifies the different country codes and must already exist on the system. **Ownership percentage** requires a two digit entry indicating the percentage of ownership for the corresponding country, with the total percentage entered not exceeding 100.

The next entry is the **bank** code. This entry is a three character code which represents the primary bank of the company and must exist. This entry must have a value.

The final entry for this screen and in effect this option is the **source of financing** for the company. This entry has a maximum size of thirty characters in length and may be left blank. It captures generally any other source from which financial assistance was provided.

Processing and Output

A company code is entered. If this code doesn't exist then the user is given the option to add this code and all related information to the system. If the code exists, regardless of the status of the company, its data may be accessed here. On entering a location code, if this code doesn't exist then the user is prompted to confirm that this new code is to be added. If the confirmation is provided then this code and description are added to this system. If this code doesn't exist then the user is given the option to add this code and its description to the system. If the code exists then the description is displayed and the user taken to the next entry. In the event that the user wishes to use an existing code but isn't sure of the correct code then a popup of all the existing codes is displayed and the user may make the required selection.

The procedure is similar for all the other code entries indicated in the previous section. Once the user is satisfied with their entries the data may be saved.

COMPANY CODE :

SUMMARIZE :- GOALS :

CONSTRAINTS :

EXPORT EXPERIENCE :

EXPORT START UP DATE :

PRODUCT SAMPLES RECEIVED :

ASSISTANCE REQUIRED FROM JAMPRO :

HELP -(CONTROL-F), SAVE-(CONTROL-W), DELETE-(CONTROL-E), QUIT-(CONTROL-T)
PREVIOUS SCREEN-(CONTROL-P), NEXT SCREEN-(CONTROL-N)

COMPANY PROFILE - CONSTRAINTS

Purpose

This option allows the user to capture a profile of the constraints of the companies with which Jampro interfaces.

Input & Validation

Screen 1 of 2

The **company code** is a five character code which represents the company of interest and must already exist. This entry must have a value.

The **goals (summary)** is an entry of up to one hundred characters (five lines of twenty each) which describes the objectives of the company. This entry may be blank.

The **constraints (summary)** entry can be up to one hundred characters (five lines of twenty each) and describes the limitations or restrictions or any special considerations which the company faces. This entry may be blank.

The **export experience (summary)** entry can be up to one hundred characters (five lines of twenty each) and describes the total exposure that the company has in the exporting arena. This entry may be blank.

The **export start up date** is the date on which the company started to export and may be left blank.

The **product samples received** entry is a logical entry stating if the company has received any product samples. The valid values allowed here are 'Y' and 'N' and the entry may be left blank.

JS2310A

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - CONSTRAINTS ETC.

DD/MM/YYYY
SCREEN 2 OF 2

COMPANY CODE :

JOINT VENTURE CONTRIBUTION SOUGHT (Y/N) :

OFFERED (Y/N) :

DESCRIPTION :

FREEZONE INTERESTS (Y/N) :

DESCRIPTION :

HELP -(CONTROL-F), SAVE-(CONTROL-W), DELETE-(CONTROL-E), QUIT-(CONTROL-T)
PREVIOUS SCREEN-(CONTROL-P), NEXT SCREEN-(CONTROL-N)

The **assistance required from Jampro** entry is a five character code which represents the specific type of assistance which the company may require from Jampro. This code must already exist and may be left blank.

Screen 2 of 2

The **joint venture contribution sought** and **joint venture contribution offered** entries are logical entries which state if the company has any interest in a joint venture. The valid values allowed here are 'Y' and 'N'. These entries may be left blank.

The **description** entry is up to one hundred characters in length and describes the joint venture contribution. This entry may be left blank.

The **freezone interests** entry is a logical entry stating if the company has any interests in operating in the freezone. The valid values allowed here are 'Y' and 'N' and an entry must be made; the **description** entry is up to one hundred characters in length and describes the interest of the company in the freezone. This entry may be left blank.

Processing and Output

A company code is entered. If this code doesn't exist then the user is given the option to choose an existing company code.

A 'type of assistance' code is entered. If this code doesn't exist then the user is given the option to choose an existing assistance type code.

COMPANY CODE :

FINANCE :-

CAPITAL INVESTMENT	:	<input type="text" value="999999999.99"/>	J \$		<input type="text" value="999999999.99"/>	US\$
EXCHANGE RATE - US\$:	<input type="text" value="99999.99"/>		TOTAL (J\$)	:	<input type="text" value="999999999.99"/>
LOAN AMOUNT	:	<input type="text" value="999999999.99"/>		EQUITY	:	<input type="text" value="999999999.99"/>
PROJECTED TOTAL	:	<input type="text" value="999999999.99"/>		PROJECTION YEAR	:	<input type="text" value="DD/MM/YYYY"/>

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

COMPANY PROFILE - ADMINISTRATIVE DATA

Purpose

This option allows the user to enter a profile of the administrative data of the companies with which Jampro interfaces.

Input & Validation

Screen 1 of 3

The **company code** is a five character code which represents the company of interest and must already exist. This entry must have a value.

The **capital investment** entries are two fourteen (14) digit numbers with a maximum of twelve leading digits and two decimal places each. The first number is for the company's capital investment in \$Ja. (Jamaican Currency) and the second number is for the company's capital investment in \$ US (United States Currency). These entries may be left blank.

The **exchange rate - US\$** field represents the prevailing exchange rate when the capital investment in US currency (if any) was made. This is a five digit number with a maximum of three leading digits and two decimal places. This entry may be left blank unless an entry is made in the capital investment (\$ US) field.

The **total (Ja.\$)** field represents a total of the capital investment by the firm in Jamaican currency. This field is calculated and the user is not allowed to access this field.

The **loan amount** field represents the loans received by the company. This entry is a fourteen (14) digit number with a maximum of twelve leading digits and two decimal places. This entry may be left blank.

The **equity** field represents the equity held by the company. This entry is a fourteen (14) digit number with a maximum of twelve leading digits and two decimal places. This entry may be left blank.

COMPANY CODE :

SALES :-

YEAR :	<input type="text" value="DD/MM/YYYY"/>				
ANNUAL SALES - J\$		US\$	ANNUAL EXPORTS - J\$		US\$
<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>		<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>	<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>		<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>
YEAR :	<input type="text" value="DD/MM/YYYY"/>				
<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>		<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>	<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>		<input type="text" value="\$\$\$\$\$\$\$\$\$.99"/>

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

The **projected total** field represents the total projected capital for the company. This entry is a fourteen (14) digit number with a maximum of twelve leading digits and two decimal places. This entry may be left blank.

The last entry on this screen is the **projection year** field which represents the year by which it is projected the 'total projected capital' will be realized. This entry is a fourteen (14) digit number with a maximum of twelve leading digits and two decimal places. This entry may be left blank.

Screen 2 of 3

The first entry is the **year** field which represents the year for which the annual sales and exports figures are entered.

The user may then enter the company's **annual sales** in both Jamaican (\$Ja.) and United States (\$US) Currency for the particular year entered earlier. These entries are fourteen (14) digit numbers with a maximum of twelve leading digits and two decimal places and any or both of these number entries may be left blank.

After this the user may enter the company's **annual exports** in both Jamaican (\$Ja.) and United States (\$US) Currency for the particular year entered earlier. These entries are fourteen (14) digit numbers with a maximum of twelve leading digits and two decimal places and any or both of these numeric entries may be left blank.

COMPANY CODE :

STAFFING :-

P E R M A N E N T			T E M P O R A R Y		
MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
CATEGORY : <input type="text" value="XXXXX"/> <input type="text" value="XX"/>			ENTRY DATE : <input type="text" value="DD/MM/YYYY"/>		
PRESENT NUMBERS :-					
<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>
PROJECTIONS :-					
<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXXXX"/>

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

Screen 3 of 3

The first entry on this screen is the **category** code. This entry is up to five characters in length and represents the employment category of interest. This entry must exist or may be added here. This entry may be blank.

If the user enters a category code then the '**entry date**' for which they are entering the information for this screen is required. This date entry is ten characters in length and must have a value.

The fields used for the rest of the screen are of the same type. That is a maximum of ten (10) digits for the number of staff fields.

The user may enter the **present** number of **male** and **female** members of **permanent** staff or the total for the **present** number of **permanent** staff.

The user may then enter the **present** number of **male** and **female** members of **temporary** staff or the total for the **present** number of **temporary** staff.

The user may also enter the **projected** number of **male** and **female** members of **permanent** staff or the total for the **projected** number of **permanent** staff.

The user may then enter the **projected** number of **male** and **female** members of **temporary** staff or the total for the **projected** number of **temporary** staff.

Processing and Output

A company code is entered. If this code doesn't exist then the user is given the option to choose an existing company code.

The total capital investment field is calculated. It is the total investment in Jamaican (\$Ja.) Currency added to the total investment in United States (\$US) Currency multiplied by the exchange rate i.e. (Capital in \$Ja. + (Capital in \$US. x Exchange Rate)).

• An employment category code is entered. If this code doesn't exist then the user is given the option to choose an existing employment category code. If the code exists then the description is displayed and the user is taken to the next entry.

JS2330

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - MARKET / PAYROLL DATA

DD/MM/YYYY
SCREEN 1 OF 2

COMPANY : XX-XX-XXXX

COMPANY NAME : XX

MARKET INFORMATION :

PRODUCT/ SERVICE	DESTINATION MARKET	% of PRODUCTION for EXPORT	M A I N COMPETITOR
XX	XXXXXXXXXX	XX	XXXXXXXXXX
		XX	XXXXXXXXXX

DISTRIBUTOR : XX

CUSTOMER : XX

HELP-(Control-f), SAVE-(Control-w), DELETE-(Control-e), QUIT - (Control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

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

COMPANY PROFILE - MARKET & PAYROLL DATA

Purpose

This option allows the user to enter information on the market and payroll data of companies which are clients of Jampro.

Input & Validation

Screen 1 of 2

On this first screen the user enters market data for the products / services which the company offers. The user may enter data for many products / services on the first screen which is a multiple entry screen.

The **company code** is a five character code which represents the company of interest and must already exist. This entry must have a value. The company's code and name, captured on this first screen are displayed here and also on the second screen.

The **product / service** entry follows. This code is up to ten characters in length and must exist. This entry must have a value.

The **destination market** for the product / service is then entered. This code is up to three characters in length and must exist. This entry must have a value.

The **percentage of production for export** for the product follows. This entry is a numeric value of up to 3 digits. This entry may be left blank.

The last three entries for each product / service of the company are the **main distributors, main competitors and main customers**. These entries are up to thirty characters in length and may be left blank.

COMPANY : XXXXX XXX

PAYROLL INFORMATION :

YEAR	TOTAL
DD/MM/YYYY	XXXXXXXXXX
DD/MM/YYYY	XXXXXXXXXX
DD/MM/YYYY	XXXXXXXXXX

HELP-(CONTROL-F), SAVE-(CONTROL-W), DELETE-(CONTROL-E), QUIT CONTROL-T)
PREVIOUS SCREEN-(CONTROL-P), NEXT SCREEN-(CONTROL-N)

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

Screen 2 of 2

On the second screen the user enters a summary of **payroll information**.

This consists of two fields, the first a four digit **year** and the second a fourteen (14) digit number (twelve leading digits and two decimal places) indicating the **total** payroll for the year for the company. This screen accommodates multiple entries thereby allowing the user to enter all summary / annual payroll data.

Processing and Output

A company code is entered. If this code doesn't exist then a popup is displayed of all the existing codes and the user may make the required selection. This procedure is similar for all the other code entries.

Once the user is satisfied with the entries the data may be saved.

COMPANY CODE :

PRODUCT CODE :

ANNUAL PRODUCTION VALUE: UNITS :

PRODUCTION CAPACITY :

RAW MATERIALS :

% LOCAL INPUT : DATE FIRST PRODUCED :

AGE OF MAIN EQUIPMENT :

POSSIBLE INCREASE WITH PRESENT EQUIPMENT :

DESIGN ASSISTANCE PROVIDED BY :

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOS SCREEN-(control-p), NEXT SCREEN-(control-n)

COMPANY PROFILE - PRODUCTION CAPACITY

Purpose

This option facilitates the recording of company production data. The option consists of three screens each capturing different, but related data.

Input & Validation

Screen 1 of 3

The five character **company code** is the first entry made on this screen. This code must exist in the system. If it doesn't it may be simply added through the "*Company Particulars*" option which is found within this same menu. An entry must be made here in order to access the successive screens.

Having validated the company code, the **name** is displayed. This name is the value entered in the *last name* of the company particulars option. This field cannot be edited.

The ten (10) character **product code** is the next entry, this code must have been previously entered through the "*Product Code*" facility of the reference files option of the utilities menu. All data entered on this screen relates to this product.

Annual Production Value is a numeric entry reflecting the monetary value attached to the annual production of this product.

Units is the number of units produced annually, this is a numeric value.

Production Capacity follows and this entry indicates what is the total capacity of the organization for producing this product. This data may help in terms of identifying the growth potential of the organization.

The **Raw Materials** entry follows; this entry identifies the raw materials used in the production of the product.

JS2340A

JAMAICA PROMOTIONS CORPORATION
COMPANY PROFILE - PRODUCTION CAPACITY

DD/MM/YYYY
SCREEN 2 OF 3

COMPANY CODE :

SPACE UTILIZATION :-	CURRENT	PROJECTED
FACTORY / OFFICE :	<input type="text" value="XXXXXXXXXX"/> SQ. METRES	<input type="text" value="XXXXXXXXXX"/> SQ. METRES
LAND :	<input type="text" value="XXXXXXXXXX"/> HECTARES	<input type="text" value="XXXXXXXXXX"/> HECTARES

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

The **percentage of local input** (% local input) gives an idea of how Jamaican a product is. This is a numeric entry and cannot exceed one hundred (100).

Date first produced is as it says, the date the product was first produced by the organization. This is entered in the standard format dd/mm/yyyy.

Age of Main Equipment is a numeric field reflecting how long the equipment has been around. A measure of the productive life of the equipment.

In addition to the age of the equipment the **possible percentage increase with present equipment** is captured. This too is a numeric figure, which is quite helpful in determining the growth potential of the organization.

The final entry of this screen is **design assistance provided by**, which is a thirty character text for a description of who provided design assistance for the product.

Screen 2 of 3

The second screen has the company code entered from screen one permanently displayed. All entries on this screen are optional i.e. may be left blank. The **current factory / office space** utilized by the organization in total is the first entry. This entry is numeric and should be in square metres.

Similarly, the **projected factory / office space utilization** is optional and requires a numeric entry.

The **current and projected land utilization** are also numeric, they are however measured in hectares.

COMPANY CODE : XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PRODUCTION FACILITY PARTICULARS :-

PRODUCTION FACILITY	ADDRESS	TELEPHONE #	FAX. #	LOCATION / PARISH	SIZE (Sq. Metres)
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999999
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999999
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999999

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

Screen 3 of 3

The third and final screen of the option records production facility particulars i.e. details of the different production facilities employed by the organization. The **company code** is displayed at the top of the screen.

The second section of the screen or the window allows you to record data for multiple facilities. The arrow keys can be used to get from one row to the next. The **facility code** has a maximum length of three characters and must exist or be recognized by the system. This code may be added here if it is new.

The **address** of this facility with a maximum of forty (40) characters is the next column, and the only other entry on the first row.

The next row allows you to enter the **telephone and fax numbers** for this facility, these entries are ten characters each and may be left blank.

The **location / parish** this is a three(3) character code that must exist. It identifies the parish in which the facility is situated.

The final entry is the **size** of the facility i.e. in sq. metres how much space does this facility occupy.

Processing and Output

Once the user has completed the data entry and is satisfied, the data may be saved. If however, the user wishes to delete a facility the cursor is positioned at the particular row and the delete key pressed. On confirmation that this is the record to be deleted the record is removed from the database.

DATE RANGE:- FROM : TO :

PRODUCT CODE	COUNTRY		PRICE RANGE (US\$)		
	ORIGIN	MARKET	LOWER	UPPER	ACTUAL
XXXXXXXXXX XX	XXX	XXX	\$\$\$.\$\$\$	\$\$\$.\$\$\$	\$\$\$.\$\$\$
	XXXXX				999999
XXXXXXXXXX XX	XXX	XXX	\$\$\$.\$\$\$	\$\$\$.\$\$\$	\$\$\$.\$\$\$
	XXXXX				999999
XXXXXXXXXX XX	XXX	XXX	\$\$\$.\$\$\$	\$\$\$.\$\$\$	\$\$\$.\$\$\$
	XXXXX				999999

HELP - (control-f), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)

EXPORT IMPORT PRICES

This facility is the sixth option of the trade statistics information facility.

Purpose

This option records statistical data and facilitates queries regarding prices of exports and imports over any given time period. If the user does not possess the rights to access this option, then access will not be allowed.

Input and Validation

The **Date Range** requires a beginning date and an ending date, the latter being greater or after the former. These fields are mandatory. If there are existing product data for the date range entered, then the records will be displayed on the screen. If no records exist then the message *'No information found'* will be displayed. The user may press the ESC key to edit (add, delete, change) records in the table.

The **product code** represents the code for the given product, if the field is left blank then a popup will appear, from which a valid product code can be selected using the ESC key. This field is mandatory and has a maximum size of ten(10) characters.

The **grade** gives an indication of the quality of the product and is optional.

The **orig** (origin) is a three (3) character code representing the country in which the product was produced, while **mark** (market) represents the code for the country to which the product was sold or marketed. If either of these fields are left blank then a popup will appear, from which a valid country code may be selected using the ESC key. Both these fields are required entries.

The **lower price, upper price and actual price** give upper, lower and actual prices for the given products. At least one of these fields must have a value. If all three are left blank then the message *'At least one price must be given'* will be displayed, and the processing will not proceed until corrective action is taken.

The **transport** field indicates the method by which the product was transported from origin to the market. This entry is optional.

The **beginning date and ending date** fields indicate the date range values that have already been saved or will be saved for each record in the table, these fields are only display fields and cannot be edited. These values default to the date range entered at the start of the screen.

The **unit price** is the price per unit of the product and is an optional entry.

The **currency** gives the currency code for which the lower, upper, actual and unit prices are quoted. If this field is left blank then a popup will appear, from which a valid currency code may be selected using the ESC key. This field is mandatory.

Processing and Output

Enter date range for which the data applies. Press ESC to edit the data in the window. If data is to be added then enter the information noting the validations described above. The arrow keys allow movement from one row to the next and from one field to the next; hence the data can be edited. Once entry process is completed press [Control W] to save all changes made. If the process was successful then the message *'Database updated successfully'* or *'Added'* will appear on the screen. If an error occurred then the message *'Failed to save'* or *'Failed to add'* will appear.

In order to delete a row from this window position the cursor at the intended row and press *control-e*. The prompt *'Are you sure you want to delete'* will appear, check the row the cursor is on to ensure that it is the row you wish to delete. Respond to the message by typing *'Y'* for yes or *'N'* for no. If *'Y'* is pressed the row will be removed from the database and will no longer be displayed. If *'N'* is pressed then the delete process will be aborted and no change will be made to the database.

COUNTRY OF ORIGIN : XXXX XX

DESTINATION / MARKET : XXXX XX

CATEGORY : YEAR : DD/MM/YYYY

PRODUCT CODE	DESCRIPTION	QUANTITY	VALUE (US\$ FOB)
<input type="checkbox"/> XXXXXXXXXXXX	<input type="checkbox"/> XX	<input type="checkbox"/> 9999999999	<input type="checkbox"/> \$\$\$\$\$\$\$\$\$.99
<input type="checkbox"/> XXXXXXXXXXXX	<input type="checkbox"/> XX	<input type="checkbox"/> 9999999999	<input type="checkbox"/> \$\$\$\$\$\$\$\$\$.99
<input type="checkbox"/> XXXXXXXXXXXX	<input type="checkbox"/> XX	<input type="checkbox"/> 9999999999	<input type="checkbox"/> \$\$\$\$\$\$\$\$\$.99
<input type="checkbox"/> XXXXXXXXXXXX	<input type="checkbox"/> XX	<input type="checkbox"/> 9999999999	<input type="checkbox"/> \$\$\$\$\$\$\$\$\$.99

HELP-(control-f), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)

TRADE STATISTICS DATA

Purpose

This facility allows the user to enter statistics data on Jamaica trade relations . If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

On this screen the user is required to choose which category, the statistical data to be entered falls in . The possible categories of statistical data are *I - Imports, E - Exports, R - Re-exports* . Imports and Exports speak for themselves while Re-exports deal with products that have been imported in part and then exported.

The user is then prompted to indicate if the data being entered is being downloaded from a diskette or will be typed in. If the data is being downloaded then the diskette must be placed in the drive and the user press <RETURN> when they are ready to proceed. The data will be read from the diskette to the database, displayed on screen and may be edited by the user.

If the data will be typed in the first entry is the **country of origin** code. This code is up to three characters in length and represents the country where product is produced. This entry must have a value.

The **destination / market** is a code of up to three characters in length which represents the country or market where the product is destined. This entry must have a value.

The **category** field which follows, is a one character display only field. It can have three possible values - *I - Imports, E - Exports, R - Re-exports* .

The **year** field is then entered. This is a four digit field which represents the year for which the statistical data is being entered and must have a value.

The user is then taken to the multiple entry window where they are allowed to enter information in the three relevant fields for each product.

The first field is the **product code** which represents the specific product of interest and can hold up to ten characters. This entry must have a value.

The second field is the **quantity** of product involved and may have a length of up to ten digits. This entry may be left blank.

The third field is the **money value** field which may hold up to fourteen digits consisting of twelve leading digits and two trailing decimal places. This entry must have a value.

Processing and Output

After selecting the category of statistical data to be entered, the user may type in the data or may download the data from diskette. If the data is to be downloaded then a screen outlining the procedure and awaiting the user's go ahead is displayed. On pressing return the data is read in and an appropriate message displayed on completion. In the event the data will be typed in then the user would proceed to enter the data in the appropriate fields on the screen.

A code for the country of origin (country code) is entered. If this code doesn't exist then the user is given the option to add this code and its description to the system. If the code exists then the description is displayed and the user taken to the next entry. In the event that the user doesn't wish to add a code but isn't sure of the correct code then a popup is displayed of all the existing codes and the user may make the required selection.

The procedure is similar for all the code entries.

Once the user is satisfied with the entries made the data can be saved.

JR3300A

JAMAICA PROMOTIONS CORPORATION

DD/MM/YYYY

TRADE STATISTICS REPORT

COUNTRY OF ORIGIN : XXX XXXXXXXXXXXXXXXXXXXXXXXX
 DESTINATION / MARKET : XXX XXXXXXXXXXXXXXXXXXXXXXXX
 PRODUCT : XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX
 TRADE YEAR : NNN

DD/MM/YYYY		JAMAICA PROMOTIONS CORPORATION			PAGE : NNNN	
TRADE STATISTICS REPORT						
PRODUCT			DESTINATION			VALUE
CODE & DESCRIPTION	COUNTRY OF ORIGIN		/ MARKET	YEAR	QUANTITY	(US\$ FOB)
XXXXXXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXXXX	XXX	XXXXXXXXXXXX	NNN NNNNNNNNN \$\$\$\$\$.99

HELP - (Control-w), ON SCREEN - (Control-v), PRINT - (Control-o), QUIT - (Control-t)

TRADE STATISTICS REPORT

Purpose

This facility creates a report which shows the trade statistics data for different products between different countries for a specified period. If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

On this screen the user is required to choose which category the report is required for. The possible categories of statistical data are *I* - Imports, *E* - Exports, *R* - Re-exports.

The **country of origin** code is a three character optional entry and may be selected from a popup screen if the entry is incorrect.

The **destination / market** code is a three character optional entry and may be selected from a popup screen if the entry is incorrect.

The **product** code is a ten character optional entry and may be selected from a popup screen if the entry is incorrect.

The **year** is a four digit entry which may be left blank.

A one character **category** selected earlier by the user is displayed and cannot be changed by the user.

Processing and Output

If a valid country of origin code is entered then the name of country is displayed. A similar procedure applies to the destination / market and product codes.

If any particular input field is left blank, the report is generated on all possible values for that field which satisfies the other criteria entered.

The fields output are the product description, country of origin, destination / market, year, quantity and value (SUS CIF).

JS4100

JAMAICA PROMOTIONS CORPORATION
OPPORTUNITY PROFILE

DD/MM/YYYY

COMPANY CODE : XXXXX COMPANY NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SOURCE OF INFORMATION : XXXXXXXXXXXXXXXXXXXXXXXXX

DATE : DD/MM/YYYY

OPP. TYPE	OPP. NO.	HS PRODUCT/ CODE	SECTOR	MARKET	ANNUAL PROD.		LEAD TIME	SEASONS	OPP. VALUE	VALIDITY DATE				
					SIZE	UNIT								
XXXX	NNNN	XXXX	XXXXXX	XXXX	XXXX	XXXX	XXXX	NNN	NNN	XXXX	XXXXXX	\$.\$\$\$.	99	DD/MM/YYYY

OPP. STATUS	STATUS DATE
XXXX	DD/MM/YYYY

COMMENTS : XX
XX

RECORD NO : 9999999999

HELP - (control-f), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)

OPPORTUNITY PROFILE

This option may be accessed via Business Opportunities from the main menu.

Purpose

This facility accommodates the recording and querying of Business Opportunities available through the organization. If the user does not possess the required rights to access this option, then access will not be allowed.

Input and Validation

The **company code** is a five character code which represents the name by which the company will be referred. This entry is mandatory and must exist or may be added here.

The **source of information** represents the source from which the subject company obtained information about JAMPRO. This entry is optional.

The **date** represents the date on which this information was obtained from the company.

The next section of the screen records the details of each business opportunity. The arrow keys may be used to go from one record to the next.

The first entry is the **opportunity type** which is a five character, mandatory code and may be either "OFFER" or "NEED".

The **product code** is a ten character mandatory code which is the same as the harmonized system code (hs-code). The code entered must exist in the system.

The **sector code** is a five character mandatory code which must exist in the system.

The **market code** is a three character mandatory code which must exist in the system.

The **annual production size** is an optional numeric field which represents the volume of the company's production on an annual basis.

The **annual production units** is an optional numeric field, representing the number of units produced annually.

The **lead time** is an optional eight character field and represents the time period necessary for the product to be prepared.

The **season** is an optional eight character field and represents the seasons in which this product is available.

The **opportunity value** is an optional numeric field, indicating the monetary value attached to the particular opportunity.

The **validity date** is an optional field in the format dd/mm/yyyy reflecting the expiry date of the offer.

The **opportunity status** is mandatory and may be either "UM" - unmatched, "M" - matched, or "CA" - cancelled.

The **status date** is the date on which the opportunity gained it's current status. This field is optional.

The **comment** field is optional and is used to record any additional information pertaining to the particular opportunity.

Processing and Output

A company code is entered. If this code does not exist, then the user is given the option to add this code and the basic company details to the system. If the code exists then the company's name is displayed and the user is taken to the next entry. In the event the user does not wish to add a code but is not sure of the correct code, then a popup is displayed of all the existing codes and the user may make the required selection.

After the user enters the opportunity type, the cursor will move to the product code field where the user may enter a valid product or select a product from the popup screen. The next field is the sector code where the same procedure applies. After the sector code is

entered, the opportunity number is generated. This is a concatenation of the first character of the opportunity type + the sector code + a three digit system generated sequential number. This sequential number starts at one (1) for each pair of opportunity type and sector code. The next field is the market code where a valid code may be entered or selected from the popup screen.

A record number starting from one (1) is assigned sequentially for each opportunity added for a company.

JAMAICA PROMOTIONS CORPORATION
MATCH BUSINESS OPPORTUNITY

COMPANY CODE : COMPANY NAME :

OPPORTUNITY CODE :

AUTOMATIC MATCHING :

(MATCHER)

OPP. TYPE	OPP. NO.	HS PRODUCT/ CODE	SECTOR	MARKET	ANNUAL PROD.		LEAD TIME	SEASONS	OPP. VALUE	VALIDITY DATE
					SIZE	UNIT				

\$, \$\$\$.99 DD/MM/YYYY

COMPANY CODE :

IF MATCHING IS MANUAL :-

COMPANY BEING MATCHED WITH :

OFFER BEING MATCHED :

(MATCHEE)

OPP. TYPE	OPP. NO.	HS PRODUCT/ CODE	SECTOR	MARKET	ANNUAL PROD.		LEAD TIME	SEASONS	OPP. VALUE	VALIDITY DATE
					SIZE	UNIT				

\$, \$\$\$.99 DD/MM/YYYY

Opp. Status
Company Code

COMMENTS :

HELP - (control-t), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)

* CONTINUATION OF BOX ABOVE FOR BOTH SECTIONS ON THIS SCREEN

MATCH BUSINESS OPPORTUNITY

Purpose

This facility accommodates the matching of one business opportunity to another. A company **offering** an opportunity may only be matched with another company **needing** a similar opportunity. The opportunities to be matched must have the same product and sector codes and the matching process may be manual or automatic. If the user does not possess the required rights to access this option, then access will not be allowed.

Input and Validation

The input screen may be displayed twice depending on whether the user wishes to do manual or automatic matching.

For the first input screen the **company code** is mandatory and must exist in the system.

The **opportunity type** is a five character field and may be either "OFFER" or "NEED".

The **opportunity number** may have a maximum of nine characters.

The **product code** is a ten character field.

The opportunity type, opportunity number and product code are optional entries and may be entered if the user knows the particular value of any of the above fields for the opportunity he wishes to match.

After the product code field, the user is prompted to indicate whether the matching will be done manually or automatically. If the matching is to be manual, then the second screen is displayed.

For the second input screen, the company code, opportunity type, opportunity number and product code are all optional entries. However, if they are entered, they must exist in the system.

Processing and Output

A company code is entered, if this is a valid code then the company's name is displayed otherwise a popup is displayed and the user may select the desired code. The opportunity type, and opportunity number may be entered if known. The product code may also be entered and if the entry is invalid, the user may select an entry from the popup screen.

On pressing the <ENTER> key after the product code field, all unmatched opportunities satisfying the criteria entered are displayed. If no such opportunities are found, then a message to that effect will be displayed.

If opportunities are displayed, the user must press the <ESC> key at the opportunity to be matched or press the key, if he wishes to abort the process. After the <ESC> key is pressed, a prompt is displayed for the user to determine whether he wishes the matching process to be manual or automatic.

Manual matching is chosen in the event that the user has already identified an opportunity with which the match should be made. In this case, the input screen is redisplayed and the user may enter the details of the company to be matched with. Only those opportunities fitting the criteria entered will be selected and displayed. The matching criteria are opposite opportunity types for the same product and sector. If there are no such opportunities then a message will be displayed to that effect. If opportunities are displayed, then the user may scroll through the list using the arrow keys and use the <ESC> key to select the required opportunity, or the key to abort the process. If the <ESC> key is pressed the user may then save or abort the processes by using the appropriate key sequences as indicated.

If the user leaves the input form blank then the automatic matching process is carried out.

If the user desires automatic matching, then the system automatically displays all unmatched opportunities of the opposite opportunity type having the same product and sector code as the opportunity to be matched, but belonging to different companies. The user may then press the <ESC> key to select the most suitable opportunity, or the key to abort the process. If the <ESC> key is pressed then the appropriate key sequences may then be used to either save or abort the process, as indicated.

JR4100

JAMAICA PROMOTIONS CORPORATION
BUSINESS OPPORTUNITY REPORT BY SECTOR

DD/MM/YYYY

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

DD/MM/YYYY	BUSINESS OPPORTUNITY REPORT BY SECTOR						PAGE : NNN
SECTOR	OPPORTUNITY	COMPANY	TYPE	STATUS	DATE	ABSTRACT	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	DD/MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

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

BUSINESS OPPORTUNITY REPORT BY SECTOR

Purpose

This facility creates a report on all business opportunities available in a particular sector or all sectors. The opportunities requested may be of a specific status type or for all status types. If the user does not possess the required rights to access this option, then access will not be allowed.

Input and Validation

The sector code is a five character field which is optional. If the value entered is incorrect then a popup is displayed and the desired code may be selected.

The status type is a two character code which may be "M" - matched, "UM" - unmatched or "CA" - cancelled.

Leaving an entry field blank selects all possible values for that field eg. all sectors or all status types.

Processing and Output

A sector code may be entered. If it does not exist, then the user may select one from the popup screen, otherwise the description is displayed. If the field is left blank then the report will be generated for all sectors. The status code is then entered or the field may be left blank.

After the entries have been completed, then the appropriate key sequences are used to send the report to the desired output location.

The fields output are sector, opportunity type, company name, opportunity number, opportunity status, status date and comments.

FUNDING AGENCY CODE / NAME :

CONTACT PERSON :

JOB TITLE :

AGENCY ADDRESS :

PROGRAMME CODE /NAME :

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

PROGRAMME VALUE : AMOUNT DISBURSED TO DATE :

LOAN REQUIREMENTS :

HELP - (control-w), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)
PREVIOUS SCREEN-(control-p), NEXT SCREEN-(control-n)

MAINTAIN FUNDING PROGRAMME

Purpose

This facility has two screens allowing Jampro to keep track of funding programmes and obtain readily the programme's status. This is information regarding agencies that make allocations to Jampro to assist companies in certain areas.

Input and Validation

Screen 1 of 2

Each funding agency is assigned a code by Jampro, this code is referred to as a **funding agency code**. The code has a maximum size of five characters that if not found on the system may be added. Once this code is found the name, address, contact person and job title are displayed.

The **name** of the agency which may be up to thirty (30) characters long is displayed along with the other data once this code is verified.

The **contact person** is the person with whom the Jampro officer liaises, this name is entered next, and may be as long as forty(40) characters.

The contact person's **job title** is also important to Jampro. The entry may be thirty(30) characters in length.

Agency address covers the agency's full address, is an optional entry and may be up to sixty(60) characters long.

A five character **programme code** is assigned to each programme, and this entry is mandatory. If this programme exists then the remaining data for this screen is displayed.

The **name** of the programme may be up to thirty characters long and this entry is mandatory as well.

ADDITIONAL FUNDING :-

FUNDING AGENCY		ADDITIONAL	DATE
CODE	NAME	FUNDING AMOUNT	
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$\$\$\$\$\$\$\$\$.99	DD/MM/YYYY
DESCRIPTION: XXX			
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$\$\$\$\$\$\$\$\$.99	DD/MM/YYYY
DESCRIPTION: XXX			

HELP-(control-w), SAVE-(control-w), DELETE-(control-e), QUIT-(control-t)
PREVIOUS SCREEN - (control-p)

The programme **start date** and **end date** are date fields capturing the date that the programme comes into effect and the date that the programme expires respectively.

The **sector code** is a five character code that must exist on the system and must have a value.

The next entry is the **programme value** which is a numeric field reflecting the amount of money allotted by the agency to the programme.

The **amount disbursed to date** is displayed once the funding programme record is found. The user cannot edit this field which is updated once funds are disbursed to a project attached to this funding programme.

The **loan requirements** stipulate what criteria a company is expected to fill in order to qualify for the loan from this programme. This field allows the user up to one hundred (100) characters.

Screen 2 of 2

This screen allows for the entry of any additional funds assigned to the particular programme. The **funding agency code** and **name** which match the same criteria outlined in the section for the previous screen are entered for each record or row. This funding agency may be different or the same one entered on screen one.

Additional funding amount captures the amount of money being contributed by this additional funding source.

Date is the date that this allotment was made. It is assumed that the expiry date is the ending date of the funding programme.

Processing and Output

Once the above validations have taken place on either or both screens and the user satisfied, the data may be saved. However, if changes are to be made to the first screen then these changes must be made before advancing to screen two.

In order to delete an additional funding programme the user simply positions the cursor on the record to be deleted and presses the delete keys. A message will be displayed to indicate to the user that the operation has been completed successfully.

JR4200

JAMAICA PROMOTIONS CORPORATION
FUNDING PROGRAMME REPORT BY SECTOR

DD/MM/YYYY

SECTOR: XXXXX XXXXXXXXXXXXXXXX (leave blank for all)

DD/MM/YYYY

FUNDING PROGRAMME REPORT BY SECTOR

PAGE: NNN

SECTOR	FUNDING AGENCY	PROGRAMME IMPLEMENTATION DATES	COMPLETION DATES	PROGRAMME VALUE	DISBURSED VALUE	ADDITIONAL TO DATE
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	DD/MM/YYYY	DD/MM/YYYY	\$\$,\$\$\$,\$\$\$	\$\$,\$\$\$,\$\$\$ \$,\$\$\$,\$\$\$

HELP - (control-f), ON SCREEN - (control-v), PRINTER- (control-o), QUIT - (control-t)

FUNDING PROGRAM REPORT BY SECTOR

Purpose

This facility creates a report on each funding programme within a certain sector or all sectors. If the user does not possess the required rights to access this option, then access will not be allowed.

Input and Validation

The sector code is a five character field which is optional. If the value entered is incorrect then a popup is displayed and the desired code may be selected.

Processing and Output

The sector code may be entered. If it does not exist, then the user may select a code from the popup displayed otherwise the description is displayed. If the sector code is left blank, the report is generated on all sectors.

After the entries have been completed, the appropriate key sequences are used to send the report to the desired output location.

The fields output are sector, funding agency, programme, implementation and completion dates, programme value, amount disbursed and additional funds to date.

REFERENCE FILES

There are sixteen (16) active reference file options which may be accessed through option one (1) of the utilities menu. The reference file has five sub-menus with each sub-menu representing reference files which fall in a specific alphabetic range. Two of these options (country and product) are explained in more detail below. The fourteen (14) other reference file options function in a similar fashion.

COUNTRY REFERENCE INFORMATION

Purpose

This facility allows the user to enter country codes and country descriptions representing countries which are referenced by the country code from different areas of the system.

If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

The **country code** is a three character code which represents the country of interest and must already exist or may be added here. This entry must have a value.

The **name of country** field is entered for the description. This entry is thirty characters in length and must have a value.

Processing and Output

A country code is entered. If this code doesn't exist then the user is given the option to add this code and its description to the system. If the code exists then the description is displayed and the user is allowed to change the description. In the event that the user wishes to use an existing code but isn't sure of the correct code then a popup is displayed of all the existing codes and descriptions and the user may make the required selection.

HARMONIZED SYSTEM CODE : XXXXXXXXXXXX
PRODUCT CODE : XXXXXXXXXXXX
PRODUCT/NAME DESCRIPTION : XXXXXXXXXXXXXXXXXXXXXXXX

PRODUCT GROUP : XXXX
DESCRIPTION : XXXXXXXXXXXXXXXXXXXXXXXX
CATEGORY : XXXXXXXXXXXX
DESCRIPTION : XXXXXXXXXXXXXXXXXXXXXXXX
UNIT OF MEASURE : XXXXXXXXXXXX (Metric)

CONVERSION FACTOR : NNN.NN

HELP - (control-f), SAVE - (control-w), DELETE - (control-e), QUIT - (control-t)

PRODUCT / HARMONIZED SYSTEM REFERENCE INFORMATION

Purpose

This facility allows the user to enter product / harmonized system codes (hs-code) and descriptions representing products which are referenced by the product code throughout the system. If the user does not possess the required rights to access this option, then access will not be allowed.

Input & Validation

The **harmonised system code** is a ten character code which represents the product of interest and must already exist or may be added here. This entry may be left blank.

The **product code** is a ten character code which represents the product of interest and must already exist or may be added here. If the **harmonised system code** field was left blank then this entry must have a value. In addition the product code entered will replace the blank harmonised system code. If a value is entered in the **harmonised system code** field then this value will be placed in the **product code** field. Both fields must have the same value.

The next entry is the **product / name description** field. This entry is thirty characters in length and must have a value.

The **product group** is a five/ten character code which represents the group of the particular product and must already exist or may be added here. This entry may be left blank. There is a thirty character **description** associated with the product group. If a new **product group** is entered then a description up to thirty characters must be entered.

The **category** is a ten character code which represents a category within a specific product group for the particular product and must already exist or may be added here. This entry may be left blank. There is a thirty character **description** associated with the **category**. If a new **category** is entered then a description up to thirty characters must be entered.

The **unit of measure** field entry follows. This entry is ten characters in length and must have a value. This field represents the unit of measure for the particular product.

The final entry is the **conversion factor** field. This entry is a five digit number comprising of a maximum of three leading digits and two decimal places. This field may be left blank.

Processing and Output

A harmonised system code or product code is entered. If this product code doesn't exist then the user is given the option to add this code and its description to the system. If the code exists then the associated product information is displayed and the user is allowed to change the product information. In the event that the user wishes to use an existing code but isn't sure of the correct code then a popup is displayed of all the existing codes and descriptions and the user may make the required selection.

The procedure is similar for all code entries.

If the user leaves the product group field blank then the next entry will be the units of measure field. This occurs because the user cannot enter a value in the category field if no value was entered in the product group field.

SYSTEM BACKUP

BACKUP SCREEN

.....
..... PLEASE PLACE TAPL IN DRIVE
..... PRESS [RETURN] TO CONTINUE.....
..... OR [DEL] TO ABORT
.....

GLOSSARY OF TERMS

Cursor	Blinking line on the screen indicating to the user where an entry is required.
Database	The place where the data is stored.
Field	One bit of data; this is indicated in square brackets [] on the screens.
Platform	The operating system, the software allows the application to communicate with the computer.
Prompt	A message displayed on the screen that awaits the user's response e.g. "Do you wish to add this code (Y/N)?"
Records	A row of data.
Rights	Privileges assigned to users which allow them to perform certain functions on the system e.g. add data or print reports.
Sub-menu	The last two lines of the screen indicating to the user which keys perform which functions.
Window	An area on the screen usually bordered which acts as a screen within the main entry screen.

SYSTEM BACKUP

Purpose

This facility allows the user to create a backup of JAMINET's database.

Processing and Output

The backup tape to be used here must first be labelled with the current date and database name. The user places the backup tape in the tape drive and presses the <ENTER> key to start the backup process. If the option was entered in error, the key may be used to abort the process.